

Moodle/Portal Instructions for MLC Online Faculty

General Assistance:

Online Information and Instructions to Faculty/Students:

General informational documents about working with Moodle are being posted to a [Moodle Tips](#) website, including a listing of FAQs and a separate folder of [Moodle Tips for Faculty](#). A link to **Moodle Tips** is also available on the Moodle login page or once you login into Moodle.

New Feature: Short [video tutorials](#) on working with many items in Moodle 2.5 have now been added to the [Moodle Tips for Faculty](#) website. If you have not already done so, it is suggested that you take a look at the video tutorial on [Working with "Blocks" in Moodle 2.5](#).

Personal help:

If you need help setting your course up or working with your course while teaching, please contact Dr. Jim Grunwald via email grunwajr@mlc-wels.edu or by phone.
(507) 354-8224 ext. 349 (office)
(507) 217-1574 (cell)

Prior to the beginning of a semester:

1. Creating scheduled MLC courses in Moodle:

Once you log into Moodle, <https://moodle.mlc-wels.edu> you should see your course site. (If you do not see it, please contact Jim Grunwald.)

2. Moving Course content:

If you had course content from a previous offering of the course, and you are an adjunct faculty member, the course content has probably already been copied over for you. If you are teaching a new course for the first time, a course template has been uploaded that you will need to modify. Please contact Jim Grunwald for any needed assistance.

3. Class Rosters and Getting information to your students:

Class rosters are available to you via the MLC Portal <http://portal.mlc-wels.edu>. (Use your regular username and password to log in.) After logging into the Portal go to **Directory By Course**, select the correct **semester**, and click on your course section. A list of current students enrolled in the course should appear. Prior to the start of your course, check your class roster in the Portal frequently for late enrollees.

Getting information to your students: About two weeks prior to the start of your course, contact your students via their preferred email. To obtain these addresses, once you have accessed the course roster in the Portal, click **Email All (Alternate)** and your email program should open with the student-preferred email addresses filled into the **To** box. (If you have difficulty accessing your course roster and/or email addresses, please let Karen Schroeder continuinged@mlc-wels.edu in the MLC Office of Continuing Education know.)

In your email you should 1) welcome your students to the course, 2) mention the date when the course will begin, 3) attach a copy of the course syllabus, 4) mention the required textbook information, and any other information you think they would like to know. 5) Inform them when you will make your course site visible to them in Moodle so they can at least look around at the preliminary course information. Ask them to reply to your email message so that you know they received it. If you have some students that have not responded after several days, please contact them by phone to make sure they are receiving the information. Online students really appreciate personal contact from the course instructor as it helps to lessen the feeling of isolation within an online course.

Please note, when viewing the class roster, you can also click on individual students to view their address, phone number, etc.

Please note: Emailing (messaging) students directly from within Moodle uses whatever email address is currently listed in each student's Moodle profile, which might not yet be their preferred email address. Students are instructed to update their email address in their Moodle profile during orientation for new students, which takes place during the weeks prior to the start of the new semester.

4. Orientation course for new students:

An orientation mini-course/tutorial for students new to online learning and Moodle, called *Introduction to Online Learning*, has been created. Jim Grunwald will guide students that have self-registered for the mini-course through the orientation process. The mini-course is self-paced, free, and will be held the weeks prior to the start of each new term. If you would like to take a look at the materials covered in the mini-course, simply contact Jim Grunwald.

5. Making your course visible to students:

If you go into Moodle to access your course and notice that its title is "gray" in color instead of "red", this means that the course is not set to be visible to your students. To make the course visible please do the following:

- a. Access your course in Moodle.
- b. Select "**Edit settings**" from the **Administration** block on the left to open the "*Edit Course Settings*" window.
- c. In the **General** group, find the "**Visible**" line and set it to "**Show**".
- d. Scroll to the bottom and select "**Save changes**".

Generally, your course should be made visible by you to your students at least several days prior to the official course start date. This will allow students to access the course, familiarize themselves with the course layout, and in general allow them time to become more comfortable in the Moodle online environment. This is especially important for new students.

