Waterford Institute *of* Technology
INSTITIÚID TEICNEOLAÍOCHTA PHORT LÁIRGE

Centre for
Technology-Enhanced Learning

moodle

WIT Staff Guide:

Getting Started with Moodle

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STAFF GUIDE: GETTING STARTED WITH MOODLE

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1 Moodle in WIT

This manual gives a brief overview of the basic information needed by academic and administrative staff in WIT to start using Moodle. Additionally, there is a dedicated Frequently Asked Questions (FAQs) section on the Technology Enhanced Learning Support site:

http://elearning.wit.ie/support/staff/category/general

1.1 What is Moodle?

Moodle is a Virtual Learning Environment (VLE) and a course management system, used by WIT to help support lecturers in their teaching and students in their learning. Moodle provides areas where lecturers can upload course notes and information, and communicate online with students (e.g. set and collect student assignments, send out class emails, etc.). Moodle has an extensive range of features that can be used to facilitate a variety of pedagogies and approaches including distance and flexible learning; for example, quizzes can be used to support self-directed learning, discussions forums to support peer and group based learning, and Adobe Connect to support virtual delivery of lecturers, etc.

WIT lecturers can use Moodle to complement and enhance face-to-face lectures by providing a central online location to access the learning resources and associated activities.

1.2 How to access Moodle?

All registered WIT staff and students can access Moodle using their WIT usernames and passwords. WIT Moodle users can access Moodle from any location (on campus and off campus) once they have Internet access. Click on the Moodle link on the top right hand corner of the WIT website.
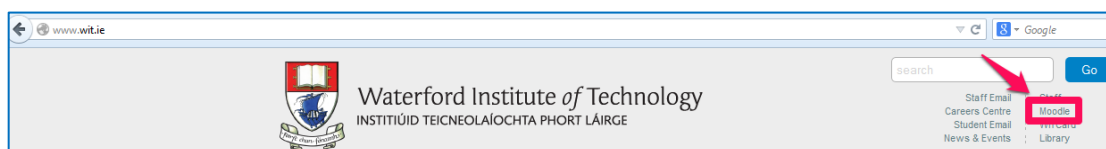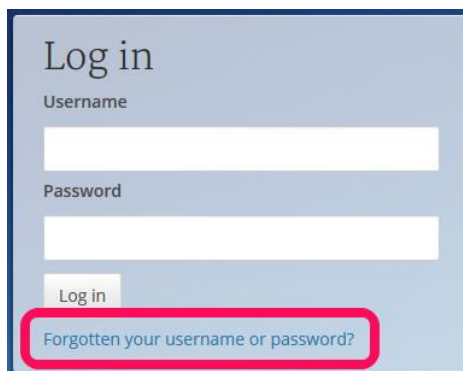
You can access the Moodle login page directly by typing **moodle.wit.ie** into your web browser (NOTE: **Do not** type www. before moodle.wit.ie):
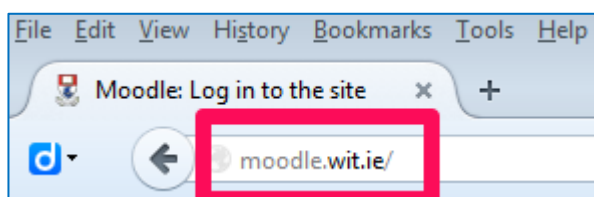
Both these methods will bring you to the Moodle login page you see below. Enter your WIT username and password to log into Moodle. **Do not** include @wit.ie in your username.

For example, if your email address is **astewart@wit.ie**, then your username to access Moodle is **astewart**.

Enter your WIT username and password to login to Moodle.

Do not include @wit.ie in your username

Log in

Username

Password

Log in

Forgotten your username or password?

The username and password that you use to access Moodle is the same as the username and password that you use to access PCs in WIT, logging into the on-campus WIFI, etc.

NOTE: If you cannot log into Moodle, it is likely that there's a problem with your WIT computer account. Please call to the Computer Services helpdesk in the IT Building to get your password reset. You can phone on 051-845524 (ext. 5524) or email: computerservices@wit.ie
For more details on passwords and troubleshooting, visit the WIT Computer Accounts FAQ accessible from http:www.wit.ie/current_students/study_supports/faqs

1.3 Getting access to a module as a lecturer in Moodle

Initially, you will be assigned to the modules in Moodle that you are timetabled on in the central timetabling system as of the 3rd of September, 2014. If your timetable changed after the 3rd of September and you are allocated to new modules, then you will need to send an email to moodle@wit.ie specifying which modules you should be allocated to and which modules you should be removed from.   Please include the following details:
- CRN *(five-digit code which uniquely identifies your module, available from your School office)*
- Module title

You'll receive an email when you have been assigned access to the module (usually within one working day), and it will be listed with the rest of your modules when you next log into Moodle.

