Moodle I

Quick Start for AUB Faculty

Updated for: Moodle 1.8

Based on the tutorial by Humboldt State University
Available at: http://learn.humboldt.edu/mod/book/view.php?id=8730&chapterid=1706
Getting started

Hello and welcome to the Introduction to Moodle I Quickstart Guide for AUB faculty! This document is intended as a brief introduction to Moodle. In this guide you will find a brief overview of the instructional Resources and Activities available to you in Moodle, how to upload files (such as Word documents or PDFs) to Moodle, how to make those files available to your students and how to customize the look and feel of your Moodle course.

If you have trouble logging in or don't see the courses you have already requested, or if you have any questions about Moodle please send us an email at moodle@aub.edu.lb or call ACC at 3518 - 3588 - 3589 so we can help you.

Logging in to Moodle

You have two ways to access the Moodle server
- Type the URL of Moodle at AUB: http://moodle.aub.edu.lb ➔ “Login” to Moodle
  Or
- Go to the AUB homepage and follow this path: AUB Homepage ➔ E-learning ➔ Moodle ➔ Log in to Moodle

Both ways will lead you to this screen:

<table>
<thead>
<tr>
<th>Returning to this web site?</th>
<th>Is this your first time here?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login here using your username and password: (Cookies must be enabled in your browser) 🐻</td>
<td>Moodle site is password protected. Instructors only have access to their own courses. Students only have access to courses they are registered to.</td>
</tr>
<tr>
<td>Username: [ ] Password: [ ] Login</td>
<td>To open a course, type your Username and Password (the same as your AUBnet ID) and then click on &quot;Login&quot;.</td>
</tr>
<tr>
<td>Some courses may allow guest access:</td>
<td>Forgot your password? Follow the instructions at <a href="http://www.aub.edu.lb/services/lookupid.html">http://www.aub.edu.lb/services/lookupid.html</a>.</td>
</tr>
</tbody>
</table>

For all Moodle users, your username and password are the same as your AUB Imail (Ex: ab99).

Printing this Manual

It is recommended to print this Quickstart and keep it as a handy reference as you are using Moodle. If you want to print this manual, simply go to File > Print.
General tips

Once you are logged in, you will get a page similar to the screenshot below. Under My courses click on a course name to start setting it up.

Here are three general tips that will help you get started:

1. Don't be afraid to experiment:
   Feel free to poke around and change things. It's hard to break anything in a Moodle course, and even if you do it's usually easy to fix. And ACC is always here to help and support you.

2. Notice and use the editing icons:
   They will show up when you click the Turn editing on link, after each resource or activity in any topic of your course. These icons look like this:

   📝 - the edit icon lets you edit whatever it is next to.
   🌞 - the help icon will provide you with a popup help window
   🕐 - the open-eye icon will let you hide something from students
   🔐 - the closed-eye icon will make a hidden item available
   🔏 - the move icon will move an item from one place to another.
   ➔ - arrow icons will indent an item in more or less the direction the arrow points.
3. **Use the Navigation bar at the top of each page**

This will remind you where you are and prevent getting lost.

The Navigation bar links, also called the **breadcrumb** links will let you navigate back to your course's page or the **MyMoodle** page from within an activity or a Resource. The **MyMoodle** page will be the first link (1), your current course’s page the next (2), the type of activity you are currently in the next (3). Clicking this link (3) will show you a list of all the activities of that type, in this case it is Assignments. Finally, the last part of the Navigation bar is the title of the current activity(4), in this case it is “An ‘Online Text’ Assignment”.

**Important things to keep in mind**

There are six Formats that can be applied to your Moodle course (The ones we will deal with are either Social Format or Topics Format or Weekly Format. The rest we will talk briefly about in the Course Format section of this QuickStart). The Topics and the Weekly formats are made up of sections/units representing either Topics or Weeks. In these sections you can add **Activities** and **Resources** to your students. The Social format includes Forums of discussion between you and your students. For more information about course formats you can check the section of this Quickstart called **Changing the Course format**.

