

Getting Started with Moodle

 = Tip  = Caution  = Shortcut



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Logging in to Moodle

- Open a web browser (Mozilla Firefox or Internet Explorer)
- In the address field type: <http://www.churchill.ac/moodle>
- Enter your Churchill ID (LCC then numeric numbers only) and password (your date of birth in ddmmyy format)
- Click on the 'Login' button

Once logged in you will see the list of courses available to you.

Different roles available

These are the following roles available at Moodle. However, you can add new roles.

Roles

Name	Description	Short name	Edit
Administrator	Administrators can usually do anything on the site, in all courses.	admin	  
Course creator	Course creators can create new courses and teach in them.	coursecreator	   
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	   
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	teacher	   
Student	Students generally have fewer privileges within a course.	student	  
Guest	Guests have minimal privileges and usually can not enter text anywhere.	guest	  
Authenticated user	All logged in users.	user	 

Add a new role

You can allow role assignment, which means roles can be customised based on the requirements.

Manage roles

Allow role assignments

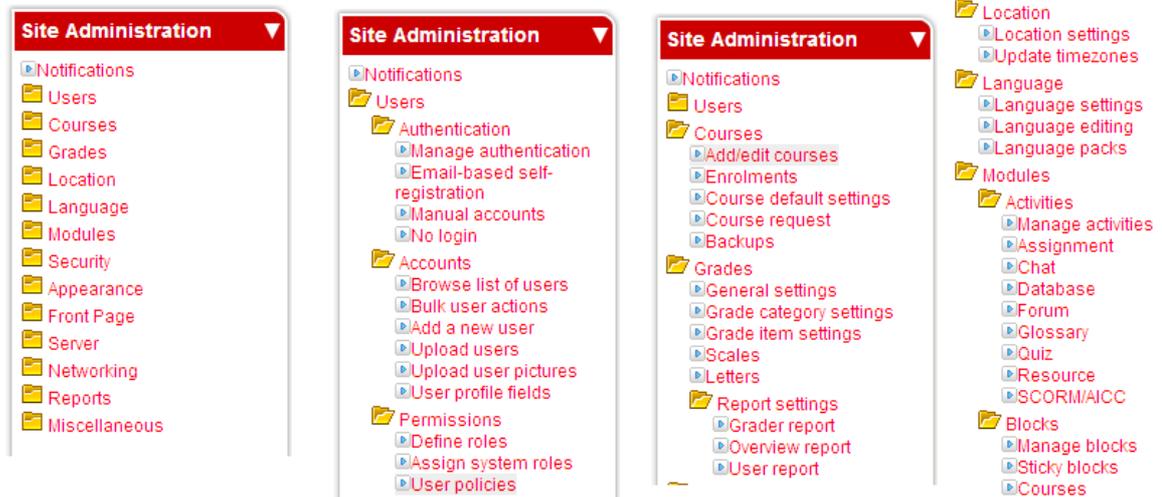
Allow role overrides

You can allow people who have the roles on the left side to assign some of the column roles to other people

	Administrator	Course creator	Teacher	Non-editing teacher	Student	Guest	Authenticated user
Administrator	<input checked="" type="checkbox"/>						
Course creator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-editing teacher	<input type="checkbox"/>						
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest	<input type="checkbox"/>						
Authenticated user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Menu Bar

Snap shot of frequently used menu bar:



Moodle support team at London Churchill College

Position	Name	Email
Site Administrator	Bhuyian Sakib	Sakib@churchill.ac
Learning Resources Person	Humayun Rashid	Humayun876@googlemail.com
Learning Resources Person	NAJWA SARA CHAMAS	n.chamas@churchill.ac

Setting up programmes

Administrators are assigned to set up programmes that are to be offered to the students at London Churchill College.

Terminologies used:

Terminology	Description
Course category	Course category means sets of programmes falls within based on their level (undergraduate or postgraduate) or their applications (professional courses).
Sub category	Sub category shows the actual courses under course category. In this case a course/programme (eg- HND in Business) is a subcategory.
Course	The actual modules/subject the college run under any course or programme.

