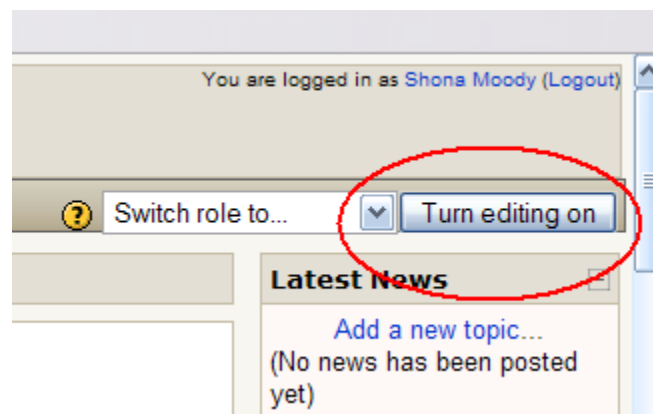


HOW TO CREATE LINKS TO FILES:

These instructions assume that you have already created a resource and now just have to link to it. The key here is to make sure you know the name of the file you need to link to, and it's possible location.

Here are the steps you need to follow to create link to existing documents in your file list:

1. Log into your course and select “turn editing on” which is found near the top right corner of your course. (See example below.)



2. Locate the resource that you need to link to. (See example indicated by the oval in the image below.) Select the edit feature for that item. (Depicted as the hand with the pencil inside the oval.)

The first four Modules are CORE Modules. You must complete ALL of them.

The last six are OPTIONAL Modules. You need to complete at least THREE of them.



