BiOS4YOU

Bio-Inspired STEM topics for engaging young generations

project number: 2019-1-DE03-KA201-060125

IO2

MOODLE GUIDE FOR TEACHERS

Prepared by Lithuanian Partners KTU

Contents

Project number: 2019-1-DE03-KA201-060125

1. Log in

- Go to the Bios4You Moodle website: http://learn.bios4you.infoproject.eu/
- From the upper-right of the page, click on the **Login** link.
- Log in with your username and password. (If you log in first time, you first need to create an account. Click to button *Create new account*).
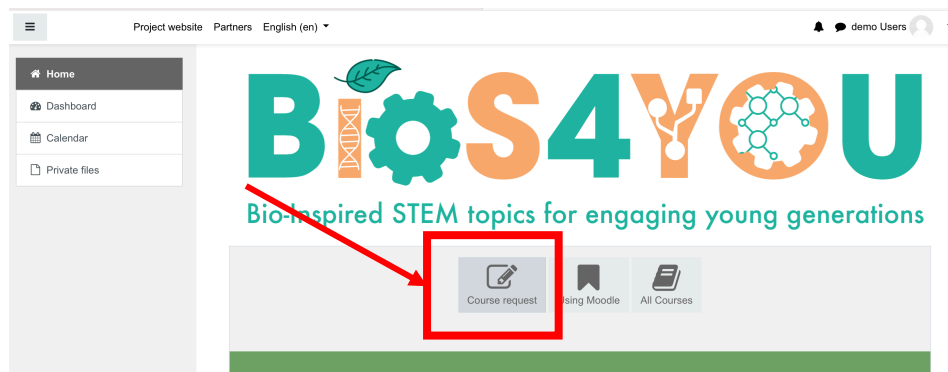
You are not logged in. (Log in)

- A list of your courses will be displayed. Click on your course.

2. Course requests

- If you needed a testing or new Moodle course, use our Moodle Course Request Form.

3

Funded by the
Erasmus+ Programme
of the European Union
Project number: 2019-1-DE03-KA201-060125

BiOS4YOU
Bio-Inspired STEM topics for engaging young generations

- Enter full and short course names. Use course *Summary* box to provide any additional information about course.
- Enter any additional information you might want to communicate to the Moodle administrators into Reasons for wanting this course box.
- For submit click the button *Request a course.*

Course request

▾ Details of the course you are requesting

Course full name		
Course short name		
Summary		

▾ Reasons for wanting this course

Supporting information to help the administrator evaluate this request

Request a course   Cancel

There are required fields in this form marked ❗ .

- It will take at least one day for the Moodle administrators to create your course and send you the email.

BiOS4YOU
Bio-Inspired STEM topics for engaging young generations

3. Create a course (the role of course creator)

If you have course creator role, you can create a course (if needed).

- Click *Create a Course* button.
- Add your course details, using the icon for extra help.
  1. Enter course full name.
  2. Enter course short name.
  3. Select course category.
  4. Enter course description
  5. Add course image.
  6. Click *Save and Display*.
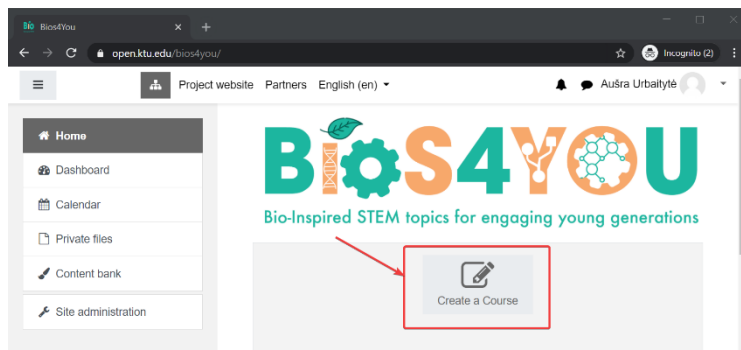
Add a new course

General

Course full name ❗ ❓		①
Course short name ❗ ❓		②
Course category ❓	Bios4You Courses	③
Course visibility ❓	Show	
Course start date ❓	16 December 2020 00	

Description

Course summary ❓

④

Course image ❓   Maximum file size: 1000MB

Files

⑤

▸ Course format

▸ Appearance

▸ Files and uploads

▸ Completion tracking

▸ Groups

▸ Role renaming ❓

▸ Tags

⑥ Save and display   Cancel

4. Parts of course homepage

Moodle course is divided into large blocks called Sections that are listed sequentially down the middle column of Moodle course homepage. You can add content, images, links, assignments, and more to each Moodle section.
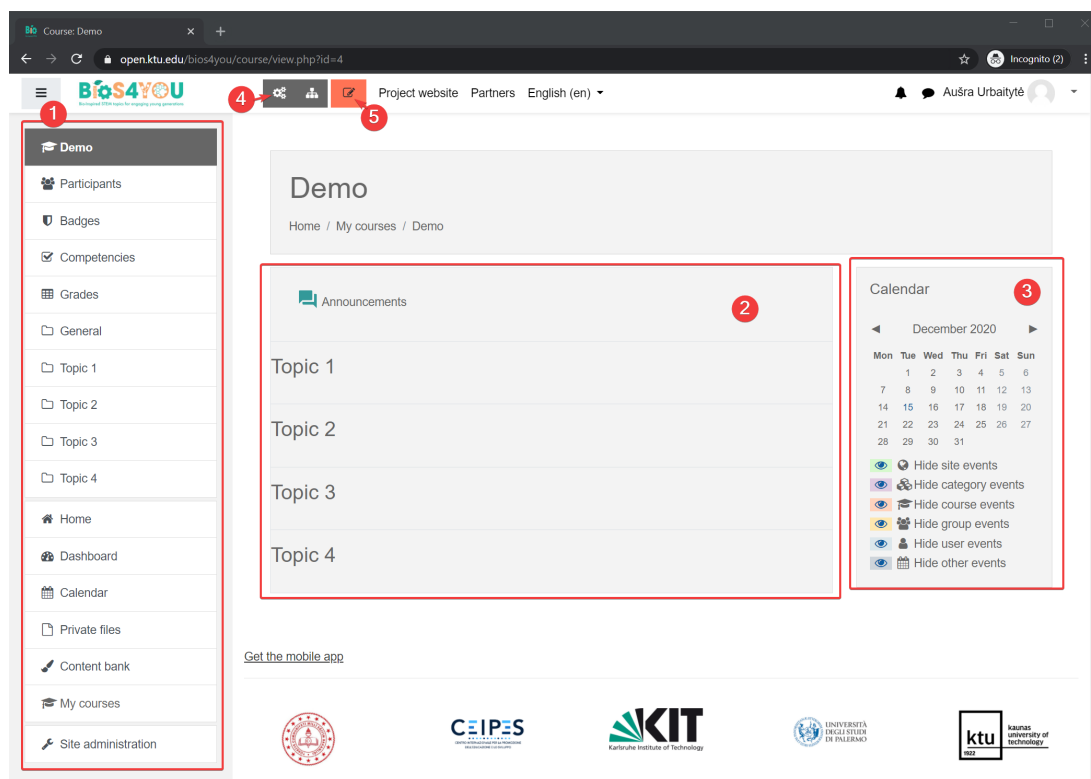
1. **Gear menu and Navigation drawer.**

