

Moodle Quick Start Guide – Faculty

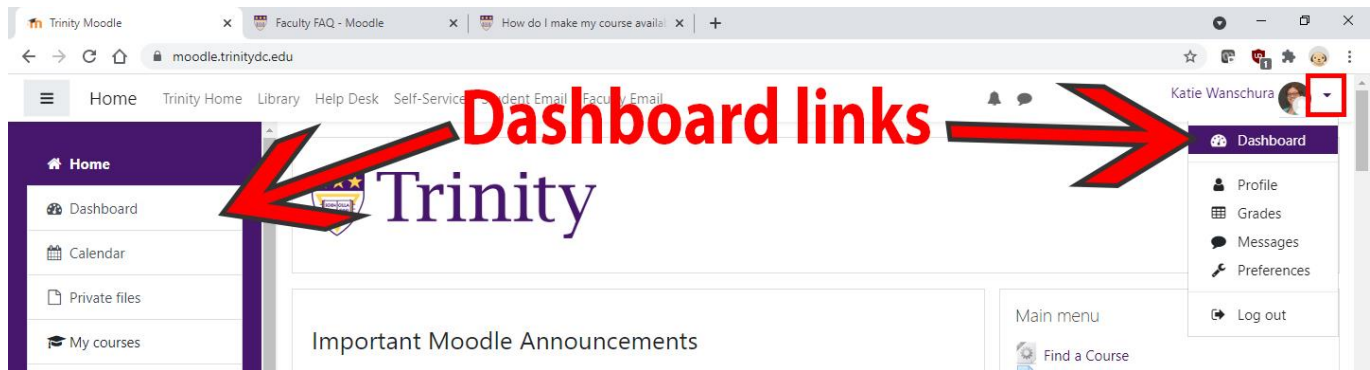
Moodle Essentials Checklist

- ☐ Login to Moodle and view your courses, including the helpful training and resource courses.
- ☐ Post your syllabus as a file resource on the main page of your course with *Syllabus* in the title.
- ☐ Track class session attendance through the “Attendance” activity.
- ☐ Create Zoom links for synchronous, online class meeting.
- ☐ Submit mid-term progress grade and final grades through Moodle.
- ☐ Make your course available to students.
- ☐ Contact your students through Quickmail or the “Announcements” forum.

1. Login to Moodle & View Courses

Moodle is linked from the Trinity website, but can also be found directly at <https://moodle.trinitydc.edu/>. Use your same Trinity username (everything before the @ symbol in your email address) and same Trinity password to login.

Once logged into Moodle, your courses will be most easily available on your “Dashboard” (links in upper left and upper right).



Once logged in, other ways to locate your courses from the Moodle homepage (*circled on next page*):

- “My Courses” list in the center section
- “My Courses” block in the right column
- “Search courses” box in the center section
- “Find a course” link in the main menu block
- “My courses*” list in the left, purple-backed column

*Only courses whose “Course end” date **has not** passed, whose “Course start” date **has** passed or is within one week of the beginning, and, if your list is longer than ten, are available to students.

Home Trinity Home Library Help Desk Self-Service Student Email Faculty Email

Home

Dashboard

Calendar

Private files

My courses

ASTR 100/1-2021/FALL/DAV - Astronomy Example Course

Moodle Basics - v3.10

Advanced Usage of Moodle - v3.10

Moodle Next Level v3.10 - Connection, Creation, Confidence

ASTR 100/1-2021/SUMMER/WEEKLY Intro to Astro

ASTR 110/1-2021/FALL/TERM2

Important Moodle Announcements

Moodle Mobile

If you wish to use a Moodle mobile app, please use the updated Open-LMS app. To make the installation process go more smoothly, first login to Moodle in your mobile device's default web browser (usually Safari for iPhones and Chrome for Androids). Then follow below!

How to Download the Open-LMS App (PDF) First Login to Open-LMS App (PDF)

Locating Your Courses

The Dashboard is best spot if you are having difficulties locating a course in Moodle. Verify that you are registered or assigned to the course in Self-Service. Login to Moodle and visit your Dashboard. Select either "Future" or "In progress" courses.

