



# Being a “Teacher” in Moodle

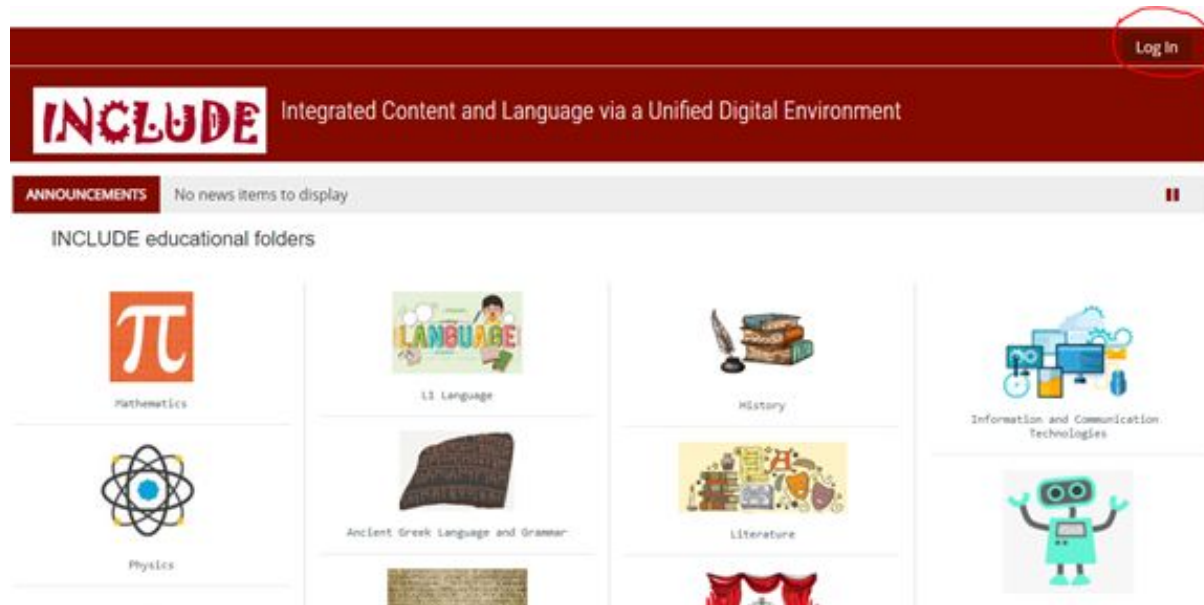
1st ONLINE TEACHER TRAINING 11.11.2020

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# 1. How to login

Visit <https://moodle.include-erasmus.eu/> and press “Log In”



The screenshot shows the Moodle LMS homepage for the INCLUDE project. At the top right, a red "Log In" button is circled in red. Below the header, there is a dark red banner with the "INCLUDE" logo and the text "Integrated Content and Language via a Unified Digital Environment". Underneath, a grey announcement bar states "ANNOUNCEMENTS No news items to display". The main content area is titled "INCLUDE educational folders" and displays a grid of eight folders, each with a unique icon and label: Mathematics (pi symbol), L1 Language (child with speech bubbles), History (stack of books), Information and Communication Technologies (computer and network icons), Physics (atom symbol), Ancient Greek Language and Grammar (papyrus scroll), Literature (bookshelf), and a folder with a robot icon.

# 1. How to login

log in or create a new account:


Username

Password


Remember username

Log in

Other Log in providers:

 Log in with Google

Forgotten your username or password?

Cookies must be enabled in your browser 

Some courses may allow guest access

Log in as a guest

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

Easiest method to login: your gmail account

# Teacher Role

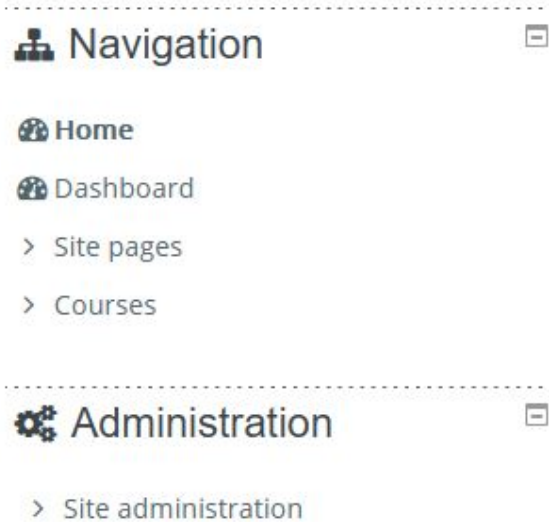
The user who is a teacher participating in INCLUDE project has been assigned the role of **Course Creator**, so she can create a lesson, in which she will be automatically enrolled as **Teacher**.

