## What Is Moodle? ❶

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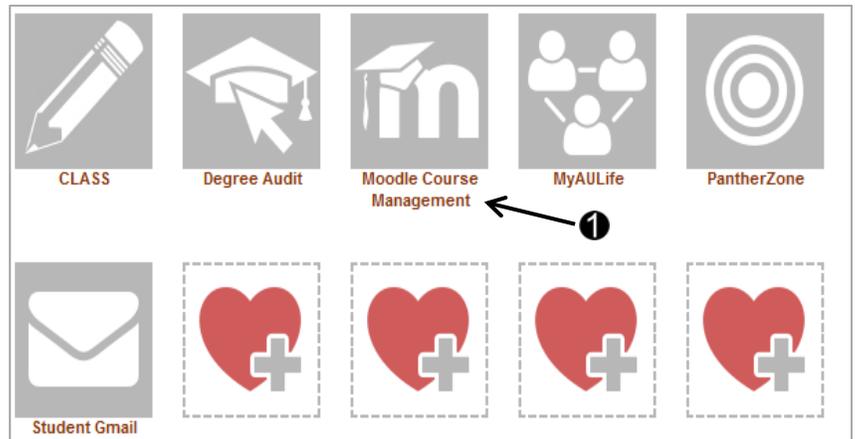
Mozilla Firefox is the recommended browser for both Windows and Macintosh platforms. Alternate web browsers like Internet Explorer, Opera and Safari may cause errors when in use. To download Mozilla Firefox, go to this website: www.firefox.com

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.

The different areas in a Moodle course include:

Actives Block	❶	People Block	❷
Administration Block	❸	Edit Settings	❹
Turn Editing On / Off	❺	Add a Resource Dropdown	❻
Add an Activity Dropdown	❼	Quickmail Block	❽
Library Block	❾		

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☐ Home   ☐ My home   ☐ Events   ☐ My Courses   ☐ This course   ❺ ☐ TURN EDITING OFF   ▤ Hide blocks ▤ Full screen

Latest news ▫▫
✛ ✿▾

Add a new topic...
(No news has been posted yet)

Quickmail ❽ ▫▫
✛ ✿▾

✉ Compose New Email
✐ Signatures
✿ View Drafts
✿ View History
✐ Alternate Emails
✿ Configuration

People ❷ ▫▫
✛ ✿▾

▣ Participants

Administration ❸ ▫▫
✛ ✿▾

▾ Course administration
  ✐ Turn editing off
    ▪ Activity chooser on
  ✿ Edit settings ❹
  ✿ Course completion
  ▸ Users
  ▾ Filters
  ▸ Reports
  ▦ Grades
  ▸ Badges
  ⬆ Backup
  ⬆ Restore
  ⬆ Import
  ↺ Reset
  ▸ Question bank
  ▤ Repositories
▸ Switch role to...
▸ My profile settings

Activities ❶ ▫▫
✛ ✿▾

☐ Assignments
☐ Forums
☐ Lessons
☐ Resources

Library Resources ❾ ▫
✛ ✿▾

▪ Library Website
◔ Ask My Subject Librarian
▤ All Guides & Tutorials
▦ APA/MLA/Citations
◔ Course Reserves
▮ My Library Record
▪ Info Lit Tutorial

SAMPLE MOODLE COURSE
✿
    ⑦ Add a resource... [▾]   ⑦ Add an activity... [▾]

✛ **Topic 1**   ◔ ◉
✿
  ✛ **Getting Started: Moodle Basics**   Edit▾   ☑
  ✛ ◉ Google Chrome Download ✐   Edit▾   ☑
  ✛ ◉ Firefox Download ✐   Edit▾   ☑
    ⑦ Add a resource... [▾]   ⑦ Add an activity... [▾]

✛ **Topic 2**   ◔ ◉
✿
  ✛ 💬 News forum ✐   Edit▾ ▣
  ✛ 🇼 File ✐   Edit▾   ☑
  ✛ 📁 Folder ✐   Edit▾   ☑
  ✛ 💬 Page ✐   ❻   ❼ Edit▾   ☑
    ⑦ Add a resource... [▾]   ⑦ Add an activity... [▾]

