

Moving Your Course to Moodle 4.0

This handout is “view only.” If you would like to make a copy for yourself, click **File** in the top menu, then select **Make a copy**.

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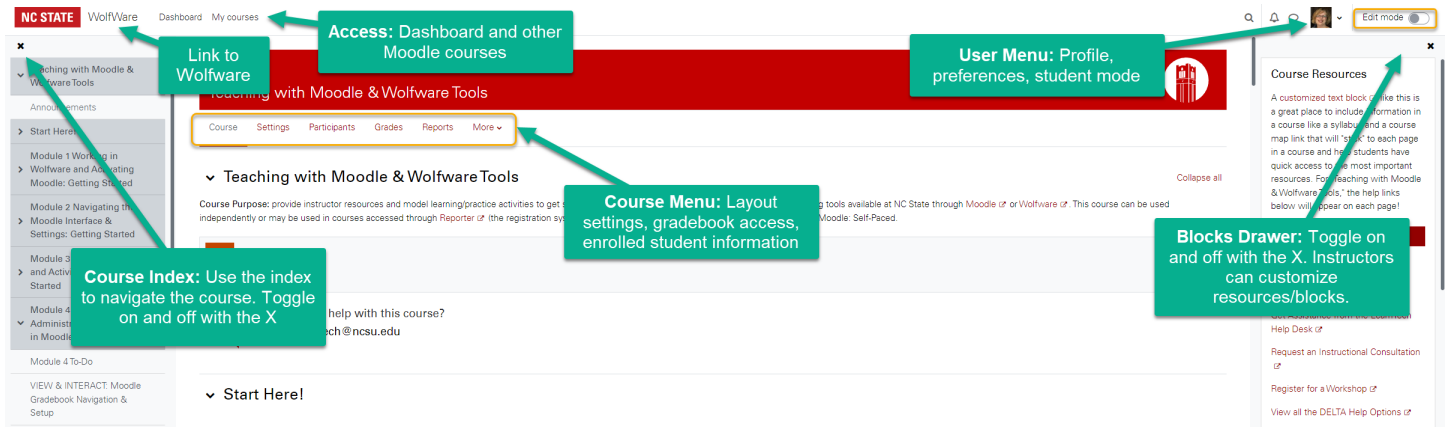
Access Your Course

If you followed the instructions sent in your email, you should have access to a Moodle 4 course in one of the following ways:

- If you requested and copied your course for Fall 2022:
 - Access it by logging in to <https://wolfware.ncsu.edu>
- If you requested a course on the preview server:
 - Access it by logging in to <https://moodle-preview.wolfware.ncsu.edu/>

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Navigation



[Click here for a larger version of this navigation image.](#)

The image above shows the different navigation areas of a Moodle 4 course and their names: Course Index, Access, Course Menu, User Menu, and Blocks Drawer.

Moodle 4 navigation options	Image
1 - Wolfware and Dashboard Use the NC State logo or Wolfware to link to the Wolfware homepage, Use Dashboard link above the banner to view an interactive calendar with due dates and quick access to activities across courses.	A screenshot of the Moodle 4 dashboard. The top navigation bar shows 'NC STATE', 'Home', 'Dashboard', and 'My courses'. The 'Dashboard' link is highlighted with a red box. Below the navigation bar, there is a banner for 'Teaching with Moodle' and a list of course modules.
2 - My courses 1. Click on My courses to see all courses you are teaching or are	A screenshot of the Moodle 4 'My courses' page. The top navigation bar shows 'NC STATE', 'Home', 'Dashboard', and 'My courses'. The 'My courses' link is highlighted with a red box. Below the navigation bar, there is a banner for 'My courses'.

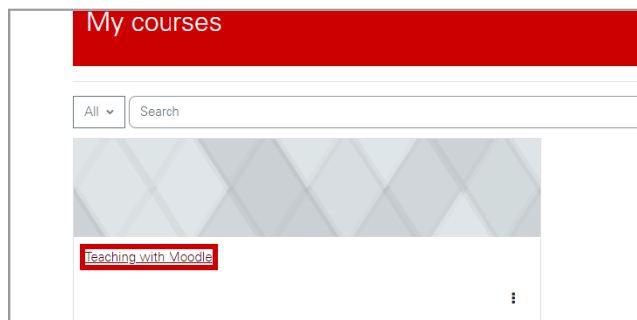
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Moodle 4 navigation options

Image

enrolled in on this server.

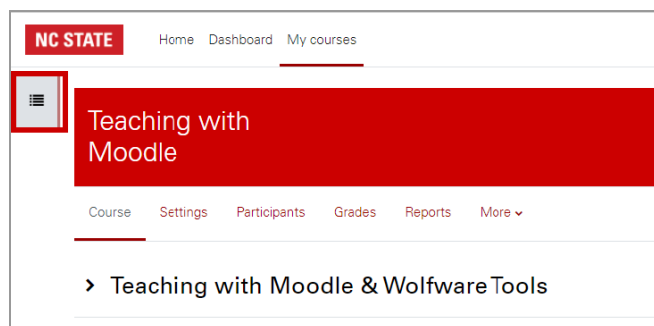
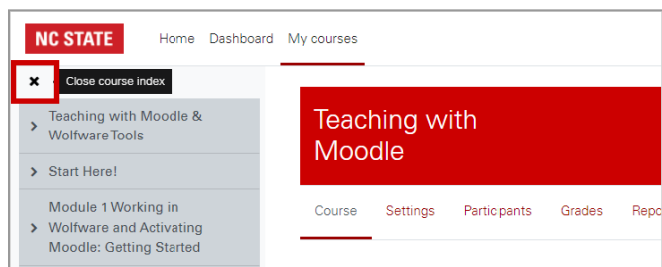
2. **Select a course**



3 - Course Index

The **Course Index** is the main way of navigating in Moodle 4.