    Normally visible on all pages, this block helps you find your way around the course and site.

2. **Course sections**

    Here is where the learning materials are displayed. This element may be arranged in one or multiple weeks, topics, forums or other (non-standard) layouts.

3. **Side blocks**

    Which blocks you see depend on what the administrator has selected and what you as teacher choose to add.

4. **Course Management**

    This replaces the course administration settings

5. Button **Turn editing on.**

5. Add a course summary and image

When logging in to my Moodle site, users see the course summary and course image. You can change them from the course *administration* (1) by clicking *Edit settings* (2) and changing the uploaded image.
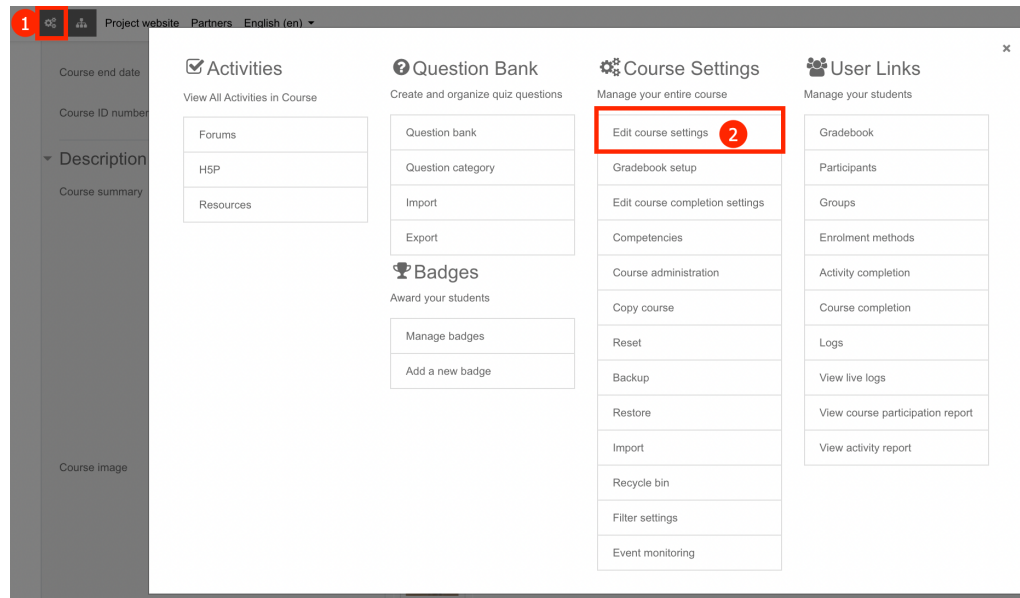
- Add course summary (etc. card of the learning path) (3).
- Upload course image (4).
- Click *Save and Display*.

6. Editing elements on your course homepage

With the editing turned on, activities, resources and blocks will have icons performing different functions such as edit/move/copy/delete/hide.

- the pencil icon allows you to edit inline the title of the resource / activity
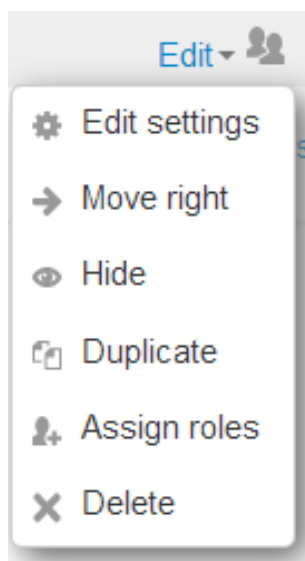
- this icon groups actions together for easier editing on smaller screens. Click to reveal the options.

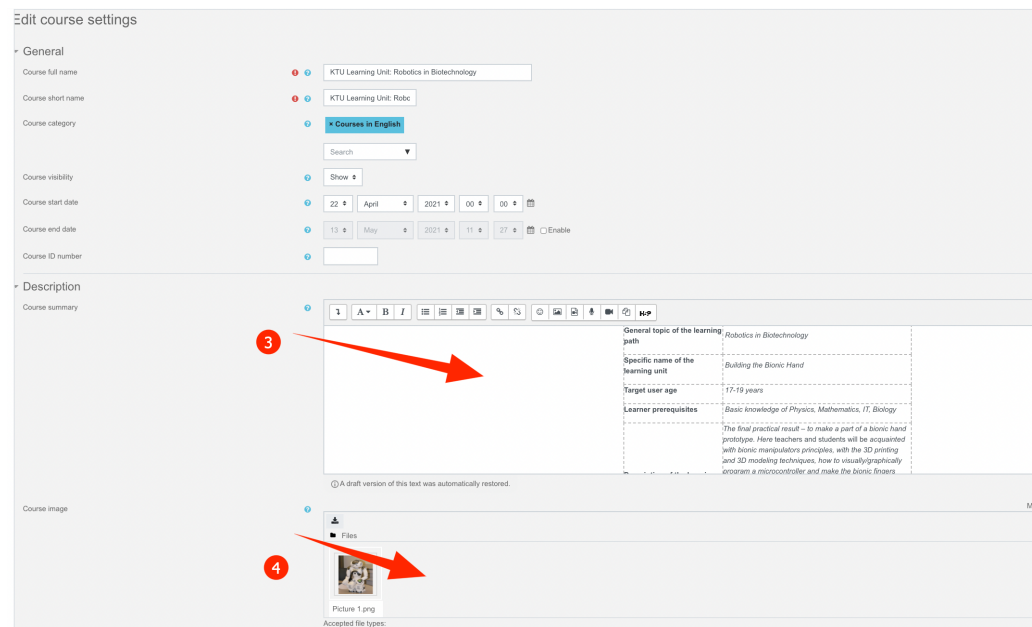- the move icon allows you to move items or sections by dragging and dropping. (If you have many activities to scroll through while moving, see the Tips and Tricks section below for a useful suggestion.)

