

GETTING STARTED IN MOODLE



A quick overview of the whole process for you "global learning style" folks.

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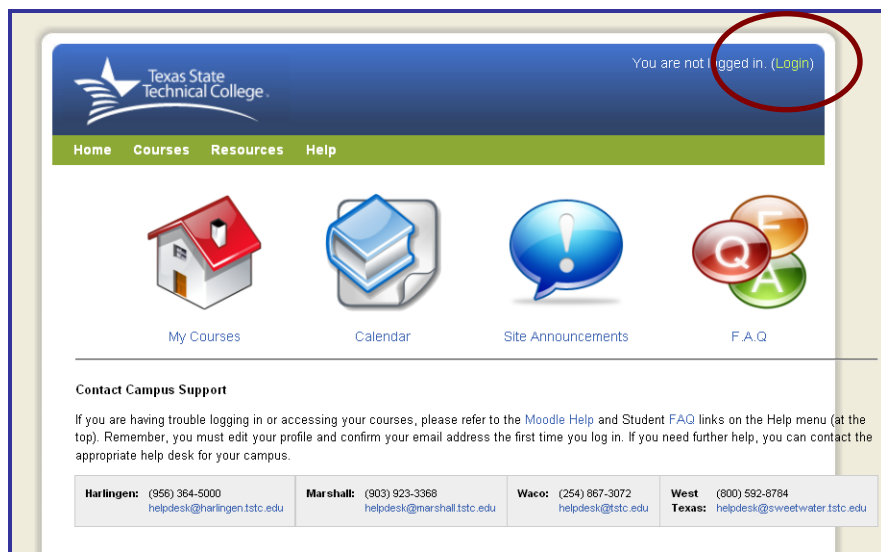
- ✘ You will be working in 2 server locations:
 1. The file repository server [Resources] where you will store all of your files. <https://resources.tstc.edu>
 2. The learning management system (LMS) [MyCourses/Moodle] where you will put links to your files from Resources and develop your online content of what your students will see when they take your course. <https://mycourses.tstc.edu>

- ✘ You will begin at the Resources server where you have 3 main things to do after you login.

Resources

- ✘ The 3 things will be accomplished by selecting the Resources tab:
 - 1st.** Select Faculty Information
 - Fill-in “Faculty (instructor) Information”.
 - Select Update to save your entry.
 - 2nd.** Select File Repository
 - Make a course named folder [i.e., AUMT_1407].
 - Select the folder to put files in it.
 - Select “upload files” and add the files into the folder.
 - 3rd.** Select Box Zero Generator
 - Build “box zero”, the header for your course home page.
 - Follow the directions.

- ✘ Then, you will access MyCourses/Moodle and login. Course content on Moodle will be developed by the copy/paste method of links to the course files you put on the Resources server. Later you will set up a grade book.



MyCourses/Moodle

Putting “It” All Together

This tutorial was designed to help the novice get started in MyCourses/Moodle.

The server, <https://resources.tstc.edu> is designed to store all data files for MyCourses/Moodle. Below are the steps you will do to begin setting up your course in MyCourses/Moodle. Screenshots of the directions are included below.

A) Create Faculty Information on Resources

This is a required process!

You will update this information when your office hours or other directory features change about you.

Go to the Resources File Repository <https://resources.tstc.edu>

Use your WebAdvisor username and password to login (at the top left).

1. Go to the tab **Resources** found at the top left beside the word **Calendar**.
2. Mouse over the word **Resources** to open the drop-down menu.
3. Notice the 5 choices in the drop-down:
 - 1st. Choice** File Repository * where you store files
 - 2nd. Choice** Site Resources * where you find help
 - 3rd. Choice** Faculty Information * where you fill in information
 - 4th. Choice** Box Zero Generator * where you create your Moodle home page header
 - 5th. Choice** Maps and Location * where you find TSTC on the map
4. Select the word **Faculty Information**.
5. Select **Create Your Entry**.
6. Input the information into the text boxes.
7. Once you are finished, scroll to the top and select **Update**.
8. This will auto create a generated link to be placed in your “Box 0” on your home pages in MyCourses/Moodle.

Faculty Information Repository Entry

B) Create Folder(s) for File Storage on Resources

First, make sure your syllabus, schedule, and other content files for MyCourses/Moodle have been saved as PDF (*.pdf) files.

