BUILDING YOUR COURSE WITH MOODLE
TRAINING MANUAL LEVEL I

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Table of Contents

Moodle Training - Level I is designed to get you started using Moodle. We will go over the Interface, help you understand where things are located in Moodle, and help you begin to set up your course
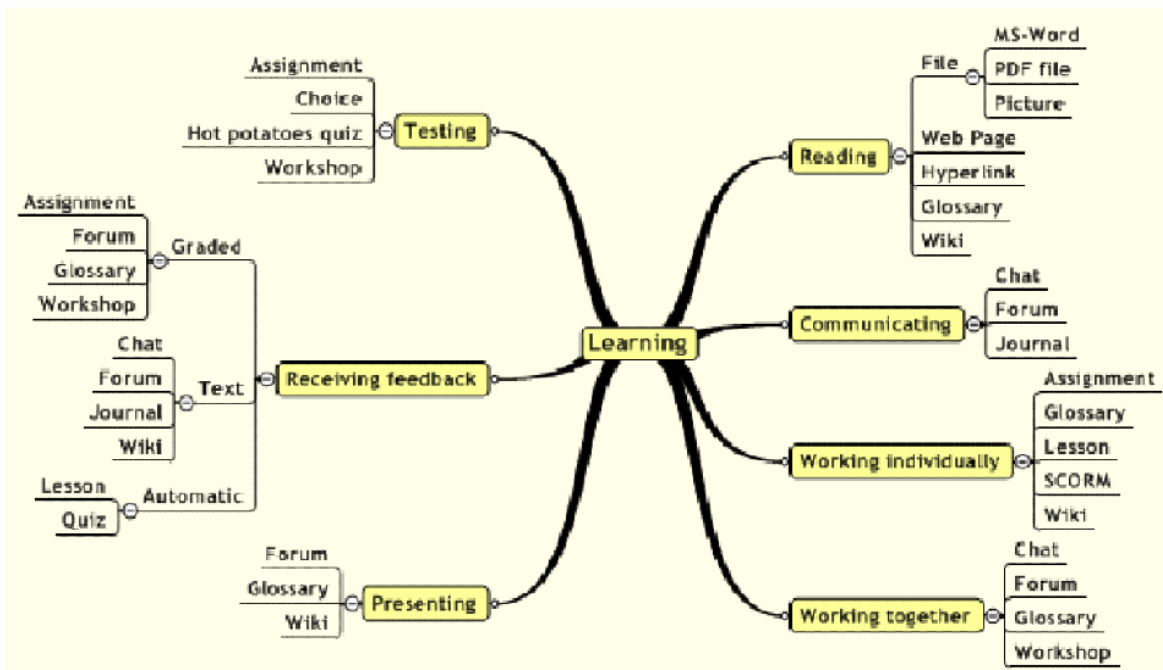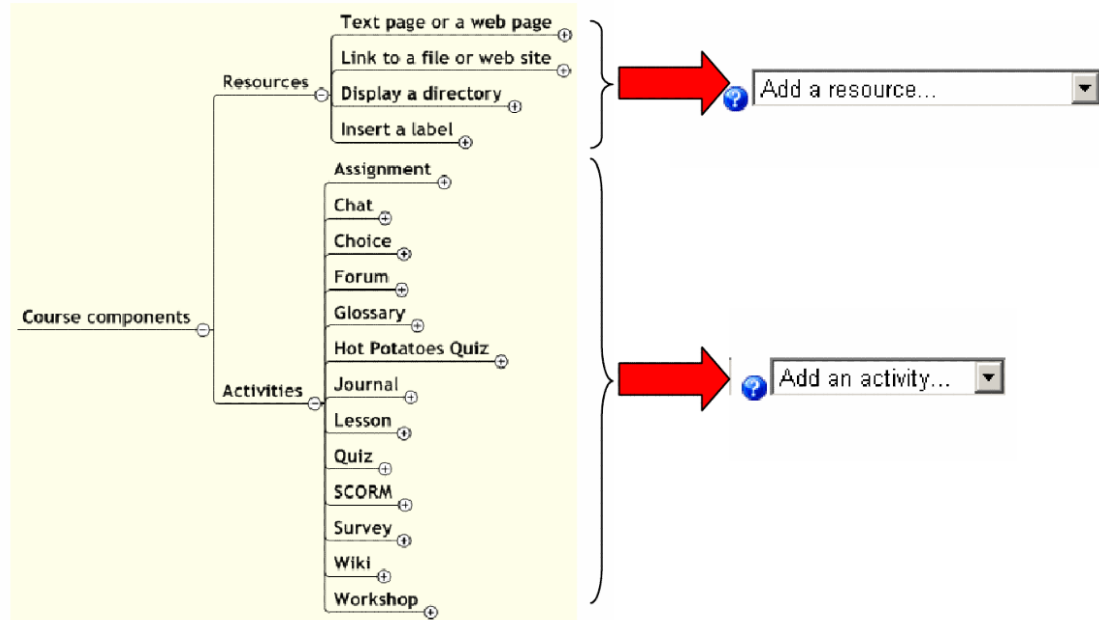
Introduction to Moodle

moodle was developed by Martin Dougiamas in 2002

. . . **is** an e-learning system designed to help educators create courses that will enhance their interaction with students.

