



MOODLE TRAINING FOR INSTRUCTORS

Tiffin University

Contents

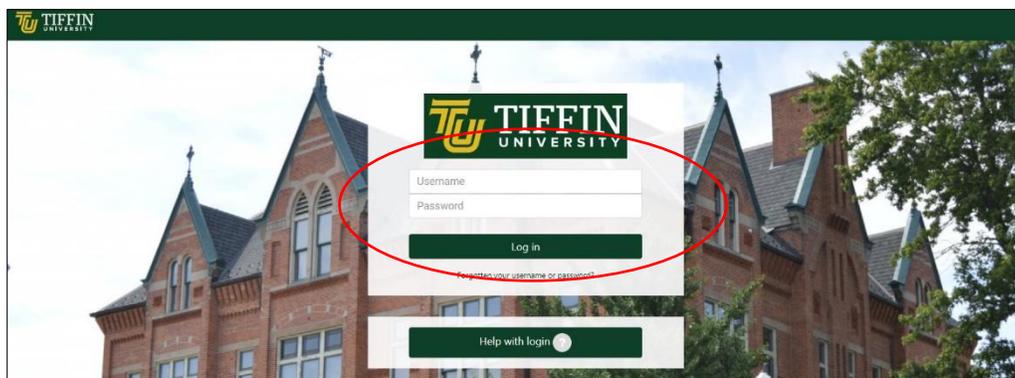
How to Login to Moodle	3
Navigating through Moodle	4
Moodle Home Page.....	4
Editing Your Profile.....	5
Getting Back to the Main Page	5
Course Settings	6
Accessing the Course.....	6
Breadcrumbs.....	6
Course Topics	7
Course Learning Activities and Resources	8
File.....	9
Folder	10
Page	11
URL	12
Assignment	13
Turnitin Assignment 2	14
Moodlerooms Forum.....	15
Editing Resources and Activities.....	16
Course Dashboard	17
Grading Discussions.....	18
Grading Assignments	19
Communicating with Students	20
Announcements.....	20
Personal Message	21
Moodle Support.....	21

How to Login to Moodle

Once you have logged into the computer and opened an Internet browser, which can be Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge, you will navigate to the Tiffin Moodle page.

Steps:

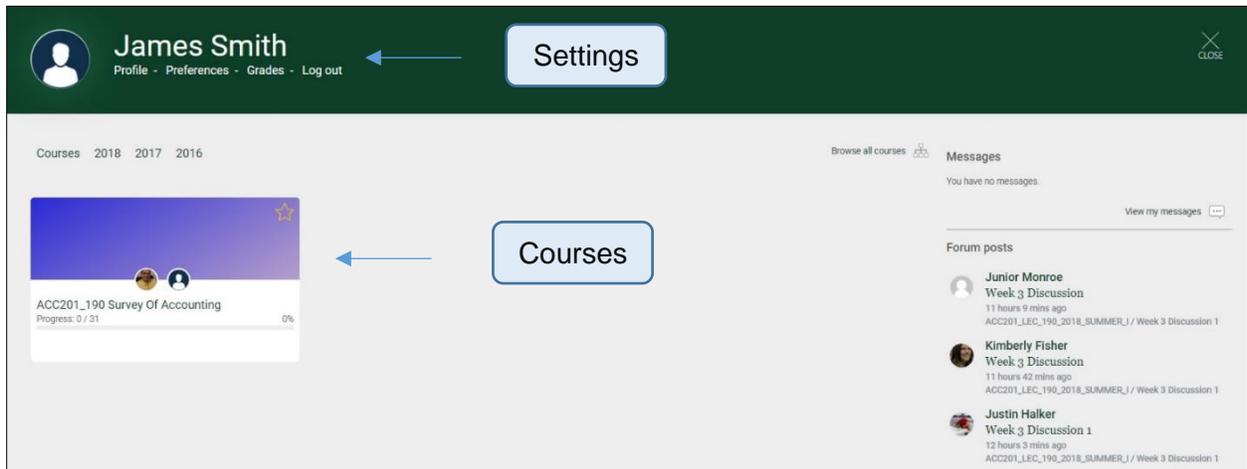
- Enter in the URL (navigation site): tiffin.mrooms.net
- Hint: On your home computer or university computer, you may want to make this one of your favorites.
- Note: If you forget your username or password, the option to reset your password is located on this page. Moodle password is synced to the email and self-service password, so they are the same.



