

Master's Degree in Gender-Based Violence e-Learning System user manual



Project: Master's Degree in Gender-Based Violence

Deliverable: Management and Coordination (Moodle LMS)

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Introduction

MDinGBV e-Learning System is based on **Moodle LMS** (<https://moodle.org>) version 4.1 and layout is based on **Academi** (https://moodle.org/plugins/theme_academi) a free theme for moodle sites from LMSACE e-learning experts (<https://www.lmsace.com/>)

What is Moodle

Moodle (Modular Object-Oriented Dynamic Learning Environment) is an open-source Learning Management System (LMS) used for creating online educational environments. Moodle is one of the most popular LMS globally, designed to support both traditional classroom-style education and fully online courses. It is widely adopted by schools, universities, and organizations for delivering courses, managing educational content, tracking student progress, and facilitating interaction between students and instructors.

Key Features of Moodle

1. Course Creation and Management:

- Moodle allows educators to easily create and manage courses. It supports adding a wide variety of multimedia content such as PDFs, videos, links, SCORM packages, and even real-time resources like Zoom.
- Courses can be structured into sections or modules, with different topics or weeks of content.
- It provides the ability to set up prerequisites, conditions, and completion tracking, giving teachers full control over how students' progress through a course.

2. Assessment and Grading:

- Moodle offers a wide range of assessment tools, including quizzes, assignments, surveys, and peer assessments.
- Teachers can create custom question banks for quizzes, offering multiple types of questions (multiple-choice, short answer, essay, etc.).
- Automatic grading is available for some quizzes, and Moodle supports manual grading for essays or assignments.
- The Moodle gradebook aggregates student scores from various activities, allowing instructors to view, adjust, and report grades efficiently.

3. Collaborative Learning:

- **Discussion forums:** Forums allow students to post and reply to discussions, promoting group learning and peer-to-peer interaction.
- **Wikis and blogs:** Moodle includes wikis for collaborative projects and personal blogs for reflective learning.
- **Workshops and group activities:** Students can be divided into groups for collaborative tasks. Moodle's "workshop" module even allows peer review of assignments.

4. Customization and Extensions:

- Moodle is highly customizable. Institutions can modify the look and feel of their site using themes to reflect their branding.
- The core platform can be extended using plugins to provide additional functionality, such as analytics, course formats, or integration with third-party tools like Microsoft Office or Google Drive.
- Moodle's modular nature allows institutions to integrate additional functionality such as gamification, attendance tracking, reporting, and more.

5. Accessibility and Mobile Learning:

- Moodle is designed to be responsive, meaning it can be used on any device, including tablets and smartphones. This makes it suitable for both mobile and desktop use.
- The official **Moodle mobile app** is available for iOS and Android, giving learners access to course materials, quizzes, forums, and messages on their mobile devices.
- Moodle emphasizes accessibility, offering features that comply with WCAG 2.1 (Web Content Accessibility Guidelines), ensuring that learners with disabilities can use the platform.

6. Security and Privacy:

- Being open-source, Moodle benefits from a large global community that regularly audits and improves its code for security.
- Administrators can control user access, data permissions, and security settings.

- Privacy settings, GDPR compliance, and the ability to host the platform on-premise or in the cloud (self-hosted or through providers like MoodleCloud) allow institutions to maintain control over data.

7. Analytics and Reporting:

- Moodle's learning analytics feature helps instructors track learner progress and predict outcomes using detailed reports. These reports can cover student engagement, activity completion, and quiz performance, helping teachers identify at-risk students and intervene early.
- Moodle can generate automated reports on various aspects of a course, such as user activity, time spent on materials, and overall class progress.

8. Integration with Other Tools:

- Moodle can integrate with a variety of external systems and services, such as:
 - **Video conferencing tools:** Zoom, BigBlueButton, Jitsi.
 - **Office suites:** Google Workspace, Microsoft Office 365.
 - **E-learning standards:** SCORM, xAPI, LTI (Learning Tools Interoperability).
- Moodle is often used with third-party tools for plagiarism detection (e.g., Turnitin) and proctoring services to enhance the academic integrity of online assessments.

9. Open-source and Community Support:

- As an open-source platform, Moodle has a large, active community of developers, educators, and users who contribute to its ongoing development. This community-driven approach ensures that the platform is continuously improving.
- Moodle offers forums, documentation, and other resources to support educators and institutions.
- There are many Moodle partners, certified by Moodle HQ, who provide paid services like hosting, customization, and support.

Use Cases for Moodle

- **Higher Education:** Many universities and colleges use Moodle for blended learning or fully online degree programs. Instructors can offer flexible learning environments where students access resources, submit assignments, and participate in discussions remotely.
- **Corporate Training:** Moodle is widely adopted in corporate settings for employee training, certification programs, and compliance training. Companies can track employee progress, offer assessments, and manage their learning materials in a centralized system.
- **K-12 Education:** Moodle is used by primary and secondary schools to create interactive learning environments where students can access homework, participate in online classes, and engage with their peers.
- **Non-profit Organizations and Government:** Some non-profits and government organizations use Moodle for educational campaigns, public training, or internal staff development.

Benefits of Using Moodle

1. **Cost-Effective:** Since Moodle is open-source, institutions can deploy and customize it without paying licensing fees. They can self-host or opt for affordable cloud hosting solutions.
2. **Scalability:** Moodle can handle a small class of learners or scale up to accommodate tens of thousands of users simultaneously, making it suitable for institutions of all sizes.
3. **Flexibility and Control:** With Moodle, institutions have full control over how they design their online courses, how they track learner progress, and how they secure data. It can be customized to fit the specific needs of an organization or an educational institution.
4. **Community-Driven Innovation:** Moodle's extensive global community constantly enhances the platform with new ideas, features, and improvements, providing up-to-date learning tools.

In summary, Moodle offers an all-encompassing, flexible platform for online learning and is recognized for its customizable nature, security features, and community-driven support. Whether used by schools, universities, or corporations, it serves a broad range of educational needs.

MDinGBV e-Learning System

Master's Degree in Gender-Based Violence e-Learning system is accessible from any browser through the address <https://moodle2024.slt.uoi.gr> [subject to change to <https://e-learning.mdingbv.eu>].

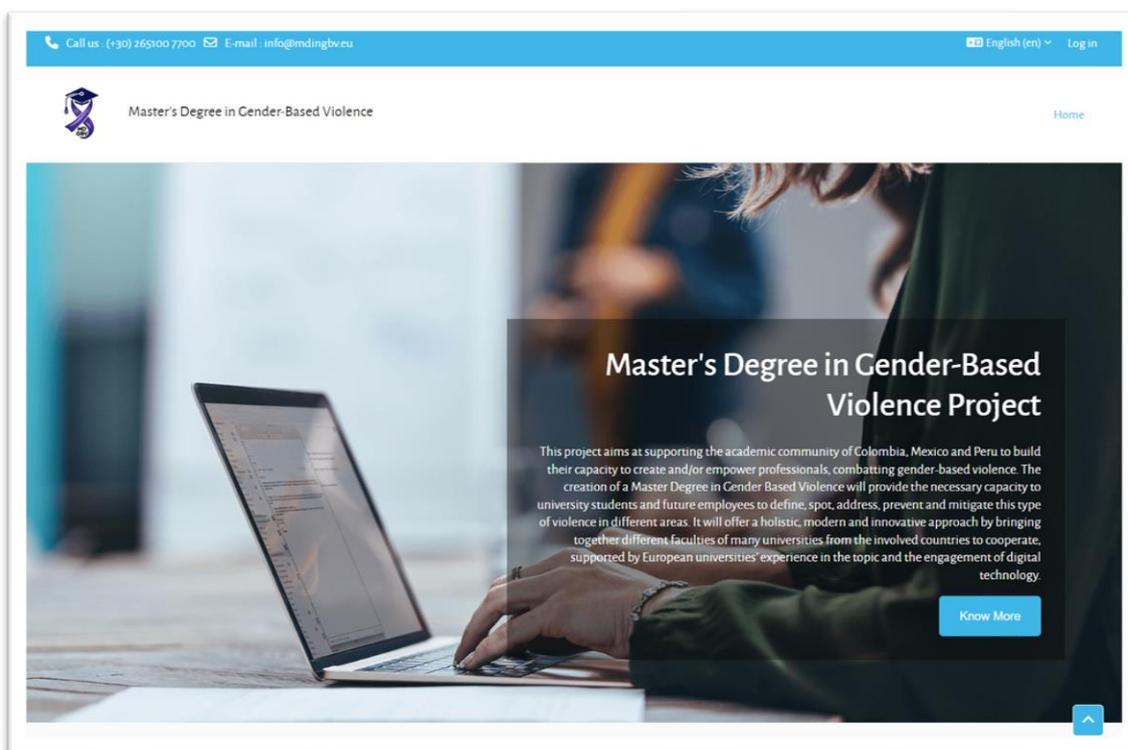


Figure 1. MDinGBV e-Learning – Home Page

MDinGBV e-Learning system user interface (UI) supports two (2) languages. English and Spanish. English is the default UI language, and users can change the language by clicking at the name of the language that is appears at the top-right of the e-Learning's page (see next image).

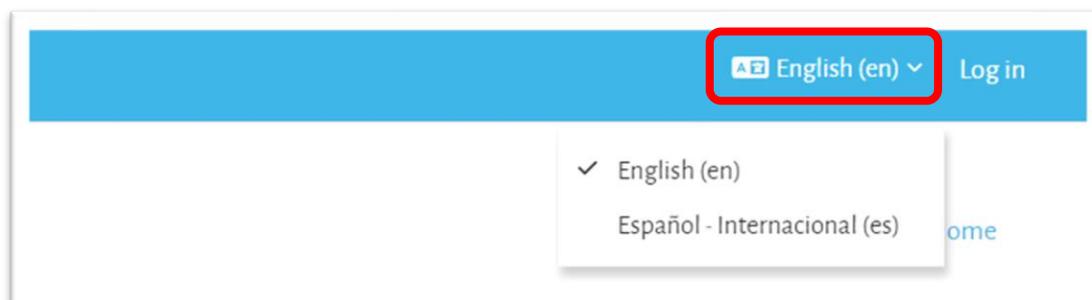


Figure 2. Language Change

Roles in MDinGBV e-Learning

In Moodle LMS, roles define what users can or cannot do within the platform. These roles assign specific permissions and capabilities that control access to different parts of the site, courses, and activities. Roles can be customized and assigned to users at various levels, such as system-wide, course categories, individual courses, or even specific activities. Understanding roles is crucial for managing access, tasks, and responsibilities in Moodle.

MDinGBV e-Learning system uses four (4) of Moodle's main roles:

1. **Administrator** (system administrator)

2. **Teacher**

- Teachers have full control within their courses. They can add content, activities, quizzes, forums, grade students, and manage course participants.
- Teachers can also enroll and remove students within their courses, assign grades, provide feedback, and track student progress.
- There are two variations of this role:
 - i. **Editing Teacher**: This is the default teacher role that allows users to modify course content, add activities, and change settings.
 - ii. **Non-editing Teacher**: This role allows the user to teach and grade within a course but without the ability to modify course content or structure. It's ideal for co-teachers or assistants.

3. **Student**

- Students are the primary learners in Moodle courses. They can view course materials, participate in activities (forums, quizzes, assignments), and submit their work.
- Students can only access their enrolled courses and view their grades and feedback for their submissions.
- This role is designed to provide minimal access to settings while focusing on learning activities and resources.

