

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**

You are logged in as Theresa Hunter (Logout)

Moodle > Participants > Theresa Hunter > Change password

You must change your password to proceed.

**Change password**

Username huntethe

Current Password\*

New password\*

New password (again)\*

Save changes

There 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**

You are logged in as Jason Janke (Logout)

English (en)

Moodle > Overview of my courses

Technology in the BRF School District

Edit this page

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...

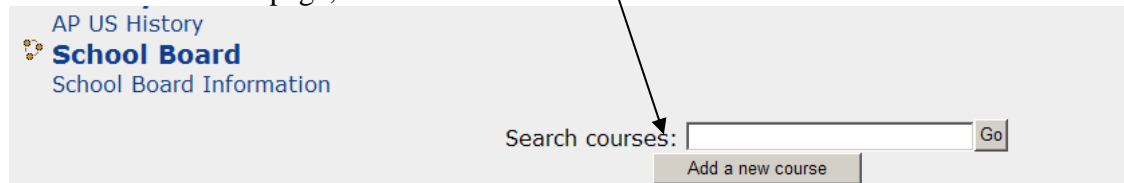
Blocks

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**



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)

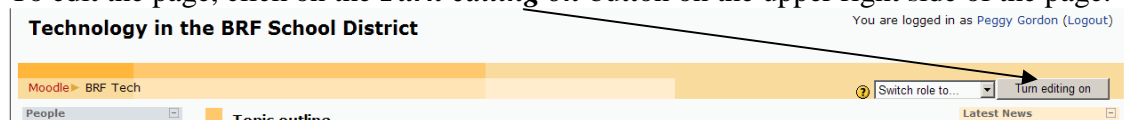
You can search for students by entering a first name or full name in the Search box at the bottom of the screen.

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.



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.

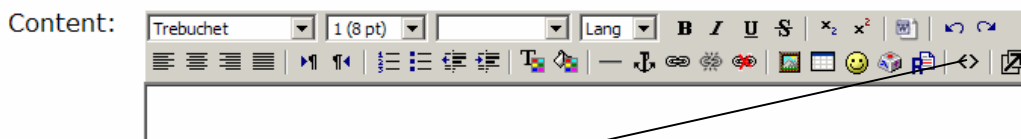
If you decide you want your course to have a different format, click on the Settings link under Administration and make the appropriate changes.

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.



### Configuring a HTML block

Block Title:  (leave blank to hide the title)



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.

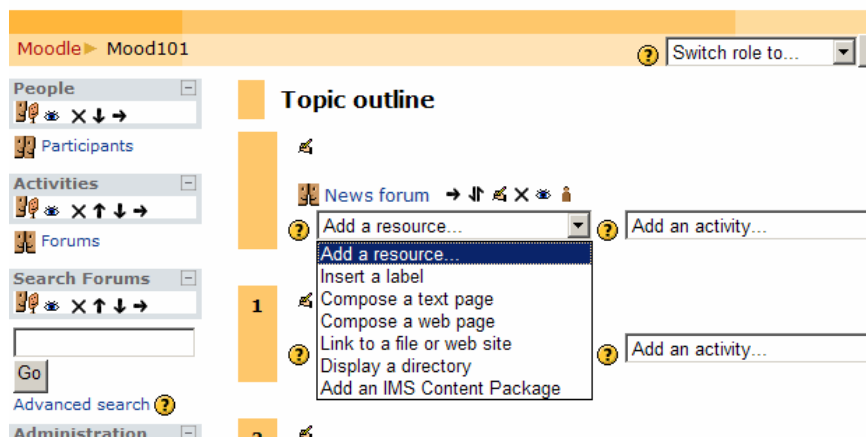
In TEXT mode, you must type in the html code tags.

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

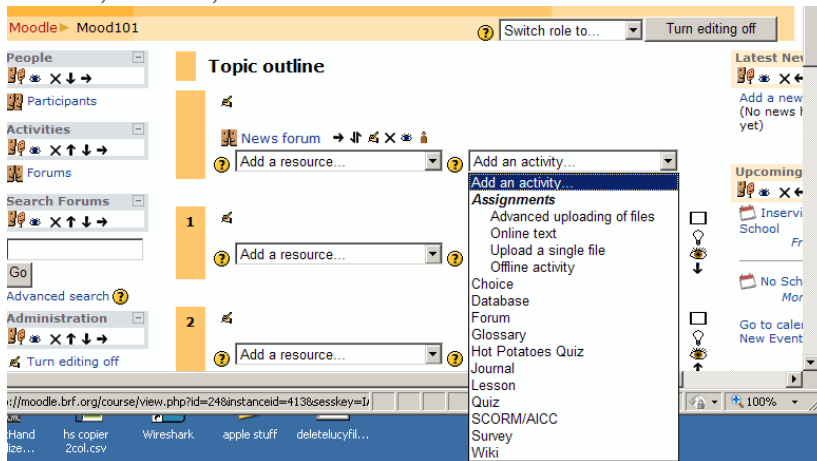
Resources include Insert a label, compose a text page, compose a web page, link to a file or web site, display a directory, or add an IMS content package.

