A
Quick Guide to
Using
Moodle version 2.6
Faculty Edition

Based on the Moodle participants' handbook,
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Refer all questions to:
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Moodle is the online learning platform we will be using in our course offerings. What follows is a quick guide to get you started on Bexley Seabury's Moodle site. You will find the directions you need to do the following:

- **Log in**
- **Create and add content to a course**
- **Review students' work**
- **Prepare student grades**
- **Get into a course**
- **See a list of people in the course**
- **Send a message to other course members**
- **Participate in a forum**
    - Reply to a forum
    - Add a forum topic
    - Edit a forum post
    - Delete a forum post
- **See recent course activity**
- **Submit an assignment online**
- **Upload an assignment file**

These are most of the activities in which you'll be involved. _Remember_: using Moodle is like using email and finding things on the Internet. It's just a new way of doing both.

The last part of this document provides suggestions regarding content creation and pedagogy. It is a guideline, not a mandate.

More help is available!

- Email gservillo@beleyseabury.edu. He'll do his best to get back to you within 24 hours.
- Once you've logged on to Moodle, you either get very global Moodle help by clicking on the Moodle icon at the bottom of the page:

- Or, paste the following URL into your browser for the complete, version specific documentation.

    http://docs.moodle.org/26/en/Main_page

- A table of contents for Moodle documentation is found at:

    http://docs.moodle.org/26/en/Table_of_Contents

This can be a great way to learn, to build community, and to share resources. And it can be fun! So make the most of it!

The Rev. Thomas Ferguson
V.P. of Academic Affairs and Dean of Bexley Hall

How do I login?

Visit your site.

Enter your site's URL in the browser.

Bexley Seabury's site is http://moodle.bexleyseabury.edu

If you are looking at this on your computer, the address above may contain a hyperlink directly to the website; click it to find out.

You may want to bookmark the site once you get there.

You can ask for a second login account with only student credentials to test out if your course works as you planned.

Look for a place to enter your credentials.

You may be directed to a page similar to this. Your username is your first initial and last name. Your initial password is 123456. When you first log on, you'll be prompted to choose a new password.

Enter your username and password credentials. After you have entered your information, press the "Login" button.

Alternately, look for the "You are not logged in. (Login)" text in the top right of the page.

Click Login, and you'll be presented with a page where you can enter your username and password. After you have entered your information, press the "Login" button.

N.B. When making any changes to MoodleRooms course content you must log in with your faculty ID (presumably set as a Course Creator).

To add your personal photograph to your Moodle profile

Have a photograph in JPEG (.jpg) format ready and then do the following:

After you have logged into Moodle click on your name as shown in the upper right-hand corner of the screen:

You are logged in as ▓▓▓▓▓▓▓ (Log out)

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...minary Federation
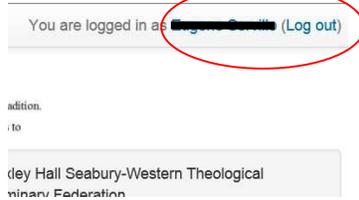
Choose "Edit Profile" to get to the correct page.

Bexley

Home ▶ My profile ▶ View profile

NAVIGATION
Home
  ▪ My home
  ▶ Site pages
  ▼ My profile
    ▪ **View profile**
    ▶ Forum posts
    ▶ Blogs
    ▪ Messages
    ▪ My private files
    ▪ My badges
    ▪ Repositories
  ▶ My courses

