A. Creating an account

1. Go to http://myportal.upou.org
2. Click on *Moodle Login*.
3. Since this is your first time on Moodle, click *Create New Account*.
4. Create your own user name and password.
5. Fill in your email address **two times** to ensure that it is not misspelled. Make sure your email address is active.
6. Enter other required personal information.
7. Open your email account and look for the email from UPOU Techsupport.
8. Follow instructions for confirmation of your account.
9. After receiving the message that your account is confirmed, you can now explore the site.

I didn't receive a confirmation email.

The confirmation email is sent automatically, however, some email services block UPOU Techsupport emails because these are considered bulk mail or spam. Check your Spam folder. If the email is not received in one hour, contact Techsupport so that they can confirm your account manually.

I was able to confirm but I can't navigate through the site.

Check the upper right hand corner of the screen. If your name is not registered as the current user, then shut down all windows and Login again. It is possible that you are working on a screen that was opened before you were able to confirm the account.

I forgot my password.

Go to the login screen and click *Forgot Password*. Your password will be sent to your registered email address.

B. Setting Up your Course Settings

1. The account you have just created is, by default, a student account. To be "upgraded" to a faculty account, give Techsupport the following information:
    - Full name
    - Course code
    - Course title
    - Semester the course is being offered
2. Check if you have faculty access to your account: click on your course title, then see if you have the *Turn Editing On* button on the upper right corner of your screen. Faculty accounts have editing priviledges; student accounts do not.
3. Click settings on the left column, under Administration.
4. Check the course code and title for accuracy. Note that UPOU course numbers use the following format: code_sem_year (for example, EDDE201_1_2007) to denote the semester and school year the course is offered. Please do not change the course code.
5. Enter a 1- or 2- sentence summary of your course. Usually, this is the approved course description. This will appear in a searchable index page, not in your main course site.
6. Choose format: either Topics or Weeks, depending on how you would like to chunk or group your course activities.
    - Choose *Topics* if you would like to discuss a number of subjects in overlapping time periods, with students able to go back-and-forth between them.
    - Choose *Weeks* if you would like to present a set of activities in a defined period of time.
7. Indicate number of topics or weeks. If you are not sure, estimate and edit later. If you chose the *Weeks* option, a semester is 16-17 weeks long.
8. Indicate the course start date. This is crucial for the *Weeks* option.
9. If you are teaching a large class, consider the *Groups* options at this level. Otherwise, you can define groups per activity.
10. Enter an erollment key: three letters and three numbers. Later, when students want to enter your course, they will ask you for this. If Techsupport has already created your enrollment key, please do not change it.

C. Creating the Scaffold for Your Course Site

1. Click *Turn Editing On*.
2. Click on the *Writing Hand* icon beside Topic or Week number 1.
3. Write the title of this Topic or Week. You can change font, size and color, if you wish.
4. Do the same for your other Topics or Weeks.
5. If you find that you have to change the number of boxes, go to back to Settings. Note that if you lower the number of boxes, the last ones will be deleted so make sure you don't need any important data there.

Some Tips:

- Even if the course isn't fully “formed”, you should at least prepare an outline. This will help you structure your course over the semester, and it will help your students see what is in store for them.
- Note that the first box has no number. Reserve this for general information about the entire course (e.g., Course Guide, News Forum, a graphic showing the course title, etc.)
- Keep your titles short. If you find that you need to write paragraphs of text, then the entry should be a *Resource*.
- Use, at most, two types of fonts. Don't overdo colors.
- You can use pictures as labels (to be discussed in *Adding Resources*) but make sure the file sizes are small, otherwise, the page will take too long to download.

D. Adding Files and Resources

Adding a File

1. Click on *Files* on the left column, under *Administration*.
2. Upload resources that you will need for the course – images, documents, graphics, etc. This step will transfer your resources to the Moodle server, but they will not yet be visible to your students.
3. Add more resources, as needed. You can also delete resources you don't need.
4. Go to a Topic or Week box and click *Add a Resource*.
5. Choose *Link to a File or Website*.
6. Enter a name and summary.
7. Click *Choose or Upload File*.
8. Click *Choose* beside the file you want to link. The name of that file will then appear in the *Location* window.
9. If it is a short or small file, choose *Same window* to make it appear in the same browser page that the student is using. Otherwise, click *New window* so that another browser page will open to reveal the resource.
10. On your main course site, use the icons beside the file name to indent, move the file up and down, edit, delete or temporarily hide it. Clicking on the person icon changes the setting from *no groups* (one person), to *separate groups* (two persons but one is shaded), to *visible groups* (two persons).

