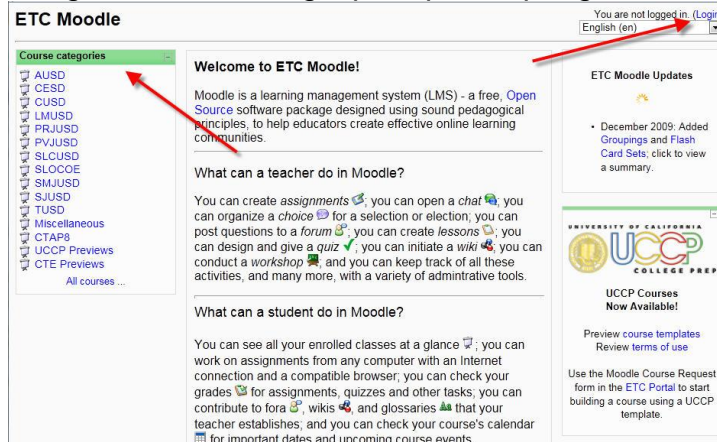


Introduction to Moodle

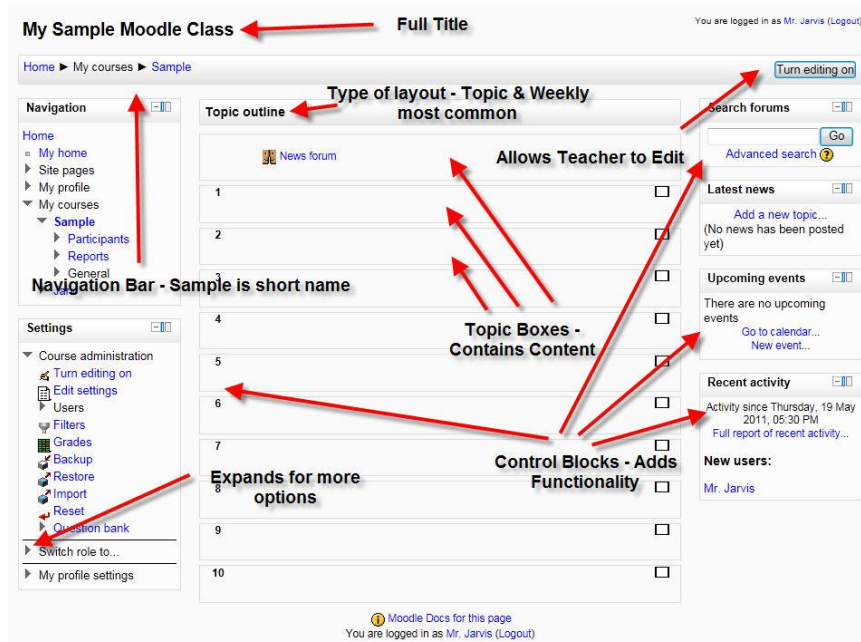
1. Your initial Moodle directory may look something like this with courses divided into categories and the login prompt at top, right-hand corner of page.



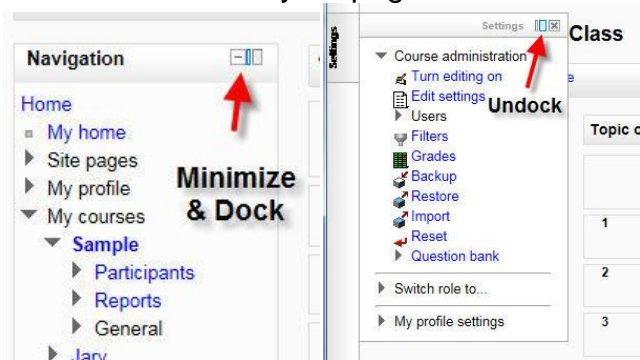
2. Once logged in, you will see a list of courses that you are enrolled in as a student or a teacher. You may search available courses or view all courses by clicking the **All courses** button.



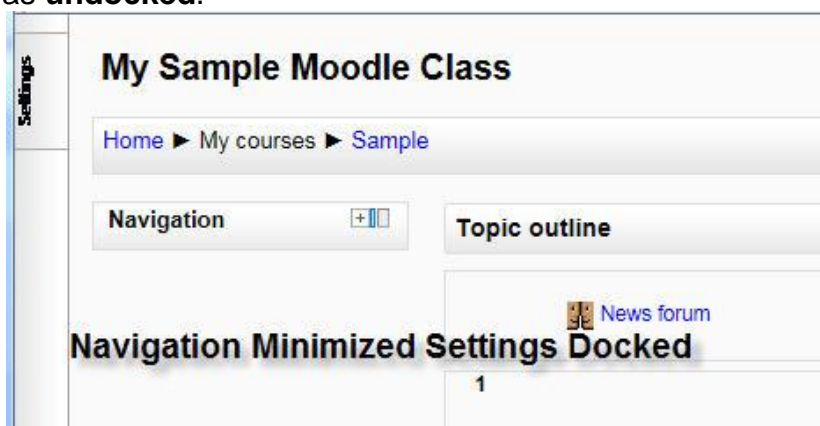
3. When clicking the course you are teaching for the first time, it will look something like the illustration below. Control blocks are on right and left, and topic boxes are numbered down the middle.



