HU Moodle Documentation for Course owners

moodle.hu-berlin.de

Dear Moodle user,

The purpose of this documentation is to give you a general idea of how the Moodle e-learning platform works, as well as how to start and install a new course.

We wish you every success!
Your Moodle support team

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1. **Registration, login, forgotten password**

Before logging in to Moodle, you need a Moodle or HU account. If you are a member of the Humboldt University you should already have an HU account, such as you would use to access your HU email. You can use this account for Moodle without any additional registration. If you don’t have an HU account, you can create an external Moodle account.

### Access Moodle
moodle.hu-berlin.de

#### Login with the HU account
User name, password, Login ...

#### Registration with an external Moodle account
You don’t yet have an HU account, but you need to do something at Humboldt University. An external Moodle account is the solution. You need to register yourself with a valid email address in Moodle. Click on Help for externals, now on Register for a Moodle specific account.

1. **Define password**
   Define a password, which you will use for logging in on Moodle.

2. **Personal information**
   Enter an email address here. It functions as both user name and contact address.

3. **Confirm registration**
   Moodle sends you a confirmation to your email address. Click on the activation link in the email to verify your email address.

### Reading and acceptance of the privacy policy
When you first login you will be called to read and accept the privacy policy. Your account ist now activated, you can start working in Moodle.

#### You have forgotten your password?
You have forgotten your password and you are using Moodle with your HU account.
2. Now you can set up a new password for your central HU account.

You have forgotten your password and you are using Moodle with an external Moodle account?
1. Click on the Moodle Homepage on the **Login** button. You will be sent to the login site. There, you will find the link Forgotten your username or password?
2. Fill in your email address (=user name). A new password will be immediately be sent to your email address.
2. Start page

After you have logged in you are on your personal start page.

Overview: Your personal start page

Course overview
The courses you have signed up for are listed in this area. You can also see a summary of forum notes and the status of assignments you have done.

Login / Logout
After logging in, your name appears at the top of the site. Clicking on your name shows your user profile. On the left side, you find Settings / My profile settings / Edit profile, where you can edit your personal profile information.

Course request
Under My home, you can request a new Moodle course to support your teaching sessions, projects or similar things.

Show / hide sidebars
Sidebars such as Navigation or Administration on the left side and Logged in user or Messages on the right side can be hidden or displayed by using the minus or plus icons.

Customize page
You can adjust the sidebars.
1. After clicking on Customize this page the page is in the editing mode.
2. On the left side under Add a block you can choose a new side block from a dropdown list.
3. The new side block appears on the left side. Clicking on the moving icon allows you to move the block to possible locations, which are framed.
3. Edit profile

The personal information and settings in your profile can be changed by choosing **Settings – My profile settings – Edit profile**. Information which is marked with a red star (*) is obligatory. The view of your public profile (visible for registered Moodle users) can be shown with other side blocks (e. g. a RSS-feed of your private blog).

- **Verified email address**
  The email address you gave at registration or the one from your HU account. You can give another email address, but it works only in Moodle. Messages and notifications will be sent there.

- **Display email address**
  Choose whether someone is allowed to see your address, and if so, who.

- **Email digest type**
  You can choose whether you want single emails per forum post or daily mails.

- **Language**
  Choose your language. It can differ from the language of single courses.

- **Self description**
  Public information about you which can be seen by all registered Moodle users.

- **Upload profile picture**
  Here, you can upload your picture. JPEG or PNG formats are supported. The picture should be square (1:1), it will automatically be scaled to 100 x 100 pixels.

- **Further contact information**
  Provide more contact information here. Can be seen by all registered Moodle users.

**Update profile**

(`(') Update profile

The personal information and settings in your profile can be changed by choosing **Settings – My profile settings – Edit profile**. Information which is marked with a red star (*) is obligatory. The view of your public profile (visible for registered Moodle users) can be shown with other side blocks (e. g. a RSS-feed of your private blog).
4. Course request

You create a new Moodle course by using the request form. For requesting a course for a **regular teaching session** you need the following information: course full name, course number, course description, enrolment key and category (faculty and institute). Also **working groups of students or projects** are welcome! You can choose what information is meaningful for your purposes.

**Request form**

To find the link to the request form you have to be logged in. Click under **My home** on **Create new course**.

**Course full name**

The title should correspond to the full name as it is found in the printed course index, so students / participants can find it easier.

**Short name**

Courses which are listed in the printed course index here, should have the course number and the semester (e.g. 51234 WS 2013/14). The short name can be given once. It is displayed in the navigation.

