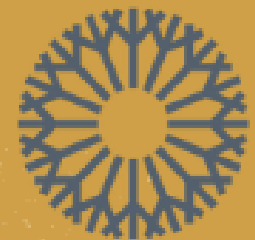




CENTER FOR
**LEARNING
& TEACHING**

NEW TO MOODLE INSTRUCTOR TRAINING



OKLAHOMA CITY
COMMUNITY COLLEGE

WELCOME & INTRODUCTIONS

TRAINERS

Ms. Marci Moore, CLT Instructional Designer
Dr. Lorne Lee, CLT Instructional Designer
Mr. Joshua Moore, LMS Administrator

LET'S GET STARTED!



OKLAHOMA CITY
COMMUNITY COLLEGE



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GOALS FOR TODAY



01

NAVIGATING MOODLE

How to navigate throughout the Moodle site.

02

COURSE SETUP

How to build a Moodle course from scratch or from a master course.

- Textbook/Day One Access
- Attendance
- Activities & Resources
- Accommodations & Modifications

03

GRADING AND TRACKING STUDENT PROGRESS

How to grade students and track their progress throughout the course.

04

COMMUNICATION

How to communicate with students in Moodle, and who to reach out to for Moodle support.

NAVIGATING MOODLE

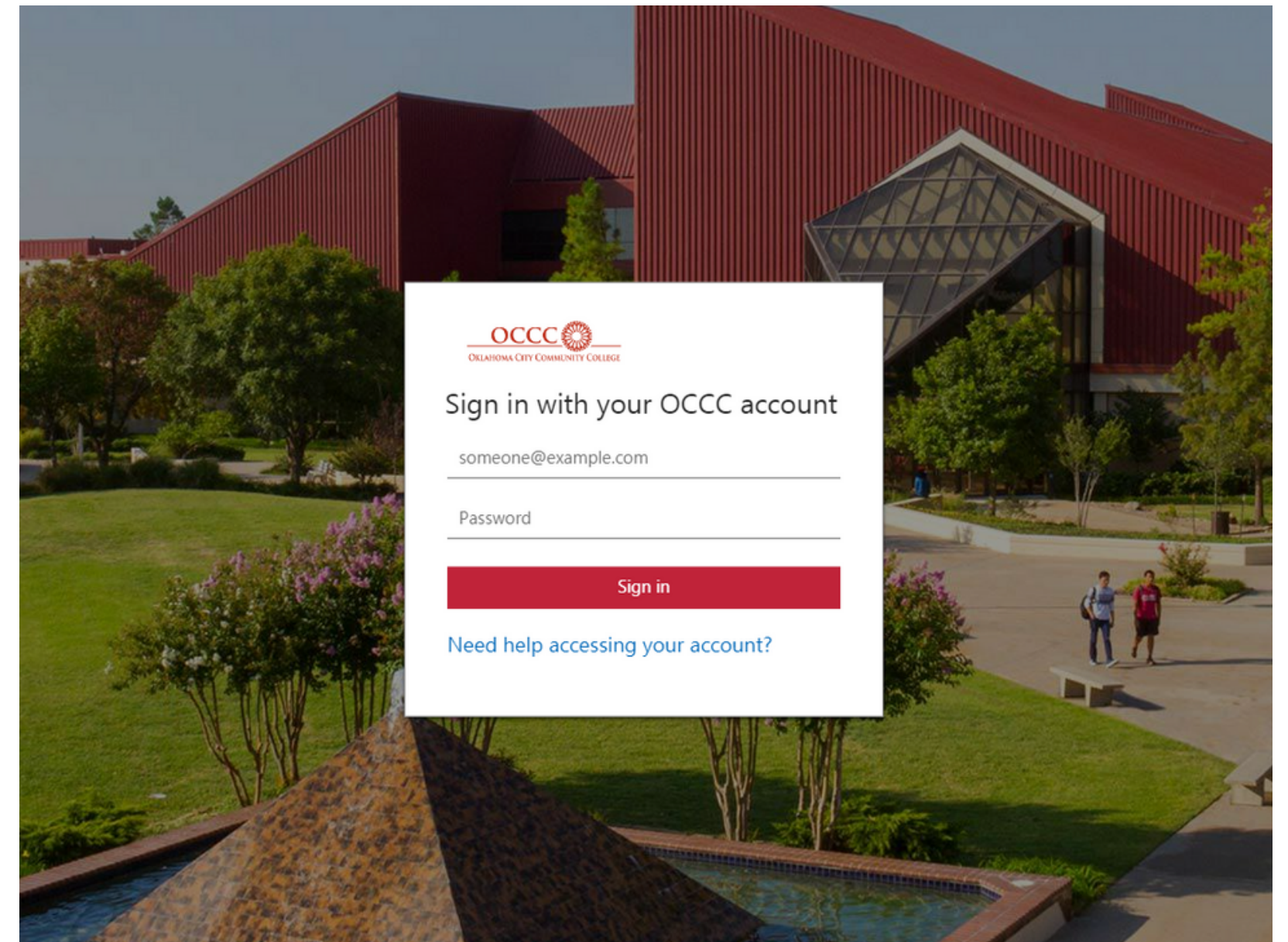
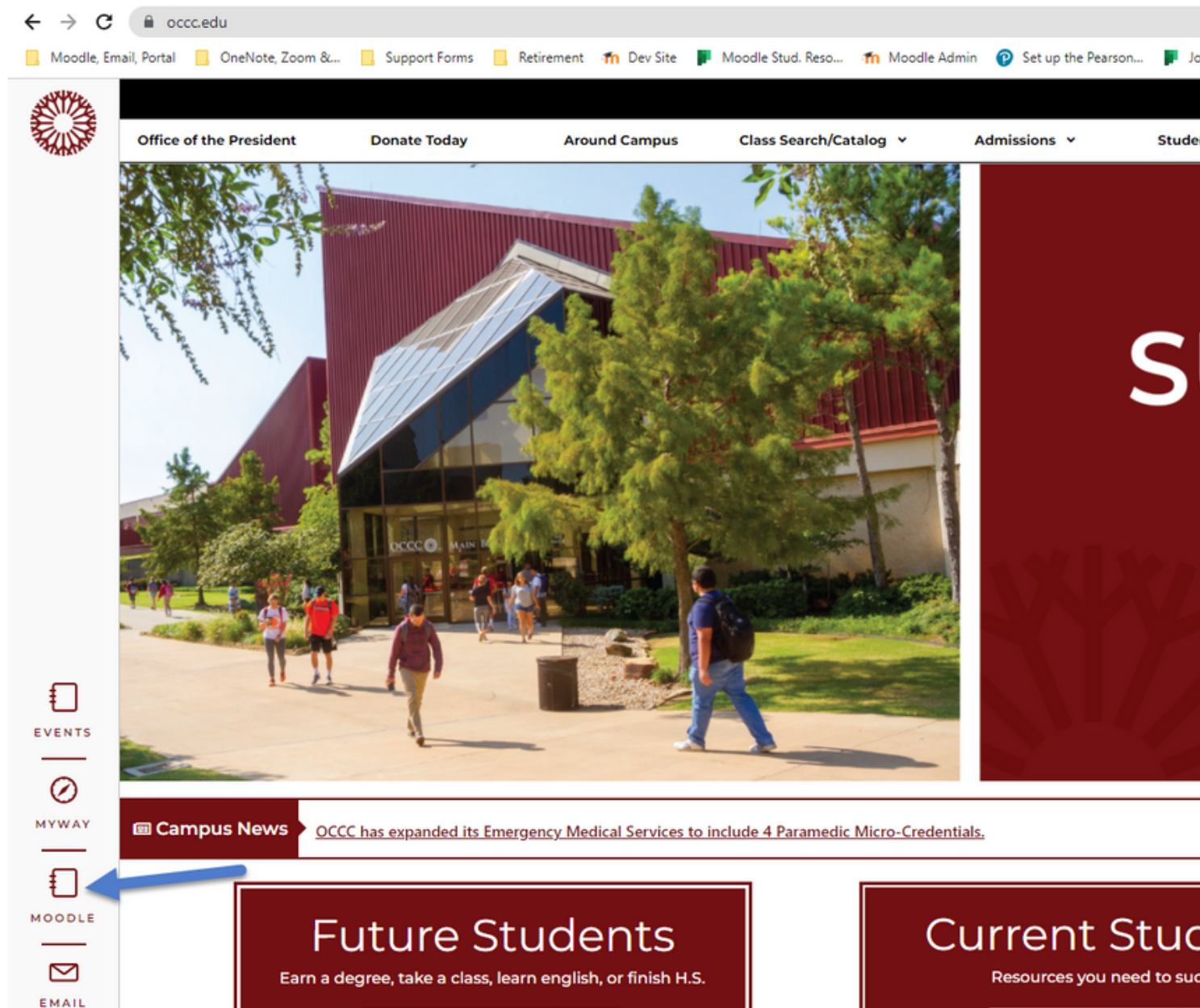
WHAT WE WILL LEARN

- Login Page
- Home Tab
- My Courses Tab
- Course Menu
- Block Drawer
- Profile Menu
- Notifications



LOGIN PAGE

You can get to the login page by going to occc.edu, then clicking on the Moodle icon in the side-left menu. You will log in to Moodle using your OCCC credentials. If you need help logging in, call the ITS Help Desk at 405.682.7777.



HOME TAB

Site-wide announcements, course evaluations, & quick link to Moodle support/resources

The screenshot shows the Moodle Home Tab interface. At the top left is the Oklahoma City Community College logo and navigation links for 'Home' and 'My courses'. At the top right, it indicates the user is logged in as 'CLT Instructor001' with a profile icon. The main content area is titled 'Moodle' and contains a welcome message from the Center for Learning and Teaching (CLT). Below this, there are sections for 'Students' and 'Faculty', each with a list of links to support resources. A section for an app follows, with three numbered steps for downloading and using the Open LMS app. A 'Course Evaluations' link is shown in a box with a puzzle piece icon. At the bottom, there is a banner for 'MOODLE SUPPORT' featuring images of students and staff, along with the phone number 405-682-7828. A help icon (?) is visible in the bottom right corner of the interface.

Moodle

Welcome to the new Moodle! The Center for Learning and Teaching (CLT) is excited to present a fresh look for our faculty, staff, and students with improved navigation, visuals, and functionality. If you need assistance with using the new site, please check out these resources:

Students:

- Click here for the CLT's student Moodle support website.
- Click here for an updated student Moodle orientation course (this course should also be in your "my courses").


Faculty:

- Click here for the CLT's website for faculty.
- Click here for an updated faculty Moodle resources course (this course should also be in your "my courses").

We also have an app! If you would like to use it, please follow these instructions:

1. Download the Open LMS app by clicking here.
2. Open the app. Type **occc.mrooms3.net** for "your site" OR choose "scan QR code". If you choose to scan the QR login code, then you can access that code through Moodle by clicking your initials in the top right corner of this page, clicking "profile", and then scanning the QR code under "mobile app".
3. Log in using your OCCC credentials.

Note: The Moodle app will NOT work with our site; we can only use the Open LMS app.

 Course Evaluations

MOODLE SUPPORT
405-682-7828

MY COURSES TAB

Star a course, sort courses, filter, & search bar

My courses
Course overview

All ▾ My Moodle ✕ Sort by course name ▾

My Moodle Course Sandboxes

Star this course
Remove from view

This screenshot shows the 'My courses' tab with a course card for 'My Moodle Course Sandboxes'. A filter menu is open, showing options for 'All', 'My Moodle', and 'Sort by course name'. A blue arrow points to the 'My Moodle' filter, another points to the 'Sort by course name' dropdown, and a third points to the three-dot menu icon on the course card, which has a sub-menu with 'Star this course' and 'Remove from view' options.

My courses
Course overview

All ▾ Search Sort by course name ▾

- All
- In progress
- Future
- Past
- Starred
- Removed from view

MF - Connect Testing 22FM Test
0% complete

MF - Metacourse Testing Sandboxes

MFelty Connect Error Sandbox2 Sandboxes

This screenshot shows the 'My courses' tab with a search bar and a filter menu. The filter menu is open, showing options for 'All', 'In progress', 'Future', 'Past', 'Starred', and 'Removed from view'. The course card for 'MF - Connect Testing 22FM Test' is visible, showing '0% complete' progress.

My courses
Course overview

All ▾ My Moodle ✕ Sort by course name ▾

My Moodle Course Sandboxes

This screenshot shows the 'My courses' tab with a search bar and a filter menu. The search bar contains 'My Moodle' and the filter menu is open, showing 'Sort by course name'.

My courses
Course overview

All ▾ My Moodle ✕ Sort by course name ▾

- Sort by course name
- Sort by last accessed

This screenshot shows the 'My courses' tab with a search bar and a filter menu. The search bar contains 'My Moodle' and the filter menu is open, showing 'Sort by course name' and 'Sort by last accessed'.

COURSE MENU

The Course Menu contains all of the settings that you can adjust within your course.

The screenshot shows the Moodle Course Menu for a course titled "Moodle_Orientation". The interface includes a top navigation bar with the Oklahoma City Community College logo, "Home My courses", and user information "You are logged in as CLT Instructor002". A sidebar on the left lists various course menu items, including "Course Overview", "Start Here!", "Syllabus", "Contacting Your Instructor", "Assignments", "Forums", "Quizzes, Tests, and Exams", "Viewing Instructor Feedback", "Computer Requirements", and "Moodle Terms". The main content area displays the course menu with tabs for "Course", "Settings", "Participants", "Grades", "Reports", "More", and "Open LMS". The "Course" tab is selected and highlighted with a blue arrow. Below the tabs, the course menu is organized into sections: "Start Here!", "Syllabus", "Contacting Your Instructor", and "Assignments". Each section contains a description and a progress indicator. The "Start Here!" section includes a video and a PDF explaining how to navigate Moodle. The "Syllabus" section includes an example syllabus and a lock icon indicating it is not available unless the "Moodle Guide & Navigation" activity is marked complete. The "Contacting Your Instructor" section includes information on how to contact the instructor and a lock icon indicating it is not available unless the "Course Syllabus" activity is marked complete. The "Assignments" section includes information on how to submit course work. A blue arrow points to the "Course" tab in the navigation bar. A large number "9" is visible in the bottom right corner.

OKLAHOMA CITY COMMUNITY COLLEGE Home My courses You are logged in as CLT Instructor002 Edit mode

Moodle_Orientation

Course Settings Participants Grades Reports More Open LMS

Start Here!

This topic contains a video and a PDF explaining how to navigate Moodle.

Label: 1 Pages: 2
Progress: 0 / 3

Syllabus

This topic contains an example **syllabus**. The **syllabus** is one of the most important documents for every course you take. Becoming familiar with the course syllabus is a main key to success in any college course.

Not available unless: The activity **Moodle Guide & Navigation** is marked complete

Page: 1
Progress: 0 / 1

Contacting Your Instructor

This topic explains the different ways you can contact your instructor in Moodle. Additionally, you can always email your instructor using your OCCC email account. Instructor contact information will always be in the course syllabus.

Not available unless: The activity **Course Syllabus** is marked complete

Page: 1
Progress: 0 / 1

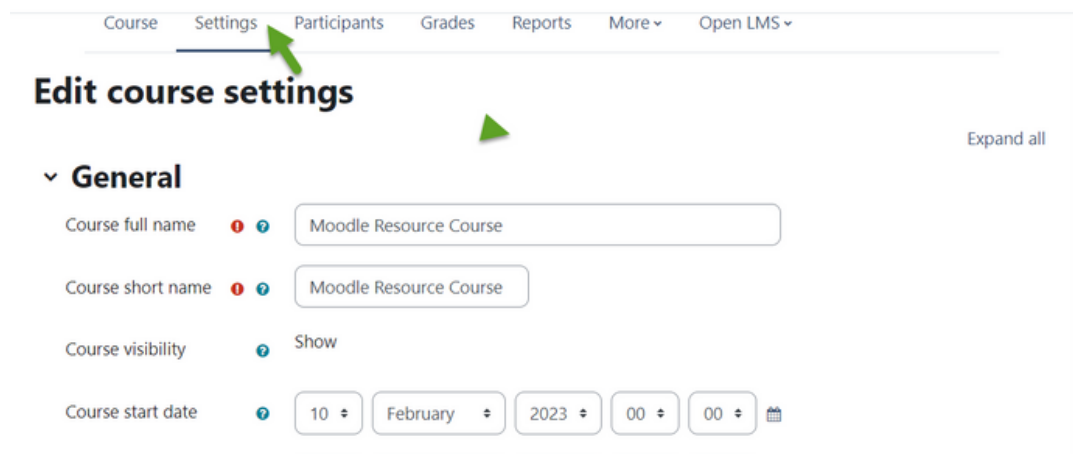
Assignments

Instructors use **Assignments** as an area for students to submit course work, such as essays or projects. These will typically be uploaded from your computer to Moodle, but sometime an instructor will want you to type the submission in the

