Getting Started with the SUSD Moodle

I. Log onto the Moodle (moodle.susd12.org) by clicking in log on link in upper right corner. Log on using district credentials

II. **Setting up your profile**
1. First log in student/teacher has opportunity to fill in profile.
   a. Absolutely necessary - Fields in red with red asterisk
   b. Maybe useful - upload a picture as your "avatar'
   c. For most other fields the defaults are ok but can be changed according to your preferences
   d. Preferred Language - Students can select their preferred language. All of the menu's etc. in Moodle will be in the preferred language. Right now English and Spanish are installed. Other languages are available
2. Preferences can be edited at anytime (once logged into the Moodle) by Clicking on My profile → view profile and clicking on edit profile under Settings in the left hand column.

III. **Logging into your class for the first time**
1. Initial class spaces need to be set up by a Moodle Admin. Once the space is set up teachers have complete control of them. Send e-mail to markbr@susd12.org to request a class
2. Entering class for the first time
   a. Once logged into the moodle locate your class School Level → School → class, in most cases
3. If you have never logged onto the Moodle before, when you click on the class you may be asked to enter a Teacher enrollment key. This will be provided by the Moodle Administrator. If you have logged on the Moodle before, then the Administrator can set you up in the class as teacher. When you click on your class you will go straight into your class.

IV. **Basic Class settings:** Your class is set up with some basic default settings that you can change. The fields that are required in red and have red asterisks.
1. In the Settings column on the lower left of the screen, click on Edit Settings General
   a. Category - no need to change this unless your course is miscategorized
   b. Course Full name - You can change the name of the course if you wish. It just needs to be clear to students so they can access it.

c. Short name - The short name is displayed in various menus and "bread crumbs" along the top of the screen

d. Course ID - This would be the course ID number from Infinite Campus. In the short term it is not necessary as the two systems are not talking to each other at this time.

e. Course Summary - You can enter a course summary here if you wish. You can format your text include pictures etc.

f. Course Format - Here you can select the class format you want to use for your class. To learn the differences, select one, save your settings and take a look at your course. You can always go back and change it.

Guest Access

a. If you want people to be able to see your class as guests you can enable guest access and enter an enrollment key. Give the key to the guests and they will be able to log in. Guests can look around but will not be able to participate in activites such as blogs, forums etc.

Groups

a. If you want to use groups in your class, you can enable it here. With groups enabled you can assign students to groups for differentiation and other activities. Probably best to become familiar with the basics of Moodle prior to using groups.

Availability

a. Here you can hide your course from students. Makes sense to hide course until you have built the course and are ready for students to enroll.

Language

a. Moodle has built in language packs. English and Spanish are installed. Whichever language is selected is the default language of the class. However, individuals can select their preferred language in their preferences

Role Renaming

a. If you don't like the standard roles of "teacher", "student" etc. you can rename them for your course here.

Building Your Class

V. Resources vs. Activities
   1. Resources are content you want to deliver to your students
      a. Book - You can use the book to organize your content in a compact fashion where students can navigate through the content with hyperlinks in a menu at the left of the page.
      b. File - you can upload a file to the Moodle that students can access

c. Folder - You can upload a folder of files and students can then have access to all the files in the folder.

d. Label - a way to add text, images, videos to your topic.

e. Web page - compose a web page to add to a topic

f. URL - add a link that will take students to a web site.

2. Activities are things that students can do in your course

a. Assignments - create different kinds of assignments students can complete either in the moodle or submit to the moodle. These assignments can be graded, and commented on within the Moodle

b. chat - set up a chat for students

c. choice - Ask a question, make a selection and aggregated results are presented to the students (what percent responded which answer).

d. database - classes can make databases (probably of limited use)

e. forum - Set up discussions for your class

f. Create a class glossary with student entries.

g. Hot question - Students can ask questions, students can vote on questions, teacher can see what questions are of highest priority from students' perspective

h. Journal - Students can maintain an online journal. Teacher can read entries, make comments and students can return to edit entry.

i. Lesson - This activity is essentially designed for a 100% online class. An advantage is different content can be presented to students depending on how they respond to questions in the lesson. Content can be customized and differentiated in this way.

j. Questionnaire - Set up questionnaires for students, control whether students can see the aggregated results of the class response.

k. Quiz - set up quizzes and have moodle grade them.

l. Survey - Administer canned surveys - probably not too useful

m. wiki - a place where students can collaborate on web pages.

