Professional Learning Workshops

Moodle Basics

Participant’s Guide
Moodle Head Quarters

For detailed information and support in using Moodle go to:  http://www.moodle.org

For detailed information on a wide range of Moodle topics, go to: http://docs.moodle.org/en/Category:FAQ
Topic 1 – Accessing Sector Capability’s Moodle site

To commence today’s activities go to: http://moodle.westone.wa.gov.au

Teachers Tip: When you first log in, click your name to update your ‘profile’ so your students can get your contact information and just as importantly see what you look like.

Click the ‘Edit profile’ link in your settings block. Make sure your email address and other details are correct, change your password, upload your picture etc. **Note:** Always ensure your students do this when they first log in to their Moodle course, as they are initially assigned a default generic password when their account is created.
Topic 2 – The Moodle course homepage

When you first log into a Moodle 2 course you will notice that there are a few differences to how your course displayed in the previous version of Moodle.

1. Page Name
2. Blocks. These blocks can be moved, docked, collapsed (hidden) or expanded (shown)
3. Subject/Content overview.
4. Dock This is where your blocks go when you dock them. Any block can be docked here to free up screen space.
5. HTML blocks that have feeds from external sources for current information.
6. Courses. This is not always shown in every site in the middle of the page but can be accessed through the navigation block

This is another example of how a typical Moodle course homepage can be set out. You decide how you want your course to look and use the “Setting” tools to customise it to suit your client group.
Topic 3 – Navigating in your course

A blank course when you log into your site will look similar to this. Please note that there are breadcrumbs that you can use to navigate through the site.

To get back to your course page, use the breadcrumbs in the top left corner of your page and click on the short name for your course:

**Navigation block**

With Moodle 2 you also now have the Navigation block that can also assist you in moving back to the front page of your course. Simply click on the Short name of your course and you will move back to the front page of your course.

You will be returned to your course front page, click on the ‘Turn editing on’ button in the top right hand corner.
A generic blank course
When you first enter a new Moodle course, it will appear like this. It has no content or activities and no participants.

Blocks: Each course homepage generally contains blocks on the left and the right, with the centre column containing the main course content. Blocks may be added, hidden, deleted, and moved up, down and left/right when editing is turned on.

Over 25 different block types are available to the ‘teacher’ (the lecturer’s Moodle role) to enable them to provide additional information or functionality to their learners.

Administration: A teacher with editing rights will also have a course administration block. This is an important tool for the teacher. It has sub menus for course: backup, restore, users, grades and question bank.

A student's course administration block typically only has the Grades and Profile options available.
**Settings:** Click on ‘Settings’ block in the Administration block. This settings block has been docked to the side of the page. The setting block could also be listed with the other blocks to the right of the content.

**Turn Edit on!**
Sounds simple but this will be the one things when you are starting out that you will habitually forget to do. Your screen will change to editing mode and you are now ready to add resources and activities as directed by your presenter. Adjust the settings for your course as suggested by the presenter or to suit your course.

**Note:** You can change any of these settings again at any time

When you have finished Editing Course Settings, click on the ‘Save changes’ button at the bottom of the page.
Topic 5 – Adding students into your course

**Important Note:** Before you can add your students into your Moodle course, they also have to have a Moodle account created. You will need to provide the Moodle Administrator of your Registered Training Organisation with a list of the first and last name and the student ID number for each student in your class / group.

Click on ‘Users’ in the Administration Block.

Ensure you have the correct role assigned before adding the person to the course. Click on the drop down menu to assign the role.

Add users to course click on ‘enrol’
Topic 6 – Adding resources and activities to your course

Click the ‘Turn editing on’ button in the top right hand corner of the page.

**Note:** You have to be a Teacher of the Moodle course in order to turn editing on and off. Students and Non-editing teachers will not be able to do this.

Your screen will change to editing mode as shown below and you are now ready to add resources and activities to your course.