1.4 Module delivered on several programmes

Increasingly, you may have students from several programmes studying the same module. These students may all be together in the same class at the same time or may have classes scheduled on different days (due to resource restrictions, e.g. limited lab space). You may find that there are multiple CRNs to identify the same module, one CRN for each programme. Ideally, you would like to have one module area in Moodle that all the students can access regardless of whether or not they have separate classes. This can be easily accommodated in Moodle by grouping the CRNs/modules together so that all students access the same module area in Moodle and you only have one module area to maintain.
Email moodle@wit.ie with the following details to get a grouped module area set up:
- Relevant CRNs *(five-digit codes available from your School office)*
- Module titles

You'll receive an email to confirm that the grouped module area (called a cross-list) has been set up and you have lecturer access in Moodle.

1.5 What you see when you log into Moodle?

When you log into Moodle, you will see your '**My home'** page (shown below), which comprises the following sections and items:

1	**Administration block**	
	This block appears on your home page and all your module pages. It contains links to edit your module settings, edit users on your modules and generate reports.	

2	**Private Files Area**	
	This block appears on your home page.	

|		
3	**Select an academic year**	
	This option allows you to select modules from the current academic year or previous years. This item is explained in detail in section 1.5 below.	

4	**Jump to Registered module**	
	These are teaching modules. Click on the **[Choose a module...]** box and select the desired module.	

5	**Jump to Support area**	
	These are support modules such as *departmental and programme information areas*, *Academic Council area*, *Institutional Document Repository* etc. Click on the **[Choose a module...]** box and select the desired area.	

|		
6	**Customise this page**	
	Each of the tools on the left of your 'My Home' page is known as a *Block*. You can add and delete different blocks on your home page and in your modules once you have clicked on this button.	

7	**Modules**	
	This is a list of modules that you are registered on. Click on any of the module names to go to that module page.	
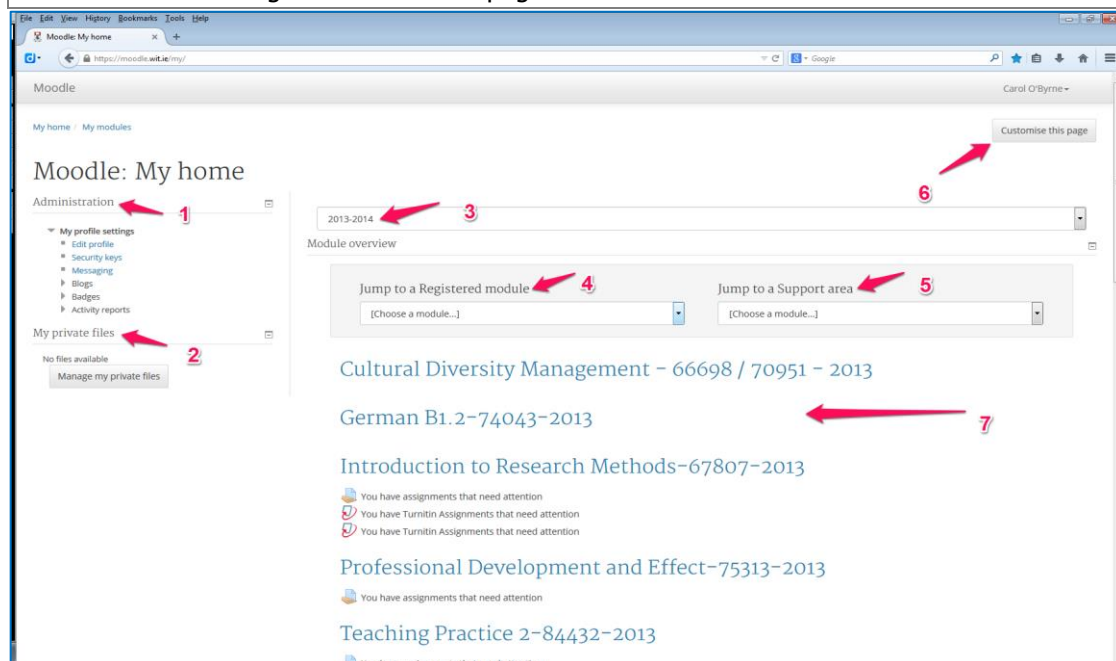
1.6 What does 'Select an academic year' mean?

This new feature allows lecturers and students to select which year's version of a module they wish to view; i.e. you can view previous years as well as the current academic year but only if you were assigned as a lecturer in both academic years.   For example, if were not assigned as a lecturer to a module in the 2013-2014 academic year, then you will not be able to view the associated content for that module in Moodle. In the same way, if were lecturing on a module last year and are not lecturing on it this year, then you will **not** be able to access the module area in Moodle for 2014-15.
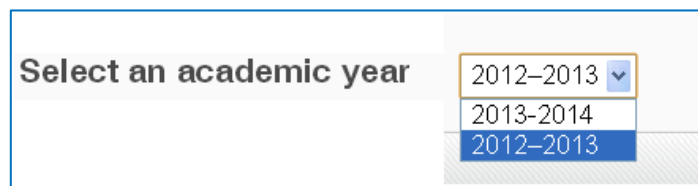
1.7 How am I assigned to modules in Moodle?

