MOODLE TIP SHEETS

Academic Technology Support (ATS)
A Division of Office of Information Technology

Campus Location:
Library, First Floor

Moodle Helpline
1-800-340-5462 or 484-365-7840
8:30 a.m - 5:00 p.m.
Monday - Friday
moodle@lincoln.edu
http://www.lincoln.edu/departments/lincoln-online
http://lincoln.mrooms.net/

The Moodle Support Team
Nancy Evans
Brenda Snider
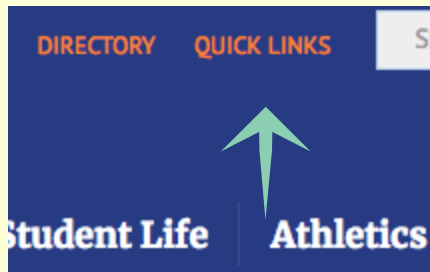Martha Spencer

MOODLE TIP SHEET: LOG IN

Lincoln Home Page
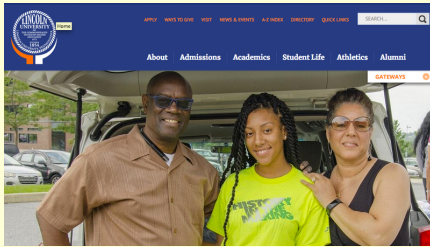
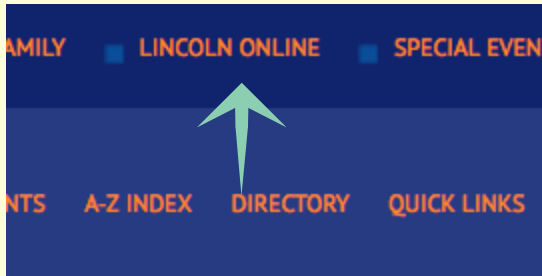www.lincoln.edu

Quick Links

- Click Quick Links

Lincoln Online

- Click Lincoln Online

Resources Page

- Click Log In To Moodle

IMPORTANT LINKS

- LOG IN TO MOODLE
- SET OR RE-SET PASSWORD
- STUDENT RESOURCES
- FACULTY RESOURCES
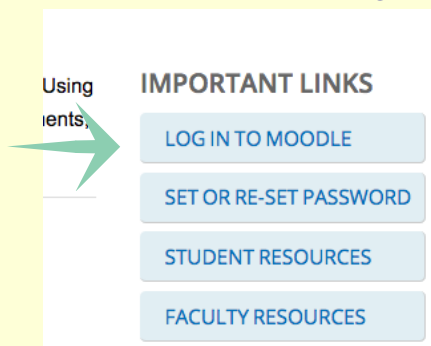
Moodle Log In

You are not logged in. (Log in)

- Click Log in

Forgotten Password

Forgotten your username or password?

- Click Forgotten your username or password

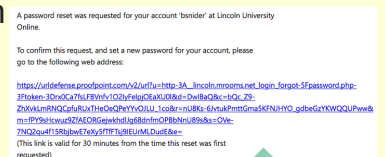## Username or Email

Search by username
Username

Search

Search by email address
Email address

Search

- Type Username or Email, Click Search

Continue
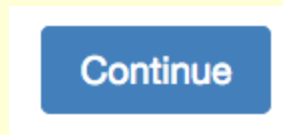
Continue

- Click Continue

- Log in to your Lincoln Email, Locate email from "admin," Click large link in the email

Lincoln Email

A password reset was requested for your account 'bsnider' at Lincoln University Online.

