

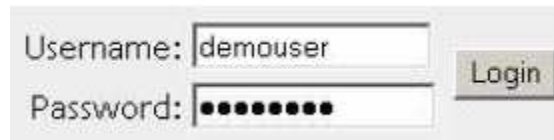
# Getting Started With Moodle: A Faculty/Staff Guide

## Introduction

In this guide you will be introduced to some of the basics of building an online course. The actual appearance on screen is governed by settings on your own computer and as a result what you see may be slightly different to that shown in the examples.

## *Creating a course*

If this is your first time logging into Moodle, please contact Diane Salamone at [salamone@lycoming.edu](mailto:salamone@lycoming.edu) and she will give you rights to add new courses. Please remember that you have to log in to Moodle at least once before you can be added as a course creator. You will receive a confirmation email once you can add a course. Please remember that Moodle may be accessed anywhere in the world that you have Internet access, so you can work on your new course at home or in the office. To create your new course go to <http://moodle.lycoming.edu> and enter your Novell network username and password.

A screenshot of a Moodle login form. It features two input fields: 'Username:' with the text 'demouser' and 'Password:' with ten black dots. To the right of the password field is a 'Login' button.

On the next page you will see a "My Courses" block on the right hand side of the page. Choose "All courses" from that list and then scroll to the bottom of the page. Click on the "Add a new course" button and a template will display for your new course.

The new course template contains all the initial settings for your course. There are numerous fields on this template, however, for the purpose of this guide only a few will be described in detail and must be completed:

**Category** – enter the course category that you want the course to appear in. Please choose the appropriate semester from the drop down box. If the course is an organization on campus, please choose the Campus Organizations category.


**Full Name:** enter the complete course name given by the Registrar's office, i.e., BIO101-A-Biology I.

**Short Name:** Enter the course short name given by the registrar, i.e., BIO101.

**Format:** Choose the format that you want the course to appear in. The three most widely used formats are Weekly, Topics and Social. The weekly format is the most common format chosen and organizes your course week by week. The topics section will organize your course by topics that you supply. The social format will only include a forum for online conversations. Please note that the activities present in the other course formats are not included in a social format course.

**Course Start Date:** Enter the date that you want the course to begin. This would typically be the first day of classes. The Weekly formatted course will start on the date designated in this field.

**Enrollment Key:** Enter a password that you want to give the course for enrollment. Please tell your students what the password is and how to get to your course. When they click on the course they are asked to provide the enrollment key. Once they enter the password they are enrolled in the course. Students will only be prompted one time to enroll in a course. After completing the above indicated fields scroll to the bottom of the page and click "Save" once. Once the page refreshes your new course will appear. If you need to adjust any of the course settings, please go to the Administration block on the left hand side of the window and choose "Settings." Please remember to click "Save" once you adjust the course settings. You may notice that the word enrollment is spelled with only one "l" in many of the Moodle courses. Although people in the U.S. spell this word with two l's, not everyone around the world uses this spelling and Moodle is used all over the world.

Before we move on, it's worth mentioning that context sensitive help is available for most fields in Moodle by clicking on the  next to the field.

### ***In the course***

In this section we will take a quick tour of the course environment. Some of the items will be described in more detail later. Please bear in mind that you may not see all of the following in future courses, as they are not all essential for every course.

The course title is shown in the top left hand part of the screen. In the top right hand corner you will see something like the following:

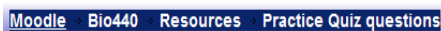


You are logged in as Demo User (Logout)

This shows your user name (in this case Demo User). When you wish to exit Moodle, please use the logout selection next to your name to log out of Moodle.

### ***Basic navigation***

The most common way to get around Moodle is to use the course breadcrumbs. The breadcrumbs are positioned below the course title and show your position in the course. The notes below the following breadcrumbs example will make this clearer.



Moodle Bio440 Resources Practice Quiz questions

- Moodle: Clicking on this would take you to the screen which displays all of the courses on the site.
- BIO440: This is the shortened name for this course. Clicking on this would take you to the main course page. BIO440 is just being used as an example.
- Resources: Clicking on this would display a list of all of the resources in this course.
- Practice Quiz Questions: This is the actual resource that was selected from the main course page. As the last entry in the breadcrumb trail it should appear in a highlighted color to indicate that this is the activity currently being viewed.

The above is only one example of how the breadcrumbs menu may appear. Keep any eye on this as you navigate around the course, you will notice that it changes to reflect your current position.

Please do not use the web browser navigation buttons when you are working Moodle. Using the “Back” button in the browser will give you inconsistent results. For example, if you are creating a quiz question and click on the browser’s “Back” button you may lose the question you were working on.

### **Course Building**

The main course page is divided into three specific areas. The middle section of the course will display course content in a format that you chose in the course settings. There are two side block sections that are on either side of the middle section. As you will see later, the side block section can be customized. You can move, delete and add blocks to these sections. The middle section of the course will appear according to the course format you chose when you set up the course. You can easily change the course format by clicking on “Settings” in the Administration block, changing the format and saving the changes.

