

# Getting Started in Moodle

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## **Getting Started in Moodle**

### **Step 1: Decide if you want to “section” your course by topic or by week.**

- From the **Administration** block choose **Settings**. From the **Edit Course screen** choose the **Format** tab and choose between **Weekly** format or **Topics** format

### **Step 2: Write an Introduction for your course in the top unnumbered section**

- This first section can include a description of the course as well as a link to your syllabus and any other general resources for your course.

### **Step 3: Add Content to your sections. Sections can include:**

- [A Summary](#) (A description of the section)
- [Resources](#) ( PowerPoint, Word, PDF links to Websites etc)
- [Activities](#) (Quizzes, Assignments, Polls etc.)

### **Step 4: Add Functionality to your Course**

- Blocks can be added to your course and are automatically updated to display changes to the course or to certain modules. Some block examples include:
  - A course Calendar
  - Results of an Online Quiz
  - Quick link to Sections in your course.
  - An RSS feed

## Overview of Moodle Layout and Basic Components

The Structure of a Moodle course is built around modules known as **Sections** and **Blocks**.

- **Sections** contain your course content
- **Blocks** add functionality to your course.

Figure 1 shows the basic Moodle layout and functionality.

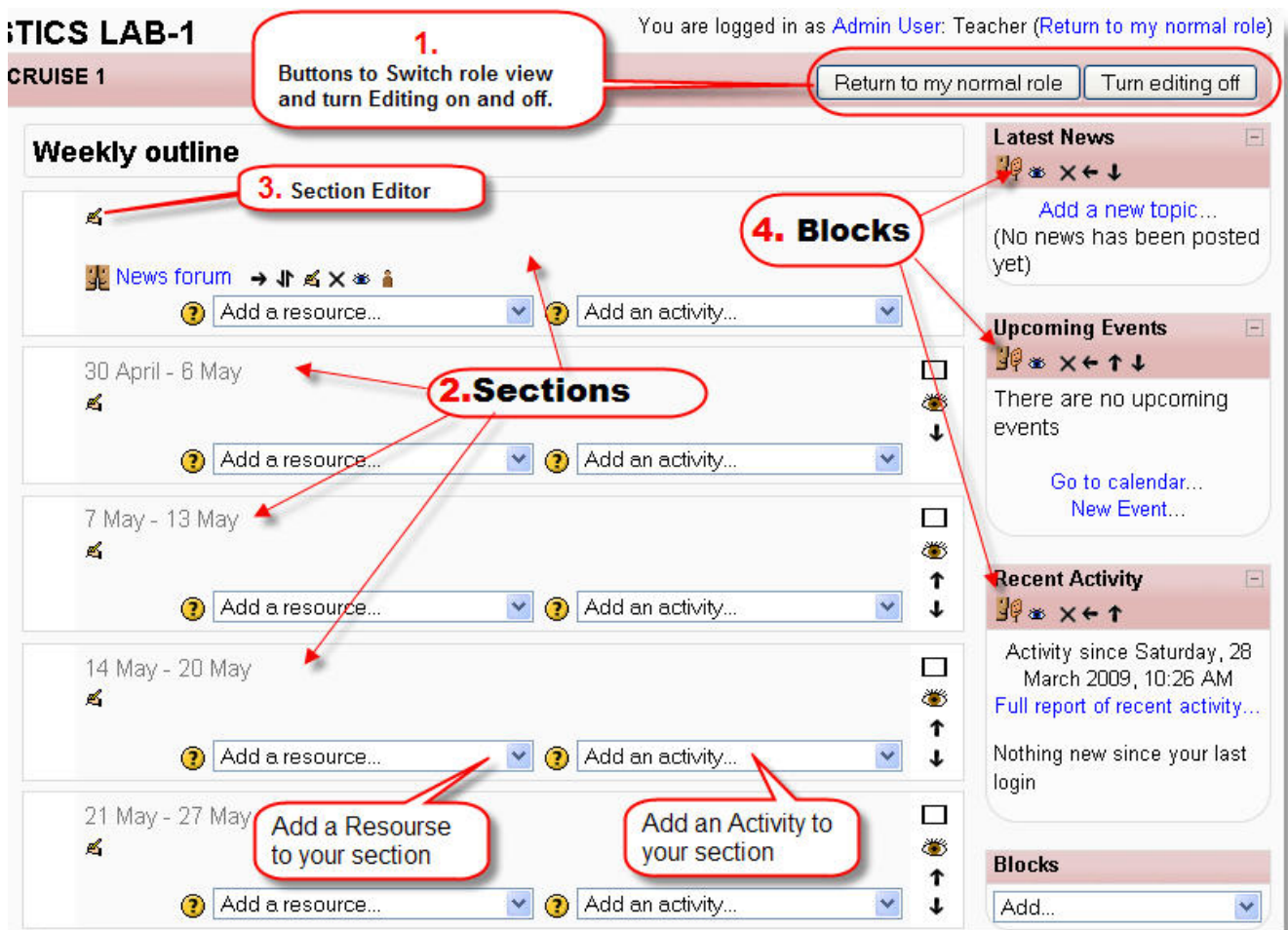


Figure 1: Course Layout

- You can switch view between Teacher and Student views with the **Role Button (1)**.
- Activate **Edit** mode by toggling the **Editing on and off** button (1). Figure 1 has editing "on"
- **Sections (2)** you divide your course by **week** or **topic**. You can create a summary overview of the Section by using the **Section Summary Editor (3)**. The **Add Resource** and **Add Activity** pull down menus allow addition of section content.
