

## My Courses start info

The “moodle@NovaSBE” Platform is the School’s **Course Management System** available to Faculty and Students to supplement face-to-face classes.

### A quick start in 8 steps - for Faculty:

*(click to follow link)*

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... more info in the “**Faculty Procedures**” mini-manual;  
check also “**Best Practices, Do’s, Dont’s and Pitfalls**” document with help and tips on “do’s and dont’s” on moodle-Course design and implementation, rules on writing for the Web **and more ...**

## 1. Login in “moodle@NovaSBE”,

Click the “Log in” link, top right of the FrontPage, and enter your **personal Nova SBE account** information (the usual Username and Password).

You are not logged in. (Log in)

- **Problems logging in?**

**Did you forget your Password?**

**Is your name misspelled?**

Please **contact the ITHelpDesk** at Nova SBE ([helpdesk@novasbe.pt](mailto:helpdesk@novasbe.pt)).

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## 2. Start by the Platform Front Page contents (1<sup>st</sup> screen after an authenticated or valid Login).

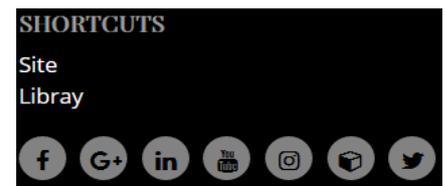
### 3 Main work areas:

(blocks and contents may vary)

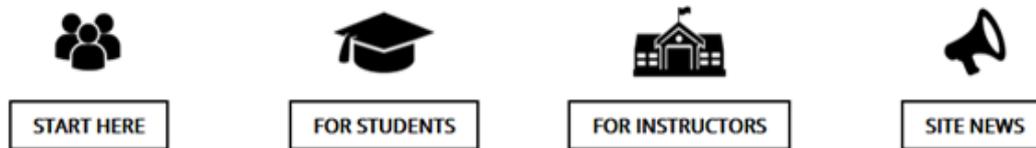
- ❖ The **right panel** of the screen is reserved for some Server info – time and stats.
- ❖ The **middle panel** has a summary description of the Platform, links to “Info & Support” and a list of all Courses and Categories available.
- ❖ The **left panel** of the screen has a **Navigation block or NavDrawer** (on/off with the “Hamburger button” ) , with quick links to the “Dashboard” and “My courses”

### 2.1 “Shortcuts” and other Links:

At the bottom of the FrontPage screen (Footer) you may find links to the School Site, Library and other Sites of interest;



## 2.2 the “Info & Support” area: (with 4 buttons/links in the FrontPage)



- In the “**START HERE**” link, for all Users get acquainted with
  - “**Policies and Rules**” of the Platform which regulate a “Code of Conduct” that all Users are **requested to acknowledge** and follow while using it, due to the type of activities that take place in it,
  - “**My 1<sup>st</sup> Video tutorial**” – an overview of the Platform;
  - a “**GENERAL HELP**” section, where you may find:
    - “**How to configure My moodle HomePage and Profile**” on how to edit your personal info and set your Preferences,
    - “**IT Requirements**” for your system/PC configuration, and
    - “**Useful Links and Downloads**” for SW you may need or wish to download and install in your PC, plus
    - “**moodle Help for all**” on how to get around moodle, with links to “moodle.org” docs,
- In the “**FOR STUDENTS**” link, you will find additional customized help and information, such as
  - “**My Courses start info**” (this file) plus tutorials,
  - “**FAQ**” with tips and tricks on working with moodle,
- In the “**FOR INSTRUCTORS**” link, you’ll find information for Instructors on their moodle operations and general procedures, namely:
  - “**My Courses start info**” and tutorials,
  - “**Faculty Procedures**” - the Platform’s guidelines on Course management basics, moodle-Teachers responsibilities and procedures, their timings and calendar,
  - “**Moodle Tool Guide for Teachers**” – which tool to use? to achieve what?,
  - “**FAQ**” with tips and tricks on working with moodle,
  - “**eL Best Practices, Do’s, Don’ts and Pitfalls**” on writing for the Web and structuring Courses contents,
- In the “**SITE NEWS**” button you’ll find a link to the “Site News and Announcements”.

**Please note:** *the contents of all documents in the “Info & Support” area are continuously updated and changed to reflect the needs of “moodle@NovaSBE” Users.*

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## 3. To create a Course:

Course **administration and contents management** are moodle-Teacher's responsibilities. As a **Faculty Member** and a moodle-Teacher you need to know...

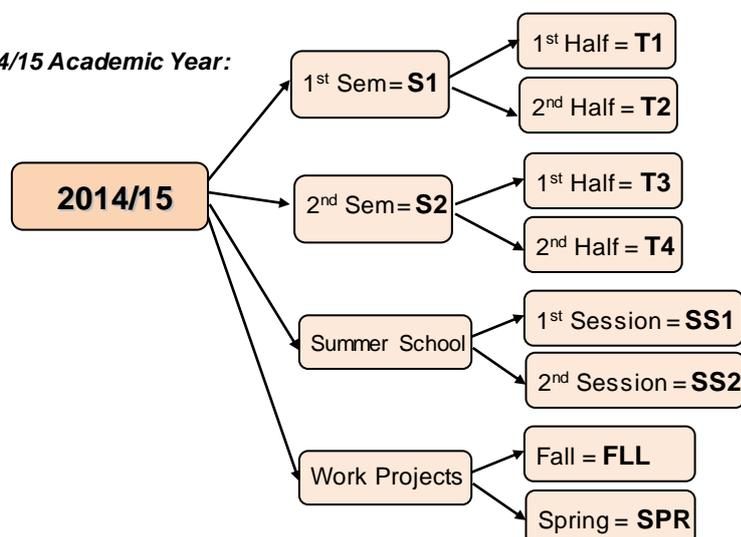
### 3.1 the Course naming convention.

