Moodle 3.5 Quick-Start Guide for Faculty

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Explore the look of "New Moodle"

1. Upon logging into Moodle, go to your "Navigation" block to the lower left of your screen. Here you will see a listing of your courses, new and old, as usual.

Moodle 3.5 Resources	This is Lake Forest College's Moodle 3.5, Liberal Arts Edition
24 Oct, 09:27 Connie Corso Dider topics	
	Course categories
ADMINISTRATION Front page settings	► Expand a
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tome Dashboard My courses Academic Technology	

2. You will also notice a new way to look at your courses called the "Dashboard." Everyone in Moodle now has their own personal page, referred to as a Dashboard. The Dashboard is a powerful tool for students too as this is where they have an overview of the courses that they are enrolled in and any activities which need to be given attention.



For more detailed information on the Dashboard feature, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Dashboard

Import a Previous Course

- 1. Start by navigating to and entering the course to which you want the past course information added.
- 2. From the course Administration block click on the "Import" link.

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 Course administration 	
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Turn editing off	
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1 Unenrol me from Test Course F	all 2018 - Connie
T Filters	
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Restore	
import	
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Reset	
Question bank	

3. Choose the course you want to import by typing the course number into the Search box and hit Enter or Return on your keyboard or click on the "Search" button.

Select a course	More	than 10 courses found, showing f	irst 10 results
		Course short name	Course full name
	0	restoring	Course restoration in
	0	Welcome to Moodle 3.5 TEST	Welcome to Moodle 3
	0	MUSA 412 17, 2018-30	Applied Music (MUSA
	0	MUSA 412 09, 2018-30	Applied Music (MUSA
	0	MUSA 312 01, 2018-30	Applied Music (MUSA
	0	MUSA 111 06, 2018-30	Applied Music (MUSA
	0	SOAN 110 03, 2018-30	Intro to Sociology and
	0	PSYC 221L 02, 2018-30	Research Methods & S
	0	PSYC 195 01, 2018-30	Cross-Cultural Psycho
	0	PHIL 200 01, 2018-30	Philosophy & Gender
	The	re are too many results, enter a m	ore specific search.
	-		
(CHE	M 105 S	earch

4. Make your selection and click "Continue."



5. All of the major Import settings will be checked by default. Choose what you want to carry over to the new course, and then click the "Next" button.



6. Your selection choices will become more granular and you can deselect individual items you may not need. For instance, you might not need to import the "News forum" if it was devoid of content. You will have a new news forum in the new course. Once you are finished, click the "Next" button.

Select	All / None (Show type options
Chemistry 105 - The Chemistry of Art, Summer 2017	
News forum	
News forum	
Syllabus and tentative schedule 📄	
Bauer Citation page	
Joesten Citation page	
Vision and Art Citation page	
Periodic Table	
Tuesday, 5/16	
Purchase Textbooks	
Causes of color	
Joesten. Chapt 3. pp. 48-75	

7. Now you will see a "Confirmation and Review" page that shows you all the choices you have made. Click the "Perform import" button to continue.



8. Have patience while the import is loading. Once it is completed, click the "Continue" button to return to your new course. Everything you imported should appear and you will need to adjust settings like hide/ unhide and dates.

1. Course selection ►	2. Initial settings ► 3. Schema settings ► 4. Confirmation and review ► 5. Perform import ► 6. Complete	
	41.42 secs	
Import complete. Click continue to return	to the course.	×
	Continue	

For more detailed information about importing materials from a previous semester, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Import_course_data#How_to_import_activities_or_resources

Course format

- 1. Go to the gear icon in the administration block of the course.
- 2. Click "Edit settings."

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ADMINISTRATION	
Course administration Edit settings	8 Novem

- 3. Expand the "Course format" section.
- 4. Select the desired Format from the drop-down menu topics, weeks, single activity, or social.

