

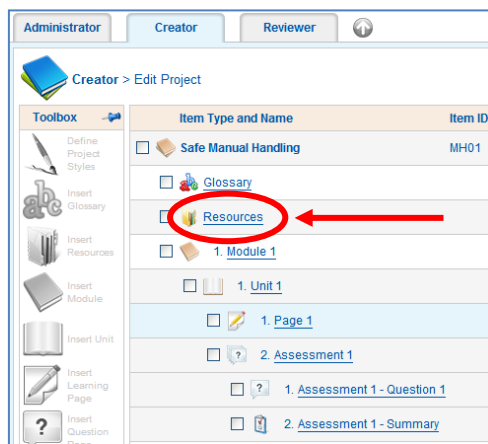
Adding Resource Documents

Course Builder only allows you to add hyperlink resources to your project. This means that the resources you add to your project will need to be published as online documents.

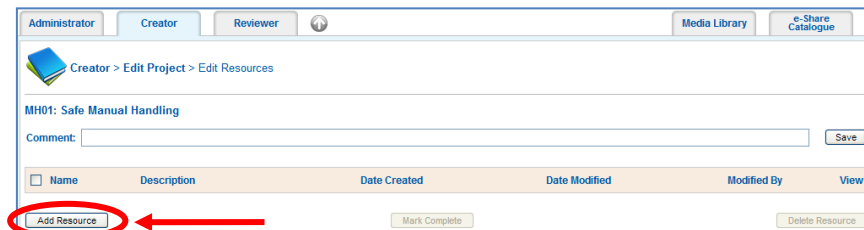
This is very convenient as it allows changes to be made to the source document without having to re-publish the project due to a new version of a supporting document.

To add supporting documents to your project you will first need to add a Resources item to your project (if you are not sure how to do this, please refer to the relevant instructions. Once you have your Resources item:

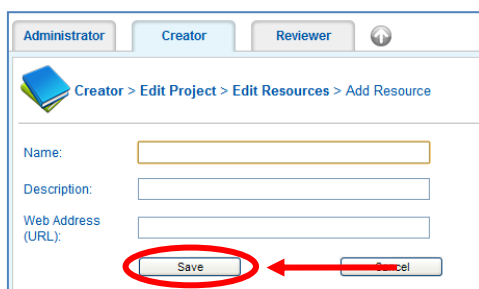
- 1) Click on the **Resources** link:



- 2) The new screen will display any documents you have already added to your project. To add a new one, click on the **Add Resource** button:



- 3) Your screen will move to the **Add Resource** form. Enter the relevant details in the **Name** (this is the name users will see, so it needs to be meaningful), **Description** (this will appear when you hover over the resource link, so is visible to the learner), and **Web Address** for the document you want to add to the course. When all the details have been added, click on the **Save** button.



NOTE: When entering a website address you must include 'http://' for example if entering www.google.co.uk you should enter the address as http://www.google.co.uk.