LearnIT2teach Training:

An Introduction to Course Editing in Moodle

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This hand out and associated training course are for training purposes only.

What is Moodle? Moodle is a learning management system, LMS, that allows educators to organise courses as well as course content. It permits administrators and teachers to track instructor and learner activities. In addition, it provides a variety of reporting features, one of which is a grade book. Moodle has a very flexible administration system for different permission levels. Most importantly, it has been built and is continually being refined by education professionals globally. At the heart of Moodle is social constructivism. Students would learn by being socially interactive and engaged with the lesson to learn new learning concepts.

(More information at http://docs.moodle.org/23/en/About_Moodle)
Moodle is used by over 62 million people in 223 countries.

Moodle Benefits

- User friendly = Instructor & learner adoption
- Structured learning
- Community = timely support
- Open source = workaround possibility
- Multimedia enabled = Interactive
- SCORM = recyclability
- Modular = flexibility
- Better communication & interaction
  - Leaner-instructor
  - Learner-learner
  - Learner-content
- Additional learning environment
  - Place
  - Time
- Motivation
- Student tracking

Features

- Glossary = vocabulary
- Wiki = cooperation (team work)
- Forum = discussion
- Blog = journaling
- Assignments = task/written submissions
- Chat = polling
- Grade book = tracking and accountability

Resources

LearnIt2teach portal http://learnit2teach.ca
Moodle community https://moodle.org
Moodle Training videos http://www.teachertrainingvideos.com/moodle1/index.html

Hands on session

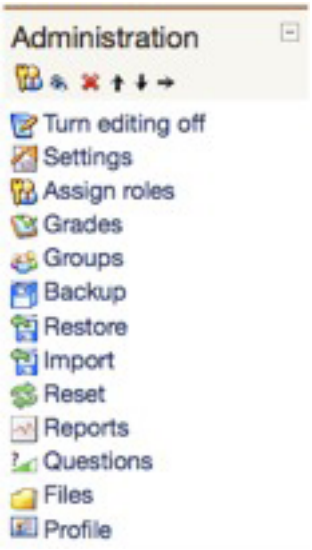
Starting off

Course orientation



Administration Block

Many of the functions required by editing teachers using Moodle are in the Administration block.



On your course home page
• Locate the Administration block in the left column of the screen
• Note: you have more functionality than a non-editing teacher

Settings

The settings area allows an editing teacher to customize many settings on their courses. These settings control the display, security and other functions of the course.

Assign Roles

Allows instructors and administrators to give participants specific roles such as: Course creator, Student, Non-editing teacher, Editing teacher or Guest.

Grades

View the grades in a variety of formats that suit your needs.

Groups

An instructor can create groups for their classes.

Back up

1. Ensure you are on the course home page
2. Click on the Administration block link “Backup”
• Backup is pretty important as it allows the editing teacher the power to manage their own courses back from any major catastrophe or simply to reset it at the beginning of each term without relying on a technician to accomplish this task.
• It works in tandem with the Restore feature (see below)
• At the end of the year, you may not need the “User Data” as those students are moving on
3. Uncheck any unwanted elements
4. Click the “Continue” button
• A confirmation page appears
• This provides the teacher with the file name
5. Click the “Continue” button
• Look for “Backup completed successfully”
6. Click the “Continue” button
7. The file is stored in your course files section
8. Return to the course home page

Restore

1. Click on the Administration block link “Restore”
• Restore is pretty important as it allows the editing teacher the power to reset a course or make

duplicates for their centres without relying on a technician to accomplish this task.
• It works in tandem with the Backup feature (see above)
2. Click the "Restore" hypertext
•A confirmation page appears
3. Click the "Yes" button
• A confirmation page appears
4. Click the "Continue" button
• A page appears
• **THIS IS THE IMPORTANT PART!**
• There are five "Restore to" options
    • New course (creates a new instance of the course, new long and short name)
    • Current course, deleting it first (a true restore of the course)
    • Current course, adding data to it (adding content to change the current course)
    • Existing course, deleting it first (a true restore of the course)
    • Existing course, adding date to it (adding content to the current course)
5. Click the "Continue" button
6. Click the "Restore this course Now!" button
7. Click the "Continue" button

Reset a Course
Allows an instructor to reset a course after each term.

