## Table of Contents

- Required Software ................................................................................................................................. 4
- Log In to Moodle ......................................................................................................................................... 4
- Locate Your Courses ................................................................................................................................. 4
- Configure Your Profile Settings ............................................................................................................... 5
  - Moodle User Profile Page ...................................................................................................................... 5
  - Other Settings to Change ...................................................................................................................... 7
- Navigating Around Moodle ..................................................................................................................... 8
- Overview of Course Structure .................................................................................................................. 9
- Choose a Course Format/Layout ............................................................................................................. 9
- Get to know your Side Bar Blocks ......................................................................................................... 10
  - People block .......................................................................................................................................... 10
  - Administration block ............................................................................................................................ 11
  - Latest News block ................................................................................................................................. 12
  - Activities block .................................................................................................................................... 12
- Turn Editing On ......................................................................................................................................... 12
- Overview of Editing Icons/Buttons ....................................................................................................... 13
- Switching to Student View & Teacher View ........................................................................................... 13
- Uploading & Managing Files .................................................................................................................. 14
- Add Content to the Course Page ............................................................................................................ 15
  - Insert a Label ....................................................................................................................................... 15
  - Link to a file .......................................................................................................................................... 15
  - Link to a website ................................................................................................................................. 16
  - Link to a folder .................................................................................................................................... 16
  - Create an internal webpage ................................................................................................................... 16
  - Create a Book resource (auto-linked web pages with table of contents) ........................................... 16
- Communication Tools ............................................................................................................................. 16
  - News Forum (Announcements) ............................................................................................................. 16
  - Email List Block .................................................................................................................................... 17
  - Moodle Messaging ............................................................................................................................... 18
  - Calendar & Upcoming Events ............................................................................................................... 20
- Add Course Activities ............................................................................................................................. 20
  - Assignments (drop boxes) ................................................................................................................... 20

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• Discussion Forums

Set Up the Grade Book

How to find Help
**Required Software**

- Internet connection
- Internet Browser
- Supported Browsers:
  - Internet Explorer v. 6 and higher
  - Mozilla Firefox v. 3 and higher
  - Google Chrome (latest version)
  - Safari (latest version)

**Log In to Moodle**

Point your browser to http://moodle.rutgers.edu (please note there is no “www” in this address)

Log in to the **Login block** on the left with your Portal username and password.

**Locate Your Courses**

You will see the courses that are available to you in the **myCourses block** (where you are enrolled either as a teacher/instructor, or course/program director, or student, if you are taking courses yourself). [View Video Tutorial here.](#)

The folders displayed represent the various semesters and categories of courses or Moodle Sites available to you. Expand the folders by clicking the PLUS (+) icon beside each folder until the courses names are displayed. **Click on the title of the course to enter.**

*Note that when you hover your mouse over the course name you can see the course short code and section number.*

The **BLUE and GREY SQUARES** at the top are buttons that control what courses are displayed in your list of courses in the block. Clicking these BLUE & GREY SQUARE buttons toggles between “Display” and “Do Not Display” that group of courses:

<table>
<thead>
<tr>
<th>BLUE is filled</th>
<th>GREY is filled</th>
<th>BLUE is empty***</th>
<th>GREY is empty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays all your active courses, i.e. those that are</td>
<td>Displays all your inactive courses, i.e. those hidden</td>
<td>Removes all your courses from the list! *** BLUE</td>
<td>Removes all the hidden/inactive courses from</td>
</tr>
</tbody>
</table>

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Configure Your Profile Settings

Look in the upper-right corner of the page for where it says “You are logged in as [your name] (Logout)”

Your name as displayed in this corner is a link that you can click on. Clicking on your name anywhere in Moodle will take you to your User Profile page. Click on your name now to go to your Profile.

Moodle User Profile Page

- On your profile page you can provide a photo or yourself (recommended) or your preferred representation so your students can identify you online.
- The system will have your Rutgers email address configured already as well as your list of courses.
- The courses are hyperlinked so you can also click the links here to access your courses.
- You can also view any Messages that have been sent to you by clicking the Messages button. (Read more about Messages in the Communication section below.)

