Moodle Quick Start Guide for Teachers

https://moodle.uni-heidelberg.de/
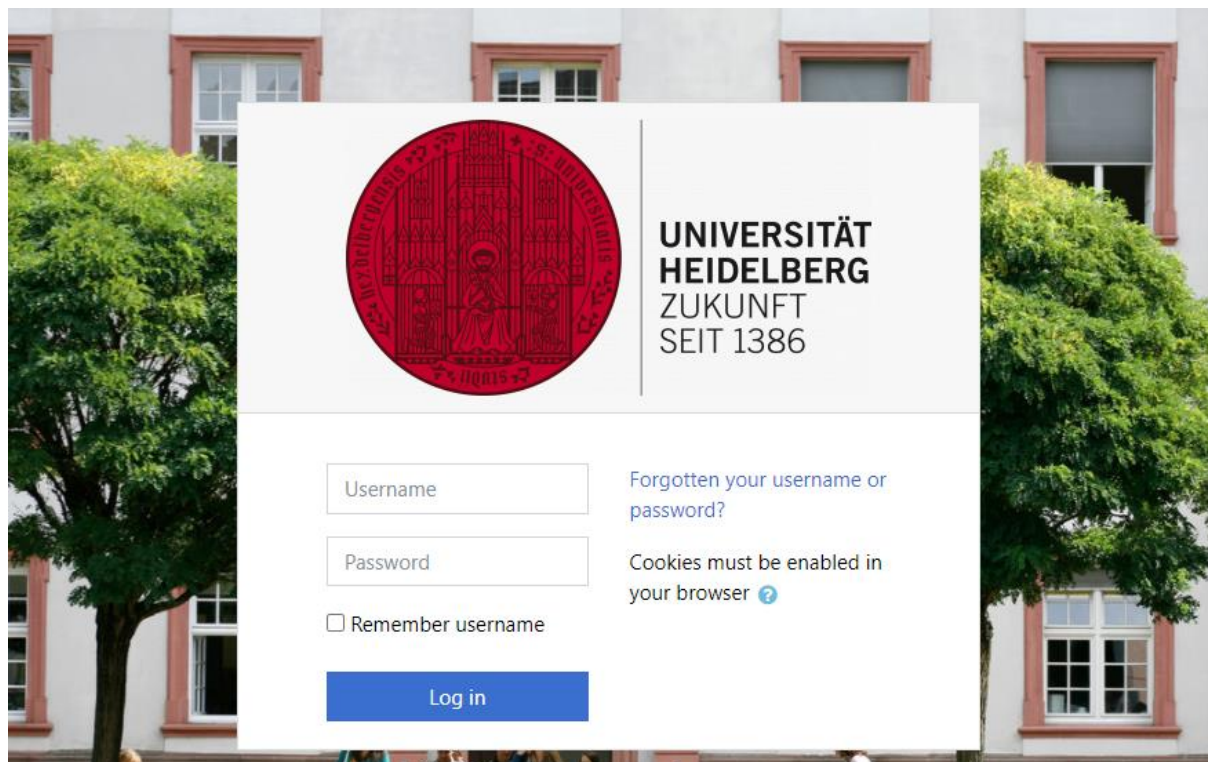

Welcome to Moodle, the e-learning-platform of Heidelberg University. The aim of this quick start guide is to introduce you to Moodle and help get you started. Moodle is a learning management system that provides teachers with course rooms. When using Moodle, please respect the rights of third parties, in particular copyright and data protection laws.

For teachers, there is a Moodle course named „Moodle Basics für Lehrende", where you can find examples and media didactic tips and which you may use for reference purposes: https://moodle.uni-heidelberg.de/course/view.php?id=4025

You are also welcome to use our public Moodle-FAQ: https://www.uni-heidelberg.de/studium/imstudium/elearning/moodle-faq-EN.html

## CONTENT

1. Login and creator authorization

Lecturers and students log on Moodle with the Uni-ID, which they can use to access other electronic services at Heidelberg University. In some cases a "Projekt-ID" is used for login (student assistants etc.). There is no guest access to the Moodle platform.

As teacher, please contact the URZ for Moodle creator authorization in order to be able to create Moodle courses: https://it-service.uni-heidelberg.de/

When you log in for the first time, you will be asked to agree to our "Nutzungsbedingungen" and "Datenschutzerklärung". If there is a change, you will be asked for confirmation again. You will be able to view the policies and agreements at a later date via your Moodle user profile.

