Moodle Tutorial for Teachers

Work book T001

June, 2021.

Contents

1. Get started

## Log in and access a course

1. Open a web browser and navigate to www.kiut.ac.tz
2. Click on the **E-LEARNING** link on the website home page and login

The Moodle **Dashboard** will load. Moodle is divided into two columns. The narrower column on the left displays small boxes called **blocks**. Blocks display navigation links and supplementary information such as the calendar and news.

The **Navigation block** is always at the top left corner – it provides a useful way to move around within Moodle.

The **breadcrumb trail** appears above the Navigation block and can be useful to find your way around Moodle.

On the right is the **content area**, which on the **Dashboard** page displays an overview of the
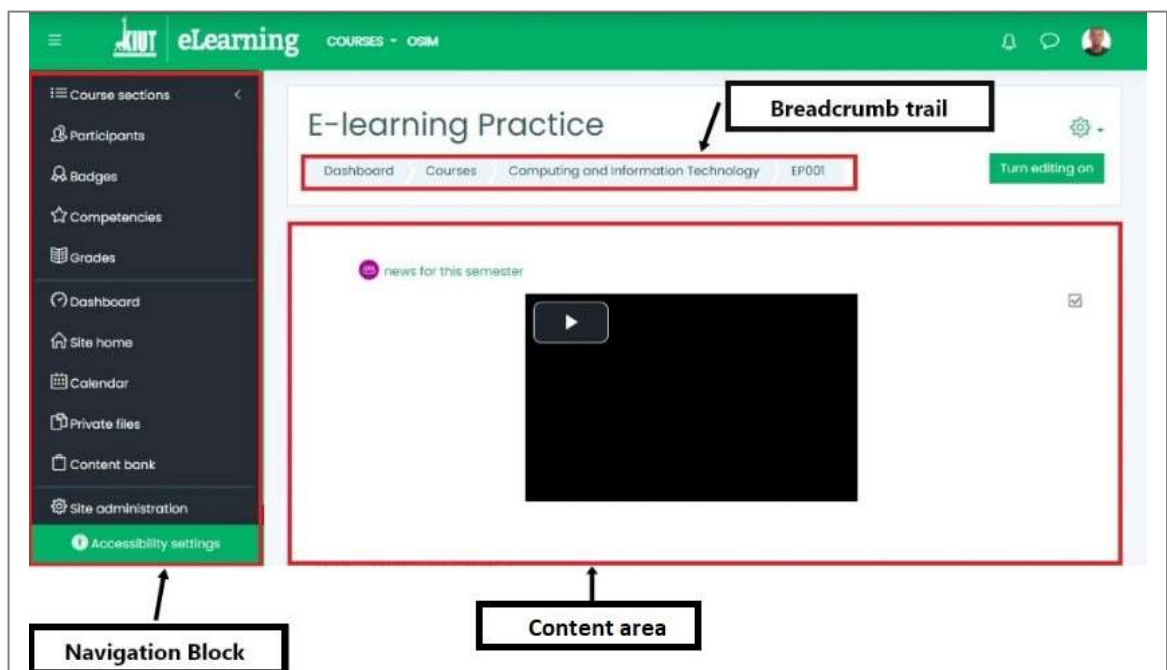
courses you need to access.

Choose a course format

There are six course formats available in Moodle:

- Grid format – Replaces the topics with a grid of icons (one for each topic) with short titles.

- Single activity format – The course consists of a single activity, for example a Quiz or SCORM package.

- Social format – A forum is displayed on the course page.

- Collapsed Topics – The course page is organised into topic sections that can be expanded or collapsed.

- Topic format – The course page is organised into topic sections.

- Weekly format – The course page is organised into weekly sections, with the first week starting on the course start date.

1. On the Moodle **Dashboard** page, click on the name of the course you want toed it. This will take you to the course homepage.
2. Find the **Administration** block and click **Edit Settings**.

Here you can change your course name and summary information.

3. Under **Course start date,** choose today's date.
4. Click to expand the **Course format** section. Under **Format** choose

   Topic format.
5. Under **Number of sections** choose **3** from the menu.
6. Go to the bottom of the page and click the **Save and display** button.

> **Tip:** The **Course layout** option allows you to switch between displaying the whole course on one page (Show all sections on one page) and displaying each topic on a separate page (Show one section per page).

Add names and summaries to topics

Each topic box has an area at the top where you can put a heading or title for that topic section. As well as the numbered topics, there is also an unnumbered section above that can be used for a sub-heading and general information about your course.

1. Click on the **Turn editing** at the top right of the content area.

2. In the heading section above the topics, click on the **Edit** menu and choose **Edit section**.

3. Un-tick the **Use default section name** box.
4. Type *Polar Bears* in the **Section name** box.
5. Type '*Everything you ever wanted to know about polar bears.*' In the **Summary** box.
6. Click on the **Save changes** button.
7. Using the **Edit** menu each topic, rename the three topics as '*Resources'*, '*Map'* and '*Video'*.
8. Click the **Turn editing off** button at the to pright corner of the course homepage.

Your course will look something like this:

2. Add basic resources

Files

You can add any sort of file that you want your students to download - for example Word documents, PowerPoint presentations or PDFs.

1. Turn on editing.

2. Click on **Add an activity or resource** in the **Resources** topic.

+ Resources   Edit ▾

                                        ⊕ Add an activity or resource

3. Choose **File** (towards the bottom of the list), click the **Add** button.

4. Enter the **Name** '*Document 1'* and the **Description '***Test document'* for the file you will be adding.

5. Drag a Word document file onto the blue arrow in the **Select files** area; Release your mouse button when the text changes to "Drop files here to upload". Alternatively you can click on the **Add…**button to choose a file to upload.

Select files   Maximum size for new files: 100MB

▸ 📁 Files

You can drag and drop files here to add them.
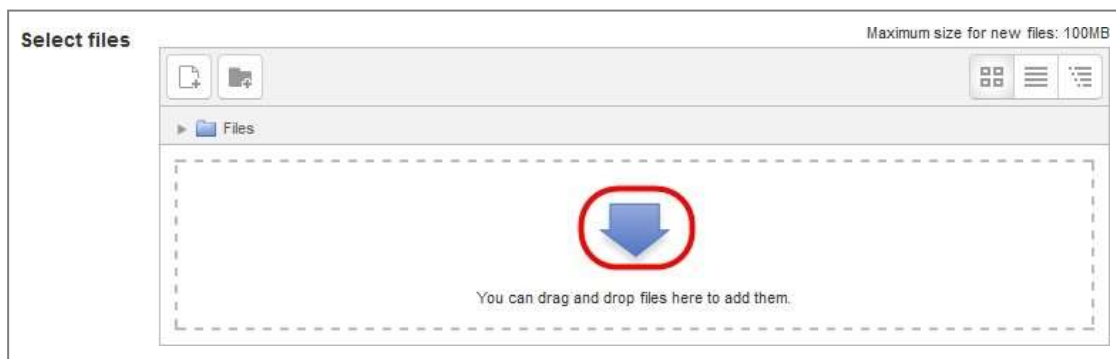
6. When the file has been uploaded, click the **Save and return to course** button at the bottom of the page.

7. Find and click on the **Document 1** you just added to the **Resources** topic and check that it opens in Word.

+ **Resources**   Edit ▾

     ✛   Document 1   Edit ▾

                                     ⊕ Add an activity or resource

Tip: You can also add files by dragging and dropping them directly into a topic on the course home page. This only works with editing on.

URLs

1. Check that editing is still turned on.

2. Click on the **Add an activity or resource** in the **Resources** topic**,** choose **URL** and click **Add**.

3. Enter the **Name** '*Polar Bears International website'* and the **Description** '*Conservation through research, stewardship, and education'*.

4. Enter www.polarbearsinternational.orginthe **External URL** box.

5. Click expand the **Appearance** section and choose **In pop-up** from the **Display** menu.

6. Click the **Save and return to course** button at the bottom of the page.

> **Tip:** You are advised to open external URLs in pop-ups because it is considered to be the most accessible of the four available options.