Whenever you create a Weekly or Topic formatted course it will come with a default News Forum. It cannot be deleted, only hidden. This general news and announcements forum should be used to post messages of interest about the course, such as start/end announcements and general feedback on assignments or tests. The News forum is not suitable for discussions, because all course users are automatically subscribed to this forum, which means that everybody will receive copies of the messages in this forum in their e-mail whether they like it or not. Therefore, the default setting for any new course only allows the teacher to post messages in this News forum.

For on-line discussion exercises more forums may be added to a course. You may add more forums using the Add an “Activity” option described below.

## Adding Resources and Activities

Adding any tool in a Moodle course starts with clicking the **Turn editing on** button at the top of the course page or the link by the same title in the Administration box in the left column. When you have turned editing on all existing activity tools display the following icons: → ↕ ✎ ✕ 🗄 , in which

→ means “indent” or move to the right;

↕ is for moving an activity tool up or down;

✎ will let you edit or update the tool;

✕ will delete the tool;

🗄 will let you hide the tool from student view (and clicking ✕ will reveal a hidden tool);

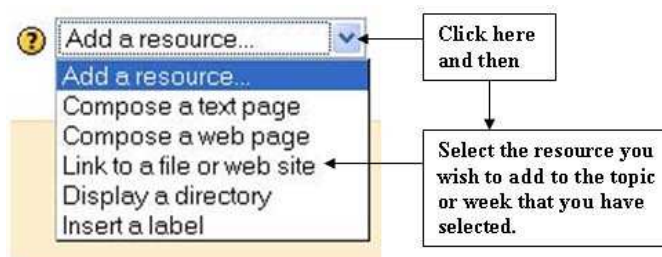
🗄 is the group determiner for the tool, which should be standard set at "no groups".



Furthermore, in each topic or week in the middle column of your course, the above drop down menus appear that allow you to add resources or activity tools to that topic or week. We will start with the resources, since most teachers begin building their course with study and information material and add assignments later.

## Resources

There are different resource types that can be added to your course. If you click the drop down menu, it will show you the options:



1. **Compose a text page** will open a simple text editor (without button bar), which is suitable only for plain text, but written links will automatically be activated.
2. **Compose a web page** will open the Moodle text editor with button bar that allows you to create rich text materials, including pictures, Flash, sound and video. Pages created are easy to edit or update.
3. **Link to a file or web site** allows you to link either to an uploaded file in the course Files folder or to an external Internet page.
4. **Display a directory** gives you the opportunity to display a subfolder from the course Files to your students. The students can open and download the files in that subfolder, but they cannot edit or upload files in the folder. This option is useful if you wish to display a resource with many different files without creating a long list on your course page.
5. **Insert a label** will allow you to add running text into the topic or week (so this text will display directly on the course page, not as a link). This is done with the Moodle text editor, so pictures etc., can be added too.

Of the options above, the resource type 3 will be the most used, so we will take a closer look at that option.

## Link to a file or web site

Upon selecting this resource type from the drop down menu the following page will open:

Link to a file or web site ?

Name:

Summary:

Location:

Window:

Parameters:

Save changes

Clicking choose or upload a file opens a link to the course Files folder, which allows you to choose the file you wish to link to.

wire.htm

yawl.jpg

With chosen files...

Choose Edit Rename

Choose Rename

Upload a file

Uploaded files can be any type of file, but remember that file types other than HTML pages or pictures may require certain software to be installed in the user's computer in order to work.

Please note that you and your students may encounter the Internet Explorer Information bar when viewing materials on Moodle. This bar will appear underneath the Address bar in Internet Explorer and will read: "To help protect your security, Internet Explorer has restricted this file from showing active content that could access your computer. Click here for options." When this bar appears you need to click on it and choose download file. A second window will appear asking if you want to open the material or save it. If the student needs to modify the file in any way then he/she should save the material to the network (H: for students) drive first. After the material is saved the student can open the material using the program it was created with and make changes.

## Activities

Add an activity...

Assignment

Book

Chat

Choice

Forum

Glossary

Hot Potatoes Quiz

Journal

Lesson

Quiz

SCORM

Survey

Wiki

Workshop

There are numerous activities available to help you tailor your course. This guide will review the first activity – Assignment.

## The Assignment

The assignment is one of the most basic evaluation tools in the Moodle environment. An assignment gives the students a task, which is normally subject to a deadline. Typically, an assignment requires students to carry out a task (write a text online, or write offline and upload it, or another offline task) for the teacher to scrutinize and comment on.

