Moodle 1.9
Instructor’s Guide
Table of Contents

Accessing a Moodle Course Site ......................................................... 1
Logging in to Moodle via HKBU website ........................................ 1
Logging in to Moodle via the Moodle Server ............................... 2
Course Section Layout....................................................................... 3
  Header Section ............................................................................... 3
  Main Section .................................................................................. 4
Editing Your Profile.......................................................................... 5
Accessing Your Personal Profile..................................................... 6
Navigating the Course Site.............................................................. 7
Navigating with navigation bar and the Jump Menu....................... 7
Accessing the Index Pages.............................................................. 9
Exercise: Exploring Resources and Activities............................... 10
Formatting a Basic Site .................................................................... 11
Determining the Basic Settings....................................................... 11
Adding Content.............................................................................. 13
Understanding Section/Topic 0..................................................... 13
  Completed Section 0 ...................................................................... 13
Turning Editing On ......................................................................... 14
Adding Resources.......................................................................... 15
Creating a Section Heading............................................................ 15
  Inserting a Header Label................................................................. 16
  Creating a Section Summary.......................................................... 16
Managing the Files Area ............................................................... 17
  Making a Folder ............................................................................... 17
  Uploading Files ............................................................................. 18
Linking to a File ............................................................................ 20
Adding a Page Composed in Moodle............................................. 21
Adding a Link to a Web Site........................................................... 23
Understanding Roles....................................................................... 24
Role Terminology ........................................................................... 24
  Role Contexts ............................................................................... 24
Adding Roles in the Course Context ............................................... 25
  Determining the Number of Users .............................................. 25
  Assigning the Student Role ...................................................... 26
Assigning Roles in the Tool Context ....................................... 26
Working with Forums ............................................................... 28
  Examining Forums .................................................................. 28
    The Forums Index Page ........................................................ 28
    News Forum ........................................................................ 28
    Single Simple Discussion .................................................... 30
    Standard Discussion (with Ratings) ...................................... 31
    Reviewing the Profile for E-mail and Forum Settings .......... 32
Creating a Standard Forum ...................................................... 33
  Adding the Forum .................................................................. 33
  General Settings .................................................................... 33
  Additional Forum Settings ..................................................... 34
Exploring Sample Forum Topics .............................................. 35
  Suggested Scenario Solutions ............................................... 36
Glossaries ............................................................................... 37
About Glossaries ..................................................................... 37
Creating a Glossary ............................................................... 37
Adding Glossary Entries ........................................................ 39
Modifying the Site Layout ....................................................... 41
Adding Labels to Organize Topics .......................................... 41
Moving Labels ........................................................................ 42
Indenting Resources and Activities ........................................ 43
Updating, Deleting, or Hiding and Showing Links ................... 44
  Updating Items ...................................................................... 44
  Deleting Items ...................................................................... 44
  Hiding and Showing Items .................................................... 44
Editing Icons for Course Sections ......................................... 44
Collapsing and Expanding Sections ........................................ 44
Hiding and Showing Sections .................................................. 45
Moving Sections ..................................................................... 46
Changing between Weekly and Topics Formats ..................... 47
Understanding Blocks ............................................................ 48
  Blocks Added Initially By Default ......................................... 48
  Managing a Block .................................................................. 48
  Hiding/Showing a Block ....................................................... 49
Site Availability and Enrollment ............................................. 50
Accessing a Moodle Course Site

Moodle courses can be accessed by two ways: through the HKBU website or directly through the Moodle server. We will look at both methods in this lesson, as well as see a Moodle course’s default layout and users’ default profile settings.

In this lesson, you will:

- Log in to Moodle via HKBU website.
- Log in to Moodle via the Moodle server.
- Review the home page layout.
- Edit profile settings.

Logging in to Moodle via HKBU website

Students and teachers can go to Moodle eLearning Platform links in HKBU website at http://buwww.hkbu.edu.hk Or http://webtl.hkbu.edu.hk

1. In your web browser go to http://buwww.hkbu.edu.hk. Click the Current Students or Staff link.
2. Click the **Moodle eLearning Platform** link.

   ![Moodle eLearning Platform](image)

3. Click **Login to BUMoodle** button.

   ![Login to BUMoodle](image)

4. Enter your **Username** and **Password** and click **Login**.

   ![Login](image)

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**Logging in to Moodle via the Moodle Server**

Another option is to log in directly to the Moodle server. Users can bookmark this location for direct access to Moodle.

1. In your browser, go to [http://bumoodle.hkbu.edu.hk](http://bumoodle.hkbu.edu.hk) for BU Moodle. Or go to [http://scemoodle.hkbu.edu.hk](http://scemoodle.hkbu.edu.hk) for SCE Moodle. *The two platforms are independent and they have different background colors for easy differentiation.*

2. Enter your **Username** and **Password** and click **Login**. *The courses you are enrolled or are teaching are listed under the heading My Courses.*
Course Section Layout

Header Section

A. **Hong Kong Baptist University logo and watermark.** Clicking on this will bring you to the HKBU home page.

B. **Moodle user name.** Clicking this link to go to your Moodle profile.

C. **Logout** link. Make sure to log out of Moodle when you are finished, especially if you are logged in at a public computer. If you do not log out and close the browser window, anyone who sits at that computer after you will have access to everything in your Moodle account.

D. **Quick access menu.** This menu brings you to the most useful websites of BU.

E. **The first level of BU Moodle.** Clicking on this link will bring you back to the first level of BU Moodle.

F. **Short name for the course site.** Instructors cannot change the short name of a Moodle site.
G. **Change view dropdown.** Click this dropdown box to view the site as a different role (i.e. as a student). This function is only available to users in the Instructor role.

H. **Enable editing button.** This function is used for instructors to create contents for the Moodle site. It only available to users in the Instructor role.

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**Main Section**

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A. **Site format.** There are two formats available for organizing course materials: Weekly and Topic. In this example, the format is Topic.

