



Faculty Tips – Setting up Moodle

Introduction

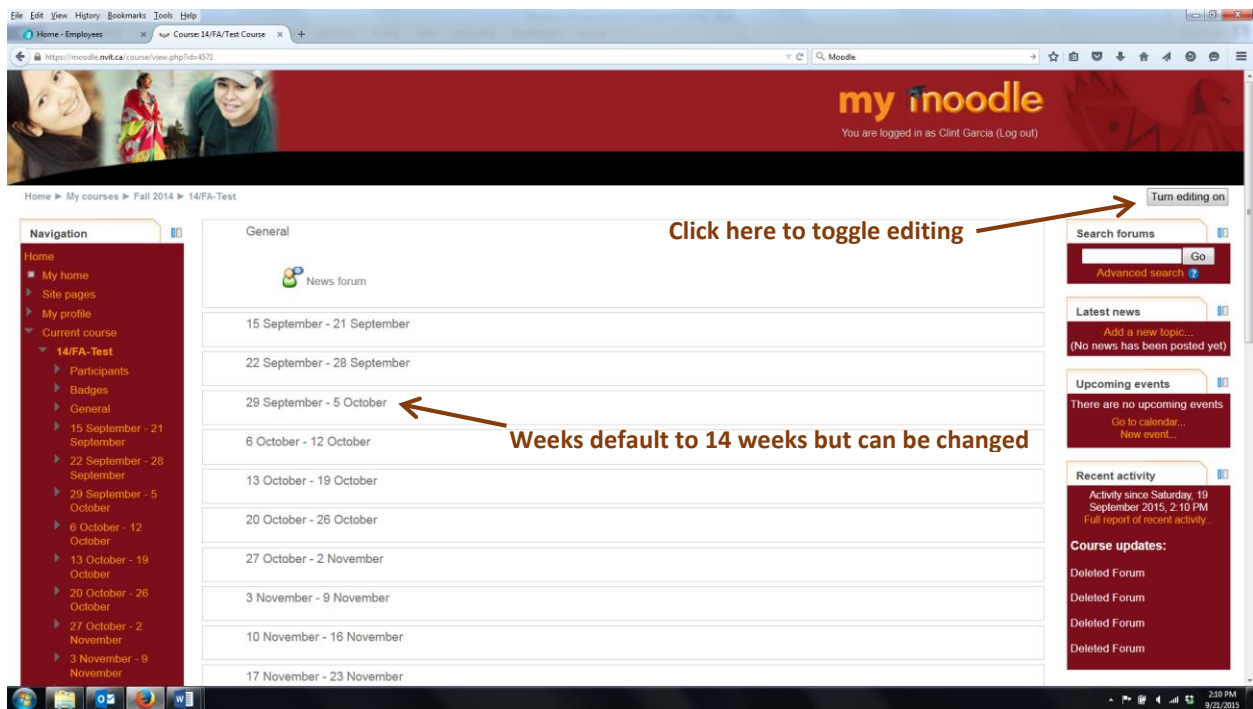
This Tips sheet provides an overview of how faculty can set up and add resources to their Moodle class site. Note that Moodle class sites are created automatically* and faculty are automatically set up to be able to edit their own classes.

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)

The screenshot shows the Moodle course shell interface. At the top, there is a navigation bar with the 'my moodle' logo and the user's name 'Clint Garcia'. Below this, a sidebar on the left contains a navigation menu. The main content area is titled 'General' and lists several dates with corresponding 'Add an activity or resource' buttons. Two red circles are drawn on the page: one around the wrench icon in the 'General' header, and another around the 'Summary' button in the top right corner of the 'General' section.

