




Moodle Quick Start Guide

Log in at moodle.obu.edu. Use your **Ouachita email username** (not email address) and password to log in.

<p>❖ Make your course(s) visible to students</p>	<p>Your courses 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.</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the Settings tab in the Settings bar at the top of the course page (beneath the course title). 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. 		
<p>❖ Manage blocks</p>	<p>Blocks are rectangular boxes providing varying kinds of information. Blocks appear in an expandable block drawer on the right side of the page. (The HTML block is now called Text block.)</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Toggle on Edit mode on the top right of the page. 2. Click the block drawer arrow at the top right of the page to expand. 3. To add a block click Add a block at the top of the block drawer and select a block to add. 4. Click the gear symbol  in the upper right of a block to delete, hide, or configure a block. 5. Click and drag the move icon  to reposition the block. 		
<p>❖ Modify course layout</p>	<p>The course format is weekly by default. To select another format, modify course settings.</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the Settings tab in the Settings bar at the top of the course page (beneath the course title). 2. In the Course Format section, select another format. 3. Click on the Save changes button at the bottom of the page. 		
<p>❖ View your students</p>	<p>Your students will be automatically enrolled into your course(s).</p> <p>How to:</p> <ol style="list-style-type: none"> 1. Click on the Participants tab in the Settings bar (beneath the course title). 		
<p>❖ Add TA(s) or HSU students</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Click on Participants in the Settings bar at the top of the course page (beneath the course title). 2. Click on the Enroll Users button. 3. Type in a name in the search field. 4. Click on the name of the person in the drop-down search results. 5. Click the drop down for Assign role and select the appropriate role. 6. Click the Enroll selected users and cohorts button at the bottom 		
<p>❖ Send an e-mail to students</p>	<p>How to:</p> <ol style="list-style-type: none"> 1. Open the Block Drawer on the right side of the course page and choose Compose Course Message in the Quickmail block. 2. Select individual students from the drop-down list of recipients or choose Student (Role) to send to all students in the class. 3. Enter a subject for the message (required). 4. Enter in a message for the body of the email (required). 5. Choose to Send message as Email or Moodle Message. 		
<p>❖ Add a resource or activity</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>Resources are information you, the instructor, will provide for your students. In general, resources don't require direct interaction from the participant.</p> </td> <td style="width: 50%; vertical-align: top;"> <p>Activities are interactive components of the course, like submitting assignments, that will be graded upon completion.</p> </td> </tr> </table> <p>How to:</p> <ol style="list-style-type: none"> 1. Toggle on Edit mode on the top right of the page. 2. Click +Add an activity or resource in the appropriate section and select an activity or resource. (Activities available in Moodle) 	<p>Resources are information you, the instructor, will provide for your students. In general, resources don't require direct interaction from the participant.</p>	<p>Activities are interactive components of the course, like submitting assignments, that will be graded upon completion.</p>
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<p>❖ Upload a new file to your Moodle course from your computer</p>	<p><u>How to:</u></p> <ol style="list-style-type: none"> 1. Toggle on Edit mode on the top right of the page. 2. Select +Add an activity or resource in the appropriate section. 3. Under the Resources section choose File. 4. Enter a Name and Description then click Add  under the Select files section. 5. Click on Upload a file. 6. Click on Choose File then Show all files 7. Browse and select a file then click Open. 8. Click Upload this file <p>*Note: Course content can also be added using the drag and drop method in some browsers.</p>
<p>❖ Post a message to the Announcements forum</p>	<p>Moodle courses automatically generate an Announcements 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.</p> <p><u>How to:</u></p> <ol style="list-style-type: none"> 1. Click on the Announcements link at the top of the course page then Add discussion topic 2. Enter the subject and message. 3. Click the Post to forum button. (Use the Advanced link at the bottom for more features such as adding attachments.)
<p>❖ Select aggregation methods for grade categories</p>	<p><u>How to:</u></p> <ol style="list-style-type: none"> 1. Click on Grades in the Settings bar at the top of the course page (beneath the course title). 2. Select Gradebook setup from the dropdown menu at the top left of the page. 3. Select Edit then Edit Settings to the right of the course name or category name. 4. Select an aggregation from the drop-down menu. 5. Click the Save changes button. <p>*Note: Click the question mark beside Aggregation to see examples of each aggregation method.</p>
<p>❖ Create grade categories</p>	<p><u>How to:</u></p> <ol style="list-style-type: none"> 1. Click on Grades in the Settings bar at the top of the course page (beneath the course title). 2. Select Gradebook setup from the dropdown menu at the top. 3. Click on the Add category button at the top of the page. 4. Name the category and select the category's aggregation method. 5. Click on the Save Changes button. 6. <p>*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.</p>
<p>❖ Create grade items</p>	<p><u>How to:</u></p> <ol style="list-style-type: none"> 1. Click on Grades in the Settings bar at the top of the course page (beneath the course title). 2. Select Gradebook setup from the dropdown menu at the top left 3. Click on the Add grade item button at the top of the page. Name the item and enter a maximum grade value. 4. 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. 5. Click the Save changes button. <p>*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.</p>
<p>❖ Enter grades</p>	<p><u>How to:</u></p> <ol style="list-style-type: none"> 1. You can open an assignment or other graded activity then click Grade OR 2. Click on Grades in the Settings bar at the top of the course page (beneath the course title). 3. Toggle on Edit mode at the top right. 4. Type in grades in the solid rectangle (the dotted rectangle is for feedback). 5. Click the Save Changes button at the bottom. <p>The Single View of the gradebook is also helpful in entering grades for one assignment or one student at a time. You can find the Single view from the dropdown menu toward the top of the Grades tab.</p>