

Adding Instructor Created Resources in your MLR2014 CDX Course

1. Navigate to your school's CDX site and log in to your Instructor account.
2. Then navigate to the course section that you would like to your resources to by clicking on it from the list of My Courses.

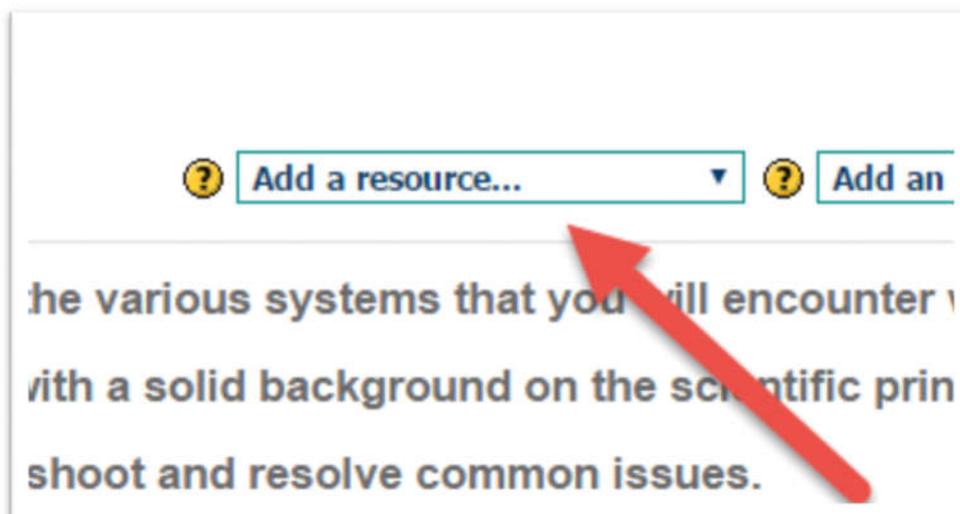


3. This will bring you to the Course Home page for that course section.

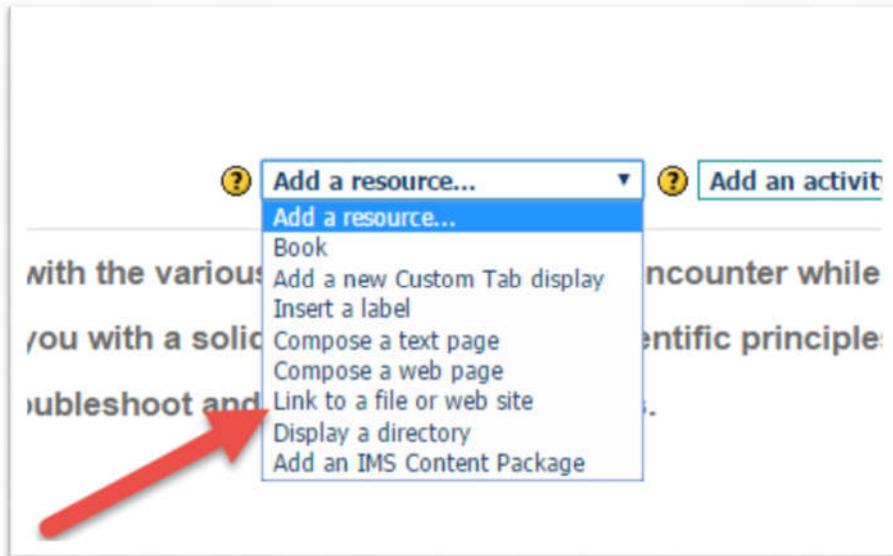
4. At the top right of the page, find and click on the Turn Editing On button.



5. This will reload the page with more customization options. Then find and click on the drop down menu titled Add A Resource.

