

Users Guide for the Course Summary and Class Orientation Section

When you first log into your new Moodle course, it should already be set up with a course design and information to help you start developing it. If it isn't, contact the VP of Instruction or the Moodle administrator.

This users guide will give you step-by-step directions to edit the Class Orientation section of your new course template as well as directions on how to place links in the Quick Links block.

Important!

This guide is set up in a linear fashion. You should read and follow these instructions in the order they are written. Do not attempt to add additional course content until you have completed all instructions in this guide first.

About the Course Summary and Class Orientation section

The template for the **Course Summary** and **Class Orientation** section of your course is already set up. The instructions in this users guide will step you through the process of editing what is in the template so it fits your particular course.

The content of the Class Orientation section includes the same type of activities you would probably complete on the first day of a face-to-face course, such as

- Welcome students to the class
- Introduce yourself to students
- Allow students to get acquainted with each other
- Provide an overview of the course
 - Course expectations
 - Textbook and other supplies needed
 - Way the course is handled
 - How to contact you outside of class
- Discuss the course syllabus
- Tell students what to do before you meet again

As you follow the instructions in this Users Guide, you will see that all of these same types of activities are included in the Class Orientation section of the course template. All Clarendon College online courses follow this same template to make it easier for students to adjust to each new online course they take. Students will complete the Class Orientation section before they start on the actual course content sections.

Adding additional course content

After you complete the instructions in this users guide, you will learn how to add new course content to your Moodle course. The content types you can add are divided into **resources** and **activities**. **Resources** are ways to deliver instructions and information to the students. **Activities** are ways to deliver interactive content such as online lessons, assignments, discussion forums, or exams.

You will learn how to add these types of resources and activities in the "Adding Course Content Users Guide." It is available online in the Developing a Moodle Course training you are currently completing or at the Instructor Tutorials link at the bottom of your Moodle screen.

Edit the Course Summary

Important! You must have the **Turn editing on** button activated to be able to make any changes to your course.

Step 1: Click the **Turn editing on** button at the top right of the screen so you can make editing changes to your course.

Step 2: Click the **Topic Settings** link that will appear above to the area you are currently reading.

Step 3: If it isn't already there, type the name of your course in the text box. (You will see the box only if you clicked the **Topic Settings** link in this area.)

Step 4: Before the Textbook information in the green font below, type the appropriate place. If you want to type a very short welcome message, that is fine. This welcome will be the first information students see when they log into your course.

Step 5: If your course has a required textbook, type the name of the textbook in the appropriate place.

Step 1: Click **Topic Settings** to change what is in the course summary of your course content. The header content is what students see when they log into the course for the first time. Usually the course summary is not seen by students once they open the first unit in the course.

Instructions are in red.

FYI: If you decide to insert an image in the course summary or any other text editing window, instructions are on the next page of this user's guide.

Edit the summary information in the Class Orientation section

Step 1: Click the section name if you can't see the contents of this section.

Step 2: Click the **hand/pencil icon** to edit the Class Orientation section name and what is in the summary text box.

Step 3: In the Section name box, type the due date for the Class Orientation section if appropriate. If desired, change the **Class Orientation** title to something more appropriate for your course. (Most instructors leave the title as is.)

Step 4: In the Summary text box read the information in red. Then replace it with your welcome message to your students. Format your text as desired using the word processing buttons.

Step 5: Click **Save changes** when done. You will be returned to the front page of your course.

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How to insert an image in a text editing window (Optional)

Including images in appropriate places in your course content adds to student's tendency to pay better attention. You can follow these instructions to add an image in any appropriate place in your course content.

1. Find the image and save it. (It can even be an animated gif.)

2. Place your cursor on the approximate line in the text editing window where you want to insert the image.

Type name of your course here Use default section name

Paragraph **B** *I*



Welcome to place the name of your course here. Please read all directly below before you go to the Class Orientation section of this course.

Required Enrollment Verification Activity

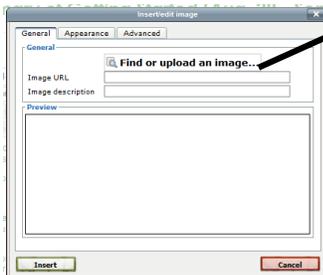
You must complete the Syllabus Agreement EVA (Enrollment Verification Activity) in the Class Orientation section of this course by the official census date. Otherwise, you cannot continue in this course and will receive a W (Withdrawn) at the end of the term. You may also not be eligible for a refund. If you are receiving financial aid you may also be required to reimburse tuition and fees.

