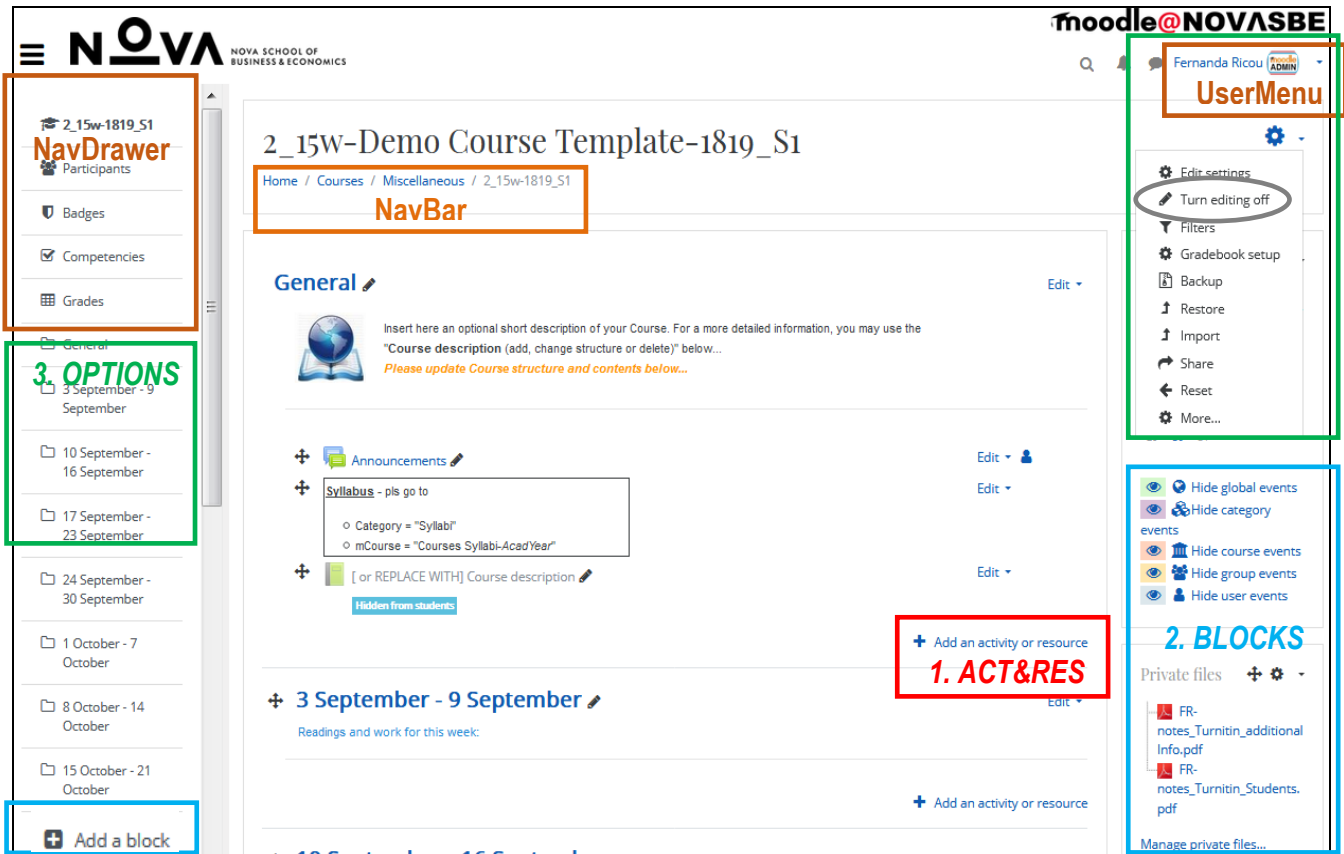


Tips on Tools

to help your moodling, to improve your teaching...

Quick Notes on some of the available  tools

...**what** to use, **where** and **how** to achieve that...