Reports
Reports show activity of participants on courses in Moodle.

Questions
Questions allows an editing teacher to organise and search through existing questions on the course.

Files (Course)
Allows instructors to administer files on their course. Functions such as creating folders, renaming files, linking to files.

Upload a File
Allows uploading of files to the course.

Profile
Course participants can customize their details.

On your Desktop,

Locate the folder "media folder" (This will be used during this presentation)

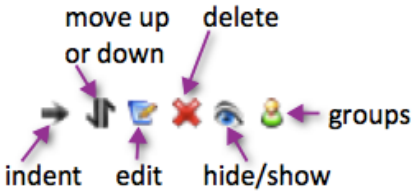
In the media folder open the file **lipsum.txt**

Open the Firefox browser, the course location: **http://www.edlinc.ca**

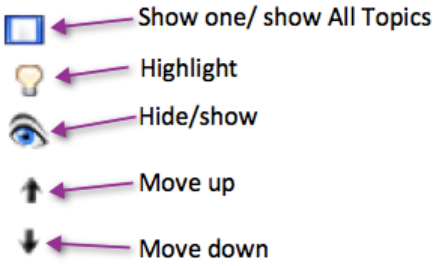
My username:_____ My password:_____

Editing icons

Resources or activities



Topics or weeks



Toggling Course Editing 'on' to 'off' to 'on'

In your Moodle course home page note that there are no editing icons present on the page.

Click on the "**Turn editing on**" button (Note that the editing icons appear) 



Click on the "**Turn editing off** " button (Note that the editing icons disappear.) 

Editing content

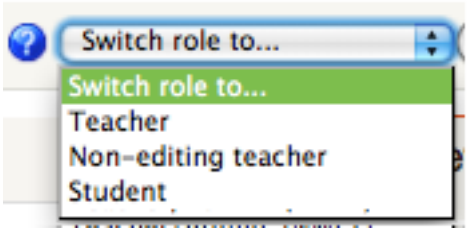
On your course home page you can see at the top of the screen



1. Click on the "**Turn editing on**" button
2. Click on the **Edit** icon under **Canadin Cultur**
3. Correct the spelling to **Canadian Culture**
4. Reformat the "e" of Culture to 5 (18pt)
5. Click "**Save Changes**" button

Viewing Mode

On your course page you can see the course content as a teacher or as a student. This is good for previewing changes to your course.



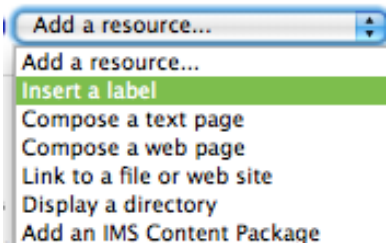
1. Click on "**Switch role to…"**
2. Choose Student

Notice that some of the elements disappeared



3. Click "**Return to My Normal Role**"
4. Click on the "**Turn editing on**" button (again)
5. Click the "**Show icon**" (looks like a closed eye) beside **Curriculum** and **Classroom Activities**
6. Return to the role of Student and view the difference.
7. Click "**Return to My Normal Role**"

Adding Content - Label



Ensure you are on the course home page.

1. Click on the "**Turn editing on**" button
2. In Topic 1 "**Autumn Traditions**", click "**Add a resource…"**
3. Click "**Insert a label**"
4. Click the "**Horizontal Rule**" icon



5. Click "**Save and return to course**"

The label appears at the bottom of the topic

6. To move it upwards, click the "**Move**" icon



7. Choose the location where the label can be moved to by clicking in a "**location rectangle**"



Note that the label has moved.



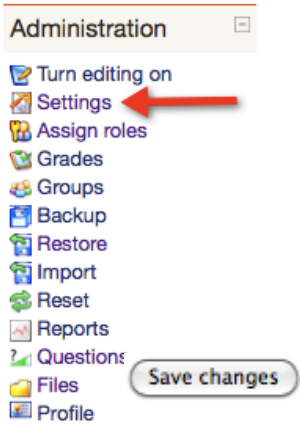
Tip: *Labels can contain images, emoticons, text and more.*

Changing the Settings (Number of Weeks)

Ensure you are on the course home page.

