Getting Started with Moodle 2011
Moodle is an easy and fast way for teachers to add an ICT dimension to their classes. As a minimum each class space is required to have a unit outline and major assignments on it. Moodle is a virtual learning environment which allows:

- Communication with your students and parents
- Distribution of work in an electronic form
- Electronic collection and marking of student work
- Appropriate internet links for assignments, class tasks or extension work

Access to Moodle:

- ZENworks window via the big 'm' icon
- Merici webpage
- http://moodle.merici.act.edu.au

Moodle front page

Moodle help is always available from the Teacher Librarians.

Once you have logged in you will have access to your portal. It will give an overview of your courses, timetable and other general information
Current users

For students only
Print and internet credit

Your timetable

Your Courses
Some courses are for a whole year group. This is a good place to put shared information such as unit outlines.

Other courses are just for your class and you have the editing rights.

Students are automatically enrolled or deleted from your course as required throughout the year. Students have a similar page to yours. It has all their classes on it.

**Setting up your courses**
Firstly, you must click on a course name link to open it. On the left hand side you will see the administration box.

Go into the Setting box and click onto Edit settings. This is where you customise your Moodle page.
You can change the full name of course but not the short name.

The short course name and course ID number must not be changed as this information comes from MAZE.

To change the theme of the page choose a style from the drop down menu.

Format: Most teachers use either Weekly or Topic format. Note SCORM is for advanced users.

The information box can be used to welcome your students or some other message.
You will have to open the class for your students.

Scroll down to Availability

Change the availability to *This course is available to students.*

When you have finished save your changes at the bottom of the page.
To see a list of students in your class click on ‘Participants’.
Adding content to your course

It is essential that you ‘Turn editing on’ when you want to change or upload anything on your page.

The switch role box allows you to view the Moodle page as a student.

You can add images to your class page.

ONLINE HELP is an invaluable resource. Click to access.

This is where you add content to your page.
Adding Files to your page – eg. word, excel, powerpoint

Click on the drop down menu ‘add a resource’ and select file.

Name your file – this appears on your Moodle page

Add a description of your file

Click on the Add button
A file box will pop up. Select the file you want and then click open.
Select Upload this file

Scroll to the bottom and click on save and return to course
The file will now be on your Moodle page.

This button allows you to edit.

This button deletes the resource.

This button hides the resource. Click to close the eye.
Adding a web link to your page
You will need to have the URL/link that you want to add.

Go to the drop down menu ‘Add a resource’ and scroll down URL
You must give the link a name
Give the link a description
Add URL
Choose Pop up
Scroll to the bottom and click on save and return to course
Messages
You can send messages to the students in your class. When a message is sent it goes to the student’s college email. There are 2 ways to send messages; from participants, and from the news forum.

Sending a message from participants
Sending a message to one student.
This is like sending an email. Only you and the individual student know the contents of the email.

Click on the select box
To send a message click on the participants box.

Scroll to the bottom of the page and choose ‘send a message’
Sending a message to the whole class

To send a message click on the participants box.

Click select all
All the names now have a blue tick in the box.

From the drop down menu select send a message

Type your message here

Click preview

Click send message
Sending a message from the news forum
Posting a message to the forum is another way to communicate with your students. Unlike ‘messages’ the forum is an open style of communication where all members of your course can read and respond to messages.

Click on News forum

Click on Add a new topic

Name your discussion

Type your message

Click on post to forum