A Course is identified by its **unique numeric code and a name** and it is offered in one or more **periods of the academic year**.

The **academic periods** are:

- 1st Semester (**S1**); 2nd Semester (**S2**);
- 1st Semester, 1st Half (**T1**); 1st Semester, 2nd Half (**T2**);
- 2nd Semester, 1st Half (**T3**); 2nd Semester, 2nd Half (**T4**);
- Summer Session 1 (**SS1**); Summer Session 2 (**SS2**);
- Masters Work Projects – Fall (**FLL**) and Spring (**SPR**)

*Example for the 2014/15 Academic Year:*



Course full name	Code	Offered on
Mathematics	9999	2014/15, 1st Semester
Xyzabc	8888	2014/15, 2nd Sem-1st Half
→ In " <b>moodle@NovaSBE</b> ":		
Full name	Short name	ID (= Short name)
9999-Mathematics-1415_S1	9999-1415_S1	9999-1415_S1
8888-Xyzabc-1415_T3	8888-1415_T3	8888-1415_T3

Changes should **not** be made to the established nomenclature which allows for the existence of the same Course (name) in different academic periods, all its versions.

For example, the "**Short name**":

- uniquely identifies the Course in a period of a specific academic year;
- is unique, cannot be repeated in the Platform, allowing for many occurrences of the same Course in different academic periods;
- is automatically assigned to the Backup Files name created for the Course;
- is visible in the navigation bar of the Platform ("bread crumb");
- its numerical Code is consistent and identifies the Course registered in SiGES/NetP@ – the School's students management system;
- and more.

The "**ID Number**" can be left empty, is not visible by the Students or anywhere else in the Platform, must be unique and can be used for "matching" with Courses in outside Systems.

Using consistently these rules will allow Users to easily find the moodle-Courses they are looking for.

**Note:** if you need to **change the nomenclature** (above), please contact [moodle\\_support@novasbe.pt](mailto:moodle_support@novasbe.pt) because those changes **may adversely affect** procedures of the Platform that depend on it.

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### 3.2 If you need to request your Courses creation (not yet available in your Dashboard in either “In progress”, “Future” or “Past” tabs) or its modification in the Platform:

- please send an eMail to “[moodle\\_support@novasbe.pt](mailto:moodle_support@novasbe.pt)”, preferably ahead of the start of the academic period with the following Information:

#### moodle Course/s:

Name/s	Course/s Codes	(U)ndergrad or (M)asters or (P)hD or other...	20__ / __ 1/2 Sem (S1/2) or 1/2/3/4 Trm (T1/2/3/4)

#### with Teacher/s:

Name/s	Course/s Codes	Role: (T)eacher or (N)on-editing Teacher	NovaSBE eMail (xx@novasbe.pt / xx@fe.unl.pt)

Soon after the creation of the requested Courses in the moodle Platform and the registration of all co-Teachers, you’ll be notified by eMail.

Then you will be ready to start working on your mCourses.

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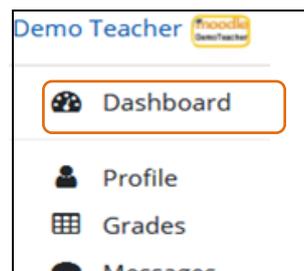
## 4. Accessing a Course:

### ❖ select your moodle Course (as a Teacher)

In the Frontpage

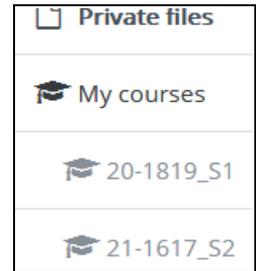
- Click on **your Name** (top right), and in the “User menu” select the “Dashboard” link^ and find the right Course in the tab where;
  - “In progress” – “Course start date” <= today and “Course end date” empty or >= today;
  - “Future” - “Course start date” > today and
  - “Past” - “Course end date” < today

These dates can be changed in the Course’s “Edit settings” by clicking its “Gear icon” , top right.

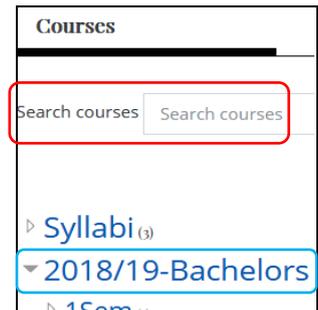


**NOTE** inside a mCourse, the last option of the “User menu” is the “Switch role to...” link - it allows you to simulate other Users Roles views and work – select for ex. “Student” and after the test done, **do not forget to click “Return to your normal Role”**.

- or
- in the “Navigation Drawer” block, left panel, under “My courses” find the links to your “In progress” mCourses Short Name;



- or
- enter the **Course Code** or (part of) its **Name** in the “[Search courses](#)” box in the center of the screen
- or
- click the right **Category**, in the “[Course categories](#)” block, in the Front Page and then choose the **Course**.



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## 5. Courses page contents

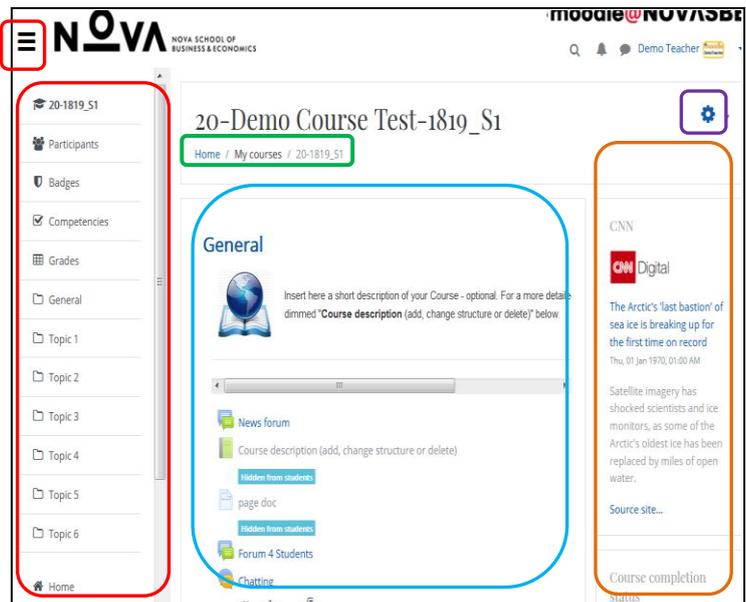
### 5.1 default Page Contents

**NOTE** that moodle-Teachers may change the Course’s default layout anytime according to their needs by changing the Course format, adding/removing available panels and blocks, changing contents location and so on.

