

Moodle Training for Chicago State University  
Tentative List of Topics and Schedule

Moodle 101

1. Moodle Overview
  - a. Basic layout and structure of a Moodle course. Examples of Moodle courses.
  - b. Administration panel: Explanation of each item in the list.
  - c. Settings: Most commonly customized items (course description, format, number of weeks/topics).
  - d. Editing: How to enable/disable. Explanation of icons.
  - e. Course blocks: How to add/delete blocks (e.g. calendar, messages, section links) on the course page.
  - f. Course Header: create a title, add a graphic, link to syllabus and basic course documents. How to use the Moodle editor panel. Emphasize the need to keep header section short.
  - g. Moodle help (blue ball w/ question mark)
  - h. Follow the “cookie crumb trail” as you navigate through pages.
  - i. Messaging – how to send messages to the entire class or to selected individuals.
  - j. Using the News forum
2. Blackboard to Moodle data migration
  - a. How to access your Blackboard data (bFree)
  - b. Importing Blackboard data into a Moodle course
  - c. Moodle Files area – location for all documents used in the course. Note - documents are uploaded to the Moodle server and exist as copies of the original documents.
3. Create course content
  - a. Difference between Resources and Activities
  - b. Make the process easier by having documents, resources and files available ahead of time
  - c. Upload content files
  - d. Edit topic section headers and add resources/activities
  - e. Label – comments in the topic area
  - f. Compose a web page (why not to use a text page)
  - g. Link to file or web site
  - h. Display a directory
  - i. Embed media objects
4. Assignments that link to the grade book
  - a. Review difference between Resources and Activities
  - b. Gradebook configuration prior to creating assignments

- c. Upload files (advanced, single)
  - d. Online text assignment
  - e. Offline assignment
  - f. Non-graded assignment
5. Forums
- a. Forum types: Standard Forum, Simple Discussion, Each Person Posts One Topic, Q&A Forum
  - b. Using forums for introductions
  - c. Tips for good forum discussions
6. Other Activities
- a. Glossary
  - b. Database
  - c. Wiki
  - d. Quick polls
7. Online tests and quizzes
- a. How to generate questions
  - b. Upload test banks
  - c. Configure online tests
8. Gradebook
- a. Gradebook basics
  - b. Categories
  - c. Grading schemas

**Wednesday, 5/27/09**

- 10:00 – 12:00
- Moodle Overview
  - Bb to Moodle Data Migration

- 1:00-3:00
- Create course content
  - Link to files and web sites
  - Create assignments: upload files, online text, offline.

**Thursday, 5/28/09**

- Forums
- Other activities – Glossary, Database, Wiki, Quick polls

- Tests and Quizzes
- Gradebook