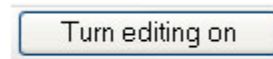


Getting Started with your Moodle Course

Creating and editing instructional materials directly online within Moodle does not require prior or extensive knowledge of HTML. Moodle provides an HTML editor as will be shown later in this activity.

To edit your course, click **Turn editing on** button near the top right corner of your window. Once this button is clicked, it is on; click it again, it is turned off. Turning editing on allows you to modify your course.



Only the Teacher, Course Creator or the Moodle System Administrator is allowed to edit a course—students do not have access to this button.

Editing Controls:

The **right-pointing arrow** indents the item to the right.

The **up and down arrows** allow vertical rearrangement.

The **edit icon** lets you edit whatever it is next to.

This **deletes** an item.

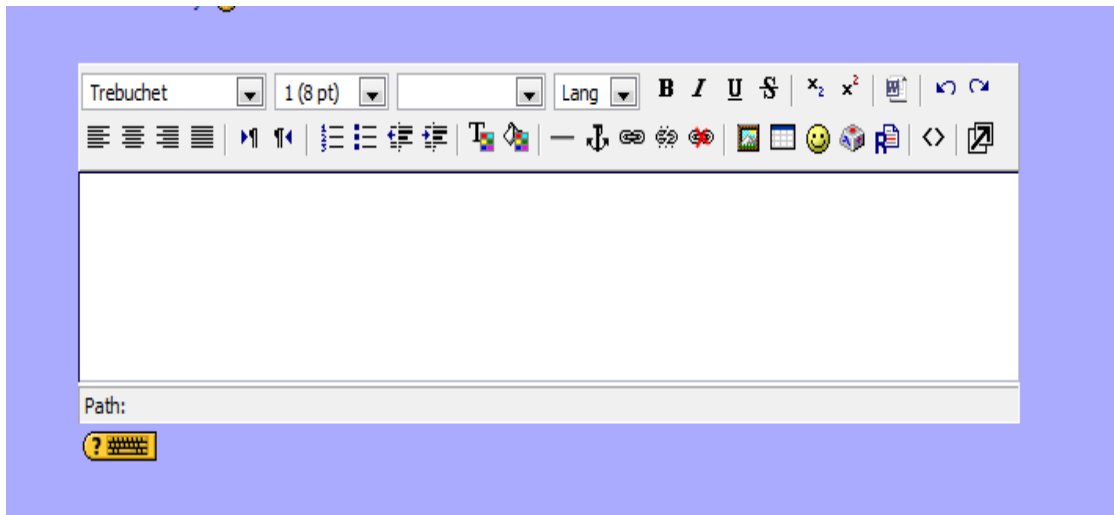
The **group indicator** (*group function is beyond the scope of this training*)

The **closed-eye icon** will make a hidden item available; click this to toggle to the **open-eye icon**, which will let you hide something from students.

The **Help icon** will provide you with a popup help window specific to the activity or element in question.

 A screenshot of the Moodle course editing interface. The main content area shows a list of items: "1 Unit 1 Notes & Assignments" (with a square icon), "Introductions" (with a document icon), and "Questionnaire" (with a document icon). Each item has a set of small icons to its right: a right-pointing arrow, up and down arrows, an edit icon (wrench), a delete icon (X), and a help icon (question mark). Below the list are two dropdown menus: "Add a resource..." and "Add an activity...". At the bottom left, there is a toolbar with various icons for text formatting and alignment. Red arrows point from text annotations to specific icons in the interface. A blue box highlights the "Add a resource..." and "Add an activity..." dropdown menus.

HTML Editor



Moodle's HTML editor inserts HTML (Hyper Text Markup Language) code into the textbox automatically. If you look closely, you'll notice that the icons in the toolbar resemble those of the word processing program used on our campus, Microsoft Word. In addition to using the icons shown above, you can also use short cut keys such as Control+C and Control+V for cut and paste.