CORE 1

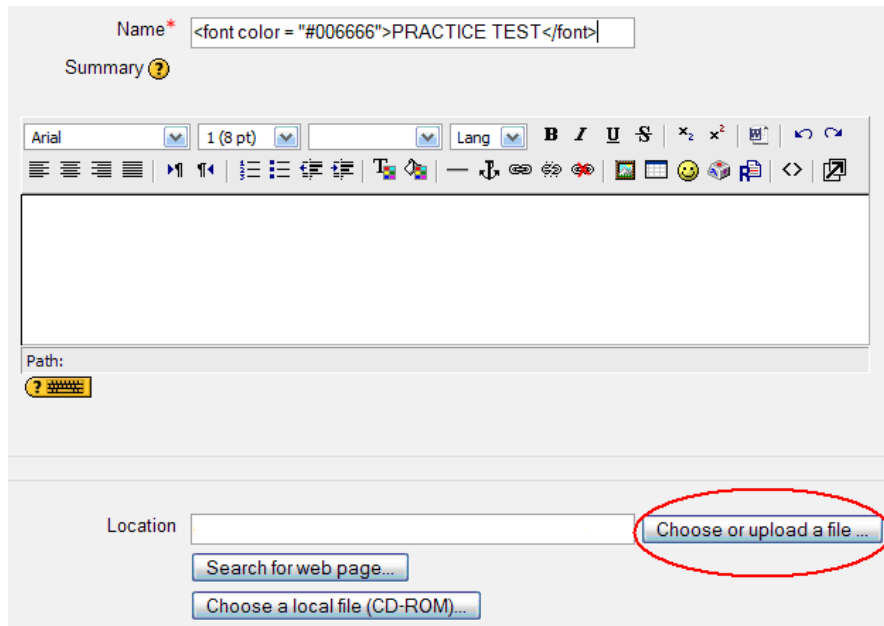


Operations with Real Numbers

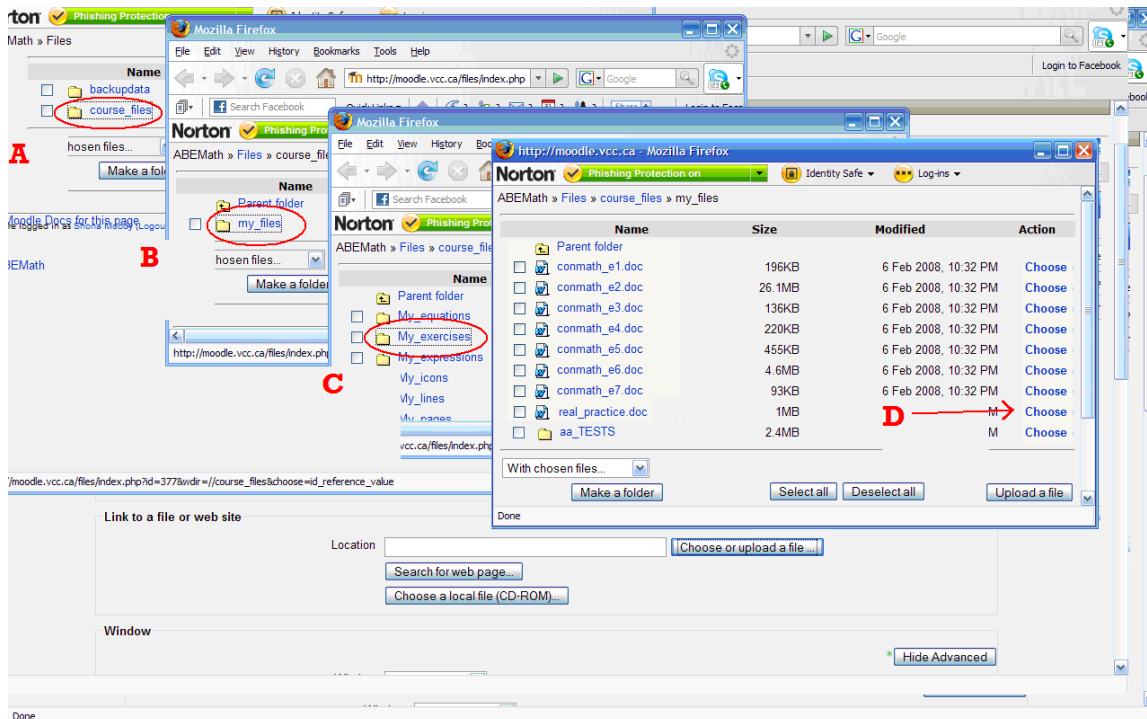
- The Number Line → ⚙️ ✎ ✖
- Adding and subtracting positive and negative numbers → ⚙️ ✎ ✖
- More adding and subtracting → ⚙️ ✎ ✖
- Multiplying and dividing positive and negative numbers → ⚙️ ✎ ✖
- Order of operations → ⚙️ ✎ ✖
- Powers → ⚙️ ✎ ✖
- Powers with negative exponents → ⚙️ ✎ ✖
- Square Roots → ⚙️ ✎ ✖
- Powers and radicals → ⚙️ ✎ ✖
- Applications of Powers and Roots → ⚙️ ✎ ✖
- Scientific Notation → ⚙️ ✎ ✖
- PRACTICE TEST** → ⚙️ ✎ ✖

⚙️ Add a resource... ? Add an activity...

3. The following screen will appear. Select “Choose or upload a file...”.



4. You need to know the general location of the file. The file you need may be located several levels below the root directory. Once you reach the last location where the file is stored, you just need to select the “Choose” link that is associated with the file name (D).



5. The name will now appear in the location box marked by the first red oval. Be sure to save your changes by selecting the button indicated by the second red oval.

The image shows a configuration dialog box with several sections:

- Name***: A text box containing the HTML code `PRACTICE TEST`.
- Summary**: A question mark icon.
- Rich Text Editor**: A toolbar with options for font (Arial), size (1 (8 pt)), language (Lang), and various formatting options (Bold, Italic, Underline, Strikethrough, Bulleted list, Numbered list, Indent, Outdent, Undo, Redo).
- Path:**: A small icon with a question mark.
- Location**: A text box containing the path `course_files/my_files/My_exercises/real_practice.doc`, which is circled in red. To its right is a button labeled "Choose or upload a file ...". Below this are two buttons: "Search for web page..." and "Choose a local file (CD-ROM)...".
- Window**: A section with a "Window" label and a dropdown menu set to "Same window".
- Parameters**: An empty section.
- Common Module Settings**: A section with a "Visible" label and a dropdown menu set to "Show".
- Buttons**: At the bottom, there are two buttons: "Save changes" (circled in red) and "Cancel".

6. Follow steps 1 through 5 for each link you wish to add.