

# Teacher Guide to Using Moodle

Provided by:



This guide is a very quick guide to creating online courses with Moodle. It outlines the main functions that are available, as well as some of the main decisions you'll need to make.

In this Guide you will find out:

1. Getting started
2. Course settings
3. Uploading files
4. Setting up activities
5. Running the course

## GETTING STARTED


Log in using your teacher account.


Here are three general tips that will help you get started.


### 1. **Don't be afraid to experiment:**


Feel free to poke around and change things. It's hard to break anything in a Moodle course, and even if you do it's usually easy to fix it.

### 2. **Notice and use these little icons:**

 - the **edit icon** lets you edit whatever it is next to

 - the **help icon** will provide you with a popup help window

 - the **open-eye icon** will let you hide something from students

 - the **closed-eye icon** will make a hidden item available

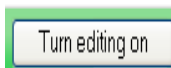
### 3. **Use the navigation bar and breadcrumb trail at the top of each page**



This should help remind you where you are and prevent you from getting lost.

## COURSE SETTINGS

To add or alter activities or resources you will need to [turn editing on](#). You can do this by pressing the button at the top right of the course homepage



Select the Course you wish to use. From the "Administration" menu on your course home page click on "**Settings...**" (Note that this link, and in fact the whole Administration section is only available to you (and the site administrator). Students will not even see these links).

### Edit course settings

Category: Moodle

Fullname: Course Fullname 101

Short name: CF101

Course ID number:

Summary:
 

Write a concise and interesting paragraph here that explains what this course is about

Format: Weekly format

Course start date: 18 January 2007

Enrolment plugins: Site Default (Internal Enrolment)

Default role: Site Default

Course enrolable:
  No
  Yes
  Date range

Date range:
 Start date: 17 January 2007  Disable  
 End date: 17 January 2007  Disable

Enrolment duration: Unlimited

Enrolment expiry notification: No  Notify students: No  Threshold: 10 days

Number of weeks/topics: 10

Group mode: No groups Force: No

Availability: This course is available to students

Enrolment key:

Guest access: Do not allow guests in

Hidden sections: Hidden sections are shown in collapsed form

News items to show: 5 news items

Show grades: Yes

Show activity reports: No

Maximum upload size: 10MB

Force language: Do not force

Is this a meta course?: No

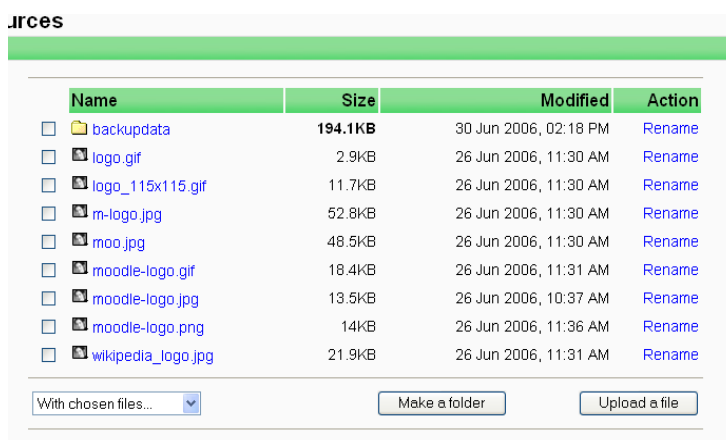
On the Settings page you can change a number of settings about your course, ranging from its name to what day it starts. They all have a help icon next to them which explains them all in detail. The **course format** is important as the course format that you choose will decide the basic layout of your course, like a template.

Moodle version 1.7 has quite a few formats. The ones that you will normally use are Weekly and Topic Formats. Topic format allows you to enter learning task by task whereas Weekly format defines set dates for the tasks/learning. All CLEO hosted Moodles are set to Topic format by default.

## UPLOADING FILES

You may have existing content that you want to add to your course, such as web pages, audio files, video files, word documents, or flash animations. Any type of file that exists can be uploaded into your course and stored on the server. While your files are on the server you can move, rename, edit or delete them.

All of this is achieved through the **Files** link in your Administration menu. The Files section looks like this:



The screenshot shows a web interface for managing files. At the top, the directory name 'Jrcces' is displayed. Below it is a table with four columns: Name, Size, Modified, and Action. The table lists several files and folders, each with a checkbox, a file icon, and a 'Rename' link. At the bottom of the table, there is a dropdown menu labeled 'With chosen files...', a 'Make a folder' button, and an 'Upload a file' button.

Name	Size	Modified	Action
<input type="checkbox"/> backupdata	194.1KB	30 Jun 2006, 02:18 PM	<a href="#">Rename</a>
<input type="checkbox"/> logo.gif	2.9kB	26 Jun 2006, 11:30 AM	<a href="#">Rename</a>
<input type="checkbox"/> logo_115x115.gif	11.7kB	26 Jun 2006, 11:30 AM	<a href="#">Rename</a>
<input type="checkbox"/> m-logo.jpg	52.8kB	26 Jun 2006, 11:30 AM	<a href="#">Rename</a>
<input type="checkbox"/> moo.jpg	48.5kB	26 Jun 2006, 11:30 AM	<a href="#">Rename</a>
<input type="checkbox"/> moodle-logo.gif	18.4kB	26 Jun 2006, 11:31 AM	<a href="#">Rename</a>
<input type="checkbox"/> moodle-logo.jpg	13.5kB	26 Jun 2006, 10:37 AM	<a href="#">Rename</a>
<input type="checkbox"/> moodle-logo.png	14kB	26 Jun 2006, 11:36 AM	<a href="#">Rename</a>
<input type="checkbox"/> wikipedia_logo.jpg	21.9kB	26 Jun 2006, 11:31 AM	<a href="#">Rename</a>

This interface is only available to teachers - it is not accessible by students. Individual files are made available to students later on (as "Resources" - see the next section).

