1: INTRO TO MOODLE

WELCOME TO THE INTRO TO MOODLE TRAINING ACTIVITY!

In this tutorial, you will learn how to perform basic tasks for setting up a course site in Moodle. If you have not used one of CareerTech's "How to Moodle" tutorials before, view the instructions for using it as a self-paced tutorial or as a resource for classroom instruction.

Before taking this tutorial, you should be familiar with:

- Establishing a user ID on a Moodle site.
- Requesting a course site on a Moodle LMS.

NOTE: If you are using this tutorial in a group training session led by CareerTech, you must first request a user ID and course site on https://ctyou.org. Currently, anyone may request a free course for 50 or fewer users at the Moodle Cloud site at https://moodle.com/cloud/. The Moodle community hosts this site specifically for educators. On the Moodle Cloud, teachers have administrator-level rights.

Also, features may be located in different places on the screen, depending on the Moodle server.

To begin this training, select from the menu below or simply turn to the next page.

<div style="background-color:red; color:white; padding:8px;">

MENU OF TUTORIAL TOPICS

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- Accessing Your Course Site
- Editing the Course Settings
- Editing the General Section (the Top Section) of Your Course
- Changing a Topic Section Name
- Changing the Name of the Announcements Forum
- Adding a Class Announcement
- Inserting and Moving a Label
- Adding a Webpage and Embedding a YouTube Video
- Additional Tips and Hints
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ACCESSING YOUR COURSE SITE

Instructors who request course sites on https://ctYOU.org will automatically have editing rights to their courses. Lead instructors often request that teaching assistants or substitute teachers be given non-editing rights. As the name implies, non-editing teachers cannot edit a Moodle course or activity. However, they can contribute to forum discussions and access and grade student assignments. On the Moodle Cloud, teachers have administrator-level rights.

Step	Action	Notes
1.	Login to https://ctyou.org (or the Moodle site you are using).	When logging in for the first time, the Site Policy Agreement appears. Click **Yes** to agree. **IMPORTANT: Copyrighted materials may not be uploaded or shared online without written permission.**
2.	Navigate to your course by selecting the category and course title.	For group training, CareerTech often sets up individual lab sites on ctYOU.org for trainees. If you are using this module for self-training, access your own course site.
3.	Once in your classroom, Click the **Edit** button to turn editing on. The Edit links and 4-headed arrows appear when editing is enabled.	The **Edit** button appears in the left side of the top navigation bar as a square **pencil and paper icon**. The edit button will appear differently on various Moodle servers and Moodle themes (or site designs). Moodle also may behave differently, depending on the web browser you are using.

EDITING THE COURSE SETTINGS

Note: Various tasks may be performed multiple ways in Moodle. As you become more familiar with Moodle, you will likely refine your work processes. Consider keeping your own how-to document to keep track of your preferred Moodle conventions and settings.

Step	Action	Notes
1.	Make sure editing has been enabled in your course.	Turn on editing in your course by clicking the **Turn Edit On** button.
2.	Find the **Course Management** button. Under Course Settings, click the **Edit course settings link** to open the Edit course settings window.	The **Course Management** button appears in the left side of the top navigation bar as a square icon with three gears. The **General section** of the **course settings** allows you to edit the course's full name and short name, show or hide the course, set a start date, and assign a course ID number.
3.	In the **General section**, type in the **course full name** and **course short name** by adding a hyphen followed by your name. On ctYOU.org, the convention is to make the course full name and short name the same. If you are self-training, choose the course full name and short name you prefer.	The full name appears in course lists and in the browser tab. The short name appears in the breadcrumb navigation and is used as the subject line of course email messages. **IMPORTANT: Changing this information after students have access to a course can cause problems with enrollment.**
4.	Change the **Course start date** to a date in the future, if you desire.	Change the dates by using the dropdown menus.
5.	In the **Description section**, you can add your course summary (a description) and/or course objectives in the textbox, if needed.	A course description is optional. You can also attach files such as a course syllabus in the course summary files. Use the **Course image** box to add or change background images for course headers on ctYOU.org. Access the **Header Image Gallery** under the **Request a Course Site** tab on the ctYOU.org top navigation bar, or you can create your own. You will not see the course title on the course page unless you upload an image because the course title is white.
6.	Expand the **Course format section** by clicking on the arrow. Click on the dropdown format menu to select the course format (single activity, social, topics, weekly). Set the other options in this section, if necessary.	For training purposes, set: • **Format** to **Topics format.** • Set the **Course layout** to **Show one section per page.** Leave the other settings to the default.

