Moodle Morsels from Sandy & Inkie

1. To login to Moodle:
   a. https://moodle.stpsb.org
   b. Click **(Log in)** on the upper right You are not logged in. (Log in)
   c. You will use your stpsb login, which is how you login to a computer
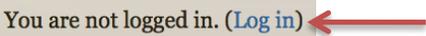
2. Moodle doesn't recognize the ' (apostrophe). Use the ` key (next to the 1 [one] key) instead

3. Moodle reads student names left to right character-by-character with one space between the first and last names. In rare cases, a student will have a middle name also.

4. To see an individual student's login to a course
   a. **Administration** tab
   b. **Reports**
   c. **Logs**
   d. Select the **participant** from the dropdown
   e. Select the **day** (or all days) from the dropdown
   f. Select the **Activity** (or all activities – default) from the dropdown
   g. Keep "**All actions**" and "**Display on page**" as the default
   h. Click the Get these logs
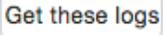
5. To see an individual's participation in a course:
   a. **Administration** tab
   b. **Reports**
   c. **Course Participation**
   d. Choose the **Activity module**
   e. Choose how far to Look back (1 day, 2 days, etc.)
   e. Click the **Go** button

6. To check where and when students are viewing activities in your course:
   a. **Administration** tab
   b. **Reports**
   c. **Logs**
   d. Choose all participants or one particular student
   e. Choose the date
   f. Choose All activities or one particular activity
   g. Click **Display on page**

7. Adding a page (good to use when you have multiple websites for students to view)
   a. Turn editing on, if necessary
   b. Add an activity or resource in the topic where you want the page to appear
   c. Select **Page** under Resource and click the **Add** button
   d. Give it a **Name** (required) and **Description** (optional; be sure to click the box if you want this to show)
   e. Type the words that represent the website in the **Page content**
   f. Highlight the words
   g. Click the link button (a new window will appear); paste the URL in the **Enter a URL** box
   h. Click the box **Open in new window**
   i. Click the **Create link** button
   j. Click the **Save and return to course** button

8. You can delete the following blocks by turning editing on, clicking on the cog wheel ⚙ **Actions** button, and selecting delete from the drop down

   a. Latest News
   b. Search Forums
   c. Recent activity
   d. News Forum (see #3)

9. Upcoming events show assignments/quizzes coming up. If you put an activity with a due date, it will automatically be added to the calendar. If you also add it to the calendar by clicking on "New event", it will be added to the calendar twice.

10. The **Add a block** only shows up when editing is turned on.

11. The following **Blocks** are available in Moodle ➝
    a. Suggested to **use**:
       (1) Calendar
       (2) HTML (for Vokis, etc.)
       (3) Upcoming Events

    b. Suggested to **remove**:
       (1) Latest news
       (2) Recent activity
       (3) Search Forums (optional, see #13 below)

    c. Suggested to **add**:
       (1) Calendar (see #12 below)
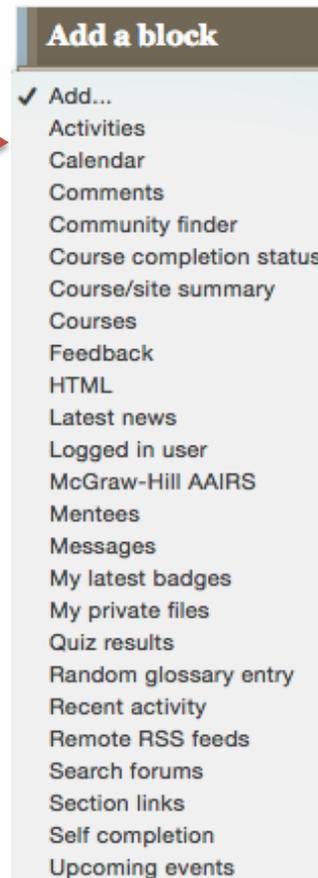
12. The **Calendar** block is not added by default in a course. You can add it under the **Add a block** when you turn editing on. Items are added to the calendar by adding an event **(New event – in the Upcoming events block)** or assignment or any activity with a date attached.

