Catholic University of Portugal

IT Services (DSI)

Switch Guide

TWT Course Site to Moodle 2.6

User's Guidebook - Teachers

DSI

October 2014 – V2

Index

1 Aim of this document

This document's main aim is to help Teachers on the switch from TWT – Course Site to Moodle platform. These are two tools which present some differences, with Moodle presenting many advantages over TWT: more flexibility, collaborative tools such as various types of forums, chats, online quizzes, backup and replacement of courses, integration with other external tools such as "YouTube", etc ...

Moodle has already been used as a support tool for teaching along with TWT – Course Area since 2008.

2 How to access UCP Moodle

2.1 Access through e-SCA

Access can be made through our e-Services to the Academic Citizens (e-SCA), similarly to what was done for the TWT – Course Site, through the link that there is on the course name.
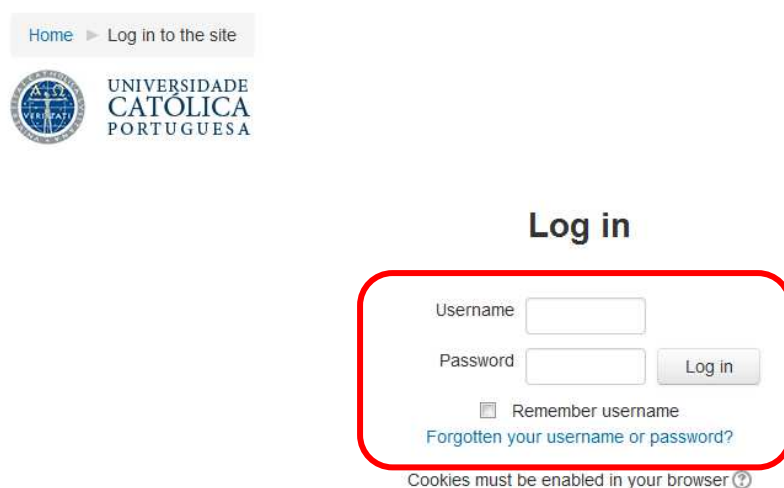
Teachers who use their Teacher's number as their username will have direct access to Moodle when following the link in the list of courses without having to re-authenticate. Teachers whose username is not their Teacher's number will have to make a new authentication in Moodle and use the appropriate username and password.

2.2 Direct access to Moodle platform

Open a new window on a web browser and type the following address:
http://moodle.lisboa.ucp.pt
To log in, type your username and password (the same you use to access your UCP webmail).

Home ▶ Log in to the site

UNIVERSIDADE
CATÓLICA
PORTUGUESA

Log in

| Username | |
| Password | | Log in |
| ☐ Remember username |
Forgotten your username or password?

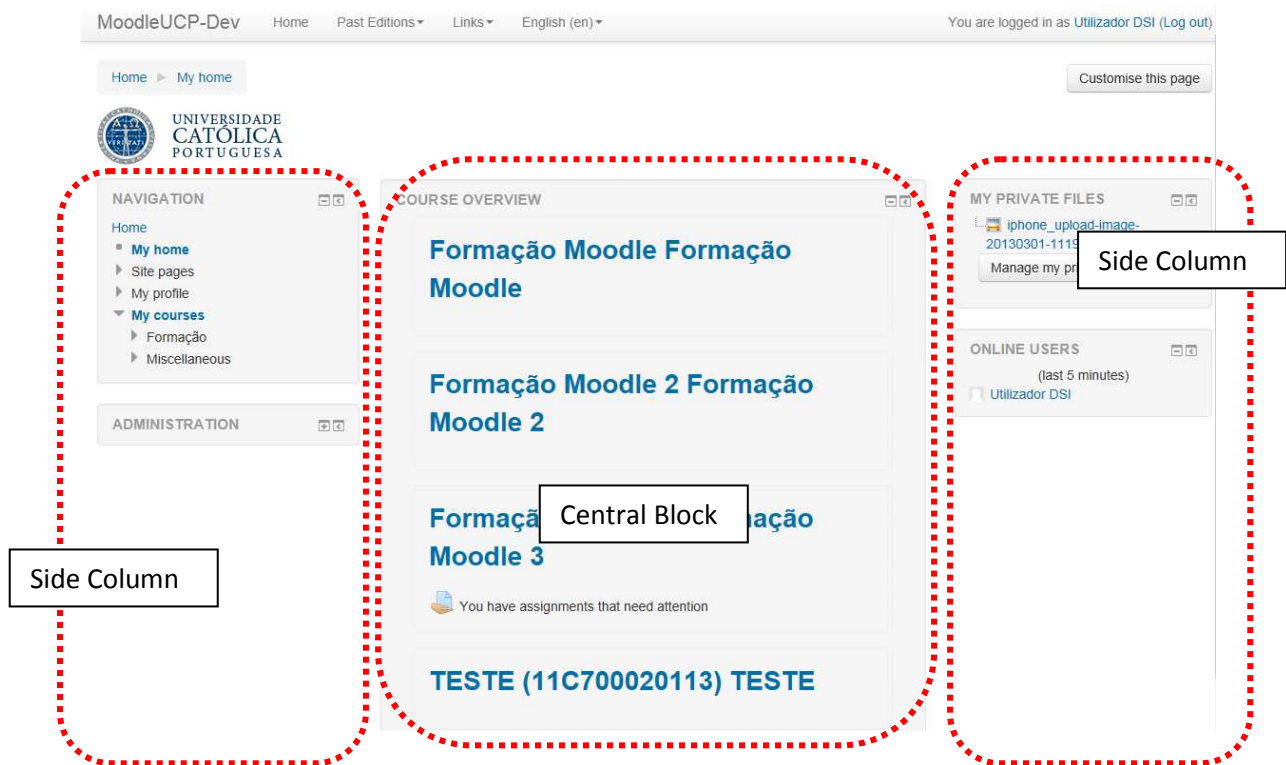Cookies must be enabled in your browser ⓘ

Pic. 1 – Moodle login page

3   Getting started

3.1   Moodle main page

After login on, "myMoodle" is your main page.

On Moodle, the user has 3 areas: 2 side columns and a central block (marked in the picture below).


Pic. 2 – Main page - myMoodle

At the upper right corner of the screen you can see your user name. Also, this is where you should click to "**Exit**" the platform when you have finished using it.

In the **left side column** of the screen there is a main block – Navigation – where you can access your profile and the courses assigned to you.

In the **right side column** you can find the message block, where you can see the messages that have been sent by other users to you.
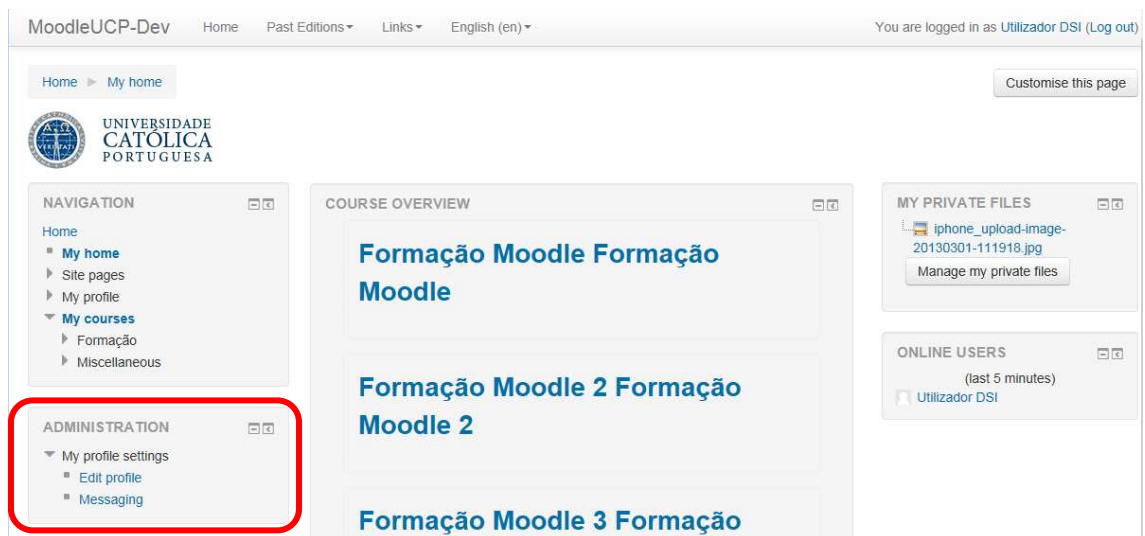
3.2   Language settings

After login on, you see your main page in the language that is predefined for your profile. This setting is in the user profile, however it can be changed for this session in the upper center drop-down list, marked in the picture below:
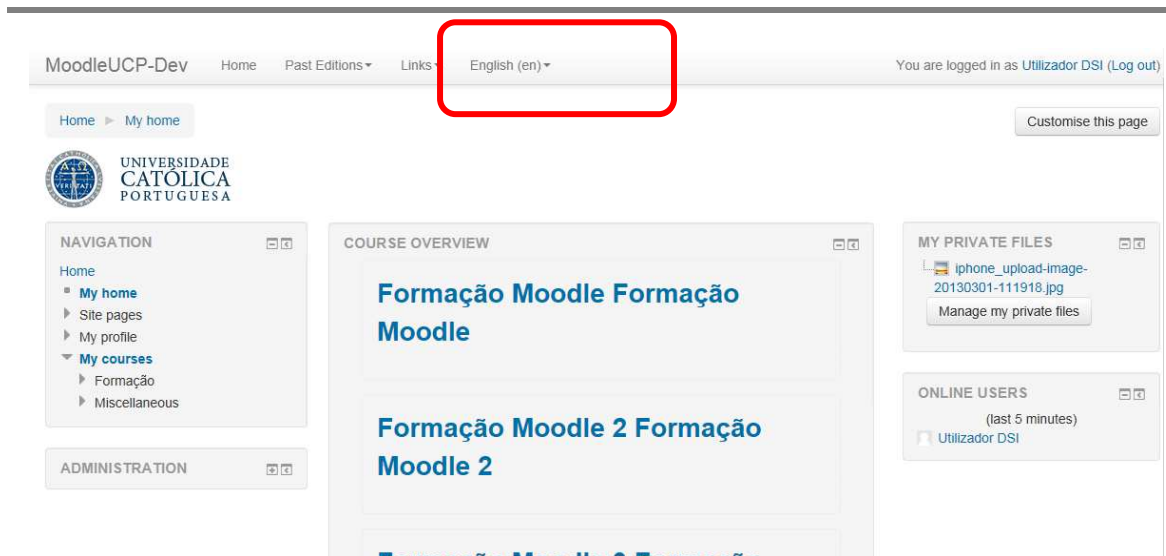
Pic. 3- Changing language for this session

3.3 Editing your user profile

The first time you logon you should fill in your profile information. To access your profile, select the option "**My profile settings**" » "**Edit profile**" in the Settings block.

Pic. 4 – Access to user Profile (Block Settings)

At the profile page, you can complete/change your personal information (name, e-mail, preferred language, picture, contacts, forum subscription options, interests).

Pic. 5 – Editing user profile page

When you finish editing, you should save your changes by clicking "Update profile" button, at the bottom of the page.

Pic. 6 – Profile page – saving changes

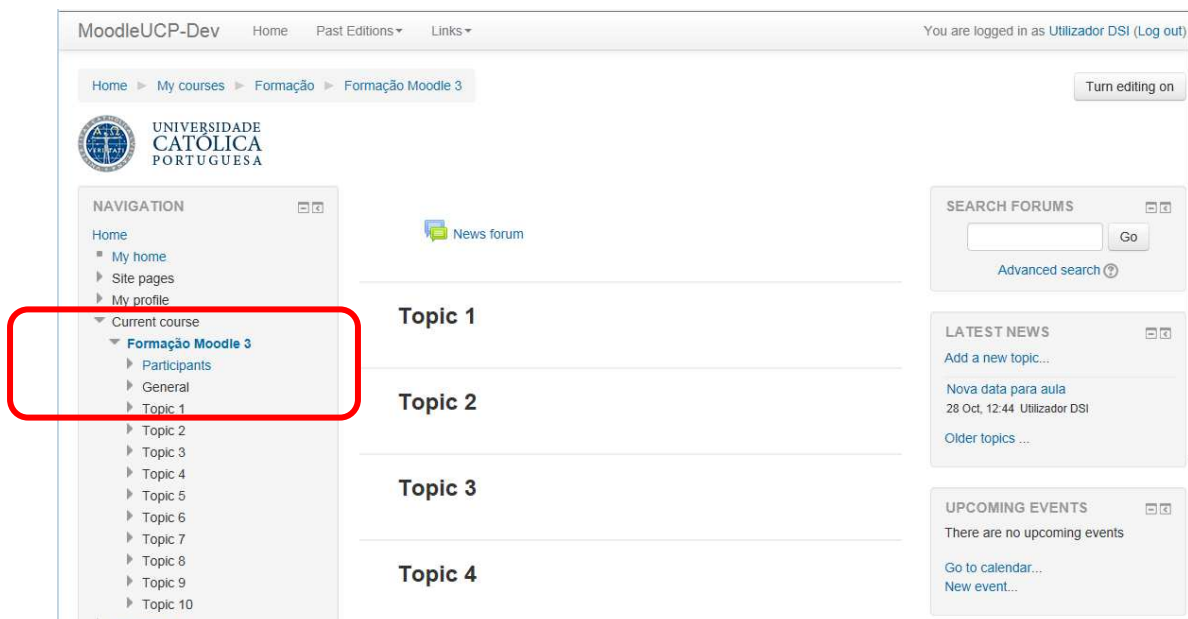# 4   Course page on Moodle

4.1   Access to course page

To access your course page on Moodle, in the **Navigation** block click on "**My Courses**":
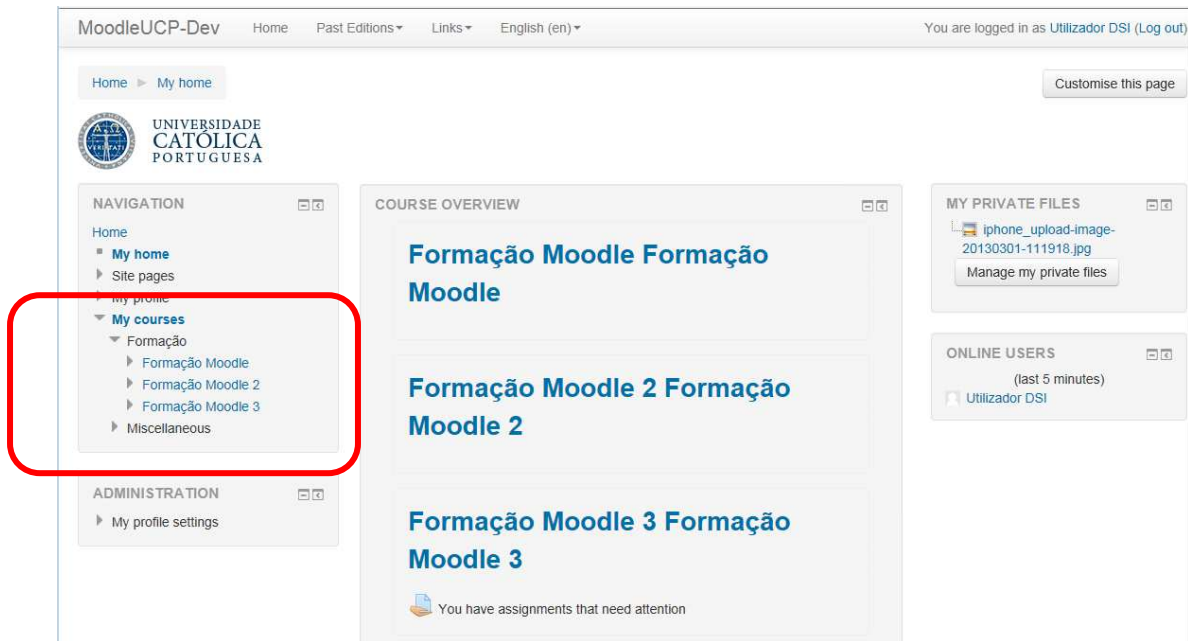
Pic. 7 – Acess to course page