Folder and file names are best created by using the underscore (_) as a space. [i.e., AUMT_1407]

You are still at the File Repository at <https://resources.tstc.edu>

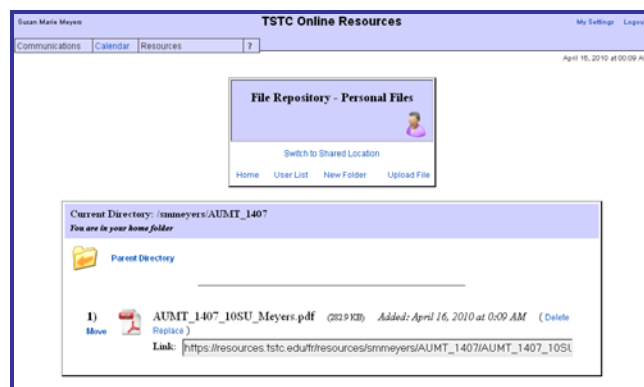
1. Select the tab **Resources** found at the top left.
2. Mouse over the word **Resources** to open the drop-down menu.
3. Select the word **File Repository**.
4. Select **New Folder**.
5. Type the "New Folder Name" in the box and select **Create**.
6. You will see a yellow folder created under the **Current Directory: /**
7. Select the new folder. Notice your Current Directory: / has changed by attaching the name of the folder you just created.



C) Upload Files into Folders on Resources

You are still at the File Repository <https://resources.tstc.edu>

1. Go to the word **Upload Files** found in the middle box.
2. Select the word **Upload Files** then click **Browse...**
3. Find your saved **PDF** file for your syllabus and select it.
4. Select the word **Upload Files** again and the file will appear in the box.
5. Notice under the file name the link text box. **Highlight** this link and **copy** (CTRL + C) it. You will paste this link into the Box Zero Generator in your next step.) **Note:** If you also have a separate schedule, it is recommended to open note pad or a text document and copy/paste both the syllabus and schedule link for future references.



D) Box Zero Generator on Resources (Creates Header on MyCourses Home Page)

This is a required process for ALL sections!

You are still at the File Repository at <https://resources.tstc.edu>

1. Go to the word **Resources** found at the top left.
2. Mouse over the word **Resources** to open the slide down menu.
3. Click on the word **Box Zero Generator**.
4. Input the information into the text boxes.
5. At the Link to Syllabus text box, **paste** (CTRL+V) the link to your syllabus.
6. Once you are finished, at the bottom, select **Generate**. It will display the generated HTML code to be placed in your Box Zero in Moodle.

Step 1: Input Information

Course Identification:

Course ID: Prefix: Number:

Course Name:

Instructor Information:

Instructor Name:

Link to Instructor Information:

Instructor Name:

Link to Instructor Information:

Add space for another instructor

Course Information:

Link to Syllabus:

Link to Schedule:

Step 2: Click Generate

Generate

Course Identification for Block Zero


7. Select **Highlight All** and **copy** (CTRL + C) it. You will be pasting this HTML code in your next step after you login to MyCourses/Moodle.

Step 3: Highlight and Copy This Code


*Highlight the code below and then press **Control-C** to copy it. You may also click on **Edit** on the File Menu at the top of your browser, and then select **Copy** from the menu that drops down.*

Preview (what it will look like):

Course Information
(Mouse Here to View)



Welcome to AUMT 1407
Automotive Electrical Systems



Code (copy and paste this): **(Highlight All)**

```


<script type="text/javascript" src="http://resources.tstc.edu/themes/bzero.js"></script>
<style>.bz11{padding-left:5px;font-weight:bold;background-color:#D0D0F0;width:100%}.bz12{padding-
left:20px}.bz13{padding-left:30px}
A.bz_lnk:link,A.bz_lnk:active,A.bz_lnk:visited{color:#000090;text-decoration:none}
A.bz_lnk:hover{color:#FF0000;text-decoration:underline overline}
</style>
<div id="bz_links" onMouseOver="showBZL()" onMouseOut="hideBZL()" style="position:absolute;
top:100px;left:150px;z-index:245;background-color:#E0E0FF;color:#000000;text-align:left;
display:none;padding:5px;border:2px outset #FFE0E0; margin:0px;">
<div class="bz11">Instructor:</div>
<div class="bz12">Susan Meyers</div>
<div class="bz13"><a href="javascript:void(0)" onClick="nwBZ('http://resources.tstc.edu
/?act=prp:51','bzinst')" class="bz_lnk">View Information</a></div>
<div class="bz11">Syllabus:</div>
<div class="bz12"><a href="javascript:void(0)" onClick="nwBZ('https://resources.tstc.edu
/fr/resources/summeyers/AUMT_1407/AUMT_1407_10SU_Meyers.pdf','bzsy1')" class="bz_lnk">View

