

Lecturer Guide to Using Online Learning Environment Website

This guide is aimed at lecturers who want to use the Faculty of Education's Online Learning Environment's website.

The website was created using Moodle, which is an Open Source software package for producing Internet-based courses and web sites.

This documentation is based on [Teacher Manual](#) by Martin Dougiamas and [Moodle - an electronic classroom](#) by Matt Riordan.

Getting started

This guide assumes that you have been given a course to administer and you have logged in to your course using your account with course administrative privileges. If you do not have an account, click on the **Login** hyperlink at the top right corner to create a new account. Enter your Novell username and password and complete the User Profile form with your details.












Once you have logged in successfully, please contact Hooi Ling Eng, Faculty Web Developer (email: h.eng@educ.gla.ac.uk, ext 3024) and ask her to set up a new course with administrative privileges for you.

Here are three general tips that will help you get started.

1. Don't be afraid to experiment:

You learn to use Moodle by experimenting. Try creating course activities to familiarise yourself with Moodle.

2. Notice and use these little icons:

-  - **delete icon** deletes an item it is associated with
-  - **move left/right icon** moves an item or block to the right or left
-  - **move icon** moves an item up or down
-  - **edit icon** edits the item it is associated with
-  - **open-eye icon**: item is visible to students
-  - **closed-eye icon**: item is hidden from students
-  - **help icon** provides you with a popup help window
-  - **group mode icon** controls group access to activity modules, see Group Mode in Course Settings, page 9
 -  No groups
 -  Separate groups
 -  Visible groups

There are other icons that I have not described. If you position your mouse over these icons, you can read the tool tip which describes their functions.

3. Use the navigation bar at the top of each page

This should help remind you where you are and is a quick way of navigating around the course (figure 1). The navigation bar follows this structure: OLE Home -> Course Home -> Activity Type -> Activity item

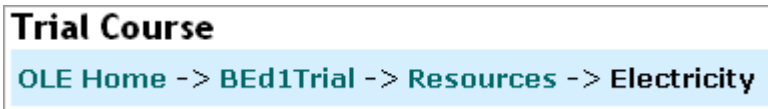


Figure 1

Course layout

Figure 2 shows the BEd1Trial course main page. The first thing you should do is look at the side blocks.

