



# **ABEL Moodle Pages**

## **Moodle - Version 1.9**

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## Setting up a New Course

1. Go to the ABEL Moodle login page: <http://moodle.abel.yorku.ca>
2. Login with your Moodle username and password. This will take you to the “**ABEL Program Courses**” page.
3. On the left side of this page in the block called “my courses”, click on “All courses...”. This will take you to a list of all course categories. Under your board, click the category where you want your course to be placed.
4. Once you have clicked on a category, a list of courses that have been created by other teachers will be shown. To create your new course scroll down to the bottom of the page and click on the button “**Add a new course**”. **NOTE:** If you do not see this button please go to the ABEL website, [www.abelearn.ca](http://www.abelearn.ca) and log into the site. To request an upgrade to your status, click on “tools” and then in the drop down menu for “development” click on “Moodle”.
5. Click on “**Add a new course**”. This will take you to the “**Edit course settings**” page. This is the page that you will use to set up the basic layout of your course.

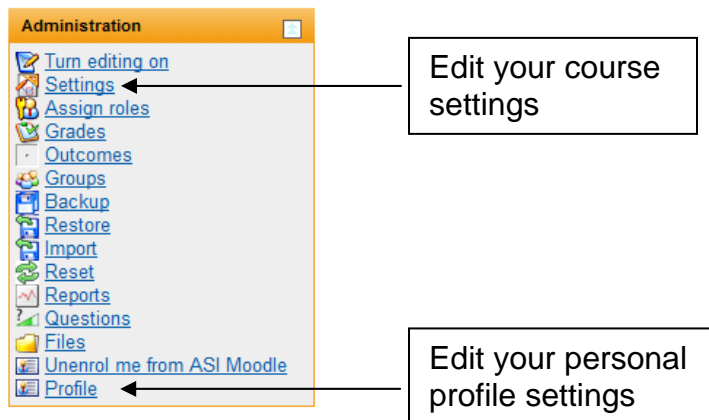
## Editing Course Settings

1. You are now ready to start creating/ changing your course by completing the fields outlined below. If you need further clarification for a field; click on the  symbol for a description. **NOTE:** You will be able to change these settings at any time once your course is set up.
  - **Category:** This is the category you chose to put your course in. You may change this by using the pull down menu.
  - **Full name:** Replace “**Course Fullname 101**” with a name for your course. This is the name that will appear in the course listings. Choose a name that will make the course easy for your students to find. Avoid generic names like Grade 9 English or Grade 10 Academic Science. You may want to include your school’s name and teacher name. Ex. Vaughan Grade 9 Academic English – Ms. Smith
  - **Short name:** Replace “**CF101**” with a short name for your course. A short name can only be used once in Moodle, so you may need to enter a different name if the name chosen is already used. The short name is used throughout your course when appropriate (navigation bars, emails, etc.)
  - **Course ID number:** Enter either the short name for your course or your course code. You may leave this blank if you wish.
  - **Summary:** Click on the text box and enter a **brief** description of your course. This description is shown when the student clicks on the course name. This text box works like a word editor. You will see options to change font, colour, formatting, etc. Customize the text as you wish.
  - **Format:** A course can be set up in one several different formats. Use the drop down menu to choose one of the following three recommended formats:
    - **Social format:** one big forum for use as a notice board
    - **Topics format:** organized by topic/ units → **STRONGLY RECOMMENDED**
    - **Weekly:** organized week-by-week with fixed begin and end dates for each section
  - **Number of weeks/topics:** Use the drop down menu to enter the number of weeks or topics in your course. This will create a section for each week/topic in your course.
  - **Course start date:** Enter the date that your course starts.
  - **Hidden sections:** As you build your course, you may want to hide certain weeks/topics from students. You can choose to collapse the hidden sections (students can see the sections but not their content) or make them completely invisible (students cannot see the sections at all). The teacher can always see hidden sections.
  - **News items to show:** Choose the number of items you would like to show in the “**News**” forum. If you choose “**0 new items**”, the “**News**” forum will not be shown. You can edit this later if required.

- **Show grades:** Choose “No” to prevent students from seeing displayed grades in the course. Students can still view their grades for a specific assignment, but will not be able to see other grades. Choose “Yes” if you are interested in using the grading function in Moodle and having the results displayed to the students.
  - **Show activity reports:** Teachers can always view activity reports for any student regardless of this setting. Leave this setting on “No”. If you want students to view their activity reports, choose “Yes”.
  - **Maximum upload size:** Leave this as **100 Mb**. You can lower the maximum size of files that students can upload when setting up individual activities for students. If you wish to upload a file larger than 100 Mb, please contact [abelhelp@yorku.ca](mailto:abelhelp@yorku.ca) to discuss your options.
  - **Force theme:** Choose a colour/ background theme using the drop down menu. The theme will only be visible once you save changes. Try a number of themes until you find one that you like.
  - **Is this a meta course?:** Keep this as “No”. If you are interested in setting up a metacourse, read the  for more information.
  - **Enrolment plugins:** Leave as **Site Default (Internal Enrolment)**.
  - **Default role:** Participants in your course can have different privileges by defining their role. Leave this setting as **Site Default (Student)**. You may change roles and privileges for participants at any time.
  - **Course enrollable:** Select “Yes”. This will allow students to enroll in your course. If you wish to set a specific time period during which students can enroll, click on “**Date range**” and enter the beginning and end dates of the enrollment period. **CAUTION:** If you choose to enter a date range, students who try to register before or after the enrollment period will not be allowed into the course.
  - **Enrolment duration:** Select “**Unlimited**”. This means that students will be enrolled in the course until you remove them. To limit how long students have access to the course, use the dropdown menu to select the number of days they will have access. Once the time period is up, students will automatically be unenrolled from the course. As teacher, you can unenroll students at any time.
  - **Enrolment expiration notification:** Leave the default settings for **Notify, Notify students,** and **Threshold**.
  - **Group mode:** Leave the **Group mode** as “No” and the **Force** as “No”. Leave the **Default grouping** as “None”. Students can be put into groups once you have all students enrolled and you start activities in your course.
  - **Availability:** Choose “**This course is available to students**”. This will allow students to enroll in and access your course. **CAUTION:** If you choose to make your course “**Not available**” to students while you are setting it up, students will not be allowed to access the course UNTIL you change this setting.
  - **Enrollment key:** Enter an enrollment key (password) that you will give your students to use to access your course for the first time. This ensures that only students with the correct enrollment key will be able to enroll in your course. The enrollment key can be changed when necessary without affecting the current enrollment. Click the “**Unmask**” box to actually see your key.
  - **Guest access:** Choose “**Do not allow guests in**”. This will prevent other non-registered students from poking around in your course.
  - **Force language:** Choose the language you would like everything to be in. Use the drop down menu.
  - **Role renaming:** If you wish to change the displayed names given to different roles in your course (i.e. change “Teacher” to “Tutor”) enter the display names you wish to use in the appropriate boxes.
2. Click on the “**Save changes**” to save your changes when you have completed all the fields.
  3. Click “**Continue**” to continue. You will be taken to the “**Assign roles in Course**” page. Click on the “**short name for your course**” in the navigation bar in the top left of your page. This will take you to the course homepage from which you can continue customizing the course for your class.
  4. **Congratulations!** Your Moodle is ready to be customized! See Moodle Page 3 to start customizing your course.