- this move icon appears.

- the groups icon allows you to change between no groups or separate/visible groups.

- the move here icon appears when moving a course element without Ajax. Click into the box to re-locate your item.

- the up/down arrows allow you to move course sections up or down and appear if you do not have Ajax enabled.

BiOS4YOU
Bio-Inspired STEM topics for engaging young generations

6.1. To edit a course section

- Turn editing on
- Click the pencil icon (1 in screenshot below) to quickly rename the section
- Click the Edit menu (2 in screenshot below) to edit the description and other settings.
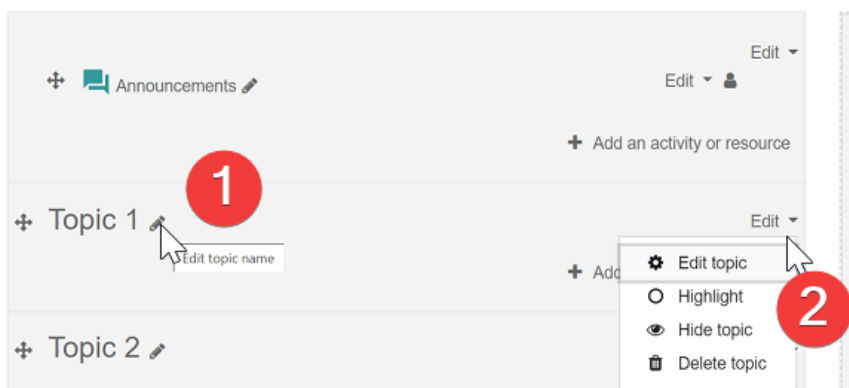
6.2. To move a course section

- Click the up/down arrow or the crosshairs icon to move the section
- Drag the section to where you want to position it and let go
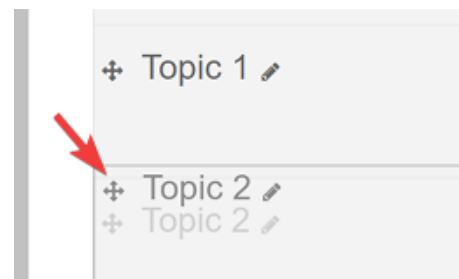
6.3. To add course sections

- Click *Add topics* underneath the bottom section
- Select the number of extra sections you wish and press *Add topics*

6.4. To add a block into course page

Blocks are items which may be added to the side of any page in Moodle.

1. Turn on the editing.
2. Select a block from the *Add block* link, either at the bottom of the nav drawer on the left or a drop down menu usually on the right.

To move a block

3. Ensure editing is turned on then click onto the block title until the crosshair icon appears
4. While keeping the block selected, drag it to where you want to position it and let go.
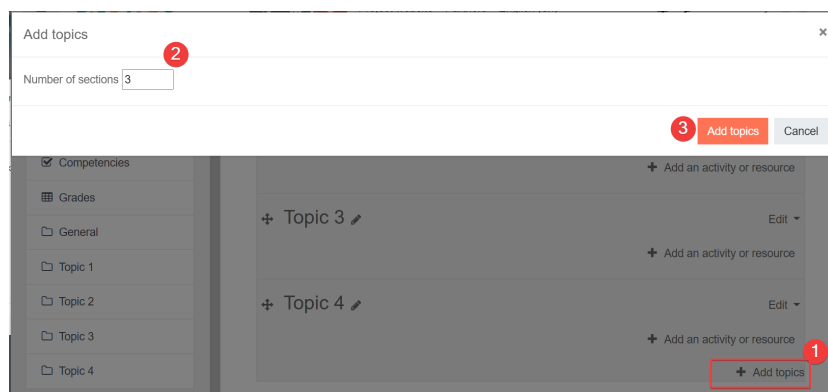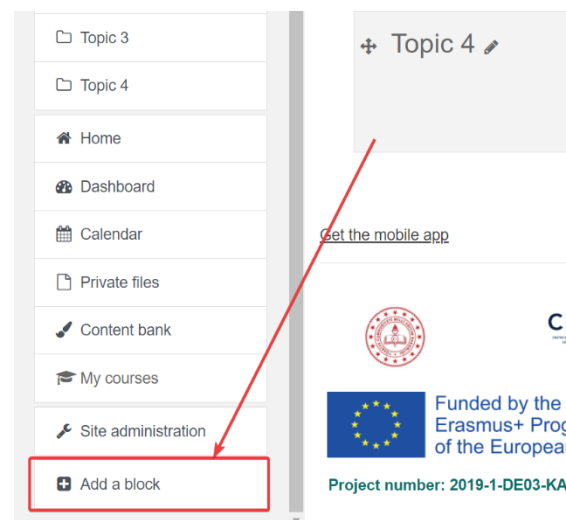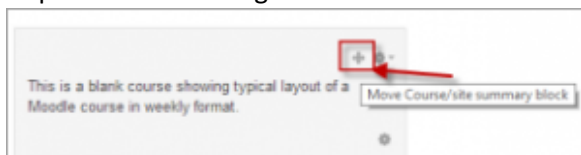

7. Activities and resources

An 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.

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.

