

DOING STUFF WITH MOODLE

PASCOE VALE GIRLS COLLEGE

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Programme

1. What students see.
2. Using the tools.
3. Designing and Creating a course.

Introduction

What is moodle?

Moodle is

- a collaborative teaching and learning system,
- an environment for team teaching,
- a content delivery system,
- a learning environment,
- a grade book,
- a virtual community,
- a system for testing students,
- a calendar,
- a homework system,
- whatever you want it to be.

More specifically Moodle is an internet-based system that lets teachers create courses that contain worksheets, lessons, quizzes, peer reviewed workshops and other activities. Moodle will allow students to access work from home or overseas, keep in touch with teachers and one another and assess their peers' work.

Joining Moodle

Joining Moodle is simple and your students will use the same procedure. About 400 students have logged on so far and are using its courses and chat facility.

1. Open Internet Explorer and type the address <http://moodle.pvgc.vic.edu.au>
2. Click on the “Moodle” link.
3. Click on the “Create new account link” and follow the instructions using your college email, user id and password.
4. An email will be sent to your college address after one or two minutes. Open it and click the link to confirm your new account.

What a student sees

These are the steps students take to enrol in classes. Many are quite familiar with them.

Login to Moodle. The **My Courses** box on the screen’s left will be empty. Click the **all courses ...** link, then **Miscellaneous** and finally the course called **Meeting Moodle**. Click **Yes** when you are asked if you really want to enrol.

Look closely at the screen, click on each activity and attempt it. Chat to another teacher! Add a comment to a forum. Check your grades (left side of the screen) as you go. Did you pass?

Doing things with it!

Creating a course

N.B. Because Moodle will keep track of all your assessment items, it is easiest to create a course for a marking period - *Science semester 1, IPM Unit 3* etc.

Login to Moodle, find the **My Courses** box on the front page of and click the **all courses ...** link. You will be taken to this page (*figure 1*).

Miscellaneous	7
Senior School	1
Unit 1	2
Unit 2	1
Unit 3	3
Unit 4	2
Year 10	
English	
Maths	
Science	
Geography	
History	
Commerce	
Physical Education	
Civics	
Communication Technology	3
Electives	

Figure 1: Course categories

Scroll until you find the category your course fits then click and you will see a list of courses and a button to add a new course (*figure 2*). The **Sandbox** category is the training wheels area! Create your first course in this category. You can move it somewhere else if it starts to look good.

The screenshot shows the Moodle interface for 'Unit 3' course categories. At the top, it says 'You are logged in as Laurie Savage (Logout)'. Below the navigation bar, there's a dropdown menu for 'Course categories: Senior School / Unit 3'. The main content area lists three courses:

- Mathematical Methods Unit 3&4** by Theresa Pagon: VCE Mathematical Methods Unit 3 & 4 2006 - 2009
- IPM Introduction** by Laurie Savage: A brief introduction to IPM
- Information Processing and Management 3** by Laurie Savage: Information Processing and Management focuses on how organisations use and develop information systems to process, manage and protect information. This unit focuses on solving an organisation's problem using web authoring and graphics software.

At the bottom, there are buttons for 'Re-sort courses by name', 'Add a new course', and a 'Rename' button next to the 'Unit 3' category name.

Figure 2: Creating a course

When you have clicked the button you are presented with a form to fill in (*figure 3*). Click on **Save changes** when you are through.

Category: Miscellaneous / Sandboxes

Full name: Course Fullname 101

Short name: CF101

ID number:

Summary: Write a concise and interesting paragraph here that explains what this course is about

Path:

Format: Weekly format

Course start date: 29 November 2005

Enrolment duration: Unlimited

Figure 3: *New Course* form

Filling in the *New Course* form

Category If you need to move your course to another category.

Full name What the course will be called

Short name How the course will be abbreviated in links and reports

ID Number No need for these yet

Description Please limit yourself to three or four lines at most plus maybe a small picture.

Formats

Weekly Tracks a course week by week. I found this useful with Unit 3 and 4 courses.

Topic Breaks a course into its topics - you could use outcomes to section the course

Social A forum - no activities or grades. I created a chat room for a class that was having problems. These seem to work best if they are limited to a goal or topic.

Group mode If you have several classes taking one course you would use this.

Enrolment key Enrol all your students, then make a password to keep others out.

Force language Do we really want a Spanish or Mandarin interface?

Meta course NO!

Force theme If you like – changes the appearance of the page.

The help system is well written – click on a question mark to see.

Courses, classes, teachers and groups

A course can be taken by several different classes and taught by a group of teachers. Moodle makes this simple with the concept of groups.

Assigning teachers

If you create a course you can assign other teachers to it from the list of Moodle participants.

