

# Adding an activity or resource in a

# section

• This provides instruction to add any resource and activity in a section.

## Roles

• Lecturer

## Pre-condition

- 1. The user must be on a Moodle course page as a Lecturer of the unit. See <u>Moodle Enrolment</u>, <u>Accessing your course</u>, and <u>The Moodle course</u>.
- 2. The Course Editing is on. See Course Editing On/Off.

## **General Notes**

1. Use sentence case and title case only. Use only uppercase letters for emphasis.

#### Procedure

- 1. Adding an activity or resource.
  - a. Go to the section where you want to place the label heading
  - b. Locate the section where you want to put the label heading.

c. Click the +Add and	located at the bottom of	the section.
+ Section 16 /	Add an activity or resource	∧ AdzSection Edit *
		Add en activity or resource

- 2. Selecting Activity or Resource
  - a. Click on the Activities tab to add an activity; otherwise, click on the Resources tab if adding a resource.
  - b. Click the activity or resource you want to add.
  - c. You will be taken to the setting page of the activity or resource.



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#### Outcome

1. The Setting page of the selected activity or resource.