For the 2014-2015 academic year all WIT academic staff will have access to the modules in Moodle that you were assigned to as a lecturer in the timetabling system on the 3rd of September, 2014.

If your timetable has changed since the 3rd of September, then you will need to email the Moodle team (moodle@wit.ie) to get set up as a lecturer on the new module(s) and removed from the modules no longer on your timetable. Please include the CRNs of the new modules in your email.

Compared to the previous method of enrolment and access, this approach allows a faster and more streamlined system for setting up staff on modules in Moodle.
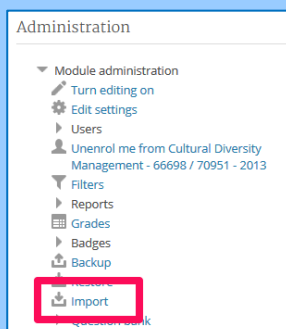

NOTE: All modules for the 2014-2015 Academic year will initially be blank (i.e. contain no content) but will have students assigned if students are registered on the modules in the student registration system. If a lecturer was using Moodle in the previous academic year and is also teaching on the module in the 2014-2015 academic year, then they can easily import the content into the module area for the new academic year. See section 1.8 How to import from one module to another

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2013-2014 Academic year Module areas in Moodle: Only lecturers that were assigned as lecturers to module areas in the 2013-2014 in the older version of Moodle will be able to access the associated module area. Students are enrolled on modules via the same process as previous years (automatically, through the WIT Registration system).

1.8 How to import from one module to another

Modules for each new academic year will be cleaned-down (and therefore blank), but all course materials from previous years can be easily imported into them. This process takes approximately two minutes, but **you must have lecturer access to the module that you wish to export from *(source module)* and the module that you wish to import to *(destination module)*.** The following shows you how to import from a module in 2013-2014 to a module in 2014-2015:

HOW TO... IMPORT FROM ONE MODULE TO ANOTHER

Administration

▼ Module administration
   ✏ Turn editing on
   ⚙ Edit settings
   ▶ Users
   👤 Unenrol me from Cultural Diversity
       Management - 66698 / 70951 - 2013
   ▼ Filters
   ▶ Reports
   ▦ Grades
   ▶ Badges
   ⬆ Backup
   ⬇ Import
     Question bank

1. In your currently empty module (i.e. in 2014-2015), click **Import** in the Administration block.

2. Type the name of the module that you want to import **from** (e.g. from 2013-2014) in the **Search** box on the subsequent page, and click the button beside it when you find it:

Find a module to import data from:

Select a course   Total courses: 1

	Module short name	Module full name
○	Communications and Study Skills - 17030/70145 - 2013	Communications a 2013

[Communications and Study] [Search]

[Continue]

3. Click **Continue** to move to the next stage of the process

4. Click the **Next** button on the subsequent page, to be brought to a list of all topic sections, resources, and activities (i.e. everything) from your source module

5. By default, everything is selected. Thus, you have to un-tick whatever you don't want to import into your destination module

6. Click **Next** at the end of the page to continue. The subsequent page lists everything you have chosen to import to your destination module. This allows you to double-check your selection. Click **Previous** at the end of the page if you wish to make any changes.

7. Click **Perform import** at the end of the page when you are happy with your selection. This process can take a few minutes to complete.

8. You should now see your files, resources and activities in your destination module.

Details of a screencast to outline this process will follow shortly.

General structure of your module

This section describes what you see when you access your module, and some of the layout options available when you are adding content and building your module area in Moodle. It includes some of the additional features available in the new version of Moodle.

RECOMMENDED QUICK START:
(1) Set your module to **Topics format** (the default layout), add or delete additional 'sections' if there are too many there by default.
(2) Change the topic headings to something appropriate to its content,
(3) Delete Blocks you don't use,
(4) 'Show one section per page' if you have a lot of content.
(5) Review some of the sample module layout and spend some time designing your module area in Moodle.
See below for detail on how to complete any of the above suggestions.

1.9 What you see when you click on your modules

When you open any of your modules you will see something similar to the screen shown overleaf, which comprises the following items:

1	**Breadcrumb trail** This is your navigation guide, which shows where you are in Moodle. Click on **My home** to bring you back to your Moodle home page.

2	**Table of contents** Click this button to add content and generally do any work on your module. Students do not have this option to **Turn editing on**; only those enrolled as lecturers on a module can add, update, edit or delete content and activities (quizzes, etc.) within that module.

|	
3	**Administration block** This block contains a link to your Moodle profile, and all of your modules. It also allows you to jump quickly between topics within a module.

