



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Moodle: Teacher's Guide Creating Course Content

How to Use this Guide

This guide is based on the Moodle documentation available at:

http://docs.moodle.org/en/Main_Page

You can either access specific tasks or work through the whole document.

Purpose of this Document

The eLearning Platform Review panel has designed this guide to support users of Moodle. The aim of this document is to give an overview of how Moodle can be used to create and customise web-based learning and teaching content.

Learning Outcomes

When you have completed the tasks in this guide you should be able to:

- Log into Moodle, and edit your profile
- Navigate around various views of Moodle and find the key features
- Customise your Moodle course web site
- Upload, add, modify and remove some basic resources/activities to your course

Introducing the Course

You will be issued with a username and password. Content files for the tasks can be downloaded from the eLearning Platform Review web site onto your desktop. The link is <http://lmsreview.edc.polyu.edu.hk>.

1.1 Login details

You will be allocated a username and password for this review session. You have been allocated the role of teacher in a blank course. The format of the session will be a hands-on session. This will give you a brief overview of how you can use different types of features within Moodle.

1.2 Content files

Content files for the tasks can be downloaded from the eLearning Platform Review web site onto your desktop. The link is <http://lmsreview.edc.polyu.edu.hk>.

Task 1. Logging into Moodle and Orientation

Learning outcomes

After completing this task you should:

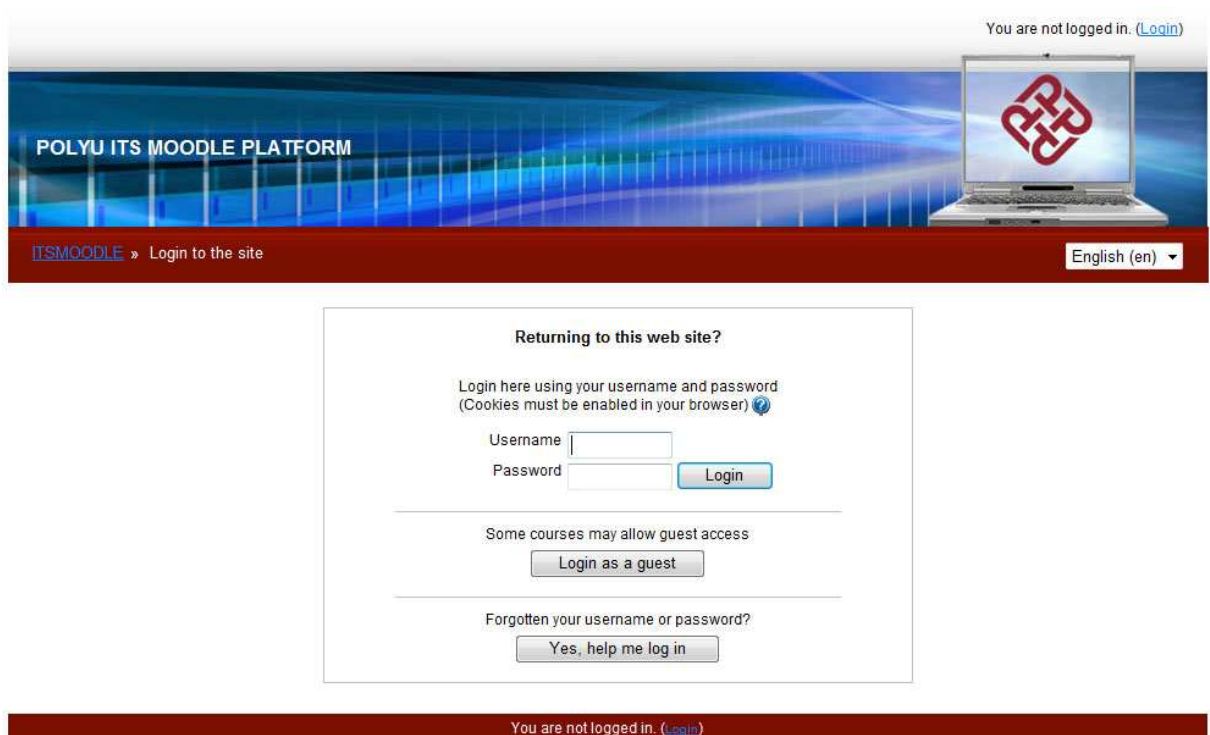
- have logged into the Moodle system
- know how and where to log out
- know where the courses are

Method

Type in your username and password and log into Moodle. Explore the entry page.