Click the EDIT PROFILE tab, and click on the SHOW ADVANCED button on the upper right side of the page to reveal extra options for your profile.
Change the following settings as outlined below:

<table>
<thead>
<tr>
<th>Setting to Change</th>
<th>New Value</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email digest type</td>
<td>Complete (daily email with full posts)</td>
<td>Receive one email at 5pm every day containing all the discussion board posts, rather than getting one email for each post (yikes)</td>
</tr>
<tr>
<td>Forum auto-subscribe</td>
<td>No: don’t automatically subscribe me to forums</td>
<td>This prevents you getting emails every time a student posts to a discussion forum after you join the conversation (e.g. giving feedback to students’ posts)</td>
</tr>
<tr>
<td>Forum tracking</td>
<td>Yes: highlight new posts for me</td>
<td>Nice feature that shows you when there are new posts that you have not yet read</td>
</tr>
<tr>
<td>City/Town</td>
<td>Your city of residence and State</td>
<td>If applicable, set the country too!</td>
</tr>
<tr>
<td>Time zone***</td>
<td>If you are on Eastern Standard Time, leave this as Server’s local time. If you are in a different time</td>
<td>Important for time-dependent activities like Assignment drop boxes and Quizzes. Students need to know exact times in their time zone</td>
</tr>
</tbody>
</table>

* Hide Advanced
Other Settings to Change

**Description**

- **Path:** body

**Picture of**

- **Current picture**
- **Delete**

**New picture (Max size: 500MB)**

- **Choose File**

**Picture description**

**Sarah Ashley**

You can enter a brief description like your title/position or a mini-bio.

Next, browse to your computer for a photo to upload as your Profile Picture.

Fill in any of the other Optional settings you want to provide and then click the **UPDATE PROFILE** button at the very bottom of the page. Once you are back on your Profile page, click enter.
Navigating Around Moodle

Instead of using your browser’s back button, use the breadcrumb trail at the top of every Moodle page to move around quickly and get directly to the Moodle home page, or your Course front page, or other quick links in the trail.

The breadcrumbs essentially show you where you are and how you got there.

You can also get to specific resources and course activities that exist on your course home page by using the Jump to... menu in the upper right.

Go to the homepage of your course by clicking on your course’s name in the breadcrumbs.
Overview of Course Structure

Your course is laid out in 3 columns: the left side bar, content area, and right side bar. Each column contains **BLOCKS**.

---

**Choose a Course Format/Layout**

In your **Administration** block, click on **Settings**

---

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Open the menu for **Format** where it says "Topics format" or "Weekly format"

Select either **WEEKLY format**, **TOPICS format** or **COLLAPSED TOPICS format**.

You can increase or decrease the number of weeks or topic blocks that show up in the middle column.

You can also set the start date of your course here, and if you choose a **WEEKLY format**, then the first date of your first block will be this Course Start Date.

When you are done, scroll all the way down to the bottom of the page and click **SAVE CHANGES**.

You will see your course layout change accordingly.

To see what the other Course Formats look like, go to the Moodle home page and under the Faculty Tutorials heading, click on **PREVIEW THE AVAILABLE COURSE FORMATS**.

**Get to know your Side Bar Blocks**

- **People block**
The People block contains the Participants link which is the page where you can see all the people who are enrolled in or who have access to your course. So you will see names of your Students, co-Teachers, ITeS Support staff and Program/Course Directors. You can filter the list by selecting which Role you want to view.

You can SORT the list by clicking on the Column Headings. The direction of the arrow beside the Sort Criteria shows if it is ascending or descending. E.g. In the screenshot above, the list is sorted by LAST ACCESS because there is a black arrow beside that column heading, and the arrow is pointing UPWARDS so it is ascending (most recent access first).

You can also filter out individuals by using the First Name/Last Name alphabet links above the table.

