



Quick Start Moodle Guide

A CTL MOODLE GUIDE

Welcome to your brand-new Moodle course shell! This guide will walk you through the basics of navigating and setting up your Moodle shell as a Teacher. Follow these steps to get started:

1. Navigating the Course Page

The **Course** tab is the main page of your course. It's where you can make all the changes to your course content.

Key Actions on the Course Page:

1. **Enable Edit Mode:**
 - a. Click the **Edit Mode** button in the top-right corner to start making changes to your course.
2. **Add Resources or Activities:**
 - a. Once in edit mode, click the **"Add a resource or activity"** button to add new content to your course, such as files, links, quizzes, or assignments.
3. **Manage Visibility:**
 - a. To hide or show specific resources or sections for students:
 - i. Click the **three dots** (:) on the right-hand side of the resource or section.
 - ii. Select **"Hide"** to make it invisible to students or **"Show"** to make it visible.
 - iii. Hidden items will display a message: **"Hidden from students"** for confirmation.
4. **Adding Blocks:**
 - a. Look for the **Blocks** tab on the right side of the page (it appears when **Edit Mode** is enabled).
 - b. Use it to add extra features like the **Calendar** block, which displays activity deadlines and other dates.
 - c. Add other blocks as needed for your course.

Reminder: When you're done editing, make sure to turn **Edit Mode** off to save your changes.

2. Configuring Course Settings

The **Settings** tab allows you to customize key aspects of your course.

Key Actions in the Settings Tab:

1. **Course Visibility:**
 - a. By default, courses are set to **"Hide"** so students cannot access them during setup.
 - b. Once you've completed your setup, change the visibility to **"Show"** to make it available to students.

2. Other Settings:

- a. Most settings on this page will not need to be changed. However, if you have questions, contact **CTL (Center for Teaching and Learning, or ctl@cnc.bc.ca)** for guidance.

3. Managing Participants

The **Participants** tab displays all users enrolled in your course.

Key Actions in the Participants Tab:

1. Review Enrolled Users:

- a. Check the list of enrolled students and faculty to ensure it matches your course registration records.
- b. CNC Connect should reflect the most up-to-date participant list.

2. Sort and Filter:

- a. Organize participants by names, groups, roles, or other designations.

3. Send Messages:

- a. Select specific users and send them a message directly from this tab.

4. Using the Gradebook

The **Grades** tab is where you manage student grades for assignments, quizzes, and exams.

Key Actions in the Grades Tab:

1. View Grades:

- a. Use the **"View"** section to see different reports.
 - i. For example, use **"Single View"** to view grades for one activity or student, or **"User Report"** to see individual students' grade summaries.

2. Setup Gradebook:

- a. Go to **"Gradebook Setup"** (under the Setup tab) to:
 - i. Adjust **weights** for graded items (e.g., make a final exam worth 40%).
 - ii. Hide or show specific grades to students.

3. Student Privacy:

- a. Remember that students only see their own grades and cannot view others' grades.

Next Steps

You're now ready to start setting up your Moodle shell! Explore the tabs, make changes to your course, and don't forget to contact CTL if you need additional support.