

## Moodle Step by Step: Basic instructions for instructors

The following are step-by-step instructions to create your course in Moodle.

### 1. Course main page

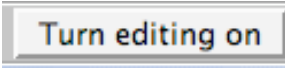
When you access to your course for the first time you will see a page like this:



Then, select from the menu on the left and go to **Settings** and perform the following changes:

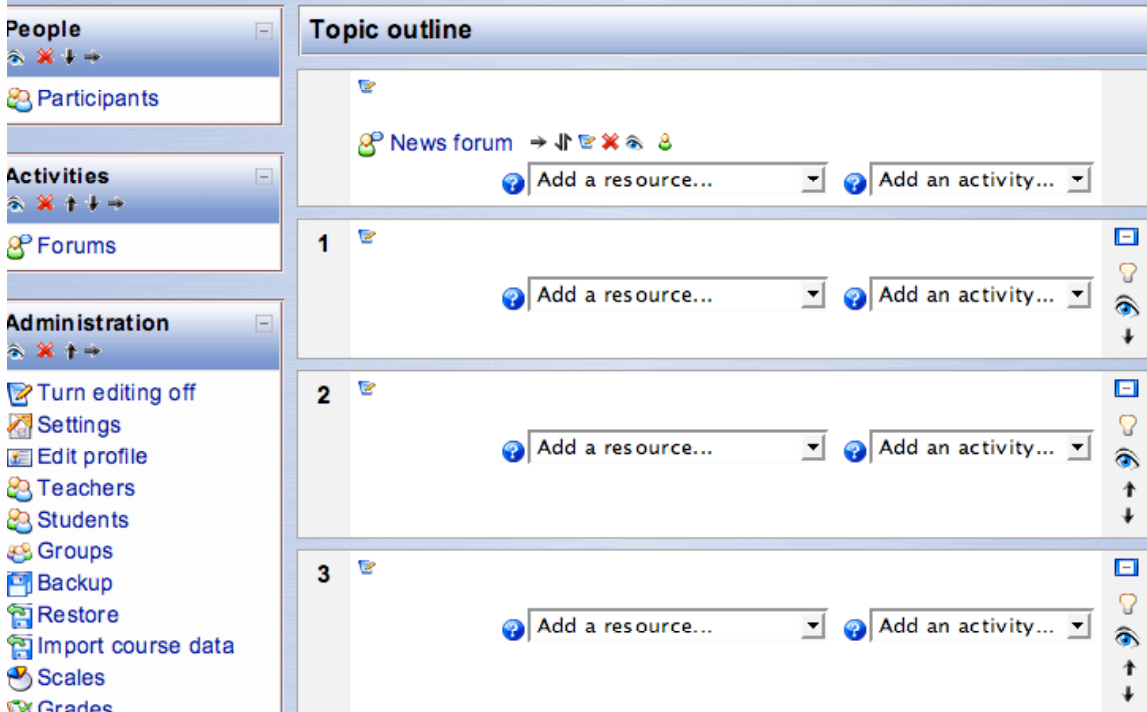
- Write a description for the course in the Summary section
- Define the FORMAT for the course development: Select Topics or Weekly.  
The “Social” format is only used when you create a blog.
- It is ok to leave the other options as they show by default, but explore them to find out what are the options available.
- Make sure you specify a start date when the course should be made available to students. It does not mean that you will not have access to the course before or after that.
- Once done, hit Save Changes and you are ready to start working on your course.

### 2. Start editing the course: **TURN EDITING ON**

Remember to hit the  button, if you don't you will not be able to see any of the editing tools in the course.

When you put your course in editing mode, you will see new icons and drop down menus. These are the tools that will allow you to enter new materials to the course.

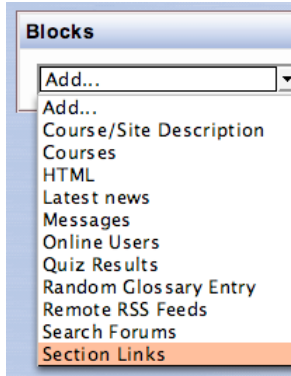
The main page will look like this:



Each icon next to an item has a special meaning:

	Indents the title		Moves the element up or down
	Works for editing that particular section		Click on this if you want to delete the section
	This indicates that the section is visible to students.		This indicates individual activities, which means that this activity is visible to all students and they will complete it individually.
	This indicates that the section is invisible to students. To change from one state to the other, simply press on the icon.		
	This icon indicates a group activity that can be completed by the group but seen by all the participants of the course.		This indicates group activity that can be seen and completed only by the members of the group and the instructor.

