

MOODLE 102:

First Steps in Creating a Basic Course Site

*Brought to you by the TLC
Teaching & Learning Collaborative*

at the Monterey Institute of International Studies

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HELPful Links:

MIIS eLearning homepage: <http://elearning.miis.edu>

eLearning Community Help Forum: <http://go.miis.edu/moodlehelp>

- Use the quick-link above or navigate directly from the eLearning homepage menus: **HELP > Help Forum**
- This is a MIIS community help forum where you can post questions and get answers from other users.
- Here, you will also find Moodle quick guides on more specialized topics.

Moodle Basics for Instructors

Moodle Frequently Asked Questions for course editors: <http://go.miis.edu/moodlefaq>

- Use the quick-link above or navigate directly from the eLearning homepage menus: **HELP > Moodle Wiki**
- You will find a list of common questions and answers for setting up Moodle courses.
- Two-page quick guides for faculty and students can be found at the end of this guide.

You should also update your Participant Profile as soon as possible - explore the basics by video here: <http://www.viddler.com/explore/sarspri/videos/1/> or follow the instructions in this guide.

Building a Course Presence with Moodle Sessions

New to Moodle? Come by Kade for a one hour introduction / refresher on using Moodle

- *Please come prepared* to the session by:
 1. Visiting the Moodle Self-Orientation site: <http://go.miis.edu/experiencemoodle>
 2. Bringing electronic copies of course files (like a syllabus) and web-links that you want to upload to a course. You will use these materials to create your course space.
 3. Finally, if you haven't already done so, be sure to request a course space to work with during the session. To do so follow these instructions: <http://go.miis.edu/moodlerequest>

On-going Help Points of Contact

1. For technical questions related to your login account, connection, or basic course settings contact ITS Help Desk by e-mail at helpdesk@miis.edu or phone 647-6656
2. To schedule an appointment for a course development consultation related to further integrating web resources into your teaching, e-mail Digital Media Commons at miisdmc@gmail.com.

How to: Log in to the MIIS elearning (Moodle) Site

1. Open one of the following web browsers:
 - a. **Firefox** (recommended for both PC and Mac)
 - b. Internet Explorer (some Moodle features may not function)
 - c. *Safari is not recommended - you will not have some key editing features*

2. Go to <http://elearning.miis.edu>

NOTE: There is no “www” at the beginning of the address! ☺

3. Once you arrive at the elearning home page, please use your **Exchange account to log in** (faculty and returning students continue to use their First Class username and password).

The screenshot shows the Moodle site home page with several annotations. A red arrow points to the 'Additional Moodle resources' menu, which includes 'Get Connected', 'Login Help', 'Help Forum', and 'Moodle Wiki'. Another red arrow points to the 'Login' button in the 'Login' form. The page features a navigation bar with links for HOME, COURSES, COMMUNITY, RESOURCES, IT SERVICES, and HELP. A central 'MIIS Events Calendar' displays events for Friday, 6. November, Saturday, 7. November, and Sunday, 8. November. On the left, there is a 'NEED MONEY FOR A PROJECT?' banner and a 'MIIS Classifieds' section. On the right, there is a 'Login' form with fields for Username and Password, and a 'Lost password?' link. Below the login form is an 'eLearning Updates' section with a list of account types and instructions for logging in.

4. You should also update your **Participant Profile** - there's a video at <http://www.viddler.com/explore/sarspri/videos/1/>) OR simply follow these instructions:

The screenshot shows the 'People' block in Moodle, which contains a list of participants in the course. The block is titled 'People' and has a sub-heading 'Participants'.

The people block in the upper right hand corner contains a list of all the participants in the course. To edit your profile, introduce yourself and upload a picture, click on your name and select “Edit profile”.

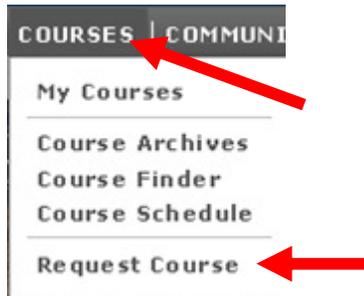
The screenshot shows the profile navigation buttons: Profile, Edit profile, Forum posts, Blog, Notes, and Activity reports.

Whenever you change your profile, make sure to scroll down to the bottom of the page and click on “Update profile.”

Update profile

How to: Request a site for your course (or group)

1. Go to the MIIS elearning home page at <http://elearning.miis.edu>
2. On the left-hand side of the page, go to COURSE and select REQUEST A COURSE in the drop-down menu. Complete the online request form.



Key points:

1. Follow the course naming conventions:

1.

Full name*

IP 555 SP08 International Policy Negotiations

Program Course Number Semester Course Title

2.

Short name*

IP 555 SP08

Program Course Number Semester

Other Academic Term Examples:
Winter = WI
Spring = SP
Fall = FA
Summer = SU

2. Enter a short course summary (1-2 sentences).

Summary* ?

Include a summary of your course here. Most people copy and paste the course description paragraph from their syllabus. This can be changed later in Moodle by accessing the "settings" area of the course Admin panel in the course space.

3. Alert us to any special requests (additional teachers, restore previous course):

Reasons for wanting this course*

List any co-teachers, nature of the course (Academic, Administrative, or Social) here.

4. OPTIONAL: Enter an enrollment key. This restricts access to your course site; you choose to whom and when you distribute this key. It can be particularly helpful before the semester starts, during your pre-course preparation phase.

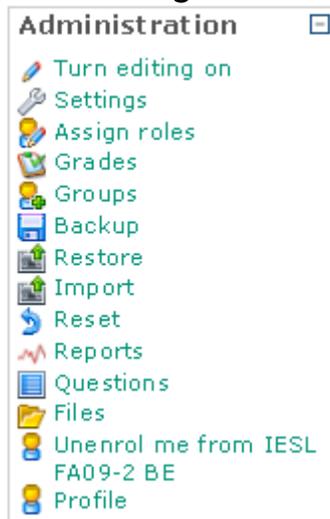
Enrolment key

Enter an enrolment key here. This is a *one-time* access code, which you will need to share with course participants before they can access your Moodle space. **Remember to click Save Changes when finished.**

5. You should receive an e-mail within one business day with a link to your new, approved course. If not, please send a message to the MIIS IT Help Desk.