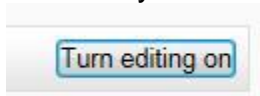
- The Control Blocks on the right and left sides of your Moodle page may be minimized or **Docked**. The narrow column icon **undocks** the controls and puts them on the side of your page.



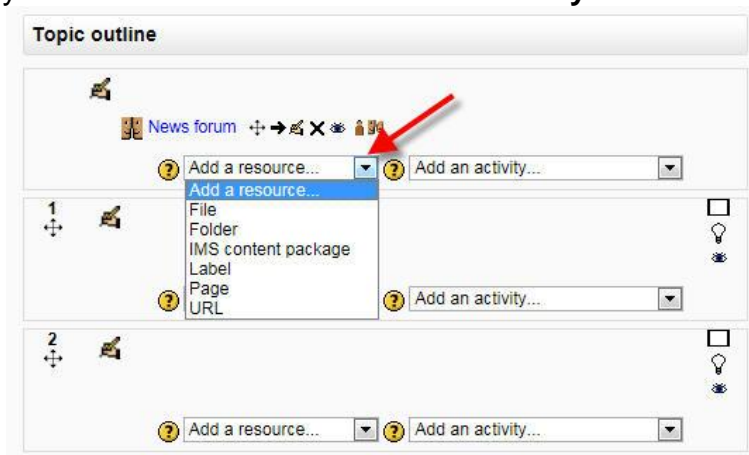
- The illustration below shows the **Navigation** block minimized and the **Setting** block as **undocked**.



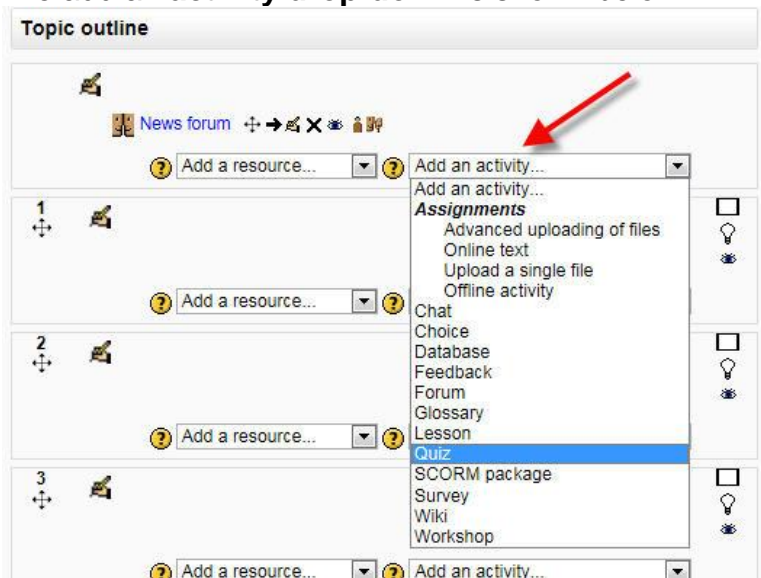
- As the teacher of a course, you have a **Turn editing on** button in the top, right-hand corner of your screen.



- When pushed, you see additional editing icons and the drop-down menus that allow you to add **resources** and **activities** to your course.



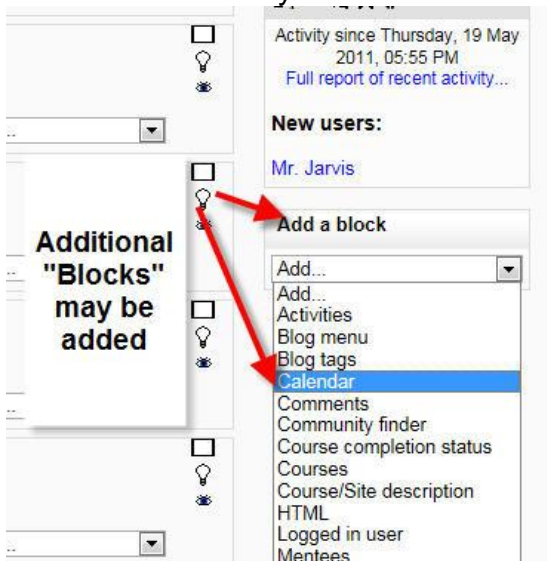
8. The add an **activity drop-down** is shown below:



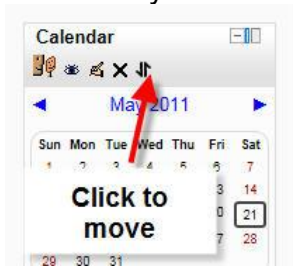
9. The X icon, allows you to delete content and/or most of the Control Blocks.



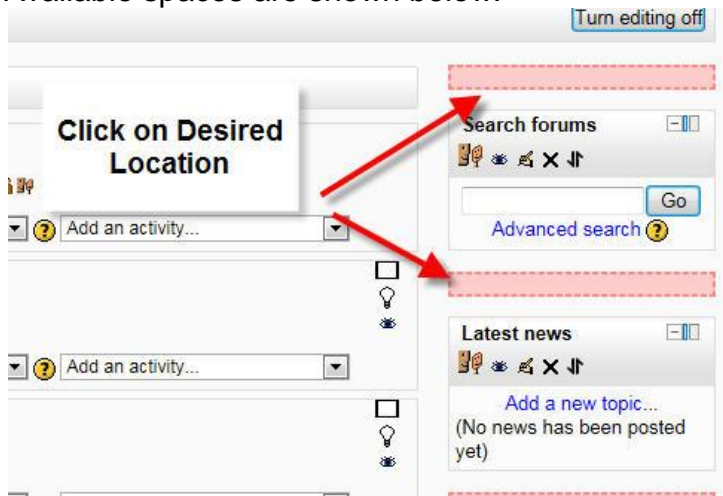
10. Use the **Add a block** drop-down to add blocks such as the Calendar. The **Add a block** feature is only available when editing is on.



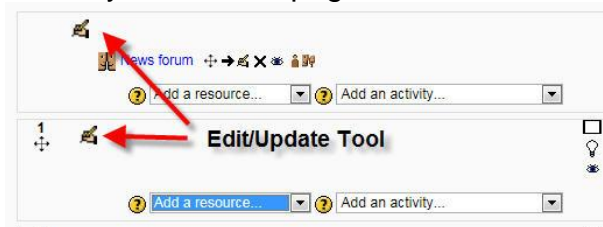
11. Blocks may be moved by clicking the “double-arrow” icon.



12. After clicking icon, choose the location where you wish the block to appear. Available spaces are shown below.

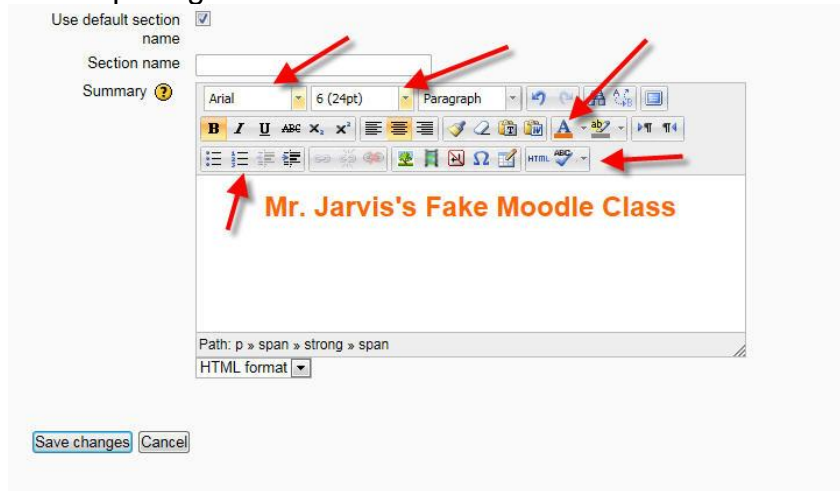


13. The hand-and-pencil icon allows you to edit or update features, activities, resources, etc. on your Moodle page.

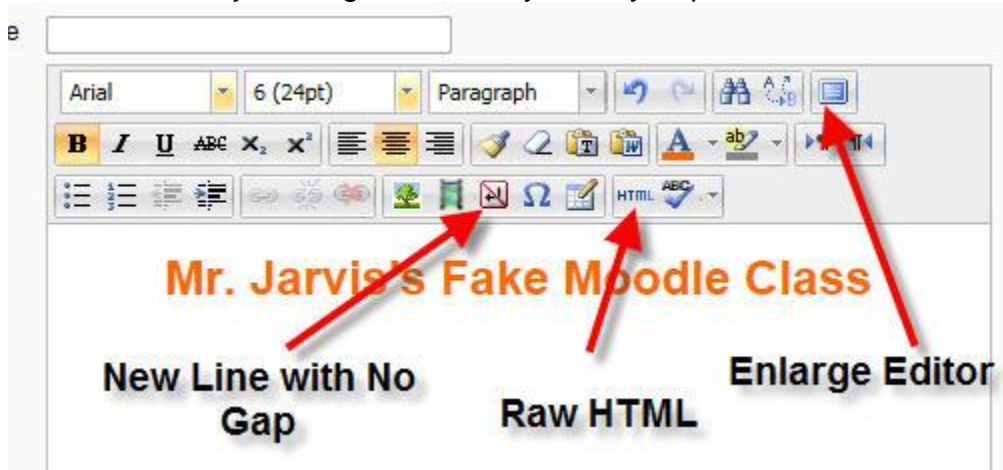


14. After clicking edit/update icon, I can use this html editor to write on my **summary topic box**. I may chose fonts, font size, color a font, add numbered or bulleted lists,

check spelling etc.



15. Additional features are shown below. In html, each new paragraph has additional space below it. **New Line with No Gap** forces a line break without the space. It may also be added by holding the shift key while you press enter.

