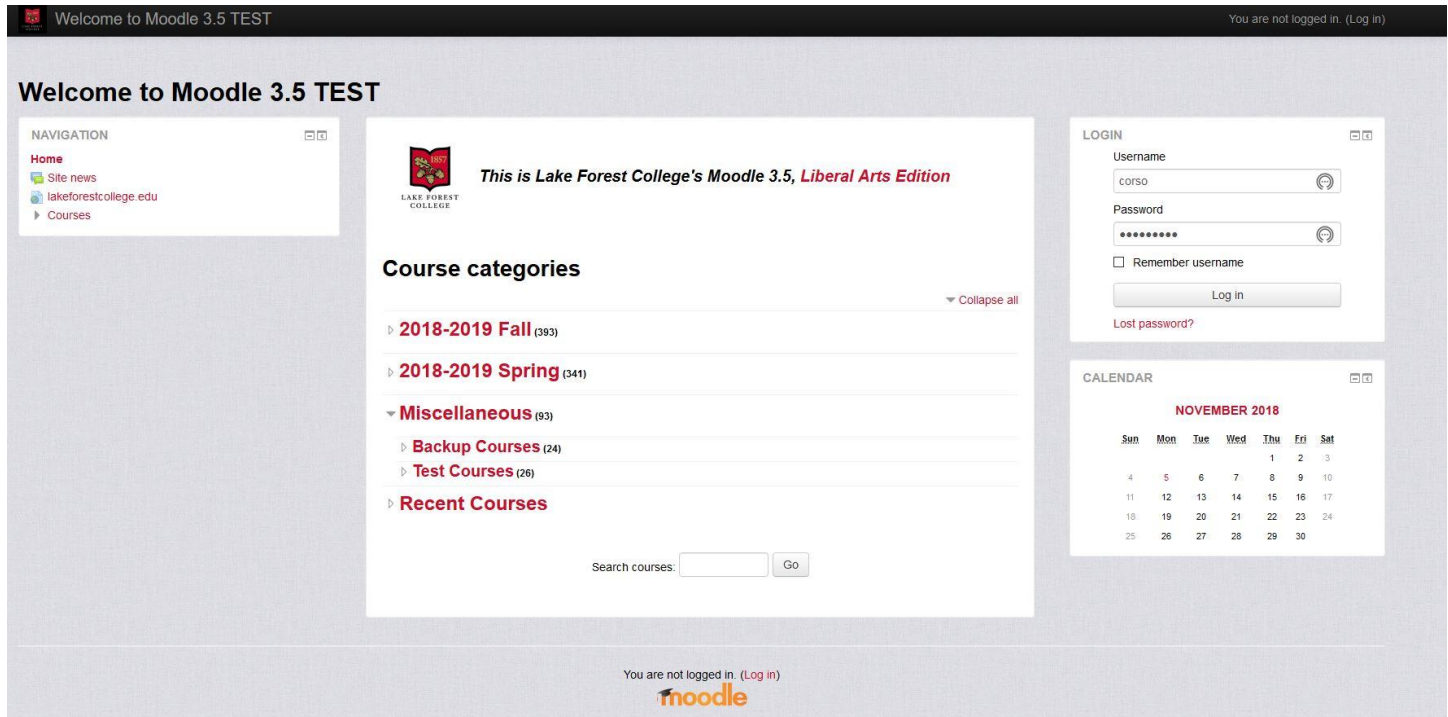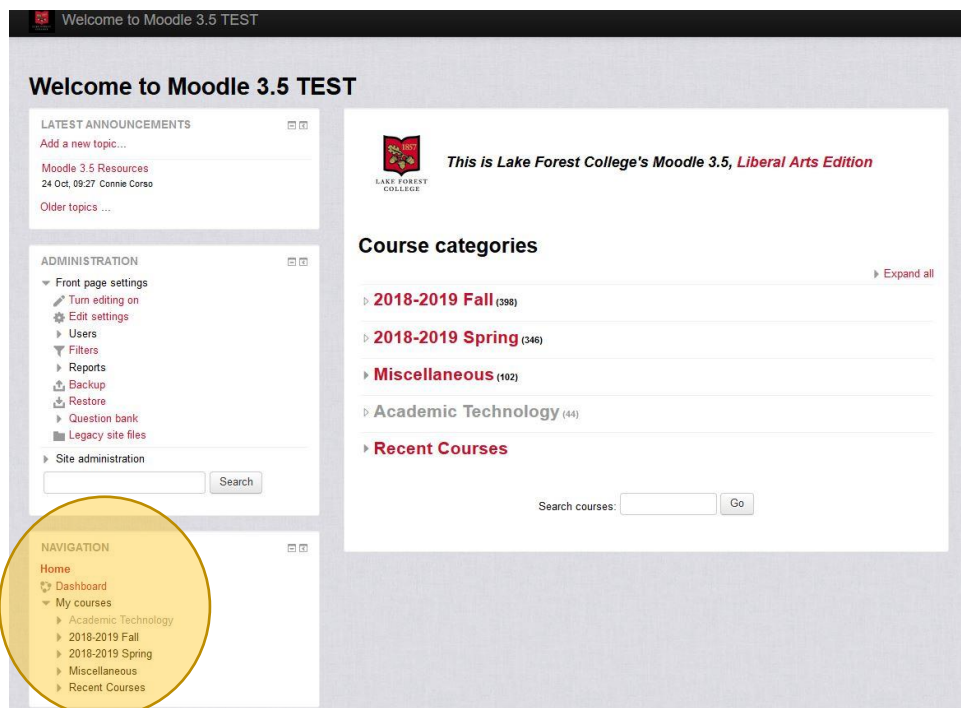# Moodle 3.5 Quick-Start Guide for Faculty

