

Quick Tips & Tricks

Resources



Check for Guides in Moodle 411:

<http://moodle.simmons.edu/course/view.php?id=36>



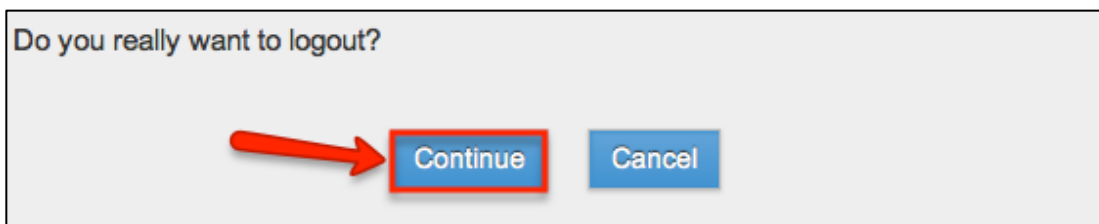
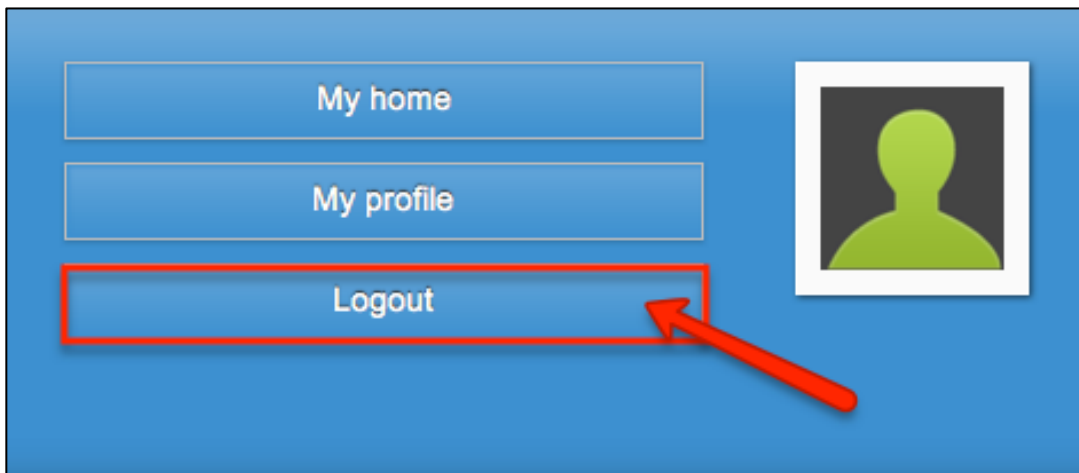
You can direct students to Moodle 101 at:

<http://moodle.simmons.edu/course/view.php?id=37>

Or send an e-mail to moodle@simmons.edu with your question.

