Faculty Moodle Introduction
http://www.sccstudent.com

*Introduction to Moodle*

Moodle is the name of Somerset Christian College’s online learning website. This website is used to supplement classroom learning by providing students and faculty a place to dialogue, journal, blog, and discuss course material within an online community.

*Accessing Moodle*

To use Moodle, visit [http://www.sccstudent.com](http://www.sccstudent.com). The website may be accessed from any location with an internet connection. You do not have to be on SCC’s campus to use this website.

*Creating an Account*

All faculty *should* already have an account with teacher access privileges. If you do *not* already have an account, please follow the steps in this section and/or contact Russ Wills ([rwills@somerset.edu](mailto:rwills@somerset.edu)) for assistance. Most faculty can safely skip over this section.

When you visit Moodle for the first time, you will see a Login block toward the top-right of the browser window. Just under the “Login” button there is a link labeled “Create new account”. Follow this link to create an account. (This link also exists from the Login page.)

You will be asked to fill out a form with some information about yourself. You must create a unique username. SCC recommends that you use the first letter of your first name and your last
name (for example, Russ Wills would use “rwills”) unless that combination is not available. You will also supply a password, your email address, your first and last names, and your city (or use “Somerset”). Once you fill out this information, click on the “Create my new account” button.

When you click this button, Moodle will send an email to the email address you supplied in the form. This email will include a link to a confirmation page. Check your email and click on this link to complete the account sign-up process. (This process assures that all accounts are created by valid users and not by a hacker’s computer program.)

**Note:**
If you created a new account as shown above, you will automatically be given student access. Please email your username to Russ Wills and request faculty access privileges, as you will need faculty privileges to create a class and complete this tutorial.

**Logging In**
Once your account is created you will be able to log in to sccstudent.com. To log in, open your web browser and type “http://www.sccstudent.com” in the address bar (if you are not already there). Enter your username and password in the Login block toward the top-right of the window and click the “Login” button. Assuming your username and password are correct, you will be logged into the site.

(If you forget your password, click on the “Lost password?” link in the Login block.)

**Editing your Profile**
When you are logged in, you will see text at the top-right corner of the window that says, “You are logged in as…” and your name. Your name will be a link to your profile. To edit your profile, click on this link. You will be presented with a list of information about yourself. Most fields in the top half of your profile are required. The fields in the bottom half are optional. You may provide as little or as much information as you desire. Be aware, however, that the optional information you provide (photos/avatars, websites, instant messenger IDs, etc.) will be available to other users. When you are finished updating your information, click on the “Update profile” button.
Courses
To enter a course, navigate to the home page by clicking on SCC in the Navigation Bar.
There are several ways to enter a course.

You may see your course listed on the home page. If so, click on the name of the course
you wish to enter.

Courses are listed by category. If your course is not listed on
the home page, you will see a list of course categories in the
center of the page and in the “Course categories” block on the
left. You can also access the course categories by clicking on
“Courses” in the Administration block on the left.

As of September 2006, the course categories are as follows:
- The “Courses” category stores all available courses. This is where you will
typically create new courses.
- The “Student Web” category is a community designed for student use.
- The “SCC Faculty and Staff” category is for faculty and staff conversations,
meeting notes, administration, and testing. If you desire to experiment with
Moodle, communicate with faculty and staff, or post articles or resources for
colleagues, you may do so here. Most non-class related items will go here.

Note:
For the faculty tutorial, create test courses in the “SCC Faculty and Staff” category.

You may return to the main page of the course you are in at any time by clicking on the
course name in the Navigation Bar. In the following example, clicking on “ST-101” will
return you to the main page for the course.

Creating a New Course
As of August 2006, faculty can create their own courses. Doing so is quite easy.

First, navigate to the home page by clicking on SCC in the Navigation Bar. Next, click on “Courses” in the Administration
block. (You may also navigate to the list of course categories by
following the instructions above.)

Click on the “Add a new course” button. Once you enter your course information, click
the “Save changes” button and your course will be created.
Course Settings

When you first create a course you will need to enter settings for the course. You may also edit these settings at any time by navigating to the course and selecting “Settings” from the Administration block.

