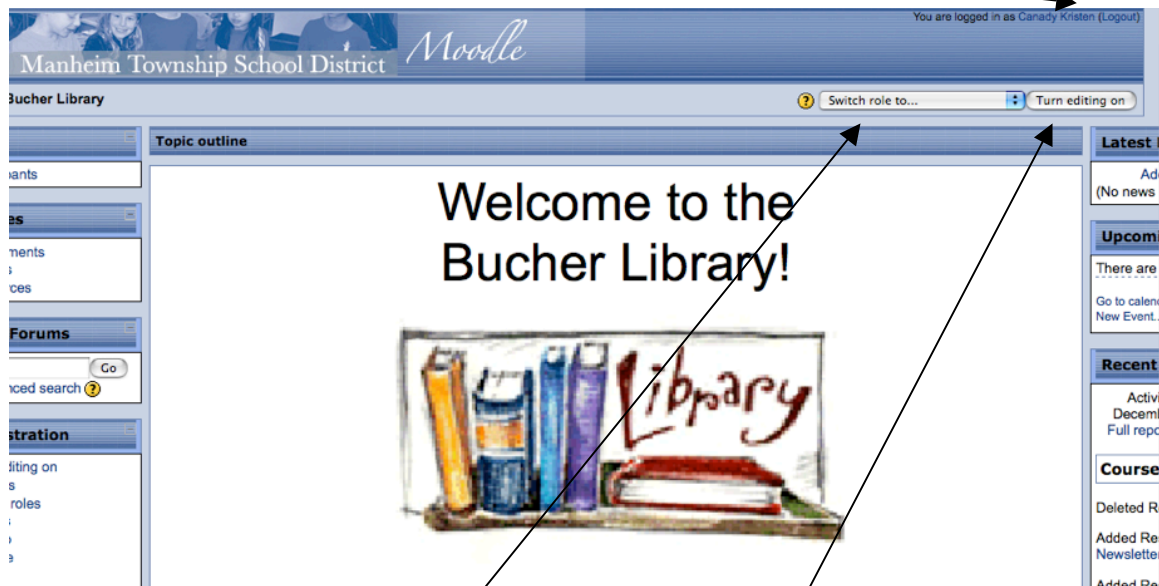


Hints for using Moodle

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The following information will help you get your Moodle up and running. If you need help setting up a Moodle site, please talk to your tech integrator or you can contact me for further assistance.

Make sure you log off at the top of your page -



You will need to switch to “teacher” and then “turn editing on”.

After you are in teacher mode with editing turned on, you will see symbols, “add a resource” and “add an activity” boxes appear in the topic boxes. You will use these to add information, resources, and tasks in your topic boxes.

This symbol will edit the content of your topic box.

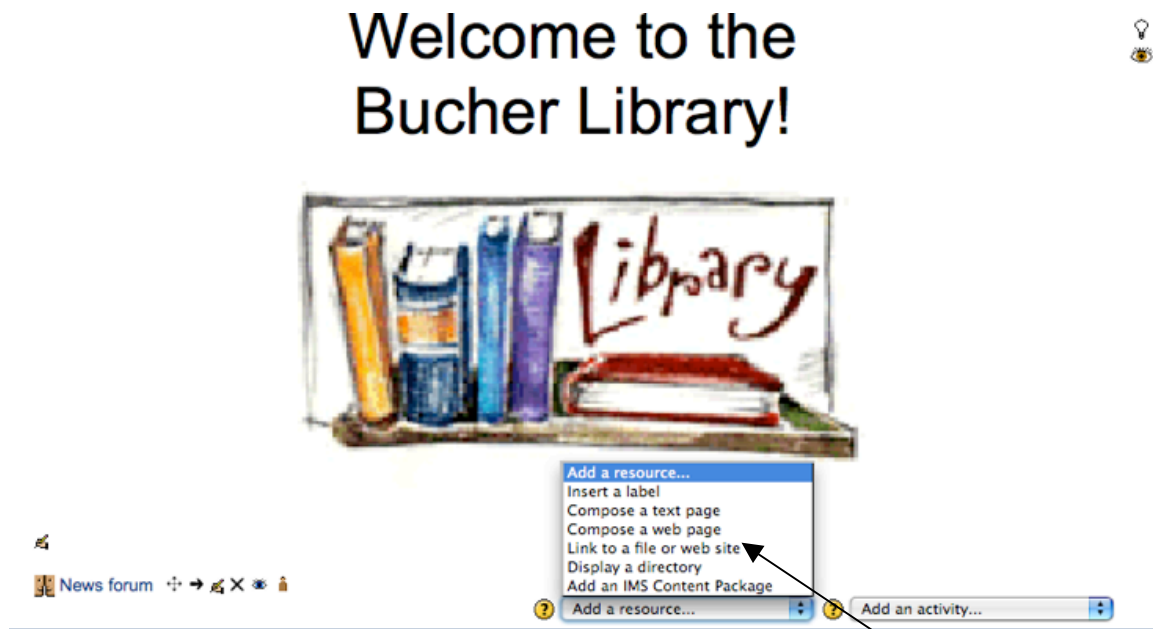


The symbols located beside your tags will edit that information only.

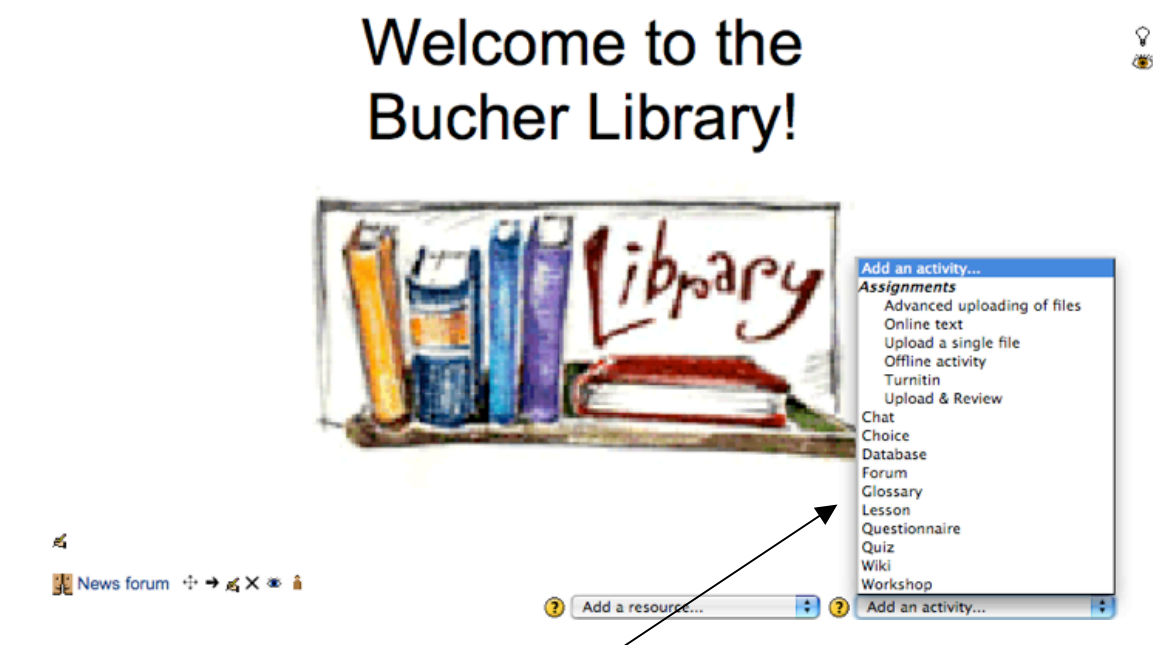
The first one moves the tags in the topic box. The second symbol (arrow) allows you to indent the tag.

The third symbol is the editing symbol.

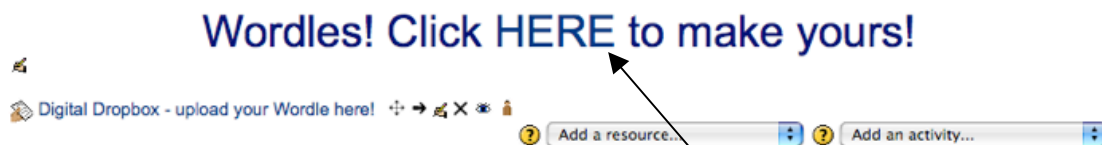
The fourth symbol (x) allows you to delete the tag.
The eye allows you to hide the tag.
The last symbol allows is the groups symbol.



To make a tag, you will need to select "Link to a file or web site".



To add a chat, forum, wiki,...etc. – use click on this box to select.

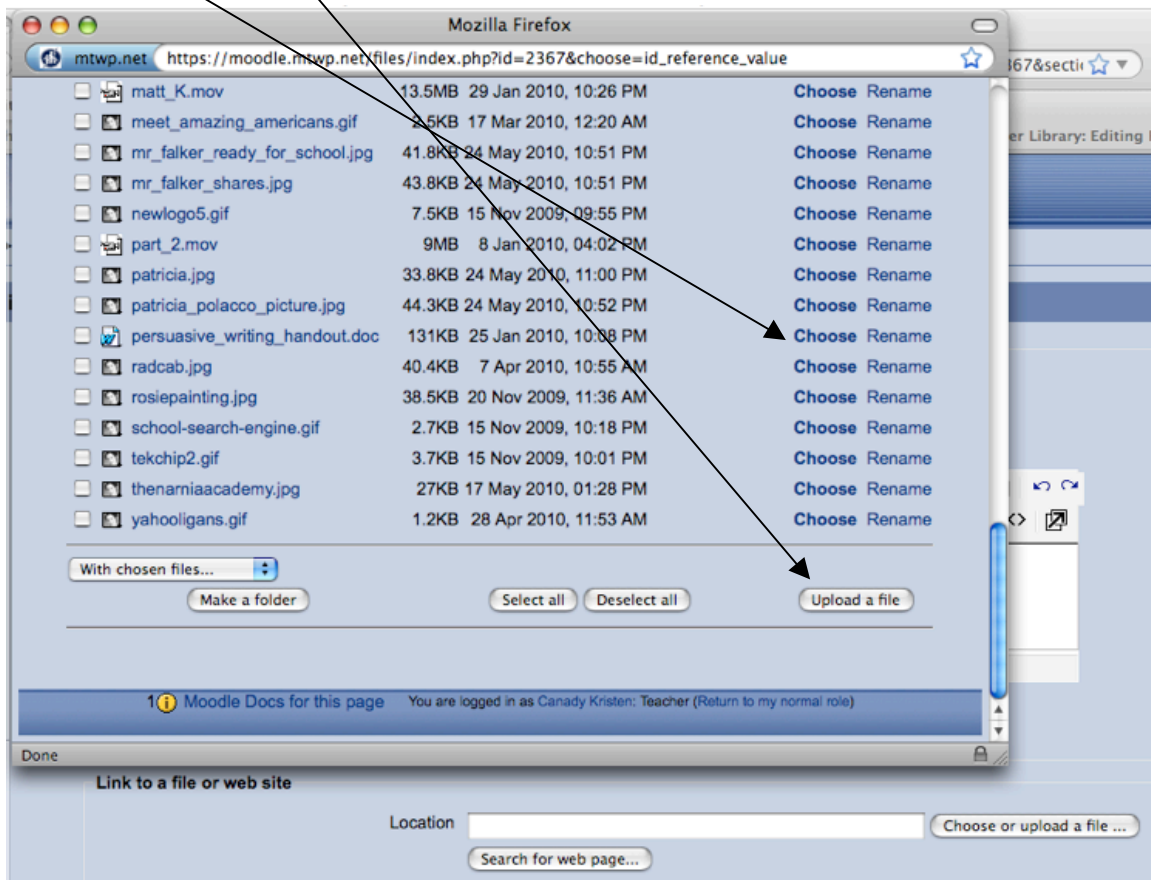


You can also link words in your topic box to websites .

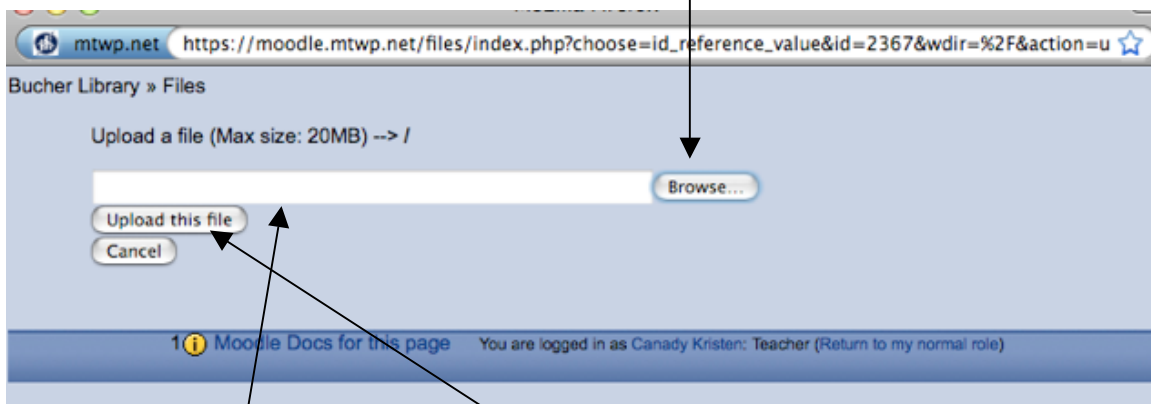
When you click on “Link to a file or web site” this screen will appear.

Type the name of your tag, and then type in a brief description in the text box. Since you are linking, you will need to “Choose or upload a file...”

The following box will then appear. If you already have your file loaded, you can click on “choose” to the far left of the title. If you need to upload the file, you will need to click on “Upload a file”.

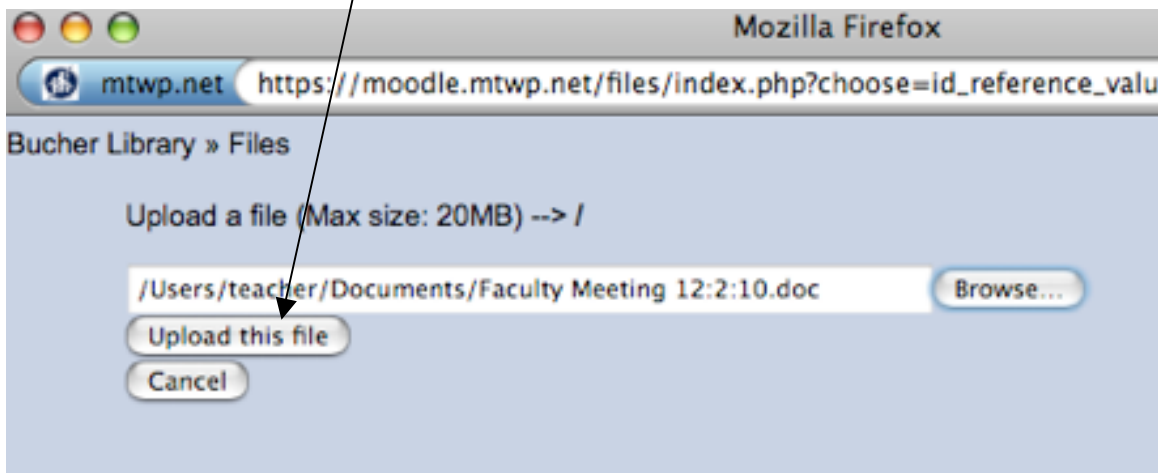


This screen will pop up – you will need to select “browse”.

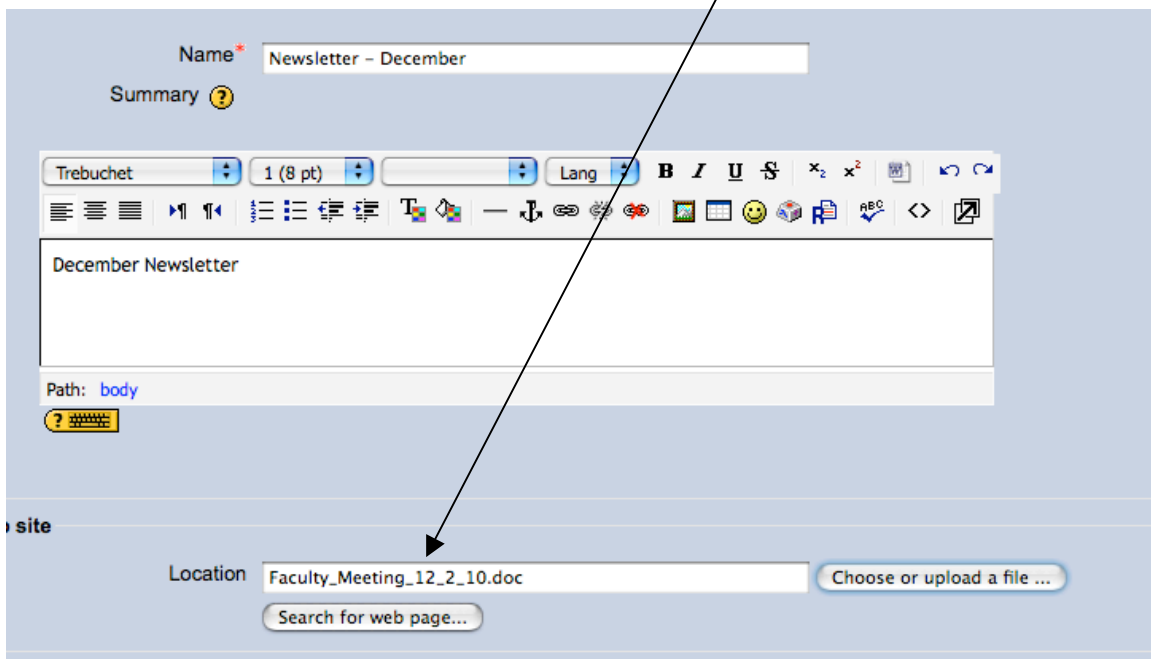


You will then be able to select the document you would like to use. Open it and it will appear in this box. Click on “Upload this file”.

Click on “Upload this file”.
It will be uploaded into your list of files. Click on “choose” on the left side. The following box will reappear.

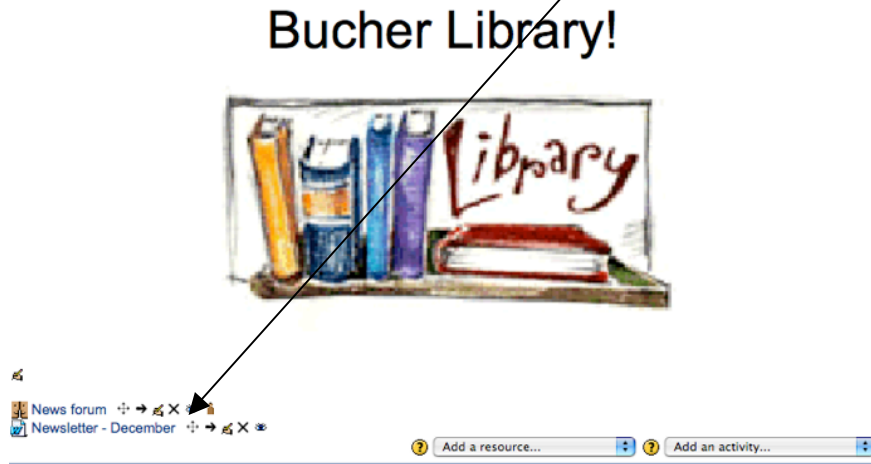


You will then see it appear as a file in your location.

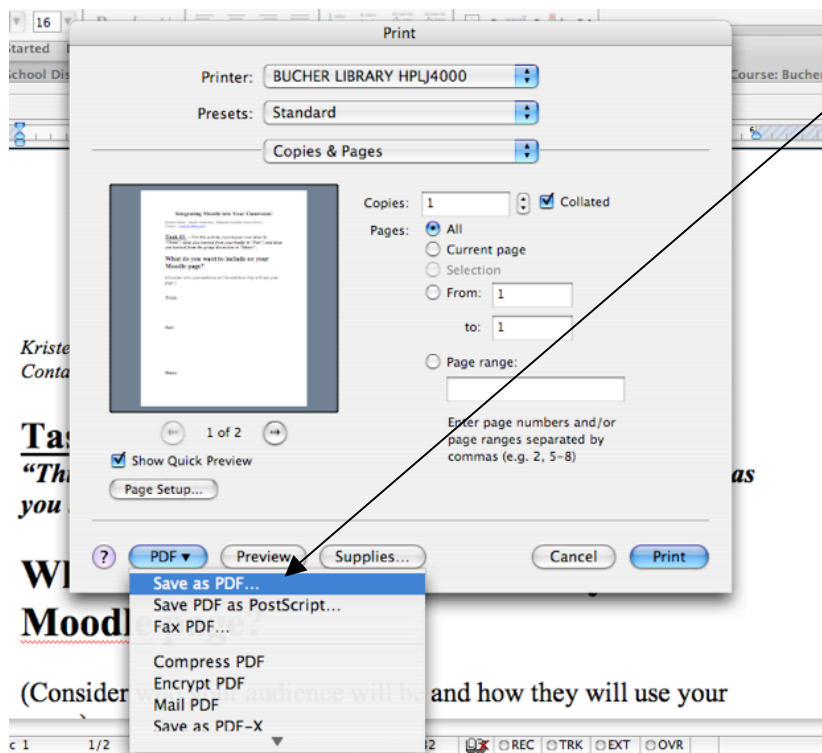


Scroll down to the bottom of this page and click on “save”.