Course format	
Format (?)	Weekly format
Hidden sections ⑦	Hidden sections are shown in collapsed form
Course layout ③	Show all sections on one page

5. Scroll down to the bottom of the page and click "Save and display."

Adjust the number of weeks or topics in the course

- 1. Go to the gear icon in the administration block of the course.
- 2. Click "Edit settings."
- 3. Expand the "Course format" section.
- 4. Change the Number of weeks setting from the drop-down menu accordingly.
- 5. To adjust the number of topics, go to the main topics area of your course. Scroll to the unused topics and delete from there.

🕈 Topic 16 🖉	Edit
🕂 Add an	Edit topic
	© Highlight
	Hide topic
	× Delete topic

6. To add topics to your course, scroll to the bottom of your topics area and click on the "+Add topics" button and configure from there.



7. Scroll down to the bottom of the page and click "Save and display."

Adjust the start date of the course

- 1. Go to the gear icon in the administration block of the course.
- Under "General," navigate to the "Course start date" and adjust the date accordingly. Monday through Sunday weekly format is the most commonly used, as it follows the typical calendar week. However, some faculty like to set the start date to reflect the day of the week the class meets.
 Edit course settings

Course full name *	3	Test Course Fall 2018 - Connie
Course short name *	٢	Test Course Fall 2018
Course category	٢	Miscellaneous / Test Courses
Course visibility	٢	Show v
Course start date	(?)	11 V October V 2018 V 00 V 00 V m
Course end date	(?)	31 January 2019 01 00 mm Finable

3. Scroll down to the bottom of the page and click "Save and display."

Add a Block

1. Moodle is made up of many modular components called "Blocks." There are several specific types of Blocks that do not appear in Moodle by default. Those unused Blocks are kept in the "Add a block" block that appears on your course page to the left when you have Editing turned on. You can configure your blocks from this tool.

Add	~
Add	~
Activities	
Activity results	
Admin bookmarks	
Attendance	
Blog menu	
Blog tags	
Calendar	
Comments	
Competence Grid	
Course completion status	
Course/site summary	
Courses	
Filtered course list	
Global search	
HTML	
Latest badges	
Learning plans	
Logged in user	
Mentees	~

For more detailed information about Blocks, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Blocks

Upload and Display a File

1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.



- 2. If you are adding a file, you can drag and drop from your device into the week or topic area to which you want to add the resource.
 - a. If drag and drop does not work, check the following. Make sure you are using the Firefox browser as recommended by Moodle. If you get a message to update your version of Java, do so.
- 3. You can also browse to add a file. Enter the week or topic block where you want to add a file. Click on the "+Add an activity or resource" menu.



4. Select "File" and click the "Add" button.



- 5. Fill in the name of the file.
- 6. Browse to the location of the file you want to upload. Adding a new File to 11 October - 17 October •



7. Under "Appearance," choose the display type. A good choice is "In pop-up" so that students do not have a resource loaded in place of the Moodle page. Click on "Show more" and double the size of the pop-up feature which makes the file much more visible to the students.



8. Scroll down and click the "Save and return to course" button.

Add a Resource

- 1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.
- 2. Enter the week or topic block where you want to add a Resource. Click on the "+Add an activity or resource" menu.
- 3. Select the type of Resource you wish to add (Page, URL. Label, etc.).
- 4. Fill in the required areas and demarked by a red asterisks (*) and adjust settings as necessary.
- 5. Scroll down and click the "Save and return to course" button.

For more detailed information on adding resources, visit the Moodle Docs page on this topic.

https://docs.moodle.org/en/Resources

Add an Assignment

- 1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.
- 2. Enter the week or topic block where you want to add a file. Click on the "+Add an activity or resource" menu.
- 3. Select "Assignment" from the pop-up that appears and then click the "Add" button.

