Moodle Quick Reference Guide for Faculty

Moodle Course Management System

Moodle address: **http://moodle.hendrix.edu** **Login: Hendrix Username and password**

Other tutorials: **http://bit.ly/moodlemanuals** **http://atomiclearning.com (search for Moodle 2.0)**

Make your course available to students

The link(s) to your course(s) will be automatically created. By default, your course(s) is unavailable to the students. Once your course is set up, be sure to make it available to your students

How to:

1. Click on **Settings/Course Admin** in the block on the left. Click **Edit Settings.**
2. Scroll to the **Availability** section, choose: **This course is available to students**.
3. Click on the **Save changes** button at the bottom of the page.

Manage Blocks

Blocks are the rectangular boxes providing varying kinds of information on the left and right sides of the window.

How to:

1. Click on the **Turn editing on** button in the upper right
2. Scroll on the right to the **Add** drop down for Blocks and **select a block to add**.
3. Click the X of an existing block to **delete the block**
4. Click the left or right arrow to **move a block**
5. Click the eye symbol to **hide a block**

Modify Course Layout

By default, the course format is by folder view. To select another format, modify course settings.

How to:

1. Click on **Settings** in the **Course Administration** block on the left.
2. In the **Edit Settings** section, select another format,
3. Click on the **Save changes** button at the bottom of the page.

View Your Students

Your students will be automatically enrolled into your course(s).

How to:

1. Click on **Participants** in the **People** block on the left.

Send E-mail to Students

How to:

1. Click on Participants
2. Click on the checkbox to the right of the student's name, OR scroll to the bottom and **Select All** and on the drop-down box, choose **Send a message.**
3. Type your message.
4. Click on the Preview button, preview, click **Send Message** or go back to **Update.**

Add a Resource

Resources are information you, the instructor, will provide for your students. In general, resources don't require direct interaction from the participant.

How to:

1. Click on the Turn editing on button in the upper right..
2. Select a resource from the **Add Resource** drop-down menu.

Add an Activity or Assignment

These are interactive components of the course, like submitting assignments, that will be graded upon completion

How to:

1. Click on the **Turn editing on** button in the upper right.
2. Select an activity from the "**Add Resource**" drop –down menu. Choose the activity or assignment you wish to add.

Post a new file to your Moodle Course

How to:

1. Click on the **Turn editing on** button in the upper right.
2. Click on **Add resource** drop down menu and select **Link to a file or web site**.
3. Fill in the Name field and click on the **Choose or upload a file** button.
4. Click on the **Upload a file** button in the lower right.
5. Click on the **Choose File** button to search for the file. Select the file by double-clicking.
6. Click on the **Upload this file** button.
7. Click **Choose** to the right of the uploaded file
8. Click on the **Save and return to course** button at the bottom of the page.

Post a message to the news forum

Moodle courses automatically generate a News forum that defaults to subscribe all participants in a course. (Students will receive an email of messages you post here.)

How to:

1. Click on **Add a new topic** in the **Latest News** block.
2. Enter the subject and message
3. Click **Post to forum** button. (To email it to them, use **Mail Now**)

Optional: attach a file to the post by clicking the **Choose File** button and selecting the item to attach

Select Aggregation Methods for Grade Categories

How to:

1. Click on **Grades** under the **Administration** block.
2. Click the **Categories and Items** tab**.**
3. Choose an aggregation method from the drop down menu.
4. Click the **Save changes** button.

***Note**: Click the blue question mark beside Aggregation to see examples of each aggregation method.

Create Grade Categories

How to:

1. Click on **Grades** under the **Administration** block.
2. Click the **Categories and Items** tab.
3. Click on the **Add category** button.
4. Name the category and select the category's aggregation method. If this category is within another category that is set to **Custom Weights**, then you must set the weight value.
5. Click on the **Save Changes** button.

Create Items to be Graded

How to:

1. Click on **Grades** under the **Administration** block.
2. Click the **Categories and Items** tab
3. Click on the **Add grade item** button. Name the item and give a maximum grade value.
4. If you are placing this item in a category that has already been created, use the **Grade category** drop-down menu to select the proper category.
5. Click the **Save changes** button.

Customize the letter grade scale

How to:

1. Click on Grades under the Administration block.
2. Click on the Letters tab.
3. Click on the Edit button at the top of the page.
4. Click on the Override site defaults check box and enter new grade boundaries.
5. Click the Save Changes button at the bottom of the page

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