If you need to know what a specific setting is, click on the question mark next to that setting in your site. ⚠️ Most of these settings may be ignored and left as the default. Settings that may need attention are marked here with an exclamation. ⚠️

The following settings are available for courses as of September, 2006:

- **⚠️ Category:** This is the course category that will list the course. You should use the “Courses” category for most courses.
- **⚠️ Full name:** This is the name of the course. For example, “Media, Technology, and Society”.
- **⚠️ Short name:** This is the abbreviated name of the course. For example, “CO 101”.
- **Course ID number:** This setting is not currently used. You may leave it empty.
- **⚠️ Summary:** This is the short description of the course as it appears in the catalogue and/or syllabus.
- **⚠️ Format:** This will determine how the content of your course is organized.
  - Most courses will use “Weekly” format. This format organizes the course into weeks. You may have some resources, such as a syllabus, discussion board link, or external website links appear at the top of the course outside of the weekly segment. You will then add items to the appropriate week. For example, an assignment for week 3 may involve reading an article posted under that week and discussing the reading in a forum also linked from that week. (Visit existing courses for examples.)
  - For some courses, the “Topics” format may be better suited. In this format, the course is divided by topics rather than by weeks. This format functions much like the weekly format except that there are no dates associated with the topics.
  - Some courses may function best in the “Social” format. This format focuses on a discussion rather than weeks or topics. If the focus of the online piece of your course is a discussion, this format may work well. This format is particularly useful in activities that are not related to courses, such as faculty discussions, announcements, and bulletin boards.
  - The “Wiki-like” format is new. [I will need to experiment with this format before giving a description.]
  - The other formats will rarely (if ever) be used in our context and can generally be ignored.
- **⚠️ Course Start Date:** This is simply the date the course begins.
- **Enrollment Plugins:** You may leave this as “Site Default”. Changing this option will not affect the course.
• **Course enrollable:** This option will generally be set to “Yes”, meaning that students may enroll themselves in this course. This option, however, leaves the possibility that students who are not enrolled in your class may enroll in the online portion of your class. You can always remove such students from your online course, but in some classes confidentiality may be an issue. If so, this option should be set to “No”. For example, in a psychology course where students will be sharing personal thoughts and struggles with one another, you should select “No” to be sure that people outside this course will not have access to this personal information.

• **Date Range:** If you selected “Date Range” as the “Course enrollable” option, these dates set the start and end times that students are able to enroll themselves. Students will be unable to enroll themselves in the course outside of this date range.

• **Enrollment duration:** This setting will usually be set to “Unlimited”, meaning that a student is never automatically unenrolled. You may, however, choose to have Moodle automatically unenroll students from the online course in the selected number of days.

• **Enrollment expiry notification:** This setting will notify students when they are being automatically unenrolled from the online course (as per the above setting).

• **Number of weeks/topics:** This sets the number of weeks in the course. Most SCC courses are either 15 weeks (traditional) or 11 weeks (FastTrack). This setting is only relevant to courses using the Weekly format.

• **Group mode:** There are several ways to divide the online class into groups. The settings are as follows:
  o No groups - there are no sub groups, everyone is part of one big community
  o Separate groups - each group can only see their own group, others are invisible
  o Visible groups - each group works in their own group, but can also see other groups

• **Force group mode:** If this is set to “No”, you will have the opportunity to set up different group modes for various activities. Setting this to “Yes” will force all activities in this course to use the group mode specified in the above setting.

• **Availability:** This should generally be left as the default, “This course is available to students,” unless you are setting up an administrative or faculty only space.

• **Enrollment key:** This is like a password, and can be set to any word you wish to use. If set, no user can enroll in the course without this enrollment key. This is useful for courses where sensitive or confidential information may be shared among students, such as counseling courses.

• **Guest access:** Occasionally users who are not part of your course may desire to visit your online course to get a sense of what the course is about. These users may not even be current students of SCC. If you desire to prevent such users from entering your online course, set this setting to “Do not allow guests in.” Alternatively, you may choose to allow guests who have your enrollment key
(this could, for example, allow a friend to visit your site even though the person is not a student), or you may allow anyone to visit the course.

- **Hidden sections:** You may wish to make some parts of your course invisible to students for a time. For example, you may enter all your assignments at the beginning of the semester, but keep them invisible until the week the assignment is due. This setting allows or prevents students from seeing that there is a hidden section. (Even if students can see that there is a hidden section, they still cannot view the hidden content.)

