



Moodle 2.5 Quick Reference Guide for Faculty – Basic Features

Web: <http://moodle.lattc.edu>

Logging in: Your username is your faculty email id. If you forget your password, contact Linda Delzeit (DelzeitL@lattc.edu) to have it reset.

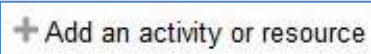
Navigation: Click the carrot next to Site Pages, Profile, My Courses to reveal/hide more options. You can also hide options within the block or “dock” the block.

My Courses and My Home: will show the courses to which you have access as either student or faculty. You can click on the course name to go there or click on the carrot to reveal more menu options to go to specific areas. My Home is configurable.

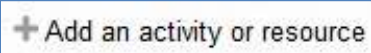
Settings: You use this area to set a guest password, allow completion tracking, add more weeks/topics, or to make the class available/ unavailable to your students. If you make the class unavailable, students will not be able to enter nor will the class show under “My Courses” when they log in.


Turn Editing On/Off – you need to turn editing on in order to add/delete/update resources or activities. You can also add/ remove/reorganize blocks with editing on.

Inserting a Label: With editing turned ON, use the

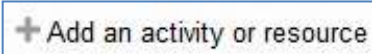
 menu and select the option to Insert a Label. Complete the box to insert the words you want in the label. You can indent it, change the font , color, or change the font size using the Header Size options with 1 being the largest.

Adding a Web Link: Use the Pull Down Menu

 and select “URL” option. Complete the form, giving the resource a name, description, and typing in the link and deciding if it opens in the Moodle window or a separate window.

Basic Moodle Icons:  edit title, move to right/left, move up/down, configure, duplicate, delete, hide/show, groups and assign roles.

Adding a Syllabus or other Handout: Use the Pull

Down Menu  and select “File.” General box: fill in name and description. Content : select Add and then Upload a new file, or select a recent file or a server file or a private file.

Grades: This area is found in the Administration Block -> Course Administration and provides access to and ability to configure the grade book.

Send All Students a Class Announcement: Click on the News Forum that comes at the top of every Moodle shell. Click on “Add a New Topic” button and fill in the form, including the Subject and the message. You can add one attachment. You can check “mail now” box or leave it blank to have 30 minutes to edit your post. Lastly click “Post to Forum button.”

Reports: Found in the Administration -> Course administration and provides information about what your course participants have been doing.



Faculty can get help with Moodle, Mahara, and the new faculty Office 365 email account at MA-07A by appointment. Call 213-763-3988 or email: online@student.lattc.edu to schedule an appointment.