

**eThink Education  
Moodle Faculty  
Quick Reference Guide**



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## **Introduction**

Welcome to Moodle! eThink Education and Saint Martin's University's are excited to introduce the long-term solution for course management and online learning for SMU. The following user guide is designed as a quick reference guide for the basic functionality you will use everyday with Moodle.

If you find yourself getting more advanced with Moodle, there are a number of resources at your disposal. A few alternatives are outlined at the end of this document to get you started.

# eThink Education Moodle Faculty Quick Reference Guide



## Logging On

To access Moodle go to <http://moodle.stmartin.edu> from any web browser including Internet Explorer, Firefox or Safari.

Moodle is integrated with your existing campus logon user name and password. This means you can use the same user name and password that you use to logon to computers on campus. For example, if your name is John Doe, your logon will be something like “jdoe” or “john.doe”. The password will be the same as you use currently.

The first screen you will see is the Moodle home page. Click in the upper right corner to login.

Enter the User Name and Password as shown below:

Saint Martin's University Moodle

login help

Course categories	
2008/FALL/Main	5
2008/FALL/01(Term 1)	15
2008/FALL/03	
2008/SUM/07(MAC)	1

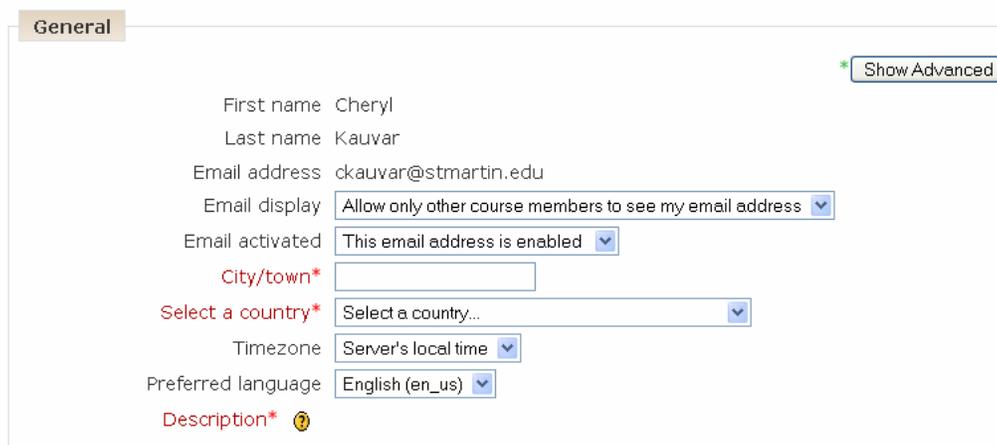
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## Editing Your Profile

The first time you logon, after entering your user name and password, you will be redirected to a page where you can update your user profile. A number of fields on this profile are being automatically updated using your information in PowerCAMPUS. If you feel any changes need to be made, contact the Registrar to have it updated.

### Cheryl Kauvar

[Profile](#) [Edit profile](#) [Forum posts](#) [Blog](#)



**General** Show Advanced

First name Cheryl  
Last name Kauvar  
Email address ckauvar@stmartin.edu  
Email display Allow only other course members to see my email address  
Email activated This email address is enabled  
City/town\*  
Select a country\*  
Timezone Server's local time  
Preferred language English (en\_us)  
Description\* ?

1. You'll see your username and email address already filled in. You will not be able to change these here as they are linked to your other logons on campus.
2. Email display allows you to choose who can see your email address. Your choices are to hide your email from everyone, allow only the people in your classes to see it, or display it for everyone who logs in to the site. If you choose to hide your email from other people, they will not be able to send you email directly from Moodle.
3. After setting your city and country, you can choose your preferred language. Setting your language here makes it your default language for all pages.
4. The timezone setting can be very important, especially if you're working with an international audience or will be traveling and accessing the system. Be sure to set the time zone to your local time, not the server's local time.
5. The description box gives you a place to tell your Moodle community a little about yourself. If you don't feel comfortable writing a description, just put a couple of characters in here and the system won't complain.

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6. The remaining optional fields allow you to include personal details about yourself, including your photo or a representative image, and contact information. Your picture will appear by your postings in the forums, in your profile, and in the course roster.
7. You can also upload a picture. For students who have Main Campus ID cards, the ID card photo will be automatically uploaded. For all other students and faculty, to upload a new picture, follow these steps:
  - a) Prepare the picture you want to use by converting it to a gif or jpeg if you haven't already. It should be smaller than the maximum upload size.
  - b) Click the Browse button and locate your prepared picture. Then click Choose in the dialogue box.
  - c) Then click Update Profile at the bottom of the screen. Moodle will crop your picture into a square and shrink it to 100-by-100 pixels.

Now your profile is all set to go. You won't have to edit this again unless you want to change something.

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## Opening Your Course

After logging in you will find yourself on the Moodle homepage. Your user id is linked to PowerCAMPUS, so Moodle should know automatically what courses you are teaching and they should appear immediately on the Moodle homepage. If you do not see one or all of the courses you are teaching, contact the IT Help Desk for assistance.

The courses are pulling over directly from PowerCAMPUS, the Student Information System. As such, the Course ID, Course Name, Description, Start and End Dates are automatically being filled in. It is not recommended that you change any of this information in Moodle. Instead, if you see anything that is incorrect, contact the Registrar's Office to have it updated in PowerCAMPUS.

The Course ID in Moodle is a computed field including the Course ID (ACC 101) plus the Section Number followed by a dash and then the Term and Session the course is being offered in. For example, ACC101.01 – FA1 would be ACC 101, Section 1 offered in the Fall Term, Session 01.

The information on your course (the special Course ID) will be grayed out when you first see it on the homepage. This is because when the course is created it is created in a *hidden* status. This means that only you as the teacher can see it, the students cannot. This gives you an opportunity to update your course and add content and then you decide when you are ready to for your students to see the course.

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Click on the grayed out course ID to open your course.

The screenshot shows a Moodle interface with a sidebar on the left containing a 'Main menu' and a 'Calendar' for July 2008. The main content area is titled 'My courses' and lists two courses: 'eThink Moodle Training Course' (Teacher: Teacher Test) and 'ACC201.B1-2008.FAMain Financial Accounting' (Teacher: Cheryl Kauvar). A 'Resources' sidebar on the right lists various links and documents. A 'login help' link is visible in the top right.

**Main menu**

- Moodle Help
- Can't Log in?
- Call or stop by Help Desk
- Help Desk
- Suggestion Box
- Moodle Chat
- Instructional Design
- Term/Session chart
- FAQ
- WU Moodle Manual
- Latest news
- Using Moodle Book

**Calendar**

July 2008

Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5
7	8	9	10	11	12

**My courses**

**eThink Moodle Training Course**  
Teacher: Teacher Test

This course is designed to assist your faculty with understanding and using Moodle as a Course Management System.

**ACC201.B1-2008.FAMain Financial Accounting**  
Teacher: Cheryl Kauvar

Fundamentals of measuring and communicating financial aspects of

**Resources**

- Term/Session Chart
- Academic Calendar
- About Moodle at Moodle for Teachers
- SMU Moodle Manual
- Using Moodle 2.0
- Moodle.org Manual
- Moodle Manual Teaching
- Moodle for Students
- Student Tutorial
- Multimedia
- Moodle Video Tutorial
- Physics Animation
- Open Source Microsoft
- Visualized Experiment
- Software
- Microsoft Office
- PowerPoint Viewer

login help

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## Course Settings

The settings area where you set the course format also gives you access to a number of important course options. You'll find it is important to take a moment to review the settings for your course to ensure that it behaves the way you want.

To change your course settings:

1. Click Settings in the Administration block.
2. Review each of the settings options to ensure they are correct for your course:

### Category (*Do Not Change this field*)

Moodle is automatically creating course categories as it pulls the courses over from PowerCAMPUS. These categories are mapped to the prefix of your Course ID, for example all IDs that begin with ACC are placed in an ACC category. This would include ACC 101, ACC 102, ACC 201 etc. Do not change the course category.

### Full Name (*Cannot be changed*)

This is the name that is displayed on the top header of every screen in your course. This name is also computed by the integration with PowerCAMPUS and therefore cannot be changed.

### Short Name (*Cannot be changed*)

Enter the institutional shorthand for your course. This name is also computed by the integration with PowerCAMPUS and therefore cannot be changed.

### Summary

The summary will appear in the course listings page when other users scan the course catalogs. This is also computed by the integration with PowerCAMPUS and therefore should not be changed.

### Course Start Date (*Do Not Change this field*)

The start date is the day the course is first active. This is also computed by the integration with PowerCAMPUS and therefore should not be changed.

### Enrollment Period (*Do Not Change this field*)

The enrollment period is the number of days after the start of the course during which students *are enrolled*. After the enrollment period, all of your students will be unenrolled from the course.

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## Group Mode

Moodle can create student workgroups. For now, you need to decide if you want your groups to work independently or to be able to view each other's work. You can also set the group mode separately for many activities or force the group mode to be set at the course level. If everything in the course is done as part of a group, or you are running cohorts of students through a course at different times, you'll probably want to use the group mode to make management easier.

## Availability

Use this setting to control student access to your course. You can make a course available or unavailable to students without affecting your own access. This is a good way to hide courses that aren't ready for public consumption or hide them at the end of the semester while you calculate your final grades. *This setting will be configured to hide your course when the course is initially created. You must change this setting to unhide your course in order for students to see it.*

## Enrollment Key

A course enrollment key is a code each student enters when they attempt to enroll in a course. The key makes it more difficult for students who aren't officially in the class to gain access to your Moodle site. Generally, it is not necessary to use this key unless you specifically want feel your course needs it.

## Guest Access

You can choose to allow guests to access your course, either with an enrollment key or without it. Guests can only view your course and course materials; they can't post to the forums, take quizzes, or submit any materials. It is recommended that you NOT allow guests to access your course.

## Hidden Sections

When you hide an upcoming topic block to prevent your students from jumping ahead, you can choose to display the title as a collapsed section or simply hide the topic altogether. Displaying the collapsed sections will give your students a roadmap of the upcoming topics or weeks, so it's probably a good idea to leave this on the default setting.

