Users Guide for the
Course Summary and Class Orientation Section

When you first log into your new Moodle course, it should already be set up with a course design and information to help you start developing it. If it isn’t, contact the VP of Instruction or the Moodle administrator.

This users guide will give you step-by-step directions to edit the Class Orientation section of your new course template as well as directions on how to place links in the Quick Links block.

Important!
This guide is set up in a linear fashion. You should read and follow these instructions in the order they are written. Do not attempt to add additional course content until you have completed all instructions in this guide first.

About the Course Summary and Class Orientation section
The template for the Course Summary and Class Orientation section of your course is already set up. The instructions in this users guide will step you through the process of editing what is in the template so it fits your particular course.

The content of the Class Orientation section includes the same type of activities you would probably complete on the first day of a face-to-face course, such as

- Welcome students to the class
- Introduce yourself to students
- Allow students to get acquainted with each other
- Provide an overview of the course
  - Course expectations
  - Textbook and other supplies needed
  - Way the course is handled
  - How to contact you outside of class
- Discuss the course syllabus
- Tell students what to do before you meet again

As you follow the instructions in this Users Guide, you will see that all of these same types of activities are included in the Class Orientation section of the course template. All Clarendon College online courses follow this same template to make it easier for students to adjust to each new online course they take. Students will complete the Class Orientation section before they start on the actual course content sections.

Adding additional course content
After you complete the instructions in this users guide, you will learn how to add new course content to your Moodle course. The content types you can add are divided into resources and activities. Resources are ways to deliver instructions and information to the students. Activities are ways to deliver interactive content such as online lessons, assignments, discussion forums, or exams.

You will learn how to add these types of resources and activities in the “Adding Course Content Users Guide.” It is available online in the Developing a Moodle Course training you are currently completing or at the Instructor Tutorials link at the bottom of your Moodle screen.
Edit the Course Summary

**Important**: You must have the Turn editing on button activated to be able to make any changes to your course.

**Step 1**: Click Topic Settings to change what is in the course summary of your course content. The header content is what students see when they log into the course for the first time. Usually the course summary is not seen by students once they open the first unit in the course. Instructions are in red.

**Step 2**: Click the hand/pencil icon to edit the Class Orientation section name and what is in the summary text box.

**Step 3**: In the Section name box, type the due date for the Class Orientation section if appropriate. If desired, change the Class Orientation title to something more appropriate for your course. (Most instructors leave the title as is.)

**Step 4**: In the Summary text box read the information in red. Then replace it with your welcome message to your students. Format your text as desired using the word processing buttons.

**Step 5**: Click Save changes when done. You will be returned to the front page of your course.
How to insert an image in a text editing window
(Optional)

Including images in appropriate places in your course content adds to student’s tendency to pay better attention. You can follow these instructions to add an image in any appropriate place in your course content.

1. Find the image and save it. (It can even be an animated gif.)

2. Place your cursor on the approximate line in the text editing window where you want to insert the image.

3. Click the Insert/edit image button in the Summary text box.

4. Click Find or upload an image.

5. Click Browse

6. Select your image.

7. Click Open

8. Click Upload this file

9. Type an image description for ADA purposes.

10. To resize or reposition the image, click the Appearance tab.

11. Click Insert once all choices have been made.
Class Orientation Section

Class Orientation Summary

Course Overview

The Course Overview in the Class Orientation section is where you will put information about your course such as:

- course expectations
- methods to ask for help
- computer/technology requirements
- way your course is structured
- ways to communicate with you

Although much of this information may also be in your course syllabus, this is a good place to make this important information stand out for your students to notice it. The Course Overview is created using a Moodle Book Resource. A Book Resource is one of two ways in Moodle to add a multi-page document to your course so information can be “chunked” into smaller pieces so students will more likely read it. Moodle calls each page of a Book Resource a ‘chapter.’

Use the instructions on the next page to edit the Course Overview of your course template. You will find information in red on each page of the course overview to give you suggestions on what to put on each page. After reading the suggestions, you will type appropriate information on each page. You may decide to delete some pages not appropriate for your course or add additional pages as needed.
Edit the Course Overview

**What to do next:**
Click the Course Overview link below. It contains several pages of important information you should read carefully. Then complete the other activities listed in the Class Orientation section in the order they are listed.

**Note:** You should complete all of the activities listed in the Class Orientation section working on your actual course content in the next section.

+ Course Overview +

After completing the Course Overview, read the Course Syllabus located in the Quick Links block. Then complete the Syllabus Quiz below to make sure you understand the most important policies used in this course. If desired, you may use a printed copy of the syllabus to help you answer the questions correctly.

