



Faculty Help Guide To Online Success

Dr. Veronica McEachin
Director of E-Learning

Mrs. Gwendolyn Tennell
LMS Administrator

Contents

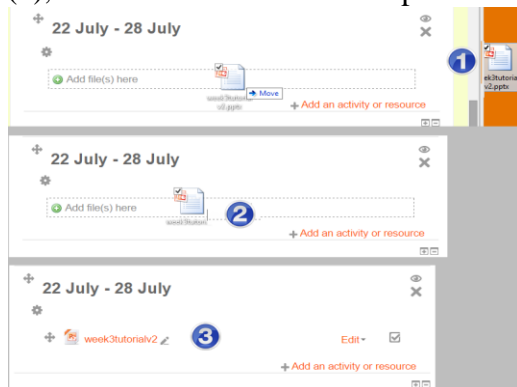
<i>Contents</i>	1
<i>How to Update Summary Blocks</i>	3
<i>How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)</i>	3
<i>How to Add an Assignment</i>	4
<i>How to create a Forum</i>	4
<i>Gradebook for Point System</i>	5
<i>Gradebook for Weight System</i>	5
<i>How to handle Empty Grades in your Gradebook</i>	6
<i>How to change the Grade Display Type in Gradebook</i>	7
<i>Back-Up Instructions for Moodle 3.22</i>	7
<i>How to Restore Courses in Moodle 3.2.2</i>	8
<i>How to Import Multiple Sections of the Same Course</i>	10
<i>How to Open a Quiz for Individuals</i>	11
<i>Building your course</i>	11
<i>Adding an Attendance activity in Moodle 3.2</i>	12
<i>Adding sessions to an attendance activity</i>	12
<i>Take Attendance in Moodle 3.2:</i>	13

How to Update Summary Blocks

- 1.) Look on the top right hand corner and select “Edit On”.
- 2.) Click on the “Edit” comment on the top right hand side.
- 3.) Click on “Edit Section
- 4.) Note: It is best to format your text in Microsoft Word, then copy and paste the brief Summary in the Open Window by press Ctrl V. (Toolbar Toggle)
- 5.) Click Save Changes

How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)

- 1.) Look in the top right corner. If you see “Edit Off” go to step 3 or if you see “Edit On” go to step 2.
- 2.) Look on the top right hand corner and select “Edit On”.
- 3.) Click on “Add an activity or resource”
- 4.) Under ”Resources”
- 5.) Select “File” then click “Add” and upload your file from an external source such as computer or USB drive, or by dragging and dropping directly onto the course page.
 - a. To drag and drop a file, click and hold the file (1 below), drag it to your chosen section (2), and release. The file will upload and display (3):



- 6.) Type in “Name” is a requirement.
Description is optional
- 7.) Under “Select files”
- 8.) Click on icon to add a file
- 9.) “Choose File” or look to the left and “Upload a file”
- 10.) Select your file and click “Upload this file”

How to Add an Assignment

- 1.) Click on “ “Add an activity or resource”
- 2.) Click on “Assignment”
- 3.) Click on “Add”

Fill the following fields

- 4.) “Assignment Name” (Give your assignment a descriptive name.)
- 5.) “Description” (Carefully describe your assignment (Syllabus))

Availability

- 6.) Select the appropriate due dates and time

Submission Types

- 7.) Online Text (allow students to copy and paste text)
 - a. Word limit
- 8.) File Submission (allow students to upload a file)
 - a. Maximum number of uploaded files

Grade

- 9.) Enter the points

Click “Save and return to course

How to create a Forum

- 1.) Click on “**Add an activity or resource**”
- 2.) Select the “**Forum**” and Click on “**Add**”
- 3.) Name the Forum
- 4.) In the description box provide a descriptive forum introduction.
- 5.) Select the “**Forum type**”
- 6.) Select the appropriate responds
 - a. **Example:** A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups

Gradebook for Point System

- 1.) In the Administration block, navigate to Course administration
- 2.) Click on “**Gradebook setup**”
- 3.) Click on “**Setup**”
- 4.) Click on “**Add grade item**”
- 5.) Type in “Item Name” Example Quiz 1
- 6.) Select “Grade type”
 - a. There are 3 grade types:
 - i. **Value - A numerical value with a maximum and minimum**
 - ii. Scale - An item in a list
 - iii. Text - Feedback only
- 7.) Type in “**Maximum grade**”
- 8.) Click on “**Save changes**”
- 9.) Repeat steps 4 – 8 until finished.

Gradebook for Weight System

- 1.) In the Administration block, navigate to Course administration
- 2.) Click on “**Gradebook setup**”
- 3.) Click on “**Setup**”
- 4.) Click on “**Add Category**”
- 5.) Type in “**Category name**”
 - a. Microsoft Excel 20%
 - b. Microsoft PowerPoint 20%
 - c. Microsoft Word 20%
 - d. Microsoft Access 20%
 - e. Mid and Final Exams 10%
- 6.) Check “Weight adjusted”
- 7.)
- 8.) Select “Grade type”
 - a. There are 3 grade types:
 - i. **Value - A numerical value with a maximum and minimum**
 - ii. Scale - An item in a list
 - iii. Text - Feedback only
- 9.) Type in “Maximum grade”
- 10.) Click on “Save changes”
- 11.) Repeat steps 4 – 8 until setting up your weights.