1. Click on "**Settings**" in the Administration block
2. Change "**Number of weeks/topics"** to "4"





3. Scroll down and click "**Save changes**"

Indent and move elements

Ensure you are on the course home page and editing is turned on.

1. In Topic 3 "**Canadian Friends**" put these items in numerical order using the "**Move**" icon.

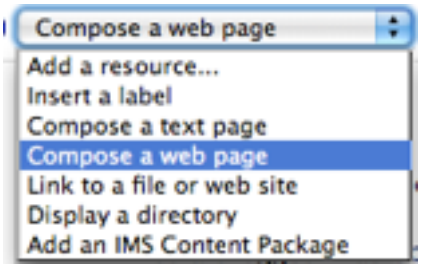
2. Align the items to the left margin using the "**Move left**" icon.



The result should look as below:



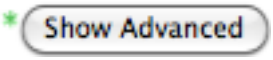
Adding Content – Web Page

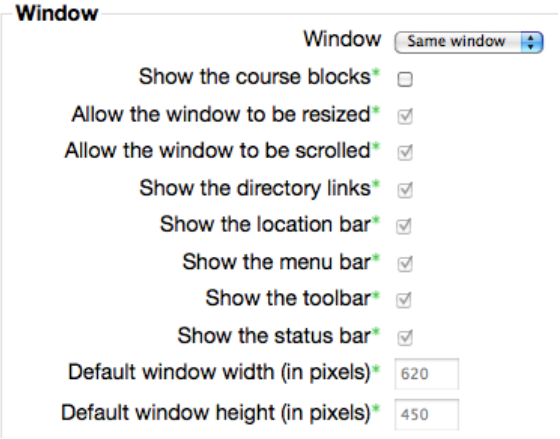


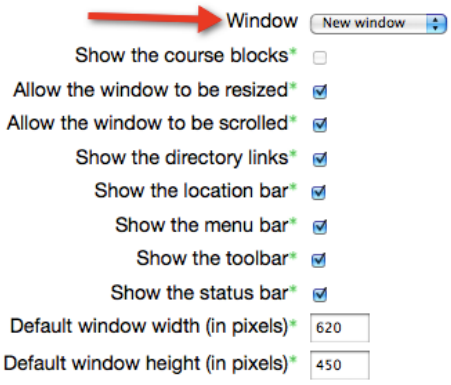
Ensure you are on the course home page and editing is turned on.
1. Locate Topic 1 "***Autumn Traditions***" *click on* the option "**Add a resource**"
2. Click "**Compose a web page**"
Note that there are three sections required to create a webpage page within Moodle.

*The first section, "**General**" is the descriptor section.*
3. Enter a descriptive name for this web page "**Canadian Tip Sheet"**.
4. Type this summary "**This tip sheet will provide facts about Canadian governments."**
5. In the second section, "**Compose a web page**" enter content relevant to your course or Copy and Paste **Lorem Ipsum** text. (Open on your Desktop)
6. In the section below "**Window**", describe how your window will display when the link is clicked.

If the "**Show Advanced**" button appears, click on it.







*(Note that there are more options available when "**New window**" is selected)*

7. Scroll down and click on the "**Save and display**" button
8. This is how the web page will appear to the students
*If the window does not appear as you desire, (and you selected the "**New Window**" option in Step 6) close the window.*
9. Click on the "**Update this Resource**" button
10. Make alterations, such as add a scroll bar...
11. When satisfied, click on the "**Save and return to Course**" button
12. Click the "**Turn editing off** " button
The link on the course appears as on the right



Adding a graphic file to a resource

The process:

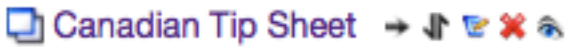
1. Upload the image to your Files on Moodle
2. Assign the image to a learning item on your course

Steps:

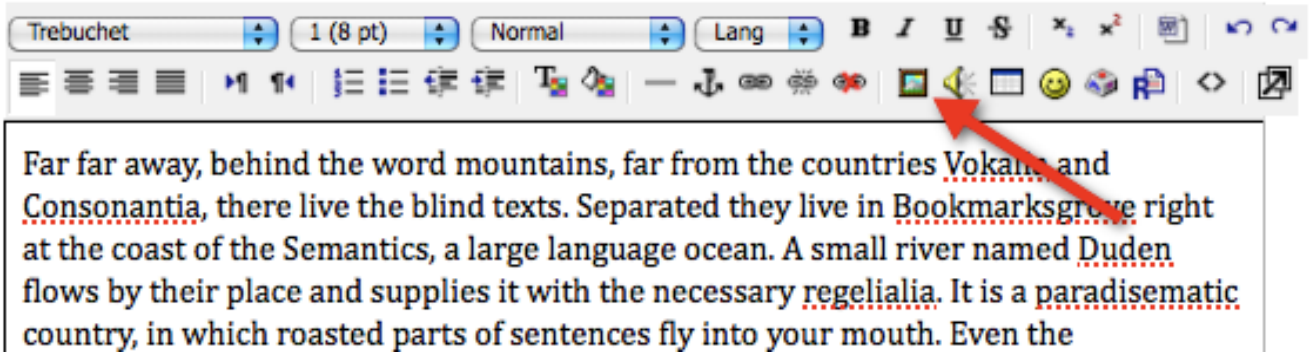
Ensure you are on the course home page.

1.Click on the "**Turn editing on**" button

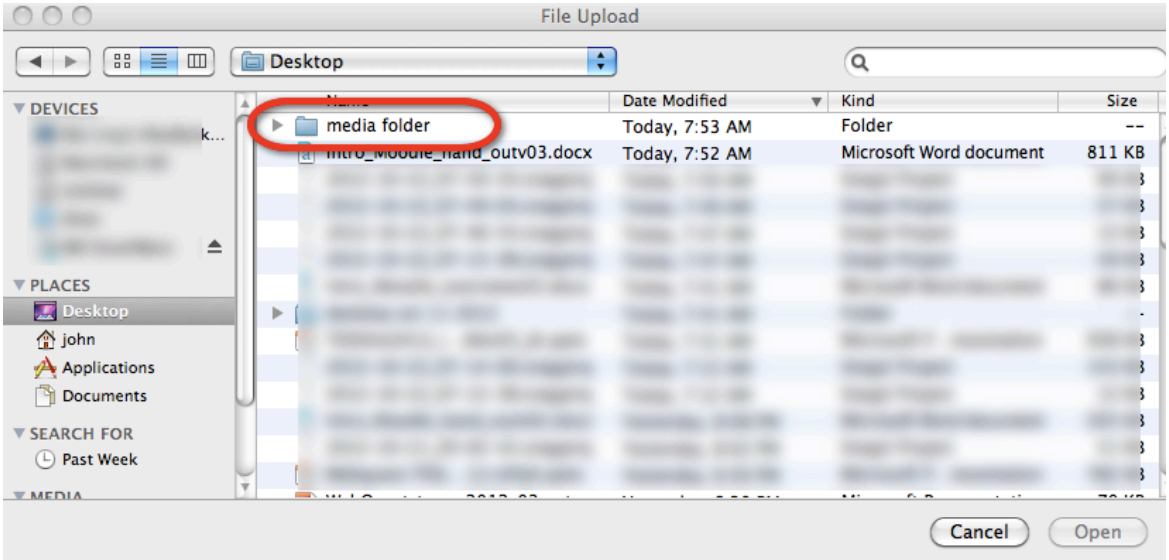
2. Locate the "Canadian Tip Sheet" web page



3. Click on the "**Update"** icon (looks like a pencil on a paper)
4. In the "**Compose a Web Page**" text area, click on the "**Insert Image**" icon



5. A new window appears
6. Click on the "**Browse**" button
7. Locate the "**media folder**" on the desktop
8. Click on the "**media folder**" folder to open it