To add an activity or resource to the course:

1. Turn on the editing.
2. Click *Add an activity or resource* to open the activity chooser. Double-click to add an activity or resource; click the i for more information and click the star icon to add it to a separate, starred tab.
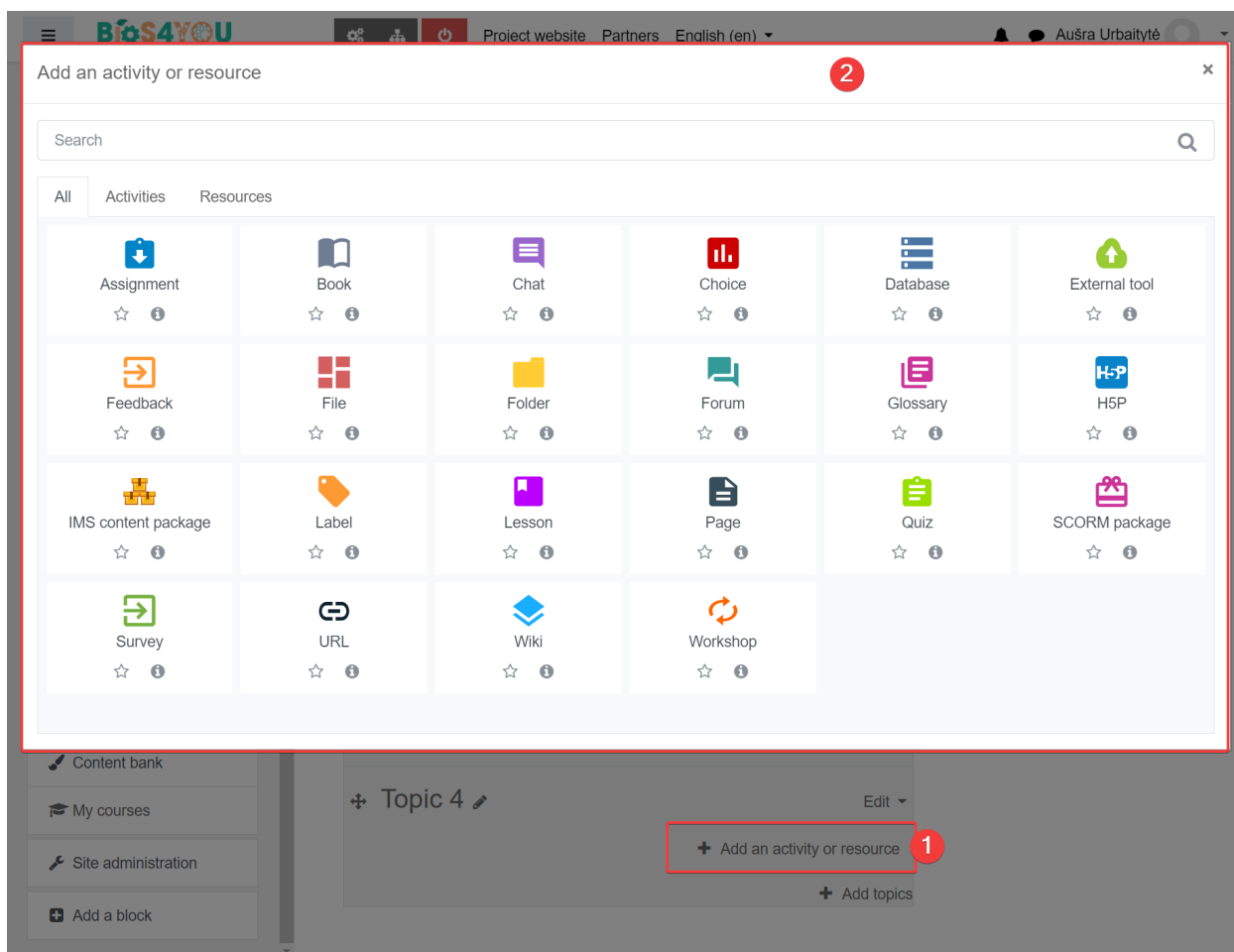
Alternatively, certain resources and activities may be added using drag and drop:

- To add a file, simply drag and drop it onto the course section where you'd like it to appear
- To add a folder of files, simply zip the folder then drag and drop it onto the course section where you'd like it to appear, answer 'Unzip files and create folder' to the popup dialogue, then click the upload button
- To add a SCORM package, simply drag and drop it onto the course section where you'd like it to appear, answer 'Add a SCORM package' to the popup dialogue, then click the upload button

7.1. Activities (additional resources)

- Assignments. Enable teachers to grade and give comments on uploaded files and assignments created on and off line
- 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
- [H5P activity](). Enables H5P content created in the Content bank or on h5p.com to be easily added to a course as an activity.
- [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
- Additional plugins

7.2. Resources (additional resources)

- [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

8. Activity completion

Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick) ☑ appears against the activity when the student meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete.

- If this feature is enabled, it is a helpful way for students to be able to track their progress in a course. The student has an easy to see checklist of what they have done so far.

- It can also be linked to Course completion in order to allow both students and teachers to watch progress through a course. As each activity is checked off as "complete", the student moves further towards final completion of the course.
- It can also be linked to Restrict access in order to allow the teacher to set criteria upon which a student is allowed to progress through a course and access materials.

Activity completion icons

☐ manual - not yet marked as complete

☑ manual - enabled

☑ manually completed

☑ automatically completed

☒ automatically failed

⬚ automatic - not completed

☑ automatically passed

☑ automatic - enabled

The manual - enabled and automatic - enabled icons are used on the course page when editing is turned on for teachers to see at a glance which activities have manual completion and which have automatic completion.

Activity completion report

Activity completion info can be viewed by managers, teachers and non-editing teachers by clicking from *Administration> Course administration> Reports > Activity completion*.

Completion tracking

There are three options:

- Do not indicate activity completion - this will not show checks (ticks) next to the activity
- Students can manually mark the activity as completed - students press the check (tick) to change it. (Note: they can do this even without doing the activity!)
- Show activity as complete when conditions are met - the selected completion criteria must be met before the check (tick) will change style

Require view

When this option is ticked, students have to view the activity i.e. click the link in order to complete it. You should not turn on the 'view' condition if you have other requirements - this makes extra work for the server and it's unlikely that a student could meet any other conditions without viewing the activity.

Require grade

When this option is ticked, students have to get a grade on the activity in order to complete it. For example, a quiz would be marked completed as soon as the user submits it (so long as it doesn't contain any "essay" questions).

It does not matter how well the student did. Getting any grade will mark the activity completed.

Example. Quiz completion settings. Setting a grade to pass for a quiz

It is possible to distinguish between 'pass' and 'fail' grades so that a quiz becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'.

