1 Moodle Cheat Sheet for Teachers

1.1 Turn Editing On
To be able to change your site, you click and Turn Editing On

1.2 Engaging with Students
There are a number of ways to engage your students using Moodle.

1.2.1 Online Users Block
Every Course Site in Moodle has an Online Users Block. This will show you who is currently online.

With global messaging enabled, you can easily send the online user a message.

1.2.2 Announcements
You can also use Announcements to both place a message on your page and also email the student group at the same time. In a Subject Site, you can choose the Group you wish to receive an Announcement from.

Some course templates allow Announcements to be embedded in the page as opposed to a link in a Block. Ask me if you would like to learn more. An example is: https://learning.marash.qld.edu.au/course/view.php?id=2841

1.2.3 Participants
You can check the last access time for your students by clicking on Participants from the Navigation Block. (You can also enrol other users through this interface).

1.2.4 Course Logs
If you want more information about what a student has accessed, you can look at the Course Logs -> Logs. It even shows exactly what students clicked on and when.
1.3 Adding Content

1.3.1 Drag and Drop Files
In Moodle, when Turn Editing is On, you can drag and drop files onto the page.

Media type files such as: Movies, Sounds, Images can be linked as a File Resource or Embedded Media

1.3.2 Embed Content
When you create a Label or a Page, or even an Announcement you can also embed content including other sites: such as: Quizlet, Padlet, YouTube. Often you only need to copy and paste the link and it will auto-embed. You can also use the Editor to embed web cam or recordings. It will automatically compress the recording and add it to your Course Site.

1.3.3 Add a Description
When you create Activities or Resources in Moodle, it's important to add descriptions where possible. This will improve the look of your site and provide guidance to your students.

When you add a resource using Add activity and resource, you will be prompted to add a description.

Alternatively, if you dragged and dropped the resource, you will need to click Edit -> Edit settings ->

1.3.4 Add a Completion Date
If you wish students to complete your learning resource by a certain date, you can also add a completion date.

This means students will get emailed a day before to remind them to complete the resource or activity.

All activities with a completion dates e.g. Assignment, Quiz etc will email a reminder to the student before the date.

1.3.5 Hide and Show Sections and Resources
All items in Moodle can be hidden from students using Edit -> Hide

To show, you can use Edit -> Show
1.4 **Sharing Content Across Course Sites**

1.4.1 Using the Sharing Cart to copy resources, activities or sections

Any course you have access to, has a **Sharing Cart Block**. This allows you to copy any resource/activity or section into the **Sharing Cart**. Once inside the Sharing Cart, go to your desired Course Site and download the resource.

1.4.2 All courses are backed up, delete items recycled etc

Everything you do Moodle is reversible within a two week timeline. So don’t worry about playing around with your Course Site.