



SUNNYSIDE
a tech-savvy school district

Getting Started with Moodle

Curriculum and Technology
Revised 7/21/2011

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Introduction

The purpose of this manual is to provide step by step information on setting up a basic moodle. The emphasis is on “basic”. Moodle can do a lot, much more than what is presented here. However, in order to have a functional moodle for your students, you don’t need to use all the features that exist in moodle. In fact, it is better to start simple and add complexity as time goes on if you want to. Complexity isn’t necessary. You can always just keep it simple.

How can this be a basic manual when it is 48 pages long? There are a lot of screen shots. In fact, almost the whole document is screen shots to make it as clear as possible. Likewise, you can pick and choose what you want to do. If the only thing you want to do to get started is have a place where you put links for your students, then just do that (visit the resource called URL in this document) and ignore the rest of the resources and activities. Do you want to just post pdfs for your students? Take a look at Uploading a single file in resources. The table of contents is your friend.

As you experiment with moodle you will see a lot of links, choices etc. that are not addressed here. That they are not addressed is by design. In order to set up a moodle you don’t have to know very much at all so I avoid going into detail on everything. Often people feel overwhelmed by moodle because it can do so much, and people think they need to know everything in order to get started. There is a lot of information on line about moodle so if you have questions that are not addressed in this document (and you definitely will) take a few moments and explore some of the links found in the appendix. You are likely to find an answer. Also, don’t forget to click on the black question marks with the yellow background that you see throughout moodle. The explanations usually are very clear and helpful.

Logging in to the district moodle for the first time

Log onto the Moodle (<http://moodle.susd12.org>) by clicking in log on link in upper right corner. Log on using district credentials (what you use to log on to your laptop or computer in your classroom)



Setting up your profile

1. At first log in student/teacher has the opportunity to fill in his/her profile. If you don't see your profile after logging in, go to step 2 below to find your profile. If you are not taken directly to your profile, you have logged into the moodle before.
 - a. Absolutely necessary - Fields in red with red asterisk

Username*
First name*
Last name*
City/town*
Select a country*
*

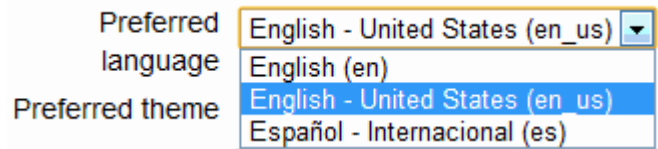
If you want you can ignore the rest

- b. Maybe useful - upload a picture as your "avatar"

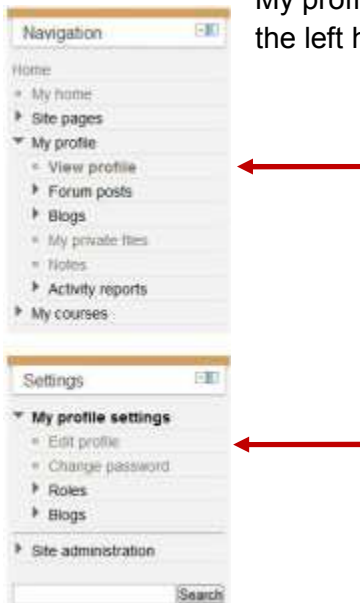
A screenshot of the Moodle user profile picture upload form. The form is titled 'User picture'. It shows a 'Current picture' section with a small thumbnail of a person's face and a 'Delete' button. Below that is the 'New picture' section, which includes a 'Choose a file...' button, a note 'Maximum size for new files: 100MB', and a blue box indicating 'No files attached'. At the bottom of the form, there is a 'Picture description' text input field.

- 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 but are not installed at this time. If you have a need for another language, contact the coaches at technologycoaches@susd12.org



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.



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 technologycoaches@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



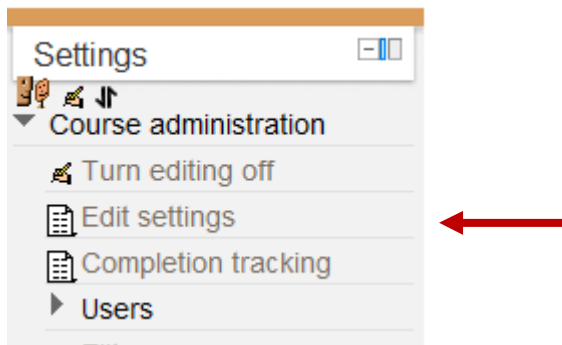
3. The first time you log into your class may be asked to enter a Teacher enrollment key. This will be provided by the Moodle Administrator.



If you are an established moodle user (logged in before to participate in PD etc), then you exist in the Moodle database and the Administrator will set you up in the class as teacher. When you click on your class you will go straight in, no enrollment key necessary.

Basic Class settings

Your class is set up with some basic default settings that you can change. You can access these settings by clicking on Edit Settings in the Settings block:



The required fields are in red and have red asterisks. This is consistent throughout moodle. You can click on the black question marks to get more information about each field

General

Category ?	Professional Development / Coaching	no need to change this unless your course is miscategorized
Course full name* ?	Mark Bryant	You can change the name of the course if you wish but it needs to make sense
Course short name* ?	Mark Bryant	Displayed in various menus and "bread crumbs" along the top of the screen
Course ID number ?		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.
Course summary ?		
Format ?	HTML format	
Format ?	Topics 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.
Number of weeks/topics	10	
Course start date ?	13 May 2011	
Hidden sections ?	Hidden sections are shown in collapsed form	
News items to show ?	5	
Show gradebook to students ?	Yes	
Show activity reports ?	No	
Maximum upload size ?	100MB	
Force theme	Do not force	

Guest access

Allow guest access ?	No	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 activities such as blogs, forums etc. If you allow guests with no enrollment key, then anybody can enter the class.
Password ?		

Groups

Group mode ?	Separate groups	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.
Force group mode ?	No	
Default grouping	None	

Availability

Availability ?	This course is not available to students	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.
----------------	--	---

Student progress

Completion tracking Enabled, control via completion and activity settings

Completion tracking begins on enrollment

By enabling student progress, students can keep track of their progress through activities by checking them off as they are completed

Role renaming

Your word for 'Manager'

Your word for 'Course creator'

Your word for 'Teacher'

Your word for 'Non-editing teacher'

Your word for 'Student'

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

Click on **Save changes** and you will be taken back to your course.

Building Your Class

Make sure the Turn editing on button is clicked, otherwise you will not be able to do anything



Now you should see this but with a lot more numbered boxes.

Topic outline



However if you selected a weekly format it would look like this:

Weekly outline



Regardless, the way you build your class is the same

The Course Header

The top box is the “header” of your class. You might want to put the name of the class, insert some images etc. To do this click on the



Summary of General

Use default section name ← Click off

Section name ← Enter name of class

Summary ?

Enter any information you want about the class/course. You can use the formatting tools to bold, center, italicize, change the color etc using the toolbar.

