

# Fall 2009: Moodle Quick Reference Guide

Moodle Quick Reference Guide: <http://moodle.grok.lsu.edu/Article.aspx?articleid=10157>



<input type="checkbox"/> <b>Confirm that your Teaching Course(s) is listed in Moodle</b>	<p><b>Quick tip:</b> The link(s) to your Teaching course(s) will be automatically created. By default, your teaching course(s) is displayed with gray text, which means the course is unavailable to the students. Once your course is set up, be sure to make it available to your students. For more information, visit GROK and search for article number <a href="#">8592</a>.</p>
<input type="checkbox"/> <b>Restore your Materials Course to Teaching Course</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Go into <b>your blank Teaching course</b>, click on <b>Delete and restore course</b> in <b>Simplified Restore</b> block on the right.</li> <li>2. Select the latest backup of the course which you want to restore to your teaching course.</li> <li>3. Click on the <b>Continue</b> or <b>Next</b> button for the next couple of windows until the process is completed. For more information, visit GROK and search for article number <a href="#">7348</a>.</li> </ol>
<input type="checkbox"/> <b>Confirm student enrollment</b>	<p><b>Quick tip:</b> Your students will be automatically enrolled into your course(s). You can check the roster by clicking on the <b>Students/Users</b> link in <b>People</b> block. If the roster is incorrect, please contact the Faculty Technology Center.</p>
<input type="checkbox"/> <b>Add non-primary instructor(s) or TA(s)</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Assign roles</b> in the <b>Administration</b> block on the left.</li> <li>2. Click on the role for the person that you want to enroll into the course.</li> <li>3. Search for user by name or PAWS ID</li> <li>4. Click on the user's name and click on the <b>Add</b> button. For more information, visit GROK and search for article number <a href="#">5895</a>.</li> </ol>
<input type="checkbox"/> <b>Make your Teaching Course available to students</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Settings</b> in the <b>Administration</b> block on the left.</li> <li>2. In the <b>Availability</b> block, choose <b>This course is available to students</b>.</li> <li>3. Click on the <b>Save changes</b> button at the bottom of the page. For more information, visit GROK and search for article number <a href="#">8755</a>.</li> </ol>
<input type="checkbox"/> <b>Post a new file to your Moodle course</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on the <b>Turn editing on</b> button in the upper right.</li> <li>2. Click on <b>Add resource</b> drop down menu and select <b>Link to a file or web site</b>.</li> <li>3. Fill in the Name field and click on the <b>Choose or upload a file</b> button.</li> <li>4. Click on the <b>Upload a file</b> button in the lower right.</li> <li>5. Click on the <b>Browse</b> button to search for the file. Select the file by double-clicking.</li> <li>6. Click on the <b>Upload this file</b> button.</li> <li>7. Click <b>Choose</b> to the right of the uploaded file</li> <li>8. Click on the <b>Save and return to course</b> button at the bottom of the page. For more information, visit GROK and search for article number <a href="#">5904</a>.</li> </ol>
<input type="checkbox"/> <b>Send a welcome e-mail to students</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Compose Email</b> in the <b>Quickmail</b> block on the right.</li> <li>2. Highlight the student(s) and click on the <b>Add</b> button (or <b>Add all</b> to e-mail all the students).</li> <li>3. Enter the subject field. It is a required field.</li> <li>4. Type your message.</li> <li>5. Click on the <b>Send Email</b> button. For more information, visit GROK and search for article number <a href="#">5884</a>.</li> </ol>
<input type="checkbox"/> <b>Modify course preferences</b>	<p><b>Quick tip:</b> The course preferences allow instructors to modify course creation and enrollment settings. Instructors can also manage courses by splitting, cross-listing, and team teaching. Visit GROK and search for article number 13015 for more information.</p>

