# Quick Reference Guide for Faculty

**Editing Icons Key**

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| ✏ | *Edit title* – allows you to quickly rename a resource or activity link, simply edit the name and hit enter |
| → | *Indent*- to help organize a longer list of items in your week/topic. |
| ✥ | *Move*- allows you to drag and drop an item to where you want it, either within a week/topic or between them. |
| 🔧 | *Update* – for editing/update activity or resource settings |
| ▯ | *Duplicate*- allows you to create a copy of a page or file. Handy when creating similar assignments with the same settings. |
| ✖ | *Delete* – to remove an activity or resource |
| 👁 | *Show/Hide* – opening or closing this "eyeball" icon makes an activity or resource available or unavailable to students. When a link appears in gray, it is hidden. |
| 👤₊ | *Assign Roles*- allows you to change what a user can do with a specific page or file in your course site. |
| 👤 | *Groups*- only appears on forums or pages/assignments to which groups are enabled. Icon allows you to switch from no groups, separate groups, and visible groups. |

**HOW TO…**

**Make your course available**
1. Go to the **Settings** block on your course page.
2. *Click* **Edit settings**
3. *Scroll down* to **Availability**
4. *Choose* "This course is available to students" from the drop-down menu.
5. *Scroll down* to the bottom of the page and *click* the **Save changes** button.

**Add blocks**
1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. On the bottom right side of the page is a block called **Add a block** with a drop-down menu.
3. *Select* which block you want to add from the menu, the page will refresh & the block will appear near the **Add a block** menu.
   o Recommended blocks include: Calendar, People, & Section links.
4. To move that block to a different location. *Click* the **move icon** (up/down arrows), & then *click* on the dotted-line box where you want the block to move to.
5. Repeat this process for each block you wish to add.
   o For custom blocks of your own design, choose **HTML** from the **Add a block** menu.

**Update profile & change settings**
1. On any Moodle page, go to the **Settings** block
2. *Click* on **My profile settings > Edit profile**
3. *Enter* your City/town & Country (required)
4. *Add* description (with phone #, office hours, brief bio, etc)
5. *Upload* a picture
6. Change forum subscription, email digest, and read tracking settings to suit your needs.

**Add a resource**
1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. Option A (all resource types)
    o In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
    o *Select* the type of resource you wish to add (file, page, URL, label)
    o *Fill in* required areas & *adjust settings* as necessary
    o *Click* the **Save and return to course** or the **Save and display** button to finish.

   Option B (for adding files only)
    o If you are adding a file, you can now drag and drop it from a given location on your computer or thumb-drive into the week/topic you want to add the resource to. (Sometimes drag and drop may not work perfectly, and could be related to your browser. Remember that Firefox is the recommended browser for Moodle).

**Add a Quiz**
1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu.
3. *Select* **Quiz**
4. You will be taken to a screen that allows you to create the quiz activity & set its parameters.
5. When finished *click* the **Save and display** button at the bottom of the page.
    o *Notice* that it says, "No questions have been added yet." *Click* the **Edit Quiz** button to add questions.
    o *If you plan to write your own questions for this quiz*, it's ok to click the "Add a new question" on one of the empty pages.
    o *If using question banks (publisher provided or otherwise)*, you should set up a category (like a pool) BEFORE attempting to add questions to your quiz.

**Add an Assignment**
1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
3. You will be taken to a screen that allows you to create the activity & set its parameters.
4. Give the assignment a name & description.
5. *Set* **Available from & due dates/times**. Note that Moodle uses a 24-hour clock.
6. *Set* the **cut-off date**, if desired. This setting allows the students a "grace-period" of time to submit the assignment late. Moodle will timestamp it as such.
7. The group of settings that follow can be changed if desired. You can c*lick* on the **Blue ? icon** for a brief description of what the setting does.
8. **Submission settings**. In the past version of Moodle, you had to select the type of assignment you wanted to use first. Now you can control how the assignment functions via the settings. Options include:
    o **Upload one or more files** - A student can upload the number of files you allow. This could be a Word document, spreadsheet or anything digital. Select YES for "File submissions" and choose the maximum number of uploaded files allowed.
    o **Online text** - This assignment type asks users to compose and edit text, using the normal editing tools. Select YES from the drop-down menu if you prefer students to type their assignment directly into a Moodle text-box and grade it on screen.
9. *Set* **Feedback files** to YES. This will allow you to return a marked paper or rubric file to the student in addition to a grade and general feedback.
10. *Assign* **maximum grade** or choose a scale & **grade category** (if applicable, must set up in the gradebook first)
11. You can ignore the Common Module and Restrict Access settings in most cases.
12. To finish, *click* either the **Save and return to course** or **Save and display** button.

**Add a Forum**
1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In the week /topic you wish to add it to, *click* on the + **Add an activity or resource** menu
3. *Select* **Forum**.You will be taken to a screen that allows you to create the quiz activity & set its parameters.
4. *Give* the forum a name and an introduction.
5. *Choose* a **Forum Type** to use from the drop-down menu that appears under "Forum name."
   o If you do not change the forum type, "Standard forum for general use" is the default. (Most use this type)
   o If you are interested in using the Q&A forum type, consult this discussion on its use.
   o *Click* on the **Blue ? icon** for a brief description of the other types of forums
6. *Assign* **grade category** and *set* **Ratings Aggregate type** (if applicable)
7. *Set* **groups/groupings** for this forum under **Common module settings** (if applicable)
8. *Set* dates to **restrict access** to the forum if necessary.
9. *Click* the **Save and display** button.
10. *Click* the **Add a new discussion topic** to begin a thread with the questions you want to ask.