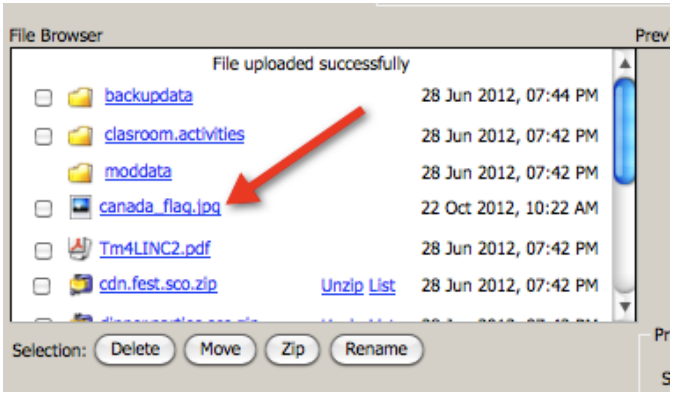


9. Select the file **canada_flag.jpg**
10. Click "**Open**"
11. Click the "**Upload**" button





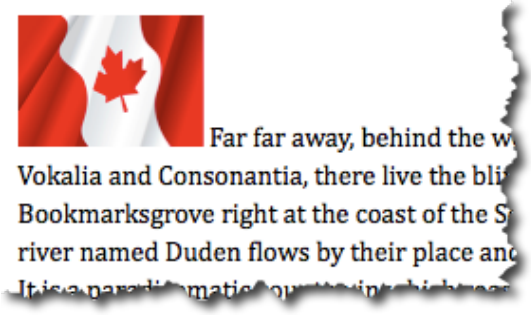
*The file now appears in the "**File Browser**"*
12. Click on the file name "**canada_flag.jpg**"



13. You MUST type in an "**Alternate text"**
14. Type **Canadian flag**
15. Click **OK**



*The flag appears in the "**Compose a web page**" text area*
16. Resize or reposition the image using your mouse
17. Click "**Save and display**"

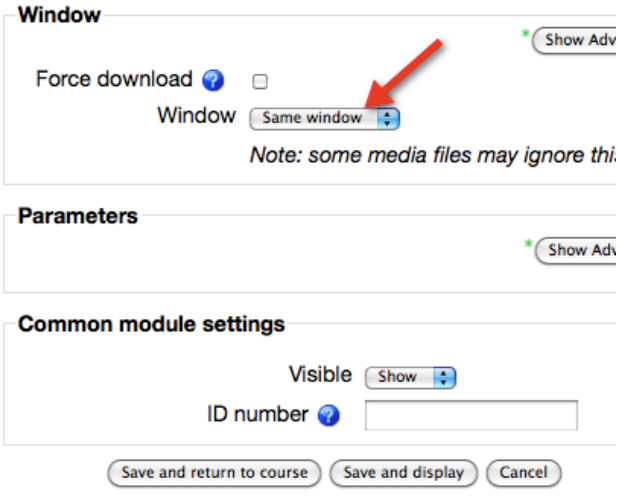


*The flag appears on the **web page***
18. Close the new window (as needed) and return to your course home page. [Hint: Click the **Course##** button at the bottom of the screen.]

Adding a Web link

Ensure you are on the course home page and editing is turned on.
1. Click on the option "**Add a resource**" in Topic 1 "***Autumn Traditions"***
2. Click "**Link to a file or website**"
*The first section, "**General**" is the descriptor section.*
3. Enter a descriptive name for this website "**Canadian government"**
4. Type this summary "**This is the official corporate web site of the Canadian government."**
5. In the section, "**Link to a file or website**" type the web address **http://www.canada.gc.ca**

6. Choose "**New window**"
*In the section below, "**Window**", you can choose how your window will display when the link is clicked*.
7. Click "**Save and return to course**"