## Explore the look of "New Moodle"



1. Upon logging into Moodle, go to your "Navigation" block to the lower left of your screen. Here you will see a listing of your courses, new and old, as usual.

2. You will also notice a new way to look at your courses called the "Dashboard." Everyone in Moodle now has their own personal page, referred to as a Dashboard. The Dashboard is a powerful tool for students too as this is where they have an overview of the courses that they are enrolled in and any activities which need to be given attention.
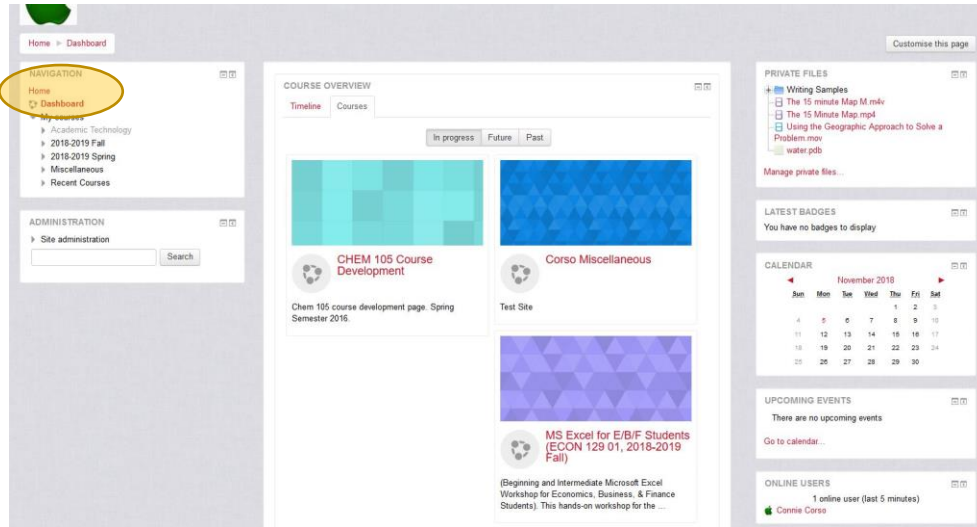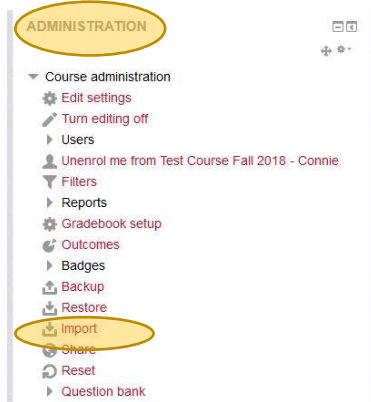


For more detailed information on the Dashboard feature, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Dashboard

3

# Import a Previous Course

1. Start by navigating to and entering the course to which you want the past course information added.
2. From the course Administration block click on the "Import" link.