To set this up, you need to specify the pass value for the quiz activity's individual grade:

1. Go to the Quiz settings and in the Grade section, locate the 'Grade to pass' field.
2. Enter a grade value (e.g. 5.0)
3. Click the *'Save changes'* button

'Completed, passed' shows a green tick and 'Completed, not passed' shows a red cross.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard 'completed' state will be displayed - even once the hidden date has passed.

9. Interactive content – H5P activity

1. Ensure that you first have an existing H5P activity to upload, or that you have created one in the Content bank.
2. In a course, with the editing turned on, choose 'H5P' from the activity chooser.
3. Give it a name and, if needed, a description.
4. From *Package file > File picker*, add your H5P file from the Upload a file link or from the Content bank.
5. Expand the other sections to select the settings you want, and then click Save and return to course.

Funded by the
Erasmus+ Programme
of the European Union
Project number: 2019-1-DE03-KA201-060125

BioS4YOU
Bio-Inspired STEM topics for engaging young generations

9.1. Content bank

- The content bank is an area in Moodle where content (currently H5P content) may be stored, edited and created.
- The content bank repository gives access to these files from the file picker.
- New H5P content may be created via the *Add* button. It can be edited by clicking into the content then clicking *Edit*:
- H5P activities can also be uploaded into the content bank then edited if required.
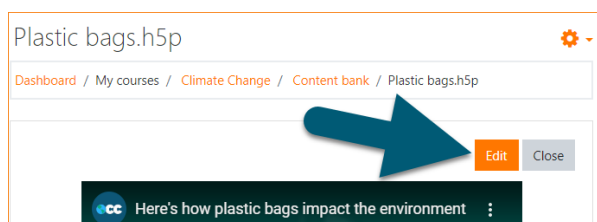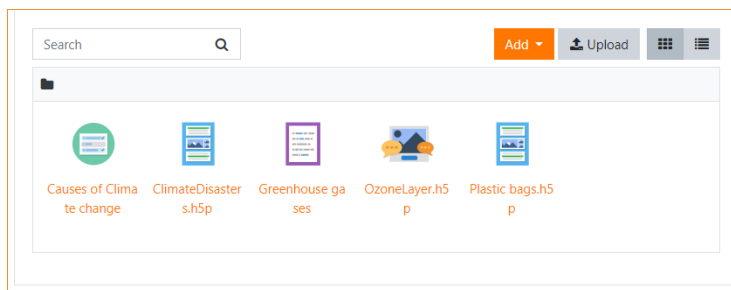
9.2. Creating and editing H5P content

To create and edit H5P content,

1. Go to the Content bank, accessible when in a course from the Navigation.
2. Click the *Add* button and select a content type.
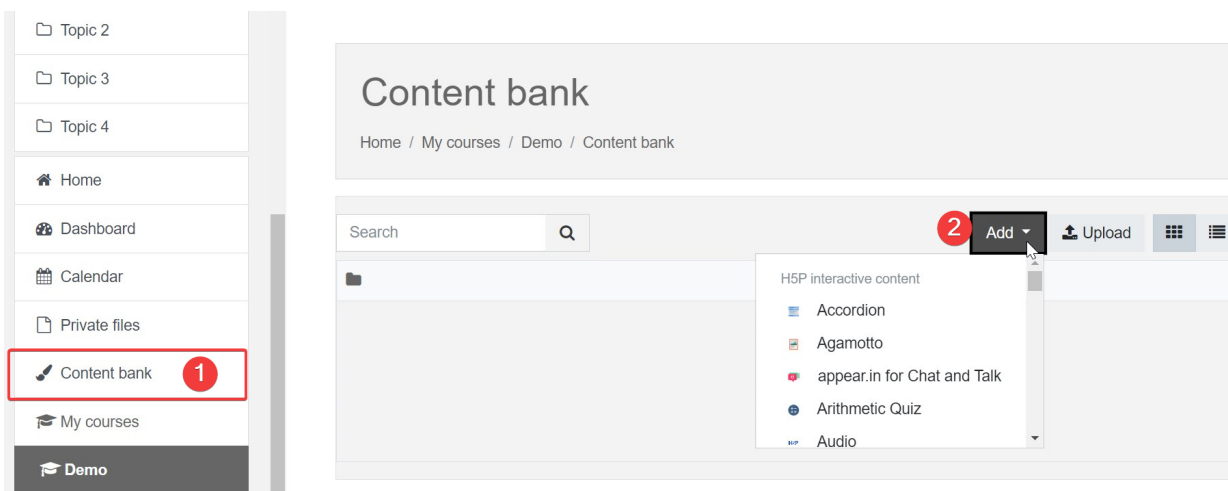
## 9.3. Example. Add Course Presentation

The *Course presentation* content type allows you to create a slide-based presentation of your learning material. Elements such as slide titles, links, pictures, audio and video clips, as well as various quiz types can be embedded seamlessly right into the presentation for a richer learning experience.

- Course presentation enables you to author and deliver your course material directly in your browser. Course presentations contain slides where you can add various multimedia- and interactive elements to engage the learner.
- Course presentations are used when you want to package a piece of learning content in a structured and interactive format. Learners swipe through slides to experience the learning material while solving various quizzes or watching videos along the way.
- Try Course presentations as an alternative to presenting your learning content as Powerpoint presentations, PDFs or text-based web pages. Course presentations are very flexible to use, as they are simple to create, publish and edit.

