

# Moodle-Documentation for Teachers

<http://www.hu-berlin.de/moodle>

- I. Create a New Account
  2. Login
  3. Course Request
  4. Course Setup
  5. Course Formats
6. The Moodle Interface
7. Updating and Adapting a Course
  8. Add a Resource
  9. Add an Activity
  10. Setup and Edit a Forum
- II. Communication in Forums

**For more Support check the  
Moodle-FAQ-List  
and our Moodle-Infocourse**

Version: September 2007

Multimedia Lehr- und Lernzentrum im CMS der HU

<http://www.cms.hu-berlin.de/mlz>

2093-7026 | [moodle-support@cms.hu-berlin.de](mailto:moodle-support@cms.hu-berlin.de)

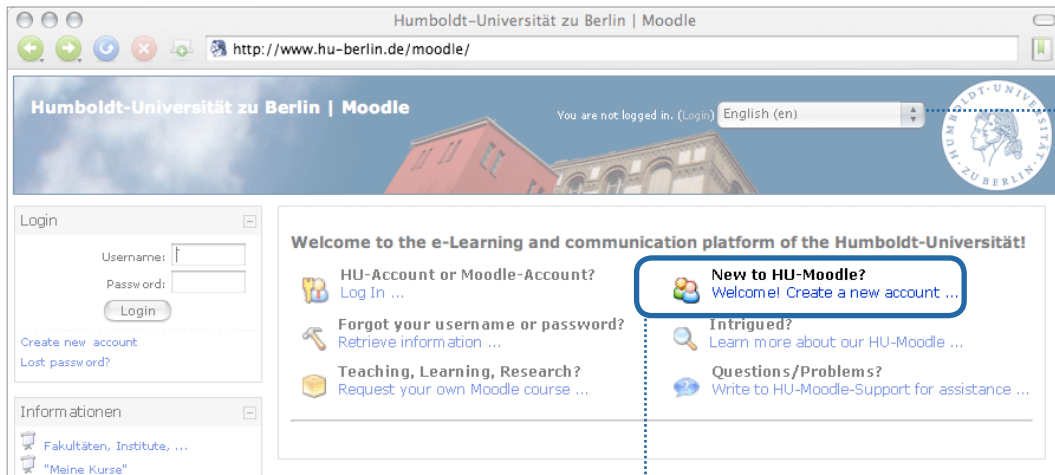


This content is licensed  
under a Creative Commons License.

# I. Create a New Account

Before logging in to Moodle you need a Moodle or HU account. If you are a member of the Humboldt University you should already have a HU account, such as you would use to access your HU email. You can use this account for Moodle without any additional registration. If you do not have a HU account, you can create a Moodle account for yourself. Once you have an account, proceed to the next step: „Login“.

Accessing Moodle:  
<http://www.hu-berlin.de/moodle>



**Select Language**

Choose your preferred language.

## Set up Login and Password

**Information about yourself**

Please complete all required fields: Specify your email address, your name and location. Your email address will be your username.

## Confirm your registration

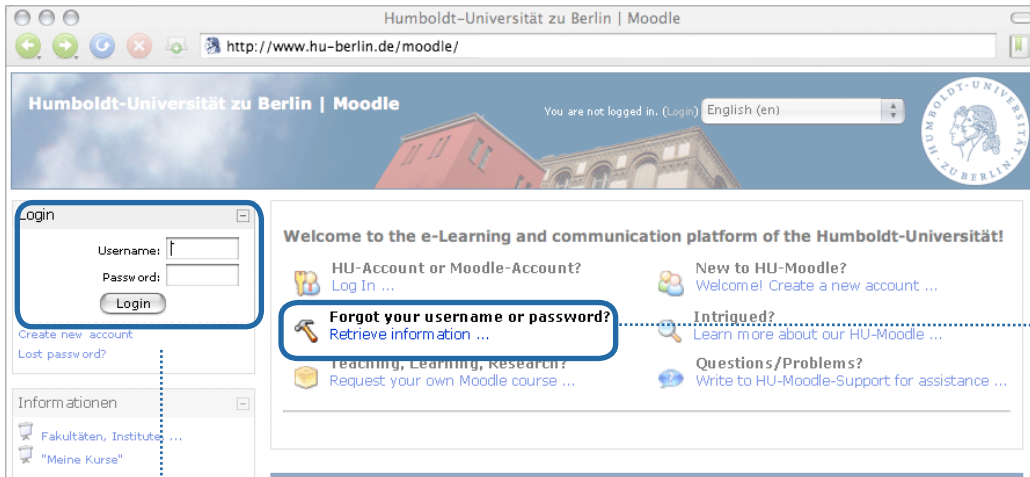
Moodle sends you an email with a link to activate the account .

To activate your account, click the link. The link will direct you to the Moodle Web site to confirm your registration. The first time you log in to Moodle, you will be asked to accept the privacy policy.