1.1 TASK: Logging in

- Browse to: <http://moodle1.polyu.edu.hk>
- Enter the login details provided.
- Click on the Login button.



The screenshot shows the Moodle login interface. At the top right, it says "You are not logged in. (Login)". The main header features a blue background with the text "POLYU ITS MOODLE PLATFORM" and a laptop displaying the PolyU logo. Below the header, there is a navigation bar with "ITSMOODLE » Login to the site" on the left and "English (en)" on the right. The central content area is titled "Returning to this web site?" and contains the following text: "Login here using your username and password (Cookies must be enabled in your browser)". Below this are two input fields: "Username" and "Password", with a "Login" button to the right of the password field. A horizontal line separates this from the next section, which says "Some courses may allow guest access" and includes a "Login as a guest" button. Another horizontal line follows, with the text "Forgotten your username or password?" and a "Yes, help me log in" button. At the bottom of the page, a dark red bar contains the text "You are not logged in. (Login)".

1.2 TASK: Orientation

Moodle provides a single entry point to all your courses.

- Click on each item to explore the interface. Make sure you know where to find the courses you teach or study, how to access the built-in tools, and how to log out.

The screenshot shows the Moodle user interface. At the top, there is a banner for 'POLYU ITS MOODLE PLATFORM' and a navigation bar with 'ITS MOODLE » edc_w03', a 'Switch role to...' dropdown, and a 'Turn editing on' button. A 'Logout' link is visible in the top right corner. The main content area is divided into several blocks: 'My courses' (listing 'EDC Workshop 03' and 'EDC Workshop 04'), 'Weekly outline' (with a welcome message and a 'News forum' link), 'Latest News' (with an 'Add a new topic...' link), 'Calendar' (showing a calendar for October 2009), 'Search Forums' (with an 'Advanced search' button), and 'Administration' (with various system management links). Callouts provide additional information: one points to the 'Logout' link, another points to the 'My courses' block, and a third points to the 'Calendar' block.

The **logout** facility appears at the top right-hand side of the page throughout Moodle

Courses you are enrolled on are listed

Blocks with built-in tools are available and can be configured to be visible.

Task 2. Changing your Personal Details

Learning outcomes

After completing this task you should be able to:

- edit your personal information

Method

You will access your own profile and add some information.

2.1 TASK: Updating your details

- First click your name in the top right corner of the screen.

You are logged in as [Teacher02 EDC \(Logout\)](#)

- Click on the Edit profile tab.

ITSMOODLE » edc_w03 » Participants » Teacher02 EDC

Teacher02 EDC

Profile **Edit profile** Forum posts Blog Notes Activity reports

 **Country:** China
City/town: Hong Kong
Email address: edcstaff02@polyu.edu.hk
Courses: EDC Workshop 03, [EDC Workshop 04](#)
First access: Monday, 5 October 2009, 06:29 AM (1 day 1 hour)
Last access: Tuesday, 6 October 2009, 07:30 AM (now)
Roles: Teacher

Change password Unenrol me from edc_w03 Messages

- Edit your details and add/change your email address
- Scroll down to **New picture**. Browse for *moodle_logo.jpg* (on your desktop). This is now your picture.
- Scroll down and click on **Update Profile** at the bottom of the page to save your changes.

You should then see your updated profile with picture.

Task 3. Exploring a Course Web Site

Learning outcomes

After completing these tasks you should be able to:

- identify the courses you are working on
- navigate within the course
- use/understand the administration block, editing button and how to switch roles

Method

You will access your sandbox course and explore the features of the interface.

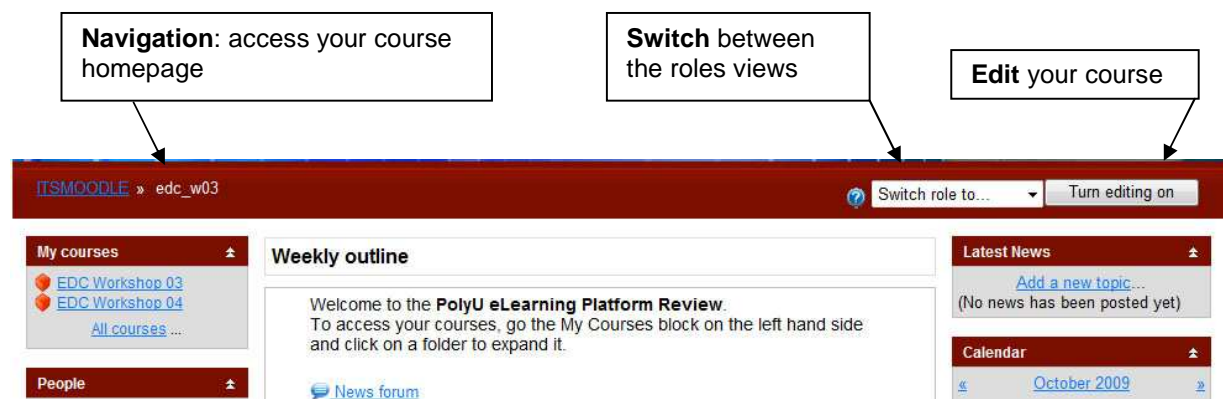
3.1 TASK: Accessing a course

- Look at the courses you are enrolled on.
 - discovery_moodle. You have been enrolled as a student on this course.
 - sandbox_moodle. You have been enrolled as a teacher on this course.
- Click on **sandbox_moodle** to see your course homepage. You are a teacher on this course.

3.2 TASK: Exploring the course

The course content is displayed in the centre of the page.

The two narrower columns on each side contain information panels called **blocks**.



As a teacher, your view of the course is different from your students' view. The three main differences are:

1. The teacher has a **turn editing on** button for editing the course.

2. The teacher can **switch roles**.
3. The teacher has access to the **Administration** block.



You can control what takes place in your course, manage the users and manage data collected in Moodle in the **Administration** block.

Task 4. Course Settings

Learning outcomes

After completing these tasks you should be able to:

- customise your course settings
- know which settings should **NOT** be changed

Method

You will use the **Administration** block to access the course settings. You will then alter some of the settings to customise the appearance of your course.


Note:


- The **Settings** area can be used to select the format of your course. This is also where you set the availability and duration of your course for students.
- Changing the settings will affect your course and how the students interface the content. The fields of some settings should be left to the default value.


4.1 TASK: Accessing the course settings


- Navigate to your course homepage (see Task 3.2 if unsure)
- In the **Administration** block click on **Settings** (see Task 3.2)




4.2 TASK: Course Details






























Full name*  EDC Workshop 03

Short name*  edc_w03

Course ID number 



Summary 


Trebuchet 3 (12 pt) Normal Lang **B** *I* U ~~S~~ x₂ x²   


Write a short yet interesting paragraph describing what the course is about.

Path: [body](#) » [p](#)

Format  Weekly format

Number of weeks/topics 1

Course start date  6 October 2009

* Required field


Full name: Changing this setting will change the course name in the **My courses** block.

Short name: This can be found on the horizontal navigation bar above the blocks.

4.3 TASK: Course Formats – Change format to Weekly , view result, and then return to Topics

The course content will be broken up into sections in the centre part of your course page. The two main formats are Weekly and Topics.

- Go to your course **Administration > Settings**
- Choose **Weekly** format from drop down **Format** menu
- Change the **Number of Weeks/Topics** to 4
- Change the **Course Start Date** to today's date.
- Press **Save Changes** (bottom of page)

Topics format 

LAMS course format

SCORM format

Social format

Topics format

Weekly format

Weekly format - CSS/No tables

6 October - 12 October
13 October - 19 October
20 October - 26 October
27 October - 2 November

Observe how this looks in the course homepage: there are 4 weeks shown and all sections are one week apart.

- Go to your course **Administration > Settings**
- Choose **Topics format** from the drop down menu
- Press **Save Changes** (bottom of the page)

1
2
3
4


Observe how the weekly sections have been changed to a topic format and there are still only 4 topics.

4.4 TASK: Look at the Availability Setting

This setting allows you to hide or show the course to students.

If you switch it to unavailable (**This course is not available to students**), your students won't be able to see the course in **My Courses**.

Availability

Availability  This course is available to students ▼

This course is not available to students

This course is available to students

Task 5. Adding an Announcement

Learning outcomes

After completing this task you should be able to:

- add an announcement to the course

Method

You will use the **News Forum** to place a course announcement.

5.1 TASK: Adding an announcement

There is a **News Forum** item near the top of your course page. It allows you to post news items or announcements relating to your course.



