

Flexible Learning Centre

# e-Learning

a staff guide to Moodle



Learning Development

Introduction .....	3
Getting to Moodle. ....	3
Support Resources .....	3
Moodle Homepage .....	4
Logging into Moodle. ....	5
Your course overview page.....	5
Overview of a course homepage .....	6
The navigation bar .....	6
Side Blocks .....	7
Switch Roles and Turn Editing On/Off Button .....	8
Logged in as and log out Links .....	8
Navigating a Moodle course .....	9
Navigation bar.....	9
Jump to... menu .....	9
Requesting a new course .....	10
Adding Resources to your Course.....	10
Entering your course.....	10
Editing your course .....	11
Turn editing on.....	11
Adding Resources to your course .....	12
Labels, Text Files, and Web Pages .....	12
Displaying a Directory .....	15
Adding Activities to your Course.....	16
Adding Assignments.....	16
Advanced Upload of files .....	16
Online Text .....	16
Upload a Single File .....	16
Offline Activity .....	16
TypeuploadPDF .....	16
Course Enrolments & Administration.....	19
Course Formats .....	20
Course Themes.....	21
Managing your Profile.....	21
Editing your profile settings.....	21
Appendixes.....	26
Appendix 1 – A description of moodle icons. ....	26
Appendix 2- Glossary of Terms .....	27

## Introduction

Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a web application that educators can use to create effective online learning sites.

### IMPORTANT NOTICE

This guide gives an overview of the most useful moodle functions so that users can get started with moodle quickly. The guide is not a comprehensive guide to all moodle features. For a comprehensive guide to all the features in moodle including what they do and how they work, you can download a user manual from here: <https://moodle.sbc.edu/mod/resource/view.php?id=8087>

### *Getting to Moodle.*

The YorkSJ version of Moodle can be accessed from the following URL:

<http://moodle.yorks.ac.uk>

You can access YSJ Moodle by typing the address above into your web browser, for example Internet Explorer, Firefox, Safari, Google Chrome etc.

### *Support Resources*

**Moodle at YSJ** – keep up to date with what is happening with Moodle at York St John, through our website and blog, which you can find at this address:

<http://w3.yorks.ac.uk/e-learning/e-learning--ysju/Moodle.aspx>

**The Moodle community website** - where you can find out more about Moodle, download resources and help files, and engage with other Moodle tutors from around the world using the discussion forums: [www.Moodle.org](http://www.Moodle.org)

**Moodle manual** - A comprehensive user manual, which covers all of the Moodle functions, can be downloaded from here:

<https://moodle.sbc.edu/mod/resource/view.php?id=8087>

## Moodle Homepage

This is the YSJ Moodle homepage, as of January 2010.

The screenshot shows the Moodle homepage for York St John University. At the top left is the university logo. At the top right, it says "You are not logged in. (Login)" and "English (en)". Below the header is a decorative banner. The main content area is titled "Moodle" and "Welcome to Moodle at York St John University". It contains a central text block with a welcome message and a "request a course feature" link. To the left are three sidebar blocks: "Course categories" (with links to Miscellaneous and Pilot Modules Semester 2), "Main Menu" (with Site news), and "Moodle blog" (with several article links). To the right are three more sidebar blocks: "Login" (with Username and Password fields and a Login button), "Useful Links" (with Moodle help, Moodle manual, and Pilots), and "Useful Downloads" (with Word Viewer). A "Request a course" button is also visible in the Useful Links block. Three callout boxes with arrows point to specific elements: one to the Login form, one to the central text block, and one to the "request a course feature" link.

Enter your YSJ login details here

These 'blocks' are additional channels of information.

You can request an ad-hoc or sandpit course here.

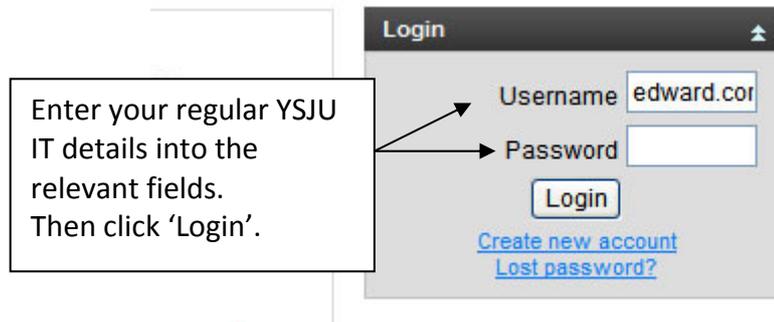
What you can do from the homepage

From the homepage, you can do the following:

- Login, using your standard YSJ username and password, if you have one.
- Create a new account, for external users who do not have YSJ login details.
- Request for an ad-hoc course to be created, such as a sandpit area.

## Logging into Moodle.

You can login to Moodle from the homepage, by entering your University IT account details, if you have one. These are the same details you use to login to your computers and email accounts.



## Your course overview page

Once you have successfully logged into Moodle, you will be presented with your own page, which you can customise to your own needs.

In the centre of the page, you will see the courses you are enrolled on. To access a course, its activities and contents, simply click on the title.

The image shows the Moodle "Overview of my courses" page. At the top left is the York St John University logo. At the top right, it says "You are logged in as Edward Cordukes (Logout)" and "English (en)". A central banner reads "Moodle: Overview of my courses". Below this is a list of courses, including "Design CG Resources" and "Administrator's Course". A text box on the left says "All modules that you have access to appear here." with arrows pointing to the course titles. A text box on the right says "You can personalise this page by clicking on the 'Edit this page' button." with an arrow pointing to the "Edit this page" button. At the bottom right, there is a "Latest News" section with a message from Mark Dransfield and an "Accessibility" section with various icons.

Each course in Moodle is likely to contain similar items, but may look completely different depending on how tutors set up the course and what resources the course contains. Student feedback has suggested that consistency in course design and

layout is preferable, so try to ensure that all of your courses have a similar style. The example below shows what a typical Moodle course looks like:

## Overview of a course homepage

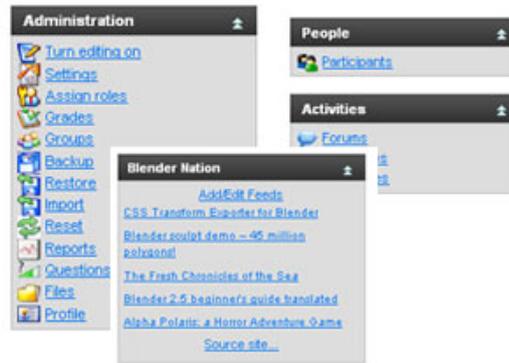
The screenshot shows a Moodle course page for 'Design CG Resources' at York St John University. The page is annotated with five callout boxes:

- (1) Navigation bar (breadcrumbs):** Points to the breadcrumb trail 'Moodle > DCGR101' at the top of the page.
- (2) Course contents area:** Points to the main content area listing various topics like 'Principles of Design and Production', '2D Applications', '3D Applications', and 'Principles of Animation'.
- (3) Course Blocks:** Points to the left-hand sidebar containing sections like 'Accessibility', 'People', 'Activities', 'Search Forums', 'Administration', and 'Course categories'.
- (4) Editing and Switch Roles:** Points to the 'Switch role to...' dropdown menu and the 'Turn editing on' button at the top right.
- (5) Logged in as and logout links:** Points to the user information 'You are logged in as Blayn Parkinson (Logout)' at the top right.

