

# “Introduction to Moodle”

## Agenda

1. Watch "[Moodle Presentation](#)" video
2. Visit “Using Moodle” <http://moodle.cesa10.k12.wi.us/course/view.php?id=1239>
  - a. Guest access is enabled
  - b. Overview of available resources and activities to continue your learning.
3. Leave “Using Moodle” and go to the CESA 10 Moodle “home” page.
  - a. Notice the short breadcrumb trail *Home) Using Moodle* located just below the course/site title. Click on the word *Home*.
  - b. Look on the left side of the home page for the *My Courses* block.
  - c. Click on the course/site title that is your last name.
  - d. This is the way your new course/site looks.
4. Update your profile.
  - a. Look in the upper right corner for your name. Click on it, then *Administration/Edit profile*
  - b. Email address correct?
  - c. *Email digest type? Complete (daily email with full posts)*
  - d. *Description* Students in your classes can view your profile.
  - e. *Current picture* Use a Graphic, icon, or picture that represents you. Drag and drop or *+Add*.
  - f. Scroll to the bottom of the screen and click on *Update profile* to save.
5. [General Front Page Look/Organization](#):
  - a. Rename your course/site, full name and short name. *Administration/Edit settings*

- b. *Explore course formats. Administration/Edit settings/Course format/format*
- c. *Explore themes. Administration/Edit settings/Appearance/Force theme. In this workshop we will use the default theme *Formal white*. Scroll to bottom of screen and click on *Save changes*.*
- d. *Turn Editing on - Dock blocks, remove blocks, [add blocks](#), move blocks, hide blocks*
- e. *Add, move, remove, hide, and/or reveal topics. Change/remove "Topic" heading.*

## 6. [Adding links to other websites](#)

- a. See examples at <http://moodle.cesa10.k12.wi.us/course/view.php?id=2752>
- b. Add a URL
  - i. Turn editing on
  - ii. Click on *Add an activity or resource* menu to see resource choices (*scroll down past activities*)
  - iii. Choose *URL* and then click on *Add*
  - iv. Name the URL and then paste the URL into the box called *External URL*
  - v. Drop down the *Appearance* menu and choose *In pop-up*
  - vi. Choose to *Save and return to course*
  - vii. Repeat the steps above for each URL you want to add.
- c. Add a *Label or Page*
  - i. Click on *Turn editing on*
  - ii. Click on *Add an activity or resource* menu to see resource choices (*scroll down past activities*)
  - iii. Choose *Label or Page*
    - 1. Add text or graphic from which you will link to the website.
    - 2. Select the text or graphic
    - 3. Click on the chain link in the toolbar
    - 4. Under *General properties* -Type or paste the *link url*
    - 5. By *Target* choose *Open in a new window*
    - 6. Click on *Insert*

7. Repeat steps 1-6 for each link you want to add.
8. When done, click on *Save and return to course*

7. **Link to Files on your course/site.**

- a. See examples at <http://moodle.cesa10.k12.wi.us/course/view.php?id=2752>
- b. With *Editing on*, “Drag and Drop” works directly to drop files into topics on your course homepage or in other areas where file uploads are allowed. (May not work in older browsers)
- c. To manually add a file to your main page.
  - i. *Turn editing on*
  - ii. Click on *Add an activity or resource* menu (*scroll down past activities*)
  - iii. Select *file*
  - iv. On the *Adding a new File* screen, give the file a *name* and *description*
- d. Use drag and drop to the target area or click on the *+Add* and follow the prompts to manually upload a file.
- e. From a *Label or Page* or anywhere you can use the “editor.”
  - i. Choose *Label or Page*
    1. Add text or graphic from which you will link to the file.
    2. Select the text or graphic
    3. Click on the chain link in the toolbar
    4. Click on the little “browse” icon just to the right of the *Link URL* box and follow the prompts to manually upload a file.
    5. Repeat steps 1-4 for each file you want to add.
    6. When done, click on *Save and return to course*
- f. Upload a folder full of files.
  - i. Zip the folder
  - ii. Drag and drop it into position or upload it. Unzip.

8. **“Cool Text” for more attractive headings.**

- a. Go to the website <http://cooltext.com/>
  - i. Select logo design, enter text, and modify the look as desired.
  - ii. Scroll down and choose "Create Logo."
  - iii. Right click on the resulting graphic and choose "Save image as ..."
  - iv. Give it a descriptive name and save it to your desktop or some other easy to remember location.
  - v. Drag and drop or upload into position in your Moodle course.
- b. Uploading a Graphic
  - i. Drag and drop, if available.
  - ii. Upload
    1. This can done from anywhere you can see the Moodle "editor."
    2. Click on the Insert/edit image icon in the bottom toolbar of the editor.  
The icon looks like a small tree.
    3. Click on *Find or upload an image* and follow the prompts.

9. **Reflect via [I Wonder Why ...](#)**

10. **Add a reflective journal activity to your course/site via [Online Text](#)**

**[Assignment.](#)**

- a. Enlarge & bold the text and add a graphic to the directions.
- b. [Rubrics](#) for Journal entries - Samples

11. **[Forums](#) for Online Discussion**

- a. Participate in the [Moodle on a Mobile](#) forum.
- b. Add a [Forum](#) to your course/site.
  - i. Enhance the text and add a graphic to the directions.
- c. Participate in the [How Might That Work?](#) forum.
- d. Standard forum vs Single Simple Discussion
- e. Options for viewing the posts

- f. [Rubrics](#) for Forum posts – samples
12. **[Choice](#) as a single question survey/questionnaire/poll.**
- a. [Where are you at?](#)
  - b. Add a *Choice* to your course/site.
    - i. Enhance the text and add a graphic to the directions.
13. **[Enrolling Users](#) into your Moodle course**
- a. Guest access?
  - b. Students self-enroll or the teacher manually enrolls them.
  - c. Manual enrollment - *Administration /Users/Enrolled users*
    - i. Add a fake student (Cliff Hanger, Ruby Wonderdog, Sam Pull, Paige Turner)
    - ii. Log in as them. *People Block/participants/name/settings/login as*
  - d. Self-enrollment enabled? *Administration /Users/Enrollment Methods*
14. **[Assignment](#)**
- a. Complete this [assignment](#)
  - b. Create an assignment in your course.
    - i. Assignment types
    - ii. Enhance the text and add a graphic, to the written directions.
    - iii. Record the directions via Poodll.
15. **[Creating groups and groupings for your students](#)**
- a. Groups in Moodle - *Administration /Users/Groups*
  - b. Groupings in Moodle - *Administration/Users/Groups/Groupings*
16. **[Calendar](#) (also consider the block *Upcoming Events*)**
- a. Add to your course/site via "Blocks"
  - b. Anything with a due date is added automatically
  - c. Other events can be inserted manually. *Calendar/month/new event*

17. **Quiz:**
  - a. Experience a Moodle quiz via the "Introduction to Moodle" [quiz](#).
  - b. Question Bank – Create Categories and Questions ([Good Question Guidelines](#))
  - c. Assemble a small quiz
  
18. **Glossary activity for collaborative vocabulary development and ...**
  - a. Random Glossary Entry - Block
  
19. **Video in Moodle**
  - a. Link to ...
  - b. Embed ...
  - c. Ensemble Repository
  
20. **Use tables to maximize available space.**
  - a. HTML editor
  - b. Select table tool
  - c. Set number of columns and rows, cell padding = 10, cell spacing = 10
  - d. Add text and/or graphics to cells and link to web sites, files, activities...
  
21. **Moodle/Google Docs Integration**
22. **My Private Files - 1gb personal storage for logged-in users**
23. **Password Reset - teachers can reset students' passwords if/when they forget**
24. **Conditional Activities s**