Dashboard links

BUT WHERE ARE MY CLASSES? (detailed versions)

- Current Degree-Seeking Student
- Current Non-Degree-Seeking Student
- Faculty Member
- Staff Member/Administrator

Emergency Text Message System: Sign-up Now!

On your cell phones, text [trinitydcalerts](https://trinitydc.edu/alerts) to 866-925-2949

Note that no action is required for people already signed up for our alerts, and that if you have already signed up, texting 'trinitydcalerts' to the new number will not trigger a reply.

First Time Here?

Trinity faculty members and students can log into Moodle using their network/email username and password. For example, if your name is Jane Doe, your email username might be jdoe@trinitydc.edu, which you would enter in the Username field. Enter the same password as you use for your email.

If you've forgotten your password or wish to update your password, go to <https://myaccount.trinitydc.edu>

Math Notation Help

Moodle Quick Start Guide for Faculty - v3.10

Welcome to Moodle! (video, ~2 min)

Site news

Add a new topic

(There are no discussion topics yet in this forum)

Search courses

My courses

ASTR 100/1-2021/FALL/DAV - Astronomy Example Course

Teacher: Trinity Faculty

Teacher: Adjunct Faculty 07

Teacher: Trinity Faculty 52

Moodle Basics - v3.10

Teacher: Katie Wanschura

Advanced Usage of Moodle - v3.10

Teacher: Katie Wanschura

Moodle Next Level v3.10 - Connection, Creation, Confidence

A course designed to follow after Moodle Basics for Faculty and Advanced Moodle Usage for Faculty. Moodle for Online champions the pieces of Moodle best for online instruction that were not covered in the other courses. [Moodle versions 3.8 & 3.10]

Teacher: Academic Affairs

Teacher: Rosemary Feehan

Teacher: Katie Omenitsch

Teacher: Debbie Van Camp

Teacher: Katie Wanschura

Moodle Gradebook Resources for Faculty

Teacher: Rosemary Feehan

Teacher: Katie Wanschura

Moodle Quiz Activity Resources for Faculty

Moodle Administrator: Rosemary Feehan

Moodle Administrator: Katie Wanschura

ASTR 100/1-2021/SUMMER/WEEKLY Intro to Astro

Teacher: Trinity Faculty 52

ASTR 110/1-2021/FALL/TERM2 Gas Giants

Teacher: Trinity Faculty

Teacher: Trinity Faculty 52

ASTR 100/1-2020/SPRING/DAY Astronomy of the Solar System

Teacher: Trinity Faculty

Teacher: Trinity Faculty 52

Teacher: Moodle Support Help Desk

Teacher: Katie Wanschura

ASTR 100/1-2019/FALL/WEEKLY Astronomy of the Solar System

Teacher: Trinity Faculty

All courses

You are logged in as Trinity Faculty 52 (Log out)

