





A Visual Introduction to moodle FCTUNL



for Teachers and page Creators

The opinions expressed on this e-book are of the author's sole responsability, and do not necessarily reflect the orientation or views of the FCTUNL

João Peo	Iro Soares Fernandes
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ABOUT

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| ABOUT MOODLE |

moodle

ABOUT THE SYSTEM |

. m.o.o.d.l.e. means "Modular Object-Oriented Dynamic Learning Environment" but, before that, the M meant "Martin's", the first name of its australian author

. *to moodle*, a verb of unknown origins, "describes the process of lazily meandering through something, doing things as it occurs to you to do them, an enjoyable tinkering that often leads to insight and creativity" (WIKIPEDIA[©])

. if you use moodle, you're a moodler

. moodle is a Course Management System (CMS) but is also known by other names, such as Learning Management System (LMS). It allows educators to create online courses, but can be used in collaborative work in general. Users only need an Internet browser

. it has been evolving since 1999, supported by a global community, and has been translated into 61 different languages. The estimated sites using moodle figure in the thousands, and the final users over the hundreds of thousands!

* | ABOUT THE AUTHOR |

. Martin Dougiamas (pronounce it Dou"gui"amas) lives in Perth, Australia and he is in his late 30´s. He is married and has two children

. some of his interests are education and computer science

. he worked with WebCT, a commercial CMS, for some years

. he defends a social constructionist epistemology of teaching and learning, and started moodle with that framework





| IMPORTANT |

. moodle is <u>free</u> and <u>open</u> <u>source</u>. This means that it can be redistributed, its source code modified or developed to suit specific needs



ABOUT

| ABOUT THIS GUIDE |

+ | FOR TEACHERS AND COURSE CREATORS |

this guide pretends to help teachers and page creators to build and manage their pages in moodle FCTUNL, using a visual approach. Screen captures will be usual in this guide, and you should read it and practice at the same time with a browser connected to moodle FCTUNL.

. this guide is organized in chapters and has styles regarding the type of information that is displayed on a page. In the next page, the text boxes styles are explained in detail. This is intended to make it easy for you to recognize visually the kind of information on a page and facilitate search.

| IMPORTANT |

. if you're using Acrobat Reader to read this guide, you can use the search button

to easily find a particular subject inside the guide







.6 | NAVIGATION BAR |

| IMPORTANT |

. some browsers can give you problems with moodle@FCTUNL, like Netscape or Safari





An

OVERVIEW 2 # CREATE NEW	N ACCOUNT
I INFORMATION BOX . moodle uses a <u>workflow</u> to manage di chy is, from the least to the most privile Guest -> Student -> To where Guests are unregistered users. . You should create a new account first,	ifferent levels of usability of the system. This hierar- eged: eacher -> Creator -> Administrator, , to start at a student level.
Login Username: Password: Login Create new account Lost password?	N "Create new account" IN THE LOGIN BLOCK .2 FILL THE USER INFO. FORM
Moodle @ FCTUNL » Login »	New account Create a new username and password to log in with: Username: Password:
. use the first part of your e-mail (before the @) as your username, as it is harder to forget . use a valid e-mail address	Please supply some information about yourself: (Note: your email address must be a real one) Email address: Email (again): First name: Surname:
. the "First Name" an "Surname" can use Caps	Country: Portugal
email should have been sent to your address at It contains easy instructions to complete your registry. If you continue to have difficulty, contact the site admin $ \Box \qquad _ \square$	 CLICK ON THE "Create new account" BUTTON ation. istrator. IGO TO YOUR E-MAIL AND FOLLOW INSTRUCTIONS













*

. we suggest you change the enrolment key 15 days after the course starts, to avoid late enrolments and key's sharing among other courses students

. you can work with visible groups (every group can see each others assignments, discussions, etc.) or separate groups (with separate assignments, discussions, private for each group)

. if you want to work only with colleagues, or are preparing the page, you can set the "Availability" to not allow students in. In this case, the page will be invisible for other users, not showing in the pages list





K | NOTES BOX |

. you don't have a space limit for your page, but each file you or your students want to upload must be smaller than 15 MB. If you have a particular situation and need more than 15 MB please contact the administrator

. the activity reports give you access to a report of all students activities inside your page. For example, you can see which students downloaded a specific file you made available, etc.

