

“Introduction to Moodle”

Agenda

1. Watch "[Moodle Presentation](#)" video

2. Log in to “Using Moodle:” <http://moodle.cesa10.k12.wi.us/course/view.php?id=1239>
 - a. Find the *Administration* block and click on *enrol me in this course*. Enrolment Key is...
 - b. Overview of the resources and activities that are here for you.

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 themes. *Administration/Edit settings/Force theme*. In this workshop we will use the default theme *Formal white*. Scroll to bottom of screen and click on *Save changes*.
 - c. *Turn Editing on* - Dock blocks, remove blocks, [add blocks](#), move blocks, hide blocks
 - d. Add, move, remove, hide, and/or reveal topics. Change/remove "Topic" heading.
6. [Adding links to other websites](#). (There are other ways to do this, but this way offers more flexibility.)
- a. Click on *Turn editing on*
 - b. Click on *Add an activity or resource* menu to see resource choices (*scroll down past activities*)
 - c. Choose *Label*
 - i. Add text or graphic from which you will link to the website.
 - ii. Select the text or graphic
 - iii. Click on the chain link
 - iv. Under *General properties* -Type or paste the *link url*
 - v. By *Target* choose *Open in a new window*
 - vi. Click on *Insert*
 - vii. Click on *Save and return to course*
 - d. To add more links within the same *Label*, repeat step 6c
 - e. To add more links in other labels repeat steps 6a-c.
7. [Link](#) to [Files/Folders](#) to your course/site.
- a. "Drag and Drop" works on your course homepage or in other areas where file uploads are allowed. (May not work in older browsers)
 - b. Add a file/folder 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*
 - v. Use drag and drop to the target area or click on the *+Add* and follow the prompts to manually upload a file. Folders must be zipped to add them to your course.
 - c. From a *Label* or anywhere you can use the “editor.”
 - i. Follow the steps in number 6
 - ii. Instead of typing or pasting the url, click on the little “browse” icon and follow the prompts to manually upload a file. Folders must be zipped to add them to your course.
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. This can done from anywhere you can see the Moodle “editor”
 - ii. Click on the Insert/edit image icon in the bottom toolbar of the editor. The icon looks like a small tree
 - iii. 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 directions.

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. [Checklist](#) activity for self-assessment and ...
 - a. Checklist - Block

20. [Video in Moodle](#)
 - a. Link to ...
 - b. Embed ...

21. 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...

22. [Moodle/Google Docs Integration](#)

23. [My Private Files](#) - 1gb personal storage for logged-in users

24. Other [course formats](#).

25. [Password Reset](#) - teachers can reset students' passwords if/when they forget

26. OTATP