- 12.) Click on **“Add grade item”**
- 13.) Type in **“Item Name”** Example Quiz 1
- 14.) Select **“Grade type”**
 - a. There are 3 grade types:
 - i. **Value - A numerical value with a maximum and minimum**
 - ii. Scale - An item in a list
 - iii. Text - Feedback only
- 15.) Type in **“Maximum grade”**
- 16.) Under **“Grade category”** select the appropriate category
- 17.) Click on **“Save changes”**
- 18.) Repeat steps 12 – 17 until all graded items have been added

How to handle Empty Grades in your Gradebook

- 1.) Click on **“Gradebook setup”**
- 2.) Go to **“View”**
- 3.) Click on the pencil next to assignment name
- 4.) Check **“Perform bulk insert”**
- 5.) For
 - a. **Empty grades , you may insert a value for all empty grades**
 - b. **Or value for “all grades”**

How to change the Grade Display Type in Gradebook

- 1.) Click on **"Gradebook setup"**
- 2.) Go to **"Setup"**
- 3.) Click on **"Course grade setting"**
- 4.) Under **"Grade item settings"**
- 5.) Select the **"Grade display type"**

Back-Up Instructions for Moodle 3.22

- 1.) Click on (Log in)
- 2.) Type Email User Name
- 3.) Type Email User Password
- 4.) In Moodle, select the course to which you want to backup.
- 5.) Click on **"Legacy course files"** identify files that are not part of this course.
- 6.) Click on **"Edit legacy course files"**
- 7.) Right Click **file** and **select delete or download** for review
- 8.) Click **"Save Changes"**
- 9.) From the *Administration* block, click **Backup**.
- 10.) Click **"Jump to final step"** then go to #13 or
- 11.) Click **Next...** then **Next**
- 12.) Deselect all content that is not needed.
- 13.) Click **Perform backup**
- 14.) Click **Continue**.
- 15.) The next page will say "The backup file was successfully created." Click **Continue** again.
- 16.) Locate your back up file
- 17.) Right click on Download
- 18.) Select **"Save Link As"** or **"Save Target As"**
- 19.) Add the name of your course and term on the file name for easy access.

Note: It is important that you delete all of the backup files that are not needed in your courses to save space on the server.

How to Restore Courses in Moodle 3.2.2

1. Login to Moodle 3.2.2
2. Click on (**Log in**) at the top right hand corner
3. Type Email User Name
4. Type Email User Password
5. Start Restoration Process
6. In Moodle, select the course to which you want to add your course content.
7. Click "**Edit Setting**"
8. Click "**Course Format**"
9. Suggestion: Change to "**Topics Format**"
 - a Increase the number from 4 to your desired number.
10. Click "**Save and display**"
11. Click "**Restore**"
12. Click "**Choose a file**"
13. Click "**Browse**" or "**Upload a file**"
14. Select the file
15. Click "**Upload this file**"
16. Click "**Restore**"
17. You will see a series of screens, starting with a verification of the items in your backup file.
18. Scroll down and click **Continue**.
19. Select '**Merge the backup course into this course**' **OR**
20. Select "
21. Select **Merge the backup course into this course** and click **Continue** or
 - a This process will merge all data in one course
22. Select **Delete the contents of this course and then restore** and "**Delete the content of the existing and then restore**" and click **continue**
 - a **This process will delete all of the data before restoring the new data.**

Restore into this course

Merge the backup course into this course

Delete the contents of this course and then restore

Continue

These are usually the options you want.

Restore into an existing course

Merge the backup course into the existing course

Delete the contents of the existing course and then restore

Select a course

Course short name Course full name

<input type="radio"/>	ASTR101001.P16	ASTR101001.P16 - Astronomical Ideas
<input type="radio"/>	ASTR101001.P16	ASTR101001.P16 - ASTR101001.P16
<input type="radio"/>	ASTR101001.P16	ASTR101001.P16 - Observational Aid
<input type="radio"/>	ASTR101001.P16	ASTR101001.P16 - ASTR101001.P16
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Personal Progress
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Cell Structure and Function
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Cell Structure and Function
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Cell Structure and Function
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Cell Structure and Function
<input type="radio"/>	BIO101001.P16	BIO101001.P16 - Cell Structure and Function

There are too many results, enter a more specific search.