3. Choose the course you want to import by typing the course number into the Search box and hit Enter or Return on your keyboard or click on the "Search" button.



4. Make your selection and click "Continue."



From the Office of Academic Technology at Lake Forest College

5. All of the major Import settings will be checked by default. Choose what you want to carry over to the new course, and then click the "Next" button.



6. Your selection choices will become more granular and you can deselect individual items you may not need. For instance, you might not need to import the "News forum" if it was devoid of content. You will have a new news forum in the new course. Once you are finished, click the "Next" button.



7. Now you will see a "Confirmation and Review" page that shows you all the choices you have made. Click the "Perform import" button to continue.

8. Have patience while the import is loading. Once it is completed, click the "Continue" button to return to your new course. Everything you imported should appear and you will need to adjust settings like hide/ unhide and dates.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ **5. Perform import** ▶ 6. Complete

16.37%

41.42 secs

Import complete. Click continue to return to the course. ✕

Continue
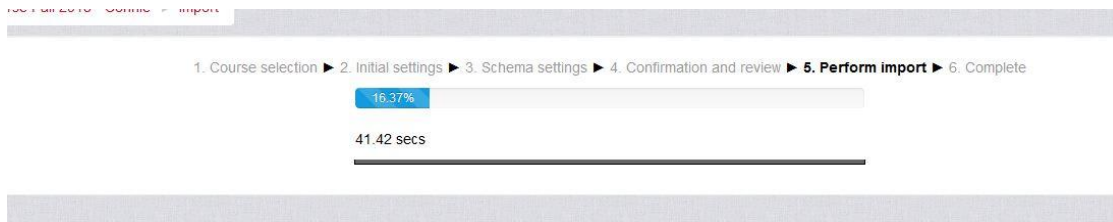
For more detailed information about importing materials from a previous semester, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Import_course_data#How_to_import_activities_or_resources
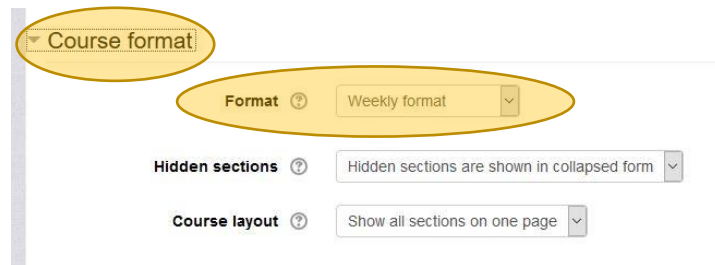
## Edit Course Settings

### Course format

1. Go to the gear icon in the administration block of the course.
2. Click "Edit settings."



3. Expand the "Course format" section.
4. Select the desired Format from the drop-down menu – topics, weeks, single activity, or social.



5. Scroll down to the bottom of the page and click "Save and display."

### Adjust the number of weeks or topics in the course

1. Go to the gear icon in the administration block of the course.
2. Click "Edit settings."
3. Expand the "Course format" section.
4. Change the Number of weeks setting from the drop-down menu accordingly.
5. To adjust the number of topics, go to the main topics area of your course. Scroll to the unused topics and delete from there.
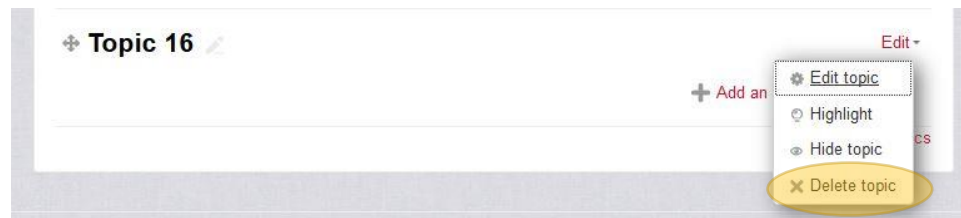


6. To add topics to your course, scroll to the bottom of your topics area and click on the "+Add topics" button and configure from there.