**Summary**

When someone searches the course the summary is displayed. Later, it can be displayed in one of the sidebars. If it corresponds clearly to the course in Agnes /printed course index (course number), it doesn’t have to be filled out.

**Enrolment key**

The enrolment key is the password for the students. It is determined at the time of the course request. Later it can be changed or deleted.

**Enrolment methods** (left side under **Settings**). Attention: You have to use an enrolment key, if you are using material which is protected by **copyright**.

**Message**

... will be seen only by the Moodle supporter who creates the course. Please give notes, questions or wishes touching the new course.

**Category**

Assign your course to the appropriate faculty as listed in the general faculties and institutes overview.

**Course request**

After the request form has been filled out completely, click on **Save changes** to request the course. Once your course has been created by the Moodle support team, you will receive an email with the direct link. The course appears in the course overview on your start page. Now you can adapt it to your needs.
5. Course surface

As a rule, a site of a Moodle course is divided into three columns. Side blocks with Moodle functions or service links are located on the left and the right side. The main page is located in the middle, where the course content is displayed. Here, you can upload materials or compile activities. The side blocks can be collapsed by using the minus icon.

After drawing up a Moodle course it typically looks like this:

**My home**
Link to your home page.

**Course title**

**Navigation**
Back to the course overview or higher course areas.

**Login / Logout**
Click on Logout before leaving Moodle.

**Participants**
List of participants.

**Course administration**

*Turn editing on or off*: As a course owner you can edit the course content or activate new functions.

*Edit settings*: Basic course settings like title, format, number of topic sections, choice of activities, language.

*Users*: Here, you can enter more teachers or students in the course or define the enrol method (not possible with an external account), enrolment key, groups of users etc.

*Backup / Restore / Import*: Make a backup of your course, so you can use the content again in other semesters.

**Content in a topic / weekly overview**

Presents the available content of the single topics or weeks (e.g. links, Word- or pdf-files) or activities (e.g. forum, wiki or glossary).

The names of the single topics are listed in the navigation block, so you can also navigate out of other courses to specific topic sections.

**Changing role**
As a teacher you have the possibility to check out how the course looks to the students.
6. Course settings and enrolment

The new course is displayed on your start page and for the moment, is visible only for you (in faint print). For the basic editing and the later release you need to access the course and choose Settings / Course administration / Edit settings. The enrolment methods for other people (students, project partners ...) and the enrolment can be edited under Users.

**Edit settings**
From the block Administration, you are able to change everything in the course. If you are in a course, the course administration is automatically inserted. There you find Edit settings.

**Course release**
Right after the course request, the course is not yet visible for others except you. You can see the course on your start page in faint print.

**Course format**
You can name the sections by topic or by week. If you choose the week format: The date of the course beginning is the same as that of the first section. Also the sorting of courses on your start page complies with the date (month/year).

**Save changes**

**Edit enrolment methods**

Here, you can change the enrolment key. Course administration / Users / Enrolment methods / Self enrolment / Self enrolment / Edit.

**Duration of participation & number of participants**
If a duration with an end date is set, the participants will be automatically taken out of the course. But courses could also be copied if you want to use them again and the number of participants could be limited.

**Welcome message**
The new students receive an email with a standard welcome message. If you want to personalize it you can write a new one in this field.

**Manual enrolment**
Select Users (instead enrolment methods). Here, you can enrol other Moodle users manually. You need the exact name of the person for a successful search.
7. Course configuration

The modus **Customize this page** is the main function of administration: The topic sections can be filled with content; symbols appear which enable editing of headlines or descriptions. New activities or resources can be chosen with +Add an activity or resource. All possibilities for editing are in the side block Administration which dynamically adjusts to the content.

Add title or description of the section. There is an text editor with formatting tools.

Editing symbols for existing resources and activities.

Add resources or activities. They will be assigned to the selected section and described in a short form. Check Moodle help to find out more about resources and activities.

The number of sections can be changed with + or - which are located at the end of the section list.

Meaning of the symbols in the customize modus

- Easy way to edit title of the resource or activity.
- Editor or settings to edit activities or resources.
- Hide blocks, resources and activities. Clicking on the closed eye makes the hidden item visible again.
- Quick allocation of a group scenario. Groups should be installed.
- Duplication / copy of resources or activities (without any student data).
- Allocation of roles to this activity. Selected students receive special rights.
- Entering resources, activities and descriptions.
- Relocating resources, activities, descriptions and sections.
- Deleting resources, activities, descriptions or sections.
8. Uploading files

You can upload all types of files. But pay attention to the usability of files: The students should be able to open them. So please use formats like PDF and Word / RTF for textes, JPG and PNG for pictures. Even the internet explorer can open these file formats. You can upload files in Private files and use them later in your course or you can also upload them directly (e.g. per Drag & Drop) there.