To confirm this request, and set a new password for your account, please go to the following web address:

https://urldefense.proofpoint.com/v2/url?u=http-3A__lincoln.mrooms.net_login_forgot-5Fpassword.php-3Ftoken-3Dn0Ca7fsLF8Vnfv1O2IyFelpjQEaXU0I&d=DwlBaQ&c=bQc_Z9-ZhXvkLmRNQCpfuRUxTHeOeQPeYYvQJLU_1co&r=nU8Ks-6JvtukPmttGma5KFNJHYO_gdbeGzYKWQQUPww&m=fPY9sHcwuz9ZfAEORGejwkhdIJg68dnfmOP8bNniJ89s&s=OVe-7NQ2qu4f15RbjbwE7eXySfTfTsJ9IEUrMLDudE&e=

(This link is valid for 30 minutes from the time this reset was first requested)

Password

The password must have at least 8 character case letter(s), at least 1 upper case letter(s), such as as *, -, or #

New password

New password (again)

- Set password, at least 8 characters (1 capital, 1 number, 1 alpha-numerical), retype to confirm

Moodle Dashboard

Dashboard
Site home
Calendar
Private files
My courses
Self-Study
Moodle Repository
Moodle Basics for Faculty

Brenda Snider   Customize this page

COURSE OVERVIEW

Timeline   Courses

In progress   Future   Past
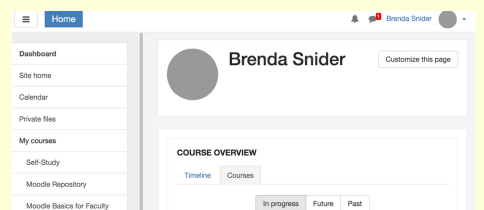
- This is your Moodle Dashboard

MOODLE TIP SHEET: QUICK START

- **Turn Editing On** - Allows you to edit your course. Most of the time, you will want to have your editing turned on.
- **Add Topics** - Allows you to set sections within your course page with a corresponding title.
- **Set Course End Date** - Setting your Course End Date organizes your dashboard. Your current semester courses will be under the *In progress* tab and previous semester courses will be under the *Past* tab on your Dashboard. **Tip:** Setting the end date is a new feature, and it would be beneficial to access your old courses and set the end date so they appear under the *Past* tab.
- **Set Visibility** - Allows your students to view the course.

Turn Editing On

1. Top right of screen, under your name, click the gear

2. Click Turn Editing On

Edit settings
Turn editing on
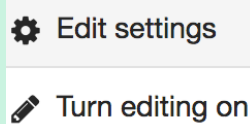
3. Now you will see controls for editing your course
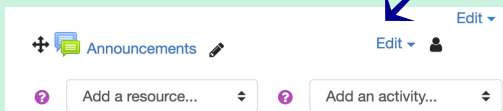
Add Topics

1. Near the bottom right of the course home page, click Add topics
+ Add topics

2. Add the sections you need for your course, (usually the number of weeks of the course) plus one for your Welcome and Syllabus

Add topics
Number of sections 1
Add topics   Cancel

3. Click Add topics

Set Course End Date

1. Top right of screen, under your name, click the gear

2. Click Edit Settings

Edit settings
Turn editing on
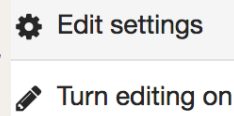
3. The sixth item on the list is Course end date. to the right of the year, click Enable

| Course start date | ? | 8 | August | 2018 | |
| Course end date | ? | 7 | August | 2018 | Enable |
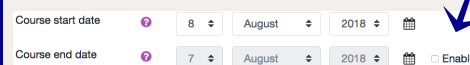
5. Set your course end date.

6. Scroll to the bottom of the page, click Save and display

Save and display   **Cancel**

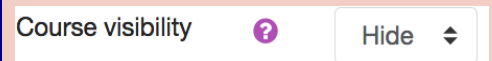## Set Visibility

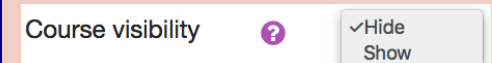1. Top right of screen, under your name, click the gear

2. Click Edit Settings

Edit settings
Turn editing on
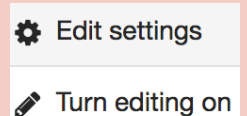
3. Go to the fourth item on the list, Course visibility

