

Moodle Instructions for MLC On-Campus Faculty

General Assistance:

Online Information and Instructions to Faculty/Students:

General informational documents about Moodle are being posted to **Moodle Tips** <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/>, including a listing of FAQs (Frequently Asked Questions).

Personal help:

Contact Jim Grunwald grunwajr@mlc-wels.edu
(507) 354-8224 ext. 349 (office) or (507) 354-9451 (home)

Prior to the beginning of a semester:

1. Creating scheduled MLC courses in Moodle:

Your course will appear in Moodle only if you have activated the course in the MLC Portal first. (Please note, this process does not make the course visible to your students, only to you.)

1. Enter the **MLC Portal** <http://portal.mlc-wels.edu> and log yourself in.
2. Click on the "**Moodle Courses**" link located in the **Scheduling** section in the listing on the left.
3. Follow the instructions and click on the "**Activate**" button for the courses you wish to use. Note that there is a time delay, up to 24 hours, between doing this and the courses appearing in Moodle. If you do not see an "Activate" button by your course, you have already activated the course and it should be visible to you in Moodle.

2. Creating Meta Course areas:

Some on-campus MLC courses have several sections of the same course. These can be combined into a single course, called a "meta-course". The same meta-course can be re-used from one semester to the next or a new meta-course can be created.

1. Activate each course section via the MLC Portal, as explained earlier.
2. If you are reusing a previously used meta-course, once you are finished working with the current offering of the meta-course, enter the course and in the **Administration** block area, select **Child courses**. Once the **Child courses** window appears remove the previous sections attached to the course and add in the sections for the new semester.

Note: If references to previously completed tests appear after attaching new sections to a meta-course, you should be able to remove these references by going to the **Administration** block area and selecting **Reset**.

3. For assistance or to have a new "meta-course" created, please contact Jim Grunwald.

3. Moving Course content:

If you have course content from a previous offering of the course, or if you have been given a "temporary" course area to begin putting your course together, please let Jim Grunwald know so he can assist you with getting the content into the correct course area in Moodle for the upcoming term.

If you prefer, you can attempt to import content on your own and contact Jim Grunwald if you need help. An instructional document on *How to use Import to transfer course materials* is available on the *Moodle Tips* web-page mentioned earlier.

4. Making your course available to students:

If you go into Moodle to access your course and notice that it has a "gray" title instead of a "red" title, this means that it is not set to be available (visible) to your students. To make the course "available" please do the following:

After accessing your course in Moodle;

1. Select "**Settings**" from the **Administration** block on the left to open the "*Edit Course Settings*" window.
2. Scroll down to "**Availability:**" and set it to "*This course is available to students*"
3. Fill in the "**Enrollment key:**" with some characters. (Your students will not need this "password" to get into the course, but it will keep other Moodle accounts from being able to self-enroll into your course.)
4. Scroll to the bottom and select "**Save changes**".

5. Roster Changes: (adding/removing students)

When a student *adds or drops a course* via the MLC Records Office, the roster change will automatically take place in Moodle and the student will be added to or deleted from your course without any assistance from you.

Remember, the official class roster for your course is what you see in the MLC Portal.

After the end of a Semester/Course:

6. Make your course unavailable to students:

Just as you had to make your course available to students at the beginning of the semester in order for them to see and access your course, at the end of the semester you should make the course unavailable to them because they don't appreciate old courses cluttering up their Moodle area in the new semester. To do so, follow the instructions in point 4 above for "**Making your course available to students:**" and set the "**Availability:**" in step 2 to "*This course is not available to students*".

7. Removing courses from a previous semester:

The MLC Moodle site is set so you cannot remove old courses from Moodle yourself. But if you would like a course deleted from Moodle, please go into the course and in the **Administration** block area of the left, select "**Settings**". On the **Edit Course Settings** page, in the "**Full name**" area, add the word Delete to the beginning of the course name. Then scroll down to the bottom of the page and select **Save changes**.

Periodically, Jim Grunwald will delete all courses that have a course name that begins with the word *Delete*.