

## Faculty Quick Start Guide to Moodle 2.3

This faculty quick start guide for getting started with Moodle includes information about course settings, adding resources, setting up and conducting activities, and user profiles.

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### What is Moodle 2.3?

Moodle 2.3 is an upgraded version of the Moodle course management system that Loyola has been using since 2011. It was developed by educators with a "learning-centric" perspective. 2.3 allows faculty to easily set up interactive online spaces for their courses. You can quickly upload syllabi and course documents, host discussions, accept assignments electronically, send email to your class, give quizzes, and much more.

### What is different about Moodle 2.3?

Moodle 2.3 a lot tasks you used to do in Moodle noticeably faster.

You can still use Moodle to:

- Organize and deliver digital content to students in your course (e.g., web links, resources, syllabi, short readings, simulations).
- Capitalize on learning opportunities outside of class time. For example:
  - Student review of class materials/content covered in class (e.g., PowerPoint presentations, lecture notes, short quizzes)
  - Student preparation for the next class session
- Encourage peer interaction and discussion
  - Threaded discussion using Forums
  - Group collaboration using Wiki assignments (now available as a Moodle and Campus Pack activity)
  - Peer-review of written assignments
  - Development of a class glossary
- Manage class logistics
  - Use the general news forum to make important class announcements.
  - Use the calendar to note events, due dates, etc.
  - Use Quickmail to email individuals or the entire class.
  - Use the grading features to accept assignments and/or to post grades privately.
  - Use Choice assignments to allow students to pick research topics.

## Getting Started

To access Moodle: open a browser window and go to: <http://loyoladev.mrooms3.net>

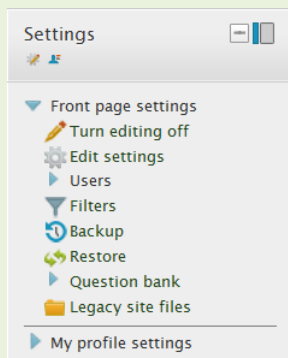
We recommend using the [Mozilla Firefox browser](#) . However, Safari, Chrome, and Internet Explorer 10 are acceptable alternate options when working with Moodle. Internet Explorer 9—or below—lacks core functionality for Moodle 2.3.

1. To log in:  
click the (Login) link at the top right of the Screen. This expands the login window.




2. Use your Loyola username and password to log in.
3. The navigation bar at the top of each page will help you stay oriented as you explore Moodle 2.3.

## Course Settings



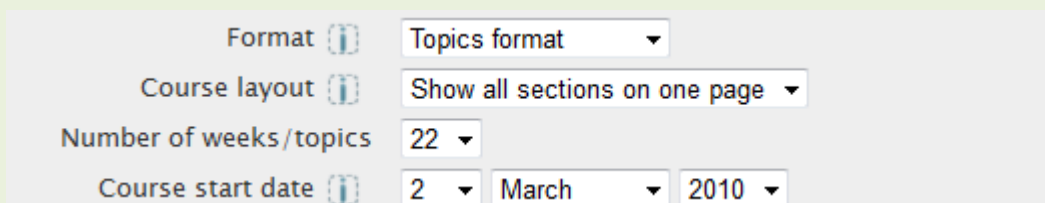
Adjust your course settings in the administration block on your course homepage; in the left column click Settings.

**Note:** this link—in fact almost all of the Administration section of your course—is only available to you (and the site administrator). Students see only a link to their Grades and to their Profile in this block.

On the Settings page, you can change a number of settings about your course, from its name to what day it starts. For specific setting details, click the Help icon (  ) next to it.

### 1. Course Settings: Format

One of the most important decisions early on is setting the Format. The course format you choose will determine the basic layout of your course.



- **WEEKLY** format: organizes the content blocks in seven day increments from the start date to the finish date of the course. Activities and Resources can be arranged according to the week.

