Moodle Instructor Quick Start Guide

How to Use this Guide

This guide will help you quickly get your Moodle course up and running. It is best to print out the guide and follow along while you have your Moodle course open. If you do view this guide in Adobe Acrobat, make sure to open up the **Navigation panel** under the **View** menu so you can see bookmarks of various sections.
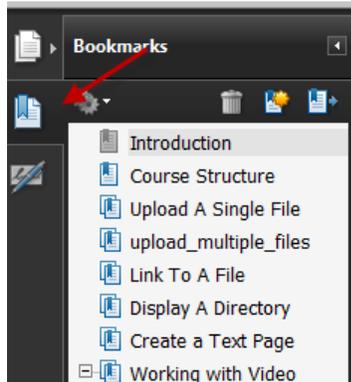

Figure 1: Bookmarks in Acrobat

Introduction

Each semester, your course sections assigned to you by the student records office will automatically display in Moodle.

Simply login to Moodle, http://moodle.csum.edu, with your Cal Maritime **Username** and **ID** to see your sections.

Each section will be pre-enrolled with all your students and will be a empty Moodle course shell.

This quick guide will help orient you to Moodle here at Cal Maritime and help you get a basic course up and running and ready to display to your students.

By the end of this guide, you will be able to:

- Create your and configure your course layout and structure.
- Upload your digital content such as Microsoft Word, PowerPoint and Adobe PDF files.
- Link these digital resources to your course and display them to your students.
- Send out announcements to your students

Course Structure

In this section we will configure the structure of your course, specifically we will learn how to:

- Login to Moodle, and View your assigned courses and Front Page
- Turn Editing on/off and change View so you can edit your course
- Access Settings, Look at Sections, Change Topic/Weeks
- Access Blocks. Add Remove Blocks
- Create Summary Sections with Labels

1. **Login**
   a. Log directly into Moodle by typing in http://moodle.csum.edu
   b. **Username** and **Password** use CMA network id and password

2. **View Your Courses**
   a. Click on the hyperlink name of your course at the bottom of the screen
   b. Alternatively you can access your assigned course list by selecting the **My Courses** block on the right-hand side of the screen

3. **Editing your Course**
   a. Turn editing on/off (top right corner). Editing must be **ON** to be able to edit course
   b. You can impersonate other roles such as **Student** by selecting **Switch role to…**
   c. Your Course consists mainly of **Sections, Blocks, Resources, Activities**

- A **section** is a discrete modular area. It is how Moodle divides up the course and where you place your **course assets and content**. You can have each section correspond to a topic (chapter one, two etc.) or you can designate these sections by week.

- A **block is** Moodle object that contains functionality. Block displays in the right-hand or left-hand side of a course's home page (**http://docs.moodle.org/19/en/Course_homepage**).
  Some common blocks include the calendar block and the quickmail block that lets you email all your students at once.

- **Resources** are the **MS Word documents, Adobe PDF files, PowerPoint presentations, and/or mp3 files** you upload, link to or create in you course. These are static objects that student access.