- Enter your username and password

Navigating through Moodle

Moodle Home Page



* This is the page that appears after a successful login.

- **Courses:**
 - Active courses are listed under “Courses”
 - Finished courses appear under their particular year
 - Courses older than 2016 are archived

- **Settings:**
 - Profile (see below)
 - User Preferences
 - Grades (a shortcut path to each course’s gradebook)
 - Log out

Editing Your Profile

The screenshot shows the Moodle user profile settings page for James Smith. The page layout includes a dark green header with the Tiffin University logo on the left and 'My Courses' with a notification bell on the right. Below the header, there is a profile picture placeholder and the name 'James Smith'. A blue box labeled 'Edit' points to the 'Edit profile' link in the 'User details' section, which is circled in red. Other sections include 'Privacy and policies', 'Data requests', 'Miscellaneous', 'Reports', and 'Grades overview'.

* This is the Profile settings page

- Edit Profile
 - Add or change a profile Picture
 - Add or change the profile Description (Biography)
 - Hit "Update profile" to finalize the changes

Getting Back to the Main Page

- Click anytime to **My Courses** to go to the [Moodle Home Page](#) or click the **Tiffin University** Logo to go to the alternate page with active courses on Moodle (see below):

The screenshot shows the Moodle user profile page for James Smith. The page layout includes a dark green header with the Tiffin University logo on the left and 'My Courses' with a notification bell on the right. Below the header, there is the name 'James Smith' and a blue box labeled 'Logo' pointing to the Tiffin University logo. A 'Customize this page' button is visible, followed by a section titled 'Courses Available To You' with a list of courses: 2018_SUMMER_I, 2018_SPRING_FULL, 2018_SPRING_I, and 2017_FALL_II.

Course Settings

Accessing the Course

- You can access the course in two ways
 - Select the course from **My Courses**
 - Select the course from **Courses Available To You**

This screenshot shows the Moodle user profile for James Smith. The main content area displays a course card for 'ACC201_190 Survey Of Accounting' with a progress bar at 0%. A blue arrow points from a box labeled 'Option 1' to the course card. The right sidebar shows messages and forum posts.

This screenshot shows the Moodle 'My Courses' page for James Smith. The page shows a list of courses available to the user. A red oval highlights the course 'ACC201_190 Survey Of Accounting' under the '2018_SUMMER_I' section. A blue arrow points from a box labeled 'Option 2' to the highlighted course.

Breadcrumbs

- Breadcrumbs are located at the top of the screen and allow you to move easier around the course and around Moodle.

This screenshot shows the Moodle course page for 'ACC201_190 Survey Of Accounting'. The breadcrumb trail at the top of the page is circled in red and labeled 'Breadcrumbs'. The breadcrumb trail reads: 'My Courses / 2018_SUMMER_I / ACC201_LEC_190_2018_SUMMER_I / Participants'.

Course Topics

- Course Topics are located on the left side of the course shell. They help you navigate through weekly topics.

