



## 2020 LECTURER GUIDE

**MOODLE ESSENTIALS FOR LECTURERS***Login 2**Turn editing on 2**Rename, add and reorder topics 2**Add course content (e.g. a study guide) 3**View course as a student 6**TIP: Keep more than one course open 7**Enroll another teacher in your course 7**Student Users 8**Create Groups 8**Send Messages 8**The Moodle App for mobile devices 9**HELP 9*

Apart from this Essentials start-up guide, comprehensive Moodle training modules are available in the Moodle course **SUP101 eLearning Support** – if this course is not listed after you logged in, please request access through your faculty educational technologist.

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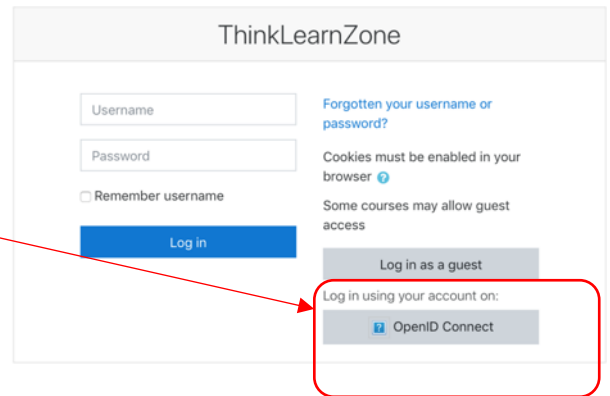
NOTE: The Firefox web browser is preferred. Click here to install it: <https://www.mozilla.org>

Login

The URL for logging in with a web browser is:

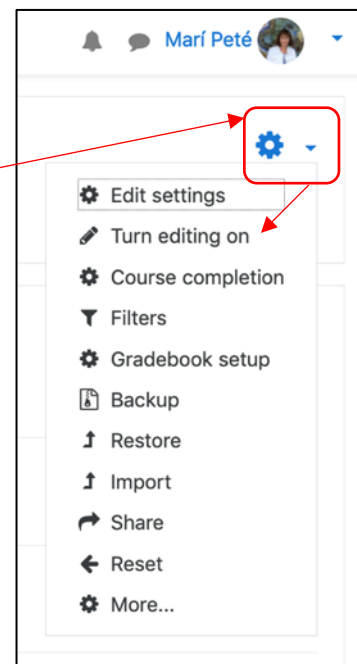
<https://tlzprod.dut.ac.za>

1. Do not click on the blue Log in button – Click on **OpenIDConnect**.
2. Now use your DUT email address and its password to login.
3. Apart from this Essentials start-up guide, comprehensive Moodle training modules are available in the Moodle course SUP101 eLearning Support – if this course is not listed after you logged in, please request access through your faculty educational technologist.
4. From the **Dashboard**, click on the name of the course you wish to develop. (You can switch between courses by returning to the Dashboard. Also refer to “Keep more than one course open.”)

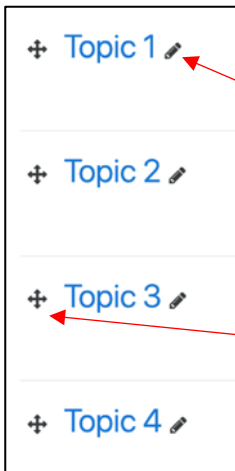


Turn editing on

Once you are in the course you wish to develop, use the drop-down arrow next to the gear icon (top-right of your screen) to **turn editing on**. You need to do this each time you login.



