User’s Guide

How to develop and teach courses in Moodle
Topic 1 – Accessing Durack Institute’s Moodle site

Go to: http://durack.moodlesites.com

You can also access Moodle from Durack Institute’s web site and internally from the Intranet Support Systems dropdown menu.

**Tip:** However you initially get there, save the Durack Moodle site address in your favourites, so you can always go directly there.

You must already have a Moodle account created to be able to log in. Please contact Durack’s Moodle Administrator (Cheryl Galloway) to get a Moodle account.

![Durack Institute of Technology](image)

Log in using your ASRI default login (e.g. 05galloc and galloc1)

When you first log in, click your name (next to the Login link) to update your ‘profile’.

Click the ‘Edit profile’ tab. Make sure your email address and other details are correct, you can also upload your picture or avatar and change your password etc.  
**Note:** Always ensure your students also do this when they first log in to their Moodle course, as they are initially assigned a default generic password and may have also been given a ‘dummy’ email address when their account was created.

![Edit profile](image)

**Note:** You can also set up Moodle courses to allow guests (anyone) to enter without a login, or with an enrolment key that you assign and control.

You can access all the Durack **Staff Professional Development** and **Student support resources** Moodle resources by logging in as a guest, meaning no username or password is required.

**Note:** **Student’s Moodle login** is 05 + their **Student ID number** (e.g. 051012345) and **password** as their initial password (which they will be prompted to change when they first log in).
Topic 2 – Setting up and customising a Moodle course

Please contact Durack's Moodle Administrator (Cheryl Galloway) to get Moodle courses created. You can choose to have a copy of Durack's Moodle template, that already has some helpful bits added, or you can have a completely blank course and start from scratch. Alternatively, you can copy an existing Moodle course and then customise it.

When you first enter a new blank Moodle course, it will appear like this. It has no content or activities and no participants.

Regardless of what type of Moodle course you start with follow the instructions below to get started:

1. Click on the ‘Settings’ button in the Administration block.
2. Customise the settings for your course to suit your requirements.
3. You can set your course up as weekly / topics / SCORM / social formats etc, as well as choose how many weeks / topics you want to have. You can also set what content you want to make available and who can have access (e.g. allow guest access).
   **Note:** You can change any of these settings again at any time.

When you have finished editing your course Settings, click the ‘Save changes’ button at the bottom of the page.
This is an example of how a typical Moodle course homepage can be set out. You decide how you want your course to look and use the ‘Settings’ tools to customise it to suit your client group.

**Blocks:** Each course homepage initially contains blocks on the left and the right side, with the centre column containing the main course content. Blocks may be added, hidden, deleted, and moved up, down and left/right when editing is turned on (see Page 9).

**Tip:** If you move all the blocks to the left of the page, as the example above illustrates, you will have more space for your course contents.

Many different block types are available to the ‘teacher’ (*the lecturer’s Moodle role*) to enable them to provide additional information or functionality to their learners. The standard blocks that come with Moodle are shown on the right.

**Administration:** A teacher with editing rights will also have a course administration block. This is an important tool for the teacher. It has sub menus for course: Backup; Restore; Assign roles; Grades; Reports/activity logs; Files and the useful course Settings.

A student’s (*the learner’s/participant’s Moodle role*) course administration block typically only has the Grades and Profile options available.

### Navigating around in Moodle

To get back to your course homepage, always use the **breadcrumbs** in the top left corner of the screen and click on the short name for your course:
Topic 4 – Adding students and other teachers into your course

**Important Note:** Before you can add another teacher, or any students into your Moodle course, they must firstly have a Moodle account created. Please provide the IT team or email helpdesk with the staff member’s details (if they don’t already have a Moodle account) or for your students, a list of the first and last name, the student ID number and email address (if known) for each student in your class / group.

**Note:** The process outlined below is for adding students, but it is exactly the same for adding another teacher, just click on the ‘Teacher’ role instead.

Click on ‘Assign Roles’ in the Administration Block.

Click on ‘Student’

Select your students from the list of users in the database in the right hand window, and then click the ‘Add’ button to enrol them in your course.

**Note:** If you hold down the Shift key as you click on each student’s name, you can highlight and then add all your students at once.

You can also set the Enrolment duration, or just leave it on the ‘Unlimited’ default.

To get back to your course homepage, use the breadcrumbs in the top left corner of the screen and click on the short name for your course.
Topic 5 – Adding resources and activities to your course

Firstly, click the ‘Turn editing on’ button in the top right hand corner of the page.

**Note:** You have to be a Teacher of the Moodle course in order to turn editing on and off. Students and Non-editing teachers will not be able to do this.

Your screen will change to editing mode as shown below and you are now ready to add resources and activities to your course.

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**Quick Icon Reference**

These are the main Moodle icons that you will need to use to develop and manage your course:

<table>
<thead>
<tr>
<th>Icon</th>
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<th>Icon</th>
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</tr>
</thead>
<tbody>
<tr>
<td>🔄 Edit item</td>
<td>Close/Hide item</td>
<td>✗ Delete/Remove</td>
<td>⇧ Move (up/down)</td>
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</tr>
<tr>
<td>🗓️ See all weeks/topics</td>
<td>Open/Show Item</td>
<td>➔ Indent/shift right</td>
<td>➔ Move here</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>🔍 See one week/topic</td>
<td>Help</td>
<td>🕵️‍♂️ Make Current (highlight) week/topic</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Note:** Some icons (marked with an *) toggle. For example, the open eye indicates that the resource is visible to students, while clicking it changes it to a closed eye, making it invisible to students.

