

# 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.
- Make your course available to students.
- Track class session attendance through the “Attendance” activity.
- Submit final grades through Moodle, as well as mid-term progress grades as required by your collegiate unit and department.
- 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.

Your “My Courses” list/block can be found in all three columns on the Moodle homepage – full homepage image on the next page. However, only courses whose “Course end” date has not passed, and whose “Course start” date has passed or begins within a week of the current date will appear in the left “My courses” list. This might mean, for instance, that your upcoming course is only listed in the right block and center list for now, as the course has not yet started. If your left navigation area (with the purple background) is collapsed, you can expand it by clicking the menu icon in the upper left corner.

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.

**For the “My Courses” List in the Center section and the “My Courses” block in right column, shown below**

The image shows a screenshot of the Moodle 'My courses' list. The list is divided into two sections. The top section, highlighted with a purple border, contains courses that are available to students. The bottom section, highlighted with a gray border, contains courses that are grayed out and unavailable to students. Annotations with arrows point to these sections.

**Purple = Available to those in the role of Student**

**Grayed Out = Unavailable to those in the role of Student**

**My courses**

- 📖 ASTR 100/1-2019/FALL/WEEKLY Astronomy of the Solar System
- 📖 Moodle Basics - v3.6
- 📖 Advanced Usage of Moodle - v3.6
- 📖 Emergency Preparedness for Faculty
- 📖 Moodle for New Adjuncts
- 📖 Moodle Gradebook Resources for Faculty
- 📖 Moodle Quizzes for Faculty
- 📖 Astronomy Major Resources

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

📖 ASTR 100/1-2018/FALL/DAY - Astronomy of the Solar System

📖 ASTR 100/1-2018/SUMMER/SEM - Astronomy of the Solar System

All courses ...

The screenshot shows the Moodle Trinity website interface. At the top, there is a navigation bar with links for Home, Trinity Home, Library, Help Desk, Self-Service, Student Email, and Faculty Email. A red box highlights a hamburger menu icon in the top left corner, with a red arrow pointing to it and the text: **To expand and collapse the left, purple-backed column**.

The left sidebar (purple background) contains a 'Home' section with links to Dashboard, Calendar, and Private files. Below this is a 'My courses' section, which is highlighted with a red box. This section lists several courses, including 'Moodle Basics - v3.6', 'Advanced Usage of Moodle - v3.6', 'Emergency Preparedness for Faculty', 'Moodle Quizzes for Faculty', 'Astronomy Major Resources', and 'ASTR 100/1-2019/FALL/WEEKLY'. A red arrow points from this section to a callout box at the bottom left that reads: **Your first 10 Courses whose "End date" has not passed and whose "Start date" has passed or is within one week of starting**.

The main content area features the Trinity logo and a welcome message: 'Welcome to Moodle, Trinity's virtual learning space!'. Below this is a 'First Time Here?' section with instructions for logging in and a link to <https://myaccount.trinitydc.edu>. There are also links to Moodle Help Desk Assistance, Timeline of Moodle Tasks, Math Notation Help, Course Evaluations, and New Emergency Text Message System: Sign-up Now!