The screenshot shows a Moodle course page for '2_15W-Demo Course Template-1819_S1'. Several elements are highlighted with colored boxes and labels:

- NavDrawer** (orange box): Located on the left sidebar, it contains links to 'Participants', 'Badges', 'Competencies', and 'Grades'.
- NavBar** (orange box): Located at the top of the course content area, it shows the breadcrumb 'Home / Courses / Miscellaneous / 2_15W-1819_S1'.
- 3. OPTIONS** (green box): Located on the left sidebar, it shows a list of dates for course sections: '3 September - 9 September', '10 September - 16 September', '17 September - 23 September', '24 September - 30 September', '1 October - 7 October', '8 October - 14 October', and '15 October - 21 October'.
- 1. ACT&RES** (red box): Located in the center of the page, it highlights the 'Add an activity or resource' button.
- UserMenu** (orange box): Located in the top right corner, it shows the user's name 'Fernanda Ricou' and the 'ADMIN' role.
- 2. BLOCKS** (blue box): Located on the right sidebar, it shows a list of blocks: 'Hide global events', 'Hide category events', 'Hide course events', 'Hide group events', and 'Hide user events'.
- Turn editing off** (green circle): Located in the top right corner, it highlights the 'Turn editing off' button.

With **Turn editing on**

ACTIVITIES...

- Active quiz
- Assignment
- Attendance
- Chat
- Choice
- Database
- External tool
- Feedback
- Forum
- Glossary
- Group choice
- Lesson

... ACTIVITIES

- Questionnaire
- Quiz
- Realtime quiz
- Scheduler
- SCORM package
- Survey
- Team Builder
- Turnitin Assignment 2
- Wiki
- Workshop

RESOURCES

- Book
- File
- Folder
- IMS content package
- Label
- Lightbox Gallery
- Page
- URL

BLOCKS...

- Activity results
- Admin bookmarks
- Administration
- Blog menu
- Blog tags
- Simple Clock
- Community finder
- Completion Progress
- Course/site summary
- Courses
- Global search

... BLOCKS

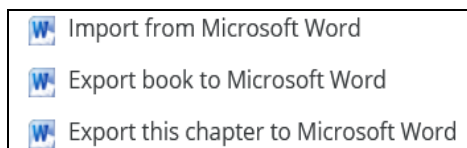
- Logged in user
- Mentees
- Navigation
- Online users
- People
- Random glossary entry
- Recent blog entries
- Remote RSS feeds
- Tags
- Turnitin block

Do not forget! This Platform may be used on any device due to its "Responsive Theme".

➤ NEWEST ADDITIONS:

- **Book Tool – Sep 2019** – to import documents with chapters from Word files,
 - to create Books easily,
 - to make “moodle App”-usage easier:PDFs are not very mobile friendly; use preferably the “**Page**” and the “**Book**” Resources to publish your contents.

Regarding the later, you may use the 3 new options added to the “Book” Settings (“gear icon”):



More info below (pg.6 – Resources)

- **moodle (mobile) App – Feb 2019** - is now available for the always connected on-the-go moodler; developed from “a mobile viewpoint” with great features and a redesigned, improved UX interface.
- **BigBlueButton (BBB) – Nov 2018** - simplicity and quality in a web conferencing tool.
... because video continues to grow as the top engagement medium.

BBB is a synchronous web meeting tool, for office-hours or other teaching/learning sessions that provides on-line

- audio and video sharing,
- screen sharing; Moderator and other Participants may annotate same screen;
- chat (text) is available during sessions.

Recording of sessions is available, for later viewing.


Quite useful... and very easy to use!

Please read the documentation on BBB and moodle App...

... added to the **FrontPage** of this Platform in the “**FOR STUDENTS**” and “**FOR INSTRUCTORS**” links, for the “**Info & Support area**” sections:

- **what is BBB, what is it for and its features** in “*FR-3notes_BigBlueButton.pdf*”;
- **how to install, config** and take advantage of the use of “**moodle mobile App**” in “*FR-3notes_moodleApp_Fac.pdf*”.

➤ A summarized list of the **available Tools** follows...