When you click on "**My courses**", you will find a list of courses by semester. On the example below, the Teacher has got 3 courses (Formação Moodle, …).
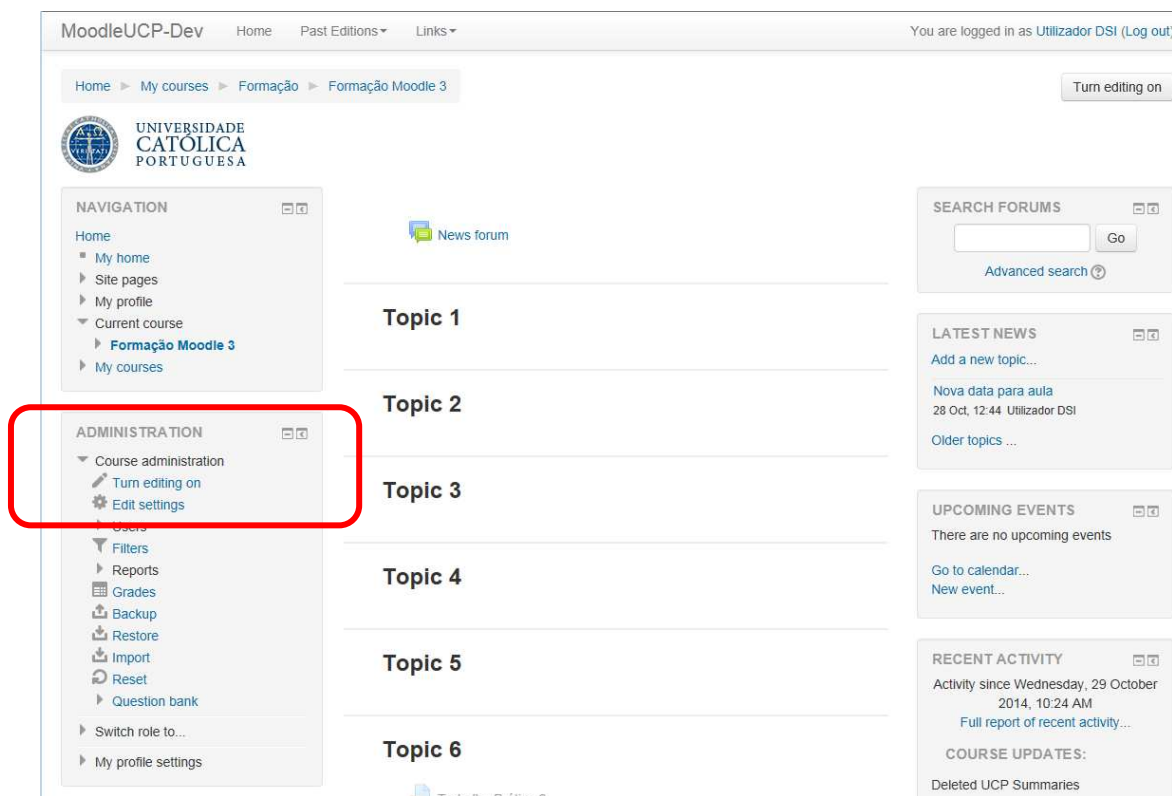
Click on the name of the course to open its page:

Pic. 8 – List of the Teacher's courses

4.2 Course page settings

If the Teacher wants to, he/she can change some of the default settings for the course page. To do that, click on "**Edit settings**" on the **Settings** block:

When editing the course settings, the Teacher can add the course summary (which will be shown in the Course/Site description block), select the course format and layout, set the number of weeks/topics and the course start date, set the maximum upload size for files, parameterize the group mode, hide or turn the course available to students and set the course language, among other options.

Any changes should be saved by the Teacher by clicking the "**Save changes**" button, at the bottom of the page.

Pic. 10 – Editing course settings

Moodle courses can take three **formats**, which are described below:

On the **weekly format**, the course is organized by weeks, with well-defined starting and finishing dates. Each week includes activities for the week. Some of them, such as assignments, can be extended for more than one week, remaining inactive on the following weeks.

The **topics format** is quite similar to the weekly format, except that each week is replaced by a topic. Topics don't have a time limit, that is, you don't have to set any dates. This is the predefined format for a course page.

The **social forma**t is developed around a main forum, a social forum, which is presented on the main page. This is useful when a less strict format is required.

4.3   Adding blocks to the course page

The course page can be configured with the blocks available on the block list. For that, you should **Turn editing on**, by clicking on the button on the upper right corner of the screen.
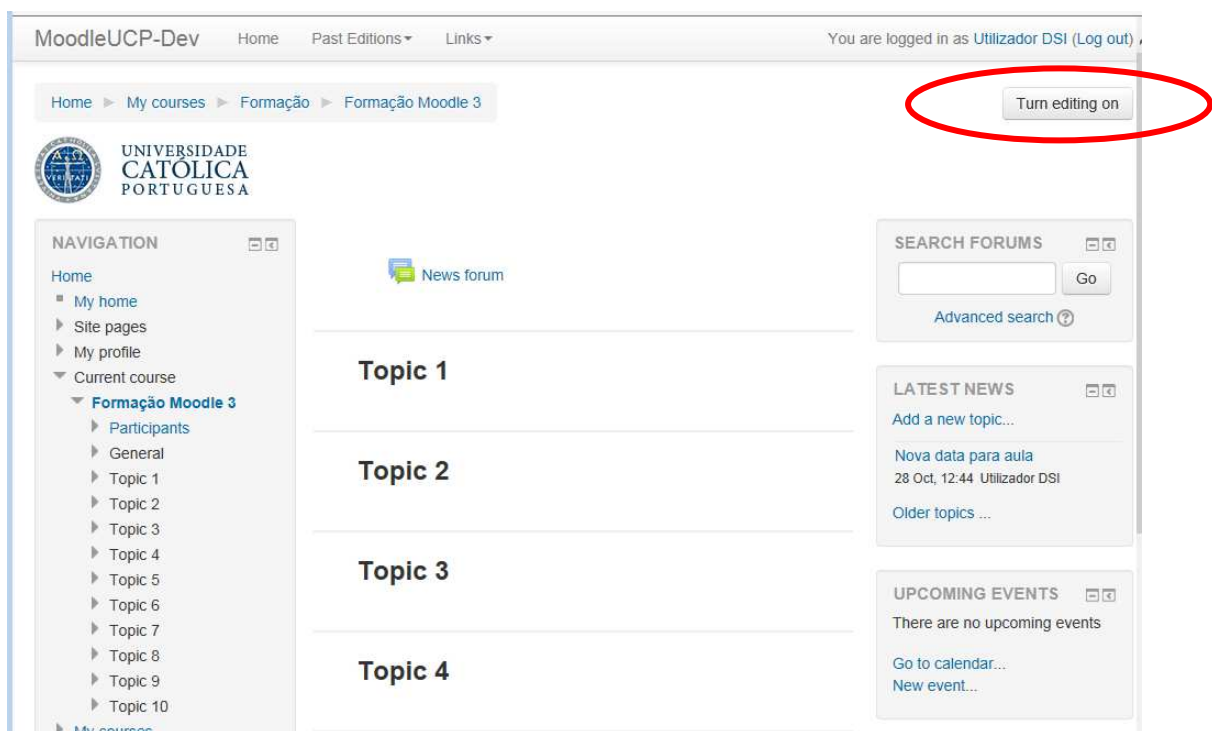
By turning editing on, a new block, named "**Add a block**" is shown at the end of the left side column. This block allows you to add all the blocks which still aren't available on the page:
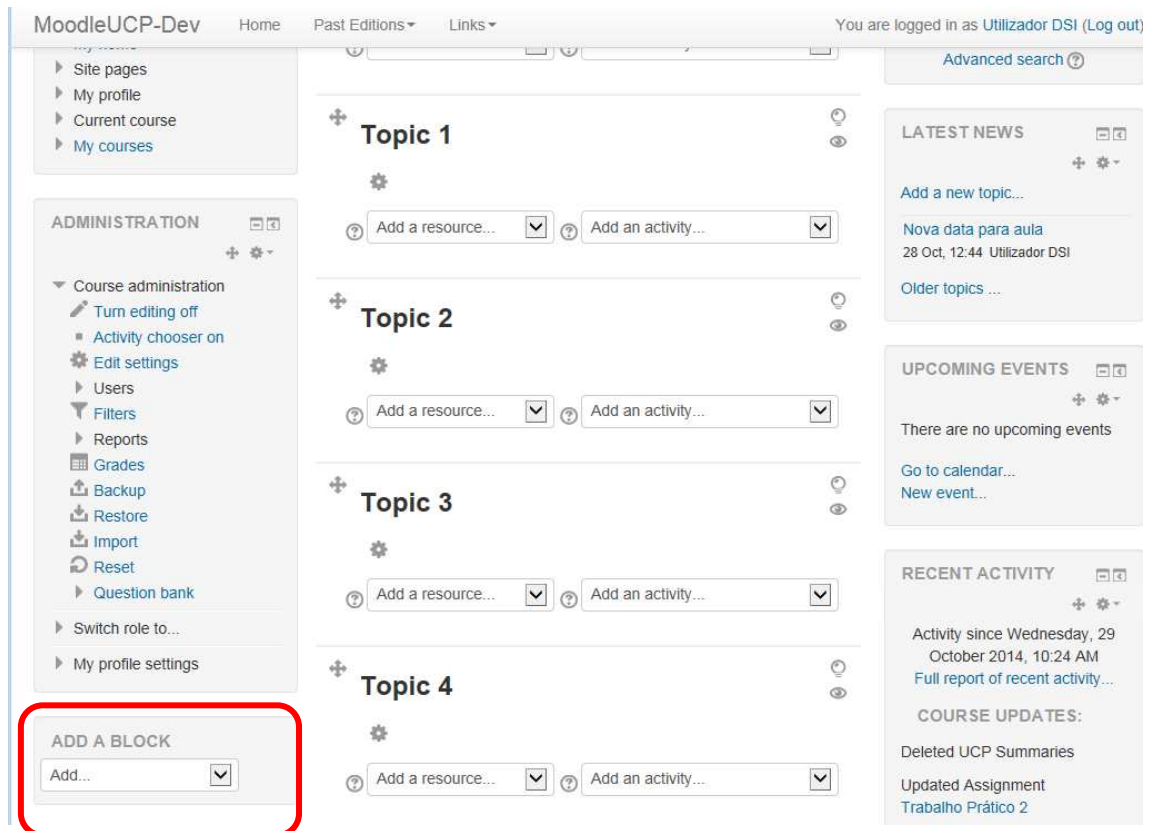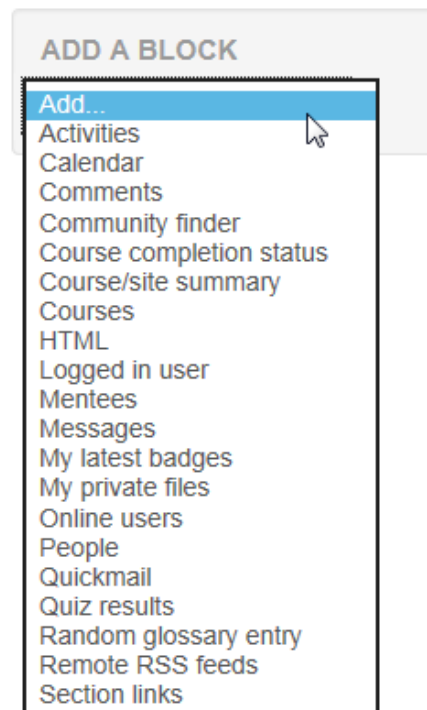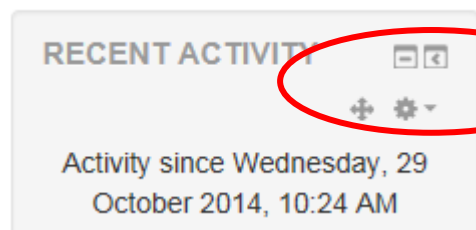
Fig. 12 – Adding a block to the course page

To a add a new block, in the **Add a block** block, click **Add...** and select a block to add from the drop-down menu:

Pic. 13 – List of available blocks

Each block has some options, which allow you to move, edit, delete or show/hide it


Pic. 14 – Example of a block with editing mode on.

When hiding/showing a block, if the block has the icon 👁 Hide Recent activity block it means that users have access to it. If it's hidden, users don't have access to it and the block turns light grey and presents the icon 🚫 Show Recent activity block .