## News Items to Show

Use this setting to determine the number of course news items displayed on the default page.

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## Show Grades

This setting allows you to choose whether grades are displayed to students. If you are using the Moodle gradebook, allowing students to view their grades is recommended. Checking grades has become one of the most popular features of CMS systems.

## Show Activity Reports

This setting allows students to view their activity history in your course. This is useful if you want students to reflect on their level of participation, or if they are graded on participation.

## Maximum Upload Size

This setting is used to limit the size of any documents you or your students upload to the class. The maximum size is set by your system administrator, but you can choose to limit students to files that are smaller than the system maximum. You can limit the amount of storage space each assignment can take or limit the size of picture or video files your students upload.

## Your Word for Teacher/Teachers

The next two settings allow you to enter the word you want Moodle to use for the singular and plural versions of the word that designates the teacher's role. You can call teachers instructors, facilitators, professors, etc.. Whatever you want to use, enter it here.

## Your Word for Student/Students

Again, you can choose the word you want Moodle to use for people in the student role, such as "participants" or "learners."

3. Once you've made all your selections, click Save Changes.

## Editing Your Course

Now that you've decided on a format and settings for your course, let's look at how to add content to your course. To start the process, you'll first need to turn on *Editing Mode*, which will allow you to add resources and activities to your course. On the left side of the screen of any course you are teaching, you'll see a link labeled "Turn Editing Mode On." Clicking on this link will present you with a new array of options.

Starting at the top of the screen, let's look at what Editing Mode enables you to do. At the top of each block, you'll see an icon of a hand holding a pencil. When you click it, you are presented with a Summary text area. You can use this to label and summarize each topic or schedule blocks in your course. You should keep the summary to a sentence or two for each block to avoid making the main page too long. Click Submit when you've added your summary. You can go back and change it later by clicking the hand-and-pencil icon again.

On the lefthand side, next to the label for the People block, you'll see the icons described.

### *Block icons*

Icon	Function
	Show or hide item. If you want to keep an item in your course, but don't want your students to see it, you can use this to hide it from them.
	Delete item. Removes the item or block from your course. Items will be permanently removed; blocks can be added again using the Blocks menu.
	Move item. Clicking this will allow you to move an item to another topic or schedule block.
	Move right or left. You can move blocks to the left- or righthand columns. You can also use this to indent items in your content blocks
	Move up or down. Moves items and blocks up or down in their respective areas.

You will use these icons throughout Moodle to customize the interface for your needs. In addition to the icons for manipulating the blocks, each content block in the middle column has two dropdown menus. On the left, the menu labeled "Add a resource..." gives you tools for adding static content, such as web pages and word-processing documents. On the right, the "Add an activity" menu gives you tools to add activities such as forums, quizzes, lessons, and assignments.

The resource menu gives you access to tools for adding content. There are a number of ways you can create content directly within Moodle, or link to content you've uploaded.

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## Compose a text page

From here, you can create a simple page of text. It doesn't have many formatting options, but it is the simplest tool.

## Compose a web page

If you want more formatting options, you can compose a web page. If you selected to use the HTML editor in your personal profile, you can simply create a page as you would using a word processor. Otherwise, you'll need to know some HTML for most formatting.

## Link to a file or web site

If you want to upload your course documents in another format, you can save them on Moodle and provide easy access for your students. You can also easily create links to other web sites outside your Moodle course.

## Display a directory

If you upload a lot of content, you may want to organize it in directories. Then you can display the contents of the entire folder instead of creating individual links to each item.

## Insert a label

You can use labels to organize the links in your course's main page. The only thing they do is provide a label within the content block.

The Add Activity Menu allows you to add interactive tools to your course. The table below explains each tool very briefly.

### *Activity types*

<b>Tool type</b>	<b>Description</b>
Assignment	A basic task with which you can describe what you want the students to do or record a grade. You can also have the students upload a response and score it later.
Attendance	Used to manually or automatically track student participation in the class.
Chat	A group chat room where people can meet at the same time and send text messages.
Choice	A simple poll displayed within a

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	content block.
Dialogue	Like a chat, but allows for one-to-one communication between students and teachers.
Exercise	A variant of the assignment tool with which you give students an exercise and they upload their work and then assess themselves. You can grade their work and their self-assessments.
Forum	Treaded discussion boards. They are a powerful communication tool.
Glossary	Dictionaries of terms that you can create for each week, topic, or course. You can have your students participate in building them.
Journal	Self-reflection is an important idea in social constructivism. Journals are free-response opportunities for students to reflect on the course materials.
Label	A way to insert text or other HTML elements into the content area.
Lesson	A set of ordered materials that use questions to determine what content the student sees next.
Quiz	A good, old-fashioned web quiz with a lot of flexibility.
Resource	A file, web page, link, or other content for students to view or download.
SCORM	SCORM is an acronym for Sharable Content Object Reference Model. It's a packaging standard for educational content. Moodle now has tools to allow you to upload content packaged as SCORM.

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Survey	Gathers feedback from students using pre-packaged questionnaires.
Workshop	A very nice tool for student peer assessment. Students upload their work and score their peers' work using a scoring guide you create.