. the page language will affect the calendar settings, specifically the 12/24 hours format. If you choose "Portuguese", the 24 hours format will be used. Despite this, the hours format can be changed in the calendar Preferences, on the time format dropdown box (1st one). You can access this preferences through the "Upcoming Events" block or the "Calendar" block

BASIC 3 .1 PAGE SHORT NAM	# PAGE OVERVIEW E .2 DEFAULT	NEWS FORUM	
		.3 BUTTON 1	O START ADDING
Moodle @ FCTUNL » moo	evisual		Turn editing on
People -	Topic outline		Latest News -
😂 Participants	& News		Add a new topic (No news has been posted yet)
Activities +	1		Upcoming Events -
Search Forums +	2		Seriado Quarta, 5 Outubro (12:00)
Administration -	3		Go to calendar
Turn editing on	4	E	New Event
Settings	-		Recent Activity -
Ealt profile	5		Activity since Segunda, 3
Students	6		Full report of recent activity
🥰 Groups			Nothing new since your last login
e Backup	7		
Restore	8		
Timport course data			. • • • • • • • • • • • • • • • • • • •
Scales Crades	9	•	MAXIMIZE (+) BUTTON
Logs	10		
Garage Files			
Help			5 TOBIC 10
🖉 Teacher forum			

| IMPORTANT |

. 2 page areas are fundamental to manage and edit your page:

- **1** Administration block
- 2 "Turn editing on" button

BASIC

| ADD CONTENT TO TOPICS |

| INFORMATION BOX |

. only "teachers" and creators can add content to the page

. you can add 2 kinds of content to your page topics:

1 - RESOURCE - mainly for information/data delivery

the resource can be a file of any type, a webpage made by yourself using moodle or on the internet (and integrating audio, vídeo, animations or applets, etc.), or a directory with several documents on your page's file area. You can even write inside the topics/blocks

2 - ACTIVITY - mainly for supporting collaborative work/communication

the activity can be a chat session, a forum for news or discussion, a glossary constructed by you and your students with links, concept definitions, biographies or even files, a students quiz made within moodle, and evaluated automatically by the system, an assignment that can be delivered or made by students/colleagues directly on your page, a choice of one or more options defined by you (e.g. voting, subscriptions), a dialogue between you and another participant (or between participants), a wiki document constructed collectively, among others..

.2 | USE THE ICONS AND DROPDOWN BOXES TO ADD/EDIT CONTENT IN EACH TOPIC |

Moodle @ FCTUNL >	• moodle	visual					Turn editing off
People 중 ¥ ↓ →	-	Topic outline				Latest Ne	≥ws – ↓
Participants			ම පී			Add (No news ha	f a new topic as been posted yet)
Activities	+	🕜 Add a res	ource	🖌 🕥 Add a	n activity 💌	Upcoming & 💥 🖶	jEvents – ↑↓
Search Forums रे ¥ ↑ ♦ ●	+	1 🔄	ource	M 👔 🖌	n activity 💌	Feriado	Today (12:00)
Administration							Vew Event



Turn editing on



NOTES BOX | . you can give each topic a different name, according to the kind of material inside of it . to view the page in normal mode, click on the "Turn editing off" button . you can add text, images, videos, links, etc inside topics, using the resource "Insert a label"



C TUNEL a cultura do rigor

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	Visual » Files » new_folder Name Parent folder 19	0 bytes	S Out 2005, 01:14 Make a folder TT TO UPLOAD A FILE Ze Modified AD A FILE" BUTTON	4 Renal



File uploaded successfully

Name	Size	Modified	Action
Parent folder document.txt	718 bytes	5 Out 2005, 01:18	Choose Edit Rename
With chosen files		Make a folder	Upload a file

. 12 | CLICK ON "CHOOSE" |



BASIC 5	# ADD A RESOURCE _ LINK TO A FILE (cont.)
	🔄 Adding a new Resource 🌍
	Link to a file or web site 💡
Name:	Document 1
Summary: Summary 🌍	Trebuchet I (8 pt) B B I S X
	Path:
Location:	new_folder/document.txt Choose or upload a file Search for web page
Window:	Show settings ?
Parameters:	Show settings ?
Visible to students:	Show Show Save changes
Topic outline	
8 News	
1	
	вох ј
. you can crea link to it. This	te a link to an external file (in another server), typing in the "Location" field the also applies to websites (e.g. Location: http://www.fct.unl.pt)
. it is strongly	suggested to organize your materials in folders, to make it easy to find a file
	>



* | NOTES BOX |

. explore moodle activities as you like, reading the inline help in your page

. the next extended manual and video tutorials will regard activities in more detail, as they are the most interesting part about moodle

. feel free to contact the administration for presencial help regarding the use of activities inside your page



BASIC

| ADD NEW BLOCK |

| INFORMATION BOX |

. you can add new blocks to your page, such as a Calendar, RSS Feeds from other pages or sites (this includes dynamic information that when is changed on the referring site, it also changes in you page), Online users, HTML (it can have images, links, audio etc.), quiz results, among others