# 2. Profile, Dashboard, notifications

After the first login, you should take a look at your Moodle profile. Click on your name and open the following menus.
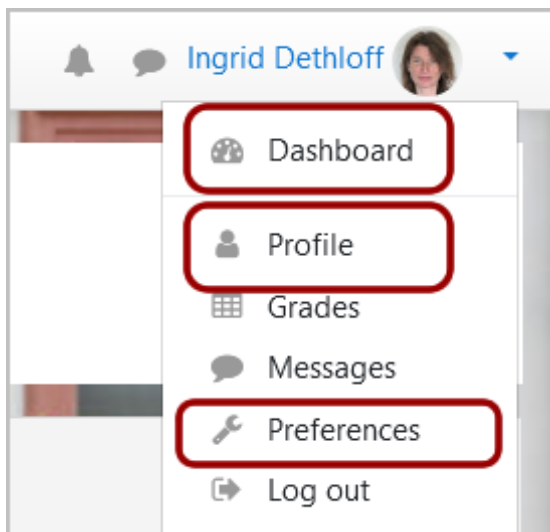
The „**Dashboard**" lists your courses, which you may filter by various criteria. In addition, you see your calendar and further information regarding courses and information sources.

Via „**Profile**" you see your automatically stored email address and you may upload a photo of yourself.

Via „**Preferences / User account / Notification preferences**" you can set your personal notification preferences. Example: In the column "Web" you could change options from red to green, if you wish to get messages via visible alert in the Moodle notifications menu.
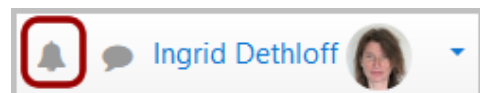
3. Add a new course

Add a new course

Please contact the URZ for the required authorizations. If you see this button, you are allowed to create courses in Moodle.

Add a new course

▶ Expand all

▼ General

| Course full name | ❶ ❓ | x | **Fill in both names.** |

| Course short name | ❶ ❓ | x | |

| Course category | ❓ ✗ | Wintersemester 20/21 / Theologische Fakultät | **Select course category.** |

| Course visibility | ❓ | Show ⇕ | **If necessary, change to hidden (from students).** |

| Course start date | ❓ ✗ | 10 ⇕ October ⇕ 2020 ⇕ 00 ⇕ 00 ⇕ 📅 | **Adjust course start / end date.** |

| Course end date | ❓ ✗ | 10 ⇕ October ⇕ 2021 ⇕ 00 ⇕ 00 ⇕ 📅 ☑ Enable | |

| Course ID number | ❓ | | |

▼ Description

Course summary ❓

> ↕ A▾ B I ≣ ≣ ≣ ≣ % ⅗ ☺ ▣ 🖼 🎤 🎥 🔗
>
> x
>
> **Course information (platform-wide visibility)**

Course image ❓

Maximum file size: 250MB, maximum number of files: 1

▦ ≣ 📁

▪ Files

You can drag and drop files here to add them.

Accepted file types:

Image (GIF) .gif
Image (JPEG) .jpg
Image (PNG) .png

▼ Course format

| Format | ❓ | Topics format ⇕ | **If necessary, choose "Weekly format".** |

| Number of sections | ❓ | 20 ⇕ x | **Adjust number, later on only adjustable via course page.** |

| Hidden sections | ❓ | Hidden sections are shown in collapsed form ⇕ | |

| Course layout | ❓ | Show all sections on one page ⇕ | **If necessary, choose "Show one section per page".** |

▸ Appearance

▸ Files and uploads

▸ Completion tracking   **If necessary, deactivate completion tracking (showing check boxes for materials and activities) for this course.**

▸ Groups

▸ Tags

[Save and return] [Save and display] [Cancel]

There are required fields in this form marked ❶ .

Lecturers can get their course deleted before the official period, which has been defined in the "Datenschutzerklärung" – in order to do that, please report a course for deletion at URZ: Go to course settings: Change "Course category" to "Informationen / Storno" and change "Course visibilty" to "Hide".

The URZ regularly and unsolicitedly deletes the courses in the course category "Informationen / Storno".