How to: Change the Overall Course Settings

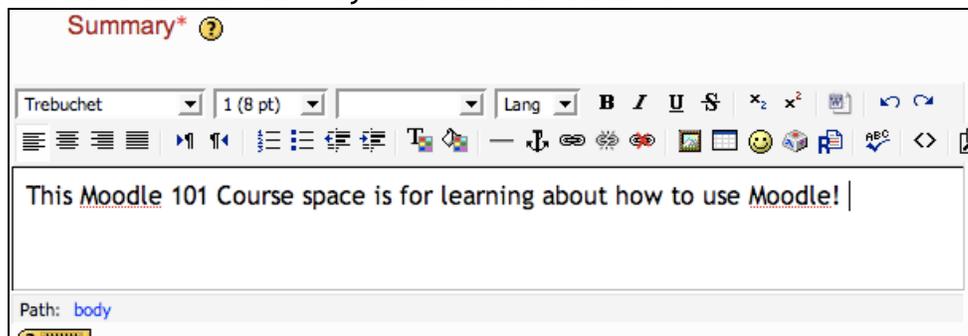
1. Under the **Administration** block on the left side of the page
Click **Settings**



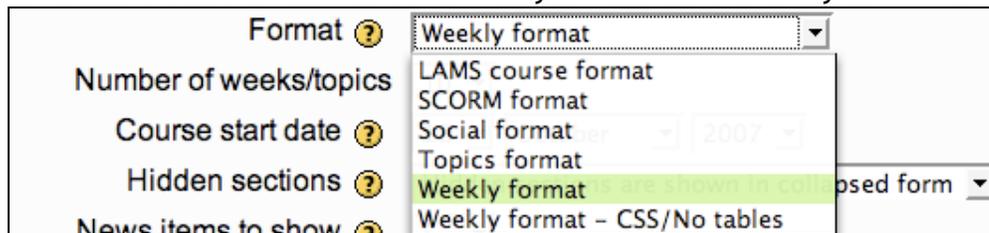
2. Make sure you leave the **Full name** and **Short name** as they are because those will be uniform throughout the system for archiving purposes.

A screenshot of the Moodle course settings form. It shows three input fields: 'Full name*' with the value 'Moodle 101', 'Short name*' with the value 'Moodle101', and 'Course ID number' which is empty. Each field has a question mark icon to its right.

3. You can edit the course summary to give your students an idea of what the course is about. You may also leave this blank.

A screenshot of the Moodle course summary editor. The title is 'Summary*' with a question mark icon. Below it is a rich text editor toolbar with various icons for text formatting and alignment. The text area contains the text: 'This Moodle 101 Course space is for learning about how to use Moodle!'. At the bottom, it shows the path 'body'.

4. One basic decision to make: format your course either by **Weeks** or by **Topics**.

A screenshot of the Moodle course settings form. The 'Format' dropdown menu is open, showing several options: 'Weekly format' (selected), 'LAMS course format', 'SCORM format', 'Social format' (with a year dropdown set to 2007), 'Topics format', 'Weekly format' (highlighted in green), and 'Weekly format - CSS/No tables'. Other settings like 'Number of weeks/topics', 'Course start date', 'Hidden sections', and 'News items to show' are visible but not selected.

Choosing **TOPICS** gives you more flexibility to organize your course by specific types of content (or topics), or to put in specific course days (Mon, Sept 15th). Choose **WEEKLY format** if you want to organize your materials week by week. Moodle will automatically show the dates for an entire week in each section.

If you chose **Weekly Format** you will have to set the starting course date, so that the dates that appear on your course page match the weeks of the semester.

Course start date 

Reminder: If you are teaching a weekend workshop, are creating a general resource site, or simply don't want dates automatically added to each of the main sections on your page, choose the **TOPICS FORMAT**, rather than **WEEKLY FORMAT**.

The **rest of the settings** can remain as they are (using the **default settings**).

To change (or be reminded of) your Enrolment Key see “How to Change Your Enrolment Key”.

3. Don't forget to click **Save Changes** at the bottom of the page when you are done.

There are required fields in this form marked*.

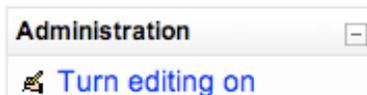
How to: Use WYSIWYG Editor in Moodle

WYSIWYG stands for “**What You See is What You Get**” and is used in Moodle to allow you to format text (using bold, underline, italics, etc), create web links from text on a page, insert images, and a whole lot more!

1. Click **Turn editing on** from the button in the top right corner



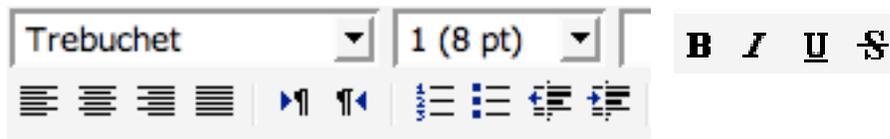
OR under the **Administration** block on the left side of the page,
Click **Turn editing on**



2. You will see the WYSIWYG controls in most of the places in Moodle where you edit text. They usually look like this:



These icons are the same as what you commonly see in a program like Microsoft Word.



3. These are some of the more **commonly used** icons that you may not recognize.

	Text color
	Insert Image
	Create a Link
	Spell check

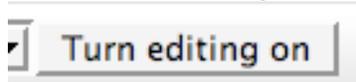
4. Remember to click **Save Changes** at the bottom of the page when you are finished.



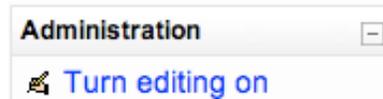
There are required fields in this form marked*.

