

Getting Started in Moodle (Faculty)

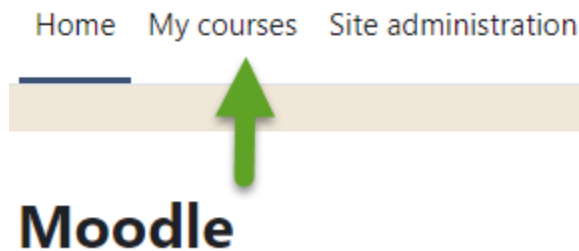


Table of Contents

Navigating Moodle.....	2
Admin Menu – Reports.....	3
Admin Menu – More.....	3
Admin Menu – Open LMS.....	4
Before beginning in Moodle, review your documents:.....	5
Syllabus	5
Load your content into Moodle.....	5
Update preferred communication methods	5
Set up the attendance activity and sessions	5
Have a plan for your Gradebook.	5

Navigating Moodle






After logging in to Moodle, in the top right-hand corner, you will find the **My Courses** link in the right-hand corner.



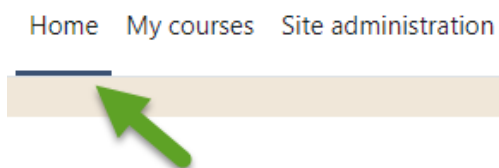
Selecting **My Courses** opens a page with a list of your courses and impending deadlines and items to be graded.

My courses

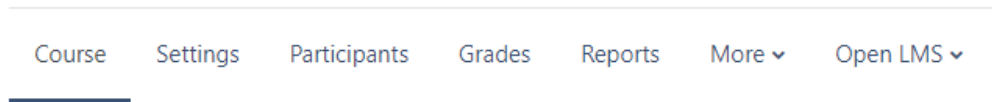
Course overview

All ▾	Search	Sort by course name ▾
	LBaker Boost Sandbox Theme Testing	0% complete
	Learner Orientation - v3.11 Miscellaneous	4% complete
	LLee Boost Sandbox Theme Testing	
	LLee Sandbox Ally	40% complete
	Lorne Lee Music Theory Sandboxes	0% complete

To exit the **My Courses**, select Home.

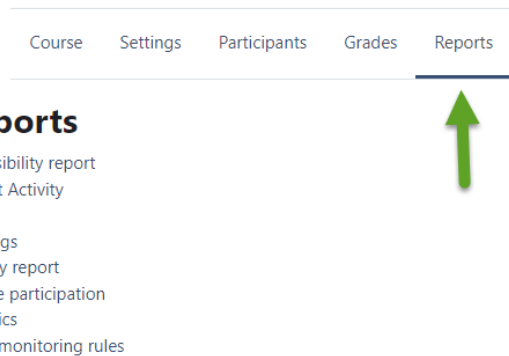


The course **Settings**, **Participants** (users), and **Grades** links are located in the Course Menu:



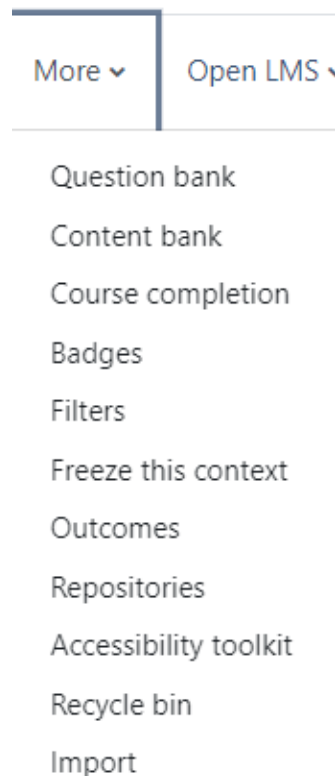
Admin Menu – Reports

Select reports to access the **Accessibility report**, **Recent Activity**, & **Logs**.



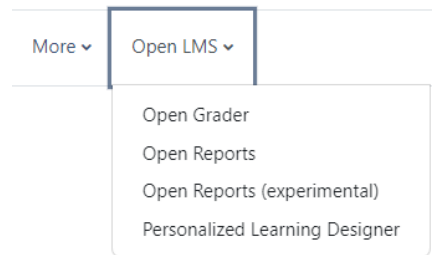
Admin Menu – More

Select **More** to access the **Question bank** and **Import**.

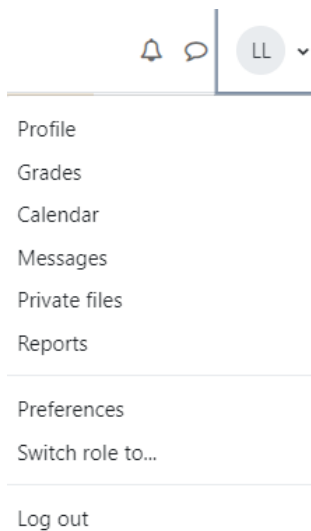


Admin Menu – Open LMS

Select the dropdown menu to access the **Open Grader**, **Reports**, **Open Reports experimental**, and **Personalized Learning Designer**.