1. Use the **X** to close the Course Index.
2. Select the bulleted list icon to reopen the Course Index



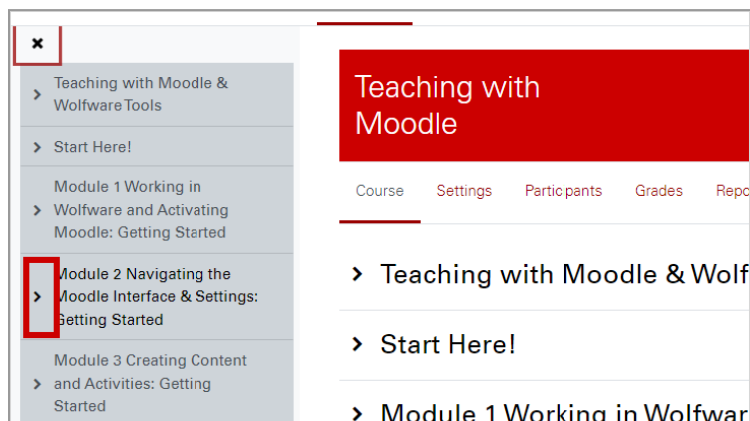
Moodle 4 navigation options

Image

4 - Expand content in the Course Index

Click on the **arrow >** next to a section name to expand it in the course index and see the names of activities and resources inside of it.

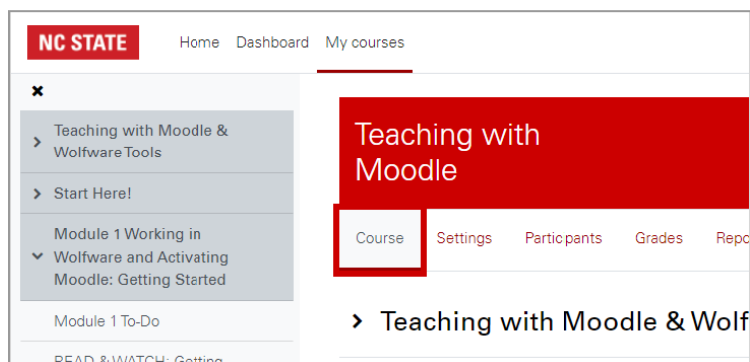
NOTE: Labels only appear in the Course Index when Edit mode is turned on



5 - Course Menu

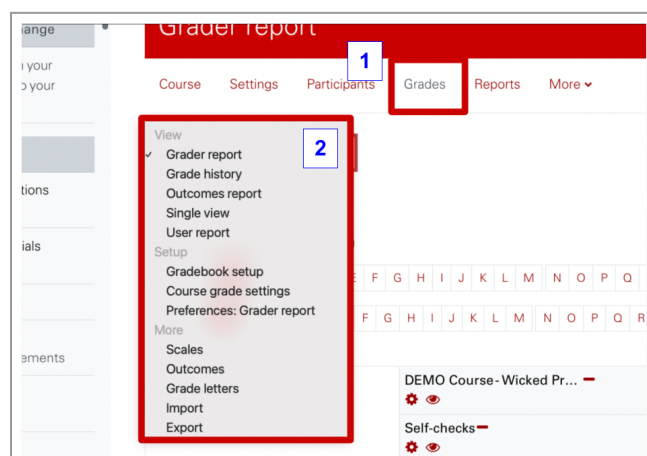
The **Course Menu** appears beneath the banner.

Each menu item - settings, participants, etc. will give additional information about the course.



6 - Gradebook navigation

1. Select **Grades** In the Course Menu to open the Gradebook
2. Click the **dropdown menu** to see all of the gradebook options



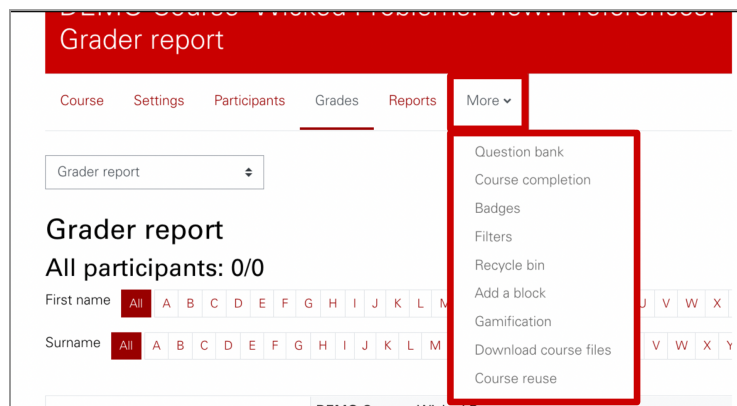
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Moodle 4 navigation options

Image

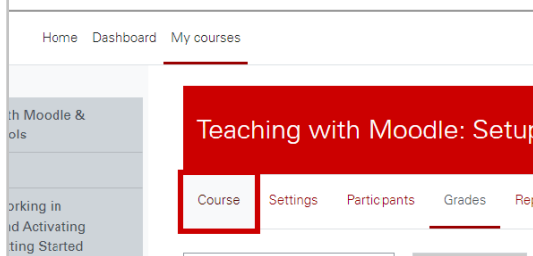
7 - More settings

In the Course Menu, select **More** to access more settings, such as the **Question bank** and **Course reuse** (backup, restore, import functions).



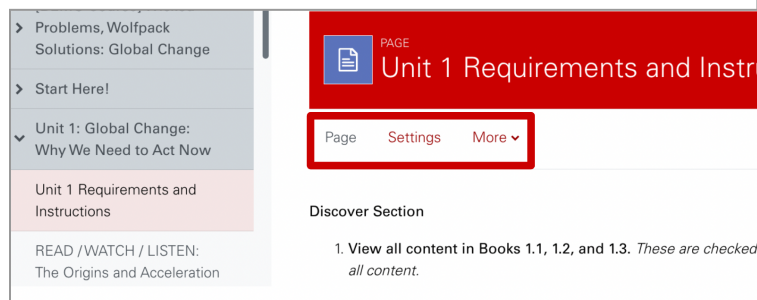
8 - Return to main page

Return to the main course view by selecting **Course** in the Course Menu.



