Moodle Quick Guide for Faculty

brought to you by the
Teaching and Learning Collaborative

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

➔**Login:**

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".
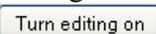
Whenever you change your profile, make sure to scroll down to the bottom of the page and click on "Update profile."
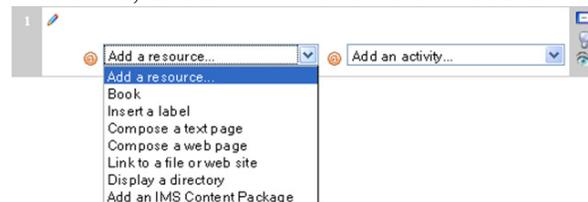
➔**Adding Content:**
Click "Turn editing on" button in the top right corner to edit your course and turn it off after editing.

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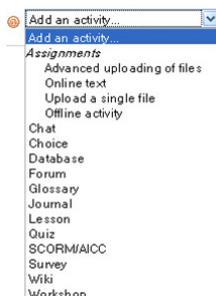
➔**Add a link to a website,** follow the same steps with the following exception: enter the URL in the Location box instead of browsing to and uploading a file.

Detailed Moodle guides available at: http://elearning.miis.edu/ (➔HELP, ➔MOODLE WIKI)

➔Icons:

🖉   Editing

🔲   Show only week one

🔳   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.

Add an activity...
Add an activity...
Assignments
    Advanced uploading of files
    Online text
    Upload a single file
    Offline activity
Chat
Choice
Database
Forum
Glossary
Journal
Lesson
Quiz
SCORM/AICC
Survey
Wiki
Workshop

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?   Yes, forever

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)   [_____] Durchsuchen...
Mail now   ☐

Post to forum

➔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.

Detailed Moodle guides available at: http://elearning.miis.edu/ (➔HELP, ➔MOODLE WIKI)