

# Phase I Moodle Training Guide

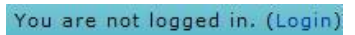
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**\*\*On a Mac, make sure you are logged in as a teacher NOT a school user. The password for the teacher login is *ucpsteach*. You must also use Firefox as your browser, not Safari. On a PC, Firefox or Explorer works fine.\*\***

## Logging in to Moodle



There are several ways you can log in to your account. You can type your Username (*firstname.lastname*) and Password in the “Login” block, and click **login**. This will refresh the page. On the left side you will then see a Courses block with just your name in it. Click here to go to your class.

You could also click on the login hyper-link in the upper-right corner.  Either of these actions will bring you to a login screen. Fill in your Username and Password, and click **login**.

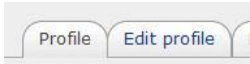
Initially, your password will be “*changeme*” You will be required to change your password when you first login. Please choose a password that is easy to remember (i.e. your email password) and **DO NOT** post it in a public location.

## Using Your Moodle Course

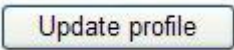
Once you have found your course and logged in, you are now ready to edit its settings and content. You may wish to change your profile first so that other Moodle users that access the site might know you better.

### Updating Your Moodle Profile

After logging into Moodle:

Click on your name and then click on the Edit Profile tab . Make any changes to your profile that you wish. Remember that anyone accessing our Moodle site will be able to view your profile. Be careful about placing information of a personal nature on your profile. You could make the following changes:

1. City / Town
2. Description
3. Picture
4. Interests

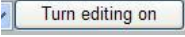
Click on  when finished. This will return you to your profile page and you will see the changes that you have made.







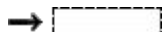


*Click on the Moodle link in the top left or the Moodle button at the bottom of the page to return to the main screen.*

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## Turning on Edit Mode

When you are ready to make changes to your course you must enter edit mode. To do this you must first open your course. When you are in your course page and logged in, then you can enter the edit mode by clicking the edit button:  The screen will change and several icons may appear next to each component. The icons are identified below:

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
	Edit item		Close/Hide item		Delete/Remove		Move (up/down)
<input type="checkbox"/>	See all weeks/topics		Open/Show Item		Indent/shift right		Move here
<input type="checkbox"/>	See one week/topic		Help				Make Current (highlight) week/topic

## Editing Your Moodle Page

### The Administration Block

When you first begin to edit your Moodle course page the Administration Block is visible on the page by default. The only links you will first use in this block are the following:

1. Turn editing on: You can also edit your pages using this link.
2. Settings: Allows you to add more topics boxes or change your course page setup to weekly format. You can also:
  - Summarize your page in the text box provided.
  - Change the name of your course page.
  - Change the overall theme of your page. To change the theme, access the drop down menu beside the **force theme** title.
3. Assign roles: Using this link you can assign students to your course.
4. Backup: Makes a copy of your page for future use. Before you add students to your course you may want to back up your course in order to have a “clean” copy so that next semester or next year you will have a fresh copy of your course to start with.




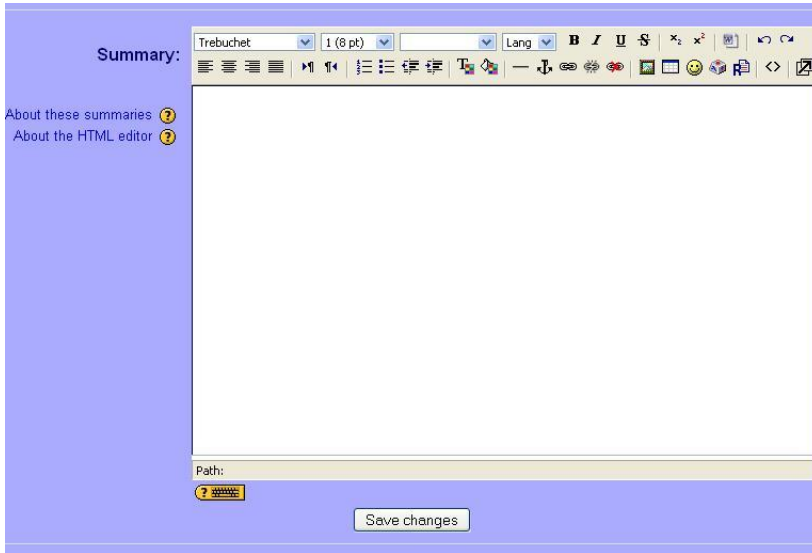
\*\*To hide the Administration block so that it does not appear on your page, click the **X** under the Administration title while you are in edit mode. To get the Administration block back, choose **Administration** under the **Add a Block** drop down menu. You can also hide the Administration block from the view of others by clicking the eye closed under the Administration title.