## Using Moodle

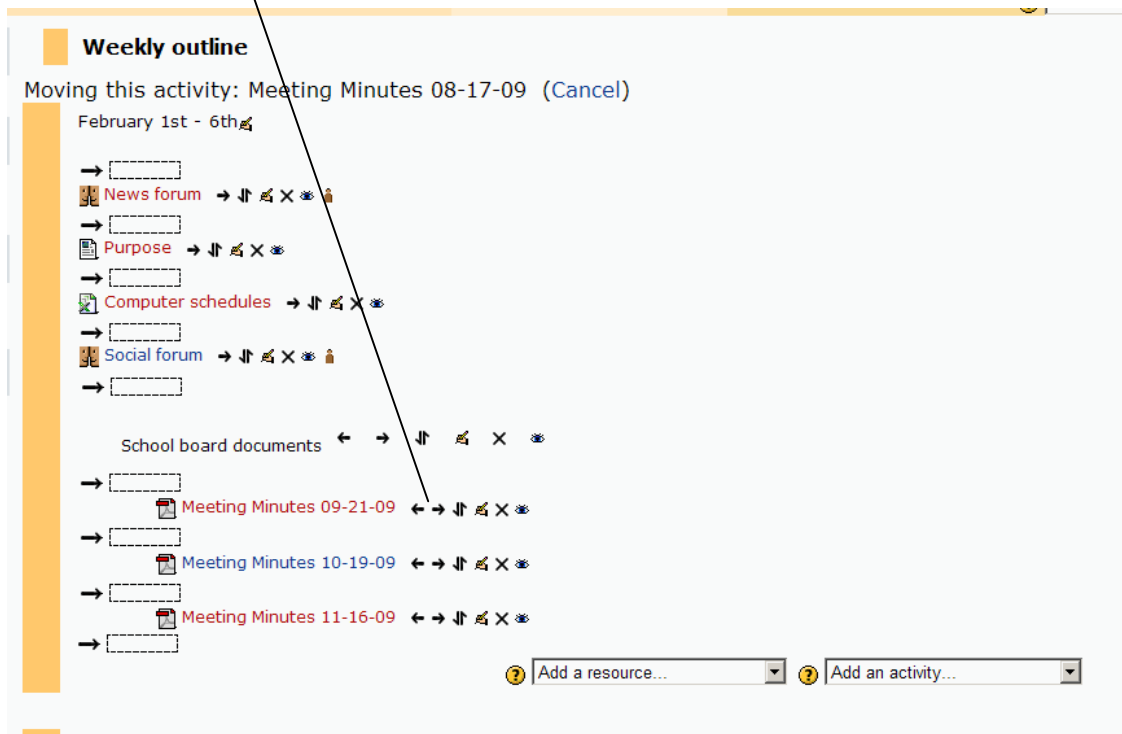
You are logged in as [Peggy](#)



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

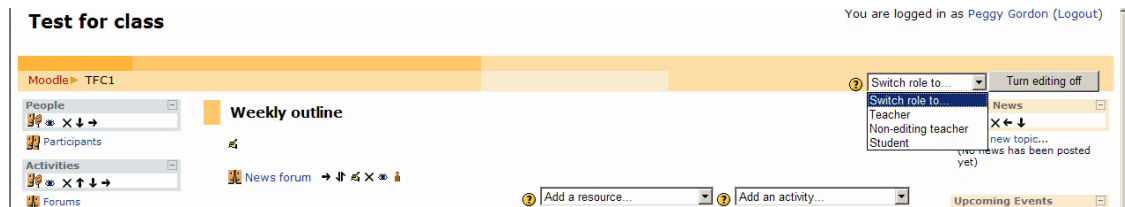


When you want to move things around on the page, you must be in “Editing” mode. Click on the arrow that corresponds with the direction you want to move the item. Depending on the type of item being moved, you may have to then click in the empty “box” that is in the spot you want your item moved to.



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**.



Excellent resources for Moodle

[http://docs.moodle.org/en/Teacher\\_documentation](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.