### Editing Course Settings – After Course is Set Up

1. Once in your course, you should be on the course homepage with an administration block on the left side similar to the one shown below.
2. To edit your course settings, click on “**Settings**” in the “**Administration**” block on the left side of your course.
3. This brings you to the “**Edit course settings**” page as described in **Moodle Page 1**. Edit the course settings as you wish. Remember to “**Save changes**” to update your course settings.



### Editing your Personal Profile Settings

1. From the course homepage, click on “**Profile**” in the “**Administration**” block, shown above.
2. Click on the “**Edit Profile**” Tab.
3. Edit the fields as required.
4. If you want to hide your email from students, select “**Hide my email address from everyone**” in the “**Email display**” drop down menu.
5. If you want to receive email notifications when students post in a forum, you must set your “**Email activated**” field as “**This email address is enabled**”.
6. If you wish to auto-subscribe to forums, click on the “**Show Advanced**” button in the top right corner and set the “**Forum auto-subscribe**” as “**Yes: when I post, subscribe me to that forum**”. You can use the “**Email digest type**” to determine how much information you receive in the email.
7. Click “**Update profile**” when you are finished to save changes.
8. You can use the other tabs, “**Forum posts**”, “**Blogs**”, and “**Activity reports**”, on your personal profile to track your own activity in the Moodle. You can also change your password here using the “**Change Password**” button along the bottom. **NOTE:** Students can also edit their personal profile in the same manner.
9. You can use this profile page move between your courses by clicking on their name in your courses list.
10. Return to the homepage of this course by clicking on the “**short name for your course**” in the navigation bar in the top left corner of the page or by using the “**short name for your course**” button at the bottom centre of your page.












### Returning to your Course Homepage

1. As you add content and edit your course, you will find that you end up on pages that are not your course homepage. To return to your course homepage at any time, click on the “**short name for your course**” in the navigation bar in the top left corner of the page or by using the “**short name for your course**” button at the bottom centre of your page. Do NOT use your internet browser’s “Back” button.

### Editing your Course

1. To edit your course click on the “**Turn editing on**” button at the top right corner of your course or click on the link “**Turn editing on**” in the administration block at the left side of your course.
2. To return to the normal view of your course when you are finished editing, click on the “**Turn editing off**” button at the top right corner of your course or click on the link “**Turn editing off**” in the administration block at the left side of your course.

### Explanation of the Editing Icons



1. When you “**Turn editing on**” you will see several symbols on the screen. These symbols are found next to text, activities, resources and topic sections or at the top of blocks. These will be referred to as “objects” for the explanations. Click on the symbol to complete the following actions:
  -  - click on this to update or edit the object
  -  - click on this to delete the object (you will be asked if you are sure)
  -  - click on the arrows to move the object left or right
  -  - click, hold and drag on the arrows to move the object up or down. Release the mouse button when you have moved your object to the correct position.
  -  - the open eye indicates the object is visible to students; click the eye to hide the object (hidden objects can not be seen by students, but you will see the object in a faint text)
  -  - the closed eye indicates the object is hidden from students; click the closed eye to make the object visible
  -  - indicates the type of group: no group, visible groups, separate groups
  -  - click to assign specific roles (if different from course default) for a block or activity
  - when you click on the box, only the topic attached to the box will be made visible. The others are hidden.
  - when you click on the boxes, all the topics in the course will be made visible
  -  - click on this to highlight the topic. Can be used to highlight the topic you are studying at that time.
  -  - click on this to get an explanation of the object or field it is next to.
  -  - click on this to link to Moodle Docs which is the help website for Moodle. It is found at the bottom of each page

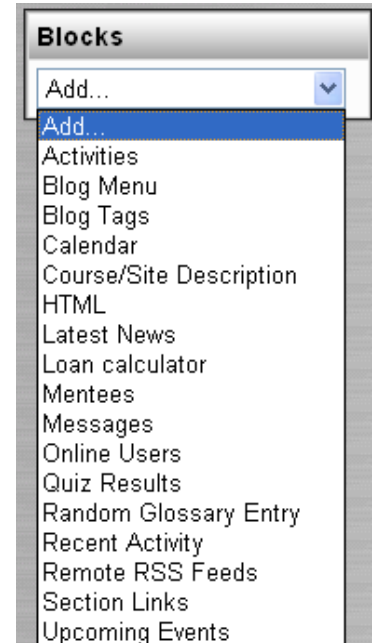


### Different Views of your Course


1. Participants in your course can have different roles: teacher, non-editing teacher, student and guest. You can view your course the same way someone with any of these roles would view it (except guest).
2. Click on the drop down menu “**Switch role to**” in the top right corner of your main page to change how you view your course.
3. To return to normal view, click on the “**Return to my normal role**” button at the top right corner of the page.