Rename, add and reorder topics

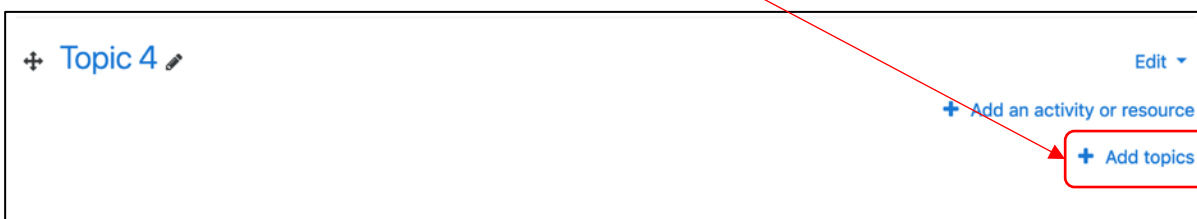


Topics are top-level folders you should use to structure your course and group content. Later you can also place folders within topics.

1. Click on the pen icon next to a topic to rename it.
2. Press Enter to save the change.

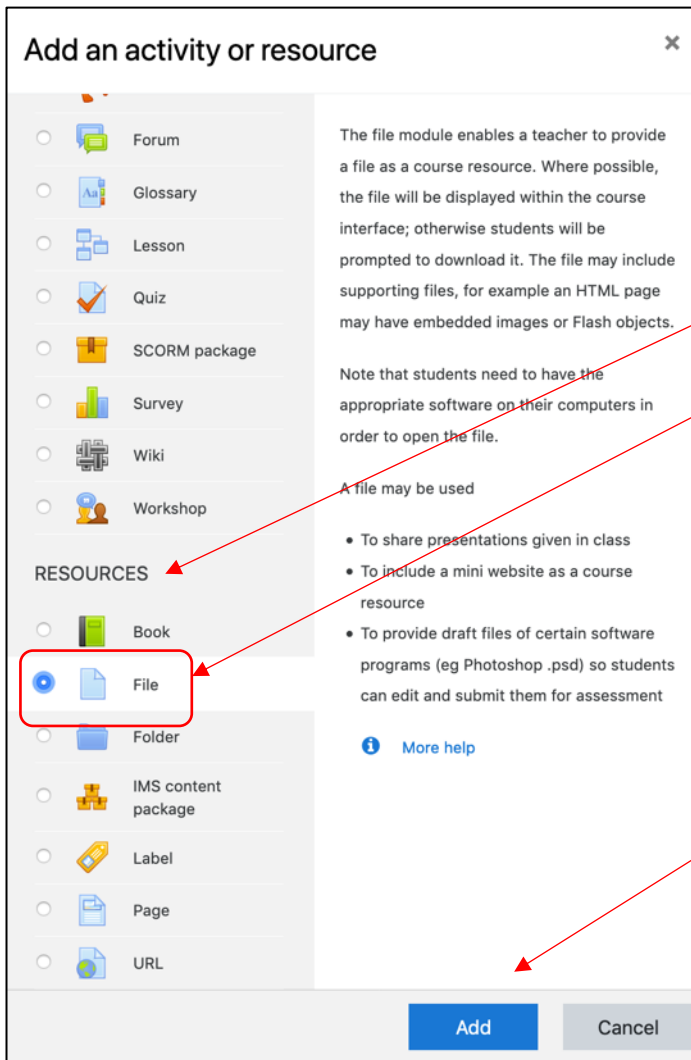
To reorder topics, drag the cross-arrows up or down.

To add additional topics to reflect the structure of your course, go to bottom-right of the screen. NB After clicking on “Add topics”, you need to type a digit, indicating the number of new topics you want. The default name will be Topic 5 – you can rename this by clicking on the pen.



Add course content (e.g. a study guide)

Click on **+ Add an activity or resource** to the right of the topic name.



1. Scroll down to RESOURCES. Select **File**.
2. Note the **help** description that becomes available in the right-hand column. This help is written by teachers from the open source community. You might like to take a moment to scan this, as there might be useful tips.
3. Click on **Add**.

NOTE Later you could come back to this point to explore the help descriptions of each activity or resource, to consider if you could use any of these. This is the heart of Moodle.

## Add course content (e.g. a study guide) (CONTINUED)

1. **Name** the file – this is the heading the students will see, e.g. Study Guide.  
(TIP: as you build your course, use the same conventions for a polished look – e.g. how you use capitals – not Study guide and later Study Guide.)
2. Click on the file icon.

