Moodle Resources for Faculty (Online Instruction Focus)

Moodle Documentation 3.5
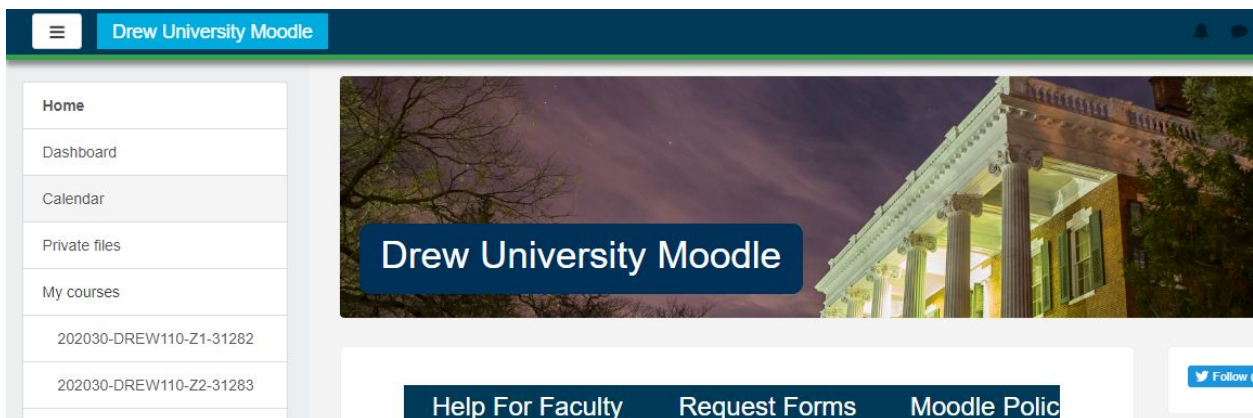
Providing course content to your students (handouts, readings, multimedia)
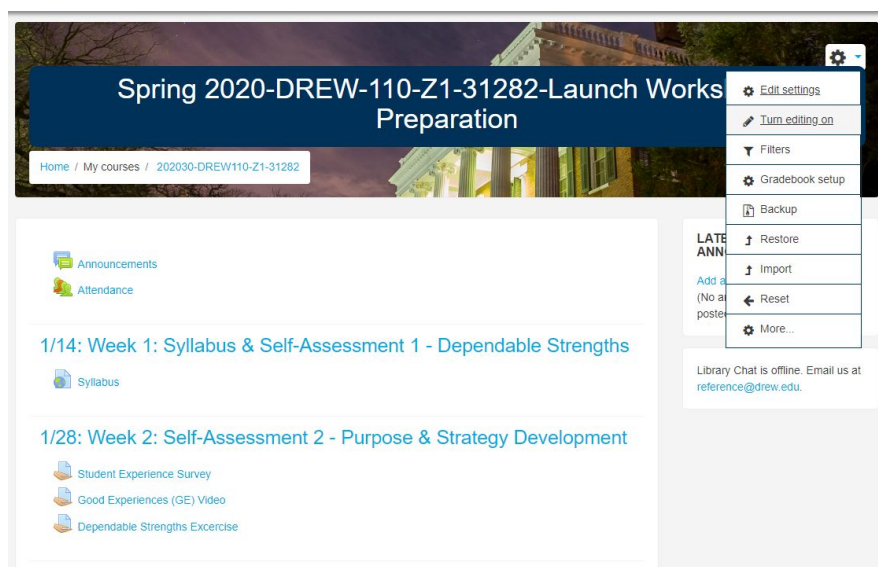
Distributing group updates

Leading asynchronous discussions online

Online quizzes

Signing in to moodle.drew.edu will bring you to your Moodle site. Your current courses will appear on the left hand side of the dashboard.
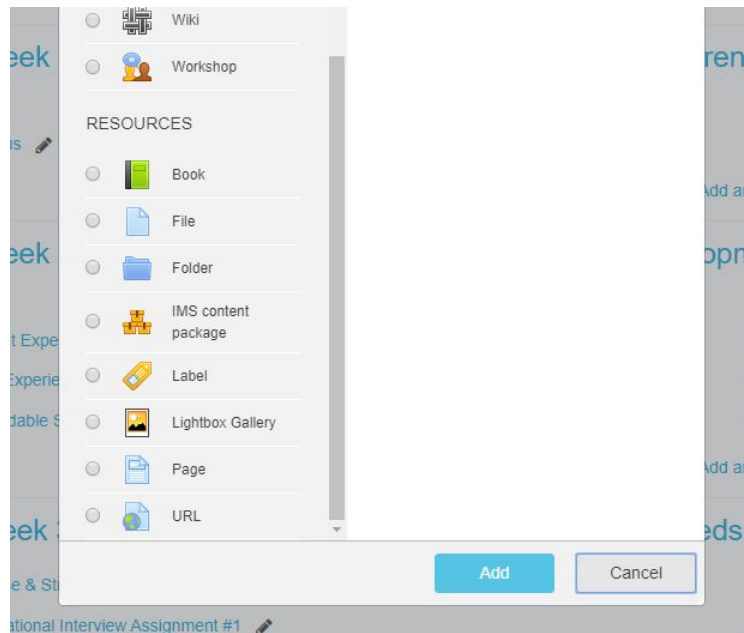
In order to update your course, you first need to **Turn editing on**. This is done by clicking the **gear** in the upper right corner of the course title area.

