

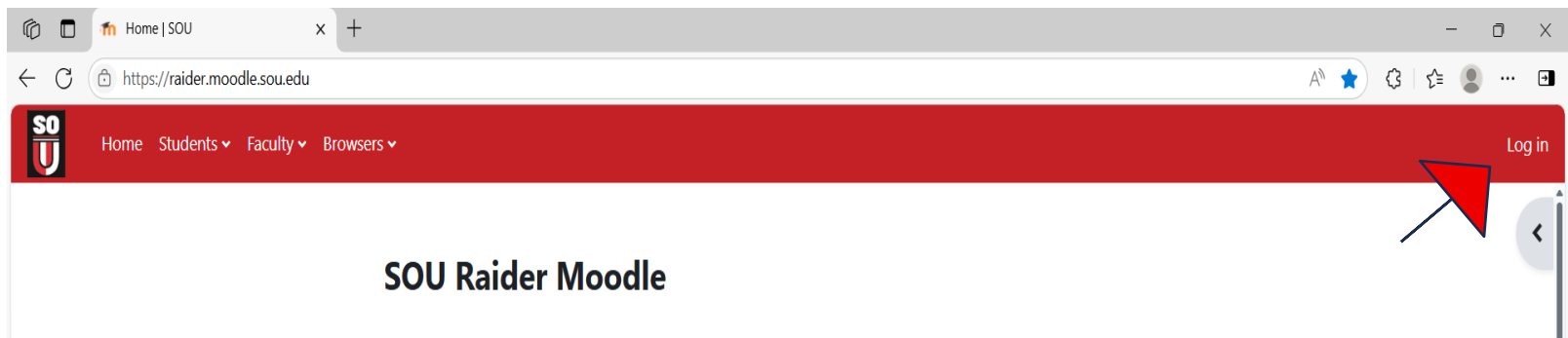
## Raider Moodle How-to Guide for OLLI at SOU Instructors

Raider Moodle is a feature-rich e-learning platform geared to the traditional college experience. As an instructor at OLLI at SOU, you will likely see many options that don't apply to your students or your course plan. This guide presents a simple method for posting materials and communicating with your students. There is also a one-page Raider Moodle guide for your students.

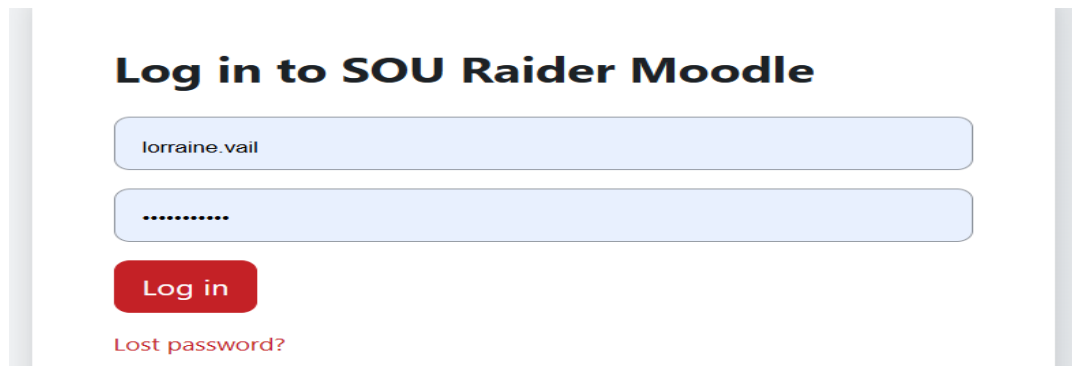
You can begin creating your course's template as soon as you receive notification that your course has been set-up in Raider Moodle. After you have created and selected materials for your course, we suggest you log-in and carefully follow the steps. We have included many text boxes and screenshots with arrows to draw your attention to important items. Once you are familiar with the menu and various pages and popups, it should take less than a few minutes to post a file. **If you need additional assistance, please contact the OLLI office at [olli@sou.edu](mailto:olli@sou.edu).**

### Step 1: Log In

- a. OLLI's Raider Moodle home page is <https://raider.moodle.sou.edu>. This screenshot is the top of the Home page.



- b. Look for the red menu bar on the top of the page. In the far-right corner, click **Log in** and a box will appear as shown on the next page. Enter the username provided to you by the OLLI office (your username doesn't change) and the temporary password, Olli2020 (uppercase O). Follow the directions to change the password.
- c. Once your new password is set, click the red button **Log in** as shown below. If you later misplace your password, click the "Lost Password?" link below the **Log in** button.
- d. If you need additional assistance, please contact the OLLI office at [olli@sou.edu](mailto:olli@sou.edu).