### How to Add, Remove and Move Blocks

1. Blocks are the boxes you see on the left and right side of the course homepage. You can add, remove and move these blocks. To edit these blocks click the “**Turn editing on**” button. Some blocks are more useful than others and you can customize your course as you like.
2. **Add a block:** use the bottom right block entitled “**Blocks**” and click on the drop down menu. You will see all the possible blocks you can add similar to that shown on the right. Once you have added a block to your course, it will disappear from the drop down menu list. Example: Click on “**Calendar**” to add a calendar to the home page of your course. Click on “**Upcoming Events**” to add a block that highlights upcoming events that you have entered into the calendar. In the “**Upcoming Events**” block, click on “**New event**” to add an event to the calendar.
3. **Other useful blocks to add are:** “**Messages**” (alerts you when you have a message), “**Online Users**” (shows who is online) and “**Random Glossary Entry**” (see Moodle Pages 6).
4. **Remove a block:** Click on the “” for the block you want to remove. Example: click on the “” under the title for the “**Search Forums**” block to remove this block. When you remove a block it will be added back to the list in the “**Blocks**” drop down menu. This way you can add the block back if you change your mind.
5. **Move a block:** Click on the title of your block, hold and drag the block to move it to the position you want. Blocks can only go along the left or right side of your course homepage.



### How to Edit Topic Titles

1. If you are not in edit view, click the “**Turn editing on**” button.
2. To add or edit titles for your topic/unit, click the  symbol at the top of the topic block.
3. Click in the textbox that appears and type in your title.
4. Click “**Save changes**” at the bottom of the window when you are finished.



*Resources are used to build your course content. Resources can include word files, pdf files, power point presentations, links to websites, and video files. Use these steps to add a resource to your course.*

### Adding a Text, Word, pdf, Power Point, or Video File

1. If you are not in edit view, click the “**Turn editing on**” button.
2. Click on the “**Add a resource**” drop down menu and select “**Link to a file or website**”. A form called “**Adding a new Resource**” will now appear on your screen.
3. Type in a “**Name**” that will appear on your course home page as a link to the file.
4. Click in the textbox for the “**Summary**” and type in a summary or description of the file.
5. Click on “**Choose or upload a file**” button under the “**Location**” field. This is done to upload the file from your computer and create a link to the uploaded file.
6. Click on “**Upload a file**”.
7. Click “**Browse**” to search your computer for the file you want to add. Once you have found and highlighted your file, click “**Open**” and the file will appear in the field next to “**Browse**”. Click on “**Upload this file**”. The file is now stored on the York University Moodle server in your course and appears in the file list. It is still not accessible to students. **NOTE:** you can set up folders for your file list to organize your files.
8. Find the file you want to link to in the file list. To the far right of this filename you will see the highlighted word “**Choose**”. Click on “**Choose**” to add this file to your course.
9. Once you click “**Choose**” you will be back to the “**Adding a new Resource**” form. You should see the file name you chose in the “**Location**” field in the ‘Link to a file or website’ section.
10. Click on the “**Advanced**” button in the ‘Window’ section. This will open up the display options for your resource. You can have your resource open in the same window (preferred) or in a new window. Use the “**window**” dropdown menu to choose “**Same window**” or “**New window**”. If you choose same window, then click on the box next to “**Keep page navigation visible on the same page**”. This will allow students to return to the homepage easily.
11. Scroll down and click on “**Save and display**”.
12. You should now see a screen with a description of the file at the top and the contents of the file below. If you want to edit this resource at this time, click on “**Update this resource**” near the top of the page.
13. Return to your course homepage.


### Adding a Link to a Website

1. To add a link to a website, follow the steps 1-3 above.
2. Cut and paste the web address of your web site into the “**Location**” field.
3. Follow step 10 above to set how your website will open. **NOTE:** Some webpages will only function properly if you open them in a new window. If your webpage does not seem to functioning properly with the same window option selected, try selecting the new window option.
4. Click on “**Save and display**” when you are done.



*A discussion forum encourages students to communicate and interact with each other, encourages homework discussions, provides opportunities to ask peers and teachers for help, and allows teachers to post announcements.*

### Adding a Discussion Forum

1. On the homepage, if you are not in edit view, click the **“Turn editing on”** button.
2. Click on the **“Add an activity”** drop down menu and select **“Forum”**. A form called **“Adding a new Forum”** will now appear on your screen.
3. Type in a **“Forum name”** that will appear on your course home page as a link to the discussion forum.
4. Choose the type of forum you want to use from the **“Forum type”** drop down menu. There are four different types: **“A single simple discussion”**, **“Each person posts one discussion”**, **“Q and A forum”**, and **“Standard forum for general use”**. Click on the  symbol next to the drop down menu for a description of each type of forum.
5. In the **“Forum introduction”** textbox, type a summary or description of the discussion forum. This text will be visible to all students when they access the forum, but is not considered a posting to the forum.
6. In the **“Force everyone to be subscribed”** field, you can determine whether or not students will receive email updates when a post is made to this forum. If you choose **“No”**, students will never receive emails from this forum (students will need to log in to Moodle to check for new posts). If you choose **“Yes, initially”**, students will receive emails until they unsubscribe themselves from the forum. If you choose, **“Yes, forever”**, students will always receive email updates whenever there is a new post. (useful for a **“Class announcements”** forum).  
**CAUTION:** If you anticipate that the forum will be a busy one, we recommend that you choose **“No”**. **NOTE:** If a student has disabled their email address in their profile, they will not receive any emails, even if they have been forced to subscribe.
7. Set **“Read tracking for this forum”** to **“On”**. This keeps track of messages that have been read and those still unread in the forum. This can also be set to **“Optional”** if you want to let the students choose whether they want tracking or not.
8. **“Maximum attachment size”** can be reduced to limit the size of file students can attach to their posting.
9. **“RSS feed for this activity”** can be set to **“None”** and the **“Number of RSS recent articles”** can be set to **“0”**.
10. In a discussion forum, students can rate the usefulness of a post. To enable students to rate posts, click on the box next to **“Use ratings”**. Use the drop down menu to choose the **“Grade”** scale.
11. The number of posts that a student can make in a forum can be controlled by you. To allow students unlimited postings use the dropdown menu for **“Time period for blocking”** and set to **“Don’t block”**. If you want to have a time limit for posting, change the option in the dropdown menu **“Time period for blocking”**. If you want to limit the number of posts, type the maximum number of posts in the **“Post threshold for blocking”** field and to warn students that they are near their limit use the **“Post threshold for warning”** field.
12. Choose a **“Group mode”**. If you want one forum for all students to use, select **“No groups”**. If you want groups of students to work in and see only their own forum, select **“Separate groups”**. If you would like the groups of students to work in their own group, but see other group’s forums select **“Visible groups”**. See **“Creating Groups”** to learn how to make groups.
13. Click on **“Save and display”**.
14. To add a topic to the forum, click on **“Add a new discussion topic”**. If the forum is a Q and A forum, click on **“Add a new question”** to start a discussion.
15. Type in your message/ question and click on the **“Post to forum”** button when you have finished. **NOTE:** If you set up a forum that is organized into groups, the initial question or initial topic must be posted by you into each group’s forum. You need to be a member of the group to be able to post! (see **“Creating Student Groups”**)
16. Return to your course homepage.

