Pove Moodle Guide

Getting Started

In order to use the college Moodle system, you have to be set as a user with teacher privileges and the administrator has assigned you to one or more empty courses with your unit code/title.

Login to POVE Moodle Portal

1. Navigate to: **resources.povewater.eu/pvle**

2. Log in using the credentials you were provided with

Setting Up Your Page

To edit a course, you need to be logged in the course as a user who has been assigned a role as a teacher (with editing rights) on that course to use most of the features below. You will find the course homepage is broken down into course sections.
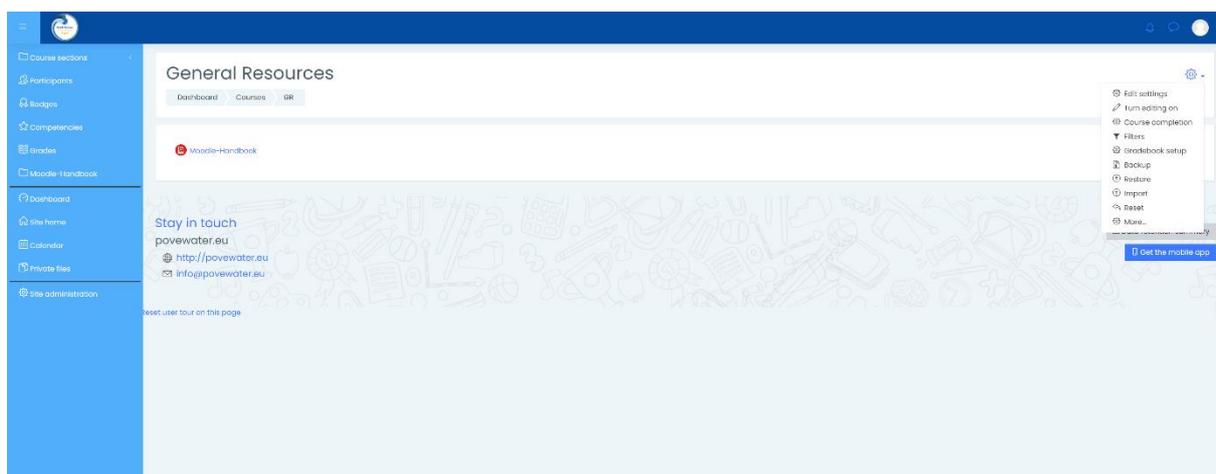
Edit Settings:

Allows the lecturer to set general course settings. From the options available it is enough to set the following:

1. **Course Description**,

summary and image

(optional).

