

Moodle 2.1+ Site Administration

*Setting up your Moodle Site Administration
for optimal management*



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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.

The word Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment, which is mostly useful to programmers and education theorists. It's 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. Anyone who uses Moodle is a Moodler.

Moodle.org is our community site where Moodle is made and discussed. Please use the menus to explore and join in! ([http://docs.moodle.org/20/en/About Moodle](http://docs.moodle.org/20/en/About_Moodle))

Site Admin Introduction

Moodle 2.1+ is flexible and allows you to change any settings you make at any time. Some settings are best set prior to adding courses or participants to your site. For example, user defaults, security settings, and advanced features should be explored prior to course implementation. None of the settings are permanent, nor are they required. As you explore how the settings affect your server and user options, you are free to adapt and modify settings at any time.

Notifications

This is where you can go to check the version of Moodle you are running and when your most previous build took place.

Users

Upload Users

There are a variety of ways to add users to your Moodle.

1. Site admin > Users > Accounts > Add a new user (or) Upload users
 - a. Add a new user is a manual addition
 - b. Upload users is through a CSV file
2. To learn details for uploading a proper CSV file go to:
<http://docs.moodle.org/20/en/admin/uploaduser>

Bulk User Actions

This feature allows admins to select users by creating filters based on the needs of the admin. Options include

- Deleting user accounts
- Display users with common characteristics/roles
- Download user data in text, ODS, or Excel format
- Force users to change passwords

Roles in Moodle

There are several roles in Moodle other than the Site Administrator. This allows the wealth of management to be shared but at limited roles so that high level actions can only be changed by the site admin.

To get to the roles:

1. Site admin > Users > Permissions > Define roles
2. Click the role you would like to study or edit
 - a. If you are going to edit a role, it is best to copy that role, rename it and change only the copy.
 - b. That way you have the original intact in the event that the changes don't work as expected and need to be reverted
3. If you'd like to add a role, click Add a role, name it, set the parameters you want that role to fulfill
4. For more about roles: http://docs.moodle.org/20/en/Roles_2.0

Language Settings

Moodle 2 supports 89 standard world languages. Moodle is written in international English and is the default language upon installation. Best practice dictates loading the regional language packs where they are available.

The Moodle Admin has control over the availability of language packs that are loaded on the server and available for teacher use in courses, as well as setting the default language. Additionally, the language pack is a user preference that can be changed in the individual profile. Participants will need to choose their language in their profile so their language of choice is selected.

Setting your language before you delve into the other settings will allow you to configure your server to match your needs.

1. Import Language Packs

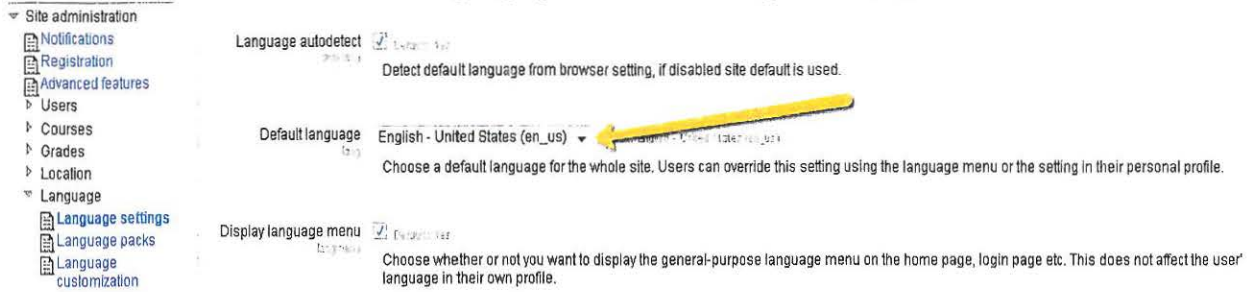
- a. Login to your Moodle as Site Admin
- b. Click Settings > Language > Language packs
- c. Select the desired language pack in the column on the right
- d. Click the ‘Install selected language pack’ button

The screenshot shows the Moodle administration interface for language packs. On the left is a navigation menu with 'Language packs' selected. In the center, a box titled 'Installed language packs' lists several languages, with 'English - United States (en_us)' selected. Below this list are buttons for 'Uninstall selected language pack' and 'Update all installed language packs'. On the right, a box titled 'List of available languages' shows a scrollable list of 89 languages, with 'English - United States (en_us)' selected at the bottom. Below this list is a button for 'Install selected language pack'.

2. Setting the Site Default Language

- a. Click Settings > Language > Language settings
- b. Locate the ‘Default Language’ setting

c. Select the desired language pack from the drop down list



The screenshot shows the Moodle site administration interface. On the left is a navigation menu with categories like 'Site administration', 'Language', and 'Language settings'. The main area displays three settings:

- Language autodetect**: A checkbox that is checked. Description: 'Detect default language from browser setting, if disabled site default is used.'
- Default language**: A dropdown menu currently set to 'English - United States (en_us)'. A yellow arrow points to this dropdown. Description: 'Choose a default language for the whole site. Users can override this setting using the language menu or the setting in their personal profile.'
- Display language menu**: A checkbox that is checked. Description: 'Choose whether or not you want to display the general-purpose language menu on the home page, login page etc. This does not affect the user language in their own profile.'