*A glossary is a tool that helps students build and improve vocabulary. In Moodle, a glossary can be created for each unit and then added to a larger course glossary. Glossaries are editable and students can help build them once set up. You can also have Moodle select a random glossary entry to display on the course homepage each day.*


### Adding a Glossary

1. Enter the edit view by clicking “**Turn editing on**” button.
2. Go to the topic/week of your course in which you would like to add a glossary.
3. Click on the “**Add an activity**” drop down menu and select “**Glossary**”. This will take you to a screen titled: “**Adding a new Glossary**”.
4. Type in a “**Name**” for your glossary. This name will appear on your course homepage as a link to the glossary.
5. In the “**Description**” text box, type in a description of the glossary. You may want to use this space to encourage students to post new words or words they have difficulty with.
6. Leave “**Entries shown per page**” at “**10**”. This is the number of glossary entries that a student will see when they enter the glossary.
7. Choose a “**Glossary Type**”. Choose “**Secondary Glossary**”. This will allow both you and students to edit the glossary and will also allow you to merge your unit glossaries into one main glossary at the end of the course if you choose. If you choose “**Main Glossary**” only you will be able edit/add entries.
8. Set “**Duplicated entries allowed**” to “**No**”. This will prevent students from all entering the same word.
9. Set “**Allow comments on entries**” to “**No**” unless you want students to be able to comment on each others entries. As a teacher, you will always be able to comment on an entry or edit it.
10. Set “**Allow print view**” to “**Yes**”.
11. Set “**Automatically link glossary entries**” to “**Yes**” if you would like glossary words to be highlighted and automatically linked to their definition whenever they appear through the Moodle course. Not all words need to be linked. You will have an option to link each word when you enter it into the glossary. Linked words will appear in bold/different colour.
12. Choose “**Yes**” to have the glossary entries “**Approved by default**”. This means the student’s entry will be immediately available to everybody in the course. If you want to check each entry before it becomes published to the course, click “**No**”.
13. Choose a “**Display Format**” that will determine how the glossary entries to appear by using the drop down menu.
14. Set “**Edit always**” to either “**No**” or “**Yes**”. If you choose “**No**”, students will only be able to edit their entries for a set period of time after making them. If you choose “**Yes**”, students will always be able to edit their entries.
15. The rest of the page can be left with the default settings.
16. Click “**Save and display**”.
17. This will take you to your glossary page. This is how the glossary will appear to your students.

### Using the Glossary

1. Click on the “**Add a new entry**” button.
2. Complete the fields to enter a new term. Moodle uses the word “**Concept**” for the term.
3. Click on the “**Concept**” box and type in the word. Ex. type in “ABEL”
4. Click on the “**Definition**” textbox. Ex. type in “Advanced Broadband Enabled Learning”
5. In the “**Auto-linking**” section, check the box next to “**This entry should be automatically linked**”. This ensures that every time the word “ABEL” comes up in your course, you can click on it to view the definition.
6. Click on “**Save changes**”
7. You will now be taken back the glossary screen and your entry is now listed.
8. You can edit the entry at any time using the editing icons on the right hand side of the entry box. You can add a comment, delete it, or edit it.


### Adding a “Random Glossary Entry” Block to your Homepage

1. On the course home page, in edit view, click on the “**Add...**” drop down menu in the “**Blocks**” block and select “**Random Glossary Entry**”.
2. The “**Random Glossary Entry**” block will appear directly above the “**Blocks**” block.
3. Move the block to where you would like it on the page.
4. Edit the “**Random Glossary Entry**” block by clicking on the edit icon .
5. This will take you to a page titled: “**Configuring a Random Glossary Entry Block**”
6. Fill in the fields as follows:
  - o **Title:** Enter a title. This title will become the title of the block on your course homepage.
  - o **Take entries from this glossary:** Use the drop down menu to choose the glossary that will provide the words to be shown on the home page.
  - o **Days before a new entry is chosen:** This allows to you to set the frequency at which the word on the home page changes. If you want a new word every time students go to the home page choose “0”. If you want it to change everyday, choose “1”.
  - o **How a new entry is chosen:** Choose how you want the word to be selected from the glossary. Your choices are “**Random**”, “**Last modified**”, or “**Next entry**”.
7. Ensure that the “**Show concept (heading) for each entry**” box is checked.
8. Under the word in your “**Random Glossary Entry**” block, direct links will appear to allow students to enter terms or see more terms. Change the text to reflect the type of information you are putting in the glossary (default is “Add your own favourite quotes”, “more quotes”, etc) For a glossary you might want to change these to “Add a word” and “More words...”.
9. Click the “**Save changes**” button.

Your block should now appear on your homepage with the changes. If there are words in your glossary, your block should be displaying a word from the glossary.

*A wiki is a collaborative workspace that allows students to work together to solve problems, design activities, and create group presentations on their own time.*

### Adding a Wiki

1. Click on the **“Turn editing on”** button for the edit view.
2. Click on the **“Add an activity...”** drop down menu and select **“Wiki”**.
3. This will take you to the **“Adding a new Wiki to topic \*”** page.
4. Enter a **“Name”** for your wiki. Ex. “My Test Wiki”
5. In the **“Summary”** window, provide a brief description of your wiki. This will be visible to all students. Ex: “This is my first wiki!”
6. In the **“Type”** field choose **“Groups”**. A **“Groups”** wiki allows you to set up groups if you wish so that students can work in smaller groups. To see a description of the different types of wiki click on the  button.
7. Skip the next fields until you see **“Group mode”**.
8. Choose a **“Group mode”**. For this exercise, choose **“No groups”**. If you want one wiki for all students to see and edit, select **“No groups”**. If you want students to see and edit only their group’s wiki while working choose **“Separate groups”**. If you want the students to see and edit their own group’s wiki, and be able to see, but not edit, what other groups are doing choose **“Visible groups”**.
9. Choose whether or not the wiki is visible to students. If you **“Hide”** it, remember to change the setting to **“Show”** before asking students to use it!!!
10. Click **“Save and display”**.
11. You have now created your wiki.
  - If you chose **“No groups”**: an edit window will appear where you can add text. Enter the following text into the text box. “My wiki is now set up!!”.
  - If you chose **“Separate groups”** or **“Visible groups”** and your groups are not already set up: you will not have an edit box. Create a group with yourself in it, (see **“Creating Groups”** on **Moodle Page 8**) and then edit the wiki as described in the **“Editing the Wiki (Teacher)”** section below.
  - If you chose **“Separate groups”** or **“Visible groups”** and your groups are already set up: select a group wiki to edit from the **“Other wikis”** drop down menu in the top right hand corner of the page. Click on the **“Edit”** tab to add the text to the wiki.
12. When finished, click the **“Save”** button.
13. You will now see your wiki with the text you just entered.
14. The text you enter on your wiki will NOT show up in the wikis set up for each group. To enter text in the wiki for each group, you must enter the text in each group’s wiki.