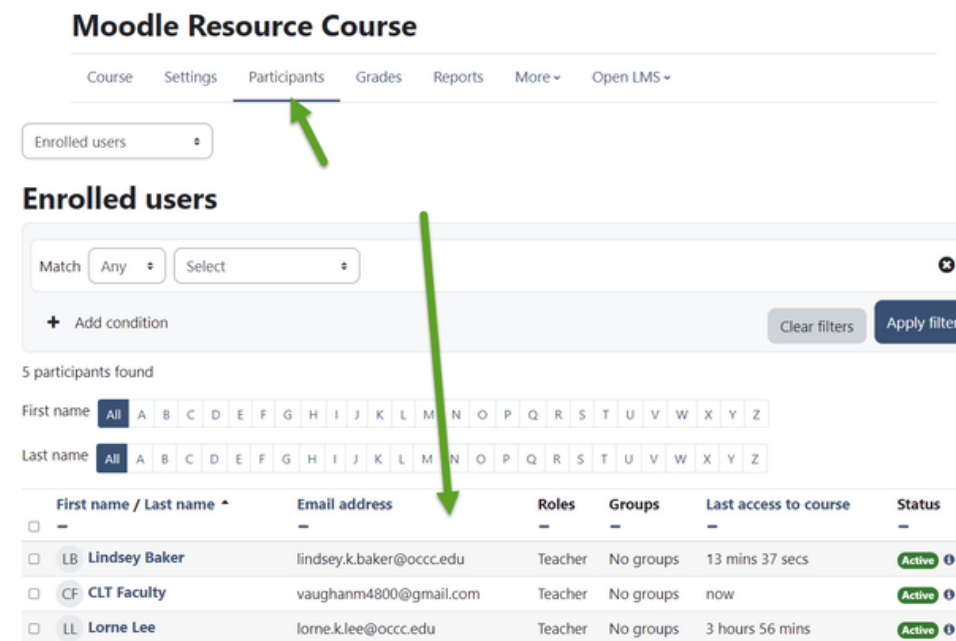
COURSE MENU EXPLAINED



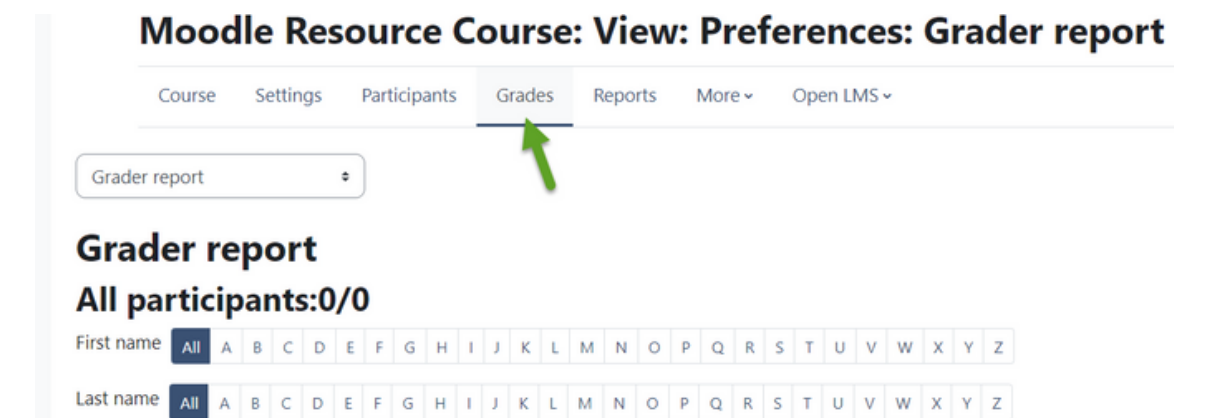
SETTINGS



PARTICIPANTS



GRADES



REPORTS

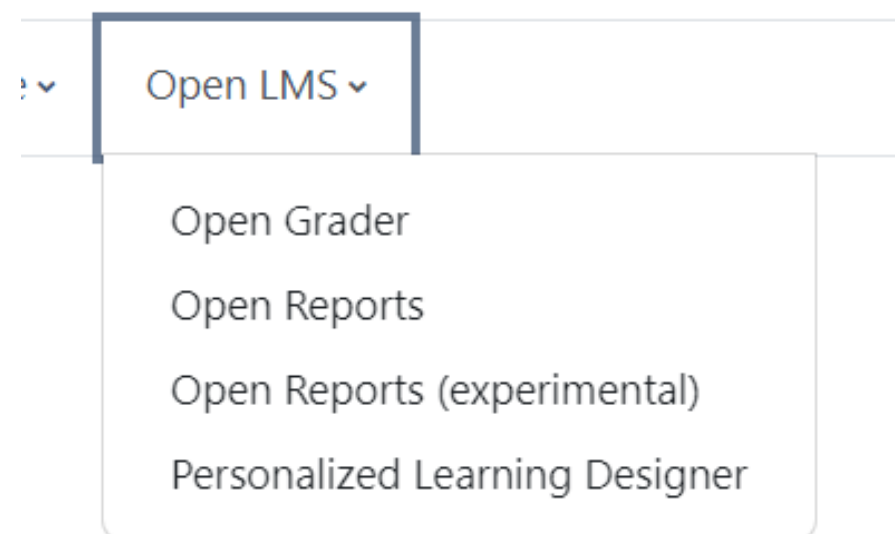
Moodle Resource Course

Course Settings Participants Grades Reports

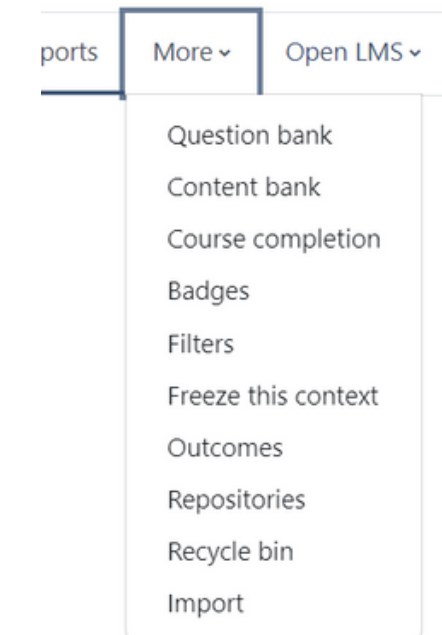
Reports

- Accessibility report
- Recent Activity
- Logs
- Live logs
- Activity report
- Course participation
- Activity completion
- Statistics
- Event monitoring rules

OPEN LMS

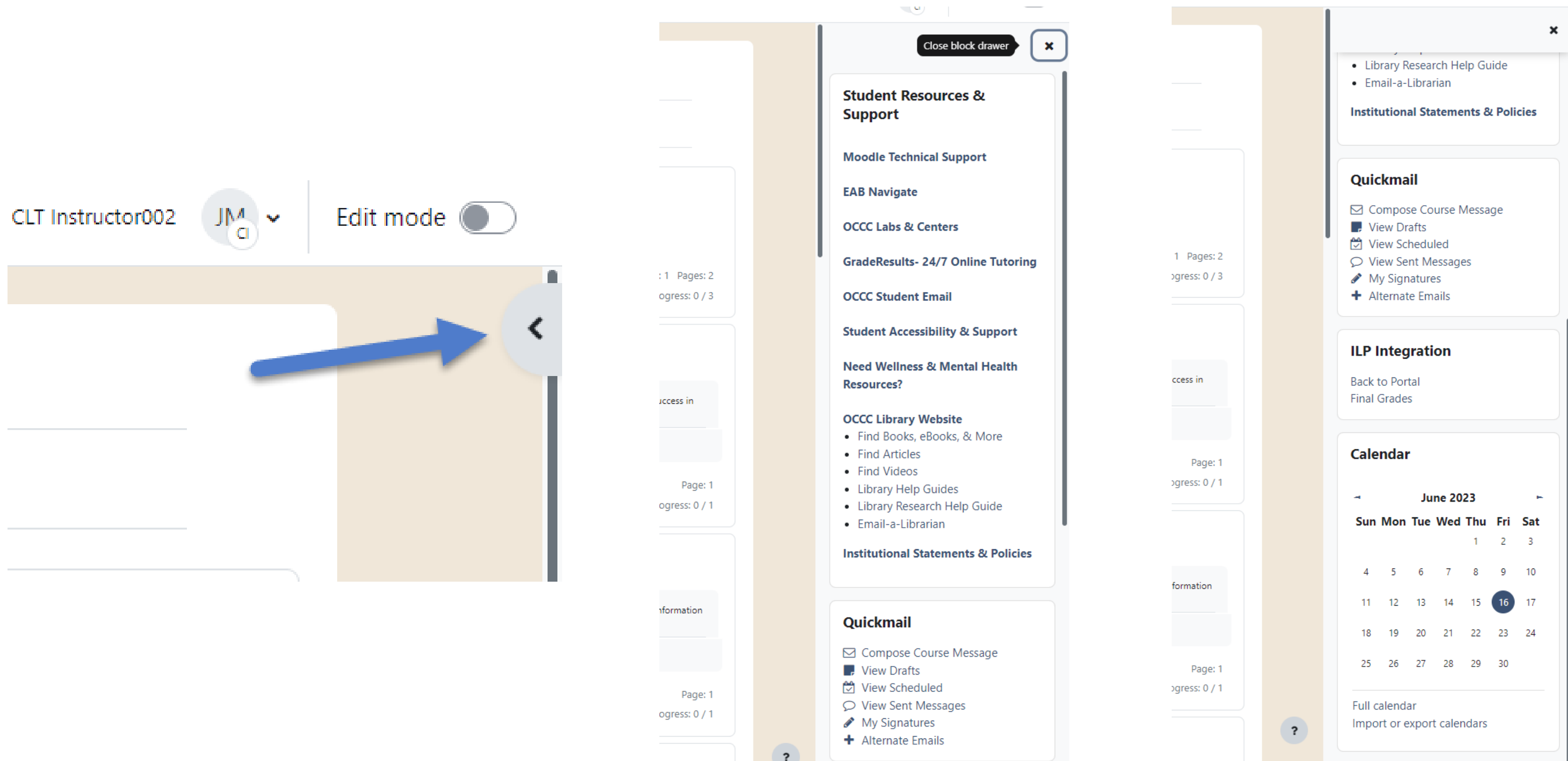


MORE



BLOCK DRAWER– RIGHT SIDE

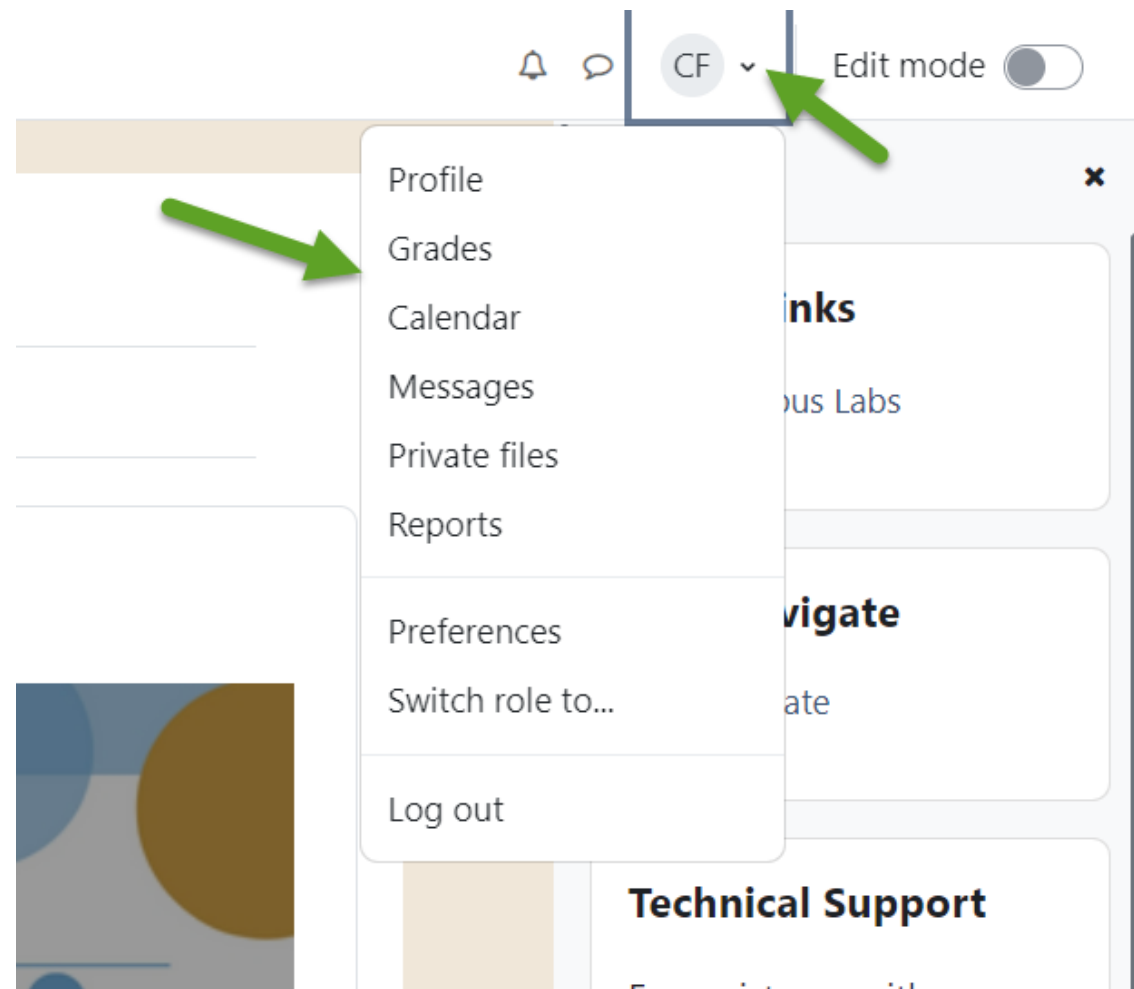
The Block Drawer can be opened on the right side of the page and has links to Student Resources & Support, Quickmail, Final/Midterm Grades & Never Attended Submission, as well as the Calendar.



PROFILE MENU & NOTIFICATIONS

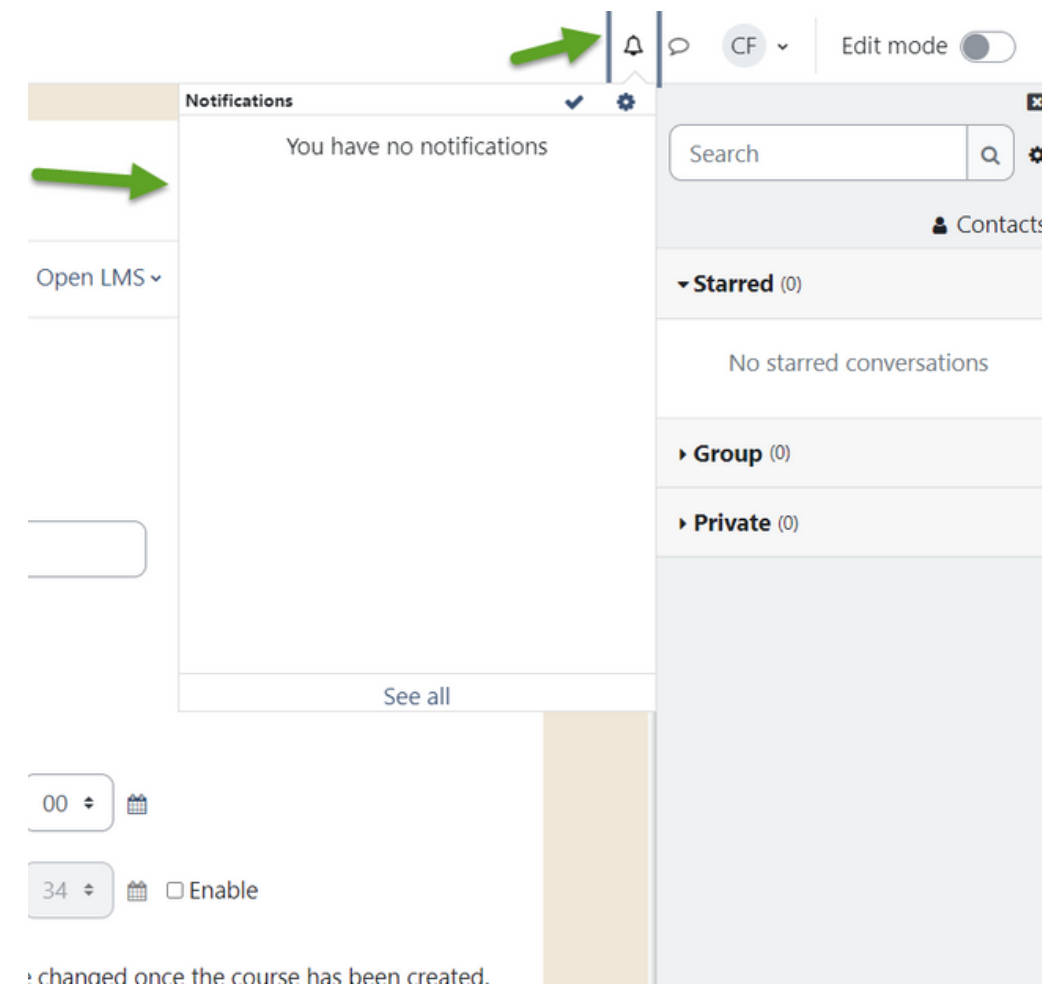
Switch role to student view, quick grades access, calendar, messages, preferences, files, and reports

TOP-RIGHT



NOTIFICATIONS

Receive activity notifications



COURSE SETUP

WHAT WE WILL LEARN:

- Edit Mode
- Course Template
- Textbook/Day One Access
- Activities & Resources
- Attendance
- Accommodations & Modifications



EDIT MODE

To edit anything in the course, edit mode must be toggled on!