Keep in mind

- Language packs can be forced in a course or can be set to be selected by user
 - Foreign language instructors may want to force the language
- Language packs do not translate words entered into Moodle. Only core Moodle pieces are translated on all Moodle pages.
- Explore the various language options on your profile

Time Zone and Location Settings

Moodle supports all world time zones in the default time zone as well as in UTC (Universal Time Codes) if you'd like. The advantage to using UTC is that they include daylight saving time rules.

Setting the time zone is important in Moodle as teachers set due dates and activity opening and closing times, therefore it is a significant setting to establish. An example is if a teacher sets an activity to open at a certain time, the server will use the teacher's time zone to set the time. Then, it will adjust the time displayed for each participant based on their selected time zone.

Set up

Let's review your server's time zone

1. Navigate to your Settings > Location > Update time zones
2. Click continue
 - a. This will update the Region/city codes on your server.

Location settings

1. Navigate to your Site admin > Location > Location settings
2. Adjust your default time zone settings
3. Selecting a time zone in the forced area will force all users to the default standard time zone you selected
4. Select your default country
5. Type in your default city if you'd like
6. Scroll to the bottom of the page and click the save changes button
 - a. You will know you have been successful when you see the "Changes saved" message at the top of the page

Site Policies

This area of Moodle allows you to set policies site wide that impact all users.

Setting your sight policies

1. Go to Site Administration > Security > Site policies
2. Select the settings that you want for your organization
3. Be sure to select your settings before you set up user accounts so all users are affected

Here are some user accounts setting details to consider

Option	Function
Protect usernames	Prevents any hints to lead user to guessing of username or email address
Force users to log in	Forces log in before users see Moodle home
Force users log in for profiles	Requires all users to log in before seeing any user profiles
Open to Google	Do you want Google to be able to access your Moodle?
Profile visible roles	Determine who is able to see the profiles of other participants or course members
Maximum uploaded file size	This sets the maximum file size allowable for upload and can be adjusted at the course and activity level
User quota	This setting sets the maximum allowable size for their personal file repository
Maximum time to edit posts	This setting does not affect teachers or administrators
Allow extended characters in username	Enable this option if you are using email addresses as usernames
Site policy URL	Upon first time log in users are required to agree to your user agreement
Site policy URL for guests	You may set an agreement for guests who access your site
Password policy	Activating these elements will set specified restrictions for password policies. This setting will not affect passwords assigned via the bulk user upload process

Front Page Settings

These settings allow you to determine what is shown on the front page to normal users.

To access your front page settings

Site administration > Front page > Front page settings

Here are front page setting details to consider

Option	Function
Full site name	This sets the site name that is shown in the top banner of some themes. It is best practice to assign your site a name
Short name for site	This short name needs to be written as all one word, no spaces. It will be displayed as the first breadcrumb in the navigation crumb trail. Clicking this short name will return participants to the Moodle home page
Front page description	This is what shows in your Course/site Description block
Front page and Front page items when logged in	Select your choices from the drop down menu. Explore and experiment with this to determine what you like
Include a topic section	This option allows you to place content and information on your front page for access after users log in. To access and edit this area, you must activate your editing on the front page. If no content is in this section, it will not be visible to users.
News items to show	If you are using the Latest news on your front page, select the number of items you would like visible to logged in users

Be sure to click the Save changes button to activate your choices.

Site Themes

Theme selector

Moodle has pre-installed themes for users. Themes are set with their own settings for each, therefore, exploring and experimenting with theme choices will demonstrate the differences and the styles within each.

To select a theme:

1. Site administration > Appearance > Themes > Theme selector
2. Look over the themes and select 'Use for modern browsers' to change your default site theme
 - a. Use for modern browsers will ascertain that your Moodle will work in Safari, Chrome, etc.
3. To customize the themes for your site click
 - a. Site administration > Appearance > Themes > select the theme you would like to customize

Theme Settings

This area of the Site admin allows you to set site wide options for the theme functions. There are a variety of options you can set from the site level to the user level.

Option	Function
Allow user themes	This will allow each user to select their own theme for Moodle, but does not override course themes set by instructors
Allow course themes	This allows instructors the flexibility to select a theme for their own course
Allow category themes	This allows themes to set for each category
Allow users to hide blocks	This is a very nice feature that allows users to customize the look and feel of their own Moodle to match their learning and processing needs
Allow blocks to use the dock	Another very nice feature for users to customize the look and feel of their Moodle

Be sure to click the Save changes button at the bottom of the page to activate your selections.

