Adding content to the Neale-Wade VLE

www.nwvle.net

Why bother?

- Put homework online for students & parents
- Remove excuses for students
- Add course overviews
- Share course / project deadlines
- Provide weblinks and other useful resources
- Establish an online presence for your subject
- Integrate rather than replace existing content
- Enhance existing learning materials
- Provide screencasts – online guidance
- Potentially more efficient – ways of assessment
- Allow students to submit work online
- Extend learning further – debates, wikis + blogs
- Add multimedia to engage and enthuse students
- Track student progress

It makes learning and teaching more effective

What should I do?

If you've used Moodle before, please use this session as a chance to refresh your skills or ask for some guidance. In fact the one issue most colleagues have is time. Use this time to play around with Moodle to see how it can be useful for you and your subject.

So it is more....

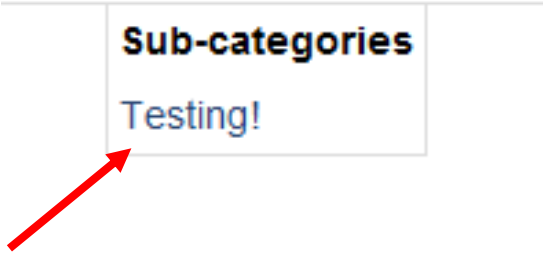
What do you want to do?

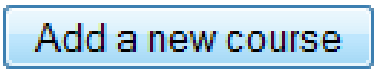
There are four parts to this guide – have a brief look and jump to the section you feel is most appropriate. Alternatively, ignore this guide completely and play with the system - completely up to you.

Initial setup	Setting up a course for you to experiment with (unless you've already got one)
Adding resources	Adding materials to your course including worksheets, presentations & weblinks
Adding activities	Experimenting with the more advanced features to get students involved
Enhancing courses	Some suggestions how to make the courses more appealing and interesting for students.

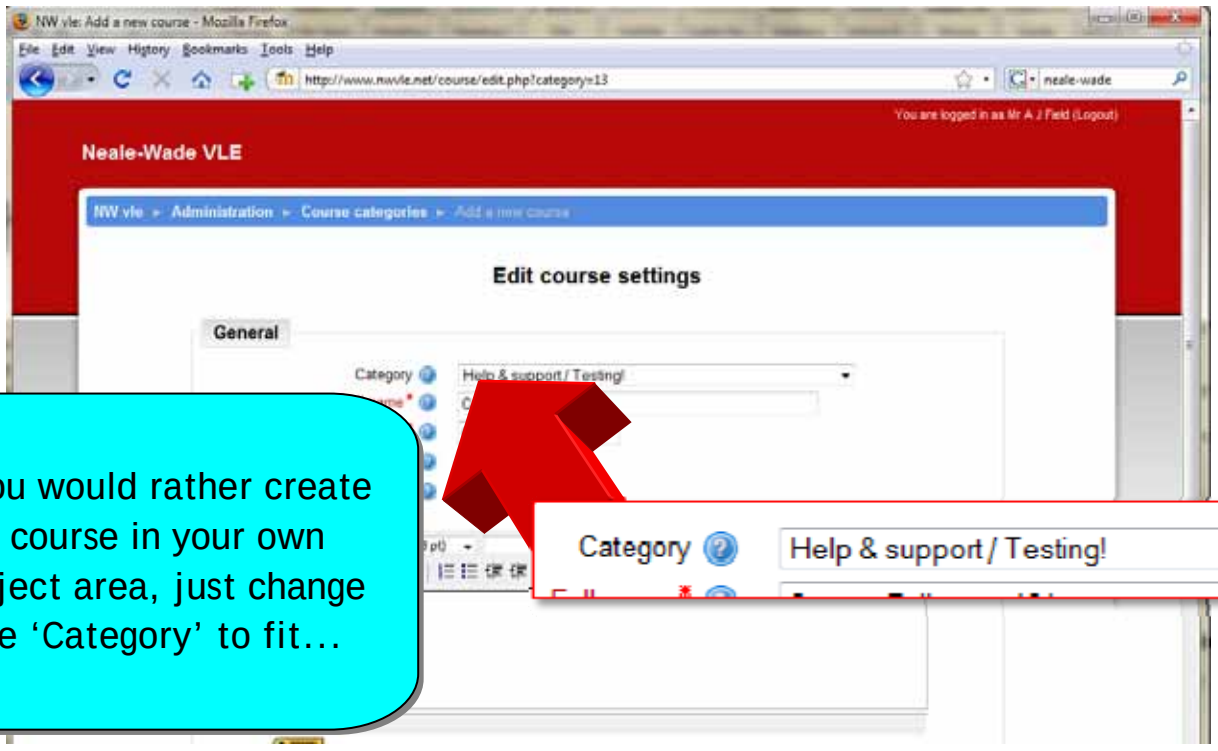
Initial setup

- You need a login and password to access Moodle – if you don't have these, or you've forgotten details, plus just ask.
- Login and look in your subject area. Are there any courses there?
- If you haven't used Moodle before, it would be a good idea to play setup a test course and experiment.
- Click the 'Help and support' section on the Neale-Wade VLE:



- Click the link near the top that says 'Testing'
- Near the bottom of the page, click on 

- The screen will change to something that looks quite complex:



If you would rather create a course in your own subject area, just change the 'Category' to fit…

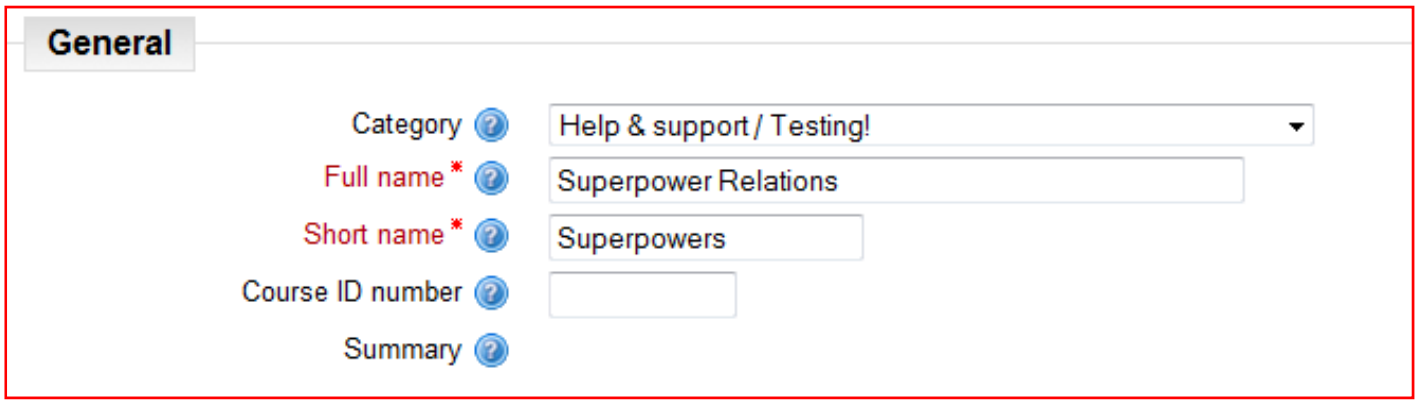
Even though it looks complex, work through the guidance below:

Moodle has many different options but this doesn't mean you have to use them all.

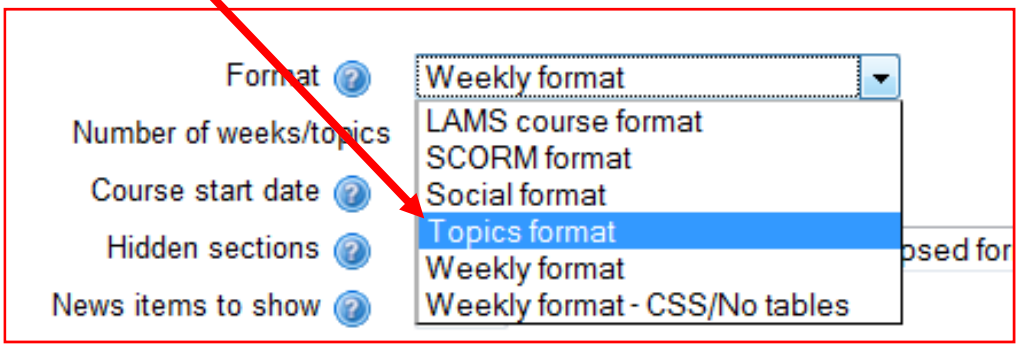
Once you've worked through the basics it does get straightforward – honest!

- In the 'Full name' box, type the name of a course or topic you want to cover e.g. "Superpower Relations"

- In the 'Short name' box, type a shortened version e.g. "Superpowers"

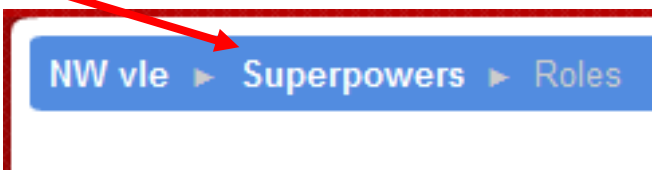


- Look lower down for an option saying 'Format' - change this so it says '**Topics format**'



- Scroll to the bottom and select '**Save changes**'

- Your screen will change and you'll see options to 'Assign roles'.
- Just ignore all this for now.
- Look at the blue bar near the top - click on 'Short name' (the name you set a few steps ago).



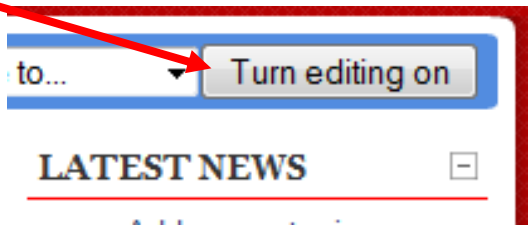
If you've successfully followed the steps, you've now created your course. It should look something like this:

Adding resources

For this section you need a course to edit. This could be a brand new blank course or an existing course that needs to be updated.