- **Blocks (4)** add automatic functionality like a Calendar or a list of recent course activity.

## Sections

Sections are containers or modules for your course content. They can be designated by **topic** or by **weekly date ranges**. Sections are analogous to the Content Module or “Backpack” in WebCT. However, sections are a lot more powerful and user friendly than the old WebCT content module.

The first section is designed for general information and activities of the whole course and is fixed and unnumbered. The remaining sections below are referred to as numbered. In figure 1, the sections are created by weekly date range. There are 5 sections that will contain course content, plus the general (unnumbered) one at the top. Sections can be created by Topics. This is done from the **Settings** menu

Instructors can populate sections with:

- **A Summary,**
- **Resources**
- **Activities**



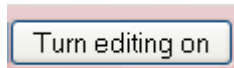
Figure 2: Sample Section

### A Summary

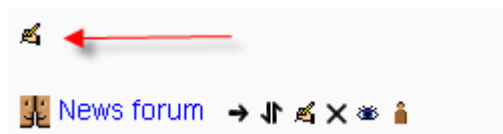
A Summary is short introduction explaining you section. It can be as simple as a title or more sophisticated containing images and paragraphs.

#### How to Create a Summary

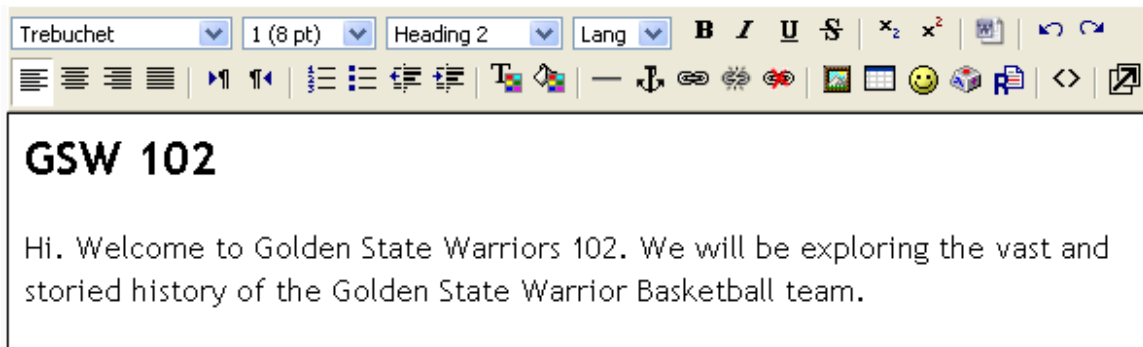
1. Turn Editing on by selecting the **Turn Editing On** button in the upper right-hand corner of the screen.



This will display editing options for all sections. **Select the Summary Editor**. It looks like a hand with a pencil.



The Moodle Editor will open. Here you can enter a summary of the section.



**Figure 3: Text in Section Summary**

2. Select **Save Changes** to add your **Section Summary**

## Resources

A resource is the content you add to your course. Your content could be a PowerPoint, Word or Excel document. It could be a link to a webpage or video.

