

3.1 Editing Mode

Once you have your own course in a preferred format and settings along with your students, you are ready to add content.

To start the process, you will first need to click on “*Turn editing on*” link which will allow you to add resources and activities to your course. You will find this link in the Administration Block under the Course Administration tree.

Clicking on this link will present you with a new array of options. The “*Add an activity or resource*” link will appear at each section of your course for adding resource and activities as shown in Figure 3.1.

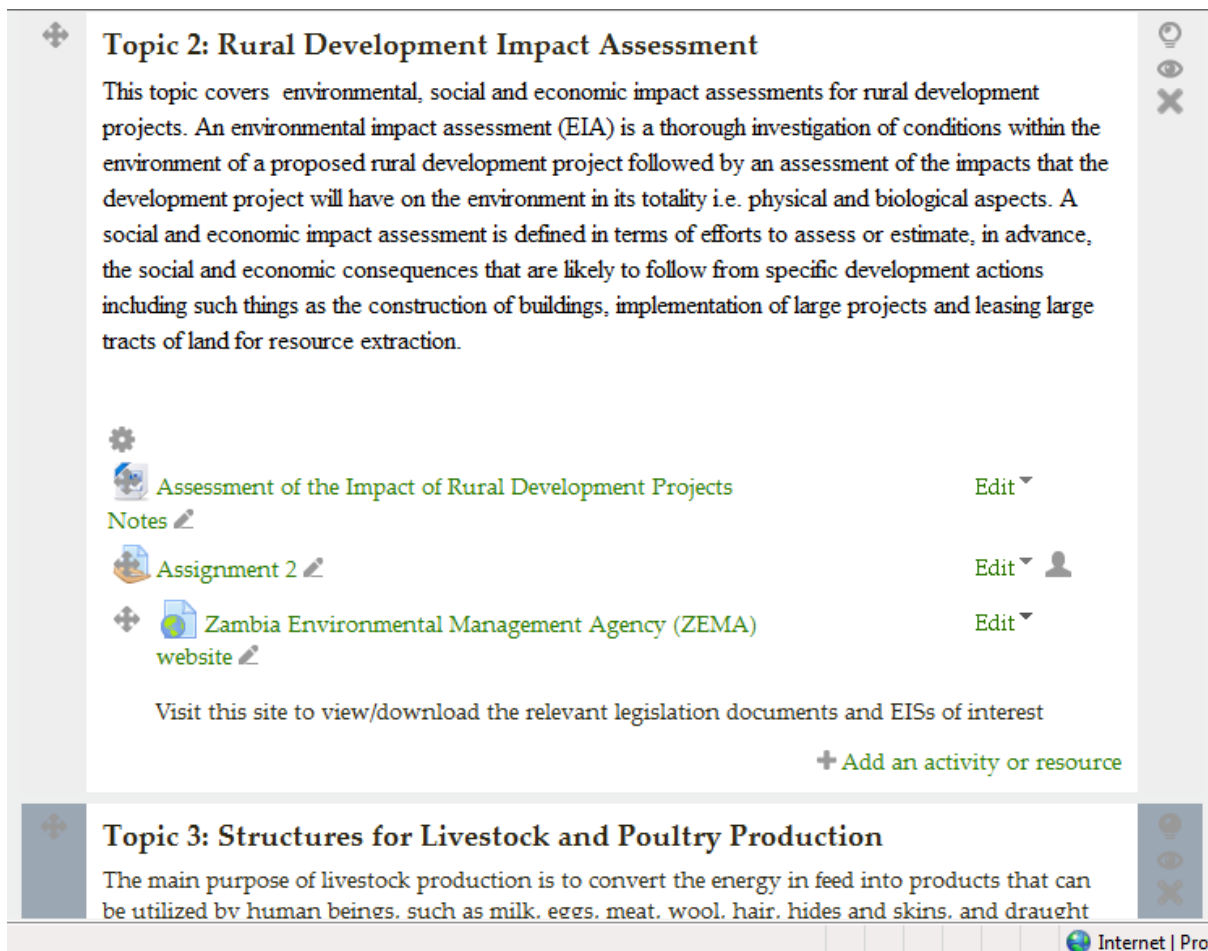


Figure 3.1 Editing mode

Summary Area of Each Section

At the top of each section, you will see an icon of a *gear-like symbol*. When you click it, you are presented with a Summary text area. You can use this to change the default section name and summarize each topic or weekly section in your course. You should keep the summary short to avoid making the main page too long. Click “*Save changes*” button when you’ve added your summary. You can go back and change it later by clicking the gear icon again.