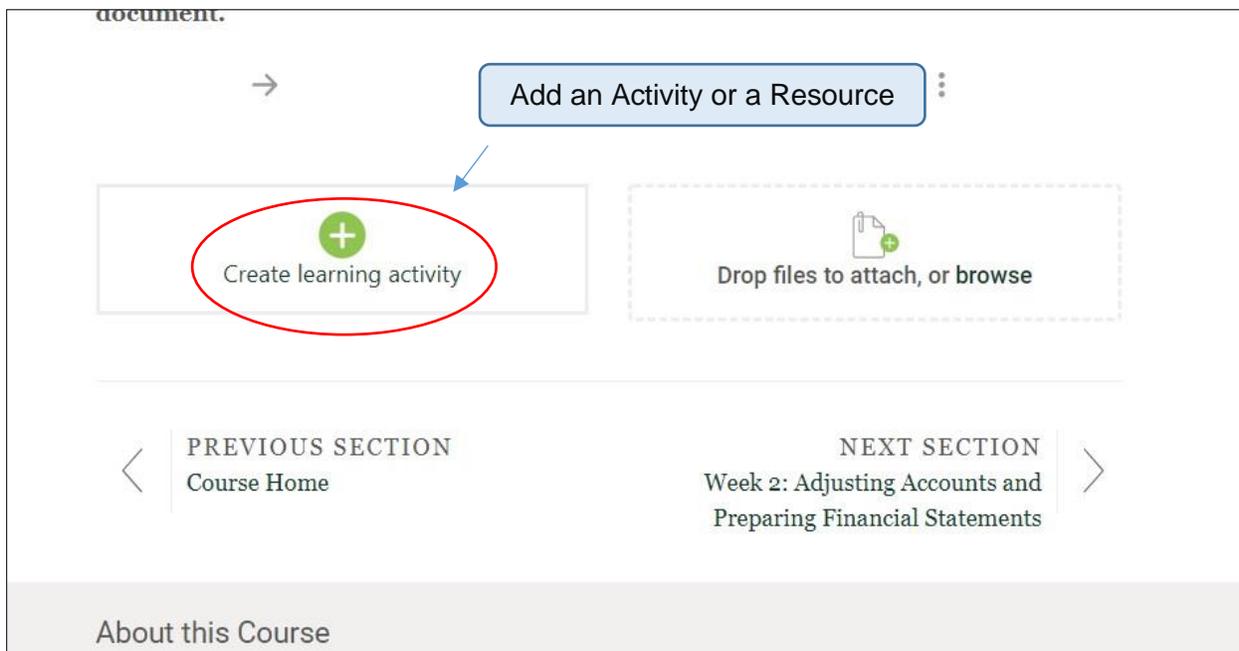
The screenshot displays the course shell for ACC201_190 Survey Of Accounting. On the left, the 'CONTENTS' sidebar lists various weeks, with 'Week 1: Analyzing and Recording Transactions in Business' circled in red. A callout box labeled 'Week 1 Topic' points to this item. The main content area shows the expanded view for Week 1, with a title 'Week 1: Analyzing and Recording Transactions in Business' and a progress indicator '0/6'. Below the title are icons for 'Move', 'Hide', and 'Delete' (represented by a right arrow, an eye, and an X), with a callout box labeled 'Move/Hide/Delete Topic' pointing to them. An 'Edit section' button is also visible, with a callout box labeled 'Edit Topic' pointing to it. The interface includes a search bar, a 'Create a new section' button, and a 'Course Dashboard' link at the bottom.

Note:

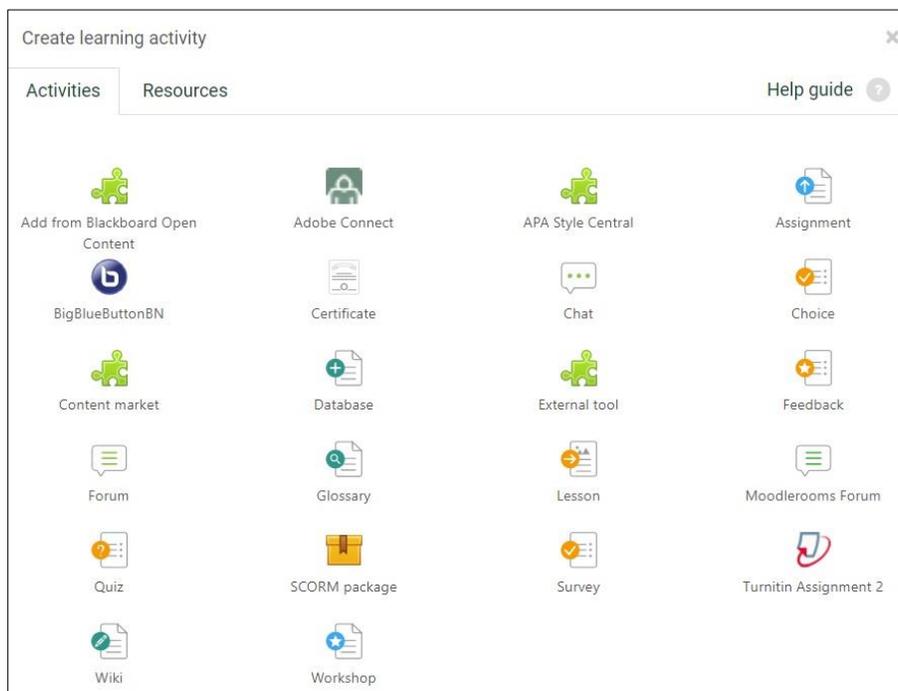
- Click on a Course Topic to open it on the right side of the screen
- **Edit Section** allows you to change the name and the description of that topic
- You can Move a topic, delete it, or hide it from students by using the settings right under the name
- Current week shows up with a green dot in front of the topic (see Week 5)
- Course Progress is a new feature to track student's completion of the course (see Progress 0/6)

Course Learning Activities and Resources

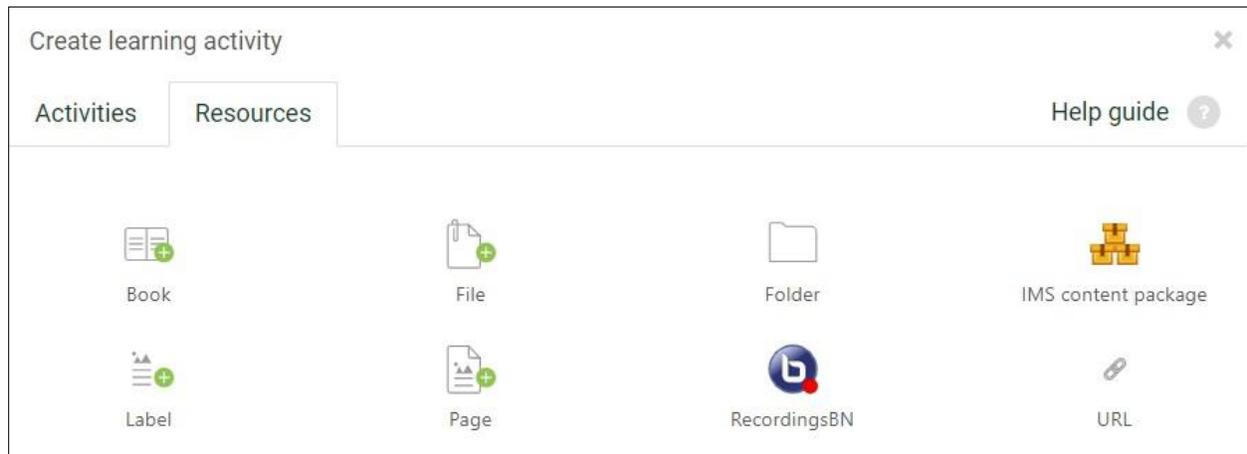
- Learning activities and resources are important components of the course
- We will be exploring commonly used activities and resources
- They can be added by clicking **Create learning activity** at the bottom of each course topic



