# Faculty Tips – Setting up Moodle

Introduction

This Tips sheet provides an overview of how faculty can set up and add resources to their Moodle class site. Note that Moodle class sites are created automatically* and faculty are automatically set up to be able to edit their own classes.

*Faculty **must** notify the Registrar's Office that they plan to use Moodle for scheduled classes prior to registration.

Step 1 - Setting up your Shell

Moodle class sites are created with the following basic template that faculty use to add resources and activities.

Turn on editing in upper right hand side of Screen.
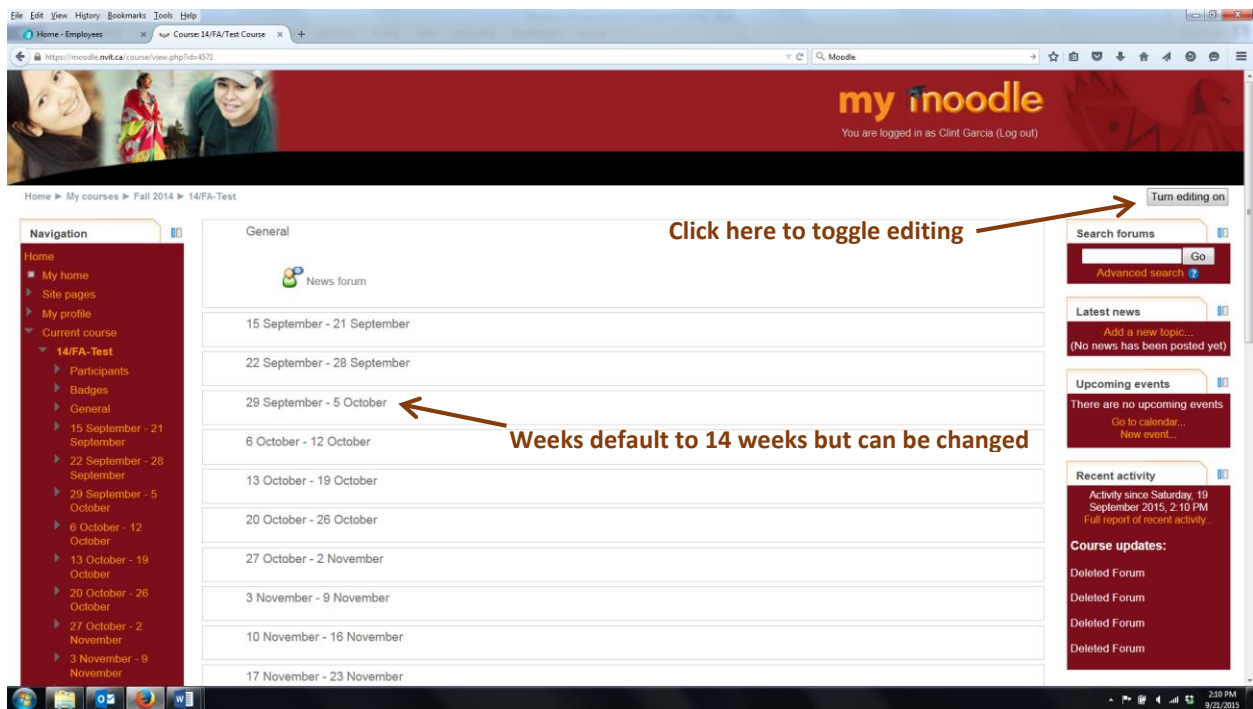
You can now select a few different editable areas (see circled in red)


Step 2 – Edit General Summary

The General Summary is the Header of your Moodle Shell. You can add a welcome, course title and description here.