**The navigation bar** – each Moodle page has a horizontal navigation bar at the top. The navigation bar tells you where you are in the course and it allows you to return to the course page (if you click the short name for the course) at any time.

**Course content area** – here the main content of the course is held resources, activities etc

**Side Blocks** – Side Blocks contain additional information and links. Those on the left are usually set at administrator level and like the Administration Block will contain important links to various aspects of our Moodle course. The blocks on the right hand side can be defined by the course tutors and contain anything from calendars and events to news feeds and embedded HTML.



**Design CGI Resources**

This course contains a wide range of resources for both staff and students covering CGI (computer Generated Imagery) and it's uses in both achademic projects and the wider studio environment.

The nature of the internet is very fickel, if you find that a link withing this module to be broken please report it!

Likewise if you know of a resource/link/book etc which you think would be of interest please let us know so that it can be added for all to look at.

[News forum](#)  
[Glossery of CGI Terms](#)

**1 Principles of Design and Production.**

Here you will find articals, links and more on the general princiles of both design and production. These will not neccesserly be related to a perticular field or application but never the less provide a good overall theory to the subject.

- [Online Resources \(Principles of Design - General\)](#)
- [Recomended Reading \(Principle of Design - General\)](#)
- [+ Colour Theory](#)
- [+ Perspective](#)

**2 2D Applications** (Photoshop, Illustrator, GIMP, MyPaint, Alchemy & Inkscape).

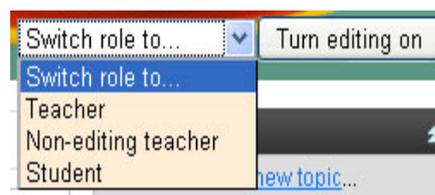
All the resources here are application specific and the above list will likely grow with time.

- [+ Photoshop: Course Material](#)
- [+ Illustrator: Course Material](#)
- [+ GIMP: Course Material](#)
- [+ Inkscape: Course Material](#)

Course topic areas

**Switch Roles and Turn Editing On/Off Button**

You will automatically view the course in whatever role you have logged on as Administrator, Tutor or Student. The switch roles dropdown list allows you to view the course as it would appear form any other role lower than your level of access.



**Logged in as and log out Links** – These links to the top right of the screen show who you are logged in as and allow you to log out.

## Navigating a Moodle course

There are two main ways to move around a Moodle course.

### Navigation bar

You can navigate using the **navigation bar** that is positioned below the course title. This not only shows your location in the course, but you can click on the links to return to different parts of the course.



Goes back to home page of Moodle

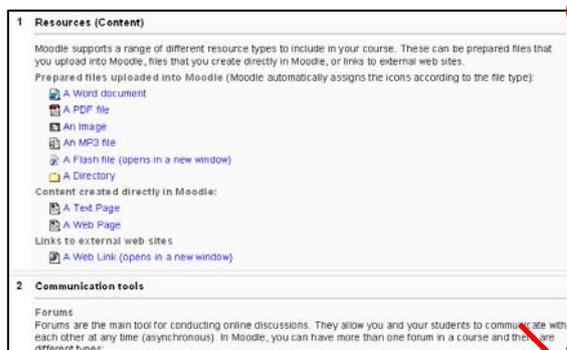
Goes back to home page of Moodle course

Goes to the resources area of your course

Gives the title of the current page you are on.

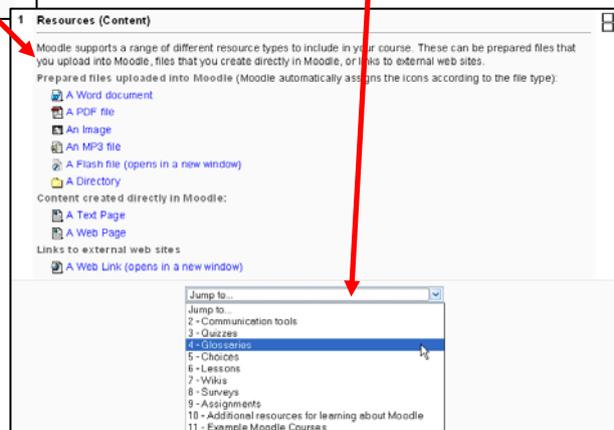
### Jump to... menu

If your course contains a lot of topics, it can be tiresome having to scroll up and down the page. You can collapse all of the topics by clicking on the square box (☐) to the right of the topic heading.

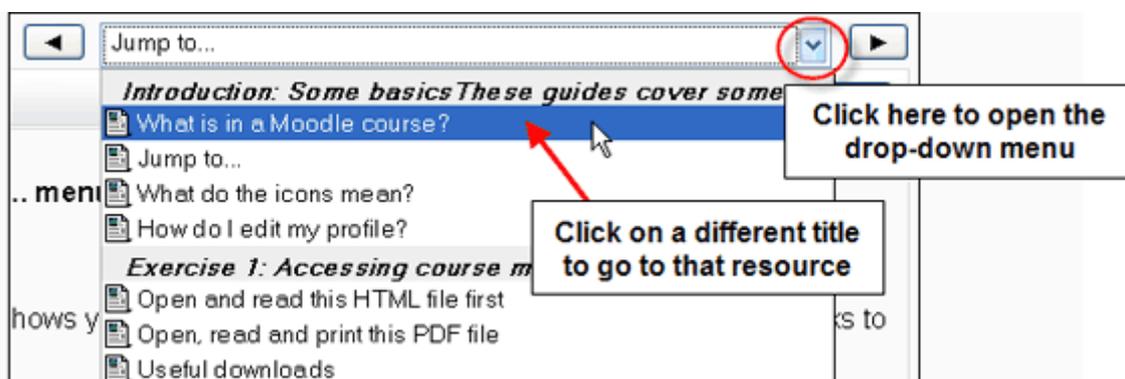


You can then use the "Jump to" drop-down menu to navigate to different sections of the homepage.

To return to the default view (i.e. restore all the courses sections), click on the double square icon (☐) to the right of the current topic heading.



On some pages in Moodle, you will see a **jump to...** menu that on the top right hand side of the screen. Just click on the small downward arrow next to the title of the current resource and then click on a title from the drop-down menu.