Add a block

✓ Add...
Activities
Calendar
Comments
Community finder
Course completion status
Course/site summary
Courses
Feedback
HTML
Latest news
Logged in user
McGraw-Hill AAIRS
Mentees
Messages
My latest badges
My private files
Quiz results
Random glossary entry
Recent activity
Remote RSS feeds
Search forums
Section links
Self completion
Upcoming events

13. To remove the **News Forum** from your course:
    a. **Administration** tab
    b. **Edit settings**
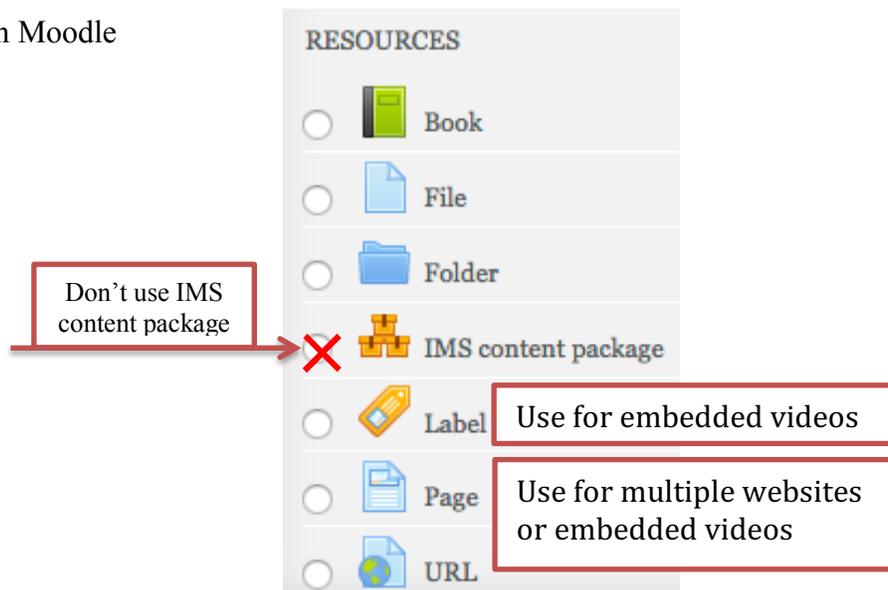   c. **Appearance**
    d. **News items to show** (change to 0)

14. To **delete a block**
    a. Click on the down arrow ⬧⚙▾ ⬅
    b. Select **Delete (*block name*) block**
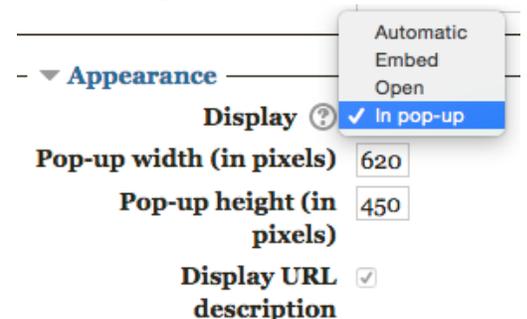   c. You will be prompted to confirm the deletion

15. You can set up a test for just one student if that student's "Email address" contains the student's ID#. See the handout "Setting Up Test Read Aloud" in the Moodle 2.6 folder on the Moodle home page.

16. Read-Write-Gold only works with Moodle and Internet Explorer.

17. **Resources** in Moodle

RESOURCES

○ Book

○ File

○ Folder

Don't use IMS content package ✕ IMS content package

○ Label   Use for embedded videos

○ Page   Use for multiple websites or embedded videos

○ URL

a. **Book** - The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information, which can be broken down into sections.

b. **File** – The file module enables a teacher to provide a file (Word document, PowerPoint presentation, Excel spreadsheet, picture, PDF, etc.) as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. Students need to have the appropriate software on their computers to open the file.

c. **Folder** – The folder module enables a teacher to display a number of files inside a single folder, reducing scrolling on the course page. An empty folder may be created to provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it.)

d. **Label** - The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course. Labels are especially useful for displaying "in your face" embedded videos.

e. **Page** - The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, embedded video, web links and embedded code, such as Google maps. A page can be updated easily. For large amounts of content, it's recommended that a book is used.

