

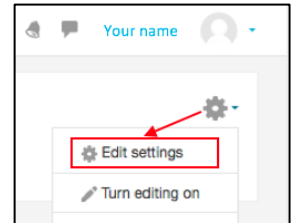
## Logging in and Finding Your Courses

1. Visit [moodle.wooster.edu](https://moodle.wooster.edu).  
The 2018-2019 academic year is available at <https://moodle-1819.wooster.edu>
2. Login with your College credentials.
3. Your courses are available under **My courses**:
  - o in the **Navigation** block on the right. (browser window wide enough)
  - o in the navigation tray at the left if made visible and after start date, eg. August 20, 2018.

## Course Settings

By default, new courses are hidden. To make your course visible,

1. Go to gear icon (in the upper right quadrant of your screen) > **Edit settings**
2. Under the General section, select **Course visibility** > **Show**
3. Click **Save and display** button at the bottom of the screen



## Using Old (Archived) Courses

Multi-step process involving creating a backup in the old course, downloading it, uploading it to the new year's Moodle instance, and restoring into the new course.

Follow the directions on the wiki page "[Reusing material from an old \(archived\) course in Moodle](https://wiki.wooster.edu/x/wIBUAg)" at <https://wiki.wooster.edu/x/wIBUAg>

## For further help:

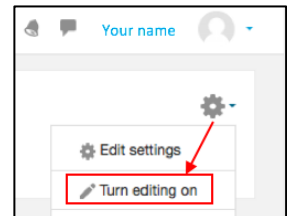
- Use the "Moodle Support" link in the top navigation bar for quick links to Moodle Docs and the "Moodle for Teaching" documentation on the College wiki.
- Look for the "Moodle Docs for this page" link at the bottom of the page.



## "Turn editing on"

(Everything) ++ Allows you to add or edit resources and activities on your course page.

- Go to gear icon (in the upper right quadrant of your screen) > **Turn editing on**



## Add Topics or Weeks

1. Navigate to the bottom of the course
2. Select **Add topics** or **Add weeks** depending on your course format

## Adding and Using Blocks

At the bottom of the Nav drawer (left pop out column) > **Add a block**

- Quickmail (allows you to send emails to students from within Moodle)
- Calendar, Upcoming Events, and Remote RSS feeds are the most commonly used

## Posting Materials to Your Course Page

### Uploading Files

- Drag and drop should work for most files.
- Use the move tool to drag the file to a new location in the course.



# Moodle for Course Management

## Adding Activities

With editing turned on, click “Add an activity or resource” in the bottom of each section

### Assignments

Submission type default is to have students upload a file

Can change the setting so that students type a response “online text” into Moodle or turn in a physical copy (check none of the submission types and the assignment can still have a grade recorded that will display in the gradebook.)

[+ Add an activity or resource](#)

### Quiz Activities

Two-step process

1. Setup the quiz and how it will operate
2. Add the questions (could import questions to the Question bank from a textbook supplier or other source)

### Wikis

Can be used for student journals with a specific setting

### Forums

Several formats (everyone can create topics, one topic, can't see responses until you respond, and can allow anonymous reply)

Two-step process

1. Setup the forum and how it will operate
2. Add the discussion topics

## Gradebook

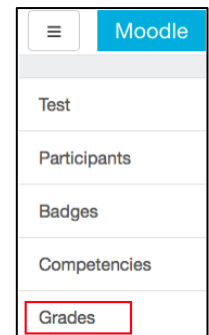
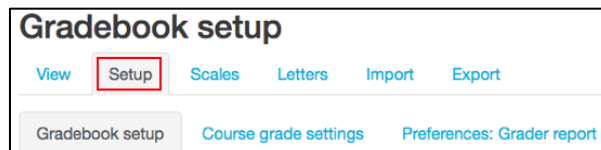
Under “Grades” in the Nav drawer

“Setup” tab = setup your grading scheme

“Letters” tab = set a custom grade letter to point total system

“View” tab = see grader report (gradebook entries, scores)

“Export” tab = export your grades



## Grading Assignments

Click on assignment from Dashboard

Click **View all submissions**

- Bulk download (folder option at bottom)
- Bulk upload with feedback
- Quick grading

OR Click **Grade**

Grade & annotate PDF submissions in the browser

