

# Moodle Instruction Sheets

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# Setting up your Moodle class

**Contact** LauriBeth Hull to establish your class on Moodle

## Establish your settings

**Log** into your class

**Click** *Settings* in the Administration section

The Category, Full name, Short name and if applicable Course ID fields have already been set for you. Contact LauriBeth Hull before making any changes to these.

**Type** a Summary if you desire. This is a brief description of the class.

*Format* has been **set** to Topic

**Select** from *Number of weeks/topics* how many topic areas you want to appear in your course.

**Select** the options desired in the fields offered in this section.

Question mark icon  gives explanation of each field.

**Enrollment Section** – leave at default unless you want to specify a start and end date for the class.

**Enrollment Expiry Notification** – leave at default unless you specified an end date for the class.

**Groups** – Recommend setting for individual activities rather than whole course, unless you plan to put multiple classes in one online course.

**No groups** - there are no sub groups, everyone is part of one big community

**Separate groups** - each group can only see their own group, others are invisible

**Visible groups** - each group works in their own group, but can also see other groups

## Availability

**Select** *Availability*

**Set** *Enrollment key*

**Set** *Guest Access* – **Select** either *Do not allow guests* or *Allow guests who have key*

**Language** – leave at default unless you teach a foreign language.

**Role renaming** – leave at default unless you have a specific reason to display a different name for a role.

**Click** *Save changes*

# Setting up Groups in Moodle

**Log** into your class

**Click** *Groups* in the Administration section

Two ways to create Groups:

## Auto Create Groups

**Click** *Auto Create Groups*

**Click** *Show Advanced*

The screenshot shows the 'Auto-create groups' form in Moodle. The form has the following fields and options:

- Select members from role:** A dropdown menu with 'Student' selected.
- Specify:** A dropdown menu with 'Number of groups' selected.
- Group/member count\*:** An empty text input field.
- Prevent last small group\*:** An unchecked checkbox.
- Allocate members\*:** A dropdown menu with 'Randomly' selected.
- Naming scheme\* ?** A text input field containing 'Group @'.

Below the form are three buttons: 'Preview', 'Submit', and 'Cancel'.

**Annotations:**

- A box pointing to the 'Specify' dropdown: **Specify** whether you want a specific number of groups or a specific number of students in each group.
- A box pointing to the 'Group/member count\*' and 'Allocate members\*' fields: **Enter** the number of groups or members. **Allocate members** randomly or alphabetically.
- A box pointing to the 'Naming scheme\*' field: **Set the Naming scheme**  
Use @ character to represent the group letter (A-Z) or # to represent the group number.  
Ex. Group@ will make the names Group A, Group B, etc. The names can be changed later.

**Click** *Preview* to see the groups or *Submit* to apply the groups.

## Manually Create Group

**Click** *Create Group*

**Type** in *Name* of the group

**Type** in *Description* of group (optional)

**Enrollment Key** - if you define a \*group\* enrolment key then not only will entering that key let the user into the course, but it will also automatically make them a member of this group.

**Click** *Save Changes*

**Edit** group settings by **Selecting** the group then **click** on *Edit group settings*

**Edit** group membership by **Selecting** the group then **click** on *Add/Remove users* – class list will appear and you can adjust group membership.

