

**MOODLE – TEACHER COURSE  
DEVELOPMENT**

**SCHOOL DISTRICT No. 27**

**CARIBOO-CHILCOTIN**

March 2020

## What Is Moodle?

Moodle software can be used to deliver an entire course online or to complement a classroom-based course. Moodle software resides on a server, allowing you and your students to access it via a Web browser. It also allows you to make changes to your course readily – from any Web-accessible location – and to make these changes available to your students immediately.

You can use Moodle to:

- Provide course materials that include text, complex equations, images, video, and audio.
- Integrate Web resources into your courses.
- Create opportunities for students to be knowledge builders.
- Encourage student interaction by using links to Websites and other internet-based resources.
- Communicate with students via blogs, and real-time chat sessions.
- Manage grades
- Supply student feedback via an online grade book, tests, and progress tracking.
- Obtain data that allows you to analyze the effectiveness of your course.

## How Will I Use Moodle?

Moodle in your classroom will allow you to use multiple courses with students in multiple grades. The concept will allow you to use resources (entire courses, assignments, and quizzes/tests) that have been developed by teachers to use in British Columbia schools. In addition, you can create new courses by uploading your current resources into Moodle.

**This guide focuses on how to upload your course to Moodle using your own materials. Please contact Ken Matieshen for the General Moodle User Guide which discusses the marking of assignments, tests, chats, and blogs.**

## Registering Students

All students and staff have a login to Moodle. The login pattern is:

- The username (**firstname.lastname with no spaces or capitals**)
- The password (same as their desktop/email login)

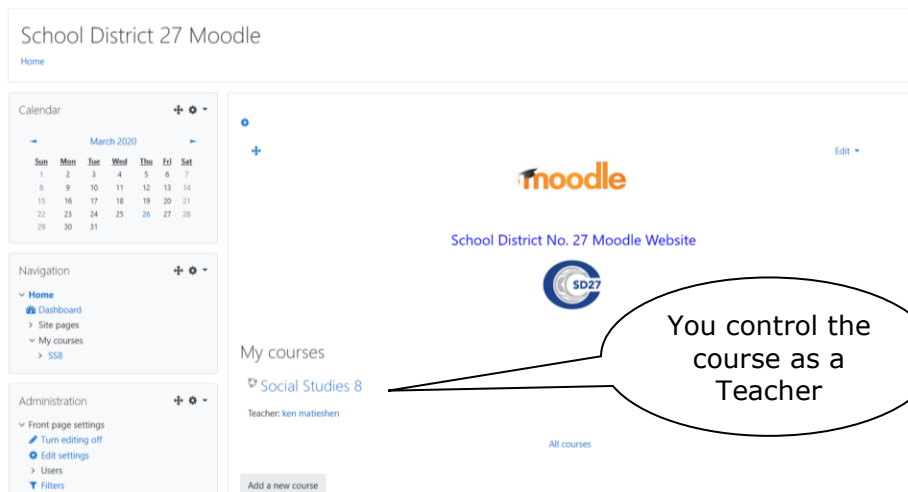
## Managing Courses

As a teacher you will be assigned courses which are predetermined from your requests. These courses are set-up on the server by the system administrator, and you have the ability to access and manipulate these courses in terms of inserting student grades and changing course content.

### Let's Get Started!

Your login is a Teacher Login. This means that you can manipulate course content, mark tests and assignments, and communicate with students via the calendar, online chat, and blogs.

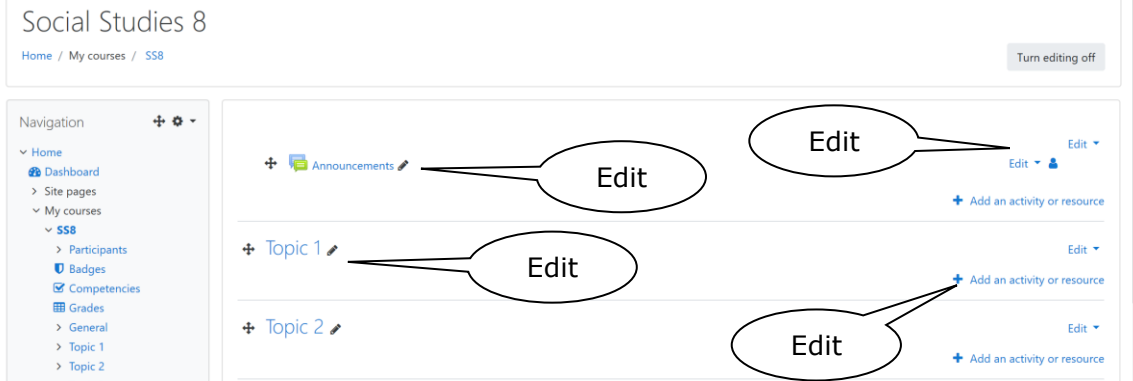
When you login (top right-hand corner), you will see a screen similar to the one below. Choose the course you desire to manage (See Below).



You are provided with a blank template that allows you to edit the course. To begin editing, choose Turn on Editing.



At this point you now have full editing rights to your course. Note the Pencils which are Editing Options.

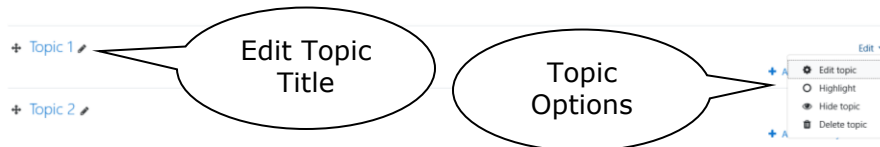


Note that when you choose the Pencil, different options will appear depending upon the option.

Announcements allow you to provide quick information that students will see at the top of your course such as how to proceed with the course, deadlines, or other important information deemed necessary.

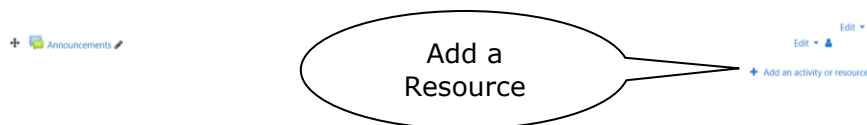
The course is then broken into Topics. Topics could be better termed Units of work.

You will notice that you can change the name of the Topic, on the left, and add in content about the Topic on the right.

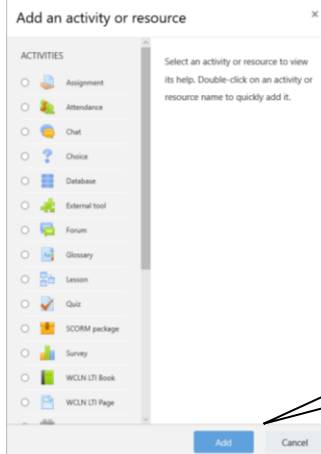


Note that you can hide the topic in case you do not want the students to see it yet.

In each topic is the option to add resources.



When you add a resource, you are presented with multiple options. To see what each activity does, choose the activity and documentation will appear on the right describing what it does in Moodle. To add a resource, choose the dot beside the assignment and then Add.

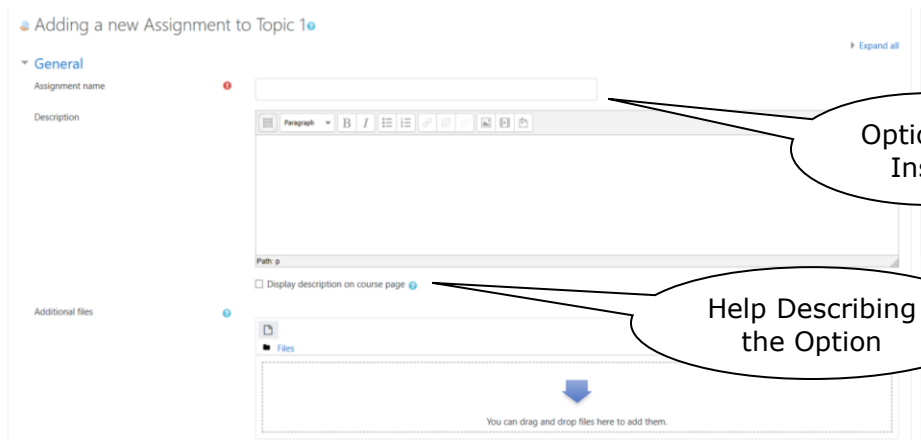


Select the Activity and then Add

When you choose a resource, you are presented with multiple options on the item (you will need to scroll down the page to see all the available options). You should be able to ignore most of them as every possible option has been inserted for consideration, but others require your attention such as:

Gradebook options: Is it in the gradebook and how many points?

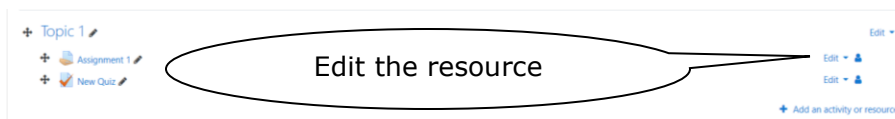
Availability: Please note the dates



Options to Insert

Help Describing the Option

Once created, you can edit the Resource by choosing the options on the right.

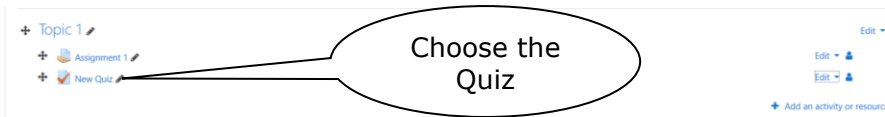


Edit the resource

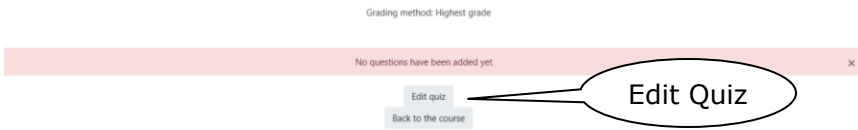
If you create a Quiz, it is a two-stage process.

First you create the Quiz itself as a Resource, and then it appears in your course (when you create it as a resource you will have options to select timing of the quiz, how many times a student may repeat the quiz, and if a password is required for the student to try the quiz).

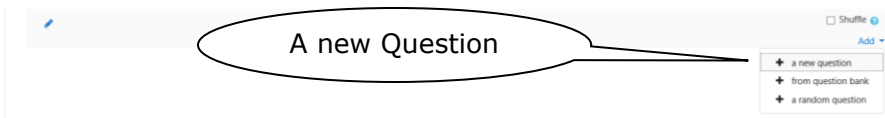
Once created, you need to create the questions by choosing the Quiz.



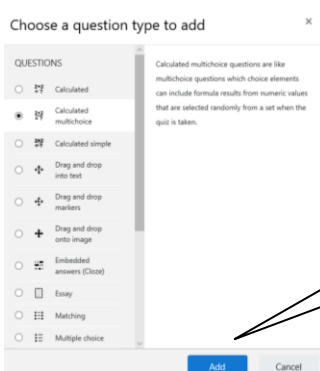
Choose Edit Quiz.



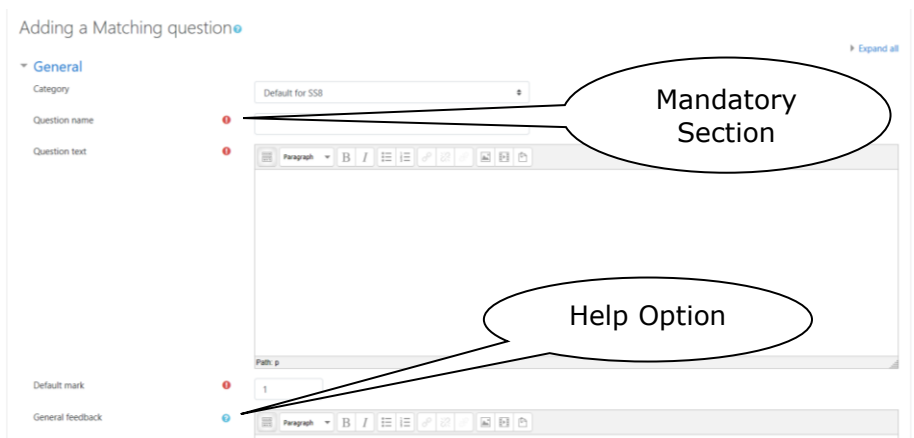
Choose Add and then a New Question



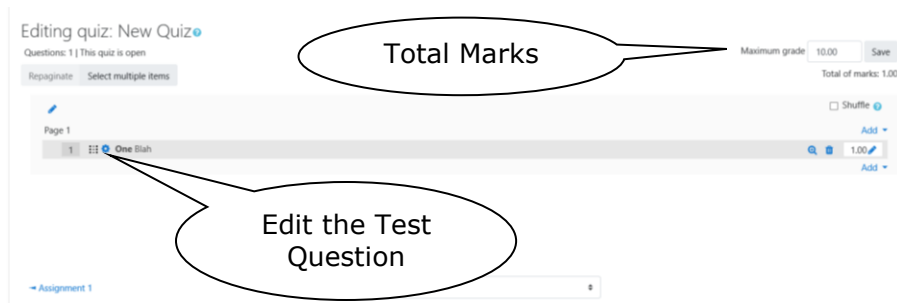
When you choose add, you are presented with multiple options. To see what each test option does, choose the test and documentation will appear on the right describing what it does in Moodle. To add a test, choose the dot beside the test and then Add.



Each question presents different options with help menus to describe the option.



Once you have multiple questions inserted, the test will take random questions to add up to the total number of marks available for the exam.



## Support and Help

If at any time support and help is required, contact Ken Matieshen at:

(250) 398-3808

(250) 305-7955

ken.matieshen@sd27.bc.ca