Moodle.brf.org

#### Click on **Login**

Enter your username (5/3 combo) and password, click Login

The first time you log in, you will be required to change your password. Change password

Moodle Participants	s► Theresa Hunter► Change password				
You must change your password to proceed.					
	Change password				
	Username huntethe				
	Current Password*				
	New password*				
	New password (again)*				
	Save ch	•			
		TI	here are required fields in this form marked*.		

You are logged in as Theresa Hunter (Logout)

Enter your current password (testing), then enter your new password in the New password and the New password (again) boxes. Click on *Save changes*.

Click on Moodle (upper left corner)

Click on Edit this page (upper right corner of page)
Moodle: Overview of my courses

Moodle≻ Overview of my courses

Edit this page

Technology in the BRF School District

Go to Blocks, Add and select any blocks you would like added to your page. You can add or remove blocks at any time.

#### Moodle: Overview of my Moodle► Overview of my courses Techno Blocks Ŧ Add.. Add. Blog Menu Calendar Course/Site Description Courses Global Search HTML Latest News Loan calculator Mentees Messages Online Users Random Glossary Entry Remote RSS Feeds Tags Upcoming Events

### To add a course, add the block *Courses*, then click on All Courses

At the bottom of the page, click on Add a new course

AP US History	
School Board	
School Board Information	
	Search courses:
	Add a new course

Choose a category (if no categories apply, select *Miscellaneous* or contact me to have a category created)

Full name

Short name

Enter any necessary information into the webpage box

Select any necessary information from the boxes below - Course start date, etc.

When you have everything selected, click on Save Changes

Assign roles to the course

## Click on Student

Choose an Enrollment duration and start date

Select your students from the list and click the *Add* button (you can select more than one at a time by holding down the CTRL key and clicking on each name)

You can search for students by entering a first name or full name in the Search box at the bottom of the screen.

When done selecting students, click on the *Assign roles in Course: Name* button at the bottom of the page

Click on *Click here to enter your course* 

At this point you will see different things based on which layout you chose for your course.

To edit the page, click on the *Turn editing on* button on the upper right side of the page. Technology in the BRF School District

Moodle► BRF Tech	(7) Switch role to
People Tonic outline	Latest News

Under the Administration block, you can create Groups, Assign Roles (add students) etc.

To create a group, select Groups, then click on Create Group Name the group and give a description in the box – click on Save changes Once you have your group created, select it in the left hand box, then click on Add/remove users under the right hand box. Select the users you want in the group, then click on Add

Once done, click on the course name at the bottom of the page.

You can move blocks to the right side of the page by clicking on the right arrow – or up and down the page so that you have what you feel is most important first.

If you decide you want your course to have a different format, click on the Settings link under Administration and make the appropriate changes.

When adding HTML blocks – you need to toggle between "what you see is what you get" mode and TEXT mode, depending on what you put on your page. For example, if you get code from a webpage to add something, you will have to be in TEXT editing mode to make it work. If you just want to be able to type and insert pictures, you would stay in WYSIWYG mode.

Moodle► BRF T	ech
Configuring	a HTML block
Block Title:	(leave blank to hide the title)
Content:	Trebuchet       I (8 pt)       Image: Lang method       B       Image: U       S       X <sub>2</sub> X <sup>2</sup> M       M       M         E = =       M       M       Image: E       Imag

To change modes, click on the double arrows.

In WYSIWYG mode, click on the picture frame to add a picture, on the T to change font color, on the bucket to change background color, etc. Most of the editing features are the same as they would be in Word or a webpage editing program.

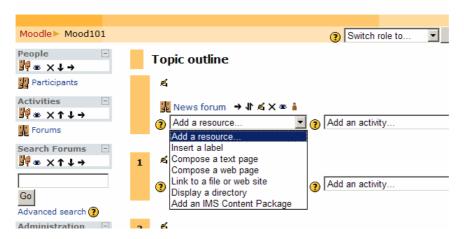
In TEXT mode, you must type in the html code tags.

Once your page is the way you want it, you can start adding to it. You can add either a **resource** or an **activity**.

Resources include Insert a label, compose a text page, compose a web page, link to a file or web site, display a directory, or add an IMS content package.

You are logged in as Peggy

# Using Moodle



Activities include Assignments, Choice, Database, Forum, Glossary, Hot Potatoes Quiz, Journal, Lesson, etc.

Moodle► Mood101		③ Switch role to ▼ T	urn editing off
People ⊡ ∰ ⊛ X↓→	Topic outline		Latest Net
Participants Activities ⊡ Presx ★ ↓ →	≴ <mark>೫</mark> News forum → 11 ≴ X ತ â		Add a new (No news ł yet)
Forums	Add a resource	Add an activity Assignments	Upcoming
Image: Second search (?)	Add a resource	Choice	C Inservi School Fr ↓ No Sch Mar
Administration → 2 P ⊗ × ↑ ↓ → ≰ Turn editing off	Add a resource	Journal	Go to cale New Event
r//moodle.brf.org/course/view.php?id Hand hs copier Wireshark Ize 2col.csv	=248instanceid=4138sesskey=1/	Lesson Quiz SCORM/AICC Survey Wiki	   ₩ <u>a</u> ▼   € 100% ▼ /

When you want to move things around on the page, you must be in "Editing" mode. Click on the arrow that corresponds with the direction you want to move the item. Depending on the type of item being moved, you may have to then click in the empty "box" that is in the spot you want your item moved to.

Weekly outline
Moving this activity: Meeting Minutes 08-17-09 (Cancel)
February 1st - 6th
with News forum → 1 K × ∞ h
Purpose → 1 ≰ × ∞
→[]
$\mathbb{Z}$ Computer schedules $\rightarrow \mathbb{I} \not \ll \times \infty$
Social forum → 小 🛋 🗙 🕸 着
→[]
School board documents ← → \ <b>1</b> ≤ × ∞
$\boxed{1} \text{Meeting Minutes 09-21-09} \leftrightarrow \Rightarrow \texttt{I} \not \leq \times \ll$
→[]
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→ []
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(?) Add a resource ▼ (?) Add an activity

To delete an item, click on the X. To hide an item, click on the eye. To edit an item, click on the hand with the pencil.

To see what your page will look like from the student view, click on *Switch role to....* and choose **Student**.

Test for class		You are logged in as Peggy Gordon (Logout)	,
Moodle⊨ TFC1		③ Switch role to Turn editing off	
People ⊡ ∰ * ×↓→	Weekly outline	Switch role to Teacher Non-editing teacher Switch	à
Participants       Activities       Image: second se	ಷ ∰ News forum → 小 ಸ × ತಂ ≟	Student (new topic two-mews has been posted yet)	
Forums		Add a resource Add an activity Upcoming Events	а

Excellent resources for Moodle

http://docs.moodle.org/en/Teacher\_documentation

http://www.moodle.org - create an account to access tons of information

There is also a *Moodle Docs for this page* link at the bottom of each Moodle page you create.