

## An Introduction to MOODLE

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### 1. How do I access Moodle?

To access Moodle, go to the following website:

- <http://elearning.sirgar.com/moodle> (notice there is no www)

### 2. How do I Login?

On the left side of the homepage you will see a Login block (Figure 1-1). Enter your login details here. If you have problems with your login contact organisation's Moodle Administrator.



Figure 1-1

Once you have typed in your details the screen will refresh and you will notice that the login block had disappeared and has been replaced with the Administration block. (Figure 1-2)

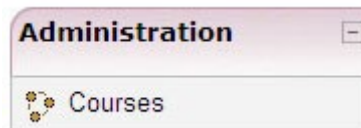


Figure 1-2

As you have not yet created or enrolled on any courses the second block down on the left hand side is named Course Categories, and lists the different course categories available on Moodle. (Figure 1-3)



Figure 1-3

Once you have created or enrolled on a course(s) this Block will change to My Courses and list the courses that you are involved in. (This will be explained in a further section)

### 3. How do I create a new course?

Inside the Administration Block:

- Click on Courses.

Beneath the list of current courses there is a button called **Add a new course**.

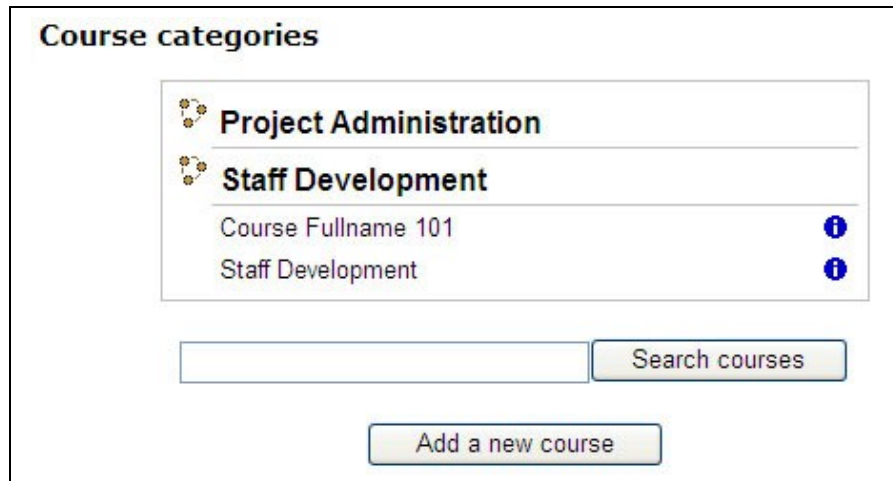


Figure 1-4

When you have clicked on it a new page will appear where you can edit the course settings. (Figure 1-5).

- Click on Add a new course

**Edit course settings**

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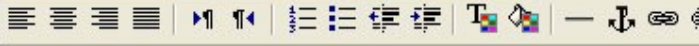
Category:  ?

Full name:  ?

Short name:  ?

Course ID number:  ?

Summary:  1 (8 pt)  **B I U S**



Write a concise and interesting paragraph here that the course is about

Path:  ?

Format:  ?

Figure 1-5

There is a lot of information on this page and most of it can be left at its default value. This page allows you to create the structure of the course before any files are added. The key information that needs changing can be found in the table below.

Category	What Course Category does the course fall under
Full Name	The Full name of the course you are creating
Short Name	The short name of the course you are entering
Summary	A summary of the course
Format	Normally Weekly or Topics. Weekly format inserts the date that you start the course whilst Topic allows you to add appropriate headings under each section.
Start Date	The date that the course will start. This is important if you select the Weekly format as the starting date is taken from this setting.
Number of Weeks/Topics	For example if 10 weeks are selected then the course will contain 10 sessions visible on the screen, plus an Introductory section.

Once you are satisfied with the settings scroll to the bottom of the page and

- Click on **Save changes**.

### 3.1 Changing the settings

Your course will then be created. If you want to change any of these settings, inside your course there is an Administration Block on the left side of the page, inside that block there is a link called **Settings** that will allow you to edit the course settings. (figure 1-6)



Figure 1-6

### 4. How do I add content to my course?


Near the top of the page to the right side is a button named **Turn editing on**. It also appears in the Administration block. (If you can't see this button, you probably don't have editing rights – contact Moodle administrator.