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
Bread-crumbs (or Navigation Bar)						Navigate	NavBar Where: top center of screen, under the Course's name; to quickly navigate between screens; shows the User's current context path, with links to higher contexts
Dashboard	Structure & Contents	Communicate & Inform				Navigate	Personal, customizable HomePage Where: in the "UserMenu" – under your Name, top right or top left Panel with links to your mCourses, their Activities and more, such as unread Forum posts and info on upcoming Assignments, grading dates, etc...
Navigation Drawer	Structure & Contents					Navigate	NavDrawer Where: left panel, after clicking the "Hamburger button" with links to Participants, Grades, Sections, etc
1. Activities & Resources							1. Activities & Resources To add: after "Turn editing on" – Course's "Gear icon", top right – click the link  at the bottom of each Section; Users may have their "access restricted" through the use of "Conditional Activities", the use of Groups/Groupings and more
1.1 Activities	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate		features that promote interaction between Students and Instructor/s https://docs.moodle.org/en/Activities
Active Quiz (knowledge checks)			Interact & Collaborate Engage & Participate	Monitor	Assess & Evaluate		an update to the "Realtime Quiz" module (pg.3), with many new functionality additions; a Quiz to be taken in class (synchronous); with any timed/not timed Question types from the Question Bank; new Group quizzing (with a Group attendance feature); immediate feedback after every answer in real time to offer in-class discussion about results; grades are reported back to Gradebook; ... and more! https://moodle.org/plugins/view/mod_activequiz https://www.youtube.com/watch?v=Yb2FRVX0SDc
Assignment			Interact & Collaborate		Assess & Evaluate		individual or Group use; Instructors collect submissions, grade them and give feedback; Turnitin (*) may be enabled to check for originality in Students work; Students may submit online text and/or any digital content and add comments; graded or not
Attendance		Communicate & Inform		Monitor	Assess & Evaluate		to keep track of attendance in your classes; it can be used hidden from the Students; sessions may be configured to allow Students to record their own attendance; sessions can be created for a specific meeting/class or for regular classes with a frequency set (# of days per week and length of course); attendance options: (P)resent, (L)ate, (E)xcused and (A)bsent may be added and changed; the attendance can be downloaded in Excel or text format; messages can be selectively sent; different reports are available https://moodle.org/plugins/mod_attendance
(cont.)							

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
BigBlueButton (NEW, Nov2018)		Communicate & Inform	Interact & Collaborate				a web lecturing, meeting/conferencing system; for class participation in online sessions which may be recorded for later use; for virtual “office hours” and group collaboration with remote Students; use of whiteboarding and other features...
Chat		Communicate & Inform	Interact & Collaborate				text-based, real-time synchronous discussions; sessions are saved and can be reviewed later
Database		Communicate & Inform	Interact & Collaborate		Assess & Evaluate		the format and structure of records can be images, files, URLs, numbers, text and others; build, display and filter to search entries about a topic https://docs.moodle.org/32/en/Database_activity
Forums		Communicate & Inform	Interact & Collaborate		Assess & Evaluate		asynchronous communication/discussions; for individual or Group posts; Turnitin (*) may be enabled to check for originality in Instructors and Students posts; 6 different types of Forums – the special “News forum” or “Announcements” is the only one that won’t allow Students replies; Participants may be allowed to subscribe to Forums to receive eMail notifications of new posts; the number of Unread Posts can be set to become visible; posts may be graded
Glossary		Communicate & Inform	Interact & Collaborate				to create/maintain a list of definitions; entries can be searched or browsed in different formats; can be used as a collaborative activity
Group choice		Communicate & Inform	Interact & Collaborate				to create Groups of Students - see also “Team Builder” (pg.4); Students can choose from a set of predefined Groups to become a member of; a max # of members per Group can be set; same Group members can be shown to Students while enrolling
Lesson	Structure & Contents	Communicate & Inform		Monitor	Assess & Evaluate		an adaptive flexible way to deliver contents, instructional Activities and evaluate knowledge, with a variety of paths and options for the Student to progress or go back to review the lesson
Quiz				Monitor	Assess & Evaluate		with different objectives: formative, informative, diagnose and self-assessment; 11 types of Questions, in Categories or not; the Question Bank allows them to be reusable and randomized; may have shuffled answers; can be attempted multiple times; a time limit may be set; w/ feedback and/or right answers shown; w/ grades that can be automatically obtained https://docs.moodle.org/36/en/Effective_quiz_practices
Realtime Quiz (knowledge checks)			Interact & Collaborate Engage & Participate	Monitor	Assess & Evaluate		a simpler version of the “Active Quiz” (pg.1); 1 or more multiple choice Questions presented during a real-time class session (synchronous); answered immediately with a time limit; immediate feedback, after every answer; mainly a <u>formative and informative</u> assessment tool; reusable later for comparison of obtained results; no grades involved

(cont.)

