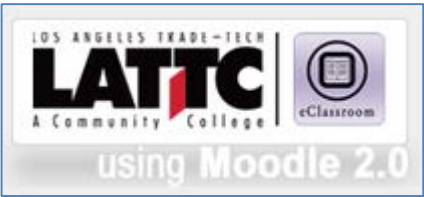



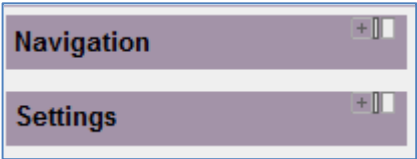

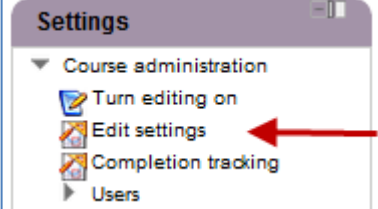
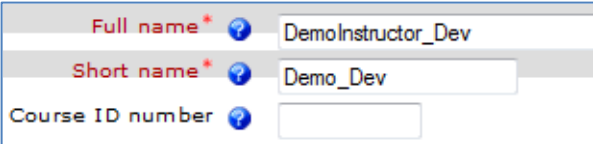
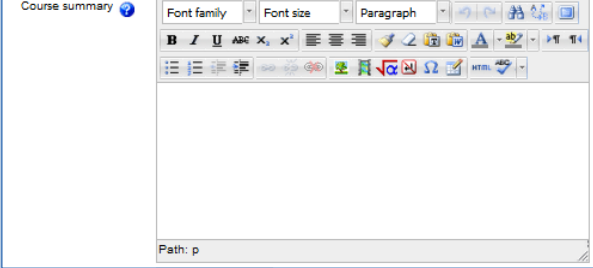






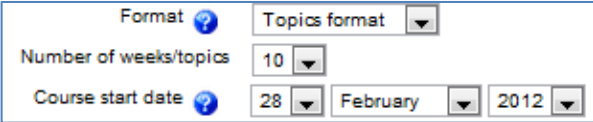











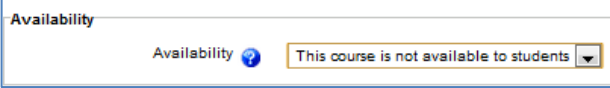
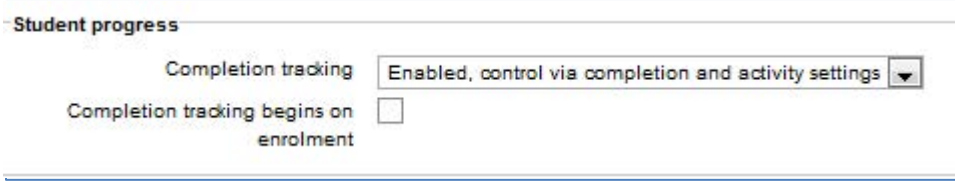
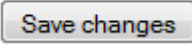
## LATTC Faculty Technology Training Tutorial

### Moodle 2 Course Settings

	<p>This tutorial begins with the instructor already logged into Moodle.  <a href="http://moodle.lattc.edu">http://moodle.lattc.edu</a> Faculty login = same as email login.</p>
	<p>The navigation menu is shown to the left with options to click on Site Pages, My Profile and My courses. When you click on My Courses, the courses to which you are enrolled as student, non-editing teacher or teacher will be displayed. Clicking on the links will display items lower in the structure and clicking on it a second time collapses the list.</p>
<p>a)  b) </p> <p>1. </p>	<p>The upper right corner of the navigation menu has a central bar that divides the hide/show option on the left and the command to dock the menu on the right. Notice the difference between image a) and b) to the left. Image a) has a minus sign and matches the Navigation menu image above it. That indicates the Navigation menu displays items.</p> <p>Clicking on the minus sign hides the list of items and the right corner turns to a + sign. See image c) for two collapsed menus.</p> <p>Each of the menus that appear on the left and right of the center primary Moodle window operate in the same fashion.</p>