4. Editing course content

4.1 General

As a lecturer, you have every opportunity to design your course. At any time, you can visit all your courses by click on "Dashboard". Via "Turn editing on" on the upper right you activate the edit view and may edit the course.
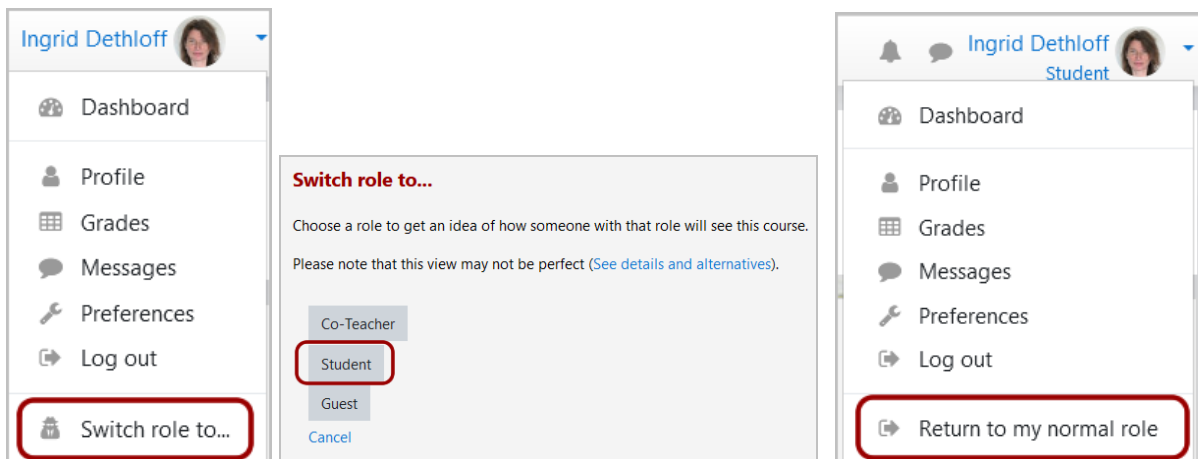

The meaning of the icons

 Title   Move   Edit   Duplicate   Delete   Hide
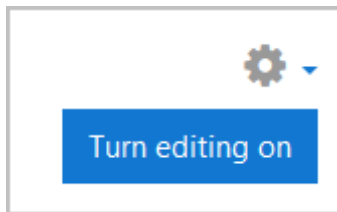
Role switch

How do the participants (who have less rights) see the course? You can test this via the "Switch role to … / Student" in your profile.

Set enrolment key

In order to set the enrolment key, click on the "Actions menu" (gear wheel) and "More / Users / Enrolment methods". Enable "Self enrolment" via click on the eye symbol, afterwards click on the gear wheel right next to the eye symbol and set the enrolment key, which you want to use for this course. Share the information about the specific enrolment key with the desired course participants - these students search the Moodle course via the Moodle start page and gain access after entering the enrolment key once in the required field. You can find out why a registration key is necessary on this web page of "Stabsstelle Datenschutz am URZ": https://www.urz.uni-heidelberg.de/de/stabsstelle-datenschutz-am-urz

4.2 Choose and edit course layout

In Heidelberg, we recommend the use of the "Topics format" (default) or "Weekly format. In the course settings ("gear wheel / edit settings"), you can switch between these formats. The "Weekly format" is especially useful for lectures, whereas the "Topics format" is helpful for seminars (therefore reduce it to a small number of sections). If you plan longer content sequences per block, it might be useful to use the "Collapsible Format" as an alternative - then everyone in the course can individually define which blocks should be displayed collapsed.
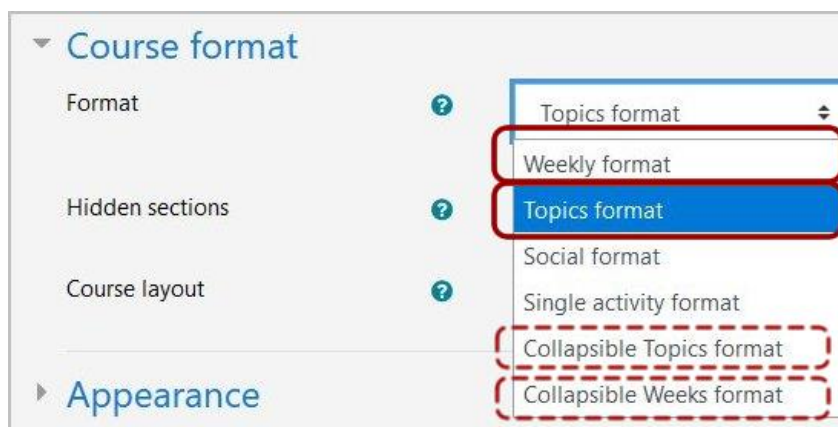
In order to add topic or week blocks in the course area, you can use the plus symbol at the bottom right of the course. To delete a topic block, please go to "Edit / Delete" on the right side of the respective block and repeat the process until the desired number of topics has been reached.
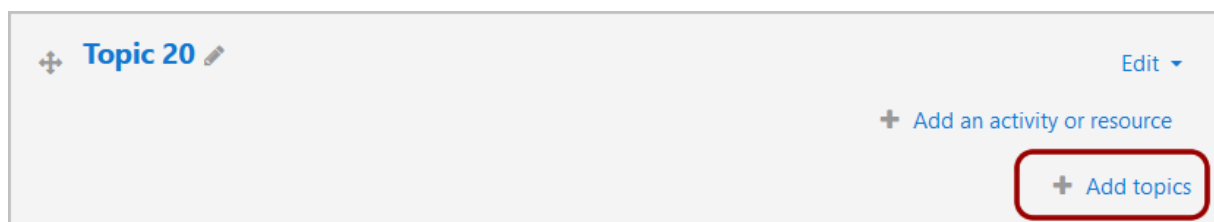
In the course settings, you can also decide if necessary, that only "**one section per page**" is shown.

