MOODLE FOR TEACHERS

BCS Moodle Site http://bcsmoodle.mrooms3.net/
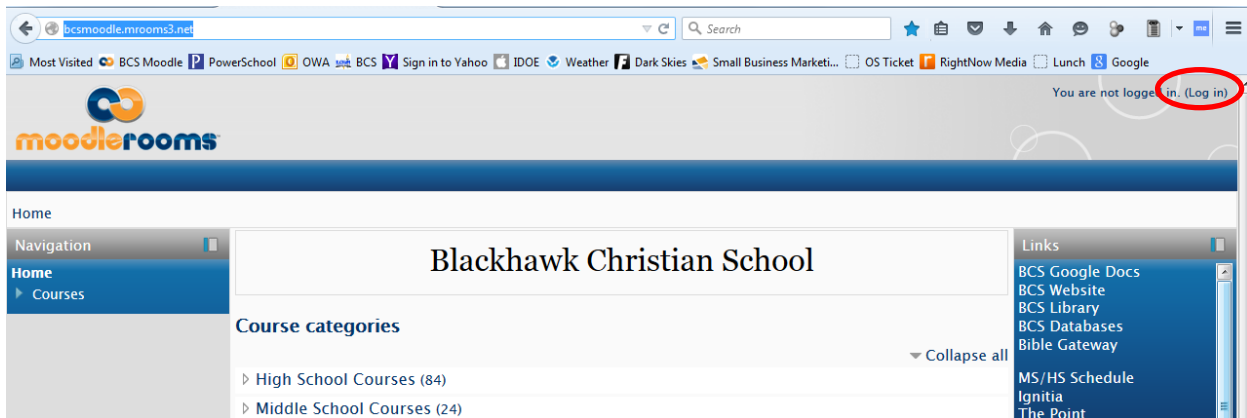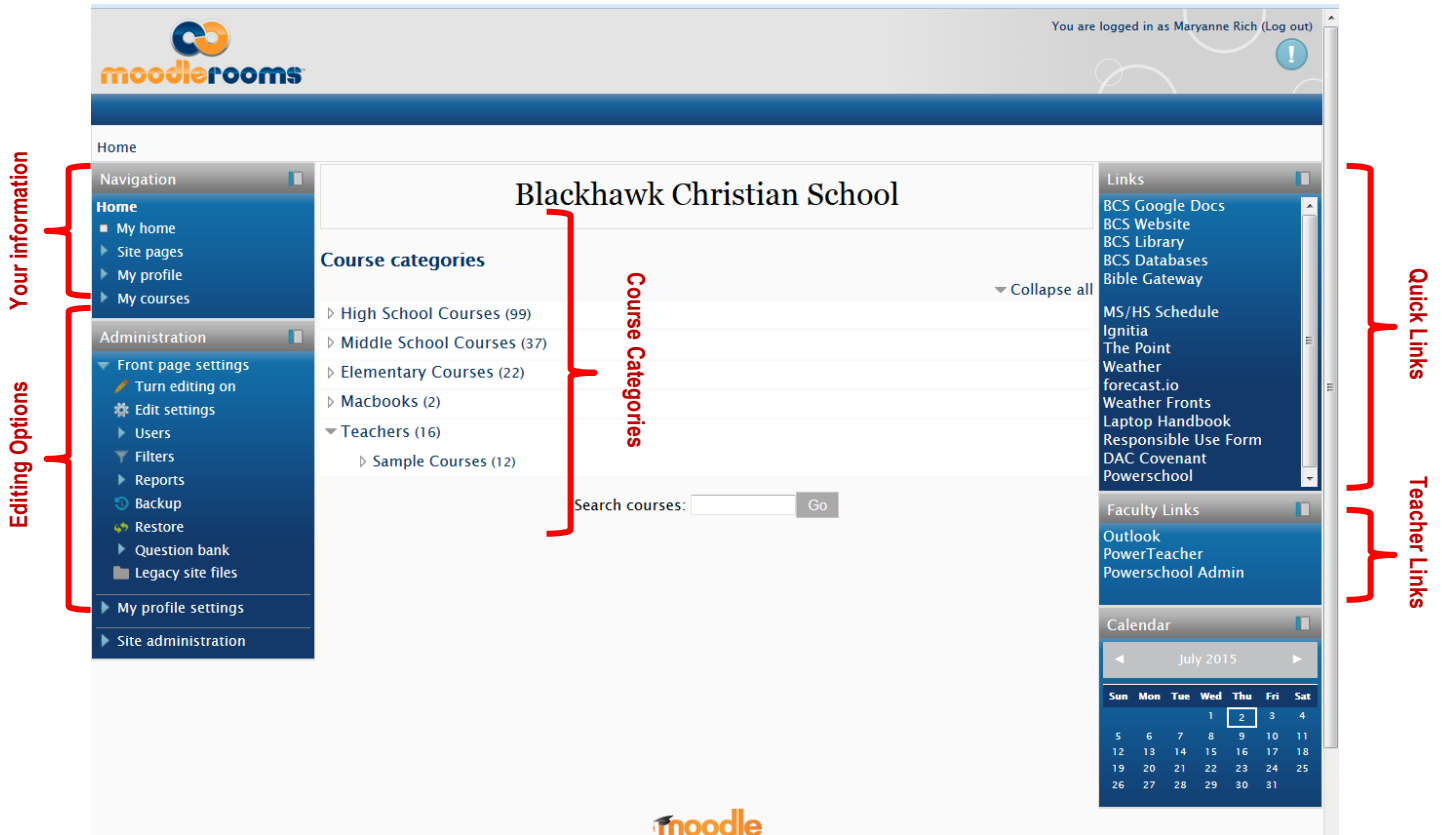
1. *Log in* with your school login and password