Administrator Account Settings

You have much flexibility with your administrator accounts in Moodle. There are now a variety of Administrator Roles you can assign so that not all elements are accessible to all admin roles. For security and regulation reasons it is best to limit the number of administrators on your Moodle site to as few people as needed.

Adding a new user to Moodle

1. Site admin > Users > Accounts > Add a new user
2. Complete the required fields
 - a. Using changeme or change.me will force a password change upon first time log in for all users with that password
3. Click the Update profile button to save changes and add the user to Moodle

Assigning roles in Moodle

1. Site admin > Users > Permissions > Site administrators
2. Select the name of the user you want to add as admin and click the add button to grant them Site admin rights
3. Confirm that you want to add this user by clicking the Continue button

Understanding Moodle's Advanced Features

Moodle's "Advanced features" include new features that affect course development and functions. This is where you can activate/deactivate site wide features.

1. Site admin > Advanced settings
2. Browse the options and enable/disable the features as needed for optimal course functions for your organization
3. As you explore Moodle and use the variety of features, you may come back and change them as needed at any time
 - a. Remember the changes are site wide and will affect all courses
4. Click the Save changes button to assure your changes are completed

For details on the Advanced features check here:

<http://docs.moodle.org/20/en/admin/setting/optionalsubsystems>

Site Registration

Registering your Moodle with the Moodle.org community hub (known as MOOCH) will set you to receive notifications of security fixes and new releases. This is not a required action, however, it will keep you informed and you have the option to keep your site private or make it public.

Set up your registration

1. Site admin > Registration
2. Register with Moodle.org (MOOCH)
3. Complete the registration page with your information
4. Click the Register button at the bottom of the page

Plugins: Filters

The filters in Moodle allow users to handle different types of multimedia files within Moodle.

To activate the filters:

1. Site admin > Plugins > Filters > Manage filters
2. Locate the Multimedia plugins
3. Check the box next to the plugins you would like activated
4. Click the Save changes button at the bottom of the page to activate your selections
5. For more information on the filters

<http://docs.moodle.org/20/en/admin/setting/filtersettingfiltermediaplugin>

Opening/Closing Your Site

Setting your server for maintenance mode

There will be times you want your server to be free of users, whether for updates or maintenance. You can set your site so that no one but admins can log in.

To set maintenance mode:

1. Site admin > Server > Maintenance mode
2. Enable from the Maintenance mode drop down
3. Create a message to let users know when the site is expected to be running again for general use
4. Once you have completed your maintenance you will need to reset your mode to Disable so all users can access and use the site

Force Log Ins

Enable this feature so only users with passwords and log ins can access your site and courses.

To force log in:

1. Site admin > Security > Site policies
2. Locate the option Force users to log in
3. Click the check box to add a checkmark to enable this feature
4. Click the save changes button at the bottom of the page

Create a custom message (optional)

If you'd like to create a custom message for users to see on the log in page, use the log in instructions block. The block does not show or activate until there is content to display.

To create a custom message:

1. Site admin > Plugins > Authentication > Manage authentication
2. Scroll to the Manage authentication page until you see the 'instructions' edit box
3. Type in your custom message
4. While you are here you can also choose to remove the Guest log in button
 - a. This is helpful if you do not encourage or allow guests in the site
 - b. Locate the settings for the Guest log in button and select 'Hide' from the options
5. Click the save changes button to activate your desired changes

Courses

Course default settings

You have several options when it comes to adding courses to your Moodle. You can create individual courses or you can have teachers request a course through Moodle. Regardless of which method you choose, it is best to set your course default settings at the admin level.

To set Course default settings:

1. Site admin > Courses > Course default settings
2. Select the elements you want for the course defaults for each new course
3. Click the save changes button at the bottom of the page to activate your changes

Course request settings

If you'd like your teachers to be able to request a course through Moodle, set your course request in the site admin settings.

To set Course request:

1. Site admin > Courses > Course request
2. Check the Enable course requests box

3. Select the category where you would like all new courses to go upon acceptance
 - a. The category can be changed later if you'd like
4. Select the name of the admin who will receive the course request notification
 - a. That person will go into Moodle and accept or reject the course request
5. Click the save changes button at the bottom of the page

Courses pending approval

To see and access pending requests:

1. Site admin > Courses > Pending requests
2. To the right of each request will be an Accept or Reject button
3. Press the accept button and the user will get an email notifying them of acceptance and they will be able to access their course and start building
4. Press the reject button and a field will come up for you to type a message to the requester notifying them that their request was rejected and why

Your Moodle Site Documentation

Notifications

Moodle version	
Latest build	

Registration

Did you register with Mooch?	
Did you register with any hubs?	
Which hub?	

Advanced Features

Feature	Default	Setting
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	
Blog visibility	All site users can see all blog entries	
Networking	No	
Enable conditional access	No	
Enable plagiarism plugins	No	

Users

Accounts > User profile fields

List any custom profile fields added to your site

Category	Short Name	Type

Accounts > Cohorts

Explain how you may use cohorts on your site

--

Permissions > User policies

Feature	Default	Setting
Role for visitors	Guest	
Role for guests	Guest	
Default role for all users	Authenticated user	
Creator's role in new course	Teacher	
Auto-login guests	No	
Hide user fields	None	
When selecting users, search and display	Email address	

Have you created any special roles on your site?