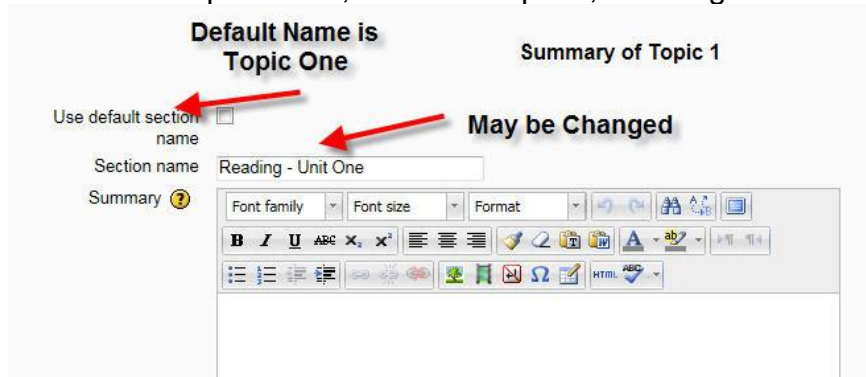


16. After adding content, click the **Save changes** button at the bottom. You'll then see your information in the **Topic box**.

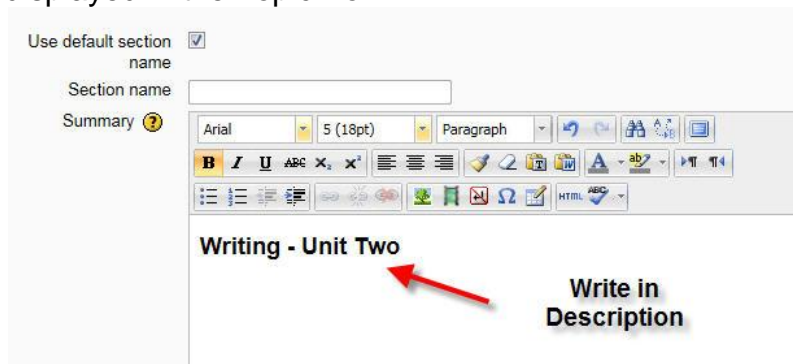


17. While editing a Topic Box, you may change the section name of that topic box. The defaults are Summary (top box where title info goes); Topic 1, Topic 2, etc. There are fifty-two available topic boxes. We'll go over adding, removing, and hiding them

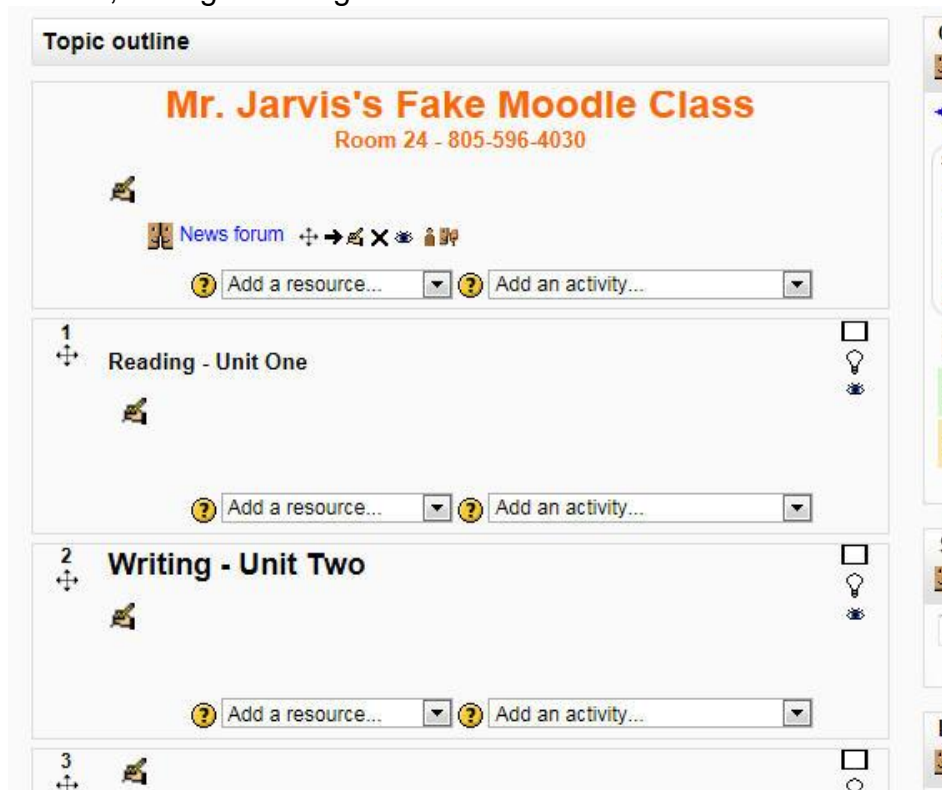
later. In example below, I named Topic 1, Reading – Unit One.



