

Getting Started in Moodle

1. Click Settings on the left in the Administration box.
2. Leave the Category, Full Name, and Short Name as is unless you talk to your local technology person.

The screenshot shows the 'Edit course settings' page in a Windows Internet Explorer browser. The page title is 'Algebra II - 8th Period'. The breadcrumb trail is 'fisdmoodle > ALGI18 > Edit course settings'. The user is logged in as 'Krista Scott'. The 'General' tab is selected. The settings are as follows:

Setting	Value
Category	High School
Full name*	Algebra II - 8th Period
Short name*	ALGI18
Course ID number	
Summary	

3. Leave Topics format. Select the Number of weeks/topics you want to show based on the number of units you want to show in your course. The top box with the News Forum does not count in this number. You typically won't change any of the other settings in this section under Settings.

The screenshot shows the 'Advanced' tab of the 'Edit course settings' page. The settings are as follows:

Setting	Value
Format	Topics format
Number of weeks/topics	10
Course start date	27 August 2009
Hidden sections	Hidden sections are shown in collapsed form
News items to show	5
Show grades	Yes
Show activity reports	No
Maximum upload size	75MB
Is this a meta course?	No
Default role	Site Default (Student)

4. The only other section you might change in Settings is Groups. If you want to have more than one class period under the same class, you will select Separate Groups. This will allow the students to only see the information for students in their class period.

The screenshot shows the 'Groups' tab of the 'Edit course settings' page. The settings are as follows:

Setting	Value
Group mode	No groups
Force	No

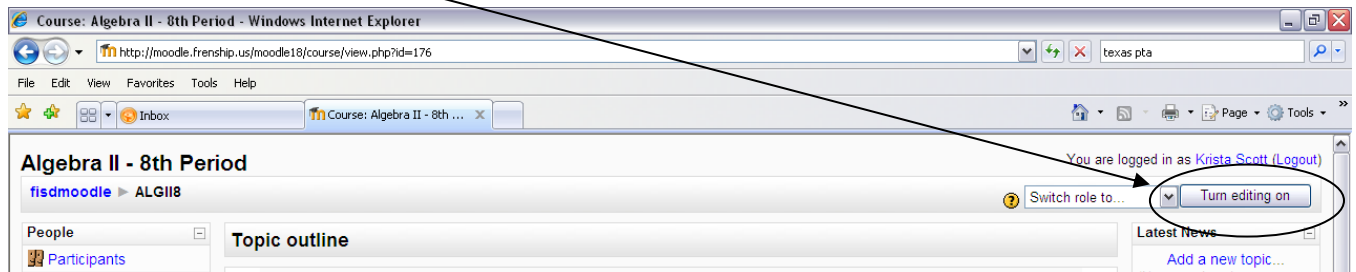
5. Once you have adjusted the Settings, you are ready to start adding assignments and other information in your course.

TIP: If you have a question about Moodle, click the corresponding question mark for more information.

