MOODLE

Faculty Help Guide
To Online Success

Dr. Veronica McEachin

Director of E-Learning

Mrs. Gwendolyn Tennell

LMS Administrator
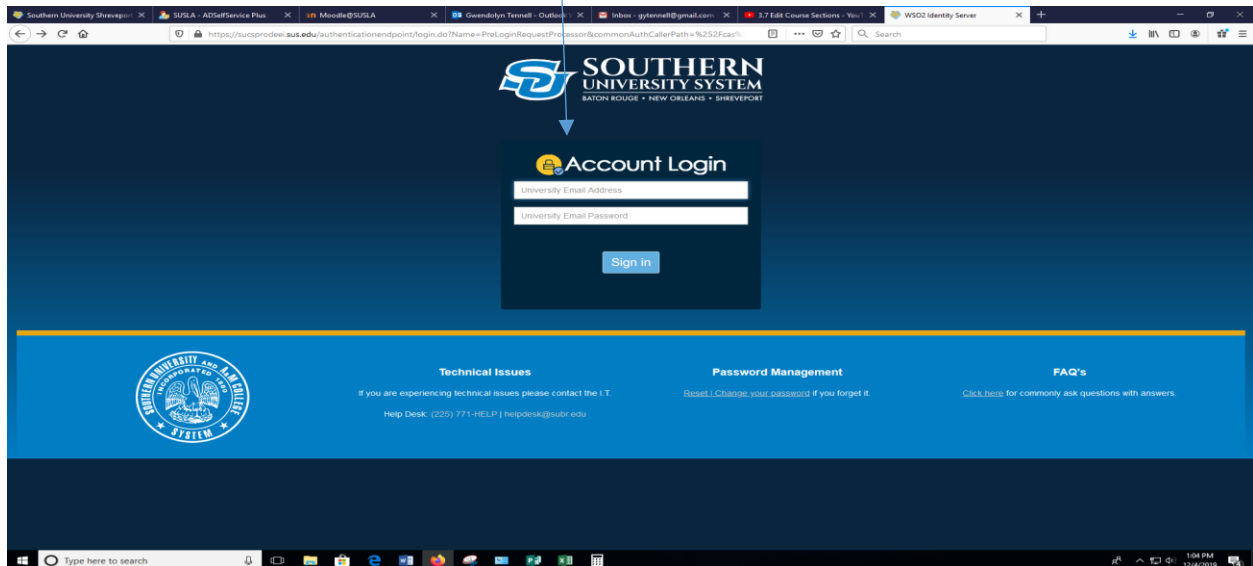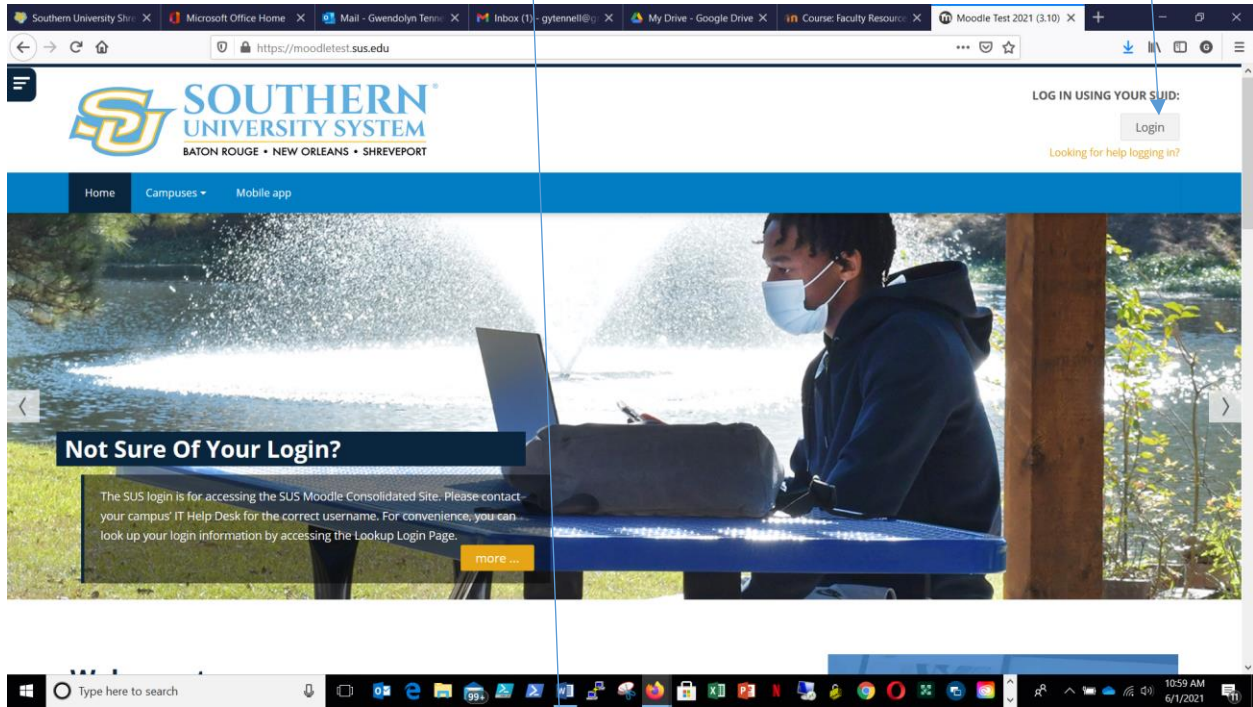
Contents

Login to: moodle.sus.edu

Username: first name.last name@sus.edu

Password: first 4 characters in your last name and the last 4 characters of your U#

Dashboard
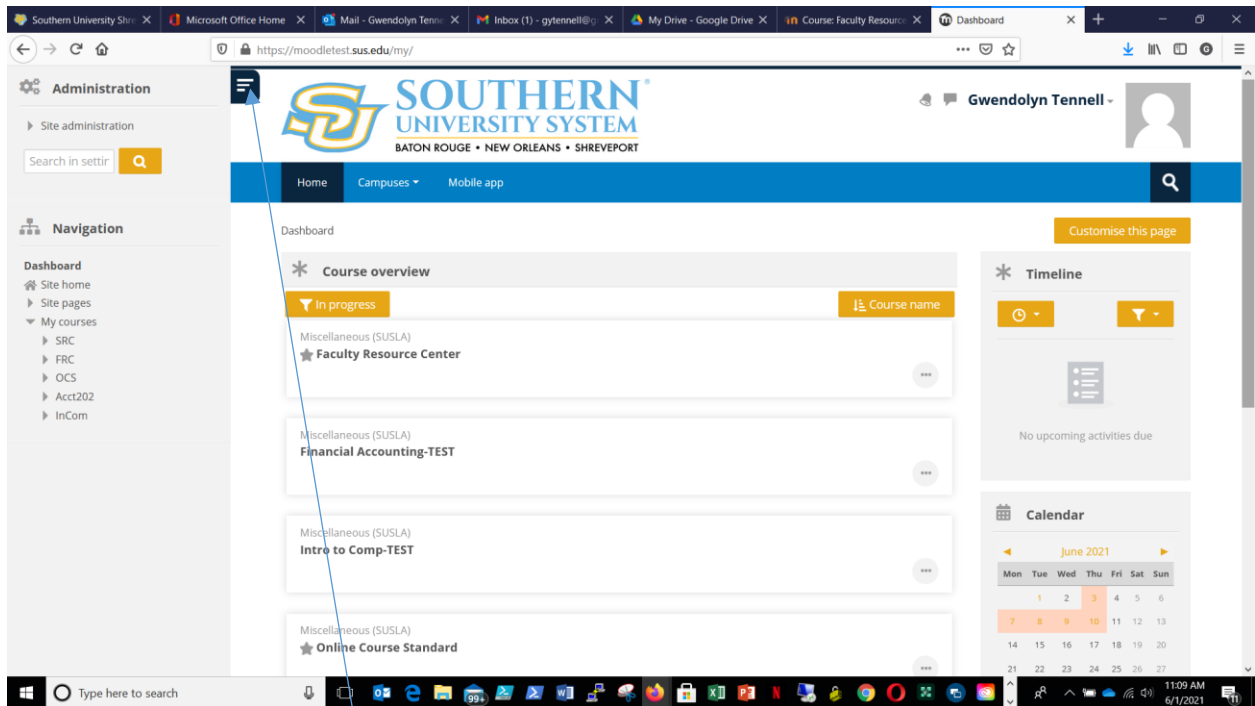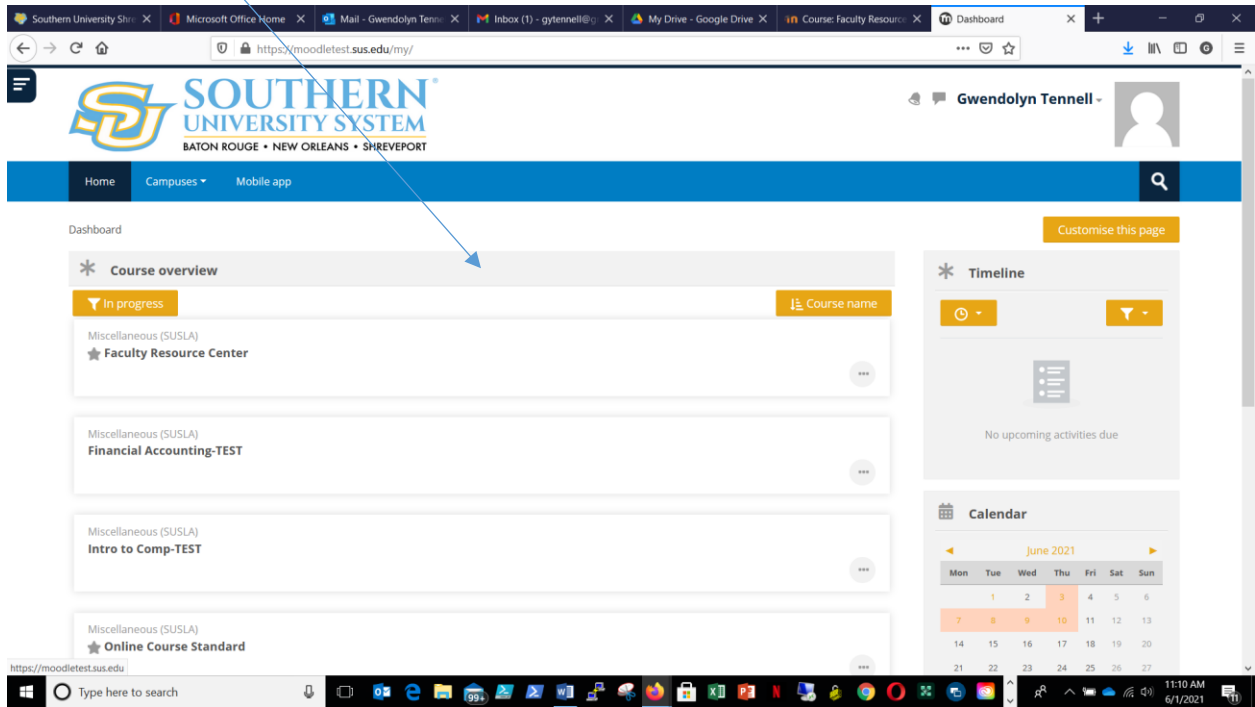
To get the side bar click here
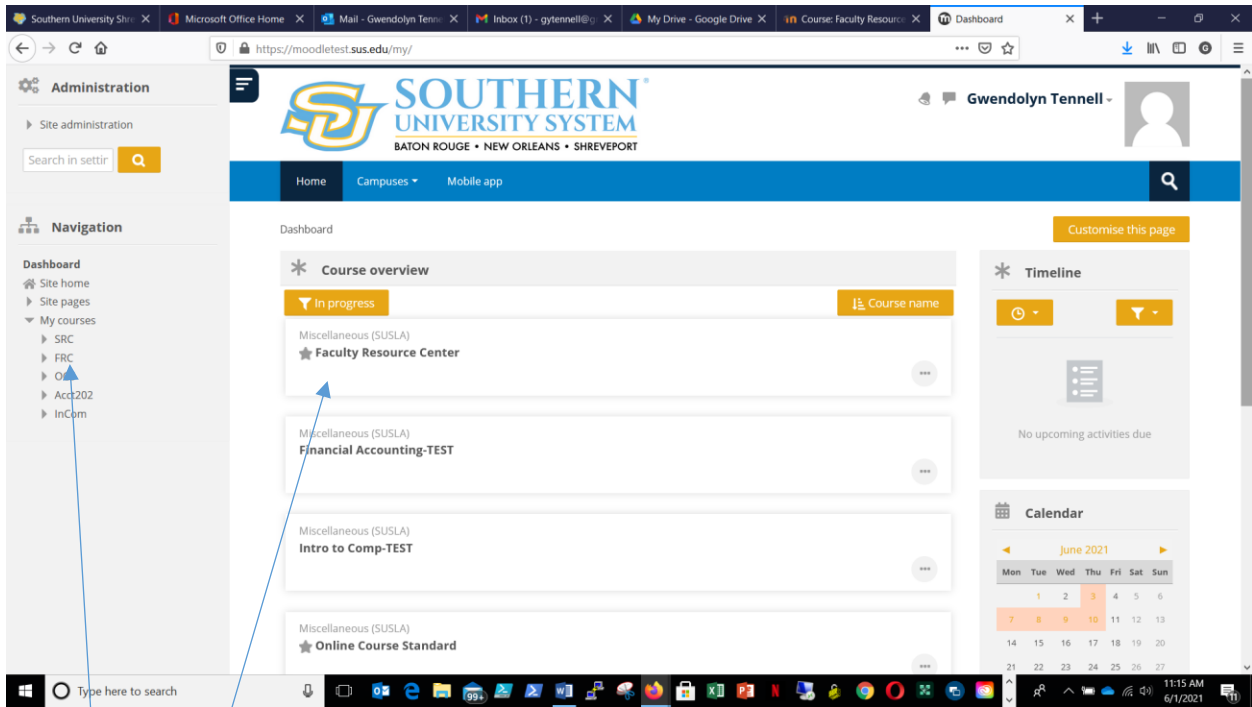
Click here or here to go to your course