You can insert an image by clicking on the green tree

Path:

HTML format

Save changes Cancel

Inserting an image in your course header

After clicking on the green tree icon you will get the following window:

Find or upload an image...

Image URL

Image description

Preview

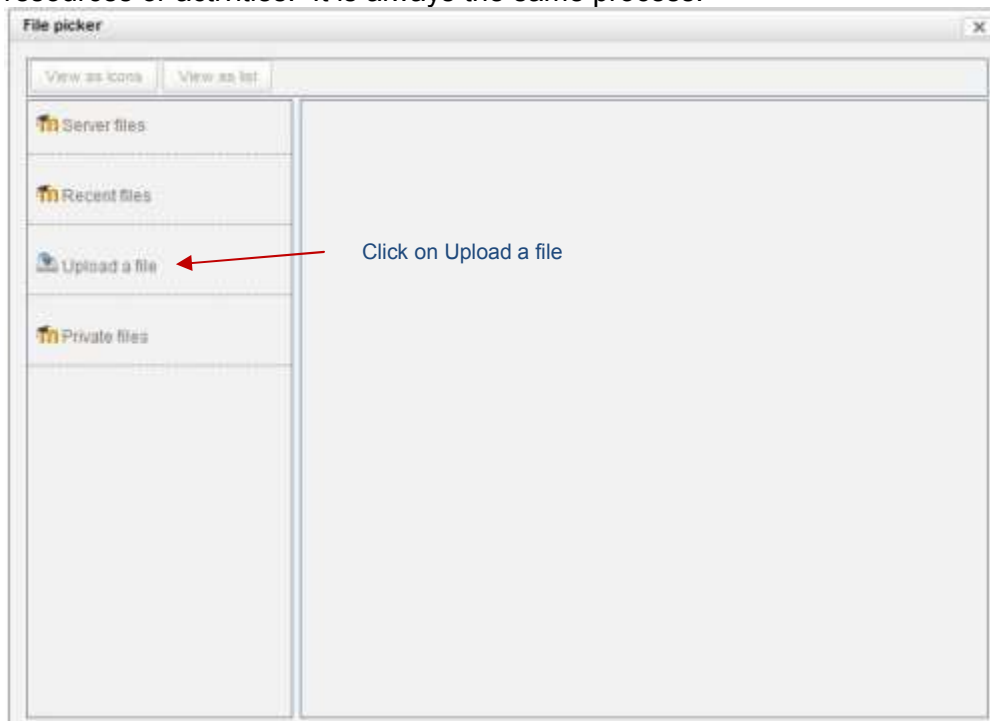
Insert Cancel

To upload an image off of your computer, click here

Or you can link to an image on the internet by entering the URL here

The File Picker

This is called the File Picker and is consistent whenever you are uploading files for different resources or activities. It is always the same process.



Then click on choose file

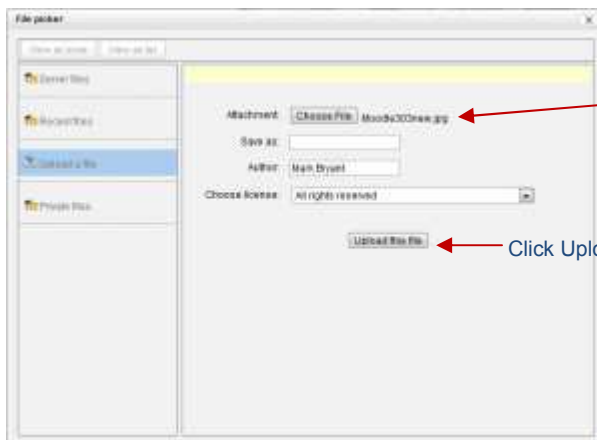


The image shows a form for uploading a file. It includes the following elements: 'Attachment:' with a 'Choose File' button and the text 'No file chosen'; 'Save as:' with an empty text input field; 'Author:' with a text input field containing 'Mark Bryant'; 'Choose license:' with a dropdown menu showing 'All rights reserved'; and an 'Upload this file' button at the bottom.

Then you can navigate to the place where you have saved your images:



This should be familiar, the standard window for opening files on a PC. Select the file and click Open



The name of the file you selected shows up here

Click Upload this file



Click Insert



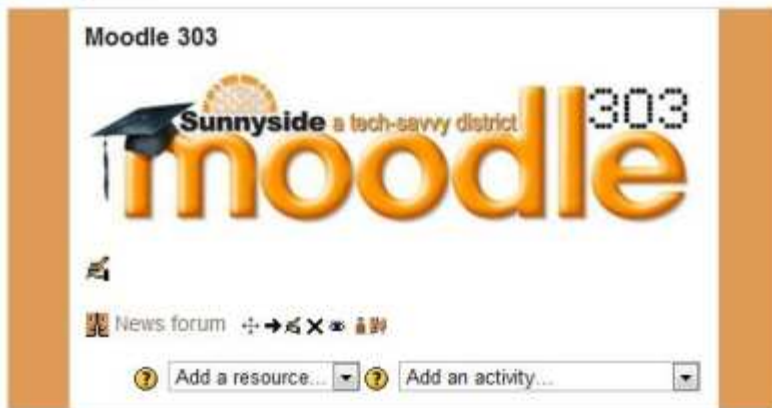
Click Okay

Save changes

Click Save Changes

Now there is a course title and an image in the course header:

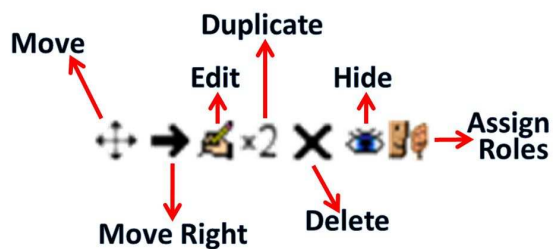
Weekly outline




So what about the  News forum ?


The news forum is a place where you can post information for your students BUT they cannot post information to this forum. It is only a way for you to provide information for them. There are other forums that you can set up which will allow students to dialogue with you and with each other that we will look at later.


Editing icons





Move  – You can move items (resources or activities) by dragging and dropping them with this icon. When you click and hold down the crossed arrows the resource/activity becomes outlined in grey. It can then be dragged up or down to be moved to a different place.



Update (Edit)  – You can make changes to your resources or activities.

Duplicate:  – duplicates an activity or resource. This is a quick way to create activities or resources by duplicating an existing activity or resource and then tweaking it.

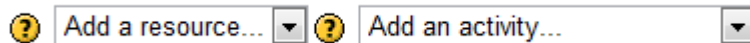
Hide  – By clicking on the eye you can hide resources or activities from your students. Useful if you want to set your class up but only want students to see the activities and resources for the current topic or week.