When you have an empty course, there are no activities in the Activities block:
As you populate your course with resources and activities, the *Activities* block will list them:

**Add a resource**: 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 menu when editing is turned on.

A text page is a simple page written using plain text from a link in the course. Text pages aren’t pretty, but they’re a good place to put some information or instructions. If you are after more options, you should compose a web page and make use of Moodle’s WYSIWYG (what you see is what you get) text editor.

*Note:* If you want to copy existing text from sources such as a Microsoft Office Word® document or a PowerPoint® presentation into the Moodle WYSIWYG editor, it is best to first paste your text into Notepad, which will strip out any existing formatting, and then paste the text from Notepad into Moodle. Reformat your text using the text editor tools in Moodle.

You may prefer to link to an external website, or upload files, where your resources already exist in electronic format. You can also display the complete contents of a directory in your Moodle course files and let your students pick files themselves.

*Note:* Where possible, convert any files to PDF before uploading them to Moodle. They will be quicker to download, more stable and accessible from other devices, such as mobile phones. Your students can download Adobe Reader® for free from: [http://get.adobe.com/reader/](http://get.adobe.com/reader/) Direct them to this link in the ‘An introduction to Moodle’ Student support resource on the Durack Moodle site homepage.

**Helpful Tip:** Before you start uploading files into your Moodle course, make sure you organise your folder structure so it will be easy to locate your files as your course starts to ‘grow’. In the Administration Block, click on ‘Files’ then click the ‘Make a folder’ button. Create separate folders for files such as images, assessment plans and tools, handouts, PowerPoint® presentations, etc.

If you have any YouTube videos, SCORM or IMS content packages (e.g. learning objects from LORN, or eXe resources) these can also be easily added to your course ([see Topics 8, 9 & 10](#)).

Labels allow you to add more information between the activity or resource links in your course.

**Add an activity**: There are a number of robust interactive learning activity modules that you may add to your course with the ‘Add an activity’ dropdown menu. If required, some or all of these activities can push information to a course grade book ([see Topic 14](#)).

Communication and collaboration may take place using live Chats or asynchronous discussion Forums for conversational activities. You can also use Choices to gain group feedback. Adding Wikis to your courses is an excellent way to allow students to work together on a collaboratively-authored project.

Work can be uploaded and submitted by students and scored by teachers using Assignments or Workshops. These modules have several assessment options, including instructor-assessment, self-assessment, and even peer-assessment. Online Quizzes offer several options for automatic and manual scoring.

Lessons and SCORM activities deliver content and offer ways of individualizing your presentation based upon a student's choices. Glossaries of keywords can be set up by the Teacher and can be configured to allow students to edit, add, or rate entries.

Surveys and Databases can also be useful additions to a course.
Topic 6 – Populating your Moodle course

The following activities will help you to “populate”, or get some content into your Moodle course.

Activity 1 – Create a course introduction
With editing turned on go to the top section in the centre (course content) column. You could include some information about your course, some images and / or a welcome message here.

Click the edit icon. This will open the WYSIWYG editor.
- Write an introduction to your course using the Heading and Normal text options.
- Insert a picture by clicking the Insert Image icon, browsing to the image location and then uploading the file. (Follow the same instructions as for uploading files, illustrated below.)

Tip: Don’t forget to include an appropriate ‘alt text’ tag for the image.

Activity 2 – Add resources by uploading files
Follow the step-by-step instructions below to add some examples of the following types of resources:
- A Microsoft Office Word® document and PowerPoint® presentation
- A PDF file Note: where possible, convert all your files to PDF before uploading them to Moodle. They will be more stable and quicker to download.
- Link to a web site – e.g. Worksafe or YouTube (use the same instructions as for adding a file, but you have to firstly locate the web site address and paste it in the Location box).

Step 1: Click ‘Files’ in the Administration Block and click the ‘Make a folder’ button to create your folder structure (e.g. Images, Handouts, Assessment documents, etc).

Step 2: Click the ‘Upload a file’ button and browse to the location of the files you want to add. Once they are uploaded into your Moodle course you can easily add them where you want within the course using the instructions below.

Step 3: Select Link to a file or web site from the Add a resource dropdown menu

Step 4: Give the resource an appropriate name and click Choose or upload a file. From within the appropriate folder select the file you want to add and click Choose.

Step 5: Generally you would select New window (how the file will open) from the dropdown menu and then click the Save and return to course button. You’re done!
Activity 3 – Add a Forum, Chat and Glossary to your course

Use the instructions below to add the following activities:
- Forum; Chat; Glossary (use the same process as the Forum instructions for each one)

**Step 1:** Select ‘Forum’ from the ‘Add an activity’ dropdown menu.

**Step 2:** Give the Forum a name and a description and select all the other appropriate options.  
*Tip: when in doubt, go with the default settings.*

**Step 3:** Click on the ‘Forum’ link in the Activities block on the course homepage and add a discussion topic to the forum.