- It can be used for a fully-online course or to supplement or enhance a face-to-face course (blended learning).

. . . **is** provided freely as *open source software, which means…*

- The programming code that can be changed to meet the specific needs of users

- It is free to download and use…*there is no licensing fee*

- It is copyrighted, but users have freedom to copy, use and modify information and/or course materials if they agree to:

  - **Provide the source to others**

  - **not modify or remove the original license and copyrights**

  - **apply this same license to any derivative work**.

. . . **is** the acronym for **M**odular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment.

. . . **is** designed to support social constructionist pedagogy.

This philosophy emphasizes that learners learn best when they are engaged in a social process of constructing knowledge through the active construction of artifacts for others (users actively construct new knowledge as they interact with their environment).

Course components

Resources
- Text page or a web page
- Link to a file or web site
- Display a directory
- Insert a label

Add a resource...

Activities
- Assignment
- Chat
- Choice
- Forum
- Glossary
- Hot Potatoes Quiz
- Journal
- Lesson
- Quiz
- SCORM
- Survey
- Wiki
- Workshop

Add an activity...

Learning

Testing
- Assignment
- Choice
- Hot potatoes quiz
- Workshop

Receiving feedback
- Graded
  - Assignment
  - Forum
  - Glossary
  - Workshop
- Text
  - Chat
  - Forum
  - Journal
  - Wiki
- Automatic
  - Lesson
  - Quiz

Presenting
- Forum
- Glossary
- Wiki

Reading
- File
  - MS-Word
  - PDF file
  - Picture
- Web Page
- Hyperlink
- Glossary
- Wiki

Communicating
- Chat
- Forum
- Journal

Working individually
- Assignment
- Glossary
- Lesson
- SCORM
- Wiki

Working together
- Chat
- Forum
- Glossary
- Workshop

Log in to Moodle

To access Moodle:

Open a browser and go to: http://moodle.gram.edu
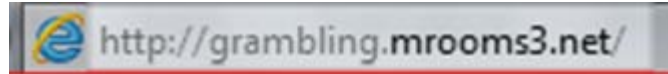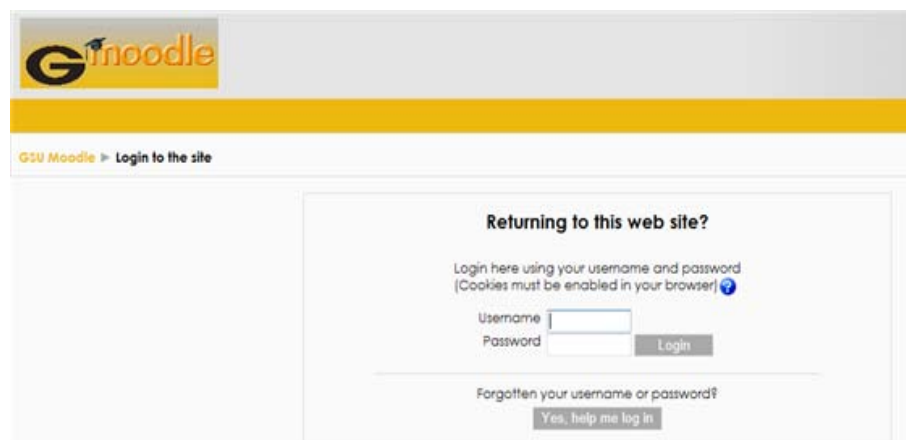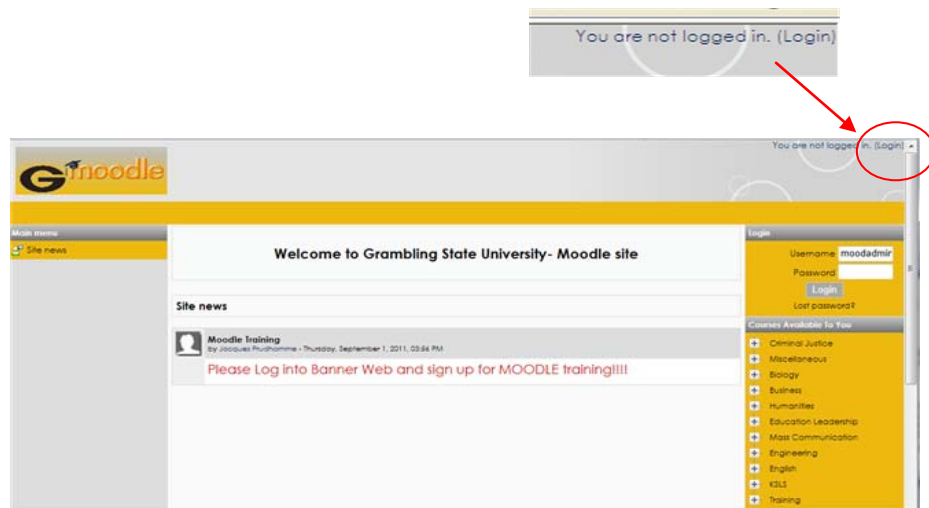

