

# Introduction to Moodle



# Digitally Enhanced Learning Baseline

- ❖ Moodle Administration
- ❖ Learning and teaching activities and resources
- ❖ Assessment and feedback
- ❖ Learner support information



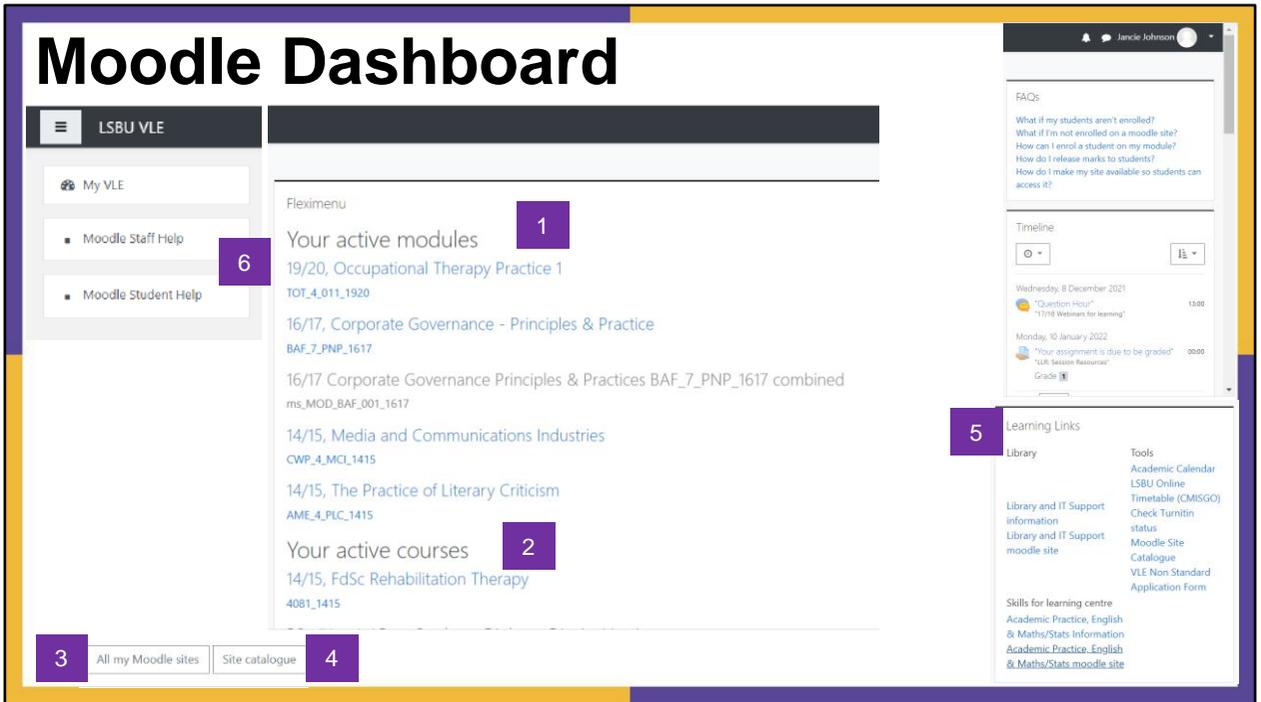
**Moodle Administration** to include module guide, module and administration team contact details, link to the Module Evaluation Questionnaire, Module evaluation data and actions identified, link to External Examiner report(s)

**Learning & Teaching Activities** (at Module level) outline the purpose for the site, set expectations/constraints of staff's use and interaction - (e.g. weekly communication on day Monday and Friday, Lecture notes are uploaded on Wed by 15:00, Staff will respond to discussion posts / queries on Fridays or within 5 days), explain how often students are expected to check the module site and for what reason; Module news/announcements: Set consistent time and frequency, Lecture notes and / or other teaching materials

**Assessment and Feedback:** All modules to include assignment briefs, marking criteria/rubric, assignment submission points with originality checking enabled (Turnitin) and clear instructions and deadlines, formative and summative feedback provided electronically where appropriate

**Learner Support** (at Module level): Include resources that provide guidance for students in preparation for their assessment tasks. Eg past exam papers, multiple choice quizzes, discussion forum for frequently asked question and other feedback Information about specialist or software required for the module including how and where to get help.