- **Activities** add interactivity to you course. Within the activity dropdown box you can create assignments, quizzes, surveys, wikis, forums and more.
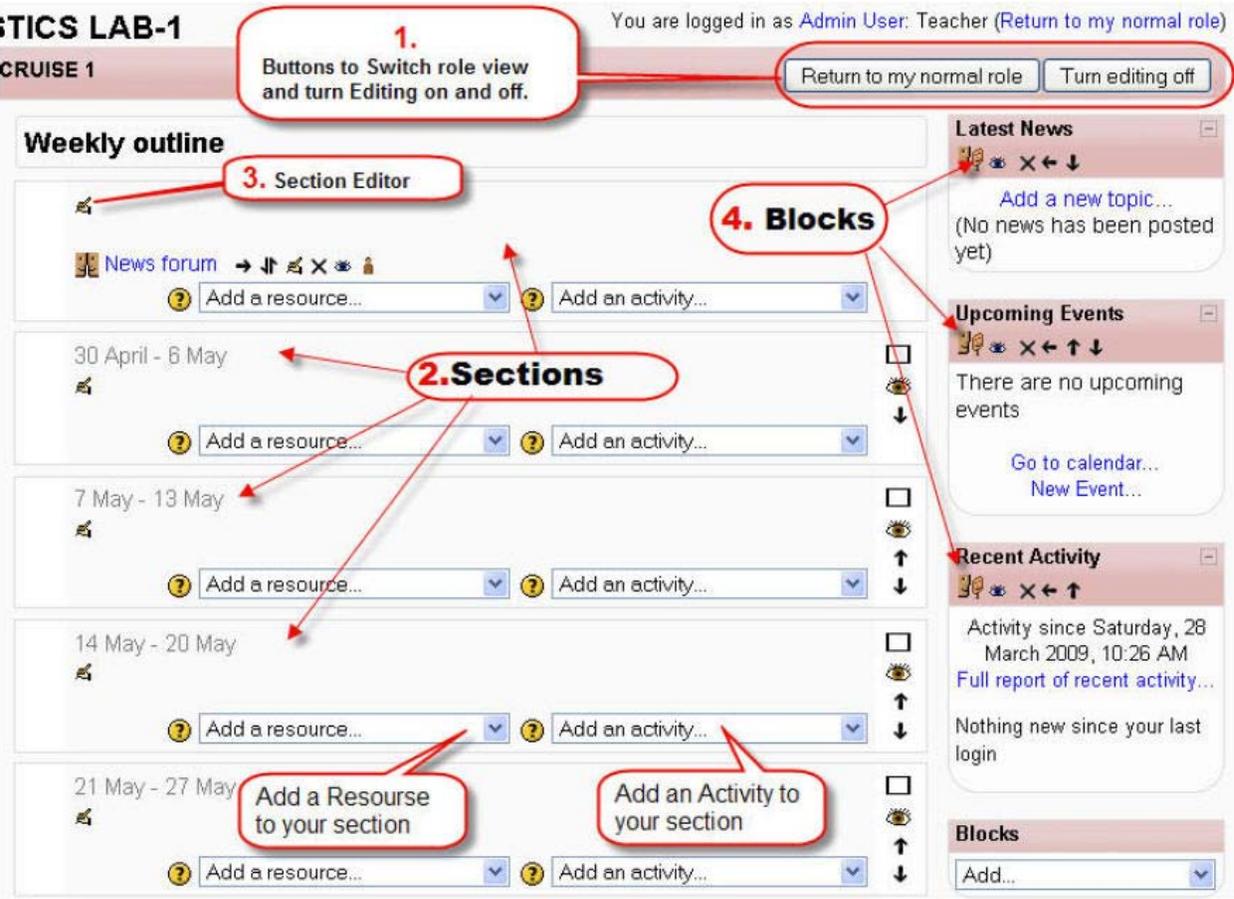
4. **Configure Course Settings**
    a. Click on **Administration > Settings**
    b. Do not change course name
    c. For **Format**, Select **Weekly** view of sections or **Topic** View
    d. Set **Number of weeks/topics** you would like to show by default. This will determine how many sections students will see.
    e. Set **Availability:**
        i. **This course is available to students** => Student can see the course.
        ii. **This course is not available to students =>** Course is hidden from students.
    f. Click **Save Changes** at the bottom of the screen

5. **Add Remove Blocks**
    a. Blocks give added functionality to course. They can be positioned UP and Down and Left and Right within your course. With either up and down arrows or by dragging and dropping.
    b. With **editing on** Select **Blocks** and **Add** the **Search Forums** block. If you do not want this block, you can delete by selecting the "X".
    c. A list of common blocks can be found on the Moodle.org site at http://docs.moodle.org/19/en/Blocks

d. Some blocks commonly used here at Cal Maritime include:
- **People**: contains a list of all the Participants in the course.
- **Activities**: 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:** 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.

6. **Edit the Banner Section or "0"**
   a. Edit the Top or Banner Section by selecting the pencil edit icon at the top of the screen.
   b. *The HTML editor opens. Give your course a title like Chemistry 101 or Introduction to Ethics.*
   c. You can format the text however you like using Headings. You can also give a brief description of the course as well as add images. Select the **Save changes** button

7. **Add a Label to the Banner Section: labels help divide your Sections.**
   a. From the **Add a Resource...** drop down menu select **Insert a Label.**
   b. In the HTML editor type "Course Documents".
   c. Select **Save and return to course**.
   d. Move the Course Documents label up above the News forum item by using the up and down arrows or dragging it.