Assign roles  – not to worry about

Delete  – completely deletes a resource or activity

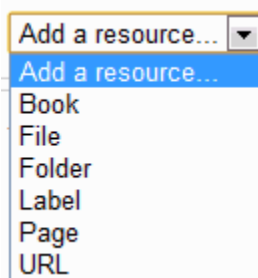
Move Right  – indents a resource or activity

Resources vs. Activities



Resources are content that you provide your students like documents, web links or information. Activities are just that, something that students do in the moodle such as chats, forums, quizzes and assignments. We will look at these one at a time starting with Resources.

Resources



As this is a getting started guide, I am not going to step you through each resource. I will explain what they are and step you through the essential ones.

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. However, within a book you cannot add other moodle resources such as files. This can only be done on the main moodle course page. For more information visit http://docs.moodle.org/20/en/Book_module

File

You can upload a file to the Moodle that students can then access

Select File, the following screen will appear:

Adding a new File to June 10 - June 16

General

Name*

Description*

Font family | Font size | Format

B *I* U ABC x₁ x₂ |

Enter a Description (required) You can also format your description, add an image etc. as you did in the header if you like

Path:

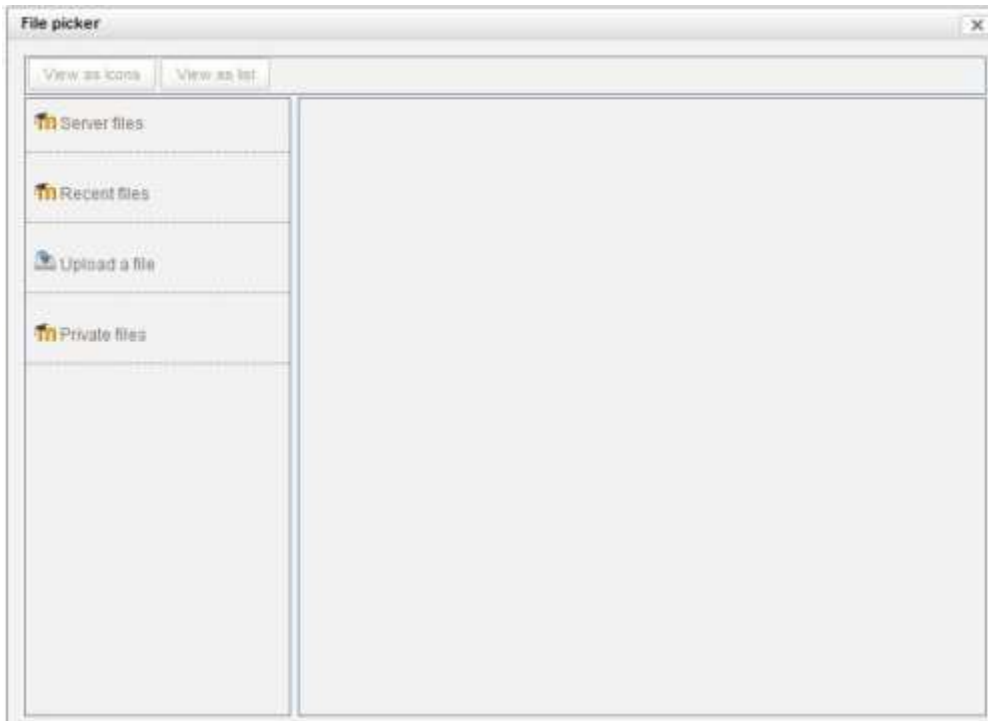
HTML format

Content

Select files Maximum size for new files: 100MB

Click on Add No files attached

Which brings us to the file picker again:



Go through the same process as you did to locate an image to put in your course header (see Inserting an Image in your course header above to follow the steps).

Content

Select files Path: Files

Maximum size for new files: 100MB

MoodleToolGuideforTeachers_May2010_JS.pdf File is now attached

Options

Display

Display resource name

Display resource description

Display determines how the document will be presented to the students. Automatic lets Moodle decide how to display it depending on what kind of document it is. You can leave it on automatic, test it to see how it is displayed. If you don't like how it is displayed, you can come back and make changes here. Options are embed, New Window, Force download, Open, In pop-up. Play with them to see what they do

Common module settings

Visible You can control whether students can see the file. You may want to hide files until they are needed

ID number

Restrict access

Allow access from Enable You can control whether students can see the file. You may want to hide files until they are needed

Allow access until Enable

Grade condition must be at least % and less than %

[Add 2 grade conditions to form](#)

Activity completion condition must be marked complete

[Add 2 activity conditions to form](#)

Before activity can be accessed

You can restrict access by date, by grade condition and by activity complete condition. These are probably most useful for classes that are 100% on line. You can leave this untouched (recommended while just starting out with Moodle).

Activity completion


Completion tracking This allows students to track their completion of activities. They can check a check box when they are through. This can be disabled by selecting Don not indicate activity completion in the dropdown box.

Require view Student must view this activity to complete it

Expect completed on Enable

Click [Save and return to course](#) to go back to course.
Voila, a file has been added to the course:



If I want to make any changes to how this file is set up, I can click on the  to go back and make any changes necessary (ie. how the file is displayed).

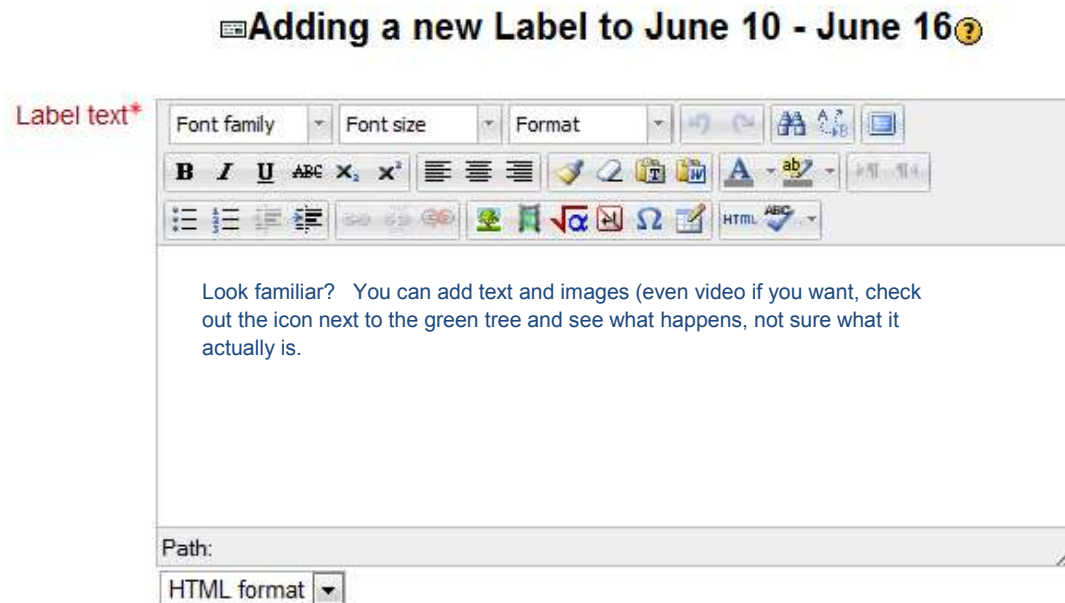
Folder

If you have a folder of documents that you want to make available to your students, you can use this option. The trick is that you have to compress the folder before you upload it and then you have to decompress it once it's uploaded.

