

# Moodle: Instructor's Guide

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Moodle is HCC's official course management system, and provides instructors a wide variety of tools for managing online course material.

## Logging in

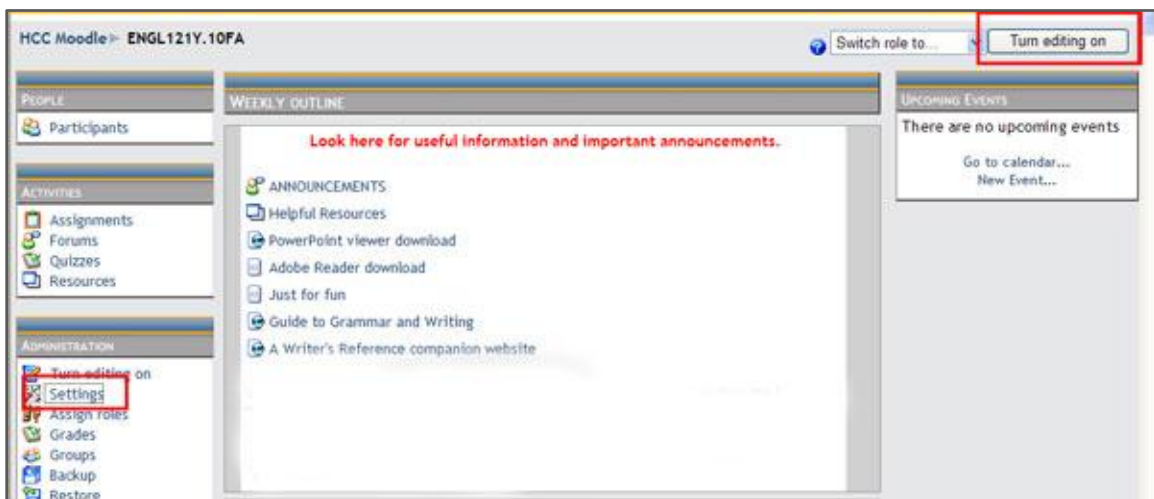
Moodle requires no special user account setup. All members of the HCC community can log in to Moodle using their regular HCC username and password. The URL for the HCC Moodle server is <http://highland.moodle.edu> (or just click the Moodle link on the HCC login page).

## Setting Up Your Course

Instructional Technology Services staff will create your course for you and assign you the role as instructor. This is automatically done each semester when courses are rolled over. If you have any unique instructions, email them to: [loginhelp@highland.edu](mailto:loginhelp@highland.edu)

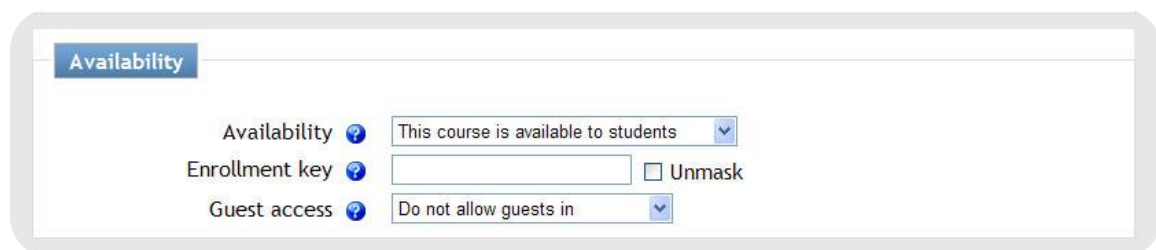
When you first log in to Moodle, you should see a listing of the courses you are teaching on the first page under **My Courses**.

Before making any changes to your Moodle shell, editing must be turned on. There are two places to turn editing on top right hand corner and under the administration block.



Before adding your course content, there are a couple of options that you may need to make in the **Administration** panel. Click the **Settings** option to open the course settings page. Most of the fields on this screen can be left at the default value, but you should at least take a look at the following fields:

1. **Format.** This choice defines how your course will be broken up into sections in the middle column of the course home page. For a regular course you'll want to select either Topics or Weekly. The only difference between the two is that with the Weekly format the sections include date labels. (The Social format is useful for courses that are organized around a discussion forum but it has limited features and is not generally recommended to support regular classes.)
2. **Number of weeks/topics.** This choice sets up the number of sections into which your course will be organized. For example, if your course meets twice a week for 16 weeks and you want to build a separate section for every class meeting, enter 32. If you're using the weekly format this option determines the number of week sections that will be created (starting with the start date).
3. **Availability.** This is the all-important setting that determines whether your students will be able to find your class. We will normally deliver your course to you with this field already set to "available to students," since students will not be able to access it anyway until you supply them with the key. If you wish however you can switch it to "unavailable" while it is under development, or at any time you want to take it offline.



The screenshot shows a form titled "Availability" with three rows of settings. Each row has a blue help icon (a question mark in a circle) to its left. The first row is "Availability" with a dropdown menu set to "This course is available to students". The second row is "Enrollment key" with an empty text input field and an "Unmask" checkbox to its right. The third row is "Guest access" with a dropdown menu set to "Do not allow guests in".