# 2. Login

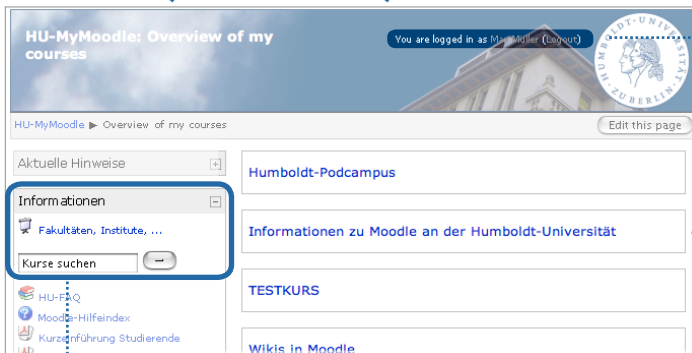
To use Moodle, you have to log in. After logging in, an overview of your courses appears. If you have problems logging in, you might find a solution to your problem in the Moodle HU-FAQ.

Accessing Moodle:  
<http://www.hu-berlin.de/moodle>



Please login with your username and password.

## Overview of your courses „MyMoodle“



### Search for courses

If you are not already enrolled in a course, you can use the search function or index of faculties and institutes to enroll.

### Login / Logout

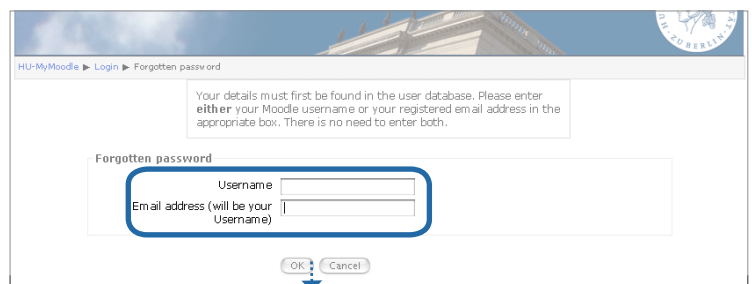
After logging in you will see your username beside the HU logo. By clicking on your name you can edit your profile. It is also possible to logout from this location.

### Course-Overview

All courses in which you are enrolled are listed here. You can access a course by clicking on the link to the course.

### Forgot your username or password?

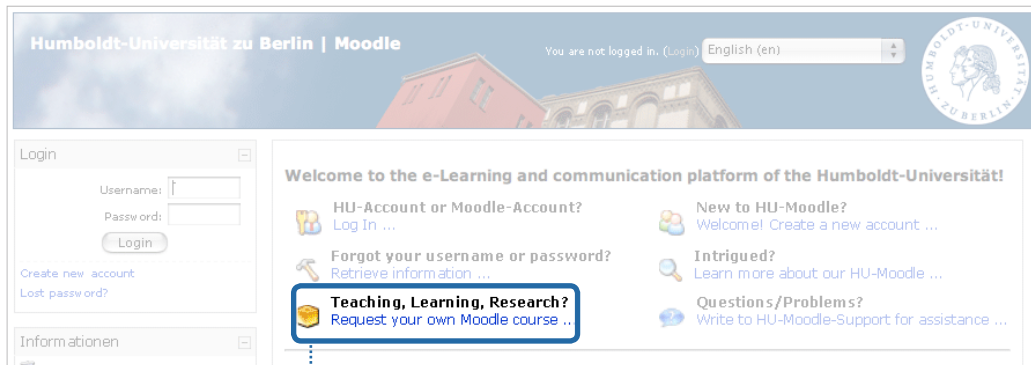
If you are using a HU account and have forgotten your password, you can apply for a new password at <http://amor.cms.hu-berlin.de>. If you have an email-based account, you can use the link on the Moodle start page to reset your password.



Input your username or email address to get a new password. It will be sent to the email address associated with your Moodle account.

# 3. Course Request

You may request a new Moodle course using the request form. The following fields must be filled out: full course name, course short name, summary, category and the enrolment key. Moodle Support will create a new course for you which you can adapt to your needs in the course settings.



## Course request form

You can find the course request form on the Moodle main page or in the block "Information" in your personal course overview "MyMoodle".

### Course full name

Please enter the full name of your course, e.g. as is found in the printed course index. Participants may find your course in Moodle by entering the course name in the search

### Course short name

Please enter the lecture number from the course index and the short name of the current term.

### Summary

In this text field you may enter a course summary similar to the one found in the printed course index.

### Category

Assign your course to the appropriate faculty as listed in the general faculties and institutes overview.

### Additional information

In this text field you may enter additional information relevant to the setup of the course.

### Enrolment key

To control who participates in a course it is advisable to enter a password. If copyrighted material is used in the course it is strongly advised that you limit access to authorised participants.