# Fall 2009: Moodle Gradebook



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<input type="checkbox"/> <b>Select aggregation methods for grade categories</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Grades</b> under the <b>Administration</b> block.</li> <li>2. Click on the <b>Choose an action</b> drop down menu. Under <b>Edit</b>, select <b>Categories and Items</b>.</li> <li>3. Click the Edit icon to the right of the grade category. Choose an aggregation method from the drop down menu.</li> <li>4. Click the <b>Save changes</b> button. For more information about what aggregation method will work best with your grading method, visit GROK and search for article number <a href="#">7301</a> or contact the Faculty Technology Center.</li> </ol>
<input type="checkbox"/> <b>Create grade categories</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Grades</b> under the <b>Administration</b> block.</li> <li>2. Click on the <b>Choose an action</b> drop down menu. Under <b>Edit</b> select <b>Categories and Items</b>.</li> <li>3. Click on the <b>Add category</b> button.</li> <li>4. Name the category and select the category's aggregation method. If this category is within another category that is set to <b>Weighted Mean of Grades</b>, then you must set the weight value.</li> <li>5. Click on the Save Changes button. For more information, visit GROK and search for article number <a href="#">7268</a>.</li> </ol> <p><b>*Note:</b> It is not necessary to create categories in your gradebook, but you may use them to organize groups of similar grade items (ex: tests, quizzes). The "Course Total" category (which has the same name as your course) is automatically created and contains all grade items in the gradebook.</p>
<input type="checkbox"/> <b>Create grade items</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Grades</b> under the <b>Administration</b> block.</li> <li>2. Click on the <b>Choose an action</b> drop down menu. Under <b>Edit</b>, select <b>Categories and Items</b>.</li> <li>3. Click on the <b>Add grade item</b> button. Name the item and give a maximum grade value.</li> <li>4. If you are placing this item in a category that has already been created, use the <b>Grade category</b> drop-down menu to select the proper category.</li> <li>5. Click the <b>Save changes</b> button. For more information, visit GROK and search for article number <a href="#">9516</a>.</li> </ol>
<input type="checkbox"/> <b>Enter grades</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Grades</b> under the <b>Administration</b> block.</li> <li>2. Click on the <b>Choose an action</b> drop down menu. Under <b>View</b> select <b>Gradebook</b>.</li> </ol> <p><b>Edit Button</b> - Click on the <b>Turn editing on</b> button in the top right of the page. This will display boxes in the spreadsheet to enter each grade. Type in the grades. Click the <b>Update</b> button at the bottom.</p> <p><b>OR</b></p> <p><b>Quick Edit</b> - Click the <b>QE</b> symbol at the top of the column for a particular grade item. Enter the students' grades. Zeros will be inserted in all empty grades if the "Insert zeros for all empty grades" box located at the bottom of the page is checked. Click the <b>Update</b> button at the bottom. For more information, visit GROK and search for article number <a href="#">10056</a>.</p>
<input type="checkbox"/> <b>Customize the letter grade scale</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click on <b>Grades</b> under the <b>Administration</b> block.</li> <li>2. Click on the <b>Choose an action</b> drop down menu. Under <b>Edit</b> click on <b>Letters</b>.</li> <li>3. Click on the <b>Edit</b> tab at the top of the page.</li> <li>4. Click on the <b>Override site defaults</b> check box and enter new grade boundaries.</li> <li>5. Click the Save changes button at the bottom of the page. For more information, visit GROK and search for article number <a href="#">7279</a>.</li> </ol> <p><b>*Note:</b> The default scale in Moodle is a 10-point scale (A = 90-100, B = 80-89.99, etc.)</p>
<input type="checkbox"/> <b>Post grades to PAWS</b>	<p><b>How to:</b></p> <ol style="list-style-type: none"> <li>1. Click the link for the section you want to transfer to PAWS under the <b>Post Grades</b> block.</li> <li>2. If the preview grades are incorrect, click the <b>Edit Multiple Grades</b> button to return to the gradebook for corrections. If the preview grades are correct, click the appropriate button to either <b>Post Non-Degree Candidate Grades</b> or <b>Post Degree Candidate Grades</b>.</li> <li>3. Log in to PAWS to submit the grades. For more information, visit GROK and search for article number <a href="#">7272</a>.</li> </ol> <p><b>*Note:</b> At mid-semester and the end of the semester, links will appear in the Post Grades block in your course. You will have one link for each section of the course.</p>