1. Course category

What it is?

- Course Category means what sort of course it is and its level. For example at Churchill College we offer courses at undergraduate and postgraduate level and professional courses.

How can you create it?

Log in as an administrator and on the left side menu (ie- site administration) go to course/add and edit courses link and press add new category.

LCC ► Administration ► Courses ► Add/edit courses Blocks editing on Turn editing

Site Administration

- Notifications
- Users
- Courses
 - Add/edit courses
 - Enrolments
 - Course default settings
 - Course request
 - Backups
- Grades
- Location
- Language
- Modules
- Security
- Appearance
- Front Page

Course categories

Course categories	Courses	Edit	Move category to:
Postgraduate Study	0	✎ ✖ 🔄	Top
PGD in Business Management	2	✎ ✖ 🔄	Postgraduate Study
PROFESSIONAL COURSES	0	✎ ✖ 🔄	Top
HND BUSINESS	4	✎ ✖ 🔄	PROFESSIONAL COURSES

Add a new course
Add new category

Once you visit the above link, you will come across following screen. If the course category is an independent category, select “top” from the combo box of “parent category”, then enter category and a brief description of this category. It would be advisable to write down programmes under this category. Once the above steps are completed, then press “create category” button to save the information.

Add new category

Parent category

Category name*

Description @

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Path:

Who should be given access to this? –

Everybody who has got the access on the site can view. Only administrator can add or edit this section.

Functions of category menu

This menu is designed to classify levels of different programmes conducted at Churchill College. For example, under “professional category” Churchill offers HND Business, HND Computing, HND Hospitality, IMIS programmes. Each of these programmes are classified as sub category and units or modules are kept under each of these subcategories.

Course categories

-  **Postgraduate Study**
 -  **PGD in Business Management**
 - Financial Management 
 - Human Resource Management 
-  **PROFESSIONAL COURSES**
 -  **HND BUSINESS**
 - Business Environment 
 - Organisations and Behaviour 
 - Managing Financial Resources and Decisions 
 - Marketing 

2. Sub category

What it is?

Sub category shows the actual courses/programmes that the college run under course category.

How can you create it?

Log in as an administrator and on the left side menu (ie- site administration) go to course/add and edit courses link and press add new category. Once you visit the above link, you will come across a screen. As this subcategory is dependent under a category, therefore select that category from the combo box of “parent category”, then enter subcategory name and a brief description of this subcategory. It would be advisable to write down modules or units under this subcategory. Once the above steps are completed, then press “create category” button to save the information.

Who can create it?

- Only the site administrator can create it.

Who should be given access to this?

- Everybody who has got the access on the site can view. Only administrator can create or edit it.

3. Courses

What it is? –

Each course represents a module or unit (Unit 2, Marketing) under each subcategory (ie a programme- eg HND Business). The actual modules/subject the college run under any course.

How can you create it?

Log in as an administrator and on the left side menu (ie- site administration) go to course/add and edit courses link and press “add new course” button. Once you visit the above link, you will come across following screen.

