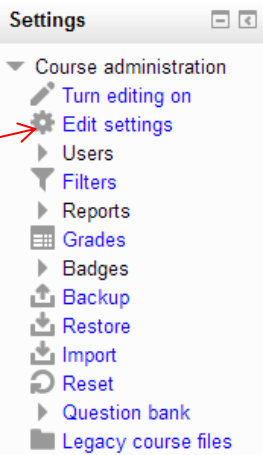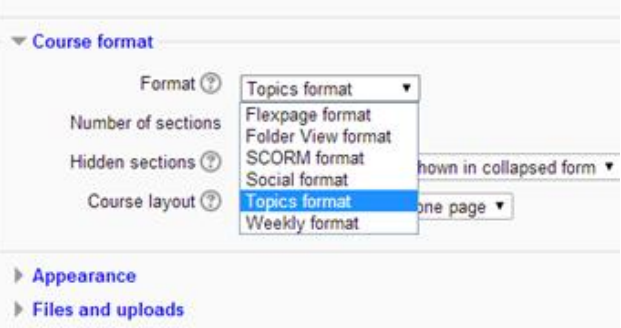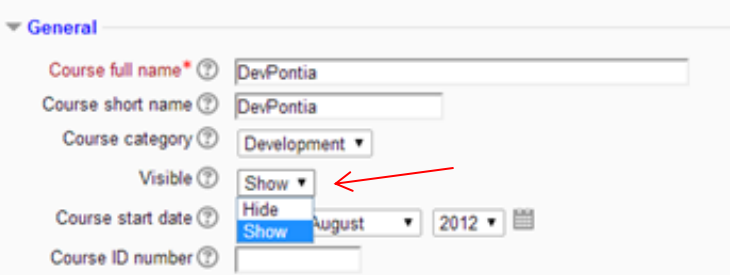# Moodle for Faculty: Popular Features/Functions

NOTE: "Moodle The Pieces" is a Moodle course that has many detailed references. Faculty can contact helpdesk@bsc.edu to be added to the course.

Faculty login should be the typical username and password that is used for email but omitting the @bsc.edu

| Login URL<br>**http://moodle.bsc.edu**<br><br>**Chrome** is currently recommended browser | Course Designing<br><br>Pick a Course Format<br>Using Instructor Options<br>Instructor Tools | Course Content<br><br>Titles in the Course Sections<br>Announcements<br>Adding, Updating, or Deleting Files<br>Adding Folders or Several Files<br>Using a Website Within the Course | Manage Students<br><br>Add a Student<br>Remove a Student<br>Email Students |
|---|---|---|---|

| | |
|---|---|
| **Pick a Course Format:** Topic or Weekly (Likely choices):<br><br>Settings block: **Edit Settings** | **Settings**<br>▼ Course administration<br>  ✏ Turn editing on<br>  ⚙ Edit settings<br>  ▶ Users<br>  ▼ Filters<br>  ▶ Reports<br>  ▦ Grades<br>  ▶ Badges<br>  ⬆ Backup<br>  ⬇ Restore<br>  ⬇ Import<br>  ↻ Reset<br>  ▶ Question bank<br>  📁 Legacy course files |
| **Course format section**, **Select Topics or Weekly** (These are the 2 that are typically used.)<br>Click **Save** changes (located at the bottom of screen)<br><br>Please note that there is also a Course layout option that permits showing one section at a time. This is new in Moodle 2. | ▼ Course format<br><br>Format ⑦ [Topics format ▾]<br>  Flexpage format<br>  Folder View format<br>  SCORM format<br>Number of sections<br>  Social format<br>Hidden sections ⑦   hown in collapsed form ▾<br>  Topics format<br>Course layout ⑦   Weekly format  ne page ▾<br><br>▶ Appearance<br>▶ Files and uploads |

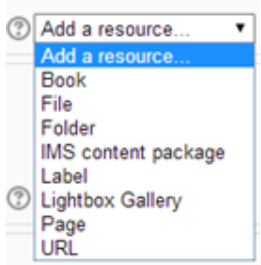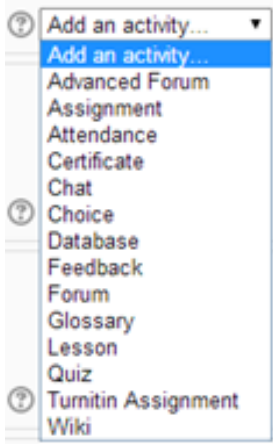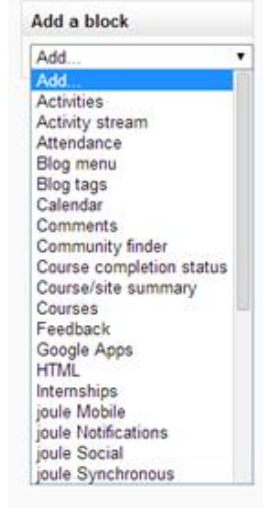| | |
|---|---|
| **Make your course visible so students can see the content:**<br><br>In the Settings block: **Click Edit Settings**<br>Go to the **Visible Option (4<sup>th</sup> from the top) and choose: Show**<br>**Save** | ▼ General<br><br>Course full name* ⑦ [DevPontia]<br>Course short name ⑦ [DevPontia]<br>Course category ⑦ [Development ▾]<br>Visible ⑦ [Show ▾]<br>  Hide<br>Course start date ⑦ [Show] [August ▾] [2012 ▾] 📅<br>Course ID number ⑦ [   ] |

## Begin Work as an Instructor

Settings block, choose **Turn editing on** OR in the top right area of your Moodle course, choose Turn editing on.

| | |
|---|---|
| **Settings** ☐ ◁<br>▼ Course administration<br>  🖊 Turn editing on ⟵<br>  ⚙ Edit settings<br>  ▶ Users | Turn editing on<br><br>**Quickmail** ☐ ◁<br>✉ Compose New Email<br>🖊 Signatures<br>⚙ View Drafts<br>⚙ View History |

# Instructor Tools: Turn Editing On – Content, Blocks, & Icons that appear
Notice **Add a resource, Add an activity, and the Add a block areas** for building your course.