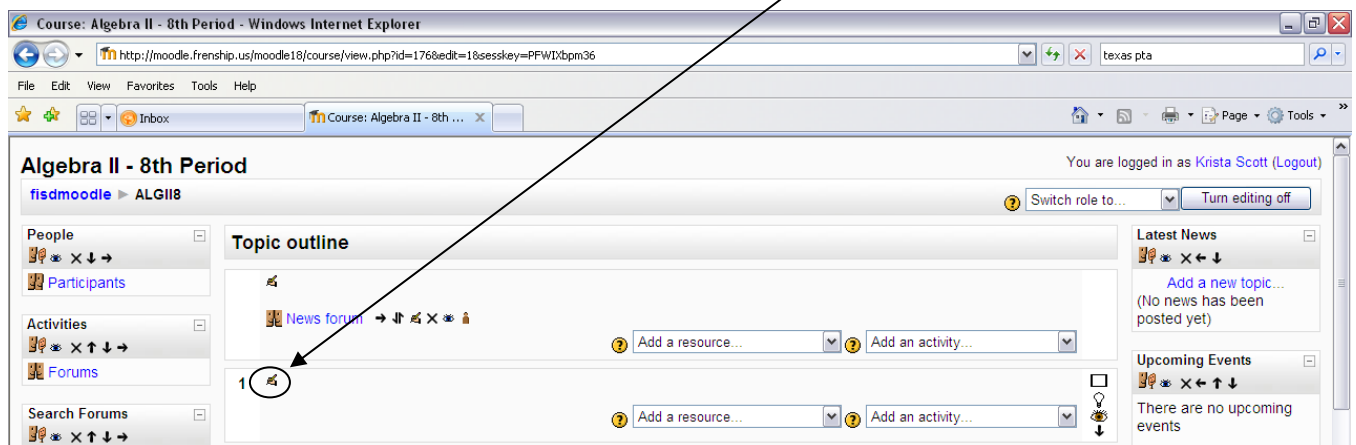
This is a close-up of the 'Group mode' setting. The text 'Group mode' is followed by a yellow question mark icon in a circle. To the right of the icon is a dropdown menu currently showing 'No groups'.

Adding Labels to Each Section in Moodle

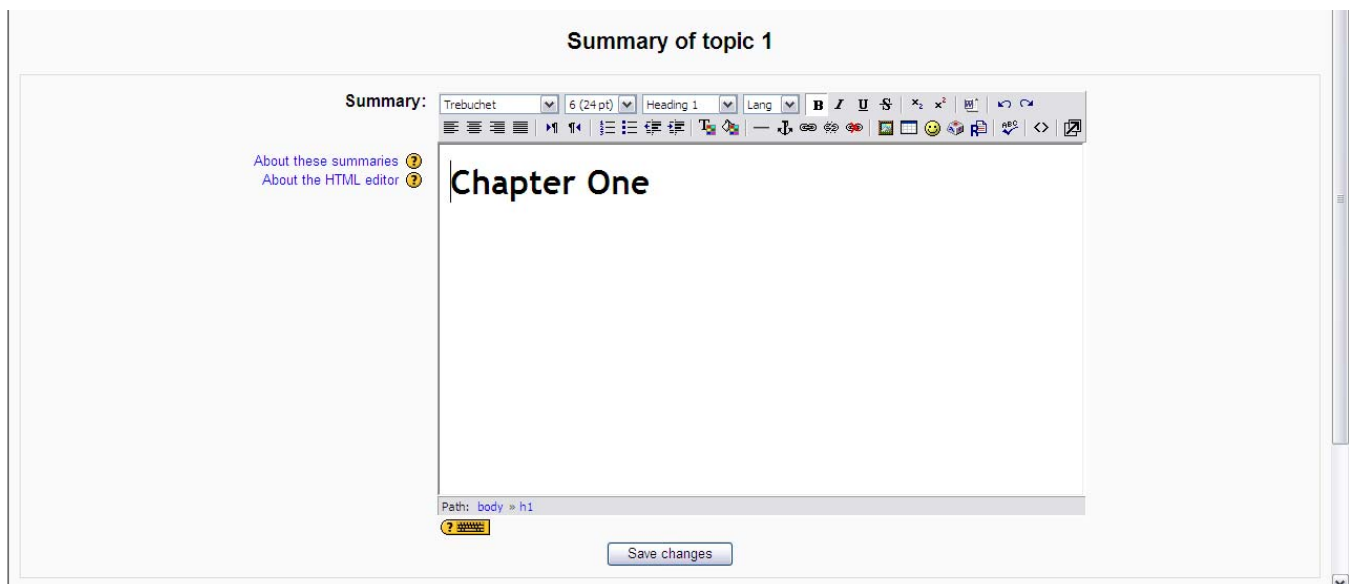
1. Before you start adding information, you have to change the course to Edit Mode by clicking Turn editing on.



