# CHAPTER 3 Creating and Managing Content

# **Adding Content to Moodle**

### This section covers the following MTC skills: 4.1 Resources

The first thing most people want to do when they create a course in Moodle is add some content, such as a syllabus or a course outline. As we explained in Chapter 2, you can add content to your course using the "Add a resource" drop-down menu in the center sections of your course (see Figure 2-14). In this chapter, we'll use all of the tools in the resource menu. Future chapters will cover the tools in the "Add an activity" menu.



Remember that you need to turn editing on to see the "Add a resource" and "Add an activity" menus.

The first tool, "Insert a label," creates a label directly on your course page. The next two tools, "Compose a text page" and "Compose a web page," can be used to develop content directly in Moodle. The following two, "Link to a file or web site" and "Display a directory," are used to manage content developed in other programs, such as Word or PowerPoint. You can also add content from other web sites and take advantage of the rich library of information available on the Web. Finally, "Add an IMS Content Package" enables you to add prepackaged content from sites around the Web.

Let's begin by creating a simple label for your course.

### Adding a Label

### This section covers the following MTC skills: 4.6.1 Labels

Labels enable you to add additional text or graphics to your course page. Labels can be used to add banners to courses, label sections of resources and activities, or provide quick instructions on the front page of your course. To add a label:

- 1. Click the "Turn editing on" button.
- 2. Select "Insert a label" from the "Add a resource" menu.
- 3. Create your label using the HTML editor (see the following section "Composing a Web Page" for more details on this).
- 4. Select whether to make your label visible by selecting Show or Hide from the Visible menu.
- 5. After you have created your label, click the "Save changes" button.

Once you have created a label, the full text of the label will appear in the section where you created it.



You can use a hidden label to provide information only for other teachers on your course, since students are unable to see hidden items.



If you want to use a label to identify a grouping of resources and activities within a section, you can indent the links under the label using the arrows adjacent to each resource or activity link. This will give your grouping some visual separation from the rest of the content.

## Composing a Text Page

This section covers the following MTC skills: 4.2 Compose a text page

A text page is a simple plain-text page with little formatting. You can add paragraphs and whitespace, but that's about it.

Text pages are very easy to create:

- 1. Click the "Turn editing on" button.
- 2. From the "Add a resource" menu select "Compose a text page." Moodle will then display the page to compose a text page like the one in Figure 3-1.
- 3. Enter a name for the text page.



The name you give the page will be displayed in the content section on your course page. Students will access your page by clicking on the name. Be sure to give the page a descriptive name so students will know what they are accessing.

- 4. Write a summary of the page in the Summary field.
- 5. Add your text in the Full Text field.
- 6. Scroll down to the bottom of the page and click the "Save changes" button.

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	Path:
compose a te	ext page
	Full text* 🕐

Figure 3-1. Compose a text page

That's all there is to it.

#### Window options

You can choose whether text pages and web pages that you create are displayed in the same window or in a new window.

To display a resource in the same window:

- 1. Click the Show Advanced button in the Window area.
- 2. Select "Same window" from the Window drop-down menu.
- 3. Select the option:
  - Show the course blocks

This will display the blocks from your course page on either side of the resource you have created.

To display a resource in a new window:

- 1. Click the Show Advanced button in the Window area.
- 2. Select "New window" from the Window drop-down menu.
- 3. Select the options for the window:

Allow the window to be resized

Checking this will allow the user to change the size of the window after it has opened. Unless you have a specific reason for not allowing the user to resize, you should leave this checked.

Allow the window to be scrolled

You can prevent the user from scrolling the new window. Again, unless you have a specific reason to prevent the user from scrolling, leave this checked.

Show the directory links

This will display the user's bookmark or favorites bar in his browser.

Show the location bar

You can hide the address bar, and thus the site's URL, in the pop up by unchecking this box.

Show the menu bar

The menu bar is the browser menu that allows the user to set bookmarks, print, view the page source, and perform other browser functions.

Show the toolbar

The browser toolbar has the back and forward buttons, as well as the reload and stop buttons.

Show the status bar

The status bar is the lower area of the browser that shows how much of the page has loaded and the target of a link.

### Default window width and height

You can set the size of the new window to match the size of the linked page.

