Moodle Guide for Faculty on Content Sharing

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Introduction:

Over the past 20 years, powerful software for managing databases has been combined with digital frameworks for managing curriculum and evaluation tools. The LMS allows creating, tracking, managing and distributing learning materials in various formats.

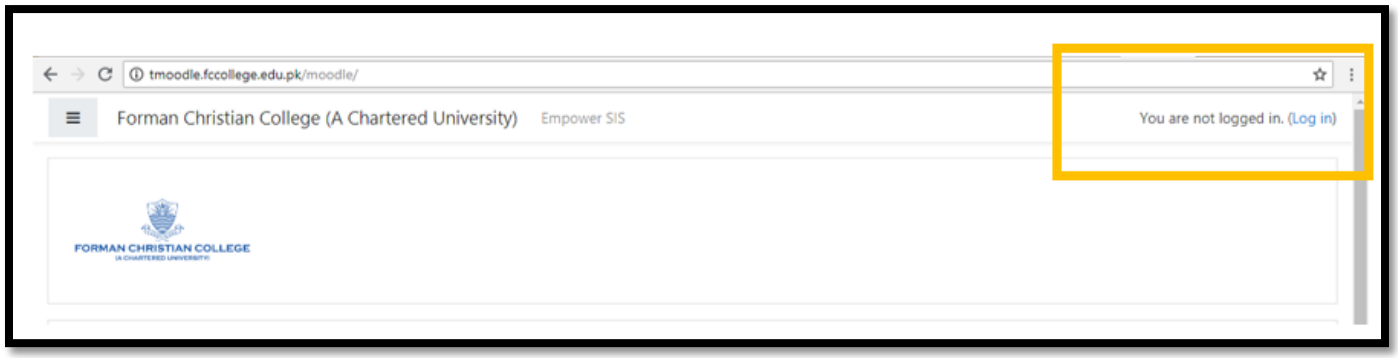
The traditional application of LMS is in educational institutions. Learning management systems for years now is in use to deliver courseware and popularize e-learning in educational institutions. Even companies have been using learning management systems to deliver training to internal employees and customers.

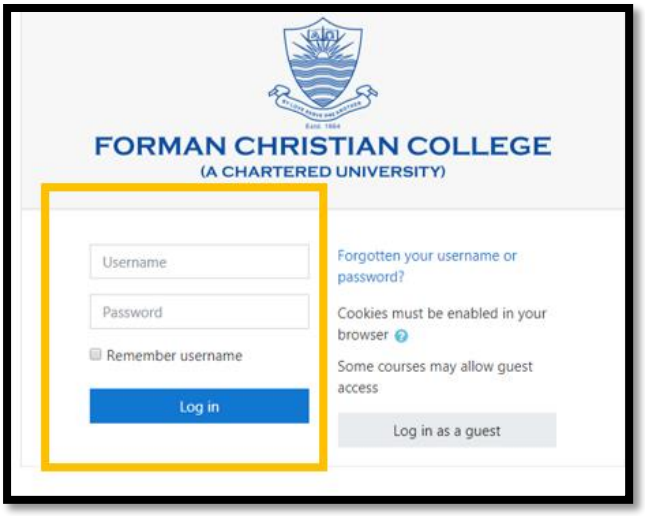
Moodle is also an LMS system. IT department and CLT has been working alongside and combining their expertise to implement latest version of Moodle (3.5+) as a learning tool at Forman Christian College (A Chartered University). This document comprises of basic guide of how to utilize this tool, focusing on faculty.

Accessing Courses on FCC Moodle

Step1:

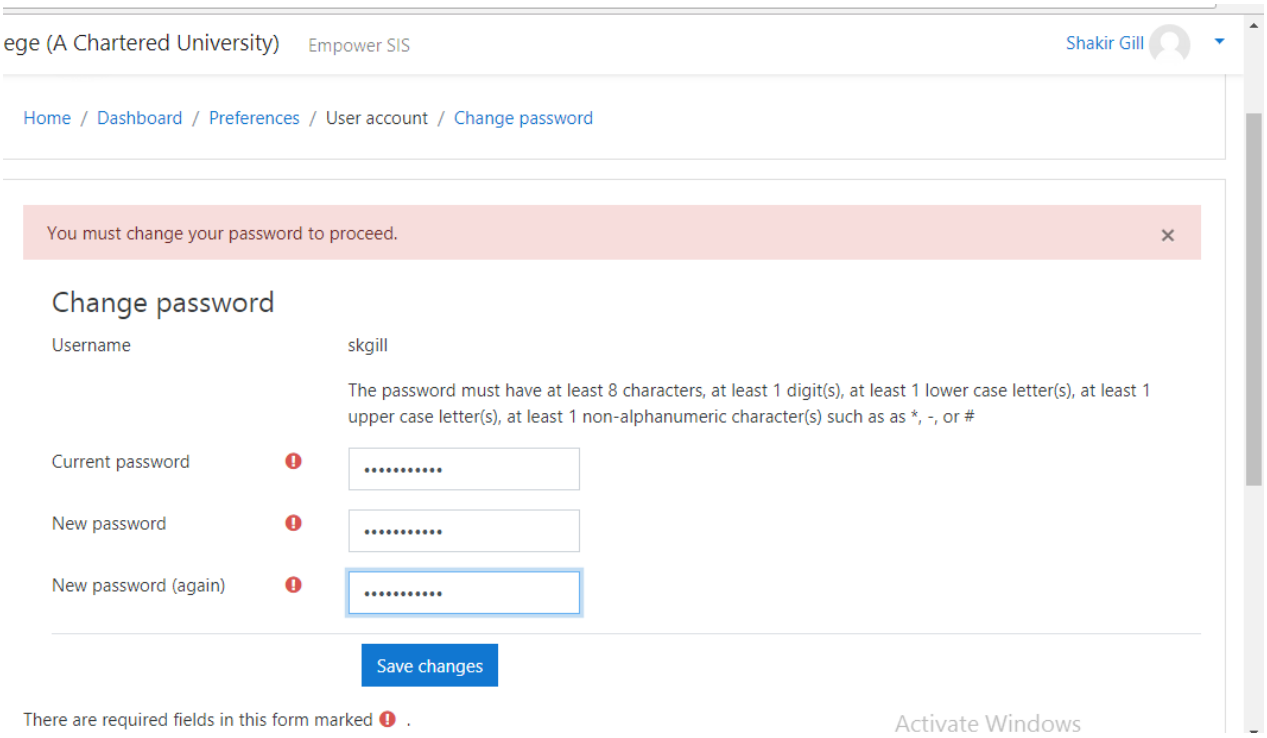
Go to (tmoodle.fccollege.edu.pk/moodle) and login with the provided password 'fcc123':





Step2:

This is a one-time step and only used when you are logging in for the first time. On log in you will be redirected to screen for changing password (See below)



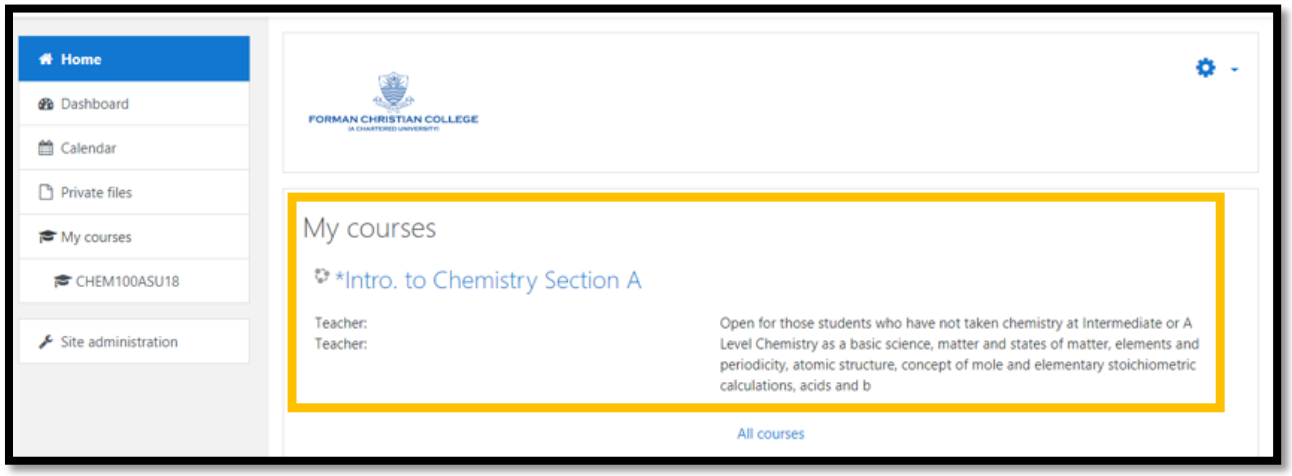
NOTE:

Unless you do not change your password you will not be able to proceed further. Also the password change policy is given as follows:

*"The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #"*

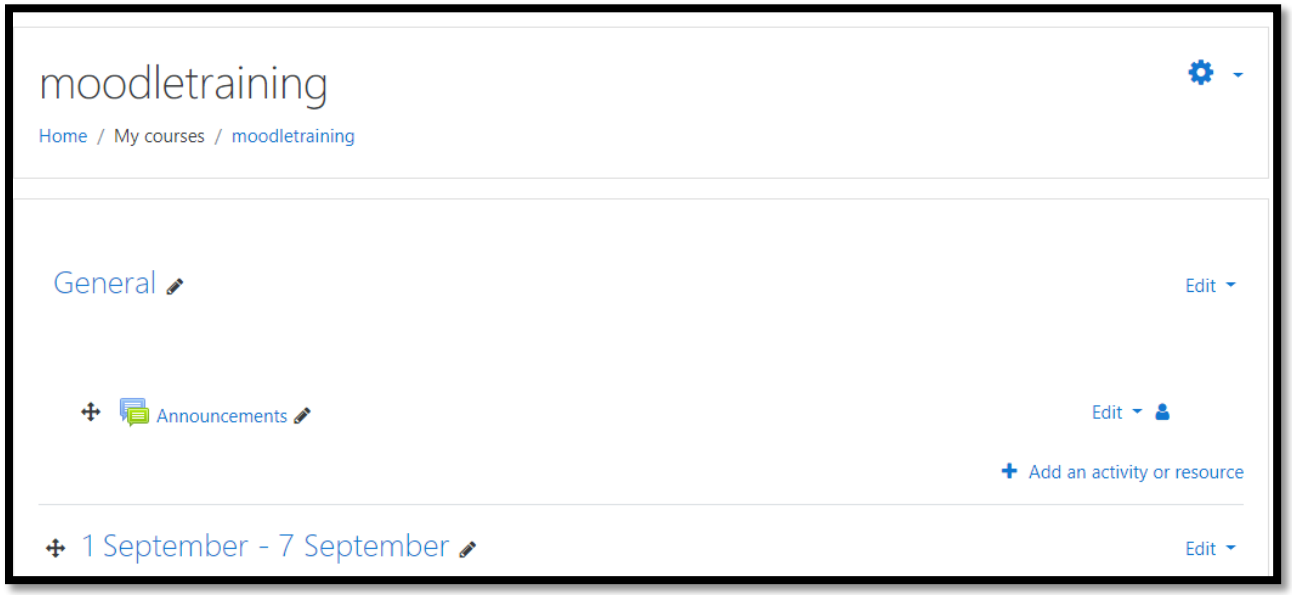
Step3:

Once you access the account, your home page will show all the courses you are teaching for the current semester.



Step4:

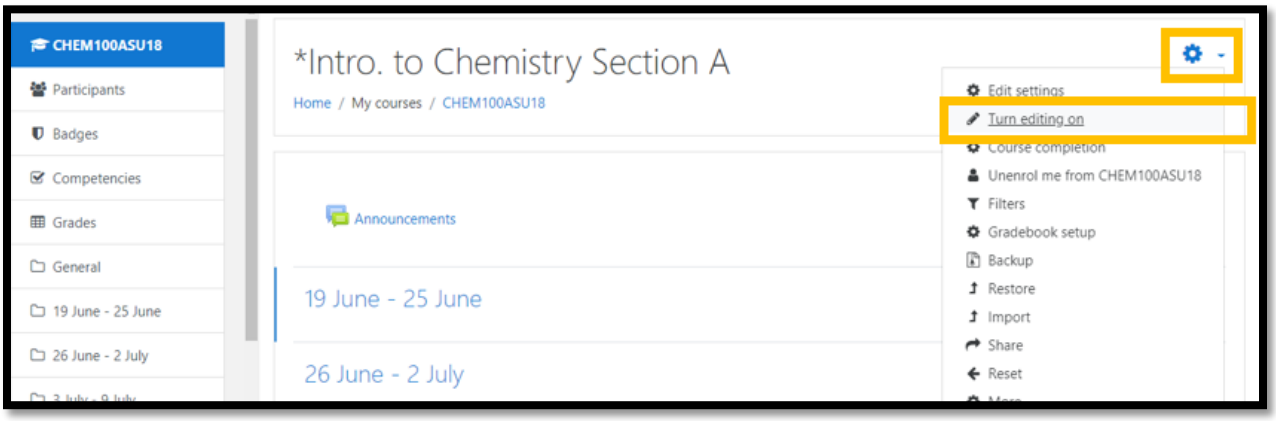
Click on the course that you want to access from the list of courses. You will see a page with horizontal dividers. Each section has a particular header. (see below)



i. The first is 'General' and can contain the template to facilitate display of course outline at the top of the course

ii. The later sections show ‘Announcements’ that you can use to send important news or notifications with regards to your moodle course

iii. And then later sections show a weekly breakdown of the semester. Every section will have its own edit option. However, you need to ensure to ‘turn editing on’ is, as shown below:



SOME OF THE MAIN TASKS ARE EXPLAINED BELOW

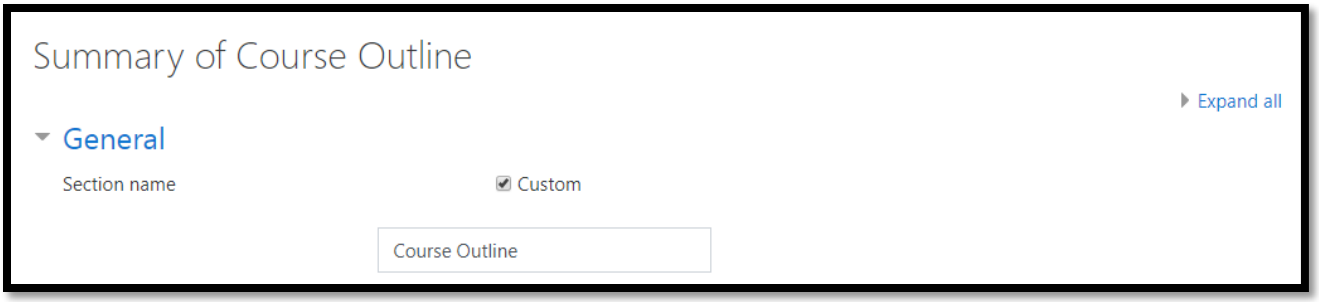
A. Editing Sections on your course page

Step1:

Click on ‘Edit’ then click ‘Edit section’. Kindly ensure that ‘turn editing on’ option is enabled.

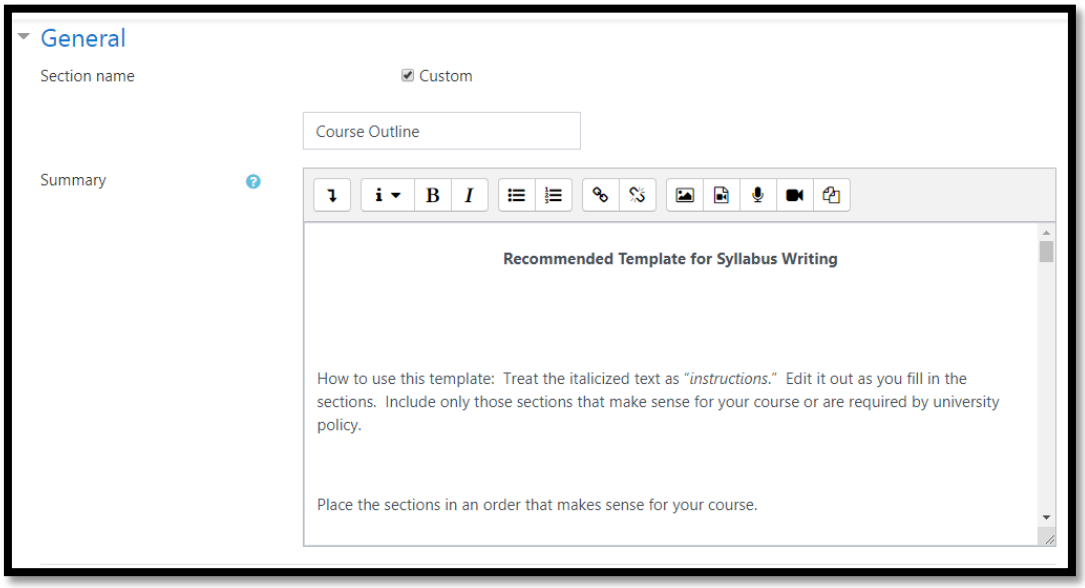
Step2:

Once you have clicked on ‘Edit section’ a new page will open. In order to change name of the section first click on check box saying ‘Custom’ then add ‘Section name’



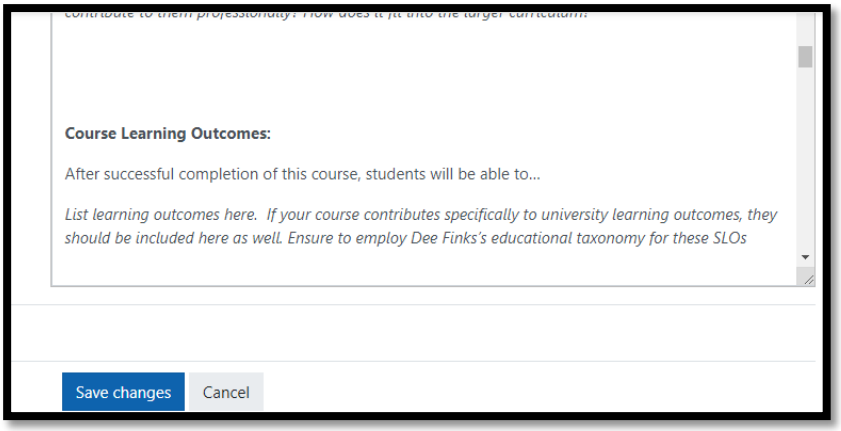
Step3:

On the same page add the required content in the box 'Summary'



Step4:

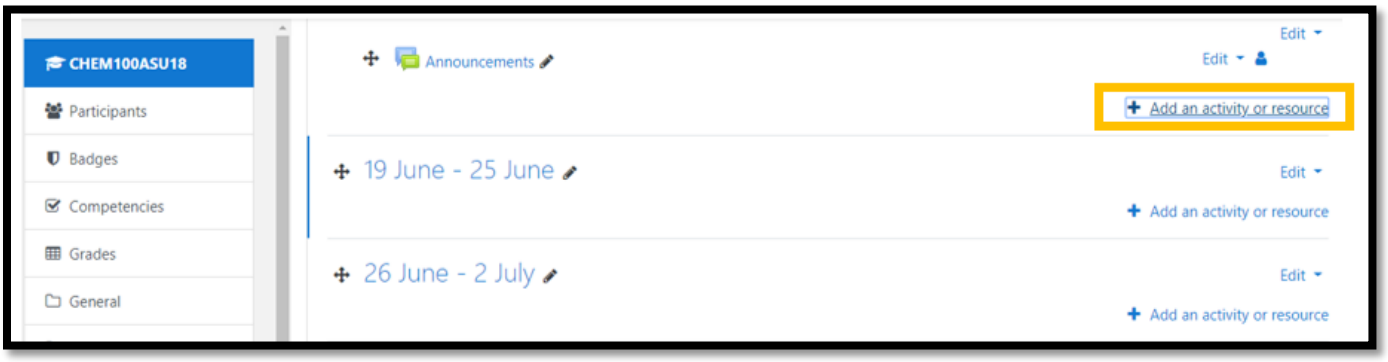
Click on 'Save Changes' to save the new content



B. Adding files on Moodle

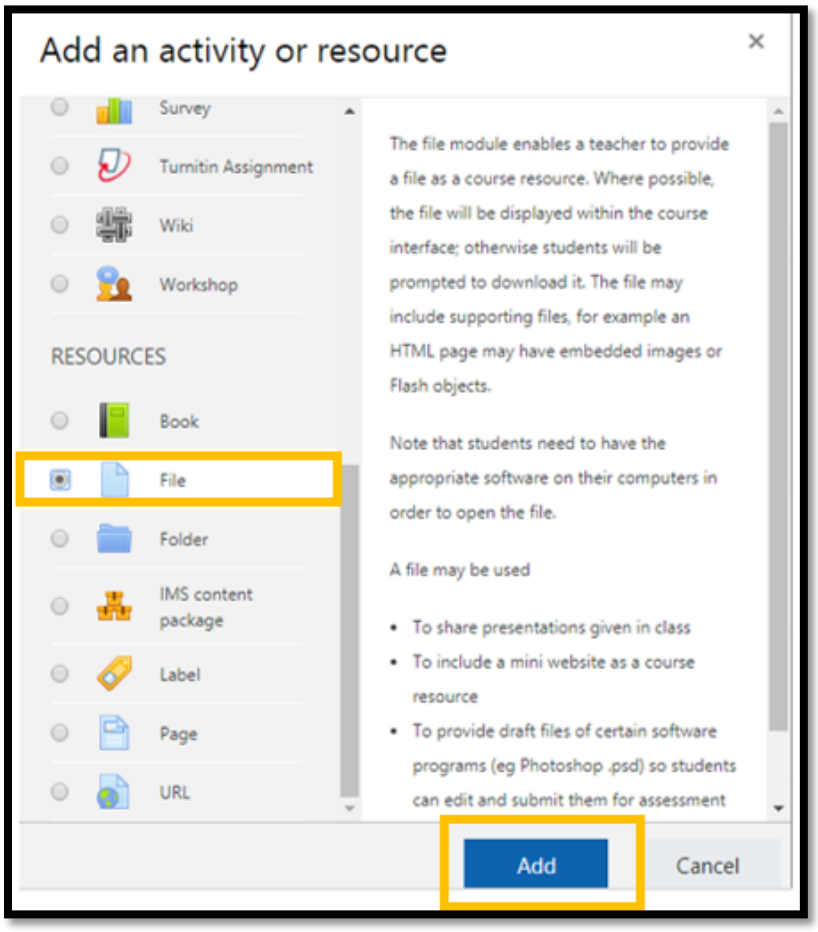
Step 1:

Click on 'Add an Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



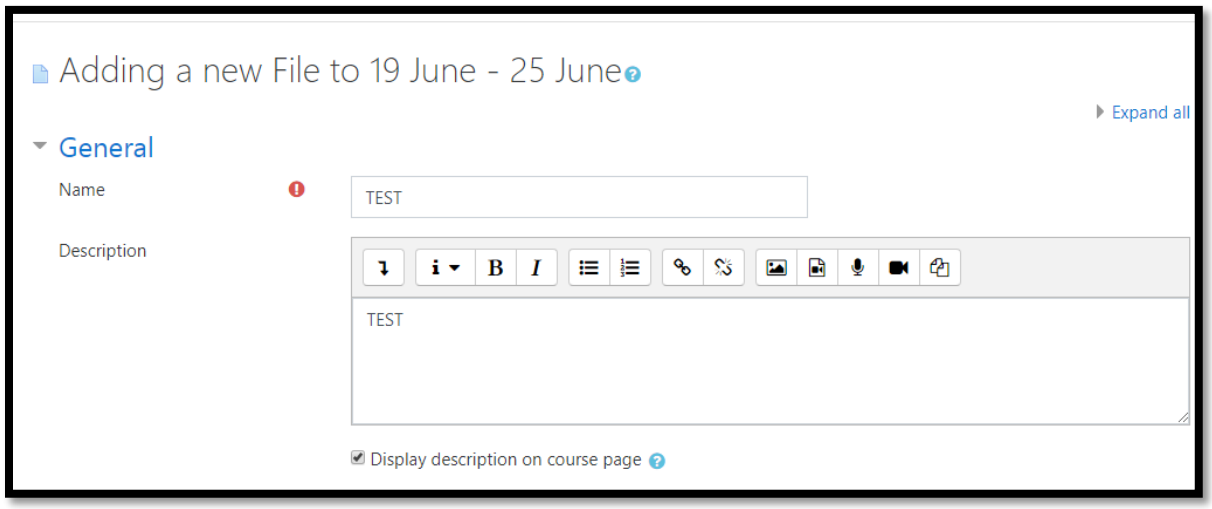
Step2:

On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'File' and then click 'Add'



Step3:

On clicking ‘Add’ a new page will open. Provide ‘Name’ and ‘Description’ under the section ‘General’ of the File



Step 4:

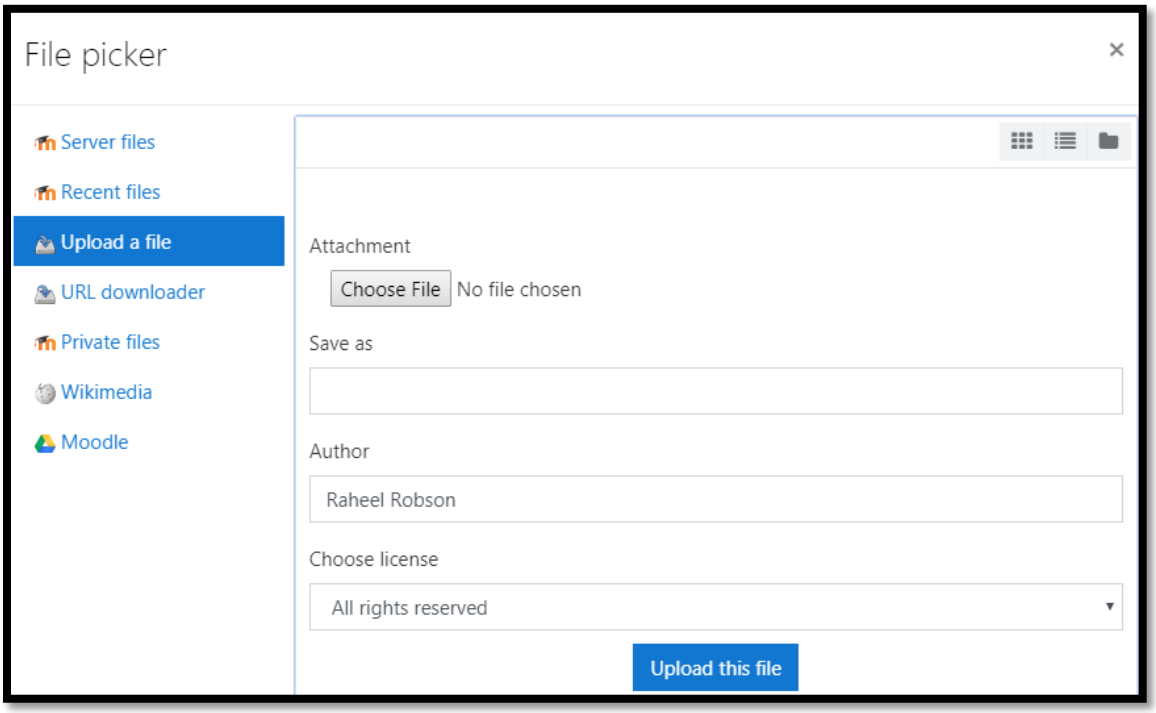
To upload the required file click on ‘Add’

Select the required file from ‘File Picker’ and upload it. You can select files from the following options available under ‘File Picker’:

Option	Description
1. Upload a File	This option is selected if you want to upload a file from your PC or Laptop
2. Wikimedia	If you want to import an image from online source then you can select Wikimedia
3. Google Drive	You also have the option of importing content directly from google drive

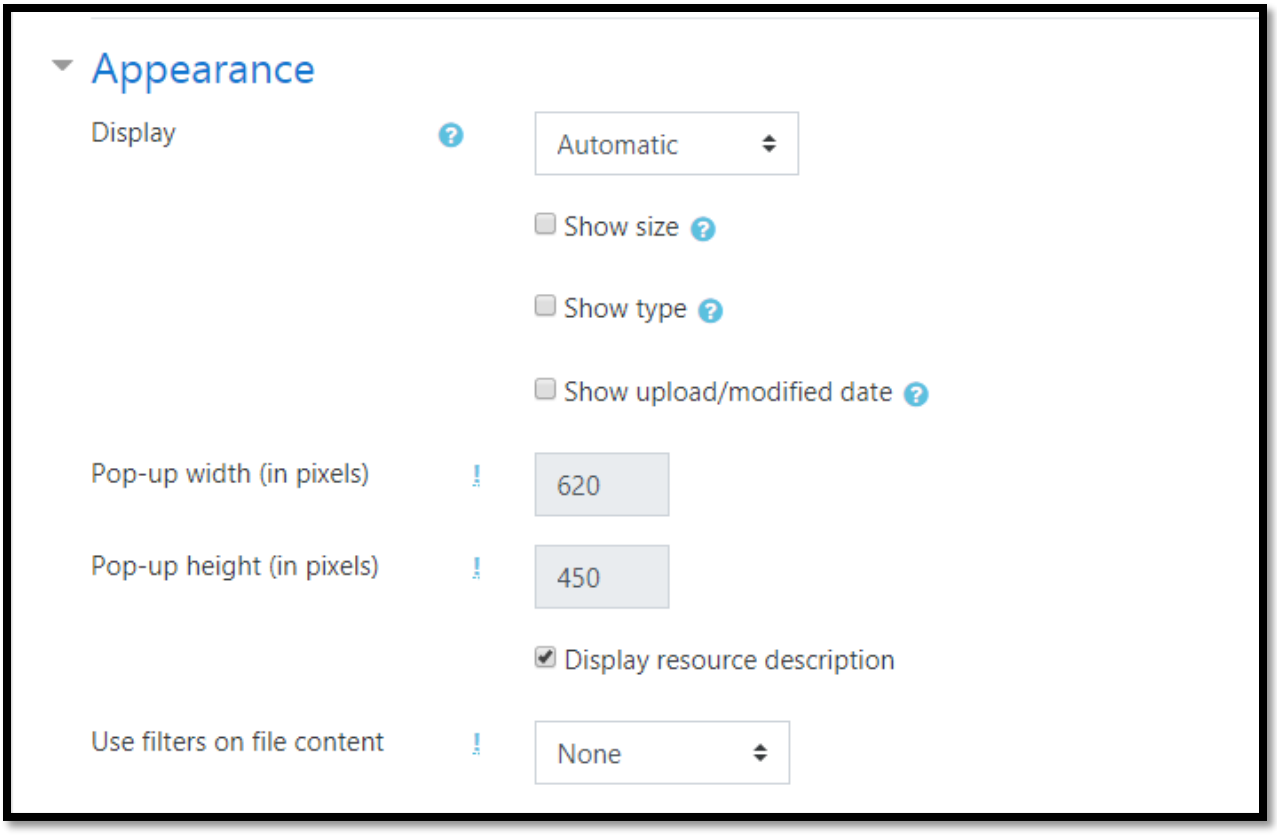
4. Drop Box	Another option is to import the content from your drop box account

NOTE: *On selecting Google drive and Drop Box options you would be asked to provide login details for Google Drive and Drop Box*



Step 5:

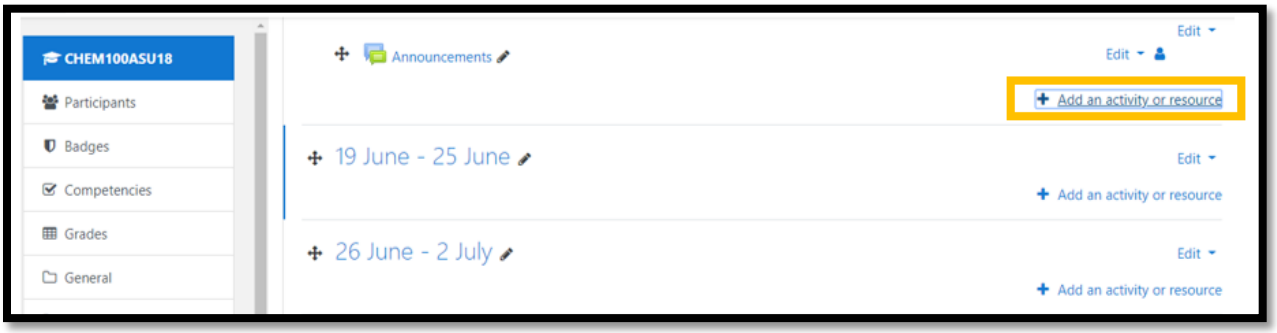
After you have named the file with description and selected the desired file, next step is to select 'Appearance' settings. This option is available to facilitate the appearance of your file, however, it is not mandatory to fill these options



C. Add a Book

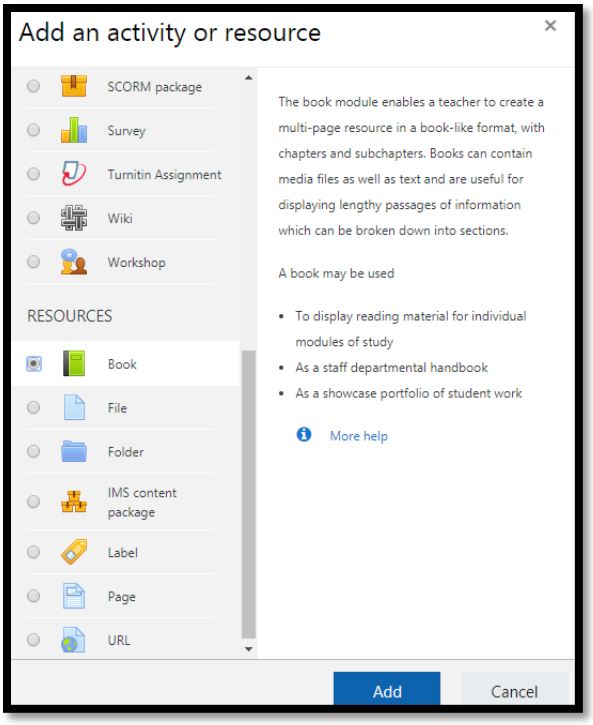
Step 1:

Click on Add an 'Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



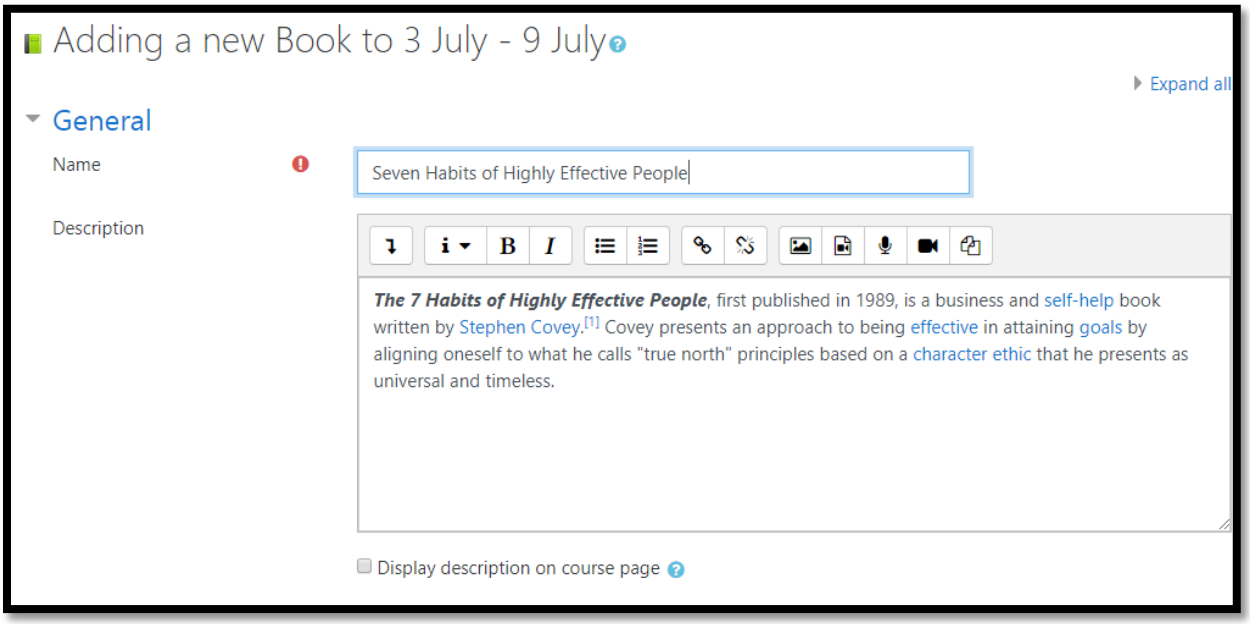
Step 2:

On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'Book' and then click 'Add'



Step3:

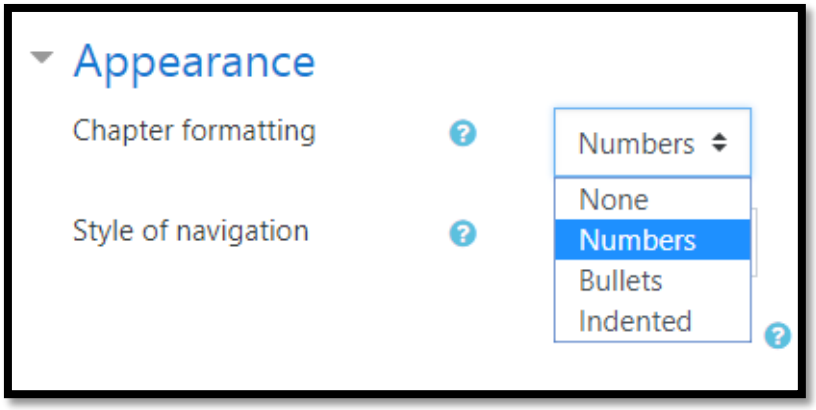
On clicking ‘Add’ a new page will open. Provide ‘Name’ and ‘Description’ under the section ‘General’ of the File



Step 4:

Under the Appearance section first select Chapter Formatting

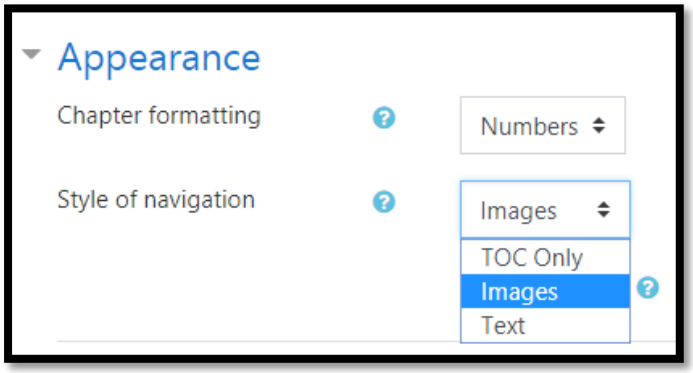
Options	Descriptions
None	Chapters and subchapters titles have no formatting
Numbers	Chapters and subchapter titles are numbered 1, 1.1, 1.2, 2, …
Bullets	Subchapters are indented and displayed with bullets in the table of contents
Indented	Subchapters are indented in the table of contents



Step 5:

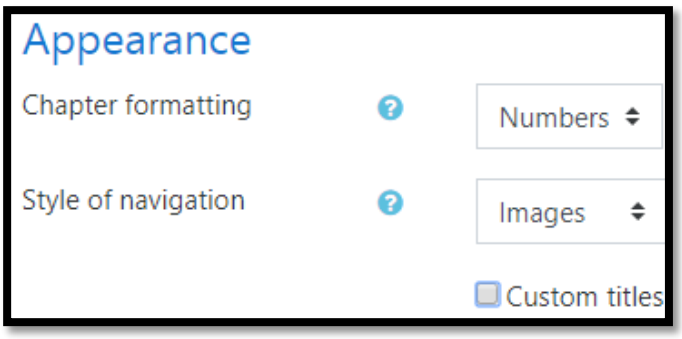
Then under the Appearance section select Style of Navigation

Options	Descriptions
Images	Icons are used for navigation
Text	Chapter titles are used for navigation



NOTE:

Under the appearance section there is an option to select Custom titles. Normally the chapter title is displayed in the table of contents (TOC) and as a heading above the content. If the custom titles checkbox is ticked, the chapter title is NOT displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content.



