

Teacher quick guide

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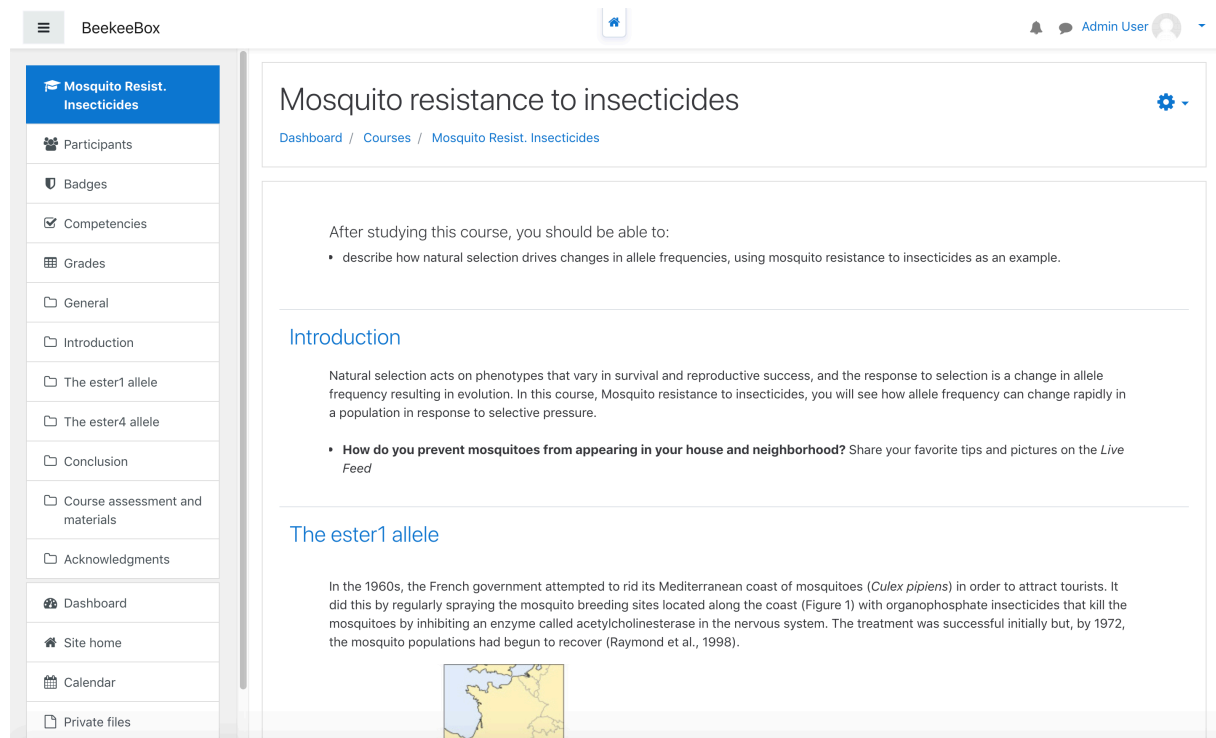
https://docs.moodle.org/38/en/Teacher_quick_guide

Date: 27.01.2020

In Moodle, a teacher has responsibility for the materials in their own course. This quick start guide introduces Moodle's features to those with the Teacher role.

Course set up

A course is a space on a Moodle site where teachers can add learning materials for their students. A teacher may have more than one course and a course may include more than one teacher and more than one group of learners.

The screenshot shows a Moodle course interface. At the top, there's a navigation bar with a hamburger menu, the site name 'BeekeeBox', a home icon, and a user profile for 'Admin User'. Below this is a left-hand sidebar with a blue header 'Mosquito Resist. Insecticides'. The sidebar contains a list of course sections: Participants, Badges, Competencies, Grades, General, Introduction, The ester1 allele, The ester4 allele, Conclusion, Course assessment and materials, Acknowledgments, Dashboard, Site home, Calendar, and Private files. The main content area on the right has a title 'Mosquito resistance to insecticides' with a settings gear icon. Below the title is a breadcrumb trail: 'Dashboard / Courses / Mosquito Resist. Insecticides'. The main content area contains a paragraph: 'After studying this course, you should be able to:' followed by a bullet point: 'describe how natural selection drives changes in allele frequencies, using mosquito resistance to insecticides as an example.' Below this is a section titled 'Introduction' with a paragraph about natural selection and allele frequency. Another bullet point follows: 'How do you prevent mosquitoes from appearing in your house and neighborhood? Share your favorite tips and pictures on the Live Feed'. Below that is a section titled 'The ester1 allele' with a paragraph about the French government's attempt to control mosquitoes in the 1960s. At the bottom of this section is a small map of the Mediterranean coast.

