**Moodle Documents**

Greetings Faculty!

With only a week to go, I thought I’d send out some  helpful reminders and attachments for using Moodle.

Attached you will find:

1.    How to request a course template + the  link. [http://www.glendale.edu/index.aspx?page=274](https://mail.glendale.edu/owa/redir.aspx?C=ara_BKsg4EGYhmqJYmQvrrWWac5hj9EITmREg5uyak8M7C9lBhMpI3TAU4F0iaBLQW8vBySCIqU.&URL=http%3a%2f%2fwww.glendale.edu%2findex.aspx%3fpage%3d274). Just follow the

link for requesting a course template and fill out the request form.

2.       Instructions for first time login **for Instructors** who have never used Moodle, never had a template

3.       Instructions **for your students** to follow the first time they login to Moodle

4.       Attachment handouts we used at one of the workshops

**5.       Remember: you must use/have a college email address in order to use Moodle**

If students have difficulties logging in (this is usually the one issue that might pop up), they will need to **reset their password**, which means they MUST be able to go to their **GCC email address** to retrieve the temporary password. Therefore I highly recommend that **you print out their GCC email addresses** from your Moodle course so that you can provide it to them. Most of our students never use their GCC email address. To be able to print out that page, its often necessary to open Moodle on the **Google browser**, not Internet Explorer.

Though nothing has been set up yet to mentor faculty re Moodle, I will try to help as well as I can.

Wishing you a great start to the semester!

Sincerely,

Harriet Cohen

 Login Instructions for **First Time Users** of Moodle

1. College webpage
2. Private Internal Links
3. Scroll down to DISTANCE EDUCATION.
4. Then click on “Moodle Initial Account Information”.
5. Your user name and temporary password will pop up.
6. Copy down your temporary password.
7. Go back to the college webpage.(top of page “GCC Home”)
8. Click on “Online Classes” (top left side).
9. Click on “Moodle” (top left).

10.Click on “Moodle Login” at the bottom of the page.

11. You will see “You are already logged in as (your name), you need to log out before logging in as different user.” Click “Logout”.

12. Enter your user name (email name without glendale.edu)and your temporary password.

13. Then follow the prompts to change your password. You will probably want to use the same password you use for your webmail.

14. Go back to “Moodle Login” and enter again using your new password.

15. This will bring you to your online class site. Click on the title of your class in the top center of the page and your template will appear!

**Moodle Website Searches to Upload**

1. Go to **youtube**. Find a **presentation on a grammar point** that you would like to upload to moodle.

Ex. [www.youtube](http://www.youtube) <http://youtu.be/S85S8M5TJ4A>

“What did you do yesterday?” conversation

1. Find video you like
2. Click on share
3. Copy the hyperlink
4. Go to your moodle page and the week you want to put it in.
5. Click on the “Add an activity or resource”.
6. Click on URL
7. Fill in the box with a title and a description
8. Paste the URL.
9. Save
10. Bingo! It is now on your moodle site for students to access.
11. Go to the **internet** and search for a **powerpoint** that you would like to download. Search ESL powerpoints.

Ex. <http://www.esl-galaxy.com/powerpoint.htm>

1. Save the PPT to your flash drive.
2. Go to your moodle page, to the week you want, and click on “Add an activity or resource”.
3. Click on ‘file’.
4. Fill in the name and the description
5. Click on Add.
6. Browse for the file on your flash drive.
7. Then click on ‘open’.
8. Then click on ‘upload this file’ and you are done!
9. Search for a **listening practice** that you would like for your students to do.

Ex. <http://www.manythings.org/e/listening.html>

<http://www.manythings.org/el/> (fill in song words)

<http://www.learnenglishfeelgood.com/eslvideo/index.html>

[www.ESLvideo.com](http://www.ESLvideo.com)

by topics with accompanying questions(listening), organized by level of difficulty

1. Search for **maps** that you would like to upload.

<http://www.mapsofworld.com/map-of-countries.html>

1. Search for a link about Veteran’s Day that would suit your level.

<http://www.elcivics.com/veterans-day-1.html>

1. For **conversation classes**: search for a great conversation video on a particular topic or situation for the level you are teaching. You can also consider sit-com scenes.

Ex. <http://elllo.org/>

1. For **civics classes**: find a website that you like. Find a particular lesson that you like.

<http://www.elcivics.com/>

<http://www.elcivics.com/esl_powerpoint_lessons.html>

1. Find **music with words** that you want to teach or have your students listen to, about a certain theme or related to a grammar point.

Ex. <http://www.youtube.com/watch?v=wbQ4m-NqeF8>

“I Feel the Earth Move”

<http://www.youtube.com/watch?v=ldIfhc1pJpk>

“When I’m 64”

<http://www.youtube.com/watch?v=ICYcxbH8yag>

“I’ve Had the Time of My Life”

1. Find a lesson on slang or idioms

<http://www.5minuteenglish.com/>

<http://www.manythings.org>

**Student Instructions for Moodle Login for the First time**

**Moodle Login**

**How To Set Up Your Moodle Account**

1. **Go to the GCC home page.**
2. **On the left top side, click on Online Classes.**
3. **Click on Moodle.**
4. **Scroll down to the large Moodle icon and yellow bar which says Moodle Login**

**and click.**

1. **Use the GCC Student ID number as the USERNAME.**
2. **Use the six-digit date of birth (mmddyy) as the password to join into the system.**
3. **Follow the prompt to CREATE a NEW password as directed by the screen.**

**Some students like to change to the same password as their MyGCC password.**

**Be sure to write down your new password. The back of your ID card is a good location.**

1. **Log out and then log in again with your new password.**
2. **When the screen opens, click on the name of the course in the top center of the page.**

For Moodle questions ONLY, please contact the Instructional Technology Help Desk for 24/7 assistance 818-240-1000 ext. 3457 option 3.

Websites and Documents to Upload at the Moodle Workshop

<http://www.ted.com/talks/matt_cutts_try_something_new_for_30_days.html>

<http://www.youtube.com/watch?v=1mDrk8AC4G4>

“One Today” Richard Blanco, Inaugural poet

<http://grammar-quizzes.com/>

<http://englishpage.com/>

<http://www.elcivics.com/>

<http://www.mapsofworld.com/usa/>

Maps of the world

<http://www.authorstream.com/tag/ESL>

Powerpoint presentations