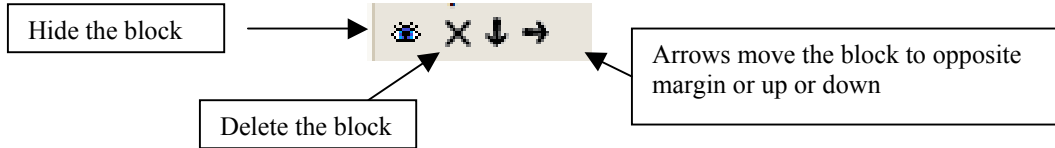


## Editing the Course Blocks

Each side block in Moodle can be moved, hidden or deleted. Turn on editing in the “Administration” block. You will see the following tool bars appear in each block:



### People Block



“Participants” will show you everyone enrolled in your class. Currently there is only one teacher. If you allow students to enroll in your class, they will be listed under the “Student” section. You can sort this list by clicking on the “First name”, “Last Name”, “City/town”, “Country” or “Last Access” links.

### Search Forum



The search forums block allows you or your students to search for any word (or words) that occur in any forums (discussion groups) you have in your class. This lets you track down any keyword(s) that you are interested in.

### Course Categories

This is a list of all the courses being offered in our district.

### Calendar Block



This block allows a user to post significant events, relative to their account permissions:

- Site (event viewable in all courses - created by admin users)
- Course (event viewable only to course members - created by teachers)
- Groups (event viewable only by members of a group - created by teachers)
- User (personal event a student user can create - viewable only by the user)

If you add closing dates to an Assignment, Forum, Quiz or Chat activity within your course, these events will show up on the Calendar automatically. You can view previous or future months on Calendar by clicking the left/right arrows next to the current month’s name. Today’s date is always outlined in black. Other events are color coded based on what the event is (color key under Calendar). You can hide or show various categories of events by clicking on the color key.

## Steps To Adding A Calendar Event

1. Click month on Calendar (e.g. January)
2. Click on “New Event” Link

3. From New Event page select:

- User event (event unique to the user only)
- Group event (if Groups are enabled, select group within course event is for)
- Course event (for learners within the course only)
- Site event (created by admin users only).

1. Add event properties and click “Save changes”. The color code devent will now display with within the calendar block.

## Upcoming Events

This block shows your class what events are coming up (based on the calendar). It also includes a link to go to the calendar or to add new events.

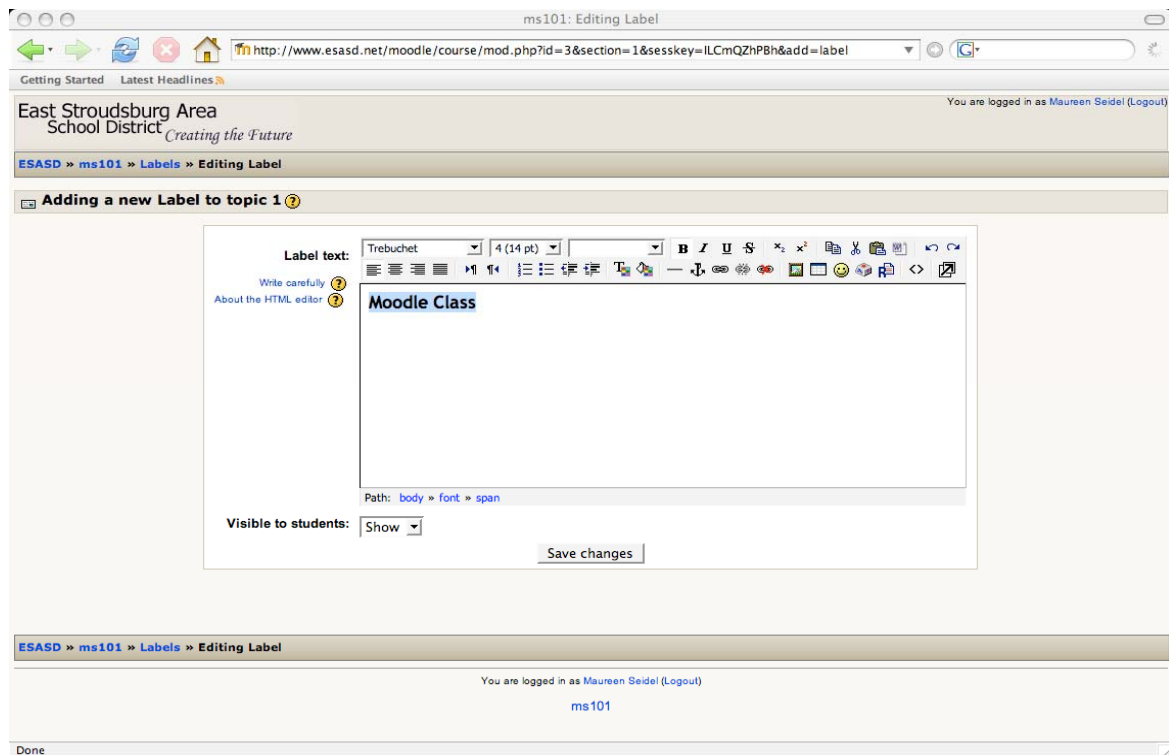
## Blocks

You may add other kinds of blocks or create your own from this pull-down menu.