Step 6:

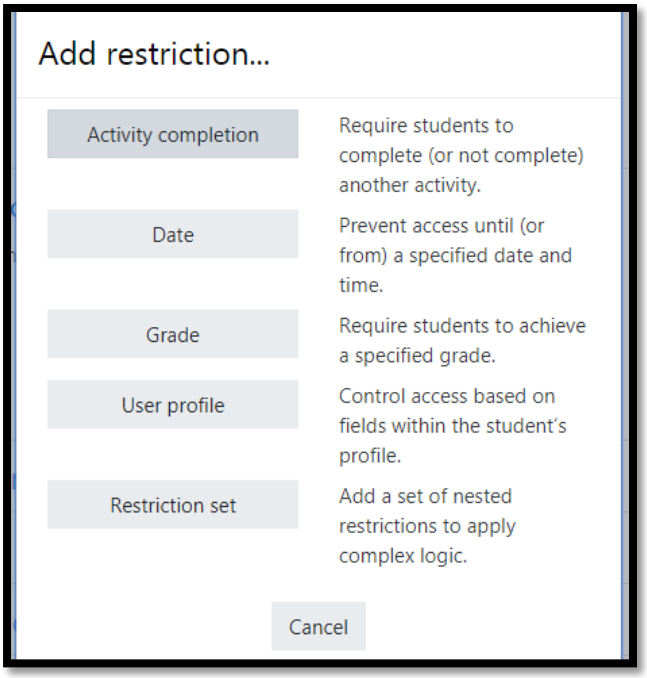
Set the Common Module settings. It basically has two options.

i. Availability:
If the availability is set to 'Show on course page', the activity or resource is available to students (subject to any access restrictions which may be set). If the availability is set to 'Hide from students', the activity or resource is only available to users with permission to view hidden activities (by default, users with the role of teacher or non-editing teacher).

ii. ID number:
Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.

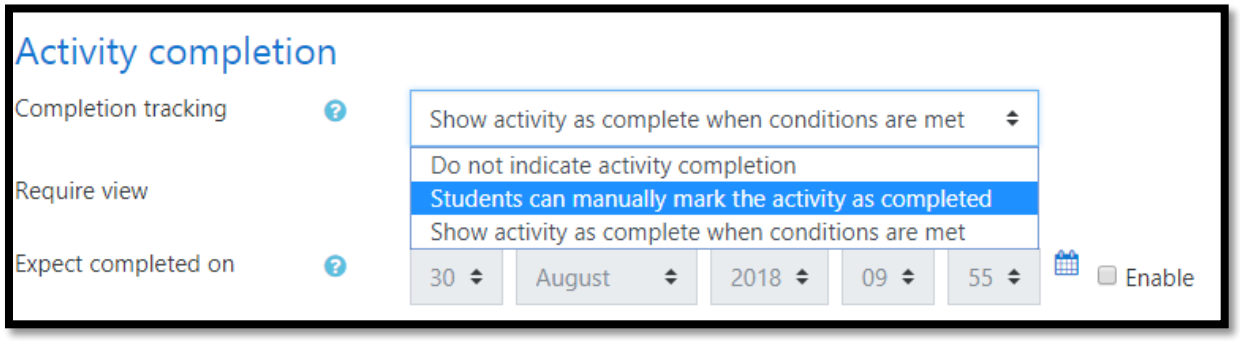
Step 7:

Set restrictions on the book if required.



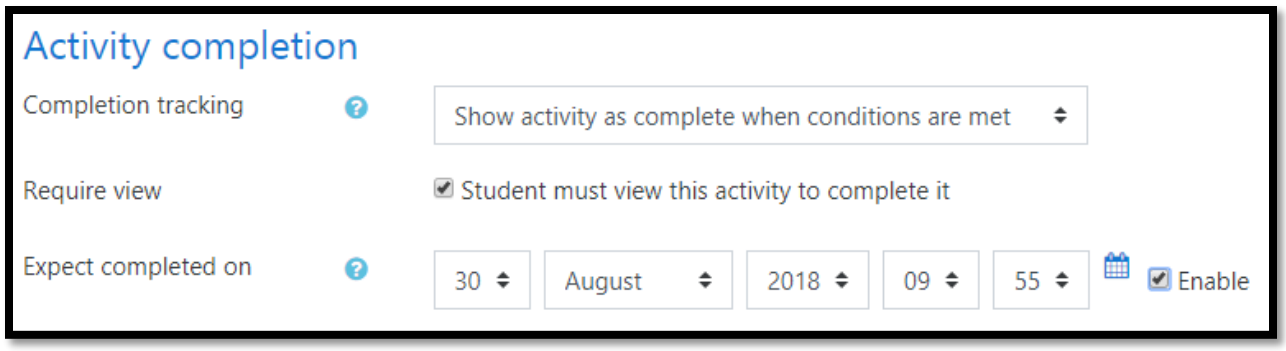
Step 8:

Apply activity completion settings



NOTE:

If you select; Show activity as complete when conditions are met, then you will be able to select; Require view or Expect completed on.



Step 9:

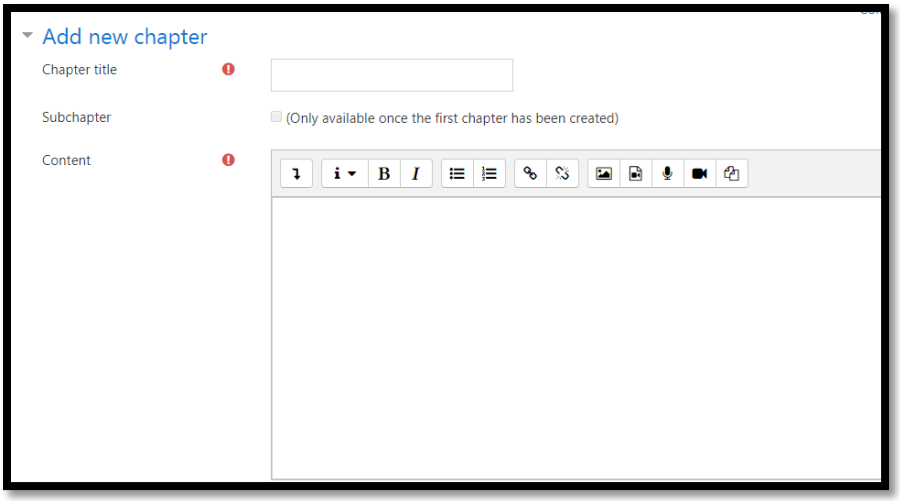
At the end of the page click on 'Save and Return to the course'. Then you will be redirected to your course page

Step 10:

In order to Add chapters and sub chapters, on your course page, click on the book

