

Moodle Notes

Improving the Presentation of your Opening Page

- [\[Topic or Weekly Titles & Summaries\]](#)
- [\[Adding an Image\]](#)
- [\[Ready to Go\]](#)

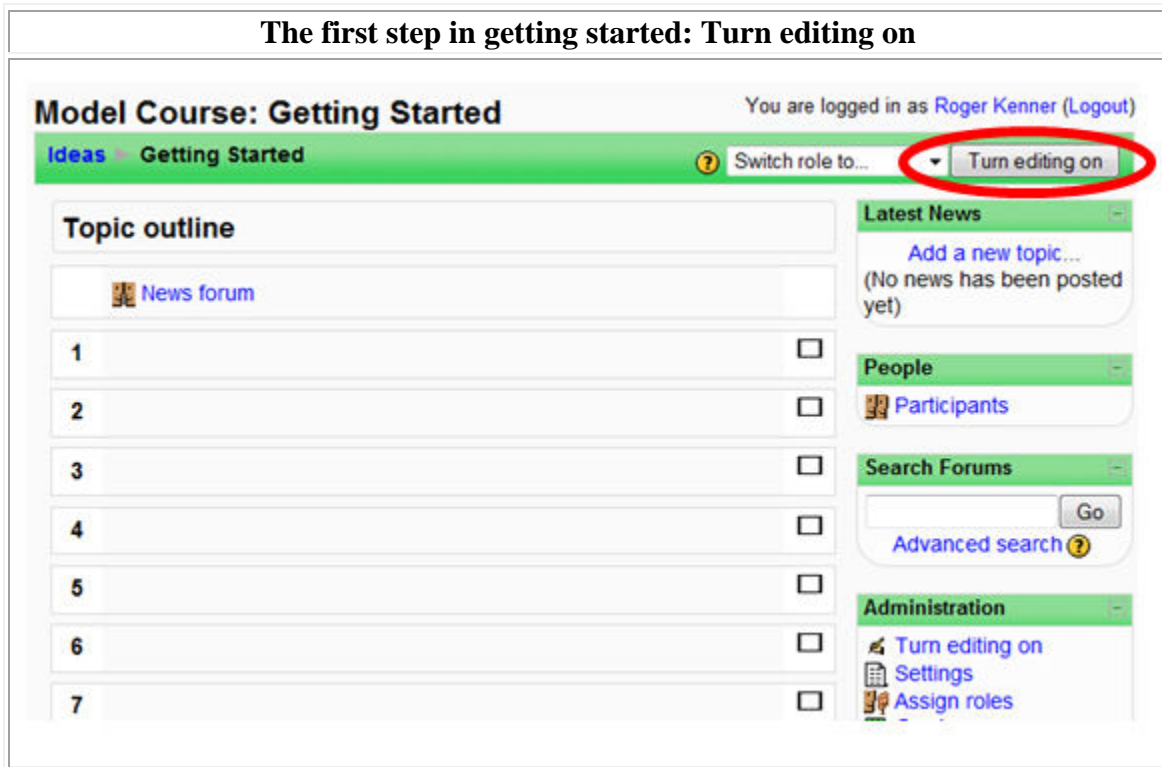
Adding Titles and Summaries to the Weekly or Topic Blocks

Your course materials are presented through a series of content blocks, organized either by topic or by week. You can have as many of these blocks as you need. To make things more interesting, each block can contain a title and a short summary of the contents.

Moodle labels the first content block on your screen as "Block Zero". This block will in effect become the "Home Page" of your site, as you fill it with your course title and other information, words of welcome and perhaps even an image or two. As you add material, the size of the block will expand to fill most of the screen, and will be the first thing your students see whenever they arrive on your Moodle course page.

To get started, go to the opening page of your site, and turn the editing on.

The first step in getting started: Turn editing on



The screenshot shows the Moodle course interface for "Model Course: Getting Started". The user is logged in as Roger Kenner. The "Turn editing on" button is highlighted with a red circle. The page includes a "Topic outline" section with a "News forum" and a list of 7 topics. The right sidebar contains sections for "Latest News", "People", "Search Forums", and "Administration".

Model Course: Getting Started You are logged in as Roger Kenner (Logout)

Ideas > Getting Started Switch role to... Turn editing on

Topic outline

News forum

1	<input type="checkbox"/>
2	<input type="checkbox"/>
3	<input type="checkbox"/>
4	<input type="checkbox"/>
5	<input type="checkbox"/>
6	<input type="checkbox"/>
7	<input type="checkbox"/>

Latest News

Add a new topic...
(No news has been posted yet)

People

Participants

Search Forums

Go
Advanced search ?