How to: Give titles to the main sections of your course

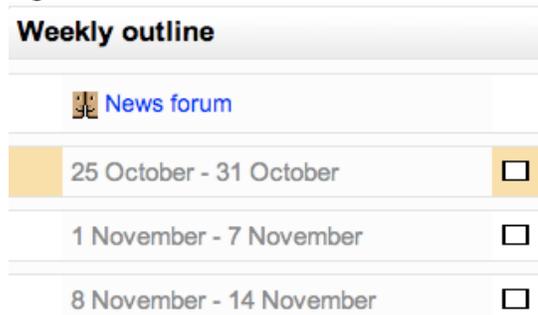
1. Click **Turn editing on** from the button in the top right corner



OR under the **Administration** block on the left side of the page

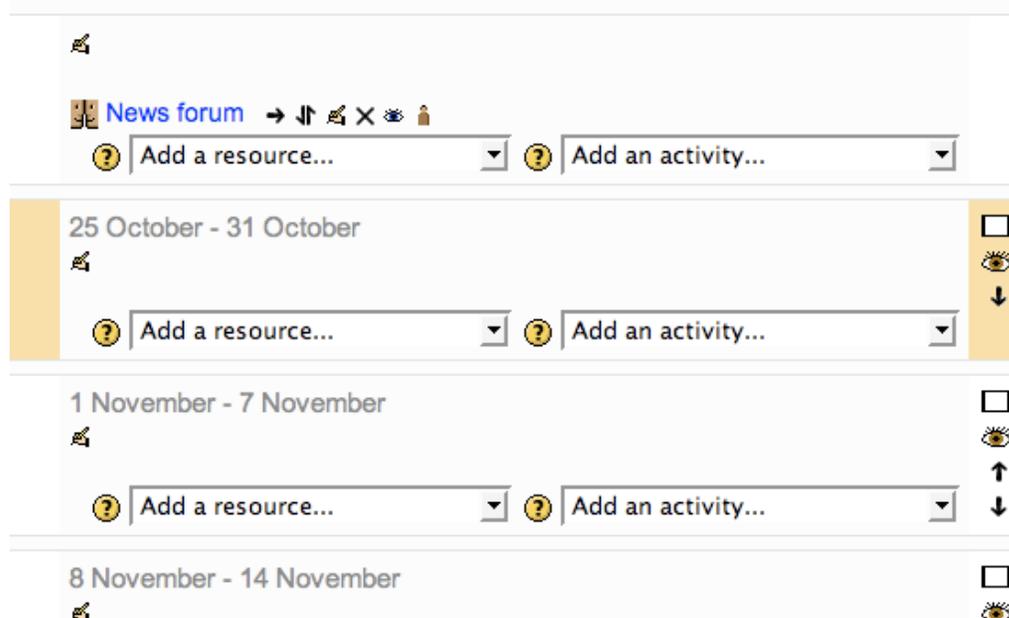


2. Once this option is selected, your page (in this example, in WEEKS format) will change from the view that students will see to the editing mode, shown below.



(Note: To review the difference between WEEKS and TOPICS - see Course Settings).

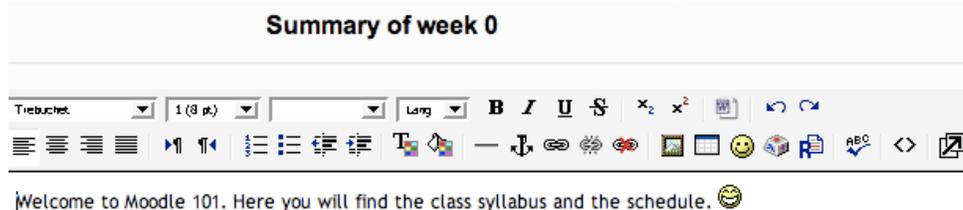
When you see the editing icons (especially the “*hand holding a pencil*” icon) and drop down menus (such as *Add a resource / activity*) you are ready to edit your course.



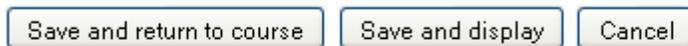
3.  At the top of your course page (above the NEWS FORUM) and at the top of each of the numbered sections on the main course page you will see a single icon with a **hand holding a pencil**. This is the Moodle icon for **editing** that item.



4. Click this EDIT icon (*hand holding a pencil*) to edit the top-most general course introduction area for your course and to give titles (or summary text) to each of the main numbered sections on your main course page.

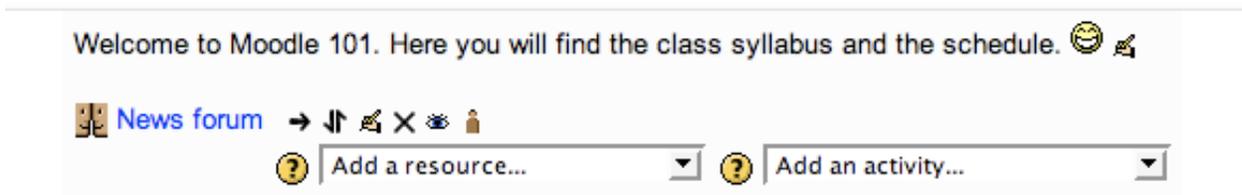


5. When you are finished, remember to click **SAVE CHANGES** at the bottom of the page.



There are required fields in this form marked*.

6. You should now see the text that you entered.



Moodle TIP: It can be useful to occasionally **TURN EDITING OFF** as you go, in order to get a cleaner view of your course page.

For a screenshot from the “Five Easy Steps” Moodle course, see the next page.

Screenshot of two sections from the “Five Easy Steps” moodle course ...

3 Your Core Course Resources

In this section you will identify and/or upload a variety of additional core resources for your course. Click each link below to complete these tasks.

-  [3.1 Reference files or class handouts](#)
-  [3.2 Key websites](#)
-  [3.3 Images](#)
-  [3.4 Multimedia files](#)

Title and summary text for sections 3 and 4

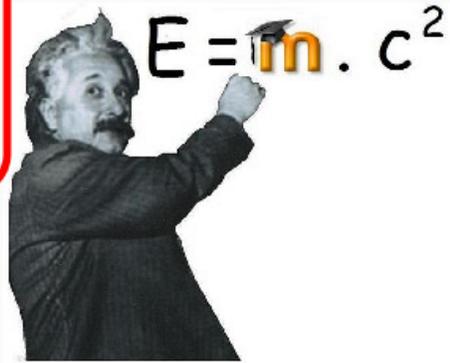


4 Request your course space(s) in Moodle

In this section you will learn how to submit your request for a new Moodle course space. First, watch the brief 5 minute screencast explaining how to complete the course request form. You may also find it helpful to print the pdf file for quick reference. If you have trouble, pose your question to the **HELP FORUM** above.

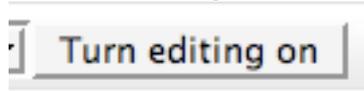
-  [4.1 VIDEO: How to Request a Moodle Course Space](#)
-  [4.2 PRINT THIS! Directions for Moodle course request \(pdf\)](#)
-  [4.3 QUICKLINK: eLearning Moodle Course Request Page](#)

NOTE: Once you have submitted your requests for course or community spaces in Moodle, please send a brief e-mail or call the ITS HELP DESK: help.desk@miis.edu / 647-6656 so that they can approve your request as quickly as possible.



