Some Moodle Tips

Getting Started

Configuring Topic Area

1. Enter the class and Turn editing on, at the top right.
2. Click on the Gear icon for your topic area. Deselect *Use default section name*, and put whatever text you like in for the topic area.
3. Notice that Web Editor is available for the summary. You can use that web editor to insert pictures and control the layout, or any other media such as a video (see below).
4. Under *Add an Activity or a Resource*, I recommend selecting labels. These are simply headings that are added to the topic area and allow you to better configure the information.

Uploading Media

You can upload a video by adding it to, or embedding an online video in, the web page editor.

You see the web page editor when you:

a) Add 'Page' as a resource

b) Add an Assignment

c) Edit the topic area

d) Add a quiz item

There are two ways of adding the video file:

c) If you have the video file, you can click on the multimedia icon at the top of the mini web-browser, navigate to your file and click on Save and Display.

d) For YouTube select **'Share'** and click on **'Embed'**. Copy the embedded link in the box below 'embed' and paste it into the Moodle area using the html editor. (Click on the top left icon on the web editing window to show more icons. The last icon on the bottom right shows the html source code.)
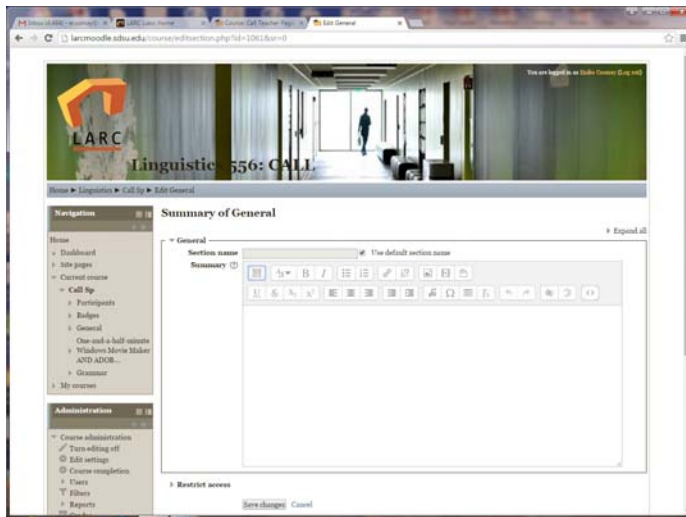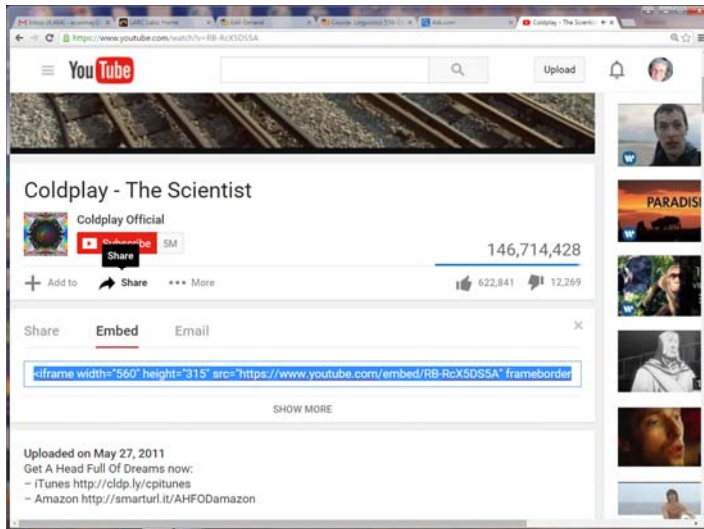
Sharing Resource and Adding Activities

Go to *Add an Activity and Resource* and choose what type of Activity or Resource to add.

Here are some options:

1. Share a file that the student will open
2. Share multimedia by clicking on 'Page' and using the Web Editor. This will allow you to insert media that will play within Moodle. For example, an .mp3 file and an mp4 will play right on the page. You enter a Youtube Video as described above.
3. Create an assignment – you also have a web editing window, so you can have students respond to a video, picture, questions, website, and have them upload their response to the assignment. I recommend for the settings for any assignment to click on *Activity Completion* and choose Show activity as complete when conditions are met. Select the category *Students must submit this activity to complete it*. That way you have a record in the Report section of Moodle of all the assignments that each student has completed.
4. Create a quiz. After you create it, go to edit quiz tab and use the add button on the right to add a question.

5. Later you might add a Hot Potatoes quiz or an Articulate Storyline quiz. Instruction sheets for this are on the larclab website under *Instructions*.
6. Add a URL
7. Create an Articulate Storyline File and upload it as Scorm Compliant so Moodle tracks quiz results.

Have fun – what follows are some tips you may need later on.

Saving and uploading quizzes

Say you have a quiz from the old Moodle, or really from anywhere. Save it or export it as a GIFT file. Then upload it in the new Moodle under quizzes. It's that easy! The GIFT exported file is a .txt file -- but it works!

Adding a new quiz as you are writing it:

1. Go to *Add an activity or resource*
2. Add a new *Quiz*
3. Add a name to the Quiz and click 'Saver and Display'
4. Click on 'Edit Quiz' – and now you can add as many questions and question types as you want by further clicking on 'Add'

Activity Logs

The Activity logs are found by clicking on Participants/ Individual Student.

Click on Activity Logs in the navigation menu on the left -- all logs and complete report are particularly helpful.

We were able to solve a problem with a Chinese class through these activity logs. The instructor saw that 20 assignments had been submitted, but only 19 were actually there -- what happened, had a student deleted it? It turns out that there was a discrepancy between the log and the complete report for the student whose file was missing. There was no record of his submitting the file in the log, but there was a note about a draft for the activity in the complete report. The only conclusion can be that the student started to submit it but that it was not submitted successfully. And we could warn the teachers that it is not enough to just see the total assignments, but that they should make sure that the file is sitting there for every individual student.

Hot Potatoes

You can very easily upload a hot potato quiz and track student progress. Just go to Activities/ Hot Potatoes and upload the .htm or .doc file. You can set the grading for highest score, first or final score. You have additional controls just like with any quiz!

Downloading an Embedded File

If you have embedded your file using the html editor either in Resources/Page or Activity, you can recover the file by creating a temporary resource using Add a Resource/File.   Click on Content/ Add and go to Recent Files. Select the file, and then on the icon in Content beside the file name, click on the little pane next to the title and choose download.

Groups

1) In the Course Administration panel go to Users; 2) Click on Groups; 3) Click on Create Group

4) Add a group enrollment key

In enrollment Methods, make sure that you check 'yes' for 'use group enrollment keys'. This way, when a student uses the enrollment key for a particular group, they will automatically be put into that group. In course settings, make the group mode, separate groups, and check 'no' for forcing the mode of group. This will allow the instructor when creating an assignment to choose which groups see it. When creating forums, only members of the same group will be able to read the postings.