| | | | |
|---|---|---|---|
| Add a resource...<br>Add a resource...<br>Book<br>File<br>Folder<br>IMS content package<br>Label<br>Lightbox Gallery<br>Page<br>URL | Add an activity...<br>Add an activity...<br>Advanced Forum<br>Assignment<br>Attendance<br>Certificate<br>Chat<br>Choice<br>Database<br>Feedback<br>Forum<br>Glossary<br>Lesson<br>Quiz<br>Turnitin Assignment<br>Wiki | These **blocks** allow additional features within the course. | Add a block<br>Add...<br>Add...<br>Activities<br>Activity stream<br>Attendance<br>Blog menu<br>Blog tags<br>Calendar<br>Comments<br>Community finder<br>Course completion status<br>Course/site summary<br>Courses<br>Feedback<br>Google Apps<br>HTML<br>Internships<br>joule Mobile<br>joule Notifications<br>joule Social<br>joule Synchronous |
| These **resource options** allow you to share content or information with the students. | These **activity options** allow you to create 2-way interactions with the students within the course. | | |

| | |
|---|---|
| **Switching Roles area:** In the Settings area, click the arrow next to **Switch role to …** and choose **Student** to see how the course will feel to your students.<br><br>To change back: Click return to my normal role which should appear next to your name within the course (upper right).<br><br>You are logged in as Jan Pontia: Student(Return to my normal role) | **Settings** ☐ ◁<br>⚙<br>▶ Course administration<br>▼ Switch role to...<br>  👤 Teacher<br>  👤 Non-editing teacher<br>  👤 Student<br>  👤 Guest<br>  👤 Content Assistant<br>  👤 Grading Assistant<br>  👤 Course Visitor<br>▶ My profile settings |
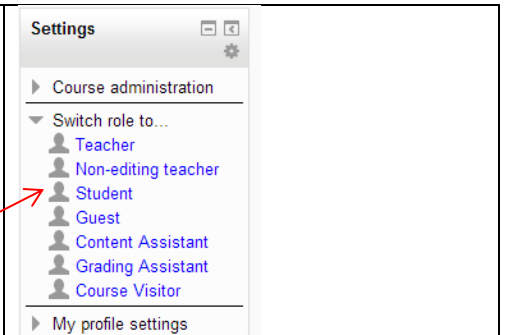
## Manipulating Resources/Activities Icons
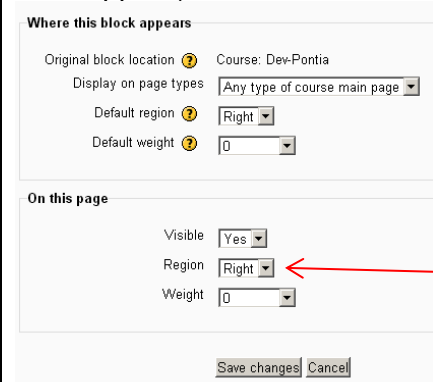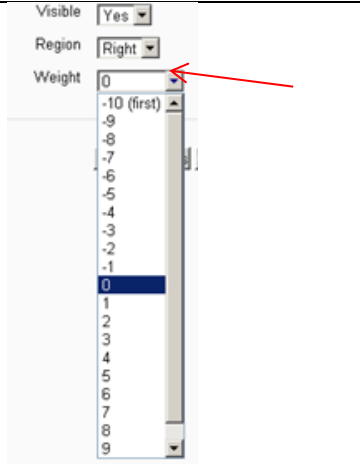
| 🖊 → ✛ ⚙ 📋 ✕ 👁 👤 👤 ⁺ ⁚ | Edit the title, Indent, Move to another location, **Edit/update this item** (cogwheel- most popularly used), Duplicate, Delete, Hide/show, Group setting, Assign Roles, Personal Learning Designer. Note: Icons may vary a bit depending on the course theme that you choose. |
|---|---|

## Manipulating Course <u>Sections Icons</u>

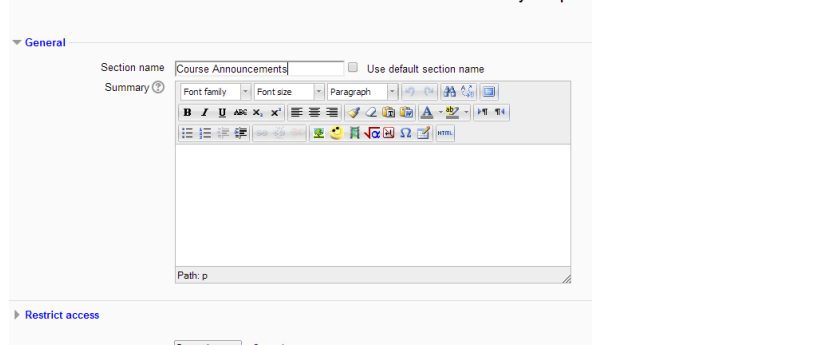✛ Move section (upper left of the section) 💡👁 Highlight section so it stands out, Hide/Show (upper right)

## Manipulating <u>Blocks Icons</u>

⚙ ✖ 👁 👤 Configure the block (cogwheel), Delete block, Hide/Show, Assign Roles

| **Pick Region-Right or Left** (which side of the screen it will appear) for a block when configuring:<br><br>Where this block appears<br>Original block location ❓ Course: Dev-Pontia<br>Display on page types [Any type of course main page ▾]<br>Default region ❓ [Right ▾]<br>Default weight ❓ [0 ▾]<br><br>On this page<br>Visible [Yes ▾]<br>Region [Right ▾] ⟵<br>Weight [0 ▾]<br><br>[Save changes] [Cancel] | **Pick Weight:**<br>**Weight of -10 will make it always be first** (unless other blocks also have a weight of -10). Weight of 10 will always make it appear last on that side of the course.<br><br>Visible [Yes ▾]<br>Region [Right ▾]<br>Weight [0 ▾]<br>-10 (first)<br>-9<br>-8<br>-7<br>-6<br>-5<br>-4<br>-3<br>-2<br>-1<br>0<br>1<br>2<br>3<br>4<br>5<br>6<br>7<br>8<br>9 |