✛ **Topic 3**   ◔ ◉
✿
  ✛ ✈ Offline Acitivty ✐   Edit▾ ▣ ☑
  ✛ 💡 Lesson ✐   Edit▾   ☑
    ⑦ Add a resource... [▾]   ⑦ Add an activity... [▾]

✛ **Topic 4**   ◔ ◉
✿
    ⑦ Add a resource... [▾]   ⑦ Add an activity... [▾]

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.
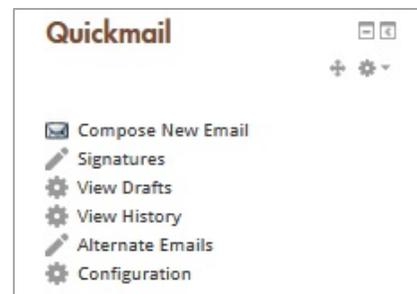
The Administration Block

The **Administration** 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.
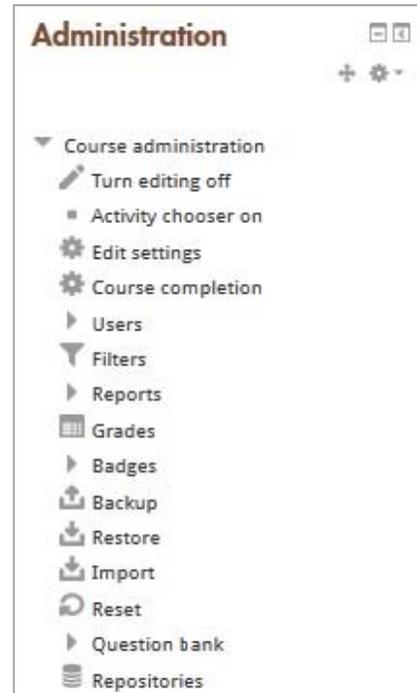
The Quickmail Block

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.

Changing Your Settings

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

Icons

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
⚙	Edit item	👁	Item is Available	✕	Delete/Remove	✎	Edit Item Title
⧉	Duplicate Item	👁̸	Item is Hidden	→	Indent/shift right	→ ⌐⌐	Move here
👤+	Assign Roles for Item	?	Help	✛	Move Icon*	💡	Make Current (highlight) week/topic
👤	No Groups Applied to Item	👥	Groups are Separated	⊞ ⊟	Expand Block Condense Block	◁ ▷	Move Block to Dock Undock All

*Note: You must create groups and set the activity to group mode to have an impact on this. Once something is in group mode, the icon will look like 👥

👁   ***Using the eye icons:*** When eye icon is 'open' the item is visible and accessible to participants. When the icon is clicked the eye will 'close' and the item becomes hidden and inaccessible to participants.
👁̸   This function is useful when you want to keep an item in your course (rather than deleting it), but do not want participants to have access to it.

Making a Course Visible to Students

1. Click on **Edit Settings** under the Administration block ❶

2. Under the **Visibile** section, set the dropdown to **Show**

3. Click   SAVE CHANGES

Changing the Number of Modules (aka Weeks/Topics)

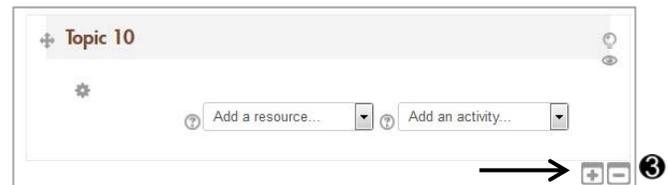Each Moodle course, by default, is created with 15 modules (weeks/topics).

To change the number of modules, follow these steps:

1. Click on **Edit Settings** under the **Administration** block ❶

2. Under the **Course format** tab, you will see a drop-down menu for **Number of sections**. Click on the dropdown and select the number of modules you want ❷

3. Click [SAVE CHANGES]
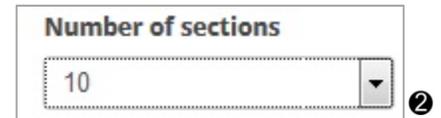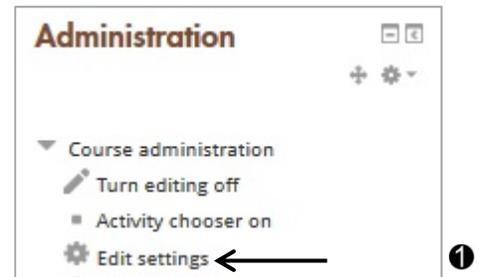
Or

1. Scroll down to the last module and click ⊞ to add a topic, or ⊟ to remove a topic ❸

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** under the **Administration** block ❶

