

Moodle Activity User Guide



Instructional Design Center
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Instructional Design Center
WLC

*The following are a list of activities that you can add to your course in Moodle, along with how-to instructions to help guide you through the process. In order to add any assignments/activities to your course make sure you first **login** to Moodle. Click on the course you wish to add an activity to. Make sure you activate the “**Turn editing on**” button (in the top right corner of the window).*

Advanced Uploading of Files:

This feature allows teachers to send files back to students in response to their submissions. Response files can be uploaded before submission which can be used to give each student a different file to work with. Students may also enter notes describing the submitted files, progress status or any other text information. Submission of this type of assignment must be manually finalized by the student. Teachers can review the current status at any time, unfinished assignment are marked as Draft. Teachers can revert any ungraded assignment back to draft status. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the first option: **Advanced Uploading of Files**
3. When the new window appears, fill in the **Assignment’s name**, and a **description** (both of these are required in order to continue; other formatting options are available as well but not required).
- 4a. You also have the option to change the grading for this activity. Click on the drop-down list to choose what you want the grading to be, you even have the option to have **no grade**.
- 4b. Another option you have for editing this activity is changing the file uploading size so students can upload larger files, such as PowerPoint presentations, to Moodle. Under the **Advanced uploading of files** section, click on the **Maximum size** drop-down list to change the maximum size of files that students can upload.

5. When you are finished naming and describing the assignment, scroll to the bottom of the page and click the button that say “**Save and return to course**”.
6. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon (on the right side of the assignment).

Example: A typical way to use this would be to edit the student’s submitted file by adding comments and/or corrections, and then returning this file back to the student via the assignment. When a student clicks on the assignment, files sent to him or her appear as a list of Response files.

Online Text:

This assignment type asks students to submit text, using the normal Moodle editing tools. Teachers can grade them online, and even add inline comment or changes. Online text assignments, together with Blogs, have replace the non-standard Journal module. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Online Text**” option.
3. When the new window appears, fill in the **Assignment’s name**, and a **description** (both of these are required in order to continue; other formatting options are available as well but not required).
4. When finished naming and describing the assignment, scroll to the bottom of the page and click the button that says “**Save and return to course**”.
5. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

Example: The online text assignment proves a useful way for students to record their thoughts and feelings about a particular topic of theme within the Moodle environment itself. Tutors can set up online text activities that ask students to reflect on both rhetorical or assigned questions depending on the learning outcome or goal. It is also

possible to make use of the online text assignment as a private space for personal learning and reflection in some instances (no tutor feedback).

Upload a Single Assignment:

This type of assignment requires students to upload a file that teachers will then provide feedback and grades. Students will be allowed to upload only a single file of any type related to an assignment. The following will walk you through the setup process.

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Upload a single file**” option.
3. When the new window appears, fill in the **Assignment’s name**, and a **description** (both of these are required in order to continue; other formatting options are available as well but not required).
4. When finished naming and describing the assignment, scroll to the bottom of the page and click the button that says “**Save and return to course**”.
5. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

Example: If you want the student to upload multiple rough drafts before submitting their final assignment, uploading a single file is a good assignment/activity to put into your course. The student will be able to upload their assignment and the teacher will be able to assign a grade and offer feedback. The student can submit a file as many times as they would like until the deadline, which is when the latest file is retained for the teacher’s grading.

Offline Activity

The “Offline Activity” assignment is used when the assignment is performed outside of Moodle, but you still need Moodle to add an entry on the course page and in your Moodle grade book. An example would be a final exam that is given in paper form, but the grade is entered in Moodle manually. The following will walk you through the setup process.

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Offline Activity**” option.
3. When the new window appears, fill in the **Assignment’s name**, and a **description** (both of these are required in order to continue; other formatting options are available as well but not required).
4. When finished naming and describing the assignment, scroll to the bottom of the page and click the button that says “**Save and return to course**”.
5. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

Example: If you assign the students an activity or assignment that is performed outside of Moodle (whether elsewhere on the web or face-to-face) an offline activity can be very useful. You can put a description of the assignment for students to see, but they can’t upload files or any other assignments. Students will be sent a notification of their grades.

