

Getting Started with Moodle

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Log in to Moodle – Fall courses will be open to faculty in Moodle by August 2007. Once courses are available, log in to your course from the LATTE project webpage:

1. Go to: <http://latte.brandeis.edu>
2. Enter your Unet username and password.

Editing Mode – To add content to your course, you must turn on editing in your course homepage.

1. Click on the “Turn editing on” button/link located in the top right hand corner of the course homepage or in the “Administration” block on the left.

Switch Roles – Switch roles to preview your class from the perspective of a student.

1. Click on the “Switch role to...” drop down menu located at the top right hand corner of the course homepage.
2. Selected “Student.”

Change Course Format – Use the course format setting to organize your course by week, topic, or social format.

1. Click on the “Turn editing on” button.
2. Click on “Settings” in the “Administration” block.
3. Click on the “Format” drop down menu.
4. Select “Social format,” “Topics format,” or “Weekly format.”
5. Click on the “Save changes” button located at the bottom of the page.

Add a Block – Course content is organized into blocks on the right and left hand side of the course homepage. Teachers can add, move, hide, and delete Blocks.

1. Click on the “Turn editing on” button.
2. Click on the “Blocks: Add” drop down menu located on the right hand side of the course homepage.
3. Select block type. (Calendar, HTML, Messages, etc.) Your new block will appear above the “Blocks: Add” drop down menu on the right hand side of your screen.
4. Use the edit icons to hide, edit, delete, or move the block.

Add Calendar – Adds the calendar block to the right hand column.

1. Click on the “Turn editing on” button.
2. Click on the “Add” pull-down menu under “Blocks” and choose “Calendar.”
3. A Calendar block is added to the right hand column.

Add a Calendar Event

1. Click on “Month” on the calendar to get an expanded month view.
2. In “Calendar View,” click the “New Event” button located in the top right hand corner of the calendar.
3. On a “New Event” page, select the type of event and click the “OK” button.
4. Set the event properties, including the Name, Description, Date, etc.
5. Click on the “Save changes” button.

Note: Adding closing dates to assignments, forums, quizzes, etc. will cause them to show up in the calendar block.

Compose a Text Page – Creates a plain text page. Use this resource to share information or to write instructions.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to add the text page.
3. Select “Compose a text page.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Enter text in the “Full text” field.
7. Click on the “Save changes” button at the bottom of the page.
8. Use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Compose a Web Page – Creates a single web page using a simple HTML editor.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to add the web page.
3. Select “Compose a web page.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Enter text in the “Full text” field.
7. Click on the “Save changes” button at the bottom of the page.
8. Use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Upload a File – Upload all types of files into the Moodle file directory, including Word, text, PDF, ppt, pictures, etc.

1. Click on the “Turn editing on” button.
2. Click on the link for “Files” in the “Administration” block on the left hand side of the course homepage.
3. Click on the “Upload a file” button located in the bottom right hand side of the screen.
4. Click on the “Browse” button.
5. Select a file.
6. Click on the “Open” button.
7. Click the “Upload this file” button. Now the file will appear in the files directory.
8. Use the breadcrumb navigation on the top left hand side of your screen to return to the course homepage.

After you have uploaded a file, you can create a link to it on the course homepage. See instructions for “**Link Files.**”

Upload Multiple Files – The easiest way to upload multiple files in Moodle is to create a folder full of files on your desktop, upload it into the files directory area, and then unzip the folder.

I. Zip a Folder – To upload multiple files into your course, you must first create a folder full of files on your desktop and zip it.

On Windows XP

1. Right click on the folder of content.
2. Click on “Send To” and select the “Compressed (zipped) folder” option.

On MacOSX

1. Control-Click on the folder.
2. Choose “Create Archive of [folder name].”

II. Upload and Unzip – Once you have created a zip file, you must upload and unzip it.

1. Click on the “Turn editing on” button.
2. Click on the link for “Files” in the “Administration” block on the left hand side of the course homepage.
3. Click on the “Upload a file” button located in the bottom right hand side of the screen.
4. Click on the “Browse” button.
5. Select the zip file from your desktop.
6. Click on the “Open” button.
7. Click the “Upload this file” button. The zip file will appear in the files directory.
8. Click the “Unzip” link next to the file’s name. This will unzip the file.
9. Click on the “OK” button.
10. Use the breadcrumb navigation on the top left hand side of your screen to return to the course homepage.
11. After you have uploaded multiple files, you can create links to them on the course homepage. See instructions for “**Link Files**” for more information.