★ IMPORTANT

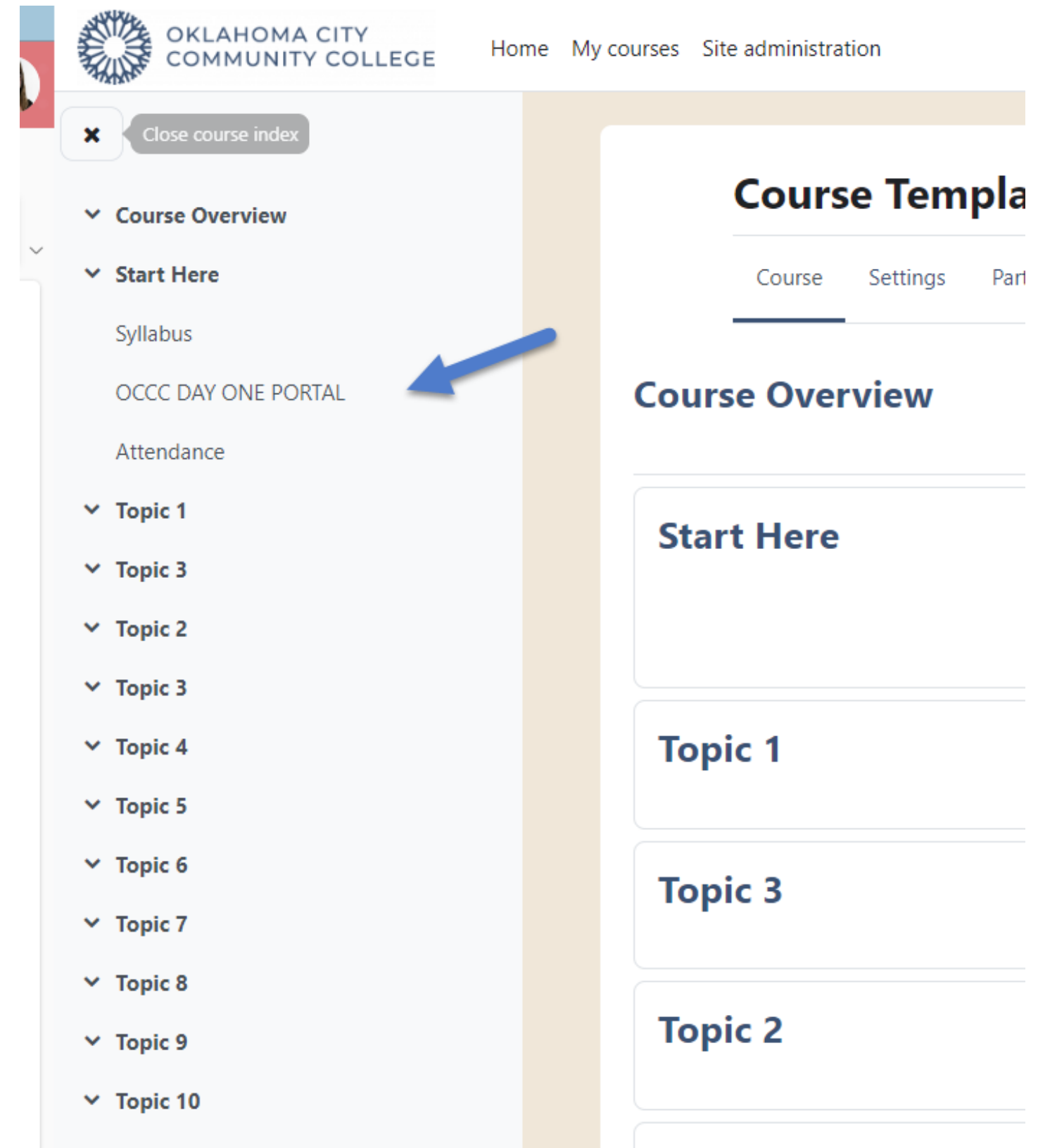
Edit mode activates the following:

- The pencil to edit topic names
- The edit menu to delete/move/hide activities & topics
- The add an activity or resource menu

The screenshot shows a course page in edit mode. At the top right, there is a toggle switch for 'Edit mode' which is turned on. Below this, the page title is 'Course Overview/Announcements'. The main content area contains several 'PAGE' items, each with a pencil icon for editing. A green arrow points to the pencil icon for 'Adding a Syllabus'. Another green arrow points to the three-dot menu icon for the same item, which has opened a dropdown menu with options: 'Edit settings', 'Move', 'Hide', 'Duplicate', 'Delete', and 'Personalized Learning Designer'. A third green arrow points to the 'Add an activity or resource' button at the bottom of the page. A fourth green arrow points to the 'Edit mode' toggle switch in the top right corner.

SIDE NAVIGATION MENU

All topics/sections created in the course will appear in the side-navigation menu.



COURSE OVERVIEW/ANNOUNCEMENTS

Provides all topics in one view, course announcements, and easy editing

The screenshot displays a course management interface. On the left is a sidebar with a close button (x) and a menu containing 'Course Overview' (highlighted), 'Start Here', and 'Topic 1' through 'Topic 10'. The main content area has a 'Course Template' header with a navigation bar for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Below this is a 'Course Overview' section with a 'Start Here' item and 'Topic 1', 'Topic 3', and 'Topic 2' listed in separate boxes.

THE COURSE OVERVIEW PROVIDES ALL THE TOPICS WITH THEIR RESOURCES AND ACTIVITIES IN A SINGLE VIEW.

START HERE SECTION

Every course has a start here section with instructions for what should be included in it.

EDIT MODE MUST BE TOGGLED ON TO SEE THESE INSTRUCTIONS!

Course Settings Participants Grades Reports More ▾ Open LMS ▾

START HERE

Hidden from students

Instructor Directions

for the "Start Here" section, please add the following:

- **Welcome Video/Instructions for Students-** Add your welcome video and/or instructions for students about how to get started in the course.
- **Syllabus-** Add your syllabus in an accessible file format.
- **Day One Access-** This tool is loaded automatically into all courses. If your course is not using Day One Access, delete the tool below to avoid confusion for students. Steps for this can be found here: [Removing the Day One Access Tool](#). If you are not sure if the Day One tool is needed for your course, please contact your course coordinator for clarification.
- **Course Textbook Link & Instructions-** If your course uses a course textbook link in addition to or instead of Day One Access, add that link with instructions about how to access the textbook for students.



OCCC Day One Access Link

Mark as done

The link above may be used to opt OUT of Day One Access with the OCCC Bookstore. All students in courses that use Day One Access are automatically opted in. It is recommended that students remain opted IN to Day One Access to maintain online access to course textbook(s). For more info about Day One Access, click here: [Day One FAQ Sheet](#).

The link above may also provide textbook access, but this is not the case for all courses. Additionally, some courses may use a separate link for access to Connect, MindTap, or similar sites. Any additional links should be in the "Start Here" section of your course.

- Day One Access is a service provided through the OCCC Bookstore that makes students' course materials available digitally within Moodle on the first day of class.

TEXTBOOK/DAY ONE ACCESS

A link to your course textbook should be placed in the START HERE section. Different sections use different textbook integrations with the most common being Day One Access and McGraw-Hill Connect.

START HERE

Hidden from students

Instructor Directions

for the "Start Here" section, please add the following:

- **Welcome Video/Instructions for Students-** Add your welcome video and/or instructions for students about how to get started in the course.
- **Syllabus-** Add your syllabus in an accessible file format.
- **Day One Access-** This tool is loaded automatically into all courses. If your course is not using Day One Access, delete the tool below to avoid confusion for students. Steps for this can be found here: [Removing the Day One Access Tool](#). If you are not sure if the Day One tool is needed for your course, please contact your course coordinator for clarification.
- **Course Textbook Link & Instructions-** If your course uses a course textbook link in addition to or instead of Day One Access, add that link with instructions about how to access the textbook for students.



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The link above may also provide textbook access, but this is not the case for all courses. Additionally, some courses may use a separate link for access to Connect, MindTap, or similar sites. Any additional links should be in the "Start Here" section of your course.

**CHECK WITH YOUR
DIVISION/CHAIR TO
SEE WHAT TEXTBOOK
YOU ARE USING AND
HOW TO INTEGRATE
IT INTO YOUR
COURSE!**

**DELETE UNUSED
TEXTBOOK LINK(S).**

ADDING & EDITING TOPICS

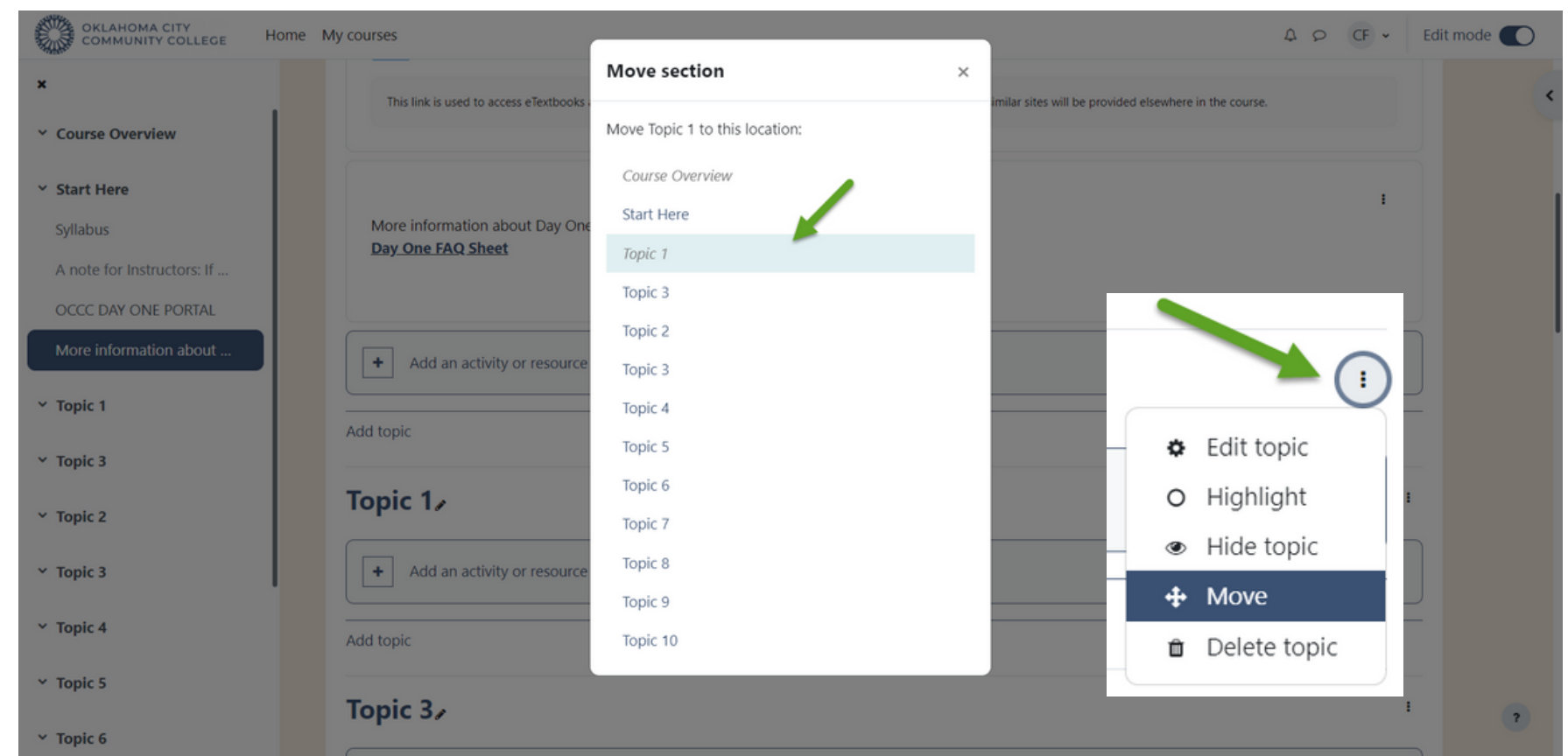
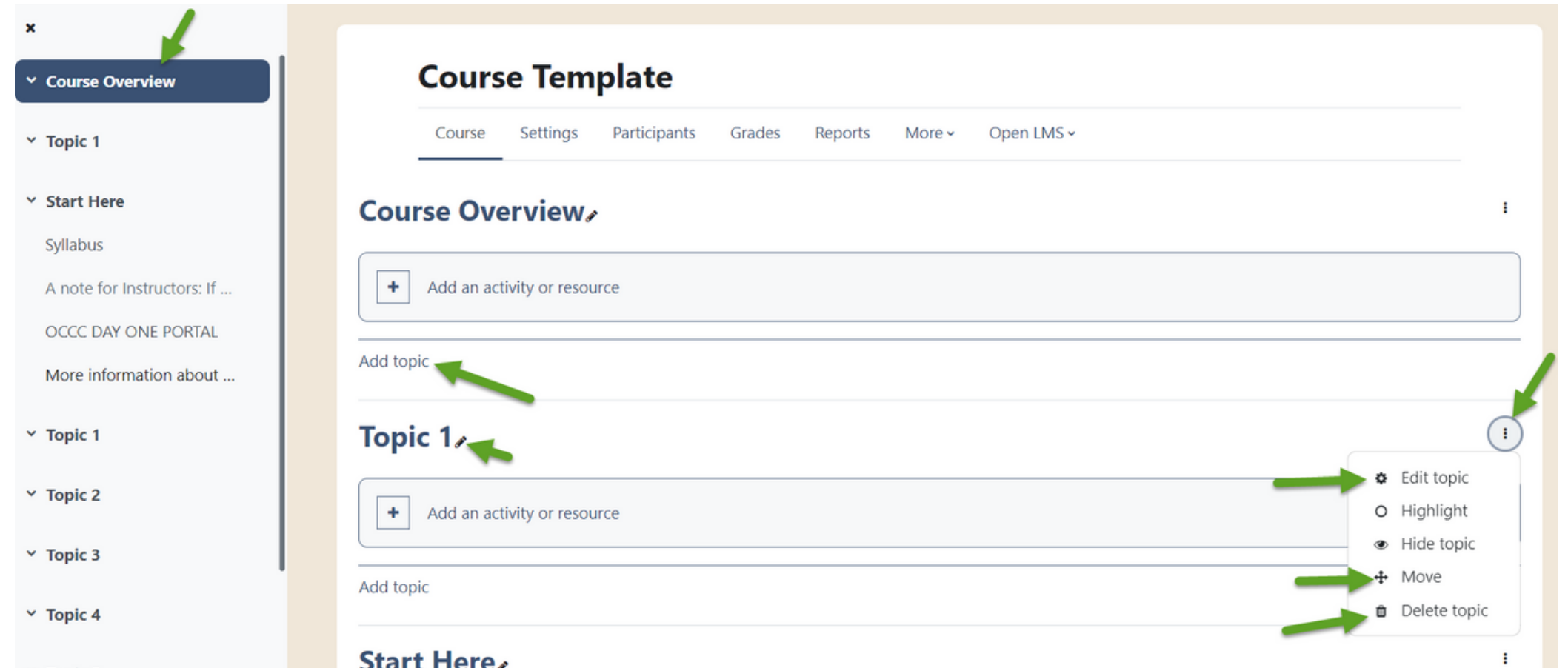
- ★ • Edit mode must be on!
- Click the Course Overview topic in the side navigation menu to add new topics.
- Click "Add topic".
- Click the pencil by the topic, type the topic's name, and click enter before clicking off the topic to save the new name.
- You can also click the three dots beside the topic and edit from there.

The screenshot shows the 'Course Template' interface for Oklahoma City Community College. The side navigation menu on the left includes 'Course Overview', 'Topic 1', 'Start Here', and 'Topic 1' through 'Topic 6'. A green arrow points to 'Course Overview' in the menu. The main content area shows the 'Course Overview' section with an 'Add an activity or resource' button and an 'Add topic' link. Below this is 'Topic 1', which has a pencil icon for editing and a three-dot menu icon. A green arrow points to the pencil icon, and another points to the three-dot menu. The three-dot menu is open, showing options: 'Edit topic', 'Highlight', 'Hide topic', 'Move', and 'Delete topic'. Green arrows point to each of these options. At the bottom, there is a 'Start Here' section with a 'FILE' button and a 'View' button.

MOVING & DELETING TOPICS

COURSE OVERVIEW METHOD

- ★ • Edit mode must be on!
- Click the Course Overview topic in the side navigation menu to edit topics.
- Click the three dots beside the topic.
- Click "Move" if you want to change the location of the topic in the course.
- Click "Delete topic" if you want to erase an entire topic.

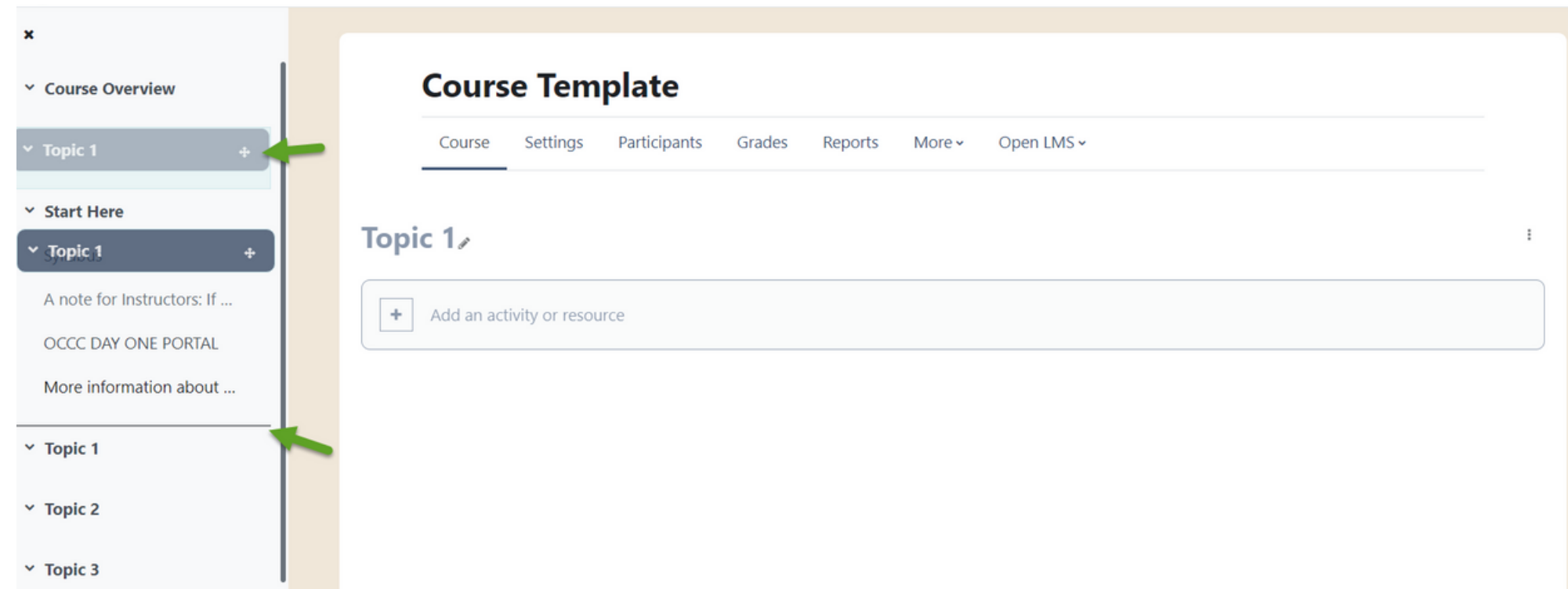


NOTES

DRAG & DROP FEATURE FOR QUICKLY MOVING TOPICS

★ • **Edit mode must be on!**

- In the side navigation menu, click the topic, and you will notice an arrow appear. You can then drag and drop that topic to move it to a different location. A black line will appear, and then you drop the topic to that section.