### Common module settings

Any resource may be hidden by selecting Hide from the Visible drop-down menu. This has the same effect as clicking on the Hide icon (an eye) adjacent to the resource link on the course page. Other teachers on your course can always view hidden items, whereas students cannot.



You can hide particular resources, then allow students to see them after your lesson. Teacher resources can be kept hidden permanently.

## Composing a Web Page

### This section covers the following MTC skills: 2.3 Editor; 4.3 Compose a web page

Adding a plain-text page to Moodle isn't the only way to add content. With Moodle, you can easily use the HTML editor to create sophisticated pages that can be displayed in any web browser. The HTML editor works like a word-processing application right in your browser, as you can see in Figure 3-2. Simply type directly into the text area and use the formatting tools to customize it.

To compose a web page:

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Figure 3-2. HTML editor

- 1. Click the "Turn editing on" button.
- 2. From the "Add a resource" menu select "Compose a web page."
- 3. Enter a name for the web page and write a summary.
- 4. Create your web page using the HTML editor.
- 5. Scroll down to the bottom of the page and click the "Save changes" button.

#### Using the HTML editor



The HTML editor doesn't work in all browsers.

### The HTML editor provides the tools displayed in Table 3-1.

lcon	Function
Trebuchet 💌	Font
1 (8 pt) 💌	Font size
Heading 3 🛛 💌	Style
в <i>I</i> <u>U</u> <del>S</del>	Bold, italic, underline, strikethrough
$\mathbf{x}_2 \mathbf{x}^2$	Subscript or superscript
	Clean Word HTML
<u>0</u> 0	Undo or redo your last action
	Left, center, right, or full justify
▶¶ ¶∢	Direction from left to right or from right to left
三百 律 律	Numbered or bullet list, decrease or increase indent
$T_{S} \diamond_{S}$	Change font or background color
$-\Phi$	Horizontal rule, create anchor
නෙ ද්දා මො	Insert web link, remove link, prevent automatic linking
	Insert image, table, or smiley

lcon	Function
A      A  A     A	Insert special character, search and replace
$\diamond$ $\mathbf{Z}$	Toggle text and WYSIWYG mode, enlarge editor



The Clean Word HTML tool is useful when copying and pasting content from a Word document, as it removes unnecessary HTML tags.

### Linking to a File or Web Site

This section covers the following MTC skills: 4.4 Link to a file or web site

You don't have to create all of your content directly in Moodle. You can also upload and store any digital content that you have created in other applications. Documents you create in a word processor or presentation package can be shared with students in your course. You can also easily add links to other web sites to give your students access to important web resources.

### Uploading files

Although it's easy to generate content directly in Moodle, you can also upload any type of electronic file you like. All you need to do is make sure your students can access it with the appropriate software on their computers.

Once you've added a file to your files area, you can add it as a resource for your students in two ways—by creating a link to a file, or by creating a link to a directory within the files area.

To add a link to a file:

- 1. Click the "Turn editing on" button.
- 2. From the "Add a resource" menu select "Link to a file or web site."
- 3. On the Edit page (see Figure 3-3), enter a name for the resource and write a summary.
- 4. Click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.
- 5. Find the file you want to add in the files area. Alternatively, you can upload a new file here.
- 6. On the right of each file listed, you will see a Choose link in bold (see Figure 3-4). Click the link opposite the file you want to add. The files window will close and the location of the file will be entered automatically into the page.
- 7. Scroll down to the bottom of the page and click the "Save changes" button. The name of the resource will now be a link in the course section.

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Link to a fil	Path:
Link to a fil	Path:  Path:  Path:  Path:  Path:  Location http://  Choose or upload a file
Link to a fil	e or web site Lo cation http:// Search for web page
Link to a fil Window	Path: Path: e or web site Location http:// Search for web page
Link to a fil Window	Path: Path: e or web site Lo cation http:/// Choose or upload a file Search for web page * Chour Advance

Figure 3-3. Link to a file or web site

Name	Size	Modified	Action
🔁 Parent folder			
Supplementary_resources	0 bytes	12 Aug 2007, 05:30 PM	Rename
Presentation_1.ppt	8KB	12 Aug 2007, 05:29 PM	Choose Rename
Worksheet_1.doc	19.5KB	12 Aug 2007, 05:29 PM	Choose Renam

Figure 3-4. Choose a file

#### Creating links to other web sites

To add a link to another web site:

- 1. Click the "Turn editing on" button.
- 2. From the "Add a resource" menu select "Link to a file or web site."
- 3. Enter a name for the link and write a summary (see Figure 3-3).
- 4. In the location field, enter the address of the page you want to link to. If you need to look for the address, click the "Search for web page" button, and Moodle will open a new window containing Google.
- 5. Scroll down to the bottom of the page and click the "Save changes" button.

