

Moodle Guide for SPST Instructors

Accessing Moodle

1. Go to <https://moodle.spst.edu> from any computer linked to the Internet
OR
2. Go to <https://www.spst.edu/> from any computer linked to the Internet
3. Click on the **MySPST/Moodle** link at the top of the page
4. Click on Log in in the upper right corner

Home | SPST

moodle.spst.edu

Saint Paul School of Theology

Home SPST Populi Email SPST Library Library Search SPSTStudent Council-KS SPST Forms

Log in

Saint Paul School of Theology

Welcome to Saint Paul FALL - Seminary and Course of Study

Weekly Worship & Spiritual Formation
by Tiana Gatewood - Monday, September 30, 2024, 9:50 AM

Saint Paul School of Theology Saint Paul Course of Study School

A quick bit of info and links:
Weekly Worship service with Saint Paul Seminary & COS via Zoom:

- Schedule: Every Tuesday at 11 am CT, see exceptions on the Worship Calendar: <https://www.spst.edu/worship/>
- Zoom Link: <https://zoom.us/j/91407665808>

Spiritual Formation via Zoom

- Schedule: Every Monday at 11 am CT

5. Click on SPST.edu Login
6. Type in your **username** and **password**

Saint Paul School of Theology

Log in using your account on:

SPST.edu Login

Guests, sign in here

Is this your first time here?
If you need assistance, please contact the SPST Computer Helpdesk at (913) 253-5030 or helpdesk@spst.edu

Cookies notice

- You will now see a list of your courses. Click on a course name (i.e. COS 112.A-2010.COSS Theology in the Wesleyan Spirit) to access the course material.

Course Settings

Courses are created from a default course template. To change any of the course settings click Settings tab under the course title

The screenshot shows a web browser window displaying a Moodle course page. The browser's address bar shows the URL 'moodle.spst.edu/course/view.php?id=1340'. The page header includes the Saint Paul School of Theology logo and navigation links: Home, Dashboard, My courses, Site administration, SPST, Populi, Email, and More. A user profile icon and 'Edit mode' toggle are visible in the top right. On the left, a sidebar menu lists various course settings under 'General', 'Course Forums', and 'Topic 2'. The 'Settings' tab is highlighted with a red box. The main content area is titled 'Test Course' and shows the 'General' settings section with a background image of the Golden Gate Bridge.

Many instructors want to use the topic format for a course to allow for the greatest editorial control of their course homepage. To change from the default weekly outline:

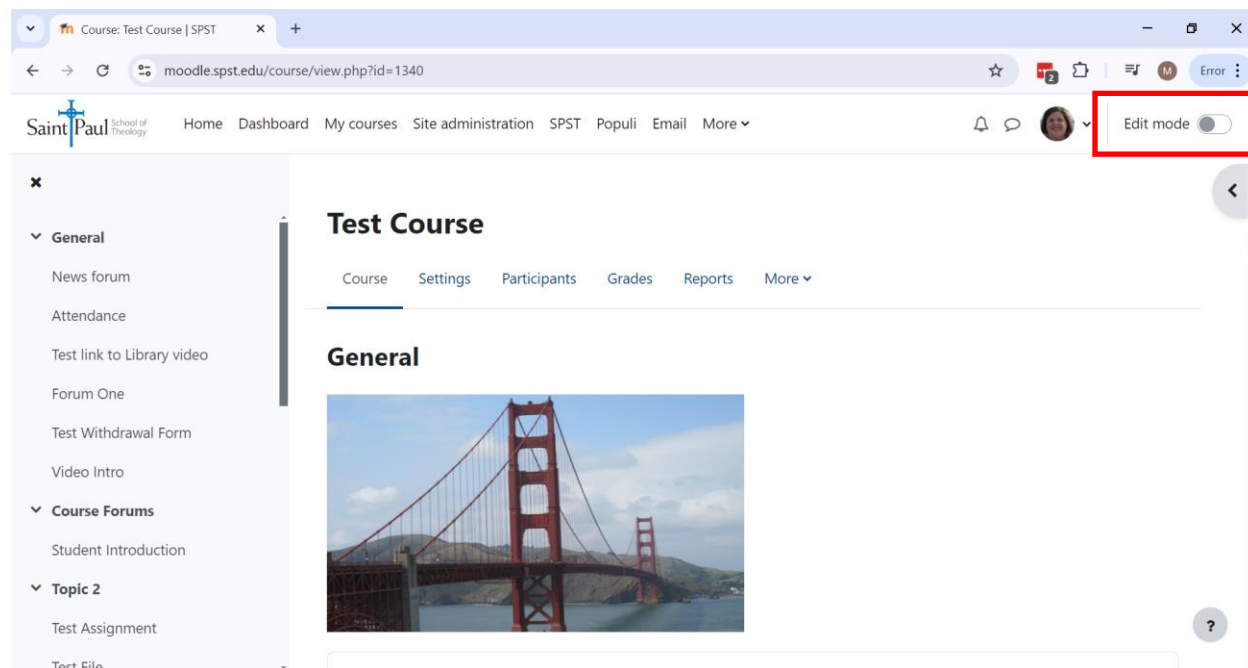
- Click on the arrow next to **Course Format**
- Change the **Format** dropdown from *Weekly Format* to *Topic Format*
- Scroll to the bottom of the page and click the **Save and display** button

