Taking Moodle to the Next Level: Advanced Skills and Webquest Introduction

Add a Resource Menu

File Directory

Use the file directory feature to upload a folder of files instead of uploading each file individually. This could be used to organize files by class periods or to create a back-log of homework assignments.

To create a new directory folder and add files:

- Choose *Files* in the Administration Block. Scroll down to create a new folder.
- Mark the radio button beside each file that should go in the new folder, then select *Move to another folder* from the *With chosen files* drop-down menu.
- Choose the folder, then select *Move the file*.
- To upload new file into that folder, choose *Files* in the Administration Block, choose the folder, then select the *Upload a File* button.

To add a directory folder to a Moodle page:

- Turn editing on.
- Add a Resource > Display a Directory.
- Name the directory. This is the link that will appear on the Moodle page.
- Choose the directory folder by selecting it from the *Display a Directory* drop-down menu. Save changes.

**Directory automatically updates when new files are added to the folder!

Compose a Webpage

This resource is useful if there is a lot of information, pictures, or video, clogging a Moodle page. Compose a Webpage is a separate pop-up window that appears as a link on the main Moodle page but opens to reveal text, uploaded files, pictures, etc.

- Turn editing on.
- Add a resource > Compose a Webpage.
- Name the webpage. This will be the link that appears on your main Moodle page.
- In the text box, insert text, pictures, etc. just as you would on the main Moodle page.
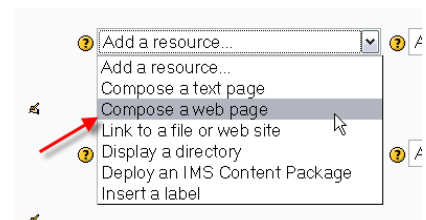
- To link to a file: type the name of the file and highlight it. Choose the chain link. Click Browse>Upload a File>Upload a File. Navigate to the file and upload it from the computer.
- When finished adding information to the webpage, choose Window>New Window before saving.

Insert a Label

Labels are useful because moveable text is created. When a label is created it can be moved between topic boxes and between resources on a page. Use a label when inserting HTML code too.

- Turn editing on.
- Add a Resource >Insert a Label.
- Begin typing text for the label. Notice that in the text box you can insert pictures, hyperlinks, files, just as you would on the main Moodle page.
- Save the label.
- The label appears at the bottom of the topic box. If other resources or activities have been added (ex: hyperlink, file, quiz), the label can be moved between them to provide additional information. To move a label, click the arrows to the right of the label while in edit mode.
- To insert HTML code: Use the HTML toggle icon (<>) and paste the code into that screen.

Add a Block Menu

RSS Feed Block

A great way to add current information to any Moodle page or Webquest. RSS stands for **R**eal **S**imple **S**yndication. Any site that offers a feed gives you the ability to insert that feed onto your Moodle page (ex: CNN news, Word of the Day) and get updates without visiting the homepage each time.
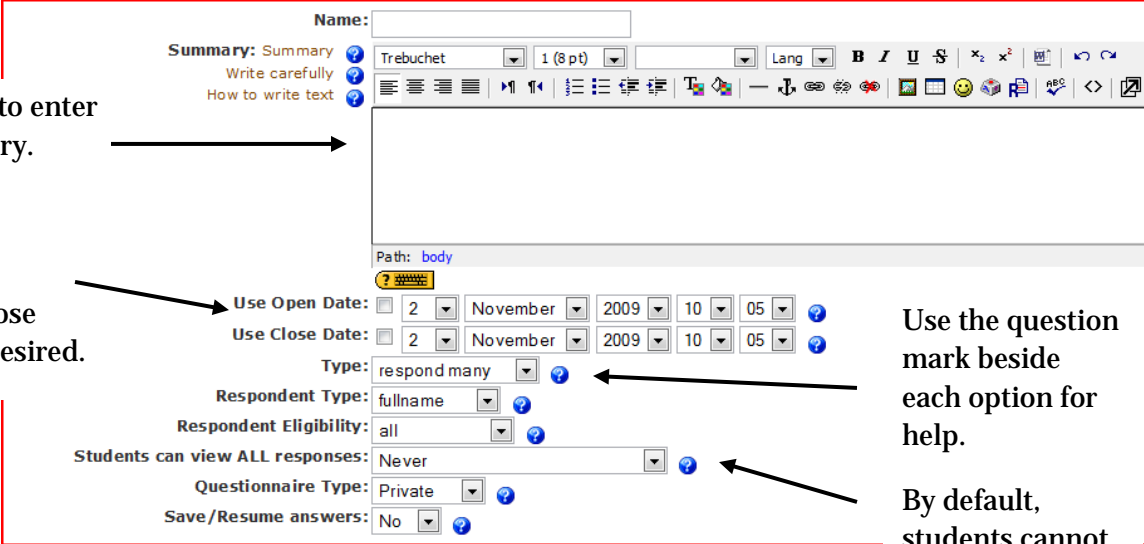
- Locate an RSS feed by searching online. Search for the desired topic + RSS Feed (ex: Word of the Day RSS feed). RSS Feeds are designated by this icon:
- Once the correct URL is located, copy the URL.
- Turn editing on. Choose Add a Block>Remote RSS Feeds.
- When the block appears, click the link inside it.
- On the RSS Feed screen, choose the Manage all my Feeds tab. Paste the RSS Feed URL into the *Add a News Feed* text box at the bottom.
- Name the feed and choose Add.
- Choose the *Configure this Block* tab. Check the radio button beside the feed title and save changes.

Activities

Questionnaire

- Turn editing on.
- Add an Activity > Questionnaire.
- Name the questionnaire. This is the link that appears on the Moodle page.

No need to enter a summary.

Choose Open/Close dates if desired.

Use the question mark beside each option for help.

By default, students cannot view others responses.

- Once the settings page is complete, choose next. Enter any necessary information on the general page that appears next, then select the *Edit Questions* button at the top.
- Choose New Question>Question Type.
- After each question, choose *Save New Question*.
- Repeat until all questions are created.

Assignment

- Turn editing on.
- Add an Activity>Assignment. Choose the type of assignment:
    - Upload a Single File – This allows each user to upload a single file in any format.
    - Offline Activity – This is useful when the assignment is performed outside of Moodle. The users see a description of the assignment, but <u>cannot upload any files</u>.
    - Online Text – This allows the user to input text online. The assignment can then be graded online.
    - Advanced Uploading – Each user is allowed to upload one or more files in any format. The Course Editor can also upload one or more files for each

user, either at the start of the assignment or in response to their submission.

- On the *Adding a New Assignment* page, name the assignment and enter a description. <u>The description is the assignment. Be as detailed as necessary!</u>
- Set the *Available From* and *Due Date* for the assignment. Selecting the disable box will disable this feature.
- Choose the options for the type of assignment you have chosen. Most of the time the default options will be fine. Change options if:
  - Users will be uploading large files like a PowerPoint or voice recording.
  - Users will be allowed to turn in an assignment multiple times.
  - You would like an email alert each time an assignment is submitted.
- Once created, users click on the assignment name to upload their file.
- To view submitted assignments, click the assignment link. A notification link will appear in the top right corner (ex: *View 5 Submitted Assignments).*

Journal
The journal feature in Moodle allows the teacher to post a question and have students respond individually. No one sees the response except for the teacher.

- Turn editing on.
- Activities> Journal.
- On the next screen, enter a title for the journal entry and then enter the question in the box below.
- Change the settings if you wish. You can choose to set a limit on the amount of time students have to respond to the journal.
- Scroll down and save the journal.
- To participate in the journal, students click on the link. On the next screen, they will click the *Start or edit my journal entry* button to begin writing.
- To grade a journal entry, click the journal link. As submissions are made, a link in the top right corner will appear (ex: *Grade 5 Submissions).*