B. **Blocks.** Blocks are used for administrative tasks or section organization. They can be placed on the left or right side of the course home page by system administration configuration, or by system default action. Blocks are discussed in greater details in following sections.

C. **Course resources and activities.** These are laid out in the center column of the site’s home page.

D. **Calendar.** The academic calendar of which is setup by the AR in a beginning of an academic year. The site administrator will import the calendar events into Moodle at the beginning of an academic year.
Editing Your Profile

All first-time users should edit their personal Profiles when logging into Moodle for the first time. While the auto-fetch process will pull in necessary identification data, the user should confirm or change the default settings. Additionally, some fields are required by Moodle.

The Profile contains required settings for:

- Functionality and visibility of your e-mail address
- Forum auto-subscription and tracking
- HTML editor usage
- City, state, country, time zone, and language preference
- Personal description

Some optional settings include:

- Picture
- Web page URL
- Instant messenger identifiers

Recommended default e-mail settings:

Being “subscribed” to a forum means you will receive an e-mail whenever someone posts to a forum. You can choose from several subscription settings:

**No digest:** You will receive a separate e-mail each time anyone posts to a forum you have subscribed to.

**Complete:** You will receive one e-mail per day, sometime after 5:00 p.m., with full copies of all posts from all the forums.

**Subjects:** You will receive one e-mail per day, sometime after 5:00 p.m., with just the subject lines of each post.
Accessing Your Personal Profile

In class, you use a training account and, therefore, will not see your own profile. When log in with your own Novell ID, you will be able to make changes and save settings.

1. Click your underlined name in the top right corner.

2. Click the Edit Profile tab.

3. Confirm or change the default settings.
   
   - The Surname, First name and Email address are input by default by the system when your account is created. The values cannot be changed.
   
   - Any field noted in red with an asterisk (*) is required

   **Note about the Description Field**

   The description field is required, and your description is viewable anyone in Moodle who looks at your profile. If you do not want to write a description of yourself, you can just type a period in that box so there is something in this field.

4. To save the changes you make to your own personal profile, scroll to the bottom and click **update profile**.

   **Note about Canceling the Editing of Profile**

   There is no cancel button for the **profile**. To cancel editing your profile, go to the home page by clicking **BU Moodle** link.
Navigating the Course Site

Moodle uses a “flat” navigation scheme to access all resources and activities from the home page. Resources are the course materials that a student accesses and/or reads but does not interact with (e.g., content files or links to web pages). Activities are items that a student interacts with or that enable interaction with other students (e.g., forums, glossaries, and quizzes).

In this lesson, you will:

- Navigate the course site using navigation bar and the Jump menu
- Access an Index page
- Explore some resources and activities

Navigating with navigation bar and the Jump Menu

1. Click the Syllabus link on the course site.

Once you access a resource or activity you can:

- Use the browser’s back button to go back to the previous page
• Use the navigation bar to go back home

• Navigate to other resources or activities using the the *Jump to …* menu

2. Click the navigation bar for the **Resources** index page.

   ![](image)

   This page indexes all the resources in your (instructor’s) entire site on one page. From here, you can link to all other resources, which are organized by course section (1, 2, 3). Notice there are some items in the first (unnumbered) section, which is known as Section 0.

3. From the syllabus page click the **Jump to…** Menu.

   *From this menu you can access other resources or activities anywhere in the site. You can also use the Previous [< ] and Next [ > ] buttons to access neighboring resources or activities.*

   ![](image)

   **Note:**

   The Jump to… menu contains only resources and activities.

   You cannot move to a weekly or topic section in the site from the Jump menu.

   Use the navigation bar to get back to sections on the course site.
4. From the Jump to… dropdown menu, click the **Moodle Training Support Forum** link.

**Note:**

A forum allows students to participate in asynchronous discussions. We will learn more about forums in the coming sections.

Notice the same navigation tools on this forum page:

- Use the navigation bar to go to the **Forums** index page.
- The same **Jump to …** navigation menu.

**Accessing the Index Pages**

One of the “blocks” that the instructor might make available on your course site is the **Activities** block. It serves as a direct link to the index pages for each category of activities and resources.

1. In the **Activities** block, click the **Forums** index page link.

   The forum index page organizes all the forums in the site in order from the top of the site, starting with Class Notes and Announcements.
2. **Scroll down** to see the complete list. *The Description column describes each forum, which you enter when you set up a forum.*

3. Click the **ITO1011** link in the navigation bar again to go back to the course site.

**Exercise: Exploring Resources and Activities**

To familiarize yourself with Moodle, and get a taste of what it’s like to be a student in a Moodle course, you will take a look at a number of resources and participate in some activities in the ITO1011 site.

### Important Note:

Often in Moodle, you will come across the word *Continue* enclosed in parentheses. **DO NOT CLICK THAT LINK!**

Even though it appears Moodle is telling you to continue, it’s actually still processing information. When you see this link, simply wait a second or two, and the page will automatically refresh.

It is perfectly okay, however, to click on a *Continue* button.
Formatting a Basic Site

After you receive a new course or development site, you will need to determine the site’s format, availability to students, and enrollment options. For this section, we will build a small Moodle class site starting with a blank template.

In this lesson, you will be able to:

- Use Settings to make choices for:
  - Site format (weekly or topics)
  - Number of weeks or topics
  - The site summary (simple course description)
  - Availability of student access
  - Enrollment options

Determining the Basic Settings

1. Click the **BU Moodle** in the navigation bar. The Moodle root level page opens.

2. From the **My courses** area, click the **ITO Moodle Demonstration Course** link.

3. In the Administration block on the left side, click **Settings**.

The Full name, Short name, and Course ID number are completed by Moodle administrators and cannot be changed by instructors.
4. Complete the remaining information as directed below. Click the help icon if you are unsure of what is being requested.

