

Some Moodle Tips

To make any changes, you need to log in. To log in, click on the link at the bottom of the page. Enter your user name and password as prompted.

Once you have logged in, click on the "Turn Editing On" button on the main page. You can make changes to the order and content of any menu from here.

To make changes, use these icons:

The "Eyeball" icon can be clicked to hide/reveal any item.

The "X" icon deletes an item.

The "Arrow" icons move items up/down or left/right.

The "Writing Hand" icon allows you to edit an item's content.

To add an item to the Main Menu, use the "Add A Resource" drop-down. You will be directed to a composition page. From the composition page, you will be directed to give the item a name, a summary, and the full text. The "Full Text" section is where you enter the information and images for the page. This window functions much like a word-processor, with limits. It is a limited WYSIWYG (What You See Is What You Get) editor of html. Should you want to manipulate the html directly, click the "<>" button on the lower right of the menu bar. As Moodle is based on the PHP language, there is only a limited amount of manipulation of the html you can do. For most purposes, using the word-processor-like WYSIWYG editor is sufficient. When complete, hit the "Save Changes" button on the bottom of the screen.

When adding a page, some of the common tools to use in the menu bar include:

The usual word-processing items (font, bold, justification, etc.)

The linking icons (three icons that look like chains)

The image icon (looks like a picture in a frame)

The linking process is helpful if you want to refer the user to another website or another section within your own website directly. To make a link, highlight a

word or address after you type it. Then click on the left-most chain icon. A window will pop up in which you set the URL (web address). You will enter that and can also set a title or target, if desired. This is also how you link to documents that you have saved in the file server (such as the full text of a newsletter in pdf). To link to a file on your computer, hit browse. You will be taken to a screen that displays all files on the server. From this screen, hit browse once again to find the file on your computer. Open that file and the name will then be entered on the input screen. From there, hit upload. The file will then be listed in the window showing all files. Click on that, and the name will be entered on the main pop-up screen. To add, click ok. (You will now notice the text is high-lighted in the WYSIWYG editor.)

Another way to add files to the server for later use is by using the "Site Files" icon on the "Administration" menu on the main page when you are in editing mode. When you click it, you are taken to a list of all the uploaded files. To add a file to the list, click the "Upload A File" button. You will then browse for the file on your computer, get the file name, and click "Upload". If you are doing multiple uploads, it is easier to get all the files uploaded ahead of time using this function rather than one-by-one in the editor described in the last paragraph.

Another way to add content, is to use the "Blocks" window in editing mode on the main screen. Most typically, this is used to make a small box of text or an image on the main page. To do so, select HTML from the drop-down menu in the "Blocks" window. You then can edit the block by clicking on the "Writing Hand" icon using the usual editor.

The last way to add content is in the "Site News" section. Click the "Add A New Topic" button to add an article that will be displayed on the center of the main page. You will enter your information in the usual editor. The "Site News" is the only function that is time-sensitive in Moodle. Once you have entered it, you can only edit it again within 30 minutes. Otherwise you have to delete it and start again. Old news can be deleted by using the "Delete" button at the bottom of the entry.

To edit the calendar, simply click on the month's name. You will be taken to a calendar editing screen. By clicking the "Add New Event" Button, you will be able to select the type of event you want to add. In most cases, you want to add a "Site Event", which can be seen by any visitor to your site. Highlight that and click OK. From there you are taken to the event editing screen, in which you can enter a name, description, and select the date and duration of the event. You can

set up repeating events (which would be good for Sunday Worship). Please note, the default time for all events is 12 midnight and that the input for times runs on military time. Click "Save Changes" to end.

To edit the header at the top of your main page, you need to save a new file in the "Site Files" and name it "logo.jpg".

When you are done with all your editing, click "Turn Editing Off" and remember to logout.

It is important to keep the site up-to-date. Monthly updates to the calendar or any newsletter communication is essential. By adding new images and other content over time, you will keep interest in the site within the parish as well as show to visitors to your site that "the lights are on and someone is home". A well-maintained site can be a bonus to congregational growth.