



# Moodle Quick Start Guide

---

For FACULTY

eThink Education

## Contents

Finding your Courses.....	2
Editing your Course.....	3
Adding Items to your Course .....	4
View Enrolled Users .....	6
Viewing assignment/quiz submissions .....	7
Grading Activities .....	7
Viewing Grades in Gradebook .....	8

## Finding your Courses

Once you have been enrolled as an Instructor into a course, that course will now display for you on the Front Page of site, once you login to your Moodle. Some courses might be showing in grey text, whereas others show in black text. This is due to the visibility of the course, if the course shows as grey, the course is currently hidden from Student view, if the course is displayed in black text, the course is open and available to Students.

### eThink Education Support

MAIN MENU ☰

- [Site news](#)

NAVIGATION ☰

**Home**

- My home
- Site pages
- My profile
- My courses

ADMINISTRATION ☰

- My profile settings

### My courses

**Todd Test Course**

Teacher: Todd Teacher Test

[All courses](#)

Search courses:

(Visible Course)

### eThink Education Support

MAIN MENU ☰

- [Site news](#)

NAVIGATION ☰

**Home**

- My home
- Site pages
- My profile
- My courses

ADMINISTRATION ☰

- My profile settings

### My courses

**Todd Test Course**

Teacher: Todd Teacher Test

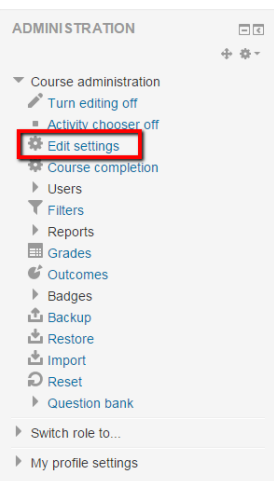
[All courses](#)

Search courses:

(Hidden Course)

## Editing your Course

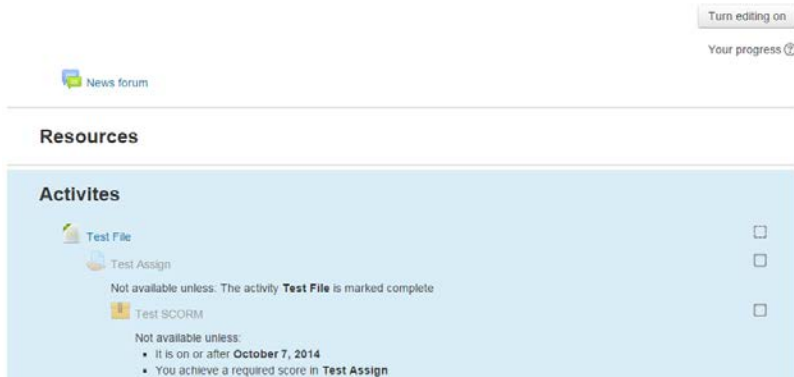
Once inside your desired course, you as the instructor, will have a bevy of extra abilities that students will not, such as adding course content, and changing the course settings. To edit the actual course settings themselves, you will need to navigate to the Admin Block>Course Administration>Edit Settings. Here you will be able to change things like: number of topic shown, course visibility (see above), and course format.



(Location of Edit Settings in Administration Block)

## Adding Items to your Course

Once inside your course you will be able to use the 'Turn Editing On' button to get the editing ability enabled for the course. When the button displays as 'Turn Editing Off' you will know that you are currently in edit mode.

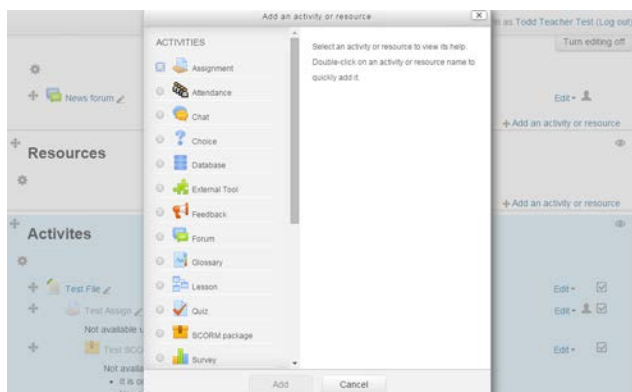


(Editing currently disabled (note that the activities does not show the edit option))



(Editing currently enabled (note the extra edit option for activities))

Once editing is enabled, you can then begin to use 'Add and Activity or Resource' option to begin browsing the types of activities you can add.



(Activity Chooser selections)

Each activity will have their own set of settings which can be configured, but the main points you will want to focus on are the; General, Availability, and Grade. Note that Restrict Access and Activity Completion are covered in more advanced course building topics.