**Help -** ❓ Gain more information on topic OR ⓘ Moodle Docs for this page Link to websites for content specific documentation on current Moodle page (located at the bottom of the page)

# Titles (Section Names) to the Course Sections

| **Turn Editing on**<br><br>**Click the cogwheel** by the section Topic number<br><br>**Uncheck: Use default section name**<br><br>**Type in a Title/Section name**<br><br>Give any informative text in the summary area or add images for the course section<br><br>Add any formatting that you like.<br><br>**Save changes** | **Before:** ✛ Topic 6 ⚙ **After:** ✛ Course Announcements ⚙ |
| --- | --- |
| | Summary of Topic 6<br>▾ General<br>Section name [Course Announcements] ☐ Use default section name<br>Summary ❓ [Font family ▾] [Font size ▾] [Paragraph ▾]<br>B I U ABC x₂ x² ≡ ≡ ≡ ≡ ...<br>≔ ≔ ≔ ≔ ...<br><br>Path: p<br>▸ Restrict access<br>[Save changes] Cancel |

# Adding Announcements to the Course

**Option 1:** **Use the News Forum** in the top section of the course.  News forum

Posts to this forum automatically send email to all students in the course besides listing the information in this forum for later reference; this forum is in each course by default. **Add a new topic**, give the **Subject, Message** and **Post to forum**. **Note: Students do not have permissions to post to this special forum.**

**Sample Announcement using the News Forum**
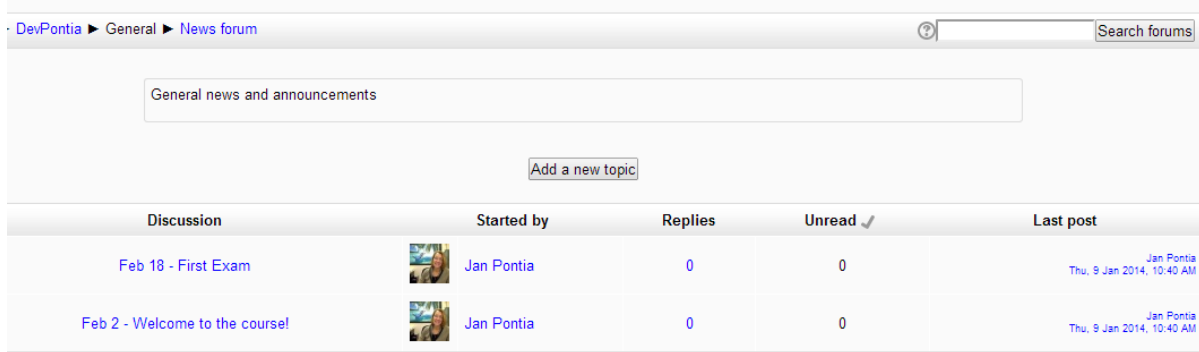


OR

**Option 2:** **Turn Editing on**, choose to **Add a resource**: Pick either **Label or Page, fill in content, Save**

When using the Page, students will click a link to see your information. When using Label, the information will appear within the course section.
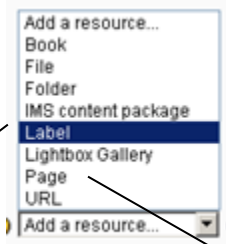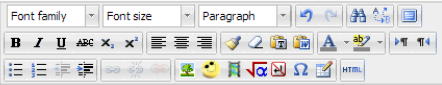
# Adding/Updating/Deleting Files

## Adding a file to the course - Recommendation: Use Chrome for your browser

**Option 1:** **Turn Editing on**
**Go to the section** where you want to add a file
**Find the file** your computer – **click/hold/drag** it into that section.
That's it.
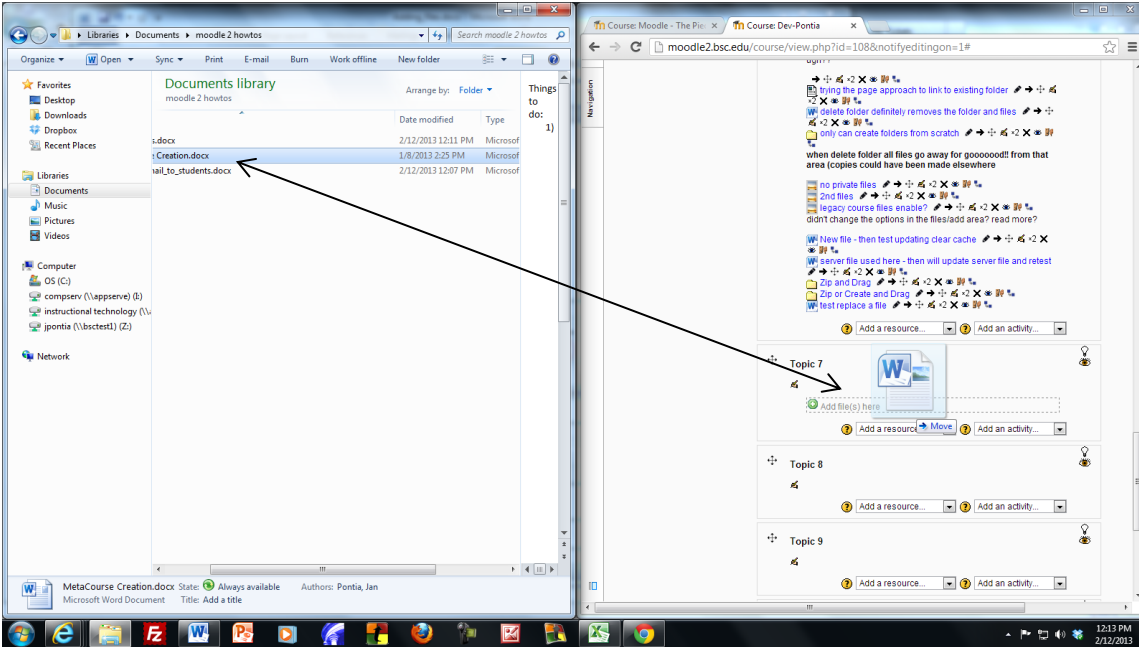