9 - Activity or Resource Menu

When inside an activity or resource, you can choose options in the **Activity or Resource Menu** located below the course banner.



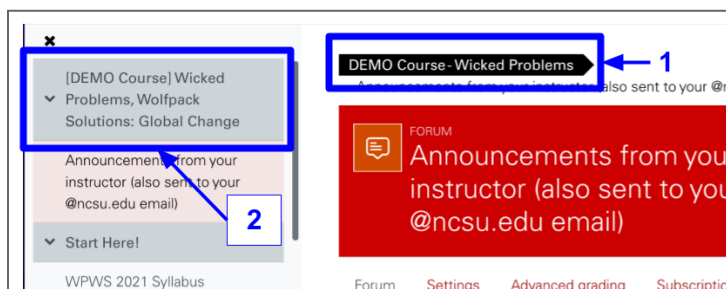
Moodle 4 navigation options

Image

10 - Return to the main page

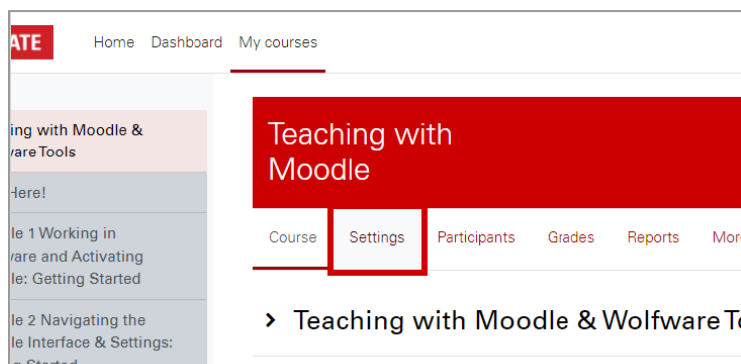
To get back to the main course view from inside an activity or resource, there are two options:

1. Click the **course title link at the top of the page** above the activity/resource banner.
2. Select the **course name at the top of the Course Index**



11 - Course Settings

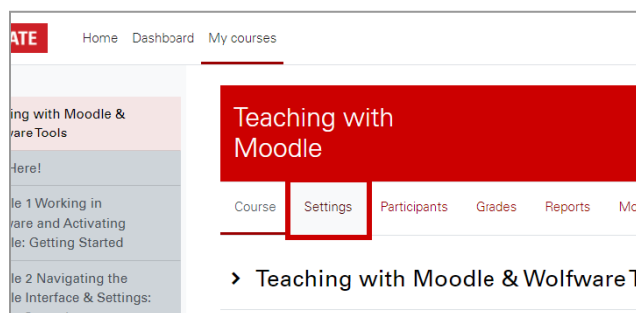
Access course settings by selecting **Settings** in the Course Menu



12 - Course format

You can change how the sections appear on the main course page.

1. Scroll up to the course menu and click **Settings**
2. Click the arrow for **Course format** to view the options

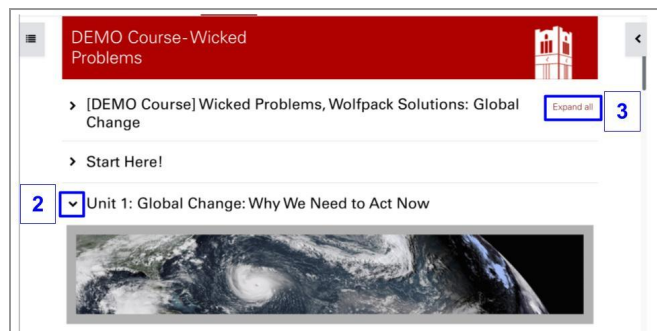
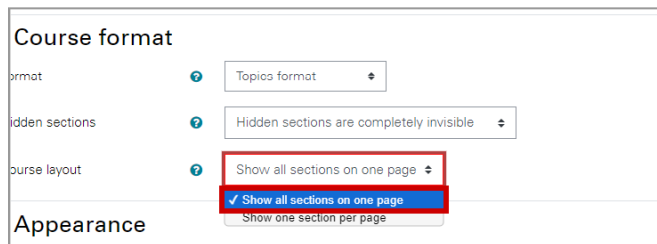
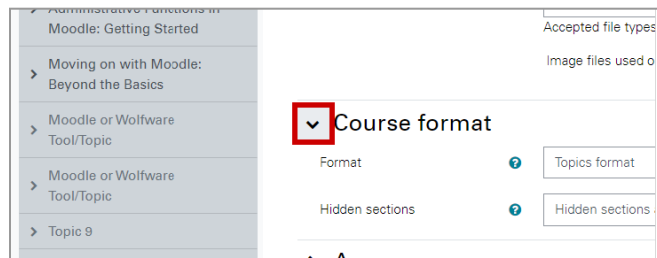


Moodle 4 navigation options

Image

13 - Course layout - Show all sections

1. Under Course format in the dropdown menu next to Course layout, select **Show all sections on one page**
2. Click on the **arrow** next to the section name to expand or collapse it
3. Collapse and expand all sections by clicking **Collapse all** or **Expand all**



Moodle 4 navigation options

Image

14 - Course layout - Show one section

Under Course format in the dropdown menu next to Course layout, select **Show one section per page**

This will display the contents of one section at a time in the main course view.

Navigate to other sections using the **Course Index**.

