

Practice Your Instructor Moodle Skills

Edit your Profile by clicking your name in the upper right corner:

Next click "Edit profile" from window that appears. Make appropriate changes to your **email address** or other incorrect profile information

Pamela Denney
My Social | Logout

Click your name

Click "Edit profile"

User details

• Edit profile

Edit off and on button

When you first log into your course, it is in "Editing off" mode. In that mode you can look at all of your content but can't edit it, similar to what the students see. This is what your screen looks like when in "Editing off" mode.

Clarendon COLLEGE
Unleash your potential!

Breadcrumbs let you go back to main page or specific section/activity

Pam Denney
My Social | Logout

Home ▶ My courses ▶ BestPractices

(Turn editing off)

Blocks

Course content appears between the blocks

Blocks

The + sign opens the contents of all available units/sections.

The - sign closes the contents of all units/sections with only the section headings showing.

Course is divided into "sections." Click section heading to see content inside each section.

By using this method, you can keep multiple sections open at the same time if desired.

Show only topic button causes only the contents of that section to be visible. See other method on next page.

Links to tutorials for instructor & students

Can click course's short name to get back to main page

Best Practices for Online Instruction

Welcome

Best Practice #1

Best Practice #2

Best Practice #3

Best Practice #4

Best Practice #5

Best Practice #6

Best Practice #7

Best Practice #8

Best Practice #9

Course Completion

Resources

Navigation

Home

My courses

Dashboard

BestPractices

Participants

Grades

Develop Moodle Course

Intro to Moodle

MOST 1200

Teacher Practice

Course Assessments

Mobile Computing

Administration

Course administration

Turn editing on

Course completion

Users

Filters

Reports

Gradebook setup

Backup

Restore

Import

Reset

Content market

Question bank

Moodlerooms Grader

Moodlerooms Reports

Personalized Learning Designer

Quick Links

Help!

Facilitator Contact Information

Other Resources

Moodle Features Checklist

Online Assessment Guidelines

Student Tutorials

Instructor Tutorials

Getting Started Tutorials

Participant Tutorials

Facilitation Tutorials

BestPractices

Calendar

July 2017

Events key

Message

People

Class List

Pam Denney

Michelle A.

Karoline F.

Cathy B.

Kelly Salle

Melvin Bo

Kim Baum

Rosemary Baxter

Tex Buckhalter

Edward Coraway

Bruno Castel

Linda Comer

Chanda Crump

Gene Denney

Stacy Dennis

Hoyt Devries

Rodney Donahue

Denise Dube

Donald Duck

Laquila Edwards

Russell Estlock

Scarlet Estlock

Cynthia Ewing

Brian Fuller

Courtney Fuller

Lyndal Gillen

James Gordon

Another method to see only the contents of one section at a time is to click on the **section name** in the breadcrumbs area.

Home ▶ BUSI1301_PDENNEY_FULL ▶ Chapter 1 Activities - due by Feb. 7 (11:55 p.m.) ▶ Overview and Learning Outcomes for Chapter 1

Administration Course administration Quick Links Learning Outcome from Syllabus

Overview and Learning Outcomes for Chapter 1

The following navigation methods become available to you when you only see the contents of one section.

At the top or bottom of the screen you can click to go to the **previous** section or the **next** section.

◀ Class Orientation - due by Feb. 3 (11:55 p.m.)

[Chapter 2 Activities - due by Feb. 14 \(11:55 p.m.\)](#) ▶

Chapter 1 Activities - due by Feb. 7 (11:55 p.m.)

Go to **previous** section

Go to **next** section

At the bottom of the screen you have extra navigation choices.

◀ Getting Started Section

Jump to...

Practice makes perfect ► Topic list

Go to **previous** section.

Click **Jump to** and choose a different section from the drop down list that appears.

Go to **next** section

Click **Topic list** to show all sections again.

This shows how the screen adds instructor choices when you need to edit the content,

The screenshot displays the Moodle interface for a course titled "Best Practices for Online Instruction".

- Top Right:** A user profile picture of Gene Denney and a "Turn editing on" button.
- Left Sidebar (Navigation):** Includes sections for Home, Dashboard, My courses, BestPractices, and Administration.
- Main Content Area:** The "Welcome" section contains two "Edit" dropdown menus:
 - The first menu, located next to the "Before you begin" heading, includes options like "Delete topic", "Edit topic", "View topic", "Highlight", and "Add resource".
 - The second menu, located next to the "How to begin" heading, includes options like "Edit settings", "Move right", "Move left", "Hide", "Duplicate", "Assign roles", "Delete", and "Personalized Learning Designer".
- Right Sidebar:** Contains a "Calendar" showing August 2017, an "Events key", a "Messages" section, a "Latest news" section, and a "People" section listing users like Bruno Castel, Linda Comer, Chorla Crump, Gene Denney, Stacy Dennis, Hoyt Davies, and Rodney Donahue.