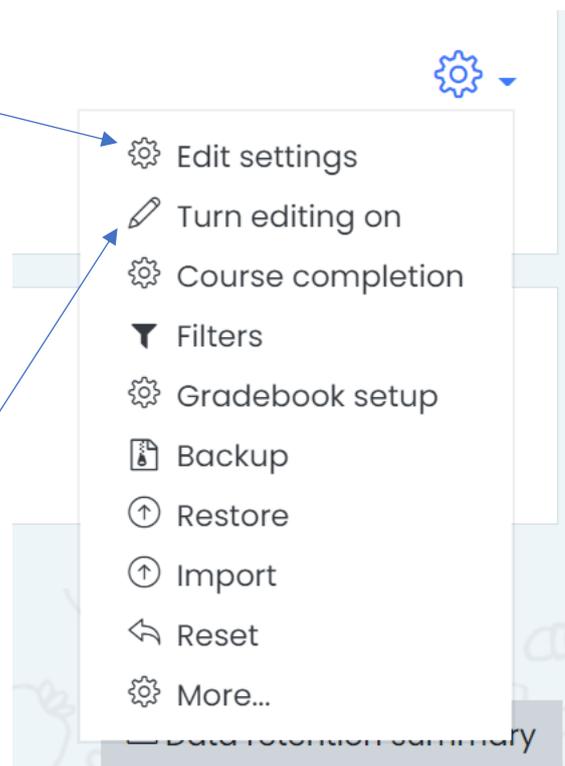2. **Course Format** (The default

format is **Flexible Sections**
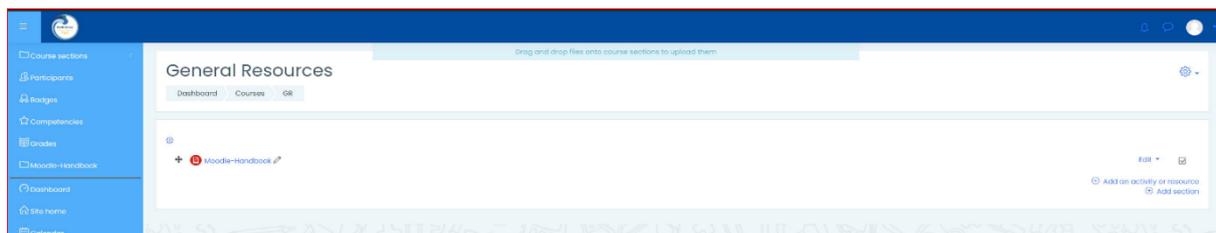
which allows for multiple

nested sections)

Turn editing on:

Allows the lecturer add, edit,

hide or delete topics, activities, resources in the course.

The example below shows a new course set up with topic sections, edit is on.

Once Edit is on, you can add new sections (+Add section) or add activities or resources (+Add an activity or resource)

How will students view your page?

You can view how your students will view your course by clicking on the dropdown beside your lecturer name at the top right of the screen, click on **Switch role to**..., and select Student
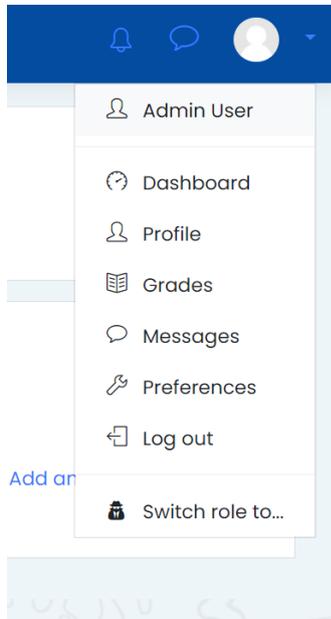
You can switch back to your normal role from the same dropdown.

Adding Activities and Resources

After adding a topic, click on Add activity or resource. You will be presented with the following options as in the figure below. By clicking on an option, you can view a description of the activity or resource.
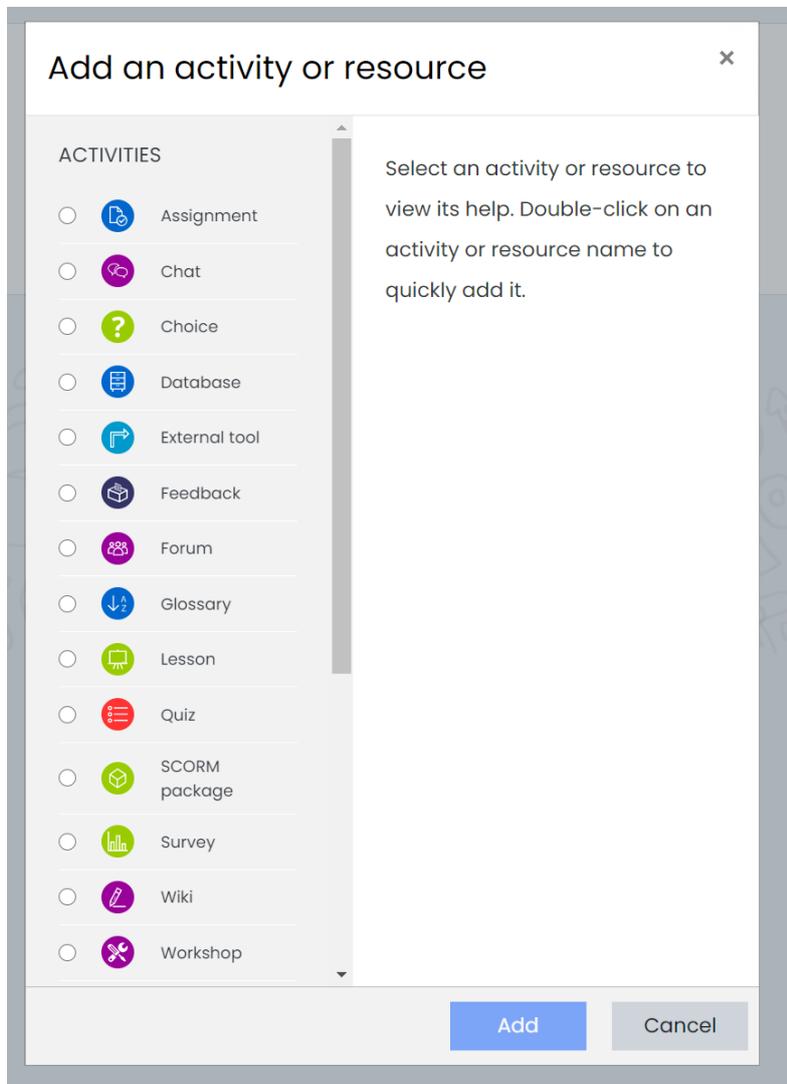
ACTIVITY MODULES

You can add a variety of activities to any topic. On the right you can see all the activities possible.