- ❖ The **Navigation Bar** or **Breadcrumb** (center top) – helps you navigate between screens;

**3 Main work areas:**  
(blocks and contents may vary)

- ❖ The **right panel** of the screen is where all Instructors added blocks will show up.
- ❖ The **middle panel** has all the **Activities and Resources** organized into Sections (Weeks or Topics).
- ❖ In the **left panel** of the screen, please note:



- the **“NavDrawer”** block, on/off with , the “Hamburger button” on top, allows you to navigate to different places or move to a different Course or access:
  - the **“Participants”** option that lists all Teachers and Students already enrolled;
  - the **“Grades”** option to access the “Graders report”,
  - the **“Add a block”** (usually on the bottom left of your screen), **after “Turn editing on”**.

NOTE: The gear icon  top right, is for the **Course Settings** and **Administration** menu; When editing Resources, this Settings/**Administration block** is context related and **will vary** accordingly.

❖ **Example for a Course structure** – visible Blocks:

Teachers can add blocks to the right panel of their Courses for more functionalities.

**Examples of additional Blocks:**

- the **“Recent activity”**, lists the activities that took place since the user last accessed the Course, such as updated Resources and Activities, Forum posts and Assignment submissions;
- the **“Calendar”** (with the **“Events”** block), integrated with many of the activity modules:
  - reminds Users of past or future events, like Assignments or Quizzes ;
  - provides an easy way to navigate the Course according to the most urgent needs ;
- the **“Mass actions”** block allows Teachers to select multiple items/contents in a moodle Course and then apply the same action to those items - indent, hide, show or delete all selected items at once.

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## 5.2 moodle Courses – ex of the basic construction elements

Teachers may modify the contents of their own Courses by inserting, removing and configuring any of the 3 types of elements available: **Resources**, **Activities** and **Blocks**

Resources:	Activities:	Blocks:
<p>RESOURCES</p> <ul style="list-style-type: none"> <li>Book</li> <li>File</li> <li>Folder</li> <li>IMS content package</li> <li>Label</li> <li>Lightbox Gallery</li> <li>Page</li> <li>URL</li> </ul>	<p>ACTIVITIES</p> <ul style="list-style-type: none"> <li>Assignment</li> <li>Chat</li> <li>Choice</li> <li>Database</li> <li>External Tool</li> <li>Forum</li> <li>Glossary</li> <li>Lesson</li> <li>Questionnaire</li> <li>Quiz</li> <li>Realtime quiz</li> <li>Scheduler</li> <li>SCORM package</li> <li>Survey</li> <li>Wiki</li> <li>Workshop</li> </ul>	<p>Blocks:</p> <ul style="list-style-type: none"> <li>Add...</li> <li>Activities</li> <li>Admin bookmarks</li> <li>Blog menu</li> <li>Blog tags</li> <li>Calendar</li> <li>Clock</li> <li>Comments</li> <li>Community finder</li> <li>Configurable Reports</li> <li>Course completion status</li> <li>Course/site summary</li> <li>Courses</li> <li>HTML</li> <li>Logged in user</li> <li>Mass Actions</li> <li>Mentees</li> <li>Messages</li> <li>My latest badges</li> <li>My private files</li> <li>Online users</li> <li>People</li> <li>Quickmail</li> <li>Quiz results</li> <li>Random glossary entry</li> <li>Recent blog entries</li> <li>Remote RSS feeds</li> <li>Section links</li> <li>Self completion</li> <li>Statistics</li> <li>Tags</li> </ul>

These items may change anytime - with new add-ons, modules or plugins installed/added.

Create the **contents of a Course Page** by using:

- **“Resources”** - static contents for Student download or consultation like web pages, pdf files or powerpoint presentations and more.  
The options in this drop-down box allow for the display of information or linking to the different types of files Teachers want to make available to their Students;
- **“Activities”** - different types of interactive contents that allow Students and Faculty to work between or by themselves:

- **communication:** Forum, Chat,
  - **collaboration:** Glossary, Wiki, Blog, Database,
  - **evaluation:** Assignment, Quiz,
  - **opinion:** Choice, Questionnaire, Survey;
- **"Blocks"** – boxes shown in the right panel of the screen that may be used by Faculty and Students, such as Calendar, Upcoming Events, Recent Activities or list of Participants and more.

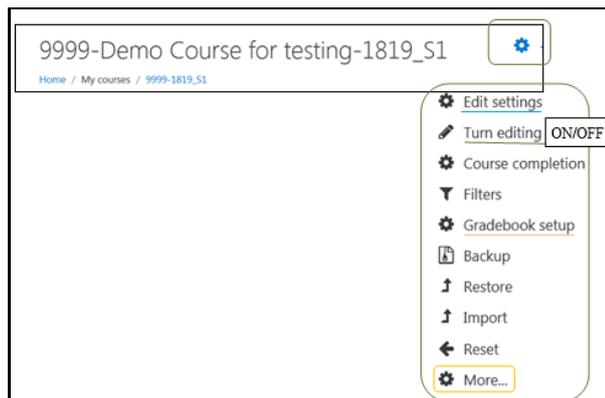


**Tip** - **Build and change your Course any time** – review the Blocks you have on and...  
... after "Turn editing on," look for new ones in **"Add a block"**.  
You'll be surprised! Each time you will get better, faster and more versatile. **Be active!**  
Best Courses are based on your active participation.  
Change, adjust, comment, invite, listen, contribute, give feedback ... be active!