Your Resources topic will now look like this:

It is good practice to tell people if a URL is going to open in a pop-up window – we will add a label to do this in chapter 3.

Images

There isn't a specific option to add an image in Moodle so we will add one using the Label resource.

1. Open http://tinyurl.com/polar-bear-map in a web browser and save the imagePolar_bear_range_map.png to your computer.

2. Go to your Moodle training course and check that editing is turned on.

3. Click on **Add an activity or resource** in the **Map** topic. Choose **Label** and click **Add**.

4. In the **Label text** editor click on the **Insert/edit image** icon.
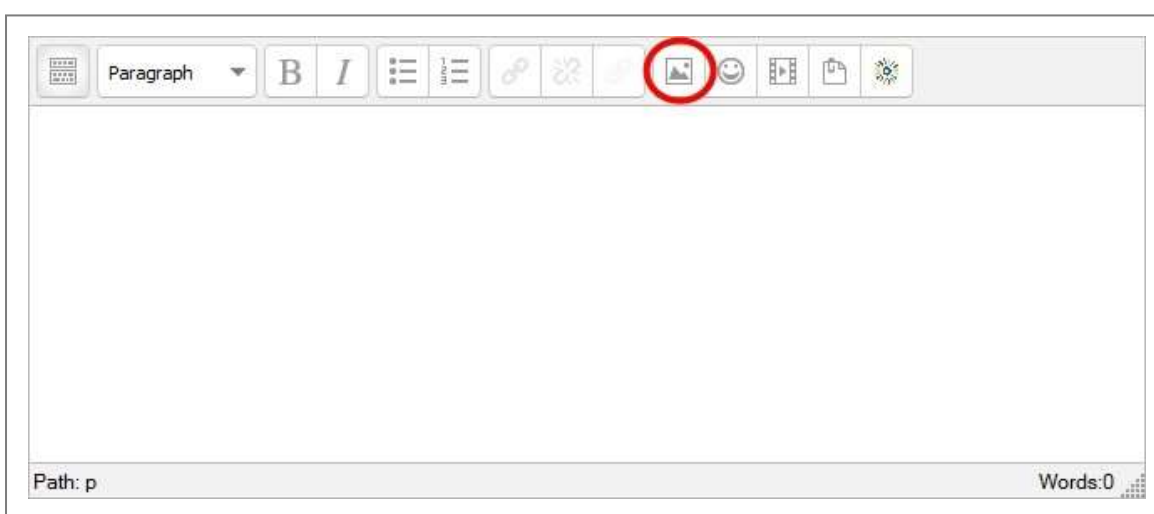
5. Click on the **Find or upload an image…**button.

6. The **File picker** will open, make sure that **Upload a file** is selected.

7. Click on the **Browse…** button, locate the Polar_bear_range_map. Png file and click **Open**.

8. Delete the text in the **Author** field so it is blank and change the **Choose license:** drop-down menu to **Public domain**.

This image came from the Wikimedia Commons website, where it is explicitly stated it isin the public domain. Be aware of the copyright status of images downloaded from the internet.

9. Click on **Upload this file**.

10. Type '*Map showing Polar Bears' range in the Arctic'* in the **Image description**, then click the **Insert** button.

> **Tip:** It is important that you include a useful image description to improve accessibility for visually impaired people using screen readers

11. In the **Label text** editor, press return to create a new line under the image and type '*Map of Polar Bears' Range'* as the image title.

The text below the image could also be used to display any copyright information.

12. Click the **Save and return to course** button at the bottom of the page. The map image should be displayed in the second topic.