2. To add a label or title to each Topic (or unit), click the hand for the section.

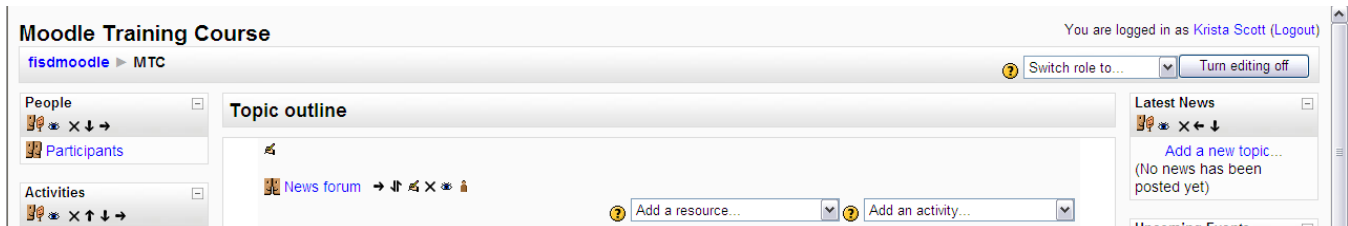


3. Once you click on the hand, you get an area that mimics a Word document. This is where you type your information and format it. You can also format the label in Word and copy and paste it or make in Photoshop to add. Once complete, save changes.



Getting Started with Resources and Activities in Moodle

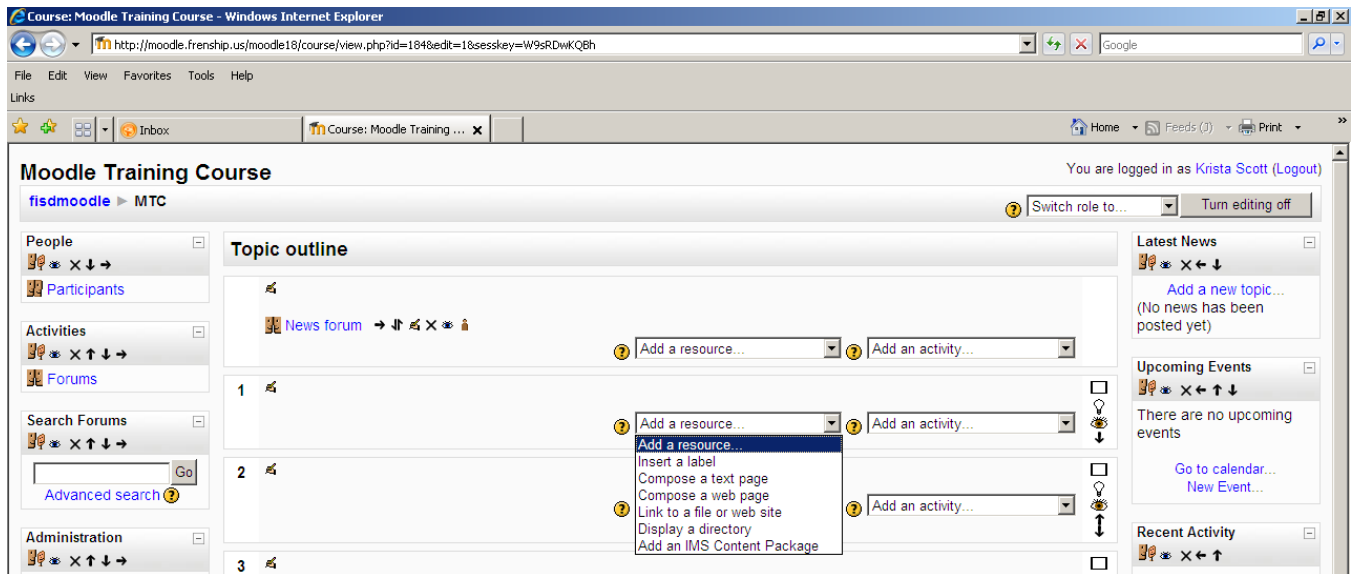
1. Box above section one: Great location for course title and important information students may need access to throughout the course.
2. News Forum: This forum is always in the top box above Section 1. This is a great place to post announcements to your class/students. If you choose to use this, train your students to look here. If you choose to not use it, you can close the eye to the left to hide it.