### Window options

As for text pages and web pages that you create, you can choose whether files and web sites that you link to are displayed in the same window or in a new window.

To display a resource in the same window:

- 1. Click the Show Advanced button in the Window area.
- 2. Select "Same window" from the Window drop-down menu.
- 3. Select the option:

Keep page navigation visible on the same page

This will display the file in a frame, so that the Moodle navigation remains on the page in an upper frame. Otherwise, your students may not be able to return to the course page easily.



This option is not normally necessary for media content such as movies, audio files and Flash files, as they will automatically be embedded within a navigable page.

The options for displaying a resource in a new window are the same as for text pages and web pages.

### Parameters

When you create a link to another web site, you can also easily send data about the student and the course to the receiving site. For example, if you want to create a link to another site in your university that uses the same usernames as your Moodle site, you can send students' usernames to the other server. This makes it easier to utilize other dynamic web sites that share data with your Moodle site.

To send data to another server using parameters:

- 1. Click the "Show Advanced" button in the parameters area.
- 2. Select the data you want to send from the drop-down list shown in Figure 3-5.
- 3. The variable name is the name of the variable that the receiving server is expecting. For example, if you're sending the student's username and the server wants a variable called userID, select username in the parameter list and put userID in the "Variable name" field.

### **Displaying a Directory**

This section covers the following MTC skills: 4.5 Displaying directories

The other option for displaying files is to create a link to a directory within the files area. To display a directory:

Parameters		
		* Hide Advanced
Variable name=Parameter*	Choose parameter	
Variable name=Parameter*	Choose parameter	<u>^</u>
Variable name=Parameter*	User - Username	
Variable name=Parameter*	User - First name	
Variable name=Parameter*	User - Surname User - Full name	E
Common module settings	User - Email address User - ICQ number User - Phone 1 User - Phone 2	
Visible S	how Viser - Institution User - Department User - Address	
	User - City/town Save changes User - Timezone	
_	Course - id	market
	Course - Short name	~

Figure 3-5. Parameter list

- 1. In editing mode, select "Display a directory" from the "Add a resource" menu in the course section where you want to add the directory.
- 2. On the Edit page (see Figure 3-6), enter a name for the resource and write a summary.
- 3. Select the folder you want the students to be able to browse from the "Display a directory" drop-down. If you leave the default—Main files directory—selected, students will be able to browse the entire course files area.
- 4. Click the "Save changes" button.
- 5. When a student clicks on the resulting directory link, she will see a list of all the files in that folder. If the folder contains subfolders, she will also be able to browse these.

### Adding an IMS Content Package

IMS Content Packages are resources packaged to an agreed specification, making it possible for a package to be reused in different systems without needing to convert it to a different format. Content-authoring software often provides the option of packaging as an IMS Content Package. You may have IMS Content Packages from a different CMS system or have purchased some IMS Content Packages as course content.

To add an IMS Content Package:

- 1. In editing mode, select "Add an IMS Content Package" from the "Add a resource" menu in the course section where you want to add the package.
- 2. On the Edit page (see Figure 3-7), enter a name for the resource and write a summary.
- 3. Click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.

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Display a dire	Path: (? ####E Ectory Display a directory Main files directory Main files directory

Figure 3-6. Display a directory

- 4. Upload the zipped IMS Content Package and click the Choose link opposite to it.
- 5. Select appropriate display parameters, depending upon the package navigation structure. If you're not sure, leave the parameters as default.
- 6. Click the "Save changes" button.
- 7. Click the Deploy button. (This unzips the package and loads it for viewing.)
- 8. The name of the IMS Content Package will now be a link in the course section.