Role	Special abilities

Courses

On the Add/edit courses screen you can create course categories and assign roles, cohorts, and themes, to categories

Record your categories here

Category	Subcategory	Assigned role	Assigned cohort	Theme

Course default settings

Feature	Default	Setting
Format	Weekly	
Max number for weeks/topics	52	
Number of weeks/topics	10	
Hidden sections	Shown in collapsed form	
News items to show	5	
Show grade book to students	Yes	
Show activity reports	No	
Max upload size		
Group mode	No groups	
Force	No	
Visible	This course is available to students	
Force language	Do not force	
Completion tracking	Disabled	
Completion tracking begins on enrollment	No	

Course request

Feature	Default	Setting
Enable course request	No	
Default category for course requests	Miscellaneous	
Course request notification	Nobody	

Backups > General backup defaults

Feature	Default	Setting
Include users	Yes	
Anonymise information	No	
Include role assignments	Yes	
Include user files	Yes	
Include activities	Yes	
Include blocks	Yes	
Include filters	Yes	
Include comments	Yes	
Include user completion information	Yes	
Include log	No	
Include histories	No	

Backups > Automated backup setup

Feature	Default	Setting
Active	Disabled	
Schedule	None	
Execute at	0:0	
Automated backup storage	Course backup file area	
Save to	Empty	
Keep	1	
Users	Yes	
Include users	Yes	
Include role assignments	Yes	
Include user files	Yes	
Include activities	Yes	
Include blocks	Yes	
Include filters	Yes	
Include comments	Yes	
Include user completion information	Yes	
Include logs	No	
Include histories	No	

Grades

General settings

Feature	Default	Setting
Graded role	Student	
User profile report	User report	
Aggregation position	Last	
Include scales in aggregation	Yes	
Show submitted grades for hidden grades	No	
Enable publishing	No	
Grade export display type	Real	
Grade export decimal points	2	
Navigation method	Dropdown menus	
Primary grade export	None	
Unlimited grades	No	

Grade category settings

Feature	Default	Setting
Hide forced settings	Yes	
Aggregation	All	
Aggregate only non-empty cells	Yes/advanced	
Include outcomes in aggregation	No/advanced	
Aggregate including subcategories	No/advanced	
Keep the highest	None/force/advanced	
Drop the lowest	None/advanced	

Grade item settings

Feature	Default	Setting
Grade display type	Real	
Overall decimal points	2	
Advanced grade item options	Item info, ID number, Grade to pass, Offset, Multiplier, Grade display type	

Scales

This allows you to create custom scales that can be accessed from any course on your server.

Scale name	Values (lowest to highest)
Separate and connected ways of knowing	Mostly separate knowing, Separate and connected, Mostly connected knowing

Letters

This allows you to open the standard letter assignments default for the site. Any changes you make here will become the default for the numerical letter grade conversions for your site.

Feature	Default	Setting
Grade letter 1	A: Boundary: >93.00	
Grade letter 2	A-: Boundary: >89.00	
Grade letter 3	B+: Boundary: >87.00	
Grade letter 4	B: Boundary: >83.00	
Grade letter 5	B-: Boundary: >80.00	
Grade letter 6	C+: Boundary: >77.00	
Grade letter 7	C: Boundary: >73.00	
Grade letter 8	C-: Boundary: >70.00	
Grade letter 9	D+: Boundary: >67.00	
Grade letter 10	D: Boundary: >60.00	
Grade letter 11	F: Boundary: >0	

Report settings > Grader report

Feature	Default	Setting
Students per page	100	
Quick grading	Yes	
Quick feedback	No	
Static students column	No	
Grades selected for column averages	Non-empty grades	
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 averages	No	
Column averages display type	Inherit	
Range display type	Inherit	
Decimals in column averages	Inherit	
Decimals shown in ranges	Inherit	

Report settings > Overview report

Feature	Default	Setting
Show rank	No	
Hide totals if they contain hidden activities	Hide	

Report settings > User report

Feature	Default	Setting
Show rank	No	
Show percentages	No	
Show grades	Yes	
Show feedback	Yes	
Show ranges	Yes	
Show weightings	No	
Show average	No	
Show letter grades	No	
Range decimal points	0	
Show hidden items	No	
Hide totals if they contain hidden items	Hide	

Location

Location > Location settings

Feature	Default	Setting
Default time zone	Server's local time	
Force default time zone	Users can choose their own time zone	
Default country	Choose	
Default city	Type in choice	
GEOiP city data file	url/geoip/GeoLiteCity.dat	
Google Maps API key	Empty	
All country codes	Empty	

Location > Update time zones

Select Continue to load or update the region/city time zone list

Language

Language > settings

Feature	Default	Setting
Language auto detect	Yes	
Default language	English (en)	
Display language menu	Yes	
Languages on language menu	Empty	
Cache language menu	Yes	
Cache all language strings	Yes	
Site wide locale	Empty	
Excel encoding	Unicode	

Language > Language packs

This page allows you to select language packs to add to your Moodle site.

