



Getting started for Teachers

E-learning with moodle 2.1

- Manual for Teachers at the GSU Cologne

Version: December 2011

Since October 2011 the virtual learning environment (VLE) moodle has been used to support lectures, seminars and courses at the German Sports University Cologne (GSU).

- You can log in to moodle via your DSHS-ID on <https://elearning.dshs-koeln.de>
- If you need a DSHS-ID, please contact the Helpdesk/IuK (helpdesk@dshs-koeln.de)

The VLE moodle can be used to combine face-to-face instruction with e-learning elements (blended learning approach). Via moodle you can upload files, communicate with your students and include e-learning tools like:

- Interactive quizzes
- Glossaries, wikis, forums, chats
- Choices and feedbacks
- Assignments and uploads for students' contributions
- SCORM packages and learning modules including text, pictures, films and quizzes

You can import and restore content you created in a moodle-course to other courses or following semesters.

You would like to offer quizzes, learning modules etc? Our qualified students will help you! Please contact the E-learning office (see below).

Information and assistance

E-learning office

elearningdidaktik@dshs-koeln.de

E-Learning Didaktik / E-Learning Weiterbildung
Stabsstelle Qualitätssicherung und Lehrorganisation
Tel. 0049 (0)221 4982-4605
IG III, room 107

www.dshs-koeln.de/elearning

DSHS-ID, technical problems
etc.

helpdesk@dshs-koeln.de

Helpdesk im IuK
Tel. 0049 (0)221 4982-6300
IG II, room 210



Content

1. Getting started	3
2. Structure of a moodle-course	3
3. Moodle resources and activities.....	4
3.1 Important icons.....	4
3.2 Resources	5
3.3 Upload of files.....	6
3.4 Activities.....	7
4. Course administration in moodle	9
4.1 Course administration block.....	9
4.2 Edit settings of resources and activities	10
4.3 Assign roles to additional persons	10
4.4 Working with groups.....	10
5. Reusing content in moodle.....	10
5.1 Course backup	10
5.2 Course restore	11
5.3 Import course data.....	11

1. Getting started

- Login to moodle via the intranet (portal www.dshs-koeln.de) on the right hand side or directly: <https://elearning.dshs-koeln.de>
- You need your DSHS-ID and password to log in.¹
- Courses, teachers and students are transferred from the LSF, so you can enter your courses directly via “My courses”. For additional moodle-courses an enrolment key can be used.
- Currently there is usually only one moodle-course for all teachers and students of parallel groups. Please contact elearningdidaktik@dshs-koeln.de if you wish to work in a moodle-course only within your own group(s) of students.
- Please also contact us if additional persons need access to your moodle-course, e.g. to assist you.
- On the top right corner in a moodle-course, there is a dropdown list where you can switch the language from German to English.

This moodle is hosted by the Department of Information and Communication Technology (www.dshs-koeln.de/iuk). If you have technical problems or questions about courses and students in moodle, please ask the helpdesk@dshs-koeln.de.