Chat:

A Moodle chat room is an activity where participants can send messages in real-time (instant messaging or IM) to the entire group. A chat is a synchronous activity, however transcripts of the chat can be archived for review after the session is finished. The follow will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Chat**” option.
3. When the new window appears, fill in the **Name of this chat room** and the **Introduction text** (both of these are required in order to continue; other formatting options are available as well but not required).
4. When finished naming the chat room and filling in the introduction text, scroll to the bottom of the page and click the button that says “**Save and return to course**”.

5. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.
6. When you click on the actual activity, a new window will pop up where you can begin chatting with you students.

Example: If you have a course through Moodle and you need to be home one day, whether you are sick or someone in your family is sick, or another unforeseen event occurs, you can jump onto the course chat room during normal classroom hours and give assistance to your students. Chat can also be used for your virtual office hours.

Choice:

A Choice activity allows the instructor to ask a single question and have students respond by selecting one of the answer choices. A Choice activity can be used for polling students, taking a quick vote, and for many other simple Q&A purposes. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Choice**” option.
3. When the new window appears, fill in the **Choice name** and the **Choice text**, which is the question you are asking (both of these are required in order to continue; other formatting options are available as well but not required).
4. When you scroll down you will see five blank choices. You do not need to fill in every one, only fill in as many choices as you want to have. If you need extra choices, click on the “**Add 3 files to form**” option. This will give you more options if need be.
5. When you are finished filling in the content of your question and the choices, scroll down and click on the “**Save and return to course**” option.
6. You will be brought back to the course page. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.
7. When the student clicks on the activity they will be able to view the question and click on the choice they prefer.

Example: You can ask students to make “choices” about statements such as “in learning to become a teacher, the most significant issue for me is...” (give the following choices): trust, theoretical underpinnings, communication or delivering materials to students.

Database:

The database activity allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Database**” option.
3. When the new window appears, fill in the **Name** and the **Introduction** (both of these are required in order to continue; other formatting options are available as well but not required).
4. When you are finished filling in the name and introduction, scroll down and click on the “**Save and return to course**” option.
5. You will be brought back to the course page. Click on the database activity you just created.
6. A new page will appear where you can create a new field. Choose the field you would like to create by choosing an option in the “**Create a new field**” drop down list. For example: choose “Checkbox” and add a name, description, and options to add an entry to.
7. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

NOTE: This activity has many more advanced options than some of the other Moodle activities, not all options are listed above.

Example: You could use the database module to:

- allow collaboration on building a collection of web links/books/journal references related to a particular subject
- display student created photos/posters/websites/poems for peer comment and review
- gather comments and votes on a shortlist of potential logos/mascot names/project ideas
- provide a student file storage area
- maintain a log of what was done in face-to-face classes each day, so that absent students can get caught up on their own.

Forum

A forum module is an activity where students and teachers can exchange ideas by posting comments. There are four basic forum types. Forum posts can be graded by the teacher or other students. A forum can contribute significantly to successful communication and community building in an online environment. you can use forums for many innovative purposes in educational settings, but teaching forums and student forums are arguably the two more significant distinctions. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Forum**” option.
3. Provide a **Forum name** and a **Forum Introduction**. For the **Forum type**, choose **A single simple discussion** (other editing options are provided, but the forum name and introduction are required fields to fill out).
4. Scroll down to the bottom of the page and click on the **Save and return to course** button.
5. When students login, they will be able to click on the forum activity and reply by clicking on a **reply** button.
6. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

Example: If your course is being taught across distances, if your face-to-face time is limited, or if you just wish to foster a sense of community in your Moodle course which supplements your face-to-face course, it is good practice to begin with a welcome or introductory message or thread in one of your forums. This welcome or introductions from you invites participants, for example, to post some specific details to introduce themselves to you and their peers. This can be your icebreaker or you can have an icebreaker separately placed into your course.