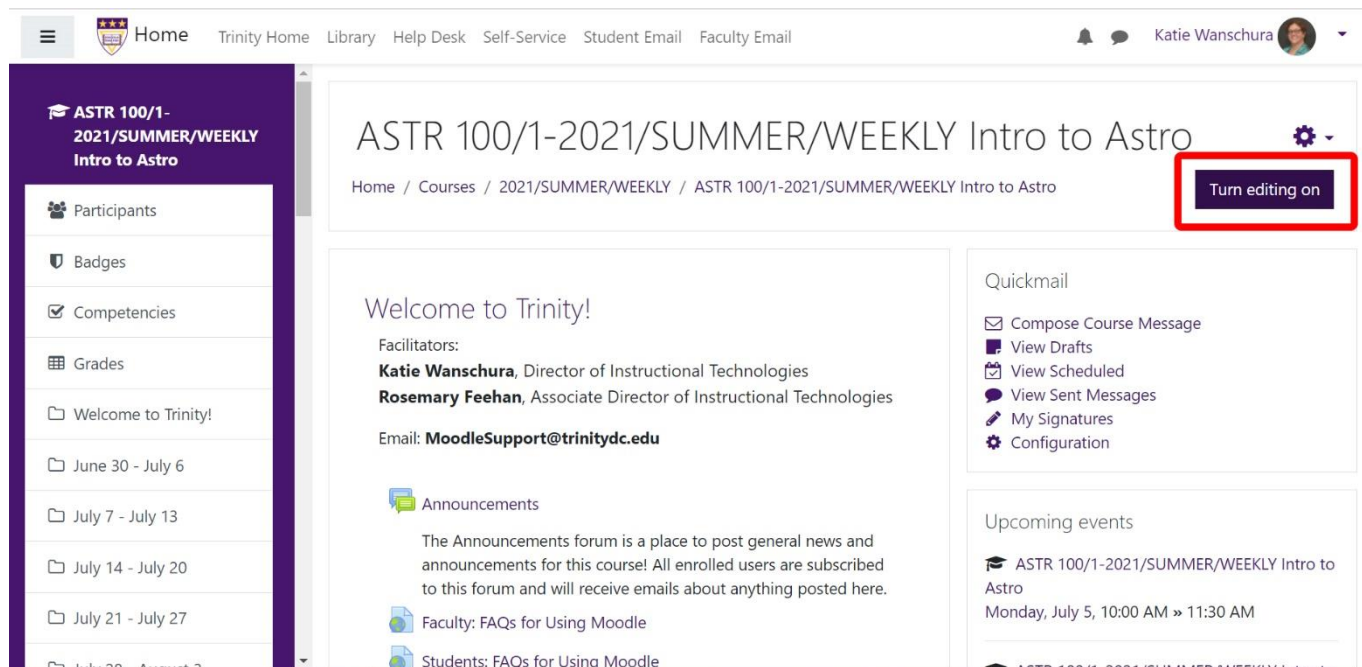
On the right side, there is a 'Main menu' section with links to Find a Course, Faculty Frequently Asked Questions, Student Frequently Asked Questions, Moodle Help Desk, and Course Evaluations. Below this is another 'My courses' section, highlighted with a blue box, which lists the same courses as the sidebar. A blue arrow points from this section to a callout box that reads: **Titles of, and links to, all Courses in which you are enrolled**.

At the bottom of the page, there is a 'My courses' section highlighted with a green box. This section shows details for four courses: 'Moodle Basics - v3.6' (Teacher: Katie Wanschura), 'Advanced Usage of Moodle - v3.6' (Teacher: Katie Wanschura), 'Emergency Preparedness for Faculty' (Teachers: Kathelon Toliver and Katie Wanschura), and 'Moodle for New Adjuncts' (Teacher: Kathelon Toliver). A green arrow points from this section to a callout box that reads: **Titles of, links to, and more Course Information for all Courses in which you are enrolled**.