Once you have clicked on this button, extra buttons will appear on the page which will allow you to edit the course. (figure 1.7)



Figure 1-7

In the first topic

- Click on  to edit the Summary. Enter the topic summary here and
- Click on **Save changes**.

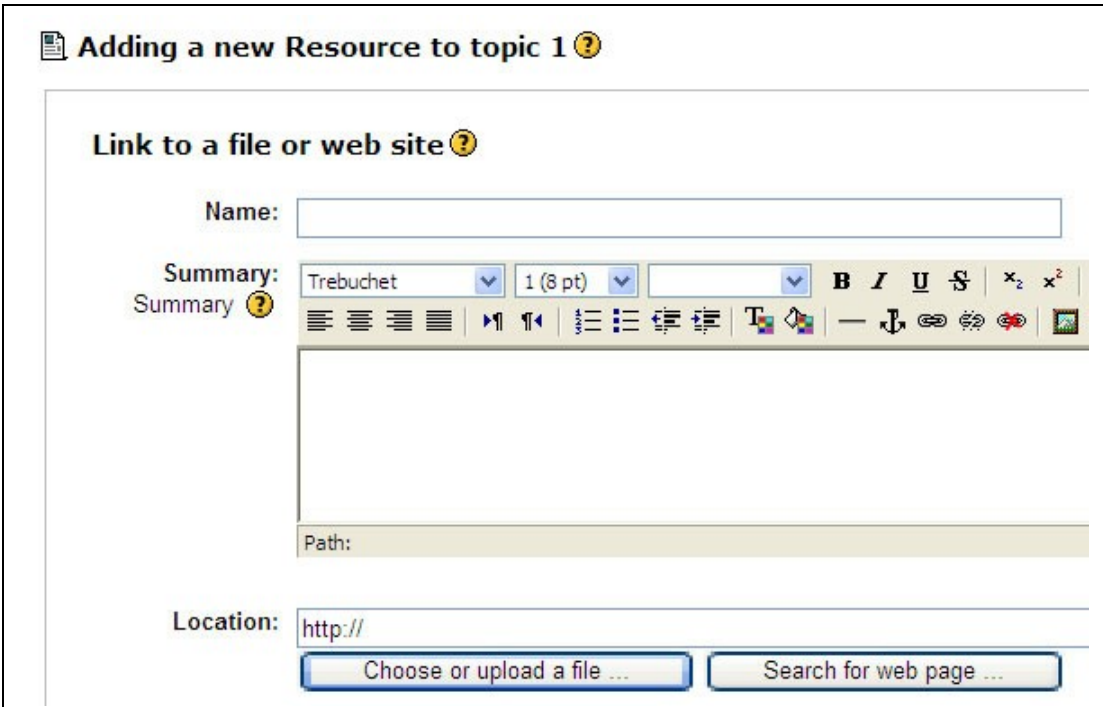
You will notice that two drop down menus appear in each session – **Add a Resource** and **Add an Activity**.

- Click on **Add a resource** and select **Link to a file or website** from the drop down menu.
- Enter the name of the file you want to include in your course.
- Then a summary of what is included in the file.

There are two stages of adding a file to your course. The first stage you have to upload the file to the server, and the second stage is to add the file you have uploaded to the course that you have created.

Stage One:

- Click on **Choose or upload a file**. (figure 1-8)
- Click on **Upload file**
- **Browse** (browse to the location of the file on your computer.
- Select it, click on **OK**.
- Click on **Upload file** (this will upload the file to the Moodle server)
- File uploaded successfully will appear at the top of the screen



Adding a new Resource to topic 1 ?

Link to a file or web site ?

Name:

Summary:    **B** *I* U ~~S~~  $x_2$   $x^2$

Summary ?

Path:

Location:

Figure 1-8

Stage Two:

To include the file in the course you have created:

- Select **Choose** on the right side of the screen.