Glossary

A Glossary activity allows course participants to create a list of terms, definitions or important information for the course. Glossary entries can be searched or browsed by participants. there can only be one Main Glossary in a course but as many Secondary Glossaries as you wish. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week’s box.
2. Click on the “**Glossary**” option.
3. Provide a **Name** and a **Description** for your glossary. Also, choose the amount of **Entries shown per page** you would prefer; automatically Moodle chooses 10 entries per page (other editing options are provided, but the name and description are required fields to fill out).
4. Scroll down to the bottom of the page and click on the **Save and return to course** button.
5. You will be brought back to the course page where you can click on the **glossary** activity. Click on this activity.
6. A new page will pop up where you can search for a term. If you just added this activity there will be no terms to look up. Teachers and students are able to add a new entry by clicking on the **Add a new entry** button.
7. After clicking this button, you will be brought to a page where you can type in the **concept** and the **definition**. When finished scroll to the bottom and **Save changes**.
8. To edit this assignment click on the pencil and paper “**update**” icon on the right side of the assignment.

Example: Have the students create a glossary as they encounter unfamiliar terms. A collaborate glossary can serve as a focal point for collaboration in a course. Each member of the class could be assigned to contribute a term, a definition, or comments on submitted definitions. Multiple definitions can be rated by you and by the students, with the highest-rated definitions accepted for the final class glossary.

Lesson:

The Lesson module presents a series of HTML pages to the student, who is usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the Lesson. In a Lesson page's simplest form, the student can select a continue button at the bottom of the page, which will send them to the next page in the Lesson. The following will walk you through the basic setup process, although there are many options that will not be explained in detail:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week's box.
2. Click on the “**Lesson**” option.
3. Provide a **Name** for the lesson. (other editing options are provided, but the name is a required field to fill out).
4. When you are finished, scroll down to the bottom and click the **Save and return to course** button.
5. When you arrive back to the course page, click on the lesson activity you just added.
6. From here you can do many different things with your assignment. Moodle gives you the option of what you would like to do first: Import questions, import PowerPoint, add a branch table, or add a question page.
7. For two of the options (import questions & import PowerPoint) you will be asked to choose a file to upload. For the other two options (add a branch table & add a question page) you will create the information online through Moodle. Be sure to always save any progress made.

NOTE: This activity has many more advanced options than some of the other Moodle activities, not all options are listed above.

Example: The teacher can use the Lesson settings to create a different student experience for each lesson. There are also special navigation pages which the teacher may use to change the way parts of the lesson are viewed by students. The lesson can be scored with the use of questions for a grade, or used simply as a resource of non-graded pages or a combination of both. For example, a particular question's answer might send the student back in the lesson for a review of content pages, while another answer will advance the students to a new page. Sometimes the student will only be given the choice to "continue", or may see a series of labeled buttons below the content which will take them to different pages.

Questionnaire:

The Moodle Questionnaire module is a survey-like type of activity. It allows teachers to create a wide range of questions to get student feedback e.g. on a course or activities. The goals of the Questionnaire module are quite different from those of the Moodle Lesson or Quiz modules. With Questionnaire you do not test or assess the student, instead you gather data. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the "**Add an activity**" drop down box in the bottom right hand corner of that week's box.
2. Click on the "**Questionnaire**" option.
3. Provide a **Name** and **Summary** for the questionnaire. (other editing options are provided, but the name and summary are required fields to fill out).
4. Scroll down to the bottom of the page and click on the **Save and return to course** button.
5. When you arrive back to the course page, click on the questionnaire you just created. It will bring you to the Questionnaire page.
6. On the top of the page, click on the **Questions** tab to add questions to your questionnaire.
7. On the Questions page, you can choose the type of question you would like to add from a drop down box above. When you have chosen the type of question you would like to add, click on the **Add selected question type** button.

8. This will bring you to a new page where you will add your **question name, question text, and possible answers**. When typing in possible answers, be sure to put each answer/option on a new line (hit the enter/return key after each answer) so the computer knows that each answer is separate from the other.
9. **Save changes** when you are finished with your question. You can do this process for as many questions as you'd like and they do not have to be the same format of question.
10. To preview your questionnaire click on the **Preview** tab located on the top of the page.

NOTE: This activity has many more advanced options than some of the other Moodle activities, not all options are listed above.

