PTUK University

Moodle for Teachers

Training Department.
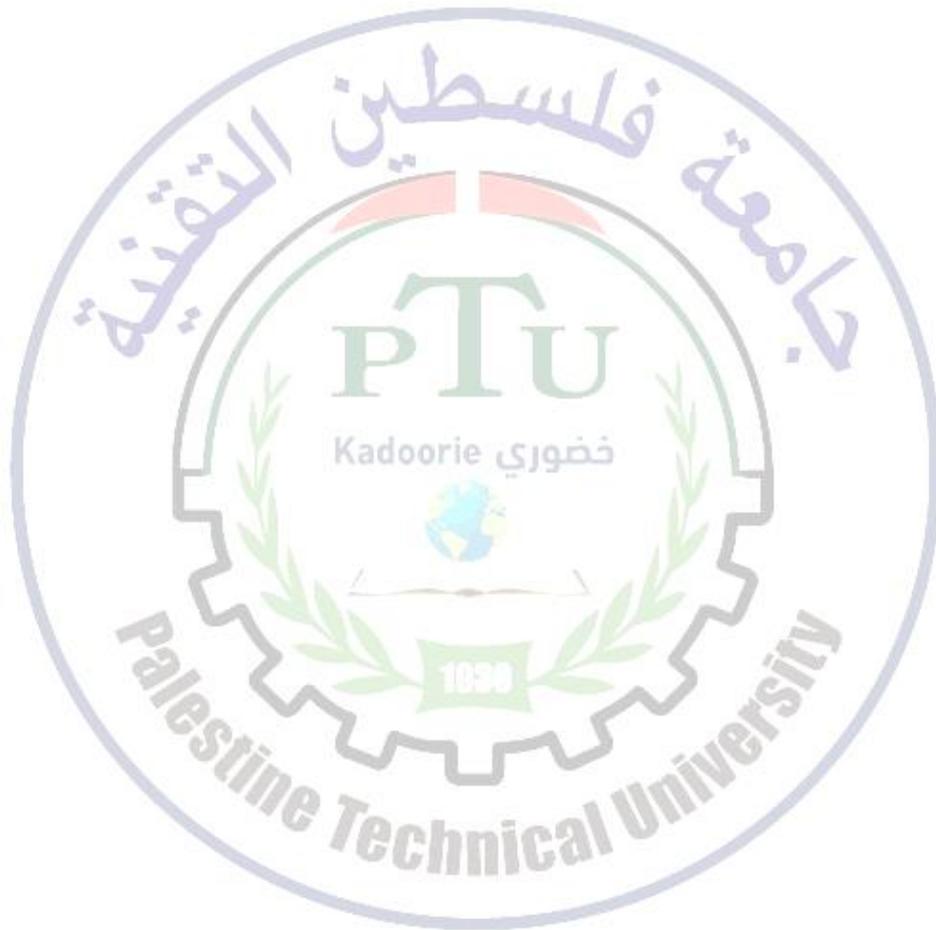**e-Learning Center.**

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What is Moodle?

Moodle is an online Learning Management System (LMS) enabling educators to create dynamic courses that extend learning, anytime, anywhere.

The heart of Moodle is courses that contain activities and resources. The main power of this activity-based model comes in combining the activities into sequences and groups, which can help you guide participants through learning paths. Thus, each activity can build on the outcomes of previous ones.

1. Resources

A Resource in Moodle is an item that a teacher can add to a Moodle course to support learning, such as a file, a video or link to a website. A resource differs from an activity in that it is static; i.e. the student can merely look at or read it, rather than participate.

A teacher can add resources by turning on the editing and by clicking *Add an activity or resource* in a course section. Resources usually appear in the central area of the course.

+Add an activity or resource

Book

Multi-page resource with a book-like format, the book module allows you to have main chapters and sub chapters. The book module is not interactive. You can, however, link to choices, forums etc., or include multimedia content.