Providing course content to your students (handouts, readings, multimedia)

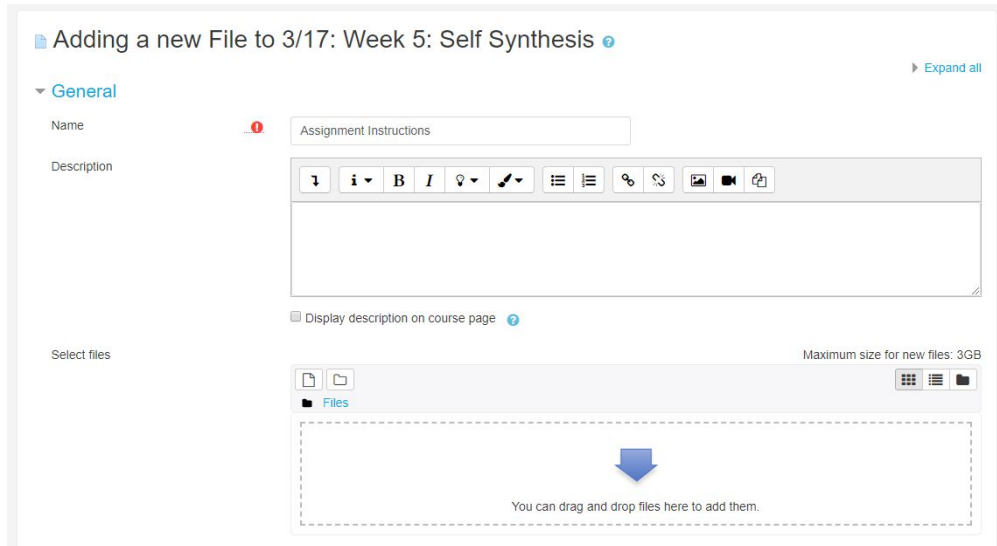<u>Uploading files and links</u>
To link out to or upload documents to a particular topic, click **Add an activity or resource**. Scroll down to **Resources** and select either **File** or **URL** to link out to a resource.

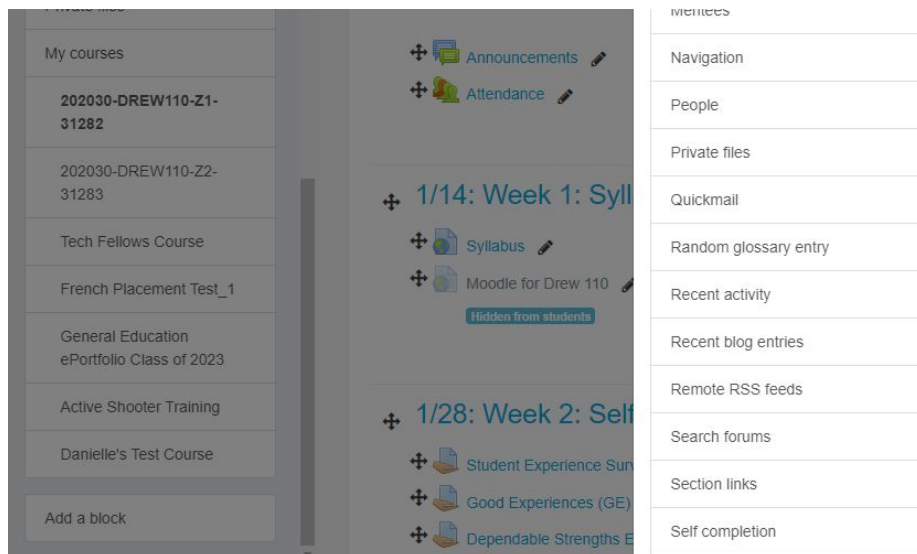Add a **Name** and **External URL**. Click **Save**.

The same process works for documents. Instead of selecting URL, pick **File.** Drag and drop a file into the **Select files** area, or click into the upload window to select files. You can also link out to electronic library resources, including subject guides.
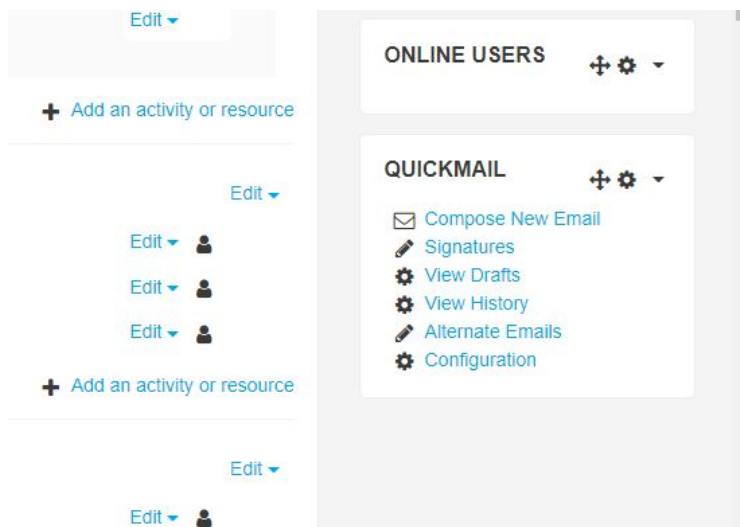