- Click on **News Forum** to add an announcement.

A screenshot of the Moodle News forum page. The breadcrumb trail at the top reads "ITSMOODLE » edc_w03 » Forums » News forum". On the right, there is a button labeled "Update this Forum". Below the breadcrumb, a message states "This forum forces everyone to be subscribed" with a link "Allow everyone to choose". A large text input field contains the text "General news and announcements". Below the field is a button labeled "Add a new topic". At the bottom, a message says "(No news has been posted yet)".

Everyone enrolled on the course is subscribed to this forum. The news item added will appear on everyone's Latest News Block and optionally be emailed to all enrolled on the course.

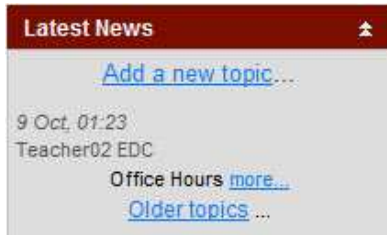
- Click on **Add a new topic** to enter details of your announcement.
- In the **Subject** box enter:
Office Hours
- In the **Message** box add:
Please note that my office hours this semester will be 10am – 6pm.
- Check the **Mail now** box if you want the announcement to be sent to everyone enrolled in the course.
- Click on **Post to Forum** to save changes.

A screenshot of the "Your new discussion topic" form in Moodle. The form has two required fields: "Subject*" and "Message*", both marked with a red border and the word "Required". The "Subject" field contains the text "Office Hours". Below the fields is a rich text editor with a toolbar. At the bottom of the form, there are options for "Format" (HTML format), "Subscription" (Everyone is subscribed to this forum), "Attachment (Max size: 5MB)" with a "Browse..." button, and a "Mail now" checkbox. A "Post to forum" button is at the bottom right. A red error message at the bottom of the page reads "There are required fields in this form marked*."

5.2 TASK: Viewing your announcement

- Select your course title from the navigation bar (the breadcrumb trail at the top) to return to your main course view.

[ITSMOODLE](#) » [edc_w03](#) » [Forums](#) » [News forum](#)



You can see the headline of your post listed in the **Latest News** block.

- Click on **more** in the **Latest News** block to see the announcement
- or
- Click on **News Forum** to access the announcement.



Task 6. Uploading Course Materials

Learning outcomes

After completing these tasks you should be able to:

- understand the Moodle content management concept
- upload files
- move and delete folders and files

Method

You will use the **Files** item in the **Administration** block to upload course materials.

Note:

- In Moodle you have to **add the files to a content area associated with a course** before the learning material can be made available to students. As a teacher you can add the files directly into the file area in Administration (Task 6) or upload the files when adding a resource (Task 7).
- It is very important to think about the structure of your information before you start to build the course.
- You can add different types of files (web pages, audio files, video files, Word documents, PowerPoint presentations, spreadsheets or Flash animations) into your course and they will be stored within the Moodle server. Once your files are on the server they can then be moved, renamed, edited or deleted.

6.1 TASK: Accessing the content area




- Click on **Files** in the **Administration** block



6.2 TASK: Making a folder

- Click on **Make a folder**
- Type in the folder name *Unit 1*
- Click on **Create**
- Click on **Make a folder**
- Type in the folder name *Unit 2*
- Click on **Create**
- Look at the **course root directory**.

Create a folder in /:


	Name	Size	Modified	Action
<input type="checkbox"/>	 Unit_1	0 bytes	13 October 2009, 10:11 AM	Rename
<input type="checkbox"/>	 Unit_2	0 bytes	13 October 2009, 10:12 AM	Rename
<input type="checkbox"/>	 backupdata	6.6KB	12 October 2009, 03:16 PM	Rename

With chosen files... ▾

6.3 TASK: Uploading content

You will upload 3 files into the **Unit 1** folder. The files on your desktop are:

- ❖ Moodle.doc
- ❖ moodle_logo.jpg
- ❖ video.mp4
- ❖ PrettyBluePlanet.pps.

-  **Unit 1** Click on **Unit 1** in the course root directory
- Click on **Upload a file** inside the Unit 1 folder.

Upload a file (Max size: 5MB) --> /Unit_1

For each file:

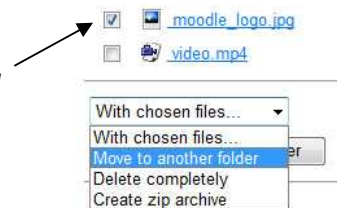
- Click on **Browse** to find your file on your desktop.
- Click on **Upload this file**.

