

Hands-on Activities - Moodle

(Adapted in part from docs.moodle.org)

We are using the Moodle Sandbox (MS) demo site. You may also choose to try these activities in Mount Orange School (MOS), a pre-populated sample site, though some of the steps may be slightly different.

******The Moodle demo sites return to a blank state every hour on the hour. If you are in the site when this happens, you may have to clear the cache and cookies on your computer before you can log in again. Also, any work you had in progress will be lost. ******

Logging in

To log in to the demo site:

1. Go to <https://moodle.org/demo/>
2. Choose the Moodle Sandbox and log in at the top right of the screen using **admin/sandbox**

OR

Choose the Mount Orange School and log in at the top right of the screen using **manager/moodle**

Adding a Course Sandbox

For these activities, we are going to add a course to use as a sandbox. (Typically, courses are automatically assigned to instructors so you will have to request a project or practice space from your Moodle administrator.)

Activity: Create a two-week course with a library module section.

To add a course:

1. Go to Courses (MS) OR All courses (MOS) and click the [Add a new course] button



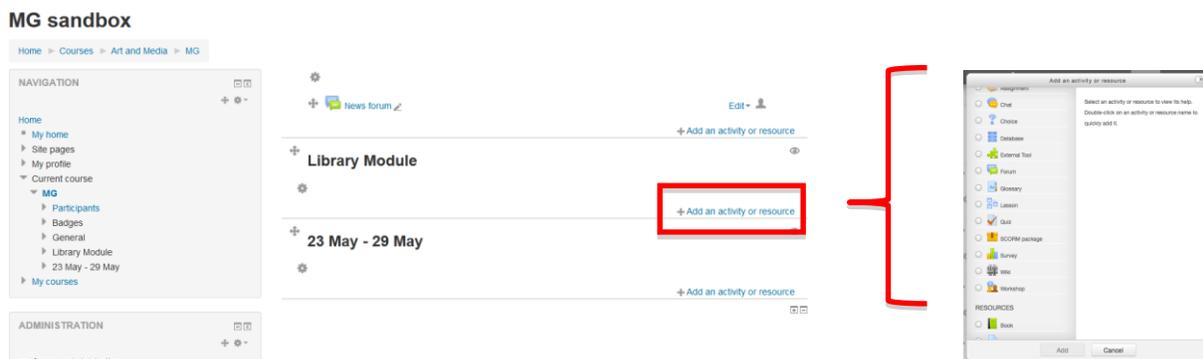
2. Give your course a name and short name (eg. MG's Sandbox, MG)
3. In the Course format section, set the course to weekly format with two sections and [save changes]
4. Optional step: On the next screen, click [Enrol users] to add anyone else you would like to be able to work on the course. Select users to add, then click [Finish enrolling users]. If you do not want to add users, go on to step 5
5. Use the navigation at the top left of the screen to navigate back to the course page that you just created.

To create a library module section of the course:

1. From your course sandbox page, click [Turn editing on] at the top right of the screen
2. Click the gear icon under the first week of your course, unclick the [use default section name] checkbox, and change the name of the section to "Library Module"
3. Add any descriptive text you would like (optional) and [Save changes]

Adding an Activity or Resource

Clicking [+Add an activity or resource] from any week or unit within your course page brings up a window that allows you to add an activity (eg. chat, forum, lesson, quiz) or resource (eg. file, URL, media content) to that section.



Adding a Chat

Activity: Add a weekly chat in your course. Have a neighbour join your chat and say hello!

1. Click [+Add an activity or resource] under your Library Module and select Chat; click [Add]
2. Give your chat a name and description and use the “Repeat/publish session times” drop-down under "Chat sessions" to have it repeat at the same time every week
3. [Save and return to course]

Adding a Forum

Activity: Use the Forum tool to set up a discussion forum to answer research help questions.

1. Click the [+Add an activity or resource] button under your Library Module and select Forum; click [Add]
2. Give the forum a name and description then [Save and display]
3. Click [Add a new discussion topic] to start a discussion, enter your subject and message, and [Post to forum]
4. Click (Continue) to view your discussion board

Research Help

Have a question about research for your ES 1050 assignments? Ask here!

<input type="button" value="Add a new discussion topic"/>			
Discussion	Started by	Replies	Last post
APA citations	 Admin User	0	Admin User Tue, 13 May 2014, 8:36 AM

Adding Quizzes and Using the Question Bank

Using the Quiz activity, you can design and build quizzes consisting of a variety of question types, including multiple choice, true or false, and short answer questions.

Activity: Add a randomly-ordered quiz that allows students one attempt. Add five questions to your quiz.

