

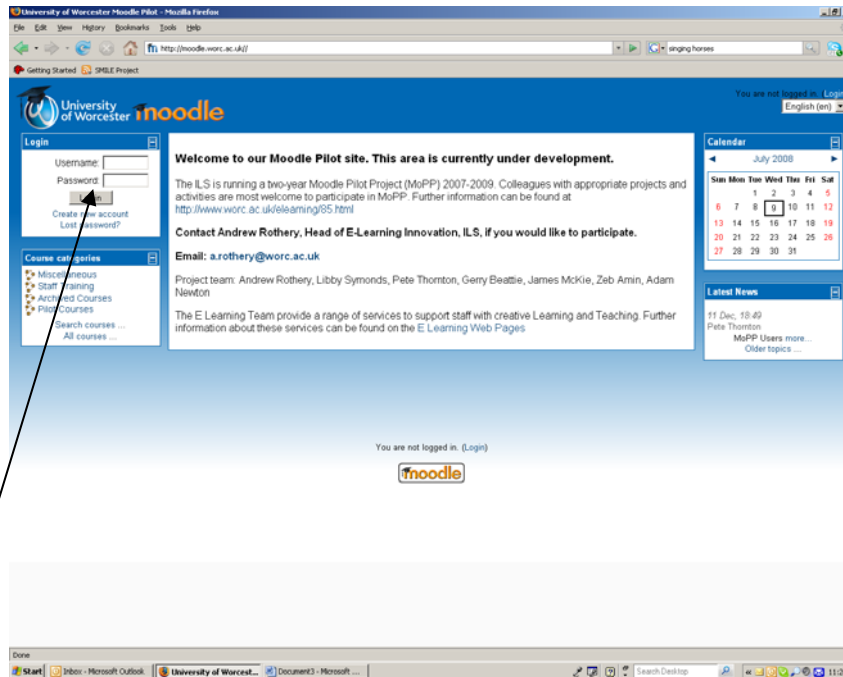
Getting Started with Moodle

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Getting Started with Moodle

Access

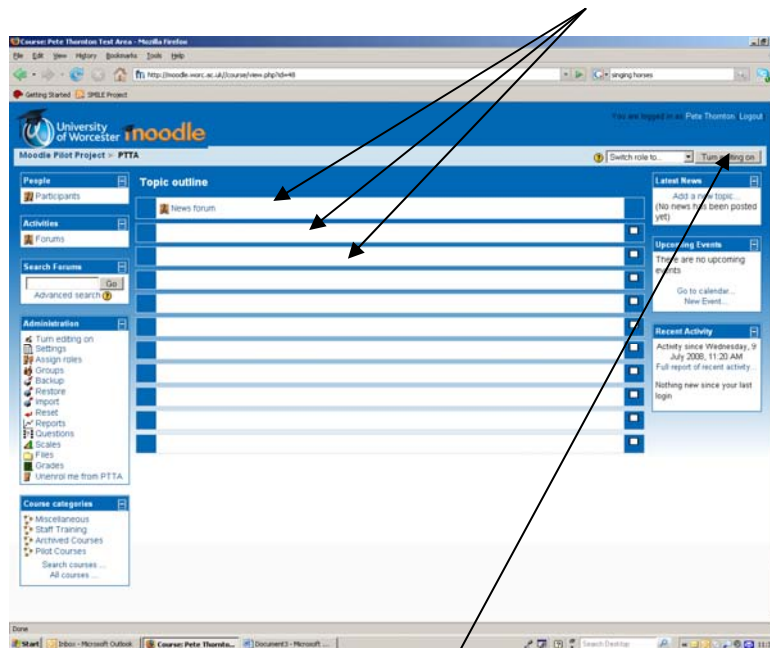
Moodle can be accessed at <http://moodle.worc.ac.uk/>. The software will work with any browser, however we recommend Firefox as the best all round browser when using Moodle.



To Log in to Moodle, type your username and password in the appropriate boxes and click on Login. Once you are logged in, you will be able to see the courses you have access to.