Course visibility   ?   Hide

4. Click the drop-down menu, choose Show

Course visibility   ?   ✓Hide / Show

5. Scroll to the bottom of the page, click Save and display

Save and display   **Cancel**

MOODLE TIP SHEET: QUICK START II

- **Your Profile** - Allows you your students to become more familiar with you.
- **QuickMail** - Allows you to email students from your Moodle account.
- **Student Can't See Course** - three possible solutions
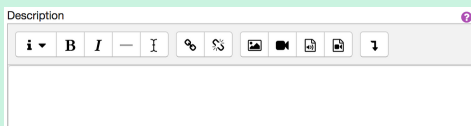
Your Profile

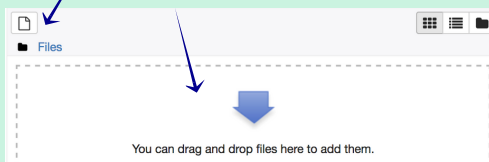1. Top right of screen, beside your name, Click the drop down arrow

Brenda Snider

2. Click Profile

- Dashboard
- Profile
- Grades

3. Add a short bio

Description
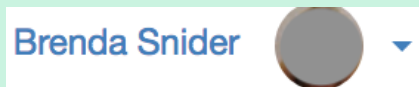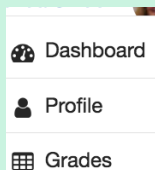
4. Upload your photo (select file or drag and drop)

Files

You can drag and drop files here to add them.

5. At the bottom of the screen, click Update profile

Update profile

Quickmail

1. The quickmail block appears on the left side of your course home page

QUICKMAIL
- Compose New Email
- Signatures
- View Drafts
- View History
- Alternate Emails
- Configuration

2. Click Compose New Email

3. Select Recipients, click Add

Selected Recipients   Role Filter
No filter
Potential Sections
All Users
All Sections
Time Management
Not in a section
Potential Recipients
◄ Add   Nancy Evans (Time Management)
Remove ►   Thelma Jacks (Time Management)
Add All
Remove All
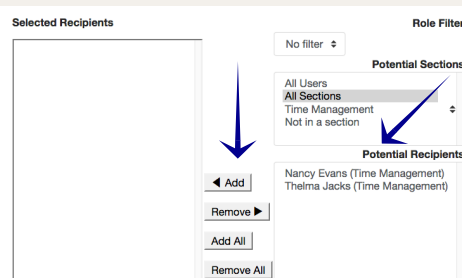
4. Type subject and message.

Subject
Message
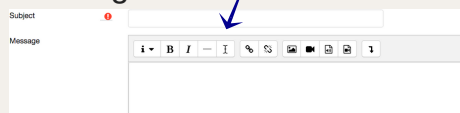
5. Click Send Email

Send Email   Save Draft   Cancel

Student Can't See Course

Possible Solutions

1. You have not made the course visible to students yet (See Moodle Tip Sheet: Quick Start).

2. Your student has not been enrolled in the course. Student should Contact academic advisor or the Registrar's office.

3. Your student has not been attending class and were removed from the course by the Registrar's office. - You, the professor, must send an email to the Registrar to reinstate the student.
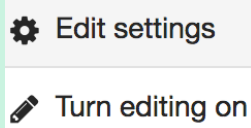
MOODLE TIP SHEET: UPLOAD FILE

Turn Editing On

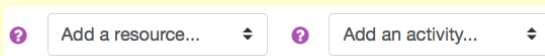1. Top right of screen, under your name, click the gear

2. Click Turn Editing On

   ⚙ Edit settings

   ✏ Turn editing on

3. Now you will see controls for editing your course

✛ 🖥 Announcements ✏   Edit ▾   Edit ▾
                        Edit ▾ 👤

❓ Add a resource... ⬍   ❓ Add an activity... ⬍
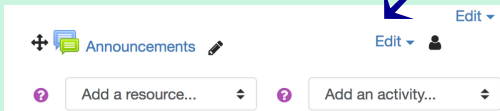
Choose Resource