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### The Topic Box

The boxes in the center of your Moodle page are called topic boxes. To write in the box, click on the pencil icon  and the editing screen appears. While in this screen you can write and format text and add links and pictures. Some common icons are listed below:



1. Change font and size:



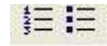
2. Change font color:



3. Align text:



4. Bullets and Numbering:



5. Add a hyperlink:



6. Add an image:

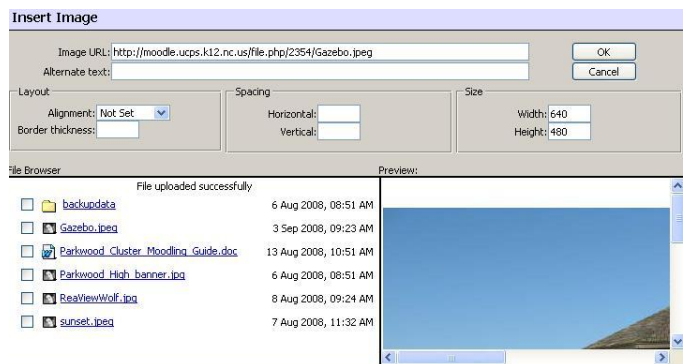


To add more topic boxes: In the Administration block click on **settings**. Under the editing screen select the number of boxes you want beside the category **Number of weeks/topics**. Scroll down and save changes.

To change the theme: In the Administration block click on **settings**. Under the editing screen scroll down to the category **force theme** and select the theme you want to use. Scroll down and save changes.

To add an image: Make sure you are in edit mode. After clicking the edit pencil:

1. Click on the image icon. A new screen appears.
2. At the bottom of the screen select **browse**.
3. Find your image and select **open**.
4. You will return to the “Insert Image” page. Select **upload**.
5. The picture will now appear in the file browser box and will say “File uploaded successfully” at the top of the box.
6. Click the link of the picture you want. It will appear on the right screen and its Image URL will appear at the top of the page.
7. Type in a name for your picture in the **Alternate text** box.
8. Click **OK**.



**\*\*Note:** Text can only be written above or below an image.\*\*

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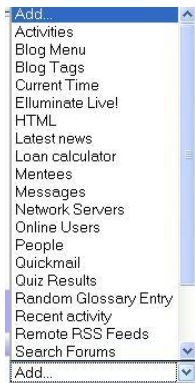
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To upload a file: Make sure you are in edit mode:

1. In the topic box, click on the "Add a resource box" and select "Link to a file or website".
2. A new screen will appear. Name your file in the first box.
3. In the "Link to a file or website" box select "Choose or upload file".
4. On the next screen, select "Upload a file" on the far right.
5. Browse for your file and upload it.
6. The file will appear and at the top of the screen it will say "File uploaded successfully".
7. To the right of the file name select "Choose".
8. Scroll to the bottom of the page and select "Save".
9. Your file will appear in the box you uploaded it to!

## Adding a Block

Blocks are the boxes on each side of your Moodle page. Unlike the topics boxes, which are a blank canvas, you can add specific blocks to your page. To add a block, find this icon:



The drop down menu will have a lot of options (some are not shown on the menu to the left). The most useful ones are listed below:

1. Current Time displays the clock.
2. HTML is a blank box that you can design any way you want. It's like a topic box but smaller and on the side instead of the middle.
3. The Calendar option puts a monthly calendar on your page.
4. Course summary allows you to summarize your course for students and parents.
5. Administration: Put the administration box back on your course page if it has been deleted.

**\*\*To move a topic box from one side to the other or above/below other boxes, use the arrows in each box. To hide the box from students, click the eye in the box.\*\***