	<p>Locate the My Courses in the Navigation box after you log into Moodle and click on it to reveal your courses. Go to the courses with list your class and name but no section number. These are the courses that were transferred from Moodle 1. If you change those settings, you won't have to do it later when you import the content for the new term.</p>
	<p>Scroll below the navigation menu or collapse it so you can see the Settings menu. Click on EDIT SETTINGS link.</p>
	<p>The top three options are the course full name, short name and ID number. Faculty should verify the Full name is correct for that section. The short course name and the ID number CANNOT be changed. Doing so will cause problems with uploading students into your class.</p>
	<p>The course summary is information which will appear to the students without being enrolled in the course. There are three icons that appear next to the course listing in Moodle:    The first icon indicates guests are allowed. The second indicates an enrollment key is required. The third is a link to the course summary which is part of the course settings menu options. Faculty can link to files such as a course syllabus or the online textbook purchase. Sample course showing all three icons:  <b>ENGLISH 101 - COLLEGE RDG&amp;COMP 1 - SEC (1350-WI11)</b>   </p>
	<p>The next three options are course organization format, number of weeks/topics, and start date.</p> <p>Faculty use the Format drop down window to change from Weekly format where the dates automatically appear at the top of each segment or to Topics format and dates can be manually put in place. There are advantages to each format. An</p>

	<p>instructor needs to decide which best fits their style and if the class is taught in varying lengths of time for fall/winter/summer sessions.</p> <p>The course start date should be correctly set when the term shell is made, but if a change is made after that, the instructor can manually change the date here. The area where the master course content is stored doesn't need to have correct dates.</p>
<p>Hidden sections  Hidden sections are shown in collapsed form ▾</p>	<p>The hidden sections drop down menu allows the instructor to make hidden sections completely invisible or to show them as unavailable.</p>
<p>News items to show  5 ▾</p>	<p>The number of news items to show relates to the news forum and to RSS feeds that you might bring into your Moodle classroom and show along the side. If you set it to "0" the news forum won't even show.</p>
<p>Show gradebook to students  Yes ▾ Show activity reports  No ▾</p>	<p>Most faculty leave the next two setting options as they appear in their default set. It is good for the students to see their grade book. Students can also be allowed to see their own activity reports if you wish.</p>
<p>Maximum upload size  64 MB ▾</p>	<p>Maximum upload file size for the course is set here. Each activity can also set a maximum file size upload. Allowing larger files than needed increases the download time of the instructor and increases the chance of getting a virus. Be realistic if you change this.</p>
<p>Guest access Allow guest access  No ▾ Password  <input type="text"/> <input type="checkbox"/> Unmask</p>	<p>The default is to not allow guest access. If you change this to YES and do not set a key, anyone, including the search robots on the web can get in and index your content. This password is ONLY for guest access. To set a password for your class first click the UNMASK box and then add the password. You can't enter the password unless the UNMASK box is checked.</p>
<p>Group mode  No groups ▾ Force  No ▾</p>	<p>The groups option is turned on or off here. Groups will be discussed in a later tutorial.</p>

	<p>The availability drop down menu makes the course available to students or makes it unavailable. When the instructor makes the course unavailable, it does not appear under the “My Courses” list when a student logs in. Some students believe this means they were dropped. When possible, faculty should close sections but leave the course available to students and the top unit should contain basic information files such as course syllabus.</p> <p><b>Note: all new course shell are NOT AVAILABLE to students when created. Teachers must change this at the start of the term.</b></p>
<p><b>NEW TO MOODLE 2 – SET STUDENT PROGRESS</b></p>	 <ol style="list-style-type: none"> <li>1. Select Enabled, control via completion and activity settings from the pull-down menu.</li> <li>2. No Check in the box next to Completion tracking begins on enrollment.</li> </ol>
	<p>The rest of the setting options are normally left unchanged and the changes are saved using the Save Changes button.</p>
	<p>This concludes the Moodle Course Settings tutorial.</p>