4	**Topic Navigation** There will be a number of blocks in place by default in your module. You can delete them, move them around, dock them, and add new ones. Blocks are covered in detail in section 2.5 of this manual.

|	
5	**Navigation block** This centre area of the screen will be where you add activities and resources for students. There are a number of ways to display this area and this is covered in section 2.2 below.
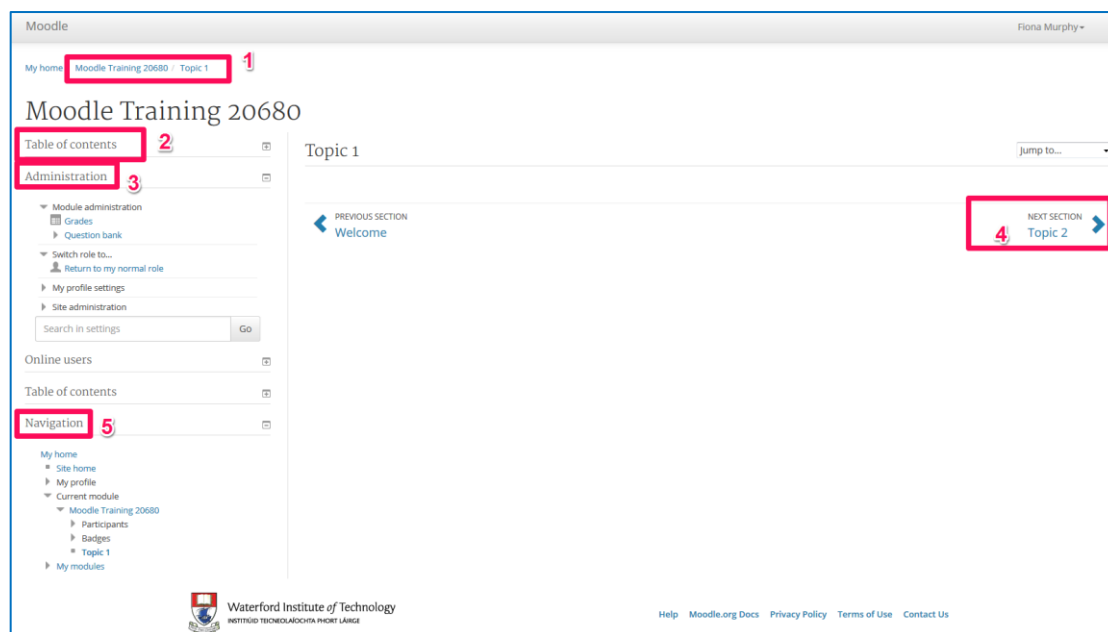
1.10 Renaming a topic section

If you chose 'Topic format' for your module, each topic section is by default named 'Topic 1', 'Topic 2', Topic 3', etc. You can change these, however, to give more meaningful titles to your topic sections. Also, because the *Navigation* block contains links to each topic section, these titles are useful signposts for students and they help improve the overall layout of your module. Follow the steps below to change the title of a topic section:

HOW TO... RENAME A TOPIC SECTION

1. Click **Turn editing on** in the top right-hand-side of the screen. A grey 'gear wheel' will appear underneath each topic name:
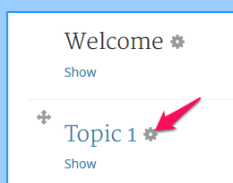

2. Click this gear wheel to view the settings page below:

3. Un-tick the 'Use default section name' box and enter your desired title in the 'Section name' space.

4. Click **Save changes** at the end of the page

1.11 Show one section per page

'Show one section per page' is a new setting option in the upgraded version of Moodle, and can help students navigate around your modules more easily. This will be activated as a default setting on all modules for 2014-15. It will create a Table of Contents block on the left hand side of the screen. Students will then click on the topic name to access the content in that topic section.
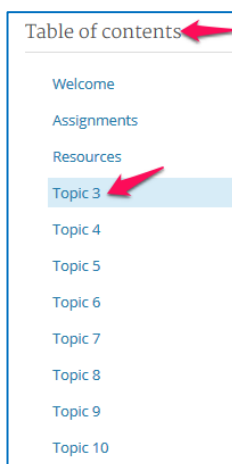
You can change from 'Show all sections on one page' to 'Show one section page' by following these steps:

HOW TO... CHANGE TO 'SHOW ALL SECTIONS ON ONE PAGE'

1. In your chosen module click on the **Edit settings** option in the **Administration** block on the left-hand-side of the screen:
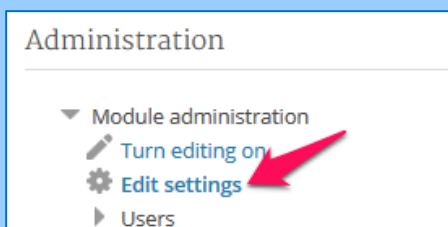
2. In the **Course Format** section (at the end of the page), change the **Module Layout** option to **Show all sections on one page**:

3. Click **Save changes** at the end of the page

1.12 Blocks – deleting, adding, docking

Moodle **Blocks** are the little boxes on the left side of your Moodle pages. You can delete them, move them to different locations and add new ones as required. There are a number of blocks placed in all modules in Moodle by default. It is advised that you explore how each of these can help in your module.