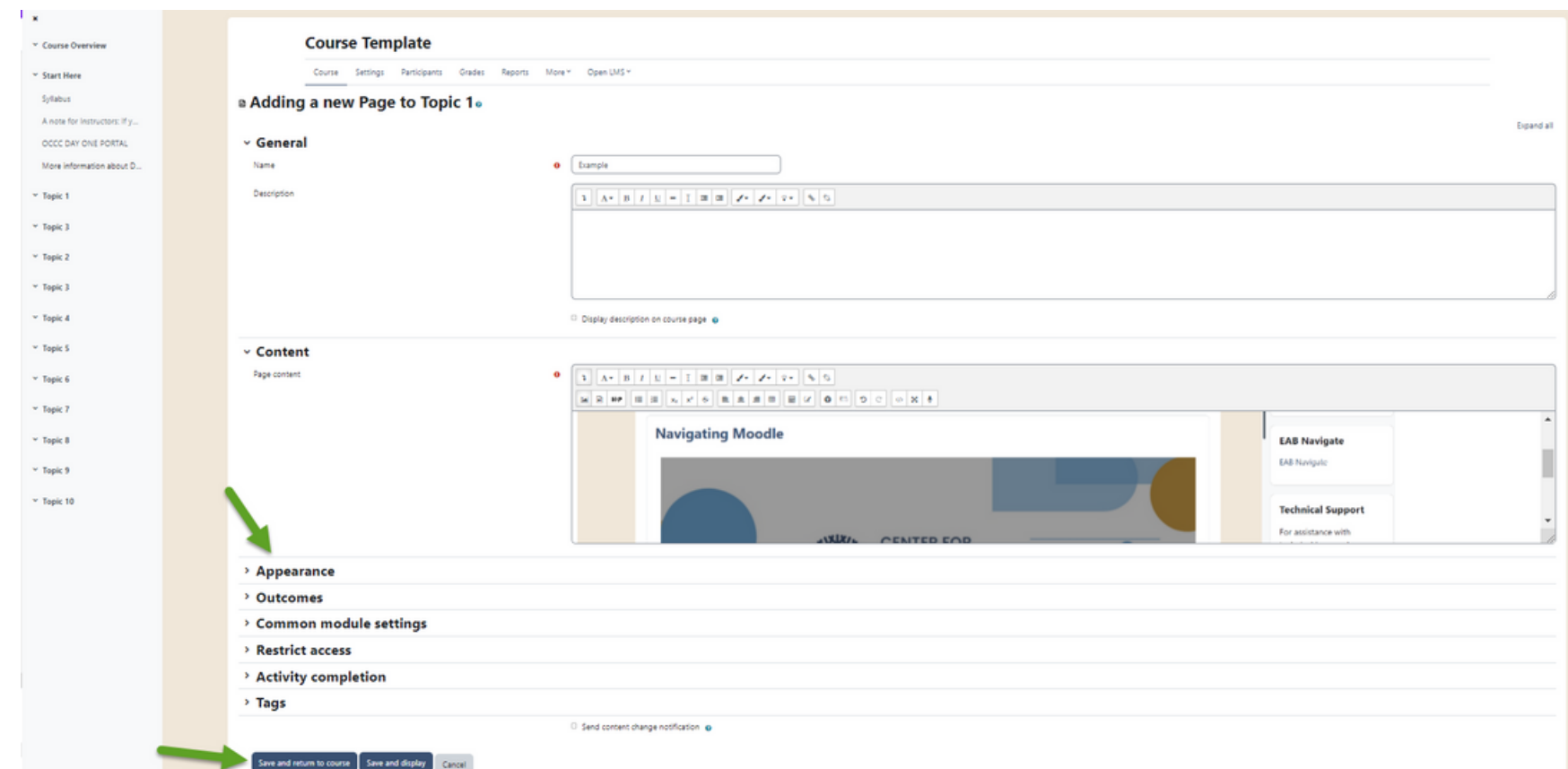
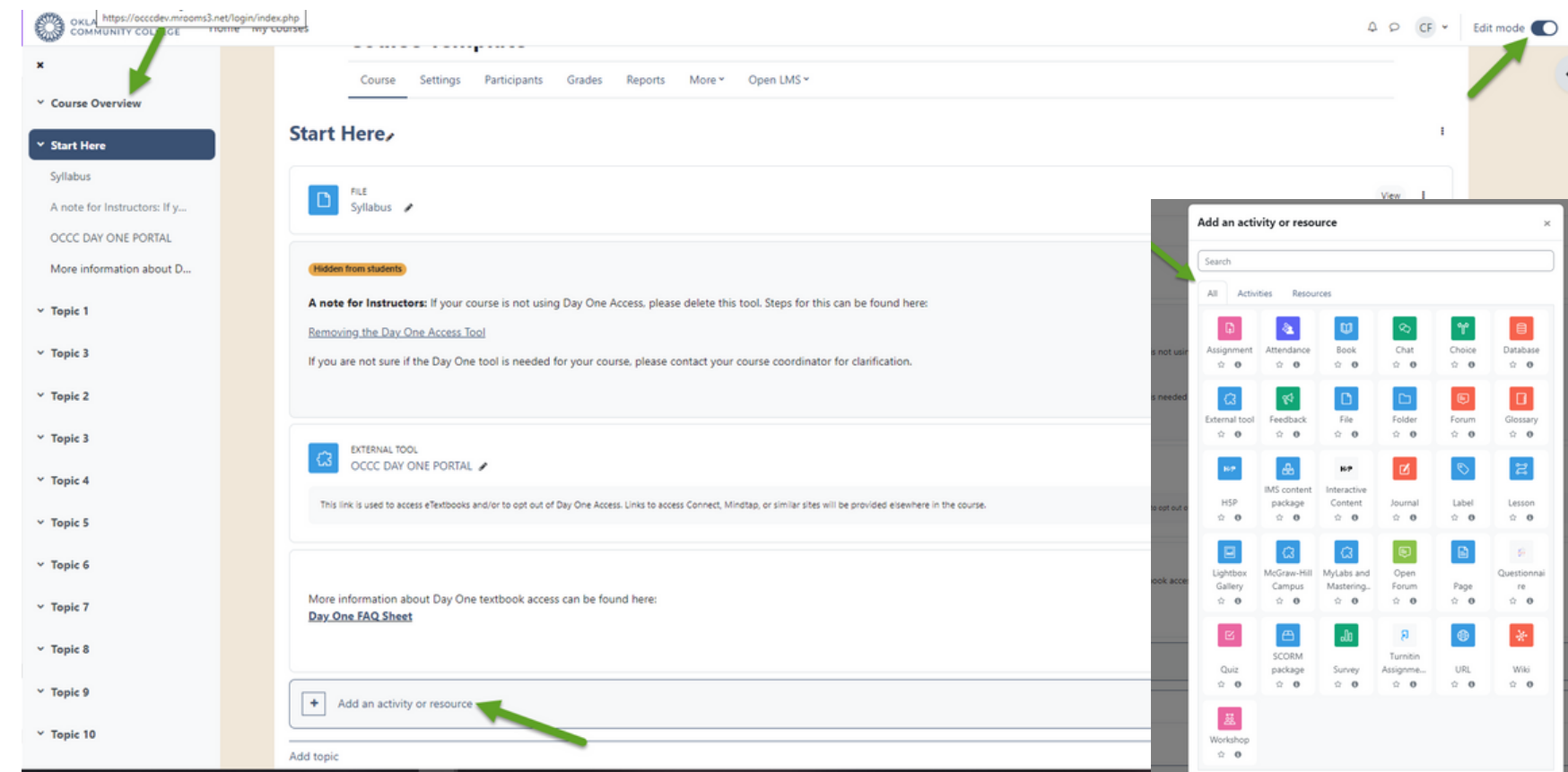


NOTES

ADDING ACTIVITIES

OPTION ONE: COURSE OVERVIEW METHOD

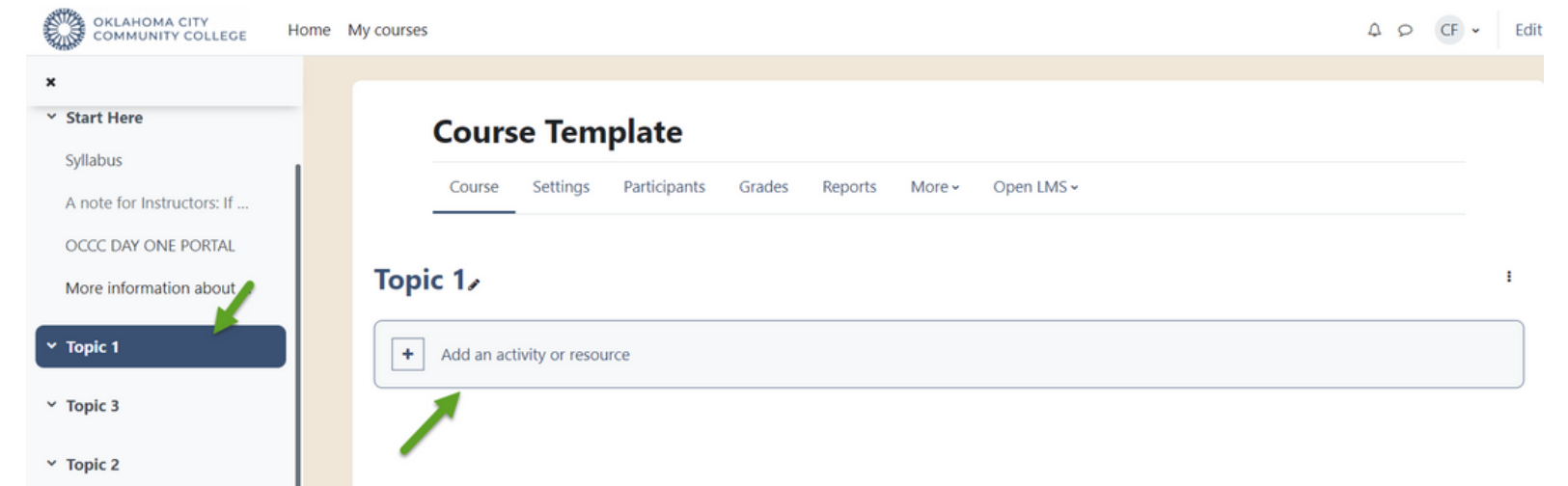
- ★ • **Edit mode must be on!**
- Click the Course Overview topic in the side navigation menu.
- Scroll to the topic to which you want to add an activity.
- Click the "Add an activity or resource" button, click the activity or resource you want to add, set up the activity, click save and return to the course.
- ★ • Note that all resource and activity settings are now located below the content and not on the right side of the screen as they previously were.



ADDING ACTIVITIES

OPTION TWO: SIDE NAVIGATION METHOD

- ★ • **Edit mode must be on!**
- Scroll to the topic to which you want to add an activity in the side navigation menu.
- Click the "Add an activity or resource" button, click the activity or resource you want to add, set up the activity, click save and return to the course.



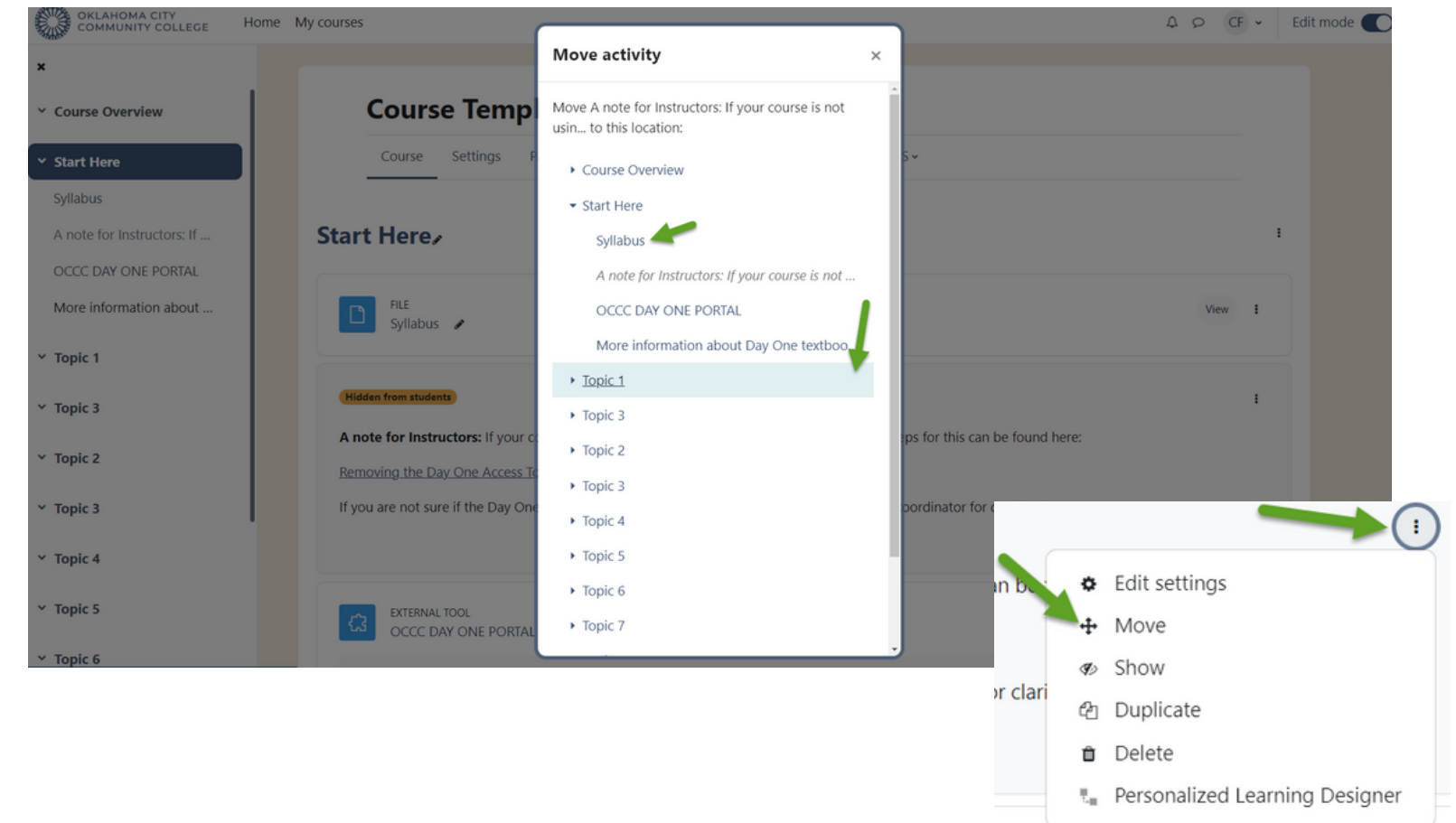
NOTES



MOVING ACTIVITIES

OPTION ONE: COURSE OVERVIEW METHOD

- ★ • **Edit mode must be on!**
- Click the Course Overview topic, scroll to the topic where the activity is housed, and then click the three dots next to the activity; click move. On the move section menu, click the topic to move the location.



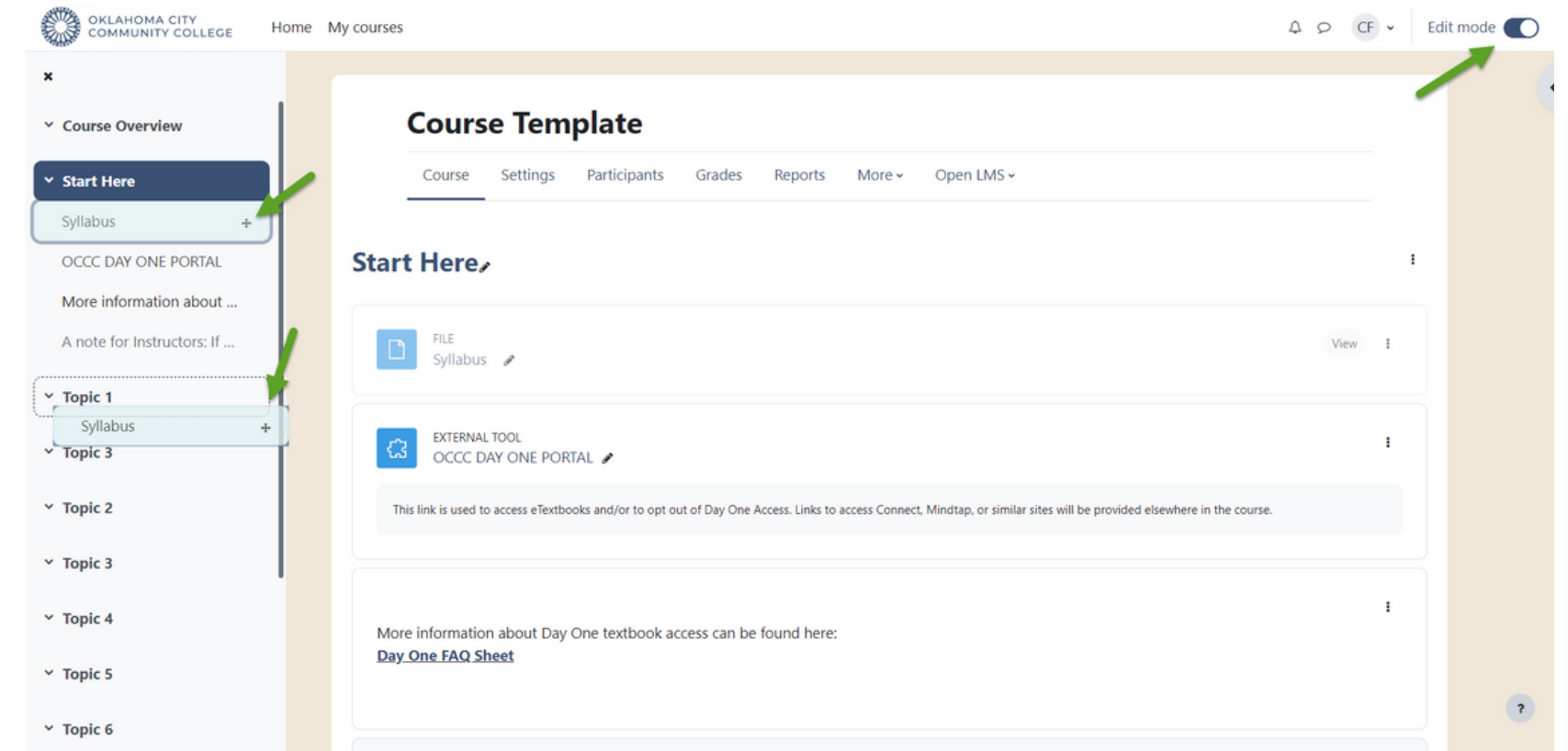
NOTES

A set of five horizontal lines for taking notes, with a red vertical line on the right side and three circular punch holes on the left side.

