



Essentials

An abbreviated version of the interactive *Quick Help* course

You should be able to:

- Go to a Moodle course set up for you where you are an editing teacher
- Turn editing on
- Add some text to a page
- Create a link to a web site
- Upload a file (such as an MS Word document)
- Create a link to a file you have uploaded.
- Create an assignment:
 - upload a worksheet
 - create an assignment where boys return work
 - mark students work



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General Course Stuff

1 How do I get my own course?

1. Email c.roffey@ewellcastle.co.uk and ask for one.
2. Do not forget to mention what the course title is.
You will be supplied with a blank course. You will be the teacher with editing capabilities and with no students (see [2 how to add students to a course](#))

2 How do I add students to my course?

1. Click **Assign roles** in the **Administration** menu in your course.
2. Click the **Students** link.
3. Choose the students you want in your class from the potential students list and then click the **Add** button

Top Tips:

1. If your class is a year 13 group first enter **02-** in the search box at the bottom of the list. When you click the **Search** button you will only have Year 13 students to choose from.
2. To save time hold the control key on your keyboard down while selecting boys. This will enable you to select a group of individuals before pressing the **Add** button.



3 How do I edit the course content?

1. Navigate to your course.
2. Click the **Turn on editing** button.
3. Start editing.

4 How do I find out what the icons do?

When in editing mode there are a plethora of little icons.

1. To find out what the little icons mean and do, roll your cursor over the link and wait without clicking. A "tool tip" will appear telling you what they mean!
2. If this is not enough click on them and see what happens. You cannot break anything!

Adding Resources

5 How do I add some text to my course?

1. Click the **Turn on editing** button.
2. Choose **Insert a label** from the **Add a resource ...** menu in the section you want the text to appear.
3. Add the text and click the **Save and return to course** button

Top Tips:

- Use **Heading 1** etc from the **Format** menu to accept the site styles rather than using bold, font size etc.
- To create a space between text and links etc, insert a line return before or after the text in your labels.



6 How do I create a link to a web site?

1. In Editing Mode, select **Link to File or Web Site** from the **Add a resource ...** menu.
2. Give the web page a name that will display on the course page.
3. Click **Search for web page ...**
4. In the new browser window navigate to the page you want to link to.
5. Copy the address (minus *http://*) from the address bar and then return to the Moodle window.
6. Copy this address into the **Location** field.
7. Click the **Save the and return to course** button at the bottom of the page.

7 How do I upload a single file?

1. Click on the **Files** link in the Administration menu.
2. Click the **Upload a file** button.
3. Click **Choose a file**.
4. Navigate to the file on your computer and choose it.
5. Click **Upload this file**.

8 How do I link to a file I have uploaded?

1. Upload the file (see [7 how do I upload a file](#))
2. In Editing Mode, select **Link to File or Web Site** from the **Add a resource ...**
3. Give the file a name that will display on the course page.
4. Click **Choose or upload** a file.



5. On the right side of the files list that appears, you will see a **Choose** link in bold. Click that link for the file you wish to link to. The Files window will close, and the path to the file will be entered into form you were filling in.
6. Click the **Force download** check-box for Powerpoint files otherwise leave it unchecked.
7. Click the **Save the and return to course** button at the bottom of the page.

Add an Assignment

There are three jobs here:

1. **Write and upload any worksheets (optional).**
2. **Create the assignment with instructions**
3. **Mark pupils work**

You do not need to return work as students can see their results the moment it is marked.

9 How do I upload a worksheet?

1. Write the worksheet in an application that you know all your students will be able to read
2. Upload the file (see [7 how do I upload a file](#)) but ensure you click the **Force Download** check-box.
3. Link to the uploaded file
(see [8 how do I link to a file I have uploaded](#))





10 How do I create the assignment?

1. In Editing Mode, select **Advanced uploading of files** from below **Assignments** in the **Add an activity ...** menu.
2. Give the assignment a **Title** that will display on the course page.
3. Give the assignment a **Description** that should include full instructions including which resources are required (e.g. your worksheet) and when it is due.
4. Select the **Available from** and **Due date**.
5. Choose a **Maximum file size** of 2MB.
6. Change **Allow notes** to Yes.
7. Leave everything else alone.
8. Click the **Save the and return to course** button at the bottom of the page.

11 How do I mark students work?

1. Click on your assignment link in the course as if to view it.
2. Click on the **view submitted assignments** link (top right)
3. Click the **Grade** button next to a student who has submitted work.
4. In the next form you can:
view uploaded file, give a grade, write a comment, upload a response file (e.g. a model answer)

Important:

Do not forget to click either **Save changes** or **Save and show next**.



Your Assignment:

Part 1

1. Log in to Moodle
2. Open your emergency procedures course
3. Turn on editing
4. In section 8 of the course add a heading by editing the summary. Title: "Essentials Task" use the format **Heading 1**.
5. Add a link to Google to this section
6. Upload an MS Word document with any content, entitled: EmergencyProcedures.doc
7. Provide a link to this file
8. Create an assignment where you ask Mr Roffey to read the file you have uploaded and respond.
9. Send Mr Roffey an email to alert me that this is done.

Part 2 - When you receive an email from me.

1. Return to the course, read my homework and give me a mark and comment for my effort.