3. Select the New content option and choose Course presentation from the list of Content types in Content bank:
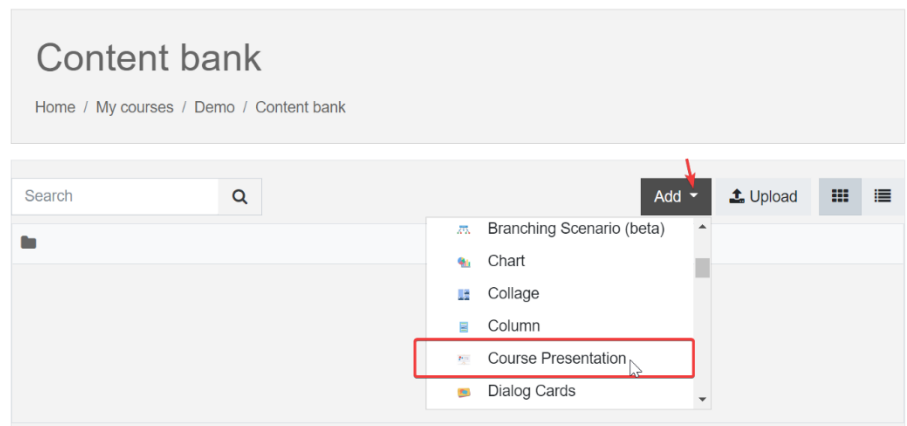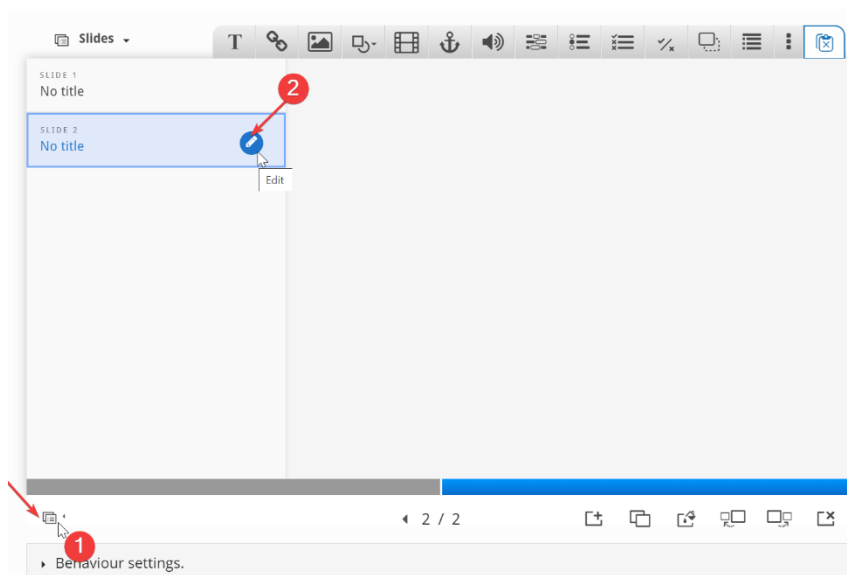

4. Enter course presentation title.
5. You can add a new slide in the slides panel to the left. The slide titles can be used to navigate between the slides.
6. You can remove the slides panel entirely by pressing the *Remove slides* button. However, this action cannot be undone.
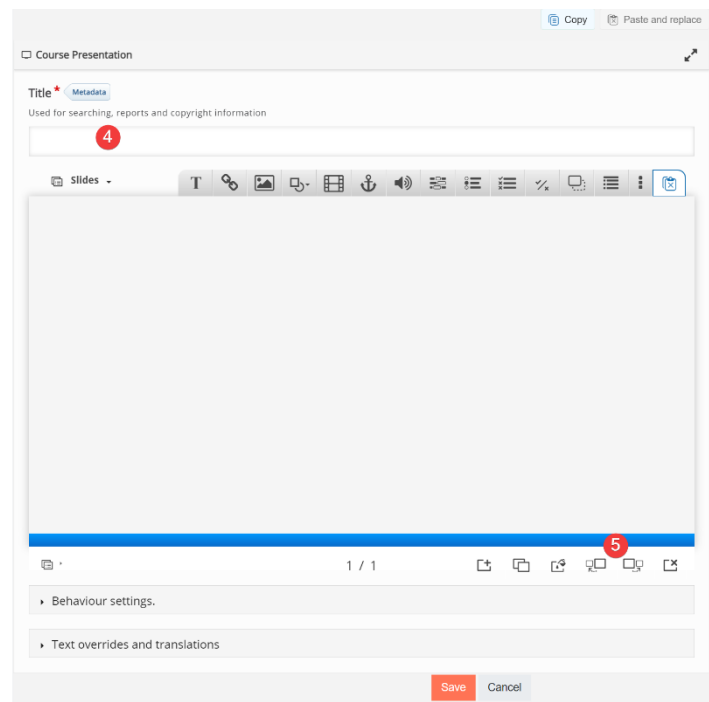
7. Press the [ ] button to open the "Slides" menu. Press the pen next to "No title" [ ] to add a slide title.