f. **URL** - The URL module enables a teacher to provide a web link. Anything that is freely available online can be linked to. There are a number of display options for the URL, such as embedded or opening in a new window (**In pop-up**, recommended.) Note that URLs can also be added to any other resource or activity through the text editor. To add a **URL** (resource), type in the Name, Description, and paste (or type) the URL in the Content section. Under **Appearance**, change the **Display** to **In pop-up.**

Appearance

Display ⑦ Automatic / Embed / Open / ✓ In pop-up

Pop-up width (in pixels) 620

Pop-up height (in pixels) 450

Display URL description ☑

18. **Activities** in Moodle

Don't use the ones with the ❌

ACTIVITIES
- ◉ 📄 Assignment
- ○ ❓ Choice
- ❌ 🗄 Database
- ❌ 🧩 External tool
- ○ 📣 Feedback
- ○ 💬 Forum
- ○ Aa Glossary
- ○ Lesson
- ○ ✓ Quiz
- ○ SCORM package
- ❌ 📊 Survey
- ○ Wiki
- ○ 👥 Workshop

a. **Assignment** - The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected. When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments, etc.

b. The **Choice** activity module enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.

A choice activity may be used:
   (1) As a quick poll to stimulate thinking about a topic
   (2) To quickly test students' understanding
   (3) To facilitate student decision-making, for example allowing students to vote on something.

c. **Forum** - Enables participants to have asynchronous discussions that can take place over an extended period of time.

There are several forum types to choose from:
   Standard forum where anyone can start a new discussion at any time
   A forum where each student can post exactly one discussion
   A question and answer forum where students must first post before viewing other students' posts.

A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

d. **Glossary** - The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary. Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature will highlight any word in the course located in the glossary. When using the glossary, if you want to see the author of the entries, change the **Appearance Display format** to *Full with author.*

e. **Lesson** – The lesson module presents a series of HTML pages to the student who is usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the Lesson. In a Lesson page's simplest form, the student can select a continue button at the bottom of the page, which will send them to the next page in the Lesson.

f. **Quiz** – The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. These questions are kept in the Question bank and can be re-used in different quizzes.

g. **Wiki** – The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit. A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.
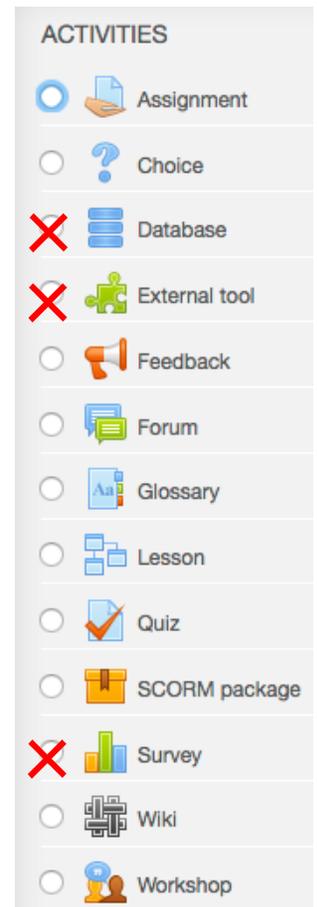
19. **Private Files** – each person (teachers and students) has a place to store files that only she/he can see and have access. This is especially useful when working on rough drafts.
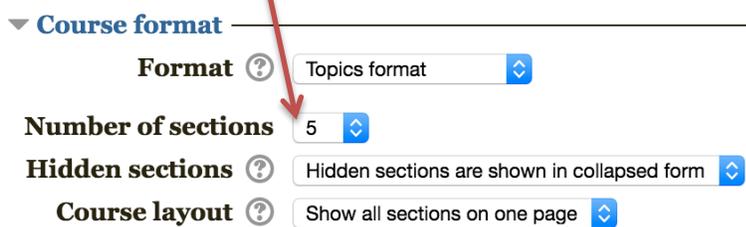
   a. After you login to Moodle, **Navigation** tab, **Home**, **Dashboard**, you will see a block with your Private Files. Click on **Manage private files**…

   b. The **Files** window shows the files you have stored.

