



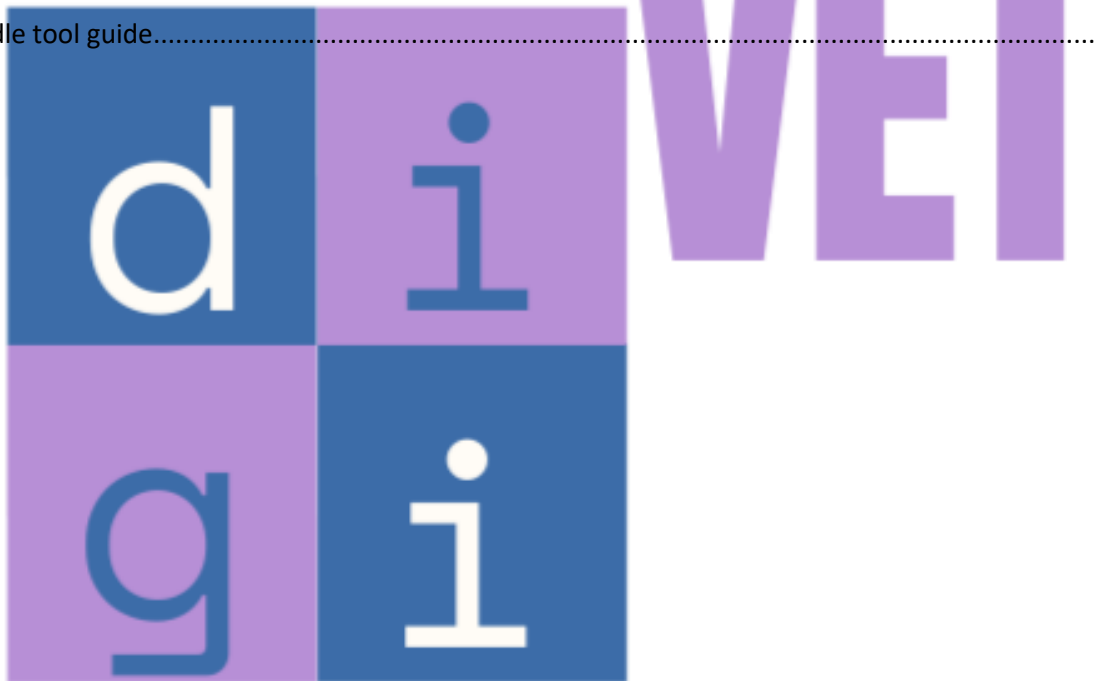
Digi-Vet E-Learning platform teacher manual

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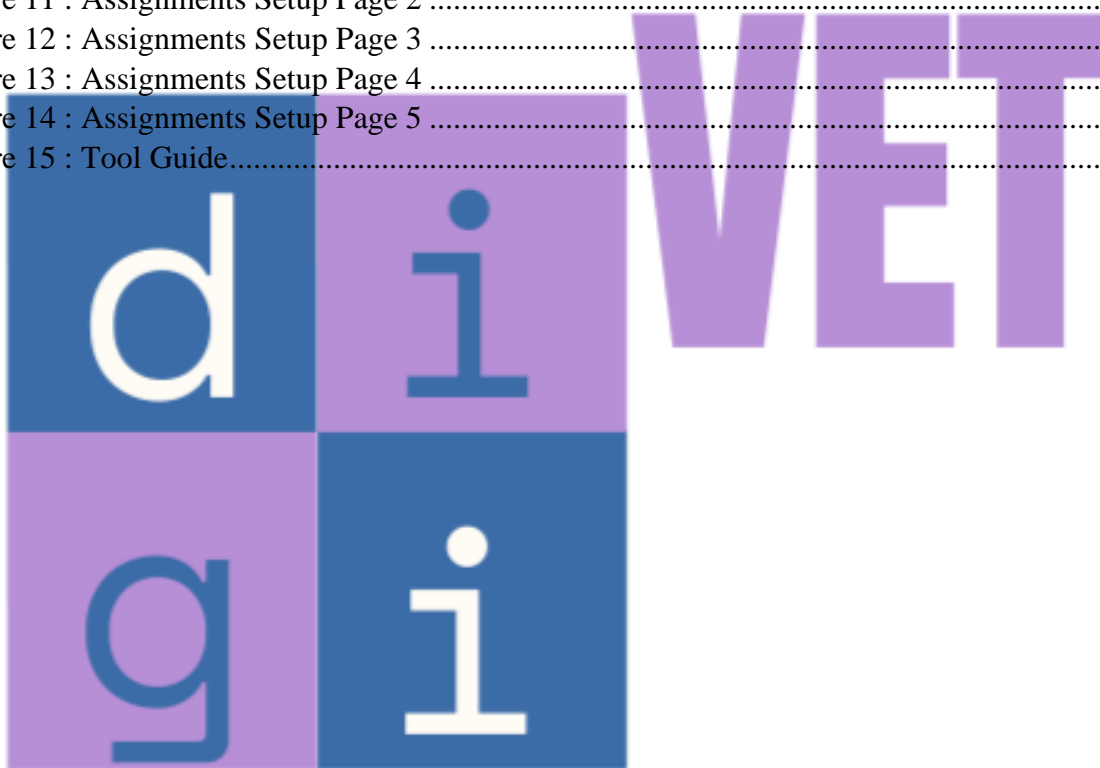
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Topics format