4. **Guest**

- The guest role allows limited, read-only access to courses or parts of the site.
- Guests can typically view content but cannot participate in activities or submit work.
- This role is often used for public courses, allowing visitors to browse course content without full enrollment or interaction.

Other roles such as manager, course creators etc. can be enabled (if needed) by the system administrator.

Registration in MDinGBV e-Learning

Moodle LMS supports many registration methods but in MDinGBV e-Learning system it is enabled only **manual registrations**. Any user can request registration from system administrator via email to kplachouras@uoi.gr or eevagel@uoi.gr. Therea is no need for registration for **Guest access**.

Other registration methods such as self-registration can be added to the platform if they are needed.

Login to MDinGBV e-Learning

Any user with an active account (username/password) in MDinGBV e-Learning can login to platform by clicking **Log in** link at top-right of the e-Learning page and fill his/her username and password at the login page (see next image).

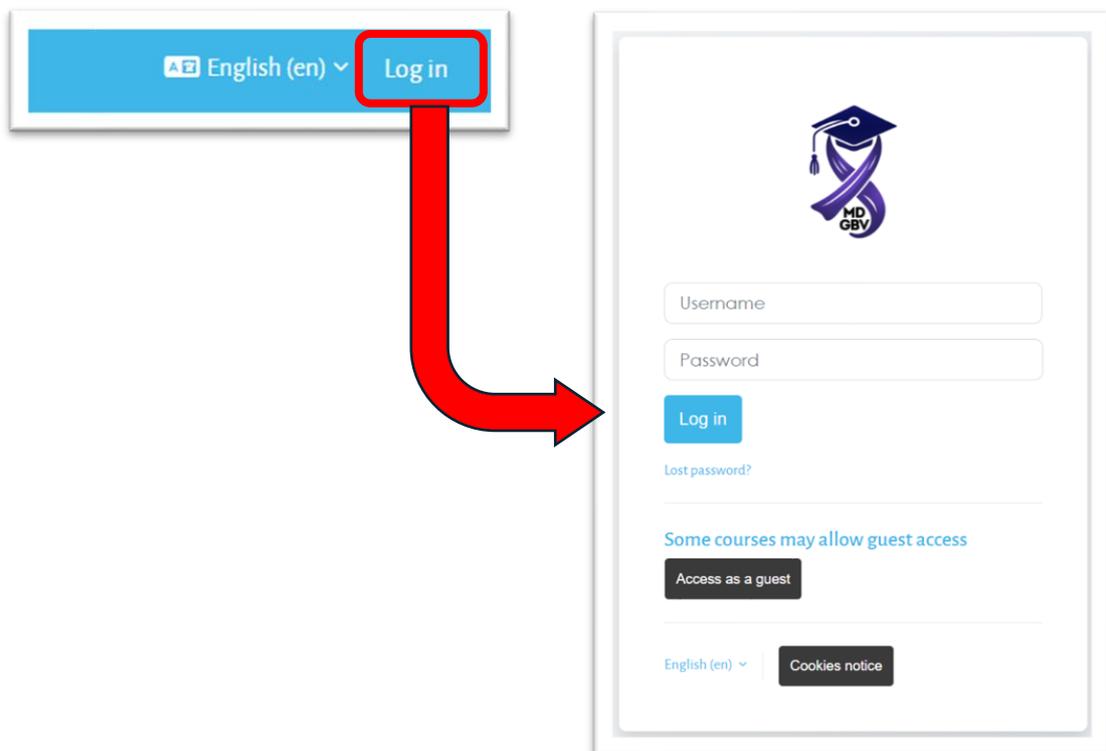


Figure 3. Login page

In MDinGBV e-Learning system, if a user forgets their password, there is a built-in **lost password recovery procedure** to help them reset it. This process is simple and involves sending a password reset link to the user's registered email address. A user can initiate the lost password recovery procedure from the login page by clicking at **Lost password?** Users can reset passwords only if they have access to the email linked to their account otherwise, they should contact the system administrator (see the following image).

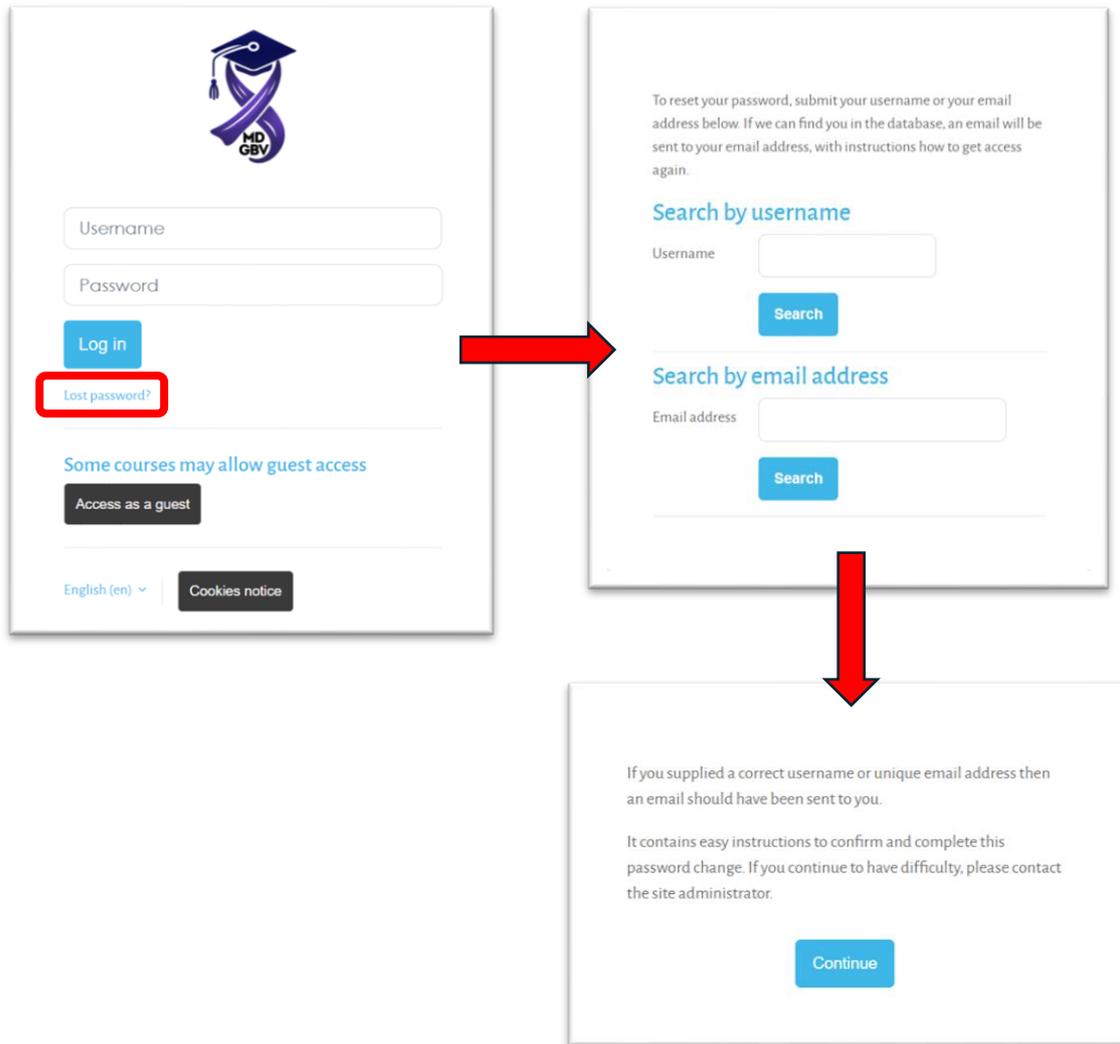


Figure 4. Login page

User profile

Once a user logged in, may find himself on the Dashboard. To edit his/her profile, click on the Profile link in the user menu in the top right corner as shown below

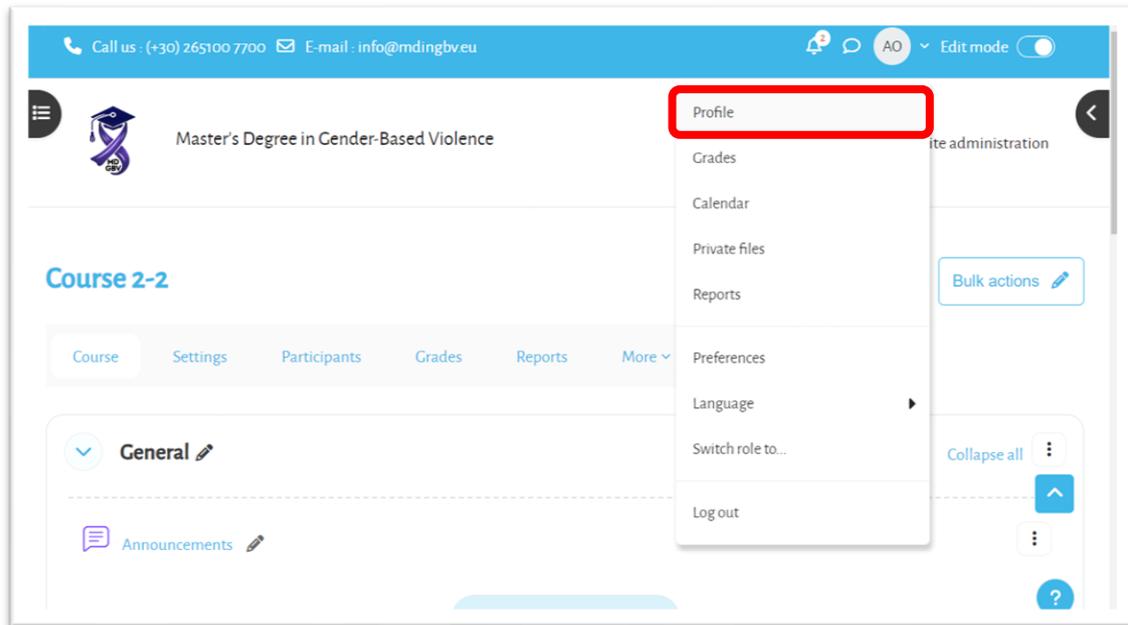


Figure 5. How to edit your profile

In the user profile page:

- Click the 'Edit Profile' link. The system will take you to the edit profile page where you can update your details, interest, preferred language etc. On the Edit profile page, the fields with a red star next to them are required fields; they must contain some data for you to submit the form.
- The fields are divided into 6 sections - General, User picture, Additional names, Interests and Optional which are all explained below.
- By default, only the General and User Picture sections of your profile are expanded, you can expand all the sections by clicking the Expand all link in the right corner of the page.
- General Section -This section is expanded by default. First name, Surname and Email address are compulsory fields. Depending on your administrator's settings (in the relevant authentication plugin settings) you may or may not be able to edit these. The other settings - City/Town, Country, Timezone and Description are optional. The administrator might already have entered your city and country when your account was created. The Timezone field is used to convert time-related messages on the system (such as assignment deadlines) from the local timezone (the time in London) to the correct time in whichever zone you have selected.
- User picture - This section is optional and allows you to choose your own profile picture. Your current picture is shown if you have already chosen one. The "Choose a file" button allows you to choose a new picture for your profile. The picture must be in JPG or PNG format (ie the names will usually

end in .jpg or .png). To upload an image, click the "Upload a file" button from the list in the File_picker, and select the image from your computer.