Add files	Create a folder	Download all files

   c. To **add** a file, click on the icon, then navigate (**Browse)** to where your file is stored, select the file, then click **Upload this file**. You can access your private files anywhere you can get to the Internet.

   d. To work on a file stored in your Private files, click on the file (in your Private files), then click on the **Download** button in the window that pops up. *Important*: You will need to know where the downloads on your computer are found (usually in the downloads folder.) Remember, if you work on a file, it will not automatically update the new version in your Private files. You will have to upload the newly updated file.

20. **Adding or decreasing the number of Topics sections** (2 ways)
   a. Using the Administration tab
      (1) Course Administration -> select **Edit settings**
      (2) Expand the **Course format**
      (3) Change the topic sections using the dropdown
         Number of sections

   Course format

Format ⑦	Topics format
Number of sections	5
Hidden sections ⑦	Hidden sections are shown in collapsed form
Course layout ⑦	Show all sections on one page

   ▼ Course administration
   ✏ Turn editing off
   ▪ Activity chooser off
   ⚙ Edit settings
   ⚙ Course completion
   ▶ Users
   ▼ Filters
   ▶ Reports
   ▦ Grades
   ⬆ Backup
   ⬇ Restore
   ⬇ Import
   ◉ Publish
   ↻ Reset
   ▶ Question bank
   ▤ Repositories

   b. Using the [+ −] at the bottom of the Topics sections (when editing is on)
      (1) Click the + to add one topic at a time
      (2) Click the – to delete/hide one topic at a time
         Note: If you have any Activities or Resources in a topic that you delete/hide, you will see an **Orphaned Activities** warning. Students will not see the topics you have hidden.

21. To **Change a Topic name**
   a. Turn editing on, if necessary
   b. Click on the **Edit** drop-down Edit▾
   c. Select **Edit topic or section**
   d. Remove the check next to "Use default section name"
   e. Type the new name in the **Section name** box

22. **Enrolling Students**
    a. Administration tab, Course administration, select **Users**
    b. Select **Enrolled users**
    c. You will see all users in your course and their roles (Student, Non-editing teacher)
    d. Click on either of the two `Enrol users` buttons on the right side
    e. The **Enrol users** window will come up
    f. Type the student names firstname (spacebar) lastname in the **Search** box
    g. If only one name shows up for that student, check to make sure that the **Assign roles** drop-down is set to "Student", then click the **Enrol** button.
    h. Keep typing in the names of the students and enrolling them until you have finished enrolling all of them.
    i. The names won't show up until you click on the **Finish enrolling users** button.
    j. If you have duplicate names and there is no student ID# as part of the "email" address, then email the first and last name of the student with the ID# to your Moodle contact person. We will put the ID# as part of the fake email address of the students and you will be notified when it's done.

23. **Un-enrolling students** (one at a time)
    a. Administration Tab, select **Users**
    b. Select **Enrolled users**
    c. A new window will come up and you will see all users in your course and their roles (Student, Non-editing teacher)
    d. On the right side, `Manual enrolments from Wednesday, 3 February 2016, 12:00 AM` click the X to un-enroll any teacher or student from your class. You will be asked to confirm the un-enrollment.

24. **Changing the Roles** of participants in your course
    a. If you accidentally enroll another teacher as a student or a student as a non-editing teacher, you can change their role by going through the first 3 steps above in #22 or #23.
    b. Under the **Roles** column, you will see the roles of the participants
    c. Click on the X next to the wrong Role and confirm the removal
    d. Click on the + sign and assign the correct Role (Non-editing teacher or Student)

25. **Embedding YouTube** ("in your face") **Videos**
    a. First find the YouTube video you want to embed. (Be sure to watch it for appropriateness.)
    b. Click on the **Share** `Add to  Share  ... More` button
    c. Another row of option buttons will appear. Click on the **Embed** `Share   Embed   Email` button
    d. Embed code will appear. Copy the code (ctrl-C or Command-C)
    e. Return to your Moodle course
    f. **Turn Editing on ->** Choose the Topic/Section -> Click on the **Edit** drop-down `Edit▾` icon in the Topic/Section OR Add a **Resource --→ Label** (a new window appears)
    g. Click on the **Show more button**s icon if you do not see two rows of icons
    h. Click *ONCE* on the **HTML** `<>` icon
    i. Paste in your copied code (ctrl-V or Command-V) in the box below
   j. Click **Save changes**. If you get just the code showing, try it again.

26. **Embedding YouTube Videos** (on a separate page)
    a. First find the YouTube video you want to embed. (Be sure to watch it for appropriateness.)

    b. Click on the **Share** ➕ Add to   ➤ Share   ••• More   button
    c. Another row of option buttons will appear. Click on the **Embed** Share   Embed   Email   button
    d. Embed code will appear. Copy with code (ctrl-C or Command-C)
    e. Return to your Moodle course
    f. **Turn Editing on ->** Choose the Topic/Section -> Add a **Resource --→ Page** (a new window appears)
    g. Give it a name (I suggest using the word *Video* in the name)
    h. Type in a description (optional to display)

    i. Click on the **Show more buttons** ⌨ if you do not see two rows of icons in the **Page content** section

    j. Click *ONCE* on the **HTML** ⟨⟩ icon
    k. Paste in your copied code (ctrl-V or Command-V) in the box below
    l. Click **Save changes**. If you get just the code showing, try it again.
       Note that your students will have to click on the name of the page and the *play* icon to see the video

27. **Grouping Students –** a teacher can organize students into groups for a course or activity, useful when you want to see only one particular class activity or grades at a time

    a. Click the **Create group** button in Administration -> Course administration -> Users -> Groups
    b. Add a group name – Ex. 1st Period
    c. Click the **Save changes** button (your group has been created, but no students are in it yet)
    d. Click on the group to which you want to add members, then click the **Add/remove users** button
    e. In the **Potential members** list, select the users you want to add to that goup. Multiple users may be selected by using the Ctrl or Command key.
    f. Click the **Add** button to add those users to that group
    g. Create a **Grouping** by clicking on the **Groupings** tab -> **Create grouping** button and adding a group(s) to that grouping
    h. Note: Events and activities can be available to just a group or grouping

28. **Backing up your course**

    a. Select your course
    b. Administration tab -> Course **Administration** -> **Backup**
    c. Select what settings (default is all) you want to back up and click the **Next** button
    d. Select the Schema settings (what's included) that you want to back up (default is all). This includes files, URLs, topics, videos, assignments, activities, resources, etc. You can choose none or some or all of your topics.
    e. Click the Next **Next** button after you have made your selections.
    f. Confirm and review those settings and click **Perform backup** button
    g. You should get a message that "The backup file was successfully created", click the **Continue** button
    h. You will be given an opportunity to **download** the backed up file to your computer (strongly recommended)

29. **Hiding Activities or Resources**

    a. Turn editing on

    b. Click on the **Edit** Edit ▾ dropdown next to Activity or Resource you want to hide. Click on **Hide**. Items hidden will be greyed out to the teacher and hidden from the students.

30. **Hide or Delete individual items in sections**

    a. Turn editing on

    b. Click on the **Edit** ⌈Edit ▾⌉ dropdown next to the item

    c. Click on **Hide** to hide an item from student view

    d. Once an item is hidden, you can **Show** it at anytime

   e. Click on **Delete** to delete an item from that topic / section

31. **Reset your course** (deletes all students *all at one time* that are enrolled in your course)

    a. Select your course

    b. Administration tab -> Course Administration -> **Reset**

    c. Expand the **Roles** section

    d. Highlight **Student**

    e. Check **Delete all local role assignments**

    f. Click the **Reset course** button

    g. Click the **Continue** button
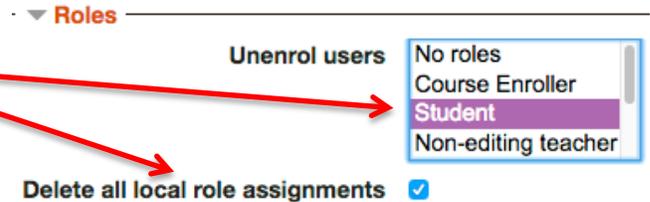
32. **Viewing submitted assignments**

    a. Select your course

    b. Click on the name of the assignment

    c. Click on the View/grade all submissions button

    d. Note you can click on the ⌈▬⌉ icon to collapse any section not needed

    e. Under the **Grading action** dropdown, you can download all submissions at one time (into a zip file)
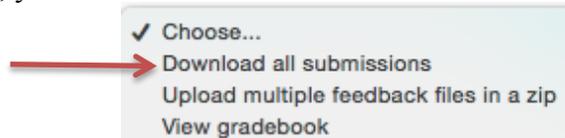
    f. You can make a comment to a student by clicking on the ▸ Comments (0) icon, typing a comment, then clicking **Save comment**