*When possible please link out materials, particularly large files types such as videos. Moodle has a limited maximum file size capacity. Keeping external copies of your files and links is also a good practice should Moodle become unavailable.
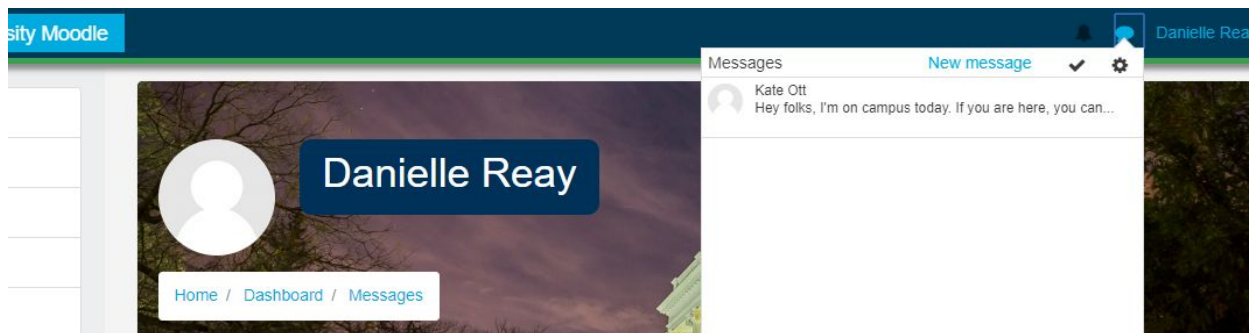
Distributing group updates

There are a variety of ways to keep in contact with students via Moodle. Adding a Quickmail block is one option. **Add a block** is located under My Courses. Select **Quickmail.**
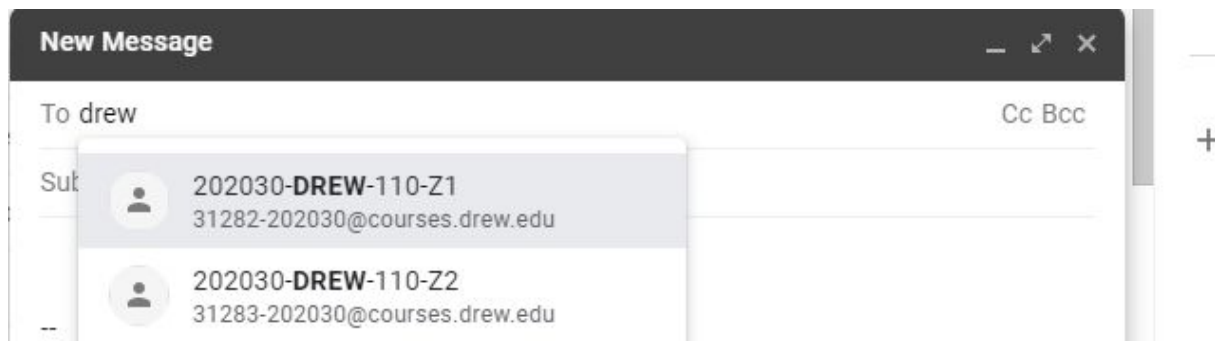
This will add a Quickmail block to your Moodle page. You can communicate with your whole class or specific groups by creating course mailing lists.

The **Messages** tool in Moodle is helpful for course-related communication that is specific to one Moodle site.

You can also mail your students from your Drew email by typing in the course section/number.
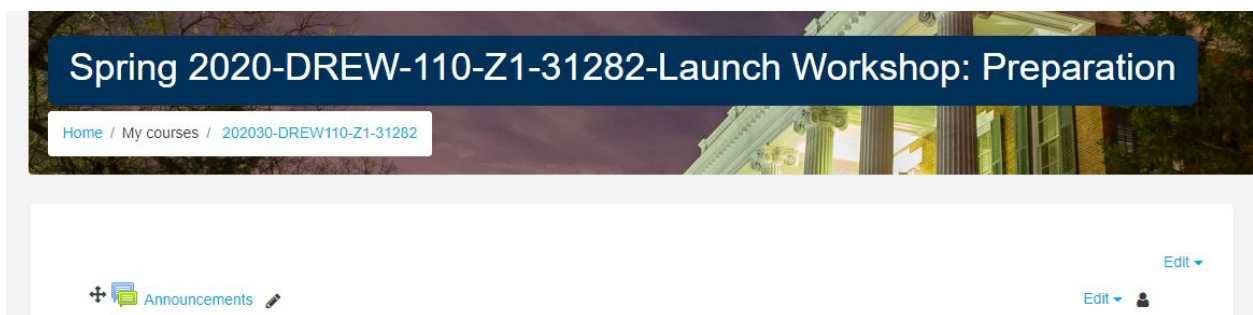
Leading asynchronous discussions online

Forums in Moodle:

 Forums are an activity that can be added to topic blocks in your course. They promote online discussion and engagement. Participants can subscribe to a forum to receive notifications of new forum posts. Forums can also be rated, which is recorded in the gradebook.