Course format

Format	<input type="button" value="ⓘ"/>	<input type="text" value="Topics format"/>
Hidden sections	<input type="button" value="ⓘ"/>	<input type="text" value="Hidden sections are shown in collapsed form"/>
Course layout	<input type="button" value="ⓘ"/>	<input type="text" value="Show all sections on one page"/>

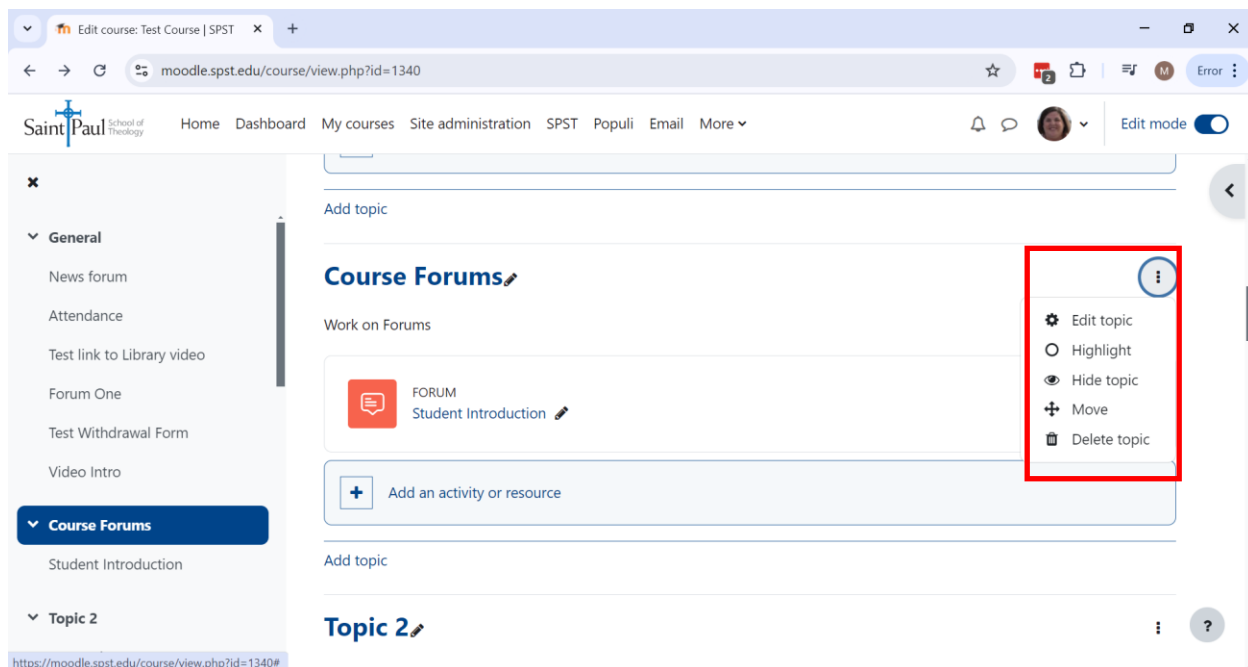
Course Editing

Learning the basics of editing in Moodle will allow you to use the many tools available to customize your course content. No editing can be done on a course until you slide the Edit mode button on.



A. Adding Text

1. Click on the three vertical dots to the left in the box you want to add text to
2. Choose Edit Topic or Edit Week (depends on the course format you choose):



3. The **Summary** window will open.
4. Click the Custom box to change the default section name
5. Add Title for the section
6. Add your text in Summary textbox
7. Click on the **Save Changes** button.
8. Moodle will save the changes and return you to the Course page.