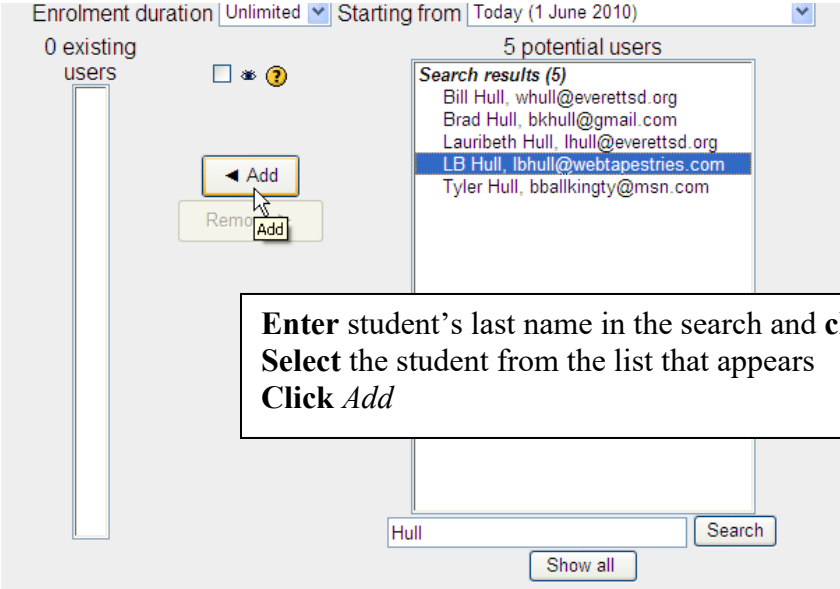
## Enrolling Students in Moodle

It is highly recommended that students self enroll in their online class. The second page shows the traditional getting started instructions. Email LauriBeth Hull to get an electronic copy to modify for your own class.

However, as the teachers you can enroll and unenroll students.

**Click** on *Assign Roles* in the Administration section.

**Click** on Students



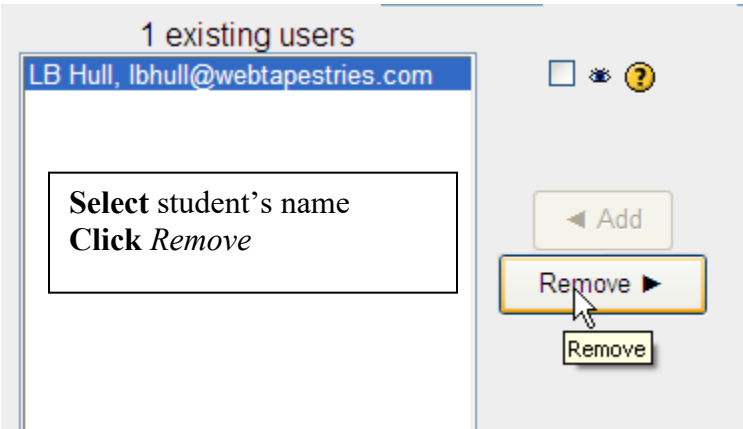
The screenshot shows the Moodle user enrollment interface. At the top, there are dropdown menus for 'Enrolment duration' (set to 'Unlimited') and 'Starting from' (set to 'Today (1 June 2010)'). Below these, there are two sections: '0 existing users' on the left and '5 potential users' on the right. The '5 potential users' section contains a search results box with the following list:

- Search results (5)
- Bill Hull, whull@everettsd.org
- Brad Hull, bkhull@gmail.com
- Lauribeth Hull, lhull@everettsd.org
- LB Hull, lbhull@webtapestries.com (highlighted)
- Tyler Hull, bballkingty@msn.com

Below the search results, there is a text input field containing 'Hull' and a 'Search' button. A 'Show all' button is also present. A text box with instructions is overlaid on the interface:

**Enter** student's last name in the search and **click** *Search*  
**Select** the student from the list that appears  
**Click** *Add*

To unenroll a student:



The screenshot shows the Moodle user enrollment interface with '1 existing users'. The user list contains one entry: 'LB Hull, lbhull@webtapestries.com'. A text box with instructions is overlaid on the interface:

**Select** student's name  
**Click** *Remove*

Below the user list, there are two buttons: 'Add' and 'Remove'. A mouse cursor is pointing at the 'Remove' button.

