Faculty Instructions for Customizing Textblocks and Uploading Content

Once we have received your request (please include your class ticket #) for exhibit space on the Virtual Freshman Celebration 2011 Moodle page, we will create a Moodle textblock for you labeled with your name and class ticket #. We will create a forum in that textblock for your students to upload their submissions.

To get into your Moodle display area:

- Log in to Moodle at http://moodle.csun.edu/ (you can get there from the CSUN home page), using your portal login user name and password.
- After you log in, you will see “Virtual Freshman Celebration 2011” (VFC2011) in your class list on the right side of the screen. Please note: as a faculty member, you can see this site now, but your students won’t be able to see it until the start of the project upload period (Nov. 18-23).

1. Select (click on) VFC2011. You will see a block with your name and class ticket number. This block is your display area. You have editing privileges for this block and—if you like—you can also change the font, modify the colors, upload a picture of your class, and otherwise generally customize and “decorate” your block. Uploading instructions for you and/or your students:

To post a project, you or your students will

   a. log into Moodle,
   b. choose the course called “Virtual Freshman Celebration 2011,”
   c. go to the forum created for your class (it will have your name and your U100 ticket #), and
   d. click on “Add a new discussion topic.” A discussion textbox will appear.

2. Students (or you) should name their project in the discussion post subject line.
3. In the discussion box, students (or you) will add a brief description (no more than 50 words, edited and proofread) of their specific project. If they wish, students (or you) can focus on the experience of creating the project. For example, “We created this YouTube video to explore the issue of….One of the major challenges of designing the project was…”
4. To upload a file: use the attachment function located at the top of the discussion textblock.
5. To add a link in Moodle pointing to a wiki or a website outside Moodle, like YouTube, Flicker, Prezi, and so on:

   a. Log into Moodle and type the name of your project in the discussion post subject line (see steps 1 and 2 above).
   b. In a separate browser window, open up your project’s website. For example, go to the YouTube page for your project.
   c. Highlight and then copy the URL (web address) for this website. Keep the website’s window open (OK to minimize it).
   d. Go back to the Moodle discussion forum page (step 5.a. above).
   e. Underneath your description in the textblock, type the title of your project--for example, Fighting to Save Dolphins-- and then highlight it.
f. With the project title highlighted, click on “add a link” at the top of the discussion box (the icon looks like a chain link).

g. A dialog box will open. Click and then paste your project’s web address into the dialogue box; scroll down and click in the small box labeled “Open in New Window.” Everything else already defaults to the correct settings.

h. Click “Post to Forum” when you are done.

i. Check (or have someone else check) to see that the link you have created works properly.

Reminder: Facebook and some other websites require the “viewer” to have accounts. Make sure your privacy controls for Facebook and similar projects allow entry to all “visitors,” not just “friends.”

**Why we’re using Moodle forums**

- Using Moodle forums allows students to comment on and discuss the projects. We have posted guidelines for respectful discussion on the Freshman Celebration Moodle page. Please ask your students to review these guidelines before participating.

**Help**

- For help customizing your textblock, uploading projects, and captioning:
  - Moodle Basic Training Guide: [http://www.csun.edu/it/training/pdfs/moodle_getting_started.pdf](http://www.csun.edu/it/training/pdfs/moodle_getting_started.pdf)
  - Academic Technology’s Moodle page (includes how to get help and walk in hours for the Faculty Technology Center): [http://www.csun.edu/at/teaching/tools/moodle.html](http://www.csun.edu/at/teaching/tools/moodle.html)
  - Email Faculty Technology Center ftc@csun.edu or call X3443
  - Captioning: Please visit CSUN’s Universal Design ATI’s resources:
    - [http://www.csun.edu/at/teaching/tools/index.html#captioning](http://www.csun.edu/at/teaching/tools/index.html#captioning)
    - [http://www.csun.edu/accessibility/toolkit/descimages.html](http://www.csun.edu/accessibility/toolkit/descimages.html)
    - Google Captioning for YouTube: [http://www.youtube.com/watch?v=kTvHIDKLFqe](http://www.youtube.com/watch?v=kTvHIDKLFqe)
  - More captioning help: For individual help and classroom presentations, faculty can also contact CSUN’s Universal Design Accessible Technology Initiative Coordinator, Sue Cullen: susan.cullen@csun.edu
  - For other questions, email lisa.riccomini@csun.edu or cheryl.spector@csun.edu