Label

A label is how you can information to a topic box ie. a topic title, some instructions for the students.

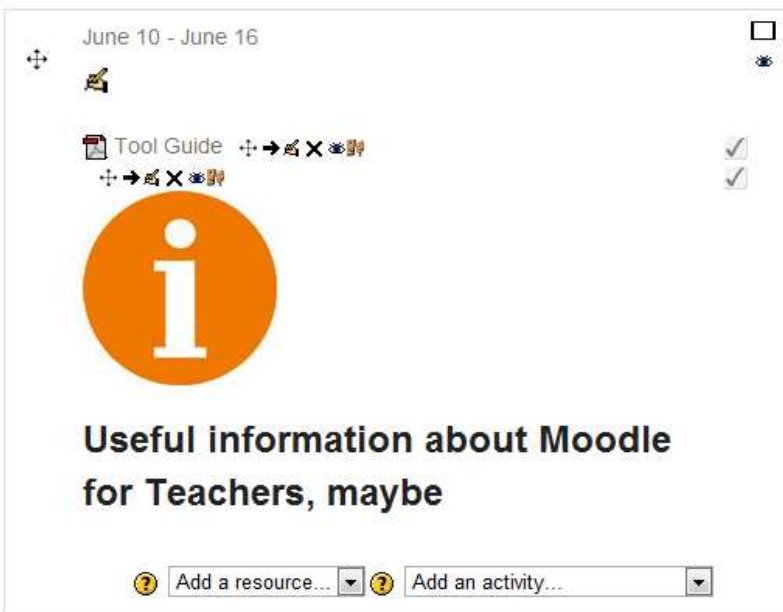
Select Label from the dropdown box, the following screen comes up:



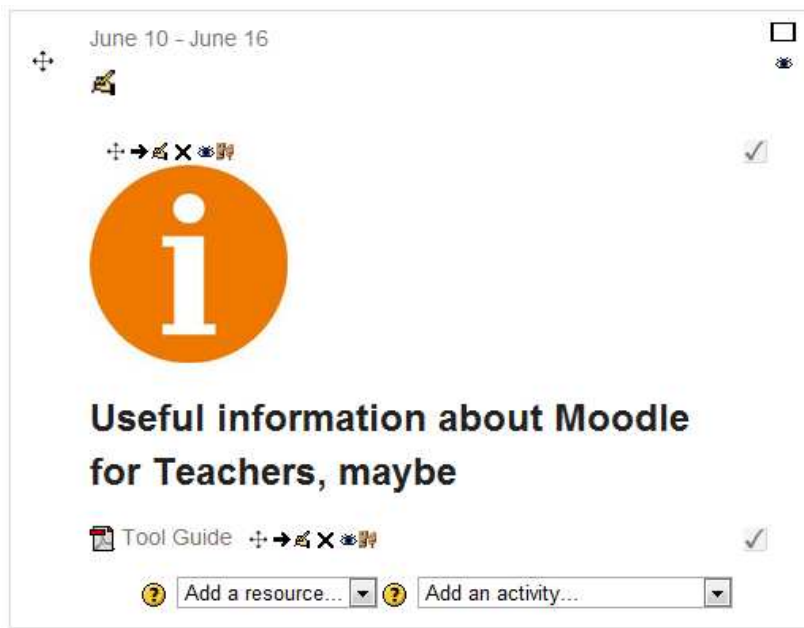
The other options on this page are identical to the options we saw for uploading a file Common module setting, Restrict access, Activity Completion. Please refer to [Adding a file option](#) above if you need clarification on these.

Click on **Save and return to course**.

Now the weekly topic looks like this:



The problem, though, is the Label is below the Tool Guide file and it should be above it. So, using the icon that looks like a cross right next to the Tool Guide document, I'm going to drag and drop the Tool Guide below the label:



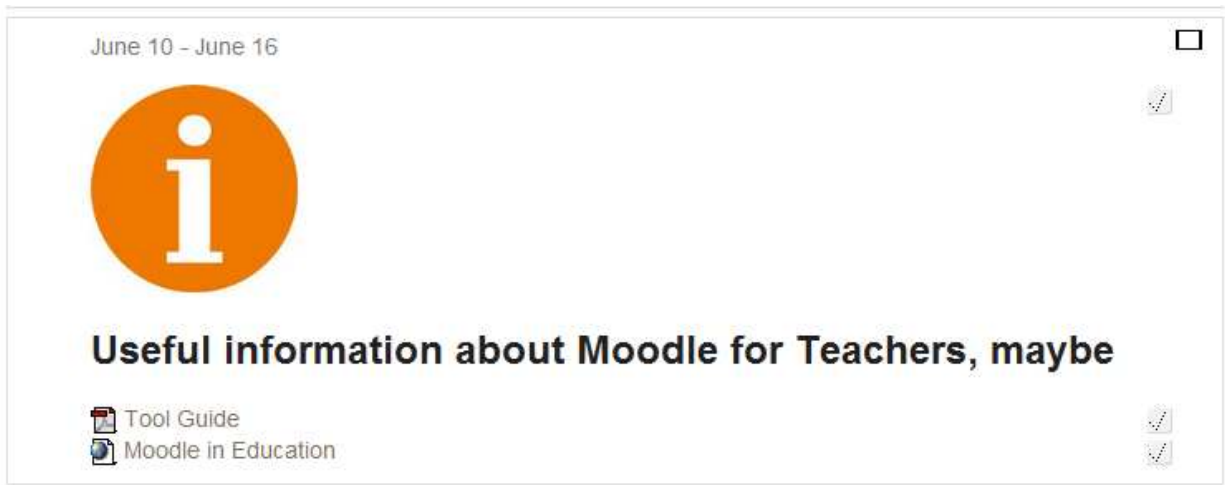
That's better.

Page

When you add a Page, you are creating a link that links to another moodle page that you've put content on. So it is really just a web page within moodle. You can add text, images, videos etc. but you cannot add resources and activities. You have to be on the main moodle course page to do that.

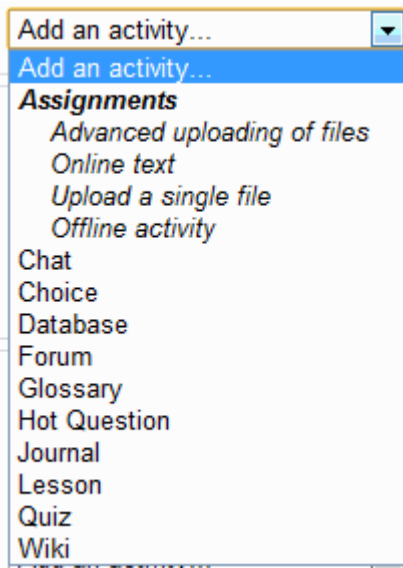


Now there is a document and a link available to the students.
To see what the topic/week looks like without the content creating and editing tools, turn off editing, click the button at the top right of your course that says turn off editing.



