



Faculty Quick Start for Moodle

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What Is Moodle?

Moodle is an online component to a traditional classroom course, otherwise known as a Learning Management System or LMS. An LMS allows you to provide course information, resources, and activities for your students in a web-based environment; collaborate with your students by having them contribute to the course in a variety of activities; and assess your students using online quizzes and assignments.

<http://moodle.bard.edu>

Firefox

Moodle is best viewed and used in the free Firefox browser. To download the latest versions of Firefox, go to: <http://www.mozilla.com/en-US/firefox/all.html>. Once you've installed Firefox, you need to allow pop-up windows for certain features in Moodle to work.

- To do this in Windows, click **Tools>Options>Content Tab**. Make sure **Block Pop-up Windows** is **not** checked. Click **OK**.
- To do this on a Mac, click **Firefox>Preferences>Content**. Make sure **Block Pop-up Windows** is **not** checked.

Logging In

To access Moodle go to <http://moodle.bard.edu/> Login using your **Bard e-mail username** and **password** in the boxes provided. Reminder: your username is your Bard e-mail address minus the **@bard.edu**. The Login is case sensitive. Your password is the same one provided to you with your Bard e-mail. If you cannot remember your password, please contact the Helpdesk at 845-758-7500 or helpdesk@bard.edu.

Log in

Login using your Bard Username and Password:

Username:

Password:



Requesting a Course

To request a Moodle course:

1. Go to <http://moodle.bard.edu>.
2. Click **Request a Moodle Course**.
3. Fill out the form provided completely.
4. Click the **Submit** button.

Once your course has been created, you will receive an e-mail from the Moodle administrator containing the Student Enrollment Key. **You must distribute this key to your students in order for them to enroll in your course.**

Weekly vs. Topic Format

Your course content can be organized in one of two ways: by **Week** or by **Topic**.

Weekly Format

Weekly Format displays your course content in dated weekly blocks designed to hold information pertaining to that week. By default the blocks display the dates of the sixteen weeks of the semester.

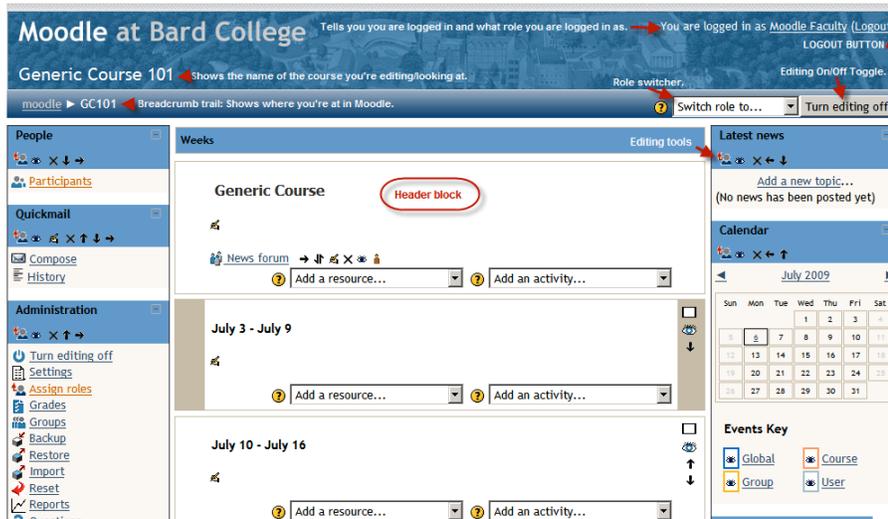
Topic Format

Topic Format displays your course content in blocks designed to hold information pertaining to a topic within your course. By default the blocks display numerically but can be edited to display the topic name.



Course Page Overview

The following is a view of a sample course page. These are the default blocks that display when you create a new course. You will see 3 columns left to right. The middle column is where you will put your course text, information, and resources organized by a week or topic. This view is in editing mode. Below are brief descriptions of these default blocks.



- **People** contains a list of all the students and participants enrolled in this course.
- **Quickmail** is Moodle's internal mail program allowing the Professor to contact all participants in their course. Messages sent using this program are delivered to the Participant's external or Bard e-mail accounts.
- **Administration** contains links allowing Professors to manage course settings, student and teacher enrollments and their groups, the course gradebook, and custom grading scales. Students only see a link to their Profile and Grades in this block.
- **Latest News** displays recent posts made in the **News Forum**, along with a link to older archived news. See the **News Forum** description in the Adding Course Content section of this document.
- **Calendar** is a useful tool for displaying events for administrators, course members, course groups, or individual students.



Course Settings

You may want to edit some course settings such as **Course Format**, **Enrollment**, and **Availability**. The link to **Settings** is located in the left column in the **Administration** menu.



Course Format

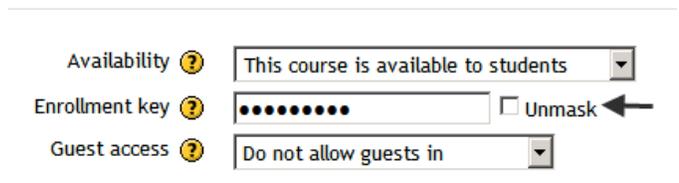
1. In the **Format** drop-down box, select a format: topic or weekly.
2. Change the number of weeks/topics if necessary.
3. Save changes.