**Option 2:** Turn Editing on

| | |
|---|---|
| **Go to the section** where you want to add a file<br>**Choose Add a Resource…**<br>Choose **File**<br><br>**Name the file**<br>Click **Add**<br>Click **Upload a file**<br>Click **Choose File**<br>Browse to find your file<br>Select and Click Open or<br>**double click the file**<br>Click **Upload this file**<br>**Save and return** to course |  |
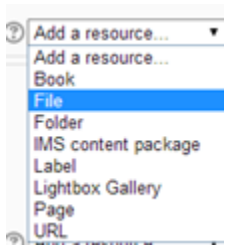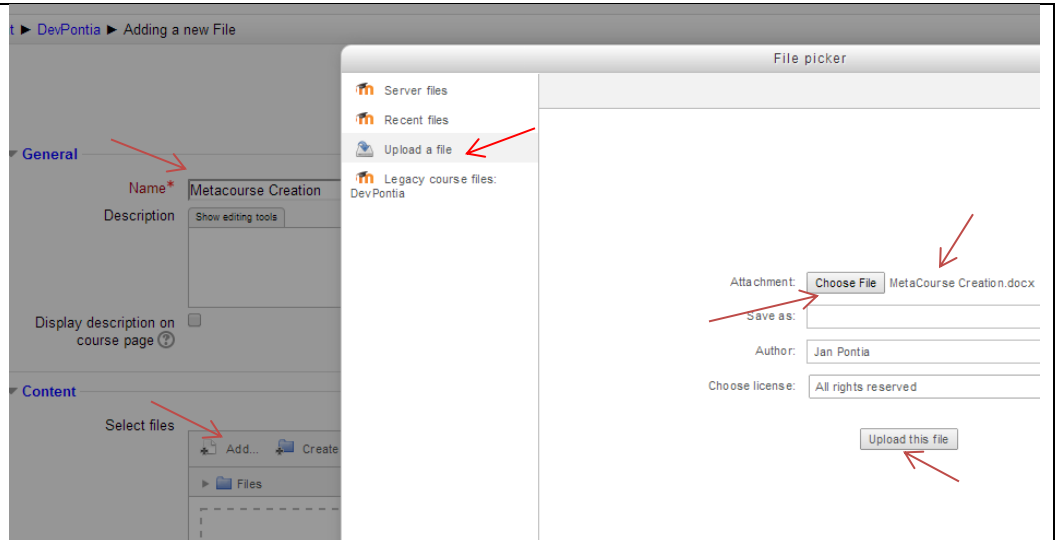
# Updating a file - Recommendation: Use Chrome for your browser

**Turn Editing on**
**Go to the section** where you want to update a file
Choose to **edit that file**
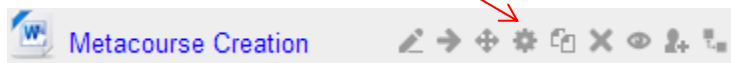


**Find the file** your computer – **click/hold/drag** it on top of the file that is already there or click Add and browse to choose the file.
Click **Overwrite**
**Save and return** to course
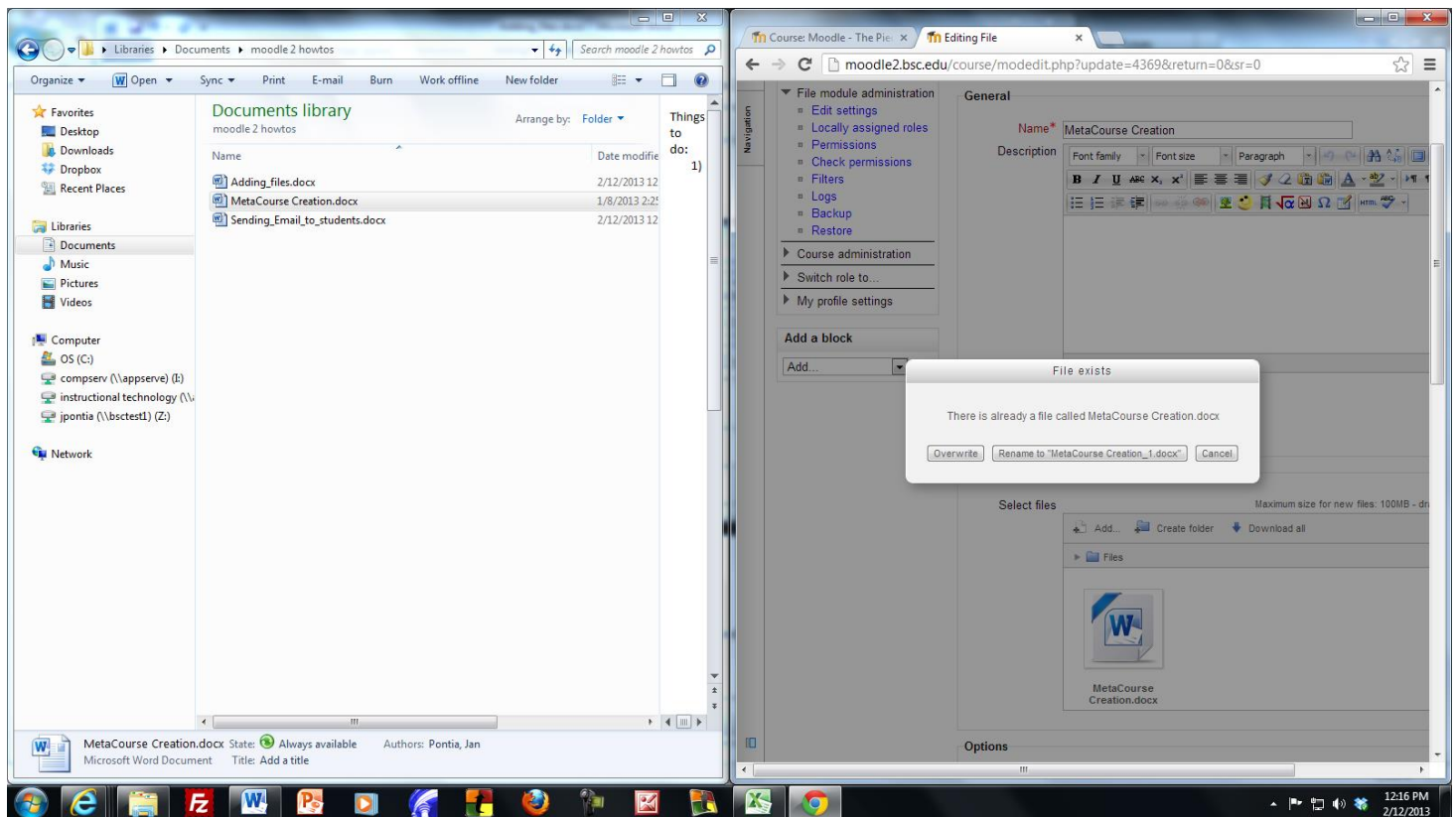