If you need help setting up a course, use the previous 'Initial setup' guidance.

- Click on the button '**Turn editing on**'

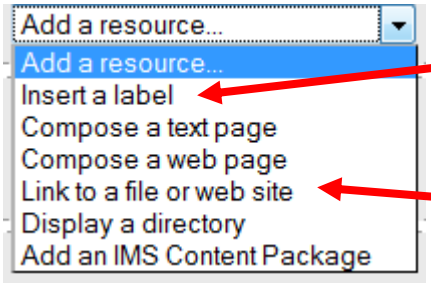


- The whole screen will change - and start looking a bit scary.

Think about what you want in your course

- Add a course overview for students & parents?
- Upload resources for home or project work?
- Add links to websites?
- Setup a series of lessons?

All these can be setup using the 'Add a resource' drop-down:



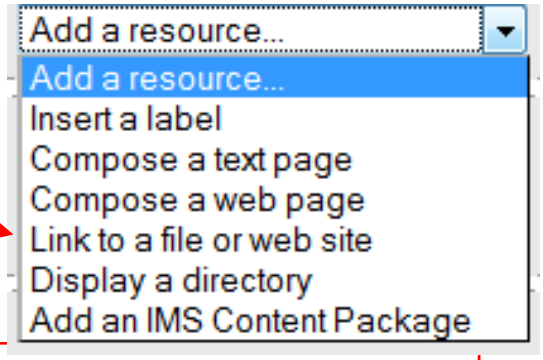
Use **insert a label** to add text and images directly to your page

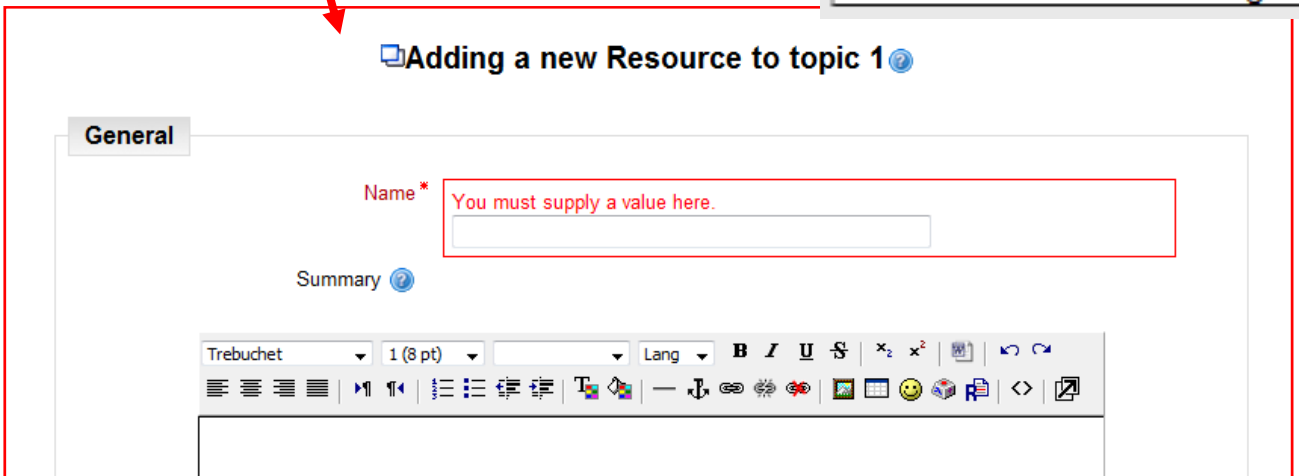
Use **link to a file or website** to upload a resource or add an internet link

The best way to learn how to do this is just to experiment and play around with the options.

Get started by adding a single resource

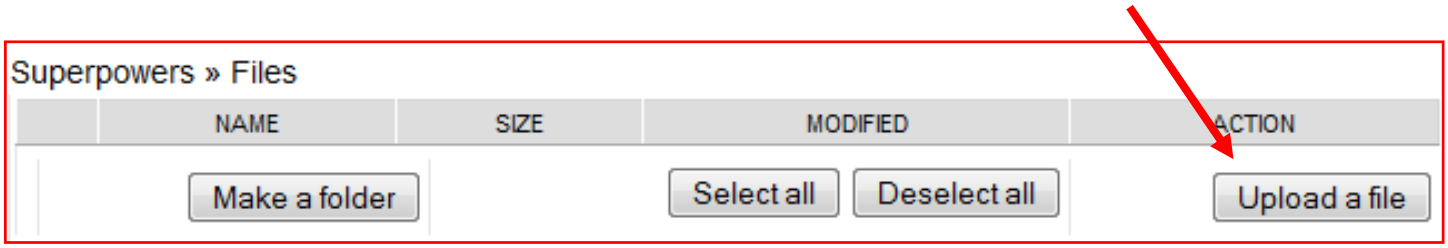
- Click on the '**Add a resource**' drop-down link at the top of your screen.
- Select '**Link to a file or web site**'
- The 'Adding a resource' screen will appear:



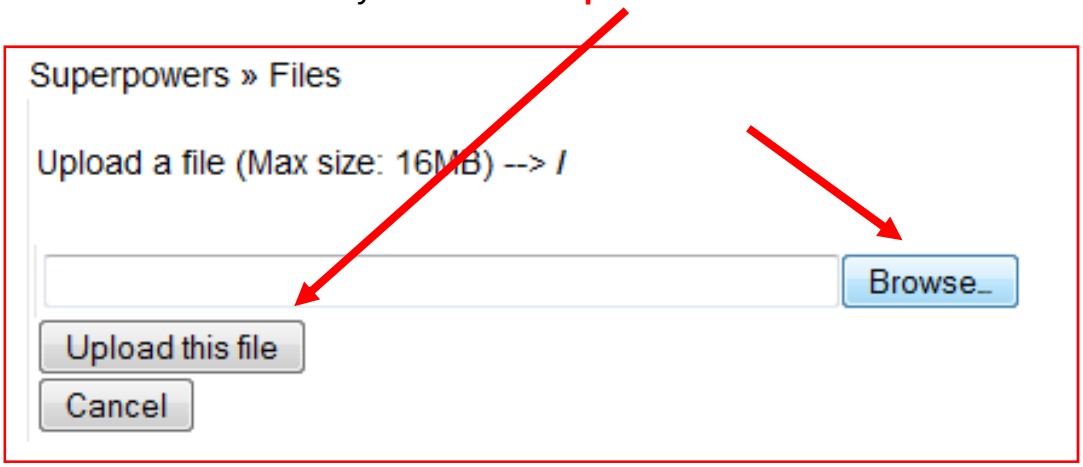


- Type a name for your resource in the '**Name**' box e.g. '*Yalta homework*'
- Use the '**Summary**' to type a short summary e.g. '*1st homework for Year 11*'
- Click on the '**Choose or upload a file**' button

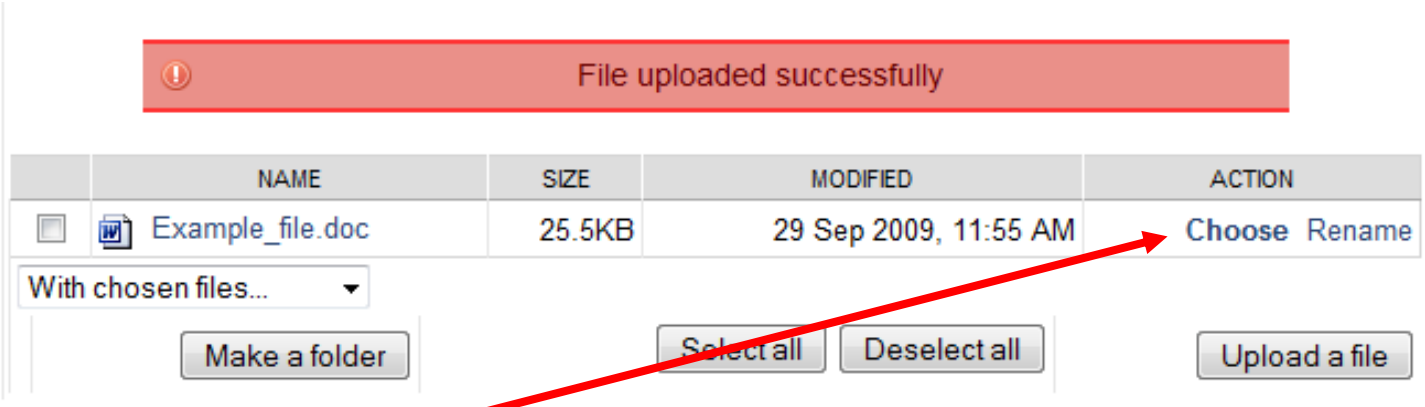
- A new window should appear - here, you should click on the '**upload a file**'



- Use the **Browse button** to find and upload a file that you could use as a resource. Make sure you click the '**Upload this file**' button.