How to: Add a Link to Another Website

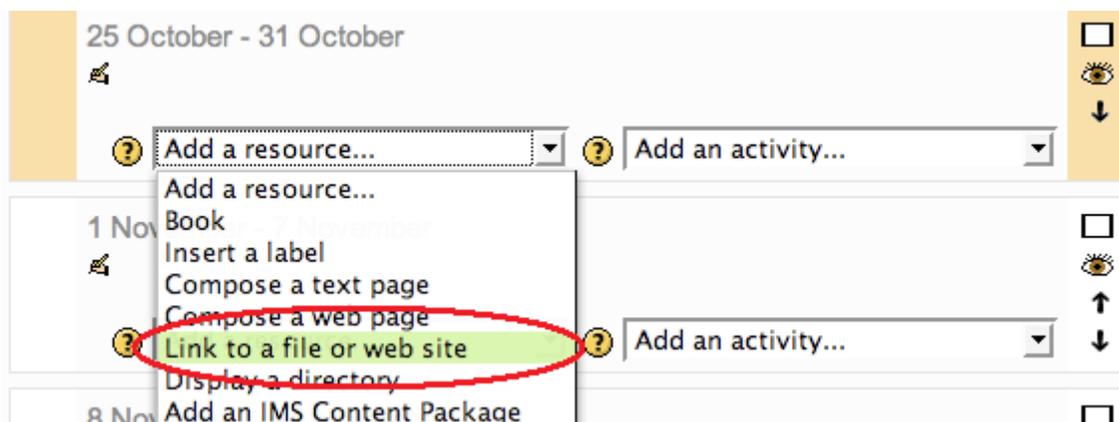
1. Click **Turn editing on** from the button in the top right corner



OR under the **Administration** block on the left side of the page



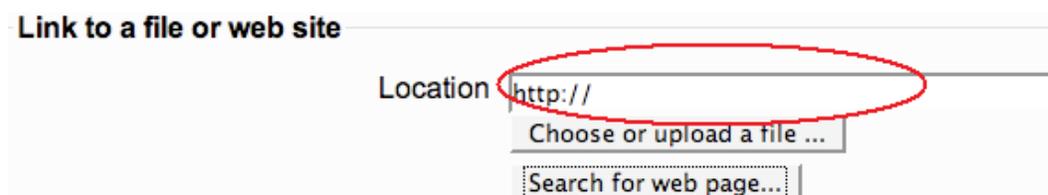
2. Click on the week or topic section where you wish to add the file.
Choose **Link to a file or web site**



3. You will be asked to provide a Name for the link (the text that users will click)



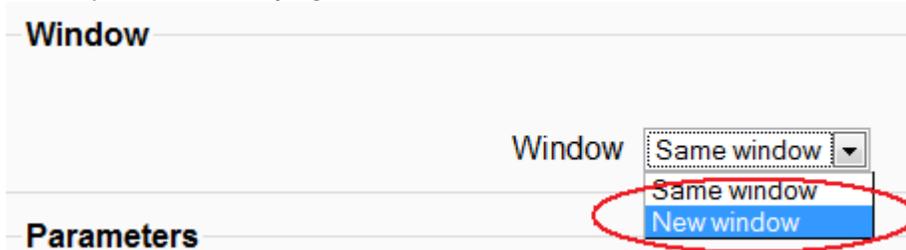
4. Scroll down to the window that says **Link to a file or web site**. You will need to put the URL (Universal Resource Locator) or address of the webpage you want to link to in this window.



5. If you know the website you can type it directly in the box. If you click **Search for web page** it will open up a separate window for you to search Google for your site. Another suggestion is to open a new window and copy and paste the web address from that window to the location box.
6. Remember to click **Save Changes** at the bottom when you are finished.

There are required fields in this form marked*.

* Also - choose “New Window” (rather than “same window”) so that the Moodle page will remain open behind the external website. When they are done and close that website, your Moodle page will still be visible.



The image shows a screenshot of a Moodle form. At the top, there are three buttons: "Save and return to course", "Save and display", and "Cancel". Below these buttons is a red text instruction: "There are required fields in this form marked*." The main content of the form is divided into two sections: "Window" and "Parameters". In the "Window" section, there is a dropdown menu labeled "Window" with the text "Same window" and a downward arrow. The dropdown menu is open, showing two options: "Same window" and "New window". The "New window" option is highlighted in blue. A red oval is drawn around the "New window" option. The "Parameters" section is visible below the "Window" section but is mostly empty.

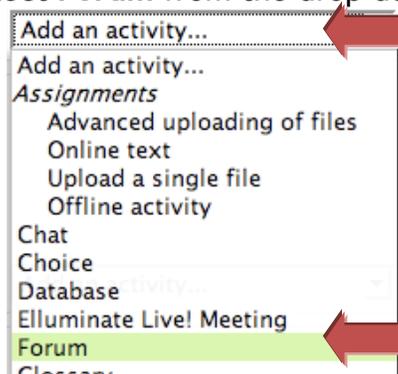
How to: Add a Discussion Forum to your Moodle course

1. Click **Turn editing on** from the button in the top right corner

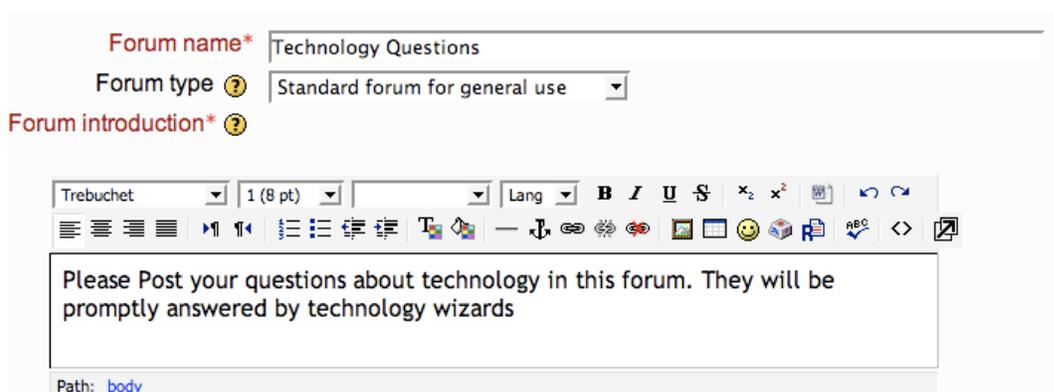


OR under the **Administration** block on the left side of the page, Click **Turn editing on**

2. Choose the section where you want the forum to appear and click on **Add an Activity**. Select **Forum** from the drop down menu



3. You will be prompted to include a forum **Name**, which the students will click on and provide a **forum introduction**, which will appear at the top of the page (and often includes instructions on how students should use the forum).



