

Moodle 2.1+

Site Administration Training

Managing Your Moodle Site

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Moodle Introduction

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a **Free** web application that educators can use to create effective online learning sites.

Moodle is provided freely as [Open Source](#) software (under the [GNU Public License](#)). Basically this means Moodle is copyrighted, but that you have additional freedoms. You are allowed to copy, use and modify Moodle provided that you agree to: provide the source to others; not modify or remove the original license and copyrights, and apply this same license to any derivative work. ([http://docs.moodle.org/20/en/About Moodle](http://docs.moodle.org/20/en/About_Moodle))

[Moodle.org](#) is our community site where Moodle is made and discussed. Please use the menus to explore and join in!

About This Packet

This training and training packet was provided to the Moodle site administrators from our local school districts (those associated with Calhoun Intermediate School District) to support them in managing the Moodle 2.1+ environment for their school district, many of which are housed on the Calhoun ISD Moodle server.

Please note that every organization has its own unique needs and procedures so the information provided may not be the best solution for your own organization. With that in mind, you may feel free to use and modify all or part of the information in this document under the conditions of the Creative Commons license below.

Additionally, some of the information, such as screenshots or step-by-step directions, may become outdated in newer versions of Moodle; please note that all information is provided as is, with no guarantee for future updates.



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Terminology

Some terms that are useful to know:

MOODLE: originally an acronym for Modular Object-Oriented Dynamic Learning Environment;...also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, an enjoyable tinkering that often leads to insight and creativity. As such it applies both to the way Moodle was developed, and to the way a student or teacher might approach studying or teaching an online course.

Moodler: anyone that uses Moodle

Front Page: the landing page of Moodle (both for the server, and for individual courses)

Roles: the level of access a user is given; this can vary at different levels, such as the server, course category level and individual course level.

Manager Role:

Cohorts: Groups of people with similar roles that are assigned to specific areas of your site.

File Picker: Area where users pick (or upload) files to use in the course. This includes a personal storage area called Private Files.

Dock: Area on the left side of the screen where blocks can be housed to increase the amount of screen real estate available for course content.

Block: A widget-like addition to a Moodle course; provides additional information, shortcuts to common features, links to outside sites, etc to the course participants.

Activity: The functional pieces of Moodle that allow for student interaction, either with the “teacher” or with other students. (Students view resources, they do something with activities.)



Quick Orientation to Moodle

Navigating the Home Page

The “front” or home page (both on the server and course level) usually is a three-column layout, though some newer themes do incorporate a two-column layout. The main column is the content area of the page. The other column(s) are the block area(s), where you can customize what blocks the users have available to them.

Docking Blocks



A new feature in Moodle 2 is the ability to dock blocks to the left side of the screen using the corner icon. (This is in part a nod to all the people using mobile devices, where screen real estate becomes even more important.) When a block is docked, mousing over the name of the block will pop it up for the user. *This is an individual user setting.*

Navigation Block

Lets the user navigate his/her area of Moodle (*New to 2.+*). The following **may** be there:

- **Home**: returns the user to the Front Page of the Moodle server
- **My home**: customizable page to the user
- **Site pages**: contains links to areas such as the calendar, tags, notes, etc that reside on the server level.
- **My profile**: contains links to items such as the user profile, forum posts, private files, and other items that are tied directly to the user’s account.
- **My courses**: lists the user’s current course enrollments.
- **Courses**: provides links to the courses on the server.

Settings Block

This block’s content varies depending on the user and what role he/she currently holds in the area he/she is currently in. The following **may** be there:

- **My profile settings**: where the user make profile setting changes (*very different from 1.9*)
- **Course administration**: area for those in the teacher role and above where course changes can be made/modified (*formerly the Admin block*)
- **Switch role to...**: area to change current role within a course temporarily (*very different from 1.9*)
- **Site administration**: area for administrator changes at server level
- **Front page settings**: area to change settings at the front page level



Adding/Deleting Other Blocks for Your Users



You can add/delete blocks on the Front Page OR Course level by first Turning editing on in the settings block, then modifying as desired.

Possible blocks (these are those that come with the standard installation of Moodle 2.+) include:

Block	A	D	

Some blocks you might want to consider:

- HTML Block - you can customize to any content you want, including embedding HTML code
- Latest News - if you use the top level News forum for announcements
- My private files - gives users quick one click access to their file storage area
- Comments - if you want users to be able to add comments to the page

Legacy Site Files

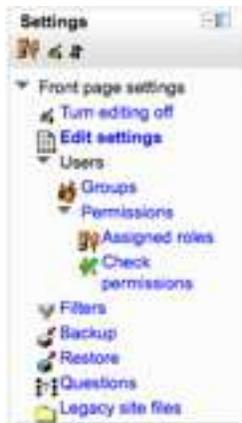
If your Moodle site was upgraded from 1.9 to 2.1+ you may have a “Legacy site files” folder in your settings. The file storage was one of the database pieces that was rewritten in the upgrade (*a MAJOR change*), and this was the way the old files were brought into the upgrades format. These should be moved, if possible, to conform to the way files are now stored.



