



Course Resources

2.2.2 TOPIC 2: COURSE RESOURCES

In order to add or edit resources (or activities), we need to make sure that editing is turned on. At the top on the right-hand side we have to click **Turn editing on**.

If the lesson already contains resources previously added, you'll notice that there are Edit buttons that appear next to many of these resources. Once your resources are added you have the option to edit them by clicking on the drop-down menu. Clicking on **Edit** we are allowed to edit the settings, like indenting the resource in the lesson page or hiding it so that it's not visible for students. It is possible to duplicate a resource, assign roles, or delete it.

At the bottom of each section there will be a clickable link titled **Add an activity or resource**. Once we click on this, a pop up will appear, showing the different activities and resources available to be added, including Assignments, Chats, Forums, Glossary, Quiz, Books, Files, Folders and many other things.

Moodle provides help and instruction on the platform as well. For each of these activities and resources it is possible to single click on them and get more information on how the work on the panel at the right side.

This way we get information about how we can create these resources and use them in our course.

Activities and resources are a powerful way to add customized content to our course to share with our students.

Using files and URLs

Moodle allows teachers to easily upload and share files such as presentations, videos, HTML pages, and more. For many of the files, they'll appear directly in the course interface. If the file is unable to be shown in the course interface, students will be prompted to download it. Let's see how to add files. First of all we will need to **Turn editing on**.

In the upper right, we can turn it on and scroll back down to click on **Add an activity or resource**. A panel with all possible Resources and Activities will open, we will have to double-click on **File**. A dialog box with resource settings will pop up and from here we can name the file and add a description if we'd like. If we want that description to appear on the course page, we need to click the checkbox below.

Clicking on **Select File** area we can navigate to our PC and select the presentation we want to add. Clicking on the word **Display** it is possible to adjust the appearance, for example whether or not we want it to be embedded, if we want to force students to download it, if we want it to open up in a pop-up, or whatever we want. Next we can decide if we want to show the size, the type, and some other things.

Below we can also decide whether or not we want it to be visible to students. It is necessary to click **Save and return to course** to make changes effective. To see how it will appear to students it is necessary to go to the top and **turn editing off**.

Be sure to consider your students' digital access. Students will need to have the correct program to open the files that you share. For instance, you may want to share PDFs which almost all devices can open, as opposed to a Microsoft Word document, in which the students would need to own and access Microsoft Word in order to open it.

URL is another way to provide resources to students. A URL can be added to show anything that's available online. For example, we can add a URL to a website that students can use as a resource. Again it needs to **turn editing back on**. Click on Add an activity or resource, scroll down and select URL, all the way at the bottom. It will ask to give a title and a description. Below we can enter in the URL. It just needs to copy that URL from a web browser and paste it. For appearance, we can choose to appear in a pop-up. Click **Save and return to course** to save changes and **Turn editing off** to see how it will appear for students.

Using labels

Labels are an important resource on Moodle as they allow to quickly add text, images, multimedia, even embed HTML code on our course page. We can use labels to deliver resources such as audio or video files which students can then watch directly from course web page. Let's say we want to add a quick video that we'd like our students to watch. In order to do this, we first need to **Turn editing on** in the upper right corner. Then we have to navigate down to click on **Add an activity or resource**.

From here, scroll down to RESOURCES and double click on **Label**. It provides us with a text editor and inside is where we can create the label that we want to appear. On top of text area there are icons of the media we can insert, click on the button that allows inserting a video. A popup dialog box will appear and all it needs is copying a YouTube URL we want to add, then click **Insert media**.

You will see, a blue description because it represents a link to that URL. Below we have one more setting: we can decide to Hide this, or to Show it and make it visible to students.

Click on **Save and return to course** to save changes. A new video will appear on our course page. In order to see it the way that students will, we need to **Turn editing off**.

If I want to move it, say to the top of the section, I need to first turn editing back on, and then grab the icon with four arrows and drag this to the top.

Labels are not just video, also images or audios or other medias can be added to our course page in the same way.