## Adding Course Content

### Adding a Course Title or Description

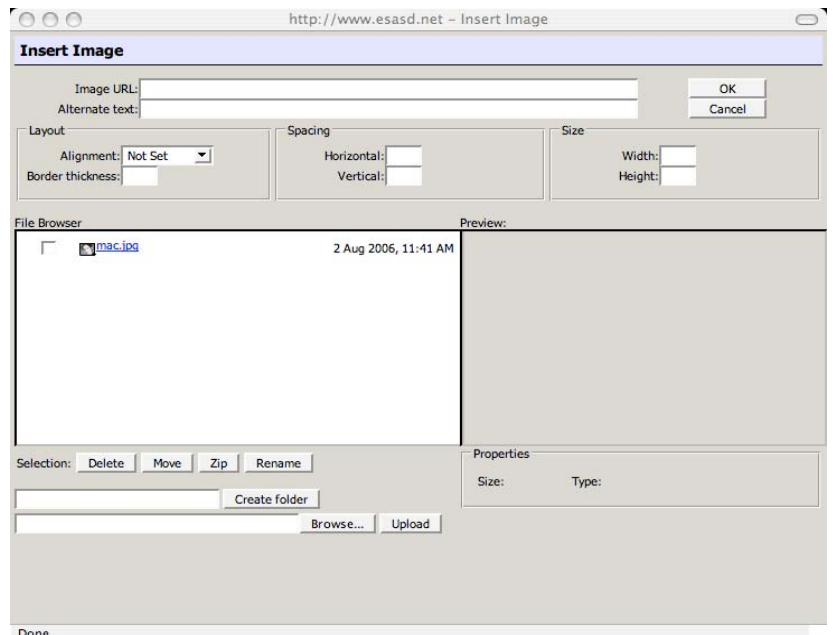
Begin by clicking the hand holding the pencil. It will open up an editing box. In this box you can add your text and format it just like on a word processor.



When finished, click on “Save changes”.

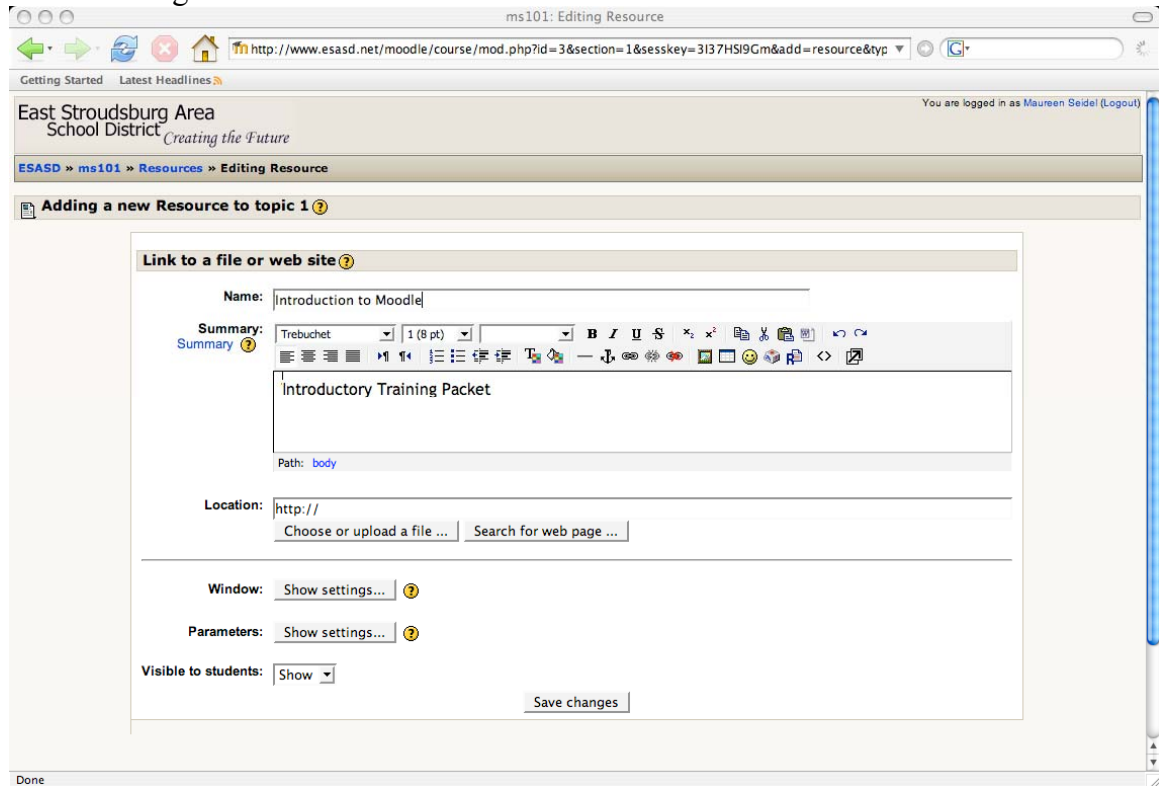
### Adding an Image or a Graphic

1. In the editing box, click on the symbol that looks like a landscape.
2. Click on “Browse” to find the image you would like to add to the site.
3. Choose the image and then click on “Upload”.
4. It will appear in the list of images. Check the box of the image in the list and click on its name. A path will be put in the URL box. Add an alternate text word and click “OK”.