Other HTML editor icons are explained below:

Font (text) and background colors

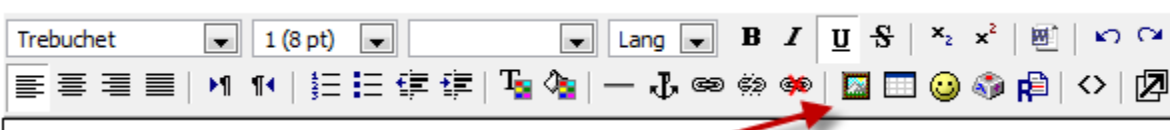
If you would like to change the color of the font (text) and/or the color behind the text, highlight the complete text then click on the icons shown above. This brings up the color pallet so you can choose your color from the HTML color code displayed.

Inserting links, making a new link, breaking a link

Whenever you would like to create a link to a file or website or current page, you can create a link, which creates a path to that object. This is done usually by browsing to the location where the website is found, copying its location from the URL (address list), clicking on the link icon, and then pasting it into the URL. You can also use the browse button to upload a new file or select an existing file and link to it. You can also break a link that has previously been made.


Inserting images

You may want to include a picture within your course or folder and insert it into your content. You may also want to use a picture or image that is located outside of your course. Using the HTML editor, you can upload pictures into a course or site folder, and then insert that image into the content area.



Images can be included in the content area by using this button. **Note:** Be sure your image files are JPG, GIF and PNG files, as these are the ones Moodle will recognize.

Inserting tables

To add layout to your texts, you can use the Insert Tables button in the toolbar. Most table editing tools are only visible if you click the **Enlarge Editor** button. 

Special characters

By clicking on the special characters button, a table appears that allows you to add special characters.

Edit HTML Code

If you do know HTML code, this button is for you! By clicking this button, you will change the display to raw HTML code, enabling you to work in this mode.

Clean Word button

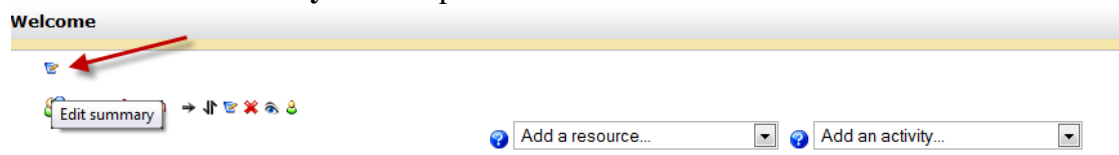
If you paste text from a Word document into the HTML editor, the clean Word button will remove some of Word's formatting so that the page loads faster.

To make a link to a web site within your course's content summary area using the HTML Editor:


Netiquette Guidelines

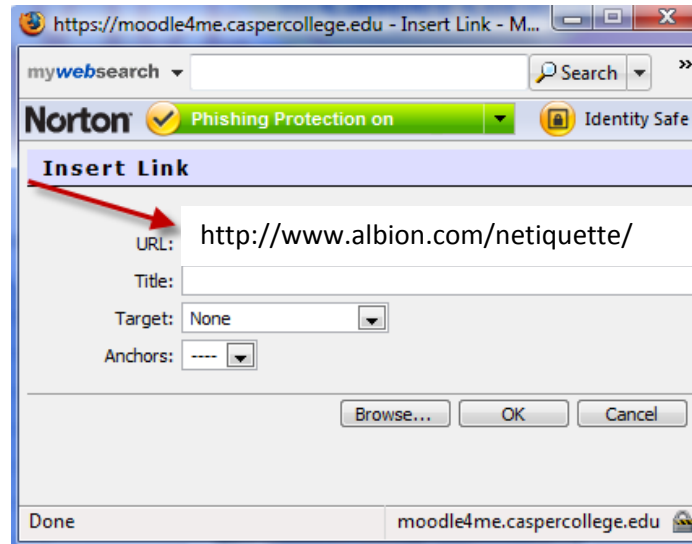
Follow these steps to make a link to a website of your choice in topic one:

1. Turn on Editing in your course.
2. Click on **Edit Summary** in the topic one as shown below:



Note that this will put the link in the summary area of your topic.