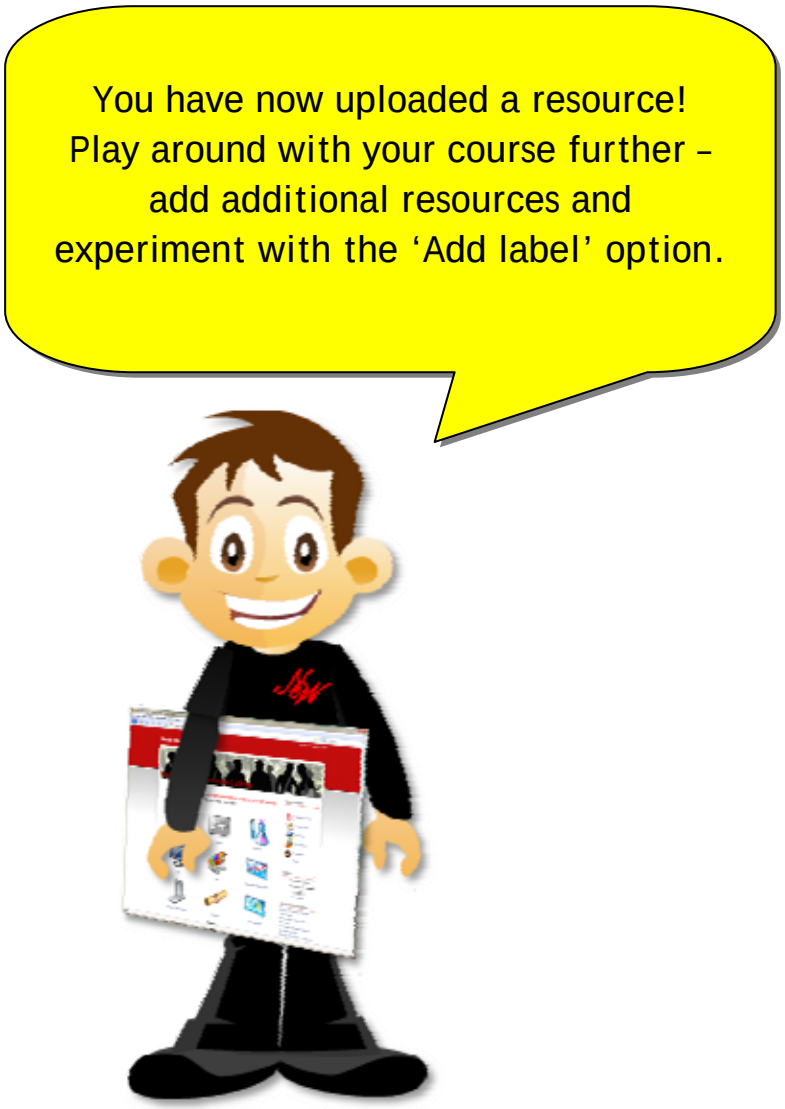


- If everything has worked, you should see your worksheet / resource listed on the screen:



- Select '**Choose**' to choose your resource

- Your screen will change back to show the '**Add a new Resource**' page.
- Scroll down to the bottom of the screen and select '**Save and return to course**'