4. Next there are several options to be considered:

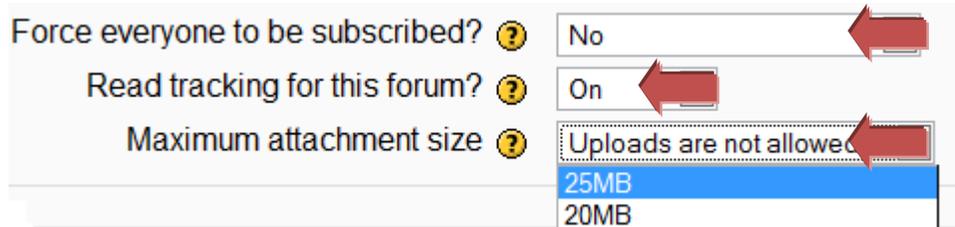
a) Force everyone to be subscribed?

If you want your students to receive emails when people post to this forum you can choose **“Yes, forever”** (student will NOT have control to change it) or **“Yes, initially”** (student can change their settings later).

b) Read tracking for this forum?

We suggest that you turn this option **ON**, as it will tell your students when new posts they have not been read are available.

c) Maximum attachment size can be adjusted up to 25MB



The screenshot shows three settings in a Moodle forum configuration form. Each setting has a yellow question mark icon to its right. Red arrows point to the selected values: 'No' for 'Force everyone to be subscribed?', 'On' for 'Read tracking for this forum?', and '25MB' for 'Maximum attachment size'. The 'Maximum attachment size' dropdown menu is open, showing '25MB' selected and '20MB' as an alternative option. The text 'Uploads are not allowed' is visible above the dropdown options.

The **rest of the settings** can remain as they are (leave the default settings).

5. Remember to click **Save Changes** at the bottom of the page when you are finished.



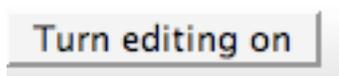
Three buttons are shown in a row: 'Save and return to course', 'Save and display', and 'Cancel'.

There are required fields in this form marked*.

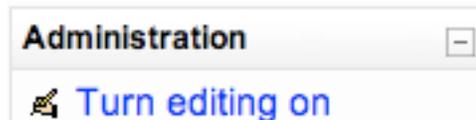
How to: Add Resources to Sections of your Moodle course

Resources can be things like Microsoft Word files, PowerPoint slides, PDF documents or audio files.

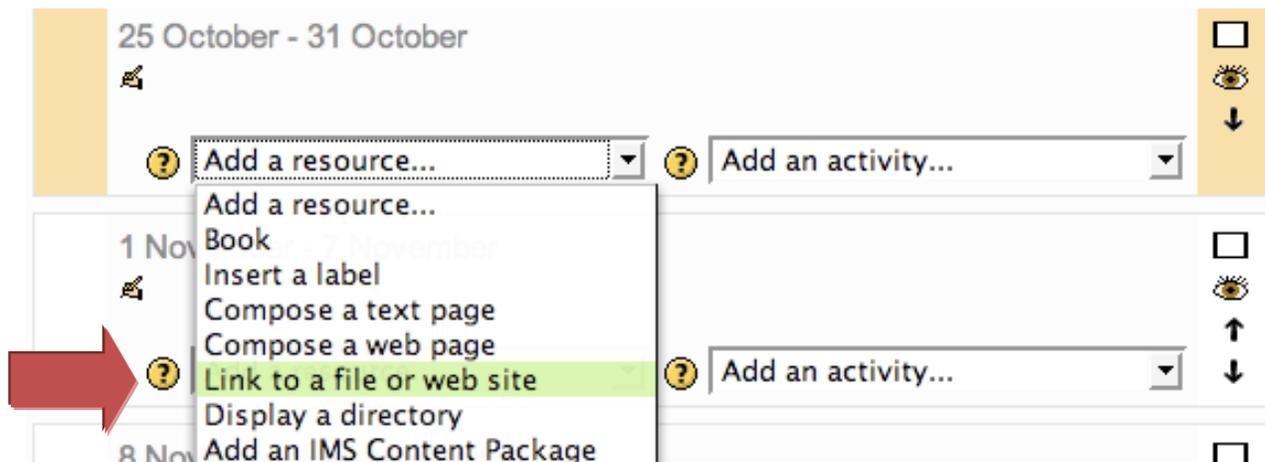
1. Click **Turn editing on** from the button in the top right corner



OR under the **Administration** block on the left side of the page



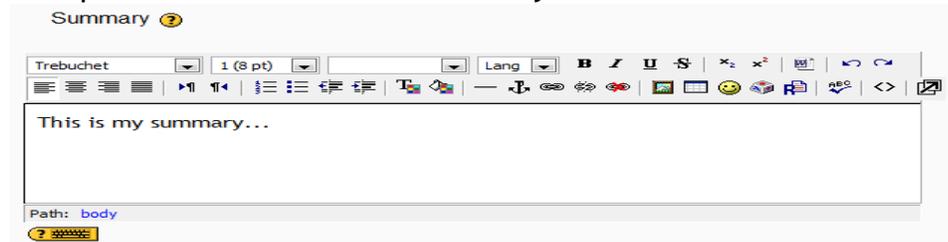
2. Scroll down to the week or topic section in which you wish to add the file. Click on **Add a RESOURCE** and then choose **Link to a file or web site**.



3. You will be taken to a screen that asks you for a **title** for the file (this is the text users will see on your main course page, and will click on in order to access file):



4. Optional: You can add a summary about the file also in the **summary** box below.



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

Link to a file or web site

Location

6. This will take you to a page where you can either choose an existing file or upload one. To upload a new file click the **Upload a file** button.

	Name	Size	Modified	Action
<input type="checkbox"/>	backupdata	24KB	27 Oct 2007, 09:05 PM	Rename
<input type="checkbox"/>	How_to_add_resources.doc	67KB	29 Oct 2007, 01:33 PM	Choose Rename

With chosen files...