Note: 22DEL baseline can be found on Moodle Help or search on OurLSBU



## KEY COMPONENTS OF THE MOODLE DASHBOARD

### 1. Your Active Modules

**2. Your Active Courses:** Displays all the courses that you are connected to as a tutor. The grey title means that this course is not yet available to students

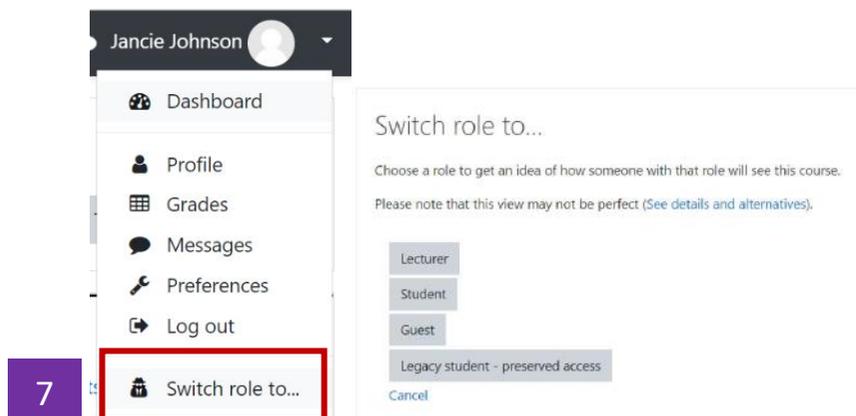
**3. All my Moodle sites:** Lists the courses and modules from previous academic years

**4. Site Catalogue:** List of courses and modules on Moodle (searchable)

**5. Learning Links:** Links to other LSBU learning and teaching related sites

### 6. Moodle Help

### 7. Switching Roles



# Course and Module Layout

The screenshot shows a Moodle course page for '20/21 IT test'. The page is in 'Editing Mode' as indicated by the 'Turn editing on' button in the top right. The layout is divided into several sections:

- Module Navigation:** A vertical sidebar on the left containing links to 'Participants', 'Grades', 'Module Administration', 'Week 1', 'Week 2', 'Topic 4', 'oijoj pjopjoml', 'My New Topic', 'My VLE', and 'Moodle Staff Help'.
- Main Content Area:** The central area displaying course content, including an 'Announcements' block with a forum post 'Discuss the article attached!' and a 'Tutorial Jan 2021' block.
- Moodle Blocks:** A section below the main content area containing 'Module Administration' information, such as 'Module guide' and 'Lecturer contact details'.
- Activities:** A right-hand sidebar containing a list of activities: 'Assignments', 'Forums', 'Group self-selections', 'Quizzes', 'Resources', and 'Signup sheets'.
- Panopto:** A section below the activities sidebar showing 'Live Sessions' (No Live Sessions) and 'Completed Recordings' (Global Protect Video - Final Cropped, MS Teams functions - how to record sessions-20211014\_123547-Meeting Recording).

Annotations with arrows point to the 'Module Navigation' sidebar, the 'Main Content Area', the 'Moodle Blocks' section, and the 'Editing Mode' button.

## COURSE AND MODULE LAYOUT

**Module navigation:** Links to each section within the Module

**Main content area:** Displays access to the content of the course or module.

**Moodle Blocks:** The number and type of blocks will vary from course to course. Blocks provide quick access to key information about a course or module (e.g. access your e-portfolio, Panopto recordings).

**Turn editing on/off (STAFF ONLY):** This is only available for staff and is used when editing, adding or removing content to your course or module.