19 January - 25 January  
**Week 1-3**

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**Required Internet Reading:**  
[THE GMDSS – WHERE TO NOW?](#)  
[FCC's GMDSS Overview](#)




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Topic: Lecture	Text Section
Introduction and Concept	1 and 4

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Topic: Lab	Text Section
VHF DSC and VHF Operation Distress and Safety Communications	5,6,7

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 [VHF DSC Assessment Sheet](#) ← **PDF Resource**  
 [Intro ppt.](#) ← **PowerPoint Resource**  
 [Thursday's Quiz Topics In Red!](#)

**Figure 4: A Section with Resources**

Here is a list of types of resources you can add

1. **Link to a file or web site:** you can point to any file you have uploaded (e.g., a handout, a PowerPoint presentation to share with students, etc.) or any existing site or page on the WWW.
2. **Book:** a structured set of mini-web pages with its own navigation system. You're reading a "chapter" in a Moodle "book" now with the instructional materials of this course.
3. **Label:** basic text that you enter directly into a section of your course
4. **Text page:** a simple text-based page you create by typing desired text directly into a Moodle form
5. **Web page:** you can create a web page directly with Moodle or by using a web page editor and pasting the resulting content directly into a Moodle form
6. **Display a directory:** display the complete contents of a directory in your course files to students.

## Linking to/Uploading a File

We will add a resource, in this case a *Syllabus* by **uploading a file**. This will involve the Moodle function of **Linking to a File**. Linking to a file is used when you'd like students to download a file (such as a Word Document, PDF, or PowerPoint) to view.