Example of a Moodle course

A course can display its materials in a number of ways or 'formats', for example in weekly sections or named topic sections. You can show all the sections at once or just reveal one at a time. See Course settings for more information.

Course sections may be renamed by turning on the editing and clicking the configuration icon underneath the section name. Sections may also be moved by drag and drop and sections added or removed by clicking the + or - underneath the bottom section. See Course homepage for more information.

You can also add elements, known as 'blocks', to the right, left or both sides of your central learning area, depending on your theme. For more information see Blocks. Remember that blocks will not display in the Moodle Mobile app so, think carefully about which blocks you really need.

Course full name

This is the name of the course. It is displayed as a link on course lists on the Front page and on the Dashboard and in reports. It is also used in the browser title bar when the course is viewed.

Short name

Many institutions have a shorthand way of referring to a course, such as BP102 or COMMS. Even if you do not already have such a name for your course, make one up here. It will be used in several places where the long name is not appropriate, such as the Navigation block.

By default, only course full names are displayed in the list of courses. However, an administrator can enable short names to be displayed too if required by ticking the checkbox in *Administration > Site administration > Appearance > Courses*.

Course category

The site administrator may have created course categories to help teachers and students find their courses easily. Course categories may be reflected in the Navigation block.

Course start date

This setting affects the display of logs and the weekly format topic dates.

If you use the "Weekly" course format, the start date will appear in the first section of the course.

For example, selecting 27 July, will display "27 July - 2 August" in the first section (when default display is selected for that section).

This setting will have an effect on the display of logs. This will be the earliest possible date the log activity will display.

This setting will **not** affect courses using the 'social' or 'topics' formats.

TIP: In general, if your course does not have a real starting date then set the date to yesterday and use the availability setting to reveal the course to students.

Course end date

The course end date is used for determining whether a course should be included in a user's list of courses. When the end date is past, the course is no longer listed in the navigation block / drawer and is listed as past in the Course overview on students' dashboards.

The course end date is also used for calculating the retention period before data is deleted.

It may also be used by a custom report e.g. reporting activity for the duration of a course.

Users can still enter the course after the end date; in other words, the date does not restrict access.

Calculate the end date from the number of sections

For courses in weekly format only, the course end date may be calculated automatically based on the course start date and the number of sections. If course sections (weeks) are added or removed, the course date is changed automatically. If 'Calculate the end date from the number of sections' is ticked, the course end date cannot be set manually.

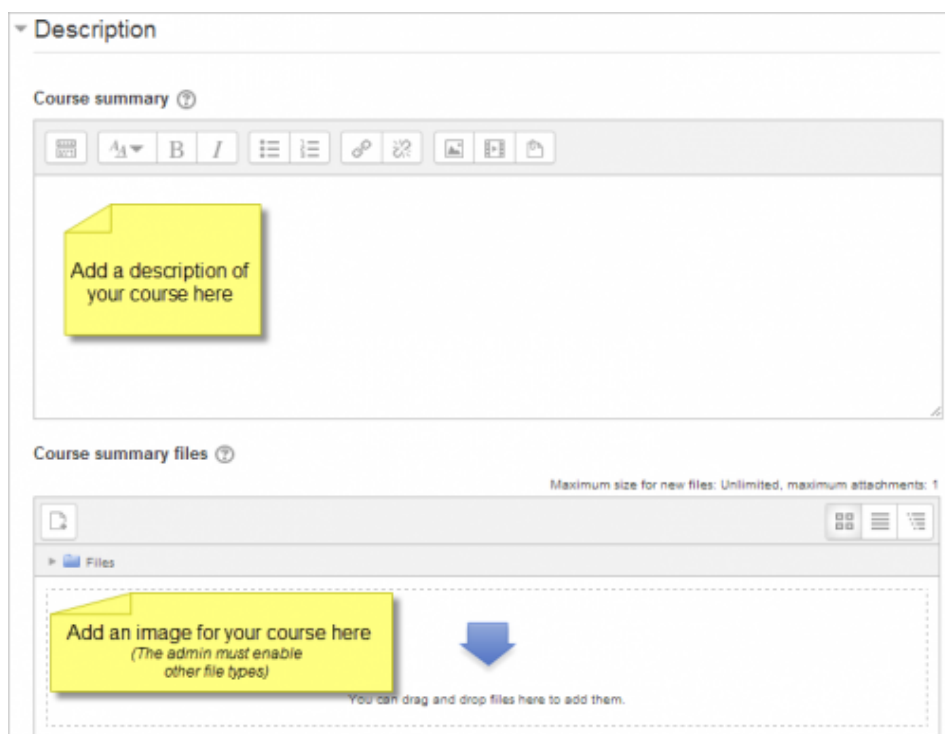
Course visibility

Here you can "hide" your course completely. It will not appear in the list of courses, except for managers, course creators, teachers and any other users with the view hidden courses capability. Even if students try to access the course URL directly, they will not be allowed to enter.