The census date for this term can be found on the Academic Calendar located at the Inside CC link on Clarendon College's home page.

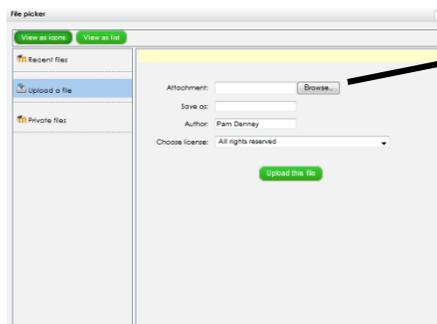
Path: p » span » span

3. Click the **Insert/edit image** button in the Summary text box.

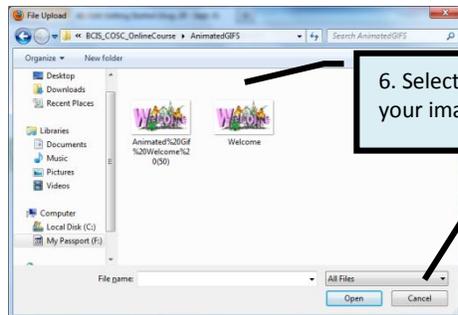
4. Click **Find or upload an image.**



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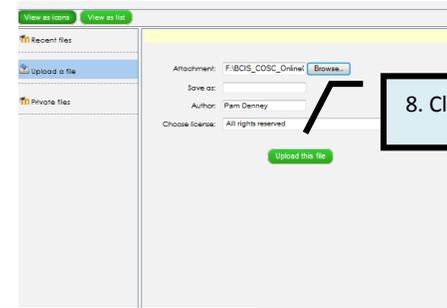


5. Click **Browse**

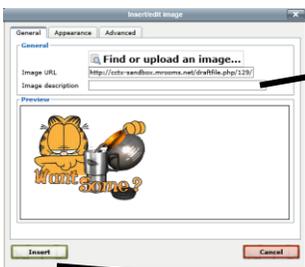


6. Select your image.

7. Click **Open**



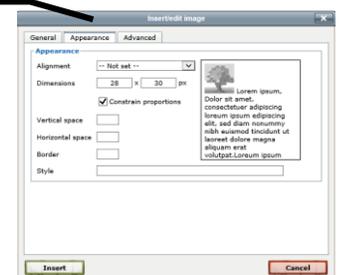
8. Click **Upload this file**



9. Type an image description for ADA purposes.

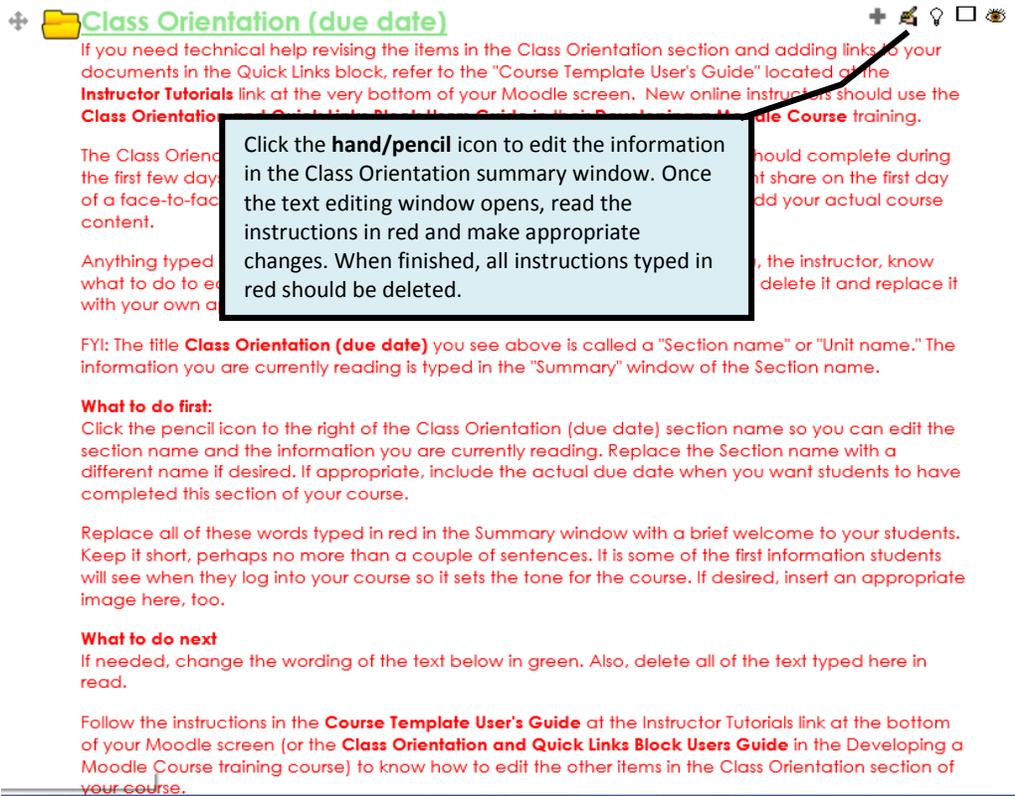
10. To resize or reposition the image, click the **Appearance** tab.