We recommend using the Mozilla Firefox browser (rather than Internet Explorer, Netscape, or Safari) when working with Moodle. If you do not have Firefox, download it from the Mozilla website at http://www.mozilla.com/en-US/products/download.html

To log in to Moodle:

Click the (Login) link at the top right of the window, next to the message "You are not logged in."

Moodle

- Blocks in three columns
- Course content column in the center
- Course content commonly organized by "week", "topic", or "social"

Blackboard

- Navigation buttons down the left side.
- Opening at the announcement area.
- Course content organized in content items listed in the Control Panel.
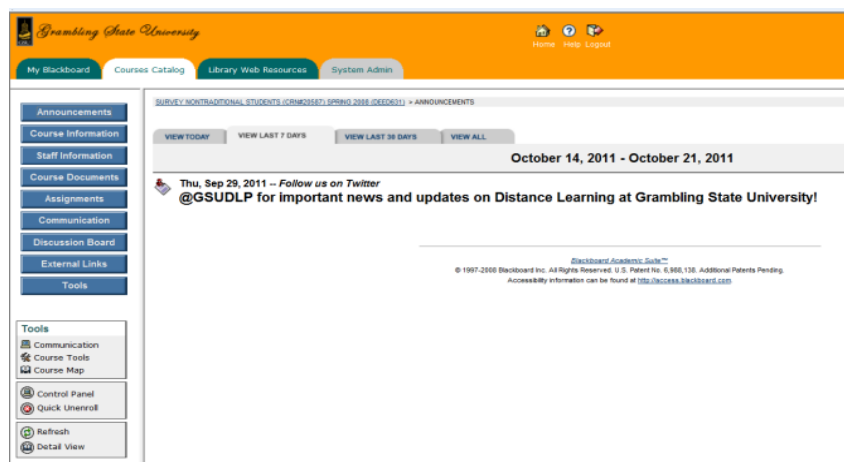
A. The Moodle Course Interface

The **Moodle course interface (homepage)** is divided into three columns from left to right.

Administration   Course Design and Content   Social

B. Moodle Blocks

The view of your course homepage and ultimately the features offered to your course participants depends on which *Blocks* you choose using the Blocks field. All of the blocks can be moved around, added or deleted from your course homepage.

Column 1: *Administration Blocks*

The **far left** is the *Administration* side of Moodle that allows you to manage course content.
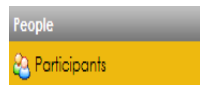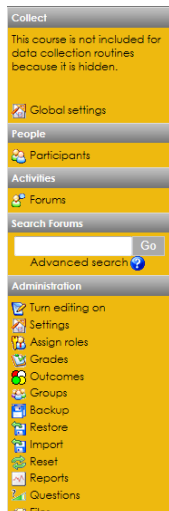
The **People** block provides links listing all enrolled students and teachers (**Participants**), and a link to a profile editing page where you can change your information, password, etc. If you have enabled groups, then there will be a link to manage groups here, as well.

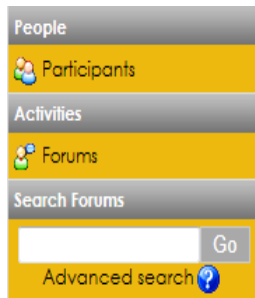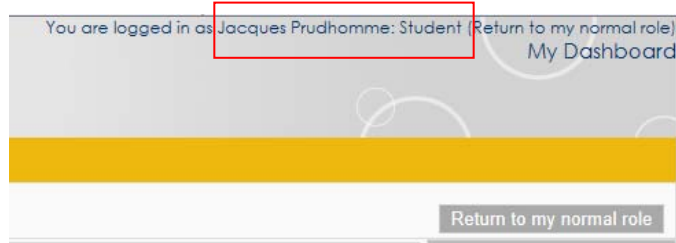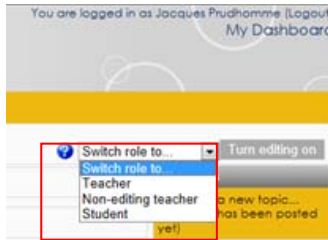This is a quick way to see who is in the course and see the last time that they were available in the course. You can select a student or all students to send a message, or add a note about a student that the student cannot see, unenroll a student, or you can log in as the student.