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
Scheduler		Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate		new optional booking form in a "Booking form and student-supplied data" for Instructors and Students added messages or files; to schedule appointments; individual or Group use; Students may book one time slot by choosing from the available ones; Instructors may assign Students or Groups to slots and register the outcome of the meeting; w/ or w/o grades
<u>Surveys:</u>		Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate		to gather data from Users
Choice		Communicate & Inform	Interact & Collaborate	Monitor			1 multiple-choice question <u>only</u> ; results may be published or downloaded; answers anonymous or not
Feedback		Communicate & Inform	Interact & Collaborate	Monitor			8 types of questions; results may be downloaded; answers anonymous or not;; own results won't be seen after closing date
Questionnaire		Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate		10 types of questions plus the <u>branching</u> kind; answers anonymous or not; results may be viewed with different filters and may be downloaded in text format; w/ or w/o grades
Team Builder		Communicate & Inform	Interact & Collaborate				to create Groups of Students - see also "Group Choice" (pg.3); to create teams (Groups and Groupings) automatically based on Students answers to a Questionnaire and of a set of criteria, through a series of Instructor-specified questions; for more control than "Assign Randomly" but less work than "Manual Allocation"; Instructors may also build the Groups manually in a drag-and-drop interface to allocate Students to Groups, and the remaining Students at random https://moodle.org/plugins/mod_teambuilder https://youtu.be/J2jviBCBJ70 (video)
Turnitin Assignment 2		Communicate & Inform	Interact & Collaborate	Monitor			"Turnitin (*) Assignment 2" may be enabled to check for originality in Students uploaded work against different sources; Instructors may submit Students docs for them; no grades
Wiki			Interact & Collaborate		Assess & Evaluate		for collaborative or individual authored web docs everyone in your class can create together a Wiki page in the browser; a Wiki starts with one front page; each author can add other pages to it by simply creating a link to a new page
1.2 Resources	Structure & Contents	Communicate & Inform					to upload Course contents, done by Instructors only; documentation for Students such as files or links to any type of files (text, video and sound) https://docs.moodle.org/en/Resources
Book	Structure & Contents	Communicate & Inform					multi-page (chapters) Resource with a book-like format and a Table of Contents; how to import from a Word file w/ "BookTools": https://moodle.org/plugins/booktool_wordimport
File (cont.)	Structure & Contents	Communicate & Inform					to add any type of File: picture, pdf, doc, spreadsheet, multimedia (sound or video files); may be created by drag-dropping a file

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
Folder	Structure & Contents	Communicate & Inform					to organize uploaded files; in folders and sub-folders; may be created by drag-drop of a Zip file
Label	Structure & Contents	Communicate & Inform					text or images displayed in the body of the mCourse; it can be used to separate Resources and Activities in a topic Section; used to inform (description or instructions)
Page	Structure & Contents	Communicate & Inform					a single, scrollable screen with text, videos and links to other documents
URL	Structure & Contents	Communicate & Inform					a link/address to any place or Site reachable via Browser
Repositories	Structure & Contents						additional external content Repositories to link to or share files from: Dropbox, GoogleDrive, YouTube, OneDrive
2. Blocks	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor		Navigate	2. Blocks All added to the right panel: with "Turn editing on" plus the "NavDrawer" visible, look for the "Add a block" drop-down box, bottom left panel https://docs.moodle.org/en/Blocks
Activities	Structure & Contents	Communicate & Inform				Navigate	for a quick navigation between all Activities already in use
Activities results	Structure & Contents	Communicate & Inform					to display results from graded Activities; to inform about the highest Grades in an Activity; anonymous or not
Administration	Structure & Contents			Monitor		Navigate	context-sensitive links to configuration Settings and Reports/Logs pages; options depend upon the Context (Page shown and User's permissions)
Calendar	Structure & Contents	Communicate & Inform					reminder for timed Activities (ex. Assignments and Quizzes deadlines) for the logged User; events are displayed at Site level, to a Course or Group members or at User/personal level
Comments	Structure & Contents	Communicate & Inform					allows Users to add comments
Latest News	Structure & Contents	Communicate & Inform	Interact & Collaborate				displays the last "n"-posted news (3 default) to the "News Forum" or "Announcements" plus a link to older news
Mass Actions	Structure & Contents						allows Instructors to perform <i>actions</i> on multiple Resources or Activities all at once; select the items to delete, hide/show, indent/outdent, move or duplicate them to another section
Navigation	Structure & Contents					Navigate	to quickly navigate between Instructor's Courses or Sections of the current Course
Online Users	Structure & Contents	Communicate & Inform		Monitor			list of Users logged into the current Course within the <u>last 5 minutes</u> (refresh period); a private message may be sent to a User or a Group of Users
Progress bar	Structure & Contents	Communicate & Inform		Monitor			time-management tool for Students; visually shows what Activities/Resources Students have completed/viewed or not; to monitor your Students work and progress in an overview page for all Students for selected Activities and Resources; helps Instructors to identify and contact "at-risk" Students
(cont.)							

