Hello,

The semester is well on its way and many instructors have jumped into Moodle and are making significant strides.  Along the way, we have found some items that may have put a little bump in the road and would like to update the campus on the status.

ALL COURSE SECTIONS SHOULD UPDATE THE MOODLE SHELL
Even if you are not using Moodle to supplement your class, it would be very helpful to students if you took the time to provide some basic information about the course in the course shell.  Linked below is a short (5 minute) video that shows you how to quickly go into Moodle to add some general information, as well as your syllabus.  Taking the time to make these updates will be of significant importance to your students, as they look to Moodle for information about your course.

   Link to Moodle Course Update video - http://screencast.com/t/Yzk2ODIzN

EMAIL MESSAGES GOING TO SPAM
Recently, it was found that the spam filter at CSU is blocking messages from Moodle if the message was sent to a large number of students.  IT has been notified of the problem and will have it rectified in the very near future.

So, if you have used the News Forum to communicate messages to students, it is very likely that they have not received them if the class size is greater than 20. If the message was sent successfully, you will have received a copy of the message in your email.  A work around for the situation, until it is fixed, is to send messages to smaller groups of students by selecting them from the participant list in groups less than ten.  Again, this should be fixed very shortly.

BROWSER ISSUES
Moodle works best in FireFox.  This is available for free download for the Mac or PC at http://www.mozilla.com/firefox.   Internet Explorer version 9 has been causing some students and instructors problems.  However, lower versions of IE seem to be working.

WIKIPEDIA BLOCK
When all the course shells were created certain "blocks" were selected to appear along the left and right margins of the course. One of these was Wikipedia.  There have been requests to have that removed.  While I cannot remove it globally after the course shells have been created, all instructors have the ability to remove or add any blocks they like.  Simply click on the red X to remove a block.  Go to the block drop down in the right

column to add new blocks.  I would strongly suggest not removing the administration block; otherwise, you will not have access to key controls for the course.

STUDENTS IN MOODLE THAT ARE NOT ON ROSTER
Until the bridge is built between Banner and Moodle, we are doing daily enrollment updates.  This adds all new students to the course but does not remove students who have dropped.  Once the bridge is connected, all changes will be handled as they occur.

For now, if you have a student in Moodle that is not listed on your roster in CSU Express, simply click on their name from the participant list.  Once their profile appears, there will be a link that allows you to unenroll the student from the course.  Please be careful when doing this and double check that you are unenrolling the correct student.

LINKING TO FILES ON THE COURSE PAGE
Many instructors are having a hard time displaying files, such as a syllabus to their students.  The video linked above visually shows how to complete the process.  However, the steps are also listed below:

1. Turn editing on
2. Click on files from the administration block and upload the file(s) you need to your course repository.
3. Click on the Add a Resource drop down menu from the section where you want the file to appear
4. Select Link to File or Website from the drop down menu
5. Enter a name for the file – this is what will appear on the course page
6. Scroll down to the location and click on Choose or Upload File
7. Locate the file you want to link to and click on CHOOSE on the RIGHT side of the screen.
8. This will place the name of the file in the location field.
9. Scroll down and change the window setting to new window
10. Scroll to the bottom and click Save and Return to Course.

The next Transition to Moodle email will focus on what is necessary to get content out of Blackboard, as our license and access to that server will expire on September 27.

As always, if you have questions, please let me know.  My staff and I are located in LIB318 until 6pm and are available through email at elearning@csu.edu.

Thank you,

Liz Osika
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Library and Instructional Services