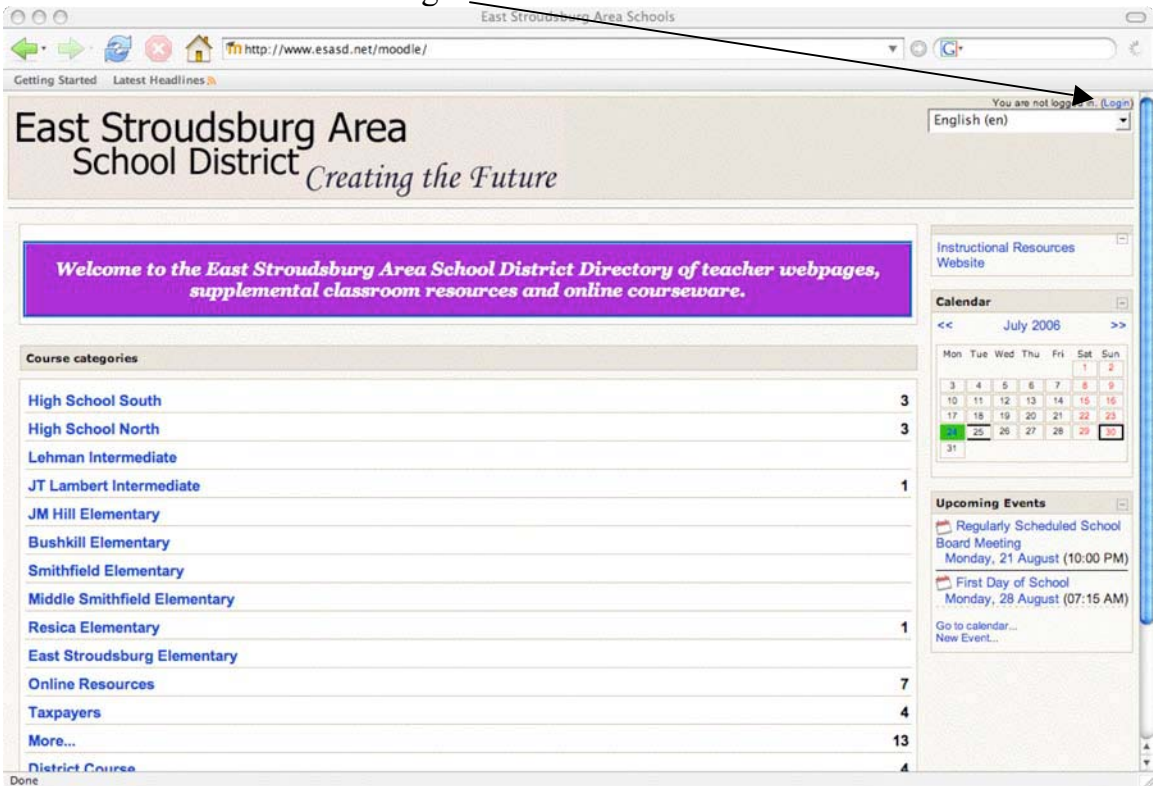# Moodle
An Electronic Classroom

Moodle is the name of a program that allows you to expand your classroom on to the web. It is considered open-source software, which means you are free to download it, modify it and even distribute it (under the terms of the GNU General Public License). It has been downloaded, installed and hosted on our district server for your classroom use. It is easy to use and is being used by educators and professionals all over the world! Moodle can help you post news items, assign and collect assignments, post electronic journals and resources, and do much, much more!
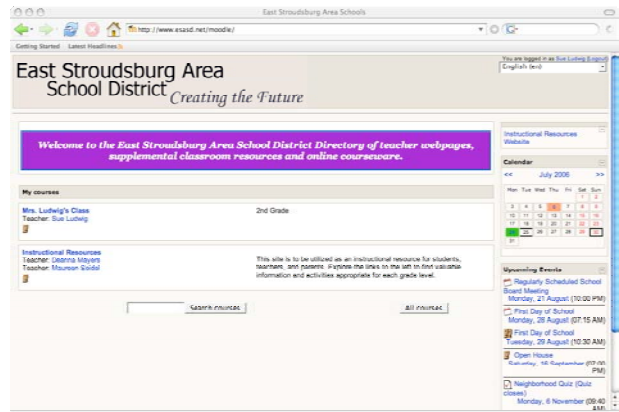
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Logging In…

1. Launch your web browser and type in the following address:
   http://www.esasd.net/moodle

2. The school district's Moodle page will load.

3. Click on the blue link to login.

4. Login with your first initial last name for the user name and password. You will see your "Course" listed. Click on your course name to enter it.

Moodle Screen Elements

Learners can log on to your website using any browser. The basic screen elements will appear.

Navigation Bar or Breadcrumb trail that lets you see where you are and where you've been

Turn editing on to make changes

Course Content Area in Topic Format

Side Blocks or Modules
Each of these modules can be moved or hidden. Descriptions of each module can be found later in the packet.