Log in as the student .

The **Activities block** provides a link (for students and teachers) to all the different activities in the course. Activities include assignment links, discussions, quizzes, etc. When you create new activity types in a topic or weeks block they will show up in the Activities block. Students can click the "Assignments" link to see a list of all the (non-hidden) Assignments in the course.

The **Forums block** provides a way for students and faculty to have asynchronous discussions about a topic of interest.

A **News forum** is automatically created for each course and is a place for general course announcements. There are four different types of discussion forums that you can choose from:

- **Standard forum for general use** – An open forum where anyone can start a new discussion topic at any time and any student can reply to any posting.
- **A single simple discussion** – A single topic discussion developed on one page (group mode cannot be used with this type).
- **Each person posts one discussion** – Each person can post only one new discussion topic (everyone enrolled in the course can reply to the posted topics).

- **Q and A forum** – Instead of initiating discussions, the instructor poses a question to the class. Students may reply with an answer, but cannot see the replies of other students until they have posted their own response to the question.

- **Search Forums** enable teachers and students to search for particular keywords in all the forum posts in their courses.

The **Administration block** contains a number of controls for administering your course. Students only see a limited set of links here.
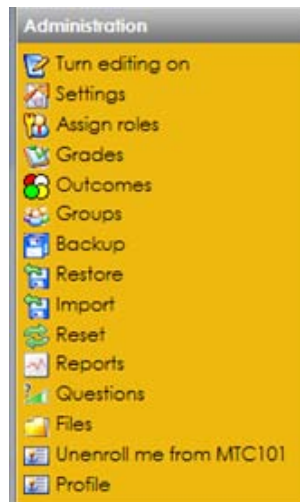
Features in the administration block allow professors to manage course settings, student and professor enrollments and their groups, view the course gradebook and create custom grading scales. *Students only see a link to their Profile and Grades in this block.*

Turn Editing Off/On is a toggle between Turn Editing Off and Turn Editing On. The same toggle button is available in the upper right hand corner of your window.

Settings control how course materials appear to the participants of a course. Options include the course format, course start and end date, groups, and enrollment key.

Assign Roles allows you to assign a permission-based role to any Moodle user. You can grant permissions to a course collaborator, teaching assistant, reviewer, student, and participant.

Grades can be calculated, aggregated, and displayed in a variety of ways. Many activities in Moodle, such as assignments, forums and quizzes may be given grades. Grades may have numerical values, or words/phrases from a scale or rating system.

Groups allow you to organize students and participants to one or more groups within a course. This is useful for group-based course activities

Backup: A course can be saved with some or all of its parts by using the course backup. Although the Moodle administrator will set a schedule of site wide backup for all courses, professors are encouraged to save their own backup locally for safekeeping. Files are initially backed up in the Administration area and stored in a backupdata folder. A backup file can also be uploaded to your computer or other drive.

Restore: Courses can be restored from a backup made by Moodle. Course backups are usually stored in the Administration>Files>backupdata folder. There is a restore link next to every course backup.

Import: Course data may be imported from any other course for which the professor has editing rights. This will allow professors to re-use instead of re-creating one or more activities and resources (objects). This feature will not import student or professor data, such as forum posts and discussions. It will only import the structure and files for the activities.

Reset allows you to empty a course of user data, while retaining the activities and other settings. Please be warned that the items you choose to delete cannot be retrieved once you *Reset* the course.

10

*Reports* allow the professor to look at course/site logs and user activity reports.

Questions allow a professor to create, preview, and edit questions in the course question bank. These questions can then be used in Quizzes and in Lesson Activities.

Files allow you to upload and organize files and folders for your course. Any digital file format can be uploaded for inclusion in an activity, resource, course section, link, or direct download.

Un-enroll Me From…Clicking here will allow you to un-enroll yourself from a course.

Profile: Is where your Profile information is stored and can be edited in Moodle.

The **My Courses block** provides teachers and students with a list of courses which they are participating in.
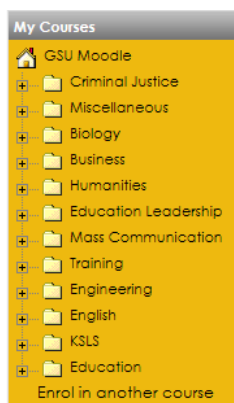
Column 2: The **central section** is the <u>**Contents**</u> page where you can add *Resources* and *Activities*.


The course shell comes with 10 weekly modules, but you can customize it to suit your course content and teaching style.