Course ID number

The ID number is an alphanumeric field. It has several potential uses. Generally, it is not displayed to students. However, it can be used to match this course against an external system's ID, as your course catalogue ID or can be used in the certificate module as a printed field.

Description



The screenshot shows a web interface for editing a course description. The 'Description' section is expanded, revealing two main components: 'Course summary' and 'Course summary files'. The 'Course summary' field is a text area with a rich text editor toolbar (bold, italic, list, link, image, etc.) and a yellow sticky note placeholder that says 'Add a description of your course here'. The 'Course summary files' section includes a file upload area with a yellow sticky note placeholder that says 'Add an image for your course here (The admin must enable other file types)'. A blue arrow points to the file upload area, and a message at the bottom says 'You can drag and drop files here to add them.'.

Course summary

The summary appears on the course listings page. This field is searched when searching for a course and also appears in the Course/Site description block.

Course image

An image (and if allowed by the administrator, other file types) may be attached to the course summary. They will be accessible by anyone from outside of the course just like the course name and/or summary.

By default, only jpg, gif and png file types are allowed as course summary files. An administrator can change the allowed file types in *Administration > Site administration > Appearance > Courses*.

Course format

Hidden sections

This option allows you to decide how the hidden sections in your course are displayed to students. By default, a small area is shown (in collapsed form, usually grey) to indicate where the hidden section is, though they still cannot actually see the hidden activities and texts. This is particularly useful in the Weekly format, so that non-class weeks are clear, or if you have quizzes you don't want your students to see.

TIP: If you choose, these non-available items can be completely hidden, so that students do not even know that sections or an activity in the course are hidden.

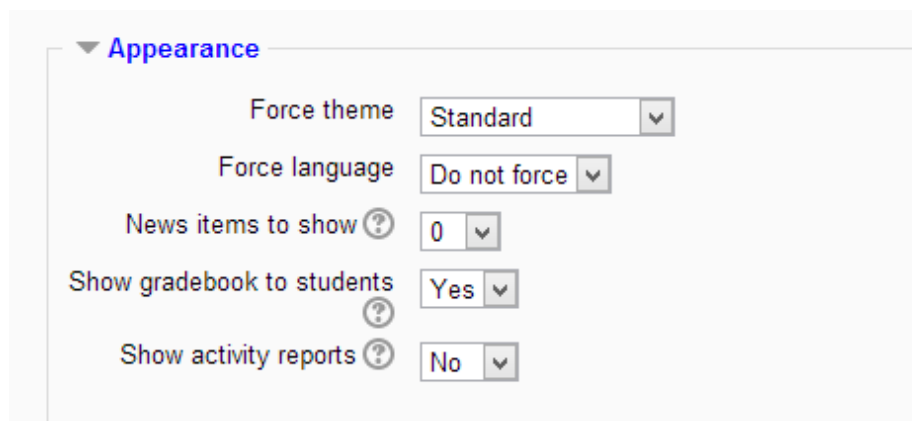
Course layout

The Course layout setting determines whether the whole course is displayed on one page or split over several pages. The setting currently applies to the topics and weekly core course formats and contributed collapsed topics course format only.

Teachers choose from the dropdown whether they wish to "show all sections on one page" in the familiar scrolling format, or "show one section per page".

If one section per page is selected, the course page is abbreviated to a list of links to individual sections. If an individual section is shown, next and previous sections may be accessed via links above and below the section.

Appearance

A screenshot of the Moodle 'Appearance' settings panel. The panel has a title 'Appearance' with a downward arrow. Below the title are five settings, each with a label and a dropdown menu. The settings are: 'Force theme' with a value of 'Standard', 'Force language' with a value of 'Do not force', 'News items to show' with a value of '0', 'Show gradebook to students' with a value of 'Yes', and 'Show activity reports' with a value of 'No'. Each dropdown menu has a small downward arrow on the right side. There are also small question mark icons next to the 'News items to show', 'Show gradebook to students', and 'Show activity reports' labels.

