

Moodle Training: Introduction

This is an Introduction to using Moodle which will demonstrate how you can create your own profile and a single public online course. During this train you will create a single online course and learn how to add resources to your page.

Visit the BearCat Den and Log in

Bearcat Den You are not logged in. ([Login](#))

[BHS Den](#) ▶ Login to the site English (en)

Returning to this web site?

Login here using your username and password
(Cookies must be enabled in your browser) ?

Username

Password

Some courses may allow guest access

Forgotten your username or password?

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.

- Visit the BearCat Den: <http://www.bonitahigh.net/online>
- Click on the login link in the upper right hand corner.
- Log into your account: username: *firstnamelastname* (no spaces)
password:_____.

Change password

You are logged in as [Kelly McGarvey](#) ([Logout](#))

[BHS Den](#) ► [Participants](#) ► [Kelly McGarvey](#) ► Change password

You must change your password to proceed.

Change password

Username kellymgarvey

The password must have at least 7 characters, at least 1 digit(s), at least 1 lower case letter(s)

Current Password*

New password*

New password (again)*

There are required fields in this form marked*.

For security purposes you are required to reset your password. The password must have at least 7 characters, at least 1 digit(s) and at least 1 lower case letter(s).

If you forget your password you can email me and I can reset it.

Edit Your Profile

General

* [Show Advanced](#)

First name*

Surname*

Email address*

Email display


Email activated

City/town*

Select a country*

Timezone

Preferred language


Description* 

Picture of

Current picture None

Delete

New picture (Max size: 2MB) no file selected



Picture description

Every teacher and student on Moodle has a profile. Click on the Edit Profile tab to edit your profile.

This profile is only viewable by students and teachers logged into Moodle (not everyone on the Internet). You can write a short description of yourself, upload a picture, or write a list of interests seperated by commas. This "interest" keyword will become a tag on your profile. By clicking on the word anyone else who shares that interest will be listed.

You also have the option to post blogs off your profile.

Visit the Home Page of the BearCat Den

Bearcat Den

[BHS Den](#) ► Kelly McGarvey

Kelly McGarvey

[Profile](#)

[Edit profile](#)

[Blog](#)



Counselor Bonita High School

Country: United States

City/town: La Verne

Last access: Sunday, 15 May 2011, 07:25 PM (56 mins)

[Change password](#)

[Messages](#)

You are logged in as [Kelly McGarvey](#) ([Logout](#))


[BHS Den](#)


After you have updated your profile, click on the "BHS Den" link in the upper left hand corner of the page. This is called a "bread crumbs" menu. It lets you know where you are in Moodle.

Create an Online Course for your Classes

Bearcat Den

You are logged in as [Kelly McGarvey](#) ([Logout](#))

English (en) 

Site Administration 


 [Courses](#)



Welcome to the Bearcat Den!

[Bonita High School Website](#)


The Bearcat Den is Bonita High School's online learning management system (LMS). The LMS (Moodle) enables students and teachers to interact in an online learning environment.

Calendar 

May 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Course categories

 [Career and Technical Education](#)

[McGarvey Game Design Spring 11](#) 

[McGarvey: Adv Graphic Design Spring](#) 


There are really two options for using Moodle. One is to create a public course where students will be able to view and download your posted resources without having to create their own accounts.

The second option would be to create separate courses for all your classes and create accounts for your students so they could complete online activities. In this training, we will be creating single public courses for each teacher.

Create Your Own Online Course

Course categories:

No courses in this category

[Add a new course](#) 

Search courses:

You are logged in as [Kelly McGarvey](#) ([Logout](#))


[Home](#)


View the Bearcat Den home page and click on the link for your department. On the next page, click on the Add a new Course button to create your own course.


Define the Setting for Your Course


Edit course settings


General


Category  Social Science Department

Full name*  Mrs. McGarvey's Social Science Courses




Short name*  Mrs_McG


Course ID number 


Summary  This online course will be used to support Mrs. McGarvey in her delivery of her courses.


Format  Topics format


Number of weeks/topics


Course start date  16  May  2011


Hidden sections  Hidden sections are shown in collapsed form

News items to show  5

Show gradebook to students  Yes

Show activity reports  No

Maximum upload size  2MB

Is this a meta course?  No

In this training, we are going to create a single course for all your classes. You can always change this if you want to make this specific to a single course.

Use your last name, as the Full Course Name. Give your course a short name (this will be the name of the course in the bread crumbs menu). There are several different formats to choose from: Topic, Weekly or Social are the most popular. If you are creating a single online course for all your classes, I would use the Topics format. Next, from the drop down menu, select how many

topics you want on your course page. You can always change this latter.

The rest of these settings we can leave at their defaults for now.

The screenshot shows the Moodle course settings interface, divided into several sections:

- Enrolments:** Includes settings for Enrolment Plugins (Site Default (Internal Enrolment)), Default role (Site Default (Student)), Course enrollable (No, Yes, Date range), Start date (15 May 2011, Disable), End date (15 May 2011, Disable), and Enrolment duration (Unlimited).
- Enrolment expiry notification:** Includes Notify (No), Notify students (No), and Threshold (10 days).
- Groups:** Includes Group mode (No groups) and Force (No).
- Availability:** Includes Availability (This course is available to students), Enrolment key (Unmasked), and Guest access (Allow guests without the key).
- Language:** Includes Force language (Do not force).

1. Since we are not going to allow students to enroll in our courses, we have to change this Course Enrollable to "No".
2. If we were going to allow students to enroll in your course, you could turn on groups. I use

groups to assign my students to different periods within a single prep allowing me to have a single online course for each of my different subjects I teach.

3. Change Availability to "This course is available to students" when you want your course viewable on the website.
4. On the Guest access setting, you can "Allow guest without the key" to access the site or setup an enrollment key that guests will have to enter to view your site.

The rest of the setting leave at their defaults.

Assign roles in your Course

Locally assigned roles

Assign roles in Course: Mrs_McG

Roles	Description	Users	
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	1	Kelly McGarvey
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0	
Student	Students generally have fewer privileges within a course.	0	
Guest	Guests have minimal privileges and usually can not enter text anywhere.	0	

[Click here to enter your course](#)

If you were going to have students log into your course, you could set their roles on this page. Since we are just going to have a public page, you can "Click here to enter your course".

Mrs. McGarvey's Social Science Courses

You are logged in as [Kelly McGarvey](#) ([Logout](#))

BHS Den ► Mrs_McG Switch role to... Turn editing on

People [-]
[Participants](#)

Search Forums [-]

[Advanced search](#) ?

Administration [-]
[Turn editing on](#) 1
[Settings](#) ←
[Assign roles](#)
[Grades](#)
[Groups](#)
[Backup](#)
[Restore](#)
[Import](#)
[Reset](#)
[Reports](#)
[Questions](#)
[Files](#)
[Unenrol me from Mrs_McG](#) 2
[Profile](#)

Topic outline

- 1
- 2
- 3
- 4
- 5

Latest News [-]
[Add a new topic...](#)
(No news has been posted yet)

Upcoming Events [-]
There are no upcoming events
[Go to calendar...](#)
[New Event...](#)

Recent Activity [-]
Activity since Friday, 13 May 2011, 08:48 PM
[Full report of recent activity...](#)
Nothing new since your last login

This is your Moodle Course at the Bearcat Den.

1. You can always get to the course settings that we were just editing by clicking on the Settings link under Administration.
2. You can view and update your profile by clicking on Profile link under Administration.
3. In order to edit, or update your page you need to click on the "Turn editing on" button in the upper right hand corner of the site.

Edit Your Page

Topic outline

Mrs. McGarvey's Rules and Expectations

[News forum](#) → ↕ ✎ ✕ 👁 👤



Add a resource...



Add an activity...

When you turn editing on, buttons and drop down menus appear in the middle of the page. This is where you will be placing the main content on your site. By clicking on the "paper and pencil" icon, you can add any text directly on your page. In this example, I wrote, "Mrs. McGarvey's Rules and Expectations" at the top of the page. You could then have each topic be related to another course or if you are creating a single course page, you could have each topic relate to a unit within your course.

Add a Summary to One of your Topics

Summary of topic 1

Summary:

U.S. History:

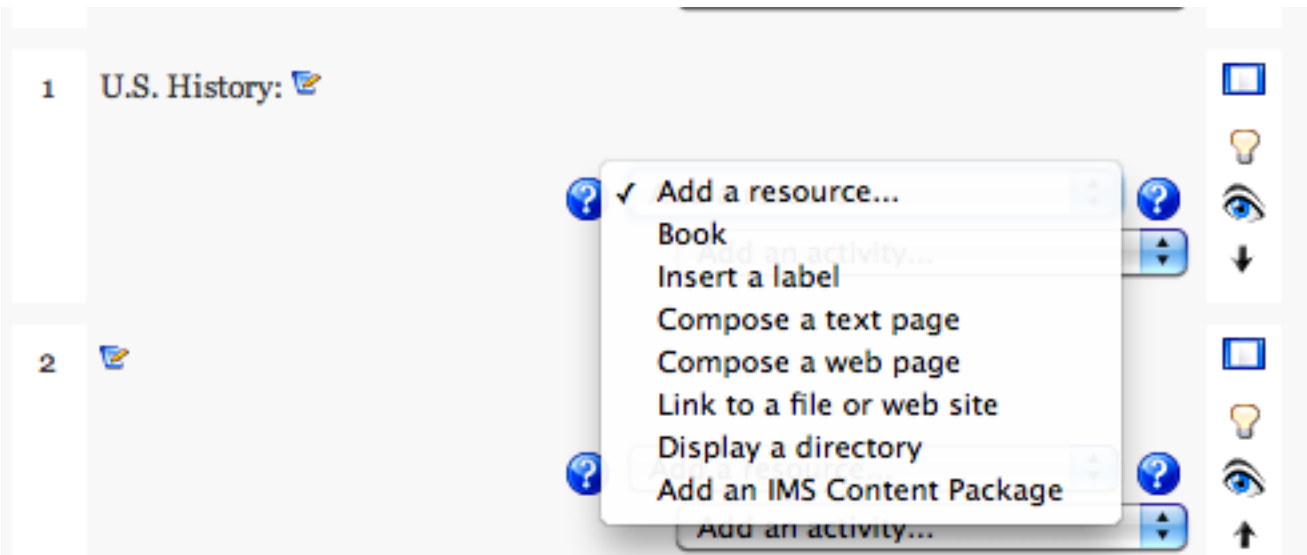
[About these summaries](#) ?

[How to write text](#) ?

Save changes

Click on the pencil and paper icon and add content to one of your topics. When you are done, click on "Save changes" to save your work.

Add a Resource to Any Topic Section



There are a variety of resources that you can add to any topic section on your page. Feel free to experiment with any one of these.

- **Book:** This resource is like a mini website. You can add several pages and sub pages that will be all linked off the book resource (like chapters in a book).
- **Insert a Label:** This is just a small text label that will be added under your Topic. It can be used to title and organize your resources.
- **Compose a text or web page:** This allows you to create additional text resources to be linked off your page.
- **Link to a file or website:** Here you can upload a file (office files, pdfs, images, etc) to be linked. You can also link to other pages on the Internet.
- **Display a directory:** If you have uploaded several files on a topic you can organize them into a folder and link directly to the folder.
- **IMS content Package:** This is specialized format used by instructional designers to share resources between courses.

Add a Web Page

Adding a new Resource to topic 1 ?

General

1

Name*

You must supply a value here.

Summary ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x²

2

Rich text editor area for the summary.

Path:

? [Save](#)

Compose a web page

Full text* ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x²

3

Rich text editor area for the full text of the web page.

Select "Compose a web page" from the "Add a resource . . ." drop down menu.

1. Give your Web Page Resource a Title.
2. In this section, type a short summary describing the web page. Do not put your content here.
3. This is the viewable web page. Place the content you want your students to view here.

Click on Save and Return to course. You should now see a link to this web page under your topic. Click the link to view your web page resource.

Link to a File or Website

The screenshot shows the 'Adding a new Resource' form in Moodle. The 'General' section includes a 'Name*' field (marked with a circled 1), a 'Summary' field with a rich text editor (marked with a circled 2), and a 'Path:' field with a 'Browse' button. The 'Link to a file or web site' section (marked with a circled 3) includes a 'Location' field with 'http://' entered, a 'Choose or upload a file ...' button, and a 'Search for web page...' button.

Under the resource menu, select "Link to a file or website".

1. Give the title of your file or web link here.
2. In a short sentence, describe the resource.
3. If you want the resource to link to a page on the Internet, copy and paste the full URL in the location textbox. If you want to upload a file as a handout, click on the "Choose or upload a file ..." button.

Upload a file

The screenshot shows the Moodle file management interface for 'Mrs_McG > Files'. It features a table with columns for 'Name', 'Size', 'Modified', and 'Action'. Below the table are buttons for 'Make a folder', 'Select all', 'Deselect all', and 'Upload a file'. At the bottom, there is a message: 'Moodle Does for this page' with an information icon, 'You are logged in as John McGarvey (Logout)', and a 'Mrs_McG' button.

This is the interface to manage all the files that you have uploaded to your website. You can create folders by clicking on the "Make a folder" button to organize your files. When you are ready to upload a file, click on the Upload a file button. Click Browse to navigate to the file on

your local computer, select it and then click on the "Upload this file" button. Currently this is only a 2 mb file limit, this will be increased for next year.

Once the file is upload, click on the word "Choose" to select the file to be linked. This will take you back to your "Link to a File" resource page, scroll to the bottom and click on the button "Save and Return to the Course".

Move, Edit or Delete Resources



Once you have uploaded a resource, several icons appear next to the resource name. These buttons will enable you to move, edit, delete, or turn off any of your resources.

When you are done editing your site, you can click on the "Turn Editing Off" button in the upper right hand corner of the page to see how the course will look like to your students.

Experiment with your Moodle site



Continue to experiment with your Moodle page. Don't worry you can not break it. :)

When you are done working, click on "Logout" in the upper right hand corner of the page.