Front Page Settings

Turn editing off/on: turns the ability to change information on the front page on or off.

Edit settings: where to set the settings for your server front page (see next page)



Users: settings associated with users on the site; most of you will not change any of these unless you want to customize.

- **Groups** - to set groups on the front page; example: you want teachers to have access to some files, but not other roles
- **Permissions** - to see/change which roles have which permissions on the front page
- **Assigned roles** - you can assign roles on the front page
- **Check permissions** - you can check a particular user's capabilities on the front page

Filters: check/change filter settings on the front page

Backup: backup the front page

Restore: restore the front page from a backup

Questions: create questions for the question bank



Notes for you on the Edit settings are of the Front page (also on page 43):

The screenshot shows the 'Front page settings' page in Moodle. At the top right, the title 'Front page settings' is displayed. The page contains several sections of settings:

- Full site name:** A text input field containing 'Moodle 2.1'.
- Short name for site (eg. single word):** A text input field containing 'Moodle Demo 2.1'.
- Front page description:** A rich text editor with a toolbar and a large empty text area. Below it, a note states: 'This description of the site will be displayed on the front page.'
- Front page:** A section with four dropdown menus, each set to 'None'. A note below states: 'The items selected above will be displayed on the site's front page.'
- Front page items when logged in:** A section with four dropdown menus, each set to 'None'. A note below states: 'The items selected above will be displayed on the site's front page when a user is logged in.'
- Maximum category depth:** A dropdown menu set to 'Unlimited'. A note below states: 'This specifies the maximum depth of child categories shown.'
- Include a topic section:** A checkbox labeled 'Default: No'. A note below states: 'If selected, a topic section will be displayed on the site's front page.'
- News items to show:** A spinner control set to 'Default: 5'.
- Comments displayed per page:** A spinner control set to '10'. A note below states: 'Enter the number of courses to be display per page in a course listing.'
- Course per page:** A spinner control set to '10'. A note below states: 'Enter the number of courses to be display per page in a course listing.'
- Default frontpage role:** A dropdown menu set to 'None'. A note below states: 'Default: None.'

At the bottom of the page, there is a 'Save changes' button.



My Profile Settings

Edit Profile: Where the user now goes to change their profile. *This is different from 1.9, where the user could choose to edit when viewing their profile. There are no longer the multiple tabs when viewing a profile.*



Change password: Where the user now goes to change their password. *This is different from 1.9; note that this is not available if the person is logged in using LDAP.*

Roles: check the user's role assignment (as an admin); perform a role permission override; check the user's permissions

Messaging: place to configure notification method for various messaging pieces

Blogs: let you bring an external blog into your Moodle account, and set the preferences

Questions/Comments/Notes



Site Administration Settings

This section will work right through the entire site administration settings. I've tried to include corresponding areas for you to take notes. **Always remember to click the Save changes button at the bottom when making changes on your Moodle site!**

Notifications

Area to check your version of Moodle, and to run the cron.php maintenance script.

What is the cron.php script? From the Moodle docs: "The cron.php maintenance script assists some of Moodle's modules to perform tasks on a scheduled basis, such as mailing out copies of new forum posts. A mechanism is required to run the script regularly e.g. every 5 minutes."

More information can be found at: <http://docs.moodle.org/20/en/admin/cron>

Should you do it? Yes.

Moodle version	
Latest Build	

Registration

You can register your site with Moodle.org, or with other community hubs. Moodle 2.+ allows an ease of sharing between servers that was not previously available.



Register with Mooch?	
Other hubs:	



Advanced Features

Turn on/off advanced features within Moodle. My suggestions for changes are in **bold**.

Feature	Default	Your setting/notes
Enable outcomes	No	
Enable comments	Yes	
Enable tags functionality	Yes	
Enable notes	Yes	
Enable portfolios	No	
Enable web services	No	
Enable messaging system	Yes	
Hide read notifications	No	
Delete read notifications	1 week	
Enable statistics	No	
Enable RSS feeds	No	



Feature	Default	Your setting/notes
Blog visibility	All site users...	
Networking	Off	
Enable completion tracking	No	
Enable conditional access	No	
Enable plagiarism plugins	No	

Users

Area to manage your site users. There are two parts: accounts & permissions.