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## Cross-Tallied Courses

Many courses at Saint Martin's are considered cross-tallied, meaning that the course is listed under two different course ids. For example, ED 371 and MED 571 are technically taught at the same time, despite being listed separately for the Undergraduate and the Graduate programs.

For these courses, most professors wish to maintain one course in Moodle. All students would be directed into this course and all assignments will be posted to this course. In order to allow for this, we will use a Moodle feature called a *metacourse*.

Below are the steps you need to take in order to designate a metacourse:

1. Navigate to the course you want to use for all updates. This will be the "parent" course. On this course, go to the Administration block on the left-hand side of the screen and select *Settings*.
2. On the Settings page, scroll down until you see the prompt "*Is this course a metacourse?*" Select Yes and then scroll all the way to the bottom and save this screen.
3. Return to the main page for the course. In the Administration block on the left-hand side, you will now see an entry called *Child Courses*. Click on this selection.
4. On this screen, you are to select the other course which is cross-tallied with the course you are currently on. Be careful to select the exact course you need.
5. Return to the main page for the course. You have now successfully linked the courses together.
6. In the Parent Course, proceed to the Settings link from the Administration block on the left hand side of the home page. Scroll down toward the bottom of the page to the *Availability* portion of page. Change the Availability setting to *This course is visible to students*. This will make the Parent course visible to students. Do not make the child courses visible to students, leave the setting as it defaults to *This course is not visible to students*. This will help to minimize the confusion for students of which course to select.

If you are using a metacourse you will need to inform your students which course you have designated as the metacourse (parent course). This will be the course they see when they logon to Moodle and the location they need to check for all assignments.

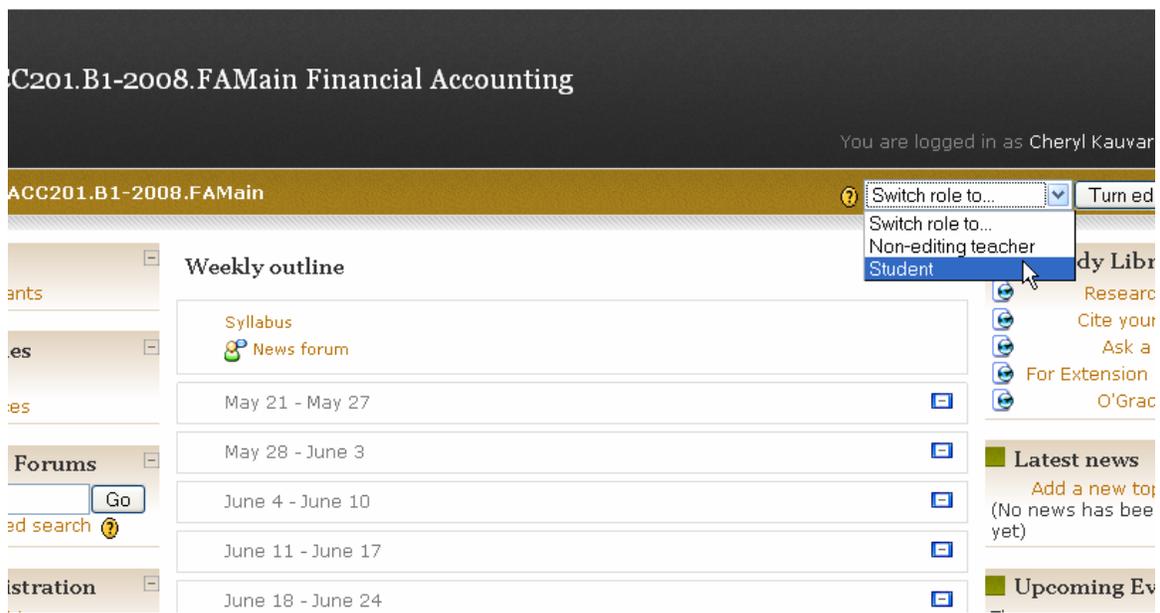
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## Simulate Student Role

Once you've added content to your course, you may want to simulate a student role so you can get an idea of what the course will look like for a student.

In the upper right-hand corner of the screen, click on the drop-down to change role and select *Student*. Now you can navigate your course as a student. Once you are ready to move back to your normal role, click on the appropriately named button in the upper right corner.



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## Grades

The Gradebook in version 1.9 is slightly different than the Gradebook in previous versions of Moodle. The following is a basic guide to using the new Gradebook. Using this guide you should be able to successfully track and tally grades in Moodle.

From the homepage of your course, click on the Grades link from the Administrative block on the left side of the page:

The screenshot shows the Moodle course interface for 'ACC201.B1-2008.FAMain Financial Accounting'. The user is logged in as Cheryl K. The page features a navigation menu on the left with categories: People (Participants), Activities (Forums, Resources), Search Forums, and Administration (Turn editing on, Settings, Assign roles, Grades, Logs, Backup, Restore, Import). The 'Grades' link in the Administration block is circled in red. The main content area displays a 'Weekly outline' with a 'Syllabus' and 'News forum' link, and a list of weekly periods from May 21 to July 22. The right sidebar contains user profiles for 'O'Grady' and 'Latest news'.