1. Click on **teachers** in the **Administration box** (*figure 4*).
2. Type the first few letters of their first or family name and click **search**
3. When your colleague's name appears click on **add teacher**.
4. Set whether they can edit the page or not.



Figure 4: The course administration section

Enrolling students

Students can enrol themselves in your course by clicking through the **all courses ...**
⇒ **Course category** links and choosing your course.

To assign students to groups or classes:

1. Click through **groups** in the **Admin** block.
2. Create groups using the **Add new group** button (*figure 5*).

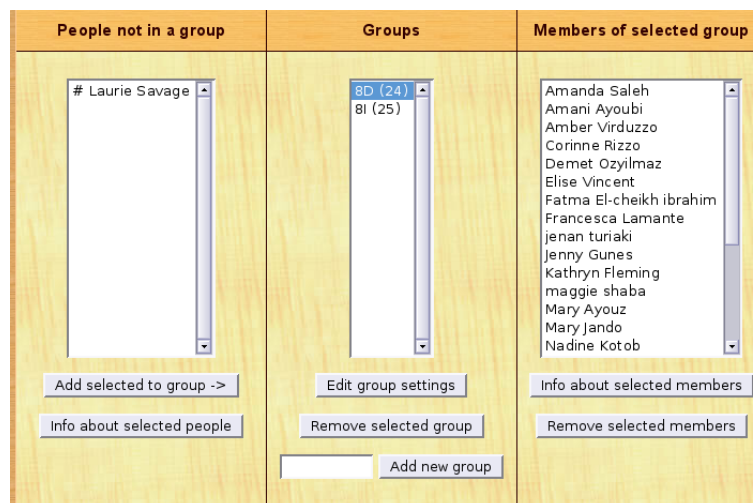


Figure 5: The groups page

3. Click on a group name, click on a student name and click on **add selected to group**.
4. Multiple students can be added by *shift* or *ctrl* clicking on the student names.

Adding content

Click the **Turn editing on** button. You can add resources, activities and label sections. Figure 6 shows the editing icons – the arrows move or indent, the pencil icon lets you edit, the eye lets you hide or show items, and the cross deletes a resource/activity. The eye is especially useful if you need to hide materials from students during a multi-period SAC. Figure 7 (*page 7*) shows the header section of a course with a label, resources and activities.



Figure 6: Editing icons

Uploading files for your course

Admin Block ⇒ Files

If you have a pile of worksheets and graphics for your course it is a good idea to upload them and organise folders to contain them.

1. Click the **Files** link in the **Administration** box (*figure 4*).

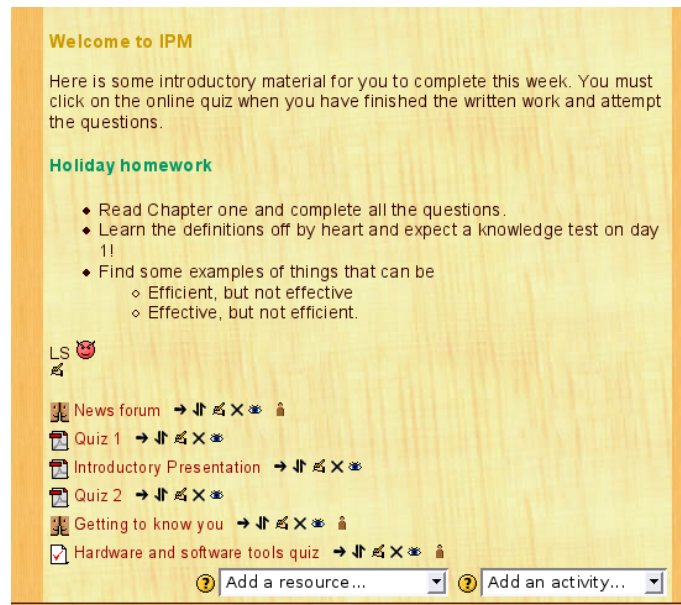


Figure 7: A course header with labels and resources (editing turned on)

2. On the next page it is a good idea to make folders for your pictures and worksheets – click on **make folder**.
3. Click a folder to which you want to upload files.
4. Click **upload a file**.
5. Click **browse** and navigate to the file you are uploading.
6. Click **upload**

You can only upload one file at a time – no shift-clicking!

Labels

Activities ⇒ **Labels**

Each course section can have a label - turn editing on and click the pencil to edit the section title. The editor uses the standard formatting buttons. If you have uploaded any small pictures you can insert them here – Click the **insert picture** icon in the editor window.

Assignments

Activities ⇒ **Assignment**

Assignments are the simplest of assessable tasks in Moodle. Assignments can be off-line or online. An off-line assignment is a placeholder for a grade or comment. An online assignment is a spot for a student to upload completed work that you can assess later. I use off-line assignments to grade log books or practical work the students show me. Figure 8, page 8 shows the form to complete if you choose **assignment** from the list of activities.

