Quick Reference "How to" Guide for Instructors

Contents

Editing Icons Key

Icon	Name	Description
	Edit title	Allows you to quickly rename a resource or activity link, simply edit the name in the text field that appears and hit enter
	Move right/left	Allows you to indent items to help organize a longer list of items in your week/topic
	Move	Allows you to drag-and-drop an item to the desired location, either within a week/topic or between them. An entire week/topic can be moved in this manner as well.
	Edit	Allows you to edit or update settings for an activity or resource
	Duplicate	Allows you to create a copy of an activity or resource. Handy during development when creating similar activities with the same settings.
	Delete	Allows you to remove an activity or resource. Will ask you to confirm first.
	Show/Hide	Opening or closing this "eyeball" icon makes an activity or resource available or unavailable to students. When a link to an item appears in gray, it is hidden.
	Assign Roles	Allows you to change what a user can do with a specific page or file within a course.
	Groups	This icon allows you to switch from no group, separate groups, and visible groups. Only appears on activities where groups can be enabled.
	Help	Will provide a description of a setting and may include a link to more information.
	Insert Image	Appears within text editor fields and allows you to link to or search your computer for an image to insert in your page of text.
	Insert/Edit & Remove Hyperlink	Appears within text editor fields and allows you to create a hyperlinks to direct students to URLs or files. Becomes active when text is selected to display the hyperlink.
	Sort	Allows you to sort a column within the Grader Report by ascending or descending order.
	Add File	Opens the File Picker to browse your computer and upload a file instead of using the drag-and-drop method
	Edit HTML Source	Allows you to toggle the HTML view of the text field. Used to insert embed code for sharable videos and other web 2.0 tools.

HOW TO...

Make your course available

1. Go to the **Administration** block on your course page.
2. *Click* **Edit settings**
3. *Under* **General** locate the **Visible** setting
4. *Choose* "**Show**" from the drop-down menu.
5. *Scroll down* to the bottom of the page and *click* the **Save and display** button.

Adjust the format of your course shell

1. Go to the **Administration** block on your course page.
2. Under Course Administration *click* **Edit settings**
3. *Expand* the **Course Format** section
4. *Select* the desired **Format** from the drop-down menu – topics, weeks, or other formats that may be enabled on your site
5. *Scroll down* to the bottom of the page and *click* the **Save and display** button.

Adjust the number of weeks or topics in your course shell

1. Go to the **Administration** block on your course page.
2. Under Course Administration *click* **Edit settings**
3. *Expand* the **Course Format** section
4. *Change* the **Number of sections** setting from the drop-down menu accordingly.
5. *Scroll down* to the bottom of the page and *click* the **Save and display** button.

Adjust the start date of your course

1. Go to the **Administration** block on your course page.
2. Under **General**, you'll see the **Course start date** setting. *Adjust* the date accordingly.
   **Monday-Sunday weekly format is the most commonly used, as it follows the typical calendar week. However, some instructors like to set the start date to reflect the day of the week the class meets. This might be a useful approach for hybrid courses.
3. *Scroll down* to the bottom of the page and *click* the **Save and display** button.

Update profile & change settings

1. On any Moodle page, go to the **User menu** in the top right corner of the page (where you would go to log out)
2. *Expand* the user menu and *click* on **Profile**
3. *Under* **User Details** *click* on the **Edit profile** link
4. *Enter* your City/town & Country (if required)
5. *Add* **description** (with phone #, office hours, brief bio, etc)
6. *Upload* a **picture** or avatar (strongly recommended)

Upload a file

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. If you are adding a file, you can DRAG & DROP it from a given location on your computer or thumb-drive into the week/topic you want to add the resource to.
   - Sometimes drag and drop may not work perfectly, and could be related to your browser. Remember that Firefox is the recommended browser for Moodle and you must have an up-to-date Java plugin.
   - If the drag and drop functionality does not work, follow these steps:
     1. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
     2. *Select* File
     3. *Fill in* the name of the resource
     4. In the upload area, click on the "Add file" icon in the top left corner. This will open Moodle's "File Picker"
     5. Click "Upload a file" from the menu on the left
     6. Click the Browse button to search for your file

7. Select your file and click "Open"
8. Click the "Upload this file button"
9. Scroll down and *Click* the **Save and return to course** or the **Save and display** button to finish.