11. Click **Insert** once all choices have been made.



Class Orientation Section

Class Orientation Summary



Class Orientation (due date)

If you need technical help revising the items in the Class Orientation section and adding links to your documents in the Quick Links block, refer to the "Course Template User's Guide" located at the **Instructor Tutorials** link at the very bottom of your Moodle screen. New online instructors should use the **Class Orientation and Quick Links Block Users Guide** in the Developing a Moodle Course training.

The Class Orientation summary should be completed during the first few days of a face-to-face course and shared on the first day of a face-to-face course. Add your actual course content.

Anything typed in red in the Summary window, the instructor, know what to do to edit the text. Delete it and replace it with your own content.

Click the hand/pencil icon to edit the information in the Class Orientation summary window. Once the text editing window opens, read the instructions in red and make appropriate changes. When finished, all instructions typed in red should be deleted.

FYI: The title **Class Orientation (due date)** you see above is called a "Section name" or "Unit name." The information you are currently reading is typed in the "Summary" window of the Section name.

What to do first:
Click the pencil icon to the right of the Class Orientation (due date) section name so you can edit the section name and the information you are currently reading. Replace the Section name with a different name if desired. If appropriate, include the actual due date when you want students to have completed this section of your course.

Replace all of these words typed in red in the Summary window with a brief welcome to your students. Keep it short, perhaps no more than a couple of sentences. It is some of the first information students will see when they log into your course so it sets the tone for the course. If desired, insert an appropriate image here, too.

What to do next
If needed, change the wording of the text below in green. Also, delete all of the text typed here in red.

Follow the instructions in the **Course Template User's Guide** at the Instructor Tutorials link at the bottom of your Moodle screen (or the **Class Orientation and Quick Links Block Users Guide** in the Developing a Moodle Course training course) to know how to edit the other items in the Class Orientation section of your course.

Course Overview



Course Overview Edit ✓

The **Course Overview** in the Class Orientation section is where you will put information about your course such as:

- course expectations
- methods to ask for help
- computer/technology requirements
- way your course is structured
- ways to communicate with you

Although much of this information may also be in your course syllabus, this is a good place to make this important information stand out for your students to notice it. The Course Overview is created using a Moodle **Book Resource**. A Book Resource is one of two ways in Moodle to add a multi-page document to your course so information can be "chunked" into smaller pieces so students will more likely read it. Moodle calls each page of a Book Resource a "chapter."

Use the instructions on the next page to edit the Course Overview of your course template. You will find information in red on each page of the course overview to give you suggestions on what to put on each page. After reading the suggestions, you will type appropriate information on each page. You may decide to delete some pages not appropriate for your course or add additional pages as needed.

Edit the Course Overview

What to do next

Click the **Course Overview** link below. It contains several pages of important information you should read carefully. Then complete the other activities listed in the Class Orientation section in the order they are listed.

Note: You should complete all of the activities listed in the Class Orientation section working on your actual course content in the next section.

Step 1: Click the **Course Overview** link to start editing it.

✚ Course Overview

✚ After completing the Course Overview, read the **Course Syllabus** located in the Quick Links block. Then complete the **Syllabus Quiz** below to make sure you understand the most important policies used in this course. If desired, you may use a printed copy of the syllabus to help you answer the questions correctly.

Next, submit the **Syllabus Agreement EVA** by the census date in order for you to continue in this course.

Edit ✓
Edit

FYI: The Course Overview was created as a multi-page **Book Resource** so you can “chunk” important information students should read.

Course Overview

Step 2: Click the hand/pencil icon beside each page in the Table of contents to edit the contents of that page.

• A general idea of what the course covers

- What you hope students take away from the course

Write the way you would talk to students on the first day of a face-to-face class.