Administration



- Turn editing on
- Settings
- Assign roles


The Opening Screen in Edit Mode

Model Course: Getting Started You are logged in as Roger Kenner (L


Ideas ▶ Getting Started ? Switch role to... Turn editing

Topic outline



 **News forum** → ⌵ ⌴ ✕ 👁 👤
? Add a resource... ?
Add an activity...

1 
? Add a resource... ?
Add an activity...


Latest News

 👁 ✕ ⬅️ ⬇️
[Add a new topic...](#)
(No news has been po yet)

People

 👁 ✕ ⬅️ ⬆️ ⬇️
[Participants](#)

Search Forums

 👁 ✕ ⬅️ ⬆️ ⬇️

In all the content blocks, you will see an icon of a hand holding a pencil; this is the edit icon. Click on the edit icon in block zero.

Click on the "Edit" icon in Block Zero

Topic outline


 **News forum** → ⌵ ⌴ ✕ 👁 👤
? Add a resource... ?
Add an activity...

You will see a new screen that looks like a word processor.

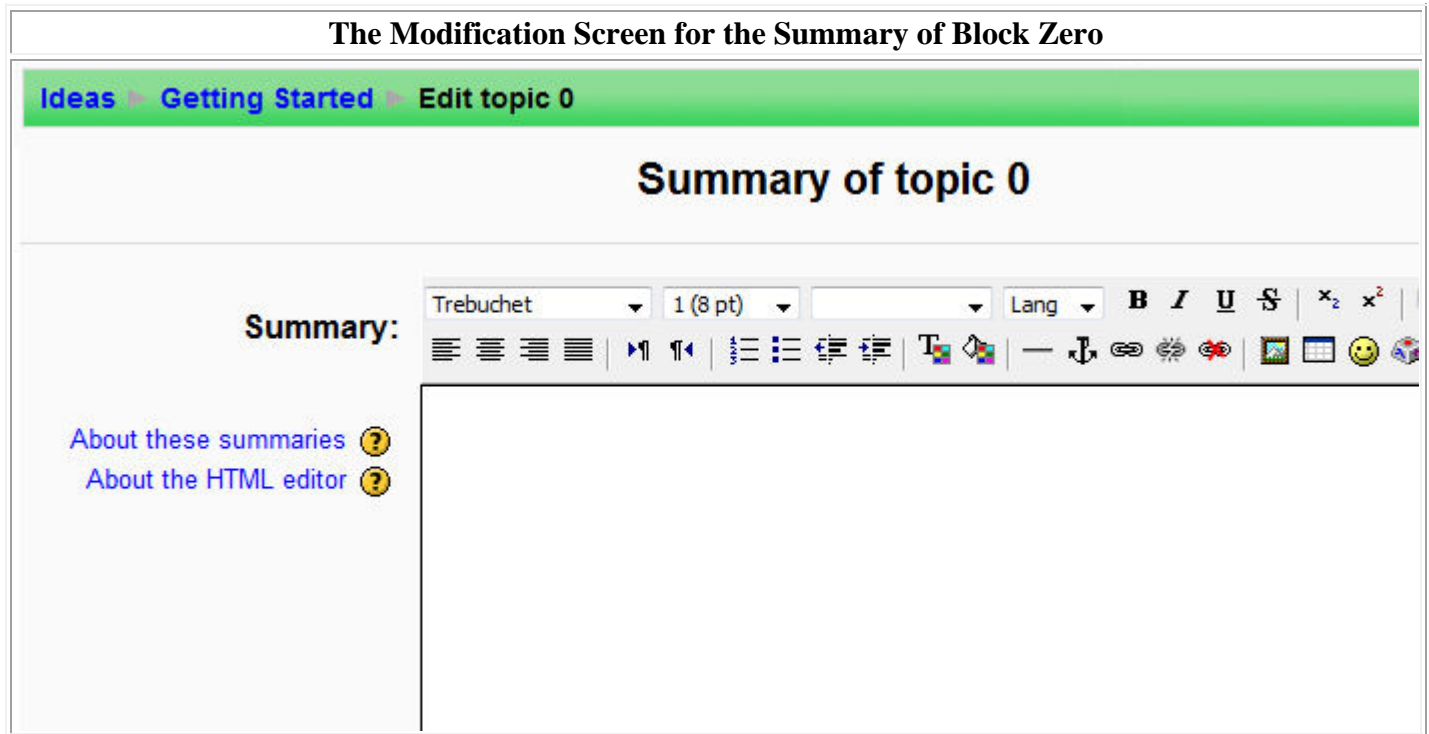
The Modification Screen for the Summary of Block Zero