- Click Add a resource

❓ Add a resource... ⬍   ❓ Add an activity... ⬍

   - Click Forum

✓ Add a resource...
   Book
   File
   Folder
   IMS content package
   Label
   Page
   RecordingsBN
   URL
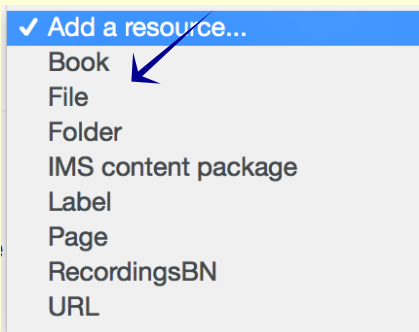
File Name

- Give the file a name

📄 Adding a new File ❓

▾ General

Name ❗ [   ]
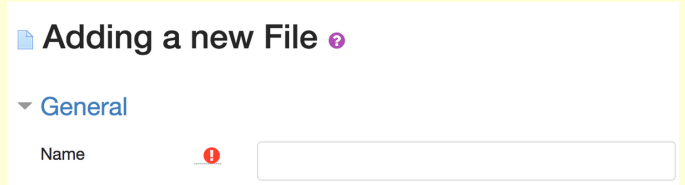
Forum Type

- Write a description (optional)

Description | i▾ B I — I 🔗 🚫 🖼 🎥 📄 📄 ↵
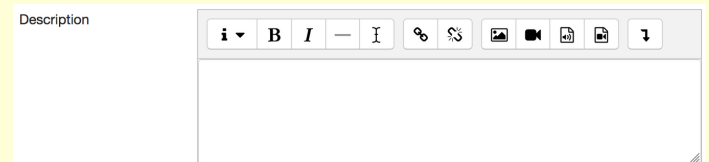
- Double click arrow to choose a file or drag and drop the file into this box

Maximum size for new files: Unlimited

📄 📁   ⊞ ☰ 📁

📁 Files

⬇

You can drag and drop files here to add them.
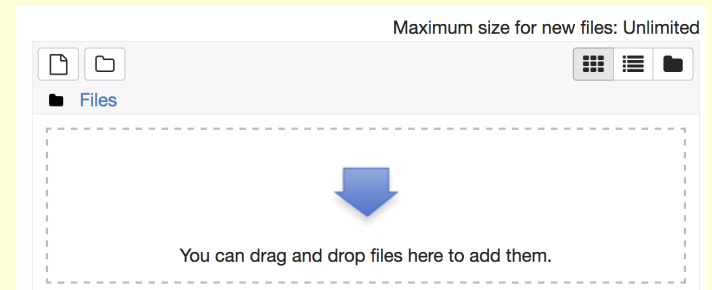
Save

- Click Save and return to course at the bottom of the page

Save and return to course   Save and display   Cancel
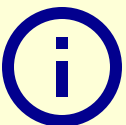
MOODLE TIP SHEET: ASSIGNMENTS I

Turn Editing On

Turn Editing On

1. Top right of screen, under your name, click the gear

2. Click Turn Editing On

⚙ Edit settings

✏ Turn editing on

3. Now you will see controls for editing your course

✛ 🗨 Announcements ✏   Edit ▾   Edit ▾ 👤

❓ Add a resource... ⬍   ❓ Add an activity... ⬍
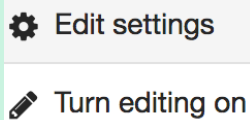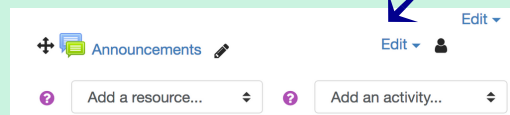
Choose Assignment

- Click Add an Activity

❓ Add a resource... ⬍   ❓ Add an activity... ⬍

✓ Add an activity...
Assignment
Attendance
BigBlueButtonBN
Chat
Database
External tool
Forum
Glossary
Interactive Content
Lesson
McGraw Hill Campus
Moodlerooms Forum
Quiz
SCORM package
Survey
Turnitin Assignment 2
Wiki
Workshop

