Advanced Editing Features

Hyperlink   chart

Hyperlinks

Option 1:

- While in edit mode, click on the pencil of the appropriate box or block.
- Type the name of the page you want students or parents to click.
- Highlight the name and select the chain link 🔗 in the toolbar.
- Type in the URL of the page you are linking. You could also copy/paste the link. Click **Save**.
- Select **Save Changes** when you are finished editing the box or block.

Option 2:

- While in edit mode, select *Link to a File or Website* from the *Add a Resource* menu.
- On the new screen, enter a name for the website (this is the name the user will click) and enter or copy/paste the URL on the *Location* line.
- Choose *New Window* to have the website appear in a separate window when it is accessed.
- Select **Save and Return to Course**.
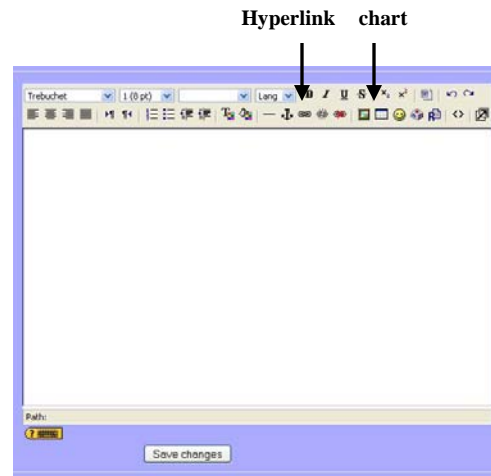
Images

- Insert text beside an image : *(can also be used to put images side by side)*
  1. Click the edit pencil.
  2. Select the chart icon (located to the right of the image icon). Make the chart 2 columns and 1 row. *Hint: to avoid having the lines of the chart appear, select 0 for the border thickness of the chart.*
  3. Resize the chart using the white boxes on the edge of the picture. Put your cursor in the box where the picture will be located.
  4. Insert the image and resize if needed.
  5. Click the text side of the chart and insert text.

Create a Text or Web Page

It is possible to link separate pages to your Moodle course page. This is useful when you have a lot of information to share, because that information will open in a new screen instead of clogging up your Moodle page. The best page to link is a web page, because it gives you more editing features. To compose a web page:

1. While in edit mode, select *Compose a web page* from the *Add a Resource* drop down menu.
2. On the next screen, enter the title of the page. This is what students will click on.
3. Enter (either type or copy/paste) the text. Scroll down and save changes.
4. The webpage will appear as a link in the topic box. Click on the link to display a new page.
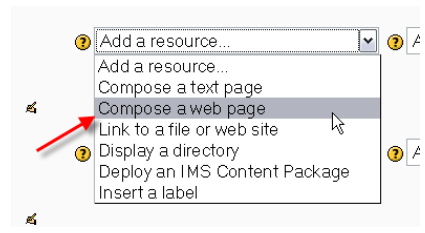
Add a Label

Labels are brief lines of text that you can enter in a topic box. They are especially useful if you upload a lot of documents or link a lot of websites and need to describe each one. To add a label:

1. While in edit mode select *Label* from the drop down *Add a Resource* menu.
2. Type the label.
3. Scroll down and save changes.
4. On your course page, move the arrows up and down beside the label to put it in the correct spot. Labels can also be moved to another topic box, regardless of the topic box where they are created.

Other Suggestions

- RSS Feed: Get a word of the day or news headlines to appear on your page. No need to update it yourself, it happens automatically. To find an RSS feed, go to your favorite news site or just Google " *(your topic here)* RSS feed". Once you find the RSS feed you want, copy/paste the URL in the RSS Feed block.
- Latest News: Post topics in this block to give short summaries of what is happening in your class.
- Upcoming Events: Remember, events in this block automatically link to your calendar.
- Create a webpage that opens in a new window. Now information can be stored in specific categories instead of cluttering up your course page. This is a great way to archive!
- Sign up for a free Shutterfly.com account. Upload class pictures to that account and link to your Moodle page.

Activities in Moodle

Assign Students to your Moodle Course

In order for students to participate in the activities on your Moodle page, they must be assigned to your course. To assign a student:

<u>Option 1: Teacher Assigns</u>
1. In the administration block on your Moodle page, click on **Assign Roles**.
2. Under the left column select **Student**.
3. Scroll down and use the search bar to type the student's name you wish to enroll. When the student appears in the *Potential Users* box, *single* click on the name and select the **Add** button. You will see the student's name appear in the *Existing Users* box on the left.
4. Continue to do this for each student. Once the student appears in the *Existing Users* box he/she is enrolled in your course. When finished, navigate back to your Moodle Main Page by clicking on **Moodle** on the top toolbar.

<u>Option 2: Student Assigns</u>
1. Student logs into Moodle.
2. Student navigates to the course page, then types in the enrollment key (password).
3. The student is now enrolled in your course.