▼ Course format

Format ? Topics format ⌵

Hidden sections ? Hidden sections are completely invisible ⌵

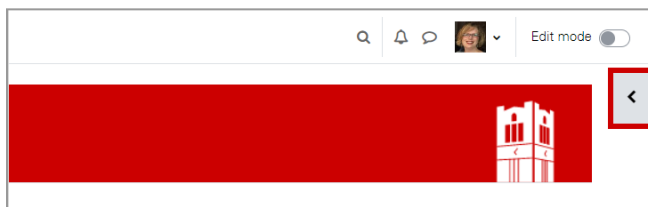
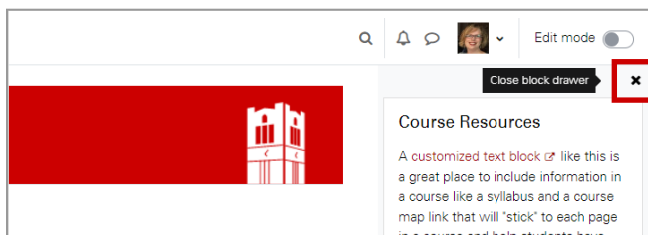
Course layout ? **Show all sections on one page**
✓ Show one section per page

➤ Appearance

15 - Block Drawer

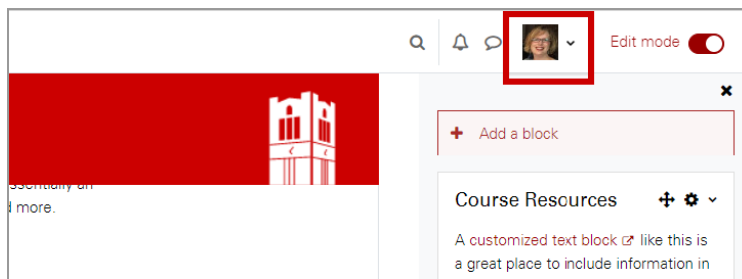
The **Block Drawer** on the right can be opened and closed by individual users, and stays that way until the user changes it.

1. Close the Block Drawer by clicking on the **X button**
2. Open the Block Drawer by clicking on the **arrow (<) button**.



16 - Student view

1. To view a course as a student, expand the **User menu** by clicking on the arrow next to your user icon at the top right of the page.
2. Select **Switch role to...**
3. Select **Student**



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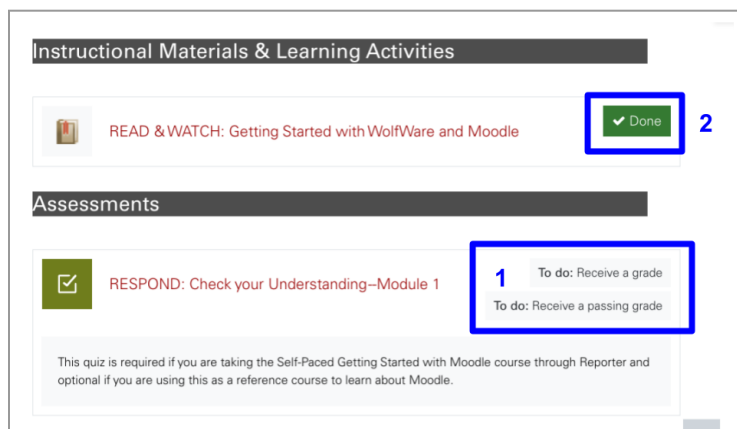
Moodle 4 navigation options

Image

17- Activity Completion - main page

If activity completion settings are enabled, you can display the requirements for activity completion on the main page.

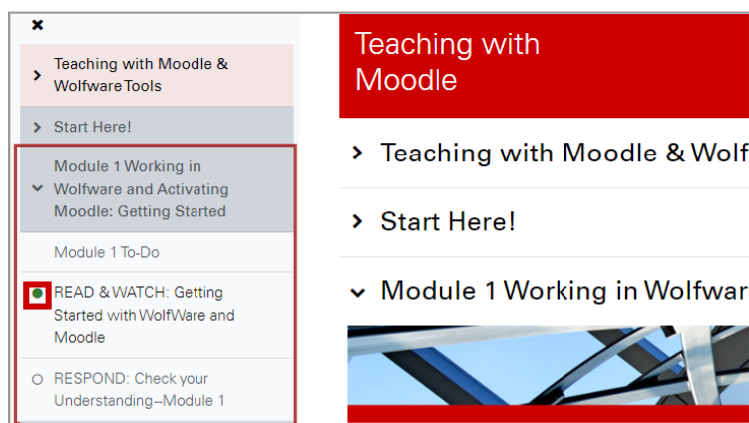
1. Requirements are shown in small gray boxes on the right side of each activity with the words **"To do"**.
2. Once the requirements are fulfilled, the box changes to display the word **"Done"** on a dark green background.



18 - Activity Completion - Course Index

Activity completion is also shown in the **Course Index**.

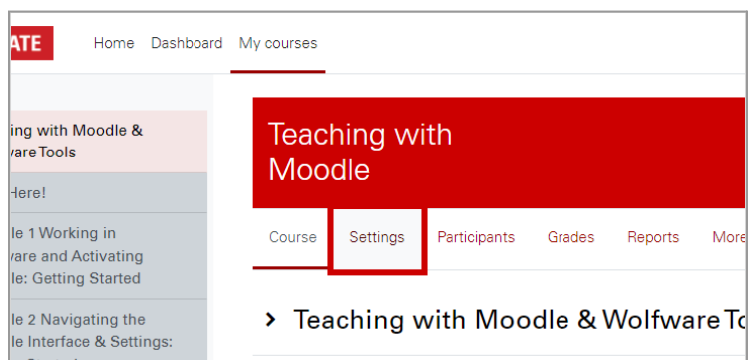
Incomplete items are indicated with an empty circle. Completed items are indicated with a filled circle.

