OVERVIEW
Welcome to the quickstart guide to the CEHD Moodle template. The CEHD Moodle template can be viewed at: https://ay15.moodle.umn.edu/course/view.php?id=1611

This template will help you create a Moodle site (for an online course, hybrid course, or to augment an in-person course), that is well-organized, user-friendly, and allows your students to focus on your course content. It is a place to start and can be modified to meet your specific course goals.

The template can be used by anyone designing a course, but we recommend that you work with an Academic Technology Services (ATS) Instructional Designer in order to create the most engaging and instructionally effective online learning environment possible for your students.

The CEHD Moodle template reflects the standards outlined in CEHD’s guide to course design, The Check. As you begin to use the template, start by reviewing The Check PDF and consider keeping it and this quickstart guide available for easy reference.

OPTIONS FOR COURSE DOCUMENTS
You’ll notice that throughout the template there are text-based placeholders for your course documents (for example, Overview and Learning Objectives in the section for each week). We have created organizers for your course information in two Moodle Books—Getting Started and Syllabus. Some chapters of each have been provided for you (e.g., Netiquette and University Policy Statements). We recommend presenting all course information in these two Moodle books. Your students will not need to download a file, open a separate application, or leave the Moodle site to access course information. Students appreciate having choices. Moodle books are easy to print for those students who prefer a paper copy.

If you have any questions or need support, contact your IT Fellow or email Academic Technology Services (ATS) at cehdat@umn.edu.

MOODLE COURSE SETTINGS
Edit each of the following settings by clicking Edit Settings within the Settings block. Note: In order to view all available options within each setting section, you may need to click the gray triangle next to the setting heading (e.g., Course Format).

General > Course Start Date
To ensure each section aligns with the academic calendar, enter the date of the Monday that falls on or before the first day of class. If you are using a format other than weekly, this date will be the earliest date for which activity logs will be generated.
**Course Format > Format**
Format determines the layout of the course site. The template is set to Weekly which organizes your content so that each week has its own section. The first week will begin on the *Course Start Date* (see above). If you decide to switch to another format such as Topics, where content is organized into sections by topic, each section may need to be reformatted.

**Course Format > Course Layout**
The *Course Layout* setting will determine if the whole course is displayed on one page or split over several pages (in a tabbed view). The template has been set to display all sections on one page.

**Appearance > Force Theme**
ATS has designed a Moodle theme for the college; the template uses this theme. This theme clearly identifies the site as a CEHD course through the use of unique styling and the integration of the College’s wordmark.

**Completion Tracking > Student Progress**
This feature tracks student completion of Activities (including accessing Resources) and has been enabled in the template. The Activity Completion setting will need to be enabled for each Activity and/or Resource you add to the course. When enabled, students will see a visual cue in the form of a checked-box icon that indicates the completion of an enabled activity or that an enabled resource has been accessed.

**Filters**
Edit by choosing Filters from the Settings block. The University has enabled 7 filters for our Moodle courses. The template uses the default settings with one exception—the *Display emoticons as images* filter has been disabled. When this filter is enabled some mathematical and statistical notations can be misinterpreted as emoticons.

**GETTING STARTED AND SYLLABUS MOODLE BOOKS**
Both Moodle books are located in the Overview Section (see below) of the main page under the heading *Course Information*.

**Getting Started**
This Moodle book was created with chapters (placeholders) for the important course information your students will refer to throughout the course (see the *Course Information* section of *The Check*). Refer to the Learning Technologies section of *The Check* for more information on what technology information should be included in the Requirements chapter. Chapters with full-text statements on *Netiquette*, *U of M Accommodations*, and *Communications Methods* have been created for you to use or modify.
Syllabus
This Moodle book is organized into placeholder chapters that align with the U of M’s Syllabus Requirements Policy. The U of M Policy Statements chapter includes all of the recommended policies in full-text.