### Editing the Wiki (Teacher)

1. Click on the link for your wiki from the course homepage. This will take you the main wiki page.
2. If you want to edit the wiki of one particular group, you will need to select the group from the **“Other wikis”** drop down menu in the top right hand corner of the page. This will take you to their wiki.
3. To edit the text in the wiki, click on the **“Edit”** tab. Make any changes to the text in the edit box.
4. Once you have finished editing, click the **“Save”** button to update your wiki.

**Editing the Wiki (Student)**

1. When students click on the wiki link on the homepage they will automatically go to the wiki for their group. Students will click on the **“Edit”** tab to edit their wiki and **“Save”** when they are done.

**Warning:** Explain to students that only one person at a time can work on the Wiki and save their work (asynchronous). They will be notified if someone else is working on the wiki and they will not be able to edit it until that person has saved their work. They may want to keep a working word document with any text that they add so they can replace their work easily if anything happens. Wiki pages that have been lost accidentally can be restored by clicking on the **“History”** tab and clicking on **“Fetch-back”** next to the wiki version to be restored.

*If you want to have students work in groups and use the Group Modes feature for the different activities in Moodle, you need to create the groups first. If you create a group, the same group will be used for all activities where you specify the group mode.*

### Creating Groups

1. From the course homepage, click on “**Groups**” in the administration block on the left side of your course.
2. You have two options to create groups. You can create your own groups using “**Create group**” or you can have Moodle generate groups randomly or alphabetically by using the “**Auto-create groups**” button.

### Creating Your Own Groups:

1. Click on the “**Create group**” button which will take you to the “**Create group**” page. Enter the “**Group name**” for your group (Ex. Test Group1). Enter a brief description of the group if you wish.
2. You may protect the group with a password so that only students who have authorization can get in. To do this, enter an enrollment key in the “**Enrollment key**” box.
3. Click on the “**Save changes**” button at the bottom to create the group.
4. Use the “**Create group**” button to create groups until all your group names are in your “**Groups**” window.
5. Click on the first group name in the “**Groups**” window. This should highlight the group name.
6. To add students to a group, click on the “**Add/remove users**” button. The “**Add/remove users [group name]**” page will appear. There are two lists: “**Existing members**” and “**Potential members**”. In the “**Potential members**” list, highlight the name of the student you wish to add to the group and then click on the arrow button pointing to the “**Existing members**” list. Ex. Select your name and add yourself to Test Group 1.
7. Students can be removed from a group by highlighting the students in the “**Existing members**” list and clicking on the arrow pointing to the “**Potential members**” list.
8. Click on the “**Back to groups**” button to add members to a different group.
9. As a teacher you have full access to **view** ALL groups. In order to be able to **POST** in ALL groups, add yourself to each group.
10. If you wish see the members of each group, click on the “**Overview**” tab. You will be able to see the members of each group.

### Using “Auto-create” to Create Groups:

1. Click on “**Auto-create groups**”. This will take you to the “**Auto-create groups page**”.
2. Begin by selecting which members you would like to include in the groups using the drop down menu. You may select only “**Students**”, “**Teachers**”, or “**All**” members.
3. Next to “**Specify**”, choose whether you are setting the number of groups or members per group.
4. Enter the # of groups or members per group in the “**Group/member count**” box.
5. Name your groups in the “**Naming Scheme**” box. Enter “**Group @**” to create Groups A-Z. Enter “**Group #**” to create numbered groups.
6. Click on the “**Advanced**” button in the top right corner of the page. Find the “**Allocate members**” box. Use the pull down menu to choose how you would like the group members assigned to their groups.
7. Click on “**Submit**” to create and save the groups. The groups will now appear in your “**Groups**” box.

### Using Groups with Activities

1. To use the groups you created above, specify “**Groups**” in the activity set up (i.e. discussion forum, wiki).
2. You may remove or add students from groups at any time using the “**Groups**” tool in the administration block.





*Student must create their own account in Moodle and then enroll in your course. You might use instructions for your students similar to these:*

### **How Students Enroll in the Course**

1. Go to the website: <http://moodle.abel.yorku.ca>
2. On the right side of the page you will see instructions to start a new account. Click on the “**Create New Account**” button at the bottom of the text.
3. Use the initial of your first name followed by your last name for your user name (for example jsmith for John Smith). Choose any appropriate password. Remember your password!!
4. Type in a valid email address, which you will be able to hide later if you go in and edit your profile. Enter your first name and last name in the appropriate fields. Follow the rest of the instructions for logging in.
5. Once you have access to the list of courses click on the [*insert the category where your course is*] category and your course is called: [*insert your course name*].
6. The enrollment key to get in is: [*insert your enrollment key*]
7. Have a look at the site and see what it has to offer. You may want to start by editing your profile. To edit your profile, click on your name in the top right corner of the main page and then click on the “**edit profile**” tab. Once you have completed all the required fields, click on the “**update profile**” button at the bottom of the page.
8. Show me you have access and post a discussion in the [*insert name on a forum*].
9. For easy access to your course after logging in, click on the “**My Courses**” link in the top right corner of the page. This will take you to a list of all the Moodle courses you are enrolled in.