moodle

Download the mobile app

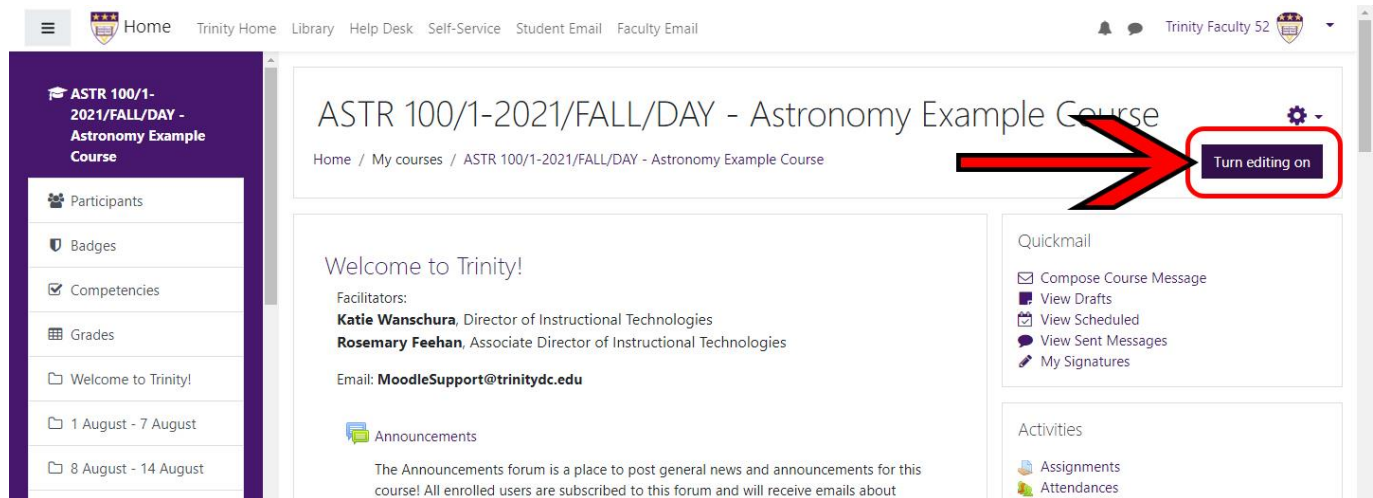
Get the mobile app

Courses that are 'grayed out' are unavailable to individuals enrolled as students in them. All courses are loaded into Moodle unavailable to students, so that you have time to add activities and resources. **When you are ready for students to view the course, you must make it available to them.**

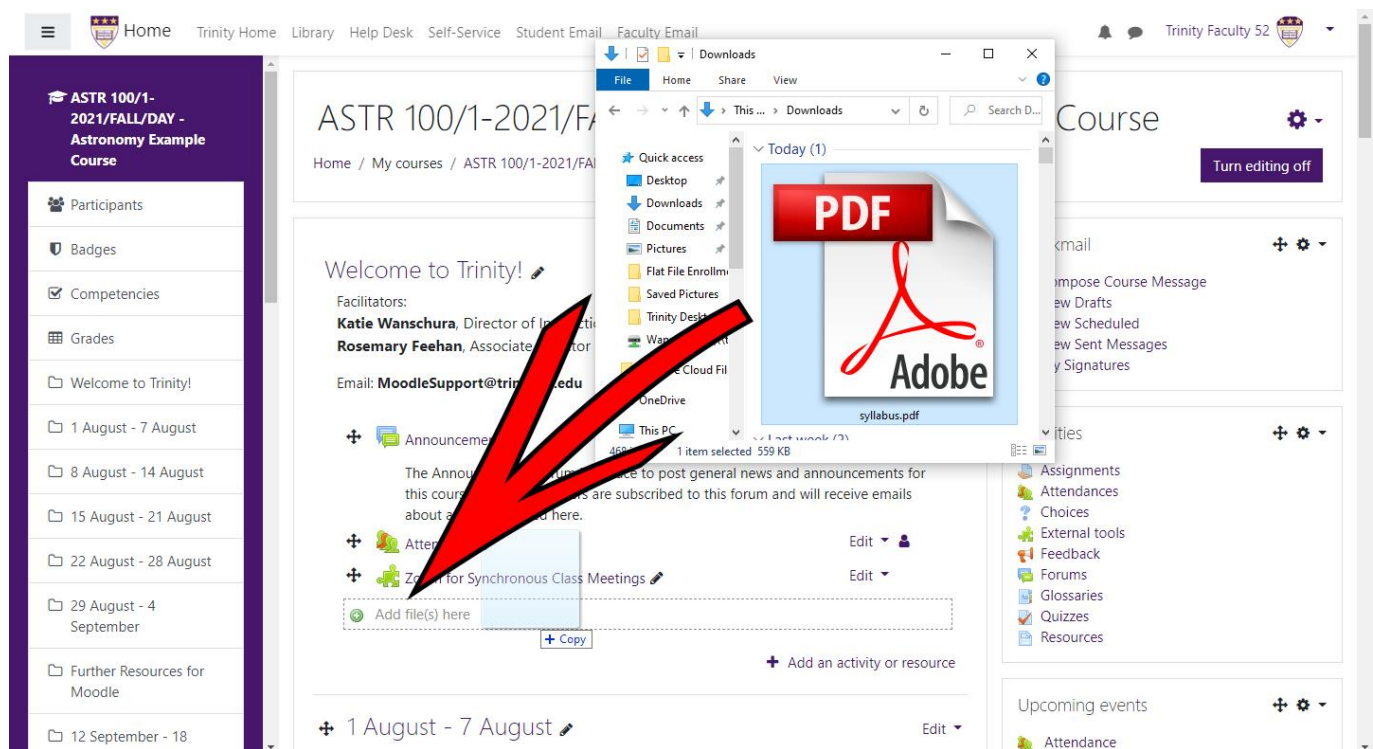
Courses list in your "My Courses" list in the center section or the right column have this distinction of dark purple vs. grayed out. Remember the "My Courses" list in the left, purple column, only contain courses whose End date has not passed and Start date is passed or within one week.