Moodle remembers your last settings from one login session to another. So if you had the **Administration** block for example maximized the last time you logged in, when you re-login to the same course, the block will still be maximized.

Students can maximize blocks on their own. However, if you hide, highlight, move or change the name of a topic, it will affect how all your students see the content areas.

**Creating Labels**

You can create a Label (it can be a welcome note in the first section, a title for any section or a small text) in any section of your course's page so that your students see it immediately when they first enter a Moodle course. It is a key place to put sensitive information such as a Module/Reading titles, notes, clarifications, etc.
To create a Label

1. Click on the Turn editing on button
2. Decide where you want to insert the label and then click on the Add a Resource… drop down menu and select Insert a label.
3. Type what you wish to have in the text box. Choose the size, font and style desired.
4. From the Visible to students drop down menu select Hide if you do not want to show the label or keep it as Show if you wish to show it.
5. Click Save changes.

To modify a Label

1. Click on the Turn editing on button.
2. Click on the edit button beside the Label.
3. Do your changes, and don't forget to save!

To remove a Label

1. Click on the Turn editing on button.
2. Click on the X right next to the Label.
3. A new page will open asking you "Are you absolutely sure you want to completely delete 'Name of label'?", click Yes if you wish to permanently delete the label.

To move a Label to another section

1. Click on the Turn editing on button.
2. Click on the $ and Moodle will give you all the possibilities where you can move your Label so you can choose where you would like to have the Label moved to.

To hide a Label

You can also hide Labels from your students in order to use them at another time. To do that:
1. Click on the Turn editing on button.
2. Click on the next to the Label. (Note: If the eye is open, that means the Label is now shown to students. If the eye is closed, then the label is hidden.)

How do I add files to my course?

Files storage area

You may have existing content that you want to add to your course, such as web pages, audio files, video files, Word, PPT, PDF, or Flash animations. Any type of file that exists can be uploaded into your course and stored on the server. While your files are on the server you can move, rename, edit or delete them.

All of this is achieved through the Files link in the Administration block. This is only available to teachers - it is not accessible by students. Individual files are made available to students when you add files (see next section).

The Files storage area looks like this:

As you can see in the screenshot above, folders are listed first then files. You can create any number of folders to organize your files, also you can move your files from one folder to another.

Files and folders can be renamed by clicking the Rename link. Some types of files (html, text) may be edited online and you will see the Edit link next to them. Other files will need to be edited on your local computer and uploaded again. If you upload a file with the same name as an existing file it will automatically be overwritten. To preview any file you have uploaded just click on its name.

Adding a folder in your Files storage area

First click the Files link in the Administration block:
1. In the files area, click on Make a folder button.

![Make a folder button in a file management interface.]

2. Give the new folder a name and then Click Create. This will create a new empty folder in your Files storage area.

![Create folder dialog box with field for folder name and 'Create' button.]

**Uploading files into Folders**

To upload files into the folder you have just created, in the Files storage area first click on the folder’s name to open this it. Its an empty folder because you haven’t added anything yet. To add files click **Upload a file**.

![File upload interface with 'Upload a file' button highlighted.]

Browse for the file on your local computer, select it and click **Open**, then click on **Upload this file**. This will put the file in the folder.

![File upload interface with 'Upload this file' button highlighted.]

**Uploading more than one file at once**

If you want to upload a number of files at once, put all the files in one folder and then by using an archive/compression program (ie. WinZIP, WinRAR,..) you can compress this folder to get one single .ZIP file. Upload the zip file and then unzip them again on the server (you will see an Unzip link next to zipped files). You can get a ZIP program for free from the following link: [http://www.aub.edu.lb/pub/](http://www.aub.edu.lb/pub/)

Alternatively, you may bring the files to ACC on a CD, flash disk, etc. and we will zip the files and upload them for you.
A final note: if your content resides on an internet site then you don't need to upload the files at all - you can create links from your course directly to them by selecting the **Link to a file or web site** from the **Add a resource**... drop down menu.