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
Quickmail	Structure & Contents	Communicate & Inform	Interact & Collaborate				to send eMail messages to Students; select them individually or Groups; Students may be allowed do Mail each other
Recent Activity	Structure & Contents	Communicate & Inform					shows Users updates done since their last access to the Course: edited Activities, Resources, new Forum posts and Assignment submissions
Statistics for the past 30 days		Communicate & Inform		Monitor			-- in the FrontPage , it shows Visitors (unique and multi), the count of the day's connections and all active Users and the total of mCourses currently in use; -- in each mCourse , it shows Visitors to the Course only; people with the <i>coursereport/log:view capacity</i> (ex. Teacher) can see a simple page which shows who was connected today, and a link for the Course's "Reports/Logs" with details on all Participants actions
Upcoming Events	Structure & Contents	Communicate & Inform					displays future Events in a summarized list; the number of days in advance is determined by the Calendar
3. Options							3. other Options for each User <u>Where:</u> the "User menu" and other Options
3.1 User menu							under your Name, top right, always available; inside a mCourse Teachers have the " Switch role to... " option to test other Roles (ex. Student)
Dashboard		Communicate & Inform				Navigate	your customizable HomePage; Users may 'Customize this page' by adding and removing Blocks; provides Users with links to their (In Progress, Future and Past) Courses and their pending Activities, such as unread Forum posts and upcoming Assignments
My courses		Communicate & Inform				Navigate	in the "Dashboard", "NavDrawer" block on the left panel (if visible); to quickly access Courses where you have a Role in (ex. Teacher or Student)
Profile		Communicate & Inform		Monitor			to edit your personal info, add a photo; to check personal posts and more
Messages		Communicate & Inform	Interact & Collaborate				for personal messaging; accessible in all screens header – top right
Preferences		Communicate & Inform					to change preferred settings regarding Forum posts, messaging and more
3.2 in a mCourse							You may add other Blocks to the right side panel of mCourses
Participants		Communicate & Inform	Interact & Collaborate	Monitor			in the "NavDrawer" block, left panel; to manage Users, enrolment methods, Groups and Groupings; lists all or selected Users individually or by Group or Roles; select 1 or more Participants to send an eMail or message
Users				Monitor			in the "NavDrawer" block, left panel, "Participants" option – above;
Grades (cont.)		Communicate & Inform		Monitor	Assess & Evaluate		in the "NavDrawer" block, left panel; link to the Gradebook

TO... USE...	Structure & Contents	Communicate & Inform	Interact & Collaborate	Monitor	Assess & Evaluate	Navigate	Notes
<u>Reports:</u>		Communicate & Inform		Monitor			types of Reports/Logs with info on the mCourse's usage; in Course's "Gear icon"/ More.../ Reports
Logs, Live Logs, Activity report, Course participation		Communicate & Inform		Monitor			With the right filters, Instructors can monitor which actions were taken by whom, when and where
Activities completion Course completion		Communicate & Inform		Monitor			these 2 additional Activities and Course Completion Reports are visible only when the Course "Completion tracking" is enabled in the Course's "Edit settings" → Adaptive Learning
...and much more...							moodle Site: https://moodle.org

(*) Turnitin - TII - <http://www.turnitin.com/> - used with or without "Translated Matching".

It is the leading originality checking and plagiarism prevention service, used by millions of Students and Faculty and thousands of institutions worldwide. It is a complete service to manage the process of submitting and tracking papers electronically, checking for similarity with other sources to obtain an "Originality Report".

It is integrated with the "moodle@NovaSBE" Platform since 2016 and it's available here through the use of 4 moodle-Activities: Assignment, Forum, Turnitin Assignment 2 and Workshop.

The "Translated matching", part of the TII package, is a multilingual translation technology to identify "translated plagiarism" where texts written in a variety of over 30 different non-English languages are compared to Turnitin's massive content databases, highlighting any matches found in texts submitted through those 4 Activities mentioned above.

... and **REMEMBER:**

The new "**moodle (mobile) App**" (since Feb, 2019) is available for your iPhone or Android.
Please check its documentation in the "**FOR STUDENTS**" and "**FOR INSTRUCTORS**" links in the FrontPage of the full Web Browser Platform on mobile App.

*Were these notes helpful?
Your feedback is very important and always greatly appreciated!*

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