2. Post Your Syllabus

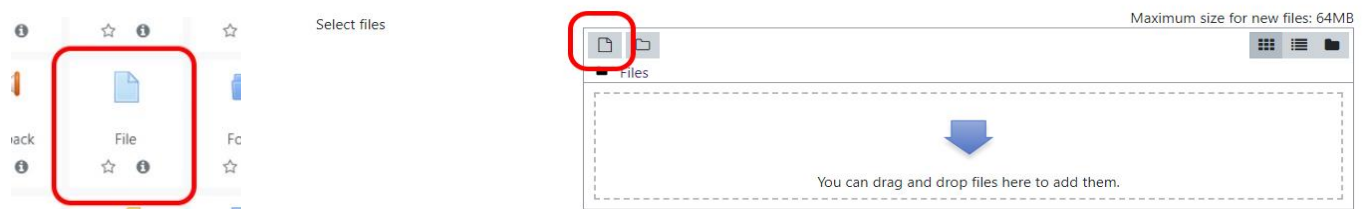
From the main page of your course, click on the dark purple “Turn editing on” button in the upper right, near the course name.



Once the editing is on, drag and drop your syllabus file onto the main page in the top section.



You can also go through the “+Add an activity or resource” link in the bottom right of each week or topic. Select the “File” option. Name the file and click the icon in the upper left to add. [FAQ](#).



3. Add Class Sessions to the Attendance Activity

On the main page of your course, click on the pre-existing “Attendance” activity. Click on the second tab, “Add session.” Complete the following:

- Date: Date of your first class meeting
- Time: From and To times in 24hr time, hours then minutes

Expand the “Multiple sessions” section.

- Check the box next to “Repeat the session above as follows”
- Repeat on: Check the day(s) of the week you meet
- Repeat until: Date of the last day your class meets

Do not change the “Repeat every” from “1” unless you do not meet every week. ALTWK courses would change this to “2,” for instance.

Sessions Add session Report Export Temporary users

▼ Add session

Type ⓘ All students

Date 29 August 2017

Time from: 13:30 to: 14:45

☐ Allow students to record own attendance ⓘ

Description

▼ Multiple sessions

☒ Repeat the session above as follows ⓘ

Repeat on ☐ Sunday ☐ Monday ☒ Tuesday ☐ Wednesday ☒ Thursday ☐ Friday ☐ Saturday

Repeat every 1 week(s)

Repeat until 8 December 2017

Add Cancel

To take attendance each class, click on the “Attendance” activity. In the “Actions” for the date in which you wish to take attendance, click on the black arrow.

Mark students P – Present, L – Late, E – Excused, or A – Absent.



4. Add Synchronous, Online Sessions through the Existing Zoom Activity

On the main page of your course, click on the existing Zoom activity, indicating by the lighter green puzzle piece icon.