8. **Add Titles to Next Sections**
   e. Go to the next section and select the pencil icon.
   f. In the HTML editor, type "Week One".
   g. You can style this using headings.
   h. Select **Save and return to course**

9. **Hiding/Showing and Moving Items**
   a. Click on the eye icon 👁 next to an item or week/topic area to hide and show items to students. 👁

   b. Click on the up/down arrows ✛ or ⇕ to move section items or weeks/topics.

You can collapse weeks/topics ☐ or highlight week/topic 💡

You are now ready to start adding content to your course by creating resources and uploading and linking files.

How to upload a file

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Preface: How to upload a file

*This QuickGuide will show you how to upload files into your **Files** area. For more information about linking to a file from your Course Page, please review the How to link to a file QuickGuide.*

1 ### Enter the files area

Click on the **Files** link in the **Administration** block.

2 ### Click on the upload file button

In the window displaying your **Files** area, click on the **Upload a file** button.

> 💡 If you want to place the file in a specific folder, click on the folder link before clicking on the **Upload a file** button.

3 ### Browse for your file

Click on the **Browse...** button to locate the file on your computer. Once you have selected a file, you should see the path to the file you chose in the text field.

4 ### Upload the file

Click on the **Upload this file** button to upload the file to the Moodle server. The file will be stored in the **Files** area for your current course.

5 ### Confirm your file upload

Once you have successfully uploaded the file, it will appear in your **Files** area.

6 ### Return to course

Click on the breadcrumb links at the top of the page to return to your Course Page.

Uploading Multiple Files to Moodle

To upload multiple files to the *Files* directory of your course, you must first Zip or Compress the files into one single file. Once uploaded, you can unzip the compressed file and all your files should appear.

1. On your computer, open Windows Explorer and navigate to the folder that contains your files.

2. Select the files you want to upload to Moodle.

   Important Notes:
   - To select multiple files at once, hold down the *Ctrl* key and pick all your files one by one.
   - To select a block of files, hold down the *Shift* key, select the first file in the list, then the last file. All the files in between should be selected.

3. With your files selected right-click and select the *Send to* Option. Select the option for *Compressed Folder.*

   Important Notes:
   - If you have *WinZip* installed on your computer, you will see a WinZip option once you right-click.
   - Select this and pick *Add to Zip File* from the list. A Zip(Compressed file) will be created in your directory

4. Complete the Compress Files wizard and you will end up with a compressed file in the directory.

5. You can now upload this file to Moodle. Once in your Files directory, select the *Unzip* option next to file. This will unzip the file in your current directory.

	🔼 Parent folder						
☐	AdvancedUploadingofFiles.mov	File	9.7MB	13 Jun 2012, 02:14 PM			Rename
☐	central-america-7-belize.zip	Zip Archive	64.4MB	16 Apr 2012, 04:11 PM	List	Unzip	Rename
☐	Central_America.zip	Zip Archive	64.4MB	16 Apr 2012, 03:40 PM	List	Unzip	Rename

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Preface: How to link to a file

Some commonly used resources that instructors share with their students are digital files. Digital files can include MS Word documents, Adobe PDF files, PowerPoint presentations, and/or mp3 files. You may upload and link to any type of digital file in iLearn. This QuickGuide will show you how to link to these digital files to your Course Page. For more information about the file upload process, please review the How to upload a file *QuickGuide. To link to a website, please review the* How to link to a website *QuickGuide.*

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1 *Turn editing on*

Click on the **Turn editing on** button at the upper right corner of the page or the **Turn editing on** link in the **Administration** block.

....

2 *Add a resource*

Navigate to the appropriate week or topic area and click on the **Add a resource...** pull-down menu.

....

3 *Select link to file or website*

Select **Link to file or website** from the pull-down menu.
....

4 *Enter a name*

Enter a name for your resource.

💡 The text you enter in the **Name** field the should be specific so that visually-impaired students who use screen readers know what resource they are viewing. If you refer to the resource in your syllabus, use the same exact name.

Screen reader users often look for links to files based on an alphabetical list of all the links on the page. Choose the first word of the **Name** field carefully.

....

5 Enter a summary

Enter a brief description about the resource in the **Summary** field. This description will appear in the **Resources** area of your course. This field is optional.

6 Select a file to upload

Click on the **Choose or upload a file...** button.

