Moodle Quick Start Guide

Log in at moodle.obu.edu. Use your **email** username and password to log in.

Learn Moodle 3.8

❖ **Make your course(s) visible to students**	The link(s) to your course(s) will be automatically created. By default, your course(s) are hidden from the students. Once your course is set up, be sure to make it visible to your students ***How to:*** 1. Click on **Edit Settings** in the **Administration** block on the left. 2. In the **General** section, choose **Show** from the Course Visibility dropdown menu. 3. Click on the **Save changes** button at the bottom of the page.
❖ **Manage blocks**	Blocks are the rectangular boxes providing varying kinds of information on the left and right sides of the window. ***How to:*** 1. Click on the **Turn editing on** button in the upper right. 2. Click the **Add** drop down for Blocks (lower left) and select a block to add. 3. Click the gear symbol in the upper right of the block to delete, hide, or configure a block. 4. Click and drag the move icon to reposition the block.
❖ **Modify course layout**	By default, the course format is weekly. To select another format, modify course settings. ***How to:*** 1. Click on **Edit Settings** in the **Administration** block on the left. 2. In the **Course Format** section, select another format. 3. Click on the **Save changes** button at the bottom of the page.
❖ **View your students**	Your students will be automatically enrolled into your course(s). ***How to:*** 1. Click on **Participants** below the name of the current course in the **Navigation** block on the left.
❖ **Add guest instructor(s) or TA(s)**	***How to:*** 1. Click on **Users** then **Enrolled users** in the **Administration** block on the left. 2. Click on the **Enrol Users** button. 3. Click the drop down for **Assign roles** and select the appropriate role. 4. Type in a name in the search field. 5. Click on the name of the person listed in the drop-down search. 6. Click the **Enrol** users button at the bottom
❖ **Send an e-mail to students**	***How to:*** 1. Click on **Compose New Email** in the **Quickmail** block on the right. 2. Highlight the student(s) and click on the **Add** button (or **Add all** to e-mail all the students). 3. Enter the **subject** field (required). 4. Type your message. 5. Click on the **Send Email** button.
❖ **Add a resource or activity**	Resources are information you, the instructor, will provide for your students. In general, resources don't require direct interaction from the participant. | Activities are interactive components of the course, like submitting assignments, that will be graded upon completion ***How to:*** 1. Click on the **Turn editing on** button in the upper right. 2. Click the **+Add an activity or resource** link and select the appropriate activity or resource.

❖ **Upload a new file to your Moodle course from your computer**	***How to:*** 1. Click on the **Turn editing on** button in the upper right. 2. Select the **+Add an activity or resource** link 3. Under the **Resources** section choose **File** then click **Add** 4. Enter a **Name** and **Description** then click **Add icon** under the Content section**.** 5. Click on the **Choose File** button to search for the file. Select the file by double-clicking. 6. Click on the **Upload this file** button. 7. Click on the **Save and return to course** button at the bottom of the page. ***Note:** Course content can also be added using the drag and drop method in some browsers.
❖ **Post a message to the announcement forum**	Moodle courses automatically generate an Announcement forum that defaults to subscribe all participants in a course. Students cannot interact in this type of forum. Students will receive an email of messages you post here. ***How to:*** 1. Click on the Announcements Forum link then **Add a new topic** 2. Enter the subject and message. *3.* Click the **Post to forum** button. *Optional*: attach a file to the post by clicking the **Add** button and selecting the item to attach
❖ **Select aggregation methods for grade categories**	***How to:*** 1. Click on **Gradebook setup** under the **Administration** block on the left. 2. Choose the drop-down menu at the top of the Actions column (to the right of the course name) and choose Edit Settings. 3. Select an aggregation from the drop-down menu. 4. Click the **Save changes** button. ***Note**: Click the question mark beside Aggregation to see examples of each aggregation method.
❖ **Create grade categories**	***How to:*** 1. Click on **Gradebook setup** under the **Administration** block on the left. 2. Click on the **Add category** button at the bottom of the page. 3. Name the category and select the category's aggregation method. 4. Click on the **Save Changes** button. ***Note**: It is not necessary to create categories in your gradebook, but you may use them to organize groups of similar grade items (assignments, quizzes). Categories **are** necessary if, for example, you wish to drop the lowest *x* number of grades in a category such as quizzes.
❖ **Create grade items**	***How to:*** 1. Click on **Gradebook setup** under the **Administration** block on the left. 2. Click on the **Add grade item** button at the bottom of the page. Name the item and enter a maximum grade value. 3. If you are placing this item in a category that has already been created, use the **Grade category** drop-down menu to select the proper category. 4. Click the **Save changes** button. ***Note**: You do not have to enter individual grade items in the gradebook if you create assignments from the main course page. Assignments created in this way will be automatically added to the gradebook.
❖ **Enter grades**	***How to:*** 1. Click on **Grades** under the **Navigation** block on the left. 2. Click the **Turn editing on** button in the top right of the page. This will display boxes in the spreadsheet to enter each grade. Type in grades in the solid rectangle, (dotted rectangle is for feedback). 3. Click the **Save Changes** button at the bottom. ***Note**: You can also use the **Open Grader** (Admin block) to enter grades; especially helpful when using a rubric. The **Single View** of the gradebook is also helpful in entering grades for one assignment or one student at a time.