The screenshot shows a Moodle course interface. On the left is a sidebar with navigation links: Participants, Badges, Competencies, Grades, Welcome to Trinity!, June 30 - July 6, July 7 - July 13, July 14 - July 20, July 21 - July 27, July 28 - August 3, Further Resources for Moodle, August 11 - August 17, and TOPIC 4. The main content area displays an email address MoodleSupport@trinitydc.edu and several announcements. A red arrow points to a 'Zoom for Synchronous Class Meetings' activity, which is highlighted with a red box. The activity description includes links to 'Student & Faculty Zoom 'How to' guides' and a URL: https://discover.trinitydc.edu/it/zoom/. Below the description are two file resources: 'ASTR 100 SUMMER 2021 Syllabus [File Resource Example: Word document]' and 'File Resource Example: PDF document'. On the right side of the page, there is a 'Configuration' section, an 'Upcoming events' section stating 'There are no upcoming events', and a 'Calendar' section for August 2021.

If you receive an error message, as below, please login to Trinity's Zoom once first before attempting to schedule a meeting in Moodle. <https://trinitydc-edu.zoom.us/>

The screenshot shows a Moodle page titled 'Zoom for Synchronous Class Meetings'. The main content area features the Zoom logo and a large red arrow pointing to a warning message. The warning message states: 'The instructor's email(facultyt52@trinitydc.edu) is invalid(2216). Error Code 2216 - v=2.0:clid=aw1:rid=INT_75aa858ca8e1ceb'. The page has a settings gear icon in the top right corner.

If you do not receive an error message, you are good to schedule meeting.

Click the blue, “Schedule a New Meeting,” button in the upper right of main section.

Zoom for Synchronous Class Meetings

zoom

Your current Time Zone and Language are (GMT-04:00) Eastern Time (US and Canada), English

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Help!](#)

☐ Show my course meetings only

Start Time

Topic

Meeting ID

No Data

Complete the name, time, date, etc. fields. If you are setting up class sessions, check the box next to “Recurring meeting” to have the system create your entire semester of class sessions.

Time Zone

(GMT-04:00) Eastern Time (US and Canada)

☒ Recurring meeting Every day, until Aug 27, 2021, 5 occurrence(s)

Recurrence

Daily

Repeat every

1

Day

End Date

By 08/27/2021

After

7

occurrences

Once the meeting has been scheduled, it will show up in your Zoom activity, as well as giving you the chance to add them to your Outlook or Google calendar. When you are ready to start class, you would click on the Zoom activity.

Zoom for Synchronous Class Meetings

zoom

Your current Time Zone and Language are (GMT-04:00) Eastern Time (US and Canada), English

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Cloud Recordings

[Help!](#)

☐ Show my course meetings only

Start Time

Topic

Meeting ID

Today
5:00 PM

ASTR 100/1-2021/SUMMER/WEEKLY Intro to Astro

842 9650 0747

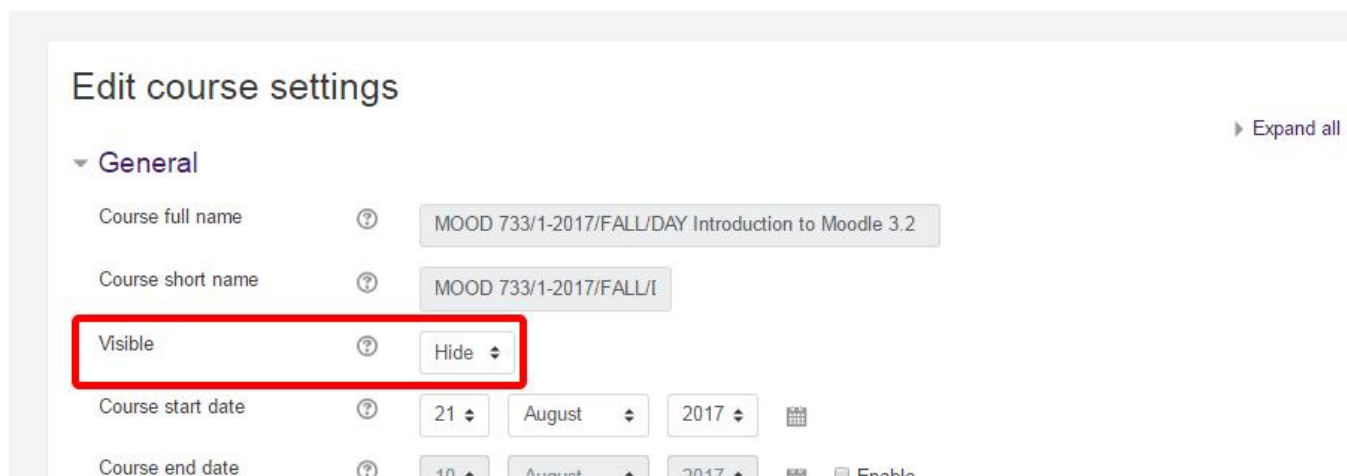
[Start](#)