- **News items to show:** There is a News forum at the top of the home page for each course. This forum allows teachers of the course (only) to enter news items, such as assignment changes, syllabus updates, prayer requests, etc. Students are automatically subscribed to this forum, so they will receive email when this forum is updated. The “News items to show” setting determines how many of the most recent news items to display on the screen. Setting this item to “0” will prevent the news forum from appearing on your course home page.

- **Show grades:** This setting will either allow students to view grades online or will hide all grades from students.

- **Show activity reports:** This setting will allow or prevent students from viewing their online activity. Teachers will always have access to this information even if this setting is set to “No”.

- **Maximum upload size:** This can generally be left alone. The maximum size of a file users may upload is 32MB. If you are concerned that students will upload huge files that will tie up phone lines for dialup users, set this to a lower setting, such as 1MB or 2MB.

- **Your word for Teacher(s):** These two settings can be set to “Professor” and “Professors” or whatever words you wish to use.

- **Your word for Student(s):** These two settings will generally be left as “Student” and “Students”. In the case of a faculty training event, you wish to change this to “Faculty” or some other word.

- **Force language:** This setting allows you to force a specific language. Currently we use only US English, so this setting can usually be ignored. Foreign language course may desire to change this setting.

- **Force theme:** The theme is a the look and feel of the site. If you wish to force users to use a specific theme, you may change this setting. There will generally be no reason to do so.

- **Is this a meta course?:** A meta course is a course that is in a group of courses that interact with one another. This setting should generally be left as “No”.

When you have finished setting the options you desire for your course, click on the button labeled “Save changes” at the bottom of the page. Your course will be created, and you will see a message that your course has been created. After a pause, Moodle will open the home page of your course.

You may change course settings at any time by clicking on “Settings” in the “Administration” block on the left.
The remainder of this tutorial will assume a fairly standard course in Weekly format unless otherwise specified.

**Making changes to your course**

Most changes you will make to your course are quite simple. First, click on the “Turn editing on” button toward the top-right of the screen. This provides options for editing your course. You will see a series of icons in each block of your course and a number of dropdown boxes containing resources and activities that you may wish to include in your course.

There are three main areas of the screen – the right and left sides of the window hold “blocks” containing various items related to the course such as news, recent activity, and administrative tools. The center section contains most of the course specific material, such as links to discussion boards, links to files, and weekly assignments.

You may move resources, activities, and blocks around in the browser window. The right and left arrows will move an item to the right or left of the window. The up and down arrows will move the item up or down on in the window.

The icon with the hand holding the pencil allows you to edit an item. For example, suppose you uploaded your syllabus and accidentally misspelled the title “Sylabus”. You can click on the Edit icon to correct the spelling.

The X icon allows you to delete an item. You will be prompted in the next screen to be sure you did not accidentally click on this icon.

The eye icon allows you to hide or show an item. You could create an assignment or post an article several weeks before you want students to have access to the item. Clicking the eye icon will hide the item so students are not able to see it.

In addition, you have the option to add Resources and Activities to your course. This tutorial will cover some of the most frequently used items. Feel free to play the additional items, as some of them will be relevant to your courses. Any time you desire to know what an item does, click on the ? icon next to the dropdown list for a description.

**Resources**

**Uploading Files and Linking to Websites**

To add a file, turn on editing view if you have not already done so. Click on the “Add a resource” dropdown and choose “Link to a file or website” from the list. A page will appear asking you for information about the file or website you desire to attach to your course.
Enter the name and a summary of the item you will attach. For example, the name could be “Most Twentysomethings Put Christianity on the Shelf Following Spiritually Active Teen Years” (this is the name of an article by Barna). The description could be “The Barna Group has determined that teens stop attending Christian churches once they reach their twenties.”

**Website**

If you are linking to a website, enter the website URL (address) in the “Location” field, then click on “Save”. Be sure the “visible to students” option is selected (assuming you wish students to be able to view the link) and click on “Save”.

**File**

If you are linking to a file (such as a syllabus or an MP3 of your lecture), click on “Choose or upload a file”. A window will appear listing all the files you have available for your course. If the file you want is in this list already, click on the word “Choose” in the Action column to the right.