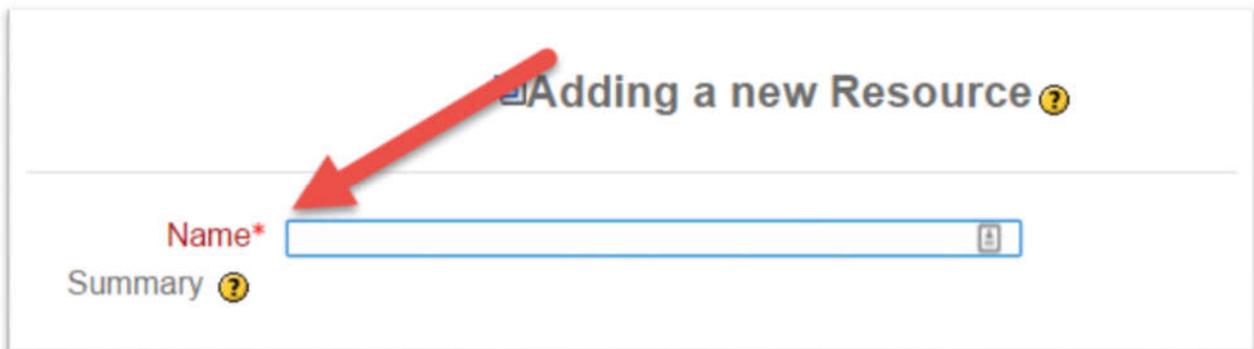


6. Then select the Link to File or Web Page option.

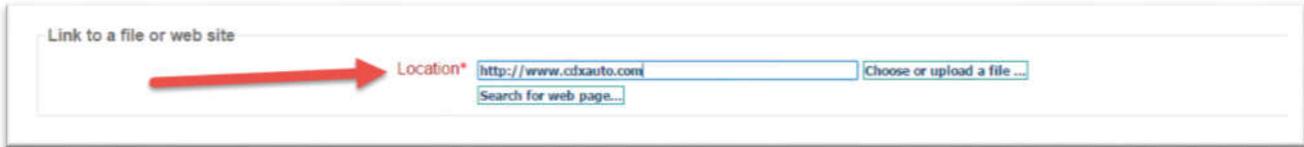


7. This will bring you to a page where you can create a link to any content you have posted on a website, or create a link that will allow students to download a file such as a Word Document or a PowerPoint Presentation.

8. First, type in a name for the link, this name is how the link will appear in your course.



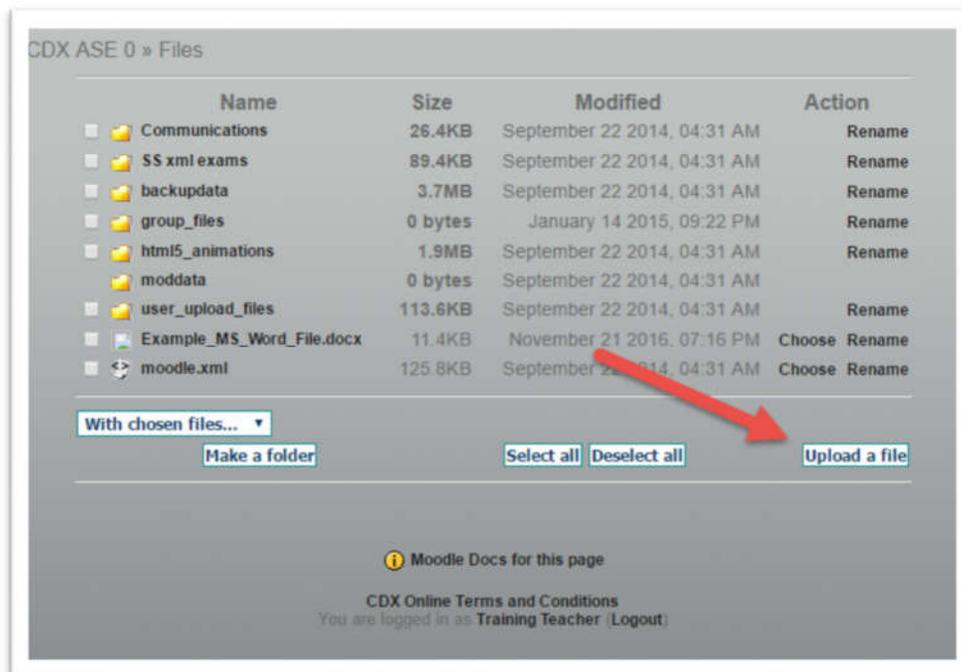
9. If you are creating a link to a web page, type in the URL Web Address for the web page into the location bar.