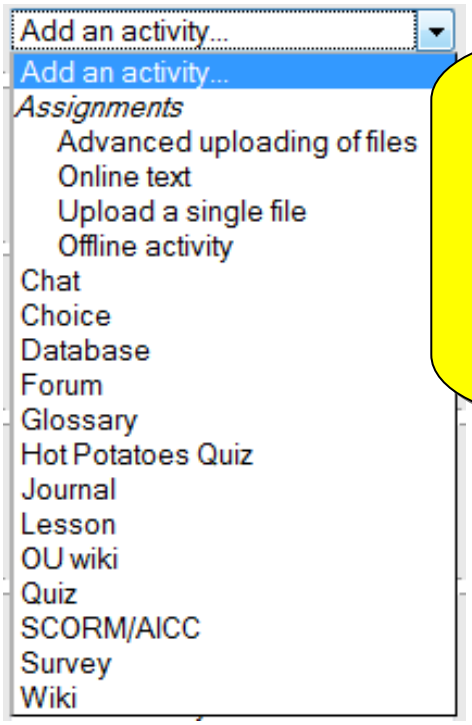


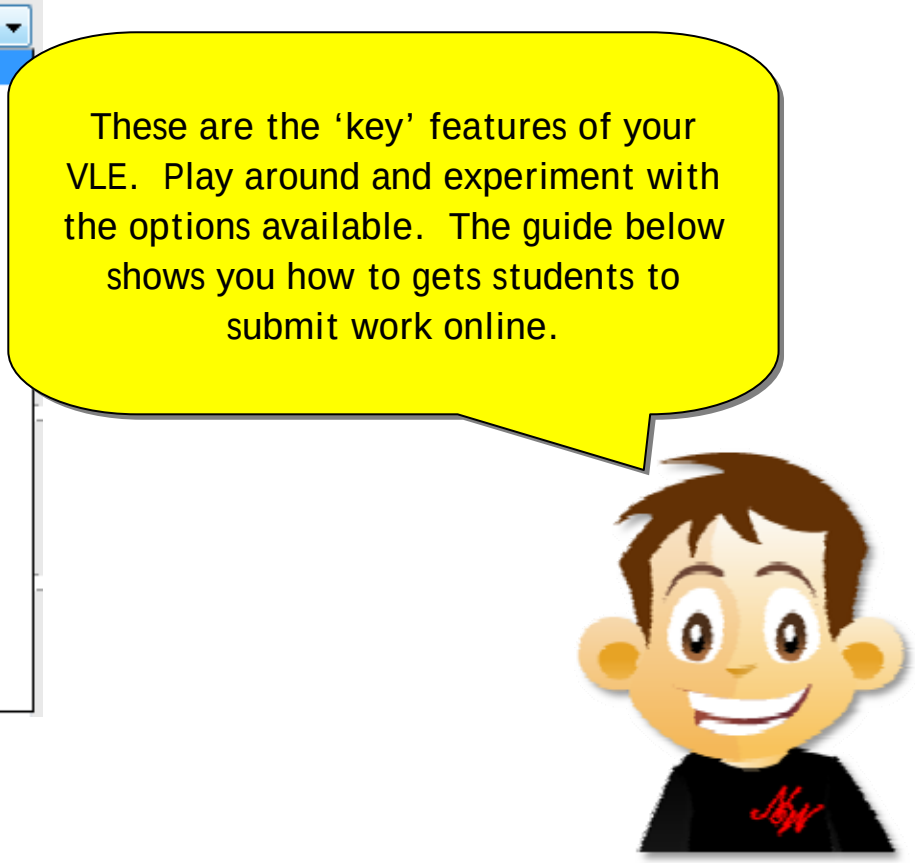
Adding activities

The next level up from adding resources such as weblinks, worksheets and presentations is to get students involved in activities.

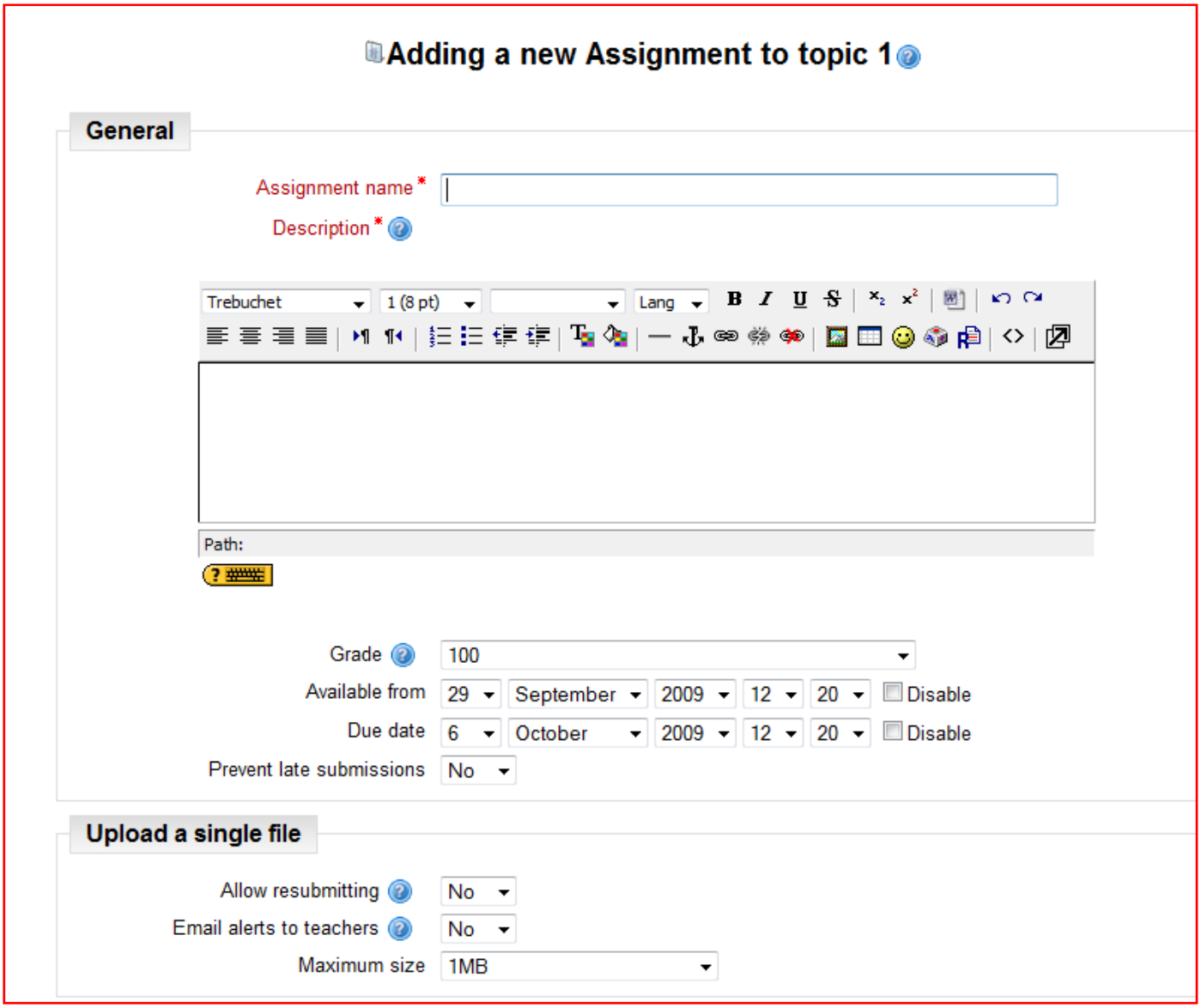
The main aspect is encourage students to login to the VLE and participate – submitting resource, sharing ideas and getting involved.