*Note:* You can also set up Categories in the Grade Book to enable your student’s postings to be recorded as course participation, or even count towards their overall assessment for the course. *(See Topic 14 for more about Grades and Categories.)*

Activity 4 – Add and customise blocks

1. Add new blocks and use the 🌟 or 🔍 icons to turn them on/off
2. Use the ➔ and ↑ arrows to move blocks around on the homepage
3. Add a Calendar block, use the ↑ arrow to move the Calendar to the top of the Blocks and the ← arrow to move the block to the left side of the page. To add a new event, click the ‘month/year’ link at the top of the calendar and click the ‘New Event’ button. Select the type of event you want for your course (generally ‘Course’ or ‘Group’ events), and then fill in the details. Click the ‘Save changes’ button and return to the course to see your new event appear on the calendar and listed in ‘Upcoming Events’.  
*Tip: This is a great tool to help your students stay on track with their assignment due dates and other course requirements such as work placements, block release dates and field trips etc.*

4. Add a Blog block and explore the different settings and ways you can use the blog tools.
Topic 7 – Adding a menu for your course topics

As your Moodle course content grows you may end up with a “scroll of death” situation where users have to scroll down through numerous weeks or topics to get to the information they want. There are several ways you can improve this and make your Moodle course much more user-friendly.

**Hiding sections (a Teacher function)**

Firstly, the simplest way is to use the eye icon to hide all the other weeks or topics, apart from the ones you want the students to work on.

**Toggling sections (a user function)**

If you would prefer to allow students to access all the course materials as required, then you can show them how to toggle the sections, so only the week or topic they need to access is visible in their course. To do this you click the square in the top right corner of the section that you want to see. Note: The Topic / Weekly Outline section at the top of your course will always appear, even when other weeks / topics are hidden.

To make all the other weeks or topics visible again, just click the same square.

**Course and Topic menus (using internal hyperlinks)**

If your Moodle course has quite a bit of content, you could also consider creating a menu so users can use hyperlinks to easily jump between sections within your course. You can either set up the menu using a Course Menu block, or you can add the menu to the top Weekly / Topic Outline section of your course (or anywhere you want it situated). As examples, the Durack Cool Tools for E-learning staff professional development Moodle course uses a menu in a Course Menu block on the left side. It also has hyperlinks at the bottom of each section to enable the user to conveniently jump back to the top of the course. Alternatively, the Durack Moodle Study Skills student support resource has a menu with hyperlinks to each section from the top Weekly / Topic Outline section.

To set up a menu it is easier to have two instances of your Moodle course open at the same time.

Open the text editor in your preferred style of menu (a block or in the week / topic outline section) and type in the title for Topic 1. Now select and highlight this text and click the ‘Insert web link’ button to open the web link window.

Next go to the other instance of your Moodle course and toggle to show only Topic / Week 1 (as illustrated above). Right-click and select ‘Copy Link Location’ or ‘Copy Shortcut’ (depending on your browser) for this topic.

Go back to the Insert Link window in the original Moodle course instance and paste the shortcut link into the URL box. Give the link an appropriate Title (e.g. Click here to go to Topic 1). Keep the Target as None and click the OK button and then click the 'Save changes' button. You will now have a link from the course menu directly to the topic / week section.

**Tip:** You can also use this same process to add a ‘Back to Top’ link at the bottom of each section. Just copy and paste the Moodle course address (from the browser address bar) into the Insert Link URL box. (The address will look like this: http://durack.moodlesites.com/course/view.php?id=70)
Topic 8 – Moodle and the Learning Object Repository Network

The SCORM functionality in Moodle allows you to upload pre-existing SCORM or IMS-compliant Learning Objects. A variety of websites offer SCORM-packaged Learning Objects for download and use, including the Australian Flexible Learning Framework’s Learning Object Repository Network – or LORN (http://lorn.flexiblelearning.net.au).

Note: There is also a direct link to LORN on the Durack Moodle site homepage.

A Learning Object can be defined as a self-contained, re-usable digital resource and can be anything from a Flash-based activity, to a series of bundled HTML pages, to an activity in a Microsoft Office Word® document.

To download a Learning Object from LORN, first open the LORN web site at http://lorn.flexiblelearning.net.au.

To the left of screen is a keyword search textbox. You can search the repository by using keywords from a unit of competency, qualification or training package – whatever suits your requirements. For example, you may search for Learning Objects focussed on Communicate in the workplace or similar.

When you have entered your keywords into the Search box, click the orange arrow:

After a few seconds, any matching Learning Objects should appear in the centre of page. Find the most suitable for your context and click the title.

A new screen should appear with a Download button. Click this button to download a .zip file and save it to your computer. This .zip file is your SCORM-packaged Learning Object.

Note: At no point do you need to unzip the .zip file. The SCORM capabilities within Moodle will ‘deploy’ (unpack) the file automatically after you have uploaded it.

With your Learning Object saved to your computer, the first step you’ll need to take in your Moodle course is to Turn editing on. You can do this via the ‘Turn editing on’ button at the top right of screen, or the ‘Turn editing on’ link in your Administration block.