- Additional names - You are able to set your alternative or additional names here.
- Interests - Use tags here to display your interests on your profile page.
- Optional - There are several optional fields allowing you to add further details to your profile such as contact details and your website.
- When you're done, click the "Update profile" button at the bottom of the page.

User preferences

Click on the Preferences link in the user menu in the top right corner. It will take you to the Preferences page where you can set your preferred options. The Preferences page gives users quick access to various settings they might wish to edit.

The preferences page will display the following sections:

- User Account
- Badges
- Blogs

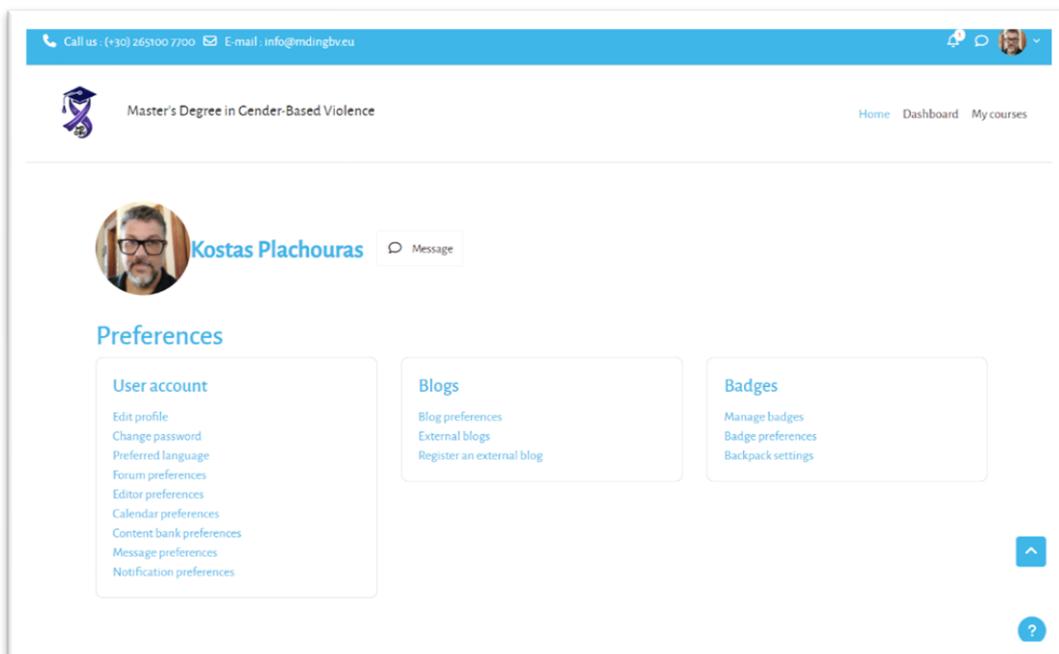


Figure 6. User preferences

In user account preference you there are links that allow users to edit their profile information and change their password, specify how they wish to receive forum and other notifications, choose a text editor and view/reset their RSS token.

Courses

In Moodle, courses are the primary learning spaces where teachers and students interact. A Moodle course is where resources, activities, assessments, and communication tools come together to facilitate learning. Courses can be highly customizable to fit different teaching styles, subjects, and learning environments, such as schools, universities, businesses, or training programs.

Courses at MDinGBV e-Learning system appear on the homepage of the platform and are organized into categories. Clicking to a category name to display the category courses and click to a course name to see course details (see next images).

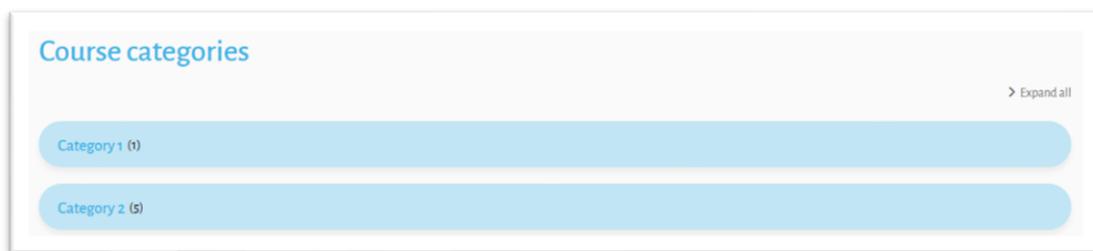


Figure 7. Courses categories

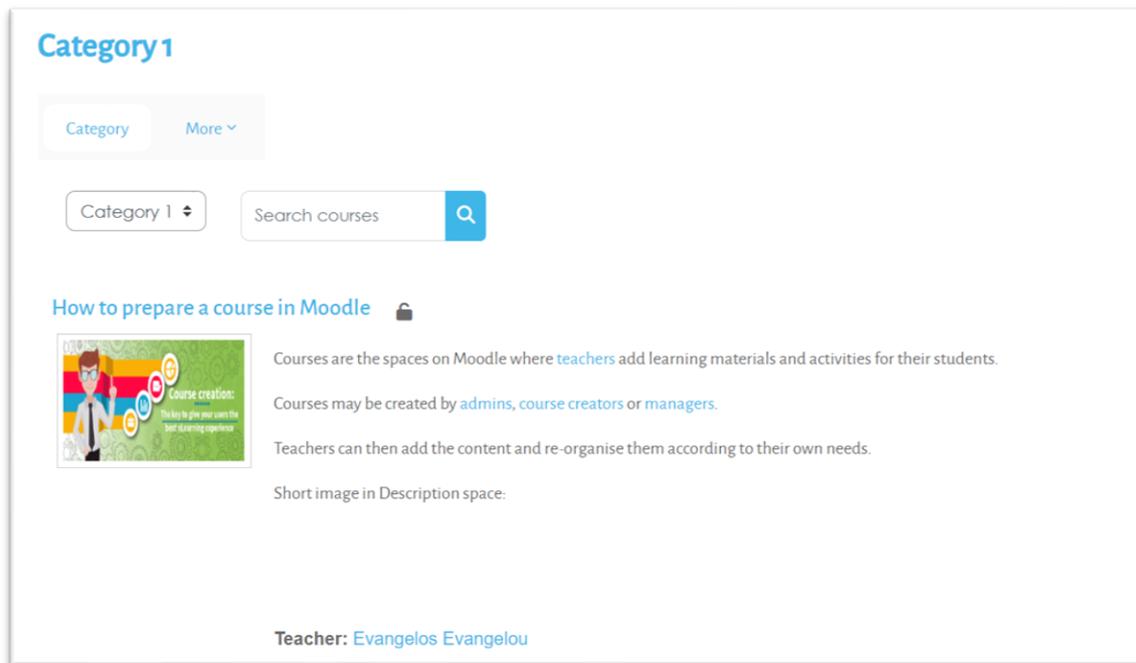


Figure 8. Course details

Course enrollment methods

In MDinGBV e-Learning system there are 2 types of enrollments. Enrollment as teacher and enrollment as student.

Enrollment on a course as teacher

Any user registered on the platform who wants to enroll as a teacher in a course should contact the administrator of the platform to ask him to add a new course to a specific category and assign him teacher role to the course.

Enrollment to a course as student

There are 2 possible ways to enroll students in MDinGBV e-Learning courses:

- **Manual Enrollment:** Teachers or admins manually enroll students in the course.
- **Self-enrollment:** Students can enroll themselves in courses, often using an enrollment key provided by the teacher.

Teachers of the courses choose the enrollment methods (from the above list) that they want to offer for any course. There is another access to any course that is called **Guest access** and a teacher may offer to any course for students without account to platform and with limited access to courses (**Read-Only Access**: Guests can view course content but cannot participate in activities, this means they can read materials but cannot post in forums, submit assignments,

or take quizzes, **No Grades, Login as Guest**: Visitors can log in as guests using the “Login as a guest” button on the login screen).

Next to the name of each course there are various icons that indicate the ways in which users can enroll for the specific course and which are explained in the table below:

Icon	Description
	Self-enrollment with enrollment key (course’s teacher sets the key)
	Guest access
	Self-enrollment with NO enrollment key

Table 1. Enrollment methods icons in course list/details

Manual enrollment is offered on any course and there is no specific icon for manual enrollment.

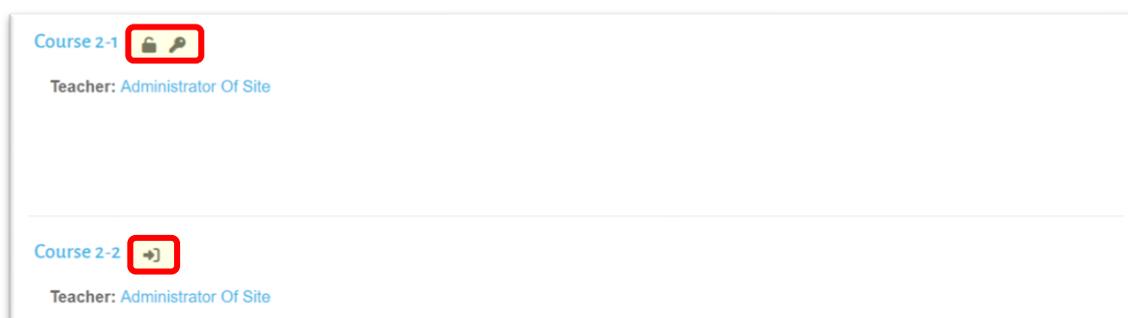


Figure 9. Courses with different enrolment methods

Set up course enrollment methods

To set up Enrollment Methods on a course teachers must follow the next steps:

1. Log in to MDinGBV e-Learning
 2. Navigate to the Course that you are teacher
 3. Click Participants → Enrolled users → Enrollment methods
- It will display all the available enrollment methods including the number of students enrolled using the method in your course and options to add new enrollment methods (New enrollment methods have to be first enabled by site administrator along with the capability to add, then only you will be able to add them)

- The enrollment methods which are shown as grayed out are currently disabled. You can delete any enrollment method by clicking the delete icon.
- To enable the Guest access of enrollment for the course, simply click the “Eye “ icon beside the Guest access enrollment method.
- To let the students enroll themselves in your course, turn on the “Self Enrollment (Student)” method by clicking the “Eye” icon.
- You can also set an enrollment key for the self-enrollment method and directly add the students to a group by setting the Group enrollment key.

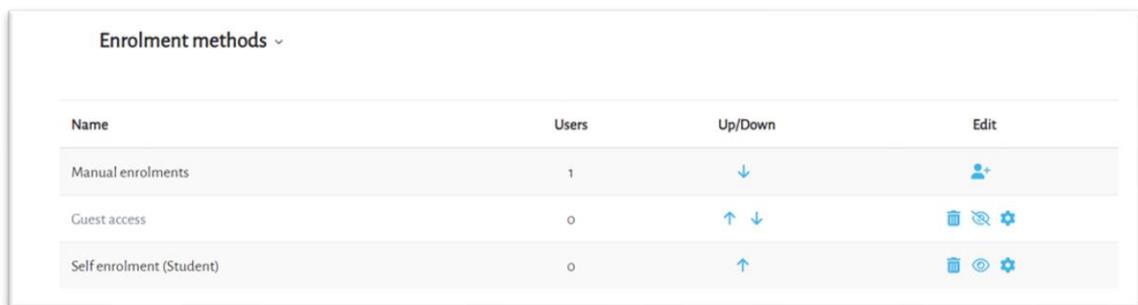


Figure 10. Enrolment methods

Next table describes icons on a course enrolment methods page

Icon	Description
	Click to enroll new users (manual enrolment)
	Click to delete method
	Click to edit method
	Method is enabled and click to disable it
	Method is disabled and click to enable it
	Click to move method up (change order)
	Click to move method down (change order)

Table 2. Course enrolment methods icons in enrolment methods page

Course Formats

MDinGBV e-Learning system provides several options for the general format of your course. You can choose to order your course chronologically by week, conceptually by topic, or socially with a big forum as the central organizing principle.