Please note

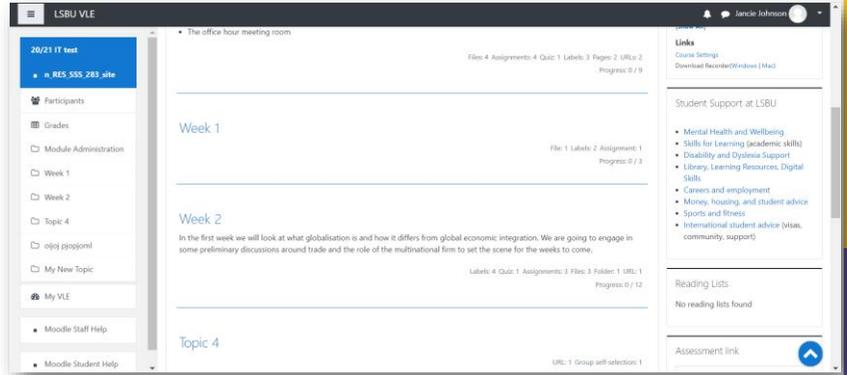
**Reading lists** are generated by the academic and support is available from the Academic Liaison Librarians

Students are automatically enrolled onto their course and module sites in based on their enrolments in the QL student record system.

# Course Sections

You can

- ❖ Organise resources and activities for students either in **Weekly** or **topic** formats
- ❖ Hide, move and highlight your course sections.

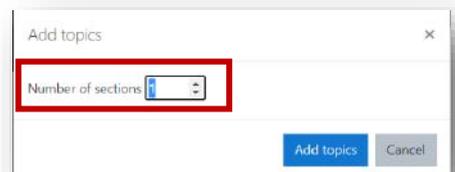


## ADDING OR REMOVING SECTIONS

To add a new section switch to editing mode and scroll down to the bottom. Click on the **add topics** link **+ Add topics** which will add another section to the Navigation pane. Decide how many sections you wish to add to the module.

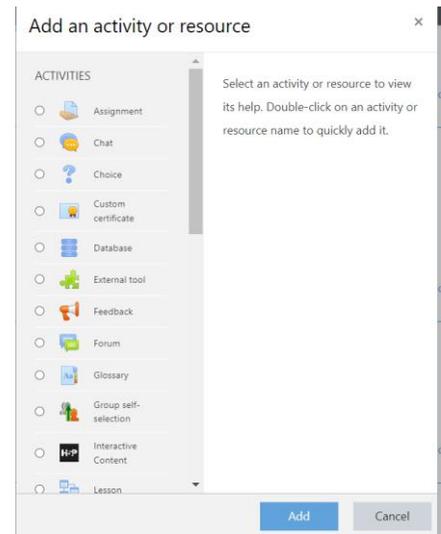
To **remove a section** in editing mode navigate to the section you wish to delete and from the **EDIT** menu select

**DELETE TOPIC.**



# Adding Content - Activities

**Activities** are a group of features that allows students to interact with each other or with the lecturer. In the appropriate section click on [+ Add an activity or resource](#) and choose the appropriate activity and click **Add**.