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You will enter the Gradebook for your course as shown below. If you have any assignments, quizzes or other graded activities already configured in your course, you will see them appearing in the Gradebook. If you do not yet have those setup, don't worry. You can proceed regardless of whether or not you have content in your course.

ACC201.B1-2008.FAMain Financial Accounting : Grades

Jump to...

SMU > ACC201.B1-2008.FAMain > Grades > Report > Grader report > Grader report Turn editing on

Choose an action ...

Grader report My report preferences

Hide averages Show groups Hide ranges

ACC201.B1-2008.FAMain ...	ACC201.B1-2008.FAMain ...
First name / Last name ↑	Course total ↓
Range	0.00-100.00
Brian Carlson	-
Cheryl Kauvar	-
Overall average (Submissions)	-

Moodle Docs for this page Moodle site managed by eThink Education You are logged in as Admin User (Logout)

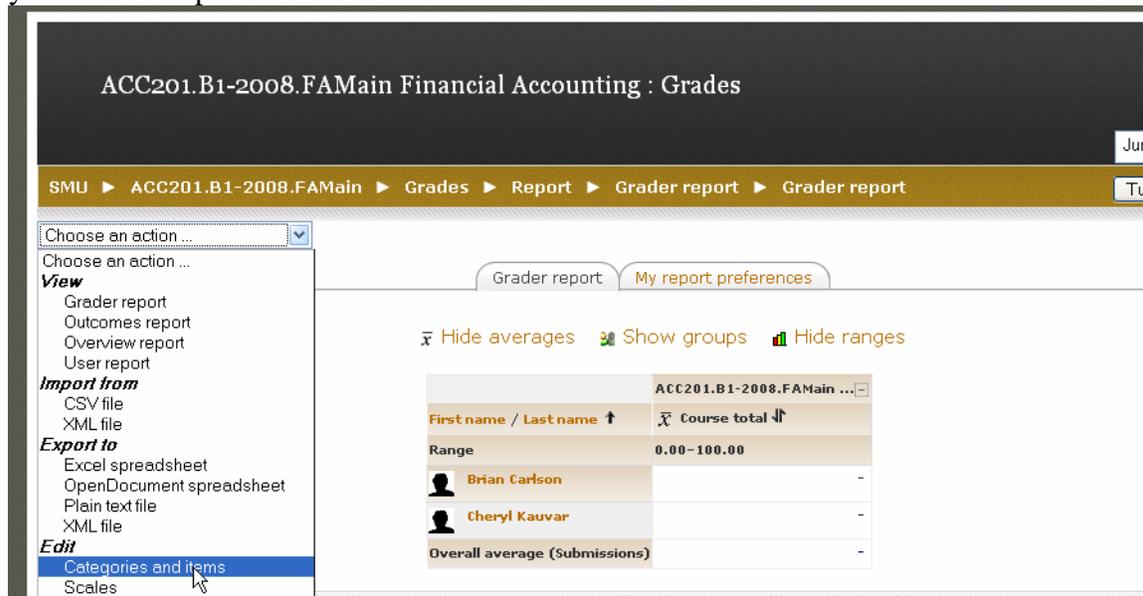
ACC201.B1-2008.FAMain

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Go to the *Choose an Action* menu in the upper-left hand corner of the screen and drop it down. Select *Categories and Items* from the drop-down as shown below. This will take you to the setup screen for the Gradebook.



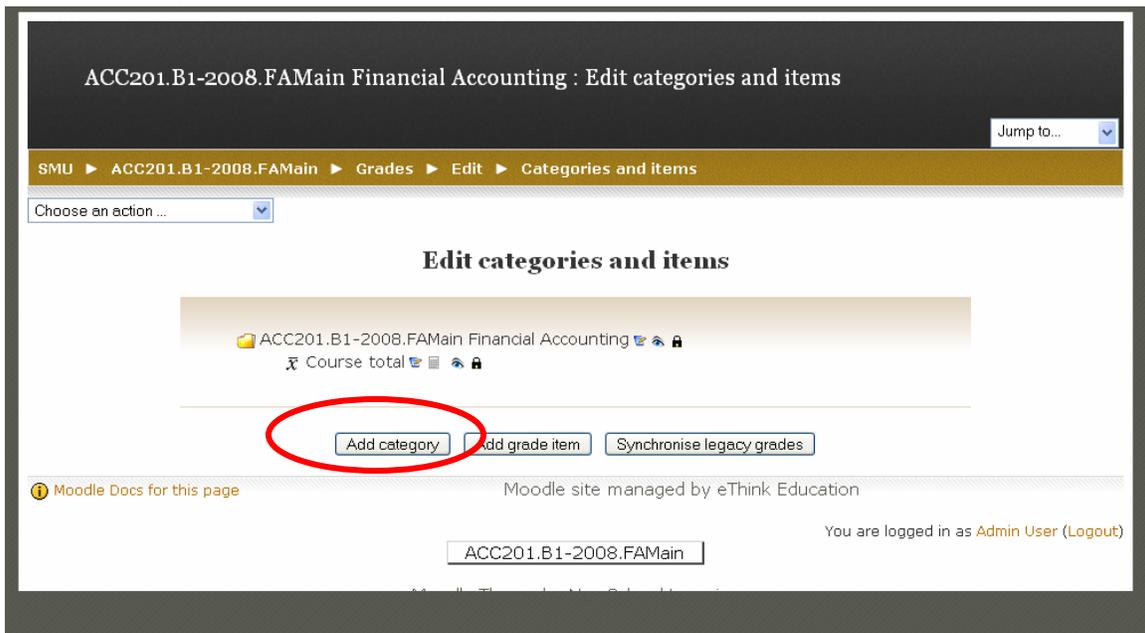
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The best thing to do is create Categories for each of the major types of grades you will have within your course. This will help you keep all the grades organized and make the Gradebook easier to read and manage.