. you can hide or delete blocks (when deleting a block, you can add it again using the "add new block" block). You can also move them up, down, left or right. Just use the icons on the top of each block, after turning editing on $\Re \$ $\uparrow \downarrow \leftarrow \rightarrow$

•	CLI	СК	ON	I TH	1E `	`TU R	RN EDITING ON" BUTTON Turn editing on
	CLI	ск	ON	I TH	1E 8	BLOO	CK YOU WANT TO ADD Blocks
							Add
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Cale	FIN enda ¥ ←	IAL	RE	SU	LT ((CAL	LENDAR) HTML Messages Online Users Quiz Results Random Glossary Entry Remote RSS Feeds Section Links
<<		Outu	bro	2005	5	>>	
Mon	Tue	Wed	Thu	Fri	Sat	Sun	
					1	2	
з	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24 31	25	26	27	28	29	30	



Course

events

User events

Global

events

Group

events

BASIC

8

| ADD NEW EVENT |

| INFORMATION BOX |

. you can use the default "Upcoming events" block or the added "Calendar" block to inform your page participants of some relevant events such as conferences, TV-shows, field trips, etc.

. some moodle activities (quizzes, assignments, ...) are automatically added to the "Upcoming events" and "Calendar" blocks. The page events (including group events) can only be added by teachers

. the global moodle@FCT events are also displayed in both blocks. This events can only be added by administrators

. you and other page participants can use the calendar as a personal agenda, adding in this case user events.

. I CLICK ON THE "GO TO CALENDAR" OR ON THE MONTH	Cal ®	enda X 🗧	r 1				-
	~~	→ [Outu	ibro i	2005		>>
Upcoming Events -	Mon	Tue	Wed	Thu	Fri	Sat	Sun
There are no upcoming events					_	1	2
Go to calendar	3	4	12	12	7	15	9
New Event	17	11	12	20	21	22	23
	24	25	26	27	28	29	30
	31						
		Glob: event	al ts		Cou	rse its	
		Grou even	P ts		Use	reve	nts
		1					
* I NOTES BOX I							
. you can hide types of events, clicking over the events titles							
. if you want a 24 hour format for the course's time settings, go to	the c	alen	dar I	pref	erer	ices	



.4 | DEFINE THE TYPE OF EVENT |





•



.6 | fill in the fields with the event name and description |

Name:	
scription:	Trebuchet I (8 pt) Image: B I U S X₂ x² B X B W M A E = = = M 1 I ∃ := := := := T₂ ◊₂ - ↓ ∞ ∞ ∞ ∞ ∞ ∞ ∞ ∞
	Path:
Date:	5 V Outubro V 2005 V Time 00 V 00 V
Duration :	 Without duration Until 5 ▼ Outubro ▼ 2005 ▼ Time 00 ▼ 00 ▼ Duration in minutes
Repeats:	 No repeats Repeat weekly, creating altogether events
	Save changes
	.7 CHOOSE THE DATE AND TIME OF THE EVENT
	.8 DEFINE THE DURATION OF THE EVENT
	.9 DEFINE IF THE EVENTS REPEATS WEEKLY
	10

I

BASIC 9 # | ADD TEACHER TO PAGE | 1 | INFORMATION BOX | . as a page creator, you can add other teachers to the page . you can define different titles/roles for each teacher, such as monitor, assistant, etc. . you can also define if the teacher can edit or not your page content . to start adding teachers, go to the Administration block and click on "Teachers" (or the name you defined for teachers in the page settings) . 1 | click on "TEACHERS" IN THE ADMIN. BLOCK | . dministration 2 - uncreated on the page settings . and the setting on the setting on the setting of the setting on the setting of the setting on the setting of the setting on the setting of t















Moodle @ FCTUNL » moodlevisual » Enrol students









[Moodle Creator] You are logged in as Moodle Student (Logout)