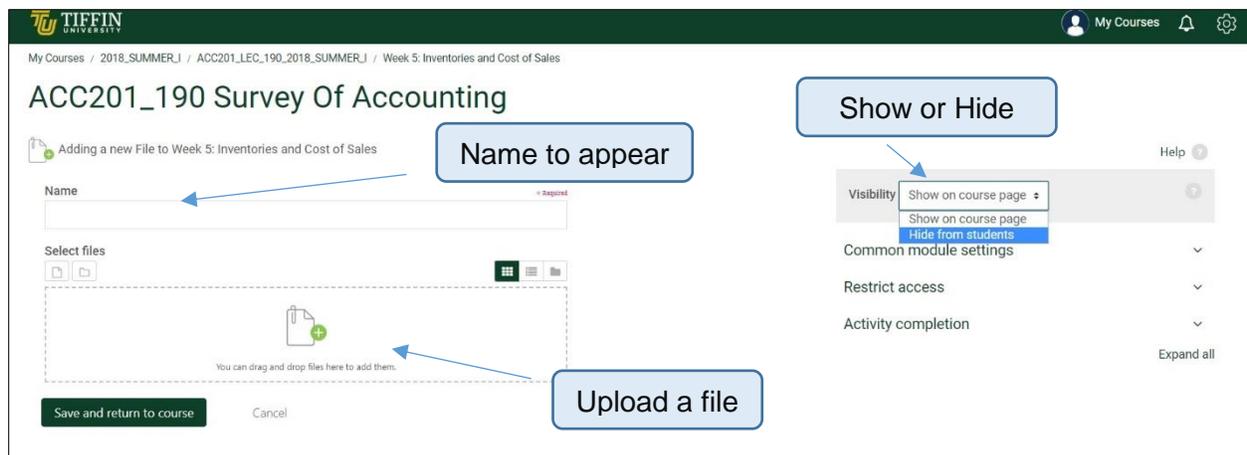
- See below for the list of Activities



- See below for the list of Resources



File



- **File** allows you to add an ungraded file as a resource for students
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Folder

The screenshot shows the Moodle interface for adding a new folder. The course path is 'My Courses / 2018_SUMMER/J / ACC201_LEC_190_2018_SUMMER/J / Week 5: Inventories and Cost of Sales'. The course title is 'ACC201_190 Survey Of Accounting'. The form is titled 'Adding a new Folder to Week 5: Inventories and Cost of Sales'. It has three main sections: 'Name' (with a text input field and a 'Required' indicator), 'Description' (with a rich text editor), and 'Files' (with a dashed box for file uploads and a 'You can drag and drop files here to add them.' message). Below the Files section are options for 'Display folder contents' (set to 'On a separate page'), 'Show subfolders expanded', and 'Show download folder button'. At the bottom are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. On the right side, there are settings for 'Visibility' (set to 'Show on course page'), 'Common module settings', 'Restrict access', and 'Activity completion'.

- **Folder** is a resource that allows you to add multiple files to the course
- You can add folders within Moodle Folder
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Page

The screenshot shows the 'Add Page' interface in Canvas LMS. The page title is 'ACC201_190 Survey Of Accounting'. The interface includes a 'Name' field, a 'Description' field with a rich text editor, and a 'Page content' field with a rich text editor. A settings sidebar on the right includes options for 'Visibility' (set to 'Show on course page'), 'Appearance', 'Common module settings', 'Restrict access', and 'Activity completion'. Two callout boxes with arrows point to the 'Name' field and the 'Page content' field.

- **Page** is an ungraded resource of information of text, pictures, or video that can be added to the course
- Add a page name and content
- Content added to Description will show up before the user clicks **Show more**
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

URL

My Courses / 2018_SUMMER_I / ACC201_LEC_190_2018_SUMMER_I / Week 5: Inventories and Cost of Sales

ACC201_190 Survey Of Accounting

Adding a new URL to Week 5: Inventories and Cost of Sales

Name = Required

External URL = Required

Choose a link...