- **Summary**: Delete any text and type a short description. The description is public information. You are required to include a description.
- **Format**: Topic format
- **Number of weeks/topics**: 10
- **Course start date**: Set as the Monday of this week.
- **Show grades**: Yes. *This will display the Grades link for students to check their grades. If there are no grades in your course, you can change the option to No.*

5. In the Availability section, click the Availability dropdown to select **this course is available to students**.

6. Keep all the other default settings.

7. Click **Save changes**.

At the top of the course section is the format you have selected (Weekly outline). Below the main header section you can see that the number of weeks/topics matches your setting.
Adding Content

Once the site’s format is determined (topical, weekly, or social), you are ready to add content. You may already have much of your content created and stored in files on your computer. With Moodle, you upload your content files, and then create links to them from the home page. You can even compose a simple HTML or text file directly within Moodle.

In this lesson, you will:

- Enable editing of the site
- Add resources to the home page
- Create a section heading
- Organize the Files area
- Link to a file from the Home page
- Compose a web page within Moodle
- Add a link to an outside web site

Understanding Section/Topic 0

Note that the top section does not have a number or date. It is usually called Section 0 (zero) or Topic 0 and is intended to hold information about the course. It is the first thing students see when they enter your course site and is often used for the introduction or getting started.

Completed Section 0

When Section 0 is complete, it will look something like this:
Turning Editing On

You must turn editing on before you can make changes to a Moodle course site.

In the Administration block, click the **Turn editing on** link or click the **Turn editing on** button in the upper right corner of the home page. With editing turned on, the sections expand, and you have icons for editing options, resources, activities, and blocks.

Moodle has a standard set of editing icons for any resources or activity.
Adding Resources

The resources you can choose to add to a section are:

- Book
- Label
- Text page
- Web page
- Link to a file or web site
- Directory

Composing a text page or web page in Moodle gives you limited creativity. The text page uses plain text and would be best for a quick, short announcement or information page. Composing a web page in Moodle allows for use of the HTML editor and is better than a plain text page, but is still quite limited compared to the functionality that an external web editing program has.

Linking to a file or web site is possibly the most popular resources in Moodle. The linked file can be in any standard format: .html, .pdf, .docx, .ppt, .txt, .jpg, .gif, etc.

Creating a Section Heading

A standard practice is to add a heading at the top of each section. We recommend inserting a label. The heading should be brief, two to three lines at most. The top section, Section 0, is important because it is the first thing people see when they come to your site. The heading can be the full name of the course. If desired, add the instructor’s name.
Inserting a Header Label

1. From the Section 0 “Add a resource” menu, click insert a label.

2. In the Label textbox type ITO Demo Course Site.

3. Justify center with the second alignment icon.

4. Select Heading 2 from the format dropdown.

5. Press Enter/return and type you name.

6. Select your name.

7. Center align and format with Bold

8. Click Save and return to course.

Creating a Section Summary

Another way to create a Section header is to edit the Section Summary. Section summaries are less flexible than labels. They do not make use of any of the editing icon tools except for the update toll. They can’t be moved or hidden, and it’s more difficult to edit or delete them.

The Section Summary Update icon is near the upper left corner of each section. If you decide to use this method, you will enter and save the header text the same as you would for labels.
**Important Note about HTML in Labels and Summaries**

Labels and Section Summaries are intended for simple functions, such as text and pictures. They should never be used for complex HTML coding or to simulate the look and behavior of a web page. For those types of tasks, you should create a separated HTML page within Moodle using the Compose a Web Page resource or by linking to a document created using a program such as Dreamweaver.

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**Managing the Files Area**

The Files area is a repository for the content files you want to make use of on your site. You can:

- Upload files (.html, .doc, .doc, .docx, .pdf, .ppt, .jpg, .gif, etc.)
- Create folders to organize content
- Preview and edit HTML or txt files
- Upload and unzip a zipped folder of files

Only the instructor has the access to the File area. A standard practice is to create folders to organize your files and then upload the files. You can move files between folders.

From the Administration block, click the **Files** link to go to the Files area. If there are any folders already there (backupdata/moddata) do not delete them.

**Making a Folder**

1. On the **Files** screen, click the **Make a folder** button.
2. On the Create a folder screen, type **course materials**.

![Create a folder](image)

3. Click **Create**. The folder **course_materials** is created in the Files area.

**Note: File and Folder names**

Moodle will insert an underscore ( _ ) for any blank spaces in a file or folder name. Meta characters such as `/ 
* ? ; : . , < >` are not permitted in file or folder names and will be automatically removed by Moodle. We recommend folder and file names with no spaces.

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**Uploading Files**

In this training, we will upload files one-by-one. (See Appendix C, for working with zipped files)

1. First, open the folder where you want to upload a file and click the **course_materials** link.

2. Click the **Upload a file** button.
3. Click the Browse button.

4. Navigate to Desktop → Moodle Basics folder, and open the syllabus.html file.

5. Click the **upload this file** button.

You will see the message: “File uploaded successfully” at the top of the screen.

6. Repeat steps 2-6 to upload the other materials to the **course_materials** folder.

7. Return to the home page.

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**Note: Uploading files**

If you upload a file with the same name as an existing file, there is no prompt notifying you of a file name conflict before the new file replaces the one with the same file name that is already in the Files area.

Changes to files often will not be visible until clearing the cache, or possibly logging out and reentering the site.

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**Files Area Storage Limit**

Currently we do not have a set limit for the size of the Moodle sites. However, server space is crucial, so please do not take it up, causing services to be compromised:

- Remove outdated or duplicated files
- Optimize audio, video, and PDFs to reduce their sizes
- Delete all zipped files, especially backups

Linking to a File

1. In Section 0, click Add a resource… → Link to a file or web site.

2. In the Name field, type Syllabus.

3. In the Summary text box, type Class syllabus for ITO1011.

4. In the Link to a file or web site section, click Choose or upload a file.

5. Click the course_materials link since that is the folder where the syllabus is located.

6. Click the Choose link to the right of the syllabus.html file.

7. The syllabus file name should display in the Location text box.
8. Scroll to the bottom of the screen and click **Save and display**.

