

A short guide to start using Moodle as a teacher.

Moodle allows you to offer resources to your students, to create forums, to add quizzes and to manage assignments and give grades.

How to get a Moodle page?

You need to ask the housekeeper (housekeeper.moodle@epfl.ch) to create the Moodle page for your course. Then, the housekeeper will send you the link to your Moodle page.

How to edit the course?

Once in Moodle, don't forget to login with your Gaspar account.

The button "**Turn editing on**" at the top right of the page allows you to make changes on the page, to add resources or activities and to edit, move and hide objects.

To **add a resource or an activity**, select the one you need in the list offered once you click on the menu. To add a document, you can use drag and drop if you are using Firefox as a browser. Once the resource is added, you can manage it using the edit menu at the right of the resource.

In the Administration tab, you can find the possibility to **edit the settings** of the course, the name, the starting date... add a description of the course.

In the section Course format, you can select if you want to organize the course by weeks or by topic for instance and the number of weeks/topics.

If you choose the weekly format, the starting date of the course will be the date of the first week.

At the top of the page, you can see the "**News forum**". This forum is meant to send information to the students and they cannot reply to the posts on this forum. As the students are automatically notified of all the posts on this forum, it is an easy way to share information with them.

You can add a forum to the course if you wish to feature an open discussion.

Hidden or visible?

If you wish to **hide your page** while you are working on it, you can choose the option "hide" in the settings of the page (Administration / edit settings / General / Visible). Do not forget to change this option back to visible once the course started.

If you wish to **hide** only some weeks or topics, you can click on the icon representing an eye at the right of the week /topic you wish to hide. You can also hide a single resource by clicking on the eye in the edit menu next to it.

Who has access?

Everybody with a Gaspar or a Shibolet account.

A code (course ID number) links your Moodle page with the IS Academia data base and thus, all the students registered in IS Academia for your course will automatically have access to the related Moodle page.

If you don't want other students than the one registered in IS Academia to have access to your course, you can add a password (Administration / Users / enrolment methods, then edit the self-enrolment and add an enrolment key).


If you need to **give the editing rights** of your page to someone, you have to go on Administration then Users and Enrolled users. Then you click on the button (top right) “enroll users”. Then select the type of role you wish to assign and in the search menu at the bottom, type the name or Sciper number of the person and click Enter. Then you can choose the person in the list and click on the Enroll button next to the person’s name. When you are finished, click on the button “finish enrolling users” at the bottom.

If you can’t find the name of the person in the list, it is probably because this person never logged in Moodle before and therefore does not appear in the Moodle users’ database. Ask the person to log in once with Gaspar or Shibolet password. Another possibility is that the person is already registered in the course, then, you only need to give her/him a role by clicking on the cross in the role column, next to her/his name.

The roles of **Teacher and Professor** are similar, they allow to edit the page and manage the students activities (see assignments, give grades, manage groups). The role of **Hidden teacher** is similar but the person will not appear in the list of the teachers on the Moodle page. The **Non-editing Teacher** role does not allow changing the content of the page, it is mostly meant for students assistants who will manage the students activities.

Need further help?

You can always contact our team for further support using the housekeeper email address.

At the end of every page, there is this symbol  on which you can click and that will lead you to the official Moodle documentation.