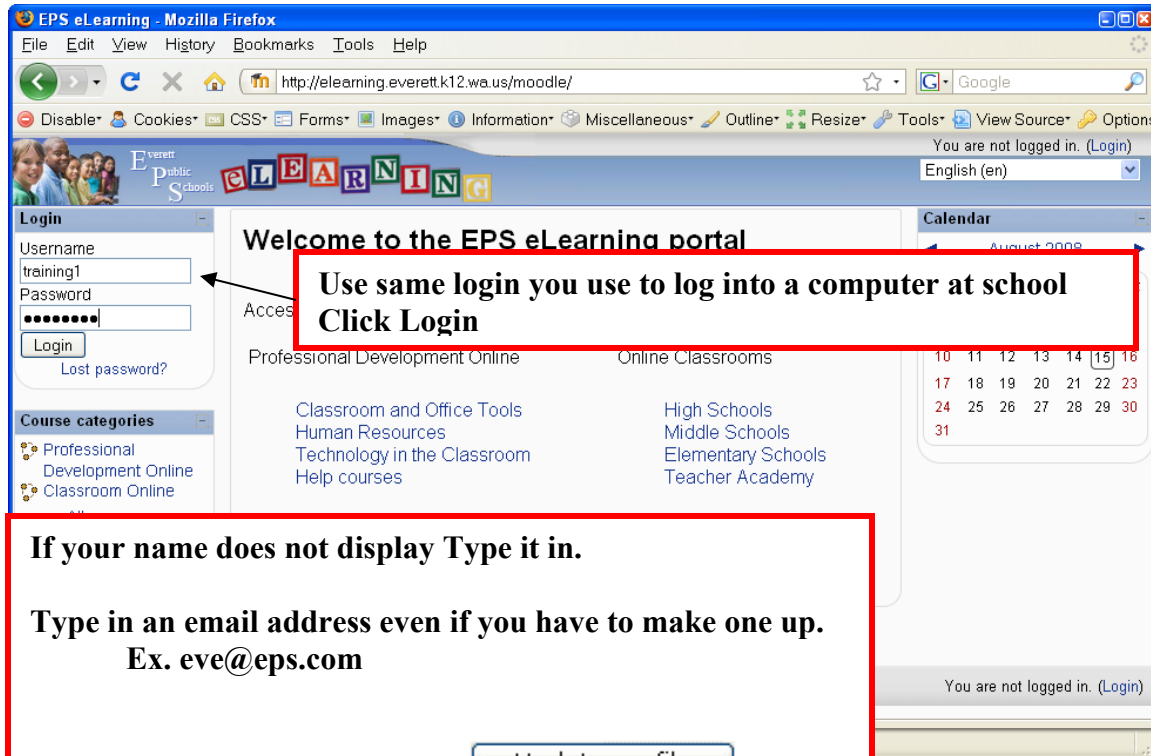
**Note:** It is recommended that middle school teachers change their enrollment key once all students have enrolled. See instructions on Setting up a Moodle class.

## Getting to Your Online Class

Open an Internet Browser (IE, Firefox, etc.)

Go to <http://elearning.everett.k12.wa.us/moodle/>

Know – School, Teacher, Course, Enrollment Key and your Computer Login.

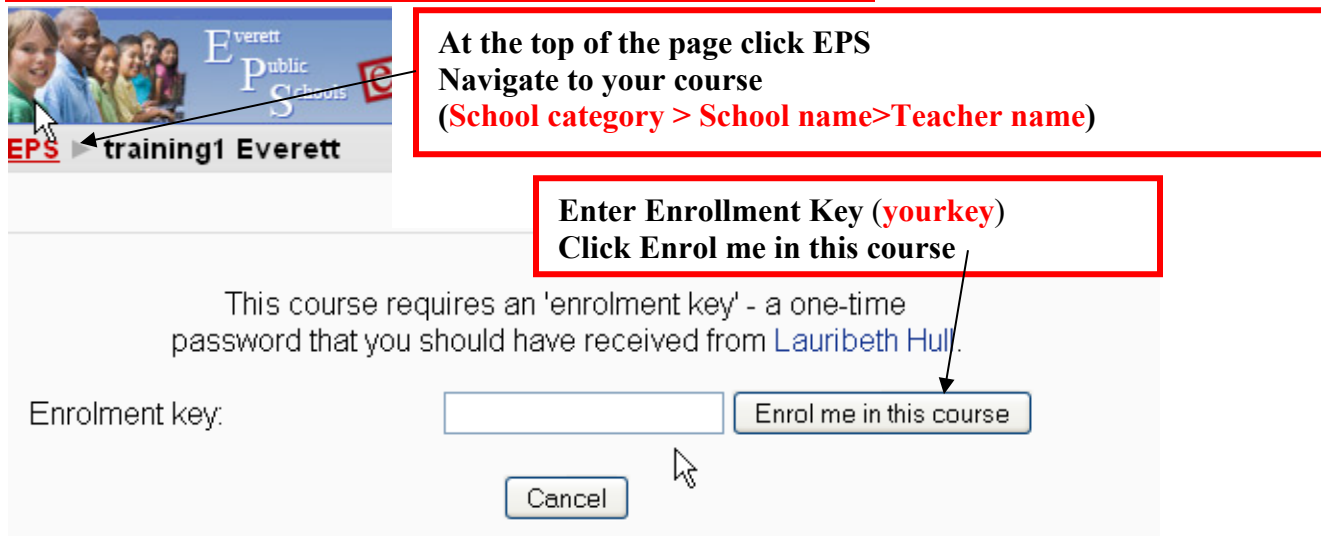


**Use same login you use to log into a computer at school  
Click Login**

If your name does not display Type it in.

