



# Guidelines for Local Moodle Administrators

How To Manage Your Local Moodle Site



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## Tips . . .

1. The purpose of this manual is to orient local Moodle Administrators to a few of the basic steps that can be taken locally – close to the action.
2. Study this brief manual. If you want to, you can also login to your local Moodle site to follow some of the steps.
3. If it would be helpful, we can do a walk-through by phone. If you can be online while we talk, we can easily do this in about 20 minutes, especially if you've done a little experimenting ahead of time.
4. I am available for help if you need it

[Rmarquis@thelearningcurve.org](mailto:Rmarquis@thelearningcurve.org) 978-606-7023

If you do not have a copy of “What Will Caleb Learn?” you can download it at <http://romeomarquis.com/>.

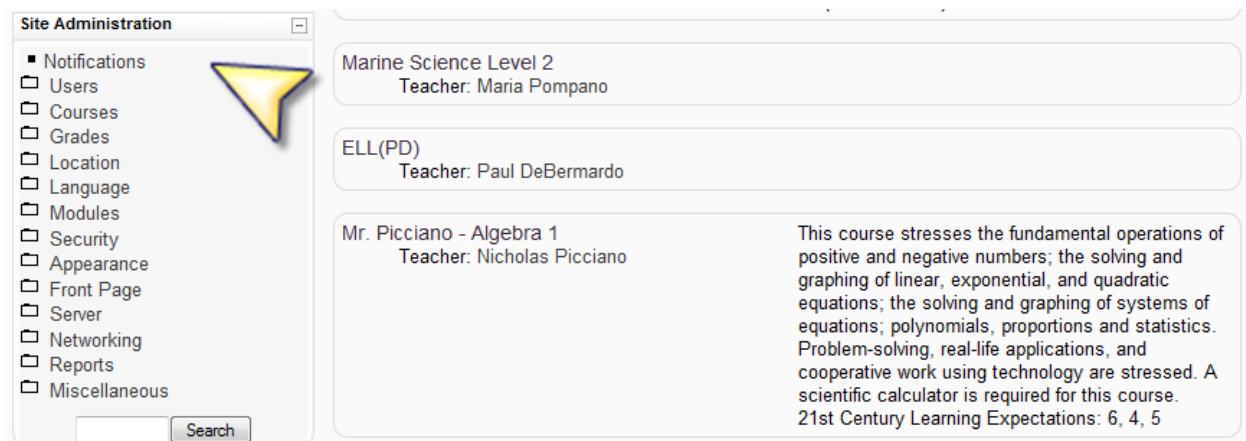
## A. Your local Moodle site

When we create a Moodle site for your school district, it is an empty shell. We usually begin by grabbing some graphics off your district's Web site and then using it to create your Moodle site. At first, your Moodle site is an empty shell that looks like this:



## B. Your Site Administration panel

We have included you as a local Moodle administrator. Initially, you and I are the only administrators on the site. As you work your way through this Guide, please remember that I am ready to work with you and support you every step of the way. Feel free to email [Rmarquis@thelearningcurve.org](mailto:Rmarquis@thelearningcurve.org) or call 978-606-7023. Let's begin . . . *Login* and you will see your *Site Administration* panel.