3.2 Adding a News Forum

The Site News forum is a special type of forum. It is automatically created when the course is first generated. Everyone in the course can read the postings and the news is automatically emailed to them. It is a good tool for making general announcements and sending reminders to students about upcoming assignments. Figure 3.2 shows the News Forum page.

To add a news item:

- Click the “*News forum*” link near the top of your course page.
- Click the “*Add a new topic*” button. You will see the page to add a new topic, as shown in Figure 3.1.
- Enter the subject of the announcement and the message to your class.
- If you want to attach any files also then you can attach with the post.
- Click the “*Post to Forum*” button. You will be returned to the *News forum* page.
- Click on your course name in the navigation bar at the top to return to your course page.

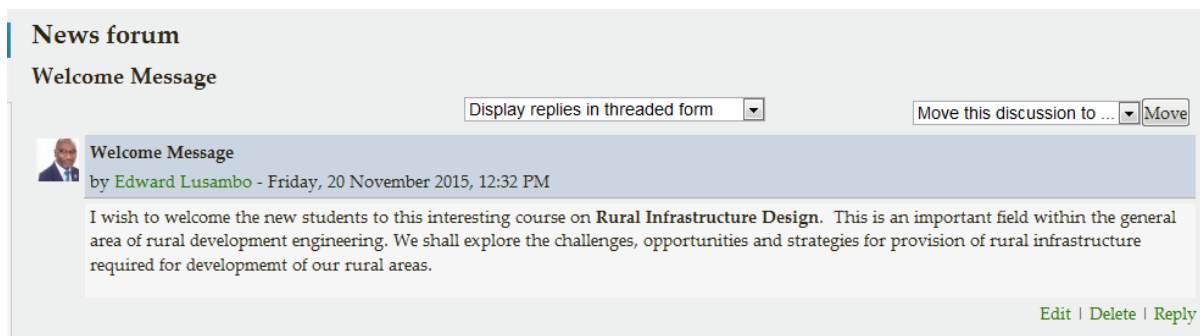


Figure 3.2 News Forum page

3.3 Adding Resources

By adding the resources available in the Moodle you can create content directly within Moodle or link to content you’ve uploaded. The options shown in Figure 3.3 will appear when you click “*Add an activity or resource*”. The following resources are available:

- **Book:** The first tool creates a Book resource on your course page which can be used for creating a multi-page resource with Chapters and subchapters.
- **File:** A picture, a pdf document, a spreadsheet, a sound file, a video file. You can also directly drag and drop the files onto the course home page to add them as a resource.
- **Folder:** For helping organize files and one folder may contain other folders.

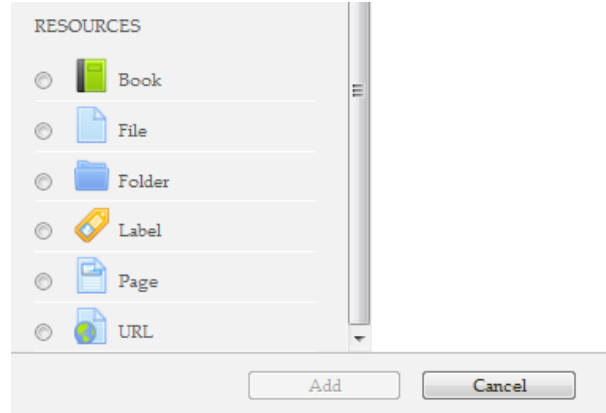


Figure 3.3 Resources in Moodle

- **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.

3.3.1 Adding a book resource

The Book module makes it easy to create multi-page resources with a book-like format, with chapters and subchapters. The book module allows you to have main chapters and sub chapters, but it goes no deeper.

Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections. You can use the book module to present information in a well-structured, user-friendly format to your students.

A book may be used

- To display reading material for individual modules of study
- As a staff departmental handbook
- As a showcase portfolio of student work

Whole books and individual chapters may be printed by selecting the relevant link in Administration > Book administration.

To add a book to your course page:

- A teacher can add a book by choosing it from the "Add an activity or resource" link.
- In the general section provide a name and description for the Book.
- In the appearance section:

- (i) Chapter formatting: You can choose how to format the chapters of the book. The options are:
 - None* - chapter and subchapter titles are not formatted at all, use if you want to define special numbering styles.
 - Numbers* - chapters and subchapters are numbered (1, 1.1, 1.2, 2, ...)
 - Bullets* - subchapters are indented and displayed with bullets.
 - Indented* - subchapters are indented.
- (ii) Custom Titles: Normally the chapter title is displayed in the table of contents (TOC) AND as a heading above the content. If this checkbox is ticked, the chapter title is NOT displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content.
 - Click "Save and display" to proceed further to add some chapters and subchapters in the just composed book.
 - Moodle will take you to a new page where you can add a new chapter to the book.
 - On add new chapter page Provide a title of the chapter.
 - If you've already created a chapter then you can mark this chapter as a subchapter. Please note that this checkbox will remain disabled when you are adding the first chapter of the book.
 - Add your chapter content in the Content field neatly formatted with the help of the HTML editor tools.
 - Click Save Changes in the bottom of the page.