**How do I add a directory to my course homepage?**

Turn editing on and then go to the **Add resources**.. drop down menu in the topic or week that you would like to place the directory.

Then choose **Display a directory**.

A new page will open, type in a title for the directory in the **Name** text box. You can add a summary for this directory in the **Summary** text box. Choose the name of the folder from the Display a directory drop down menu. You can choose any folder found in your **Files** storage area.
Click the **Save Changes** button.

Now students can see the directory in the course page and access the files inside by clicking on its name.

![File folder icons](image)

As you add files to this folder in the **Files** storage area, they will be available automatically to students in this directory.

**NOTE:** Students cannot access any file in the **Files** storage area if it is not placed in the directory/folder you selected to be displayed.

### Adding files/websites as a link

To add a file as a link, turn editing on, go to the topic or week where you would like the file to appear, and then choose **Link to a file or web site** from the **Add a resource** drop down menu.

![Add a resource dropdown menu](image)

This will open the screen shown below:

Type in a title in the **Name** field (1), this will be the name of the link the students will click on to access the file. You can type a summary for this link in the **Summary** (2) text box.
If you are linking to a file, click the **Choose or upload a file ...** button (3). This will open a standard browse/choose window (see next section for a full description about choosing files). If you would like to link to a web site, paste the website URL in the **Location** text box. You can also click the **Search for a web page...** button to open up a search window (4). When you find a page in the search window, you may drag and drop its link to the **Location** text box, or simply copy and paste the address of the page.

### Choosing a file

Choosing **Choose or upload a file ...** in the previous section will open up the file browser (see bellow). Now that you are choosing to link a file, you will see **Choose** listed next to files that you can choose in your Files storage area. Simply click **Choose** to load this file. Moodle will return you to the **Adding a new Resource** screen, and here you just need to click **Save Changes** at the bottom of the page to make the file available for your students.

Once you have chosen files, students will see links to these files on your Moodle course site. For instance, in the screen shot below, a Word file, a Power Point file, an mp3 file, an Acrobat PDF file, and an HTML file. This HTML file has been hidden from student view by clicking the eye icon. The edit icons are visible in
this view. Notice the difference in the eye icon between a shown and a hidden file.

Note: In the view of the same screen (see below), editing has been turned off. Turning editing off when you are done editing is not necessary, students can never see the editing icons, whether you have editing turned on or off.

The student view of the same screen (see below). Note that the hidden file is not visible to students.

Using Moodle to display files is not only convenient, it is also secure. You can be assured that your files are only visible for the students enrolled in your course, and only when you want them to be visible. Moodle handles the code for displaying audio and video files automatically and provides a handy built in player for controlling audio and video files. Moodle also uses external players such as Windows Media Player and Real One Player.

**Switching role to “Student”**

After adding content to your course, you can test how your students will view the designed course.

Beside the Turn editing on button there is a menu called **Switch role to...**

Choose **Student**
Turn editing on button will disappear from the student role since students can not add, modify or delete course content.

Also in the Administration block, all the features and tools related to the teachers will disappear e.g. Turn editing on, Settings, Backup, and Restore… only one thing will remain: Grades.

To go back to your initial role, click on Return to my normal role.

**Customizing your course layout**

Moodle offers you a great deal of flexibility in changing the appearance of your course if you are not happy with the default weeks or topics layouts.

The menus on the sides of your course are known as **Blocks**, for instance in this course we can see the People Block (1) and the Administration Block (2).

With editing on, you can see the block editing icons next to the block’s title. Using these, you can hide the entire block with the eye tool, move the block up or down with the up/down arrows, move the block from one side of the course to another using the sideways arrow, or delete the block altogether using the delete tool.