Examples of categories might be *Quizzes, Homework, Exams, and Forums*. The example below shows an overall category of the Course Name, which will be created automatically. Below that the example below has a Quizzes category. To add a Category, click the *Add a Category* button in the lower right corner.



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Once in the *Add a Category* option, you should assign the Category Name at the top. For Aggregation it is easiest to select *Simple Weighted Mean of Grades*. This will take into account the point allocations you may have created for each assignment. Additionally, it is recommended to ensure the *Aggregate Only Non-Empty Grades* option is NOT selected. This will ensure that totals are calculated correctly without subtracting points erroneously for blank or not yet completed activities. Everything else on this page should be left as it defaults. Press Save at the bottom.

ACC201.B1-2008.FAMain Financial Accounting : Edit category

SMU ► ACC201.B1-2008.FAMain ► Grades ► Edit ► Category

Grade category

Category name\* Homework

Aggregation ⓘ Simple weighted mean of grades ▼

Aggregate only non-empty grades\* ⓘ

Aggregate including subcategories\* ⓘ

Drop the lowest\* ⓘ None ▼

Hide Advanced

My report preferences

Aggregation view (Default: Full view)\* ⓘ Default ▼

Hide Advanced

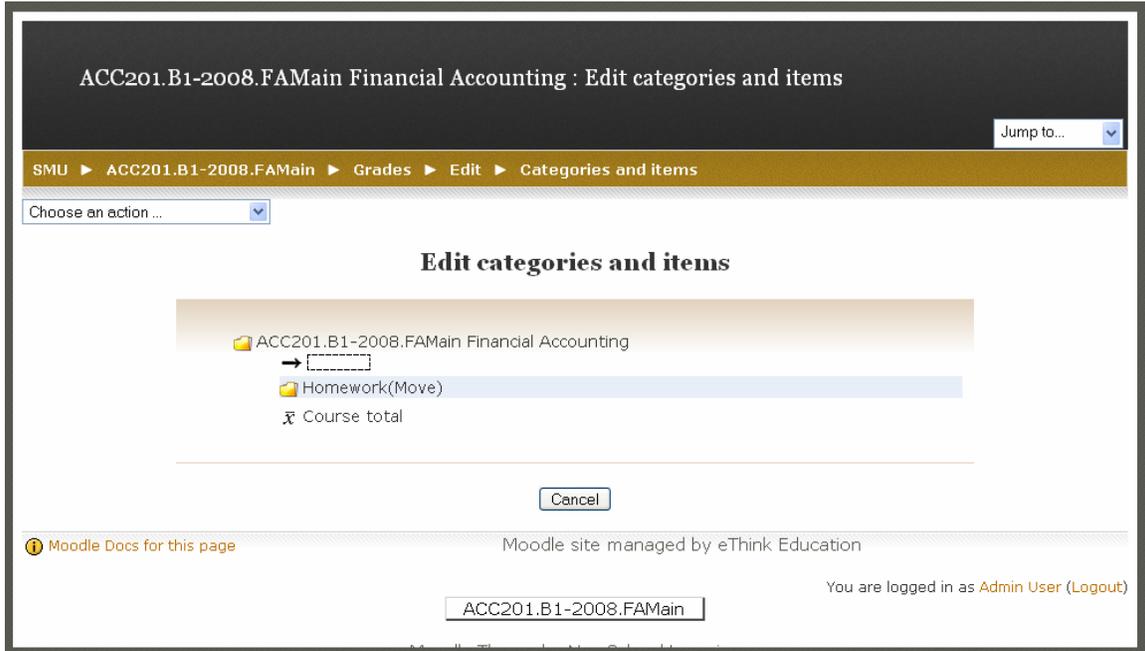
Save changes Cancel

Repeat this process for each Category you require for your course.

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Once you have created all the Categories, use the Move buttons (the up and down arrows) to move the individual activities underneath the appropriate category. For example, below the Homework category is being moved up underneath the main course category.