The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels. In new installations of Moodle, this is the default format.

TIP: This is great to use if your course is objective based and each objective may take different amounts of time to complete. An example of this would be scaffolding where the students are building upon the knowledge from earlier topics.

"Show only one section"

With the Weekly, Topics and any contributed format that implements the functionality, it is possible via Administration > Course administration > Edit settings to "show one section per page".

To add or remove topics first you have to turn editing on for the course as shown in the screenshot below.

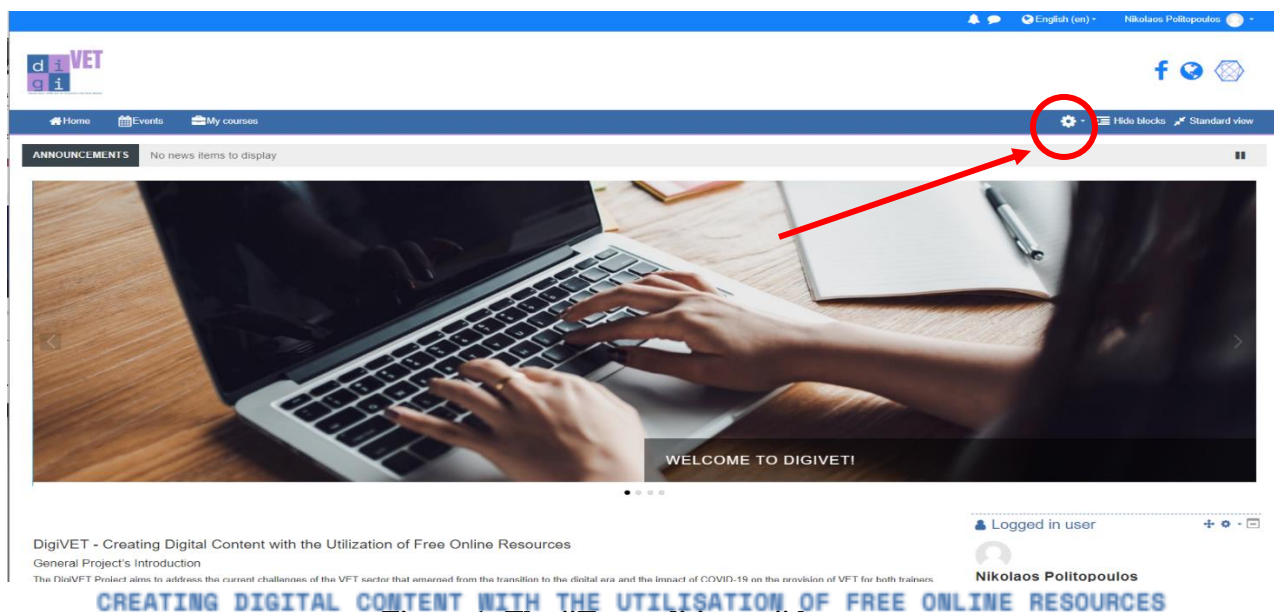


Figure 1: The "Turn editing on" button

After editing is on you have the option to add/remove topics as well as “activities” and “resources”

Activities

In Moodle terminology, an Activity, such as Forums or Quizzes, properly means something students can contribute to directly, and is often contrasted to a Resource such as a File or Page, which is presented by the teacher to them. However, the term activity is sometimes for convenience also used to refer to both Activities and Resources as a group.

There are 14 different types of activities in the standard Moodle that can be found when the editing is turned on and the link 'Add an activity or resource' is clicked.