MOVING ACTIVITIES

OPTION TWO: SIDE NAVIGATION METHOD

- ★ • **Edit mode must be on!**
- In the side navigation menu, click the activity and drag it to the topic. A dotted box will appear, and then you drop the activity to that section.

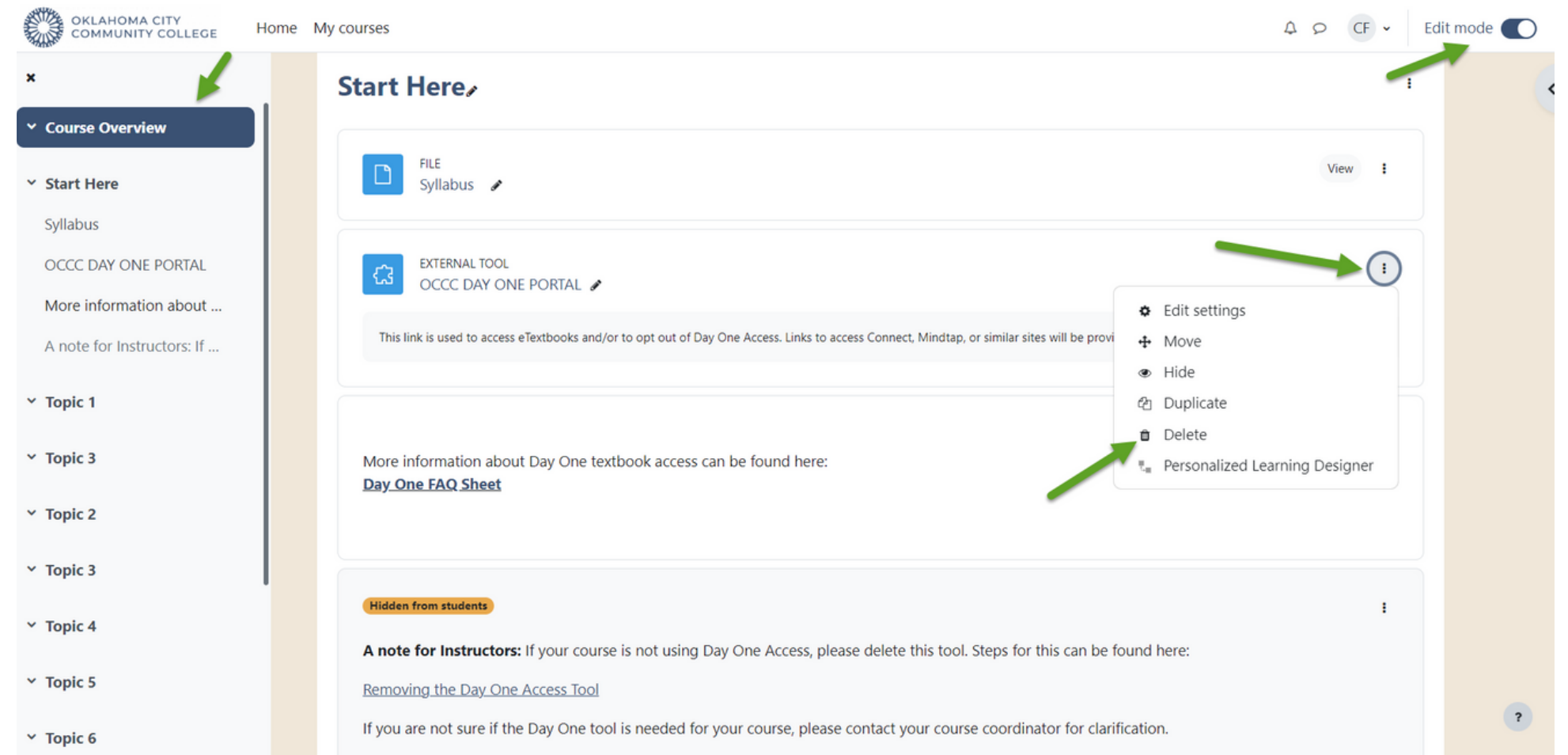


NOTES

DELETING ACTIVITIES

★ • **Edit mode must be on!**

- Click the Course Overview topic, scroll to the topic where the activity is housed, and then click the three dots next to the activity; click delete.

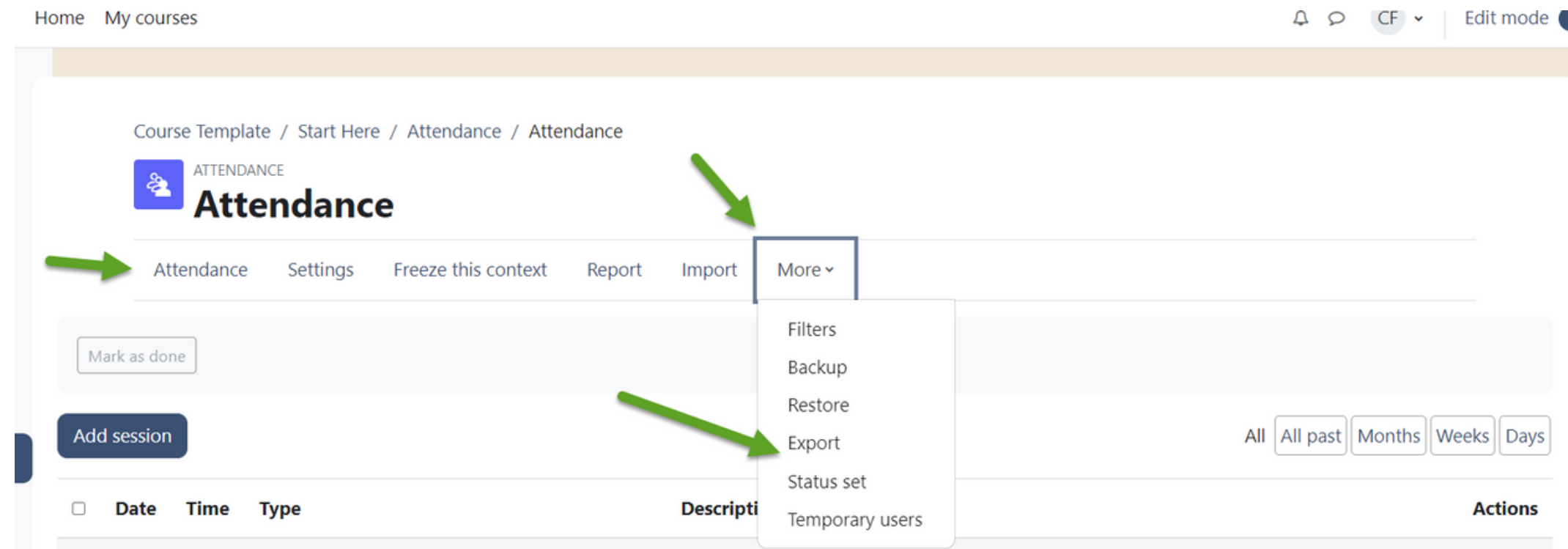


NOTES

A set of four horizontal lines for taking notes, with a red vertical margin line on the right side.

ADDING/ EXPORTING ATTENDANCE

- Adding the attendance activity is the same as adding an activity. Follow the adding an activity instructions.
- Once you have added and set up the attendance activity, click save and display to add a session.
- Notice that the attendance menu has new features and dropdowns.
- To export attendance, click the "More" tab in the course menu (previously located in the gear icon).



NOTES

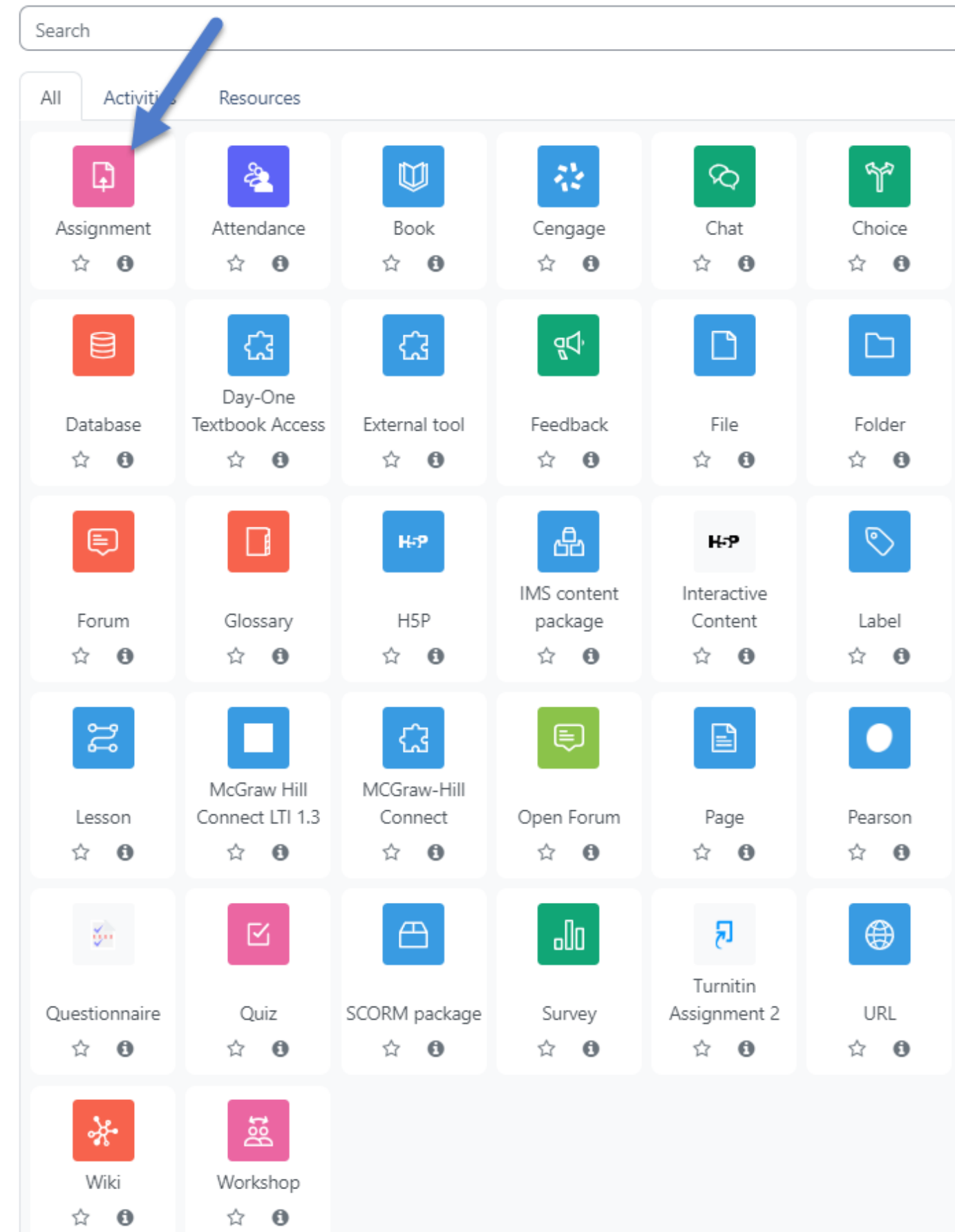
MOST COMMONLY USED ACTIVITIES

Assignment/Dropbox

The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.



MOST COMMONLY USED ACTIVITIES

Forum

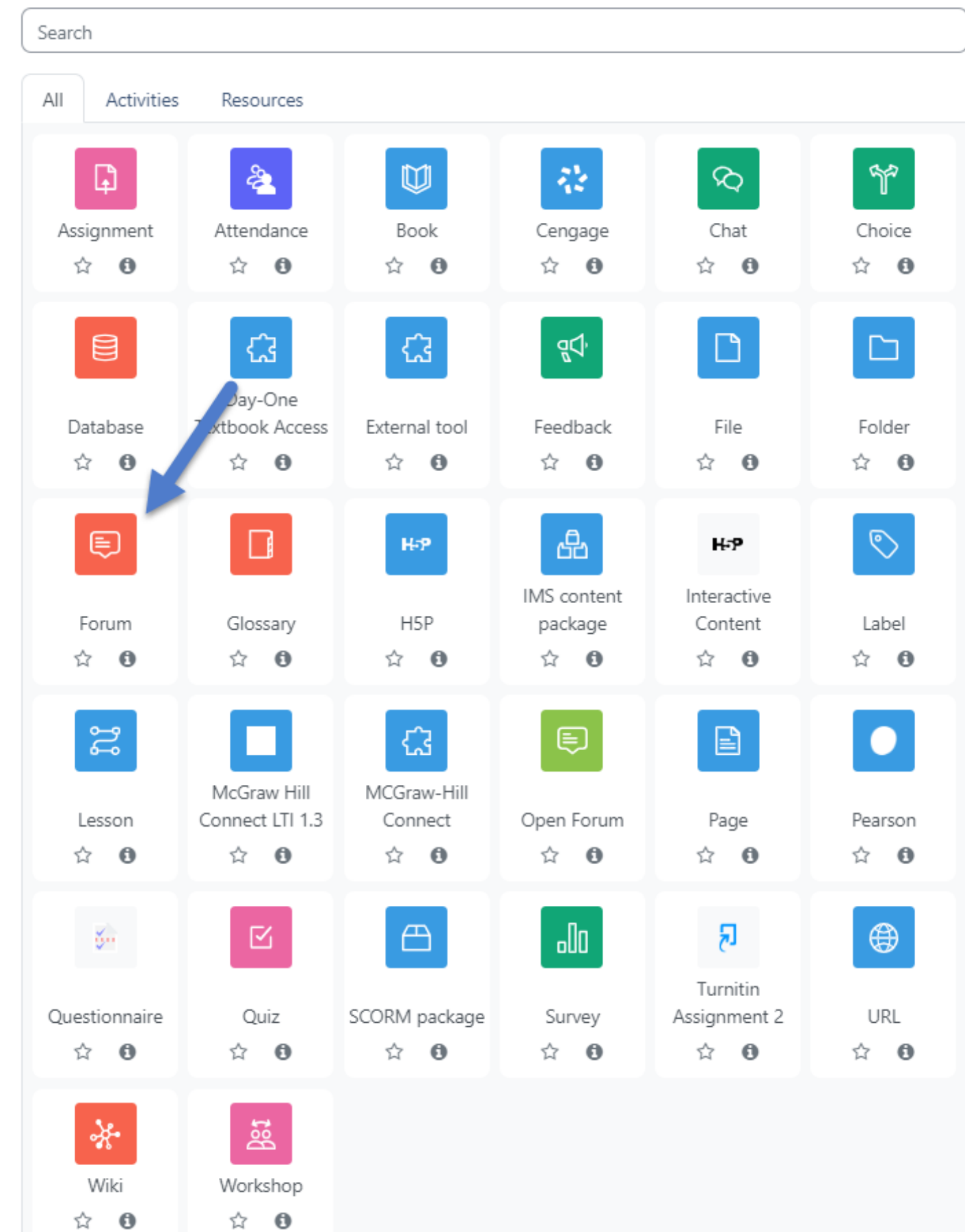
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts.

Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session



MOST COMMONLY USED ACTIVITIES

Quiz (Can be Proctored)

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

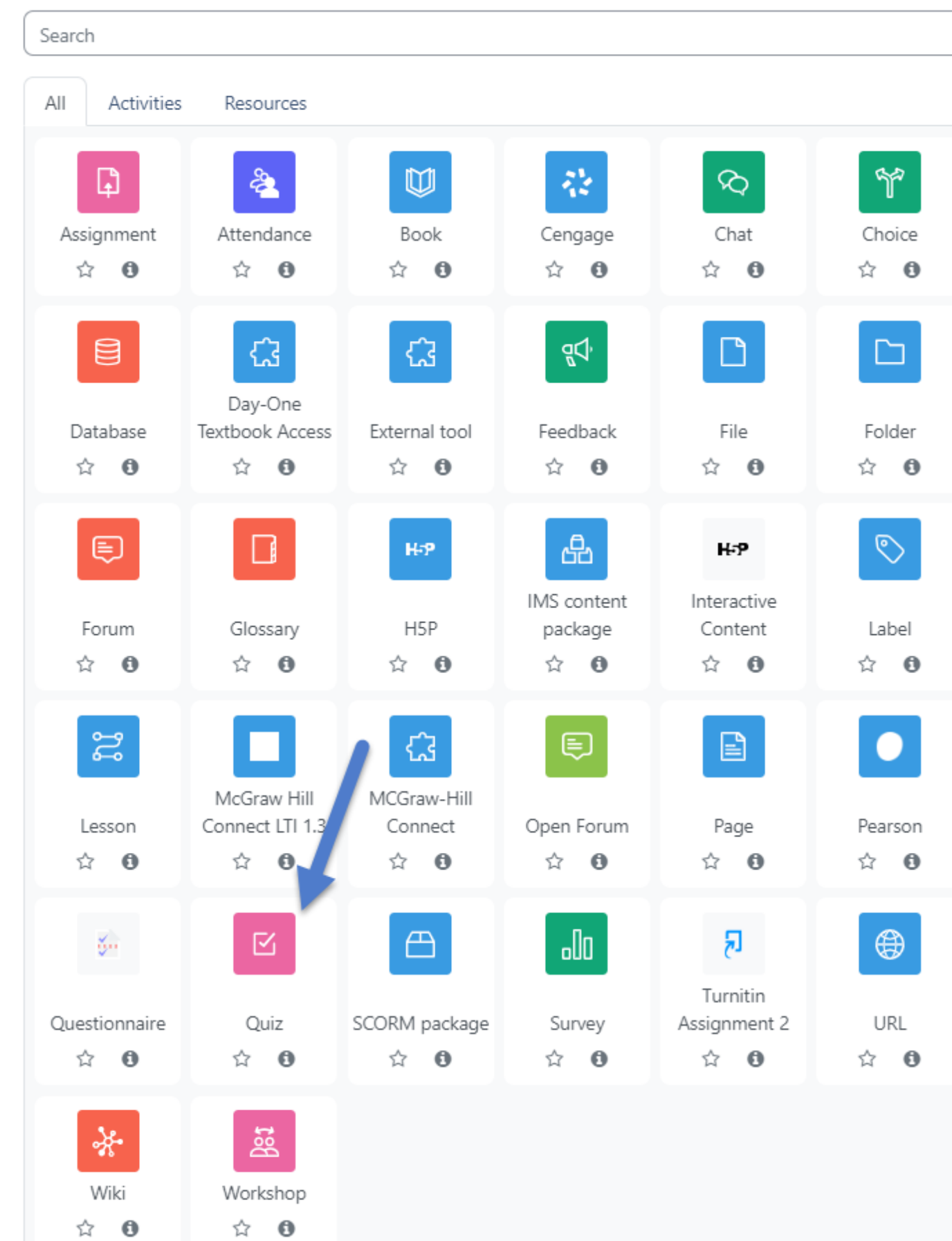
The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