### **Adding Media Content**

# This section covers the following MTC skills: 6.4.1 Embedding .swf files; 6.7.1 Linking to external resources on CD

Adding media content can help you communicate some ideas and processes more easily than text alone. Imagine trying to teach a language if the students aren't able to hear it spoken. Or how much easier it would be to learn how volcanoes work if you could see a video or an animation. Fortunately, Moodle makes it easy to add rich media content to your course. The Moodle media filters automatically recognize your media type and put the right sort of link into your web page so students can access it easily.

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	Summary 🍞		
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Add an IMS C	ontent Package		
Add an IMS C	ontent Package	Choose or upload a file	
Add an IMS C	ontent Package	Choose or upload a file	]
Add an IMS C Window	ontent Package	Choose or upload a file	]
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l dd an IMS C Vindow Parameter s	Content Package	Choose or upload a file Same window V	* Show Advance
l dd an IMS C Vindow Parameter s	Content Package Location Window Navigation side menu	Same window	* Show Advance
ldd an IMS C Vindow Parameter s	Content Package Location Window Navigation side menu Table of contents	Same window	* Show Advance
udd an IMS C Vindow Parameter s	Content Package Location Window Navigation side menu Table of contents Navigation buttons	Same window  Yes  No  Wo	* Show Advance
Add an IMS C Vindow Parameter s	Content Package Location Window Navigation side menu Table of contents Navigation buttons	Same window  Yes  No  No  No  No  No  No  No  No  No  No	* Show Advance

Figure 3-7. Add an IMS Content Package



If these instructions don't work, contact your system administrator and ask if the multimedia plug-ins are enabled in the filters settings.

Media content may be added using the same steps as for the earlier section "Uploading files":

- 1. In editing mode, select "Link to a file or web site" from the "Add a resource" menu in the course section where you want to add the link to the media file.
- 2. Enter a name for the resource and write a summary.
- 3. Click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.
- 4. Either upload the media file or, if you uploaded it previously, find the file you want to add in the files area.
- 5. Click the Choose link opposite the media file. The files window will close and the location of the file will be entered automatically into the page.
- 6. The name of the resource will now be an active link in the content block.

MP3 files are automatically embedded in a streaming player made with Flash.

If your media content files are very large, an alternative to uploading them to Moodle is linking to them on CD or on a particular network drive.



If these instructions don't work, contact your system administrator and ask if local files are allowed in the Resource module. Using this feature may require changes to your browser's security settings.

Linking to resources on CD is very similar to linking to a file:

- 1. In editing mode, select "Link to a file or web site" from the "Add a resource" menu in the content section where you want to add the link.
- 2. On the Edit page, click the "Choose a local file" button.
- 3. Browse for the local file, then click the "Choose this file path" button.
- 4. The location of the local file will be entered.
- 5. The name of the resource will now be a link in the course section.

## Adding Multilanguage Content

If you want the content of your course to be displayed in more than one language, you can create content in multiple languages and the multilanguage content filter will ensure the language displayed is the one selected by the user.



Your system administrator needs to enable the multilanguage content filter for these instructions to work.

To add multilanguage content:

- 1. Create your content in multiple languages.
- 2. Click [<>] in the HTML editor to change to code-editing mode.
- 3. Enclose each language block in the following tags, where xx and yy are two-letter language codes (as shown in the languages drop-down menu on the front page of your Moodle site):

```
<span lang="xx" class="multilang">your content in lang xx here</span>
<span lang="yy" class="multilang">your content in lang yy here</span>
```

# Managing and Updating Your Content

Uploading content is only half the battle of content management in Moodle. You'll need to ensure that your uploaded content is current, and you'll occasionally want to



Figure 3-8. Course Administration block

replace or delete files. Fortunately, Moodle has some useful features to help you manage your content once it's on the server.

### File Area Tools

This section covers the following MTC skills: 8.4 Files

Once you've uploaded your files, they are stored in the files area. When you create a link to a file, you store the file in the files area and create a link for your students to access it.

To access the files area, click the Files link in the course Administration block, as shown in Figure 3-8.