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## 6. About editing Courses:

**6.1 "Turn editing on"** - on/off - to edit contents, click the Gear icon to the right of the Course's name:



With **"editing on"** you'll be able to add/edit/delete your **Activities** and **Resources** by clicking:

[+Add an activity or resource](#)

**NOTE** : The editing of contents is reserved to **moodle-Teachers only** with full privileges in their Courses and also to the (new) Role **"Course editor"** (this excludes "non-editing Teachers"); "Course editors" can do almost anything in a Course, including changing Activities, uploading and updating contents but cannot grade Students.

### ❖ For Editing Text (toolbars):

ATTO – new editor:

- to **expand the Toolbars** (more keys), click ;

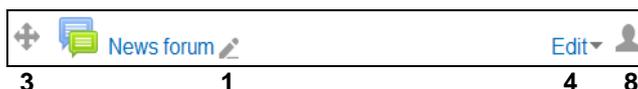
- to **import a Word file** 

- **new media buttons** - to add sound or videos, for Teachers and Students: 

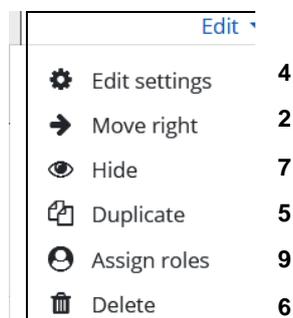
- for **accessibility** and screen readers: 

- **ICONS for contents editing**

- 1 • Edit title (and 4)
- 2 • Move right
- 3 • Move (drag and drop the item to the desired area on the Course's page)
- 4 • Update/edit
- 5 • Duplicate
- 6 • Delete
- 7 • Enable/Disable or Show/Hide (and 4)
- 8 • No groups (click to change)
- 9 • Assign Roles



→ click "Edit"



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**6.2 moodle online help** is available close to every **item** - with relevant context help in a pop-up window.

moodle help icon:

and at **the end of every Settings/configuration page** – with **help** about the details of the subject:



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## 7. Editing Courses page contents:

Courses are initially created with a standard structure, an (almost) empty shell – **Teachers (or Course Editors)** are responsible for editing and deleting the default contents at will and for adding additional ones.

**NOTE:** if there is already in the Platform an instance of the same Course from a previous academic period in the Platform, the Teacher can **"Import"** some or all of its contents to the new one (everything except Students data and work) – see also ["8. Copy contents from a previous Course"](#).

### 7.1 Start by going to the **Course and click in its Gear icon:**

#### 7.1.1 Edit the Course configuration in **"Edit settings"** – first option of this Gear icon menu .

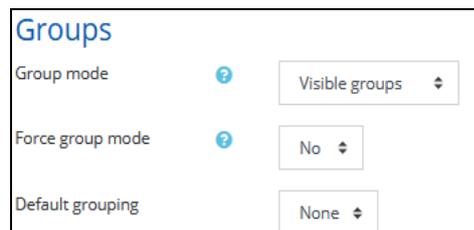
Most default values are OK, but different options open to other possibilities:

- **Full name, Short name** – filled by default – for more info about them, go to ["3.1 Course naming convention"](#);
- **Visibility** - the default is **"Hide"** = **"not available to Students"**. To make the Course visible/usable by Students you need to change it to **"Show"**
- **Course start date** – relevant when using the Weekly format;
- **Description/Course Summary** - keep it small, to avoid the "scroll-of-death" and because it is the "public" description of the Course;
- **Course Format** – "Weekly", "Topic" or "collapsed Topics" are the most common formats for its Sections;

- **Course layout** – to show 1 section at a time or all of them in one page (with scroll); and...
- **Groups – mode**: use “No Groups”, “Separate” or “Visible” Groups;
- **Force Group mode** – to use Groups in all Course’s Activities, by default;

For more info on each item,

click the help icon: 



→ Go to [7.1.3](#) below, for **Enrolment Methods** and **Students Enrolment** information.

→ If you are planning to use **Groups** see also [7.1.4 - Groups enrolment](#)

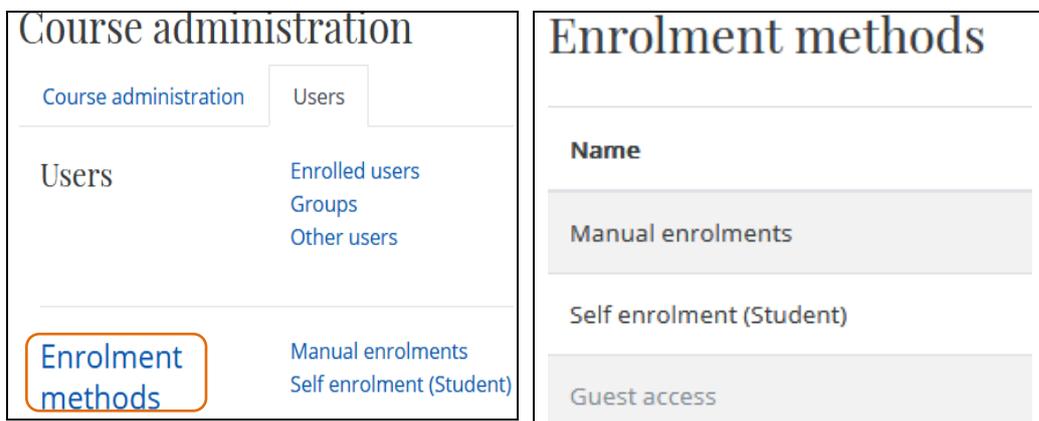
**7.1.2 The “Backup” option** – to make **periodic backups** of your Course **and to save them** in a safe place (more in “Faculty Procedures” tutorial); you should also **export all “Gradebooks”** for safekeeping, specially after a grading Activity takes place.