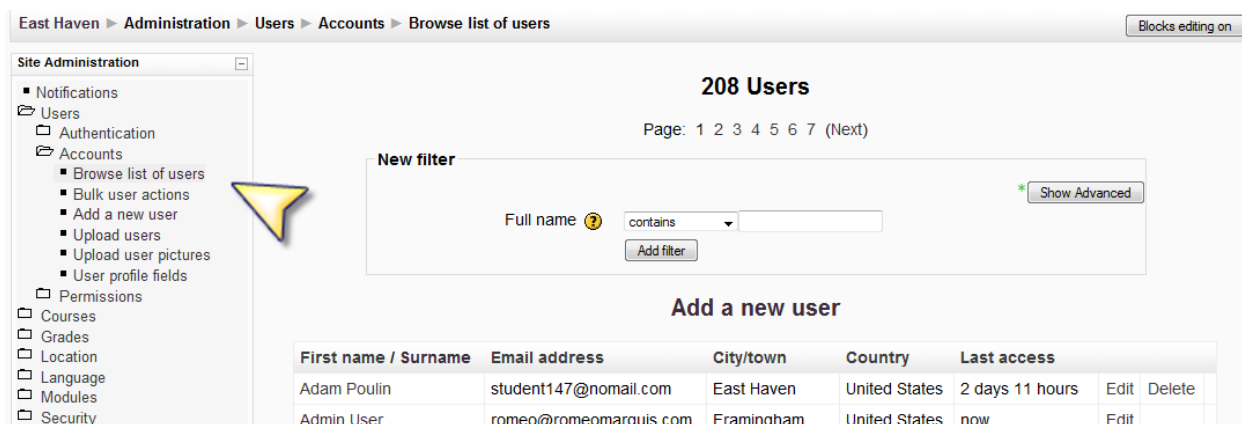


## C. Creating individual accounts for teachers and other users

Before you can create course sites for your teachers, we have to create accounts for them in your Moodle site. I can usually do this for you. When I receive the names and email addresses of your teachers who will participate in the Moodle course, I then prepare a CSV file and create their accounts in the Moodle Online Professional Development server and then add those teachers to the Moodle course. Then I use the same CSV file to create accounts for the teachers in your local Moodle site. Once that has taken place you will be able to create course sites for these teachers and add them to their course site with *teacher privileges*. Initially, however, the default setting for *all* users is “student.” (See Section D for adding multiple users.)

To see the list of users in your site, login and go to

*Site Administration > Users > Accounts > Browse list of users*



East Haven ► Administration ► Users ► Accounts ► Browse list of users Blocks editing on


Site Administration

- Notifications
- Users
  - Authentication
  - Accounts
    - Browse list of users
    - Bulk user actions
    - Add a new user
    - Upload users
    - Upload user pictures
    - User profile fields
  - Permissions
- Courses
- Grades
- Location
- Language
- Modules
- Security

**208 Users**

Page: 1 2 3 4 5 6 7 (Next)

**New filter**

Full name  contains  \* Show Advanced

**Add a new user**

First name / Surname	Email address	City/town	Country	Last access		
Adam Poulin	student147@nomail.com	East Haven	United States	2 days 11 hours	Edit	Delete
Admin User	romeo@romeomarquis.com	Framingham	United States	now	Edit	

If you want to add another teacher or two, go to

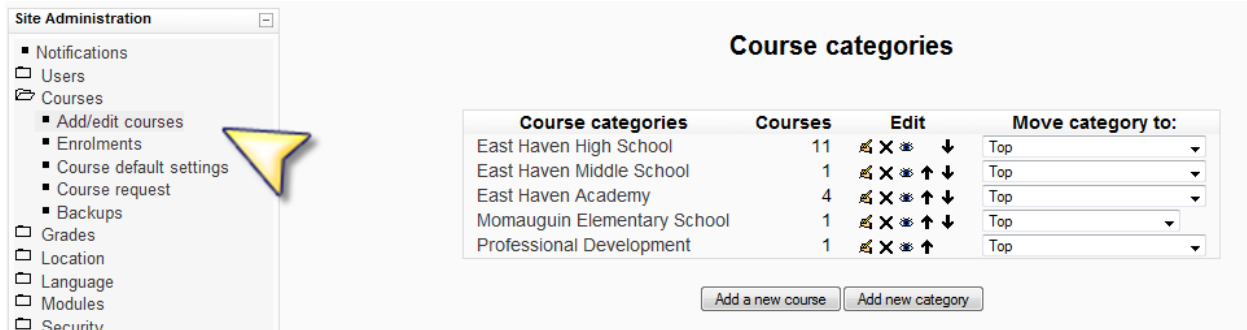
*Site Administration > Users > Accounts > Add a new user*  
and do **ONLY** the following.