18. I prefer to use the default section names and write in my own content to be displayed in the Topic Box.



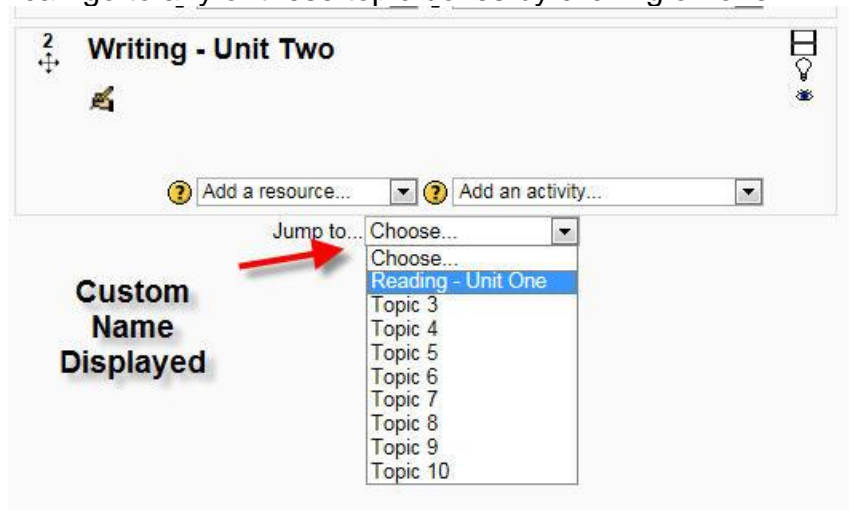
19. In the example below, I added my class title in a larger font, I renamed Topic Box 1 “Reading – Unit One,” and left the default section name in box 2 and added my own content, calling it Writing – Unit Two.



20. Students and teacher may minimize topic boxes so that only the Summary Topic (top topic box) and one numbered topic box appears at a time. Clicking the box below will hide all but the **Reading – Unit One** topic box.



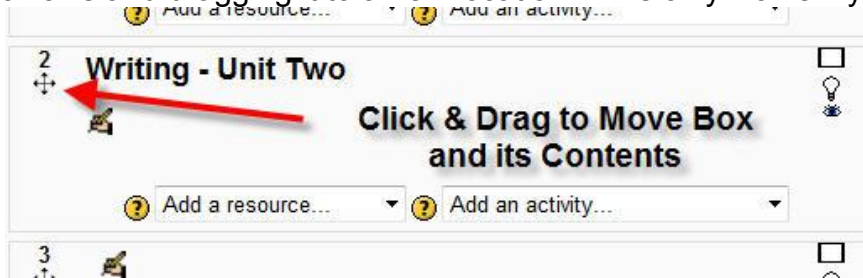
21. Once minimized the **Jump to** menu appears. These show topics as numbered unless I gave a topic box a custom name, as I did in the case of "Reading-Unit one." I can go to any of these topic boxes by clicking on one.



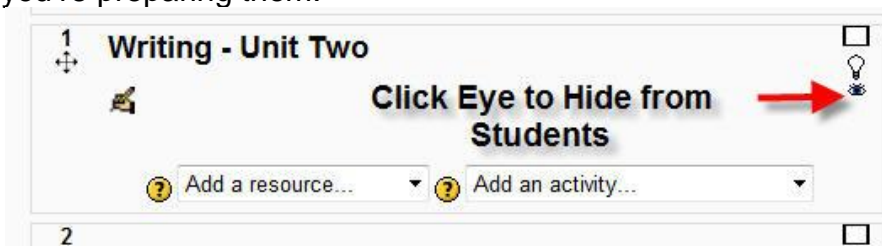
22. The box becomes a double box when showing only one box at a time. Click that double box to show all.



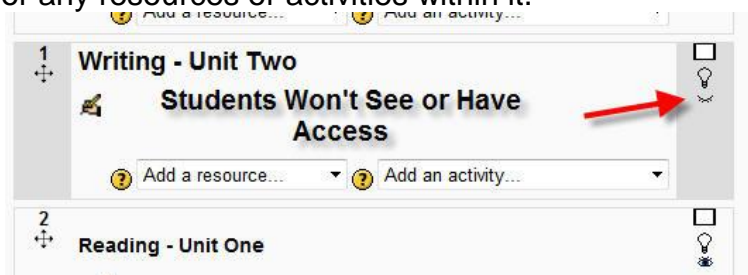
23. Entire topic boxes, along with all their content, may be moved by clicking on the four arrows and dragging it to a new location. This only works if you're in edit mode.



24. The eye icon hides resources, activities, control blocks or entire topic boxes from students. This is a great feature if you don't want students accessing materials while you're preparing them.



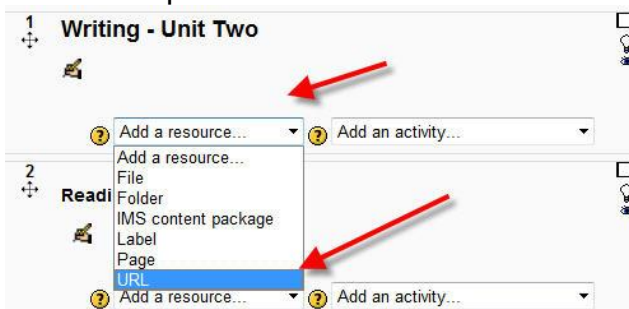
25. After clicking eye, Topic box is grayed out and only the teacher may see or access it or any resources or activities within it.



26. The light bulb icon highlights a topic. One topic box may be highlighted at a time.



27. In edit mode, you may use the **Add a resource** and the **Add an activity** drop-down menus to start adding content to your course. I'm adding a link to a Website (URL) in the example below.



28. I give the link a name, add a brief description, add the URL (Web address), and choose how I want the Website to appear. The description is only displayed if I chose Embed or in frame as my method for displaying a Website.