### Displaying the Linked File

If the file you are linking to can be displayed in a web browser, you can click Save and display to view it. Moodle cannot display files created in applications such as Word or PowerPoint. For those file types, the best option is to click Save and return to course. Otherwise, Moodle will attempt to download the file to your local hard drive where it can be opened and displayed. Since syllabus.html can be displayed in a web browser, you can safely choose either option.

### Adding a Page Composed in Moodle

You can create plain text or HTML-formatted pages in Moodle. Files created in Moodle might be good for quick announcements, general notices, or easy reference pages. We will create a greeting from the instructor and edit it using the built-in HTML editor.

**Note:**
Web pages composed in Moodle do not reside in the Files area and, therefore, cannot be downloaded.

1. In Section 0 on the home page, select **Compose a web page** from the **Add a resource…** dropdown menu.

2. In the Name text box, type **Greeting from Your Instructor**. A summary is not required. Summaries appear in the index pages. We will not add one here.

3. Go to the Moodle Basics folder on your desktop and copy all the text from the **greeting.txt** file.

4. Paste the text into the **Full text** edit window. Make sure you’re not pasting into the Summary window!

5. Click anywhere inside the first line and select **Heading 3** from the third dropdown box.
6. Scroll to the bottom of the screen and click **Save and display**.

7. Click the navigation bar for **ITO1011** and return to the course home page.

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**Note:**

If you have a lot of typing to do, it is best to type in a word processing program and then copy it into Moodle.

If you lose your connection while typing in Moodle, you will lose your work.

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**Important Note about Microsoft Word:**

If you are typing in Microsoft Word, there is a **very important** step you must take before pasting the text into Moodle.

Before you copy the text, you must **Save As** the file type **Plain Text (.txt)**. Once you do that, you can close and reopen the file and copy and paste the text into Moodle.
Adding a Link to a Web Site

Adding links to external web sites is a common task in Moodle. We will add a link to the home page of HKBU.

1. In Section 0 on the home page, click the Add a resource … menu.
2. Select Link to a file or web site.
3. In the Name text box, type Hong Kong Baptist University.
4. Leave the Summary textbox blank.
5. In the Location textbox, type http://buwww.hkbu.edu.hk. If you need to search for a web site’s URL, click Search for web page button to browse for the site and then copy and paste its URL into this box.
6. Keep all the remaining default settings.
7. Scroll to the bottom of the screen and click Save and display.
8. Return to the course home page.
Understanding Roles

The Roles interface lets you set various access levels for the participants on a course-by-course or individual activity basis. Everyone in a Moodle site has a role. The most common roles are instructor and student.

In this lesson, you will:

- Learn definitions for assigning roles
- Assign roles in the course context
- Assign roles in the tool context

Role Terminology

**Context**
A “Space” in Moodle, such as a course, an individual activity module, or block

**Role**
An identifier of the user’s status in some context, for example Instructor, Student, or Guest.

**Capability**
A description of a particular Moodle feature and level of control over it, for example the ability to “View Assignments.”

**Permission**
A setting for a capability; can be set to Inherit, Allow, Prevent, or Prohibit.

Role Contexts
You can assign roles for the users in various contexts. For example, you can assign Demo User 2 the role of Student in the context of your course, and the role of Instructor in the context of an individual assignment. Demo User 2 will have student access to all areas of your site. In addition, for just that one, particular assignment, he will be able to review submissions and grade other students.
Adding Roles in the Course Context

When you Assign roles on the course level, it means that you add users manually to your site.

Teacher Can do anything within a course, including assigning Teaching Assistant role or Student role to a user, adding or deleting activities and grading students.

Teaching Assistant This role should complement teacher with basic course management tasks. It can perform most the functions as Teacher.

Student Can browse through the site and participate in activities, submit assignments, post message in forums, etc.

Guest Managed only by site administrator. Has minimal privileges, can browse through the site but cannot enter text anywhere or otherwise participate in activities. Instructors can overrides the default permissions to give visitors greater capabilities. See Overriding a Role's Default Permissions on later section.

Determining the Number of Users

1. Return to the home page if you are not already there.

2. In the Administration block, click Assign Roles.

Notice that you are on the Locally assigned roles tab. How many users are listed? What instructor(s) is(are) assigned?

You can see that there are some instructors listed. Moodle will display the names of up to ten people assigned a particular role in the right hand column. If more than ten people are assigned a role, you will need to click on the role's link to see the names and number of people assigned to that role.
Assigning the Student Role

1. Click the Student link.
2. Type demo in the Search textbox at the bottom.
3. Click Search. You can search by name, e-mail address, or Username.
4. Click on Demo User 3.
5. Click the Add button.

Warning!

If you are an instructor, do not add yourself as a student! Everyone can have only one role in a Moodle site. If you add yourself as a student, the student role will take precedence, and you will no longer have Instructor capabilities.

Assigning Roles in the Tool Context

When you assign a role in the context of the course, the role is automatically inherited by every resource and activity in the course.

When you assign a role on the tool level (for the activity, block, or resource), you change the individual user capabilities in that particular context only.

Let’s allow Demo User 3 to post announcements on the News forum.

1. Return to your site’s home page.
2. Click the **News forum** link.

3. Click the **Update this Forum** button in the top right.

4. Click the **Locally assigned roles** tab.

5. Click the **Teacher** link. Notice the message at the top indicates you are assigning roles in the News forum.

6. Click the name **Demo User 3**.

7. Click the **Add** button and move his name to the left.

Now **Demo User 3** has the capabilities of teacher for just this one activity and can post announcements for the rest of the class.
Working with Forums

The forum tool is an activity that is based on student contributions to the ongoing classroom dialog of knowledge. The forum tool can be set up to deliver a discussion topic, accept replies or new topics, and allow for student and instructor ratings of discussion postings.

In this lesson, you will:

- Examine the different types of forums
- Create a Standard Forum
- Explore sample forum topics

Examining Forums

To look at the different types of forums, we will go back to the ITO1011 site where you are enrolled as a student.