 Decide where you want to make your Learning Object available. This could be in any part of course, either in a particular week, or in a specific topic.
When you have selected your area, choose the Add a resource… option within it. From the menu that appears, choose ‘Add an IMS Content Package’.

**Note:** You can also import LORN objects via the SCORM/AICC option available under ‘Add an activity’. This is useful when working with Learning Objects that have gradable functionality, or can integrate with your Moodle student management functions. However, very few LORN Learning Objects have this capability, therefore using the Add a resource… option is generally more suitable.

**Name**
You need to give your Learning Object a name. This is the text that will appear as the Learning Object link in your Moodle course.

**Summary**
Provide a brief overview of the Learning Object contents. You can also include outcome details, media types etc.

**Add an IMS Content Package**
This is where you will upload your Learning Object into your Moodle course. Click ‘Choose or upload a file’.

When the new window opens, click the ‘Upload a file’ button in the lower right of the window.

When the window reloads, click the ‘Browse’ button to locate your Learning Object on your computer.

Once you’ve located your Learning Object, click ‘Upload this file’.
Once your file has uploaded, you should receive a *File uploaded successfully* message.

The next step is to click the ‘Choose’ link for your Learning Object. This will take you back to your main options screen. All that remains is to set the Window and Parameters of your Learning Object.

**Window**

You can choose to have your Learning Object open within the same window as your Moodle course or in a new window. The *New* window option means the actual Moodle course will still be available in the original window (*this is the recommended option*). If you do choose to have it open in the *Same* window, students will have to realise that they have to use the Internet browser to go back to the main content of the Moodle course (*which can be confusing*).

**Parameters**

The *Parameters* section governs how your Learning Object is presented. Choose from having a menu or table of contents on the side of your Learning Object (useful if there is more than one page within the object and the content isn’t necessarily sequential) as well as navigation buttons (a must for any Learning Object with more than a single page of content). Some choices will cancel out others – for example, having a *Navigation side menu* rules out the need for a *Table of contents* - therefore the options are removed.

**Common module settings**

This determines whether your Learning Object will be visible to students immediately. Alternatively, if preferred, you can choose *Hide* and reveal the Learning Object at a later date.

If you wish your Learning Object to be marked, you can provide its own *ID Number* in order to make it easier to track multiple resources.

Finally, your Learning Object needs to be ‘deployed’. Click the ‘*Save and display*’ button at the bottom of screen.

A screen will inform you that the Learning Object needs to be deployed – this will need to happen before students or teachers are able to view the object. Click the *Deploy* button to finish the process.

When Moodle has instructed you that the Package has loaded, your LORN Learning Object is now ready to use!
Topic 9 – Moodle and importing DIY learning objects

Do it yourself learning objects
There are many programs available such as eXe or ARED that make it very easy for you to develop your own e-learning resources without needing any knowledge of HTML. They can be used to develop learning content and / or assessments that can then be up-loaded to Moodle. You can also use programs like Hot Potatoes to develop quizzes that can be imported into a question bank in Moodle. If you develop and import SCORM compliant learning objects Moodle will also be able to grade the activities (see Topic 14 for more about Grades).

Adding an eXe resource

1. **In eXe**, when you are preparing to export your completed eXe resource click the *Properties Tab* in the Outline pane (window) and complete the information in each of the fields in the *Package, Metadata and Export Tabs.*
2. Make sure you select SCORM 1.2 format in the *Metadata Tab*
3. Don’t include Previous / Next links in the *Export Tab* (it works much better if you just use the navigation options in Moodle)
4. Next, go to File > Export > SCORM 1.2

**Note:** Saving your eXe resource in a SCORM format produces a better final product, but eXe resources are not necessarily intended for assessment or grading purposes.

The zipped up learning object is now ready to be imported into Moodle. Your original eXe project will still have an .elp file extension, however the exported eXe resource will now have a .zip file extension. **Note:** At no point do you need to unzip the .zip file.

5. In the area in your Moodle course that you want the eXe resource to be located select *Add a resource...* and from the menu that appears, choose ‘Add an IMS Content Package’.

Now just follow the same procedure as for uploading a LORN object in Topic 8:

6. Click ‘Choose or upload a file’. When the new window opens, click the ‘Upload a file’ button in the lower right of the window.
7. When the window reloads, click the ‘Browse’ button to locate your zipped up eXe resource on your computer.
8. Once you’ve located your eXe zip file, click ‘Upload this file’.
9. Once the file has uploaded, you should receive a *File uploaded successfully* message.
10. The next step is to click the ‘Choose’ link for your eXe resource. This will take you back to your main options screen.
11. Now you just need to set the Window and Parameters for your eXe resource. It is generally best to select ‘New window’ and preferably resize the window width and height to around 1000 x 800 pixels, so that the eXe resource is completely visible in the new window.
12. Select Yes for both the *Navigation side menu* and *Navigation buttons*.
13. Finally, your eXe resource needs to be ‘deployed’. Click the ‘Save and display’ button at the bottom of screen.

