Using Moodle: A Quick Guide

Beginning in the Spring 2014 semester, Moodle courses will be automatically created and populated with students. By default, each new course is hidden from students until the instructor "turns on" the course. Follow these steps to prepare your course in Moodle.

Login to Moodle: Open a browser. Select the Moodle link on the myBellarmine website or go directly to: http://moodle.bellarmine.edu

Use your Bellarmine email username and password to login to Moodle.

Find instructor resources: Look for the "Teaching with Moodle: Quickstart Guide" link under "Bellarmine University" at the top of the page. Click on the link to find short instructional videos, upcoming training dates, and this handout.

Find your course: Below the instructor resource folder, you should see all of your courses listed. Click on a course to edit.

Edit your course: Select the "Turn Editing On" button near the top center of the screen.

Edit a topic title: You will see 10 topic areas, which can be renamed by clicking on the small wheel just below the title > uncheck the box marked "Use default section name"> Type new Section name > Save changes.

Hide a topic: You may also hide any topic section by clicking on the small eyeball icon that is inline with the section.

Add a file: Select "Add an activity or resource" button in the area where you want the file > Under resources area, choose File > Add > type a title and description > Under the content field, select the Add button > Upload a File > Browse and attach a file > Save and return to course. (Note: In addition to browsing for a file, there is an option to "drag and drop" a file to the content field if you are using either Firefox or Chrome as a browser).

Add a link to a website: Select "Add an activity or resource" in the area where you want to add a link > select URL > Add > paste the url address in the External URL field > save and return to course.

Add an announcement: Double click on the news forum near the top of the screen > Add a new topic > fill in fields for subject and message > Post to forum.

Add an instructor: Under course administration, select Users > enrolled users > enroll user> use the search field to search for the instructor by typing in the name of the person you wish to add > assign role of teacher or non-editing teacher > select the individual > select > then "finish enrolling users."

Turn course on for students to see: From within the course, go to Course Administration > edit settings > below the course title fields, look for the "visible" option > select show > save changes.