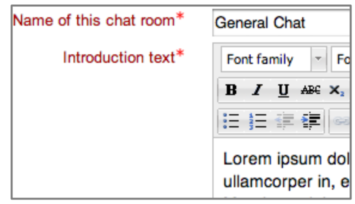
Chat Activity

The Moodle chat tool allows communication between instructors and students in real time. Unlike in discussion forums, which are a means for asynchronous communication, online chat sessions need everyone to be logged in at the same time in order to communicate.

Creating Chats

1. Click the **Turn editing on** button.
2. Click on the **Add an Activity** drop-down menu in the specific module and select *Chat*.
3. In the adding a new chat page, give the chat room a **Name** and provide directions on how to use the room in the **Introduction text** box. ❶
4. Set the time for the initial chat session in **Next chat time**. This create an event in our calendar.
5. The **Repeat sessions** options available for a chat session are as follows. ❷
   - *Don't publish any chat times:* Creates a chat room that is available to students at anytime.
   - *No repeats-publish the specified time only:* Creates a one-time only chat room that will only be available during the time specified.
   - *At the same time every day*: Creates a daily chat session available to students at the time specified.
   - *At the same time every week*: Creates a weekly chat session available to students at the time specified.
6. You may choose to save transcripts of chat sessions for the amount of time specified under **Save Past sessions** option. Choose the amount of **days** the transcripts are saved or choose **Never delete messages**. ❸
7. You may further set whether the transcripts are available to students or just to the instructor under the **Everyone can view past sessions** option. ❹
8. Click [Save and return to course] at the bottom of the page once you have completed choosing the chat settings.



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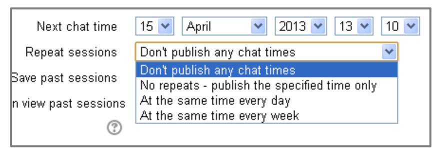

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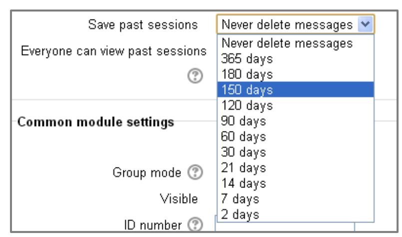

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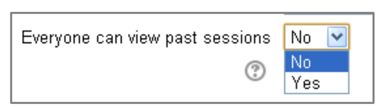

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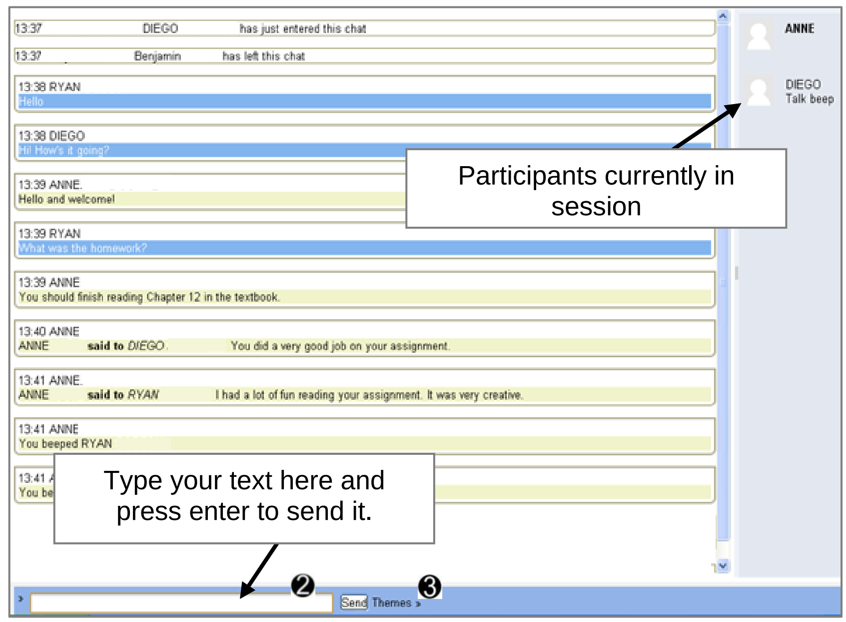
How to participate in a chat session

