Moodle Training Manual
Creating your course

The material in this guide has been adapted for Eaton ISD from the
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# Moodle Training Manual

## Creating your course

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Step 1 - Accessing Your Institute's Moodle site

Go to: www.glk12.org and choose your school district, then choose your school.

You can also access Moodle from the REMC13 website at www.remc13.org

You must already have a Moodle account created to be able to log-in. Please contact your Moodle Administrator (Nancy Manning 517-244-1467) to get a Moodle account. Log in using your login and password provided by the administrator.
Click the ‘Edit Profile Tab’
Make sure your email address and other details are correct, you can also upload your picture or avatar and change your password etc. (at this time we do not have the ability to add a profile picture)

**Note:** Always ensure your students also do this when they first log in to their Moodle course, as they are initially assigned a default generic password and may have also been given a dummy email address when their account was created.
Topic 2 – Setting Up and Customizing a Moodle Course

Please contact your Moodle Administrator (Nancy Manning) to get Moodle courses created. You can choose to have a copy of a Moodle template, or you can have a completely blank course and start from scratch. Alternatively, you can copy an existing Moodle course and then customize it.

When you first enter a new blank Moodle course, it will appear like this:

It has no content or activities and no participants.

Regardless of what type of Moodle course you start with follow the instructions below to get started:

1. Click on the ‘Settings’ button in the Administration block.
2. Customize the settings for your course to suit your requirements.
3. You can set your course up as weekly / topics / SCORM / social formats etc, as well as choose how many weeks / topics you want to have. You can also set what content you want to make available and who can have access (e.g. allow guest access).

Note: You can change any of these settings again at any time.

When you have finished editing your course Settings, click the 'Save changes' button at the bottom of the page.
Topic 3 – The Moodle Course Homepage

This is an example of how a typical Moodle course homepage can be set out. You decide how you want your course to look and use the ‘Settings’ tools to customize it to suit your student’s needs.

**Blocks**: Each course homepage initially contains blocks on the left and the right side, with the center column containing the main course content. Blocks may be added, hidden, deleted, and moved up, down and left/right when editing is turned on (see Page 6).

**Tip**: If you move all the blocks to the left of the page, as the example above illustrates, you will have more space for your course contents. Many different block types are available to the teacher to enable them to provide additional information or functionality to their learners. The standard blocks that come with Moodle are shown on the right.

**Administration**: A teacher with editing rights will also have a course administration block. This is an important tool for the teacher. It has sub menus for course: Backup; Restore; Assign roles; Grades; Reports/activity logs; Files and the useful course settings. A student's (the learner’s Moodle role) course administration block typically only has the Grades and Profile options available.

**Navigating around in Moodle**
To get back to your course homepage, always use the breadcrumbs in the top left corner of the screen and click on the short name for your course:
Topic 4 – Adding Students and Teachers To Your Course

Important Note: Before you can add another teacher, or any students into your Moodle course, they must firstly have a Moodle account created. Please provide Nancy Mannig with the staff member’s details (if they don’t already have a Moodle account) or for your students, a list of the first and last name, the student ID number and email address (if known) for each student in your class/group.

**Note:** The process outlined below is for adding students, but it is exactly the same for adding another teacher, just click on the ‘Teacher’ role instead.

Click on ‘Enrolled Users’ in the Administration Block

Once you open this section you will see the screen below:

Choose the “Enroll Users” button on the right hand side of the screen. A box will appear that allows you to search for students to enroll in your class or to add another teacher. At the top of the box you have a drop down option titled “Assign Roles” to give each user a certain set of permissions. If you would like students to enroll themselves in your course, click on the “Enrollment Methods” under the course administration box. A new window will open with options to choose the methods of enrollments. You can choose from “Manual Enrollments” which allow teachers to enroll students themselves, “Self Enrollment” which allows users to enroll themselves in a course or “guest” which allows any one to view your course with or without a password.
To get back to your course homepage, use the breadcrumbs in the top left corner of the screen and click on the short name for your course.
Topic 5 – Adding Resources and Activities

Firstly, click the “Turn Editing On” button in the top right hand corner of the page or under the settings options on the left side of the page.