If the file is not in the list, you will need to upload the file, so click on “Upload a file”. A new window will appear that will allow you to upload your file. Click on the “Browse” button to find the file you wish to upload. (You will need to know where the file is on your computer. Most files are found in “My Documents”.) Once you select the file you wish to upload, click “Open”, then click on “Upload this file”. The upload process may take some time depending on the size of the file. (The maximum file size is set to 32MB. Very large files may experience problems with slow internet connections.)

Once the file is uploaded, you will see the file in the list of files associated with your class. You may now click on “Choose” in the Action column of the list next to your file.

The “Upload a file” window will close. All that is left is to click on “Save changes”. Moodle will automatically preview the file or link for you. If you have attached a file, your browser will attempt to open the file.

**Insert a Label or Message**

Occasionally you may need to post a message to the students in your course. You may do this by updating the News forum (more on forums later), or you can post a label. To insert a label, choose “Insert a label” from the Resources dropdown. You will be presented with a textbox where you can type and format your message. When you are finished, click on “Save changes”.

Activities

Discussion Boards
Discussion boards provide a place for students and faculty to discuss course related topics. Users may ask questions and respond to the questions of others. Users do not need to respond at any given time. Discussion boards are an ongoing conversation and are not limited by time (unless the professor opts to set time limits). To enter a discussion, click on the name of the discussion. This link will usually appear in the center column, either at the top or in a particular week.

Creating the Discussion Board
To create a discussion board, click on the “Add an activity” dropdown and select “Forum”. (Moodle calls discussion boards “forums”.) You will be asked to provide information about your discussion.

Like other Moodle modules, you will not need to change many of the settings, though I will list them here anyway.

Forum Name: This is the name that will appear on the course home page. I generally use simply “Discussion Board” or “Course Discussions”. If you will have multiple discussion boards, you should be more specific.

Forum type should generally be left as the default, “Standard forum for general use”.

Forum introduction: Type a brief introduction to your forum to give students an idea of what is expected. This is a good place to put the discussion guidelines and requirements for your course.

Can a student post to this forum?: Because most forums are used for student discussions, you will nearly always leave this setting unchanged. The default is “discussions and replies are allowed”.

Force everyone to be subscribed: I recommend leaving this option set to “No”. If a user is subscribed, the user will receive an email each time the forum is updated. If there are twenty students in a course, each posting at least two items each week, students will receive at least forty emails from this forum. This can get quite annoying. Students may choose whether or not to subscribe themselves and receive these emails.

Read tracking: Moodle is able to keep track of what posts each user has read to make it easier for the user to find new (unread) posts. You can leave this setting as “Optional” and let the students decide what they prefer.
Maximum attachment size: You can generally ignore this setting as well. In most situations students will not be uploading any files. If students will be uploading files to the discussion, set his value accordingly. (Most Word documents are well under 1MB, so 2MB is generally fine.)

Allow posts to be rated: You may choose whether students may rate one another’s posts or whether the posts will be rated (by faculty or students). You can determine what the rating scales mean and communicate this to the students in advance.

Post threshold: This is another feature that will generally not be used. There are several options for a “post threshold”. If you desire to prevent one or two students to dominate a conversation, you can set a limit to the number of posts they can make. If, for example, you want to be sure no student posts more than twenty times, you can set the threshold to 20, and the warning threshold to 18. Then, after the eighteenth post, the student will receive an email that he or she only has two posts remaining. After the twentieth post, the student will be blocked from posting.

Group mode: Click on the ? icon for more information about groups. You may choose to divide the class into groups for discussion. If you set the “force group mode” setting to “Yes” in your course settings, this forum setting will be ignored and will adhere to the group mode you established in your course settings. If you set the “force group mode” setting to “no” in the course settings, you may define groups as follows:
- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can also see other groups

Visible to students: This will nearly always be left as “Show”. If you have setting up a faculty-only discussion, you may wish to change this setting to hide.

Finally, click on “Save changes” and your discussion will be created.

Once the forum is saved, Moodle will navigate to the forum page. If you wish, you may begin the discussion by clicking on “Add a new discussion topic”. Otherwise you can wait and allow the students to begin the discussion.