LCC ► Administration ► Course categories ► Add a new course

Edit course settings

General

Category  Postgraduate Study / PGD in Business Management

Full name*  Course Fullname 101

Short name*  CF101

Course ID number 

Summary 

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Under General Box,

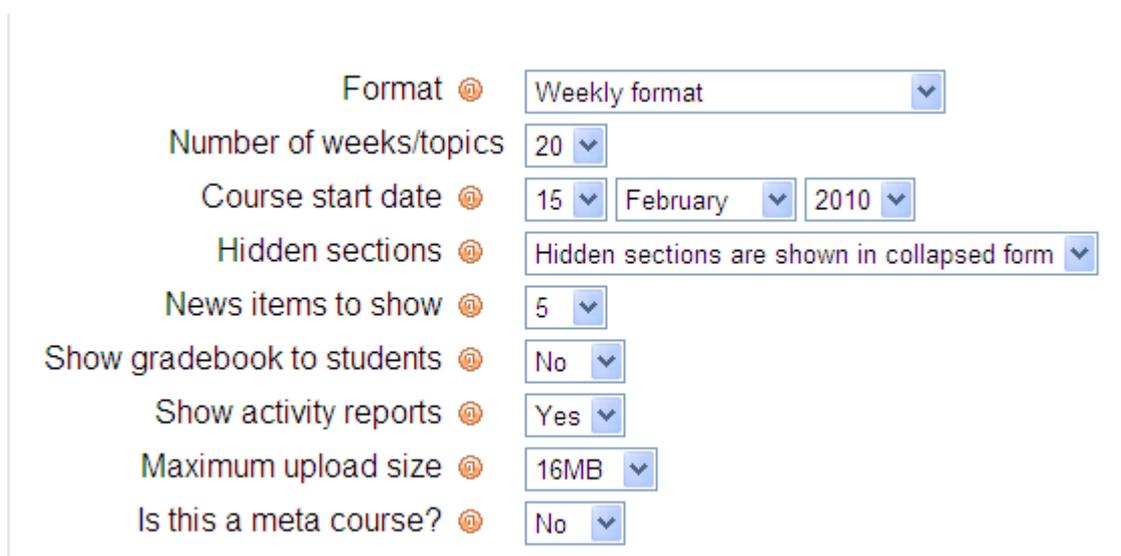
Category button: go to category combo box and select “a category and subcategory” for example Postgraduate Study/PGD in Business Management. Ensure you do not only select the category. You must select both category and subcategory from the combo box. If you select only category then module will be listed under category only.

Full name button: In this section enter the module or unit name.

Short name: you should enter course short name (for example OB for Organisation Behaviour, MG for Marketing)

Course ID Number, summary: These are not mandatory sections.

In the same section following sections needed to be completed:



Format  Weekly format 

Number of weeks/topics 20 

Course start date  15  February  2010 

Hidden sections  Hidden sections are shown in collapsed form 

News items to show  5 

Show gradebook to students  No 

Show activity reports  Yes 

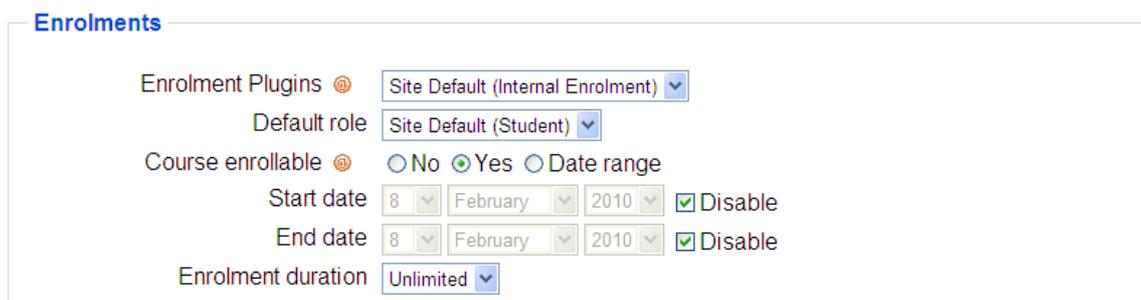
Maximum upload size  16MB 

Is this a meta course?  No 

Please ensure that the above data entered as required by the course leader.

Enrolments, enrolment expiry notification, group boxes

Please ensure that following information are kept as outlined below. However, start and end date may vary.



Enrolments

Enrolment Plugins  Site Default (Internal Enrolment) 

Default role Site Default (Student) 

Course enrollable  No Yes Date range

Start date 8  February  2010  Disable

End date 8  February  2010  Disable

Enrolment duration Unlimited 

Enrolment expiry notification

Notify  Yes

Notify students  Yes

Threshold  30 days

Groups

Group mode  No groups

Force  No

Availability

Availability  This course is available to students

Enrolment key  Unmask

Guest access  Do not allow guests in

Language

Force language Do not force

Availability: Most of the courses are available to students

Enrolment Key:

A course enrolment key is what keeps unwanted people out of your course. Please collect enrolment key from director of studies and enter this number in this section. Once you enter this key, please pass it to relevant module/unit tutor who will inform this key to all potential students wish to attend this module or unit.