💡 If you have already uploaded your file and see it in the window displaying your **Files** area, you may skip to the "Choose your file" step.

7 Click on the upload file button

In the window displaying your **Files** area, click on the **Upload a file** button.

💡 If you want to place the file in a specific folder, click on the folder link before clicking on the **Upload a file** button.

8 Browse for your file

Click on the **Browse...** button to locate the file on your computer. Once you have selected a file, you should see the path to the file you chose in the text field.

9 Upload the file

Click on the **Upload this file** button to upload the file to the Moodle server. The file will be stored in the **Files** area for your current course.

10 Choose your file

Once you have successfully uploaded the file, it will appear in your **Files** area window. From this window, select **Choose** next to the file you wish to share with your course participants.

11 Verify your file

Once you have chosen your file, verify that the filename appears in the **Location** field. If your file is in a folder, make sure that the folder is listed as well (e.g., Location: Course_Documents/Syllabus_Fall08.pdf).

12 *Choose window setting*

In the **Window** area, select the desired setting options.

💡 If the link is to a file (in Moodle or on another website), it is recommended that you select **Same window**. It is also important to let users know in the **Name** field if the link will open a new window (e.g., Syllabus - BIOL 100 - Opens in new window).

13 *Choose visibility for the resource*

From the **Visible** pull-down menu, select **Show** to make the activity visible to students or **Hide** to keep it invisible.

14 *Save*

Click on the **Save and return to course** button or **Save and display** button.

How to display a directory or folder

Preface: How to display a directory or folder

Moodle gives you the ability to create folders that organize files in a centralized content area of your course. These folders are called directories. Directories are useful for dividing your materials by week, assignment, topic, file type, or other organizational structure. You can save space on your Course Page by putting groups of files in directories for student activities. Examples of directory uses include collections of photos or images for students to review, a set of model final project documents from previous semesters, or a compilation of files necessary for students to complete a project (e.g., instruction sheet, Excel template, evaluation rubric). This QuickGuide will show you how to display a directory on your Course Page. For more information about creating a directory, please review the [How to create a directory or folder](#) *QuickGuide.*

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1   *Turn editing on*

Click on the **Turn editing on** button at the upper right corner of the page or the **Turn editing on** link in the **Administration** block.

....

2   *Add a resource*

Navigate to the appropriate week or topic area and click on the **Add a resource...** pull-down menu.

....

3   *Select display a directory*

Select **Display a directory** from the pull-down menu.

....

4   *Enter a name*

Enter a name for your resource.

💡 The text you enter in the **Name** field the should be specific so that visually-impaired students who use screen readers know what resource they are viewing. If you refer to the resource in your syllabus, use the same exact name.

Screen reader users often look for links to files based on an alphabetical list of all the links on the page. Choose the first word of the **Name** field carefully.

5 Enter a summary

Enter a brief description about the resource in the **Summary** field. This description will appear in the **Resources** area of your course. This field is optional.

6 Select the directory you wish to display

Click on the **Display a directory** pull-down menu and select the directory you wish to display on your Course Page.

💡 For more information about creating a directory or folder, please review the How to create a directory or folder QuickGuide.

7 Choose visibility for the resource

From the **Visible** pull-down menu, select **Show** to make the activity visible to students or **Hide** to keep it invisible.

8 Save

Click on the **Save and return to course** button or **Save and display** button.

How to compose a text page

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Preface: How to compose a text page

Moodle gives you the ability to create simple text pages (no formatting whatsoever) without the help of a word processing program such as MS Word. Text can be typed directly into Moodle or copied and pasted from another source. Be aware that if copying and pasting from a word processor, text pages will not retain any images, links, or text formatting. Often instructors do not know how they can use text pages for class-related work. In these text pages you may provide brief instructions for projects, make announcements, and/or provide other types of information to the class. Specific examples include providing passages of text for students to evaluate grammar or to format in MS Word, or offering samples of computer language code that will not be rendered by the browser. For more information about creating a web page within the Moodle environment, please review the How to compose a web page *QuickGuide.*

1 Turn editing on

Click on the **Turn editing on** button at the upper right corner of the page or the **Turn editing on** link in the **Administration** block.

2 Add a resource

Navigate to the appropriate week or topic area and click on the **Add a resource...** pull-down menu.