Activities

Make sure you turn editing back on.



Assignments

Assignments are graded (generally) activities within the moodle. This next section will step through the creation of an assignment, the submission of an assignment and the grading of an assignment.

Advanced uploading of files

This means that students can upload more than one file for an assignment. There is another assignment type, Upload a single file for assignments that require only one file.

Select Advanced uploading of files. You should get the following screen:

Adding a new Assignment to June 10 - June 16

General

Assignment name*

Description*

Font family | Font size | Format | [Rich Text Editor Icons]

 Fill in the assignment name and a description

Path:

HTML format

Available from: 14 July 2011 14 10 Enable

Due date: 21 July 2011 14 10 Enable

Prevent late submissions: No

You can control when students can access the assignment and when it is due. If you want it to be available all the time uncheck the enable boxes. You can also prevent late submissions if you wish

Grade

Grade

Grade category

You can select how many whether this assignment is graded or not and how many points it is worth.

Advanced uploading of files

Maximum size

Allow deleting

Maximum number of uploaded files

Allow notes

Hide description before available date

Email alerts to teachers

Enable "Send for marking" button

So here is where the advanced part comes in.

You can control the maximum size of the uploaded files (default is probably fine).

Allow students to delete files prior to submitting them to be graded

Control maximum # of files students can upload for the assignment

Allow students to include notes to the teacher at submission

If you want to control what students can see regarding the assignment prior to it becoming available for them to do

Have an email sent to you when a student submits an assignment (sounds like spam)

A button students can click on when all their files are uploaded and ready to be graded.

Common module settings

Group mode

Visible

ID number

Here if you have groups set up, you can assign the activity to different groups. This is a way of differentiation. Groups are a more advanced feature of moodle and will be addressed separately.

An ID number is useful for grading purposes. If it is not a graded assignment it is not necessary to put an ID number in

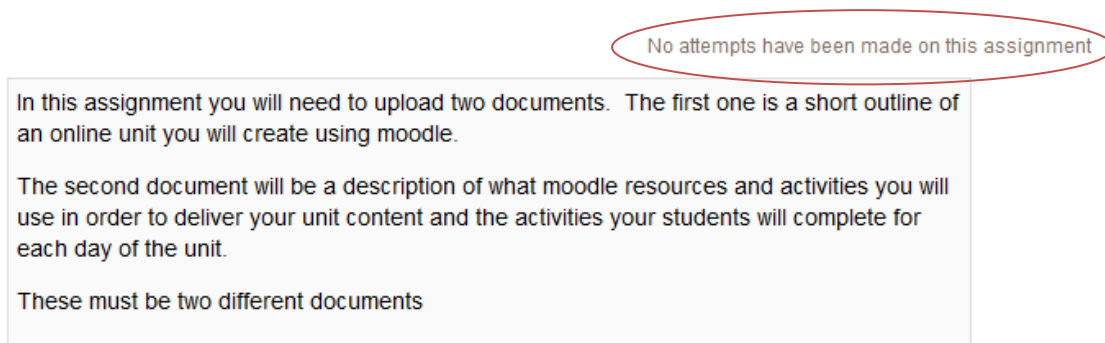
Again, the other options on this page are identical to the options we saw for uploading a file, Restrict access, Activity Completion. Please refer to [Adding a file option](#) above if you need clarification on these.

Click on

Now there's an assignment available to the students:



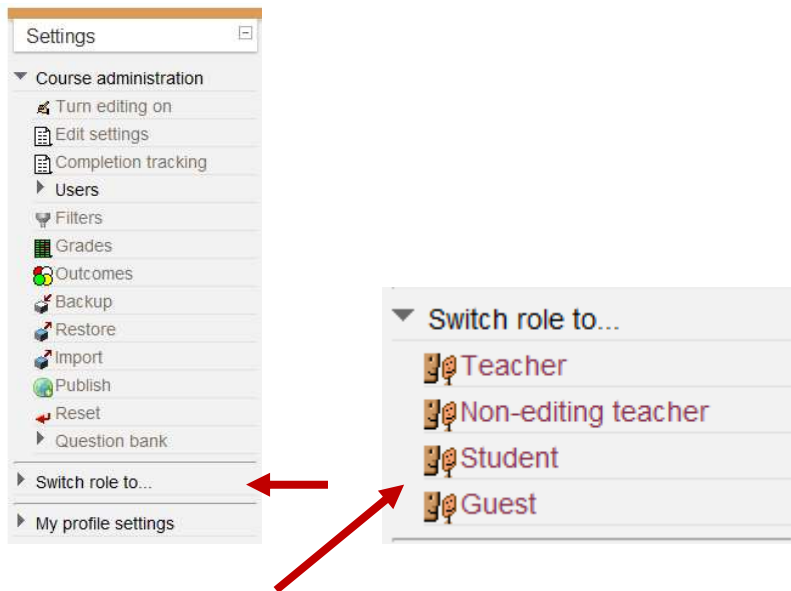
When I click on that Unit outline link, I get the following:



This is the description of the assignment. Remember, you are seeing this as a teacher so you cannot see any way to submit an assignment. What you do have, though, is a link to be able to grade assignments, circled in red.

Student view and submission of an assignment

Now let's take a look at what the assignment looks like to students. On the left side of the screen in the settings block click on the arrow next to Switch role to...



And select Student.

Go back and click on the assignment that you just set up. Now you should see the following:

In this assignment you will need to upload two documents. The first one is a short outline of an online unit you will create using moodle.

The second document will be a description of what moodle resources and activities you will use in order to deliver your unit content and the activities your students will complete for each day of the unit.

These must be two different documents

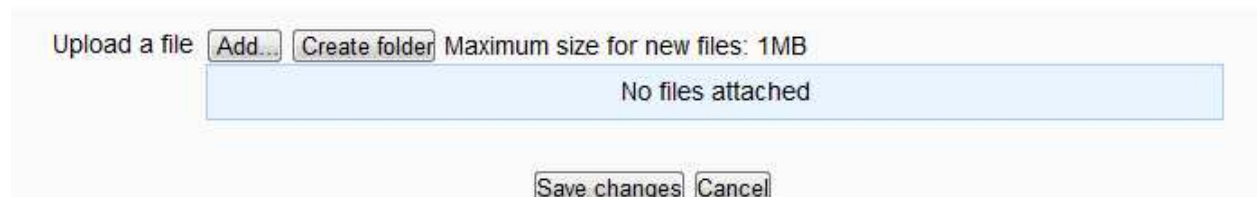
Submission draft

No files submitted yet

Upload files

Now there is a way for students to upload files (remember we are seeing this assignment as if we were a student). Note there is no longer a link at the top for grading assignments.