GTUNEL a cultura do rigor

BASIC # | CONSULT ACTIVITY REPORTS (LOGS) | 13 | INFORMATION BOX | . you can access activity reports regarding any actions inside your page, such as the users that downloaded a certain document, or daily or hourly accesses to the page . students can also access activity reports, if in the page settings you allow them to **1** | CLICK ON "LOGS" IN THE ADMIN. BLOCK | Administration -. $\mathbf{2}$ | select the group in which a participant is included | 🕅 Turn editing on 🔀 Settings 🚛 Edit profile 🗞 Teachers ${f 3}$ | select the participant you want to verify | 🙈 Students 🚜 Groups 🧧 Backup **4** | SELECT THE DATE OF THE LOG | Restore 😭 Import course data 🕙 Scales 🔞 Grades .5 | SELECT THE ACTIVITY INSIDE YOUR PAGE | 👍 Log s 🔄 Files 🔄 Help **6** | CLICK ON THE "SHOW THESE LOGS" 🖉 Teacher forum **BUTTON |** Moodle @ FOTUNL » moodlevisual » Logs Choose which logs you want to see: Moodle Visual Introduction (teacher manual) All groups 🔽 All participants Y Today, 11 Outubro 2005 \mathbf{v} All activities Show these logs ¥

Or watch current activity:

Live logs from the past hour





Properties

Type:

Size:

Create folder

Browse... Upload

Selection: Delete Move Zip Rename

	Browse]	
5 CLICK ON T	HE FILE NAME		
Browser File uploaded	successfully	Preview:	
	accession y		
backupdata	3 Out 2005, 08:41		
new folder	5 Out 2005, 01:18		
	5 Gat 2005, 01.51		
ection: Delete Move Zip	Rename	Properties	
		Ciner	
	Create folder	Size: T	ype:
	Create folder Browse	Size: T	ype:
	Create folder Browse Upload	Size: T	ype:
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BASIC **#** | INSERT MULTIMEDIA CONTENT | 15 | INFORMATION BOX | . you can insert multimedia content to your page, such as audio, video, animations or applets. This can be added wherever there is a html editor (wysiwyg) . there isn't a specific icon to insert multimedia content, so you will have to edit the html code and insert a simple line of code 💌 1(8pt) 💌 💌 💌 🖪 🖌 🛄 🐇 💼 🕌 🕬 🕬 Trebuchet | 葦 葦 貫 | M N | 扫 扫 拝 拝 拝 | 張 🍖 | ― み 📾 🐡 🍩 📓 🗔 😳 🎲 🔒 (◇ | 👰 | . m 1 | click on the "toggle HTML source" icon | _ 1(8 pt) 🗸 🛛 🗸 B I U S 🕺 x² 🖻 🐰 🛱 🗃 🗠 🖓 Trebuchet 🗸 🗸 吉吉吉 M M 記品 課 課 🧏 🖕 🦄 — 🕹 ∞ 🔅 🎾 🛄 😳 🖏 🟥 🔿 💋 You are in TEXT MODE. Use the [<>] button to go back to WYSIWYG MODE.
 .2 | INSERT THE HTML CODE: <EMBED SRC="link to file" width="xxx" height="xxx" /> | e.g. <embed src="http://www.fct.unl.pt/video/video.wmv" width="640" height="480" /> .3 | FILE LOCATION | .4 | CONTENT SIZE IN PIXELS | * I NOTES BOX | . you can upload multimedia content to your page files area and then embed it. Just click on the file name in your files area with the right mouse button and then on "copy link location". When embedding in a html editor, click on the right mouse button on "paste" in the link to file place



BASIC # | END OF SEMESTER ROUTINES | 16 | INFORMATION BOX | . when the semester ends, there are certain steps you shoud take to archive your page and create a backup for further use or data protection . you can restore from the page backup certain (or all) contents to your other courses, or even to the next year's identical page $m{1}$ | click on "backup" in the admin. Block | Course backup: Moodle Visual Introduction (teacher manual) (moodlevisual) Administration -🕅 Turn editing on Include: All/None All/None 🔏 Settings 渡 Edit profile Assignments 🗹 User Data 🙈 Tea chers Chats 🗹 User Data 🙈 Students Choices User Data 🙉 Groups Forums 🗹 User Data 📴 Backup Restore 🗹 User Data Glossaries 쬠 Import course data Journals User Data 🕙 Scales Labels User Data 🔞 Grades Lessons 🗹 User Data 🕂 Logs 🗿 Files Quizzes 🗹 User Data 🛄 Help Resources User Data 🧬 Teacher forum SCORMs User Data 🗹 User Data Surveys Wikis User Data .2 | CLICK ON THE "CONTINUE" BUTTON | Workshops 🗹 User Data User Data Hot Potatoes Quizzes Dialogues User Data .3 | CHANGE THE FILE NAME OF THE BACKUP | Metacourse: Yes 🔽 Name: backup-moodlevisual-20051011-1909.zip Users: Course 💌 Logs: No 💌 **Backup Details:** User Files: Yes 💌 Course files: Yes 💌 .4 | CLICK ON THE "CONTINUE" BUTTON | Continue Cancel Continue