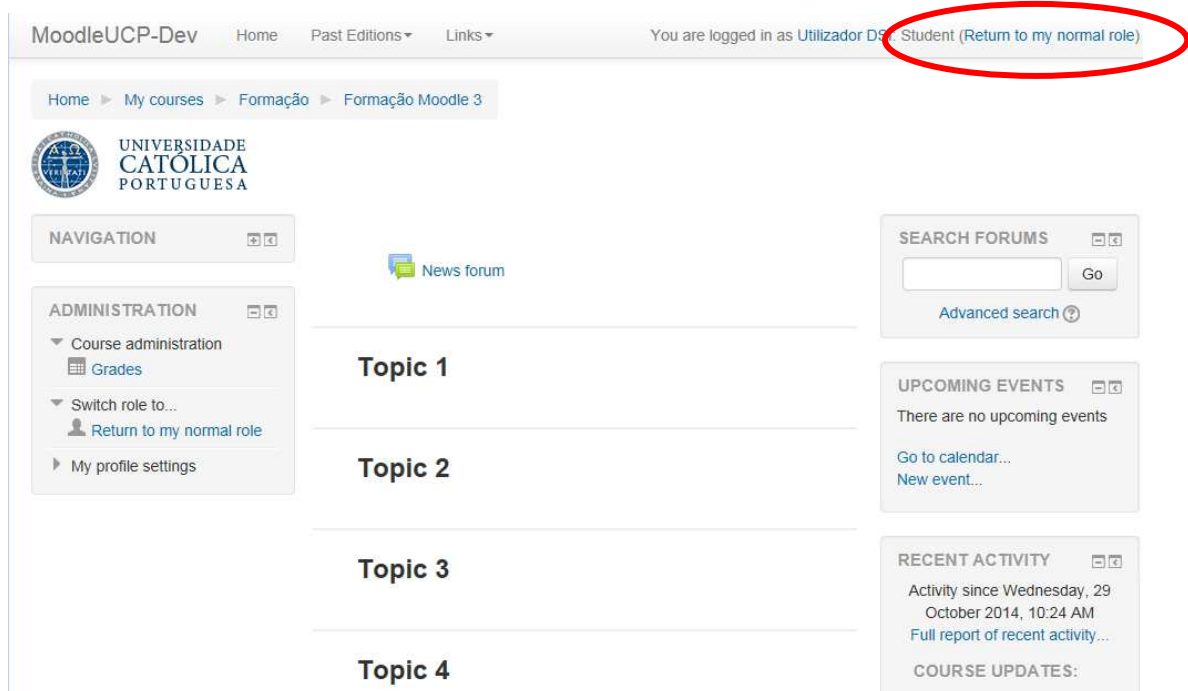## 4.4   Viewing the course page as a student

The Teacher can view the course page as a student. On the **settings block** you will find the option "**Switch role to…**"
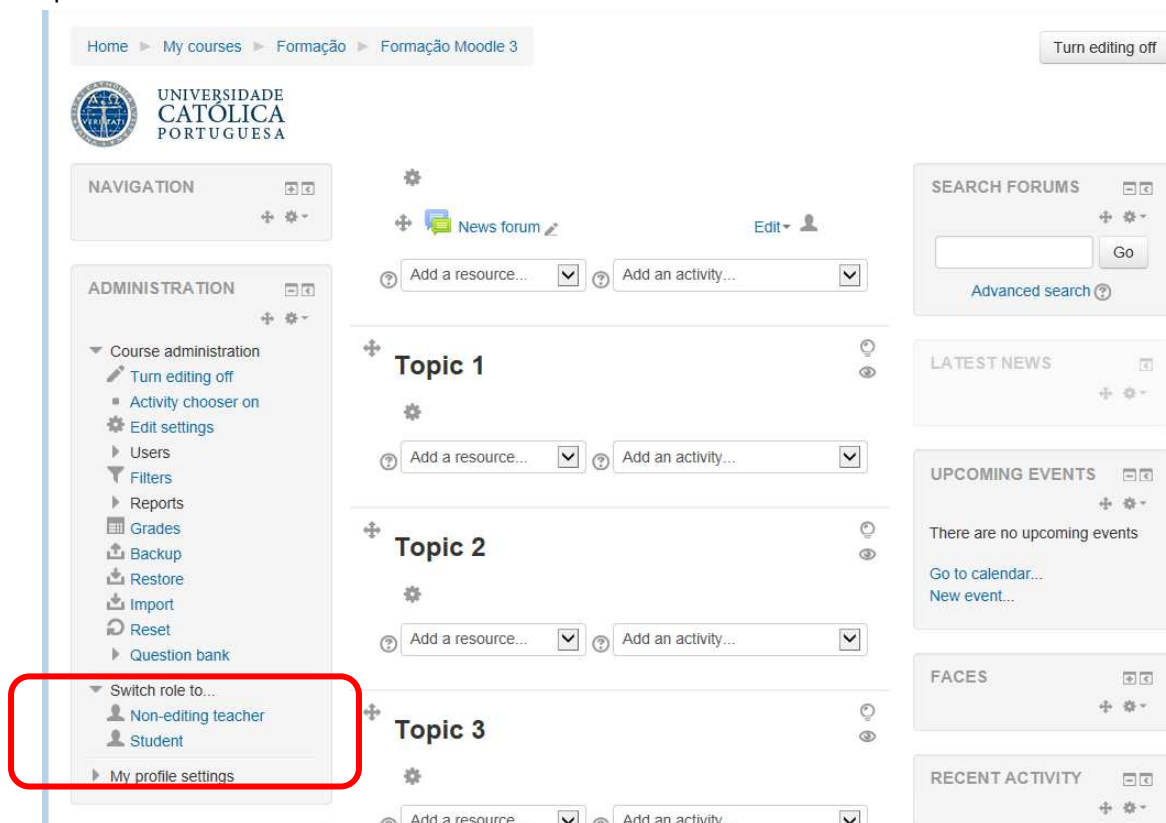
Pic. 15 – View course page as a student

When switching roles, the Teacher has on the upper right corner of the page the option "**Return to my normal role**". You should click it if you want to go back to your Teacher viewing mode.
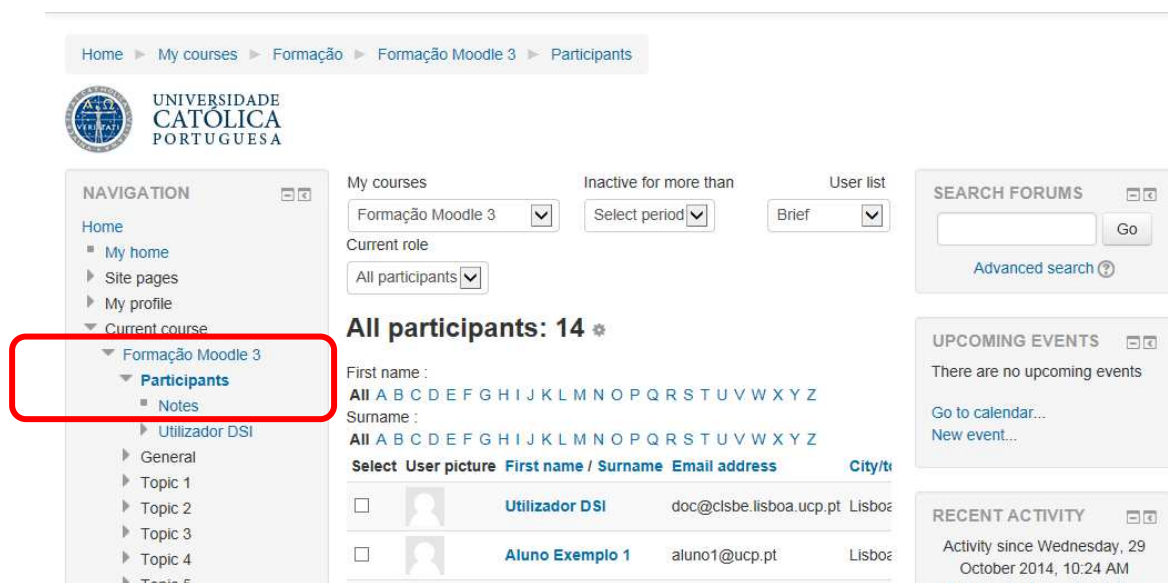
Pic. 16 – Return to my normal role

5 Editing the course page

5.1 How to view a list of participants

The list of course participants (students, teachers) is available at the "**Navigation**" block, below the course name. To view the list, click on "**Participants**".

Pic. 17 – Viewing the list of participants

To filter by role (student / teacher), use the drop-down list "**Current Role**" at the center of this page (with the text "**All participants**"):
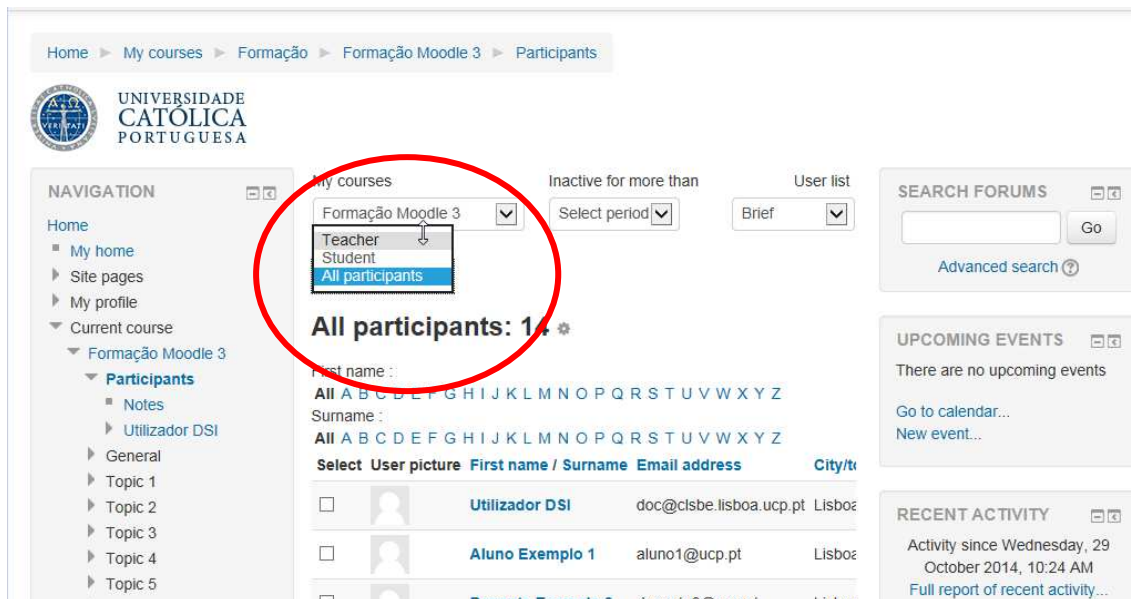
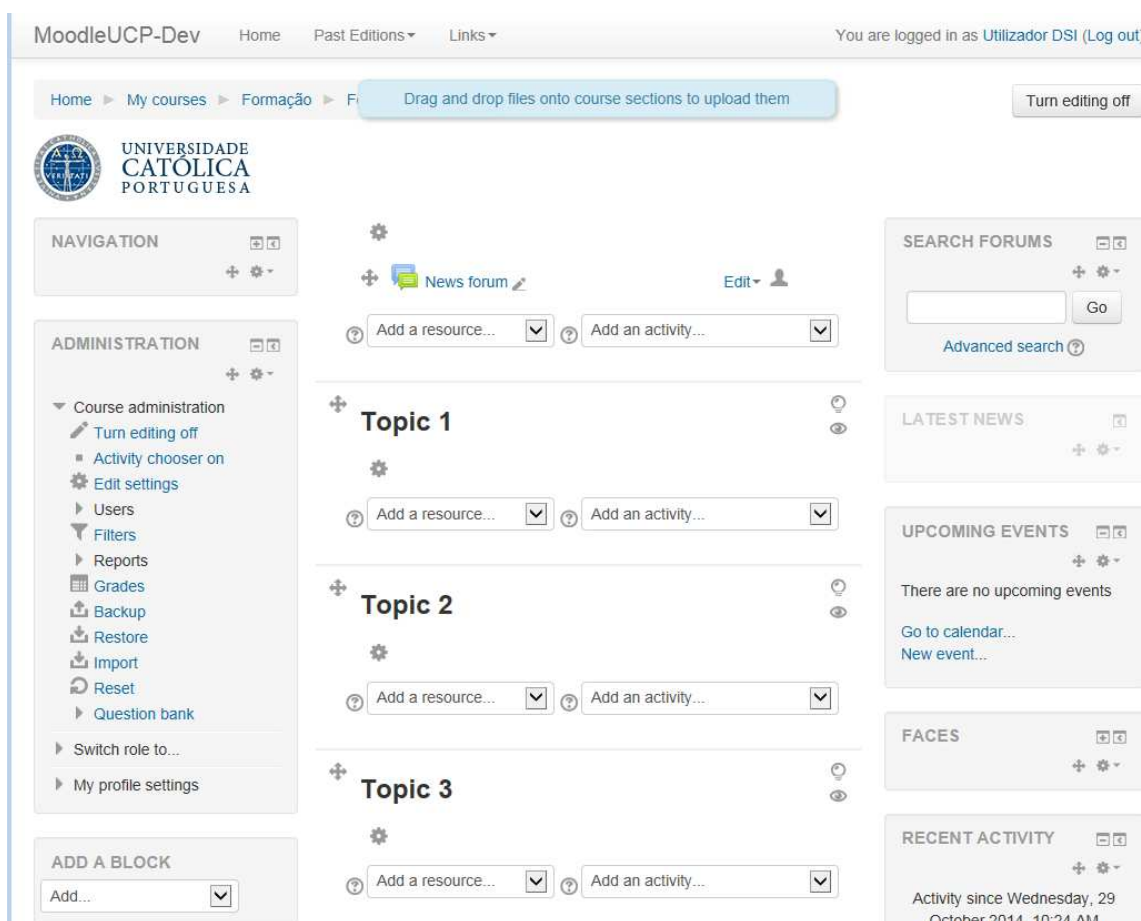**Pic. 18 – Course participants by role**

5.2 How to turn editing mode on

To do any editing on the course page, you need to **turn editing mode on**. Click "**Turn editing on**" button, at the upper right corner of the page (highlighted in the image):
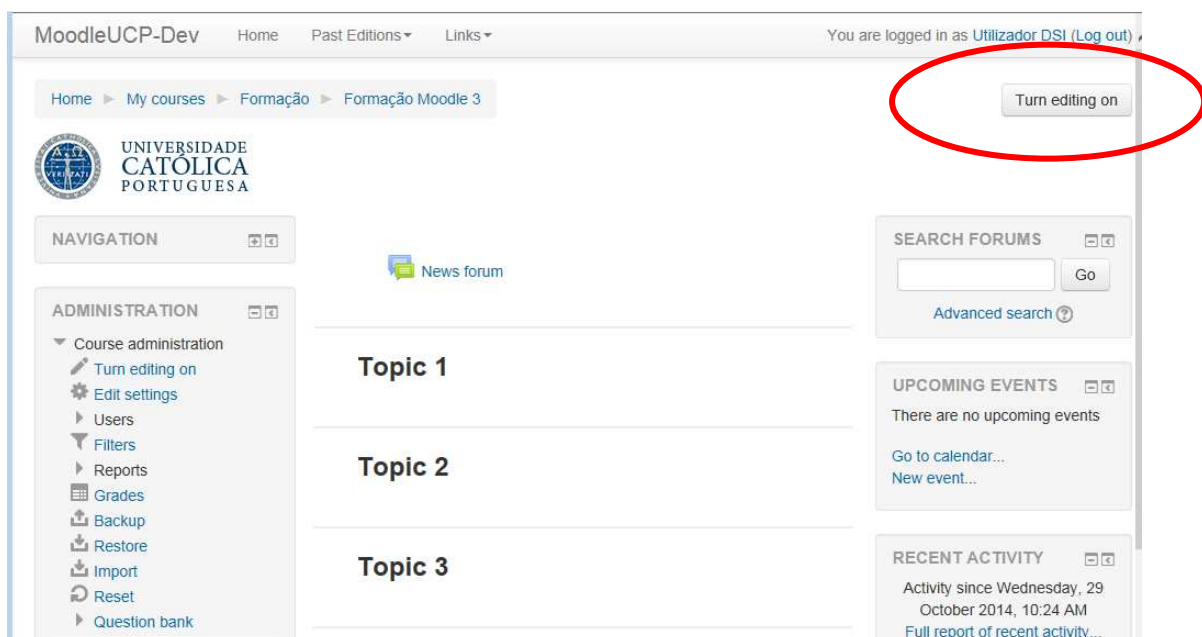
Pic. 19 – Turn editing on

When editing mode is on the page looks like this:

Pic. 20 – Page with editing mode on

On editing mode, the following icons, with the following meanings, are used:

Editing Icons:

- Move

- Move right

- Update

×2 - Duplicate

✕ - Delete

- Hide/Show

Regarding the **Hide/show** icon, if the resource/activity/topic has the icon 👁 , it means that participants have access to it. If it's hidden, users don't have access to it and the element turns light grey and presents the icon 👁 or 👁 .