1. Access the course that you are scheduled to have a chat session in by clicking the appropriate course link.
2. Click Click here to enter the chat now to enter the chat room. ❶
3. A new window with the chat session will open.
4. Type in the space at the bottom of the page and click **Send** to enter your responses. ❷
5. To change the display, click on **Themes** and choose from Compact (*default)* or Bubble. ❸
6. To engage in a dialogue directly with a student, click **Talk** beneath their name and type your message (*Note: All messages sent under **Talk** can still be viewed by the other participants).*
7. The **beep** option will send an audible tone to the participant and is designed to catch their attention.
8. To exit the chat session, close the window by clicking the icon on the upper right of the chat window.
9.



Wiki Activity

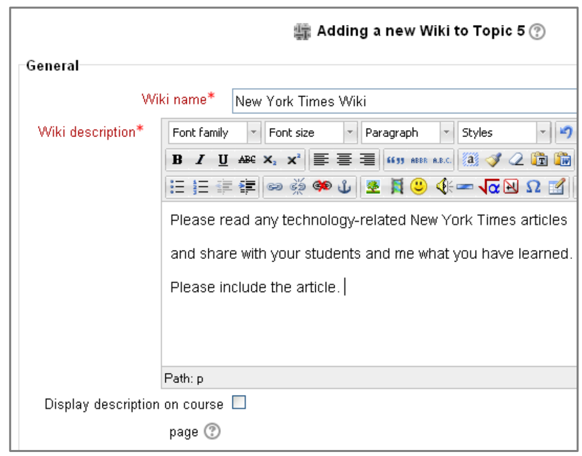
What is a Wiki?

A wiki is an activity for collaborative work. A wiki page is a document everyone in your class can expand and edit. It is an effective method of compiling information on a specific subject quickly as a group.

Note: *Wikis cannot be edited by more than one person at a given time. Moodle will not allow simultaneous access to edit a wiki.*

Creating a Wiki

❶



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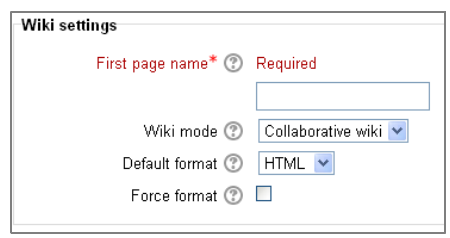

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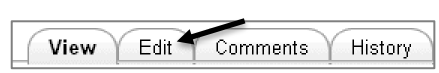
1. Log in to your course and click Turn editing on.
2. Click on the **Add an Activity** drop-down menu in the specific module and select *Wiki*. ❶
3. Choose a **Name** for your wiki. ❷
4. Type in a descriptive **Summary** for your wiki explaining to your students what you expect them to work on and achieve within the wiki.
5. Title the first page of your wiki under **First Page Name**. ❸
6. For the Wiki Mode, select either **Collaborative wiki** or **Individual wiki**. The wiki mode determines whether everyone can edit the wiki - a collaborative wiki - or whether everyone has their own wiki which only they can edit - an individual wiki. (*Note: You cannot use Groups in an Individual wiki).* ❸
7. The **Default format** should be set to HTML. ❸
8. Click on Save and return to course.

How to edit an existing Wiki

1. Click on the link of the Wiki to be edited.
2. Click on the **Edit** tab. ❶
3. Make any changes to the Wiki and click **Save**.

Note: It is good practice to always preview changes that you have made before saving them.



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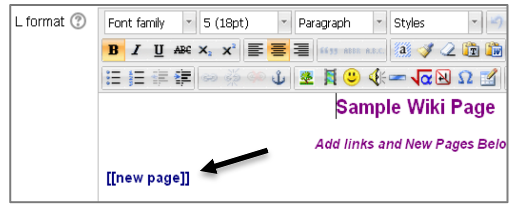
Adding a New Page

1. Click on the link of the Wiki to be edited.
2. Click on the **Edit** Tab. ❶

❶

3. To add a new page, in the text box place the title of the new page in double brackets (e.g., [[new page]]). ❷



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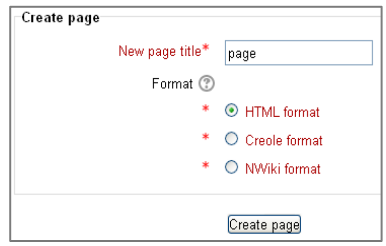
4. Click **Save** at the bottom of the page.

