

# Moodle/Portal Instructions for MLC Online 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](http://docs.moodle.org/en/Moodle_manuals).

### Personal help:

Contact Jim Grunwald [grunwajr@mlc-wels.edu](mailto: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. 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.

### 3. Getting information to your online students prior to the start of the course:

Usually students will not appear in your course in Moodle until sometime during the week prior to the start of the course. However, you might want to know who has already enrolled in your course and it might be good to send them some preliminary course information even before they can access the course materials in Moodle.

Julie Balge, of the MLC Office of Continuing Education, will email you a class roster in the weeks prior to the start of your course. This roster should include the email addresses that your students used to register for the course. Please use these email addresses to contact your students prior to the start of the course.

Some appropriate preliminary information to send out to your students in would be the course syllabus, including the required textbook, etc. Also, please direct them to "**Moodle Tips**" page at: <http://www.mlc-wels.edu/home/administration/offices/netserv/moodletips/> where there are several documents that will be of interest to your students, including how to access Moodle. (Additional information on Usernames and Passwords for new students will be supplied once that information becomes available.)

#### 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 gradebook, etc., will be permanently lost.

#### After the end of a Semester/Course:

##### 6. End of Course Survey for Online courses:

A common end-of-course survey is conducted at the conclusion of all online courses in order to gather valuable feedback for course improvement. The survey instructions are sent out to your students by Jim Grunwald via the *News Forum* in your course. The survey is conducted via the MLC Portal, where you will be able to view which students have not already completed the survey (so you can strongly encourage them to do so), as well as the compiled survey results. Once the survey is completed, the results are shared with the appropriate person(s) in the MLC administration.

A copy of the survey has already been shared with online instructors. If you would like a new copy, contact Jim Grunwald.

You are welcome to create your own survey, and administer it in addition to the common survey.

##### 7. Entering Course Grades:

Course grades need to be entered into the MLC Portal prior to a specific date. All grades for your course need to be entered at the same time. To enter grades...

1. Go to the **MLC Portal** page <http://portal.mlc-wels.edu> directly or select the *Portal* link in the upper-right area of the MLC home page <http://www.mlc-wels.edu> or the MLC Moodle page <http://moodle.mlc-wels.edu>.

2. Log into the portal (left side-bar area) with your regular username and password.
3. Under **Grades** select **Enter grades**.
4. Click on the appropriate course name and a listing of your students should appear.
5. Enter and submit your grades by following the instructions on the screen.

If you have any questions, contact the MLC Records office (507) 354-8221 or MLC Network Services.

### **8. Removing courses from a previous semester:**

Currently, you cannot remove old courses from Moodle. But, if you made them available to students last semester, you should make them unavailable now. To do so, follow the instructions above for "**Making your course available to students:**" and set the "**Availability:**" to "*This course is not available to students*".

You may also modify a course "**Full name:**" through "**Settings**" to make each course name more distinguishable to you, such as adding in the semester.

If you would like a course deleted from Moodle, please modify the "**Full name**" as mentioned above so the course name begins with the word **Delete**. Then send a request to Jim Grunwald and he will delete your course for you as long as the course name now begins with the word *Delete*.

### **9. Accessing Advisee Information:**

Many online faculty members have advisees. You and your advisees may access transcript information via the MLC Portal by ...

1. Go to the **MLC Portal** page <http://portal.mlc-wels.edu> directly or select the *Portal* link in the upper-right area of the MLC home page <http://www.mlc-wels.edu> or the MLC Moodle page <http://moodle.mlc-wels.edu>.
2. Log into the portal (left side-bar area) with your regular username and password.
3. Under **Grades** select **Unofficial Transcripts**.
4. You should see a listing of your advisees and by selecting a name on the list, a copy of their transcript.