1. Navigate to the ITO1011 course site.
2. In the Activities block on the right side of the screen, click Forums.

The Forums Index Page

On the Forums index page, you will see a table of available forums for this Moodle site containing the forum name, a description (from the summary textbox), the number of postings, an individual subscription setting, and a global subscription option for all postings. You may also see the table in multiple sections with headings. Forums in Section 0 are listed under the General Forums heading, while forums in Sections 1+ are listed under the Learning forums heading.

News Forum

Click the News and Announcements forum link in the forums index page table.
The **News and Announcement** forum is an example of the format called **Standard forum for general use**. Every new site comes with a News Forum. The purpose of this forum is to disseminate announcements in the form of discussions that cannot be replied to, does not accept new discussion topics by students, and is set to initially not force a subscription. When there is a new announcement, the instructor creates another discussion topic in the News forum.

The forum summary (description) is displayed at the top center of the screen. For each new discussion topic, the forum table lists the discussion topic name under the “Discussion” heading, the author under the “Started by” heading, followed by the date of the last posting. The subscription option for this forum is found in the upper right corner.

1. Click the **Welcome to this Demo Course!** forum

   ![Welcome to this Demo Course! forum]

   _Note that there are no links or buttons to Reply or Create a New Topic as the purpose of this forum type is to deliver news announcements only._

   _There is a menu, top and center, which give options for how to display replies from the instructor(s). Students cannot add replies of their own in this forum._

2. Click the **Forums** navigation bar to return to the index page.
Single Simple Discussion

The Favorite type of Learning Activities forum is an example of the format called a single simple discussion. In this type of forum, the instructor posts one discussion topic. Students can reply to posts, but they cannot create new topics of their own. This creates one thread that might have many replies to the one starting point. Instructors may add the option of allowing students to rate each other’s postings. Using ratings may give a student incentive to post a reply of merit and value.

1. Click the Favorite type of Learning Activities forum link.

2. Scroll down the page to see how the indentation (threading) works.

3. Type Wiki in the search text box in the upper right corner and click the Search forums button.

4. Click the Back button on your web browser to return to the Favorite type of Learning Activities forum.

   In the lower right corner of any forum posting, you may see links for other actions such as Show Parent, Edit, Delete, or Reply. The available options depend upon the setting chosen by the instructor who created the forum topic. The Favorite type of Learning Activities forum has Show Parent and Reply for most postings.

5. Click one of the Reply links.
In a reply window you see the posting to which you will be replying. You can add your comments and then choose to Post to forum. To see the posting at the top of this thread, choose Show Parent. We will not post at this time.

6. Click the first Favorite type of Learning Activities navigation bar.

7. Click the Subscribe to this forum via e-mail link.

The instructor chooses the subscription options when creating the forum. Subscribing to a forum will send e-mails each time a new posting is made.

8. Click the Unsubscribe from this forum (stop receiving e-mail copies) link again to return to the original setting.

9. Click the Forums navigation bar to return to the index page.

**Standard Discussion (with Ratings)**
Go to the Other Discussion Topics forum, and we will take a look at a standard discussion forum. In this forum, the instructor has set it up to allow students’ posts to be rated.

The forum Other Discussion Topics is an example of a Standard Forum with ratings. In standard forums, anyone can post a new discussion topic, and replies are allowed. The person that started the discussion topic, the number of replies, and the last postings are in the forum table. We have also allowed all participants to rate postings. Instructors may use a standard numeric rating or a scale.

Just below the forum introduction statement, “An open forum for chatting about anything you want,” is the Add a new discussion topic button for easy creation of topics. To access any of the discussions already started, choose it from under the “Discussion” table heading.

The top of the forum looks like any other forum, but notice the Ratings menu in the lower right corner of each post. The rating scale is subjective: Outstanding, Satisfactory, Not satisfactory. Scales are another option for giving feedback, and they are not calculated in the Grade area.
To rate a posting, use the rating scale menu to pick a rating value, then scroll to the bottom of the screen and click the **Send my last ratings** button.

**Reviewing the Profile for E-mail and Forum Settings**

Below are the default E-mail and Forum settings in your profile, which are the recommended settings.

For more information on editing your profile, see Accessing Your Personal Profile, in Section 1.

### Four Forum Types

**Single simple discussion**
A single topic, all on one page. Useful for short, focused discussions.

**Standard forum for general use**
An open forum where anyone can start a new topic at any time. The best general-purpose forum.

**Each person posts one discussion**
Each person can post exactly one discussion topic, and everyone can reply. Useful to reflect on a topic and motivate discussion.

**Q and A forum**
Requires students post their perspectives before viewing the postings of other students. After the initial posting, students can view and respond to all students postings. Encourages original and independent thinking.
Creating a Standard Forum

The first Activity we will create for our Development course is a forum.

Adding the Forum
1. Navigate to the home page of the course site by clicking ITO1011 in the navigation bar.
2. In your course site click Turn editing on.
3. In the Week 1 section, open the Add an activity … menu.
4. Click the Forum option.

General Settings
1. Type Week 1 Discussion Topic in the Forum name field.
2. Click the Help icon alongside the Forum type text box to learn about the four Forum Types.
   - A single simple discussion
   - Standard forum for general use
   - Each person posts one discussion
   - Q and A forum
3. Close the help window, and click **Standard forum for general use** from the drop-down menu.

4. Type **Please introduce yourself** in the *Forum Introduction* area.

**Additional Forum Settings**

1. Scroll down to below the *Forum introduction* area.
   
   *These next areas deal with posting, subscribing, tracking, attachments, RSS feeds and ratings.*

2. Under *Aggregate Type*, choose **Sum of ratings**. Instructors will be able to rate posts.

3. Under *Grades*, select **10** for to grade from 1-10.

4. Click **Save and display**.
### About Scales

Instead of grading forums, you can use scales. Scales provide a non-numeric method of evaluating students’ activities. Therefore, instead of giving the above assignment a number from 1 to 10 as a grade, you can give the student subjective feedback, such as “Nice job” or “Needs Improvement.”

