



Moodle Instructor Guide: Setting Up Your Moodle Course

Tips to get started:

- Firefox Browser:** supports the easy “drag/drop” features and runs faster.
Download the latest version for free:
 - PC: <http://www.mozilla.org/en-US/firefox/new/>
 - MAC: <http://www.mozilla.org/en-US/firefox/all.html>
- My Courses:** once logging in, go to Navigation Block on left, find MyCourses tab, and click arrow next to it to expand list.
- Syllabus naming convention**
syl is suggested to appear in the syllabus name.
For example:
syl_BUSS101A_CourseName_FacultyLastName.pdf
- Keeping the same file name:** after updating the document in your computer, if you keep the same file name and upload it to Moodle again, you can overwrite the old file with the newly uploaded file.
- Using the **breadcrumb navigation bar** at the top to navigate back to the course homepage.
- “Paste from Word” icon** : when copied sth from Microsoft word, always use the “Paste from Word” icon  in the html editor to paste into Moodle’s weekly summary, label, forum posting, or description of any resource/activity.
- Contacting Students with Quickmail:** Write messages and attach documents to send to students.
- Open the Course:** The instructor needs to open the course. In the left ADMINISTRATION block, go to the “Edit settings” and change the **Visible** to “Show”

7-Step Checklist to Set Up and Open Moodle Course:

- ___ 1. User Profile is up to date (page 6)
- ___ 2. Course introduction (page 2)
- ___ 3. Syllabus and introductory materials (page 2-3)
- ___ 4. First Weekly topic is set (page 2)
- ___ 5. Added assignments (page 5-6)
- ___ 6. Go “LIVE” - make the course available to students (page 6)
- ___ 7. Sent welcome letters to students explaining how to use Moodle (p. 8)

Access Your Moodle Courses

Go to:

- <http://moodle.lasell.edu> OR
- **my.lasell.edu**, select the Moodle link

Login :

- Enter your Lasell Network User ID and password.
- Once you log in, access your course list by going to Navigation Block on left, find MyCourses tab, and click arrow next to it to expand list.

Enter a Course

Go to:

- NAVIGATION Block on left and click on arrow next to My Courses
- Click on your course



Click Arrow next to My Courses

Textbox Toolbar Menu

- By default, the textbox toolbar menu, displays basic texting options
- For more options, click the top left icon , to expand the list



Editing Your Moodle Course Page

When entering a new Moodle course for the first time, the course homepage will be mostly blank.

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Part 1: Adding Course Introduction and Syllabus

The top section before the Week one (we call it **Week 0**) is reserved to put your course introductions and guidelines. We will start here to work on your Moodle course.

Course Introduction

To welcome students and orient your students to the course, it is recommended to post your welcome message and brief course introductions at the beginning of the course. Students would appreciate to know your contact information and your office hours too.

1. Edit mode - Top right corner: click to change “EDIT MODE IS **OFF**” to “EDIT MODE IS **ON**”
2. Click the top edit icon () in Week 0 (the section before the first week)
3. Enter your welcome and course introduction into the “Summary” text box
4. Click Save changes

Upload Course Syllabus (detail instructions please refer to “How to Upload Course Syllabus”)

1. Make sure your syllabus is named with “syl” in the file name and saved as a .pdf or .doc file.
2. Edit mode - Top right corner: make sure it says “EDIT MODE IS **ON**”
3. In Firefox or Chrome browser, **Drag and Drop**:
 - a. Drag the syllabus file to the bottom of the Week0 section.
 - b. When the message “Add file(s) here” shows on the screen, drop the file. Click the  icon to modify the default file name to a meaningful one on the spot: “Enter” key to apply the change.

OR

3. At the bottom of the Week0 section: click the link “Add an activity or resource”.
4. Select “File” and Add. Enter the resource name such as “Syllabus” in the name field.
5. Click **Add File** () icon in the content section. Click **Upload a File from Your Computer**
6. Click Browse and Open your syllabus. Click Upload this File, and click “Save and return to course”

Upload Other Introductory Course Materials

Follow the similar uploading syllabus steps to upload other introductory course materials in Week 0.

Part 2: Adding Weekly Topics and Learning Objectives

Use your course outline as a guide to your weekly topics. It is a great idea to put the topic name and learning objectives in the weekly summary area.