**Note:** You have to be a Teacher of the Moodle course in order to turn editing on and off. Students and Non-editing teachers will not be able to do this.

Your screen will change to editing mode as shown below and you are now ready to add resources and activities to your course.
**Quick Icon Reference**

These are the main Moodle icons that you will need to use to develop and manage your course:

**Note:** Some icons (marked with an *) toggle. For example, the open eye indicates that the resource is visible to students, while clicking it changes it to a closed eye, making it invisible to students.

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<thead>
<tr>
<th>Icon</th>
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<td>📐</td>
<td>Edit item</td>
<td>🕵️</td>
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<td>Delete/Remove</td>
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<td>Move (up/down)</td>
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<tr>
<td>🕵️</td>
<td>See all weeks/topics</td>
<td>🕵️</td>
<td>Open/Show Item</td>
<td>↘️</td>
<td>Indent/shift right</td>
<td>✗</td>
<td>Move here</td>
</tr>
<tr>
<td>🖡️</td>
<td>See one week/topic</td>
<td>🦋</td>
<td>Help</td>
<td>⍝</td>
<td>Make Current (highlight) week/topic</td>
<td>⛔️</td>
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When you have an empty course, there are no activities in the Activities block:

As you populate your course with resources and activities, the Activities block will list them:

**Add a resource:** Moodle supports a range of different resource types that allow you to include almost any kind of digital content into your courses. These can be added by using the “Add a Resource” dropdown menu when editing is turned on. If you are after more options, you should compose a web page and make use of Moodle's WYSIWYG (what you see is what you get) text editor.

A text page is a simple page written using plain text from a link in the course. Text pages aren't pretty, but they're a good place to put some.

**Note:** If you want to copy existing text from sources such as a Microsoft Office Word® document or a PowerPoint® presentation into the Moodle WYSIWYG editor, it is best to first paste your text into
Notepad, which will strip out any existing formatting, and then paste the text from Notepad into Moodle. Reformat your text using the text editor tools in Moodle.

**Note:** Where possible, convert any files to PDF before uploading them to Moodle. They will be quicker to download, more stable and accessible from other devices, such as mobile phones. Your students can download Adobe Reader® for free from: [http://get.adobe.com/reader/](http://get.adobe.com/reader/)

**Helpful Tip:** Before you start uploading files into your Moodle course, make sure you organize your folder structure so it will be easy to locate your files as your course starts to grow. You may want to use an online cloud storage to organize folders for Moodle use, such as Dropbox or Google Drive.

If you have any You Tube videos, Vimeo videos, or HTML objects, labels allow you to add more information between the activity or resource links in your course.

**Add an activity:** There are a number of robust interactive learning activity modules that you may add to your course with the “Add an activity dropdown” menu. If required, some or all of these activities can push information to a course grade book (see Topic 12).

Communication and collaboration may take place using live Chats or asynchronous discussion “Forums” for conversational activities. You can also use “Choices” to gain group feedback. Adding “Wikis” to your courses is an excellent way to allow students to work together on a collaboratively-authored project.

Work can be uploaded and submitted by students and scored by teachers using “Assignments”. This module has several assessment options, including instructor-assessment, self-assessment, and even peer-assessment. Online “Quizzes” offer several options for automatic and manual scoring.

“Lessons” and “SCORM” activities deliver content and offer ways of individualizing your presentation based upon a student's choices. “Glossaries” of keywords can be set up by the teacher and can be configured to allow students to edit, add, or rate entries. “Surveys” and “Databases” can also be useful additions to a course.
Topic 6 – Populating your Moodle course
The following activities will help you to “populate”, or get some content into your Moodle course.

Activity 1 – Create a course introduction
With editing turned on go to the top section in the center (course content) column. You could include some information about your course, some images and / or a welcome message here.

Click the edit icon. This will open the WYSIWYG editor.

Write an introduction to your course using the ‘Heading and Normal’ text options.