Using the Discussion Board

When you enter a discussion board, you will see a list of discussion topics (if any exist) and in most cases you will have the option to create a new discussion topic. By clicking on the discussion topic, you will be able to read the discussion, including any questions, response, and other thoughts that have been posted so far. To join the conversation, click on “Add a new discussion topic” (if no topics exist) or click on “reply” at the bottom of
an existing post to share your thoughts. By default replies are listed in nested form, meaning that replies are shown indented under the original comment.

When you reply (or add a new topic) you will see a text area where you can type your response. Just type your response and add formatting where appropriate (formatting options only exist in Internet Explorer in Windows) and click on the “Post to forum” button.

Course Wiki

A wiki (see http://en.wikipedia.org/wiki/Wiki for details) is basically a website or portion of a website that allows users to easily edit the site’s contents. Wikis are particularly useful for collaborative projects.

Creating a Wiki

To create a wiki, click on the “Add an activity” dropdown and select “Wiki”. Like most modules, you will not have to change many settings. I will list them all here.

Name: This is the name of the wiki. Students will see this name in the course homepage.

Wiki intro: (As of 9/06 there is a bug causing this to be displayed as “[[wikiintro]]”. Please ignore this for now.) Type your description of the wiki in this text box along with any specific instructions or guidelines.

First page: This is a title that will appear inside the wiki. You can set this the same as the “Name” setting or create a new title.

Teacher privileges: How much control do you want over the wiki? If you want this to be a completely student-driven project, leave this box unchecked. If you (as faculty) desire to play a role in shaping the wiki, check this box so that “Teachers can take part in discussions about page's issues”.

Student privileges: (There is another minor bug here – the actual name of the wiki is “dfwiki”, “df” standing for the initials of the module’s creator. Sometimes you will see “dfwiki” instead of “wiki” – just ignore the “df” for now.) These settings should be fairly self-explanatory. I generally check all of these boxes to give students the most control over the project.
Preferred editor: The most familiar editor will be “HTML Editor”. If you want true wiki functionality, however, select “DFwiki” (the default).

Votes: I’ve never used this, but I suspect that if enabled, students can vote on major changes before changing the content of a wiki.

Evaluating privileges: Who can evaluate this wiki? Nobody, faculty, or faculty and students?

Grade: If evaluating is enabled in the above setting, how are grades determined? You may select quantitative or qualitative.

Visible to students: Most wiki activities will be for students, so leave this as “Show”.

Groups: If the course setting “force group mode” is set to “Yes”, the group setting for the wiki module will be ignored. Otherwise, this setting will override the course setting as follows:
   o No groups - there are no sub groups, everyone is part of one big community
   o Separate groups - each group can only see their own group, others are invisible
   o Visible groups - each group works in their own group, but can also see other groups
In most cases you will leave the default options, “No groups” and “Wiki in common”.

When you are finished, click on “Save changes” and your wiki will be created.

Using a Wiki
When you first enter a wiki in Moodle you will see the latest version of the project. Moodle keeps track of all versions of the wiki. To see a previous version or to find out what has changed in the wiki, click on the “History” tab. To discuss the project or to suggest major changes to the project, click on the “discussion tab” and either join an existing discussion by editing the discussion text or click on the “+” tab to create a new discussion. When you are finished adding to the discussion, click on the “Return” tab to return to the wiki.

Editing a Wiki
The power of a wiki is in the ability to edit existing content. To edit a wiki, click on the “Edit” tab. In most cases editing will be fairly straightforward. Just edit text as you would in a word processor.
On technical note, although the wiki editors provided in Moodle work fairly well, the wiki module also supports wiki markup. Wiki engines differ in how they parse wiki markup. At this point the wiki engine supplied with Moodle does not conform completely to the engine that sites like wikipedia use. Moodle’s wiki engine will move closer to this particular standard as time goes on.

If you are familiar with wiki markup, you may use it as you desire. If you are not familiar with wiki markup, you may use the graphical shortcuts provided to edit your text just as you would in a word processor.

**Assignment**

An assignment can be any sort of project assigned to students. You may opt to simply post the assignment and have students turn in their work directly to you in class or allow students to turn in the work online. You also have the option to grade the work online. An “assignment,” then, may be any type of essay, project, or whatever you choose.

To add an assignment, choose “Assignment” from the “Add an activity” dropdown. You will be asked for some information.

**Assignment name** is whatever you choose to call the assignment. This can be “Assignment 1”, “9/12/06”, “Animal Rights Paper”, or whatever you choose to call it.

