

# MOODLE QUICKSTART

[moodle.brookes.ac.uk](http://moodle.brookes.ac.uk)

Updated 2014



# 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.

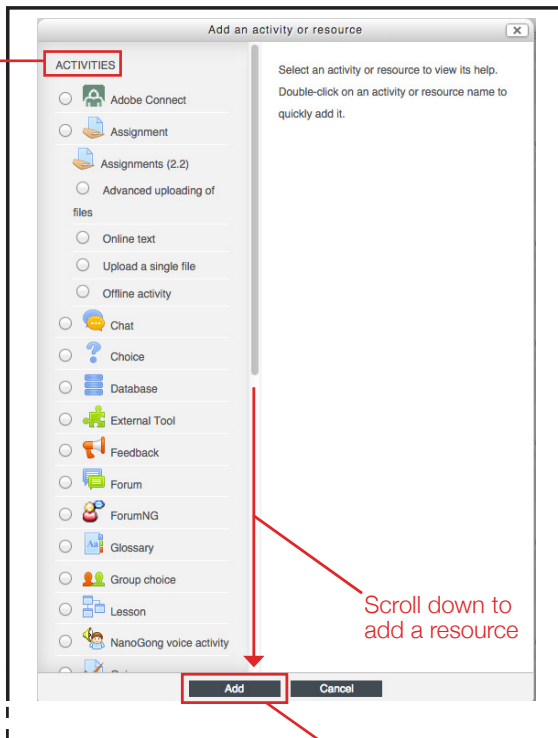
You can **Add an activity or resource** from the link in that section.

The screenshot displays the Moodle interface for the 'Media Workshop Brookes Virtual Training' course. The top header is green with the Oxford Brookes University logo and a login status 'You are logged in as (Log out)'. The left navigation menu includes 'My home', 'Site home', 'Site pages', 'My profile', and 'Current course' (MWBVTraining). The central content area, titled 'Media Workshop Brookes Virtual Training', lists activities: 'Announcements', 'Turnitin Direct Assignment Test', 'Rubric test', 'Tutorial slots', 'Media Workshop Training Room', 'Module evaluation', and 'Graded forum'. Each activity has an 'Edit' link and a user icon. A red box highlights the '+ Add an activity or resource' button at the bottom of this list. The right sidebar contains a 'MYLIBRARY' section with a book icon and a list of links: 'Library home page', 'Catalogue', 'Subject help', 'Reading lists', and 'Referencing help'. Below this is an 'ACTIVITIES' section with links to 'Adobe Connect', 'Assignments', 'Chats', 'Choices', 'Feedback', 'Forums', and 'Glossaries'. A red box highlights the 'Turn editing off' button in the top right corner of the page.

## Key tools this guide will be exploring are under:

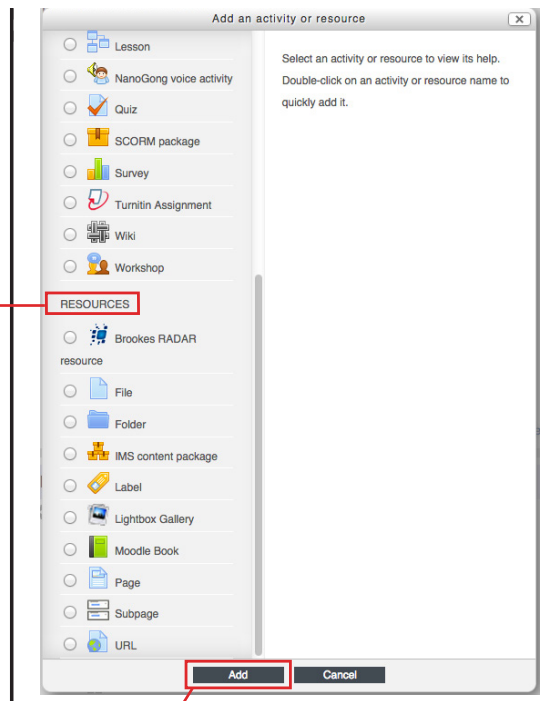
### Add an activity:

- \* Assignments
- \* Forums (Discussions)



### Add a resource:

- \* Files
- \* Folders
- \* Labels
- \* Pages
- \* URLs



When you have finished click **Add**.



