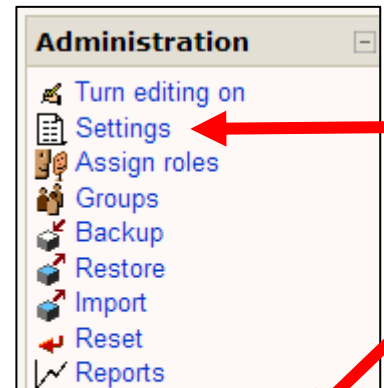


MOODLE QUICK HINTS

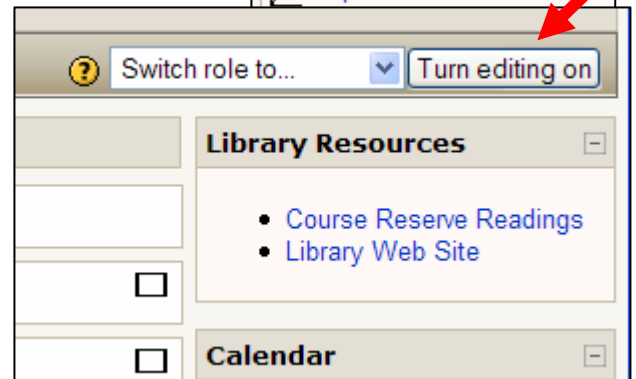
To change course format, description, starting/ending dates, or number of topics/weeks:

Click the “Settings...” link under the “Administration” toolbar on the left



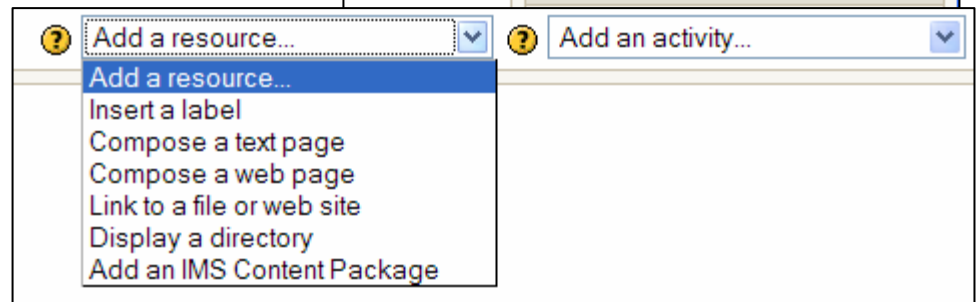
To edit your page

- 1) Click the “**Turn editing on**” button in the upper right
 - a. Pull down the “**Switch role to...**” menu to view your site as a student would see it



- 2) Choose “**Add a resource...**” if you want to add a link to a web page or upload a file.

Choose “**Add an activity...**” if you want to add an assignment, quiz, forum, choice, wiki, etc.



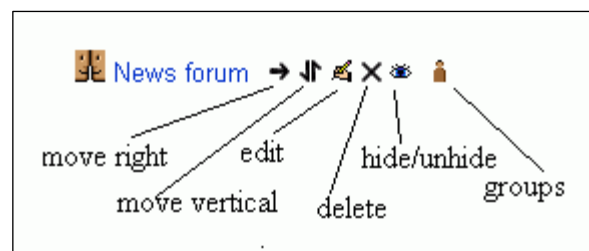
To modify text, a resource, or an activity



Click the edit icon wherever you see it to edit the text, resource, activity, etc.

Icons

You will see the following options by most entries when you have editing on



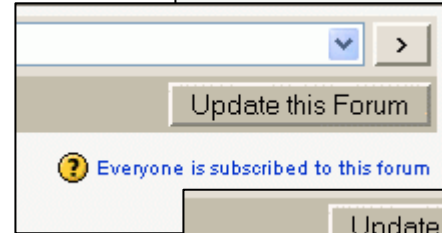
The help in moodle is really good, give it a try!

Class email lists, automatically archived!

The main news forum at the top of your page functions as a course e-mail list. Any posts made to this forum are also e-mailed to all students enrolled in your moodle course (they are “subscribed” to that forum). The forum also exists as an archive of these messages.

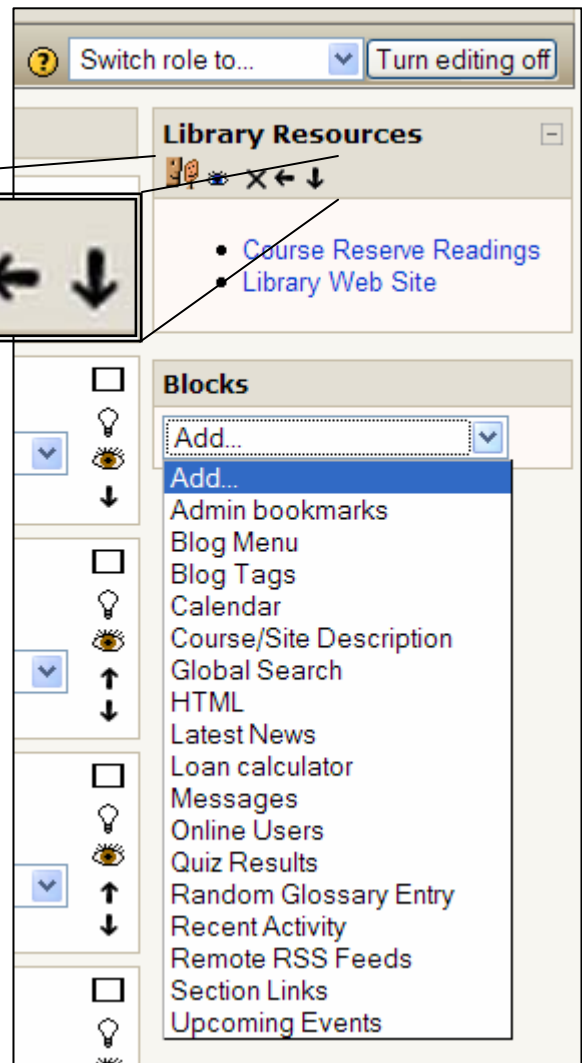
By default all course enrollees are “subscribed” to the main news forum. Subscription is not automatic for any other forum.

The instructor can toggle subscription status by checking the link in the upper right of each forum



Moving blocks

With editing on you can see icons on the top of each block. Respectively, they can assign roles, hide, delete, and move blocks in the direction of the arrows.



Adding blocks

With editing on you will find a Blocks section with an “Add..” pulldown menu. This allows you to add blocks such as the calendar or search. It will also allow you to add blocks you have deleted.