1. In a section, select the **Add a Resource** drop down box.

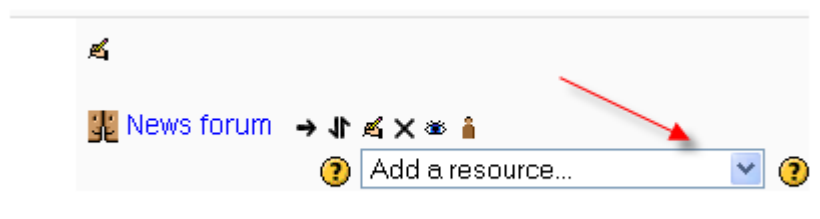


Figure 5: Resource Dropdown box

2. Select Link **to file or website**. This will display the Moodle Editor.

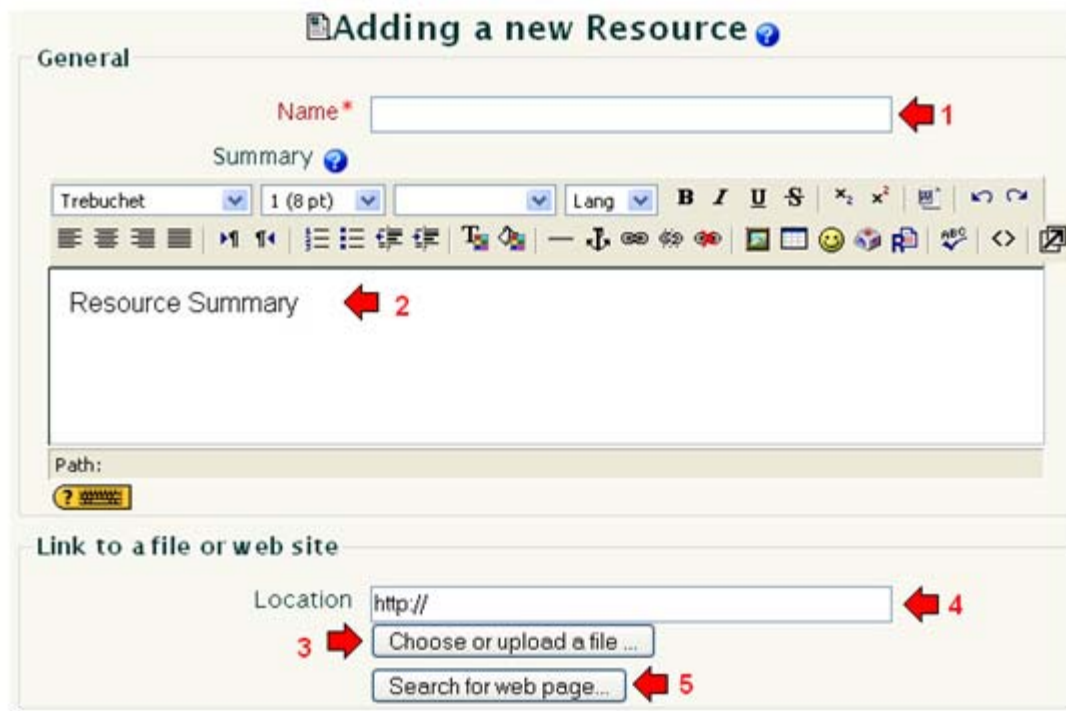


Figure 6: Moodle Editor

3. Type in a title in the **Name** field (1), this will be the name of the link the students will click on to access the file. A Good name would be "Syllabus".
4. The **Summary** section (2) can be skipped. It does not appear anywhere useful for students.
5. Since we are linking to a file, click **Chose or upload a file** (3). This will open the file manager in a new window.



Figure 7: File Manager Window

If your file has already been uploaded it will show here. If not, you will need to upload it. Select **Upload a file**. This will take you to the Upload screen



Figure 8: Upload Screen

6. Select **Browse**. This will open a standard browse window to browse your computer. Once you have located and selected your file, select **upload this file** (2). The file will be displayed in the list. Select **Choose** next to the file.



Figure 9: Choosing file to Upload

7. Last, select **Save and return to course**. The syllabus document will now be **Linked** in the section.

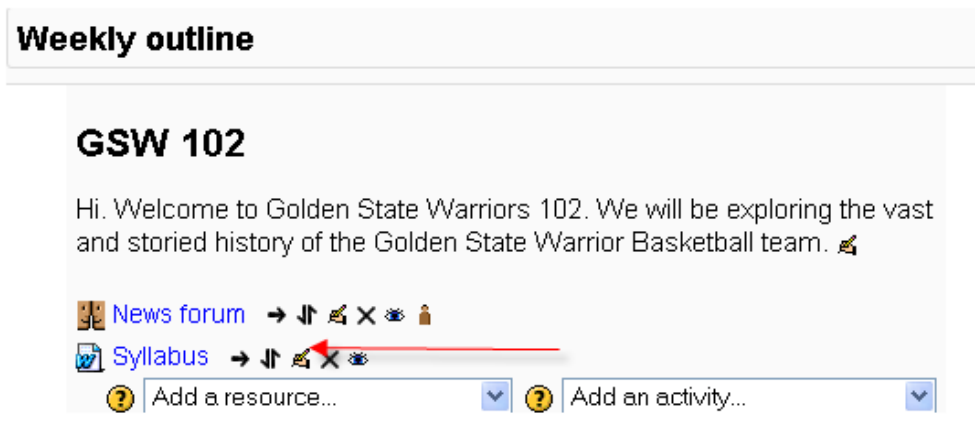


Figure 10: File Added and Linked

**Linking to a Web Page:**

Linking to a web page involves the same exact process as linking to a file. Instead of selecting Choose or upload a file, choose ***Search for web page (5)*** from the Moodle Editor window.

Enter the URL of the website and select ***Save and Return to Course***

**Creating a Label Organizer**

You may want to organize your resources into sections. You can do this with the ***Label*** resource.

1. While in a section, select the ***Add a resource*** drop down menu and ***Label***. Our old friend the Moodle Editor appears.

**Figure 11: Adding Label Text**

We will add a label called "Course Tools" by simply typing in the editor and then selecting ***Save and return to Course***. This will place the label at the bottom of our list in our section.



