moodleCloud

Quickstart Guide

This Quickstart Guide will help you

Set up your teaching space

Moodle calls the space where you teach online a 'course'. It can be a course for just one student or for a large group. You can use it for any subject or kind of teaching you like. Here's how:
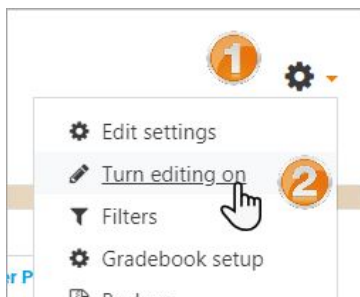
1. Log in with your MoodleCloud account

2. From the left panel (the Navigation drawer) click **Site administration**

3. Click the **Courses** tab

4. Click **Add a new course**

5. Add your course details, using the **?** icon for extra help

6. Click **Save and display**

7. Click **Proceed to course content** to add your teaching

8. materials.

▶ **Watch our 3 minute video How can I create a course?**

Add materials for your learners

1. Log in and go to the course you made

2. Click the cog icon top right and then click Turn editing on:

3. To add files such as documents or presentations, drag and drop from your desktop (but remember with MoodleCloud free, your storage is limited)

▷ **Watch our 2 minute video: Drag and drop files into Moodle**

4. To add other activities, click **Add an activity or resource** wherever you want to add your item:

5. Choose an item from the box that appears. Double click an item to set it up.

▷ **Watch our 3 minute video: How can I add course content?**

6. Your MoodleCloud site offers you many different activities. You could begin with:

- **URL**: Add links to useful websites for your learners to visit.
- **Forum:** Set up discussions where learners can respond from home, in their own time.
- **Assignment:** Get learners to submit work in a number of ways
- **Big Blue Button**: See and talk to your learners *(check your MoodleCloud package for restrictions)*

Want to know more? See the section **Get more information.**

Get learners onto your site

There are **two steps to take**:
1. Get your learners onto your MoodleCloud site
2. Give your learners access to your teaching materials

If you're in a hurry, you can let them do this themselves. We'll show you how now.

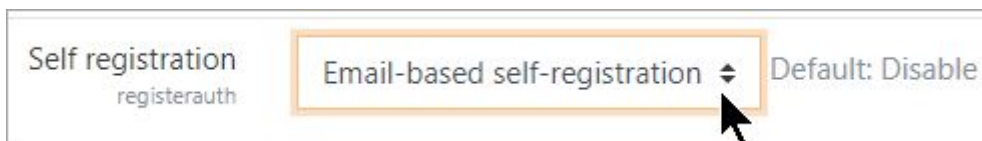Want to control access yourself? See the section **Get more information**.

Enable site sign-up

This means learners can create their own accounts on your site. It is quick, but others could create accounts too, so be careful. Remember MoodleCloud free only allows 50 users.

1. Log in with your MoodleCloud account
2. From the left panel (the Navigation drawer) click **Site administration**
3. Click the **Plugins** tab and scroll down to **Authentication**
4. Click **Manage authentication**
5. Click to open the 'eye' icon **of Email-based self registration:**

6. Scroll down and from the 'Self registration' dropdown section, select **Email-based self-registration**:

7. Scroll down and click the button **Save changes**

Watch our 2 minute video: How can new users sign up to my Moodle?

Enable course sign-up

This means learners can enrol themselves into the course you made, to access your teaching materials. This is quick, but in theory anyone who creates an account could access your course - so set an **Enrolment key** and share it with your learners only.

1. Click into the course you want your learners to access
2. From the left panel (Navigation drawer) click **Participants**
3. Click the cog icon on the right (above Enrol users) and select **Enrolment methods**
4. Click to open the eye of **Self enrolment (Student)**
5. Click the cog icon to the right of that eye icon to access the settings page.
6. Add an **Enrolment key** which you will share with your learners.

Watch our 2 minute video: How can learners sign up to my courses?

Inform your learners

1. Email or message your learners, telling them the web address of your MoodleCloud site.
2. Tell them to click "Log in " and then "Create new account"
3. Tell them the name of their course and share the Enrolment key you made.

This quick start guide will do just that: get you started quickly. But if you're new to online teaching, you might want to think about how best to move your classes to an online setting. Here are some tips and links to help you:

Don't try to replicate your face-to-face classes online

Just because you teach several hours a day 'live' doesn't mean you need to do the same online. If you must, then schedule a live BigBlueButtonBN session a couple of times a week using it as Q&A time for issues your students might have when studying at home. Alternatively, record yourself teaching on BBB - but keep it short, much shorter than your usual classes.

Use the Flipped Learning approach

Set your students tasks of doing research, watching an essential video or preparing for a project, and use that occasional live session to gather feedback from them, rather than instructions from you. Let them drive the sessions.

Avoid static resources: embrace interactivity

- It is easy to drag and drop your documents and presentations, but they use up storage space and frustrate learners who have to download them. If you have to, add them to a sharing site such as GoogleDrive and make links to them.
- Aim for alternatives which they have to engage with. Find useful sites/games/webquests you can share as URLs.
- Make the most of Forums by posing a daily teaser, puzzle or ethical dilemma. Promise a reward to the most inspired solutions.
- Encourage them to post sound or video responses in Forums - great for Language teaching or those who struggle to type.
- Add Quizzes with a short video as a 'Description' and questions afterwards to test their understanding.

Keep them posted!

Use the Announcements to stay in touch, informing them of new items you've added, daily challenges, star students etc. Encourage them to download the Moodle app.

MoodleCloud

https://moodlecloud.com/app/en/
Check here to see what's available on your MoodleCloud package, and whether you need to upgrade.

YouTube Videos:

Moodle Admin Basics Youtube Playlist
Want to add courses quickly? Want to re-use existing courses? Prefer to add learners yourself to be safer? These videos will show you how.

Learn Moodle 3.8 Basics Playlist
While not specifically made for MoodleCloud, these videos explain in detail how to teach with Moodle. You'll learn how to set up assignments, discussion forums, add URLs, get your learners collaborating with each other and much more.

Learn Moodle Extra
Explore Moodle's more powerful activities with these advanced tutorials enabling you to set up branching scenarios and peer collaboration.

Documentation

These pages form part of Moodle's collaborative documentation wiki. While not specifically aimed at MoodleCloud users, they are still useful.

Admin Basics documentation pages
A set of pages for new, non-technical Moodle administrators.

Admin quick guide
A page covering the basics for new Moodle administrators.

Teacher quick guide
A page covering the basics for new Moodle teachers.

Free MOOCs

Moodle Admin Basics - self-paced, always available, free MOOC on https://learn.moodle.org/. Enrol now!

Learn Moodle 3.9 Basics - watch social media for the June launch of this Teaching with Moodle MOOC on https://learn.moodle.org/