Test Course

Home / My courses / Test / Edit Course Forums

Summary of Course Forums Expand all

General

Section name Custom

Course Forums

Summary

Work on Forums

Restrict access

Save changes Cancel

B. Upload a File

1. Select **Add an Activity or Resource**

Edit course: Test Course | SPST

moodle.spst.edu/course/view.php?id=1340

Saint Paul School of Theology

Home Dashboard My courses Site administration SPST Populi Email More

Course Forums

Work on Forums

FORUM Student Introduction

Add an activity or resource

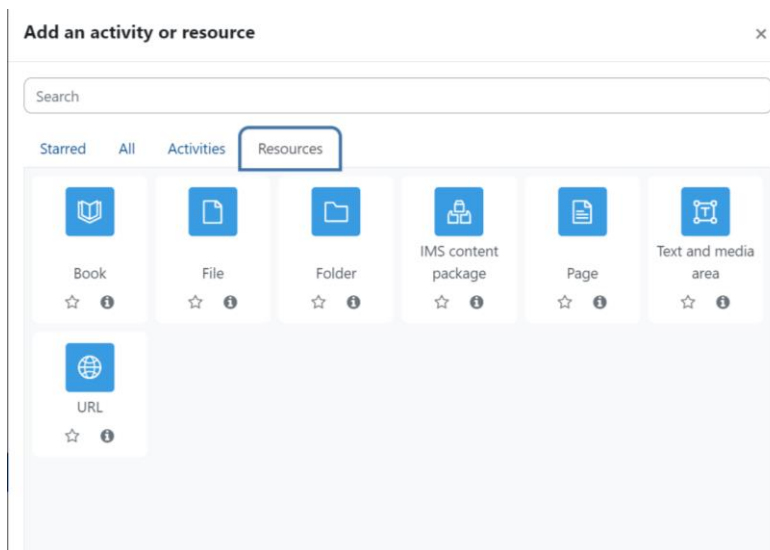
Add topic

Topic 2

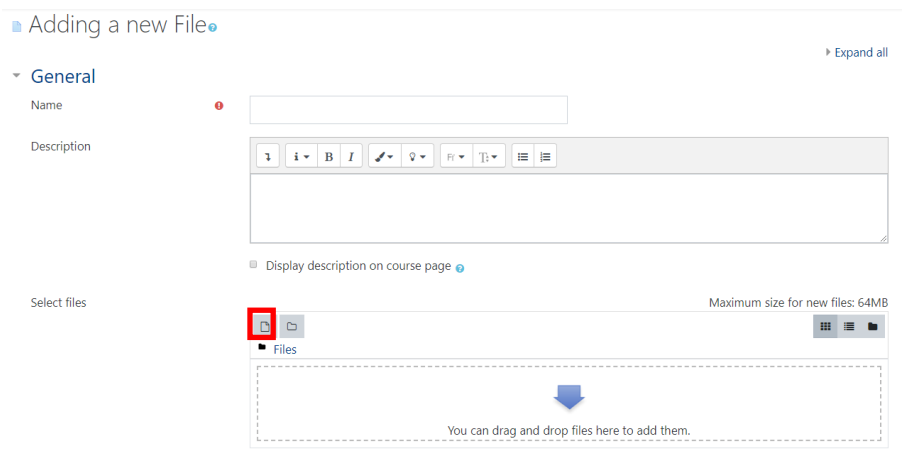
Practice Uploading Assignments

ASSIGNMENT Test Assignment

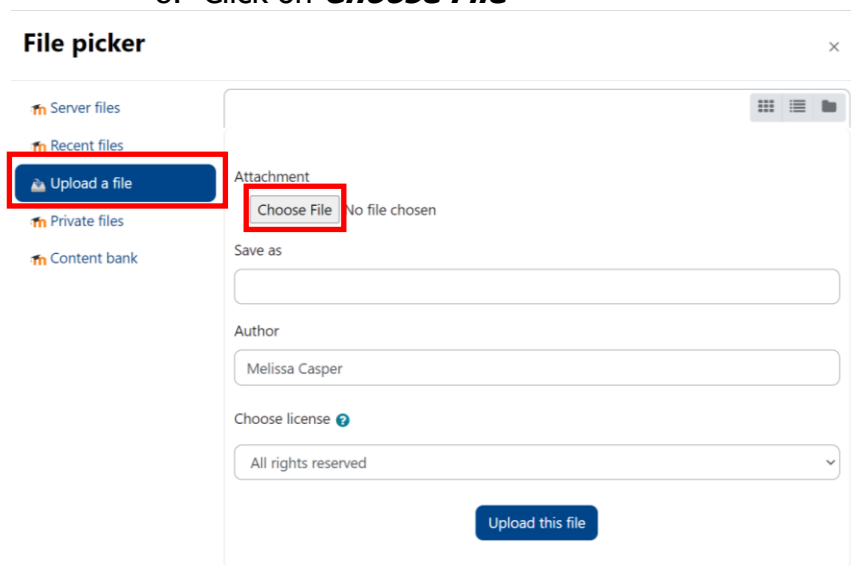
2. Click on Resources tab
3. Select **File**



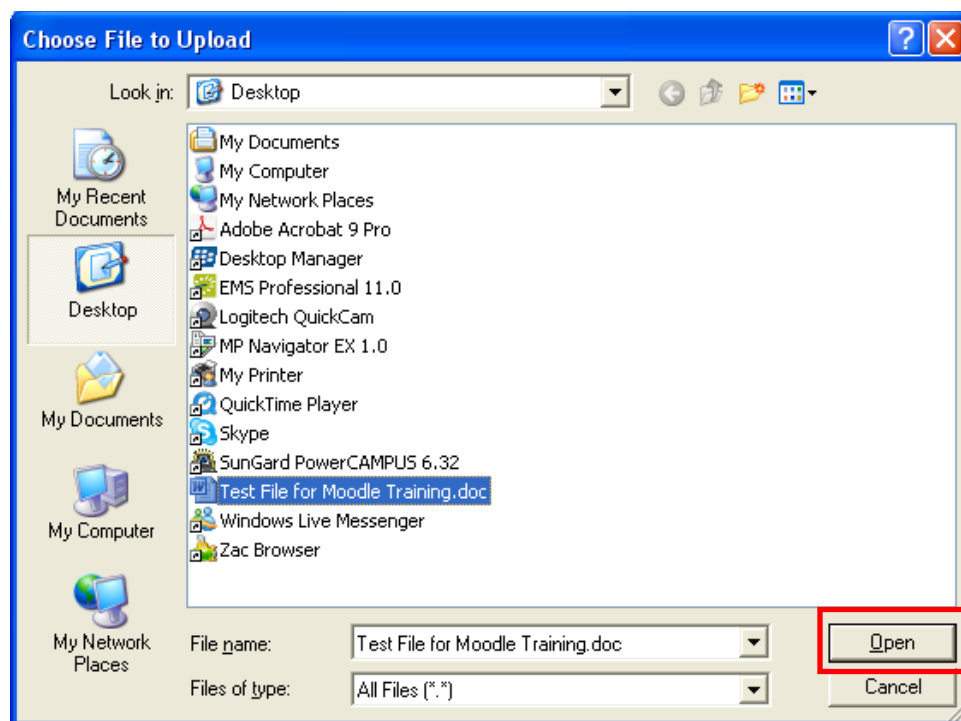
4. Type a **Name** for the file
5. You may add a description if you want
6. Click on the single file icon in the Select File menu