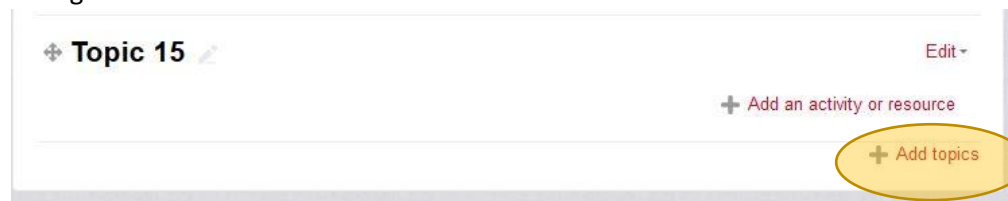7. Scroll down to the bottom of the page and click "Save and display."

### Adjust the start date of the course

1. Go to the gear icon in the administration block of the course.
2. Under "General," navigate to the "Course start date" and adjust the date accordingly. Monday through Sunday weekly format is the most commonly used, as it follows the typical calendar week.  However, some faculty like to set the start date to reflect the day of the week the class meets.
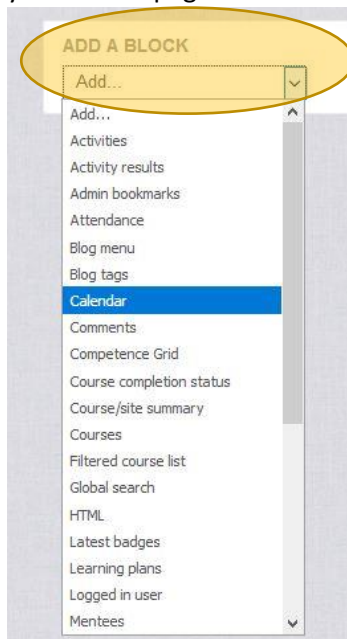
**Edit course settings**



3. Scroll down to the bottom of the page and click "Save and display."

### Add a Block

1. Moodle is made up of many modular components called "Blocks." There are several specific types of Blocks that do not appear in Moodle by default. Those unused Blocks are kept in the "Add a block" block that appears on your course page to the left when you have Editing turned on. You can configure your blocks from this tool.
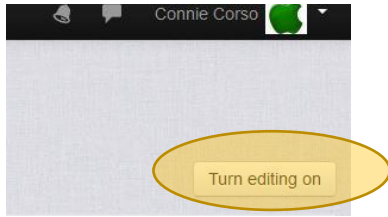


For more detailed information about Blocks, visit the Moodle Docs page on this topic.

https://docs.moodle.org/35/en/Blocks

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## Upload and Display a File

1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.

2. If you are adding a file, you can drag and drop from your device into the week or topic area to which you want to add the resource.
   a. If drag and drop does not work, check the following. Make sure you are using the Firefox browser as recommended by Moodle. If you get a message to update your version of Java, do so.

3. You can also browse to add a file. Enter the week or topic block where you want to add a file. Click on the "+Add an activity or resource" menu.
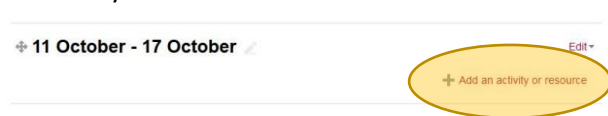
4. Select "File" and click the "Add" button.
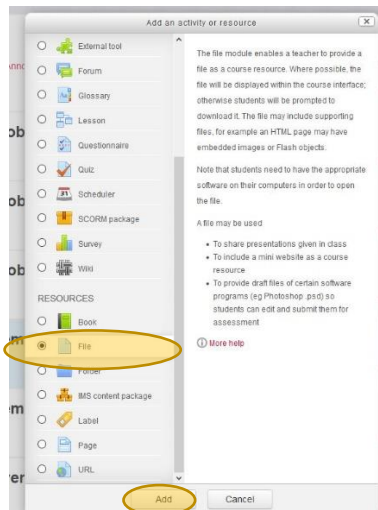
5. Fill in the name of the file.
6. Browse to the location of the file you want to upload.



7. Under "Appearance," choose the display type. A good choice is "In pop-up" so that students do not have a resource loaded in place of the Moodle page. Click on "Show more" and double the size of the pop-up feature which makes the file much more visible to the students.



8. Scroll down and click the "Save and return to course" button.

## Add a Resource

1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.
2. Enter the week or topic block where you want to add a Resource. Click on the "+Add an activity or resource" menu.
3. Select the type of Resource you wish to add (Page, URL. Label, etc.).
4. Fill in the required areas and demarked by a red asterisks (*) and adjust settings as necessary.
5. Scroll down and click the "Save and return to course" button.