## Course request

After the request form has been filled out completely you should click on the button "Save changes" to request new course. Once your course has been created you will see it in your course overview "MyMoodle" and you may adapt it to your needs.

# 4. Course Settings

Now you can see the new course in your „MyMoodle“ course overview. First you will see the title of the new course written in a grey font. To set up your course options, please open the “Settings” from the „Administration“ block (on the left side of the window).

## Editing course settings



## Modification of the course settings.

Full name\*

Short name\*

Course ID number

Summary\*

Format

Number of weeks/topics

Course start date

Hidden sections

News items to show

Show grades

Show activity reports

Maximum upload size

Default role

**Enrolments**

Enrolment Plugins

Course enrollable

Start date

End date

Enrolment duration

**Enrolment expiry notification**

Notify

Notify students

Threshold

**Groups**

Group mode

Force

**Availability**

Availability

Enrolment key

Guest access

**Language**

Force language

There are required fields in this form marked\*.

Enter course full name.

Enter course short name (KVV-No).

Enter the course description.

This description appears later in the course overview.

Choose the Moodle course format.

Depending on your requirements you may choose between different course formats. In a weekly format the course is organised week-by-week, in a topics format the course is organised by topics.

Fix amount of weeks or topics.

e.g.. 15 (weeks) in one semester

Fix course start date (in weekly format)

Enrolment term.

Here you may set the time available for enrolment. This function is disabled by de-

Course availability.

New courses are hidden by default. With this option you may set the course to be visible for students.

Course Enrolment Key Activation

An enrolment key restricts access to your course to authorised participants only. This is essential if copyrighted material is used in the course.

Guest access.

With this option you may allow non-enrolled participants to access your course. If copyrighted material is used in the course it is strongly advised that you restrict access to authorised participants only and not allow guest access.

Click on the button “Save changes” to update your course settings.

# 5. Course Formats

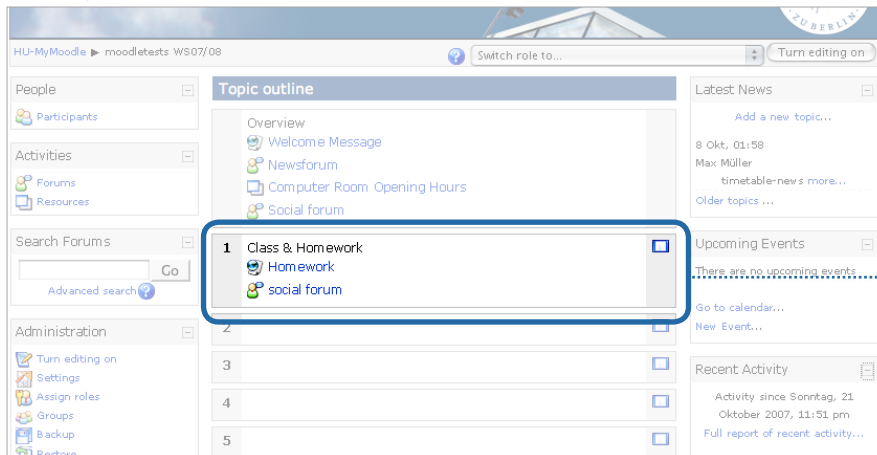
You may choose between different course formats according to your requirements.

In the centre column of your Moodle course you can see, depending on the chosen format, the course topics or sessions. Blocks permitting access to various functions are located on the sides. You may customise and/or replace the visible blocks as required.

Texts, materials, activities may be used in any of the available course formats.

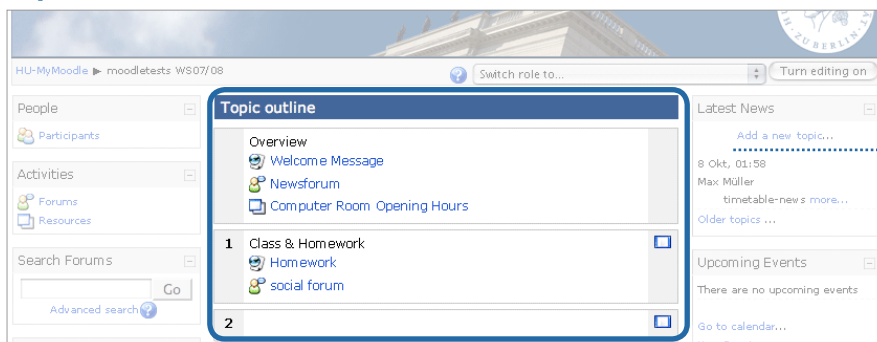
There are other formats that may better meet your requirements in addition to the most popular formats presented here.

