Moodle Training Guide

Below, are elements that will be covered in this guide to assist you in becoming a successful online instructor. The elements are divided into the following areas:

- Course Start Up
- Using Enrolment Keys
- Creating Groups
- Creating Resources/Activities
- Quiz Design
- Grading
- Course Maintenance
- Troubleshooting

Course Start-Up:

Configure your Course Settings:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/web-settings.html
Navigate the course site:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/site-nav.html
Update your personal profile:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/profile-update.html
Use the course template:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/readme.html
Work with files:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/files.html
Change course start date:	http://cid.vcc.ca/p1-dl/instructions/moodle/change_course_start_date.pdf
Use Moodle Mail:	http://cid.vcc.ca/p1-dl/instructions/moodle/use_moodle_mail.pdf
Special Note:	Communication is the key to ensuring that everyone feels comfortable in an online course. If you use the template and create ways for students to interact with each other (such as a Q&A forum), you place the focus on the learner as opposed to you, the instructor.

Using Enrolment Keys:

Set an enrolment key:	http://cid.vcc.ca/p1-dl/instructions/moodle/enrolment.html

Creating Groups:

Create Groups and Groupings:	http://cid.vcc.ca/p1-dl/instructions/moodle/create_groups_in_moodle.pdf
Special Note:	You can set up groups and groupings before you know who the students are. Doing this early in the course design process will give you the ability to assign activities to groups as you create the activities. If you know ahead of the course start date who the students will be, you can assign enrolment keys to the groupings, which will automatically place students in their groups as soon as they sign into the course.

Creating Resources/Activities:

Add Resources and Activities:	http://cid.vcc.ca/p1-dl/instructions/moodle/add_resources_and_activities.pdf
Display a Directory:	http://cid.vcc.ca/p1-dl/instructions/moodle/create_a_resource_to_display_

	a_directory.pdf
Create webpages:	http://cid.vcc.ca/p1-dl/instructions/moodle/create_a_webpage.pdf
Create Links to files:	http://cid.vcc.ca/p1-dl/instructions/moodle/create_links_to_files.pdf
Upload edited files:	http://cid.vcc.ca/p1-dl/instructions/moodle/upload_edited_files.pdf

Special Note - Working with assignments:	The best practice in configuring the assignment tool is to allow students to resubmit and delete their own submissions. I've never known anyone to abuse those privileges and it saves huge headaches for the instructor. If you use the "send for marking" feature, be sure to ask your students to use it <u>only</u> when they're ready to submit their final draft. If they use it prematurely, they won't be able to resubmit any other assignments (even if the assignment settings say they can). Any assignments can be deleted by the instructor as long as the assignment module is still open (ie. The date hasn't expired). If the module is closed, the assignment needs to be reopened and course settings changed to allow students to resubmit. Once they resubmit they should be able to delete their old assignment.
Special Note - Using forums to make announcements:	The best practice is to have the "Recent Activity" block available on the main course page and use subscription and tracking options. (See "Subscribe to forum posts" below.) Students can reply to the news forum but they cannot create new discussion threads.
Special Note - Maximizing the usefulness of discussion threads:	The best practice is to ask students to keep discussions to one or two points. The best way to model this is to ask only one or two questions per topic. Use the subscription and tracking features to keep track of unread posts: http://cid.vcc.ca/p1-dl/instructions/moodle/change_email_notification_settings (Graphics Version).pdf

Quiz design:	
Convert existing quizzes:	http://cid.vcc.ca/p1-dl/instructions/moodle/create_GIFT_formats.pdf
Delete Quiz Attempts:	http://cid.vcc.ca/p1-dl/instructions/moodle/delete_quiz_attempt.pdf
Find Questions:	http://cid.vcc.ca/p1-dl/instructions/moodle/find_questions_in_the_question_bank.pdf
Special Note:	There is often confusion between question banks and quizzes. Question banks are simply a repository of questions. When you create a quiz, you can either add questions directly to it, or select questions from the question bank and place them in the quiz. There's more flexibility with question banks which permit random questions. Before students begin a quiz, be sure to tell them to press the "submit all and finish" button when they're finished. Doing otherwise (such as pressing the "Save" button), won't submit quizzes for marking.

Grading:	
A useful resource from U.Vic:	http://moodlehelp.uvic.ca/instructor/documents/TheGradebook.pdf
Aggregating Totals (Advanced):	http://its.lafayette.edu/help/moodle/gradebooksettings

Course Maintenance:	
Check student activity logs:	http://cid.vcc.ca/p1-dl/instructions/moodle/check_student_activity_logs.pdf
Open/close your course:	http://cid.vcc.ca/p1-dl/instructions/moodle/close_a_course.pdf

Troubleshooting Guides:	
Problems with Course access:	http://cid.vcc.ca/p1-dl/instructions/moodle/moodle_block/tsguide.html
Problems viewing a course:	http://cid.vcc.ca/p1-dl/instructions/moodle/fix_problems_viewing_a_course.pdf