Moodle Quick Start Guide
For FACULTY

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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.

(Visible Course)

(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.

(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]

   (Location of Enrolled Users in Administration Block)

   ![Enrolled users]

   (Enrolled Users List)

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

   ![Location of Participants List in Navigation Block]

   (Location of Participants List in Navigation Block)

   ![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.

(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.

(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.

(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.

(View of Gradebook while editing is disabled)

(View of Gradebook while editing is enabled)