Course layout ❓ Show all sections on one page ⬍

Show all sections on one page

Show one section per page

▸ Appearance

Thema A

Das ist der Inhalt von Thema A …

Files: 2 URL: 1

Progress: 0 / 3

Thema B

Das ist der Inhalt von Thema B …

Assignment: 1 File: 1 Folder: 1

Progress: 0 / 3

In order to see the activities and resources, click on the header of the block (e.g. "Thema A"). Teachers can simulate this by "switch role to ... / student".

4.3 Add activities and resources

You design your Moodle course via "**Add an activity or resource**" which you can access (while in edit mode) in each week and topic section. You will also get context-related information on the available learning activities.

✛ **Topic 3** ✏️   Edit ▾

➕ Add an activity or resource

Depending on the course and the didactic scenario, the activities are of course different – the most frequently used are assignment, forum and choice; with regard to "resources" it is file and URL which are heavily used. In the ELC, we are happy to support you with designing your Moodle course. You can put together your personal favorites by clicking on the star - afterwards, you'll get an extra menu tab.

Resources and activities can be individually set to "**Hide**" to make them visible to students later on (often more useful than time-controlled settings). For lecturers, the link then appears grey instead of blue; students do not even see it - please use the role switch to check it. The "Hide" function is also possible for whole week blocks or topic blocks.

