Faculty: All Moodle Articles

Hart Wilson - 2021-11-02 - Comments (0) - Faculty

Because some of our articles are pdfs that are not linked in this knowledgebase, these links from the Moodle How-tos page are posted here for your reference. For assistance, contact the CATL staff or submit a ticket here in support.sou.edu. **To find an article more quickly, try using Ctrl+F to search for a key word.**

Instructional Resiliency Guide

Faculty Guides for Teaching with Moodle

We have created many guides and articles to help you manage your Moodle courses. Let us know what else you'd like to know more about!

Can't find the answer you're looking for? **Submit a ticket** and we'll get back to you as soon as we can.

Student Articles

Faculty—New to Moodle? Find what you need on our Getting Started page.

Moodle Basics for Faculty
The everything-you-need-to-know guide to getting started in Moodle at SOU!

Visit the **Moodle Support Theater** for video tutorials on getting started in Moodle, creating quizzes, using the gradebook and much, much more!

Log into Moodle and click on the image provided in the right column of your home page to enroll yourself in Moodle Support Theater.

Click on a topic below for related articles and guides. Happy Moodling!

Activities

- Auto-Link Activities and Resources
- Create a Checklist for Course Activities
- Create an Item "Available but not shown" (6-minute video demo)
- Create a Poll
- Create Questionnaires (Surveys) in Moodle
  - Questionnaire Question Types
  - View Questionnaire Responses
- Journal Activity
- Restrict Access
- Track Completion
- Track Completion: Bulk Settings

Assignments

- Advanced Grading: Create a Checklist
- Advanced Grading: Create a Grading Guide
- Advanced Grading: Create a Rubric

- Advanced Grading: Reuse a Rubric, Grading Guide or Checklist
- Activate Assignment Notifications
- Annotate a PDF
- Assignment FAQs
- Auto-Link Activities and Resources
- "Blind" Grading (Video Tutorial)
- Change Points Possible for an Assignment
- Create a Checklist for Course Activities
- Create Assignments: Quick Guide
- Create and Grade Assignments: Complete Guide
- Create and Manage a Hypothes.is Annotation Link
  - Annotate with Hypothes.is in Groups
- Download Grading Worksheet
- Download Student Files
- Extend Assignment Due Date
- Find Missing Assignment Files
- Journal Activity
- Limit File Types for Student Submissions
- Prevent Student File Downloads in Individual Folders
- Share Student Files
- Set Grade to Pass
- Track Completion
- Track Completion: Bulk Settings
- Update Due Dates

Course Blocks

- Add a Block Everywhere
- Add a Calendar Event
- Add a Random Glossary Entry Block
- Create a Custom Block
- Guide to Blocks
- Private Files
- Set Up Course Tags
- Use Quickmail Block
  - Send Individualized Quickmail Messages

Course Management

- Access Moodle on Your Mobile Device
- Auto-Link Activities and Resources
- Close Out Your Course: Quick Course Review Worksheet
- Copy Content Between Courses
- End of Quarter Checklist
- Find a Missing Course
- Make Your Course Available
- Manage Combined Enrollment with Groups
- Post an Announcement
- Recycle Bin
- Restrict Access
- Restore Archived Site
- Steal These Standard Instructions for Students
- Switch Role to Student
- Take Attendance in Moodle
- Track Completion
- Track Completion: Bulk Settings

Course Set-Up

- Add a Label
- Add Colored Rules to Your Course Page
- Add (or Remove) Sections
- Auto-Link Activities and Resources
- Change Course End Date
- Clean Up Announcement Links
- Collapsed Topics Format
- Collapsible Weeks Format
- Combine Multiple CRN's in One Course Shell

Create an Item "Available but not shown"
Copy Existing Course into New Course
Customize Course Image in Dashboard
Delete Multiple Items
Find a Missing Course
Make Your Course Available
Manage Combined Enrollment with Groups
One Section Per Page Course Format
Remove "General" from Course Main Page
Rename Sections (Modules)
Set Course Format (Dates vs. Topics)
Set Up Course Tags
Switch Role to Student
Track Completion
Track Completion: Bulk Settings
Update Course Sites: New Quarter Checklist
Update Due Dates
Update Term Dates

Editing

Auto-Link Activities and Resources
Broken Google Links
Change Your Text Editor
Clear Your Cache
Create and Manage a Hypothes.is Annotation Link
Drag & Drop Text
Edit with "Atto" Editor
Embed a File or Web Link
Embed a File (.pdf or .mp4) from Google Drive
Embed a Video Link
Fix an Embedded Video
Guide to Editing Icons-TinyMCE
Guide to Embedding Links, Files & Videos
Insert Images
Record an Audio or Video Message
Troubleshoot an Embedded Video Link
Use the Recycle Bin

Files

Create a Folder
Create or Post Audio Files
Download Student Files
Embed a File or Web Link
Embed a File (.pdf or .mp3) from Google Drive
Post a File
Private Files
Recycle Bin
Share Student Files
Work with Audio-Video Files
Work with Multiple Files

Forums

An Important Note About Forums

Open forums will be phased out over the next several terms in favor of the newly upgraded **Forums**. Existing Open forums accommodate discussion, but **they cannot be edited nor will the changes that apply to the new Forums affect Open forums**. See FAQs and an overview of changes to forums since the 3.8 upgrade.