To keep your Course well managed, after saving your backup copy in your local disk, delete this backup file in the Platform.

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## 7.1.3 Users - Enrolment methods:

In the Course’s “**Gear icon menu/ More... option/Users tab/ Enrolment methods**”:



(or click the “**Participants/Enrolment methods**” option, on the left Panel).

The above “**Manual, Self enrolments (Student) and Guest access**” methods are the “default” ones and can be combined/enabled in different ways depending on your purposes. If one of these methods is not available, click in the “Enrolment methods link” and “Add the missing method”.

To:

- **Enable them** (turn them on) - click the “disabled/closed eye”  icon to an “open eye”  ;
- **Edit their configuration pages** - click on the  icon – then, check all options and change them according to your needs.

For more information on these accesses see the next sections.

After editing and reviewing all options in the Settings (configuration pages) for the existing methods, make sure they are Enabled/Disabled; when done click on **“Save changes”** at the bottom of the screen.

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### 7.1.3.1 “Self-enrolment (Student)” - *default* method:

To allow your **Students to Self-Enroll**, you’ll need to

- set an **“Enrolment Key”** for the Course, mandatory - in “.../Users (or Participants)/Enrolment methods - Self enrolment (Student)” method, add and edit;
- set an **“Enrolment Key”** for the Group they will belong to – if using Groups - in “.../Users (or Participants)/Groups – go to **section 7.1.4 Groups**.

The **EKey** can be given to your Students in class or otherwise (for ex. posted on the top section of your mCourse); it is **entered only once** in the 1<sup>st</sup> access to the Course and after that all activities and contents will be available to them.

Configuration page:

- **Custom instance name** – leave it blank or enter a name for it ONLY if you plan to use more than one “Self enrolment”; next **Enable existing enrolments** and **Allow new Enrolments**, set to “Yes”;
- **Enrolment key (\*)** - should be (re)set **every academic period**, to prevent unauthorized enrolments. Click on the **“Eye”** icon to reveal it;
- **Use Group enrolment keys** = “Yes”, if you want your Students to be added to Groups and self-enrolled at the same time;

- **Default assigned role** = “Student”;
- **Enrolment duration** – if set, **Students will be UNenrolled** (gone!) from the Course after that period of time expires **and unable to work on it** – by default this setting is “0 days and disabled”.
- **Start and End dates** – to set a period during which Students can self enrol.

- At the bottom of the screen, **you may disable the Site “automatic Welcome message”** to your Course by unclicking its selection, **or change the default message** filling in a “Custom welcome message” box:

- (\*) **NOTE:** Students will need an **“Enrolment Key”** to enroll/register in a moodle-Course. It is provided by Teachers and **it is used only once, the 1<sup>st</sup> time Students access successfully to the Course**.

Go to **section 7.1.4 Groups**, below, for more on Students enrolment in Groups.  
Go to **section 7.1.3.3** for information on how to set a **“Guest access”**.

### 7.1.3.2 “Manual enrolment” allows Teachers to enroll Students and co-Teachers with or without editing Roles, by selecting the “Default role” accordingly; it is also the default method used by Admins to assign Teachers to their Courses.

- NOTE:** if you “hide” this method (with “Enable manual enrolments = No” **or** by closing the “eye” icon), all Teachers and other Manual Enrolled Users will be **unable to access** the Course.

## 7.1.3.3 “Guest access” – with or without a Password

Set the “Guest access” in “.../Users (or Participants)/Enrolment methods” and, if not already there, add the “Guest access” method

This access allows Users in Courses without being enrolled in them. Users will be able to read all available materials but they are not allowed to participate in any activity or receive any (push) notifications because they are visitors only and **remain not enrolled**.

**Guest access** (for reading purposes only):

- with “Password” - for **security reasons** it should be used **with a Password**; only authorized accounts (logged in Users) that know this Password are allowed in and they will be asked for it every time they enter the Course;
- without “Password” - all Users are allowed in; to answer the need to allow “potential” Students in the Course, without knowing a Password **nor** the need to self-enroll (with an Enrolment Key).

To set the **Guest access** with a Password edit its configuration page accordingly:

The Guest access can be particularly useful for your future Students:

- before they have the “Enrolment Key” (given to them in class or otherwise) to become an enrolled Student in that Course, or
- during the trial period they have to choose between moodle-Courses, before enrolling/registering in them.

**NOTES:** if you are going to leave your Course with free access, meaning “**Guest access without a Password**”:

take your time to review the Sections, Activities and Resources you want to leave visible and accessible while **the Guest access is ”on” without a Password**– all authorized valid Users will be able to go in and out of your Course as they please, without being enrolled in it and will be able to read (only) all posted and available materials.

After entering a Course with “**Guest access**” on, **with or without a Password**:

if the “**Self-enrolment (Student)**” method is also **active** (open “eye”), Students can **self-enroll** in the Course by clicking the Course’s Gear icon

(top right), and entering the Enrolment Key in the “**Enroll me** in this course” link.

The EKey can be given to your Students in class or otherwise (for ex. posted on the top section of your mCourse).

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## 7.1.3.4 For your Students to be able to access or enroll in your Course,

- You need to verify the settings in the default “**Self enrolment method**” for **Students** (open “eye” icon), described above in section **7.1.3.1**;
- You may want to **disable “the Guest login without a Password”**: go to the “**Enrolment method/Guest access**” and click the “eye” icon closed, *or*
- If you want to keep the **Guest access on**, but **only to few**, you’ll need to **add a Password** in “.../Users (or Participants)/Enrolment methods/Guest access”; You’ll need to give this PW to your “allowed in Guests” only – and from then on, they need to enter it every time they access your Course.