*By default each course site in Moodle has an **Announcements Forum**. The Announcements Forum is a forum that is automatically created for each course and is a place for general announcements. This is a **forced subscription** forum that will send an email to all enrolled members each time a message is posted.
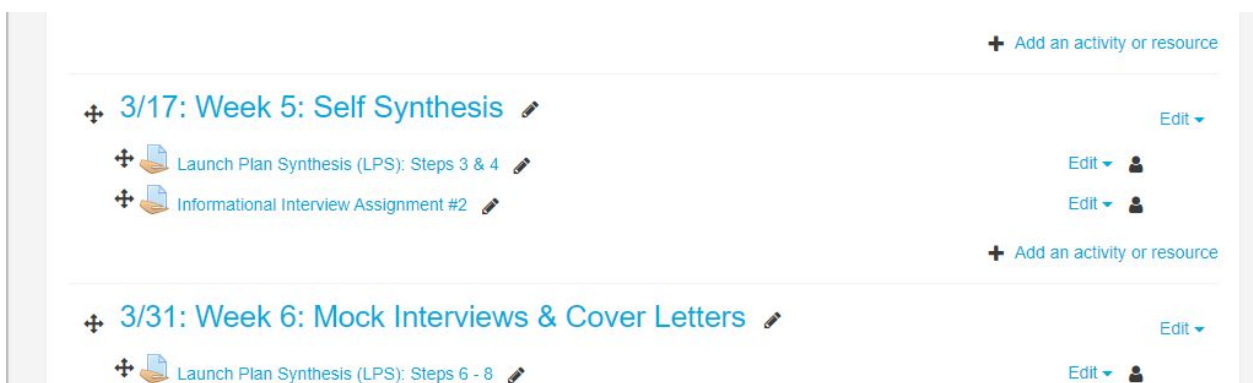

To add a forum click **Add an activity or resource.**

Select **Forum**.

There are several types of forums.
- **A single simple discussion** – A single topic discussion developed on one page, which is useful for short, focused discussions. The teacher posts a question and students are only able to reply.
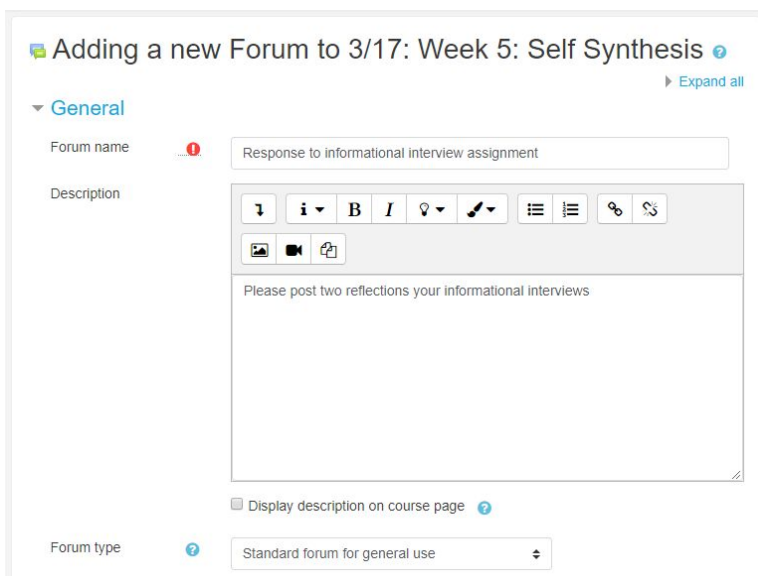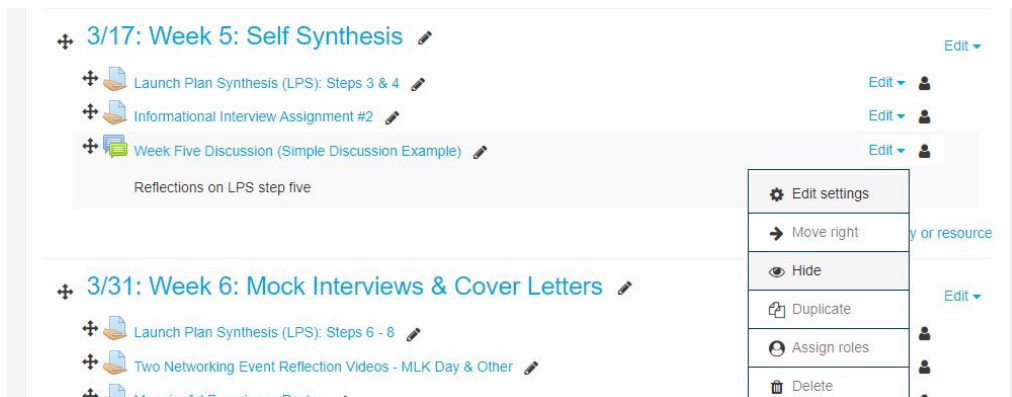- **Each person posts one discussion** – Each person can post exactly one new discussion topic (everyone can reply to them though); this is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these.
- **Q and A Forum** – This is best used for posting a particular question that you wish to have answered. The teacher posts a question and students respond with possible answers, but are unable to see other students' postings until they do.
- **Standard forum displayed in a blog-like format** – This works like a standard forum for general use, but the first post of each discussion is displayed so that users can choose to respond with the "Discuss this topic" button.
- **Standard forum for general use** – An open forum where anyone can start a new topic at any time; this is the best general-purpose forum. *(Adapted from Adding and Using Forums in Moodle)*
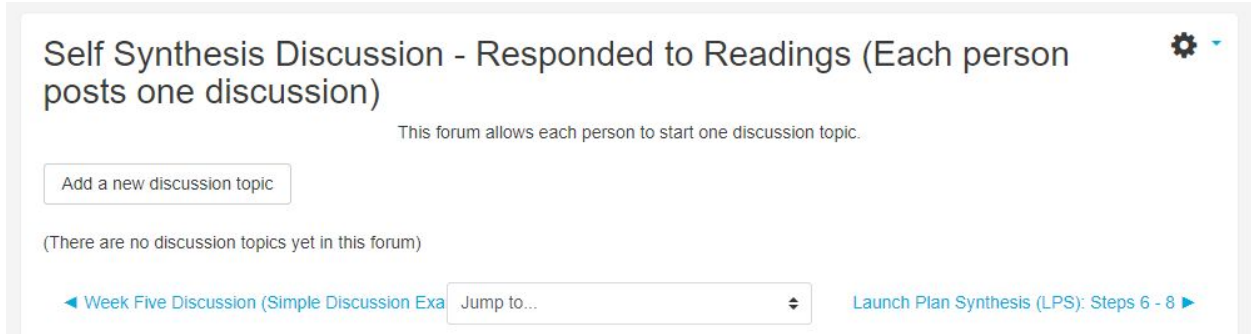
Enter a forum title, description and select forum type.

