

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Getting Started with Moodle

After entering a course, edit by clicking the Turn editing on button in the upper-right corner.

Editing icons:

- Hand with pencil icon: Edit
- X: Delete content
- Eyeball: Hide content from students
- Directional arrows: Move content

While editing go to the Switch role to dropdown menu in the upper-right corner in order to view the page from another's point of view.

Edit personal profile: Click on name in the upper-right corner.

Change course format, or number of weeks/topics, start date, etc.: Administration block > Settings

Editing the header block: Edit the top block once editing is turned on.

Add a document, such as a course syllabus, through the Add a resource dropdown menu. All documents, along with summary, are posted under Administration block > Activities > Resources.

When posting documents, use Force Download in order for automatic download to take place once a file has been selected. This is a good idea.

When a new topic is added under the News forum, it is automatically sent to all students in the class.

Students can access the News forum in the header block, as well as reply to posts.

Upload multiple files at the same time: Administration block > Files

Folders can be created for organizational purposes. To upload to a specific folder, open the folder and then upload.

Post file to a specific week: Go to week and click Add a resource button

Set up grade book: Administration block > Grades. All enrolled students will already be listed. To make changes, go to the Choose an action dropdown menu in the top-left corner.

Go to main grade section: Administration Block > Grades > Choose an action dropdown menu > Grader report

Send mass email: People block > Participants

Create a simple assignment to a specific content block: Go to proper content block > Add an activity dropdown menu > Assignments > online text. Assignment will appear under content block as well as Activities > Assignments. Student submissions will be listed in the assignments section.

Posted assignments are automatically added to the grade book.

MOODLE ESSENTIAL TRAINING FOR TEACHERS

The HTML Editor

HTML editor, Enlarge Editor button: Located on the bottom row, to the far right. Clicking on this also gives the user a whole new row of tools to use with tables.

Tables: Add and delete columns and rows by using arrows and circles that appear once the initial table has been created.

Anchor: Select destination text > click Anchor button > name > select linking text > click Insert Web Link button > select proper anchor

When inserting an image, make sure to always add alternate text.

Working with Media

Use Photoshop to reduce the size of images and get them ready for Moodle.

Batch upload files: First, compress files/images > Administration block > Files > upload zip file > unzip

Post link to image within course block: Add a resource dropdown menu > Link to a file or website

Posting a photo gallery, audio, or video: Add a resource dropdown menu > Link to a file or website

Compressing video file for Moodle: Create Quicktime

Default movie files supported: .mov, .FLV, wmv

Resources

Creating a text label (title at the top of a block): Edit summary icon (hand with pencil icon) > make changes. Use heading options.

Create category for files (organize files by category, with each category specified by a heading) (All of this appears directly under the text label): Add a resource dropdown menu > Insert a label. Use heading options.

Insert picture directly on page: Add a resource dropdown menu > Insert a label > click inside HTML editor and insert image with the Insert Image button

Create website link directly on page: Add a resource dropdown menu > Link to a file or website. Paste link into Link to a file or website.

Create a text page: Add a resource dropdown menu > Compose a text page

Create a webpage: Add a resource dropdown menu > Compose a webpage

Linking to a folder of documents: Administration block > Files > upload zip file to a folder > unzip. Add a resource dropdown menu > Display a directory

Assignments

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Have grade book set up before issuing assignments.

Assignments: Can be found under the Add an activity dropdown menu

Change an assignment once it has been posted: Go into the assignment and click on the Update this Assignment button in the upper-right corner.

Activities

Create a live chat room: Add an activity dropdown menu > Chat

Creating a choice (survey): Add an activity dropdown menu > Choice

Databases

Setting up a database: Add an activity dropdown menu > Database

After setting up a database, data fields must be entered (titles of spreadsheet columns/rows): Open database > Fields tab > Create a new field dropdown menu > Choose > Text

Customizing a database template: Open database > Templates tab. Once the template is saved, go to the View list tab in order to see a listing of all entries inside of the database.

Entering data into a database: Enter database > Add entry tab

Enable database auto-linking: Log in with administration account > Site Administration block > Modules > Filters > Manage filters. This means that whenever a name from the database appears in the website, the website automatically links the name back to the database.

File uploading to database: Open database > Fields tab > Create a new field dropdown menu > File > Enter Field name and Field description > Add button > Templates tab > Save template button > go to Add entry tab to see that students can now upload files when adding an entry.

Glossaries

Creating a main glossary for the entire site: In the header block, go to Add an activity dropdown menu > Glossary. When setting options, each course can only have one Main glossary.

Add concepts to the glossary: Open glossary > Add a new entry button. At this point, a file can also be added to the concept, as well as auto-linking.

Enable auto-linking for website: Log in with administration account > Site Administration block > Modules > Filters > Manage filters

Allow students to edit glossary information (not just adding comments): Enter glossary > Update this Glossary button in upper-right corner > Locally assigned roles tab > Non-editing teacher > promote students to non-editing teacher

Create a secondary glossary (may contain information other than definitions, which are located in the main glossary): In the header block, go to Add an activity dropdown menu > Glossary > under the options, make it a

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Secondary glossary > select auto-linking. After creation, references/terms throughout the website will link back to the secondary glossary.

Forums

Create a forum: Add an activity dropdown menu > Forum

Forum types:

- Standard forum for general use: Initial thread or question is created, and then other users can respond
- A single simple discussion: One discussion thread for forum
- Each person posts one discussion: Every user can post an initial question or thread, and then people can respond to each other.
- Q and A forum: You can post a question and students can respond to it.

Attachments can be made to responses to forums. Teachers can add comments to attachments and then repost them.