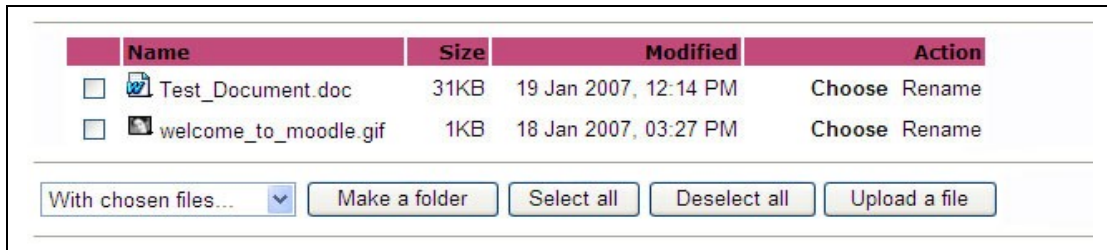


Figure 1-9

You are then back at the add resource page. Scroll down the page until you can see Show Settings. Next to the **Window** section:

- Click on **Show settings**
- Select **New Window** (this will open the file in a new window)
- Use the default settings for the time being
- Click on **Save changes**



Figure 1-10

The name of the file is then displayed in Topic 1. If you click on it now it will open in a new window.

**Note:** Some computers with Windows Service pack 2 on require you to approve the download. A yellow banner will appear near the top of the Internet Explorer page. Click on it and click on download file. This banner may vary depending on the security level of your Internet Explorer.

## 5. How do I link to a website?

Make sure you have clicked on the turn editing on button.

- Click on **Add a resource** and select **Link to a file or website** from the drop down menu.
- Enter the name of the website your will be linking to.
- Then a summary of what the website is about.

There are two ways to link to the website.

1. If you know the address of the website you can type it directly into the **Location** box. (Figure 1-11)
2. Click on **Search for website**. A new window will open, you can search for the website you wish to include, when you find it, copy the URL and paste it in the **Location** box



Location:

Window:  

Figure 1-11

Beneath the Location box there is a section called **Window**, and next to it a button called Show Settings. (Figure 1-11)

- Click on **Show settings**
- Select **New Window** (this will open the website in a new window)
- Use the default settings for the time being
- Click on **Save changes**

The name of the website is then displayed in the Topic. If you click on it now it will open in a new window. (Figure 1-12)



Figure 1-12



## 6. How do I compose a web page?

- From the add a resource drop down menu select Compose a **web page**
- Enter the name of the web page as you want it to be displayed
- Enter a brief description of the web page in the summary section.
- The full text section is where you will enter what you want to appear on your web page. (figure 1-13)

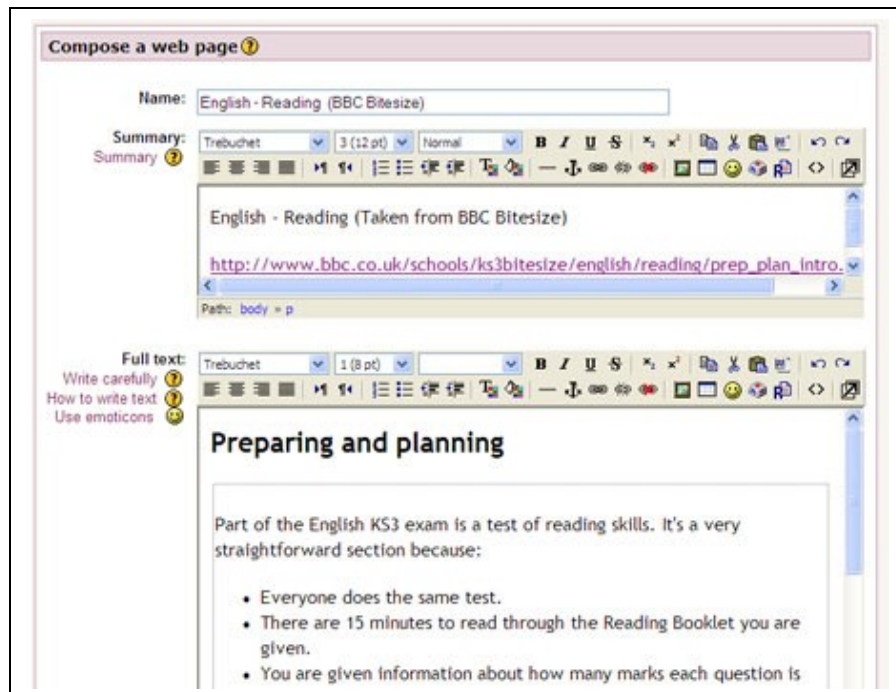


Figure 1-13

This is how the webpage will look when viewed by a student. (Figure 1-14)