In the header under General, click the wrench 🔧 and the Summary of page appears:

Select the Show more buttons as shown below and a broader selection of editing tools appears:

Place a hyphen - in the Section name, > in the summary write **Welcome** followed by **your full course name** > press enter. Paste the course description under the course name. > Highlight the course name only and select Paragraph Styles from the editing tools as shown below and select Heading (large). In some cases this will justify the title to center justified. To left justify the course title, select the left justify tool from the tools pallet. > Select **Save Changes** at bottom left of screen. This will return you to the main shell.
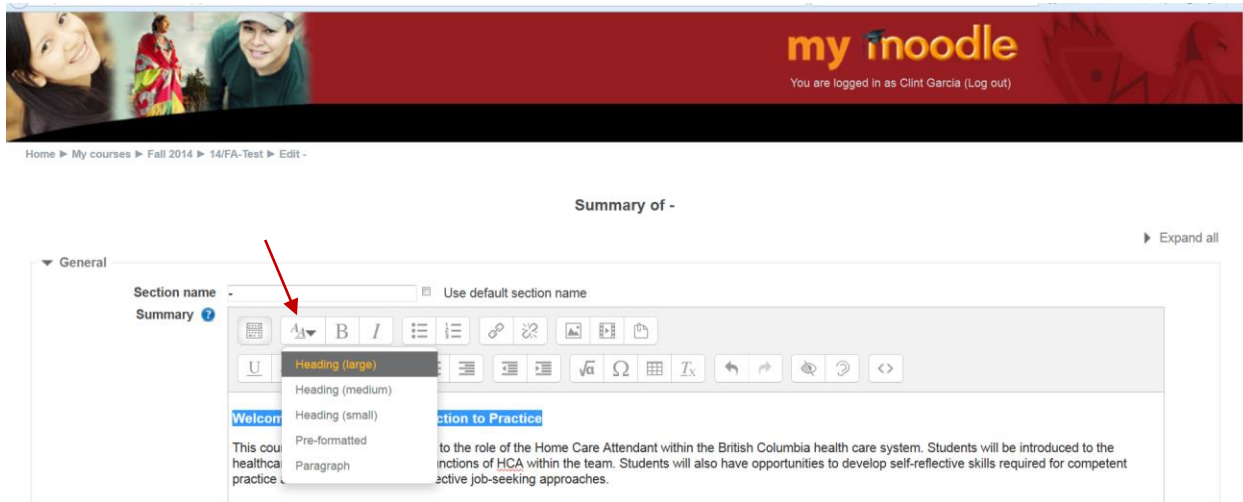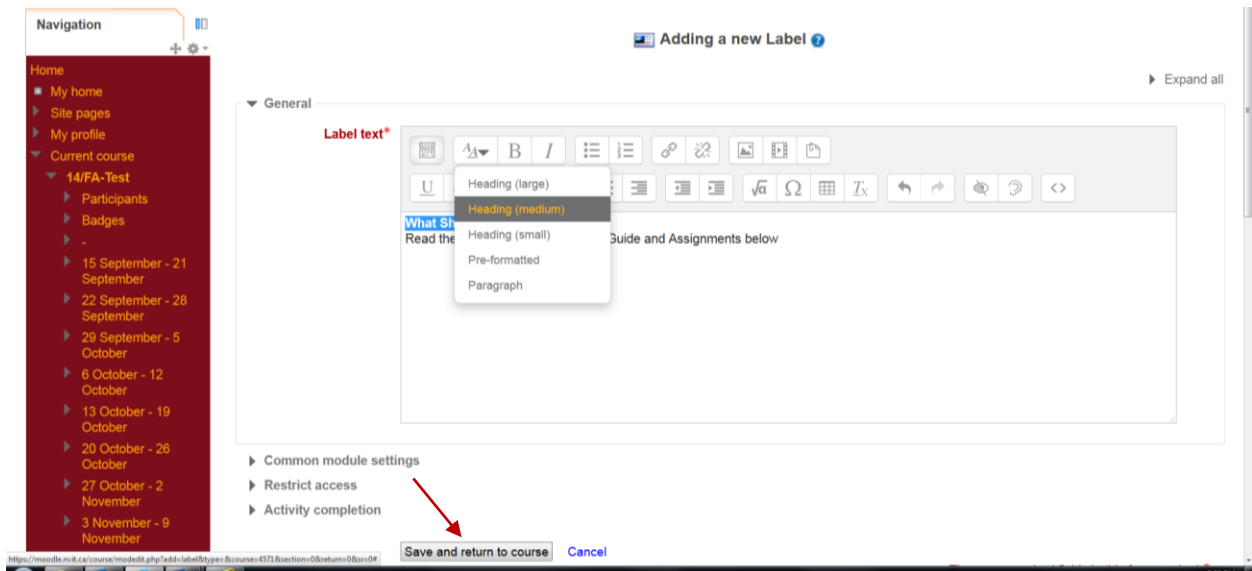
Step 3 - Add Activity or Resource

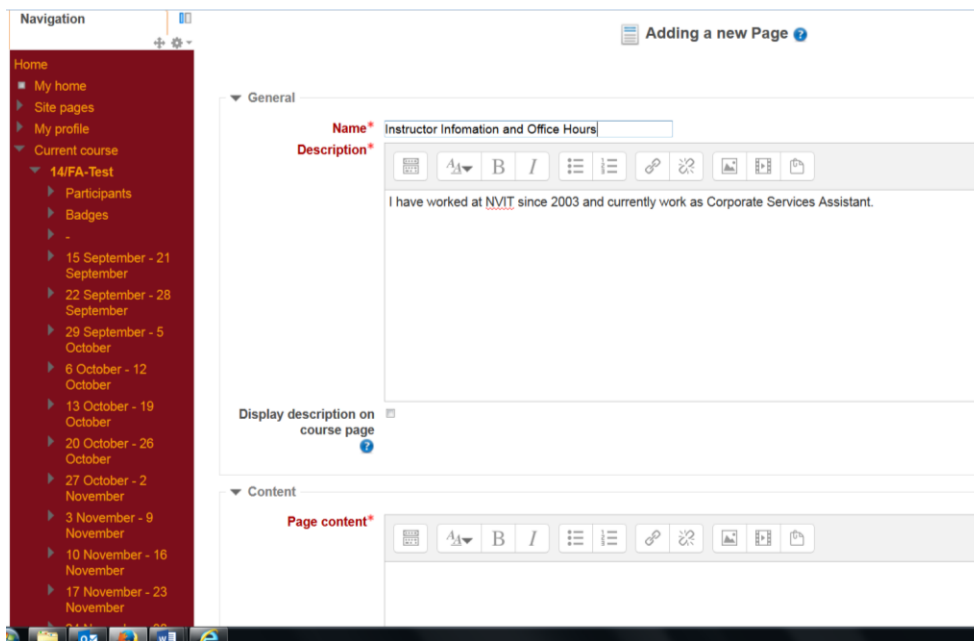Select Add an activity or resource. > From the menu that appears, select Label > select Add.
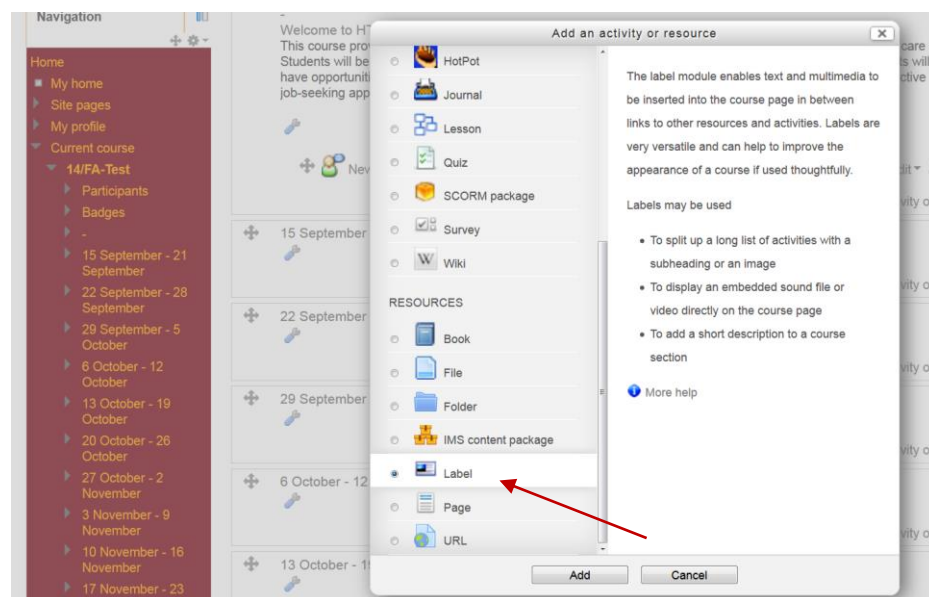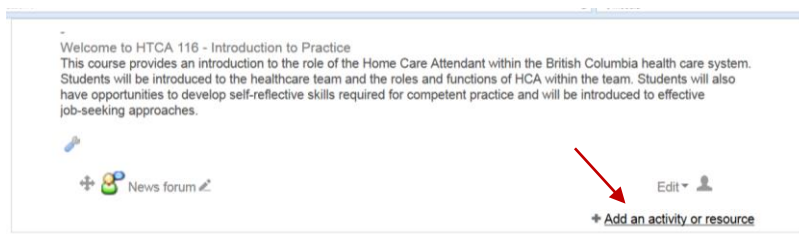
In the Label text write: **What Should I do First** and a message such as*:* Read the Course Syllabus, Student Guide and Assignments or whatever you think is most important for students to do first. > Save and return to course.