[Delete](#)

5. Make Your Course Available to Students

From the main page of your course, click on the gray “Edit” gear wheel in the upper right corner, and select the “Edit settings” option. On the course settings page, change the “Visible” option from “Hide” to “Show.” Scroll down and save your changes.

You can also change the “Course start date” to adjust the dates displayed on the main course page.



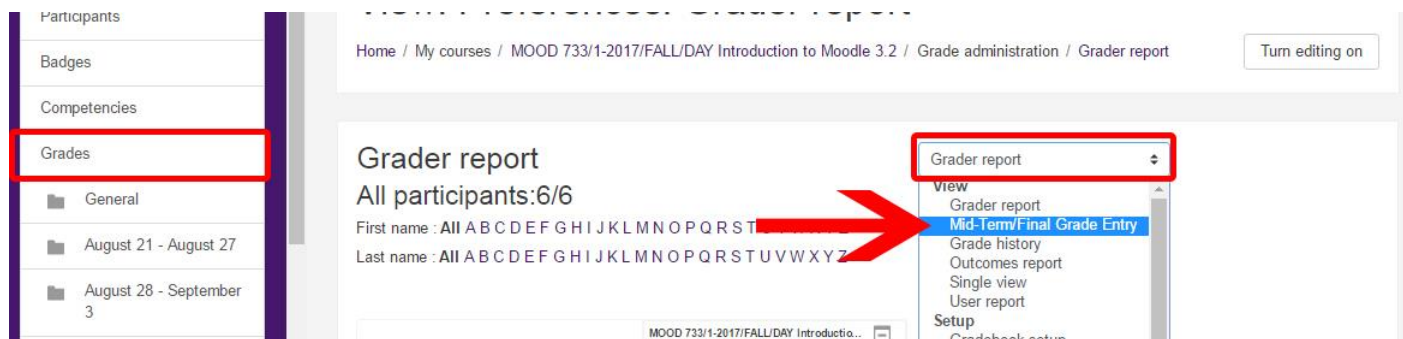
The screenshot shows the 'Edit course settings' page. The 'General' section is expanded. The 'Visible' dropdown menu is highlighted with a red box, showing 'Hide' as the current selection. Other fields include 'Course full name' (MOOD 733/1-2017/FALL/DAY Introduction to Moodle 3.2), 'Course short name' (MOOD 733/1-2017/FALL/I), 'Course start date' (21 August 2017), and 'Course end date' (10 August 2017). There is an 'Expand all' link in the top right corner.

6. Submit Final Grades and Mid-Term Progress Grades

Final grades should be submitted through Moodle. Some collegiate units require mid-term progress grades, as well, also through Moodle. Ask your Program Chair, Dean, or the Provost!

From the main page of your course, click on the “Grades” link in the left navigation column (with the purple background). Again, if your left column is collapsed, click on the menu icon in the upper left corner.

Then from within the gradebook, click on the drop-down menu and select “Mid-term/Final Grade Entry.” Assign the appropriate letter grades earned. Click the “Save Mid-term Grades” or “Save Final Grades” button. This submits the grades. Once you have submitted a letter grade for a student through this screen, you cannot update it in Moodle any more.