[Ideas](#) ▶ [Getting Started](#) ▶ [Edit topic 0](#)

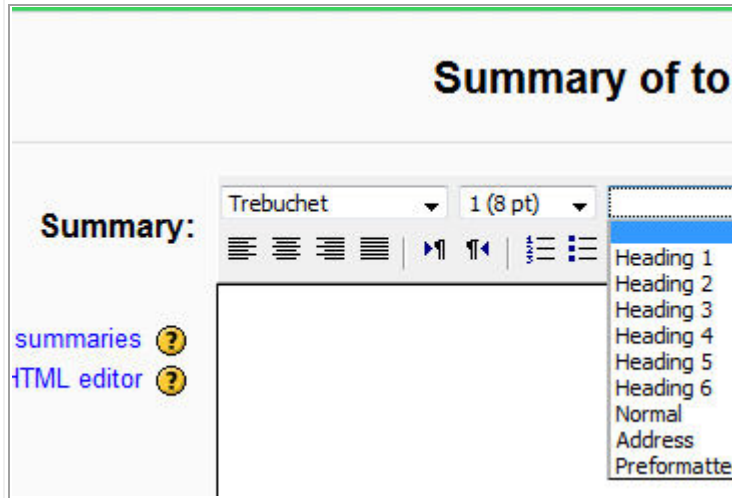
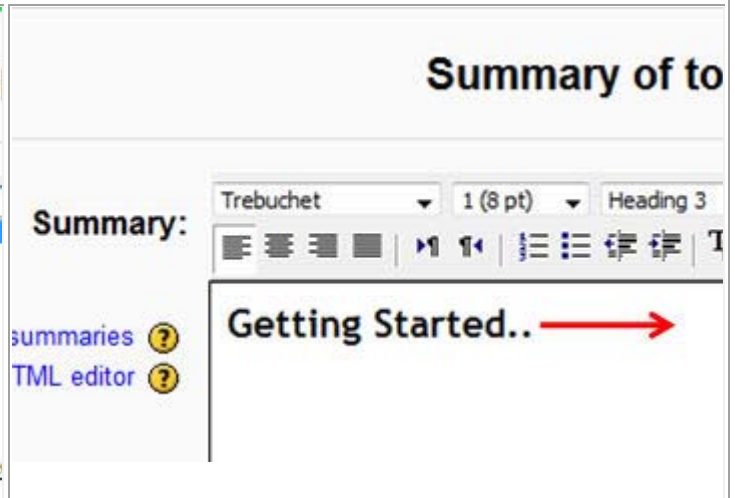
Summary of topic 0

Summary:

[About these summaries](#) ?
[About the HTML editor](#) ?



Most boxes in Moodle where you can compose text include a full set of editing controls, much like any word processor: You can select fonts, type sizes and title sizes as well as being able to add or modify links, tables and images. (To use this tool on a Macintosh computer, you must be using *Firefox* as your web browser.)

Choose your settings...	...and start writing...
<p style="text-align: center;">Summary of to</p> <p>Summary:</p> <p>summaries ? HTML editor ?</p> 	<p style="text-align: center;">Summary of to</p> <p>Summary:</p> <p>summaries ? HTML editor ?</p> 

...when finished, save your changes

Summary of topic 0

Summary:

summaries ?
HTML editor ?

Trebuchet 1 (8 pt) Heading 4 Lang **B** *I* U ~~S~~

Getting Started with *Moodle*

Roger Kenner

Save changes

Don't forget to save your work, by clicking the Save Changes button at the bottom of the screen.

If you prefer to work with the underlying HTML code, press the <> button.

