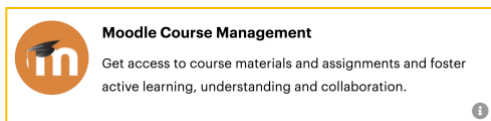## What is Moodle?

Moodle is a free, online, open source course management system used in an increasing number of universities to conduct online and blended courses as well as to enhance traditional classroom courses. Moodle can be accessed by everyone at Adelphi via **eCampus (**ecampus.adelphi.edu). A quick link called "Moodle Course Management" is located on the left side of the eCampus Portal and under the "My Favorite Services" module.

Moodle Course Management
Get access to course materials and assignments and foster active learning, understanding and collaboration.

Google Chrome is the recommended browser for both Windows and Macintosh platforms. Mozilla Firefox may also be used. Using other web browsers like Internet Explorer, Opera, or Safari may cause issues. To download Mozilla Firefox, go to this website: www.firefox.com

Getting Started

Moodle allows instructors to add all content and activities onto the course homepage. Students are able to see and access all related content and activities from the main course page rather than having to navigate between various areas of the course to access different types of materials. Instructors group content and activities into modules which can be organized by topics or by weeks.

The different areas in a Moodle course include:

- Dashboard
- Course Management
- Activities Block
- People Block
- Quickmail Block
- Turn Editing On/ Off
- Add a Resource Dropdown
- Add an Activity Dropdown
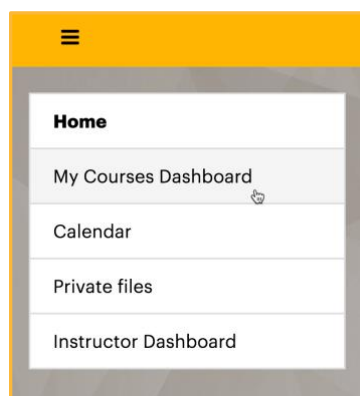- Library Block

Dashboard

The **Dashboard** lists the courses in which you are currently teaching or have taught in the past. You can customize which courses are shown in the Dashboard by going to the *My Courses Dashboard.*

To customize your Dashboard:

1. Click on the Navigation Menu on the top left of your Moodle Page.

2. Select **My Courses Dashboard**.

3. Locate the toggle to the left of your course name.

   Note: If the toggle is green, the course is currently visible. If the toggle is red the course is not visible on the dashboard.

4. To hide a course on the dashboard, click on the green toggle. It will then turn red, denoting that the course is no longer visible on the Dashboard.

5. To show a course on the dashboard, click on the red toggle. It will then turn green, denoting that the course is now visible on the Dashboard.


Course Management

Formally the **Administration** block, the Course Management Tab is one of the most important menus in your course. It is located on the top right of your Course Page. By clicking on the Course Management Tab you can access your course Activities, Question Banks, Badges, Course Settings and User Links.


The Activities Block

The **Activities** Block allows users to view a list of all course activities arranged by category. This block will only display categories that have items available to participants.
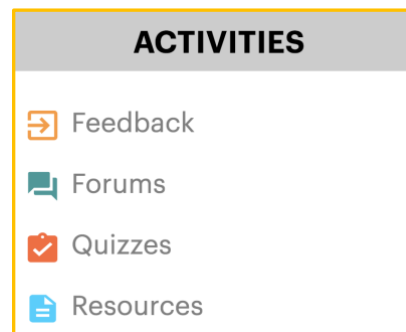
The People Block

The People Block displays the names, assigned roles, and profiles of every currently enrolled participant in the course. You can access a User's profile by clicking on their name. You can edit your own profile by clicking on your name and choosing the **Edit Profile** option.
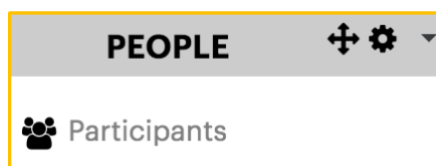
The Quickmail Block

The **Quickmail** Block allows you to send emails to your class or to individual students. You can also add attachments, create a signature and review your mail history. See the Quickmail tutorial for further direction.
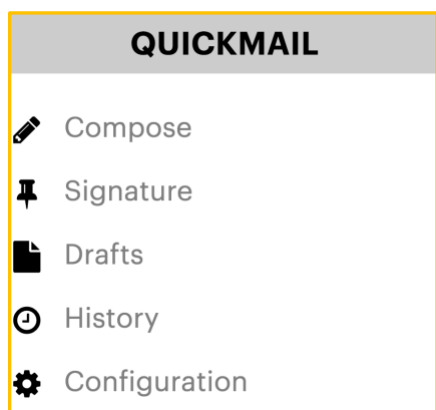
Making a Course Visible to Students

At the top of your main course page, locate the red banner with the text, *"Click here to make course visible"* and select it to make your course visible.