3. Every resource and activity has the emblems above when added. They will allow you to do the following:
 - a. Left arrow – indent resource/activity
 - b. Arrow pointing up and down – move the resource/activity to a different location in the course
 - c. Hand – edit the information for the resource/activity
 - d. X – delete the resource/activity from the course (activities and documents will remain under files until deleted)
 - e. Eye – hide information (eye closed) or unhide information (eye open)
 - f. Person – displays group status

Resources in Moodle

When you are ready to enter a resource, you will click on the drop down menu for Add a resource. The resource types are described below.

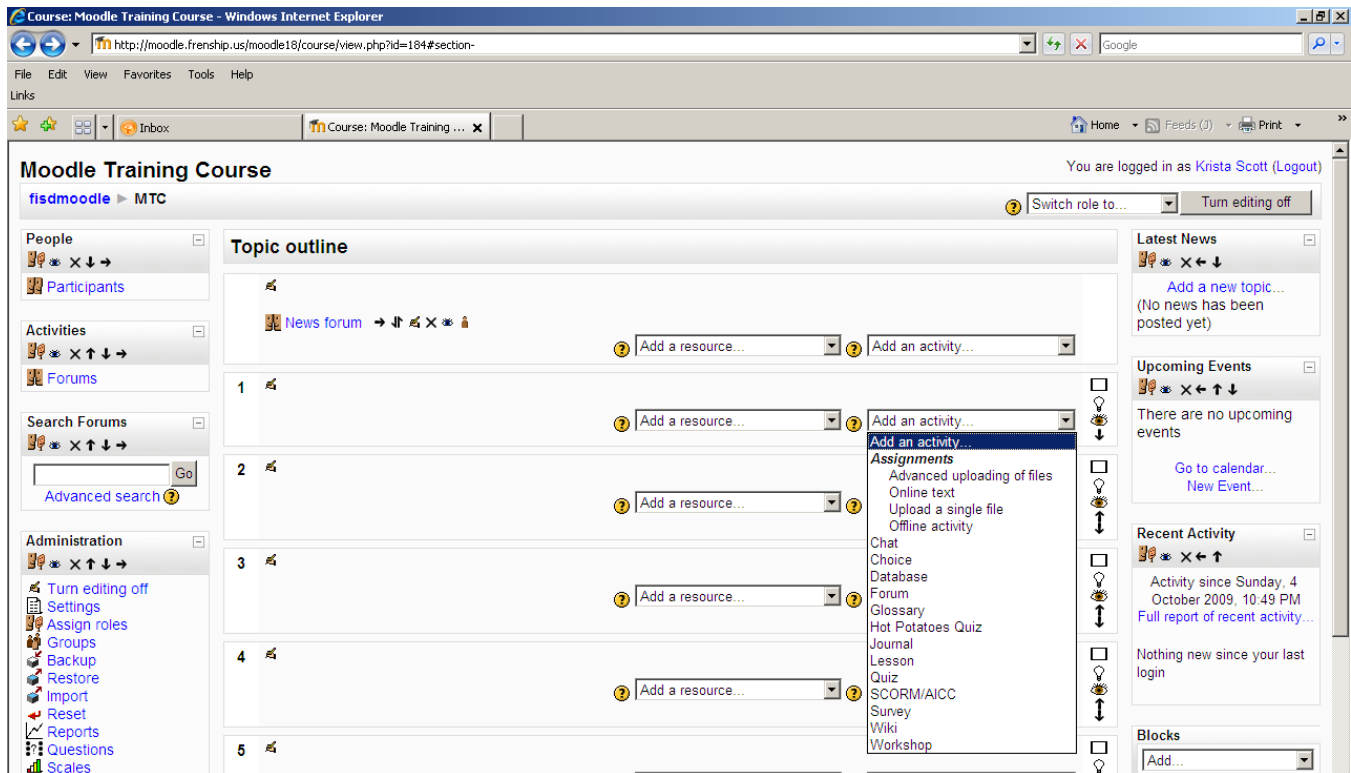


1. **Insert a label** – This is a heading or other information you want to show directly on the course page.
2. Compose a text page – This is a page that you create and edit directly in Moodle. There is no download required when a student tries to view this page.
3. Compose a web page – This allows you to use HTML and create a web page within Moodle.
4. **Link to a file or web site** – This allows you to upload documents, such as Word or PowerPoint, and link to web sites for students to view.
5. Display a directory – This allows you to display several files located in a folder.
6. Add an IMS Content Package - IMS Content Packages are resources packaged to an agreed specification, often with internal navigation.

NOTE: Common resources are bold.

Activities in Moodle

When you are ready to enter assignments, you will click on the drop down menu for Add an activity. The activity types are described below.



1. **Assignments: Advanced uploading of files** – This allows each student to upload one or more files in any format. As the teacher, you can also upload one or more files for each student, either at the start or in response to their submission. A student may enter notes describing their submitted files, progress status, or any other relevant information.
2. **Assignments: Online text** – This allows students to input text online. You can grade the assignment online and, if necessary, add inline comments or changes.
3. **Assignments: Upload a single file** – This allows each student to upload a single file in any format, including a ZIP file.
4. **Assignments: Offline activity** – This is useful when the assignment is performed outside of Moodle. It could be something face-to-face or on paper. Students can see a description of the assignment, but they can't upload any files.