5. To edit the contents of the new page, click on the link to the page in the View tab. ❸

❸

6. Title the page and confirm that the format is set to HTML. Then click **Create Page.** ❹



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7. Add text and additional links on the Editing page for your new page.

More Wiki Options

- The Search Bar in the upper right hand corner allows for you to search words within the wiki.
- The **Comments** tab allows the users to add comments about the wiki page.
- The **Map** tab lists all of the pages that have been created in the wiki.
- The **Files** tab allows users to attach files to the wiki page.
- The **History** tab allows you to view user activity within the wiki.
- The **Administration** Tab allows you to remove pages.
- For Wiki pages, **Tags** allows you to add key words to categorize wiki postings.

Database Activity

The database activity module enables participants to create, maintain and search a collection of entries. The teacher defines the structure of the entries as a number of fields. Field types include checkbox, radio buttons, dropdown menu, text area, URL, picture and uploaded file.

Tutorial Coming Soon…

Workshop Activity

The workshop activity module enables the collection, review and peer assessment of students' work.

Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor.

Submissions are assessed using a multi-criteria assessment form defined by the teacher. The process of peer assessment and understanding the assessment form can be practiced in advance with example submissions provided by the teacher, together with a reference assessment.

Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required.

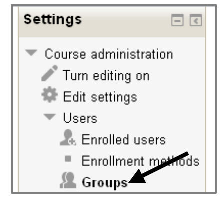
Students obtain two grades in a workshop activity - a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the gradebook.

Tutorial Coming Soon…

Groups

The **Groups** feature in Moodle lets an instructor create student groups for activities. Students can be divided into groups for activities that allow them to work more closely. In Moodle, you can specify which activities use group mode.

Creating a Group



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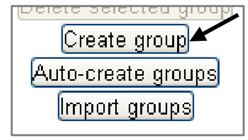
1. Click on the Groups icon in the **Settings** block under **Users**. ❶

2. Click on the **Create group** button at the bottom of the left column. ❷



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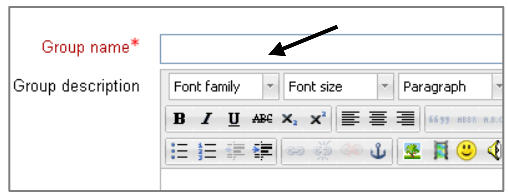
3. Enter a descriptive Group name.❸



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4. Click on Save changes.

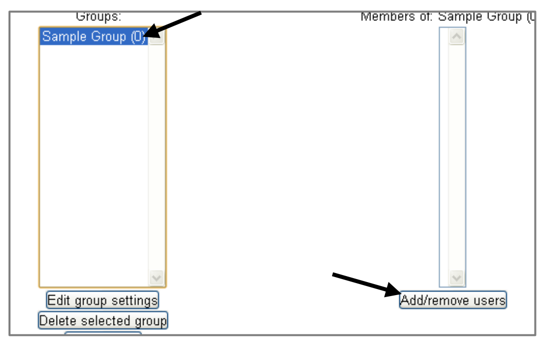
***Note:** The group name will now show up in the middle column with a zero next to it identifying there are no current members in the group. After creating the group, the next step is to add students to the group.*

Adding Users to a Group

1. Click on the Groups icon in the **Settings** block under **Users**.

2. In the left column, click on the name of the group. ❶

3. Click on the **Add/remove users** button at the bottom of the right column. ❶



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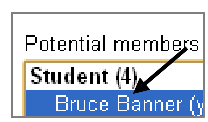
4. On the Add/remove users page there will be two columns. In the left column are existing users in the group; in the right column are users in the course that can be added to the group. Select the names of the students you wish to add to the group from the right side. ❷



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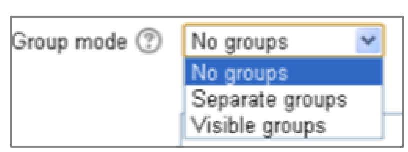
5. To add the selection to the desired group, click on the ◄ Add button in the center.