Note: you can retrieve any deleted block to your course from the Blocks block and selecting the corresponding block from the Add… drop down menu.

**Moving things around on your course homepage**

With editing turned on, you will see the move arrows mentioned above next to each of your activities.
The sideways arrow next to a resource (➡️) will indent it to the right in the block. This can be used to set resources off from each other. The resource movement arrows (↪️) can move a resource from one block to another. If you click one, a message will be printed on your course page telling you what item you are moving (1). You will see boxes appear on your course’s screen with all the possible places you can move that resource (2).

Each of the boxes with the arrow next to it represents a place to move a resource. Simply click the box where you would like the item to be placed.

### Adding more topics/weeks, changing the start date, groups, etc.

Unless you requested otherwise, your course was set up in the Topics format. In this format, there are just a few key blocks, guest access is off, the course is available to students, and groups are not enabled. This section of the manual will explain how to customize these settings in your course.

If you click on Settings in the Administration block, the first several items (Full name, Short name, ID number) are all already set for you. Please let us know if these settings are wrong so we can change them for you. The Summary item will show up to students in their My courses page, so it is good to type a brief course summary here.

### Changing the course format

Below the Summary is the Format drop down menu, simply select a new format (LAMS/SCORM/Social/Topic/Weekly/Weekly format – CSS/no tables) from the drop down list and click on the Save changes button at the bottom of the page (see the Course Formats section below for more information about the different formats).

### Course Start Date

To change the Course start date of your course, simply select a new date in the Course start date drop down menu. Don't change the Enrollment Duration setting.

### Enrolment Plugins

Contain the default enrollment plugins that deal with enrolling students in your course.
Course enrollable

Here you specify if your course is going to be enrollable or not. You can either choose **No** to make it unenrollable. Or you can choose **Yes** to make it enrollable. Or you can choose **Date range** to make it enrollable but only within a certain period of time that you set in the next setting.

*Note:* At AUB, students are added automatically to your course upon your request for a course activation. So you don’t need to worry about adding students. That’s why you should leave the Course enrollable as “No”. And leave the following settings as default.

**Date range**

This date range will specify the enrollment period start date and end date.

⇒ *Not applicable in your case if you keep the setting: Course enrollable = “No”*

**Enrolment duration**

This setting specifies the number of days a student can be enrolled in this course starting from the moment they enroll. Students will be automatically unenrolled after the specific time has elapsed. This is useful if you don’t specify a start or end time for your course.

⇒ *Not applicable in your case if you keep the setting: Course enrollable = “No”*

Keep the default: Unlimited. Your students are unenrolled by the Moodle system administrator at the end of the semester.

**Enrolment expiry notification**

⇒ *Not applicable in your case if you keep the setting: Enrollment Duration = “Unlimited”*

There are three items related to Enrolment expiry notification. First drop down menu would allow you to choose if you want to be notified that the enrolment is going to expire. Second if you want the students to be notified that their enrolment is going to expire. And third, is the threshold day to get the expiry notification. If you set it for 2 days for example, then you or your students will get a notification about the enrolment expiry 2 days before the actually enrolment expiry.

**Number of weeks/topics**

Below this you will find the **Number of weeks/topics** drop down menu, simply choose a new number here. If you add more topics Moodle will add new, blank topics below your old ones. It’s the same procedure for Weekly format.

**Group mode**
If you would like to use groups in your course, set **Group mode** to one of the group settings.

**Availability**

This option allows you to "hide" your course completely. It will not appear on any course listings, except to teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter.

**Enrolment key**

If you put an Enrollment Key, all new students (who never login so far into your course) and guests will be asked for an Enrolment Key. Leaving this blank, will allow only your currently Moodle enrolled students to have access to your course simply by going in to it. If you put something here, then students who are trying to get in for the FIRST TIME ONLY will be asked to supply this word or phrase.