If you have questions about any field, click the blue help button. When you're ready, click the **Save changes** button at the bottom of the screen to record your choices.

## Enrolling students

It is the instructor's responsibility to add students to each of your Moodle courses. Please see the tutorial from the Faculty Support link on the Online web page.

## Course Template at HCC

Our online courses follow the Quality Online Course Initiative (QOCI) rubric as a template for developing quality, interactive online courses. Interactivity is the key for retaining online students!

NOTE: an introductory quiz, ice breaker activity or discussion forum is required to indicate if the student is a "NO-SHOW" which will then be reported on your Summary Class List to Admissions exactly like a face-to-face course.

Therefore, it is imperative that you make an initial contact with your students by the first day of the semester. Instructional Technology will send a general email to all online

students shortly after they register including important information about accessing their Highland email and where to get additional help. An additional email and/or “snail mail” letter should be sent

## **Creating and editing course materials**

The center column of the course home page serves as the main index for the course. Links to the content you add will be placed in this space. To make any changes to your course content you must first activate the editing function by clicking the **Turn editing on** button in the upper right hand corner of the course main page. The display of your course will now include a number of icons with which you can make changes. A variety of content types are supported by Moodle. You can select them from the two drop-down lists, **Add a resource...** OR **Add an activity...** The most commonly used functions are in the first category. Three of them support direct entry of data into your course:

1. **Compose a text page.** Selecting this option presents you with an editing screen in which you can enter a name for the new resource, a brief summary, and a block of plain text. You can type in the text by hand or use your PC's copy/paste function to avoid retyping long documents. No formatting is possible in this text box.
2. **Compose a web page.** This is almost the same as the first option, except you can create enhanced text using HTML formatting. Using this editor is similar to using a word processor and is easy enough to use that there is not much reason to use the text page option, unless you need the special features of a plain-text box.
3. **Insert a label.** This is the simplest type of resource -- basically it's nothing more than a header, title or brief comment. The main difference between a label and the two options above is that anything you enter here appears directly on your course home page, while the text page and web pages options create a link on the course home page that only displays the actual content when the student clicks the link.

## **Linking to web sites or uploading files (Word, Powerpoint, Pictures, etc.)**

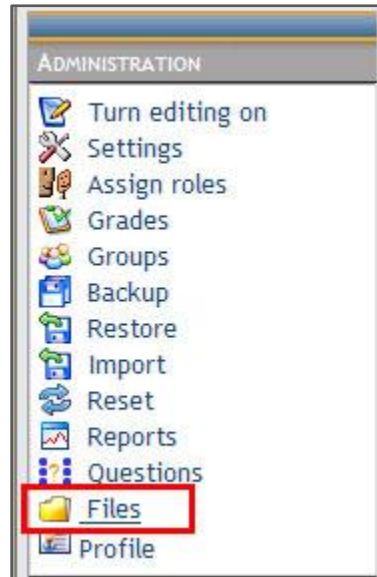
This section explains in more detail the option **Link to a file or web site**, which is selected from the **Add a resource...** list and can be used to accomplish several rather different tasks. The two main types of object that can be added using this tool are links to existing web pages from other web sites on the Internet, and links to files (such as PowerPoint presentations, Word files, or image files) that you have uploaded onto the Moodle server.

To Create a link to a Website:

1. In the course area where you want to add the link open the **Add a resource...** menu and select **Link to a file or web site**.
2. On the next screen, enter a name and a summary. Then type the exact URL for your object in the box provided and click the **Save Changes** button at the bottom of the screen. The name you entered will now appear on your course page as a web link, and clicking on it will bring up the target web page.

### Uploading Files:

1. **Click on the Files icon under the administration block on the left side of the shell**