8. Add the content – text, image, video, question, table with using tools.

9. Save the node/article to view your finished Course presentation.

More: course presentation tutorial

9.4. Adding an H5P activity to a course

10. Turn on the editing.
11. Click *Add an activity or resource*.
12. Double-click to add an activity H5P.

13. Give it a name and, if needed, a description.

14. From *Package file > File picker*, add your H5P file from the Upload a file link or from the Content bank.
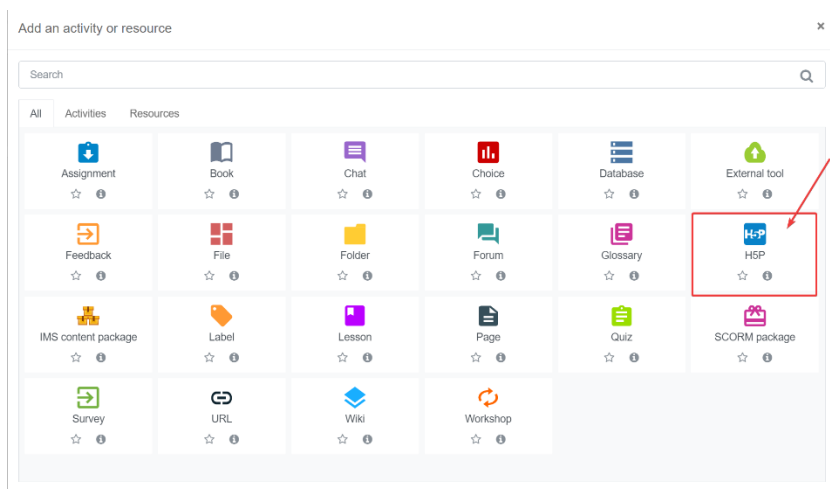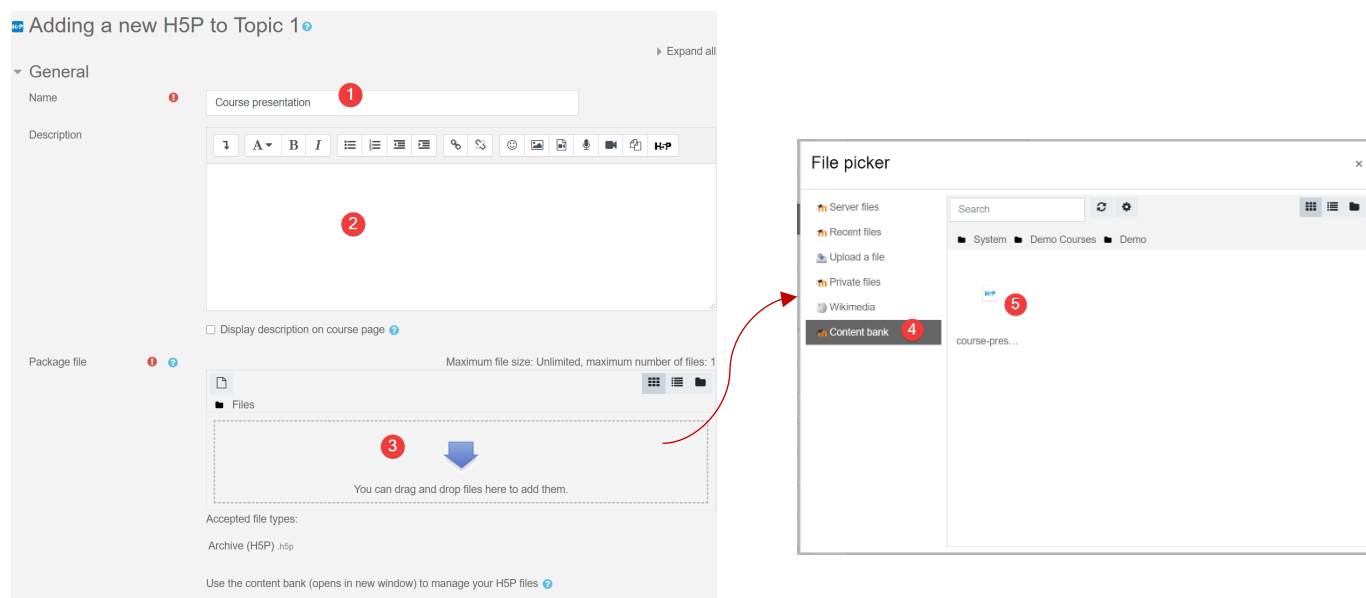
15. Expand the other sections to select the settings you want, and then click Save and return to course.

9.5. Embedding H5P into other activities

You can embed H5P content into other activities and resources such as a Label or a Book, by clicking the H5P button in the text editor Atto.

To embed H5P from the Content bank:

1. Click the H5P button in Atto then click *Browse repositories*.
2. Browse the Content bank repository and select an H5P file.
3. Choose to either make a copy of the file or create a shortcut.
4. Click the button *Select this file*.
5. Click *Insert H5P*.
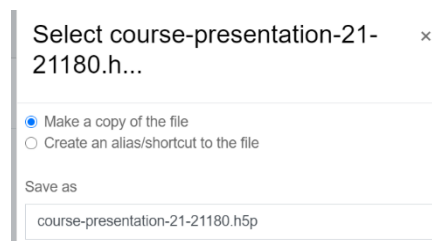
9.6. Interactive Content Type (additional resources)

- Interactive Video
- Course Presentation
- Branching Scenario
- Drag and Drop
- Dialog Cards
- Virtual Tour (360)
- Accordion
- Image Hotspots

- [Flashcards](#)
- [Drag the Words](#)
- [Timeline](#)
- [Question Set](#)
- [Multiple Choice question](#)
- [Memory Game](#)
- [Agamotto](#)
- [Documentation Tool](#)
- [Fill in the Blanks](#)
- [True/False](#)
- [Image Sequencing](#)
- [Column](#)
- [Arithmetic Quiz](#)
- [Mark the Words](#)
- [Chart](#)
- [Dictation](#)
- [Essay](#)
- [Image Slider](#)
- [Summary](#)
- [Collage](#)
- [Guess the Answer](#)
- [Image Pairing](#)
- [Single Choice Set](#)
- [Advanced Fill in the Blanks Tutorial](#)

10. Quiz activity

- In a course, with the editing turned on, choose *Quiz* from the activity chooser.
- Give it a name and, if required, a description.
- Expand the other sections to select the settings you want. With the default settings, students can repeat the quiz, moving freely between questions, each on a different page. There is no time limit and scores and feedback display once they have completed the quiz.

- To change any of these defaults, and for more information on configuring your quiz, click [1].
- Click *Save and display*.
- Click *Edit quiz.*
- Click *Add* and then click + *a new question* (If you already made questions in the question bank, then click + *from question bank* or if you wish to add a question randomly picked from a category of questions, click + *a random question*.)

---

[1] For help, see the documentation [Quiz settings](#)

- Choose the type of question you want to add and then click *Add* at the bottom:
- Add your question[2].
- Click *Save* changes and repeat the steps for as many questions as you need.
- Click *Save changes* when you have made your question.
- If you want, change the maximum grade for your quiz to reflect the number of questions.

11. Students enrolment

The process of adding students to courses is called Enrolment. This is different from adding users to the site, which is known as Authentication. There are various methods of enrolling students into courses, once they have logged in to Moodle.

A teacher can view, activate, add and remove the enrolment methods within their course from the Enrolment methods link accessed either from the gear menu in the nav drawer *Participants* link). It may also be the case that the students are automatically enrolled into the course by an administrative process, and the teacher does not need to do anything.