*Tired of the same old Moodle page? Add some images to your Moodle homepage using these two easy methods.*

### Adding an HTML Block – One Static Image:

1. On the homepage, if you are not in edit view, click the “Turn editing on” button.
2. Click on the “Add...” drop down menu in “Blocks” and select “HTML”.
3. Move your “(new HTML Block)” to the location you would like it. See Moodle Pages 3 – Customizing your Course Homepage for instructions on how to move a block.
4. Click on the configure icon  of your “(new HTML Block)” to begin editing your HTML block.
5. Enter a title for the block in the “Block Title” textbox. If you don’t want a title to show, leave it blank.
6. Click on the “Content” textbox.
7. To insert an image in the content block:
  - a) Click on the **picture frame icon**  in the textbox toolbar. This will bring up an “**Insert Image**” box.
  - b) Click on “**Browse...**” at the bottom and locate the image file on your computer that you wish to insert.
  - c) Select the image file and “**Open**” it. The location of the file will appear in the window next to “**Browse...**”.
  - d) Click on “**Upload**” at the bottom to upload the file to the Moodle server.
  - e) The file will now be listed in the “**File Browser**” window (the large window on the left side).
  - f) Locate the file in the “**File Browser**” window and click on the filename.
  - g) A URL will now appear in the “**Image URL**” box and the image will appear in the “**Preview**” window.
  - h) The size of the image can be changed by setting the “**Width**” and “**Height**”. You may also set the alignment and border thickness if you wish.
  - i) Type in a name for your image in the “**Alternate text**” box and click “**OK**”.
  - j) Click on “**Save changes**”. You can edit your HTML block if you need to resize your image.

### Adding a Glossary Block – Changing Images:

1. Add a glossary as described in **Moodle Pages 6 – Adding a Glossary**. In the glossary setup, select “**Hide**” from the “**Visible**” drop down menu. This will allow only you to populate the glossary with images.
2. Click on the glossary link from your homepage and click on “**Add a new entry**”.
3. Type the name of the picture in the “**Concept**” box.
4. Click on the “**Definition**” text box and insert an image as described in “**Adding an HTML block**”.
5. Click on “**Save Changes**”.
6. Repeat these steps to include as many images as you like in your glossary.
7. Return to the homepage and add a “**Random Glossary Entry**” block as described in **Moodle Pages 6 – Adding a Glossary**. Leave the “**Title**” box empty and ensure that the “**Show concept (heading) for each entry**” box is **NOT** checked. Ensure that the “**Days before new entry is chosen**” box is set to 0 or 1. This will cause the image to change either every time a student logs in (0) or everyday (1).
8. Click on “**Save Changes**”.

*An assignment can be used for students to submit work online for teachers to assess. Students can work online for the assignment or create a document that can be attached to the assignment.*

### Adding an Assignment

1. Click on the “**Turn editing on**” button for the edit view.
2. Click on the “**Add an activity...**” drop down menu and click on the assignment type you want to create:

**Advanced uploading of files:** Allows students to upload multiple files with a textbox available for students to post information and dialogue with their teacher.

**Online text:** Allows students to post their assignment in a textbox where the teacher can provide inline feedback.

**Upload a single file:** Allows student to upload a single file with NO option for a textbox as above.

**Offline activity:** Allows students to view the assignment online, but all work is done offline. There is no option for students to submit their work online.

**Turnitin:** Allows students to view the assignment online, but all work is done through Turnitin. There is no option for students to submit their work online in Moodle.

This will take you to the “**Adding a new Assignment**” page.

### **Begin to set up your assignment by filling in the following fields:**

3. Type in an “**Assignment name**” that will appear on your course home page as a link to the assignment.
4. Click in the textbox for the “**Description**” and type in a description of the assignment.
5. If you want to grade the assignment online, use the drop down menu for “**Grade**” and select the mark value of the assignment. (ex. 10, if you want to assign a mark out of 10)
6. Use the “**Available from**” drop down menus to set a date when the assignment will be available to students
7. Use the “**Due date**” drop down menus to set a due date for the assignment (this will show up in your calendar and upcoming events)
8. Set “**Prevent late submissions**” to “**Yes**” or “**No**” (recommended). When “**Yes**” is selected, students are unable to hand in assignments past the due date unless you change this setting to “**No**”.
9. Choose a “**Group mode**”. For individual assignments leave as “**No groups**”.
10. Each type of assignment has certain settings which are unique to that assignment. Once you have completed steps 3-9, follow the steps below for the type of assignment you are creating:

### **Advanced uploading of files:**

- a) Choose a maximum size limit for the files being uploaded from the “**Maximum size**” drop down menu. Students will be unable to upload any file larger than this so be careful not to choose too small a size.
- b) Set “**Allow deleting**” to “**Yes**” if you want to allow students to delete uploaded files before marking. Set it to “**No**” if you don’t want students deleting.
- c) Set the “**Maximum number of uploaded files**” as required.
- d) Set “**Allow notes**” to “**Yes**” if you wish to create a text box in which students can enter information and have an inline dialogue with you about the assignment.

- e) Set “**Hide description before available date**” to “**Yes**” in order to hide the description of the assignment until the assignment is assigned.
- f) Set “**Email alerts to teachers**” and “**Enable Send for marking**” to “**Yes**” if you wish to receive email notification that a student has finished, submitted, or updated an assignment.
- g) Click on “**Save and display**” when you are done.

**Online text:**

- a) Set “**Allow resubmitting**” to “**Yes**” to allow students to resubmit assignments after they have been graded.
- b) Set “**Email alerts to teachers**” to “**Yes**” if you wish to receive email notification that a student has submitted or updated an assignment.
- c) Set “**Comment Inline**” to “**Yes**” if you wish to have the text of the submitted assignment copied into a textbox that will allow you to comment inline (ex. using a different colour) or edit the original text submitted.
- d) Click on “**Save and display**” when you are done.

**Upload a single file:**

- a) Set “**Allow resubmitting**” to “**Yes**” to allow students to resubmit assignments after they have been graded.
- b) Set “**Email alerts to teachers**” to “**Yes**” if you wish to receive email notification that a student has submitted or updated an assignment.
- c) Choose a maximum size limit for the files being uploaded from the “**Maximum size**” drop down menu. Students will be unable to upload any file larger than this so be careful not to choose too small a size.
- d) Click on “**Save and display**” when you are done.