Appearance settings expanded

Force theme

If the site administrator has allowed the teacher to set a course theme, this pull-down menu will appear with a list of themes on the site. Teachers can use this to choose a different look for the course from the rest of the Moodle site.

Number of announcements

How many recent announcements from the Announcements forum should show in the Latest announcements block.

If an announcements forum is not required in the course, this setting should be set to zero.

Show gradebook to students

Here you can decide whether to allow students to see the link to grades in the Administration block. If your course doesn't use graded activities, it makes sense to disable this. If grades are used and this link is disabled, students can still see their grade from the actual activity itself, such as an assignment

Show activity reports

Here you can decide whether to show students their activity reports. Doing so places a load on the server however, which is why the setting is disabled by default.

Maximum upload size

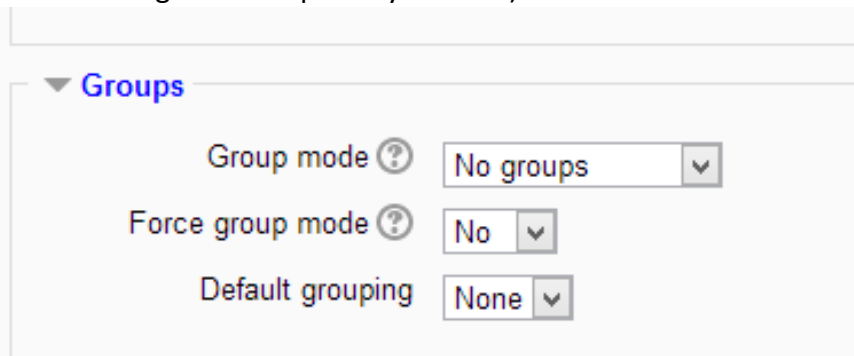
Here you can decide the largest size of file that students can upload to a course. The site administrator can determine sizes available for the teacher to select.

Completion tracking

Completion tracking must be enabled for Activity completion. Course completion criteria may also be based upon Activity completion values found in the activity's settings.

Groups

(These settings are collapsed by default.)



Groups settings expanded

Group mode

Here you can define the group mode at the course level by a pull-down menu. "No groups", "Separate groups" and "Visible groups" are the choices. The selected setting will be the default group mode for all activities defined within that course. The group setting can affect what users see in the participants list and who they can interact with in activities.

Force

If the group mode is "forced" at a course-level, then this particular group mode will be applied to every activity in that course. This will override any activities that may have a special group setting.

Default grouping

(These settings are collapsed by default.)

If groupings are enabled, a default grouping for course activities and resources may be set.

Role renaming

Course enrolment

Before a learner can access your course, they must first be authenticated on the site and that is the responsibility of the site administrator.

Enrolment methods














There are several enrolment methods available to a teacher, what is available, again, depends on the site administrator. The admin might enroll students into course automatically, or the teacher might be able to let students enroll themselves. Depending on the theme used, this can be done either by clicking the gear menu in the nav drawer link Participants or by clicking Enrolled users from the Users link in the Course administration block. This is the Manual enrolment method. Other options can be seen in the Enrolment methods link and include Self enrolment and Guest access.

Note: Guests can only view the course and its resources; they cannot participate in any activities.

An enrolment key may be set if Self enrolment is enabled so that only students with the key can enter. The screencast Enrolling learners gives more information on course enrolment. If your course looks different, watch this earlier screencast on Enrolling learners .

Grading

Every course has its own Gradebook which can record scores from assignments, quizzes, peer assessment workshops, 'branching' lessons, SCORM activities and LTI learning resources.

Surname	First name	Workshop: My home country ...	Workshop: My home country ...	Database: Food for Moodlers
	Frances Banks	26.40	18.22	Nice
	Angela Bowman	59.60	16.44	Nice
	Lao Cai	80.00	18.22	Really tasty
	Paul Castillo	19.80	18.22	OK
	Maria Cruz	80.00	20.00	OK
	Thomas Day	0.00	20.00	Nice
	Brian Franklin	80.00	20.00	Nice
	Barbara Gardner	80.00	18.22	Really tasty
	Amy George	80.00	20.00	OK
	Ann Hansen	59.60	20.00	OK
	William Kim	80.00	20.00	Absolutely delicious
	Joshua Knight	73.20	20.00	Really tasty
	Jennifer Larson	80.00	20.00	Nice