Course Enrollment

An enrollment key is provided to you when you request a course. Enrollment keys **must be given to your students so that when they login to Moodle they can enroll in your course.**

1. In the Availability drop-down box you can opt to make the course available to students or not.
2. To retrieve or change your key, go to the **Availability** block in the course **Settings**. By default the key is shown in security characters.



3. To view the key, check the **Unmask** box.
4. To change the key, type a new key in the **Enrollment key** text box.
5. Go to the bottom of the **Settings** page and click **Save changes**.

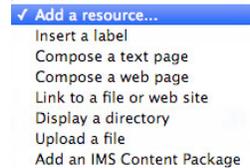
NOTE: If you forget your enrollment key follow the procedure above for retrieving it.



Adding Course Content

Adding Resources

Resources represent the content elements of your course. Resource elements can take the form of prepared files uploaded to the course server; pages edited directly in Moodle; or external web link to external web pages.



Insert a label A label is not a true activity. It is a “dummy” activity that allows you to insert text and graphics among the activities & resources on your course page. This is good for organizing course materials as they are displayed on your course.

 **Compose a text page** Composing a text page allows you to create a simple page using plain text. These are useful for basic information or instructions.

 **Compose a web page** This sort of resource makes it easy to develop a complete single webpage within Moodle by using the html formatting tools.



Link to a file or website This resource allows you to link to any webpage or public file on the internet. It also allows you to link to any webpage or file that you have uploaded into your course files area from your own computer. Normal webpages are simply displayed as they are, while multimedia files are dealt with more intelligently and may be embedded within a webpage (as is possible with YouTube). For example, MP3 files will be displayed using a built-in streaming player, as will movie files, and flash animations.

 **Display a directory** This resource allows you to create a link to a directory displaying all of your course files and folders. Students can then browse and view all those files. See the **Administration>Files** tool for organizing files and folders.



Upload a file This resource allows you to upload one file at a time for each block. Files can include images, audio files, movies, text, and PP presentations.



Adding Activities

Moodle contains a wide range of **Activities** that can be added to your course. Activities represent the more interactive elements of your course.

Add an activity...

 This activity allows you to create **Assignments** that require or enable a student response or file upload, such as a Microsoft Word Document. Good for collecting essays.

 **Choice** allows you to set up a single-question poll. Choices can be used for scheduling or class direction.

 **Database** allows the teacher and/or students to build, display, and search a bank of record entries.

 **Feedback** is used to create a response form with multiple questions. Useful for any type of evaluation.

 **Forums** are asynchronous-discussion sites. Students can post and comment on other student posts. Useful for online discussions that need not or cannot be live.

 **Glossary** allows participants to create and maintain a list of definitions.

 **Journals** is a private-student journal that is only shared with the professor. Also contains feedback and grading functions.

 **Lesson** is a module that can be used to give ordered class material. This activity allows for comprehension questions at the end of each lesson.

 **Questionnaire** is used to create a simple response form with several types of questions.

 **Quiz** is used to create customizable tests, quizzes, essays, or any sort of graded (or non-graded) assignment.

 **Scheduler** helps you to schedule one-on-one appointments with all of your students.



Administration

Features in the administration block allow professors to manage Course settings, student and professor enrollments and their groups, view the course gradebook and create custom grading scales.

 **Turn Editing Off/On** is a toggle between Turn Editing Off and Turn Editing On. The same toggle button is available in the upper right hand corner of your window.

 **Settings** control how course materials appear to the participants of a course. Options include the course format, course start and end date, groups, and enrollment key.

 **Assign Roles** allows a professor to assign a permission-based role to any Moodle user. You can grant permissions to a course collaborator, teaching assistant, reviewer, student, and participant.

 **Grades** can be calculated, aggregated, and displayed in a variety of ways. Many activities in Moodle, such as assignments, forums and quizzes may be given grades. Grades may have numerical values, or words/phrases from a scale or rating system.

 **Groups** allows a professor to organize students and participants to one or more groups within a course. This is useful for group-based course activities

 **Backup:** A course can be saved with some or all of its parts by using the course backup. Although the Moodle administrator will set a schedule of site wide backup for all courses, professors are encouraged to save their own backup locally for safekeeping. Files are initially backed up in the Administration area and stored in a backupdata folder. A backup file can also be uploaded to your computer or other drive.

 **Restore:** Courses can be restored from a backup made by Moodle. Course backups are usually stored in the Administration>Files>backupdata folder. There is a restore link next to every course backup.



 **Import:** Course data may be imported from any other course for which the professor has editing rights. This will allow professors to re-use instead of re-creating one or more activities and resources (objects). This feature will not import student or professor data, such as forum posts and discussions. It will only import the structure and files for the activities.

 **Reset** allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that the items you choose to delete cannot be retrieved once you Reset the course.

 **Reports** allows the professor to look at course/site logs and user activity reports.

 **Questions** allows a professor to create, preview, and edit questions in the course question bank. These questions can then be used in Quizzes and in a lesson activities.

 **Files** allows you to upload and organize files and folders for your course. Any digital file format can be uploaded for inclusion in an activity, resource, course section, link, or direct download.

 **Un-enroll Me From...** Clicking here will allow you to un-enroll yourself from a course.

 **Profile:** Is where your Profile information is stored and can be edited in Moodle.