Deleting

You can then delete any blocks that are not required by clicking on the **Turn editing on** button and clicking the gear wheel that appears in the top right corner of the block. Select the Delete option in the list that appears as seen below:

Adding

To explore what other blocks are available in Moodle, **Turn editing on** and the following window will appear in the bottom left hand corner of the page:
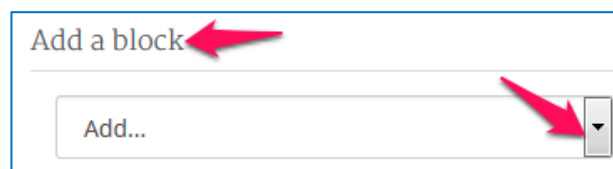
Click on the drop down arrow to view a list of the available blocks. Select the required block and it will appear on your module page with the other blocks that are already in place. Repeat as required.

2 Building your module content

This section describes how to start building your module in Moodle. An explanation of the icons that appear beside resources and activities is also provided, as is a link to information on copyright and licensing.

If you share a module with another lecturer, please send an email to moodle@wit.ie requesting to have your module set up as a separate area or to be added to the same module area in Moodle.

> **RECOMMENDED QUICK START**:
> (1) Use labels for headings and sub-headings within topic sections,
> (2) Stick to one colour if highlighting material,
> (3) Use folders/pages to organise content if you have a lot of files,
> (4) Attend a Moodle drop-in session for one-on-one consultancy and suggestions on how to layout your module.
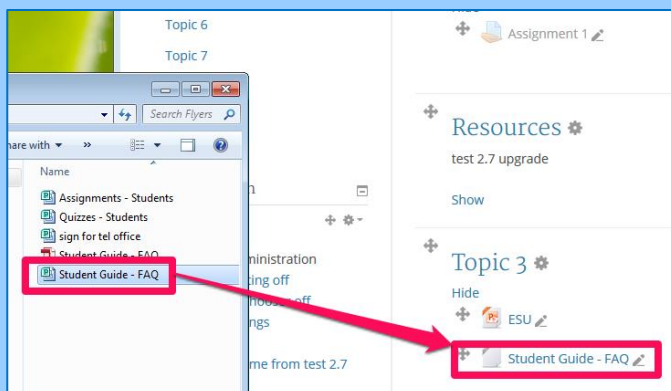
2.1 Uploading files

You can now 'Click and drag' files (PDFs, Word documents, PPT presentations, etc.) directly into Moodle. Here's how:

> ### *HOW TO...* UPLOAD A FILE (OPTION 1)
>
> 1. **Turn editing on** in your module and click on the Topic where you would like to upload your file to.
>
>
>
> 2. Open the folder on your computer containing the file you want to upload.
>
> 3. Resize the Moodle and folder windows to show both on your screen:
>
>
>
>   [See www.wikihow.com/Resize-a-Window to see how to resize windows]
>
> 3. Click on the file, and without releasing the mouse button, drag it into the correct topic area.

> **NOTE**: Click and drag works with all popular web browsers, including Chrome, Firefox, Safari, etc. To use drag n' drop with Internet Explorer, you must have **Version 10** on your computer: Click and drag will **not** work correctly with **Version 9** or previous versions of Internet Explorer.

2.2 Deleting files

To delete a file (or any resource or activity in Moodle), **Turn editing on** and click the **X** icon in the list of icons that appear beside the file:
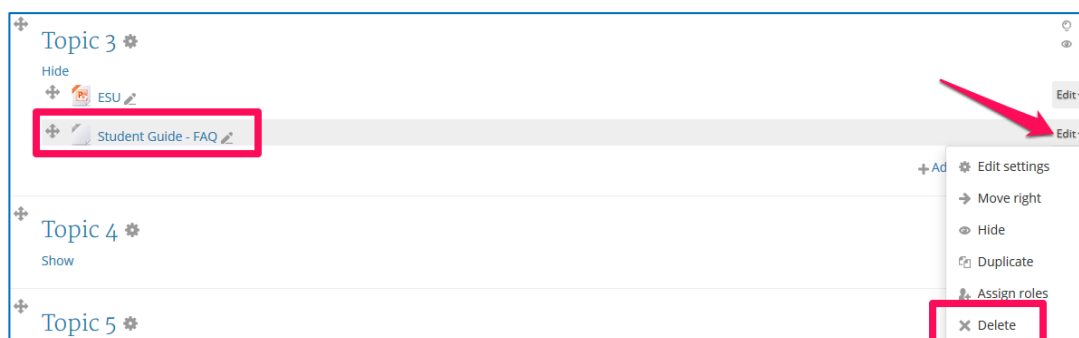
Click **Yes** when you are asked 'Are you sure you want to delete the file…'.