## Files and Folders

Share any type of files with your students and sort them using folders

**1st Turn Editing on**  
**Add an activity or resource.** Scroll down to click **File/Folder**

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).**

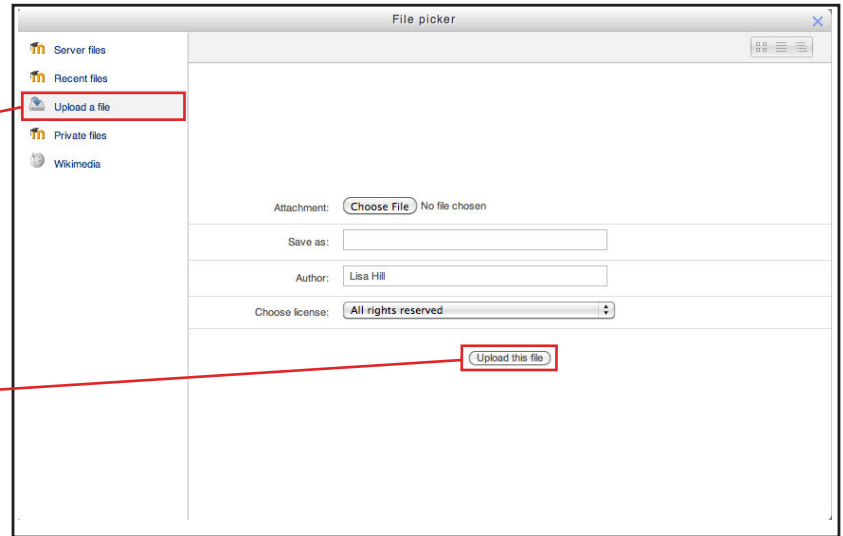
## Finding files

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**.



**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**.



## Labels

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

**1st Turn Editing on**  
**Add an activity or resource.** Scroll down to click **Label**

### 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.**





## Pages

Create web pages to display images or media content

**1st Turn Editing on**  
**Add an activity or**  
**resource.** Scroll down  
to click **Page**

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**.

The screenshot shows the 'Adding a new Page' interface. At the top, there's a title 'Adding a new Page' with a question mark icon. Below it, the 'GENERAL' section is expanded. The 'Name\*' field is highlighted with a red box. The 'Description' section is also highlighted with a red box, showing a rich text editor toolbar with various formatting options like bold, italic, link, and image. Below the description, there's a 'Path' field and a checkbox for 'Display description on course page'. The 'CONTENT' section is highlighted with a red box, showing another rich text editor toolbar and a 'Page content\*' text area. At the bottom, there's another 'Path' field. The interface is clean and modern, with a light gray background and clear section dividers.



## URLs

Share useful internet resources with your students

**1st Turn Editing on**  
**Add an activity or**  
**resource.** Scroll down  
to click **URL**

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).

The screenshot shows the 'Adding a new URL' form. It has a title bar with a globe icon and the text 'Adding a new URL ?'. Below the title bar is a tab labeled 'GENERAL'. Under the 'GENERAL' tab, there is a 'Name\*' field with a red border, a 'Description' section with a rich text editor toolbar (containing icons for Paragraph, Bold, Italic, List, Link, Unlink, Image, Video, Table, etc.), and a 'Path: p' field. Below the 'Description' section is a checkbox labeled 'Display description on course page ?'. Underneath the 'GENERAL' tab is another tab labeled 'CONTENT'. Under the 'CONTENT' tab, there is an 'External URL\*' field with a red border and a 'Choose a link...' button.



## Assignments

Collect work from students, review it and provide graded feedback – all online

**1st Turn Editing on**  
**Add an activity or**  
**resource.**  
**Click Assignments**

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**.

**Adding a new Assignment** ?

► Expand all

**GENERAL**

**Assignment name\***

**Description\***

Paragraph ▼ B I [List Icons] [Link Icon] [Image Icon] [Media Icon] [File Icon]

[Undo] [Redo] U S X<sub>2</sub> X<sup>2</sup> [Text Icons] [Align Icons] [Indent Icons] [List Icons] [Table Icon] [Link Icon]

Font family Font size ▼ [Text Icons] [Text Icons] [Text Icons] [Text Icons]

Path: p

Display description on course page ? ☐

**AVAILABILITY**

**Allow submissions from** ?

8 ▾ October ▾ 2014 ▾ 00 ▾ 00 ▾ [Calendar Icon] ☒ Enable

**Due date** ?

15 ▾ October ▾ 2014 ▾ 00 ▾ 00 ▾ [Calendar Icon] ☒ Enable

**Cut-off date** ?

8 ▾ October ▾ 2014 ▾ 15 ▾ 40 ▾ [Calendar Icon] ☐ Enable

**Always show description** ? ☒



## Forums (Discussions)

Improve communication and build communities with your students using discussions

1st Turn Editing on  
Add an activity or resource.  
Click **Forums**

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**.

The screenshot shows the 'Adding a new Forum' form in Moodle. A red arrow points from the text 'Under GENERAL, create Forum name.' to the 'Forum name\*' text box. Another red arrow points from the text 'Choose a Forum type\*.' to the 'Forum type' dropdown menu, which is currently set to 'Standard forum for general use'. The form includes sections for 'GENERAL', 'Description\*' (with a rich text editor), 'Path: p', 'Display description on course page' (checkbox), 'Forum type' (dropdown), 'ATTACHMENTS AND WORD COUNT', 'SUBSCRIPTION AND TRACKING', and 'RSS'. A callout box on the right lists available forum types with asterisk icons.

**Adding a new Forum** ?

Expand all

**GENERAL**

Forum name\*

Description\*

Path: p

Display description on course page ?

Forum type ?

Standard forum for general use

ATTACHMENTS AND WORD COUNT

SUBSCRIPTION AND TRACKING

RSS

**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. **More**



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



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



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. **More**



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



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