Add a Resource

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
3. *Select* the type of resource you wish to add (Page, URL, Label, etc.) and *click* the Add button
4. *Fill in* required areas & *adjust settings* as necessary
5. *Click* the **Save and return to course** or the **Save and display** button to finish

For more information on adding resources, visit the Moodle Docs page on this topic.
https://docs.moodle.org/en/Resources

Add an Assignment

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
3. *Select* **Assignment** from the pop-up that appears and then *click* the Add button
4. You will be taken to a screen that allows you to create the activity & set its parameters.
5. Give the assignment a name & description.
6. *Set* **Available from & due dates/times**. Note that Moodle uses a 24-hour clock.
7. *Set* the **cut-off date**, if desired. This setting allows the students a "grace-period" of time to submit the assignment late. Moodle will timestamp it as such.
8. The groups of settings that follow can be changed if desired. You can *click* on the Help icon for a brief description of what a particular setting does to help you determine whether or not to change the default.
9. **Submission types**. By default, the assignment will allows students to upload one file. If you wish to allow more than one file submission, or prefer to use the online text format for your assignment, you can configure those settings here.
10. To finish, *click* either the **Save and return to course** or **Save and display** button.

For more information on adding and setting up assignments, visit the Moodle Docs page on this topic.
https://docs.moodle.org/en/Assignment_module

Add a Forum

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
3. *Select* **Forum**. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
4. *Give* the forum a name and an introduction.
5. *Choose* a **Forum Type** to use from the drop-down menu that appears under "Forum name."
   o If you do not change the forum type, "Standard forum for general use" is the default. (Most use this type)
   o If you are interested in using the Q&A forum type, consult https://docs.moodle.org/en/Using_Forum#Question_and_Answer_forum_2
   o *Click* on the Help icon for a brief description of the other types of forums

6. *Click* the **Save and display** button.

For more information on adding and setting up forum activities, visit the Moodle Docs page on this topic.
https://docs.moodle.org/en/Forum_module

Add a Quiz

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu.
3. *Select* **Quiz**
4. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
5. When finished *click* the **Save and display** button at the bottom of the page.
   o *Notice* that it says, "No questions have been added yet." *Click* the **Edit Quiz** button to add questions.
   o *If you plan to write your own questions for this quiz*, it's ok to click the "Add a new question" on one of the empty pages.
   o *If using question banks (publisher provided or otherwise)*, you should set up a category (like a pool) BEFORE attempting to add questions to your quiz.

For more information on adding and setting up quizzes, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Quiz_module

Set up your Gradebook

1. In the **Administration** block of your Moodle course, *click* on the **Gradebook setup** link that appears under Course Administration.
2. We recommend that you *set up categories* based on the grading scheme in your course outline.
   o *Scroll* to the bottom of the page & *click* on the **Add category** button.
   o *Give* the category a name & *click* the **Save changes** button.
   o *Repeat* this process for each category you wish to create.
3. Next, *choose* the **Aggregation method** for these categories *by choosing* from the **drop-down menu** next to the **parent category** for the course. This is the category at the very top, which is named after your course.
   o If you want to weight each of the categories you just added, *choose* **Weighted mean of grades**.
     ▪ Boxes will appear next to each of the categories, you can *enter* the weight for each here & then *click* the **Save changes** button at the bottom of the page.
   o If you prefer to use a points-based system, you can leave the default **Natural** aggregation method at the parent level and for each category. This method calculates weights using the total points of each item, which can be overridden is desired.

NOTE: As you add quizzes or assignments, you have the option in the activity settings to put it in one of the grade categories you created. If you want to add something to the grade book that is done outside of Moodle, then *choose* to **Add grade item** by *clicking* on the button at the bottom of the name & giving it a descriptive name. This will add a column in your grader report for it.