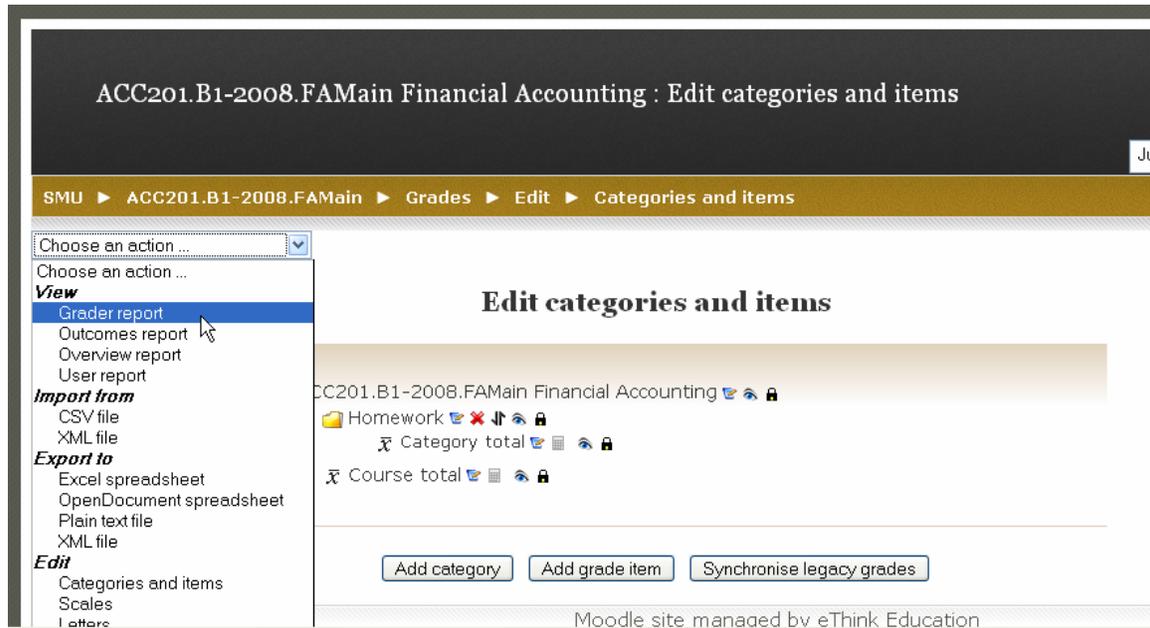


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Finally, go to the *Choose an Action* menu in the upper left corner and select *Grader Report* to return to the Gradebook.



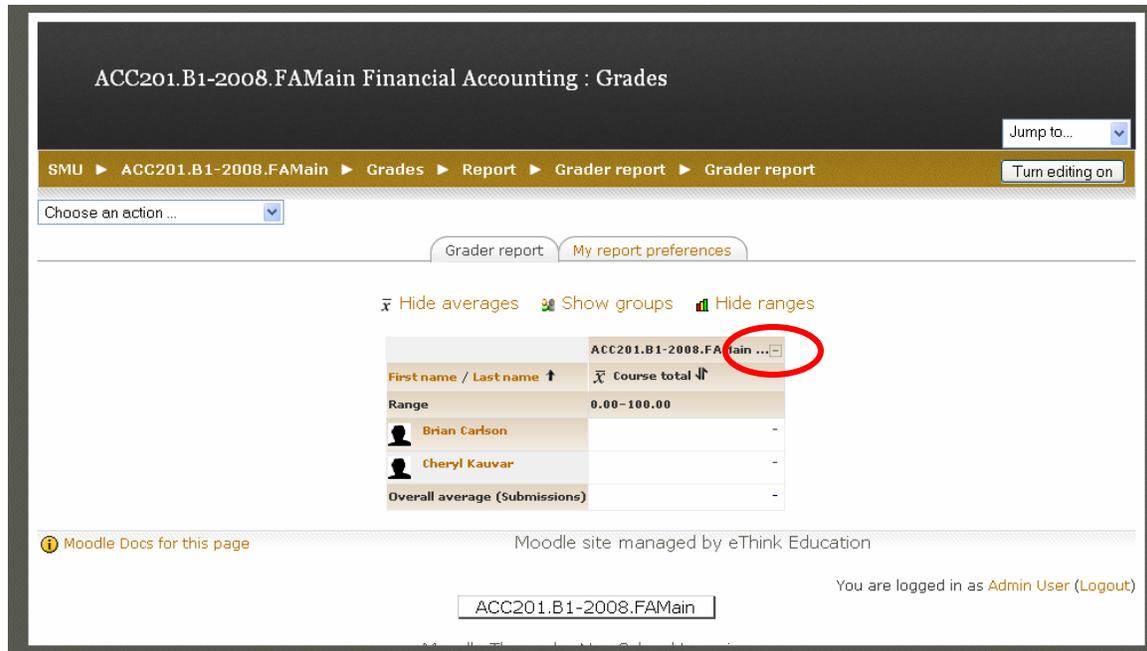
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Your Gradebook will likely look something like the example below. You can click on the icon next to each category to expand or collapse the category. There are 3 settings:

- + = fully collapsed, just the Category total shows
- = open showing individual activities and the category total column
- circle = open showing individual activities but not the column for the category total



Midterm and/or Final grades for students will still be entered using IQ.Web. In the longer term, there will be an automated integration between Moodle and IQ.Web. If you find yourself using the Gradebook and wanting more information on its functionality, consult the references provided at the end of this document or contact the IT Help Desk.