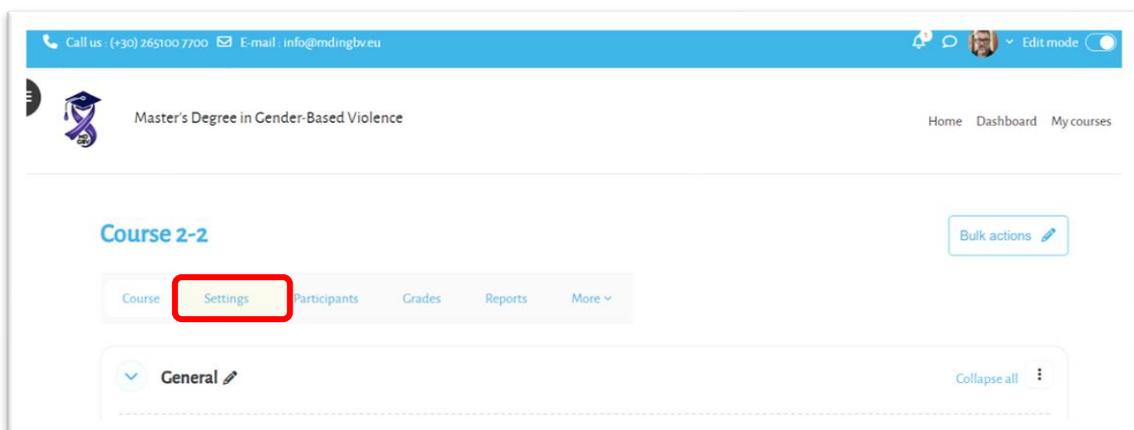
- **Weekly Format** - The course is organized week by week, with a clear start date and a finish date. Moodle will create a section for each week of your

course. You can add content, forums, quizzes, and so on in the section for each week.

- If you want all your students to work on the same materials at the same time, this would be a good format to choose.
- Make sure your course start date is correct. If it is not, your weeks will have the wrong date on it. This is especially important if you are restoring a course to use with a new section of students.
- **Custom sections** - The course is organized into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels.
 - 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.
- **Social Format** - This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses.
- **Single Activity Format** - The single activity format only has 1 section and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop-down menu appears for the teacher to choose the activity they wish to use. The best uses of this format are for displaying a single activity or resource (such as a Quiz or SCORM package) on the course page. This format has replaced the SCORM format from the earlier Moodle versions as SCORM can also be chosen as an activity in this format.

To set/modify the course format:

- Click the “Settings” link under the Course Name as shown below



- Expand the course format from the drop-down list under the Course Format Section which is collapsed by default.
- The settings underneath will be displayed according to the selected course format.
- Enter the parameters for your course e.g. For the weekly format, set the start date and the number of weeks. For the topic format, set the number of topics. For the social format, set the course start date. You don't need to worry about the number of weeks or topics. For the Single activity format choose the type of activity which you wish to use.

e-Learning system Moodle allows you to switch between formats if you find that a given format isn't working for you. Simply follow the preceding instructions and select a different format. You can also add or remove topics or weeks at any time. So, you don't have to worry too much about locking yourself into a format before you really understand the system.

Course Settings

The settings page, as shown in Figure below, where you set the course format, also gives you access to several important course options. You'll find it is important to take a moment to review the settings for your course to ensure that it behaves the way you want it to.

To change your course settings:

Click the "Settings" link under the Course Name.

- **General Section**
 - Course Full name: This is the name that is displayed on the top header of every page in your course and in the course listings page.
 - Course short name: Appears in the navigation bar at the top of the page.
 - Course Category: Determine the category in which the course will appear in the list of courses.
 - Visible: You can hide the course from students in case it is under preparation or some modification by using this setting. If it's Hidden, then only teachers and system administrators can access this course.
 - Course start date: The start date is the day the course is first active. If you are using a weekly course format, the first week will start on the date you set here. In general, if your course does have a real starting date, then it makes sense to set this date to that, no matter what course format you are using.

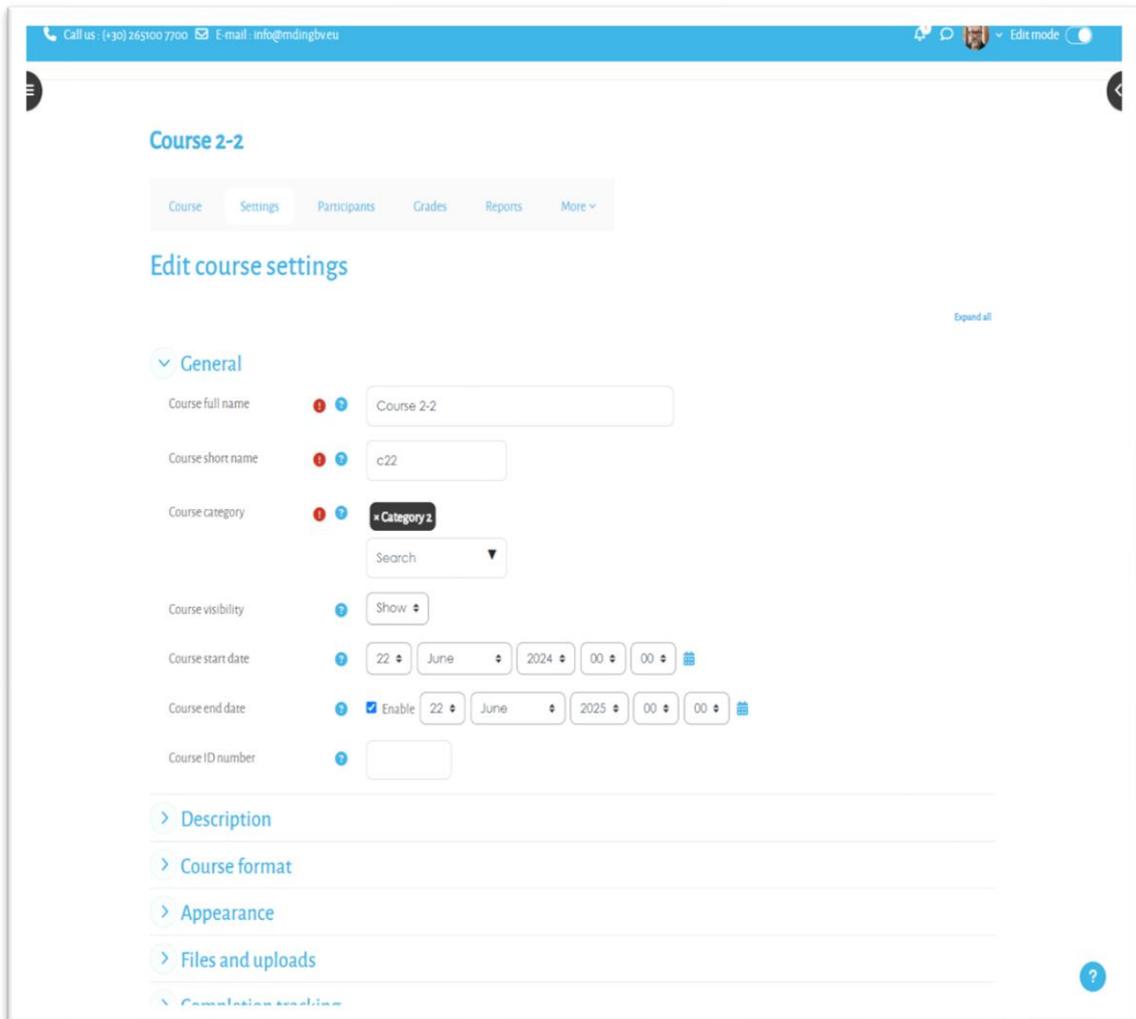


Figure 11. Course Settings

- Course ID number: The course ID number is used to provide a link between Moodle and your institution’s backend data systems. Most Student Information Systems (SIS) has a unique identifier for each course. Moodle has its own unique identifier, which is different from the SIS ID. This field is used by Moodle to store the SIS unique ID so Moodle will know which course the SIS is talking about when synchronizing courses and enrollments.
- **Description Section**
 - Course Summary: The summary appears in the course listings page. A good one paragraph summary will help communicate the essence of your course to your students.
 - Course Image: If you wish to add some images to the course summary then you can add it here which will be displayed on the Dashboard Page
- **Course Format Section**

- Course Format - This is where you can set the course format as discussed previously.
- Hidden sections: When you hide an upcoming topic section to prevent your students from jumping ahead, you can choose to display the section as not available section or simply hide it altogether.
- Course Layout: You can change the course layout to display all sections on a single page or else to split it into several pages with each page containing one section.
- **Appearance Section**
 - Force Language: If you want to take your course in a specific language you can force it here. If you do so, your students cannot change languages within the course. For example, for language teaching courses like Spanish.
 - Number of Announcements: Use this setting to determine the number of course news items displayed on the course page.
 - Show gradebook to students: This setting allows you to select whether students can see the gradebook. If set to No, it doesn't stop instructors from recording grades, but simply prevents the students from seeing them.
 - Show activity reports: This setting allows students to view their activity history in your course. This is useful if you want students to reflect on their level of participation.
 - Show Activity dates: Activity dates are always shown on the course page. This setting determines whether activity dates are displayed below each activity on the course page.
- **Files and Uploads Section**
 - Maximum upload size: This setting limits the size of files you or your students upload to the course. Your system administrator sets the maximum size for the system, but you can choose to make the limit smaller than the system maximum.
- **Completion Tracking Section**
 - Completion tracking must be enabled for Activity completion. Course completion criteria may also be based upon Activity completion values found in the activity's settings.
 - Enable Completion Tracking - If enabled activity completion settings can be set in each activity. The settings are different for each activity, but we recommend to leave it enabled as default.
 - Show Activity Completion Conditions - Activity completion conditions are always shown on the activity page. This setting

determines if the activity completion conditions are shown below each activity on the course page.

- **Groups Section**

- Group Mode - Here you can define the group mode at the course level - “No groups”, “Separate groups” and “Visible groups” are the choices. The selected setting will be the default group mode for all activities defined within that course. The group setting can affect what users see in the Participants list and who they can interact with in activities.
- Force Group Mode - If the group mode is “forced” at a course-level, then this particular group mode will be applied to every activity in that course. This will override any activities that may have a special group setting.
- Default Grouping - A grouping is a collection of groups within a course. Using groupings allows you to direct tasks at one or more groups in your course, so that they can work together on the tasks. If groupings are enabled, a default grouping for course activities and resources may be set. Groupings are used in case if you want to make an activity (such as an assignment or a quiz) visible to only one set of users within a course, you need first to put the users into a group and then put them into a grouping. A single grouping can house one group or several groups.

- **Tags Section**

- You can add tags which are related to the course. Tags allow students and teachers to connect different types of content on the site.

Once you’ve made all your selections, click the “Save changes” button.

Editing mode (Turn editing on)

A teacher that has set up a course in the preferred format can add content to this course which comes with an announcement forum by default. To start the process the teacher needs to **turn editing on** which will allow him/her to add resources and activities to your course. At the top right of the page of any course you are teaching, you’ll see a toggle switch labeled, surprisingly enough, “Edit Mode.”