33. **Importing from another course**
    Note: You must be enrolled as a teacher in another teacher's course to import from that course

    a. Select your course

    b. Administration tab -> Course Administration -> **Import**

    c. Search for the course that you want to import from (unless you see it in the list)

    d. Click in the circle representing the course you want to import from and click the ⌈Continue⌋ button

    e. Choose your **Backup settings** (default is all) and click the **Next** button

    f. Select the items you want to import (default is all). Click on **Show type options** to expand the selections. You can import assignments, books, files, folders, labels, pages, quizzes, URLs, topics, etc.

    g. Click the **Next** button

    h. **Backup settings** - review your choices (you can click the **Previous** button to go back)

    i. Click the **Perform import** button

    j. When the import is completed, you will see a message "Import complete. Click continue to return to the course."

    k. You will have the option of moving any of the imported items to another section or topic

34. **Changing your role to student**
(to see what your course looks like to your students)

   a. Administration tab
   b. Expand (if necessary) **Switch role to…**
   c. Select **Student**
   d. To return to your normal teacher role, click on **Return to my normal role** (upper right hand corner or under Switch role to…)

35. **Hiding sections** – you can show or hide any topic / section

   a. Turn editing on
   b. Select the topic / section

   c. Click on the **Edit** Edit▾ dropdown next to the topic. Click on **Hide topic**. Items in a hidden topic will be greyed out to the teacher and hidden from the students.

   d. Two ways to indicate to students that items are hidden:
      (1) The default setting has the words **Not available** in place of the topic
      (2) You can totally hide the section(s) from the students by Administration tab -> Course administration -> Edit settings -> expand Course format and selecting **Hidden sections are completely invisible**
      (3) Click on **Save changes**
   (4) Note all items in a hidden topic are hidden from students
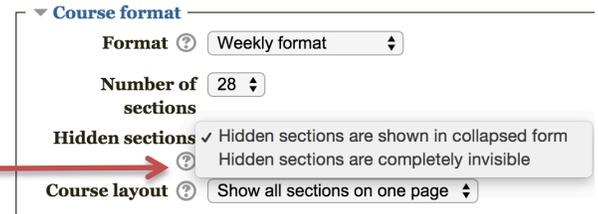
36. Don't change your password using Moodle, even when it asks you to. It won't work.

37. **Unenrolling ALL STUDENTS in a Course at one time**

   a. Select the **course**

   b. Click **Administration** tab/block

   c. Click **Reset**

   d. Expand **Roles** if necessary

   e. Click on **Student**

   f. Check **Delete all local role assignments**

   g. Click **Reset course** button
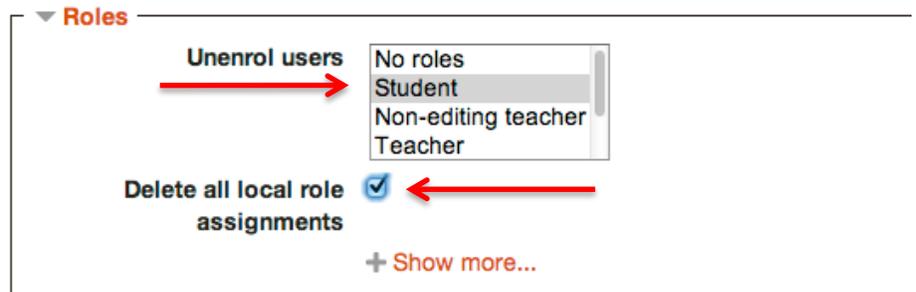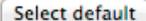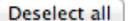
h. A new window will appear. Click **Continue**

Reset course

Component	Task	Status
Roles	Delete all local role assignments	OK
Roles	Unenrol (31)	OK

Continue