## Step 2: Navigation

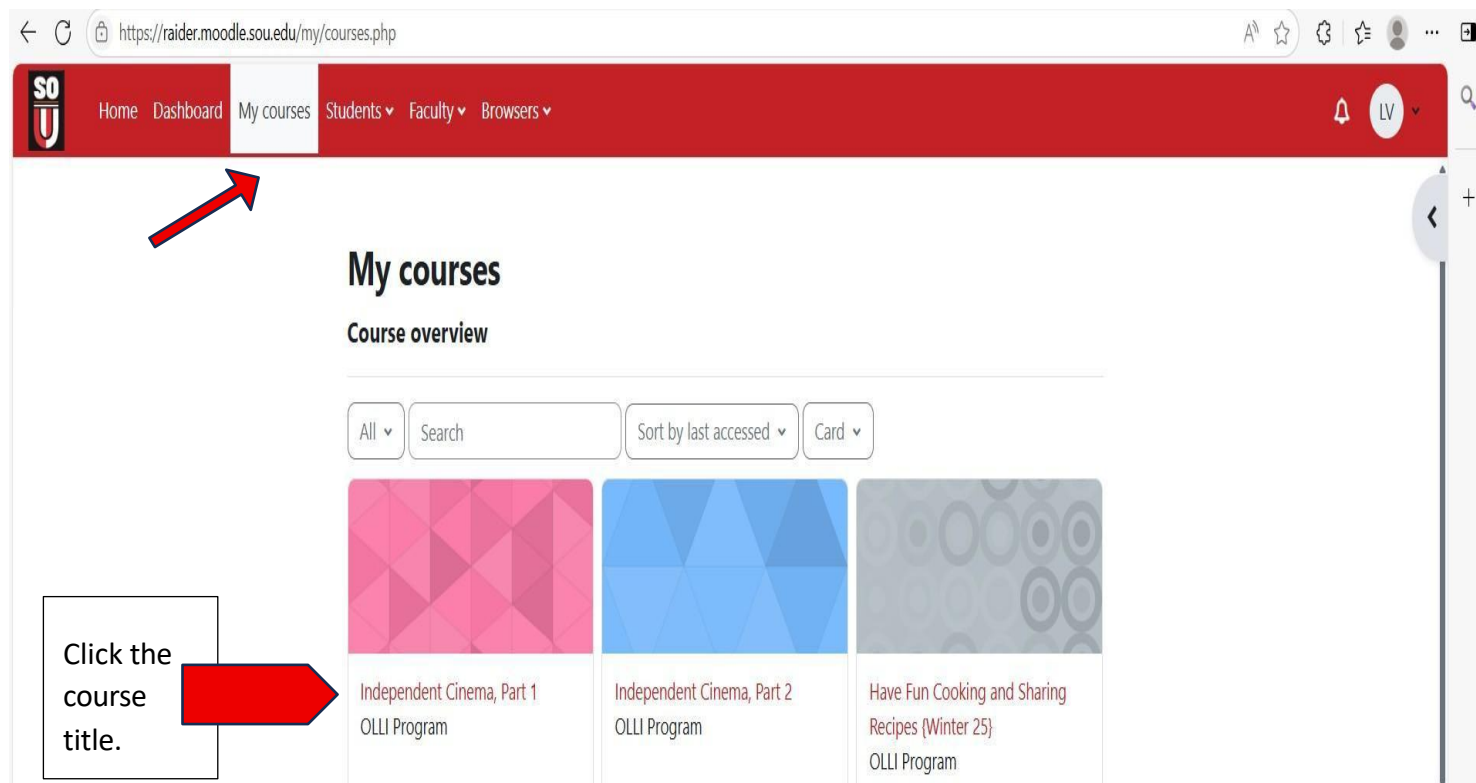
- a. Once you Log in, the Home page will refresh and your name will display near the top.



- b. The red menu bar now shows six primary pages on the left. **My Courses** is the most important page.
- a. The **Dashboard** is a display of your course templates and recently viewed work.
  - b. The pages titled **Students, Faculty, Browsers** provide in-depth information that is not needed for simple posting. These pages are very useful if you want to use other features that are not covered in this guide.
- c. On the right side of the red menu bar is the **notifications bell** and your **initials** in a circle. Click your initials at any time to display a pulldown menu with links to other pages such as **Profile** and **Log out**.
- d. Below your initials is a < in a small gray circle on the right-side border. Click this arrow and a pop-out drawer will appear with a list of items you have posted during your session.

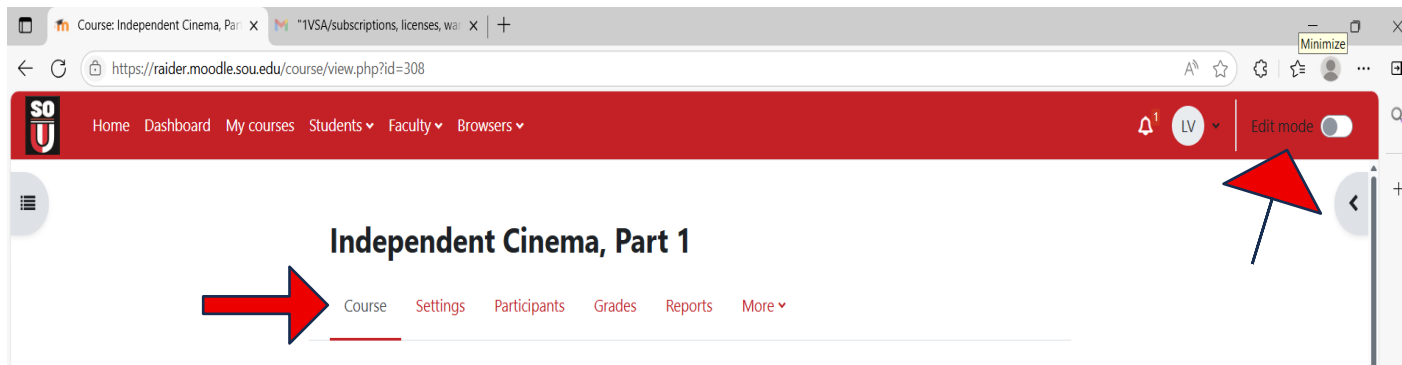
### Step 3: My Courses.

- In the upper red menu bar, click **My Courses**.
- A new page titled **My courses Course overview** will appear with the titles of all of your current and prior Raider Moodle courses as an instructor plus any Raider Moodle-enabled courses you enrolled in as a student.
- There are three options for displaying your courses on the page: **Card** (shown below), **List**, **Summary**. Note: Your courses will also display on **Dashboard** and the **Home** page.
- Click your course's title and a new page will appear with your course title as the heading as shown on the next page.

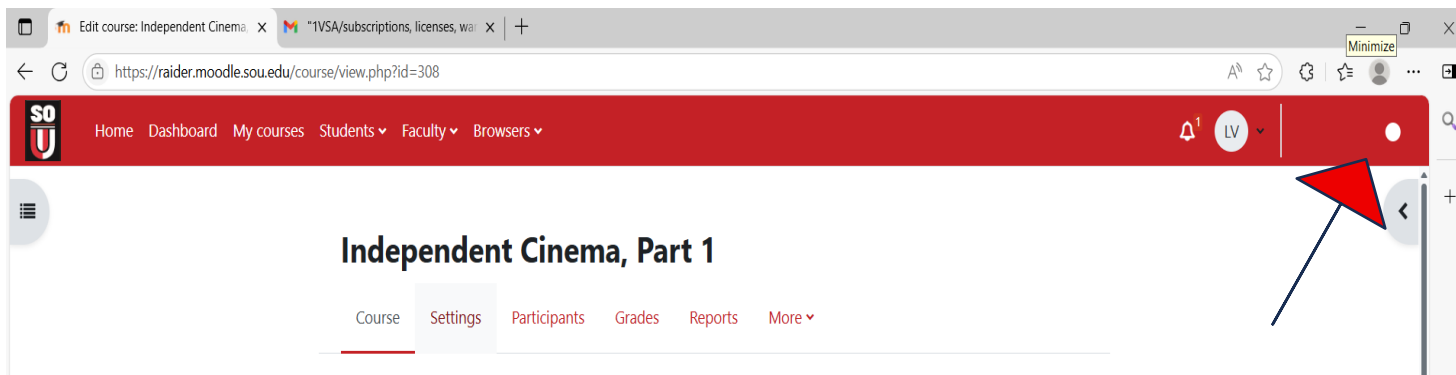


## Step 4: Course and Participants pages

- The new page, with the course title as the heading, has six pages listed below the heading. Two of these pages are illustrated in this guide: **Course** for posting materials and **Participants** for viewing your roster. The **setting** page is useful for more advanced formatting.
- This page displays the format of the template you requested for your course: Basic, Basic Plus, or More Moodle.
- To begin posting, click **Edit mode** to the right of your initials in red menu bar.

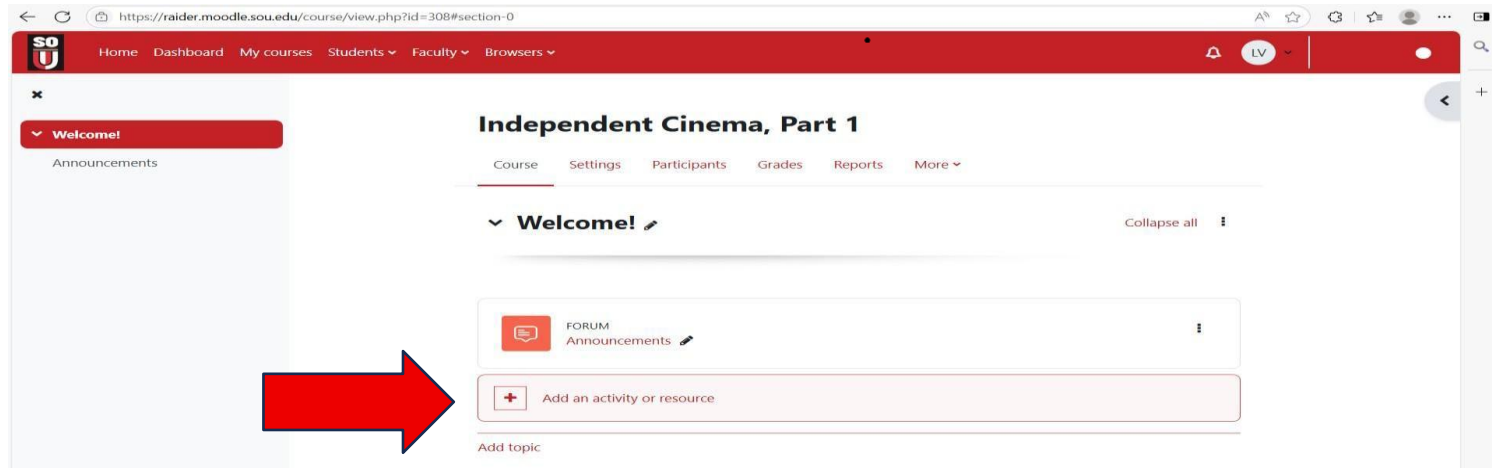


- Once clicked, a white circle replaces the words **Edit Mode**. To later disable **Edit Mode**, click the white circle.

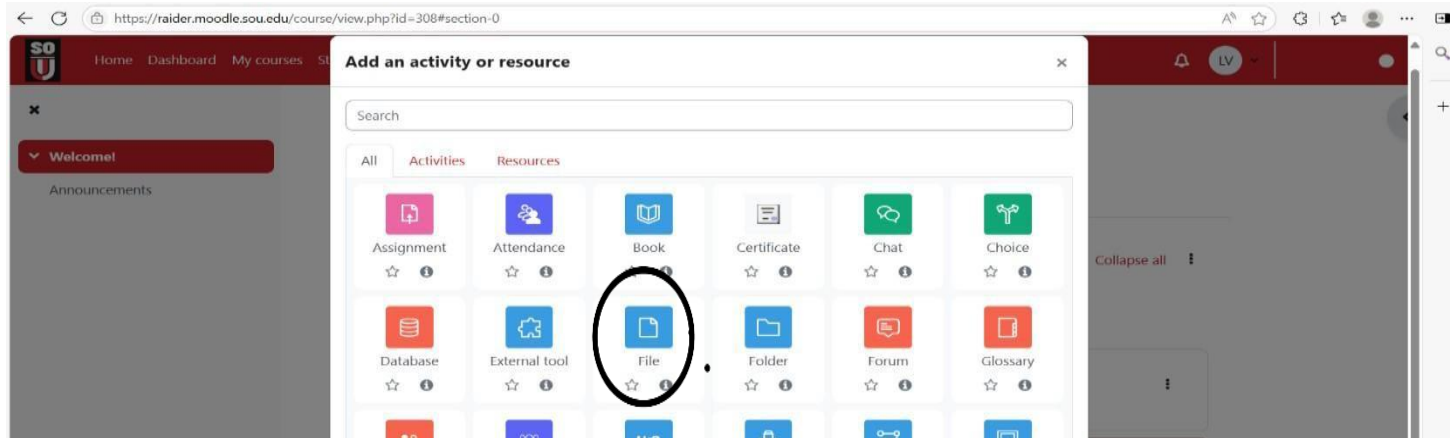


**Step 5: Course page: How to upload materials from your computer. Be sure you are in Edit mode.**

- a. To begin, scroll down the page and click inside the red-shaded box + **Add an Activity or resource**.



- b. A popup titled **Add an activity or resource** will offer you a list of Raider Moodle's resources to choose from. Click **File**.



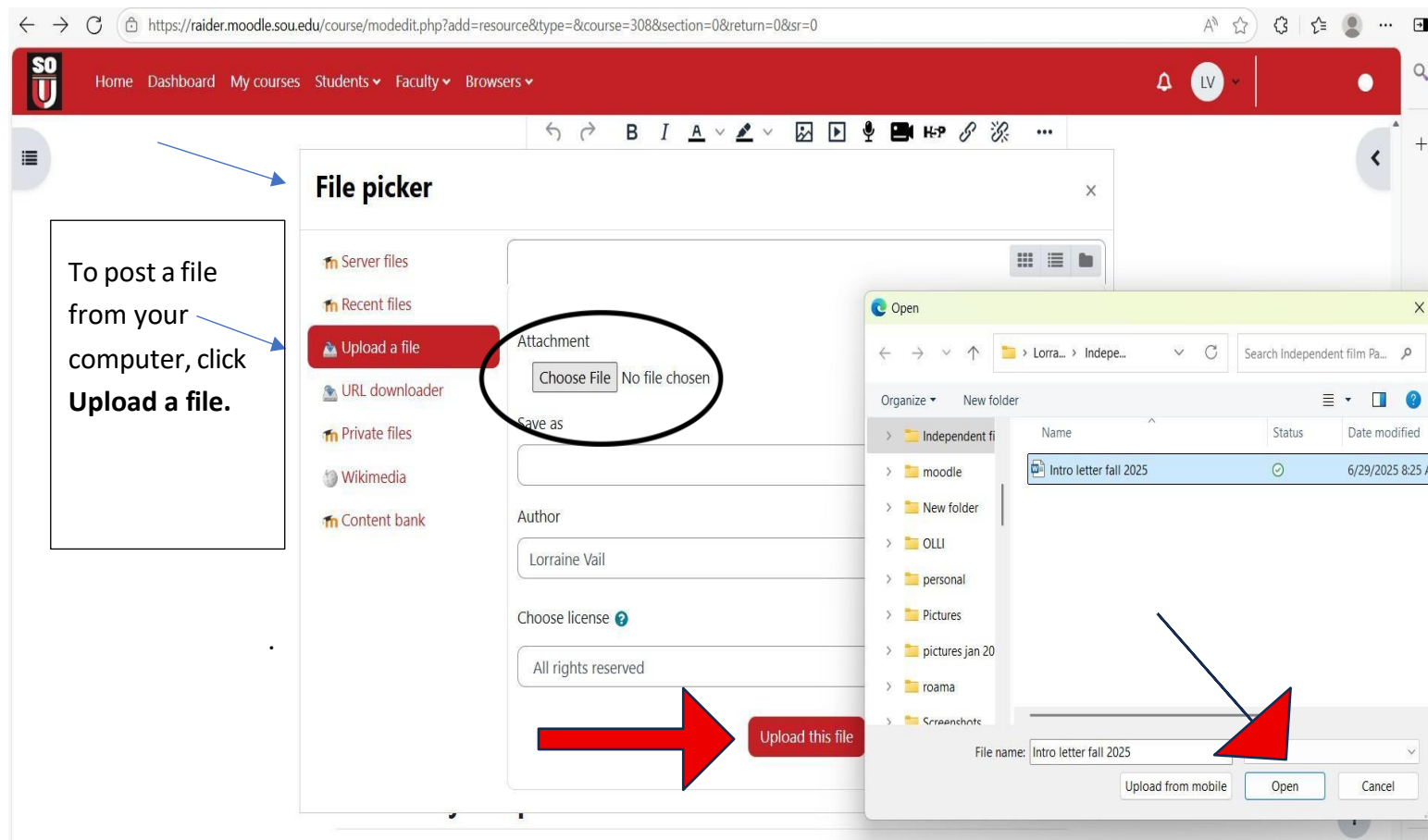
- c. A new page titled with the sub-heading **Adding a new File** and **General** will display.
- d. **We recommend adding one file at a time in this order: name, describe, and upload the file.** You can post as many files, e.g., documents, videos, photos as you like. Each file is limited to 20MB.
- e. First, type or paste a **Name** for the file. This is what your students to see. It does not need to be the actual file name.
- f. Briefly describe the file for your students. You can type or paste in the Description block. When done, click **Display description on course page**. The information in **Description** will appear below your file. In this example, the uploaded file is the overview *Intro Letter* and in the **Description** box is the recurring Zoom link.

The screenshot shows a Moodle course page titled "Independent Cinema, Part 1". The page has a red header with navigation links: Home, Dashboard, My courses, Students, Faculty, and Browsers. Below the header, there are tabs for Course, Settings, Participants, Grades, Reports, and More. The main content area is titled "Adding a new File" with a sub-heading "General". A red arrow points to the "Adding a new File" heading. Below the sub-heading, there is a "Name" field with the text "Intro Letter to Independent Cinema, Part 1". Below the "Name" field is a "Description" text area with a red arrow pointing to it. The text area contains the text "Here is the recurring zoom link for our course: Meeting ID: XXX XXX XXX". Below the text area is a checkbox labeled "Display description on course page" which is checked. At the bottom, there is a "Select files" section with a "Files" button and a "Maximum size for new files: 20 MB" label.

g. To **upload** the file, click the circled arrow in the middle of the **Select Files** box or the small file icon in top left corner.

The screenshot shows the Moodle 'Adding a new File' page. The browser address bar displays the URL: <https://raider.moodle.sou.edu/course/modedit.php?add=resource&type=&course=308&section=0&return=0&sr=0>. The page has a red header with the 'SO U' logo and navigation links: Home, Dashboard, My courses, Students, Faculty, and Browsers. A user profile 'LV' is visible in the top right. The main content area is titled 'Adding a new File' with an 'Expand all' link. Under the 'General' section, the 'Name' field contains 'Intro Letter to Independent Cinema, Part 1'. The 'Description' field has a rich text editor with the text 'Here is the recurring zoom link for our course: Meeting ID: XXX XXX XXX' and a word count of 22 words. A checkbox 'Display description on course page' is checked. Below this is the 'Select files' section, which includes a 'Maximum size for new files: 20 MB' notice. The 'Files' area contains a dashed box with a download icon (a circle with a downward arrow) in the center. Two red arrows are overlaid on the image: one points from the left to the 'Select files' text, and the other points from the right to the download icon in the dashed box.