- **Administration block**

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The **Administration** block is your main Control Panel that gives you access to various course configuration settings and management features like:

- adding users to your course,
- setting up the grade book and entering grades,
- creating study groups,
- backing up your course,
- viewing course reports and activity logs,
- building question pools for online quizzes and exams, and also
- managing your course files or documents (PDFs, PowerPoints, Impatica files, images, etc).

In the right side bar, the **Latest News** block displays X number of recent Announcements, where X is a number you can specify in the Course Settings (Administration > Settings > News items to display > set number > Save changes)

You can add a new announcement by simply clicking the ADD A NEW TOPIC link at the top of the **Latest news** block.

The **Activities** block provides quick access to collections of activities and resources that have been created in your course, grouping them by type of resource or activity.

So, for e.g. the Assignments link will take you to a page that lists every assignment in the course. It is an easy way for you as the instructor to view how many submissions exists for each assignment you create and also takes you straight to the grading screen for each assignment so that you can review the submitted work, provide feedback and/or post grades.

Click through each of the links in your Activities block to see how those resources are displayed for your students, and to familiarize yourself with the tools available to you from these pages.

**Turn Editing On**

To add material to the course home page you need to turn editing mode on. Click **TURN EDITING ON** in the Administration block or in the upper-right of the course home page.
Overview of Editing Icons/Buttons

When you Turn Editing On in your course to add content, you will see some icons show up all over the page in the various locations where editing can be performed. Below is a summary of those icons and what they do.

<table>
<thead>
<tr>
<th>ICON</th>
<th>FUNCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Move: drag and drop)</td>
<td>Click on this icon and drag up or down to move the item to the new location</td>
</tr>
<tr>
<td>(Move right: indent)</td>
<td>Indents an item to the right for visual/aesthetic clarity. E.g. indent a list of PowerPoint links under a subheading “Lecture Slides”</td>
</tr>
<tr>
<td>(Move left: outdent)</td>
<td>Moves an indented item back out to the left</td>
</tr>
<tr>
<td>(Edit / Update)</td>
<td>Allows you to edit an existing resource, activity, topic/week heading, or block</td>
</tr>
<tr>
<td>(Delete)</td>
<td>Deletes an item, first asking if you are sure you want to do that.</td>
</tr>
<tr>
<td>(Show : item is visible)</td>
<td>This icon indicates the item is visible. Click on the icon to hide it and the icon becomes the closed eye below.</td>
</tr>
<tr>
<td>(Hide: item is hidden)</td>
<td>This icon indicates that the item is hidden and inaccessible to students. Click on it to open the eye and make it visible</td>
</tr>
<tr>
<td>(Group Mode indicator)</td>
<td>Indicates whether the item is in group mode or not. Contact ITeS for more information about Groups</td>
</tr>
<tr>
<td>(Move Up or Down)</td>
<td>Mainly in the grade book: allows you to re-order items by moving them up or down one step or inserting into other locations further above or below.</td>
</tr>
</tbody>
</table>

Switching to Student View & Teacher View

Switching Roles allows you to view your course the way a person with that specific role would view your course if they were to access it in that moment.

In the upper-right side of the course home page, you will see a drop-down menu with the words “Switch Role to…”

Open up that menu and you will see a list of roles that you can switch to, including STUDENT. Select a role to switch to.

To revert back to your Teacher view, click the RETURN TO MY NORMAL ROLE button or link that replaces the Switch Role drop down menu.

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Uploading & Managing Files

1. In the **Administration** block click on **FILES**
2. If you wish to upload the file without putting it in a folder, continue to step 4. If you prefer to create and use folders to manage your files, use the "**Make a folder**" button and be sure to upload each file into the appropriate folder.

3. Click "**Upload a file**" on the lower right side
4. Click "**Browse**" (NOTE THAT IN GOOGLE CHROME IT WILL BE “**CHOOSE FILE**”)

5. Locate your file and click "Open" or simply double-click on it (note the maximum file size)
6. Click "**Upload this file**"

Your file will be listed there.