- **TOPICS** (Course Information) format: is not automatically labeled, and is not restricted to any time limit. Topics can be used to organize material more thematically.
- **SOCIAL** format: oriented around a single forum, this format displays discussion topics as the central content of the course.

***Note:** Weekly and Topics formats are very similar in structure. The main difference is that each box in the Weekly format covers exactly one week, whereas each box in the Topic format can cover whatever you like. The Social format doesn't use much content at all and is based around one forum that will be displayed on the main page.*

## Number of weeks/topics

This setting is used by the Weekly and Topics course formats, and determines the number of "sections" down the middle of the course page.

In the Topics format (called Course Information), it specifies the number of topics in the course. In the Weekly format it specifies the number of weeks that the course will run, starting from the course starting date and displaying one block for every seven days.

## 2. Course Settings: Enrollments

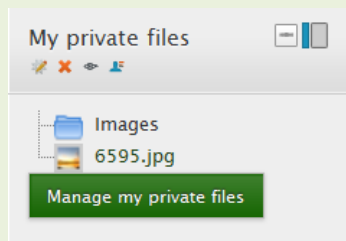
Leave the Course Enrollable field set to "No." Students cannot self-enroll in a course. The rest of this section is handled with our integration to our student information system. You will never need to change any of these settings.

Click the information button (  ) on the Course Settings page for more details.

## Files


Files in Moodle 2.3 can be managed in a few different ways.

The traditional method of uploading files to your course is still a possibility, but the ability to drag and drop your files into your course has expedited the process.



Use the **Manage my private files** link in your my Private Files block to organize your uploaded content. You can move, rename, replace, or delete them here. Use this link to create folders, like the *Images Folder* shown here.

Examples of File types that you can upload: audio files, video files, PDF files, Word documents, and Flash animations are examples of files that can be uploaded into your course and stored into either your course or in this My Private files block.

***Note:** this interface is only available to instructors - it is not accessible by students. The files that you upload are made available to students later via* 

The file space is divided into three functional areas:

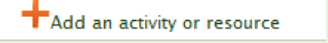
1. **List of files and folders.** Double-Click a filename or folder to open the file or folder.

2. **Actions list.** Add files, create folders, or download files directly from your library. You can also rename, zip, or add the file to an existing course by clicking the file.

Uploading files is currently restricted to a maximum file size of 500MB. For anything larger, the files would need to be zipped together and added or by using the drag-and-drop to add the individual items.

To preview any file you have uploaded, just click its name. Your web browser will take care of either displaying it or downloading it to your computer.

To change the contents of a file, edit it on your local computer then upload it again.

**Note:** *if your content resides on the Web, you don't need to upload files at all - you can link directly to your pages from inside the course. Use the URL tool from  to point a link to that resource.*

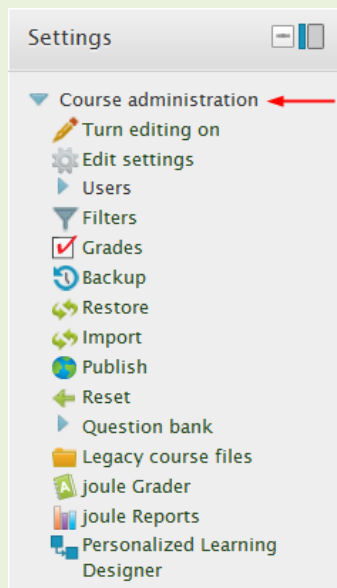
## Adding Resources

Resources are the content of your course. You can create simple text-based resources by typing directly into a form. A resource can also be any file you have uploaded, or any file you can point to using a URL.

To add any resources, you first need to click Turn Editing On.