2. Under the **Appearance** tab, you will see a dropdown menu for **Do not force**. Click on the menu and select the desired theme ❷

3. Click [SAVE CHANGES]
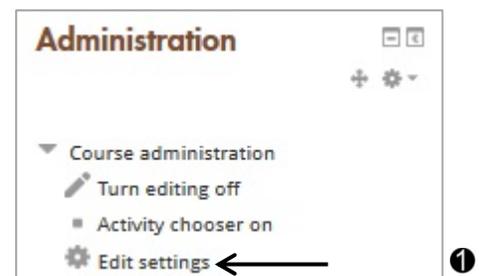
Note: Some course themes display features differently than the default, such as placing blocks in different locations. Screenshots for Moodle Tutorials will be based on the default Course Theme.

Changing the Course Description on the Moodle Homepage

1. Click on **Edit Settings** under the **Administration** block ❶

2. In the **Course Summary** section, describe the course in no more than three sentences ❷

3. Click **SAVE CHANGES**
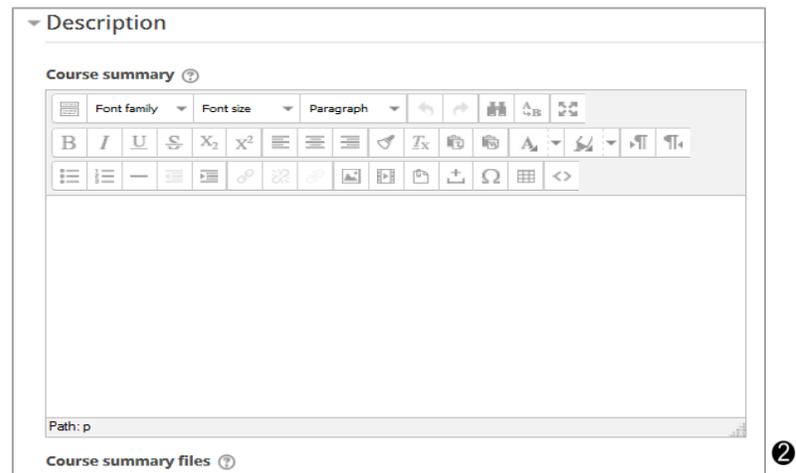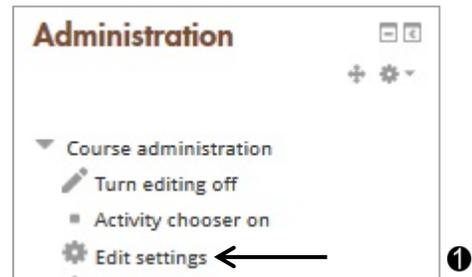
Navigating the Course

To return to the course homepage from any other place in the course (e.g. a discussion forum, or a resource), click on **My Courses** or **My Home** in the upper left corner underneath the Adelphi logo.

Home	My home	Events	My Courses	This course

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

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.

Activities

- ☐ Assignments
- ☐ Forums
- ☐ Lessons
- ☐ Resources

Display by User Activity

1. In the **People Block**, click on *Participants* ❶

2. The following page will have the information on the student like their *Last Access to the Course*

3. To have a more in-depth view of student's activity, click on the student's name ❷

People

👤 Participants ❶

All participants: 3 ⚙

First name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
☐		**Mitchell Kase**	MKASE@adelphi.edu			Never
☐		**Arianna Bekios**	abekios@adelphi.edu			now
☐		**JULIA GIUNTINI**	juliagiuntini@mail.adelphi.edu			Never

❷

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Assigning Roles

The **Assign Roles** option allows you to enroll users in your course and provide them with a specific role. Teachers can typically 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.

Teacher	Non-editing teacher	Student
The Teacher role has full administrative access of their course, which allows them to add or remove course content, as well as grade student assignments.	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.	Students have access to the course information provided by the instructor and are able to post responses in the forums, contribute to wikis, etc.