Turn edit on
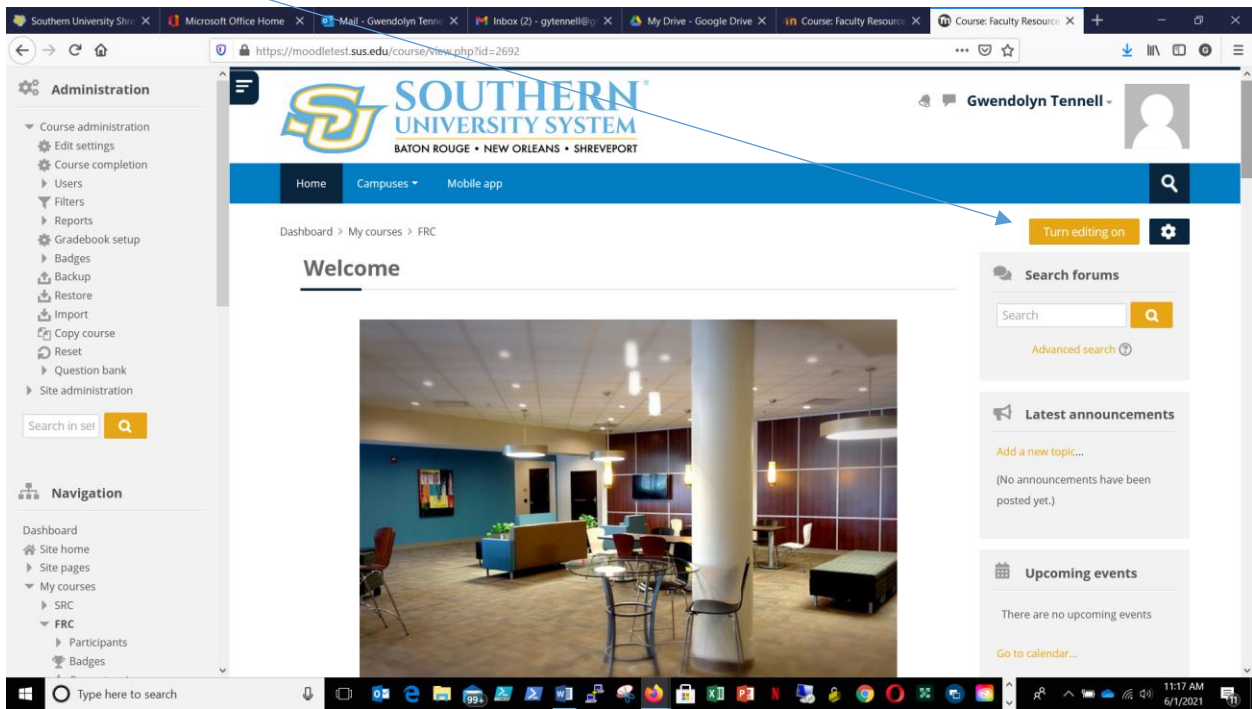
How to Add a Block

1.) Turn edit on
2.) Click on "Add"
3.) Choose the block you want to add
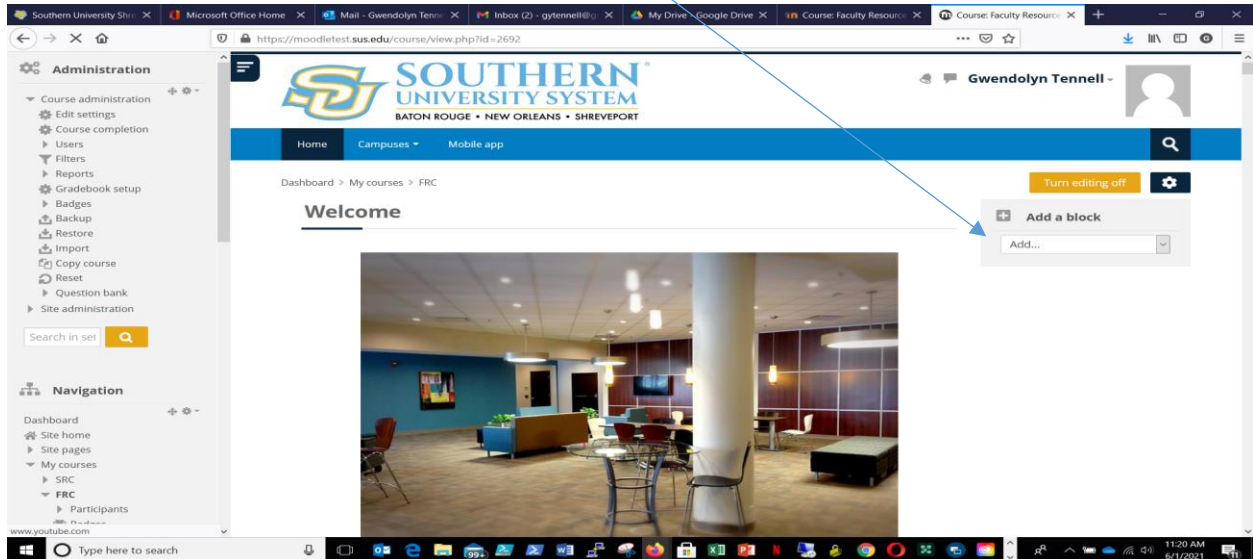
How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)