Adding a Link to a Website

1. Choose *Link to a File or Website*.
2. Enter a name and summary
3. In the *Location* box, type the web address of the resource (http://www....).
4. For hyperlinks to other websites, it is advisable click *New window* so that another browser page will open to reveal the resource.
5. On your main course site, use the icons beside the file name to indent, move the file up and down, edit, delete or temporarily hide it.

Some Tips:

- For adding a file, you can also start at Step 5, but instead of simply choosing a file to link to, upload a file instead.
- Make sure that resources you post are not in violation of copyright laws. If you are unsure about this, contact OASIS for advice.
- If you have many resources in one topic/week box, use the indent icon (right arrow) to re-position the name of the file. Presenting the files in a hierarchical format might help to make your site look more organized.
- If your file is available in another website, then simply link to the original file. There is no need to redistribute the resource when it is already made available by another party on the Internet.

- Students often prefer that links to websites be sent to a *New window* so that they will always have the original Moodle window open even if they go off exploring a recommended website.
- You can upload all the most common types of file formats: .txt, .doc, .xls, .ppt, .pdf, for example. You can also upload image files: .jpg and .gif. It is possible to upload audio and videos as well, but be conscious of the file size. Consult Techsupport regarding large files (like streaming videos) because these can be uploaded to another server and then you can link to it from your course site.
- It is important to ensure that your students have access to the software that can read your files. Although it is the most common word processor, not all students have MSWord. It is also possible that your MSWord is a new version that your students don't have so they can't read all the contents of your file.
- It is highly recommended that you use PDF (.pdf) format for several reasons:
  - more compact
  - can be read by all computers with Adobe Reader installed
  - no viruses
  - contents won't shift, especially those with complicated layouts or figures
  - can't be edited
  - can be password protected, if needed
- If you use OpenOffice, you can convert to PDF easily by clicking on *File* > *Export as PDF*. If your software does not have this funcion, you can use a free PDF converter such as PrimoPDF (www.primopdf.com).

E. Adding Activities

1. Go to a Topic or Week box then click *Add an Activity.*
2. Choose from among the options:
    - Assignments – if you want a space for students to upload their work, or if you want to create a column for the online grading sheet (even if the assignment will be submitted in print or via email).
    - Chat – if you want to have a real time discussion. Note that the server load is heavy, and we usually can't handle more than 10 people in one chatroom at the same time. Also consider that other students might not be able to make it to a session on a specified period (check time differences), or may have technical difficulties.
    - Choice – if you want to create an online poll or survey.
    - Forum – for asynchronous discussions. This is the activity most commonly used for online tutorials, and is highly recommended for all courses.
    - Lesson – if you want to create content that is presented interactively. This requires you to prepare content plus navigation options.
    - Quiz – online quiz that can be marked automatically.
    - Wiki – a document that all users can edit collaboratively.
3. Configure the settings of the activity. Click on the *Question Mark* icon if you are unsure about options.
4. Click *Save*.
5. On your main course site, use the icons beside the activity name to indent, move the file up and down, edit, delete or temporarily hide it. Clicking on the person icon changes the setting from *no groups* (one person), to *separate groups* (two persons but one is shaded), to *visible groups* (two persons).

Some Tips:

- All activities can be graded. Look at the options for grading and the range of points you can give.
- Quizzes can be automatically graded if you provide the correct answers.
- Even if an assignment is submitted via email, it is still good to create it as an Activity so that you can post your grades and comments online, and the score is added to the total.
- All your grades are tabulated on the *Grades* link under the *Administration* box. This file can be downloaded as a spreadsheet.
- Students can see their own grades, but the not the grades of their classmates.

F. Forming Groups

1. Decide on whether you want to form groups at the course level, or per activity.
   - For groups at the course level, go to *Settings* then select *Separate groups* or *Visible groups*.
   - For groups at the activity level, define this when you configure the settings for that activity.
2. Click on *Groups* under the *Administration* box. You will see three boxes: Groupings (e.g., Research groups), Groups in groupings (e.g., Alpha, Bravo, Charlie, Delta groups), Members of group (contains student names).
3. Click *Create grouping*. Indicate name and description.
4. Click *Create group in grouping*. Indicate name and description.
5. Click *Add/Remove users*. Place your students in their appointed groups. Note that your enrollment should be relatively complete when this is done. Students who come to class late have to be placed in groups, otherwise they cannot participate in any activities.