✛ 🗎 ARD ✏️   Edit ▾   ☑

Hidden from students
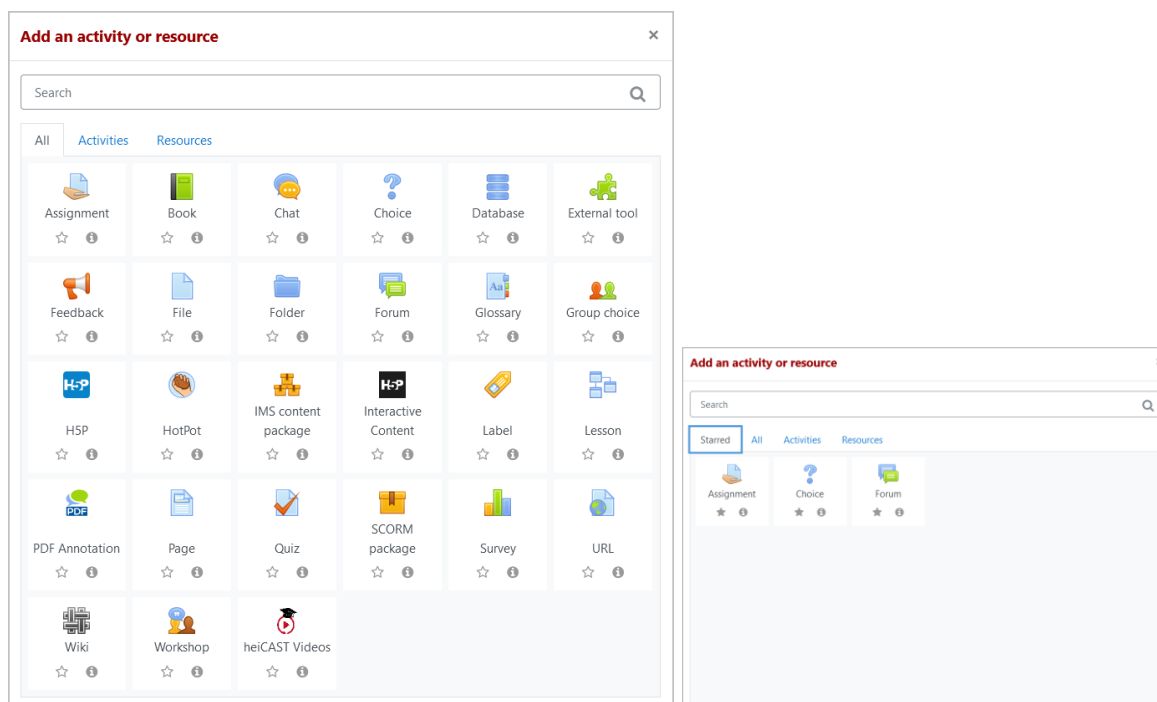
Add RESOURCES

File: File upload via Drag & Drop

To upload files, there is a shorter way to do it than "Add an activity or resource / File / Add". Just click on "Turn editing on" and simply drag the desired file from your Explorer/Desktop to the appropriate place in the course. For zip-files you will be asked if you want to unzip them or link them ("Create file resource"). Then rename the link by clicking on the pencil symbol. If you want to change the default settings or enter a description for the file and show it, please click on "Edit / Edit settings" - then you get the detailed menu.

Folder: Link to Folder

After clicking on "Add an activity or resource / Folder" please enter a name and description (potentially a *) and finish with "Save and return to course". As a lecturer, afterwards you can click on the directory in the course and use the "Edit" button to design the structure, upload files etc. You can also upload and extract zip-files. Students can view and use these files, but they can't upload anything. The students may download all resources as one zip file to their computer by clicking on "Download folder".

URL: Link to URL

You can link to external websites via click on "Add an activity or resource / URL".

Label: Headlines / Add short text to course page

In order to add short texts or pictures on the course page, choose "Add an activity or resource / Label". In case of images, you may also use Drag & Drop.

Page: Create a web page within Moodle course

For longer texts, many images or embedded videos, we recommend the option "Add an activity or resource / Page". This content can be accessed from the course page via a link.

7

Book: Create a multi-page resource in book-like format

Extensive content can be distributed and structured on several pages with the "Book" module via " Add an activity or resource / Book".

IMS-Content package: IMS Content packages from authoring tools

You can work with an already created IMS content package by uploading it as a zip file.

Add ACTIVITIES

Learning activities are the individual learning and communication activities with interactive content offered on the course page.

Assignment

The participants receive a task which they work on. They either process the task online or upload one (or more) files to the platform in order to get evaluation and feedback from the teacher. It is also possible to have only the task and the evaluation appear online, the processing then takes place offline.

Chat

In the Moodle text chat, the participants meet and discuss at the same time (synchronously). Usually an appointed time for chat discussions is suggested.
However, a far better tool for synchronous communication is the university's new instant messaging service heiCHAT, which can be used for chat or (video) calls.
(s. https://www.urz.uni-heidelberg.de/de/heichat).
Alternatively, teachers can create a meeting room in the university's web conferencing service heiCONF and put the specific link in the Moodle course. (s. https://www.urz.uni-heidelberg.de/de/heiconf)

Choice

Participants answer a single question. Teachers can allow more than one choice to be selected. Extensive configuration options (e.g. result display, allow choices to be updated, limit the number of responses allowed) make this activity a versatile activity.

Database

Course participants can jointly fill in a database (which has been pre-configured by the lecturer) with files, images, URLs etc. Templates can be stored and reused by all Moodle users.

Feedback

The feedback module allows the development of surveys even with dependent questions (e.g. follow-up questions that are only asked if a specific answer has been given in another question).

Forum

Participants can discuss contents of the course with each other and with the lecturers via additional standard forums. The discussion takes place asynchronously. Questions and contributions can be posted at any time. All participants may configure their notification settings individually: You can subscribe to a forum or just single forum threads and you may

configure in your Moodle profile preferences, that you would like to receive daily emails instead of single emails per forum post.

Glossary

The glossary is a kind of dictionary. It can be provided with content or can be created by the participants during the course (texts, pictures, etc.). The glossary is also used to answer frequently asked questions (FAQ). The glossary includes the possibility for participants to comment on contributions.