When you have both (Self enrolment and Guest w/PW accesses on) a new Student that tries to access your Course for the 1<sup>st</sup> time will see 2 boxes for the

- **Enrolment key** to become a registered fully operational Student – no more questions asked, *and*
- **Password**, for Guests access only – they are allowed to read only all contents but cannot participate in any activity and will need to enter that PW every time they access the Course.

**NOTE:** *To minimize registration errors, Enrolment Keys for Students (EK) should be different from Passwords for Guests (PW).*

<b>GUEST access Summary</b>	<b>Enrolment Method: Guest access</b>	<b>Enrolment Method: Self enrolment (Student) enabled with Enrolment Key (EKey)</b>	<b>ALLOWED IN</b>
<b>GUESTs <u>without</u> a Password</b>	Open Eye (enabled)	Students can self-enroll once <u>inside</u> the Course (“Enrol me” link, top right)	Guests only; <b>Prompt = none</b>
<b>GUESTs <u>with</u> a Password (PW)</b>	Open Eye (enabled)	Students can self-enroll once <u>inside</u> the Course (“Enrol me” link, top right)	<b>Prompts:</b> A PW for Guests – every time they access <i>and</i> an EKey for Students – only the 1 <sup>st</sup> time;  <b>2 Prompts = PW and EKey</b>
<b>No GUESTs</b>	Closed Eye (disabled)	Students are asked to self-enroll	To enroll Students; <b>Prompt = EKey</b>

Go to **section 7.1.4 Groups** below, for more on Students enrolment in Groups.

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## 7.1.4 Groups (or Sections) and Groupings:

The use of “Groups” can be very helpful to:

- organize your Students in classes/Sections to filter your Activities and Gradebook so you only see one class at a time
- set Work Groups (for Projects, Group Assignments, etc)
- to filter your Activities and Gradebook so you don’t see the Students from your colleagues’ classes if you are sharing a mCourse with other mTeachers
- list Students/Participants by Group
- export (to a file) Students by Group, w/ or w/o grades
- send Forum-posts to a Group of Students (only) – and other communication purposes
- allocate some contents (Activities, Resources or Topic Section) to a particular Group or Grouping (only)
- *and more...*

The **use of Groups** can be set at the Course level (“Course Edit settings/Groups” – “forced” or not) and at the Activities/Resources level (if not forced in the Course’s settings).

Before Students enroll in class, they can **Self-enroll directly in their pre-assigned Groups** (and in class at the same time). These Groups can be created ahead of time and have each a unique Enrolment key;

*or*

after your Students are enrolled in your Course, you can assign them manually to the different Groups you created in “NavDrawer(left Panel)/Participants/Gear icon – **Groups**”.

1. Go to the “**Course Edit settings**” (**Gear icon**) and “**Groups**” section – check the Group mode you want to work with and if you want to “Force” it in all Activities by default;

Groups

Group mode

Force group mode

Default grouping

2. Go to “NavDrawer(left Panel/Participants/Gear icon – **Self-enrolment(Student)**” and set “**Use group enrolment keys**” to Yes;

Use group enrolment keys

3. Go to “NavDrawer/Participants/Gear icon – **Groups**” and **Create the Groups**;

Enrolled users

Enrolment methods

Manual enrolments

Self enrolment (Student)

**Groups**

Permissions

4. Give **each Group a different Enrolment Key** (*different also from the one set in the “Self enrolment (Student)” method for the Course*) and give these EKeys to your Students according to a pre-set distribution;
5. **Students entering the Group Key** the first time they access the Course will become automatically enrolled in the Course and, at the same time, assigned to a specific Group.

**NOTES:** Groups can be created automatically, also, by using the option “Auto-create groups” and entering the rules for the “naming scheme”, the “group size” and the “random way” in which members will be allocated,...

**also**

**if your Students enrolled in the Course before Groups were created:**

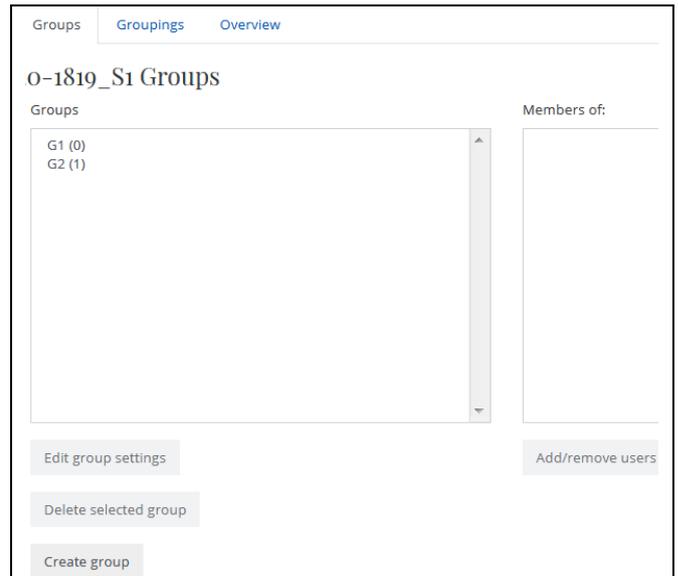
- you can create Groups afterwards and **add those Students manually** to them or
  - **you may use the “Group Choice”** activity. This module allows Students to enrol themselves in a pre-set Group within a Course. The Teacher creates previously the Groups Students can choose from and the maximum number of Students accepted in each Group allowing them, or not, to see the Group members.
- **Video and info on Group-enrolment:**  
<http://www.youtube.com/watch?v=4xzF7xerle0>  
<https://docs.moodle.org/35/en/Groups>

❖ **To change Group members:**

If Students are enrolled in **Groups**, Teachers can remove them by going to “NavDrawer/Participants/ Gear icon – **Groups**” and after choosing the right Group, **removing selected Users**, from the Group (only!); they will remain in the Course;

To **unenroll** Students from the **Course**, go to **step 7.1.5.** below;

Also, in this option/screen you may **change Students from one Group** (remove) **to another** (add).