Then you will see the first chapter of the Book you had just created. To navigate within the chapters of the book there is an additional block available in the left side i.e. Table of Contents. And if you have still the Editing Mode On then you will see some icons in the TOC block where you can edit the settings of the chapters of your book.

- To update/edit the content of the chapter click the gear icon.
- To add more chapters/subchapters to the book, click the "Plus" icon.
- To delete a chapter click the "Cross icon".
- To hide the chapters from being visible to the students click the disable eye icon.

3.3.2 Creating a file resource

When you wish to share with your students a simple file such as a Word-processed document or slideshow (e.g. created in MS Word, MS Powerpoint, or Open Office) you use the file resource type. It allows you to upload and display a variety of resources on your course. How your students access them depends on your choices in File resource settings.

Your students will only be able to open your files if they have the appropriate software on their own devices.

To add a file to your course:

- First method:
 - (i) Click the '***Turn editing on***' button at the top right of the course page.
 - (ii) Drag and drop the file onto the course section where you'd like it to appear.

- (iii) If necessary, edit the title of the file by clicking the pencil icon, or edit other options by clicking the editing icon.
- (iv) And you're ready with a file resource to share with your students.
- Second Method:
 - (i) Click the 'Turn editing on' button at the top right of the course page.
 - (ii) Click 'Add an activity or resource' link, then in the activity chooser, select file then click the Add button
 - (iii) In the general section provide a name and description for our file to be displayed on the course page.
- In the content section you can either drag and drop files into the area specified by the arrow if you are using an appropriate browser, or click on "Add" and use the File picker to upload your file.
- Appearance Section:
 - (i) Display:
 - Automatic* - Make the best guess at what should happen (probably what is wanted 99% of the time).
 - Embed* - Show the Moodle page with heading, blocks and footer. Show the title/description of the item and display the file directly in the page as well (good for images, flash animations, videos?, PDFs).
 - Force download* - user clicks on the file, then the web browser pops up with the 'where do you want to save this file' box.
 - Open* - No Moodle heading, blocks, footer or description - just show the file in the web browser (e.g. shows image, PDF, flash animation, taking up the whole browser window)
 - In pop-up* - Same as 'Open', but opens a new browser window to show this file (without the Moodle heading, blocks, etc.)
 - (ii) Show Size/Type: To show the file size and/or type on the course page and also on the resource page, simply tick the appropriate checkboxes.
 - (iii) Display resource name/description: To show the resource name and/or description when clicking to access the file, simply tick the appropriate checkboxes
 - (iv) Below the Display resource name/description you will find a link: "Show More" When you click on the link then you will additional options for controlling the appearance of the resource such as:
 - Pop-up width/height*: If your file is to be displayed in a pop-up, specify the width and height here
 - Use filters on file content*: If you wish included media such as images and mp3 to appear embedded in the files then select "all files" or "HTML files only", according to your file types.
- Click Save and return to course to return back to the course home page.

3.3.3 Creating a folder resource

The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it.

A folder may be used:

For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects

To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

To add a folder to the course page:

You need to first get it zipped or compressed using some file compression tool. There are two methods of adding a folder to your course.

First Method:

- Click the 'Turn editing on' button at the top right of the course page.
- Drag and drop the folder onto the course section where you'd like it to appear.
- Click the button of the action you would like to take with the folder (in our case, "Unzip") and click "Upload"
- If necessary, edit the title of the folder by clicking the pencil icon and you're done.

Second Method:

- Click the 'Turn editing on' button at the top right of the course page.
- Click 'Add an activity or resource' link, then in the activity chooser; select folder and click the "Add" button. All settings may be expanded by clicking the "Expand all" link top right.
- For General Section: Add name and description of the folder you want to display to your students.
- For Content Section: You can either drag and drop a zipped/compressed folder into the box with an arrow or click the Add button to open the File picker menu in order to choose a file from your computer or a repository.
- When the folder thumbnail appears, click on it and select "Unzip" as shown in Fig 3-4.
- For Display folder contents section: Decide here whether to have the folder displayed on a separate page (the default) or in line with or without subfolders expanded or collapsed.
- Click "Save and return to course" to save and return to the course home page.