***Note:** Students will now show up in the right-hand column and from there you can remove them at a later point in time.*

Using Groups: Separate and Visible Groups

When activities are created, group options are present. This section will explain the standard set of options regarding groups at activity creation.

1. The **Group Mode** drop-down menu has two options: ❶



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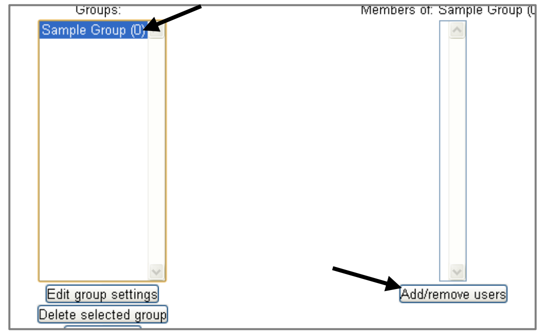
- ***Separate groups*** - each group can only see their own group, others are invisible
- ***Visible groups*** - each group works in their own group, but can also see other groups

Removing Users from a Group



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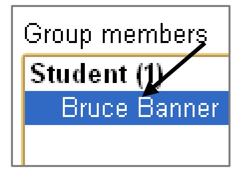

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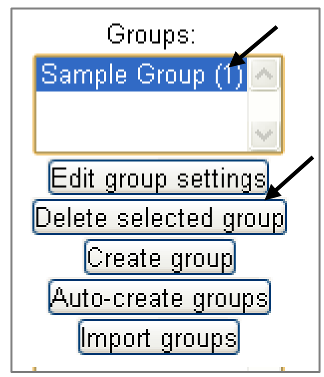
1. Click on the Groups icon in the **Settings** block under **Users**.
2. In the left column, click on the name of the group. ❶
3. Click on the **Add/remove users** button at the bottom of the right column.
4. On the Add/remove users page there will be two columns. Select the names of the students you wish to remove from the group on the left side list. ❷
5. To remove the selection from the desired group, click on the Remove ▶ button in the center.

Removing a Group



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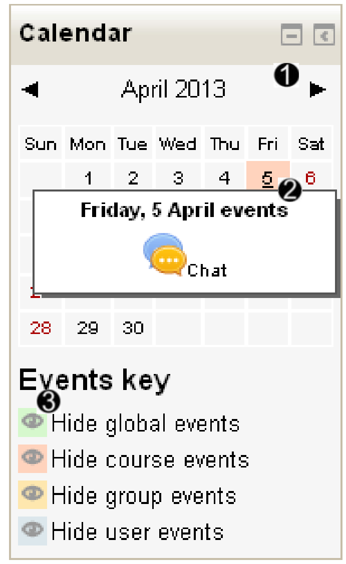
You can quickly remove a group as follows:

1. Click on the Groups icon in the **Settings** block under **Users**.
2. In the left column select the group you wish to remove. ❶
3. Click on the button under it labeled **Delete selected group**.

Note: *Removing a group does not delete the members in it. It just removes their membership.*

Calendar Block

The calendar shows events that are happening in your classroom. Events are added to the calendar, and can be for individual users, for your defined groups, or for the whole course. Online assignments in Moodle will be automatically added to the calendar. If closing dates are set in assignments, forums, quizzes, etc., these will also show up on the calendar.



Navigating the Calendar

You can view previous or future months by clicking on the left or right arrows next to the current month's name. ❶

Clicking on the current month brings you to the calendar main page where you can add, delete, and modify events. ❶

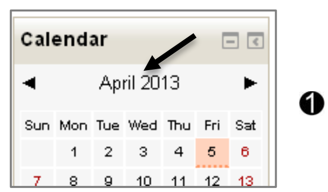
The days with events in your calendar will be color-coded. Today's date will always be outlined with black borders. Hovering with the mouse over a particular date brings a dialog with the event's name. ❷