Creating pages and books

Besides sharing files and links as resources, we want to customize our content even more, and tie several resources together.

We can create pages and books on the Moodle platform and use them in your course.

Pages allow you to add text, links, images, audio, video, and even embed HTML code. By using the Text Editor, we can create one single resource as a page. To build a page you first need to **Turn editing on**. A Page is a resource, so once again we have to click on **Add an Activity or Resource**.

On the panel that appears on the screen double-click on Page. The first thing we need to do is to title our page and if we like, leave a description. Below, we have the area where we can enter our page content. This is the Text Editor where we're actually going to create our whole page.

Below that text, we can decide to add a YouTube video, so we have to click on the insert media button, get the URL to the video and copy it in the edit box. We can also enter some more text if we want it to appear after the video.

Below this we can insert one more video or other media, so we can reiterate the same procedure until we have added all the content we think our page should made of.

Let's **Save and Return to Course** to make Moodle accept changes.

Turn editing off, we can click on our page to bring it up within the Moodle platform.

However, if we want to include a large amount of text with media files embedded, Pages will become too crowded and difficult to load. In this case, it is better to create a Book. Books allow us to create pages and organize them into chapters and sub-chapters for students to navigate. They're obviously more time-consuming to design, but can act as a great resource once created.

To add a book, we have again to add a resource, but this time we will double click on Book.

We can title our book and give a description. In the appearance section, we can choose whether we want our chapters to be formatted by numbers, bullets, or if we just want them indented. We can also choose a navigation style through images or texts.

Let's **Save and Return to Course** to make Moodle accept changes.

At this point we really haven't added anything to the book yet, but on our course page we will see that a book resource has been created,

Clicking on it Moodle gives us the opportunity to design a new page that will constitute the first chapter of our book. The way we make this page is exactly the same we have seen for Page creation. However, when we save a page, you'll notice on the left-hand side that a block is created.

It is called **Table of Contents** and it shows our first chapter.

Now, in order to add another chapter, which essentially is just linking another page, we can click on the plus button on the right-hand side. It now gives us the option to create a second page/chapter for our book.

This is a great way to organize our pages together in a very systematic way to be delivered to our students.

Organizing resources in folders

In our Moodle course, if you begin to add too many files to a section, it can become cluttered and overwhelming for students to use. So if for some reason you have a large number of files that you'd like to share, for instance, PDF files, you can use folders within Moodle to organize them. Let's **Turn editing on** and **Add an activity or resource**.

In our resource panel let's select Folder. We will be requested to name the folder and give a short description of what it will contain, this is very important to give students a hint on what they would find in this folder. We can also choose to display that on the course page or keep it hidden for the moment, but most of all we have the possibility to click in the Content area to add documents. We will be allowed to browse our pc, server or even add a URL to reach the PDF we want to add in our folder.

We have the ability to give a name to our PDF in the Save As area, then click on **Upload this file**.

You will see that file has now been added in the Content area. To add another PDF we have to choose the Add file button on the left-hand side. It is highly recommended to give these files clear names so that students know exactly what they are.

Once we have entered all PDF we want our folder made of, let's click on **Save and return to course** to save changes.

Let's **Turn editing off** to get how students will see it. You will notice that there is a folder with a description below. If I click on the folder, it will bring up the articles, or files that exist inside of there. When students click on these, they will start a download in order to access them.

It is recommended to use folders in your sections if you have many files that you want to share. They can help to keep it organized and make the page easier to navigate as well as easier to load.



We can click on the user name and his/her profile will open together with the Send Message button to forward a direct message, the same way we have seen for sending messages.

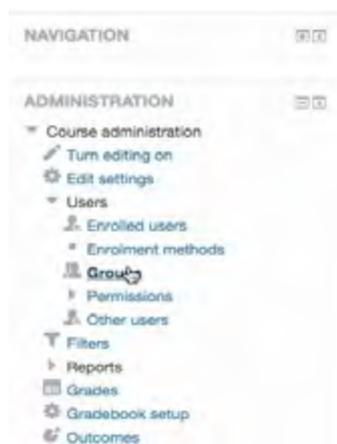
This is a great way to find out who's online at the current time in our course and open a direct instant channel of communication.