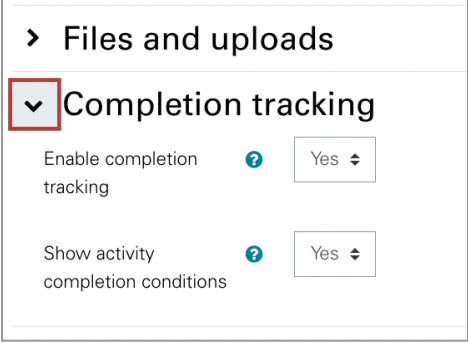
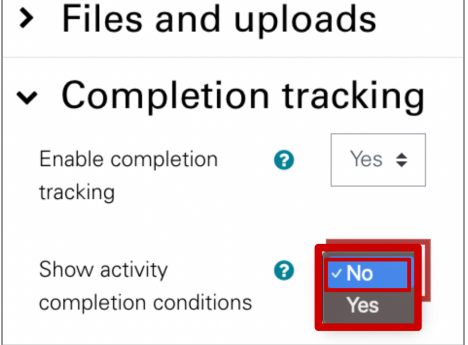
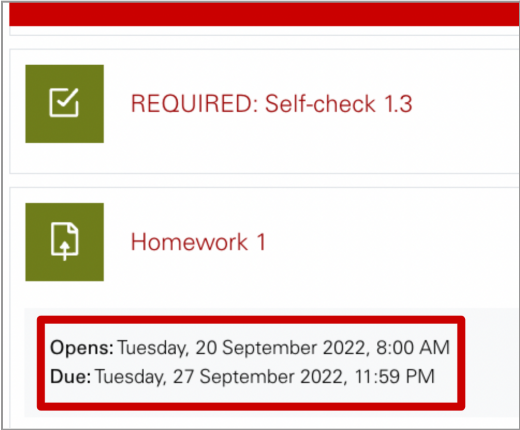


19 - Don't show activity completion on main page

If you do not want to display activity completion requirements on the main page, you can disable it in the course settings.

1. Switch back to your normal role
2. Go to **Settings** in the Course Menu



Moodle 4 navigation options	Image
3. Click on Completion tracking to expand the settings	
4. Select "No" next to Show activity completion conditions	
20 - Activity dates Activity dates can be shown on the main page.	

Moodle 4 navigation options

Image

1. To change the visibility of activity dates, go to **Settings** in the Course Menu and click on **Appearance** to expand the options.

Course Settings Participants Grades Reports More ▾

Edit course settings

- > General
- > Description
- > Course format
- ▾ Appearance

Force theme Do not force ▾

Force language Do not force ▾

Number of announcements ? 5 ▾

Show gradebook to students ? Yes ▾

Show activity reports ? No ▾

Show activity dates ? Yes ▾

2. Next to **Show activity dates** select **Yes** or **No**

▾ Appearance

Force theme Do not force ▾

Force language Do not force ▾

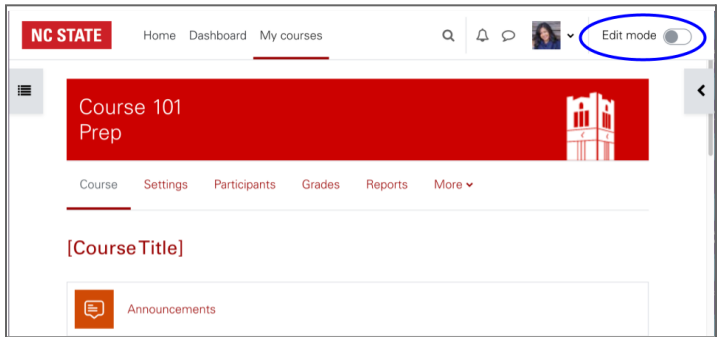
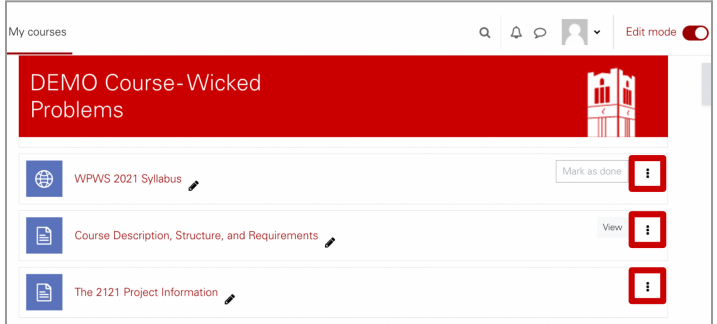
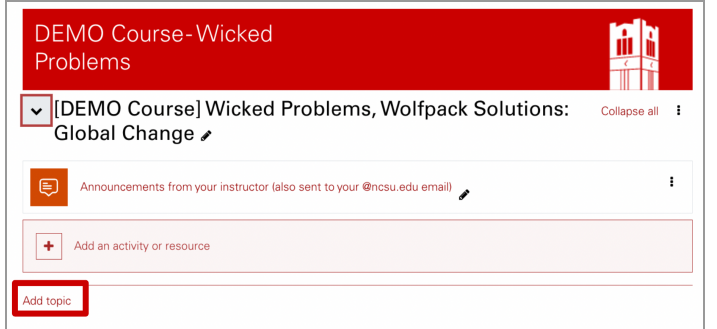
Number of announcements ? 5 ▾