The minimum number of sections you can set in your course is one, which means that your course will consist of at least two sections--one general (unnumbered one plus at least one numbered one).

Column 3: The **far right** is the *Social* side of Moodle. You can set up **news items**, a **calendar of events**, etc.

To add a block, turn editing on and choose the block you would like to add from the "Blocks" drop down menu. This menu will only be visible when editing is turned on, and will never be visible to your students.
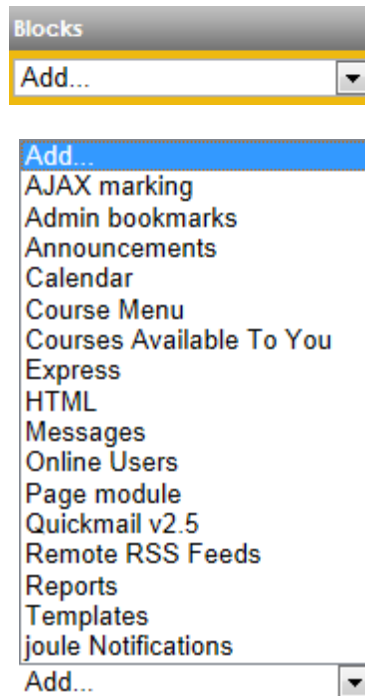
If you delete a block then would like it back, you can always re-add it. This process is the same as adding one of the optional blocks.

With editing on, you can see the block editing icons next to the block's title. Using these, you can hide the entire block with the 'eye' ☀tool, move the block up and down with the up/down arrows ↑↓, move the block from one side of the course to another using the ➜sideways arrow, or delete the block altogether using the delete tool ✕.

User Profile

Your course is not really complete until you have updated your Moodle profile. Profiles help to build a sense of community in your class. Unlike the Staff Information function in Blackboard, your Moodle profile will be accessible in any course in which you are enrolled, so you need only create it once and update it as needed. To view and edit your profile:

1. Click on your login name, which appears at the top of your Moodle screen.   (You can also click on the **Profile** link at the bottom of the **Administration** block on the left side of the course page.)
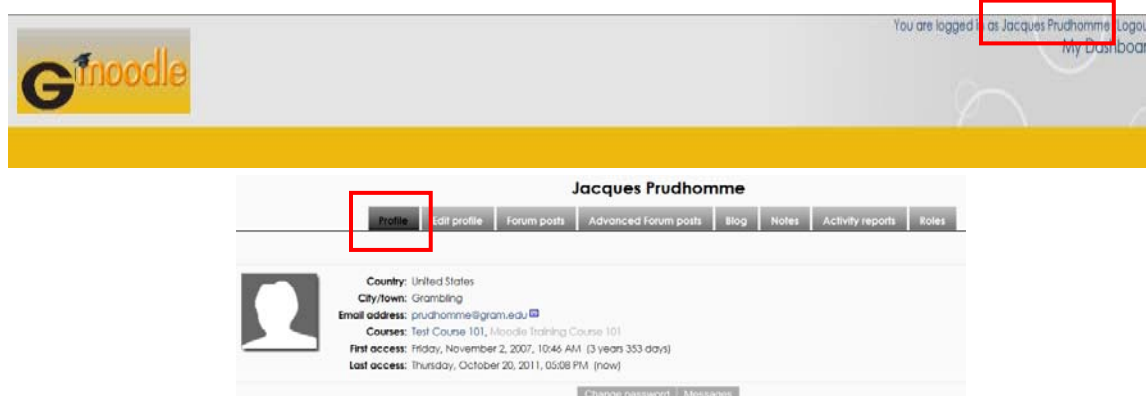
2. Click on the **Edit profile** tab.

3. *Optional*: To display more fields; click on the **Show Advanced** button.
4. Fill in as many fields as desired.
5. When done, click on the **Update profile** button.

First name, surname

> The first two fields are self-explanatory. The first and last names that you supply should be those that you wish to be known by on the course. They will be used by other course participants to identify you when grading work and responding in forums and other activities.

Email address

> The email address should be the address you wish to use to receive acknowledgements and messages from the system, and is also the address that is displayed to all other users of the Moodle site, assuming that you have set the "Email display" option to allow other participants in your course to see your address. It should be a mail address that you check regularly. Other email display options are to hide your mail address from all users, or to make it available to all users on the Moodle system, not just members of the courses you are participating in.

Email display

> This controls the visibility of the address to others, allowing you to show or hide your email in the class. There are three options: you can set it to so that all users (including guests) can see your email, or so that only other students in the class could see your email address, or so that no one could see your email address at all.

Email activated

> You can either enable or disable emails being sent to your address.

Email format

> For the messages to come into your mailbox, you can choose between "Pretty HTML format" (which means that the messages will be formatted with different fonts and colors to make them easier to read) and "Plain text format" (plain text with no fancy formatting or colors).