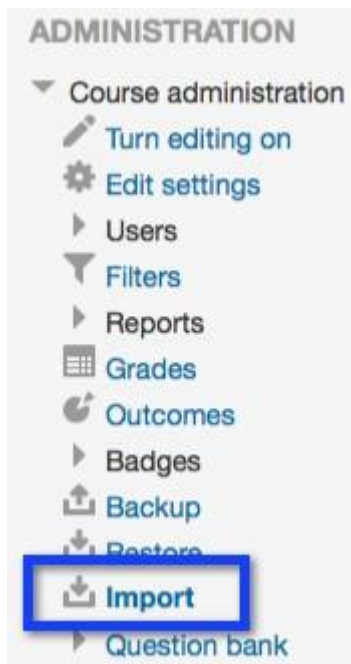
Search

Continue

23. You will be prompted with several more screens. Select the desired course and click **next** until the restore process is complete.

How to Import Multiple Sections of the Same Course

1. In Moodle, select the course to which you want to add the information.
2. Click **Import** from the course administration menu.



3. Select the course from which you want to get materials (or type the CRN in the Search box and select the course)
4. Click **Continue**.
5. You will see several screens asking what you want to backup and then import. Check the desired items and click **next**.
6. Click the **next**
7. Perform Import

How to Open a Quiz for Individuals

1. In the Administration block, navigate to Course administration
2. Click on “**Gradebook setup**” on the left hand side
3. Locate the Assignment to be Open
4. Place your cursor on the Assignment Name and click
5. Look to left hand side and click on “**User overrides**”
6. Click on “**Add user override**”

Select the User and make the adjustments.

Building your course

1. **Turn editing on** from the Settings menu (icon top right of course header) then:
2. Create a new course by clicking the '**Add a new course**' button
3. Try to **drag a file** from your desktop into the course
4. Or click the '**Add an activity or resource**' link (in any course section)
5. Use the '**Add a block**' menu (bottom left) to add "blocks" of information to the left or right column.
 - If you turn editing on you can add blocks from the nav. drawer. However, think carefully about including any blocks on your pages. Blocks are not shown on the Moodle Mobile app, so for the best user experience it is better to make sure your course works well without any blocks.

Adding an Attendance activity in Moodle 3.2

To track attendance in Moodle, you must first add an Attendance activity to your course site.

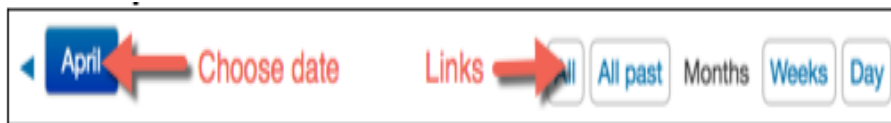
1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the Attendance.
3. Enter a **Name**.
4. Set the attendance grade:
Note: By default, Attendance will contribute to the course grade.
 - a. Click **Grade**
 - b. If you want Attendance to contribute to the course grade, set a **Maximum points** value. The default is 100.
 - c. If you do not want Attendance to contribute to the course grade, change the **Type** to **None or Scale**.
5. Set other options as desired.
6. Scroll down and click **Save and display**.
7. Decide on attendance marking options.
 - a. By default, the Attendance activity gives you options to mark students as follows:
 - Present (2 points)
 - Late (1 point)
 - Excused (1 point)
 - Absent (0 points)


Adding sessions to an attendance activity

1. In the Attendance activity, click the **Add Session** tab.
2. Select the **Date** for the first session you want to add.
3. Select the start and end **Time** of the session.
 - The time fields use a 24-hour clock, so a 3:15pm-4:05pm class should be entered as 15:15-16:05.
4. Enter a short **Description** for the session. If you leave the description field blank, the description will default to **Regular class session**.
5. For multiple, regularly repeating sessions:
 - a. Check the **Repeat the session above as follows** box.
 - b. Check the weekday(s) the class **Repeats on**.
 - c. Change the **Repeat every 1 week** menu if necessary.
 - d. Set the **Repeat until** date to the date of the final session.
6. Scroll down and click **Add**. *The Sessions tab will display with a confirmation message and the newly created session(s).*

Take Attendance in Moodle 3.2:

1. Go to the course homepage.
2. Find the Attendance activity and click its link.
3. Navigate to the session you want to take attendance for.
 - The links in the upper right of the Session tab (All, All past, Months, etc.) can help narrow down the range of sessions displayed.
 - The Choose date button in the upper left of the Session tab changes depending on which link you've chosen. Use the Choose date button to go to a specific month, week or day.



4. Click the Take attendance icon  for the session.
5. Enter attendance and remarks.
 - Efficiency tip: Click the column heading **P** to mark the full class as “Present.” Then go through and change the status for absent, late, and excused students.
6. Scroll down and click **Save attendance**. *You will get a confirmation screen. Click Continue.*
7. If you have more than one page of students, repeat steps 5 & 6 to complete taking attendance in each page.

Note: Any students you have missed taking attendance for will be marked in red text.
8. When you are done, you can take attendance for a different session or go back to your course homepage.

Notes: _____

: _____

Notes: _____

: _____