Step	Action	Notes
7.	Expand the **Appearance section** by clicking on the arrow.	You can choose to allow students to see their grades in the course's online gradebook. Leave it a **Yes** for training purposes. **Note:** Leave the **Force language** option set at **Do not force**. Setting the language to English may block language translation capabilities available in many web browsers.
8.	Expand the **Files and uploads section** by clicking on the arrow. This setting allows you to control the maximum upload size for students.	The maximum size for this activity is 64 megabytes. However, **10 megabytes** will suffice for this assignment, so set the size to **10 MB**. • Change the M**aximum upload** size to **10MB**. • 1 megabyte = 1,000 kilobytes
9.	Expand the **Completion tracking section** by clicking on the arrow. Set **Enable completion tracking** to **Yes**.	If enabled, activity completion conditions may be set in the activity settings. In addition, course completion conditions may be set, (i.e., not allowing students to go to the next topic until they have earned 70% or completed certain tasks).
10.	Click the **Save and display** button at the bottom of the window.	
11.	Once in your course, notice that the course name and any other design changes you made.	

EDITING THE GENERAL SECTION (THE TOP SECTION) OF YOUR COURSE

The General section of a Moodle course (the space below the course title, above the list of topics or weeks) provides a space for an instructor to include introductory information about a course. For this activity, you will add an image to this section, so you will need to locate a photo, logo, or other graphic ahead of time. This should be a PNG, JPG, or GIF file that uses RGB color formatting.

Step	Action	Notes
1.	Open a separate web browser window and search online to find a small image and save it to your computer desktop, or use one you have saved already. For example, search for a small Moodle logo. To save a photo from a website, right-click on the image, click "Save image (or picture) as…" and change the name of the file to something you can remember. Save the image to your computer's desktop or a place where you can easily locate it.	**IMPORTANT: Use images available in the public domain, images you have permission to use, or ones that you personally own. Do not use copyrighted images.** Pexels.com is a good source for copyright-free photos.
2.	In the course browser, turn on editing in your course site. Click on the **Edit link** on the right side in the **General section** and click the **Edits section** link.	Moodle refers to the top section of a course site as the **General section**.
3.	In the **General section**, click to place a checkmark in the **Custom** box for the **Section name**.	A checkmark in the box allows you to edit the name of the General section.
4.	Click in the **Section name** textbox and type in a title for your course.	For example, type: Introduction to Moodle
5.	In the **Summary** editing window, if you only have one row of tools showing in the editing box, click the **Toolbar Toggle icon** to reveal the other text tools.	The **Toolbar Toggle icon** (show more options button) is the far-left button in the toolbar.
6.	Click the **Insert/edit image** button on the Summary editing window.	The **Insert/edit image** button looks like the sun over some mountains.
7.	Click on the **Find or upload an image** button at top of the popup window.	This step may vary, depending on the browser you're using.
8.	In the **File picker** box, click **Browse** to locate the file you downloaded on your computer. Navigate to the image you want to upload, and then click **Open**.	Images should be prepared for web use (RGB or grayscale, 72-dpi resolution, JPG, GIF, or PNG files). **IMPORTANT: Do not upload high resolution or CMYK images.**

Step	Action	Notes
9.	If uploading a photo that belongs to someone else, type in the name of the person or organization to give them credit as the author.	If using a Moodle logo for training purposes, type in "Moodle.org" as the author.
	In the **File picker** box, select whether the image is copyrighted, public domain, or creative commons.	
10.	Only type a new file name in the **Save as** box in the **File picker** window if the file must be renamed.	It is best to use a file name without spaces. Include an extension. For example, use "moodle-powered-logo.png" instead of "Moodle Powered Logo."
11.	Click the **Upload this file** button at the bottom of the **File picker** window.	
12.	In the **Insert/edit image** popup box, click in the **Image description** textbox and type in an accurate but succinct description of the the image for someone who may not be able to see it.	**IMPORTANT: Providing a description for each image is a federal requirement to ensure accessibility. In this case, type the description: Moodle Logo.**
13.	If necessary, resize the photo by clicking on the **Appearance** tab in the **Insert/edit image** popup box.	To automatically set the correct proportions when reducing the image size, type in the horizontal dimension. For training purposes, type 100 in the left textbox). Checking the **Constrain portions** box ensures the vertical dimension changes automatically.
14.	Click the **Insert** button on the lower left corner of the **Insert/edit image** box.	If the image size still needs some adjustment, while in the General Summary window, you may click the image to select it, click on a corner, and drag it to make it the size you want.
15.	Press **Ctrl +End** (which takes you to the bottom or right side of the image) and press the **Enter** key two times to add vertical spacing.	
16.	While still in the **General Summary** editing window, type in some text below the picture.	For example, type in, "This course is powered by Moodle!" or an appropriate caption for the image you selected.