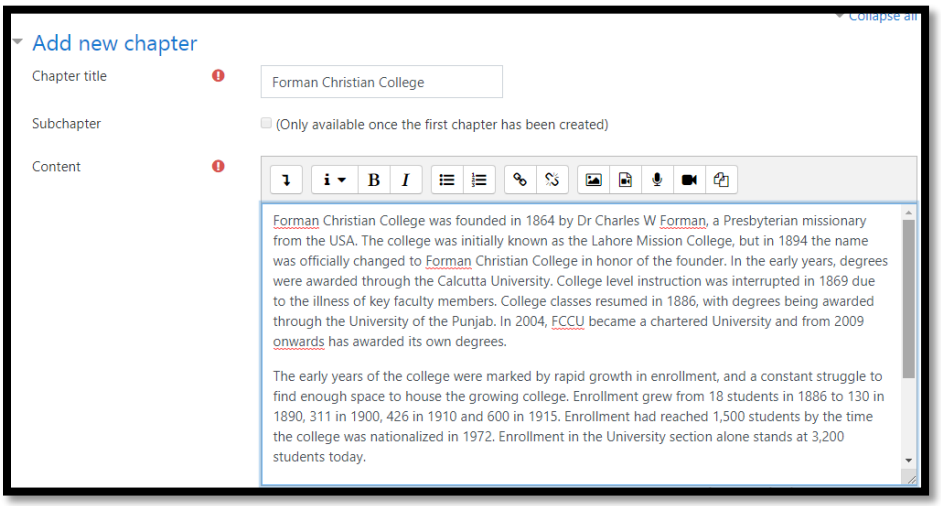
Step 11:

On clicking on the title of the book appearing on course page, you will be redirected to a new page where you would have the options to 'Add chapters' and 'Sub chapters' for the book. You will be asked to add a chapter. The add sub chapter option will be only available if you have at least added one chapter:



Step 12:

Then you will be required to provide 'Chapter title' and 'Content' of the chapter. (see below)



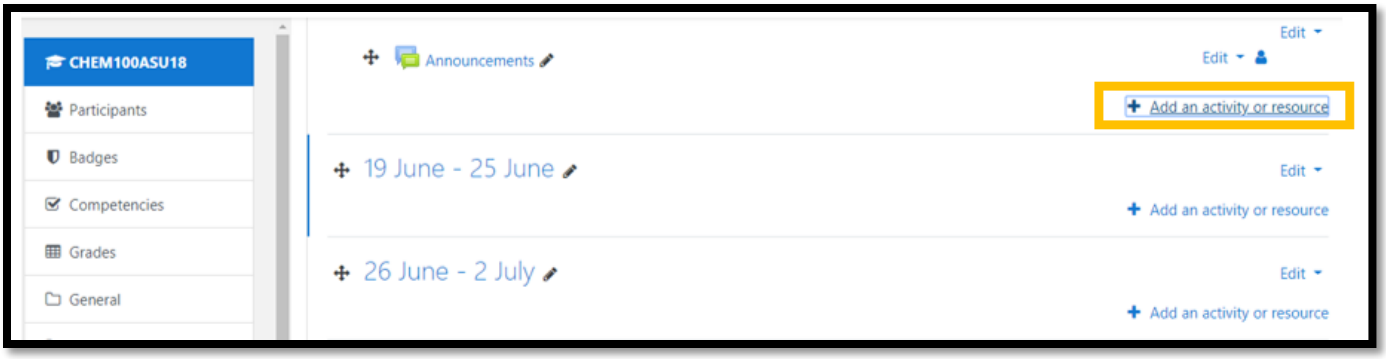
Step 13:

Then at the end click on 'Save Changes'

D. Adding Page on Moodle

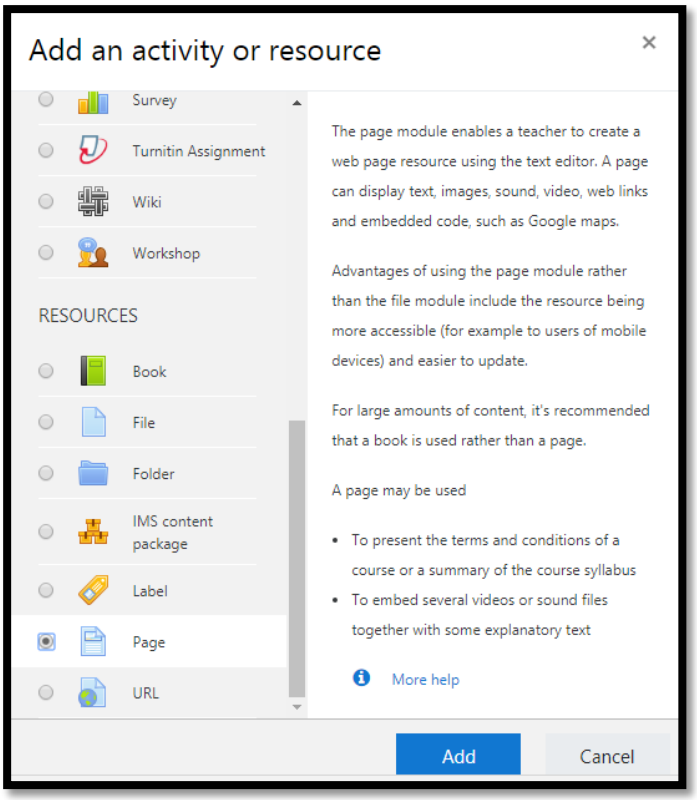
Step 1:

Click on Add an 'Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



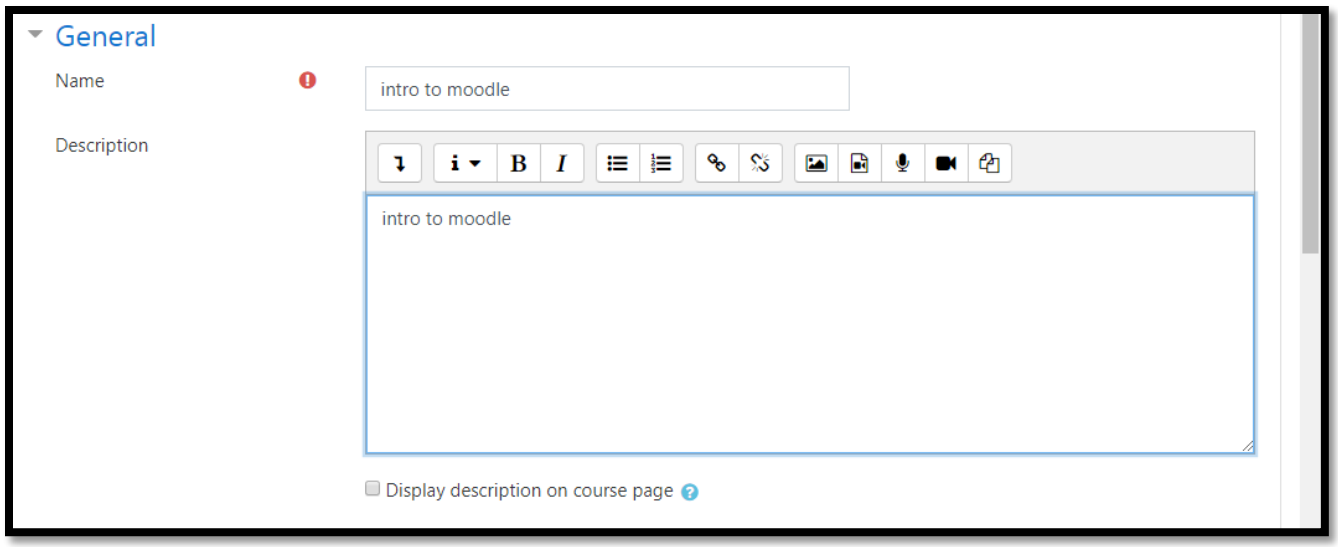
Step2:

On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'Page' and then click 'Add'