Users - Accounts

Upload users and make changes to existing user accounts.

Browse list of users

Where you can look at specific account(s) on your server. Use the Show advanced to filter by a wide range of account variable.



Bulk user actions

You can select a bulk amount of users by applying filters based on account information. Again, the Show advanced gives you a wide range of choices. Some options to use this for:

- mass delete accounts
- force user password changes (upon next login)
- display accounts that meet a criteria
- download data in text, ODS or Excel format



The screenshot shows the Moodle user management interface. At the top, there is a 'New filter' section with a dropdown menu set to 'contains' and an 'Add filter' button. Below this is the 'Users in list' section, which is divided into 'Available' and 'Selected' columns. The 'Available' column contains a list of users: Doug Smith, Melinda Waffle, Paul Moore, and Sue Wilson. The 'Selected' column is currently empty. Below the columns are buttons for 'Add to selection', 'Remove from selection', 'Add all', and 'Remove all'. At the bottom, there is a 'Selected user list...' section with a 'Go' button.

There

are three steps to create your bulk list:

1. Apply a filter
2. Move users from Available list (those that meet filter setting) to Selected list (those you want).
 - You have choices to Add all & Remove all for quick movement
 - You can individually highlight, then use Add/Remove from selection (please save yourself & use shift+click or command+click to highlight multiple users at one time!)
 - You may repeat steps 1 & 2 to create a bulk list with varying criteria
3. Select what to do from the dropdown list and hit Go

Add a new user

Lets you manually add a user to your Moodle server. Required fields are in red, the rest are optional.

Some fields to know about:

- Force password change: if you want to force the user to change the password upon login
- Email digest type: users can digest the forum posts, so if they are subscribed they do not get one email per forum post
- Forum auto-subscribe: select if the user gets subscribed to receive emails from a forum that they post to
- Screen reader: a more accessible interface is provided in certain areas of Moodle
- Timezone: which timezone to use (**Please be careful with this!**)
- Preferred language: can be changed from the default, if others are loaded



Upload users

Another way that manually added users can be mass loaded is through the use of a CSV file. This can also be used to modify existing users, even LDAP Authenticated users, for such actions as adding to courses, setting roles, etc.

There are required field, and optional fields. Required fields include: first name, last name, username, password & email.

Upload user pictures

User pictures can be uploaded to your server. The pictures **MUST** be named username.extension (for example user jdoe must have a picture of jdoe.jpg) for it to work properly.

User profile fields

You can create custom profile fields AND custom profile categories to use with your accounts. **Please make the categories prior to making the profile fields**, or profile fields will apply to all.

Category	Short Name	Type/Notes

Cohorts

Cohorts are a new feature to Moodle 2+, but very slick. These are essentially site-wide groups that can be enrolled into a course with one action. They can be set to synchronize, so if you add new members these will be added to the courses automatically.



Users - Permissions

Area to set user roles and permissions for those roles.

User Policies

Set some basic policies for your Moodle server here. **Bolded are common changes.**

Feature	Default	Your settings/Notes
Role for visitors	Guest	
Role for guest	Guest	
Default role for all users	Authenticated user	
Creators' role in new courses	Teacher	
Auto-login guests	No	
Hide user fields	None	
When selecting users, search & display	Email address	

Site Administrators

Set the site administrators for your Moodle server. **This should only be two or three people.** (If your Moodle is hosted at Calhoun ISD, it will also include 4 CISD employees.)

Define Roles

There are four tabs under Define Roles: Manage roles, Allow role assignments, Allow role overrides, and allow role switches.

1. **Manage Roles:** Place to create additional roles. **Strongly consider:** rather than making changes to an existing role, duplicate the role and make changes to the duplication to prevent (or quickly delete) unexpected outcomes of role changes. (*Note: there is a new role of Manager in 2.+ that was not there in 1.9*)



2. **Allow role assignments:** Set which roles can be assigned by those in existing roles. This allows the person to assign the checked roles along the top where the person has the role listed down the left. **Strongly recommend:** change so that teachers can assign other teachers, letting them share their courses with each other.

Default:

[Manage roles](#)
[Allow role assignments](#)
[Allow role overrides](#)
[Allow role switches](#)

You can allow people who have the roles on the left side to assign some of the column roles to other people.

	Manager	Course creator	Teacher	Non-editing teacher	Student	Guest	Authenticated user
Manager	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Course creator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-editing teacher	<input type="checkbox"/>	<input type="checkbox"/>					
Student	<input type="checkbox"/>	<input type="checkbox"/>					
Guest	<input type="checkbox"/>	<input type="checkbox"/>					
Authenticated user	<input type="checkbox"/>	<input type="checkbox"/>					

[Save changes](#)

3. **Allow role overrides:** Set which roles can be overridden by each role in the left column. **Strongly recommend:** leave the defaults.