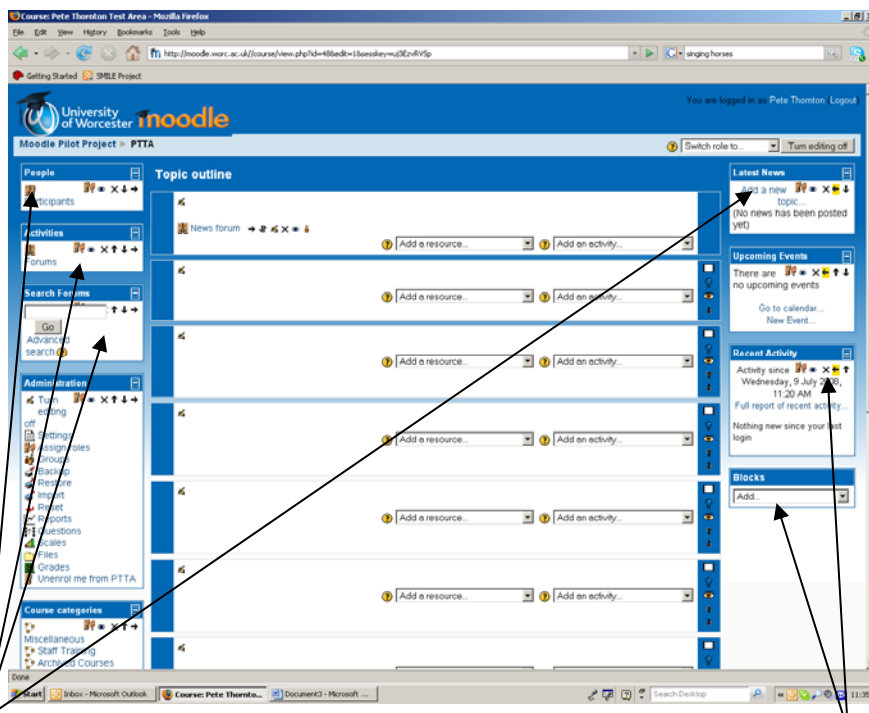


Click on a course to access it. The course below shows a blank course in “Topic Outline” Courses can also be arranged by date. In this case, each box is designed to display materials that are arranged together in particular topics.



Editing

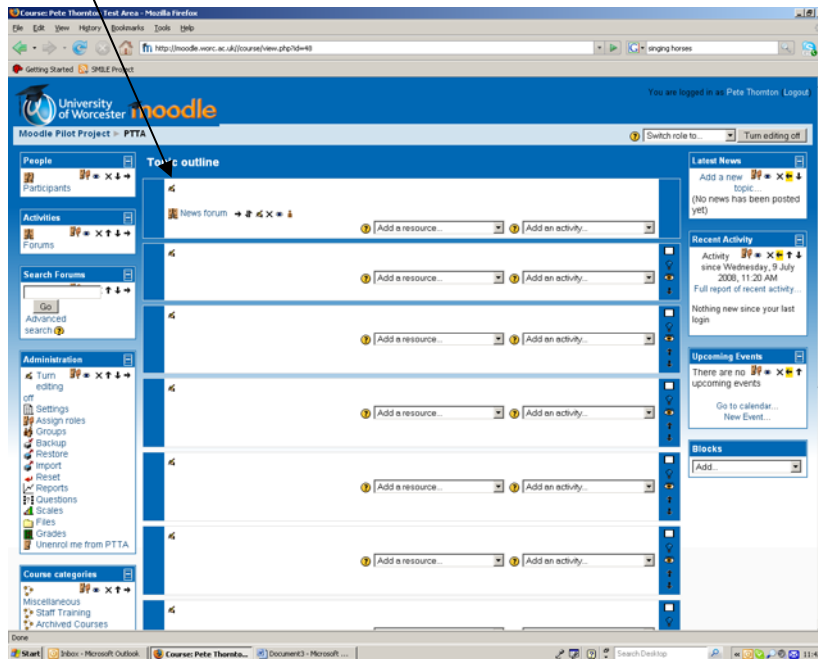
To edit your page, you will need to turn editing on. Click on this button to add activities and materials.



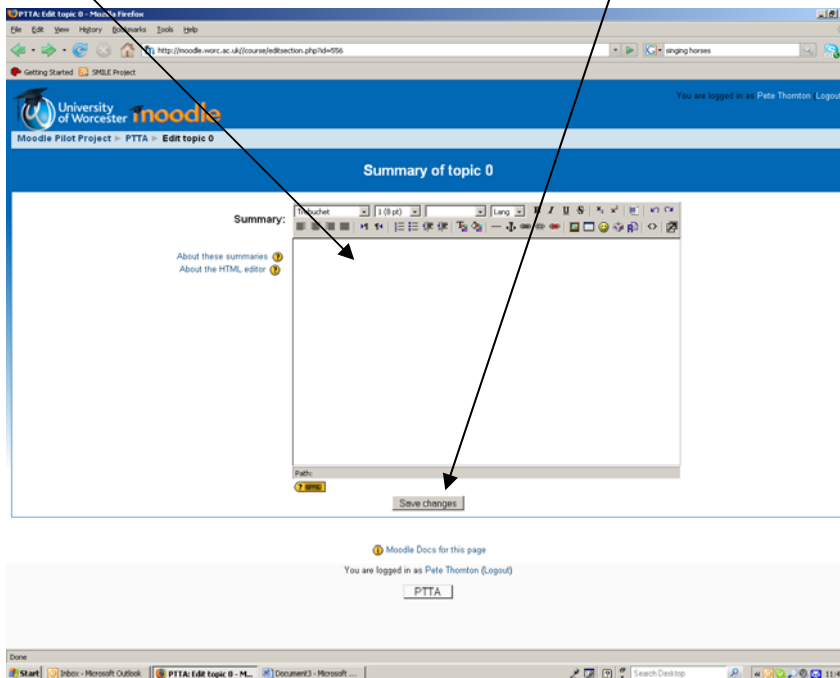
The boxes around the outside are known as blocks and can provide additional useful course information such as recent activity and upcoming events.

You can remove blocks by clicking on the “X” or you can add more blocks by selecting “Add”

Descriptions can be added to each Topic Area within your course. Click the “edit summary” button.



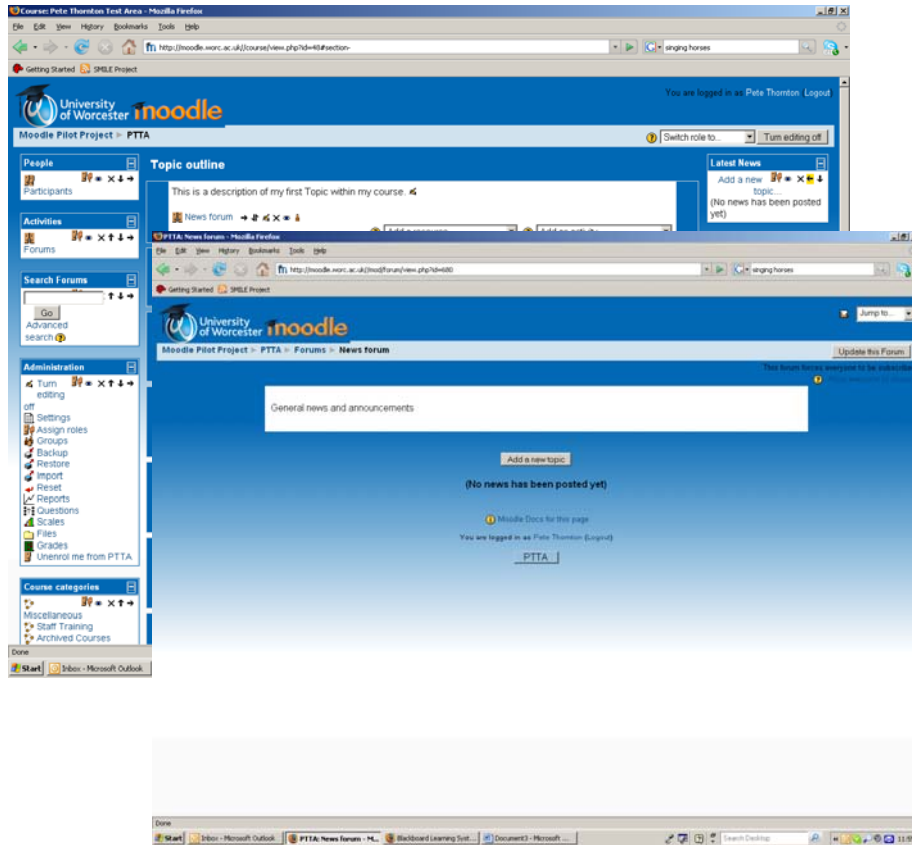
Type your description in the text editor and click “Save Changes”



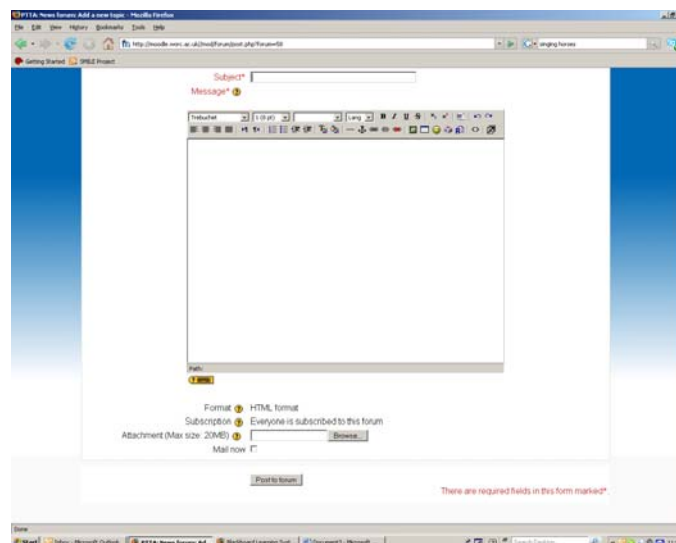
Forums

A “News Forum” is automatically created for you within each course. This is a announcement forum which you can use to broadcast information to your students.

If you wish to remove your “news forum”, you can do so by clicking on the “X”. This delete feature is available throughout Moodle for most activities and materials which are posted in your course. If you wish to post a message to the forum, click on “news forum”, then “Add a new topic” – Please note that students can not reply to this forum. If you wish to create a discussion forum where students can reply, you will need to add one from the “Add an activity” drop down menu when in edit mode.




You can then type your message and “Post to Forum”




Throughout your course you will see these icons.





Indent to the Right 

Move up or down 

Edit settings 

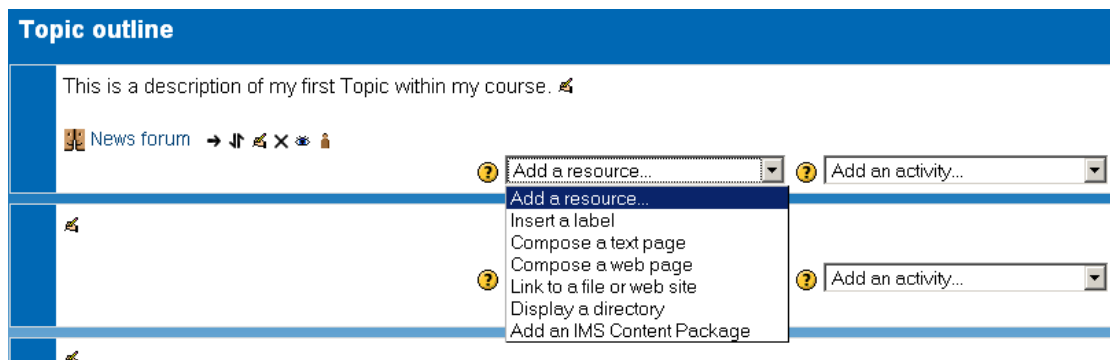
Delete 

Hide 

Group Status
(where used) 

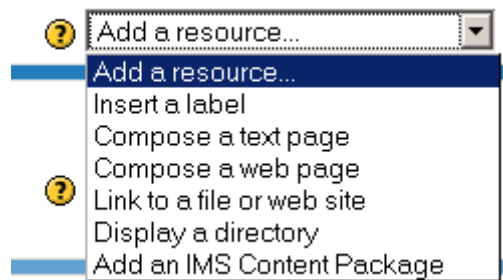
Adding Resources

Resources can be added to your course in any topic area. Click on the drop down arrow next to “Add a resource”.



You can add labels (title headings), create text files or web pages, link to external websites and add your own documents such as Word documents and PowerPoint's. The procedure is much the same for each type of different resource you wish to add. This document will cover how to add a document and how to link to an external website.

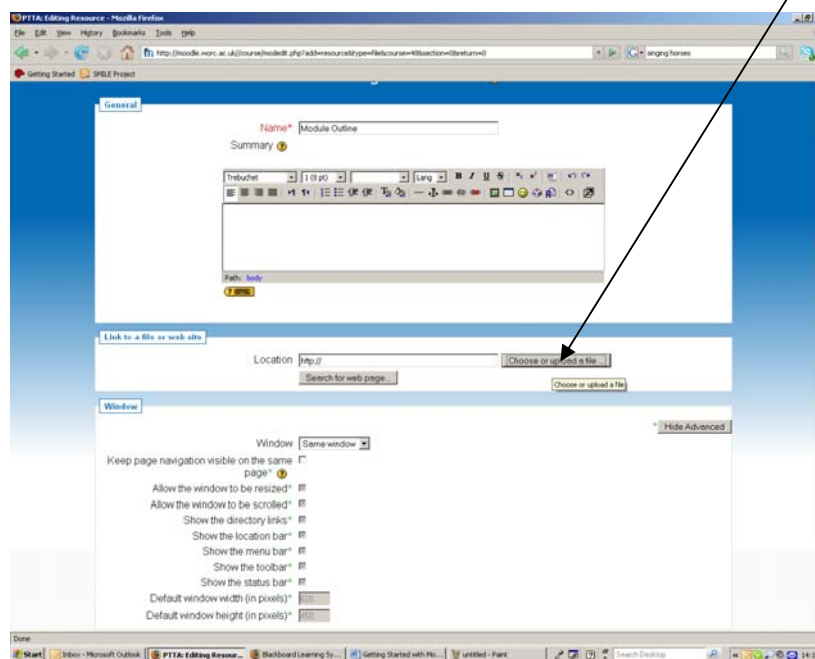
To Add a document.



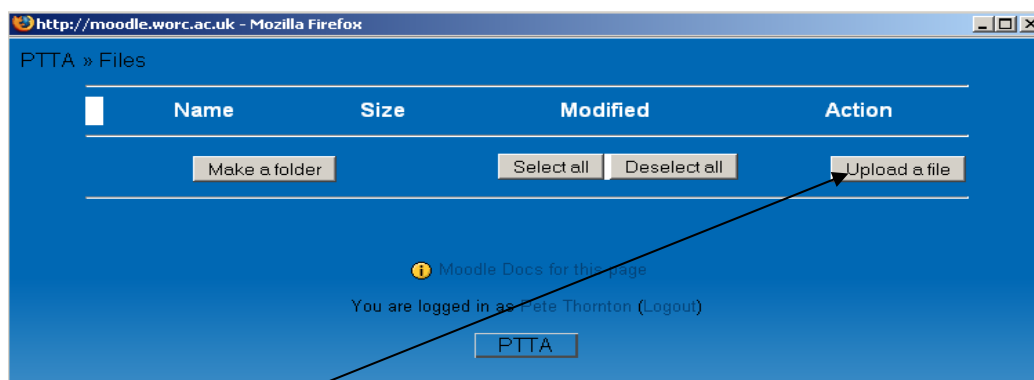
Click on the drop down arrow next to “Add a resource”. Select “Link to a file or website”

At the next screen, fields in red are mandatory.

Enter a suitable name for your document and click on “Choose or upload a file”

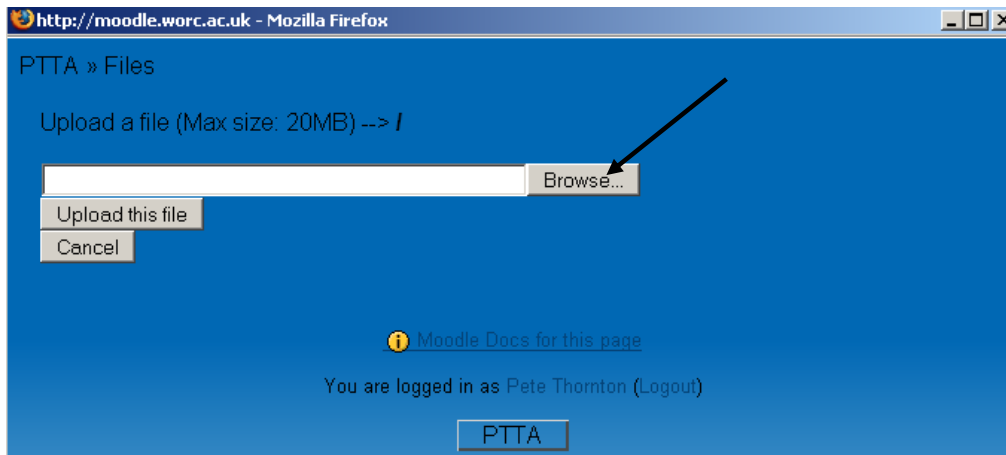


Another window will appear.

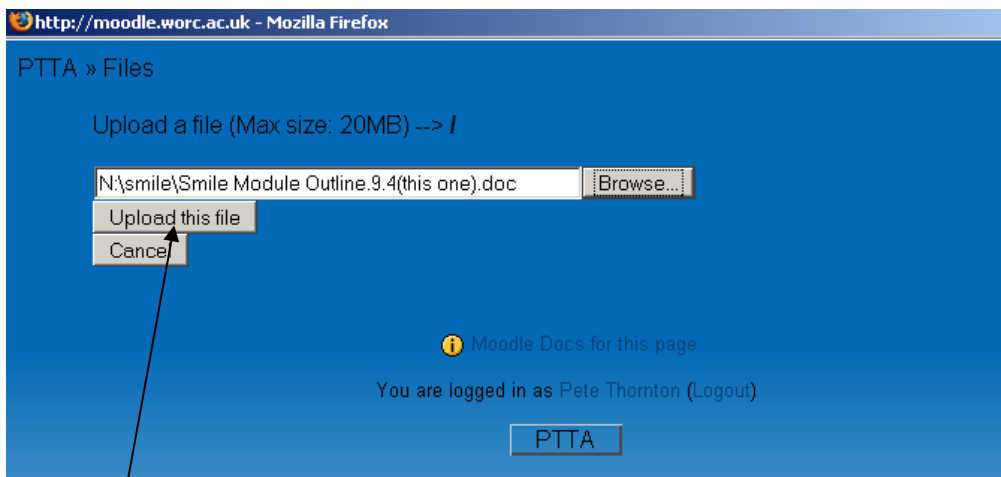


Click on “Upload a file”.

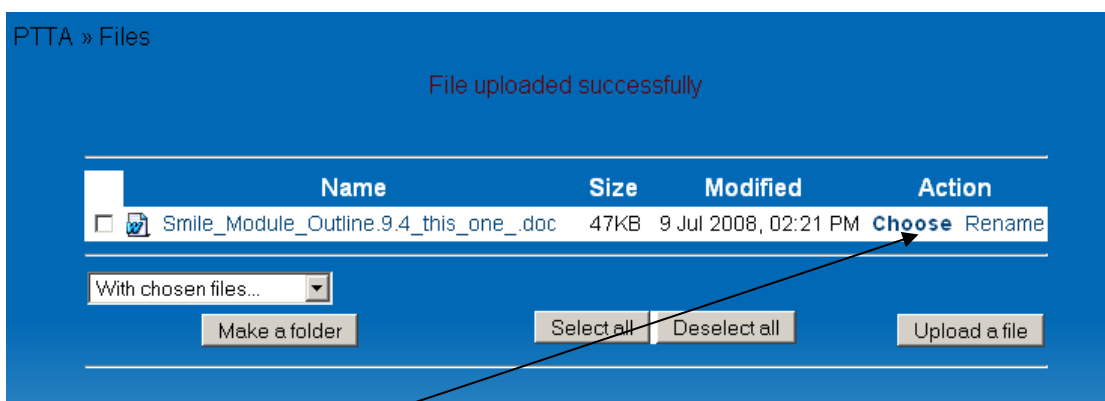
At the next screen browse and locate your file that you wish to upload to Moodle.



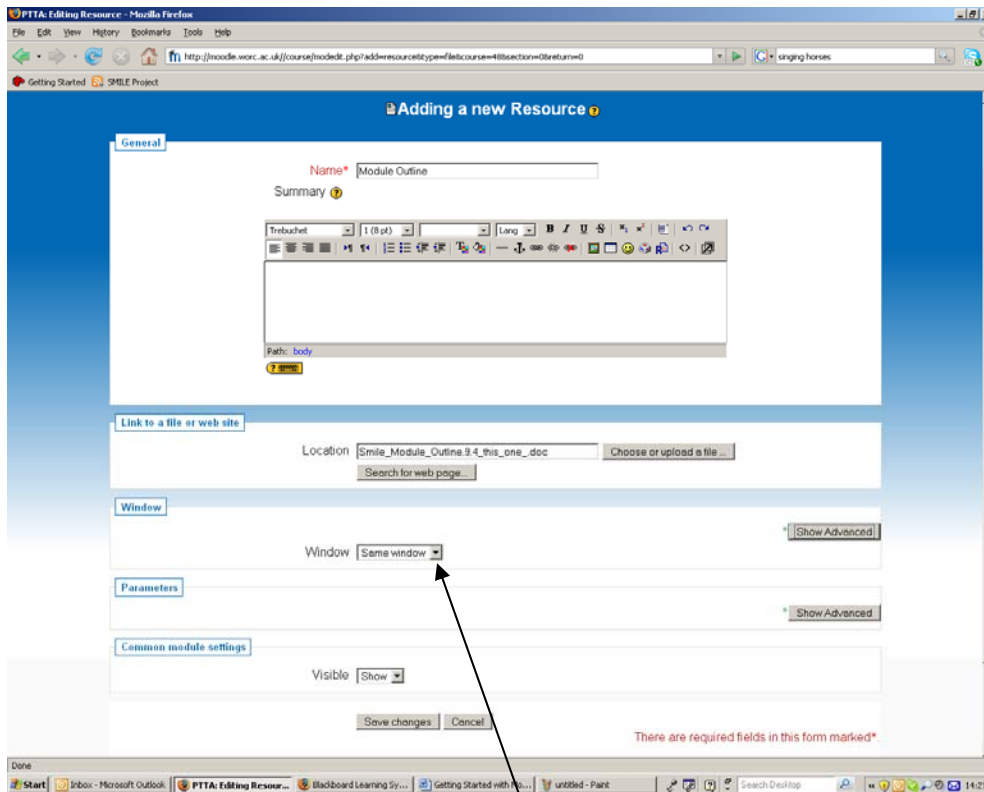
Select your file in the usual way from the browse window and click on Open.



Click on “Upload this file”. Once you have uploaded your file you will see a new window.

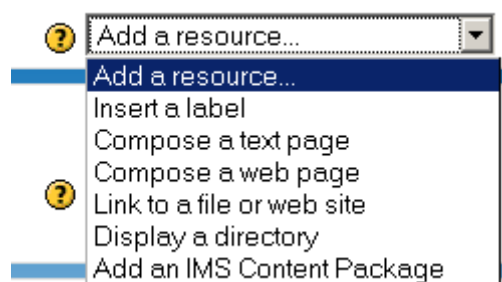


Click on “Choose”. You will now return to an earlier window.



Decide whether you want your document to open in the same window or a new window and select “Save Changes”. Moodle will then preview the document you have uploaded.