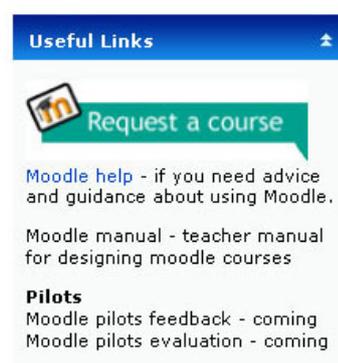
The arrow buttons on either side of the jump to... menu allow to you go to the next or previous resource in the course.



*It is possible to navigate between pages by using the navigation buttons on your web browser. **This is not recommended** - you will obtain more consistent results using the navigation options within Moodle.*

## Requesting a new course

Each member of staff can request for a non-credit course to be created. For example you could request a Moodle Sandpit area (your own Moodle course to play with), or a programme area for your students. This can be done by going to the Moodle homepage and clicking on the 'Request a course' button.



## Adding Resources to your Course

This section covers some information regarding how to manage a course in Moodle. Please see appendix 1 for a comprehensive list of course icons and their meaning.

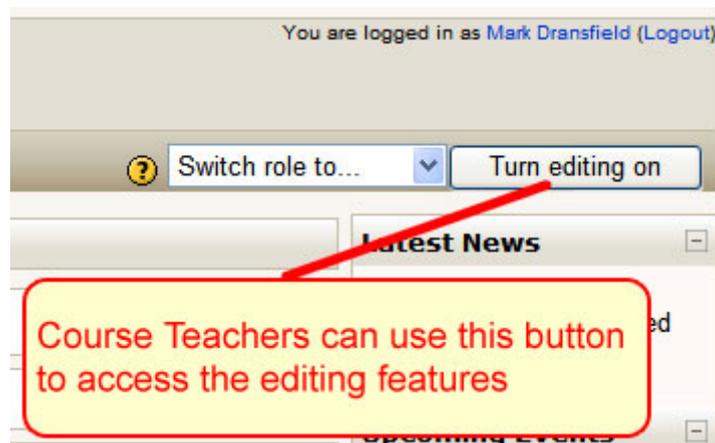
## Entering your course

To enter a course, simply click on the title from the course overview page. From here, you can see how the course is structured and access any documents or

activities that have been created. When you first enter a course, you will see a very plain screen with 10 blank topic areas. These are the areas which you will use to develop your course.

### Editing your course

Editing your course allows you, as a tutor, to design the course, add content and structure learning activities. In order to be able to edit a course, you **must** have the correct level of access, which is usually 'Teacher' level. You will immediately be able to see whether you have the privileges to edit a course, by making sure you can see the **Turn editing on** button.



### Turn editing on

Once you have turned editing on, you will notice a change in the display of the page. Each topic area displays two dropdown menu items, one for activities and one for resources.

You will also notice the appearance of a range of icons on the various page blocks, giving you access to control a variety of things.

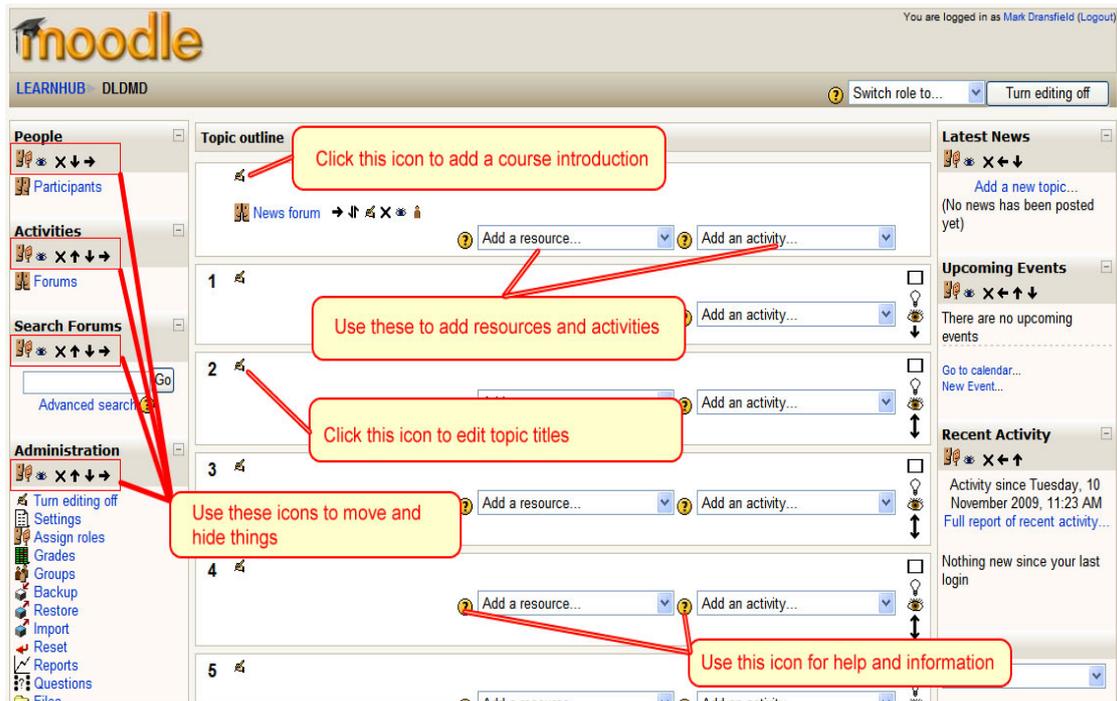


Figure 1 - Example of a course view, with editing turned on.

## Adding Resources to your course

One of the main things you are likely to want to do in moodle is present your students with a range of learning resources. The following information gives you details on each resource type, you are advised to experiment with the resource types to find out which ones you feel are most useful for the way you teach and structure your content.

### Labels, Text Files, and Web Pages

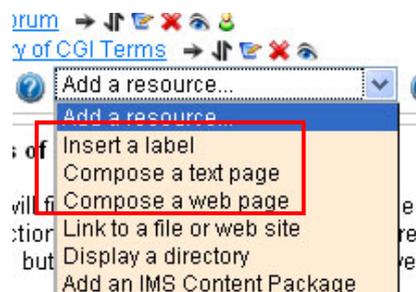
Each of these three options work in a very similar way, using the familiar WYSIWYG interface for formatting of text, adding images, tables and hyperlinks. The difference between the three options is the end product.

**Label** – This feature allows you to insert text, images and other elements directly into a Topic/week box of a course. Using labels can help you to visually separate your content.

