

Getting Started

Moodle Login and Navigation

To login to Moodle you must have an active MyOsgoode account. If you do not have one, you can request to have it created by sending an email to help@osgoode.yorku.ca.

Logging In

1. Enter your MyOsgoode credentials in the **Username** and **Password** fields.
2. Click **Log in** to authenticate. The *My Courses* page appears showing the list of your courses.



Navigating in Moodle

The *My Courses* page illustrated below is the starting point for all courses you are associated with as an instructor, teaching assistant or student. This page is divided into three sections.

On the left are two blocks, **Navigation** and **Administration**. The term **block** refers to a particular cluster of configurable settings. Each block will have a unique name. Blocks can be added to or removed from a course. See the Using and Managing Blocks training document for more details.

The **Navigation** block allows you to navigate between and within a course. This block is available to you from the initial login page, *My Courses* and throughout Moodle.

The **Administration** block is a contextual block, which offers different setting options depending on your current location in Moodle. It is a commonly used block when building and modifying a course or course activities and resources.

The > symbol indicates that sub-options exist in a particular category. Clicking on each > symbol will reveal additional options in that menu.

The middle section of the page displays a list of your courses. A course title listed in grey and dimmed indicates that it is hidden from students. *All new courses are **not visible** to students by default.* Students will not see hidden courses listed on their *My courses* page but instructors will. Instructors can change the visible status of a course on the Course Settings page from the Administration block in order to make it visible to students.

The courses that are available to students are listed in red. You can customize the courses and course related notifications are listed.

Steps to make your course website student-ready

At the beginning of a course, there are a number of steps instructors need to take in order to get their course websites ready. These include setting the course format and layout, adding and organizing the content, and making the course visible to the students. The following list outlines the broad steps instructors should take in order to make their courses ready for students.

1. Add TAs and co-Teachers

As a course instructor, you are automatically assigned the role of Teacher in your courses. This role allows you to control many things within your course including adding new users.

You may want to add TAs, co-teachers or colleagues to your course. You are able to assign different roles for each user depending on which privileges you want each user to have.

Students are added to all courses automatically.

For more information on adding users to your course, refer to the Adding Users to your Course documentation page.

2. Configure Course Settings

Before adding content to your course, it is important to configure a few settings that will affect how the course is organized and presented to students. All major course options can be accessed from the Edit settings link on the Administration block from the course homepage. The following configurations are critical to the initial set up of your course:

General

- Course Start date
- Visible

Course Format

- Format
- Number of sections
- Course layout



Groups

- Group mode

For more information on configuring your course, refer to the Customizing Course Settings documentation page.

3. Set up Section Topics

Once the course format has been configured, you will be able to customize the topic sections of your course. If you have selected Weekly format, the date will automatically be added as section titles. Otherwise, the default section titles will be Topic 1, Topic 2, etc.

You can easily edit these section titles and add a description or summary of the section by clicking the Edit summary  icon below the section title. If the Edit summary  icon is not visible ensure edit mode is turned on by clicking on Turn editing on button on top right corner of the page.

For more information on setting up section topics, refer to the Formatting Course Layout documentation page.

4. Add Course Content

The type of content in a course website is divided into two broad categories: Resources and Activities. Resources comprise of the materials available including uploaded files, links to web pages and videos, and other content. Activities are typically used as a way for students to engage with the content and also for assessment purposes. These include discussion forums, assignments, quizzes, etc.

Resources	Activities
Book	Online and Offline Assignments
File	Chat
Folder of files	Choice
Label	Database
Page	Feedback
Tabbed Display	Discussion Forum
URL	Glossary
	Journal
	Quiz

The content of a course can be added at any time and is generally organized by section topic.

For more information on adding content to your course, refer to the About Course Content and Learning Resources documentation page.

5. Customize Blocks

On the left and right sides of the course homepage, you will see several Blocks with grey title bars. These blocks offer specialized tools for course management including administrative and navigational functionality.

By default, your course will have the Navigation, Administration, and Recent Activity blocks. However, several other blocks are available that instructors and/or students may find useful in managing the course.

For more information on setting up blocks, refer to the Using and Managing Blocks documentation page.

6. **Set up the Gradebook**

Moodle includes a built-in gradebook in each course. Course gradebooks are made available to all students in a Moodle course by default; however, the course instructor can determine which grades to display. Each student can see only their own course grades and not the grades of others.

Gradable Moodle activities include Assignment, Quiz, Forum, Glossary, Database, Journal and others. Gradebook columns can also be added as needed for "offline" or manual grading activities.

It is important to set the grading scheme and add items to the gradebook at the beginning of the semester. Otherwise, as individual grades are added, the course grade displayed to students may not be an accurate representation of their true standing in the course. You may also opt to hide the course grade from students to avoid any confusion.

For more information on the Gradebook, refer to the About the Gradebook and Step-by-step Guide to Setting up the Gradebook documentation pages.

7. **Make Course Visible to Students**

By default a course is not initially visible to students, allowing instructors the opportunity to work on the course before making it available to students. This includes adding content and assessment activities, and setting up the Gradebook.


When you are ready to display the course to students, you can change the Visible setting to Show on the Edit course settings page.

Refer to the figure below to locate the specific option on the Edit course settings page. Edit Course settings with Visible option highlighted

For more information on configuring your course, refer to the Customizing Course Settings documentation page.

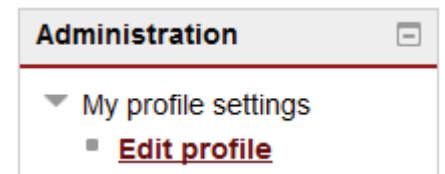
Managing your profile

Your Moodle profile includes information about you, such as your name, e-mail address, and location. After logging in to Moodle, you will see your name at the top right of the browser window which links to your Moodle profile. You can also access your profile from the Navigation block.

When editing your profile, some settings are mandatory while others may not be available to you as they are locked by the system. Settings that have a  symbol next to them offer brief help on that particular setting. Simply click on the symbol and a dialogue box will open with additional details about the setting.

Follow these steps to modify your profile information.

1. From *My Courses* page click the **Edit profile** link in the *Administration* block.
2. Specify who can see your e-mail address by selecting the appropriate option from the **E-mail display** drop-down menu.
3. Select the desired e-mail format option from the **E-mail format** drop-down menu.



Modern e-mail clients display HTML formatted messages, therefore, you should leave the default setting Pretty HTML format.

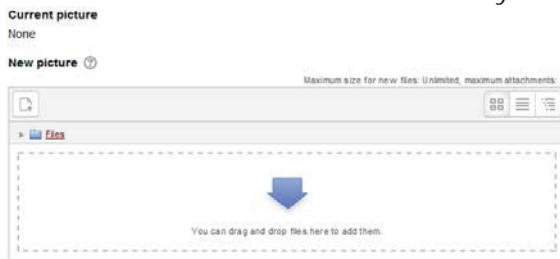
4. Select the desired option from the **E-mail digest type** drop-down menu. This setting is particularly important if you are using Forums in your course since it determines how forum messages will be sent to you.
 - **No digest (single email per forum post)**: This option will send you a separate e-mail message for each post made in a forum. This will depend on how many forums you are subscribed to and how active they are.
 - **Complete (daily e-mail with full posts)**: This option will combine all forum posts into one e-mail message
 - **Subjects (daily e-mail with subjects only)**: This option will send you an e-mail message that includes only a list of links to new forum post subjects for the day, including authors. You can click the subject link in the digest to view the complete forum post on Moodle.
5. From the **Forum auto-subscribe** drop-down menu, specify whether Moodle will automatically subscribe you to a forum after your initial post. If set, this option will check to see if you are already subscribed to a discussion forum when you post a reply to it. You can unsubscribe from a forum at any time.
6. Specify whether you want to keep track of new posts made in forums from the **Forum tracking**: drop-down menu. Selecting *Yes: highlight new posts for me* will highlight forum messages that you have not yet read so that you can quickly see what's new.

Although the setting you choose here will be the default behaviour for any Forum created in the course, it is also possible to change the settings for individual Forums.

7. Specify the desired text formatting option from the **text editor** drop-down list.

It is recommended to use the Default editor.

8. Enter information you want to share about yourself in the **Description** text box. This description will be visible to all course participants.
9. Add a picture to your profile in the **User picture** section by clicking the **Add** link or dragging the file from your local computer and drop it in the marked area (dashed rectangle). The picture will display wherever your profile information is used such as in Forums or when someone views your profile.



10. Enter any **Additional names** in the relevant boxes as desired.
11. Enter a list of interests separated by commas in the **List of interests** text box.
12. Use the **Optional** settings if you wish to offer more contact information to your students.
13. Click **Update profile** at the bottom of the screen to apply the settings to your profile.