<https://www.linkedin.com/learning/learning-moodle-3-9/develop-effective-online-instruction-with-moodle?u=2045532>

**User’s Profile Page:**

Click on the “User Icon” on the upper-right corner -> Click on “Profile”

**User’s Notification Settings:**

Click on the “User Icon” on the upper-right corner -> Click on “Preferences” -> Click on “Notification Preferences”

**Switching Roles**

To see a course from the perspective of a student.

Switch Role to:

Click on the “User Icon” on the upper-right corner -> Click on “Switch role to” -> Select the role you want

**Create a Course:**

Click on “Site Home” from the left pane -> Click on “Add new course”

**Course Organization:**

It is called “Course Format” in Moodle

Types:

1. Single activity format

A course is not divided, but it follows a single structure like in a forum, book, a single assignment, etc.

1. Social format

A course is divided on discussions

1. Topics format

Aka “Units”, “Modules”

A course is divided in sections

This format applies greatly to the topics of a syllabus.

1. Weekly format

A course is divided on sections, each representing a week

**Edit the Settings of a Course:**

It allows to change the setting of the course set when creating the course

Click on “Site Home” from the left pane -> Click on “the course” -> Click on the “Gear” icon on the top-right -> Click on “Edit settings”

**Edit Course Content:**

Click on “Site Home” from the left pane -> Click on “the course” -> Click on “Turn editing on”

You can edit the existing or add more topics

**Add Activities or Resource to a Course:**

The Introduction Section:

This section is the first one above any topic sections of the course

It will be the landing page of the course

Editing the Introduction Section:

Open the course -> Click on “Turn editing on” -> Click on upper “Edit” on the right of “Announcements” -> Click on “Edit section”

The Announcement Section:

This feature provides an easy way to communicate with your entire class on the Moodle platform.

Announcements will notify the students to their emails or once logged, depending on their notification preferences.

Editing the Introduction Section:

Open the course -> Click on “Turn editing on” -> Click on “Edit” on the right of “Announcements” -> Click on “Edit section”

Adding an Activity to a Topic

Click on the “Gear” Icon on the upper-right corner -> Click on “Turn editing on”

Click on the “Add an activity or resource” on the right of the any topic -> Select an activity or resource to add

**Resources Types that can be added to a Cours***e*:

1. H5P:

Allow the creation of rich HTML5 content including interactive, graded, etc.

It is added as a file, which can be reused from the Moodle’s “content bank”

1. Labels:

Labels allow you to add non-iterative text, images, videos, or other multimedia to sections of your course.

1. Files:

To share files with students

It allows you can embed pdf files in the course

1. URLs

Sharing a URL is another way to provide resources to students. It can be used to show anything that's available online.

The URL can be embedded if needed.

1. Pages:

Creates one single resource as a page.

A page can contain embedded video, audio, links, and photos

**Add Activities to a Course**:

it allows instructors to obtain feedback on how well students understand the material and then give feedback to the students regarding their progress.

Types of Activities:

1. Assignment:

Click on the “Gear” Icon on the upper-right corner -> Click on “Turn editing on”

Click on the “Add an activity or resource” on the right of the any topic -> Select “Assignment”

It is like a “Page” resource, but allow to control the availability dates of due and completion, and allows the student to submit a text response or a file.

The student has to be enrolled to the course for the student to see the “Submission Status:

1. Quiz:

Click on the “Gear” Icon on the upper-right corner -> Click on “Turn editing on”

Select a Section where you want to add a Quiz

Click on the “Add an activity or resource” on the right of the any topic -> Select “Quiz”

Create the Quiz

Go back to the Section, and select the Quiz you just created

Click on “edit quiz” to add question to the quiz

Click on the “Add” on the right side, and then select “a new question”

1. Question Banks:

Every time you add a question to Moodle (quiz, etc.), the question is saved on the question banks, so they can be re-used in other quizzes

Click on the “Gear” Icon on the upper-right corner -> Click on “More”

Click on “Question Bank”

Here you can see existing questions, create import, or export questions from other Moodle’s servers, and set categories. Categories are like folder that group questions.

1. Safe Exams

The Safe Exam browser is a customized web browser that if enabled, students will need to download. It provides a more secure testing environment.

Click on the “Gear” Icon on the upper-right corner -> Click on “Turn editing on”

Select a Section where you want to add a Quiz

Click on the “Add an activity or resource” on the right of the any topic -> Select “Quiz”

Click on “Safe Exam Browser”

1. Forum

It provides a way to engage students in online discussions about course content.

Click on the “Gear” Icon on the upper-right corner -> Click on “Turn editing on”

Select a Section where you want to add a Forum

Click on the “Add an activity or resource” on the right of the any topic -> Select “Forum”

1. Survey, choice, and feedback

The Surveys activity is a great way to get feedback from your students as to how the class is going,

The Choice activity allows you as the instructor to pose a simple question for the students to answer.

The Feedback activity allows you as the instructor to receive feedback from the students

1. Chat

Chats activity enable participants to have text based, real time synchronous discussions. Chats provide a safe way to have learners to communicate, because the discussions can be monitored, and all chats can be saved and made available for others in the class to see.

Manage Your Dashboard

There may be times that you do not want students to see specific things on the platform, and you have the ability to adjust that.

Hide Topic/Section/Activity

This will hide from the students a Topic/Section/Activity

Manually Enroll Users (Students, teachers, managers, etc.)

Go into the course

From the left pane, select participants, and then click on “Enroll Users”

Note- Create the users first before enrolling

Modify Enrolled Users

In the course participant’s screen, you can edit a users’ enrollment. This include suspending them from the course, late enrollment, setting enrollment end’s date

Changing the enrollment Method and setting “Self-Enrollment”

In the course participant’s screen, click on the top gear icon, then Select “Enrollment Methods”.

Unhide “Self enrollment (Student)”

Click on the gear icon on the right of “Self enrollment (Student)”

Set an “Enrolment key”. I.E. <Password>

Note- The user must already be created on Moodle

Groups

Used to organize students into groups

In the course participant’s screen, click on the top gear icon, then Select “Groups”

Select “Crater Group”

You can set a enrollment key for the group

Select “Add/remove users”. This will show all the students enrolled in the course. Add them

Send Messages

Use the course announcement to send a message to all students in the course

To send a message to a group, go to the course, then click on the message icon (next to the bell/notification icon), select the group or the student you want to send a message, and send the text message

Gradebook Setup

Go to the course, click on the gear icon, and then select “Gradebook setup”.

In the “Gradebook setup” page, all assignment/assessments will be shown.

Select any of the assignments, it will show the assignment’s summary.

Click on “Grade”, it will show the submitted assignment of each student at a time.

Enter the grade, and click on “Save and show next”