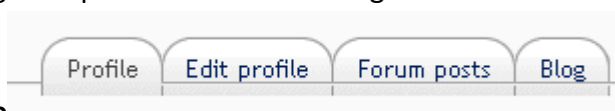


Moving into Moodle

for Faculty v2

1) Login

- a. <http://cma-moodle/moodle> using Firefox or Internet Explorer. Safari is not recommended.
- b. **Username** is your cma network id (usually first initial/lastname)
The initial password is **changeme** . Once you create your account you will be prompted to change the password to something more secure.



Setting up your Profile

- c. Click on your name at the top right of the page. Click on **Edit profile>Advanced** .
- d. Add your picture and other info.
- e. Forum Auto-subscribed – No.

2) Adding/Deleting Blocks

- a. Enter your course. Click on **Turn editing on** (top right corner)
- b. Add **Administration** block, and any other blocks you wish from the drop-down menu
- c. Delete any block by clicking on the X

3) Setting up your Course

- a. Click on **Administration > Settings**
- b. Weekly or Topic format (topics is more flexible and can still show “by the week”)
- c. Allow/Don’t Allow Guest access. (Off by default)
- d. Make Course Available/Not Available. (Off by default)
- e. Force Theme - Change the color, look & feel)
- f. Do not change the courses name!





4) Moving Content into your Course

- a. Organize all your content (Word docs, PowerPoints, images, etc.), into folders on your desktop. Zip all into a single archive file.
- b. Upload the zipped archive into your course. (**Administration > Files>Upload file**).
- c. Click on “unzip.”
- d. Delete unneeded zipped archive in iLearn.




Tip: Help about most features can be found by clicking on the small yellow circle with the question mark.

5) Making Content available to your Students

- Turn editing on.
- Link to Item Method:** under “Add a Resource...” choose “Link to a file or website” and choose the document from your Files directory you want to show.  Syllabus  Ch 1  Wk12
- Link to Directory/Folder Method:** Click on “Add a Resource...” and choose “Display a directory” and choose the **folder** you want to show to allow total access to.  Readings **Note:** make sure you do not leave this setting at the default “Main files directory” as this displays all files and folders.

6) Adding a Masthead or Banner or Title


- Turn editing on. In the topic or weekly area you wish to add an image or text, click on the icon of the  “hand holding a pencil”
- Type in text ...or add an image by clicking on the insert image icon.









7) Adding additional Text boxes/Labels

- You can add extra notes next to items. In the topic or weekly area in which you wish to add an additional textbox, click on “Add a Resource...” and choose “Insert a Label”

8) Adding additional “Pages”

- You can create links that open and show additional screens, which can be a combination of text and images, or actual webpages. Click on “Add a Resource...” and choose “Compose a web page”  Week 9

9) Hiding/Showing and Moving Items

- Click on the eye icon  next to an item or week/topic area to hide and show items to students. 
- Click on the up/down arrows  or  to move items or weeks/topics.
- Collapsing weeks/topics  or highlighting week/topic 

Adding Announcements – Three Ways!

- d. **At the Top:** Add your announcement in the Week/Topic 0 area, which always displays at the top of the screen.
- e. **On the Side:** Under **Blocks Add...** > Choose **HTML**. Place on the right at the top.

Tip: place the current announcement in Week/Topic 0 or in the HTML block until the week is over. Then replace with the new Week's announcement ...and move the old announcements into the past Weeks/Topics they are associated with...

- f. **In the News Forum:** A special forum called "News" under the Week/Topic 0 area is a good place to post notices for all students to see. (By default, all students are subscribed to this forum, and will also receive your notices by email.) To add, click on **Blocks>Latest News**

10) Adding Forums/Discussion Boards 🗨️

- a. In the topic or weekly area you wish to add a discussion forum, click on "Add an Activity..." and choose "Forum" iLearn offers a variety of forums!

Time Saving Tip: Create an "Ask Your Instructor" forum for general questions from students. Answer common questions "one time" only!

- b. Special Forums: **Glossary** – Student created and rated content or quiz items. click on "Add an Activity..." and choose "Glossary"

11) Messaging & Real Time Chats

- a. **Participants** block allows you and your students to see each others profiles, and send internal messages within iLearn ...rather than by email.
- b. **Online Users** block allows you to real time text chat by clicking on their name, or send an internal message by clicking on the envelope icon.
- c. **QuickMail** block allows you to email all your students, *but FirstClass is better!*
- d. **Chat Rooms** allows for group chats. Click on "Add an Activity..." and choose "Chat" 🗨️

12) Adding Assignment Drop boxes 📄 Exercise 1

- a. For students to submit their Word docs, and such, to you online. It also automatically adds a grade item into your gradebook.
- b. In the topic or weekly area you wish to add a dropbox, click on "Add an Activity..." and choose "Advanced uploading of files" iLearn offers a variety of drop boxes!