1. Click [+Add an activity or resource] under your Library Module, select Quiz, and click [Add]
2. Fill in the name and optional description fields

3. Use the "Grade" menu to set attempts to one, the "Layout" menu to shuffle questions randomly (Question order > Shuffled randomly), and the "Question behaviour" menu to turn on shuffling within questions
4. [Save and display]
5. Click [Edit quiz]. On the next page, click [Add a question] under the "Empty page" line in the grey box.
6. Choose a question type, then click on [Add]. On the next page, give the question a name, and enter question text and answer(s). You also have the option to provide feedback based on each response. [Note: For some question types you will have to assign a grade weight to one or more responses]
7. [Save changes] to return to the quiz and add another question
8. If you want to edit the quiz after you have returned to the course page, you can access it from the *Administration > Quiz administration > Edit quiz* panel

Any questions you input are automatically kept in the Question Bank and can be reused in different quizzes. The Question Bank is available any time you create or edit a quiz or via *Administration > Course administration* OR *Quiz administration > Question bank*. Questions are organized into categories and can be shared between courses.

Activity: Start a new quiz. Add some questions from the question bank.

1. Start at your course page. Click [+Add an activity or resource] under your Library Module, select Quiz, and click [Add]
2. Fill in the name and optional description fields
3. [Save and display]
4. Click [Edit quiz]

5. Click **[SHOW]** in the Question Bank box
6. Click **<<** to move one question into the quiz or use the checkboxes in the question list to select more than one question, then click the **[Add to quiz]** button under "With selected:".

Adding Library Module Content

There is more than one way to add content to your module. Likely, the bulk of your content will be presented in either a Lesson or a Book. Both group a series of pages together, but Lesson is more interactive and flexible. Lessons allow for more complexity; Books provide a more linear navigation and progression through content (Choose Your Own Adventure vs. a manual).

Book	Lesson
Linear navigation	Linear or customized navigation
User can progress without input	After viewing content, user must make a choice in order to progress
Book-like format, including a table of contents and chapters	A series of HTML pages with some sort of choice underneath each content area. The choice will send the user to a specific page in the Lesson. This could be as simple as the next page in the Lesson, or a complex structure that branches off and customizes the lesson based on their responses.
Read page-by-page through a chapter or section	Adaptive, creates a self-directed lesson
Ungraded	Scored for self-assessment or grading
Not interactive, but you can link out to interactive activity types (eg. Choices poll, forum)	Interactive
Allows for multimedia	Allows for multimedia

Adding a Lesson

There are two basic Lesson page types that the student will see: question pages and content pages. A completed lesson will be made up of both types of pages. It is interactive and can use customized navigation based on each student's responses to offer tailored content or follow a more linear path, depending on its design.

Content pages present information, which, in this case, would be your information literacy content. The student sees the page's title, the information, and one or more buttons at the bottom for navigation. When the student clicks on a button, they go to the next page of the lesson.

Question pages allow you to embed questions (multiple choice, essay, matching, numerical, short answer, and more) that students must answer to proceed with the lesson. Question pages test students' understanding of the information on the content pages before allowing them to advance in the lesson.

Activity: Add a Lesson with a question page and input a true/false question and answers.

1. Start at your course page. Under Library Module, click [+Add an activity or resource], choose Lesson, and click [Add]
2. Give your Lesson a name, choose settings (optional), and [Save and display]
3. Click [Add a question page]
4. Choose the type of question you would like to add and click [Add a question page] again
5. Add a title and put your question in "Page contents"
6. The remaining fields allow you to input the correct and incorrect answers along with the feedback students will see after choosing each answer. These fields vary depending on the type of question you add.
7. [Save page]

Building a Lesson is the most time-consuming part of getting your course up and running. Moodle allows a lot of flexibility and choice for how your content is handled. More detailed instructions for building a lesson are available on the Moodle website at http://docs.moodle.org/26/en/Lesson_module.

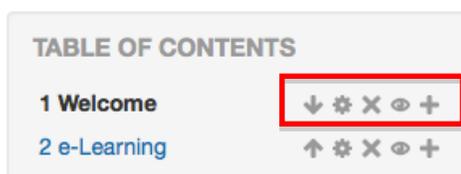
Adding a Book

Activity: Create a book with three chapters. Embed a YouTube video and add some other content. Experiment with navigating through your book page-by-page and chapter-by-chapter.

1. Start at your course page. Click [+Add an activity or resource], choose Book under "Resources," and click [Add].
2. After adding a name and short description, click [Save and display]
3. Add a chapter title and your content. Images, media and files can be embedded using the buttons in the editor. Click the media icon.



4. Click [Browse repositories...] and choose "YouTube videos" from the list on the left. Carry out a search, choose a video, and click [Select this file]
5. Click [Insert media], then [Save changes]
6. Chapters can be reordered, edited, deleted, hidden, or added using the icons in the Table of Contents navigation panel in the top left of the screen



Importing your Library Module into an existing Course

Part 1: After you have finished creating your library module in your sandbox or practice space, you will want to import it into one or more specific courses.