There are several standard scales that have been created for your use, but you can also create and use your own custom scales by going into the Grades area located on your site’s home page in the Administration block.

One important thing to remember about scales is that, since they are non-numeric values, they will not be reflected in the grades area and will have no affect on a student’s final grade in a course.

### Exploring Sample Forum Topics

There are many combinations that can be created with the four basic form types and their discussion, replies, ratings, and subscription settings. The following tables gives examples of three forum types. Match a forum type and its settings with one of the scenarios described below the table. Try to match each Scenario in the left column to one of the Forum types listed in the right column. You may think of other settings that can give the same results.
**Suggested Scenario Solutions**

**Scenario 1: Forum B**

**Scenario 2: Forum C**

**Scenario 3: Forum A**
Glossaries

Glossaries allow students to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed by category, date, or author, and you can link to the entries from throughout the course.

**In this lesson, you will:**

- Learn about glossaries
- Create a glossary
- Add a glossary entry

**About Glossaries**

The glossary tool allows participants to create and maintain a list of definitions or terms that can be organized into categories, to create searchable FAQs, and to link every appearance of a term in a site to its glossary entry. The difference in Moodle's glossary tool is that students can also contribute terms, make comments, and rate terms created by other students.

Each Moodle course has its own set of glossaries. The main glossary is editable only by instructors. Secondary glossaries can be configured to allow student entries, comments, and ratings. Moodle recommends adding the main glossary to the top section of your course and adding any secondary glossaries to the topic or week where they are relevant.

The glossary also allows instructors to export entries from one glossary to another within the same course. Ideas for creating multiple glossaries include: terms, quotes, experts in the field, test questions, or a class directory.

**Creating a Glossary**

1. In your development site, *Week 1*, choose **Glossary** from the *Add an Activity...* menu.
2. In the Name text box, type **Learning Terms**.

3. In the Description text box, type **General terms relating to learning**.

**Glossary Settings:**

**Entries shown per page**
Determines the number of words and definitions your students will see when they view the glossary list.

**Glossary Type**
The main glossary is editable only by instructors, and you can have only one per course. You can have multiple secondary glossaries, which are editable by students.

**Duplicate entries allowed**
This allows the entry of more than one definition for a given word.

**Allow comments on entries**
Both students and instructors can leave comments on glossary definitions. The comments are available through a link at the bottom of the definition.

**Allow print view**
Students can be allowed to use the print view of the glossary. Instructors always can use the print view.

**Automatically link glossary entries**
Moodle has a text-filter feature that automatically creates a link from a word in the course to its glossary definition. Linked words are highlighted.
Approved by default
This setting allows the instructor to define what happens to new entries added by students. If entries are not automatically approved, the instructor will have to approve each one before it shows up in the glossary to students.

Display format
You can choose how the glossary appears when students list the entries.

Show “Special” link, Show alphabet, Show “All” link, Edit Always
The different choices pertaining to how a user may browse for terms in the glossary.

Allow entries to be rated
You can allow everyone to rate entries or restrict it to just instructors. You can also restrict the dates entries can be rated.

4. Under Allow entries to be rated check Use Ratings.

```
Grade
Allow entries to be rated?
Use ratings
Users
Everyone can rate entries
Grade
Scale: Excellent-Needs work
Restrict ratings to entries with dates in this range:
From [ ] 27 July 2009
To [ ] 27 July 2010
```

5. For Users, select Everyone can rate entries.

6. For Grade, select Scale: Satisfactory.

7. Click Save and display at the bottom of the screen.

Adding Glossary Entries
Once you have created your glossary, you can start adding terms and definitions.

1. Click Add a new entry.
2. Browse to your computer’s desktop → Learning_terms.txt.

3. Copy the text and past the text into the Definition text box.

**Attachment (optional):** You can add an attachment, such as a picture or an article, below the definition.

*If you selected automatic linking when you create the glossary, two options would appear here allowing you to determine whether the links will be case-sensitive.*

4. **Check** the boxes for **Auto-linking** and **Match whole words only**.

5. Click the **Save changes** button to add your word to the glossary.

---

**Note: Auto-linking**

Terms will auto-link for anything created within Moodle: web pages you compose within Moodle, comments, resource summaries, forum discussions, wikis, etc.

Terms will not auto-link if they appear in files that you upload and link to in Moodle, for example, .docx or .html files.
Modifying the Site Layout

Moodle allows you to organize your resources, activities, and labels in any weekly or topical section. Moodle’s flat navigation scheme requires you to change one layout item at a time. You can also choose different visual themes for your course by selecting one in the Settings area.

In this lesson, you will:

✓ Add labels
✓ Move labels
✓ Indent resources and activities
✓ Update, delete, and hide or show links
✓ Learn about the editing icons for course sections
✓ Collapse sections
✓ Hide sections
✓ Move sections
✓ Change between weekly and topic formats
✓ Learn about blocks

Adding Labels to Organize Topics

It is a good idea to use labels to organize the content within each section, as this will help students to quickly assess the materials they need to access the resources and activities they need to complete each week.

1. From the Add a resource… dropdown menu in Week 1, select Insert a label.
2. Type **Materials** in the text box.

3. Select the text and then click the **bold** icon.

4. Click **Save and return to course**.

5. Repeat the same steps to create an **Activities** label.

**Moving Labels**

1. Click the **move** icon alongside the **Materials** label. *The “Materials” label is removed from the home page.*

2. Scroll to the top to see where it has been temporarily move with a **Cancel** command.

*Moodle displays the possible positions to move your selected item with arrows alongside dotted rectangles.*
3. Click the dotted rectangle below the Syllabus link.

4. Repeat steps 1-4 to move other labels.

Indenting Resources and Activities

To indent any label, activity, or resource, use the indent/outdent (↑ ↓) arrow. If the item is fully left justified, you will see only the right arrow. If an item is indented, you will see both the right and left arrows.