Default:

[Manage roles](#)
[Allow role assignments](#)
[Allow role overrides](#)
[Allow role switches](#)

Select which role(s) can be overridden by each role in the left column. Note that these settings only apply to users who have either the capability moodle/role:override or the capability moodle/role:safeoverride allowed.

	Manager	Course creator	Teacher	Non-editing teacher	Student	Guest	Authenticated user
Manager	<input checked="" type="checkbox"/>						
Course creator	<input type="checkbox"/>						
Teacher	<input type="checkbox"/>						
Non-editing teacher	<input type="checkbox"/>						
Student	<input type="checkbox"/>						
Guest	<input type="checkbox"/>						
Authenticated user	<input type="checkbox"/>						

[Save changes](#)



4. **Allow role switches:** Select which roles a user may switch to, based on which roles they already have. **Recommend:** Let non-editing teachers switch to Student role.

Default:

Select which roles a user may switch to, based on which roles they already have. In addition to an entry in this table, a user must also have the moodle/role:switchroles capability to be able to switch. Note that it is only possible to switch to roles that have the moodle/course:view capability, and that do not have the moodle/site:doanything capability, so some columns in this table are disabled.

	Manager	Course creator	Teacher	Non-editing teacher	Student	Guest	Authenticated user
Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course creator	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-editing teacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Student	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Guest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Authenticated user	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save changes

Assign System Roles

Assign the roles of Manager & Course Creator site-wide, if desired.

Please choose a role to assign

Role	Description	Users with role
Manager	Managers can access course and modify them, they usually do not participate in courses.	0
Course creator	Course creators can create new courses.	0

Check System Permissions

Check a user's permissions at the system level. (*New feature*)

Capability Report

Perform a report for a specific capability, finding what permission that capability has in every role (or selection of roles), and everywhere in the site where that capability is overridden. This is extremely useful if you are trying to create a new role and find unexpected results. (*New feature*)

Unsupported Role Assignments

Checks for unsupported role assignments. (*New feature*)



Course default settings

Set the default settings for new courses (moving forward) on your site. **Bolded are common changes.**

Feature	Default	Your settings/Notes
Format	Weekly format	
Max for number of weeks/topics	52	
<i>*Note: if this gets set to <blank>, you get very odd behavior;</i>		
Number of weeks/topics	10	
Hidden sections	Shown in collapsed form	
News items to show	5	
<i>*Note: if this gets set to 0, it takes the News Forum off the course</i>		
Show gradebook to students	Yes	
Show activity reports	No	
Max upload size	2GB	
Legacy course files	Yes	
<i>*Recommend this is No.</i>		



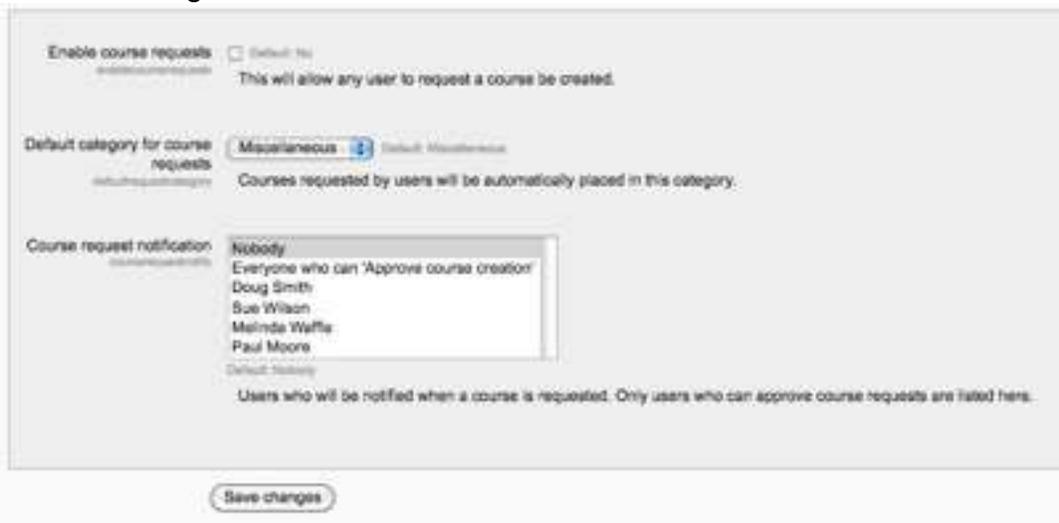
Other default settings for courses. **Bolded are common changes.**

Feature	Default	Your settings/Notes
Group mode	No groups	
Force	No	
Visible	This course is available...	
Force language	Do not force	
Completion tracking	Disabled	
<i>*Very cool new feature, but adds more to Course Settings screen</i>		
Completion tracking begins on enrollment	No groups	

Course request

Area if you wish to set up where users can request courses. **Make sure to have to request go to at least one person.**

Default settings:



Backups

Area to setup backups of your Moodle database (If your Moodle is hosted at Calhoun ISD, please do not mess with this area.)