- Click Assignment

Name Assignment

Assignment name

- Name the assignment (required)

Add a description or directions

Description

i ▾   B   I   —   I   🔗   ✂   🖼   🎥   🔊   🎬   ↴

☐ Display description on course page ❓
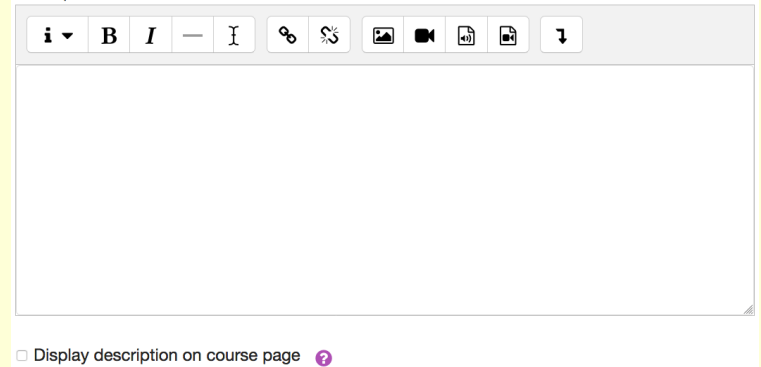
Upload the Assignment
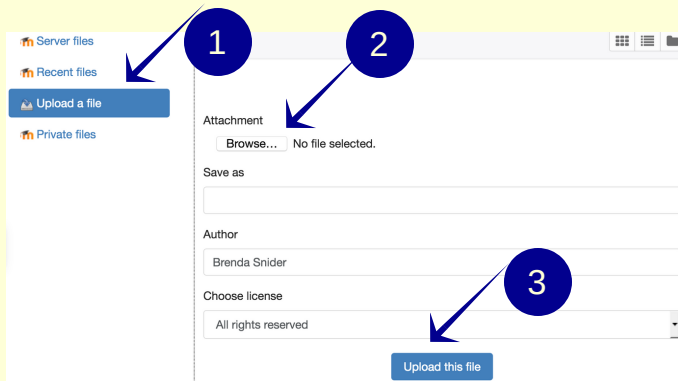
- Upload the assignment by dragging and dropping or clicking the paper icon or down arrow

Additional files   ❓

Maximum size for new files: Unlimited

🖿   ▦ ☰ 🗀

🖿 Files

⬇

You can drag and drop files here to add them.

Upload the Assignment (cont'd)

Click Upload the file, Click Browse, Select file, Click Upload this file

Availability

- Set a "submissions from" date and time
- Set a due date and time (assignments can be submitted after the due date unless you set a cut-off date)

- If you choose to set a cut-off date, click the enable box.
- Set a "remind me to grade by" date and time. This will show on your dashboard timeline.

Submissions Type

- Choose submission type
- If you choose to set a word limit, select the enable box and type the number
- If the assignment requires 2 or more parts, change the max number of uploaded files
- To restrict file types, click choose, i.e., if you want just PDFs., click choose and PDF

Feedback Types

- If you are not using a rubric, use feedback
- Choose how you want to leave feedback
- Feedback comments
- Feedback files - upload a document or audio file of feedback
- Offline grading worksheet - upload a worksheet with student grades and comments

Feedback types

Feedback types

☐ Feedback comments ❓ ☐ Feedback files ❓ ☐ Offline grading worksheet ❓

Comment inline

No ⬍

Submission Settings

- Submit button - You can require students to click a submit button
- Submission statement - You can require students to accept the submission statement
- Attempts reopened - allows more attempts at completing assignments satisfactorily
- Maximum attempts - correlates with attempts reopened

Submission settings

Require students click submit button	❓	No ⬍
Require that students accept the submission statement	❓	No ⬍
Attempts reopened	❓	Never ⬍
Maximum attempts	❓	Unlimited ⬍

Group Submission Settings

- If you set up groups for your course, then use this area to set submission settings