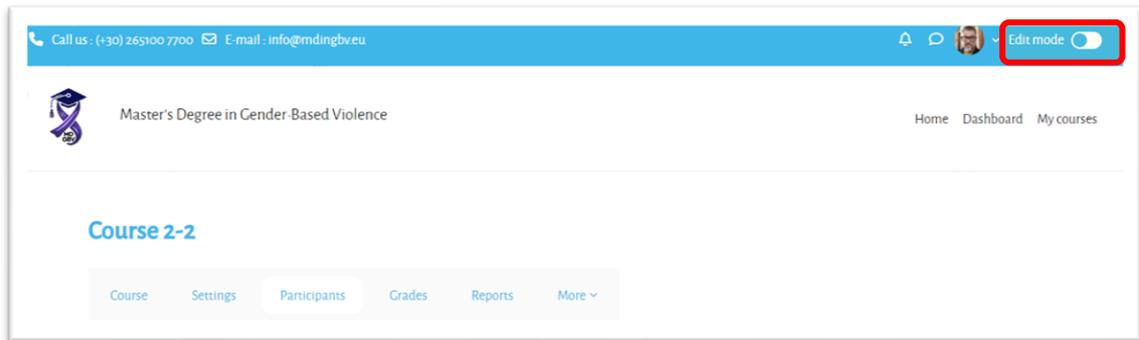


Figure 12. Toggle editing mode on/off on MDinGBV e-Learning system

Announcements forum

The Announcements forum is a special type of forum. It is automatically created when the course is first generated.

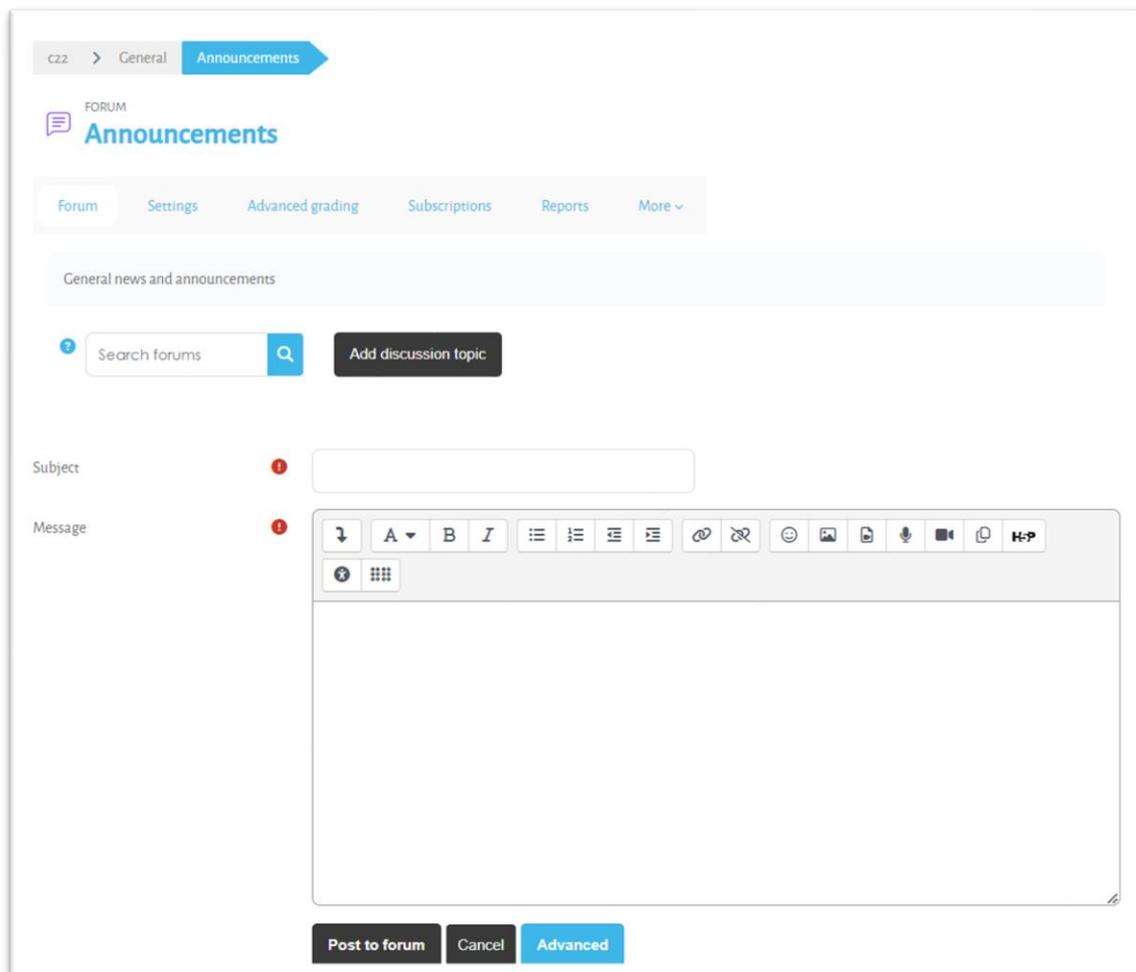


Figure 13. Add a new post to Announcements

Everyone in the course can read the postings and the news is automatically emailed to them. It's a good tool for making general announcements and sending reminders to students about upcoming assignments.

To add a new announcement item:

- Click the “Announcements” forum link near the top of your course page.
- Click the “Add a new topic” button. You’ll see the page to add a new topic, as shown in image above.
- Enter the subject of the announcement and the message to your class.
- If you click the Advanced button on the bottom, then you will see additional options like the below.
 - If you want to attach any files also then you can attach them with the post.
 - Display Start & End Period which will display the news announcement between specified dates.
 - If you want to keep the announcement at the top of the announcement’s forum, then check the "Pinned" checkbox.
 - By default, all notifications are sent out after 30 minutes. So, if you need to send the News urgently before that time has elapsed then you can check the box “Send forum post notifications with no editing-time delay” to send it immediately.
- Click the “Post to Forum” button.

Common Module Settings

All Moodle activities and resources come up with Common module settings while you are adding a new Activity or Resource to Moodle course. In this section, we will cover up the common module settings in detail which will be then applied to all upcoming activities.

**Please note that these settings will appear when you add any activity or resource in your course. The other settings are different for each activity/resource which will be discussed in subsequent sections.*

Common Module Settings

- Availability - The Available setting has up to 3 possible options
 - Show on course page - The activity or resource is available to students (subject to any access restrictions which may be set).
 - Hide from students - The activity or resource is only available to teachers and non-editing teachers.

- Make available but not shown on course page - For simplifying the course page. A link to the activity or resource must be provided from elsewhere, such as from a page resource. The activity is still listed in the gradebook and other reports.

▼ Common module settings

Availability ?

ID number ?

Force language

▼ Restrict access

Access restrictions

None

Add restriction...

▼ Completion conditions

None

Students must manually mark the activity as done

Add requirements

▼ Tags

Tags

▼ Competencies

Course competencies ?

Upon activity completion:

- ID Number - Setting an ID number provides a way of identifying the activity for grade calculation purposes.
- Force Language - The teacher can force a language to be used in an individual activity, rather than for the whole course.
- Include in Course Content Download - If download course content is enabled, and if the content is downloadable (currently File, Folder, Page and Text and Media area) then this item should be downloaded.

Restrict Access

The restrict access feature enables teachers to restrict the availability of any activity or even a course section according to certain conditions such as dates, grade obtained, group etc.

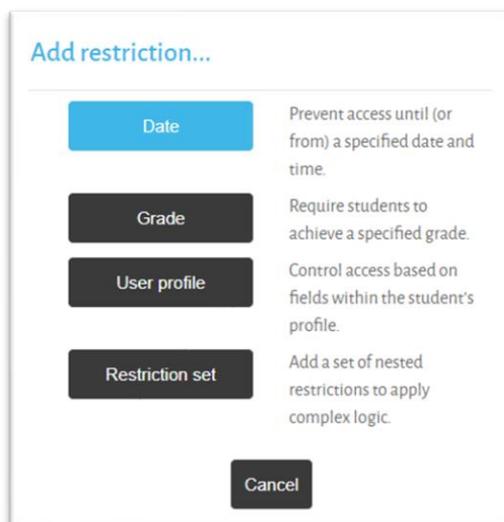


Figure 14. Add restriction to a module (activity or resource)

Resources in courses

In Moodle, resources are static content that teachers can add to a course to provide learning materials to students. These resources do not require interaction or participation from students but serve as supportive materials for learning. Resources in Moodle can include files, web links, text pages, multimedia, and other types of content that help enhance learning.

To add a Resource to a course in a MDinGBV e-Learning course you must turn editing on (see previous) and then click “**Add an activity or resource**” in the course section where you want to add the resource as shown below

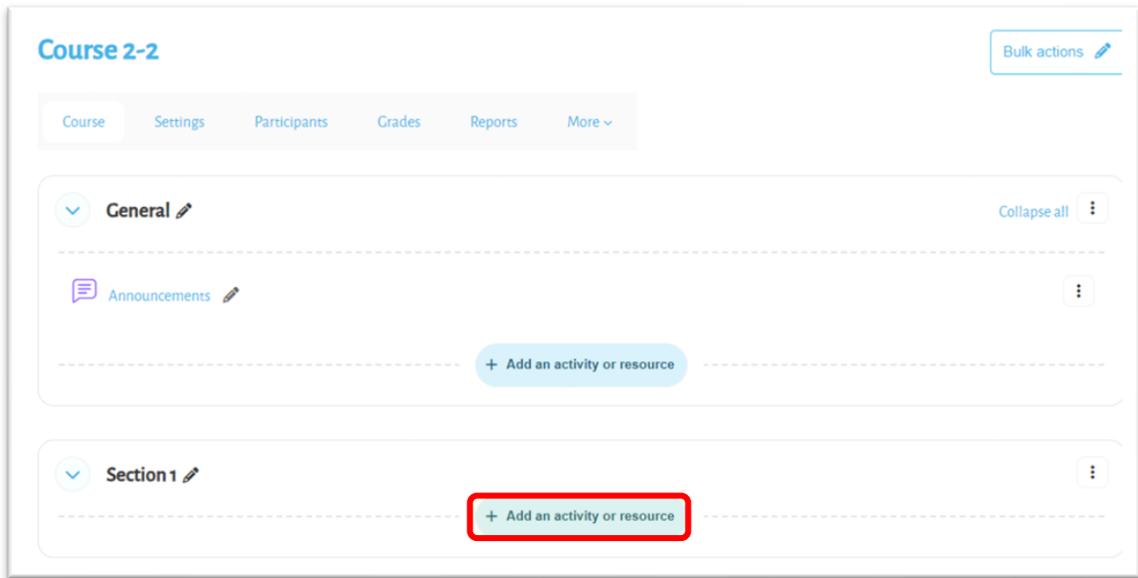


Figure 15. How to add activity or resource to a course

On the window that will pop up click on **Resources** and then click on the desired resource as shown in next picture