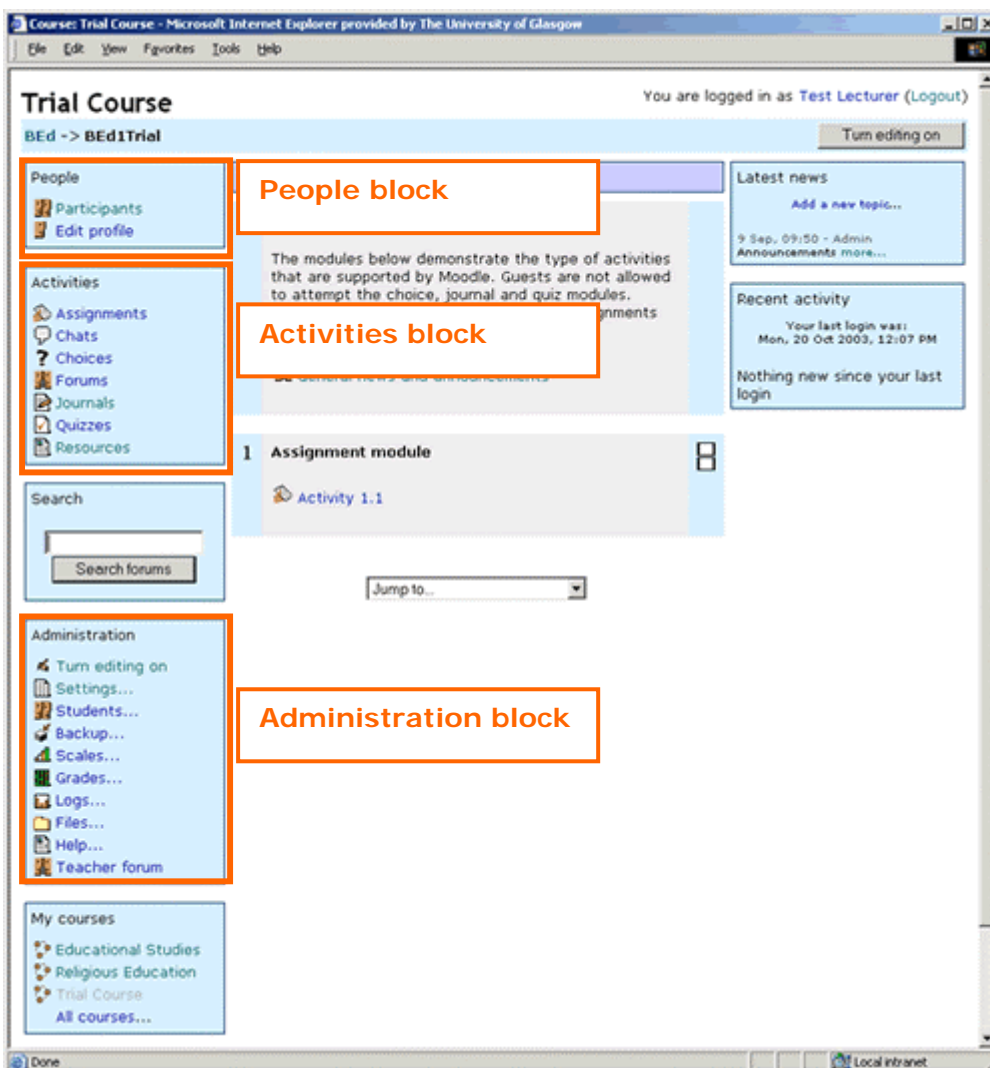


Figure 2

1. People Block

Participants will show you everyone enrolled in your class.

Edit Profile allows you to change information about yourself. If you click on this you will see something like figure 3.

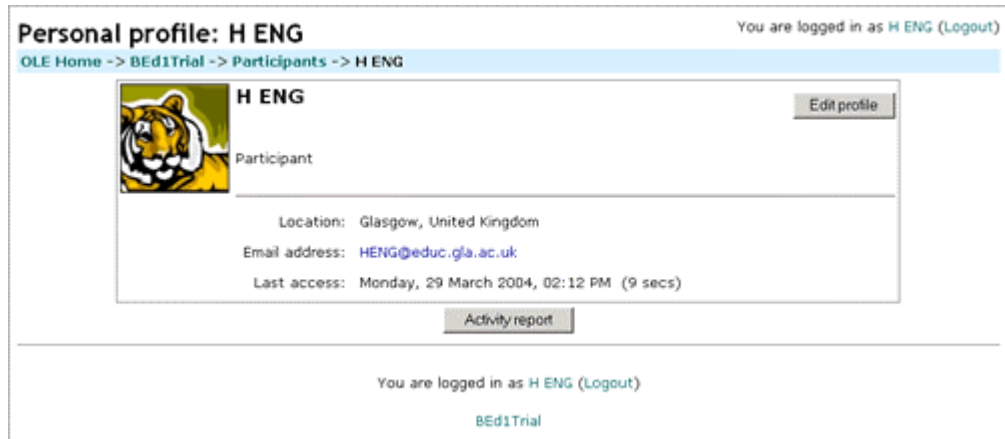


Figure 3

From here, you can edit your profile and get a report of your activities. To change your personal settings, click on **Edit profile**. This will take you to a screen like figure 4.