ADMINISTRATION
  ▼ My profile settings
    ▪ Edit profile

New picture ⑦

Maximum size for n

▶ 📁 Files

You can drag and drop files here to add them.
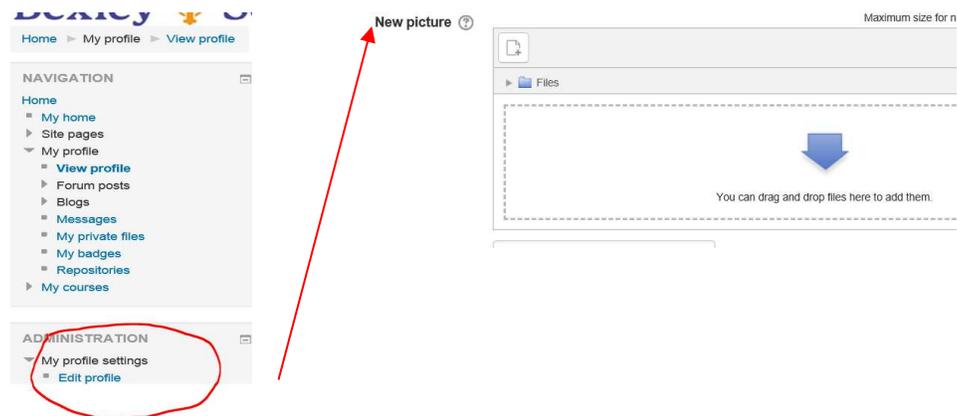
Drag and drop your photo into the block and click: Update profile

Standard view of a blank course

The example, below, is of a course homepage in a weekly format. You have several options to control a course's appearance and make it look very different from our examples. The example course has a header, a footer (both content largely determined by a theme) and 3 columns in the middle. Course headers and footers contain text controlled by the course creator when a section is edited. Web site headers and footers contain content (links, text, and graphics) that will appear on every page. This information is controlled by the administrator. At present, the web site header and footer sections are empty.
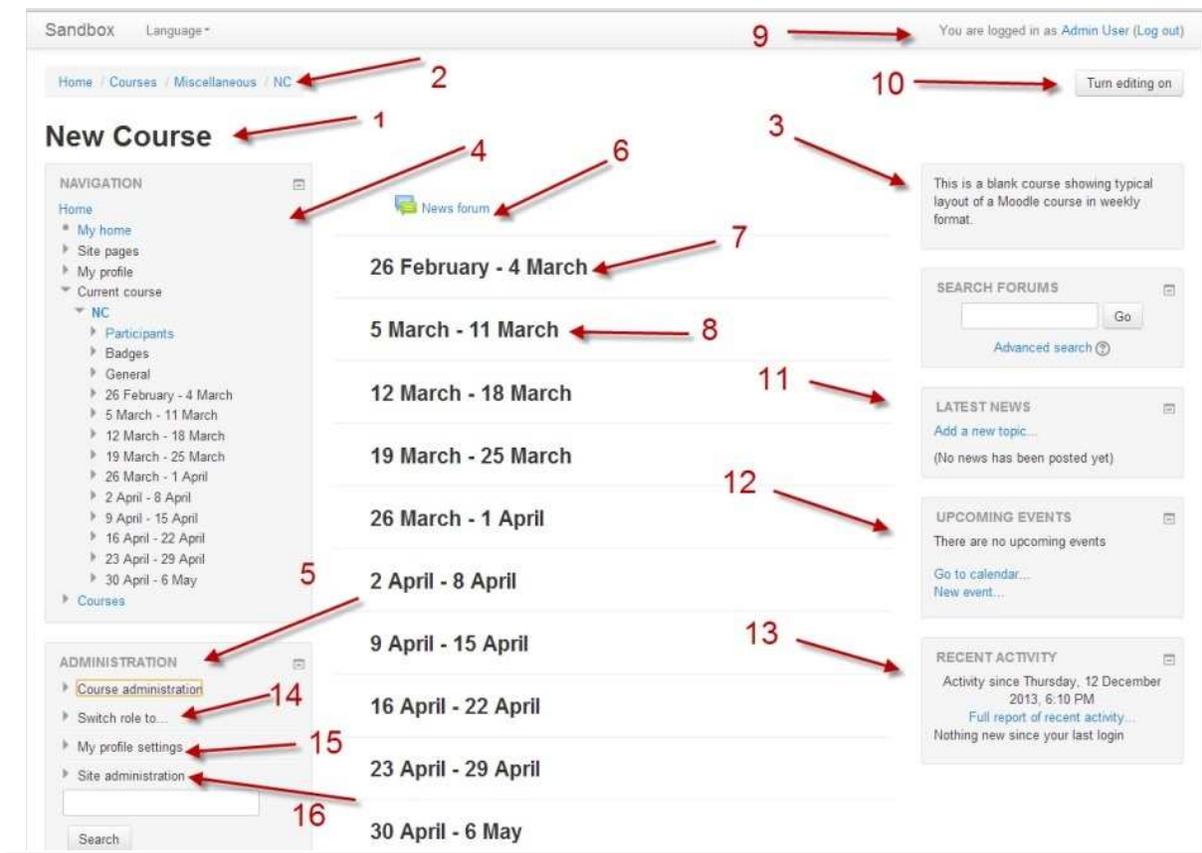
Using the above image, here are the parts of a typical course homepage. It is possible to move and hide parts of the page and different themes display blocks in different regions, so not all courses will look like this.