1.) Turn edit on
2.) Click on "**Add an activity or resource**"
3.) Under "**Resources"**
4.) Select **"File"** to upload your file from an external source such as computer or USB drive, or by dragging and dropping directly onto the course page.
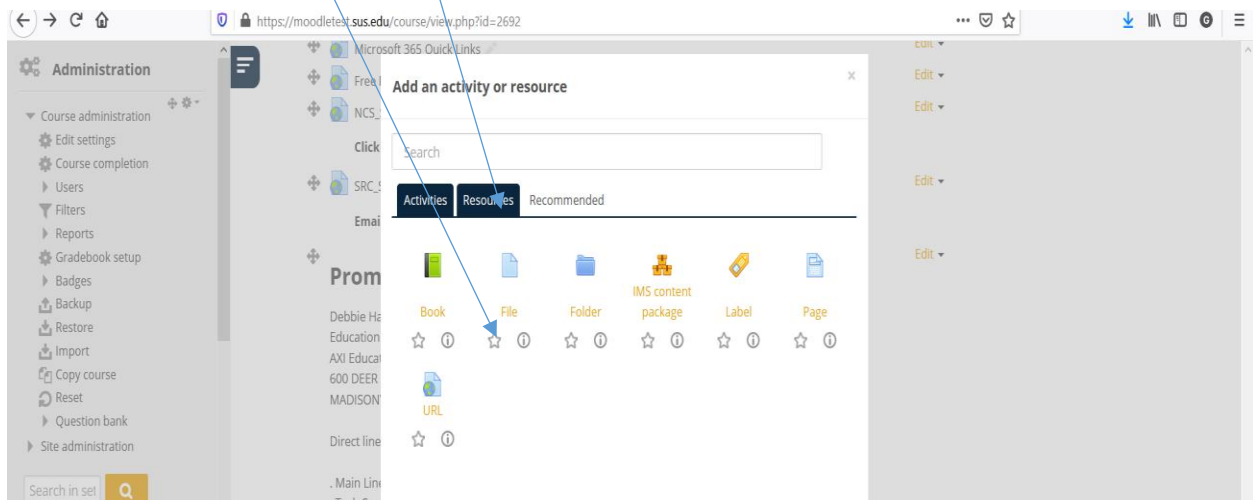
1.) Type in "**Name**", required. Under **"Select files"** Click on icon to add a file
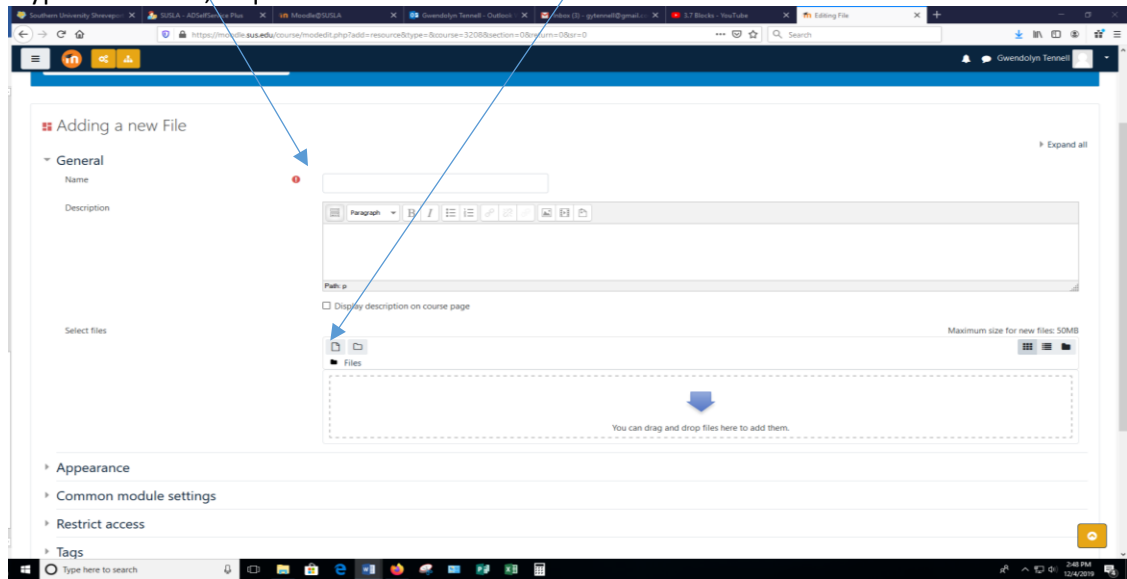
2.) Browse to "**Upload a file"**
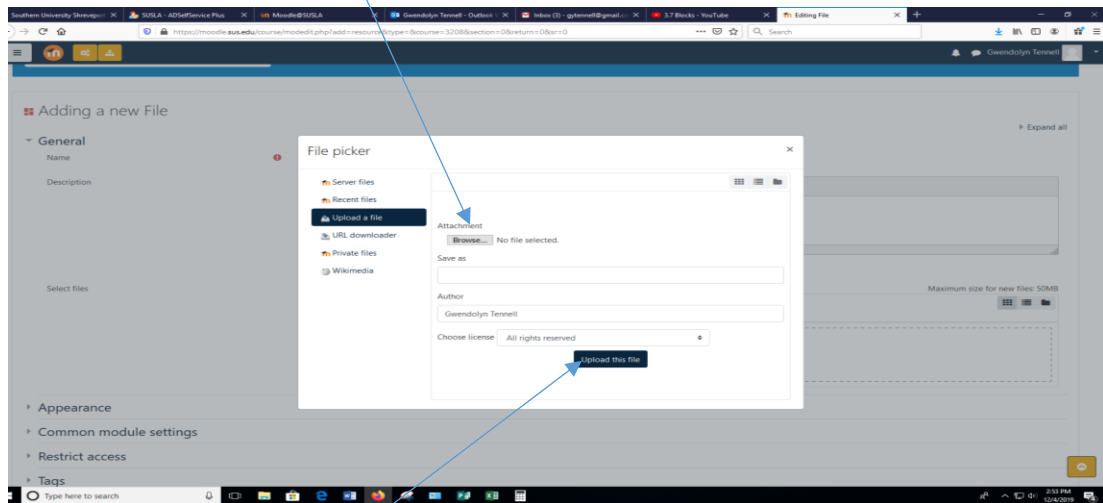
Select your file and click "Upload this file"

How to Add an Assignment

1.) Turn edit on
2.) Click on " "Add an activity or resource" Click on "Activity"
3.) Click on "Assignment"
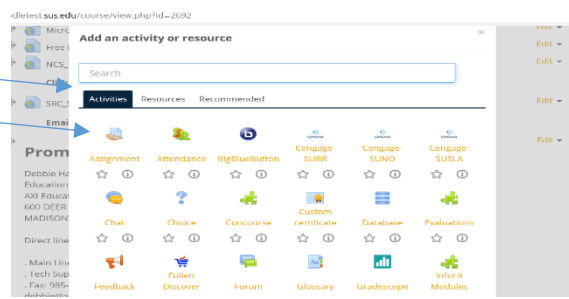
Fill the following fields

4.) "Assignment Name"

5.) "Description" (Optional)

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.) "Description" (Optional)

5.) Select the "**Forum type**"

Availability

6.) Select the appropriate due dates and time

Gradebook for Point System

1.) Open your side bar
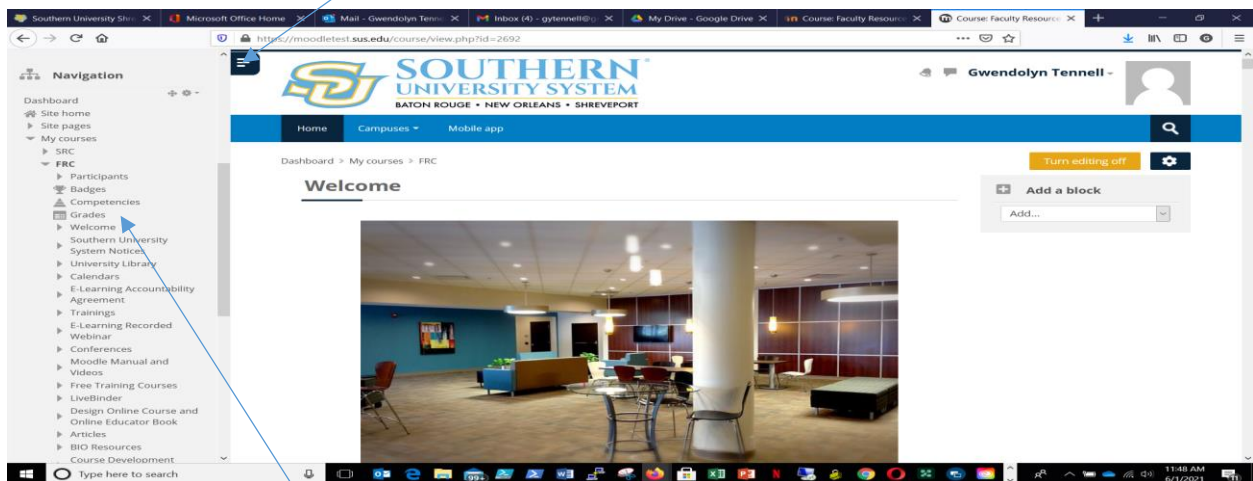
2.) Click on "**Grades**"

3.) Click on "**Setup**"

4.) Click on "**Add grade item**"

5.) Type in "Item Name" Example Homework_Ch1, Quiz 1, Exam 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.) Open your side bar
2.) Click on "**Grades**"
3.) Click on "**Setup**"
4.) **Click on** "**Add Category**"
5.) Type in "**Category name**" Example: Homework, Quizzes, Exams
6.) Type in "**Maximum grade**"
7.) Check "**Weight adjusted**"
8.) Click on "Save changes"
9.) Repeat steps 4 – 8 until your weights are set.
10.) **Click on** "**Add grade item**"
11.) Type in "Item Name" Example Homework_Ch1, Quiz 1, Exam 1
12.) Select "Grade type"
      a. There are 3 grade types:
            i. Scale - An item in a list
            ii. Text - Feedback only

13.) Type in "**Maximum grade**"

14.) Click on "**Save changes**"

