Moodle Basics (Moodle v3.1)

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For information about, and how to use the tools available in the UOW Learning Platform go to the Digital Learning and Teaching site. This site also has a section outlining new features available in Moodle 3.1. The information below outlines some of the basics to get started in UOW Moodle.

REQUEST A MOODLE SUBJECT (TEACHING) SITE

1. Log in to the **UOW Staff intranet and c**lick on the **Home** tab.
2. Scroll to the bottom of left hand side to **UOW Platform.**
3. Click on **Learning Platform Management System (LPMS).**
4. Click **request a new site** (at the top of the page under the heading **My Moodle Sites.**
5. Click on the arrow to select the subject (teaching) site. If you require a different type of site, click on the question mark (?) icon to the right of the menu to learn about different categories.
6. Click **Add** then type in your subject code.
7. The following screen will show different options, which can be used to limit the search, if desired.
8. Click **Search,** and subjects matching that code will appear at the bottom of the screen.
9. Mark the checkbox next to each subject instance required and click **Add selected.**
10. Change dates if required by clicking on the calendar icon. Take note of the **site start** and **end dates.**
11. Use the radio button to indicate a new empty site, or a copy of an existing site.
12. At the bottom of the screen is a **Staff** section.
13. Click **Add** and complete details for staff to be added, click the box beside their name and then **Add selected.**
14. Use the pull down menu to nominate the role that each staff member will have. Not that if staff are to add documents they should have **Teacher** access.
15. Click **Submit.**

LOGIN TO MOODLE

To access Moodle sites:

1. Log in to the **UOW Staff Intranet.**
2. Click on the **Home** tab.
3. Scroll to the bottom of the left hand side to **UOW Platform.**
4. Click on **Moodle.** All Moodle sites linked to the user will be displayed.

EDIT PERSONAL SETTINGS

In Moodle, each user has a profile page where personal settings can be changed and user information added. To edit your profile or change specific settings:

1. Log into **Moodle**
2. Click on the **pull down menu** next to the picture icon on the top right (Figure 1) and select **Preferences**
3. Click on **Preferences** / **Edit profile (**Figure 2**).**
4. Scroll to the bottom and click **Update profile.**

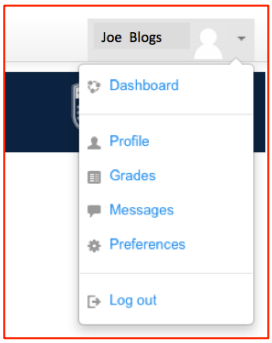

Figure 1 Profile settings

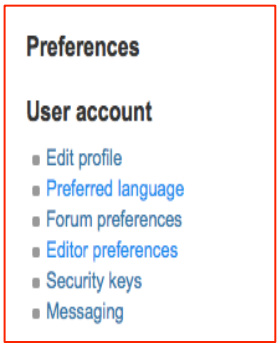

Figure 2 Preference choices

EDIT FORUM AND OTHER PREFERENCES

Moodle sets up Forum preferences for each user. To edit **Forum preferences**:

1. Log into **Moodle.**
2. Click on the **pull down menu** next to the picture icon on the top right. Click on **Preferences** / **Forum preferences.**
3. By default Moodle is set to deliver **No digest (single email per forum post).** Take a look at the different options and select your preferences from the pull down menus. Consider
    a. **Email Digest type**: Complete (daily email with full posts).
    b. **Forum auto-subscribe:** No: don't automatically subscribe me to forum discussions.
    c. **Forum tracking:** Yes: highlight new posts for me (highly recommended option).
4. Scroll to the bottom and click **Save changes.**

Use the same process to change other preferences.

CHANGE SITE LAYOUT FORMAT

The default design for a Moodle site when created is the Topics format. To change the Moodle site to another layout:

1. Log into Moodle and select the site you wish to change.
2. From the **Administration** block click **Edit settings.**
3. It is helpful to click the **Expand all** button, on the top right of the screen.
4. Scroll down to Format and change the format to the desired layout.
5. **Hidden sections** – it is highly advisable to change this option to **Hidden sections are completely invisible.**
6. Scroll to the bottom and click **Save changes.**

EDIT SECTION NAMES

To give each section a custom name:

1. **Turn editing on.**
2. Click on the pencil icon next to the current name.
3. Type in the new section name.
4. Use your keyboard to press **Enter.**

ADDING A BLOCK

Blocks are items that can be added to the left or right sides of the Moodle page. To add a block to the Moodle site

1. **Turn editing on.**
2. Locate a block that says **Add a block**.
3. Click on the arrows next to **Add.**
4. Select the type of block to be added.

Further information on blocks is available from Moodle docs. Check the blocks that UOW has enabled, then click on the link https://docs.moodle.org/31/en/Blocks to find out more about that type of block (note that UOW may also slightly different names).

RECYCLE BIN

The recycle bin allows teachers to retrieve course elements they have mistakenly deleted. It is available by default in all Moodle 3.1 sites, however the link in the **Administration block** is only visible once something has been deleted. If you have inadvertently deleted an element from your Moodle site:

1. Click on dashboard and then the link to the relevant site (this then activates the recycle bin)
2. From the **Administration block** click **Recycle bin**
3. Click the relevant icon to either **Restore** the item to the section in Moodle, or **Delete** permanently.