## Weekly format



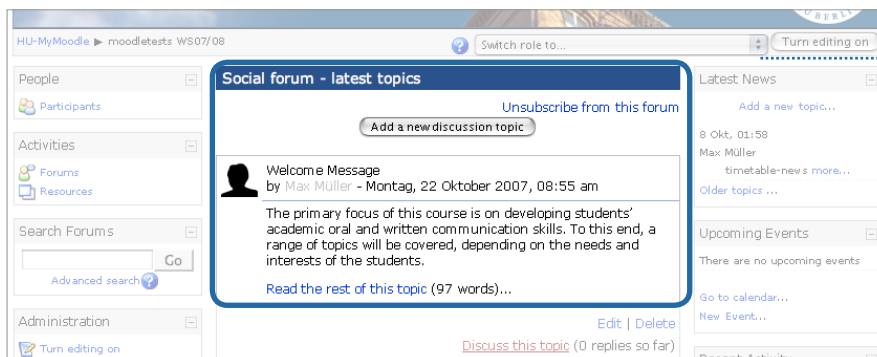
The course is organised week by week, with clear start and finish dates. Every week is listed in a separate frame and can be updated with different materials, texts and activities.

## Topics format



The course is organised by single topics. A „topic“ is not restricted to any time limit. The number of topic frames can be specified in the course settings and may be changed at any time.

## Social format



This format is oriented around one main forum, the Social forum, which appears listed on the main page.

The course format may be changed at any time using the settings option in the administration block. Existing entries from the previous format are retained unchanged and can be edited further.

# 6. The Moodle Interface

An overview of topics or a schedule of sessions is located in the central column of your Moodle course. Tools for course administration and communication within the course are located on the sides. A course is composed of texts, materials and activities. Below you can see a typical view of a newly created, empty course.

The screenshot shows the Moodle course interface for 'TESTKURS'. The interface is divided into several sections:

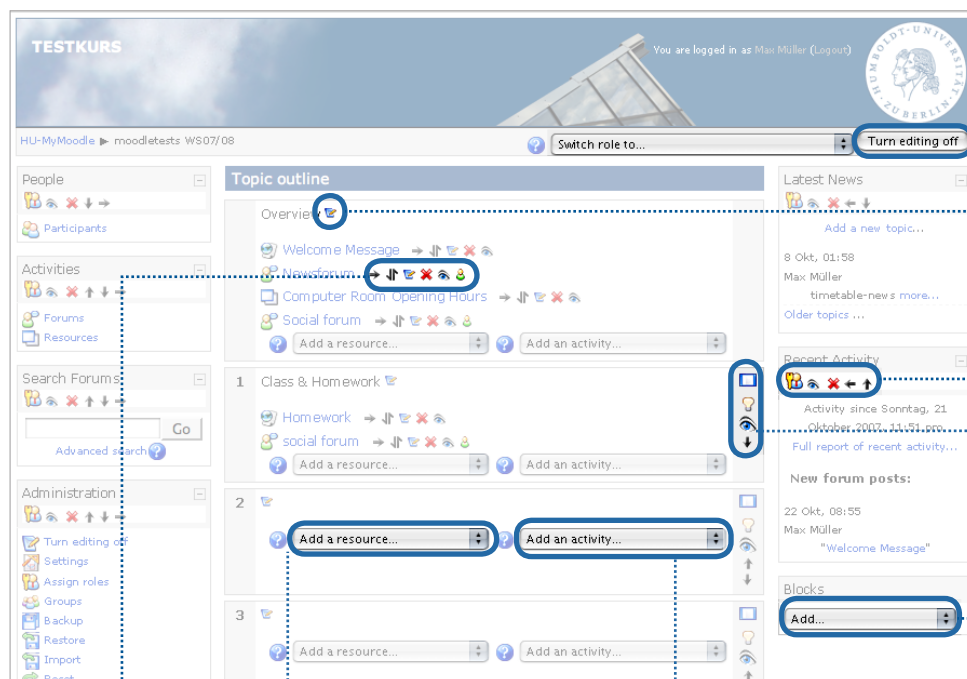
- Top Bar:** Displays the course name 'TESTKURS', the user's login status 'You are logged in as Max Müller (Logout)', and the university logo 'HUMBOLDT-UNIVERSITÄT ZU BERLIN'.
- Left Sidebar:** Contains navigation and administration tools:
  - People:** Includes a 'Participants' link.
  - Activities:** Lists 'Forums' and 'Resources'.
  - Search Forums:** Includes a search box and an 'Advanced search' link.
  - Administration:** Lists various administrative actions like 'Turn editing on', 'Settings', 'Assign roles', 'Groups', 'Backup', 'Restore', 'Import', 'Reset', 'Reports', 'Questions', 'Scales', 'Files', and 'Grades'.
- Central Column:** Features a 'Topic outline' table with columns for topic numbers, names, and checkboxes. The first topic is '1 Class & Homework', which includes sub-items like 'Overview', 'Welcome Message', 'Newsforum', 'Computer Room Opening Hours', and 'Social forum'.
- Right Sidebar:** Contains several informational blocks:
  - Latest News:** Shows a message from 'Max Müller' with a link to 'timetable-news more...'.
  - Upcoming Events:** States 'There are no upcoming events' and includes a 'Go to calendar...' link.
  - Recent Activity:** Shows activity since 'Sonntag, 21 Oktober 2007, 11:51 pm' and a link to 'Full report of recent activity...'.
  - New forum posts:** Shows a post from 'Max Müller' with the subject 'Welcome Message'.