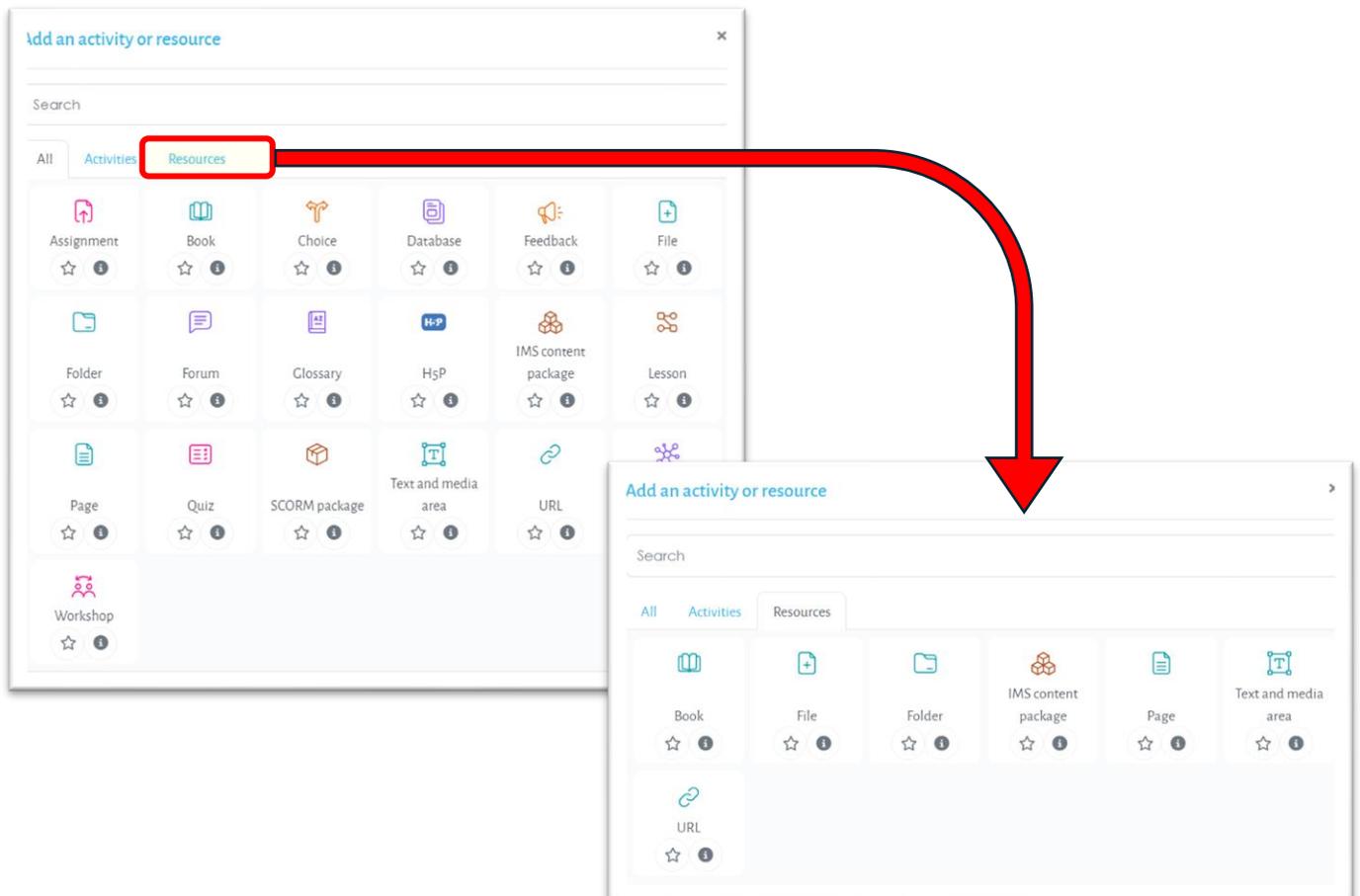
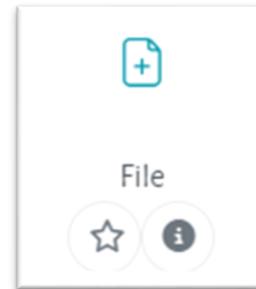


Figure 16. How to add a resource to a course

Follows a list of resources that can be used in MDinGBV e-Learning

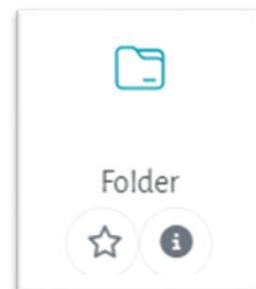
1. File

- **Description:** This resource allows teachers to upload and share different types of files with students. It could be a Word document, PDF, PowerPoint, Excel spreadsheet, image, or video file.
- **Use Case:** Teachers can use the File resource to provide downloadable study materials, presentations, assignments, or reading materials.
- **Supported File Types:** Moodle supports a wide range of file types including DOC, PDF, PPT, XLS, MP3, MP4, JPG, and many more.
- **Features:**
 - Files can be downloaded or viewed directly within Moodle if supported (e.g., PDFs).
 - Teachers can organize files in folders for easy navigation.
- **File resource** documentation/help - https://docs.moodle.org/405/en/File_resource



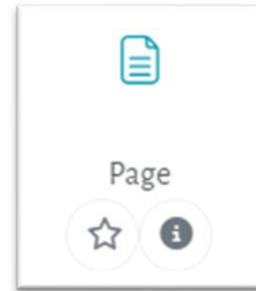
2. Folder

- **Description:** A folder resource allows teachers to organize multiple files into a single place, helping to keep course content neat and easy to navigate.
- **Use Case:** Teachers can group related materials, such as lecture slides for each week or sets of readings, in a single folder for easier student access.
- **Features:**
 - Teachers can upload multiple files at once into the folder.
 - Students can download the entire folder as a ZIP file.
- **Folder resource** documentation and help - https://docs.moodle.org/405/en/Folder_resource



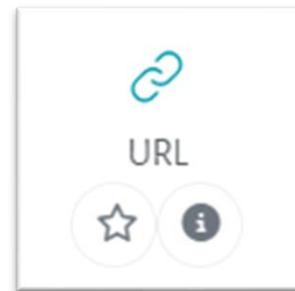
3. Page

- **Description:** The Page resource creates a web page within the Moodle course. It can contain text, images, multimedia (audio, video), and embedded objects like videos or other media.
- **Use Case:** Teachers can use the Page resource to write detailed explanations, provide additional information, or embed instructional videos. It's a good alternative to uploading files, as it makes content accessible directly in the course.
- **Features:**
 - Uses Moodle's text editor to add content.
 - Teachers can format the content using headings, lists, tables, links, and images.
- **Page resource** documentation and help - https://docs.moodle.org/405/en/Page_resource



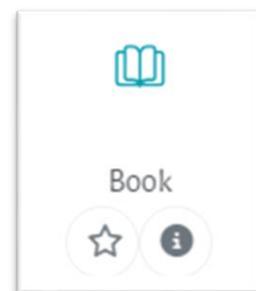
4. URL (Web Link)

- **Description:** The URL resource allows teachers to link to external websites or online resources. Clicking on the URL takes students to the linked site.
- **Use Case:** Teachers can use this resource to direct students to external articles, research papers, educational videos, or online tools.
- **Features**
 - Teachers can add a description to explain what the URL links to.
 - Links can open in the same window or a new tab.
- **URL resource** documentation and help - https://docs.moodle.org/405/en/URL_resource



5. Book

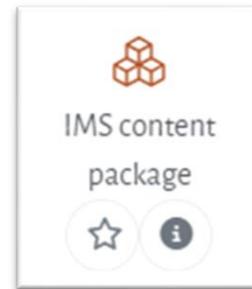
- **Description:** The Book resource allows teachers to create a multi-page resource, with chapters and subchapters, that presents course material in a structured format.
- **Use Case:** This resource is useful for organizing large amounts of content, such as lecture notes or online textbooks, in a way that is easy to navigate.



- **Features:**
 - Teachers can include text, images, videos, and multimedia on each page.
 - Navigation between chapters and subchapters is simple and clear for students.
 - The book can be printed, allowing offline access.
- **Book resource** documentation and help - https://docs.moodle.org/405/en/Book_resource

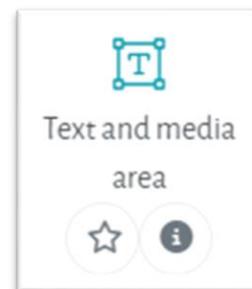
6. IMS Content Package

- **Description:** IMS content packages are a set of learning materials in a standardized format that can be uploaded to Moodle.
- **Use Case:** IMS content packages are typically used when importing complex, interactive content from external learning platforms or authoring tools.
- **Features:**
 - Can contain multimedia, quizzes, or simulations.
 - Teachers can upload SCORM or IMS content packages directly into the course.
- **IMS Content Package resource** documentation and help - https://docs.moodle.org/405/en/IMS_content_package



7. Text and Media Area (formerly "Label")

- **Description:** This is a flexible resource that allows teachers to add blocks of text, images, videos, or other media anywhere on the course page.
- **Use Case:** Often used to present important announcements, images, or instructional videos to students at a prominent place on the course page.
- **Features:**
 - Supports embedded videos (e.g., from YouTube) and multimedia.
 - Teachers can control the appearance using Moodle's text editor.
- **Text and media are resource** documentation and help - https://docs.moodle.org/405/en/Text_and_media_area



Moodle's resource tools provide teachers with a flexible way to deliver course content, from simple files to complex multimedia presentations. By using

a combination of resources, teachers can create engaging and structured learning environments that cater to different learning needs and preferences. Resources are an essential part of any Moodle course and allow for effective delivery of educational content.

Activities in courses

In Moodle, **activities** are interactive elements within a course that encourage student participation and engagement. Unlike resources, which are static, activities require students to interact, contribute, or complete tasks. Activities in Moodle can include quizzes, assignments, forums, chats, and more, providing various ways for students to collaborate, demonstrate learning, and receive feedback.

To add an Activity to a course in a MDinGBV e-Learning course you must turn editing on (see previous) and then click “**Add an activity or resource**” in the course section where you want to add the resource as shown on figure 15.