2.3 Adding labels

Labels can hold text or images and are placed in the topic sections of you module. They allow you to add notices, descriptions, and instructions for students. Labels are a versatile resource and can help to improve the appearance of your module if used thoughtfully; for example, as headings and subheadings in your module:
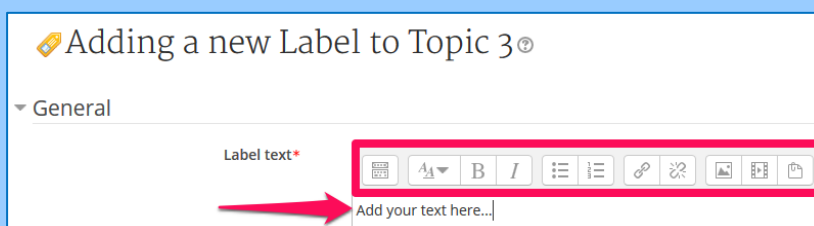
The following steps describe how to add a label to your module:

HOW TO… ADD A LABEL

1. **Turn editing on** in your module and click **Show** in the chosen topic.
2. Click on **Add an activity or resource** and select the **Label** option.
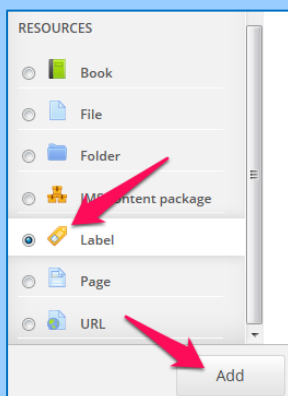
3. This opens the editor window where you add the text for your label.


4. Click **Save and return to module** at the end of the page.

2.4 Links to websites

It is often useful to provide a link to an external website for students. It may be a link to an interesting article, a potential employer's website, a video, a blog from an industry expert, etc. Here's how to add a link (or URL) to a web resource:

***HOW TO…* ADD A LINK TO A WEBSITE (OR YOUTUBE VIDEO)**

1. Go to the desired website and copy its URL or address from the top of the screen.This same procedure applies for linking to YouTube videos:
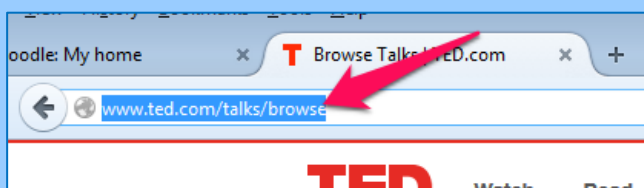
2. Return to Moodle and **Turn editing on** in the module where you want to add the web link/address.

3. Click the **Add an activity or resource** link in the desired topic section, and select **URL** from the list in the pop-up window (down at the end).

4. On the resulting page, insert a **name** for the link and a short **description.**

5. Under the Content section paste the address in the **External URL** box:

6. Under the Appearance section select **In pop-up**, so that your desired web page opens in a separate window. This ensures students don't accidently close their Moodle session when they are finished viewing the web page.

7. Click **Save and return to module** at the end of the page.

2.5 Setting up an assignment

Using Moodle to manage student assignments allows you to give out the assignment brief, and collect and grade student submissions all in the one place. You can also set automatic deadlines, (plus allow some concealed leeway, if required) and download all submissions with one click.

If you would like to go through the various options and settings involved, (incl. some best practice tips and advice) it is advised that you speak to someone in the eLearning Support Unit. Email moodle@wit.ie or phone ext. 4114 to speak to someone and/or set up a short one-to-one training session.

A training manual on using assignments will be available shortly. Please see the following links for more information on assignments in Moodle:

- Assignments settings: http://docs.moodle.org/24/en/Assignment_settings
- Using assignments (tips & hints): http://docs.moodle.org/24/en/Using_Assignment

2.6 TurnItIn

You can create **TurnItIn** assignments in Moodle too, which can form part of your plagiarism policy and education for students. Again, it is advised to contact the eLearning Support Unit to speak to someone about setting up a TurnItIn assignment. It is a straightforward process to set it up, but staff feedback suggests that some initial instruction is most helpful.

Working with students

THIS SECTION COVERS some of the more straightforward issues surrounding how to work and communicate with students in Moodle.


RECOMMENDED QUICK START:
(1) Upload a profile picture of yourself or some memorable scenery and encourage students to do the same,
(2) Use forums to make class-wide announcements,
(3) Use messages to send individual memos to students,
(4) Engage in and lead discussions if you set up online forums for your class.