Upload Multiple Files at Once

You can upload multiple files in one go by zipping up the files and folders on your computer and then uploading the zip file into your Files area. Then you simply click **UNZIP** under the Action column to the right and then **OK**. All your content will be unpacked and put into the File manager.

*ITeS recommends this method and suggests setting up your folders and files on your computer first, then zipping up the folders and uploading into Moodle, so that your filing structure is the same in Moodle as on your computer.*
Deleting Files
To delete a file from the Moodle File manager:
- select the item(s) to be deleted using the checkbox
- open the menu below labeled “With chosen files…”
- select “Delete completely” and click Yes to confirm

Moving Files to a Different Folder
- select the items to be moved using the checkbox
- open the menu below labeled “With chosen files…”
- select “Move to another folder”
- go into the destination folder
- click the “Move files to here” button at the bottom left

NOTE: If a file has been linked from the course home page, moving the file in the File manager WILL BREAK THE LINK. You will have to re-link the file on the course home page or first delete the link, move file, and then re-create the link.

Add Content to the Course Page

- Insert a Label
A label allows you to enter text and images onto the course home page. All other resources added to the course page turn up as links. So the Label is a handy tool for creating sub-headings and providing brief instructions within a topic or week block.

1. Turn Editing On
2. Go to the block where you want the label to appear and click Add a Resource
3. Select Insert a Label
4. Type your content
5. Click the Save changes button

- Link to a file
1. Turn Editing On
2. Go to the block where you want the document to appear and click Add a Resource
3. Select Link to a file or web site
4. Type the name of the file (which is what students will see and click on)
5. Click the Choose or Upload a File button
6. Go into the folder where your desired document is located. You can also upload a new document into the folder from your computer.
7. Locate the file you want and click Choose under the Action column on the far right.
DO NOT CLICK ON THE FILE - that will simply open the document.

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If you want to upload a new document, scroll down to the bottom of the page and click on **Upload a file**.
9. **Browse** your computer to select the file and then click **Upload this file**. (Take note of the file size limit)
   Now, click **Choose** beside the file that has just been uploaded.
10. Scroll down the page and hit **Save and return to course**
11. Test your link!

- **Link to a website**
  1. **Turn Editing On** in your course
  2. In the block where you want to put the link, select "**Add a resource**"
  3. Select the option "**Link to a file or website**"
  4. Type a **name** for the link (this is what students see and click on)
  5. Put the web address in the **Location** box
   If you don't remember the address you can click the "Search for web page" button, find the web page, and copy
   the URL to paste in the Location box
  6. Click "**Save and return to course**"
  7. Test your link

- **Link to a folder**
  1. **Turn Editing On** and in the topic/week block where you want the folder link to appear, click **Add a Resource**
  2. Select **Display a directory**
  3. Give a **name** to the link that students will see and click on
  4. Type a description of the contents of the folder, or instructions about what to do with them (optional)
  5. Click on the **drop-down menu showing Main files directory** and **select the folder** whose contents you want to display
  6. Click **Save and return to course**
  7. Test your link

- **Create an internal webpage**
  1. **Turn Editing On** in your course
  2. In the block where you want to put the link, select "**Add a resource**"
   You'll be taken to a page labeled "Adding a new Resource to topic x."
  3. Type a **Name** for the web page. This is what your students will click on.
  4. Add a summary (optional). The summary is displayed on the Resources index page.
  5. Enter (type or paste) your text in the **Full text** box.
  6. Click **Save and return to course**
  7. Test your link.

- **Create a Book resource (auto-linked web pages with table of contents)**
  The Moodle Community has great instructions on [how to create a Book resource](#).

**Communication Tools**

- **News Forum (Announcements)**
  Announcements are posted on the Moodle course, collected in a Discussion Forum called the NEWS FORUM. The Latest News block displays posts from the News Forum. Copies of Announcements are sent to the whole class via their Rutgers email 30 minutes after you post the announcement.
1. On the right hand side of your course page, find the Latest News block
2. Click on Add a new topic
3. Type the Subject of the announcement in the Subject box
4. Type the actual announcement in the Message box
5. Scroll down the page
6. Click Post to forum (to bypass the 30 minute delay, click MAIL NOW before posting).