3.3.4 Adding a Label

Labels enable you to add additional text or graphics to your course page. Labels can be used to add banners to courses, label sections of resources and activities, or provide quick instructions on the front page of your course.

To add a label from the Course page:

- Click the "***Add and activity or resource***" link in the course page in the section where you want to add the label.
- In the popup menu select Label under the resources menu.
- Create your label using the HTML editor (this is the Moodle Text editor). You can use Label to insert Images, Videos, Audio files in your course.
- Select whether to make your label visible by selecting Show or Hide from the visible menu which is collapsed by default.
- After you have created your label, click the "Save and return to course" button.

Once you have created a label, the full text of the label will appear in the section where you created it. You can use a hidden label to provide information only for other teachers on your course, since students are unable to see hidden items.

3.3.5 Adding a Page

The page module enables a lecturer to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps. A page may be used to:

- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update.

Using the page resource is advantageous instead of uploading a word processed document, particularly if the document contains text that is just to be read and not downloaded.

For large amounts of content, it is recommended that a book is used rather than a page.

To compose a page resource:

- Click the "***Add and activity or resource***" link in the course page and select "Page" in the popup menu. Moodle will then display the page to compose a text page.
- Enter a name for the text page. The name you give the page will be displayed in the content section on your course page. Students will access your page by clicking on the name. Be sure to give the page a descriptive name so students will know what they are accessing.
- Write a description of the page in the description field.
- Add the contents in the Page content field. You can use the features of the Text editor to add media, images, links and more.
- Under the Appearance section, you can control if you want to hide the page name and description to be displayed onto the course page.
- Under "Common Module settings" you can completely hide the page from students by choosing Hide under the Visible drop down menu. You can also hide the page at a later stage by clicking the Eye icon/disable from the course home page.
- In the ID number field, you can mention the ID number for identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.
- Scroll down to the bottom of the page and click the "***Save and return to course***". If you want to have a look onto the just composed webpage then you can click on "***Save and Display***" to display it directly.

3.3.6 Adding URL to the course

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page maybe copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

To add a URL to the course home page:

- Click the "Turn editing on" button.
- Click the "Add and activity or resource" link in the course page and select "URL" in the bottom of the popup menu. All settings may expanded by clicking the "Expand all/Collapse all" link top right.
- In the name field whatever you type will form the link learner's click on to view the URL so it is helpful to give it a name that suggests its purpose.
- In the description field: Add a description of your page here. Click "Show editing tools icon" to display the rich text editor, and drag the bottom right of the text box out to expand it.
- If the display description in the course page is checked then the description you entered above will be visible under the name of the URL.
- In the content field enter the URL of the external site you want to link to or else click the "Choose a link" button to open the file picker and choose a URL YouTube, Picasa etc.
- Under the Appearance section which is collapsed by default you will find options to control how the URL is displayed.
 - (i) Display: This setting, together with the URL file type and whether the browser allows embedding, determines how the URL is displayed. The options in the drop down menu are:
 - Automatic* - The best display option for the URL is selected automatically
 - Embed* - The URL is displayed within the page below the navigation bar together with the URL description and any blocks
 - Open* - *Only the URL* is displayed in the browser window
 - In pop-up* - The URL is displayed in a new browser window without menus or an address bar.
 - (iv) Pop-up width/height: If your URL is to be displayed in a pop-up, specify the width and height here
 - (v) Display URL description: To show the resource name and/or description when clicking to access the URL, simply tick the appropriate checkboxes.
- URL Variables: This section allows you to pass internal information as part of the URL. This is useful if the URL is actually an interactive web page that takes parameters, and you want to pass something like the name of the current user, for example.
- Under "Common Module settings" you can completely hide the page from students by choosing Hide under the Visible drop down menu.
- In the ID number field, you can mention the ID number for identifying the activity for grade calculation purposes.

- Click "Save and return to course" to save and return to the course home page. If you want to have a look onto the just composed URL then you can click on "Save and Display" to display it directly.

3.4 Adding Activities

3.4.1 What is a Activity

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 lecturer. There are different types of activities in the standard Moodle as shown in Figure 3.4. More activities may be added to Moodle by the Administrator as plugins.

Table 3.1 explains each tool very briefly. More details about some of these tools are given in the sections to follow.