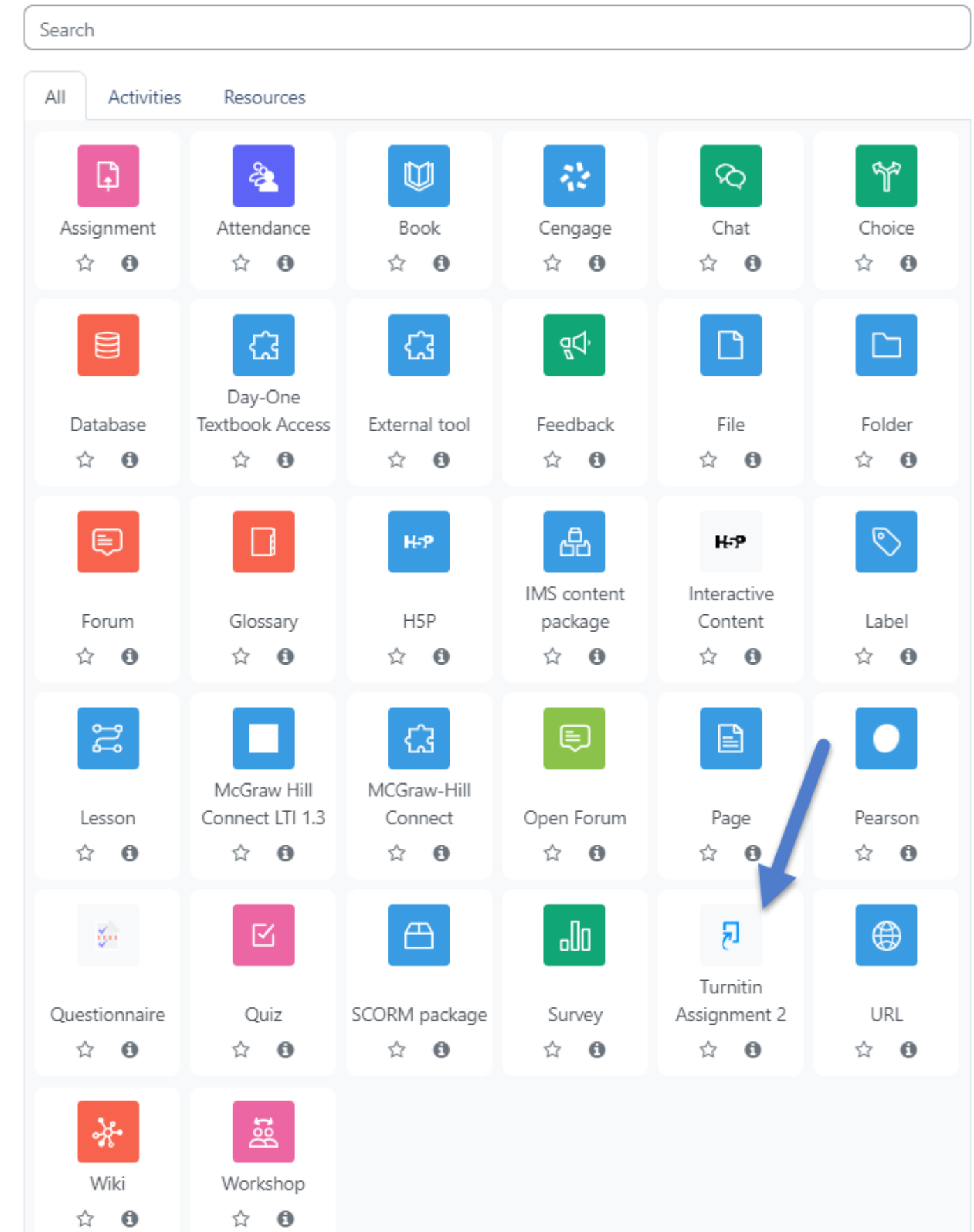
- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment



MOST COMMONLY USED ACTIVITIES

Turnitin Assignment 2

- Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment/assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for students' written work using the assessment tools available within Turnitin's Document Viewer.



MOST COMMONLY USED RESOURCES

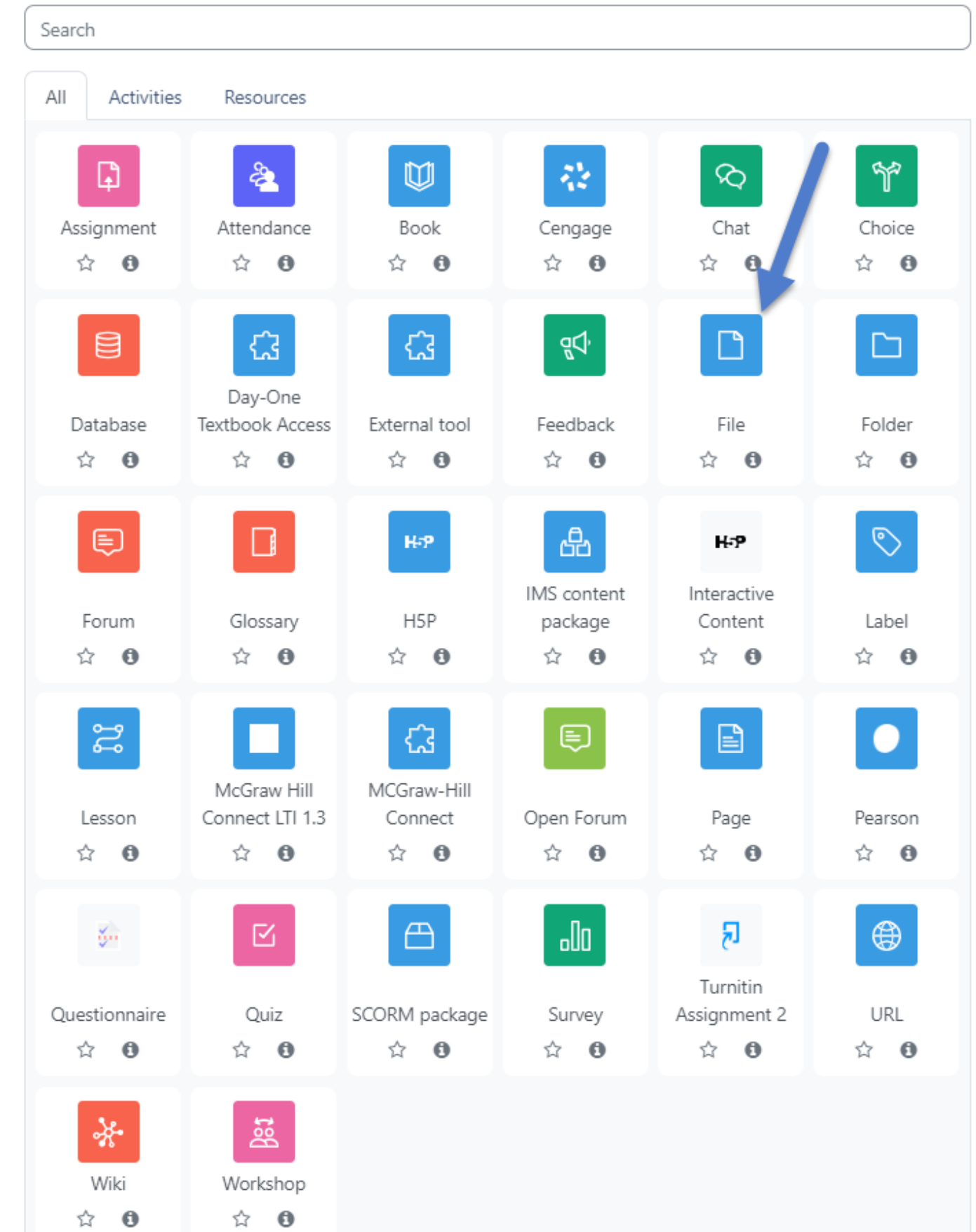
File

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise, students will be prompted to download it. The file may include supporting files, for example, an HTML page may have embedded images.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used

- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of software programs so students can edit and submit them for assessment



MOST COMMONLY USED RESOURCES

Page

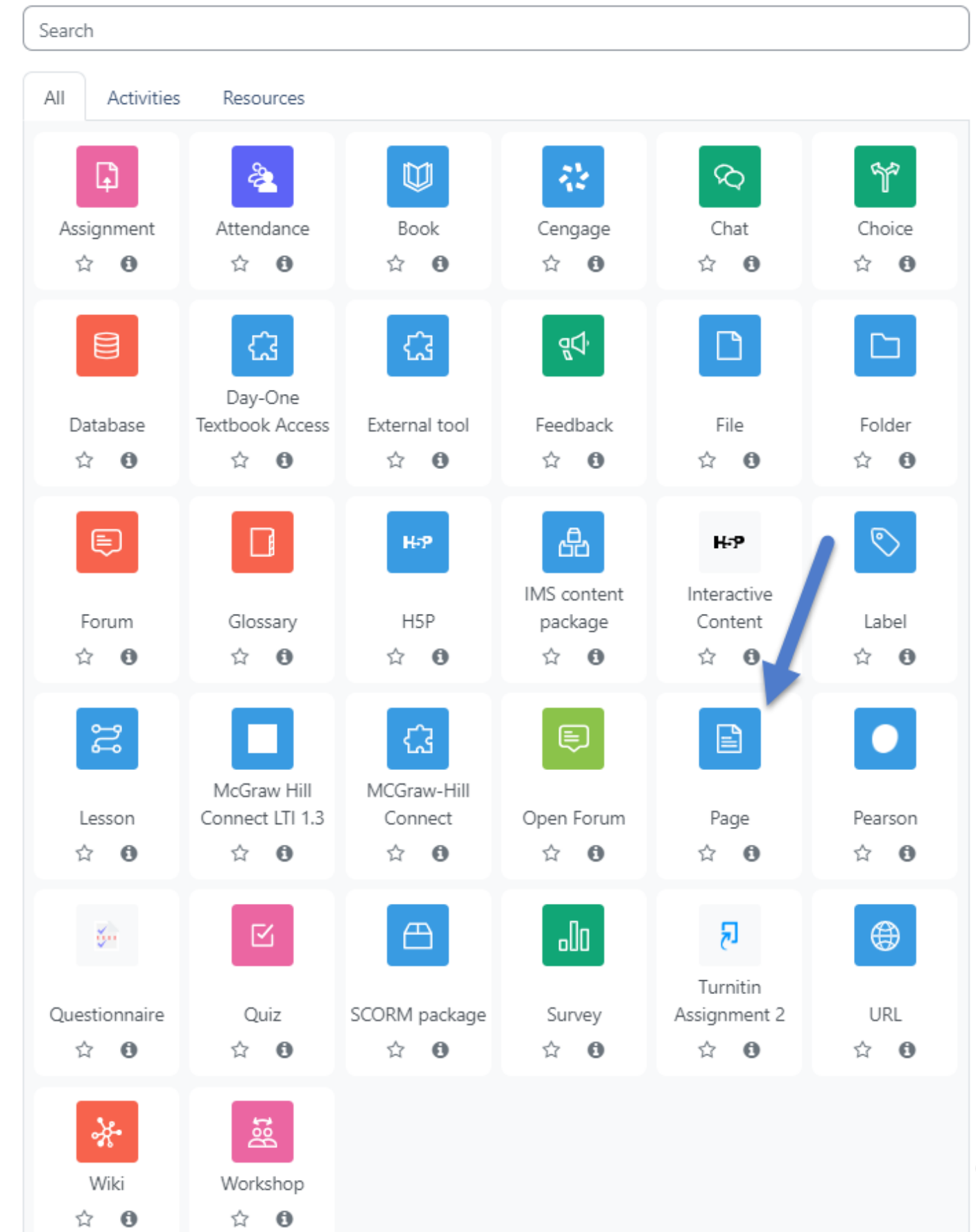
The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

For large amounts of content, it's recommended that a book is used rather than a page.

A page may be used

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text



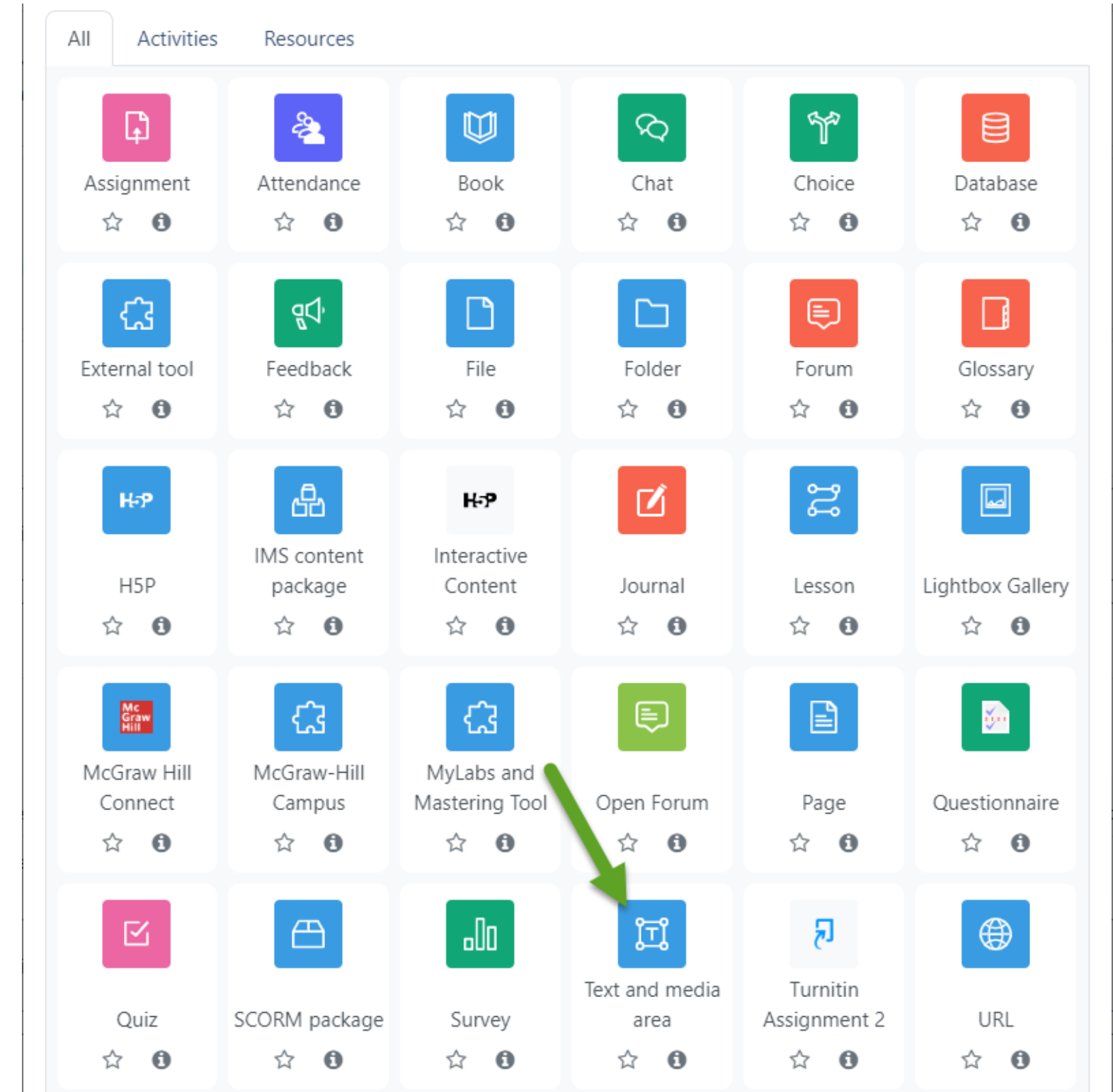
MOST COMMONLY USED RESOURCES

Text and Media

The text and media module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used

- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section



ACCOMMODATIONS AND MODIFICATIONS/ALLY

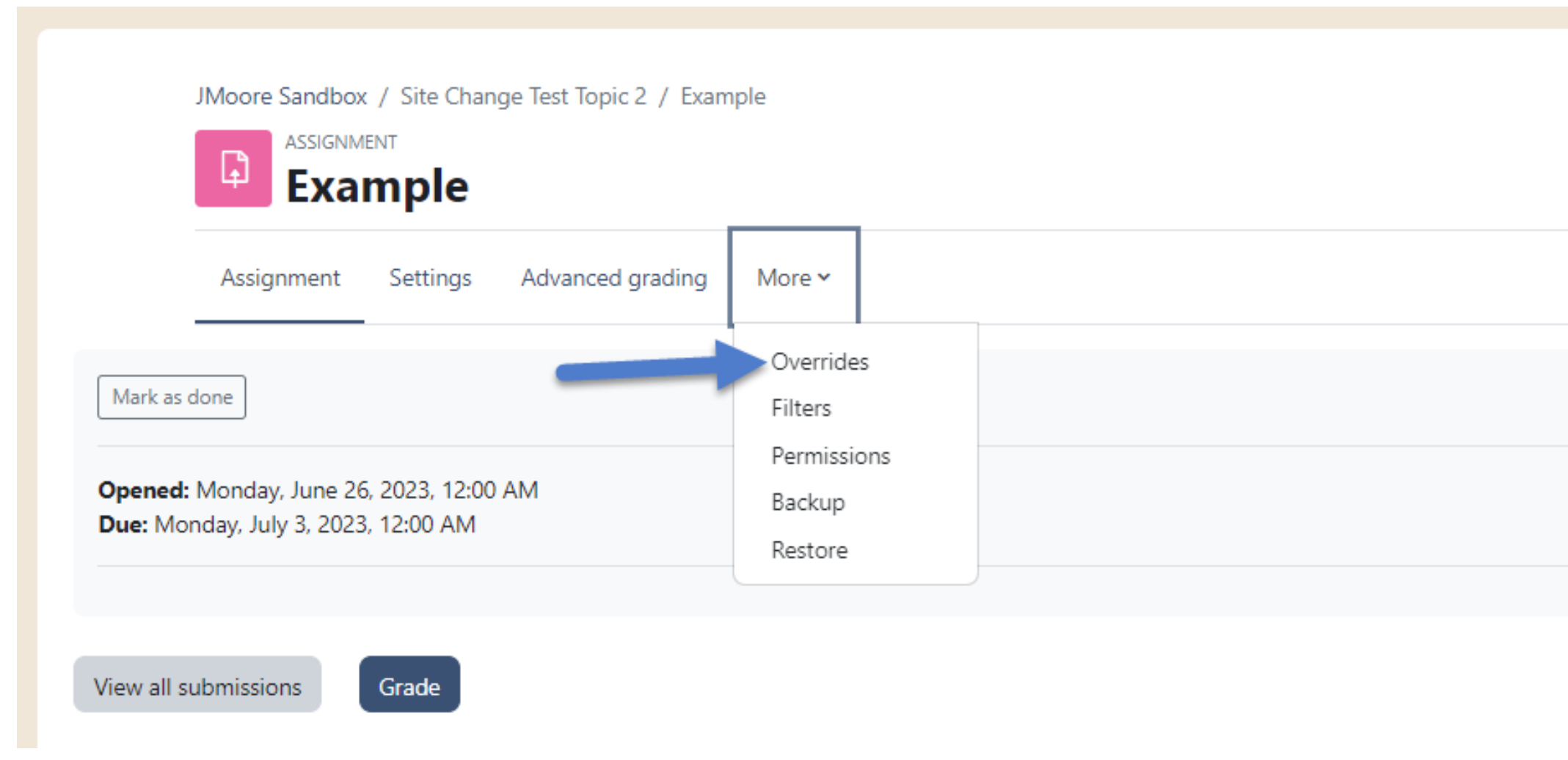
If students need an accommodation or modification to any of the activities in Moodle (assignments, quizzes, etc.), we use **Overrides**. Overrides can be found by clicking on the activity, then clicking on the **More** tab.