5.3 How to publish an announcement on the course page

To publish an announcement you have to turn on the page-editing mode (see Pic. 19).

Go to the topic where you want to publish the announcement, click on "**Add a resource**" and select "**Label**":
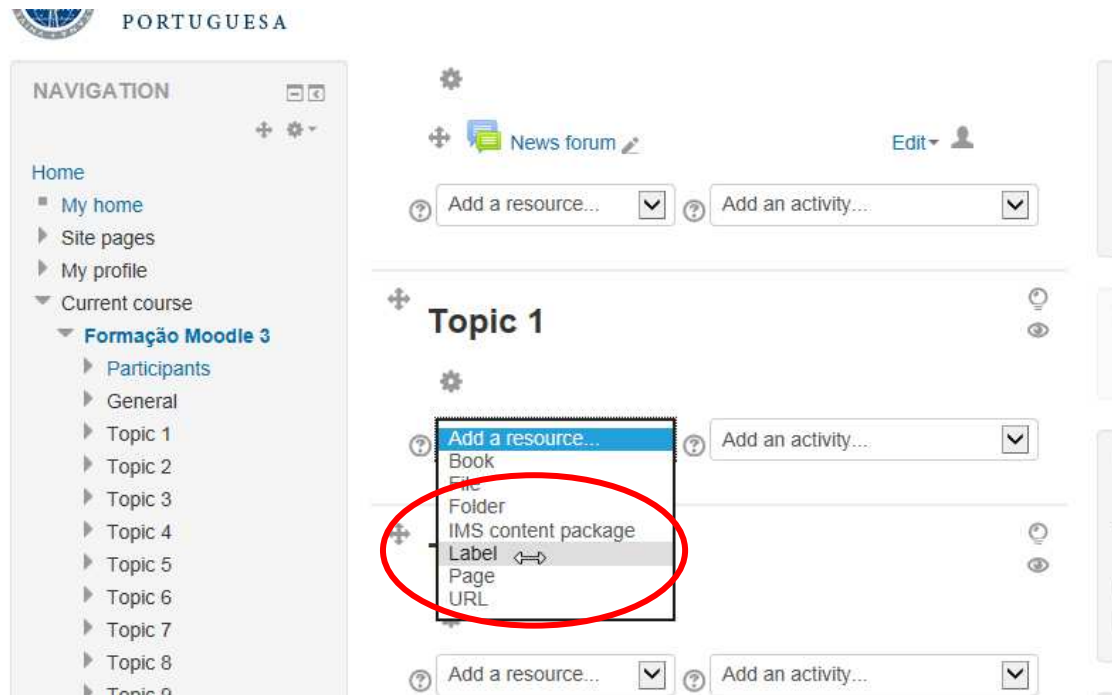
The next step will be writing the announcement text on the label text area. You can format the text or insert images. Finally, "**Save and return to course**".
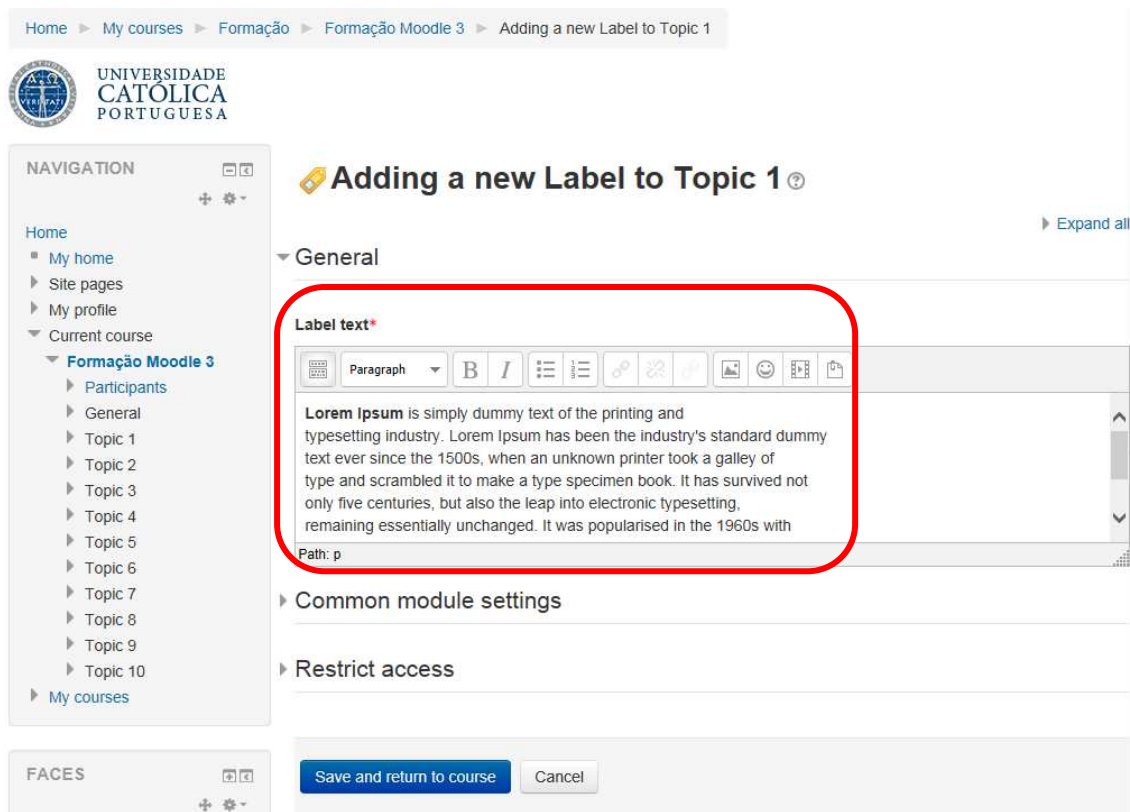
Pic. 22 – Adding a label resource

The text of the label, on the page course:
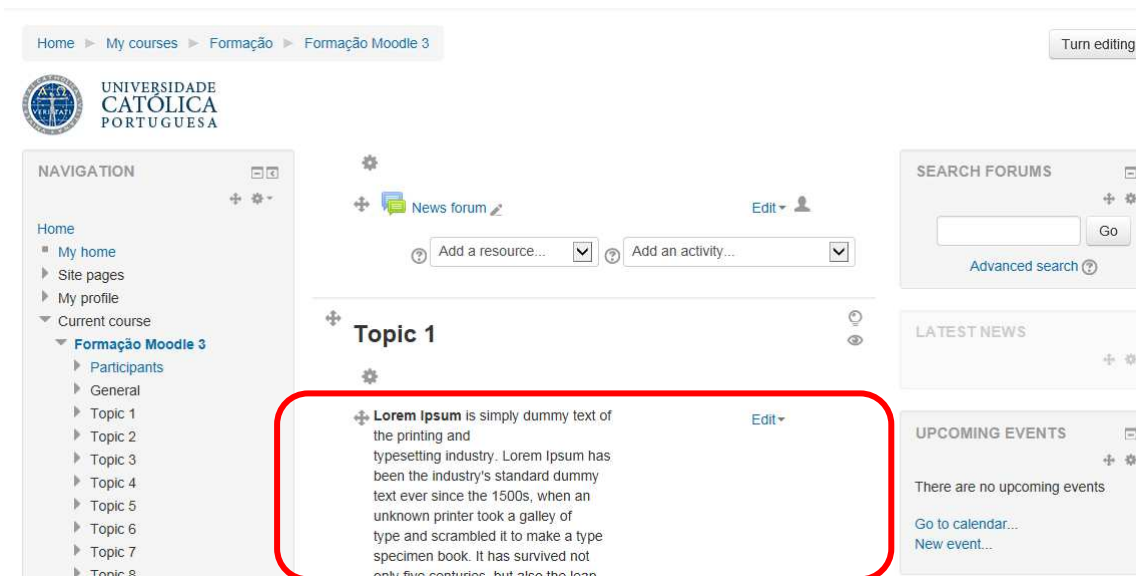
Pic. 23 – Text of the label on the page course

For each resource, the teacher has **editing options** in the Edit dropdown list (editing settings, move right, hide/show, duplicate, delete,…):

Pic. 24 – Editing options

5.4 How to publish an announcement on the News forum

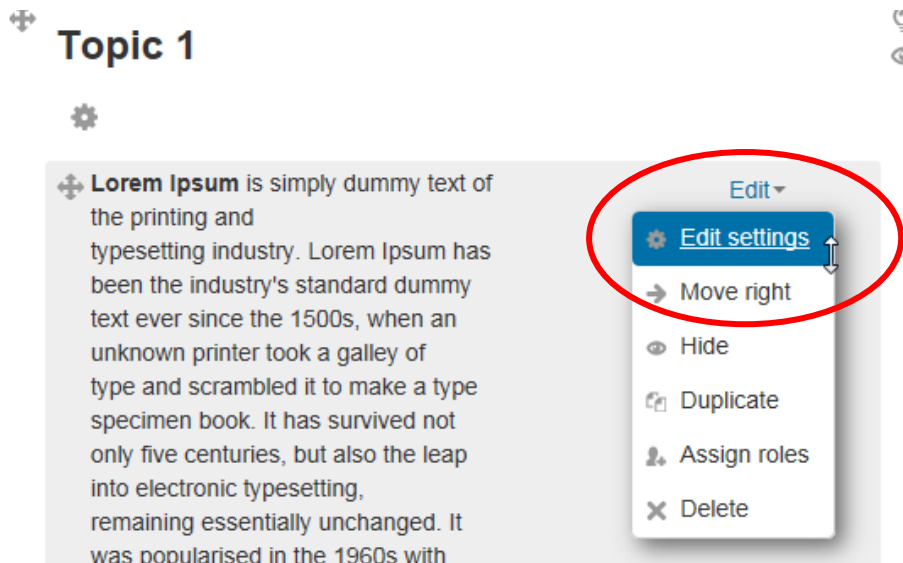The News forum is a special forum for general notices and announcements, which is by default on the course page. A course can only have one News forum. Only Teachers and administrators can post in the News forum. The block "**Latest News**" will display recent discussions of the News forum. Students may not reply to these forum topics.

Pic. 25 – News forum

By definition, all course participants are subscribed to this forum. The Teacher can select the type of subscription (optional subscription, forced subscription, auto subscription or subscription disabled).

To place an announcement in the forum, click "**News forum**" and then press "**Add a new topic**":
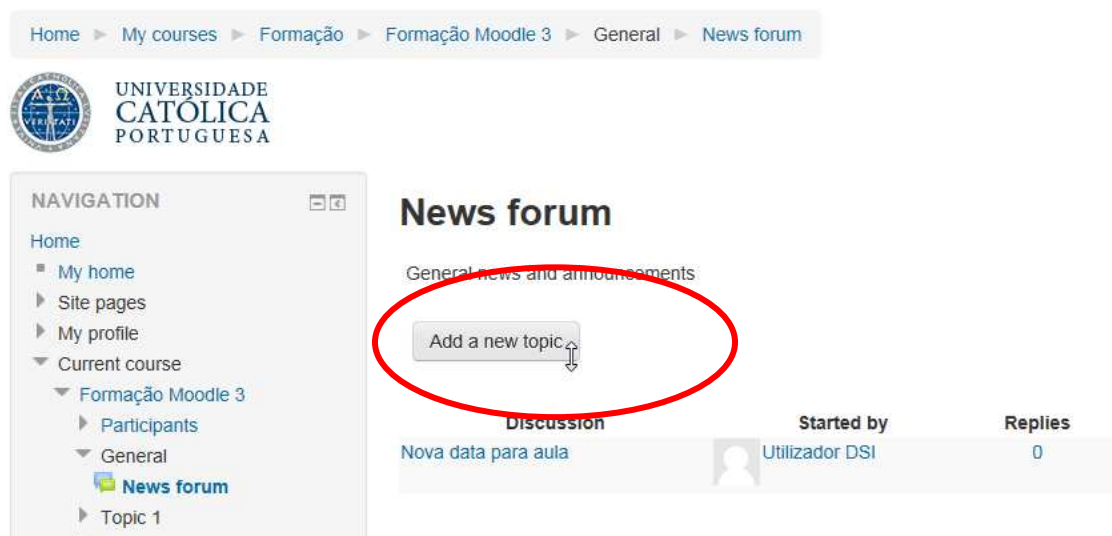
Pic. 26 – News forum – add a new topic

On the following page you should fill in the subject and message fields. You also have the indication of this forum's type of subscription (Everyone is subscribed to this forum).
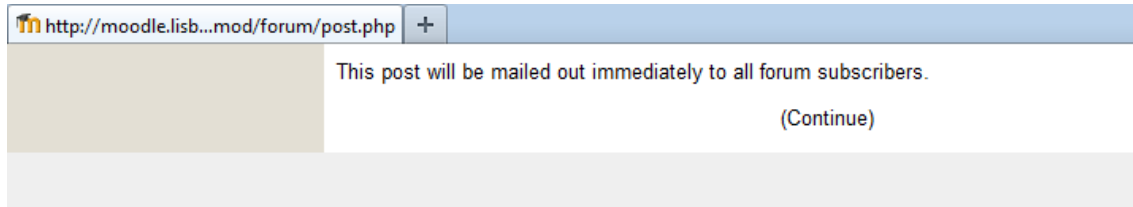
The messages published in the forums will be sent by e-mail to subscribers. In this case, the Teacher can choose to send the message right away, by e-mail, by ticking "**Mail now**":

Pic. 27 – News forum – New topic

Because the option "**Mail now**" was selected, Moodle warns you that an e-mail is going to be immediately sent to all subscribers:

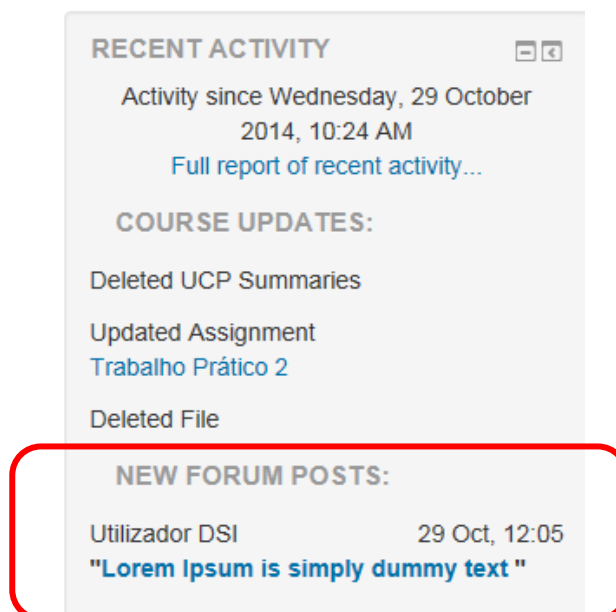**Pic. 28 – Warning of immediate e-mail sending**

Forum discussion:

Pic. 29 – News forum – List of topics in discussion

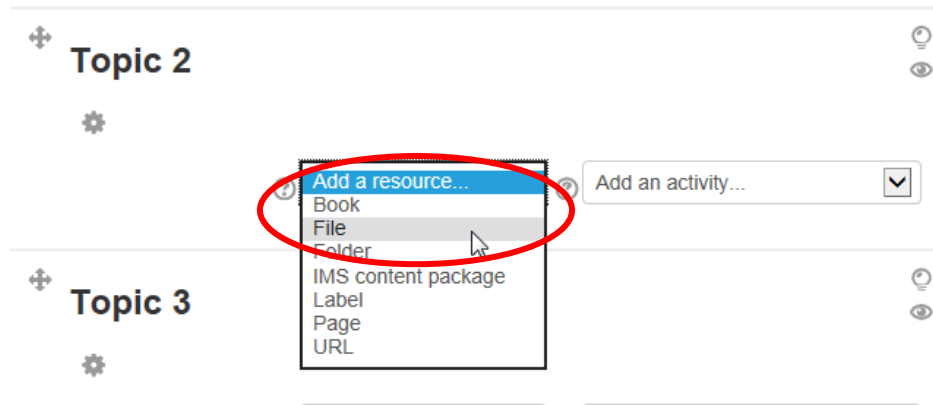The block "**Recent activity**" will show that there is a new topic on the News forum:

Pic. 30 – Recent Activity block with the news

5.5   How to publish a file on the course page

To place a file on the course page, you have to turn on the page-editing mode (see Pic. 19).

Go to the topic where you want to publish the file, click on "**Add a resource**" and select "**File**":
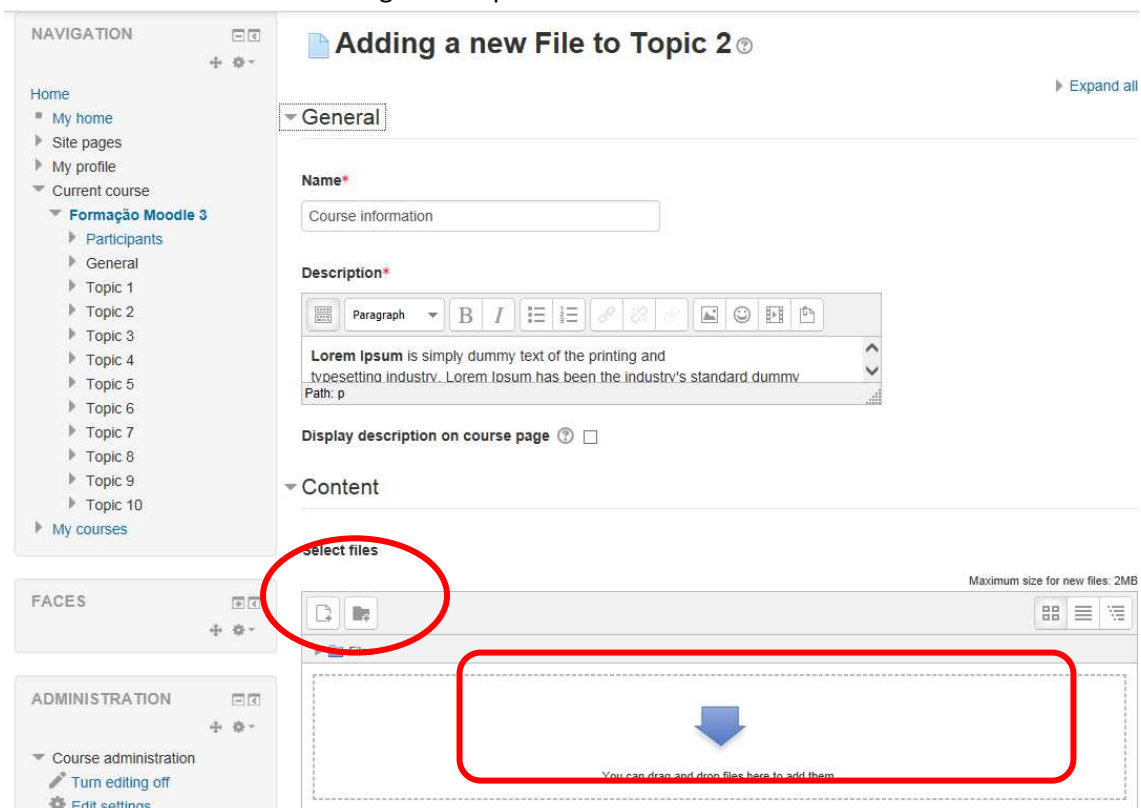

Pic. 31 – Adding a resource to the page course

Next, fill in the fields name and description and select the file(s) you want to publish. Click on

button to send a file or drag and drop them:
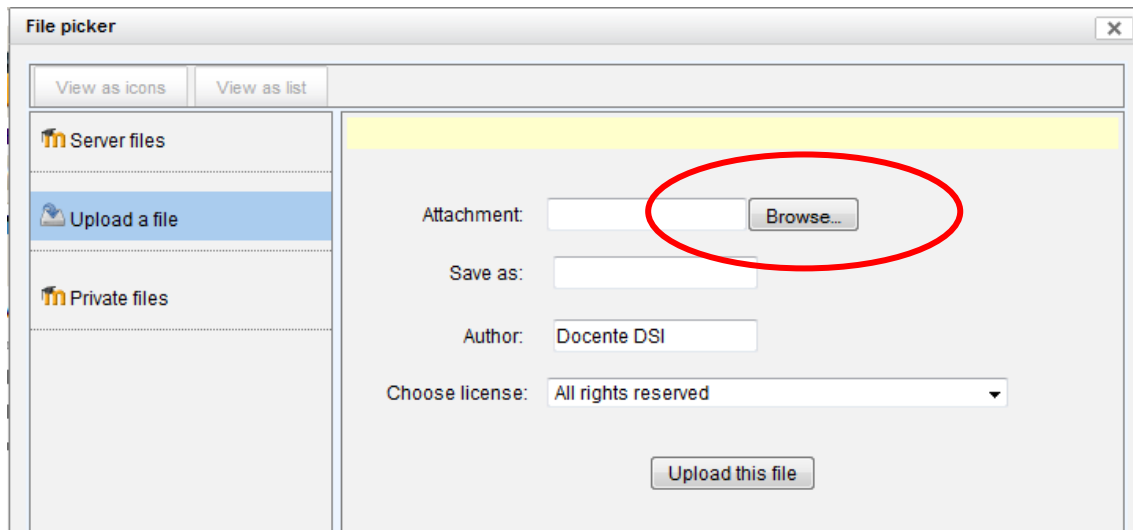

Pic. 32 – Adding a new resource - File

Then, select where the files are.

To send files from your computer to Moodle click on "**Upload file**" and then "**Browse…**".

Pic. 33 – Adding a resource – select a file

Select the file you want to publish:
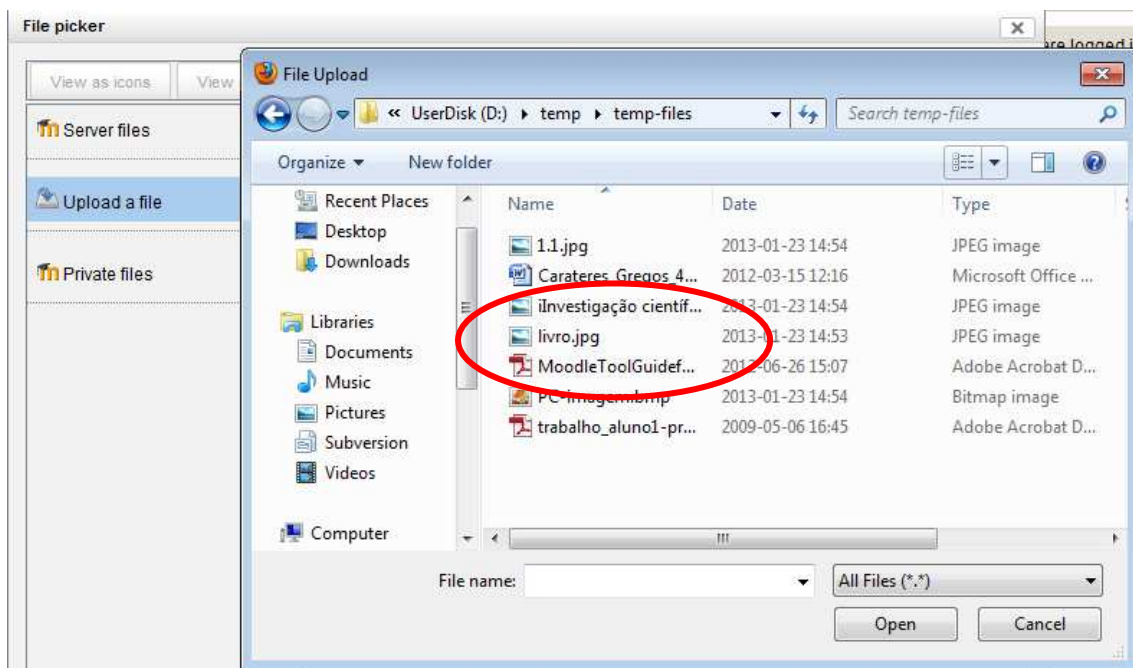
Fig. 34 – Adding a resource – selecting a file

Select "**Upload this file**" to publish the file on the platform:
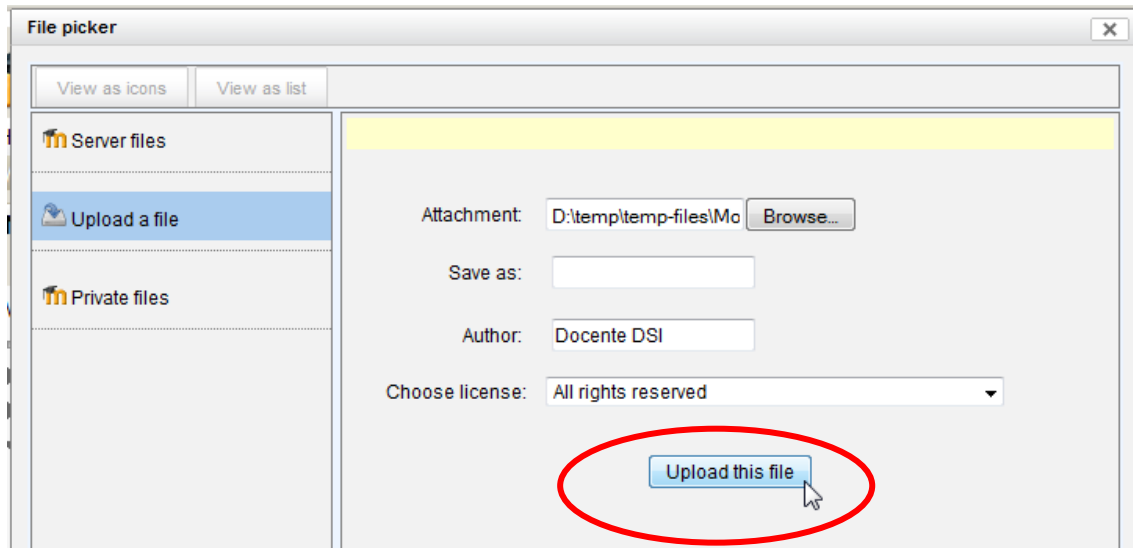
Pic. 35 – Adding a resource – uploading a file

The file has been added. You should now click "**Save and return to course**".
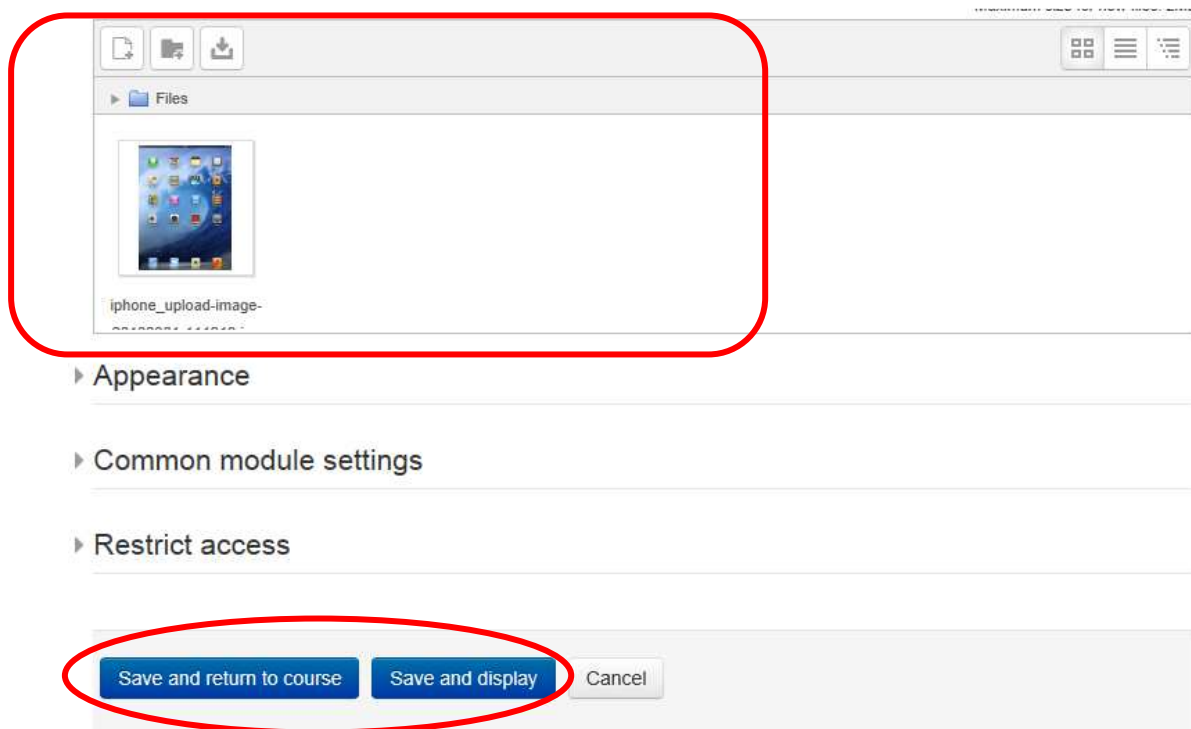
Pic. 36 – Adding a resource – save changes

