

ACADEMIC TECHNOLOGY

ESSENTIAL MOODLE SKILLS



KNOW YOUR DASHBOARD

Left-Menu: Only shows in-progress classes with the correct dates.

Course Overview: Use the filter to star favorites, hide older courses, and streamline your view.



ENABLE YOUR COURSE

- Log into Moodle
- Locate your course in the Enable Course block on the right side of the dashboard
- Click Enable
- Follow the prompts



MAKE YOUR COURSE VISIBLE

After enabling your course, it is visible to you, but hidden to your students.

Use the Course Visibility block on your course homepage to Toggle between Hidden and Visible



COMMUNICATE - EMAIL

All courses have email Distribution Lists. Links to send to the distribution lists are available in Moodle courses, but you can also email them directly using the syntax below.

Please note that only your ClarkU email address has permission to send.

The email address for the distribution list follows the syntax course-section-semester@lists.clarku.edu. For example BIO101-01-F21@lists.clarku.edu

CHECK YOUR ROSTER

Click on Participants in the left-menu

Students are automatically enrolled in courses within 12 hours of enabling a course.



COMMUNICATE - FORUMS

The Announcements Forum is included in all Moodle courses, and posts that you make there will be emailed to the students' ClarkU email accounts within 5 minutes.

Only you and your TA can post in the Announcements forum.





ADD A TA

- Click on Participants in the left-menu
- Click on Enroll Users in the top right
- Search for your TA in the search box
- Choose TA or PLA
- Click Enroll Users



TURN EDITING ON

Before making any changes to your Moodle course, you will need to Turn Editing On by clicking the button in the top right corner.



ADD A FILE

- Turn Editing On
- Open or navigate to the section you wish to add a file to
- Drag the files into the section
- Rename by clicking the pencil



ADD AN ACTIVITY (ASSIGNMENTS, FORUMS, ETC.)

- Turn Editing On
- Open or Navigate to the section you wish to add an activity to
- Click Add an Activity or Resource
- If necessary, click Activities
- Choose your activity
- Complete required and optional settings

BUILD YOUR GRADEBOOK

Contact us for gradebook support



ASK FOR HELP

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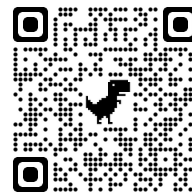
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LEARN MORE

Moodle 3.9 Support Site



<https://docs.moodle.org/39/en>