There are two area:

- General backup defaults
- Automated backup setup

Grades

This entire area is dedicated to setting up the built-in gradebook within Moodle. *Since we use a gradebook within our SIS's, we are going to skip most of this information.* There are a few areas you should know about:

Scales

You can create custom scales that can be accessed from any course. Additionally, teachers can create custom scales within their individual courses. Consider adding any school/district used scales.

Letters

If you wish to match the standard letter assignment defaults for the site to your school district numerical letter grade conversions, it can be done here.

Report settings

There are three areas in the report settings:

- Grader report

Feature	Default	Your settings/Notes
Students per page	100	
Quick grading	Yes	
Quick feedback	No	
Static students column	No	
Grades selected for column avg	Non-empty grades	



Feature	Default	Your settings/Notes
Enable AJAX	No	
Show calculations	No	
Show show/hide icons	No	
Show column averages	Yes	
Show locks	No	
Show ranges	No	
Show user profile images	Yes	
Show user ID numbers	No	
Show activity icons	Yes	
Show number of grades in avg	No	
Column averages display type	Inherit	
Range display type	Inherit	



Feature	Default	Your settings/Notes
Decimals in column averages	Inherit	
Decimals shown in ranges	Inherit	

- Overview report: some generalized report settings concerning rank & hidden items
- User report: in the grade report for the individual users

Feature	Default	Your settings/Notes
Show rank	No	
Show percentage	Yes	
Show grades	Yes	
Show feedback	Yes	
Show ranges	Yes	
Show weightings	No	
Show average	No	
Show letter grades	No	



Feature	Default	Your settings/Notes
Range decimal points	0	
Show hidden items	Online hidden until	
Hide totals if they contain hidden	Hide	

Location

This pertains to your location and timezone. **Bolded are common changes.**

Location settings:

Feature	Default	Your settings/Notes
Default time zone	Server's local time	
Force default timezone	Users can choose...	
Default country	Choose...	
Default city		
GeoIP city data file	url/geoip/GeoLiteCity.dat	
Google Maps API key		
All country codes		



Update timezones

You can search for new information about world timezones.

Language

There are 3 areas concerning language on your site. **Strongly recommend:** add the language packs you might want before setting the Language settings. **Bolded are common changes.**

Language settings

Set your server settings concerning language:

Feature	Default	Your settings/Notes
Language autodetect	Yes	
Default language	English (en)	
*set to English (en_us)		
Display language menu	Yes	
Languages on language menu		
Cache language menu	Yes	
Cache all language strings	Yes	
Sitewide locale		
Excel encoding	Unicode	



Language packs

Install additional language packs onto your Moodle site. List any language packs you might want to add to your server:

To add a language pack:

1. Highlight it in the right hand column
2. Click Install selected language pack button below the column

Language customization

Allows you to modify the standard Moodle text strings. If you do this, make notes of any terms you change.

Plugins

This is a HUGE area where all the activities, blocks, authentications, enrollments, and other pieces of Moodle can be modified.

Plugin overview

The overview will display all of the loaded activities and resources modules on your site. You can do some general settings from this area, including hiding them or accessing general settings for each. If you upgraded Moodle but not all the modules, it will tell you which ones are missing from the server in red.



Activity modules

At the top is the Manage activities. This also allows you to hide activities on your site. The settings for each activity also can be accessed here. Additionally, you can see how many of each activity type are on your site.

Below the management area, each active activity is listed so you can go straight there to get the settings another way.

Strongly recommend: look at the settings of each activity, as there are some changes you probably will want to make.



Blocks

At the top is the Manage blocks. This also allows you to hide blocks on your site. The settings for some blocks also can be accessed here. Additionally, you can see how many of each block type are in use on your site. If you have done an upgrade, missing blocks are listed in red.



Below the management area, blocks that allow for setting changes are listed.

Message outputs

Settings for sending out messages from your Moodle server.