Callouts from the text provide detailed explanations for these components:

- Full course name:** Points to the 'TESTKURS' header.
- Navigation:** Points to the 'My Moodle' link in the top bar.
- Participants list:** Points to the 'Participants' link in the left sidebar.
- Activities:** Points to the 'Forums' and 'Resources' links in the left sidebar.
- Switch role to..:** Points to the 'Switch role to...' dropdown menu in the top bar.
- Login/Logout:** Points to the 'Logout' link in the top bar.
- Turning on editing:** Points to the 'Turn editing on' button in the top bar.
- Latest news:** Points to the 'Latest News' block in the right sidebar.
- Upcoming events:** Points to the 'Upcoming Events' block in the right sidebar.
- Recent activity:** Points to the 'Recent Activity' block in the right sidebar.
- Course settings:** Points to the 'Settings' link in the administration sidebar.
- Assign roles:** Points to the 'Assign roles' link in the administration sidebar.
- Files:** Points to the 'Files' link in the administration sidebar.
- Topics overview/ sessions schedule:** Points to the 'Topic outline' table in the central column.

# 7. Updating and Adapting a Course

The course topics, as well as all other course content and activities, can be customised after the edit mode has been activated. Additional options and symbols become visible, materials can be uploaded, titles and headlines entered, as well as activities assigned to particular course sessions. Blocks may also be changed, moved and deleted.



## Turning on/ off editing

Allows a teacher to make changes in the course.

## Enter/ change full course name

Opens a text editor where you may enter a summary of the course topic or describe materials.

## Organise blocks

These symbols allow you to move, hide and delete blocks.

## Organise topics

Highlight, hide or move single topics or sessions.

## Activate additional blocks

In a new course there are only a few default blocks activated. Here you may add more blocks.

## Add a resource

A list of resources that may be added to the topic/session, e.g. images, Web sites, reading lists, etc.

## Add an activity

Add an activity to support communication, testing, evaluation and online teamwork by participants. Activities and materials may be assigned to individual sessions.



## Groups

Displays visibility of existing groups.

## Visible/invisible

Activities, materials, topics, etc. may be hidden or revealed to course participants.

## Delete

Delete materials, activities or blocks permanently.

## Update

Open a text editor to enter additional information about an activity or material.

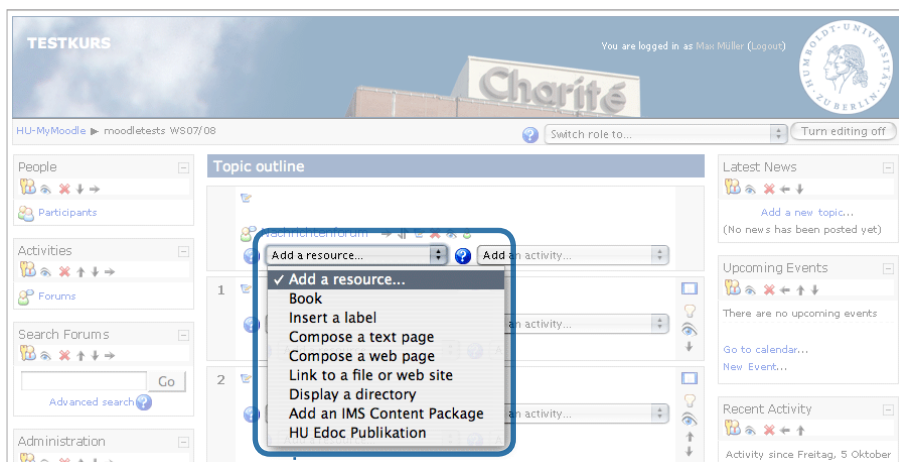
## Move

Change the order of activities, materials, topics or blocks etc.

## Move right

# 8. Add a Resource

Moodle provides the opportunity to upload resources into the course, link to an uploaded file or external website and insert a label for additional instructions or information in the course section. To upload and organize resources and to create and edit a text page you can use the built-in text editor.



## Add a resource

Via a drop-down-menu that lists different types of resources, you can assign resources to specified topics or weeks.

## Book

Compilation of multipage resources in a book-like format.

## Insert a label

This option provides a text field where you can insert short instructions, information or a caption to structure the course section.