Insert a picture by clicking the ‘Insert Image’ icon, browsing to the image location and then uploading the file. (Follow the same instructions as for uploading files, illustrated below.) Tip: Don't forget to include an appropriate alt text tag for the image.

Activity 2 – Add resources by uploading files
Follow the step-by-step instructions below to add some examples of the following types of resources:
- A Microsoft Office Word® document and PowerPoint® presentation
- A PDF file Note: where possible, convert all your files to PDF before uploading them to Moodle. They will be more stable and quicker to download.
- Link to a web site – e.g. YouTube (use the same instructions as for adding a file, but you have to firstly locate the web site address and paste it into the Location box).

Step 1: Click ‘Folders’ in the Resource Block. Create your folder giving a name and description.

Step 2: Under “Content” click “Add” to upload a file or folder.
Click the ‘Upload a file’ button and browse to the location of the files you want to add. Once they are uploaded into your Moodle course you can easily add them where you want within the course using the instructions below.

Step 3: Select ‘URL’ from the “Add a resource” drop down menu
Step 4: Give the resource an appropriate name, description and enter the URL in the “External URL” section, below this section you have some options as to how to display your link and restricting access. Finally click “Save and Display”

Activity 3 – Add a Forum, Chat and Glossary to your course
Use the instructions below to add the following activities: Forum; Chat; Glossary (use the same process as the Forum instructions for each one).

Step 1: Select ‘Forum’ from the ‘Add an activity’ drop down menu.

Step 2: Give the Forum a name and a description and select all the other appropriate options. Tip: when in doubt, go with the default settings.

Step 3: Click on the ‘Forum’ link in the Activities block on the course homepage and add a discussion topic to the forum.
Activity 4: Add and customize blocks

1. Add new blocks and use the ☐ or ☑ icons to turn them on/off
2. Use the ➩ and ↑ arrows to move blocks around on the homepage
3. Add a Calendar block, use the ↑ arrow to move the Calendar to the top of the Blocks and the arrow to move the block to the left side of the page. To add a new event, click the “month/year” link at the top of the calendar and click the “New Event” button. Select the type of event you want for your course (generally “Course” or “Group” events), and then fill in the details. Click the “Save changes” button and return to the course to see your new event appear on the calendar and listed in ‘Upcoming Events’.

Tip: This is a great tool to help your students stay on track with their assignment due dates and other course requirements such as work placements, block release dates and field trips etc.
Topic 7 – Adding a menu for your course topics
As your Moodle course content grows you may end up with a “scroll of death” situation where users have to scroll down through numerous weeks or topics to get to the information they want. There are several ways you can improve this and make your Moodle course much more user-friendly.

Hiding sections (a Teacher function)
Firstly, the simplest way is to use the eye icon to hide all the other weeks or topics, apart from the ones you want the students to work on.

Toggling sections (a user function)
If you would prefer to allow students to access all the course materials as required, then you can show them how to ‘toggle’ the sections, so only the week or topic they need to access is visible in their course. To do this you click the square in the top right corner of the section that you want to see.

Note: The Topic / Weekly Outline section at the top of your course will always appear, even when other weeks / topics are hidden.

To make all the other weeks or topics visible again, just click the same square.

Course and Topic menus (using internal hyperlinks)
If your Moodle course has quite a bit of content, you could also consider creating a menu so users can use hyperlinks to easily jump between sections within your course. You can add a menu to the top Weekly / Topic Outline section of your course (or anywhere you want it situated). To set up a menu it is easier to have two instances of your Moodle course open at the same time.

Open the text editor in your preferred style of menu (a block or in the week / topic outline section) and type in the title for Topic 1.

Now select and highlight this text and click the “Insert web link” button to open the web link window.
Next go to the other instance of your Moodle course and toggle to show only Topic / Week 1 (as illustrated above). Right-click and select “Copy Link Location” or “Copy Shortcut” (depending on your browser) for this topic.
Go back to the “Insert Link” window in the original Moodle course instance and paste the shortcut link into the URL box. Give the link an appropriate Title (e.g. ‘Click here’ to go to Topic 1).