3. Type the text that you want to be a linked.
4. Select the text by highlighting it with your mouse.
5. Click the **link** button in the toolbar 
6. Type or paste the web address (URL) you want to link to, such as <http://www.albion.com/netiquette/>:

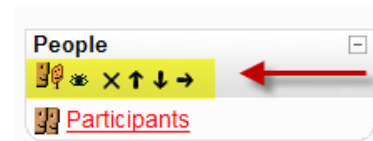


7. Click in the Title: textbox and Type the text which will appear when the user's mouse rolls over it such as "Netiquette" or what corresponds to the web site you are choosing.
8. In the Target dropdown arrow, select **new window**.
9. Click **OK**. The Insert Link window has disappeared.
10. Click **Save Changes**. This result will appear as the example below shows:

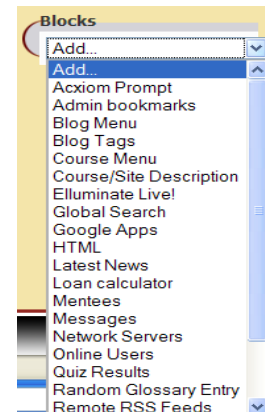
: **Netiquette**

Blocks

Blocks are found on the right and left sides of your course's home page. Information is displayed in a small area inside the block. The Casper College Moodle template is set up so that the left side of the course contains blocks that are more active for the student, such as email list and activities. The right side of the course home page contains blocks that are less active for the student, such as the calendar. The consistency in location of these blocks among all courses will help our students find them readily. Instructors have the ability to add or delete a block.



To add a block, you must turn editing on before you can add a block. Next, click on the dropdown arrow next to "Add" and select the block you'd like to add. It no longer appears on the menu if it has been added to your home page. Note: The block that you add will appear in the lower right-hand corner of your home page. If you want to move your block, read on!



Remember you must turn editing on to move, delete, hide or show your blocks!

To move a block ↓ click on the up/down arrows and/or sideway arrow within the block.



To delete a block, click the delete icon inside the block you wish to delete. Once a block is deleted, you can read it by following the “To add a block” instructions if you want to add it back.

hide.

To hide a block, click the “eye” icon within the block you want to

hide. **To show a block**, click the “eye” icon again.

Block Descriptions

Left side of Course Template:

Email List

The email list is the first block and will need to be populated by the instructor. You will do this in Track 2.

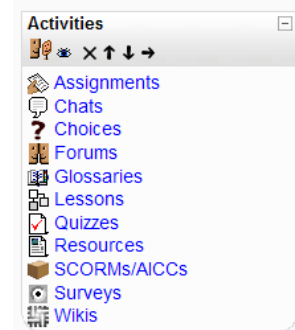


People

The people block allows the user to see who is enrolled in the course, displaying all students and instructors. It also provides a link to the user’s profile editing page where he/she can change his/her information.

Activities

This block provides links to all the different activities in the course and is available to students and instructors. As an instructor, when you create a new activity in a section, it will show up in the Activities block. Students may then click the "Assignments" link to see a list of all the Assignments in the course, provided they are not hidden from view.



Administration

The Administration block allows instructors to administer their Moodle course. Students are limited as to what can be seen here.

Course Categories

Courses that the student or instructor are currently enrolled in are listed in this block as a link. By clicking on one of these, the student or instructor can quickly access that course.

Right side of Course Template:

Student Support Services

Calendar

This block has been added to your course as part of the Casper College Moodle template. As an instructor, you can add due dates for assignments, quizzes and other course events to this calendar for users. Events can be chosen to be seen by four different groups of people: global (everyone who has access to Moodle), course (everyone who has access to your course), group (students who are part of a group within your course), and user (only a single user).

Upcoming Events

This is an extension of the Calendar block. Due dates are listed for course activities, and students may click the names of this list to directly access the activities. By default, this block displays 10 events, but you can set it to display a maximum of 20.

Recent Activity

This block shows what has been going on recently in your course, such as when students have posted to forums, submitted assignments, and taken quizzes.

START HERE!!!

Optional Blocks

These blocks are not displayed in the default setup of your Sandbox course, but may be added by you, as the instructor, at any time. (See how to add a block)

Search Forums

This block enables teachers and students to search for particular keywords in all the forum posts in the course.