**Set up Grades area**
1. In the **Settings** block of your Moodle course, *click* on **Grades**.
2. Then *click* on the **Categories and items** tab at the top of the page.
3. Now you should *set up categories* based on the grading scheme in your syllabus.
   o *Scroll* to the bottom of the page & *click* on the **Add category** button.
   o *Give* the category a name & *click* the **Save changes** button.
   o *Repeat* this process for each category you wish to create.
4. Next, *choose* the **Aggregation** for these categories *by choosing* from the **drop-down menu** next to the **parent category** for the course. This is the category at the very top, which is named after your course.
   o If you want to weight each of the categories you just added, *choose* **Weighted mean of grades**.
      ▪ Boxes will appear next to each of the categories, you can *enter* the weight for each here & then *click* the **Save changes** button at the bottom of the page.
   o If simply you want everything in your grades area to add up, *choose* **Sum of grades** from the aggregation menu on top, & change it for each additional grade category.

NOTE: As you add quizzes or assignments, you have the option in the activity settings to put it in one of the grade categories you created. If you want to add something to the grade book that is done outside of Moodle, then *choose* to **Add grade item** by *clicking* on the button at the bottom of the name & giving it a descriptive name. This will add a column in your grader report for it.

*We encourage you to contact the E-Learning Coordinator at cmachia@mcny.edu if you'd like further assistance in setting up the Grades area to suit your needs.*

*Given that each instructor's grading scheme is different, we find that one-on-one sessions are the best way for us to help you achieve the desired outcome.*


**Import from a template or a previous semester's site**
1. Start by going into the course you want the information added to.
2. In the **Settings** block *click* on **Import**.
3. *Choose* the course you want to import from (you may have to search for it by using the field at the bottom) and *click* the **Continue** button.
4. Leave the default **Initial settings** and *click* **next button.**
5. At stage 3 of the import (Schema settings) it will show you a long list of all of the activities/resources you are about to import. You can deselect any of them by un-checking the box next to it if you do not wish to import that resource. For example, you don't want to import the News Forum because you already have one in the default shell for your new course site.
6. Stage 4 of the import (Confirmation and review) shows you everything you are about to import. *Click* the **Perform import** button to continue.
7. Once import is completed (it may take a few minutes depending on how much is being moved), *click* the **Continue** button to return to your course. All of the "stuff" you just imported should now appear.

**Set up the Attendance module**

1. In your Moodle course, *click* the **Turn editing on** button in the top right corner
2. In "Week Zero" (where the News Forum is located), *click* on the + **Add an activity or resource** menu
3. *Select* **Attendance**. (*Note that you only need one attendance module for the course, as you can add multiple sessions to it.)
4. You will be taken to a screen that allows you to create the attendance module & set its parameters.
    1. Edit the name to "Daily" or "Weekly Attendance" if desired.
    2. Set the grade for the attendance *overall*. By default, it is set to 100. Moodle assigns values to the Present/Late/Excused/Absent options, depending on the number of sessions you add and the maximum grade that is set. (If you do not want this calculated automatically within the gradebook in your Moodle course site, set this to No Grade.)
    3. *Click* the **Save and display** button to view it and add your class sessions.
5. You will land on the **Sessions** tab, but you haven't added any yet...so *click* on the **Add** tab to continue.
6. From here, you can create all of your class sessions at once:
    1. *Select* the **Create multiple sessions** box.
    2. For **Session Date** *enter* the date and time of your first class session from the drop-down menus (note that it is a 24 hour clock).
    3. *Enter* the duration next from the drop-down menu.  Example: 1 hour 40 min
    4. For **Session end date** *enter* the date and time of your last class session from the drop-down menus (note that it is a 24 hour clock)
    5. For **Session Days**, *select the check boxes* for the day(s) of the week your session meets.
    6. For **Frequency** the default is set at 1 session per week. *Adjust if necessary.*
    7. *Provide* a **Description** if desired.
    8. *Click* the **Add session** button to finish.
7. You will see a message that the sessions were created successfully, and will land on the **Add** tab again once the page refreshes. *Switch* back to the **Sessions** tab to make sure they were created.
8. By default, Moodle will display the current week only. You can *click* on the **All** button on the right to display all sessions at once.


**Take Attendance**

1. To take attendance, click on the blue "power" icon under Actions to view your roster.
2. Select the appropriate radio button for each student - Present/Late/Excused/Absent (displayed as P L E A )
3. Leave any remarks if desired
4. Once finished, *click* the **Save attendance** button near the bottom of your roster


**Need additional help?**

For log-in issues, contact the Helpdesk at x3005 or helpdesk@mcny.edu

Other questions may be directed to the E-Learning Coordinator via Moodle messaging or at elearning@mcny.edu