Click on Upload files:



Students can now upload files in the same way that you can upload files to create content (click on add and use the [file picker](#) to upload a file from the computer.

Upload a file Path: Files

Maximum size for new files: 1MB

-  A Complete Guide to One to One Computing k-12.pdf
-  Thinking maps.pdf

Two files have been uploaded, click Save changes:



Thursday, 14 July 2011, 03:13 pm

In this assignment you will need to upload two documents. The first one is a short outline of an online unit you will create using moodle.

The second document will be a description of what moodle resources and activities you will use in order to deliver your unit content and the activities your students will complete for each day of the unit.

These must be two different documents

Submission draft

-  A Complete Guide to One to One Computing k-12.pdf
-  Thinking maps.pdf

Final submission for assignment marking

This is the assignment. The student has the option of making changes (submitting edited documents etc.), or send for marking. Click Send for marking

Final submission for assignment marking

Once the assignment is sent for marking, you will no longer be able to delete or attach file(s). Do you want to continue?

Continue

Cancel

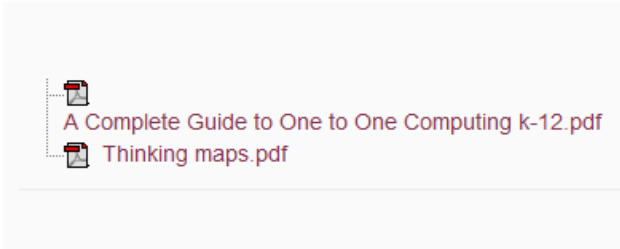
The student has the opportunity to consider if the assignment is really ready for grading. Click Continue.

In this assignment you will need to upload two documents. The first one is a short outline of an online unit you will create using moodle.

The second document will be a description of what moodle resources and activities you will use in order to deliver your unit content and the activities your students will complete for each day of the unit.

These must be two different documents

Submission

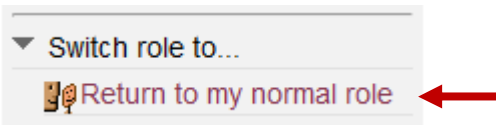


A Complete Guide to One to One Computing k-12.pdf
Thinking maps.pdf

Assignment was already submitted for marking and can not be updated

Assignment is now submitted.

Go back to the settings block and return to your normal role (teacher):



Switch role to...
Return to my normal role

Grading an Assignment

Viewing the assignment as a teacher, the link at the top indicates that there are submitted assignments:











View 1 submitted assignments


In this assignment you will need to upload two documents. The first one is a short outline of an online unit you will create using moodle.

The second document will be a description of what moodle resources and activities you will use in order to deliver your unit content and the activities your students will complete for each day of the unit.

These must be two different documents








Click on the link:


	First name / Surname 	Grade 	Comment 	Last modified (Submission) 
	Mario Castro	-		
	Test Student	-		
	Lauffer Teacher	-		 A Complete Guide to One to One Computing k-12.pdf  Thinking maps.pdf Thursday, 14 July 2011, 03:17 pm



Now you have a list of your students. You can see That Lauffer teacher has submitted an assignment (because he switched his role to a student for the purposes of this document).


Pay attention to the scroll bar on the bottom of the window. In order to grade this assignment you have to scroll to the right:

Grade 	Comment 	Last modified (Submission) 	Last modified (Grade) 	Status 
-				Grade
-				Grade
-		 A Complete Guide to One to One Computing k-12.pdf  Thinking maps.pdf Thursday, 14 July 2011, 03:17 pm		Grade




Now there is the link that will allow you to grade the assignment. Click on Grade:


Feedback: Lauffer Teacher


 Lauffer Teacher
Thursday, 14 July 2011, 03:17 pm

Submission

Click on Revert to Draft if the student needs to redo/edit the assignment

[Revert to draft](#) 

 A Complete Guide to One to One Computing k-12.pdf

 Thinking maps.pdf

Click on the documents to download and read them

Grades










































Grade: Assign a grade

Current grade in -
gradebook:

Feedback

Feedback:

Font family Font size Format




B *I* U ABC x₂ x²                                         

You can enter Feedback for the student here

Path:

HTML format

Response files: [Add...](#) [Create folder](#) Maximum size for new files: 1MB

Send notification emails  :  

If you want you can send files back. An example would be the students work returned with comments directly on the document

[Save changes](#) [Save and show next](#) [Next](#) [Cancel](#)

So, that's a brief explanation of the whole process of setting up an assignment, students submitting an assignment and grading an assignment.

Now we'll take a look at some of the other assignment types.

Online Text

This is an assignment that is completed within the moodle. There are no files to upload or files for teachers to download and read.

Select Online Text:

Adding a new Assignment to 10 June - 16 June

General

Assignment name*

Description*

Font family Font size Format

B *I* U ABC x₂ x₃ HTML

Give the assignment a name. In description write the actual prompt for the assignment.

Path:

HTML format

Available from 14 July 2011 16 00 Enable

Due date 21 July 2011 16 00 Enable

Prevent late submissions No

The rest of the sections on this page are the same as what we saw with the [Adding a file option](#). Make you selections

Click on [Save and return to course](#)

Student View of online text assignment:

What 3 tools in moodle do you see as useful for your teaching?

Available from:	Monday, July 18, 2011, 08:35 AM
Due date:	Monday, July 25, 2011, 08:35 AM

You have not submitted anything yet

[Add submission](#)

Student clicks on

What 3 tools in moodle do you see as useful for your teaching?

Available from: Monday, July 18, 2011, 08:35 AM

Due date: Monday, July 25, 2011, 08:35 AM

Submission*

Students enter their response

Path:
HTML format

Save changes Cancel

Click save changes

What 3 tools in moodle do you see as useful for your teaching?

Available from: Monday, July 18, 2011, 08:35 AM

Due date: Monday, July 25, 2011, 08:35 AM

Last edited: Monday, July 18, 2011, 08:58 AM (3 words)

Your changes have been saved

chat

assignments

quizzes

Edit my submission

Students can edit their submissions

Uploading a single file

This assignment type is essentially the same as the Advanced Uploading of Files only that students can only upload one file. The process of setting it up is nearly identical to [Advanced Uploading](#) of files above.

Offline Activity

This activity is completed off line but you want to be able to enter feedback and the grade within moodle. An example would be an in class debate or a oral presentation.

Grading is the same process that we went through for the Advanced Uploading of Files assignment type above.

Select Offline Activity:

📌 Adding a new Assignment to 10 June - 16 June 📌

General

Assignment name*

Description*

Font family | Font size | Format |

B / *I* / U / ABC / x² / x³ |

Enter the assignment and a description

Path:

HTML format

Available from: 18 | July | 2011 | 09 | 35 | Enable

Due date: 25 | July | 2011 | 09 | 35 | Enable

Prevent late submissions: No

The following sections are ones that we've seen before in other assignment types.