2.7 Which students can access your module?

Students can access the modules in Moodle that they are registered on in the WIT Student Registration System. Therefore, the students that can access your modules in Moodle are te ones that are registered on your modules in the WIT student registration system. This means you do not have to manually enrol students onto your module: it is done automatically for you.

2.8 'Switch role to…' Student

To see what your module looks like to students, there's an option in Moodle to **Switch role to… Student**. This option is located in the Administration block on the left-hand-side of the module page:
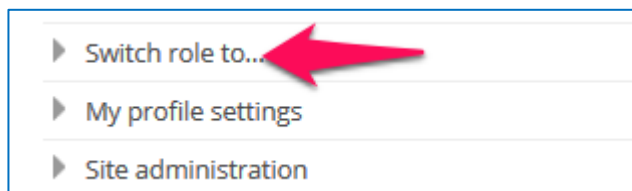
To change back to your own lecturer view, click on the link that appears beside your name on the top right of the screen:
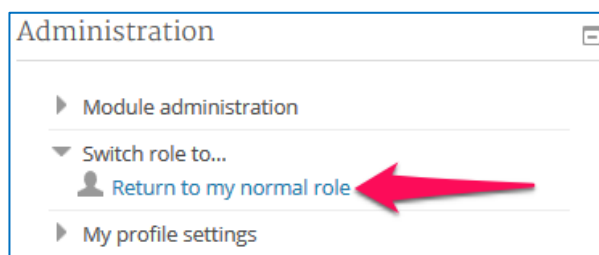

Note that you will have to **Turn editing on** again now to continue working in your module.

2.9 Sending a message to all students on a module

You can send out an email to all students on your module via Moodle. This message could a reminder about upcoming assignments, changes to class notes, or anything that you wish to announce to the whole class. How to do this is described below:

HOW TO... SEND A MESSAGE TO ALL STUDENTS ON A MODULE

1. In your module, click **Participants** under the module name in the **Navigation** block on the left-hand-side of the screen:
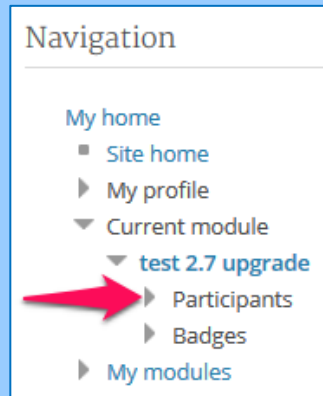
2. This displays a list of everyone enrolled on the module, both lecturers and students. To send a message just to students, select **Student** in the 'Current role' box:

3. This displays just the students enrolled in the module. Click the **Select all** button at the end of the page.

4. Choose **Send a message** in the 'With selected users...' box:

5. Type your message in the resulting page

6. Click **Preview** to see your message as the student will see it, and click **Send message** when you are ready to send it

2.10 Sending a message to individual students

If you want to send a message to an individual student or a number of students, follow the steps in section 4.3 above, with the following change at step 3: Instead of clicking the **Select all** button, tick the box beside the student(s) name to whom you want to send the message:

User picture	First name / Surname	Email address	City/town	ntry	Last access	Select
	Kieran Sullivan	KSULLIVAN@wit.ie	Waterford	Ireland	3 secs	☑

When you have selected the required student(s), continue at step 4 above.
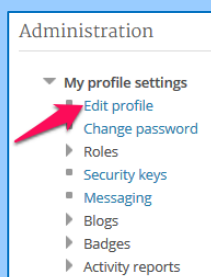
2.11 Uploading a profile picture

It can be beneficial to students if they see a picture of lecturers in their modules. This picture will appear throughout your module area next to your name, e.g. next to your name on a forum post, etc. Some lecturers and students don't like to display their own picture but still want something other than the default image. Alternatively, you can upload a picture of some memorable scenery, etc. The following steps describe how to upload a picture to your Moodle profile (this image will appear next to your name in forums, messages, etc.):
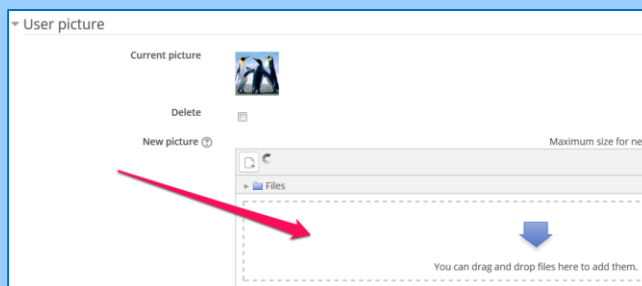
Remember that students can also upload their own profile picture.