Example: Similar to the survey activity, the questionnaire activity can help you gather opinions from students about the online course or even about the lesson you are teaching at the time. For example, if you are doing a lesson on global warming, you can ask students their opinions on the matter and they can respond by clicking on one of the choices you give them, or you can give them the option to write in a text box. The students' opinions will not be graded, putting less pressure on the student when giving their honest opinion about the matter

Quiz:

Creating a new quiz is a two-step process. In the first step you create the quiz activity and set its options which specify the rules for interacting with the quiz. In a second step you will then edit the quiz to add questions to it. The following will walk you through the setup process:

1. Under the block/week you would like to add the activity to, click on the “**Add an activity**” drop down box in the bottom right hand corner of that week's box.
2. Click on the “**Quiz**” option.
3. Provide a **Name** for the quiz (this is required in order to continue; other formatting options are available as well but are not required).

4. Scroll down to the bottom of the page and click on the **Save and return to course** button.
5. When you arrive back to the course page, click on the quiz activity that you just created to add questions to it.
6. You will be asked to create questions that will be stored in a question bank and added to your quiz. To do this, select a question type from the drop down list located under the **Question Bank** section on the right side of the page.
7. You will be brought to a new page where you will name the question and add answers and grading according to the type of question you added.

NOTE: This activity has many more advanced options than some of the other Moodle activities, not all options are listed above.

8. Be sure to **Save changes** to return to the course and keep the question content.

Survey:

The Survey activity module is a course activity that provides a number of verified survey instruments, including COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching. The following will walk you through the setup process:

1. In the section you wish to add an activity, use the “**Add an activity**” drop down menu
2. Select the **Survey** activity.
3. Give the survey a **name**, and select the type of survey you want to give from the drop down list.
4. When you are finished, scroll down and click the **Save and return to course** button.
5. To preview the survey you chose, click on the survey activity you just created. You will be able to see what the students will see when they click on the survey.
6. To change or edit the survey, click on the pencil and paper icon “**update**” on the right hand side of the survey.

Example: Teachers can use the survey activity to gather data from their students that will help them learn about their class and reflect on their own teaching. This could be beneficial to you if you wanted to enhance and at the same time simplify your online course to better the learning experience for your students.

Wiki:

A wiki activity is a collection of collaboratively authored web documents. Basically, a wiki page is a web page everyone in your class can create together, right in the browser, without needing to know HTML. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a wiki to a page that doesn't exist yet. A wiki is a fast method of creating content as a group. There is usually no central editor of a wiki, no single person who has final editorial control. The following will walk you through the setup process:

1. In the section you wish to add an activity, use the **"Add an activity"** drop down menu
2. Select the **Wiki** activity.
3. Give the wiki a **name** and **summary**
4. When you are finished, scroll down and click the **Save and return to course** button.
5. You have now created the base for the wiki page. The students can now click on the wiki activity and edit the page adding any information according to the activity summary.
6. To change or edit the survey, click on the pencil and paper icon **"update"** on the right hand side of the survey.

Example: In a face-to-face meeting, a brainstorming facilitator will usually stand in front of a big piece of paper and elicit ideas from the participants in the room. A teacher can create an online version of this process by setting up a wiki for the entire class or for smaller student groups and asking people to submit ideas around a brainstorming topic. People can add ideas as they occur and link to other pages for elaboration.

Workshop:

Workshop module enables the teachers to conduct peer-assessment course activity.

The students can either submit online text or upload attachments to the Workshop activity. For example, the teacher can specify a theme for all the students to work on and allow students to grade the work of their fellow students of the course. The following will walk you through the setup process:

1. Choose **Workshop** from the **Add an activity** drop-down menu.
2. Adding a new workshop form will be displayed.
3. Enter the Workshop name (**submission title**), and a **description**.
4. Read through the list of detailed setup options and change any options that you would prefer changed. Otherwise Moodle already has a basic setup for the workshop.
5. Scroll down to the bottom of the page and click the **Save changes** button.
6. You will then have to fill in the Editing assessment elements page, type in the element in the **Element 1** box.
7. Click **Save changes**, and then click the **Continue** button on the next page that appears.
8. Students will now be able to assess other students' work by clicking on the Workshop activity that you created.