Switch to the Customize mode and click +Add an activity or resource, then click File.

Enter the title of the file. It appears in the relevant section. In addition, you can add a description which can be inserted in the course overview (set checkmark).

Click on the button Add ... or push the file by Drag & Drop from the desktop of your computer in the field with the blue arrow (if you are using Drag & Drop, you will not need the next step).

The window File picker appears.

Personal files, seperated from courses.
List of recently uploaded files.
Systematic access to all files in Moodle you have the right of use for.
External web sources.

How should the file be displayed?

A last click on Save and return to course or Save and display, if you want to see the result immediately.
9. Embed material

You can upload files in Moodle not only as materials, but you can also make them available in folders, put links on web pages or embed videos. You can set up a content structure on the course page with headlines and descriptions. Depending on which course context you are in, the menu in the side blocks Navigation and Administration will be adjusted.

Put multiple files in a folder

1. Switch to Customize this page
2. + Add material or activity
3. Materials > Select Folder
4. Enter description
5. Add files
6. Save changes

View on course surface

Further materials

- A folder full of notes

Set a link to an external website

First, access the desired website and copy the URL. Then put the copied link in the field External URL.

Do you want the website to be embedded in the course or should it open in a new window so no one needs to exit the Moodle course?

View on course surface

Further materials

- A folder full of notes
- MLZ Homepage

Edit URL

Please add always http://. Otherwise, Moodle would not recognize it as a link.
Embed an image on the course surface

To add an image to the main course page (in a text side block or section), select Label.

Click on the button Insert / edit image in the text editor.

View of the course surface

You can choose a picture from every existing file pool. Here as a result: Wikimedia with the search result Wonders of the world.

Image settings: Display size, frame

Select the button Insert Moodle Media.

Embed a video from YouTube

Select the source YouTube. Enter specific key words or the direct link.

View of the course surface (after opening the text page)

In the editing mode the embedded video appears only as a link.
10. Communication in forums

The forum Nachrichten (news forum) makes it possible for the course owner to distribute information. With the exception of providing answers, participants cannot publish here. For participants, another type of forum for discussions, questions, attachments and other issues can be chosen.

Access forum

Access the desired forum by clicking on the link. The icon for the forum is:

List of recent posts in the forum Nachrichten.

If a forum is used actively, you should install the side block Search in forums.

Add a new discussion topic

Subject of the post – appears as the title in the list of all postings in the forum.

Text area for your posts.

You can attach files here.

After writing the post, you can send it. You have 15 minutes to make corrections before the message will be posted openly in the forum and sent by mail to the group.

Reply to a post

Click on the Reply button if you want to reply to a post.

Writing an answer works as well as writing a post.

Hierarchically nested form of displaying the posts with answers.
11. Import content from another course

You are course owner and want to import content from an existing course into a new course. Attention: You have to be in the role of a course owner both in the new course and in the existing one.

Start import

Now you are in the new and empty course. Click on the link **Import** in the side block **Settings**.

Find a course to import data from:

- Select a course
- Total courses: 3
  - Course no. (WB 12/13) or other short name
  - Course full name

Now you can choose:

- Include activities
- Include blocks
- Include filters

Normally the settings can be left as already set.

Please note:

After importing, the content of the existing course is always placed in the same places / sections. Rearrangements can be made later.

The result of this: An import from multiple sources is only possible if you have put the content of the first import so far enough at the end so that the sections are free for the import of the next content. Please make sure you set up a sufficient number of sections before importing.

On the following page you will be prompted to search and select the desired course. There are shown up to ten courses in which you are registered in the role of a course owner. If the course isn’t displayed, you have to enter the short name or the course title in the search field.

When you have found the course you can activate the radio button in front of it and confirm the selection with „Next“.

In the next window you can deselect sections or materials / activities. The Nachrichten forum is already set up in the new course, so it is recommended to deactivate the old Nachrichten forum to avoid having more than one.

Clicking on the **Next** button displays, once again, an overview of all the setting. Clicking on **Next**, triggers the actual import.
12. Further information

Moodle offers many more ways to support your teaching.
- For an overview, see http://www.moodle.hu-berlin.de.

**Interesting topics** (in German):
- Create and edit assignments
- Online tests
- Project work with Moodle

**Here you find further helpful information:**
- FAQ list
- Tutorial courses in Moodle
- MLZ homepage
- Moodle support