

SFARM

SFARM E-Learning platform teacher manual

Co-funded by the
Erasmus+ Programme
of the European Union



Table of Contents

Table of figures	2
Topics format	3
Activities.....	3
Resources.....	4
Adding an Activity using the Activity Chooser	5
Activities.....	6
Resources.....	6
Activities.....	8
Quiz	8
Working with Assignments Adding/Editing an Assignment/Settings	13
Moodle tool guide.....	18



Table of figures

Figure 1: The "Turn editing on" button	3
Figure 2 : The "Add an activity or resource" window	5
Figure 3: Adding a Label	6
Figure 4: Question Bank	8
Figure 5: The Question Bank page	9
Figure 6: Question Types	10



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.

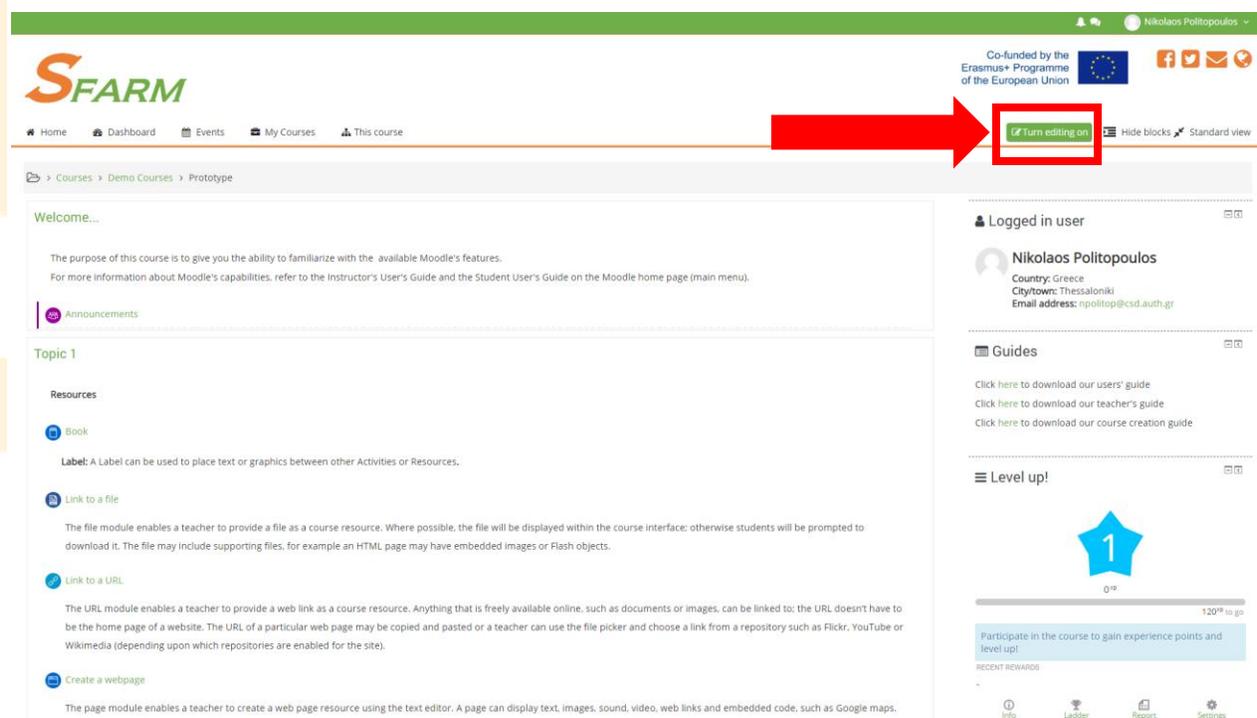


Figure 1: The "Turn editing on" button

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