File

When you wish to share with your students a simple file such as a Word-processed document or slideshow (e.g. created in MS Word, Powerpoint, or Open Office) you use the file resource type. How your students access them depends on your choices in File resource settings. Note also that they will only be able to open your files if they have the appropriate software on their own computers. *There is now the possibility to drag & drop files directly from your computer to the core course page.*

Folder

For helping organize files. The resources may be of different types. Using a folder to display resources is neater and takes up less space than displaying files one by one in a list. The downside is that at present you are forced to download files stored in a folder resource.

Label

A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections. It is a very versatile resource and can help to improve the appearance of a course. Banners or descriptions may be added to labels to distinguish between and highlight different areas.

Page

The student sees a single, scrollable screen that a teacher creates with the robust HTML editor. A page resource creates a link to a screen that displays the content created by the teacher.

URL

You can send the student to any place they can reach on their web browser.

2. Activities

An Activity in Moodle is a feature where students learn by interacting with each other or with their teacher. They might for instance contribute in a forum, upload an assignment, answer questions in a quiz or collaborate together in a wiki. Activities can be graded.

A teacher can add activities by turning on the editing and choosing an activity by clicking *Add an activity or resource* in a course section. Activities usually appear in the central area of the course.

A. Choice

A teacher asks a question and specifies a choice of multiple responses.

B. Assignments

Enable teachers to grade and give comments on uploaded files and assignments created on and off line. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected. *Very useful. Note that deadlines set in the assignments settings will appear automatically in the course calendar.*

C. Forum

Allows participants to have asynchronous discussions. *Very useful (more than you can think at first).*

D. Quiz

Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown. *Very useful.*

E. Lesson

For delivering content in flexible ways. *Basically a set of organized pages.*

F. Wiki

A collection of web pages that anyone can add to or edit. *Quite complex – I recommend to use this kind of activity only with students who are comfortable with computers.*

G. Glossary

Enables participants to create and maintain a list of definitions, like a dictionary. *Quite useful but does not offer the possibility to export the content in a well-formatted format.*

Forums

The forum module is an activity where students and teachers can exchange ideas by posting comments. Forum posts can be graded by the teacher or other students.

A forum can contribute significantly to successful communication and community building in an online environment. You can use forums for many innovative purposes in educational settings, but teaching forums and student forums are arguably the two more significant distinctions.

You can access an existing forum by clicking the configure icon or clicking on the forum and then *Administration > Forum administration > Edit settings*.

The forum module is very useful as you can customize it and adapt it to many activities such as general discussion, group activities, general information, FAQ… In addition it is very easy to use, even by students who are not very comfortable with computers.

Forum type

There are five forum types to choose from:

- A single simple discussion - A single topic discussion developed on one page, which is useful for short focused discussions (cannot be used with separate groups)

- Standard forum for general use - An open forum where anyone can start a new topic at any time; this is the best general-purpose forum

Note: News forum is a special type of forum that is automatically created with a new course.

Subscription mode

When a user is subscribed to a forum it means that they will receive notification (via popup and/or email) of each new posting. By default, posts are recorded about 30 minutes after the post was first written.

People can usually choose whether or not they want to be subscribed to each forum. However, the teacher can choose to force subscription on a particular forum then all course users will be subscribed automatically, even those that enrol at a later time.

There are 4 subscription mode options:

1. Optional subscription - Participants can choose whether to be subscribed

1. Forced subscription - Everyone is subscribed and cannot unsubscribe

2. Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time

3. Subscription disabled - Subscriptions are not allowed.

The subscription mode and subscribe or unsubscribe links appear in *Navigation>Forum administration* when viewing the forum.

Group mode

The **group mode** setting has three options:

1. No groups

2. Separate groups - each group can only see their own group; others are invisible
   - Teachers can start discussion topics for all participants or for a selected group.
   - Students can only start and participate in discussions for their own group.

3. Visible groups - each group works in their own group, but can also see other groups
   - Teachers can start discussion topics for all participants or for a selected group.
   - Students can only start and participate in discussions for their own group.

Teachers can view and post in all forum discussions, regardless of the group mode setting.

Note: Single simple discussions cannot be set to separate groups. If required, a permissions override may be set to prevent students from starting new discussions.

Quizzes

The **Quiz** activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, and short answer questions. These questions are kept in the Question bank and can be re-used in different quizzes.