Figure 12: Label in Section

2. Next, let's move the **Course Tools Label** above "News Forum". Here is how:

1. **Highlight Course Tools**
2. **Select the Up and Down Arrow**
3. **Select the White Area above "News Forum"**

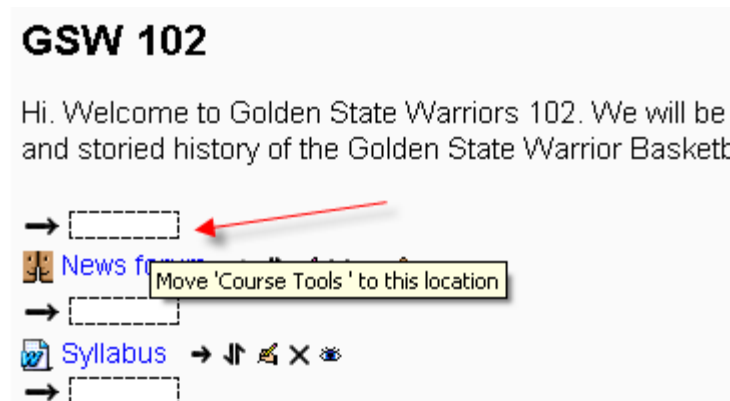


Figure 13: Moving Label Up

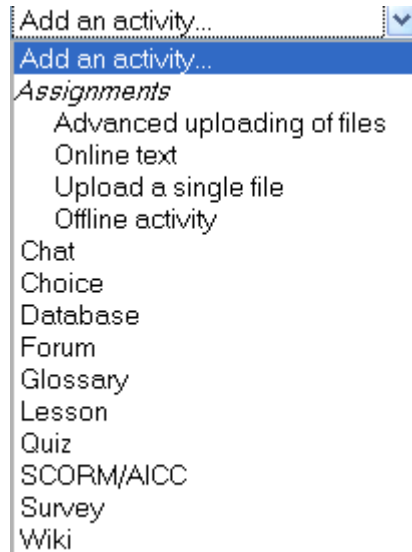
Your final Section would look like this



Figure 14: Complete Section

## Activities

Activities are modules that require an action and interaction on the part of a student. **Assignments, Quizzes, Surveys** are all examples of an **Activity**. Some Import Activities are listed below.



### Assignments

Moodle's term "Assignment" means an "assessment" that is added into the gradebook automatically. Put another way, an "Assignment" is a task with a due date and a maximum grade. There are currently four ways to define assignments:

- Advanced uploading of files
- Online text
- Upload a single file
- Offline activity

When students complete "Assignments," the instructor has a single page on which submitted assignments can be viewed and then a grade and a comment to the student recorded.

After a grade is recorded, Moodle automatically sends a notification email to the student.

### Choice

A choice activity is very simple - you ask a question and specify a choice of responses. Students can make their choice, and you can choose a variety of reporting formats, including allowing students to see detailed results of the poll. It's a handy feature for gathering consent from students, and quick polls or class votes.

### Quiz

This module allows you to design and deliver tests, consisting of multiple choice, true-false, calculated, essay, matching, and short answer questions. These questions are kept in a categorized database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. Quizzes can contain random questions, calculated questions, and can have IP address and password restrictions. Moodle supports a number of methods to create quizzes, including text based formats for generating large numbers of questions rapidly or importing questions from test banks or a standard question authoring form.

## Forum

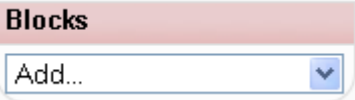
This activity is where you can host discussions. When you add a new forum, you choose from different types - a simple single-topic discussion, a free-for-all general forum, or a one-discussion-thread-per-user. The default "Discussions and replies are allowed" setting is the most common

## **Blocks**

**Blocks** are the areas on the left and right sides (the **Blocks** in Figure 1 are labeled "Latest News", "People", "Search Forums", etc.). **Blocks** can be removed, moved etc. The view of your course homepage and ultimately the features offered to your course participants depends on which **Blocks** you choose using the Blocks field.



## How to Edit Course Blocks

	<p>All of the blocks can be moved around, added or deleted from your course homepage.</p> <p>To add a block, <b>turn editing on</b> and choose the block you would like to add from the "Blocks" drop down menu in the lower right of the screen</p>  <p>This menu will only be visible when editing is turned on, and will never be visible to your students. If you delete a block then would like it back, you can always re-add it.</p> <p>With editing on, you can see the block editing icons next to the block's title. Using these, you can:</p> <ul style="list-style-type: none"> <li>• hide the entire block with the 'eye'  tool,</li> <li>• move the block up and down with the up/down arrows ,</li> <li>• move the block from one side of the course to another using the  sideways arrow,</li> <li>• or delete the block altogether using the delete tool .</li> </ul>
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