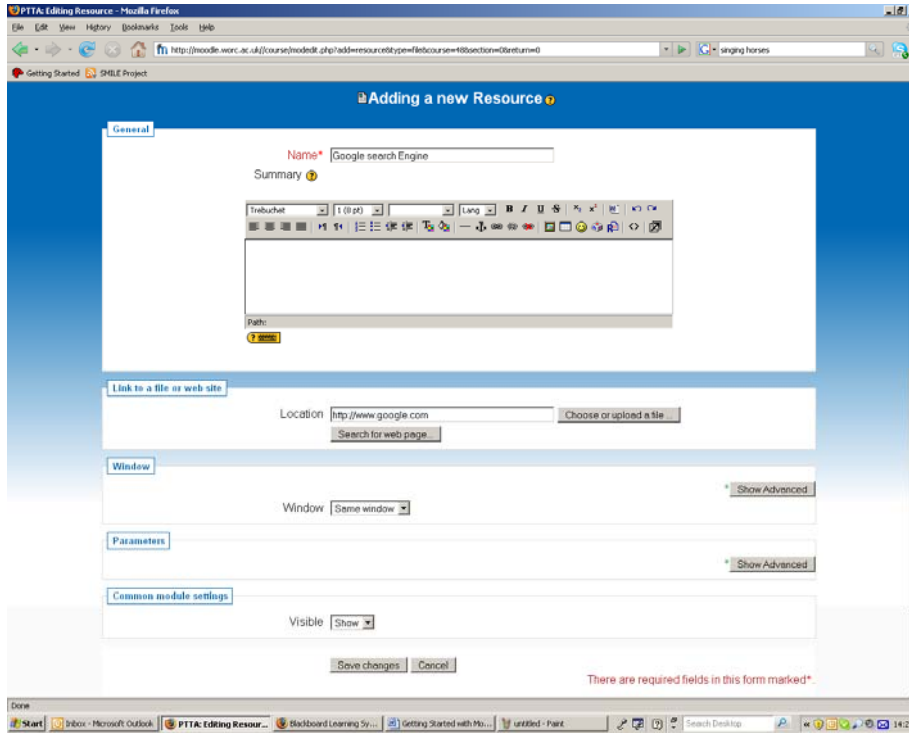
To link to an external website



Click on the drop down arrow next to “Add a resource”. Select “Link to a file or website”

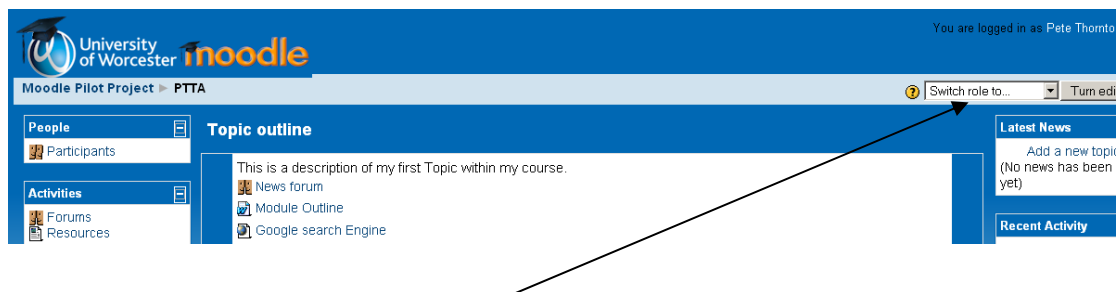
At the next screen, fields in red are mandatory.

At the next screen, enter the name of the website you wish to link to. Enter the web address in the field marked “location”. Choose whether you wish to view your website in the same window or a different window.



Click on “Save Changes”. The website you have linked to will then be previewed.

Changing roles in Moodle



Students who log in will obviously see a slightly different range of tools and buttons to tutors. If you wish to check to see how things will look for students, you can change your role temporarily to a student. Remember to revert to your normal role afterwards.

Updating your Profile




If you wish to add a photograph of yourself which will appear on any discussion posting you make, or change your password, you can do so within your Moodle profile. Click on your name.

Using the “Edit Profile” Tab, you can amend or update your Moodle photograph and change your password.



Help

Moodle has context specific help which is available in most windows where you see this icon 

There is also lots of useful Moodle information and documentation in addition to forums for help with problem solving at

<http://moodle.org/>