6.4 TASK: Viewing files

- Click on the name of an uploaded file in the Unit 1 folder to preview it.

6.5 TASK: Moving files

- Click on folder **Unit 1**
- Check the box next to the file name: *moodle_logo.jpg*
- Click on the drop down menu **With chosen files...**
- Select **Move to another folder**.
- Click on **Files** (in the breadcrumbs menu trail) to get back into the course root directory (see Task 6.2) and click on a new destination folder – e.g. Unit 2.
- Click on **Move files to here**.



Your file is now in **Unit 2**.

6.6 TASK: Deleting files

You can delete one or several files and/or folders.

- Check the box next to the folder name: **Unit 2**
- Click on the drop down menu **With Chosen files...**
- Select **Delete completely**.
- Click **Yes** to confirm.

Task 7. Creating and Editing Course Materials

Learning outcomes

After completing these tasks you should be able to:

- understand what the editing icons do
- be able to add a resource
- know the difference between a resource and an activity
- add a forum to your course

Method

You will use the **editing tools** to add course materials.

Note:

- This is a quick introduction to adding Resources and Activities.

7.1 TASK: Editing the course

Make sure you are in the course homepage.

- Click on the **Turn editing on** button. You will see the following window:

Edit Summary

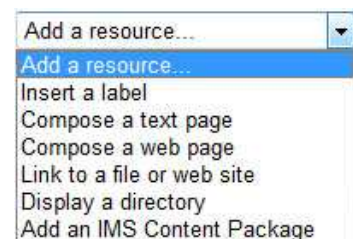
Settings for resources or activities

Highlight, hide or move the topic.

A variety of content types are supported by Moodle. You can access them from the drop-down lists **Add a resource** and **Add an activity** when editing mode is turned on.

7.2 TASK: Adding a resource

Resources form the content of your course. A resource can be any file you have uploaded or can point to using a URL. You can also maintain simple text-based pages by typing them directly into a form. **Labels** are very useful to display content directly within the course page. All other resources create a link on the course page and only display the content when the student clicks on the link.




In Topic 1

- Click on **Add a resource...**
- Select **Insert a label**. This will allow you to display text or images directly in the page. This could be a simple title or brief comment.





- Insert a **name**: This is a label.
- Make it bold and change the colour.
- Click on **Save and return to course**.

- Click on **Add a resource**
- Select **Compose a web page**. An editing screen appears. You can enter a title for the resource, a summary and text that can be formatted using HTML tags.
- Insert *This is a web page* as a **name**.
- In the **full text** field, type in: *Click on link to display web page*. (In order to display the web page insert a web link (e.g. <http://moodle.org>) on the word “link” in the text editor.) 
- Click on **Save and return to course**.

Go back to course homepage to preview page.

Note – other resources:

- **Display a directory** : The directory resource displays a whole directory (and subdirectories) from your course Files area. Students can browse and view all these files.
- **Add an IMS Content Package** : You can add an IMS Content Package (content exported from an eLearning system in a standardised format).

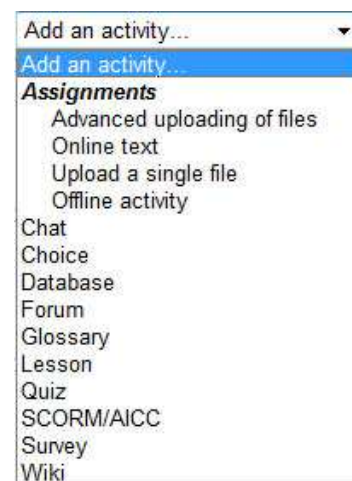
For all types of resources you have the option to hide/show the resource to students. You can toggle between **hide** and **show** using the editing buttons.  

7.3 TASK: Adding an activity

An activity is generally an **interactive** piece of learning content. You can add activities by using the drop-down menu when editing mode is turned on.

Note – activities descriptions:

- **Chat** : Allows participants to have a real-time synchronous discussion via the web.
- **Choice** : You ask a question and specify a choice of responses. Students make their choice and you have a report screen where you can see the results. Useful for gathering research content or for class votes.
- **Database**: Allows teacher and/or students to build and search



entries about any conceivable topic.

