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 a **Moodle Tips** page: http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/, including a listing of FAQs.

Additional resources for faculty are available on the **Moodle Tips for Faculty** page: http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/moodletips-faculty/

Personal help:

Contact Jim Grunwald grunwajr@mlc-wels.edu
(507) 354-8224 ext. 349 (office) or (507) 217-1574 (cell)

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. Using a Meta-Course:

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 in subsequent semesters.

1. Activate each course section via the MLC Portal for the new semester, as explained earlier.
2. Please contact Jim Grunwald for assistance to set up the meta-course.

3. Moving Course content:

If you have course content from a previous offering of the course, you can either have Jim Grunwald move the content for you or you can proceed on your own as explained in the following paragraphs.

If you are moving content on your own <u>from Moodle 2.3 to Moodle 2.3</u> (Fall 2012 to Spring 2013), see the instructional document ***How to use Import to transfer course materials in Moodle 2.3***, available on the ***<u>Moodle Tip for Faculty</u>*** web-page mentioned earlier.

If you are moving content on your <u>own from Moodle 1.9 to Moodle 2.3</u>, see the instructional document on ***How to use Backup in 1.9 and Restore in 2.3 to transfer material*** , available on the ***<u>Moodle Tip for Faculty</u>*** 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:

1. Access your course in Moodle.
2. Select "**Edit settings**" from the **Settings** block on the left to open the "***Edit Course Settings***" window.
3. Scroll down to "**Availability:**" and set it to "***This course is available to students***"
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. Export your grade book:

If you used the grade book in Moodle it is a good idea to export the grade book from Moodle to an Excel spreadsheet in case you decide to delete the course site. To export the grade book, go to **Settings**, **Grades**, **Export**, **Excel spreadsheet**, and follow the instructions.

7. 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 make the course unavailable to students, 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***".

8. Removing courses from a previous semester:

We would like remove old courses from the server that will not be used again so it does not take as long to perform daily backups of the server. However, don't mark a course for deletion if you might want to refer back to it the next time you teach the same course.

If you would like a course permanently deleted from Moodle, please do the following:

1. Access your course in Moodle.
2. Select "**Edit settings**" from the **Settings** block on the left to open the "***Edit Course Settings***" window.
3. In the **Course full name** box, add the word **Delete** in front of the course number so Delete is the first thing in the box. i.e. Delete EDT1001 01: Digital Literacy (201213 1)
4. Scroll to the bottom and select "**Save changes**".

Jim Grunwald will periodically search in Moodle for courses that begin with the word *Delete* and will permanently delete them from Moodle. **Caution:** Once a course is deleted, it is erased and cannot be retrieved.