Weekly Topics

1. Edit mode - Top right corner: make sure it says “EDIT MODE IS **ON**” (green light is on)
2. Go to week 1 section and click edit icon ()
3. Enter your weekly topic in the “Summary” text box.
4. Click “Save changes”

Headings and Learning Objectives

1. Edit mode - Top right corner: make sure it says “EDIT MODE IS **ON**”
2. Scroll down to weekly section. Click Add an Activity or Resource
3. Select “Label” and click “Add”
4. Enter a heading title or a list of learning objectives. Save changes
5. Use the “move icon” () to drag and drop the label to appropriate place as a divider.

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Part 3: Uploading Reading Materials and Assignment Directions

Post a Single File - to upload a single file as the course resource

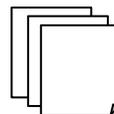
1. Save the document to your computer
2. Turn editing on
3. Click the link "Add an activity or resource" in the section
4. Select "File" and click "Add".
5. Click Add icon () in the content section
6. Click "Upload a file from your computer"
7. Click Browse and open your file
8. Click "Upload this file"
9. Click "Save Changes"



- To post the rubric, the reading material, and the assignment directions etc. in PDF format
- To share presentations given in the class
- To provide the worksheet, template or draft file in Word format, or in certain software programs (e.g. Photoshop.psd), so students can download, edit and submit for assessment.

Add a Folder with Multiple Files - to post a series of related files on one topic in a single folder

1. Save documents to your computer
2. Turn editing on
3. Click the link "Add an activity or resource"
4. Select "Folder" and click "Add"
5. Enter a folder name and brief description
6. Click Add icon in the content section
7. Click "Upload a file", click Browser and open your file
8. Click Upload this File
9. To add more files - repeat steps 6-7
10. Click "Save and Return to Course"



- To showcase students' effort and model high expectations by displaying some students' excellent assignments
- To provide a set of reading materials or past examination samples

Create a Web Page - the resource is more accessible and easier to update, and not software dependent

1. Turn editing on
2. Click the link "Add an activity or resource"
3. Select "Page" and click "Add"
4. Enter a name
5. Skip "Description". Go to "Content" section
6. Enter your content into the Page Content text box
7. Click "Save and Return to Course"

You are able to insert text, images, sound, video, web links, and embedded code (such as YouTube video, TED video, or Google maps, etc) in the page. May be used:

- To write the directions of the assignment
- To create a resource page with a collection of web links, embed videos or sound files with some explanatory text

Post a Website or URL Link - one web link as a course resource

1. Turn editing on. Click the link "Add an activity or resource"
2. Select "URL" and click "Add"
3. Enter a title and a brief description
4. Copy and paste a web address into the "External URL" blank space
5. In Appearance section, click New Window in the display drop down menu
6. Click "Save and Return to Course"

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Add Website Link in a Textbox

You can also add a website link anytime you are working in a textbox, for example, inside a label resource, in the assignment directions, or even in a forum post.

1. Open the website you would like to share
2. Highlight and copy the website address
3. Return to the textbox in moodle and click once in the textbox
4. Paste (press CTRL + V) the website address
5. Highlight the website address and then click the gray chain icon in the editing toolbar.
6. Paste the website address in the Link URL space
7. Click the Target menu and change it to, "Open in New Window"
8. Click Insert bottom at bottom



Insert Image in Weekly Summary

You can add an image in a label and display the image directly in the weekly module.

1. Save the image to your computer or USB flash drive.
2. Moodle course Edit mode - Top right corner: make sure it says "EDIT MODE IS ON"
3. Below the weekly section name, click on the yellow pencil
4. Enter a module name and then some learning objectives
5. To add image, click **image icon**
6. Click Find or Upload Images
7. Click Upload a File from Your Computer on left
8. Click Browse and click on image on your computer
9. Click Upload this File
10. Enter a short description in the image description space. This helps screen readers to identify and describe your image to students who are visually impaired.
11. To align right, click Appearance tab
12. Click Alignment drop-down menu and select Right
13. Click Insert
14. To resize image, click the **Full Screen** icon in editing toolbar
15. Click on the image and then click and drag the bottom right corner of the image. Click full screen icon to return to the normal screen.



No matter if you are creating a label, adding an online page, assignment, or even creating a quiz question, the insert image feature is available anytime you are working in the textbox editor.

