

Moodle 3 For Teachers (Introduction)

For Moodle help use:  button or  Moodle Docs for this page @bottom

All instructions below assume you:

Logged into Moodle.

Are on your course page.

Click "Turn editing on" button. 

Moving/arranging objects on the screen:

Edit or Delete objects:  

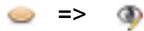
Visible or Hidden objects:  

Set your Course Format and (optional Allow Guests):

1. Click "Edit Settings".
2. Choose Course Format: Topics, Weekly, or Social. (Topics format is most popular)
3. OPTIONAL: "Guest access" Yes = allows people without a password to see your course.
4. Save.

Self enrolment – (makes it easier for private log-in-only student enrolment.)

1. Click: "Users"=>"Enrolment methods"
2. Add method: Self enrolment
3. Set your Enrolment key (this you will give to your students so they can be enrolled in your course).
4. Click "Add Method"
5. Click the closed eye to make it visible/available



To add Events to your calendar:

1. Click "New Event..."
2. Make it a "Course Event".
3. Give it a short "Name:" 2 words or so.
4. Give it a long description.
5. Adjust Date, Duration and Repeats if necessary.
6. Click Save Changes.



To link to website URL (e.g. wikipedia.com):



1. Click "Add a resource..." => "URL".
2. Give it a short 1-2 word name.
3. Enter a web address e.g. <http://www.google.ca/>
Leave display as "Automatic" do not use popups.
4. Give it a Description.
5. Click "Save"

To link to a file (e.g. List.pdf):



1. First export you document to PDF. (NOT Word or Writer or Excel files.)
2. Click "Add a resource..." => "File".
3. Give it a short 1-2 word name.
4. Give it a Description.
5. Either drag-n-drop a file (easy) or Click: Add...
 - a) On the "Upload a file"=>"Choose File"
 - b) Click: "Upload this file"
6. Appearance=>Display as "Automatic"
Do not use popups.
7. Click "Save changes".

To create a web page for your school like (Essay, Story, Instructions etc.)



1. Click "Add a resource..." => "Page".
2. Give it a 1-2 word Name.
3. Enter short Description.
4. Enter Page Content.
5. Click Save.

To create a news article:



1. Click "Add a new topic".
2. Give it a short 1-4 word subject and then fill in your news Message.
3. Click "Post to forum".

To add a Youtube video to Moodle.



1. <http://www.youtube.com>
2. Search for a video.
3. Click "Share"=>"Embed".
4. Uncheck "Show suggested videos when the video finishes".
5. Choose 560x315
6. Right click in the "<iframe ..." text box and chose "copy"
7. Go to your moodle course.
8. Click "Add a resource" => "Page"
9. Give it a Name and Description
10. In Page Content area press Toolbar Toggle => Edit HTML
a new window will appear.
11. Paste the code into the Full Text area.
12. Press "Update"
13. Save