Finally, the file is published on the course page. To update, delete, hide, move or duplicate it use the editing options that are on the right (identified on the picture). These options are only visible if the page's editing mode is on:

Editing
options

Pic. 37 – Resource added with editing mode on

5.6   How to place a file request (assignment)

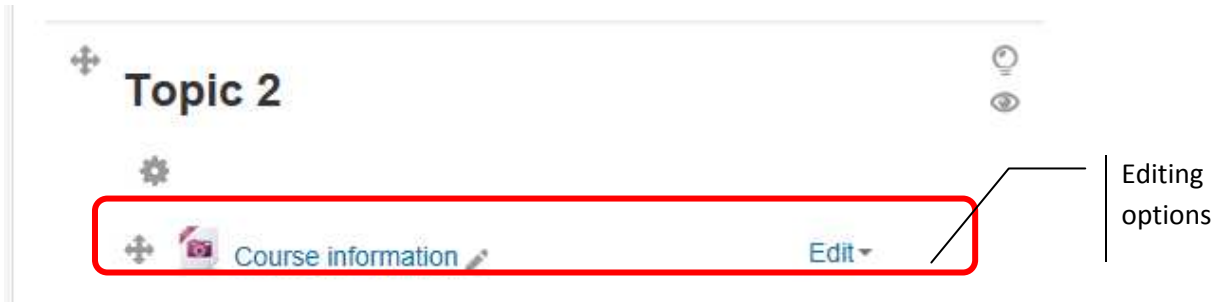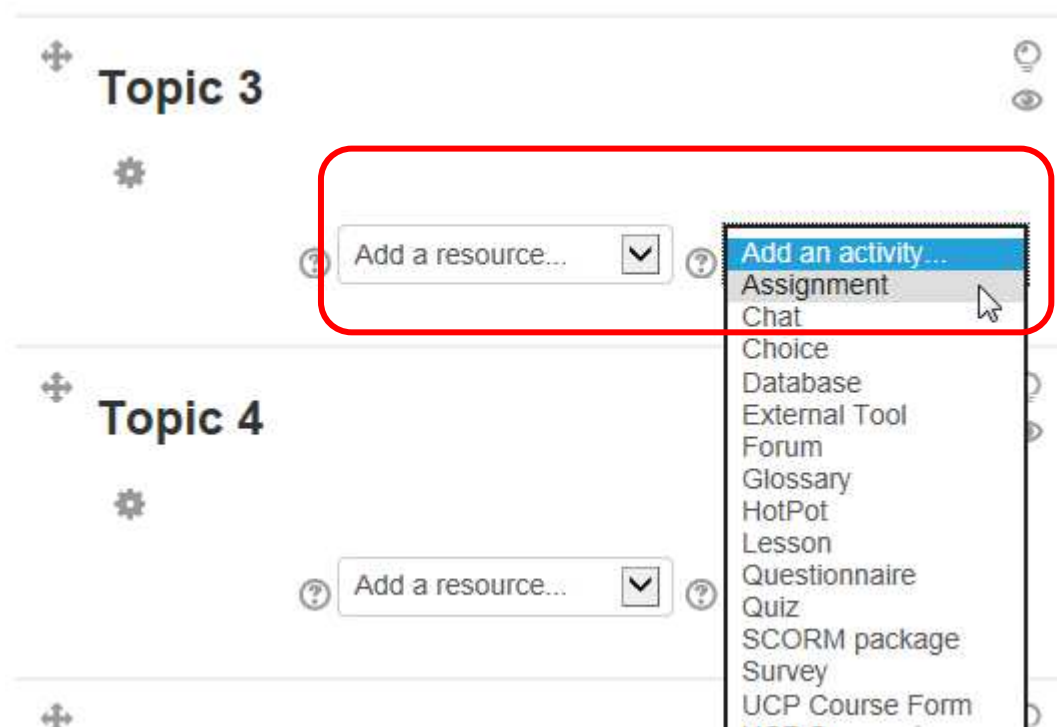To place an "**Assignment**" activity you have to turn on the page-editing mode (see Pic. 19). On the topic you want to post the activity, select the item "**Assignment**" from the drop-down list "**Select an activity**":

Pic. 38 – Adding an Assignment activity

Then, fill in the fields "**Name**", "**Description**", and define the "**Assignment s**ettings" and the submission settings of the file (maximum size, number of upload files, …)

Pic. 39 – Adding an Assignment activity

Finally, click "**Save and return to course**" at the bottom of the page:

The activity has been added to the course, as you can see on the following picture:
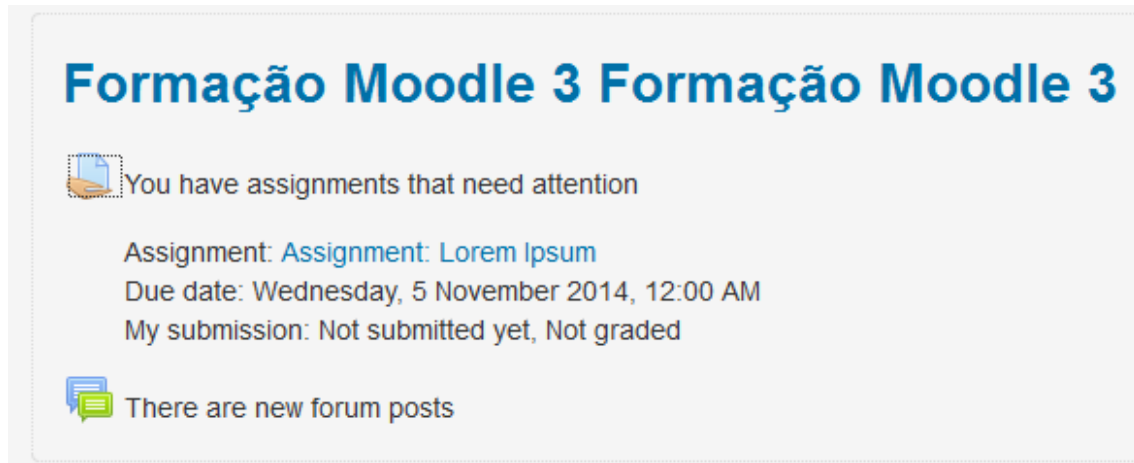
Pic. 40 – Course page with Assignment activity

The students see on their home pages the following information:

You have assignments that need attention

Assignment: Assignment: Lorem Ipsum
Due date: Wednesday, 5 November 2014, 12:00 AM
My submission: Not submitted yet, Not graded

There are new forum posts

Pic. 41 – Assignment Activity – seen by a student

To check the assignments that have been submitted by students, the Teacher should click on the assignment name ("Assignment – Lorem Ipsum" in the example below). On the next page, the Teacher has some summary grading information about the assignments:

Assignment: Lorem Ipsum

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Grading summary

Participants	12
Submitted	0
Needs grading	0
Due date	Wednesday, 5 November 2014, 12:00 AM
Time remaining	6 days 11 hours

View/grade all submissions

Pic. 42 – Checking the Assignment activity

If a student submits an Assignment, the Teacher will have the following information:

Assignment: Lorem Ipsum

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Grading summary

Participants	12
Submitted	1
Needs grading	1
Due date	Wednesday, 5 November 2014, 12:00 AM
Time remaining	6 days 11 hours

View/grade all submissions

Pic. 43 – Checking the Assignment activity

Information in my home page:

Home ▸ My home

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NAVIGATION

Home
- My home
- Site pages
- My profile
- My courses
  - Formação
  - Miscellaneous

COURSE OVERVIEW

Formação Moodle 3 Formação Moodle 3

You have assignments that need attention

Assignment: Assignment: Lorem Ipsum
Due date: Wednesday, 5 November 2014, 12:00 AM
Submissions not graded: 1

Pic. 44 – Checking the Assignment activity

If the Teacher clicks on "assignment not graded", he/she will have access to the following page:

NAVIGATION

Home
- My home
- Site pages
- My profile
- Current course
  - Formação Moodle 3
    - Participants
    - General
    - Topic 1
    - Topic 2
    - Topic 3
      - Assignment: Lorem Ipsum
    - Topic 4

Assignment: Lorem Ipsum

Grading action

Choose... ▼

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
Page: 1 2 (Next)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submissio
☐		Aluno Exemplo 1	aluno1@ucp.pt	Submitted for grading	-		Wednesday, 29 October 2014, 12:37 PM
☐		Aluno Exemplo 2	aluno2@ucp.pt	No submission			-

Pic. 45 – Checking the Assignment activity – submitted assignment
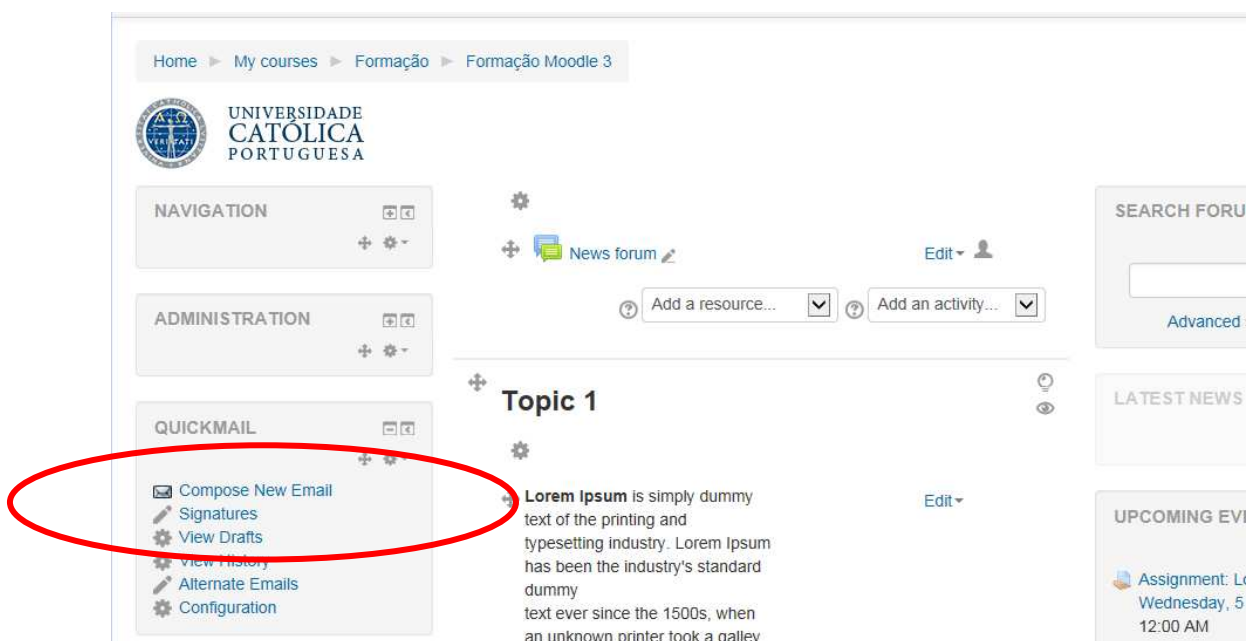
5.7   How to send participants an e-mail

To send an e-mail on the course page, for the first time, you have to turn on the page-editing mode (see Pic. 19) and add the "Quickmail" block to the page.
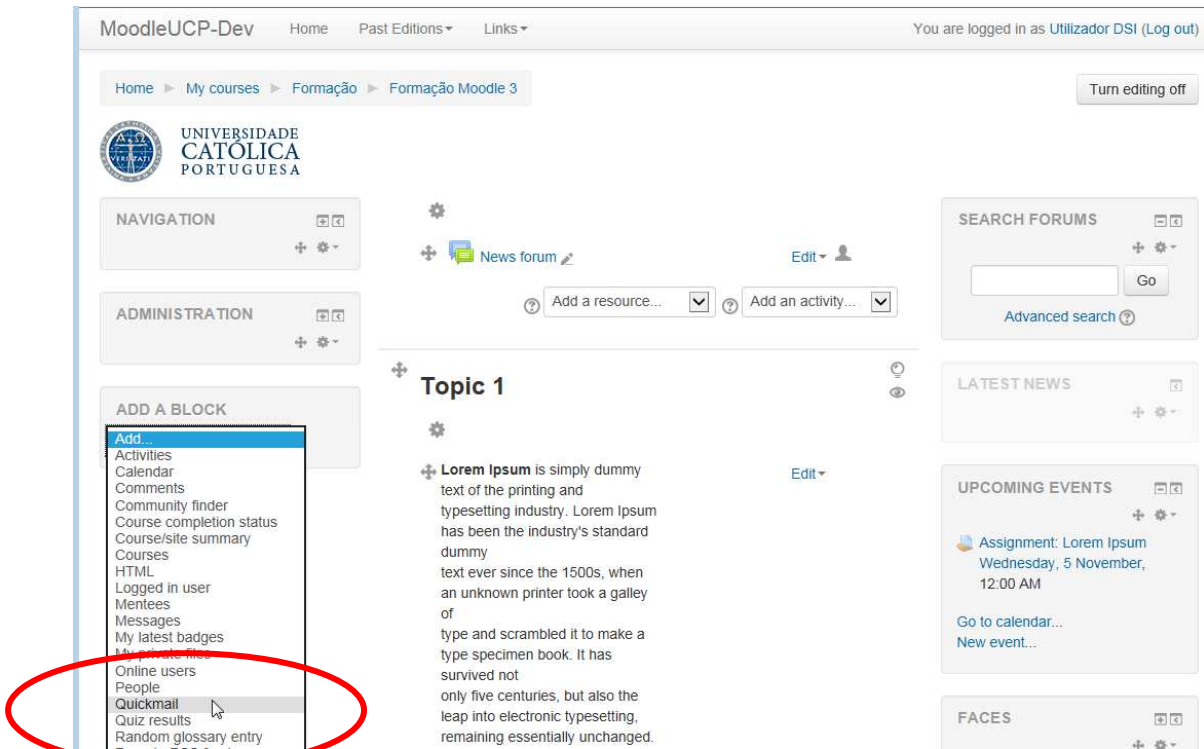
Pic. 46 – Add Quickmail block to the page

On "Quickmail" block, click "Compose new e-mail":

Pic. 47 – Sending messages to participants

First you must select the recipients in the "**Potencial Recipients**" or "**Potencial Sections**" column and then, click Add to join "Select Recipients" list:

Screen down to attach files and write your message, and then click the button "**Send Email**":

Pic. 48 - Sending messages to participants

5.8 How to display UCP summaries

What are the UCP summaries? "UCP Summaries" means a tool developed for teachers record digitally, the summary lecture class in Moodle.