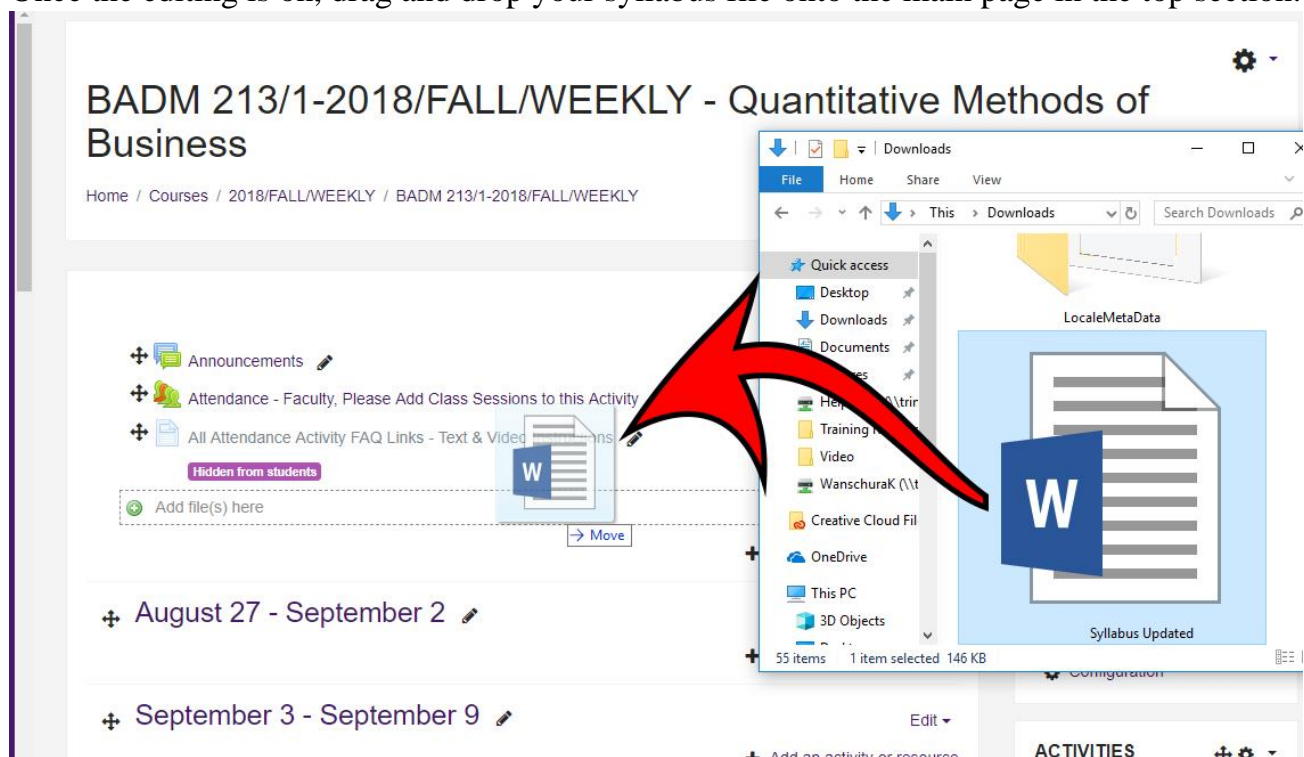
At the bottom of the page, there is a search bar for courses and a 'Go' button. The page number '2 | Page' is visible in the bottom right corner.

## 2. Post Your Syllabus

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



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. Then you can scroll to the very bottom to find the “File” option under “Resources.” Here’s the link for [a detailed FAQ on uploading your syllabus.](#)

### 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.

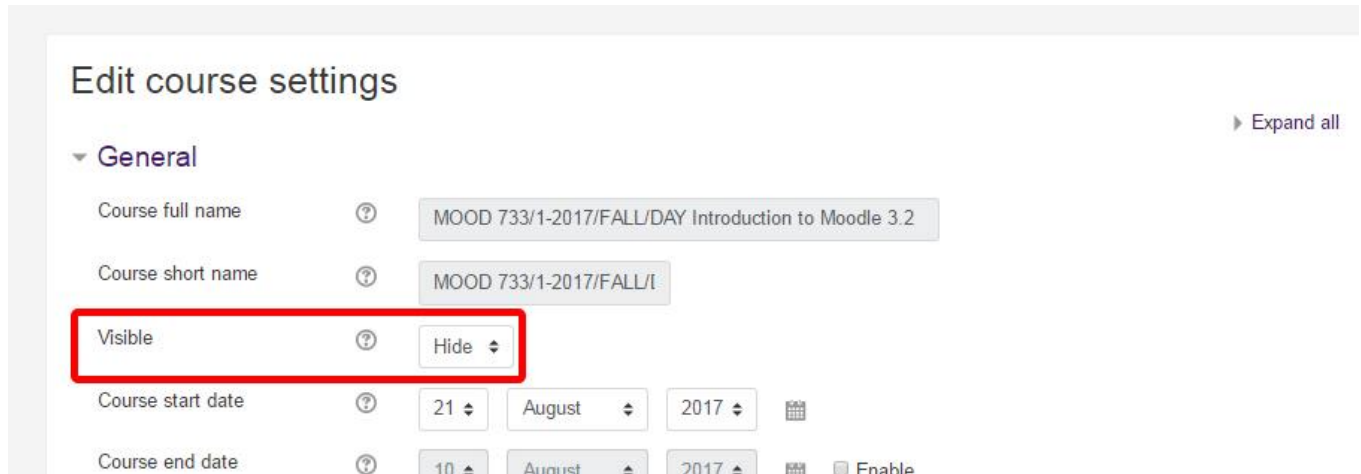
Mark students P – Present, L – Late, E – Excused, or A – Absent.