There are a number of interactive learning activity modules that you may add to your course with the "Add an activity" drop down menu.

Hereunder is a brief description of some of the activities available:

ASSIGNMENTS: Work can be uploaded and submitted by students and scored by teachers using Assignments or Workshops. Workshops such as these have several assessment options, including instructor-assessment, self-assessment, and even peer- assessment.

FORUM & CHAT: Communication and collaboration may take place using live Chats or Forums for conversational activities. These are very useful and can be monitored very easily by the lecturer. All students and teachers may join in these chats or post replies to questions in Forums.

CHOICE: The Choices activity is what we better known as multiple-choice exercise. The teacher can prepare a variety of questions with the possible answers. Then Moodle will present an exercise with random questions, which Moodle will correct and mark for you. Quite time saving. It only requires a time-investment the first time.

WIKIS: A wiki activity is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a page that doesn't exist yet. Adding Wikis to your courses is an excellent way to allow students to work together on a collaboratively-authored project.

QUIZZES: Online Quizzes offer several options for automatic and manual scoring. 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.

Feedback on performance is a critical part of a learning environment and assessment is one of the most important activities in education. As educators, we can't tell what's going on inside the heads of students, so we need a way for them to demonstrate what they understand and what they don't. A well-designed test, even a multiple-choice test, can give you critical information about student performance. If the feedback is rapid enough, it can also be a critical tool for students to gauge their own performance and help them become more successful.

LESSON activities: A lesson activity can deliver content in interesting and flexible ways. It consists of a number of pages. Each page has content and leads to another page. On any page, students can be given choices which determine the next page or be given no choice about what they see next. Question and branch table pages are the two most common types. A question page has content which usually ends with a question and shows a number of possible answers. The student's choice can be graded and determines the next page that appears. Branch tables are another type of page where students see content. The teacher can place labelled buttons below the content that students choose to move to a specific page or part of the lesson.

GLOSSARIES: Glossaries of keywords can be set up by the instructor, and can be configured to allow students to edit, add, or rate entries.

QUESTIONNAIRES: You can create simple questionnaires using Surveys and Databases that are built in Moodle.
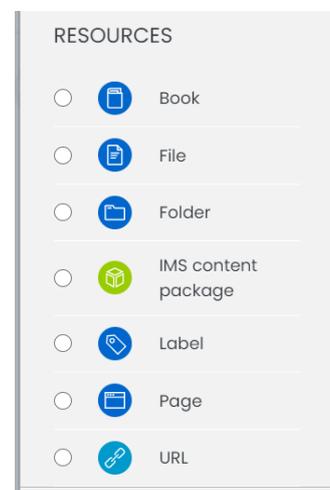
RESOURCES

Moodle supports a range of different resource types that allow you to include almost any kind of digital content into your courses. These can be added by using the "add a resource" dropdown box when editing is turned on.

Here is a brief description of some of the resources available.

TEXT PAGE: is a simple page written using plain text. Text pages aren't pretty, but they're a good place to put some information or instructions. If you are after more options for your new page, then you should be thinking about adding a Web page and making use of Moodle's WYSIWYG editor.

FILE OR FOLDER: Of course, the resource may already exist in electronic form so you may want to upload files. You may also simply display the complete contents of a folder in your course files and let your users pick the file themselves.

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

URL: Of course, the resource may already exist in electronic form so you may want to link to an external website. You may also simply display the complete contents of a directory in your course files and let your users pick the file themselves.

General advice

• Subscribe yourself to all the forums in your course so that you can keep in touch with your class activity.

• Encourage all of the students to fill out their user profile (including an appropriate photo should they wish) - this will help provide some context to their later writings and help you to respond in ways that are tailored to their own needs.

• Keep notes to yourself in the private "Teacher's Forum" (under Administration). This is especially useful when team teaching.