Quizzes can be configured to allow multiple attempts. Each attempt at a question is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers.

Be sure to test your quizzes before opening them to the students. As this module is highly customizable, it is easy to forget something and have unexpected behaviors.

Questions

Questions can be created in Moodle for use in quizzes and for import into lessons. They can be of the following types:

Calculated

Calculated questions offer a way to create individual numerical questions by the use of wildcards that are substituted with individual values when the quiz is taken.

Calculated multi-choice

Calculated multichoice questions are like multichoice questions with the additional property that the elements to select can include formula results from numeric values that are selected randomly from a set when the quiz is taken.

The main difference is that the formula is included in the answer choice as {=...} i.e. if you calculate the surface of a rectangle {={l}*{w}}.

Calculated simple

Simple calculated questions offer a way to create individual numerical questions whose response is the result of a numerical formula which contain variable numerical values by the use of wildcards (i.e. {x} , {y}) that are substituted with random values when the quiz is taken.

Description

This question type is not actually a question. It just prints some text (and possibly graphics) without requiring an answer. This can be used to provide some information to be used by a subsequent group of questions.

Essay

This allows students to write at length on a particular subject and must be manually graded.

It is possible for a teacher to create a template to scaffold the student's answer in order to give them extra support. The template is then reproduced in the text editor when the student starts to answer the question.

True/False

In response to a question (that may include an image), the respondent selects from two options: True or False.

Matching

A list of sub-questions is provided, along with a list of answers. The respondent must "match" the correct answers with each question.

Multiple choice

With the Multiple Choice question type you can create single-answer and multiple-answer questions, include pictures, sound or other media in the question and/or answer options (by inserting HTML) and weight individual answers.

Random short-answer matching

From the student perspective, this looks just like a Matching question. The difference is that the sub-questions are drawn randomly from Short Answer questions in the current category.

How questions behave in a quiz

The following question behaviors are available when creating a quiz:

Deferred feedback

Students must enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

Adaptive mode and Adaptive mode (no penalties)

Allows students to have multiple attempts at the question before moving on to the next question. This behaviour requires that the "Whether correct" box is ticked under "During the attempt" in the "Review options" section, at a minimum.

Manual grading

Used for essay questions (irrespective of what the quiz is set to) but you can now choose to have every question in the quiz manually graded, if you wish.

Interactive mode

After submitting one answer, and reading the feedback, the student has to click a 'Try again' button before they can try a new response. They can be given hints to help them. Once the student has got the question right, they can no longer change their response. Once the student has got the question wrong too many times, they are just graded wrong (or partially correct) and get shown the feedback and can no longer change their answer. There can be different feedback after each try the student makes. The number of tries the student gets is the number of hints in the question definition plus one.
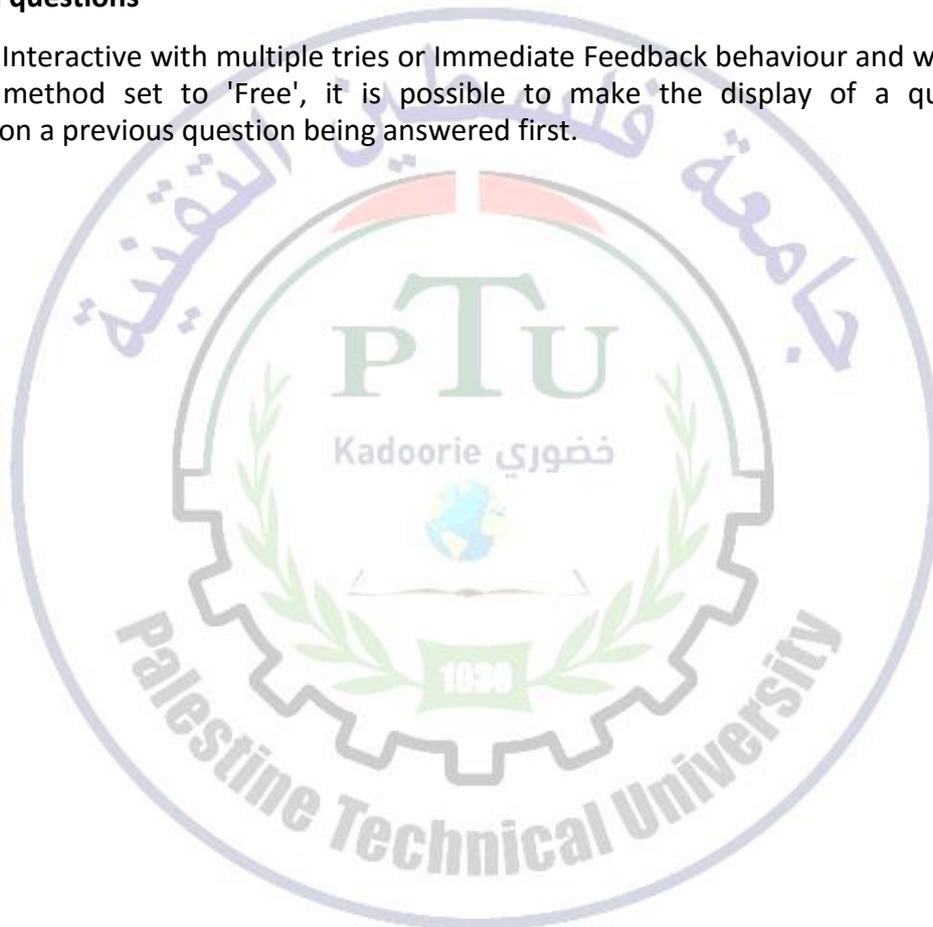
Immediate feedback

Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can only submit one response, they cannot change it later.

Deferred feedback or Immediate feedback with Certainty-based marking (CBM)

With CBM, the student does not only answer the question, but they also indicate how sure they are they got the question right. The grading is adjusted by the choice of certainty, so that students have to reflect honestly on their own level of knowledge in order to get the best mark.

Conditional questions

If using the Interactive with multiple tries or Immediate Feedback behaviour and with the navigation method set to 'Free', it is possible to make the display of a question dependent on a previous question being answered first.

Question bank

Questions are stored in the course Question bank. This feature allows a teacher to create, preview, and edit questions in a database of question categories. The teacher enters the question bank by creating or editing a quiz activity or via *Settings > Course administration > Question bank*.

Question categories

Questions can be organized into Question categories and shared with other teachers. The categories can be limited to being used on the site, course or quiz level.

You can imagine a question category as a folder on your desktop computer. Then, questions are stored in these categories in a similar way as your files are stored in a file system.

You can create a *category hierarchy*. For example, you can specify a parent category for each category or the 'Top' as the parent, when a category has no parent.

Importing questions from an existing file

Moodle has a number of different formats that can be used to import or export questions.

It is possible to import questions from a file on your network/computer or from a file that has been saved or uploaded into your course files. The underlying character encoding of this file is important.

Note: Moodle XML format is the recommended import question type format as it enables the maximum amount of question data (such as question feedback) to be imported.

It is not possible to import questions from .xls, .xlsx, doc or docx files, but there is a possibility to generate GIFT files from Excel.

Export questions

Questions may be exported from the Quiz module and the Question bank in any one of 3 formats:

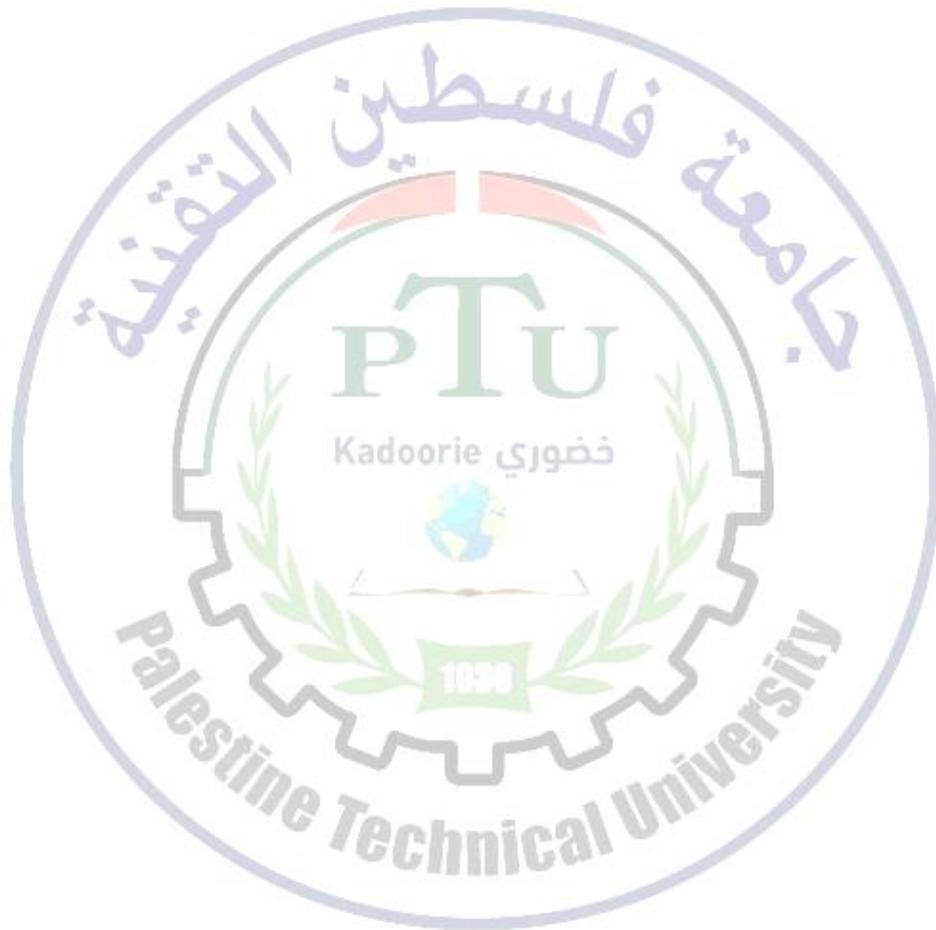- GIFT format
- Moodle XML format
- XHTML format

These files need to be edited with a text editor (e.g. notepad) and are not compatible with Excel.

3. Reusing data

There are several ways to reuse a course or parts of a course.

Clone resource/activity

In edit mode use the x2 icon to duplicate the activity or resource. *This is very useful when you want to create several similar items.*   *content only and won't*

Activity backup and restore

It is possible to make a copy or *backup* of individual activities in a Moodle course and then re-use these activities in a different Moodle site or in another course on the same Moodle. (Note that if you wish to re-use activities within the same Moodle it might be simpler to use the *import* function.) To proceed, you need be in the activity and the chose "*Backup*" in the *administration* menu.
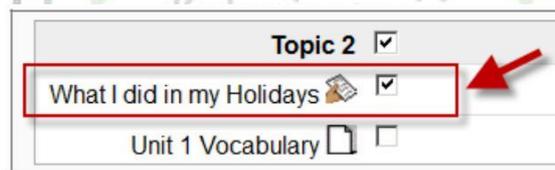
You can then restore it to a course in another Moodle site.

Import course data

Course activities and resources may be imported from any other course that the teacher has editing permissions in. This will allow teachers to re-use instead of re-creating one or more activities or resources.

Import course data is similar to a backup and restore process and does not include any user data.

1. In *Administration > Course Administration*, click on the *Import* link.

2. Select the course you wish to import from and click *Continue*.

3. Select the elements you want to include in the import in the Schema settings step.

4. Review and click *Perform import* or click the cancel or previous buttons.

You should see the "*Import complete. Click continue to return to the course.*" message, or an error message indicating that the import process did not take place.

Data reuse at course level

Note that the following operations usually concern larger datasets. Before performing any of these you may want to contact the Moodle Administrator to make sure you are going against Moodle administration or storage best practices.

Reset a course

This allows you to empty a course of user data, while retaining the activities and other settings. Please be warned when choosing items, you will delete your chosen user data from this course forever!