11.1. Students enrol themselves

If Self enrolment is enabled then students can sign up to courses themselves. The teacher can restrict enrolment to those who have been given an Enrolment key and, if needed, a staff member may be given the Keyholder role to manage enrolment keys.
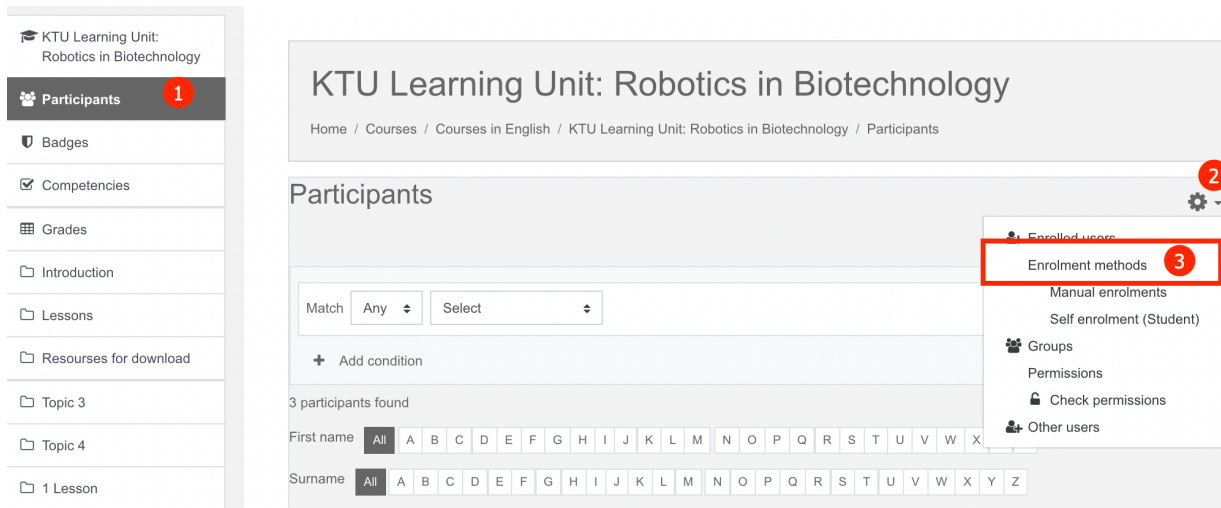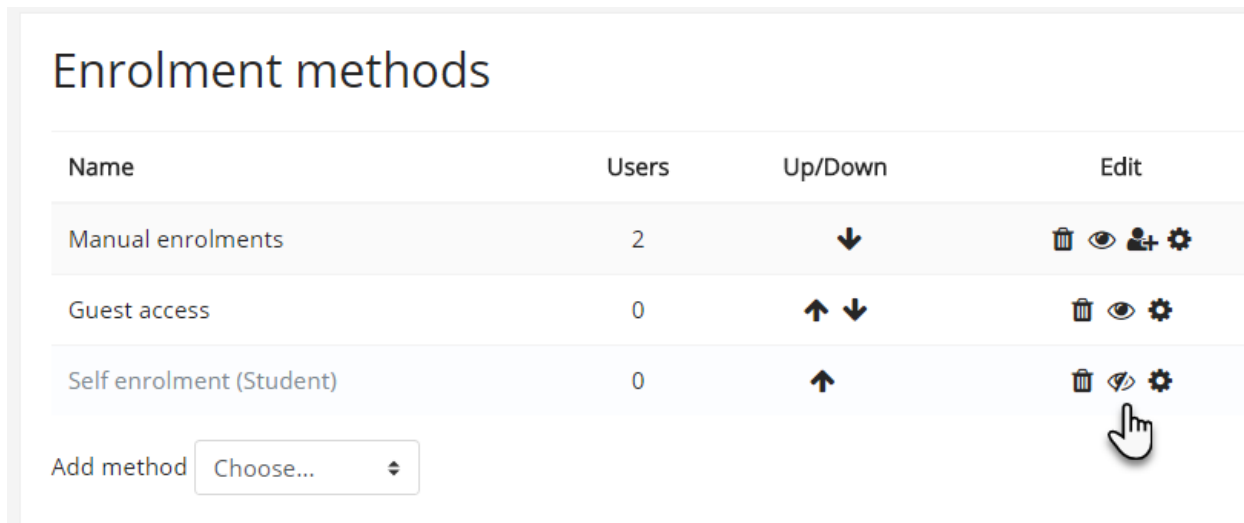
---

[2] For help, see the documentation Question types

Enabling self-enrolment in a course

1. In your course, click the Participants link from the navigation drawer.
2. Click the cogwheel/gear icon and click Enrolment methods.

3. Open the "eye" icon next to the Self enrolment method:

4. If you wish only a certain group of users to self enrol (and not anyone) then you can set an enrolment key which you then tell them to use when they access the self-enrolment screen.
   - Make sure self enrolment is enabled (has its eye open) and then click the edit icon on the right.
   - Add your enrolment key in the box provided. (Click *Unmask* to see what you are typing.)
   - Click the *Save changes* button

Project number: 2019-1-DE03-KA201-060125

Funded by the
Erasmus+ Programme
of the European Union

BiOS4YOU
Bio-Inspired STEM topics for engaging young generations

Name	Users	Up/Down	Edit
Manual enrolments	2	↓	✕ 👁 👤₊ ⚙
Guest access	0	↑ ↓	✕ 👁
Self enrolment (Student)	0	↑	✕ 👁 ⚙

Add method

Choose... ▼

11.2. Teachers manually enrol students or other teachers

If Manual enrolment is enabled (and it usually is) then teachers may add students to their course from the nav drawer *Participants* link by clicking *Enrolled users* in the gear menu.

Enrolling users

1. Go to the *Participants* page - click the *Participants* link in the nav drawer.
2. Click the Enrol users button at the top right or bottom right of the page.

KTU Learning Unit: Robotics in Biotechnology

- 🎓 KTU Learning Unit: Robotics in Biotechnology
- 👥 Participants **1**
- 🛡 Badges
- ☑ Competencies
- 🎛 Grades
- 🗁 Introduction
- 🗁 Lessons
- 🗁 Resourses for download
- 🗁 Topic 3
- 🗁 Topic 4
- 🗁 1 Lesson

KTU Learning Unit: Robotics in Biotechnology

Home / Courses / Courses in English / KTU Learning Unit: Robotics in Biotechnology / Participants

Participants   ⚙ ▾

2 Enrol users

Match Any ⇕   Select ⇕   ✕

＋ Add condition   Clear filters   Apply filters

3 participants found

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

3. Use the *Assign roles* dropdown if you wish to change the role.
4. Click *Show more* to expand the enrolment options and set them as appropriate. These include the enrolment duration.
5. Browse or search for the user with the dropdown menu next to *Select users* (note that when searching for users, exact matches are listed first). Click the downward triangle to browser for users or begin typing in the box to search for users.
6. Click the user to select them. The user will appear above the dropdown menu, indicating that the user is enrolled.
7. When you have finished, click the *Enrol selected users and cohorts* button.

8. The user will then appear in the list of enrolled users.

BioS4YOU
Bio-Inspired STEM topics for engaging young generations

13. Course example

Course example: