



Quick Guide to Setup and Documents

Table of Contents

I.	Login to Moodle	2
II.	Moodle: Instructor's Course View.....	2
III.	Administration Panel	3
IV.	Course Settings	4
V.	Edit View	5
	1. Moodle Edit Icons	5
	2. Add or Delete Course Blocks.....	6
VI.	Create a Course Title or Header.....	6
VII.	Upload Files	7
VIII.	Create a Link to the Course Syllabus.....	8
IX.	Add Content to the Course.....	9
	1. Adding a Topic Title or Header	9
	2. Add Content Files and Links.....	10
X.	Moodle Resources:.....	10

Floyd E. Saner, Ph.D.
fesaner@gmail.com

This work is licensed under the Creative Commons Attribution-Noncommercial-Share Alike 3.0 United States License. To view a copy of this license, visit <http://creativecommons.org/licenses/by-nc-sa/3.0/us/> or send a letter to Creative Commons, 171 Second Street, Suite 300, San Francisco, California, 94105, USA.

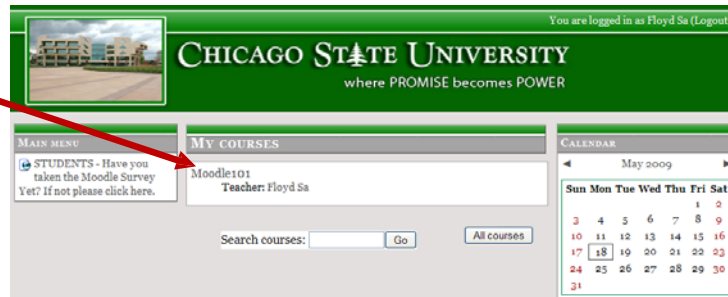
I. Login to Moodle

Login to the Chicago State Moodle Server at:

<http://csumoodle.remote-learner.net/>



Select your course.



II. Moodle: Instructor's Course View

Home ► M101

Switch role to... Turn editing on

Logout

Student view

Toggle editing

Turn editing on

WEEKLY OUTLINE	
News forum	
May 16 - May 22	
May 23 - May 29	
May 30 - June 5	
June 6 - June 12	
June 19	
June 26	
June 27 - July 3	
July 10 - July 16	

Toggle editing

Turn editing on

Settings

Assign roles

LATEST NEWS

Add a new topic...
(No news has been posted yet)

UPCOMING EVENTS

There are no upcoming events

Go to calendar...
New Event...

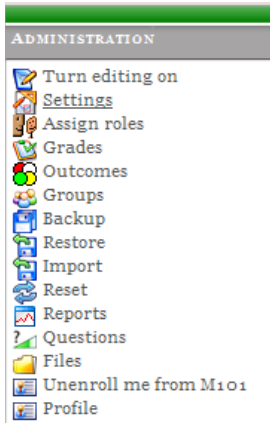
RECENT ACTIVITY

Activity since Thursday, May 21, 2009, 11:21 AM
Full report of recent activity...
Nothing new since your last login

The center portion of the page is where you place course content. Content is organized by week or topic.

The left and right margins are for information, other content or navigation blocks.

III. Administration Panel



The Administration panel provides course-level options for instructors. A brief description of each option is given below. Options underlined and in bold are items you are likely to use.

Turn editing on/off – toggle the edit mode

Settings – change the course summary, topics/weeks mode, number of topics/weeks, course start date, course group mode, language, etc.

Assign roles – add/remove non-editing teachers (course T.A.), students or guests. You will likely never do this with the CSU configuration. All students are automatically enrolled in your course.

Outcomes – a form of grading in which outcome goals are defined and assessed. Rarely used??

Groups – options to define separate groups of students within your course. Each group may have its own activities.

Backup/Restore/Import – save this course in a single zip file (backup); recreate a course from a backup file (restore); get data from another course (import). Course backup will usually be done by your Moodle System Administrator. After you have developed content for several courses, you may want to use the “import” feature to reuse your content.

Reset – Removes all user data from a course and retains the activities. CAUTION!! Talk with your Moodle System Administrator before using this option. There is rarely any need to do this and the result can be disastrous – you will delete all student data and work in the course.

Reports – Moodle tracks the activities of all users. The Reports feature lets you see when students logged in, how long they were in the course and which activities they viewed.

Questions – provides options to create, import and export questions and answers for online tests and quizzes.

Files – Moodle stores all uploaded files, documents and media in a convenient folder-based repository. You access the file repository via this option.

Unenroll me... - it is a bit confusing why this option is available! Don't do it. If you unenroll from a course, the Moodle System Administrator can reenroll you.

Profile – provides access to your personal profile page.

IV. Course Settings

Change course settings by clicking “Settings” in the Administration block.

Items you might change are:

Course Summary:

Format: Select **Topics** or **Weekly**

Number of weeks/topics:

...

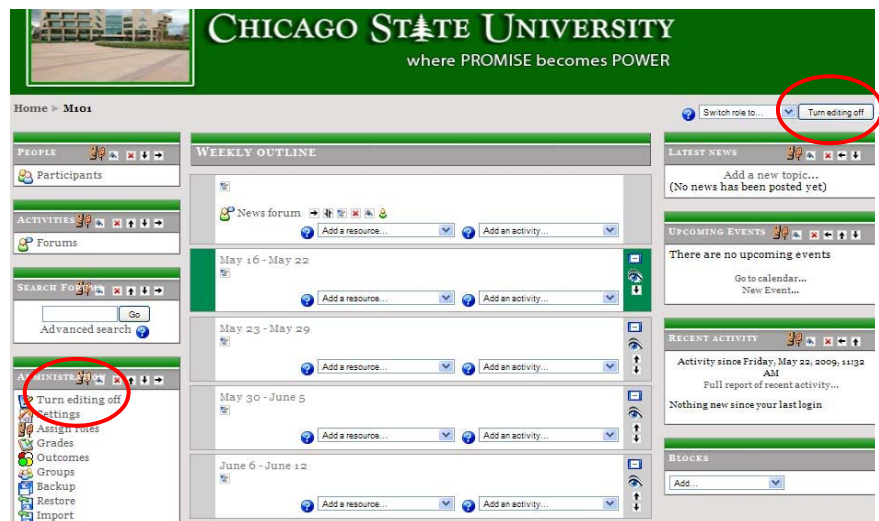
Group mode: Setting a group mode here becomes the default for all activities in the course. This is convenient if all activities are group-based. However, it is more common to leave this setting at “No groups” and set the group mode as appropriate in individual activities.

Language: Sets the Moodle course interface language. Spanish is currently available on the CSU configuration. Changing this setting does not automatically translate content you create.

Click “Save changes” when finished.

V. Edit View

Enable editing by clicking on of the two edit toggle buttons, top right or in administration panel.

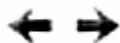


1. Moodle Edit Icons

Most Moodle icons will display explanatory text if the cursor is held over the icon for a few seconds (don't click).



Edit this item. Click the icon to open the edit window.



Change the indent level of this item.



Move this element up or down.



be

“Move to” location. If you are moving a link or item from one topic to another topic, dotted boxes will appear at places to which the item can be moved. Click on the dotted box at the place where you want to insert the item.



Delete this item. Click the icon to delete.



Make the item visible or invisible to students. The open eye means the item is visible; the closed eye means the item is not visible. Click the icon to toggle between the two views.



Notes individual or group activity. One person means individual; two persons means group. Click the icon to toggle between the two choices.



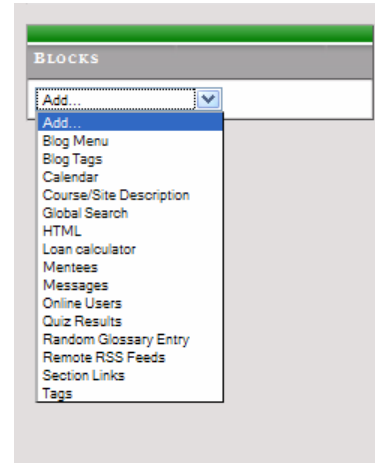
Help (?) or Moodle Docs information (i).

2. Add or Delete Course Blocks

In the edit mode, a BLOCKS panel appears on the right of the page. You may add blocks in the list to the margins of our course.

Blocks you might consider adding:

- Calendar – shows a calendar of course activities and assignment due dates.
- Messages – displays messages sent to the class.
- Remote RSS Feeds – provides links to external RSS feed subscriptions.
- Section Links – provides quick links to each of the course topics or weeks.

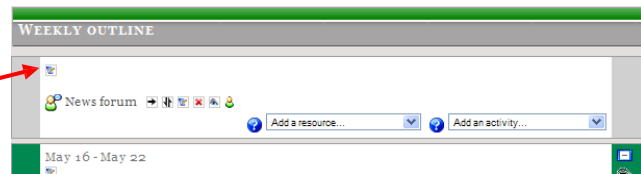


Delete blocks by clicking on the red X when in the edit mode.

VI. Create a Course Title or Header

Be certain you are in the edit mode.

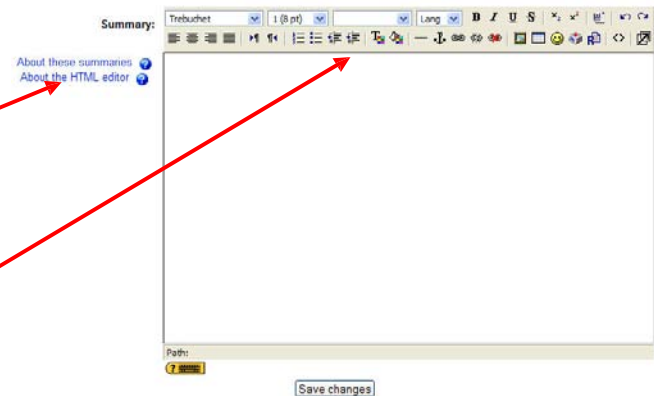
Click the small edit icon in the topmost (unnumbered) section.



After you click the edit icon, an edit box will appear. Text, pictures and other objects placed in this box will appear at the top of the course page.


Click “About the HTML editor” for more information.

Enter and format your content. The formatting icons are similar to those in any common word processor. You may copy/paste content from other computer applications (e.g. Word).



Click “Save changes” at the bottom of the screen.

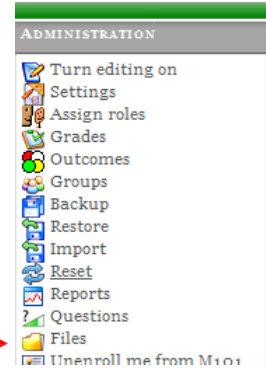
Remember: To add or edit the title at the top of your course page

1. Turn editing on.
2. Click the edit icon. 
3. Edit the content and click “Save changes”.

VII. Upload Files

Select “Files” from the Administration block.

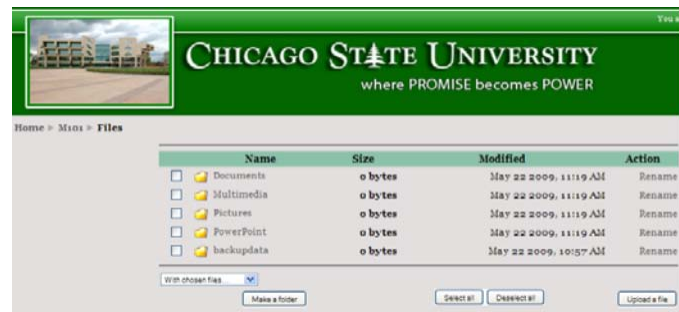
- This is the area where you upload documents such as a syllabus, assignments, PowerPoint presentations, etc.
- You may upload a group of zipped files. Moodle then gives you the option to unzip the files. The file folder structure in the zip file is preserved.
- You may create folders in the file upload area



The file area is initially blank, as shown to the right. You may make a new folder or upload a file.



The file area after creating several folders.



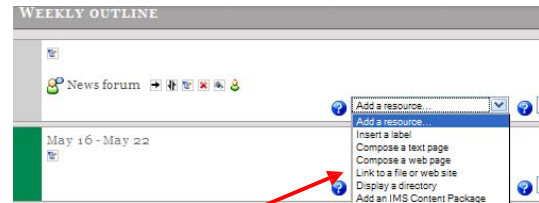
Any document (Word, PowerPoint, PDF, spreadsheet, etc.) you use in Moodle must be uploaded to the file area. You may upload your files in advance, or perform the upload when you create a course link to the document.

VIII. Create a Link to the Course Syllabus

Links to documents and other materials can be placed in any of the center blocks. The numbered or dated blocks are usually used to organize content by week, section or topic. Since the course syllabus is an overview of the entire course, it is usually placed in the topmost block along with the course title.

Turn editing on so your screen looks similar to the picture at the right. Content you already added to the topmost block will be displayed.

Click inside the box “Add a resource”. Be certain you click the box that is inside the topmost (unnumbered) block. A list of possible resources should appear. A “resource” is content you provide to the student – text, web pages, files, documents, etc.

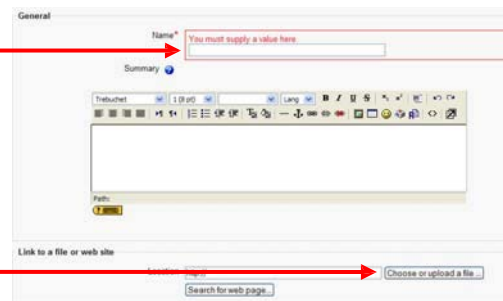


Select “Link to a file or web site”.

Enter a name for the file – Course Syllabus is a good descriptive name.

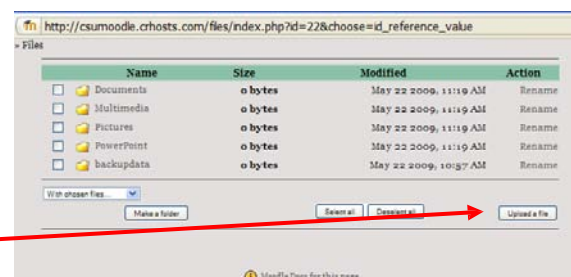
You do not have to enter a summary. The name is descriptive enough.

Click “Choose or upload a file”.



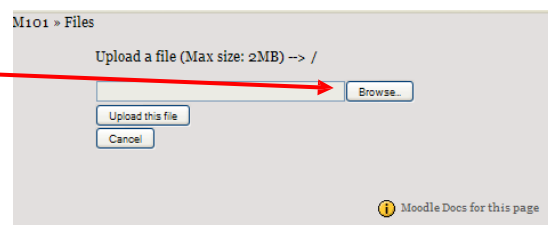
The window that appears is actually the course file area. If you uploaded the syllabus in advance you could choose the document from this screen. In this example we will assume the syllabus file is still on your network drive.

Click “Upload a file”.



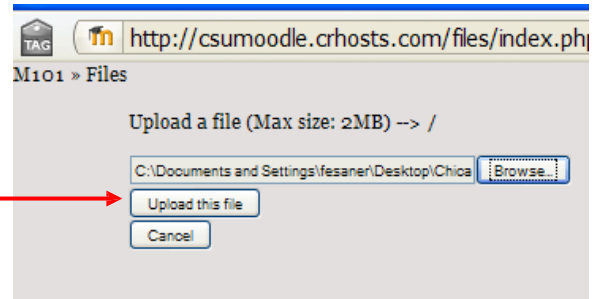
Click “Browse”.

Your standard Windows or Mac file browse window will open. Navigate to the desired syllabus file, select the file and click “Open”.



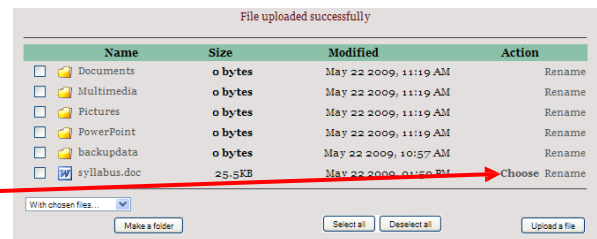
The file location will be entered into the browse text box and you will be returned to the Moodle file upload window.

Click “Upload this file”.



You will return to the course file area and the uploaded file will appear in the list.

Click “Choose”.



You will return to the original window from which you started to upload a file. The difference is that the filename is now in the “Location” box. Scroll to the bottom of this screen and click “Save changes”.

The link should appear in the top section of your course content area.




IX. Add Content to the Course.

To add content to a course, you follow the same process outlined in the previous sections, “Create a Course Title or Header” and “Create a Link to the Course Syllabus”. The only difference is that you add content to one of the numbered or dated sections.

1. Adding a Topic Title or Header

Follow the steps in “Create a Course Title or Header.” To add or edit a topic title:

1. Turn editing on.
2. Click the edit icon. 
3. Edit the content and click “Save changes”.

2. Add Content Files and Links

Be certain you are in the edit mode.

Click inside the box “Add a resource”.
Be certain you click the box that is inside the topic you want to edit.



Select a resource to add:

- **Insert a label**: Compose text that will display in the topic block. Keep this short. For more lengthy instructions or text, use “Compose a web page” or create a document and link to the document.
- *Compose a text page: ignore this (use web page).*
- **Compose a web page**: Create a link to text and images you create in the Moodle editor (essentially the same editor used to create content titles).
- **Link to a file or web site**: Create a link that opens an external web site or an uploaded file (e.g. Word, PowerPoint, Excel...).
- **Display a directory**: Create a link to a directory or subdirectory in the course files area. By carefully creating folders and subfolders in the Moodle files directory, you can selectively give students access to some files and not others.
- *Add an IMS Content Package: ignore this.*

X. Moodle Resources:

Moodle main site <http://moodle.org/>
Moodle documentation site <http://docs.moodle.org/>