Next, submit the Syllabus Agreement EVA by the census date in order for you to continue in this course.

**Step 1:** Click the Course Overview link to start editing it.

**FYI:** The Course Overview was created as a multi-page Book Resource so you can “chunk” important information students should read.

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**Course Overview**

**Table of contents**

Welcome + x k
Course Expectations + x k
Course assignments + x k
Grading + x k
Computer/Technology requirements + x k
Global learning + x k
Communication Guidelines, Part 1 + x k
Communication Guidelines, Part 2 + x k
Other Information + x k
Next the course overview + x k
What to do next + x k

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**Step 2:** Click the hand/pencil icon beside each page in the Table of contents to edit the contents of that page.

**FYI:** The information in red gives you suggestions on what you might put on each page. Delete those suggestions after reading them.

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**Step 3:** Click the Save changes button after you make editing changes to each page.

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**How to add pages, delete pages, or move pages in the Course Overview**

Click the + icon to add a new page to the Course Overview book resource.
(The new page will appear immediately after the page where you chose the + icon.)

Click the X icon to delete a page.

Click one of the ↑↓ icons to reposition a page.
The next item in the Class Orientation section is the Syllabus Quiz. Its purpose is to give students an opportunity to make sure they understand the main policies listed in your syllabus. It already contains some general college policy questions, but you should edit the questions and answers that are specific to your syllabus as well as delete questions or add additional questions if desired. Instructions to edit the quiz questions are below.

**Syllabus Quiz**

1. **Step 1**: Click the Syllabus Quiz link.
2. **Step 2**: Click Edit quiz located in the Administration block.

Click the hand/pencil icon to edit the wording of a question as well as the answer.

Click Create a new question to add a new question to the quiz.

Click the X icon to delete a question.

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**Syllabus Agreement EVA**

There is nothing you need to do to the Syllabus Agreement EVA. Its purpose is to identify whether students have actually begun your course and is for SACS accreditation purposes. The other units of your course are restricted so students cannot get into them until they have agreed to this statement.

Students must complete this activity by the census date (refer to Academic Calendar on CC’s website). Otherwise, they are withdrawn from the course by Student Services. You must mark attendance in the Faculty Portal on the morning after the census date based on whether students completed this activity or not. You can look in your Moodle Gradebook (Administration block >> Grades) to see if students completed it or not.)
Next items in the Class Orientation section

There is nothing you need to do to the “Practice your Moodle skills” link.

Next

Use the Messages block or the Class List block to send me a simple message so I know you have started this course. As soon as I read your message, I will reply to it so you can practice opening a message from me. (Depending on when you send the message, it may take as long as 24 hours to receive a message back from me.)

Need help?

If you need help knowing how to send/receive messages, click Student Tutorials in the Quick Links block at the left of your Moodle screen or the button at the very bottom of your Moodle course. It contains step-by-step instructions.

There is nothing you need to do to Practice your Moodle skills item. Its purpose is to teach students how to navigate in a Moodle course. If students completed the MOST 1200 orientation training course, they should already know the information in this document. We have added it to the Class Orientation section in case students chose not to complete that training or need to refresh their Moodle navigation skills.

The information in green simply tells students about another task for them to do.

Edit the Submit Information about yourself item

The next item in the Class Orientation section is an optional item. Its purpose is to request private information from your students such as their phone numbers. If you have no personal information you want students to give you privately, delete this activity.

Click the Edit drop down arrow to Delete or change wording (Edit settings).
Edit the Ice Breaker Discussion Forum

The next item in your Class Orientation section is the **Ice Breaker Discussion Forum** where you and your students have the opportunity to get acquainted with each other. This is required. Use these instructions to make editing changes to this item.

Step 1: Click the Edit drop down arrow and select Edit settings to edit this activity.

Step 2: If desired, change the title that appears on the front page of the course content.

Step 3: Read information in red to give you suggestions on what changes to make to the instructions to your students.

FYI: If you want this forum to count as a grade, change the grade type, the maximum number of points it is worth, and the Grading method.

Step 4: Make changes under the Activity completion heading depending on how many replies you want students to post before this forum is considered complete so the completion check mark will appear.

Step 5: After making changes, click Save and return to course.

Last two items in the Class Orientation section

- Check grades and instructor's comments
- What to do after completing the Class Orientation section

You probably don’t need to make any changes to the last two items in the Class Orientation section. However, you should check the wording and make appropriate changes if needed.

FYI: To edit the wording in either of these items, click the Edit drop down arrow and select Edit settings.