



Moodle Quick Start Guide

For Instructors

What is Moodle?

Moodle is an open source Course Management System (CMS) similar to Blackboard.


Moodle is designed to help educators create online learning sites with opportunities for 24/7 access and rich interaction.

Instructors will be able to upload syllabi and course materials to the Moodle course site, set up electronic assignment submissions, organize discussion forums, send emails to the class, and much more.

Checklist to get started:

- ❖ Decide on **format** (weekly, topic or social)
- In the **Administration** block:
- ❖ Review course **Settings**
- ❖ Add course materials to the **Files** area
- ❖ Start building your site
- ❖ Change **Availability** setting

Tips for beginners:

Click the  icon for Help anywhere in Moodle.

Use the **breadcrumb style navigation bar** at the top of each page. It will help remind you where you are and prevent you from getting lost.

Questions?

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<http://moodle.org/>

Getting Started

This guide is designed to give instructors a simple and quick introduction to the concepts and capabilities of Moodle. The document includes information about course settings, user profiles, adding resources, and setting up course activities.

Access Your Moodle Courses

Open an Internet browser and go to: <https://mymoodle.colby-sawyer.edu>

To log into Moodle:

- In the upper right hand corner of the screen, you will see a login box. Enter your Colby-Sawyer Network username and password.
- Once you log in, your courses will be listed.
- Click on the name of any one of your courses to begin the editing process.

Course Homepage Layout

When entering a new Moodle course for the first time, the course homepage will be mostly blank.

A **Course Template** will be visible offering a breadcrumb style navigation bar at the top, individual block areas on the left and right sides, and **Weekly Outline** or **Topic Outline** sections in the center to let you add **Course Activity Modules** and **Resources**.

Navigation

The breadcrumb style navigation bar at the top of each page will help you know where you are and allow you to go back to the homepage by clicking the course name as you explore different parts of Moodle.

Moving between course activities: Use the “Jump” bar at the top right of the screen to move from one activity to another and bypass the main menu. The small arrows to either side of the jump bar will take you forward or back one exercise.

User Profiles


Your profile is your identity on Moodle. All Colby-Sawyer Moodle users can see it, including your students. To access your profile, click on “Participants” link in the top left People block and then click on your own name, or click on “Profile” link in the Administration block, or anywhere else that your name appears as a link. Your profile will open, showing the information others can see about you. Click the **Edit profile** tab to upload an image, or add/change other pieces of information.



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Course Settings

To adjust your course settings, find the Administration block on your course homepage and click **Settings**. On the Settings page, you can change a number of settings about your course, from its name to what day it starts. For details about a setting, click the Help icon  next to it.

Format

The most important setting is the Format. The course format you choose will determine the basic layout of your course.

- **WEEKLY** format: organizes the content blocks in seven day increments from the start date to the finish date of the course. Activities and Resources can be arranged according to the week.
- **TOPICS** format: is not automatically labeled, and is not restricted to any time limit. Topics can be used to organize material more thematically.
- **SOCIAL** format: oriented around a single forum, this format displays discussion topics as the central content of the course.

Note that the Weekly and Topics formats are very similar in structure. The main difference is that each box in the Weekly format covers exactly one week, whereas each box in the Topic format can cover whatever you like. The Social format doesn't use much content at all and is based around one forum that will be displayed on the main page.

Number of weeks/topics: This setting is used by the Weekly and Topics course formats, and determines the number of "boxes" down the middle of the course page. In the Topics format it specifies the number of topics in the course. In the Weekly format it specifies the number of weeks that the course will run, starting from the course starting date and displaying one block for every seven days.

Availability: All courses are created with Availability set to "This course is not available to students" so that the course will not appear on any course listings, except to teachers of the course and administrators. **When you think your course is ready to open to your students, come back to the Course Setting page and change the Availability to "This course is available to students".**

Uploading Files

The course materials you prepared can be added to your course by uploading files to Moodle. You can upload any file type to your Moodle course site, such as web pages, audio files, video files, PDF files, Word documents, and Flash animations. While your files are on the Moodle server, you can move, rename, replace, or delete them. All of these actions can be performed using the **Files** link in your site Administration block.

The files that you upload are made available to students later on as "Resources." See the **Adding Resources** section for more information.

Uploading files is currently restricted to one file at a time with a maximum file size of 64MB. If you want to upload multiple files at once (for example, 10 files in a folder), it is often easier to use a zip program to compress them into a single file, upload the zip file, and then unzip them on the server (you will see an "unzip" link next to zip files).

To preview any file you have uploaded, just click its name. Your web browser will take care of either displaying it or downloading it to your computer.













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Control icons

Once you add an item to the course homepage, you will be able to move it to the desired location or modify its appearance, by using the control icons explained below.

-  Edit: click this icon to edit whatever it is next to.
-  Delete: This icon deletes resources and activities (with a warning), whereas it only removes blocks, which can be added at any time later (except HTML block).
-  Help: click this icon to view a popup content sensitive help file about the item.
-  Hide (Open eye): An open eye indicates that an item is visible to students. Clicking on the icon will hide the items from students when you feel the item is not ready for students to view. Visibility can be also controlled on the Settings page for the individual resource or activity (under Common module settings: Visible).
-  Show (Closed eye): If any of your items are hidden, you may unhide them and make them available to students by clicking on this icon.
-  Move up/down or Move left/right: click this icon and hold to drag/move the item up and down in the week or topic.
-  Indent/Outdent: for each resource or activity, click this icon to add or cancel the item's indentation; for each side block, click this icon to move the block to the right or left side.
-   Placeholder: This icon will appear only once you click Move up/down icon. Click and hold to drag/move your item to the new location.
-  Group mode: Some activities can be done in groups. This icon represents what kind of group mode is currently set for the activity: No groups/ Visible groups/ Separate groups. Group mode can be also controlled on the Settings page for the individual resource or activity (under Common module settings: Group mode)
- / Collapse/Show all sections: This icon will allow you to view only one section (topic or week) at a time. If you choose to collapse, the "Jump to" dropdown menu will appear on the bottom of the course homepage.

Start Editing and Building

Moodle has flat and linear navigation, therefore all links to your activities or materials will be posted right on the course homepage, one under another, in the appropriate section for topic or week.



Click the **Turn editing on** button in the upper right corner of the course homepage to add contents or edit the contents to the course. You can always choose "Student" from "**Switch role to**" **drop-down** to view your course as a student. In the editing mode you will be able to see drop-down menus and additional control icons. Drop-down menus will allow you to add 2 different types of items to the course site: Resources and Activities:

- **Resources – static course materials** that students read but don't interact with, such as web pages, graphics, Word documents, PowerPoints, links, short labels, video files, and Adobe Acrobat documents.
- **Activities – interactive course modules** that you use to interact with your students, such as forums, glossaries, quizzes, assignments, wikis, etc.



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Adding Resources

Resources are the content of your course. A resource can be any file you have uploaded, any file you can link to, an external site using a URL, or any web pages you composed inside Moodle.

To add a resource, turn editing on, go to the desired week or topic, click on the “Add a resource” drop-down list, choose one of the following options:

To insert a label:

1. On the “Add a resource” drop-down list, choose **Insert a label**.
2. Allows you to use the built-in HTML editor to provide text and graphics among the other resources and activities on the course homepage.

To link to a file:

3. On the “Add a resource” drop-down list, choose **Link to a file or web site**.
4. In the next window, give the name and summary of your file, and click on the **Choose or upload a file** button.
5. In the **Files** window, select a file from your existing files list, click the **choose** button.
 - Or add a new file, as follows:
 - Click on the **Upload a file** button.
 - In the next window, click on the **Browse** button, navigate to locate the file, select it, then click on the **Open** button.
 - When the correct filename is displayed in the window, click the **Choose** button.
6. Click on **Save and return to course** or **Save and display** button to save this action.
7. Your file name will be displayed at the intended week/topic section on the course homepage.

To link to a web site:

1. On the “Add a resource” drop-down list, choose **Link to a file or web site**.
2. In the next window, give the name and summary of your file.
3. If you know the URL of the web page, enter it in the **Location** field.
4. If you don't know the URL, click the **Search for web page** button to open a browser window.
5. When you locate the page, copy its URL, close the browser window, and paste the URL into the **Location** field.
6. Your web site name will be displayed at the intended week/topic section on the course homepage.

To compose a web page:

1. Saving HTML documents in Moodle allows your students to directly access the information from within the Moodle page. This is preferable for course information and documents, such as assignment instructions and timelines, which students may need to check often but don't need a specific software application to view it.
2. On the “Add a resource” drop-down list, choose **Compose a web page**.
3. In the next window, give the name and summary of your file.
4. At the next “Compose a web page” section, type in your message and use the built-in HTML editor to format the text.
5. Click on **Save and return to course** or **Save and display** button to save this action.
6. The web page name you just composed will be displayed at the intended week/topic section on the course homepage.



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Adding Activities

Building a course involves adding course activity modules to the main page in a logical order. You can change the order any time you like.

To turn editing on: click on the button at the top right corner of the page. To add a new activity: go to the desired topic or week section where you want to add the activity, and select the type of activity from the **"Add an activity"** drop down list. Summary of standard Moodle activities:

Assignment

An assignment is where you set a task with a due date and a maximum grade. Depending on the type of assignment, students will be able to upload one file to satisfy the requirements. After students submit their assignments through Moodle, the instructor can view each uploaded file and then record a grade and a comment.

There are four assignment types in Moodle:

- **Advanced uploading of files:** If you would like to let students submit multiple files or provide their notes along with assignment submission, or you would like to comment on a student's file and also upload the version of the file with your comments, choose Advanced uploading of files under Assignment type. This will still allow the student to upload a file, which the instructor can then open and grade. In addition the instructor can add comments to the submitted file, save it with a new name, and upload the commented version. Students will then see both their original and your commented version of their file.
- **Online text:** This assignment type asks students to enter text using the normal Moodle editing tools directly. These assignments are graded online with the ability to add inline comments or changes.
- **Upload a single file:** This assignment type is similar to the advanced uploading of files; however, this assignment type only allows students to upload one file without notes. This assignment type also lacks the ability for the instructor to upload commented files back to the student.
- **Offline activity:** This assignment type can be used to remind students of assignments they need to complete but are not able to submit digitally.

Forum

This activity module is for course discussions. It's a powerful communication tool.

- The **forum type** is defaulted to "Standard forum for general use" - an open forum where anyone can start a new topic at any time; this is the best general-purpose forum.
- **Subscriptions:** If you decide to force subscription then all course users will be subscribed automatically. It means that all users will be sent email copies of every post in that forum (posts are sent about 30 minutes after the post was first written). Please be careful to choose this option because it may flood everyone's email box quickly.
- Forums may also be used as graded assignments.

Quiz

This activity module allows you to design and present quizzes consisting of multiple choice, true-false, and short answer questions. Your questions are kept in a categorized database, and can be reused within courses and between courses. This module includes grading facilities.