Adding a new File

**General**

Name !

Description

Display description on course page

Select files

Files

You can drag and drop files here to add them.

Appearance

1. Click **Upload a file.**
2. Click **Choose File.**
3. Browse to the file on your computer and click Choose.
4. Click **Upload this file.**

File picker

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File no file selected

Save as

Author

Mari Peté

Choose license Other

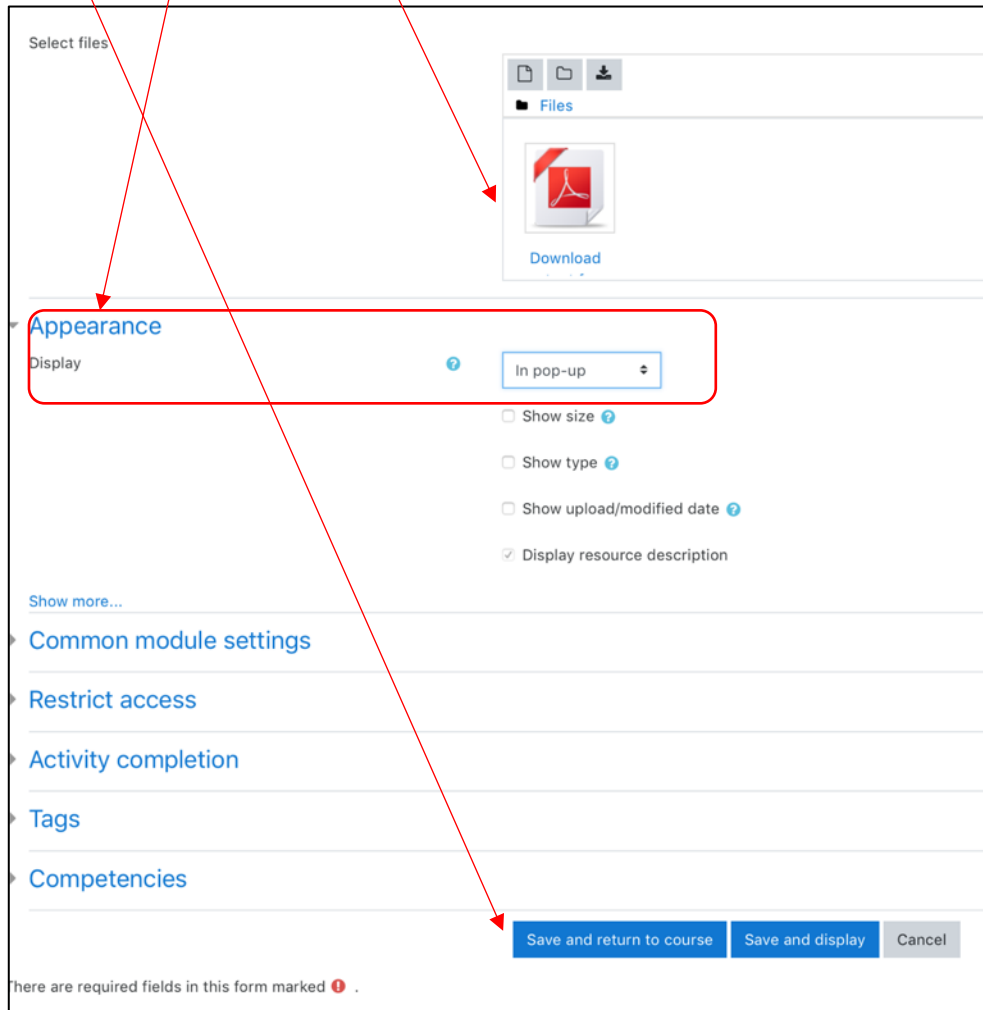
Upload this file

## Add course content (e.g. a study guide) (CONTINUED)

You should now see the icon of the file that you selected for upload.