For this "Example" assignment activity, we can select a user, then change when they are allowed to submit the activity or the time limit they are given to complete it.

Different activities will have different amounts of overrides that can be added.

If you are ever unsure how to meet the accommodation(s) requirement for a student in Moodle, please reach out to us at the CLT.

A link to Ally can be found in the Reports tab under "Accessibility".



The screenshot shows the Moodle assignment settings page for "Example". The breadcrumb trail is "JMoore Sandbox / Site Change Test Topic 2 / Example". The page title is "ASSIGNMENT Example". The navigation tabs are "Assignment", "Settings", "Advanced grading", and "More". The "More" tab is selected, and a dropdown menu is open, showing options: "Overrides", "Filters", "Permissions", "Backup", and "Restore". A blue arrow points to the "Overrides" option. Below the menu, there is a "Mark as done" button and a section for dates: "Opened: Monday, June 26, 2023, 12:00 AM" and "Due: Monday, July 3, 2023, 12:00 AM". At the bottom of this section are "View all submissions" and "Grade" buttons.

User overrides

Override user: ⓘ × No selection
Search

Allow submissions from: 26 June 2023 00:00 Enable

Due date: 3 July 2023 00:00 Enable

Cut-off date: 26 June 2023 14:45 Enable

Time limit: 0 minutes Enable

[Revert to assignment defaults](#)

[Save](#) [Save and enter another override](#) [Cancel](#)

GRADEBOOK OVERVIEW & FINAL GRADE SUBMISSION

WHAT WE WILL LEARN:

- Finding the Gradebook
- Gradebook Dropdown Menu
- Submitting Your Final/Midterm Grades & Never Attended Reports
- Open Grader

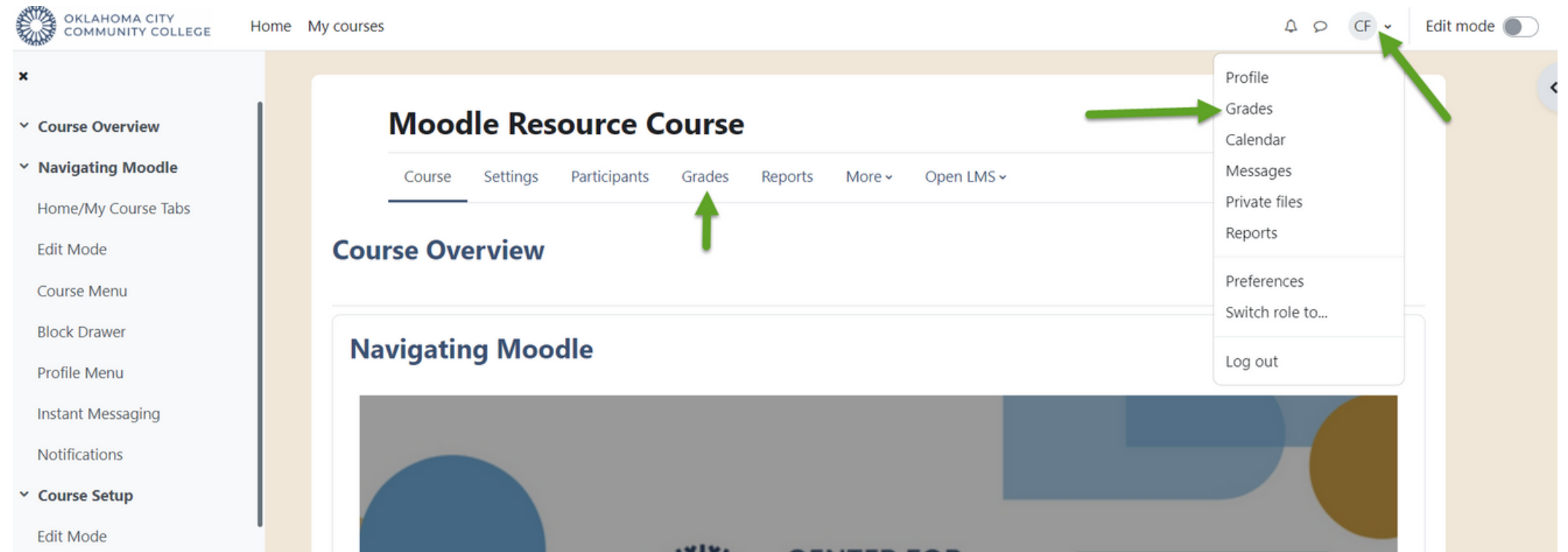


NOTE: Please attend the New to Moodle Gradebook training for more details about the gradebook.

FINDING YOUR GRADEBOOK

Two Options:

- Click "Grades" in the course menu.
- Click the profile icon and click grades.



NOTES

MIDTERM/FINAL GRADE & NA SUBMISSION

- To enter midterm grades, final grades, or never attendeds, go to "ILP Integration" in the block drawer on the right side of the screen.

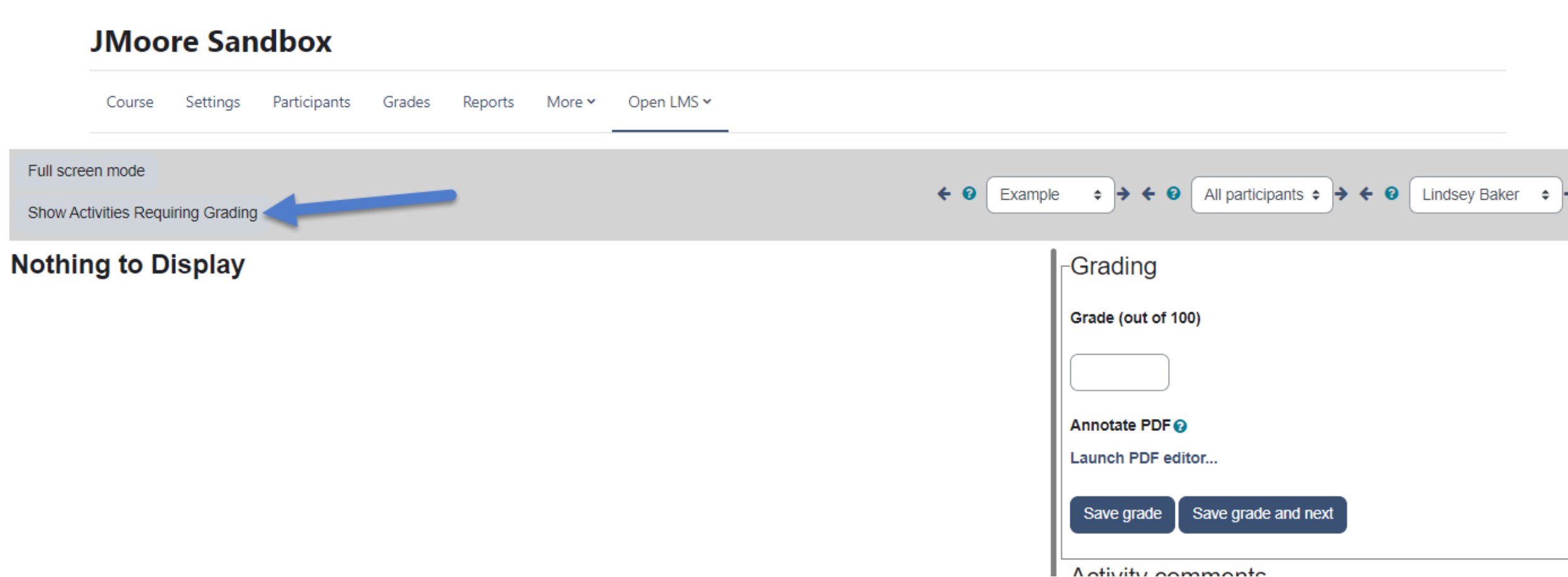
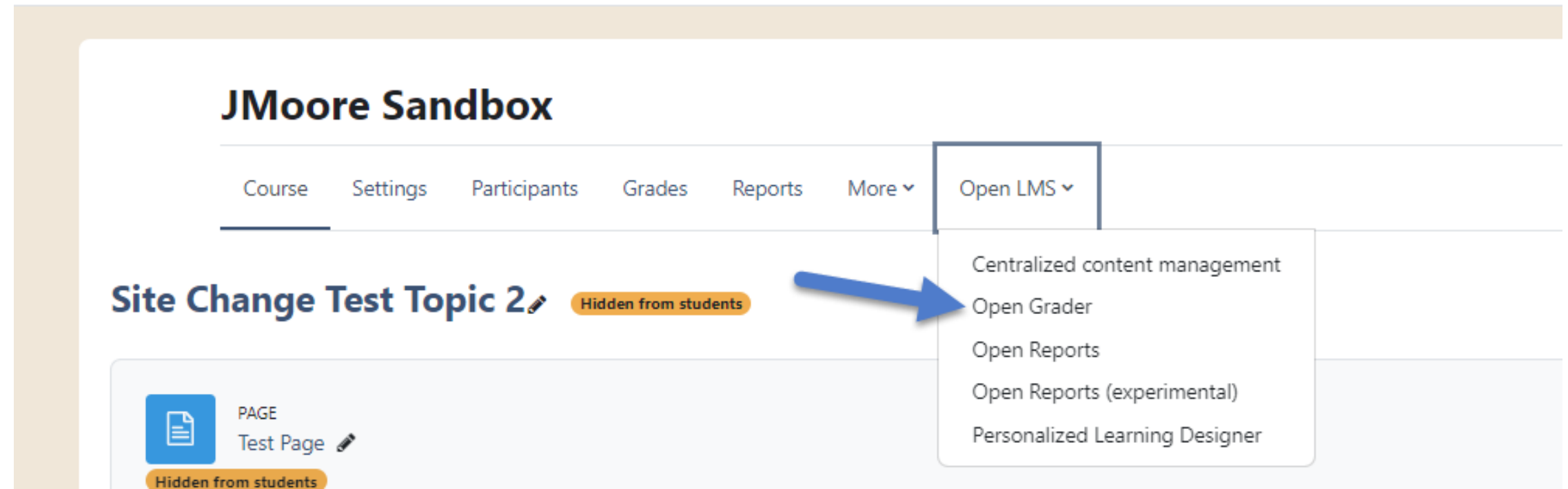
The screenshot shows the LMS interface for Oklahoma City Community College. The main content area is titled 'Course Template' and includes a 'Course Overview' section with a 'Start Here' block and several 'Topic' blocks. On the right side, there is a block drawer with sections for 'Study Links', 'Upcoming events', 'ILP Integration', and 'Quickmail'. A green arrow points to the 'ILP Integration' block in the drawer. The 'ILP Integration' block contains a 'Back to Portal' link. The 'Quickmail' section includes options like 'Compose Course Message', 'View Drafts', 'View Scheduled', 'View Sent Messages', 'My Signatures', and 'Alternate Emails'.

NOTES

Three horizontal lines for taking notes, with a red vertical line on the right side.

OPEN GRADER

- To get to the **Open Grader**, click on the **Open LMS** tab on the homepage of your course, then click on **Open Grader**.
- The best feature of the Open Grader is the ability to look at assignments that have yet to be graded.



COMMUNICATING WITH STUDENTS

Direct

- Quickmail
- Announcements

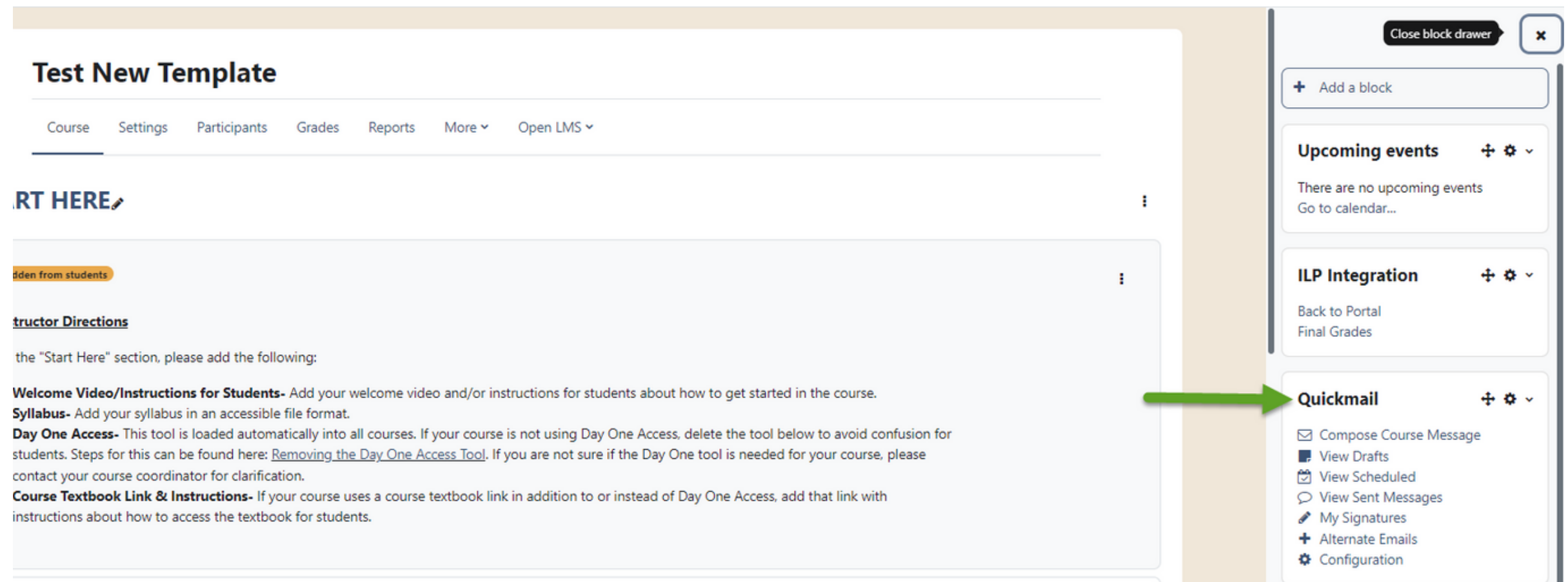
Indirect

- Activity Completion
- Calendar
- Activity Feedback



QUICKMAIL

- Quickmail is a piece of software in the Block Drawer that allows you to send emails while still inside Moodle. Quickmail is only available within a course.
- You can send messages to the entire class, groups of students, or individual students.
- You can attach files, and add email signatures.
- You can also schedule Quickmails to be sent at future dates.



The screenshot shows a Moodle course page titled "Test New Template". The page has a navigation bar with links for Course, Settings, Participants, Grades, Reports, More, and Open LMS. Below the navigation bar, there is a section titled "START HERE" with a sub-section "Hidden from students" and "Instructor Directions". The "Instructor Directions" section contains instructions for adding content to the "Start Here" section, including sections for "Welcome Video/Instructions for Students", "Syllabus", "Day One Access", and "Course Textbook Link & Instructions". On the right side of the page, the Block Drawer is open, showing a list of blocks. The "Quickmail" block is highlighted with a green arrow. The "Quickmail" block has a plus sign, a gear icon, and a dropdown arrow. Below the "Quickmail" block, there are several options: "Compose Course Message", "View Drafts", "View Scheduled", "View Sent Messages", "My Signatures", "Alternate Emails", and "Configuration".

ANNOUNCEMENTS

- An announcements forum is a type of activity that allows the instructor to post course information and have it sent to students' OCCC email accounts.

The screenshot shows the 'Welcome to My Course' page for an announcements forum. At the top, there is a header 'Welcome to My Course' with a pencil icon. Below this is a forum card with a red speech bubble icon, the text 'FORUM Announcements', and a pencil icon. A light blue box contains the text: 'Class announcements will be posted here and sent to your OCCC student email account. Please check in frequently!'. Below the forum card is a navigation bar with the following items: 'Forum' (underlined), 'Settings', 'Advanced grading', 'Subscriptions', 'Reports', and 'More' with a dropdown arrow. Another light blue box with the same text as above is positioned below the navigation bar. At the bottom of the forum card, there is a search bar with a question mark icon, the text 'Search forums', a magnifying glass icon, and a dark blue button labeled 'Add discussion topic'. At the very bottom, a light blue box contains the text: '(No announcements have been posted yet.)'

