

# Workshop: Moodle Hands-on

## Objective:

This is an instructor-based workshop. This course is for all University teaching staff and their assistants who are going to use Moodle for Online Teaching. After joining this workshop, you will have a better understanding on Moodle and how its basic functions could be used by you as an instructor role to enhance teaching of your course easily. You will learn how to design and manage your Moodle course through real-life examples and hands-on exercises.

## Course Outline:

- \* Introduction - Before you start
- \* Getting Started
  - o Login
  - o Updating your Profile
  - o Your Moodle course(s) under Course Categories
  - o Site Navigation
- \* Designing your Moodle Course
  - o Modifying your Course Settings (Layout, theme, etc.)
  - o Understanding Buttons & Icons for Course Editing
  - o Adding General Course Information (Course title, description, etc.)
- \* Adding Resources
  - o Before you start
  - o Adding a link to a File (MS Word, MS Excel, PDF, Image files, etc.)
  - o Adding a link to a Website
  - o Composing a Webpage
  - o Inserting a Label
  - o Displaying a Directory
- \* Adding Activities to Communicate with your students
  - o Forums (News Forum vs. General Forums)
  - o Assignments (& Grades)
- \* Managing your Moodle Course
  - o Making Course Announcements
  - o Viewing Reports on Course Usages
- \* Important Issues
  - o Moodle Course Application
  - o Default Accounts (Student Accounts)
  - o Getting Help

A. Before you start building your course website

You are **recommended** to:

- Determine the objective of your course web space
- Design the look and feel of your course web space
- Prepare course content and resources
- Determine the student to instructor and student to student communication strategies
- Consider the online assessment on evaluating students' progress
- Plan how to maintain the quality of your course web space

B. Before you start using Moodle to build your course website

You are **recommended** to:

- Visit <http://www.cuhk.edu.hk/eLearning>
- Read about the different platforms and check out the Platforms Comparison table to see if Moodle should be your choice

Question(s): Try to answer the following before you proceed

Q1. What is Moodle@CUHK?	
Q2. As a eLearning platform, what functions/features do you expect Moodle to provide?	
Q3. What makes you think that Moodle would be a good choice for you?	

## \* Getting Started

### o Login

## Moodle @ CUHK

- Login:  
<http://moodle.cuhk.edu.hk>
- Using your CWEM account  
<http://www.cuhk.edu.hk/itsc/onlineapp/accounts/reply.html>
- CUHK Online Directory  
<https://directory.itsc.cuhk.edu.hk/directory/>  
<https://directory.itsc.cuhk.edu.hk/directory/login.jsp>

The Chinese University of Hong Kong

You are not logged in. (Login)

Moodle@CUHK > Login to the site

English (en)

Returning to this web site?

Is this your first time here?

Login here using your username and password:  
(Cookies must be enabled in your browser)

Username:  Login

Password:

Forgotten your username or password?

1. Please login with your CUHK Computing ID (e.g. s012345) and CWEM password.
2. Further information regarding your CWEM account can be found at <http://www.cuhk.edu.hk/itsc/onlineapp/accounts/reply.html>
3. Moreover, some information of your account profile is linked with your profile in CUHK Online Directory at <https://directory.itsc.cuhk.edu.hk/directory/>. You may update your information using the "Modify Your Information" icon or <https://directory.itsc.cuhk.edu.hk/directory/login.jsp> if needed.