Link to a File – Display a file on your course homepage by creating a link to the file.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to display the file.
3. Select “Link to a file or website.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Click on the “Choose or upload a file...” button.
7. Click on the link “Choose” in the column to the right of the file you want to link.
8. Click on the “Save changes” button at the bottom of the page.
9. LATTE will now display the file that has just been linked. To return to LATTE, use the “Back” button and then use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Create a Folder – Use folders to organize your files in the file directory.

1. Click on the link for “Files” in the “Administration” block on the left hand side of the course homepage.
2. Click on the “Make a folder” button.
3. Enter a title in the “Create a folder in...” box and click on the “Create” button.
4. In the file directory, select files that you want to place into the folder.
5. Click on the “With chosen files...” drop down menu.
6. Select “Move to another folder.” Now the files have been selected for moving.
7. Click on the folder title where you want to move the files.
8. Click on the “Move files to here” button.
9. Use the breadcrumb trail on the top left hand side of your screen to return to the file directory or course homepage.

You can create a link to the file directory and sub-directories (i.e. folders) on the course homepage. See instructions for “**Display a Directory.**”

Link to the File Directory – Display the file directory or its sub-directories (folders) on the course homepage. Students can then browse and view all those files.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to display the file.
3. Select “Display a directory.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Click on the “Display a directory” drop down menu.
7. Select the directory or sub-directory (i.e. folder) you would like to display. The “Main files directory” will display the enter file directory.
8. Choose “Show” or “Hide” from the “Visible” drop down menu.
9. Click on the “Save changes” button at the bottom of the page.
10. Use the breadcrumb trail on the top left hand side to return to the homepage.


Add a Link to a Website – Add content to your course from the web by creating links to websites on your course homepage.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to create a link.
3. Select “Link to a file or website.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Enter the URL in the “Location” field. Click on the “Search for web page” button to locate a website.
7. Click on the “Save changes” button at the bottom of the page.
8. Use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Link to a Full-text Article from a Library Database – Create a link to a full-text article from a library’s database on your course homepage. Linking to a full-text article will save you the hassle of printing, scanning, and uploading and will avoid any copyright issues because you are linking to the article rather than “copying” it.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to create a link.
3. Select “Link to a file or website.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Locate the persistent link or stable URL to the article. An article’s persistent link or stable URL is the URL that will always link you to that particular article.
 - In the EBSCO databases, click on the article title link and use the Persistent Link located at the bottom of the citation.
 - In Gale databases (Expanded Academic ASAP, Literature Resource Center etc.), click on the article title and use the URL in the “Source Citation” or the “Durable URL.”
 - In JSTOR, use the “Stable URL” listed in the article citation.
 - In Proquest databases (New York Times Historical, Historical Newspaper Collections), click on the “Abstract” link and use the “Document URL.”
 - In Science Direct, click on “Full Text & Links.” Right-click on the DOI page, and then click on the browser command “Copy Shortcut.” This will copy the full DOI link.
7. Paste the persistent link/URL into the “Location” field.
8. Click on the “Save changes” button at the bottom of the page.
9. Use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Insert a Label – Use labels to organize your course content. Labels are a simple way to add text to your course.

1. Click on the “Turn editing on” button.
2. Click on the “Add a resource” drop down menu in the week/topic area where you want to insert the label.
3. Select “Insert a label.”
4. Write text in the “Label text” box.
5. Select “Show or “Hide” from the “Visible” drop down menu to display or hide the label.
6. Click on the “Save changes” button.
7. Use the  icon to move the label up and down on the course homepage.

Add a Chat – A tool that allows students and instructors to communicate with one another in real time.

1. Click on the “Turn editing on” button.
2. Click on the “Add an activity” drop down menu in the week/topic area where you want to add the chat room.
3. Select “Chat.”
4. Enter a title in the “Name of this chat room” field.
5. Enter directions on how to use the chat room in the “Introduction.”
6. Set the chat time with the “Next chat time” drop down menu.
7. Click on the “Save changes” button at the bottom of the page.
8. Click on the “Click here to enter the chat now” link or use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Add a Forum – A discussion tool that allows instructors and students to post and reply to messages. In addition to adding discussion forums, there is one central New Forum at the top of the course homepage that can be used for general announcements.