*Teachers can do almost anything within a course, including adding or changing the activities and grading students. In INCLUDE, teachers can also assign a Teacher role (another teacher for this course, with the same rights) , a non-editing teacher role and a Student role to other users.*

*By default users are not assigned the role of Teacher throughout the site, but are only assigned (enrolled) as a teacher to a single course/class at a time. The same applies to students. Teachers can only teach in the courses they have been enrolled in.*

## 2. How to create a course

Once logged-in, the following menu appears at the bottom-right part of the page



By selecting **Site administration**, the option **Courses** appears and by clicking on it, the option **Manage courses and categories** appears.

## 2. How to create a course

This is the next page:

The screenshot shows the INCLUDE website's course management interface. The header features the INCLUDE logo and the tagline "Integrated Content and Language via a Unified Digital Environment". The navigation bar includes links for Home, Dashboard, Events, and My Courses, along with options to Hide blocks and Standard view. The breadcrumb trail indicates the current location: Site administration > Courses > Manage courses and categories > Other. The main content area is titled "Course and category management" and is split into two columns. The left column, "Course categories", displays a table of categories with their respective counts and icons. The right column, "Other", shows a "Create new course" button, a "Per page: 20" dropdown, and a list of courses, including "1stTrainingForTeacher 1st INCLUDE Online Training for Teacher". A sidebar on the right contains "Navigation" and "Administration" sections, with "Management courses and categories" selected in the sidebar.

Course categories	Count	Icon
Drama/Theater in Education (DIE/TIE)	32	0
History	12	0
Literature	11	0
Philosophy	13	0
Visual Arts Education	34	0
Music Education	14	0

You select the category you want from the left menu and in the menu in the middle of the page, you can see the available lessons of the selected category and the option **Create new course**.

# 2. How to create a course

**Add a new course**

General

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date       Public

Course ID number

Description

Course summary

Course image

Accepted file types:  
Image (JPG),  
Image (PNG),  
Image (PNG)

Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags

*Course creation page:*  
you can add all the necessary information and create your lesson.

### 3. How to enrol other users as students

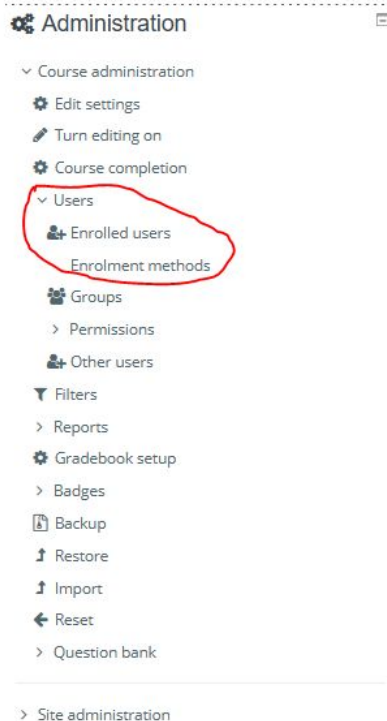
The best solution for students' enrolment is using **Self enrolment** with an **enrolment key** in order to control who can have access to a course.

The enrolment key is a case-sensitive word of your choice (it can be numerical, alphabetical or alphanumerical) that you will be prompted to enter when creating a class. Once the class has been created, you can view and change your class enrolment key at any time by navigating to the class settings page.



# 3.1 How to activate self enrolment

You select **Enrolment methods** from **Course administration** menu



In the page that appears, enable self enrolment (its eye should be open)

A screenshot of the 'Enrolment methods' page in a Moodle course. The page header shows 'INCLUDE Integrated Content and Language via a Unified Digital Environment'. The breadcrumb trail is 'My courses > test\_course1 > Users > Enrolment methods'. The main content area is titled 'Enrolment methods' and contains a table with the following data:

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

Below the table is an 'Add method' button with a 'Choose...' dropdown and a plus icon. The 'Self enrolment (Student)' row is highlighted with a red circle, and its edit icon (a gear) is also circled in red.