Types of Activities

Assessments
1. Choice: a fun way to take a class poll or see how many students understand a topic.
2. Questionnaire: similar to a survey but allows the teacher to add different types of questions (multiple choice, true/false, short answer, etc).
3. Quiz: a formal assessment that lets the teacher create a quiz based on a certain type of question (multiple choice, true/false, short answer, etc). The quiz activity stores questions so they can be reused for multiple quizzes. The computer automatically grades the quiz and sends the grade to the teacher. (*Moodle III*)
4. Flash Cards: Teachers create flash cards for students to quiz with. (*Moodle III*)

Class Discussion
1. Wiki: a fun way to let multiple students write a response or create a story. Just like Wikipedia allows people to edit entries, the wiki function in Moodle lets students add their own ideas to a response or story, ultimately creating a class entry. (*Moodle III*)
2. Forum: the teacher can ask a question to the class and have students respond at their convenience or by a certain date/time.
3. Chat: similar to a forum but allows a teacher to chat with students in "real time". The chat can be disabled after it is used in class.

Writing Skills
1. Journal: lets students create an entry that only the teacher can read and grade. The student types it in Moodle and submits it to the teacher.
2. Glossary: the teacher and students can enter vocabulary terms into a class glossary. There is also a block that will randomly pull up a word each day (Random Glossary Entry).

Choices

A Choice acts as a class poll. It allows you to ask any question you'd like (unlike a Survey) as long as it's a multiple choice question (but it does not have to have only 4 answers). Students can view other student responses if you like and can change their minds.

To create a choice question:
1. Click the "Turn editing on" button and select *Choice* from the activity menu in the topic box where you would like to add the choice.
2. On the "Adding a new choice" page, give the choice a name, then enter the question text.
3. Do not worry about limited responses.
4. Enter responses in each choice field. If you require more than 5 fields, click the "Add 3 fields to form" button. You can fill in any number of choice fields (if some are left blank they do not display).
5. *Display Mode:* Choose whether the responses are displayed horizontally or vertically.
6. Other options:
   - *Publish:* choose if the results will be published.
   - *Privacy*: a students name will/will not be published with the results.
   - *Allow Choice to be updated*: students can change their minds if enabled.
   - *Visible:* students can see the activity.

Questionnaire

A questionnaire, unlike a Choice, allows you to create multiple questions for students and the question does not have to be multiple choice. To create a questionnaire, turn editing on and select *Questionnaire* from the activity menu in a specific topic box. Name and describe the questionnaire, change settings if needed, then scroll down and select save. The next screen will allow you to choose and create the type of questions you want to ask. You can choose a different question type for each question you create. Save the questionnaire when you are finished. Once back on your Moodle page, click on the link to display the questionnaire. *Moodle will automatically chart the results as students take the questionnaire!*

Forums

Moodle has four basic forum types:
- *A single, simple discussion :* You can create only one discussion in this forum. This will keep the conversation focused on one particular topic.
- *Each person posts one discussion:* Each person on the class can start only one discussion. This would be useful when each person needs to post an assignment or a question. Each discussion can then have multiple replies.
- *Q & A forum:* This forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings.
- *Standard forum for general use:* There can be one or more discussions in this forum, and anyone with permission can post multiple discussions.

To add a forum to your class:
1. Click the "Turn editing on" button and select *Forum* from the activity menu in a specific topic box.
2. On the "Adding a new forum" page give the forum a descriptive name, then select the forum type.
3. Write a forum introduction. This description will be seen each time someone selects the forum.

4. Select a choice for *Force everyone to be subscribed?* (If you select Yes, everyone assigned to your course will automatically receive emails of new posts. Otherwise, people can choose whether to subscribe.)

Skip to …

5. *Post threshold for blocking*: students can be blocked from posting a certain number of times in a given period and warned when they are approaching the threshold.
6. *Common module settings:* Skip
7. Click the "Save changes" button. The forum name will now be a link in the course section where you added it. If you want to go back to change any of the options, you can click on the hand icon to return to the editing forum page.
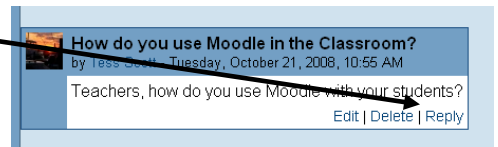
Using the Forum

To start a discussion in this forum:

1. Click the link to your forum.
2. Select the button "Add a new discussion topic".
3. Type the topic's title and the question.
4. *Subscription:* Decide if you want an email each time someone posts to the forum.
5. *Attachment:* You can attach a file or picture to the post.
6. Select "Post to Forum". A screen appears saying your post was successful and that you have 1 hour to edit the post.
7. The forum question now appears when you click on the forum.

Discussion	Started by	Replies	Last post
How do you use Moodle in the Classroom?	Tess Scott	0	Tess Scott Tue, Oct 21, 2008, 10:55 AM

8. To reply to a forum, students click the "reply" button underneath the forum post. Students will not be able to edit or delete a teacher's forum question.

How do you use Moodle in the Classroom?
by Tess Scott - Tuesday, October 21, 2008, 10:55 AM
Teachers, how do you use Moodle with your students?
Edit | Delete | Reply

Students receive an email each time someone posts to a forum they are subscribed to. To edit this function have students select "Profile" from their main Moodle page, then "Edit Profile" on the top tab. Scroll to *Email digest type* and select "Complete (daily email with full posts). Students will receive fewer emails this way.

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. To post a journal topic:

1. While in Edit Mode, select *Journal* from the activity drop down menu in a specific topic box.
2. On the next screen, enter a title for the journal entry and then enter the question in the box below.
3. 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.
4. Scroll down and save the journal.
5. The journal will look like this: Moodle training   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.

View 0 journal entries

What did you like the best about Moodle training?

Start or edit my journal entry

You have not started this journal yet