15.) Repeat steps 10 – 14 until all graded items have been added

How to handle Empty Grades in your Gradebook

1.) Click on "**Grades**"
2.) Click on "**Grader report**"
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"
6.) Click on "**Save**"
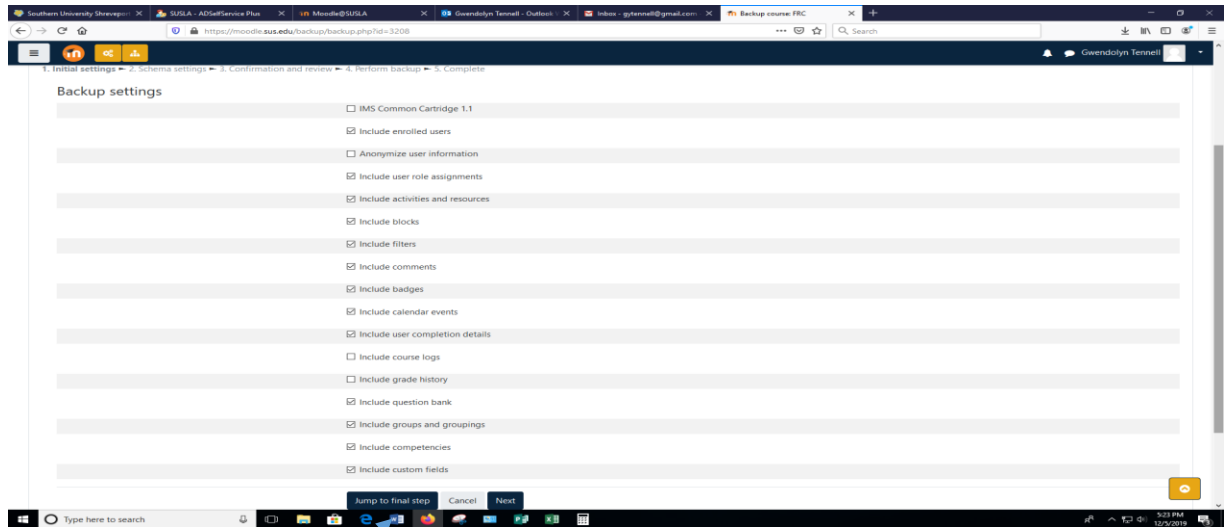
How to change the Grade Display Type in Gradebook
1.) Click on "**Gradebook setup**"
2.) Go to **"Setup"**
3.) Click on **"Course grade setting"**
4.) Under **"Grade item settings"**
5.) Select the "**Grade display type**"
6.) Click on "**Save changes**"

Back-Up Instructions for Moodle
1.) In Moodle, select the course to which you want to backup.
2.) Click on "**Backup**".
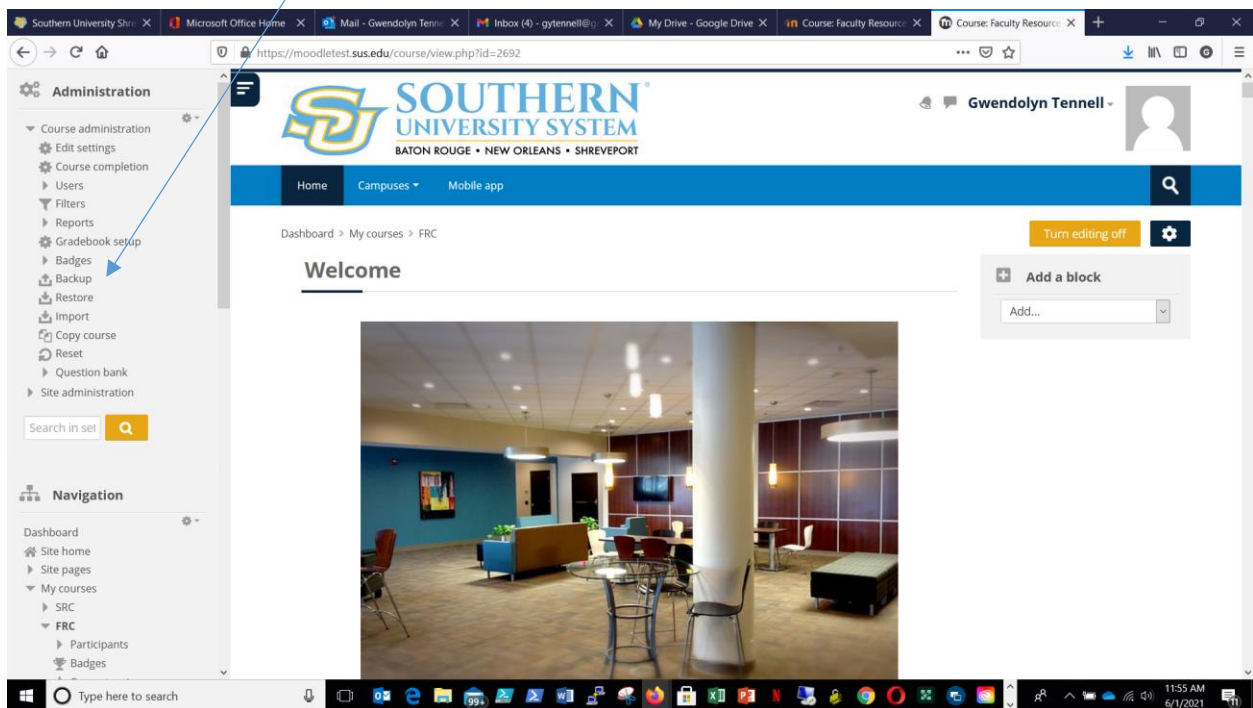
3.) Click "**Jump to final step**"
4.) **OR** Click **Next...** then Deselect all content that is not needed. Click **Perform backup**
5.) When finished the page will say "The backup file was successfully created." Click **Continue**.
6.) Locate your back up file and **right click** on " **"Download"**
7.) Select "Save Link As" or "Save Target As"
8.) 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

1) In Moodle, select the course to which you want to add your course content. Click on "**Restore**"
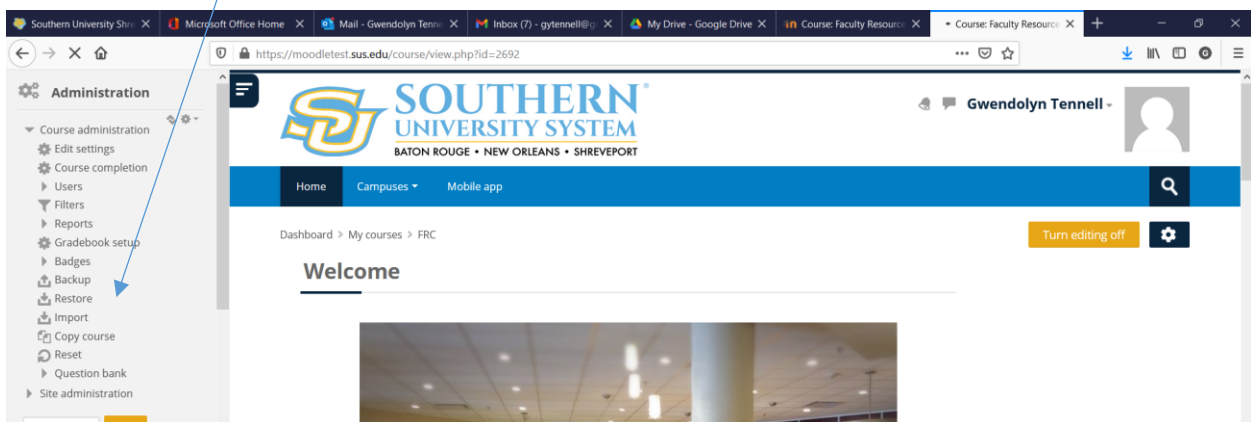
2) Click **"Choose a file"**
3) Click **"Browse"** or **"Upload a file"**
4) Select the file
5) Click **"Upload this file"**
6) Click **"Restore"**
7) You will see a series of screens, starting with a verification of the items in your backup file.
8) Scroll down and click **Continue**.
9) Select **"Restore as a new course"** Select a category and click **Continue**
    OR
10) Select **"Restore into this course"** and click **Continue**
    a) This process will merge all data in one course
11) You can select **"Delete the contents of this course and then restore"** and click **Continue**
    OR
12) Select **"Restore into an existing course"** and **"Select a Course"** click **Continue**
    a) This process will merge the backup course into the existing course
13) You can select "**Delete the content of the existing and then restore"** and **"Select a Course"** click **Continue**

This process will delete all of the data of the existing course before restoring the new data.


How to Import Courses in Moodle

1) In Moodle, select the course to which you want to import information. Click on **"Import"**
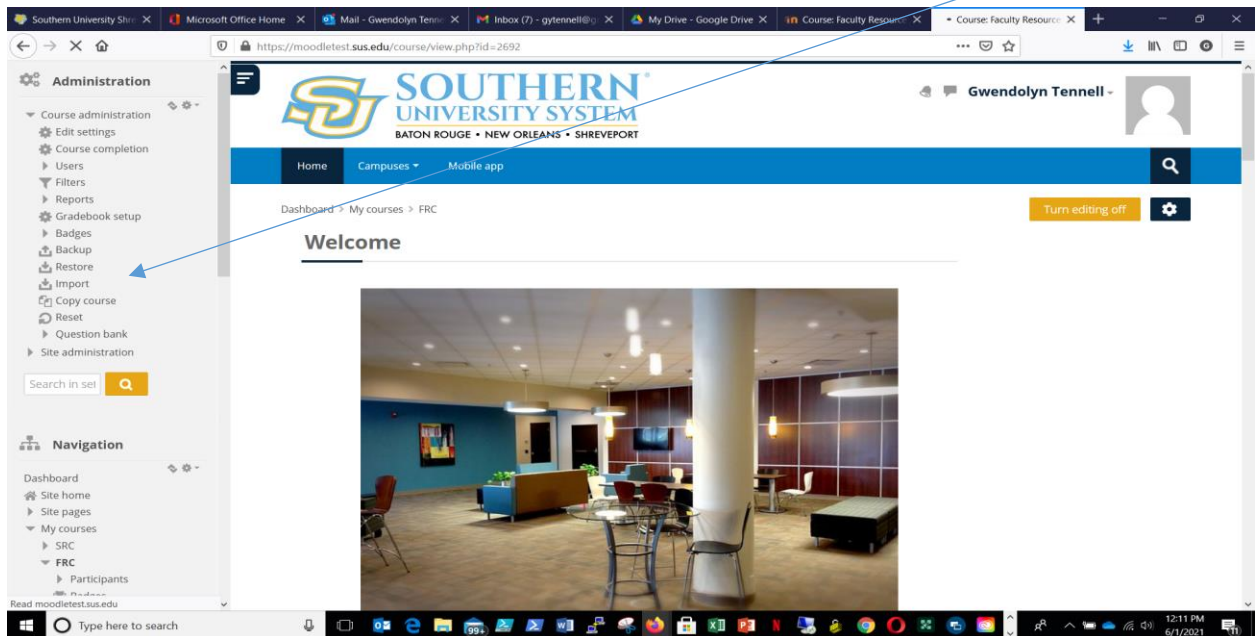
2) Find the course from which you want to get materials (or type the CRN or Cohort in the Search box and select the course)
3) Click **"Continue"**.
4) Check the desired items and click **"Jump to final step"** or **"next"**.
5) Perform Import