3 Choose compose a text page

Select **Compose a text page** from the pull-down menu.

4 Enter a name

Enter a name for your resource.

> 💡 The text you enter in the **Name** or **Title** field should be specific so that visually-impaired students who use screen readers know what resource they are viewing. If you refer to the resource in your syllabus, use the same exact name.
>
> Screen reader users often look for links to files based on an alphabetical list of all the links on the page. Choose the first word of the **Name** or **Title** field carefully.

5 Enter a summary

Enter a brief description about the resource in the **Summary** field. This description will appear in the **Resources** area of your course. This field is optional.

6 *Enter and format your text*

In the **Full text** field, enter the content for your text page.

> By default your text will be formatted as plain text, but you can change the format type by selecting a new one from the **Format** pull-down menu directly below the **Full text** field.

7 *Choose window setting*

In the **Window** area, select the desired setting options.

> If the link is to a file (in Moodle or on another website), it is recommended that you select **Same window**. It is also important to let users know in the **Name** field if the link will open a new window (e.g., Syllabus - BIOL 100 - Opens in new window).

8 *Choose visibility for the resource*

From the **Visible** pull-down menu, select **Show** to make the activity visible to students or **Hide** to keep it invisible.

9 *Save*

Click on the **Save and return to course** button or **Save and display** button.

Displaying Video Using the Moodle Media Player Activity

The Media Player activity module is a great way to display your video in Moodle. It has the advantage of playing the video while it is still downloading. The Media player will display videos you uploaded directly to Moodle or videos you previously uploaded to **YouTube**.

For small and short videos you can upload your videos directly to Moodle. However, YouTube is the recommended way to store, and organize multiple videos that are longer in duration aand bigger in file size.

See:

- Using Moodle as an Educational Video Repository
- The Video and Online Learning Page on the www.csum.edu website

"Turn editing On" and select the "Media Player Activity".

Add an activity… -> Media Player
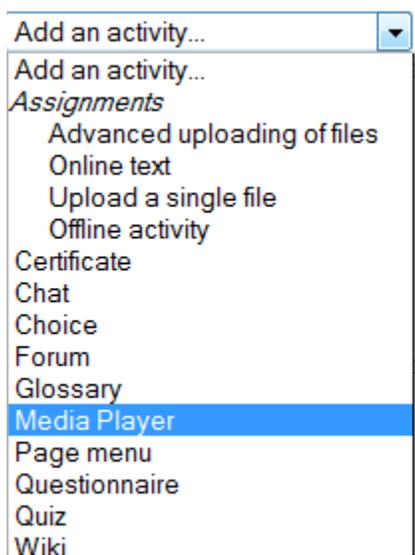
General

Give the Video a name. This will display as the link on your Moodle page.

The Description box is optional.

Media Source

- If you would like to upload your video to Moodle, select **Video** as the Type.
- If you would like to link to a **YouTube** video, select the **YouTube** type option.

Note: You may have to selec t the *Show Advanced* button to see this field.

The "Video" Type

First make sure your video is one of the supported file types: FLV,F4V,F4P,MP4,M4V,M4A,3GP,MOV.

Select *Choose or upload file*

If you need to upload your file, select the *Upload File* button, if not choose the file from the *Files* box.

Due to a bug in the program you must first remove all text before the file name for this to work.
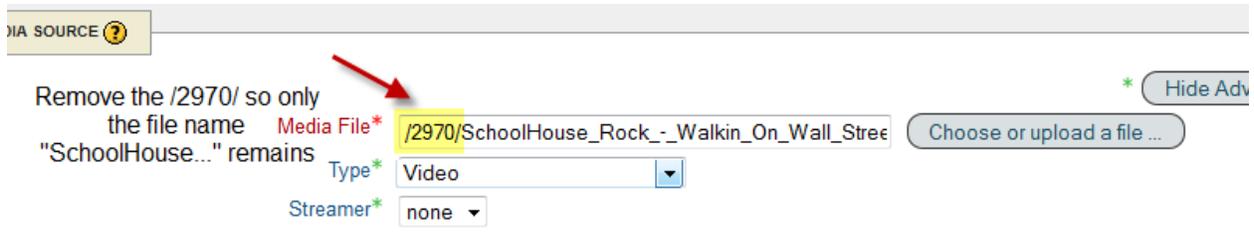
You can leave all the other settings as defaults and select *Save and return to course.* Click on your link to view your video
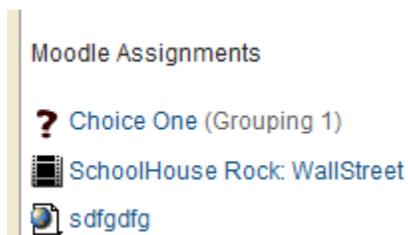
The "YouTube" type

Select *YouTube* as the type in the Media Source\Type pull down box.