Managing groups

There may be times that a teacher needs to organize students into groups. Moodle platform offers an easy way to create groups.

In order to do this, navigate to the **Administration Block**, on the left-hand side.

From select **Users**, and then **Groups**.



We have the ability to

- **Create Groups**
- **Auto-Create Groups**
- **Import Groups** (from another location)

Clicking on **Create Group** we are requested to name it.

We can also give a group ID number as well as a description. Moodle offers also the possibility to create an enrollment key for students to be able to enroll into the group.

We can also add a picture to represent the group.

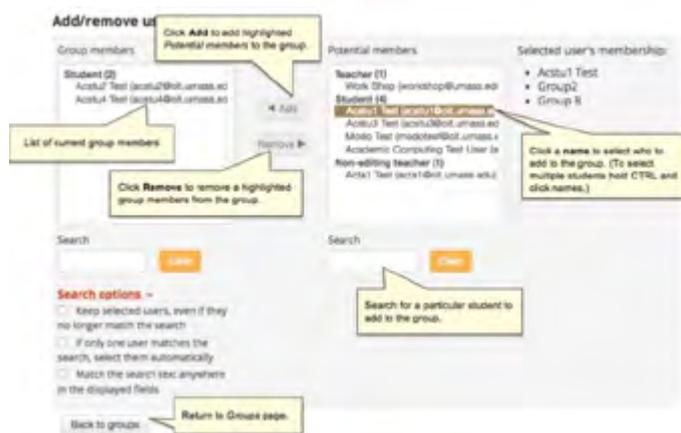
A screenshot of the Moodle 'Create Group' form. It includes fields for 'Group name', 'Group ID number', 'Description', and 'Enrollment key'. There is a 'New picture' section with a 'Choose a file' button and a 'Maximum size for new file: 2MB' limit. A blue arrow icon indicates where to drop the file. At the bottom, there are 'Save changes' and 'Cancel' buttons. A note at the bottom states 'These are required fields in this form.'.

When done **Click Save Changes**.

However, there aren't any members yet in the group. In order to do this, on the right-hand side, scroll to the bottom, and click on **Add Remove Users**.



Moodle will generate a list of all students who are enrolled into the course. From here, we can click on students. And if I hold down the command or control button, I can select multiple students.



When done, click on **Add**. It will now add these students into that group.

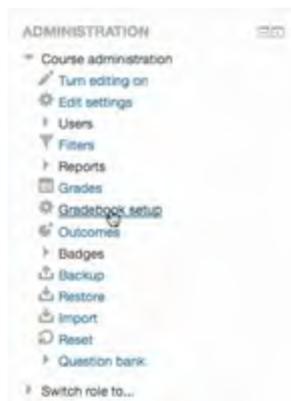
When finished, go to the bottom and click **Back To Groups**.

Working with gradebooks

Moodle offers a great tool to manage gradebooks.

Here we learn how to set up a gradebook for our course.

First, we need to access the gradebook. On the left-hand side, under the **Administration Block**, click on **Gradebook Setup**.



In Moodle, when we create an **assignment** or **quiz** that is worth points, it's automatically populated into the gradebooks. So you'll probably notice there are already assignments which appear in the Grades area.

If we click on one of the assignments, we get more information.

First, we can see the assignment. Down below we can see the **Grading Summary**

Essay #3

Visible groups: All participants 1

Grading summary

Participants	15
Submitted	12
Needs grading	11
Due date	Tuesday, August 22, 2017, 12:00 AM
Time remaining	9 hours

[View all submissions](#) [Grade](#)