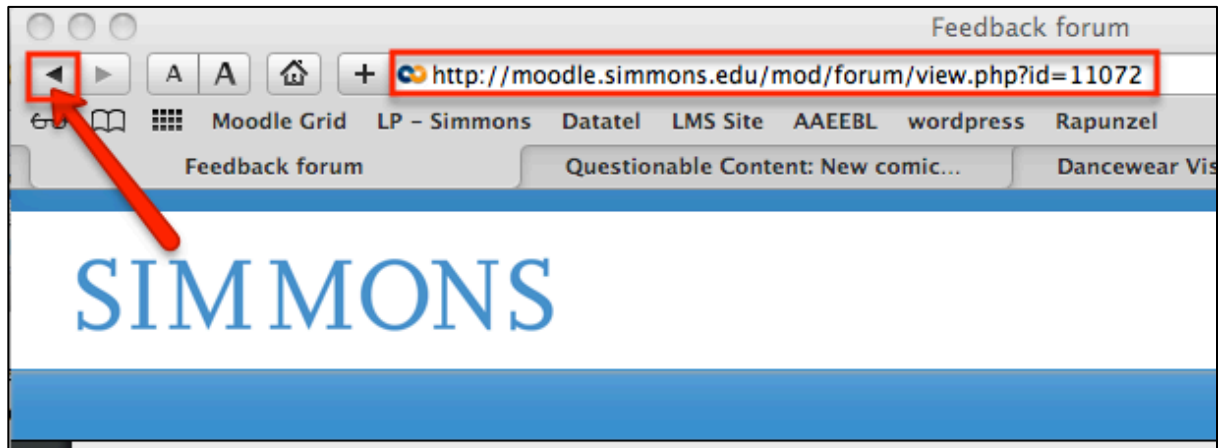
Logging Out

Is a two-step process, you need to complete the second step for log out to be successful. If you do not you will remain logged in on that computer for several hours before the system times out.



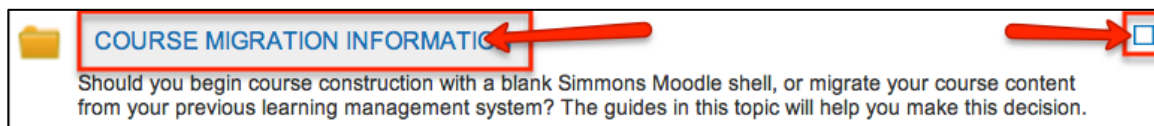
Navigation

Moodle gives each page a unique identifier, which means you can link directly to pages and use your browser's navigation buttons.