- Assign a username, password, First name, Surname, Email address
- Change Forum auto-subscribe to NO
- Change Forum tracking to YES
- Add City/town and select the appropriate
- In the large box under Description, enter your school name
- **SKIP** the rest and click on Update Profile

## D. Creating course sites

From your Site Administration panel, go to

*Site Administration > Courses > Add/edit courses* and you will see

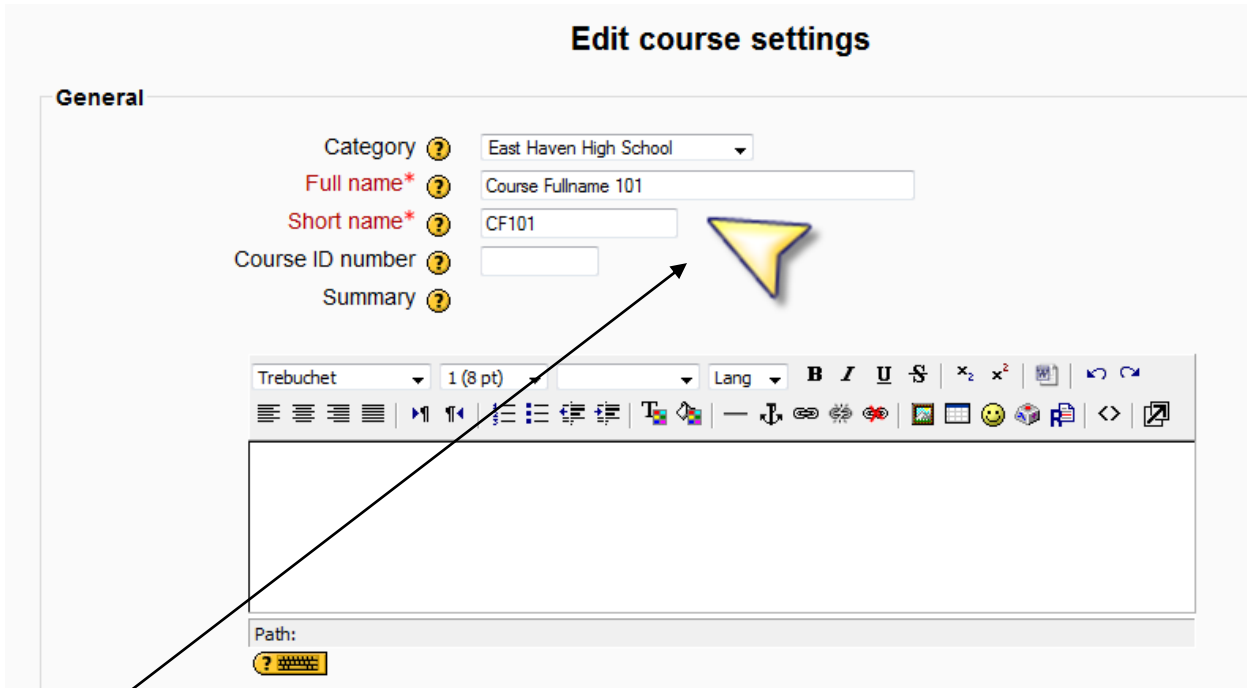


The screenshot shows the 'Site Administration' panel on the left with a tree view containing 'Courses' > 'Add/edit courses'. A yellow arrow points to this menu item. The main area is titled 'Course categories' and contains a table with the following data:

Course categories	Courses	Edit	Move category to:
East Haven High School	11	✖ ✎ ⬇	Top
East Haven Middle School	1	✖ ✎ ⬆ ⬇	Top
East Haven Academy	4	✖ ✎ ⬆ ⬇	Top
Momauguin Elementary School	1	✖ ✎ ⬆ ⬇	Top
Professional Development	1	✖ ✎ ⬆	Top

Below the table are two buttons: 'Add a new course' and 'Add new category'.

At this point you have to decide whether or not you want several categories. Categories can be schools within your district or departments/grade levels within a school. If you want to create categories, you should do that now. Then you would have to enter each category to create course sites within that category. If you don't want categories, then proceed to *Add a new course* and you will see



The screenshot shows the 'Edit course settings' form. The 'General' section includes the following fields:

- Category: East Haven High School (dropdown)
- Full name\*: Course Fullname 101 (text box)
- Short name\*: CF101 (text box)
- Course ID number: (text box)
- Summary: (text area)

Below these fields is a rich text editor with a toolbar and a text area. A yellow arrow points to the 'Short name\*' field, and a black arrow points from the 'Full name\*' field to the 'Short name\*' field.

Enter the course title in the **Full name** box and a shortened name in the **Short name** box.  
Example: Advanced Placement Biology . . . AP Bio

Scroll down but do *not* change anything else on this page. *Your teachers will find instructions for this page in the Moodle course.* Go directly to the bottom of the page and *Save changes.* You will see

### Assign roles in Course: AP Bio ?

Roles	Description	Users
Administrator	Administrators can usually do anything on the site, in all courses.	0
Course creator	Course creators can create new courses and teach in them.	0
Teacher	Teachers can do anything within a course, including changing the grading students.	1
Non-editing teacher	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
Student	Students generally have fewer privileges within a course.	10

Click on *Teacher* and you will see

### Assign roles in Course: AP Bio ?

Role to assign

---

Enrolment duration  Starting from

0 existing users 208 potential users

?

Alicia Affinito, student119@nomail.com

Chris Affinito, student234@nomail.com

Brie Alberino, student258@nomail.com

Skyler Alsever, student120@nomail.com

Samantha Amendola, student152@nomail.com

Anthony Amici, student184@nomail.com

Claire Anderson, student259@nomail.com

Nick Andreozzi, student235@nomail.com

Sarah Baim, student128@nomail.com

Alyssa Barcomb, student209@nomail.com

Serena Barker, student210@nomail.com

Justin Bates, student129@nomail.com

Jennifer Begum, student185@nomail.com

Jess Benevento, student260@nomail.com

Danielle Bohannon, student153@nomail.com

Chris Bonagiuso, Bonagiuso@sbcglobal.net

Chris Bonagiuso, CBonagiuso@mail.east-haven.k12.ct.us

Kelianna Bonn, student154@nomail.com

Codey Borchert, student186@nomail.com

Kelly Boughton, student175@nomail.com

Select the teacher for this course and then *Add*.

That's it! The teacher in the Moodle course will receive all instructions for developing his or her course as he or she progresses through the Moodle course.

## **E. Creating accounts for students and enrolling them into courses**

This is a two-step process. The first step is for a Moodle Administrator to create the student accounts on the Moodle server. Once this has been done, teachers can add the appropriate students into their courses. For the second step, teachers can refer to the Caleb manual, pp. 81-82.

**Option 1:** The easiest method is to allow users (students) first to create their own accounts in Moodle. *This works only if students have email accounts.* First the Moodle Administrator will have to set the site to allow self-enrollment. Then prospective users can create their own Moodle accounts. The best way to do this is to allow self-enrollment for a specific time. For example, a certain class period when the teacher takes the class to a computer lab for this specific purpose is ideal. Then, once the accounts have been created, self-enrollment is then disabled again. Here are the steps for the Administrator:

1. Follow **Site Admin/Users/Authentication/Manage Authentication**. Do NOT change any of the settings in the table. Scroll down to the **Common Settings** area and be sure the "Self registration" setting reads "Email-based self-registration. Scroll down and "Save changes."
2. Instruct your prospective users to go to your Moodle site and click on "Login." Have them click on "Create new account" in the right-hand column. Then they can follow the prompts to create an account. Once they have created their account they will receive a confirming email. Be sure to instruct students to use their real names; this is an academic environment and not a social networking site.
3. Once all prospective users have created their accounts, repeat the steps in #1 above and change the "Self registration" setting to "Disable." Scroll down and "Save changes."

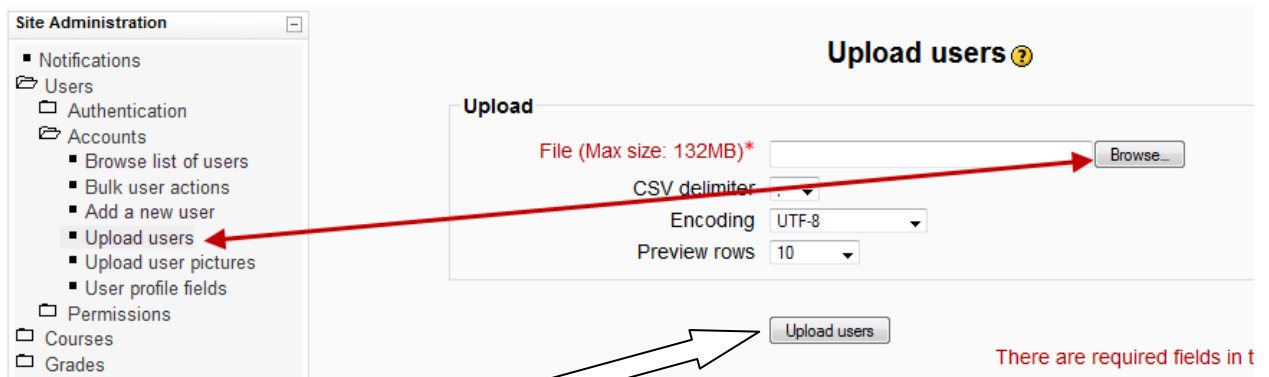
**Option 2:** The administrator prepares a .csv file with student data and uploads the entire file to Moodle.

1. Begin with an Excel file with the header row *exactly* like this one:

1	A	B	C	D	E	F	G
1	username	password	firstname	lastname	email		
2	abrazile	moodle	Alex	Brasile	student101@nomail.com		
3	cbrigante	moodle	Carlee	Brigante	student102@nomail.com		
4	rbrown	moodle	Ryan	Brown	student103@nomail.com		
5	ddacey	moodle	Danielle	Dacey	student104@nomail.com		
6	gdidiano	moodle	Gabriella	Didiano	student105@nomail.com		
7	sdinneen	moodle	Shauna	Dinneen	student106@nomail.com		
8	ekuzma	moodle	Elliott	Kuzma	student107@nomail.com		
9	cmansi	moodle	Crystal	Mansi	student108@nomail.com		
10	jmiller	moodle	Jonathan	Miller	student109@nomail.com		
11	apaolillo	moodle	Alphonse	Paolillo	student110@nomail.com		
12	bpurpora	moodle	Barbara	Purpora	student111@nomail.com		
13	asinchak	moodle	Andrew	Sinchak	student112@nomail.com		
14	asorsiri	moodle	Amanda	Sorsiri	student113@nomail.com		
15	kta	moodle	Kevin	Ta	student114@nomail.com		
16	ktorres	moodle	Kathleen	Torres	student115@nomail.com		
17	mvessicch	moodle	Michael	Vessicchio	student116@nomail.com		
18	jzieba	moodle	Joanna	Zieba	student117@nomail.com		
19	mzielinski	moodle	Monica	Zielinski	student118@nomail.com		
20	aaffinito	moodle	Alicia	Affinito	student119@nomail.com		
21	salsever	moodle	Skyler	Alsever	student120@nomail.com		
22	nbradley	moodle	Nicholas	Bradley	student121@nomail.com		
23	icarey	moodle	Jordan	Carey	student122@nomail.com		
24	rfalanga	moodle	Rita	Falanga	student123@nomail.com		

2. Passwords: If you use a common password like the example in this table, you will have to instruct your students to edit their profiles and choose a new password. If you choose to assign each student a unique password, then you will have to give each student his or her login information.
3. Email: If you do not allow email, then you can assign fake email addresses as I have done in this table. If you provide email accounts to your students or if you allow them to use their own email addresses, you can add them.
4. Do a SAVE AS and save this as a .csv file. That is the only batch upload file that Moodle will accept. *You can continue to add users to this file. Each time you upload it to Moodle, Moodle will accept only the new users.*

- Once you have your .csv file ready, login and go to:



- Browse to your .csv file and click on
- That's it! The accounts have been created.

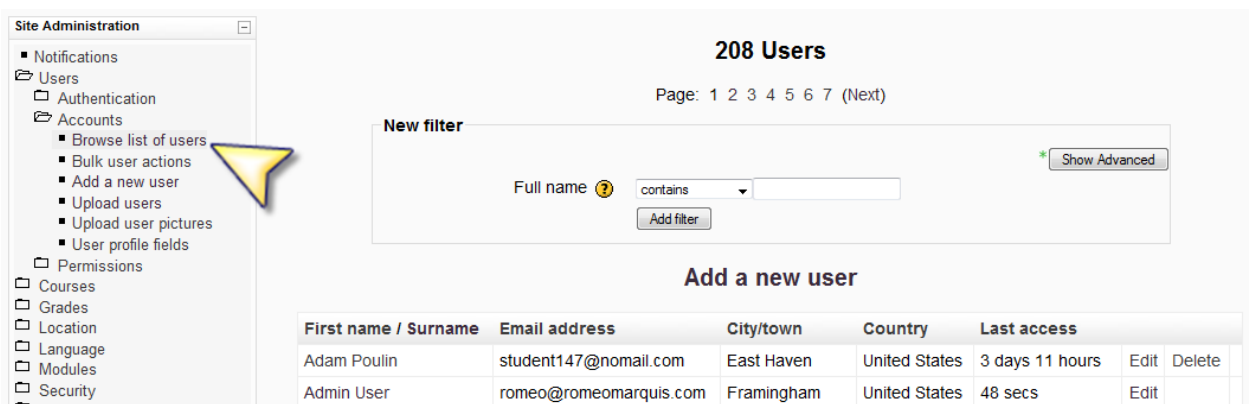
If you encounter any difficulty at all with this process, please email [Rmarquis@thelearningcurve.org](mailto:Rmarquis@thelearningcurve.org) or call 978-606-7023.

Once the accounts have been created, teachers can enroll their students according to the instructions in Caleb, pp. 81-82.

## F. Resetting forgotten usernames and passwords

Some users will surely forget their login information, especially if they haven't logged in for a while. Keeping a list of usernames and passwords is perhaps not a great idea since users can change their passwords anyway. When a user cannot login, you will have to reset his or her password.

- Login to your Moodle site.
- Browse list of users



3. In the **Full name** box, enter the user's last name and press Enter. Example: Knudsen

First name / Surname	Email address	City/town	Country	Last access	
Gladys Knudsen	GKnudsen@mail.east-haven.k12.ct.us	East Haven	United States	6 days 21 hours	<a href="#">Edit</a> <a href="#">Delete</a>

4. Choose Edit.

## Gladys Knudsen

### General

**Username\***

**Choose an authentication method\***

**New password**   Unmask

**Force password change**

**First name\***

**Surname\***

**Email address\***

5. Enter a new password. Then scroll down and enter something in the box just below **Description**. Enter *anything*. It really doesn't matter. Moodle will not accept any changes in the user's profile if this box is empty.
6. Finally, scroll down and **Update profile**.