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Part 4: Taking Attendance

1. Click the Attendance link on course home page.
2. Click the “All” button in top-right. You will see a list of your class sessions.
3. Click green button to the right of the specific session
4. Click the header **P** to apply the “Present” status to **all students**.
5. Then click the radio button below L, A, or E that matches the specific student’s attendance status (L- late, A- Absent, E- Excused).
6. Click Save Attendance

Add Class Sessions

1. If you clicked the Attendance link and can’t find any sessions in the All tab (click All tab in top-right), follow these steps to add new class sessions.
2. At your course home page, click the Attendance activity link
3. Click “Add” at the top
4. Click the “Create Multiple Sessions” checkbox
5. Adjust your class start date/time, your class duration (50 minutes or 1 hour 15 minutes), the last day of the class, and meeting days in the week
6. Set frequency
 - If your class meets every week: choose 1
 - If your class meets every other week: choose 2
7. Click Add Session
8. Click Sessions tab. Choose **All** (on top right) to make all sessions show.

Manually Add Attendance Link

1. Follow these steps if the attendance link is missing on your course. Login to your course.
2. Top right corner: click to change “EDIT MODE IS **OFF**” to “EDIT MODE IS **ON**”.
3. At the bottom of the Week0 section: click the link “Add an activity or resource”.
4. Select “Attendance” and Add.
5. At the next screen, click Save and Return to Course
6. Then follow steps above in “Add Class Sessions”

Part 5: Create Activities & Assignments (Refer to Lasell Moodle’s site <http://my.lasell.edu/tlc/> for how-to’s)

Moodle offers many activities which you can choose from to engage students and assess student knowledge. Below are some of the most common activity types and a brief description of each function. This resource is not an exhaustive list but it is designed to mainly help instructors to start their course creation process. To find out more activities, please visit the TLC’s Moodle site at <http://my.lasell.edu/tlc/>.

1. **Discussion Forums** - Provide forums on Moodle to extend the classroom walls: encourage students to ask questions and start conversation before the class to get prepared; continue the classroom conversation after the class to extend learning. This activity module is also designed to encourage group discussions and collaboration. Students can
 - a. start a new topic to share original thoughts and resources
 - b. respond to peers’ posts for suggestions in the peer review process, and



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- c. collaborate with group members to keep the conversation going.
2. **Assignment** - collect students' assignments or group projects through Moodle. It could be a dropbox or a textbox that students submit their written work in.

Once submitted, the instructor can then review the submitted file(s), write constructive comments back, and even send reviewed file with embedded comments back to the student. Grades assigned in the Assignment will be automatically transferred to the course's gradebook.

3. **Quizzes** - set up Quiz questions to invite students to self-assess their learning (encouraging multiple attempts), assess foundational knowledge without using your class time, and even administer formal mid-term and final exams.
 - a. This activity module allows you to design and present quizzes consisting of multiple choices, true-false, short answer, and essay questions.
 - b. Your questions can be created, imported from publisher's test bank, and reused within courses and between courses.
 - c. Most quiz questions can be graded automatically.

Part 6: Update Profile

1. In ADMINISTRATION Block, click "My Profile Settings" and "Edit Profile"
2. Make changes, and upload a new photo if needed
3. Click Update Profile

Part 7: Set Course Availability

1. In the left ADMINISTRATION block, click Course Administration in the Settings Block
2. Click Edit Settings
3. In the Visible section, change to "Show"
4. Click Save Changes (at bottom of page)

Course Settings

To adjust your course settings, find the **ADMINISTRATION block** on your course homepage and click **Course Administration > Edit Settings** . On the Settings page, you can change a number of settings about your course, from its name to what day it starts. For details about a setting, click the Help icon next to it.

Format (in Course Format tab) : 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. Most of the courses will use this weekly format.
- **TOPICS** format: is not automatically labeled, and is not restricted to any time limit. Topics can be used to organize material more thematically.

Number of weeks/topics (in Course Format tab) : This setting is used by the Weekly and Topics course formats, and determines the number of "boxes" down the middle of the course page. In the Topics format 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.



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Show / Hide a Course (in General Tab) : The default availability settings for all courses is "Hide" so that the course will not appear on any course listings, except to teachers of the course and administrators. When you think your course is ready to open to your students, please come back to the Course Setting page and change the Visible drop-down menu to **"Show"**. Then click Save Changes at bottom of page.