The previous section covered the 'Add a resource' drop-down – in this section you will use the 'Add an activity…' drop-down box:



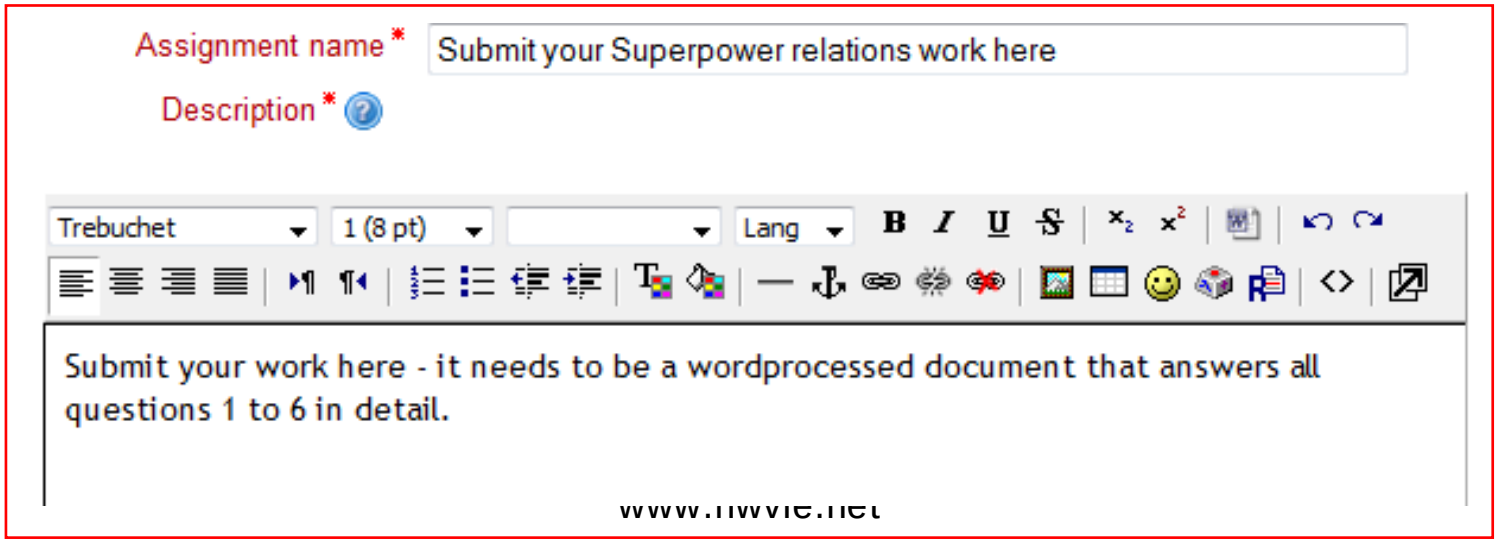


- Select '**Upload a single file**' from the 'Add an activity…' drop down.
- The 'Add a new Assignment' page will appear:



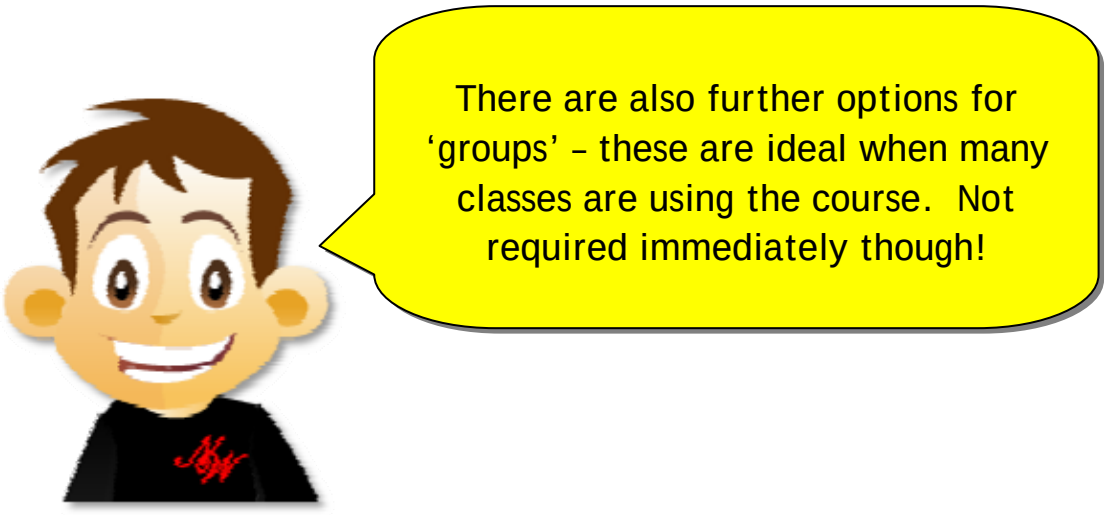
- It is worth taking care with the name – this is because the name is also used as the link for students to click. Thus it is better to call an Assignment '**Submit your ....**' rather than just the name.