List any language packs that you have added to your server. Note that the parent pack is English_US and remains in all language options.

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Language > Customization

This area will allow you to modify the standard Moodle text strings if you like. Normal Moodle upgrades do not generally override these changes, however, you may want to make note of any changes you make.

Moodle term	Local term

Plugins

Activity modules > Manage activities

This area will display all of the loaded activities and resources modules on your site. From here you have the opportunity to hide the activity from users.

Blocks > Manage blocks

This area will display all of the loaded blocks loaded on your server. From here you can hide the block from users, and set the default options for some blocks.

Authentication > Manage authentication

This area lists all of the authentication methods on your server.

Available Authentication Plugins

Authentication plugin	Default	Setting
Manual accounts	Enabled	Cannot be disabled
No login	Enabled	Cannot be disabled
Email-based self-registration	Enabled	
CAS server	Disabled	
External database	Disabled	
First class server	Disabled	
IMAP server	Disabled	
LDAP server	Disabled	
MNET authentication	Disabled	
NNTP server	Disabled	
No authentication	Disabled	
PAM (Pluggable Authentication Modules)	Disabled	
POP3 server	Disabled	
RADIUS server	Disabled	
Shibboleth	Disabled	
Web services authentication	Disabled	

The changes you make here will be saved automatically.

Common Settings

Feature	Default	Setting
Self-registration	Disable	
Guest login button	Show	
Alternate login URL	Empty	
Forgotten password URL	Empty	
Instructions	Empty	
Allowed email domains	Empty	
Denied email domains	Empty	
Restrict domains when changing email	Yes	
ReCAPTCHA public key	Empty	
ReCAPTCHA private key	Empty	

Plugins > Authentication > Manual log ins

You can lock user data fields. This is useful for sites where the user data is maintained by the administrators manually by editing user records or uploading using the 'Upload users' facility. If you are locking fields that are required by Moodle, make sure that you provide that data when creating user accounts or the accounts will be unusable.

Enrollments > Manage enroll plugins

Available Course Enrollment Plugins

Enrollment plugin	Default	Setting
Manual enrollments	Enabled	
Guest access	Enabled	
Self-enrollment	Enabled	
Cohort sync	Disabled	
Category enrollments	Disabled	
External database	Disabled	
Flat file (CSV)	Disabled	
IMS Enterprise file	Disabled	
LDAP Enrollments	Disabled	
Course meta link	Disabled	
MNET remote enrollments	Disabled	
PayPal	Disabled	

Text editors > Manage editors

Text editors plugin	Default	Setting
TinyMCE HTML editor	Enabled	
Plain text area	Enabled	

Licenses > Manage licenses

Default site license: All rights reserved

Available licenses plugin	Default	Setting
Other	Enabled	
All rights reserved	Enabled	
Public domain	Enabled	
Creative Commons	Enabled	
Creative Commons – NoDerivs	Enabled	
Creative Commons – No Commercial NoDerivs	Enabled	
Creative Commons – No Commercial	Enabled	
Creative Commons – No Commercial ShareAlike	Enabled	
Creative Commons – ShareAlike	Enabled	

Filters > Manage Filters

Filter	Active?	Apply to/Default	Setting
Multimedia plugins	On	Content	
	Enable .mp3 filter	Yes	
	Enable .swf filter	No	
	Enable .mov filter	Yes	
	Enable .wmv filter	Yes	
	Enable .mpg filter	Yes	
	Enable .avi filter	Yes	
	Enable .flv filter	Yes	
	Enable .ram filter	Yes	
	Enable .rpm filter	Yes	
	Enable .rm filter		
	Enable YouTube links filter	Yes	
	Enable .ogg filter	Yes	