Step 2 – Edit General Summary

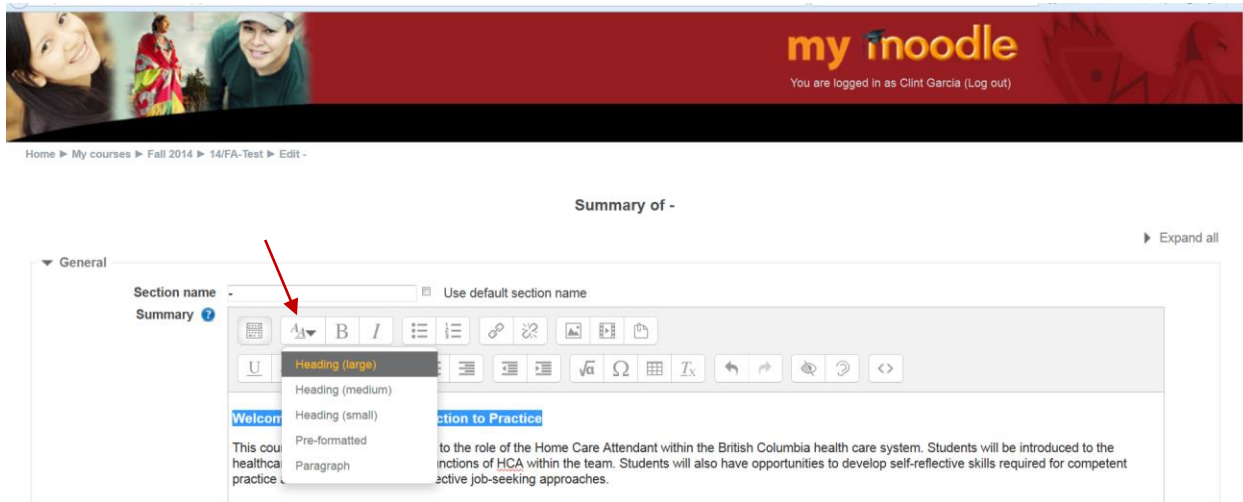
The General Summary is the Header of your Moodle Shell. You can add a welcome, course title and description here.

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:

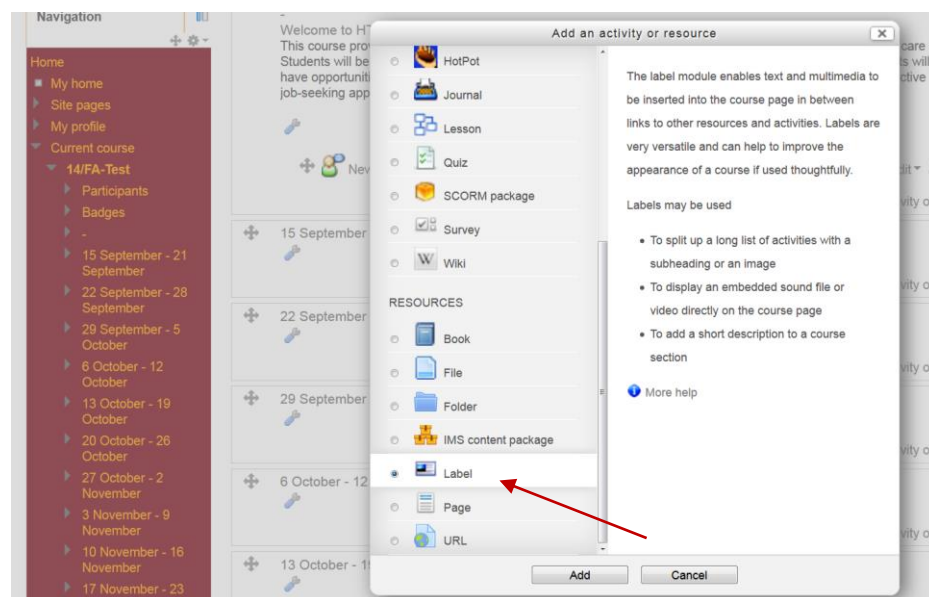
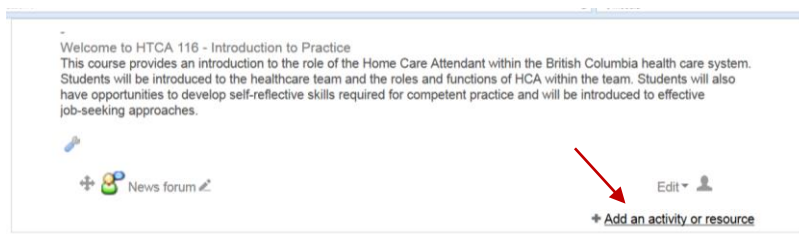
The screenshot shows the 'Summary of -' page in the Moodle course shell. The 'General' section is expanded, and the 'Summary' button is highlighted with a red arrow. The editing tools palette is expanded, showing various icons for text formatting, alignment, and insertion. The text in the summary area reads: 'Welcome to HTCA 116 - Introduction to Practice' followed by a paragraph of course description.