If you want to attach a file to the announcement
BEFORE YOU CLICK POST TO FORUM
- Click the Browse button
- Find the document
- Click Open
- Click Post to forum

You can also set a date for the announcement to be displayed and a date for it to go away. This feature allows you to set up news ahead of time.

- Email List Block
Use this block to send email to individual users or even the whole class. This email remains within the Moodle Course so you have to log in to Moodle and come to the course to read your mail. You can however opt to receive notification in your Outlook mailbox about unread emails in your Moodle courses.

Unread mail in your courses will be displayed in the block on the Moodle home page. Click on the course link to go into its mailbox to read your mail.
On the Moodle home page, the General Inbox link shows you all your mail from all your courses.

To send mail:
1. Go inside a course
2. Click on COMPOSE
3. Click on CONTACTS
4. Filter the list of users in your course using the CURRENT ROLES menu
5. For your main recipients, click the TO button by their names
6. For users who should receive copies, click CC by their names
7. For users who should receive blind copies, click BCC by their names

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8. If you change your mind or select someone by mistake, click the RED X in the Remove column on the far right.
9. Click CLOSE THIS WINDOW
10. Enter a Subject for your message
11. Attach files if necessary
12. Type your message and then click SEND (or SAVE DRAFT if you wish).

*Set Your Preferences:*
If you want to receive Notifications in your Rutgers Outlook mailbox about unread emails on Moodle:
1. Click on *Inbox* in the eMail block
2. In the upper-right corner click on *SETTINGS*
3. Set the first item to *YES*
4. Click *SAVE CHANGES*

---

**Moodle Messaging**
Unlike the eMail List and News Forum, Moodle Messaging is non-course specific i.e. students may send messages to each other regardless of whether they are enrolled on the same course. Your profile page contains a "Messages" button for opening the Messages window.

*Your Messaging Settings*
1. Go to your Profile page (click on your name to go to your Profile)
2. Click the Messages button at the bottom of the page
3. Click on the SETTINGS tab and configure your settings as depicted to the right: Remember to click *SAVE MY SETTINGS* when you are done.

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You can put the **MESSAGES** block on your course for easy access to Messages for you and your students.

Turn editing on > in the right sidebar scroll down to the Blocks block > click Add > select Messages

### Sending messages

**To send a message to an individual:**

1. In the Messages window click on the Search tab to search for the person, if appropriate checking the box "Only in my courses", then click on their name. (Alternatively, if the person is listed in the Online Users block, simply click on the "Add/send message" envelope opposite their name.)
2. Type the message in the pop-up box then click on the "Send message" button.

**To send a message to selected course participants (for teachers only):**

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1. Click on the Participants link in the People block on the course page.
2. Select participants from the list or use the "Select all" button at the bottom of the list.
3. Choose "Add/send message" from the "With selected users..." drop-down menu.
4. Type the message then click the "Preview" button.
5. Assuming you are satisfied with the message, click the "Send" button.

**Reading and replying to messages**

When you are sent a message, the Messages window will pop-up. Also, the Messages block will display the name of the person sending the message with a link to read the message. If you have set the email option (see Message Settings below), then you will get a copy of the message in your email after the time you have specified if you are not logged in.

After reading a message, you may type a reply then click on the "Send message" button.

- **Calendar & Upcoming Events**
  Use the **Upcoming Events** block to add items to your course calendar.

  1. Click **NEW EVENT**
  2. Select the **TYPE OF EVENT** (User = personal reminder for yourself only, Course = event for the whole class to see)
  3. Click **OK**
  4. Enter the **title/name of the event** and the **description** (plus instructions if students need to prepare for it or bring something along or sign up for it, etc)
  5. Set the **date** the event will happen (PLEASE NOTE 24-HR Clock Format!)
  6. ***The event start date cannot be before the Course Start Date, so please be sure your Course Start Date occurs before the event.
  7. Set the **Duration** options
  8. Set **Repetition** options
  9. Save changes

**Calendar Preference Settings**

You can set your Calendar Preferences by clicking the **PREFERENCES** button in the upper right of the Calendar page (find Calendar in the breadcrumb trail).

**Add Course Activities**

Activities are for students to interact with and collaborate with each other. E.g. Assignment drop boxes, discussion boards, chat rooms, wikis, quizzes, databases, lessons, games, and more.

- **Assignments (drop boxes)**
  1. **Turn Editing On** in your course
  2. In the block where you want to put the link, select **"Add an activity"**
  3. Select the option **"Advanced uploading of files"**
4. Type a **name** for the assignment (this is what students see and click on)
5. Put the instructions for the assignment in the **Description** box
6. Set the **Grade** value for the assignment (100 points? 30 points?)
7. Set the **Available date** when students can begin submitting their work
8. Set the **Due date**
9. Set the other options as desired

**NOTE:** Click the **YELLOW QUESTION MARKS** to learn more about each option and how they work

10. Click "**Save and return to course**"

*Read more about Assignments in the Moodle Community Documentation*

- **Discussion Forums**
  1. In your course, click **Turn Editing On** in the **Administration** block
  2. Go to the Topic/Week where you want to add the discussion board
  3. Click **Add an activity** in that block/section
  4. Select **Forum** from the list of activities
  5. Type a **Name** for the discussion board, e.g. Class 3 Discussion or February 14 Discussion
  
  *Optional* - If you want a single discussion thread, select the Forum Type = "Single, simple discussion"
  6. In the **Forum Introduction**, put instructions for what students are expected to post in this discussion
  7. At the bottom of the page, click **Save and return to course**

You can create as many discussion boards as you want.

**Set Up the Grade Book**

*Creating grade items and categories*

If you have a group of items that belong together, like 5 response papers + 3 exams + 10 reflection entries, then it is a good idea to create categories that will contain those items. For example, you would create a category called Response Papers and then add its 5 grade items: response paper 1, response paper 2, etc + a category called Exams, and add its 3 grade items: exam 1, exam 2 and exam 3. Something along those lines.

If an item is on its own, then you do not need to create a category for it. It can stand on its own. e.g. Oral Presentation, Attendance and Participation.

**How To Create Categories**

1. In your course's Administration block, click on Grades
2. Click on the **Categories and Items** tab
3. This is the Edit categories and items screen.
4. At the very bottom of the page, click on the **Add category** button
5. Fill in the **Category name** and other items as required (see image below for explanations of basic options)
6. Click **Save changes**

Add as many categories as you need.
How To Create Grade Items

1. In your course's Administration block, click on Grades
2. Click on the "Categories and items" tab
3. On the Edit Categories and Items screen, look at the very bottom of the page
4. Click on the Add grade item button
5. Fill in the Name of the grade item
6. Enter the Maximum grade (how many points is it worth?)
7. If it belongs in a category, pull open the drop-down menu at the bottom of the page titled "Grade Category" and select its category
8. Click Save changes
Add as many grade items as you need.
How to Enter Grades

1. Go to the VIEW tab of the grade book
2. In the upper-right corner of the page click the Turn Editing On button
3. You should see the boxes under each column for each student where you can enter the numbers/grades
   The solid line box is for the GRADE and the dashed outline box is for FEEDBACK. You can get a bigger box for entering Feedback by clicking the EDIT ICON for that cell.
4. At the bottom of the screen, click the Update button
5. Turn Editing Off

How to find Help

The YELLOW QUESTION MARKS all over the course when you turn editing on are context-sensitive help files that tell you more about the specific option you are looking at. At the bottom of every Moodle page is a link to “Moodle Docs for this page” which takes you to the Moodle Community documentation on Moodle.org.

Also look at the Faculty Tutorials section on our Moodle home page for more tutorials.

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