



Moodle Installation Guide

1) Login into Moodle as a user with type Content Creator.

EQL Moodle Site You are not logged in. ([Login](#))

[eql](#) » [Login to the site](#) English (en) ▾

Returning to this web site?

Login here using your username and password:
(Cookies must be enabled in your browser.) [?](#)

Username:

Password:

Some courses may allow guest access:

Forgotten your username or password?

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for a "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

You are not logged in. ([Login](#))

2) Go to the Courses screen and click the 'Add Course' button.

The screenshot displays the Moodle interface for 'EQL Moodle Site'. At the top right, it indicates the user is logged in as 'Course Leader' with a 'Logout' link and a language dropdown set to 'English (en)'. On the left, there are two navigation menus: 'Administration' with a 'Courses' link, and 'Courses' with a dropdown arrow. The main content area is titled 'My courses' and displays the message 'No courses in this category'. A button labeled 'Add a new course' is centered below this message and is highlighted with a red circle. To the right, there is a 'Welcome to EQL's Moodle Site!' message and a 'Calendar' widget for November 2005. The calendar shows the days of the week and dates, with the 14th highlighted. At the bottom of the page, it repeats the user login information and features the Moodle logo.

- 4) Go to the main page for the Course you just created. If page editing is not turned on click the 'Turn editing on' button in the upper right corner of the screen.

The screenshot shows the Moodle course page for 'Accountant Training Course'. The user is logged in as 'Course Leader (Logout)'. The page features a navigation menu on the left with options like 'People', 'Search Forums', 'Administration', and 'My courses'. The main content area displays a 'Weekly outline' with 10 weeks of dates and checkboxes. On the right, there are sections for 'Latest News', 'Upcoming Events', and 'Recent Activity'. The 'Turn editing on' button is highlighted with a red circle in the top right corner.

Accountant Training Course You are logged in as [Course Leader \(Logout\)](#)

eq1 » acc1 [Turn editing on](#)

People
Participants

Search Forums
Advanced search

Administration
Turn editing on
Settings
Edit profile *
Teachers
Students
Groups
Backup
Restore
Import course data
Scales
Grades
Logs
Files
Help
Teacher forum

My courses
Accountant Training Course
All courses...

Weekly outline

1	15 November - 21 November	<input type="checkbox"/>
2	22 November - 28 November	<input type="checkbox"/>
3	29 November - 5 December	<input type="checkbox"/>
4	6 December - 12 December	<input type="checkbox"/>
5	13 December - 19 December	<input type="checkbox"/>
6	20 December - 26 December	<input type="checkbox"/>
7	27 December - 2 January	<input type="checkbox"/>
8	3 January - 9 January	<input type="checkbox"/>
9	10 January - 16 January	<input type="checkbox"/>
10	17 January - 23 January	<input type="checkbox"/>

Latest News
[Add a new topic...](#)
(No news has been posted yet)

Upcoming Events
There are no upcoming events
[Go to calendar...](#)
[New Event...](#)

Recent Activity
Activity since Saturday, 12 November 2005, 10:52 AM
[Full report of recent activity...](#)
Nothing new since your last login

- 5) For the appropriate part of the course (usually the first part) click on the 'Add an activity...' combo box and choose 'SCORM'.

The screenshot displays the Moodle interface for an 'Accountant Training Course'. The user is logged in as 'Course Leader'. The 'Weekly outline' section is visible, showing a list of weeks with dates and activity options. The 'Add an activity...' dropdown menu is open, and 'SCORM' is highlighted. The menu options include: Add an activity..., Assignment, Chat, Choice, Forum, Glossary, Lesson, Quiz, SCORM, Survey, Wiki, and Workshop. The 'Add an activity...' dropdown is circled in red.

Accountant Training Course You are logged in as Course Leader (Logout)

eq1 » acc1 Turn editing off

People
Participants

Activities
Forums

Search Forums
Advanced search

Administration
Turn editing off
Settings
Edit profile
Teachers
Students
Groups
Backup
Restore
Import course data
Scales
Grades
Logs
Files
Help
Teacher forum

Weekly outline

News forum
Add a resource... Add an activity...

1 15 November - 21 November
Add a resource... Add an activity...

2 22 November - 28 November
Add a resource... Add an activity...

3 29 November - 5 December
Add a resource... Add an activity...

4 6 December - 12 December
Add a resource... Add an activity...

5 13 December - 19 December
Add a resource... Add an activity...

6 20 December - 26 December
Add a resource... Add an activity...

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

Upcoming Events
There are no upcoming events
Go to calendar...
New Event...

Recent Activity
Activity since Saturday, 12 November 2005, 10:52 AM
Full report of recent activity...

Nothing new since your last login

Blocks
Add...

- 6) Fill out the appropriate details and then click the 'Choose or update a package button'.

Accountant Training Course You are logged in as Course Leader (Logout)

eql » acc1 » SCORMs » Editing SCORM

Adding a new SCORM ?

Name:

Summary: Summary ? Trebuchet 1 (8 pt) B I U S x x [Icons]

A course developed by EQL International for learning about accounting.

Path: body

Course package: Choose or update a package ... ?

Grading method: Scores situation ?

Maximum grade: 100 ?

Auto-Continue: No ?

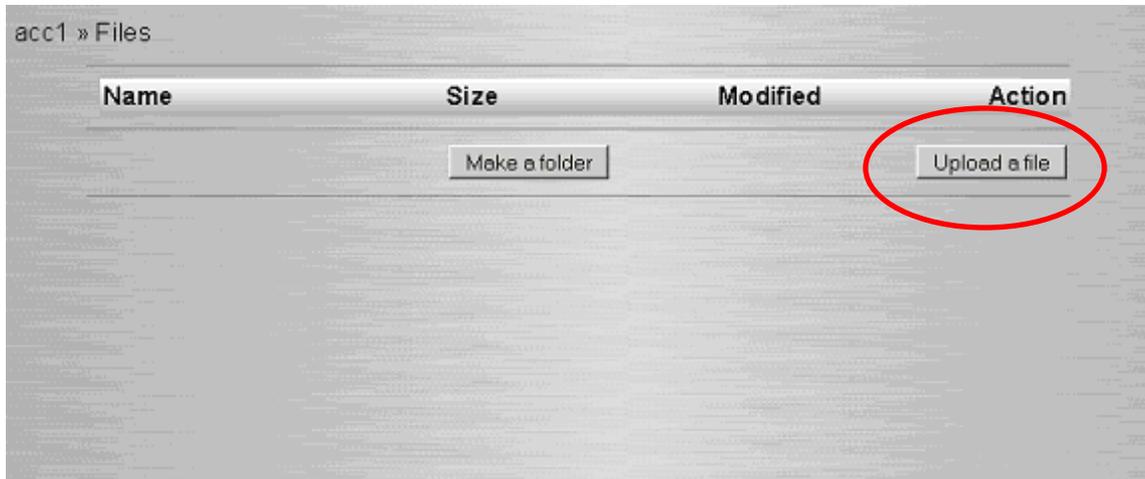
Enable preview mode: Yes ?

Width: 800 ?