	<input type="checkbox"/> Enable .ogv filter <input type="checkbox"/> Enable .auto-embedding of linked images	<input type="checkbox"/> Yes <input type="checkbox"/> Yes	
Display emoticons as images	<input type="checkbox"/> Disabled <input type="checkbox"/> Apply to formats	<input type="checkbox"/> Content <input type="checkbox"/> Moodle auto-format, HTML format, Markdown format	
TeX Notation	<input type="checkbox"/> Disabled <input type="checkbox"/> LaTeX preamble <input type="checkbox"/> Transparent color <input type="checkbox"/> Density <input type="checkbox"/> Path of latex binary <input type="checkbox"/> Path of dvips binary <input type="checkbox"/> Path of convert binary <input type="checkbox"/> Convert output format	<input type="checkbox"/> Content <input type="checkbox"/> Default settings <input type="checkbox"/> #FFFFFF <input type="checkbox"/> 120 <input type="checkbox"/> /sw/bin/latex <input type="checkbox"/> /sw/bin/dvips <input type="checkbox"/> /sw/bin/convert <input type="checkbox"/> GIF	
Activity Name auto-linking	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Algebra Notation	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Database auto-linking	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Email protection	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Glossary Auto-linking	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
HTML Tidy	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Multi-Language content	<input type="checkbox"/> Disabled <input type="checkbox"/> Filter_multilang_force_old	<input type="checkbox"/> Content <input type="checkbox"/> No	
Wiki Auto-Linking	<input type="checkbox"/> Disabled	<input type="checkbox"/> Content	
Word censorship	<input type="checkbox"/> Disabled <input type="checkbox"/> Custom bad words list	<input type="checkbox"/> Content <input type="checkbox"/> Empty	
Convert URLs into links	<input type="checkbox"/> Disabled <input type="checkbox"/> Apply to formats	<input type="checkbox"/> Content <input type="checkbox"/> Moodle auto-format	

Filters > Common filter settings

Feature	Default	Setting
Text cache lifetime	1 minutes	
Filter upload files	None	
Filter match once per page	No	
Filter match once per text	No	

Repositories > Manage Repositories

Repository	Active	Setting
Server files	Enabled and visible	
Upload a file	Enabled and visible	
Recent files	Enabled and visible	
Private files	Enabled and visible	
Alfresco Repository	Disabled	
Box.net	Disabled	
Legacy course files	Disabled	
Dropbox	Disabled	
File system	Disabled	
Flickr	Disabled	
Flickr public	Disabled	
Google Docs	Disabled	
Merlot.org	Disabled	
Picassa web album	Disabled	
Amazon S3	Disabled	
URL Downloader	Disabled	
WebDAV repository	Disabled	
Wikimedia	Disabled	
YouTube	Disabled	

Question Types > Manage Question Types

This is where you manage the types of questions available for course developers to use. Some of the question types are dependent upon other question types.

Question Type	Available	Setting
Calculated	Yes	
Calculated simple	Yes	
Calculated multi-choice	Yes	
Description	Yes	
Embedded answers (Cloze)	Yes	
Essay	Yes	
Matching	Yes	
Multiple choice	Yes	
Numerical	Yes	
Random	Yes	
Random short-answer matching	Yes	
Short answer	Yes	
True/False	Yes	

Security

IP Blocker

Feature	Default	Setting
Allowed list will be processed first	No	
Allowed IP list	Empty	
Blocked IP list	Empty	

Site Policies

Feature	Default	Setting
Protect usernames	Yes	
Force users to log in	No	
Force users to login for profiles	Yes	
Open to Google	No	
Profile visible roles	Teacher, Non-editing teacher, Student	
Maximum upload file size	Server limit	
User quota	104857600	
Enable HTML Purifier	Yes	
Allow EMBED and 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	Empty	
Site policy URL for guests	Empty	
Keep tag name casing	Yes	
Profile for enrolled users only	Yes	
Cron execution via command line only	No	
Cron password for remote access	Blank	
Password policy	Yes	
Default policy	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	Yes	
Email change confirmation	Yes	

HTTP Security

Feature	Default	Setting
Use HTTPS for logins	No	
Secure cookies only	No	
Only http cookies	No	
Require flash player version	10.0.12	

Module Security

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

Notifications

Feature	Default	Setting
Display login failures to	Nobody	
Email login failures to	Nobody	
Threshold for email notifications	10	
Use clam AV on uploaded files	No	
Clam AV path	Empty	
Quarantine directory	Empty	
On clam AV failure	Treat files as OK	

Appearance

Themes > Theme settings

Feature	Default	Setting
Theme list	Empty	
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	
Custom menu items	Empty	

Themes > Theme selector

Feature	Default	Setting
Anomaly	No	
Arialist	Yes	
Binarius	No	
Boxxie	No	
Brick	Yes	
Formal white	Yes	
Formfactor	No	
Fusion	Yes	
Leatherbound	No	
Magazine	Yes	
Nonzero	Yes	
Overlay	Yes	
Serenity	No	
Sky High	Yes	
Splash	Yes	
Standard	No	
Standard (Legacy)	No	

Custom Theme Development

If you are using an externally created theme, record the details here.

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Theme Options

Themes may be customized at the CSS file level. Some allow customization via the Moodle Admin interface. Here are the standard themes and their options.