14. A screen will inform you that the resource needs to be deployed. Click the *Deploy* button to complete the process.
15. When Moodle informs you that the Package has loaded, your eXe resource is ready to use!
Topic 10 – Embedding You Tube videos and other resources

With a growing number of Web 2.0 and Web 3.0 tools and services available, it has become easier to integrate and embed external content such as videos, slide show presentations and RSS feeds into your Moodle course. Websites such as You Tube, Flickr, Slideshare and other such services provide all the information and code you need to feed content from their websites into your own course, generally with a click or a simple copy and paste.

By adding video, audio, images, RSS feeds and other dynamic content to your course, you can make your materials more engaging and relevant for your students. Whilst an embedded resource will appear on the Moodle page, it has not been ‘downloaded’, but instead is linking directly to the web site. Embedding a resource avoids any copyright infringement issues and also ensures that if the original resource is updated, your resource will also remain current.

Adding these rich media to your course begins by looking for the word Embed on a website. The Embed part of the service will generally offer a section of HTML code that you simply copy and then paste into a HTML link in your Moodle course. That’s all there is to it!

Firstly, you need to find resources to embed in your course. Some good places to start looking are:

- You Tube [http://www.youtube.com](http://www.youtube.com)
- Teacher Tube [http://www.teachertube.com](http://www.teachertube.com)
- Slideshare [http://www.slideshare.net](http://www.slideshare.net)
- ScreenToaster [http://www.screentoaster.com](http://www.screentoaster.com)

The embedding process is generally the same, so I’ll use You Tube as an example:

The first step is to go to You Tube and identify a video that you want to embed. As well as the Embed code there will also be other information on the You Tube video web page, such as the video owner’s details, the date and description and the URL. Note: URL and Embed can sometimes be disabled by the video’s owner. If you find a video that has no embedding code, you won’t be able to embed this video in your Moodle course.

Next, in your Moodle course, with editing turned on, click the edit icon in the section where you want your video to appear. This will open the WYSIWYG editor. Click the <> button, which will convert the editor to HTML text mode. You are now ready to insert the You Tube video embed code.

The third step in embedding your video is to go back to the You Tube video web page and click in the Embed text box. This will highlight a line of code and reveal some display options.

You can use these options to change the video ‘screen’ size and the border colours, or include the links to associated videos etc.

When you are happy with your settings, right-click and copy the code provided in the Embed text box. Now go back to your Moodle course and paste the code into the text editor, then click the ‘Save changes’ button. That’s it, you are done! Your video will appear as in the image below and can be played directly from within your Moodle course.
Tip: Keep the You Tube page open so if you are not happy with how the video displays in Moodle you can easily go back and change any settings and then just re-paste the new embed code in your Moodle course using the same process as above.

Note: Students accessing your Moodle course on-campus will not be able to play any You Tube videos themselves whilst using the Durack Student Computer Network. Lecturers will need to show the You Tube videos to the class using their Durack Staff Computer Network login.

This will not be an issue for students off campus, as they will have their own unblocked access to all web sites.

Embedding an RSS feed

RSS (Really Simple Syndication) is a way of keeping up to date with a web site’s content without having to visit the site itself. News sites, blogs, communication tools and other web services often have RSS ‘feeds’, meaning you can receive the content of numerous sites and access it all from a single place, rather than having to go to each individual web site to get the latest updates. You can embed these feeds into Moodle and have automatically updated content fed directly into your course. The latest industry news, articles, blog posts and such will then be fed into your course whenever the original website is updated.

To embed an RSS feed, firstly, in your Moodle course with editing turned on go to Blocks and Add…. and from the drop down menu select Remote RSS Feeds. Click the link for ‘configure the block and display the RSS feed’.

Next you’ll need to find a web site with an RSS feed that you want to use. Nearly all blogs and many information-based web sites have this capacity. When looking through a web site, look for terms such as news feed, RSS and Subscribe. The feed itself should look like a normal hyperlink.

Tip: Also keep an eye out for the orange RSS icon that signifies an RSS feed is available.

Once you’ve found the RSS feed link on the web site, copy it by right-clicking the RSS link or icon and select ‘Copy Link Location’ or ‘Copy Shortcut’ (depending on your browser).

Now go back to Moodle and click the ‘Manage all my feeds’ tab at the top of the window and paste your copied RSS feed link into the Add a news feed URL box. You can also add your own title, or just use the one supplied by the feed. (You can change the title any time.) Click the Add button and then the (continue) link. Go back to the ‘Configure this block’ tab at the top of the window and click the check box next to name of the feed that you want to add. Make any adjustments to the settings for the feed and then click the ‘Save changes’ button. Your RSS feed will now appear in your course!

Tip: Use the ⇩ ↑ arrows to move the RSS Feed block anywhere on your Moodle page.
Topic 11 – Adding Assignments

There are four assignment types:

- **Advanced Uploading of Files:** This allows each student to upload one or more files in any format. As the teacher, you can also upload one or more files for each student, either at the start or in response to their submission. A student may enter notes describing their submitted files, progress status, or any other relevant information.
- **Upload a Single File:** This allows each student to upload a single file in any format, including a ZIP file.
- **Offline Activity:** This is useful when the assignment is performed outside of Moodle. It could be something face-to-face or on paper. Students can see a description of the assignment, but they can’t upload any files.
- **Online Text:** This allows students to input text online. You can grade the assignment online and, if necessary, add inline comments or changes.