Course/Site Description

This block provides a summary and/or description for your course as contained in the summary text of the course's Settings page. This is the same course summary that is displayed on Moodle's Front page, the page when a student clicks the Moodle link from our distance education web page.

Latest News

A new course will have a News forum created already. The Latest News block displays the latest posts in the Course Announcements forum.

Online users

Display a list of currently logged in students and teachers.

Section Links

Use this to quickly navigate to a particular topic/week section of the course (depending on whether the course uses either the "Topics" or "Weekly" format). The numbered links displayed within the block are the numbers assigned to the course topic/week sections. If you want to show the names of the links, you'll need to create the links yourself.

Quiz Results

This block is available only if there is a quiz in the course, It display the results of a quiz, including the number of the lowest and highest grades displayed and whether grades will be displayed as percentages, fractions or absolute numbers.

HTML

The HTML block is for adding additional text or images. For example, you can use this as a miniature web page put into the sidebar of your course.

Mentees

A user becomes your mentee when you are assigned a role from the user's profile page that can see the user's profile. When a mentee is selected from the Mentee block, it will bring up his/her profile page. Any role which gives the teacher the right to view a student's profile page makes the teacher a mentor if you're assigned that role from the mentee's profile page.

Messages

This block provides a popup window for instant messaging individuals in the course. The messages center can also be accessed from user's profile page.

Random Glossary Entry

This allows instructors to choose a random entry from a selected glossary to be displayed within this block.

Remote RSS Feeds

This block enables RSS feeds from external websites to be displayed within Moodle. As the information on the other site (for example, news) is changed the block will update to show the latest information.

Blocks may be added by the distance education team as they become available. Please contact them if you need more information about a recently-added block.

Add a File

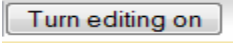
As an instructor, you will want to add a file, such as a handout or PowerPoint presentation, to your course for student viewing. As you add files to your course, you will add them as a resource. Resources are course materials that students read but don't interact with, otherwise known as static course material. You can add a file of almost any type (Acrobat PDF, Excel, PowerPoint, mp3, wav, Flash, web pages, etc.) to any section using the "Add files..." dropdown field. All resources appear as a link where you add them except the label, which displays the actual text or image.

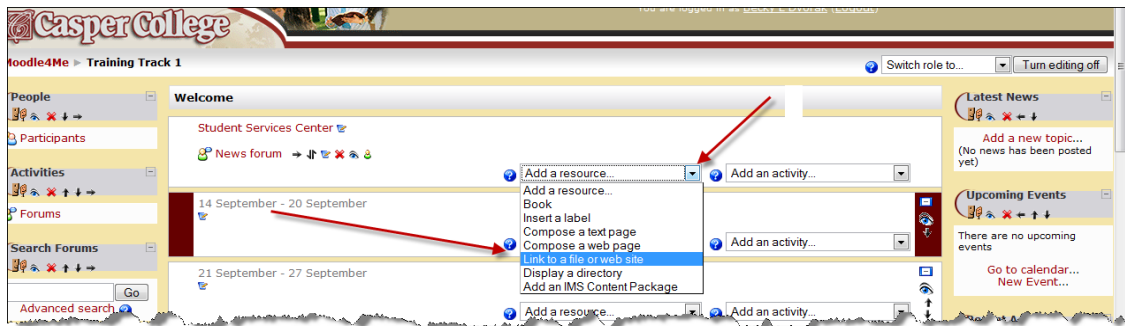
Course instructors can upload files, also, by using the Files link in the Administration block. Upload files with the intention that the file will be used in the course. It is recommended that instructors upload files in this manner and create folders to keep files organized. Once a file is uploaded into the course, links can be created to the file itself rather than to a web page. It also enables the instructor to easily rename and move the files.