## Compose a text page (without editor)

Add unformatted text resources, especially when writing directly or inserting texts into Moodle. It is also possible to use HTML-Code to optimise the appearance of the page.

## Compose a web page (with editor)

With this option it is possible to add a text using an editor with a multiplicity of formatting options. HTML-Code and Javascript can also be applied.

## Link to a file or web site

With this option you can link to an uploaded file or external Web site if the resource already exists in electronic form. Web sites will be shown in the browser window, multimedia content (video, flash ...) will be played back by a player that must already be installed on the user's system.

## Display a directory

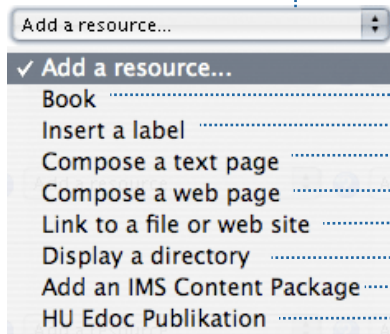
Displays the complete contents of a directory (and subdirectories) in your course files, allowing users access to particular files.

## Deploy an IMS Content Package

Option to import resources into the course that conform to the IMS standard.

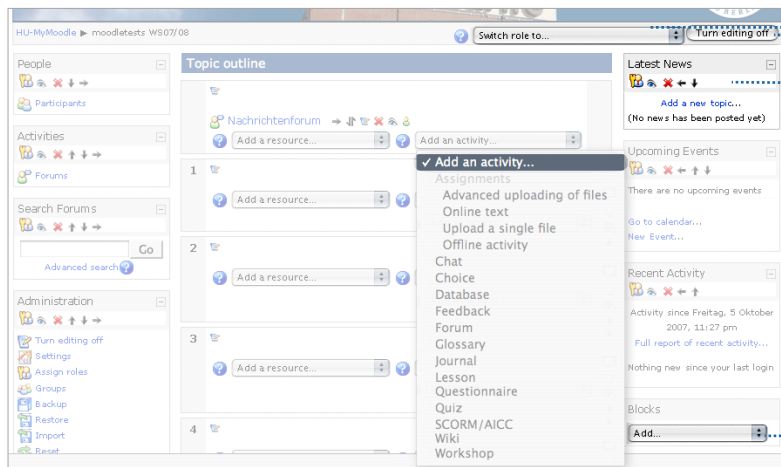
## HU Edoc Publikation

Interface to provide access for users to documents on the HU Edoc publication server.

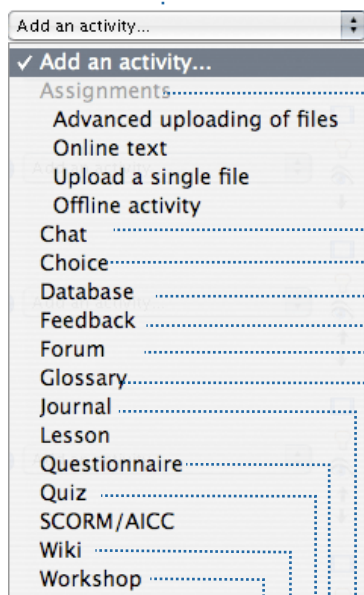


# 9. Add an Activity

Besides the management of digital resources, Moodle affords communicative and interactive accompaniment to (presence) lessons, cooperative work on texts, as well as the evaluation of contributions and answers.



## Add an activity:



### Switch role to ...

The switch role option allows teachers to get a general idea of what students will see.

### Turn editing on

This option enables the editing mode for teachers. When enabled, you will see a variety of editing icons next to all the editable objects in the course.

### Block "Latest News"

In this block you can see the latest messages sent by participants.

### Add blocks

Each course homepage generally contains blocks on the left and right. When editing is active, teachers can add, hide, delete, and move blocks up, down, left or right.

**Assignments:** Typical tasks like uploading essays, files, experiments, projects and reports. Assignments may require students to upload a file or to be edited online directly. It is possible to evaluate the submitted contribution.

**Chat:** Affords real-time communication and contains features to manage and repeat chats.

**Choice:** A question with a selection of default answers to choose from. This activity is very useful to formate groups or to quickly gain feedback.

**Database:** You can use the database to set up your own archive for different puposes. The database can be used in a range of applications, from the transfer of data or as a to-do-list for a group task, to the construction of a complex media database.

**Feedback:** This activity enables you to create and evaluate questionnaires. Participants mayb e permitted to see the results instantly. Data sets can be exported into a MS Excel file.

**Forum:** Forums support online communication and can be structured in different ways, e.g. as a message forum, a topic-based forum, or a question-and-answer forum. The forum can be used also as a mailing list for a Moodle course.