Type in an email address even if you have to make one up.  
Ex. eve@eps.com

Scroll to the bottom and click



**At the top of the page click EPS  
Navigate to your course  
(School category > School name > Teacher name)**

**Enter Enrollment Key (yourkey)  
Click Enrol me in this course**

This course requires an 'enrolment key' - a one-time password that you should have received from Lauribeth Hull.

Enrolment key:

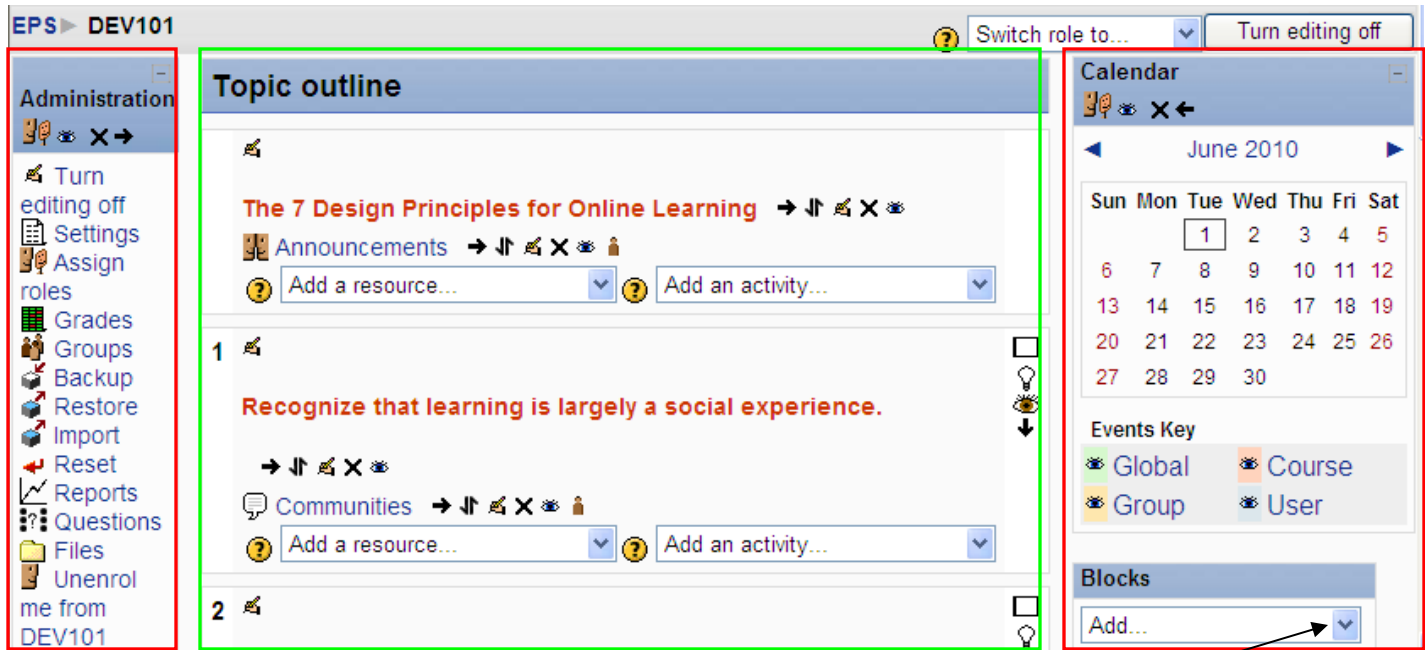


**Now, whenever you login, your course will be on the Home page.**

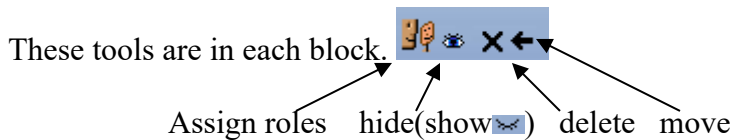
# Working with the Moodle Interface

Log into your class

Click *Turn Editing On* (top right button)

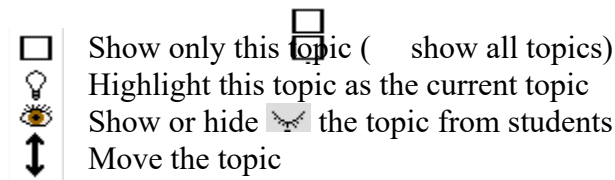


Blocks are outlined in red. To add blocks to the page **Click** on the drop box in the Block section.