Step	Action	Notes
17.	Scroll down and click the **Save changes** button at the bottom of **Summary of General** page.	
18.	You can show or hide links to activities or assignments you create in your course by clicking the **Edit** dropdown link to the right of the item's title/link, and then clicking on the **eye icon**.	The title/link to hidden content appears light gray in color to instructors who have editing rights. As the instructor, you can see hidden items, but your students cannot see them. For now, hide the link to the Announcements forum.
19.	View your course from a students' perspective. Select the **Switch role to** option in the dropdown next to your user name in the upper right corner of the screen.	Notice that hidden items that appear light gray in color from the instructor's perspective are completely hidden from the student view.
20.	Restore your teacher view by clicking the **Return to my normal role** link in the dropdown next to your user name in the upper right corner of the screen. Click to **show** any items you hid earlier.	

CHANGING A TOPIC SECTION NAME

Usually, Moodle automatically labels course topic/sections Topic 1, Topic 2, Topic 3, etc. In this activity, you will learn how to give topics/sections descriptive names.

Step	Action	Notes
1.	Open your course to the main page and turn editing on.	
2.	In the **Topic 1** section of the course, click the **Edit** link, and then click the **Edit topic** in the dropdown menu.	You can click the **pencil icon** immediately to the right of the topic name if you simply want to edit the topic name.

Step	Action	Notes
3.	Click to place a checkmark in the **Custom** option for the **Section name**.	A checkmark in the box allows you to edit the name of the topic section.
4.	In the Section name textbox, type a heading.	For example, type a heading such as: Learning Moodle.
5.	In the Summary editing window, type in some descriptive text, if you desire.	For example, type: Moodle provides many ways to navigate a course. This step is optional.
6.	Add restrictions, if needed.	To do so, expand the **Restrict access** area, click the **Add restriction** button, and click the type of restriction you wish to add. This step is optional in this practice exercise. The access restrictions allow you to prevent access before a certain date, require students to achieve a specific grade, and so forth.
7.	Click the **Save changes** button at the bottom of the Summary of Topic 1 editing screen.	
8.	On your course's main page, check the title of Topic 1 to ensure the section was appropriately renamed.	To show or hide a specific topic section of your course, click on the **Hide topic link** under the **Edit dropdown menu** to the far right of the section's title. Remember, you can also change the topic name by clicking the **pencil icon** next to the topic name, which opens an editing box.

CHANGING THE NAME OF THE ANNOUNCEMENTS FORUM

Step	Action	Notes
1.	On your course site, be sure editing is on.	
2.	Click on the **pencil icon** to the right of the **Announcement** link in the General section.	The General section of the course is the top section.

Step	Action	Notes
3.	Click in the text box and highlight the word "Announcements" and type the new name as **Important Class Announcements** and press **Enter.**	Notice that the Announcements link has been renamed to Important Class Announcements.

ADDING A CLASS ANNOUNCEMENT

The Announcements forum provides a way to post general news and updates for your students. Moodle automatically includes an Announcement forum when generating a new course. By default, the Announcements forum will appear in the top of the main section of the course. This is not a discussion forum for students—only those who have course editing rights may post messages or replies.

Step	Action	Notes
1.	On your course site, enable editing.	
2.	Click on the **Important Class Announcements** link.	
3.	Click on the **Add a new topic** button.	
4.	Click in the **Subject** textbox and type in a topic.	For example, type: Friday's Assignment. The announcements appear to student in an email format, so type something descriptive.
5.	Click in the **Message** editing field and type your message or instructions to students.	For example, type: Be prepared to discuss an idea that was new to you from your reading assignment. Explain why the idea or passage stood out.

