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Introduction to Moodle

MOODLE is a free open-source course management system (CMS) that teachers can use to develop online courses, or to enhance their face-to-face classes and create an online component.

Navigation

There are 3 ways to navigate in Moodle.

1) Navigation Bar: Replaces the former term Breadcrumb Trail at the top. The links at the top of the screen that take you back one step at a time to other areas of Moodle.

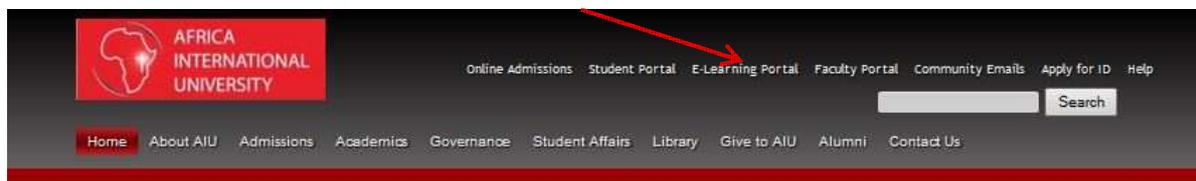
2) Navigation Block : At the left side of a Moodle course (by default).

3) Topic Button: Just to the right of any topic in a Moodle course. Click this button to “Show Only This Topic.” Now you will have a “Jump to” list of topics from the course in a drop down list.

-Going back to the Topic Button again, you will now have the option to “Show All Topics” in the course.

Logging In

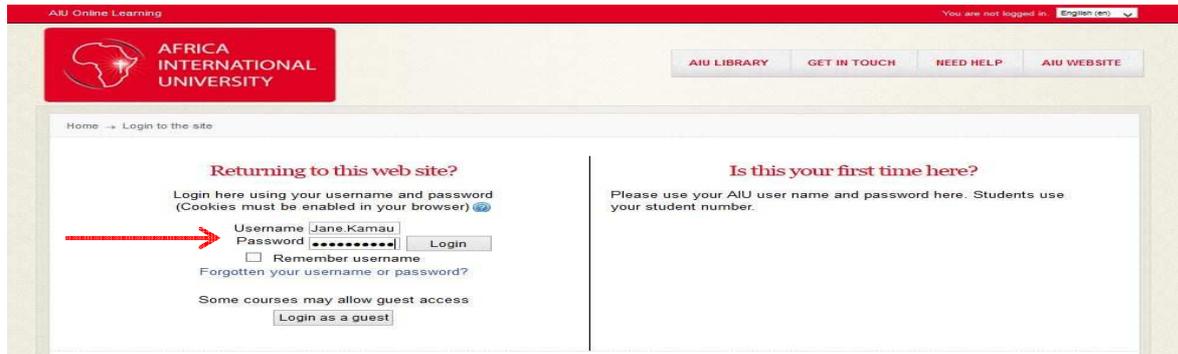
Go to <http://www.africainternational.edu> and click on the ‘E-Learning Portal’ tab



Click on the Login link in the top right corner of the AIU E-Learning Page.



You will then be taken to the login screen below. Enter your AIU email Account Password. Use your Novell login (first name, separator (.) and the last name...for example: Jane.Kamau)



-You will be taken to your Profile, where you will need to fill in your email address, city, country, etc., and then click the “Update Profile” button at the bottom.

-When you’re finished using Moodle, go up to the top right corner and click Logout

Editing Your Profile:

Click on the Administration block at the left. Then, click “My Profile Settings.” Expand and then click “Edit Profile.”



You can now edit information about yourself. Anything with a red asterisk is required. -You can upload a photo of yourself which other users will see.

Here’s How:

Click the “User Picture” link, then click “Add,” then “Upload a file(at the left),” then the “Choose a file” button. Select the picture and then click Open. Finally, click the “Upload this file” button and then “Update profile” at the bottom. -Remember that other Moodle users can see what you have included in your Profile.