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 **Administration** block, click on **Users**, and select **Enrolled Users** ❶

2. Click **ENROLL USERS**

3. In the box that opens, type the name of the user you want to add to your course in the search bar at the bottom, and click *Search* ❷

4. Users matching your search query will appear in the box

5. Click the dropdown menu next to *Assign Roles* to assign them as a *Student*, *Teacher* or *Non-Editing Teacher* ❸

6. When ready, click **ENROLL** to add them to the course ❹

7. Click **FINISH ENROLLING USERS**

8. The student's name and email will now appear in the *Enrolled Users* box.

Note: If you close out of the window without clicking Finish enrolling users, the students will still be enrolled in the course.
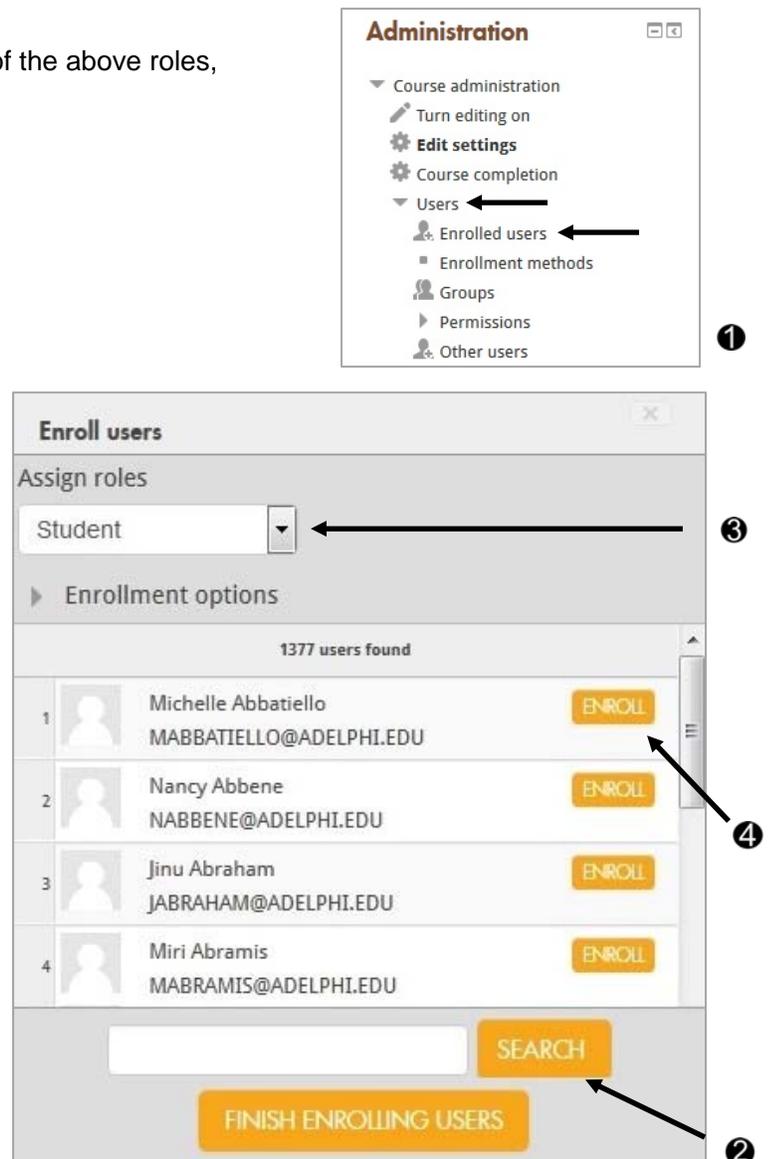
Removing a User from Your Course

1. To remove a user from the course, click on **Users**, and select **Enrolled Users** ❶

2. Click the ✖ icon that is in line with the user's name and role ❷

3. The system will prompt you to verify that this is, in fact, the user you want to Unenroll—click *Continue* to completely remove the user from your course
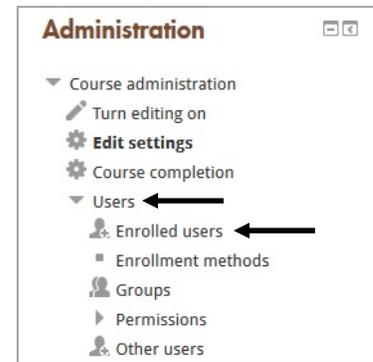
Notes: *This step cannot be undone and a student's data will be erased from the course.*

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.*