**Quick icon reference**

<table>
<thead>
<tr>
<th>Icon</th>
<th>Effect</th>
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<th>Icon</th>
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</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Edit item" /></td>
<td>Edit item</td>
<td><img src="image" alt="Close/Hide item" /></td>
<td>Close/Hide item</td>
<td><img src="image" alt="Delete/Remove" /></td>
<td>Delete/Remove</td>
<td><img src="image" alt="Move (up/down)" /></td>
<td>Move (up/down)</td>
</tr>
<tr>
<td><img src="image" alt="Show all weeks/topics" /></td>
<td>Show all weeks/topics</td>
<td><img src="image" alt="Open/Show Item" /></td>
<td>Open/Show Item</td>
<td><img src="image" alt="Indent/shift right" /></td>
<td>Indent/shift right</td>
<td><img src="image" alt="Move here" /></td>
<td>Move here</td>
</tr>
<tr>
<td><img src="image" alt="See one week/topic" /></td>
<td>See one week/topic</td>
<td><img src="image" alt="Help" /></td>
<td>Help</td>
<td><img src="image" alt="Assign roles" /></td>
<td>Assign roles</td>
<td><img src="image" alt="Make Current (highlight) week/topic" /></td>
<td>Make Current (highlight) week/topic</td>
</tr>
</tbody>
</table>

**TIP:** Some icons toggle (*). For example, the open eye indicates that the resource is visible to students, while clicking it changes it to a closed eye, making it invisible to students.
Add a resource: Moodle supports a range of different resource types that allow you to include almost any kind of digital content into your courses. These can be added by using the add a resource dropdown box when editing is turned on.

A Text page is a simple page written using plain text from a link in the course. Text pages aren't pretty, but they're a good place to put some information or instructions. If you are after more options for your new page then you should be thinking about adding a Web page and making use of Moodle's WYSIWYG editor.

Note: If you want to copy existing text from sources such as a Microsoft Office Word® document or a PowerPoint® presentation into the Moodle WYSIWYG editor, it is best to first paste your text into Notepad, which will strip out any existing formatting, and then paste the text from Notepad into Moodle. Reformat your text using the text editor tools in Moodle.

Of course the resource may already exist in electronic form so you may want to link to an uploaded file or external website or simply display the complete contents of a directory in your course files and let your students pick the file themselves. If you have an IMS content package then this can be easily added to your course.

Labels allow you to add more information between activity and resource links in your course or even to add a video in a thumbnail format.

Add an activity: There are a number of robust interactive learning activity modules that you may add to your course with the ‘Add an activity’ drop down menu. If you wish, some or all of these activities can push information to a course grade book.

Communication and collaboration may take place using live Chats or asynchronous discussion Forums for conversational activities. You can also use Choices to gain group feedback. Adding Wikis to your courses is an excellent way to allow students to work together on a collaboratively-authored project.

Work can be uploaded and submitted by students and scored by teachers using Assignments or Workshops. These modules have several assessment options, including instructor-assessment, self-assessment, and even peer-assessment. Online Quizzes offer several options for automatic and manual scoring. With the use of a mash-up you can also ass a YouTube link into a quiz to add further dimension and interest to your quiz content.

Lessons and SCORM activities deliver content and offer ways of individualizing your presentation based upon a student's choices. Glossaries of keywords can be set up by the instructor, and can be configured to allow students to edit, add, or rate entries.

Surveys and Databases are also very powerful additions to any course.

If all of that isn't enough for you then you can also add any number of contributed modules that are not part of the official Moodle release!
The SCORM functionality in Moodle allows you to upload pre-existing SCORM or IMS-compliant Learning Objects. A variety of websites offer SCORM-packaged Learning Objects for download and use, including the Australian Flexible Learning Framework’s Flexible Learning Toolbox Repository – (http://toolboxes.flexiblelearning.net.au).

**Note:** There is also a direct link to LORN on the Durack Moodle site homepage.

A Learning Object can be defined as a self-contained, re-usable digital resource and can be anything from a Flash-based activity, to a series of bundled HTML pages, to an activity in a Microsoft Office Word® document.

To download a Learning Object from the Toolbox Repository, first open the Toolbox web site at http://toolboxes.flexiblelearning.net.au.