Turn editing on

OR

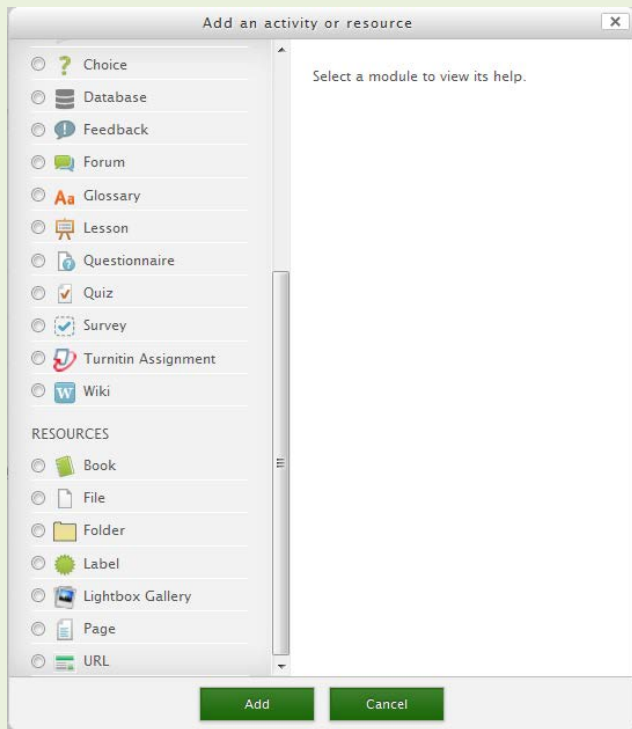


## The Activity Chooser:

The Activity Chooser in Moodle 2 is something different that it was in Moodle 1.9. In Moodle 2.3, both resources and activities are now added via one button.

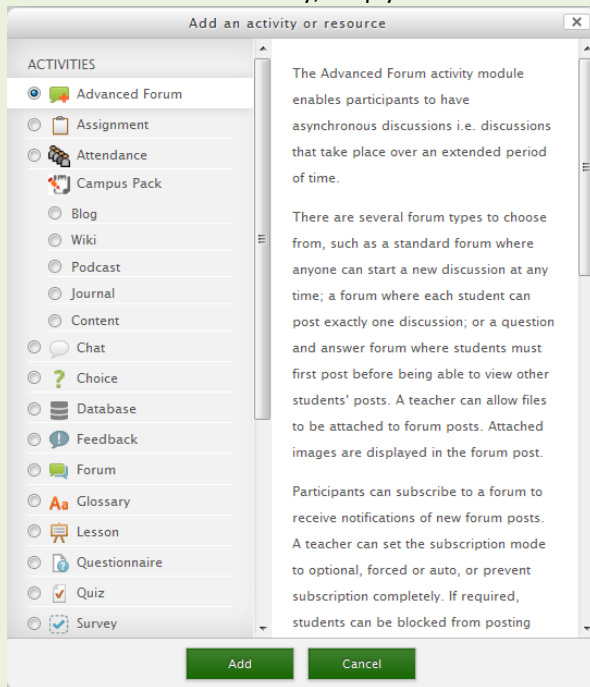


When the user clicks on this button, it will launch the file picker.



The file picker is your new one stop source for selecting a file. Both resources and activities can be selected from this menu, and each selection offers a description of what that activity is and how to implement it.

To add a resource or activity, simply click the radio button to the left of the activity and click the "Add" button.