**Glossary:** Similar to a reference work you can create and maintain a list of definitions. The glossary can be used in various ways, e.g. for submitting and evaluating group tasks, or as a collaborative course glossary compiled by the participants, or to provide a common knowledge database.

**Journal:** A journal allows the students to keep a learning diary, which could be commented by the teacher.

**Questionnaire:** This option enables you to conduct your own surveys or evaluations. A questionnaire can be anonymous or with the users' names. The dataset can be exported as a file in CSV-format and evaluated statistically using the appropriate software.

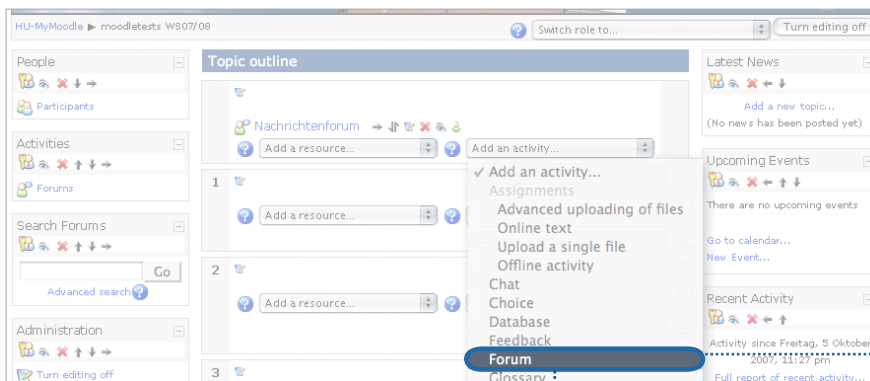
**Quiz:** With this tool you can provide extensive online tests with several question types (multiple choice, cloze tests, allocations). Extensive analysis and evaluation possibilities are available.

**Wiki:** Wikis can be used particularly for the collective compilation and editing of texts. Thus you can encourage collaboration in a topic in a Moodle course simply and quickly.

**Workshop:** Activity in which participants evaluate themselves mutually.

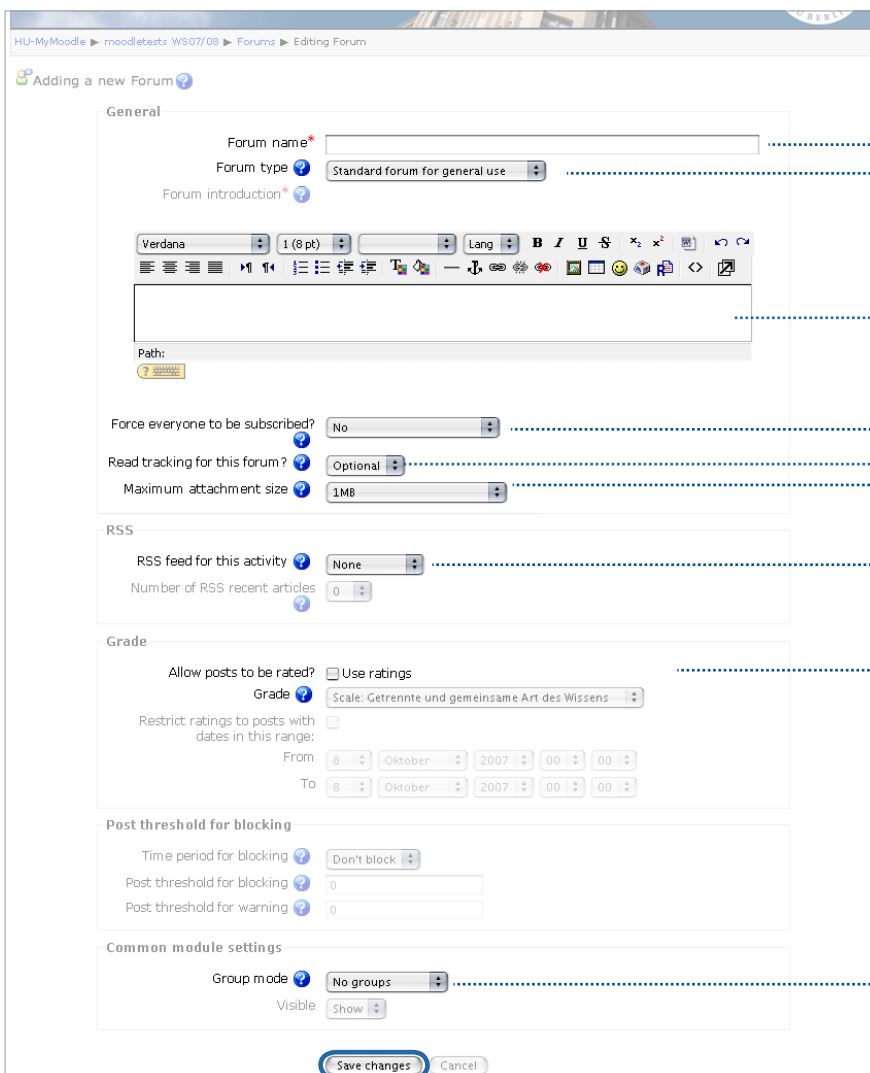
# 10. Setup and Edit a Forum

Forums can be individually adapted to the respective requirements of the course. Teachers can specify whether the students should get all messages by email and in what respect students can be active in the forum. In this way the forum either has the form of a notice-board, a moderated forum or an open forum.