- Click on **Upload a file**
- Click on **Choose File**



- Select your file
- Click **Open**



- Click **Upload this file**

File picker

Server files

Recent files

Upload a file

Private files

Attachment no file selected

Save as

Author

Choose license

12. You will now see the file name in the **Content** box

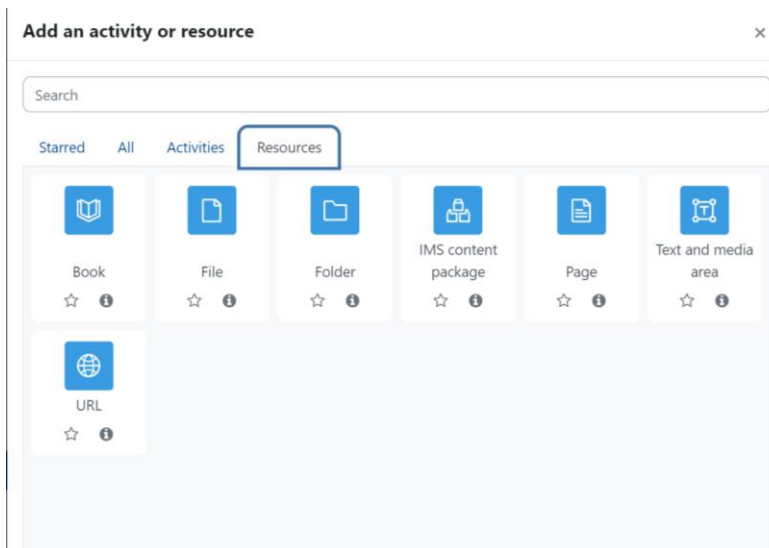
If you don't see a file name you have not successfully added a file

13. Click **Save and return to course**

C. Text and Media Area

Text and media area (formerly Label) allows you to add text and media files, as well as format/organize a topic/week box

1. Click **Add a resource or activity**
2. Choose **Text and media area**

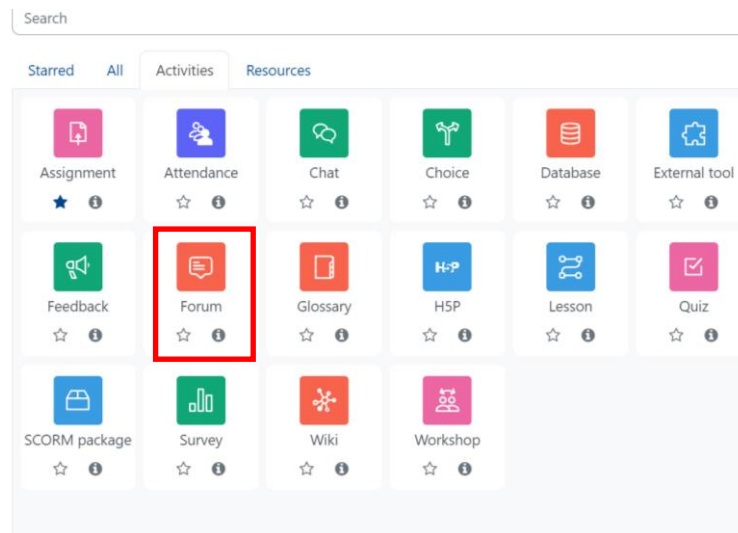


3. Type the text you want in the Text box; add media if you want
4. Click **Save and return to course**

The screenshot shows the Moodle course editing interface. The browser address bar indicates the URL: moodle.spst.edu/course/modedit.php?add=label&type=&course=1340§ion=1&return=0&sr=0. The page title is "Editing Text and media area | Saint Paul School of Theology". The navigation menu includes Home, Dashboard, My courses, Site administration, SPST, Populi, Email, and More. The course navigation menu shows Course, Settings, Participants, Grades, Reports, and More. The main content area is titled "Adding a new Text and media area to Course Forums" and is expanded to show the "General" section. The "Text" field is empty, and the rich text toolbar includes options for undo, bold, italic, text color, background color, font size, text color, bulleted list, and numbered list. Below the text editor, there is a section for "Common module settings".