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*

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

Hold and drag to move block

Settings changes the Title and visibility to guests

Click the **+** to add a block

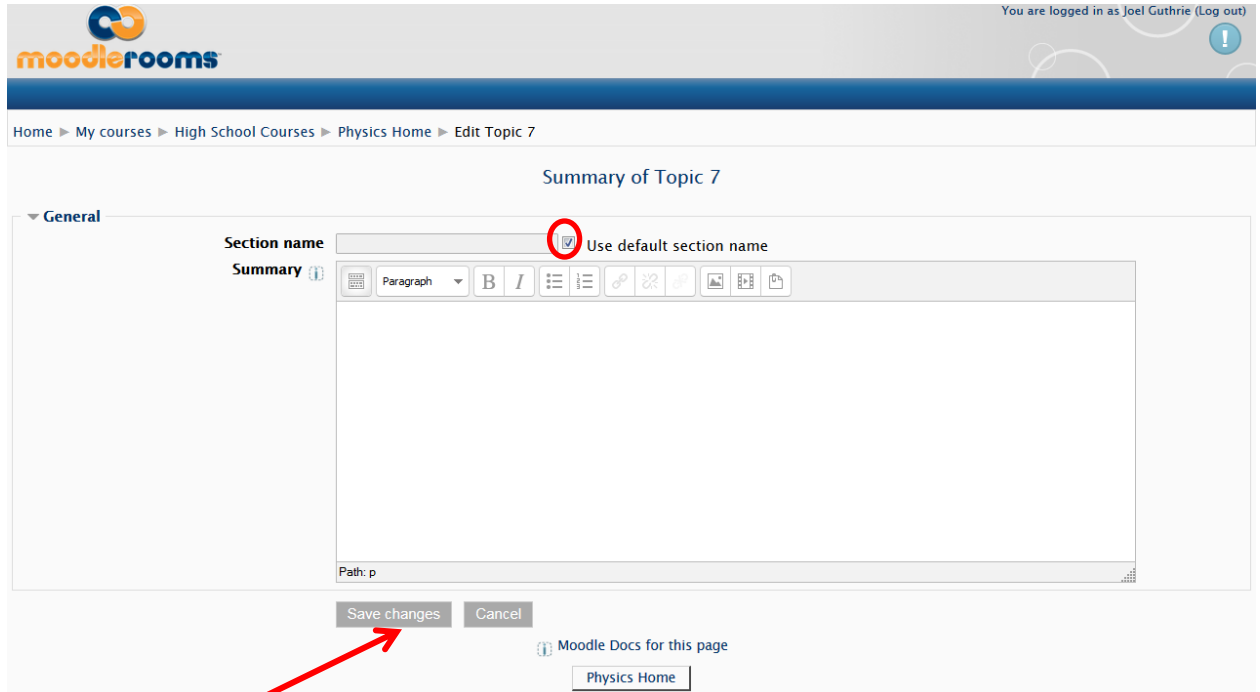or Click the **–** to delete a block

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

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

When you click a choice the description shows
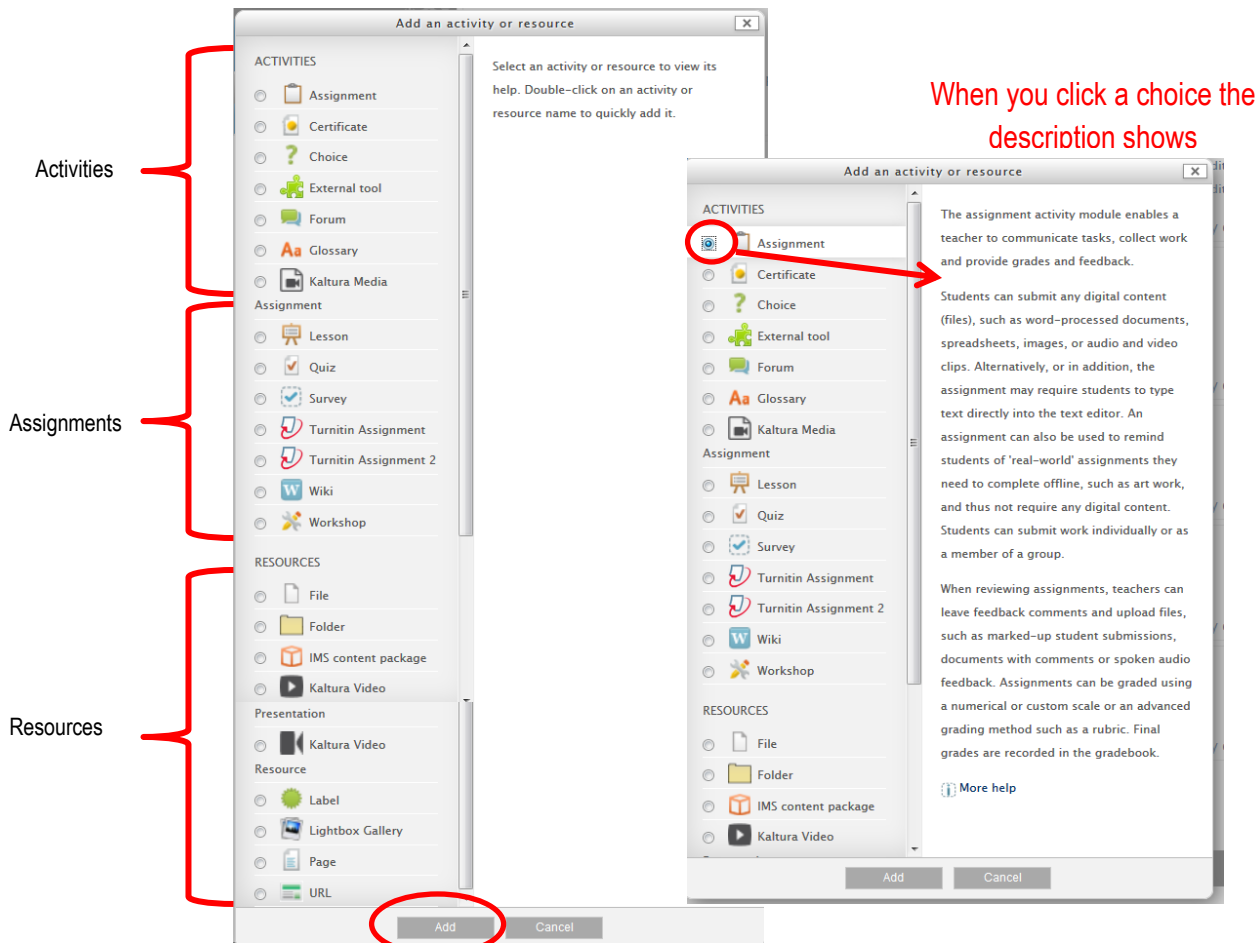
9. After the choice has been made click *Add*

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

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

Now the assignment shows in the block.

To edit after you have saved

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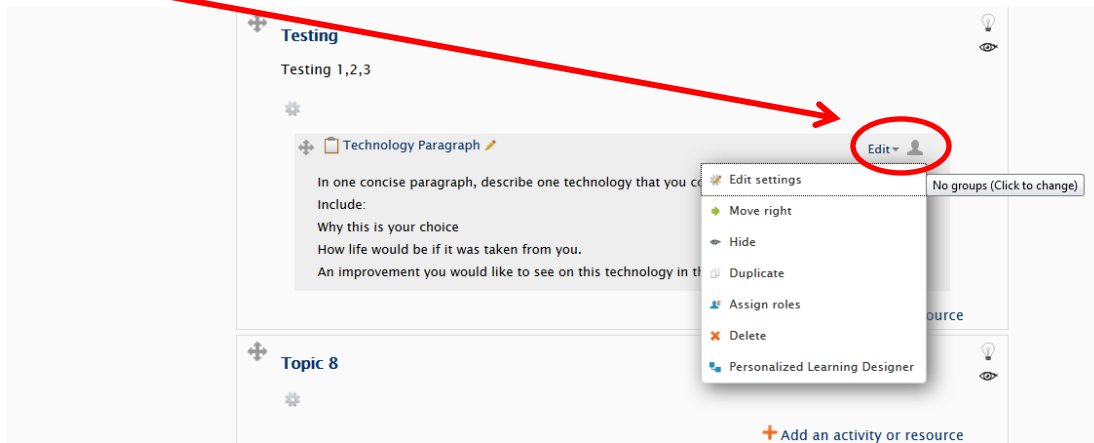
Click the option you want. Note – *Edit settings* allows you to change the wording.