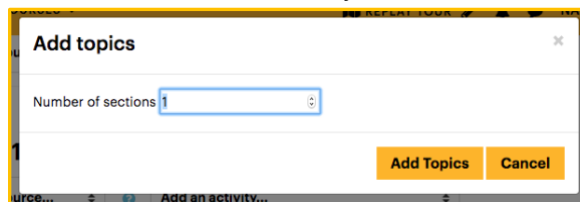## Changing the Number of Modules (aka Weeks/Topics)

1. Each Moodle course, by default, is created with 15 modules (weeks/topics).

2. Click on the **Turn Editing On** button.

3. Scroll down to the bottom of the page and click the **Add Topics** button.

4. Under the **Add Topics**, you will see a text box for Number of sections. Type in the number of modules you want.

5. Click on **Add Topics**.

Changing the Course Description on the Moodle Homepage

1. Click on **Course Management** tab at the top of your course page.

Course Management

2. Click on **Edit settings** under the Course Settings section.

3. In the **Description Tab**, under course summary section, describe the course in no more than three sentences.

4. Scroll to the bottom and click **Save and Display**

Navigating the Course

To return to the course page from any other resource or activity (e.g. a discussion forum, or a resource), click on the course name/number in the **Breadcrumbs** at the top of the page. To go to another course click on **Home** in the Breadcrumbs to navigate back to the Moodle Home page and select a different course from your "My Courses" list or the Filtered Course List block.

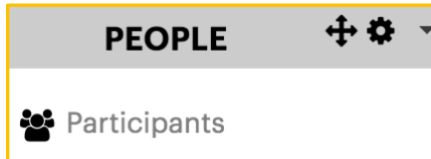Home / Courses / EDT 722-002 - Fall 2018 / General / Announcements

Display by Type of Content

The activities block provides a list of the types of activities deployed in the course. Clicking on a category, such as forums, resources, or assignments, will bring up a list with all items in that category.
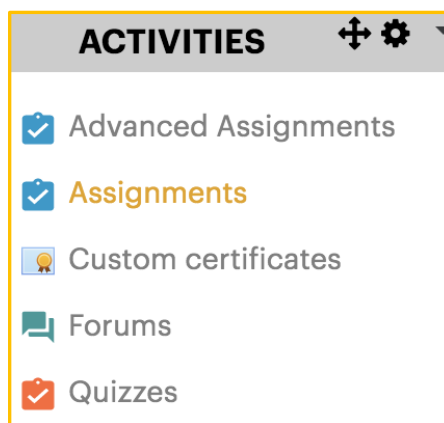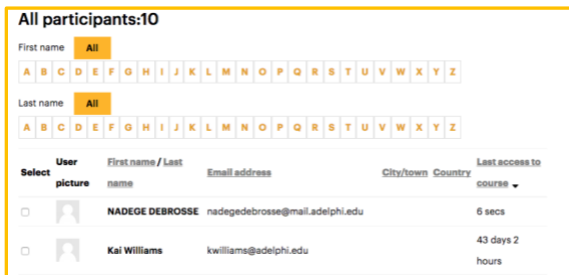
Display by User Activity

In the People block, click on **Participants**.

The following page will have information on the student, such as their Last Access to the Course

To have a more in-depth view of a student's activity, click on the student's name

Assigning Roles

The **Assign Roles** option allows you to enroll users in your course and provide them with a specific role. Teachers can typically assign the roles of Teacher, Non-editing teacher, and Student.

Note: In order for students to be listed in a Moodle course, they need to activate their Moodle accounts first. To do so, they should go to eCampus

- **The Teacher role** has full administrative access of their course, which allows them to add or remove course content, as well as grade student assignments.
- **Non-editing teacher** is similar to that of Teaching Assistant. A non-editing

teacher can enter grades for the students, but he/she cannot edit the contents of the course.

- **Students** have access to the course information provided by the instructor and are able to post responses in the forums, contribute to wikis, etc.

Adding a User to Your Course

To **Add a User** to your course and assign them one of the above roles, follow these steps:

1. Click on **Course Management** tab at the top of your course page.

2. Select **Enrolled Users** under the User Links section.

3. Click **Enroll Users**.

4. In the box that opens, type the name of the user you want to add to your course in the search bar at the bottom, and click Search.

Enroll users

Users matching your search query will appear in the box

5. Click the dropdown menu next to Assign Roles to assign them as a Teacher, Non-editing teacher or Student

6. When ready, click **Enroll** to add them to the course

7. Click **Finish Enrolling**. The student's name and email will now appear in the Enrolled Users box

   Note: If you close out of the window without clicking Finish enrolling users, the students will still be enrolled in the course.

Removing a User from Your Course

1. Click on **Course Management** tab at the top of your course page.

   Course Management

2. Select **Enrolled Users** under the User Links section to see all users enrolled in the course.

3. Click the **Trash** icon that is in line with the user's name and role

4. The system will prompt you to verify that this is, in fact, the user you want to Unenroll—click **Continue** to completely remove the user from your course

   Notes: This step cannot be undone and a student's data will be erased from the course.

   Removing the user role under Roles will not remove the user from the course. Rather, the user will be able to view and access the resources in the course without being able to participate in activities.