<u>**VERY BASIC INSTRUCTIONS FOR USING MOODLE**</u>
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1. **Access Moodle** by going to one of the following:
   - Go to the NDNU main page, at the top toolbar click Faculty, and then scroll down to Moodle
   - Go to this webpage: https://ndnumoodle.remote-learner.net/
     - On the far right margin, type in your Username and Password & log-in
     - You will see the list of courses you are scheduled to teach, select one

2. **Familiarize yourself** with a few of the links on the left margin
   - <u>Course</u> name
   - <u>Participants</u>—allows you see the list of students and when they last accessed Moodle
   - <u>"Turn editing on"</u>—allows you to work on the course content; you can also edit by clicking on the far right margin, "Turn editing on."   When you're done, click on this again and it will change to "Turn editing off."
   - <u>"Edit Setting"</u>—allow you to set the course to 15 weeks or 7 weeks by going down to Course Format (at the bottom, I select 7 weeks and leave everything else alone)
   - <u>Users</u>—allow you to manually add or remove a student on your course list. I go to "enrollment method," then I click on edit at the end of "Manual enrollment." To add a student or teacher, type in name in the search window under "Not enrolled user," highlight the name, click on Add (at the top in the center column).  To remove a student or teacher, highlight the name, click on remove (at the bottom in the center column).
   - <u>Switch Roles</u>—this allows you see what a student would view.

3. **Working on the Course Content**—click "Turn editing on" (at far upper right corner)
   When you set up the number of weeks in your course, you will see Week 1, Week 2, etc.
   You can now add content to the week.  You can upload files, handouts, etc.
   - To write content into a given week, hover over the little round wheel and it will say, "edit summary."

   - The first large blank box is where I write a general description of the course:
     - Course name
     - Instructor's Name
     - Course Dates/Semester-Term
     - Classroom assignment
     - Notre Dame de Namur University

   - Then I go to Week 1, hover over the little wheel and begin to insert general information for Week 1.  Some ideas I type into each week are:
     - Focus or title of the week
     - Weekly Lesson Plans
     - Classroom Activities
     - Homework due for that week
     - Homework due for the following week

   - I tend to color-code each of the above tasks.

   - Each week can also have uploaded handouts or a file from your computer.
     - At the bottom of the particular week, click on "Add a resource" and then click on File.

- o Name the File
- o Give it a description
- o Under "Select file," hover over the blank white page, click, and a window with "Browse" will pop up; these are your files. Find the file you want to upload, click open, you will see the list of your file beside BROWSE, click on "Upload this file." Your file is now in Moodle.
- o Save and return to course. You should now see your file under the week you added it to.
- o Repeat this for as many files you wish to add to that particular week.
- o Repeat the above for each week.

- ▪ Each week can also have links inserted. Be sure you know the URL before proceeding.
  - o At the bottom of the particular week, click on "Add a resource" and the click on URL.
  - o Give the link a name, i.e., Purdue Online Writing Lab (OWL)
  - o Provide a description of the link you will attach
  - o At "External" copy & paste the URL
  - o Save and Return to course

- ▪ Each week can also have activities listed.
  - o You can add different activities. I have only used this for Forum & Chat to encourage a discussion I wanted students to have. I have also used Assignment to add an activity that I wish to offer students to complete, often as Extra Credit. There is A LOT more you can do with this but I haven't familiarized myself with the other features, although I do participant in a Stanford program that uses all of these and they are fabulous. As an instructor, I have not learned how to set these up, but I would like to learn.
  - o To set up Forum and Chat, follow the instructions about what you want students to do.

4. **Other features to explore:**
   1. Edit
      - o The "edit" at the far right side of a week or an assignment, allows you to hide the assignment until a desired date; this closes the viewing to students. I do this at times to regulate how much information hits a student at the beginning of a course. I open up all the week usually by the 2nd week.
      - o The "edit" feature also allows you to delete what you mistakes, changes, etc.
      - o The "edit" feature also allows you to duplicate an assignment. It will be listed twice for that week; you can move a duplicated file to another week.

   2. Move
      - o To move a file up or down on the Moodle page, hover over the blue 't' in front of the file. Hold your mouse down, and drag the file to where you want to place it. Sometimes I will duplicate a site, like OWL; I may want it list a file for 2 or 3 weeks.
   3.
      Eraser
      - o The little eraser beside the file is just another way to edit the file. You can add more description or delete some component

5. **Duplicate an entire course** by following the directions provided by Merle Mason.