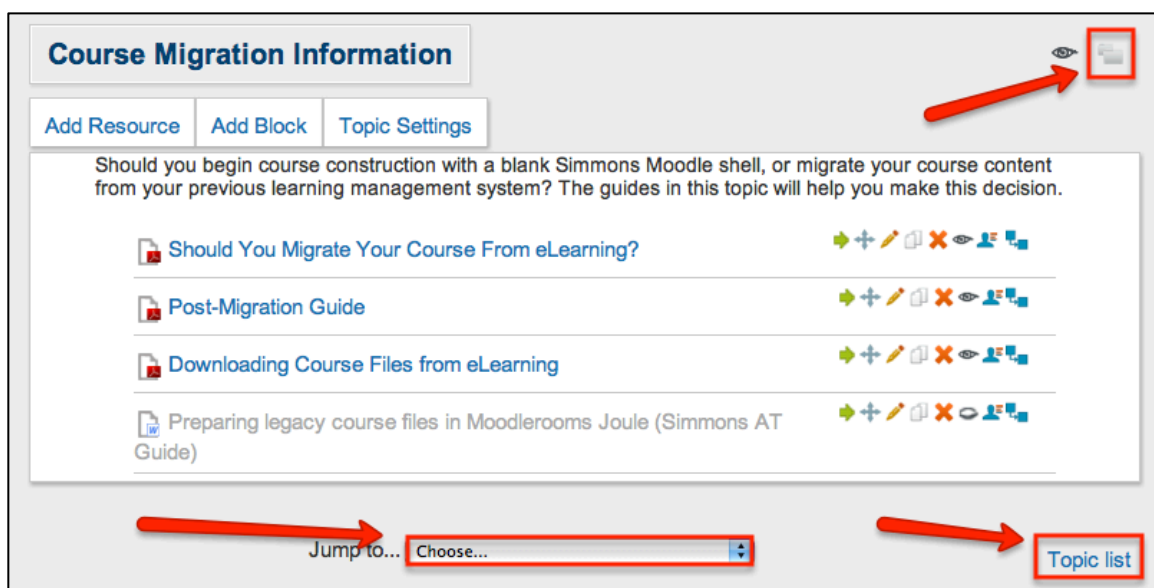


Getting In & Out of Topics

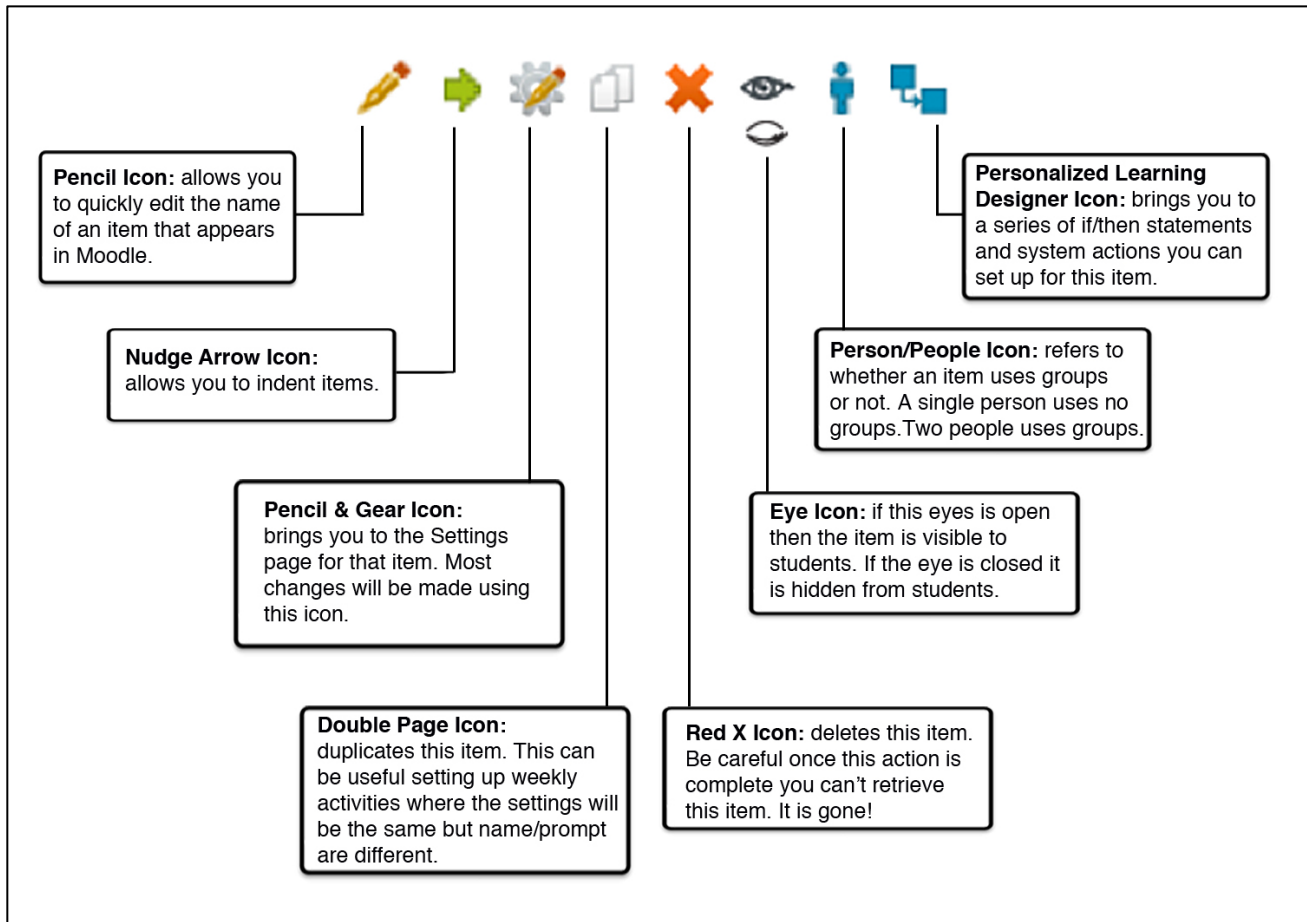
Getting into a topic only "focused" view you can click on the topic name or the small blue box in the right hand corner of each topic.



To get out of a topic there are three links you can click, shown below.