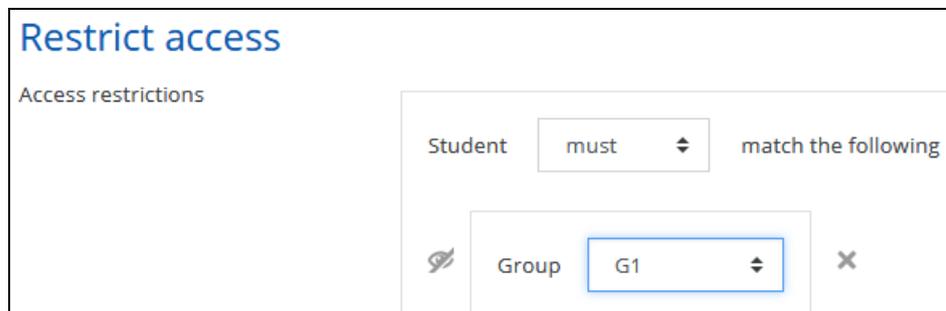
❖ **If you are planning on using “Groupings”:**

A Grouping is a **set of Groups**.

**Groupings** enable Students to be arranged into different sets of Groups for each Activity; these Activities may become visible or invisible to selected Groups or Groupings. This way, you can make contents available only to selected Groups.

To restrict/filter accesses: Groups and Groupings set in “Restrict access” provide this functionality – go to:

- the Activity’s configuration “Gear icon - Edit settings”;
- look for “Restrict access” section, where you may choose the group filter to use:



In this example = **Restricted** Not available unless: You belong to **G1** (hidden otherwise)

Read more: <https://docs.moodle.org/35/en/Groupings>

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## 7.1.5 Users - Unenroll (delete) from the Course:

❖ There are **2 ways to unenroll/drop your Students**:

1. In the left Panel “NavDrawer/ Participants”, Teachers may unenroll their Students from the Course

- one at a time - by clicking



(delete icon);

or

- selecting a few Users - in “With selected users – Choose...” click “Delete selected Students enrolments”

Select	First name	ID	Surname	number	Email address	Department	Institution	Roles	Groups	access to course	Suspended	Status
<input type="checkbox"/>	Demo				demot@fe.unl.pt			Teacher	No groups	18 days	NotSusp	Active
<input type="checkbox"/>	Moodle				moodle_student@fe.unl.pt			Student	No groups	1 year 360 days	NotSusp	Active

Student’s work and Grades will be gone altogether;

You can search quickly for a Student’s name or apply filters in the box “Search”, such as Roles, or First or last letters of their names.

### Participants

No filters applied

Search keyword or select filter

Number of participants: 7

First... All A B C D E F C

Surn... All A B C D E F C

2. **Send an eMail** to [moodle\\_support@novasbe.pt](mailto:moodle_support@novasbe.pt), with the **Course Code** (or Short Name) and the **Student** Name and Mail address to be removed.

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## 7.2 Edit/delete the “default” **Activities, Resources and Blocks** or add some new ones any time, by selecting the corresponding link or drop down boxes.

- **Resources** - Course materials, such as Webpages, PDFs, PowerPoints, Word documents, URLs, Labels, etc.
  - **Activities** - Course individual or collaborative activities such as Forums, Glossaries, Quizzes, Assignments, Wikis, etc.
  - **Blocks** - additional tools, which provide some more functionality to the Course, e.g. Online users, Quiz results, Mass Actions, etc.
- ➔ **Do not forget!** - to make **Activities and Resources** available to Students you need to turn them “**Visible**” (toggle **Hide to Show**) in the “Common module settings” section of their Settings.

**Note** that, after a Course is **created for the 1<sup>st</sup> time** as an “empty shell”, you should start by reviewing all the default Settings and contents and edit, delete or hide those items in the main work area.

- ➔ The “**Announcements Forum**” formerly known as “**News Forum**” or “News and Announcements” Forum is created by default and is always at the top of the Course contents.

It **should NOT be deleted**; if you don't want to use it, hide it instead (with "editing on", click the "eye" icon closed)

It is a special kind of Forum **for Teachers postings**, unidirectional from Teachers to Students only. To guaranty that Mails sent automatically by new Forum posts reach their destination, make sure that your Students are automatically subscribed to the Forum by going to the its configuration item "Subscription mode" and set it to "**Forced subscription**".

Please note that if you change from "Optional subscription" to "Forced...", it will only take effect on Students that enroll after this change takes place.

- **For Students participation**, you should create other Forums (activity found in the "Add an activity or resource" link). There another 5 different types of Forums that allow input from Students - in the Forum's configuration page, check the "Forum type"  question mark for more info.

**WARNING:** about inserting text in HTML boxes:

please *avoid* "cut/copy" a MS-Word document and "paste" directly to moodle HTML text boxes;

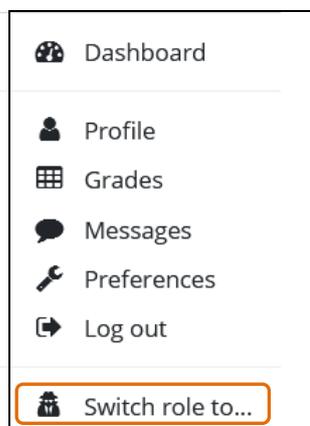
use instead the  key in the Toolbars to import a Word file

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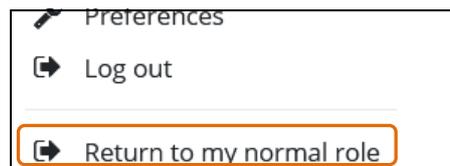
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## 7.2.1 Check which contents are corrently visible/available to Students:

1. - go to Course/Gear icon – "Switch role to... Student":



2. - check visible contents and Blocks;
3. - when done, go back to your normal Role:



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## 8. Copy contents from a previous Course

After your Course is created under the correct Academic Period/Category, you can start working on it. If there is already a previous instance of the same Course, and you were also its Teacher, you can use the **Import option** (Course/Gear icon – Import) to copy all or some of its contents (Activities and Resources) to the newly created Course.

