Back to Basics – adding content to GoL

Note on Internet browsers: the drag and drop feature to add files is only available on some internet browsers, it is not available on the standard Internet Explorer installation on most College PC's. You can use drag and drop in the staff workroom where Internet Explorer 11 is installed or use **Google Chrome** which is installed across the College.

Before you begin: Open Google Chrome and login to GoL, then select the course from my Courses that you want to edit.

Edit a TOPIC heading on a course page

1. On your course page turn on editing by either selecting **Turn editing on** (top-right of page) or in the **Administration** block on the left of the page.

2. Click the **edit icon** next to the topic heading you want to change.

3. In the settings remove the tick from **Use default section name**.

4. Type in the **Section name** and add any additional information in the Summary box.

5. Go to the bottom of the screen and **Save changes**.

Add an IMAGE or DOCUMENT to a course page using drag and drop

(To use drag and drop you will need to be using a compatible internet browser, for example Google Chrome or Internet Explorer 11. If drag and drop is not available you can browse to upload files.)

1. **Turn editing on** and make sure the section you want to add content is open.

2. Go to the start button on your computer and select **Documents** to open the Windows Explorer window and then navigate to a window that displays the document/image you want to add.

3. Arrange the Windows Explorer window and the course page side by side on your screen (see screenshot) and then drag a document or image from the Windows Explorer window towards the **Add an activity or resource** link on your course page. Drop the file when an **add files here** link appears.

   Note: If you are adding an image you will be asked whether you want to add the image to the course page or create file resource (link to the picture).
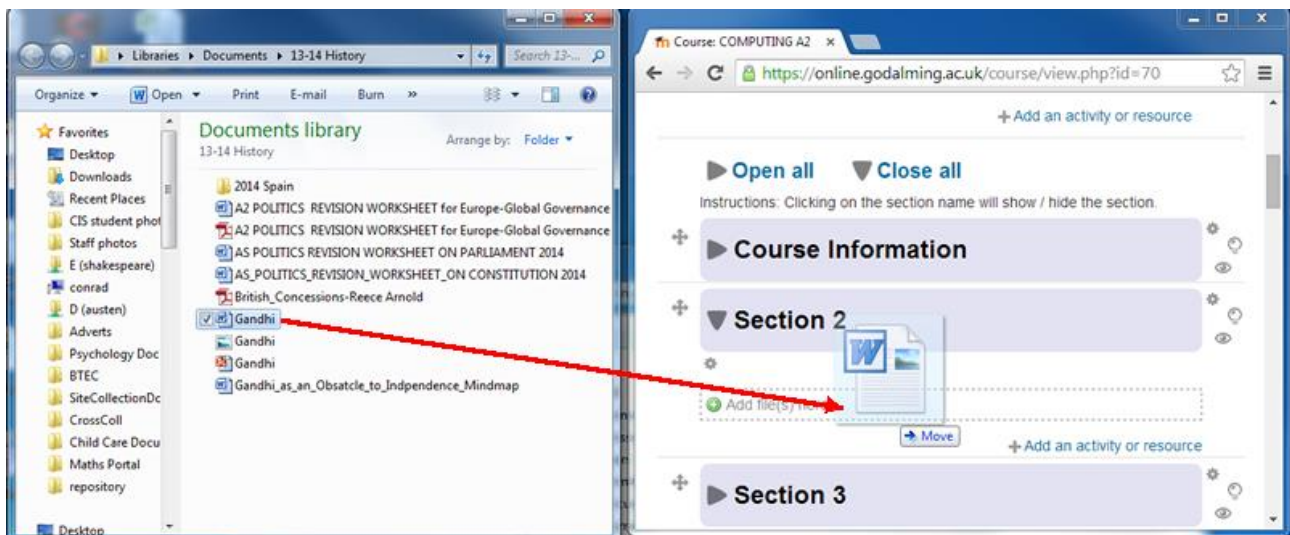
4. Once you have added a document or image you can then move it to a different position.

Create a WEB LINK

1. **Turn editing on**, open a course section and select **Add an activity or resource**.

2. Scroll down to the bottom of the list and select **URL** and then click **Add**.

3. Enter the **name** of the web link and paste in the full URL (web address) of the link.

4. Open the **Appearance** section – you have the option of setting the Display as a **pop-up**.

5. Click **Save and return to course** to save your web link.

Add a LABEL to a course page

1. **Turn editing on**, open a course section and select **Add an activity or resource**.
2. Scroll down to the bottom of the list and select **Label** and then click **Add**.
3. Type in some text to appear on your course page, you can also use a label to add a graphic or a link. Select the **Toggle toolbar** button on the text editor to expand the text toolbar to get more features. Experiment with formatting your text.
4. Click **Save and return to course** to save your label.

Use the duplicate feature

1. You can duplicate any resource or activity on your course page.
2. Click the **Edit** drop-down next to the label you have just created and select **duplicate**. When you have created the duplicate you can now edit the text by selecting **Edit Settings** from the **Edit** drop-down.

Move sections, folders, documents and links on a course page

1. Turn editing on and look for the **Move icon** ✛ which will be beside section headings, folders, files, links etc. on your course page.
2. Hover over the **Move icon** and hold down the left mouse button. You should be able to move your selected item to a different position on the page. Take your figure off the left mouse button to drop the item into a new position.

Create a FOLDER and add files to it:

Before you start: look at the "**Folders and how to use them**" section on the **GoL-Help** page to get ideas.

1. **Turn editing on** and within a topic select **Add an activity or resource**.
2. Scroll down towards the bottom of the list and select **Folder** and then click **Add**.
3. Enter a **Name** for the folder that you want to appear on the page.
4. In **Description** add any additional information about the content of the folder (not compulsory).
5. In **Files** add any subfolders that are needed (it is not necessary to have subfolders; however they can be used to organise the content of your main folder). To add a subfolder click the **add folder** icon.
6. In **Files** drag and drop files from Windows Explorer into the folder. If drag and drop is not available click the add files button to upload a file. If using drag and drop then you can use the shift key to select a number of files and drag them all at once.
7. **Display folder contents**: choose to display folder contents on a **separate page** or **inline on a course page**. See the **Folder** section on the **GoL Help** page for examples.
8. **Show subfolders expanded:** if you have subfolders you can experiment with this setting to find the one that suits you material the best.
9. Click Save and return **to course** to save folder. You can edit the folder at any time to add more files.

How to change the name of a document within a folder:

1. **Turn editing on** and select **Edit – Edit settings** for the folder you want to edit.
2. Click on the document you want to change, edit the name but do not remove the file type from the document name. Do not to use punctuation within a filename, underscore is acceptable.
3. Click **Update** and then **Save and return to course**.

How to delete a document from a folder:

1. **Turn editing on** and select **Edit – Edit settings** for the folder you want to edit.
2. Click on the document you want to delete and select **Delete** and then **OK**.
3. Click **Update** and then **Save and return to course**.