This implies that the preliminary information in your course will be ready for your students to browse through once you make it visible to them. This does not imply that all of your lesson materials within the course need to be visible at the start of the course. In fact, it is good practice not to make new lesson materials, especially discussion areas and activity submission areas, visible to students until shortly before a particular lesson will begin. This helps to keep the students together and prevents some students from racing ahead. As the course instructor, you have the ability to hide materials from the students until you want them to be able to see them.

6. 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.

The official class roster for your course will always be available through the MLC **Portal**, as explained in point 3 above.

During the Course:

7. Helping your students succeed:

As an instructor in an online course, once your course begins, you are expected to monitor that your students are remaining active so you can intervene if a particular student begins to fall behind. You can check which students have been active in your course from your course home page by going to the **Navigation** block, selecting **Participants**. This will allow you to see when each student has last visited your course. If a student has been inactive for several days, please contact him/her via email and/or a phone call to see how things are going. The students will appreciate the personal interest and this will help to reduce the feeling of isolation they may be experiencing.

As the course instructor, you should to be checking in on your course at least once a day, if possible. Many online students will do the bulk of their work on weekends and may need a response from you on something prior to the following Monday. If you will be away from your course for several days, please let your students know ahead of time.

After the end of a Semester/Course:

8. 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 a compilation of the survey results. Once the survey is completed, the results are shared with the appropriate person(s) in the MLC administration and with the course instructor.

The survey questions were shared with all online instructors at some point in time. If you would like a new copy of the survey, simply contact Jim Grunwald.

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

9. Entering/Viewing Course Grades:

Course grades need to be entered into the MLC Portal prior to a specific date each term. You do not need to enter all grades at the same time. To enter grades...

- a. Go to the **MLC Portal** page <http://portal.mlc-wels.edu> directly or select the *Portal* link from the bottom area of the MLC home page <http://www.mlc-wels.edu> or from the upper-right of the MLC Moodle page <http://moodle.mlc-wels.edu>.
- b. Log into the portal (left side-bar area) with your regular username and password.
- c. Under **Grades** select **Enter grades**.

- d. Click on the appropriate course name and a listing of your students should appear.
- e. Enter and submit your grades by following the instructions on the screen.

Once you enter a grade for a student, you cannot change it yourself. Instead you need to fill out a “[Change of Grade Form](#)” and send it to the MLC Records office. If you have any questions, contact the MLC Records office (507) 354-8221 or MLC Network Services.

You should inform your students that they will be able to view their course grade by logging into the **MLC Portal**, selecting the “**Grades**” link, and then selecting either **Grade Report** to see their grades for the current term or **Unofficial Transcript** to see their grades from past terms too.

10. Making your course hidden from students:

Due to copyright concerns, normally a week or two after a course ends you should make the course hidden from your students. To do so follow the instructions listed previously in point 5 above for “**Making your course visible to students:**” but set the “**Visible**” setting to “**Hide**”. Once you hide a course your students will no longer see it, but you will still see it on your Moodle homepage with the course name in a gray font color instead of red.

11. Permanently deleting courses from a previous semester:

Most online instructors do not want to delete their course once they have taught it. Instead they want to keep the course in Moodle so they can refer back to it the next time they teach the course. However, if you would like a course **permanently deleted** from Moodle, please do the following:

1. Access your course in Moodle.
2. From the **Administration** block on the left select “**Edit settings**” 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.**

12. Accessing Advisee Information:

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

- a. Going to the **MLC Portal** page <http://portal.mlc-wels.edu> directly or select the **Portal** link from the bottom area of the MLC home page <http://www.mlc-wels.edu> or from the upper-right of the MLC Moodle page <http://moodle.mlc-wels.edu>.
- b. Log into the portal (left side-bar area) with your regular username and password.
- c. Under **Grades** select **Unofficial Transcripts**.
- d. You should see a listing of your advisees. Click on an advisee’s name and a copy of their transcript will appear.