   For more detailed information on adding resources, visit the Moodle Docs page on this topic.

   https://docs.moodle.org/en/Resources
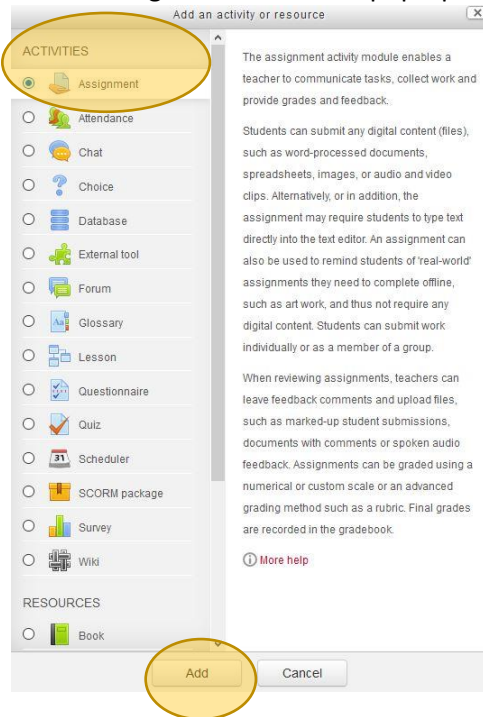
## Add an Assignment

1. In the Moodle course, click the "Turn editing on" button at the top right of the course page.
2. Enter the week or topic block where you want to add a file. Click on the "+Add an activity or resource" menu.
3. Select "Assignment" from the pop-up that appears and then click the "Add" button.



4. Create the activity and set the parameters. Give the assignment a name and description.
5. Set "Available from" and due dates/times. Note that Moodle uses a 24-hour clock.
6. You may choose to set a "cut-off date" which allows students a grace-period of time to submit the assignment late. Moodle will add a timestamp.
7. By default, the assignment tool will allow students to upload one file. You can allow more than one file submission. You can also allow students to use the "Online text" format for the assignment.

📄 **Adding a new Assignment to 11 October - 17 October** ⓘ

▶ Expand all

▼ General

Assignment name *  Reading Analysis Week 1

Description

Instructions

Read the PDF located in week 11 October - 17 October. Provide a one-page analysis using the Stratford method.

Display description on course page ☑

Additional files ⓘ

Maximum size for new files: Unlimited

▶ 📁 Files

You can drag and drop files here to add them.

▼ Availability

Allow submissions from ⓘ   11   October   2018   00   00   ☑ Enable

Due date ⓘ   3   December   2018   23   59   ☑ Enable

Cut-off date ⓘ   5   November   2018   12   12   ☐ Enable

Remind me to grade by ⓘ   5   December   2018   16   00   ☑ Enable

Always show description ⓘ ☑

▼ Submission types

Submission types   ☑ File submissions ⓘ   ☐ Online text ⓘ

Maximum number of uploaded files ⓘ   20

Maximum submission size ⓘ   Activity upload limit (20MB)

8. Scroll down and click the "Save and return to course" button.

For more detailed information on adding and setting up assignments, visit the Moodle Docs page on this topic.