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**Step 1**
Click on the centre orange button ‘Search and Download Learning Objects’

**Step 2**
A new window will launch opening the Toolbox Learning Object Repository Equella dashboard

You will notice that you can **Browse the repository** by:
- Toolbox series & code
- Training Package
- Customisation tutorials
- E-Learning objects
- More
Step 3
Searching the Repository
Click on the Search tab to commence your search of the repositories

1) Type in what you are searching for.
2) You can search the whole repository or choose by the browse list.
3) After a few seconds, any matching Learning Objects should appear in the centre of page. Find the most suitable for your context and click the title.

Step 4
A new screen should appear. You can Preview the learning object by clicking on the Preview button.

Once you are happy with the learning object click on the Download button. This button will download a .zip file and save it to your computer. This .zip file is your SCORM-packaged Learning Object.

Note: At no point do you need to unzip the .zip file. The SCORM capabilities within Moodle will 'deploy' (unpack) the file automatically after you have uploaded it.
With your Learning Object saved to your computer, the first step you’ll need to take in your Moodle course is to **Turn editing on**. You can do this via the 'Turn editing on' button at the top right of screen, or the 'Turn editing on' link in your Administration block.

Decide where you want to make your Learning Object available. This could be in any part of course, either in a particular week, or in a specific topic.

When you have selected your area, choose the ‘Add an activity’... option within it. From the menu that appears, choose ‘SCORM Package’. (You can also import learning objects via the IMS option available under ‘Add a resource.’)

**[Note: SCORM Package** This is useful when working with Learning Objects that have gradable functionality, or can integrate with your Moodle student management functions. However, be aware that not all learning objects from the Toolbox Repositories have this capability. Therefore using the Add a resource... option is generally more suitable for Learning Objects without the gradable function.]**
Name
You need to give your Learning Object a name. This is the text that will appear as the Learning Object link in your Moodle course.

Summary
Provide a brief overview of the Learning Object contents. You can also include outcome details, media types etc.

**Add an IMS Content Package**
This is where you will upload your Learning Object into your Moodle course. Click ‘Choose a file’.

When the new window opens, click the ‘Browse’ button to locate your Learning Object on your computer.

Once you’ve located your Learning Object, click ‘Upload this file’.
Once your file has uploaded, you should see the link for your zip folder as below.

All that remains is to set the other settings of your Learning Object.

**Window**
You can choose to have your Learning Object open within the same window as your Moodle course or in a new window. The *New* window option means the actual Moodle course will still be available in the original window (*this is the recommended option*). If you do choose to have it open in the *Same* window, students will have to realise that they have to use the Internet browser to go back to the main content of the Moodle course (*which can be confusing*).

**Parameters**
The *Parameters* section governs how your Learning Object is presented. Choose from having a menu or table of contents on the side of your Learning Object (useful if there is more than one page within the object and the content isn’t necessarily sequential) as well as navigation buttons (*a must for any Learning Object with more than a single page of content*). Some choices will cancel out others – for example, having a *Navigation side menu* rules out the need for a *Table of contents* - therefore the options are removed.

**Common module settings**
This determines whether your Learning Object will be visible to students immediately. Alternatively, if preferred, you can choose *Hide* and reveal the Learning Object at a later date.

**Restricted access settings**
This will enable you to set access restrictions on the learning object and also can be released as a condition release item.

Finally click the ‘*Save and display*’ button at the bottom of screen.

Hey presto! Your Learning Object is now ready to use!
**Topic 8 – Moodle and importing DIY learning objects**

**Do it yourself learning objects**

There are many programs available such as eXe or ARED that make it very easy for you to develop your own e-learning resources without needing any knowledge of HTML. They can be used to develop learning content and / or assessments that can then be up-loaded to Moodle. You can also use programs like Hot Potatoes to develop quizzes that can be imported into a question bank in Moodle. If you develop and import SCORM compliant learning objects Moodle will also be able to grade the activities (see Topic 12 for more about Grades).