Once saved, the forum will show up as an item. *If you don't want this to appear to the student, you can hide this activity by clicking, **Edit**, then **Hide**.

Clicking on the activity will bring the user to the forum page.

Self Synthesis Discussion - Responded to Readings (Each person posts one discussion)

This forum allows each person to start one discussion topic.

Add a new discussion topic

(There are no discussion topics yet in this forum)

◄ Week Five Discussion (Simple Discussion Exa [Jump to...] Launch Plan Synthesis (LPS): Steps 6 - 8 ►
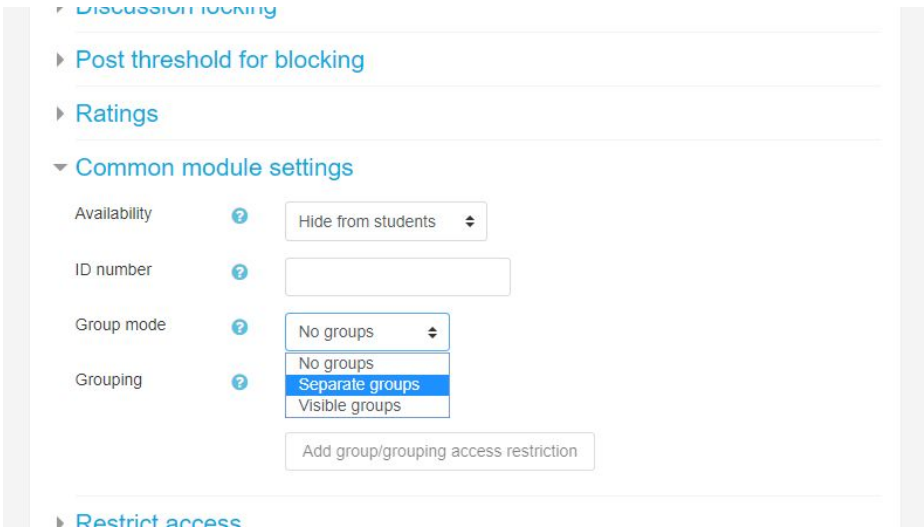
Using Groups in Forums

Instructors can create groups to be used in forums. This is useful if you want different groups of students to respond to different forum topics or discussions. You must first create the group, then assign that group to a forum topic.

To create groups. Click **Participants.** From the participants screen click the **gear icon** and select groups. Click **Create Group** and give your group a name and **Save Changes**. Next add and remove users. Select which students from your class roster you want to include in the group. When finished click **Back to groups**. Repeat process as necessary.