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.

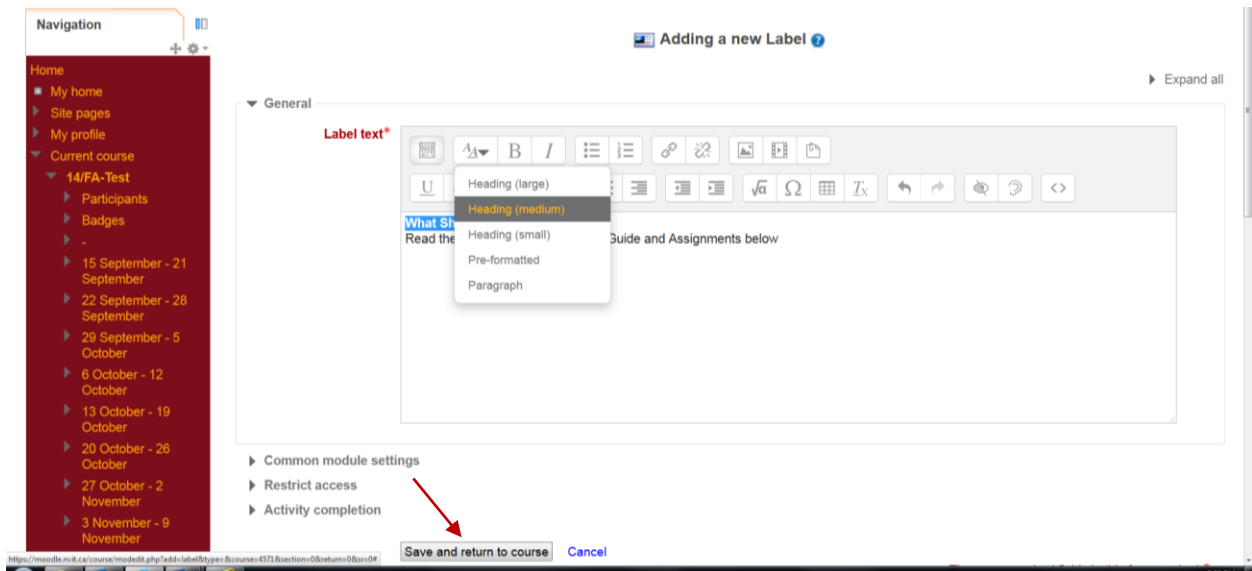


Step 3 - Add Activity or Resource

Select Add an activity or resource. > From the menu that appears, select Label > select Add.

