Moodle How-To Guides
For Instructors
How to Record Attendance

1. Start by going to Moodle.aacpnet.org to log into the AACP Moodle site. Once logged in, navigate to your course.
2. Once on your course page, find the Attendance button.
3. By default, the first attendance view you see will be for the current week. To change and see ALL course meetings, press “ALL”.

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4. To take attendance, find the relevant class period and press the Play button.
5. You are now able to take attendance for the selected day. Attendance can be coded as follows:
   a. P = Present
   b. L = Late
   c. E = Excused absence
   d. A = Absent (no credit for the day)

   You can add any comments for the apprentice if desired.
6. Once complete, press the “SAVE ATTENDANCE” button at the bottom of the student list to save your attendance record. Attendance can be updated or changed later, to account for any students who arrive late.

Questions? We are here to help! Contact the Apprenticeship Administrator by email – info@aacpnet.org
How to Print an Attendance Sheet

1. Start by going to Moodle.aacpnet.org to log into the AACP Moodle site. Once logged in, navigate to your course.
2. Once on your course page, find the Attendance button.
3. By default, the first Attendance page you see will be the overview page. To print an attendance sheet, click “Export.”
4. On the export page, you will see a variety of options. Make sure “All Participants” is selected at the top, “ID Number” is selected in the middle, and “Yes” is checked off for “Select all sessions” and “Include not taken sessions.” Then, click “Export” at the bottom to download an Excel Sign in sheet for your semester.
5. You are now able to print the excel sheet to use for sign in purposes throughout your course!

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How to Set Up Your Gradebook

1. Start by going to Moodle.aacpnet.org to log into the AACP Moodle site. Once logged in, navigate to your course.
2. Once on your course page, find the Grades button.
3. By default, the first Gradebook page you see will be the overview page. To configure your gradebook, press “setup”.
4. To add a new graded item to the gradebook, press the “Add grade item” button.
5. You are now able to create the new graded item. Please fill out the relevant fields:
   a. Item Name – what you want the entry to be called (ex: midterm, final, Homework 1, etc)
   b. Grade Type – leave as “Value” if it is a number
   c. Max/Min grade – can be left at defaults
   d. Weight Adjusted – If checked, you can enter the percentage weight you would like this assignment to be worth out of the class average. If left unchecked, Moodle will simply assign equal weight to all graded items in the course gradebook.

6. Once complete, click “Save Changes.” Back on the main overview screen, you can now enter grades in the new assignment’s column.

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How to Customize Your Course

1. Start by going to Moodle.aacpnet.org to log into the AACP Moodle site. Once logged in, navigate to your course.
2. Once on your course page, find the gear in the top right corner, and select “Turn Editing On” to enter edit mode for the course.
3. When in editing mode, the entire course page can be customized. A few basic customizations:
   a. Anywhere you see a “Pencil” icon, you can click the pencil and type to rename the adjacent text
   b. Sections can all be reordered or moved by holding down the drag & drop icons at the left
   c. Selecting “Edit” at the right of each section allows you to chose options to “Hide” or “Display” the relevant item to students
      i. You can pre-build your courses, hide the content, and then “Display” content throughout the semester as it becomes relevant
   d. Finally, click “Add an activity or resource” to add files, folders, and other content.
4. Feel free to select a desired resource to add to the course page. Certain resources will open other prompts and require additional information to be entered.
   a. To upload an individual file or create a folder of files, select “File” or “Folder”.

   ![Add an activity or resource](image)
5. You are now able to customize the parameters for the file upload.
   a. Add a name for the file – this is the name that will be displayed on the Moodle page
   b. Optionally, add a brief description of what the file contains
   c. Drag & Drop the desired files into the field
6. Once complete, click “Save & Display.” Back on the main course screen, you should now see your upload!
7. When finished, make sure to click the gear in the top right corner of the course and “Turn editing off.”

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