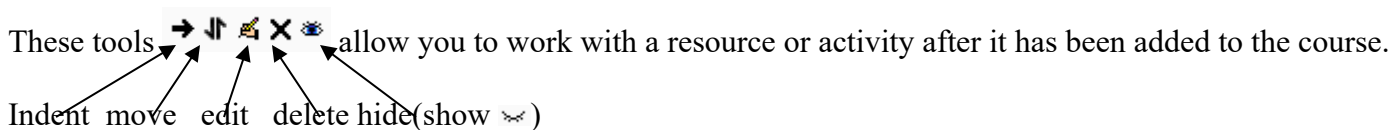
When you delete a block it becomes part of the Block section's list and can be added again.

The Topic area is outlined in Green. The tools below are available in the topic area.



**Add** a resource or activity by using the drop box.

The Question mark icon gives explanation the available resources or activities.

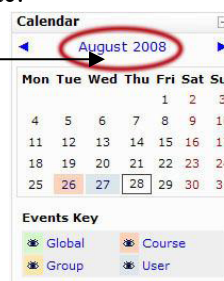
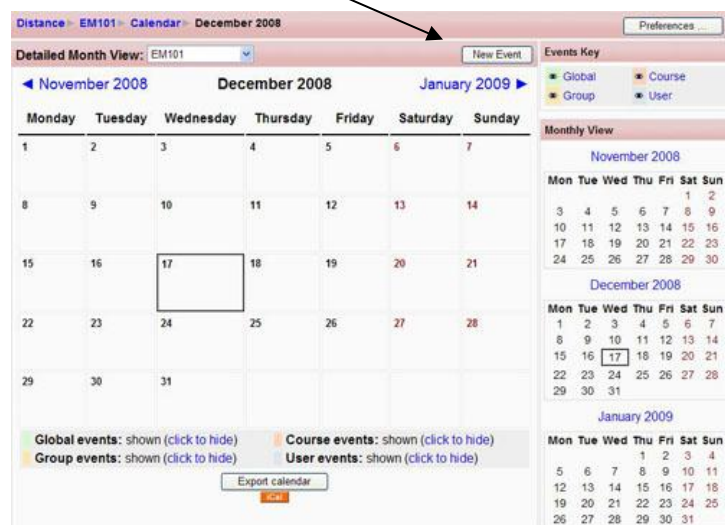


# Moodle Calendar

The Calendar allows instructors to post due dates for assignments and other activities as helpful reminders for their students, and also allows students to post private deadline reminders, events notices, etc.

Click on the *Month* ————— at the top of the calendar tool to go to the editable version of the calendar.

Click on the *New Event* button (at the top, right of the Month screen).



Select *Course Event* and click **OK**

Give your event a name, and type a description of it if needed.

In the **Date** section, choose the date on which the event will take place.

In the **Duration** section, choose how long the event will take place (for example, if your event starts on July 30th, and is a two-day workshop, your duration would be until July 31st.)

In the **Repeats** section, you can choose to repeat your event weekly. For example if you have a weekly quiz, you could post one reminder and set it to appear at the same time on the same day every week. When finished, click on the **Save changes** button. Your new entry will now appear in your calendar. There are 4 categories of calendar events that you may encounter in your Moodle course(s).

**Site event:** an event posted by a Moodle course administrator that is visible in all Moodle courses. This may be used to inform all Moodle users about a maintenance issue, or a power outage.

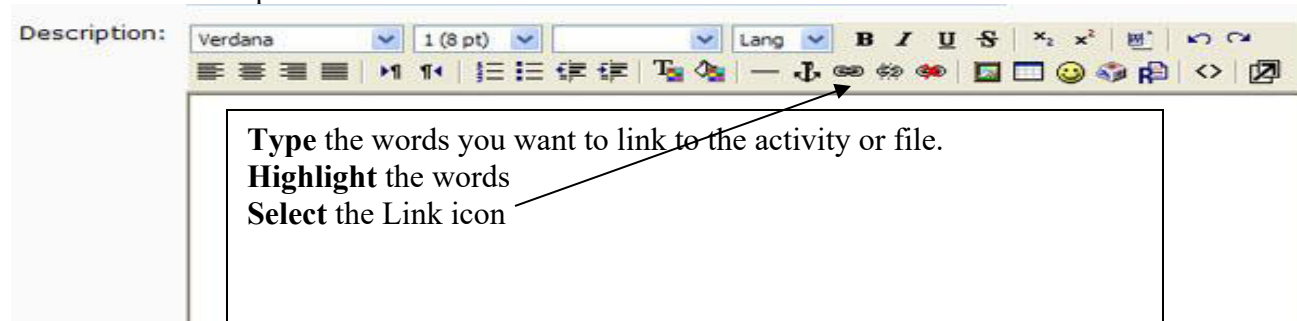
**Course event:** an event posted by an instructor. It generally something specific to the course (for example, an assignment deadline) and is visible to all students in that course.