# Deleting a file – Note: this action deletes the file for good from the course

**Turn editing on**
**Click the X** to delete
**Click OK to confirm your deletion** – it will be gone from the course for good.
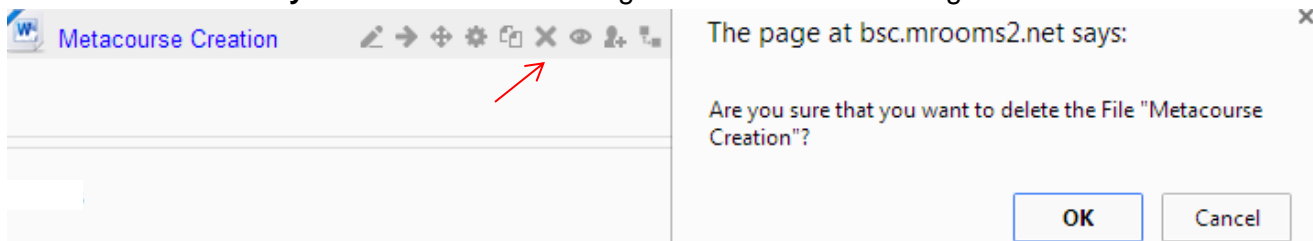
# Adding Folders or Several Documents at Once

**Option 1**: (creating a folder in Moodle and adding files)
**Turn editing on**
**Add Resource…**
**Folder**

Add a resource...
Add a resource...
Book
File
**Folder**
IMS content package
Label
Lightbox Gallery
Page
URL
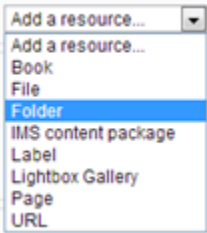
**Name**/identify what the folder will contain for your students
Click the **Create Folder**
**Create the folder holder** by typing in the name in the popup box and **click Create folder**

Name* Moodle 2 Features
Description
Font family    Font size    Paragraph

B  I  U  ABC  x₂  x²

Path: p

New folder name:
Moodle2

Create folder    Cancel

Files

Add...    Create folder

Files

You can drag and drop files here
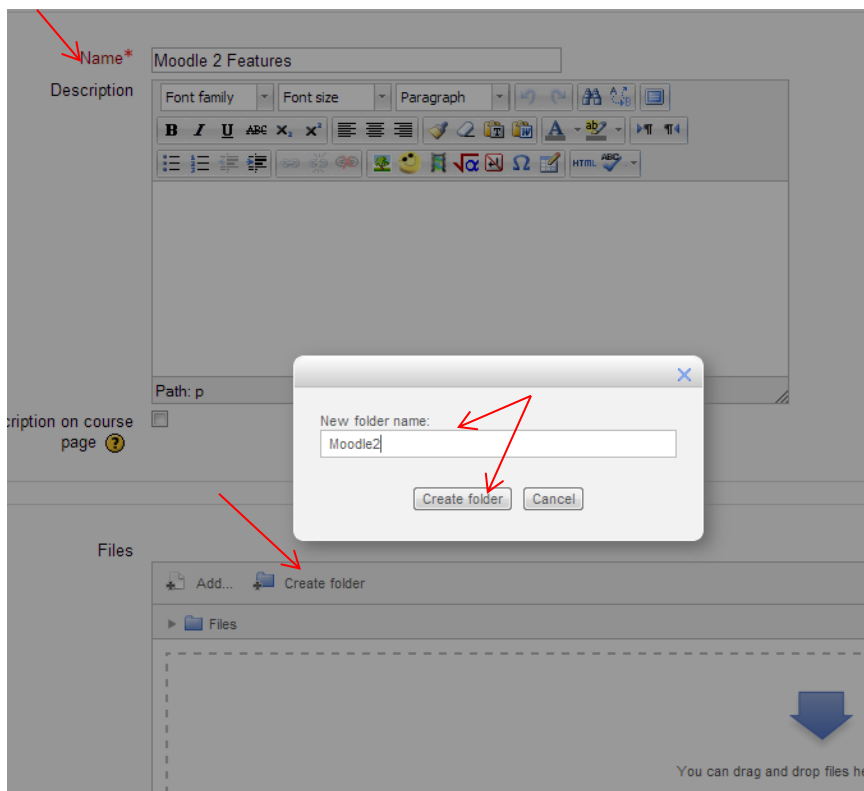
Now you'll see a folder in that area

Files

Add...    Create folder

Files

Moodle2

Files

Add...    Create folder

Files ► Moodle2

You can drag and drop files here to add them.
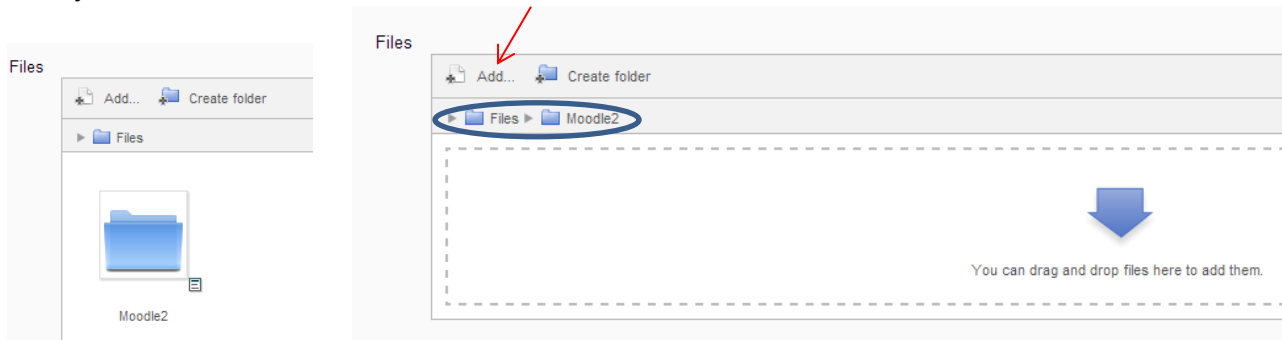
**Click the folder and start adding files** as you desire to this folder by using Drag/Drop or Add

**Option 2:** (uploading several folders and files at once by using a .zip file)

| | |
|---|---|
| **First create a .zip file** of material that you'd like to upload to Moodle<br><br>One option: find a folder of material to upload<br>**right click on the folder**<br>Click **Send To**<br>Click **Compressed (zipped) folder** |  |
| You'll get a resulting .zip file in that same location to use in Moodle |  |
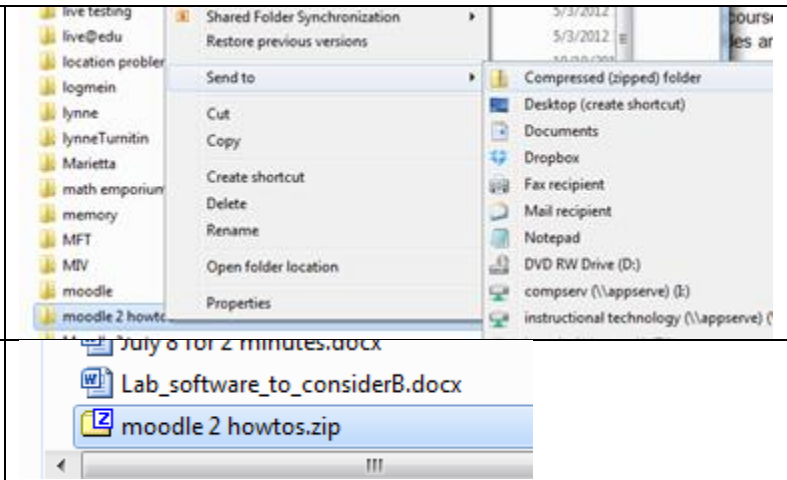
You may **upload that .zip file** to Moodle (which is a file that contains several files to use in your course).

**Turn Editing on**
**Add Resource…**
**Click Folder**
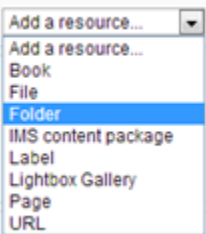


**Name the link** for students
**Click/hold/drag the zipped file into Moodle** or click Add and upload the .zip file
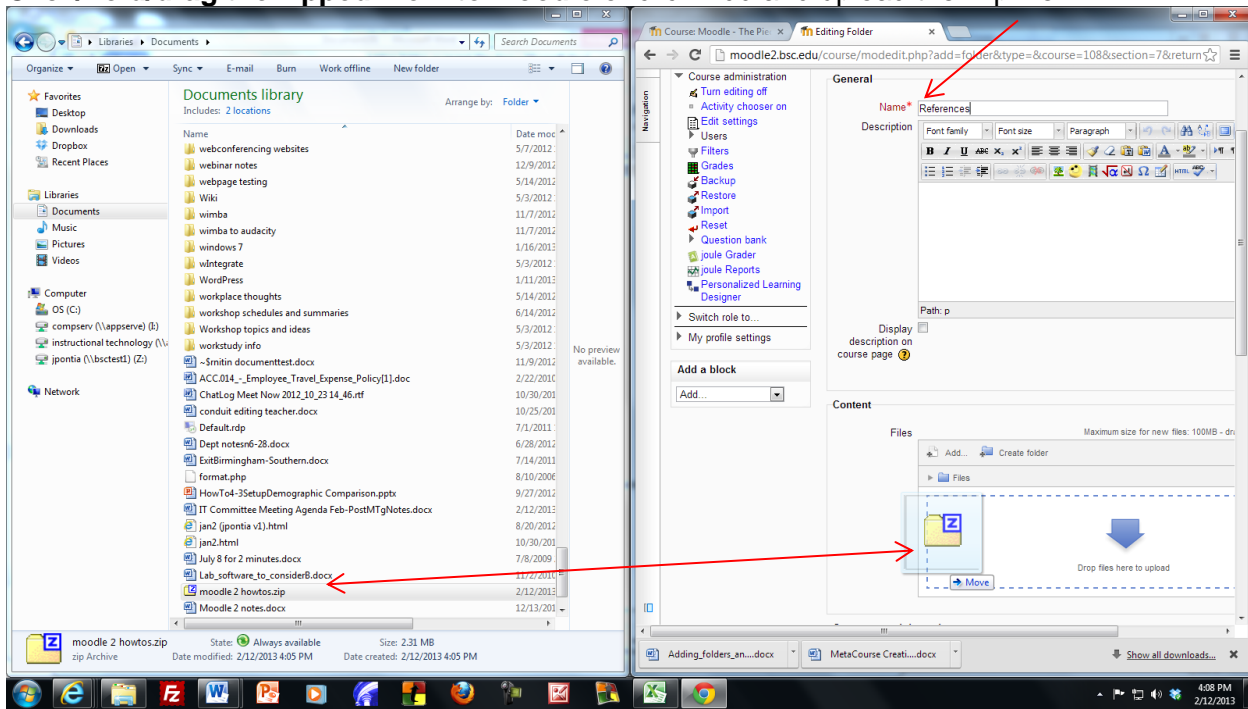
| | |
|---|---|
| **Click the zip file**<br>**Click Unzip** | Download  Delete  Unzip<br><br>Name: moodle 2 howtos.zip<br>Author: Jan Pontia<br>Choose license: All rights reserved<br>Path: /<br><br>Update  Cancel<br><br>Last modified: 12 February 2013, 4:08 PM<br>Created: 12 February 2013, 4:08 PM<br>Size: 2.3MB<br><br>moodle 2 howtos.zip |
| You'll now have your folder of files and your .zip file ( you may want to click the zip file and choose to delete it)<br><br>Click the folder and you'll see all your files there for your students to review.<br><br>**Save and Return** to course | Files                                Maximum size for<br><br>Add...  Create folder  Download all<br><br>▶ Files<br><br>moodle 2 howtos    moodle 2 howtos.zip |

| | |
|---|---|
| **Folder from the Student View Point**<br><br>The student clicks this new folder within the Moodle section. | Topic 7<br><br>MetaCourse Creation ✎ → ⊹ ⚒ ×2 ✗ ✿ 👤 ☰<br>test ✎ → ⊹ ⚒ ×2 ✗ ✿ 🔒 👤 ☰<br>discuss this ✎ → ⊹ ⚒ ×2 ✗ ✿ 🔒 👤 ☰<br>MetaCourse Creation ✎ → ⊹ ⚒ ×2 ✗ ✿ 👤 ☰<br>References ✎ → ⊹ ⚒ ×2 ✗ ✿ 👤 ☰<br><br>? Add a resource...   ? Add an activity |
| They will then be given access to all those files. | **References**<br><br>▼ 📁<br>  ▼ 📁 moodle 2 howtos<br>    📄 Adding_files.docx<br>    📄 Adding_folders_or_several_files.docx<br>    📄 Add_update_delete_files.docx<br>    📄 MetaCourse Creation.docx<br>    📄 Sending_Email_to_students.docx<br>    📄 ~$ding_folders_or_several_files.docx<br>  📦 moodle 2 howtos.zip |
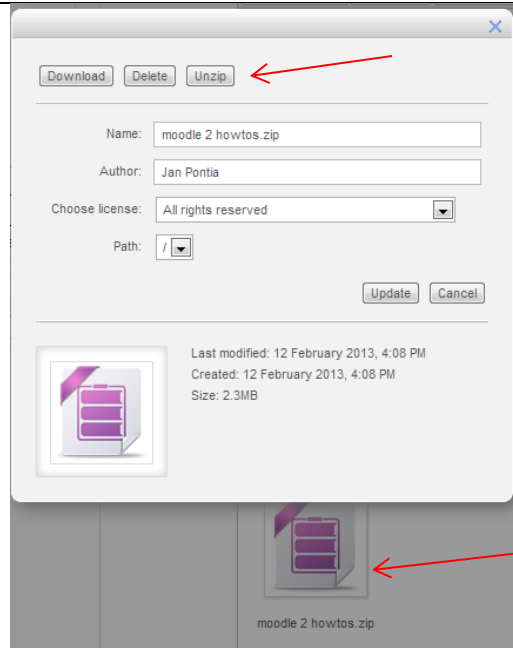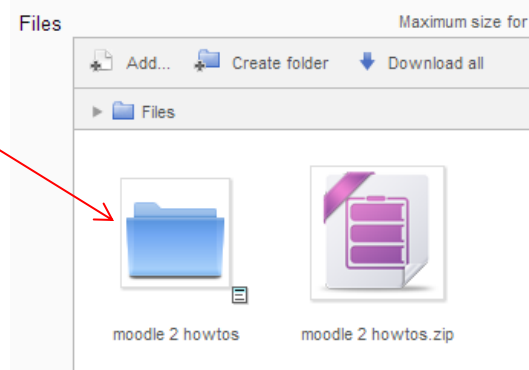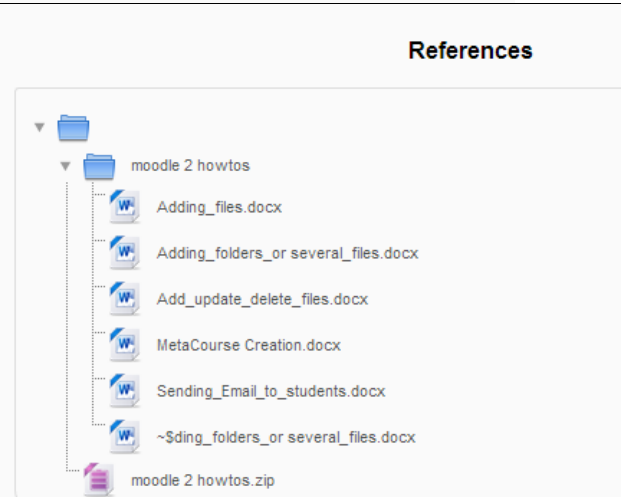
# Linking to a Website

| Turn editing on From **Add a resource**, select **URL** | Name the site **Copy/paste or type in the URL** to the site | |
|---|---|---|
| Add a resource... Book File Folder IMS content package Label Lightbox Gallery Page URL Add a resource... | Decide how you'd like to **Display** the page. Options: Automatic, Embed, Open or In pop-up **Save** |  |

