

Adding Activities

1. Locate the **gear icon** in the upper right hand corner of Moodle (directly beneath the **search bar**)
 2. Select **turn editing on** (second option)
 3. Locate the section into which you wish to add the activity.
 4. To the right of the topic name, locate the **Edit** drop down menu.
 5. Select **Add resource** (last option on the drop down menu)
 6. You will be shown a list of resources and activities. Select the activity you wish to add from the **Activity** list.
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To Add Zoom (External Tool)

1. Select **external tool** from the activity list.
 2. In the **name** box, enter **Zoom**.
 3. From the **Preconfigured tool** drop down menu, select **Zoom**.
 4. Choose **save and return to course**.
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Important notes: