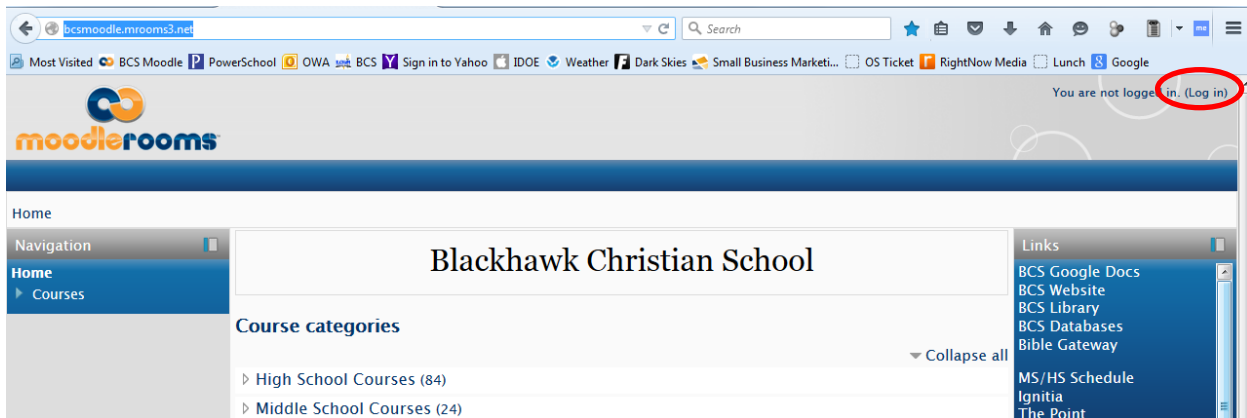


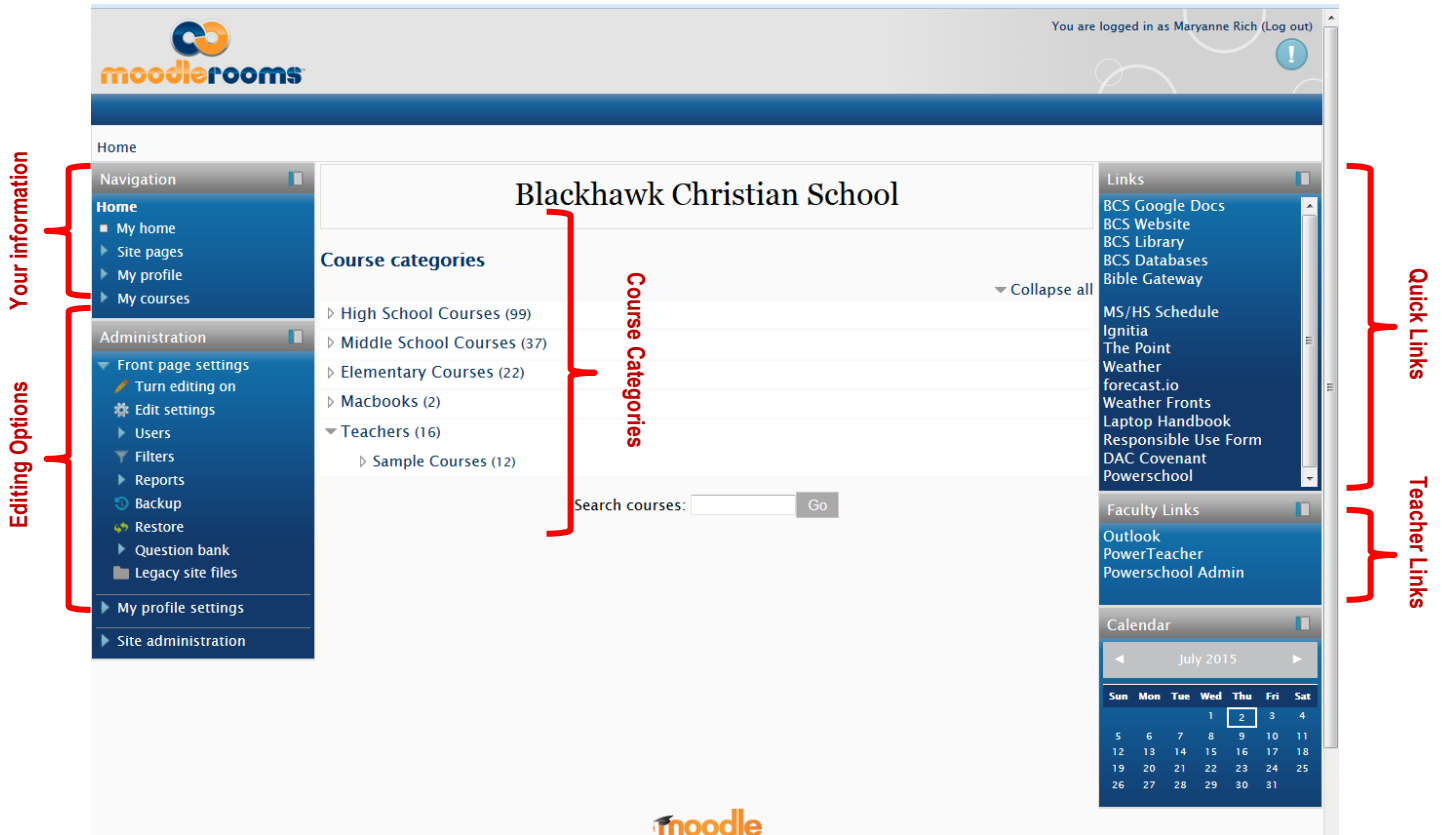
MOODLE FOR TEACHERS

BCS Moodle Site <http://bcmoodle.mrooms3.net/>

1. Log in with your school login and password



Your screen will look like this



2. Navigate to your Course – if you don't see your course email Brock Orlowski borlowski@blackhawkchristian.org

Click on *My Courses* to limit view

Turn Editing On

The screenshot shows the MoodleRooms interface. On the left, the 'Navigation' menu is expanded, and 'My courses' is circled in red. On the right, the 'Turn editing on' button is circled in red. The main content area shows a 'News forum' with a list of dates from August to October. The right sidebar contains 'Latest news', 'Upcoming events', and 'Recent activity' sections.

Hold and drag to move block

Settings changes the Title and visibility to guests

The screenshot shows a list of topics in a Moodle course. Each topic has a title, a gear icon for settings, a lightbulb icon for visibility, and a plus icon for adding resources. The 'eLearning day 4/18' topic has a sub-item 'complete your dimmer arduino project'. The 'Add a block' button is visible on the left. The 'Moodle Docs for this page' link is at the bottom.

Click the Light Bulb to make this block the current topic

Click the Eye to make the block invisible to students

Click the + to Add an activity or resource to the page

Click the + to add a block or Click the - to delete a block

When you click *Settings* 

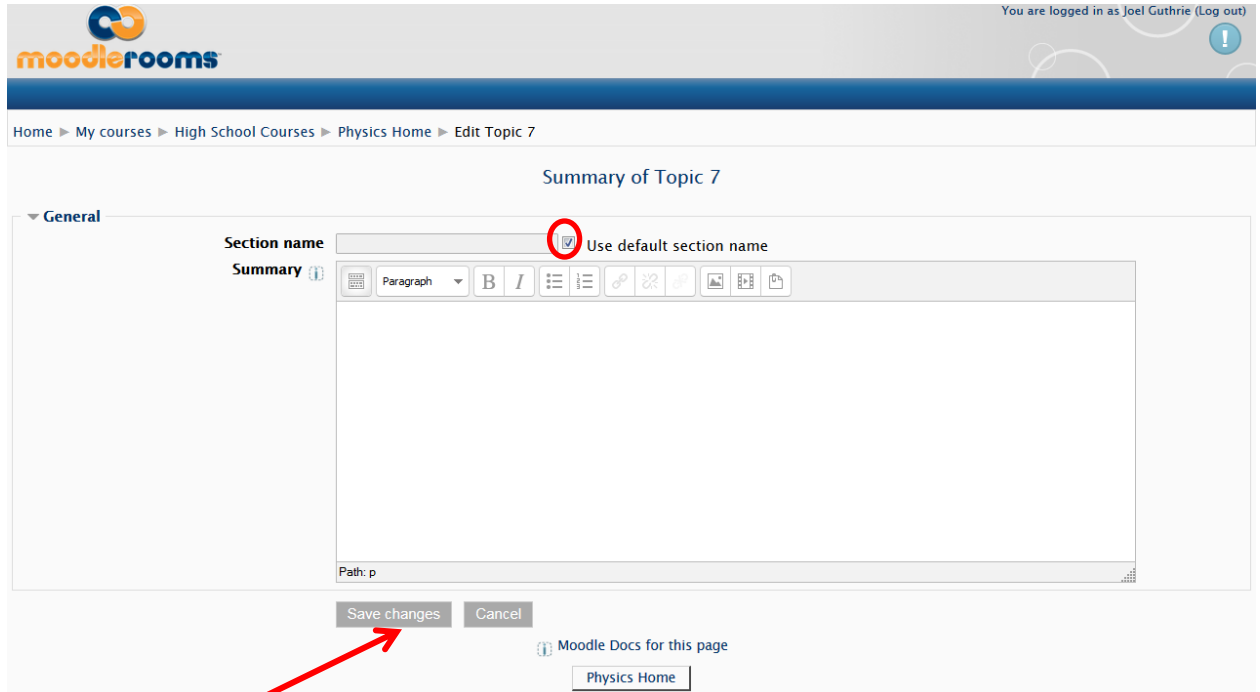
3. Unclick *Use default section title*

4. Give the *Section (block)* a *name*

5. Write something in the *Summary*

6. *Save the changes*

7. Your New title and Summary now show



Summary of Topic 7

General

Section name ☒ Use default section name

Summary

Paragraph B I

Path: p

Save changes Cancel

Moodle Docs for this page

Physics Home



Advanced search Go

Add a block

Add...

eLearning day 4/18

complete your dimmer arduino project

Edit Edit

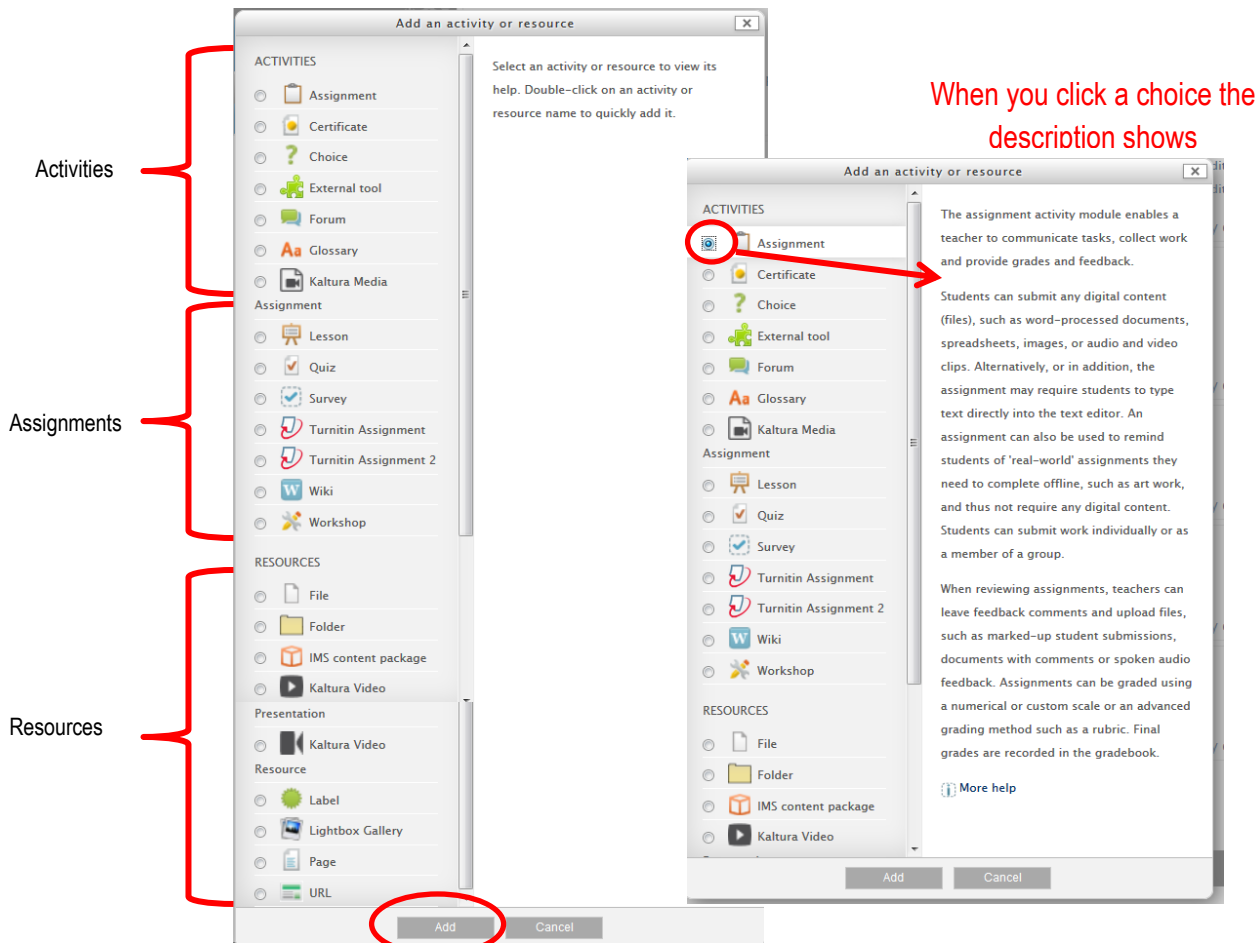
+ Add an activity or resource

Testing

Testing 1,2,3

+ Add an activity or resource

8. When you click **+ Add an activity or resource**



9. After the choice has been made click **Add**

10. Choose the settings you would like for receiving the assignment

Navigation

Home

- My home
- Site pages
- My profile
- Current course
 - Physics Home
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - Testing
 - Topic 8
 - Topic 9
 - Topic 10
- My courses

Administration

Course administration

- Turn editing off
- Edit settings
- Users
- Filters
- Reports
- Grades
- Badges
- Backup
- Restore
- Import
- Reset

Adding a new Assignment to Testing

Expand all

General

Assignment name*

Technology Paragraph

Description*

Paragraph

B **I**

In one concise paragraph, describe one technology that you couldn't live without.

Include:

Why this is your choice

How life would be if it was taken from you.

An improvement you would like to see on this technology in the future.

Path: p

Display description on course page ☒

Availability

Allow submissions from

2 July 2015 00:00 ☒ Enable

Due date

9 July 2015 00:00 ☒ Enable

Cut-off date

2 July 2015 15:20 ☐ Enable

Always show description

☒

Submission types

Submission types

☐ File submissions ☒ Online text

Maximum number of uploaded files

1

Maximum submission size

Activity upload limit (1MB)

Word limit

450 ☒ Enable

Feedback types

Feedback types

☒ Feedback comments ☒ Feedback files ☐ Offline grading worksheet

Comment inline

Yes

11. Click *Save and Return to Course* OR *Save and Display*

The screenshot shows the Moodle assignment settings page. The left sidebar contains navigation links: Restore, Import, Reset, Question bank, Legacy course files, Joule Grader, Joule Reports, Personalized Learning Designer, Switch role to..., and My profile settings. Below these is an 'Add a block' section with an 'Add...' dropdown.

The main content area is divided into several sections:

- Feedback types:** Includes checkboxes for 'Feedback comments' (checked), 'Feedback files' (checked), and 'Offline grading worksheet' (unchecked). A 'Comment inline' dropdown is set to 'Yes'.
- Submission settings:** Includes 'Require students click submit button' (Yes), 'Require that students accept the submission statement' (No), 'Attempts reopened' (Never), and 'Maximum attempts' (Unlimited).
- Group submission settings:** Includes 'Students submit in groups' (No), 'Require all group members submit' (No), and 'Grouping for student groups' (None).
- Notifications:** A section header.
- Grade:** Includes 'Grade' (Type: Point, Scale: BTEC, Maximum points: 100), 'Grading method' (Rubric), 'Grade category' (Uncategorised), 'Blind marking' (Uncategorised), 'Use marking workflow' (No), and 'Use marking allocation' (No).
- Common module settings:** Contains three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The first two buttons are circled in red.

At the bottom, there is a link for 'Moodle Docs for this page' and a breadcrumb trail 'Physics Home'. A red asterisk at the bottom right indicates that there are required fields in the form.

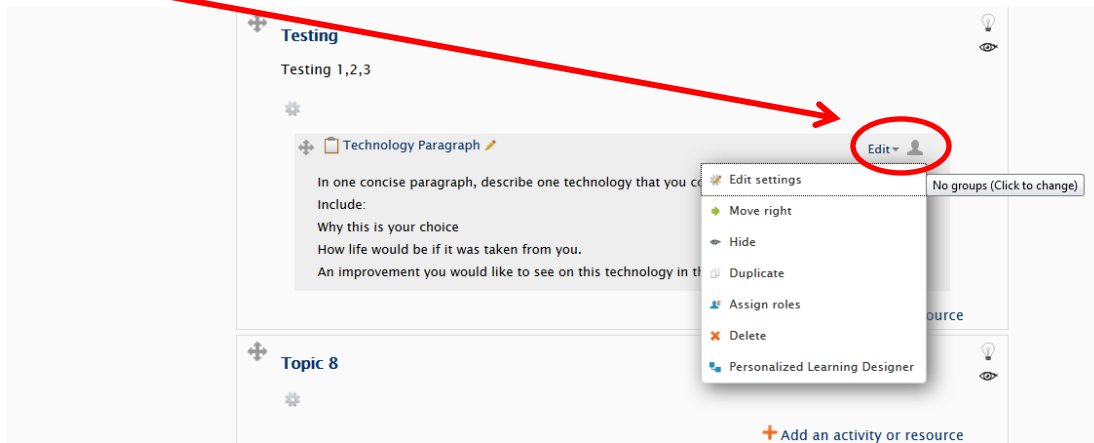
Now the assignment shows in the block.

The screenshot shows the Moodle course page. The 'Testing' block is visible, containing the assignment 'Testing 1,2,3'. The assignment is circled in red. The assignment details are as follows:

- Testing**
- Testing 1,2,3
- Technology Paragraph** (with an edit icon)
- In one concise paragraph, describe one technology that you couldn't live without.
- Include:
 - Why this is your choice
 - How life would be if it was taken from you.
 - An improvement you would like to see on this technology in the future.
- + Add an activity or resource**

To edit after you have saved

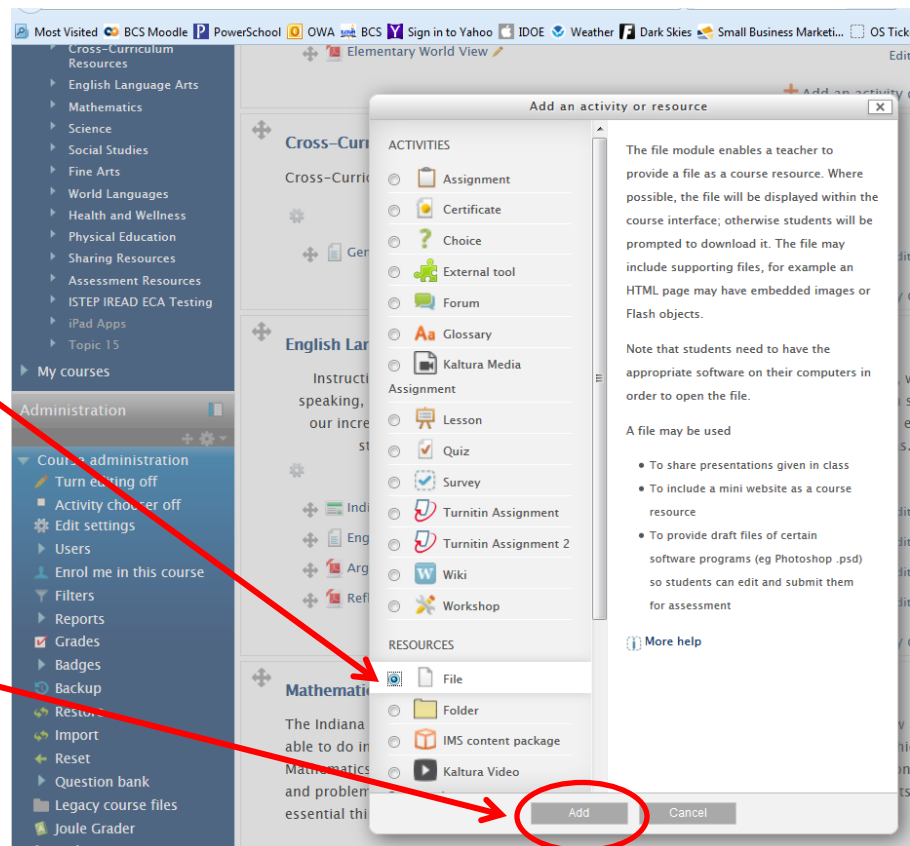
12. Click *Edit*



Click the option you want. Note – *Edit settings* allows you to change the wording.

UPLOADING FILES TO MOODLE

1. Click **+** *Add an activity or resource*
2. Choose *File*
3. Click *Add*



4. Type in the *Name*
5. Type in the required *Description*
6. Either drag and drop the file into the *Select files* box OR Click inside the *Select files* box and it will bring up a browse window

Home ► Courses ► Teachers ► Sample Courses ► Teacher Resources ► Adding a new File to English Language Arts

Adding a new File to English Language Arts

Expand all

General

Name* Testing

Description

Paragraph

Testing 1, 2, 3

Path: p

Display description on course page ☒

Content

Select files

Maximum size for new files: 10MB

You can drag and drop files here to add them.

Save and return to course Save and display Cancel

There are required fields in this form marked *.

7. Type what you want to show on Moodle for this file in the *Save As* box.

8. Credit the *Author*

9. Attach the correct copyright *License*

10. Click *Upload this File*

File picker

Attachment Browse Google the right way.docx

Save as Google the Right Way

Author Maryanne Rich

Choose license All rights reserved

Other

Public domain

Creative Commons

Creative Commons - NoDerivs

Creative Commons - No Commercial NoDerivs

Creative Commons - No Commercial

Creative Commons - No Commercial ShareAlike

Creative Commons - ShareAlike

Upload this file

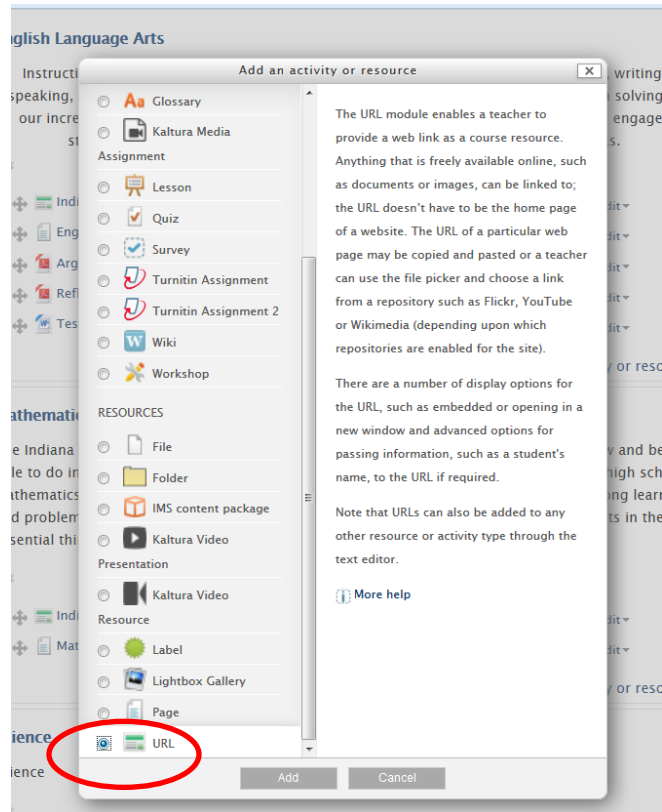
11. *Save and Return to Course* OR *Save and Display*

USING VIDEO WITH MOODLE

Because space on Moodle is limited, and space on Google Drive is unlimited, video and large files need to be uploaded to Google Drive and then linked to Moodle.

1. Upload your file to Google Drive – see instructions on separate page in Moodle.
2. Use the advanced sharing and allow anyone with the link to access it on Google and copy the *Link to Share* (URL) from Google Drive for the video or large file.
3. Click **+** Add activity or resource

4. Choose *URL*



5. Click *Add*

6. Type a *Name*

7. Type the required *Description*

8. Paste the Link into the *External URL Box*

9. Click *Save and return to course* OR *Save and display*