1. Click the Indent arrow alongside the Course outline link. Once an item is indented, you will have an indent and outdent arrow.

2. Repeat the process for the remaining resources and activities in Week 1 under the Materials labels.
Updating, Deleting, or Hiding and Showing Links

Updating Items
Any label, activity, or resource can be edited using the Update icon

- Click the Update icon (:update) if you wish to edit an item. Make your changes and click Save and display or Save and return to course when finished.

Deleting Items
Any label, activity, or resource can be removed using the delete icon. If you are deleting a link to a file, you will only be deleting the link; the file will not be deleted from the File area.

- Click the delete icon (:delete) if you wish to remove the link to an item.

Hiding and Showing Items
Any label, activity, or resource can be hidden manually using the hide (:hide) icon. An open or closed eye icon designates an item is visible or hidden respectively. The link will always be visible to the instructor.

- Click the hide icon (:hide) if you wish to hide an item. The icon turns to a closed eye, and the item is marked as hidden.

- Click the show icon (:show) if you wish to reveal an item that has been hidden. The icon turns to an open eye, and the item is marked as visible.

Editing Icons for Course Sections
Section 0 cannot be moved, highlighted, or hidden. These actions can be performed on any of the other sections in the course site, however. Here are the possible Action options:

- Update the section summary

- Show only this section / Show All Sections

- Show/Hide

- Move up or down

Collapsing and Expanding Sections

1. Click the Show only this week/topic icon (:show) to show only this section and hide all other course sections.
The screen redraws to reveal only Section 0 and the section where you clicked the icon. You can then use Jump to… menu to go to a different week.

Note:

This is an individual action that students can do on their own screens. The instructor’s preference does not affect the student’s view. Also, Section 0 is not affected by the Show only choice.

2. Click the Show all weeks/topics icon ( ) to reveal all course sections.

Hiding and Showing Sections

Instructors can decide to hide individual sections. When a section is hidden, instructors will see it both with editing turned on or off. The hidden sections will still have active links for instructors, but all links will be grayed out, and the section will be highlighted in gray.

1. Click the Hide this section from students icon ( ) to hide only this. The Show/Hide icon has become a closed eye. The section gets a gray-colored border.
2. Click **Switch role to … Student** to confirm that Week 1 is hidden from student view.

Instructors and students will still see the section listed as *(Not available).*

If the instructor does not want students to see the section at all, the **Hidden sections** option in the course Setting must be set to **Hidden sections are completely invisible**. In that case, a Jump to menu appears so students have access to other sections.

3. Click **Return to my normal role** in the top right.

4. Click Turn editing on.

5. Click the **Show this week to students** icon ( ) to reveal this section. The screen redraws to reveal the section and the hide/show icon changes to an open eye. The grey boarder is removed from the section.

### Moving Sections

1. Click the **Move down** icon ( ) to move the Week 1 section down one position in the course. *The screen redraws to show that the Week 1 section has moved down one position.*

   You must repeat this action to move a section more than one position. Other sections may have a move down and up arrow, or only a move up arrow.
2. Click the **Move up** icon (かもしれませんが) to move the Week 1 section back to its proper position.

### Changing between Weekly and Topics Formats

The Weekly and Topics format both create sections that contain the activities and resources of the course. While not recommended, you can change the course format between two options while maintaining the same organization. A section number will replace the weekly date range in each section, or vice versa.

1. In the *Administrative* Block, click **Settings**.
2. Change the **Format** from **Weekly Format** to **Topics Format**.

3. Scroll to the bottom and click **Save changes**. Topics Outline is displayed at the top of the course section column. Dates are removed from the subsequent sections.
Understanding Blocks

Blocks are areas of links to tools, activities, or resources that are placed in the left and/or right side of your course site. Blocks are added to a Moodle site by two ways.

1. Initially, by the default course configuration when a site is first created; and
2. Manually by an instructor/designer

Most blocks can be moved to the left or right column on the Moodle course site, even the ones placed by default by the system administrator.

Blocks Added Initially By Default
- **Administration** General tools for managing the site. This is the only block that cannot be moved or removed from the site.
- **Activities** Lists and allows navigation to the index pages for activities and resources (forums, quizzes, assignments, etc). The list grows as you add activities to your course.
- **Calendar** Click the month’s title to access the calendar tool and make entries. Types of events: Global, Group, Course, and User.
- **People** Contains a link to the list of course participants.
- **Course Menu** Contains index of materials organized by week/topic of this course.
- **Upcoming Events** Lists the upcoming events of the academic calendar. It is updated once a year in the summer.
- **Latest News** Contains the latest news of this course from the teacher.
- **My Courses** Lists all the course sites of which you have enrolled in.

Managing a Block
1. From the Blocks menu, click the **Course/Site Description** option
2. Click the **left arrow** to move the Course Summary block to the left side of the screen.

3. Click the **up arrow** to move the Course Summary block up.

4. Click the **minus sign** to collapse the Course Summary block.

5. Click the **plus sign** to expand the Course Summary block.

**Hiding/Showing a Block**

1. Click the **open eye** to hide the Course Summary block

2. Click **Turn Editing off**. The *Course Summary block* is no longer *visible*.

3. Click **Turn Editing on**.

4. Click the **close eye** to show the Course Summary block again.

5. Click the **red x** to delete the Course Summary block.

---

**Important: Deleting Blocks**

When you delete a course block, the block is deleted immediately and with no warning.

This is not a problem for most blocks, because you can quickly add them again. However, if you accidentally delete an HTML block, you will need to rewrite the HTML code all over again.
Site Availability and Enrollment

Site Availability

The course must be set as Available to students in the Settings or students will not see the course link in Moodle, even if they are already enrolled in the course.

1. Go to the home page of your site
2. From the Administrative block click Settings.
3. Scroll down to the Availability section
4. Select the option This course is available to students.
5. Click Save changes.