Advanced Editor in Forums
Advanced Forum Settings
Advanced Grading: Create a Grading Guide
Advanced Grading: Create a Rubric
Advanced Grading: Reuse a Rubric, Grading Guide or Checklist
Create & Manage Discussion Forums

- Forum Types
- Ratings Forum Grading
- Whole Forum Grading
- Tips for Forums

Digest Settings
Discussion Locking
Grade Forums (Open forums only)
Grade Forums: Sample Rubric
Manage Forums for Groups
Print Forum Posts
Private Replies in Forums
Pin a Forum Post
Prevent New Threads
Record an Audio or Video Message
Stop Email from Forums
Student Ratings for Forums
Troubleshoot a Forum

Grading

Annotate a PDF
Assign Extra Credit or Bonus Points — Sample Calculations
Change Points Possible for an Assignment
Clear Grade Override
Display Letter Grades in Gradebook
Download the Gradebook
Drop the Lowest Score
Grade Forums - See Whole Forum Grading and Ratings in Forums
Gradebook: "Single View" — Single View Video
Gradebook Setup Guide: Straight Points
Gradebook Setup Guide: Weighted Grades
Grader Report View
Grading with Marking Manager
Hidden Grades
Set Grade to Pass
Track Completion
Track Completion: Bulk Settings
Upload Grades to Moodle
For video tutorials on setting up your gradebook, enroll in Moodle Support Theater (link provided on your Moodle landing page).

Groups

Annotate with Hypothes.is in Groups
Apply Group Settings to Activities & Resources
Assign Group Grades
Check Group Enrollment
Create Groups
Display Group Members
Facilitate Project Sign-ups with Group Choice
Filter Users by Group
Manage Groups with "Groupings"
Manage Multiple CRN's with Groups
Pre-Assign Breakout Rooms in Zoom

Hypothes.is

Annotate with Hypothes.is in Groups (Slides Overview)
Create and Manage a Hypothes.is Annotation Link
Student Guides to Hypothes.is

Images

Drag & Drop Images
How to Take a Screenshot
Insert Images
Resize Photos for Moodle
Work with Images

Quizzes

- Adjust Quiz Scores
- Administer a Proctored Exam
- Advanced Quiz Question Types
- Best Practices in Testing Security
- Clear Student Quiz Attempt
- Create an Akindi Assessment
- Create an Essay Response Template
- Create a "File Upload" Question
- Create a Quiz with Safe Exam Browser
- Extend Quiz Availability for Students with Accommodations
- Grade Quiz Items Manually (Essay Questions)
- How Students Review Quiz Results
- Prevent Backtracking in a Quiz
- ProctorU Online Proctoring Service
- Question Behaviors
- Quiz Creation Guide (Complete)
  - Quiz Creation Step 1: Create a Test Bank
  - Quiz Creation: Apply Aiken Format to Word File
  - Quiz Creation: Work with Publisher Test Banks
  - Quiz Creation: Create Questions Manually
  - Quiz Creation Step 2: Create a Quiz Shell
  - Quiz Creation Step 3: Edit Quiz Canvas
- Quiz Review Options
- Review Questions in a Question Bank
- Troubleshoot Publisher Test Banks
- Update Due Dates
- View and Grade Quizzes

Resources

- Add a Label
- Add a Web Link
- Auto-Link Activities and Resources
- Compose a Web Page
- Create a Book
- Create a Folder
- Create an Item "Available but not shown"
- Display Folder Contents on Front Page
- Embed a File (.pdf or .mp3) from Google Drive
- Post a File
- Recycle Bin
- Track Completion
- Track Completion: Bulk Settings
- Work with Audio-Video Files

Tools for Student Engagement

These activities and features can help you support learner engagement in your course:

- Auto-Link Activities and Resources
- Create a Checklist for Course Activities
- Create a Poll
- Create & Manage a Hypothes.is Annotation Link
- Create & Manage Discussion Forums
- Create Groups
- Facilitate Project Sign-ups with Group Choice
- First Week Engagement Requirement
- Online Text Assignments
- Record an Audio or Video Message
- Restrict Access
- Send Individualized Quickmail Messages
- Student Ratings for Forums
- Student Reported Attendance
- Take Attendance in Moodle
- Track Completion
- Track Completion: Bulk Settings

User Management

Add a User
Combine Multiple CRN's in One Course Shell
Enroll a Librarian
Enrollment Processes
Extend Assignment Due Date
Extend Quiz Availability for Students with Accommodations
Filter Users by Group
Manage Multiple CRN's with Groups
Schedule Student Appointments
Share Student Files
Steal These Standard Instructions for Students
Switch Role to Student
Take Attendance in Moodle
Track Completion
Track Completion: Bulk Settings
View Learner Profile Photos
View Student Activity Logs

User Settings

Access Moodle on Your Mobile Device
Activate Assignment Notifications
Change Your Text Editor
Customize Your Dashboard
Forward SOU Email to a Different Account
Know Your Dashboard
Private Files
Stop Email from Forums
Update Your Profile
User Dashboard

Zoom

All Zoom accounts may now hold meetings for more than 40 minutes. There is no need to request a Pro account at this time.
Note Taking Google Doc Template for Breakout Rooms - See instructions for using template
Note Taking Slides Template for Breakout Rooms - See instructions for using template
Pre-Assign Breakout Rooms
Proctor an Exam with Zoom
Record a Presentation with Zoom
Share and Caption a Presentation on YouTube (Updated 1/2/21)
Share a Presentation on Your Google Drive
Teaching a Class with Zoom: Practical & Pedagogical Tips
Update Your Zoom Account
Zoom FAQ's for Faculty
Zoom FAQ's for Students