Enrolling Students or Users Manually

- 1) Click on the Administration block at the left. Then, under Course administration, click on Users and then click “Enrolled Users.”
- 2) You will see a list of those students enrolled in your course. If there are none, you may be the only one in the course at the time.
- 3) To enroll users, click the “Enrol users” button at the bottom.
- 4) This brings up a pop-up window with a complete list of all users on the Moodle site.
- 5) The default role next to “Assign roles” is set to Student. You can change it with the drop-down arrow.
- 6) Select a user you would like to enroll (you can do a Search at the bottom).
- 7) Click the Enrol button opposite each student’s name. When finished, click the “Finish

enrolling

users” button at the bottom of the pop-up window.

8) You will now see the complete list of Enrolled users for your course.

9) At any time, you can also click the X button at the far right of any student’s name (under the

“Enrolment methods” column), click the *Asterisk button at the far right to change their status

(Active or Suspended) or under the “Roles” column, click the plus+ button next to the student’s

role. Here you can change their roles to Non-editing teacher, for example, or click the x to unassign a role to any student in the course.

10) The Groups column has a plus+ button that lets you assign a student to a Group, such as “Advanced Users” or “Beginners and Intermediate Users.”

First name / Surname / Email address	Last access	Roles	Groups	Enrolment methods
FirstMood1 LastMood1 jr1@phasd.us	1 year 349 days	Student ✕		Manual enrolments enrolled Sunday, 26 July 2009, 10:22 AM ✕
FirstMoodle2 LastMoodle2 jr2@phasd.us	4 years 178 days	Student ✕	Advanced Users ✕	Manual enrolments enrolled Sunday, 26 July 2009, 10:22 AM ✕
Student Mark studentmark@example.com	177 days 1 hour	Student ✕		Manual enrolments from Tuesday, 22 January 2013, 12:00 AM ✕

Roles

There are a total of 7 roles in Moodle 2.5, but for the teacher there are only 3. They are Teacher (an editing role), Course Creator and Non-Editing Teacher (a non-editing role). If you have questions about your role, or if you’d like to be made the Teacher or Co-Teacher of a particular course, let your Moodle Site Administrator know.

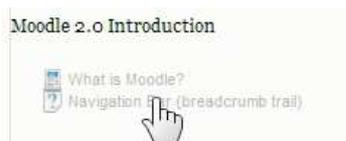
Tip: As a teacher, it is often best to look at your course from a student’s perspective by switching your role to Student. To do this, under the Administration block at the left, click Switch role to... □



Now you can view your course as a student would see it. For instance, if you have hidden a topic or resource, it will show up as “Not available.” To return to the Teacher role, go back and click “Return to my normal role.”



As a Teacher, the hidden Activities and Resources are still there, but they are grayed out.



Blocks

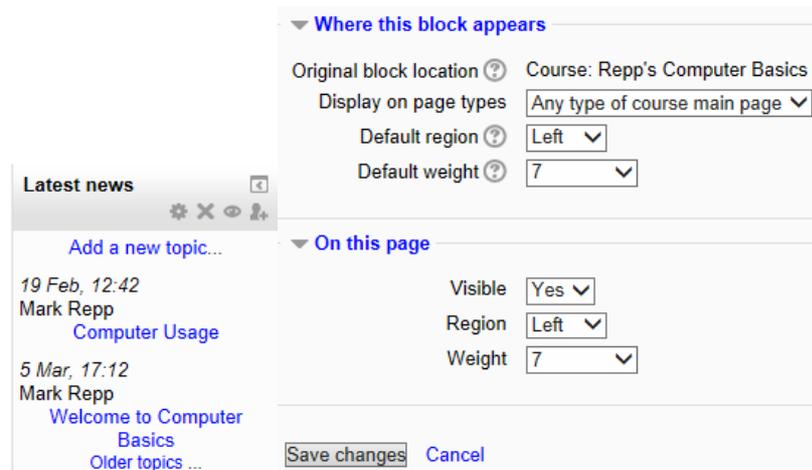
There are many useful Blocks that can be added to a course at any time.