*Note:* If this password "gets out" and you have unwanted people enrolling, you ask the System administrator (email: moodle@aub.edu.lb) to unenroll them. You can then change this key. Any legitimate students who have already enrolled will not be affected, but the unwanted people won't be able to get back in.

**Guest Access**

You have the choice of allowing **guests** into your course. People can log in as guests using the **Login as a guest** button on the login screen. Guests ALWAYS have read-only access meaning they can't leave any posts in the forum or submit an assignment or otherwise mess up the course for real students.

*Note:* that you have a choice between two types of guest access: with the enrolment key or without. If you choose to allow guests who have the key, then the guest will need to provide the current enrolment key EVERY TIME they log in. This lets you restrict your guests. If you choose to allow guests without a key, then anyone can get straight into your course.

**Cost**

This setting deals with courses that require enrollment and payment of money. ➔ *Not applicable here at AUB. Keep it empty.*

**Other settings**

By default, sections hidden with the 'eye' tool are invisible to students, though you will see them in a light gray color from your account. If you would prefer these be visible to students (but not accessible), set this in the **Hidden sections** drop down menu. **News items to show** will only have effect if you have the **Latest News** block enabled. If so, then the latest postings in the course Announcements page will be shown to the students. If you are not grading your course and you would prefer to hide the grade book from students, choose no in
the Show grades drop down menu. Activity reports are available for each participant; it shows a log of their activity in the current course. As well as listings of their contributions, these reports include detailed access logs. These are always available to teachers. Setting this menu to Yes enables students to view their own activity reports.

Once you have made changes to your course settings, click on the Save changes button.

Course formats

The course format that you choose will decide the basic layout of your course, like a template. Moodle currently has three course formats.

Here are some screenshots of these three formats:

Topics format

Note that the instructor has changed the default topics labels by typing new ones into the topic’s titles in the topic areas in this example.
Weekly format

Note that the 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 in the topic format each box can cover whatever you like. The social format doesn't use much content at all and is based around just one forum displayed on the main page.
LAMS course format

LAMS stands for Learning Activity Management System and is used for designing, managing and delivering online collaborative learning activities. This is done through a visual authoring environment for creating sequences of learning activities. These activities can include a range of individual tasks, small group work and whole class activities based on both content and collaboration.

SCORM format

The SCORM/AICC module allows you to upload any SCORM or AICC package to include in your course. SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content.

The Weekly format, CSS/no tables

This version of the weekly format uses the more modern web layout system CSS (cascading style sheets) to place things on

➡️ See the help buttons on the Course Settings page for more details.

Running the course

Here are a few ideas:

1. Encourage all the students to fill out their user profile (they should add their AUB email, city/country and upload their photo).
2. Use the Reports link (under Administration) to get access to complete, raw logs. In there you'll see a link to a popup window that updates every sixty seconds and shows the last hour of activity. This is useful to keep open on your desktop all day so you can feel in touch with what's going on in the course.

Hiding and Showing your course

Setting course visibility lets you reduce your My courses list to just the ones you are using, while letting you access the hidden courses to add content to them before showing them to your students. Course availability in the course settings controls this issue.
Further information
If you have any problems with your course, please email Moodle at AUB at moodle@aub.edu.lb. If you have ideas for improvements to Moodle or even some good stories come over to moodle.org and join in the course called Using Moodle. The Moodle Community would love to hear from you, and you can help Moodle improve.

There are a number of Tutorials and Guides describing Moodle components in detail, as well as movies showing how to set them up, in the ACC site. Just go to AUB Homepage → E-learning → Moodle → Moodle for Faculty → Tutorials & Help.

Tips and frequently asked questions are covered in the FAQ section. Just go to AUB Homepage → E-learning → Moodle → Moodle for Faculty → Faculty FAQ

Thanks for using Moodle - and good luck with your teaching!

End – Moodle I Quickstart