STUDENTS 1

| NOTES REGARDING STUDENTS |

| INFORMATION BOX |

. on the first week of the beginning of semester, you should give some information to students, specially the new ones, regarding the use of moodle_FCTUNL



.6 | GIVE A QUICK OVERVIEW OF THE MAJOR ACTIVITIES |

* | NOTES BOX |

. in some moodle FCTUNL activities, such as online assignments, when you want a group of participants to submit the assignment, inform students that only one group element should do the submission

. you can also inform students of the existence of activity reports, regarding their activities inside your page



END

| MOODLE'S DESIGN PHILOSOPHY |

+ | THE PEDAGOGY UNDERNEATH |

" The design and development of Moodle is guided by a particular philosophy of learning, a way of thinking that you may see referred to in shorthand as a "social constructionist pedagogy". This (...) [two pages try] to explain in simple terms what that phrase means by unpacking four main concepts behind it. (...)

1. Constructivism

. This point of view maintains that people actively construct new knowledge as they interact with their environment. Everything you read, see, hear, feel, and touch is tested against your prior knowledge and if it is viable within your mental world, may form new knowledge you carry with you. Knowledge is strengthened if you can use it successfully in your wider environment. You are not just a memory bank passively absorbing information, nor can knowledge be "transmitted" to you just by reading something or listening to someone.

. This is not to say you can't learn anything from reading a web page or watching a lecture, obviously you can, it's just pointing out that there is more interpretation going on than a transfer of information from one brain to another.

2. Constructionism

. Constructionism asserts that learning is particularly effective when constructing something for others to experience. This can be anything from a spoken sentence or an internet posting, to more complex artifacts like a painting, a house or a software package. For example, you might read this page several times and still forget it by tomorrow - but if you were to try and explain these ideas to someone else in your own words, or produce a slideshow that explained these concepts, then I can guarantee you'd have a better understanding that is more integrated into your own ideas. This is why people take notes during lectures, even if they never read the notes again.

3. Social Constructivism

. This extends the above ideas into a social group constructing things for one another, collaboratively creating a small culture of shared artifacts with shared meanings. When one is immersed within a culture like this, one is learning all the time about how to be a part of that culture, on many levels. A very simple example is an object like a cup. The object can be used for many things, but its shape does suggest some "knowledge" about carrying liquids. A more complex example is an online course - not only do the "shapes" of the software tools indicate certain things about the way online courses should work, but the activities and texts produced within the group as a whole will help shape how each person behaves within that group.



END 1

| MOODLE DESIGN PHILOSOPHY | (cont.)

4. Connected and Separate

This idea looks deeper into the motivations of individuals within a discussion. Separate behavior is when someone tries to remain 'objective' and 'factual', and tends to defend their own ideas using logic to find holes in their opponent's ideas. Connected behavior is a more empathic approach that accepts subjectivity, trying to listen and ask questions in an effort to understand the other point of view. Constructed behavior is when a person is sensitive to both of these approaches and is able to choose either of them as appropriate to the current situation. In general, a healthy amount of connected behavior within a learning community is a very powerful stimulant for learning, not only bringing people closer together but promoting deeper reflection and re-examination of their existing beliefs.

.

Once you are thinking about all these issues, it helps you to focus on the experiences that would be best for learning from the learner's point of view, rather than just publishing and assessing the information you think they need to know. It can also help you realize how each participant in a course can be a teacher as well as a learner. Your job as a 'teacher' can change from being 'the source of knowledge' to being an influencer and role model of class culture, connecting with students in a personal way that addresses their own learning needs, and moderating discussions and activities in a way that collectively leads students towards the learning goals of the class.

Obviously moodle doesn't force this style of behavior, but this is what it is best at supporting. In future, as the technical infrastructure of moodle stabilizes, further improvements in pedagogical support will be a major direction for moodle development. You are invited to be a part of this future by contributing your ideas and experiences using moodle with your students." (WILLIAMS *et al*, 2005:4-5)

I IMPORTANT |

. moodle design philosophy defends constructivism, constructionism, social constructivism and cooperative behaviour. Keep that in mind when planning you're course. **END**

3

| REFERENCES |

+ | REFERENCES |

. WILLIAMS, Brian C, RIORDAN, Matt & Dougiamas, Martin; "Moodle For Teachers, Trainers And Administrators"; version 1.4.3; January 2005

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Some data on moodle & FCTUNL (October 2005) Address: http://moodle.fct.unl.pt Born: January 2004 Version: 1.5.2 Users: aprox. 5000 Professors: over 200 Pages: aprox. 500 MB used: 15000 Average daily clicks: aprox. 18000 Max. online users: aprox. 60