2. **On the Files next screen click on "Upload a File"**

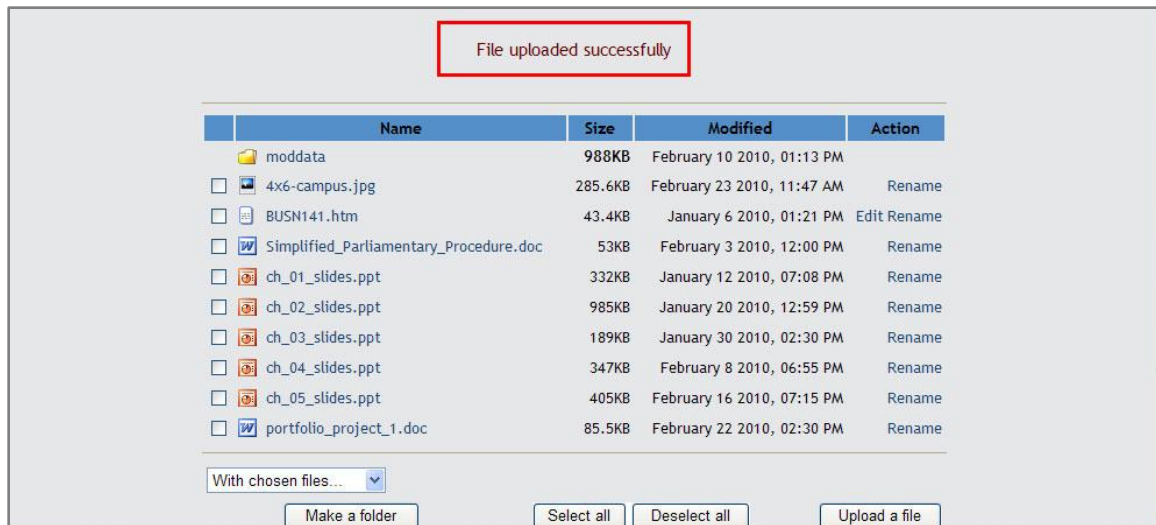
	Name	Size	Modified	Action
	moddata	988KB	February 10 2010, 01:13 PM	
<input type="checkbox"/>	BUSN141.htm	43.4KB	January 6 2010, 01:21 PM	Edit Rename
<input type="checkbox"/>	Simplified_Parliamentary_Procedure.doc	53KB	February 3 2010, 12:00 PM	Rename
<input type="checkbox"/>	ch_01_slides.ppt	332KB	January 12 2010, 07:08 PM	Rename
<input type="checkbox"/>	ch_02_slides.ppt	985KB	January 20 2010, 12:59 PM	Rename
<input type="checkbox"/>	ch_03_slides.ppt	189KB	January 30 2010, 02:30 PM	Rename
<input type="checkbox"/>	ch_04_slides.ppt	347KB	February 8 2010, 06:55 PM	Rename
<input type="checkbox"/>	ch_05_slides.ppt	405KB	February 16 2010, 07:15 PM	Rename
<input type="checkbox"/>	portfolio_project_1.doc	85.5KB	February 22 2010, 02:30 PM	Rename

With chosen files...

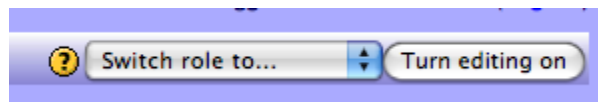
3. On the upload screen select which file to you want and click "Upload this file"

Upload a file (Max size: 100MB) --> /

4. If the file was uploaded successfully, you will be taken to this screen displaying "File Uploaded Successfully"



**5. Return to your course shell overview (main page of your course) and Turn editing on by clicking the button on the top right hand button.**



8. In edit mode, go to the week/topic where you want to add the file, click on the "Add a resource..." menu, and select Link to a file or web site.
9. On the Adding a new Resource screen, enter a name and click on "Choose or upload a file".
10. A new window will pop-up, since the file has already been uploaded in the previous steps, just click on "choose" on which file you want to display and the window will close.
11. When you click choose it will close the window, then scroll down to the bottom of the page and click "Save and return to course" which will take you to your course layout.

## Using the Grade Book

Moodle contains a system for recording and displaying student grades. The link to the gradebook is available in the **Administration** window (students see only their own grades, while instructors can see every student's grades). A variety of grade calculating and weighting features are available. Columns in the grade book can be created in two ways. One way is to create an online quiz. As with Blackboard, when the student submits the quiz it is automatically graded and results appear on the gradebook. It is also possible

to create a column in the gradebook for an assignment that is completed outside of Moodle. The procedure is as follows:

1. In an appropriate section of your course click the **Add an activity...** button and select **Assignment**.
2. In the next screen, give your assignment a name and description. The description area is the place to enter detailed instructions to students on the nature of the assignment, as appropriate.
3. On the same screen, assign the maximum number of points possible for this assignment, and (if you wish) set the date parameters.
4. On the same screen, select the **Assignment type** that most closely matches the type of assignment. There are three choices. **Offline activity** creates a column in the grade book and a method for the instructor to enter a grade, but otherwise assumes that all the work will be done outside Moodle (example: a graded classroom presentation). **Online text** gives the student the ability to edit material online, which can then be edited and graded by the instructor. **Upload a single file** prompts the use to upload a file for evaluation and grading (example: course term paper). Follow the prompts to complete the process.

The spreadsheet option of the online gradebook can be used to download your data into Excel. This is strongly recommended -- you should *never* store your grades in a single location.

Moodle is not difficult to use, and you can learn quite a bit just by experimenting. If you need more systematic help, try the following:

1. Click the context-sensitive help buttons (a question mark in a yellow circle). Clicking on of these buttons will bring up a popup window containing concise information about a Moodle object or feature. At the bottom of every popup help window is a link to an index of all the available help pages.
2. Take a look at a Moodle manual. Several manuals for instructors are located on the Moodle web site at [docs.moodle.org/en](https://docs.moodle.org/en).
3. Enroll yourself in the instructor's help areas on Moodle. These have been created as Moodle courses on our server and are open to all instructors without a key. There are two courses of interest.
  - o The first is a demonstration course called **Moodle Features Demo** that was provided by the Moodle developers. This course contains a number of examples of various features of Moodle along with guidelines for using them.

### Another Learning Option

You are enrolled in a course created by IT staff called **HCC Moodle Resources**. This is where we have posted local documentation of interest to HCC instructors.

Users of this area will be automatically added to the Moodle user's discussion groups which can be used to post questions and answers about using Moodle.

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