The files area, as shown in Figure 3-9, has a checkbox beside each uploaded file and folder. You can select one or more files and then move or archive them using the tools in the "With chosen files" drop-down menu on the lower-left side of the file list. If you click on the menu, you'll see three things you can do with your chosen files:

### Move to another folder

To move uploaded content to another folder in the files area:

- 1. Select the file(s) you want to move.
- 2. Select "Move to another folder."
- 3. Navigate to the folder where you want to move the selected files.
- 4. You'll see a new button at the bottom of the screen that says "Move files to here." Click the button, and the files will move to the new location.

Delete completely

This option removes all trace of the file from your Moodle site.

Name	Size	Modified	Action
Topic_1_resources	27.5KB	12 Aug 2007, 05:30 PM	Renam
Topic_2_resources	0 bytes	12 Aug 2007, 05:26 PM	Renam
📕 figs.zip	237.3KB	13 Aug 2007, 02:16 PM	Unzin List Restore Renam

Figure 3-9. Files area

Create ZIP archive

A ZIP archive is a compressed file that holds the files you've selected. It's an easy way to create an archive of older files or an easy-to-download collection of documents, such as all of the images for a lecture. Once the archive has been created and moved to the target computer, you'll need to unzip it to access the content inside. If you want students to download the archive, they will need an unzipping utility such as WinZip, MacZip, or StuffIt Expander to unpack the archive. Modern versions of Windows and Macintosh have built-in ZIP utilities. Moodle has a built-in ZIP utility as well that will allow you to unzip the archive directly into your files area. As Figure 3-9 shows, there are a few new options that come with a ZIP archive. These include:

### Unzip

Unpacks your archive into your files area.

List

Clicking this displays a list of files stored in the archive. You cannot access files through this list.

Restore

If you've backed up your Moodle class and uploaded the ZIP archive of the backup, you can restore your content using this link. We'll cover this in more detail in Chapter 4.

## **Tracking Versions**

One of the biggest challenges you will face in keeping your content organized is dealing with versioning. As the semester progresses, you may have multiple versions of your syllabus that reflect changes to the calendar. Or you may have multiple versions of a presentation that has evolved over the years. There are a couple of strategies you can use to track versions and ensure that your students are accessing the correct version.

The easiest way is to develop a naming scheme for your files. While many people will attach a version number, we recommend using a *date stamp*. A date stamp lets people know just how recent the version is, and you don't have to track the current version

number. To add a date stamp, simply add the date on which you saved the version to the end of the filename. For example, the first version of a syllabus for your fall course may be called *Syllabus\_8\_30.rtf*. Later in the semester, you may post a revised version named *Syllabus\_9\_21.rtf*. Date versioning helps you keep track of the version on the server and the latest version on your computer.

There are also a number of tools in Moodle to help you deal with versioning. We recommend creating a folder in your course to archive older versions of documents. To create an archive folder:

- 1. Click on the Files link.
- 2. Click the "Make a folder" button.
- 3. Name the folder "Course archives" and click the "Save changes" button.

Later, you can use the file tools to move old versions of a file into the archives area, which enables you to keep a record of older versions while keeping only the latest version in the active area.

# **Effective Content Practices**

There are a few effective practices that can make life easier for you and your students. First, there are file format tricks to ensure your students can download and use your content. Second, make sure the bit size of your files is as small as it can be, so your students won't grow old waiting to download tomorrow's lecture notes. Third, there are creative ways to use static content in your courses to help you and your students succeed.

## File Formats

This section covers the following MTC skills: 6.2 Audio and video; 6.3 Documents and resources; 6.6 Other multimedia formats

Every file you create and save on your computer has a specific file format. For example, Word files are saved in Word format, and can be opened only in a compatible version of Word. However, this can cause problems if your students don't have the same version of Word you do. A solution is to continue to create your documents in Word but save them as Rich Text Format, or RTF, a format that a wide variety of word-processing programs can open. In most versions of Word, you can save a file as RTF by following these steps:

- 1. Select "Save As" from the file menu.
- 2. Choose RTF from the file type drop-down.
- 3. Save the RTF copy of your document.

There are a number of file formats for displaying text and images that almost everyone can open, regardless of their computing platform, and you should strive to use these whenever possible. These formats include RTF, Hypertext Markup Language (HTML), Portable Display Format (PDF), and picture formats, including PICT, TIFF, JPEG, GIF, and PNG.

Table 3-2 describes some common file formats.

