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WHAT IS MOODLE?

Moodle is software that can be used to produce Internet-based courses and websites. It is a Learning Management System accessed by using a Web browser and can be used to add Web technology to instructor’s courses. You and your students can access the system any time, any place as long as there is an Internet connection.

Prerequisites – What You Need Before You Start

To use Moodle, you will need:

- A computer with an Internet connection.
- An up-to-date browser.
- The URL to access Moodle: http://moodle.csun.edu/
- Your campus Username and password.

LOG IN TO MOODLE

1. Go to: http://moodle.csun.edu/

2. In the Login window, located on the left-hand side of your screen, enter your campus Username and Password. This is the same login information you use to access the myNorthridge portal.

   Note: Moodle only accepts CSUN Usernames which are composed of letters and sometimes numbers (such as abc12345). You cannot use other email addresses or your student or faculty ID number.

3. Select the Login button.
Courses you are assigned to will be displayed under My Courses. You may also access your courses via the Navigation block located on the left. Students are automatically added to courses a couple of weeks before the semester begins.

Setting Up Your Profile

1. From the Settings block, select My profile settings > Edit profile.

Moodle News and Updates

Student Online Readiness Survey

Are you thinking about registering for an online class at CSUN next semester? This survey is designed to help you succeed as an online learner. Not sure if your course will be online? We have some tips to help you succeed.

My courses

CSUN Moodle Community

Facilitator: Kelly Sprogis
Facilitator: Hillary Kaplanowitz
Facilitator: Marty Susscoff
Facilitator: John Ward
Facilitator: Diane Zell

ART 101 Introduction to Art Theory
Teacher: Tina Reed
2. The Profile window displays and is broken down into four sections: General, User Picture, Interests, and Optional.

3. In the General section, select your preferences.

<table>
<thead>
<tr>
<th>General Field Names</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name, Surname</td>
<td>This field is automatically populated by SOLAR.</td>
</tr>
<tr>
<td>Email Address</td>
<td>This field name is automatically filled in by SOLAR.</td>
</tr>
<tr>
<td>Email display</td>
<td>This controls the visibility of your email address to others, allowing you to show or hide your address from the class. There are three options: Hide my email address from everyone, Allow everyone to see my email address, and Allow only other course members to see my email address.</td>
</tr>
<tr>
<td>Email format</td>
<td>Select Pretty HTML format (will be formatted in HTML with colors and fonts) or Plain text format (no formatting).</td>
</tr>
</tbody>
</table>
Email digest type | This setting determines how you receive emails from the forums. A digest is a compilation of all posts. There are three choices: No digest (single email per forum post), Complete (daily email with full posts) or Subjects (daily email with subjects only).
---|---
Forum auto-subscribe | This setting lets you decide if you want email copies of posts that are added to forums. If you set this to Subscribe, the system will email you copies of new posts in forums that you join. This setting will override your efforts to unsubscribe from individual Moodle forums.
Forum tracking | Enabling forum tracking means highlighting the posts that you have not read yet. There are two options: Yes, highlight new posts for me, or No, do not keep track of posts I have seen.
When editing text | This setting defaults to Use HTML editor. We recommend that you keep this setting.
Screen reader | Set this to Yes if you use a screen reader.
City/town, Select a country | These two fields are used to further identify you by geographical location.
Timezone | This field is used to convert time-related messages on the system (such as assignment deadlines) from the server local time to the correct time in whichever zone you have selected. This is not an editable field.
Preferred language | You are limited to languages installed with your Moodle instance. The language packs do not change the language used in the course content, but will modify the Moodle-specific terms used by the software for commands and features.
Description | This box enables you to enter some text about yourself which will then be displayed on your profile page for others to view.

4. In the Current picture section, you can add a picture by selecting the Add link or by dragging your image file from your computer into the corresponding box. Be sure to include a picture description (Ex. Anna at the lake).
5. In the **Interests** and **Other** sections, enter additional personal information if desired.

6. Select the **Update profile** button to save changes.
MY COURSES – HOME PAGE

The Home page is the first page you’ll see after log in. This page includes blocks used for navigation, your course list, links to access your profile and a Logout link.

Left Side – Navigation Blocks

The left side of the page displays the blocks used for navigation:

- **CSUN** – This block displays links to the most commonly used pages outside of Moodle.
- **Navigation** – This block displays links to My home, My profile and My courses.
- **Settings** – This block is used to edit your profile and is also used to access messaging options.
- **Messaging** – This block alerts you to messages in your inbox and includes a link to the message page.

Center Column – My Courses

The top of the page displays Moodle News and Updates. The bottom displays class information.

Courses are automatically assigned via SOLAR. To access a course, select the course name link.

Right Column – Profile Links, Logout and Calendar

In the right column, at the top of the page, is a link to access your profile as well as a Logout link to log you out of the system.

- To access your profile, select your name at the top of the page.
- To logout of the system, select the Logout link.
COURSE LAYOUT & SETUP

The layout for the Course page is very similar to the Home page. There is a left column, center or middle column and right column. However, the options displayed on this page pertain directly to the course itself.

Left Side – Navigations / Settings

The left side of the page is where you’ll find navigation and setting options for the course. From here, you can turn editing on and turn editing off.

Center Column – Class Info by Week

The center column displays the course information by week or topic. With editing turned on, you can hover over each week/topic and add an activity or resource as needed.

Right Side – Editing, Latest News, Upcoming Events & Recent Activity

On the upper, right-hand side of the page is a button to turn editing on. This button is dynamic. Select it to turn editing on, and then select it again to turn editing off. Editing must be on in order to add resources or activities to the course.

This column also displays the Latest News, Upcoming Events and Recent Activity blocks.

Note: Blocks may be moved to the other side of the page or removed by the instructor of the course.
Hiding & Docking

The blocks that display on the left and right side of the page can be hidden or docked. Docking blocks allows a user to move blocks to the left side of the page, creating more space for other course content.

To hide/unhide a block:

1. Select the Hide button for the block you want to hide.
2. After hiding, the button becomes a + sign. Select the button again to show the navigation block.

To dock/undock a block:

1. Select the Move this to the dock button for the block you want to dock.
2. The block is docked.
3. To undock a block, select the block and then select the Undock this item button.

Note: When a user docks/undocks a block, it only affects that user. (i.e. If an instructor docks the Navigation block in their course, it will not dock the block for all students.)
Drag & Drop

With editing turned on, entire weeks/topics can be dragged and dropped into different configurations. You can also drag and drop resources (i.e. files) from your computer onto your course page.

To drag and drop weeks:

1. With editing turned on, hover over the week you want to move until you see the crosshairs, then drag and drop to its new location.

To drag and drop files:

1. With editing turned on, find the file on your computer you want to add to your course, select it and drag it over to your course.

Course Administration – Settings Block

Edit Settings

You must identify some basic course level structure, such as who has access to the course and the course name.

Please review the options in this table before making your course selections:

<table>
<thead>
<tr>
<th>Edit Settings</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Summary</td>
<td>The summary information will appear to students when viewing a list of courses. DO NOT paste your course syllabus here.</td>
</tr>
<tr>
<td>Format</td>
<td>The Weekly and Topic formats are very similar. The main difference is that each box in the Weekly format displays the week’s date range, whereas in the Topic format, each box can have a custom name entered. The other formats are more specialized and only recommended for advanced users.</td>
</tr>
<tr>
<td>Number of weeks/topics</td>
<td>Choose the number of weeks/topics that apply for your course. Added weeks/topics will appear at the bottom of the Course page. Move weeks/topics up or down as needed.</td>
</tr>
<tr>
<td>Course start date</td>
<td>To change the start date for your course, select a new date from the menu.</td>
</tr>
<tr>
<td>News items to show</td>
<td>Only active if you have the Latest News block enabled for your course page.</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Show gradebook to students</td>
<td>If you are not grading the course and prefer to hide the gradebook from students, select No.</td>
</tr>
<tr>
<td>Show activity reports</td>
<td>Activity reports are available for each student in the course, as well as listings for contributions. These reports include detailed access logs. These reports are always available to teachers but setting this option to Yes enables students to view their own activity reports.</td>
</tr>
<tr>
<td>Maximum upload size</td>
<td>This setting limits the size of the files that can be uploaded within your course.</td>
</tr>
<tr>
<td>Availability</td>
<td>This determines if the course is available or not available to students. While setting up the course, you might select “not available” until the course is ready for use.</td>
</tr>
</tbody>
</table>

To edit course settings:

1. Navigate to Settings > Edit settings.

2. Make changes as needed.

3. Select the Save changes button at the bottom of the page.
Users (Formerly Assign Roles)

Students will automatically be added to Moodle courses a couple of weeks before the semester starts. Courses will be updated daily with new adds and drops for the first couple of weeks of the semester. This means it could take up to 48 hours from the time a student adds the course in SOLAR, to then be added to the course in Moodle.

If the student was not automatically enrolled into your Moodle course or you would like to add a student or TA not listed on your class roster, you may do so by following the steps below:

**Note:** These instructions will work for adding any role (librarian, observer, etc.)

1. From the course homepage, locate the Settings block and select Users > Enrolled users.
2. Select the Enroll users button and a small pop-up window displays.
3. In the Assign roles pull-down menu, select the role you would like to add to the user.
4. At the bottom of the pop-up window, enter the user’s name or email address and then hit the Enter key on your keyboard.
   - **TIP:** make sure you search for the user’s official name registered with the University (i.e. Robert Smith, instead of Bob Smith). If you search for a user and you do not find them, make sure that they have logged into Moodle before. If they have never logged in, then their account has not been created in the system.
5. The user displays in the pop-up window. Select the Enroll button next to their name.
6. Select the Finish enrolling users button at the bottom of the pop-up window.
7. The user displays under the Enrolled users list.

Switch Role To

In order to see what a participant sees, you must use the Switch role to option.

1. Select Switch role to... located in the left column.
2. Select the role you want to see the course as.
3. The course page displays as if you are a user at the selected role.
4. From the same block, select the Return to my normal role option to return to your normal view.
CUSTOMIZING A COURSE

There are many different activities and resources available for use in a course. You can hide and display resources as needed and control what students see.

Blocks

The view of your course homepage and ultimately the features offered to your course participants depend on which blocks you include. All blocks can be moved around, hidden, docked or deleted as needed.

Adding a Block

1. Select the Add a block dropdown.

2. Select the desired block from the list. The new block displays on your course page.

3. Once added, use the Edit options to make changes.
**Turn Editing On/Off**

To make changes to the course, editing must be turned on. There are two ways to do this:

1. From the **Settings** block, select **Turn editing on**.
2. Select the same link to turn editing off.

You may also use the **Turn editing on** button located at the top, right-hand portion of your course page to toggle between on and off.

**Edit Summary**

The **Summary** section of each week can be edited to include more information or even an image.

**To edit the summary section:**

1. With editing turned on, select the **Edit summary** icon.

![Edit Summary Icon](image)
2. The **Summary** page displays.

![Summary of 24 August - 30 August](image)

3. Make desired changes.
4. Select the **Save changes** button to save.
5. The changes display on the course page for that week/topic.

**Adding an Activity or Resource**

**With editing turned on:**

1. Select the **Add an activity or resource** link for the week/topic you want to add to.

   ![Add an activity or resource](image)

2. From the list of available options, select an activity or resource by selecting it. A description of the activity or resource is displayed.
3. Select the **Add** button to add the activity or resource.
4. Complete the information needed for the activity or resource you are adding.
5. Select the **Save and return to course** button.
6. The newly added activity or resource will display on the course page.
**Adding Files**

There are two ways to add files. One way is to simply drag and drop them into the course. Another way to add files is to use the **Add an activity or resource** link.

1. **With editing turned on**, select the **Add an activity or resource** link for the week you want to work with.

2. **Under Resources**, select **File**.

3. Select the **Add** button.

4. In the **General** section, add the descriptive information for the file you are adding.

5. In the **Content** section, select the **Add** button to search for the file you want to add.

6. Find the file and select the **Upload this file** button to upload the file.

7. Enter additional information as needed.

8. Select the **Save and return to course** button to return to the course page.

**Adding Links**

To add links or URLs to your course page:

1. **With editing turned on**, select **Add an activity or resource** link for the week/topic you want to add to.

2. Select **URL** from the list.

3. Select the **Add** button.
4. Complete the necessary fields.
5. Under **Options**, select the preferred display method. Refer to the table below for more information.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automatic</td>
<td>When the link is selected, another page opens with the link description and the link itself. The user must then select the URL to view the page content.</td>
</tr>
<tr>
<td>Embed</td>
<td>This option embeds the webpage into their current view.</td>
</tr>
<tr>
<td>Open</td>
<td>This option opens the webpage in the current window.</td>
</tr>
<tr>
<td>In pop-up</td>
<td>This option opens the webpage in a pop-up window therefore allowing a user to stay on the current page.</td>
</tr>
</tbody>
</table>

6. Select the **Save and return to course** button.
7. The URL displays on the course page for the week/topic selected.

**EDITING TOOLS**

There are many different editing tools available when editing is turned on. For example, resources and activities can be moved to different positions, updated, deleted or hidden.

When editing is turned on, these tools appear next to each resource and activity:
**Editing Tools – What They Do**

For an explanation of each editing tool, refer to the table below:

<table>
<thead>
<tr>
<th>Tool</th>
<th>What It Does</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Edit" /></td>
<td><strong>Edit title</strong> is used to update the resource title.</td>
</tr>
<tr>
<td><img src="image" alt="Move" /></td>
<td><strong>Move right</strong> is used to move a resource to the right. Use this to indent the information.</td>
</tr>
<tr>
<td><img src="image" alt="Move" /></td>
<td>After moving an item to the right, the <strong>Move left</strong> icon displays. Use this to move an item to the left.</td>
</tr>
<tr>
<td><img src="image" alt="Move" /></td>
<td>The <strong>Move</strong> icon is use to move a resource to another location on the page. Example, moving an assignment to a different week.</td>
</tr>
<tr>
<td><img src="image" alt="Update" /></td>
<td><strong>Update</strong> is used to make changes to a resource.</td>
</tr>
<tr>
<td><img src="image" alt="Duplicate" /></td>
<td><strong>Duplicate</strong> is used to duplicate a resource.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td><strong>Delete</strong> is used to permanently delete a resource from the course.</td>
</tr>
<tr>
<td><img src="image" alt="Hide" /></td>
<td><strong>Hide</strong> is used to hide a resource from the participants.</td>
</tr>
<tr>
<td><img src="image" alt="Show" /></td>
<td><strong>Show</strong> is used to reveal a previously hidden resource.</td>
</tr>
</tbody>
</table>
Selecting the **Group** icon will toggle you between: **No Groups**, **Separate Groups** and **Visible Groups**.

**Assign roles** allows you to assign roles to users.

The **Personalized Learning Designer** allows educators to monitor user performance through customizable alerts and notifications.

It also makes the course more tailored to each user by automating content release and customizing navigation.

Select "Add a Rule" to get started.

---

**COMMUNICATING WITH YOUR STUDENTS**

There are a variety of ways to communicate information to your students. One way is **News Forum**. By default, **News Forum** displays at the top of the course page.

**News Forum**

The **News Forum** is a special type of forum that only instructors can post in. The **News Forum** is designed for class announcements or reminders that the instructor wants to communicate to students.

Posts to the **News Forum** display in three places:

1. In the **News Forum** itself. Students can select the **News Forum** from the course page.
2. In the **Latest news** block, located by default on the right side of the course page. A snippet of the recent posts to the **News Forum** will display. Students may select to see more and are taken to the **News Forum**.
3. A copy will be emailed to all users in the course. Email will be delivered to each user’s CSUN email address. Email copies are usually delivered within two hours.
To Post An Announcement to the News Forum

1. From the course page, select the **News Forum** link.
2. Select the **Add a topic** button.
3. In the **Subject** field, provide a title for the subject. For example, “Read chapter 1 before the first class.”

![Image of News Forum interface]

**Note:** Fields noted with an asterisk are required fields.

1. In the **Message** text box, enter a more detailed description. Use the toolbar to format the text, just as you would in MS Word.
2. In the **Attachment** section, select the **Add** link, and then search for/upload the file you want to attach OR drag and drop the file into the corresponding box.
3. Select the **Mail Now** checkbox if you would like to waive the thirty minute editing period. If you do not check this box, you have up to thirty minutes to edit the text before the information is sent. Messages can take up to two hours to be delivered.
4. Select the **Post to Forum** button.

**Contacting Individual Students**

Sometimes it is not necessary to contact everyone in the class. To contact an individual student, use your CSUN email account to send them an email directly.
MOVING CONTENT FROM ONE MOODLE COURSE TO ANOTHER

There are two ways to move Moodle content from one course to another. Both require that your new course is already set-up in Moodle.

**Import** – This tool allows you to select activities you want to move. This does not import student data. It is the recommended method when you want to pick and choose what you would like to import.

**Backup/Restore** – These tools allow you to back up your old course and then restore your entire course into your new course. This is helpful if you want the entire course. Be sure to omit user data and files so you don’t pull all the students and assignments over. If you accidentally move student data you can delete it later.

**Import**

1. From the course page that you want to import content **INTO**, locate the **Settings** block and select **Import**.
2. A list of all the courses you have taught displays. Select the radio button from the course that you want to import content **FROM**. Then, select the **Continue** button.
3. Check the boxes for settings you would like to import. You will be able to select individual items on the next page. If you are not sure what to check, leave the default. Then, select the **Next** button.
4. Check the boxes next to the items you would like to import. Un-check boxes next to items you do not wish to import. You may utilize the **Select All/None** links at the top to quickly switch between all or none. Then, select the **Next** button.
5. Moodle displays a confirmation page of all the items. A green checkmark next to an item means it will be imported. A red “X” next to an item means it will NOT be imported.

**Note:** If you navigate to a new webpage or close your browser window while the import process is running, the import process will stop and you will have to start over from the beginning.

**The Backup and Restore Tool**

1. Open the Moodle course that you want to backup.
2. Select **Backup** from the **Settings** block.
3. Use the checkboxes to select the content you want to backup.
4. For the other settings, we recommend that you omit user data so that all of the students and assignments are not included. Uncheck the **Include enrolled users**, **Include role assignments** and anything else pertaining specifically to a user.
5. Follow the prompts to complete the backup.
6. Download the zip backup to your computer (select the new backup in the list to download).
7. Open your new Moodle course for the current or next semester.
8. Select **Restore** from the **Settings** block.
9. Upload your zip backup.
10. Once the file is uploaded, select **Restore** to the right of the file.
11. Follow the prompts to complete the restore.

### NAVIGATION TIPS

There are several ways to navigate in Moodle but there are two resources available to you should you ever need them:

- The **Home** button can be used to return you to the Moodle homepage.
- The breadcrumb trail, along the top of the page can be used to navigate as well.

### LEARN MORE ABOUT MOODLE

There are many free resources available to support you in your learning and teaching within Moodle.

- The question marks located throughout your Moodle course provide specific information on that particular item or resource.
- The **Moodle Docs** link at the bottom of each window within your Moodle class gives you more general information on the various aspects of Moodle.
- Lynda.csun.edu - The Lynda online library is a training resource available to all employees at CSUN. To access the Lynda online library, go to: lynda.csun.edu and log in with your CSUN Username and password.

### If You Need Additional Help

Contact the Faculty Technology Center at:

Phone: (818) 677-3443  
Email: ftc@csun.edu  
In Person: OV 34