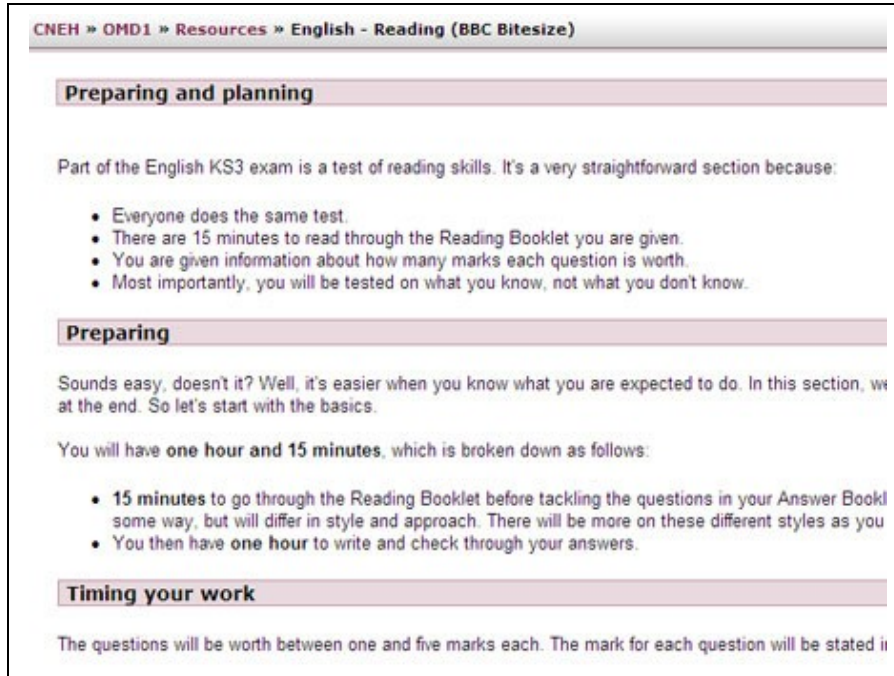


Figure 1-14

## 7. How can I manage the content?

You may have added a few files, websites, images etc to a topic and they are listed in the order that they were uploaded. To organise these resources:

- Turn Editing on
- Next to each resource you will see several icons → ↕ 🗑️ ✖️ 🛑
- These will allow you to organise the resources.

Icon	Name	Purpose
→	Move Right	This will indent the resource to the right. Once you have done this, another icon will appear called Move Left, so you can move the resource back.
↕	Move	This will allow you to move the resource anywhere in the course. A box will appear in every possible location it can be moved to. (figure 1-15) Click in the box you want to move the resource to.
🗑️	Update	This will allow you to edit the resource, you can change the resource name, the summary, the file or website be used and the window settings.
✖️	Delete	This will delete the resource from the topic. NOT from the server. It can be used again
🛑	Hide	This will hide the resource from the Students. You can unhide it when you are ready for the students to use the

	resource.
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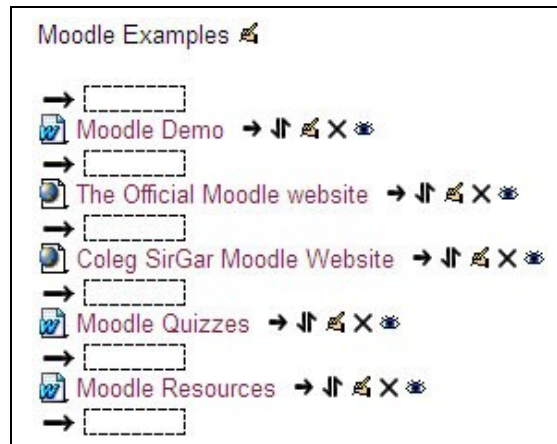


Figure 1-15

## 8. How do I Add a Label?

To help organise the resources you may want to include headings, to do this you can use **Labels**. To add a Label do the following.

- From the add a resource drop down menu select **Insert a label**
- Add the name you wish to be displayed in the label
- Click on **Save changes**

The label will appear at the bottom of the list of resources, you can use the **Move** icon to reposition the label on the page.

## 9. How do I view/enrol on existing courses?

Under the Administration Block there is a link called Courses. Click on this. The next page will list the Course Categories and the Courses in those categories.