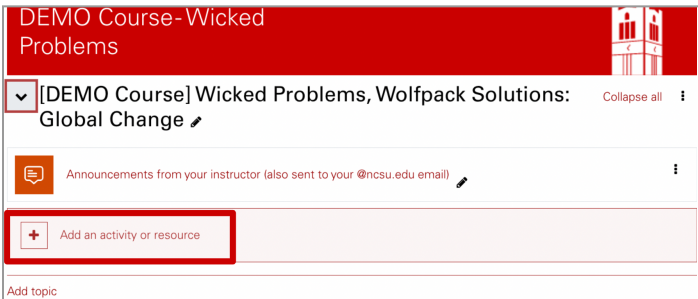
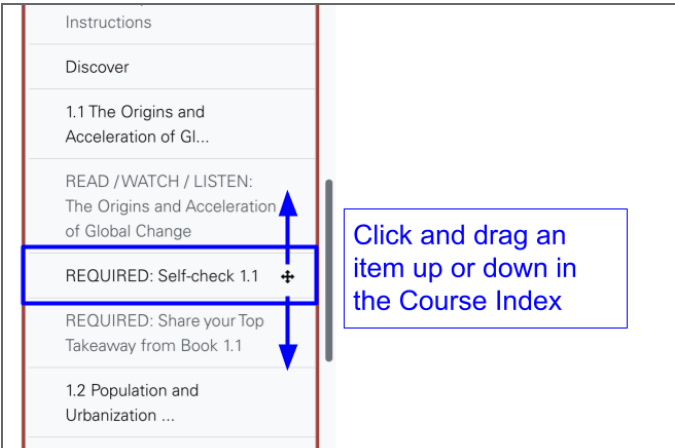
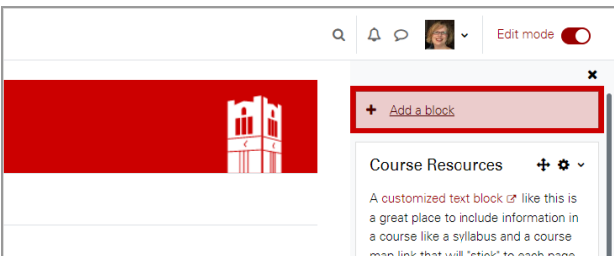
Show gradebook to students ? Yes ▾

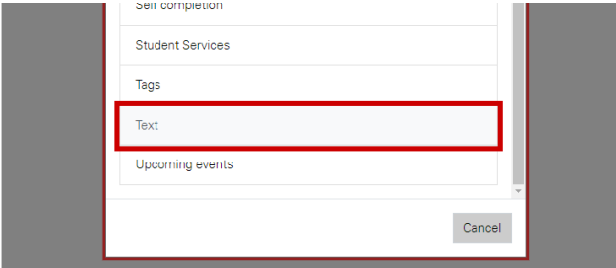
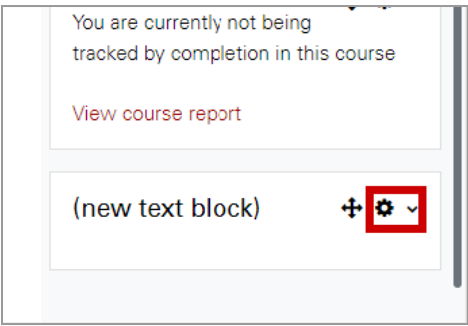
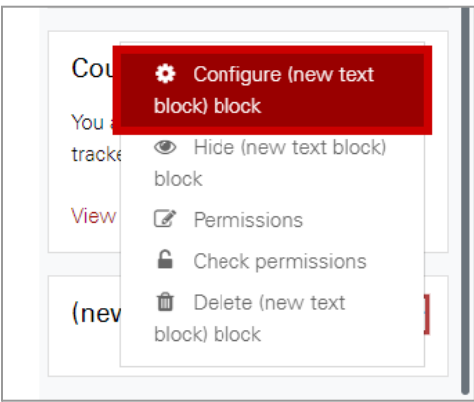
Show activity reports ? No ▾

Show activity dates ? **Yes**

Editing

Moodle 4 editing feature	Image
21 - Edit mode Toggle the Edit mode switch in the top right corner above the course banner to turn editing on and off	 A screenshot of the Moodle course page for 'Course 101 Prep'. In the top right corner, above the course banner, there is a toggle switch labeled 'Edit mode'. This switch is circled in blue in the image.
22 - Edit menu With Edit mode on, click on the three dots at the far right of any item to expand the Edit menu	 A screenshot of the Moodle course page for 'DEMO Course-Wicked Problems'. The 'Edit mode' toggle is turned on. Below the course banner, there is a list of items. The first item is 'WPWS 2021 Syllabus'. To its right, there is a 'Mark as done' button and a red square icon containing three white dots. This icon is highlighted with a red box, indicating it is the 'three dots' mentioned in the text.
23 - Add topic Add topic is below each section on the main page. Click on the Add topic link (or Add week, if you use the Weekly course format) to add a new section in that location	 A screenshot of the Moodle course page for 'DEMO Course-Wicked Problems'. Below the course banner, there is a section titled '[DEMO Course] Wicked Problems, Wolfpack Solutions: Global Change'. Below this section, there is a red box containing the text 'Add topic'. This box is highlighted with a red box in the image.

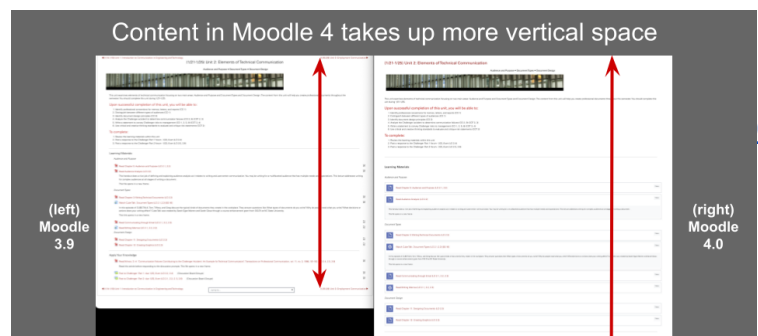
Moodle 4 editing feature	Image
24 - Add an activity or resource The Add an activity or resource link is a large box located at the bottom of each section.	 The screenshot shows a Moodle course page titled 'DEMO Course-Wicked Problems'. Below the title, there is a section for '[DEMO Course] Wicked Problems, Wolfpack Solutions: Global Change'. At the bottom of this section, there is a large button labeled 'Add an activity or resource' which is highlighted with a red rectangular box. Above this button, there is a link to 'Announcements from your instructor (also sent to your @ncsu.edu email)'. The 'Add topic' link is visible at the very bottom of the section.
25 - Rearrange items in the Course Index When editing is ON, instructors have the ability to drag items up and down to other locations in the course within the Course Index Note: Labels are only shown in the Course Index when Edit mode is ON.	 The screenshot shows the 'Course Index' in Moodle. It lists several items: 'Instructions', 'Discover', '1.1 The Origins and Acceleration of Gl...', 'READ /WATCH / LISTEN: The Origins and Acceleration of Global Change', 'REQUIRED: Self-check 1.1', 'REQUIRED: Share your Top Takeaway from Book 1.1', and '1.2 Population and Urbanization ...'. A blue rectangular box highlights the 'REQUIRED: Self-check 1.1' item. Two blue arrows, one pointing up and one pointing down, are positioned next to the box, indicating that the item can be dragged to rearrange its position in the index. A blue text box on the right side of the screenshot says 'Click and drag an item up or down in the Course Index'.
26 - Add a block Use blocks to add content to different pages. 1. With editing on, open the Block Drawer and click Add a block at the top. 2. Choose a block type i.e. Text (formerly known as HTML)	 The screenshot shows the Moodle 'Block Drawer' in edit mode. At the top of the drawer, there is a button labeled 'Add a block' which is highlighted with a red rectangular box. Below this button, there is a section titled 'Course Resources' with a plus icon and a gear icon. Under 'Course Resources', there is a preview of a 'Text' block with the text 'A customized text block or like this is a great place to include information in a course like a syllabus and a course map link that will "stick" to each page'.

Moodle 4 editing feature	Image
	
27 - Configure block 1. Scroll to the bottom of the Block Drawer to find the newly added block and click the Actions (gear) menu	
2. Select Configure to edit the block or set its position in the Block Drawer	

Layout and Organization

Slides:  Moodle 4.0 organization

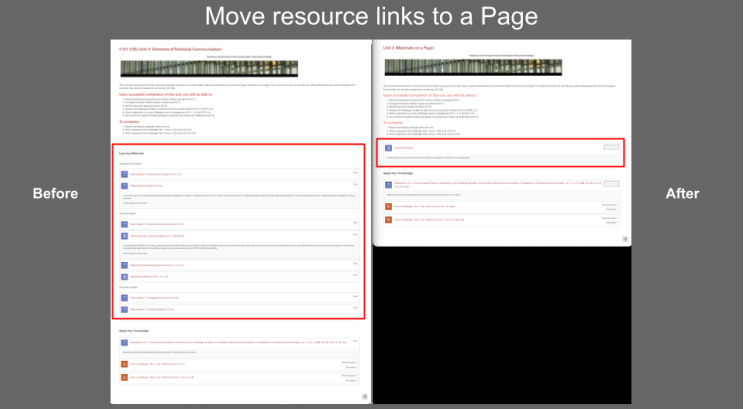
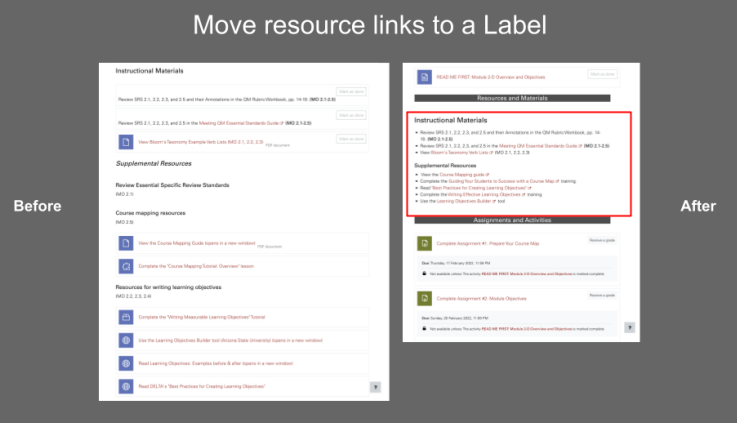
In Moodle 4.0 , each URL/website/file link

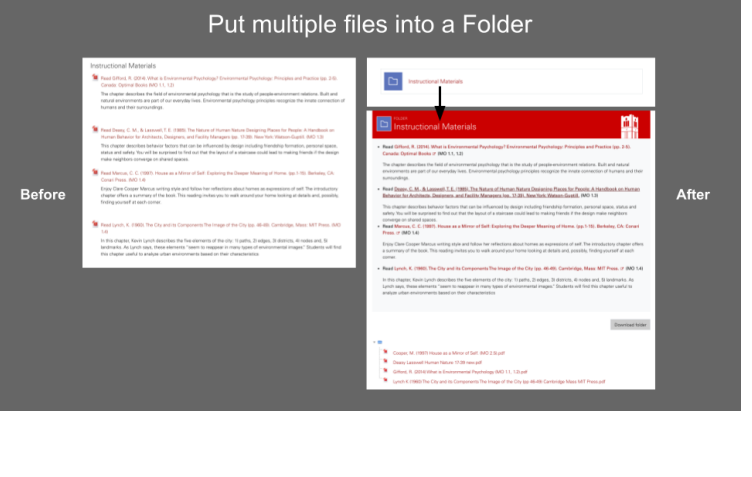
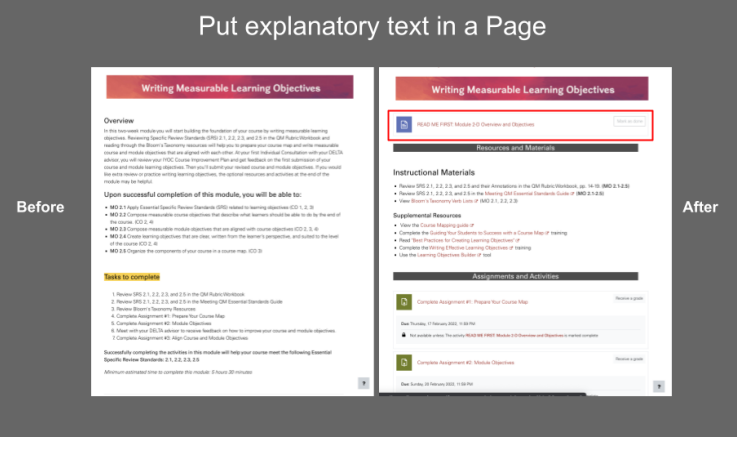