Here are the general guidelines for instructors to follow when uploading files into Moodle, as outlined in William Rice's Moodle 1.9 E-Learning Course Development book:

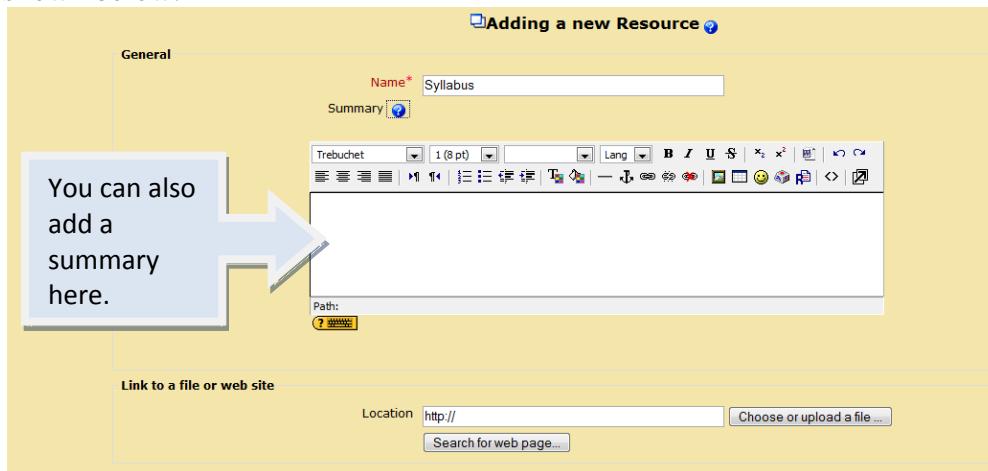
- You want the file to be used in several places within the course.
- Ensures that the file will always be available to you to use in your course
- You want to use the file in another course.
- There are no copyright issues involved in using the file

In the steps below, you will add your syllabus to Topic 0. You will go through the steps below that will first add the syllabus to your Files list then upload it to your Topic 0.

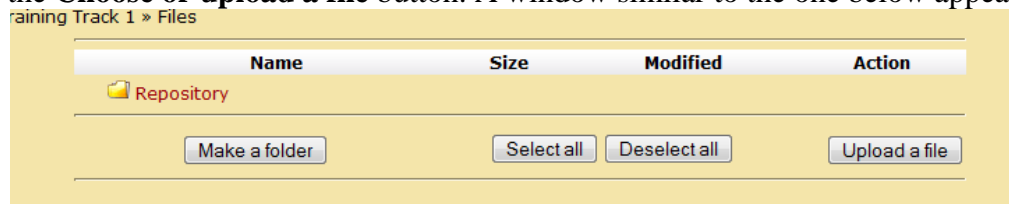
1. Turn editing on in your course by clicking on the  button.
2. From your Topic 0 section, click on the drop down arrow and select **link to a file or web site**.



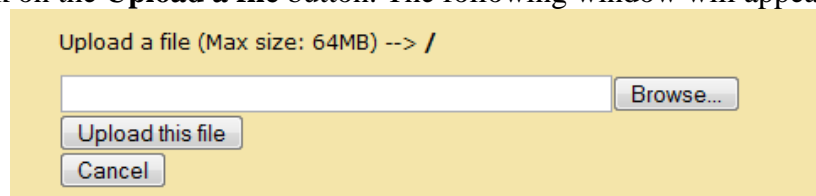
- From the “Adding a New Resource” window, type in a file name for your syllabus as shown below:



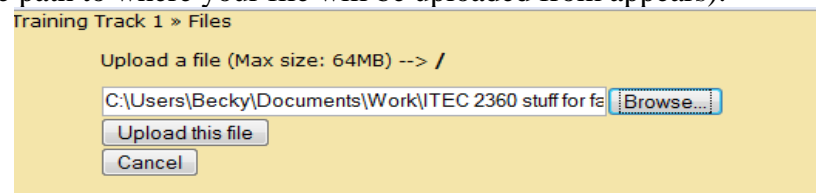
- Click the **Choose or upload a file** button. A window similar to the one below appears:



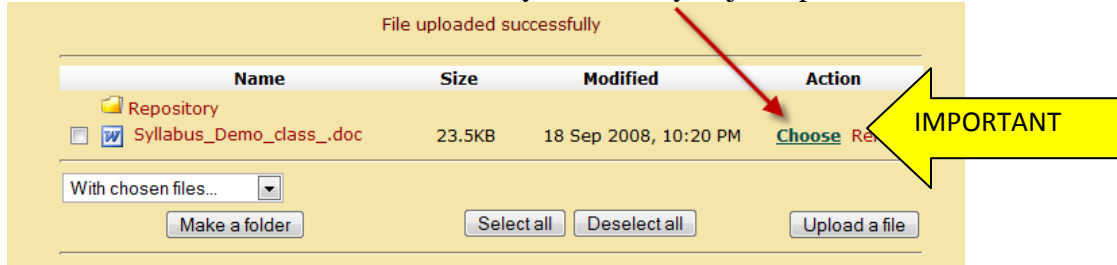
- If you have already uploaded your syllabus, select it now. If you have not uploaded this file yet, click on the **Upload a file** button. The following window will appear:



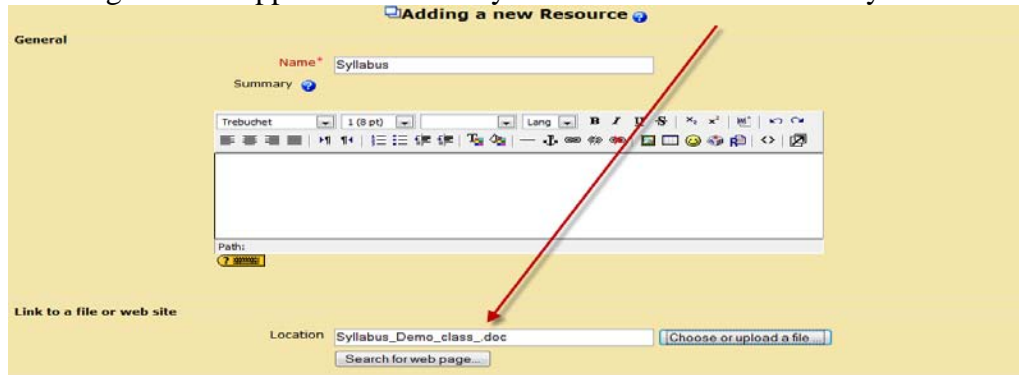
- Click on the **Browse...** button and browse to the place (hard drive, USB drive) where your syllabus can be found.
- Double-click on your file once you have found it and the following window will appear (note that the path to where your file will be uploaded from appears):



8. Click the **Upload this file** button.
9. Click on the **Choose** link to choose the syllabus file you just uploaded as shown below:

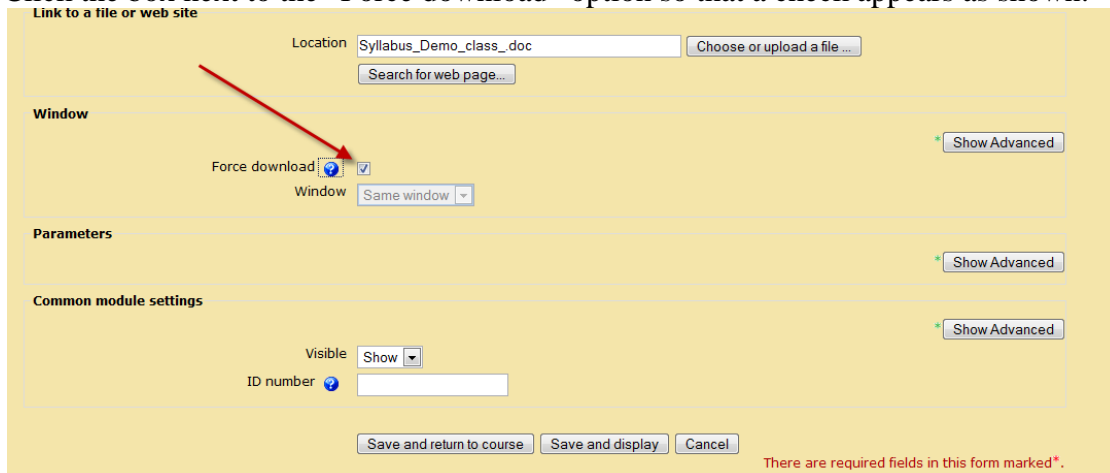


The following window appears that shows you have selected this file as your resource:



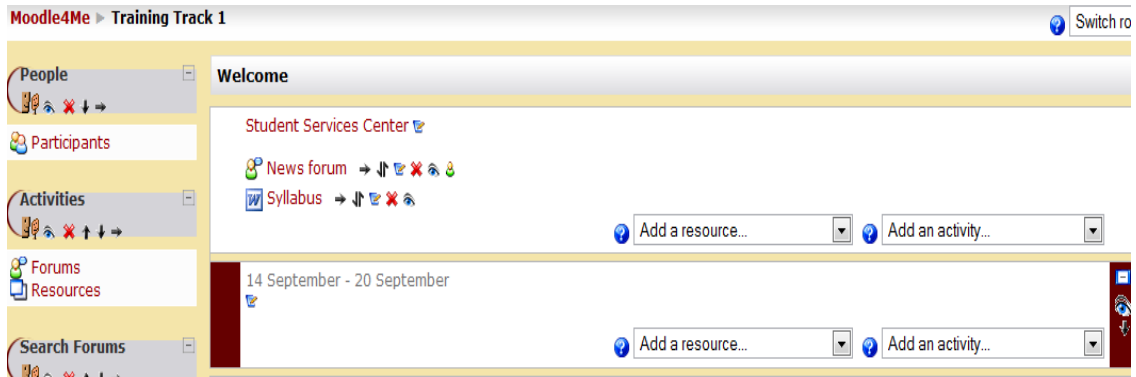
Scroll down until you get to the next section named “Window”.

10. Click the dropdown arrow in the Window textbox and select **Same window**.
11. Click the box next to the “Force download” option so that a check appears as shown:



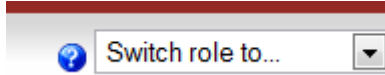
This setting ensures that the resource is not embedded in a browser window, but downloaded like a non-embeddable file. This helps to avoid the pitfalls of cross-browser incompatibility and wrong multimedia plug-in versions. It is the most accessible solution for file resources.

12. **Skip** the Parameters section and be sure the Common module settings section has “Show” next to “Visible”—change if needed by clicking on the dropdown arrow.
13. Save by clicking on the **Save and return to course** button. Your course home page will be similar to the one shown on the next page.

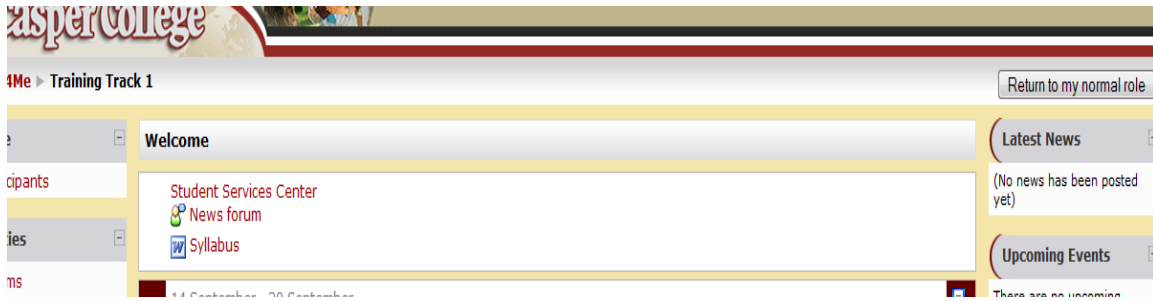


14. Click on the **Switch role to student** button in the top right-hand corner and select

Student.



Your home page now appears as your students will see it, similar to the one shown below:

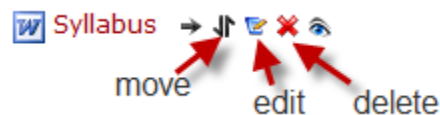


15. Click on the **Syllabus** link and preview your syllabus. When ready, close its window.
16. Click on **Return to my normal role** button.


Note: Students can see the list of resources in a course if you display the Activities block but do not appear in sequence.