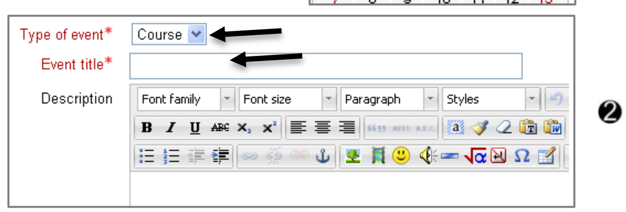
Under the list of dates, the four eye icons let you hide/show events of certain type for more convenient use. This influences only your account and does not change what the students will see. ❸

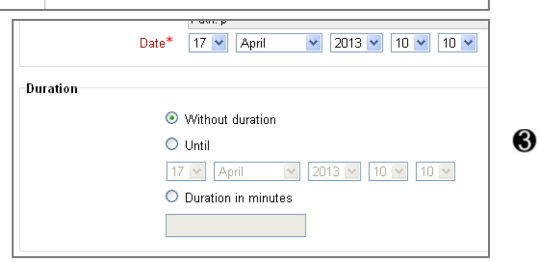
Adding an Event

All dated online assignments and activities will automatically be added to your calendar. To add an offline activity, personal, or group event you would have to add it manually:

1. Log into Moodle and access the course you want to add a calendar event to.
2. In the calendar block click on the name of the month shown to enter the calendar window. ❶
3. Click on New event top right-hand corner of the calendar window.
4. Select the type of event. ❷
5. Give a name and short description of the event.
6. Choose the date and time the event takes place and, if desired, select the duration of the event and the number of times it will repeat. ❸
7. Click on Save changes .



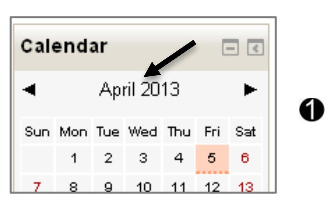




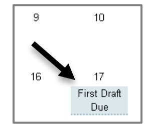
Deleting an Event

To delete an existing event:

1. Log into Moodle and access your course.
2. Click on the name of the month that your event is taking place in. ❶



3. Click on the day your event is taking place. ❷



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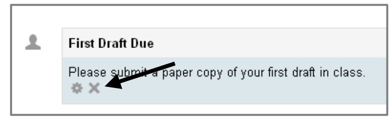
4. Click the **X** next to the event's name. ❸



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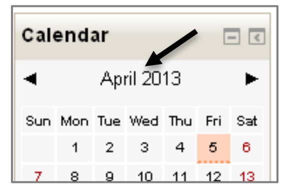
5. Press Delete

Modifying an Event

To modify a previously created event:

1. Log into Moodle and access your course.
2. Click on the name of the month that your event is taking place in. ❶



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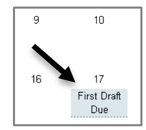
3. Click on the day your event is taking place. ❷



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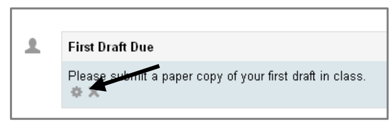
4. Click on (the **Edit** icon) next to the event's name. ❸



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Note: If the item you wish to edit is an online assignment or activity, you would be taken to the respective item's editing page. For example, if you click on edit for a quiz, you would be taken to the main quiz editing window from which you would be able to change not only the date, but also all the other elements of the quiz.

Note: If the event is a user or group event, you would be taken to the same screen you see when you create an event. There you can simply edit your event and click on **Save Changes**.

Hiding and Showing Events

To help you with viewing the calendar, Moodle lets you hide/show events for each of the four main types. To hide/show an event:

1. Log into Moodle and access the course you want to view the calendar for.
2. Right under the calendar click on the name of the event type you wish to hide/show. The eye icon next to it will immediately change. ❶

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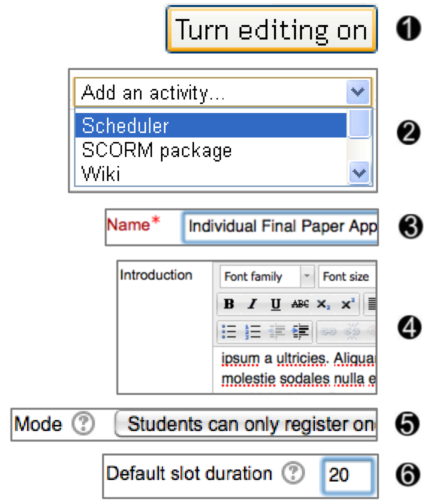
Scheduler

Moodle Scheduler is an activity that enables professors to post their available timeslots to arrange meetings with students. Students are able to select a timeslot that best suits their schedule and make an appointment.

