

# Moodle: Site and Course Layout

## Site Homepage

**Courses are listed and sorted by category.**

**Indicates that Visitors can have Guest Access, "read only" access, to this course without enrolling in it.**

**This block displays the courses you are teaching and taking.**

**Indicates an Enrollment Key, a one time password provided by the teacher, is required for this course.**

**View course description.**

**Click on the course you want to enroll in.**

**Various Blocks in the sidebars provide information about the site.**

The screenshot shows the Moodle site homepage. On the left sidebar, there is a 'Welcome to the Willard R-II E-Learning Site!' message, a 'Main Menu' with links to 'Willard R-II Schools', 'Willard High School', and 'Site news', and an 'Online Users' block showing 'Janetta Moodle' and 'Janetta Garton'. The main content area is titled 'Course categories' and lists 'High School' and 'Staff Professional Development Courses'. Under 'High School', there are courses like 'Personal Finance', 'Chemistry', 'Conceptual', 'Web Design', 'Web Design', and 'Graphic Arts'. Under 'Staff Professional Development Courses', there are 'Moodle Sandbox', 'Podcasting', 'New Teacher Academy', 'SMART Boards, Airliners, and Notebook Software', 'Google Reader and RSS', 'Delicious: Organizing Your Bookmarks On-line', and 'Finding and Subscribing to Podcasts'. To the right, there is a 'My courses' block showing 'Keyboarding with Mrs. Garton' and 'Moodle Sandbox', and a 'Calendar' for June 2010. A search bar at the bottom says 'Search courses: [input] Go'. Red callout boxes with white text point to specific icons and elements on the page.



## Course Homepage

The screenshot shows a Moodle course homepage for 'Podcasting'. The interface includes a course description, a topic outline, an administration block, and sidebars for participants and activities. Callout boxes provide the following information:

- Course full name:** Podcasting
- Course short name:** WillardMoodle > podcast
- Course Description:** Complete this free, on-line course... earning 3 workshop hours/3 points toward Salary Advancement.
- Choose to view the course as a student:** Switch role to...
- View course participants:** Participants
- Access a list of assignments or resources for this course:** Assignments, Resources
- This course uses the Topics format:** 1 Software Installation, 2 Hardware Setup, 3 Audacity: Preferences
- As the teacher, you choose which blocks to display in the sidebars and position them.**
- Click a learning object to view it.**
- The contents of this block changes with the role of user. Students see grades, the teacher of the course sees many options.**

### Administration Block

- **Turn Editing On:** click to turn on allow editing, icons appear: edit (hand holding pencil), delete (red x), show/hide (eye), etc.
- **Settings:** Access settings for course
- **Assign Roles:** Assign teachers and students to this course
- **Groups:** Create groups for this course; if you teach 3 hours of Physical science you could have 1 physical science course with 3 groups of students.
- **Backup and Restore:** Backup the parts of your course that you specify to a zip file on the server. Download this zip file to create a backup on your station. You can also use the Zip file to copy the course to another moodle server.
- **Import:** Use Import when you need to copy a course from you own site.
- **Reports:** Choose site or a course, choose logs of various items
- **Questions:** Edit, categorize, import, and export published quiz questions for the entire site. Teachers can choose to set quiz questions as unpublished which means they are only visible in the course in which they were created.
- **Scales:** Edit and create rating scales for the course and the entire site. Just like questions, scales can be published for the site, or not and be available just for the course.

- **Files:** Upload files to a course. These files can then be linked to within the course. Course files can be view by students enrolled in the course. Site files can be viewed by any site user. Files can be organized into folders.
- **Grades:** Course's gradebook. Displays all students grades for all activities that have grades enabled.
- **Reset:** Empty a course of user data

### Blocks You Can Add to Your Sidebars

- **Calendar:** shows workshops, assignments, quizzes, and events. Users choose which categories to display for their login.
- **Global:** Events that a site admin adds to front page
- **Course Events:** Events that an admin or teacher adds to a course
- **Group Events:** Events created by a teacher that are open only to the group of which the student is a member
- **User:** Created by the user, personal, viewable only by the user
- **Activities:** lists all the activities used in the course. Can click on a type and view all of them in a list. For example, quizzes, if this activity type is used in the course, students can click the Quizzes link in the activity box to view a list of the quizzes for the entire course.
- **Course/Site Description:** displays what was entered for the course summary when editing the Course's Settings page.
- **Courses Categories:** link to course categories;
- **HTML:** can hold any HTML code; use to embed things; can have multiple HTML blocks
- **Latest News:** displays the latest posts from the News forum. You can choose how many news items to display.
- **Mentees:** provides a mentor with quick access to their mentee(s) profile page(s).
- **Messages:** access the message center.
- **People:** lists the users of that course. If groups are used, links to groups are displayed.
- **Quiz Results:** available only if there is a quiz in the course. Displays the highest and/or lowest grade earned. You can make this anonymous.
- **Random Glossary Entry:** pulls entries from a selected glossary to display. You can control the order and refresh rate. (Quotes, exam questions and answers, common mistakes and their corrections, work from past students)
- **Recent Activity:** lists all the student and teacher activity in that course since the user's last login.
- **Remote RSS Feeds:** choose feeds to display in this block;
- **Search Forums:** search field for forums;
- **Section Links:** displays links, numbers only, to topics or weeks in a course.
- **Upcoming Events:** displays 10-20 upcoming events from the calendar.



# Navigation

The image shows a screenshot of a Moodle interface with several red callout boxes explaining navigation elements:

- Teachers can view a participation log for the activity.** (points to a small icon in the top right)
- Breadcrumb Trail: Use for navigation.** (points to the breadcrumb trail: WillardMoodle > podcast > Assignments > Assignment: Upload Your Episode)
- Previous activity** (points to a left arrow icon)
- Displays menu listing all topics and activities.** (points to a dropdown menu icon)
- Next Activity.** (points to a right arrow icon)
- Site homepage** (points to the 'WillardMoodle' link in the breadcrumb trail)
- Course homepage** (points to the 'podcast' link in the breadcrumb trail)
- Page listing all assignments for the course** (points to the 'Assignments' link in the breadcrumb trail)
- Currently viewing this assignment.** (points to the 'Assignment: Upload Your Episode' link in the breadcrumb trail)

Additional text visible in the screenshot includes: "Podcasting", "Jump to...", "Update this...", "Refer to the handout and watch the s...", "Upload your recording. This is just a p...", "after completi...", and "Available from: Wednesday, 12 March 2008, 01:00 PM".