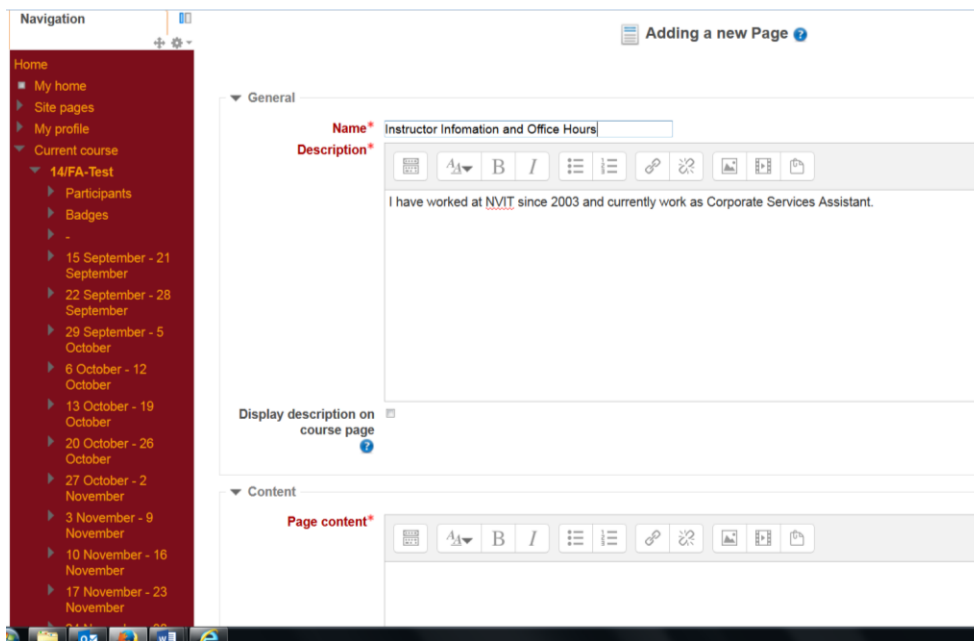


In the Label text write: **What Should I do First** and a message such as: Read the Course Syllabus, Student Guide and Assignments or whatever you think is most important for students to do first. > Save and return to course.



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.

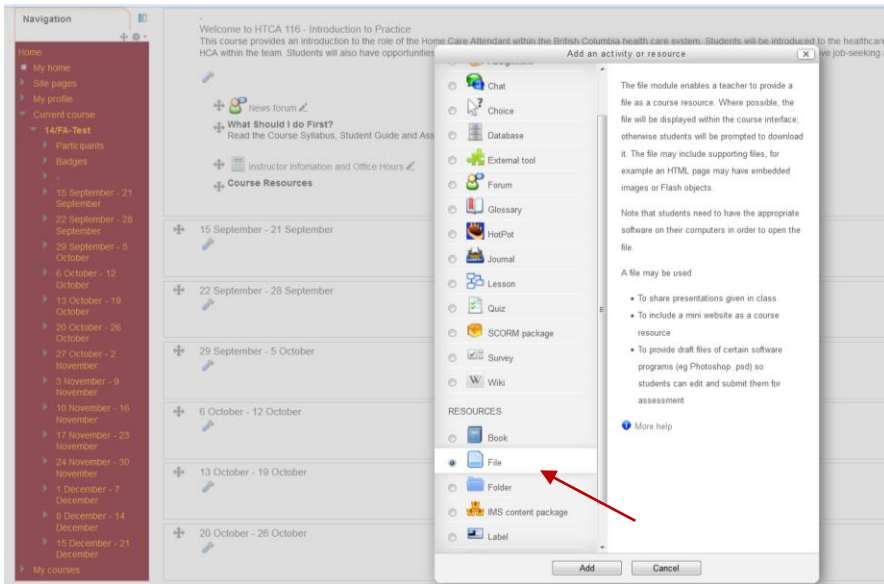
Step 5 – Add File – Course Resources

Add course resources. First we need to create the heading Course Resources.