- Assignments - Enable teachers to grade and give comments on uploaded files and assignments
- Chat - Allows participants to have a real-time synchronous discussion
- Choice - A teacher asks a question and specifies a choice of multiple responses
- Database - Enables participants to create, maintain and search a bank of record entries
- Feedback - For creating and conducting surveys to collect feedback.
- Forum - Allows participants to have asynchronous discussions
- Glossary - Enables participants to create and maintain a list of definitions, like a dictionary
- Lesson - For delivering content in flexible ways
- (LTI) External tool - Allows participants to interact with LTI compliant learning resources and activities on other web sites. (These must first be set up by an administrator on the site before being available in individual courses.)
- Quiz - Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown
- SCORM - Enables SCORM packages to be included as course content
- Survey - For gathering data from students to help teachers learn about their class and reflect on their own teaching
- Wiki - A collection of web pages that anyone can add to or edit
- Workshop – Enables peer assessment

Resources



A resource is an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses. In edit mode, a teacher can add resources via the 'Add an activity or resource' link. Resources appear as a single link with an icon in front of it that represents the type of resource.

Administrators can decide whether or not to force teachers to add descriptions for each resource by enabling or disabling a site-wide setting in Administration > Plugins > Activity modules > Common settings.



- Book - Multi-page resources with a book-like format. Teachers can export their Books as IMS CP (admin must allow teacher role to export IMS)
- File - A picture, a pdf document, a spreadsheet, a sound file, a video file
- Folder - For helping organize files and one folder may contain other folders
- IMS content package - Add static material from other sources in the standard IMS content package format
- Label - Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions
- Page - The student sees a single, scrollable screen that a teacher creates with the robust HTML editor
- URL - You can send the student to any place they can reach on their web browser, for example Wikipedia



Figure 2 : The "Add an activity or resource" window

Adding an Activity using the Activity Chooser

1. On your course page, click Turn editing on.
2. In the Section where you want the activity to appear, click + Add an activity or resource. The Activity chooser dialog opens.
3. Select an activity. The right side of the dialog will change to show a description of the activity and support links.
4. Click Add. The Settings page for the activity will open.
5. Configure the settings for the activity.
6. At the bottom of the page click Save and return to course or Save and display. Note: Many activities, including Attendance, Quizzes, Glossaries, and Databases require additional setup from within the activity. If you returned to the course page, click the activity to open the activity and complete your set up.

Once you have added an activity, you can:

- Move the activity link on the course page with the Move icon (). You can drag items between Sections (if you use the Collapsed topics format, the target section must be open).
- Configure the settings for the activity. Locate the activity you want to configure and click; Edit (to the right of the item), then; Edit settings. This will bring you to the settings page.
-
- Hide an activity that you are not ready to release to students or show a hidden activity. Locate the activity you want to hide or how and click Edit (to the right of the item).

- From the drop-down menu, select (🔒) Hide or (🔓) Show.

Change your role to Student to test submitting an activity (e.g., to submit and test scoring on a quiz) by going to the Administration block, clicking Switch role to..., then selecting Student.

Activities

Resources

The most used resources are “Labels” and “Files”

To add a label click Add an activity or resource. The Activity chooser dialog opens. Choose “Label” from the list. Then fill the Label text block with the information you want to present in that topic and click “Save and return to course”

Figure 3: Adding a Label

To add a file, click Add an activity or resource. The Activity chooser dialog opens. Choose “File” from the list. You can then type the name of the file (such as a pdf document or a PowerPoint presentation), drag and drop the file from your computer to the indicated area and click the “Save and return to course” button.

Adding a new File to Why e-mentoring

Expand all

General

Name

Description



Display description on course page

Select files

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Appearance

Common module settings

Restrict access

Tags

Competencies



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Activities

The most common activities to add to a topic are a “quiz” and an “Assignment”.

Quiz

To add a quiz, you must follow several steps:

- Create your questions in the question bank
- Create the quiz inside a topic
- Add the questions from the question bank to the quiz.

You can find the question bank in the course management settings in the bottom right.

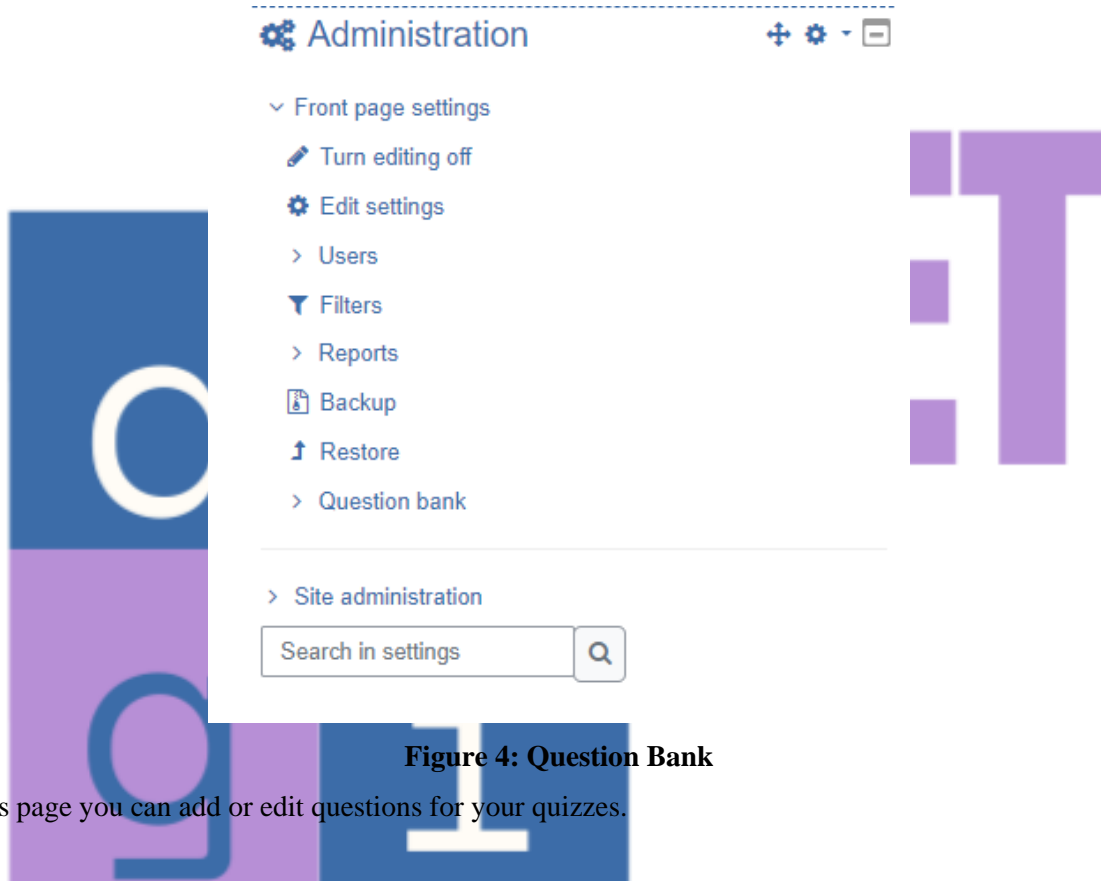


Figure 4: Question Bank

In this page you can add or edit questions for your quizzes.

Select a category:

The default category for questions shared in context 'Decision Making'.

 Show question text in the question list

[Search options](#)
 Also show questions from subcategories

 Also show old questions

Page: 1 2 (Next)

<input type="checkbox"/>	<input type="checkbox"/>	Question	Created by First name / Surname / Date	Last modified by First name / Surname / Date
<input type="checkbox"/>	<input type="checkbox"/>	Q1: What are reasons for conflict?	panagiotis stylanidis 8 May 2018, 4:22 PM	Nikolaos Politopoulos 3 July 2018, 12:55 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q1: What do you consider as typical traps for war?	panagiotis stylanidis 8 May 2018, 4:20 PM	Nikolaos Politopoulos 3 July 2018, 12:54 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q1: Which one from the following you consider a	panagiotis stylanidis 8 May 2018, 4:18 PM	Nikolaos Politopoulos 3 July 2018, 12:53 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q1: Which one from the following you consider a	panagiotis stylanidis 8 May 2018, 4:16 PM	Nikolaos Politopoulos 3 July 2018, 12:55 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q2: Wich of the following skills are essential for p	panagiotis stylanidis 8 May 2018, 5:13 PM	Nikolaos Politopoulos 3 July 2018, 12:51 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q2: What exactly is brainstorming?	panagiotis stylanidis 8 May 2018, 5:12 PM	Nikolaos Politopoulos 3 July 2018, 12:50 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q2: When we have to confront a problem?	panagiotis stylanidis 8 May 2018, 4:34 PM	Nikolaos Politopoulos 3 July 2018, 12:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q2: Which from the following are some steps we	panagiotis stylanidis 8 May 2018, 5:04 PM	Nikolaos Politopoulos 3 July 2018, 12:51 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q2: Which one from the following situations warr	panagiotis stylanidis 8 May 2018, 4:25 PM	Nikolaos Politopoulos 3 July 2018, 12:52 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q3: What are the steps for better decision makin	panagiotis stylanidis 9 May 2018, 2:56 PM	panagiotis stylanidis 9 May 2018, 2:56 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q3: When we confront a problem?	panagiotis stylanidis 9 May 2018, 2:58 PM	Nikolaos Politopoulos 3 July 2018, 12:58 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q3: Which are the critical skills in decision-makin	panagiotis stylanidis 9 May 2018, 2:57 PM	Nikolaos Politopoulos 3 July 2018, 1:03 PM
<input type="checkbox"/>	<input type="checkbox"/>	Q3: Which from the following are steps for decisi	panagiotis stylanidis 9 May 2018, 2:54 PM	Nikolaos Politopoulos 3 July 2018, 12:58 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: Generally speaking, which way can we make	panagiotis stylanidis 9 May 2018, 2:46 PM	Nikolaos Politopoulos 3 July 2018, 1:04 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: People with good emotional intelligence usuz	panagiotis stylanidis 9 May 2018, 2:40 PM	Nikolaos Politopoulos 3 July 2018, 1:05 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: What do we have to do in a conversation if w	panagiotis stylanidis 9 May 2018, 2:42 PM	panagiotis stylanidis 9 May 2018, 2:42 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: What is preventing from problem solving	panagiotis stylanidis 9 May 2018, 2:48 PM	panagiotis stylanidis 9 May 2018, 2:48 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: When willing to help colleagues learn how to	panagiotis stylanidis 9 May 2018, 2:44 PM	Nikolaos Politopoulos 3 July 2018, 1:13 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: Which of the following are typical decision m	panagiotis stylanidis 9 May 2018, 2:47 PM	Nikolaos Politopoulos 3 July 2018, 1:08 PM
<input type="checkbox"/>	<input type="checkbox"/>	QF: Which of the following is in line with the simp	panagiotis stylanidis 9 May 2018, 2:39 PM	panagiotis stylanidis 9 May 2018, 2:39 PM

Page: 1 2 (Next)

Show all 23

With selected:



Figure 5: The Question Bank page

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There are several types of questions to choose, so you can choose the one that mostly fits your needs

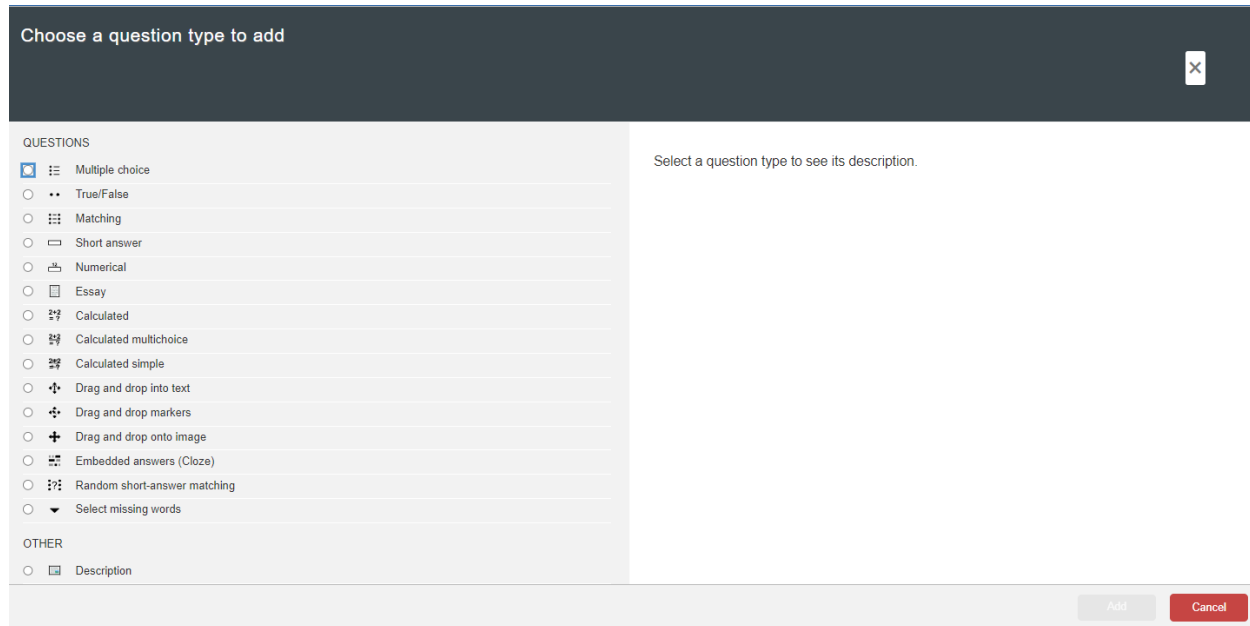


Figure 6: Question Types

The question types are as follows:

Calculated

Calculated questions offer a way to create individual numerical questions by the use of wildcards that are substituted with individual values when the quiz is taken.

Calculated multi-choice

Calculated multichoice questions are like multichoice questions with the additional property that the elements to select can include formula results from numeric values that are selected randomly from a set when the quiz is taken. They use the same wildcards than Calculated questions and their wildcards can be shared with other Calculated multichoice or regular Calculated questions.

The main difference is that the formula is included in the answer choice as $\{=...\}$ i.e if you calculate the surface of a rectangle $\{= \{l\} * \{w\}\}$.

Calculated simple

Simple calculated questions offer a way to create individual numerical questions whose response is the result of a numerical formula which contain variable numerical values by the use of wildcards (i.e $\{x\}$, $\{y\}$) that are substituted with random values when the quiz is taken.

The simple calculated questions offers the most used features of the calculated question with a much simpler creation interface.

Drag and drop into text

Students select missing words or phrases and add them to text by dragging boxes to the correct location. Items may be grouped and used more than once.

Drag and drop markers

Students drop markers onto a selected area on a background image. Unlike the Drag and drop onto image question type, there are no predefined areas on the underlying image that are visible to the student.

Drag and drop onto image

Students make selections by dragging text, images or both to predefined boxes on a background image. Items may be grouped.

Description

This question type is not actually a question. It just prints some text (and possibly graphics) without requiring an answer. This can be used to provide some information to be used by a subsequent group of questions, for example.

Essay

This allows students to write at length on a particular subject and must be manually graded.

It is possible for a teacher to create a template to scaffold the student's answer in order to give them extra support. The template is then reproduced in the text editor when the student starts to answer the question

Matching

A list of sub-questions is provided, along with a list of answers. The respondent must "match" the correct answers with each question.

Embedded Answers

These very flexible questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers and numerical answers.

Multiple choice

With the Multiple Choice question type you can create single-answer and multiple-answer questions, include pictures, sound or other media in the question and/or answer options (by inserting HTML) and weight individual answers.

Short Answer

In response to a question (that may include an image), the respondent types a word or phrase. There may be several possible correct answers, with different grades. Answers may or may not be sensitive to case.

Numerical

From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a continuous range of answers to be set.

Random short-answer matching

From the student perspective, this looks just like a Matching question. The difference is that the sub-questions are drawn randomly from Short Answer questions in the current category.

Select missing words

Students select a missing word or phrase from a dropdown menu. Items may be grouped and used more than once.

True/False

In response to a question (that may include an image), the respondent selects from two options: True or False.

The next 2 screenshots show the creation page of a multiple-choice question

Category: Default for Decision Making (23)

Question name *

Question text *

Default mark * 1

General feedback *

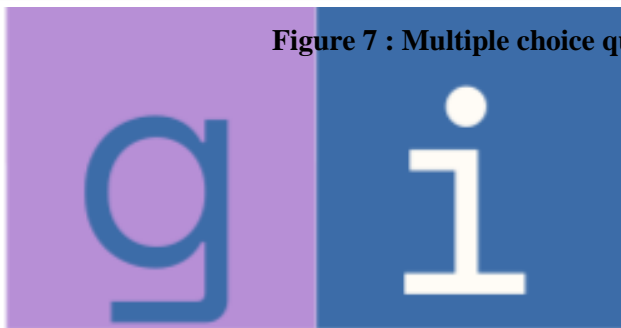
One or multiple answers? One answer only

Shuffle the choices?

Number the choices? a., b., c., ...

Answers

Figure 7 : Multiple choice question creation 1



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▼ Answers

Choice 1

Grade: None

Feedback

Choice 2

Grade: None

Feedback

Choice 3

Grade: None

Feedback

Choice 4

Figure 8 : Multiple choice question creation 2

After the questions have been created in the question bank you can create a quiz activity in a topic of your choosing. After naming the quiz you can then select the questions from the question bank it will include.

test

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Editing quiz: test ©

Questions: 0 | This quiz is open

Maximum grade 10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00

Shuffle Add ▼



The screenshot displays the Moodle Question Bank interface. At the top, there's a green header with the text "Add from the question bank at the end". Below this, a dropdown menu is set to "Default for Coaching (40)". A search options section includes checkboxes for "Also show questions from subcategories" (checked) and "Also show old questions" (unchecked). The main area shows a list of 40 questions, each with a checkbox and a magnifying glass icon. The questions are numbered and include detailed text. At the bottom of the list, there's a green button labeled "Add selected questions to the quiz".

