



QuickGuide

Advanced Course Set-up

Summary: You will be introduced to the following:

- Types of Resources
 - Text and media area
 - Page
 - Tab Display
 - URL
- Advanced Formats
 - Buttons
 - Grid
 - One-topic
- Importing a course
- Notifications
- Messaging
- Reminders
- Emailing
- Class lists

[Advanced Course Setup Video Link](#)

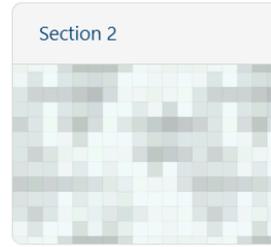
➤ What are the other types of formats available for course set-up

How to:

- Click into the course
- On top of the course, next to 'Course' and 'Participants,' you will see 'Setting'
- Click on Settings
- Scroll down to just under the description box to the "Course Format" drop-down, and the Format dropdown select the desired format
- Scroll to the bottom and click Save and display to return to the course

Different Types of Formats

- Grid Style - Give the page a grid format, with boxes that lead to individual sections.
 - Block pictures can be customized.



o

- Button - put buttons at the bottom of the page. Click on the button to go to each topic Area.



- One Topic - puts tabs at the top of the class. Click on each topic to enter the section.



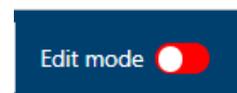
- Flexible Sections Format- The flexible sections format allows you to have nested sections and each section may be displayed expanded (with all content on the parent section page) or collapsed (as a link to a separate page)
- Single Activity Format- The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop down menu appears for the teacher to choose the activity they wish to use
- Social Format- This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses.
- Collapsed Topic- This is a format that is essentially the same as the standard Topic and Weekly formats but with a 'toggle' for each section except 'o'.
- Topics Format- The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources, and labels.
- Weekly Format- The course is organized week by week, with each section having a date heading. Moodle will create a section for each week of your course.

➤ What are the different types of resources available?

Information:

Resources provide you with ways to deliver information to the students.

How to:



- Turn edit mode on
- At the bottom of the section, click on Add an activity or resource
- Click  on the Resources tab



Information:

- Book - allows for a book-like format of the content to be shared
- File - a place to put supporting files for the students that pertain to the same project
- Folder - a place to put many files that will help reduce the scrolling through a page
- Text and media area- used to create a header in a course
- Page - use to create lesson pages
- Tab display - a way to have tabs that would organize the specific section
- URL - adding a link to the course
- AU Syllabus- creates a link to the course syllabus found on the Course Schedule for Andrews University.
- Unilabel- allows you to present your information in an attractive way on the course page

➤ How do I add a Book resource?

How to:

- Turn edit mode on
- At the bottom of the section, click on Add an activity or resource 
- Click on the Resources tab
- Click on Book
- Put in the Name for the book
- Select how the chapters will be identified
- Select the style of navigation
- Click save and display
- Put in the first chapter and content
- Click Save
- To add more pages, click the + sign in the upper right
- To delete, click the lantern icon
- To hide/show, click the eye icon
- To edit the current page, click on the gear icon

➤ How do I add a file resource?



How to:

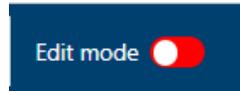
- Turn the edit node on
- At the bottom of the section, click on Add an activity or resource
- Click on the Resources tab
- Click on File
- Put in the file name
- Upload the files to be added
- Click Save and display

 +Add an activity or resource

➤ How do I add a folder resource

How to:

- Turn editing on
- At the bottom of the section, click on Add an activity or resource
- Click on the folder resource
- Put in a title
- Upload the documents for the students to have as a resource



 +Add an activity or resource

➤ How do I add a text and media area (previously label)

Information:

Use the text and media area to add a welcome to your class and other content on the front page of the course.

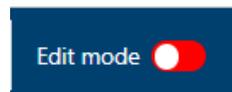
How to:

- Turn editing on
- At the bottom of the section, click on Add an activity or resource
- Click on the Text and Media area resource
- Click the icon to the left of the Paragraph to have more options
- Set up the text and media area you want on the course
- Click Save and return to the course



 +Add an activity or resource

➤ How do I add a page/lesson?



