




# Introduction to using moodle

An overview of the common features to get started!

# Accessing Moodle

- The site is hosted at:
  - <http://moodle.cse.iitk.ac.in>
- Access methods:
  - Full site available through following preferred browsers
    - Mozilla Firefox
    - Google Chrome
    - Internet Explorer (>IE6)
  - Mobile version on
    - Safari on iOS
    - Android Web browser
  - Legacy version on
    - Internet Explorer 6 and other browsers

# Running a course

- Login to site with CC username and password.
- Click on the course name run by you.
- Click on 'Turn editing on' on top left corner.
- Now add any content by editing any visible blocks by clicking  icon.
- In case of difficulty send an email to [aj@arnium.com](mailto:aj@arnium.com) with course number and name with Instructor(s) name with 'Moodle' as subject.

# Adding students to course

Manually:

HOME USEFUL LINKS ADMIN

SAMPLE COURSE: 1 ENROLLED USERS

HOME COURSES MISCELLANEOUS SAMPLE USERS

NAVIGATION ENROLLED USERS

Enrolment methods: All

First name / Surname ↓ / Email address	Last access	Roles	Groups	Enrolment methods
Adarsh J adarshaj@cse.iitk.ac.in	12 hours 5 mins	Teacher		Manual enrolments from Sunday, 29 July 2012, 12:00 AM

Enrol users (circled)

Enrol users (circled)

Self enrolling : Either Open to all (or) Through a secret Enrolment key

## ENROLMENT METHODS

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	✖ 👁 👤 ✎
Guest access	0	↑ ↓	✖ 👁
Self enrolment (Student)	0	↑	✖ 👁 ✎

Add method Choose... Click to enable

## SELF ENROLMENT

### Self enrolment

Custom instance

name

Allow self enrolments  Yes

Enrolment key   Unmask

Use group enrolment key  No

\* You can also mail list of students to [aj@arnium.com](mailto:aj@arnium.com) for enrolling

# Adding resources/notes

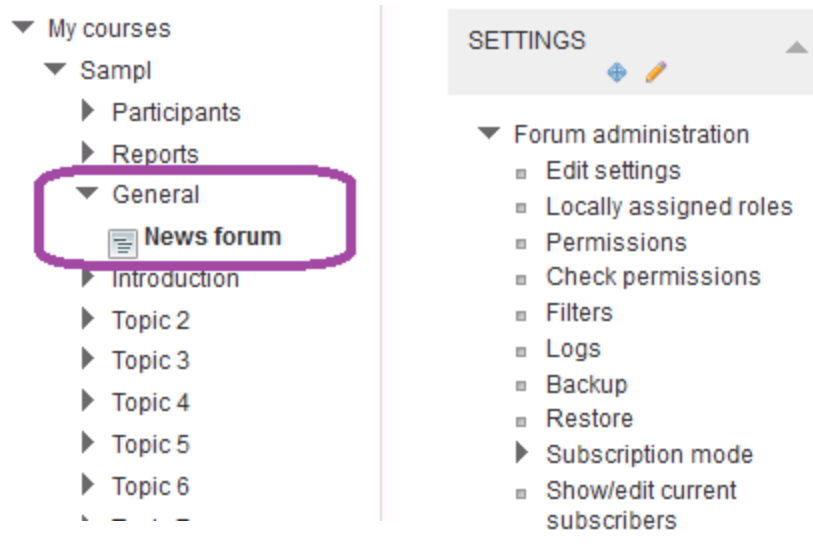
- First click on ‘Turn Editing on’

The screenshot displays a course management interface. On the left, a 'SETTINGS' sidebar is visible under 'Course administration'. The 'Turn editing on' option is highlighted with a purple box. In the main content area, a topic titled 'TOPIC 1' is shown with an edit icon (a pencil inside a circle) also highlighted with a purple box. To the right of the topic, a button labeled '+ Add an activity or resource' is circled in purple. Below the topic header, the 'SUMMARY OF INTRODUCTION' section is visible. The 'Use default section name' checkbox is unchecked and highlighted with a purple box. The 'Section name' field contains the text 'Introduction'. Below this, there is a 'Summary' field with a help icon and a rich text editor toolbar with options for font family, font size, paragraph, bold, italic, underline, and other formatting tools.

- Then on individual topic head click on edit to change it to required content.
- Uncheck “Use Default section name” to set a custom section name. Optionally you can also add resources associated with each topic.

# Use of Discussion Forums

- Each Course has an associated 'News forum' where current happenings can be posted and discussed by all the students.



- Each Forum can further be customized according to custom settings, for more details / customization contact your course TA or [aj@arnium.com](mailto:aj@arnium.com)

# Further Resources/Information

- Detailed book on all features of moodle can be downloaded from [http://download.moodle.org/download.php/docs/en/using\\_moodle\\_2e.zip](http://download.moodle.org/download.php/docs/en/using_moodle_2e.zip)
- Extensive documentation is found at [http://docs.moodle.org/23/en/Managing\\_a\\_Moodle\\_course](http://docs.moodle.org/23/en/Managing_a_Moodle_course)
- Interactive videos can be found on searching for “Moodle tutorial” on youtube.com
- Arnium Technologies will be conducting an one hour “Introduction session on Moodle” from 5pm – 6pm on 30<sup>th</sup>, 31<sup>st</sup> July and 1<sup>st</sup> August in CS-101/CS-102.
- For any problems drop a mail to [aj@arnium.com](mailto:aj@arnium.com) with ‘Moodle’ as Subject.