Note: In your institution’s Moodle site, you will need to be given privileges by the course instructor in order to import into the course.

Activity: Import your module into another course.

To import:

1. Start from the course where you’d like your module to end up. To do this, click on the “Courses” link at the bottom of the navigation panel on the left of any page, or click on the “Courses” link underneath the page title on the top of your course page. On the next page, click on a course that is not your sandbox.
2. Go to *Administration > Course Administration > Import*
3. Select the sandbox course that houses your module and click [Continue]
4. Click [Next] to leave the backup settings. Choose the sections or elements you would like to import and click [Next]

1. Course selection ▶ 2. Initial settings ▶ 3. **Schema settings** ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Include:

Select [All / None \(Show type options\)](#)

General

News forum

Library Module

Virtual Office Hours

Library Quiz 1

Research

23 May - 29 May

5. Click [Perform import] and [Continue]
6. The activities and resources from your module should now appear in the new course in the same order and distribution throughout the weeks as in your sandbox

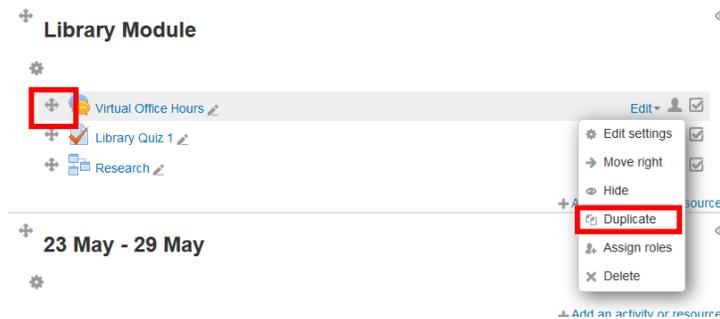
Part 2: There are many ways you can embed your imported library content throughout a course via the LMS. Some possibilities include:

- Hold a weekly virtual office hour using Chat

- Set up a Discussion Forum for research help questions or have set discussion topics embedded in particular weeks of the course
- Assign units of the module throughout the course using Book chapters or a series of Lessons

Activity: Duplicate the Chat you have imported and drag it into each week of the course

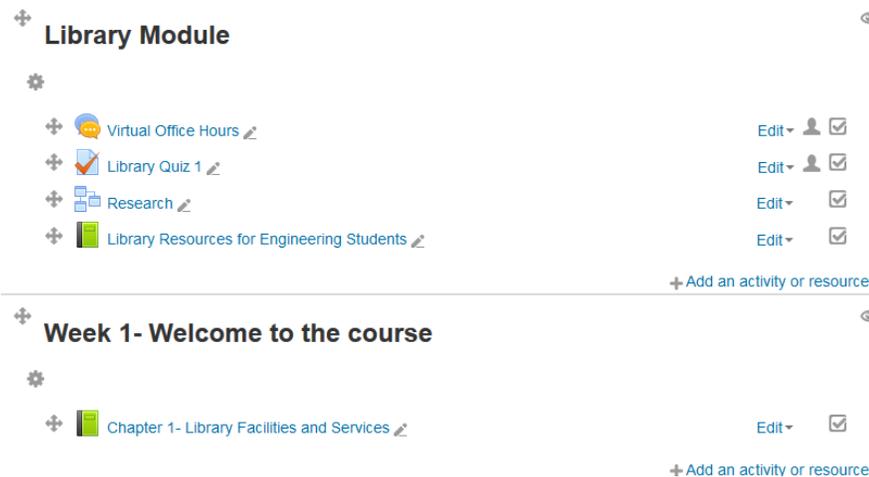
1. Locate the Chat in the Library Module you just imported
2. Use the “Edit” drop-down to duplicate the chat



3. Use the + grabber to drag the duplicated chat into another week
4. Note: You need to drop the chat **underneath** the gear icon; otherwise, it will not stick

Activity: Duplicate your Book and edit the titles to draw attention to relevant chapters at selected points in the course. (You can't link directly to a chapter, so this allows you to highlight content at the chapter level).

1. Start from your imported Library Module and use the edit drop-down to the right of your book to duplicate the book
2. Use the + grabber to drag the duplicated book into another week



3. Click the pencil icon beside the title to edit the title to include the chapter name, then hit Enter

Add-ons

There are many free and commercial tools, widgets and products that can be added on (by your Moodle administrator) to add features like web conferencing, e-Reserves, catalogue searching, database searching, a plagiarism checker, a proxied link generator, and more.

Activity: What features would you like to use to give your library or module a presence in the LMS? Search the Moodle plugins directory at moodle.org/plugins. Did you find anything that would be useful?

If you have any questions regarding this worksheet, feel free to contact Maren (maren.goodman@uwo.ca) or Qinqin (qinqin.zhang@uwo.ca).