How to add Questions into the Question Bank

6) In Moodle, select the course to which you want to add a quiz. Click on **"Question Bank"**
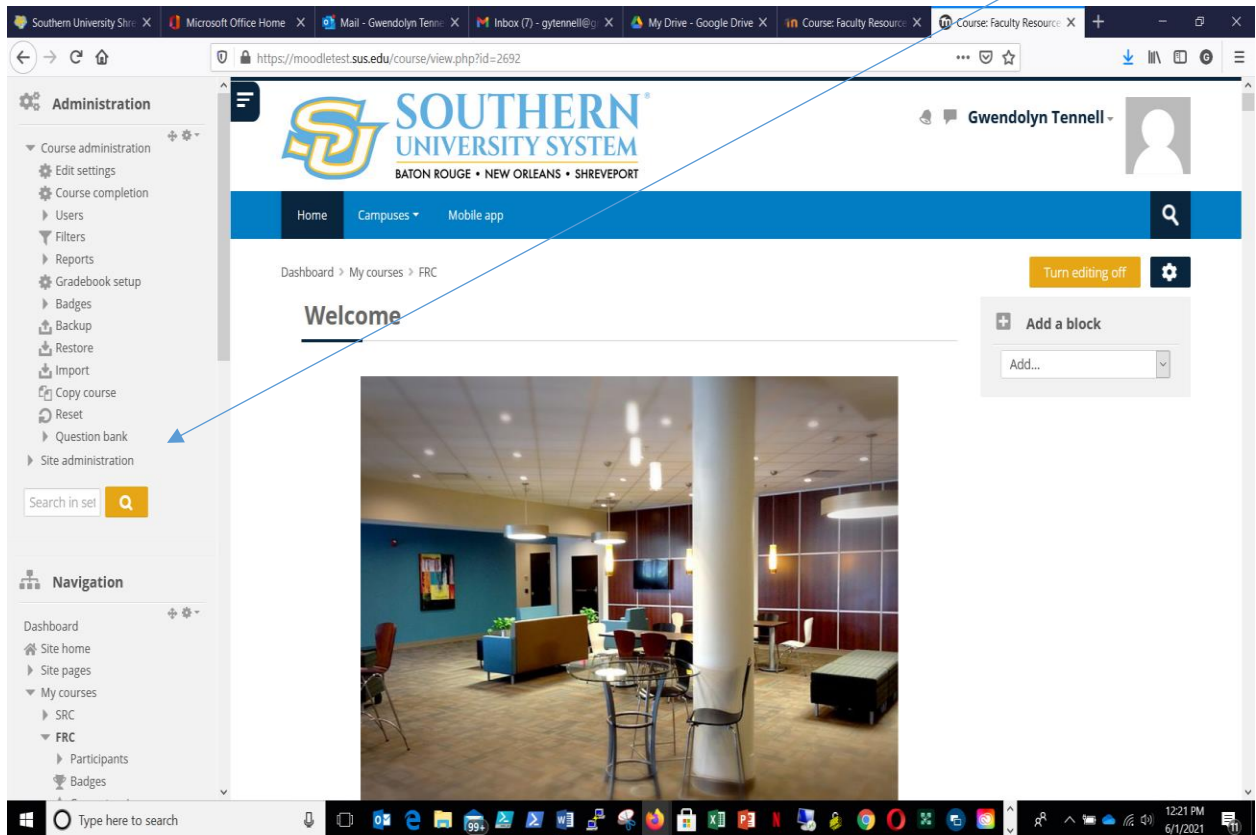
1) "Optional" Select a category
2) Click on **"Create a new question"**
3) Select the *Question Type (See below) to add
4) Click "**Add**"
5) Complete the question form
6) **Save changes**

*QUESTION TYPES (5 most used)

Adding a Multiple Choice question

1) Select Multiple Choice under **"Create a new question"**
2) Input your question name
3) Input your question in the "**Question text**" box
4) Choose one or multiple answers
5) Input your answers in the Answers section in the **Choice** boxes
6) For one correct answer, choose 100% on the Grade drop down
7) If multiple answers for grade, % should equal 100
8) "Feedback is optional"
9) **Save changes**

Adding a True/False question

1) Select True/False under **"Create a new question"**
2) Input your question name
3) Input your question in the "**Question text**" box
4) Change the "**Correct answer**" box to True or False
5) "Feedback is optional"
6) **Save changes**

Adding a Matching question

1) Select Matching under **"Create a new question"**
2) Input your question name
3) Input your statement in the "**Question text**" box
4) "Feedback is optional"
5) Add your word or statement under the Answers section in the **Question boxes** and the matching word or statement in the **Answer** box.
6) **Save changes**

Adding a Short Answer question

1) Select Short Answer under **"Create a new question"**
2) Input your question name
3) Input your question in the "**Question text**" box
4) Add at least one possible answer and choose 100% in the Grade drop down
5) If multiple answers for grade, % should equal 100
6) "Feedback is optional"
7) **Save changes**

Adding an Essay question

1) Select Essay under **"Create a new question"**
2) Input your question name
3) Input your question in the "**Question text**" box
4) "Feedback is optional"
5) You may add the correct or general answer under Grader Information "**Information for graders**"
6) **Save changes**

How to Edit a Question
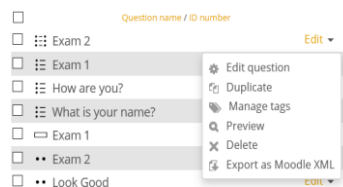
1) Click "edit" then "edit question"   on the right side of each question in the question bank
2) Edit question and **Save changes**

How To Move a Question to another Category

1) Check 1 or more boxes next to the questions
2) Scroll to the bottom under "**With selected**"
3) Click on the category that you would like to move the question to
4) Click on "**Move to**"

   Question bank will change the view to the category you selected

   and will display all questions in that category

Adding a Quiz into a Moodle Block

1) Turn **Edit On**
2) **Add an activity or resource, Choose "Activities"**
3) Choose **Quiz** and ADD
4) **Name** it
5) Click on **Timing**
6) Enable "Open the quiz" and add date and time
7) "Optional" Close the quiz
8) "Optional" Time limit
9) Click on **Grade**
10) Leave Attempts allowed set on unlimited or change via the drop box
11) Click on **Layout**
12) Change "New page" to the number of questions that you want to show per page, or choose "Never, all questions on one page"
13) **Save and return to course**

Adding from the Question Bank into a Quiz

1) Click on the **Quiz name** in the Moodle block
2) **Edit quiz**
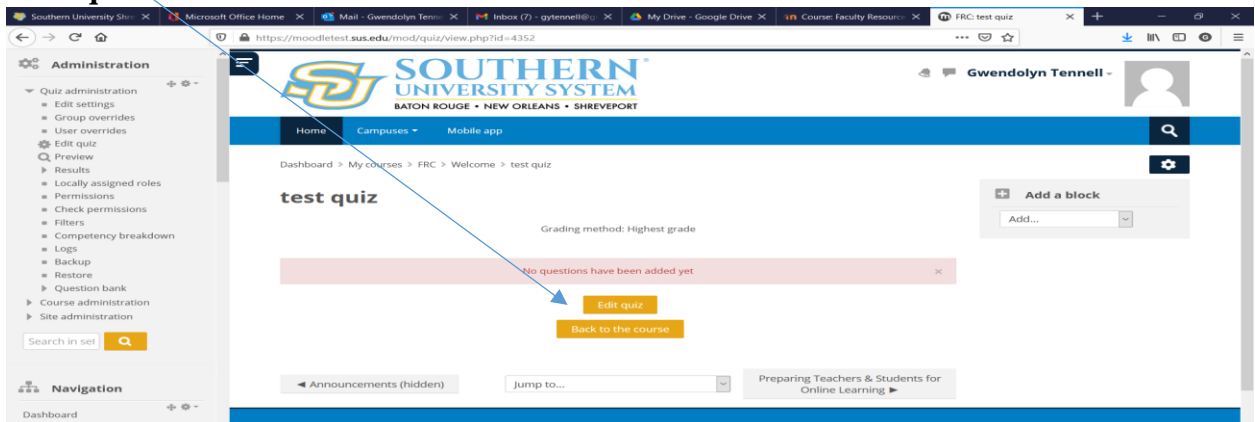
3) Add **"from question bank"**
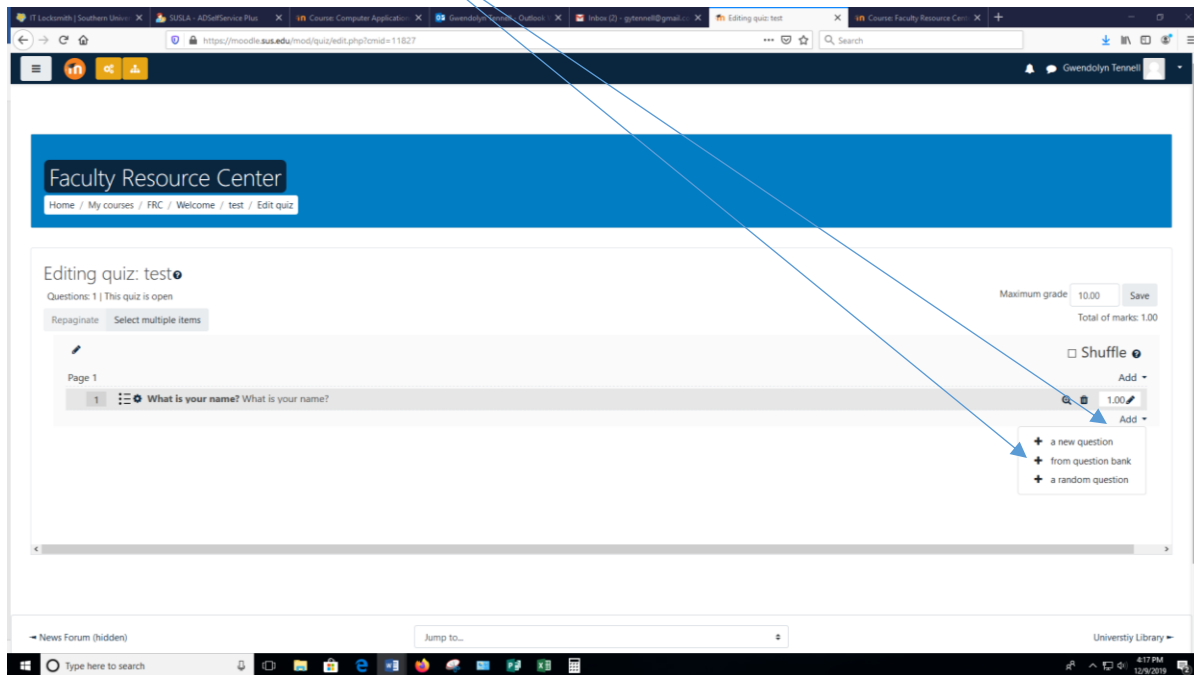
4) "Optional, unless used" Under **Select a category**, be sure you are in the right category
5) Find your question name and check the boxes that you want to add
6) **Add selected questions to the quiz**
7) Input "Maximum grade"
8) **Save**

How to open a quiz for individuals

1) Go to course and click **on the quiz name.**
2) Click on the cog wheel and click "**User overrides"**
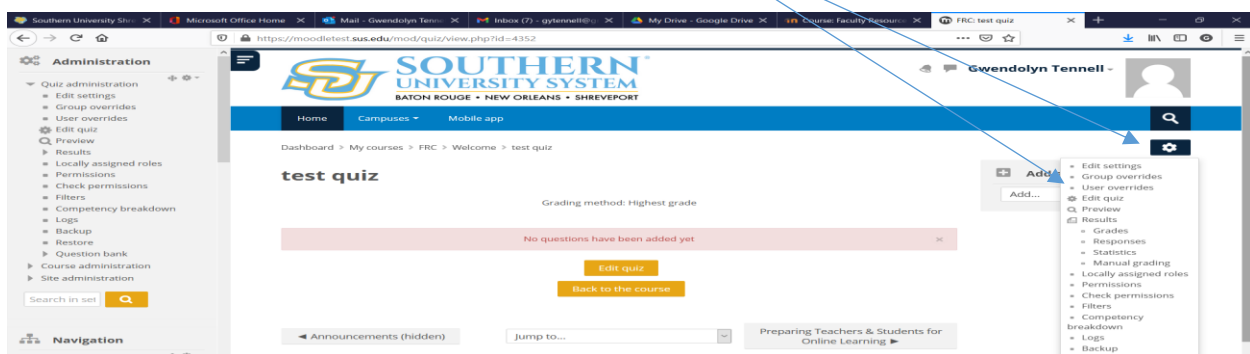
3) Click on "**Add user override**"
4) Select the User and make the adjustments

Adding an Attendance activity in Moodle

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) Click **"Attendance"** and **Add**
4) Enter a **Name**
5) If you **do not** want Attendance to contribute to the course grade, click **Grade** and change the **Type** to **None**.
6) Scroll down and click **Save and display**.

Adding sessions to an attendance activity

1) Click on the **"Attendance link"**
2) Click the **"Add Session"** tab
3) Select the **Date** for the first session you want to add.
4) 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
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. 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

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.
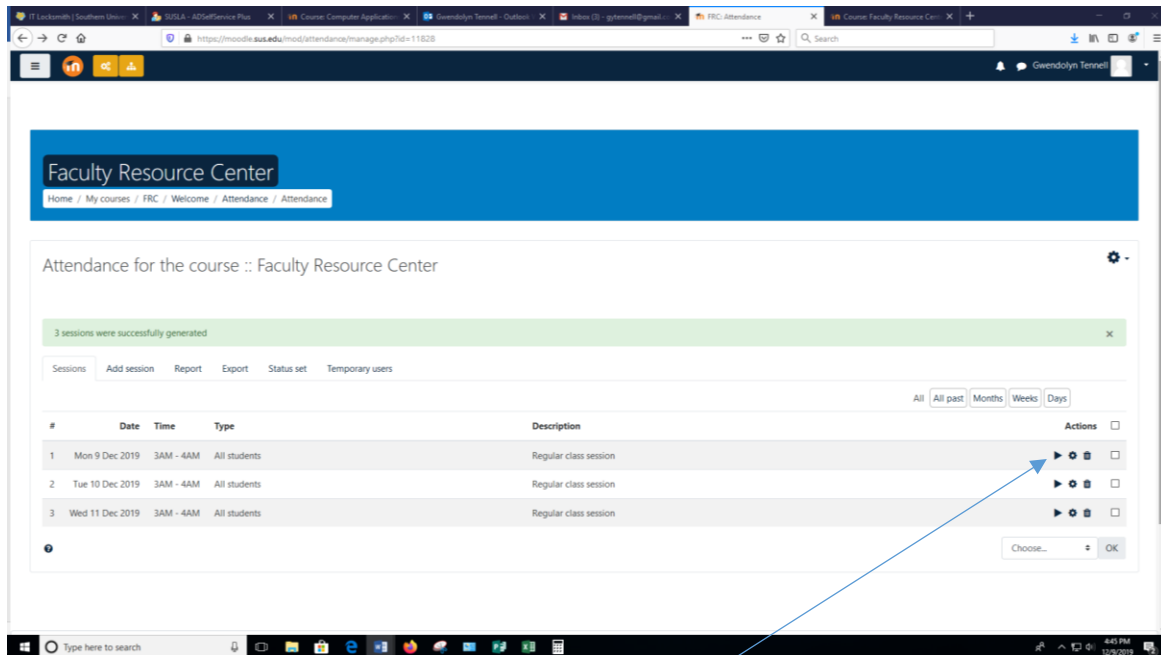
4. Click the Take attendance icon for the session
5. Enter attendance and remarks.
   o   Efficiency tip: Click the column heading **P** to mark the full class as "Present." Then go through and change the status for absent, late, and excused students.
6. Scroll down and click **Save attendance.** *You will get a confirmation screen. Click Continue.*

Adding a Video Link In Moodle

Copy the URL from where the video is hosted.
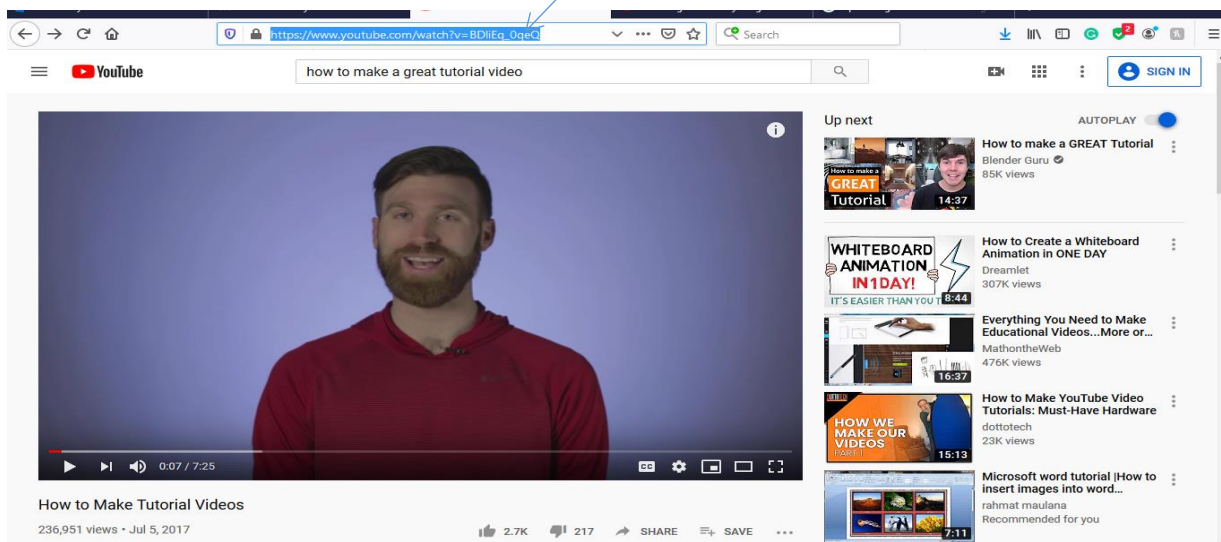
In **Moodle**, turn the **"Edit on"** within a Course.
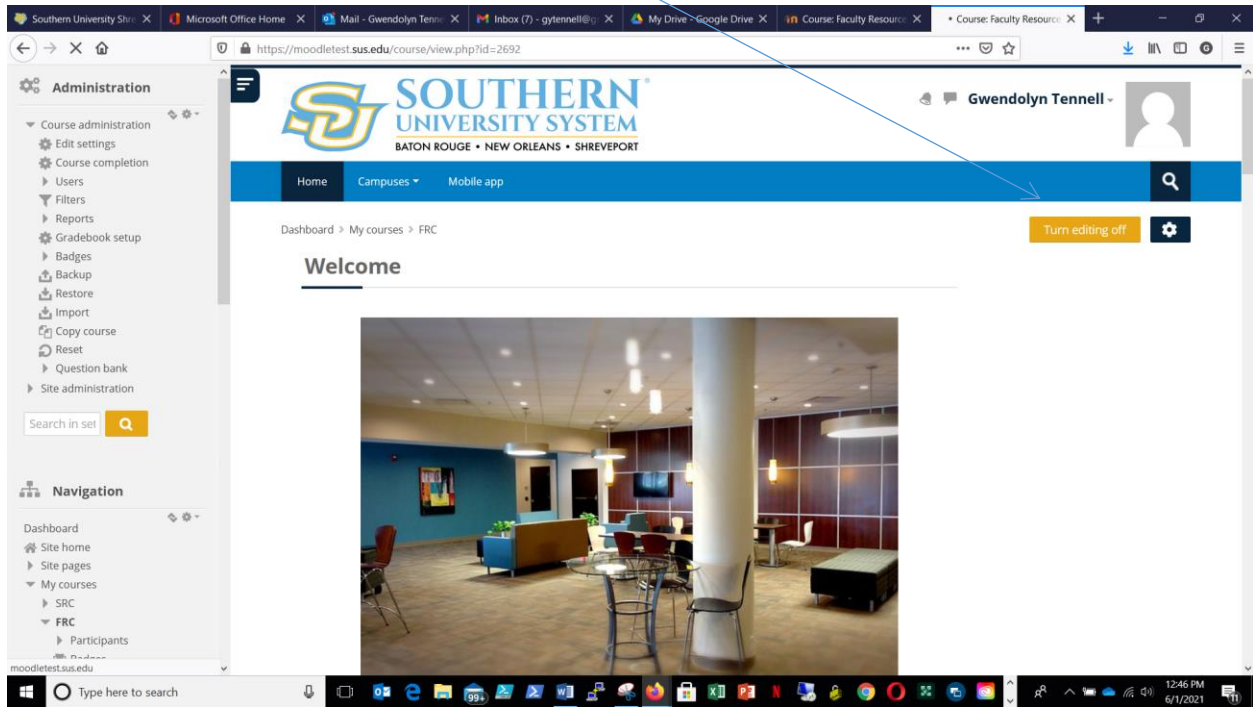
Go to the block in which you want to add the video link and **"Add an activity or resource"**.
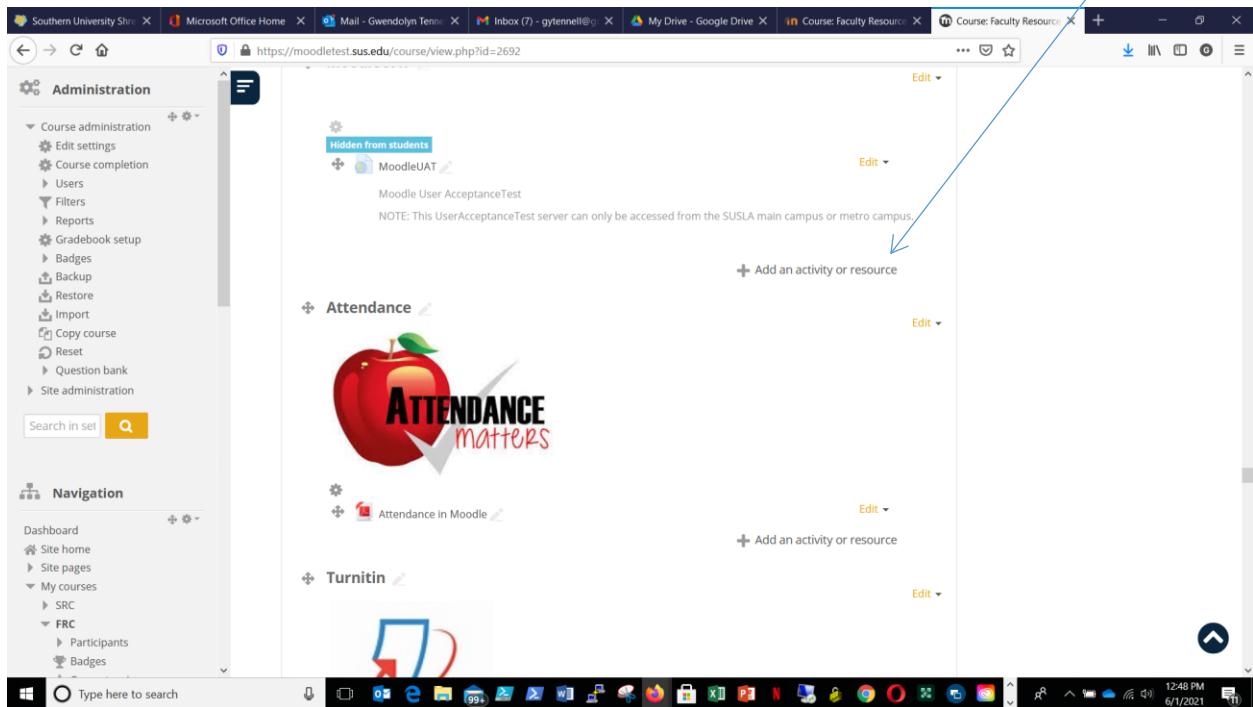
Under resources, choose **"URL"**
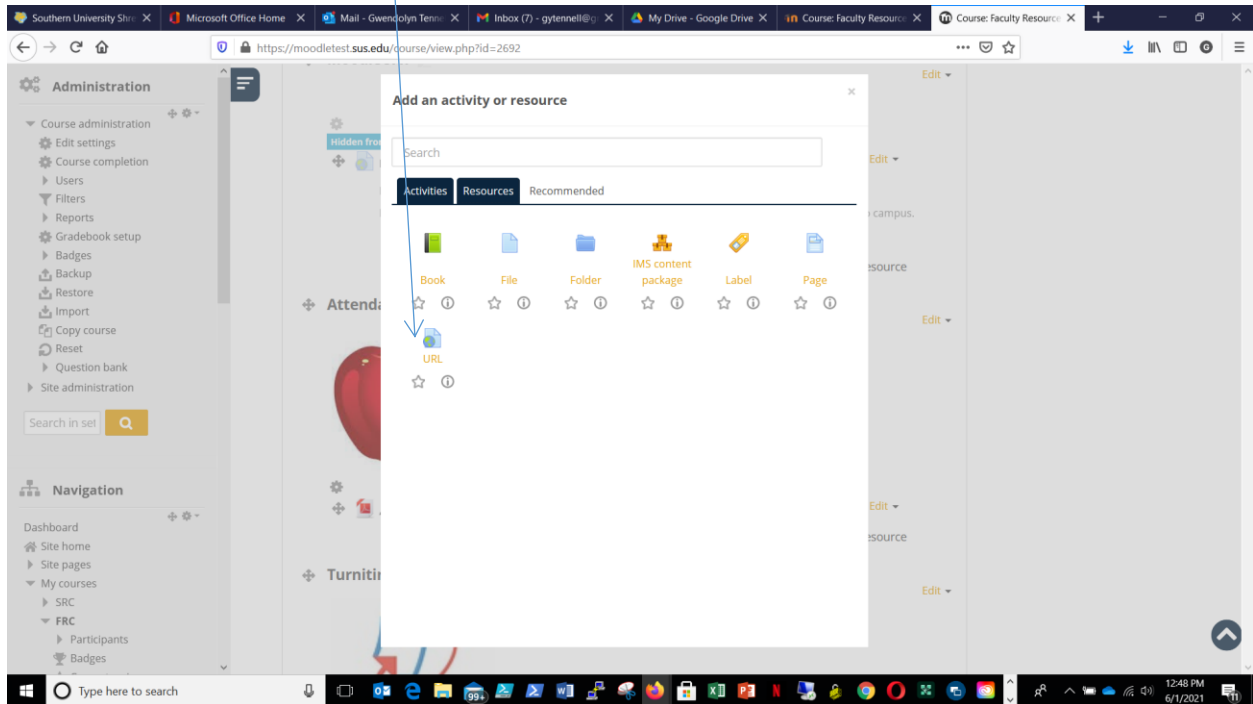
Add a name and paste your URL.
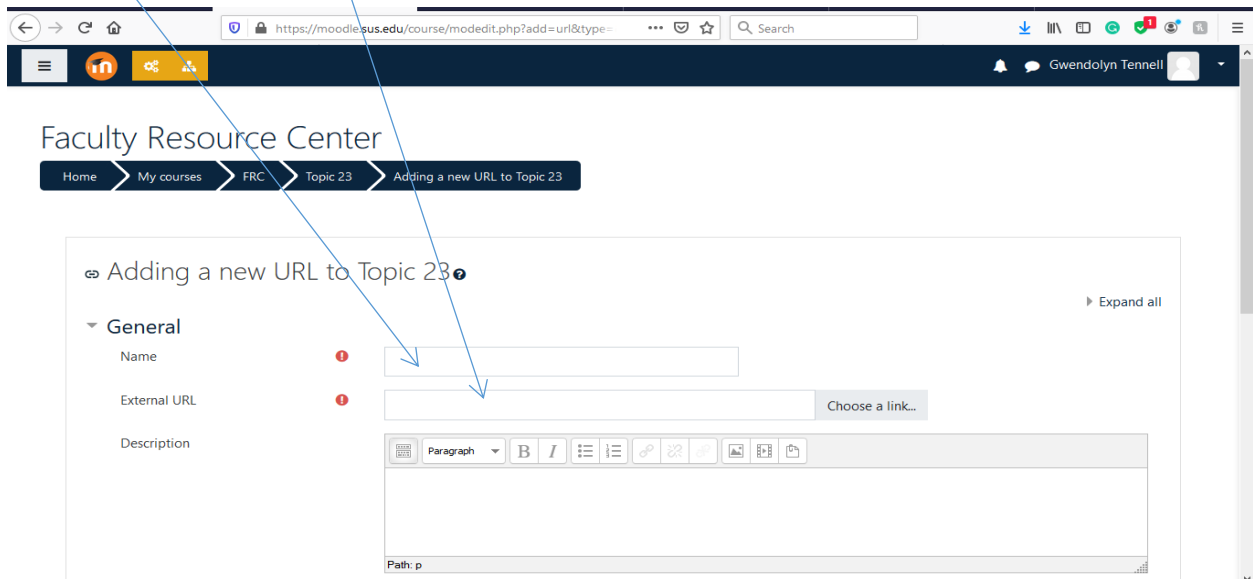
Under appearance choose **"In pop-up"**.   **"Save and return to course"** to view link.

Using the Activity Completion

ENABLE THE ACTIVITY COMPLETION

Click on **"Edit Settings"**

Add the **"Course full name"** (required) and the **"Course short name"** (required).
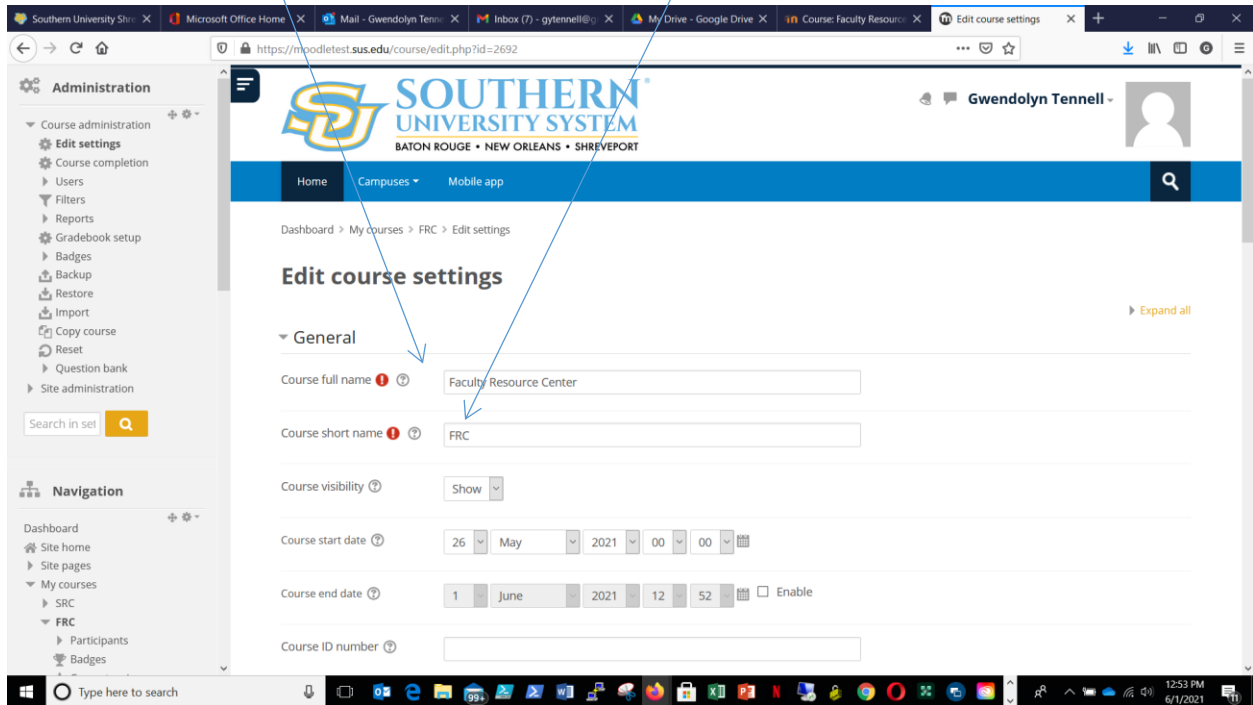
Scroll down and choose **"Completion tracking"**.
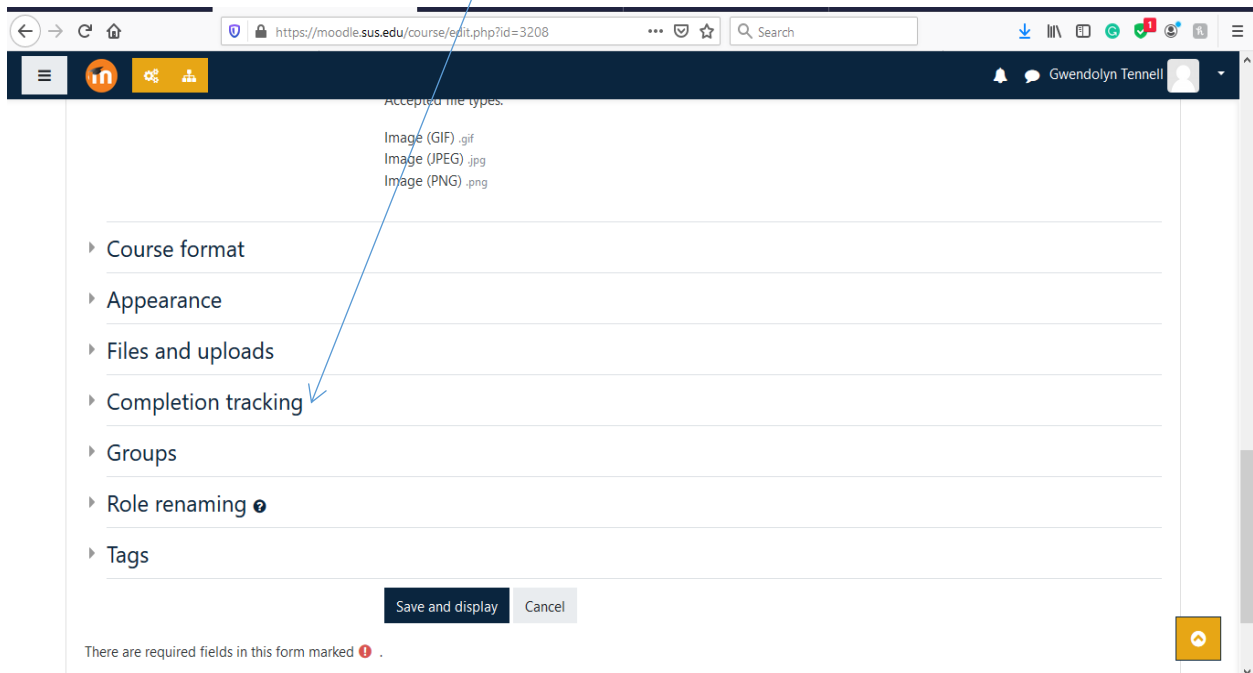
Enable completion tracking to **"Yes"**, **"Save and display"**
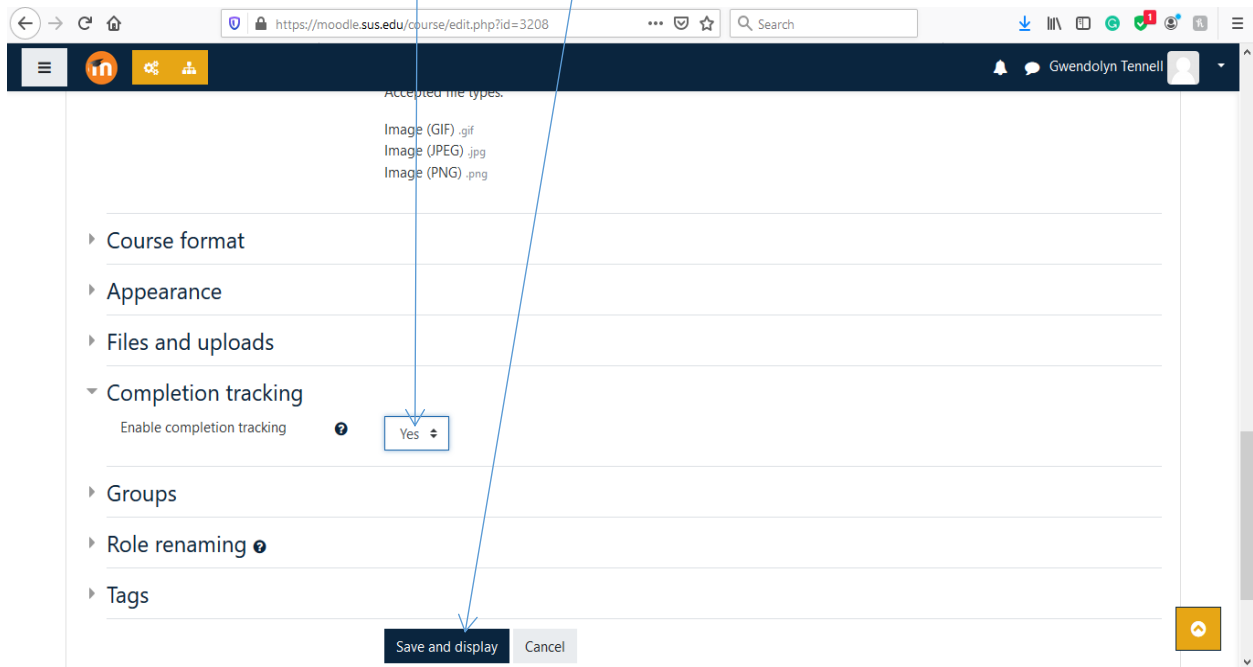
USING THE ACTIVITY COMPLETION

"Turn Edit On"

"Add an activity or resource"

Choose your **"Activity"**

Add a name (required)

Scroll down to choose **"Activity completion"**.

Choose **"Show activity as complete when conditions are met"**.

Choose your **"requirements"** and if you would like a deadline, enable **"Expect completed on"**.

"Save and return to course"

Your **activity link** will be displayed.

You will see a box that will auto check when all requirements are met.