



## What is Moodle?

Moodle stands for **Modular Object Oriented Dynamic Learning Environment**. It is an Open Source application used to manage online learning environments in schools and businesses worldwide.

## How Do I Get My Course/s into Moodle?

To have a course created in Moodle, instructors should:

1. Log in to Oasis at <http://oasis.colum.edu>
2. Click on the Faculty Tab
3. Click on the Faculty Schedule link in the CX Faculty Main Portlet
4. Select the correct year and session
5. Use the pull down menu at the end of each course line to select courses you wish ported to Moodle

Allow up to 72 hours for courses to appear in Moodle.

Fall Semester 2009  
Click Course to see the classlist

If you would like to use Moodle as your learning management system, please select Y in the far right Moodle field next to each course(s) you wish to appear in Moodle. Your selections will be automatically saved.

Course	Sec	Title	IM	FLT	FTE	Pct.	Max.Reg	Req	Camp	Bldg	Room	Days	Beg	End	Moodle
36-1114	04	Web Design	LD	LD	0.0156	100	15	15	CCC	NS	140	-M-----	6:30p	9:20p	Y
36-1114	05	Web Design	LD	LD	0.0195	100	15	9	CCC	NS	140	-M-----	6:30p	9:20p	Y
36-1114	06	Web Design	LD	LD	0.0195	100	15	1	CCC	NS	140	-M-----	6:30p	9:20p	Y
99-9994	01	Learning JICS	LD	LD	0.0000	0	1	0	CCC	ACC	--T---	8:00a	9:00a	N	
99-9995	01	Learning JICS Again	LD	LD	0.0000	100	1	0				-M-----	8:00a	9:00a	N

Current Option Settings

Program	Session	Year
UNDG	FA	2009

Set Options

You can then login to Moodle at <http://moodle.colum.edu> using your Oasis ID and Password. Student enrollments will be updated daily.  
**NOTE: Your courses will remain in Oasis.**

## The Moodle Home Page

Once logged into Moodle, you will see your courses listed in the center of the page. To navigate to a course you are in, simply click on the course name. Other "blocks" that appear on the home page include helpful links, site news, navigation, profile settings and messages.

## Setting Up Your Profile

After you have logged in, you will see your name at the top right hand side of the Moodle page. Follow these steps to edit your Moodle profile for students and other faculty members:

1. Log in to Moodle using your Oasis ID and password
2. Click on your name in the top right hand side of the home page
3. Select "Edit profile" from the Myprofilesettings drop down menu at the top of the page.
4. Add information including a picture
5. Click "Update Profile" to save your profile

## Adding Course Content

Navigate to your course via the Navigation Menu or Home Page and click on the button labeled "Turn Editing On" which is located on the top right hand side of your course page.

Turn editing on

## Course Page Layout

All Moodle course pages start with a basic empty "shell" layout that consists of a broad column for course instructions, resources and activities, and a narrow column to the left with administrative and course related "blocks". Blocks can be converted to tabs by clicking on the Tab icon.

When Editing is turned on, additional Blocks may be added to the course page. The instructor can also use the course content toolset to indent, move, edit, duplicate, delete, hide or assign groups to resources and activities.



## Adding Resources

Resources include virtual books, digital files, labels, photo galleries, editable pages, and web links to convey information to students in the class. To add a resource, use the pop up menu entitled "Add a resource" in the main column of your course page.

✓ Add a resource...

- Book
- File
- Folder
- IMS content package
- Label
- Add a lightbox gallery
- Page
- URL

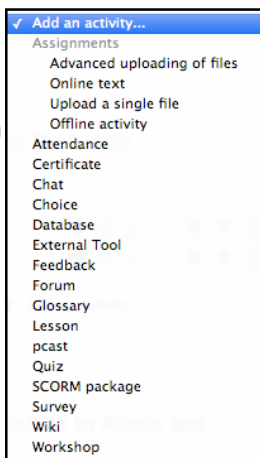


The little black circles with a question mark are Moodle's way of offering online help to the puzzled and weary.

Labels may be used for section headings and instructions and Pages for formatted text.

## Adding Activities

Activities are used in Moodle to assess a student's comprehension and/or ability to apply lessons learned from online resources or face to face interaction in class. To add an activity, use the pop up menu entitled "Add an activity" in the main column of your course page.



Many of these activities are self-explanatory such as Attendance and Forums, while others are more complex and detailed instructions can be found at:

[http://docs.moodle.org/en/Teacher\\_documentation](http://docs.moodle.org/en/Teacher_documentation)

## Assessing Student Performance

Many activities allow teachers to assess student performance using either a number value, i.e. a score, or a custom "Scale" which can identify student skills based upon measurable learning outcomes.

The easiest way to get started with the Moodle Gradebook, is to create activities such as Assignments, Forums, Glossaries etc., and choose an appropriate

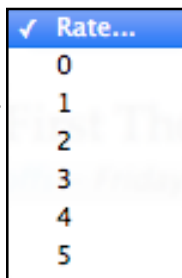
maximum grade for that assignment. To

[View 1 submitted assignments](#)

grade online text, file upload and offline activity assignments, simply click on the assignment name, then click on "View *n* submitted assignments" in the top right hand side of the assignment page.

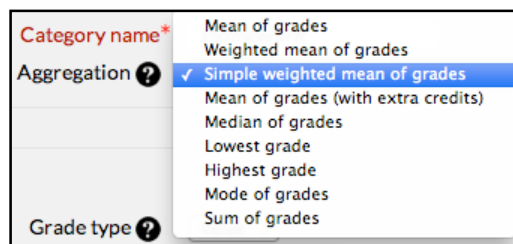
To grade Forums and Glossary entries, click on the student's post, then use the drop down menu to rate the post or entry.

Not all activities allow for ratings, but many do. There are also activities for providing peer-to-peer feedback, online polling and self-grading tests and quizzes.



## Gradebook

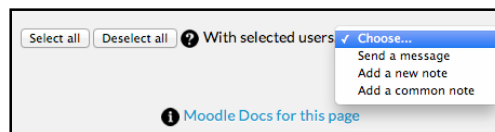
The Moodle gradebook is activated the moment you create an assignment or activity that can be rated. If your assignment point values equal 100% of the grade when totaled (aggregated), you need do nothing more than enter student grades and Moodle gradebook will calculate numeric, percentage, and letter grades automatically using the default "Simple Weighted Mean of Grades" method. This means that the point value for each assignment is used as the weight for that assignment. For example, assignment 1 = 5 points and assignment 2 = 10 points. Therefore, assignment 2 is weighted twice as heavily as assignment 1.



Moodle offers many other methods of grade and scale assessments. For more information on the Moodle Gradebook, visit: <http://docs.moodle.org/en/Grades> or sign up for a Moodle workshop at: <https://iris.colum.edu/cit/>

## Communicating with your Students

You can send a message to the entire class or single individuals. Simply click on the "Participants" link, in the Navigation Menu. Select All, or just those you wish to IM (copy yourself to keep a record of the messages), select **Add/send message**, compose the message and click send.



You can also use the default **News Forum** at the top of the course page to send updates and info to your students, or you can add the **Quickmail** block to your page which will also allow for attachments to your emails. **NOTE: Forum posts are processed every 30 minutes, whereas Quickmail messages are sent immediately.**

### For more information:

- Online help: [http://docs.moodle.org/en/Teacher\\_documentation](http://docs.moodle.org/en/Teacher_documentation)
- User Support: 312-369-7001
- Workshops: <http://www.colum.edu/cite/>