Map of Polar Bears' Range
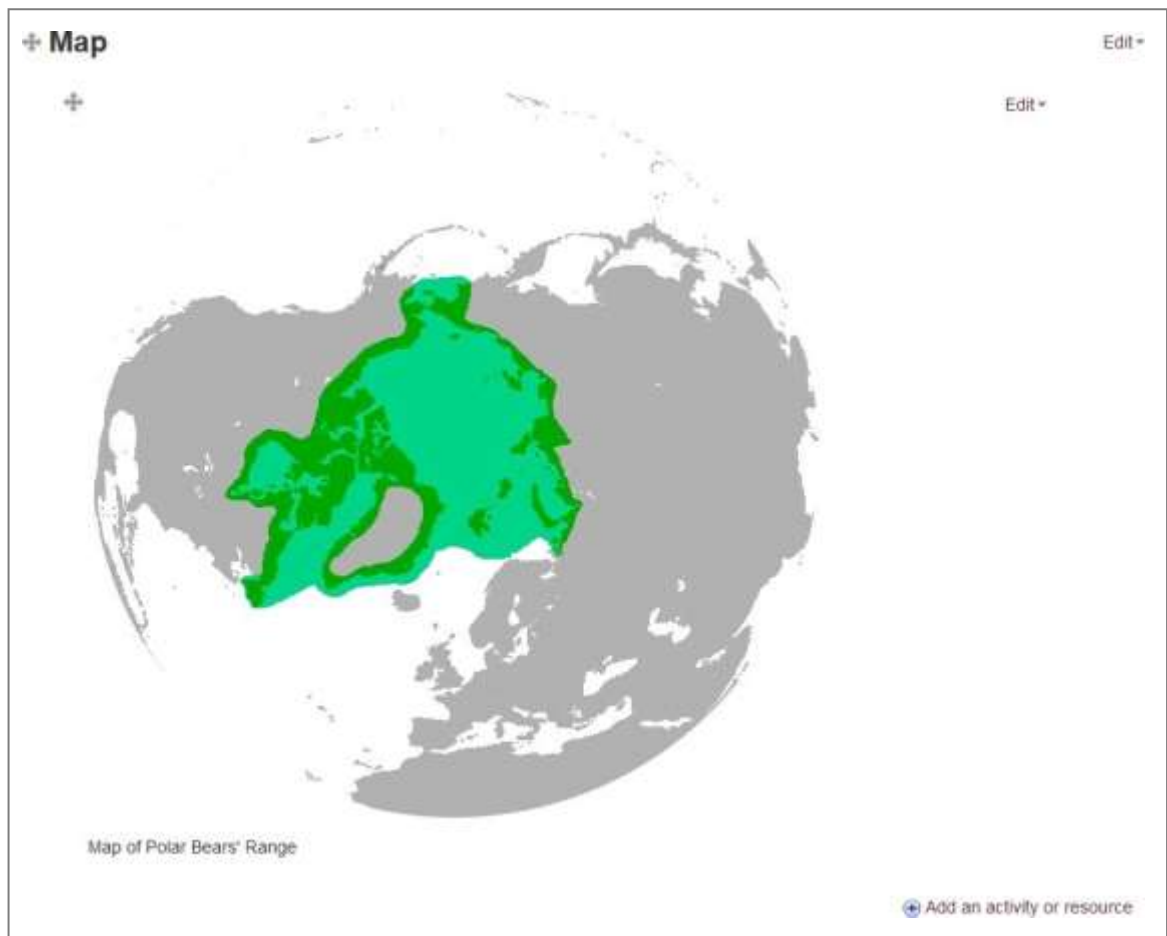
The image looks too big on the page.

13. To change the image size, click on the **Edit** link at the top right of the

image. Choose **Edit settings** from the menu.

> **Tip:** Media Hopper, the University of Edinburgh's media management service, has a Moodle plugin. If you want to add videos from Media Hopper to your Moodle course you can find full instructions in the Staff Moodle Help course.

Videos

1. Check that editing is turned on.

2. Click on **Add an activity or resource** in the **Video** topic. Choose **Label** and click **Add**.

3. In a new browser tab, go to www.youtube.com. Find the video you want, click on the **Share** button, then **Embed**, and copy the embed code.