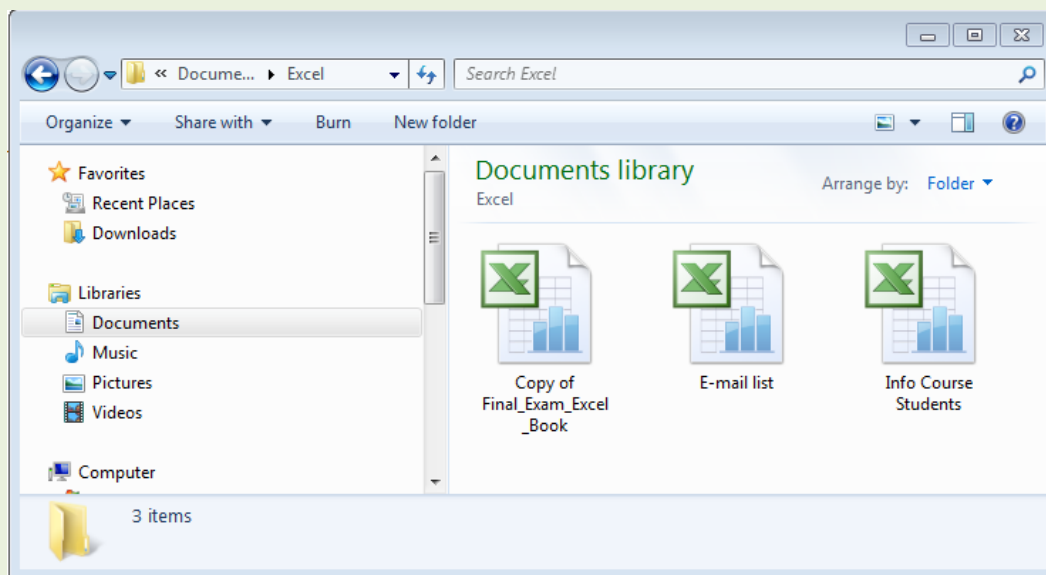


## Activities:

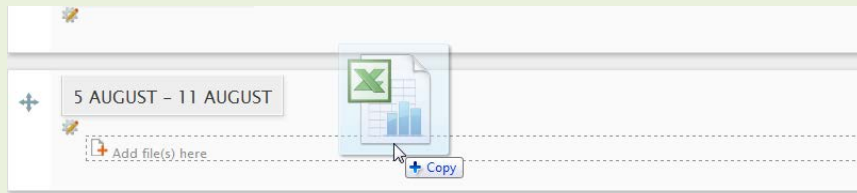
**Adding a file to Moodle:** There are two ways to add a file to Moodle

**Drag and Drop method:**

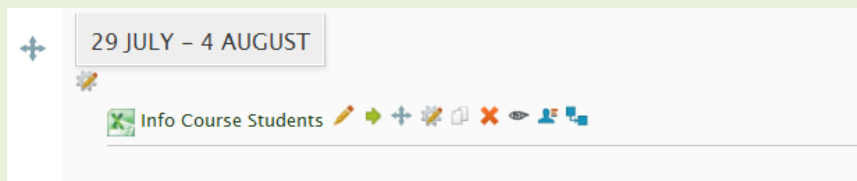
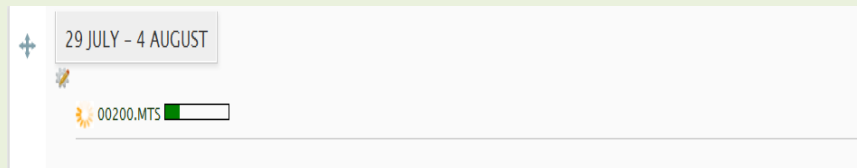
1. Click the "Turn Editing On" button in your Moodle course.
2. Select the file that you would like to use from your file folder in Windows. (Finder on a Mac.)



3. Left-click and hold down to drag the file to one of the weeks in your Moodle Course. When you see the "add files here" prompt, release the mouse button.