Find the "UCP Summaries" in the list of activities on your course page. On each course page, is suggested to be added only 1 "UCP Summary" activity, for example near the News forum:
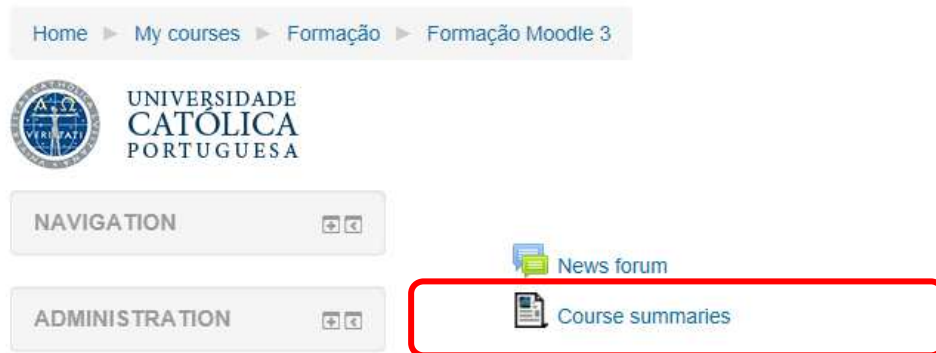
Pic. 49 – Activity – UCP summaries on the course page

To add the activity "**UCP summary**" on your Moodle course, the Teacher should:

1. Turn editing mode on (see Pic. 19)
2. Identify the topic where he/she wishes to add the activity
3. Select "**UCP summaries**" in the "**Add an activity**" drop-down list.
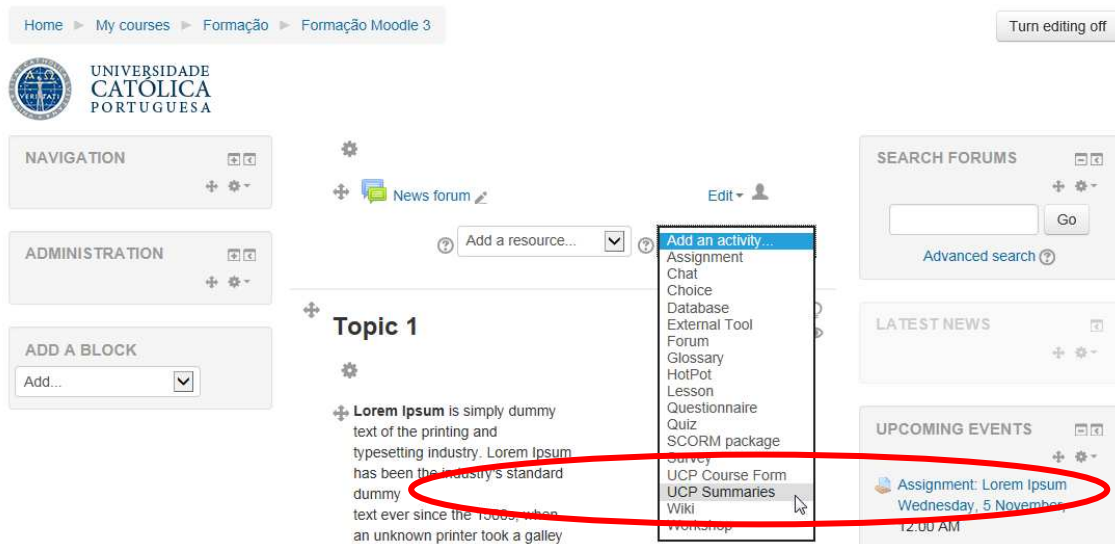
Pic. 50 – Adding and activity – UCP summaries

4. After adding the summary, you need to fill in the name and the description of the activity.
5. Finally, click "**Save and return to course**"

Pic. 51 – Configuring the Activity – UCP summaries

The activity "**UCP summaries**" will be visible on the course page:
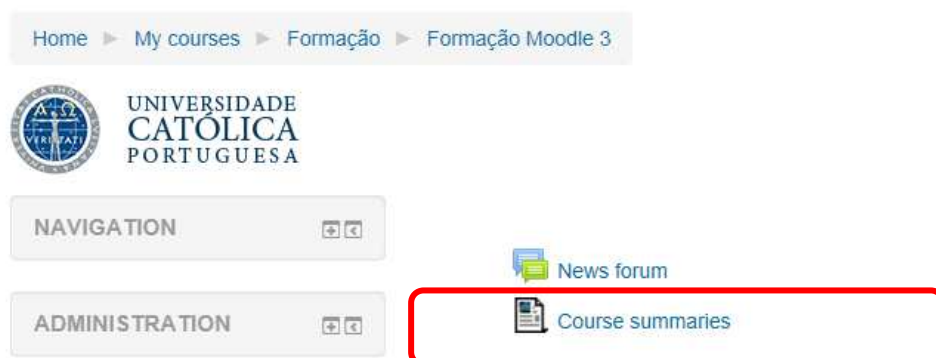
Pic. 52 – Activity – UCP summaries on the course page
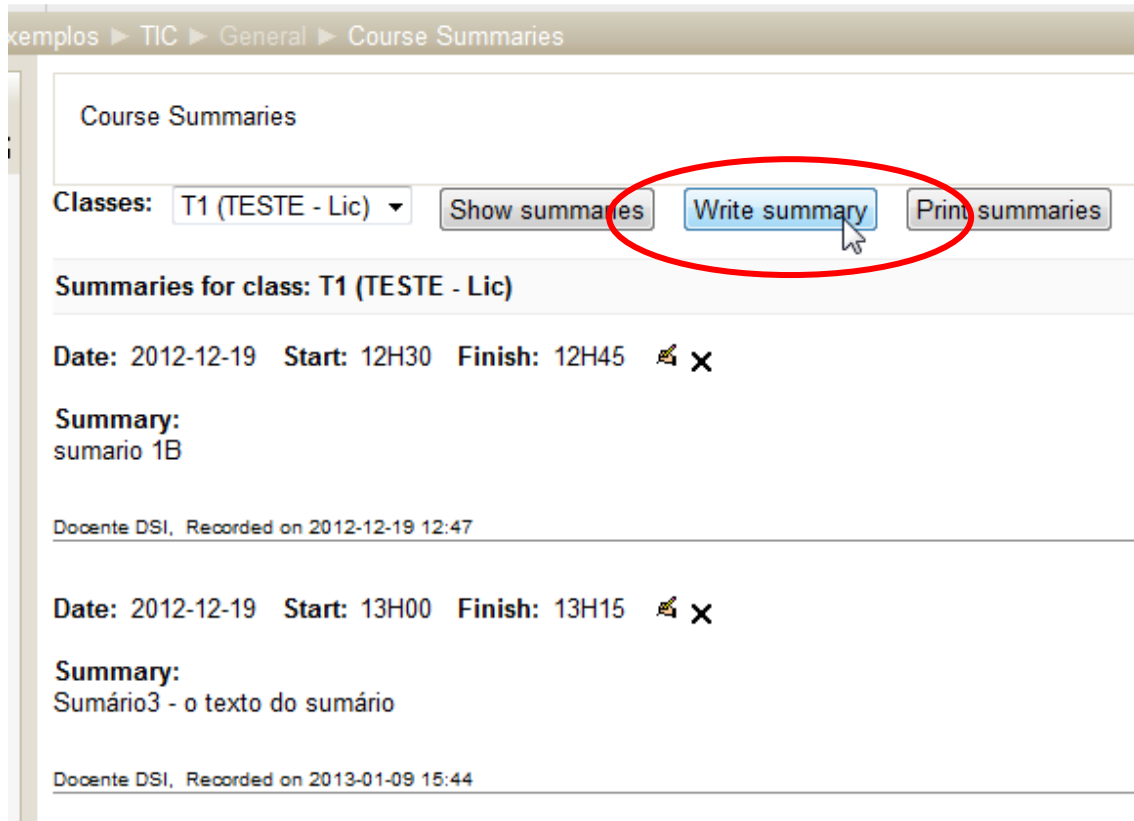
5.8.1   Writing a course summary

The Teacher should click on "Course Summaries" to manage the class summaries. On the next screen he/she will find a list of summaries regarding the selected course, as well as options that allow him/her to write and print the summaries.

Pic. 53 – Checking UCP summaries

Click on "**Write summary**" too add a summary. Then, tick the class(es) and time of the lesson and write the respective summary.

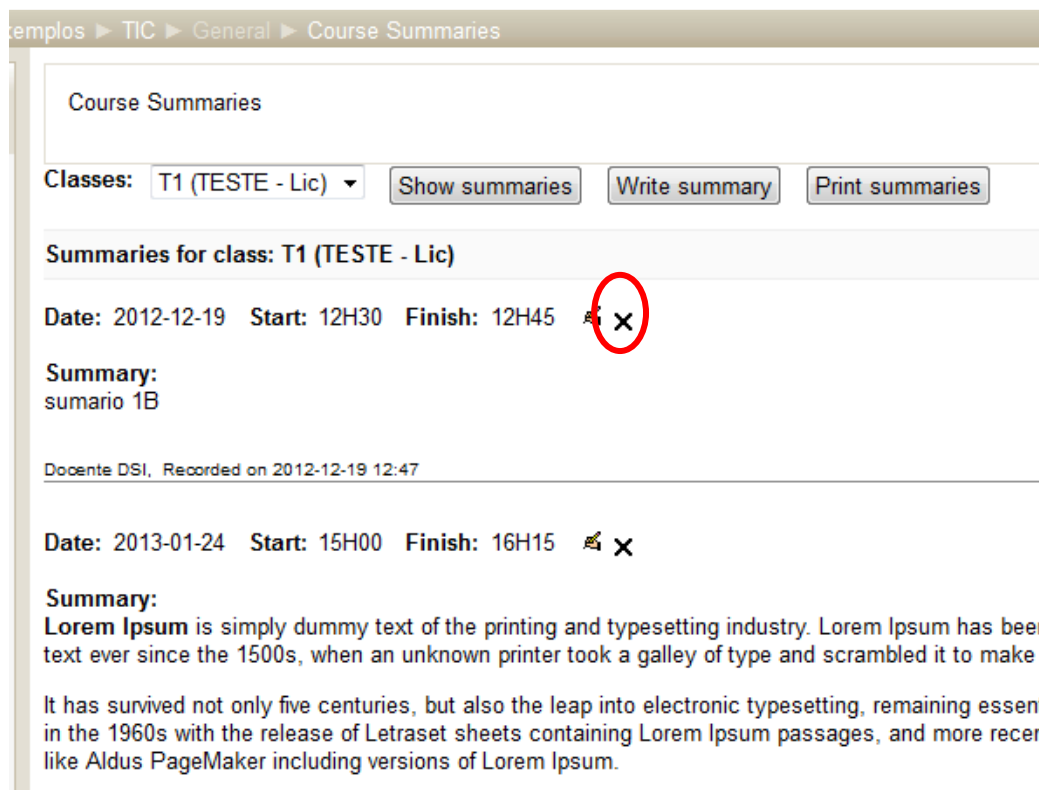Finally, click the "**Save changes**" button.

Pic. 54 – Writing a summary

5.8.2 Editing a course summary

To edit a summary click on the icon 🖋 , which is at the end of the Date and Time line:
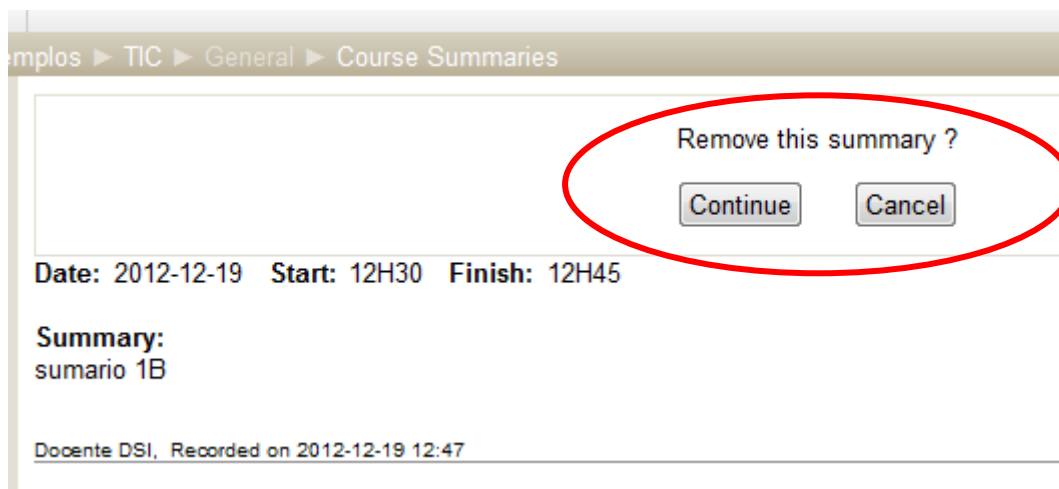

Pic. 55 – Editing a summary

5.8.3 Deleting a course summary

To delete a summary click on the icon ✗ , which is at the end of the Date and Time line:

Pic. 56 – Deleting a summary
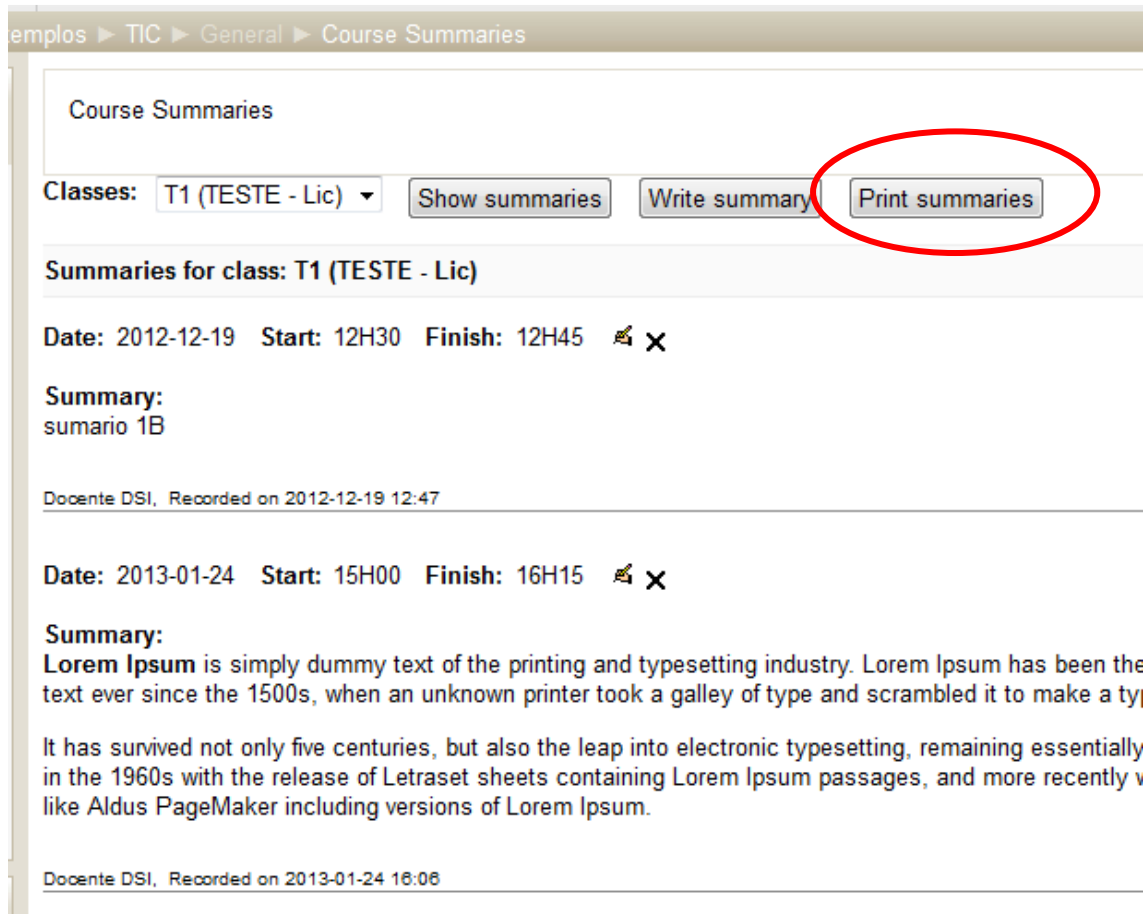
Then, confirm you want to delete the summary:

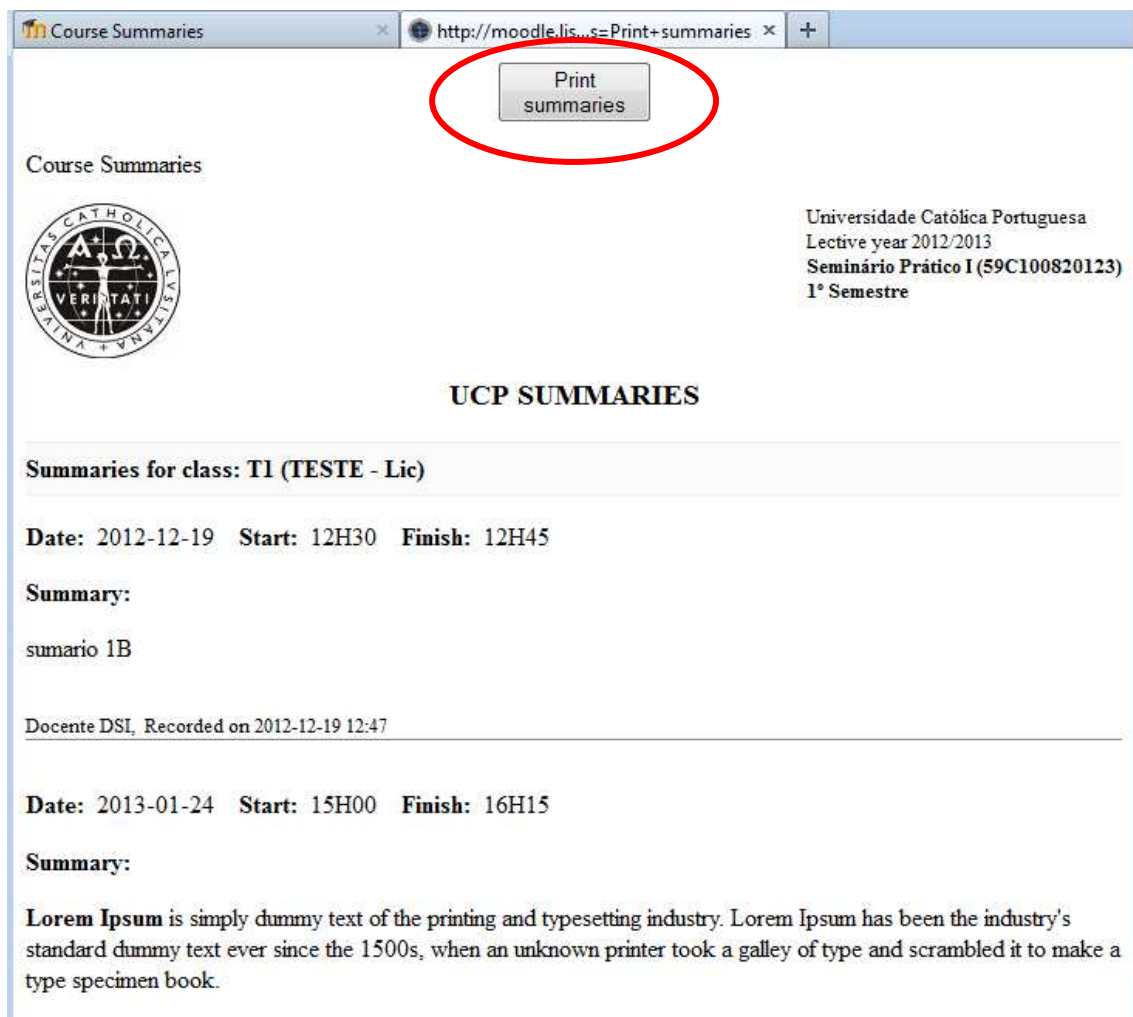Pic. 57 – Confirming the deletion of a summary

5.8.4   Printing a list of summaries

To print a list of summaries, **select from the drop-down list the class** you want to and click on
"**Print summaries**":

Pic. 58- Print summaries

The user will have access to a list of all the course summaries. On that page you should click on
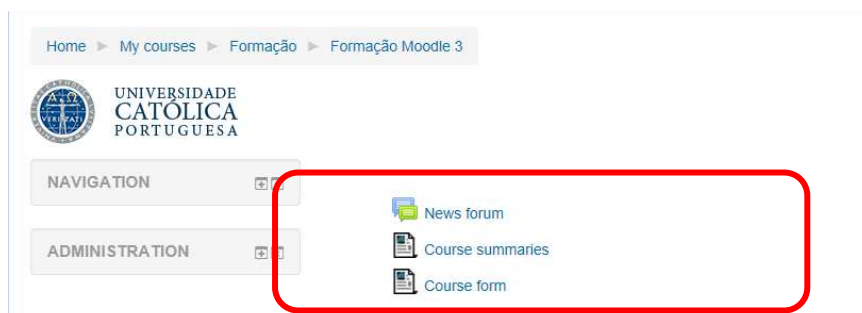"**Print Summaries**":

Pic. 59 – Printing a list of summaries

5.9   How to turn the course form available

UCP course form on Moodle, gives access to the course curriculum which is previously available on Sophia +.
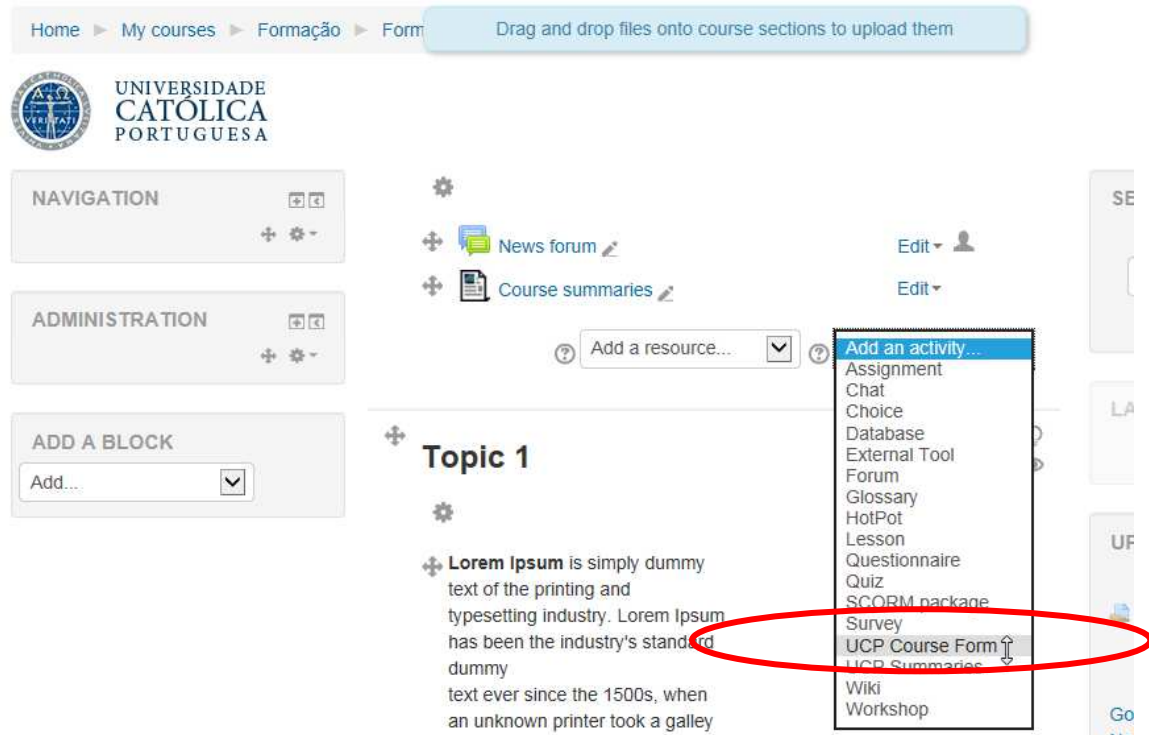
On each course page, is suggested to be added only 1 "UCP Course Form", for example near the News forum:

Pic. 60 – UCP Course Form on course page

To turn "**UCP Course Form**" available on Moodle course page, the Teacher has to:

1. Turn on the page editing mode (see Pic. 19).
2. Select the topic where he/she wants to add the activity.
3. Select "**UCP Course form**" on the "**Add an activity**" drop-down list.

<p style="text-align:center">Pic. 61 – Adding an activity – UCP Course form</p>

4. After that, you need to fill in the name and the description of the activity.
5. Finally, click "**Save and return to course**"

Pic. 62 – Configuring an activity – UCP Course form

"**UCP course form**" will be viewed on the course page with the name you previously defined:
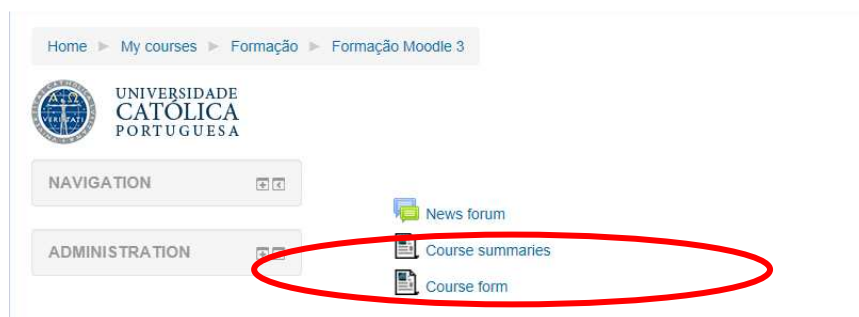
Pic. 63 – Activity – UCP Course Form on course page

5.9.1   Viewing the "Course form"

To view the course form, the Teacher has to click on the activity's name, which will be "Course form".

On the next screen, you can find a list with the course name, academic year, semester and a list of "Type of information", where you can find the several items defined on the course curriculum.

When you select an item from the "Field type" list, you will view it, in case there is some information about it. If that doesn't happen is because there is no information to provide, and you'll see a warning message: There is not a description for this field ("This field has no description".)

Pic. 64 - Viewing UCP Course form curriculum)

5.9.2   Printing the course form

To print the course form, the Teacher has to click on the activity, which will be **"Course Form (Programme, Bibliography,…)"** on the example. Then, select the type of information on the drop-down list and click **"Print":**

Pic. 65 – Viewing UCP Corse form (Curriculum)

You will have access to a list with the printing page of the Course form. On that page, you click "**Print**" to finish the operation:
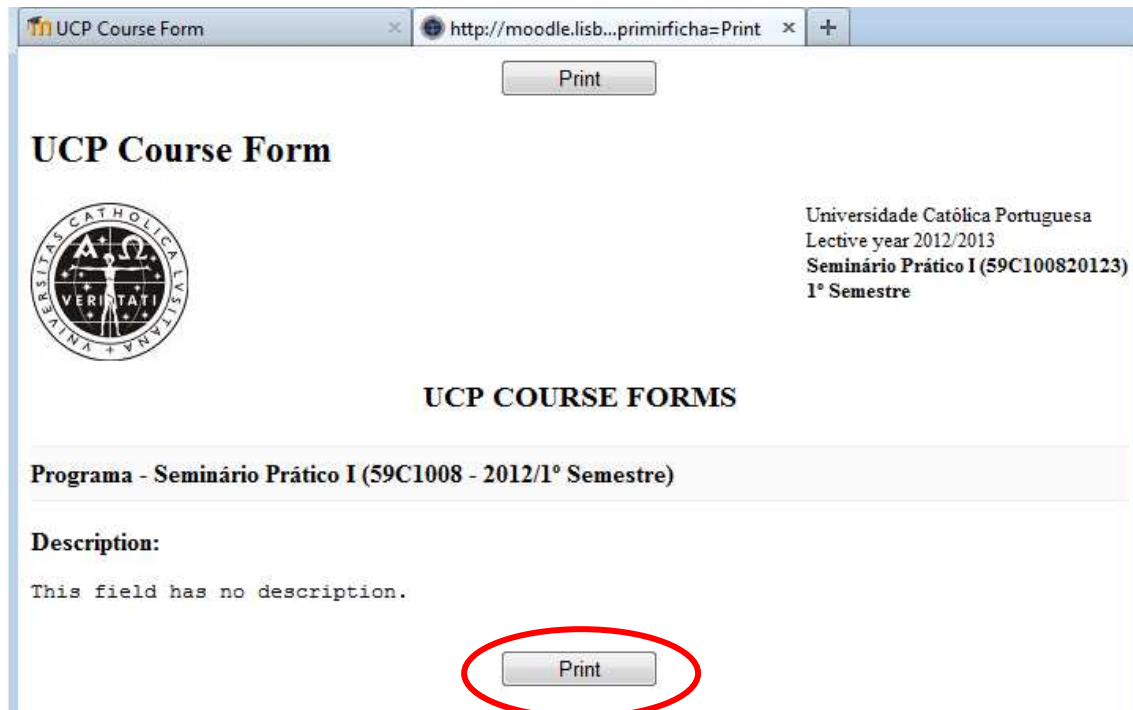
Pic. 66 – Printing UCP Course Form (curriculum)

6   Where to get more information

Official Moodle documents can be found on the platform webpage at: http://docs.moodle.org

You can access this address on the menu "**Links**", at the left upper corner of the platform (below Moodle icon):

Pic. 67 - Links Moodle.org