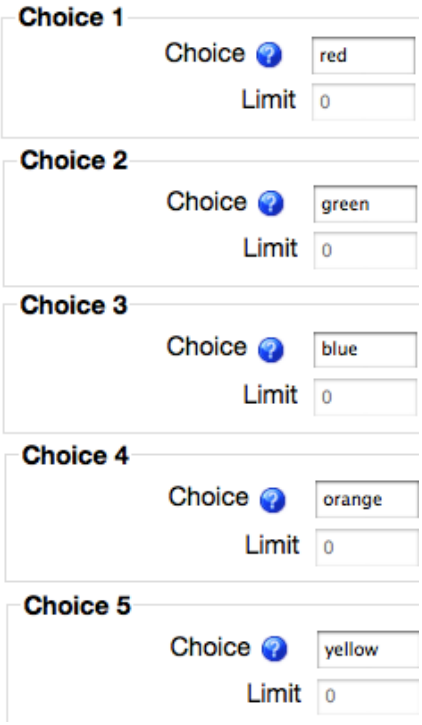
The link appears as:

Canadian government

8. Click on this link to test it
9. Close the window and return to your course home page. [Hint: Click the **Course##** button at the bottom of the screen.]

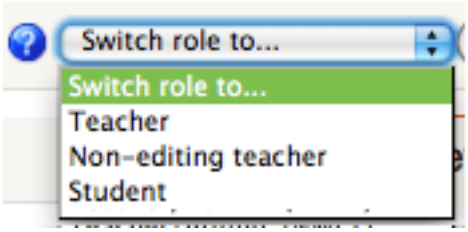
Choice

Ensure you are on the course home page and editing is turned on.
1. Click on "**Add an activity**" in Topic 1 "**Autumn Traditions"**
2. Click "**Choice**"
3. In the "**Choice name**" text field, type "**Colour Poll**"
4. In the "**Choice text**" text field, type "Choose your favorite colour below."
5. Type "**red**" in the **"Choice 1"** text box
6. Continue typing these colours in the **Choice 2, 3, 4** and **5** text boxes: "green, blue, orange, yellow"



7. Scroll down and click "**Save and return to course**"

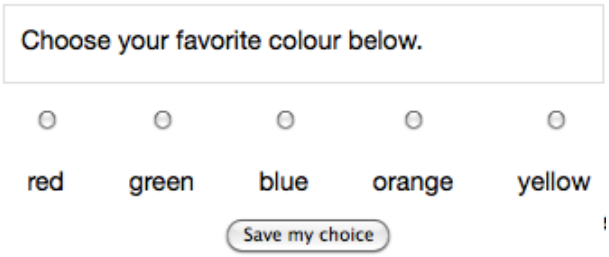
8. Change to the role of a student.



9. Locate and click the **Colour Poll** link



10. Click on a colour



11. Click "**Save my choice**"
The next page indicates your selection. The results are not currently viewable. This is an option set by the teacher.

12. Return to the Course home page. {Use either the breadcrumb link or the course button.)

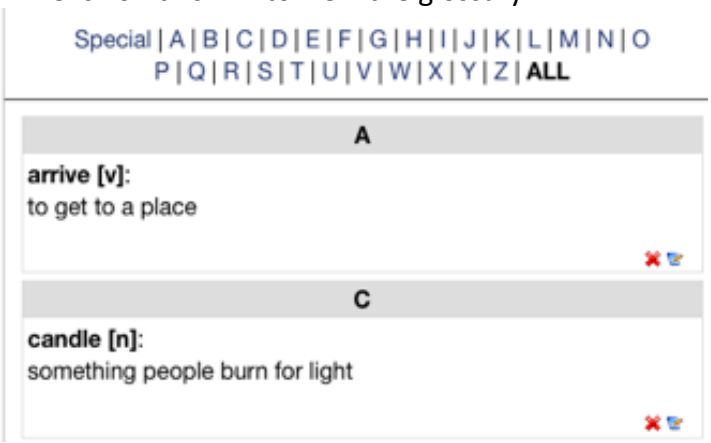
13. Click the "**Return to my normal role"** button