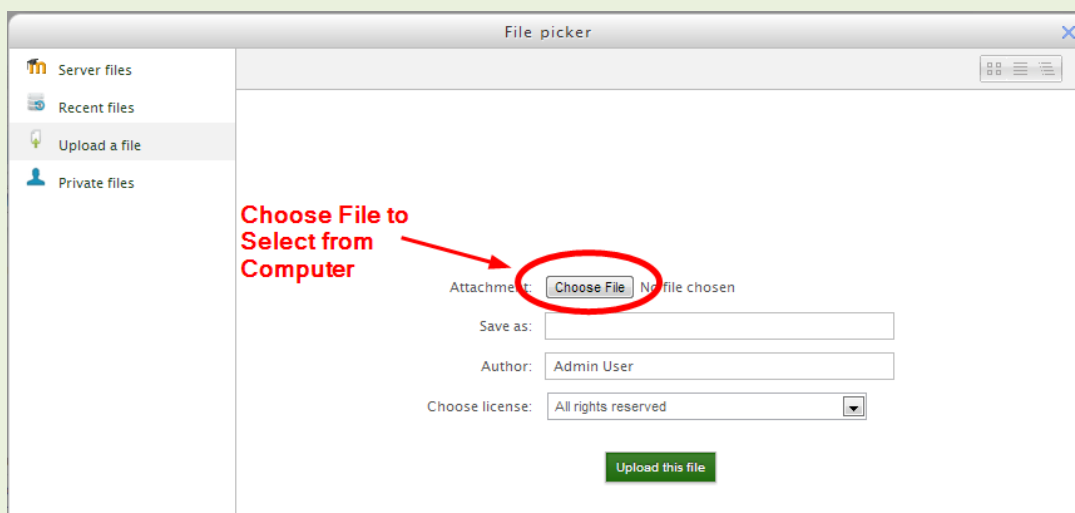
4. Wait until the progress bar finished processing. You should see your newly added file within that week.