Adding a new URL to Topic 1

General

Name* Dictionary

Description* Online Dictionary

Content

External URL www.dictionary.com

Options

Display Automatic

Popup width (in pixels)* Automatic

Popup height (in pixels)* In frame

Display URL name In pop-up

Display URL description

Multiple Ways to Display Website

29. In my case, I chose New Window. Students will open a new browser window above my Moodle course when using this feature. The In-Frame option leaves my Moodle Navigation bar at the top of the page. It also displays the description.

Common module settings

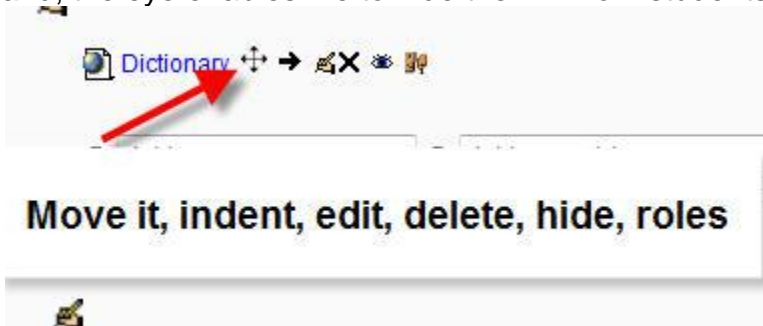
Visible Show

ID number

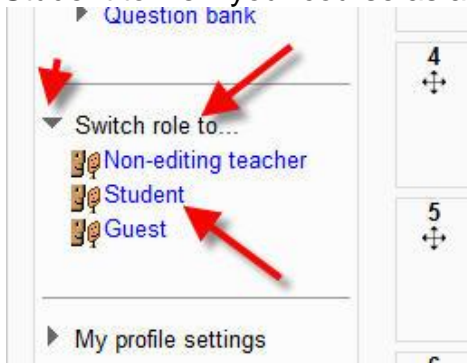
Save and return to course Save and display Cancel

There are required fields in this form

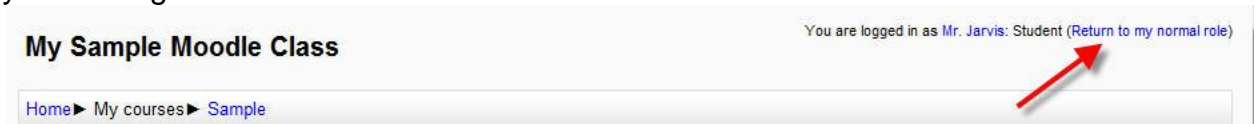
30. Once resources is added, I can move up or down with the Topic Box or to a new Topic Box all together. The right-arrow key indents the resource, the X removes it, and, the eye enables me to hide the link from students.



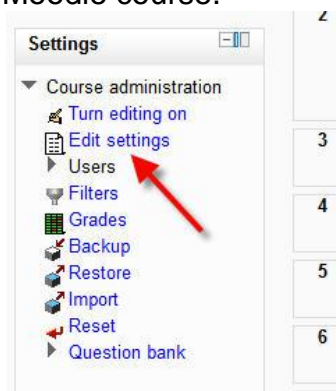
31. Expand the Switch role to menu items from within the Administration Block and click Student to view your course as a student.



32. Click **Return to my normal role** to view as a teacher again. You may now turn your editing back on.



33. The **Edit settings** button provides the teacher with myriad options for setting up their Moodle course.



34. Teachers may change their course name and/or the short course name that appears on the Navigation bar and “home” button at bottom of Moodle page. The Course summary is normally only accessed with students are looking for your course in the directory. Information in the summary comes up when students and/or teachers

search for courses.

Edit course settings

General

Category Teach

Course full name My Sample Moodle Class

Course short name Sample **Appears on Navigation Bar**

Course ID number 25

Course summary

My sample moolde class **Students see this in course directory. Add search terms.**

Path: p

HTML format

35. The format I recommend starting out with is the **Topics format**. Weekly lists “topic boxes” by date. Course start date should be current date or earlier, and the “Number of weeks/topics” may be adjusted here. Content is not lost within topics boxes not displayed.

Path: p

HTML format

Format **Topics format** **Weekly & Topics Most Common**

Number of weeks/topics 10

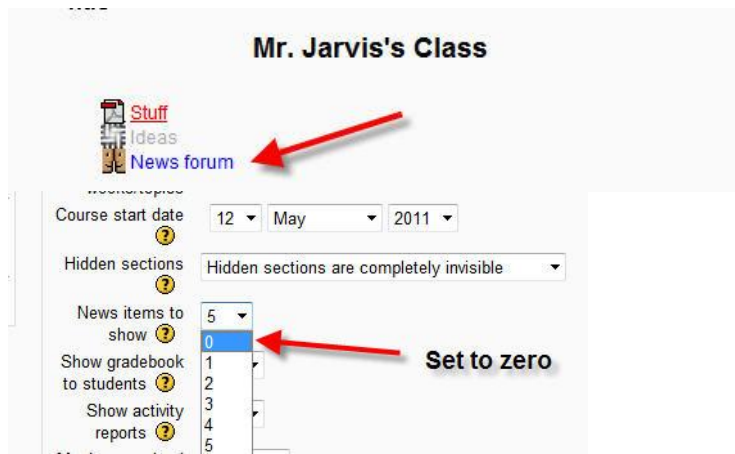
Course start date 1 2 3 **Number of Topic Boxes Shown** 4 5 6 7 8 9 10