Annotations highlight specific features:

- A callout box points to the "Turn editing on" button with the text: "Click Turn editing on button to make changes to course content."
- A callout box points to the "Edit" dropdown menu in the "Welcome" section with the text: "The Edit drop down menu beside each section heading contains choices to change what is in each section heading."
- A callout box points to the "Edit" dropdown menu in the "Best Practice #1" section with the text: "The Edit drop down menu beside each activity/resource inside a section contains choices to change the activity/resource."
- A callout box points to the "Add resource" option in the "Edit" menu with the text: "The Add resource choice lets you add a new activity or resource to the section."

Working with Blocks

Click **Grades** in Navigation block to see student grades.

Quick Links block has links to syllabus, course schedule, etc.

Hide or show a block

Dock the block to the left side of your screen.

This screenshot shows the Moodle course page with several blocks visible. A callout box highlights the 'Navigation' block on the left, which contains links like 'Dashboard', 'My courses', and 'Grades'. Another callout box highlights the 'Quick Links' block, which includes links to 'Syllabus', 'Course Schedule', and 'Course Overview'. A third callout box points to the 'Messages' block on the right, which says 'No messages waiting'. A fourth callout box points to the 'Participants' block below it, which lists 'People' and 'Participants'.

Example where the Calendar block has been “docked” to the left side of your screen.

To “undock” the block so it returns to its original position, click on it then click the “undock” icon.

Topic outline

Messages from your students will appear in the Messages block.

This screenshot shows the Moodle course page with the 'Calendar' block docked to the left side of the screen. A callout box points to the 'Topic outline' block, which displays course content. Another callout box points to the 'Messages' block on the right, which says 'No messages waiting'. A third callout box points to the 'Participants' block below it, which lists 'People' and 'Participants'.

In the **Calendar** block click on any orange-highlighted date to see what is due on that date in your course. It also takes you to that activity in the course content. (*Students can do this too.*)

The dates were placed there automatically after you edit the settings of the assignment or quiz activity from the Edit drop down menu beside the activity.

Note: Discussion forum dates must be entered manually into the calendar. Instructions are located in the Instructor Tutorials link at the bottom of the Moodle screen.

This screenshot shows the Moodle course page with the 'Calendar' block open. An orange box highlights a specific date in the calendar grid. A callout box points to this date with the instruction: 'In the Calendar block click on any orange-highlighted date to see what is due on that date in your course. It also takes you to that activity in the course content. (Students can do this too.)'. Another callout box points to the 'Topic outline' block, which displays course content. A third callout box points to the 'Messages' block on the right, which says 'No messages waiting'. A fourth callout box points to the 'Participants' block below it, which lists 'People' and 'Participants'.

Click **Participants** in the People block to send a message to all or multiple students.

Click on the envelope beside a student’s name to send that person a message.

This screenshot shows the Moodle course page with the 'Topic outline' block open. A callout box points to the 'Participants' link in the 'People' block with the instruction: 'Click Participants in the People block to send a message to all or multiple students.'. Another callout box points to the 'Participants' list on the right, with the instruction: 'Click on the envelope beside a student’s name to send that person a message.' A third callout box points to the 'Topic outline' block, which displays course content. A fourth callout box points to the 'Messages' block on the right, which says 'No messages waiting'. A fifth callout box points to the 'Participants' block below it, which lists 'People' and 'Participants'.

More on Blocks

When **editing is on**, the instructor can choose to Configure a block. The main one you configure is the Quick Links block so you can add links to your syllabus & course schedule.

The image shows the Moodle course editing interface. On the left, there is a 'Quick Links' block with a green header containing 'Help!', 'Facilitator Contact Information', and 'Other Resources' sections. Below these are links to 'Moodle Features Checklist', 'Online Assessment Guidelines', and 'ADA Guidelines'. A black arrow points from the top right of the 'Quick Links' block to a context menu. This menu has a green header 'Help!' and contains four items: 'Configure Quick Links block' (with a pencil icon), 'Hide Quick Links block' (with a visibility icon), 'Permissions' (with a person icon), and 'Check permissions' (with a checkmark icon). Another black arrow points from the bottom right of the 'Add a block' menu to the 'Add...' dropdown in the 'Add a block' dialog. The 'Add a block' dialog has a green header 'Add a block' and a green 'Add...' button. The main area of the dialog lists various block types, with 'Activities' currently selected. A scroll bar is visible on the right side of the list. The list includes: Activities, Activity stream, Blog menu, Blog tags, Comments, Community finder, Course completion status, Course signals, Course/site summary, Courses, Courses Available To You, eFolio, Google Apps, HTML, Latest badges, Logged in user, Mentees, Moodle rooms Templates, Online users, and an 'Add...' dropdown at the bottom.

More blocks can be added if desired although the ones in your course template are the ones most used.

If you add a new block you can also configure it to be positioned on the left or right side of the screen and can determine the vertical order of each block on each side.