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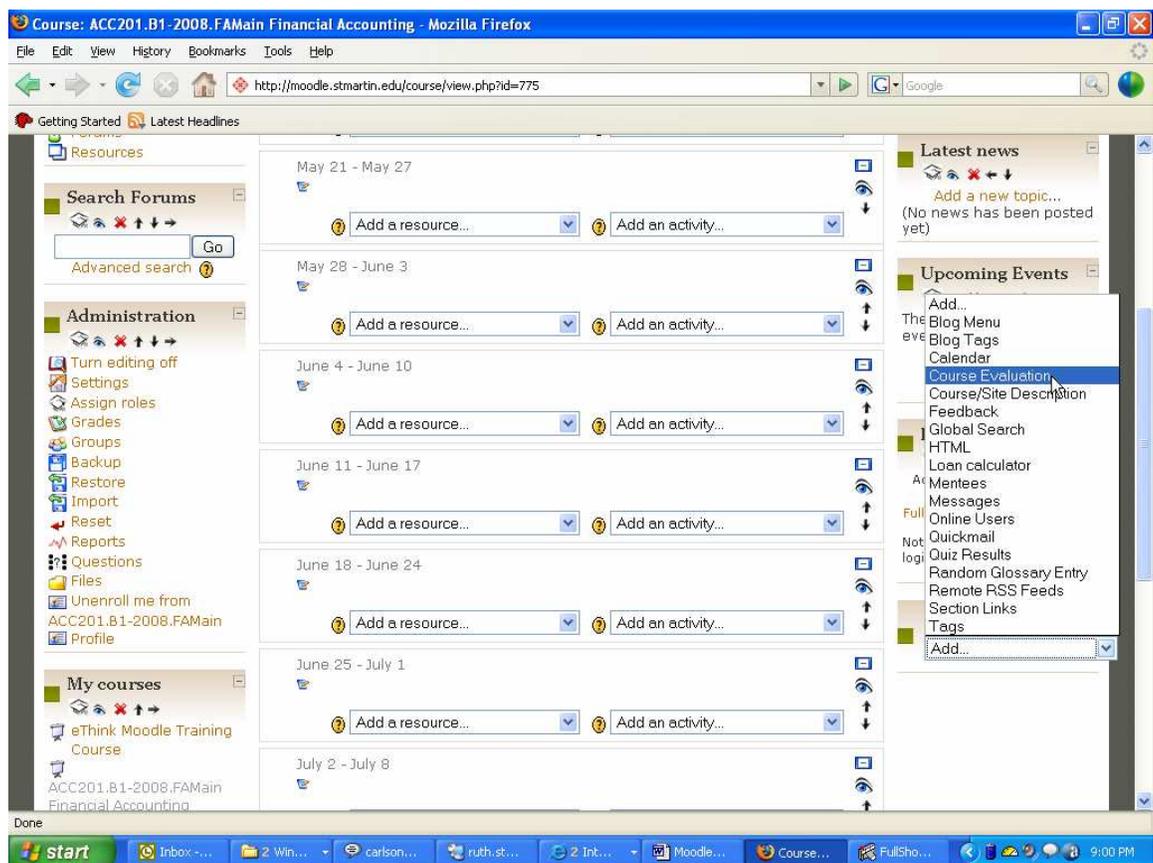
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## Course Evaluation

One of the components of Moodle is the ability for students to complete a Course Evaluation. The evaluation itself is a standard Course Evaluation reviewed and agreed upon by Saint Martin's University. In order to add the Course Evaluation to your course, follow this procedure:

- 1) Use the *Turn Editing On* button in the upper right corner of the screen to turn on editing.
- 2) In the right-hand column locate the Blocks prompt at the bottom of this column. Drop-down the list box below it and select the *Course Evaluation* block as shown below:



- 3) The block should appear as the bottom entry in the right-hand column on your screen. You can use the arrow editing buttons to move the block around on the screen and select the location you prefer.

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- 4) The Course Evaluation is automatically attached to the block. Students may now respond to the Course Evaluation, you may even want to make responding to the evaluation part of their last assignment.

# eThink Education Moodle Faculty Quick Reference Guide



## Other Resources on Moodle

There are many other resources to consult for additional information on Moodle.

The Library has configured a portion of their web site with details on the Moodle project. This is a great area to reference for any and all questions. The web address for this site is: <http://www.stmartin.edu/library/moodle/>.

Using Moodle: Teaching with the Popular Open Source Course Management System  
This book is available in PDF format and can be reproduced as needed. These files are posted to <http://www.stmartin.edu/library/moodle/resources.htm>. Chapter 3 on Creating and Managing Content is particularly helpful.

### Moodle.org

This web site is designed to assisting users and has online how-to format for teachers. From the [www.moodle.org](http://www.moodle.org) home page, select the *Documentation* link on the left and then *For Teachers* in the body of the screen.

### Help Desk

The Help Desk and Reference Desk staff can provide assistance to issues with logging on or accessing your courses. Their contact information is as follows: Help Desk (ITS): 360.438.4338 (M - Th 8 - 7, F 8 - 5) and Reference Desk (Library): 360.486.8803.

### Additional Information:

If you want additional help, ideas, uses, or functionality information contact Irina Gendelman at 360-486-8826 or [igendelman@stmartin.edu](mailto:igendelman@stmartin.edu).