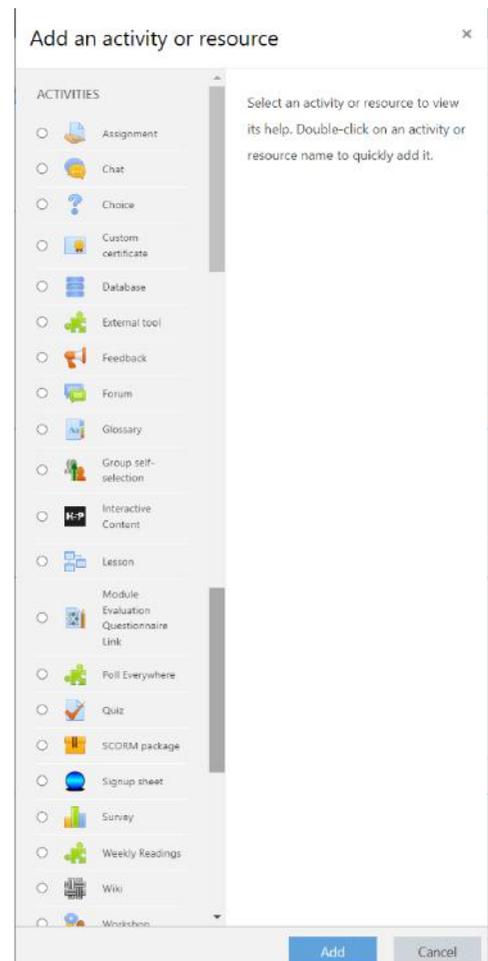


## ADDING CONTENT: ACTIVITIES

There are a number of activities that can be added to your module. These activities are listed alphabetically.

### Activities for Communication and Collaboration

- Chat
- Database
- Forum
- Wiki
- Workshop



# Adding Content: Assignment activity

To add the assignment activity click on the link [+ Add an activity or resource](#)

▶ Expand all

## General

Assignment name ⓘ

Coursework 1 | Professional learning community session

Enter the assignment name

Description

Rich text editor toolbar with icons for undo, bold, italic, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, and help. Below the toolbar is a text area containing the placeholder text: "This section could include assignment details (what it relates to) and /or instructions on submitting it."



## ADDING CONTENT: ASSIGNMENT

### Availability

Allow submissions from ⓘ	3	December	2021	13	40	<input type="checkbox"/> Enable	1
Due date ⓘ	29	November	2021	17	00	<input checked="" type="checkbox"/> Enable	2
Cut-off date ⓘ	3	December	2021	13	40	<input type="checkbox"/> Enable	3
Remind me to grade by ⓘ	3	December	2021	13	40	<input type="checkbox"/> Enable	4
<input type="checkbox"/> Always show description ⓘ							5

Under 'Availability'

- 1. Allow submissions from:** The assignment link will be available to students from this date and time.
- 2. Due date:** Enter the date and time the assignment is due
- 3. Cut-off date:** If **enabled**, students will **not** be able to submit after the Due Date. If disabled, students will be able to submit assignments after the due date
- 4. Remind me to grade by:** Enter a date and time if applicable
- 5. Always show description:** If enabled, the Assignment Description will become visible to students on the course page.

# Assignment: Submission types

## Submission types

Submission types

Allows students to upload files for their submissions

File submissions [?](#)  Mahara portfolio [?](#)  Online text [?](#)

Allows students to type directly into the editor field for their submission

Maximum number of uploaded files [?](#)

4 [?](#)

Sets the number of files that can be uploaded

Maximum submission size [?](#)

Site upload limit (50MB) [?](#)

Accepted file types [?](#)

Choose No selection

Site [?](#)

https://eportfolio.lsbu.ac.uk [?](#)

Lock submitted pages [?](#)

Yes, keep locked [?](#)



## ASSIGNMENT OPTIONS

### Feedback types

Feedback types

Feedback comments [?](#)  Annotate PDF [?](#)  DDS marking [?](#)  Feedback files [?](#)  
 Offline grading worksheet [?](#)

Comment inline [?](#)

No [?](#)

### Submission settings

Require students to click the submit button [?](#)

Yes [?](#)

Require that students accept the submission statement [?](#)

Yes [?](#)

Show more...

### Group submission settings

Students submit in groups [?](#)

No [?](#)

### Turnitin plagiarism plugin settings

Refresh Submissions  
 Launch Quickmark Manager  
 Launch Peermark Manager

Enable Turnitin [?](#)

Yes [?](#)

Display Similarity Reports to Students [?](#)

Yes [?](#)

When should the file be submitted to Turnitin?

Submit file when first uploaded [?](#)

Allow submission of any file type? [?](#)

No [?](#)

Store Student Papers [?](#)

Standard Repository [?](#)

Note: If you do not select "Yes" for at least one of the "Check against..." options below then a similarity report will NOT be generated.

Check against stored student papers [?](#)

Yes [?](#)

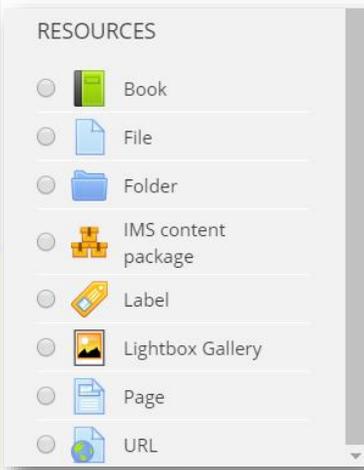
Check against internet [?](#)

Yes [?](#)

Check against journals, periodicals and publications [?](#)

Yes [?](#)

# Adding Content - Resources



**Resources** are items that a lecturer can use to support learning.

In the appropriate section

Click on **+** [Add an activity or resource](#)

Choose the **Page** resource

Then click **Add**

A page resource creates a link to a screen that displays different kinds of content eg text, images, audio, video all in one place



## ADDING CONTENT: RESOURCES

**Book:** multi-page resource organised as chapters/sub-chapters

**File:** Upload documents, presentations, PDF (students must have the relevant software to open the resource)

**Folder:** Upload a number of files within a single folder (zipped)

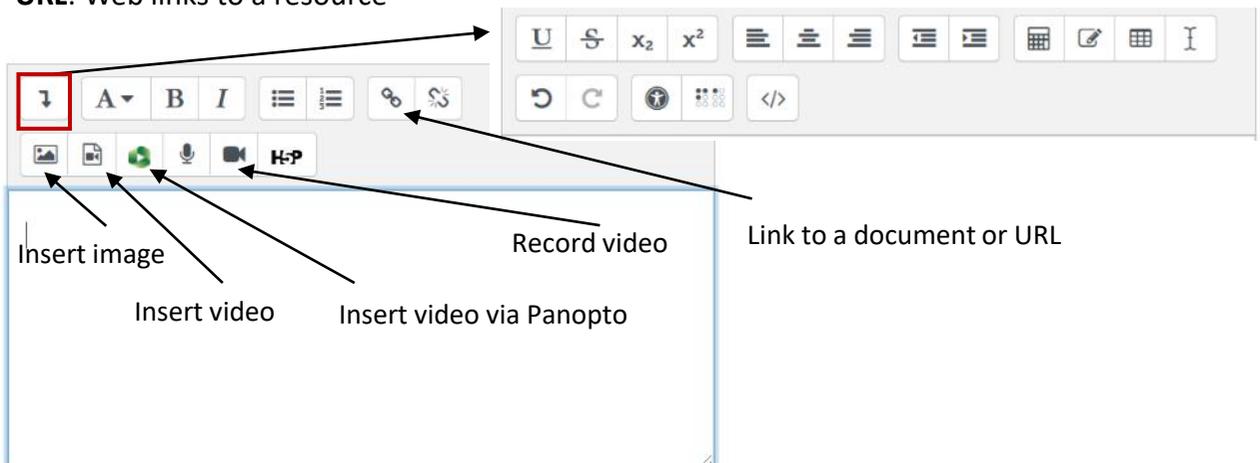
**IMS content package:** enables storage of material in a standard format that can be reused without having to convert it

**Label:** Can be used to improve the appearance of your course.

**Lightbox Gallery:** upload a gallery of images

**Page:** Display different content in one place

**URL:** Web links to a resource



# Grading

View all submissions or Grade (individual student)

Students are identified by random selected numbers

## Grading summary

Participants	11
Submitted	1
Needs grading	1
Due date	Tuesday, November 1, 2016, 12:00 AM
Time remaining	6 days 10 hours

Select	Identifier	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Final grade
<input type="checkbox"/>	Participant 123849	No submission	Grade	Edit	-			-	-
<input type="checkbox"/>	Participant 123848	No submission	Grade	Edit	-			-	-
<input type="checkbox"/>	Participant 123851	No submission	Grade	Edit	-			-	-
<input type="checkbox"/>	Participant 123847	No submission	Grade	Edit	-			-	-
<input type="checkbox"/>	Participant 123841	No submission	Grade	Edit	-			-	-
<input type="checkbox"/>	Participant 123844	No submission	Grade	Edit	-			-	-