HTML Code View

Trebuchet 1 (8 pt) Heading 4 Lang **B** *I* U ~~S~~ x_2 x^2

You are in TEXT MODE. Use the [<>] button to go back to WYSIWYG MODE.

```
<h3>Getting Started with <span style="font-style: italic;">Moodle</span></h3>  
<span style="font-weight: bold;">Roger Kenner</span><br />
```

The result of saving your changes are immediate

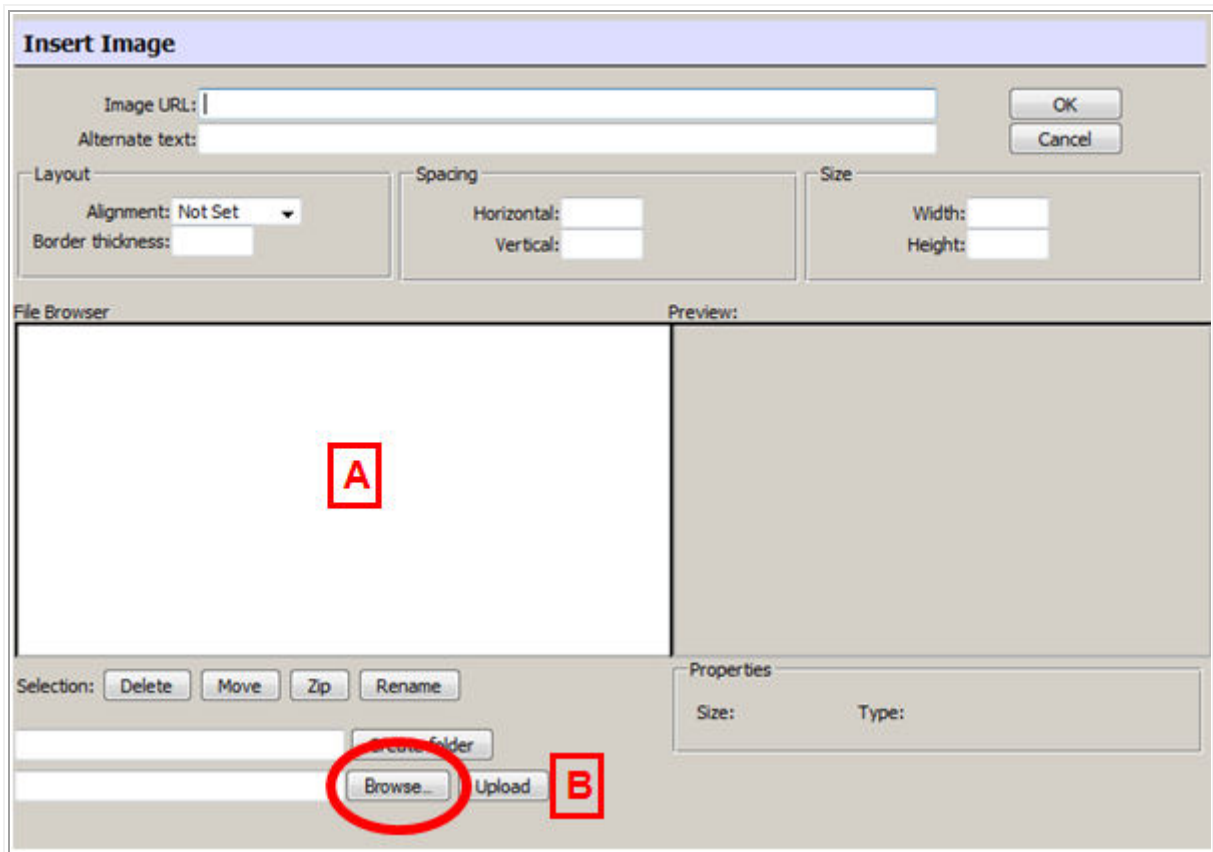
In Edit Mode	In Normal Mode
<p>Topic outline</p> <p>Getting Started with Moodle</p> <p>Roger Kenner</p> <p>News forum → [icons]</p> <p>Add a resource...</p> <p>Add an activity...</p>	<p>Model Course: Getting Started</p> <p>Ideas ▶ Getting Started</p> <p>Topic outline</p> <p>Getting Started with Moodle</p> <p>Roger Kenner</p> <p>News forum</p>

