



# Using Moodle – Faculty Guide

## Site location:

<http://cma-moodle/moodle>

## Login information:

If you have an account enter your Username and Password. This will be supplied to you by the Moodle administrator

If you have not created account, follow the steps listed to the right, "Is this your first time here?"

## Course Layout

The default layout of your course will include a broad column in the center and two narrow side columns.

Most of the course materials and activities are located in the broad central column, organized by Topics or Weeks. This content column is divided into large squares, or "sections," and can include several kinds of activities, resources and links you choose for your students.

Locate detailed help on Moodle's many features at [http://docs.moodle.org/en/Teacher\\_documentation](http://docs.moodle.org/en/Teacher_documentation)

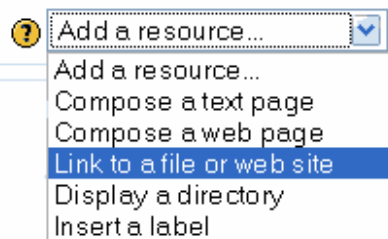
## Adding content to your Moodle classroom:

Use the "Turn editing on" button in the top



right corner of your course main page to enable

editing. This is a toggle, so turn off editing the same way.



With editing on, find the drop down lists for adding content inside each course section. Use the left "Add a resource" list to add a file or web site in the desired section.

To add a Word document, PDF handout, web page, PowerPoint presentation, etc. select "Link to a file or web site."

To share a file, first identify it with a name and summary information, then click the "Choose or upload a file" to see your course's file directory.

When you display a file in your course it must be chosen from the file directory. If the file is not yet

listed, click "Upload a file" to browse to and select it from your disk. Click "Upload this file."

Finally, find the file now in your file list, then scroll to the right to select "Choose," then the "Save changes" button to share it with your students.

To add a web site, follow the steps above, but enter the URL in the "Location" box instead of browsing to and uploading a file. To add text directly into a section, choose the "Insert a label" option from the "Add a resource" drop down list.

**Adding activities:** Activities support interaction. Each Activity has a different icon (the icons may change slightly). Common Moodle Activities are:

**Forum.** Compose and reply to threaded discussions, share links or attach documents. Participation in Forums may be graded.

**Assignment.** Each "Assignment" creates an entry in the gradebook automatically. The Assignment type determines whether students submit one or multiple files, online text, deliver something personally, or are earning credit for participation in a required activity.

**Choice.** A way to collect information related to a single question. Choices are not graded.

**Quiz.** Quizzes may be for self assessment only or graded. You determine what feedback is shown to students after the quiz. The settings you choose may allow multiple attempts and designate which score is recorded in the gradebook.



## Using Blocks

The rectangles on the right and left sides of the course main page are “blocks.” After turning on editing, select the blocks appropriate for your course. Popular blocks are:

- **People** block contains a list of all the Participants in the course.
- **Activities** block contains all the forums, assignments, quizzes, and other activities within the course, organized by type. This can be an easy way to find things in your course.
- **Calendar** block shows course events, such as due dates, added by your instructor as well as user events added by you, group events, and global events added by the Moodle system administrator.
- **Quickmail** allows sending email to all class participants or a selected group of students directly from within Moodle.

## Making Class Announcements

To send an announcement to all students in class, you may post to the News Forum—where all posts are distributed by email automatically after the 30-minute editing period expires. This differs from the Quickmail option (see description above), because communications are recorded in the forum and responses can be made that will be shared with all participants automatically.

## Editing course content

With editing turned on, you’ll see an array of icons next to each activity element within your Moodle course.

Icon	Function
	Indents the item to the right.
	Moves the item to a new location; after clicking this icon, select the destination from the array of empty boxes that mark potential locations.
	Edit the specifications for this element, e.g., its name or settings.
	Delete the item.
	This toggle hides (eye closed) or reveals (eye open) the associated element.
	Use this icon to toggle through the group settings for the associated activity.

### For more information:

- Refer to the CMA Moodle Page: <http://www.csum.edu/itinfo/Departments/AcademicComputing/moodle.asp>

## Navigating within a course

As you explore your course, a list of “breadcrumb” links builds at the top left of the display. Each link represents a screen you moved through.



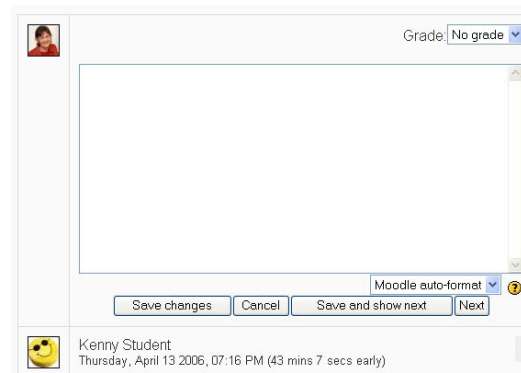
Selecting a colored breadcrumb returns to that level. The red box above shows the course short name; selecting the short name returns you to the main page.

## Providing feedback on assignments

[Update this Assignment](#)  
[View 31 submitted assignments](#)

To view submitted assignments, first click the Assignment name, then the “View *n* submitted assignments” link in the top right corner. Use the highlighted “Grade” link at the right margin to open a feedback window. Use the dropdown box in the top right of the feedback window to assign the grade for the assignment and the text box to enter your feedback.

If there is an uploaded file included, a link to it will appear in the feedback window. Select “Save changes” when finished. Students receive email when feedback is posted. The grade is entered into the gradebook automatically.



## Adding a profile picture

Near the top right corner of any course’s main page, look for your name next to the “Logout” link. Select your name to find your “profile” or personal information about yourself that you share with the HSU Moodle users. Select the “Edit profile” tab, then scroll down to the “Picture of” section.

Browse to the desired picture. For best results choose a picture cropped to about 100 x 100 pixels and 72 dpi. Be sure to add your name in the “Picture description” field, then select the “Update profile” button. You may need to refresh your browser to see your updated picture.