Adding Blocks:

Moodle course blocks offer additional add-on tools which can enhance the content of your course. To find the blocks menu, turn editing on and look for the "Add a Block" block on the bottom left

Editing Icons Shortcuts

Function	Description	Icons on Moodle
Edit Menu	Expand and Collapse list of editing icons (Located on far right of item added to weekly section)	
Move	Move item up/down	
Indent Right	Moves item right	
Edit or update	Edits item content	
Duplicate	Make a copy of item	
Delete	Delete item	
Show / Hide	Temporarily hide item from student view	
Groups / No Groups	Label activity as a group activity	
Help	Provides brief explanation of feature	
Rename	Change the item name right on the course home page	
Turn Edit On/Off	Show if in the Editing mode	
Add Activity or Resource	Create activity OR resource	
HTML Editor	Expands HTML Editor (Located in top left corner of HTML editor)	

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Sample Letter to Students

Welcome to (Course) and Welcome to Moodle, a learning management tool which will allow us to extend our time together beyond our face to face class meetings. We can use Moodle to post documents, access assignments, record attendance, and communicate with one another. You may even want to use this tool to collaborate on projects with your classmates. So to begin, you need to follow a few basic steps:

Access to the Moodle logon page can be accomplished in one of two ways:

- Go directly to moodle.lasell.edu
- Go to my.lasell.edu, select the Moodle link

In the top-left “Main Menu” on the Lasell College Moodle home page, you will find Moodle Student Guide will give you an understanding of how you can access some really cool features in Moodle.

Remember these two easy steps:

1. Log into Moodle using your Lasell user ID and password.
2. Go to Navigation Block on left, click arrow next to My Courses, and then click on course name

To be sure that you have been successful with your logon, here is your first assignment:

Send an email to me (email address is located on the syllabus) using the professional email standards posted on our Moodle website (look for link) and explain to me:

- what you hope to learn from this course (course objectives are located in the syllabus and the course outline discusses assignments and projects);
- what grade you plan to earn;
- what you need to do in order to earn that grade; and
- complete and attach the course survey, which you will find under Course Introduction Assignments (I usually ask students to answer questions that will help me understand how their previous knowledge will inform their experience in this course).

Now even though we have this wonderful online tool, I fully recognize that some of you would prefer additional face time; therefore, don't forget to look for my office hours on the syllabus. I do get lonely and do enjoy a face to face chat whenever possible. :<)

Best wishes for a successful semester at Lasell,

Professor _____

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Troubleshooting: Setting up Courses

- When I try to access Lasell Moodle at <http://moodle.lasell.edu>, the page couldn't be loaded.**
It seemed like there may have been some network related issues going on occasionally. We've had good, dependable performance out of the Moodle server, but we do realize any downtime is an inconvenience. Moodle support team will be notified automatically about the problem at the minute, and will reset the web service to bring Moodle service back to normal. Please try again in a couple of minutes later.
- Why couldn't I drag/drop the file to my Moodle course homepage?**
The drag/drop feature is currently only available in **Mozilla Firefox and Google Chrome** browser, but not in Internet Explorer and Safari. We recommend the **Firefox** Browser, which supports the easy "drag/drop" feature and runs faster. Download the latest version for free:
 - PC: <http://www.mozilla.org/en-US/firefox/new/>
 - MAC: <http://www.mozilla.org/en-US/firefox/all.html>
- My course on Moodle is ready to go, why my students cannot see it?**
Please make sure that you made your course available in Moodle. Go to **ADMINISTRATION** block > Course Administration > "Edit Settings". Change the Visible field to "Show".
- I do not have options to edit my course page, what can I do?**
Make sure the EDIT MODE IS "ON". Then you can start editing.


- Why couldn't I upload the file to my Moodle course?**
Please double check with the file name. When naming your file, avoid using special characters (/ \ * ? < > & \$), space and punctuations (, ; .). After removing all special characters, space and punctuations, please upload you file again.
- I added resources and materials for week one, why couldn't students see it?**
In the editing mode, did you notice the eye is highlighted to blue  and or the eye color is grey  for your week one? If the eye icon for your week one is a closed eye in grey color, that means you hide the week one and your students are not able to see it. Just click the closed eye to make it change to the opened eye icon.
- How can I add or delete extra weeks/topics in my Moodle course?**
You can add or delete extra sections by clicking the "Edit Settings" in ADMINISTRATION block, click Course Format in list. Change "Number of Sections" to whatever you want it to be.
- What is the best way to copy content from Microsoft Word to Moodle?**
No matter where you want to paste - labels, weekly summaries, or resource/activity descriptions, always use the "Paste from Word" icon  in the html editor. It will remove all unnecessary formatting code from Word. If you don't see it at first, click the expand icon () in top left.


- I am using Firefox and cannot copy and paste text by selecting "Copy" or "Paste" when I right click my mouse. How can I copy and paste text inside of Moodle?** To copy the text, highlight the text. Then press Ctrl + C on the keyboard; To paste the text, click your cursor in the place you want to paste your text, and press Ctrl + V on the keyboard.