	The assignment activity module enables a
🛛 🍶 Assignment	teacher to communicate tasks, collect work and
Attendance	provide grades and feedback.
	Students can submit any digital content (files),
Chat	such as word-processed documents,
Choice	spreadsheets, images, or audio and video
• • • • • • • • • • • • • • • • • • • •	clips. Alternatively, or in addition, the
Database	assignment may require students to type text
Letternal tool	directly into the text editor. An assignment can
External tool	also be used to remind students of 'real-world'
Forum	assignments they need to complete offline,
	such as art work, and thus not require any
Glossary	digital content. Students can submit work
Lesson	individually or as a member of a group.
Questionnaire	When reviewing assignments, teachers can
Questionnaire	leave feedback comments and upload files,
Quiz	such as marked-up student submissions,
31 Scheduler	documents with comments or spoken audio feedback. Assignments can be graded using a
SCORM package	numerical or custom scale or an advanced
	grading method such as a rubric. Final grades
Survey	are recorded in the gradebook.
Wiki	() More help
ESOURCES	
Book	
Ad	Id Cancel

- 4. Create the activity and set the parameters. Give the assignment a name and description.
- 5. Set "Available from" and due dates/times. Note that Moodle uses a 24-hour clock.
- 6. You may choose to set a "cut-off date" which allows students a grace-period of time to submit the assignment late. Moodle will add a timestamp.
- 7. By default, the assignment tool will allow students to upload one file. You can allow more than one file submission. You can also allow students to use the "Online text" format for the assignment.

- General) E
Assignment name *	Reading Analysis Week 1
Description	
	Instructions
	Read the PDF located in week 11 October - 17 October. Provide a one-page analysis using the Stratford method
Display description on course page	
Additional files ③	Nacinum size for new files
	> The state of the
	-
	You can drop files here to add them.
 Availability 	
Allow submissions from ③	11 V October V 2018 V 00 V 00 V 11 V Enable
Due date 💮	3 V December V 2018 V 23 V 59 V 🛍 V Enable
Cut-off date 💿	5 November 2018 12 12 12 12 Enable
Remind we to grade by ③	5 V December V 2018 V 16 V 00 V III V Enable
Always show description ③	
 Submission types 	
	✓ File submissions ③ □ Online text ③

8. Scroll down and click the "Save and return to course" button.

For more detailed information on adding and setting up assignments, visit the Moodle Docs page on this topic.

https://docs.moodle.org/en/Assignment_module

View Course as a Student

- 1. Go to the User menu at the top right of your course page.
- 2. Click to expand the menu and select "Switch role to."



3. Click on the "Student" option. Your page will refresh, and you will see your course as a student. Switch role to...



4. Once you finish with this view, you can return to the role of "Teacher" by going back to the User menu at the top right of your course page and select "Return to my normal role."



5. To continue working on your course, click the "Turn editing on" button again.

Update Profile and Change Settings

- 1. On any Moodle page, go to the User menu in the top right corner of the page by the log in/ log out.
- 2. Expand the User menu and click on "Profile."



3. Under "User Details" click on the "Edit profile" link.

User details	
Email address corso@lakeforest.edu	Edit profile
Country	
United States	
City/town	
Not Available	
Web page	
http://centers.lakeforest.edu	

- 4. Enter your city and Country.
- 5. In the "Description" box, enter any information such as Office Hours and a brief bio.

Email address *	eorso@lakeforest.edu
Email display ③	Allow only other course members to see my email address
City/town	Lake Forest
Select a country	United States ~
Timezone	America/Chicago
Description ③	Office Hours: Monday through Sunday: Noon to Midnight and by appointment

6. Upload a picture or an avatar that will accompany your user name.

 User picture 	
Current picture	Ś
Delete picture	ц П
inen pierare	з
	+ 🛄 Fiku
	You can drop files here to add t
	Accepted file types:
	image files used on the web. ghttps://pog.gog.png.cog.sign
Picture description	conne corso

Editing Icons Key

Icon	Name	Description
L	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
CO.	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.
© Ø	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.
2+	Assign Roles	Allows you to change what a user can do with a specific page or file within a course.
1	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.
8 22	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
$\langle \rangle$	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.