Table 3-2. File types

File type	Description	Software needed to use the file
RTF	A word-processor format that is readable by a wide range of applica- tions. You can save Word and PowerPoint documents as RTF.	Most modernword processors will read RTF, including OpenOffice.org Writer.
HTML	The language of the Web. Every web page displayed in a browser is created in HTML. Moodle has a built-in HTML editor you can use to create documents directly in Moodle.	Any web browser. Some word process- ors will also read HTML documents.
PDF	PDF is a file format created by Adobe Systems for document exchange.	$\label{eq:constraint} A crobat Reader is a free download from$
	PDF files may be created with Acrobat (not the reader but the pro- fessional package) or the OpenOffice.org suite.	Adobe.
PowerPoint (ppt)	As the most widely used presentation-creation software, PowerPoint files are natural candidates for upload. The presentations are easy to share, but be careful about file size and access.	PowerPoint, PowerPoint viewer, or OpenOffice.org Impress.
Pictures (PICT, TIFF, JPEG, GIF, PNG)	There are a lot of graphic file formats. Generally, only GIF, JPEG, and PNG are viewable directly in a browser.	GIF, JPEG, and PNG require a browser. Other formats require appropriate ex- ternal viewers.
Audio files (WAV, MP3, RAM, MOV)	Audio files can be large, depending on your bit rate and compression format. Be sure the file size is smaller than the maximum file upload size for Moodle. Check with your system administrator.	Your students will need media player software. Many students will be able to play audio in MP3 format.
Video files (MOV, WMV, RV)	Your Moodle server may not accept a large video file. Before you attempt to upload a large video file, ask your system administrator about file size limits.	To view a video, your students will need a media player that can play the ap- propriate format. Know whether your
	Your students will need to download the entire video, which may be a problem with a slow dial-up connection.	movies can play in Quicktime, Win- dows Media Player, or RealPlayer.

### **Reducing File Sizes**

As important as creating files your students can open is making sure those files are a manageable size. Graphics are usually the biggest offenders, and they crop up in some unlikely places. There are three strategies that will give you the best results for the effort.

#### Strategy 1: Save your PowerPoint presentations as PDF

Big PowerPoint files are often the worst file-size offenders. It's too easy to add cool transitions, clip art, and images that expand a simple hour-long presentation into a

multimegabyte behemoth that takes an hour to download. Not a good use of time for something that students will simply print out and bring to class.

We recommend exporting your presentation as PDF using OpenOffice.org. Students will get the benefits of the outline of the lecture, including graphics, and be able to print copies of the presentation slides, and the file will be quick and easy to download.

#### Strategy 2: Scan articles as text, not images

There are many good articles that just aren't available in electronic format. If you want to avoid printing an entire reader, scanning articles is an easy way to give your students access to important resources. Many libraries now have electronic reserve services that will scan them for you.

Scanning articles can result in very large files because most scanner software, by default, scans everything as a graphic. So when you scan a page, you're really creating a picture of the page that is much larger than a text version. The computer has to store information about every dot on the page, not just information about the characters and their placement.

The solution is to use a software tool called Optical Character Recognition, or OCR. This great tool recognizes the shape of the letters and gives you a text version of the article. You can then manipulate the text version in the same way you'd edit any other text document. It has the added advantage of being accessible to screen readers for students with visual disabilities.

OCR software is probably available somewhere on your campus. OmniPage Pro is currently the most popular OCR package. It's come a long way in the last few years and is now very powerful. If you have a relatively clean photocopy of the articles you want to share, scanning them will be a very fast process.

#### Strategy 3: Reduce your image size and use compression

Finally, if you have digital images, it's very important to optimize their size and resolution for sharing over the Web. Modern digital cameras and scanners can produce amazing, crystal-clear images, but at a price of very large file sizes. A full-resolution photograph in a modern camera can be 4 megabytes, which will take more than 5 minutes to download on a 56k modem.

Most cameras and scanners come with free utilities that enable you to manipulate images. Other programs such as Photoshop are fully featured, professional packages with lots of tools. To reduce your file size, you only need some very simple tools, provided by most image-manipulation software.

The key to getting manageable images is to first reduce the size of the image. If your image will be primarily viewed on the screen, you can make it 72 dpi and it will still be viewable. If you plan to have your students print the image, then it will need to be higher

resolution. Experiment with some different sizes and resolutions to get a result you're happy with.