**Text Page** – Allows you to post a page of plain text with minimal formatting.

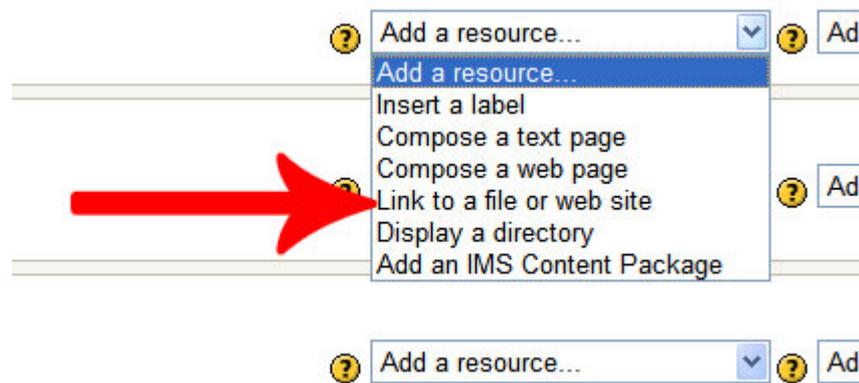
**Web Page** – Very similar to the 'Compose a text page' except it supports full formatting of the text within the 'Full text' part of the document, meaning that you can change font size, colour and type, embolden, italicise and so on.

### Linking to Files and Web Pages



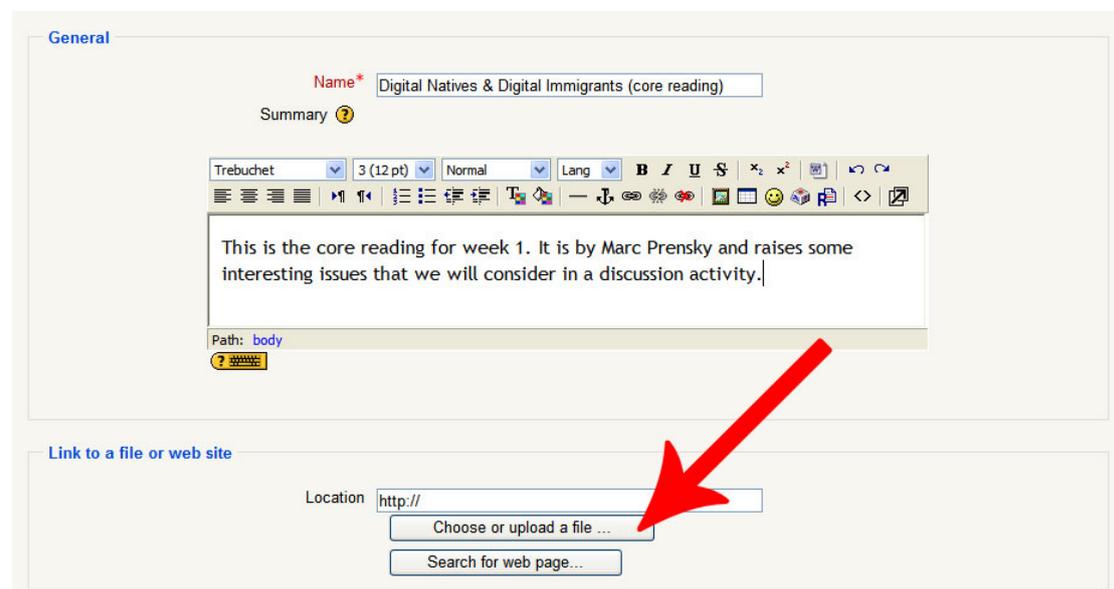
Adding a resource, like a powerpoint file, word document or website link, is really very simple.

Step 1. From the topic area where you want to add the file, click **Add Resource** and then **Link to a file or website**

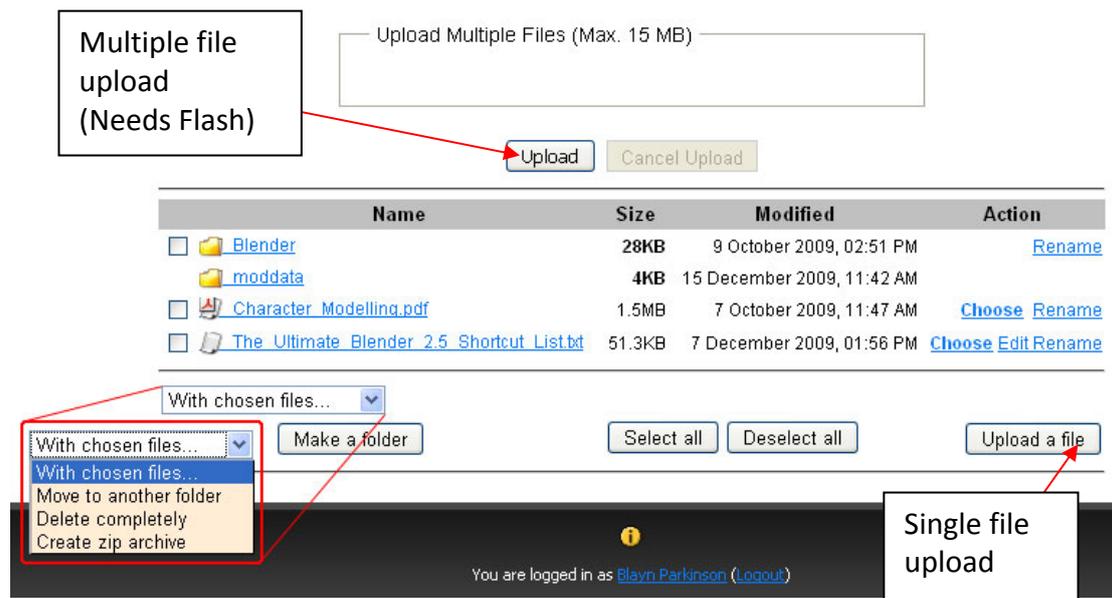


Step 2. Complete the necessary details and click the **Choose or upload a file** button.

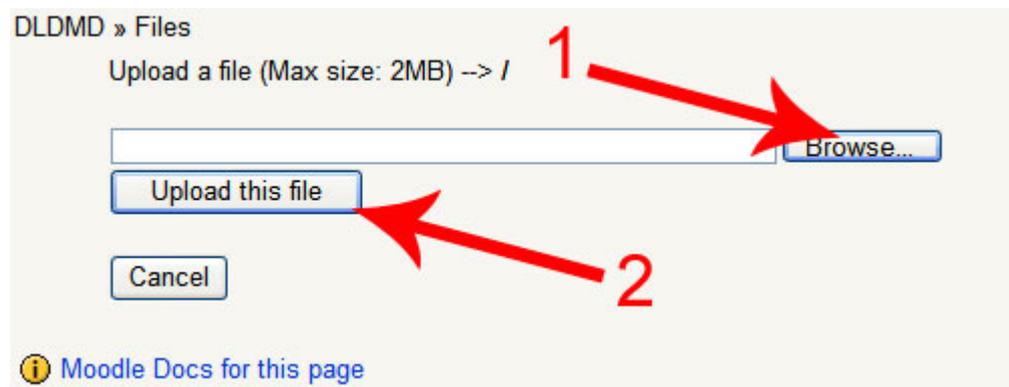
Note, if you wish to add a website link, enter the web address in the field labelled **Location** and ignore the **Choose or upload a file** button