1. Click on the “Turn editing on” button.
2. Choose “Forum” from the “Add an activity” drop down menu in the week/topic area where you want to add the forum.
3. Enter a title in the “Forum name” box.
4. Select type from the “Forum Type” menu. Click on “?” to read about forum types.
 - “Single simple discussion” is just a single topic all on one page.
 - “Standard forum for general use” is an open forum where anyone can start a new topic.
 - “Each person posts one discussion” is a forum where each person can post exactly on new discussion topic (everyone can reply to them though).
 - “Q and A forum” requires students to post before viewing other posts.
5. Write directions on how to use the forum in the “Forum introduction” box.
6. Select settings for your forum, including “Can a student post to this forum,” “Force everyone to be subscribed,” and “Allow posts to be rated.” Click on “?” for more information about the different settings.
7. Click on the “Save changes” button.
8. Click on the “Add a new discussion topic” button.
9. Enter a topic description in the “Subject” box.
10. Compose a message in the “Message” box.
11. Click on the “Post to forum” button.
12. Click “Continue.”

Create a Wiki – Use wikis to promote collaboration in your LATTE course. Wikis are web pages students can create together without needing to know HTML.

1. Click on the “Turn editing on” button.
2. Click on the “Add an activity” drop down menu in the week/topic area where you want to add a wiki.
3. Select “Wiki.”
4. Enter a title in the “Name” field.
5. Enter a brief description in the “Summary” field.
6. Select settings for your wiki from the appropriate pull-down boxes, including “Type,” “HTML Mode,” etc. Click on “?” for more information about a setting.
7. Click on the “Save changes” button.
8. On the next page, you will see the editing screen of the wiki. Enter text and click on the “Save” button. Or use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.

Create an Assignment – Create online and offline assignments to collect student’s work. With online assignments, students can submit different file types. Use offline assignments to remind students of assignments outside of Moodle.

1. Click on the “Turn editing on” button.
2. Click on the “Add an activity” drop down menu in the week/topic area where you want to add an assignment.
3. Select “Assignment.”
4. Enter a title in the “Assignment name” field.
5. Enter a detailed description of the assignment in the “Description” field.
6. Choose the grade scale from the “Grade” drop down menu. Click on the “?” for more information about setting grades and scales.
7. Set the available date and time for your assignment.
8. Set the due date and time for your assignment.
9. Choose the assignment type: “Offline activity” or “Upload a single file.”
10. Click on the “Next” button.
11. Click on the “Continue” button.
12. Use the breadcrumb trail on the top left hand side of your screen to return to the course homepage.
13. Switch role to “Student” to view the assignment.

Create a Quiz – Design quizzes containing a variety of question types including multiple choice, true/false, essay, and more. Quizzes are comprised of two parts: a quiz body and a question bank.

I. Creating the Quiz Body – The quiz body is the quiz interface.

1. Click on the “Turn editing on” button.
2. Click on the “Add an activity” drop down menu in the week/topic area where you want to add the quiz.
3. Select “Quiz.”
4. Enter a title in the “Name” field.
5. Enter a description, including any special instructions in the “Introduction” field.
6. Set available dates and times for your quiz in the “Open the Quiz” and “Close the Quiz” dates.
7. Select the settings for your quiz, including “Time limit,” “Questions per page,” and “Shuffle questions.” Click on “?” for more information about the different settings.
8. Click on the “Save changes” button.

II. Creating Quiz Categories – Before you create questions in the quiz bank, you must create Categories.

1. Click on the “Edit categories” button located on the right hand side of the “Category” box.
2. Enter the title of the category in the “Category” box.
3. Enter a brief description in the “Category info” box.
4. Select “Yes” from the “Publish” drop down menu.
5. Click on the “Add” button.

III. Creating Questions – Create questions in your Categories in the quiz bank.

1. Click on the “Quiz” at the top of your screen.
2. Choose your category from the “Category” drop down menu.
3. Choose question type from the “Create new question” drop down menu located below the “Category” box.
4. Enter a title in the “Question name” box.
5. Enter the question in the “Question” box.
6. Select question settings including “Default question grade,” “Penalty factor,” “Shuffle answers,” etc. Click on the “?” to read more about the different settings.
7. Click on the “Save changes” button at the bottom of the page.
8. Click on the “Continue” link.
9. Create the next question.