When creating or editing a forum, make sure that **Seperate groups** are selected under **Common Module Settings.**

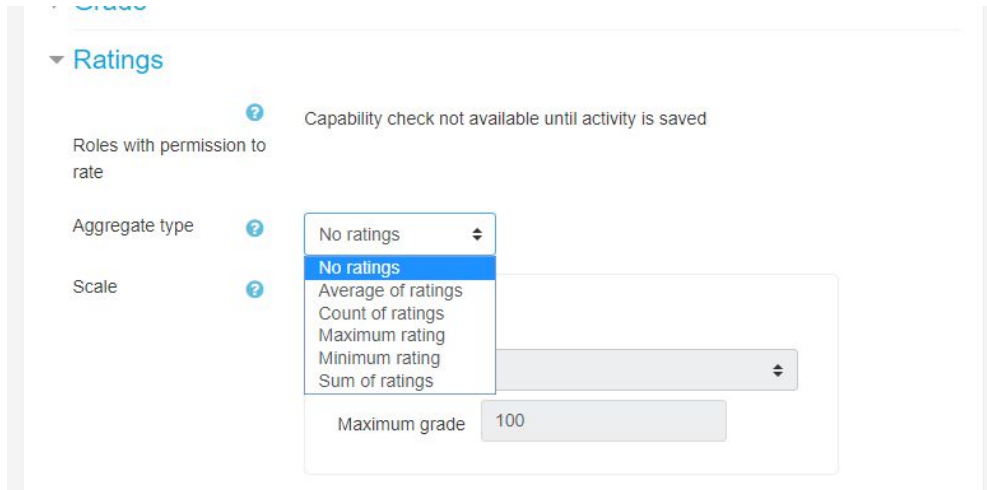Once groups are set, they appear as options in the forum setup

New discussion topics can then be assigned by group.

Grading Forums

Forums can also be graded assignments. They can either be 1. Added as graded items in your grade book setup or 2. Use the **ratings** feature of the forum.

To use ratings, select the forum activity and click **Edit**. Then select the **Ratings** aggregate type ***Sum of ratings**.
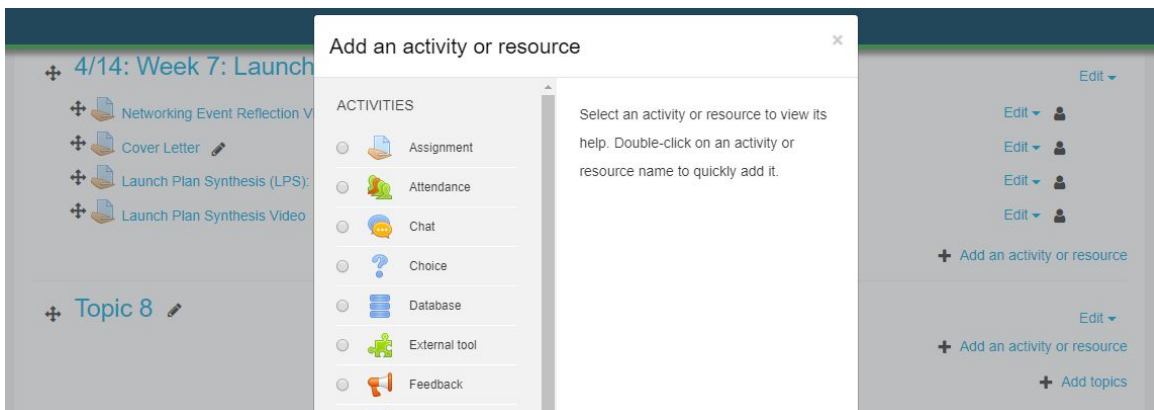
Once the ratings are saved, this discussion forum will automatically appear as a grade item in your gradebook setup.

Online papers submissions and collection

Create an assignment in Moodle by **Adding an activity or resource** and selecting **Assignment**.

Select date availability, including the assignment due date, and what types of submissions to accept.

Availability

Allow submissions from	❓	8 ⇕	March ⇕	2020 ⇕	00 ⇕	00 ⇕	🗓 ☑ Enable
Due date	❓	15 ⇕	March ⇕	2020 ⇕	01 ⇕	00 ⇕	🗓 ☑ Enable
Cut-off date	❓	8 ⇕	March ⇕	2020 ⇕	18 ⇕	55 ⇕	🗓 ☐ Enable
Remind me to grade by	❓	22 ⇕	March ⇕	2020 ⇕	01 ⇕	00 ⇕	🗓 ☑ Enable