Step 3. From the pop-up window which appears, select **Upload a file**

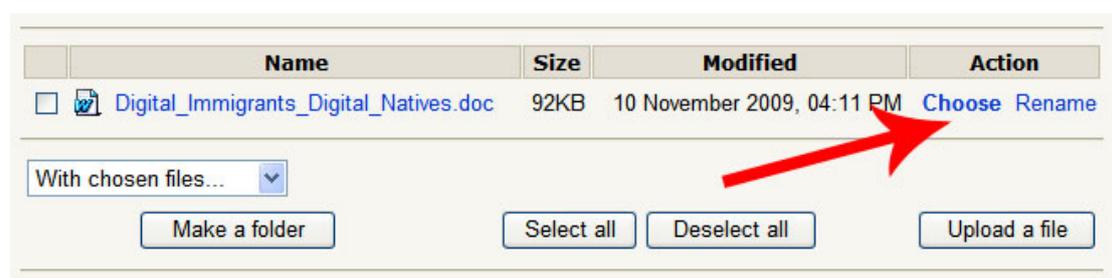


Step 4. Click **Browse**, locate the document you want to upload to moodle, then click **Upload this file**

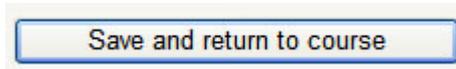


Step 5. From the next screen, you should see your uploaded document listed. Now click on the **choose** link, next to the document you want to add.

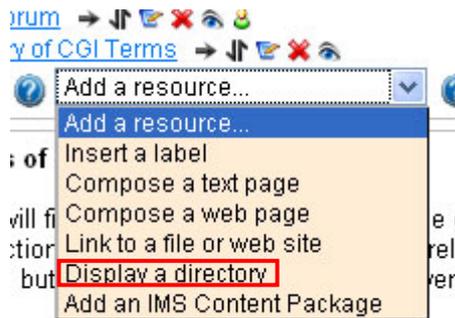
**NOTE. This is a VERY IMPORTANT STEP TO REMEMBER. If you cannot see the 'Choose' option, use the horizontal scrollbar in the window to move to the right of the screen until you can see it.**



Step 6. Once you have chosen your document, you are returned to complete the details of the document. Make any other changes you feel are necessary and then, at the bottom of the page, click the **Save and return to course** button.



### Displaying a Directory



This allows you to display a link directly to any Directory (i.e a Folder) that you have created in your 'Files' section under course Administration.

Just select this option and a pop-up window of your 'Files' area will appear so that you can choose the directory/folder that you wish to show.

## Adding Activities to your Course

Activities differ from resources in that they are interactive. Through the 'Add an activity' menu you can add assignments, forums, quizzes and more.

### **Adding Assignments** (single file, multiple file and offline activity)

Most options for each of these assignments are very similar.

**Advanced Upload of files** – Allows students to submit multiple files (Word, excel, PDF etc).

**Online Text** – Allows the students to submit editable text directly in Moodle using the normal WYSIWYG editing tools. These can be graded; inline comments and changes can also be added.

**Upload a Single File** – This option allows each participant to upload a single file of any type (Word, Excel, PDF, Zipped File etc).

**Offline Activity** – For assignments/activities that don't involve the uploading of assignment files to Moodle, for example and presentation or practical exercise can be set and the students can see this then once completed grades uploaded again for the students to see.

**TypeuploadPDF** – this is a additional plug-in that has been added to Moodle that allows a student to upload a PDF assignment which the tutor can then mark online and return back to the student with a grade.

- **Assignment name** – is required, but can be anything you like.
- **Description** - is also required and describes the assignment. It can have full formatting using the toolbar (bold, underline, images, etc.).
- **Grade** - sets the grade as either a number (from 1-100) or as a custom word-based scale set up in the "Scales" section (see earlier section).
- **Available from** - lets you pick the date that your students will begin to have access to this assignment
- **Due Date** - sets the date the assignment is due.
- **Prevent late submissions** - if set to "Yes" then students can submit their assignment after the Due Date. Otherwise they will not be able to submit a late assignment.
- **Maximum size** – lets you choose the maximum size of the files which will be uploaded
- **Allow deleting** - If enabled, participants may delete uploaded files at any time before grading.
- **Maximum number of uploaded files** – This is the maximum number of files each participant may upload. This number is not shown to students, so it's best to write the actual number of requested files in the assignment description.
- **Allow notes** - If enabled, participants may enter notes into a text area. It is similar to an online text assignment. This text box can be used for communication with the grading person, assignment progress description or any other written activity.
- **Hide description before available date** - If enabled, assignment description is hidden before the opening date.
- **Email alerts to teachers** - If enabled, teachers are alerted with a short email whenever students add or update an assignment submission.
- **Common Module settings**
- The last two settings are common to all activities. So, we'll discuss them at this point, but won't talk about them for each subsequent activity. Just keep in mind that these options will always be available to you in any activity that you create:
- **Groups** - The group mode for each activity 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 see other groups

- **Visible** – If set to show, students will see the assignment. If not, the assignment will be hidden. This is useful if you want to prepare an assignment in advance (like a pop-quiz).

### Adding a new Assignment

**General**

Assignment name\*  \*

Description\*

Trebuchet | 1 (8 pt) | Lang | **B I U S** |  $x_2$   $x^2$  |

Path:

Grade

Available from       Disable

Due date       Disable

Prevent late submissions

**Advanced uploading of files**

Maximum size

Allow deleting

Maximum number of uploaded files

Allow notes

Hide description before available date

Email alerts to teachers

Enable Send for marking

**Common module settings**

Group mode

Visible

ID number

Grade category

There are required fields in this form marked\*.

### Chat

Creates a chat room for live discussions.

### Choice

This is basically a poll where you pose a question and supply two or more answers. The students can then vote on this poll question.

### Database

Allows the teacher and/or students to build, display and search a

bank of record entries about any conceivable topic.

### **FLV Player**

An external plug in for Moodle which allows you to add a movie/audio file more a resource than an activity but this is where it appears. (CHECK THIS).

### **Forum**

Creates a discussion forum or bulletin board. This can be used to discuss various topics with the class.

### **Glossary**

The “Glossary” option adds a flexible way to present definitions (and more) that can be linked through your entire class site.

### **Lesson**

This feature allows you to add entire lessons that guide the student based on the student’s answers. It might be helpful to think of a lesson as a kind of flowchart. The student reads some content. After the content, you ask the student some questions. Based on the answers the student gives, the system sends him or her to another page.

### **Page Menu**

*(Not in Moodle book – Moodle Book has questionnaire in it’s place?)*

### **Quiz**

This feature adds a quiz to the class. It can contain any number of questions, and they can be true/false, multiple choice, and fill-in-the-blank. The quiz may also have feedback, where it can explain to the students why the answer is what it is.

### **SCORM/AICC**

The Scorm/AICC activity allows you to include any Scorm/AICC compliant content to your Moodle course. Scorm and AICC are common standards for putting together online learning experiences, and there are many packages that can export activities in a Scorm or AICC format.