It will now appear as a tag in your topic box.

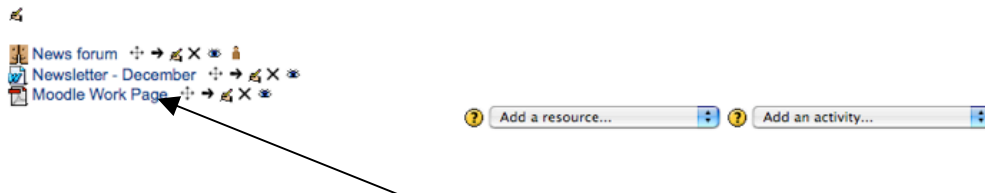
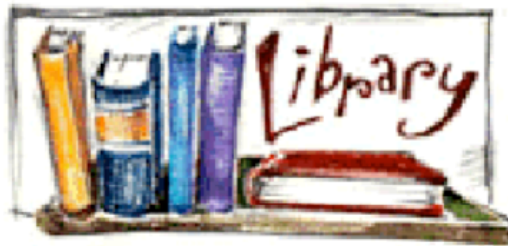


If you want to post a PDF of a document (like a newsletter or lunch menu) you will need to open the document, select print and then click on the PDF button. This will allow you to save your document as a PDF – you upload it the same way you would link to any other document.



It will now appear as a PDF document in your tag.

Welcome to the Bucher Library!



Forum, Chats, Wikis....

Select the Activity you would like to use from the “Add an activity...” menu.

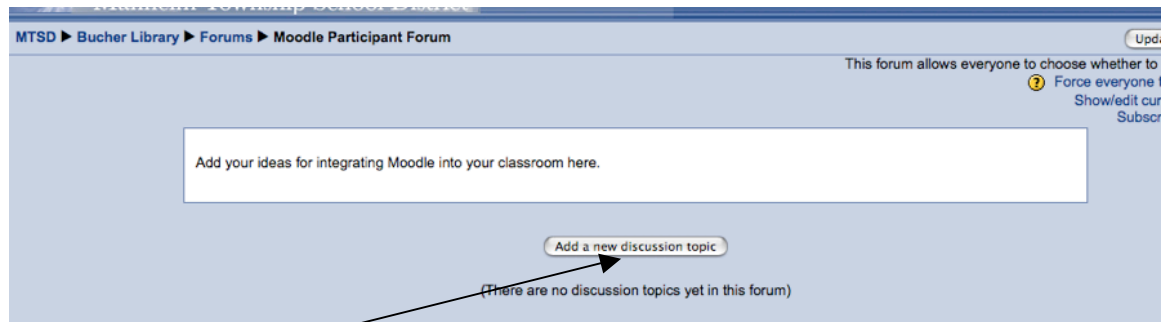
A box like this will appear:

A screenshot of the Moodle 'General' settings form for a forum. The form has a light blue background. At the top, there is a 'Forum name' text box. Below it is a 'Forum type' dropdown menu set to 'Standard forum for general use'. Then is a 'Forum introduction' text area. Below that is a rich text editor with a toolbar showing various icons for text formatting and media insertion. Under the editor is a 'Path' text box. Further down are three settings: 'Force everyone to be subscribed?' (set to 'No'), 'Read tracking for this forum?' (set to 'Optional'), and 'Maximum attachment size' (set to '500KB'). At the bottom, there is a 'Grade' section with 'Allow posts to be rated?' (unchecked), 'Use ratings' (checked), and a 'Grade' dropdown set to 'Scale: Satisfactory'. Below that is a 'Restrict ratings to posts with dates in this range:' section with 'From' date pickers set to '5', 'December', '2010', '18', and '00'.

You can name the activity, set up the times or dates for the activity, select the “maximum attachment size” and then save.

Your activity will appear as a tag in your box.

When students select forum, they will not be able to see anything that anyone else has posted until AFTER they have posted their ideas.



Select “Add a new discussion topic” in order to participate in forum.



Once their ideas are posted, they can select another comment made by a participant. They will be able to read other comments and add their own feedback.

Chats can be set up in advance for the date and time of participation. Wikis can be set up and kept up for a specified amount of time or for the duration of your course.

Once you have the basics of uploading and linking, you can create a Moodle site that can be integrated into your instruction and keep parents connected with your class.

*Parents who log onto your site can do so as guests – they will not be able to participate in forums, chats, or wikis.