INSTITUTE FOR PROFESSIONAL EXCELLENCE

CareerPLUS+

Technology Guide for BAS Instructors

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Using Moodle

Moodle FAQ
Click the following link to learn more about what Moodle is and how to navigate it:
https://docs.moodle.org/25/en/About_Moodle_FAQ

Accessing the Course in Moodle
1. Go to: moodle.clarke.edu
2. Press the "Log In" link in the upper right hand corner.
3. Enter your Clarke login credentials in this format:

    firstname_lastname@clarke.edu
    (password)

Updated 10/14/2021

4. Please contact the Clarke University Help Desk at help@clarke.edu or (563) 588-6390 if you experience any difficulty logging in to Moodle.

If participants in your course have any trouble logging in to Moodle, please direct them to contact the Clarke University Help Desk at help@clarke.edu or (563) 588-6390.

Moodle App

Downloading the **Open LMS app** will allow you or learners in your course to easily log in to Moodle from your phone. After installing the app, you can either scan the QR code below or type in moodle.clarke.edu in the "Your Site" field and then click on "Connect to your site." You will then be prompted to type in your Moodle username and password and click "Log In." Once you are logged in, click on "My Courses" to access your micro course. This app also allows you to download content for offline access.

Information about accessing the micro course using the Open LMS app is included in the "Getting Started" > "Technology Support" section of each BAS course in Moodle.

Recording and Posting a Video to a Moodle Discussion Forum

For instructions on how to record and/or post a video directly inside a Moodle Discussion Forum, [click here](#).

Notification Preferences in Moodle

The default notification setting in Moodle for CareerPLUS instructors and participants is "subscription optional", which means that the teacher and participants do not get notifications to discussion forum unless they adjust the notification settings in Moodle. The CareerPLUS online orientation includes instructions on how participants can adjust their notification settings (i.e. how often they want to be notified if someone posts to the discussion forum), but these instructions are also summarized below.

Manage Email Notifications in Moodle

Moodle makes it easy to keep track of online discussions in your courses using email notifications when you are "subscribed" to a forum. The default notification setting for discussion forums for your micro course is "no notifications." The instructions below show you how to control these notifications and prevent your inbox from being flooded with too many messages.

Manage Notifications through Your User Preferences (Across All Courses)

Every Moodle user has the ability to control how they receive email notifications from Moodle. To customize these settings:

1. Log in to Moodle.
2. Click your name or user icon (top right of your course page) and from the User menu drop-down, select **Preferences**. Your Preferences page will open.
3. On the **Preferences** page, under **User account**, click The **Forum Preferences** page.
4. On the Forum Preferences page, from the **Email digest type** drop-down menu, select how Moodle will send notifications when you are following discussions. You have the following options:
    o **No digest (single email per forum post).**
    o **Complete (daily email with full posts)** (default).
    o **Subjects (daily email with subjects only).**
    o Note: By choosing Complete or Subjects you will receive one email per day with notifications from Moodle. If you choose No digest, you will receive an email every time a classmate or instructor posts to discussions you are following.
5. From the Forum auto-subscribe drop-down menu, select how you will follow discussion forums:
    o **No: Don't automatically subscribe me to forum discussions** (default). Recommended.
    o **Yes: When I post, subscribe me to that forum.** Not recommended; you will receive email notifications from any forum you contribute to.
6. At the bottom of the page, click **Save changes** to finish making changes.

Manage Subscriptions to Particular Forums and Discussions (Within Specific Course Discussion Forms)
You can choose whether or not to receive email notifications from Moodle. You can also choose to subscribe to individual topics in a forum discussion, as opposed to receiving emails for all topics in that forum. This can be especially useful in forums with multiple discussion topics where you only need to follow particular topics.

To change your subscription mode for an entire forum:

- Log in to Moodle.
- Open the forum, and click on the gear icon on the right, and the *forum drop-down menu* will appear.

Click **Subscribe to this forum** to receive emails.
• Click **Unsubscribe from this forum** if you do not want to receive emails.

To change your subscription mode for a discussion topic within a forum:

- Click on the "Subscribe" radio button located next to the discussion topic until it turns blue (to subscribe) or gray (to unsubscribe)

At the bottom of an email message sent from Moodle, click **Unsubscribe from this forum** (or **Unsubscribe from all forums**). You will be sent to Moodle (you may need to log in) where you will be asked to confirm your choice. Click **Continue** to unsubscribe and stop receiving email notifications.

Video Instructions: For more information about how to change your notification settings in Moodle, view this instructional video.

Quizzes - Reviewing Responses in Moodle

If a course participant asks you which quiz question(s) they got wrong, you can run a report from the Quiz settings:

1. Click into the quiz.
2. Click on the gear icon.

3. Click on "Responses" (under Results)
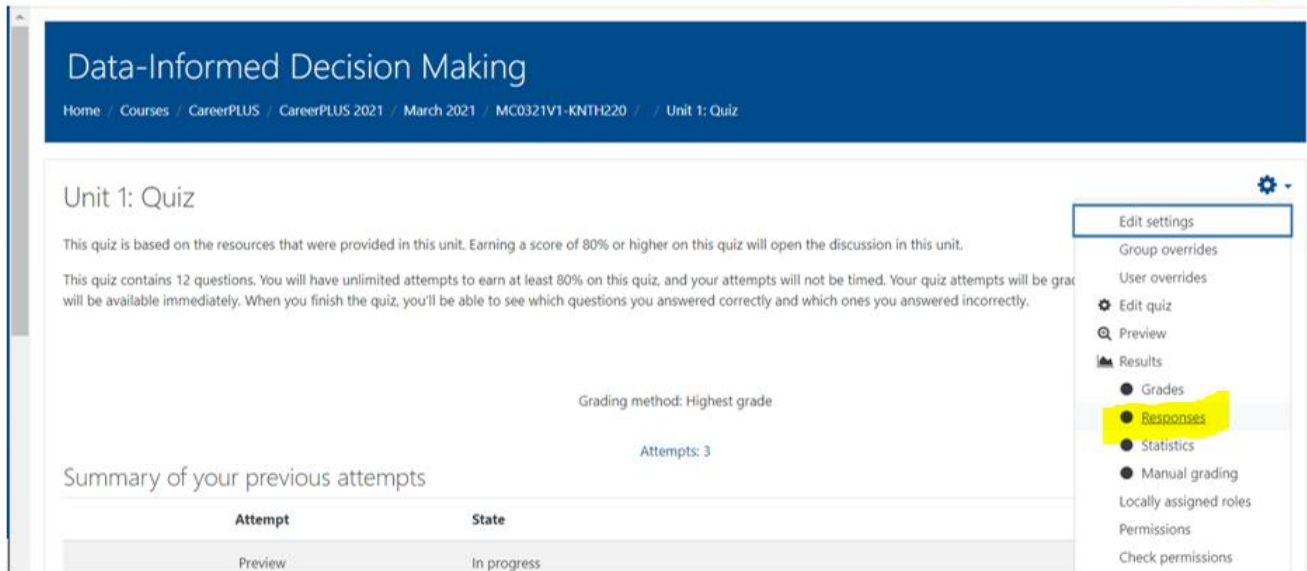
4. You'll be able to see which questions participants got right/wrong.

Sending Messages to Students

Quickmail is a convenient way to select enrolled users in your course in Moodle and message them. You can select (or exclude) recipients individually, by role, or even by group. Additionally, you can use Quickmail at the administrative level to select and message users within the entire site. Click here for instructions on how to use Quickmail to message the participants in your course.

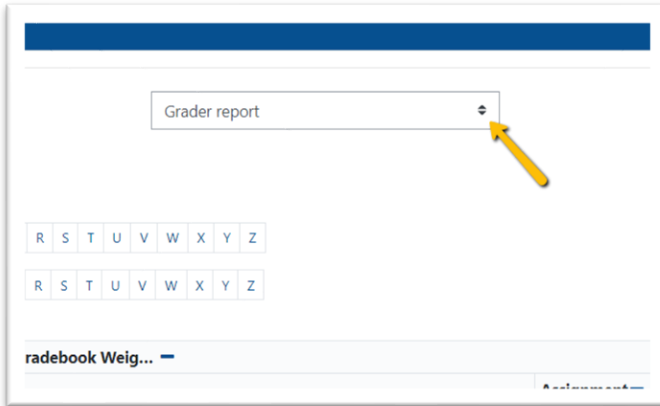## Entering Grades

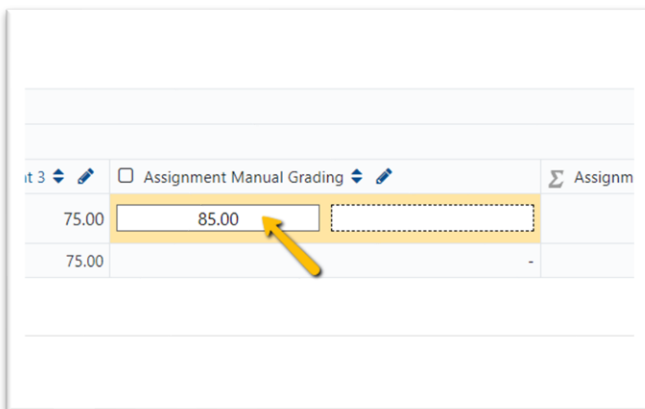**To assign grades to manually added grade item in Moodle.**

1. Enter the course and click on Grades
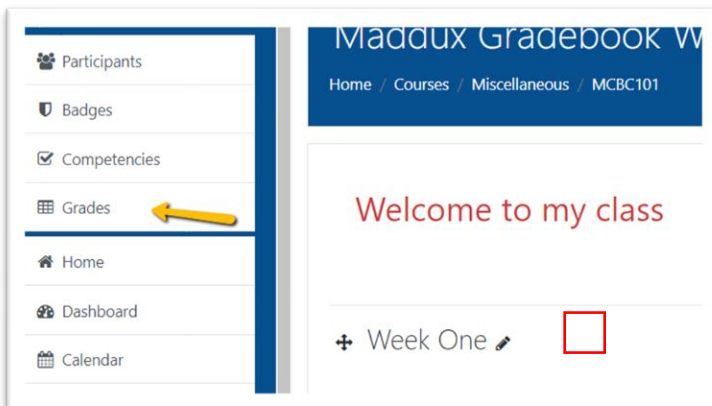
2. Chose Grader Report from the drop-down menu

3. Find your manually added grade item and click in the grade box

4. Enter the grade
5. The grade box will automatically turn yellow to indicate a manually entered grade

Closing the Course in Moodle

There is nothing that the instructor needs to do to close the course in Moodle. The Institute for Professional Excellence will ensure that the course is closed in Moodle approximately two weeks after the course end date.

Setting Up Virtual Meetings Using Microsoft Teams

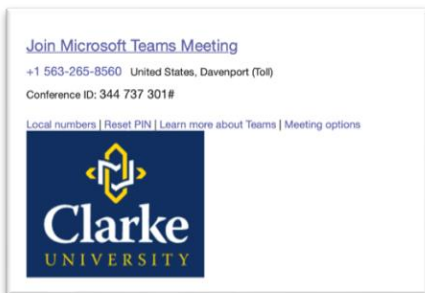### Generating a Virtual Meeting Link (Using Desktop Version of Outlook)

1. Go to your Outlook calendar and select "New Appointment."
2. Click on the "Teams Meeting" icon in the menu bar. A link to "Join Microsoft Teams Meeting" should generate in the body of the email.
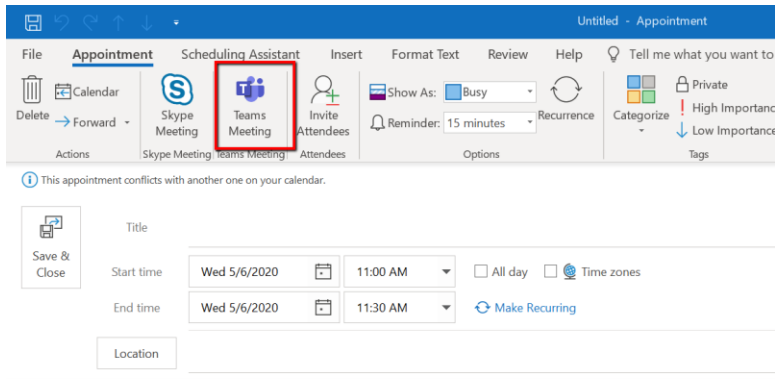
3. Add a title for the meeting invitation
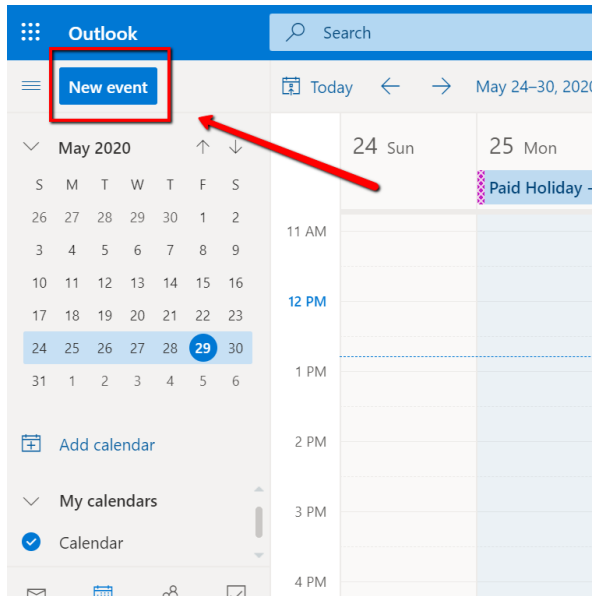4. Add your Clarke email address in the "Required" field
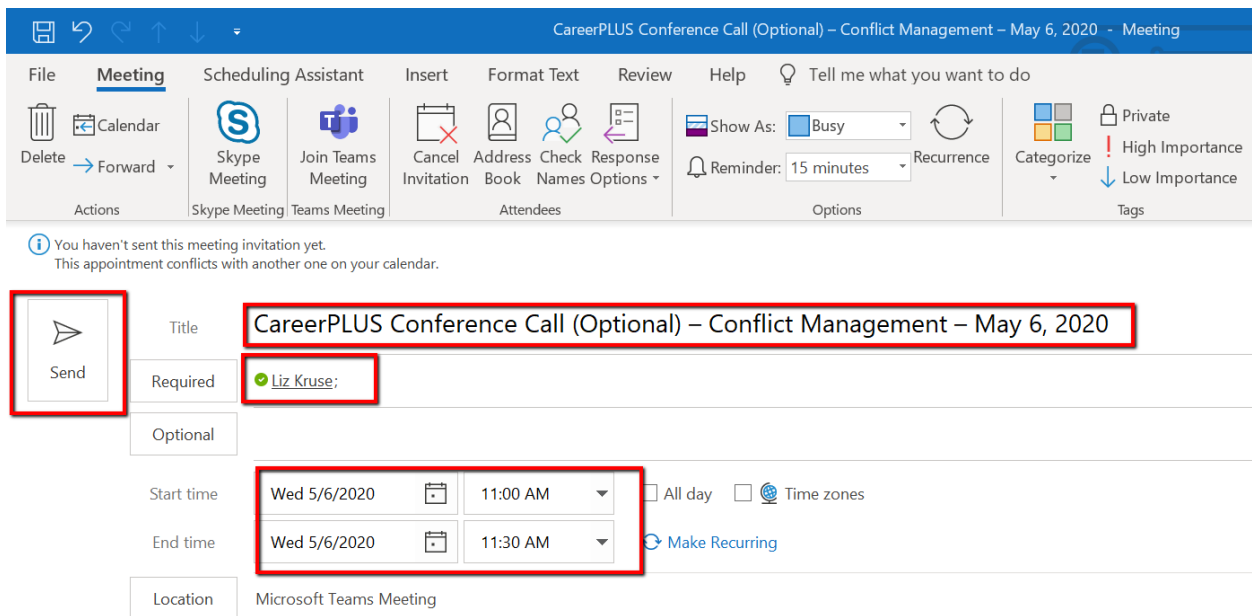
5. Select the date/time for your meeting. Click "Send."
6. Go to your Outlook calendar and copy the link from the meeting you just created. The link to join the conference call will look something like this:

## Generating a Virtual Meeting Link (Using Web Version of Outlook)

1. Go to my.clarke.edu
2. Click on the Click on the icon at the top with the 9 dots to view your Microsoft Office365 apps. Click on Outlook and log in (if not already logged in)
3. Go to your Outlook Calendar
4. Click on "New Event"

5. Add a title for the meeting invitation

6. Add your Clarke email address in the "Invite Attendees" field

7. Select "Teams meeting" (the button should turn blue - see screenshot below)
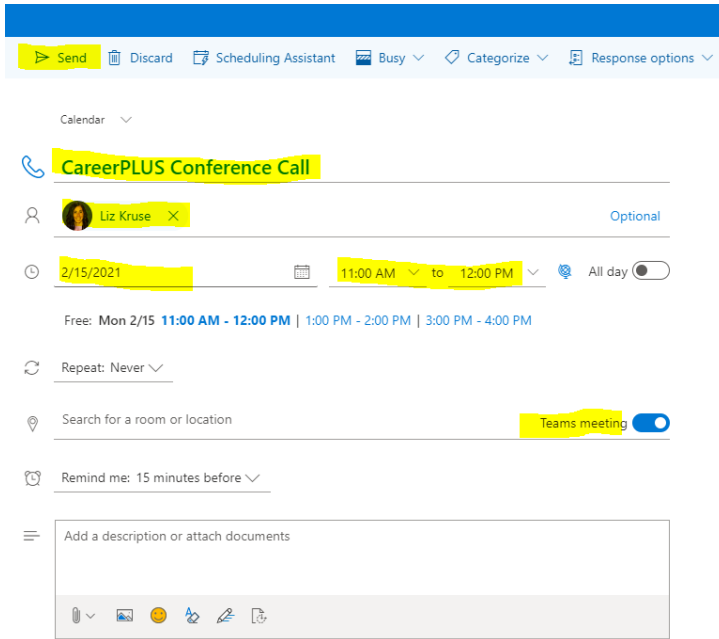
8. Select the date/time for your meeting. Click "Send."
9. Go to your Outlook calendar and copy the link from the meeting you just created. The link to join the conference call will look something like this:
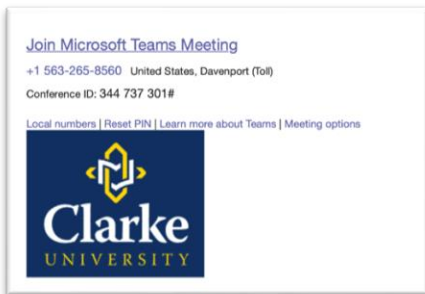

Muting Participants
As the host of the conference call, you are able to mute participants administratively by clicking on the "Show Participants" icon and then hovering over the name of the person you'd like to mute, click on the three dots, and then select "Mute Participant."
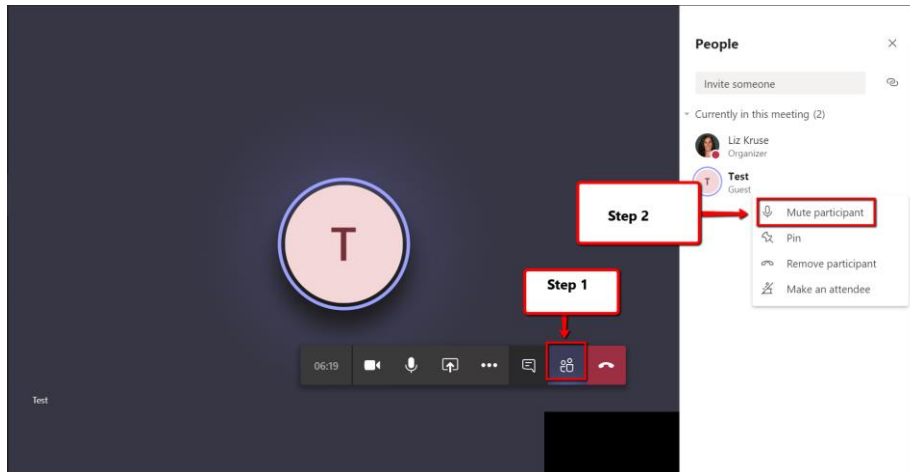
Recording the Meeting

To record the meeting, click on the "three dots" icons on the toolbar and select "Start Recording." When you as the host of the meeting hang up, it will automatically stop recording the meeting and will automatically begin uploading the call recording into Microsoft Stream. You will be able to download the recording from Microsoft Stream and upload it to YouTube to share in Moodle, if you so desire or if course participants have requested access to a recording of the call.
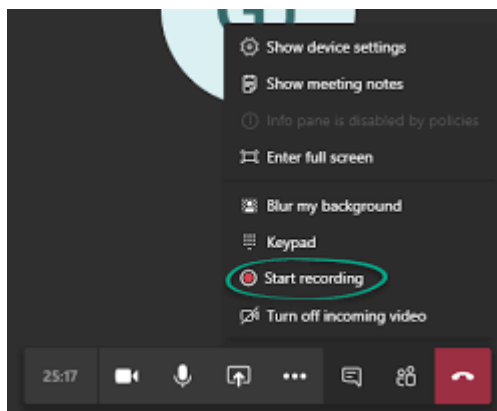
Using the Chat Feature in Microsoft Teams

The chat window in the Microsoft Teams meeting is a text based group chat for everyone in the meeting. Clicking on the chat window icon on the control strip will pull up the chat window on the right-hand side of the screen where you will be able to engage in a text-based group chats, or to view and download any additional documents the organizer may want to share with you during the meeting.
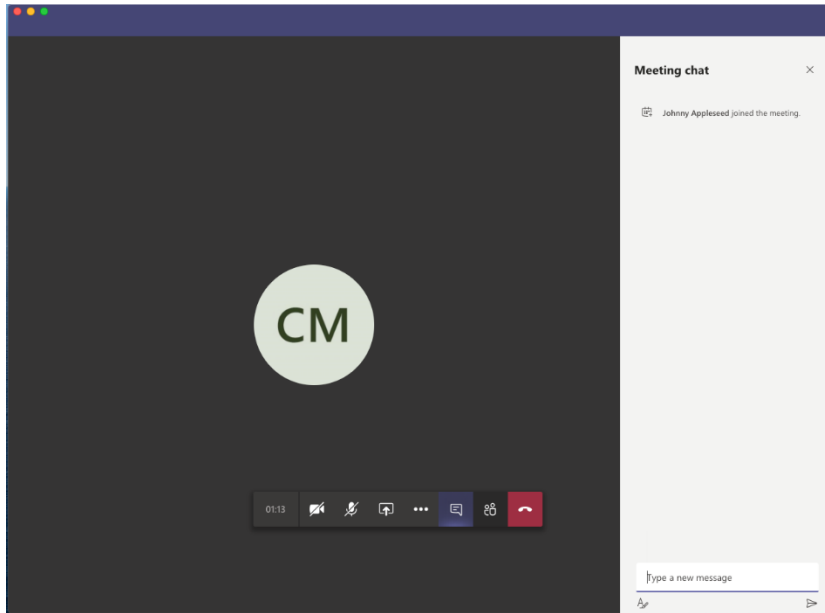
Contacts

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