### **Survey**

This adds pre-built surveys to the class. These are typically used for online, distance learning courses.

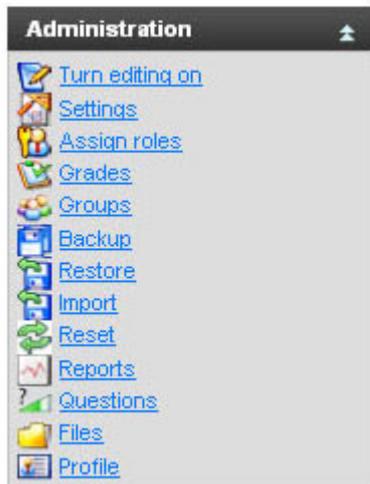
### **Wiki**

This adds a Wiki to you class. A wiki is similar to a blog (web log or journal), except everyone can contribute, edit, comment, etc. In general, wiki posts are not approved by a central administrator, so the content can be built very quickly (don’t worry – the teacher can always edit any wiki page!).

## Course Enrolments & Administration.

As with the old Blackboard system both staff and students will be enrolled automatically on the system. If for some reason either students or members of staff are not appearing as they should then please contact e-learning for further advice.

One of the most important blocks for a teacher is the Administration block. This can be found on the left hand side of course. Below is a brief synopsis of each link.



**Turn editing on** - allows you to make changes to your course.

**Settings** - allows you to change the look of your course (more on this later).

**Assign Roles** – allows you to set roles for your course (much more on this later).

**Grades** - lists the grades of the tests and quizzes of each enrolled student.

**Groups** - allows you to establish group settings for your course (more on this later)

**Backup** - allows your course data to be backed up.

**Restore** - allows you to restore old course data (that was previously backed up).

**Import** – allows you to transfer data from another course you are currently teaching

**Reset** – allows you to remove user data from your course, while retaining activities and resources

**Reports** - shows you all of the activity in your course for a set amount of time.

**Questions** - This link takes you directly to your question bank, which you can use to generate questions for your quizzes

**Files** - allows you to upload files to your course, or to view any files that are already there.

**Profile** – allows you to view/edit your own profile.

## Course Formats

Moodle allows you to choose the way in which courses are structured and presented to the students. This is controlled by 'Course formats'. For example you could choose to present the course in a weekly format or a topic based format. If your course was based around discussion forums rather than material being delivered on a weekly or topic basis then you might choose the social format.

The image shows two parts of the Moodle interface. On the left is the 'Administration' block with a list of options: Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files, and Profile. A red arrow points from the 'Settings' link to a text box. The text box contains the text: 'To alter any of your course details such as course format, theme etc, go to the 'Settings' in the Administration Block.' On the right is the 'Edit course settings' page. It shows various fields for course configuration: Category (Miscellaneous), Full name (Design CG Resources), Short name (DCGR101), Course ID number, and Summary. Below these is a rich text editor with the text: 'This course will contain a wide mixture of resources relating to both 2D and 3D computer graphics, including Links, videos, tutorials, workshops addons, plugins and workshops.' Further down are settings for Format (Topics Tree format), Number of weeks/topics (13), Course start date (6 October 2009), Hidden sections (Hidden sections are shown in collapsed form), News items to show (5), Show gradebook to students (Yes), Show activity reports (No), Maximum upload size (5MB), Force theme (YSJU01\_Theme), and Is this a meta course? (No - This course already has normal enrolments). Red arrows point from the text box to the 'Settings' link and the 'Format' dropdown menu.

Below is a list of some of the most common 'Course Formats' available in Moodle

### Social format

This format is oriented around one main forum, the Social forum, which appears on the course home page. It is useful for situations that are more freeform. They may not even be courses. For example, it could be used as a departmental notice board.

### Topics format

The course is organised into topic sections. Each topic section consists of activities.

### Weekly format

The course is organised week by week, with a clear start date and a finish date. Each week consists of activities.

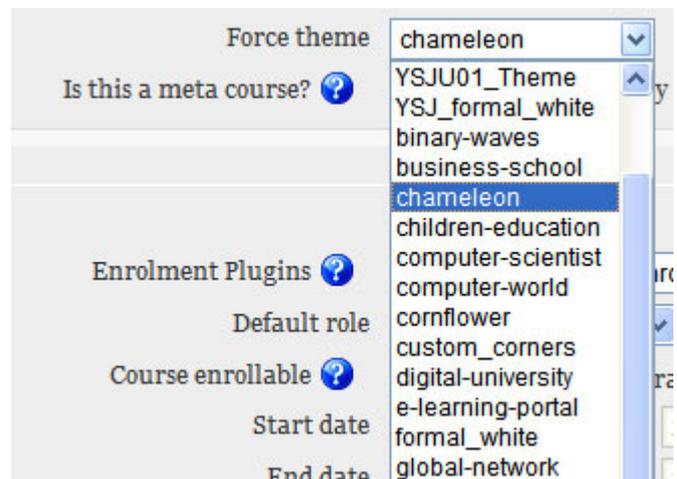
**Topic Tree Format** – As with the Topic Format but allows the sections to be collapsed. Especially good if you have a lot of material in the course.

**Collapsed Week Format** – As above but allows the sections to be collapsed. Especially good if the course has a lot of material.

**Accordion Format** – A more generic collapsible format.

### ***Course Themes***

A theme controls the look and feel of your course. If you do not change this setting under the course settings area, the default YSJU moodle theme will be used. If you choose to, you can force the default theme to change by choosing one of the pre-loaded themes from the 'force theme' option.



### ***Managing your Profile***

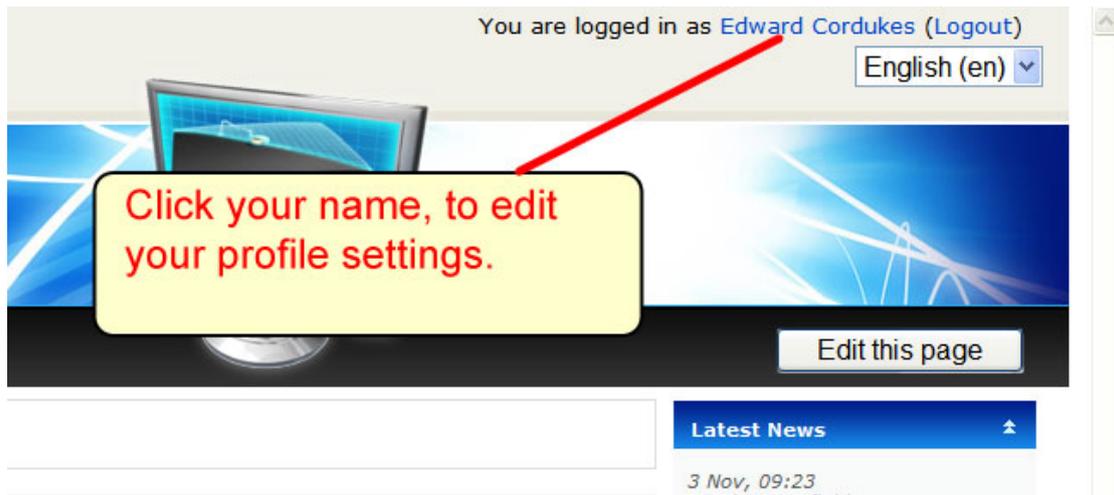
#### **Editing your profile settings**

Your profile is important; because it lets other users know who you are and what your background and interests are. This can be seen by other Moodle users in a variety of ways, most notably during discussion activities.