Adding resources to your Class

While in your class click on the turn editing on button

VI. Select Book

1. Enter name and summary (required)
2. Select if chapters should begin with numbers, bullets or indents etc.
3. Cloick on save and display
4. Enter "first' chapter title and content.
5. click save changes
6. returned to first chapter
7. To add a chapter click on red + in the content column

VII. Select File
    1. Enter name and description (required)
    2. Click on Add
        a. To add file from computer click on upload a file from computer
            i. Click choose file - Navigate to file on computer
            ii. Enter a name for the file
            iii. Select a license, or not
            iv. Click upload file
            Go to 3 below
        b. To add a file from Server, Recent or Private files

            • Server files - files on the site. What you see here depends on your role in the course.
            • Recent files - files Moodle thinks you have recently added
            • Upload files - This is where you click to upload files and folders from your compute

            i. navigate to file
            ii. click on file
            iii. Click select this file
            Go to 3 below
    3.   Under options select how the file should be displayed
    4. Click save and display to see file, click save and return to course to go back to course

VIII. Select Folder - Folders must be zipped in order to upload them. Then they must be unzipped for students to have access.
    1.   Enter name and description (required)
    2. Click on add
    3. Click on Upload File
    4. Click on Choose File
    5. Navigate to the zipped folder
    6. Enter a name for the folder
    7. Click on upload this folder
    8. Click on the icon next to the folder name and select unzip
    9. Now there is the folder with the files in it and the zipped folder. The zipped folder can be deleted

IX. Select Label
    1. Enter Content
    2. Click on Save and Return to course.

XI. Select Page
    1.   Enter Name and Description (required)
    2. Enter content (required)

3. Click on Save and Return to course or Save and Display

XII. Select URL
1. Enter Name and Description (required)
2. Enter a full url (including http://
3. In options how the page should display, embedded, in a popup, in a new window, or automatic. Automatic means Moodle decides how to display based on file type.

Adding Activities to your Class

XII. Select Advanced Uploading of files (means students can upload one or more files)
1. Fill in assignment name and description, info about the assignment (required)
2. Set up when assignment is available (assignments can be set up ahead of time)
3. Set a due date
4. Select whether you will accept late submissions or not
5. Select how many points the assignment is worth or if it is going to be graded or not
6. Click on yellow question marks for explanation of what options do in the Advance Uploading of file box.
7. Enable groups or don't if you aren't using them.

XIII. Select Online Text (means the assignment is completed within Moodle)
1. See steps 1 - 5 above. Instead of Description this is where you want to put the question prompt.
2. Make appropriate selections in the online text box. (check yellow question marks)

XIV. Chat
1. Fill in the name of the chat room
2. Give a description of the chat room
3. Set a time for the chat to begin if you don't want it to be available immediately.
4. You can set the chat to repeat or not.
5. Select if you want the chat to be visible or not. You can set activities and resource up ahead of time and then hide them.

XV. Choice
1. Fill in the name of the choice
2. Fill in the actual description
3. You can decide if you want to limit the number of times students can select a choice.
4. Fill in the different options students can select from.
5. Restrict the availability of this activity if you wish

XVI. Forum
1. Enter a forum name
2. Enter a description of the forum

3. Select the forum type (click on question mark to get a list)
4. Make appropriate selections regarding forum set up (click on question mark for help)
5. Make appropriate settings whether you want to control student's number of posts
6. Enable ratings if you want to allow people to rate entries (not recommended)
7. Select whether you are using groups and whether the forum is visible.

XVII. Glossary
1. Enter name of glossary
2. Enter description
3. Select whether the glossary is global
4. Make appropriate selections, use question marks for info on what each one is if not clear.
5. Enable ratings if desired (not recommended)
6. Select whether you are using groups and whether the forum is visible.

XVIII. Hot Question
1. Enter a Title
2. Enter a topic (this is the prompt)
3. Allow anonymous postings, yes or no
4. Make visible

Opening Your Class to Students

XVIV. Setting up Enrollment
1. On the left side of the screen go to Settings → Users -->Enrollment methods → Self Enrollment (student)
2. The only field you need to fill in is the enrollment key. Enter whatever you wish.
3. Click on Save Changes.
4. Distribute the enrollment key to your students.
5. When they enter your class for the first time they will be asked for the enrollment key.
6. Students enter the key and they're in. They only need to enter it once.