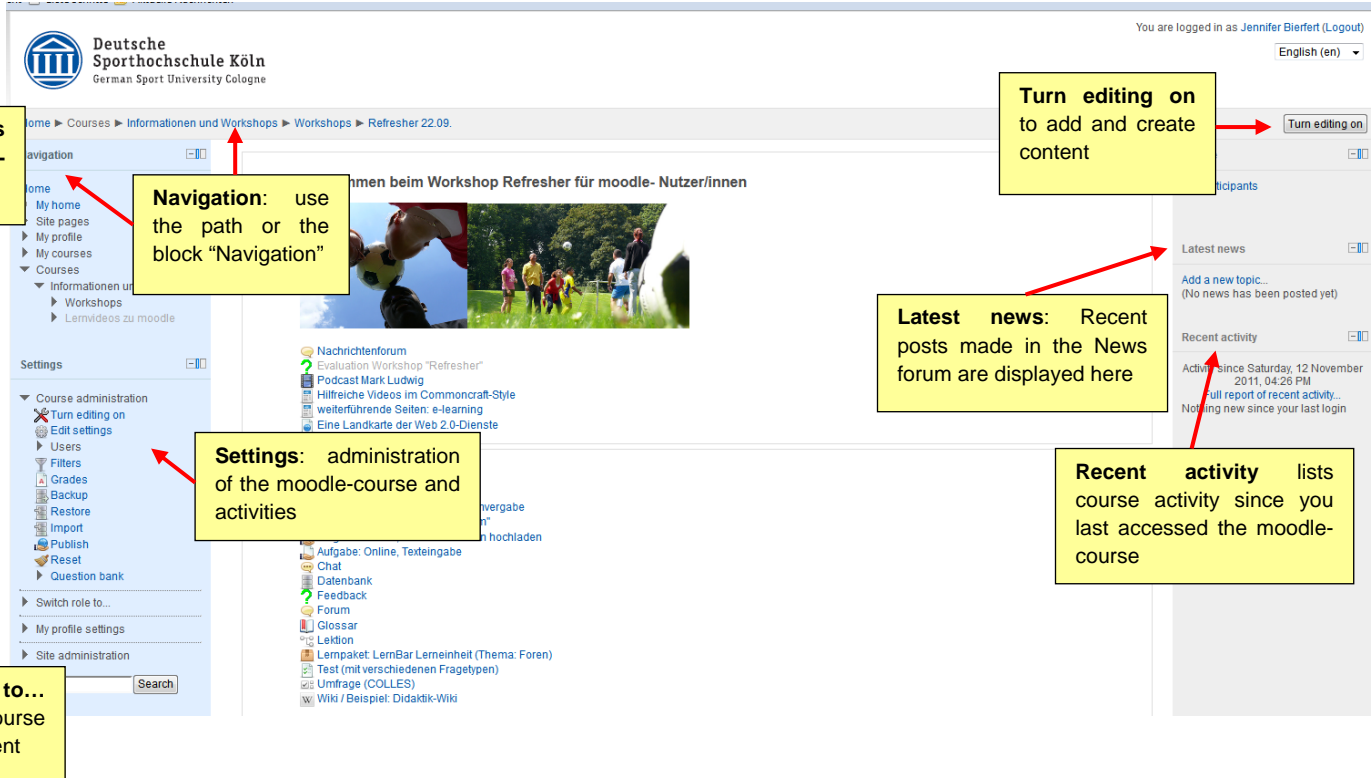
2. Structure of a moodle-course

The actual content of your moodle-course is arranged in the middle column. On the left and on the right hand side additional information can be seen.

A moodle-course is broken down into course sections (by weeks or by topics).

Blocks like “Recent Activity”, “Latest News” or “Calendar” can be added to the right column when editing is turned on.

¹ For assistance, please contact the helpdesk www.dshs-koeln.de/helpdesk



The screenshot shows a Moodle course page for 'Refresher 22.09'. Several callout boxes provide instructions:

- My courses and My profile:** Points to the navigation menu on the left side of the page.
- Navigation:** use the path or the block "Navigation": Points to the breadcrumb trail at the top of the page.
- Settings:** administration of the moodle-course and activities: Points to the 'Settings' block in the left navigation menu.
- Turn editing on to add and create content:** Points to the 'Turn editing on' button in the top right corner.
- Latest news:** Recent posts made in the News forum are displayed here: Points to the 'Latest news' block on the right side.
- Recent activity lists course activity since you last accessed the moodle-course:** Points to the 'Recent activity' block on the right side.
- Switch role to... to see the course page as student:** Points to the 'Switch role to...' option in the left navigation menu.





3. Moodle resources and activities

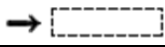






When editing has been turned on, a variety of editing icons appear as well as the drop down lists "Add a resource" (e.g. file) and "Add an activity" (e.g. forum, quiz).

In each section resources and activities can be added as well as headings, text or pictures. **Resources** are items that a student can look at or download, such as files or links. **Activities** are the actual e-learning elements, a student will have to do something or interact with other students or the teacher (see also [3.2 Resources](#) / [3.4 Activities](#)).

As a standard, moodle- courses at GSU Cologne are organized in topic sections. You can also use the weekly format with the first week starting on the course start date (Course administration – Edit settings; see also [4. Moodle course administration](#))

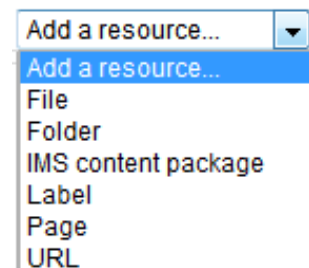
3.1 Important icons

	Edit/Update activities; also: create headings and text
	Help (a relevant help window will pop up)
	Item is visible to students/hidden from students (to prepare content which is needed later in the semester)
	Indent / move course elements anywhere

