

NAMES ONLINE

Learning names and creating community in your online course

Preferred Name

Communicate with your students about which name they prefer to use. If names are inaccurate, they can be updated as follows:

- Contact **Registration** on the Oregon City Campus (in Roger Rook) to change the **Display name** across the institution

NOTE: All Display, Username, and Email can be changed between terms via Registration.

Moodle Profile Image

Upload a picture to your Moodle Profile so your students can easily identify you. Then, ask your students to do the same.

1. Login to **Moodle**
2. Click the down arrow (top-right) to open the **User Menu**
3. Select **Profile**
4. Click **Edit profile** under **User details**
5. Scroll to **User picture** and upload an image
6. Scroll to click **Update profile** to save changes

Welcome Students

Welcome each student to your Moodle course by name.

1. Login to the designated course in **Moodle** and **Turn editing on**
2. Choose the desired content item, then click on the **Edit** menu > **Edit settings** option
3. Type **[[firstname]]** and/or **[[lastname]]** (in lowercase as shown) within the course content, heading, or forum post to automatically reference each student by name
4. Click the **Save changes** button at the bottom of the page

Introductions

Create a **Forum** (public) or **Assignment** (private) **Activity** within Moodle asking students to introduce themselves; and/or...

Introduce yourself to your students with a welcoming video using Zoom Video Conferencing.

1. Login to **Moodle** via **online.clackamas.edu**
2. Within the **red** bar at the top of Moodle open the **Faculty** menu
3. Hover over the **Zoom Video Conferencing** item
4. Select **Recording Content (PDF)**
5. Follow the instructions provided:
 - **Activate your account**
 - **Record a video**
 - **Upload a video to YouTube**
 - **Embed a YouTube video in Moodle**

Learn Faces and Names

Learn faces and names as you use Zoom Video Conferencing.

1. Login to **Moodle** via **online.clackamas.edu**
2. Within the **red** bar at the top of Moodle open the **Faculty** menu
3. Hover over the **Zoom Video Conferencing** item
4. Select **Best Practices (PDF)**
5. Follow the instructions provided under **Best Practices > Session Recording**
6. Select and check **Video Recordings > Meeting > Always display participants' names on their videos**