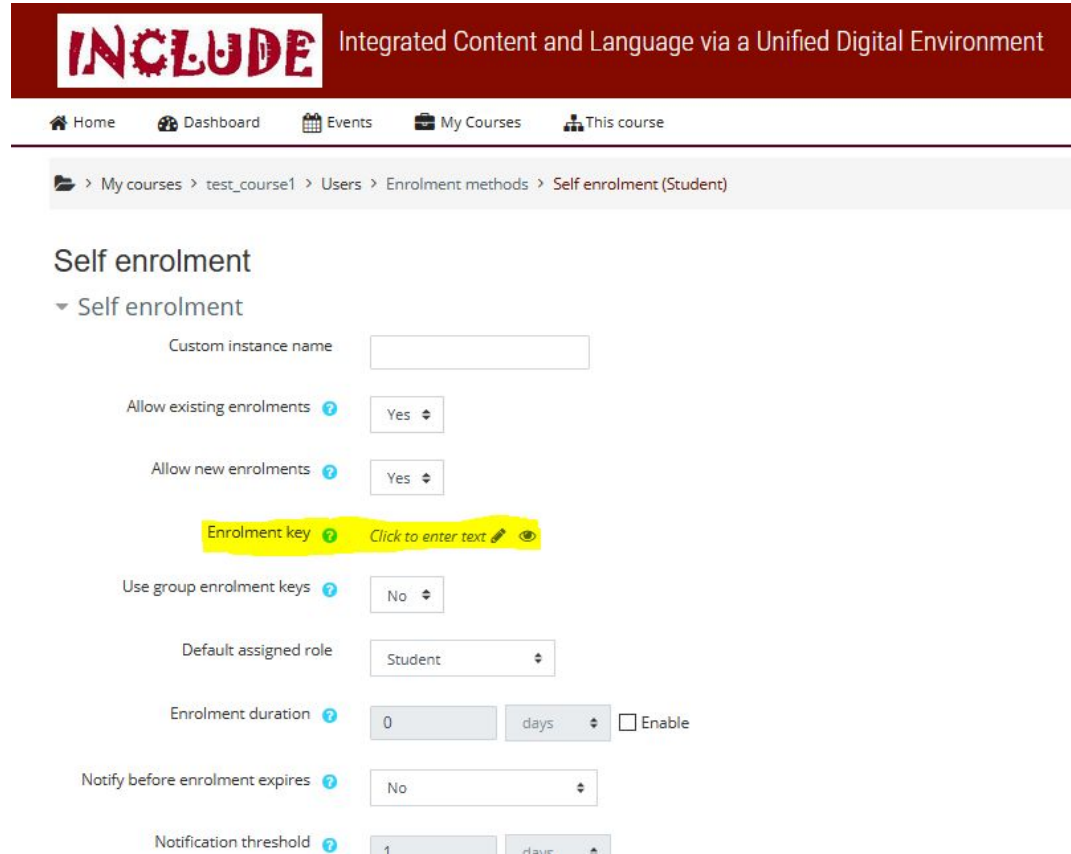
and then click the edit icon on the right...

## 3.2 How to add an enrolment key

Add your enrolment key in the box provided. (Click Unmask to see what you are typing.)

Click the **Save changes** button.

Send the enrolment key to your future students!



**INCLUDE** Integrated Content and Language via a Unified Digital Environment

Home Dashboard Events My Courses This course

My courses > test\_course1 > Users > Enrolment methods > Self enrolment (Student)

### Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments [?](#) Yes

Allow new enrolments [?](#) Yes

**Enrolment key** [?](#) *Click to enter text*

Use group enrolment keys [?](#) No

Default assigned role

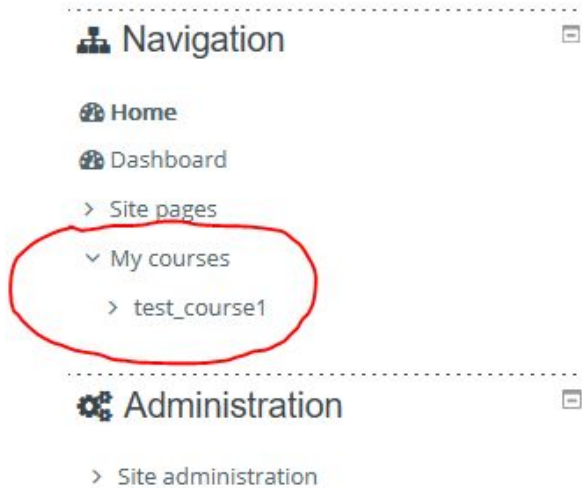
Enrolment duration [?](#)    Enable

Notify before enrolment expires [?](#) No

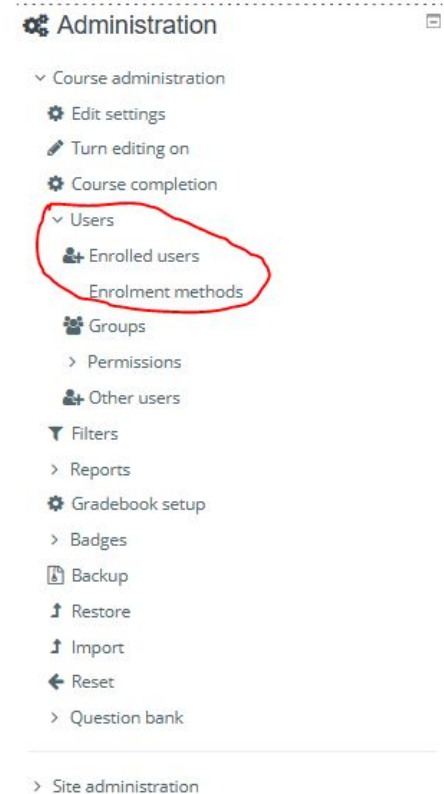
Notification threshold [?](#)

# 4. How to add other users as teachers

At the bottom right menu, you select the course:



In the next menu (**Course administration**), select **Users** > **Enrolled users**



## 4. How to enrol other users as teachers

From the option **Enrol users**, you can search for a user and enrol her as a teacher  
(Assing role: Teacher)

My courses > test\_course1 > Participants

### Participants

No filters applied

Search keyword or select filter ▼

Number of participants: 1

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

**Enrol users**

The image shows a screenshot of the Moodle 'Participants' page. At the top, there is a breadcrumb trail: 'My courses > test\_course1 > Participants'. Below this, the title 'Participants' is displayed, followed by the text 'No filters applied'. There is a search box with the placeholder text 'Search keyword or select filter' and a dropdown arrow. Below the search box, it says 'Number of participants: 1'. There are two filter menus: 'First name' and 'Surname', each with an 'All' button and a row of buttons for letters A through Z. On the right side of the page, there is a dark grey button labeled 'Enrol users', which is circled in red.

Following the same steps, you can also enrol a user as a “non-editing teacher”.

# 5. Upload new content

## Administration

### Course administration

- Edit settings
- Turn editing on
- Course completion
  - Users
- Filters
- Reports
- Gradebook setup
- Badges
- Backup
- Restore
- Import
- Reset
- Question bank

### Site administration

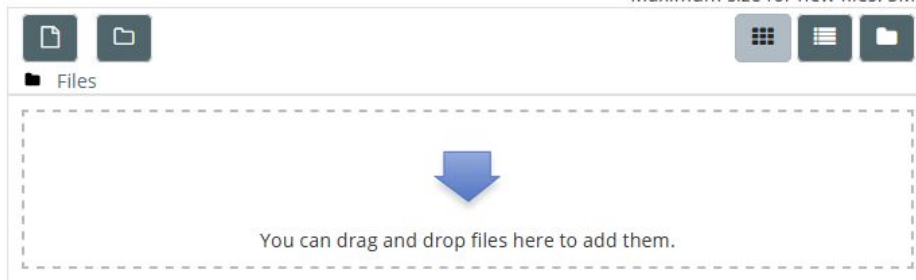
When you create your course, you press **Save and display** and you go to the menu bottom-right and select **Turn editing on**

Now, in every topic of the lesson, there is the choice **Add an activity or resource**. From the menu, you select **File** or whatever you want to add. In the new page, you can add information about the file and drag and drop the file in the corresponding frame - or press