-Blocks can appear at the right or left side of a course, and now they can even be docked off of the page.

-There are Standard Blocks like the Administration block, additional blocks that can be added to a course, as well as certain blocks that appear in some activities and in the Student's My Moodle pages.

Adding a Block:

- 1) Turn Editing On – in the upper right corner of the course.
- 2) Look for the “Add a Block” drop-down list (found either in the lower left or lower right of the course).
- 3) Click on the drop-down menu and select one or more Blocks.
- 4) Once the Block is added, you determine where it will appear. Click the asterisk* to Configure the Block. Here are the options included in the “Configuring a Block” window:



Default Weight determines the position on the page. A weight of -10 puts it at the top. 10 puts it at the bottom. Click the “Save Changes” button when you finish positioning your Blocks. You can also Delete, Dock, Hide or Assign Roles in each Block you have added by clicking its corresponding buttons. You can also physically move a Block by dragging it.

Docking Your Blocks: Most Blocks can now be docked by clicking the little rectangular arrow in the top right corner of any Block. Clicking this arrow docks the Block to the left of your screen. Hover over any docked block to get full functionality. Click the block's right-facing rectangular arrow to un-dock it.

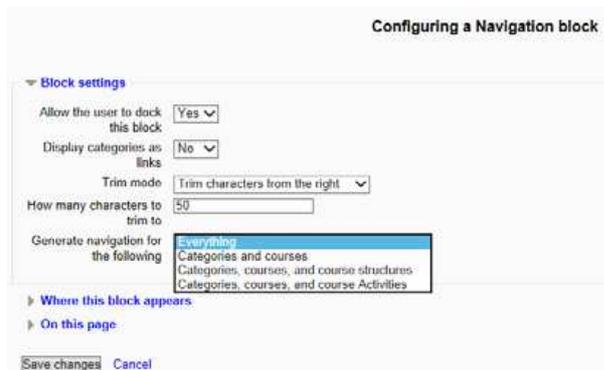
Navigation Block

Used to help users easily navigate through their courses. Its appearance and location can be predetermined by the theme or set by the Moodle Site Administrator.

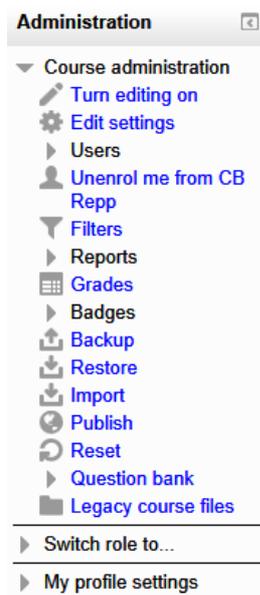
-It has links which can be expanded or collapsed.

-The Default Settings can contain a “My home” link, “Site pages,” “My profile,” “Forum posts,” “Blogs,” “Current course,” and “My courses” (courses you are enrolled in).

-You can Configure your own Navigation Block. To do this, Turn Editing On and click the Configuration icon (the asterisk*).



Administration Block:



This block can be found in the left-hand side of a course. As with most blocks, the arrow and linked words expand when clicked – to show a full list of options.

Note: Most links and options are only available to Teachers of a course (not to students).

-Students see an Administration Block with just two links: Profile and Grades (if your “Show Grades” is set to Yes in the Course Settings).

-The Administration Block lets teachers do the following:

- Manage the Course Settings,
- Enroll Users/Groups,
- View the course Gradebook,

- Access the Quiz Question bank,
 - See Activity Reports,
 - Manage Badges and
 - Perform Backup, Restore, Import, Publish and Reset a course.
- You can also Switch Role to Student – to get a different view of the course.

My Profile Settings lets you configure your Messaging settings (like Assignment Notifications, Forum Posts and Personal Messages),

-You can also edit your Blogs preferences and register for an External Blog to your Moodle course.