Adding a new Assignment to November 1 - November 7 ⊕ Expand all

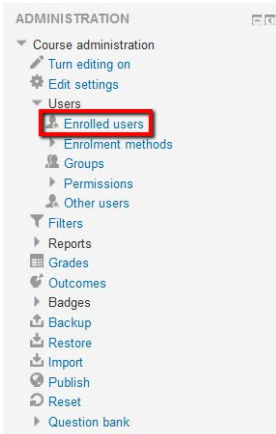
- General
- Availability
- Submission types
- Feedback types
- Submission settings
- Group submission settings
- Notifications
- Grade
- Common module settings
- Restrict access
- Activity completion

(The red highlighted sections are very important to set, while the blue are more advanced settings)

## View Enrolled Users

To view a list of your current enrolled users, you can navigate to one of two places:

1. Navigate to the Admin Block>Course Administration>Users>Enrolled Users



(Location of Enrolled Users in Administration Block)

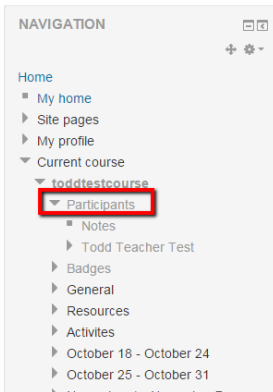
**Enrolled users**

Search  Enrolment methods All Role All Status All

First name / Last name ^ / Email address / ID number	Last access to course	Roles	Groups Enrolment methods
Todd Student Test todd.mathews.ethink@gmail.com 12345	8 days 21 hours	Student	Manual enrolments from Friday, October 3, 2014, 12:00 AM
Todd Teacher Test todd.mathews@ethinkeducation.com	now	Teacher	Manual enrolments from Friday, October 3, 2014, 12:00 AM

(Enrolled Users List)

2. Navigate to the Navigation Block>Current Course>(Course Name)>Participants



(Location of Participants List in Navigation Block)

My courses: toddtestcourse Inactive for more than: Select period User list: Brief

Current role: All participants

**All participants: 2**

First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Last name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Select	User picture	First name / Last name	Email address	ID number	City/town	Country	Last access to course
<input type="checkbox"/>		Todd Student Test	todd.mathews.ethink@gmail.com	12345		United States	8 days 21 hours
<input type="checkbox"/>		Todd Teacher Test	todd.mathews@ethinkeducation.com			United States	56 secs

(Participants List)

## Viewing assignment/quiz submissions

To view any submissions from your students, you can always navigate directly to the Assignment in question. Here you will see the option to View/Grade All assignments/quizzes. Here you can see the individual submission from your students, make any comments you wish to, and add any grade you wish.

### Test Assign

Test Assign

#### Grading summary

Participants	1
Submitted	1
Needs grading	0

[View/grade all submissions](#)

(View of Assignment Submission Page)

## Grading Activities

Once you have chosen to grade a particular activity, you can then begin the grading process, via the steps above. You can now choose to grade a specific student's submission.

Select	User picture	First name / Last name	Email address	ID number	Status	Grade	Edit	Last modified (submission)	Online text	File submit
<input type="checkbox"/>		Todd Student Test	todd.mathews.ethink@gmail.com	12345	Submitted for grading Graded	100.00 / 100.00	Edit	Wednesday, October 8, 2014, 2:47 PM	Test	

With selected... Lock submissions Go

(View of Student's Assignment Submissions)

While grading you will see the students submission (either online text or their file submission), and can upload any feedback you wish.

Todd Student Test (todd.mathews.ethink@gmail.com, 12345)

#### Submission status

Submission status: Submitted for grading  
 Grading status: Graded  
 Editing status: Student can edit this submission  
 Last modified: Wednesday, October 8, 2014, 2:47 PM  
 Online text: Test  
 Submission comments: Comments (0)

#### Grade

Grade:

Current grade in gradebook: 100.00

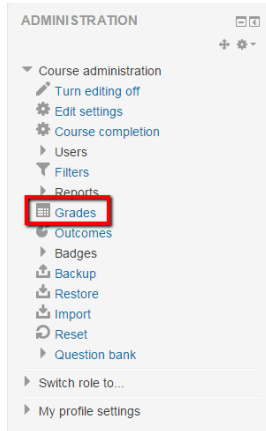
Feedback comments:

Location for Feedback to the Student

(View of Individual Student's Assignment Submission)

## Viewing Grades in Gradebook

The gradebook allows you to view the student's overall scores in your course, as well as each individual's progress in the course. To view the gradebook, navigate to the Admin Block>Course Administration>Grades.



(Location of Gradebook in Admin Block)

When viewing the gradebook, you will be able to either view the grades that have been entered via any activity grading. In addition, you can use the 'Turn Editing On' option which allows you to manually enter in grades for the student's work.

admin administration > Grader report Turn editing on

Grader report

**All participants: 1/1**

First name :  
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Last name :  
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Todd Test Course					
Last name	First name	Email address	ID number	Test Assign	Test SCORM	SCORM Test	Test Quiz	Course total
	Todd Student Test	todd.mathews.tbink@gmail.com	12345	100.00	100.00	100.00	-	100.00
Overall average				100.00	100.00	100.00	-	100.00

(View of Gradebook while editing is disabled)

### Grader report

**All participants: 1/1**

First name :  
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z  
Last name :  
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

			Todd Test Course					
Last name	First name	Email address	ID number	Test Assign	Test SCORM	SCORM Test	Test Quiz	Course total
Can edit								
	Todd Student Test	todd.mathews.tbink@gmail.com	12345	100.00	100.00	100.00		100.00

(View of Gradebook while editing is enabled)