Moodle Course Templates Manual

This resource guide explains how the Course Templates are designed and the steps needed when using the templates.

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# Table of Contents

**Basic Template**
- Getting Started
- Course Information
- Course Modules
- Forums, Course Assignments, Quizzes

**Advanced Template**
- Getting Started
- Course Information
- Course Modules
- Forums, Course Assignments, Quizzes
Basic Template:
The key component to both the Basic Template and the Advanced Template are the navigation menus.

The Basic Template is designed using the Course Menu Block located at the top left corner of the course homepage. The Course Menu Block provides navigation between course sections, weeks, and topics.

Each section in the Course Menu Block is listed on the course homepage and within each section on the homepage, is a Moodle Book. The Moodle Books link to the Course Menu Block.
A Moodle Book is an easy way to create a multi-page resource with a book like format. (Ex. Course modules, weeks, topics, etc.)

Let’s take a look at each section in the Course Menu Block!

**Getting Started:**
The getting started book includes everything the students need to be successful throughout the semester. Everything in this Book is standardized to the University. The only section that will need to be changed is the Course Orientation. This section needs to be edited to meet the criteria of each individual course.
**Course Information:**
The Course Information Section in the Course Menu Block, includes everything the students need to be successful in the course.

This Book should include the following:
1. Instructor Information (contact info, availability, welcome video or letter)
2. Syllabus
3. Syllabus Quiz
4. Course Schedule (due dates)

Each of these items will be created directly within the Getting Started book. Be sure to also include links for students to download a hard copy of the syllabus and course schedule. Follow these steps to replace the content that is already there, with your own content. *Note: Be sure to delete ALL content that is in each Book and replace it with content relevant to your course*

1. In the table of contents, in the top left corner, click the gear to the right of each page to edit contents within the Book.

2. Replace all information in the content section with your own.
3. Click save!

Repeat steps 1-3 for the remainder of the pages (course schedule & syllabus). Be sure to include a link to download a copy of the syllabus and course schedule.

**Course Modules:**

All of the Course Modules (these may be created as Modules, Weeks, Topics, etc.) will be created within the Course Module Book.

Creating each Module:

1. Click the Course Module Book
2. In the Table of Contents block located in the top left corner, click the plus sign (you can only create one module at a time)
3. Give each module or week a title (ex. Week 1, Module 1)
4. The Content section is where you will include all of the information that you would typically include on the course homepage under that Module, if you were not using this template. **(Be sure to delete all content that is not relevant to your course)**
5. Repeat steps 1-4 to add the remainder of the modules/weeks.

*Note: As a Best Practice, each module should include the following: Introduction to that module, learning objectives, tasks for that module, and due dates*

**Forums, Course Assignments, Quizzes**
Discussion Forums, Course Assignments, and Quizzes are all created on the course homepage, not in the Moodle Books. Each of these are created by clicking add an activity or resource. Once you have created each of these, you will then create a Moodle Book for each of those sections. Once you create the Moodle Books, you
will then auto-link each of the items inside the Books by typing the name of the item you are auto-linking. All of the Discussion Forums go in the Moodle Book labeled Forums. The Assignments go in the Course Assignments Book. The Quizzes all go in the Quizzes Book.

**Forums:**

Type the exact name of the Quiz that is created on the course homepage into the Quiz Book to auto-link them together.
Quizzes:

Type the exact name of the Quiz that is created on the course homepage into the Quiz Book to auto-link them together.

Assignments:
Do that same thing for assignments as with Discussion Forums and Quizzes.

*Note: Make any changes needed to make this relevant to your course. You may add or delete any of the forums, quizzes, assignments. These are just examples for you. Be sure to delete any content that is not relevant to your course.*
**Advanced Template:**
The Advanced Template is designed using the Navigation Menu which is located in the center of the course homepage. The Navigation Menu provides navigation between course sections, weeks, and topics.

Each section in the Navigation Menu is listed on the course homepage and within each section on the homepage, is a Moodle Book. The Moodle Books link to each section in the Navigation Menu.
A Moodle Book is an easy way to create a multi-page resource with a book like format. (Ex. Course modules, weeks, topics, etc.)

Let’s take a look at each section in the Navigation Menu!

**Getting Started:**
The getting started book includes everything the students need to be successful throughout the semester. Everything in this Book is standardized to the University. The only section that will need to be changed is the Course Orientation. This section needs to be edited to meet the criteria of each individual course.

**Course Information:**
The Course Information Section in the Course Menu Block, includes everything the students need to be successful in the course.
This Book should include the following:
1. Instructor Information (contact info, availability, welcome video or letter)
2. Syllabus
3. Syllabus Quiz
4. Course Schedule (due dates)

Each of these items will be created directly within the Getting Started book. Be sure to also include links for students to download a hard copy of the syllabus and course schedule. Follow these steps to replace the content that is already there, with your own content. *Note: Be sure to delete ALL content that is in each Book and replace it with content relevant to your course*

1. In the table of contents, in the top left corner, click the gear to the right of each page to edit contents within the Book.

2. Replace all information in the content section with your own.

3. Click save!

Repeat steps 1-3 for the remainder of the pages (course schedule & syllabus). Be sure to include a link to download a copy of the syllabus and course schedule.
Course Modules:
All of the Course Modules (these may be created as Modules, Weeks, Topics, etc.) will be created within the Course Module Book.

Creating each Module:
1. Click the Course Module Book
2. In the Table of Contents block located in the top left corner, click the plus sign (you can only create one module at a time)
3. Give each module or week a title (ex. Week 1, Module 1)
4. The Content section is where you will include all of the information that you would typically include on the course homepage under that Module, if you were not using this template. (Be sure to delete all content that is not relevant to your course)
5. Repeat steps 1-4 to add the remainder of the modules/weeks.

*Note: As a Best Practice, each module should include the following: Introduction to that module, learning objectives, tasks for that module, and due dates*
Forums, Course Assignments, Quizzes

Discussion Forums, Course Assignments, and Quizzes are all created on the course homepage, not in the Moodle Books. Each of these are created by clicking add an activity or resource. Once you have created each of these, you will then create a Moodle Book for each of those sections. Once you create the Moodle Books, you will then auto-link each of the items inside the Books by typing the name of the item that you are auto-linking. All of the Discussion Forums go in the Moodle Book labeled Forums. The Assignments go in the Course Assignments Book. The Quizzes all go in the Quizzes Book.

Quizzes & Exams

Quizzes & Exams

Created in the Book labeled Quizzes & Exams

Type the exact name of the Quiz that is created on the course homepage into the Quiz Book to auto-link them together.
Discussion Forums

Created in the Book labeled Quizzes & Exams

Type the exact name of the Quiz that is created on the course homepage into the Quiz Book to auto-link them together.

Assignments:
Do that same thing for assignments as with Discussion Forums and Quizzes.

*Note: Make any changes needed to make this relevant to your course. You may add or delete any of the forums, quizzes, assignments. These are just examples for you. Be sure to delete any content that is not relevant to your course.*