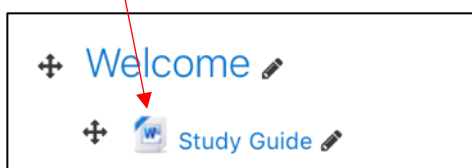
TIP: You could set **Appearance** so that the file opens in a new window for students – if that is what you want, choose **In pop-up** from the drop-down menu.

Click **Save and return to course**.



The screenshot shows the Moodle file upload interface. At the top, there is a 'Select files' section with a file icon and a 'Files' folder containing a PDF document icon and a 'Download' button. Below this, the 'Appearance' section is highlighted with a red box. It includes a 'Display' dropdown menu set to 'In pop-up', and several checkboxes: 'Show size', 'Show type', 'Show upload/modified date', and 'Display resource description' (which is checked). Below the 'Appearance' section are expandable sections for 'Common module settings', 'Restrict access', 'Activity completion', 'Tags', and 'Competencies'. At the bottom right, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. A red arrow points from the 'Save and return to course' button in the text above to this button in the screenshot. Another red arrow points from the 'Appearance' section in the text above to the 'In pop-up' dropdown menu in the screenshot.

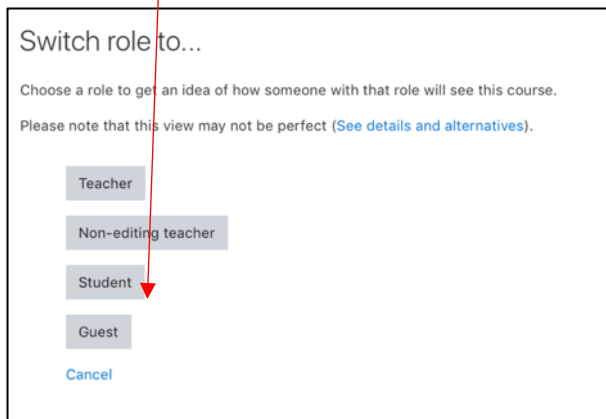
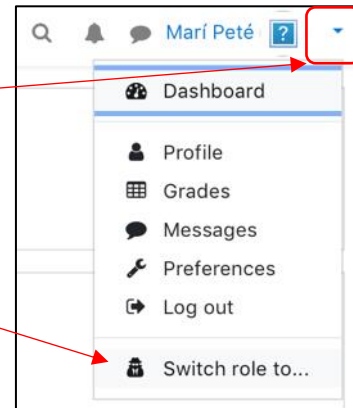
Your file should now appear on the menu – you could **reorder** or move it to another topic, by using the cross-arrows, or **edit** the file or its settings by clicking on the corresponding Edit to the right of that file.



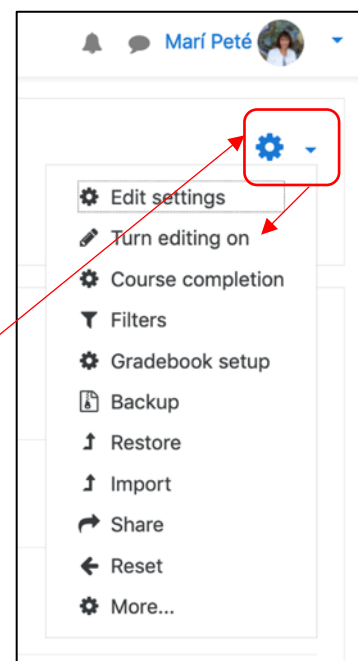
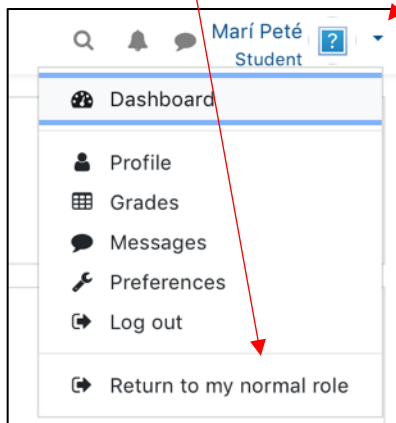
## View course as a student

1. Drop down the menu next to your name (top-right of the screen).
2. Click **Switch role to...**
3. Click **Student**.

Now your editing tools will not show – you have a student view of the course.