Description

Display description on course page

Save and return to course Cancel

Visibility: Show on course page

URL variables

Common module settings

Restrict access

Activity completion

Expand all

- URL is a resource for external links added to the course
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Assignment

The screenshot shows the Canvas LMS interface for creating an assignment. The top navigation bar includes the Tiffin University logo and the course path: My Courses / 2018_SUMMER_I / ACC201_LEC_190_2018_SUMMER_I / Week 5: Inventories and Cost of Sales. The assignment title is "ACC201_190 Survey Of".

The main form is divided into several sections:

- Name of the Assignment:** A text input field for the assignment name.
- Requirements:** A rich text editor for the assignment description.
- Due date:** Date and time pickers for the submission deadline.
- Additional files:** A file upload area with a plus icon and the text "You can drag and drop files here to add them."
- Availability:** Settings for when the assignment is available, including "Allow submissions from" and "Cut-off date" pickers.
- Grade:** Grading settings including "Type" (Point), "Scale" (0-2), and "Maximum grade" (100).

Buttons at the bottom include "Save and return to course", "Save and display", and "Cancel".

- **Assignment** is a graded activity which allows students to submit work to the instructor
- Assignment can be ungraded if the grade type is switched to "None"
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Turnitin Assignment 2

The screenshot displays the Turnitin assignment configuration interface, divided into several sections:

- Turnitin Assignment Name:** A text input field at the top left, with a callout box labeled "Name of the Assignment" pointing to it.
- Summary:** A rich text editor area below the name field, with a callout box labeled "Requirements" pointing to it.
- Grade:** A section on the right side containing:
 - Type: Point
 - Scale: 0-2
 - Maximum grade: 100 (with a callout box labeled "Grade" pointing to it)
 - Grade category: Not categorized
 - Grade to pass: (empty field)
- Assignment Part 1:** A section on the right side containing:
 - Name: Part 1 (with a callout box labeled "Availability" pointing to it)
 - Start Date: 12 June 2018 16:03
 - Due Date: 19 June 2018 16:03
 - Post Date: 19 June 2018 16:03
 - Max Marks: 100 (with a callout box labeled "Grade" pointing to it)
- Submission Settings:** A section on the left side containing:
 - Display description on course page: (checked)
 - Submission Type: File Upload
 - Number of Parts: 1
 - Maximum File Size: Site upload limit (40MB)
 - Allow submission of any file type?: No
 - Display Originality Reports to Students: Yes
 - Grade Display: Show grades as Fraction (e.g. 89/100)
 - Auto Refresh Grades / Scores: Yes, automatically refresh originality scores and grades
 - Set these values as assignment defaults: (checked)
- Buttons:** At the bottom left, there are three buttons: "Save and return to course", "Save and display", and "Cancel".

- **Turnitin Assignment** is an activity that allows students to submit papers
- **TII** allows the instructor and students to see the similarity of the paper submitted
- Note that the grade for TII assignment has to be added in two different places
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Moodlerooms Forum

The screenshot shows the Moodle forum creation interface for a course titled "ACC201_190 Survey Of Accounting". The interface includes a "Forum name" field, a "Description" field with a rich text editor, and a "Grade" section. Three callouts are present: "Name of the Discussion" points to the "Forum name" field, "Requirements" points to the "Description" field, and "Grade" points to the "Scale" field in the "Grade" section. The "Grade" section also includes "Grade Type" (set to "None"), "Type" (set to "Point"), and "Maximum grade" (set to "100").

- **Moodlerooms Forum** is the discussion activity for interactions between students and the instructor
- It can stay hidden from students if necessary
- Click **Save and return to course** to finalize changes or click **Cancel** to go back to the course

Editing Resources and Activities

Instructor Information
Please fill out the Instructor Information template below under page content.

Read more » **Edit** **Move** **Delete/Hide**

The screenshot displays a grid of course resources. At the top, there are four buttons: 'Read more »', 'Edit', 'Move', and 'Delete/Hide'. Below these are five resource cards:

- PDF Syllabus:** Includes a document icon, a download icon, and a three-dot menu icon.
- SCORM PACKAGE Course Introduction:** Includes a document icon, a pencil icon, a three-dot menu icon, and a context menu with options: Delete, Hide, Duplicate, Roles, and Personalized Learning Designer.
- PDF Course Policies:** Includes a document icon, a download icon, and a three-dot menu icon.
- FOLDER Course Documents:** Includes a folder icon and a three-dot menu icon.
- URL Visit the Library:** Includes a document icon, a pencil icon, and a three-dot menu icon.

A 'Not published to students' warning is present on the bottom right resource card.

- Each Activity and Resource has editing buttons at the bottom
- There is no need to turn editing on

Course Dashboard

The screenshot shows a course dashboard for 'ACC201 Survey of Accounting'. On the left, a 'CONTENTS' sidebar lists course topics from Week 1 to Week 7, with 'Week 5: Inventories and Cost of Sales' marked as the current week. A blue box labeled 'Course Dashboard' has an arrow pointing to the 'Course Dashboard' item in the sidebar. The main dashboard area is titled 'Course Dashboard' and contains a grid of six blocks: 'Course settings', 'Moodlerooms Grader', 'Gradebook', '15 Participants', 'Moodlerooms Reports', and 'PLD'. A blue box labeled 'Blocks' has an arrow pointing to this grid. Below the grid is an 'Edit blocks' button. Underneath, there is a 'Student Resources' section with links to TU Library, Google Scholar, Grammarly, APA Style Central, and APA Style Central Tutorial. At the bottom, there is a footer for McGraw-Hill AAIRS, McGraw-Hill Campus, and Instructor documentation.

- **Course Dashboard** is located right below Course Topics
- There you can find Moodlerooms Grader, Gradebook, Participants, and Blocks

Grading Discussions

- All activities can be graded by accessing **Moodlerooms Grader** in the Course Dashboard

The screenshot illustrates the Moodle Grading interface for a discussion post. Key elements include:

- Needs Grading:** A button to filter the list of activities to show only those requiring grading.
- Activity:** A dropdown menu to select the specific activity to grade.
- Grade:** A field to enter the grade for the activity.
- Student:** A field to select the student whose work is being graded.
- Feedback:** A text area to provide overall feedback on the student's work.
- Word Count:** A feature that displays the word count of the student's post.

* This is an example of Moodlerooms Discussions grading

- Select the Activity on the top right side on the screen
- Select a student on the top right side
- You can select “Show Activities Requiring Grading” to only see what needs grading
- Moodlerooms Discussions will show the word count on the bottom on the post

Grading Assignments

- **Assignments** can be graded in the same way as discussions, however it asks the instructor to download the file first
- Another option to grade **Assignments** is by clicking on the Assignment, then “View all submissions” or “Grade”
- This way the Assignment can be graded in Moodle without the need to download it

The screenshot shows a Moodle course page for MGT221_190 Supply Chain Management, Week 4 Assignment: Case Study. The page includes a header with the Tiffin University logo and navigation links. The main content area displays the assignment title and a progress bar indicating 9 submissions out of 10, with a 90% completion rate. Below the progress bar are two buttons: 'Grade' and 'View all submissions'. A blue box labeled 'Grade' is overlaid on the page, with arrows pointing to both the 'Grade' and 'View all submissions' buttons, suggesting that either option can be used to grade the assignment.