Creating a Glossary

Ensure you are on the course home page.
1. Click the "**Turn editing on**" button
2. Click on the option "**Add an activity**" in Topic 0 "**Canadian Culture"**
3. Click "**Glossary**"
4. In the "**Name**" text field, type "**LINC 2 Canadian Culture Glossary**"
5. In the "**Description**" text field, type "**This is a LINC 2 Canadian Culture glossary.**"
We will accept the defaults (simple, dictionary style)
6. Scroll down and click the "**Save and display**" button
The glossary is created without any items. Now we will add the first item.
7. Click the "**Add a new entry**" button
8. In the "**Concept**" text field , type "**arrive [v]**" ** use square brackets
9. In the "**Definition**" text field , type "**to get to a place**"
10. Scroll down and click the "**Save changes**" button
The first word and definition is added. To add a second item:
11. Click "**Add a new entry**"
12. In the "**Concept**" text field, type "**candle [n]**" ** use square brackets
13. In the "**Definition**" text field , type "**something people burn for light**"
14. Click the "**Save changes**" button
15. Return to the course home page [Use the breadcrumb link, **Course##**]
16. Click the "**Turn editing off**" button
The link appears as:



17. Click on this link to view the glossary



18. Return to the course home page [Use the breadcrumb link, **Course##**]

Deleting an Activity (or Resource) Link on the Course Home Page

Oops!! We now have two glossaries on the course home page. We will delete one.

Ensure you are on the course home page:

1. Click the "**Turn Editing On**" button

2. Locate the Keywords - Canadian Culture glossary link.



3. Click the "**Delete**" icon next to it. (The red X)

4. Click "**Yes**" to confirm you want to delete this item.



The course home page appears. That item has been deleted from it.

SCORM

This is how the SCORM file appears in Tutela



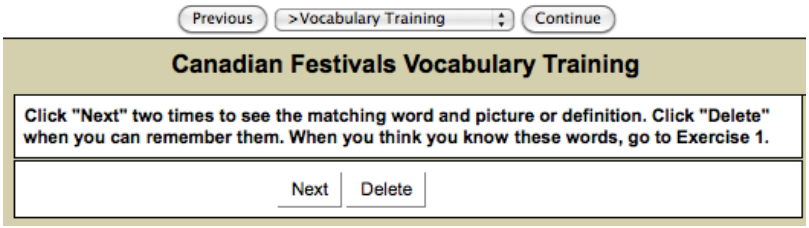
Ensure you are on the course home page and editing is turned on.
1. Locate Topic 4 **"Canadian Holidays**" and click "**Add an activity..."**
4. Select "**SCORM/AICC**"
5. In the "**Name"** text box type "**Canadian Festivals**"
6. In the **Summary** text box, type "Many Canadian holidays are mentioned briefly in this resource, which includes vocabulary and reading practice.**"**

7. In the **Package file** section, click the "**Choose or upload a file…**" button
8. Click the "**Upload a file**" button
9. Click the "**Browse**" button
10. Select the file "**cdn.fest.sco.zip**" in the "**Media"** folder on your desktop
11. Click "**Open**"
12. Click the "**Upload this file**" button
13. Locate the cdn.fest.sco.zip file and click "**Choose**" next to it



We will use the default settings, which have been pre-set by the site administrator.

14. Scroll down and click "**Save and display**"
15. Click the "**Enter**" button
16. Preview the Learning object



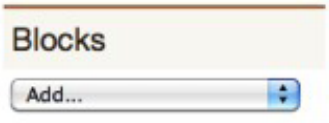
17. Click "**Exit activity"** in the top right corner of the screen when you want to stop previewing the activity. (The course home page will appear.)
18. Click "**Turn editing off**"
19. The link should look like this:



Note: The item has also been automatically added to the course gradebook.

20. Delete the instructional label in Topic 4 , "**Canadian Holidays"**

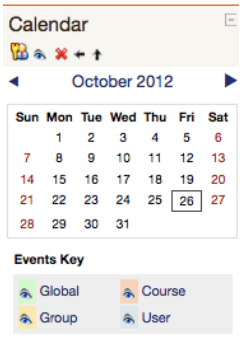
Adding a Standard block _

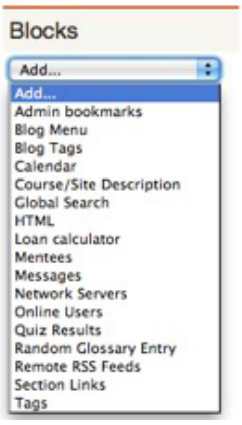


Ensure you are on the course home page and editing is turned on.