Email digest type

> This setting allows you to choose how you want to receive any emails you get from forums. A digest is a compilation of all the posts to a forum for a given period. There are three possible choices: No digest, complete or subjects.

Forum auto-subscribe

> This setting lets you decide if you want email copies of posts that are added to forums. If you set this to subscribe, the system will email you copies of new posts in forums that you join. ***This setting will override your efforts to unsubscribe from individual Moodle forums.***

Forum tracking

> Enabling forum tracking means highlighting the posts you have not read yet. ***This feature significantly improves time management when working with discussion forums.***

When editing text
      This can usually be left on "Use HTML editor (some browsers only)". This allows for text formatting options, with a WYSIWYG text editor--but requires newer browsers that can accommodate Javascript. If you find your browser is not letting you edit text, change this setting to "Use standard web forms". Also "Use standard web forms" if you want to input your course content using your own HTML.

City/town; country
      These fields are used to further identify you by geographical location.

Timezone
      This field is used to convert time-related messages on the system (such as assignment deadlines) from the server local time to the correct time in whichever zone you have selected.

Preferred language and theme
      The E-learning server can display in several different languages and color themes, which you can choose from in these two options.
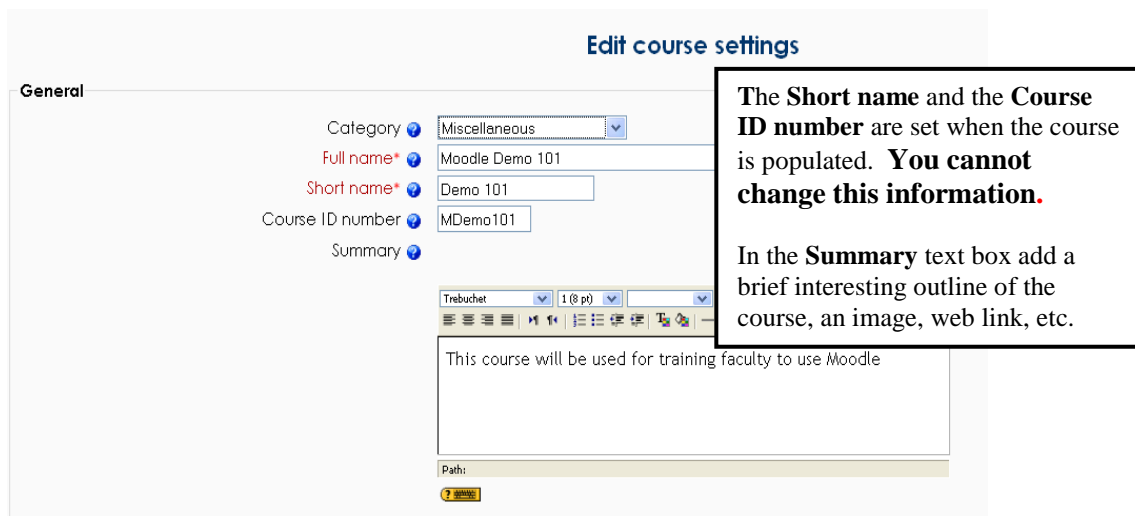
Description
      In this field you can enter some text about yourself, be it information about your studies, hobbies, qualifications or anything else that does not break the acceptable use policy of your Moodle site. This text will be visible to anyone that views your profile.

Setting Up Your Course

You may want to edit some course settings such as Course Format, Enrollment, and Availability.

This can be completed at the initial setup or edited any time during the course by clicking on **Settings** which is located under **Administration** in the left column of the template.
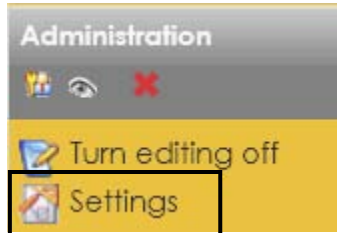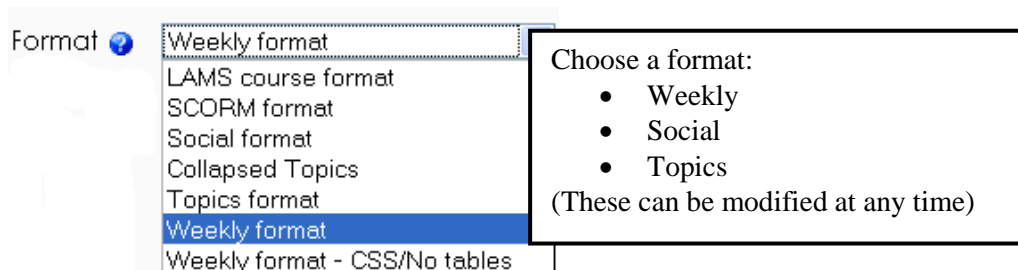
> The **Short name** and the **Course ID number** are set when the course is populated. **You cannot change this information.**
>
> In the **Summary** text box add a brief interesting outline of the course, an image, web link, etc.

