**To All Faculty Teaching with Moodle**

\*Our learning system name has changed to *Moodle* from *Moodle*. The underlying platform is still Moodle and functionality has not changed.

The following instructions are available on the [Lincoln](http://www.lincoln.edu/departments/moodle-lincoln-online) Online web page.

Access Moodle through *QuickLinks* at the top of the Lincoln University home page, then *Lincoln Online*, where you will find Faculty and Student Resources and the Moodle log in button (upper right). When you are more comfortable with Moodle, you may go directly to <http://lincoln.mrooms.net/>.

**Why Use Moodle with a Face-to-Face Class**

1.     Be prepared for snow days.

2.     Interact easily with more students, including reluctant students.

3.     Encourage interaction and cooperation between students outside class.

4.     Encourage active learning activities.

**Log in and Set/Reset Your Moodle Password**

Use your Lincoln email username as your Moodle username, for example, if your email address is *bsmith@lincoln.edu*, your username is  *bsmith*.

This first time you log in to Moodle, you must re-set your password. Lincoln’s Moodle log-in page can be found by going to *QuickLinks* on the Lincoln home page or directly at <http://lincoln.mrooms.net/>.

1.     Go to <http://lincoln.mrooms.net/>

2.     In the upper right corner, click *“Log in”*

3.     Skip the username and password boxes.  Click *“Forgotten your username or password?”*

4.     Follow the instructions

-Type your Username or your email address and click “S*earch*”

-You will receive an email with instructions to confirm and set your password

-Return to <http://lincoln.mrooms.net/> and follow the instructions to set your password

-Your new password must consist of eight characters, at least one number, a character ($ # ! @, etc.) and a capital letter

If you lose or forget your password, follow the above instructions to reset it. These instructions can also be found on the [Moodle log-in](http://lincoln.mrooms.net/) page.

**Learn Moodle**

* **Moodle Training Center**

Self-paced, online courses are available for all faculty. To set up your training account,

1. Go to <https://train.blackboardopenlms.com/>
2. Click Log in, in the upper right corner
3. Type user name, which is your complete Lincoln email address
4. Type password:  changeme.now
5. Click courses in the right corner
6. Enroll in courses

* **Live Workshops and Assistance**

Moodle workshops are held on main campus in August and January. Announcements and reminders will be in the Daily Bulletin.

* **One-on-One Assistance** is available by appointment. Contact ATS, 484-365-7888 or [ats@lincoln.edu](mailto:ats@lincoln.edu)
* **Extend Your Learning** 
  + Workshops in Moodle Basics, Quizzes, Gradebook and other topicstake place throughout the fall and spring semesters. Watch for announcements in the Daily Bulletin.
  + Academic departments may request a workshop for their faculty.
  + MoodleDocs is available within Moodle with instructions and help with immediate questions
* **Help When No One is Available**
  + Additional help for faculty and students is always available online at <https://help.blackboard.com/Blackboard_Open_LMS>.

**Make Your Course Visible to Students**

When you are setting up your course, adding assignments and discussions, you see that the course name is light gray. Students cannot see the course until the color changes to bright blue.

When you make your course visible, also change course dates.

1.     Open your course

2.     Go to the menu at the bottom left, Administration

**>** Course Administration

**>** Edit Settings

**>** Go to the 4th line, “Visible” and change “Hide” to “Show”

3.      Save at the bottom

4.     Change the visibility of the course back to gray at the end of the semester

**Add Topics**

Multiple topics are no longer listed by default. Do not add course content under Announcements. Add a new Topic so that students will see all content.

1. Click on the gear in the upper right corner
2. Click “Turn Editing On”
3. In the content area, under Add an Activity or Resource, click “Add topics.” In the pop-up box, add as many topics as you like and click “Add topics”
4. You can change the first topic to Syllabus, or another introductory heading, and proceed

**Upload Your Syllabus**

|  |  |
| --- | --- |
| Find the Gear Icon and click for a drop-down menu  Click **Editing on** | Screen Shot 2017-08-02 at 9.40.50 AM.png |
| Go to Topic 1 on the content section  Click **Add a resource** | **Screen Shot 2017-05-19 at 12.01.15 PM.png** |
| Click **File**  Type Syllabus to identify the file | **Screen Shot 2017-05-19 at 12.02.30 PM.png** |

**Use Lincoln Email and QuickMail**

You and your students must use Lincoln email addresses and students must be registered in your courses to be on the participant list in Moodle. QuickMail is a Moodle tool that allows you to quickly and easily send email to as few or all of your students in a class. It will access Lincoln’s email system.

**Student Assistance**

As an online professor, you are accepting the commitment to help your students use Blackboard

Open. It may help you to switch your role to Student to see the student view. Find “Switch role to”

at the bottom of the left side in the Administration block.

Your students are also supported by ATS in several ways.

On the [Moodle Resources](http://www.lincoln.edu/departments/moodle-lincoln-online) web pages under Student Resources, students will find:

1.     Moodle Student User Guide

2.     Instructions in print and video

3.     Moodle use and documentation. MoodleDocs has a student help section is also available with instructions at the top of every page in Moodle

4. Additional help for faculty and students is always available online at <https://help.blackboard.com/Blackboard_Open_LMS>.

**Questions, Help, and Appointments**

Contact ATS with any questions or to set up an appointment for assistance at 484-365-8148 or extension 7888 or [ats@lincoln.edu](mailto:ats@lincoln.edu)

- Nancy Evans, Director, ATS, ext. 8148, [nevans@lincoln.edu](mailto:nevans@lincoln.edu)

- Brenda Snider, Instructional Technology Support Specialist, ATS, ext. 7355, [bsnider@lincoln.edu](mailto:bsnider@lincoln.edu)

**Moodle Helpline for Faculty and Students**

1-800-340-5462, 1-484-365-7840

ATS is open 8:30 A.M. to 5:00 P.M., First Floor Library

**Email and WebAdvisor questions, contact Information Technology**

(484) 365-8134

Open 8:00 A.M. to 5:00 P.M., Modulars (facing the Chapel Parking Lot)

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