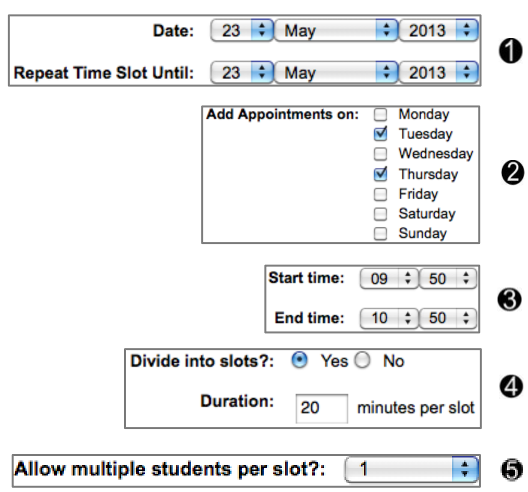
Creating a Scheduler



1. Log in to your course and click the **Turn editing on** button. ❶
2. Click on the **Add an Activity** drop-down menu in the specific module and select *Scheduler*. ❷
3. Name the scheduler next to **Scheduler Name**. ❸
4. Provide a clear explanation of the scheduler to your students in the **Description** box. ❹
5. Then next to **Mode** choose either *Students can only register one appointment* (your students can only choose to make one appointment), or *Students can only register one appointment at a time* (students can make more than one appointment). ❺
6. Enter approximately how long each meeting will last in minutes in the **Default Slot Duration** box. This will be a significant factor when you set up slots for your students to sign up to make an appointment. ❻
7. Click on Save and return to course.

Setting up Time Slots for Meetings

Click on the Schedule that has just been created. A new page will appear where you will set up different time slots for you to meet with your students.



1. Click **Add Slots** to add many repeating slots.
2. Set **Date** to the first day meetings begin, and the **Repeat Time Slot Until** date to the final day of meetings. ❶
3. **Add Appointments on**: check the days that meeting slots should be created on. ❷
4. Specify the **Start time** and the **End time**. The time between will be broken into multiple slots automatically. ❸
5. In the **Location** box type the meeting's location.
6. From the **Teacher** drop-down select who is holding the appointment.
7. **Divide into slots** should be yes. Specify the **Duration** of each meeting (i.e., how long each meeting slot will last). ❹
8. Set **Allow multiple students per slot** to specify how many students can schedule per slot time. ❺
9. Click **Save Changes**.

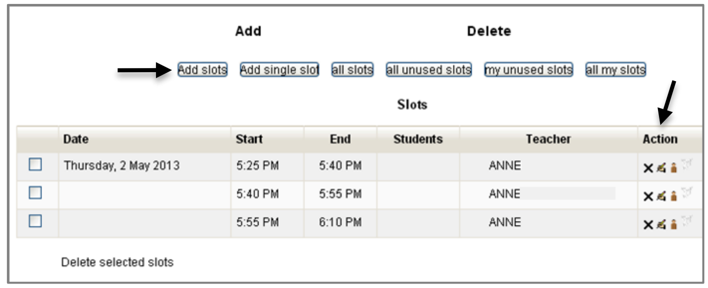
Utilizing the Scheduler

When you click on your scheduler, it will appear to the instructor as shown below.

1. **To Add slots:** ❶

   To add many slots, click **Add Slots**

   To add one time slot at a time, click **Add a Single Slot**



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2. **To Delete slots:**

   To delete all slots click **all slots.**

   To delete all slots that are unused, click **all unused slots**

   To delete slots you have created that are not in use, click **my unused slots**.

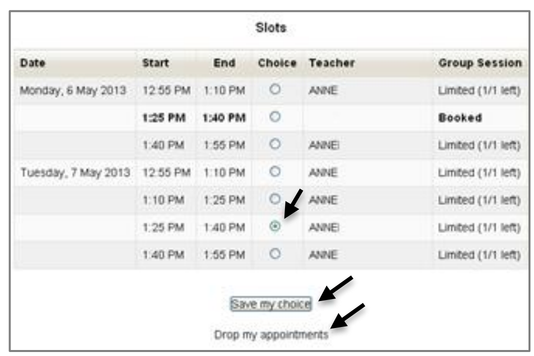
   To delete all the slots you have created, click **all my slots**.

3. **Important Icons:** These icons will help you edit meetings

    Will delete the slot
    Will allow you to edit details of the slot, including duration
    Will change meetings from individual to group sessions
    If highlighted, the slot will be deleted from slot list when there is no scheduled meeting

Scheduler through a Student Perspective

1. Students see all available slots in one page. If they are signed up for a specific slot, it will be bolded and say *Booked* under **Group Session**. ❶
2. Otherwise they can select their **Choice**, and click **Save my Choice** to schedule a meeting.
3. To cancel an appointment, the student selects their *Choice* and clicks **Drop my Appointments**.



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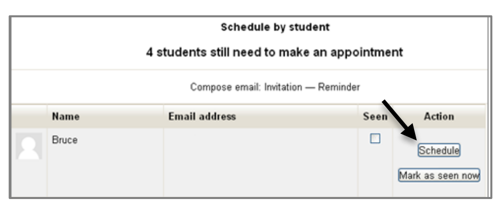
Note: *When your students schedule a meeting to see you, or cancel a meeting, you will receive a notification email of this.*

Assigning Students to a Slot/Appointment

1. Scroll down to the bottom of the scheduler until you see **Schedule by Student**. Click **Schedule** next to the student's name under the Action column. ❶
2. Choose the Existing time slot and this will fill in the remainder of the options (unless you want to change something specific). After you have verified that everything is filled in correctly scroll down and click **Save**. ❷



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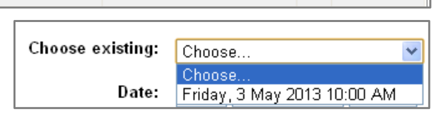

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Note: *When you are scheduling appointments using this technique, it is important to notify your student that you have scheduled an appointment to see them, either by email or when you see them face to face.*

*Select **Mark as seen now** if you have already seen the student and would like to document it in the scheduler.*

Different Views

1. **My Appointments** view: This is the default view, and when you open up scheduler, you will automatically see the scheduler in this view. This view is optimized for creating slots for students to book appointments to meet with you. ❶
2. **Overview**: This will allow you to have an overview on the schedules you have made with your students in the past, along with when and where it took place, as well as other important information. This view is recommended to obtain an overall look on the appointments that you have held with your students.

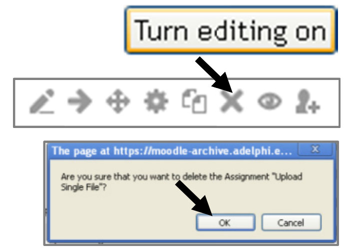
❶

Additional Options

1. **Statistics**: This displays the total amount of students who can potentially attend a meeting, who have not attended a meeting, and the number of available slots remaining.
2. **Exports**: This allows you to export the scheduler to Excel, OpenDoc or CVS.

Deleting an item: The X

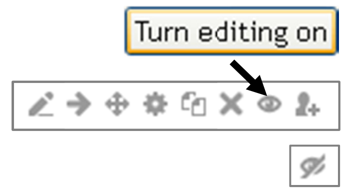
1. Click the **Turn Editing On** button. ❶
2. Select the **X** icon to delete the item. ❷
3. Click **OK** on the pop-up window to confirm that you would like to delete the item. ❸



❶
❷
❸

Making an item visible or invisible: The eye

1. Click the **Turn Editing On** button. ❶
2. Select the **Hide** icon to close the eye image and make the item invisible to the students. ❷
3. To make the item available to the students, select the eye icon again to **Show**. ❸



❶
❷
❸

Note: *When the item is invisible, the name will appear in light gray rather than black.*