**Description:** Use this field to describe the project, including any directions and guidelines for the assignment.

**Grade:** This setting allows you to set the grading scale for your assignment. You may use the “theory of separate and connected knowing”, assign any number of points from 0 to 100, or you may choose not to grade this assignment.

**Available from:** This is the date students will first be able to view the assignment.

**Due date:** This is the date the assignment is due. You may optionally prevent students from submitting late work.

**Assignment type:** Students can turn in their work offline (as in the case of a class presentation), as text (an essay they can write online), or as a file they upload. *(In the case of a text assignment, encourage students to type their essay in Word or some other word processor and save it as a file. If the power fails, the server stops functioning, or some other technical error happens, they will not lose their work if they have a file saved. They can then copy and paste their work into the text area.)*

**Group mode:** Click on the ? icon for more information about groups. You may choose to divide the class into groups for discussion. If you set the “force group mode” setting to “Yes” in your course settings, this forum setting will be ignored and will adhere to the
group mode you established in your course settings. If you set the “force group mode” setting to “no” in the course settings, you may define groups as follows:

- No groups - there are no sub groups, everyone is part of one big community
- Separate groups - each group can only see their own group, others are invisible
- Visible groups - each group works in their own group, but can also see other groups

**Visible to students:** This will nearly always be left as “Show”. If you have setting up a faculty-only discussion, you may wish to change this setting to hide.

When you are finished, click “Next”.

**Other settings:**

In the case of an uploaded file assignment, you will have three additional options to set on the next screen.

- **Maximum size:** This is the maximum file size you will allow. The default is 32MB, the largest possible size. It is fine to keep this size.

- **Allow resubmitting:** If you are willing to give feedback on an assignment and allow the student to resubmit their work, change this setting to “Yes”.

- **Email alerts to teachers:** If you wish to receive an email alert when a student submits an assignment, change this setting to “Yes”.

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- **Allow resubmitting:** If you are willing to give feedback on an assignment and allow the student to resubmit their work, change this setting to “Yes”.

- **Email alerts to teachers:** If you wish to receive an email alert when a student submits an assignment, change this setting to “Yes”.

- **Comment inline:** If this is set to “Yes”, the text the student submitted will be copied into your reply so that you can mark up their work. In some cases this will aid faculty in providing feedback to students.

**Sending and Receiving Messages**

To send a message to another user, click on that user’s name. There are several places you can go to see user’s names and send messages.

**From the Home Page**
If you are in the home page (before entering a course), you will see any users who are currently online in the “Online Users” block. Click on a user’s name or profile picture to view the user’s profile, or click on the email icon to send a message to that user.

You may also send a message to a user who is not currently online. Click on the “Messages…” link inside the “Messages” block. If the user you want to contact appears in your “Contacts” tab, click the name of the user. Otherwise click on the “Search” tab, type the person’s name into the “Name” field and click on the “Search” button. When you see the person’s name listed, click on the name to send a message.

From Inside a Course
Most courses will have a “People” block with a link (labeled “participants”) to a list of all students and faculty enrolled in that course. Use this link find the user you wish to contact. You may send a message to a person by clicking on the person’s name. Under the person’s profile, you will see a “Send message” button. Click on this button to send a message.

You may also send a message to a user from a forum (discussion board) by clicking on the person’s name and then clicking on the “Send message”.

To receive messages, go back to the Sccstudent home page (by clicking on “SCC” in the navigation bar). On the home page you will see a “Messages” block on the right side of the window. If you have messages, you will see links to the messages in this block.

Notes about messages
Please be aware that messages send through the Sccstudent website will be only be received from within the website. Messages are not sent directly to the user’s email.

You may elect to receive messages by email if you are offline when the message is sent. To select or deselect this option, go to your messages area by clicking “Messages…” in the “Messages” block on the home page or by using any of the methods described above. Click on the “Settings” tab and check or uncheck the “Email messages when I am offline” option according to your preference.
Because students are able to enable and disable this feature, please send all urgent email directly to a student’s email address instead of relying on Moodle’s messenger service.

**Final Thoughts**

There are many more features to Moodle than those described in this short tutorial. Please feel free to play with the site as much as you desire. If you have questions or suggestions, please contact Russ Wills (Coordinator of Media and Technology) at rwills@somerset.edu.