## Linking to a File

1. Under the “Add a Resource” pull down menu choose “Link to a File”.
2. Add a “Name” and “Summary” for the file.
3. Under “Location” click on “Choose or upload a file”. When you locate your file click on “Upload”.
4. When upload is successful click on the file name to choose it and then click “Save Changes.”



The screenshot shows a web browser window titled "ms101: Editing Resource". The address bar contains the URL: <http://www.esasd.net/moodle/course/mod.php?id=3&section=1&sesskey=3137HSI9Gm&add=resource&typ>. The page header identifies the user as "Maureen Seidel" and the site as "East Stroudsburg Area School District". The breadcrumb trail is "ESASD » ms101 » Resources » Editing Resource". The main heading is "Adding a new Resource to topic 1". The form is titled "Link to a file or web site" and contains the following fields:

- Name:** Introduction to Moodle
- Summary:** Trebuchet (font), 1 (8 pt) (size). The text area contains "Introductory Training Packet".
- Location:** http://. Below the text are two buttons: "Choose or upload a file ..." and "Search for web page ...".
- Window:** Show settings...
- Parameters:** Show settings...
- Visible to students:** Show

A "Save changes" button is located at the bottom right of the form.

## Linking to a Webpage

1. Under the “Add a Resource” pull down menu choose “Link to a Webpage”.
2. Add a “Name” and “Summary” for the file.
3. Under “Location”, type in the URL or use “Search for Web Page” to find the URL.
4. Click “Save Changes”.

## Adding an Activity

### Choice Module

A choice activity is very simple - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research feedback.

The Choice properties window allows you to select whether results from the activity are published for participants to view (anonymously or known) and whether a participant can modify their original selection. You can also set whether the results page will display a column showing unanswered participants.

Choice name: Online Learning

Choice text: Which method of learning best suits your *learning* style?

Path:

Choice 1:	All instruction received face to face in the traditional classroom	Limit:	
Choice 2:	Some instruction received in the traditional classroom, some online	Limit:	
Choice 3:	All instruction given online	Limit:	
Choice 4:		Limit:	0
Choice 5:		Limit:	0

Limit the number of responses allowed: Disable

### Glossary

The “Glossary” option adds a flexible way to present definitions (and more) that can be linked through your entire class site. To add a Glossary, select “Glossary” from the “Add an activity” pull-down menu. This will take you to the Glossary screen:

- Name: This field can be anything you like – it is the name that shows up on the class page.
- Description: This can be anything you like. This does support formatting (bold, italics, etc.) by using the tool-bar.
- Entries shown per page: This is useful to help users with slow connections. If you limit the entries to 10 or 15 per page, the load time is faster. If you do not specify a number, the system will load every definition.

- Glossary Type: This can be either “Secondary glossary” or “Main glossary.” You can only have one Main Glossary for your entire classroom. You may have as many Secondary Glossaries as you like. Entries from Secondary Glossaries can be transferred to the Main Glossary. This allows you to build a Main Glossary with the definitions you want from any definition in the Secondary Glossaries. Students cannot modify a Main Glossary.
- Students can add entries: This setting allows students to create entries if it is set to “Yes” and if the glossary is a Secondary Glossary. Students cannot add directly to a Main Glossary.
- Duplicated entries allowed: This sets if students can define a term more than once (if two or more students can define “sonnet” or the like).
- Allow comments on entries: This sets if others in the class can make comments on glossary entries or not.
- Allow print view: Students can be allowed to use the print view of the glossary. You can choose whether this feature is enabled or disabled. Teachers always can use the print view.
- Automatically link glossary entries: If this option is set to “Yes”, then every time a term is used anywhere on the site, the term will link to the definition in the glossary
- Approved by default: If this setting is set to “No,” then all student entries must be approved by the teacher before they become available to everyone. If this is set to “Yes,” then all entries are available to everyone.
- Show 'Special' link: if this setting is set to yes, it allows students to browse using special characters (like \$ % #).
- Show alphabet: if this is set to yes, it allows students to browse by letter of the alphabet.
- Show ‘ALL’ link: if this is set to yes, it allows students to list all entries in the glossary at once.
- Edit always link: if this is set to yes, then students can edit their glossary entries at any time. If this is set to no, students cannot edit their entries once they are submitted.