Include the following instruction at the bottom of this page:

Print the course overview

If desired, you will be able to print some or all of the pages of this course overview for future reference. Instructions are found on one of the final pages of the overview.

What to do next

Table of contents

- Welcome ↓ ↕ ✕ ⋮
- Course Expectations ↑ ↕ ✕ ⋮
- Course Schedule ↑ ↕ ✕ ⋮
- Methods to ask for help ↑ ↕ ✕ ⋮
- Computer/Technology Requirements ↑ ↕ ✕ ⋮
- Classroom Layout ↑ ↕ ✕ ⋮
- Course Structure ↑ ↕ ✕ ⋮
- Check Grades and Instructor Comments ↑ ↕ ✕ ⋮
- Communication Guidelines, Part 1 ↑ ↕ ✕ ⋮
- Communication Guidelines, Part 2 ↑ ↕ ✕ ⋮
- Other Information ↑ ↕ ✕ ⋮
- Print the course overview ↑ ↕ ✕ ⋮
- What to do next ↑ ↕ ✕ ⋮

FYI: The information in red gives you suggestions on what you might put on each page. Delete those suggestions after reading them.

Save changes

Cancel

Step 3: Click the **Save changes** button after you make editing changes to each page.

How to add pages, delete pages, or move pages in the Course Overview

Table of contents

- Welcome ↓ ↕ ✕ ⋮
- Course Expectations ↑ ↕ ✕ ⋮
- Course Schedule ↑ ↕ ✕ ⋮
- Methods to ask for help ↑ ↕ ✕ ⋮
- Computer/Technology Requirements ↑ ↕ ✕ ⋮
- Classroom Layout ↑ ↕ ✕ ⋮
- Course Structure ↑ ↕ ✕ ⋮
- Check Grades and Instructor Comments ↑ ↕ ✕ ⋮
- Communication Guidelines, Part 1 ↑ ↕ ✕ ⋮
- Communication Guidelines, Part 2 ↑ ↕ ✕ ⋮
- Other Information ↑ ↕ ✕ ⋮
- Print the course overview ↑ ↕ ✕ ⋮
- What to do next ↑ ↕ ✕ ⋮

Click the **+** icon to add a new page to the Course Overview book resource.

(The new page will appear immediately after the page where you chose the **+** icon.)

Click the **X** icon to delete a page.

Click one of the  icons to reposition a page.

Syllabus Quiz

The next item in the Class Orientation section is the **Syllabus Quiz**. Its purpose is to give students an opportunity to make sure they understand the main policies listed in your syllabus. It already contains some general college policy questions, but you should edit the questions and answers that are specific to your syllabus as well as delete questions or add additional questions if desired. Instructions to edit the quiz questions are below.

The screenshot shows the Moodle interface for editing a quiz. At the top, there is a breadcrumb trail: Home > My home > My profile > Current course > Syllabus Quiz. The main content area is titled "Syllabus Quiz" and contains introductory text and a "Preview quiz now" button. Below this is an "Administration" block with a list of options: Quiz administration, Edit settings, Group overrides, User overrides, Edit quiz, Preview, Results, and Locally assigned roles. A callout box points to the "Syllabus Quiz" link in the breadcrumb trail, stating "Step 1: Click the Syllabus Quiz link." Another callout box points to the "Edit quiz" option in the Administration block, stating "Step 2: Click Edit quiz located in the Administration block." Below the Administration block are buttons for "Editing quiz" and "Order and paging". A third callout box points to a hand/pencil icon next to a question, stating "Click the hand/pencil icon to edit the wording of a question as well as the answer." A fourth callout box points to a "Create a new question" button in a dropdown menu, stating "Click Create a new question to add a new question to the quiz." A fifth callout box points to an "X" icon in the same dropdown menu, stating "Click the X icon to delete a question." The main editing area shows a list of questions with their respective "Marked out of" values and "Save" buttons.

Step 1: Click the **Syllabus Quiz** link.

Step 2: Click **Edit quiz** located in the Administration block.

Click the **hand/pencil** icon to edit the wording of a question as well as the answer.

Click **Create a new question** to add a new question to the quiz.

Click the **X** icon to delete a question.

Syllabus Agreement EVA

Home > My home > My profile > Current course > Syllabus Agreement EVA

Edit > [User Icon] > [Checkmark Icon]

There is nothing you need to do to the Syllabus Agreement EVA. Its purpose is to identify whether students have actually begun your course and is for SACS accreditation purposes. The other units of your course are restricted so students cannot get into them until they have agreed to this statement.