Wiki

Create a wiki: Add an activity dropdown menu > Wiki. Click Show Advanced button in order to open up additional options.

Different types of wikis (selectable under options):

- Groups: All students can collaboratively build a group wiki. The group will be defined by the entire class of students/all users.
- Student: Each student will have their own wiki that they can privately create, but they won't be able to collaborate within other students within the course.
- Teacher: The teacher has access to create content, but the students do not.

In a wiki, add 3, 2, or 1 (3 = biggest) exclamation point(s) before a line in order to turn the line into a heading.

Enclose a line with square brackets in order to have it link to another page within the wiki. After, in View mode, click on the question mark next to the link in order to create the page to which it links.

To create a list, use asterisks (1 = level 1, 2 = level 2, etc.).

sign before a list gives it numbers instead of bullets, which is what asterisks do

and * can be used in conjunction with square brackets.

Use two single quotation marks (‘) before and after a word to italicize it.

Attaching images: Go to the Attachments tab. The file will be attached, not embedded.

Embedding images: Once it is attached, right-click on the link and then copy its location to the clipboard. Paste the link – surrounded by square brackets – into the wiki.

Create an external link to website: [text you want reader to see | link]

Creating a table

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Assessing Learners with Tests and Quizzes

Access question bank: Administration block > Questions

Create different categories under which questions will fall: Administration block > Questions > Categories tab. Type in a name > Add category button. To create sub-categories, go to the appropriate parent category and then enter a name.

Create questions: Administration block > Questions > Questions tab > Create new question dropdown menu

- Images to display: Select any image that has already been uploaded into the files and folders section of the course. (image will be seen once the question is previewed)
- An image can also be added to a question by inserting it right into the HTML editor by using the Insert Image icon.

Preview a question: Under the questions tab, click the magnifying glass that is located to the left of the question name.

Prevent auto-linking within a question: While editing the question, select term > Prevent automatic linking icon

Using a sound clip as a possible answer for a multiple-choice question: In HTML editor, type text > Insert web link icon (to link to a sound file) > Toggle HTML Source icon > cut and paste code into answer > Toggle HTML Source icon

With multiple-choice questions, wrong answers should have a grade of None, and correct answers should have an answer of 100%.

For match questions, insert an image as a question: Insert the image into HTML editor with the Insert Image icon > Toggle HTML Source icon > cut and paste code into a question > Toggle HTML Source icon

Creating a quiz: Add an activity dropdown menu > Quiz

Once quiz is created, go to block and click on exam in order to add questions to it. Preview the quiz by clicking on the Preview tab.

Grades

Grade book: Administration block > Grades

Access assignments as a student: Activities block > Assignments

Access grades: Administration block > Grades

Grade/View a submitted assignment: Activities block > Assignments > click on name of assignment

Quick grading: Activities block > Assignments > View submitted assignments > Allow quick grading checkbox > Save preferences > grade

Detailed view of a student's performance on an assessment: In grade book, click on student's grade.

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Grade an essay/subjective question: In grade book, click on student's score (or lack thereof) for the question > Make comments or override grade > grade

Item analysis: Grade book > Item analysis (top-right, just below the tabs)

Click on a column header to sort data by that specific header.

For information about each column header within the item analysis, click on the question mark icon next to "Item Analysis Table" (top-left)

Create new assignment from inside of the grade book: Grade book > choose an action dropdown menu (top-left) > Categories and items > Add grade item button

Export grade book to Excel: Grade book > Choose an action dropdown menu (top-left) > Excel spreadsheet > customize > Submit button > Download button

Import grades from Excel: In Excel, File menu > Save As. Format should be "Comma separated Values (.csv)" (might also be either "Windows" or "MS-DOS", depending on server). In Moodle, Grade book > Choose an action dropdown menu > CSV file > Browse for file > customize (for encoding UTF-8 should be fine, but might need to be changed depending on server) > Upload grades button > customize (for Grade item mappings, pick what you want to display in grade book, and choose its corresponding grade item in its dropdown menu) > Upload grades button

Calendars and Events

Access calendar: Upcoming Events block > Go to calendar

When exporting an iCal calendar with the Export button, save it to the desktop and then open it. This is a one-time sync.

Enable automatic syncing between Moodle calendar and iCal: When exporting calendar, click Get calendar URL button > copy URL > In iCal, go to calendar menu > Subscribe > paste URL

Exporting Moodle Calendar to Outlook: Use Export button > Open with Outlook. This is a one-time sync.

Enable automatic syncing between Moodle calendar and Outlook: When exporting calendar, click Get calendar URL button > Copy URL > In Outlook, Tools menu > Account Settings > Internet Calendars tab > New button > Paste URL

Course Management

Assign roles (non-editing teacher, student, or guest): Administration block > Assign roles

Non-editing teacher capabilities are controlled by the Moodle administration.

Managing group: Administration block > Groups

Backing up your course: Administration block > Backup > customize > Continue button > Continue button > Continue button > click on file and save to hard drive

MOODLE ESSENTIAL TRAINING FOR TEACHERS

Restore data from a backup: Administration block > Restore > choose file > Restore > Yes button > Continue button > customize > Continue button > Restore this course now! button > Continue button

Import information from another course: Administration block > Import > choose course from which to import > Use this course button > customize > Continue button > Continue button > Continue button > Continue button

Reset a course: Administration block > Reset > customize > Reset course button > Continue button

Running Reports: Administration block > Reports > customize > Get these logs button. The links at the bottom of the Reports page can also be used. Student profiles and activity can be found under Participation report.

Conclusion

“Moodle Docs for this page” link (bottom-left of page) is an online manual that provides users with support and information. Log in (top-right of manual) for more information.