- Add your '**Assignment name**' and then a '**Description**' (the description is shown to students before they submit their work:

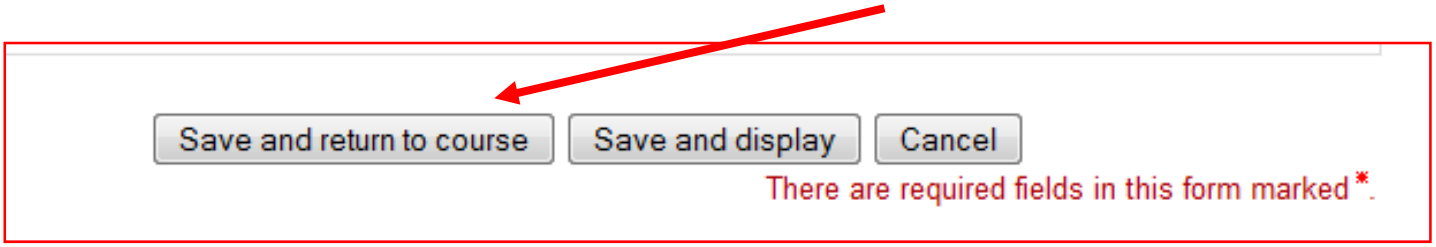


- You can set the '**Available from**' and '**Due date**', plus decide whether you want to allow late work to be submitted.

- It is worth keeping the '**Maximum size**' setting down to something like **2mb** to encourage students to optimise images and keep file sizes down. Larger files are permitted but best used when students really need to.



- Scroll down to the bottom of the screen and select '**Save and return to course**'



- If all has gone well, you have now given your students the ability to submit work to your course.

- Students will only see the 'submit' option if they are 'enrolled' in your course (this means they've logged in and have joined the course). New courses are set to do this automatically.

Enhancing courses

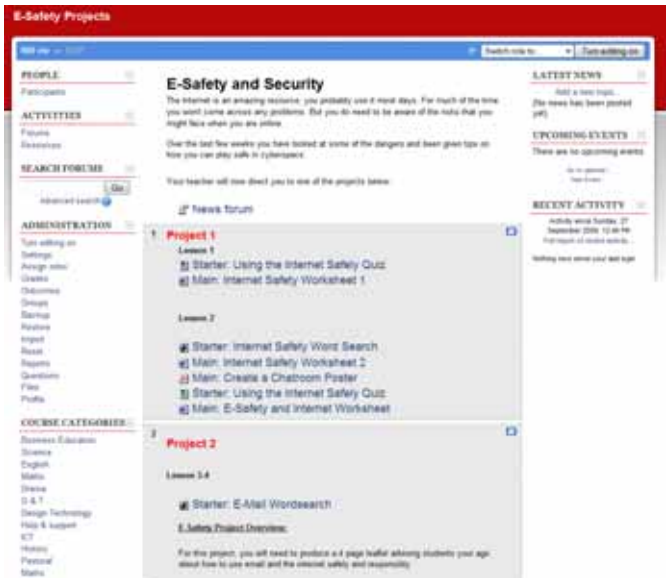
Finally, if you're confident in adding resources and activities, you need to move onto actually enhancing your courses.

This section helps you improve the presentation of courses to make them more attention grabbing and interesting for students.

A basic Moodle course does actually look a bit grim ☹

However, Moodle is **extremely** flexible so you can easily upload images, add in multimedia (such as videos, animations or learning quizzes) and change the look of the whole thing.

Make sure **editing** is turned **on** and experiment with some of the following suggestions:



Try removing some of the blocks on the right and left – click on the small red cross. [They can always be added again using the 'blocks' drop-down]	Use images to break up your text. Add images using the 'Add resource' > 'Insert label' option. Images & graphics are essential.
Make use of different sized text and colour. Experiment to see how different text and colours can bring a course alive.	Make even more use of labels – add additional text or even just use them to space elements out further.

Add Web 2.0 multimedia – a huge variety of options here – google maps, scribd.com presentations – most aspects of Web 2.0 can be embedded	Add games and quizzes using your ContentGenerator.net software – generate the Flash (.swf) file and upload it to your course.
Go to YouTube.com and search for '**What can Moodle do for you?**' – watch the video by the MoodleFairy, showcasing how she uses a variety of activities to enthuse and engage students.	

There are many websites that can offer additional help and guidance.

Try the following for ideas:

www.moodle.org	*the official Moodle site*
www.moodleblog.org	*excellent Moodle blog full of suggestions*
www.effectiveICT.co.uk	*my own site with a forum to post and share ideas*

Moodle drop-in sessions every Wednesday after school.

No pressure, but come along for some help and support – or just come along to spend some time updating your online materials.

www.nwvle.net