Authentication

At the top is the Manage authentication. The top part of this should be left alone (especially if you are hosting through the Calhoun ISD). However, there are some choices at the bottom you should be aware of. **Bolded are common changes.**

Feature	Default	Your settings/Notes
Self registration	Enabled	
Autofocus login page form	No	
Guest login button	Show	



Feature	Default	Your settings/Notes
Alternate login URL		
Forgotten password URL		
Instructions		
Allowed email domains		
Denied email domains		
Restrict domains when changing emails	Yes	
ReCAPTCHA public/private keys		

Manual accounts: You can lock some fields that are manually created by you.

Fields you may want change:



Enrollments

At the top is the Manage enroll plugins. You can show/hide the enrollment methods you want used on your site.

Available course enrolment plugins

Name	Instances / enrolments	Enable	Up/Down	Settings	Uninstall
Manual enrolments	3 / 4	<input checked="" type="checkbox"/>	↓	Settings	Uninstall
Self enrolment	3 / 0	<input checked="" type="checkbox"/>	↑ ↓	Settings	Uninstall
Cohort sync	0 / 0	<input checked="" type="checkbox"/>	↑ ↓	Settings	Uninstall
Guest access	3 / 0	<input checked="" type="checkbox"/>	↑	Settings	Uninstall
Category enrolments	0 / 0	<input type="checkbox"/>		Settings	Uninstall
External database	0 / 0	<input type="checkbox"/>		Settings	Uninstall
Flat file (CSV)	0 / 0	<input type="checkbox"/>		Settings	Uninstall
IMS Enterprise file	0 / 0	<input type="checkbox"/>		Settings	Uninstall
LDAP enrolments	0 / 0	<input type="checkbox"/>		Settings	Uninstall
Course meta link	0 / 0	<input type="checkbox"/>		Settings	Uninstall
MNet remote enrolments	0 / 0	<input type="checkbox"/>		Settings	Uninstall
PayPal	0 / 0	<input type="checkbox"/>		Settings	Uninstall

Please select all required plugins and arrange them in appropriate order.
Changes in table above are saved automatically.

Manual enrollments: allows teachers (or those in roles above) to manually move users into courses. Set the default settings for new courses (moving forward).

Feature	Default	Your settings/Notes
Add instance to new courses	Yes	
Enable manual enrollments	Yes	
Default enrollment duration	0	
Default role	Student	



Self enrollment: allows a student the ability to enroll in a course. There are settings, and default settings. **Bolded are common changes.**

Overall settings:

Feature	Default	Your settings/Notes
Require enrollment key	No	
Use password policy	No	
Show hint	No	

Set the default settings for new courses (moving forward).

Feature	Default	Your settings/Notes
Add instance to new courses	Yes	
Allow self enrollments	No	
Use group enrollment keys	No	
Default role assignment	Student	
Enrollment duration	0	
Unenroll inactive after	120 days	
Max enrolled users	0	



Feature	Default	Your settings/Notes
Send course welcome message	Yes	

Guest Access: allows temporary access to courses as guests; they are not actually enrolled

Overall settings:

Feature	Default	Your settings/Notes
Require guest access password	No	
Use password policy	No	
Show hint	No	

Set the default settings for new courses (moving forward).

Feature	Default	Your settings/Notes
Add instance to new courses	Yes	
Allow guest access	No	

Text editors

Manage the text editors available on your Moodle server.

Notes:



Licenses

Manage the licenses that can be used on you Moodle server for publishing content. They have added all the creative commons licensing as options.

Notes:

Filters

Manage your filters and settings on our Moodle settings.

Notes:

Repositories

Manage the files that users have access to, including outside services.

Notes:

Web services

“Set up the Moodle web service for a system to control Moodle.”

Notes:



Question behaviors

You can turn off some of the question behaviors to shorten the information needed to be completed by a teacher setting up. The downside is that you lose some of the accessibility and feedback that can be available.

Notes:

Question types

Turn on/off the types of questions available for use in a quiz. Some question types are dependent upon other question types so use caution if you mess with this!

Notes:

Local plugins

Manage any local plugins added to your Moodle server.

Notes:



Security

IP Blocker

Set allowed and blocked IP addresses for your site.

Notes:

Site policies

Set the site policies for your Moodle server. **Bolded are common changes.**

Feature	Default	Your settings/Notes
Protect usernames	Yes	
Force users to login	No	
Force users to login for profiles	Yes	
Open to Google	No	
Profile visible roles	Teachers, student	
Maximum uploaded file size	server limit	
User quota	104857600	
Enabled HTML Purifier	Yes	



Feature	Default	Your settings/Notes
Allow EMBED & OBJECT tags	No	
Enable trusted content	No	
Maximum time to edit posts	30 minutes	
Full name format	Language	
Allow extended characters in usernames	No	
Site policy URL		
Site policy URL for guests		
Keep tag name casing	Yes	
Profiles for enrolled users only	Yes	
Cron execution via command line	No	
Cron password for remote acces		
Password policy	Yes	



Feature	Default	Your settings/Notes
Password length	8	
Digits	1	
Lowercase letters	1	
Uppercase letters	1	
Non-alphanumeric characters	1	
Consecutive identical characters	0	
Group enrollment key policy	Yes	
Disable user profile images	No	
Email change confirmation	Yes	

HTTP security

Settings for the security of HTTP loading.