#### 4. 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.

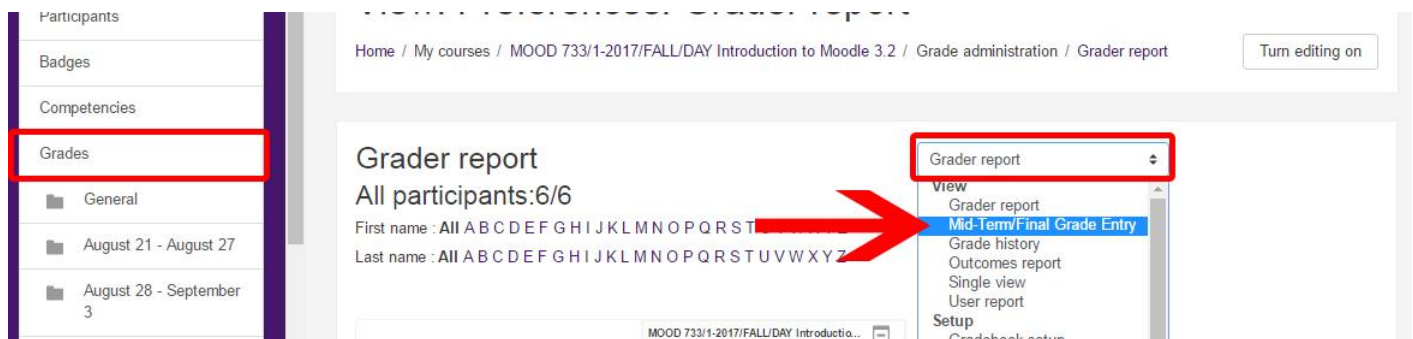


#### 5. Submit Final Grades and Mid-Term Progress Grades

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.



**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.**

## 6. 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.*

The screenshot shows the Moodle course page for 'ASTR 100/1-2019/FALL/WEEKLY Astronomy of the Solar System'. On the left is a navigation menu with items like Participants, Badges, Competencies, Grades, and course dates. The main content area includes a welcome message, course schedule (Tuesdays/Thursdays, 1 PM - 2:15 PM, AC103), and professor information. On the right, the 'Quickmail' block is highlighted with a red box and a red arrow pointing to it. The Quickmail block contains options: 'Compose New Email', 'Signatures', 'View Drafts', and 'View History'. Below it is an 'Upcoming events' section with the message 'There are no upcoming events Go to calendar...'

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.

The screenshot shows the Moodle course page for 'ASTR 100: The Solar System'. On the left is a navigation menu with items like Grades, course name, and course dates. The main content area includes a welcome message, course schedule (Tuesdays/Thursdays, 1 PM - 2:15 PM, AC103), and professor information. Below this is the 'Announcements' forum block, which is highlighted with a red box and a red arrow pointing to it. The Announcements block contains the text: 'The Announcements forum is a place to post general news and announcements for this course!'. Below it are other blocks: 'Class Attendance' and 'Syllabus'. On the right, there is a 'Quickmail' block with options: 'Compose New Email', 'Signatures', 'View Drafts', and 'View History'. Below it is an 'Upcoming events' section with the message 'There are no upcoming events Go to calendar...'. At the bottom right is a 'Recent activity' section with the message 'Activity since Monday 7 October 2019'.

### 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/](http://trinitydc.edu/moodle/faculty-f-a-q/).