Figure 9 : The Question Bank

To test the quiz after you are done Change your role to Student by going to the Administration block, clicking Switch role to..., then selecting Student.

Working with Assignments Adding/Editing an Assignment/Settings

Another basic function of Moodle is Assignments. You can have students access an assignment and then upload the requested material so the teacher can grade it.

When adding an Assignment activity you will be taken to this page

▼ General

Assignment name*

Name you want students to see on the course homepage

Description*

Paragraph ▼ B I [List icons] [Link icon] [Image icon] [Smiley icon] [Video icon] [Attachment icon]

Brief description seen by students when they enter the assignment

Path: p

Display description on course page ?

Places the description beneath the link on the course homepage

▼ Availability

Allow submissions from ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon] Enable

Due date ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon] Enable

Cut-off date ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon] Enable

Always show description ?

Determines whether the description shows prior to the Allow Submissions date.

Figure 10 : Assignments Setup Page 1

These are the basic options of the Assignment Activity. The next picture shows the submission types allowed and the type of feedback the student can leave after the Assignment is complete.

Submission types

Submission types

Online text [?] File submissions [?]

Word limit [?]

Enable

Maximum number of uploaded files [?]

1

Maximum submission size [?]

Course upload limit (2MB)

Feedback types

Feedback types

Feedback comments [?] Feedback files [?] Offline grading worksheet [?]

Comment inline [?]

No

Annotations:

- Red box: "Allows students to submit files for assessment. These can be files provided by you or ones they create." (points to File submissions)
- Red box: "Uses Moodle text editor to allow students to submit there assignment. No files required." (points to Online text)
- Red box: "Per file submission size limit" (points to Maximum submission size)
- Red box: "Allows teacher to submit files back to the student for feedback" (points to Feedback files)
- Red box: "Provides field to provide comment for students on marking page or Quick Grade table." (points to Feedback comments)
- Red box: "Copies Online Submission text into Feedback field to allow inline commenting" (points to Comment inline)
- Red box: "Allows teachers to download a file, grade assignments and then upload the file to import grades and comments for students." (points to Offline grading worksheet)

Figure 11 : Assignments Setup Page 2

The next picture shows the settings for group Assignments as well as the settings for allowing students to upload drafts.

▼ Submission settings

Require students click submit button ?

 ▼

If set to Yes, students will submit drafts of assignments that will not notify the teacher of submission.

Require that students accept the submission statement ?

 ▼

Submission statements require students acknowledge ownership and creation of the content is solely theirs.

Attempts reopened ?

 ▼

Controls how the assignment is closed based on student submissions. By default a student can resubmit once.

Maximum attempts ?

 ▼

▼ Group submission settings

Students submit in groups ?

 ▼

Require all group members submit ?

 ▼

Grouping for student groups ?

 ▼

Figure 12 : Assignments Setup Page 3

In the next picture, the type of grading can be configured.

Grade

Grade ?

Type None/Scale/Point

Scale

Maximum points

Grading method ?

Determining the grading method between Simple Direct, Marking Guide and a Rubric

Grade category ?

If you have categories already established in your Gradebook you can allocate the activity to it directly from here.

Blind marking ?

Students are represented as ID numbers

Use marking workflow ?

Use marking allocation ?

Allows the creation of a marking workflow such as TA's marking and getting marks approved by a teacher or breaking down markers to specific students, groups, etc.

Figure 13 : Assignments Setup Page 4

In the last picture the common module settings such as completion tracking and student visibility can be accessed.

▼ **Common module settings**

Visible

Show ▼ **Show/Hide from students**

ID number ?

Group mode ?

No groups **Disabled if set to Forced in course settings**

Grouping ?

None ▼

Available for group members only ?

▼ **Activity completion**

Completion options unlocked When you save changes, completion state for all students will be erased. If you change your mind about this, do not save the form.

Completion tracking ? Show activity as complete when conditions are met ▼

Require view Student must view this activity to complete it

Require grade ? Student must receive a grade to complete this activity

Student must submit to this activity to complete it

Expect completed on ? 27 ▼ March ▼ 2015 ▼ Enable

Figure 14 : Assignments Setup Page 5

Moodle tool guide

Below you can find a handy tool guide to determine what kind of activity suits your needs.