The screenshot shows the 'Grader report' page. The left navigation column has 'Grades' highlighted with a red box. The 'Grader report' dropdown menu is highlighted with a red box, showing 'Mid-Term/Final Grade Entry' as the selected option. A red arrow points from the 'Grader report' dropdown to the 'Mid-Term/Final Grade Entry' option. The page title is 'Grader report' and it shows 'All participants: 6/6'. The breadcrumb trail is 'Home / My courses / MOOD 733/1-2017/FALL/DAY Introduction to Moodle 3.2 / Grade administration / Grader report'. There is a 'Turn editing on' button in the top right corner.

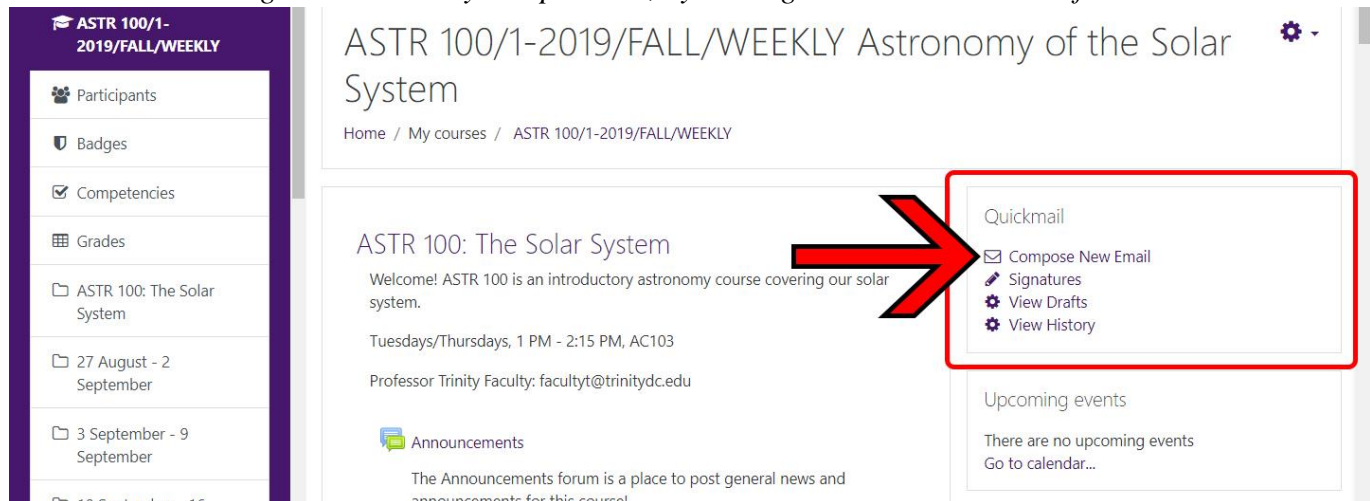
Please be aware that your students will not see this Mid-term Progress Grade or Final Grade in Moodle. They will view these “of record” grades in their Self-Service.

7. Contacting Your Students

You can contact your students through Moodle in a variety of ways, including Quickmail and the “Announcements” forum at the top of each course.


Quickmail is a 'send-only' interface, which means that when you send a Quickmail through Moodle, it arrives in the recipient's email inbox, but it comes from your email address. Then when they respond to it, the response will go to your email inbox, not somewhere in Moodle.

Your “Quickmail” block is located in the right column of your Moodle course page. Click on “Compose New Email” to begin the process. You can select individuals, groups, or everyone! *Please note: if you have a small screen, such as a phone, tablet, or laptop, or have your view zoomed in, the blocks in the "right column" may be optimized, by moving block to the bottom of the center section.*



Make sure “Receive a copy” is set to “Yes” to get a copy of the Quickmail in your Trinity email!

The “Announcements” forum is a place to post general news and announcements for this course! Everyone enrolled in the course in any role (e.g., Student, Teacher, Guest Teacher, etc.) gets the message in their Trinity email box.



Further Assistance

There are a great number of resources on using Moodle. In addition to the Moodle Basics & Moodle Advanced Usage courses, you can find all of these tasks in greater detail in the Faculty Frequently Asked Questions on the Trinity website: trinitydc.edu/moodle/faculty-f-a-q/.