## Adding an assignment

Assuming you have turned on editing and have clicked the drop down menu in the topic or week in which you want to add the assignment, select assignment and you will be shown the following settings page:

The screenshot shows the Moodle assignment settings page. It includes the following elements:

- Assignment name:** A text input field.
- Description:** A rich text editor with a toolbar. A callout box points to it with the text: "Name and description/instructions (clear but not too long)".
- Grade:** A dropdown menu set to "100". A callout box points to it with the text: "Choose grading scale. This can be a written custom scale!".
- Available from:** A date selector set to "29 August 2005".
- Due date:** A date selector set to "5 September 2005". A callout box points to it with the text: "Deadline".
- Prevent late submissions:** A dropdown menu set to "No". A callout box points to it with the text: "Can students upload their file after the deadline has passed?".
- Assignment type:** A dropdown menu with options: "Upload a single file", "Offline activity", "Online text", and "Upload a single file". A callout box points to it with the text: "Deadline".
- Buttons:** "Next >" and "Cancel".



The first type is an assignment to grade an **offline activity**, for example, a presentation. The second type **online text** allows the student to type the assignment in the Moodle editor. The third type **upload a single file** allows the student to upload an essay or answers to questions. There is also a **Turnitin** assignment type that can be used to check papers for potential plagiarism. This guide will review the most common type – Upload a single file. The **Upload a single file** choice displays the following:

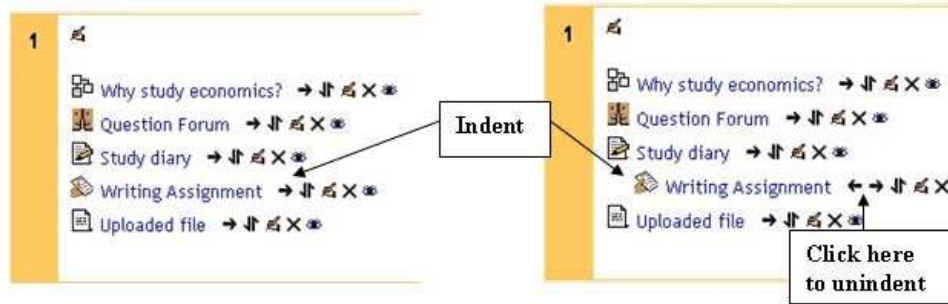
The screenshot shows the "Upload a single file" assignment settings page. It includes the following elements:


- Title:** "Upload a single file".
- Description:** "This type of assignment allows each participant to upload a single file, of any type. This might be a Word processor document, or an image, a zipped web site, or anything you ask them to submit."
- Maximum size:** A dropdown menu set to "16MB".
- Allow resubmitting:** A dropdown menu set to "No". A callout box points to it with the text: "With this setting you can allow the students to resubmit their files after the teacher has given feedback, i.e. they can make corrections and modifications before grading.".
- Email alerts to teachers:** A dropdown menu set to "No".
- Button:** "Continue".

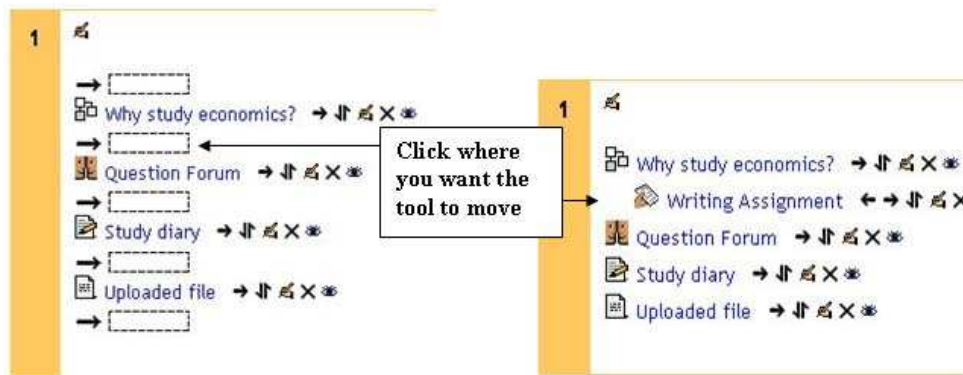
## Organizing Resources and Activities on your Course Page



Once you have added your activity tools and resources to the topics/weeks on your course page, they are not always in the correct order, or of equal importance. You can organize your course page after clicking **Turn editing on** (button located on

the top right hand corner) using the icons behind the activity tools links. The  icon allows you to hide activities from student view. The  icon will indent the activity:



With the  icon, you can move the link to the activity tool or resource up or down on the course page to another place in the same topic or to another topic. Clicking the icon gives the following view:



Note that you can also move whole topics up and down while with the  icon you can select a topic that you want to show (all other topics will be collapsed) and with the  icon you can highlight a topic (change its color so that it attracts more attention).

Using these tools you can move information around on your course page to suit your teaching needs. Nothing you do is final, if a layout does not please you, you can move activities and resources again.

## Logging Out of Moodle

When you are done with Moodle, please remember to logout using the selection next to your log in name in the upper right hand corner of the screen. Moodle will automatically log you off within two hours if there is no activity within Moodle. However, it is important that you log off of Moodle when using any public computer.

## Additional Training

This guide was created to get you started using Moodle. It does not go into any details and is not a substitute for training. ITS staff is available to answer any questions you have regarding Moodle. It is our task to help you improve your educational web content and the way in which it is delivered, but we need you to come to trainings or to contact us to arrange for private tutoring.