Arialist

Feature	Default	Setting
Logo	Empty	
Tagline	Empty	
Link color	#f25fof	
Column width	250px	
Custom CSS	Empty	

Brick

Feature	Default	Setting
Logo	Empty	
Link	#06365b	
Linkhover	#5487ad	
Maincolor	#8e2800	
Maincolorlink	#fffoa5	
Heading color	#5c3500	

Formal White

Feature	Default	Setting
Blocks background color	#F7F6F1	
Logo	Empty	
Column width	200px	
Display language menu	No	

Footnote	No	
Custom CSS	Empty	

Fusion

Feature	Default	Setting
Link color	#2d83d5	
Tagline	Empty	
Footertext	Empty	
Custom CSS	empty	

Magazine

Feature	Default	Setting
Background	Empty	
Logo	Empty	
Link	#32529a	
Linkhover	#4e2300	
Maincolor	#002f2f	
Maincoloraccent	#092323	
Headingcolor	#4e0000	
Blockcolor	#002f2f	
Forumback	#FCFDC6	

Nonzero

Feature	Default	Setting
Left column width	200px	
Right column width	200px	
Column width	200px	
Custom CSS	empty	

Overlay

Feature	Default	Setting
Link color	#428ab5	
Header color	#2a4c7b	
Footertext	Empty	
Custom CSS	Empty	

Sky High

Feature	Default	Setting
Logo	Empty	
Column width	240px	
Footnote	Empty	
Custom CSS	Empty	

Splash

Feature	Default	Setting
Logo	Empty	
Tagline	Virtual learning center	
Hide tagline	No	
Footnote	Empty	
Custom CSS	Empty	

Calendar

Feature	Default	Setting
Admins see all	No	
Time display format	Default	
Start of week	Sunday	
Weekend days	Sunday, Saturday	
Days to look ahead	21	
Events to look ahead	10	
Enable calendar exports	Yes	
Calendar export salt	Random text string	

Blog

Feature	Default	Setting
Enable blog associations	Yes	
Blog visibility	All site users can see all blog entries	
Enable external blogs	Yes	
External blog cron schedule	24 hours	
Maximum number of external blogs per user	1	
Enable comments	Yes	

Show comments count	Yes	
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Navigation

Feature	Default	Setting
Default home page for users	Site	
Show course categories	Yes	
Show all courses	No	
Course limit	20	

HTML Settings

Feature	Default	Setting
Remove HTML tags from all activity names	Yes	
Emoticons	Emoticons definition table	

Moodle Docs

Feature	Default	Setting
Moodle Docs document root	http://docs.moodle.org	
Open in a new window	No	

Default My Moodle Page

Allows you to set the design of the My Moodle page if you'd like

Default profile page

Allows you to set the default design of the Profile page

Course Contacts

Feature	Default	Setting
Course contacts	Teacher	

AJAX and Javascript

Feature	Default	Setting
Enable AJAX	Yes	
Use online YUI libraries	No	
YUI combo loading	Yes	

Cache Javascript	Yes	
Enable AJAX course editing	Yes	

Manage Tags

Feature	Default	Setting
Add official tag	Blank	
With selected tags	Functions <ul style="list-style-type: none"> • Reset flag • Delete • Change tag type • Change tag name 	

Additional HTML

Feature	Default	Setting
Within HEAD	Empty	
When BODY is opened	Empty	
Before BODY is deleted	Empty	

Front Page

Front page settings

Feature	Default	Setting
Full site name	Default is set at time of install	
Short name for site	Default is set at time of install	
Front page description	Default is set at time of install	
Front page	None X 4 slots Available options <ul style="list-style-type: none"> • News items • List of courses • List of categories • Combo list • None 	
Front page items when logged in	None X 4 slots Available options <ul style="list-style-type: none"> • News items • List of courses • List of categories • Combo list • None 	
Maximum category depth	Unlimited	
Include a topic section	No	
News items to show	3	
Include a topic section	No	
Comments displayed per page	15	
Courses per page	20	
Default frontpage role	None	

Front page roles

Feature	Default	Setting
Front page roles	<ul style="list-style-type: none"> • Manager • Teacher • Non-editing teacher • Student 	

Front page filters

Allows you to turn on or off available filters for front page context

Backup Setting

Feature	Default	Setting
Include enrolled users	Yes	
Anonymize user information	No	
Include user role assignments	Yes	
Include user files	Yes	
Include activities	Yes	
Include blocks	Yes	
Include filters	Yes	
Include comments	Yes	
Include user completion data	Yes	
Include course logs	No	
Include grade history	No	

Front Page Restore

Allows you to restore the front page from backup file created from the Settings > Front page settings > Backup

Front-page Questions

Access the question bank to set up or manage front page questions

Server

System Paths

Feature	Default	Setting
GD version	GD 2.x is installed	
Path to du	Empty	
Path to aspell	Empty	
Path to dot	empty	

Email

Feature	Default	Setting
SMTP hosts	Empty	
SMTP username	Empty	
SMTP password	Empty	
SMTP session limit	1	
No-reply address	noreply@localhost	
Hour to send digest emails	17	
Character set	UTF-8	
Allow user to select character set	No	
Newline characters in mail	LF	
Support name	-Admin-	
Support email	admin@nomail.xy	
Support page	empty	

Jabber

Feature	Default	Setting
Jabber host	Empty	
Jabber server	Empty	
Jabber user name	Empty	
Jabber password	Empty	
Jabber port	5222	