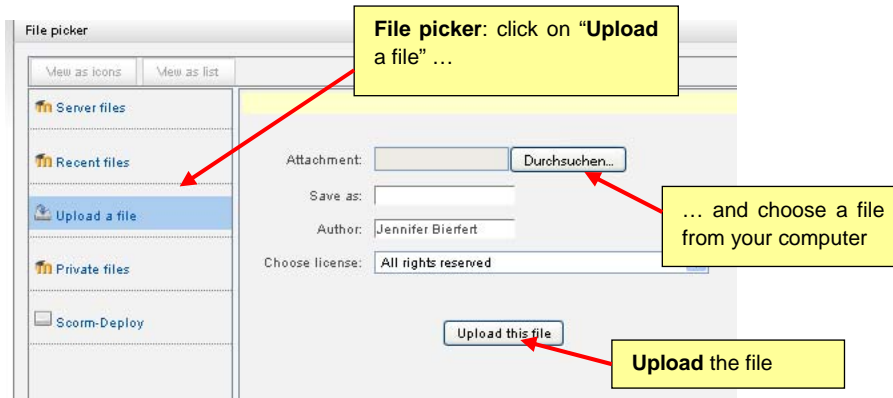
	Move here
	Copy an element
	Delete
	Activity visible only to a group of students
	Assign roles
	Make current (highlight) a week/topic
	Show only the selected week or topic / see all topics or weeks

3.2 Resources

Moodle supports a range of *resource* types which teachers can add to their course sections. In edit mode, a teacher can add resources via a drop down menu. Resources appear as a link with an icon in front of it that represents the type of resource.



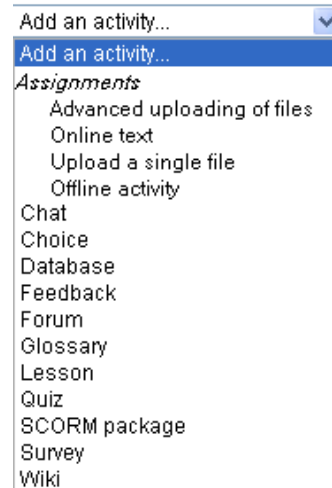
File	a pdf document, a spreadsheet, a sound file, a video file, a picture, etc.
Folder	to organize files
IMS content page	material from other sources in the standard IMS format
Label	can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions
Page	the student sees a single, scrollable screen that a teacher creates with the HTML editor
URL	Link to a website



3.4 Activities

Activity is a general name for a group of features in a moodle-course. Usually an activity is something that a student will do that interacts with other students and/or the teacher.

The different types of activities can be found in the "add an activity" drop down menu.



<p>Assignments</p>	<p>The <i>assignment</i> allows teachers to collect work from students, review it and provide feedback. Students can upload any digital content (files), for example Word or Excel documents, PDFs or images. Alternatively, teachers can ask students to type directly into moodle using an <i>online text assignment</i>.</p> <p>Other students cannot see the assignments. Use <i>database</i>, <i>forum</i> or <i>glossary</i> if all students are supposed to see the files.</p>
<p>Chat</p>	<p>The activity <i>chat</i> allows participants to have a real-time synchronous discussion in a moodle-course. Suitable for small groups or chat with an expert; otherwise a virtual classroom/web conference is the better alternative.</p>
<p>Choice</p>	<p>A <i>choice</i> activity is very simple – the teacher asks a question and specifies a choice of multiple responses (anonymous or not). It can be useful as a quick poll to stimulate thinking about a topic, to allow the class to vote on a direction for the course, or to gather research consent.</p>



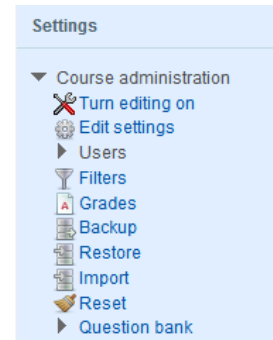
Database	<p>The <i>database</i> allows the teacher and/or students to build, display and search a bank of record entries about any topic. The format and structure of these entries can be almost unlimited, e.g. images, files, URLs, numbers and text.</p> <p>If you activate "Require approval" in the settings of a database, entries require approving by a teacher before they are viewable by everyone.</p>
Feedback	<p>The <i>feedback</i> allows you to create and conduct surveys (anonymous) or to collect feedback/information (not anonymous). The results can be displayed graphically and exported to an Excel sheet.</p>
Forum	<p>The <i>forum</i> is an activity where students and teachers can exchange ideas or information, prepare projects or help each other by posting comments. The postings can also include attachments.</p> <p>The News forum is a special forum for general announcements, which are also sent to all enrolled students by e-mail. The news forum is automatically created for each moodle-course. Only teachers may add posts.</p>
Glossary	<p>The <i>glossary</i> allows participants to create and maintain a list of definitions or FAQ, like a dictionary. The entries can be searched or browsed in different formats.</p> <p>A glossary can be a collaborative activity or be restricted to entries made by the teacher. If "approved by default" is set to "No", entries require approving by a teacher before they are viewable by everyone.</p>
Lesson	<p>The activity <i>lesson</i> presents a series of pages to the students, who are usually asked to make some sort of choice underneath the content area. The choice will send them to a specific page in the lesson. Usually a lesson consists of a mix of question pages and content pages; it is adaptive and the students' choices create self-directed lessons.</p>
Quiz	<p>The activity <i>quiz</i> allows the teacher to design and build quizzes consisting of a large variety of question types, including multiple-choice, true-false, numerical, and short answer questions. These questions are kept in the question bank and can be re-used in different quizzes. There are several ways to give feedback to students: on each question or overall.</p> <p>Further information: http://docs.moodle.org/21/en/Quiz_module</p>
SCORM package	<p>To integrate <i>SCORM packages</i> in your moodle-course. At GSU we use the authoring tool "LernBar" (Frankfurt University) to create multimedia learning modules.</p>
Survey	<p>The <i>survey</i> is a course activity that provides a number of verified survey instruments, which have been found useful in assessing and stimulating learning in online environments. To create your own survey, please use the activity <i>feedback</i></p>