| Automatic: | Embed: |
|---|---|
|  |  |
| **Open: replaces moodle page with website** | **In pop-up:** |
|  |  |
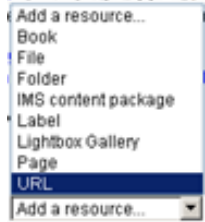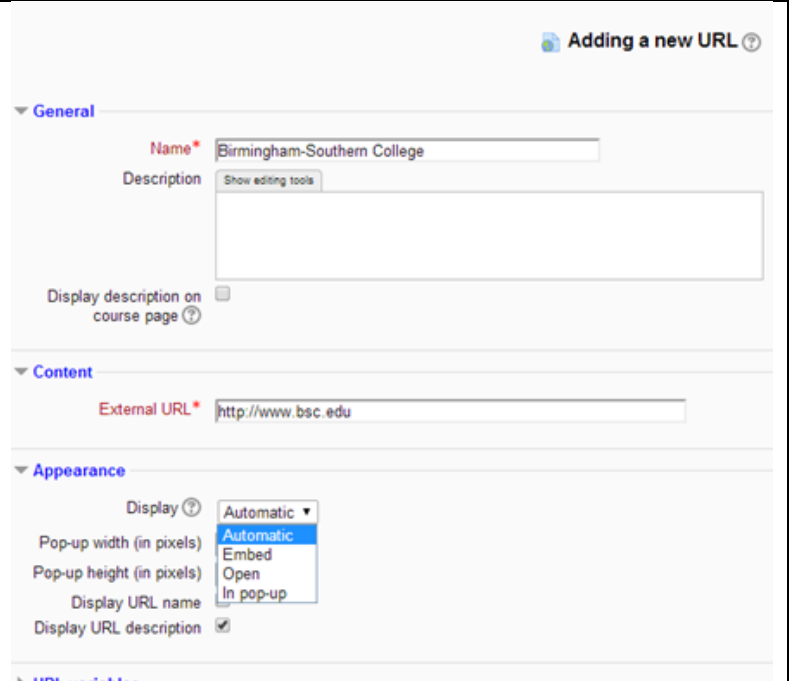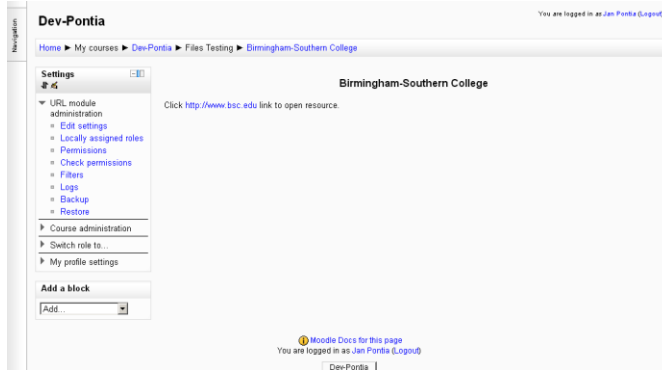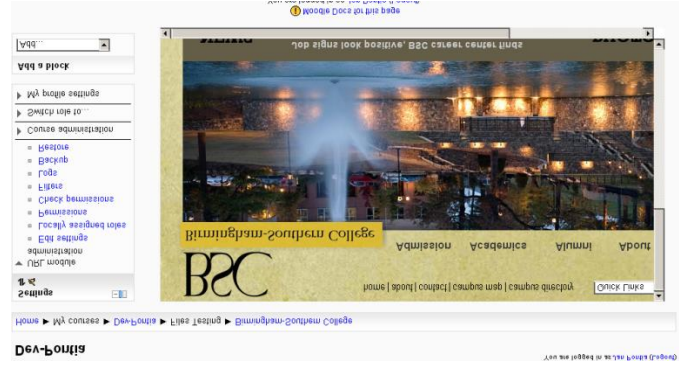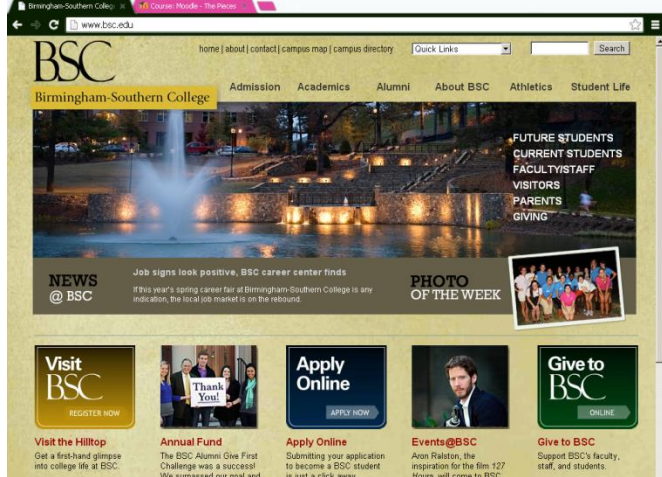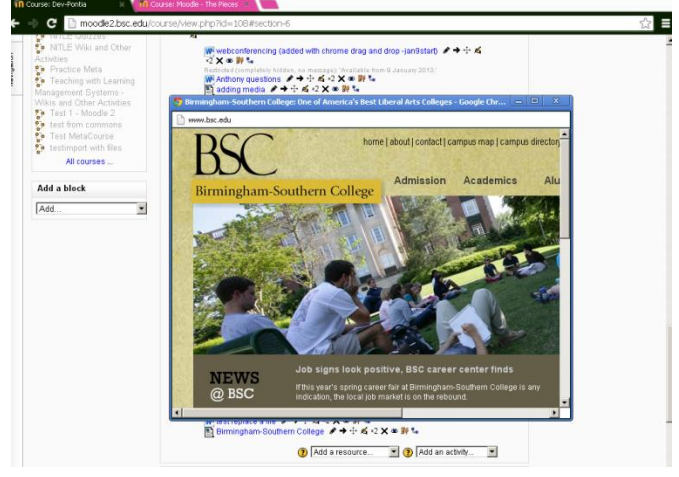
# Adding and Removing Students

**Adding people to your course (such as a TA as a Teaching Fellow or a student)**

| | |
|---|---|
| **Click Users** <br> **Click Enrolled Users** <br><br>  <br><br> **Click** either **Enrol Users** button |  |
| Choose what role you'd like the user to have from the dropdown list. **Choose Student** for example <br><br><br> In the search box **type in all or part of the last name and press Enter** |  |
| **Click the Enrol button** next to the correct name <br><br> The Enrol button will disappear after that. <br><br> **Click Finish enrolling users** or simply close the box with the X in the upper right corner |  |

**To Remove a person:** Remove only the people that you have manually added such as a Teaching Fellow.

| | |
|---|---|
| **Click Users**<br>**Click Enrolled users**<br>**Click the X to the far right** |  |
| **Click Continue** to remove the person from your course. |  |

# Sending Email to Students - Using Quickmail

| | |
|---|---|
| **Choose Compose New Email** from the Quickmil course block in the upper right hand area. |  |
| **Choose the appropriate students** or group and **click Add** or you can Add All<br><br>Use attachments if needed.<br><br>**Supply the Subject and Message.**<br><br>Click **Send Email.**<br><br>Delivery is to the student BSC email and happens usually within minutes. |  |