










Moodle.Dominican.edu

Go to Settings to make general changes to course – i.e. format type, # of weeks for semester or topics, theme.

Opens to My Home, click on course you want to see. To make changes or add content to front page of course be sure to **Turn Editing On**. (upper right corner)

Icons:

-  - quick rename file
-  - move an item up or down
-  - un-indent an item
-  - indent an item
-  - edit or update an item
-  - copy an item
-  - delete an item
-  - item visible to student
-  - hidden item from student

Insert a Resource:

File – to upload a file or make available to students. Use File Picker to upload files or to select files to post in course. Documents can include: Word, Excel, PPT, PDF, RTF, etc.

Folder – if you upload a lot of content, you may want to organize it in folders. Then you can display the contents of the entire folder instead of creating individual links to each item.

Label – you can use labels to organize the sections in your course page. The only thing they do is create a label directly on your course page within the topic or weekly section for additional text or graphics. Can be used to add banners, label sections of resources and activities, or provide quick instructions on the front page.

Page – you can create a web page to display lots of information in one place. Easier for students to read than to see all content on front page of course. You can format the text, add links to websites, insert pictures, youtube videos, etc.

URL – Add links to websites for student information.

Insert an Activity

Activity Type	Description
Assignments	A tool for collecting student work, either uploaded files or assignments created on-and offline (See Assignment box below for more details)
Attendance	Able to track attendance within Moodle
Chat	A chat room where people can meet at the same time and send text messages
Choice	A simple poll. One question with a few simple choice answers.
Database	A tool for creating shared collections of data
Forum	Threaded discussion boards – a powerful communication tool
Glossary	Dictionaries of terms that you can create for each week, topic, or course
Lesson	A set of ordered materials that uses questions to determine what content the student sees next
Quiz	A web-based quiz with a variety of question types, such as multiple choice, true/false, short answer, and matching. Must create question bank in Moodle first.
SCORM/AICC	A tool for enabling SCORM or AICC (Aviation Industry Computer-Based Training Committee) packages to be included in the course
Survey	Gathers feedback from students using prepackaged questionnaires
Wiki	A collaboratively edited web page
Workshop	Merges <i>Online Text</i> and <i>Upload Files</i> so students submit papers that other students can asses.

Assignment Types	Description
Assignments 2.2	DO NOT USE
Advanced uploading of files	DO NOT USE
Online Text	DO NOT USE
Upload a single file	DO NOT USE
Offline Activity (not an option however, if you do not choose one of the others it is an automatic Offline.	DO NOT USE
Turnitin (Plagiarism Detection)	Used to check student papers against possible plagiarism. More information on this feature later.