```

[Or Go Back and Re-Enter the Information](#)

HTML Code Highlighted

E) Final Steps to Create Box Zero Header on MyCourses/Moodle

1. Log into Moodle and go to your course (found under My Courses) at <https://mycourses.tstc.edu>.
2. Turn editing on by clicking the **Turn editing on** button at the top right of the screen.
3. Select **Edit summary**, in the very top entry in "Box 0". To do this, click on the hand holding the pencil  at the top of the middle column.
4. The **Summary of Box Zero** will open. Select the Toggle HTML Source **<>** located on the right side in the 2nd row. This will allow the HTML code you copied to be pasted into the text box and graphically display the course header, instructor information, and the syllabus.
5. With your mouse, **left** click inside the text box and select **paste** (CTRL + V) to input your "Box 0" (header) information.
6. Click **Save changes** at the bottom under the text box.

Summary of week 0

Summary:

You are in TEXT MODE. Use the [<>] button to go back to WYSIWYG MODE.

```
<div class="bz11">Syllabus:</div>
<div class="bz12"><a href="javascript:void(0)"
onClick="mwBZ('https://resources.tstc.edu/fr/resources/smmeyers/AUMT_1407
/AUMT_1407_10SU_Meyers.pdf','bzysl')" class="bz_lnk">View Syllabus</a></div>
</div>
<div id="bz_cont" style=" border:1px solid #000000;width:90%;text-
align:center;padding:5px;background:#FFFFFF;color:#000000">
<table width="100%" border="0"><tr><td width="200">
<div id="bz_trig" onMouseOver="showBZL(event)" onMouseOut="hideBZL()" style="border:
#FF0000 outset 3px;background-color:#FF0000;">
<strong>Course Information</strong><br /><span style="font-style:italic">(Mouse Here
to View)</span>
</div></td><td><center><table border="0"><tr><td></td>
<td style="font-weight:bold;font-family: arial, helvetica, sans-serif;font-
size:16px;text-align:center">Welcome to AUMT 1407<br />
<span style="font-family: tahoma, arial, helvetica, sans-serif;font-
size:20px">Automotive Electrical Systems</span></td>
<td></td></tr>
</tr></table></center></td></tr></table></div>
```

Save changes

F) Box Zero Complete

1. You are finished creating "Box 0".
2. Mouse over the **Course Information** box and select your **Instructor - View Information** link and your **Syllabus - View Syllabus** link.
3. Continue to build your course content and add your gradebook elements.

Auto Elect Sys 1AUMT_10/SU_AUMT_1407_1001_183095

You are logged in as Dennis Meyers (Logout)

Home Courses Resources Help

TSTC Moodle > 1AUMT_10/SU_AUMT_1407_1001_183095

Switch role to... Turn editing on

People

- Participants

Activities

- Forums
- Resources

Search Forums

Administration

- Turn editing on
- Settings
- Assign roles
- Grades
- Groups

Weekly outline

Course Information (Mouse Here to View)

Welcome to AUMT 1407 Automotive Electrical Systems

- Welcome
- News forum

9 May - 15 May

Week 1

- Introduction to Automotive Electrical and Electronic Systems and Safety

16 May - 22 May

Latest News

Add a new (No news has been added yet)

Upcoming Events

There are no upcoming events

Recent Activity

Activity since Thursday, 2010, 07-4

Full report of recent activity

Nothing new since...

To **edit information, replace, update, add, or delete files**, you **must** go back to the **File Repository** at <https://resources.tstc.edu> and make the changes. If you move a file(s), you must re-link the new location(s) of the file(s).