Notifications

- Set your settings to be notified of submissions

Notifications

Notify graders about submissions

No ⬍

Notify graders about late submissions

No ⬍

Default setting for "Notify students"

Yes ⬍

Grade

- We will go over these settings in the gradebook workshop

▼ Grade

Grade	❓		
		Type	Point ⬍
		Scale	150 ⬍
		Maximum grade	250

Grading method	❓	Simple direct grading ⬍
Grade category	❓	Not categorized ⬍
Grade to pass	❓	0.00
Blind marking	❓	No ⬍
Use marking workflow	❓	No ⬍
Use marking allocation	❓	No ⬍
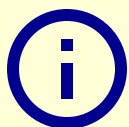
Restrict Access

- For instances when a student needs longer access. If you need to use this feature, see ATS for assistance

Tags and Competencies

- See ATS for further information

Save

- At the bottom of the page, click Save and return to course

Save and return to course   Save and display   Cancel

Switch Role

- After setting up your assignment, or when a student states they cannot see the assignment, you can switch your role to student.
- This allows you to see the student version of Moodle.

- In the top right corner, click the drop-down arrow next to your name.

Brenda Snider

- Click Switch role to
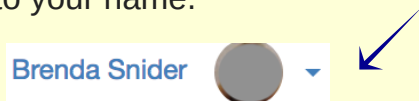
Dashboard
Profile
Grades
Messages
Preferences
Log out
Switch role to...
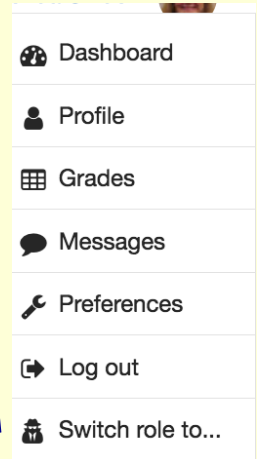
- Click Student

Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

Manager

Course creator

SI Leader

Teacher

Non-editing teacher

Student

- Your role changes to Student

Brenda Snider
Student
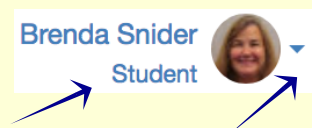
- In the top right corner, click the drop-down arrow next to your name.
- Click Return to my normal role

Dashboard
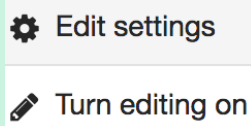Profile
Grades
Messages
Preferences
Log out
Return to my normal role
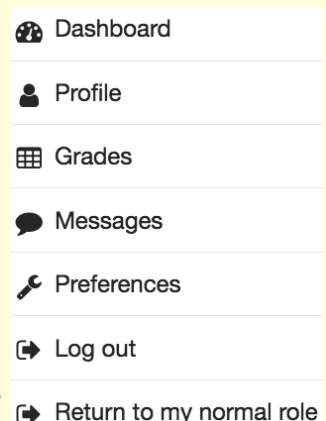
MOODLE TIP SHEET: FORUMS

Turn Editing On

1. Top right of screen, under your name, click the gear
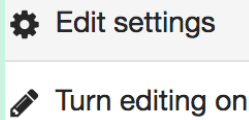
2. Click Turn Editing On

⚙ Edit settings
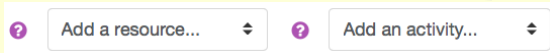
✏ Turn editing on

3. Now you will see controls for editing your course

✛ 📗 Announcements ✏   Edit ▾
                          Edit ▾ 👤
❓ Add a resource... ⬍ ❓ Add an activity... ⬍

Choose Activity

- Click Add an Activity

❓ Add a resource... ⬍ ❓ Add an activity... ⬍
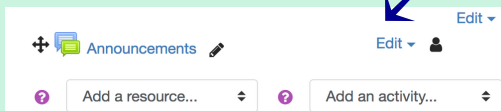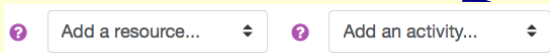
✓Add an activity...
Assignment
Attendance
BigBlueButtonBN
Chat
Database
External tool
Forum
Glossary
Interactive Content
Lesson
McGraw Hill Campus
Moodlerooms Forum
Quiz
SCORM package
Survey
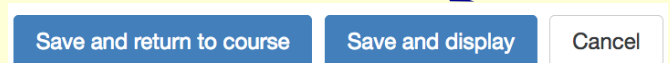Turnitin Assignment 2
Wiki
Workshop