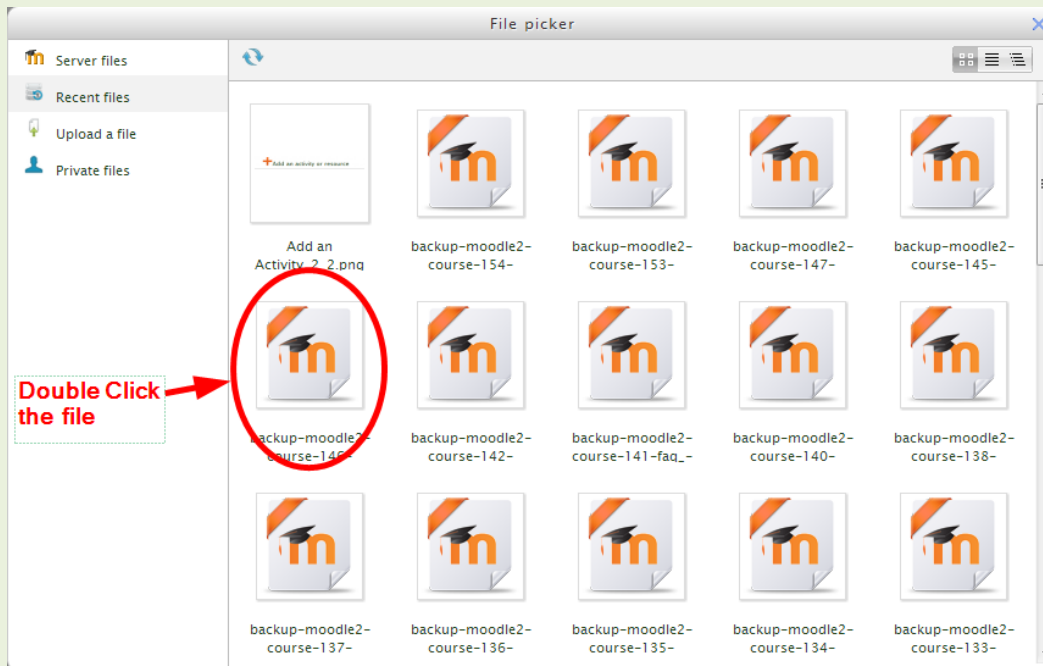


OR

### Through the File Picker

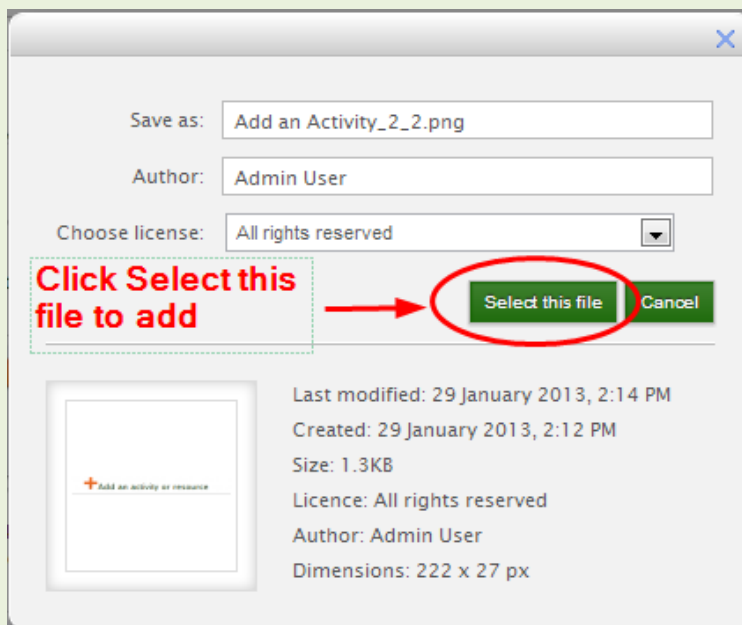
1. At the bottom of a Topic area, choose .
2. In the next window, Choose the Radio button next to "File". You can use the scroll bar on the file picker to reach the bottom.
3. In the **Files** window, select a file from your existing files list, or add a new file, as follows:
  1. Click the **Add a file** button in the top left-hand corner (or drag the file directly into the folder).
  2. Select "Upload a file" from the list of tabs on the left.





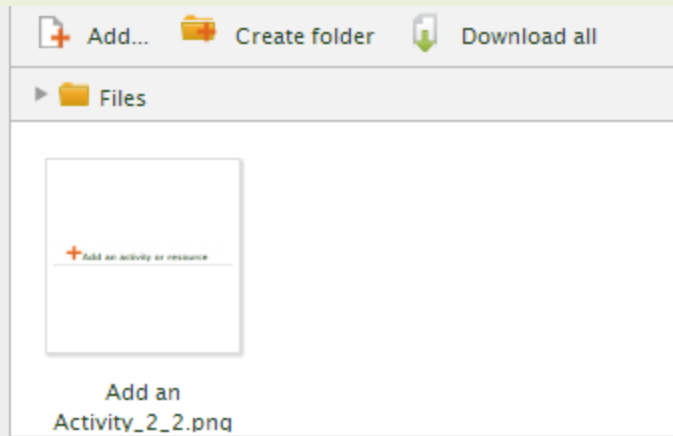
Once the file is uploaded, click the "recent Files" link on the left hand side.

Double Click the file. Click on Select this File.



You should now see the added file.





Scroll to the bottom of the page and click

**Save and return to course**

### Labels:

This is a resource that allows you to insert text and graphics among the other activities on the course page. These have not changed in Moodle 2.3.

### To link to a web site or URL:


1. On the **+ Add an activity or resource** menu, choose the URL option (last one on the list)
2. In the next page, give the URL a name and description.
3. Under the section labeled "Content", paste in your web URL in the box labeled "External URL"
4. Once finished, Press the **Save and return to course** Button at the bottom of the page to return to your course

## Setting Up Activities

Building a course involves adding course activity modules to the main page in a logical order. You can change the order any time you like.

To turn editing on: click the **Turn editing on** Button under Administration or at the top of your course, This toggle-switch shows or hides the extra controls that allow you to manipulate your main course page.

To add a new activity: go to the topic section or week where you want to add the activity and select the type of activity from the drop down menu.

After adding files or activities, you can move them up and down in your course layout by clicking and dragging the move icon (  ) next to each one.

You can delete an activity using the X icon (  ), or edit it using the update icon (  ).