For more information about using the Gradebook in your course site, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Grades

Import from a template or a previous course site

1. Start by going into the course you want the information added to.
2. In the **Administration** block *click* on **Import**.
3. *Choose* the course you want to import from and *click* the **Continue** button.
   - If the course you want does not appear in the list, you can search for it using the field at the bottom. We recommend that you copy and paste the entire course code of the course you want to import content from in order to optimize the search. Make sure there are no spaces before the code you paste in.
4. Leave the default **Initial settings** and *click* **next button.**
5. At stage 3 of the import (Schema settings) it will show you a long list of all of the activities/resources you are about to import. You can deselect any of them by un-checking the box next to it if you do not wish to import that resource.
   - For example, you don't want to import the News Forum because you already have one in the default shell for your new course site.
6. Stage 4 of the import (Confirmation and review) shows you everything you are about to import. *Click* the **Perform import** button to continue.
7. Once import is completed (it may take a few minutes depending on how much is being moved), *click* the **Continue** button to return to your course. All of the "stuff" you just imported should now appear.

For more information about importing materials from a previous semester's site, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Import_course_data#How_to_import_activities_or_resources

Set up the Attendance module

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the General section (where the News Forum is located), *click* on the + **Add an activity or resource** menu
3. *Select* **Attendance**. (*Note that you only need one attendance module for the course, as you can add multiple sessions to it.)
4. You will be taken to a screen that allows you to create the attendance module & set its parameters.
   1. Edit the name to "Daily" or "Weekly Attendance" if desired.
   2. Set the grade for the attendance *overall*. By default, it is set to 100. Moodle assigns values to the Present/Late/Excused/Absent options, depending on the number of sessions you add and the maximum grade that is set. (If you do not want this calculated automatically within the gradebook in your Moodle course site, set this to No Grade.)
   3. *Click* the **Save and display** button to view it and add your class sessions.
5. You will land on the **Sessions** tab, but you haven't added any yet...so *click* on the **Add** tab to continue.
6. From here, you can create all of your class sessions at once:
   1. *Select* the **Create multiple sessions** box.
   2. For **Session Date** *enter* the date and time of your first class session from the drop-down menus (note that it is a 24 hour clock).
   3. *Enter* the duration next from the drop-down menu. Example: 1 hour 40 min
   4. For **Session end date** *enter* the date and time of your last class session from the drop-down menus (note that it is a 24 hour clock)
   5. For **Session Days**, *select the check boxes* for the day(s) of the week your session meets.
   6. For **Frequency** the default is set at 1 session per week. *Adjust if necessary.*
   7. *Provide* a **Description** if desired.
   8. *Click* the **Add session** button to finish.

7. You will see a message that the sessions were created successfully, and will land on the **Add** tab again once the page refreshes. *Switch* back to the **Sessions** tab to make sure they were created.
8. By default, Moodle will display the current week only. You can *click* on the **All** button on the right to display all sessions at once.

For more information about setting up the Attendance module in your course site, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Attendance_module#Teacher.27s_usage_instructions

Take Attendance
1. To take attendance, click on the green circle icon under Actions to view your roster.
2. Select the appropriate radio button for each student
   - Present/Late/Excused/Absent (displayed as P L E A, may vary by institution)
3. Leave any remarks if desired
4. Once finished, *click* the **Save attendance** button near the bottom of your roster

For more information about takin Attendance in your course site, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Attendance_module#Taking_attendance

Viewing your course as a student
1. Go to the **Administration** block on your course page.
2. *Click to expand* the menu that says **>Switch role to…**
3. *Click* on the "Student" option within the menu.
4. The page will refresh and you will be able to view the course as a Student.
   - In the top right corner of the page, you will see "You are logged in as Your Name: Student (Return to my normal role)
   - To return to your instructor role, you can click the "Return to my normal role" in the Settings block or the upper right corner of the page.
   - PLEASE NOTE that this does not *always* provide an accurate view from the student perspective (especially with assignments).

For more information about switching roles in your course site, visit the Moodle Docs page on this topic.
http://docs.moodle.org/en/Switch_to_other_role