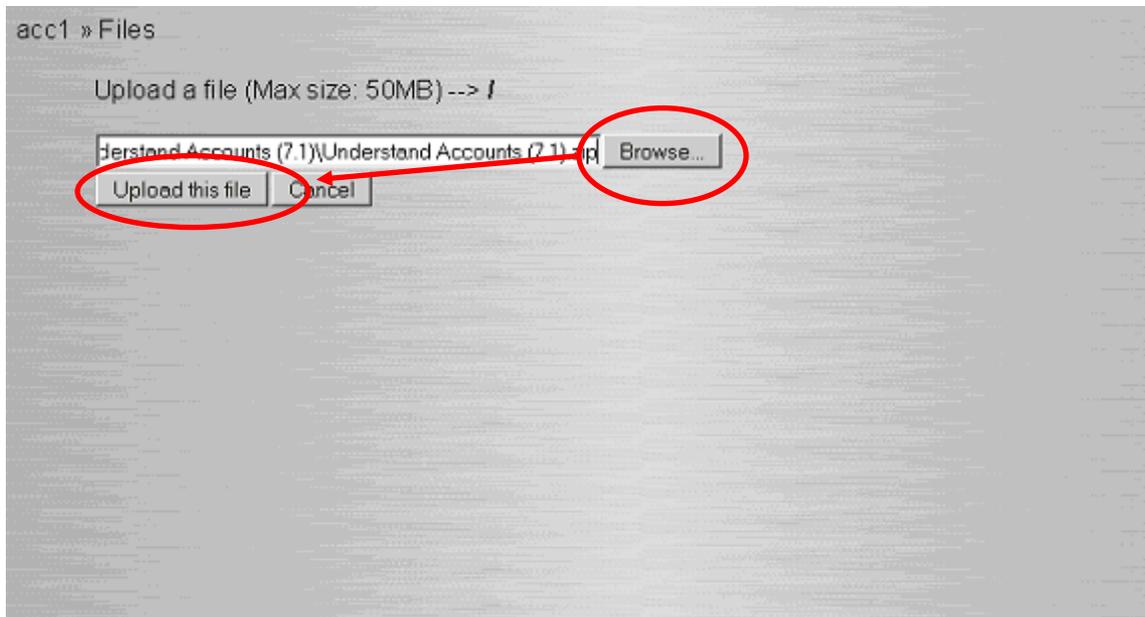
Height: 600 ?

You are logged in as Course Leader (Logout)

- 7) If the desired product does not appear in the new window then click on the 'Upload a file button' otherwise jump to step 10).



- 8) Browse to the location of the ZIP file for this product and then click the 'Upload file' button. The system may pause for several minutes here as Moodle is copying over the compressed product files. If the file uploads correctly then it will now be available on the files screen from step 7). You may need to change your Maximum Upload Size before doing this – see the section at the end of this guide for further details.



- 9) Press 'Choose' next to the appropriate product and you will be returned to the 'Adding a new SCORM' screen.



11)The SCORM product should now be successfully added and you can start using it straight away.

The screenshot shows a web interface for an SCORM course. At the top, the title 'Accountant Training Course' is displayed. Below it, a breadcrumb trail reads 'eql » acc1 » SCORMs » Understand Accounting'. On the right side, there is a 'Jump to...' dropdown menu, an 'Update this SCORM' button, and the text 'No report to display'. The main heading is 'Understand Accounting'. Below this, a text box states: 'A course developed by EQL International for learning about accounting.' A central box titled 'Course structure' contains a list of topics, each with an unchecked checkbox: 'Introduction to accounts', 'The balance sheet', 'The profit and loss account', 'Accounting fundamentals', 'Profitability', 'Cash and liquidity', 'Business and gearing risk', 'Investor ratios', and 'Assessment'. Below the list, the mode is set to 'Normal' (selected) over 'Preview'. An 'Enter course' button is positioned below the mode selection. At the bottom of the page, it indicates 'You are logged in as Course Leader (Logout)' and includes an 'acc1' button.

Adjusting the Maximum Upload Size

It should be noted that by default Moodle restricts all file uploads to a maximum of 2mb per file. Since all BPP Learning Media packages are larger than this, this setting will have to be altered. Unfortunately this is not a straight-forward process and you may require assistance from your IT Administrator.

The following steps for resolving this issue have been kindly provided by Martin Dougiamas, creator of Moodle:

File upload sizes are restricted in a number of ways - each one in the list restricts the following ones.

1. *Firstly, there is a setting in Apache 2 which you may need to change. On Redhat this setting is very low by default, you can change the limit by adding or editing a line in Apache's **/etc/httpd/conf/httpd.conf** and/or **/etc/httpd/conf.d/php.conf** with the upload size in bytes (different operating systems may have these files in different locations):*

LimitRequestBody 10485760

2. *PHP also has two more byte limits, which you can set in **php.ini** and sometimes in a **.htaccess** file:*

*php_value **upload_max_filesize** 50000000
php_value **post_max_size** 50000000*

3. *Moodle 1.2 has a site-wide limit called **maxbytes** that you can set in the Admin -> Configuration -> Variables page.*
4. *Each course can also set a limit - teachers can do this on the Course Settings page.*
5. *Activity modules like forums and assignments have their own limits which you set when adding or editing the activity.*



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