Choose „Forum“ in the menu „Add an activity“ to create a new Forum.

## Forum administration



Enter the title of the forum here.  
Specify whether students can only read the contributions or also answer and write. Thus you determine whether the forum has the form of a notice board, a moderated forum or open forum.

Enter an introductory text here.

Select whether the students are to receive all forum contributions by email.

Select whether unread forum contributions should be marked.

Specify the maximum permissible size of file attachments.

Electronic message format which permits the user to subscribe to forum contributions or integrate them into other Web sites.

Specify whether and how forum contributions are to be evaluated.

Select whether the forum is to be differentiated according to groups. In the case of „No groups“ there are no collective topics, with „visible“ alternative topics are supported, and with „separate“ the topics are restricted to particular groups.

Finally, click on „Save changes“ to apply your settings to the forum.

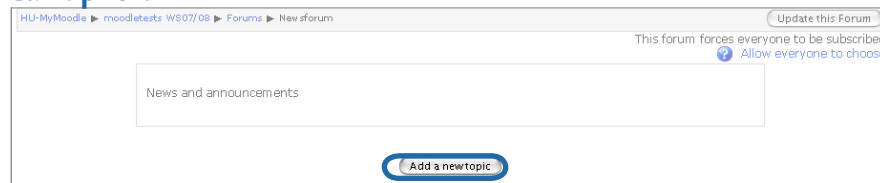
# II. Communication in Forums

In Moodle you can post messages in a forum and send it to all students by email. This way students can exchange questions, messages and files. Forums are useful to support group work. The link to the „News forum“, the central place for announcements, appears automatically in the central block after logging in.

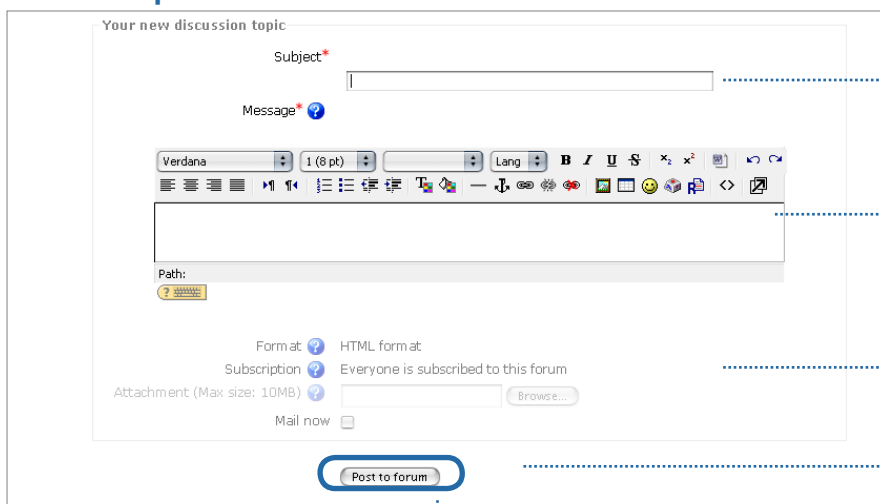


- Overview of the last forum contributions in the course.
- Edit forum settings:
- Access the desired forum
- You can recognize forums by this symbol: 🗨️

## Call up forum



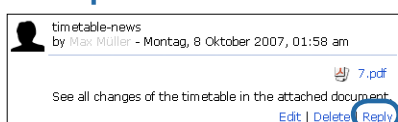
## Add new topic



- Title of the contribution – indicated in the listing of the forum contributions.
- Text field for the message text.
- There is the possibility of attaching a file to the contribution.
- After creating a new topic, you must click on the button „post to Forum“ to submit your contribution.

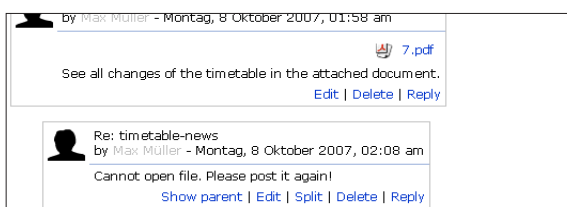


## Call topic



Click on the Button „Reply “ if you want to write an answer to the topic.

## Post an answer



The procedure for replying is similar is similar to posting new topics. After you have written your contribution, post the contribution, in order to have it appear in the forum.