1. Locate the "**Blocks**" block, and click on "**Add**..." option
2. Select "**Calendar**"

The new block appears





5.To view it as a student, click on the "**Turn editing off** " button

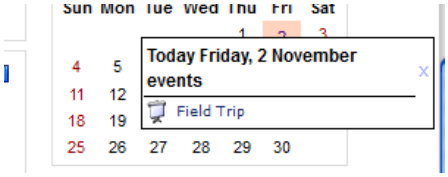


Adding a Calendar Event

1. When adding Calendar events, there is no need to turn editing on
2. Click on the "**Month Year**" hypertext
3. Click on "**New Event**" button
4. Select "**Course event**"
5. Click the "**OK**" button

6. In the "**Name**" field type "Field Trip"
7. In the "**Description**" field type "Casa Loma"
8. Enter the time frame for tomorrow from 10:00 – 11:00.
9. Click the "**Save changes**" button
10. Return to the course home page
11. The event appears in the calendar

12. Roll your mouse over the day



Free Moodle Course Hosting Options

Moodle is an open-source software. This means that it is free to use, install and even modify. While the software is free, there are other related costs when setting up a Moodle site, e.g. the cost of a web server, an Internet connection and technical support. Just as there are many web sites offering free services, such as email, wikis, blogs, file storage, etc., there are web sites offering free Moodle course hosting for teachers.

Free Moodle hosting sites have limitations, e.g. a limited number of users, a limited number of courses, advertising on the pages, and some offer only a trial period. Other considerations include the Moodle version and whether you want a course or an entire Moodle installation that you must administer. Managing your own course is much easier than learning to administer a Moodle site, so this is the preferred option for many. (Note that the LearnIT2teach Project provides free web hosting to instructors enrolled in and progressing through our training.)

While the number of Moodle services is growing, free hosts may change their business model or close down, so paying for the service may be a better option over the long term. When choosing where to host your course, consider the history and reputation of a host, as well as the version of Moodle it offers. (Edlinc.ca is currently using Moodle version 1.9, while many services use version 2.x. Next year, the LearnIT2teach Project plans to migrate the courses at edlinc.ca to Moodle 2.x.)

For a list of free Moodle hosting options for Moodle, please see http://www.moodlenews.com/collections/hosting/

The following are some sites offering free Moodle hosting:

e-Socrates.org

http://www.e-socrates.org/ (must be shared and can be viewed)
This site provides free Moodle 1.9 course hosting without advertising, but with the requirement that users agree to make their course available for anyone to view, but NOT enrol in. Scroll down the site home page and you can see and preview many courses hosted there. Here is an example of a free course that *may* be of interest to newcomers to Canada. It is entitled *Canadian Culture: An 8-Module EFL Summer Course* http://www.e-socrates.org/course/view.php?id=985

Free Moodle.org

This free Moodle 2.x hosting service is popular in the Moodle community. The site provides teachers with courses on demand. A range of courses are freely available to students. http://www.freemoodle.org/

Learn by Moodle

This site offers Moodle version 1.9 and it is one option for setting up a course using the current LINC courseware and LearnIT2teach training. The sign up is very easy, but it requires learning how to administer a Moodle site. http://www.learnbymoodle.com/

Free Moodle Accounts at WebTeacherTools.com

This site hosts free Moodle 2.x courses using a two-step registration process. Scroll down the main page to see all of the categories and number of courses currently being hosted. http://webteachertools.com/wtt/

Sqool Tools

This site offers both free and for-a-fee Moodle 2.x hosting. The free hosting offer includes one free course for up to 30 students. http://sqooltools.com/

Gnomio.com

Another free Moodle 2.x site with easy sign up. Users must administer their own Moodle site.
http://www.gnomio.com/