D. Add a Forum (Threaded Discussion)

1. Click on **Add an activity or resource**
2. Click on the **Activities** tab
3. Choose **Forum**



4. Type a name for the forum
5. Type a description of the forum or assignment
6. Scroll to the bottom of the page and click **Save and return to course**

Editing Forum | SPST

moodle.spst.edu/course/modedit.php?add=forum&type=&course=1340§ion=1&return=0&sr=0

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Adding a new Forum to Course Forums

Expand all

General

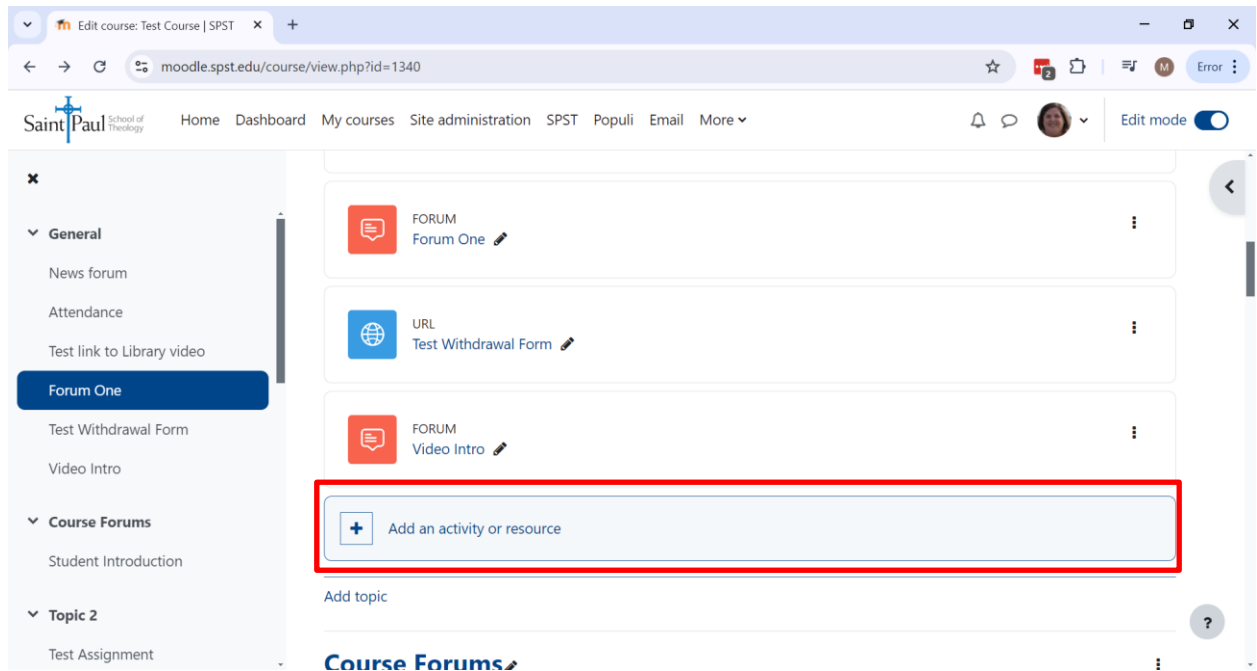
Forum name !

Description

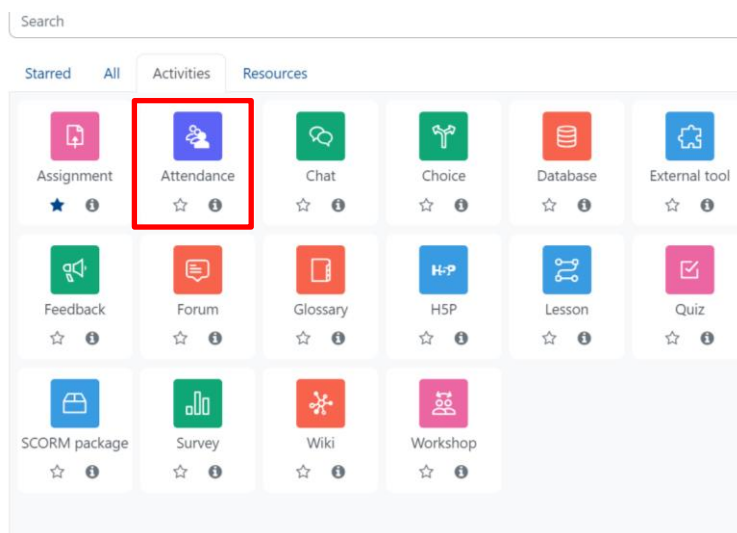
Display description on course page ?

E. Create Attendance Activity:

1. Navigate to the course homepage in Moodle
2. Slide the Edit mode button to on
3. Click on **Add an Activity or Resource**



4. Click on the Activities tab
5. Choose **Attendance**



6. Click the Grade Menu and assign a grade to the attendance module if needed
7. Scroll to the bottom of the page and click on **Save and return to course**

The screenshot shows the Moodle course editing interface for the 'Attendance' module. The browser address bar indicates the URL: `moodle.spst.edu/course/modedit.php?add=attendance&type=&course=1340§ion=0&return=0&sr=0`. The page title is 'Editing Attendance | SPST'. The navigation menu includes 'Home', 'Dashboard', 'My courses', 'Site administration', 'SPST', 'Populi', 'Email', and 'More'. The left sidebar shows a tree view with 'General' expanded, containing 'News forum', 'Attendance', 'Test link to Library video', 'Forum One', 'Test Withdrawal Form', and 'Video Intro'. The main content area is titled 'Grade' and includes a 'Display description on course page' checkbox. The 'Grade' section has a 'Type' dropdown set to 'Point', a 'Maximum grade' input field with the value '100', a 'Grade category' dropdown set to 'Uncategorized', and a 'Grade to pass' input field. Below the 'Grade' section are two expandable sections: 'Common module settings' and 'Restrict access'.

8. Click on the Attendance activity.

The screenshot shows the Moodle course view interface for 'Test Course'. The browser address bar indicates the URL: `moodle.spst.edu/course/view.php?id=1340`. The page title is 'Edit course: Test Course | SPST'. The navigation menu is the same as in the previous screenshot. The left sidebar shows a tree view with 'General' expanded, containing 'News forum', 'Attendance', 'Test link to Library video', 'Forum One', 'Test Withdrawal Form', and 'Video Intro'. The main content area is titled 'General' and features a large image of the Golden Gate Bridge. Below the image is a list of activities. The 'Attendance' activity is highlighted with a red rectangular box. The 'Attendance' activity is represented by a blue icon and the text 'ATTENDANCE Attendance'.

9. Click on the **Add Sessions** tab, which is where you will create the actual sessions for which you will be recording attendance
10. Enter the start date of your course.

The screenshot shows the Moodle interface for the 'Attendance' module. The breadcrumb trail is 'Test / Attendance / Attendance'. The main heading is 'ATTENDANCE Attendance'. Below the heading are tabs for 'Attendance', 'Settings', 'Report', 'Import', 'Export', and 'More'. A left sidebar contains a menu with 'Attendance' selected. The 'Add session' form is visible, with the following fields: Type (All students), Date (11 October 2024), Time (from 00:00 to 00:00), and Description (with a rich text editor). An 'Expand all' link is located in the top right corner of the form area.

11. Click the **Multiple Sessions** menu to expand the menu options
12. Check the **Repeat the session above as follows** checkbox
13. Check the day(s) of the week you course meets.
14. Add the ending date of your course in the **Repeat Until** box
15. Click **Add** when you are finished, and Moodle will create a session for each week between the start and end dates of your course

The screenshot shows the 'Multiple sessions' and 'Student recording' settings. Under 'Multiple sessions', the checkbox 'Repeat the session above as follows' is checked. The 'Repeat on' section has checkboxes for Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. The 'Repeat every' field is set to '1 week(s)'. The 'Repeat until' field is set to '30 October 2019'. Under 'Student recording', the checkbox 'Allow students to record own attendance' is unchecked. The 'Automatic marking' dropdown is set to 'Disabled'. At the bottom, there are 'Add' and 'Cancel' buttons.

16. Click on the Sessions tab
17. Click the All button in the upper right corner to view all of the created sessions.
18. Delete any sessions for weeks your course is not meeting.

The screenshot shows the Moodle Attendance management page. The 'All' button is highlighted with a red box. The table below shows a list of sessions with the 'Take Attendance' arrow icon highlighted for the session on 09/8/14.

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	08/25/14 (Mon)	10:35am	All students	Regular class session	<input type="checkbox"/> ▶ ⚙️ 🗑️
<input type="checkbox"/>	09/1/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/8/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/15/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/22/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/29/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️






F. Take Attendance

1. Click on Attendance activity
2. Click on All to see the sessions
3. Click on the Arrow (says Take Attendance when you hover over the button) under the Actions column

The screenshot shows the Moodle Attendance management page, identical to the previous one, but with the 'Take Attendance' arrow icon highlighted for the session on 09/8/14.

	Date	Time	Type	Description	Actions
<input type="checkbox"/>	08/25/14 (Mon)	10:35am	All students	Regular class session	<input type="checkbox"/> ▶ ⚙️ 🗑️
<input type="checkbox"/>	09/1/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/8/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/15/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/22/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️
<input type="checkbox"/>	09/29/14 (Mon)	10:35am	All students	Regular class session	▶ ⚙️ 🗑️

4. Mark the correct radio button.
 - a. You have 4 options: P=Present, L=Late, E=Excused, A=Absent. You can enter text in the Remarks box if you want.
5. Click the **Save Attendance** button when you are finished marking attendance for the class session.

#	First name / Last name	P	L	E	A	Remarks
Set status for all users <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>						
1	 Student Melissa Casper	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
2	 Joel Coash-Johnson User enrollment starts 00:00 8.07.2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
3	 Mike Hannah User enrollment starts 00:00 8.07.2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
4	 Cheryl Lockett-Admin User enrollment starts 00:00 8.07.2015	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
5	 Student Test User enrollment starts 00:00 3.05.2016	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Present = 0
Late = 0
Excused = 0

G. Export Attendance Report

1. Navigate to course homepage in Moodle
2. Click on the **Attendance** activity
3. Click on the **Export** tab and select options you want
4. Press **OK**
 - a. For MAC users the file will immediately download and appear in your download folder. For PC users you will need to either click Open or Save buttons that appear at the bottom of your Internet browser.

Export

Group:

Export specific users:

Users to export:

Student Melissa Casper
 Joel Coash-Johnson
 Mike Hannah
 Cheryl Lockett-Admin
 Student Test

Identify student by:

- Student ID
- Username
- ID number
- Institution
- Department

Identify student by:

- Student ID
- Username
- ID number
- Institution
- Department

Select all sessions: Yes

Include not taken sessions: Yes

Include remarks: Yes

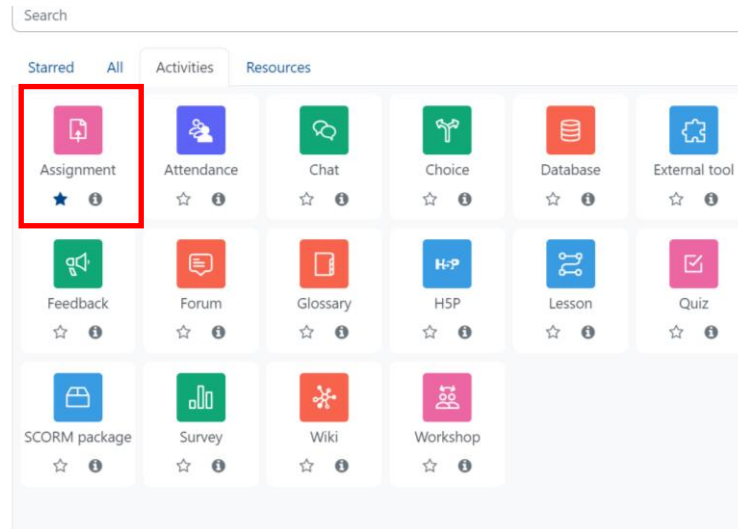
Start of period:

End of period:

Format:

H. Creating Assignments

1. Click on the **Add an activity or resource**
2. Click on the **Activities** tab
3. Select **Assignment**



4. Type a **Name and Description** for the assignment
5. Under the **Availability** submenu enter **Due Date**
6. Under the **Submission types** submenu select the max number of uploaded files and the max size of the submission files
7. Under the **Grades** submenu select the **Grading Scale** or **Points** for the assignment
8. Click **Save and return to course** at the bottom of the page

I. Grading Assignments

1. Click on the **Assignment** you want to grade from the course homepage
2. Click on **View all submissions** (see #3 below) **OR** Click on **Grade** (see #4 below)

The screenshot shows a Moodle assignment page for 'Test Assignment'. The page includes a navigation menu on the left with 'Test Assignment' selected. The main content area shows the assignment details, including 'Opened: Tuesday, July 3, 2018, 12:00 AM' and 'Due: Wednesday, July 10, 2019, 12:00 AM'. Below this, there are two buttons: 'View all submissions' (highlighted with a red box) and 'Grade'. A 'Grading summary' table is also visible.

Hidden from students	No
Participants	9
Submitted	1
Needs grading	1
Time remaining	Assignment is due

3. Click on the **Grade** button in the **Grade** column

The screenshot shows the 'Grade' page for the assignment. It displays a table of submissions with columns for 'Select', 'User picture / Last name', 'Status', 'Grade', 'Edit', 'Last modified (submission)', and 'File submissions'. The 'Grade' button for the submission by Melissa Casper is highlighted with a red box.

Select	User picture / Last name	Status	Grade	Edit	Last modified (submission)	File submissions
<input type="checkbox"/>	ST Student Test	No submission Assignment is overdue by: 9 years 76 days	Grade / 100.00	Edit	-	-
<input type="checkbox"/>	Melissa Casper	Submitted for grading 350 days 14 hours late	Grade / 100.00	Edit	Thursday, July 14, 2016, 2:57 PM	Account Creation for SPST Step Process.docx July 14 2016
<input type="checkbox"/>	Student Melissa Casper	Submitted for grading	Grade / 100.00	Edit	Wednesday, July 8, 2015, 2:55 PM	ErrorLog.txt July 8 2015

4. File will open in the page. You can comment directly on the paper
5. Select the **grade** in the **Grade** drop down box

The screenshot displays a Moodle submission interface. At the top, the browser address bar shows the URL: <http://moodle.spsst.edu/mod/assign/view.php?id=28952&rownum=0&actions=grade&...>. The course information is "Course: COS Test Course Summer 2014" and "Test Assignment #1". The student's name is "Student Melissa Casper".

The submission details are as follows:

- Submission:** Submitted for grading, Graded. Assignment was submitted 20 days 22 hours early. Student cannot edit this submission. Test document with hyperlinks.pdf. Comments (0).
- Grade:** A dropdown menu is set to 3.75.
- Current grade in gradebook:** 3.75.
- Feedback comments:** A text area containing the comment "Good Job on your first assignment!".

Red boxes highlight the submission toolbar, the grade dropdown, and the feedback comment area.

6. Enter any comments in the **Feedback comments** box
7. You may send an electronic file back to the student by clicking the **Add** button under Feedback files and **Browsing** and **Uploading** the file
8. Click **Save changes**
If the Notify students box is checked, the student receives an email saying the assignment has been graded once you click **Save Changes**.


Feedback comments

Good Job on your first assignment!

Annotate PDF ?

Feedback files Maximum size for new files: 64MB

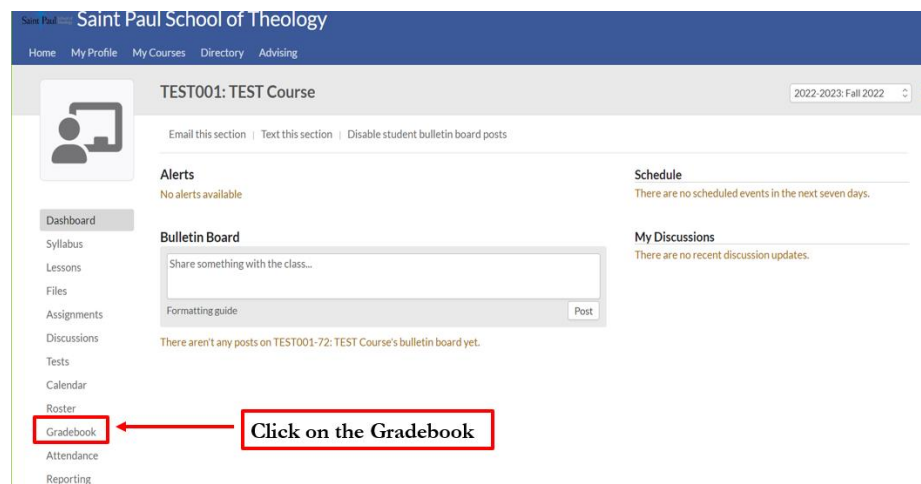
Files


Test file to return to a

Notify students

J. Submit Final Grades

Final letter grades may be submitted electronically via Populi anytime before the Final Grade due date as published by the Registrar.



Saint Paul Saint Paul School of Theology

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TEST001: TEST Course 2022-2023: Fall 2022

Edit grades | Export XLS | Export CSV | Import CSV | Finalize course

Student **Final Grade** ← **Click on Final Grade**

Test Student --

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Gradebook

Saint Paul Saint Paul School of Theology

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TEST001: TEST Course 2022-2023: Fall 2022

Gradebook | Finalize course

Final Grade & Attendance ← **Click on Edit Final Grades...**

Edit Final Grades & Attendance

Statistics
No statistics available.

Name	Attendance	Grade	Letter Grade	Comment
Student, Test	0%	--		

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TEST001: TEST Course 2022-2023: Fall 2022

Gradebook | Finalize course

Final Grade & Attendance

Save or Cancel

Statistics
No statistics available.

Name	Attendance	Grade	Letter Grade	Comment
Student, Test	0	0	F	

← **Click on the Grade dropdown arrows**

Dashboard
Syllabus
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Files
Assignments

Gradebook | Finalize course

Final Grade & Attendance

Save or Cancel

Statistics
No statistics available.

Name	Attendance	Grade	Letter Grade	Comment
Student, Test	0	0	F	

1) Select the grade
2) Click Save

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TEST002: TEST Course2 2022-2023: Fall 2022 Section 2

Edit grades | Export XLS | Export CSV | Import CSV | Finalize course

Student Final Grade

Test Student

Reminder: Save each section before switching to the next.

DO NOT FINALIZE COURSES!

board
bus
ms
pments
ssions
ndar
er
ebook

Gradebook | Finalize course

Final Grade & Attendance

Edit Final Grades & Attendance

Name	Attendance	Grade	Letter Grade	Comment
Student, Test	0%	96%	A	

Statistics

Grade	# Students	Percent
A	1	100%

Mean 96.0% (A)
Median 96.0% (A)

You're Finished!

DO NOT FINALIZE COURSES!

Dashboard
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Assignments
Discussions
Tests
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Roster
Gradebook
Attendance

Merge Moodle Sections

1. Go to the course section you want to use for the semester
2. Click on the **Participant** tab

The screenshot shows the Moodle course page for 'Test Course'. The browser address bar is 'moodle.spst.edu/course/view.php?id=1340#section-0'. The course navigation tabs are 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. The 'Participants' tab is highlighted with a red box. The left sidebar shows the course structure with 'General' selected. The main content area shows the 'General' section with a photo of the Golden Gate Bridge.

3. Click the **Enrolled Users** dropdown
4. Select **Enrollment methods**

The screenshot shows the Moodle course page for 'Test Course' with the 'Participants' tab selected. The 'Enrolled users' dropdown menu is open, and 'Enrollment methods' is highlighted with a red box. The dropdown menu includes sections for 'Enrollments', 'Groups', and 'Permissions'. The 'Enrollments' section contains 'Enrolled users' and 'Enrollment methods'. The 'Groups' section contains 'Groups' and 'Groupings'. The 'Permissions' section contains 'Overview', 'Permissions', 'Other users', and 'Check permissions'. The 'Enroll users' button is visible next to the dropdown.

5. In the **Add Method** dropdown box choose **Course Meta Link**

The screenshot shows the Moodle interface for a 'Test Course'. The 'Enrollment methods' section is active, displaying a table with the following data:

Name	Users	Up/Down	Edit
Manual enrollment	11		[Icons]

A dropdown menu is open over the 'Add method' button, showing options: 'Choose...', 'Guest access', 'Self enrollment', 'Course meta link' (highlighted in red), and 'Choose...'.

6. Select the course section you want to merge from the drop-down **Search** box

7. Click the **Add method** button

The screenshot shows the 'Course meta link' configuration page. The 'Link course' field is set to 'No selection' and the 'Add to group' field is set to 'None'. The 'Add method' button is highlighted in red.

All the enrolled users from the selected section should now be displaying in your participant list and all of them can access the Moodle section you will use.