• Use the Logs link (under Administration>>Reports) to get access to complete, raw logs. In this section you'll see a link to Live Logs window that updates every sixty seconds and shows the last hour of activity. This is useful to keep open on your desktop all day so you can feel in touch with what's going on in the course.

• Use many reports. Reports in the Administration block, Activity Reports (next to each name in the list of all people, or from any user profile page). These provide a great way to see what any particular person has been up to in the course.

• Don't be afraid to experiment feel free to try around and change things. It's hard to break anything in a Moodle course, and even if you do it's usually easy to fix it.

• Use the navigation bar at the top of each page - this should help remind you where you are and prevent getting lost

Enrolling Participants

There are different ways to enroll Students and assign them to one or more Groups in a course.

Click on Enrolment Methods under Users in the Administration block.

Moodle has three main methods to enroll students in your course.

1. Manual enrolments

2. Self-enrolment

You are free to choose the method which you deem most appropriate for your course. For example, if you wish to enable enrolment only by means of a password (which you set yourself and supply only to your students) you may **switch on self-enrolment** and switch off auto enrolment. This restricts access to anyone who is not in possession of the password. You may also enable enrolment for a short period, hence reducing the chance of anyone else to access the course.

Enrolment methods

Click 'gearwheel' icon to edit settings for an enrolment method.

Click 'eye' icon to enable or disable an enrolment method.

Name	Users	Up/Down	Edit
Manual enrolments	1	↓	
Self enrolment (Student)	0	↑ ↓	
Auto enrolment	1	↑	

Add method Choose...

Update enrolment

SELF Enrolment:

You may choose to ask the students to enroll themselves to a course, using a given password or "enrolment key" This saves you a lot of time and places more responsibility on students to enter your course.

1. Click on the Enrolment Methods under Users in Administration panel of your particular course.

2. Click on the 'gearwheel' icon next to Self enrolment option. You will be presented with the

following options:

a) First we need to set the "enrolment key". Click on the option Enrolment key and type in your desired key. Having set an enrolment key, give it out to the students. The student will need to enter this enrolment key THE FIRST TIME he tries to log into your course only. You can change the key or disable self-enrolment to disable the self-enrolment system.

b) You can also set limits to the enrolment period by setting a Start Date and End Date within the settings screen.

c) Once finished from these settings, click on the Save Changes button at the bottom of the screen. If you need any further assistance with any of the options on this screen, you can click on the question mark icon next to each field.
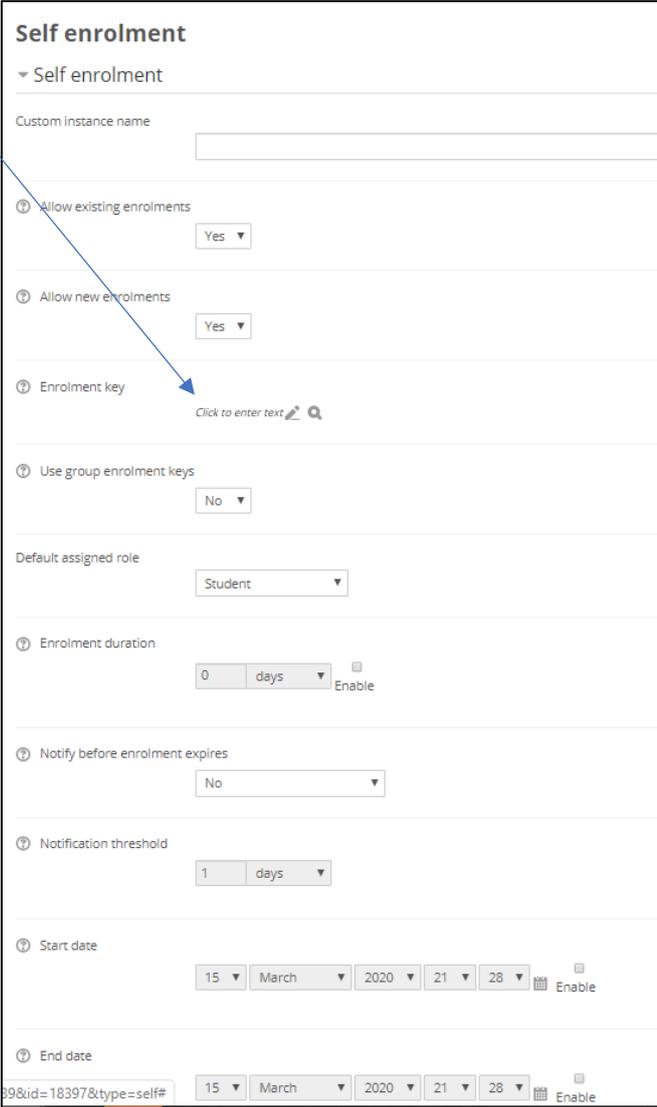
Self enrolment