Click on the ‘Add an activity’ dropdown menu. Select ‘Assignments’ and then ‘Online text’.

Add the assignment details to all the fields in the ‘Adding a new Assignment’ window, you can also select the grade; when the assignment is available; if re-submitting will be allowed; if you want to be emailed when assignments are submitted etc.

**Tip:** If you are ever in doubt about any settings, just use the Moodle defaults.

When complete, click on the ‘Save and display’ button.

[Diagram of Adding a new Assignment window]

[Diagram of adding activity dropdown menu]
Topic 12 – Adding a Quiz

Where possible, add categories and scales before adding quizzes (see Topic 14). That way the categories and scales you have added will appear when you add the new quiz, which helps to keep your course content more organised.

Click on the ‘Add an activity’ dropdown menu. Select ‘Quiz’.

Add the quiz details to all the fields in the ‘Adding a new Quiz’ window. You can also specify details such as when you want the quiz to open and close; time limits; the number of questions per page and if you want the questions to shuffle; how many attempts will be allowed; the grading method; if a password is required etc. Don’t forget, if you are not sure about any of the settings, just stick with the Moodle defaults.

When complete, click on the ‘Save and display’ button.
The next step is to add questions to your Question Bank.

- On the course homepage, click on the Quiz link, this will open up the Question bank window.
- You can import questions, or you can create your own questions such as Multiple Choice; Matching; Essay; True/False etc.

When you have added your questions to the Question bank, select the questions and click the ‘Add to quiz’ button and when you have finished click ‘Save’ and return to the course homepage.

Tip: If you want to learn more about creating quizzes and importing questions there is detailed information and instructions in the Using Moodle Guide that is available online from:

http://download.moodle.org/docs/en/using_moodle_2e.zip

Note: This is a very comprehensive 270 page manual which you can download and save to your computer as a PDF for future reference. Please try to avoid printing the whole guide!
Topic 13 – Student Activity Reports

Group Activity Reports

Turn on the block ‘Recent Activity’. Click on ‘Full report of recent activity’

Change the date and click on the ‘Show Recent Activity’ button

Individual Activity Reports

Click on ‘Participants’ (or Students) in the People block.

Select a name from the list of participants/students.

Select the ‘Activity Reports’ tab to view that person’s activity in Moodle.
Topic 14 – Using the Grade Book for your Assessment Records

About the Moodle Grade Book
Many assessments in Moodle will be imported as ready-made SCORM compliant activities, for example some learning objects from LORN or resources developed using programs such as Hot Potatoes etc (see Topics 8 & 9). The grades for this type of assessment are either set when the resource is developed and packaged, or when it is loaded into Moodle. When the assessment is uploaded as a SCORM activity, as students complete the assessment the results will automatically appear in the Grade book. This enables lecturers to track students’ progress and easily keep records of all their assessment results. Students can also monitor their own Grades in Moodle.

The Grade book also collects items that have been set up to be graded from the other assessment activities included in Moodle, for example Quizzes, Assignments, or even Forum postings. This means you can view and edit the items, as well as sort them into categories and calculate assessment results in various ways. When you add an assessable item to your Moodle course, the Grade book automatically creates space for the grades that will be produced and then adds those grades (results) as they are generated.

Note: The Grade book in Moodle can replace your manual assessment results records. Grades can be exported as files such as Excel spreadsheets, but they do not sync with the ASRI system. Results from the Moodle grade book must still be entered into ASRI manually.

Tip: A detailed resource on Grades can be found at: http://docs.moodle.org/en/Grades_FAQ

Using the Grade Book

To access the Grade book, click on ‘Grades’ in the Administration block.

This is an example of a Grade book report.

The Grade book report lists all the students and their cumulative results for each of the gradable activities. You can also click on the title for each individual activity and open up a detailed report showing when each student completed the activity, how long they took, the results for each question (if applicable) and their final result, or grade. Alternatively, if you click the green ‘Grades’ icon next to student’s name, you can get a detailed report for all assessment activities completed by that individual.
Exporting student results from the Grade Book

Go to the Grade book and then use the drop down menu options and choose an action.

You can export the whole Grade book (your assessment results record) as an Excel spreadsheet, or other file type. You can also export an individual report for each student in the group.

Setting up and customising the Grade Book

Below is an example of a Grade book set up with two grade categories and five grade items.

**Tip:** You should set up the category names to match your assessment plan. In this example the grade categories are for Element 1 and Element 2. The grade items are the actual assessment activities that are being graded.

This example shows that the two grade items, (Glossary and Chat) are graded using a scale (Participate, Did not participate). Two other grade items (Hot Potatoes Crossword, E-Learning Quiz) are graded with a percentage. The final grade item, (Your online course) is also marked using a scale (Not submitted, Resubmit, Not Complete, Complete).