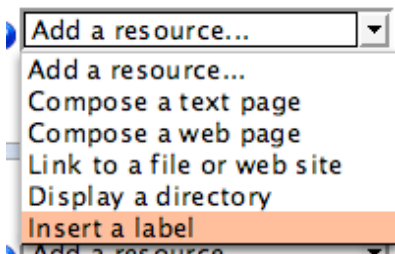
### 3. Blocks



You can add blocks to your course to provide links from the main page. Now your course has a few blocks, look at the options for blocks and explore them. You can add them and then decide that you don't want them there, in such case, simply hit the delete icon. Don't be afraid to experiment this will also help you to become familiar with the environment.

#### 4. Add resources

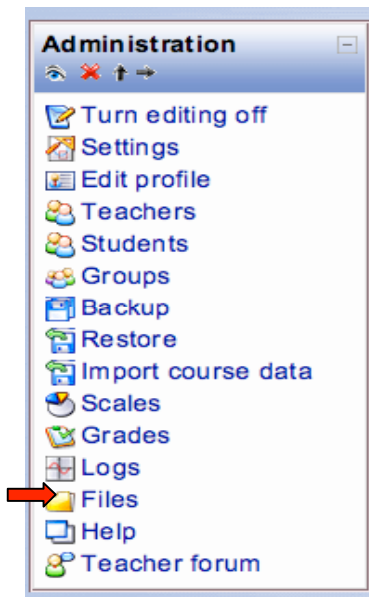
This is where you add content, (text/instructions/theory/links). When you display the Add a Resource menu, this is what you are going to see:



The most frequently used sections are Compose a web page or Link to a File or website.

If you click on the Question Mark Icon ( ? ) next to Add a Resource in the course page, you will see an explanation of each of these resources

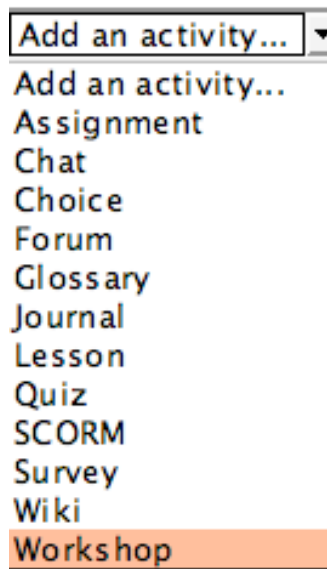
#### 4.a – How to link to a file.




To be able to upload a file that you have in your computer, you can follow these two steps:

- 1) Go to the Administration block, and select **Files**. Once you are there, Select the “Upload a File” button, and proceed to upload the file of your choice.
- 2) Then go back to “**Add a Resource**”, select “**Link to a file**” and select from the upcoming list, the file that you want to link to.

#### 5. Add an activity

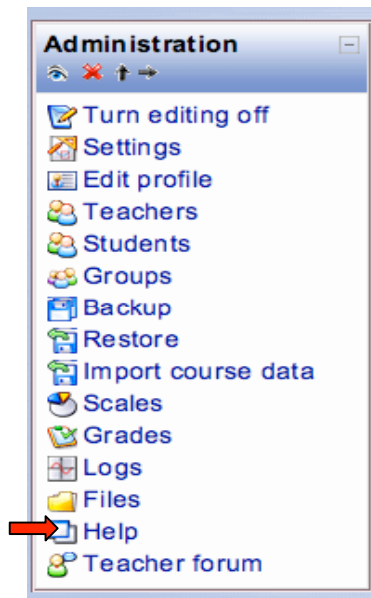


To add activities you have several options. Start by adding a Forum, and you will be prompted to choose from several options.

Also click on the Question Mark Icon  next to Add an Activity for a detailed explanation of the type of activities each name entail.

Remember that the best way to learn what activity is the one you are looking for is by experimenting and looking at other Moodle course examples.

## 5. Finally USE HELP



The HELP pages can help you to get around too.

There is always useful information there.

The site <http://moodle.org> is a great source to look for samples or FAQs.