Moodle Getting Started Quick Guide

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.

How to Create the Framework for Your Moodle Course

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

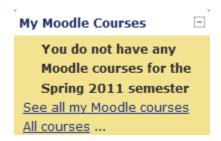
- Login to Moodle, and View your assigned courses and Front Page
- Turn Editing on/off and change View so you can edit your course
- Access Settings, Look at Sections, Change Topic/Weeks
- Access Blocks. Add Remove Blocks
- Create Summary Sections with Labels

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
 - i. Sections
 - ii. Blocks
 - iii. Resources
 - iv. 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** Moodle object that contains functionality. Block display in the right-hand or left-hand side of a <u>course's home page</u>. Some common blocks include a calendar block and a 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.

How to Create the Framework for Your Moodle Course

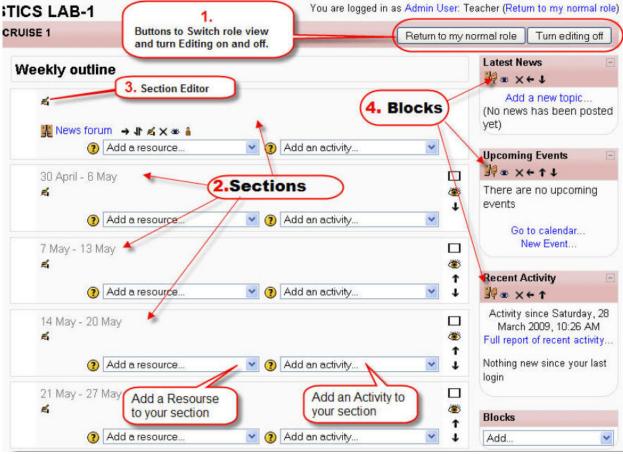


Figure 1: Moodle Course View

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".

How to Create the Framework for Your Moodle Course

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

- a. Go to the next section and select the pencil icon.
- b. In the HTML editor, type "Week One".
- c. You can style this using headings.
- d. 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 😽	

		↔ ••	Î
b.	Click on the up/down arrows	· or ·	to move section items or weeks/topics.

		7			
c.	You can collapse weeks/topics	1	or highlight week/topic	Ŷ)

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

Appendix

A list and description of all blocks in Moodle

(http://docs.moodle.org/en/Blocks_%28teacher%29)

Cal Maritime QuickGuides

(https://quickguides.calstate.edu/maritime/quickguides/search/moodle)

University of Minnesota Moodle User Guides

(http://www1.umn.edu/moodle/instructor/guides/index.html)

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.

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.

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. QuickGuide. 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

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.

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.



Preface: How to link to a website

Websites are useful resources that augment traditional course materials (e.g., textbooks, readers) and sometimes provide a way for students to engage in an activity. If you are looking for additional web-based resources for your class, you may want to visit MERLOT, the Multimedia Educational Resource for Learning and Online Teaching (http://www.merlot.org) - new window . You can search MERLOT materials by discipline or search the entire site. Here are some helpful hints:

Visit the website before adding the link. Some links may break when websites undergo reconstruction or reorganization.

Make sure that the site to which you are creating a link is readily accessible.

Review the website content. Ensure that the site you want your students to visit is reliable, valid, and unbiased. In some cases, you may want students to question the websites they visit, but in most cases you will want your students to get the most correct information possible.

If possible, encourage students to assess the validity of website content. Just because it is on the web does not make it true! Check out "Evaluating Web Content" from the SUNY Albany Library for more information:

http://library.albany.edu/usered/eval/evalweb/

Inform students of your goal(s) for visiting each website. Whether you want students to explore an entire website or to gain specific information from parts of that site, it's best to let them know of your goals beforehand. The Summary field (see below) is a good place to do this.

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 for the link to a website



This is not the web address. It is the title or descriptive text for the link to the website. The text you enter in the **Name** field should be specific so that visually-impaired students who use screen readers know what website they are visiting.

You may want to specify the site name and if clicking the link will open a new window. ("History department website - opens new window")

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

Enter the URL

Enter the URL for the website you want your students to visit. If you do not know the exact URL, click on the **Search for web page...** button. This will allow you to navigate to the correct location in a browser. Cut and paste the URL in the **Location** field.



The URL of a website is its unique web address. For example, the URL for The CSU is http://www.calstate.edu. You may find this web address by looking in the address bar at the top of your browser.

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.



Save

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

Preface: How to create a directory

Directories are folders created in the **Files** area of your course that may be used for organizing your files. They are particularly helpful if you need students to access a numerous amount of files for one particular topic, assignment, or project. This QuickGuide will show you how to create a directory to aid in the organization of your course materials. For more information about displaying a directory in your course, please review the How to display a directory or folder QuickGuide.

1	Enter the files area Click on the Files link in the Administration block.
2	Create a folder
	Click on the Make a folder button.
.3	Name the folder
	Type a folder name in the Create a folder in text field and click on the Create button.
4	Choose the folder for upload
•	Click on the folder link. You will be directed to a page where you may begin unloading files



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.

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



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 <u>How to create a directory or folder</u> 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.