Editing your profile also gives you the option to change the way Moodle looks, too. This is especially useful for people who have visual impairments or accessibility issues. To change the way Moodle looks, alter the **theme** settings.

To edit your profile, you need to be logged into Moodle. Once you've logged in, locate and click on your own name at the top right hand side of the page. Then choose the edit tab.

#### **Step 1**



## Step 2



In the screen that appears, you can make a number of changes:

The screenshot shows the 'Edit profile' screen with the 'General' tab selected. The fields are as follows:

- First name\*: Edward
- Surname\*: Cordukes
- Email address\*: elearning@yorksj.ac.uk
- Email display: Allow only other course members to see my email address
- Email activated: This email address is enable
- Email format\*: Pretty HTML format
- Email digest type\*: No digest (single email per forum post)
- Forum auto-subscribe\*: Yes: when I post, subscribe me to that forum
- Forum tracking\*: No: don't keep track of posts I have seen
- When editing text\*: Use HTML editor (some browsers only)
- AJAX and Javascript\*: Yes: use advanced web features
- Screen reader\*: No
- City/town\*: York
- Select a country\*: United Kingdom
- Timezone: Server's local time
- Preferred language: English (en)
- Preferred theme\*: standard
- Description\*: [HTML editor]

Callout boxes provide the following instructions:

- It is recommended that you allow other course members to see your email address.
- If you disable your email address, you will not receive forum messages sent by your tutor or other students on your course.
- Type a description about yourself in the Description text area. For obvious reasons it is not a good idea to include personal details such as your home address and telephone numbers.
- Type the city/town that you live or work in.

The description text area contains the text: "My name is Edward Cordukes, I was the first student ever to enrol at York St John."

The Description text area consists of a HTML editor, which has a toolbar along the top that uses similar icons to those you see in most word processing or web editor programs. If you hover over each of the icons with the cursor, you will see a pop-up that tells you the command. You don't need to know HTML code to use the editor – simply type in the text area and use the formatting tools to customise it.

**Note:** the HTML editor only works in Internet Explorer and Mozilla Firefox browsers. If you use another browser, a simpler editor will be available to you.

In the next part of the “Edit profile” screen, you can upload a photo or picture that represents you. This image will appear next to your posting in the forums.

To add an image:

The screenshot shows the 'Picture of' section with the following fields:

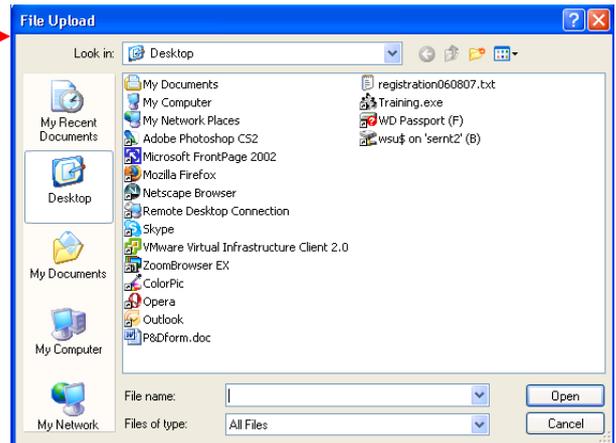
- Current picture: None
- Delete:
- New picture (Max size: 16MB):  Browse...
- Picture description:

A callout box points to the 'Browse...' button with the text: "Click on the 'Browse' button"

A pop-up window will appear.

Use this window to navigate to the image file that you wish to use. This could be on your M: drive, on a memory stick, your local hard drive, etc. Moodle will accept JPG, GIF and PNG image files.

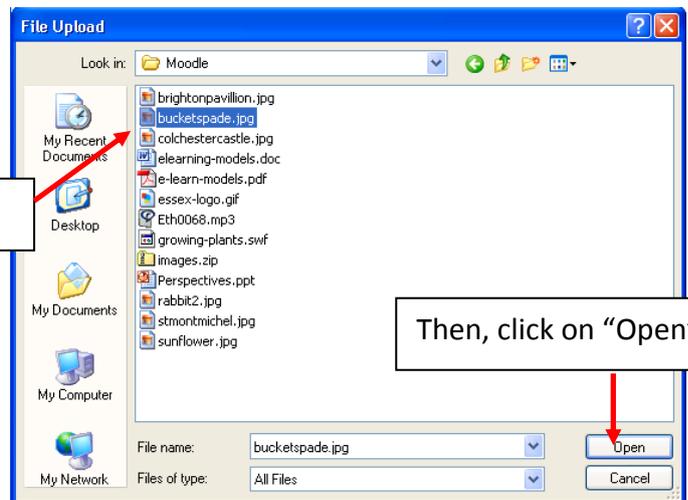
Make sure the image file you choose is not larger than the maximum size listed (or it will not upload)



When you have located the image file you want to use:

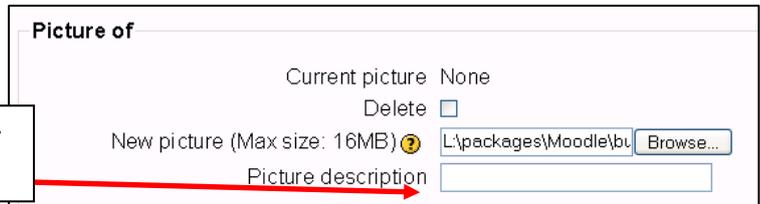
Click on the file name

Then, click on "Open"



The pop-up window will close.

Type a description for your picture



**IMPORTANT: please make sure that any picture you upload is not copyrighted, rude or offensive as it can be seen by all users of Moodle.**

When you have finished making changes to your profile, click on "Update profile" at the bottom of the screen.

This will return you to your profile summary page. You should now see the changes you have made, but if you can't, just use the "Reload/Refresh" button in your web browser.

## Edward Cordukes

[Profile](#)[Edit profile](#)[Forum posts](#)[Blog](#)[Activity reports](#)

My name is Edward Cordukes, I was the first student ever to enrol at York St John.