Session Handling

Feature	Default	Setting
Use data base for session information	Yes	
Timeout	2 hours	
Cookie prefix	M20	
Cookie path	/	
Cookie domain	Empty	

HTTP

Feature	Default	Setting
Frame name	_top	
Use slash arguments	Yes	
Reverse proxy/logged IP source	HTTP_CLIENT_IP, HTTP_X_FORWARDED_FOR, REMOTE_ADDR	
Web proxy/proxy host	Empty	
Proxy port	0	
Proxy type	HTTP	
Proxy username		
Proxy password		
Proxy bypass hosts		

Maintenance Mode

Feature	Default	Setting
Maintenance mode	Disable	
Optional maintenance message	Empty	

Cleanup

Feature	Default	Setting
Delete not fully set up users after	7 days	
Delete incomplete users after	Never	
Log guest access	Yes	
Keep logs for	Never delete logs	
Disable grade history	No	

Grade history lifetime	Never delete grade history	
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Environment

Allows admin to perform server check for php extensions and database compatibility for the current and future versions of Moodle.

PHP Report

Displays all PHP settings on the server. You cannot make any changes on this page.

Performance

Feature	Default	Setting
Extra PHP memory limit	128M	
cURL cache TTL	120 seconds	

Reports

Report	Description
Comments	View/delete comments that have been made in any context
Backups	Report on internal automated backups
Config changes	List change log for all site configuration settings that have been modified
Course overview	Requires statistics to be enabled. Report will show statistical analysis of <ul style="list-style-type: none"> • Most active courses • Most active courses (weighted) • Most participatory courses (enrollments) • Most participatory courses (view/posts) within a given date period
Logs	Show a sortable course logs by <ul style="list-style-type: none"> • Course • Participant • Date • Activity • Actions Report may be displayed, downloaded in text, ODS, or Excel format
Live logs	Display actions on the server in real time
Question instances	Creates a list of all courses that contain questions of a particular type
Security overview	Returns systems check of all known security risks, site settings, and reports the current status and description

Spam cleaner	Allows you to search all user profiles for custom key words or common spam patterns
Statistics	Allows you to view a graph of user activity over a period of time

Development

Experimental > Experimental settings

Feature	Default	Setting
Enable global search	No	
Enable safe exam browser integration	No	
Enable group members only	No	

Experimental > Database transfer

Feature	Default	Setting
Type	Mysqli/native	
Host server	Blank	
Database	Blank	
User	Blank	
Password	Blank	
Tables index	Blank	

Experimental > Database export

Feature	Default	Setting
Description	Blank	
Debug message	None: do not show any errors or warnings	
Display debug messages	No	
XML strict headers	No	
Debug mail sending	No	
Performance info	No	
Show origin of language strings	No	
Show validator links	No	
Show page information	No	

XMLDB editor

The XMLDB editor is a tool for making the .xml files that specify how Moodle should set up its database tables.

Web Service Test Client

Feature	Default	Setting
Authentication method	Simple	
Protocol	Blank	
Function	Add_group_add_groupmembers	

Purge All Caches

Moodle can cache themes, javascript, language strings, filtered text, rss feeds, and many other calculated data. Purging these caches will delete that data from the server and force browsers to refetch data, so that you can be sure you are seeing the most up to date values produced by the current code. There is no danger in purging caches, but your site may run a bit slower for a while until the server and clients calculate new information and cache it.

Unit Tests

Feature	Default	Setting
Show passes as well as fails	No	
Show the search for test files	No	
Only run tests in	Blank	

Functional DB Tests

Feature	Default	Setting
Show passes as well as fails	No	
Databases	Yes: Current database	

Moodle Resources

MI Moodle Users Listserv

- This is a MI Moodle user community
- Post questions
- Answer others
- It's free!
- <https://lists.remec1.net/mailman/listinfo/mmu> to register

Moodle training videos

- Virtual Moodle Archives
 - <http://moodlinthrough.wikispaces.com/>
- Moodle Tutorials
 - <https://moodle.sandi.net/course/view.php?id=1192>
- Using Moodle: Teachers' first course (more videos for you to steal)
 - <http://www.inanonymity.org/alexsalinsky/?p=144>

Free Using Moodle Book

- <http://moodle.org/mod/data/view.php?d=55&rid=1940>

Moodle 2.1 Release notes

- What's happening in Moodle 2.1?
 - http://docs.moodle.org/dev/Moodle_2.1_release_notes

Getting started for teachers

- http://docs.moodle.org/20/en/Getting_started_for_teachers

Go forth & Moodle!

Course roster
2nd orientation
edit profiles
course settings



Moodle 2.1+ Site Administration by [Anne Thorp, PhD OAISD](#) is licensed under a [Creative Commons Attribution-NonCommercial 3.0 Unported License](#).

This Moodle handbook is loosely based on information gained through Remote-Learner Moodle 2 orientation. <http://remote-learner.com>