When your image is the right size, save it at the minimum quality as a web-compatible format such as JPG or GIF. These formats make your file size even smaller by eliminating unnecessary and redundant data.

By reducing the size of your files, you'll make life easier for yourself and your students. But the smallest, most portable files in the world don't mean much if your students can't use them successfully in your class. Next, we'll discuss some interesting ways you can use content to make your Moodle class a valuable resource for your students.

### **Creative Content**

Moodle allows you to upload just about any file that resides on your computer. However, the key to a successful content strategy is knowing what content helps your students be successful and what is unnecessary or confusing. Below are two best practices for adding content to your course. These practices work well in a range of course designs, but there are others that might work just as well for your particular course.

### Uploading lecture notes

One of the easiest ways to use Moodle to increase student learning is to upload your lecture notes before the lecture. Providing access to your lecture outlines *before* a class meeting gives your students a tool to help prepare for class and structure their class notes. If students know which topics you consider important enough to include in your lecture, they are more likely to pay attention to those areas in any assigned readings. During class, they can use the lecture notes as a basic outline and concentrate on elaborating the main ideas with examples. Lecture notes are also a useful tool for students whose first language is different from that of the speaker. If they get lost during a lecture, they can refer to the notes to get back on track.

If you use PowerPoint in your lectures, a simple way to create and upload lecture notes is to save your slides as an RTF file. The RTF file eliminates graphics and other extras and provides the students with a plain-text outline. It will be easy to download and print for class.

### External web sites

Effectively using the Web means you don't have to create or photocopy everything you want to use in your class. There is a lot of quality content available on the Web, if you know where to look and how to evaluate it. A full discussion about vetting online resources is beyond the scope of this book, but your institution's librarian can recommend some sources to get you started.

Most newspapers and news magazines have online versions you can bring into your class for discussions of current events. Universities, schools, and nonprofit

organizations publish huge amounts of content available for you to use free of charge. In addition, there is a growing open content movement, which publishes content available for anyone to use.

Most open content is published under a Creative Commons license, which allows users to choose the type of public license they want to use (*http://creativecommons.org*). Authors can use the CC licenses to license their work for use through any combination of attribution (their name stays attached), with a share-alike license (you can share any derivative works as long as you use the same license), or noncommercial use (you can't use the materials for commercial purposes). The Creative Commons site also has a search engine for content that has been licensed using a CC license.



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In addition to the general content released by people under the Creative Commons licenses, some universities have begun publishing course materials for use by the general public. These collections are known as OpenCourseWare (OCW) repositories. MIT has the most well-known collection, but other universities are following suit. Some of the bigger collections are:

MIT (http://ocw.mit.edu)

MIT offers a comprehensive collection of courses from accounting to zoology. Some of their courses have video lectures available in addition to the syllabus, lecture notes, and problem sets.

*Utah State University (http://ocw.usu.edu)* 

Utah State offers a good collection of basic courses with an emphasis on biological and irrigation engineering and instructional technology.

Johns Hopkins Bloomberg School of Public Health (http://ocw.jhsph.edu) This is a collection of public health courses from one of the world's leading medical schools.

UK Open University (http://openlearn.open.ac.uk)

The OU offers full-text versions of their content, instead of just course outlines and notes.

In addition to the institutional collections, there are a growing number of user-created content sites available on the Web. These sites allow anyone to create, change, remix, and catalog content. While the quality of the content can vary wildly, there is a large and growing body of excellent content available for you to use.

Some of these sites are:

Wikipedia (http://www.wikipedia.org)

An online encyclopedia developed by thousands of volunteers. Anyone can create and edit documents.

Wikibooks (http://en.wikibooks.org)

A sister project of Wikipedia. It aims to create open textbooks that are freely available to the whole world.

This list is by no means exhaustive. Simply using Google as a tool in your class vastly expands the amount and variety of content available to your students.

# Summary

Ultimately, the content you develop and share in your Moodle course is up to you. Static Moodle content provides resources for students as they engage in the learning process. In this chapter, we've looked at how to upload and create content for your Moodle course. In the following chapters, we'll discuss some of the dynamic activities you can add to your class to make it truly compelling.