**Group event:** an event posted by an instructor that is only visible to the members of one group in a specific course.

**User event:** an event that can be posted by a student and that is visible **only** to the student who posted the event. Think of it as a personal reminder...

## Add a link to an activity or a file

**Click** in the Description area



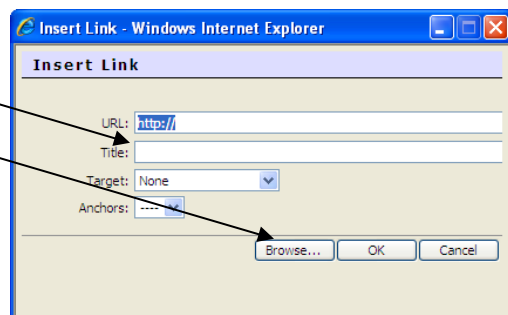
If you want to link to an activity you would need to copy the URL for the activity. You get that by right clicking on the activity link and selecting property.

If you want to link to a file you can upload it ahead of time or at the time you create the link.

**Paste** in URL

or

**Click** *Browse*



**Click** on the file you want for the link and then **click** *OK*.

**Click** *Save Changes*

**Test** your link



# Setting up Moodle Assignments

**Click** *Turn Editing On*

**Select** the type of assignment you want from *Add an Activity* drop box

**Upload a single file** - This could be a Word document, spreadsheet or anything in digital format. After students upload their files, the teacher will be able to open the submission and use the Moodle interface to assign a grade and offer comments as feedback.

**Advanced uploading of files** - options include: multiple file submission, allowing students to type a message alongside their submission & returning a file as feedback.

**Online text** - students type directly into Moodle, teachers can provide inline feedback.

**Offline Activity** - teachers provide a description and due date for an assignment outside of Moodle. A grade & feedback can be recorded in Moodle.


**Type** in the Assignment name

**Type** in Description

**Select** Grade option

**Select** date for availability and due date.

**Select** whether to prevent late submissions.

**Select** the options desired in the fields offered. Question mark icon  gives explanation of each field.

**Click** *Save and Display* or *Save and return to course*

**Note:** It is possible to create **iterative assignments** - where the piece of work is graded by the teacher, re-edited by the student, re-graded and so on using either the *single file* or the *online text* and setting 'Allow resubmitting' to 'Yes' in the assignment settings.

# Creating a Book Review Database

**Click Turn Editing On**

**Select** Database from *Add an Activity* drop box

**Type** in database name (Book Reviews)

**Type** in Introduction

**Set** the fields for the activity

Keep availability disabled

Leave the rest set on default unless you choose otherwise.

**Allow Comments** – Choosing yes means students can comment on entries..

**Require Approval** - Should entries be approved by a teacher before they are viewable to students? Usually I don't worry with this, but you may want to do it this way.

**Ratings** – Drop the rating box and select 5.

**Click Save and Display**

The screenshot shows the 'Book Reviews' database setup page. At the top, there are tabs: View list, View single, Search, Add entry, Export, Templates, Fields, and Presets. The 'Export' section has options for 'Export as zip' and 'Save as preset', each with a 'Choose' button. The 'Import' section has options for 'Import from zip file' and 'Use a preset', each with a 'Choose' button. Below these are several radio button options for different database types, each with a 'Choose' button. A text box on the right contains the following instructions: 'Click on the Presets tab', 'Select the Book Review database you want to use.', and 'click Choose.'. Arrows point from the 'Presets' tab, the 'Choose' button for 'Book Reviews -online-fileupload (Lauribeth Hull)', and the 'Choose' button for 'Book Reviews -online review only (Lauribeth Hull)' to the text box.

**Book Reviews**

View list View single Search Add entry Export Templates Fields Presets

**Export**

Export as zip ? Export

Save as preset ? Save

**Import**

Import from zip file ? Choose file Import

Use a preset ?

☐ Image Gallery

☐ Book Reviews -fileupload (Lauribeth Hull) ✕

☒ Book Reviews -online-fileupload (Lauribeth Hull) ✕

☐ Book Reviews-online review only (Lauribeth Hull) ✕

☐ Standard File Upload (Lauribeth Hull) ✕

☐ horizontal image gallery (Lauribeth Hull) ✕

☐ We are Proud of Our Friends and Family (Vicky North) ✕

Choose

**Click on the *Presets* tab**

**Select the Book Review database you want to use.**

**click *Choose*.**

**Select** *Overwrite current settings* and **click** *Continue*.

The database is now ready to use. You can make your own modifications.

# Setting up a Moodle Forum

**Click** *Turn Editing On*

**Select** *Forum* from *Add an Activity* drop box

**Type** in the Forum name

**Select** the type of forum

**A single simple discussion** - is just a single topic, all on one page. Useful for short, focused discussions.

**Standard forum for general use** - is an open forum where any one can start a new topic at any time. This is the best general-purpose forum.

**Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though). This is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these.

**Q And A Forum** - The Q & A forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking.

**Type** in the Forum introduction

**Select** the subscription status

When a person is subscribed to a forum it means that they will be sent email copies of every post in that forum (posts are sent about 30 minutes after the post was first written).

**“No”** means people can usually choose whether or not they want to be subscribed to each forum.

**“Yes, forever”** means all course users will be subscribed automatically, even those that enrol at a later time. They cannot unsubscribe.

**“Yes, initially”** means all current and future course users will be subscribed initially but they can unsubscribe themselves at any time.

**“Subscriptions not allowed”** means no one can subscribe. This is recommended when many students do not have email accounts.

**Select** Read tracking status - If 'read tracking' for forums is enabled, users can track read and unread messages in forums and discussions.

**Select** Maximum attachment size – Control the size of attachments or if attachments are allowed.

You can also set grading or rating fields, Block users from posting after a given number of posts in a given period and set up the forum so that it is a group activity where a limited number of students participate in the forum together.

**Click** *Save and Display* or *Save and return to course*

# Activities that can be used for Journaling

## Online text Assignment

Select *Online text Assignment* from the *Add...* dropdown list.

This requires the students to write their task in Moodle (using the Moodle editor, not MS Word). This type is suitable for most common writing tasks (as long as students are informed that they should avoid copying and pasting to the editor) and the inline commenting is a convenient option (provided the teacher likes to check and grade work on-line).

**Complete** the required fields. Assignment name and Description

**Complete** the optional fields as you desire. Use the ? icons if you need help determining what setting fits with your assignment.

## Individual Wiki

Select *Wiki* from the *Add...* dropdown list.

**Complete** the form fields:

*Wiki Name:* Type the Wiki name.

*Wiki Summary:* Add the Wiki summary or instructions.

*Type:* Student

*HTML Mode:* HTML only

*Group Mode:* No groups

Click *Save and display*

## Journal

Select *Journal* from the *Add...* dropdown list.

**Complete** the *Adding a new journal* form:

*Journal Name:* Type the journal name.

*Journal Question:* Add the journal question.

*Grade:* Decide if the journal will be graded.

*Days available:* Specify how long the journal will be available. **Always open** means that the journal will always be available. The other options mean that students will no longer be able to edit their journal entry after the specified time has elapsed.

Click *Save and display*

# Creating Tests on Moodle

Creating a new quiz is a two-step process.

1. Create the quiz activity and set its options which specify the rules for interacting with the quiz.
2. Edit the quiz to add questions to it.

## Quiz activity:

Click *Turn editing on*

Select *Quiz* from *Add an Activity* drop box

Type in quiz name

Type in instructions for taking the quiz

Set attributes in the following sections

- Timing section
  - Open and close date for the quiz
  - Time limit
- Display section
  - Questions per page
  - Shuffle questions
  - Shuffle answers
- Attempts section
  - Attempts allowed
  - Allow new attempt to contain the results of the previous attempt
  - Allow students to have multiple attempts on a question before moving on
- Grades section
  - Grading method for multiple attempts (highest, average, first, last)
  - Apply penalties if using adaptive mode
  - How many digits will be shown after the decimal point
- Review options section - what information students will be shown when they review their past attempts at this, and during the attempt in adaptive mode.
- Security section - provides more security for quizzes (making copying and cheating more difficult)
- Common Module settings
- Overall feedback - shown to a student after they have completed an attempt at the quiz. The text that is shown can depend on the grade the student got.