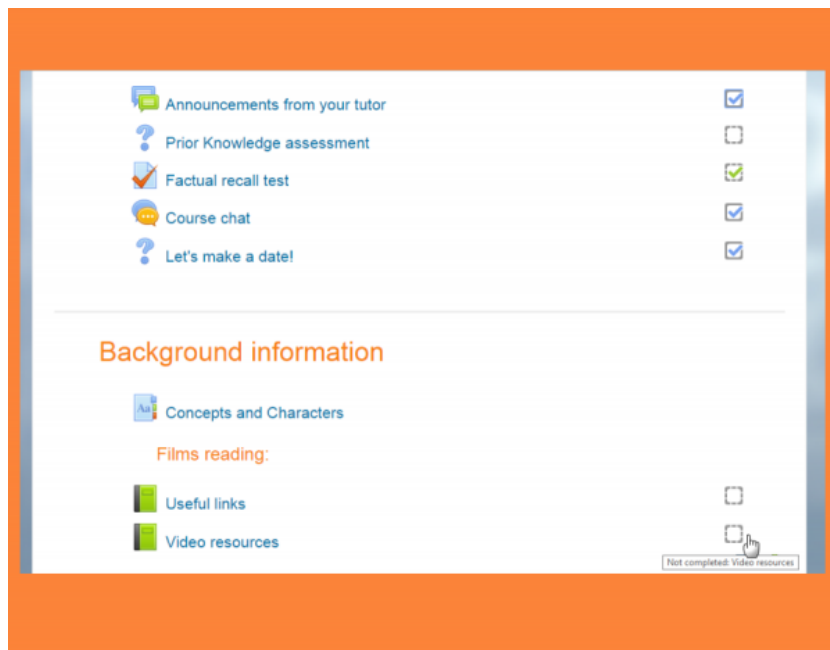
The grader report

Other activities such as forums, databases and glossaries can have ratings enabled which will also then be reflected in the gradebook.

Grade items can be manually created from Course administration > Grades > Set up > Categories and items and it is also possible to import and export grades.

Tracking progress

If completion tracking has been enabled for the site and in Course administration > Edit settings, you can then set completion conditions in activity settings. A checkbox will appear next to the activity and a student may either be allowed to tick it manually, or a tick will display once criteria for that particular activity have been met. This feature can be combined with Course completion so that when certain activities have been completed and/or grades obtained, the course itself is marked complete.

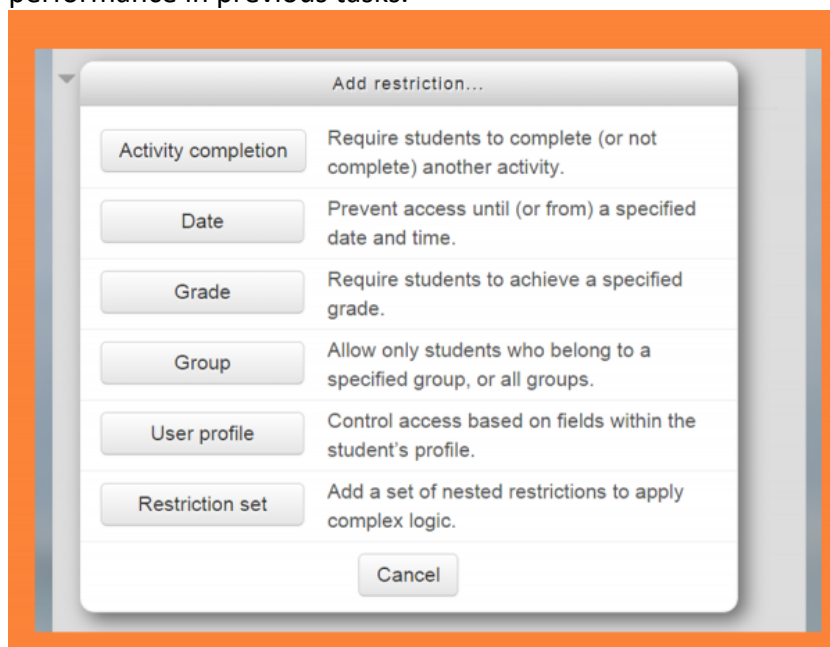


Completion boxes

Badges can also be issued, manually or based on completion criteria to act as a motivator and record of course progress.

Restricting access

A course can be set to display everything to everyone all the time, or it can be very restrictive, displaying certain items at certain times, to certain groups or based on performance in previous tasks.



OPTIONS FOR RESTRICTING ACCESS

Course items and sections may be manually hidden using the 'hide' icon when the editing is turned on. If Restrict access has been enabled by the administrator then a Restrict access section will display in each course activity and resource, allowing you to choose how and

when this item will be revealed, and whether to hide it completely or show it greyed out with the conditions for access.