7. Then **Browse** for the file on your computer that you want to upload.

Upload a file (Max size: 25MB) --> /

When you have chosen the file, click **Upload this file**.

8. You will be taken back to the files menu. From here you can choose the file you want by clicking the word **choose** button next to the file

	Name	Size	Modified	Action
<input type="checkbox"/>	backupdata	24KB	27 Oct 2007, 09:05 PM	Rename
<input type="checkbox"/>	How_to_add_resources.doc	67KB	29 Oct 2007, 01:33 PM	Choose Rename

This will bring you back to your upload page.

Link to a file or web site

Location

9. You now need to scroll down to the bottom of the page and make sure to click **Save changes** at the bottom of the page.

There are required fields in this form marked*.

The same process works for Microsoft word files, PowerPoint files, audio files and PDFs.

How to: Use Blocks in your Moodle course

Blocks are EXTRA (side) areas that supplement the central portion of your page.

1. Click **Turn editing on** from the button in the top right corner



OR under the **Administration** block on the left side of the page.

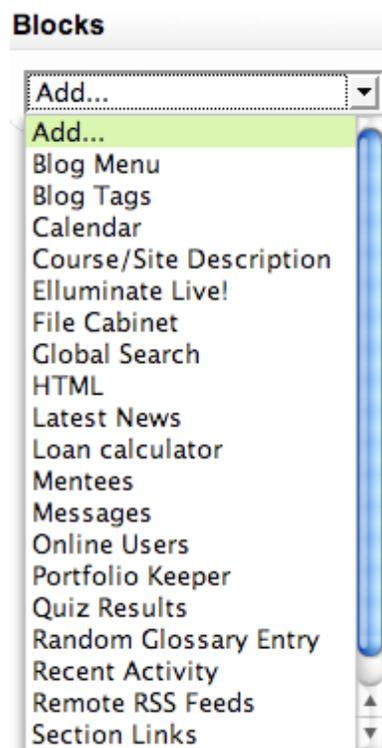
Courses are set up by default to have blocks on the far right and far left columns of the main course page. Blocks that you might see already on your page might look like this:

The diagram illustrates how Moodle blocks are organized and controlled. It shows two columns of blocks. The left column contains 'People' and 'Activities' blocks, each with a minus sign in the top right corner. Below 'People' is a 'Participants' block. Below 'Activities' are 'Forums' and 'Resources' blocks. The right column contains text explaining the controls: 'Blocks can be moved up or down or to the other side of the page using the appropriate arrows. ↑↓←→', 'Clicking the X will delete the block.', and 'Clicking the eye icon will show or hide the block from student view.' A small eye icon is shown next to the text.

2. To **ADD** a block - choose **Add...** from the drop down menu and select the block you want to add. (The default position for the Add menu is at the very bottom right hand corner of the Moodle). Once you click the block you want it will appear in your Moodle. You can then move it or hide it.

Typically the **most used** blocks are:

- Calendar
- Course/site description
- Latest news
- Recent activity
- Messages
- Section links
- Online users
- Upcoming events



How to: Give your students access to your course site

NOTE: *Students who are currently enrolled at the Institute use their Exchange username and password to access Moodle. For access problems, individual students should contact the IT Help Desk.*

If any of your students are completely new to Moodle and need an initial orientation, please share the **Moodle Quick Guide for Students at the end of this guide with them**. There, you will also find a **two-page flyer - Moodle Guide Guide for Faculty**. First-time users of Moodle can also watch a short (5-minute) orientation video at <http://www.viddler.com/explore/sarspri/videos/1/>

The least labor-intensive approach for you as a faculty member is to have students self-enroll in your course. In order to do this, they will need to know two things:

- where the course is located (a **web address**), and
- your **enrollment key** (if you are using this feature to restrict access to the course).

Start by collecting these two pieces of information:

WEB PAGE LOCATION (address)

Either

1. On the first day of class, show the students how to navigate to the course from the main elearning home page, by clicking through the various menus (select graduate school > then specialty / program (if applicable), etc)

or

2. Go to the main page of your course, and copy the URL (web address) that is located at the top of your browser so that it can be shared electronically.

ENROLLMENT KEY

3. If you are using an enrollment key and have forgotten it, go to the **ADMINISTRATION** panel, normally located on the left-hand side of your course page, and click on **SETTINGS**. Scroll down to near the bottom of the page, and look for “enrollment key.” Note that it is case sensitive (upper/lower case).

Distribute this information to your students as you choose:

- on the first day of class
- in an e-mail
- via a list at your departmental front desk
- etc.

A sample e-mail message / class handout follows (to be modified as needed):

ACCESSING our course website

Dear students,

To access our course website, go to the Institute's elearning system (Moodle), which is located at <http://elearning.miis.edu>

Never used Moodle before? Not sure how to log in?

First-time users of Moodle can watch a short (5-minute) orientation video at <http://www.viddler.com/explore/sarspri/videos/1/>

You will need the following two pieces of information:

- where the course is located (a **web address**), and
- the course **enrollment key** (a one-time password that restricts access).

Step 1: LOCATE the course website (three options)

1. Open a web browser (*Firefox* is recommended, *Internet Explorer* will work) and go to the following URL - the web address for our course:

2. OR, select the course category for our graduate school from the list on the homepage, <http://elearning.miis.edu>. After clicking on our grad school (and then on any sub-programs or certificate programs), scroll through the list of courses and click on the title for our course.
3. OR, use the SEARCH field at the bottom of the elearning homepage.

Step 2: Enter the ENROLLMENT KEY

The very first time that you try to access the course (and the first time ONLY) you will be asked to enter an "enrollment key". This one-time step prevents others from wandering through, and keeps our discussions and materials private.

The enrollment key for our course is: _____

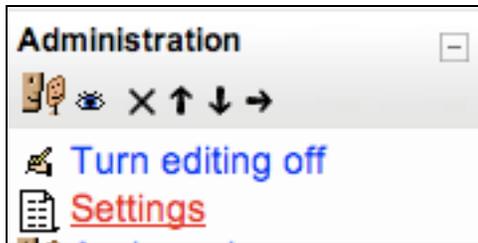
Note that course "enrollment" via Moodle has no connection to the MIIS Records Office (it simply adds you as a participant who can access the course site).

