

GUIDE TO MOODLE ROOMS

OVERVIEW

If you're comfortable sending email with attachments, you're already great at Moodle Rooms. Congratulations!

As we adjust to using Moodle Rooms, we'll just be using its basic functions – uploading course guides (Curriculum will do that) and supporting materials (instructors will do that), and also, if you want, posting on the class forum – that's just an online discussion board for students. Your involvement in the forum is up to you.

Moodle Rooms also offers features such as quiz capabilities, but for the moment we'll stick with the basics. Let Diana know if you want to train further in Moodle Rooms.

STARTING OUT

You can work on Moodle Rooms from any computer with an internet connection. Just go to www.ciaonlinelearning.org.

Log on as your GroupWise email address with the underscore (and @culinary.edu) eliminated; a_brown becomes simply **abrown**. Be sure to use all lowercase. The default password is [redacted] (again, all lowercase).

This is the front page of the CIA's Moodle Rooms website:

The Culinary Institute of America - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ciaonlinelearning.mrooms2.net/

The Culinary Institute of America

You are logged in as **Karen Forni** (Logout)

English (en)

Main Menu

- General Questions
- Policies
- Grade Posting
- Attendance
- "The Computer Ate My Homework"

Site Administration

- Courses
- Front Page
- Reports

Welcome to CIA Online Learning. Today's professional chef needs to be skilled in multimedia communications as well in foundation cooking and baking techniques. Courses provided here build those critical skills in an alternative learning environment, allowing you the flexibility to work at your own pace, under direction from the faculty.

Turn editing on

The Culinary Institute of America is a private, not-for-profit college dedicated to providing the world's best professional culinary education.

Excellence, leadership, professionalism, ethics and respect for diversity are the core values that guide our efforts.

We teach our students the general knowledge and specific skills necessary to live successful lives and to grow into positions of influence and leadership in their chosen profession.

Online Users

(last 5 minutes)

Karen Forni

Calendar

Course categories

AOS Liberal Arts Classes	2
1st semester	1
Writing	
Mathematics	
4th semester	5
Menu Masters Courses	3
Orientation	3
Certificate Programs	
ACAP	5
AWBP	11
Archive	
09-10 Liberal Arts	11

The first thing you should do is change your password. Click your name in the upper right-hand corner; this will take you to your profile page (clicking on the name of anyone in the course will take you to their profile page).

Profile pages list the class(es) people are enrolled in and allows others to contact you; any email generated by Moodle Rooms will be sent to your culinary.edu address. Profile pages also allow for instant messaging.

Click the “Change password” button at the bottom of the screen and choose something unique. This password, along with your own log-on, will be used for all of your classes. You should also upload your CIA portrait to serve as your avatar. Choose the “Edit profile” tab, then scroll down to the “Picture of” section. Use the browse button beside “New picture” and choose your photo, which can be found here:

W:\Greystone\Resources\Moodle Rooms\Instructor photos

Click “Update profile” button at bottom of page. That’s it!

Return to the Moodle Rooms front page. You can do this by using the back button, or by using **breadcrumbs**, i.e., the string of words in the upper left of the screen. Click on any word in that string to return to that particular page.

The course category items listed in blue are visible to the students; the number beside each item indicates how many classes are currently in that category. Once you’re on the CIA front page, click the program you’re interested in.

A program page (ACAP, in this case):

The screenshot shows a Moodle course page titled "The Culinary Institute of America: Courses". The user is logged in as Karen Forni. The page displays a list of courses under the "ACAP" category. The courses listed are:

- Ingredients and Techniques of Fabrication (Chef Instructor: Tom Wong, Chef Instructor: Tod Kawachi)
- Skill Development I (Chef Instructor: Tod Kawachi, Chef Instructor: Toni Sakaguchi)
- Skill Development II
- Skill Development III
- Contemporary Topics in Culinary Arts

At the bottom of the course list, there are buttons for "Re-sort courses by name" and "Add a new course". A search bar is also present with the text "Search courses:" and a "Go" button.

Click on the class you're going to be teaching.

A class page is pictured below. To make any changes, you first have to click the "Turn editing on" button on the upper right.

The screenshot shows the Moodle course page for "Ingredients and Techniques of Fabrication". The user is logged in as Karen Forni. The page displays the course outline and editing options.

Course Outline:

- AM Students** (Chef Tom Wong)
 - Syllabus
 - ACAP 14 Team Roster
- PM Students** (Chef Tod Kawachi)
 - syllabus
 - COPY ACAP 13 TEAM ROSTER
 - Debaun Theater
- Class Resources**
 - Common materials for both sections are listed below.
 - Day 1A Introduction to Purchasing
 - Day 1B Fruits, Nuts and Seeds

The page also includes a "Turn editing on" button in the upper right corner and a "Topic outline" section on the left side.

The same class page is pictured below, this time with editing enabled.

Editing must be enabled for you to post materials.

LEFT-HAND COLUMN

Participants: Clicking this will take you to a list of all the class's students. If you click on their names you can see their profiles and send an instant message.

Activities: There is a forum for each class. Your participation in the forum is up to you.

RIGHT-HAND COLUMN

Online Users: Lists who is currently logged onto the course.

POSTING MATERIALS

Posting is done in the center column. The posting page itself has numerous options; leave them on the default settings. Since this is a Greystone-specific site, we don't need the elaborate naming conventions we did with Intralearn. It's still a good idea to put your initials in a document's name, though, to prevent confusion. All of your materials will be posted in the topic that is already designated with your name; if there are any materials shared by multiple instructors for the class, they should be posted in the "Resources" topic (scroll down below the designated instructor topics).

Remember, editing must be enabled before posting any materials.

To post just a sentence or two: In the “Add a resource...” dropdown box, select “Compose a text page.” Enter a name for the page (mandatory) and, if desired, a description. Scroll down to “Compose a text page.” Enter the text, then scroll to the bottom of the page and click the “Save and return to course” button.

To post any kind of document (including images and video) from your computer: In the “Add a resource...” dropdown box, select “Link to a file or web site.” Enter a name for the page (again, mandatory) and a description, if desired. Scroll down to “Link to a file or web site” and click the “Choose or upload a file” button. This takes you to Moodle Rooms’ file manager. If you want to post a document that’s already been uploaded, click “choose” to the far right of the item. If you want to post a document that has yet to be uploaded, select the “Upload a file” button. Browse for the file on your computer and double-click to upload a file (exactly the way you’d add an attachment to an email). Once it’s uploaded, click “choose” to the far right of the item.

To create a link to an external website: In the “Add a resource...” dropdown box, select “Link to a file or web site.” Enter a name for the page (mandatory) and a description, if desired. Under the “Link to a file or web site” heading, paste the URL you wish to link to in the “Location” bar. Scroll to the bottom of the page and click the “Save and return to course” button. If you don’t have the URL handy, click the “Search for a web page...” button under the “Link to a file or web site” heading. This will open another window with a Google search page. When you’ve found the website you want, copy the URL and close the window, then proceed as above.

SYMBOLS



The symbols beside the posted items are as follows:

- **Side arrow:** indent item.
- **Up/down half arrows:** move item to another position on the webpage; can be a little tricky, so you may want to avoid this.
- **Hand with pencil:** Edit item.
- **X:** Delete item.
- **Eyeball:** An open eyeball means item is visible to students; closed eyeball, not visible. Click the eyeball to change its status.

CONCLUSION

That’s it!