To return to teacher view, drop down the menu next to your name (top right). Click **Return to my normal role**.

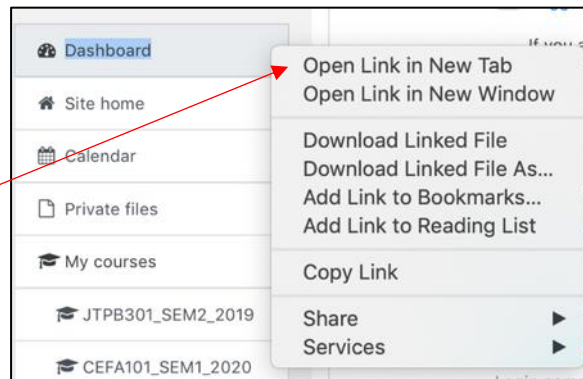


NB then you should turn editing on again – for this you need to drop down the menu next to the **gear sign** (top-right of the screen).

TIP: Keep more than one course open

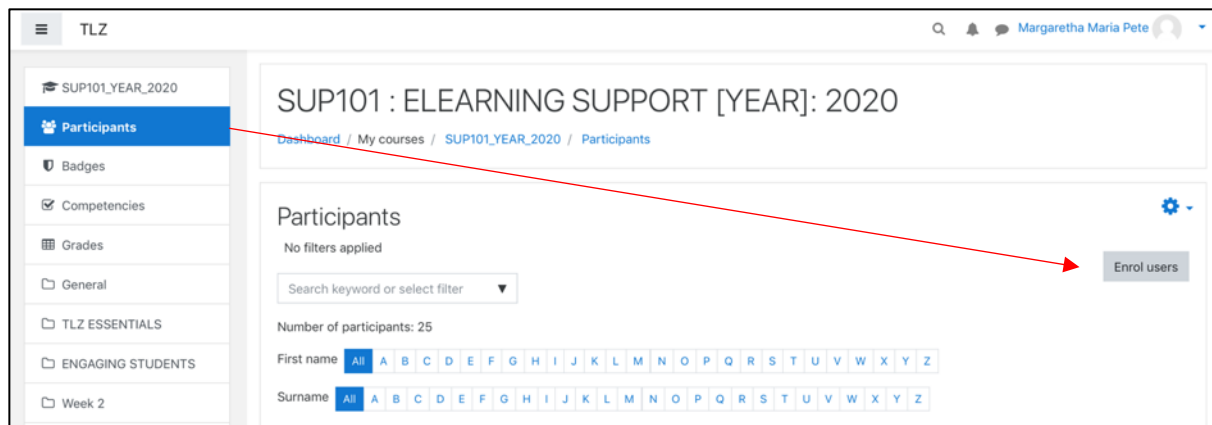
1. While you are inside one course -- on the menu on the left, scroll down to Dashboard.
2. Right-click on it.
3. Select **Open Link in a New Tab**.

The dashboard will open in a new browser tab. From there you could go to another course.