Here is how:

- Go to the homepage of your *new* Course,
- Click Gear icon and then the **Import** option,
- **Select the old Course** from the list, by clicking the corresponding button,
- **Select the items you wish to import**, by using the checkboxes and

- proceed through the series of screens by clicking the **Continue** button a few times.

After that, all selected contents will be imported into the new Course.

## Notes:

- **Pre-requisites** - before starting this procedure:
  1. verify that **all Sections and contents** in the original Course to be imported **are visible**;
  2. the **number of Sections** (Weeks or Topics) in the destination Course is equal or bigger than the one in the original Course – otherwise they will be truncated.
- This **Import procedure** will not import User/Students specific data and work, such as Forum posts or Assignment submissions; it will import only Course files and the structure of Resources and Activities.
- **It Requires** → a close review by the Course Teachers to ensure that contents and Activities copied meet expectations, are correct and updated, mainly the ones where date limits were applied.

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## 9. Please note:

1. Go to **“FAQ” for Faculty**, also in “Info &Support” block in the Front Page, for help and hints on using moodle.
2. **If the Course was copied/restored from a previously existing one**, you should **review all individual published materials** and introduce the necessary changes **mainly to the ones with dates applied**.
3. Make sure your **Nova SBE eMail account** ([xxx@novasbe.pt](mailto:xxx@novasbe.pt)) **is well managed** and the **disk space quota is not exceeded**, number one rule to allow new messages in. Moodle will use it extensively and all messages and info exchanged with and in the Platform will be sent to it.

The **same applies to your Students eMail boxes** - please **remind them** to keep present this very important rule.

4. Teachers **working in advance** on a Course for an upcoming period are requested to **keep it “not visible/unavailable to Students”** until the beginning of the academic period (more on [7.1.1](#))

The Courses **Visibility** property (in “Course/Gear icon/**Edit settings**”) should be changed to:

- |  |
|--|
| <ul style="list-style-type: none"><li>• <b>“show”</b> – at the <b>start</b> of the academic periods,</li><li>• <b>“hide”</b> – at the <b>end</b> of the academic periods</li></ul> |
|--|

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## 10. Course creation “basic 4 steps” review

### **Beginning of academic periods - moodle-Teachers should check:**

- 1-4 **Course Settings** - all items in the **Course Gear icon/menu** (Settings menu/Edit settings) - namely its Format, dates and number of Sections (Weeks or Topics) set etc; keep the “Description-Course Summary” to a **minimum or none at all** – this info is displayed in the Courses listing only, in the general area of the Platform’s FrontPage;
- 2-4 **contents** - verify all **Activities, Resources, Events** and **uploaded docs** to ensure they are correct and updated, mainly the ones **where dates were used**;  
to avoid problems later on, keep contents well managed, **deleting those that are obsolete**.  
if you need to Add or Edit/Delete Activities and Resources go first to the **Course “Settings menu/ Turn editing on”** ([Gear icon](#))

**NOTE** – you may **add contents from any of your previous mCourses versions anytime** later on, by going to the **Course “Gear icon menu/ More... ”**;

after, click the “**Course administration/ Import**” option, where you start by selecting the Course you want to import contents from and then proceed with the selection of Activities and/or Resources you would like to copy.

- 3-4 Students Enrolment** – after clicking the “**Hamburger**” button, review and set properly the “**Participants**” (left Panel) by clicking its “**Gear icon**” for the **Participants Settings** and then choose “**Enrolled Users/ Self-enrolment (Student)**” method – change it to visible (**Enabled**) and set a **new Enrolment Key (EKey)** to be given to Students the first time they access your Course; plus,

if you are planning to use **Groups**:

**to create Groups** - click in the “**Gear icon**” for the **Participants Settings** and then “**Groups**”.

These Groups are created by moodle-Teachers ahead of time and each have an unique Enrolment key;

- by using the respective assigned Group’s EKey (instead of the Course’s EKey previously set)  
Students can **Self-enroll directly in their pre-assigned Groups** (and in class at the same time),
- or later on**,
- you may also **assign** your enrolled Students **manually** to the Groups you created meantime,

**or**

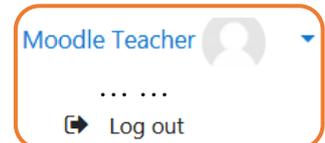
- allow your Students to choose from a set of (pre-defined) Groups, by using an Activity called “**Group Choice**”

- 4-4 availability to Students** (Course visibility) - to release your Course to Students, go to the **Course Gear menu** (Settings menu/ Edit settings) and change the “**Course visibility**” setting from “**Hide**” to “**Show**”.

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## 11. At the end of your Moodle working session and for security reasons:

- make sure that all popup windows with open documents are **closed**;
- “**Logout**” to quit your moodle session  
(click your Name, upper right corner of the screen, and in the “User Menu” click the “Log out” link, or click the “Log out” link at the bottom of the screen)
- **exit the Browser**, so that all sessions and links to external sources (Google Drive, Dropbox etc) are closed.



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**Have a great moodling experience!**

*DET (old CEduTec) – 12.06.25.- last modified 18.09.17&20.08.20*