If you leave this blank, then anyone who has created a Moodle username on this site will be able to enrol in your course simply by going in to it.

If you put something here, then students who are trying to get in for the FIRST TIME ONLY will be asked to supply this word or phrase.

The idea is that you will supply the key to authorised people using another means like private email, snail mail, on the phone or even verbally in a face to face class.

If this password "gets out" and you have unwanted people enrolling, you can unenrol them (see their user profile page) and change this key. Any legitimate students who have already enrolled will not be affected, but the unwanted people won't be able to get back in.

Please do not enter any information on the role renaming section.

Once you complete this page, please do not forget to save this.

Role renaming ⓘ

Administrator	<input type="text"/>
Course creator	<input type="text"/>
Teacher	<input type="text"/>
Non-editing teacher	<input type="text"/>
Student	<input type="text"/>
Guest	<input type="text"/>
Authenticated user	<input type="text"/>

There are required fields in this form marked*.

Who should be given access to this?

- Everybody who has got the access on the site can view. Only administrator can edit it.

How to grant access to administrators, teachers, and learners?

The main administrator will assign the access for teachers. Teachers will give enrolment key to students to register in a given module or unit. The student will use this key to register for given module or unit.

How should lecturer upload teaching materials for courses taught by them?

Please see the resources for lecturers.

How should students download teaching materials for courses registered on this course?

Student just need to access on the site. Then they will see their courses under “MY COURSES”. When student enter on a particular course then they will be able to download the course material.

Creating users

To create any user who does not have any username and password:

Go to following link www.churchill.ac/moodle and press login button. You will get to the following screen:

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the **New Account** form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

Enter "Create New Account" button which will take you to the following screen:

LCC ► Login ► New account

Er

Choose your username and password

Username*

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

Country*

Create my new account

There are required fields in this form marked*.

You could complete this section or ask the user to complete this section. Once the data are entered, click “create my new account” button. Shortly, you or the user will get an email confirmation. Ask the user to click the email and verify. Once the email link is clicked, the user will be forwarded to Churchill’s website and will receive a message to confirm registration.

Resources for lecturers

1. Moodle course page layout

2. Editing your course (Turn Editing On)

To start modifying your course click 'Turn Editing On' (either by clicking on the button in the top-right, or by clicking the link in the Administration block on the left).



3. Adding Resources and Activities

Once you have turned editing on, you will see two drop-down menus appear in each topic area. One lets you add resources; the other lets you add activities.



Resources can be links to files or folders uploaded to the Moodle server; web pages composed directly in Moodle; or links to external web pages.

Activities allow students to perform actions that are more complex than simply accessing a resource. Some examples of activities include: posting to a forum; submitting an assignment; completing a self-marking quiz; or reading/submitting a glossary entry.

4. Getting Help in Moodle

When editing in Moodle, many settings are accompanied by a question mark icon . Clicking on this icon will open a new help window with a description of the feature and its settings.

5. Switching your Role

Switch your Role by clicking on the button in the top-right of the screen (as illustrated below). This is a great way to test exactly what students see.



6. Add titles or text to your Moodle course page

There are two ways you can add text to your Moodle course page. By choosing 'Insert a Label' from the 'Choose a Resource...' drop down list, or by using the pencil icon  to edit the default label that is located at the top of each topic area. This pencil icon lets you edit the label.

The difference between the two methods is that you can move the label you added yourself to another topic area, whereas the existing label must remain at the top of the topic area and cannot be hidden. For this reason, it is best to include topic headings and descriptions in the existing topic label and add any other text to a new label.

Using the pencil icon to edit the label of a topic area

- [Turn editing on].
- Click the pencil icon  to add some text.
- In the editor provided, add your text and format as required.
- Click [Save Changes].



Tip: You can later edit the title by clicking on the same pencil icon .

Inserting a new Label

- [Turn editing on].
- From the [Add a resource...] drop down menu (located in each topic area) choose [Insert a label].
- Type or paste your text in the text box.
- Click [Save Changes].