As you can see in the screenshot, files are listed alongside subdirectories. You can create any number of subdirectories to organise your files and move your files from one to the other.

Uploading files via the web is currently restricted to one file at a time. If you want to upload a lot of files at once (for example a whole web site), it can be a lot easier to use a **zip program** to compress them into a single file, upload the zip file and then unzip them again on the server (you will see an "unzip" link next to zip archives).

To preview any file you have uploaded just click on its name. Your web browser will take care of either displaying it or downloading it to your computer.

HTML and text files can be edited in-place online. Other files will need to be edited on your local computer and uploaded again. if you upload a file with the same name as an existing file it will automatically be overwritten.

A final note: if your content resides out on the web then you don't need to upload

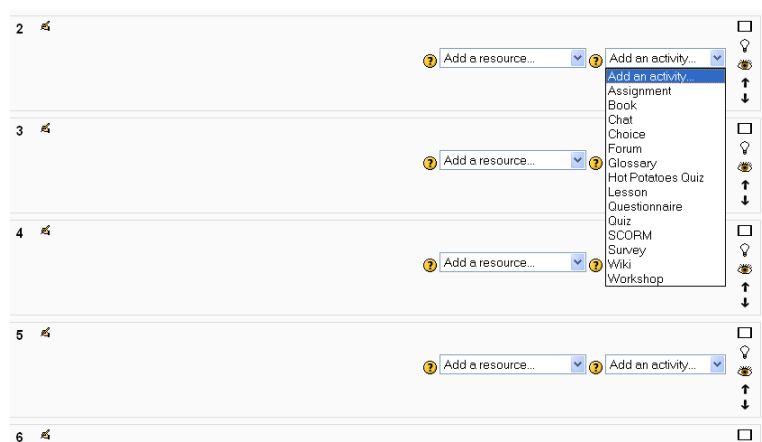
the files at all - you can link directly to them from inside the course (see the Resources module and the next section).

## SETTING UP ACTIVITIES

Building a course involves adding course activity modules to the main page in the order that students will be using them. You can shuffle the order any time you like.

To turn on editing, click "Turn on editing" under Administration. This toggle switch shows or hides the extra controls that allow you to manipulate your main course page.

To add a new activity, simply go to the week or topic or section of the screen where you want to add it, and select the type of activity from the popup menu.



Here is a summary of some of the standard activities in CLEO hosted Moodles:

### A) Assignment

An assignment is where you set a task with a due date and a maximum grade. Students will be able to upload one file to satisfy the requirements. The date they upload their file is recorded. Afterwards, you will have a single page on which you can view each file (and how late or early it is), and then record a grade and a comment. Half an hour after you grade any particular student, Moodle will automatically email that student a notification.

### B) Chat

The Chat module allows participants to have a real-time synchronous discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed.

### C) Choice

A choice activity is very simple - you ask a question and specify a choice of responses. Students can make their choice, and you have a report screen where you can see the results. It could be used for quick polls or class votes.

### D) Forum

This module is by far the most important - it is here that discussion takes place. When you add a new forum, you will be presented with a choice of different types - a simple single-topic discussion, a free-for-all general forum, or a one-discussion-thread-per-user.

### **E) Resource**

Resources are the content of your course. Each resource can be any file you have uploaded or can point to using a URL. You can also maintain simple text-based pages by typing them directly into a form.

### **F) Questionnaire**

The questionnaire module allows you to construct questionnaires (surveys) using a variety of question types, for the purpose of gathering data from users

### **G) Quiz**

This module allows you to design and set quiz tests, consisting of multiple choice, true-false, and short answer questions. These questions are kept in a categorised database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.

An alternative to using Quiz is Hot Potatoes, and you may find this easier to use.

### **H) Survey**

The survey module provides a number of predefined survey instruments that are useful in evaluating and understanding your class. Currently they include the COLLES and the ATTLS instruments. They can be given to students early in the course as a diagnostic tool and at the end of the course as an evaluation tool (I use one every week in my courses).

After adding your activities you can move them up and down in your course layout by clicking on the little arrow icons (↑ ↓) next to each one. You can also delete them using the cross icon ✕, and re-edit them using the edit icon ✎.

## **RUNNING THE COURSE**

1. Subscribe yourself to all the forums so you keep in touch with your class activity.
2. You may wish to encourage your students to fill out their user profile (including photos) and read them all - this will help provide some context to their later writings and help you to respond in ways that are tailored to their own needs.
3. Keep notes to yourself in the private "**Teacher's Forum**" (under Administration). This is especially useful when team teaching.
4. Use the "**Logs**" link (under Administration) to get access to complete, raw logs. In there you'll see a link to a popup window that updates every sixty seconds and shows the last hour of activity. This is useful to keep open on your desktop all day so you can feel in touch with what's going on in the course.
5. Use the "**Activity Reports**" (next to each name in the list of all people, or from any user profile page). These provide a great way to see what any particular person has been up to in the course.