Hidden sections sections are completely invisible

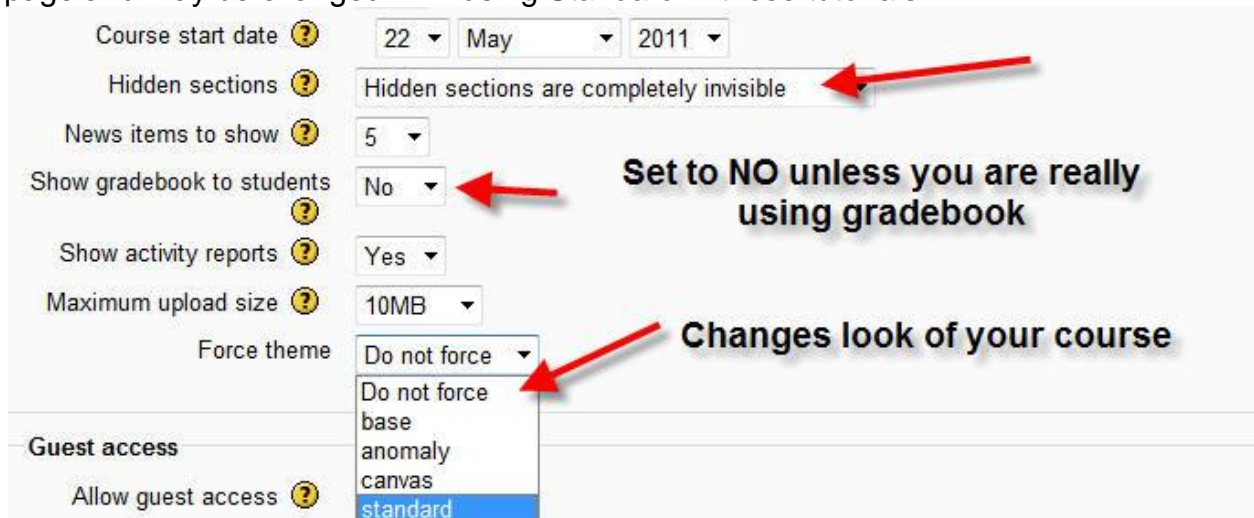
News items to show

Show gradebook to students

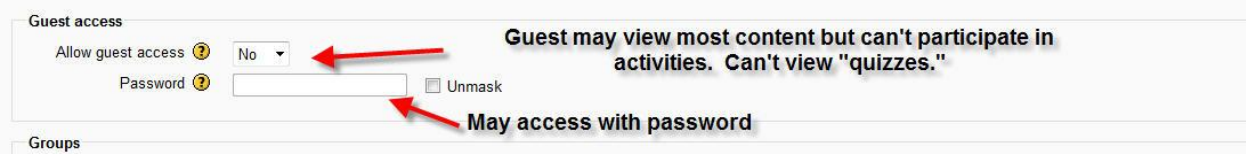
36. The **News forum** is a place where the teacher can post announcements to their class. **News items to show** refers to how many announcements are shown on the News Forum page when students visit it. The News forum will continually reappear if you don't set News items to show to zero.



37. Topic boxes where the teacher has closed the eye will be shown as inaccessible resources if Hidden sections are set to be shown in collapsed form. Activities earn student grades, so only show the gradebook if you are actually using it as your official gradebook. The theme refers to the color scheme and layout of your Moodle page and may be changed. I'm using Standard in these tutorials.



38. Guests are essential the general public. They don't have Moodle accounts, and they also are not enrolled in your course. Allowing guest access without a password makes all your resources open to the public. They won't, however, be able to take or see quizzes, but they will be able to view (but not participate in) your forum discussions. A password may be established to protect your Moodle page if you wish to make it public.



39. You may divide your course participants into groups and have them participate in activities separately, including quiz results. Many secondary teachers divide their participants by period. Setting Separate groups here will make every activity default

to the separate group mode. This may be changed when adding the activity.

Groups

Group mode Separate groups

Force group mode No

Default grouping None

Availability

40. Availability allows a teacher to hide their course from students. Students will not be able to gain access or even see your course unless you make it available to them here with the course settings. Click **Save changes** when done setting up your course.

Availability

Availability This course is available to students

Language

Force language Do not force

Role renaming

Your word for 'Manager'

Your word for 'Teacher'

Your word for 'Non-editing teacher'

Your word for 'Student'

Save changes Cancel

41. To allow students to participate in your activities, they must be officially enrolled in your Moodle course. How students enroll in your course is set up under the **Enrolment methods** section within the **Users** menu.