4. Return to the Moodle tab. In the **Label text** editor, click on **Tool bar toggle**.

5. Click on the **Edit HTML source** button.
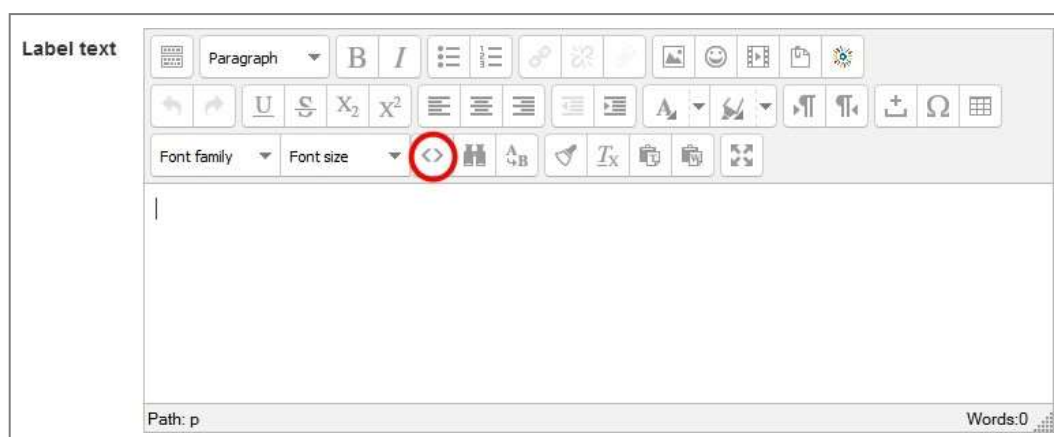
6. Paste the YouTube video embed code into the **HTML source editor**.

7. Click the **Update** button.

You can embed YouTube videos in your course as you are not making a copy of the video, just linking to it. Make sure you consider the copyright of any other sort of video you want to include.

8. Click the **Save and return to course** button at the bottom of the page.
9. Play the video embedded in the Video topic.

Moodle pages

A Moodle course does not have to be just the home page - you can add pages to the topics. Pages are a useful way to add information without making the home page very long. Reading lists, videos and images can all be put on their own page.

1. Check that editing is turned on.
2. In the **Resources** topic, click on **Add an activity or resource**. Choose **Page** and click **Add**.
3. Type '*Reading List'* for the page **Name** and '*Books to read'* as the **Description**. In the **Page content** editor type '*Andrew, M. (1990). Nanook the polar bear'*. Enter a new line and type '*Wikipedia Polar Bear Article (this link opens in a new window)'*.
4. Select **Wikipedia Polar Bear Article** and click on the L**ink** button.

1. In **Link URL** type '*http://en.wikipedia.org/wiki/Polar_bear'*.
2. Choose **Open in a new window** from the **Target** menu.
3. Click on the **Insert** button.
4. Click the **Save and return to course** button at the bottom of the page.
5. Click on the **Reading List** link to view the page.

3. Improve the appearance of your course

Add labels

1. Check that editing is turned on and you are on the course home page.

2. In the **Resources** topic, click on **Add an activity or resource**. Choose **Label** and click **Add**.

3. Type '*The following link will open in a pop-upwindow:*' in the **Label text** editor.

You can make changes the font such as bold, italic, superscript, using the buttons at the top of the Label text editor. These are similar to the usual Microsoft Word formatting commands.

Click on the **Toolbar Toggle** button to display them all:

> **Tip:** If you want to have headings, use the heading styles in the **Format** menu as this improves accessibility.
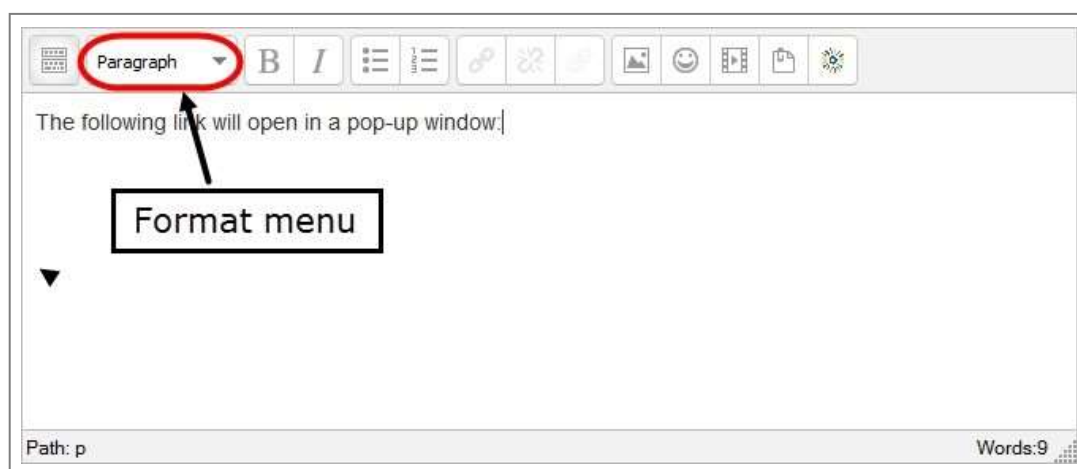
If you know HTML you can use the **Edit HTML source** button to edit the page in HTML:
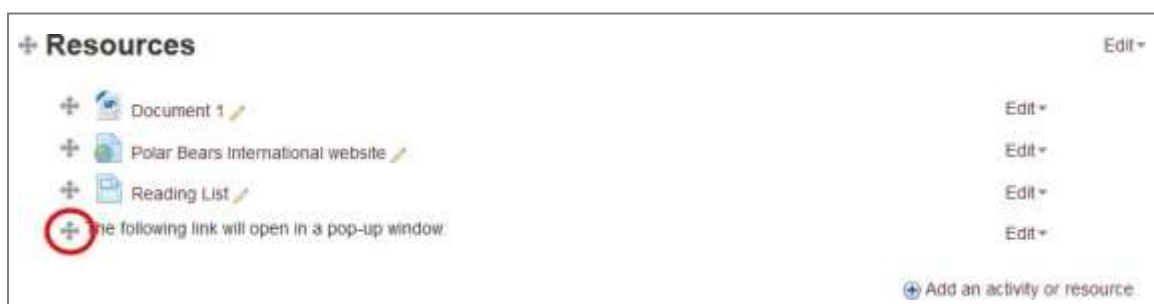
4. Click on **Save and return to course**.

The Resources topic should look similar to this:

Move resources

1. Check that editing is turned on.

2. Click and hold the **Move resource** (crossed arrows) icon next to the

    "The following link…" label in the **Resources** topic.

3. Drag the link so that it is above the **Polar Bears International website**

    URL before releasing it.

The Resources topic should now look like this:

Hide topics and resources

Both whole topics and individual resources can be hidden in Moodle. This can be used so that students cannot see areas you are working on. Students can't see hidden resources, but other teachers can.
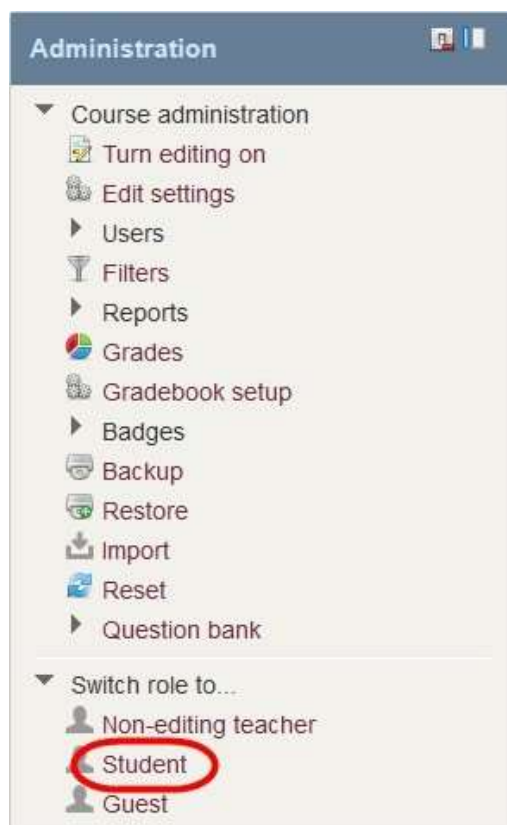
1. Check that editing is turned on.
2. Click the **Edit** menu at the to pright of the **Video** topic and choose **Hide topic**.

