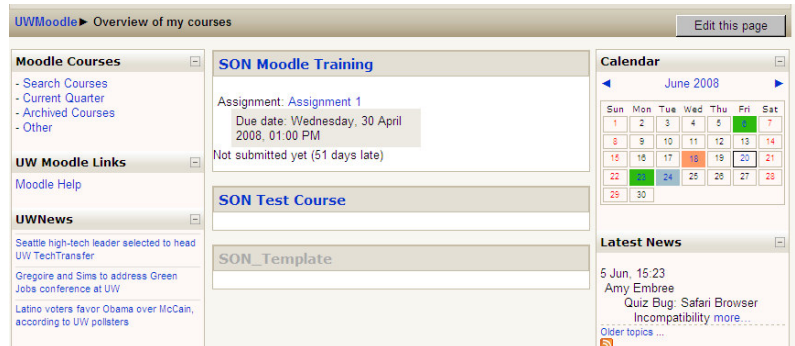


Moodle: Instructor Basics

<http://moodle.washington.edu>

1. Find Your Course

Log in and look: Sign in with your UW Net ID and password. Courses you are enrolled in or teach are listed in the main middle area. If you have a lot of courses, you may need to click on the “Search Courses...” link in this box to search for a particular course. Grayed out course names are not visible to students. Click on the course titles to enter the courses.



2. Move Around

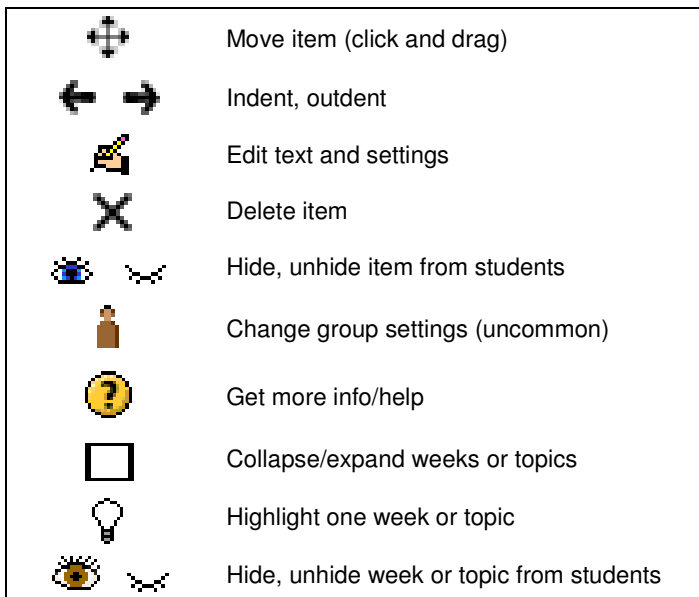
Use breadcrumb links: When you are in your course, use the links at the top left to quickly jump back to where you started. In this example, clicking on “Forums” will give you a list of all your discussion boards in the course. Clicking on “SoN102” will take you to the course homepage. Clicking on “UWMoodle” will take you back to the top overview of all courses.

UWMoodle ► SoN102 ► Forums ► Announcements

3. Make Changes

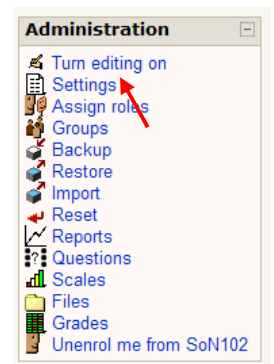
Turn editing on

Turn on editing: Click on the “Turn editing on” button in the upper right corner to make changes to your course page. Click it again to turn editing off.



Add items: Use the “Add a resource...” or “Add an activity...” drop down lists to add items into weeks. Play around to see what each does, and don’t worry about the ones that don’t make sense! If you need to change an item after you initially create it, you may need to click on the item first and then look for an “update” or “edit” button in the upper right.

Edit course settings: Click the “Settings” link from the Administration box on the bottom left of the page. Students also see this box, but only the items that are relevant to them (like Grades). Edit course settings when you want to change between weeks or topics (or add or remove how many), show grades, and make the entire course available to students or guests. If you have a question about a setting, ask us for help, because some settings should not be changed.



Add people to a course: Click the “Assign roles” link from the Administration box. Click on the role you want to assign to someone, then search for their name or email, select their account, and click the arrows to add or remove them.