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
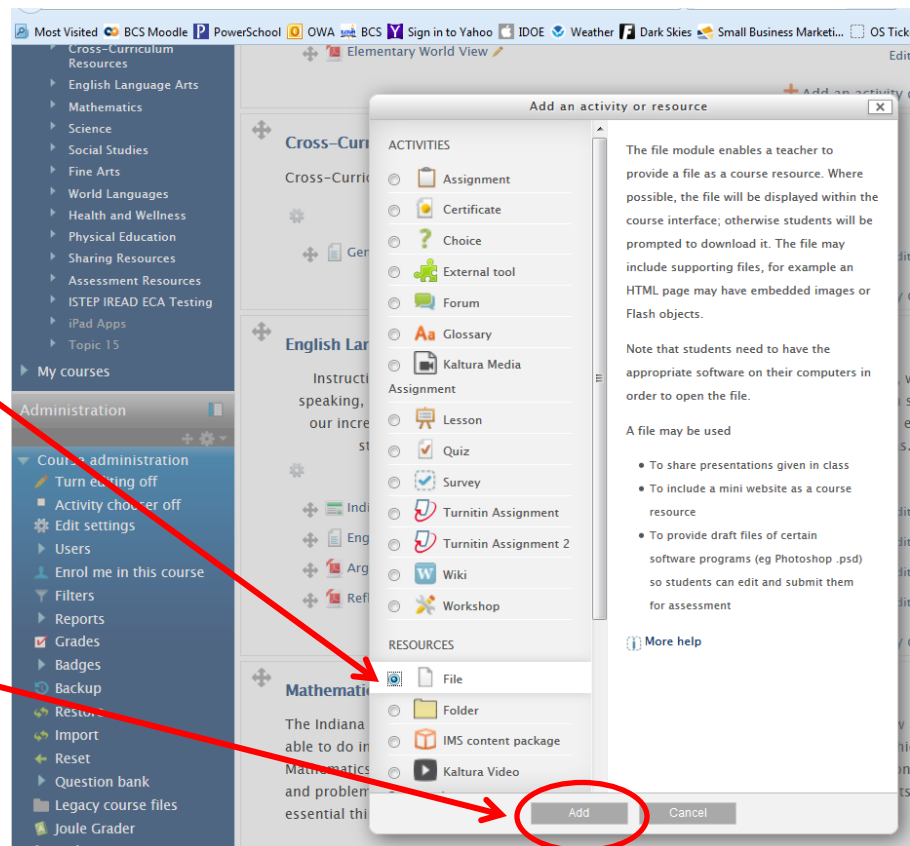

7. Type what you want to show on Moodle for this file in the *Save As* box.

8. Credit the *Author*

9. Attach the correct copyright *License*

10. Click *Upload this File*

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*
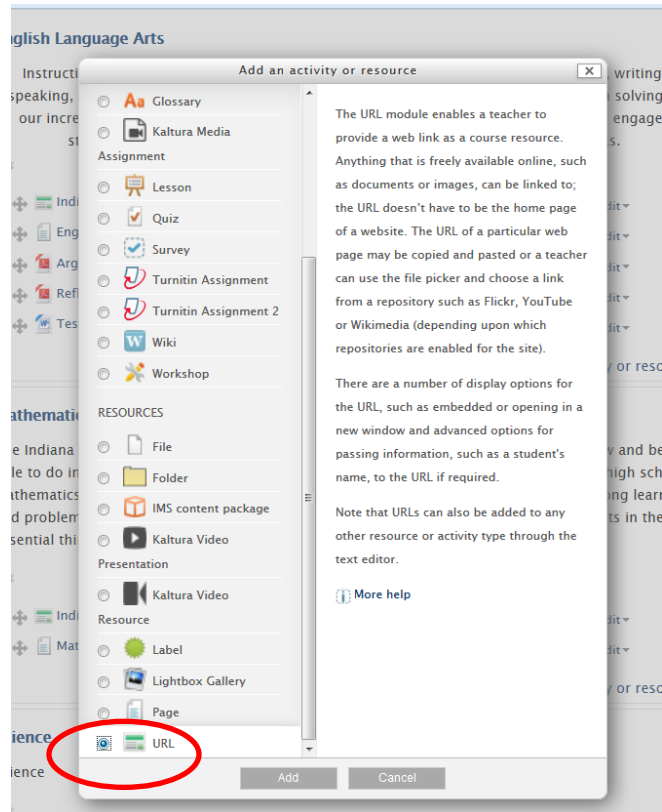
5. Click *Add*

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*