Tip: You can later edit this new label by clicking on the pencil icon beneath the text .



Tip: Remember you can copy and paste text from other programs (email, Word etc.) into Moodle.

 **Tip:** If you do copy and paste, select the text and use the Clean Word HTML  icon in the text editor to remove unnecessary formatting that may affect the way your page displays.

7. Adding links to web sites

There are two ways to add links to websites; one is to use the '**Link to a file or web site**' which creates a new resource link on your Moodle course page. The other is to create a text hyperlink **using the WYSIWYG editor**.

 **Tip:** WYSIWYG stands for What You See Is What You Get

Link to a web site

- [Turn editing on].
- From the [Add a resource...] drop-down menu choose [Link to a file or web site].
- Enter a **Name** that describes the website you are linking to.
- Optionally, add a **Summary** (The summary is displayed on the Resources index page).
- Enter the full location for the site including http://
- From the **Window** drop-down menu choose [New window]. This means the student can close the window and return to Moodle easily.
- Scroll down and click [Save and display].

Using the WYSIWYG editor to add a link to a web site

These steps apply wherever you see the WYSIWYG editor (shown below).

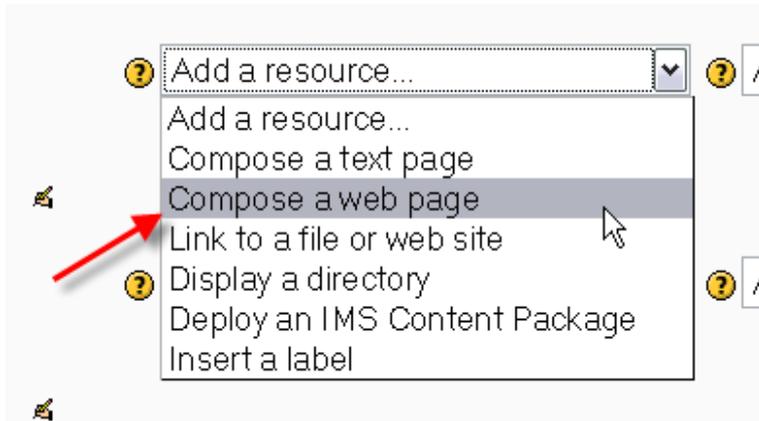


- Enter your text into the WYSIWYG editor.
- Select the text that will become the link.
- Click the chain icon (circled above).
 - Enter the full location for the site including http://
 - Choose a **Target**, such as **New Window**.
 - Click [OK].
- Scroll down and click [Save changes].

 **Tip:** To add the address of a website, click [Search for web page...]. This will open up a new browser window. Find the site you wish to link to and highlight the address. Copy (Ctrl + C) and paste (Ctrl + V) it into the location box. This will minimise the chance of you entering an incorrect web address.

8. Compose a Web page

Web pages in Moodle are very useful for quickly adding and viewing text. It is recommended in situations where you have a small amount of text. If you add an actual Word document to your course, it needs to be downloaded and opened by your students; 'Compose a web page' is fast to create and easier for your students to view.



- [Turn editing on].
- Click [**Add a resource...**] then select [**Compose a web page**] within the topic you wish to add a web page.
- Type a **Name** for the web page.
- Optionally, add a **Summary** (The summary is displayed on the Resources index page).
- Type or paste your text in the **Full text** box.
- Choose whether you want this resource to open in the **same window** or a **new window**.
- Click [**Save and display**] to view the web page.

 **Tip:** Choose **Same Window** for short sections of text, then click **Show Advanced** and tick **Show the Course Blocks**, for an easy viewing experience.

 **Tip:** If you choose **New Window**, you can choose what attributes the new window will have. Make sure you allow the window to be **resized** and **scrolled**; otherwise your students might not be able to read to the bottom of the page!

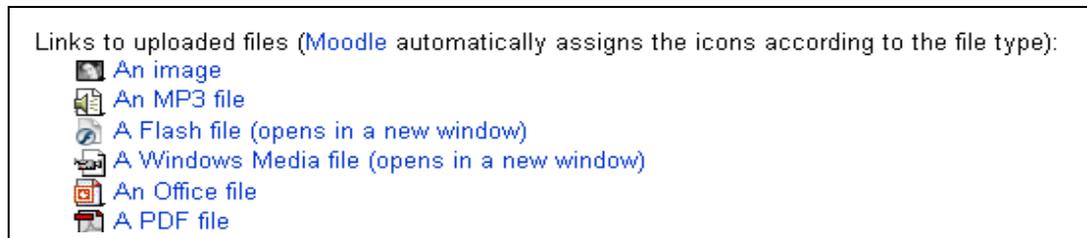
9. Inserting Media Content

Moodle makes it easy to add rich media content to your course. The Moodle media filters will automatically recognize your media type and put the right sort of link in to your web page so students can access it easily. Media content is added using the same steps as for **adding a link to a file** (see below). Alternatively you can add images using the **WYSIWYG Editor's Insert Image** (circled below).



10. Adding files to the Moodle course page

You can add many different types of files to your course page. Moodle automatically recognises many types of files, and displays an icon next to the file name, so that users can easily identify what type of file it is.



You can either add files to your course page at the same time you upload them, or add files to your course files area first, then link to them on your course page later.

To add a file to your Moodle course page (and upload it to your Moodle course)

- **[Turn editing on].**
- Click the **[Add a resource...]** drop-down menu
- Choose **[Link to a file or web site].**
- Enter the name for the link that will appear on your course page.
- Enter the (optional) summary.
- Click **[Choose or upload a file].**
 - A pop-up window will appear showing your file area in Moodle. Click **[Upload a file]** to upload a file from your computer.
 - Click **[Browse]** at the next screen and navigate to the file you want to upload, select it and click **[Open].**
 - The location of the file has been put into the filename field.
 - Click **[Upload this file].** Your file is now in your file area.
 - To choose the file click **[Choose]** under the actions.
 - The location of the file has been put into the Location field.
- Window: Choose **[Same window].**
- Click **[Save and display].**

To add a folder/ file to your Moodle files area (but not to your course page)

You may want to add files to your Moodle course for future use, without adding them individually to your course page. It is a good idea to upload your files to your file area, if you wish to link to a folder containing many files.

- Click the **[Files]** link in the Administration block.
- Click **[Make a folder]** to create a new folder in which to store your files.
- Enter a name for your folder and click **[Create].**
- Click on the new folder name to navigate to your folder.
- Click **[Upload a file].**
 - Click **[Browse]** at the next screen and navigate to the file you want to upload, select it and click **[Open].**
 - The location of the file has been put into the filename field.
 - Click **[Upload this file].**
 - Your file is now in your file area, ready to be added to your course page.



Tip: If you link to individual files from the course page and then move the files to another folder in your Moodle files area, the links to the files will break. Therefore, you should attempt to organise your files in folders to avoid having to manually re-link files in future. If you have many files to display it is worth considering linking to one or more directories instead.



Tip: You can only upload one file at a time. To upload multiple files you must use **ZIP** files. You can then unzip the files in Moodle so you can link to individual files.

11. Adding Forums and Discussion Topics

Moodle courses automatically generate a News Forum which automatically subscribes all participants in a course. It is a particularly useful tool for emailing all participants in a course. The name of the News Forum can be changed to something more appropriate, such as 'Important Announcements' or the like.

This is a useful feature and many use this forum in a Moodle course to announce exam dates, times or changes to exams, lectures or seminars, as well as important information about coursework throughout a term or special announcements relating to events.

The News Forum does not allow students to post items, as it is intended as a tool for important announcements from the tutors.



Tip: The News Forum automatically has all your students subscribed to it. When you post a message in the News Forum it will be emailed to your students' UCL email accounts.

You can add additional forums to your course that can be set to allow students to post discussion topics and reply to others.