On the window that will pop up click on **Activities** and then click on the desired activity as shown in next picture

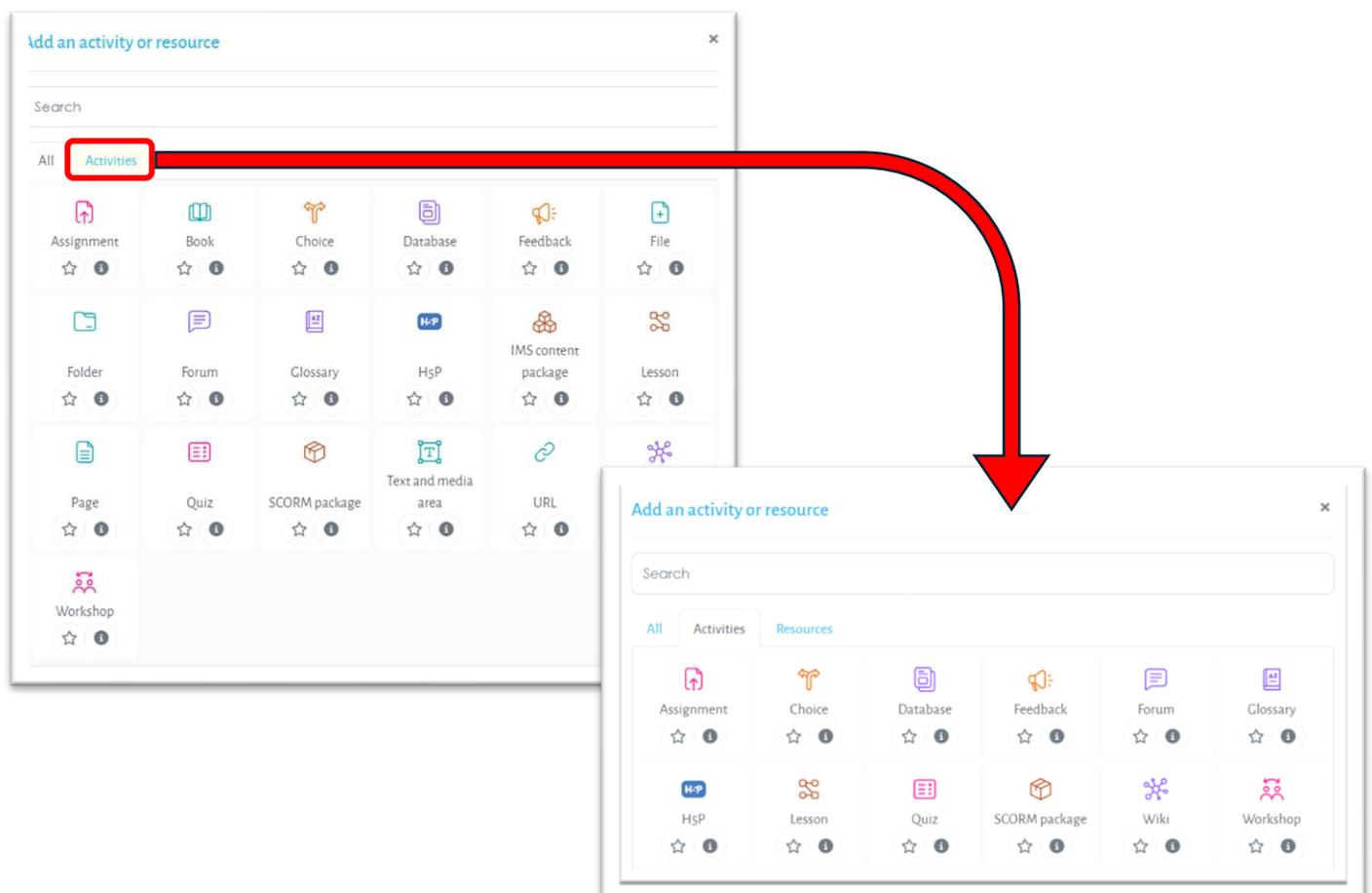
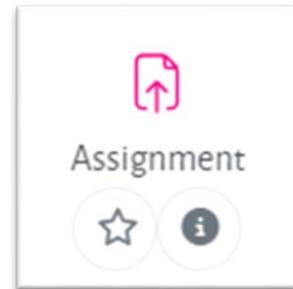


Figure 17. How to add an activity to a course

Follows a list of activities that can be used in MDinGBV e-Learning

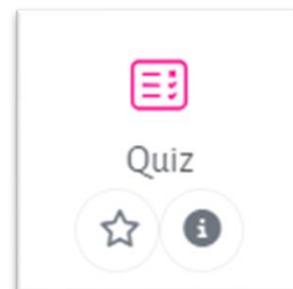
1. Assignment

- **Description:** This activity allows students to submit work for teachers to review and grade. Submissions can be in the form of uploaded files (e.g., documents, presentations) or online text typed directly in Moodle.
- **Use Case:** Assignments are ideal for collecting essays, projects, reports, and other forms of assessment.
- **Features:**
 - Teachers can provide individual or group assignments.
 - Supports multiple submission types (e.g., file uploads, text).
 - Teachers can give feedback and grades, annotate PDFs, and allow resubmissions.
- **Assignment** documentation and help - https://docs.moodle.org/405/en/Assignment_activity



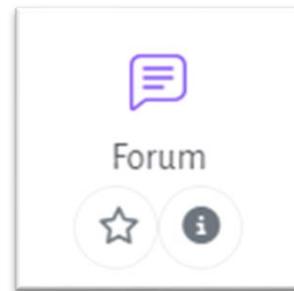
2. Quiz

- **Description:** A flexible assessment tool that allows teachers to create quizzes or tests with different question types, such as multiple choice, true/false, short answer, matching, and essay questions.
- **Use Case:** Used for formative and summative assessments, quizzes help evaluate student learning, test comprehension, and provide immediate feedback.
- **Features:**
 - Automatic grading for most question types.
 - Allows time limits, multiple attempts, and different question behaviors (e.g., randomization).
 - Provides detailed feedback and scores after quiz completion.
- **Quiz** documentation and help - https://docs.moodle.org/405/en/Quiz_activity



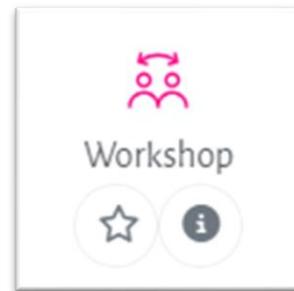
3. Forum

- **Description:** A discussion board where students and teachers can post messages and replies. Forums facilitate asynchronous communication, meaning participants don't need to be online at the same time.
- **Use Case:** Forums are useful for class discussions, peer feedback, Q&A sessions, and group collaborations.
- **Features:**
 - Supports different forum types, such as standard, single discussion, or Q&A.
 - Teachers can grade forum posts and provide feedback.
 - Students can attach files or media to their posts.
- **Forum** documentation and help - https://docs.moodle.org/405/en/Forum_activity



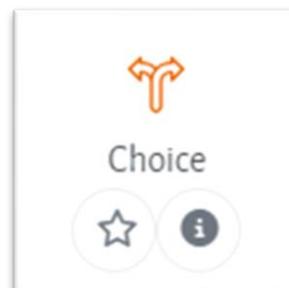
4. Workshop

- **Description:** A peer-assessment activity where students submit work for evaluation and also review and assess the work of their peers.
- **Use Case:** Suitable for collaborative projects, peer feedback assignments, or situations where students can learn from each other's work.
- **Features:**
 - Teachers set up the assessment criteria, which students use to review submissions.
 - Submissions and peer assessments can both be graded by teachers.
 - Structured phases guide students through the submission, assessment, and grading process.
- **Forum** documentation and help - https://docs.moodle.org/405/en/Workshop_activity



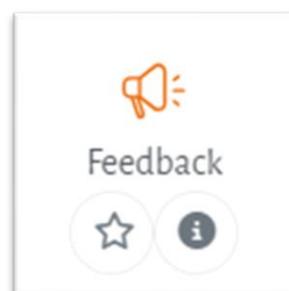
5. Choice

- **Description:** A polling tool where teachers can ask a question and offer multiple answers for students to choose from.
- **Use Case:** Teachers use **Choice** activities to gather quick feedback, conduct opinion polls, or allow students to select project topics or groups.
- **Features:**
 - Teachers can limit the number of responses per option.
 - Results can be shown to students or kept private.
- **Choice** documentation and help - https://docs.moodle.org/405/en/Choice_activity



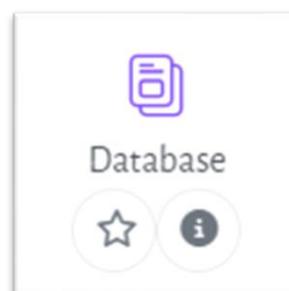
6. Feedback

- **Description:** A flexible tool for creating custom surveys or feedback forms that allow teachers to collect data from students.
- **Use Case:** The **Feedback** activity can be used to create course evaluations, collect opinions on specific topics, or gather information for research purposes.
- **Features:**
 - Teachers can create custom questions (e.g., multiple choice, short answer).
 - Feedback responses can be anonymous.
 - Results can be shared with students or kept private.
- **Feedback** documentation and help - https://docs.moodle.org/405/en/Feedback_activity



7. Database

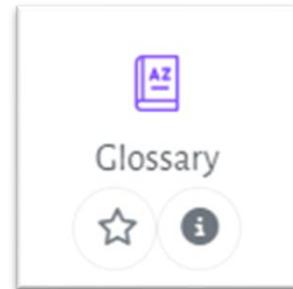
- **Description:** The **Database** activity allows participants to build, display, and search a collection of entries, which can include text, images, files, links, and more.
- **Use Case:** Databases are useful for creating shared collections of resources, like glossaries, project submissions, or research logs.
- **Features:**



- Teachers can define fields for the database (e.g., file uploads, text areas).
- Supports collaborative contributions.
- Teachers can allow peer review or rating of entries.
- **Database** documentation and help - https://docs.moodle.org/405/en/Database_activity

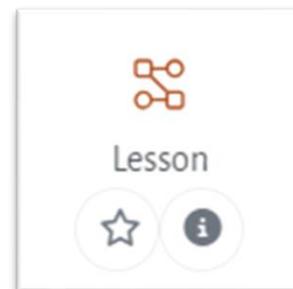
8. Glossary

- **Description:** A collaborative activity where students and teachers can create and maintain a list of terms and definitions.
- **Use Case:** The **Glossary** activity is useful for vocabulary lists, FAQs, or as a knowledge base for the course.
- **Features:**
 - Entries can be linked automatically throughout the course, providing instant definitions.
 - Teachers can allow students to add and comment on entries.
 - Entries can include multimedia (images, videos).
- **Glossary** documentation and help - https://docs.moodle.org/405/en/Glossary_activity



9. Lesson

- **Description:** A lesson is a flexible activity that delivers content in a sequence. It can consist of pages of information interspersed with questions, where students make choices that lead to different paths within the lesson.
- **Use Case:** Ideal for self-paced learning, lessons allow students to explore content at their own pace while being assessed along the way.
- **Features:**
 - Can be structured in a linear or branching format, where different responses take students down different paths.
 - Includes quizzes, feedback, and progression tracking
- **Lesson** documentation and help - https://docs.moodle.org/405/en/Lesson_activity

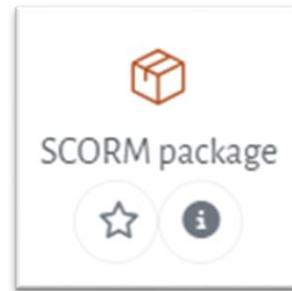


10. SCORM Package

- **Description:** The **SCORM Package** activity enables teachers to upload SCORM (Sharable Content Object Reference Model) or AICC

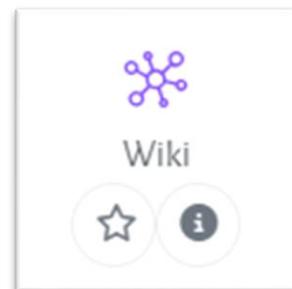
(Aviation Industry Computer-Based Training Committee) content for students to work through.

- **Use Case:** Used for integrating interactive e-learning content created in external authoring tools like Articulate or Adobe Captivate.
- **Features:**
 - Supports interactive quizzes, videos, and assessments.
 - Tracks student progress, scores, and completion within the SCORM package.
- **SCORM Package** documentation and help - https://docs.moodle.org/405/en/SCORM_activity



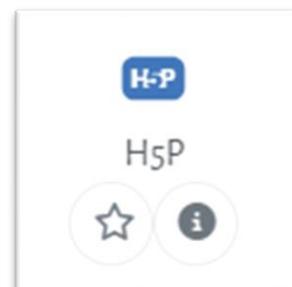
11. Wiki

- **Description:** A collaborative activity where students and teachers can create, edit, and link pages of content, similar to a Wikipedia-style format.
- **Use Case:** Wikis are great for collaborative projects, group research, or creating a course knowledge base.
- **Features:**
 - Multiple users can edit a page, allowing for co-creation.
 - Previous versions are saved, enabling users to track changes and revert to older versions.
- **Wiki** documentation and help - https://docs.moodle.org/405/en/Wiki_activity



12. H5P Interactive Content

- **Description:** : H5P allows teachers to create and embed interactive content like quizzes, presentations, interactive videos, and games within the course.
- **Use Case:** Great for creating engaging, multimedia-rich learning experiences, like drag-and-drop exercises, interactive timelines, or branching scenarios.
- **Features:**
 - Content can be reused across different courses.
 - Results can be tracked in the Moodle gradebook (if enabled).