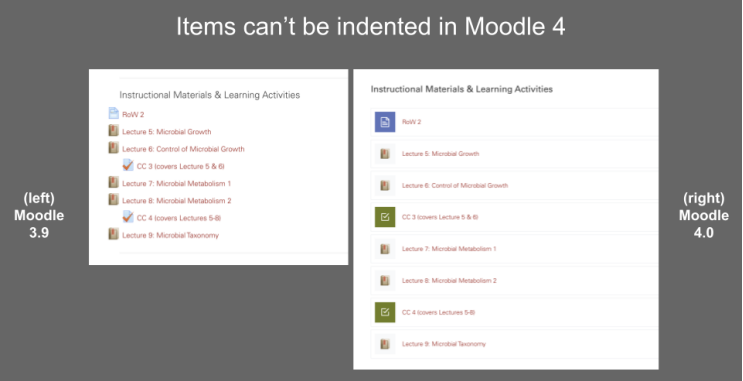
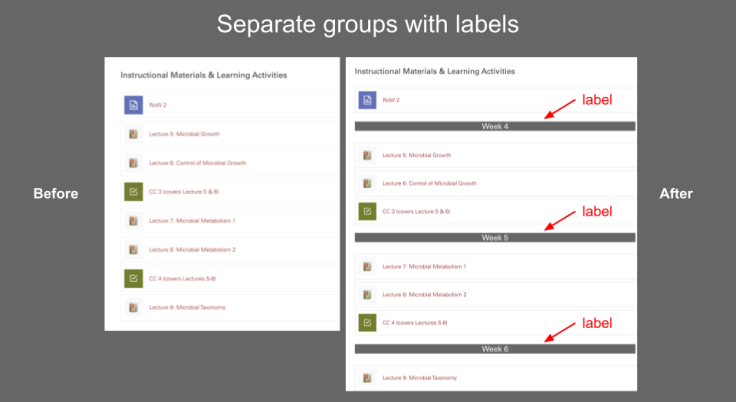
will appear as a separate element with a large amount of white space around it.

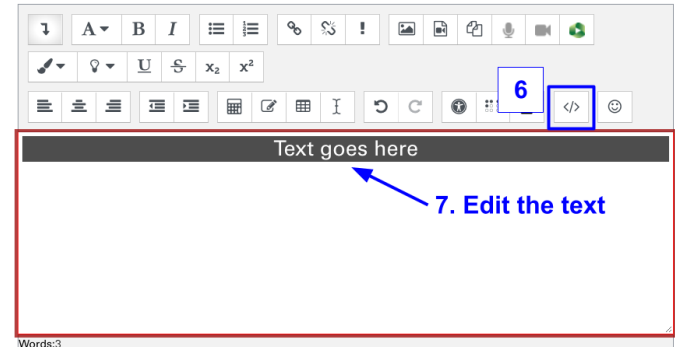
More white space and borders around items improves readability, but increases scrolling.

If this makes it challenging for students to navigate the content, you might consider ways to reorganize content inside sections.

Moodle 4 layout/organization options	Image
28 - Put links in a Page 1. With Edit mode ON, go to a section and click on Add an activity or resource 2. Select Page from the menu 3. Add text and links to the page 4. Click Save	Move resource links to a Page 
29 - Put links in a Label 1. With Edit mode ON, go to a section and click on Add an activity or resource 2. Select Label 3. Add text and links to the Label 4. Click Save	Move resource links to a Label 

Moodle 4 layout/organization options	Image
30 - Put files in a Folder 1. With Edit mode ON, go to a section and click on Add an activity or resource 2. Select Folder 3. Add files to the folder 4. <i>Optional:</i> Add text to the Description 5. Click Save	Put multiple files into a Folder  The 'Before' screenshot shows a list of instructional materials under the heading 'Instructional Materials'. The 'After' screenshot shows the same list, but with a new folder named 'Instructional Materials' added at the top, containing the same files. The folder is highlighted with a red box in the 'After' state.
31 - Put explanatory text in a Page 1. With Edit mode ON, go to a section and click on Add an activity or resource 2. Select Page 3. Add text and links to the page 4. Click Save	Put explanatory text in a Page  The 'Before' screenshot shows a page titled 'Writing Measurable Learning Objectives' with a list of links to complete. The 'After' screenshot shows the same page with a new section titled 'Resources and Materials' added at the top, containing a list of instructional materials. The section is highlighted with a red box in the 'After' state.

Moodle 4 layout/organization options	Image
32 - Grouping items Previously indented items are now all left-aligned. This may reduce clarity of grouped items.	Items can't be indented in Moodle 4  (left) Moodle 3.9 (right) Moodle 4.0
33 - Use Labels to separate groups Consider adding labels to visually separate groups of items. 1. With Edit mode ON, go to a section and click on Add an activity or resource 2. Select Label	Separate groups with labels  Before After

Moodle 4 layout/organization options	Image
<i>OPTIONAL:</i> 3. Click the down arrow to show more buttons 4. Select the HTML (</>) button to change to code view 5. Paste the following code into the code view to add a label with dark gray background and white text: <pre><h4 style="text-align: center; background-color: #4d4d4d;">Text Here</h4></pre>	
6. Select the </> (HTML) button to change back to normal view 7. Edit the label text 8. Click Save	

RESOURCES

- Tutorial Videos: [Moodle 4 Playlist](#)
- Self-Paced/Resource Course: [Teaching with Moodle](#)
- Resources for Students: [Learning with Moodle](#) (Use go.ncsu.edu/learningwithmoodle, it will be

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automatically updated by Fall)

- [DELTA Workshops \(Summer Shorts and Bootcamp\)](#)
- [Comparison Slides Moodle 3.9 to Moodle 4 Organization](#)
- [Moodle Banner Images Folder](#)
- Contact us @ [LearnTech](#)