https://docs.moodle.org/en/Assignment_module

## View Course as a Student

1. Go to the User menu at the top right of your course page.
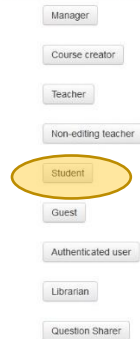2. Click to expand the menu and select "Switch role to."
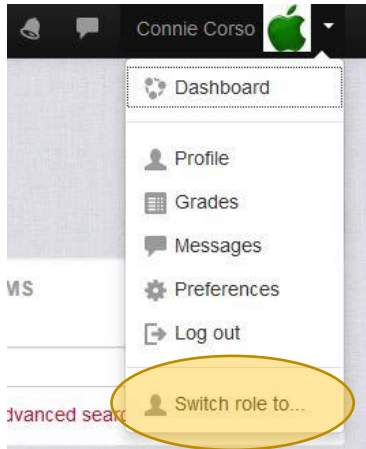
3. Click on the "Student" option. Your page will refresh, and you will see your course as a student.
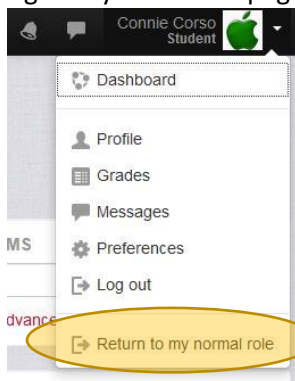
4. Once you finish with this view, you can return to the role of "Teacher" by going back to the User menu at the top right of your course page and select "Return to my normal role."
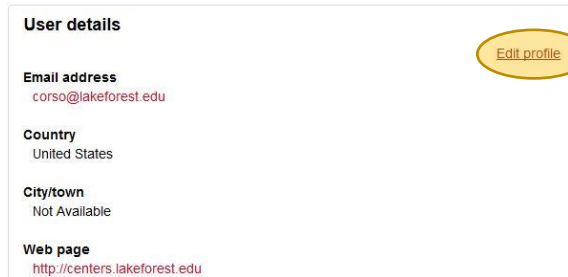
5. To continue working on your course, click the "Turn editing on" button again.
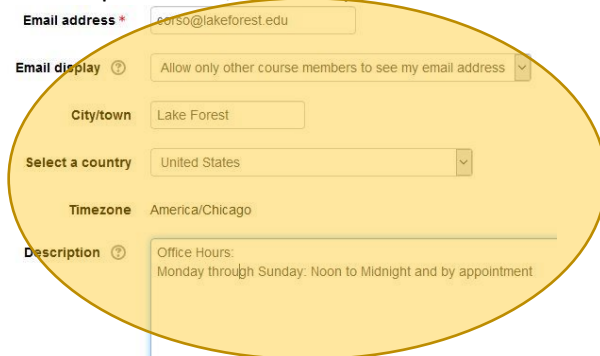
## Update Profile and Change Settings

1. On any Moodle page, go to the User menu in the top right corner of the page by the log in/ log out.
2. Expand the User menu and click on "Profile."
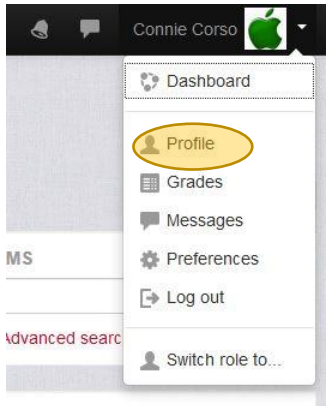


3. Under "User Details" click on the "Edit profile" link.



4. Enter your city and Country.
5. In the "Description" box, enter any information such as Office Hours and a brief bio.



6. Upload a picture or an avatar that will accompany your user name.

## Editing Icons Key

| Icon | Name | Description |
|---|---|---|
| | Edit title | Allows you to quickly rename a resource or activity link, simply edit the name in the text field that appears and hit enter |
| ← → | Move right/left | Allows you to indent items to help organize a longer list of items in your week/topic |
| | Move | Allows you to drag-and-drop an item to the desired location, either within a week/topic or between them. An entire week/topic can be moved in this manner as well. |
| | Edit | Allows you to edit or update settings for an activity or resource |
| | Duplicate | Allows you to create a copy of an activity or resource. Handy during development when creating similar activities with the same settings. |
| × | Delete | Allows you to remove an activity or resource. Will ask you to confirm first. |
| ⊙ ⊘ | Show/Hide | Opening or closing this "eyeball" icon makes an activity or resource available or unavailable to students. When a link to an item appears in gray, it is hidden. |
| | Assign Roles | Allows you to change what a user can do with a specific page or file within a course. |
| | Groups | This icon allows you to switch from no group, separate groups, and visible groups. Only appears on activities where groups can be enabled. |
| ⓘ | Help | Will provide a description of a setting and may include a link to more information. |
| | Insert Image | Appears within text editor fields and allows you to link to or search your computer for an image to insert in your page of text. |
| 🔗 | Insert/Edit & Remove Hyperlink | Appears within text editor fields and allows you to create a hyperlinks to direct students to URLs or files. Becomes active when text is selected to display the hyperlink. |
| | Sort | Allows you to sort a column within the Grader Report by ascending or descending order. |
| | Add File | Opens the File Picker to browse your computer and upload a file instead of using the drag-and-drop method |
| <> | Edit HTML Source | Allows you to toggle the HTML view of the text field. Used to insert embed code for sharable videos and other web 2.0 tools. |