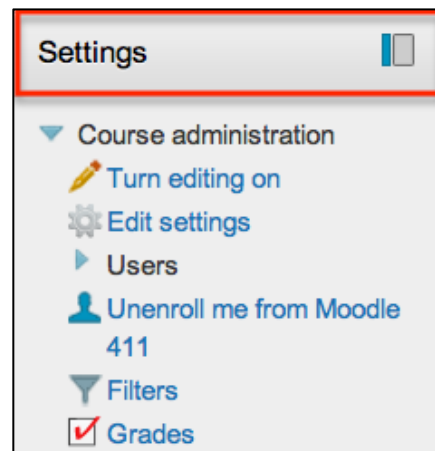


Editing Tools



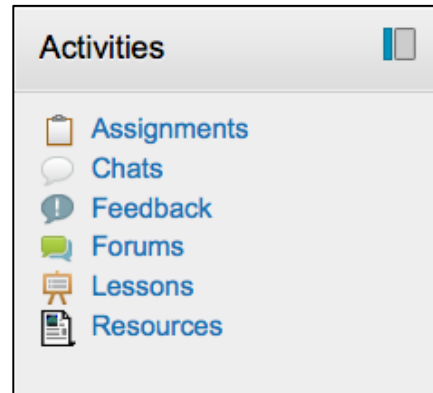
Settings Block

The settings block is contextual to the page you are on. The menu in the block will change to provide you with options related to your screen.



Activities Block

The activities block collects all the assignments, forums, and resources for your course into one place. Having this block available helps students locate items during the semester.

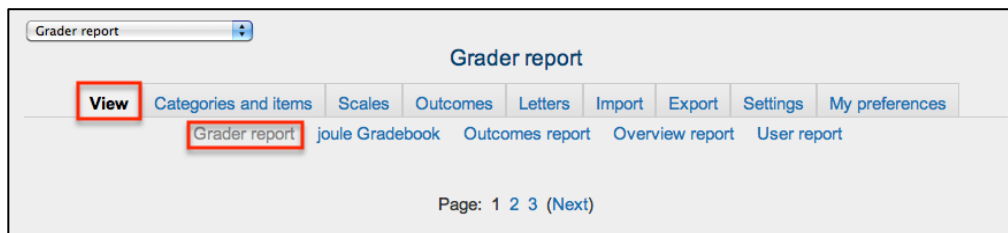


Grade Book Tips

There are two levels of grading in Moodle. The first is **assignment level** (clicking into an assignment and using the prompts found there). Anything you do in the assignment level will automatically be reflected in the grade book level.



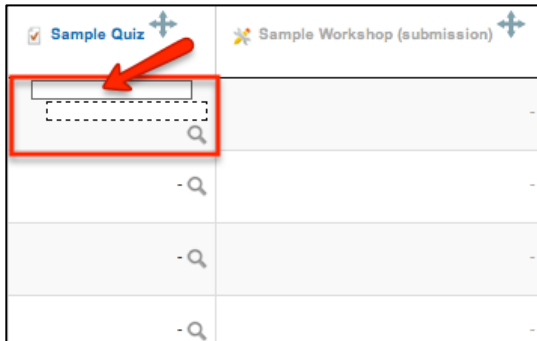
The second is the **grade book level** (spreadsheet level, the link for this is found in your Settings Block). However, grade book level grading supersedes grades done in the assignment level.



Important to note: A blank “-” in Moodle does not equal a zero “0.” It is considered an undone assignment and is not included in the calculations towards category or final grade totals. If a student has earned a zero make sure that you enter a zero “0” in their cell for the assignment when grading the assignment.

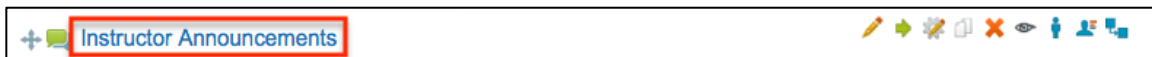


Be very careful about **clicking into cells** in the grade book in Moodle. If you click on a category or course total cell you **are overriding the calculation** and it will no longer reflect the student's progressing grade.