- Click on any Course to view it.
- You will be asked to confirm that you want to enrol on this course. (figure 1-16)
- Select Yes
- You will then have access to this course as a Student.

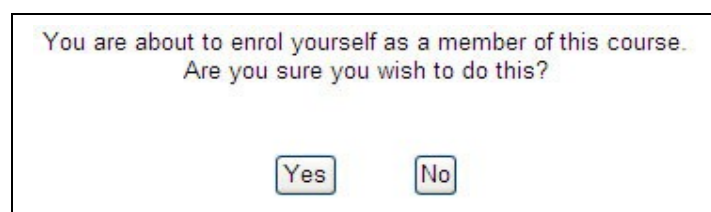


Figure 1-16

### 10. How do I unenrol from a course?

When viewing the course, on the left side of the page there is an Administration Block. Inside this block there is a link titled **Unenrol me from <Course Name>** (figure 1-17)



Figure 1-17

### 11. How do I add another Teacher(s) to my course?

You can add other Teachers to your course who will also have the rights to edit the course.

To do this, go to the Administration Block within the course and click on **Teachers**.

Depending on how many teachers have access to Moodle, one of two things will be displayed.

Scenario One:

If there aren't many teachers to display a list of the potential teachers will be displayed. Find the teacher you wish to give access to and click on **Add teacher**. (Figure 1-18)


Potential teachers			
	Name	Email address	
	Admin User	huw.smith@virtualcollege.ac.uk	Add teacher
	Dave Howells	dave.howells@virtualcollege.ac.uk	Add teacher

Figure 1-18

Click on the course code to return to the course. The course code appears in the header at the top of the page. (Figure 1-19)

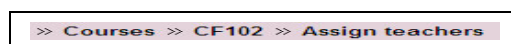


Figure 1-19

In this example is it CF102. It also appears at the very bottom of the page.

Scenario Two:

If there are too many teachers to display, a search box will be displayed asking you to search for the teacher's name you want to add. From there you will be provided with the results of the potential teachers matching the search criteria.

Find the teacher you wish to give access to and click on **Add teacher**.

Click on the course code to return to the course.

## 12. How do Students enrol on my course?

There are 2 ways for a student to enrol on your course:

1. They can search for your course in the course categories page and enrol themselves.
2. You can add students manually from within the course by selecting **Students** from the Administration Block.

Once you have clicked on **Students** you will be taken to a page that lists all the current students enrolled on the course and a list of all potential students who aren't enrolled on the course. (Figure 1-20)

Find the name of a potential student and click on the arrow pointing to the left to add them to the current students list.

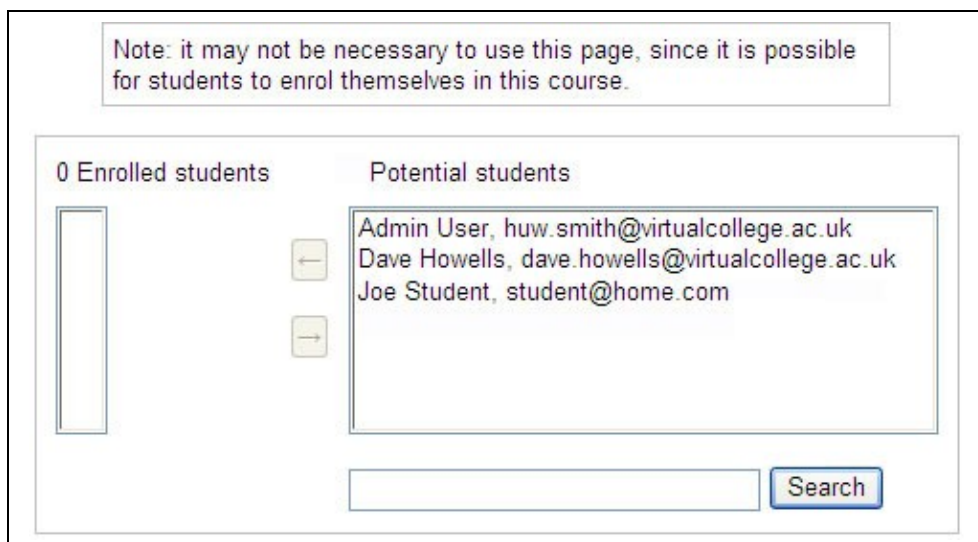


Figure 1-20