YOUR INSTRUCTOR BLOCK
Replace the placeholder image with your headshot (resized to 150 pixels wide and 150 pixels tall). Replace the text-based placeholders with your contact information and office hours. Consider linking your name in this block to your faculty profile or bio page on the College’s web site.

MAIN CONTENT SECTIONS
The template uses the Weekly format. If you choose to use the topics format, you should change the default headings for each section to customize them to the topic, adding date ranges for each topic when appropriate.

Overview Section
Sometimes referred to as “week zero” or “topic zero,” this is the first section in the template—it includes a CEHD banner image. You can use this banner, or you can choose from 12 different CEHD banner images we’ve created for you. To view these other banner images, click on Course Files in the Settings block. Contact your IT Fellow or email Academic Technology Services (ATS) at cehdat@umn.edu for help with editing the banner image. This Overview Section includes the Getting Started and Syllabus Moodle books, and a convenient link for students to access their grade report. Your students will also find the Announcements Forum in this section, see below.

Announcements Forum
This forum is for instructor-to-student communication. It uses the News forum type so only instructors may post topics. Use this for important updates, changes to course schedule or meeting locations, etc. All students will be notified by email when you add a new post to this forum.

Each Week’s Section
Under the heading Overview at the top of each week’s section, include a summary or description of that week’s activities and expectations. Each week’s overview is followed by placeholders for that week’s learning objectives. To make it easy for students to locate what they need for each week, the template has labeled an area for Resources. Place links to the Resources (what your students will need to meet that week’s objectives) beneath this heading. There is a separate labeled area for Activities (things your students will do to accomplish that week’s objectives). Place links to assignments and other learning activities beneath this heading. We have included the Introduction Forum in the first week’s section, see below.
**Introductions Forum**
The purpose of this forum is for the instructor(s) and students to introduce themselves to each other. This uses the **General** forum type (students can create new topics and may reply to any topic) and completion tracking has been enabled for this activity. **FlipGrid** and **VoiceThread** are alternative technologies that can be used in place of this forum.

**Course Site Resources**
The way Moodle is designed **Resources and Activities** cannot be created within blocks but must be created within content sections. Use this section to create **Activities and Resources** that will be placed in blocks (e.g., **Ask Me Forum**, **Netiquette**, **U of M Accommodations Statement**).

**BLOCKS**
The placement for each block in the left column (from the top down) for all included blocks has been preset (i.e., **Settings** will always be the last block on the left column and **Navigation** will always be the last block in the right column). A blank U of M Moodle site comes with many default blocks which are seldom used in CEHD courses so many have been removed or hidden from the template. If you need to use one of the hidden or omitted blocks, feel free to add them as needed.

**Support**
In the **Support** block you’ll see links to various student resources including the **Ask Me Forum**, see below. Also included in this block are links to the University’s Office of Information Technology support services and additional support resources from the University (e.g., **Educational Policies**, **Smart Learning Commons**, **Student Writing Support**, **Student Mental Health**, and **Campus Safety and Security**).

**Ask Me Forum**
The **Ask Me Forum** is a general forum where students can post questions to be addressed by the instructor and their peers. Questions could pertain to anything related to the course (e.g., assignments, readings, technology). It is a place for instructors to answer questions that are common to all students.

**Library Resources**
The University developed this block that provides students with a direct link to the student’s library account, **Course Reserves** (a.k.a. **digital course pack**), and search box that queries either the entire library catalog or its database of journal articles.

**Evaluations**
The template includes this block for both formative and summative course evaluations. Add links to your course evaluation instruments as you prepare them. We have included a **Course Site Evaluation** (built with the Moodle Feedback module), to be completed by your students at the end of the course.
ADDITIONAL MOODLE 2.8 RESOURCES

We have developed additional guides to Moodle 2.8. They cover features not listed in this Quickstart guide, including as gradebook, forums, assignments, and quizzes. You can find the guides in a share Google Drive folder at this address: [http://z.umn.edu/moodle28guides](http://z.umn.edu/moodle28guides)