Select files

Maximum size for new files: 5MB



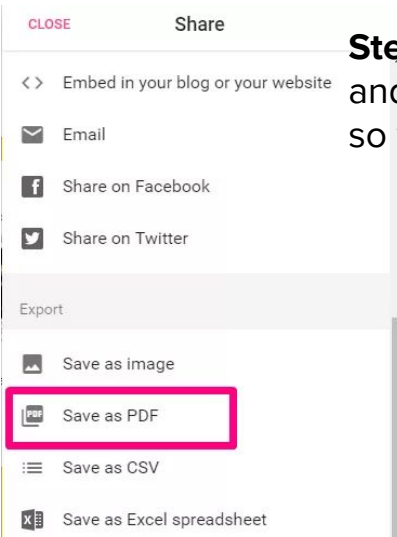
Don't forget to press **Save and return to course** or **Save and display**

# 5.1 Using other tools and applications

General suggestion: upload the file (as pdf or image) and do not embed it-this is necessary in order to accompany your scenario in the repository

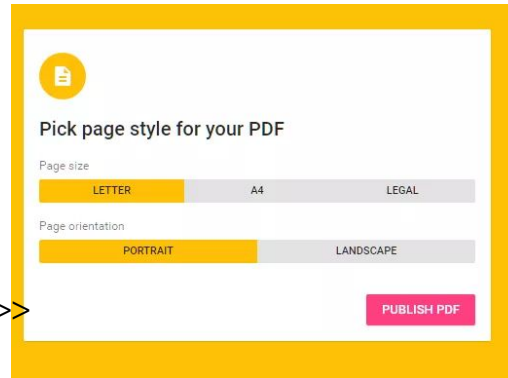
For example:

**Padlet** is a web program that can serve as a collaborative tool. It is a digital pin board and you can have access by signing up for a free account in [www.padlet.com](http://www.padlet.com) (app for Android and iOS also available). If you want to add in the Moodle something you created in Padlet, the best approach is to add it as a pdf file ([https://padlet.com/support/exporting\\_to\\_pdf](https://padlet.com/support/exporting_to_pdf))



**Step 1:** Under SHARE, click the share/embed/export tab and you can opt to export the padlet as an image or pdf so you can save it in your computer

**Step 2:** Choose PDF style >> PUBLISH



**Step 3:** Print or Download PDF

# 6. Grades

From the **Course administration** menu, you can also setup your gradebook for every course

## Administration

### Course administration

- ⚙️ Edit settings
- ✍️ Turn editing on
- ⚙️ Course completion
- > Users
- ⌵ Filters
- > Reports
- ⚙️ **Gradebook setup**
- > Badges
- 📁 Backup
- ⬆️ Restore
- ⬆️ Import
- ⬅️ Reset
- > Question bank

> Site administration

By selecting Gradebook setup, new menu for different grading methods appears

## Administration

### Grade administration

- 📊 Grader report
- 📊 Grade history
- 📊 Outcomes report
- 📊 Overview report
- 📊 Single view
- 📊 User report

### Setup

#### Gradebook setup

- ⚙️ Course grade settings
- ⚙️ Preferences: Grader report
- > Import
- > Export
- ⚙️ Letters
- 📊 Scales

> Course administration

> Site administration

## 6. Grades

Moodle has many options available for grading (<https://docs.moodle.org/39/en/Grades>).

- Each course in Moodle has its own gradebook which can be accessed from the grades link in the navigation drawer.
- The gradebook contains the grades for each student in the course.
- By default, students and teachers can see this link and students can use it to access their course grades.
- Teachers can see the various elements of the gradebook as tabs across the screen.
- The grade history allows educators to see the different grades, when they were modified and by whom.



## 6. Grades

- When clicked on, the pencil icon next to a student's name, the teacher will be taken to **single view**. Single view allows teachers to focus on one student or one grade item. (Single view also provides an insight to what a student sees when using Moodle's gradebook.)
- The user report shows the individual grades of one student. This is also what the student sees when they click the grades link in the nav drawer.
- In the user report, a teacher can add new grade items or edit existing ones by clicking the Setup tab. Teachers can also decide on course grade setting preferences.

Moodle's **gradebook** also allows teachers to **import** grades that they have offline as easily as pasting from a spreadsheet.

The grades can also be **exported** as different formats, for example if a teacher wants to print them off.