

A. Log in <https://raider.moodle.sou.edu> (Be sure you use this exact URL.)

1. Look for the Raider Hawk and OLLI logo. Links to Student Log in Guide and OLLI's Instructor Guide.
 2. Click **Log in** (red menu bar - right side)
 3. Enter your **Username** as firstname.lastname with no caps. Use your existing password or the temporary password given to you.
 4. Click **Log in** button.
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B. Home – See the **Welcome** with your name and a red menu bar across the top. The menu headings **Students** and **Faculty** pulldowns have SOU Moodle How-To guides for additional help. These guides are expansive and cover much more than our OLLI guides.

C. Home page - click My Courses in red menu bar to see all your courses.

1. Click the **course title** that you want to work on.
 2. *Note: To hide any course title from view, find the three dots on the right side and click **Remove from View**. You can still search for this course and find it in the future.
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D. Now the title of your course is the page heading with subheadings below.

1. *Click subheading **Participants** to see Moodle roster. **Important:** Until your course is closed to new registrants, use the CampusCE *Live Roster Link* that was sent to you from the OLLI office for emailing. Unless a specific date has been requested, the default close date for all courses is the date of the second session.
 2. **Important:** Toggle into **Edit Mode** in the red menu bar, far right side – now you can edit your template.
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E. *Optional. Settings under the course title (Note: In sub-headings below title.)

1. **General:** Course full name, short name, and ID number are not editable. **Course Visibility** can be edited, the default is to **Show** the course to students. To hide the course from students until you're ready for them to access it, click **Hide** under **Course Visibility**. Change back to **Show** when ready for students to access the course.

2. To display a description under the course name, enter a **Description** in the Course summary box. To display an image (GIF, JPEG, PNG), click the **file icon**, click **Choose file**, find your file, and click **Upload**. You must resize images for Moodle before posting.
 3. Click **Save and Display**.
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F. * **Announcements – One-way forum for BCC emailing updates/news.**

1. Note: Students *cannot reply* to an announcement email. Keep the text brief. Use **Quickmail** (see K below) for longer, two-way emails.
 2. Click **Add Discussion Topic**.
 3. Enter **Subject** text. Enter **Message** text.
 4. Click **Post to Forum**.
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G. Click **Add an activity or resource**. (Look for the red-shaded box below any prior posts.

This box only appears while in **Edit Mode**.)

1. **Add an activity or resource** page will appear.
 2. There will be many choices. For example, use **Page** if you want to post text only, or click **File** if you want to post a PDF or other file type.
 3. Once **File** is clicked, **Adding a new File** page will appear.
 4. Enter **Name** – cut and paste or type. Required field. Be informative.
 5. Enter **Description** – cut and paste or type. informative.
 6. Check **Display description on course page** – if you want students to see the description in the main course page.
 7. In the **Select Files** block, click the **file icon** in top left corner, or click the inside **circled arrow**.
 8. **File Picker** pop-up displays. Click **Choose File** (under 20 MB).
 9. Select the file from your directory and click **Open**. PDFs are better than a MS Word doc.
 10. Click **Upload this file** button. File picker pop-up closes and file icon now displays.
 11. *To hide until later, click **Common Module Settings** below and click **Hide on Course page**.
Remember to update this setting when you are ready for students to see the upload.
 12. **Important:** Check **Send content change notification** to inform students of the post. If left unchecked, students will not receive a direct email notification of the post.
 13. Click **Save and return to course** or click **Save and display** and then return to **My Courses**.
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H. Adding a web link to your Moodle course.

1. Click on **Add activity or resource page** and click **URL**.
2. On the **Adding a new URL** page, enter a **Name** for the website.

3. In the **External URL field**, enter the complete URL for the website or copy/paste from your browser's address bar.
 4. Follow steps 9 and 12 in **Adding a File** above.
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I. Optional – click Add Topic if you want “titled” subsections for your posts.

J. View as a Student – See how your course will look to your students.

1. Click your **initials pulldown** (red menu bar far right.)
 1. Click **Switch role to...** in pulldown
 2. Click **Student** (This turns off Edit Mode.)
 3. When done, go back to your **initials pulldown** and click **Return to normal role**.
 4. Note: To edit again after returning to your normal role, click the **Edit Mode** toggle button.
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K. *Quickmail for Bcc emailing any or all course participants once course is closed.

1. On your course page, look for **Quickmail** on the far right-hand side of the page. It will appear in the block drawer. (If you don't see options on the right-hand side of the page, click the arrow (<) to open the block drawer.
 2. If **Quickmail** is not in your block drawer, go into **edit mode**, click **Add a block** at the top of the page and then click “Quickmail.” It will now always stay in your block drawer for that course.
 3. Click on **Compose Course Message** to draft an email. You can select all participants, send a direct email to one specific participant, or to a group of participants. You can also exclude participants from receiving an email.
 4. To select multiple names, hold down the Ctrl key and click on each recipient's name. Continue holding the key down as you click **Add** to select their names. (For a Mac, hold down the Command key.)
 5. Add the subject, body, attachments, etc. You can schedule when the email will be sent if you don't want to send it right away.
 6. In the block drawer in the **Quickmail** section, the **View Sent Messages** link will display all messages that you have sent.
 7. Be sure to check the box provided if you'd like to be copied on messages you send.
 8. Click the red **Send Message** button.
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L. Basic Plus Template – same as Basic except you can post by each session.

1. Each session name can be edited. e.g., add session date and session's subject.
2. You can delete any of the pre-loaded sessions if your course is fewer than 10 sessions.

M. *More Moodle – Forum - Pose a discussion topic/assignment for students to respond to.

Use a **Forum** to “introduce yourself,” or post a discussion topic or assignment. Responses to a forum are visible to the entire class. (Students can reply with text and/or post a file or resized photo.)

1. Click **Forum**.
2. Click the subheading, **Settings** on the Forum page.
3. Enter the **Name** of the Forum’s discussion or assignment.
4. Enter or cut/paste a **Description** of what you want students to post. Be specific so your students know what to post in the Subject or Message field when they respond.
 - If the **Description** is long, it’s best not to click **Display Description on Course page**.
5. Click Save and return to course or click Save and display and then return to My Courses.
6. Now, to get the forum started, click **Add discussion topic** to initiate a post.
7. Enter in the **Subject** box the “label” for each post. This might be your name (e.g., Introductions) or the name of a poem or character for a literature course assignment.
8. Enter the response to the discussion topic or assignment in the **Message** box.
9. When done, click the red button **Post to Forum**, or click **Advanced** for these options:
 - a. Check **Discussion Subscription** if you want to receive notifications to new posts.
 - b. To add an **Attachment**, refer to Section G, steps 4-13 for file uploads.
 - c. Check **Pinned** if you wish to place a response at the top of the list.
 - d. Check **Send forum post notifications with no editing-time delay** if your preference.
 - e. Click the red button **Post to Forum** when done.
10. **Subscribing:** Click gray button at the top of the response list, right side to **Subscribe to Forum** or **Unsubscribe to Forum**. Also, to subscribe to only specific response, click the **Subscribe** icon on the far right of specific forum in the list of Forums.

N. Update Profile – Describe your expertise and interests or add pic.

1. Click your **initials** pulldown (red menu bar far right.)
2. Click **Profile**. Click **Edit Profile** on left side.
3. When done, click **Update Profile** button.

O. *Manage Notifications – Change your notification settings.

1. Click the **notification bell** in the menu next to your initials.
 2. Press the settings wheel to access notification preferences.
 3. Go through the list and choose which type of notifications you want to receive via email or web. (Web notifications show up in Moodle on the notification bell.)
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