Example: Grade boundary: 100% Feedback: "Well done"

Grade boundary: 40% Feedback: "Please study this week's work again"

Click *Save and display*

## Creating Questions for the Quiz:



Info Results Preview Edit

Quiz Questions Categories Import Export

**Questions in this quiz**

No questions have been added yet

**Question bank**

Category Default for train

You have a default category for your course. You can create a question bank here. You can create sub categories, and import questions from a vendor or another teacher.

To add a sub category **click** *categories* link.  
**Scroll down** to *Add Category* box  
 Make sure *Parent* is set to the default for your course  
**Type** in a *Name* for the sub category  
**Click** Add category

**Click** on *Question* link  
**Select** your sub category from the *Category* dropdown  
**Select** your question method in *Create new question* drop down.

Example: Multiple choice question  
**Give** question a name  
**Type** in the question  
**Set** default grade and penalty factor  
**Select** One or multiple answers  
**Select** whether to shuffle the answers  
**Select** numbering system (a,b,c/ 1,2,3 /no numbering)  
**Enter** choices and grade for that choice (must equal 100%)  
**Enter** feedback for specific choices  
**Enter** general feedback  
**Click** Save changes

**Question bank**

**Category** Default for train

☒ Display questions from sub-categories too  
☐ Also show old questions  
☐ Show question text in the question list

The default category for questions shared in context 'train'.

**Create new question** Choose...

No questions have been added yet

Once you have your bank of questions **click** *Quiz* link.

**Select** the questions you want to put in the quiz  
**Click** Add to quiz

**Questions in this quiz**

Order	#	Question name	Type	Grade	Action
↓	1	Grant's tomb	☰	1	🔍 ⚙️ >>
↑ ↓	2	Lincoln Penny	☰	1	🔍 ⚙️ >>
↑	3	Washington monument	☰	1	🔍 ⚙️ >>

Total: 3

Maximum grade: 3

**Save changes**

☐ Show page breaks  
☐ Show the reordering tool

**Go**

Action	Question name	Type
<< 🔍 ⚙️ ✕ ☑	Grant's tomb	☰
<< 🔍 ⚙️ ✕ ☑	Lincoln Penny	☰
<< 🔍 ⚙️ ✕ ☑	Washington monument	☰

Select all / Deselect all

With selected:

**Add to quiz** **Delete** **Move to >>**

Default for train (3)

Add 1 random questions **Add**

You can reorder, edit question, set grade.

If you make a change **click** *Save changes*

**Click** *Preview* tab to see the quiz.

Once students have taken the quiz you can see the results.  
 You can do any manual grading necessary (essay questions)  
 Item analysis is available

## Setting up a Moodle Wiki

The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.

**Click** *Turn Editing On*

**Select** *Wiki* from *Add an Activity* drop box

**Type** in the Wiki name

**Type** in the description

**Select** the type of wiki – this combined with the setting of groups provides 9 possibilities:

	No Groups	Separate Groups	Visible Groups
<b>Teacher</b>	There is only one wiki which only the teacher can edit. Students can view the contents.	There is one wiki for every group which just the teacher can edit. Students can view the wiki of their group only.	There is one wiki for every group which just the teacher can edit. Students can view the wikis for all groups.
<b>Groups</b>	There is only one wiki. The teacher and all students can view and edit this wiki.	There is one wiki per group. Students can view and edit the wiki of their own group only.	There is one wiki per group. Students can change the wiki of their own group only. They can view the wikis for all groups.
<b>Student</b>	Every student has their own wiki which only they and their teacher can view and edit.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.

Leave the remainder of the fields at default in this section unless you are used to working with Wikis.

**Optional** -the initial page name will be the wiki name, unless you select a page in the 'initial page' field. You can upload a text file that you point to as the initial page.

Set the remainder fields or leave at default

**Click** *Save and Display* or *Save and return to course*

## Setting up a Moodle Glossary

This activity allows participants to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed in many different format. The glossary also allows teachers to export entries from one glossary to another (the main one) within the same course. Finally, it is possible to automatically create links to these entries from throughout the course.

**Click** *Turn Editing On*

**Select** *Glossary* from *Add an Activity* drop box

**Type** in the Glossary name

**Type** in the description

**Select** options from the fields. Question mark icon  gives explanation of field alternatives.

**Click** *Save and Display* or *Save and return to course*