Step 4 – Add an Activity or Resource - New Page

At this point some faculty have opted to add some background information about themselves and include their office hours. To do this: Select, **Add an activity or resource** and from the menu under Resources, > select Add a New Page > select Add. The following page appears:

Ensure Display description on course page is *NOT* selected > Copy and paste what you have written in the Description into Page Content > Save and return to course. See sample Faculty Background info below.
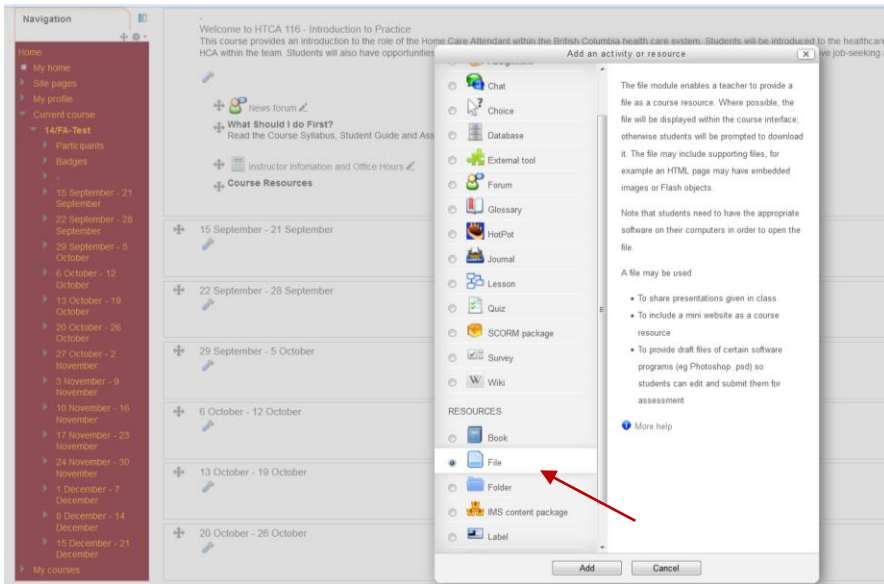
Step 5 – Add File – Course Resources

**Add course resources.** First we need to create the heading Course Resources.
Select Add an activity or resource. > From the menu that appears, select Label > select Add. In the Label text write: *Course Resources >* leave the message blank > Save and return to course.

