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 at http://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.

Mozilla Firefox is the recommended browser for both Windows and Macintosh platforms. Alternate web browsers like Internet Explorer, Opera and Safari may cause errors when in use. To download Mozilla Firefox, go to this website: www.firefox.com

Getting Started

Moodle allows instructors to add all content and activities on 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.

Different areas in a Moodle course include: the Activities block 1, the People block 2, the Settings block 3, Edit Settings 4, Editing 5, Add a Resource 6, Add an Activity 7, Quickmail 8 and Library 9.
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 Settings Block

The Settings block is the most important block in your course. The Turn editing on option enables you to add activities and resources to the course. After turning editing on there will be several small icons in each block and topic. These include arrows for altering the position (left, right, up, or down), the update icon, the delete icon, and the eye icon.

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.

The ‘Add a block’ Block

The Add a block Block allows you to display additional blocks on your course page, such as Messages, Attendance and Section Links.
Icons

<table>
<thead>
<tr>
<th>Icon</th>
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<tbody>
<tr>
<td>☀</td>
<td>Edit item</td>
<td>🤔</td>
<td>Item is Available</td>
<td>✗</td>
<td>Delete/Remove</td>
<td>✏️</td>
<td>Edit Item Title</td>
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<tr>
<td>🍀</td>
<td>Duplicate Item</td>
<td>🤔</td>
<td>Item is Hidden</td>
<td>➔</td>
<td>Indent/shift right</td>
<td>➔</td>
<td>Move here</td>
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<tr>
<td>👉</td>
<td>Assign Roles for Item</td>
<td>🤔</td>
<td>Help</td>
<td>➔</td>
<td>Move Icon*</td>
<td>➔</td>
<td>Highlight week/topic</td>
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<tr>
<td>👨</td>
<td>No Groups</td>
<td>🤔</td>
<td>Separate Groups</td>
<td>➔</td>
<td>Expand Block Condense Block</td>
<td>➔</td>
<td>Move to Dock Undock All</td>
</tr>
</tbody>
</table>

Changing Your Settings

To adjust the course settings, click the Edit Settings item located under Settings block.

Here you can set the course availability to students. Additionally you may add a short summary of the course, as well as change the number of topics.

Making a Course Visible to Students

1. Click on Edit Settings under the Settings block.  
2. In the Availability box, set the Availability drop-down to This course is available to students.  
3. Click on Save changes.

Changing the Number of Modules (aka Weeks/Topics)

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

To change the number of modules, follow these steps:

1. Click on Edit Settings under the Settings panel.  
2. In the Formatting options for Topics format box, you will see a drop-down menu for Number of weeks/topics. Select the number of modules you want.
3. Click on **Save changes**.

**Or**

1. Scroll down to the last topic and click [to add a topic, or [ to remove a topic.

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### Changing the Course Theme*

Each Moodle course is created with the default Adelphi Moodle theme. To change the theme, follow these steps:

1. Click on **Edit Settings** in the **Settings** block.

2. In the **General** box, you will see a drop-down menu for **Course Look and Feel (Themes)**. Click on the menu and select the desired theme.

3. Click on **Save changes**.

*Note: Some course themes display features differently than the default, such as placing blocks in different locations. Screenshots for Moodle Tutorials will be based on the theme “Do not force”*

### Changing the Course Description on the Moodle Homepage

1. Click on **Edit Settings** in the **Settings** block.

2. In the **Course Summary** box describe the course in no more than three sentences.

3. Click on **Save changes**.

### Navigating the Course

To return to the course homepage from any other place in the course (e.g. a discussion forum, or a resource), click on the course name (or ID) in the upper left corner underneath the Adelphi logo, or click on the course number on the bottom of the page.

### Organizing Modules

The default view shows all course materials organized by modules as the instructor has organized them. Modules can be displayed in different ways:

- Change visibility to students by clicking the eye icon.
- Highlight the current module by using the highlight icon.

### Display by Type of Content
Moodle: Introduction

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.

Allowing Pop-Up Windows to Appear in Mozilla Firefox

When Firefox prompts you that it has blocked a popup, click Options (or Preferences) and select Allow popups for moodle.adelphi.edu.

Assigning Roles

The Enrolled Users option allows you to enroll users in your course and provide them with a specific role. Teachers can 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. Under My Favorite Services there is a Moodle tab for students to access Moodle. In order to log into Moodle students will use their universal username and password. If students have followed these steps accurately they will appear in the Participants list.

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Non-editing teacher</th>
<th>Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teachers can do anything within a course, including changing the activities and grading students.</td>
<td>This role 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.</td>
<td>Students have access to the course information provided by the instructor and are able to post responses in the forums, contribute to wikis, etc.</td>
</tr>
</tbody>
</table>

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. In the Settings block, click on Users.
2. In the list that appears beneath Users, click Enrolled Users.
3. Click Enroll users.
4. Type in the name of the user you wish to add and click on Search.
5. Click the drop down menu next to Assign Roles to assign them as a Student, Teacher or Non-Editing Teacher.
6. In the Search results box, click Enroll.
7. Click Finish enrolling users.

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

8. The student’s name and email will now appear in the Enrolled users box.
Removing a User from Your Course

1. In the **Settings** block, click on **Users**.

2. In the list that appears beneath **Users**, click **Enrolled Users**.

3. To remove a user from the course, under **Enrollment methods** click on the **X** across from the student’s name.

**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.
Quickmail

Sending an Email to Your Students

1. In the Quickmail block, click Compose New Email.

2. Click Add All to send an email to your entire class. To email a select student, click on their name in Potential Recipients and click Add. To remove a name from the recipient list, select the name in Selected Recipients and click Remove, or to remove all click Remove All.

3. Optional: If you wish to send an attachment, click on and or drag and drop the file.

4. Type the Subject and Message of your email.

5. Click Send Email to send immediately, or Save Draft to send the message later.

Note: The email will then appear in the inbox of the student's Adelphi University email. You will also receive a copy of the message.

Viewing, Sending and Deleting Drafts

1. In the Quickmail block, click View Drafts.

2. Click on the icon to view the draft and prepare it for sending.

3. Click on the icon to delete the draft.

4. To edit an email, refer back to Sending an Email to Your Students section.

Viewing History

1. In the Quickmail block, click on View History.

2. Click on the icon to view the email, or the icon to delete.
Creating Signatures

1. In the **Quickmail** block, click on **Signatures**.

2. Create a title for the new signature.

   *Note: To default a signature, check the **Default** option box below the text box.*

3. Enter your signature in the Signature box.

4. When finished, click on **Save changes**.

5. To select a signature, click on **Compose New Email** in the **Quickmail** block.

6. After composing an email, go to the **Signature** drop down menu and select a signature.