Step	Action	Notes
6.	Clicking the **Advanced** link reveals additional options.	The **Attachment** section enables you to upload a file, such as a Word doc or image, to support or illustrate the message.
		Checking the **Pinned** checkbox forces the post to the top of the forum and ensures important messages remain the most visible to your students.
		If you want all students in your course to receive the post by email, click the **Send forum post notifications with no editing-time delay** checkbox. Leaving this box unchecked allows you time to edit your message. (The email option may not be enabled on all servers.)
7.	Click the **Post to forum** button at the bottom of the window to post your announcement.	
8.	Notice that a link to the new announcement appears in the forum. Click on the link to see how your new announcement displays in the forum.	When viewing the posting, notice that you can edit, delete, or post a reply from this screen.
9.	Click the name of your course in the breadcrumb navigation to return to your main course page.	
10.	To add a block to your course page for your Announcements forum, click the **Course Blocks** in the upper-right corner of the course title area.	
11.	Under the **ADD A BLOCK** dropdown menu, choose **Latest news**.	The message you posted in the forum will appear in the **Latest news** block.
12.	To close the Blocks box, click the **Close** button at the bottom of the Blocks screen or click the **Course Blocks** button in the upper-right.	

≡ **Note:** The ctYOU.org server design includes a "hamburger icon" in the upper left corner of the screen. Click this icon to show or hide the left side navigation column. You can use the side

navigation to return to your main course site or the ctYOU.org home page, or you can click the links in the breadcrumb.

Remember, an **Announcements** forum is different from a **Discussion** forum in Moodle. Moodle automatically includes an Announcements forum when generating a course. Although an instructor can add a Discussion forum at any time, an Announcements forum is unique in that a teacher does not have the option to add this forum type. Therefore, do not delete an Announcements forum from your course. Instead, hide the Announcements forum if you do not wish to use it. The types of forums an instructor may create include the following:

- **Single simple discussion**—Allows for only one discussion topic.
- **Each person posts one discussion**—After posting, participants lose the ability to add a topic, but anyone can reply to other posts.
- **Q & A forum**—Participants must post an answer to the forum question before they can see the responses of others.
- **Standard forum displayed in a blog-like format**—Anyone can start a new discussion, in which discussion topics are displayed on one page with "Discuss this topic" links.
- **Standard forum for general use**—Anyone can start a discussion topic or reply to any other post. This is the most common forum type.

INSERTING AND MOVING A LABEL

A label is simply a heading or text displayed in the main section of the course site. Moodle's label function also enables you to insert a horizontal rule to divide your topic into subsections.

Step	Action	Notes
1.	On your course site, be sure editing is on.	
2.	In the top section (the General section) of the course page, click on the **Add an activity or resource** link.	The location of the **Add an activity or resource** buttons differ, depending on the Moodle theme. Some Moodle designs include separate links to add an activity or a resource.
3.	Under **Add a resource**, click to add a **Label**.	
4.	In the **Label text** field, type in a heading or descriptive information.	For this example, type: Please remember to read the class announcements. Click the Toolbar Toggle button to reveal all the text editing tools. Make the font bold and change the color to red.

Step	Action	Notes
5.	Click **Save and return to course**.	
6.	Click the **4-headed arrow** (moving handle) and drag the label and place it above the Important Class Announcements link.	

ADDING A WEBPAGE AND EMBEDDING A YOUTUBE VIDEO

Creating a page (webpage) in Moodle enables you to type or copy/paste content using the text editor. A page can display text, images, sound, video, web links, and embedded code such as Google maps. Advantages of using a webpage rather than PDFs or Word files include ease of update and increased accessibility, especially for those accessing the site on mobile devices.

Note: For large amounts of content (information requiring many pages covering multiple topics), you may want to construct a Moodle Book, Moodle Lesson, or H5P feature, rather than creating webpages. See the CareerTech How to Moodle training packets that explain how to create a Moodle Book, Moodle Lesson, or H5P feature.

In this activity, you will learn how to embed a YouTube video in a webpage. You will want to locate a suitable video ahead of time. For example, you can use the "What Is Moodle LMS?" video located at: https://youtu.be/3ORsUGVNxGs.

Step	Action	Notes
1.	Turn on editing in your course page.	
2.	Click the **pencil icon** next to Topic 2.	
3.	Give **Topic 2** a title. Then click **Enter** to save changes.	For example, type: Moodle Video Resources.
4.	Under your new topic heading, click the **Add an activity or resource** link.	
5.	Under the **All** or **Add a resource** tab, click to add a **Page**. In the **Name** editing field, type in a name for the page.	For example, type: What is Moodle?