The screenshot shows the Moodle assignment configuration page. At the top, there is a text input for 'Assignment name'. Below it is a 'Description' field with a rich text editor toolbar. To the left of the editor are three help links: 'Write carefully', 'Ask good questions', and 'About the HTML editor'. Below the editor is a 'Path' field. Further down, there is a 'Grade' dropdown set to '100'. Below that are 'Available from' and 'Due date' date pickers. The 'Available from' date is 29 November 2005, and the 'Due date' is 6 December 2005. There is a 'Prevent late submissions' dropdown set to 'No'. At the bottom, there is an 'Assignment type' dropdown set to 'Upload a single file'. Finally, there are 'Next' and 'Cancel' buttons.

Figure 8: The main assignment page

You have to mark assignments and post the grades! When you click on the assignment name choose *view N submitted assignments* to open the grade/comments page.

Journals

Activities ⇒ **Journal**

Journals can be used as a reflective activity. To create a journal choose journal from the activities list and write the material that you want students to reflect on.

You can grade journals and post comments. Students love them but they keep you busy!

Quizzes

Activities ⇒ **Quiz**

To create a quiz you will first create or choose a bank of questions, then add them to your quiz. This is a necessarily brief overview of the process – use the help buttons if you get stuck:

- Choose the quiz item from the activities list.
- Fill in the form using the help buttons – most fields are self-explanatory and can be changed later.
- Click save changes and the fun begins.
- Questions must belong to a category or the default category will be used – create a category for your questions *e.g. Physics level 3*.
- If you want to share your questions with other staff members choose **yes** from the **Publish** menu.
- Once you have finished adding categories click **continue**. Now you can add questions to them.
- Choose the category from the list and click in the **Create question** menu. Follow the prompts and use the help buttons.
- When you have written your questions add them to the quiz.
- The preview button next to each question lets you see a student view of the question and test the answers.

Quizzes are a powerful feature of Moodle – they are self marking and can be re-graded if a question was published with an incorrect answer due to a tired teacher. Quizzes support mix and match, multiple choice, missing words, short answer questions. I use the journal, assignment or workshop modules for short essay answers. You can create mix and match and multiple choice quizzes in an editor and upload them. You can also publish questions to share with your colleagues.

The quiz window appears confusing at first but is consistent and powerful once you have got used to it. You can add questions to your course question bank at your leisure, then create quizzes from them. You can use multiple categories for your quizzes as well as test items that colleagues have published.

Workshops

Activities ⇒ **Workshop**

The workshop module allows marking by a criterion sheet/rubric. It also allows students to self- and peer- assess submitted work. The best way to learn this module is to create one and explore how it works. The form is extensively documented.

Students cannot assess work until 30 minutes after submission

The Grade Book

Admin Block ⇒ Grades

The screenshot shows the Moodle grade book interface for a course titled 'PVGC >> 10COMTSAV >> Grades'. It includes navigation tabs for 'View Grades', 'Set Preferences', 'Set Categories', 'Set Weights', 'Set Grade Letters', and 'Grade Exceptions'. Below these are options to 'Download in Excel format', 'Download in text format', and a 'Separate groups' dropdown set to 'All participants'. The main table is titled 'All grades by category' and contains the following data:

Student Sort by Lastname Sort by Firstname	AT1 - website teamwork Stats	AT2 - journal Stats	AT3 - software skills Stats	AT4 - digital presentation Stats	AT5 - problem solving Stats	Exam Stats	Total Stats		Student Sort by Lastname Sort by Firstname
	Percent	Percent	Percent	Percent	Percent	Percent	% ↓↑	Letter Grade ↓↑	
aksoy, nurcan	77.42%	95%	92.86%	70%	60%	66%	74.84%	B	aksoy, nurcan
Al-Boarab, Duaa	93.55%	95%	109.52%	95%	95%	91%	95.35%	A	Al-Boarab, Duaa
Allen, Brearna	25.81%	97%	7.14%	0%	95%	77%	59.2%	D	Allen, Brearna
ammouche, rayan	77.42%	65%	78.57%	70%	70%	66%	69.34%	C	ammouche, rayan
avci, yasam	61.29%	50%	23.81%	10%	30%	68%	39.53%	D	avci, yasam
Ayache, Hayat	80.65%	96%	114.29%	60%	95%	72%	83.72%	B	Ayache, Hayat
Bourke, Rachael	77.42%	85%	76.19%	75%	75%	66%	75.48%	B	Bourke, Rachael

Figure 9: One view of the Moodle grade book

The grade book (*figure 9*) is very flexible and can be tailored to your needs. The sequence of steps is unimportant but the process is:

- Assess student work and give a numerical score - figure 10, page 11
- Create categories for your tasks and assign tasks to their categories - figure 11, page 11
- Tick any extra credit tasks
- Assign weights to categories - figure 14, page 13
- Set your letter grade ranges - figure 13, page 12
- Set your grade book preferences - figure 14, page 13
- Exclude any students from tasks - figure 15, page 13

All of these steps can be changed and the results seen immediately.