*1 Course full name	*9 Login information
*2 Navigation bar (short name)	*10 Turn editing on button
*3 Course description	*11 Latest news
*4 Navigation block	*12 Upcoming events
*5 Administration block	*13 Recent activity
*6 Section header & News topic	*14 "Switch role to"
*7 Current week - First section	*15 My Profile Settings
*8 Future week - Second section	*16 Site administration

To see an active view of this content in Moodle Documentation go to:
http://docs.moodle.org/26/en/Course_homepage

Adding courses and course content

N.B In order to edit or add anything in Moodle, you must turn "Editing" on. Some pages the have the edit control is in the left column:

To add a course go to **Administration>Site Administration>Courses>Manage courses and categories**

Click on the category where you want your course to be.

Click the "New course" link

Enter the course settings and then click the "Save changes" button.

On the next screen, choose your students/teachers to assign to the course.

For more on Course Settings, see: http://docs.moodle.org/26/en/Course_settings#General

Courses can be structured as: Daily format, Weekly format, Topics format, Social format, Single Activity format, or a variety of less conventional formats.

When a format is chosen, content can be supplied by:
- Adding text to each section of the chosen format using the built-in text editor.
- Creating Activities such as: Forums, Glossaries, Lessons, Quizzes, Assignments, or Workshops.
- Adding Resources such as Files (jpg, PDF, videos) or URLs
- Questions

To add a content go to **Administration>Site Administration>Courses>Manage courses and categories>***selected course.*

Ensure you have turned editing on!

From this view all the controls for adding various elements and content are available. If you plan to upload documents to your course, you are strongly encouraged to convert them to PDF format. If you lack the software needed for the conversion, please notify tech support (gservillo@bexleyseabury.edu).

As you add content to a course, whether it is a resource or an activity, descriptive information can be included on the course page or embedded as the content (or part of the content) for the topic. A well-featured text editor, TinyMCE, has been enabled for this task.

It first appears with just a single row of buttons, but clicking on the expand button causes it to display three rows of buttons.

Collapsed view

Expanded view
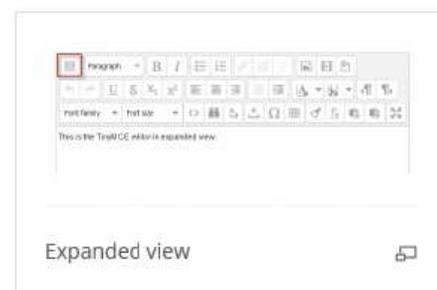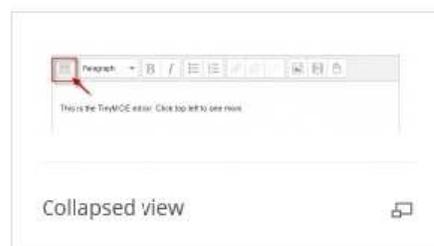
From the Moodle documentation we see that the buttons operate as below:

Row 1

1:Expand   2.Formatting   3.Bold   4.Italic
5.Bulleted list   6.Numbered list 7.Add link   8.Unlink
9.Stop auto linking   10.Add image   11.Add emoticon 12.Add media
13.Manage embedded files

Row 2

1:Undo   2.Redo   3.Underline   4.Strikethrough
5.Subscript   6.Superscript   7.Align left   8.Align centre
9.Align right   10.Decrease indent 11.Increase indent 12.Text colour
13.Background colour 14.Left to Right   15.Right to Left

Row 3

1:Font family   2.Font size   3.Edit HTML   4.Find
5.Find/replace   6.Insert non-breaking space   7.Insert special character   8.Insert table
9.Clean up messy code   10.Remove formatting   11.Paste as plain text   12.Paste from MS Word
13.Toggle full screen

For more information on course content see:

Activities: http://docs.moodle.org/26/en/Activities

Resources: http://docs.moodle.org/26/en/Resources

Editing Text: https://docs.moodle.org/26/en/Text_editor

Site administrators are prepared to add courses to the Moodle Site, should it be necessary. In order to accomplish this you must provide the necessary information to proceed:

Course Name
Short Name
Course Number
Instructors
Course Start and End Dates
Course Format

Courses can also be restored from backups. If you created a course from a prior semester, notify the MoodleRooms administrator (gservillo@bexleyseabury.edu) to have the backup restored to a current year semester.

How do I get to my course?

Login to Moodle site with your credentials—see above.

Once you log in, you will be redirected to a page that lists all the courses.
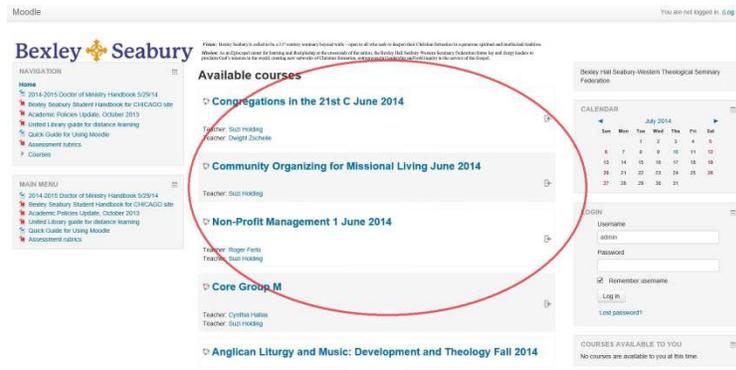

Once you find the course title, click on the one you want to visit.

When you first enter the course site, spend a few minutes looking around and trying out various features. Scroll down to the bottom of the page to find some instructional features – Getting Started and Participating in a course – and the manual for Moodle (Participant Help—it's a yellow button on our course page).

How do I see a list of people in my course?

In your course, look for the "People" block in the left or right column.
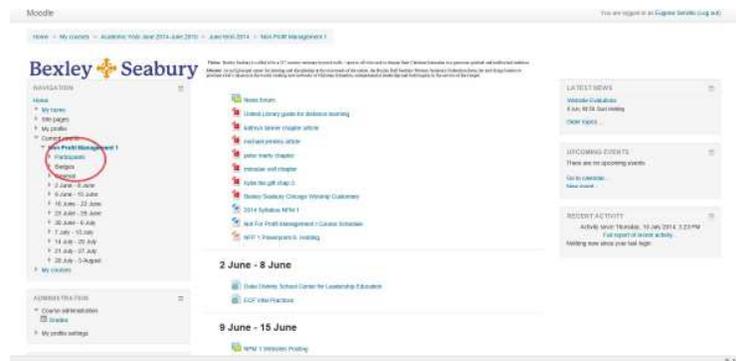
Click on the Participants link within the block. If you do not see the People block in your course it may be disabled. Let us know: gservillo@bexleyseabury.edu.