10. If you are creating a link to a file, click on the Choose or Upload File button.

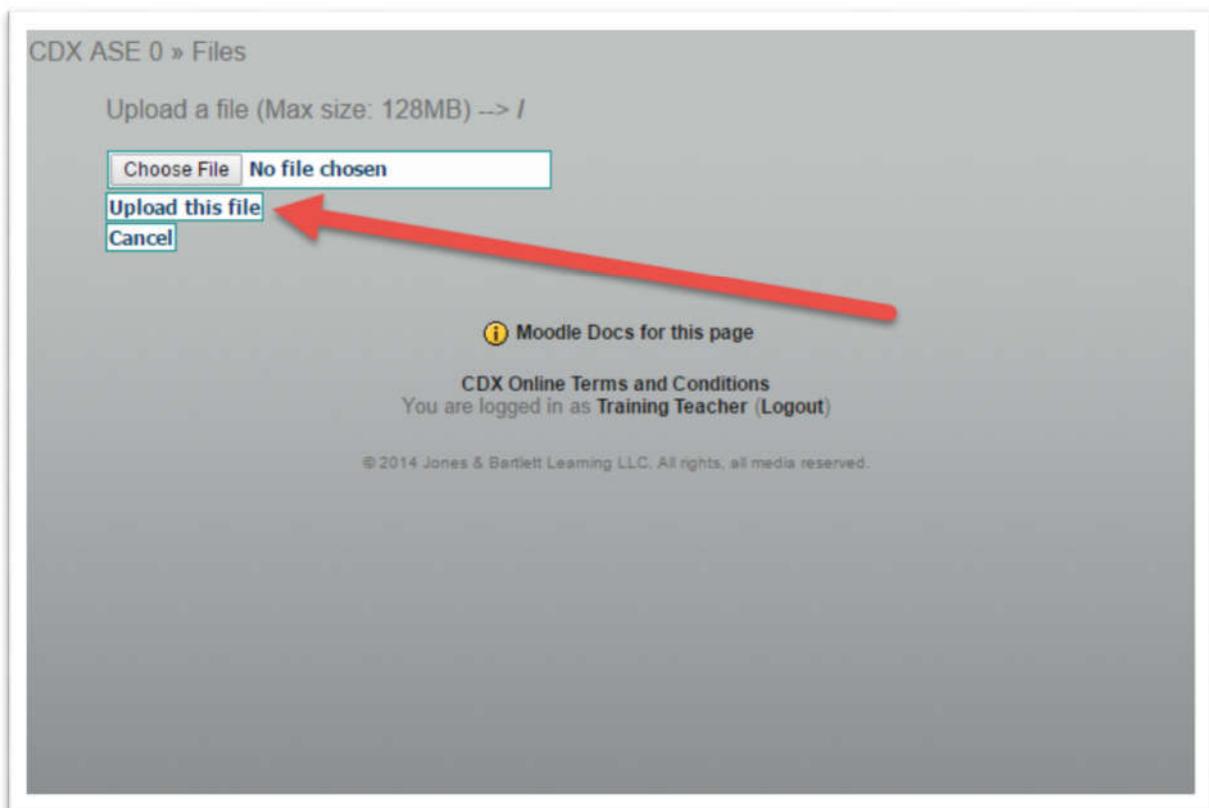


11. This will open a window that shows the files available to link into your course. If the file is saved onto your computer, click on the Upload a File button.

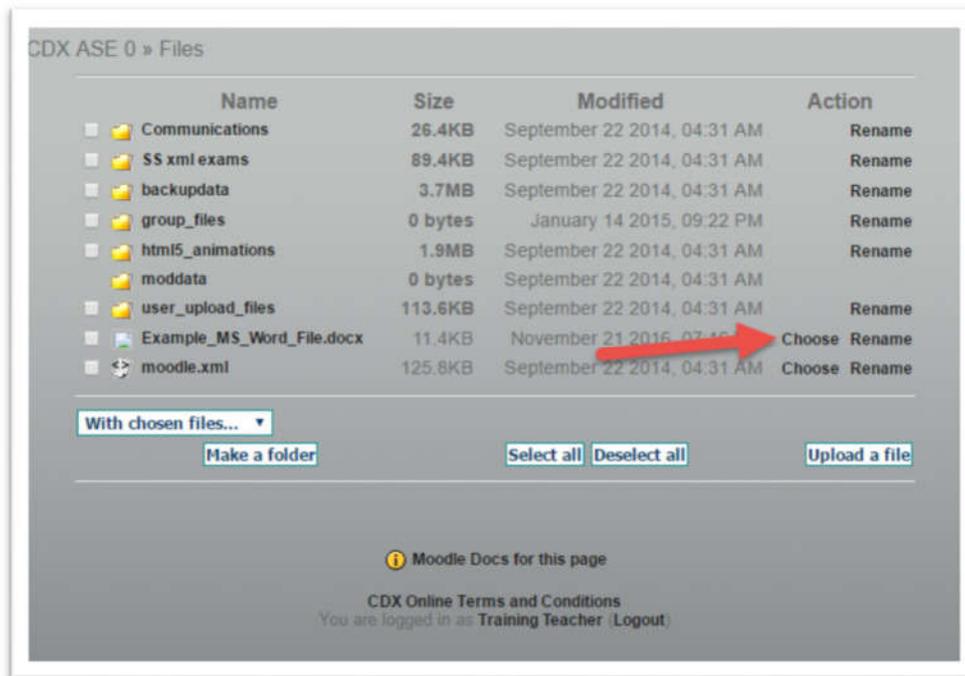


12. This will bring you to a page where you can upload a file to the course. Clicking on the Choose File button will open your file explorer. Find the file you would like to upload and double click on it to select it.

13. Then click on the Upload this file button.

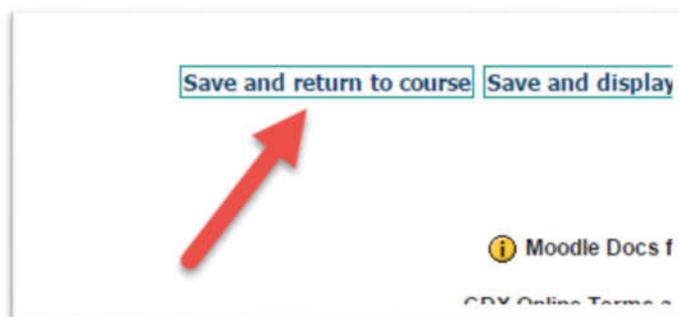


14. That file will now appear in the list of files available in your course. Next to that file, click on the Choose button.



15. That file will now be populated in the location field.

16. Finally click the Save and Return to Course to create the link.



17. This will reload your page back to the Course Home page and you will see your link in your course. Clicking on that link will open the linked web page if you linked a web page, and will allow users to download the file you linked if you linked a file.