- **Forum:** A place where discussions take place. There are many types of forums: a simple single-topic discussion, a free-for-all general forum, or a one-discussion-thread-per-user forum.
- **Glossary:** Allows users to create and maintain a list of definitions. Teachers can also export entries from one glossary to another within the same course.
- **Lesson:** Delivers content in an interesting and flexible way. Students are given content and choices which determine the next page they see. The question page is the most common type.
- **Quiz:** Allows you to design and set many different types of quizzes. Questions are kept in in a categorised database.
- **Survey:** Provides a number of predefined survey instruments.
- **Wiki:** A collection of collaboratively authored web documents.

7.4 TASK: Adding an activity – a forum

As an example, we will add a Forum in the top section of your course called Student Forum.

- Click **Turn editing on**.
- In Topic 1, select **Forum** from the **Add an activity...** menu.
- Insert *Student Forum* as the **Forum Name**.
- In **Forum introduction**, type : *Any student can create a new discussion thread and all posts to the thread will be sent by email to all the participants.*
- Force everyone to be subscribed?: *Yes, forever*
- Read tracking for this forum? : *On*
- The other options are set by default.
- Click on **Save and return to course**.

Adding a new Forum to topic 1

General

Forum name*

Forum type Standard forum for general use

Forum introduction*

Trebuchet 1 (8 pt) Lang **B** *I* U $\$$ \times \times^2

Path:

Force everyone to be subscribed? No

Read tracking for this forum? Optional

Maximum attachment size 500KB

- In Topic 1 click on **Student Forum**. (You can also see it in the **Activities** block).

The discussion forum has been created. You can now add a discussion topic.

ITS MOODLE » edc_w03 » Forums » Student Forum

This forum forces everyone to be subscribed [Allow everyone to choose](#)

Any student can create a new discussion thread and all posts to the thread will be sent by email to all the participants.

(There are no discussion topics yet in this forum)

Task 8. Linking to Web sites or Uploaded Content

Learning outcomes

After completing these tasks you should be able to:

- make a link to a website
- link to the content you added

Method

You will use the **Add a link to a web site** facility and add a file and web references to your course.

8.1 TASK: Adding a web site link

- Turn editing on
- Click on the **Add a resource...** menu in **Topic 2**.
- Select **Link to a file or web site**.
- On the next screen type in a name: *Hong Kong Polytechnic University* and a summary: *PolyU web site*.
- You can type or paste the exact URL of the web site
- Or **Search for web page**
- Select **New Window**.
- **Save** and return to course.

In your home page click on the PolyU link in **Topic 2**. It should appear in a popup window. Try again but select **Same Window**. See what happens.

8.2 TASK: Adding a link to an existing file

We will add a file link into **Topic 3** of your course.

- Click on the **Add a resource...** menu.
- Select **Link to a file or web site**.
- On the next screen, type in a title - *Planet PowerPoint Slides* - and a description.
- Click on the **Choose or upload a file...** button.
- Find the *Planet powerpoint* file on your desktop.
- Check the box in front of the file and click on the Choose option.
- **Save** and return to course.

edc_w03 » Files

File uploaded successfully

	Name	Size	Modified	Action
<input type="checkbox"/>	Unit 1	4.1MB	13 October 2009, 11:32 AM	Rename
<input type="checkbox"/>	Unit 2	0 bytes	13 October 2009, 11:32 AM	Rename
<input type="checkbox"/>	backupdata	6.6KB	12 October 2009, 03:16 PM	Rename
<input checked="" type="checkbox"/>	eASSworkshop4b_DIB.ppt	4MB	15 October 2009, 04:37 PM	Choose Rename

With chosen files... ▾

A link to the file is displayed on your course homepage.

Task 9. Assignments

Learning outcomes

After completing these tasks you should be able to:

- understand the different Assignment activities in Moodle.
- Create different types of assignments in Moodle

Method

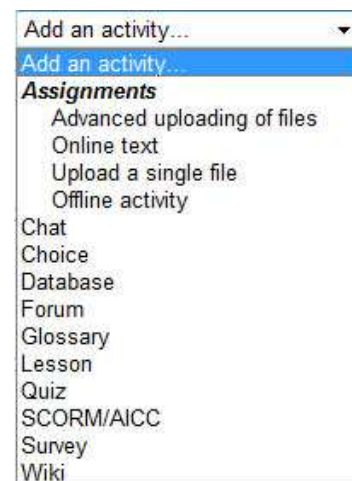
You will use different types of **Assignment activities** to create assignments for your students.