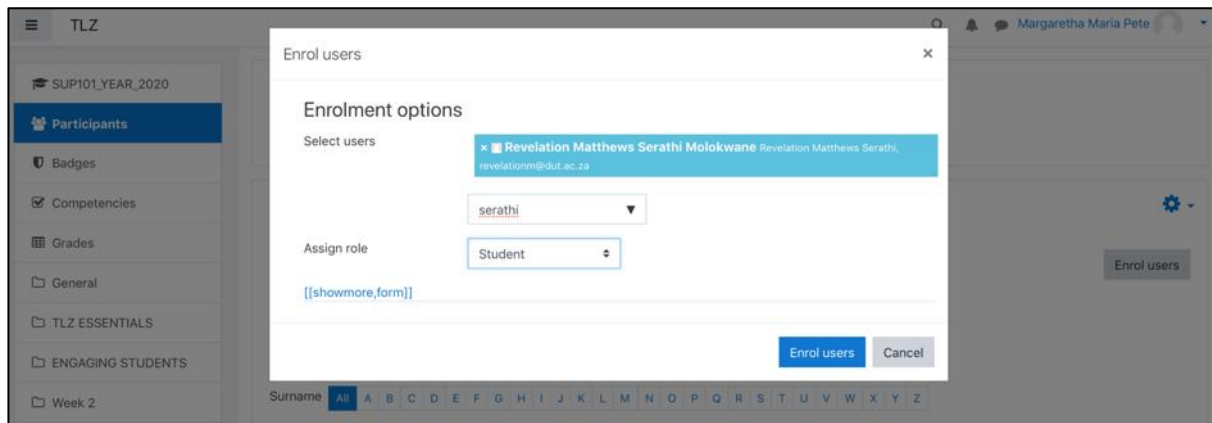


Enroll another teacher in your course

Click on Participants > Enrol users



Search for a user > Click on the name of the user, after which the name will appear in blue > Assign a role > Click Enrol users



## Student Users

Your students will be enrolled automatically. Please email [tlzsupport@dut.ac.za](mailto:tlzsupport@dut.ac.za) for queries.

## Create Groups

Click on Participants > then on the Gear icon > then on Groups.

Screenshot of Moodle course page for SUP101: ELEARNING SUPPORT [YEAR]: 2020. The 'Participants' menu item is highlighted in the left sidebar. A red arrow points from this menu item to a gear icon in the top right corner of the main content area, which is also circled in red. Below the gear icon is an 'Enrol users' button.

## Send Messages

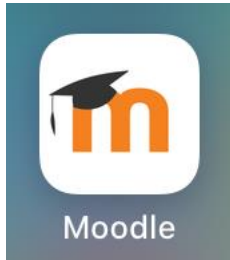
Messages are connected to students' DUT4LIFE email: Click on Participants > Select users by checking the boxes > At the bottom of the name list, select **Send a message**

Screenshot of Moodle course page for PEARSON MyLAB Test. The 'Participants' menu item is highlighted in the left sidebar. A red arrow points from this menu item to a table of participants. In the table, the 'Send a message' option is selected in a dropdown menu. The table lists three participants: Ashen Naicker, Cassim Vanker, and Pregalathan Naidoo.

Select	First name / Surname	ID number	Email address	Roles	Groups	Last access to course	Status
<input checked="" type="checkbox"/>	Ashen Naicker	Ashen	ashen@dut.ac.za	Student	No groups	Never	Active
<input checked="" type="checkbox"/>	Cassim Vanker	Cassim	cassim@dut.ac.za	Student	No groups	Never	Active
<input checked="" type="checkbox"/>	Pregalathan Naidoo	Pregalathan	pregalathan@dut.ac.za	Student	No groups	Never	Active



## The Moodle App for mobile devices



The latest version of the Moodle app can be downloaded for free from the Google Play Store or the App Store on (iOS).

You should specify the following address to access the DUT Moodle server:

<https://tlzprod.dut.ac.za>

Check out the App's features here:

[https://docs.moodle.org/36/en/Moodle\\_app\\_features](https://docs.moodle.org/36/en/Moodle_app_features)

## HELP

1. The blue ? (available throughout Moodle) next to any setting.
2. On any Moodle page, scroll down to the bottom -- to the link *Moodle docs for this page*. This will take you to specific help for that page. (afterwards you need to press the browser's Back button to return to your course from Help).
3. Moodle docs (everything you need to know about Version 3.6):  
[https://docs.moodle.org/36/en/Main\\_page](https://docs.moodle.org/36/en/Main_page)
4. SUP101 Moodle eLearning Support
5. Your faculty educational technologist (refer to contact details on page 1).