HOW TO... UPLOAD A PROFILE PICTURE

1. Click **My home** in the top left of screen to go to your Moodle home page

Administration

▼ My profile settings
  Edit profile
  Change password
  ▶ Roles
  ▪ Security keys
  ▪ Messaging
  ▶ Blogs
  ▶ Badges
  ▶ Activity reports

2. Click **Edit profile** in the **Administration** block on the left of the screen:

3. Scroll to the **User picture** box, about half-way down the page and drag n' drop your picture into the area shown:

▼ User picture

Current picture

Delete

New picture ⑦   Maximum size for new

▶ 🗀 Files

You can drag and drop files here to add them.

4. Click **Update profile** at the end of the page.

A-Z of Moodle terms & phrases

The table below lists some of the key terms and phrases associated with Moodle in WIT. Please email moodle@wit.ie with any suggestions you may have for inclusion in this list.

Term	Description
Activity	An interactive element which requires input from students, such as an assignment or forum
Assignment	An *activity* which allows lecturers to collect work from students, mark it, and give feedback incl. grades to students
Adobe Connect	Web-conferencing tool which you can use to deliver lecturers remotely
Blocks	Boxes containing useful links and tools that can be added to the side of a page
Breadcrumbs	Trail of links to take you back to previously visited pages
Copyright	Legal concept giving the creator of work the 'right to copy' it and be credited for that work
CRN	Course Reference Number: Unique five-digit code give to all WIT modules
Cross-list	Merger of two or more modules, where a lecturer is simultaneously delivering the same module to more than one class. The lecturer uses and manages one module area, with students from different classes both independently accessing this same module.
File picker	Pop-up window which enables you to upload, select and display files in a module
Forum	An *activity* where students and teachers can communicate by asking questions and posting comments
Helpdesk	For any of your queries, questions and requests. Email: moodle@wit.ie, phone: 051-834114, or drop into the office at the front of the Luke Wadding library
Home page	The first page you see when you log into Moodle, containing a list of all your modules
Label	A *resource* that is used to add text, images, videos, 'white space', and other content to your module

Module	A web page in Moodle representing a taught WIT module. Modules are also used information areas
Moodle	A Course Management System (CMS), Learning Management System (LMS) or Virtual Learning Environment (VLE)
Resource	A read-only piece of content, such as a PDF, Word document or web page
Section	The centre boxes in your module where you create resources and activities for students, and provide a summary to describe the content
Show/hide	An eye icon that appears beside an *activity* or *resource* when you *Turn editing on*, that allows you to hide that element from students
TurnItIn	Plagiarism detection software that can be accessed through Moodle to check students' work for plagiarism
Turn editing on	Button in the top right of a module which allows lecturers to add *resources* and *activities* to that module, and edit its display settings
VLE	Virtual Learning Environment: Education system based on the Web that emulates conventional real-world education by providing equivalent virtual access to classes, content, assignments, etc.
3E framework	Classification system used to map technology use in education, based on the ENHANCE-EXTEND-EMPOWER continuum

3 Further help

If you have any feedback on this manual, or any other aspect of using Moodle in WIT, please feel free to contact us. You can **EMAIL** moodle@wit.ie, **PHONE** ext. 4114, or call into the eLearning Support Unit just inside the front door of the Luke Wadding Library building on the Cork Rd. campus:
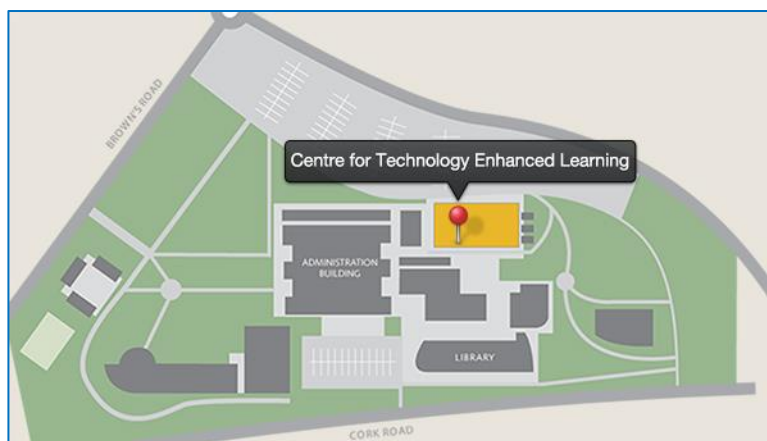
There are additional support materials, including Frequently Asked Questions (FAQs), on the eLearning support site: http://elearning.wit.ie/. This site also contains details of upcoming training workshops, and the various talks and seminars that will take place during the year. **Feel free to direct students to the helpdesk if they experience any difficulties with Moodle.**

Computer Services Helpdesk

Contact the Computer Services Helpdesk on 051-845524 (ext. 5524) or any queries relating to logging into Moodle (e.g. one of your students can't log in). You can also call into the Computer Services Helpdesk on the ground floor on the Walton IT building.

WEB: **elearning.wit.ie**
EMAIL: **moodle@wit.ie**
PHONE: **051-834114**