TIP for new users - Don't forget to update your Participant Profile:

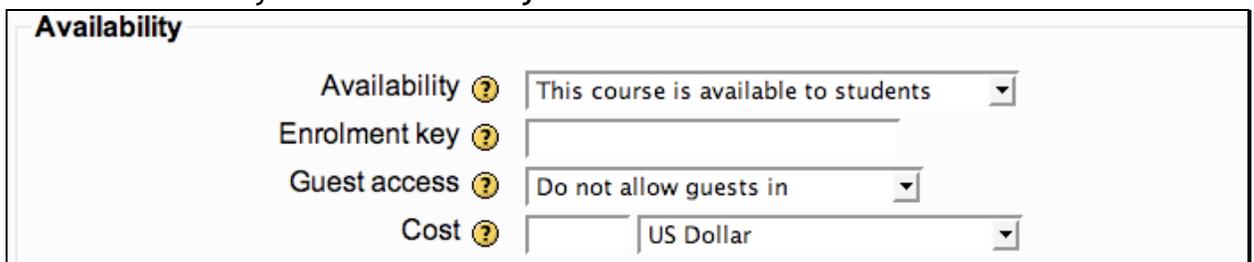
- 1) Click on your name (upper left-hand corner of page, when you are logged into Moodle), and click the "edit profile" tab on your profile page.
- 2) Make sure your FULL email address is showing (including @miis.edu)
- 3) Scroll down and type a short introduction (description) of yourself.
- 4) Upload a picture of yourself to replace the generic yellow smiley by scrolling down to the bottom of the page to the PICTURE OF ... section. Click "browse" and choose / upload an image from your own computer.

How to: Change the Enrolment Key for your course

1. Under the **Administration** block on the left side of the page
Click **Settings**



2. Scroll down until you see **Availability**

A screenshot of the Moodle Availability settings form. The form has a title 'Availability' and four rows of settings. Each row has a label, a help icon (a question mark in a yellow circle), and a dropdown menu. The first row is 'Availability' with the value 'This course is available to students'. The second row is 'Enrolment key' with an empty text box. The third row is 'Guest access' with the value 'Do not allow guests in'. The fourth row is 'Cost' with the value 'US Dollar'.

3. Choose your enrolment key and type it in the box next to the words **Enrolment Key**

Suggestion for enrolment key:

Your students will only need to enter this once but remember these suggestions:

- Do not use spaces
- Keep the key all one word
- Make sure it is lower-case
- Do not use your last name

4. Don't forget to click **Save Changes** at the bottom of the page when you are done.



Moodle RESOURCES outside of MIIS

Moodle.org online resources & community of users (click “log in as GUEST”)
<http://moodle.org/course/view.php?id=5>

TEXT-BASED tutorials for higher education / academic users

1) HUMBOLDT STATE (v 1.8)

- <https://learn.humboldt.edu/login/hsu/index.php>

2) CARLETON COLLEGE

- https://apps.carleton.edu/campus/at/acad_documentation/moodle/

3) UNIVERSITY of MINNESOTA

- <http://www1.umn.edu/moodle/instructor/guides/index.html>

VIDEO-BASED materials

"What is Moodle?" orientation video (Univ of MN)

- <https://umconnect.umn.edu/moodleorientation>

MoodleTutorials (a non-profit org)

- <http://www.moodletutorials.org/>

Search for "moodle basics" or "moodle how to" on YouTube or Google video

- <http://www.youtube.com/> <http://video.google.com>
<http://www.teachertube.com>

Cornell.edu videos

- http://treadwell.cce.cornell.edu/moodle_doc/

Moodle Quick Guide for Faculty

➔Site Location: <http://elearning.miis.edu>
(without www!)



➔Login:
Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser)

Username
Password

Faculty continue to use First Class login.
Returning students continue to use First Class login.

New Students use Outlook Exchange Login
(not the full email, just the account name).
Contact the ITS Help Desk if you experience difficulty logging in: helpdesk@miis.edu, 831-647-6656.

Once you've logged in, go to "Course Finder" in the drop-down menu of "Courses."



➔Course Layout:

Your course includes a broad column in the center and one or two side columns. The broad central column is where the course materials and activities are located, organized either by topics or by weeks.

➔Course Settings: To set the enrolment key, to write a course description, to choose the format (topics or weeks), to set the number of weeks or topics, and to change the theme (colors and design), go to "Settings" in the "Administration" block on the left. If you want to add a co-teacher or add/remove students, go to "Assign roles" in the "Administration" block.

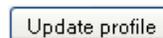
➔Edit your Profile and Upload a Picture:



The people block in the upper right hand corner contains a list of all the participants in the course. To edit your profile, introduce yourself and upload a picture, click on your name and select "Edit profile".

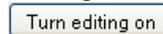


Whenever you change your profile, make sure to scroll down to the bottom of the page and click on "Update profile."



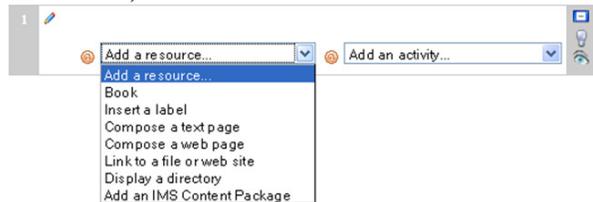
➔Adding Content:

Click "Turn editing on" button in the top right corner to edit your course and turn it off after editing.



➔Adding Resources:

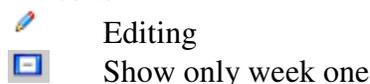
With editing on, click on the drop-down list for adding content. To add a Word, PDF, Excel or audio file, select "Link to a file or website."



Make sure your file has a name, then select "Choose or upload a file," which will show your course's file directory. Select "Upload a file" to browse to and select it from your computer. Click "Upload this file." Now the file shows in your file directory, click "Choose" on the right-hand side, then scroll down and click "Save changes."

➔Add a link to a website, follow the same steps with the following exception: enter the URL in the Location box instead of browsing to and uploading a file.

➔Icons:





Show all all weeks



Click to highlight this week as the current one (new feature!)



This week is highlighted (new feature!)



Show this week (click to hide)



Hide this week (click to unhide)



Move left, move right



Move up or down



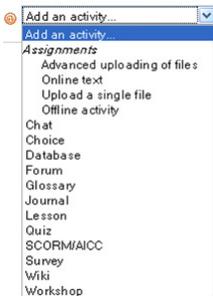
Delete



Group (This is a useful feature if you have several groups in your class.)