EXTRA WAYS TO COMMUNICATE

WANT TO MAKE YOUR COURSE STANDOUT?

Add Activity Completion settings to your forums, assignments, quizzes, and resources.

By default students have to mark these activities as done, but instead you can make certain conditions be required for an activity to be marked as complete in just a couple easy steps!

Instead of this:

Mark as done

✓ Done

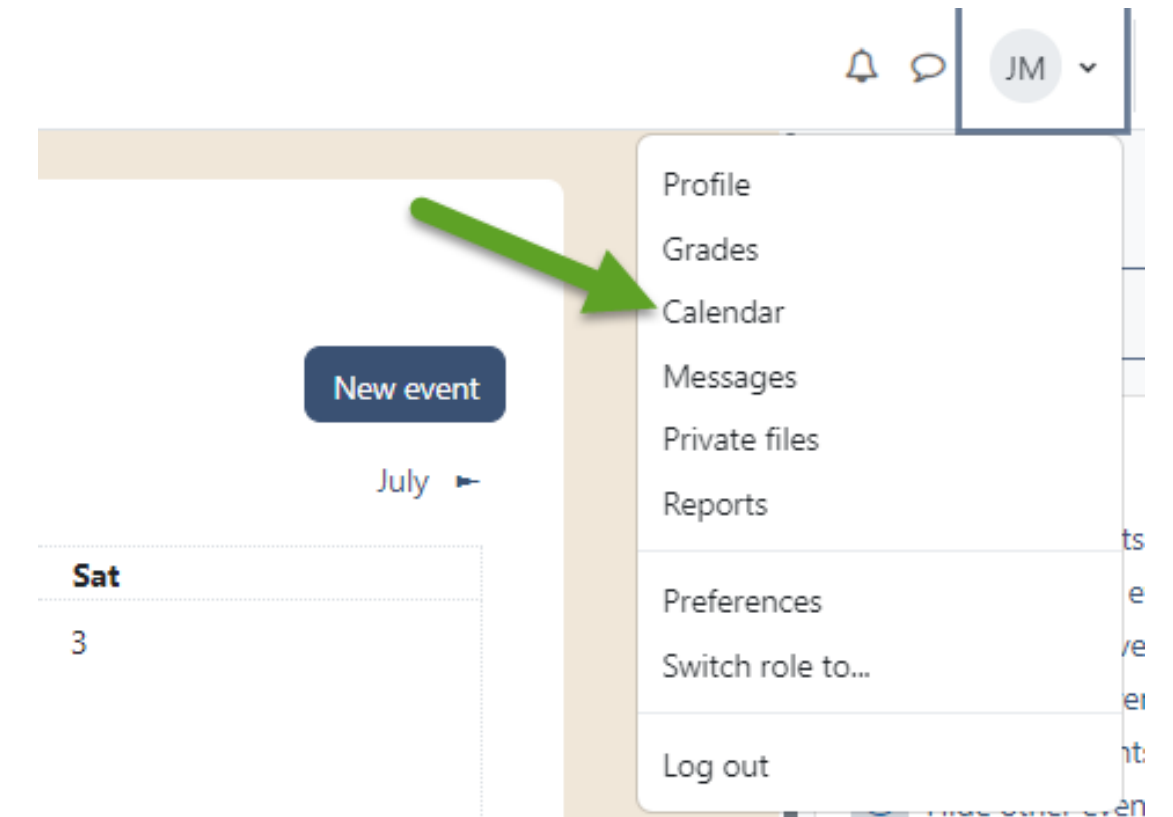
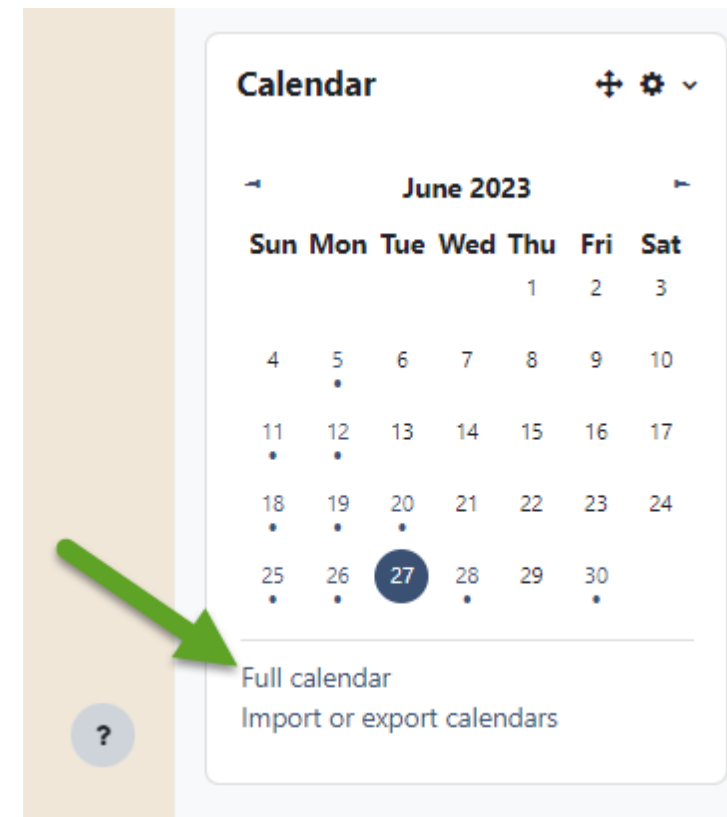
Show this: **To do:** View

✓ **Done:** View

✓ **Done:** Make forum posts: 1

COURSE CALENDAR

- The Course Calendar can be found in the Block Drawer or in the Profile Menu. Here you can add events and connect them to your assignments/courses for students to see.



COURSE CALENDAR

- To add an assignment to the calendar, you will want to put the assignment's name as the "Event title", then next to "Type of event" you will choose Course and search for the course that the assignment belongs to. Lastly, next to "Location" you will add the URL where the assignment is located, then hit "Save".

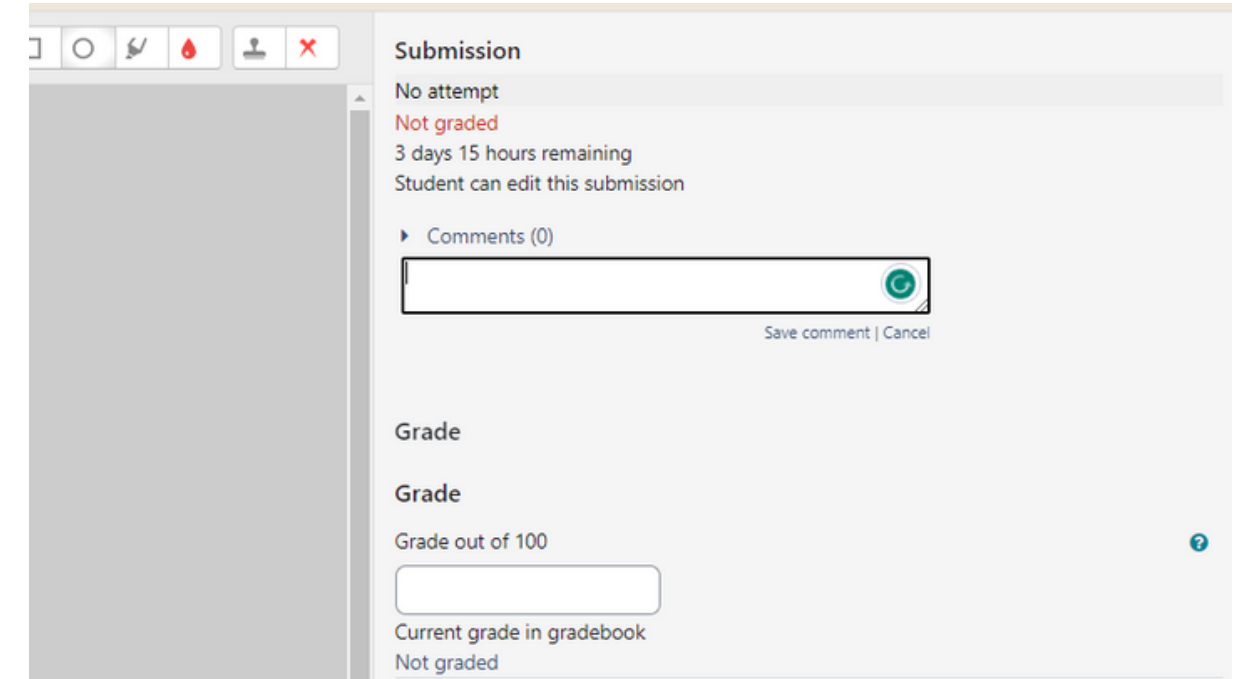
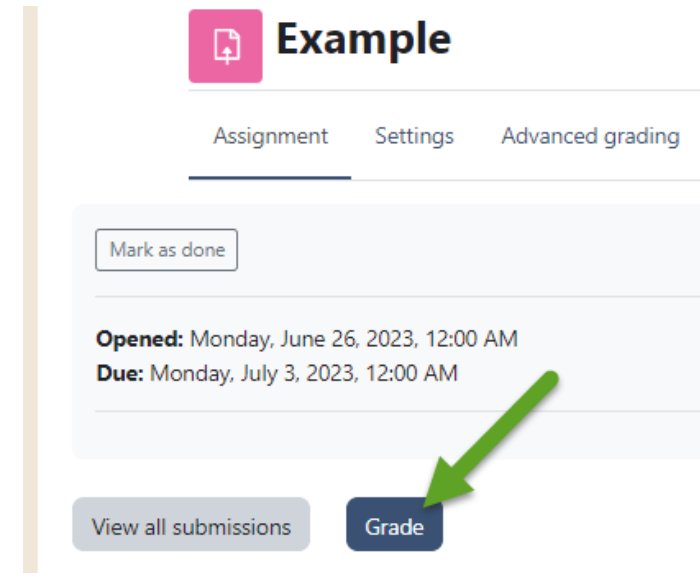
The screenshot shows a 'New event' form with the following fields and options:

- Event title:** A text input field with a red error icon and a green arrow pointing to it.
- Date:** A date picker showing 27, June, 2023, 15, 34, and a calendar icon. A green arrow points to the date field.
- Type of event:** A dropdown menu with 'Course' selected. A green arrow points to it.
- Course:** A dropdown menu with 'No selection' and a search input field with a dropdown arrow. A green arrow points to the search field.
- Description:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and image. A green arrow points to the description area.
- Location:** A text input field. A green arrow points to it.
- Duration:** Radio buttons for 'Without duration' (selected), 'Until', and 'Duration in minutes'. A date picker is visible under 'Until'. A checkbox for 'Repeat this event' is also present.
- Repeat weekly, creating altogether:** A text input field with the value '1'.
- Required:** A red error icon and the text 'Required' at the bottom left.
- Save:** A blue button at the bottom right.

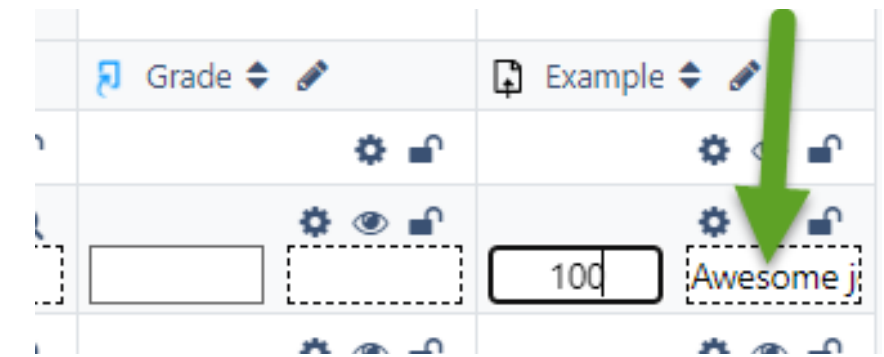
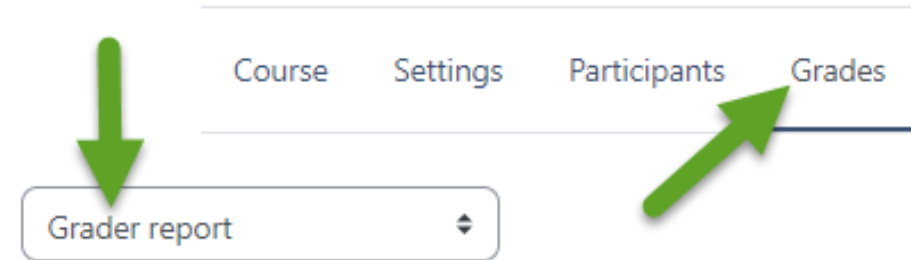
ACTIVITY FEEDBACK

Be sure to give feedback when grading activities and assignments! You can do this in several ways:

1) You can add comments when grading the assignments directly inside the activity. (Best Option)



2) You can add comments directly inside the dotted lines next to a grade in the gradebook with edit mode turned on. (Creates Override)



3) You can add comments under the feedback column using "Single view" in the gradebook. (Creates Override)

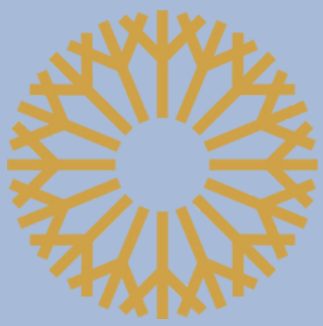


Grade item: Example

→ Grade

Select a grade item above

| User full name | Range | Grade | Feedback | Override All / None |
|------------------|---------------|----------------------|----------------------|-------------------------------------|
| LB Lindsey Baker | 0.00 - 100.00 | <input type="text"/> | Great job, Lindsey! | <input checked="" type="checkbox"/> |
| LL Lorne Lee | 0.00 - 100.00 | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |



CONTACT INFORMATION— WE'RE HERE TO HELP!

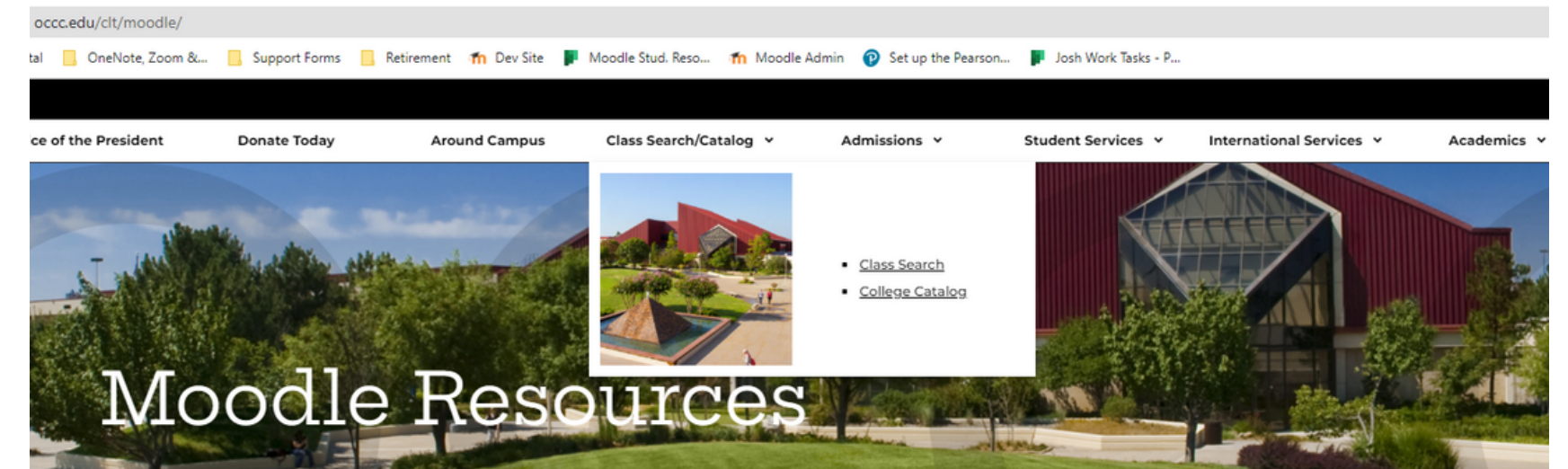
- Email us at CLT@occc.edu (same as VLC@occc.edu).
- Call 405-682-7838.
- Come see us! We're located across from the Math Lab.

MOODLE RESOURCE COURSE AND CLT WEBSITE



The screenshot shows the Moodle Resource Course interface. On the left is a sidebar menu with categories: Course Overview, Navigating Moodle, Course Setup, Gradebook, and Final Grade Submission. The main content area is titled "Moodle Resource Course" and includes a navigation bar with "Course", "Settings", "Participants", "Grades", "Reports", "More", and "Open LMS". Below this is a "Navigating Moodle" section featuring a video player with the text "CENTER FOR LEARNING & TEACHING MOODLE OVERVIEW".

occc.edu/clt



The screenshot shows the website for the Center for Learning & Teaching at OCCC. The URL is occc.edu/clt/moodle/. The page features a navigation bar with links for "Office of the President", "Donate Today", "Around Campus", "Class Search/Catalog", "Admissions", "Student Services", "International Services", and "Academics". A dropdown menu for "Class Search/Catalog" is open, showing "Class Search" and "College Catalog". The main content area has a large banner image of a building with the text "Moodle Resources".

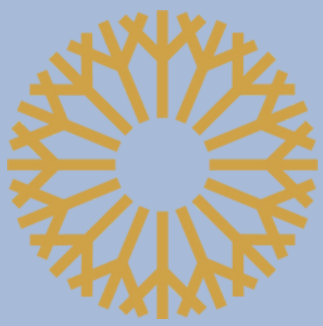
Faculty Moodle Resources

- [Moodle Instructor Guide \(2023 Version\)](#)
- [Moodle Resources Course \(You must be an instructor enrolled in this course to access it.\)](#)
- [Logging into Moodle Video](#) (Please note: The Moodle login page is still in the process of being updated to the r OCCC Moodle login page at this current time.)
- [Open LMS App Info](#)

Navigating Moodle

- [Home/My Courses Tabs PDF](#)
- [Home/My Courses Tabs Video](#)
- [Course Menu PDF](#)
- [Course Menu Video](#)
- [Block Drawer Video](#)
- [Profile Menu PDF](#)
- [Instant Messaging PDF](#)





Q & A