How to:

- Turn edit mode on
 - At the bottom of the section, click on Add an activity or resource
 - Click on the Page resource [+ Add an activity or resource](#)
 - Put in a title
 - Put your content in the Page content area
 - When done, click Save and return to the course
-

➤ How do I add a Tab display resource

How to:

- Turn edit mode on
 - At the bottom of the section, click on Add an activity or resource
 - Click on the Tab display resource [+ Add an activity or resource](#)
 - Put in a title
 - Put in the names for the tabs
 - Put in the content for each tab
 - When done, click Save and return to the course
-

➤ How do I add a URL resource

How to:

- Turn editing on.
 - In the section, click on Add an [+ Add an activity or resource](#) activity or resource
 - Click on the URL resource
 - Give the URL resource a name
 - Paste in the URL
 - Click Save and return to the course
-

➤ How do I cross-list my courses?

Information:

Cross-listing is when you have two or more courses that have the same content, and you want

to teach them in the same space.

How to:

- You need to search the courses in LearningHub to see if the class is already cross-listed.
- If you do not find the course, email DLiT, have them see if it is there, and give you access.
- The DLiT will notify you if the course is there or not. If not, you must email courseschedule@andrews.edu and ask for the courses to be cross-listed.
- The Registrar's office will notify you when the classes are cross-listed
- There is a 24-hour wait until the cross-listed course shows up in LearningHub
- Let the DLiT know that the course has been cross-listed, and they will make sure that the class list from each class will show up in the cross-listed section
- Do NOT open the single (child) courses to the students, but open the cross-listed course
- Put all of the content in the cross-listed course. Suppose you have already created it in a child course. In that case, you can import it from the child course into the cross-listed course
- If you have discovered that you needed cross-listing and students have already submitted assignments, contact dlit@andrews.edu for assistance

➤ How to set up and delete the notifications in LH

Information:

You can set up notification courses wide at one time, or you can set notifications when you are creating an assignment.

How to Delete Notifications



- Click on the bell icon at the top of the page
- Your notifications will show in a drop-down box
- Click on each notification to mark it as read, or you can click on the check mark to mark all as read

➤ How do I clean out my messages

How to:

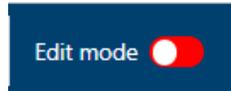


- Click on the message callout symbol

- Your messages will show in a dropdown box
- Click on each message
- Click on the three dots 
- Click on Delete conversation
- Click Delete

➤ How do I add a block to my course?

How to:



- Turn edit mode on
- Go down on the right side
- Click on the down arrow in the Add a block area
- Select the block to add
- The page will refresh with the selected box now on the right side of the course.

Add a block

Add... 

➤ How to make the course available

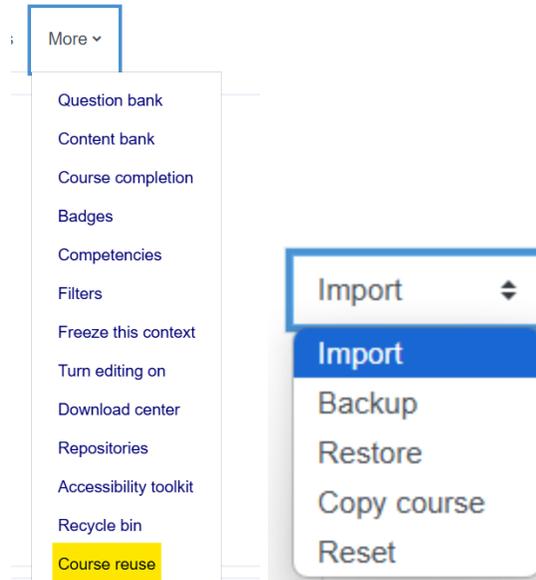
How to:

- Go into the course
- Click Edit settings on top of the course next to 'Courses' and 'Participants'
- The fourth item down is Course visibility
- Change to show
- Scroll down and click on Save and display

➤ How do I import content from a previous course into a new course

How to:

- Go to the new course
- Turn editing on button
- Click 'More' at the top of the course
- Click on import



- If the old course does not show up on the list of courses that show automatically, you will need to search for the old course
- If you need to search, use this formula to do a search (semester and year acronym, and the number of the course section with underscores between the significant areas). Sample: SU2021-COMM-104-001
- Click search
- Click in the circle at the beginning of the course's short name
- Click continue
- If you want to copy over everything from the course, click on Jump to the final step
 - This will automatically import the content from the old course into the new course
 - Click continue
- If not, and you want to copy over select items, click on Next
 - Uncheck any item that you do not want to import
 - Click next
 - Click Perform import
 - Click continue



Additional Resources:

- [Moodle Documentation](#)
- [Advanced Course Set-Up Part #1](#)
- [Advanced Course Set up Part #2](#)
- [Text-only version](#)