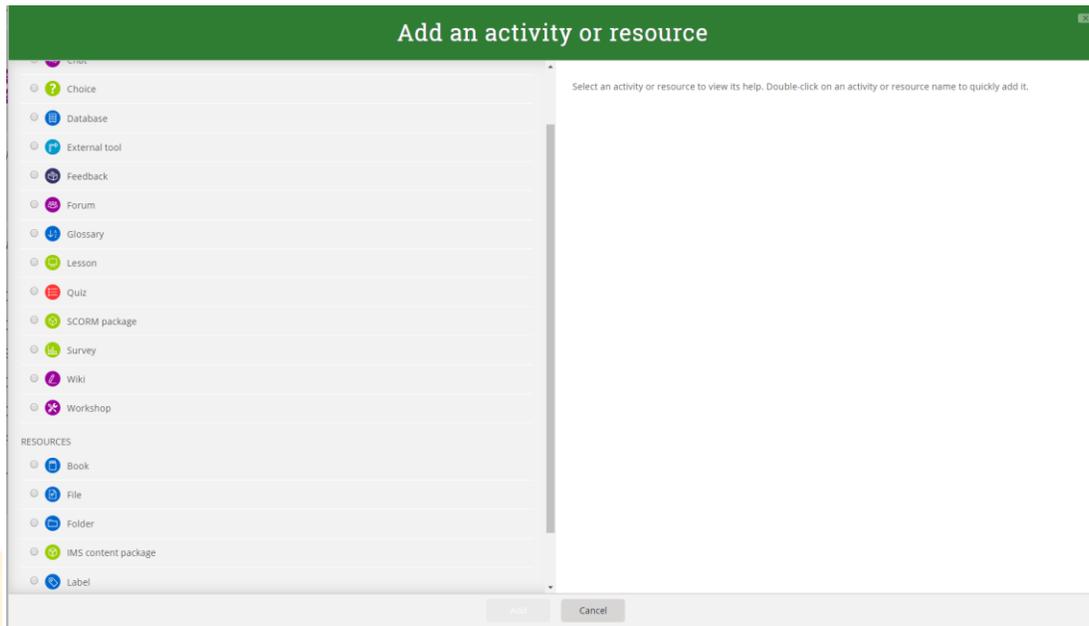


Figure 2 : The "Add an activity or resource" window

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 show 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”

Adding a new Label to Topic 6: Annual Training Plan Design & Physical Condition Testing 

Expand all

General

Label text

Common module settings

Restrict access

Tags

Competencies

Save and return to course Cancel

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.



Home > Courses > Services > e-Mentoring > Adding a new File to Why e-mentoring

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.

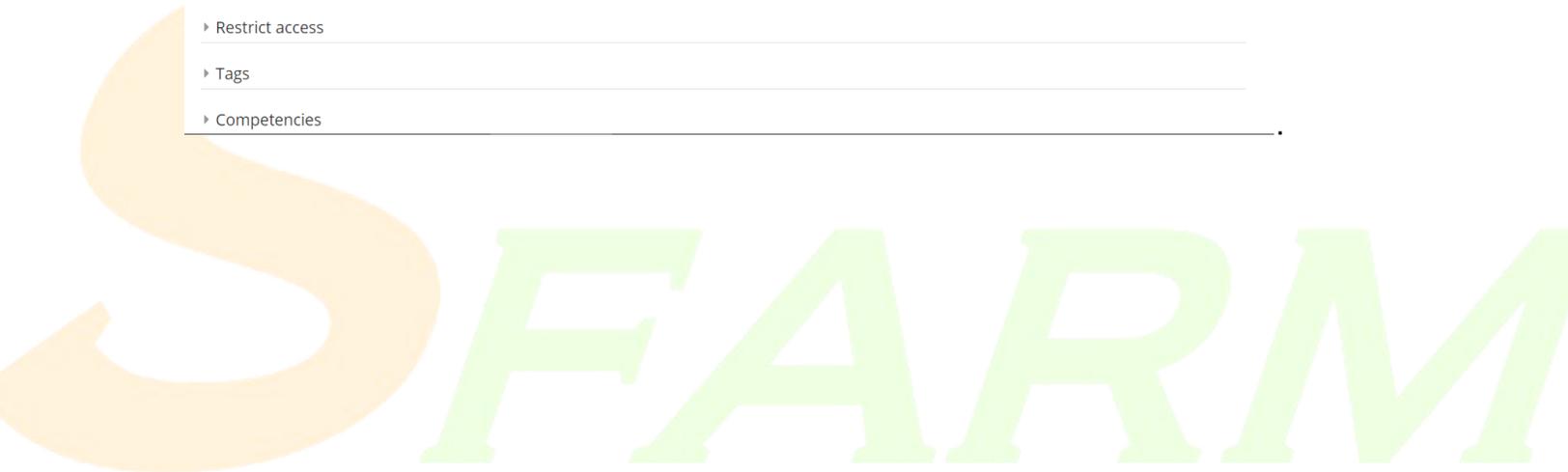
Appearance

Common module settings

Restrict access

Tags

Competencies



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.