Latest News Block:

Helps you to communicate with your students. It displays brief messages from your News forum (found toward the top of your course) in your first topic/section. This is where you will add announcements or messages for your students.

Calendar Block:

- This block has 4 types of events:
- Global (viewable in all courses and created by the Moodle Site Admin).
 - Course (viewable just to the course members and created by Teachers)
 - Group (viewable only by members of the group and created by Teachers)
 - User (a personal event that a Student user can create. Viewable only to that student).
- Adding Closing Dates to course activities will cause them to show up in your Calendar Block as Course Events.
- Each type of event can be Shown or Hidden.

Upcoming Events Block:

- This works in conjunction with the Calendar and displays Upcoming Due Dates, Activities or Events that you have created in your calendar.
- You are able to add new events to the calendar from this block.

Online Users Block:

- This shows a list of online users who have been logged in to the current course.
- By default, it is updated every 5 minutes. The Moodle Site Administrator controls this.
- Bold type indicates a Teacher.
- Tip: Hover over the person's name to see when he/she was last seen in your course.

People Block

- This shows a link to a list of students in your course. You can send a message or add a new note.
- The list can be sorted by First name, Surname (Last name), City/town and by Last access (see below for an example). Filter the list by Role (Teacher or Student) from the pull-down menu under "Current role." You can also sort by days of Inactivity at the top.



Comments Block:

This enables users to easily add comments. It can be added into activities and resources, so that you can hear back from your students, providing a very effective communication tool.

Activities Block:

This block provides links to all Assignments, Chats, Choices, Forums, Lessons, Quizzes, Resources and Wikis.

HTML Block:

Enables you to add any type of text or information into a block form. To do this:

- 1) Turn Editing On.
- 2) Click on the Configuration button (*the Asterisk).
- 3) Give the block a Title and put in any information you think will help your students.
- 4) You can include more than one HTML Block in your course.
- 5) It appears as a small block within your course at the right or left side.

How to Set Up Your Course

Activity 1: Creation of Weeks

At the left side of your course under the “**Administration**” block, click on **Edit Settings**. Then, click “**Course format.**” Here you will see **Topics format**, **SCORM format**, **Social format** and **Weekly format**. If you choose “**Weekly format,**” make sure your **Course Start and End Date** are correct – so it will populate the weeks correctly.

There are **4 Different Course Formats**:

- 1) **Topics format** does not require you to have a different week for each topic in your course.
- 2) **Weekly format** works well if you want your entire class to move through the course at the same time.
- 3) **Social format** lets you organize the course around one main forum in which participants can add a discussion and reply to a discussion.

4) **SCORM format** is good if you have a large or single SCORM object (course package) that you want to use as an entire course. Once you have chosen this format, you will be directed to add your SCORM package.

- You can make more changes to your course at any time, but always click the “**Save Changes**” button when finished with your course settings.

Activity 2: Creation of Course Home

1) To edit your course, first Turn Editing On in the upper right corner. It is also located at the left, under the Administration block under Course Administration.

2) Now you can add, delete and make changes to your Moodle course.

3) Each “Topic” can contain activities and resources, and will contain various icons that let you edit, move, drag, duplicate, delete, hide and assign roles within that topic’s resources. Hover over each icon to see what it does.



4) Click on the settings icon (shown below) to be able to edit or write into the course



Summary of General

General

Section name: Use default section name

Summary

Path: p

Activity 3: Adding Activities and Resources

You can add an activity or resource in the lower right corner of any Topic.



Click on Add an activity or resource. There are many Activities and Resources in the Activity Selector you can add to each course Topic. By clicking any of the options, it will tell you more about it at the right.

Note: Next to any Topic (section), you can Hide that Topic (section) by clicking the eyeball icon, or highlight it as the current topic by clicking the Light bulb icon in the top right corner of any Topic (section).

