

Using Moodle: Enhance Your Site

STEP 1: Managing What Students See (or don't see)

You can choose to hide or show items within your Moodle course, including an individual item or a whole section. This can be useful when you don't want students to be overwhelmed with information or to skip ahead.

[Hiding Items and Weeks](#)

STEP 2: Communicating with Students

You can communicate with your students within Moodle a few different ways.

News Forum: The news forum, found in the week zero section of your course, can be used to send a message to all students. This message will be sent automatically to their email accounts.

Message: Using the internal message system you can [Send messages](#) to other users. Other users may also [send messages to you](#), which are accessed through Moodle.

STEP 3: Grading Activities

You can grade student work through Moodle. This will also allow students to view their grades and keep track of their progress.

Assignments are graded by opening the assignment and viewing the student entries. Refer to these instructions on [how to grade an assignment](#).

TurnItIn Assignments are [graded within the TurnItIn application](#).

Forums can be graded manually by the instructor or by ratings, which are determined when you setup the course. [Instructions for grading forums](#) can be found on the bottom of the link.

STEP 4: Managing Grades

During your course you will need to interact with your gradebook to enter grades and make any adjustments. These tasks may include:

[Manually entering grades](#) for items that are not activities.

[Award extra credit](#) to students.

[Drop the lowest grade](#) in a group of grades (for example, drop the lowest quiz grade).

[Submit Midterm and Final grades](#) through Moodle.

[Backup Your Grades](#), just to be safe.

Step 5: Grouping Students

You can [organize students into groups](#) to allow for collaborative work. Activities and resources can be targeted to give access only to students in a particular group.

Step 6: Try new Resources

Incorporate a new resource into your course to help keep students engaged.

[Create a Book](#): Books are created as a series of pages that students navigate through.

[Create a Folder](#): Folders in Moodle are used to hold related resources in one place.

[Create a Page](#): Pages are a single page of information that may contain text, hyperlinks, videos and images.

Step 7: Try new Activities

[Choice](#): Use Choice to take a quick, one question poll.

[Feedback](#): Use feedback to create surveys to administer to students.

[Glossary](#): The Glossary tool allows participants to create a dictionary of terms.

[Lesson](#): Lessons are comprised of content pages and question pages, allowing the student to interact with the material.

[Wiki](#): Wikis allow students to work collaboratively in the same workspace.

Step 8: Think of Universal Design

[Universal Design](#) relates to creating documents and pages in such a manner that they are easily accessible to people with disabilities.

STEP 9: Run Reports

[Run Reports](#) to view statistical information regarding who has attempted or interacted with assignments or other items.

STEP 10: Backup and Restore

[Backup your course](#) so you can reuse the content for another semester.

For more information and help creating your Moodle site—

- Call or email Sarah Chambers sarah.chambers@castleton.edu (802-468-6078)
- Visit Moodledocs.vsc.edu