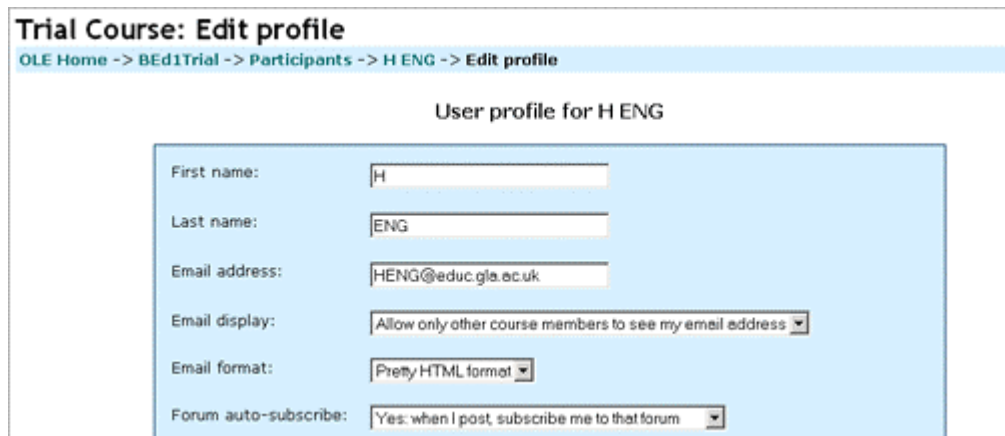


Figure 4

Most of these settings rarely need to be changed, but you can add a description of yourself, and towards the bottom of the page you can add any (jpeg/gif/png format) picture of yourself (or a representation of yourself). When you are done making any changes, click on **Update profile**. You should then see your updated profile.

To get back to your class, click on the short class name in the navigation bar, which is situated on the top left part of the screen (in this example, BEd1Trial).

2. **Activities Block**

Building a course involves adding course activity modules to the main page in the order that students will be using them. The Activities block organizes all your activities into activity types (such as assignments, chats, choices, fora, glossaries, journals, labels, lessons, resources, quizzes, surveys and workshops). You will learn how to set up activities later.

3. **Administration Block**

This block contains tools for the administration of your course and is not visible to your students.

- **Turn editing on** – turns on the editing tools for making changes to your course
- **Settings** - allows you to change the description, format and layout of your course (see Course settings)
- **Students** - lists all the students who are enrolled on the course
- **Backup** – allows you to backup your course
- **Restore** – allows you to restore your course from the backup
- **Scales** – allows you to custom design scales to be used in a course for any grading activities.
- **Grades** - lists the grades of the tests and quizzes of each enrolled student.
- **Logs** - shows you the activity in your course for different days or times. This can be useful to check to see if everyone has done a certain task.
- **Files** - allows you to upload files to the server. These files are only available to lecturers. Individual files are made available to students later on (as **Resources** - see setting up activities section). This can be a useful place to store and share course material while it is being worked on with other lecturers of the course.
- **Help** - brings up this user guide.
- **Teacher forum** - is a lecturer-only discussion board.

Remember to click on **Save changes** to keep the changes you made to your course.

Other side blocks

Latest News, Recent Activities, Calendar, Upcoming Events, Course Summary, Online Users and Section Links make up the other side blocks. We will only be looking at Calendar and you can experiment with the other side blocks yourself. These blocks can be added using the **Blocks** menu and deleted by clicking the delete icon on the block header.

Click the **Turn editing on** link (in the Administration Block) or button (top right corner) to enable editing tools. This toggle switch shows or hides the extra controls that allow you to manipulate your main course page. **Turn on editing** is now changed to **Turn editing off** to enable you to switch off editing tools and this view is a closer representation of what your students will see.

When **Turn editing on** is active, the side block, **Blocks** menu (figure 5) becomes visible. This box allow you to select which side blocks will appear in your course page and their order of appearance, independently for each course. Select an option from the drop-down list to insert a block.

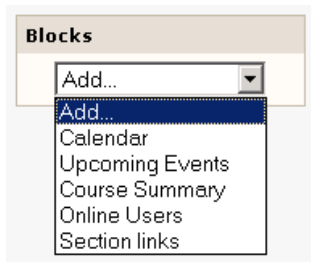


Figure 5

Calendar Block (figure 6) is a useful feature for students to see the times for their lectures, seminars and deadlines. When you hover over the date, you will see a brief description of the event.

Events can be added by clicking the month (e.g. June 2004) followed by the **New Event** button (figure 7). You will be asked to choose the type of event to be added. There are 3 types of events

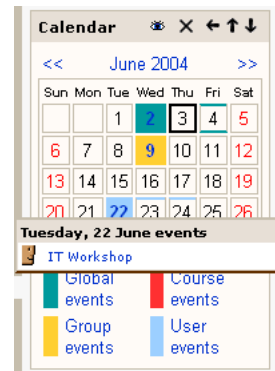


Figure 6

- Group – visible to participants of the selected group
- Course – visible to all participants in the current course
- User – visible to the current user. This event is hidden from course creators and administrators