Summary of standard Moodle activities:

### **Assignment (the top half of the file picker)**

An assignment is where you set a task with a due date and a maximum grade. Depending on the type of assignment, students will be able to upload one file to satisfy the requirements. The date a student uploads a file is recorded. Afterwards, you will have a single page on which you can view each file (and how late or early it was), and then record a grade and a comment. Half an hour after you grade a student's assignment, Moodle will automatically email that student a notification.

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

Previously, you used Advanced uploading of files to add this type of assignment. In Moodle 2.3, all of these assignments (Online text, Upload a single file and Offline activity) are all consolidated into one "Assignment" activity.

### **Choice**

A Choice activity is very simple - you ask a question and specify a choice of responses. Students can make their choice, and you have a report screen where you can see the results. It is ideal for quick polls and class votes.

### **Advanced Forum**

This is the module where discussion takes place. When you add a new forum, you must choose one of five different types: a simple single-topic discussion, a free-for-all general forum, a one-discussion-thread-per-user forum, a question-and-answer forum, or a blog style forum.

Under "Subscription mode", you can make the forum act like a list server, in that posting a message to the forum sends an email to all participants in a class.

Forums may also be used as graded assignments.

### **Quiz**

This module allows you to design and present quizzes consisting of multiple choice, true-false, and short answer questions. Questions are kept in a categorized database, and can be re-used within courses and between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.

## Surveys

To create a traditional survey, use **the Feedback activity**. The survey module provides a number of predefined survey instruments that can be useful for evaluating and understanding your class. Currently they include the COLLES and the ATTLS instruments. They can be given to students early in the course as a diagnostic tool and at the end of the course as an evaluation tool.

## Icon Guide



**Move Left:** Moves text one space to the left.



**Move Right:** Moves text one space to the right.



**Move:** Moves an entire text box to another location (ex. under a different topic, or to a different position in the same topic).



**Update:** Allows you to add or format text within a topic. If updating a forum, you can set parameters on the content and availability of the forum.



**Duplicate:** Makes a copy of the selected text under the same topic.



**Delete:** Deletes a selected label.



**Show:** Makes the selected topic or label visible to all members of a course.



**Hide:** Makes the selected topic or label invisible to all members of a course.



**Assign Roles:** Allow specified course members to have certain permissions. Ex. A non-editing teacher has more privileges than a student user.



**Personalized Learning Designer:** Allows you to monitor student performance by enabling customizable alerts and notifications, as well as specific rules for each course member.


### Toggle Between Three Different Group Settings:




**No Groups:** Students are not allowed to work in groups, and must work alone.



**Visible Groups:** Students are allowed to work in groups, and the members of each group are visible.

 **Separate Groups:** Students are allowed to work in groups, but the members of each group are not visible.

 **Add Resource:** Opens the “Add Resource” tab at the top of the page. You can add Activities, Assignments, Resources, or Campus Packs directly into the body of a topic.

Some actions that fall under **the Activities** pull-down menu are:

- **start a chat**
- **ask for feedback**
- **start a forum**
- **create a quiz**
- **create a survey**


Some actions that fall under Assignments pull down menu are:


- **advanced uploading of files**
- **online text**
- **upload a single file**
- **and offline activity**


Some actions that fall under the **Resources** pull down menu are:


- **book**
- **file**
- **folder**
- **label**
- **page**
- **URL**


**Campus Pack Utility:** contains various blank templates intended for inserting content from different types of sources. The following sources have Campus Pack templates: Blog; Wiki; Podcast; Journal; and Content.

 **Topic Settings:** Allows you to modify the Section Name and summary of the designated topic.

 **Move Down:** Moves a topic down, below the following topic.

 **Move Up:** Moves a topic up, above the preceding topic.

 **Highlight This Topic:** Places a yellow border around the topic, highlighting it as the current topic.

 **Show Only This Topic:** Only show the selected topic, instead of the list of all topics.

