

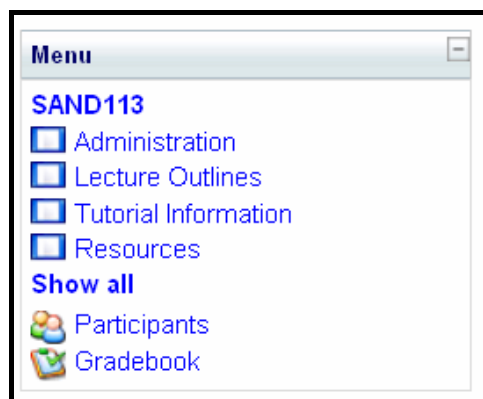
Learn (Moodle) Quick Help

This is a reminder of the most common tasks you may want to do in Learn (Moodle). There are always the blue question marks for context help as well.

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Overview: introducing ten jargon words.

Moodle is divided into **sections**. You choose the number of sections for your course, give them a name (by editing the **section header**) and you then can access the sections by a **menu** on the top left.



A Moodle site usually comes blank.

Building a site

You build a course by adding items (either **resources** or **activities**) to each section depending on what you want to achieve.

Resources can be **files**, **web pages**, **links** or **labels** etc. Activities can be **wikis**, **forums**, **glossaries** etc.

Getting into Edit mode

To start build a site, you need to switch **Edit mode** on. Switch to Edit mode with the Turn editing on button (Top right of screen)



This gets you the **icons**:

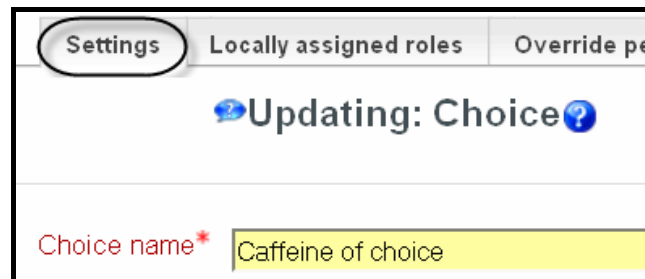


Indent, Move, Edit, Delete, Hide, Groups
Run your cursor over them to see the tips.

You also get the **Add a resource** and **Add an activity** drop down lists.



Each time you add an item, you make various choices in a **settings** page:



Some Frequently asked questions

1. How do I edit my profile?

How do I add my picture?

Click on your name at the top right > Edit profile



2. How do I view a student list?

Click on Participants. You can sort in various ways: click on the column headers.



3. How do I add a News Item?

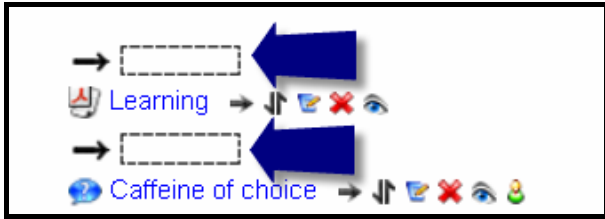
News is a special forum used for announcements, with these settings by default:

1. Students cannot post
2. All participants are subscribed. This means each person gets a copy of what you post here e-mailed to them.

News items appear on the home page of the site in the middle. Useful for weekly News, announcements etc.

4. How do I move something?

Turn editing on > click on the move icon next to the item you want to move. Boxes will appear. > click on the box where you want it to move to (even if it is in another section):

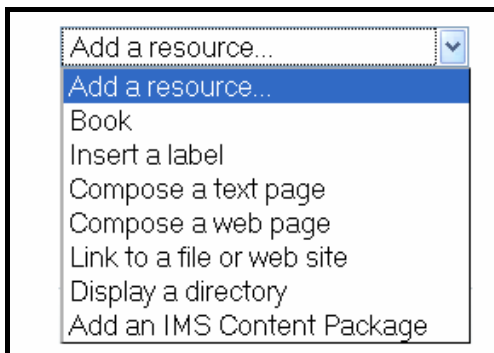


5. How do I add a file?

How do I add a link?

Turn editing on > Add a resource.

A drop down list will appear, and you choose off this.



6. How do I see what files are already uploaded?

Administration > Files

7. How do I add members?

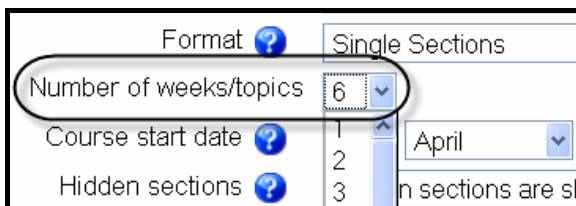
Administration > Assign Roles.

The SMS should populate each course with members. (Search > Select > Add)

8. How do I change the number of sections?

Administration > Settings

Select the number of sections by selecting the "Number of Weeks/topics".



9. How do I change the section name?

The section name is the first words in the Section Header/summary.

Click Turn editing on > Edit header icon.



10. How do I change the settings for a forum, wiki, glossary etc?

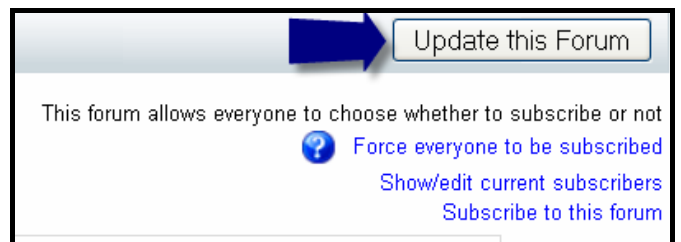
Method One

Turn editing on > Click on the edit icon near the item you want to edit.



Method Two:

When you are using the component (ie you have clicked on it) there is a button at the top right. Eg for a forum:



11. I want a drop box. What do I do?

Add an assignment. It comes with a dropbox.

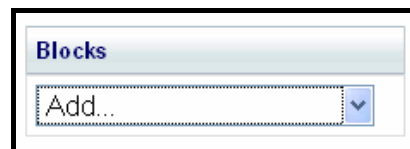
12. (StudentNet users) I want a sharing area. What do I do?

Add a forum and use attached documents.

13. I've lost the left menu.

How do I get a calendar?

Turn editing on > Blocks menu (Bottom right)



14. I'm lost

Click on

1. the **bread crumbs** - the course home page link
2. sections in the menu
3. the lists in the activities block
4. the *Show All* link in the menu – or try search.