Grades page with **editing turned off**:

Grades page with **editing turned on** and the range of drop down menu options available:

**Points to note:**

1. Whatever grade system you plan to use, you must always ensure your assessments comply with the AQTF and your qualification and unit requirements.
2. There are numerous ways to grade your students, but in the beginning it is best to try and keep your Grade book as simple as possible.
3. Each student can also access their own Grades (assessment results) in Moodle at any time.
4. Grade items (assessment tasks) can be added manually by going to 'Grades’ (Administration block) and using the drop down menu options (see the image above), select ‘Categories and items’ and use the ‘Add grade item’ button.
5. If possible, add categories and scales before adding grade items. That way the categories and scales you have added will appear when you add the new grade items.
6. Grade items added through the ‘Add activities’ option in your course will automatically appear in the Grade book.
Topic 15 – Moodle and Mahara e-portfolios

Mahara is an easy to use e-portfolio system that is integrated with the Durack Institute of Technology Moodle site.

An e-portfolio is a learner-driven collection of digital objects demonstrating experiences, achievements and evidence of learning. E-portfolios can provide learners with a structured way of recording their learning experiences and work history.

A Mahara e-portfolio is also a weblog, resume builder and a social networking system. It can be used to capture assessment and Recognition of Prior Learning (RPL) evidence, as well as to demonstrate skills to potential employers. Mahara e-portfolios are also portable and can easily be exported and retained by the user.

Any Durack Institute of Technology staff member and student with a Moodle account will also automatically have access to their own Mahara e-portfolio. You access Mahara via a link below the Main Menu block on the right side of the Durack Moodle site Homepage.

Note: You need to be logged in to Moodle to be able to see the Mahara link and you don’t have to re-log in to Mahara.

Tip: You can learn more about using Mahara and e-portfolios from the Getting Started with Mahara e-portfolios Durack Staff Professional Development Moodle course.
Topic 16 – Moodle Help and further information

The first thing to do if you need help with anything in Moodle, is click the Moodle Docs link that is at the bottom of each page in every Moodle course. It is ‘context sensitive’ meaning it will open at the topics that are relevant to the page you are on, or the task you are trying to perform.

There is also information and support resources in the Getting Started with Moodle and Getting started in E-learning Moodle courses in the Staff Professional Development section of the Durack Moodle site.

If this information does not help you, try going to moodle.org FAQ section (see below) to see if there is a solution in an existing FAQ. If you are still unable to solve your problem, then you should contact the Durack Moodle Administrator, Cheryl Galloway. For detailed information on a wide range of Moodle topics, go to: http://docs.moodle.org/en/Category:FAQ

For further information about Moodle and how to use it, go to: http://www.moodle.org

Finally, don’t forget about your colleagues! As the network of Durack Moodle users grows, more and more staff are becoming skilled in the use of Moodle and it is likely that if you are having a problem, there may be someone in your area who can help you.

Tip: Make sure you also ‘educate’ your students to use some simple problem-solving strategies if they have any problems using Moodle. The ‘An introduction to Moodle’ Student support resource (on the Durack Moodle site homepage) has support resources, how-tos and helpful information and trouble-shooting tips for your student Moodle users.

Have fun exploring the many ways Moodle can be used and please provide any feedback or suggestions about how this resource could be improved to cheryl.galloway@durack.edu.au
### Online Course Implementation Checklist

**This checklist is for Moodle and Blackboard Learning Management System (LMS) courses.**

Please ensure the pre-delivery preparation tasks listed below are completed PRIOR to your first online course session with your students. The Training Innovations Leader (TIL) can assist you with any of these tasks.