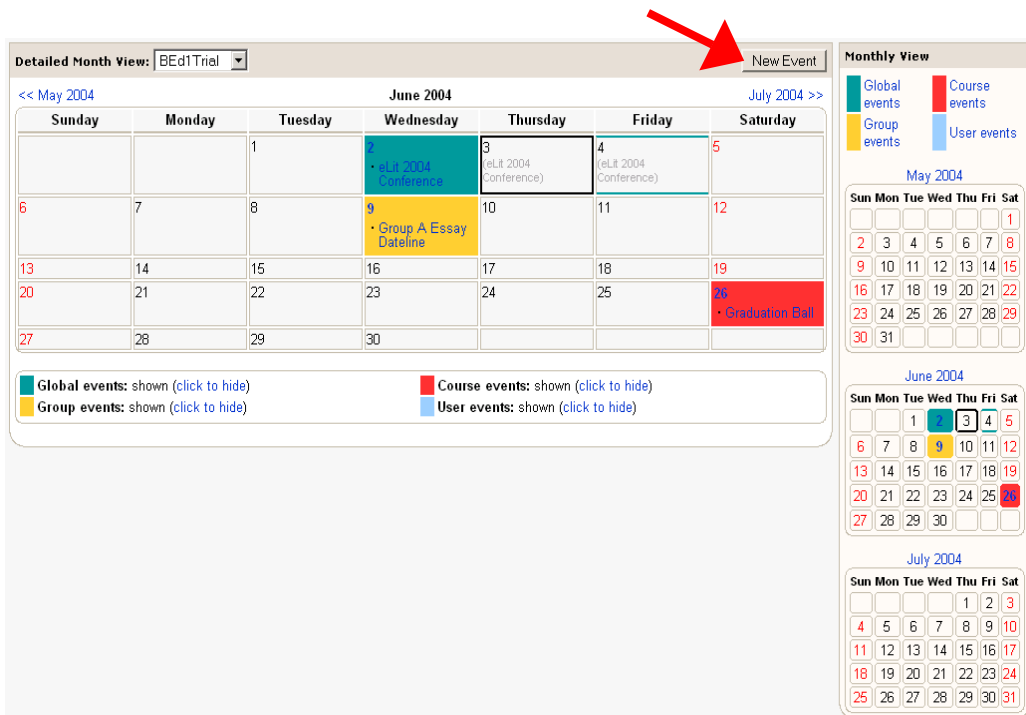


Figure 7

Next, fill in the new event form and click save changes.

New Event (Course event)

Name:

Description:

Verdana 2 (10 pt) Normal **B** *I* U ~~S~~ x₂ x₃

Please submit your assignment 1 dateline by 30 June 2004. Submission procedures are as follows:

1. Submit online providing only your matriculation number and title of course

Path: [body](#) > [p](#) > [font](#)

Date: Time

Duration: Without duration
 Until Time
 Duration in minutes

Repeats: No repeats
 Repeat weekly, creating altogether events

Figure 8

Course settings

Edit course settings - Microsoft Internet Explorer provided by The University of Glasgow

File Edit View Favorites Tools Help

Trial Course Logout

BEEd -> BEEd1Trial -> Edit course settings

Edit course settings

Category: ?

Full name: ?

Short name: ?

Summary: ?

Availability: ?

Enrolment key: ?

Done Local intranet

Figure 9

The first thing you should do is look under the **Administration** block on your course home page and click on **Settings...**

On the Settings page (Figure 9) you can change a number of settings about your course, ranging from its name to what day it starts. The help icon next to a field provides a good description for that field. There are four fields that are highlighted below, the **enrollment key**, **course format**, **group mode** and **force group mode**.

Enrollment Key

This is the course password. If you fill in this field, students will have to put in the password the first time they log in to the course. This is to keep people who are not in your course from joining. The enrollment key can be anything – a word, numbers, or a combination.

This can be changed as many times as you like in case the password gets spread outside of a course. Again – students only need to enter this key the first time – after that they do not have to. If someone outwith the course joins and you then change the key, they do not have to reenter the new key because they have already joined, but they can be kicked out by you. Once they are kicked out, they would have to know the new key to rejoin the class.

Course Format

There are three different formats for the course – Weekly, Topics, and Social. The format that you choose will decide the basic layout of your course, like a template.