3. Click the **Edit** menu to the right of the **Document 1** file in the **Resources** Topic and choose **Hide**.

4. In the **Administration** block, click **Switch role to…**,then **Student**.

You are now viewing your course as a student – notice that neither the Video topic, nor the Document 1 file link, is visible.

5. Click **Return to my normal role** in the **Administration** block.

6. Turn editing on again and click **Edit** >**Show topic** next to the **Video** topic andchoose**Show**from**Document1**'s**Edit**menutomakethemvisibleagain.

Tip: By default hidden topics are listed as "Not available". To completely hide hidden topics ensure you are on the course home page, then choose **Edit settings** in the **Administration** block. Expand the **Course format** section and choose **Hidden sections are completely invisible** from the **Hidden sections** menu.

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4. All about blocks

Blocks appear to the left (and sometimes right) of the main Moodle content. They usually take information from another part of your course (such as a glossary or forum), or from an external site (such as a RSS feed).

You can set the order of blocks in each column. Students cannot add, delete or move blocks but they can hide them or put them into the dock.

Some blocks need configuring before they will display information.
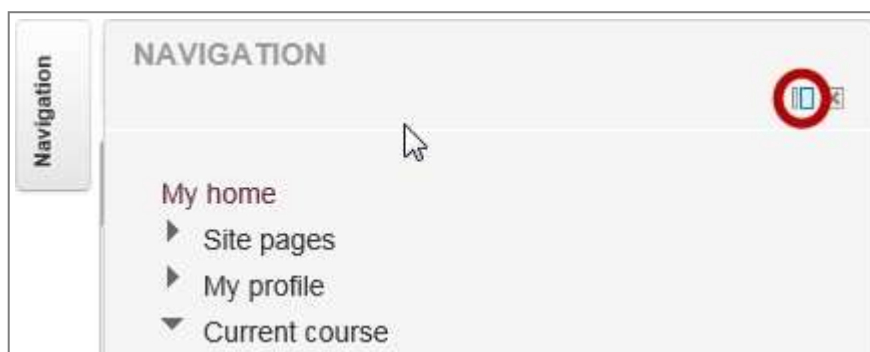
Hide and dock blocks

1. Click once on the **Hide block** icon at the top right of the **Navigation** block (top left) to hide it. Click again to show it.

2. Click on the **Dock** icon in the **Navigation** block to dock it on the left side of the screen.

3. Hover over **Navigation** in the dock and click on the **Undock** icon to move the block back to the main area.

Add and delete blocks

1. Check that you are on the course home page and that editing is turned on.

2. Find the **Add a block** block at the bottom of the left column. Choose
   Course Contents from the menu.

3. Click on the **Actions** (cog) icon in the **Table of contents** block. Choose
   Configure Table of Contents block from the menu.

4. Expand the **On this page** section and note the **Region** and **Weight** menus.

The **Region** determines whether the block appears to the right or left of the content area.

The **Weight** determines where the block appears in the column. The lower the weight the higher the block will appear in the column, relative to the weights of the other blocks in the column. It is not recommended that you choose a position above the Navigation or Administration blocks, as these important blocks should be easy for users to find.

You can also set the block's default region and weight in the **Where this block appears** section. This affects how it appears on other pages.

5. Click the **Cancel** button.

> **Tip:** You can also move a block by dragging and dropping when editing is on (click on **Move** icon the block's blue header).

To delete a block:

1. Check that editing is turned on.

2. Click the **Actions** icon of the block you want to delete. Choose **Delete** from the menu.

3. You will be asked if you are sure that you want to delete the block, click **Yes**.