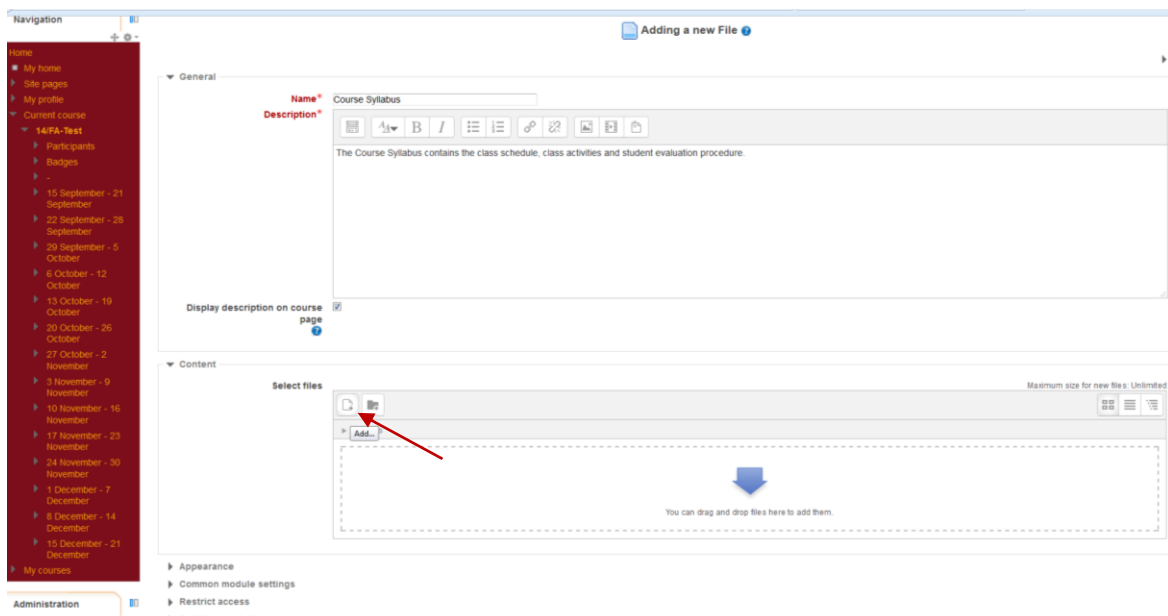
Select Add an activity or resource. > From the menu that appears, select Label > select Add. In the Label text write: **Course Resources** > leave the message blank > Save and return to course.