Moving Resources

Resources and activities can also be deleted using the cross icon and edited using the edit icon.



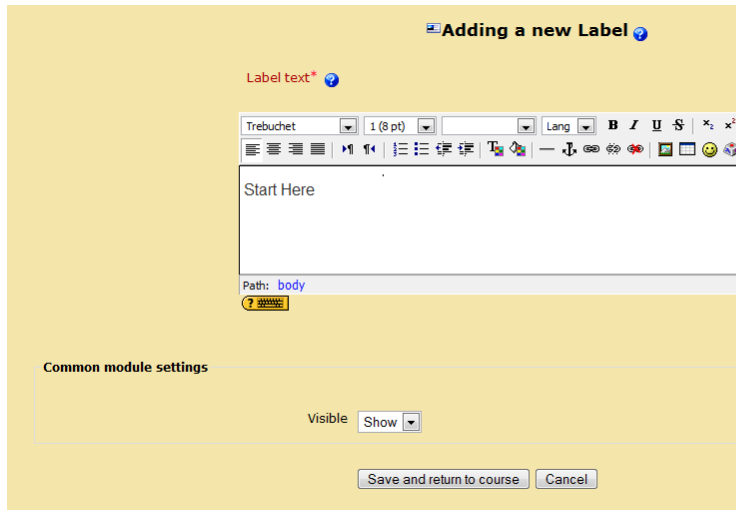
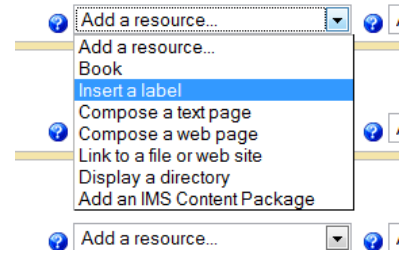
They can also be moved to other places in the course using the move icon. If you click on this, you will see boxes appear on your course's screen with all the destinations to where you can move that activity. Click in the box after clicking the activity/resource movement arrows and the activity will be moved to a new spot.


The right-pointing arrow  will move the activity or resource sideways in the topic block. This sets off activities from each another.

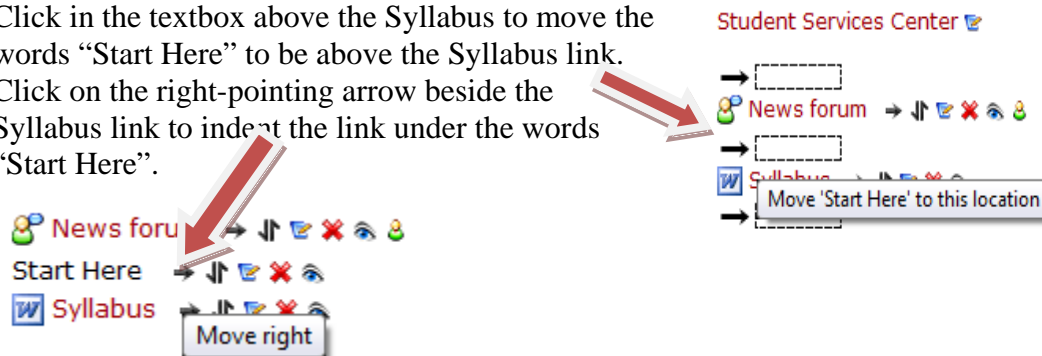
Follow the steps below to add a label called "Start Here" and then move resources beneath it.

1. Be sure you have turned on editing in your course.

- In Topic 0, click on **Add a resource...** and select **Insert a label** from the options given as shown on the right:
- When the “Adding a new Label” window opens, type in **Start Here** in the text box as shown below:



- Click on **Save and return to course**.
- Click on the move icon  beside the words Start Here.
- Click in the textbox above the Syllabus to move the words “Start Here” to be above the Syllabus link.
- Click on the right-pointing arrow beside the Syllabus link to indent the link under the words “Start Here”.



- Use the procedures above to add a file or web link beneath syllabus for each of the following: netiquette guidelines and discussion/forum rubric. Your Topic 0 should resemble the following:

