

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. (Do not use the form below the Raider logo to request an account. OLLI at SOU creates accounts for all users.)
 4. Click **Log in** button.
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B. Home page

1. See the **Welcome** with your name and a red menu bar across the top.
 2. 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.
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C. Click **My Courses in the red menu bar to see all your courses.**

1. Click the **course title** that you want to work on.
 2. A new page will appear with the title of the course as the header on the page. See D-F below for what you can do on the subheading pages: Course, Settings and Participants.
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D. Course page subheadings: Course

1. **Important:** Toggle into **Edit Mode** in the red menu bar, far right side – now you can post content to your template.
2. Click on **Course** to type, or cut and paste, a Welcome to your students.
3. To post material, click **Add an activity or resource**. (The red-shaded box only appears while in Edit Mode. It is always below prior content. If you *don't* see the red-shaded box, check to be sure you are in **Edit Mode** or scroll down farther.
4. **Important:** There are many different activities and resources. OLLI instructors most commonly use: File, Page and URL.

To post text, click **Add an Activity or Resource** and click **Page**:

1. Enter **Name** – cut and paste or type. Required field. Be informative. This will be the title of the content on the main course page.
2. Enter **Description** – cut and paste or type. Describes the “page” you are posting.
 - Check **Display description on course page** – if you want students to see the description on the main course page. If you leave this unchecked, students will not see information in this box.
3. Enter **Content**. The content will display when the **Name** is clicked by the student.
4. To hide until later, click **Common Module Settings** and change the Availability setting to **Hide on Course page**. *Remember to update this setting when you are ready for students to see the page.*
5. **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.
6. Click **Save and return to course** or click **Save and display** and then keep editing or return to **My Courses**.

To post a file, click **Add an Activity or resource** and click **File**.

1. Enter **Name** – cut and paste or type. Required field. Be informative. This will be the title of the content on the main course page.
2. Enter **Description** – cut and paste or type. Be informative.
 - Check **Display description on course page** – if you want students to see the description. If you leave this unchecked, students will not see information in this box.
3. In the **Select Files** block, click the **plus icon** in top left corner.
4. **File Picker** pop-up displays. Click **Choose File** (under 20 MB).
5. Select the file from your directory and click **Open**. (PDFs are recommended over MS Word docs.)
6. Click **Upload this file** button. File picker pop-up closes, and file icon now displays.
7. Note: To hide until later, click **Common Module Settings** and change the Availability setting to **Hide on Course page**. *Remember to update this setting when you are ready for students to see the upload.*
8. **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.
9. Click **Save and return to course** or click **Save and display** and then keep editing or return to **My Courses**.

To post a web link, click **Add an Activity or resource** and click **URL**.

1. On the **New URL** page, enter a **Name** for the website.
2. In the **External URL field**, enter the complete URL for the website or copy/paste from your

browser's address bar.

3. Enter **Description** – cut and paste or type. Be informative.
 - Check **Display description on course page** – if you want students to see the description. If you leave this unchecked, students will not see information in this box.
4. To hide until later, click **Common Module Settings** and change the Availability setting to **Hide on Course page**. *Remember to update this setting when you are ready for students to see the upload.*
5. **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.
6. Click **Save and return to course** or click **Save and display** and then keep editing or return to **My Courses**.

E. Course Page subheading: Settings

1. **General:** Course full name, short name and ID number are not editable.
 2. **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.
 3. To display a description under the course name, enter a **Description** in the Course summary box. Note: This is a description of your course, not a description of content you are posting.
 4. To display an image (GIF, JPEG, PNG), click the **plus sign icon**, click **Choose file**, find your file, and click **Upload**. You must resize images for Moodle before posting.
 5. When done, click **Save and Display**.
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F. Course Page subheading: Participants (Raider Moodle's Course Roster)

1. **Important:** Until your course is closed, you must email students from your personal email account using the *Live Roster Link* for student email addresses. This link is sent from the OLLI office before each term begins.
 2. Once your course is closed, Raider Moodle's roster is the final roster. (Note: All courses are automatically closed on the date of the second session unless an earlier or later date is requested.)
 3. Raider Moodle rosters are updated every Friday throughout the term.
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G. Quickmail for Bcc emailing any or all course participants once course is closed.

1. On your **Course** page, **Quickmail** is on the far-right side of the page. If not found, click the arrow (<) on the far-right side of the page to open the block drawer.

2. Note: 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.”
3. Click on **Compose Course Message** to draft an email. You can select all or exclude participants, send a direct email to one specific participant, or to a group of participants.
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.
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.

H. Announcements – One-way forum for Bcc emailing updates/news.

1. 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**. Students automatically receive an email when an announcement is posted.
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I. Optional – click Add Topic if you want “titled” subsections for your posts.

J. View your course as a student will see it.

1. Click your **initials or profile picture pulldown** (red menu bar far right.)
 2. Click **Switch role to...** in pulldown
 3. Click **Student** (This turns off Edit Mode.)
 4. When done, go back to your **initials pulldown** and click **Return to normal role**.
 5. Note: To edit again after returning to your normal role, click the **Edit Mode** toggle button.
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K. Update your Profile – Describe your expertise and interests or add pic.

1. Click your **initials or profile picture pulldown** (red menu bar far right.)
 2. Click **Profile**. Click **Edit Profile** on left side.
 3. When done, click **Update Profile** button.
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L. 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 Raider Moodle on the notification bell.)
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M. How to Hide a Course on the My Courses page.

1. To hide any course title from view, find the three dots on the right side and click **Remove from View**.
2. To restore to the list, click the pulldown labeled “All” and click **Removed from View** in the pulldown, click on the three dots for the course you want to restore and click **Restore to View** on the right side.

Appendix A: Four OLLI at SOU Raider Moodle Templates.

- **Basic Template**

- Post content in one section. Add Announcements. Email students with Quickmail.
- All of Moodle's features can be added to a Basic.

- **Basic Plus Template**

- Post content by session. Each session name can be edited. e.g., add session date and/or session's subject. Add Announcements. Email students with Quickmail.
- Any of the pre-loaded sessions can be deleted if your course is fewer than 10 sessions.

- **More Moodle Template**

- Post content by session. Each session name can be edited. E.g., add session date and/or session subject. Add Announcements Email students with Quickmail.
- **Forum** discussion by session. (See Appendix B for instructions on **Forum**.)

- **Prior Course Template**

- Request a copy of a prior Raider Moodle Course and update materials as needed

Appendix B: How to use a Forum.

Use a **Forum** for class introductions, or to post a discussion topic or assignment. Students can reply to a forum with text and/or post a file or photo. Responses to a forum are visible to the entire class. Here are the steps to create and facilitate a Forum in the More Moodle template.

1. Click **Forum**.
2. Click the subheading, **Settings** on the Forum page.
3. Enter the **Name** of the Forum's discussion or assignment.
4. Remove the default content in the **Description** box by clicking into the box, pressing Ctrl A (Command A on a Mac) and then pressing backspace.
5. Enter or cut/paste your own **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**.
6. Click **Save and return to course** or click **Save and display**.
7. Now, to get the forum started, click into the forum you created and then click **Add discussion topic** to initiate a post.
8. 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.

9. Enter the response to the discussion topic or assignment in the **Message** box.
10. 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 you are confident you won't need to make an edit right after posting. (We recommend leaving this unchecked.)
 - e. Click the red button **Post to Forum** when done.
11. **Subscribing:** Click gray **Subscribe to forum** button at the top of the response list, right side to subscribe to the entire forum and receive a notification when a new post is made. To stop receiving notifications click **Unsubscribe to Forum**. To subscribe to a specific response, toggle the **Subscribe** icon on the far right of a specific forum response.
12. If you did not select the More Moodle template and want to use a **Forum**, go to the main course page, click **Add an activity or resource**, click **Forum**, and then create a new **Forum** from scratch following these instructions.