To finish changing or adding a grade in the grade book click “enter” on your keyboard. This will not move your location in the spreadsheet but it will signal to Moodle that you are finished with the cell and remove your cursor from the cell (making the cell appear “solid” once more). **Do not tab through a line in Moodle to find the right column but click into the cell you want to change.**

Quick Advanced Forum Tips



Display replies in nested form

Move this discussion to ... [Move](#)

IMPORTANT!
by Tanya Zuk - Wednesday, February 13, 2013, 3:43 PM

Instructor Announcements are a one-way street of communications from you, the faculty member, to your students. Students will automatically receive notifications, via e-mail of anything that you post here. Additionally, students can not opt-out of these e-mails. Be careful when posting here.

[Edit](#) | [Delete](#) | [Reply](#)

Subscriptions Modes

When creating forums there are several Subscriptions modes available.

Updating Forum

General

Forum name* Feedback forum

Forum type Standard forum for general use

Forum introduction*

Font family Font size Format

B *I* U ABC X₁ X₂ X₃

Please share any and all feedback on Moodle 101 with us! Your feedback with help guide course development.

Path:

Subscription mode Optional subscription

Read tracking for this forum? On

Maximum attachment size 500KB

Maximum number of attachments 5

You can select the appropriate mode from the drop-down menu. Optional subscription allows students to choose if they want to get e-mails. Auto-subscriptions, automatically subscribe students but, allow students to opt out if they desire.

Path:

Subscription mode

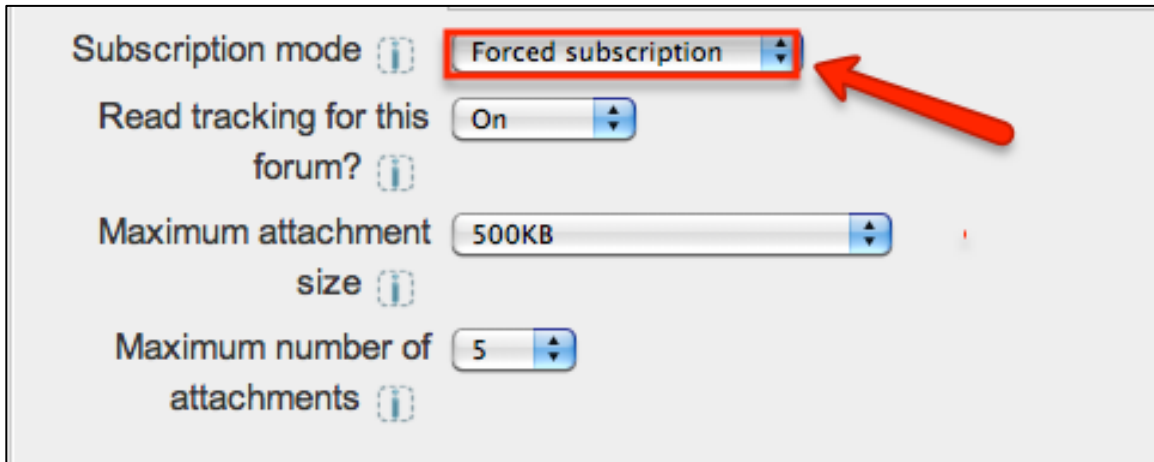
- ✓ Optional subscription
- Forced subscription
- Auto subscription
- Subscription disabled

Read tracking for this forum?

Maximum attachment size 500KB

Maximum number of attachments 5

Important to note: Forced subscription automatically enrolls students in e-mails and does not allow students to opt-out.



The image shows a settings panel for a forum with the following options:

- Subscription mode: Forced subscription (highlighted with a red box and an arrow)
- Read tracking for this forum?: On
- Maximum attachment size: 500KB
- Maximum number of attachments: 5