- Click Forum

Forum Name

- Give the forum a name

▾ General

Forum name 🔴 [   ]

Forum Type

- Choose a Forum Type

Forum type ❓
A single simple discussion
Each person posts one discussion
Q and A forum
Standard forum displayed in a blog-like format
✓ Standard forum for general use

There are several forum types that you may use in your course. These types include:
1. A single simple discussion - A single discussion topic, which everyone can reply to (cannot be used with separate groups)
2. Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to
3. Q and A forum - Students must first post their perspectives before viewing other students' posts
4. Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links
5. Standard forum for general use - An open forum where anyone can start a new discussion at any time

Save

- Click Save and display at the bottom of the page

Save and return to course   Save and display   Cancel
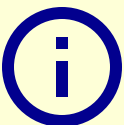
MOODLE TIP SHEET: ATTENDANCE I

Turn Editing On

1. Top right of screen, under your name, click the gear

2. Click Turn Editing On

   ⚙ Edit settings

   ✏ Turn editing on

3. Now you will see controls for editing your course

   ✛ 💬 Announcements ✏   Edit ▾
                                 Edit ▾ 👤
   ❓ Add a resource... ▾   ❓ Add an activity... ▾

Choose Activity

- Click Add an Activity

  ❓ Add a resource... ▾   ❓ Add an activity... ▾
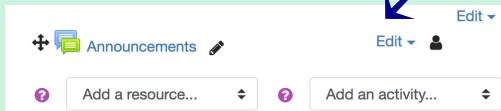
  ✓ Add an activity...
  Assignment
  Attendance
  BigBlueButtonBN
  Chat
  Database
  External tool
  Forum
  Glossary
  Interactive Content
  Lesson
  McGraw Hill Campus
  Moodlerooms Forum
  Quiz
  SCORM package
  Survey
  Turnitin Assignment 2
  Wiki
  Workshop

  - Click Attendance

Grade Attendance

- If you want to take attendance, but not grade it, choose grade type "none"
- We will review this section in the gradebook workshop

  ▾ Grade

  Grade

  Type   Point ⇕

  Scale   150   ⇕

  Maximum grade   0

  Grade category

  Not categorized ⇕

  Grade to pass

Save

- Click Save and display at the bottom of the page

  Save and return to course   Save and display   Cancel

Add Sessions

- Click the tab, add session

  Sessions   Add session   Report   Export   Status set   Temporary users
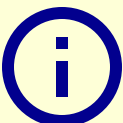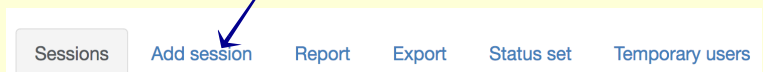
MOODLE TIP SHEET: ATTENDANCE II

Set Course Start Date and time

Add Multiple Sessions

- Click the box Repeat the session above as follows
- Click the days your class meets
- Repeat until - choose the date the class ends
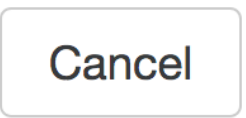
Add

- At the bottom of the page, click Add

Sessions

- You will see all of your class sessions

Take Attendance

- From your course home page, click Attendance
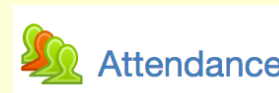
- Click the take attendance icon

- Choose P (present), L (late), E (excused), A (absent) next to each person's name. Leave comments as needed

Save Attendance

- At the bottom of the page, click Save attendance

Export Attendance

- Choose export

Sessions	Add session	Report	Export

- At the bottom of the screen, click OK

OK