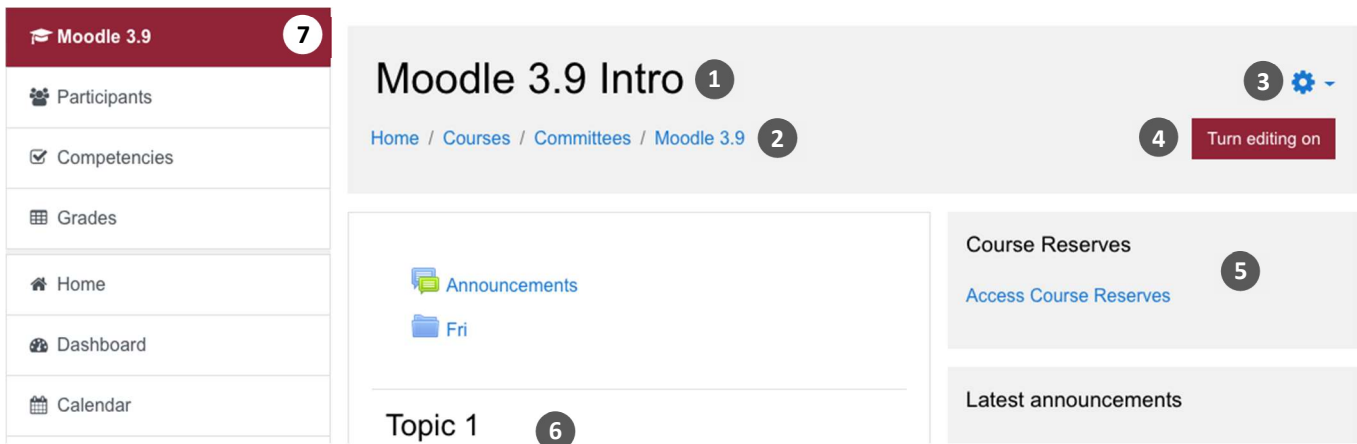


# GETTING STARTED WITH MOODLE 3.9

## THE MOODLE TEMPLATE

Each Moodle page has the following main elements:

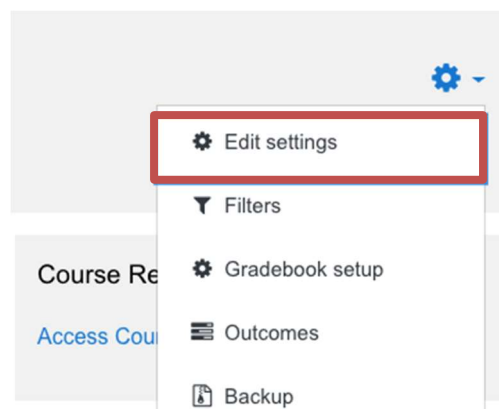


- 1 Moodle banner with the course name
- 2 Breadcrumbs trail (Navigation bar)
- 3 Administration Gear
- 4 Editing Mode button
- 5 Blocks
- 6 Course outline separated by sections (weeks/topics)
- 7 Navigation drawer

## COURSE SETTINGS

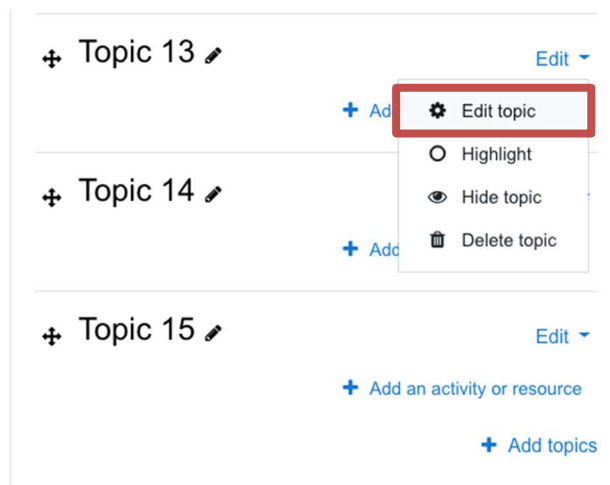
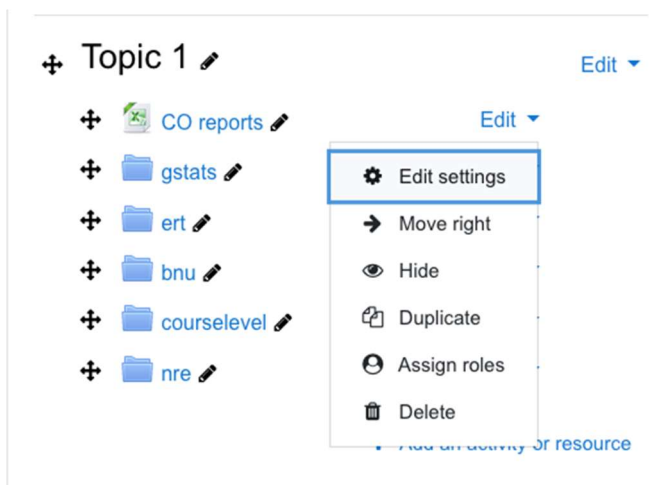
To edit your course settings:

1. Click the blue **Administration Gear** at the top right of the page, just above the **Turn Editing On** button.
2. Click **Edit settings**.
3. Adjust the necessary settings.
4. Click **Save and display** at the bottom of the page.









✓  
*Avoid modifying the **course description** and **course files** fields since they are not easily accessible to students.*






## EDITING MODE ICONS



### EDIT AN ACTIVITY/RESOURCE

	Edit settings	Edit the settings of an item
	Move right	Indent/move item to the right
	Hide	Hide the item from students
	Duplicate	Create a second copy of the item
	Assign roles	Assign item-specific roles/permissions to any participant in the course
	Delete	Remove the item

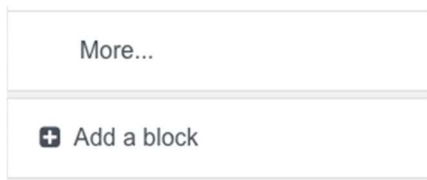
### EDIT A SECTION

	Edit topic	Edit the summary and name of the topic
	Edit title	Change the title of the topic or any item within it
	Move	Move the topic or any item within it
	Hide topic	Hide the topic from students
	Add	Within a topic this adds an activity/resource At the bottom of the page this adds a new topic


## WORKING WITH BLOCKS

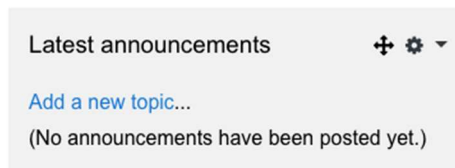
### TO ADD BLOCKS

1. Click the **Turn editing on** button at the top right of the page.
2. Click the **Add a block** button at the bottom of the sidebar on the left.
3. Select a block type from the pop-up window.



### TO MOVE BLOCKS

1. Click the **Turn editing on** button
2. Use MOVE handle  on the top-right corner of the block to move it around




## ADD AN ACTIVITY OR RESOURCE


**Activities** are any tools which allow for student-teacher, student-student, and student-content interactions.

**Resources** are tools that help to display and organize course content.

To add an activity or resource

1. Click the **Turn editing on** button at the top right of the page.
2. Click **Add an activity or a resource** within the section you want to add the item to.
3. Click on the activity or the resource you want to add.

Information about any activity/resource in this list can be accessed by clicking the information  button below its name.

Frequently used activities/resources can be added to the **Starred** list by clicking the star  icon below its name. Clicking this icon again will remove it from the Starred list.