Course Formats

The most important setting is the Format. The course format you choose will determine the basic layout of your course.

In the **Format drop-down box**, select a format.

> Choose a format:
> - Weekly
> - Social
> - Topics
>
> (These can be modified at any time)

Format Layouts

Layout	Explanation
Weekly	This layout is organized week by week. It provides a clear start and end date.
Topic	This layout is organized in topic sections, with each section having activities.
Social	This layout is oriented around a main forum. It is used for a more free-form environment.
LAMS (Learning Activity Management System)	This layout offers a flash-based environment for creating learning sequences. LAMS is integrated with Moodle to offer a LAMS central course interface.
SCORM (Sharable Content Reference Model)	This layout enables the use of the SCORM packages, which are self-contained bundles of content.
Weekly Format, CSS/no tables	This layout is the same as the Weekly format but does not use tables. This format offers improved accessibility.

The "Weekly" and "Topic" formats are very similar in structure. The main difference is that *each box in the topic format can cover whatever you like, whereas the weekly format covers exactly one week*.

Using the "Weekly" format, the dates associated with the weeks of the course are automatically added into each section for the course content.

The "Social" format does not use much content at all and is **based around just one forum**, which is displayed on the main page.

LAMS course format

LAMS stands for **Learning Activity Management System** and is used for designing, managing and delivering online collaborative learning activities. This is done through a visual authoring environment for creating sequences of learning activities. These activities can include a range of individual tasks, small group work and whole class activities based on both content and collaboration.

See also: **http://wiki.lamsfoundation.org/display/lamsdocs/Moodle**

SCORM format

The **SCORM/AICC** module is a course **activity** which allows you to upload any SCORM or AICC package to include in your course.

SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content. SCORM content can be delivered to learners via any SCORM-compliant Learning Management System (LMS) using the same version of SCORM.

SCORM was developed as a result of collaboration in the public and private sectors. The President of the United States, Bill Clinton issued an Executive Order that created an agency (ADL) to oversee the standard for developing and distributing online learning. All Federal agencies are mandated to use programs that meet those standards. SCORM is one result of that order.

See also: http://moodle.org/mod/forum/discuss.php?d=3757#p18828

> *TIP*: If you have a large SCORM object you want to use as an entire course, then you can select this course format and students will only be able to interact with the SCORM object, not the rest of the Moodle tools.

Social format

This format is oriented around one main **forum**, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses. The **Moodle Lounge** is an example of a social format course.

The social forum can be edited by clicking the 'Update this forum' button on the social forum page. The forum introduction is displayed at the top of the course page.
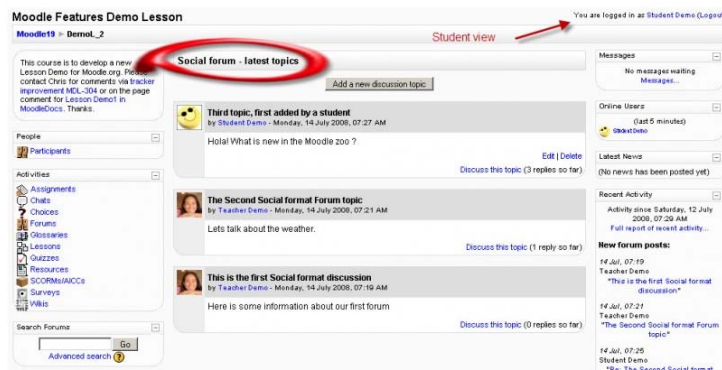
Topics format

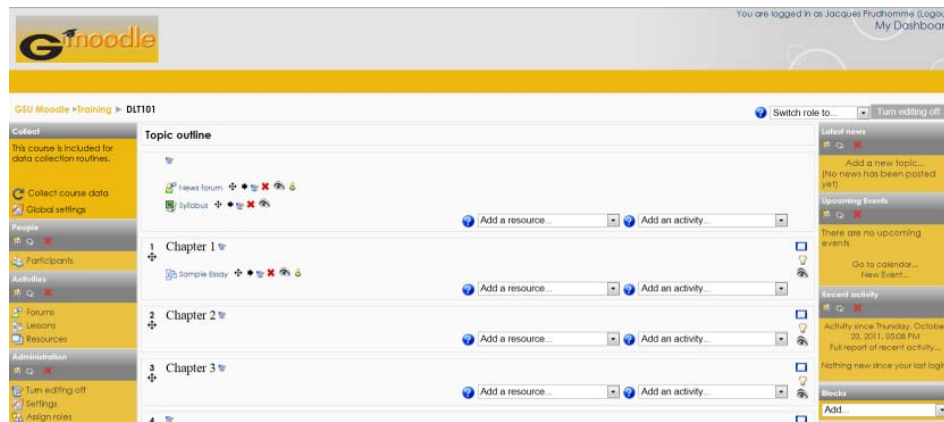The course is organized into topic sections. Each topic section consists of activities.