View all submissions

Grade

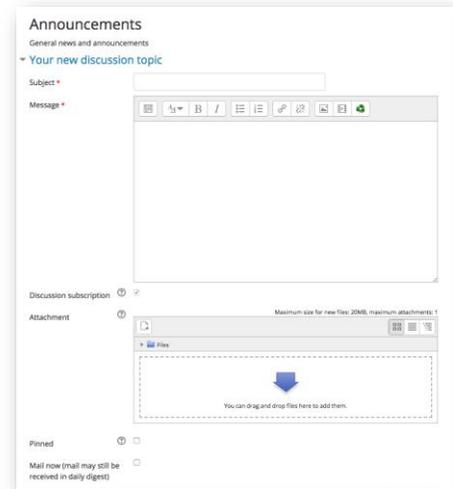


See the Quick Guide to grading below:-

[https://docs.moodle.org/311/en/Grading\\_quick\\_guide](https://docs.moodle.org/311/en/Grading_quick_guide)

# Announcements in Moodle

- ❖ A course has only one Announcement forum and this is automatically created.
- ❖ By default announcements appears in the main content area at the top
- ❖ By default users are automatically subscribed



## ANNOUNCEMENTS

Announcements are typically used for one-way communication with students and they will not be able to reply to posts. Posts in the announcements section will also be sent as a notification e-mail to all students enrolled on the Moodle course. All students are subscribed by default.

### 20/21 IT test

[My VLE](#) / [My sites](#) / [20/21 IT test](#) / [n\\_RES\\_SSS\\_283\\_site](#)

 Announcements

 Discuss the article attached!



Read the article you see attached in this forum and discuss with your peers.

 Tutorial Jan 2021



# Course Administration Block

20/21 IT test

My VLE / My sites / 20/21 IT test / n\_RES\_SSS\_283\_site

Turn editing on



Course administration Users Reports Question bank Switch role to

Course administration

Edit settings

Turn editing on  
Course completion  
Filters  
Backup  
Restore  
Import  
Recycle bin

The features allow the lecturer to manage the Course settings, student and teacher enrolments.



## COURSE ADMINISTRATION BLOCK

To edit your course settings click on the cog icon in the top right 

**General:** You cannot edit the **Course name** (full and short), the **end date of course** or **Course ID number**. You can edit the **Course Visibility** and **start date**

### Provides help

#### Edit course settings

[Expand all](#)

##### General

Course full name		<input type="text" value="20/21 IT test"/>
Course short name		<input type="text" value="n_RES_SSS_283_site"/>
Course visibility		<input type="text" value="Show"/>
Course start date		<input type="text" value="14"/> <input type="text" value="August"/> <input type="text" value="2020"/> <input type="text" value="12"/> <input type="text" value="32"/> 
Course end date		<input type="text" value="10"/> <input type="text" value="December"/> <input type="text" value="2021"/> <input type="text" value="09"/> <input type="text" value="17"/>  <input type="checkbox"/> Enable
Course ID number		<input type="text" value="n_RES_SSS_283"/>
Course summary		
Course image		<input type="text" value="702557339"/>

Note: Please **do not** manually enrol students

However, adding another Module Leader is a good idea!

# Further Support

- **Moodle Help**
- **Digital Skills Centre**
  - Scheduled Drop-in Workshops advertised on Yammer
- **Centre for Research Informed Teaching (CRIT)**
  - Utilising further features of Moodle and Turnitin to develop your teaching and learning practices (e.g. Rubric design and implementation)
  - Webinar series advertised on Yammer and bookable on <https://myworkplace.lsbu.ac.uk/>

 My VLE

▪ Moodle Staff Help

▪ Moodle Student Help