- **Wiki documentation and help -**
https://docs.moodle.org/405/en/H5P_activity

Backup and restore courses

In Moodle, the **backup** and **restore** functionalities allow administrators and teachers to save copies of courses and restore them when needed. This is crucial for safeguarding course data, reusing course materials, and ensuring that courses can be recovered in case of accidental deletions or data loss. Backup and restore processes can also be used to **duplicate courses or move courses from one Moodle site to another**.

Course Backup in Moodle

A **backup** in Moodle involves saving a copy of the course, including its activities, resources, blocks, and settings. You can choose to include or exclude certain elements of the course, such as user data (grades, submissions, forum posts).

Steps to Backup a Course (as teacher)

1. Go to the Course
 - Navigate to the course you want to back up.
2. Under course title click More → Course reuse as shown on next image

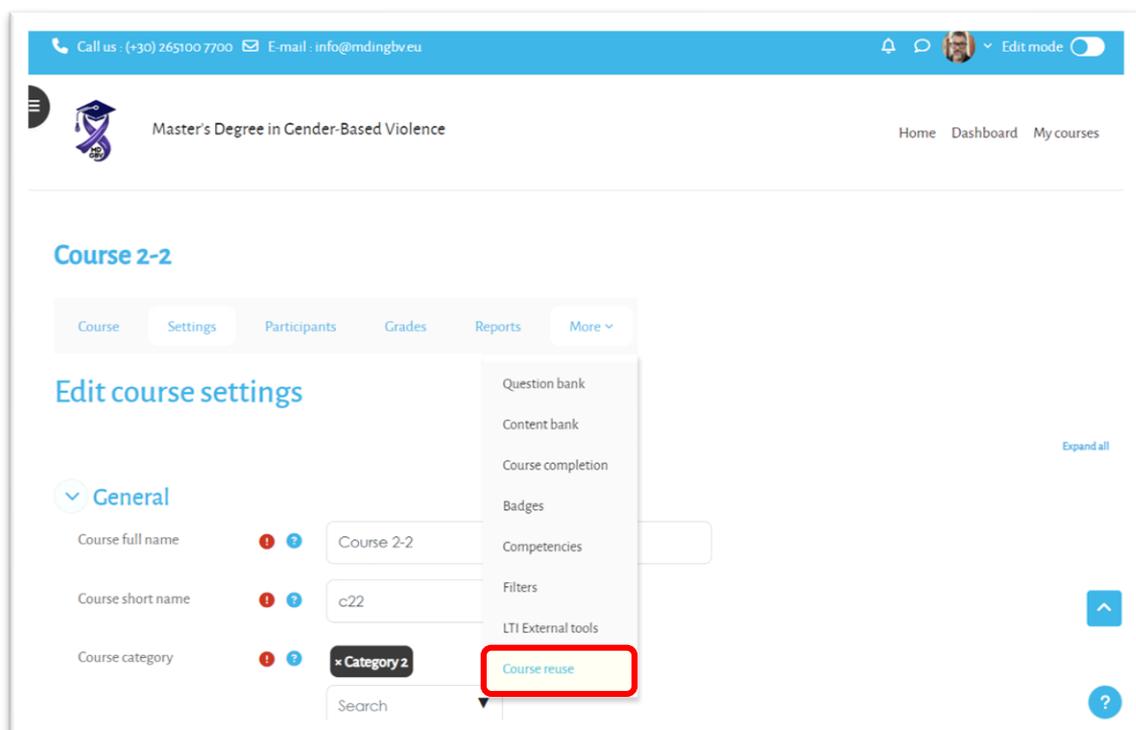


Figure 18. Course reuse (Import/Backup/Restore/Reset)

3. On course reuse page click on Backup link

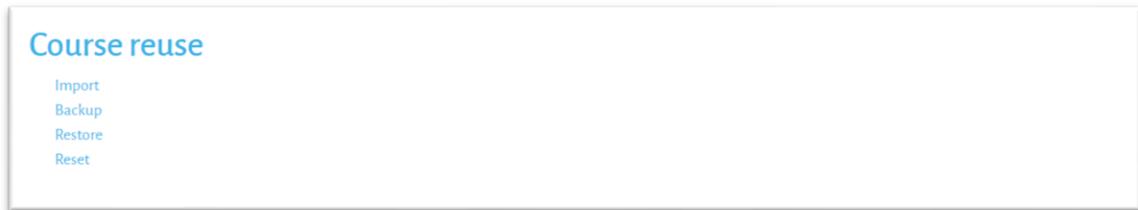


Figure 19. Course reuse page

4. Choose Backup Settings:

- You will be presented with a list of backup options. You can choose which elements of the course to include in the backup:
 - **Include activities and resources:** Decide whether to back up all or some of the course activities (e.g., assignments, quizzes, forums).
 - **Include blocks:** Include or exclude blocks (e.g., HTML blocks, calendar blocks).
 - **Include filters:** Choose whether to back up any filters applied to the course.
 - **Include user data:** You can decide whether to include user data (student submissions, grades, forum posts). Excluding user data is common if you're creating a clean version for future use.
 - **Include grade history:** Choose to include or exclude grades and gradebook settings.
 - **Include groups and groupings:** Decide if you want to include group configurations in the backup.

5. Confirm Backup Details:

- After selecting your desired backup settings, click Next to proceed.
- You will see a detailed summary page showing what will be included in the backup. Review this summary to make sure all the settings are correct.

6. Perform the Backup:

- Once you have reviewed the settings, click Perform backup. Moodle will begin creating the backup file. This may take some time depending on the size of the course and whether you included user data.

7. Complete the Backup:

- After the backup process is complete, a confirmation message will appear.
- You will be given the option to **Download** the backup file (which has a .mbz extension) to your computer or leave it stored in Moodle.

8. Store the Backup File (Optional):

- If you download the file, ensure it is stored securely, especially if it contains sensitive user data (e.g., student submissions, grades).
- Alternatively, Moodle will keep a copy of the backup in the **User private backup area** where you can access it later if needed from **Restore** of Course reuse

Filename	Time	Size	Download	Restore	Status
backup-moodle2-course-10-c22-20241017-1855-nu.mbz	Thursday, 17 October 2024, 6:55 PM	4.9 KB	Download	Restore	✓

Figure 20. User private backup area

Automated Backups

ON MDinGBV system, administrator has activated the automatic course backup process which is running on weekly schedule and keeps up to 3 backups for each course. Automatic course backup process does not includes courses that have had no activity in the last 30 days.

Course Restore in Moodle

The **restore** process in Moodle is used to recover or duplicate a course from a backup file. You can restore the backup into an existing course (replacing it), or you can create a new course with the content of the backup.

Steps to Restore a Course (as teacher)

1. Go to the Course
 - Navigate to the course you want to back up
2. Under course title click More→Course reuse (see Figure 18)
3. On course reuse page click on Restore link
4. Upload or Select a Backup File
 - You will be taken to the restore page where you can either:
 - **Upload a backup file:** Click on the **Choose a file...** button, browse your computer, and upload the .mbz backup file that you want to restore.
 - **Use an existing backup file:** If you've previously backed up a course or have backups saved in your Moodle private files, you may see the backup file listed under the **User private backup area** or **Course backup area**. Select the appropriate file.

After uploading or selecting the backup file, click the **Restore** button to proceed.

5. Confirm Backup File Details

- Moodle will show a brief overview of the contents of the backup file (e.g., activities, resources, settings).
- Confirm that this is the correct backup and click **Continue**.

6. Choose the Restore Destination

- You will now be prompted to choose where to restore the course:
 - **Restore into this course:** Replace the current course content with the backup content.
 - **Restore into an existing course:** Select from a list of existing courses where you have editing privileges to restore the backup.

Select the appropriate option and click Continue.

7. Set Course Restore Options

- You will now be able to configure which elements from the backup you want to include in the restored course:
 - **Include activities and resources:** Select which activities (e.g., assignments, quizzes, forums) you want to restore.
 - **Include blocks:** Choose whether to restore any course blocks.
 - **Include filters:** Select whether to restore filters applied in the backup.
 - **Include user data:** Decide whether to restore user data, such as student submissions, grades, and forum posts (if applicable).
 - **Include grade history:** Choose whether to restore the gradebook and its settings.
 - **Include groups:** Select whether to restore groups and groupings.

After making your selections, click **Next**.

8. Review the Restore Summary

- Review the summary of what will be included in the restored course. This summary allows you to confirm your selections for activities, resources, settings, and data.
- If everything looks correct, click **Perform restore**.

9. Wait for the Restore Process to Complete

- Moodle will now restore the course. The time it takes will depend on the size of the course and the amount of data being restored (e.g., large media files or user data).
- Once the restore is complete, you will see a confirmation message.

10. Access the Restored Course

- After the process is finished, click **Continue** to go to the restored course.
- If you restored the course as a new course, you will see it listed in the **Courses** section. If you restored into an existing course, the old content will have been replaced with the restored version.

MDinGBV e-Learning system editor

The default editor that is used in MDinGBV e-Learning is Atto HTML editor. In next image you can see Atto editor toolbar buttons. For more information (video tutorial, shortcut keys etc.) about how to use Atto editor you go to https://docs.moodle.org/405/en/Atto_editor

Atto editor toolbar

Atto Row 1 default buttons

1. Expand	2. Style	3. Bold	4. Italic
5. Bulleted list	6. Numbered list	7. Add link	8. Unlink
9. Add image	10. Add smiley (if enabled)	11. Add media	12. Record audio
13. Record video	14. Manage embedded files	15. H5P	

Atto Row 2 default buttons

1. Underline	2. Strikethrough	3. Subscript	4. Superscript
5. Align left/centre/right	6. Decrease/increase indent	7. Equation editor	8. Special character
9. Table	10. Clear formatting	11. Undo/redo	12. Accessibility checker
13. Screenreader helper	14. HTML/code view		

Figure 21. Atto editor toolbar - Buttons description

Most used icons description

In many places on the MDinGBV e-Learning site, various icons appear through which the teacher can perform certain actions (e.g. rename a resource or an activity). Although hovering over any icon displays a tooltip text explaining the icon, here is a table explaining the most used icons.

Icon	Description
	Edit settings
	Delete
	Enable - show
	Disable – hide
	Edit
	Required field
	Help about ...

	Calendar
	Notifications
	Move up, down, right, left, anywhere

Table 3. Most used icons description

References

- **Moodle site** (<https://moodle.org/>)
- **Moodle Documentation** (<https://docs.moodle.org/>)
- **Academi theme** (https://moodle.org/plugins/theme_academi)
- Free e-Book **How to use Moodle 4.1**
(https://lmsdaily.com/sdm_downloads/how-to-use-moodle-4-1-book/)
- **MDinGBV e-Learning** (<https://moodle2024.slt.uoi.gr> -> <https://e-learning.mdingbv.eu>)