1. Log in and go to the course area you want to reset
2. Resetting a given activity is irreversible, so ensure that you have a Backup
3. In your area's Administration block, click on Reset
4. Click any Show Advanced button to show all options for that category
5. Make your selections based on the options
6. Click the Reset button
7. Return to your area and check that things are as you want them.

Course backup

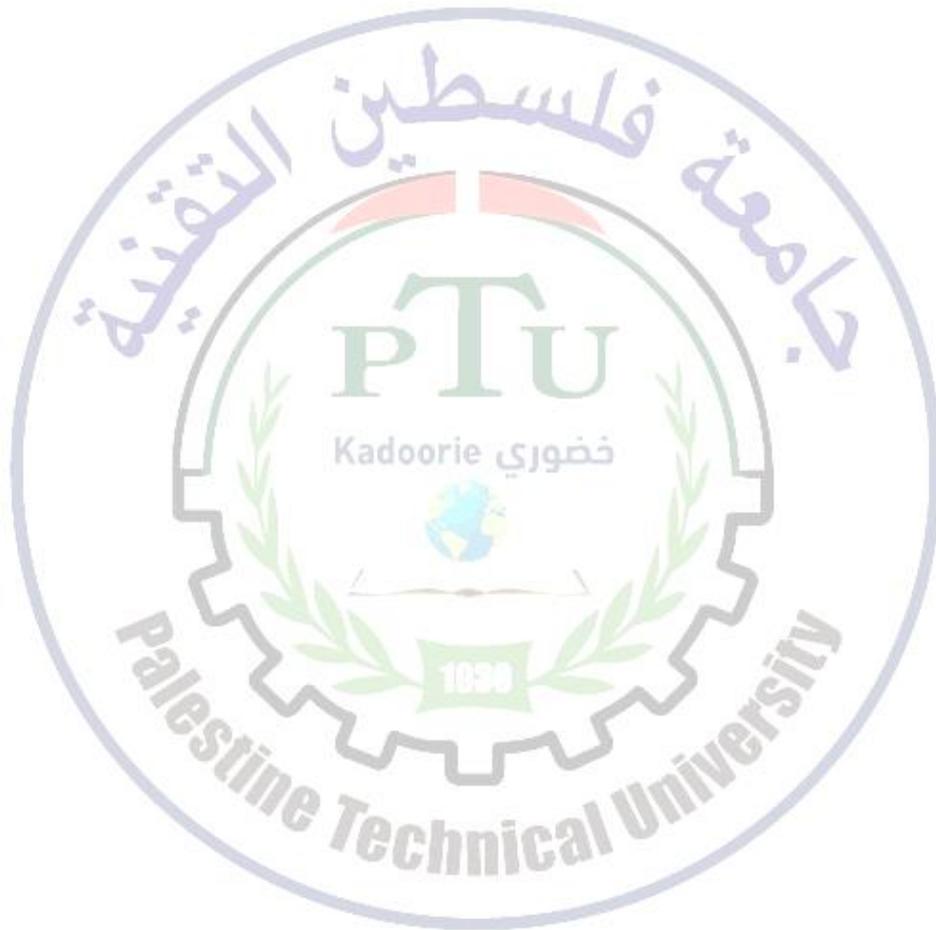A course can be saved with some or all of its parts by using the course backup. To backup a course:

1. Go to *Administration > Course administration > Backup*
2. Select activities, blocks, filters and other items as required then click the Next button.

Restoring a course backup

A course backup file (.mbz) may be restored from within any existing course for which you have permission. During the restore process, you will be given the option to restore as a new course or into an existing course.

1. Go to *Administration > Course administration > Restore* (if you have an empty course to restore into.)

2. Upload the backup file or choose a file in the course backup area or user private backup area and click *Restore*

3. Confirm - Check that everything is as required then click the *Continue* button

4. Destination - Choose whether the course should be restored as a new course or into an existing course then click the *Continue* button

5. Settings - Select activities, blocks, filters and possibly other items as required then click the *Next* button

6. Schema - Select/deselect specific items and amend the course name, short name and start date if necessary then click the *Next* button

7. Review - Check that everything is as required, using the *Previous* button if necessary, then click the *'Perform restore'* button

8. Complete - Click the *continue* button