Course Settings

This allows you to change the look of the class. If you click on the "Settings" link, you should see a screen like this:


All of the individual settings have "?" next to them to explain what they do. A few of these fields warrant special comment:

-ID number – this field is used to create a number that can be used to interface with other programs. This field can be left blank.

- Summary – this can be anything. If you have HTML editors enabled, you can use full formatting, including superscripts, subscripts, emoticons, etc.

- Format – this is an important field. There are three different formats for the class –Weekly, Topic, and Social. The weekly format organizes the class into weeks, with assignments, discussion boards, tests, etc. all residing in a week-by-week block. The Topic format organizes everything by topics (or units), regardless of how long they take. The Social format is built around a forum (bulletin board), which is good for announcements and discussions. The different formats look like this:
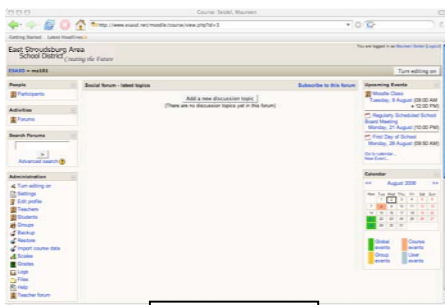
Social
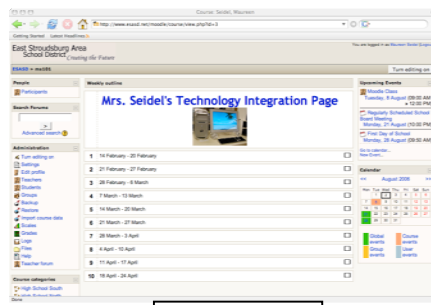
Weekly
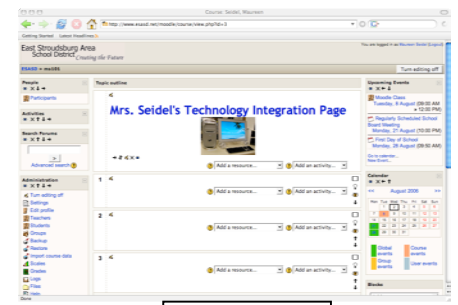
Topic

-Enrollment duration – This sets how long a student can be enrolled in a class from when the student registers.

- Number of weeks/topics – this displays the number of weeks or the number of topics displayed on your class page (the default is 10 weeks or 10 topics).

- Group mode – This is the default setting for groups for the course.
    - No groups – if this is set, the class is one big group. Everyone can see everyone.
    - Separate groups – if this is set, each group is separate – the groups cannot see each other (can not see other groups' postings, assignments, etc.).
    - Visible groups – if this is set, students belong to groups, but the groups can see each other.
    - Force (setting related to group mode) – if this is set to "No," then groups can be assigned for each module added (each assignment). In this case, the class group setting is the default setting, but that can be changed. If this is set to "Yes," then the group setting cannot be changed at the assignment level – the setting for the class level is always the setting.

- Availability - This option allows you to "hide" your course completely. It will not appear on any course listings, except to teachers of the course and administrators. Even if students try to access the course URL directly, they will not be allowed to enter.

- Enrollment key – this is the classroom password. If you fill in this field, students will have to put in the password the first time they log in to the class. This is to keep people who are not in your class from joining. The enrollment key can be anything – a word, numbers, or a combination. This can be changed as many times as you like in case the password gets spread outside of class. Again – students only need to put this key in the first .

- Guest access – this controls if people without accounts can get into your classroom. This is set to "Do not allow guests in" by default, but it can be changed to allow guests in who have the classroom enrollment key (the password) or to allow in any guest, even if they do not have the enrollment key. Note that guests cannot change anything in a course – they can only read or see what has been done.

- Hidden sections – this setting controls how hidden sections appear (or don't) in your class. You want to hide a section in your classroom if you are making changes on it, or if you do not want the students working ahead (on a future topic). If you hide a section (a topic or a date), a small bar will normally appear to let the student know there is a hidden section there. The students cannot see anything in the section, but will know it is there. If you set this control to "Hidden sections are completely invisible," then nothing shows up in the class for the students to see.

News items to show – this sets how many news items to show for your class. Any time you post something in the News forum (at the top of the classroom), the title will appear in the "Latest news" box (at the top of the page by default). The number you set here limits how many news items to post before old ones get dropped. If you enter "0" for this menu, the "Latest news" box will not be displayed.

- Show grades – this item sets whether or not students can see the grades you give them on any assignments that support giving grades (which is most of them). By default, this is set to "Yes" so the student can see the grade you gave. If this is set to "No," then students cannot see the grades that were given.

- Show activity reports – this feature defaults to "No." If this is switched to "Yes," then students can see their activity log (logon times, what they did while on, etc.). Note that this can put a strain on a server if this is turned on for large classes. The teacher can always see the activity log of a student, no matter what this feature is set to.

- Force language – this feature let's you pick the language for your course! By default, it will be in English, but you can select another language instead. Then, all the buttons, and system files will appear in the language you chose. (An excellent use for foreign language instructors!)

When done modifying the class settings, click on the "Save changes" button.