You access your **Profiles**, **Grades**, **Calendar**, **Reports**, **Switch roles to**, and **Log Out** by clicking on the dropdown menu in the upper right-hand corner.



Before beginning in Moodle, review your documents:

Syllabus

- Upload your syllabus in PDF format to your class.

Load your content into Moodle.

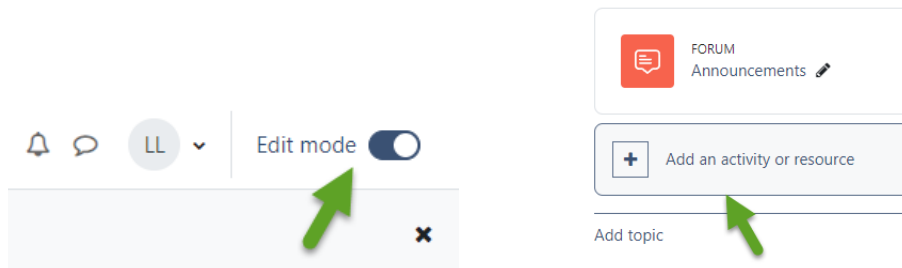
- If you are using a master course, contact the faculty responsible for course procedures.
- If you are using your own content, upload it to Moodle.
- Delete unused topics in your course to only show those with course content.

Update preferred communication methods

- Review communication preferences.
- Communicate with students about how Moodle is being used.
- Post an announcement about how Moodle is being used.
- Messages sent through Moodle **Quickmail** go to the OCCC email.

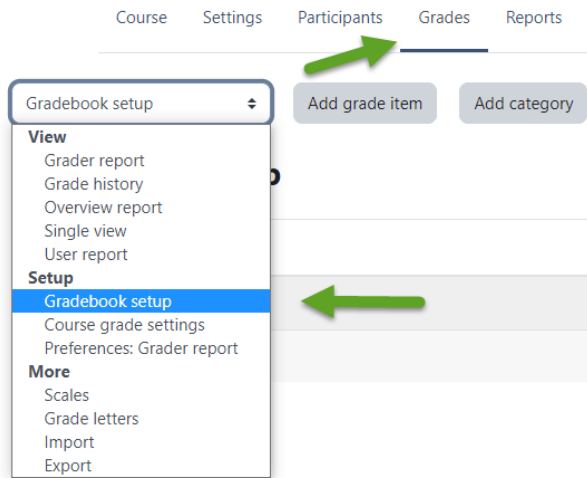
Set up the attendance activity and sessions

- Turn on **Edit Mode**, which is located in the upper right-hand corner.
- Set dates for access to activities.
- It is a good practice to check course content and activities before making them visible to students.



Have a plan for your Gradebook.

- How many points will be in your course?
- How do you mathematically calculate the grades?
- Set up your **Gradebook** categories.
- Configure the **Gradebook**. The default Gradebook setting is **Natural**.
- Add grade items in the **Gradebook**.
- Be sure to assign them to the proper category.
- Set calculation methods.

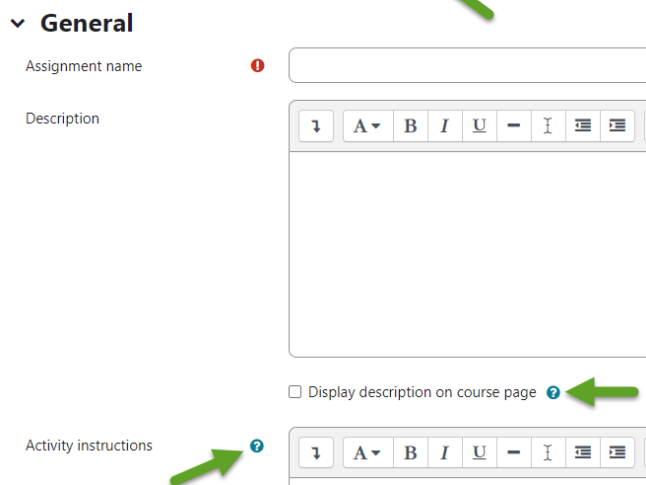


Please contact the Center for Learning & Teaching (CLT) for assistance with changing Gradebook configurations.

The Moodle Instructor Training Course is listed under **My courses** in Moodle. This training course includes “How to” video tutorials on Moodle navigation, adding activities such as **forums**, **assignments**, **quizzes**, **Gradebook**, and **attendance**.

If you see an option in Moodle whose function is unclear, you can select the circular question mark to explain in more detail what that particular Moodle feature does.

📖 Adding a new Assignment?



The screenshot shows the 'Adding a new Assignment' form in Moodle. A green arrow points to the title 'Adding a new Assignment?'. The form has a 'General' section with the following fields:

- Assignment name:** A text input field with a red information icon.
- Description:** A rich text editor with a toolbar and a text area.
- Activity instructions:** A rich text editor with a toolbar and a text area.

Below the 'Description' field, there is a checkbox labeled 'Display description on course page' with a green arrow pointing to its help icon.

For additional information about CLT resources and training, watch the [Moodle Overview](#) or [Edit Mode](#) video.

Have questions or need help? Contact the CLT at 405-682-7838 or clt@occc.edu.