

Moodle/Portal 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).

Online manuals are available at http://docs.moodle.org/en/Moodle_manuals.

Personal help:

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

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.

1. Activate each course section via the MLC Portal, as explained earlier.
2. Contact Jim Grunwald to create a "meta course" for you.

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 import content on your own and contact Jim Grunwald only if you need help.)

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:

When a student *adds a course* via the Records Office, the roster change will automatically take place in Moodle and the student will be added for you.

When a student *drops a course* the student will NOT be removed from your course roster in Moodle. We want you to have control over removing these students from your course in Moodle in case you need to turn in a progress grade to the Records Office, etc., such as when a student withdraws during the semester.

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

In order to remove a student that is no longer in your course, enter your course and click on "**Assign roles**" link in the "**Administration**" block on the left side of the window. Then click on the "**Student**" link. Select the student name you wish to remove and select the right-pointing arrow between the two panes. **CAUTION:** Once you remove a student from a course, their grades in the grade book, etc., will be permanently lost.

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 want 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:

Currently, you cannot remove old courses from Moodle yourself. But if you would like a course deleted from Moodle, please modify the "**Full name**" of the course so it begins with the word **Delete**. You can modify the "**Full name:**" of a course through "**Settings**" in the administration area of your course. Periodically, Jim Grunwald will delete all courses that begin with the word *Delete*.