Settings

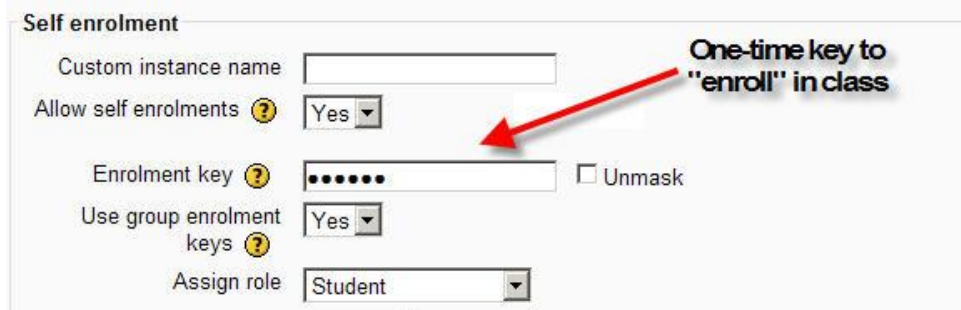
Course administration

- Turn editing on 3
- Edit settings
- Users
 - Enrolled users 4
 - Enrolment methods
 - Groups 5
 - Permissions
- Other users
- Filters 6
- Grades

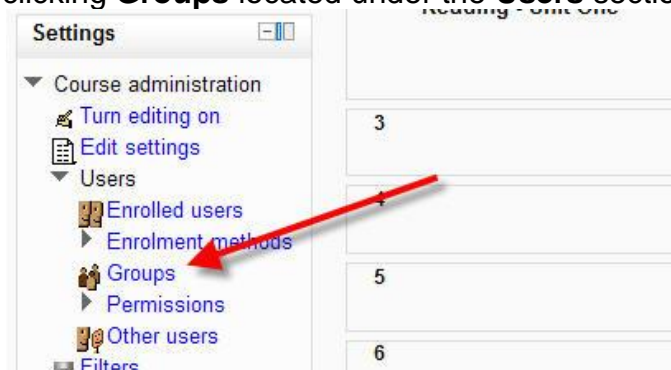
42. The method I prefer is allowing students to enroll themselves. Expand Enrolment methods and select **Self enrolment**.



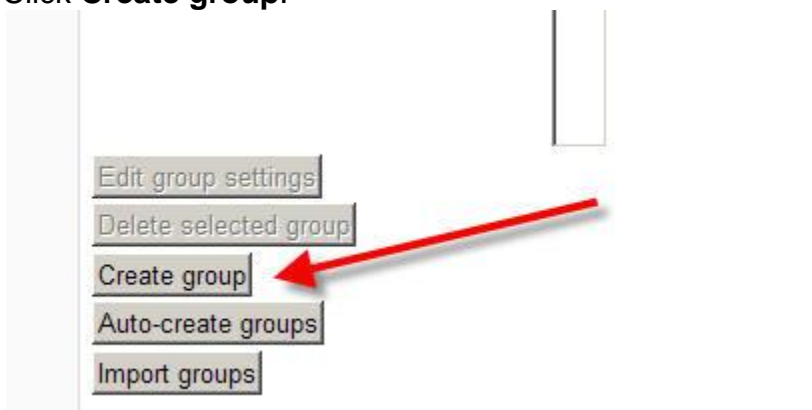
43. An enrollment key is a passphrase that the student will have to use when they enroll. Once enrolled, they won't need to use it again. It may be left blank, but it is necessary if you're interested in having students self-enroll into groups (covered later).



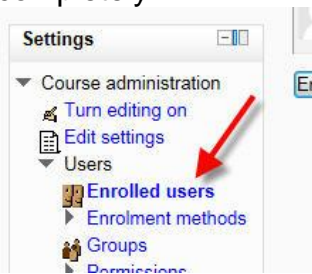
44. Secondary teachers will most likely want to "Group" their students. Grouping students as they first enroll in your course is the most efficient method. Start by clicking **Groups** located under the **Users** section.



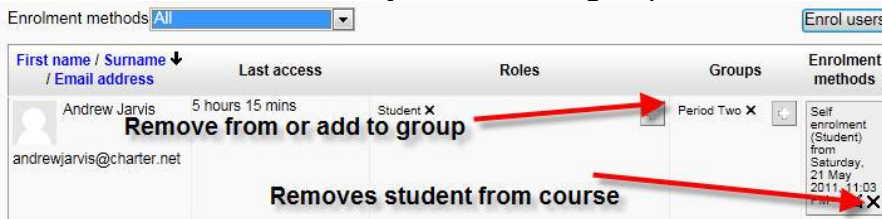
45. Click **Create group**.



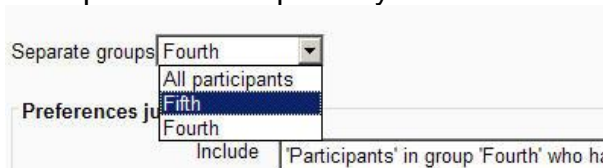
49. Select Enrolled users to change students' groups or remove them for your course completely.



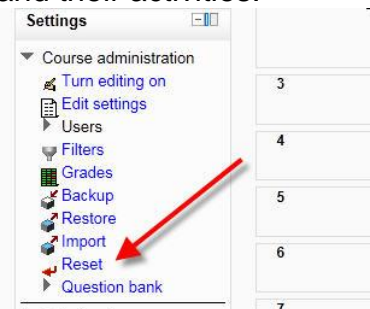
50. Illustration shows how to adjust student's group or remove from course.



51. The illustration came from my quiz results page. Having groups allows me to view their quiz results separately.



52. At the end of a school year, the teacher may Reset their class, removing all students and their activities.



53. These and more options are available to the teacher.