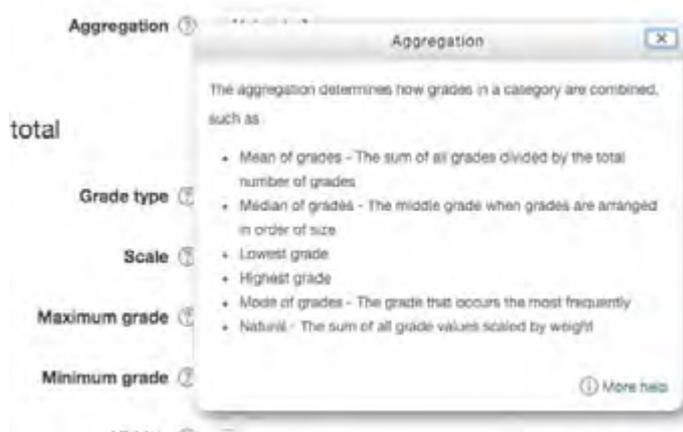
We can see the participants, how many submissions, the due date, as well as the time remaining. If we want to, we can click here to **View all submissions** and **Grade** them.

Below this we can see the **Submission status**. This is what the student will see from their perspective.

Notice that although we have already assignments, we don't have any grade categories yet. In order to add a grade category, I'll click the button on the bottom called **Add category**.

Moodle requires teacher give the category a name.

As **Aggregation** we have a number of choices like Mean of grades, Median of grades, Lowest or Highest grade. Default value is Natural, which means the sum of all grade values are scaled by weight.



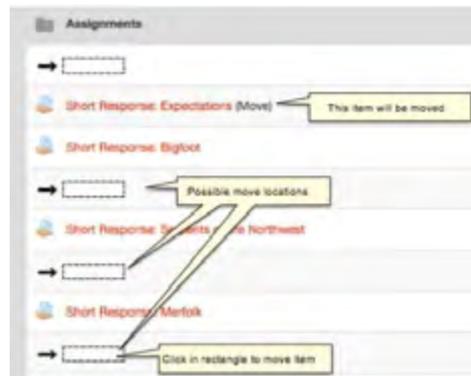
Now depending on the setting that you have, you may be able to adjust some of this information, which includes the **Maximum and Minimum** grades, the **Grade Type**, and whether or not you want it to be **Hidden, Locked**, and **Weight** adjusted.



Click on **Save changes**, and a category is created.

Assignments	0.0	-	Edit -	All / None
Assignments total		0.00	Edit -	
Course total		20.00	Edit -	

Categories are needed to group assignments or quiz or other types of tasks that teacher wants to weight homogenously.



of it. Then Moodle will ask where we want to move it to.

Click any of the dashed rectangles to move the item to that location. The page will refresh showing the item in the new location

If we do not change it all different categories will be equally weighted. That means that if we have Category 1 and Category 2, grades for the assignments contained in both categories will count 50%.

If we want to change this, say for instance that I wanted Category 1 to be only worth 25% of the grade, when we click **Save changes**, the percentage for Category 1 will be adjusted to 75%, so the sum of all categories total 100%

Name	Weights	Max grade	Actions
Sports Promotion/NE (MG—395-900, 1718-SP)			
Quizzes	5.0	-	Edit
Quiz 1, Chapter 1	<input type="checkbox"/> 18.667	5.00	Edit
Quiz 4, Chapter 7	<input type="checkbox"/> 18.667	5.00	Edit
Quiz 5, Chapter 8	<input type="checkbox"/> 18.667	5.00	Edit
Quiz 6, Chapter 10	<input type="checkbox"/> 18.667	5.00	Edit
Quiz 7, Chapter 11	<input type="checkbox"/> 18.667	5.00	Edit
Quiz 8, Chapter 12	<input type="checkbox"/> 18.667	5.00	Edit
Quizzes total		25.00	Edit

What if we want to add a grade for something that wasn't completed in Moodle? This isn't a



problem. Simply click on **Add Grade Item** at the bottom.

Here we can enter the information. Let's say for instance, we want a "Research papers" assignment.

We can choose what type of grade I want it, for example we set it as **Value**. We set it to be worth 100 points, and then we have to decide the category we want it to be placed in. We can assign to existing categories or we can keep it General, because ideally we'd like to create a Research Papers category that I would put that in.

When over click **Save Changes**.