Use HTTPS for logins	No	
Secure cookies only	No	



Only http cookies	No	
Required Flash player version	10.0.12	

Module security

Set some security with your modules here.

Restrict modules for	No courses	
Restrict modules by default	No courses	
Default allowed modules	None	

Notifications

Some notifications:

Display login failures to	Nobody	
Email login failures to	Nobody	
Threshold for email notifications	10	

Anti-Virus

Settings for the built in anti-virus software.

Notes:



Appearance

Set the appearance of your Moodle server.

Themes

There are several areas here!

Theme settings

Feature	Default	Your settings/Notes
Theme list		
Theme designer mode	No	
Allow user themes	No	
Allow course themes	No	
Allow category themes	No	
Allow theme changes in the URL	No	
Allow users to hide blocks	Yes	
Allow blocks to use the docks	Yes	
Custom menu items		
Enable device detection	Yes	



Feature	Default	Your settings/Notes
Device detection regular expressions		

Theme selector



You can set several different themes depending on the type of device that the user is using. Moodle can be set to detect the device the user is using and apply the theme assigned for that type of device.

Some individual themes can now be modified; however, it needs to be said that at this point many of the themes still have glitches (such as extending typing beyond the editing window; not showing the buttons correctly) or serious issues.

Calendar

Set the look and feel of your calendar.

Notes:

Blog

Set the look and feel of your calendar.

Notes:

Navigation

Some navigation choices.

Default home page for users	Site	
Show course categories	Yes	



Show all courses	No	
Course limit	20	

HTML settings

Set emoticons.

Moodle Docs

Set the Moodle Docs root for your site. **Strongly recommend:** make sure you have this on!

Set to open in a new window.

Default My Moodle page

Customize the default My Moodle page.

Notes:

Default profile page

Course contacts

Determine the course contacts for a course.

AJAX & Javascript

Settings for AJAX & Javascript.

Manage tags

If you allow users to set tags, manage the tags here.

Additional HTML

This allows you to customize your page by adding HTML that you want on the page. You can add to the Heading area, Body, and bottom of the page.



Front page

Front page settings

Feature	Default	Your settings/Notes
Full site name		
Short name for site		
Front page description		
Front page		
Front page items when logged in		
Maximum category depth	Unlimited	
Include a topic section	Yes	
News items to show	3	
Comments displayed per page	15	
Courses per page	20	
Default frontpage role	None	



Front page roles

You can assign front page roles if there are individuals that need to access or manage parts of your front page.

Notes:

Front page filters

Manage plugins on the front page.

Front page backup

Backup the front page.

Front page restore

Restore the front page from backup.

Front page questions

Manage questions from the front page.

Notes:



Server

System paths

Some system paths defined for your Moodle server.

Support contact

Set the contact information for your Moodle server

Support name		
Support email		
Support page		

Session handling

Several settings can be set here, but a big one is the Timeout for users.

Timeout	2 Hours	

HTTP

Some HTTP server settings on your Moodle server.

Maintenance mode

New feature in 2.+ to put your Moodle in Maintenance mode so users cannot access it while you are working on the server.

Note:

Cleanup

Some cleanup options for the Moodle server.

Environment

Check how your server suits current & future installation requirements.

PHP info

Provides current PHP information for your Moodle installation.



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Performance

Gives some general performance information about the Moodle server.

Registration

This is the same as the registration under Notifications.

Reports

A series of reports can be run or accessed from this area. Statistics must be enabled for some of these logs to be collected first, or certain features turned on.

Development

These are database development tools. Use with caution and only if you are comfortable working with MySQL!

Debugging

Turns on debugging settings, and determines where the information is documented.

XMLDB editor

Allows admin to create .xml files that specify how Moodle should set up its database tables.

Web service test client

This test EXECUTES the functions for real. Use with caution!

Purge all caches

Allows admin to purge all caches on the Moodle server. If you have an active site, it will slow a bit as every browser has to reload data.

