


## Logging In

1. To get to Moodle, log onto <http://ims2.redlands.edu> and click the link for Moodle.
2. Enter your University of Redlands username and password.

Login here using your username and password  
(Cookies must be enabled in your browser) 

Username

Password

3. Click Login.

## Accessing your Course

Your courses are listed in the middle of the window. Click the link for your course to enter your course site.

## Navigating Around in Moodle

The easiest way to navigate in Moodle is by clicking the links in your breadcrumb trail as shown below:

Moodle » Test\_Moodle\_Course\_Walker » Chats » Week 1 Chat

Link to the Moodle home page

Link to main page of your course

Link to the area you are viewing



Actual item

## Selecting Your Course Format

1. In the Administration block (left-hand side of your course site), click Settings.
2. Select a Format from the drop-down list (Topics, Weekly, and Social are most used).
3. Select the number of weeks/topics from the drop-down list (in Moodle, these are considered modules).
4. Click Save changes when you are finished.

## Turn Editing On

Editing in Moodle is how you access the resources (course content) and activities menus. It is also how you make changes to the display of your content.

 Switch role to...  Turn editing on


## Changing the Display of Course Content


1. Turn editing on by clicking **Turn editing on**.
2. Use the tools next to each item, module, activity, etc., to make changes in how an item is displayed.



## Rearranging Course Content


With Moodle, you can indent items and move them to a new location.:


 Click on the Indent icon to move the location of the item inward. Once an item is indented, you will see a reverse arrow that allows you to un-indent an item.

 Moodle's Move feature is drag-and-drop. Click on the Move icon and drag the item to a new location. Place the item to be moved on top of the item where you want it to appear. The current item will move down once you release your mouse button.

## Collapsing/Expanding Modules


You can collapse modules to view just one at a time by clicking on the blue box. To see the modules again, click on the blue box.


1 **Class 1: Introduction**  
All assignments for this class are due by midnight Sunday, June 13. 

 Online text  
Reading Assignment: **Chapter 1**

The collapsing/expanding of modules does not hide or make available a content area to the students. If you want to hide (or show) a content area in the student view, use the Hide/Show icon.



 When visible, the Up and Down arrows allow you to move a module of content up or down one item location at a time.



## Posting an Announcement

1. Click on the **Add a new topic** link (in the Latest News Module).
2. Enter the subject and your message.
3. Click on Post to forum.

Note: You can also go into the News forum and post a topic. Only instructors may post to the News forum, and by default, all messages posted are emailed to each student. This is the only way to email all of the students in your course.

## Adding Resources

These steps assume that you have editing turned on and that you are choosing from the **Add a resource** menu in the content module where you want the item to appear.

### Adding a Link to a File

1. Select **Link to a file or web site**.
2. Enter a name for this item in the Name field and a summary (optional).
3. Click on the Choose or upload a file button.
4. Click on the Upload a file button.
5. Click Browse to search for the file and select the file by double-clicking on the file name.
6. Click on the Upload this File button.
7. Click Choose (to the right of the file name).
8. Click Save and Return to Course.

Note: If the file has been previously uploaded, follow the above steps, but skip steps 4-6.

### Adding a Link to a Web Site

1. Select **Link to a file or web site**.
2. Enter a name for this item in the Name field and a summary (optional).
3. Enter the web address in the Location field.
4. Select any other desired options (such as: open in a new window)
5. Click Save and Return to Course.

### Composing a Web Page (formatted text page)

A web page in Moodle is simply a formatted text page. Choosing this resource type allows for more text formatting options than just the text page resource option.

1. Select **Compose a web page**.
2. Enter a name for this item in the Name field.
3. Enter a summary of the page (optional).
4. Type, or copy and paste, your text in the Compose a web page box and format as needed.
5. Select any other desired options.
6. Click Save and Return to Course.

#### • **Adding Web Links within a Web Page**

When you are entering text for a web page, you can also insert a link to a web site.

1. While creating or editing a web page, highlight the text to be hyperlinked.
2. Click on the Insert Web Link icon on the toolbar.
3. Enter or paste in the web site address.
4. Click OK.

Note: Web addresses can also be pasted into the Compose a web page text box. An web address that begins with <http://> or [www](http://www) will be picked up automatically as a hyperlink.

#### • **Adding an Image within a Web Page**

When you are entering text for a web page, you can also insert an image.

1. While creating or editing a web page, click on the Insert Image icon on the toolbar.
2. Click on the Browse button to search for an image.
3. Select the file by double-clicking the file name.
4. Click the Upload button.
5. Click once on the file name (to preview the image).
6. Type in alternative text for the image (for accessibility).
7. Click OK.

## Adding Activities

These steps assume that you have editing turned on and that you are choosing from the **Add an activity** menu in the content module where you want the item to appear.

### Creating a Discussion Forum

The Discussion Forum activity enables you and your students to carry on a text-based conversation outside of class time.

1. Select **Forum**.
2. Enter the name for the forum and an introduction (both are required).
3. If the forum is to be graded, select an aggregate type and a grade scale.
4. Select any other desired options.
5. Click Save and Return to Course.

### Adding a Chat Room (for entire class)

The Chat activity provides a space where you and your students can have a real-time text-based conversation.

1. Select **Chat**.
2. Enter the name of the chat room and an introduction (both are required).
3. In the Next Chat Time field, choose a time frame for the chat session. This setting does not open and close a chat session; this setting places a date and time for the chat on the class calendar.
4. Under Common Module Settings, choose a Group Mode. There are three modes: No Groups, Separate Groups, or Visible Groups. For an entire class chat room, choose No Groups.
5. Select any other desired options.
6. Click Save and Return to Course.

### Adding a Wiki (for entire class)

The Wiki activity enables students to collaborate on a group writing project, build a knowledge base, and discuss class topics.

1. Select **Wiki**.
2. Enter the name for the wiki and a summary (both are required).
3. Select a Type from the drop-down list. There are three types: Groups, Student, or Teacher. For an entire class wiki, choose Groups.
4. Under Common Module Settings, choose a Group Mode. There are three modes: No Groups, Separate Groups, or Visible Groups. For an entire class wiki, choose No Groups.
5. Select any other desired options.
6. Click Save and Return to Course.

### Adding a Choice Poll

The Choice activity provides a process to run polls, elections or general information gathering tasks (such as having students choose research topics from a list provided) .

1. Select **Choice**.
2. Enter the name for the poll and some text regarding this activity (both are required).
3. Select a Limit. The limit next to each choice enables you to limit how many students can select that choice. This works best for when you are using this module to have students choose from a limited set of options.
4. Enter text for each choice field.
5. Select any other desired options.
6. Click Save and Return to Course.