Adding an Image

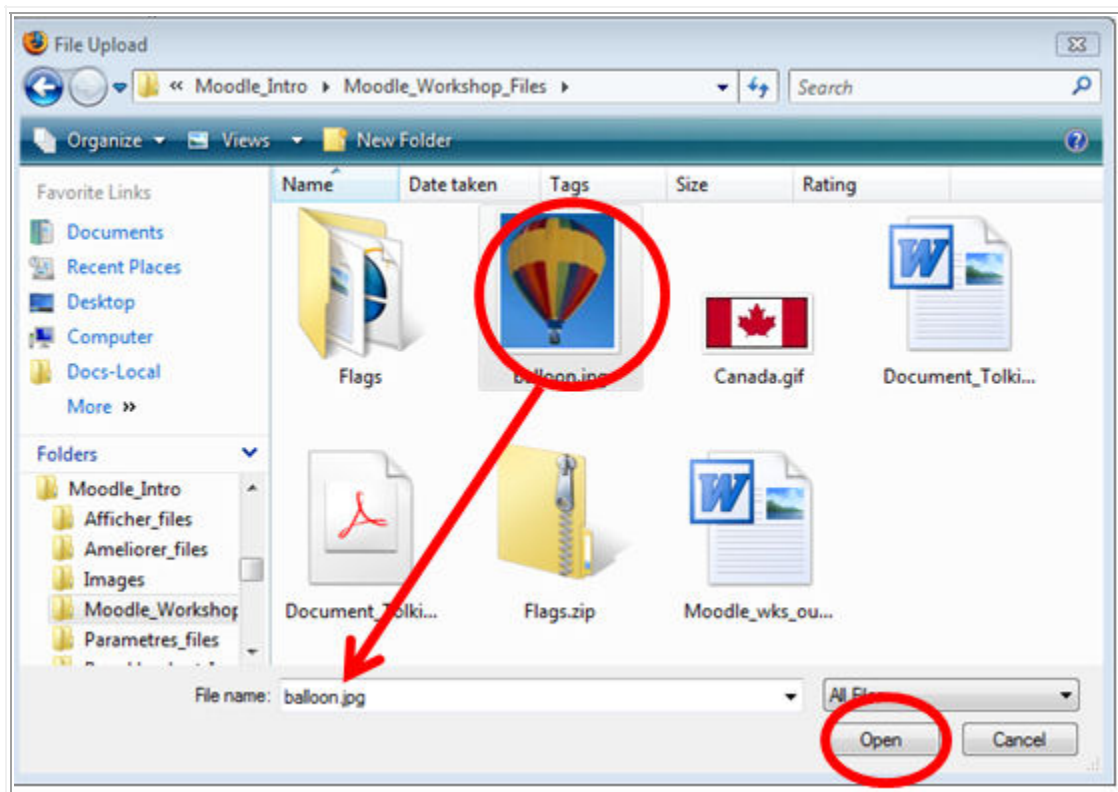
To add an image to your opening content block, click once more on the "Edit" icon for Block 0. Once inside, place your cursor at the very beginning of what you had typed before, and then click on the icon which looks like a painting. (Note, only one very specific approach is being demonstrated here. Many other sequences are possible. You could have started with the image first, for example.)

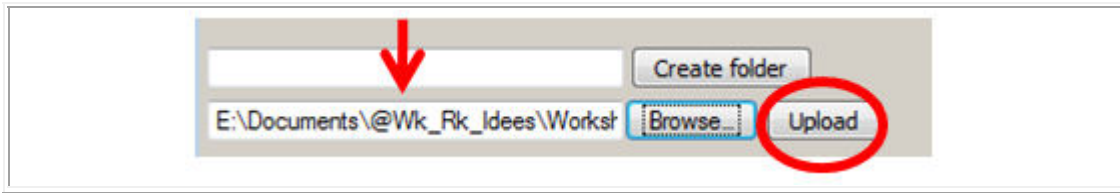
The image contains two side-by-side screenshots of the Moodle interface. The left screenshot shows the 'Getting Started with Moodle' block in edit mode. The 'Add/Edit Image' icon (a paint palette) is circled in red. Below the block title, there is an 'Edit summary' button and a 'News forum' link with various icons. At the bottom, there are buttons for 'Add a resource...' and 'Add an activity...'. The right screenshot shows the 'Summary of topic 0' view. A red arrow points to the 'Add/Edit Image' icon next to the block title 'Getting Started with Moodle'. The text 'Roger Kenner' is visible below the title. A rich text editor toolbar is visible at the top of the right screenshot.

Clicking on the "Add/Edit Image" icon opens the "Add an Image" dialogue screen. You may choose an image from among the ones already on your site (See "A" below) or you may find and upload a new image file from your desktop computer (See "B" below).