*Online quizzes can be used to provide students with opportunities to test their own knowledge and receive immediate feedback about their progress. Quizzes can be used as diagnostic, formative, and in some cases summative assessments.*

### Adding a Quiz

1. Click on the “**Turn editing on**” button for the edit view.
2. Click on the “**Add an activity...**” drop down menu and click on “**Quiz**”.
3. This will take you to the “**Adding a new Quiz to topic \***” page.
4. Type in a quiz “**Name**” that will appear on your course home page as a link to the quiz.
5. Click in the textbox for the “**Introduction**” and type the instructions/ introduction to quiz.
6. To complete the initial set up for the quiz, work through the following sections:
  - **Timing:** You can control a number of options about when, how, and how many times the students can take the quiz. If you want the quiz to be available immediately, with no time limit or time delay between attempts, leave the settings in their default state. If not, change them as you wish.
  - **Display:** You can control how many questions the students see on each page. You can also decide if the quiz questions should be shuffled each time the student attempts the quiz by selecting “**Yes**” for “**Shuffle questions**”. If you want to shuffle the multiple choice question answers, select “**Yes**” for the “**Shuffle within questions**”.
  - **Attempts:** You can set the number of times a student can attempt the quiz by selecting a number from the “**Attempts allowed**” drop down menu. If you want the student to start the quiz fresh each time they attempt it, leave the “**Each attempt builds on the last**” as “**No**”. If you want students to be allowed to reattempt the question immediately if they get it wrong, select “**Yes**” in the adaptive mode drop down menu. If you want students to only have one attempt on a question, select “**No**”.
  - **Grade:** Students can receive a grade on the quiz. The grade can also be included in the Moodle Gradebook. You can choose how the student’s final grade for the quiz will be calculated by using the “**Grading method**” drop down menu. You can choose to apply penalties to questions if the quiz is being run in adaptive mode by selecting “**Yes**” in the “**Apply penalties**” drop down menu (Every time the student attempts a question with an incorrect answer, the maximum score on the question decreases). Finally, you can specify the number of decimal places you want reported in grades. Setting the “**Decimal digits in grades**” to “**0**” will report grades in integers, but will not affect calculations involving those grades (i.e. all decimals are used for calculations).
  - **Review options:** You can choose what information the students will have access to after they complete the quiz. Check/ uncheck any boxes that apply.
  - **Security:** If you wish to show the quiz in a secure window, choose “**Yes**” from the “**Show quiz in a secure window**” drop down menu. This prevents certain mouse actions and keyboard commands to be prevented, making it a little harder to cheat. **CAUTION:** This does not provide complete protection against cheating!!! You can also password protect the quiz by entering a password in the “**Require password**” textbox. The students would need to enter this password to access the quiz.
  - **Common module settings:** Most likely you will want the students to perform the quiz independently, so leave the “**Group mode**” as “**No groups**”. Choose whether or not the database is visible to students. If you “**Hide**” it, remember to change the setting to “**Show**” before asking students to use it!!! If you are using Moodle Gradebook, you can specify the category that the quiz grade should be entered into by selecting the category from the “**Grade category**” drop down menu. If you have not set up your grade book, you will not have any categories to choose from.
  - **Overall feedback:** You can provide students with an overall comment about their performance once they completed the quiz. You can break down the feedback by grade and enter an appropriate comment. The “**Grade boundary**” is the highest grade at which the comment typed will be shown to students. **Note:** If you choose to use overall feedback, you must enter comments for all grade boundaries.
11. Once you have set up the quiz, click on “**Save and display**”.

### Adding Questions to a Quiz

1. Once you have clicked on “**Save and display**” you will be on edit quiz page which allows you to add/edit questions on your quiz. If you are accessing your quiz from the home page, click on the quiz and then click on the “**Edit**” tab to get to this page. On the left side of the screen you will see a section titled “**Questions in this quiz**”. Below this heading will be a list of questions that you have added to the quiz. Since you have not created any questions yet, it will say that no questions have been added yet. On the right side of the screen you will a section titled “**Question bank**”.
2. Use the “**Create a new question**” drop down menu to select the type of question that you want to create. Once you have selected the type of question you want, you will be taken to a page that has the required fields to enter the question, answers, and feedback. Once the information for the question has been entered, click on “**Save changes**” at the bottom of the page.
3. Under “**Create a new question**” you will now see a table with the headings **Action**, **Question name**, and **Type**. Select the question you created using the check box next to the question name. Under the “**with selected:**” heading, click on the “<<**Add to quiz**” button. The question should now be listed under the “**Questions in this quiz**” heading.
4. Continue to create and add questions until your quiz is built. If you want to change the order of your questions use the up/down arrows under the order heading. This order will not be maintained if you have set the questions to shuffle.
5. When you have finished adding questions, click on the “**Preview**” tab at the top. This allows you to preview the quiz and test it out to make sure that the answers/ format are correct.
6. If you need to change a question at any time, click on the “**Edit**” icon under the “**Action**” column next to the question you wish to edit. Make any changes necessary and “**Save changes**” when you are done.
7. The quiz is now ready for students to complete.

### Viewing the Quiz Results

1. To view the results of the quiz, click on the quiz from the home page. This will take you to the quiz information page. Click on the “**Results tab**” to see a detailed list of attempts for each student.
2. If you have entered questions that require manual grading, click on the “**Manual grading**” at the top and it will take you to a list of questions that need to be graded. Click on the question to be graded and you will be taken to a page that allows you to manual enter comments and marks for the answers provided by the student. These marks will then be added to any totals already obtained for the quiz.
3. If you need to regrade a quiz, click on the “**Regrade**” link.
4. If you wish to perform an item analysis of each question, click on the “**Item analysis**” link. This information can be exported in Excel or Text format for further analysis. You can generate a report that includes mark information for each question



*Hot Potatoes is a downloadable application that allows you to create a variety of educational activities including crossword puzzles, cloze activities, multiple choice, and matching quizzes. These activities can be created off-line and uploaded to the Moodle at a later time.*

### Downloading Hot Potatoes

1. In order to use the Hot Potato quizzes you need to download Hot Potatoes from:  
<http://web.uvic.ca/hrd/halfbaked/#downloads>
2. Click on “**Hot Potatoes 6.2 installer**” and follow the instructions to download and install the program on your computer.
3. Open the Hot Potatoes program and register your program by clicking on the “**Help**” menu and then “**Register**”
4. Follow the instruction to complete the registration and activation of Hot Potatoes.