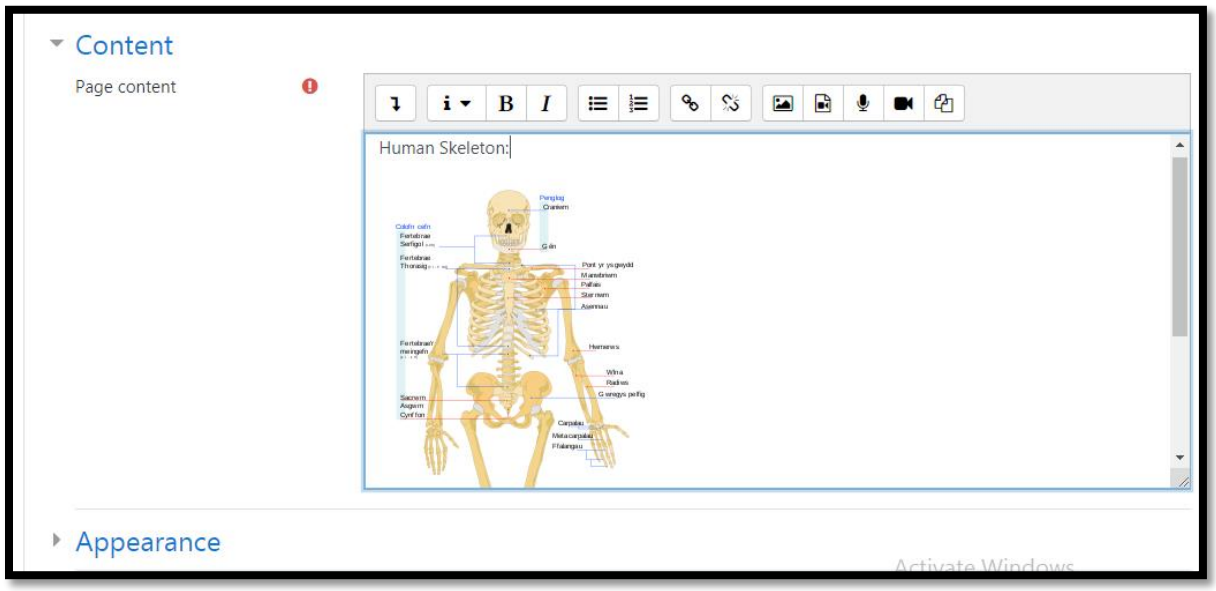
Step3:

You will be redirected to a new page. Under the section 'General' you are to Provide 'Name' and 'Description' of the page:



Step4:

Then you will be expected to provide 'Content' of the page that you want students to see once they click on it



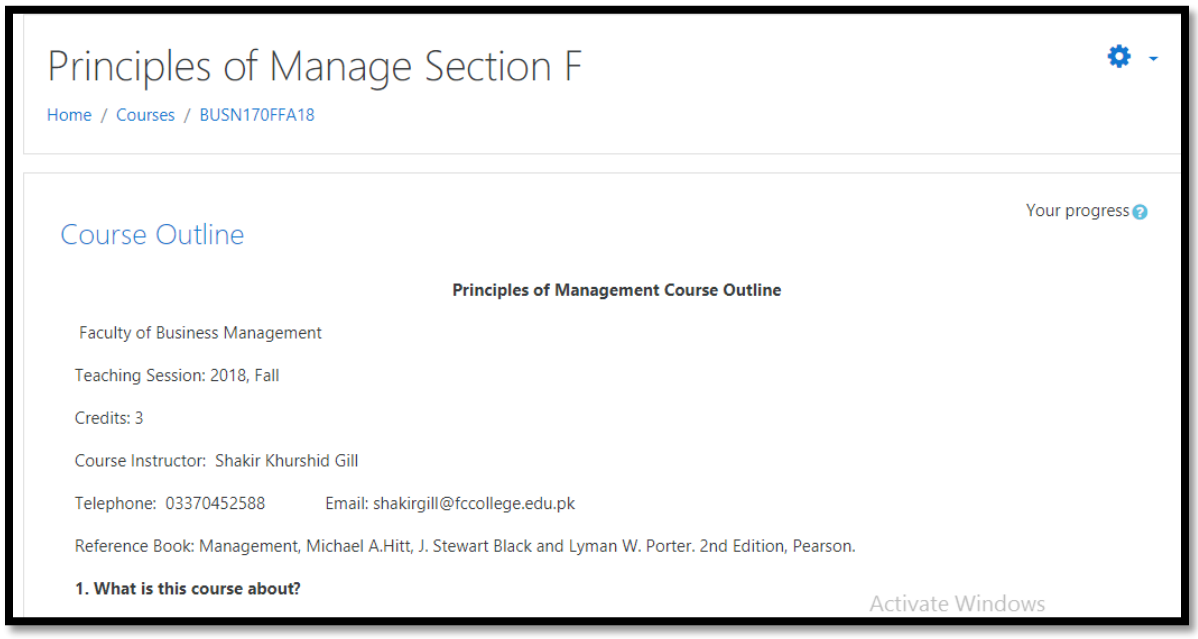
Rest of the steps are same as covered in section adding a File.

E. Student View:

The student view appears 3 main sections separated by dividers

1. General Section:

This section as explained earlier can be edited to course outline. See below the student view for the 'General section' appearing as 'Course Outline'



2. Announcements:

Below the General Section or in this case after course outline the students have the option to access the course announcements, as shown below:

3. Weekly Outline:

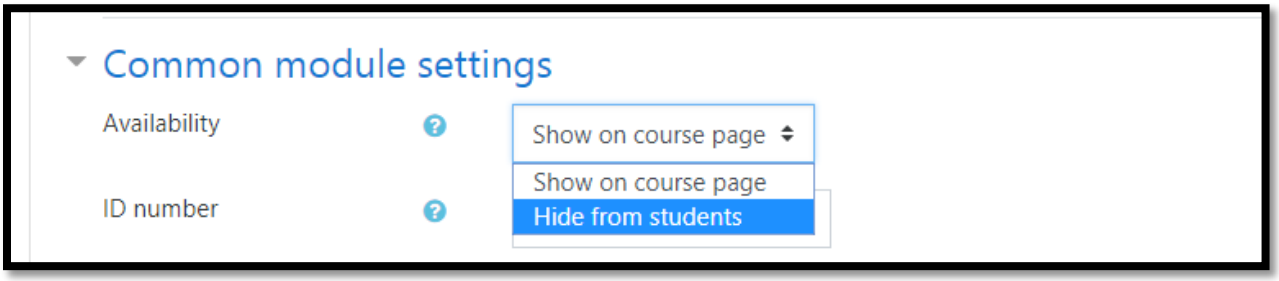
The third section is weekly outline. In this section all the content upload or created can be viewed by student on weekly basis:

Hiding and Showing Content to Students:

By default the all the content while uploading is set to 'Make the content available to students'.

Step1:

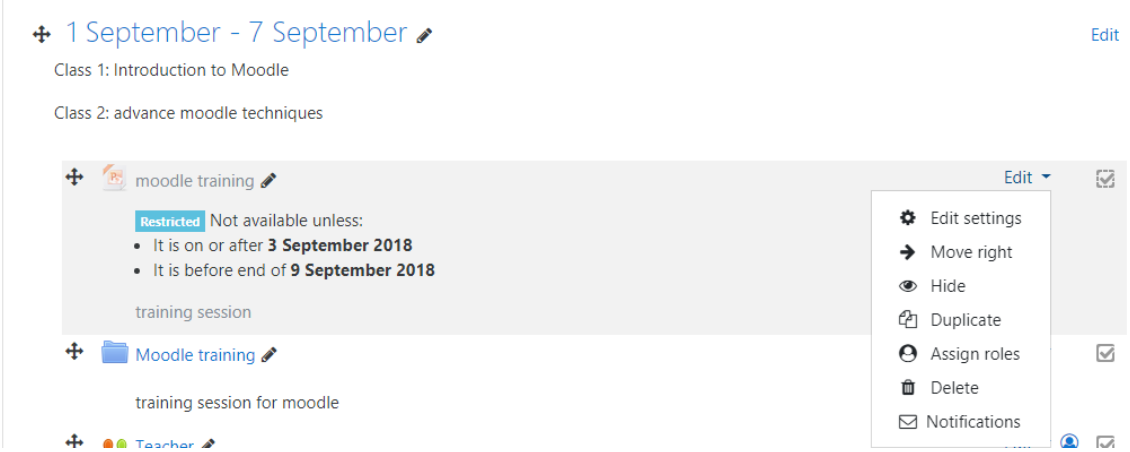
If you require to hide any content while uploading it, under 'Common Module Settings' while uploading any resource you can set the drop down option 'Hide from students' next to Availability:



Alternatively, after you have uploaded the content, on your course page you can edit the view settings as well.

Step1:

For this please ensure to enable 'turn editing on' then click on edit in front of the File that you want to hide. On clicking you will see the drop down. See below:



Step2:

Click on 'Hide' to block the view of the file for the student. After clicking on 'Hide' underneath the file the message will display 'Hidden from students':