Group Choice

Group Choice allows course participants to enrol themselves into one of the course groups previously created by the teacher. This activity is useful if you want to make broad use of the technical group functionality in Moodle courses (separate or visible groups for individual learning activities) and have activated the group mode in the course settings.

heiCAST Videos

This activity is used in order to establish a connection to the university's video portal heiCAST for this Moodle course. The videos (which are uploaded here) can only be viewed by course participants. Further information on heiCAST at URZ s. https://www.urz.uni-heidelberg.de/de/anleitung-heicast-moodle

H5P Interactive Content

H5P makes it easy to create interactions using an editor e.g. for interactive videos – these can be enriched with more information and quiz questions without changing the video itself. The new version is the blue H5P icon, which is used in combination with the "content bank"; whereas the black H5P icon is the predecessor.

HotPot

Hot Potatoes is a program suite that allows you to create interactive learning resources which afterwards can be integrated in a Moodle course. This activity is popular in language teaching.

Lesson

In lessons, you will find prepared learning material in small sections. After each section you can go to the next unit or answer a question. Depending on how the question was answered (for example, right or wrong answer), participants will be taken to another section.

PDF-Annotation

This activity enables participants to mark up PDF documents collaboratively. Questions can be asked in a PDF and discussions can take place about specially marked locations in the PDF.

Quiz

This Moodle activity is a classic test with a variety of questions, including multiple-choice questions, embedded answers (cloze text), matching. Predefined feedback in self tests gives participants information regarding their learning progress. Many configuration options (attempts allowed, evaluation methods, multi-level feedback, scoring, time limitation) as well as the use of pictures, audio etc. make the test a helpful learning activity.

SCORM package

SCORM is a standard for the exchange of e-learning exercises between different platforms. You can also use a SCORM editor such as Reload or Exe to create almost any kind of exercises that Moodle provides and then upload it to Moodle. If you don't just want to work on Moodle or would like to share modules, then SCORM is the right choice for you: you only have to create materials once and (almost) all platforms can handle them.

Survey

The questions of the survey module are predefined and cannot be changed. For individual surveys, please use the activity "Feedback".

Wiki

In a Wiki, the participants collaboratively create texts without exchanging files. They simply click on "Edit" on a page of the wiki, change or complete the text and save it. The content is immediately visible to all participants for further editing.

Workshop

The Workshop activity is similar to exercises. In addition, the participants receive sample solutions (e.g. from previous courses) for comments and their work is commented on by other participants. With the help of these comments they can critically review and improve their task solution. The core functions of this activity are peer assessment and the possibility of self-assessment.

5. List of participants, making contact and Moodle roles

List of participants

The current list of participants of a Moodle course can be found in the vertical navigation on the upper left. The list is available for all course participants.
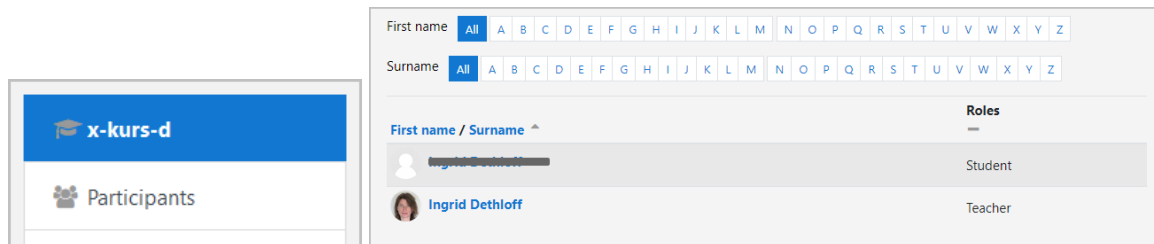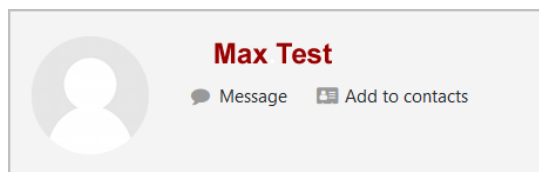
Making contact to other Moodle course members

The Moodle messaging feature enables you to contact a fellow course member by clicking on a name in the list of participants. The addressed person will receive an email from the Moodle platform (both for a message and a contact request).

New messages are indicated by the speech balloon symbol in the upper right corner.

Roles in a Moodle course

The usual course roles are „Teacher" or „Student".

- Teacher = The teacher can supervise courses and also has editing permissions. This is the Moodle role for lecturers.

- Student = This is the Moodle role for students.

Teachers with the technical authorization to create courses on the Moodle platform have, in addition to their teacher role, the role of „Multiplikator".

The Moodle role „Co-Teacher" (= non-editing teacher) is seldom used.