Students must complete this activity by the census date (refer to Academic Calendar on CC's website). Otherwise, they are withdrawn from the course by Student Services. **You must mark attendance in the Faculty Portal on the morning after the census date** based on whether students completed this activity or not. You can look in your Moodle Gradebook (Administration block >> Grades) to see if students completed it or not.)

Next items in the Class Orientation section

Practice your Moodle skills

There is nothing you need to do to the "Practice your Moodle skills" link.

Edit

Next

Use the Messages block or the Class List block to send me a simple message so I know you have started this course. As soon as I read your message, I will reply to it so you can practice opening a message from me. (Depending on when you send the message, it may take as long as 24 hours to receive a message back from me.)

Edit

Need help?

If you need help knowing how to send/receive messages, click **Student Tutorials** in the Quick Links block at the left of your Moodle screen or the button at the very bottom of your Moodle course. It contains step-by-step instructions.

If you need to edit any of the information below the Practice your Moodle skills link that is typed in green, click the **Edit** drop down arrow and select **Edit settings**.

If you don't want them to do the task mentioned, simply delete it by choosing "Delete" in the Edit drop down menu.

There is nothing you need to do to **Practice your Moodle skills** item. Its purpose is to teach students how to navigate in a Moodle course. If students completed the MOST 1200 orientation training course, they should already know the information in this document. We have added it to the Class Orientation section in case students chose not to complete that training or need to refresh their Moodle navigation skills.

The information in green simply tells students about another task for them to do

Edit the Submit Information about yourself item

Submit information about yourself

Edit

The next item in the Class Orientation section is an optional item. Its purpose is to request private information from your students such as their phone numbers. If you have no personal information you want students to give you privately, delete this activity.

Click the **Edit** drop down arrow to **Delete** or change wording (**Edit settings**).

Edit the Ice Breaker Discussion Forum

Step 1: Click the **Edit** drop down arrow and select **Edit settings** to edit this activity.

Ice Breaker Discussion Forum

Edit

The next item in your Class Orientation section is the **Ice Breaker Discussion Forum** where you and your students have the opportunity to get acquainted with each other. This is required. Use these instructions to make editing changes to this item.

General

Forum name* Ice Breaker Discussion Forum

Forum type Each person posts one discussion

Enable anonymous posting

Forum introduction*

Font family | Font size | Paragraph

Include similar instructions for the students to the ones in the following paragraph:

Click the **Add a new discussion topic** button below. In the message area that appears, discuss the topics listed below to help introduce yourself to the rest of the class. Use complete sentences as well as correct spelling, grammar, punctuation, and capitalization. (Remember, this is a college course. Keep your communication at that level.)

Include your list of topics for students to discuss. Below is a sample.

- information about yourself to help fellow students
- why you are taking this class
- how you hope to use what you learn in this course in your career and/or life in general
- what computer skills you have (or don't have) to help you take an online class
- past experiences taking online classes

Path: p = strong

Display description on course page

Subscription mode Optional subscription

Read tracking for this forum? Optional

Maximum attachment size 500KB

Maximum number of attachments 0

Step 2: If desired, change the title that appears on the front page of the course content.

Step 3: Read information in red to give you suggestions on what changes to make to the instructions to your students.

Post threshold for blocking

Time period for blocking Don't block

Post threshold for blocking 0

Post threshold for warning 0

Grade

Grade Type None

Grade Scale: Separate and Connected ways of knowing

Grading method Simple direct grading

FYI: If you want this forum to count as a grade, change the grade type, the maximum number of points it is worth, and the Grading method.

Grade

Grade Type Manual

Grade 100

Grading method Simple direct grading

Checklist

Marking guide

Roles with permission to rate

Activity completion

Completion tracking Show activity as complete when conditions are met

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Require posts Student must post discussions or replies: 1

Require discussions Student must create discussions: 1

Require replies Student must post replies: 2

Expect completed on 27 (October) 2012 Enable

Step 4: Make changes under the **Activity completion** heading depending on how many replies you want students to post before this forum is considered complete so the completion check mark will appear.

Save and return to course | Save and display | Cancel

Step 5: After making changes, click **Save and return to course**.

Last two items in the Class Orientation section

- Check grades and instructor's comments
- What to do after completing the Class Orientation section

Edit

Edit

You probably don't need to make any changes to the last two items in the Class Orientation section. However, you should check the wording and make appropriate changes if needed.

FYI: To edit the wording in either of these items, click the Edit drop down arrow and select **Edit settings**.