

“Moodle: Tips & Best Practices”

(Key takeaways from CLT Webinar 1: April 28, 2020)

Dr. Saba Butt and **Mr. Adeel Ahmad Aamir** shared tips for using Moodle for maximum pedagogical and instructional impact, while **Mr. Shakir Khurshid Gill** from ITS was available to respond to the technical concerns.

Mr. Adeel said that Moodle is a wonderful resource. It has many inbuilt tools that can be used to enhance student learning and engagement. He talked about three tools:

1. Wiki:

- It builds knowledge collaboratively. You and your student can do a collaborative task on Moodle
- It is a mini website in Moodle and all the participants in the class can edit it. My students are using it just like Wikipedia; a collaborative platform for knowledge sharing
- A wonderful resource to do group projects or to make group assignments
- Can be used for group lectures and notes
- Students can collaboratively write a book or a content
- Students can also add images, text captions and videos
- It can be used for brainstorming as well. You can put an idea there and then ask your students to give their ideas or input.

2. Forum: It can be used for class participation. It encourages discussion and helps to shape ideas

3. Surveys on Moodle (Poll): They help me know what students want. You can also use this to reflect upon your course by getting data from students about how the course is progressing

Dr. Saba talked about the ‘Best Practices’ which she is using during this time:

- **Open Book Quiz:** I give them material to study and then take their quiz. I structure their questions in a way that they cannot get the answers from the internet. It is a major advantage of Moodle that we can also include a picture, a URL, or a video in the quiz.
- **Big Blue (BB) Button:**
 - Video is directly uploaded to Moodle but we have to make sure that we turn on the recording option at the start of the lecture
 - Students can be made Moderators during an assigned group activity
 - Powerpoints can be shared. Any work which we do on it, students can see it live
 - White Board can also be shared
 - Interactive Whiteboard option is also present. Teacher and student can write on the same Board
- **Glossary:** We can add definitions for different terms to it. Audio or video files as a description of any terminology can also be added. Students can be added as Moderators to the Glossary so that they can also add to the Glossary

Mr. Shakir answered technical queries:

- **While using BB, there is a slight delay in uploading the video on Moodle:** There is a Compiler in BB. It compiles the video components and then transfers them to Moodle. That is why a delay of one to two hours occur
- **Can we download that BB Video or not?** No, there is no such option at the moment due to some technical aspects
- **About the Quiz**
 - As there is an internet connectivity issue with many students, so what an Instructor can do is to make the Quiz available for some hours (three to four maybe) and the student can solve that quiz when the internet connection is available. But as soon as the student starts the quiz, he/she will have e.g. 30 minutes to complete that Quiz.
 - **If a student is attempting a quiz, but disconnects due to the internet issue, will the current session be maintained?** If the disconnectivity remains for less than a minute, the session will remain, otherwise, the student has to start the Quiz again right from the beginning
 - **If a Quiz is open for three hours and the student can solve the quiz in three attempts, does that mean the Quiz is available for a total of 12 hours?** No, time period for which the Quiz is available is regardless of the number of attempts
 - Note: If you want to make the multiple attempts option available, then disable the 'Review Answers' option. If this option is enabled, the student will solve the quiz and can see the right answers after completing the Quiz, and then he/she can attempt the Quiz again
- **BB Button related:** Videos on BB Button can be accessed whenever the student has internet availability
- **Can we link our personal Email Account with Moodle?** Yes, any Email Account can be linked, not just FCCU's. Even multiple accounts can be associated with Moodle. This is useful for when faculty are uploading content from their personal Google Drive.
- **Can Google Drive be linked to Moodle?** Yes, it can be linked. Please see https://www.youtube.com/watch?time_continue=1&v=zAo6fred53c
- **Can we export Grades from Moodle to Excel?** Yes, we can but I will respond with the detailed process later on.
- **When we upload an assignment, can the student get notification about that?** Yes, through the [Push Notification](#) option on Moodle. It can even create the basic text for you
- **How can I draw organic structures on-screen on the Moodle page?**
 - Draw on paint and upload on Moodle
 - Whiteboard option in BB Button Live Session can also be used
- **Everytime I login, it asks for 'Reset Password':** Clear Browser Cache and then check
- **How can we write Mathematical questions or other languages on Moodle?** Moodle gives us an option to enter Mathematical Equations

Thank you Comments: There were a total of 8 'Thank You' comments.

Compliments for the Session: There were 2 Complimentary Messages.