➔Add an Activity:

Click on the drop-down menu to “Add an activity”, such as forums, glossaries, quizzes, wikis, surveys and assignments.



Forum: Compose and reply to threaded discussions. Participations can be graded. If you want to be sure that students receive an email notification with each new forum post, select “Yes, forever” to force students to be subscribed throughout the course or “Yes, initially” to allow them to unsubscribe.

Force everyone to be subscribed?

Assignment: Students can submit their assignments on Moodle (one or multiple files; Word, PDF, Excel, Powerpoint, audiofiles, movies). Teachers can grade assignments and upload their response files/feedback here. Grades are transferred to the gradebook (exportable). Choose “Advanced uploading of files” if you plan on uploading your response files/feedback to Moodle. Go to the

“Administration” block on the left of the main page to see the gradebook.

To **provide feedback on assignments**, click the assignment name and “View *n* submitted assignments” link in the top right corner.

[Update this Assignment](#)

[View 1 submitted assignments](#)

Click on “Grade” at the right margin to open a feedback window. Use the drop-down box to assign a grade and enter your feedback in the text box. Alternatively, upload your response file/feedback and confirm by clicking “Upload file.” As soon as you click “Save changes,” the student will be notified by email that your feedback is now available on Moodle.

Quizzes: Quizzes may be used for self-assessment or they may be graded. You can set the number of attempts and feedback shown after the quiz. Grades are transferred to the gradebook.

➔News Forum:

On top of the main page, you can see the News Forum. If you want to send out an important message to all students, post a message to this forum by selecting “Add a new topic”. All posts are distributed to the students automatically. Select “Mail now”; otherwise, the message will be sent out after 30 minutes (during which time you can edit it).

Subscription Everyone is subscribed to this forum
Attachment (Max size: 30MB)
Mail now

➔Navigating within a course:

[Monterey_Institute](#) ▶ [IESL FA09-2RWD](#) ▶ [Quizzes](#) ▶ [Quiz 6: More Latin and Greek Roots](#)

As you’re moving through your course, a list of “breadcrumbs” shows at the top of the display. Each breadcrumb represents a level or screen you moved through. Clicking on a breadcrumb returns to that level. In the screenshot above, you would click on IESL FA09-2RWD to return to the main page of this Moodle Course.

Moodle Quick Guide for Students

➔ **Site Location:** <http://elearning.mii.edu>
(without www!)



➔ Login:

Returning students continue to use their First Class login. New Students use their Outlook Exchange Login (not the full email, just the account/user name, for example pbrilliant, NOT peter.brilliant).

Contact the ITS Help Desk if you experience difficulty logging in: helpdesk@mii.edu, 831-647-6656.

Once you've logged in, go to "Course Finder" in the drop-down menu of "Courses."



The next screen that appears is called "Course Categories". Select the program you're in. If you're an ESL, TESOL or T&I student, select "Translation, Interpretation & Language Education." If you're an MBA or IPS student, select "International Policy & Management."

Course categories



Next, you will find a list of subcategories with all departments. Select your department.

Sub-categories

- Arabic Studies (AS)
- Chinese Studies (CS)
- English as a Second Language (ESL)
- English for Academic & Professional Purposes (EAPP)
- English Preparation for Translation & Interpretation (EPTI)
- French Studies (FS)
- Japanese Studies (JS)
- Russian Studies (RS)
- Spanish Studies (HS)
- TESOL & TFL
- Translation & Interpretation General Courses (TI)
- T&I Chinese Program (TIC)
- T&I French Program (TIF)
- T&I German Program (TIG)
- T&I Japanese Program (TIJ)
- T&I Korean Program (TIK)
- T&I Russian Program (TIR)
- T&I Spanish Program (TIS)
- TILE COURSE ARCHIVES
- German Studies (GS)

Finally, you will see a list of courses. Most of the courses need an enrolment key that you should have received from your professor.



Enter the enrolment key and click "Enrol me in this course."



You only have to enroll once. You will not need the password after that. Once you're enrolled, make sure to bookmark the link to this Moodle site for easy reference.

➔ Edit your Profile and Upload a Picture:



The people block in the upper right hand corner contains a list of all the participants in the course. To edit your profile, click on your name and select "Edit profile".



Introduce yourself and upload your picture.

Whenever you change your profile, make sure to scroll down to the bottom of the page and click on “Update profile.”

→ Course Layout:

Your course will include a broad column in the center, and one or two side columns. The broad central column is where the course materials and activities are located, organized either by topics or by weeks with dates.

→ Activities and Resources:

Each activity or resource has a different icon. But these icons may change slightly depending on the design chosen by your professor.

 Zipped folder

 PDF file

 Word file

 Forum: Compose and reply to threaded discussions. Participations can be graded.

 Weblink

 Assignment: You can submit your assignment here (one or multiple files). Some teachers will also upload their response files/feedback here (rather than sending them to you by email).

 Quizzes: Quizzes may be used for self-assessment or they may be graded. Sometimes, you only have one attempt, but sometimes the teacher may allow several attempts.

→ Navigating within a course:

[Monterey_Institute](#) ▶ [EPTI 350 SU09 C](#) ▶ [Forums](#) ▶ [Discussion FORUM](#)

As you’re exploring your course, a list of “breadcrumbs” shows at the top of the display. Each breadcrumb represents a level or screen you moved through. Clicking on a breadcrumb returns to that level. As you can see above, you’re in a forum right now. If you’d like to return to the main page of this Moodle Course, where you can see all activities and resources, click on “EPTI 350 SU09.”

→ Submitting an Assignment:

Assignments: Please submit all your assignments here.

 Article Summary: CLIMATE CHANGE Due Date: Thursday, Oct. 22 midnight

Whenever you see this icon , it means that you’re expected to submit your homework or an assignment for grading here. Click on the assignment, use the “Browse” button to select your file from your computer. You can upload any type of file: Word, Excel, PDF, Powerpoint, mp3 or even a short movie. The maximum file size is 30 MB. Once you’ve chosen the file from your computer, click on “Upload this file” and “Send for marking.”

Final submission for assignment marking

You will be asked if you’re sure you want to submit the file. Click on “yes.” After that you will no longer be able to make any changes as the file has been sent to your professor for grading.

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?