

Using Moodle

*Teaching with the Popular
Open Source Course Management System*



Jason Cole

O'REILLY®
COMMUNITY PRESS

moodle

Table of Contents

Preface	xiii
1 Introduction	1
What is a Course Management System?	1
Why Should You Use a CMS?	3
What Makes Moodle Special?	4
Free and Open Source	4
Educational Philosophy	5
Community	5
Feature Comparison	6
2 Moodle Basics	7
Getting Started	7
The Moodle Interface	8
Languages	9
Moodle's Help System	9
Creating an Account	10
Editing Your User Profile	11
A First Look at a Course	15

Course Formats.....	19
Editing Mode.....	25
Adding Content to a Course.....	29
Summary	31
3 Creating and Managing Content	33
Adding Content to Moodle	33
Compose a Text Page	34
Adding a Web Page.....	35
Window Options.....	36
Create Link to File or Web Site	37
Uploading Other Documents	37
Adding a Directory	39
Creating Links to Other Web Sites	40
Parameters	41
Managing and Updating Your Content	42
File Area Tools	42
Tracking Versions	44
Effective Content Practices	45
File Formats.....	45
Reducing File Sizes	47
Creative Content.....	48
Summary	50
4 Using Forums, Chats and Dialogues.....	51
Forums	52
Forum Options.....	53
Managing Forums.....	58
Effective Forum Practices	60
Creative Forum Uses	61
Chats	63

Creating Chats	63
Using Chats	65
Effective Chat Practices	66
Creative Chat Practices.....	66
Dialogues	66
Creating Dialogues	67
Using Dialogues	68
Effective Dialogue Practices	69
Summary	69
5 Quizzes.....	71
How to Create a Quiz.....	72
Creating the Quiz Body	72
Creating Questions for a Quiz	74
Importing Questions	84
Adding Questions to a Quiz	85
Managing Quizzes.....	88
Effective Quiz Practices.....	90
Quiz Strategies	90
Creative Quiz Uses.....	91
Quiz Security and Cheating.....	93
6 Workshops.....	95
How to Create a Workshop.....	96
Adding a Workshop.....	96
Creating Scoring Guides.....	99
Uploading Example Assignments	103
Managing Workshops	105
Workshop Phases	105
Effective Workshop Practices	111
Creative Workshop Practices.....	112

7 Assignments and Exercises.....	115
Assignments.....	115
How to Create an Assignment.....	116
Managing Assignment Submissions.....	117
Effective Assignment Practices.....	119
Exercises.....	120
How to Create an Exercise.....	120
Managing Exercises.....	122
Effective Exercise Practices.....	125
Summary.....	125
8 Journals.....	127
Creating Journals.....	128
Managing Journals.....	130
Effective Journal Practices.....	132
Journal Basics.....	132
Creative Journal Practices.....	133
Summary.....	135
9 Glossaries.....	137
Creating Glossaries.....	138
Using the Glossaries.....	140
Adding Entries.....	141
Glossary Categories.....	143
Autolinking.....	143
Importing and Exporting Glossaries.....	144
Commenting on Entries.....	145
Printing a Glossary.....	145
Effective Glossary Practices.....	145
Glossary Basics.....	146
Creative Glossary Strategies.....	146

Summary	147
10 Lessons.....	149
Creating a Lesson.....	150
Managing Lessons.....	155
Effective Lesson Practices	155
Branching Quizzes	155
Flash Cards.....	157
Creative Lesson Uses	158
11 Wikis.....	161
Creating Wikis	162
Managing Wikis.....	164
Creating Wiki Pages.....	164
Administering a Wiki	167
Effective Wiki Practices.....	169
Wiki Basics.....	169
Creative Wiki Practices	169
12 Grades and Scales	171
Using Grades.....	172
Adding Manual Assignments	172
Downloading Grades to a Spreadsheet.....	173
Creating Scales.....	174
Effective Grade and Scale Practices.....	175
Grade Practices.....	176
Scale Practices	176
13 Managing Your Class.....	177
Managing Users	177
Adding Students and Teachers	178
Removing Students.....	179

Managing Enrollment.....	179
Student Groups.....	180
Backups.....	182
Restoring and Copying Courses.....	183
Logs	185
14 Surveys and Choices	187
Creating Surveys.....	187
Administering Surveys.....	189
Creating Choices.....	190
Administering Choices.....	191
Using Surveys and Choices.....	192
15 Putting It All Together	193
What is a Learning Environment?.....	194
Course Design Patterns	195
Introductory Survey Courses.....	196
Skills Development Course	198
Theory / Discussion Course.....	199
Capstone Course.....	200
16 Moodle Administration	201
Configuration	201
Site Variables	202
Site Settings.....	206
Themes	207
Module Settings.....	207
Blocks	207
Filters	207
Backup	209
Editor Settings.....	210
Users	210

Authentication	210
Add and Edit User Accounts	211
User Roles.....	212
Courses.....	214
Creating Course Categories	214
Creating Courses	215
Logs	215
Index.....	217