The screenshots below illustrate the three formats:

Weekly format:

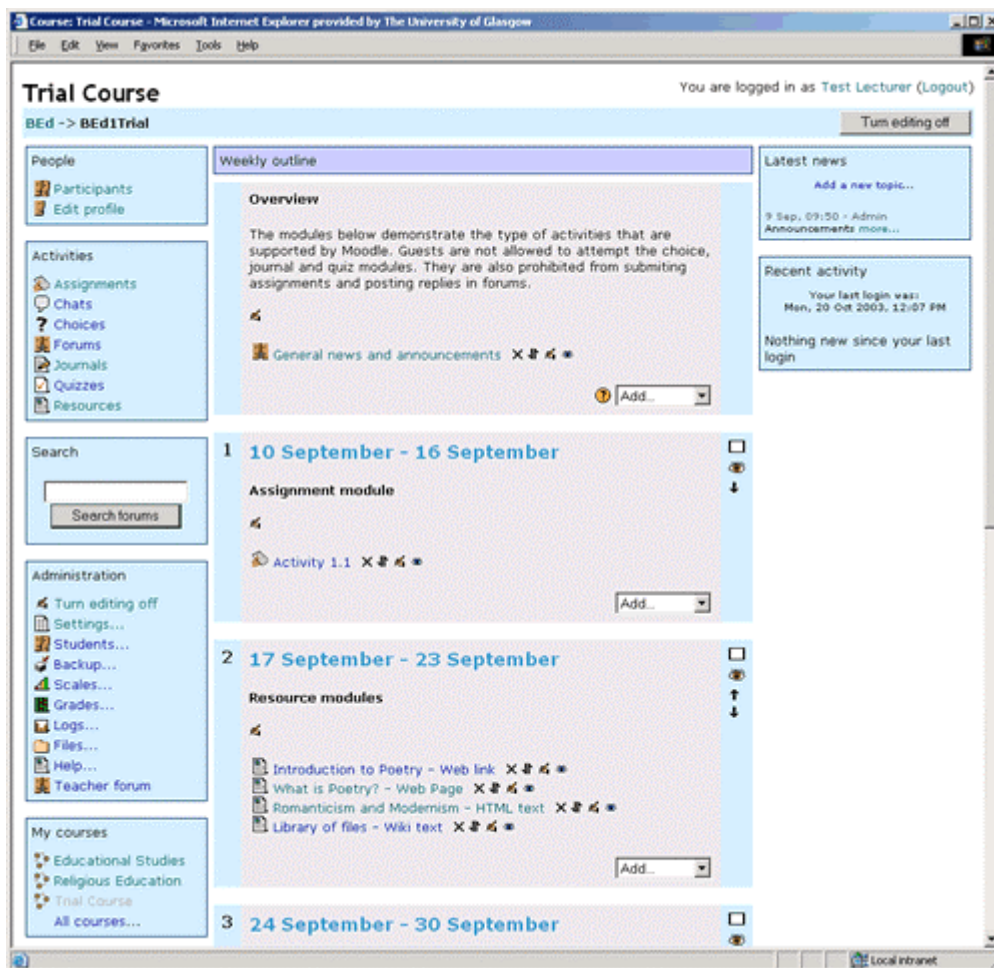


Figure 10

The weekly format (figure 10) organizes a course into weeks, with assignments, forums, quizzes, etc. all residing in a week-by-week block. Each box in the weekly format covers exactly one week. You specify the number of weeks and the course start date in the Settings screen.

Topics format:



Figure 11

The Topics format (figure 11) organizes everything by topics (or units), regardless of how long they take. Each box in the topics format can cover whatever topic you like. You specify the number of topics in the Settings screen.

Social format:

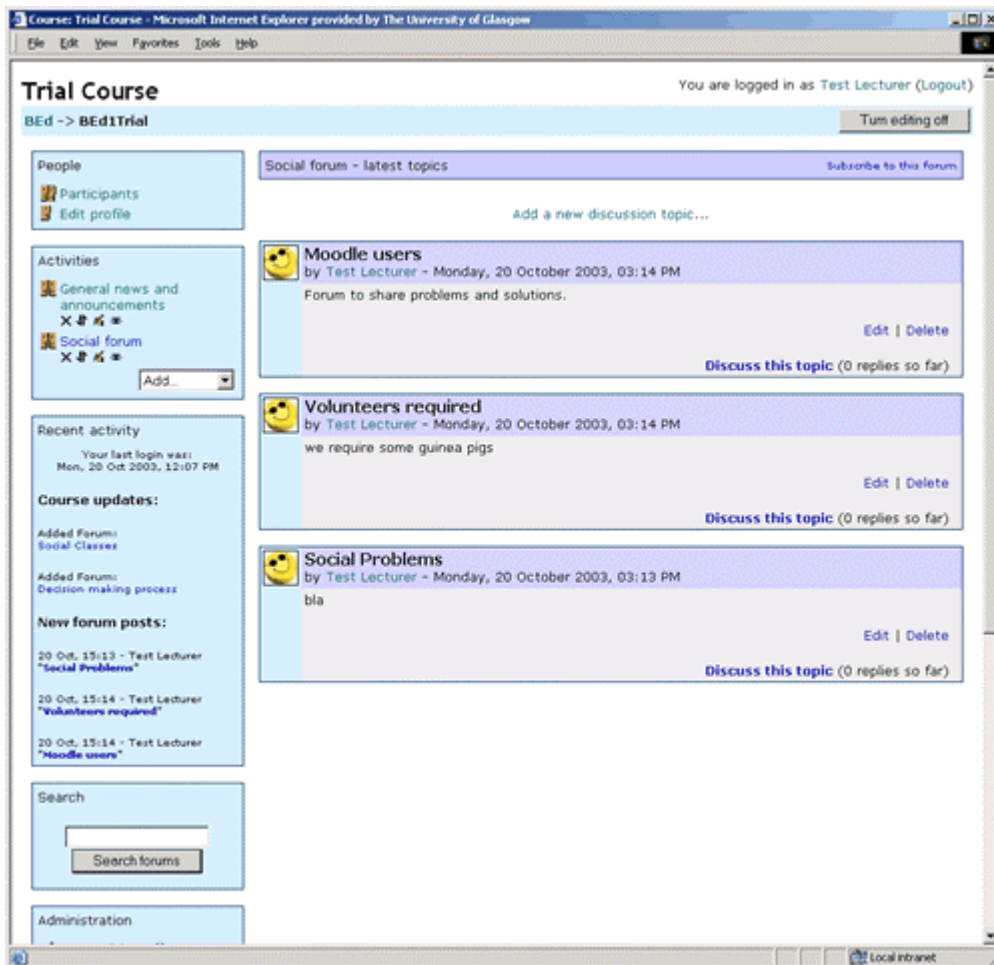


Figure 12

The Social format (figure 12) is built around one forum (or discussion board) and is displayed on the main page. This format is mainly used for announcements and discussions.

Group Mode

The Group mode within the Course Settings sets access permissions for groups.

The group mode can be one of three levels:

- 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

The group mode can be defined at two levels:

1. Course level
The group mode defined at the course level (course settings) is the default mode for all activities defined within that course
2. Activity level

Each activity that supports groups can also define its own grouping mode. If the course is set to "force group mode" then the setting for each activity is ignored.

Force Group Mode

If the group mode is "forced" at a course-level, then the group mode is applied to every activity in that course. Individual group settings in each activity are then ignored.

This is useful for setting up a course with a number of completely separate cohorts.

Uploading files

You may have existing content that you want to add to your course, such as web pages, audio files, video files, word documents, or flash animations. Any type of file that exists can be uploaded into your course and stored on the server. While your files are on the server you can move, rename, edit or delete them.

All of this is achieved through the **Files** link in your Administration menu. The Files section looks like Figure 13.

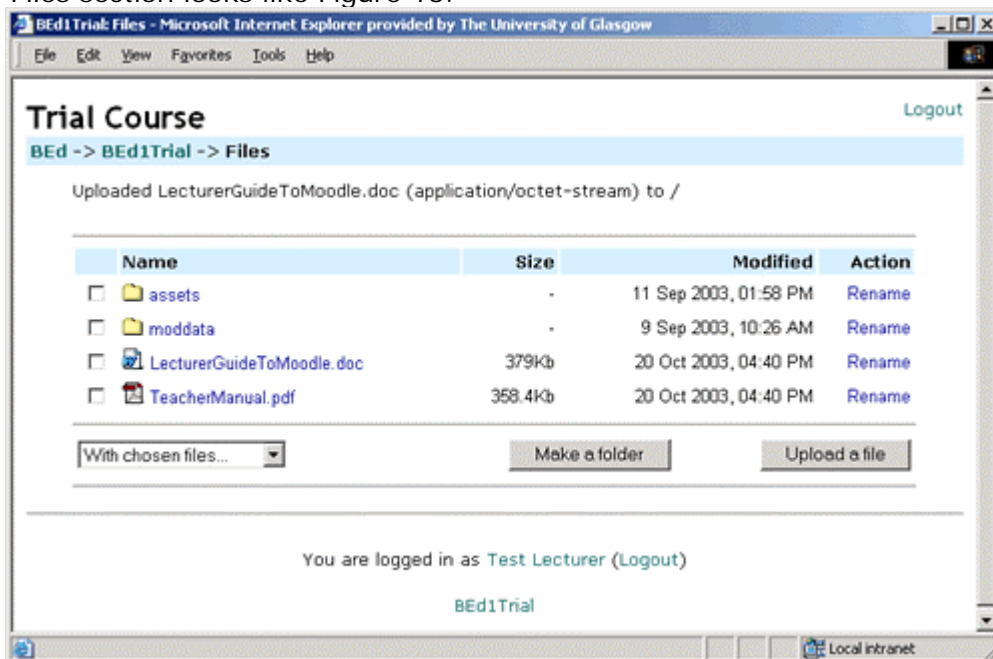


Figure 13

This feature is only available to lecturers - it is not accessible by students. Individual files are made available to students later on (as "Resources" - see the next section).

As you can see in the screenshot, files are listed alongside subdirectories. You can create any number of subdirectories to organise your files and move your files from one to the other.

Uploading files via the web is currently restricted to one file at a time. If you want to upload a lot of files at once (for example a whole web site), it can be a lot easier to use a **zip program** to compress them into a single file, upload

the zip file and then unzip them again on the server (you will see an "unzip" link next to zip archives).

To preview any file you have uploaded just click on its name. Your web browser will take care of either displaying it or downloading it to your computer.


HTML and text files can be edited in-place online. Other files will need to be edited on your local computer and uploaded again. If you upload a file with the same name as an existing file it will automatically be overwritten.

A final note: if your content resides out on the web then you don't need to upload the files at all - you can link directly to them from inside the course (see the Resources module and the next section).

Setting up activities

Building a course involves adding course activity modules to the main page in the order that students will be using them. You can shuffle the order any time you like by using the move icons.

To add a new activity, simply go to the week/topic/section of the screen where you want to add it, and select the type of activity from the popup menu.

Remember to use the help icons  to assist you in creating an activity module. For a more comprehensive guide to creating activity modules, please refer to the "Editing your class" section from [Moodle - an electronic classroom](#) by Matt Riordan. Examples of the different sorts of activities are available in the [Moodle Features Demo](#) course at the official Moodle website at <http://moodle.org>. You may prefer to login as a guest if you rather not create a new account to view the contents of the course.

Here is a summary of all the standard activities in Moodle 1.3:

Assignment

An assignment is where you set a task with a due date and a maximum grade. Students will be able to upload one file to satisfy the requirements. The date they upload their file is recorded. Afterwards, you will have a single page on which you can view each file (and how late or early it is), and then record a grade and a comment. Half an hour after you grade any particular student, Moodle will automatically email that student a notification.

Chat

The Chat module allows participants to have a real-time synchronous discussion via the web. This is a useful way to get a different understanding of each other and the topic being discussed - the mode of using a chat room is quite different from the asynchronous forums. The Chat module contains a number of features for managing and reviewing chat discussions.

Choice

A choice activity is very simple - you ask a question and specify a choice of responses. Students can make their choice, and you have a report screen where you can see the results. You could use it for quick polls or class votes.

Forum

This module is basically a bulleting board - it is here that discussion takes place. When you add a new forum, you will be presented with a choice of different types. In "A single simple discussion," students can reply to the topic, but cannot create new topics. In "Each person posts one discussion," the students are allowed to start one new topic, which can be useful if they are all doing different books, reports, etc. In "Standard forum for general use," students may start new topics any time they wish.

You have the option to allow students to post to the "Forum" or not. If you do not allow students to post, the forum can be used as a "News forum" (like the one created by default). In these cases, you as a lecturer can add to the "Forum," but students are not allowed to. You may also allow students to reply to a topic only. In this case, a student can only reply to a topic that already exists, not create a new topic. Lastly, you can allow both discussions and replies, where students can post anything they like (replies or new topics).