Continued on next page

IV. Moving Questions into the Quiz Body – Questions must be moved from the quiz bank into the quiz body.

1. Click on the “Quiz” tab at the top of the page.
2. Select the question you want to move into the quiz body by clicking on the box to the left of the “Question name.”
3. Click on the “<< Add to quiz” button.
4. Assign grades/points for each question.
5. Click on the “Save changes” button.
6. To view the quiz, go to the course homepage and switch role to “Student.”

The gradebook tool allows instructors to view and edit grades, organize graded activities into categories, set weights and curves, assign extra credit and bonus points, and add graded events.

View & Edit Grades – view and edit grades directly into the gradebook.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Edit Grades” tab at the top of the page. Editable grades are displayed in blue.
4. Enter points in the blue boxes.
5. Click on the “Save Grade Changes” button located at the top and bottom of the page. Points will be saved in the gradebook database.

Activate the advanced features and use some of the more advanced tools like displaying letter grades and percents, creating categories, setting weights and adding graded event.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage.
3. Click on the “Set Preferences” tab at the top of the page. The Set Preferences page will appear.
4. If the gradebook is in the simple mode, a “Use Advanced Features” button will appear on the Set Preferences page. To activate the advanced features, click on the “Use Advanced Features” button.
5. A new set of tabs and drop down menus for preference settings will appear in the gradebook. Use the preferences drop down menus to choose what is displayed in the gradebook, such as points, percents, letter grades, etc.

After activated the Advanced Features, all of the graded activities will automatically be placed into the “Uncategorized” category. Click on the “Categories” tab to create additional categories and to assign activities to a category.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades link located in the “Administration” block on the left hand side of the course homepage.
3. Click on the “Set Categories” tab at the top of the page.
4. To create a new category, enter the name of the category in the “Add Category” text box and click on the “Add Category” button. The new category will now appear in the “Category” drop down menu to the right of the graded activities.
5. To assign a graded activity to a category, click on the “Category” drop down menu to the right of the activity and select the appropriate category.

After creating and assigning activities to categories, you must weight the categories. See “Set Weights” for more information about setting weights.

Click on the “Set Categories” tab in the gradebook to curve grades or set activities as extra credit.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Set Categories” tab at the top of the gradebook page. The Set Categories page will appear.
4. In the “Curve to” text box, enter the points that the activity will be graded out of. For example, if the Max Grade of an activity is 25 and the curve is set to 20, the grade and percents will be calculated against a possible 20 points rather than 25.
5. To set a graded activity as extra credit, check the “Extra Credit” box to the right of the activity. The points for this activity will be added to the points of the other activities in the category. The points will increase the student’s score for that category without increasing the category’s total points.

After creating Categories, click on the “Set Weights” tab and give the categories weight.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Set Weights” tab at the top of the page.
4. To set category weights, enter a percentage for each category in the “Weight” text box. The category weights must equal 100%.
5. Click on the “Save Changes” button.

USING GRADEBOOK – Drop Grades/Add Bonus Points/Hide Activities 25

Click on the “Set Weights” tab to drop grades, assign bonus points, and hide activities.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Set Weights” tab at the top of the page.
4. To drop grades, enter the number of grades to be dropped in the “Drop X Lowest” box.
5. To assign bonus points, enter points in the “Bonus Points” box. Bonus points will not change the point total for a category and will be applied equally to all students.
6. To remove a category from the gradebook, click on the “Hidden” box to the right of the category. Hidden categories will not be included in grade calculation.

Click on the “Set Grade Letters” tab to set values for letter grades.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Set Letter Grades” tab at the top of the page. The Set Grade Letters page will open containing a list of letter grades and their values.
4. To change grade values, enter the new values in the “Low” and “High” text boxes.
5. Click on the “Save Changes” button at the bottom of the page.

Add graded activities directly to the gradebook. These graded activities will appear in the gradebook but not on the course homepage.

1. Click on the “Turn Editing On” button.
2. Click on the “Grades” link located in the “Administration” block on the left hand side of the course homepage. The gradebook page will appear.
3. Click on the “Manage Graded Events” tab at the top of the page. The Add Graded Event page will appear.
4. To add a new graded activity, enter the name of the activity in the “Graded event name” text box.
5. Enter a brief description of the activity in the “Description” text box.
6. To assign the activity to a category, click on the “Select Category” drop down menu and select a category. Unassigned activities will automatically be placed in the “Uncategorized” category.
7. Enter points in the “Points” text box.
8. Click on the “Add graded event” button.