WELCOME TO THE QUICKSTART GUIDE

What is Moodle?

• It stands for Modular Object Oriented Dynamic Learning Environment
• It is our learning management system

What can it do?

• Moodle has been developed to encourage interaction, collaboration and the creation of dynamic content
• For more information: https://www.youtube.com/watch?v=FvruCumcNCs

What are the benefits of using it?

• Import content from RADAR and You Tube
• E-portfolio integration with Mahara
• Create comment boxes to encourage student feedback
• Format your content with an easy to use HTML editor
• Provide students with ratings tools to encourage feedback and dialogue on content and activities
• Use RSS feeds to improve communication

Please Note: Some of the screen shots and fields may vary slightly from those shown here, for example, Choose file may appear instead of Browse.
Where can I get help with Moodle?

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Let's get started

First of all **log in** using your P number and PIP password then click on the link to your course either in the body of the page or from the left hand navigation menu.

To do anything in Moodle as a Module Leader you have to **Turn Editing on**

Scroll down to the section you want to add content to.

You can **Add an activity or resource** from the link in that section.
Key tools this guide will be exploring are under:

**Add an activity:**  
- Assignments  
- Forums (Discussions)

**Add a resource:**  
- Files  
- Folders  
- Pages  
- URLs

Scroll down to add a resource.

When you have finished click **Add**.
Files and Folders
Share any type of files with your students and sort them using folders

The settings are the same for adding a file and adding a folder.

Under **GENERAL**, **Name** your file and add a **Description**.

Under **CONTENT**, click the button on the left to attach your file (see page 7), or **Create folder**: to add sub folders into a folder click the folder button on the right. Once you’ve created a folder, click on it to add a file (see page 7), or **drag and drop** a file in to it.

You need to use the latest versions of Firefox, Google Chrome or Safari 6 (for Mac OS 10.7 and 10.8). It will not work with Internet Explorer 9 or earlier, or Safari 5 or earlier.

When you have finished, scroll to the bottom of the page and click either **Save and return to course** or **Save and display** files and folders.

Please Note: If you are using files on more than one VLE course we recommend that you use RADAR (see page 13 for more details).
Finding files

Once you have clicked the Add under CONTENT the file picker appears. To upload a new file click **Upload a file**.

You will need to **Browse**, to navigate to your file’s location on your computer.

Click **Open**, then type in a name to save the file as, check the author name, and ignore the license option, then click **Upload this file**.

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**Labels**

Improve the appearance of your course content with labels, images or descriptions to highlight specific sections

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**Why use labels?**

- To improve accessibility.
- Add images or multimedia to break up large sections of text.
- Use banners or descriptions to highlight particular sections.

You will need to toggle the toolbar to display all of the editing features.

Add your content to the Label text dialogue box.

When you have finished, scroll to the bottom of the page click **Save and return to course.**
Create web pages to display images or media content

Under **GENERAL**, **Name** your page.

Add a **Description**. You can format the Description and the Content using the tools from the tool bar at the top of each box.

Under the **OPTIONS** You will need to toggle the toolbar to display all of the editing features.

In the **CONTENT** section add text, images, media, for example, video clips etc.

When you have finished, scroll to the bottom of the page and click either
**Save and return to the course** or **Save and display**.
URLs
Share useful internet resources with your students

Under **GENERAL**, **Name** your URL/Website - this is what the students will see on the course page.

Add a **Description** of the website.

In the **CONTENT** area, paste or type the website address.

When you have finished, scroll to the bottom of the page and click either **Save and return to course** or **Save and display** (this will take you to the URL page).
Assignments
Collect work from students, review it and provide graded feedback – all online

Under **GENERAL**, **Name** your assignment.

Add a **Description**.

Complete the rest of the fields.

When you have finished, scroll to the bottom of the page and click either **Save and return to course** or **Save and display**.
Forums (Discussions)
Improve communication and build communities with your students using discussions

Under **GENERAL**, create **Forum name**.

Choose a **Forum type**.

Add a **Forum introduction**. A description and instructions for using the forum.

Complete the rest of the fields.

When you have finished, scroll to the bottom of the page and click either **Save and return to course** or **Save and display**.

**Forum types** available:

- **A single simple discussion** - allows the tutor to post one topic for students to respond to.
- **Each person posts one discussion** - everyone can reply to posts.
- **Q and A forum** - students will not see others responses until they post their own.
- **Standard forum displayed in a blog-like format** - an open forum in which discussion topics are displayed on one page with Discuss this topic links.
- **Standard forum for general use** - allows any number of topics to be set up by tutor and students.
Integrations with Moodle

Adobe Connect is a Flash based online meeting service that enables participants to collaborate using video, audio, application sharing and chat on any internet browser.  

Encourage communication by embedding Google applications such as Email, Docs, Calendar, and Talk into your VLE course.

Encourage networking with this fully featured electronic portfolio, blog, CV builder and social networking system.

This offers an easy way for you to add teaching resources to your VLE course. You can search RADAR from within Moodle, and make links to teaching resources or contribute your own materials.

Enhance your students’ learning experience with integrated reading lists and access to online library resources from within your VLE courses.

Encourage good practice in academic writing with originality checking online grading.