- **Quizzes** are automatically graded on Moodle unless there are **short answers** which will require the instructor to grade it manually
- Assignments or quizzes from courses that use **McGraw Hill**, are graded in McGraw Hill and the grade needs to manually be inserted in Moodle
- To learn more about grading **Turnitin Assignments**, please refer to this video: <https://bcove.video/2sVkaAv>

Communicating with Students

Announcements

The screenshot shows the Blackboard interface for a course titled "ACC201 Survey of Accounting". On the left, there is a "CONTENTS" sidebar with a search icon. The sidebar lists the following items:

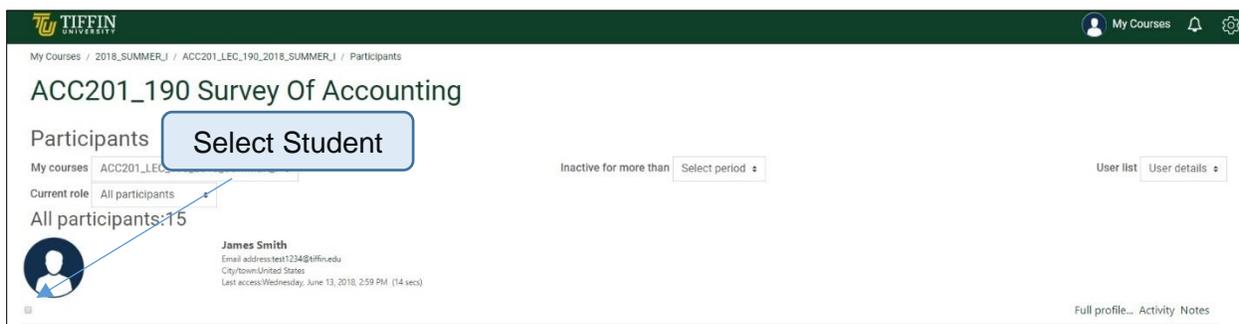
- ACC201 Survey of Accounting
- Course Home
- Week 1: Analyzing and Recording Transactions in Business (Progress: 0 / 6)
- Week 2: Adjusting Accounts and Preparing Financial Statements (Progress: 0 / 4)
- Week 3: Accounting for Merchandising Operations (Progress: 0 / 4)
- Week 4: Accounting for Merchandising Operations (Progress: 0 / 4)
- Week 5: Inventories and Cost of Sales (Current - Progress: 0 / 4)
- Week 6: Accounting Information Systems (Progress: 0 / 4)
- Control (Progress: 0 / 5)
- Week 7: Final Exam (Progress: 0 / 4)

The main content area on the right is titled "ACC201 Survey of Accounting" and includes a welcome message from James Smith. Below the welcome message is an "Announcements" forum section. Two blue callout boxes with arrows point to "ACC201 Survey of Accounting" in the sidebar and the "Announcements" forum section.

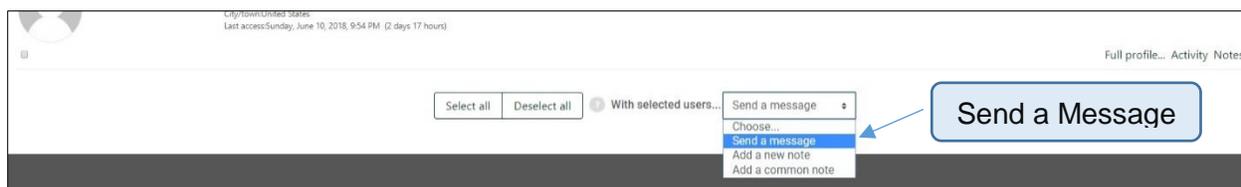
- To send an **Announcement** to enrolled students, you need to click on the course name topic
- Click Assignments then “Add a new topic”

Personal Message

- To send a message to a student or a selected group of students, go to Course Dashboard, then click on **Participants**



- Select one or more students from course participants
- Then select “Choose...” drop-down option to select **Send a message**
- The student will receive the message in their email



Moodle Support

- Contact Tiffin University Moodle Support for any help or additional information
 - Nathan Treadway - treadwaynp@tiffin.edu
 - Jennifer Featherston - featherstonj@tiffin.edu
 - Korab Imami - imamik@tiffin.edu