

# How to Use Moodle

## Moodle Tips

Choices = polls

Double click picture to assign URL

Subscribed – yes to everyone, forever

Disable limit # of responses in misc. settings

Under Site Administration on the left side, select Courses OR under the middle column Available Courses click on the title of the Course you'd like to work on

If you select Site Administration > Courses go to Add/edit courses and select the Course you'd like to work on

In the upper right hand corner click the grey button to Turn Editing On so you can add, delete, and change Course content

Find the day you are working on and click on the hand holding the pen icon to edit the main page of content so you can type text and add images

Explore the Word Processing style icons on the top of the grey box when you are editing your main page of content - you can change the size, color, and style of font; easily add links to the Web within the paragraph; add images and emoticons; align things; etc.

## Add Images

- Have the image saved on your computer
- Click on the tiny icon of the Mountain on the gray bar of your Summary (to the left of the smiley face)
- When the grey box pops open, go to the lower left hand corner and click on Browse to find your image
- When you find it, click on the Upload button – it will add it to the white window in the grey box called File Browser
- Put a check mark in the box next to the image you'd like to insert in the Summary
- At the top of the grey box in the Alternate text box type in a description of what you uploaded
- In the white box, click on the name of your image – this will upload the link in the Image URL box at the top of the grey box – Click OK and your image will appear in your Summary

You can also use the drop down menus in the topic box to Add a resource... OR Add an activity...

## Add a resource...Website

- Select link to a file or web site on the drop down
- Enter a name the website at the top of the page under General > Name

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- Go to the middle of the page and under “Link to a file or web site” paste the URL in or click on the Search for a web page button to locate the site of your choice
- Click on the grey button Save changes at the very bottom of the page – this will take you to your website – just use the back button on the browser to get back into moodle

### **Add an activity...forum (this will be the question of the day)**

- Select this from Add an activity
- Label it Question for \_\_\_\_\_ (day of the week)
- In the Message box below, type the text for your question
- In your text box for the day, refer book club members to the link below so they can join the online discussion

### **Add an activity...choice (this will be quick polls)**

- Select this from Add an activity
- Label it Quick Poll for \_\_\_\_\_ (day of the week)
- In the Message box below, type the text for your question
- In the Choice boxes below that, type possible answers
- Under Miscellaneous Settings > Publish Results > select Show results to a student after they answer
- Under Miscellaneous Settings > Privacy of Results > select Publish full results, showing names and their choices
- Save changes
- In your text box for the day, refer book club members to the link below so they can take the quick poll

### **Add an activity...chat (this will be a live chat)**

*This will only happen once during the book club for a limited time (one hour) and needs to be monitored the whole time it is happening*

- Select this from Add an activity
- Under General > Name of this chat room > call it Live Chat
- In the Introduction Text box, type in a starter question and/or discussion guidelines
- Save changes
- In your text box for the day, refer book club members to the link below so they can take enter the live chat
- In text boxes for previous days, remind people of the date/time of the live chat