☑ Always show description ❓

Submission types

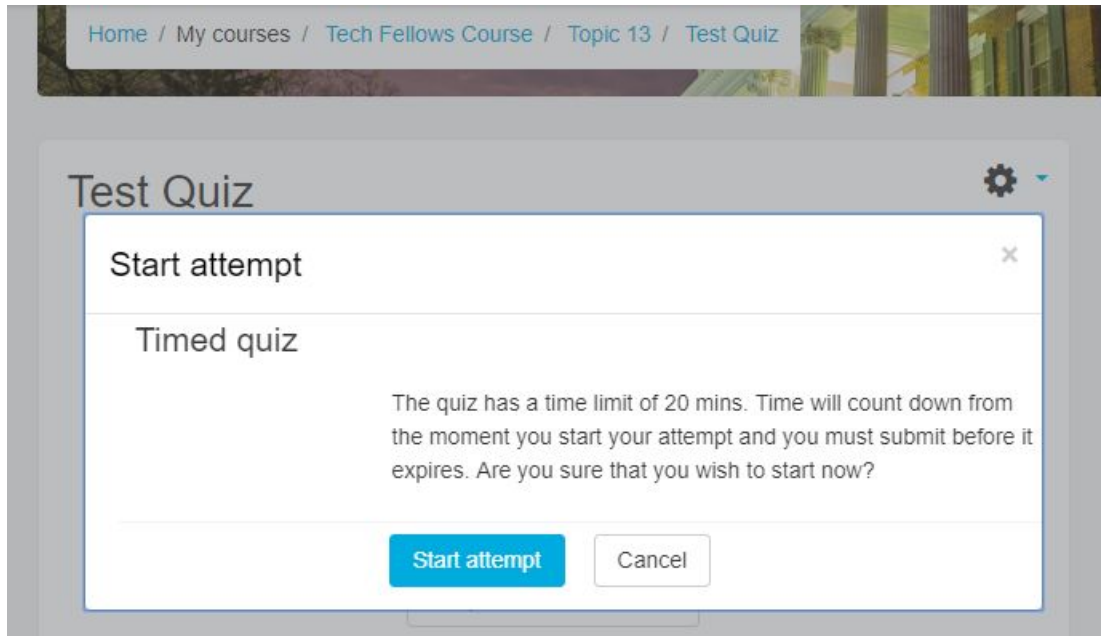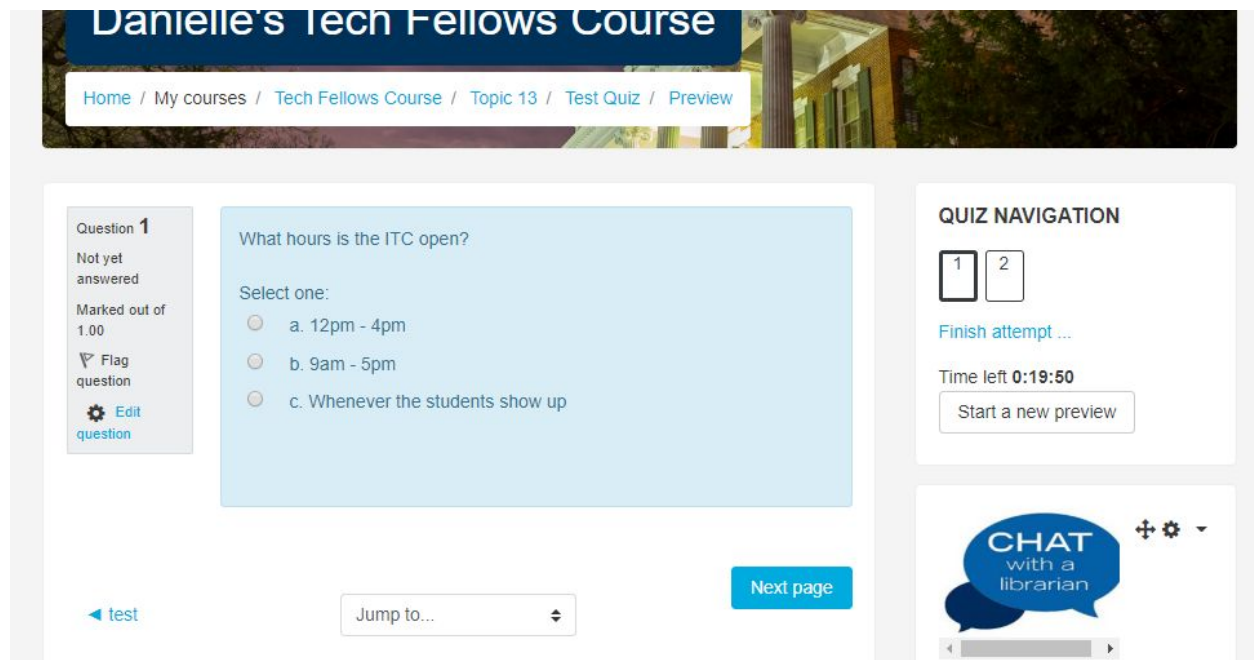|		
Submission types		☑ Online text ❓ ☑ File submissions ❓
Word limit	❓	☐ Enable
Maximum number of uploaded files	❓	20 ⇕
Maximum submission size	❓	Site upload limit (3GB) ⇕
Accepted file types	❓	[ ] Choose
		No selection

Online quizzes

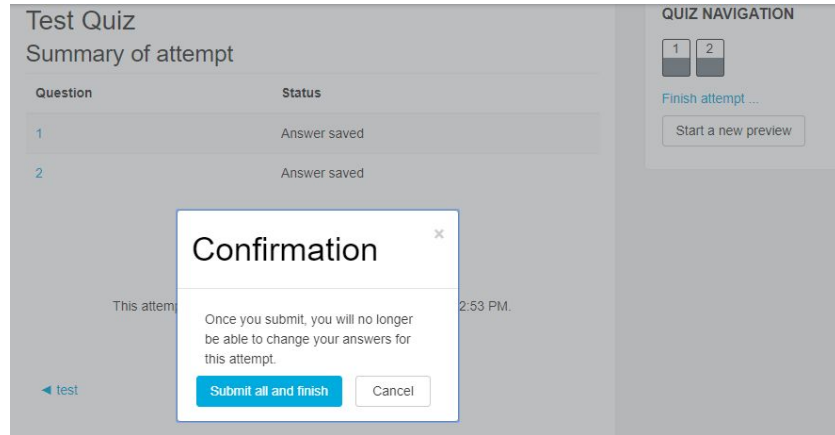Create a quiz as an activity. Add questions based on type

Once you've added all your questions you can preview your quiz. You (and the students) will see a prompt if the quiz is timed.
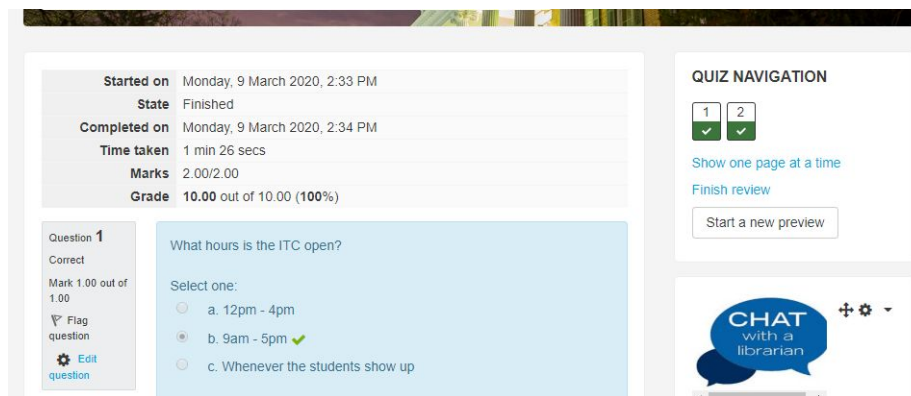
Students will answer the questions within the allowed time. They will be able to see the quiz navigation on the right hand side of the page to track their progress.
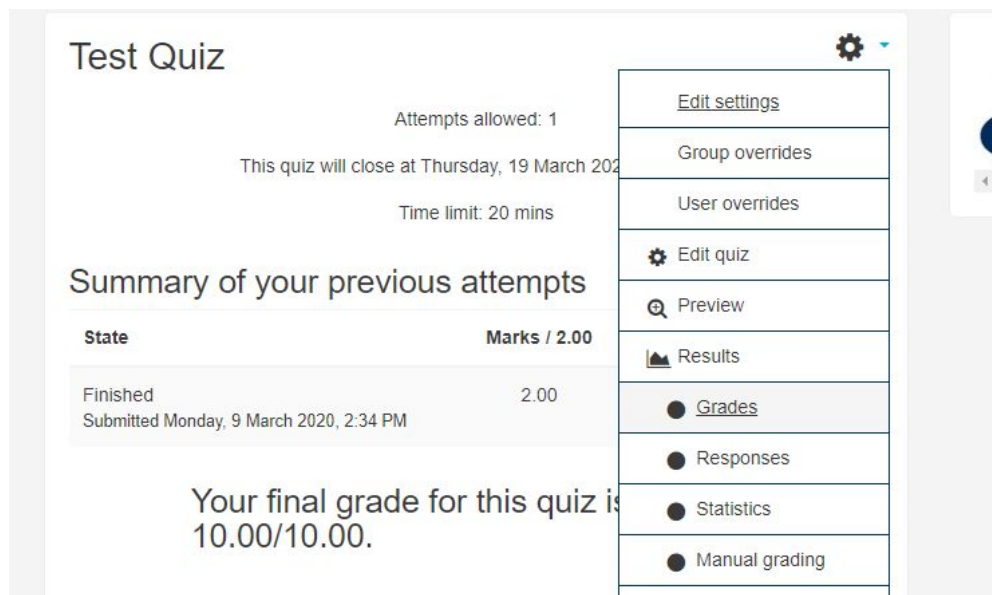

Once they have completed the quiz, they will be prompted to confirm their submission.

They can then review their score.

Faculty can also view the students' grades.

You can also add user overrides should students need additional time **accommodations**.

Test Quiz

Attempts allowed: 1

This quiz will close at Thursday, 19 March 202

Time limit: 20 mins

Summary of your previous attempts

Edit settings

Group overrides

User overrides

⚙ Edit quiz

⊕ Preview