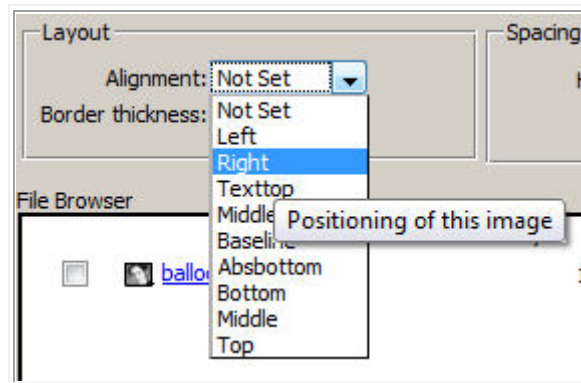
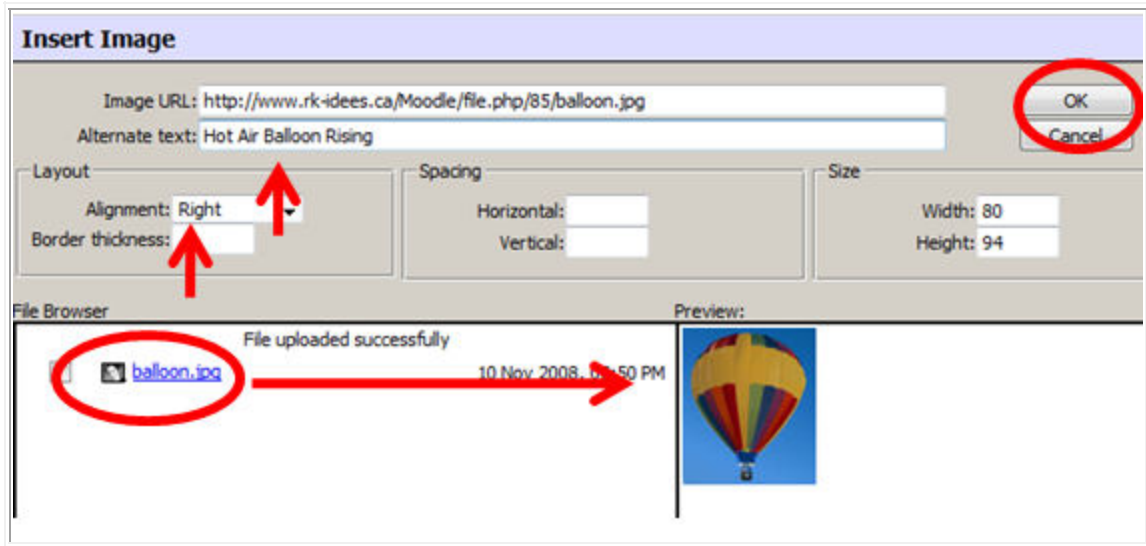


Since you currently have no image files in the section marked "A", click on the "Browse" button down in section "B". Locate and select the desired image and then close the window by clicking on "Open". This will bring you back to the former screen, where the address of the file is now showing in the white box next to "Browse". Click on "Upload" to transfer the file indicated up to your file space on the Moodle server.





As you select each image shown in our file space, a thumbnail appears. You can stop when the appropriate thumbnail is showing. Once you have chosen the image, you need only set its alignment (right alignment works well in many cases) and furnish an alternate text. The alternate text box is obligatory. As you move your cursor over to the "Ok" button, glance at the size of the picture. Anything over about 500 pixels is too large for this purpose. You should resize the picture outside Moodle and then upload it again.



Once you close the Insert Image dialogue screen, the image appears on your Edit Summary screen and, once you save your changes on that screen, it will appear on the opening page.

Summary of topic 0

Summary:

Trebuchet 1 (8 pt) Heading 3 Lang **B** *I* U ~~S~~ x₂ x²

summaries ?
TML editor ?

Getting Started with *Moodle*

Roger Kenner



Save changes

Topic outline

Getting Started with *Moodle*

Roger Kenner



News forum → ↕ 🔊 × 🌐 🗑️



Add a resource...



Add an activity...

1



Ready to Go!

Soon, after you've added titles to each block, and maybe some summaries and some images, your opening page will have a much more elegant and finished look. You're ready now to begin adding in the actual content of your course.


Model Course: Getting Started


You are logged in as [Rog](#)

[Ideas](#) > [Getting Started](#) Switch role to...


Topic outline

Getting Started with Moodle

Roger Kenner
 [News forum](#)




1 Topic One: Ancient Egypt



46.000000, 29.800000, 24.900000
Pyramides de Gizeh, Mykénos, Khéops, Khéofes


2 Topic Two: Ancient Greece



Latest News

[Add a](#)
(No news h
yet)











People

 [Particip](#)

Search For

[Advanci](#)

Administra

-  [Turn ec](#)
-  [Settings](#)
-  [Assign |](#)
-  [Grades](#)
-  [Groups](#)
-  [Backup](#)
-  [Restore](#)
-  [Import](#)
-  [Reset](#)
-  [Reports](#)