Moodle Tool Guide for Teachers



	What you want to achieve (pedagogy)	Information Transfer Is it a tool for disseminating information from you to your students?	Assess learning Will this tool allow you to assess your students' learning?	Communication & interaction Can it be used for communication & interaction among participants (you & your students)?	Co-create content Can you & your students collaborate & create content together?	Bloom's Allows what thinking order? •Remember •Understand •Apply •Analyse •Evaluate •Create
Ease of use How easy can this be set up by you?	What you want to use (technology)					
Add Resource Upload a file (Word Document/ PowerPoint)	Easy, like an email attachment. But can your doc stand on its own?	Yes. Only teachers can upload files to course site. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	No. It's a distribution tool. No option for interaction or communication.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Resource Link to a web page	Easy, find the web address (aka url – the bit that starts with http://), copy it, paste it.	Very easy way of leading students to information. Can link directly to database articles.	Not directly. Option is to link to external student e-portfolios or blogs.	Maybe. Link to external tools eg Google Calendar, groups, blogs or wikis.	Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.	6/6 Can do all of the above, depending on where you link to.
News Forum Use to send out course announcements	Easy. It's a standard forum, already set up in your course.	Yes. Include course updates, encouragement, timely links, etc.	No. The News Forum is limited. Students cannot post new topics.	You can start new topics. Students respond. Great for establishing course rhythm.	Limited because students cannot start new topics. Tip: Set up another Forum.	2/6 Not strictly learning activity. Test readiness for next class? R & U
Discussion Forum Use for many types of learning activities *	Easy. Forum has usable default settings. A name & description is enough.	Share resources as links or files. High message volume? Risk of losing info.	Forum is versatile & allows this, e.g. design a formative assessment activity.	Yes. Students communicate with you & peers. Interact as a class or in groups.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Wiki Use for many types of learning activities	Tricky. Decide on individual & group settings. Has some quirks. Get some training.	Yes. Use as information site. Allow editing only by teachers or by any participant.	Wiki is versatile & allows this, e.g. design a formative assessment activity.	Not suited for discussions. Use in brainstorming, planning, collaborative writing,...	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Glossary Use for learning activities that gather resources or present info	Default settings are good. Try to set it so the author's name is shown.	Use glossary to define terms or present info. Better yet, let the students add to it.	Glossary is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Only original author can edit an entry. Class can collect reviews, resources, etc	5/6 Understand, Apply, Analyse, Evaluate, Create
Quiz Use to assess learning, formative or summative.	Tricky & takes time. Set up quiz, then questions. Consider your categories.	The quiz is aimed at assessment, not as distribution channel. Tip: use as self-test.	Quiz can be timed & secure. Has essay, mc, true/false, matching, & other questions.	No. Tip: Use forums instead.	No. Tip: Use forums or wikis instead.	6/6 Can test all 6 but this requires you to be creative in your assessment.
Lesson Use for presenting branched info or testing	It can be tricky to set up, make sure you plan the lesson first. Worth the effort.	Great for presenting information in a branched, guided way.	Yes, allows grading. Use as branched quiz, scenario, case study, role play.	No this is an individual activity, not a group activity.	No this is an individual activity, not a group activity.	6/6 Can test all 6 but this requires you to be creative in your assessment.
Assignment Use to collect, assess & provide feedback on assignments	Easy. Choose from 4 types. Both online & offline assignments are possible.	No. The assignment tool is not a distribution channel.	Yes. Set due dates & maximum grades. Collect assignments and provide feedback.	No. Only allows very limited interaction between teacher & student.	No. Currently it does not allow group assignments. Use forum or wiki.	6/6 Indirectly. Depends on your assessment design.
Database Allow students to collect, share & search created artifacts	Tricky to set up. Know what you want before you build. Get some training.	Can be used for teacher to present info, but better to let the students add to it.	Database is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Students can share info & files in searchable way. Create joint collections.	5/6 Understand, Apply, Analyse, Evaluate, Create
Great fit	How to use this guide Are you a teacher new to Moodle? Use this guide to pick the right tool for the job. •Know which tool you want to use? Follow its row across to see its strengths & weaknesses. •Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.		*Be creative with Discussion Forums It doesn't always have to be an in-depth class discussion. Other activity ideas: class debate, team discussions, report weekly project findings, web quests, role play & feedback, gather resources & reviews, assessment support, Helpline, NZ's Got Talent (use the rating), rotated student-led discussions, weekly magazine,...		Need more Moodle help? •Moodle community at www.moodle.org •Download Using Moodle book (it's free!) •@lasic's 2 Minute Moodles videos •@moodleman blog: www.moodleman.com •Go meet your friendly e-learning, flexible learning or educational technology team. Buy them a coffee!	
Can work w/ some learning design						
Not best tool for the job						

Figure 15 : Tool Guide