

Using Moodle as an Instructional Tool

Learning management systems have been in use for long to deliver courseware, and popularize e-learning in educational institutions. These allow for effective and efficient management of teaching and learning tasks like creating, tracking, managing, and distributing learning materials in various formats In keeping with the latest technology trends. Having all student data in one centralized place helps to forecast the educational data, especially for student Learning Analytics. VR Office / CLT initiated the use of Moodle as the LMS for FCC in 2013-14. Moodle customization, in keeping with our campus's teaching and learning requirements, underwent many iterations. The latest version of Moodle (3.5+) was launched in 2018 and was customized further by CLT with the support of ITS.

Main Features of Moodle by Instructional Strategy

- It provides **Structure** to your course as you can organize your course sequentially as a weekly plan or topic-wise complete with your activities, quizzes, and deadline date. See '*Page. Lesson*'. See for a detailed tutorial on [Creating Lessons on Moodle](#)
- It allows for **Content Sharing** like '*Files, Folders, Books*'. You can also attach video links and recordings and other online resources. A detailed guide on [Content Sharing](#).
- Makes **Access to Data** easy, since your repository of resources is all in one place. See '*Glossary*'. Here you can store all your information, be it print, audio, or video.
- It allows for **Effective Communication** with students in multiple modes like '*Push Notifications*' and '*Messaging*'
- It also offers options for **Multiple Means of Student Engagement** like '*Polls; Chat; Discussion Forums*'.
- It encourages **Peer Learning and Collaboration Options** like '*Wiki*' (works like Wikipedia and all class can edit it)
- It makes **Assessment/s and Prompt Feedback** efficient and effective, like '*Quizzes*'; Moodle Assignments and [Turnitin Assignments](#)

Links for Moodle Tasks by Instructional Strategy

Tutorial for Basic Tasks: [Moodle Guide for Faculty at FCCU](#) can provide you the know-how of basic skills.

This Guide includes the following tasks

- Accessing your Courses (already on your Moodle account)
- Placing your syllabus (template embedded on the top right side of your Moodle account)
- Writing your Course Plan (week by week option)
- Putting up the list of students in your Moodle courses as per Empower registrations
- Adding Files on Moodle

- Creating a Book
- Creating a Page on Moodle
- Student View Option and related features
- Quiz
 - [Making a Quiz.](#)
 - [Uploading Quiz as a Word document.](#)
 - [Moodle Quiz Setting](#)
 - [MCQ Bulk Upload](#)
- Grading and Assessment
 - [Gradebook in Moodle](#)
 - [Assigning a letter grade](#) in Moodle
 - [Uploading Assignment Scores or Grades](#) on my Moodle Course Assignments.
 - Managing the [settings of the grader report](#) for your viewing
 - [Creating a rubric](#) in Moodle
 - [Moodle Powerpoint Narration](#)
- [Record online](#) lectures.
- [Create a Turnitin Assignment](#) please see page 9
- Send [Push Notifications](#) to Students
- Upload a video onto your account, not more than 160 MB) like any other content upload. For tips on [Creating engaging](#) video lectures
- Mobile App for Moodle, Please [see the complete Guide](#)
- For [password retrieval](#)
- For keeping track of [attendance](#) and participation
- Effective Use of [Moodle Forum](#) for various instructional tasks including discussion

[Big Blue Button](#)

Importing 'my Files' from Google Drive to my Moodle Course page: [click here](#) and [here](#). Video tutorial [here](#).

Email Accounts can be linked to Moodle, not just FCCUs. Multiple accounts can also be associated with Moodle. This is useful when faculty are uploading content from their personal Google Drive.

An alternate way to make a video of large sizes: FCC is a Microsoft campus, so you might have access to Microsoft Stream which allows files up to 50 GB in size. Be aware that the sharing video default on Stream is to make them available across your entire organization, and they can show up in Stream's browse videos feature for those in your organization.

- [Generate automatic captions and a transcript for your Microsoft Stream videos](#)
- [Microsoft Stream service](#)

For more information, check out Moodle FAQs [here](#).

Developed by CLT, FCC, 2020 from:

[Moodle for Dummies Cheat Sheet](#)

[FCCU Moodle Guide](#)

Includes Links of Resources developed by ITS at Forman Christian College