Student view of Offline Activity

Each student will create a moodle dance based on one of the resources or activities available in the moodle.

Chat

You can set up a chat session where students can chat with each other in real time. Select Chat in the Activities drop down:

Adding a new Chat to 17 June - 23 June

General

Name of this chat room*

Introduction text*

Path:

HTML format

Next chat time: 18 July 2011 10 05

Repeat sessions: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

Control the availability of the chat room by setting a time and whether it repeats or not

Determine if you want messages deleted and how often

The following sections ought to be familiar by now, if not check out

Click [Save and return to course](#).

Student View of a chat activity:
Student clicks on Moodle chat:

Moodle Chat

This chatroom is where we can hold discussions about our progress, questions etc. with moodle.

[Use more accessible interface](#)


Student can enter the chat by clicking on [Use more accessible interface](#)

[View past chat sessions](#)

Or [view past chat sessions](#)

After clicking on [Use more accessible interface](#), student is in the chat:

Participants

 Lauffer Teacher Idle 4 mins 17 secs

Send message

Show only new

Messages

No messages were found


Choice

Choice is a way to quickly poll your students. This can be used in any number of ways including formative assessment on a unit, to conduct votes in class etc.

Select Choice from the activities drop down:

General

Choice name*

Introduction text* 

Enter the name of the choice activity

The introduction would be the actual prompt


Path:

HTML format

Limit

Limit the number of responses allowed You can limit the number of responses allowed, don't know why you would want to do this, so disable is fine


Option 1

Option 

Limit

Here is where you enter the options students have to choose from. The limit is grayed out because we disabled


Option 2

Option 

Limit

Limits in the previous section. Obviously you would want to have at least two options, but can add as many as you want

Option 3

Option 


Limit

Option 4

Option 

Limit

Option 5

Option 

Limit

Restrict answering to this time period

Restrict

answering to this time period

Open

Until

You can restrict the time that the question is available for students to respond to

Miscellaneous settings

Display mode

Publish results

Privacy of results

Allow choice to be updated

Show column for unanswered

You can control whether students can see the results , when they see the results and whether it is anonymous or not.

The next sections, Common module settings, Restrict access, Activity completion have been gone over in the [Adding a file option](#) above.

Click on

Student View of a Choice Activity:

In the world of moodle, a forum is:

- A place to communicate in real time
- A place to hold discussions over time
- A place where people gather to shop and socialize in ancient Roman cities

Save my choice

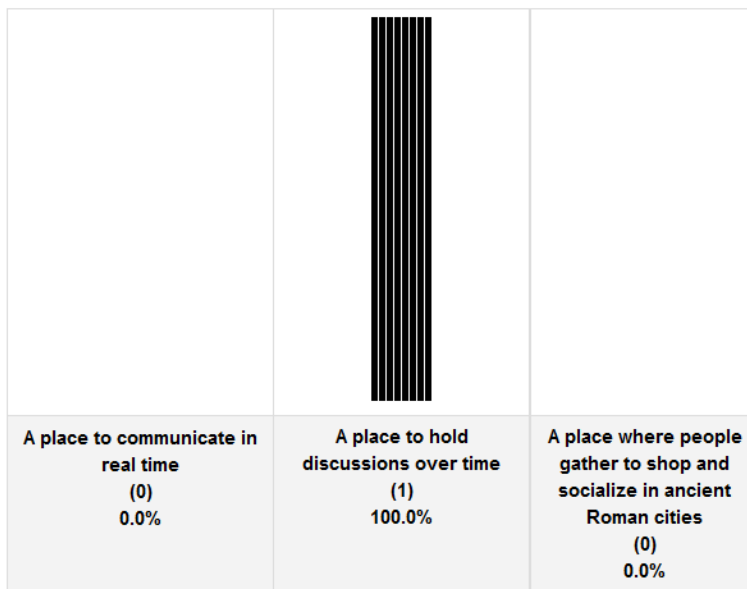
After the student makes his/her choice, if in settings it was set to show students results, he/she will see the results:

Your choice has been saved

In the world of moodle, a forum is:

Your selection: A place to hold discussions over time

Responses



In this case, there has only been one response.

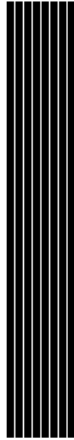
The teacher, by clicking on the link View responses can see what the individual student's response was:

→ View 1 responses

In the world of moodle, a forum is:


Your selection: A place to hold discussions over time

Responses

		
A place to communicate in real time (0) 0.0%	A place to hold discussions over time (1) 100.0%	A place where people gather to shop and socialize in ancient Roman cities (0) 0.0%

The below screen appears:

Responses

A place to communicate in real time (0)	A place to hold discussions over time (1)	A place where people gather to shop and socialize in ancient Roman cities (0)
	 Lauffer Teacher	

← Student's names appear under the choice that they made

Select all / Deselect all With selected

Choose an action ... ▾

Download in ODS format

Download in Excel format

← Results can be downloaded

Download in text format

Forum

A forum is where you and your students can hold discussions asynchronously (meaning not in real time). A forum can be a place where discussions can be held over a period of a few days, weeks or a semester. Unlike chat, the participants do not have to be on line at the same time.

Adding a new Forum to 10 June - 16 June

General

Forum name*

Forum type [To see a discussion of the differences, visit <http://docs.moodle.org/20/en/Forum>](http://docs.moodle.org/20/en/Forum)

Forum introduction*

Name the forum and give it a brief introduction

Path:

Subscription mode You can set up an e-mails subscription for members of the forum. Kind of results in spam...

Read tracking for this forum? You can enable the ability for tracking whether posts have been read or not. .

Maximum attachment size People can attach documents to their posts. This controls the maximum size. Default is fine.

Maximum number of attachments Limit the number of attachments per a post.

Post threshold for blocking

Time period for blocking You can block students from posting too often to a forum.

Post threshold for blocking

Post threshold for warning

Grade

Grade category

Ratings

Roles with permission to rate

Aggregate type You can set up ratings so students can rate each other's posts in the forum

Scale

Restrict ratings to items with dates in this range:

From

To

A place to discuss questions, uses etc. of the moodle activities.


Add a new discussion topic

Discussion	Started by	Replies	Last post
Hot question vs. Choice	 Lauffer Teacher	0	Lauffer Teacher Mon, 18 Jul 2011, 01:27 pm

Click on the Discussion topic:

Control how the replies are shown → Display replies in nested form

As the teacher you can move discussions to different forums if a discussion seems to be in the wrong place → Move this discussion to ... Move

 **Hot question vs. Choice**
by Lauffer Teacher - Monday, 18 July 2011, 01:27 pm

Could somebody explain when I would use a hot question activity vs a choice activity?

I can edit or delete this post because I made it and I am the teacher. Students do not have this ability → Edit | Delete | Reply

What Students see when they click on a forum topic:

Display replies in nested form

 **Hot question vs. Choice**
by Lauffer Teacher - Monday, July 18, 2011, 01:27 PM

Could somebody explain when I would use a hot question activity vs a choice activity?