<table>
<thead>
<tr>
<th>PART 1: Lecturer pre-delivery preparation</th>
<th>Staff member responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organise access to LMS course/s that are available for your industry and customise for your requirements. Or, develop your own course by up-loading your resources into a Blackboard or Moodle shell that you develop to suit your needs. <strong>NOTE: Within a LMS, a single unit of competence can be referred to as a ‘course’.</strong> You can access your courses via the Intranet from the Support Systems menu, or from the Durack Institute of Technology website through the Lecturer’s Portal link, or directly from the “Blackboard” and “Moodle” links on the Student Page. Each LMS can also be accessed directly from the following URLs: <strong>Moodle:</strong> <a href="http://durack.moodlesites.com">http://durack.moodlesites.com</a> <strong>Blackboard:</strong> <a href="http://mywebct.westone.wa.gov.au">http://mywebct.westone.wa.gov.au</a> <strong>TIP:</strong> Save the LMS login page in your Favourites for future easy access. <strong>NOTE:</strong> Lecturers’ LMS login and password are the same as for ASRI.</td>
<td>TIL &amp; Lecturer</td>
</tr>
<tr>
<td>Request a Computer Room for your (on-campus) online course delivery sessions using the Online Room Booking form. Go to Policies/Forms and from Online Forms select the Room/Lecturer Booking Form: <a href="http://home.centralwest.wa.edu.au/policiesforms/onlineforms/roombooking/Booking.asp">http://home.centralwest.wa.edu.au/policiesforms/onlineforms/roombooking/Booking.asp</a></td>
<td>Lecturer</td>
</tr>
<tr>
<td>Book Internet access for your online course delivery in GroupWise. Click the dropdown arrow on the New Task Button and select Internet Booking, complete the details in the Task To: box, then click the Send button.</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Conduct a TEST RUN – preferably IN THE SAME ROOM you will be delivering your online course in. Contact a Computer Systems Officer or the TIL if you need assistance to test using the LMS tools, as well as the course content and any web links. <strong>TIP:</strong> It pays to work through your online course as if you were a student, so that you know the content well before you start to use it with your students.</td>
<td>Lecturer &amp; TIL or Computer Systems Officer</td>
</tr>
<tr>
<td>Develop an Online Course Study Guide This could be a just brief introduction to using the LMS, or it could be a more comprehensive workbook that supports your online course study materials. (There is a Study Guide template in the Lecturer’s Guide.)</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Adding your students into the online course/s The lecturer must add (enrol) the students into their LMS course to enable them to log in and view the course materials. <strong>For Blackboard:</strong> From your My Courses Homepage click the “ADD STUDENTS HERE” link under Campus Announcements. You will need to re-enter your Blackboard (ASRI) login and then select Enrol Students. Make sure you have each student’s ID number handy, as you will need this information to add your students either individually using each student’s login, which is OS + their ID number (their password is not required), or enter the Roll Number using the ‘Enrol multiple students’ option. <strong>For Moodle:</strong> First you must provide the IT team with a list of all your student’s names and ID numbers. Once their accounts have been created you can enrol the students into your course using the Assign roles link in the Administration block within your Moodle course/s.</td>
<td>Lecturer</td>
</tr>
<tr>
<td>Set up Discussions /Forum topics and send a course WELCOME email If Discussions / forums / blogs or email will be part of your delivery and assessment strategy, create some initial postings to get the students involved.</td>
<td>Lecturer</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Part 2: Student Orientation to the online course</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>The TIL can also assist you with your first online course Student Orientation session.</strong></td>
</tr>
<tr>
<td><strong>NOTE:</strong> If your delivery is to off-campus learners, you should still follow a similar process to this to “induct” your learners.</td>
</tr>
</tbody>
</table>

| Hand out the **Study Guide** for your online course. |
| Provide students with their Durack Institute **STUDENT NETWORK login and password** Login = Student ID number and password = student’s date of birth, which is always 8 numbers, eg 03101987 (*this information is also on the student’s copy of their Confirmation of Enrolment*). |
| Students will automatically be prompted to change their network password, encourage them to write down their new password somewhere safe. |

| **Introduce OH&S practices** |
| Remind students about the importance of adjusting their workstation to suit their needs and adhering to good OH&S practices. Refer students to the “OH&S for computer users” resource on Durack’s Moodle site. |
| **NOTE:** Ongoing reinforcement of good OH&S practices is also very important. |

| **Students log into the LMS** via the Blackboard or Moodle links on the Durack Institute of Technology website Student Page, or directly via: |
| **Moodle:** [http://durack.moodlesites.com](http://durack.moodlesites.com) |
| **Blackboard:** [http://mywebct.westone.wa.gov.au](http://mywebct.westone.wa.gov.au) |
| The student’s login is 05 + their Student ID number (eg 0509101987) and their password is their date of birth for Blackboard or password for Moodle. |

| **Familiarise your students with the LMS – navigation and tools** |
| **For Moodle** – explain Moodle navigation links are in the top left corner of the screen and what each of the icons used in your course means. Also refer students to the “Student support resources” section on Durack’s Moodle site. |
| **For Blackboard** - the “My Courses” Homepage; the Course Homepage; icons and tools; refer students to the Getting Started with blackboard support resource; Navigation - Next and Back arrows and the Action Menu links; Communication Tools – email, Chat and/or Discussions. |
| **TIP:** Your students could practice by introducing themselves to each other in the Chat Room, or you can use Discussions or forums for an icebreaker activity. |

| **The course materials and study schedule** |
| Provide the students with an overview of the learning materials in the online course and a guide on how they should pace themselves through the course materials and activities/assignments. |

| **Assessment** |
| There are a number of different ways that you can collect assessment evidence from your online learners. Provide your students with the relevant assessment information and discuss all necessary details. |

| **Troubleshooting and the LMS online Help systems** |
| Discuss tips like checking the caps and number lock, as these can be common student login problems. Encourage students to always use the LMS Online Help. |
| **Note:** Help is generally ‘context sensitive’ - which means it will firstly bring up topics that match the webpage that is open. |
| **For Moodle** - the Moodle Docs link is at the bottom of each webpage. |
| **For Blackboard** - the Help link is located in the top right hand corner of the screen. Users can also contact WestOne Services for support when they are off-campus on 1800 155 508 or email [Infodesk.WestOne@dtwd.wa.gov.au](mailto:Infodesk.WestOne@dtwd.wa.gov.au) |

| **Who to contact for support:** |
| **●** If you have a problem with your ASRI / Blackboard lecturer login contact Jeremy Collard |
| **●** If you have an Internet, or Moodle login problem contact the Computer Systems (IT) staff |
| **●** If you have any LMS problems, or if you require access to any Blackboard or Moodle courses, or you want support to help you develop or use online resources, contact the Training Innovations Leader, Cheryl Galloway on 9956 2724 or [cheryl.galloway@durack.edu.au](mailto:cheryl.galloway@durack.edu.au) |

Please store the completed Online Course Implementation Checklist in your Course File.