Adding a new forum to your course

- **[Turn editing on].**
- Click the **[Add an activity...]** drop-down menu of the top topic.
- Choose **[Forum]**.
- Give the forum a name that will be meaningful to your students.
- Keep the forum type as: **Standard forum for general use**.
- Provide a **Forum introduction** for your students.
- Click the **[Save and display]** button.

You will now see the description for your forum and can start adding discussion topics.

Creating a new discussion topic

- **[Turn editing on].**
- Click **[Add a new discussion topic]**.
- Give your topic a subject.
- Write and format your message.
- Click the **[Post to forum]** button



Tip: Once posted, you will have 30 minutes to edit your message, unless you click **Mail Now** in which case your message will be sent within a few minutes and can not be edited.

12. Adding a Choice activity

The Choice activity allows students to select one option from a list. You can set the choice to only allow a certain number of students to make a particular choice. This is often used to facilitate student tutorial sign-ups.

To add a new choice activity to your course page

- **[Turn editing on]**.
- Click the **[Add an activity...]** drop-down menu of the top topic.
- Choose **[Choice]**.
- Give the choice a name that will be meaningful to your students.
- Provide instructions for your students in the **Choice text** area.
- Choose whether or not to **limit** the number of choices allowed for a particular item.
- Label each choice and set a limit if appropriate.
- Click the **[Save and display]** button.



Tip: You can add further choice fields by clicking the **[Add 3 fields to form]** button.

13. Adding a Calendar block

The Calendar block displays course and group events and also allows users to add their own events.

To add the calendar block to your course page

- **[Turn editing on]**.
- Scroll to the bottom right of the page. The last block in the third column will allow you to add new blocks.
- In the **Blocks** block, choose **[Calendar]** from the drop-down menu.
- The Calendar will appear at the bottom of the right-hand column, just above the **Blocks** block.

To add events to your course calendar

- **[Turn editing on]**.
- Scroll to the **Calendar** block and click on the month and year link to view the calendar.
- Click on the **[New Event]** button in the top, right of the page.
- Choose whether the event is a **User event** (can only be seen by you) or a **Course event** (can be seen by all course members).
- Enter the **name** for the link that will appear on your course page.
- Enter the (optional) **description**.
- Choose the **date** and **time**.
- Add an optional **duration**.



Tip: Some activity dates (such as assignment due dates) will appear automatically in the calendar.

14. Moodle Settings

Good practice and good things to know.

Changing the number of topics

- Click on the **[Settings]** link on the Administration block.

- Modify the **number of weeks/topics** as required – 10 is the default.
- **[Save changes]**.

Course Description

This appears to students or other members of the community browsing Moodle.

- Click on the **[Settings]** link on the Administration block.
- Type or paste a course description in the **summary**.
- **[Save changes]**.

Make course available to students

- Click on the **[Settings]** link in the Administration block.
- Scroll down to **Availability**.
- From the drop down menu choose **[Make Course Available]**
- **[Save changes]**

15. Cleaning up your course page and reorganising content

Deleting items

- **[Turn editing on]**.
- Click the ✕ icon to delete an item from the course.
- You will be asked to confirm that you want to delete the item.
- Once deleted the item cannot be recovered.



Tip: This does not delete files from your Moodle file area; these must be deleted from the Files section.

Hiding items

- If you have materials that you do not want students to access until a later date, you can hide the item from their view.
- To hide an item, make sure you have turned editing on, then click the  icon. This link will still appear in your view, but will be greyed out. To confirm that an icon is hidden, switch your role to Student.
- To reveal an item, click the  icon.
- You can hide either individual items, or entire topic areas.

Moving items

- **[Turn editing on]**.
- Click the  icon next to the item you want to move.
- The screen will now change to show you all the places you can move the item to.
- Click the  icon where you want to move the item to.
- The screen will now return to normal.

Indenting items:

- **[Turn editing on]**.
- You can indent items under the label by clicking the  icon.
- To undo the indent click the  icon.

16. Online Moodle resources

If you want to find out more about Moodle have a look at these online resources.

<http://moodle.org/about/>

http://docs.moodle.org/en/Student_tutorials