

# Moodle 2: Basic Functions

Moodle Quick Reference Guide: <http://moodle2.grok.lsu.edu/Article.aspx?articleid=16370>



<p><b>Confirm that your teaching course(s) is listed in Moodle</b></p>	<p>Teaching courses are automatically created 30 days prior to the first day of the semester. By default, teaching courses are unavailable to the students. Once your course is set up, be sure to make it available. (See instructions below)</p>
<p><b>Restore your old course content into a new teaching course</b></p>	<ol style="list-style-type: none"> <li>1. Click on the link for your new, empty teaching course.</li> <li>2. Click on <b>Overwrite current course</b> in the <b>Simple Restore</b> block on the right. (If you have already added content/ materials in your course, click on the <b>Import all materials into current course</b> link instead.)</li> <li>3. Click on the backup file for the course you want to restore into your teaching course.</li> <li>4. Click on the <b>Continue</b> or <b>Next</b> button for the next couple of windows until the process is completed.</li> </ol> <p>For more information, visit GROK and search for article <a href="#">16113</a>.</p>
<p><b>Confirm student enrollment</b></p>	<ol style="list-style-type: none"> <li>1. Click on the <b>Users</b> link in the <b>Administration</b> block.</li> <li>2. Click on the <b>Enrolled Users</b> link that is then listed below the <b>Users</b> link.</li> </ol> <p><b>Quick tip:</b> Students are automatically enrolled into courses 14 days prior to the first day of the semester. If the roster is incorrect, please contact the Faculty Technology Center.</p>
<p><b>Add guest instructor(s) or group TA(s)</b></p>	<ol style="list-style-type: none"> <li>1. Click on <b>Users</b> in the <b>Administration</b> block.</li> <li>2. Click on the <b>Enrolled users</b> link which is listed under the <b>Users</b> link.</li> <li>3. Click on <b>Enroll users</b> button in the upper right of the screen.</li> <li>4. Select the role from the <b>Assign Rolls</b> drop-down menu at the top of the window.</li> <li>5. Search for user by name or PAWS ID using the search field at the bottom of the window.</li> <li>6. When the results are listed, click on the <b>Enroll</b> button next to the person's name and click on the <b>Finish enrolling users</b> button.</li> </ol> <p>For more information, visit GROK and search for article <a href="#">16347</a>.</p>
<p><b>Make your teaching course available to students</b></p>	<ol style="list-style-type: none"> <li>1. Click on <b>Edit settings</b> in the <b>Administration</b> block.</li> <li>2. In the <b>Availability</b> section, choose the option "<b>This course is available to students</b>" from the drop-down menu.</li> <li>3. Click on the <b>Save changes</b> button at the bottom of the page.</li> </ol> <p>For more information, visit GROK and search for article <a href="#">16346</a>.</p>
<p><b>Post a new file resource to your Moodle course</b></p>	<ol style="list-style-type: none"> <li>1. Click on the <b>Edit</b> button in the upper right of the screen.</li> <li>2. Click on the <b>Add a resource</b> drop down menu and select the <b>File</b> option.</li> <li>3. Fill in the <b>Name</b> field. (This text will appear as the link to the file.)</li> <li>4. Click on the <b>Add</b> button in the <b>Content</b> section.</li> <li>5. Click on the <b>Upload a file</b> link. Then click on the <b>Choose File/ Browse</b> button to search for the file on your computer.</li> <li>6. After you have selected the file, click on the <b>Upload this file</b> button.</li> <li>7. Click on the <b>Save and return to course</b> button at the bottom of the page.</li> </ol> <p>For more information, visit GROK and search for article <a href="#">16351</a>.</p>
<p><b>Add 'News Forum'</b></p>	<ol style="list-style-type: none"> <li>1. Click on the <b>Edit</b> button in the upper right of the screen.</li> <li>2. Click the drop-down menu in the <b>Add A Block</b> block and select <b>Latest News</b>.</li> <li>3. Click the <b>Stop Editing</b> button in the upper right of the screen. When your screen refreshes, you will see the link to the News Forum in the top content area of your course.</li> <li>4. Click on the <b>News Forum</b> link and then click the <b>Add a New Topic</b> button to post to the forum. Click the <b>Post to Forum</b> button to submit.</li> </ol> <p>For more information, visit GROK and search for article <a href="#">16599</a>.</p>



# Moodle 2: New Features

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<p><b>Resource Files and Folders</b></p>	<p>Moodle 2 stores course files and folders in resource items that you create. Students access these items by clicking links to them from the front page of your Moodle course. A <b>Link to a file</b> resource will open a single file. A <b>Link to a folder</b> resource will open a folder where students can then access any files listed there. Currently there is not a central files area where all documents can be listed together.</p> <p>For more information about creating a file resource, visit GROK and search for article <a href="#">16032</a>. For more information about creating a folder resource, visit GROK and search for article <a href="#">16420</a>.</p>
<p><b>Block Docking</b></p>	<p><b>Block Docking</b> allows you to customize the appearance of your Moodle pages. You can move blocks to different locations and collapse them into tabs to provide more space for content. The tabs can be opened and expanded whenever you want to access the links within the docked blocks.</p> <p>For more information about the <b>Block Docking</b> process, visit GROK and search for article <a href="#">16103</a>.</p>
<p><b>Student Progress and Activity Completion Tracking</b></p>	<p>The <b>Activity Completion</b> settings allow instructors and students to track progress through the content of a course. Each content item (resource or activity) can be set to track completion. Although this is referred to as <b>Activity completion</b> it can also be applied to course resources. The <b>Activity Completion</b> setting can be found at the bottom of the edit page that is used to create or update any resource or activity.</p> <p><b>Activity Completion</b> settings are important if you are also using <b>Access Control Contingencies</b> to reveal links for other dependent activities or resources.</p> <p>For information about <b>Activity Completion</b> settings, visit GROK and search for article <a href="#">16105</a>.</p>
<p><b>Access Control Contingency</b></p>	<p><b>Access Control Contingencies</b> allow an instructor to designate certain conditions under which a link to an activity or resource will be revealed. The criteria for revealing links includes pre-set date &amp; time, a predetermined grade on an assignment or grade category (including course total), and a designation of completion for another activity or resource.</p> <p>Contingencies also allow for multiple outcomes so that a student receiving a high grade on a quiz could see one set of links, while a student receiving a low score would see another set of links, perhaps to remedial or support materials.</p> <p>For more information about <b>Access Control</b> settings, visit GROK and search for article <a href="#">16106</a>.</p>
<p><b>Gradebook Views</b></p>	<p>The Gradebook now features two new <b>Category and Items</b> views that display categories and items on the same page. These views allow instructors to create new categories and items, and also view and edit the item and category properties.</p> <p>For more information about the Simple View, visit GROK and search for article <a href="#">16157</a>. For more information about the Full View, visit GROK and search for article <a href="#">16148</a>.</p>
<p><b>Export Forum Content to PDF</b></p>	<p>Discussion Forums now allow instructors to export the content to a PDF for archiving and research purposes. The content can be exported with student names visible, or as anonymous posts which only reference numbered participants.</p> <p><b>Note:</b> To export your forum content, you must first add the <b>Export Forum</b> block to the front page your Moodle course.</p> <p>For more information about adding the <b>Export Forum</b> block and exporting forum posts, visit GROK and search for article <a href="#">16369</a>.</p>