▾ Self enrolment

Custom instance name

⑦ Allow existing enrolments
Yes ▾

⑦ Allow new enrolments
Yes ▾

⑦ Enrolment key
Click to enter text 🖉 🔍

⑦ Use group enrolment keys
No ▾

Default assigned role
Student ▾

⑦ Enrolment duration
0   days ▾   ☐ Enable

⑦ Notify before enrolment expires
No ▾

⑦ Notification threshold
1   days ▾

⑦ Start date
15 ▾ March ▾ 2020 ▾ 21 ▾ 28 ▾ 📅 ☐ Enable

⑦ End date
15 ▾ March ▾ 2020 ▾ 21 ▾ 28 ▾ 📅 ☐ Enable

89&id=18397&type=self#

Forums

Forums (or Fora) are really common on the internet and incredibly useful. A forum is a software application that allows a person to make a statement, give a point of view, give advice or ask a question. The original entry is the start of something called a thread.

Other people can reply to this thread and others can reply to the original entry or to one of the responses. Anyone else can optionally rate (give a score/opinion) on the quality of any entry.

You can imagine that you can quickly build up a complicated 'tree' like structure of questions and replies. Some of the most common uses of forums are computer questions and answers, gossip about celebrities and opinions on popular culture. So how is this of use in education?

This activity can be most important in terms of helping learners construct new knowledge - it is here that discussion among participants and teachers 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 for 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. Forum setup properties include:

- How students are allowed to post to a forum
- Whether subscription is forced
- Maximum size of attachment upload
- Whether posts can be rated and by whom, the type of rating scale used and how students can view these ratings, and a time period in which ratings can be applied.

HOW TO:

1. Log on moodle and open your course
2. Turn Editing On
3. Select "Forum" from the drop down menu Add An Activity and the Forum Settings are shown.
4. Choose Forum type.

   There are five forum types to choose from:

   a) **A single simple discussion** - A single topic discussion developed on one page, which is useful for short focused discussions (cannot be used with separate groups)

   b) **Standard forum for general use** - An open forum where anyone can start a new topic at any time; this is the best general-purpose forum

   c) **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though); this is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these

d) **Q and A Forum** - Instead of initiating discussions participants pose a question in the initial post of a discussion. Students may reply with an answer, but they will not see the replies of other Students to the question in that discussion until they have themselves replied to the same discussion.

e) **Standard forum displayed in a blog-like format**

5. Choose other settings accordingly and click on Save Changes

   Hands On: Try creating a new forum for student difficulties. It is incredible how this works! Try posting comments yourself.

HAND'S ON (1): ADDING A WEBSITE LINK

1. Prepare an address of a website that you intend adding as a resource in moodle.

2. Open your moodle page and switch on the Editing On button.

3. Add a Link to a file or website.

4. Fill in the Name and Summary

5. Add the website address in the Location section. You can easily use copy & paste.

6. Save Changes

HAND'S ON (2): UPLOADING A FILE

1. Prepare 1 document (Word Documents, PDFs or PowerPoint File) on your computer, and put them on your computer's desktop

2. Open your moodle page and switch on the Editing On button.

3. Click on **Add Activity and Resources** and choose the **File** option under the Resources section.

4. Try adding one of the files that you prepared on your desktop to moodle.

5. Fill in the Name and Summary.

6. Upload the file using the procedure described in the above notes.

7. Save Changes

HAND'S ON (3): ORGANISE FILES IN FOLDERS

1. Prepare a number of documents (Word Documents, PDFs or PowerPoint Files) on your computer, and put them on your computer's desktop (say 3 files)

2. Open your moodle page and switch on the Editing On button.

3. Click on the **Add Activity and Resources** and choose the **Folder** option under the Resources section.

4. Choose a name for your folder and add your files under the Content section.

5. Select other options as you wish and Save.

FURTHER READING:

Teaching with Moodle - inspiring links

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

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

Teaching FAQ - common questions https://docs.moodle.org/38/en/About_Moodle_FAQ

Student FAQ - students have questions about technology?
http://docs.moodle.org/en/Student_FAQ