**Clicking "Participants" will produce a table of those enrolled in the course:**

All participants: 11

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	City/town	Country	Last access
	Eugene Servillo	Evanston, illinois	United States	1 sec
		San Jose, CA	United States	3 days 10 hours
		Wellsburg, WV	United States	7 days 1 hour
	Suzi Holding	Chicago	United States	10 days 2 hours
		Longview, TX	United States	14 days 8 hours
		Waukegan, IL	United States	14 days 20 hours
		Northbrook, IL	United States	15 days 3 hours
	Milner Seifert	Evanston	United States	17 days 7 hours

This view will provide information about each user, where they are from, and when they last accessed the course. Click on a column heading to sort the table by that particular column. Click on a participant's name to visit their profile page and learn more. You may also filter the list by choosing a letter in their first or last name.

You may want to see an extended view of each participant in the course.
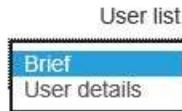
A more detailed view will also enlarge the profile picture of the participants.

Student Work

If you choose to create assignments as a part of the students' work you can pick from several options:

- File submissions (students submit a file for assessment)
- Online text (students can type their responses directly in Moodle)
- Submission comments.

You want to read and grade student assignments offline.

When a course is setup, choose in the settings "Offline grading worksheet." After students have uploaded their work, click "View/grade all submissions" and you can download their assignments from the link "Download all submission" and download the grading sheet from the link "Download grading worksheet." You can then edit grades and re-upload the grading worksheet. You can also upload multiple feedback files in a zip from this drop down menu.

Grades

All the work that has been graded is compiled into the "Grader Report" at:
Settings > Course administration > Grades.

Any assessed material added to a course is automatically added to the Grader Report. From the Grader Report you can view, change, sort, categorize, and calculate grades as necessary. Moodle provides several methods of student evaluation and progress reporting. For a much more complete presentation of these methods see:
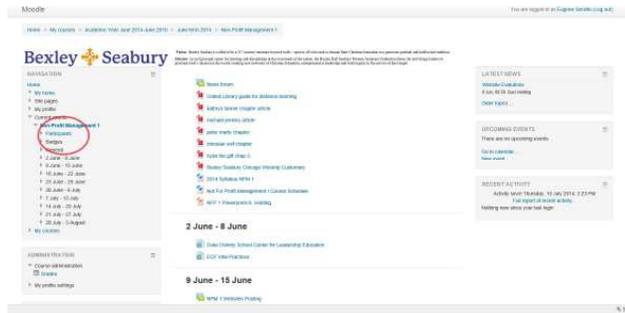
http://docs.moodle.org/26/en/Grades

How do I send messages to others from the course site?

Go to the Moodle site and log in.

Visit your course.

Locate the "Participants" block

View a list of all participants

Click on the name of a participant to access her profile,

Click on the link Send a message.
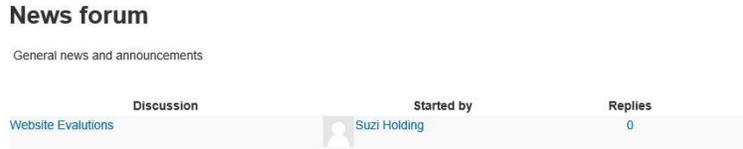

Write text in the Message field.

Send Message.

The system is currently configured to display messages as a pop-up for the recipient as well as an e-mail from you.

How do I reply to a forum?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this followed by the forum title

Click on the discussion topic to view its thread.

News forum

General news and announcements

Discussion	Started by	Replies
Website Evalutions	Suzi Holding	0

Scroll to the post to which you want to reply, then click the reply link in the right, lower corner.

ort - Wednesday, 26 August 2009, 01:47 PM

nax too?

Show parent Reply

Create a subject for your post

Subject* Required

Create a message for the forum.

Message*

All you have to do is type your message in the box.

Choose the subscription method for the message post (optional).

