

Moodle 3: Getting Started Checklist



To access or download this Moodle Quick Reference Guide, visit GROK article [18532](#).

<p>Confirm that your teaching course(s) is listed in Moodle</p>	<p>Teaching courses are automatically created 30 days prior to the first day of the semester. By default, teaching courses are unavailable to the students. For instructions on how to prompt the creation of your course prior to 30 days, view GROK article 18534.</p> <p>Note: If you are not listed as Primary Instructor in your Moodle course(s), contact your department and ask them to make the change on the mainframe.</p>
<p>Team Teach, split, or cross-list your course</p>	<ul style="list-style-type: none"> • Team teaching allows 2 or more instructors to combine their courses into one course. For more information, view GROK article 18457. • Course splitting allows an instructor to separate multiple sections of a course into different Moodle courses. For more information, view GROK article 18537. • Cross-listing allows an instructor to create a single Moodle course that combines multiple courses they are teaching. For more information, view GROK article 18458. <p>Note: If you plan to use any of these features, be sure to do so prior to restoring or adding content into your course(s).</p>
<p>Restore your old course content into a new teaching course</p>	<ol style="list-style-type: none"> 1. Click on the link for your new, empty teaching course. 2. Click on Overwrite current course in the Simple Restore block on the right. (If you have already added content/ materials in your course, click on the Import all materials into current course link instead.) 3. Click on the backup file for the course you want to restore into your teaching course. 4. Click on the Continue or Next buttons on the following pages to complete the process. <p>For more information, view GROK article 18477.</p>
<p>Confirm student enrollment</p>	<ol style="list-style-type: none"> 1. Click on the Users link in the Administration block. 2. Click on the Enrolled Users link which is listed below the Users link. <p>Note: Students are automatically enrolled into courses 14 days prior to the first day of the term. For instructions on how to prompt the enrollment of your students earlier than 14 days, view GROK article 18534. If your roster is incorrect, please contact the FTC.</p>
<p>Add guest instructor(s) or group TA(s)</p>	<ol style="list-style-type: none"> 1. Click on Users in the Administration block. 2. Click on the Enrolled users link which is listed under the Users link. 3. Click on Enroll users button in the upper right of the screen. 4. Select the role from the Assign Roles drop-down menu at the top of the window. 5. Search for user by name or PAWS ID using the search field. 6. When the results are listed, click on the Enroll button next to the person's name and click on the Finish enrolling users button. *Note: If you would like your TA/non-primary instructor(s) to enter grades or use Moodle Mail, be sure to add them to the course group(s) by clicking on the Groups link under Users. <p>For more information, view GROK article 18367.</p>
<p>Make your teaching course available to students</p>	<ol style="list-style-type: none"> 1. Click on Edit settings in the Administration block. 2. To the right of Available to students at the top of the page, select the option Show from the drop-down menu then click Save changes at the bottom of the page. <p>For more information, view GROK article 18357.</p>
<p>Post a new file resource to your Moodle course</p>	<p>Click on the Edit button in the upper right of the screen. Drag and drop a file(s) directly into your Moodle course from your computer (feature not available in Internet Explorer). Or:</p> <ol style="list-style-type: none"> 1. Click on the Add an activity or resource link and click on File. 2. Fill in the Name field. (This text will appear as the link to the file.) 3. Click on the Add button in the Content section. 4. Click on the Upload a file link. Then click on the Choose File/ Browse button to search for the file on your computer. 5. After you have selected the file, click on the Upload this file button. 6. Click on the Save and return to course button at the bottom of the page. <p>For more information, view GROK article 18473.</p>



Moodle 3: Features

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Resources, activities, & features	<p>There are over 30 types of resources and activities, which can be added to a Moodle course. Commonly used activities and resources at LSU include:</p> <ul style="list-style-type: none">• File: provide a file as a course resource.• URL: provide a web link as a course resource.• Kaltura Video Resource: upload a video to stream directly within the browser.• Forum: enables participants to have asynchronous discussions.• Assignment: provide file submission area for students and enter grades/feedback.• Quiz: create quizzes consisting of various questions types.• Choice: ask a question and offer a selection of possible responses.• Feedback: create a survey to collect feedback from course participants.• Turnitin: create a Turnitin assignment which links to the Turnitin interface.• Panopto: manage your Panopto (lecture capture/ video) recordings. (GROK article 17476)• Moodle Mail: send any user(s) within a course an email. (GROK article 16666) <p>For additional information on all Moodle resources and activities, visit GROK article 18100.</p>
Gradebook	<p>The Moodle Gradebook is a robust tool for faculty to use to record and manage students' grades. There are 3 category Aggregation Methods to choose from for determining how Moodle calculates a category grade total. For information to determine which method to use, visit GROK article 18499.</p> <p>To set up your Gradebook (including creating grade items and categories) and to adjust Gradebook settings, visit the Gradebook setup page. For information about the Gradebook setup page, visit GROK article 18503.</p> <p>Other helpful Gradebook features include:</p> <ul style="list-style-type: none">• Create grade items: GROK article 16653• Create grade categories: GROK article 18496• Create extra credit items: GROK article 18505• Drop the lowest grade in a category: GROK article 18504• Enter student grades: GROK articles 18483, 18493, 18494• Create/ adjust letter grade scales: GROK article 18490• Access the student gradebook view: GROK article 18481• Post mid-term/ final grades to myLSU: GROK article 18606 <p>Note: To ensure your Gradebook settings are configured properly, it is recommended to contact the Faculty Technology Center to work with a representative.</p>
Feature highlights	<p>The Recycle bin allows instructors to restore course content that has been deleted into its original section within the course. Moodle will automatically delete an item from the 'Recycle bin' after eight days. For more information, visit GROK article 18562.</p> <p>The Mass actions block allows instructors to perform actions on multiple items in a course rather than having to do repeated actions on individual items. Actions include indentation, hiding, showing, deleting, moving, and duplicating items. For more information, visit GROK article 18561.</p> <p>Embed videos in a resource or activity in your course using the Kaltura icon within the text editing toolbar. For more information, visit GROK article 18597.</p> <p>The Download Materials block provides a way to download multiple files from a Moodle course at one time. For more information, visit GROK article 19604.</p>