Grade item

Item name

Grade type

Scale

Maximum grade

Minimum grade

Hidden

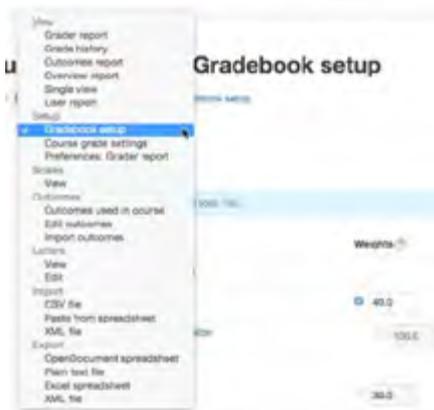
Locked

Then we'll have to create a new category (Category 3) to hold the new assignment and we'll have to weight Category 3. If we decide that Category 3 is worth 50%, other 2 categories will have their weights adjusted accordingly, so that we total 100%.

Categorizing gradebooks

In the previous section, we have seen how to set up the Moodle gradebook. Now, we're going to take a look at the **Grader Report** and **User Report**.

On the main page for the **Gradebook Setup** there's a dropdown menu at the top. Clicking on the dropdown menu, we can see that there are a large number of options we can choose. We even have the ability to export our gradebook, and then import it into somewhere else, or we have the ability to import a CSV file so we can import grades from somewhere else into the Moodle platform. We will focus on at the **Grader Report**, which is at the top, and the **User Report**, which is a few options below it.



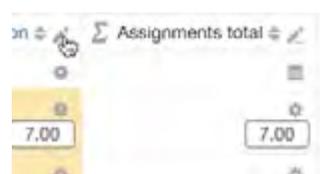
Let's click on **Grader Report**. Here we can see that all the students in our course have been automatically populated into the gradebook. In the columns at the top we have the different assignments that count for points in the gradebook. Some things on Moodle, such as quizzes, will be automatically graded and entered into the gradebook. Other assignments, such as papers turned in by students, can be graded and given feedback within the student's assignment. Once the teacher has assigned a grade for it, the grade will be populated into the gradebook. At any time, if we want to manually enter a grade, or if we need to override an existing grade, we can do that as well.



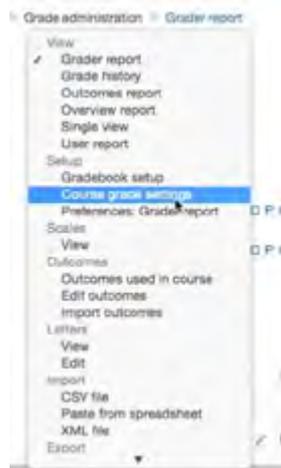
The image shows a screenshot of the 'LAE Grader Report' in Moodle. It displays a table with columns for 'User', 'Assignment', and 'Grade'. The table contains several rows of student data, with some cells containing numerical grades and others containing icons for editing or deleting. The interface includes navigation tabs at the top: 'View', 'Compare and sort', 'Scale', 'Letter', 'Export', 'Export', 'Settings', and 'Go preferences'.

First we'll **Turn Editing On** at the top and we'll see that all of these different grades open up and we're able to go in and enter them manually. When we're done, we'll click save changes, and the grades will be updated.

If we click on the edit icon, next to one of the assignments, it allows us to make some changes as well as to leave feedback or override a grade, and look at the top we have the ability to select a single user and at his grades individually.



Now finally, I want to navigate back to the main page of grade setup, and at the top I'm going to navigate to **course grade settings**.



On this page we can adjust some of our settings. First we can select the aggregation position which means do we want our students' overall grade to appear first, in the beginning of their grades, or at the end.



Down below this we have quite a few more options and there are a ton of different settings you can have within the gradebook.

A teacher can customize this, so it fits your course the best, and if we have doubts on some of these individual things, we can always use the inline help.

At the bottom, for the **User Report**, we can choose what we want to show to students on that user report. Showing every single information can be overwhelming, so it is better to have a look at it and simply show the data we judge essential like the feedback and the grades. Every item can be shown or hidden according your choice in the dropdown menu.