### Creating your Hot Potatoes Activity

1. Open Hot Potatoes and select the Hot Potatoes activity that you would like to create by clicking on the appropriate “potato”. “Mousing” over the potatoes will provide you with a brief description of each activity.
2. Once you have selected your activity, a new window will appear with the controls and menus needed to create the activity. Use the help menu to learn how to use the program if necessary.
3. Save the file in a place that you can find it later.

### Adding the Hot Potatoes Activity to your Moodle

1. Click on the “**Turn editing on**” button for the edit view.
2. Click on the “**Add an activity...**” drop down menu and click on “**Hot Potatoes Quiz**”.
3. This will take you to the “**Adding a new Hot Potatoes Quiz to topic \***” page.
4. Enter the “**Name**” of the quiz in the text box.
5. Next to “**File name**”, click on the “**Choose or upload a file...**” button.
6. Click on the “**Upload a file**” button, browse your computer to find the Hot Potatoes activity you wish to add, and double click on the file or select the file and click “**Open**”.
7. Click on “**Upload this file**” to upload the file.
8. Find your file and click on the “**Choose**” link in the “**Action**” column. This will insert the file into the “**File name**” field.
9. Leave “**Add quiz chain**” to “**No**”. If you wish to link quizzes together, choose “**Yes**”.
10. In most cases, you should not have to change any of the other settings on this page. Scroll down to the bottom and click on “**Save and display**” to see the Hot Potatoes activity.

## Adding a Database

*A database can be used to collect specific information using teacher defined fields. Databases are useful for student projects where specific information is required, student assignments, collecting proposals, or collecting registration information for special events. Database entries can be viewed by all students in the class.*

### Adding a Database

1. Click on the “**Turn editing on**” button for the edit view.
2. Click on the “**Add an activity...**” drop down menu and select “**Database**”.
3. This will take you to the “**Adding a new Database to topic \***” page.
4. Enter a “**Name**” for your database. Ex. “Test Database”.
5. Provide a brief description of your database in the “**Introduction**” window. This description is visible to all students. We strongly recommend that you include instructions on how to add an entry or view the database for your students in this space (see **Adding an Entry to your Database** and **Viewing the Entries in your Database** below).
6. Use the “**Available from**” and “**Available to**” fields to set dates when the database is available for students to make entries.
7. Use the “**Viewable from**” and “**Viewable to**” fields to set dates when the database is available for students to view.
8. Set “**Required entries**” to the minimum number of database entries a student must complete. Once you have entered a minimum number, students will be reminded to make their entry if they have not already done so when they view the database.
9. Set “**Required entries before viewing**” to the number of entries a student must complete before being able to view the database. This is useful if you wish students to post their information before seeing what others have posted.
10. Set “**Maximum entries**” to the maximum number of database entries a student can enter.
11. Set “**Comments**” to “**Yes**” to allow students to make comments on the entries in the database.
12. Set “**Require approval?**” to “**Yes**” if students’ entries must be approved by the teacher before being viewable by other students. The student can still see and edit their entry even if it has not been approved.
13. Skip the next fields until you see “**Group mode**”.
14. Use the drop down menu to choose a “**Group mode**”. If you want one database for all students to see and edit, select “**No groups**”. If you want students to see and edit only their group’s database while working choose “**Separate groups**”. If you want the students to see and edit their own group’s database, and be able to see, but not edit, what other groups are doing choose “**Visible groups**”.
15. Choose whether or not the database is visible to students. If you “**Hide**” it, remember to change the setting to “**Show**” before asking students to use it!!!
16. Click “**Save and display**”.
17. You have now created your database and must enter the fields to set up your database

### Adding Fields to your Database

1. If you are on the homepage of your course click on the name of your database. You are now on the main page of your database with a row of tabs along the top.
2. On the main page of your database, click on the “**Fields**” tab near the top of your page (this is where you should be after step 17 above).
3. Use the “**Create a new field**” drop down menu and click on the type of field you wish to add. This will take you to a page that prompts you for the information required to set up the field. **\*\*HINT:** Plan the order you wish the data fields to appear in BEFORE you create your fields. Enter the fields in the order you wish them to appear. Switching the order fields after the fact is difficult.

4. Enter the information required for the field. Click **“Add”**. The field will now be listed above the **“Add a new field”** button.
5. Repeat steps 3 and 4 for each field that you wish to add to the database.
6. Click **“Save”** at the bottom of your list of fields to save your database.
7. To edit or delete a field, click the appropriate icon in the action column next to the field you wish. **CAUTION:** Do not make changes to the content or order of the fields once students have made entries. Trust us...don't do this. If major changes are required, we suggest setting a completely new database.
8. Once you have entered and finalized your fields, the next step is to define the template for viewing.
9. Click on the **“Templates”** tab. This will take you to the **“Single view”** template page. Scroll down and click on **“Save template”**.
10. Your database is ready for use. We strongly recommend that you try adding an entry as an exemplar before you make the database available to students. If you detect problems, delete your entry before you make any changes to the database.

### Adding an Entry to your Database

1. If you are not already in the database, click on the name of your database on the course homepage to enter the database.
2. Click on the **“Add entry”** tab to open up the database entry fields.
3. Complete the required fields as requested.
4. Click on **“Save and view”**. Your database entry has been saved to the database.
5. Reminder: Entries that require approval will not be visible to everybody until they are approved by the teacher.

### Viewing the Entries in your Database

1. If you are not already in the database, click on the name of your database on the course homepage to enter the database.
2. Click on the **“View single”** tab to view the database one entry at a time. Click on the **“View list”** to view multiple entries at a time.
3. Database entries can be edited at any time by the student and the teacher. To do this, click on the edit icon at the bottom of the entry. Entries can also be deleted using the delete icon.

### Exporting the Data

1. Data collected in the database can be exported to Excel, OpenOffice, or CSV files.
2. In the database, click on the **“Export”** tab.
3. Choose the format you would like to export to.
4. Choose the fields you wish to export.
5. Click on **“Export Database records”**. You will be prompted with a file download box. Click on **“Save”** to save the file to your computer or USB.
6. The file can then be viewed using the appropriate application.

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The Advanced Broadband Enabled Learning (ABEL) program is a proven job-embedded professional learning service that enhances teaching practice and improves student achievement. This is achieved through a research-based approach to building collaborative learning communities, implementing blended learning environments for classrooms, schools and districts, using interactive web-based learning resources, developing sustainable inter-jurisdictional and inter-institutional collaboration and understanding institutional change.