Enrollment

Automatically Enrolling Students
Students are automatically enrolled based on their academic class list in the AR database. The data will be refreshed daily in the mid-night.

Manually Enrolling Students
Teachers can manually enroll Students or Teaching Assistant into their course in Moodle. However, they cannot create Moodle account for students and teaching assistant.

1. Click Assign Roles in the Administrative block
2. Click the Student link
You’ll see two columns. The left-hand column lists the students currently enrolled in the class. The right-hand column lists all the user accounts on the system, minus the students already enrolled.

3. **Type** a name or partial name in the Search box at the bottom.

4. Click the **Search** button. The search feature is **NOT** case sensitive.

5. Select one or more names from the matches.

6. Click **Add** to add the selected names.
Tools Overview

Below is a table with short descriptions of the various tools.

<table>
<thead>
<tr>
<th>Forum</th>
<th>Forums are online discussion boards for asynchronous communication. Moodle offers:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Four types, including a Q &amp; A forum that requires students to post their replies before viewing other students’ postings. After the initial posting, students can view and respond to others’ postings.</td>
</tr>
<tr>
<td></td>
<td>• Peer ratings of each posting</td>
</tr>
<tr>
<td></td>
<td>• Several ways to view forum postings (threaded, nested, flat).</td>
</tr>
<tr>
<td></td>
<td>• Attachments and built-in HTML editor.</td>
</tr>
<tr>
<td></td>
<td>• Subscriptions via e-mail: participants can receive copies of each new posting via e-mail. An instructor can impose a subscription on everyone if they want to.</td>
</tr>
<tr>
<td>Chat</td>
<td>Chat allows all participants in the course to have a real-time synchronous discussion.</td>
</tr>
<tr>
<td>Assignment</td>
<td>Assignments allow instructors to collect student work in a digital format, either as an attachment or text typed online directly into Moodle</td>
</tr>
<tr>
<td>Quiz</td>
<td>Quiz tool is used for the directory of online quizzes. Questions are kept in a categorized database and can be reused within courses and even between courses.</td>
</tr>
<tr>
<td></td>
<td>• Quizzes can allow multiple attempts.</td>
</tr>
<tr>
<td></td>
<td>• Objective questions types in each attempt are automatically marked and the instructor can choose whether to give</td>
</tr>
</tbody>
</table>
- Feedback or to show correct answers.
- Import/Export capability.
- Many question types, including, but not limited to multiple choice, short answer, true/false, matching, and essay.

<table>
<thead>
<tr>
<th>Database</th>
<th>Database tool allows the instructor and/or students to build, display, and search a bank of entries. Entries can include images, files, URLs, numbers, text, and attachments. Database records can be commented upon and rated.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary</td>
<td>Glossary tool allows participants to create and maintain a list of definitions. It allows student entries, offers the ability to rate and comment entries, and provides the possibility to automatically create links to these terms from wherever they appear throughout the course.</td>
</tr>
<tr>
<td>Wiki</td>
<td>Wiki allows creating multiple wikis within the course. Therefore, participants can work together on web pages to add, expand, and change the content. Old versions are never deleted and can be restored. Wikis also have an HTML editor for easy formatting.</td>
</tr>
<tr>
<td>Choice</td>
<td>Choice is a voting/quick poll tool. Instructors can ask a single question and provide multiple answer choices. Results can be made visible to students.</td>
</tr>
<tr>
<td>Blog</td>
<td>Moodle has an individual blogging tool. Blogs are user-based. Therefore, each user has their own blog, with entries that can be made private, visible to all Moodle participants, or to the whole world.</td>
</tr>
<tr>
<td>Grade</td>
<td>Grades area helps to record student grades. Graded items are added to the grade book automatically when an instructor creates the activity from the Add a resource dropdown on the course home page.</td>
</tr>
</tbody>
</table>
More Files and the Files Area

The Files Area is the space where Moodle files are stored in a site. The Files area functions similarly to any hard drive space, but with some extra organizational and control options.

To go into the Files area, click Files in the Administration block.

There are several action options from the *With chosen files*… menu, as well as predefined buttons. To use these options check the box next to the file and then choose the action from the *With chosen files* dropdown menu.

**Beware when Overwriting Files!!**

When adding files to the Files area that have the same name as an existing file, Moodle does not warn you about a conflict of names. The file will be automatically be overwritten.
Uploading Multiple Files

Moodle allows you to upload and open zipped/compressed files. A zip file usually contains multiple files, so you will upload the zipped file into the Files area and unzip it, which will create a separate instance of each file.

1. Click the **Upload a file** button.
2. Click the **Browse** button.
3. Navigate to where the .zip file is located.
4. **Open** the file.
5. Back on the Files screen, click the **Upload this file** button.
6. Click the **Unzip** link. The archived/ziped file un-stuffs.

**Archived/Zipped files have other action options in the File area.**

7. Click **OK** on the Unpacking.

   *If the archive contained folders, the files are opened into those same folders. Otherwise, the files will be placed in the File area in the same folder ziped file.*

8. After unzipping the files, you should delete the archived zip file by check the box next to it and choosing **Delete completely** from the With chose files menu.
Moving a File

If you upload a file into the wrong folder, you can easily move it into the correct folder.

1. Check the box to the left of the file name.
2. From the With chosen files dropdown menu, choose Move to another folder.
3. Click on the link for the name of the folder you are moving into.
4. Click the Move files to here button.

Linking to a Directory

Moodle bases its site navigation on a “flat navigation” scheme. You can save yourself some time and effort by linking directly to a folder or directory in the File area, rather than making links to each file in that directory.

1. To link to a directory, Turn editing on in your site from the home page.
2. Click Display a directory from the Add a new resource menu.
3. On the Adding a new Resource screen, give the linked directory a Title.
   The link title can be the same as the directory name if you choose. The Summary is optional
4. From the Display a Directory menu, choose the desired folder from the File area
5. Click Save and return to course.