Step	Action	Notes
6.	In the **description** field, you can type in a page description, and check the "Display description on course page" button.	This step is optional. As an example, you may type: This video describes Moodle. Checking the box will display the description under the link to the item on the main course page.
7.	In the **Content** section in the **Page content** editing field, click the **Toolbar Toggle** button to open the toolbar. Click on the **Edit HTML source** button (<>) on the toolbar.	This will open the **HTML source editor** popup window.
8.	Open a separate web browser window, go to YouTube.com, and do a search to locate the "What is Moodle?" video (or another video of your choosing).	For example, see the YouTube video at: www.youtube.com/watch?v=wop3FMhoLGs
9.	Click to pause the video to keep it from playing	
10.	On the YouTube page, click the **Share** link, located below the video.	
11.	Click the **Copy Link** button to copy the YouTube link to the video.	
12.	Return to the Content textbox on ctYOU.org and paste the URL in the box	On a PC, you can paste by clicking and holding the **Ctrl** key and then clicking **V** key.
13.	Click the **Save and display** button at the bottom of the editing screen, and check to make sure the video displays on the page.	
15.	You can reposition the video on the page and/or add a caption, if you'd like. To edit this page, click the **gear** icon to the right of the video, and then click **Edit settings**.	

<> Users with experience editing HTML code may prefer to embed videos in a Moodle webpage by copying a YouTube video's iframe code. click the embed link. To do this, locate the **Share** button displayed below the YouTube video, and then click **Embed > Copy**. Then in the Moodle webpage editing screen, click the **Edit HTML source** button, which resembles the less-than/greater-than symbols **<>**. Paste the iframe code into the Edit HTML source window and click the **Update** button.

On the YouTube page underneath the shortened (or shared) URL, the YouTube site also allows you to choose an alternative location to start the video. Click the checkbox next to the **Start at** option and type in the desired start time. This works well for editing out extraneous content, such as long introductions.

ADDITIONAL TIPS AND HINTS

- If you can't find a link or Moodle feature you're looking for, make sure editing is turned on. Make it a practice to turn on editing when you open your course site.
- Many of the applications in Moodle have a radio button or checkbox that must be click for the item to be visible to students. If a feature doesn't show up in your course, make sure you didn't miss checking a button or box.
- If you want to explore editing options, go to the Moodle.org demo site at https://moodle.org/demo. At the demo site, you can make changes without messing up your own course. Any changes made on this site will be deleted when the server automatically refreshes every hour.
- If you don't know how to do a task or understand what something means, use the internet as your go-to guide. Hundreds of YouTube videos and written tutorials are available 24/7 on the internet.

SUMMARY AND RESOURCES

This tutorial gave you some steps to perform when setting up a Moodle course site. To learn more about this topic, visit Moodle Docs at https://docs.moodle.org/.

HOW TO USE THIS TUTORIAL:

This tutorial can be used as a self-paced lesson or as a lesson plan in a training classroom setting.

- **As a self-paced lesson.**

    If this is a completely new skill for you, work through the tutorial from beginning to end. However, if you have some previous experience with the topic, use the menu hyperlinks on page one to jump to a topic that you want to learn.

    Most topics include hyperlinks to video demonstrations. While the videos are useful, you don't have to watch them. All the information that you need is listed in the tutorial text and step instructions.

    Use the exercises at the end of the tutorial to practice the skill. This will help to correct any misunderstandings or mistakes before you use the skill in your classroom.

- **As a lesson-plan for a training classroom.**

    When teaching this skill in a classroom, use the tutorial for:

    ✓ **Motivation**—Use the tutorial introduction as a springboard for a deeper exploration of how instructors might use this functionality in their classrooms. Encourage discussion and contributions from your learners.
    ✓ **Demonstration**—Once your learners understand the purpose and pedagogical value of the functionality, demonstrate the steps of the relevant tasks as listed in the tutorial, using your computer and an overhead projector.
    ✓ **Practice**—Use the tutorial example as a basis for learner practice. Assist as necessary.
    ✓ **Reference**—Encourage learners to use the tutorial post-session as a reference when using the functionality.

Return to the tutorial .

We would appreciate feedback on this tutorial! Please contact the General ctYOU.org Support Staff listed under Division Contacts on ctYOU.org.