Enter the URL of the YouTube video you would like to show.

Note: You can copy the URL from the browser window
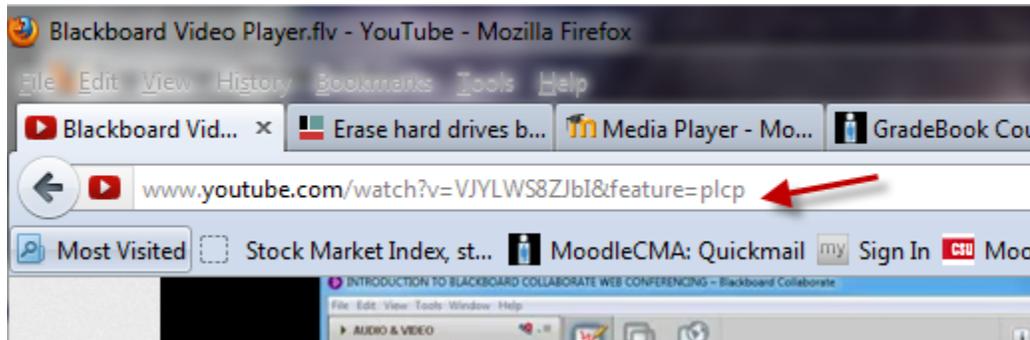
OR

select it from the **Share** button at the bottom of the video. If you choose the Share button, make sure to select the Long Link button under the **options** menu. Copy the URL.

You can leave all the other settings as defaults and select *Save and return to course.*

Making Announcements in Your Moodle Course

Introduction

There are two main ways to make announcements to your class through Moodle. The first is the Quickmail block and the other is through the News Forum usually located in the first section of the course.

Figure 2: The QuickMail Block

Figure 1.A : The News Forum

Quickmail

The Quickmail block allows you to send email to one, several, or all enrolled participants in your course. The email is not saved on your Course Page, but you will receive a copy of each message you send. You will also get a receipt showing which participants received it and which ones did not. This QuickGuide will show you how to configure the Quickmail block.

For more information about how to add blocks, please review the How to add a block QuickGuide.

NOTE: It is a good idea to remind students, both verbally and written in the syllabus, that they are responsible for the accuracy of their email address if they choose to forward their messages from their official campus address to another service, such as Gmail, Yahoo Mail, etc.

1. Select compose email
Click on the **Compose Email** link in the **Quickmail** block.

2. Select the recipients
You may add to or remove individuals and groups from the **Selected Recipient(s)** list:

- To add individuals, click on the name(s) of the appropriate participant(s) in the **Potential Recipient(s)** or **Potential Group(s)** list and click the **Add** button. You may click on the **Add All** button to add every potential recipient or group.

- To remove individuals, click on the name(s) of the appropriate participant(s) in the **Selected Recipient(s)** list and click the **Remove** button. You may click on the **Remove All** button to remove every selected recipient.

Making Announcements in Your Moodle Course

3. Compose the email message

- Compose the email message using the online form, add any attachments, and click on the **Send Email** button to send your message when you are ready.

- You may use your own personal email client by clicking on the **Use external email client to send this message** button. If you choose to use your own client, a new email window will appear from your client with the **Selected Recipient(s)** and their email addresses listed in the BCC field. This is done to prevent a message going out with all your students' email addresses in the header of the message. Compose and send your message using your email client interface (e.g., Outlook, Windows Live Mail, Thunderbird).

News Forum

The News Forum is a default forum contained in most Moodle courses. By default:

- Every person in your class is subscribed to the forum and will receive an email when you post a topic there.
- Only the instructor can create posts in the forum.
- In addition, students cannot reply to topics or posts in this forum.

For more information on creating and using forums, see
https://quickguides.calstate.edu/public/quickguides/search/forums