Viewing Student Work – Multiple Methods

- c. Click on the original assignment link, or **Activities Block>Assignment**. Then under the **Update this Assignment** button, click on “View these assignments”
- d. Or click on **Administration>Grades**, and then click on the Assignment name at the top.

13) Tracking Student Activities – Multiple Methods

- a. Click on their picture under **Participants**, or anywhere you see their name...to go to their profile. And then on “*Activity reports*”. Many options, including showing just their Grades.
- b. Or, **Administration Block > Reports > Participation** to see who has not done a lesson!

14) Viewing Gradebook, Adding Grades & Quick Comments Grades

- a. Click **Administration > Grades**. Turn editing on.
- b. *Lots of options:* Show/Hide Icons, Show Quick Feedback, Show ranges, Sort by Column

15) Adding Grade Items/Categories

- a. Use the “Choose an action...” drop-down menu > then under **Edit** select Categories and Items

16) Creating Groups Groups

- a. Click **Administration > Groups**. Create a group, or use auto-create groups name the group and add participants
- b. Turn “groups” on under the activity you wish for groups, such as a forum.

17) Quizzes Questions

- a. Quiz creation is a two-step process. First you create or import your questions in pools/categories, under **Administration>Questions**
- b. and then under the topic or weekly area you wish to add a quiz, click on “*Add an Activity...*” and choose “*Quiz*”

18) and much, much more!

- a. **Wiki’s, Signup sheets (Choice), HotPotatoes, etc.**

Moodle Resources



- a. **Web Resources:** http://docs.moodle.org/en/Teacher_documentation
- b. **Books:**

Using Moodle 1.8 book (free pdf download)
http://download.moodle.org/download.php/docs/en/using_moodle_2e.zip

Moodle 1.9 eLearning Course Development (free online read)
<http://www.csum.edu/itinfo/Departments/AcademicComputing/safaribooks.asp>
 click on <http://proquest.safaribooksonline.com>, in search type "Moodle." Can only be accessed while on CMA campus.
- c. **Video Tutorials**

Adding YouTube to Moodle
http://www.youtube.com/watch?v=p_m2hG_YVlo

Basics of Using Forums in Moodle
<http://www.youtube.com/watch?v=pWoO5noWSPQ&feature=related>

Using Groups and Groupings in Moodle
<http://www.youtube.com/watch?v=83LEAiJgIfI&feature=related>

Creating Quiz Questions in Moodle
http://www.youtube.com/watch?v=Sxz8zIH_HKk&feature=related

For students telling them how to take a quiz
<http://www.youtube.com/watch?v=4ld-NAP-5c8&feature=related>

About the Icons that Appear with...
http://www.youtube.com/watch?v=unfhlf82_uk

Moodle Quizzes and Gradebook - Web site for Moodle 1.8
<http://www2.oakland.edu/webct/traindocs/Moodle/MoodleIII/MoodleQuizzes.htm>

How to use the activity and participation reports in Moodle 1.9
http://www.moodletutorials.org/view_video.php?viewkey=80faf6fb5e6087eb1b2d
- d. **Quiz Making**

For Blackboard quizzes, export as pools...works for all except for cloze and matching.
 For simple multiple choice quizzes, use the **Aiken** method. (See next page.)

MS Word template for making Moodle questionnaires will allow you to create a wide variety of quiz types in MS Word and then bring it into Moodle.
<http://www.soberit.hut.fi/sprg/resources/moodle/GiftConverter.html>
- e. **Bulk Assignments Download Add-on to Firefox**
<http://www.downthemall.net/>

The Aiken format is a very simple way of creating multiple choice questions using a clear human-readable format saved as a txt file.. Here is an example of the format:

What is the correct answer to this question? (**Note: Do not number your questions.**)

- A. Is it this one?
 - B. Maybe this answer?
 - C. Possibly this one?
 - D. Must be this one!
- ANSWER: D

Which LMS has the most quiz import formats? (**Note: your question must all be of one line...no carriage or paragraph returns...or breaks between sentences.**)

- A) Moodle
 - B) ATutor
 - C) Claroline
 - D) Blackboard
 - E) WebCT
 - F) Ilias
- ANSWER: A

Each answer must start with a single-letter character, followed by a period '!' or a bracket ')', then a space. The answer line must immediately follow, starting with "ANSWER:" and then giving the appropriate letter.

- C. spiritual wellness.
 - D. interpersonal wellness.
- ANSWER: B