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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](#)