One last interesting option is the "Force everyone to be subscribed?" menu. If you select yes, then everyone in your class will be emailed every post in the forum. This is a very useful feature if the forum is a news forum where students are emailed any new announcements.

Glossary

This activity allows participants to create and maintain a list of definitions, like a dictionary. The entries can be searched or browsed in many different formats. The glossary also allows lecturers to export entries from one glossary to another (the main one) within the same course. Finally, it is possible to automatically create links to these entries from throughout the course.

Journal

Each journal activity is an entry in the whole course journal. For each one you can specify an open-ended question that guides what students write, as well as a window of time in which the journal is open (weekly course format only). A general rule of thumb is to create one journal per week. Encourage students to write reflectively and critically in these journals, as they are only available to them and you. Afterwards, you will be able to grade and comment all the entries for that week or topic, and students will receive an automatic email informing them of your feedback. Journals are not designed to be continually added to - if you need to do that then add more journal activities.

Label

This is not a true activity - it is a "dummy" activity that allows you to insert text and graphics among the other activities on the course page. This is useful when used in conjunction with the move icons (← or →) for grouping your activities under headings.

Lesson

A lesson delivers content in an interesting and flexible way. It consists of a number of pages. Each page normally ends with a question and a number of possible answers. Depending on the student's choice of answer they either progress to the next page or are taken back to a previous page. Navigation through the lesson can be straight forward or complex, depending largely on the structure of the material being presented.

Resource

Resources are the content of your course. Each resource can be linked to a file or multiple files you have uploaded, or contain hyperlinks to other webpages. You can also maintain simple text-based pages by typing them directly into a form.

Quiz








This module allows you to design and set quiz tests, consisting of multiple choices, true/false, fill-in-the-blank, numerical and matching questions. These questions are kept in a categorised database, and can be re-used within courses and even between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback or to show correct answers. This module includes grading facilities.

Survey

The survey module provides a number of predefined survey instruments that are useful in evaluating and understanding your class. Currently they include the COLLES and the ATTLS instruments. They can be given to students early in the course as a diagnostic tool and at the end of the course as an evaluation tool.

Workshop

A Workshop is a peer assessment activity with a huge array of options. It allows participants to assess each other's projects, as well as exemplar projects, in a number of ways. It also coordinates the collection and distribution of these assessments in a variety of ways.

After adding your activities you can move them up and down in your course layout by clicking on the little arrow icons  next to each one. You can also delete them using the cross icon , and re-edit them using the edit icon . You can hide any activities you are currently working on by clicking the open-eye icon  and make them visible to students by clicking the closed-eye icon . The move icons ( or ) allow you to increase and decrease indents of an activity. The group icon controls access to activities by user groups.

Running the course

Here are a few ideas on running a course:

1. Subscribe yourself to all the forums so you keep in touch with your class activity. This is also a good way of monitoring the forums to prevent them from abuse.
2. Encourage all the students fill out their user profile (including photos) and read them all - this will help provide some context to their later writings and help you to respond in ways that are tailored to their own needs.

3. Keep notes to yourself in the private **Teacher Forum** (in Administration block). This is especially useful when team teaching.
4. Use the **Logs** link (in Administration block) to get access to complete, raw logs. In there you'll see a link to a popup window that updates every sixty seconds and shows the last hour of activity. This is useful to keep open on your desktop all day so you can feel in touch with what's going on in the course.
5. Use the **Activity Reports** (next to each name in the list of participants or from any user profile page). These provide a great way to see what any particular person has been up to in the course.
6. Respond quickly to students. Don't leave it for later - do it right away. Not only is it easy to become overwhelmed with the volume that can be generated, but also a crucial part of building and maintaining a community feel in your course.

Further information

To find out more, go to the official Moodle website at <http://moodle.org> and look at [Using Moodle](#) course to see how the many features of Moodle are being used. You may prefer to login as a guest if you rather not create a new account to view the contents of the course.

If you have any particular problems making changes in your course, you should contact Hooi Ling Eng, Faculty Web Developer at ext 3024 or email her at h.eng@educ.gla.ac.uk.

Good luck with your course!