**Or Your CWEM account**

### Your Task(s)

**T1. Login Moodle using your CWEM account. (If you cannot remember, you may now request for help)**

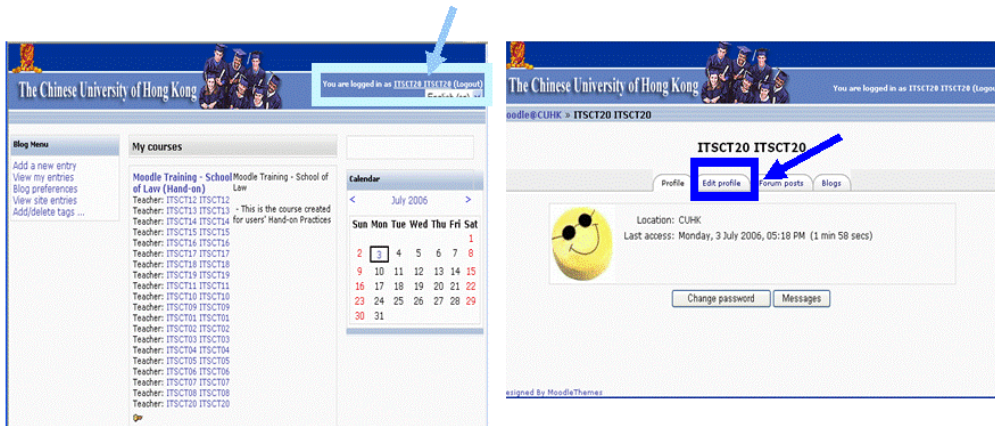
**Q1. If you forget the URL <http://moodle.cuhk.edu.hk>, can you think of another website which could direct you to Moodle?**

**Q2. Do you know what your CWEM account username & password are? (Do not write it down in the blank) If you have forgotten your password, how could you seek help?**

**Q3. What should you do if you cannot log in Moodle one day?**

o Updating your Profile

# Your User Profile



## Your Task(s)

**T1. Update your user profile.**

**T2. Check out profiles of the teacher and other participants. Take note of what information in your user profile is made public to others and what is not.**

**Q1. If you forget the URL <http://moodle.cuhk.edu.hk>, can you think of another website which could direct you to Moodle?**

**Q2. Note the important settings in your profile and be aware of the implications of changing the settings.**

o Your Moodle course(s) under Course Categories

Q1. Note how Moodle organize your courses for you.

o Site Navigation

Q1. Note how you could easily navigate within Moodle and identify where you are in Moodle.

**\* Designing your Moodle Course**

o Modifying your Course Settings (Layout, theme, etc.)

Q1. Note the course settings that you could modify as a teacher and how you should choose the settings for your Moodle course.

o Understanding Buttons & Icons for Course Editing

Q1. What are the buttons "Turn editing on" & "Turn editing off" for?

Q2. What are the buttons "Turn student view on" & "Turn student view off" for?

Q3. Note the different icons introduced for general course editing and their uses.

o Adding General Course Information (Course title, description, etc.)

T1. Update "Topic 0"/"Week 0", add some general course information to this first <u>content block</u> . Note the <u>steps</u> required.	
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**\* Adding Resources**

o Before you start

Q1. What course materials do you plan to make available to students online? What form(s) are the documents in?	
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Q2. Are you the author of all the course materials? If not, do you have the permission from the author to posting them online for students' access?	
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Task(s): Note the steps needed to add the following types of resources and there different uses.

T1. Adding a <u>link to a File</u> (MS Word, MS Excel, PDF, Image files, etc.)	
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T2. Adding a <u>link to a Website</u>	
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T3. <u>Composing a Webpage</u>	
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T4. Inserting a Label

T5. Displaying a Directory

**\* Adding Activities to Communicate with your students**

o Forums (News Forum vs. General Forums)

Q1. Note the settings of the default News/Announcements Forum that you could modify as a teacher and the way how you could make use of it.

Q2. Note the steps required to create General Discussion Forums for students and what effects brought about by different settings.

T1. In the Moodle course which you were added as teachers, create a "General Forum" which allows students to post new discussion topics and reply if needed.

T2. In the Moodle course which you were added as students, create a "General Forum" which allows students to post new discussion topics and reply if needed.

o Assignments (& Grades)

Q1. Note the steps required to add assignment collection drop-boxes in your Moodle course to collect students' assignments.

Q2. Note how teachers could view students' assignment submissions and give marks and feedbacks to students.

Q3. Note the difference between different types of assignments and how you should choose between using them.

T3. In the Moodle course which you were added as students, submit an assignment according to the instructions.

**\* Managing your Moodle Course**

o Making Course Announcements

Q1. Note the different ways for you to make course announcements on Moodle and what are the differences between them.



o Viewing Reports on Course Usages

Q1. Note how you could track students' activities and review course usages statistics automatically generated by Moodle.

**\* Important Issues**

Note the following important issues regarding Moodle.

Q1. Moodle Course Application

Q2. Default Accounts (Student Accounts)

Q3. Getting Help