Students can only reply to a post that is not their own. They can delete their own posts → Reply


Glossary

You can have a class glossary where your students enter words and definitions to create a glossary of terms that are available to the whole class.

Adding a new Glossary to 10 June - 16 June

General

Name*

Description* 

Enter a name and a description

Path:

HTML format

Entries shown per page* Be sure to enter how many entries per a page

Glossary type

Duplicate entries allowed

Allow comments on entries These are pretty clear. Click the yellow circle with the question mark if you need more information.

Allow print view

Automatically link glossary entries

Approved by default

Display format

Show 'Special' link

Show alphabet

Show 'ALL' link

Edit always

Grade

Grade category

Ratings

Roles with permission to rate Capability check not available until activity is saved
You can set it up so students can rate each other's glossary entries.

Aggregate type


Scale


Restrict ratings to items with dates in this range:


From

To


Auto-linking

This entry should be automatically linked  If you select auto-linking, any time the word appears in the course it will automatically be linked to the glossary definition.

This entry is case sensitive 

Match whole words only 

An example of a glossary with an entry:

A glossary of moodle terms 

Search full text

Browse the glossary using this index

Special | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

B

Block

A block is usually a square or rectangle on a moodle that has a particular function. For example, there is the navigation and setting block on the left side of a moodle site. Within the Navigation block, all the links are related to navigating the moodle.



Hot Question


A hot question is an activity where students can ask questions. All students can see the questions that have been asked and then can give “heat” (by voting) to the questions that have already been asked by other students but are questions that they have as well. In this way, questions that many students have rise to the top and teachers can be sure to address those questions.

Below is what the hot question looks like when a question has been asked:

Please post your questions here and give "heat" to questions already asked that you want the answer to.

Submit your question here:

Display as anonymous

Questions	Student can click on the thumb to indicate that they have that question too. The question with the most votes is ends up at the top of the list.	Heat
Does the Moodle grade book connect with infinite campus Posted by Anonymous at Monday, July 18, 2011, 04:42 PM (39 secs early)		0 

Journal

A journal is an assignment that is similar to the online text assignment. In earlier versions of moodle the online text assignment did not exist so people used the journal to have students complete an assignment within the moodle.














































Adding a new Journal to June 10 - June 16

General

Journal name* You must supply a value here.

Journal question*

Font family Font size Paragraph

B *I* U ABC x₂ x¹                                             

Enter a journal name and a journal question

Path: p

HTML format

Days available

Grade

Grade

Grade category

45

Common module settings, Restrict Access and Activity completion are addressed in the [uploading a file](#) resource

Moodle Journal

Separate groups: Section 1

Please note your experiences with teaching with a moodle. How have students responded? How has it worked? Have some activities worked better than others? Why?

Students can make a journal entry by clicking here



Start or edit my journal entry

You have not started this journal yet

Journal entries can be graded just like other assignments [See Grading an Assignment](#)

Lesson

The lesson activity is designed for a course that is 100% on line. Conditional activities can be set up so depending on answers to some questions the student receives other questions or activities. Lessons can be very time consuming to set up.

To learn more about lessons visit http://docs.moodle.org/20/en/Lesson_module

Quiz

Quizzes can be quite complex and deserve a manual all their own.

To learn more about quizzes visit http://docs.moodle.org/20/en/Quiz_module

Wiki

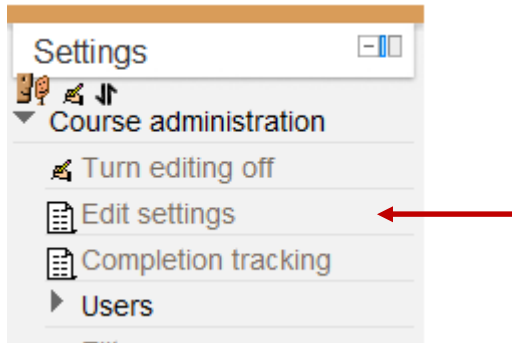
A wiki is a place where classes can work collaboratively on a document or several documents. Students can add web pages, edit existing web pages etc. A wiki can be set up so it is a single class wiki or they can be set up so each student has his or her own. Wikis fall beyond the scope of this document. To learn more go to

http://docs.moodle.org/20/en/Adding/editing_a_wiki

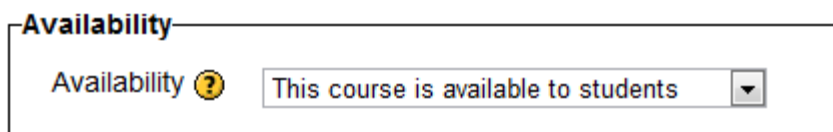
Setting your moodle up so students can enroll

Now that you have your class set up, you need to set up enrollment so your students can enroll. Otherwise you've done work for naught.

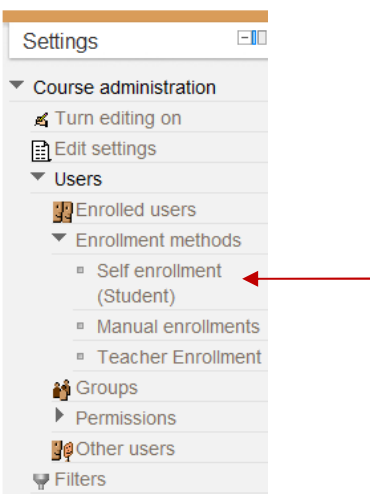
Under Settings, click on Edit Settings:



Make sure that on the setting pages that your course is available to students



Click on Save changes if you needed to make a change here, if not click on Cancel
Next in Settings click on the little triangle next to Users and then the triangle next to Enrollment methods. Click on Self enrollment student:



Self enrollment

Self enrollment

Custom instance name

Allow self enrollments Yes No

Enrollment key Unmask Enter an enrollment key (password). You can leave everything else alone

Use group enrollment keys No Yes

Assign role

Enrollment period days Enable

Start date Enable

End date Enable

Unenroll inactive after days

Max enrolled users

Send course welcome message

Custom welcome message

Click on “Save changes”. Distribute the enrollment key to your students. Direct them to the SUSD moodle (<http://moodle.susd12.org>). Have them log on to the moodle using their SUSD credentials. All middle schoolers, high schoolers and 5th graders have credentials they use to log on to their laptops or computer lab computers. These are the same ones used for logging on to the the Moodle. Once logged in, students need to locate your class and click on it. They will be asked for the enrollment key. They enter it, click on the “enroll me button” and they are in. Students only need to enroll in your class once.

Appendix

Useful sites for learning moodle

[moodle.org docs \(Wiki\)](#)

[Moodle News](#)

[Thinktutorial Website - specific how tos](#)

[Moodle Toolguide for teachers](#)

[Moodle Training Videos](#)

[Moodle News \(external site\)](#)

[Two Minute Moodles](#)

[Issuu.com - Moodle 2.0 Manuals](#)