**Adding an eXe resource**

1. **In eXe**, when you are preparing to export your completed eXe resource click the Properties Tab in the Outline pane (window) and complete the information in each of the fields in the Package, Metadata and Export Tabs.
2. Make sure you select SCORM 1.2 format in the Metadata Tab
3. Don’t include Previous / Next links in the Export Tab (it works much better if you just use the navigation options in Moodle)
4. Next, go to File > Export > SCORM 1.2

**Note:** Saving your eXe resource in a SCORM format produces a better final product, but eXe resources are not necessarily intended for assessment or grading purposes.

The zipped up learning object is now ready to be imported into Moodle. Your original eXe project will still have an .elp file extension, however the exported eXe resource will now have a .zip file extension. **Note:** At no point do you need to unzip the .zip file.

5. In the area in your Moodle course that you want the eXe resource to be located select Add a resource... and from the menu that appears, choose ‘Add an IMS Content Package’.

Now just follow the same procedure as for uploading a Toolbox Repository Learning Object in Topic 7:

6. Click ‘Choose or upload a file’. When the new window opens, click the ‘Upload a file’ button in the lower right of the window.
7. When the window reloads, click the ‘Browse’ button to locate your zipped up eXe resource on your computer.
8. Once you've located your eXe zip file, click 'Upload this file'.
9. Once the file has uploaded, you should receive a File uploaded successfully message.
10. The next step is to click the ‘Choose’ link for your eXe resource. This will take you back to your main options screen.
11. Now you just need to set the Window and Parameters for your eXe resource. It is generally best to select ‘New window’ and preferably resize the window width and height to around 1000 x 800 pixels, so that the eXe resource is completely visible in the new window.
12. Select Yes for both the Navigation side menu and Navigation buttons.
13. Finally, your eXe resource needs to be ‘deployed’. Click the ‘Save and display’ button at the bottom of screen.

14. A screen will inform you that the resource needs to be deployed. Click the Deploy button to complete the process.
15. When Moodle informs you that the Package has loaded, your eXe resource is ready to use!
Topic 9 – Moodle reporting (A quick look)

Reports, why bother?
The report function is very important for you to be able to monitor what is happening within your course. This means being able to see student activity within your site to determine how long students are active in the course, what they are spending time on and updates to information.
The logs and participation reports are useful for tracking students’ activity in class. It will assist you in seeing the amount of time a student spends on material and will enable you to flag student who may have trouble achieving the course outcomes as they are not spending time working through the course content.
The logs and participation reports also can tell you which resources and activities students find most valuable.

There are two ways to access reports
1) Navigation block:
Click on your Navigation block and select your short course title.
Click on the report link

2) Recent Activity
Group Activity Reports
Turn on the block ‘Recent Activity’. Click on ‘Full report of recent activity’

You will now get to a page that looks similar to this.
You will be able to review reports on:
Live logs from the past hour
Activity report
Participation report
Statistics
Live logs from the past hour
The 'Live logs from the past hour' link opens a pop-up window listing all course activity in the past hour, which refreshes every minute.

Activity report
This lists how many times each course activity has been viewed and the last time it was viewed.

Participation report
A. Select an activity module, the time period to look back over, to show only student reports and the actions you are interested in (views, posts or all actions) then click the 'Go' button.
B. A list of all instances of the selected activity module in the course will be generated. Select one and then click the 'Go' button.

The participation report lists the number of times each student has done the action selected. If you wish you can select particular users and send them a message.

Statistics
If your system administrator has enabled your site statistics, you can also get more detailed summary reports from the statistics menu.
Moodle Basics – Activities

Follow your presenter’s instructions to complete the following Activities. The presenter will direct you to some files on your desktop, eg. Word document, Powerpoint file, to you to use in these activities.

Activity 1

• Write an introduction to your course
• Insert a picture
• Change the look of your course
• Modify the role titles

Activity 2

• Add some resources
  ➢ Word document
  ➢ Powerpoint
  ➢ Link to a Web site
  ➢ Learning object

Activity 3

• Add some activities
  ➢ Forum
  ➢ Chat
  ➢ Glossary

Activity 4

• Turn new blocks on/off
• Embed external media via label and html settings:
  ➢ Youtube
  ➢ Teachertube
  ➢ Slideshare

Activity 5

• Add an upcoming activity to Calendar