Subscription Send me email copies of posts to this forum

When a person is subscribed to a forum it means that they will be sent email copies of every post In that forum (posts are sent about 30 minutes after the post was first written). People can usually choose whether or not they want to be subscribed to each forum. However, if a teacher forces subscription on a particular forum then this choice is taken away and everyone in the class will get email copies.

Choose file to upload as an attachment (optional)

Attachment (Max size: 500KB) Choose File no file selected

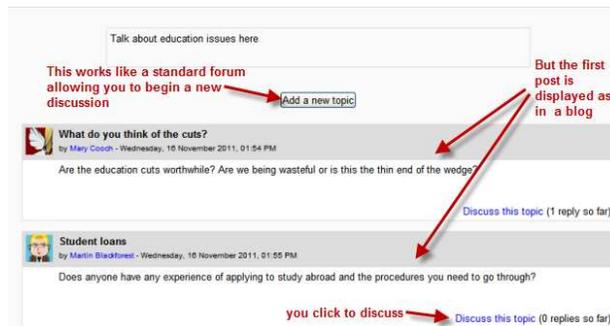**Click the "Post to forum" button to complete.**

Post to forum

How do I add a topic to a forum?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this [icon] followed by the forum title

Click on the "Add a new topic" button.

Talk about education issues here

This works like a standard forum allowing you to begin a new discussion → Add a new topic

But the first post is displayed as in a blog

What do you think of the cuts?
by Mary Cooch - Wednesday, 16 November 2011, 01:54 PM

Are the education cuts worthwhile? Are we being wasteful or is this the thin end of the wedge?

Discuss this topic (1 reply so far)

Student loans
by Martin Blackforest - Wednesday, 16 November 2011, 01:55 PM

Does anyone have any experience of applying to study abroad and the procedures you need to go through?

you click to discuss → Discuss this topic (0 replies so far)

All you have to do is type your message in the box.

Choose file to upload as an attachment (optional)

Attachment (Max size: 500KB) [?]   (Choose File) no file selected

Click the "Post to forum" button to complete.

Post to forum

How do I edit a forum post?

By default, participants have 30 minutes to edit and make changes to forum posts.

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this [icon] followed by the forum title

Click on the discussion topic to view its thread.

Scroll to the post to which you want to edit, then click the edit link in the right, lower corner.
Update Subject line and/or Message body.

Choose file to upload as an attachment (optional)

Click the "Save changes" button to complete.

How do I delete a forum post?

Navigate to the forum within the course and click on its title.

Every forum has an icon that looks like this 🗨 followed by the forum title

Navigate to the discussion thread within the forum and click on its title.

Or scroll to the post that you want to delete.

This will delete the post and any posts that stem from it. You may choose to "Edit" the post, if you don't want to lose the branch of posts that stem for this one. Instructors and admins have the ability to delete, edit, and split a post in a forum. Students may also delete their post, until someone else replies to it, or until the editing period concludes.

Note: Most sites allow 30 minutes of post edits/deletes for changes that authors might make.

How do I see recent activity by myself and others in the course?

Navigate to the "Recent Activity" block in the course.

It is located in the right column near the bottom of the page. The block will reveal public activities in the course since your last login date.

Conclusion

Moodle is a very mature and complete open-source product for academic content management. The documentation is extensive and improving. There are periodic upgrades done by the MoodleRooms staff which makes the system unavailable, but this is rare and isolated to weekend evenings. We will notify faculty members of the occasions when this happens. Do not hesitate to ask for help if you are not able get your work on MoodleRooms done in a timely manner.

Bibliography

Hillar, Sylvia P., Moodle 2.5 Multimedia Cookbook, Second Edition, Packt Publishing, Birmingham, England (2013)

Nash, Susan Smith and Michelle Moore, Moodle Course Design Best Practices, Packt Publishing, Birmingham, England (2014)

Moodle OpenSource Software Documentation for version 2.6 http://docs.moodle.org/26/en/Main_page