Weekly format and Weekly format – CSS/no tables

The course is organized week by week, with a clear start date and a finish date. Moodle will create a section for each week of your course. You can add content, forums, quizzes, and so on in the section for each week.

> *TIP*: If you want all your students to work on the same materials at the same time, this would be a good format to choose.
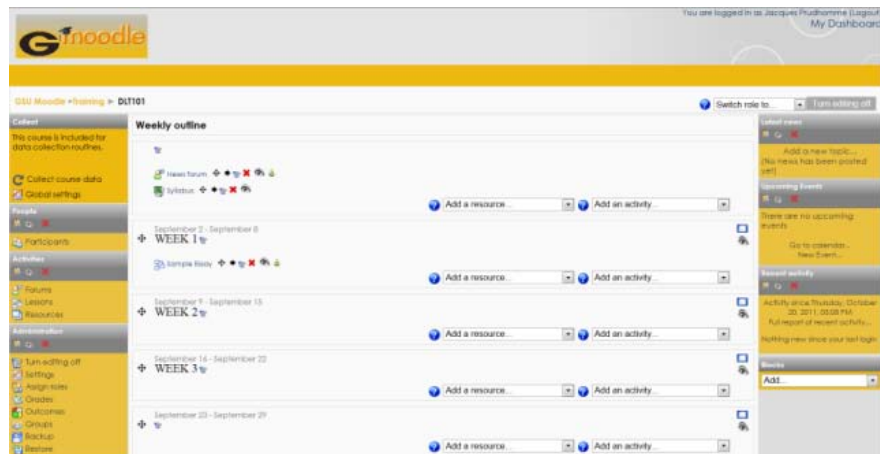
The CSS / No Tables variant of the Weekly format displays the Weekly course format without using tables for layout. This improves the accessibility of the format, but older browsers have trouble displaying it correctly. This format is available in Moodle 1.6 onwards.

Other settings

Number of weeks/topics

Below this you will find the "Number of weeks/topics" menu, simply choose a new number here. If you add more topics Moodle will add new, blank topics below your old ones. Move topic/week blocks up or down using the up/down arrows in the right margin of each section's block. *If you remove topics or weeks, Moodle will not delete the activities in those weeks*.

Start Date

To change the start date of your course, select a new start date in the "Course start date" menu. Do not change the enrollment period setting. *Selecting a date here will provide the reference point for the dates that automatically present in each section of a course in a "Weekly" format*.

Hidden sections

When you hide an upcoming topic section to prevent your students from jumping ahead, you can choose to display the title as a collapsed section or simply hide the topic altogether. Displaying the collapsed sections gives your students a road map of the upcoming topics or weeks, so it's probably a good idea to leave this on the default setting.

News items to show will only have effect if you have the "Latest News" block enabled. If so, then the latest postings in the course Announcements page will be shown to the students.

Show gradebook to students

This setting allows you to select whether students can see the gradebook. If set to No, it doesn't stop you from recording grades, but simply prevents the students from seeing them.

Show activity reports

This setting allows students to view their activity history in your course. This is useful if you want students to reflect on their level of participation.

Group mode

Moodle can create student workgroups. You need to decide whether your students will be organized into groups, and if so, whether the groups will work independently or will be able to view each other's work.

- **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.

Force groups

You can set the group mode separately for many activities or force group mode to be set at the course level. If everything in the course is done as part of a group, or you are running cohorts of students through a course at different times, you'll probably want to force group mode to make management easier. Forcing the course group mode overrides the individual activity group settings. *If you have forced group mode, every activity in the course will have that group mode set.*

Availability

Use this setting to control student access to your course. By default courses are created as unavailable to students. When you want students to have access to your course, this setting needs to be changed to "this course is available to students."

When you log in to Moodle and see a list of your courses, the ones with ***grey titles*** are **unavailable** to students. The ones with ***red titles*** are **available** to students.

Language

Choose whether to force the language. If you do so, all the menus, etc., in your course will appear in the language you choose. It is highly recommended that you leave this set to "do not force."

Role renaming

This option allows you to change the displayed names for roles used in your course. For example, you may wish to change "Teacher" to "Facilitator" or "Tutor". Only the displayed name is changed – the underlying role permissions are not affected. The new role names will appear on the course participants page and elsewhere within the course.

Once you have made changes to your course settings, click the "Save changes" button.

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Notes