



Education Technology Center



Minimalist Moodle

HOW TO:

Log into Moodle	Log into <i>myOkanagan</i> and click the Moodle logo at the top right.
Find your course section	When you log into Moodle you should see an <i>Okanagan College Course List</i> . It shows your courses in the <i>Current Term</i> , in the <i>Previous Term</i> and in the <i>Next Term</i> . If the course you want isn't there, look in the Navigation block at the right and open <i>My courses</i> . If the course you want still isn't there, click <i>Site home</i> , scroll to the bottom and search for it. Example: BIOL-123-002%201730 (The hyphens matter. The % sign is a wildcard) <i>*note:</i> A teacher can hide a Moodle course from student view while they are making changes. Hiding makes the course disappear for students and makes it turn grey and move to the bottom of the <i>Okanagan College Course List</i> for the teacher.
Understand course structure	Think of Moodle like a long shelf with lots of containers. You can have any number of containers from 0 to 52. They can be weeks, units, modules, or anything you want them to be. Each container has a label called a section name. To edit that section name, click the <i>Turn editing on</i> button at the top right, then click the edit summary icon (looks like a gear) or pull down <i>Edit to Edit section</i> . Uncheck the <i>Use default section name</i> and put in your own section name and summary.
Change the look of the course	On the right-hand side under <i>Administration</i> click <i>Edit settings</i> . Under <i>Course format</i> you can choose one of several formats. You can also choose the number of topics you would like to have in the course. Experiment!
Add a file	<i>Turn editing on</i> . Drag a file (or several) from somewhere on your computer into the desired section in your Moodle course. Click the pencil tool to change the default name of the file. Alternatively, click <i>Add an activity or resource</i> . Scroll down to select <i>File</i> and scroll down some more to click the <i>Add</i> button. Give it a <i>Name</i> . In the <i>Content</i> section click the <i>Add</i> button. A new window will pop up. Click <i>Upload a file</i> , then <i>Choose File</i> to find the file on your computer, then <i>Upload</i> this file. Scroll to the bottom of the <i>Adding a new File</i> screen and click <i>Save and return to course</i> .
Add a link to a website	<i>Turn editing on</i> . Click <i>Add an activity or resource</i> in the desired topic. Scroll down and select <i>URL</i> . Give it a <i>Name</i> . Paste the address of the website in the <i>External URL</i> field. Scroll to the bottom and click <i>Save and return to course</i> .
Add a discussion forum	<i>Turn editing on</i> . Click <i>Add an activity or resource</i> in the desired topic. Select <i>Forum</i> . Give it a <i>Name</i> . Put some text in the Forum introduction to explain the purpose. Scroll to the bottom and click <i>Save and return to course</i> .
Add an assignment	<i>Turn editing on</i> . Click <i>Add an activity or resource</i> in the desired topic. Select <i>Assignment</i> . Give it a <i>Name</i> . In the description field enter some text that explains what you want students to do. Set the availability dates, or uncheck the <i>Enable</i> boxes if there is no due date. Select submission types – online text, file upload or both. If it is a group submission select yes in <i>Group submission settings</i> ". In the <i>Grade</i> section decide how many points you're marking the assignment out of. Scroll to the bottom and click <i>Save and return to course</i> . <i>*note:</i> creating an assignment will automatically create a grade item in the gradebook.



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<p>Add a Turnitin Assignment</p>	<p><i>Turn editing on.</i> Click <i>Add an activity or resource</i> in the desired topic. Under activity, select <i>Turnitin Assignment</i>. Give it a <i>Name</i>. Put some text in the Summary section. Set your Turnitin Options. Scroll to the bottom and click <i>Save</i> and return to course. Turnitin will synchronize your class list. When you get back to your course click on the name of your assignment to complete the Turnitin setup. In the Summary tab click the pencil icon at the far right. Set the due and post date. It will re-synchronize. *note: when you import a course that has a Turnitin assignment into a new section, you need to <i>Reset</i> the Turnitin assignment (in the Administration block)</p>
<p>Add a Quiz</p>	<p><i>Turn editing on.</i> Click <i>Add an activity or resource</i> in the desired topic. Scroll down and select <i>Quiz</i>. Give it a <i>Name</i>. Scroll to the bottom and click <i>Save and return to course</i>. You've created an empty quiz. Now we need to add questions. Click on the quiz to open it. In the <i>Administration</i> block click <i>Edit quiz</i>. At the bottom right corner click <i>Add</i> and create a new question or select some from your question bank. Once you've added your questions, check the maximum grade for the quiz and click <i>Save</i>. *note: creating a quiz will automatically create a grade item in the grade book.</p>
<p>Make a basic grade book</p>	<p>Look at your course outline. What are the items for which students are expecting to see grades? Which of these gradable items will students be submitting through Moodle? (Assignments, quizzes?) Create those items in Moodle. Once you create them they will automatically get a grade item in the grade book.</p> <p>In <i>Gradebook setup</i> add a <i>Grade item</i> for each of the other items from your course outline. Use <i>Weighted mean of grades</i> at the course level. Assign weights for each grade item. (if the course outline says assignment 1 is worth 20%, put 20 in the weight for that grade item). The weights should add up to 100. If your course outline shows a percentage value for a group of items (i.e. chapter quizzes worth 15%) then, and only then, you need to create a <i>Category</i>. Give it a name that matches what you called it on your course outline. Put a checkmark at the far right of each item you want to move into that category and move them there using the pull down at the bottom. Assign a weight to the category. Do the weightings for the items within the category make sense? Suppose quiz 1 has 20 questions and quiz 2 has 40 questions. If each quiz is weighted equally within the category then a quiz 1 question is worth twice as much as a quiz 2 question. If you want each quiz question to be worth 1 point, then change the aggregation type for the quiz category to <i>Natural</i>.</p>
<p>Enter grades in Moodle</p>	<p>In the <i>Administration</i> block click <i>Grades</i>. You should be in <i>Grader Report</i>. Click the <i>Turn editing on</i> button at the top right. Put numbers in the solid line boxes; put comments in the dashed line boxes. Click the 4-directional arrow full screen button to hide the Navigation block if it gets in the way. You can also use <i>Single view</i> to enter grades for a particular grade item.</p> <p>To change how many students you see on a page pull down to <i>Preferences: Grader Report</i>.</p> <p>To check what students see pull down to <i>User Report</i> and select one or more students.</p>
<p>Submitting your grades to the Registrar</p>	<p>Log into <i>myOkanagan</i>. Click the <i>Faculty</i> tab. In the <i>Online Registrar</i> section click <i>Faculty Information</i>. Click <i>Summary Class List</i>. Select the term. Select the CRN/course section. You should see the class list. In the Final column click <i>Enter</i>. Use the pull down to enter a grade for each student. *note: you have 120 minutes to enter all grades and click <i>Submit</i>, otherwise you have to start over.</p>