Set Weights ?

Category	weight	Drop X Lowest	Bonus Points	Hidden
Uncategorised	0.00	0	0	<input checked="" type="checkbox"/>
Exam	20.00	0	0	<input type="checkbox"/>
AT1 - website teamwork	16.00	0	0	<input type="checkbox"/>
AT2 - journal	16.00	0	0	<input type="checkbox"/>
AT3 - software skills	16.00	0	0	<input type="checkbox"/>
AT4 - digital presentation	16.00	0	0	<input type="checkbox"/>
AT5 - problem solving	16.00	0	0	<input type="checkbox"/>

The total weight is equal to 100

Figure 12: Assigning weights to categories

Set Grade Letters ?

Grade Letter	Low	High
A	90.00	100.00
B	75.00	89.99
C	55.00	74.99
D	35.00	54.99
E	20.00	34.99
N	0.00	19.99

To delete a grade letter just empty any of the three text areas for that letter and click submit.

Figure 13: Assigning letter grades

Hide Advanced Features

Display Weighted Grades:	No
Display Points:	No
Display Percents:	to everyone
Display Letter Grades:	to everyone
Letter Grade:	Use Weighted
Reprint Headers:	None
Show Hidden Items	No

Save Preferences

Figure 14: A useful set of preferences

PVGC » 10CONTSAV » Grades » Grade Exceptions

Grade Exceptions
View Grades
Set Preferences
Set Categories
Set Weights
Set Grade Letters

Grade Exceptions ?

Included in Grading	Grade Items	Excluded from Grading
<div style="border: 1px solid #ccc; height: 150px; overflow: hidden;"> Alyce Cursio Anastasia Kelegouris Ashleigh Guest Belinda Veca Brearna Allen Brooke Sandilands Candace O'Neill Cassie Stanford Chantelle Marino chantelle morelli Domenica Gravina Duaa Al-Boarab ebony sinclair emna mourad francene moio </div>	<div style="border: 1px solid #ccc; height: 150px; overflow: hidden;"> Celebrity web site (0) DW Task 1 (0) DW Task 2 (0) DW Task 3 (0) DW Task 4 (0) DW Task 5 (1) DW Task 6 (1) DW Task 7 (1) Exam grades (1) FW Task 1 (0) FW Task 2 (0) Journal/record keeping (0) Site Eval (1) Site planning (0) Visual Basic Project (1) </div>	<div style="border: 1px solid #ccc; height: 150px; overflow: hidden;"> Anjelica Margaris </div>
<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Exclude from Grading</div>		<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">Include in Grading</div>

Figure 15: Excluding students from tasks

The Calendar

Blocks ⇒ Add Calendar

The calendar block will let your students keep track of dates and events. If you have set a calendar block on your page you will see items the administrator has set up globally as well as items you add for your course.

Adding events

Click the Month Name on your calendar this page appears (*figure 16*)

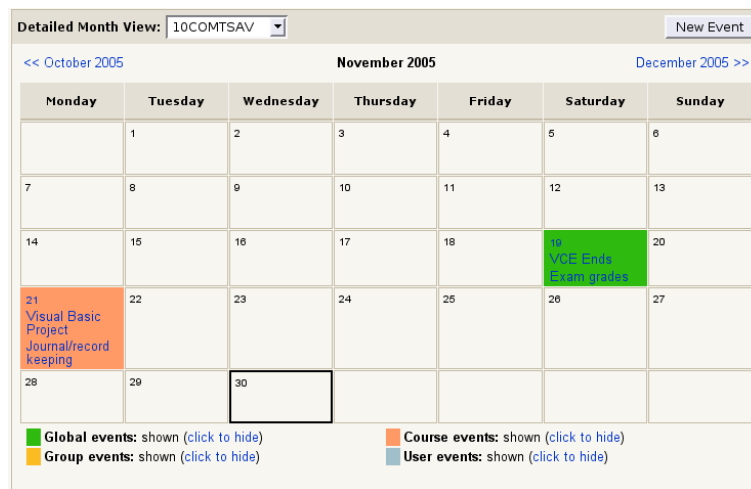


Figure 16: Your calendar

Click **New event** and select whether the event is a user event (visible only to you), a group event (visible only to a specific class/group) or a course event. Fill in the details and save.

Click on an event to edit or delete it