- h. Raider Moodle's **File picker** popup will display. To upload from your computer, click **Upload a file**. Note: For more on linking files and web links, in the red menu bar click **Faculty**, then **Moodle How-tos** in the pulldown, then **Files**.
- i. A new block will appear. Click **Choose File**. The file directory titled **Open** will appear. Browse your computer's directory and select the file you wish to upload. Once selected, click **Open** on the bottom to access the file.
- j. Finally, on the bottom of the Raider Moodle File picker popup, click **Upload this file** to post the file to your template.

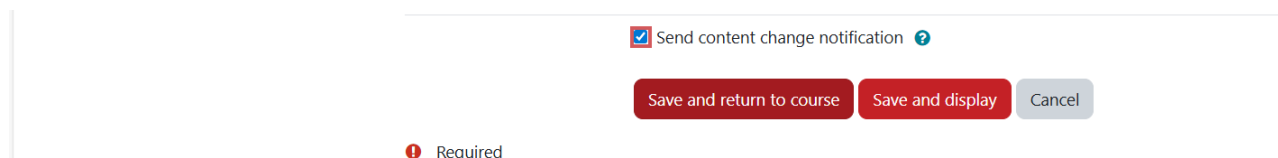




- k. The uploaded file will now display in the **Select Files** box.



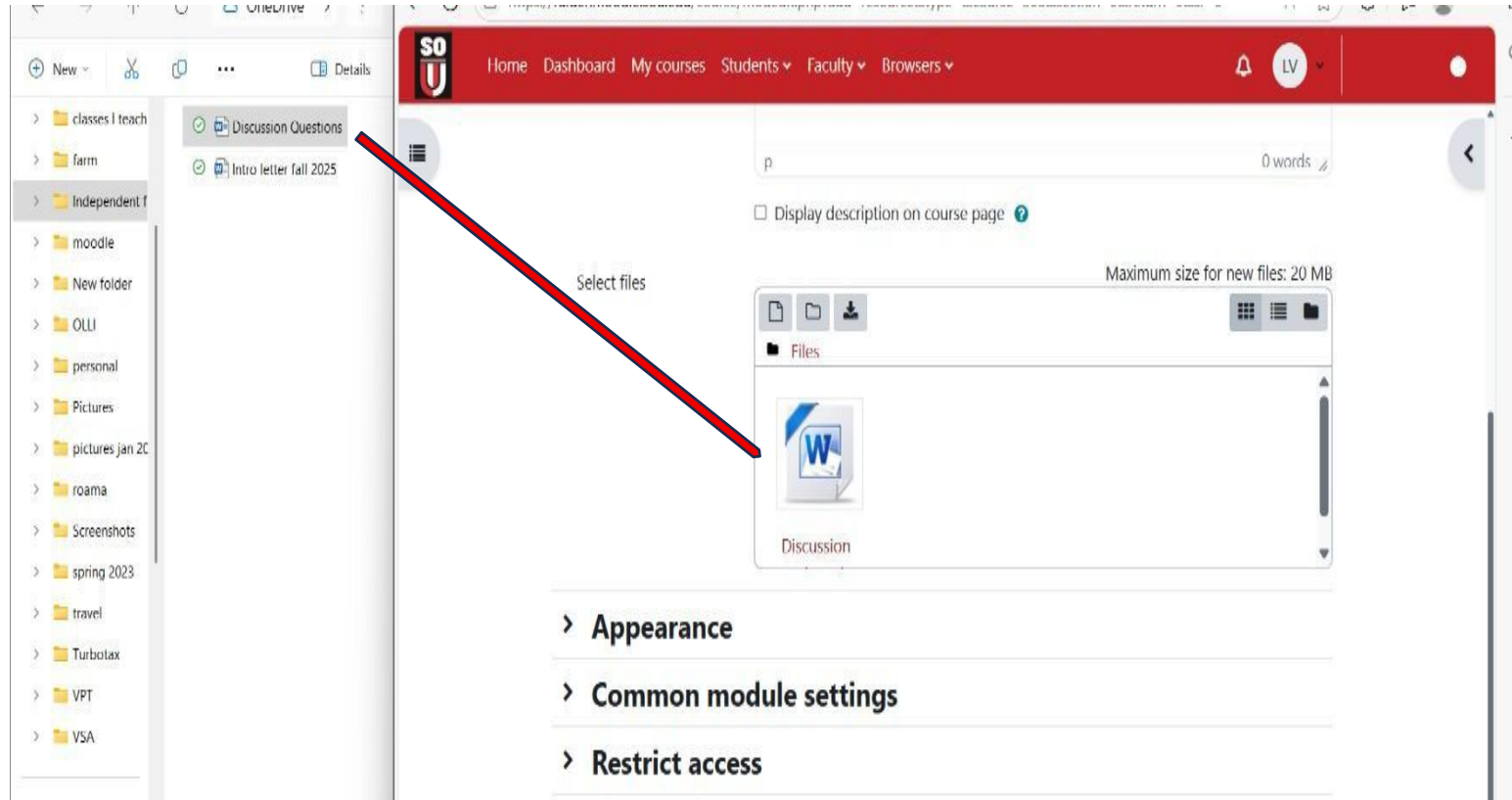
- l. On the bottom of the page, click **Send content change notification** if you wish students to be notified whenever you revise a file. Note: You cannot edit a file that has already been posted in Raider Moodle. If you need to revise a file, remove the file from Raider Moodle, revise the file, and repost the revised file.
- m. When done, scroll down to the bottom of the page. Click **Save and return to course** if you have more content to upload, or click **Save and Display** if you wish to view your work and make edits (click on the three dots) before proceeding.



- n. When you are finished your session, click your initials in the upper red menu and click **Log out**.

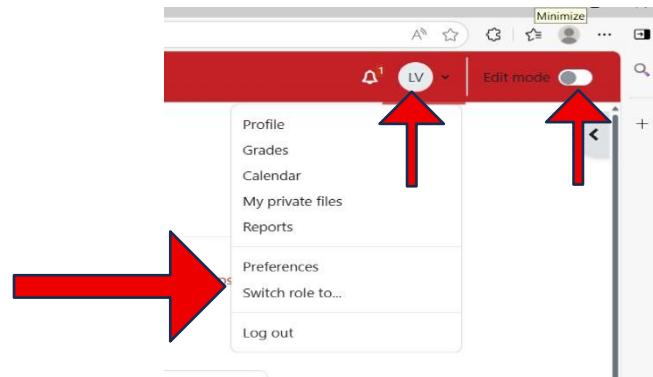
## Step 6: An alternative to Upload a file is Drag and Drop.

- Follow Step 5 a-f.
- Open your computer's directory and drag and drop the file into the **Select files** box as shown below.
- Follow Step 5 l-m.

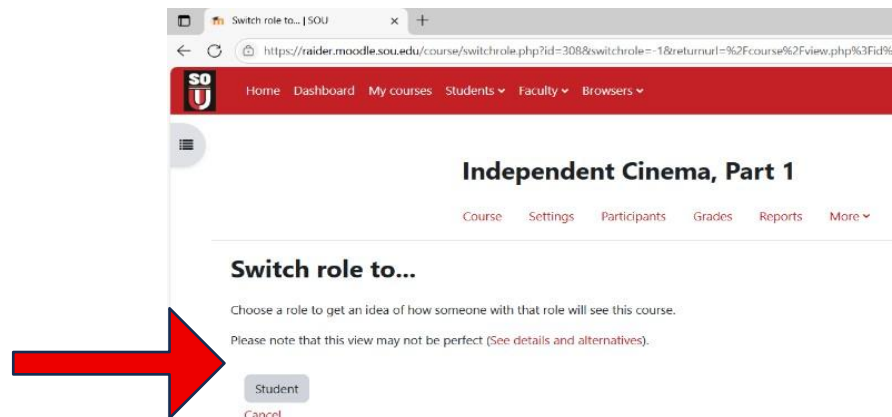


## Step 7: How to view what your students will see and update your Profile.

- To access this feature, disable **Edit Mode** as explained in Step 5. You can do this at any time during your session.
- Click your initials on the red menu bar. A pulldown menu will appear. Click **Switch role to**.



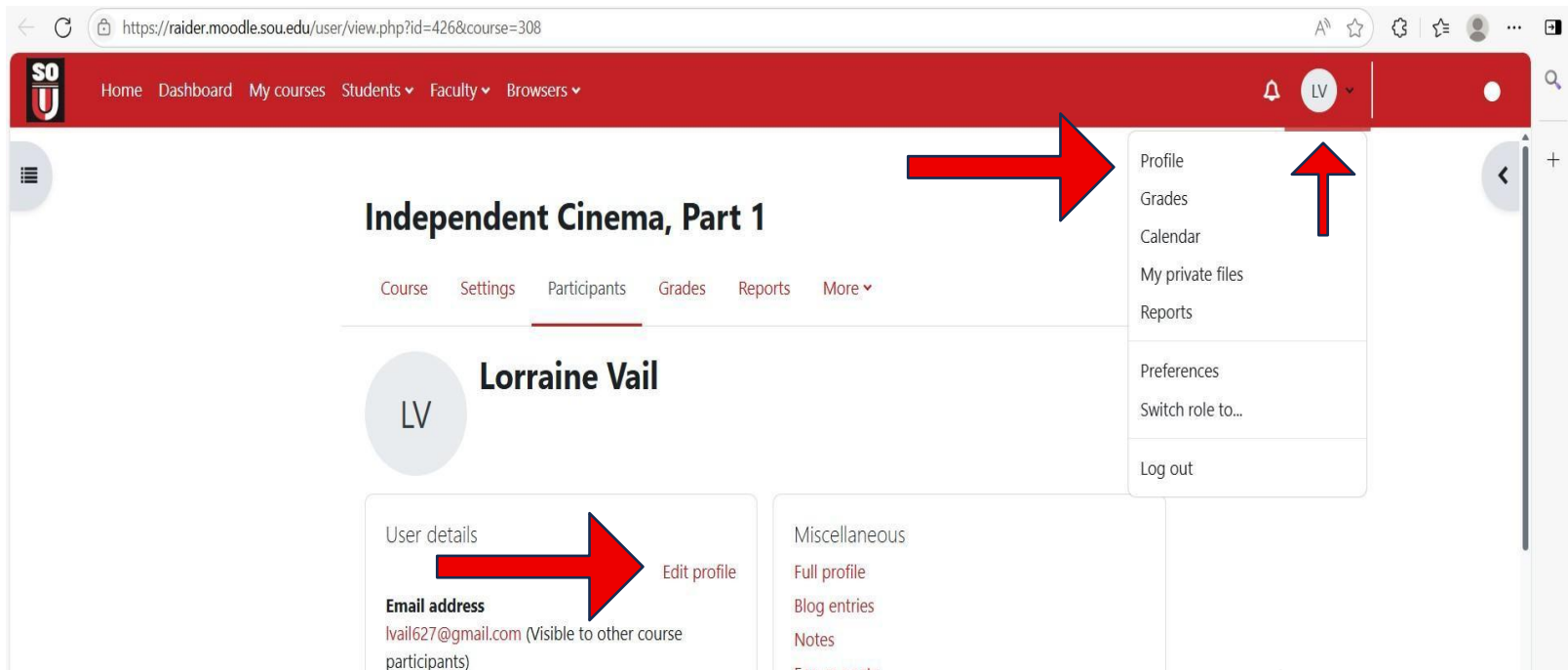
- A **Switch role to** popup will appear. Click **Student** to view what your students will see. See page 16 for an example.



- To return to **Instructor role**, click the initials circle and click **Return to my normal role** in the pulldown. Note: Remember to click **Edit Mode** to continue posting material.

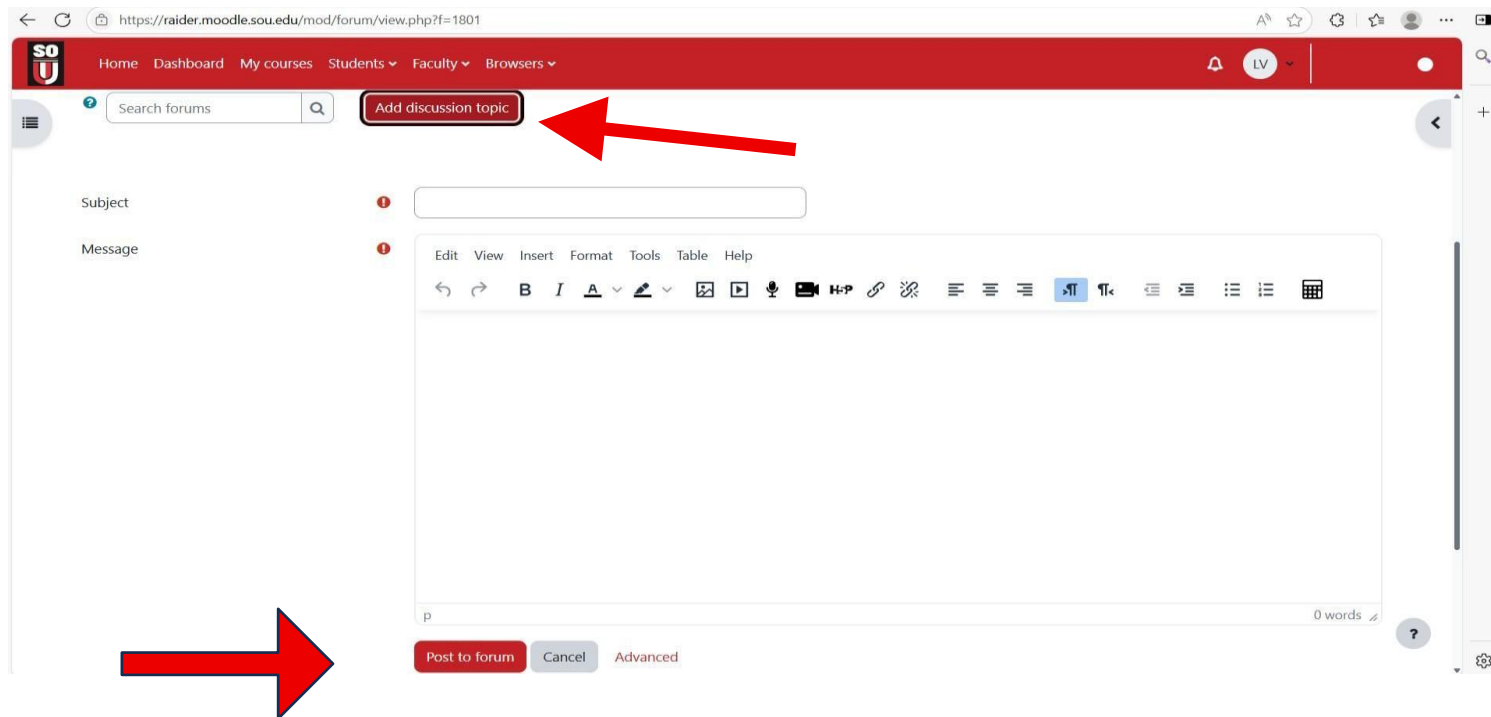
**Step 8: How to update your Profile. Be sure you are in Edit mode.**

- Your **Profile** has your name and email. To add more information and/or a photo, click your **initials** and click **Profile**.
- A new popup will appear to the left. Click **Edit profile**.
- This is a top of the page. When done editing, scroll to the very bottom of the page and click the button:



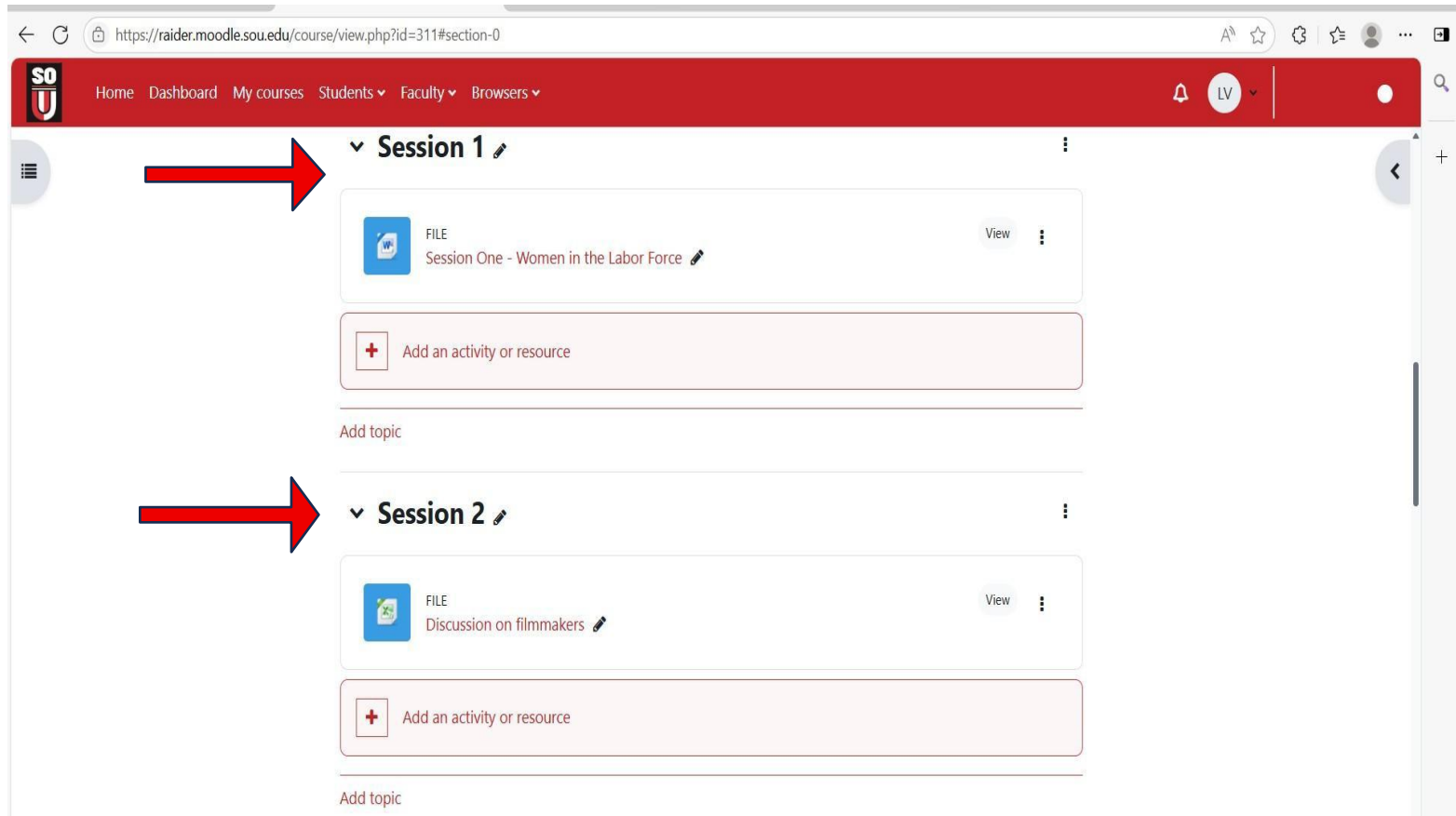
### Step 9: Your Course Roster and Announcements. Be sure you are in Edit mode.

- Your roster will be added to your course template in the first week of open registration and then updated periodically. **When emailing your students before the course is closed, use the real-time live roster link that was emailed to you by the OLLI office.**
- Click **Add discussion topic** to blind-copy email your students with news and announcements. Students will receive a no-reply email. If you want students to be able to reply to the email, include your email address in the text. When done, click **Post to Forum** on the bottom of the page.
- To view a list of all announcements you have emailed to students in your course, click **My Courses** in the red menu bar and then click **Announcements**.



## Step 10: The *Basic-Plus* template enables posting materials for each session of your course.

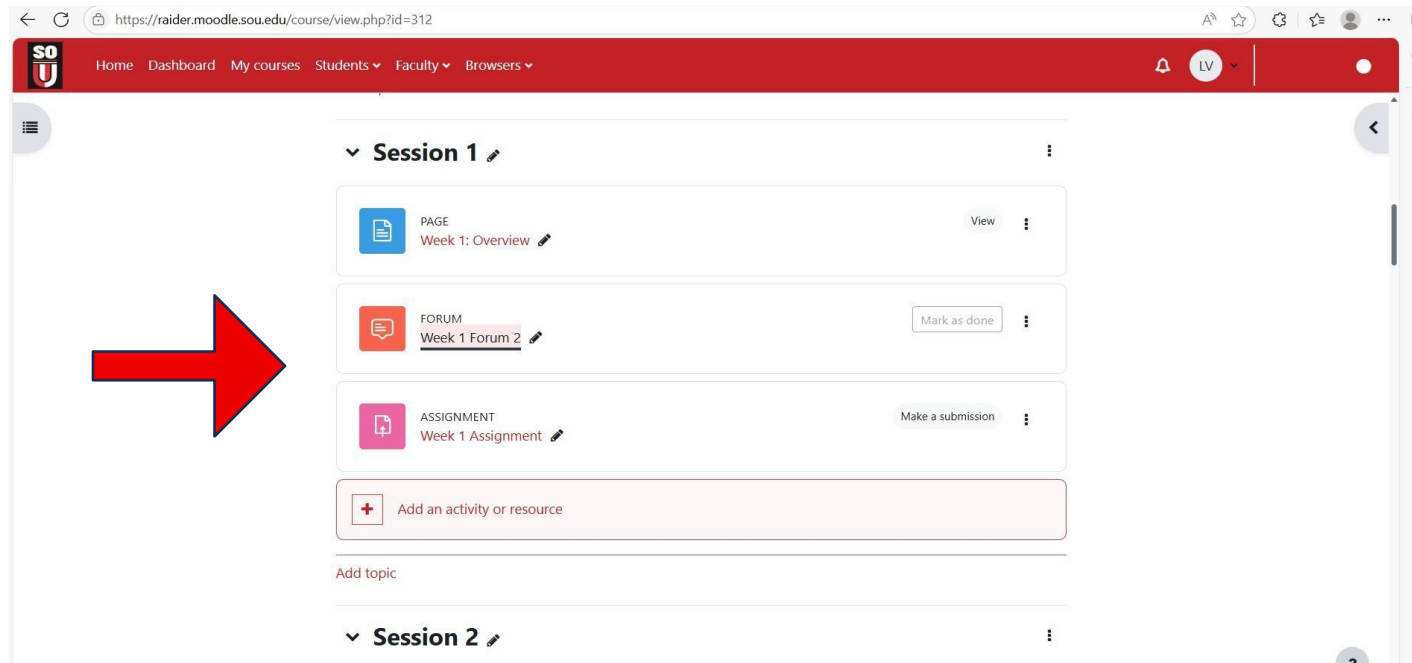
- If your course template is **Basic-Plus**, your template will include a heading for each session.
- The process for posting by session is the same as the Basic template Steps 4-6. You can post single or multiple files to a session, or none at all.
- When you have finished your work, click your initials and click **Log out** at the bottom of the pulldown.



The screenshot shows a Moodle course page for 'raider.moodle.sou.edu'. The page has a red header with navigation links: Home, Dashboard, My courses, Students, Faculty, and Browsers. A user profile 'LV' is visible in the top right. The main content area displays two sessions, Session 1 and Session 2, each with a file upload area and a red arrow pointing to it. Session 1 contains a file named 'Session One - Women in the Labor Force' and a button to 'Add an activity or resource'. Session 2 contains a file named 'Discussion on filmmakers' and a button to 'Add an activity or resource'. The page also includes a search bar and a sidebar with a plus sign.

## Step 11: The *More Moodle* template is also by session but with two additional features.

- If your course template is **More Moodle**, your template will include a heading for each session.
- The process for posting by session is the same as the Basic-Plus template Steps 4-6. You can post single or multiple files to a session, or none at all.
- More Moodle** also includes the feature **Forum** which allows students to respond to a discussion prompted by the instructor. Once a student posts to the **Forum**, all enrolled students are notified by email of the post.
- More Moodle also includes **Assignment** which allows for instructors to post assignments by session. Depending on how it is set-up, students can post and share their work with the instructor and also with other students. If you are interested in this function, contact the OLLI office for a tutorial session.
- When you have finished your work, click your initials and click **Log out** at the bottom of the pulldown.



Below is a partial screenshot of what students will see when logged-in to Moodle. As explained in Step 7, you can view this at any time when you are posting. When you have switched role, **Student** which will appear in the red menu bar.