5. **Chat** – If you intend to use the chat activity a lot, then you should consider using a chat server daemon to reduce server load. Not available in FISD.
6. **Choice** – This is a one question survey. The question must be multiple choice.
7. **Database** – This is a tool used for creating shared collections of data.
8. **Forum** – A threaded discussion board that allows students to have open dialogue with each other over various topics.
9. **Glossary** – Dictionary of terms that you can create for each week, topic, or course.

10. Hot Potatoes Quiz – This allows you to create interactive quizzes. You must first download the freeware from <http://hotpot.uvic.ca/>.
- 11. Journal – This is an online journal that allows students to reflect on various topics. Only the teacher and the student can view journals.**
12. Lesson – This is a lesson completed within the course. You can branch off topics with more information.
- 13. Quiz – This allows you to create quizzes and tests to check student understanding. Multiple choice, true/false, and short answers are options available for the quiz.**
14. SCORM/AICC – A package is a bundle of web content packaged in a way that follows the SCORM or the AICC standard for learning objects. These packages can include web pages, graphics, Javascript programs, Flash presentations and anything else that works in web browsers. The Package module allows you to easily upload any standard SCORM or AICC package and make it part of your course.
15. Survey – The Survey module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
16. Wiki – Wiki is a group of collaboratively authored web pages. Put simply, it is a great tool to allow students to work collaboratively to create one final project.
17. Workshop – A Workshop is a peer assessment activity with a huge array of options. It allows participants to assess each other's projects, as well as exemplar projects, in a number of ways. It also coordinates the collection and distribution of these assessments in a variety of ways. The Workshop module is contributed by Ray Kingdon.

NOTE: Common activities are bold.

Some definitions taken from *Using Moodle – Teaching with the Popular Open Source Course Management System* by Jason Cole and Helen Foster. The downloaded version of this book can be found under Pickup Drive – K. Scott in my Vision 2020 folder. This book has detailed information with screen shots on how to set up various options in Moodle.