## Step 6 – Add an Activity or Resource

 From the menu that appears, select File

See screen shot below. You can now add files to your Moodle page. This works much the same as attaching a file in an email. You can use the drag and drop (minimize the screen so that you can see your folders/files. Drag the file you wish to add to the Moodle site to the blue arrow) **or** select Add… and the File upload page appears (see following screen shot)
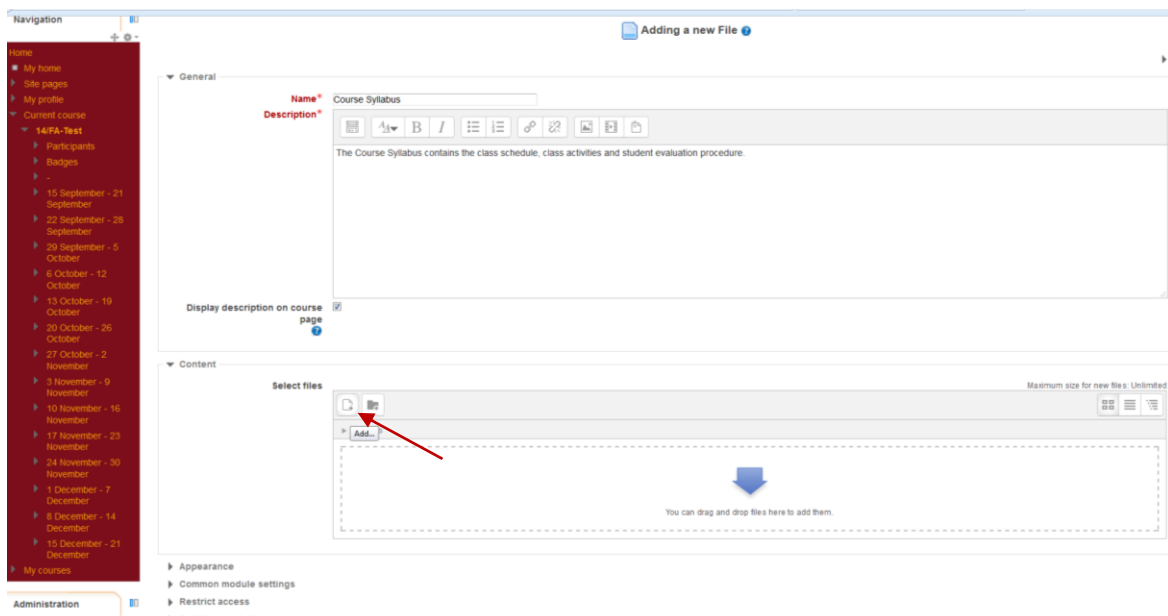
Browse for your file by selecting Browse
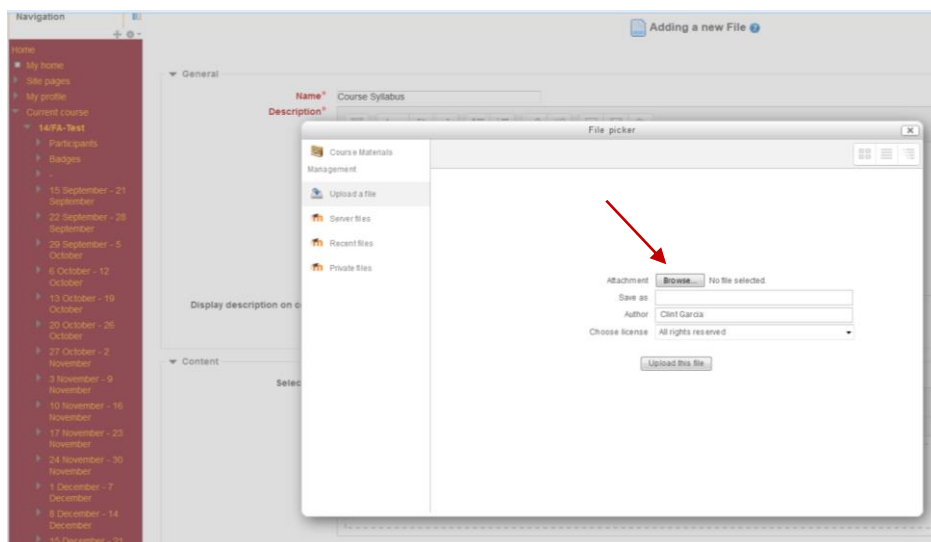
Navigate to the file you wish to upload > Select Open > the file appears in the Attachment section > Upload this file. Your file will appear in the Select Files section. > Save and Return to course
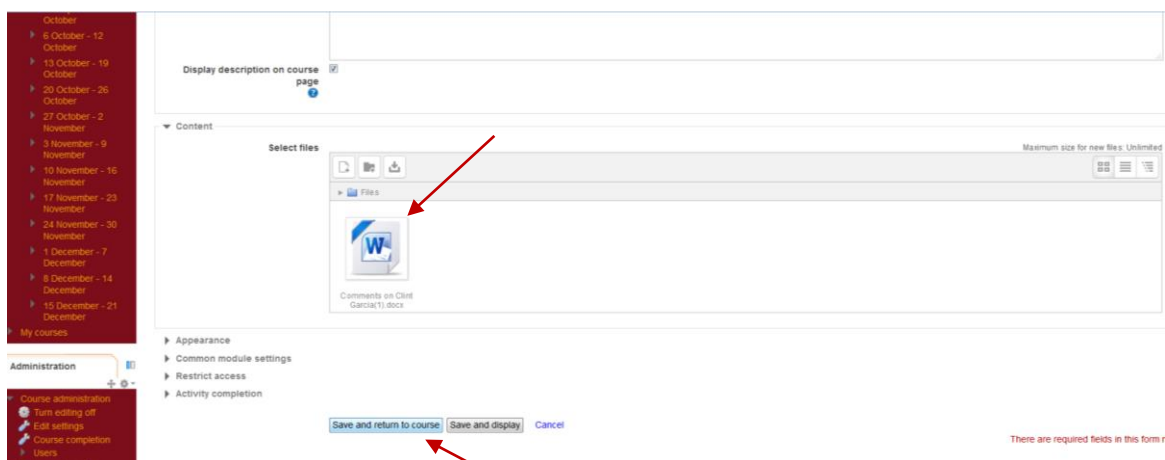
Repeat to add additional files such as:

- Syllabus
- Student Course Package
- Record of Course Marks

Step 7 - Add Items to Weekly Outline

Faculty can add Resources or Activities to their weekly outlines using the **Add an activity or resource** in each week or module. You can also update the Section Name (15 September – 21 September) to Week 1, or whatever you prefer by selecting the wrench. In the screen that appears after selecting the wrench,

Step 8 – Edit Section Name

Edit the Section Name (15 September – 21 September) to Week 1, or whatever you prefer by selecting the wrench as shown above. The screen shot below appears. Deselect Use default section name and type in Week 1 (or your preference) > Save changes

Week one edited below

Step 9 - Adding a New Assignment

To add an assignment in Moodle:

1. Turn editing on;

2. Within the required week or topic block, click on the Add an Activity or Resource drop down menu arrow and select assignment > Add.

3. Enter an assignment name, description, available from, and due date.

4. Faculty will have the option to set prevent late submissions and restrict access settings. Please refer to Advanced Moodle Tips document on Conditional activities.
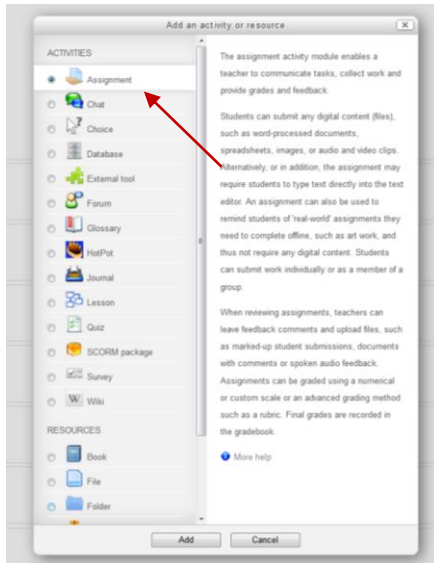
Availability – Select the submission, due and cut-off date, Submission type (defaults to File Submission. Students will upload a file to Moodle) Save and Return to course.