Unit tests

Allows admin to run Moodle unit tests

Functional DB tests

Allows admin to run a database test for functionality

Question engine upgrade helper

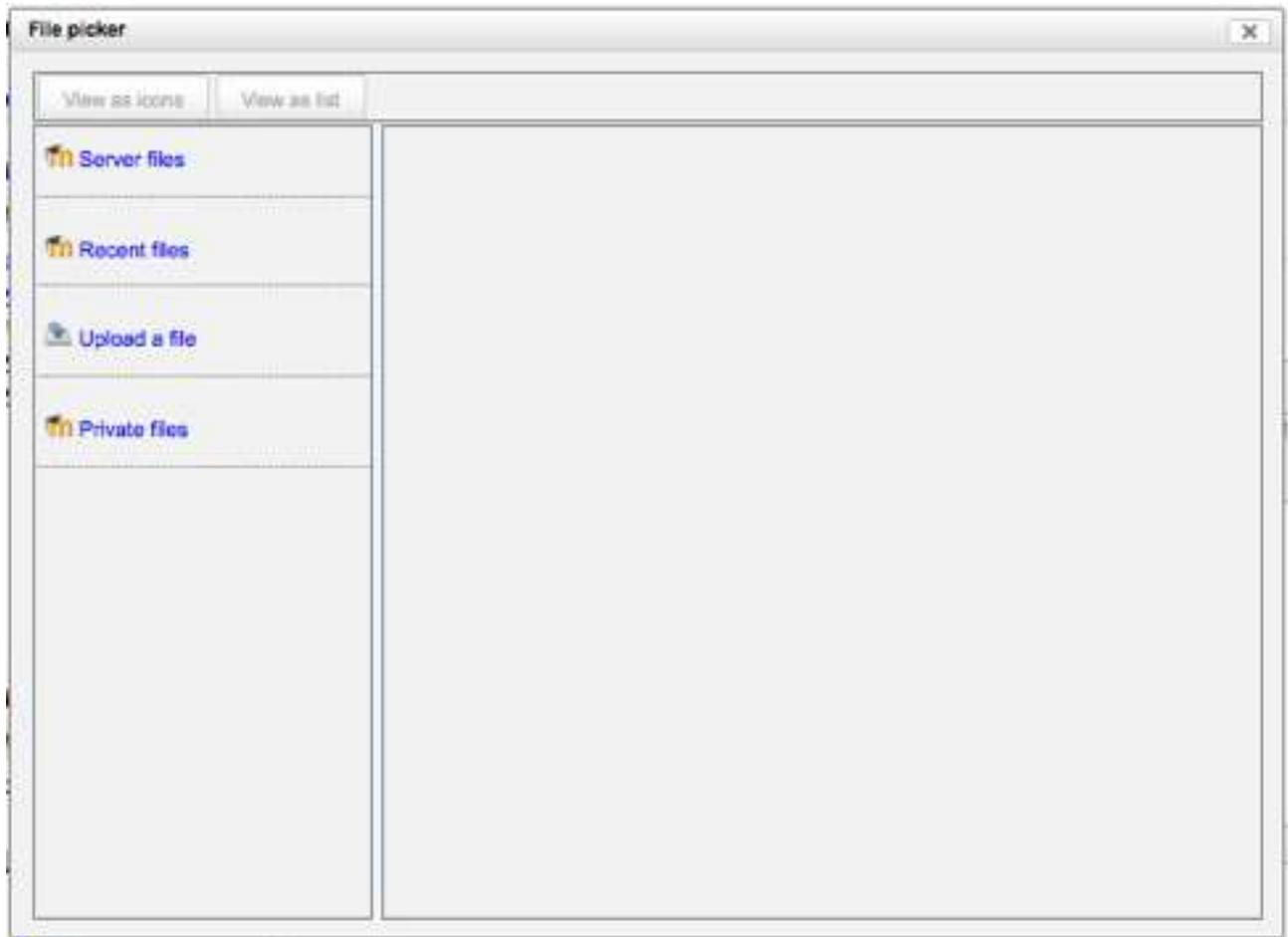
Helps you upgrade your site to the new question engine.

Search Box

Moodle provides a search box that will search through the entire site administration settings to find a particular word or phrase.



The File Picker



If you are upgrading, the difference in how Moodle handles files will probably be the feature with the highest learning curve.



Enrollment Screen



Now student can self enroll ONLY if a teacher sets up Self enrollment. **It is no longer in the Edit settings area of the course!!**

Self enrolment

Self enrolment

Custom instance name

Allow self enrolments ?

Enrolment key ? Unmask

Use group enrolment keys ?

Assign role ?

Enrolment duration days Enable ?

Start date Enable ?

End date Enable ?

Unenrol inactive after ?

Max enrolled users ?

Send course welcome message ?

Custom welcome message