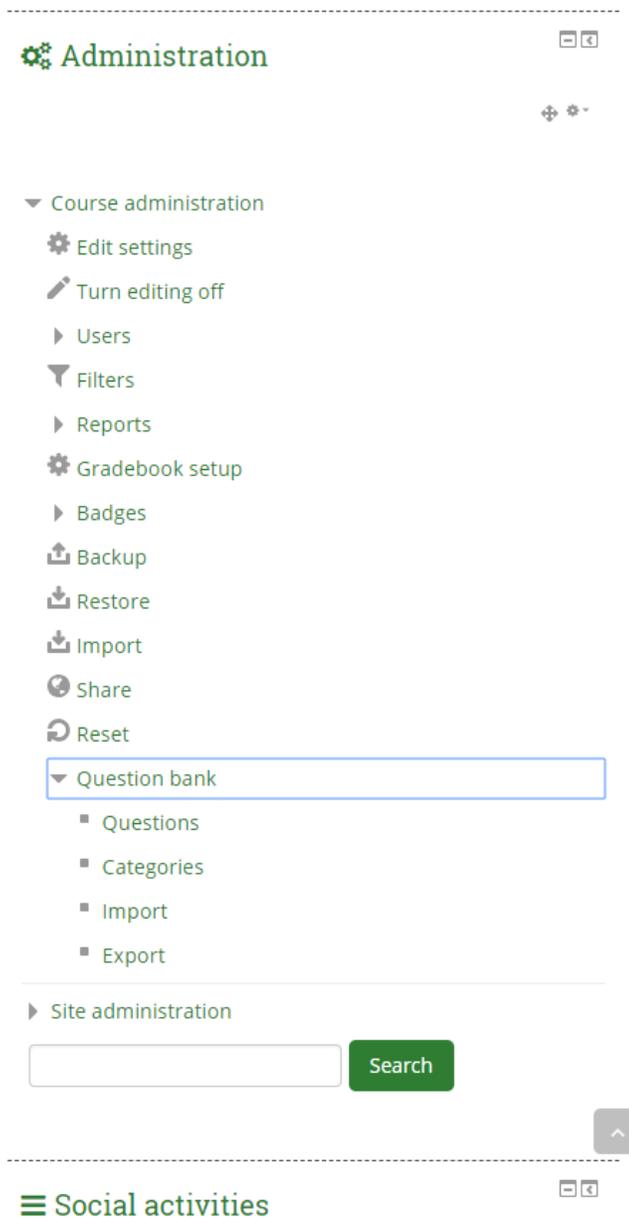


Figure 4: Question Bank

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)

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

Page: 1 2 (Next)

Show all 23

With selected:

Figure 5: The Question Bank page

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

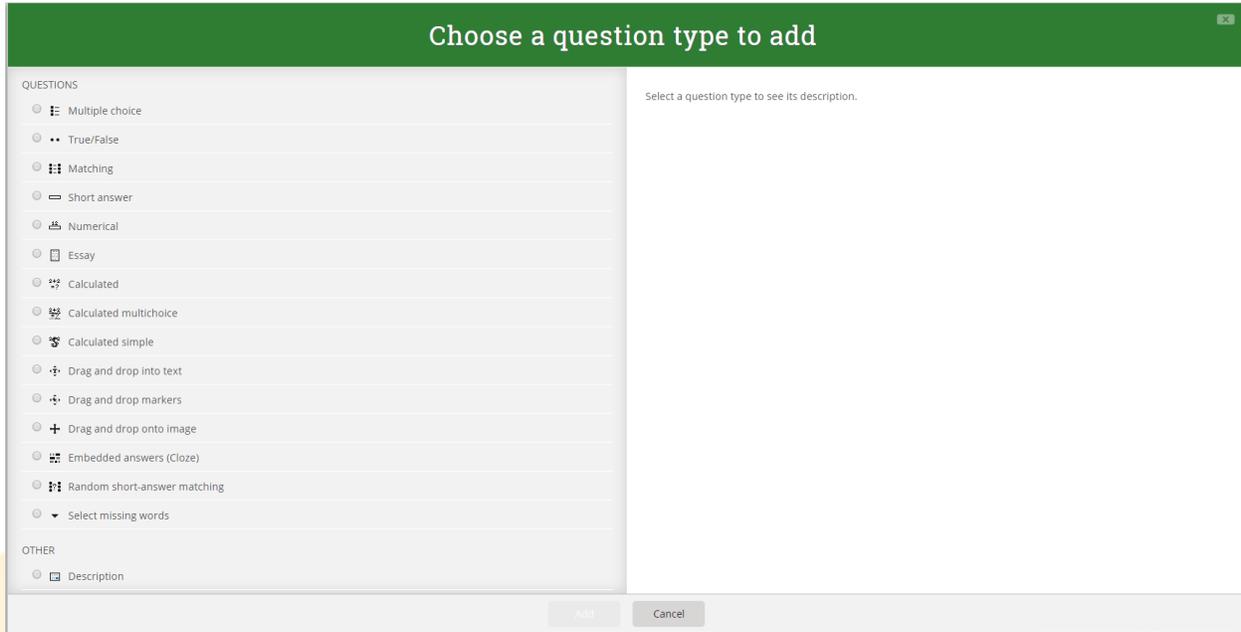
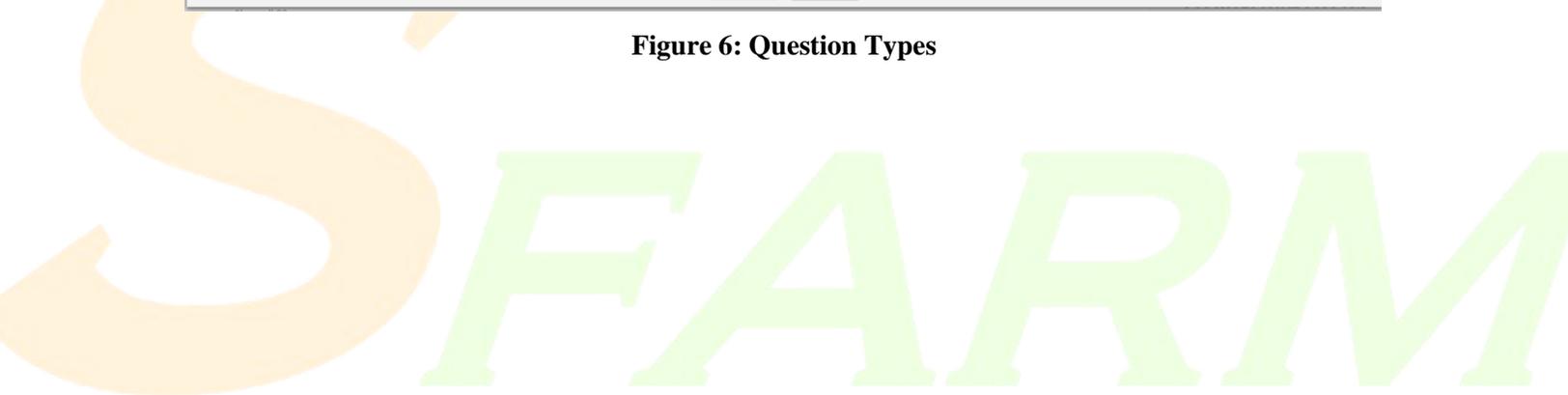


Figure 6: Question Types



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 *

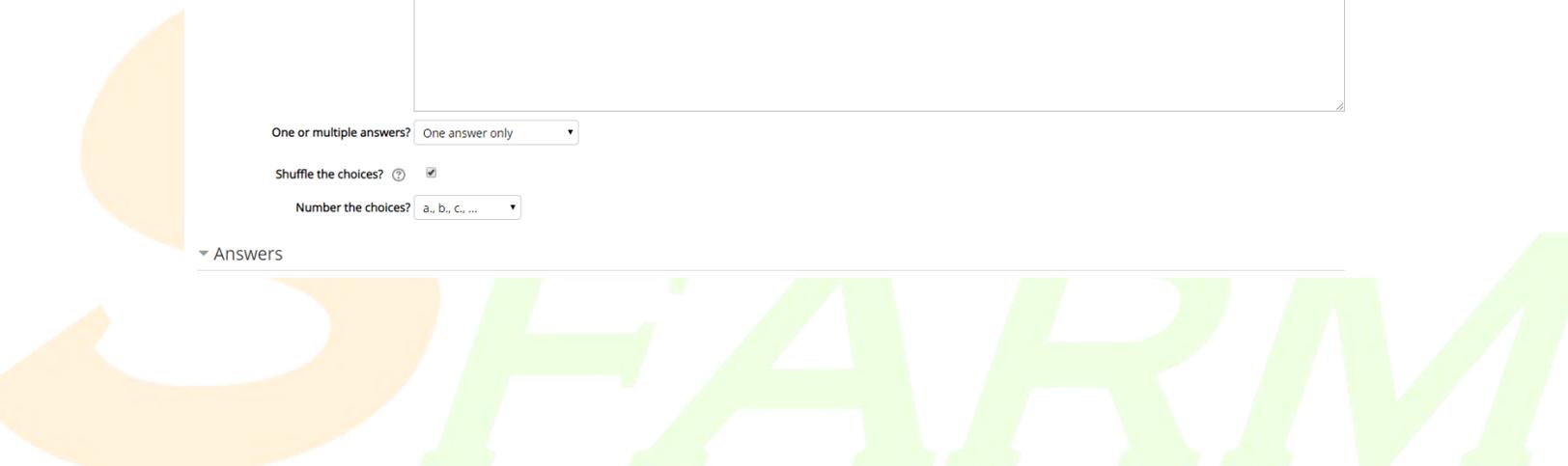
General feedback ⓘ 

One or multiple answers? ▼

Shuffle the choices? ⓘ

Number the choices? ▼

▼ Answers



▼ Answers

Choice 1

Grade: None

Feedback

Choice 2

Grade: None

Feedback

Choice 3

Grade: None

Feedback

Choice 4

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

Repagnate Select multiple items

Total of marks: 0.00

Shuffle Add



Add from the question bank at the end

Select a category:

The default category for questions shared in context 'Coaching'.

Search options

Also show questions from subcategories
 Also show old questions

Page: 1 2 (Next)

Question

- Q1: Active rehabilitation lasts at least 12 weeks? Active rehabilitation lasts at least 12 weeks? Q
- Q1: Aerobic energy production mechanism produces energy without the help of oxygen? Aerobic energy production mechanism produces energy without the help of oxygen? Q
- Q1: General mobility characterizes the normal (average) range of motion in three major synovial systems: shoulder joint, hip and spine? General mobility characterizes the normal (average) range of motion in three major Q
- Q1: In basic training objectives coach must include techniques, tactics and physical status? In basic training objectives coach must include techniques, tactics and physical status? Q
- Q1: In dynamic stretching maximum opening movement is achieved at a slow pace and rises at a gradual rate as "exercise in the marginal area". Attention of over-stretching? In dynamic stretching maximum opening n Q
- Q1: Resistance of strength refers to jumping ability and ballistic strength? Resistance of strength refers to jumping ability and ballistic strength? Q
- Q1: Teaching refers to the actions and manipulations, which makes the teacher to help the student in the ownership of knowledge and skills development? Teaching refers to the actions and manipulations, which make Q
- Q1: The coach's main goals in annual training planning are to achieve the highest level of performance in target matches and avoid injuries? The coach's main goals in annual training planning are to achieve the highest Q
- Q1: Throw the ball against the wall so as to be able to recapture" is an example of considerations method? Throw the ball against the wall so as to be able to recapture" is an example of considerations method? Q
- Q1: Training methodology must answer how, what, when, and why about the objective of training? Training methodology must answer how, what, when, and why about the objective of training Q
- Q2: In basic training objectives coach must include techniques, tactics and physical status? In basic training objectives coach must include techniques, tactics and physical status? Q
- Q2: In sports, performance and output have the same meaning? In sports, performance and output have the same meaning? Q
- Q2: Specific includes theoretical and methodological framework regarding the specific characteristics of a specific sport? Specific includes theoretical and methodological framework regarding the specific characteristics Q
- Q2: Training age is the chronological age of the athletes? Training age is the chronological age of the athletes? Q
- Q2: Training methodology must answer how, what, when, and why about the objective of training? Training methodology must answer how, what, when, and why about the objective of training Q
- Q3: "Throw the ball against the wall so as to be able to recapture" is an example of considerations method? "Throw the ball against the wall so as to be able to recapture" is an example of considerations method? Q
- Q3: Analytic or synthetic method dominates the shape overall-analysis-synthesis? Analytic or synthetic method dominates the shape overall-analysis-synthesis? Q
- Q3: In student-centred teaching, teacher is at the centre of teaching? In student-centred teaching, teacher is at the centre of teaching? Q
- Q3: Teaching refers to the actions and manipulations, which makes the teacher to help the student in the ownership of knowledge and skills development? Teaching refers to the actions and manipulations, which make Q
- Q3: The main characteristic of teacher-centred teaching type is that aims to develop learner autonomy and independence? The main characteristic of teacher-centred teaching type is that aims to develop learner auton Q

Page: 1 2 (Next)
 Show all 40

Add selected questions to the quiz

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.**



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 [?]

Allows students to submit files for assessment. These can be files provided by you or ones they create.

Word limit [?]

Enable

Uses Moodle text editor to allow students to submit there assignment. No files required.

Maximum number of uploaded files [?]

1

Maximum submission size [?]

Course upload limit (2MB)

Per file submission size limit

▼ Feedback types

Feedback types

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

Comment inline [?]

No

Allows teacher to submit files back to the student for feedback

Provides field to provide comment for students on marking page or Quick Grade table.

Copies Online Submission text into Feedback field to allow inline commenting

Allows teachers to download a file, grade assignments and then upload the file to import grades and comments for students.





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 [?]

 ▼

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.

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

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?						
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
- Can work w/ some learning design
- Not best tool for the job

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!