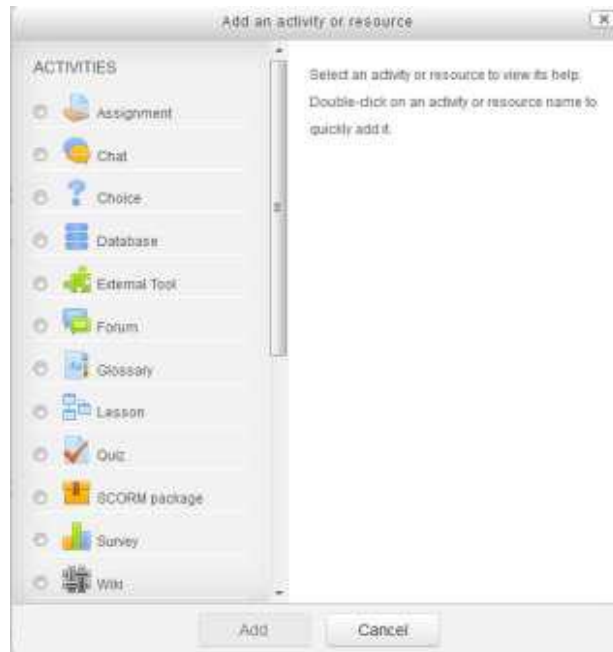


Figure 3.4 Activities in Moodle

Table 3.1 Activities in Moodle

Activity Type	Description
Assignment	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 discussion
Glossary	Allows participants to create and maintain a list of definitions, like a dictionary
Lesson	For delivering content in flexible ways.
Questionnaire	The questionnaire module allows you to construct surveys using a variety of question types, for the purpose of gathering data from users.
Quiz	Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown.
Wiki	A collection of web pages that anyone can add to or edit.

3.4.2 Adding Activities to your Course

To add a new activity to your course, first “**Turn Editing On**”. Within the required Week or Topic Block click **Add an Activity or Resource** link. In the Add an activity or resource dialogue box that appears, select the desired activity and click **Add**.

There are configuration options available when creating, editing or updating any activity. Some options are open by default, others are collapsed. To expand everything, click the “**Expand all**” link in the top right corner. More details about some of these activities are given in the chapters to follow.

3.5 Editing and Updating Resources and Activities

With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit/move/copy/delete/hide.

At the top of each section, you will see an icon of a gear like symbol. When you click it, you are presented with a Summary text area. You can use this to change the default section name and summarize each topic or weekly section in your course. You should keep the summary to a sentence or two for each block to avoid making the main page too long. Click “**Save changes**” button when you have added your summary. You can go back and edit or update it later by clicking the gear icon again.

There is the word edit on the far right hand side of the page that hides a drop down menu next to each resource and activity. The drop down menu has icons that allow you to edit settings, indent/outdent, hide, duplicate, assign roles, and delete the resource or section as shown in Figure 3.4.

In addition, most blocks and resources have an icon that allows for changing its place on the main page or for editing just the title of the resource. For a complete run down of the moodle editing icons, see below.

Use these icons throughout Moodle to edit, update or customise the interface according to your needs.

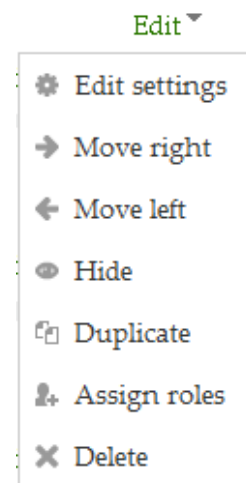


Figure 3.4 Icons for editing resources and activities













- When you are done editing an activity or resource click “**Save and return to course**”.
- If you want to move the new activity or resource click and hold the Move icon , then drag it to the desired location in that section or another section.
- Click “**Turn editing off**”.

Table 3.2 Icons for editing and updating resources and activities

Icon	Function
	Settings Icon. This Icon is used to edit the settings of the particular item like editing the setting of a label.
	Drag and Drop Icon – Move any item in a different section/week or change the order of the sections in the course layout.
	Highlight Icon- the highlight icon allows you to highlight a section as current.
	Eye Icon. Used to show or hide a section or week or any single activity. The open-eye icon means an item is visible to students. It will close when you click on it. The closed-eye icon means an item is hidden from students. It will open when you click on it
	Pencil Icon – Used to change the Title of a file as displayed on the course page.
	Move Right or Left Icons. You can move blocks to the left – or right-hand columns. You can also use this to indent items in the middle column.
	Groups Icon – the groups icon allows you to change between no groups or separate/visible groups.
	Duplicate Icon- the duplicate icon allows you to copy an activity or resource. It is done directly on the course page.
	Roles Icon – allows you to assign roles locally in the item.
	Delete Icon – will permanently delete something from the course.
	Move Here Icon appears when moving a course element. Click into the box to re-locate your item