Keep the Target as None and click the OK button and then click the ‘Save changes’ button. You will now have a link from the course menu directly to the topic / week section.

Repeat the same process for each of the topics in your Moodle course.

**Tip:** You can also use this same process to add a ‘Back to Top’ link at the bottom of each section. Just copy and paste the Moodle course address (from the browser address bar) into the ‘Insert Link’ URL box.
Topic 8 – Embedding Resources (i.e. You Tube)

With a growing number of Web 2.0 services available, it has become easier to integrate and embed external content such as videos, slide show presentations and RSS feeds into your Moodle course.

Websites such as You Tube, Flickr, Slideshare and other such services provide all the information and code you need to feed content from their websites into your own course, generally with a click or a simple copy and paste.

By adding video, audio, images, RSS feeds and other dynamic content to your course, you can make your materials more engaging and relevant for your students. Whilst an embedded resource will appear on the Moodle page, it has not been „downloaded“, but instead is linking directly to the web site. Embedding a resource avoids any copyright infringement issues and also ensures that if the original resource is updated, your resource will also remain current.

Adding these rich media to your course begins by looking for the word Embed on a website. The Embed part of the service will generally offer a section of HTML code that you simply copy and then paste into a HTML link in your Moodle course. That’s all there is to it!

First, you need to find resources to embed in your course; some good places to start looking are: You Tube, Teacher Tube, Slideshare and ScreenToaster.

http://www.youtube.com
http://www.teachertube.com
http://www.slideshare.net
http://www.screentoaster.com

The embedding process is generally the same, so I’ll use ‘You Tube’ as an example:

The first step is to go to You Tube and identify a video that you want to embed. As well as the ‘Embed’ code there will also be other information on the You Tube video web page, such as the video owner”s details, the date and description and the URL.

**Note:** URL and Embed can sometimes be disabled by the video’s owner. If you find a video that has no embedding code, you won’t be able to embed this video in your Moodle course.

Next, in your Moodle course, with ‘editing turned on’, click the "edit" icon in the section where you want your video to appear. This will open the WYSIWYG editor. Click the ‘HTML’ button, which will convert the editor to HTML text mode. You are now ready to insert the You Tube video embed code.

The third step in embedding your video is to go back to the You Tube video web page and click in the ‘Embed’ text box. This will highlight a line of code and reveal some display options.

You can use these options to change the video “screen” size and the border colors, or include the links to associated videos etc.

When you are happy with your settings, right-click and copy the code provided in the “HTML” text box. Now go back to your Moodle course and paste the code into the text editor, then click the “Save changes” button. That’s it, you are done! Your video will appear as in the image below and can be played directly from within your Moodle course.
Tip: Keep the You Tube page open so if you are not happy with how the video displays in Moodle you can easily go back and change any settings and then just re-paste the new embed code in your Moodle course using the same process as above.

Note: Students accessing your Moodle course on-campus may not be able to play any You Tube videos themselves while using the school Network. This will not be an issue for students off campus, as they will have their own unblocked access to all web sites.

Embedding an RSS feed

RSS (Really Simple Syndication) is a way of keeping up to date with a web site’s content without having to visit the site itself. News sites, blogs, communication tools and other web services often have RSS “feeds”, meaning you can receive the content of numerous sites and access it all from a single place, rather than having to go to each individual web site to get the latest updates. You can embed these feeds into Moodle and have automatically updated content fed directly into your course. The latest industry news, articles, blog posts and such will then be fed into your course whenever the original website is updated.

To embed an RSS feed, firstly, in your Moodle course with “Editing” turned on go to “Blocks” and “Add....” and from the drop down menu select “Remote RSS Feeds”. Click the link to configure the block and display the RSS feed.

Next you’ll need to find a web site with an RSS feed that you want to use. Nearly all blogs and many information-based web sites have this capacity. When looking through a web site, look for terms such as news feed, RSS and Subscribe. The feed itself should look like a normal hyperlink.

Tip: Also keep an eye out for the orange RSS icon that signifies an RSS feed is available. Once you’ve found the RSS feed link on the web site, copy it by right-clicking the RSS link or icon and select ‘Copy Link Location’ or ‘Copy Shortcut’ (depending on your browser).

Now go back to Moodle and click the ‘Manage all my feeds’ tab at the top of the window and paste your copied RSS feed link into the “Add a news feed” URL box. You can also add your own title, or just use the one supplied by the feed (you can change the title any time). Click the “Add” button and then the (continue) link. Go back to the “Configure this block” tab at the top of the window and click the check box next to name of the feed that you want to add. Make any adjustments to the settings for the feed and then click the ‘Save changes’ button. Your RSS feed will now appear in your course!

Tip: Use the arrows to move the RSS Feed block anywhere on your Moodle page.
Topic 9 – Adding Assignments
There are four assignment types:

**Advanced Uploading of Files:** This allows each student to upload one or more files in any format. As the teacher, you can also upload one or more files for each student, either at the start or in response to their submission. A student may enter notes describing their submitted files, progress status, or any other relevant information.

**Upload a Single File:** This allows each student to upload a single file in any format, including a ZIP file.

**OfflineActivity:** This is useful when the assignment is performed outside of Moodle. It could be something face-to-face or on paper. Students can see a description of the assignment, but they can't upload any files.

**Online Text:** This allows students to input text online. You can grade the assignment online and, if necessary, add inline comments or changes. Click on the ‘Add an activity’ drop down menu. Select “Assignments” and then “Online text”.

Add the assignment details to all the fields in the ‘Adding a new Assignment’ window, you can also select the grade; when the assignment is available; if re-submitting will be allowed; if you want to be emailed when assignments are submitted etc.

**Tip:** If you are ever in doubt about any settings, just use the Moodle defaults.
Topic 10 – Adding a Quiz

Where possible, add categories and scales before adding quizzes (see Topic 12). That way the categories and scales you have added will appear when you add the new quiz, which helps to keep your course content more organized.

Click on the ‘Add an activity’ drop down menu. Select “Quiz”.
Add the quiz details to all the fields in the “Adding a new Quiz” window.
You can also specify details such as when you want the quiz to open and close; time limits; the number of questions per page and if you want the questions to shuffle; how many attempts will be allowed; the grading method; if a password is required etc.

Don’t forget, if you are not sure about any of the settings, just stick with the Moodle defaults.

When complete, click on the “Save and Display” button.

The next step is to add questions to your Question Bank.

On the course homepage, click on the Quiz link, this will open up the ‘Question bank’ window.
You can import questions, or you can create your own questions such as Multiple Choice; Matching; Essay; True/False etc.
When you have added your questions to the Question bank, select the questions and click the ‘Add to quiz’ button and when you have finished click ‘Save’ and return to the course homepage.

**Tip:** If you want to learn more about creating quizzes and importing questions there is detailed information and instructions in the Using Moodle Guide that is available online from:  
http://download.moodle.org/docs/en/using_moodle_2e.zip
Topic 11 – Student Activity Reports

Group Activity Reports

Turn on the block ‘Recent Activity’. Click on ‘Full report of recent activity’ Change the date and click on the ‘Show Recent Activity’ button

Individual Activity Reports

Click on ‘Participants’ (or Students) in the People block.

Select a name from the list of participants/students.

Select the ‘Activity Reports’ tab to view that person’s activity in Moodle.
Many assessments in Moodle will be imported as ready-made SCORM compliant activities, for example some learning objects from LORN or resources developed using programs such as Hot Potatoes etc. The grades for this type of assessment are either set when the resource is developed and packaged, or when it is loaded into Moodle. When the assessment is uploaded as a SCORM activity, as students complete the assessment the results will automatically appear in the Grade book. This enables lecturers to track students progress and easily keep records of all their assessment results. Students can also monitor their own Grades in Moodle.

The Grade book also collects items that have been set up to be graded from the other assessment activities included in Moodle, for example Quizzes, Assignments, or even Forum postings. This means you can view and edit the items, as well as sort them into categories and calculate assessment results in various ways. When you add an assessable item to your Moodle course, the Grade book automatically creates space for the grades that will be produced and then adds those grades (results) as they are generated.

**Note:** The Grade book in Moodle can replace your manual assessment results records. Grades can be exported as files such as Excel spreadsheets, but they do not sync with all student information systems. Results from the Moodle grade book may still need to be entered manually.

**Tip:** A detailed resource on Grades can be found at: [http://docs.moodle.org/en/Grades_FAQ](http://docs.moodle.org/en/Grades_FAQ)

**Using the Grade Book**

![To access the Grade book, click on 'Grades' in the Administration block.](image)

The following is an example of a Grade book report. The Grade book report lists all the students and their cumulative results for each of the gradable activities. You can also click on the title for each individual activity and open up a detailed report showing when each student completed the activity, how long they took, the results for each question (if applicable) and their final result, or grade. Alternatively, if you click the green “Grades” icon next to student’s name, you can get a detailed report for all assessment activities completed by that individual.
Exporting student results from the Grade Book

Go to the Grade book and then use the drop down menu options and choose an action.

You can export the whole Grade book (your assessment results record) as an Excel spreadsheet, or other file type. You can also export an individual report for each student in the group.

Setting up and customizing the Grade Book

Below is an example of a Grade book set up with two grade categories and five grade items.

**Tip:** You should set up the category names to match your assessment plan. In this example the grade categories are for Element 1 and Element 2. The grade items are the actual assessment activities that are being graded.

This example shows that the two grade items, (Glossary and Chat) are graded using a scale (Participate, Did not participate). Two other grade items (Hot Potatoes Crossword, E-Learning Quiz) are graded with a percentage. The final grade item, (Your online course) is also marked using a scale (Not submitted, Resubmit, Not Complete, Complete). Grades page with editing turned off:
Points to note:

- Grade items (assessment tasks) can be added manually by going to “Grades” Administration block and using the drop down menu options (see the image above), select “Categories and items” and use the “Add grade item button”.
- If possible, add categories and scales before adding grade items. That way the categories and scales you have added will appear when you add the new grade items.
- Grade items added through the “Add activities” option in your course will automatically appear in the Grade book.
Topic 13 – Creating and Using Groups
Moodle allows teachers to differentiate their instruction amongst students. One of the ways a teacher can do this is by creating a group. Groups can be set up so that all students can see other groups or can only see the members in their own group.

Step 1: To create a group go to the “Users” option under the course administration block and click on the “Group” option.

Step 2: Create a group by clicking on the create group option
Step 3: Add a group name and group description. If you would like students to enroll themselves in a group, you can also add an enrollment key. Click “Save Changes”.

Step 4: From the groups column, select your newly created group, then click the ‘Add/remove’ users button. In the "Potential members" list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key. Click the Add button to add the users to this group.
Topic 14 – Moodle Help and Further Information
The first thing to do if you need help with anything in Moodle, is click the “Moodle Docs” link that is at the bottom of each page in every Moodle course. It is “context sensitive” meaning it will open at the topics that are relevant to the page you are on, or the task you are trying to perform.

There is also information and support resources in the Beginning Moodle course site: [http://bit.ly/O5T6CV](http://bit.ly/O5T6CV)

If this information does not help you, try going to moodle.org FAQ section (see below) to see if there is a solution in an existing FAQ. If you are still unable to solve your problem, then you should contact the your Moodle Administrator.

For detailed information on a wide range of Moodle topics, go to: [http://docs.moodle.org/en/Category:FAQ](http://docs.moodle.org/en/Category:FAQ) or further information about Moodle and how to use it, go to: [http://www.moodle.org](http://www.moodle.org)

**Tip:** Make sure you also educate your students to use some simple problem-solving strategies if they have any problems using Moodle. An introduction to Moodle Student support resource has support resources, how-tos and helpful information and trouble-shooting tips for your student Moodle users. You can find this resource here: [http://bit.ly/PeNBmQ](http://bit.ly/PeNBmQ)