

MOODLE QUICK REFERENCE LIST: INSTRUCTOR ISSUES

Confirming that Instructor's Course(s) is listed in Moodle?	Quick tip: The link(s) to your Teaching course(s) will be automatically created through Banner. Courses for the next term are displayed below the current term. By default, teaching courses are displayed with gray text , which means the course is unavailable to the students. Once your course is set up, be sure to make it available to your students. Scroll below to learn how to make courses available.
Making a course available to students	How to: <ol style="list-style-type: none">1. Click on Settings in the Administration block on the left.2. In the Availability block, choose This course is available to students.3. 3. Click on the Save changes button at the bottom of the page.
Adding teachers/non-editing teachers/guests to a Moodle course?	How to: <ol style="list-style-type: none">1. Click on Assign Roles in the Administration block in your course.2. On the Assign Roles screen, click on the role for the person that you want to enroll into the course (teacher, guest, etc.).3. On the next screen, search for the name of the person to be added, by typing their name in the box next to Search. Their name should appear in the "Potential Users" box located above the search box.4. Click on the name of the person to be added. Then click Add. The person is now enrolled in the role you chose.
Posting a file a Moodle Course	How to: <ol style="list-style-type: none">1. Click on the Turn editing on button in the upper right.2. Click on Add Resource drop down menu and select Link to a file or web site.3. Fill in the Name field and click on the Choose or upload a file button.4. Click on the Upload a file button in the lower right.5. Click on the Browse button to search for the file. Select the file by double-clicking.6. Click on the Upload this file button.7. Click Choose to the right of the uploaded file8. Click on the Save and return to course button at the bottom of the page.
Using the News Forum to send messages to entire class	Quick tip: The News forum is a special forum for general announcements, which is automatically created for each course. It is a great way to send a mass email to all students in your course. By default, it is placed in the top of the center section and only teachers and administrators may add posts or reply to posts. The default settings force every enrolled student to be subscribed to the News forum. The Latest News block displays a specific number of recent discussions from the News forum.

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Re-enrolling students to prior term(s)	How to: <ol style="list-style-type: none">1. Log in to Moodle and click on the year and term you wish to view.2. Click on Assign Roles in the Administrative block.3. On the Assign Roles screen, click Students.4. On the next screen, search for the student, by typing their name in the box next to Search. The student's information should show up in the "potential users" box above the search box.5. Click on the student's name. Then click Add. The student is now re-enrolled in the past course and you should be able to view their grades in Gradebook and any work they submitted.
Backup/Restore Course	Quick tip: Instructions for backing up and restoring courses are available at http://www.lanec.edu/atc/documents/backup_restore.pdf .
Create grade categories	How to: <ol style="list-style-type: none">1. Click on Grades under the Administration block.2. Click on the Choose an action drop down menu. Under Edit select Categories and Items.3. Click on the Add category button.4. Name the category and select the category's aggregation method.5. Click on the Save Changes button. <p>*Note: It is not necessary to create categories in your gradebook, but you may use them to organize groups of similar grade items (ex: tests, quizzes). The "Course Total" category (which has the same name as your course) is automatically created and contains all grade items in the gradebook.</p>
Create grade items	How to: <ol style="list-style-type: none">1. Click on Grades under the Administration block.2. Click on the Choose an action drop down menu. Under Edit, select Categories and Items.3. Click on the Add grade item button. Name the item and give a maximum grade value.4. If you are placing this item in a category that has already been created, use the Grade category drop-down menu to select the proper category.5. Click the Save changes button.

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Unable to Update Grades or Assignment Comments

Quick tip: This happens because of an oddity in the way that Moodle handles grades that are entered via the **Gradebook versus the assignment grading interface**. When you update grades and make comments via the gradebook (i.e., by clicking the "Gradebook" link, clicking the "Turn editing on" button in the upper right-hand corner, and then entering either a grade or a comment for a student) that sets an "override" flag for that item in the gradebook. For that student, you'll no longer be able to update either the grades or the comments in that assignment's normal grading window.

To turn off that override flag:

1. Go into the **Grade Book** (again, the second link above)
2. Click the **"Turn editing on"** button
3. Locate the student whose override flag you need to clear
4. In the cell for the assignment for that student, click the edit icon (the Word document type icon just above the grade and comments for that student)
5. In the "Edit grade" window that comes up, click the "Overridden" check box so it's no longer set
6. Click "Save changes"
7. Now you should be able to edit that student's comments and grades