Step 6 – Add an Activity or Resource

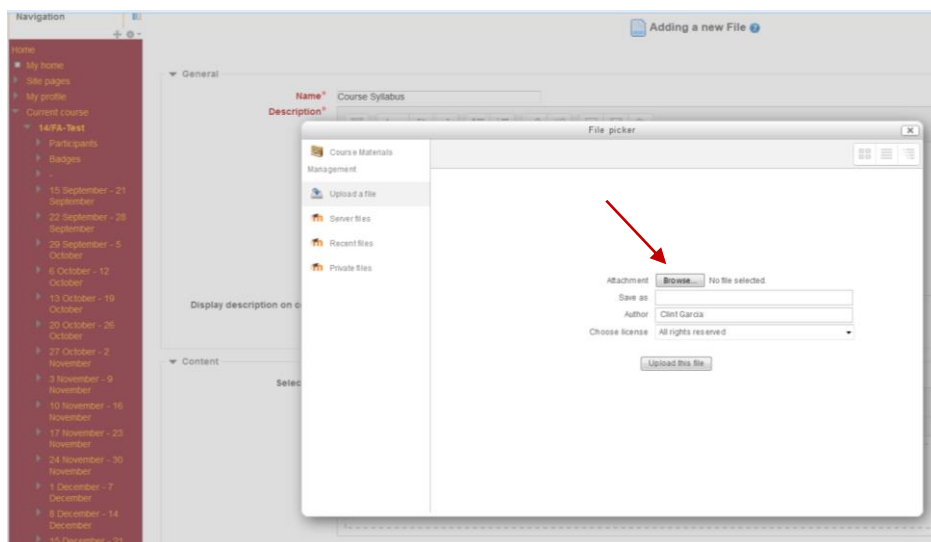
From the menu that appears, select File



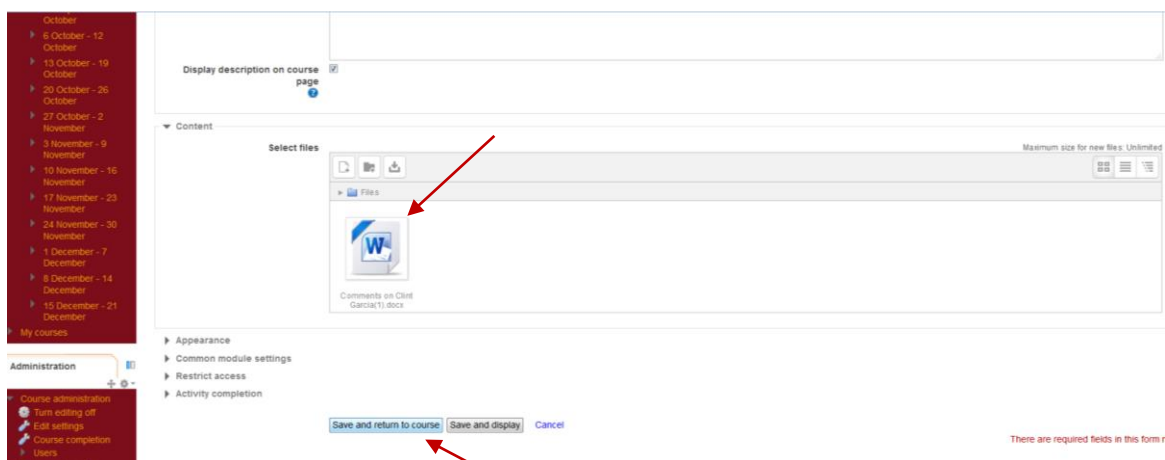
See screen shot below. You can now add files to your Moodle page. This works much the same as attaching a file in an email. You can use the drag and drop (minimize the screen so that you can see your folders/files. Drag the file you wish to add to the Moodle site to the blue arrow) or select Add... and 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,

Home > My courses > Fall 2014 > 14FA-Test

Navigation

- Home
- My home
- Site pages
- My profile
- Current course
- 14FA-Test
 - Participants
 - Badges
 - 15 September - 21 September
 - 22 September - 28 September
 - 29 September - 5 October
 - 6 October - 12 October
 - 13 October - 19 October
 - 20 October - 26 October
 - 27 October - 2 November

Welcome to HTCA 116 - Introduction to Practice

This course provides an introduction to the role of the Home Care Attendant within the British Columbia health care system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-seeking approaches.

- News forum
- What should I do First?
Read the Course Syllabus, Student Guide and Assignments below.
- Instructor Information and Office Hours
- Course Resources
Course Syllabus

The Course Syllabus contains the class schedule, class activities and student evaluation procedure.

15 September - 21 September

79 September - 22 September

Turn editing off

Search forums

Advanced search

Latest news

Add a new topic
(No news has been posted yet)

Upcoming events

There are no upcoming events

Go to calendar
New event...

Recent activity

Activity since Tuesday, 22 September 2015, 11:18 AM

Full report of recent activity

No recent activity

Add a block

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

Home > My courses > Fall 2014 > 14FA-Test > Edit 15 September - 21 September

Summary of 15 September - 21 September

Expand all

General

Section name

Summary

Use default section name

Restrict access

Save changes Cancel

Week one edited below

October

- 20 October - 26 October
- 27 October - 2 November
- 3 November - 9 November
- 10 November - 16 November
- 17 November - 23 November
- 24 November - 30 November
- 1 December - 7 December
- 8 December - 14 December
- 15 December - 21 December

My courses

Administration

Week 1

Introduction and Overview of Course

- What is this course all about?
- What will be covered?
- How will it be organized?
- What will be the approach?
- What are the expectations for the class members?
- What are the learning objectives?

22 September - 28 September

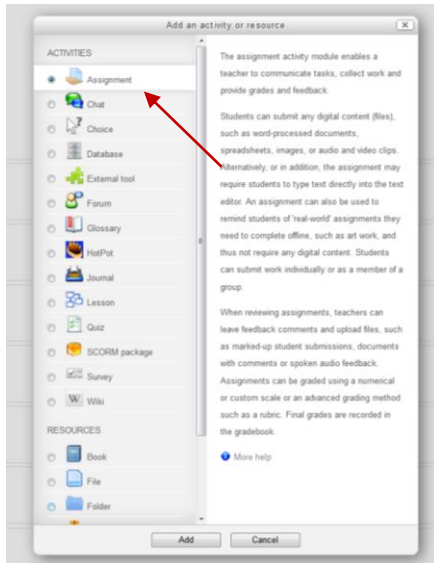
29 September - 5 October

Add an activity or resource

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.

