

Moodle for Dummies



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<http://moodle.wwdad.net>

Logging in: To make changes to any Moodle site you must first login with you account username and password. This needs to be entered on the front page of the site.

Structure: Moodle Sites often have courses, which have various levels of access for different roles, such as Students, Teachers and Administrators. The front page is often different to the internal pages, with general information, newsfeeds, links, images etc.

The screenshot shows the Moodle for Dummies website front page. At the top right, it says "You are not logged in. (Login)" and "English (en)". The main header features the WWDaD logo and a banner image of a cloudy sky. Below the header, there are several sections:

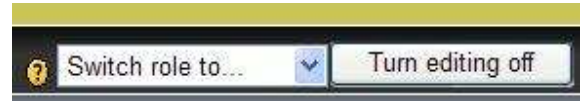
- MOODLE FOR DUMMIES:** A sidebar section with a "Moodle for Dummies..." book cover and a photo of Richard Wallace.
- Welcome to Moodle:** A central section with a "Welcome to Moodle" heading, a paragraph about the Moodle LMS system, and a link to "Moodle has a large and diverse user community with over 330,000 registered users on the www.moodle.org site alone, translated into over 70 languages in 196 countries (more statistics here). (From the moodle.org site)".
- ENVIRONMENTAL ED:** A sidebar section with a globe and a plant growing in a bowl.
- LOGIN:** A login form with fields for "Username" and "Password", a "Login" button, and links for "Create new account" and "Lost password?".
- MOODLE TRAINING:** A sidebar section with text about face-to-face and online Moodle training for organisations, and contact information for Richard Wallace.
- TRAINING DOCUMENTS:** A sidebar section with a heading for training documents.
- Introduction area:** A central section with a "Kindest Regards" heading, a photo of a leaf, and contact information for Richard Wallace (0411 81 9955, richard at wwdad.com).
- Moodle Courses:** A table listing available Moodle courses.
- Moodle Features:** A table listing Moodle features.
- GREAT LINKS:** A sidebar section with a list of links to commonly visited sites.
- THE RAPID E-LEARNING BLOG:** A sidebar section with a heading for a blog and a link to "13 More Tips to Help You Record Narration Like the Pro".

Callout boxes with arrows point to the following elements:

- Image, link:** Points to the banner image and the "Moodle for Dummies..." book cover.
- Introduction area:** Points to the "Kindest Regards" section.
- Links to commonly visited sites:** Points to the "GREAT LINKS" sidebar.
- Login Block:** Points to the "LOGIN" form.
- RSS newsfeed:** Points to the "THE RAPID E-LEARNING BLOG" section.

Editing Content:

Once logged into the site, you can then navigate to the page of interest to change. You will need to click on the “Turn Editing on (off)” button in the top righthand corner of the page to see the editing icons.



Then select the small “Edit Icon” next to the content you would like to change/add/edit .

The following WYSIWYG editor then appears

Summary of topic 0

Summary:

Uraidla Primary School Sustainability Forum Project

Is your school interested in

- taking on a Sustainability Project in 2008?
- Are you already committed to sustainability education?

Then come and

- Speak to other schools,
- Network with experts in various fields,


Path:

Save changes

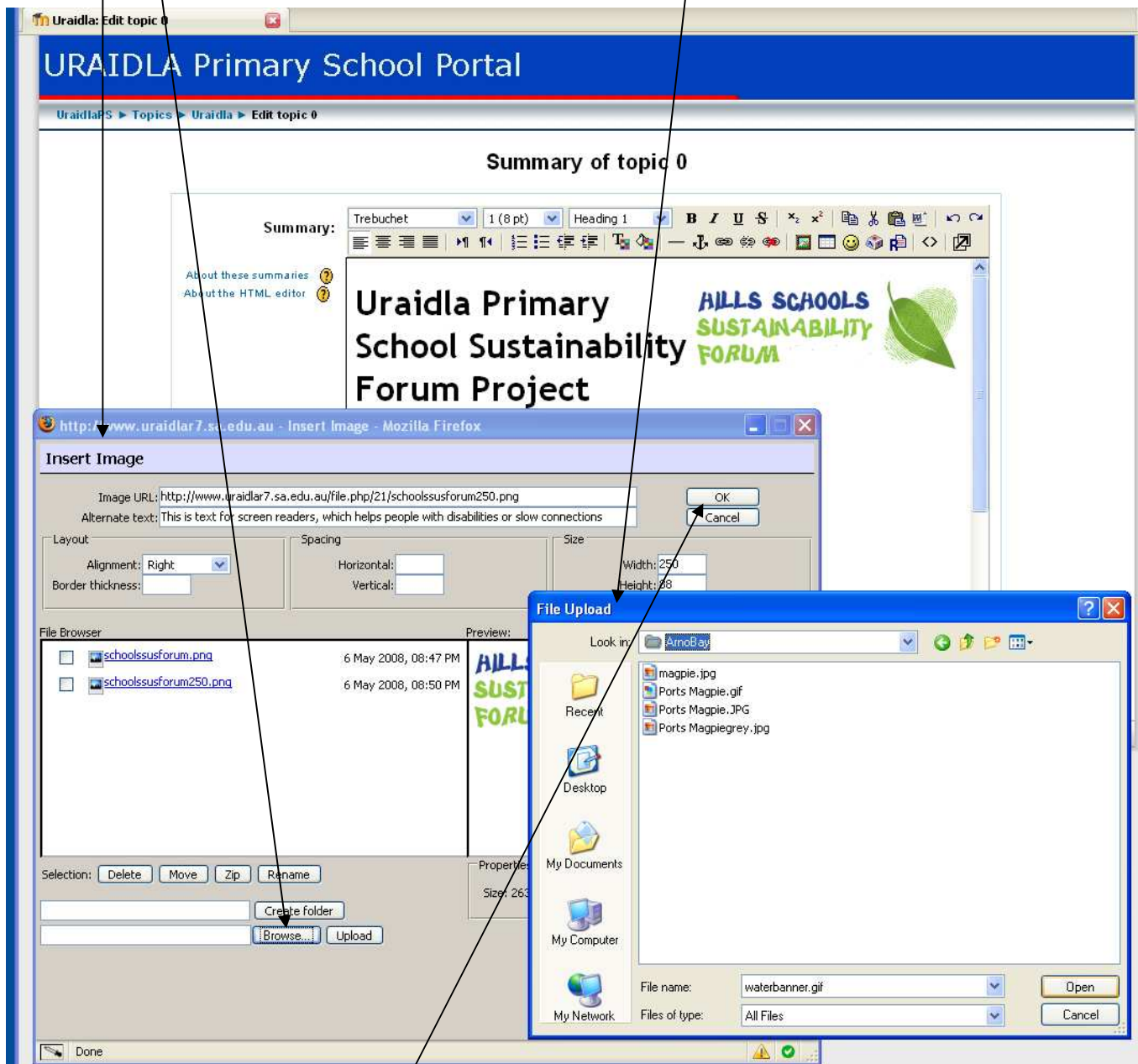
Annotations:

- Ordered Lists
- Add an Image
- Bold, Italics
- Use these styles
- Content in here just like you MSWord. Make sure you work at the end!!!!
- /E when completed

Adding Images to the Site:

Simply click on the “Image Button”  in the tool bar when you are in the WYSIWYG editor, as shown on the previous page.

The “Insert Image” dialogue box will appear. If you need to upload an image to the website, click on the “Browse button” at the bottom of the dialogue box. You will then need to select your image from your computer and then “Upload” it to the website via the “File Upload” dialogue box.



The screenshot displays the Moodle WYSIWYG editor interface. At the top, the page title is "URAILDLA Primary School Portal". Below it, the breadcrumb trail shows "UraidlaPS > Topics > Uraidla > Edit topic 0". The main content area is titled "Summary of topic 0" and contains a text editor with the text "Uraidla Primary School Sustainability Forum Project" and a logo for "HILLS SCHOOLS SUSTAINABILITY FORUM".

Two dialog boxes are overlaid on the editor:

- The "Insert Image" dialog box is open, showing the "Image URL" field with the value "http://www.uraidlal7.sa.edu.au/file.php/21/schoolsusforum250.png". The "Alternate text" field contains "This is text for screen readers, which helps people with disabilities or slow connections". The "Layout" section shows "Alignment" set to "Right". The "File Browser" section shows a list of files: "schoolsusforum.png" (6 May 2008, 08:47 PM) and "schoolsusforum250.png" (6 May 2008, 08:50 PM). The "Browse..." button is highlighted.
- The "File Upload" dialog box is open, showing the "Look in" field set to "ArnoBay". The file list includes "magpie.jpg", "Ports Magpie.gif", "Ports Magpie.JPG", and "Ports Magpiegrey.jpg". The "File name" field is set to "waterbanner.gif" and the "Files of type" dropdown is set to "All Files". The "Open" button is highlighted.

Once you have your image on the server, click on the file name, align the image (usually left or right), add the alt text and then click “OK”. Your image will appear in the page. Then click “Save”.

Develop your own content within Moodle:

Make a course and enter your own information into it so you can begin to explore Moodle yourself.

You will need to get yourself assigned as a “Teacher” in the course before you can make changes.

Navigate to your course and then pick a free “Topic” and add a header to this topic with your name as the title please.

- Add some content that is of interest to you (hobby, sport, work, interest) under your name, playing with the styles, bullet points and general formatting.
- Remember to click “Save Changes” regularly.
- Add an image to your topic, pull the image either from your hard drive, or select an image from the internet, images.google.com is always good to find images.
- Remember to click “Save Changes” , even when half way through your work,
- Add a link within your content to an interesting site, remember we will all be seeing your handy work...
- Yes, you know, remember to click “Save Changes”.
- Upload some kind of document, .doc, .pdf, and link to this file from your content (similar to uploading an image)

Once you have completed these task, please continue to play with the options, you are also more than welcome to insert any Activities or resources that you are interested in.

A great place for Moodle help is at

www.moodle.org

and

www.moodletutorials.org

For a range of Moodle specific video tutorials (not sure if this will be blocked within your network)

Good luck and thank you for your time, if you have any queries, please do not hesitate to call me on 0411 81 9955 or email me at

richard@wwdad.com

Kindest Regards - Richard Wallace