**Country:** [United Kingdom](#)

**City/town:** York

**Email address:** [elarning@yorks.ac.uk](mailto:elarning@yorks.ac.uk)

**Courses:** [Design CG Resources](#), Administrator's Course, [2LL060, SEM2 2009/10 - Language and Communication in the Workplace](#), [HLS Health and Safety](#)

**First access:** Monday, 21 September 2009, 12:27 PM (87 days 3 hours)

**Last access:** Thursday, 17 December 2009, 03:02 PM (9 secs)

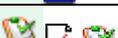
**Roles:** Student

[Change password](#)[Messages](#)

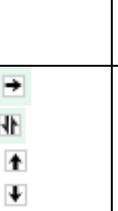
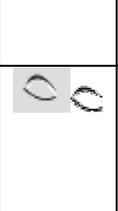
## Appendixes

### Appendix 1 – A description of moodle icons.

Below are examples of some of the icons you will find in Moodle. You may not come across all of them, because each course is different. Sometime icons can look different if the course tutor has used a particular theme for the Moodle.

Moodle resources and activities			
	Link to a website		A file directory
	A chat session		A choice – similar to a poll
	A database		A forum
	A glossary		A hot potatoes quiz
	A journal		A lesson
	A quiz or test		A survey
	A wiki		A workshop
	An assignment		

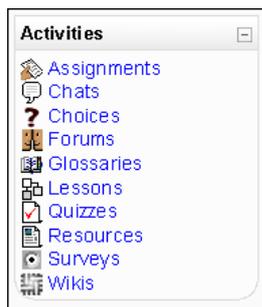
Links to application resources			
	Link to a Word document		Link to an Excel spreadsheet
	Link to an image		Link to a PowerPoint presentation
	Link to an Adobe PDF file		Link to a sound file
	Flash files (e.g. animations)		Link to a video file
	Link to a zipped file		

Moodle editing icons			
	Edit button – either edit summary, or update depending on the context		Hide – either a topic or a resource
	Move – left, right, up or down, depending on the direction of the arrow		This topic is hidden
	Highlighted as the current topic		Highlight as the current topic
	Delete		Show only this topic

Moodle front page icons			
	This course allows guest access		This course allows guest access if you have an enrolment key. The key is a password provided

			by your tutor.
	You can only access this course if your tutor has enrolled you, or if you have an enrolment key		

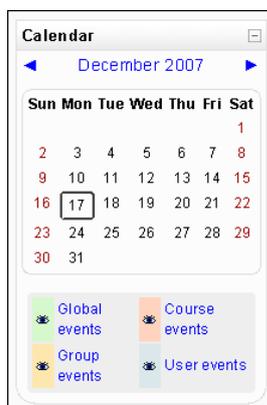
**Side blocks** – most Moodle course pages have a left and right column either side of the course contents area. These contain small boxes called **blocks**. These can give you additional information relating to your course or allow you to navigate to different parts of the course. You will see different blocks depending on what your tutor has set up in your course. Examples include:



The **Activities block** lists and allows navigation between the different activities available in your course



The **People block** contains a link to the list of course participants



The **Calendar block** can be used to signal forthcoming events at course level or by students to remind themselves of course deadlines.

## Appendix 2- Glossary of Terms

This is by no means a definitive list of terms. As you work with Moodle you may come across many terms that are not listed here. Wherever you see a question mark in a circle () within Moodle, you can click on it for a definition.

### **Moodle** (Modular Object-Oriented Dynamic Learning Environment)

Moodle is a learning management system that enables you to create powerful, flexible, and engaging online learning experiences.

**Blocks**

A block displays information in a small area in one of the side columns. For example, a block can display a calendar, the latest news or the students enrolled in a course.

**Resources**

Resources are static course material that students read but do not interact with.

**Label**

Labels are text and/or images that are actually embedded directly among the other activity links in the course page.

**Text page**

A simple page written using plain text.

**Web page**

A complete single web page within Moodle, that you can format using Moodle's WYSIWYG HTML editor.

**Link to File or Website**

Allows you to link to any web page or other file on the public web. It also allows you to link to any web page or other file that you have uploaded into your course files area from your own desktop computer.

**Directory**

Can display a whole directory (and its subdirectories) from your course files area. Students can then browse and view all those files.

**IMS Content Packages**

IMS content packages can be created and edited using a variety of content-authoring software. Content is usually displayed over several pages, with navigation between the pages. The content-authoring software produces a zip file, which can then be uploaded to your course in Moodle.

**Activities**

Interactive activities that enable students to interact with the instructor, the learning system, or each other.

**Assignments**

Assignments allow the teacher to specify a task that requires students to prepare digital content (any format) and submit it by uploading it to the server. Typical assignments include essays, projects, reports and so on. This module includes grading facilities.

**Advanced uploading of files**

Allows teachers to send files back to students in response to their submissions. A typical way to use this would be to edit the student's submitted file by adding comments and/or corrections, and then returning this file back to the student via the

assignment. When a student clicks on the assignment, files sent to him or her appear as a list of Response files.

### **Online text**

This assignment type asks students to submit text, using the normal Moodle editing tools. Teachers can grade them online, and even add inline comments or changes.

### **Upload a single file**

A student can upload a single file. This could be a Word document, spreadsheet or anything in digital format. Multiple files may be zipped and then submitted. After students upload their files, the teacher will be able to open the submission and use the Moodle interface to assign a grade and offer comments as feedback. A student may submit a file as many times as they like up until the deadline. Only the latest file is retained, and this is the one the lecturer marks.

### **Offline activity**

This is useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, but can't upload files or anything. Grading works normally, and students will get notifications of their grades.

### **Turnitin**

Gives Moodle users convenient access to Turnitin's suite of learning tools including Plagiarism Prevention and GradeMark™, all without leaving the Moodle environment.

### **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 - the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

### **Database**

The Database module allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things. You may be familiar with similar technology from building Microsoft Access or Filemaker databases.

## **Forum**

This activity can be the most important - it is here that most discussion takes place. Forums can be structured in different ways, and can include peer rating of each posting. The postings can be viewed in a variety of formats, and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email. A teacher can impose subscription on everyone if they want to.

## **Glossary**

This activity allows participants to create and maintain a list of definitions, like a dictionary.

## **Journal**

This module is a very important reflective activity. The teacher asks the student to reflect on a particular topic, and the student can edit and refine their answer over time. This answer is private and can only be seen by the teacher, who can offer feedback and a grade on each journal entry.

## **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.

## **Quiz**

This module allows the teacher to design and set quiz tests, consisting of multiple choice, true-false, and short answer 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.

## **SCORM/AICC**

A package is a bundle of web content packaged in a way that follows the SCORM or the AICC standard for learning objects. These packages can include web pages, graphics, Javascript programs, Flash presentations and anything else that works in web browsers. The Package module allows you to easily upload any standard SCORM or AICC package and make it part of your course.

## **Survey**

The Survey module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

**Wiki**

A Wiki enables documents to be authored collectively in a simple markup language using a web browser. The Moodle Wiki module enables participants to work together on web pages to add, expand and change the content. Old versions are never deleted and can be restored.