Wiki	<p>Method for creating content as a group: A <i>wiki</i> 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.</p> <p>Further information: http://docs.moodle.org/21/en/Wiki_module</p>
-------------	--

4. Course administration in moodle

4.1 Course administration block

For teachers there is a “course administration” block in the left column to manage course settings, perform a backup and import content from another moodle-course.

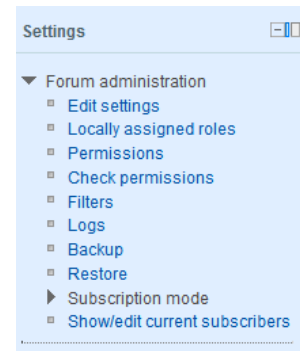


 Turn editing on/off	Edit course elements; add and create content
 Edit settings	Change general course settings; control how elements appear to the students, e.g. weekly or topics course format, language, group mode
Users	See users and enroll additional users manually (e.g. students who repeat an exam)
 Grades	See results of tests and other moodle activities
 Backup	Save a moodle-course as a zip-file with some or all of its parts, for safe keeping or for use on another moodle site (see also 5.1 Course backup)
 Restore	Restore a course backup (see also 5.2 Course restore)
 Import	Course activities and resources may be imported from any other course you teach. Similar to Backup and Restore, except it is one process. (see also 5.3 Import course data)
 Reset	Delete user data from the moodle-course forever
Question bank	Questions can be created, stored and organized into categories in the question bank. They can be used in the activity <i>quiz</i> . (see also http://docs.moodle.org/21/en/Question_bank)

4.2 Edit settings of resources and activities

Do you want to change anything in the settings of an existing resource or activity?

- Turn editing on
- Click on the activity/resource, e.g. a forum
- The settings can be found in the left column
- Click on *Edit settings*



4.3 Assign roles to additional persons

If you wish another person, e.g. a colleague or your assistant, to get access to you moodle-course, please contact learningdidaktik@dshs-koeln.de.

4.4 Working with groups

A teacher can organize users into groups within the course or within particular activities. Groups can be

- *Separate groups* - Each group can only see their own group, others are invisible.
- *Visible groups* - Each group works in their own group, but can also see other groups. The other groups' work is read-only.

Is it possible to assign files to a group of students? Use the activity *database* or a *forum* and attach the files to a post.

For further information on creating groups and using groups in a moodle-course: <http://docs.moodle.org/20/en/Groups>

5. Reusing content in moodle

A moodle- course or parts of a moodle-course can be saved and reused in another moodle-course or another moodle site.

5.1 Course backup

A course can be saved as a zip-file with some or all of its parts by using the course backup function (*course administration – backup* in the left column). A teacher with editing rights can create a backup or download an existing backup for safe keeping, or for use on another moodle site.

Further information: http://docs.moodle.org/20/en/Course_backup

5.2 Course restore

You can restore a course backup: http://docs.moodle.org/20/en/Course_restore

5.3 Import course data

Course activities and resources may be imported from any other course that the teacher has editing permissions in. The Import function is similar to a Backup and Restore, except it is one process. http://docs.moodle.org/20/en/Import_course_data

For reasons of data protection imported and restored activities do not include any user data, e.g. posts in forums, glossaries, wikis etc. If you wish to import content from such activities, please contact elarningdidaktik@dshs-koeln.de.