The **assignment activity** module allows teachers to collect work from students, review it and provide feedback including grades.

Assignment Types

There are 4 types of assignments:

1. **Upload a single file**
2. **Advanced uploading of files** - options include: multiple file submission, allowing students to type a message alongside their submission & returning a file as feedback.
3. **Online text** - students type directly into Moodle, teachers can provide online feedback.
4. **Offline Activity** - teachers provide a description and due date for an assignment outside of Moodle. A grade & feedback can be recorded in Moodle.



Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into Moodle using an **online text** assignment. There is also an **offline activity** assignment which can be used to remind students of 'real-world' assignments they need to complete and to record grades in Moodle for activities that don't have an online component.

Note:

Iterative Assignments

It is possible to create iterative assignments - where the piece of work is graded by the teacher, re-edited by the student, re-graded and so on using either the **single file** or the **online text** and setting 'Allow resubmitting' to 'Yes' in the assignment settings.

9.1 TASK: Creating an Assignment – Upload a Single File

- Turn **editing on**.
- Select **Upload a Single File** from the **Add an activity...** menu.
- Type in an **Assignment name** : *Moodle Review*
- Write a **Description** for the assignment. These are the questions and instructions for the students to follow.
- Define the **Grade** type and the **Available** and **Due** dates for submission.
- **Allow resubmitting**.
- **Save and return to course**.

Switch roles to student:

- Click on the name of the Assignment in your course home page: *Moodle Review*.

The screenshot shows the Moodle assignment interface. At the top, a breadcrumb trail reads: ITS MOODLE » edc_w03 » Assignments » Moodle Review. Below this is a text area containing the instruction: "Write a review of Moodle based on the articles you have been given." Underneath the text area, the availability and due dates are listed: "Available from: Friday, 16 October 2009, 02:25 PM" and "Due date: Friday, 23 October 2009, 02:25 PM". At the bottom of the page, there is a file upload section with the text "Upload a file (Max size: 1MB)", a text input field, a "Browse..." button, and an "Upload this file" button.

9.2 TASK: Creating an Assignment – Advanced uploading of files

Note:

Students may upload multiple files, delete files mistakenly uploaded as their assignment submission and enter notes describing their submitted files. This type also allows instructors to send files back to students in response to their submissions. These responses can add comments and/or corrections to a student's submitted file without the need for printing. Submission of this type of assignment must be manually finalized by the student by clicking on the 'Submit for Marking' button. Teachers can revert any submitted assignment back to draft form after a student has submitted a file for grading.

- Turn **editing on**.
- Select **Advanced uploading of files** from the **Add an activity...** menu.
- Type in an **Assignment name** : *Moodle Review*

- Write a **Description** for the assignment. These are the questions and instructions for the students to follow.
- Define the **Grade** type and the **Available** and **Due** dates for submission.
- Specify whether the students can delete a file before it is submitted for grading.
- Designate the number of files each student can upload (1 to 20).
- **Save and return to course.**
- **Switch roles to student.**

9.3 TASK: Creating an Assignment – Offline Activity

Note:

Grades for Moodle activities are automatically added to your gradebook. However, if you would like to add a score from activities completed outside of Moodle, you will have to create an “Offline Activity.” This will add another grade column in your gradebook. To create an offline activity, follow these steps:

- Turn **editing on**.
- Select **Offline activity** from the **Add an activity...** menu.
- Type in an **Assignment name** : *Moodle Review*
- Write a **Description** for the assignment and define the **Grade**.
- The **Available from** and **Due Date** should be disabled.
- **Save and return to course.**
- **Switch roles to student.**

Task 10. Quizzes

The **Quiz** activity module allows the teacher to design and set quizzes consisting of a large variety of **Question types**, among them multiple choice, true-false, and short answer questions. These questions are kept in the course Question bank and can be re-used within courses and between courses. Quizzes can allow multiple attempts. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show the correct answers.

Moodle’s quiz module has a large number of options and tools, making it extremely flexible. You can create quizzes with different question types, randomly generated quizzes from pools of questions, allow students to have repeated attempts at a question or retake quizzes multiple times, and have the computer score it all.

There are a number of online tutorials looking at the Quiz tool in Moodle. Check them out if you have time.

