Logging In

1. To Log into Moodle, navigate to: moodle.latech.edu.
2. Click “Log In” in the upper right corner.
3. Enter your Tech Email username and password.

Editing Course Content

1. Turn editing on by clicking “Turn Editing On” at the top right.
2. Use the editing tool next to each item, module, activity, etc., to make changes.

Collapsing/Expanding Modules

You can collapse modules to view just one at a time on the screen by clicking on the blue box. You can then use “Jump to” to move to a different module. To see the modules again, click on the blue box again.

Navigating Through the Site

The easiest way to navigate the site is by clicking the links in your “breadcrumbs” as seen below:

Selecting Your Course Format

1. In the Administration block (left hand side), click settings.
2. Select a Format from the drop down list (Topics, Weekly, and Social are most used).
3. Select the number of topics/weeks and the course start date.
4. Click “Save and Return to Course” when you are finished.
Posting a File

1. With editing turned on, go to the desired module.
2. Click on the “Add a Resource” menu.
3. Select “Link to a File or web site”.
4. Fill in the “Name” field and click on the “Choose or Upload a File” button.
5. Click on the “Upload a File” button.
6. Click “Browse” to search for the file.
   Select the file by double-clicking.
7. Click on the “Upload this File” button.
8. Click “Choose” to the right of the file.
9. Click “Save and Return to Course”.
Note: If the file has already been uploaded, follow these steps, but skip steps 4-6.

Adding Links to Websites

1. With editing on, go to the desired module.
2. Click on the “Add Resource” Menu.
3. Fill in the Name field and paste the url in the location field.
4. Choose “New Window” from the drop-down list.
5. Click “Save and Return to Course”.

Creating Links Within an Item

When you are entering text for any item, you can link to a website or to a file that has been uploaded to Moodle.
1. Highlight the text to be linked.
2. Click on ☰ (Insert Web Link) on the toolbar.
3. Enter or paste the URL.
4. Select “New Window” under “Target”.
5. Click on OK.

Posting an Announcement

A news forum appears at the top of each course. Only instructors may post here, and, by default, all messages posted here are emailed to each participant.
1. Click on “News Forum” at the top of the course page.
2. Click on “Add a New Topic”.
3. Enter the subject and your message.
4. Click on “Post to Forum”.

Student View

To see the course in Student View:
1. Click on the “Switch Role to” menu.
2. Select “Student” from the list.
3. When done, click on “Return to my Normal Role”.

Creating a Discussion Forum

1. With editing turned on, go to the desired module.
2. Click on the “Add an Activity” and select “Forum”.
3. Enter the Forum name and introduction.
4. If the forum is to be graded select an aggregate type and a Grade scale.
5. Select any other desired options.
6. Click “Save and Return to Course”.

Making the Course Available to Students

1. In the “Administration” block, click on “Settings”.
2. In the “Availability” block, choose, “This course is available to students”.
3. Click on “Save Changes” at the bottom of the screen.

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