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THE CAYMAN ISLANDS

Student's Virtual Learning Centre (VLC) Manual

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Welcome to the Diocese Online Leadership Training Portal!

Learning in a virtual environment can be an exciting experience. For many persons this may be the first time you will be taking a course in this mode. To help you become comfortable with the learning portal we have taken the time to prepare a tutorial. This tutorial will explain various aspects of the website and how you can navigate it. Please take the time to read through this manual before logging into your courses.

This will help to save you time in the long run and also help you to become more comfortable with the various features.

While we recognize that it will be a great help to you at the beginning, feel free to come back to this manual throughout the duration of the semester to refresh your memory and answer whatever questions you may have.

We wish for you a successful and enriching semester as you embark on your online programme with us.

Yours truly,
ADOJ System Administrator

Introduction to Moodle:

What is Moodle?

Moodle has two meanings:

1. An acronym for Modular Object Oriented Dynamic Learning Environment
2. A verb - to let the mind or body wander and do something creative but without particular purpose.

Other terms for the Learning Management System (LMS) are Course Management System (CMS), Virtual Learning Environment (VLE) or Virtual Learning Centre (VLC). Moodle provides a suite of tools for creation of a course web site. It helps to provide and control access to your enrolled students.

Moodle has several features considered typical of an e-learning platform, in addition to some original innovations like its filtering system. Moodle can be used in many types of environments such as in education, training and development, and business settings.

Some typical features of Moodle are:

1. Assignment submission
2. Discussion forum
3. Files download
4. Grading
5. Moodle instant messages
6. Online calendar
7. Online news and announcement (Global and course level)
8. Online quiz
9. Wiki

Developers can extend Moodle's modular construction by creating plugins for specific new functionality. Moodle's infrastructure supports many types of plug-ins:

- activities (including word and math games)
- resource types
- question types (multiple choice, true and false, fill in the blank, etc.)
- data field types (for the database activity)
- graphical themes
- authentication methods (can require username and password accessibility)
- enrolment methods
- content filters

Diocese Online Training Portal

How to Login:

1. Enter the following website address to go to the Diocese Online Training homepage: dojctraining.org. You can then access the Virtual learning Centre (VLC) from the website. This can be done by clicking on the **Virtual Learning Centre** button or by clicking **VLC: Lecturer/Student Login** (takes you directly to the login page) see **Figure 1: Diocese Online Training Homepage** below. You may also go directly to the Virtual Learning Centre by entering the following address in your browsers address bar: dojctraining.org/vlc.

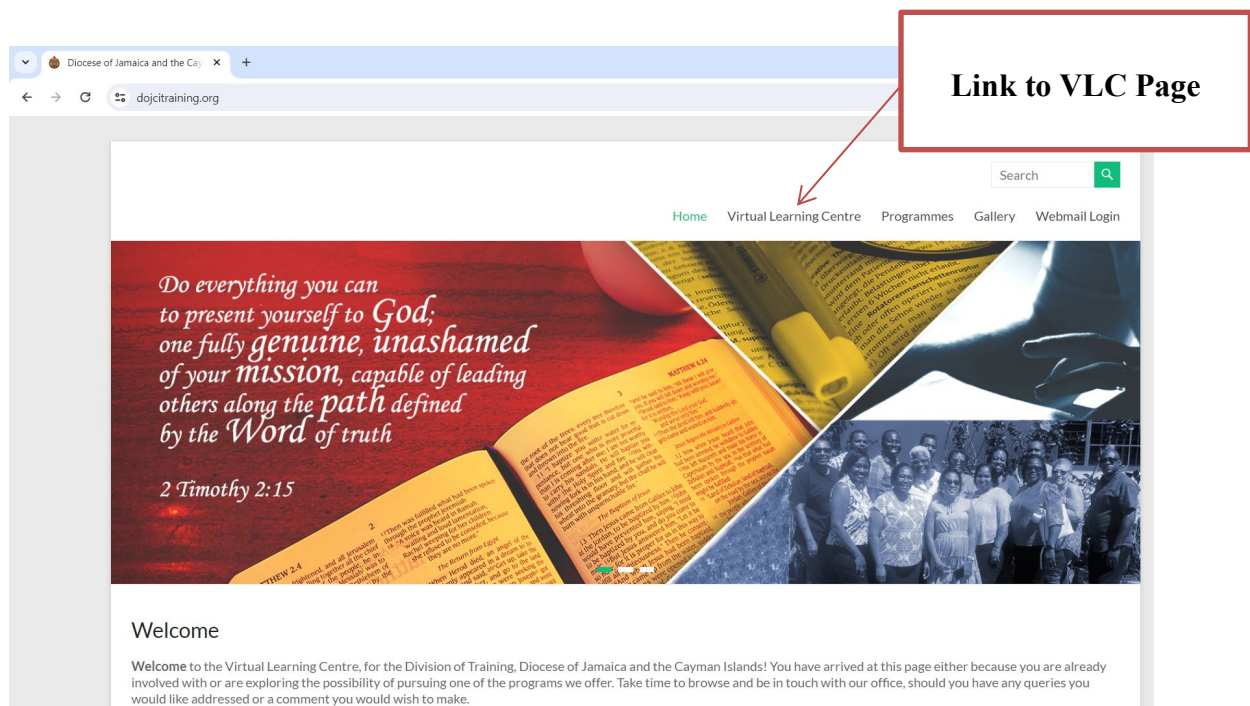


Figure 1: Diocese Online Training Portal Homepage

2. Click on the **Login** link at the top right hand corner of the VLC front page. See “**Figure 2: VLC Front Page**” below.



Figure 2: VLC Front Page

3. Once you have clicked the **Login** link it will take you to the login page to enter your credentials. (See “**Figure 3: Login Page**” below).

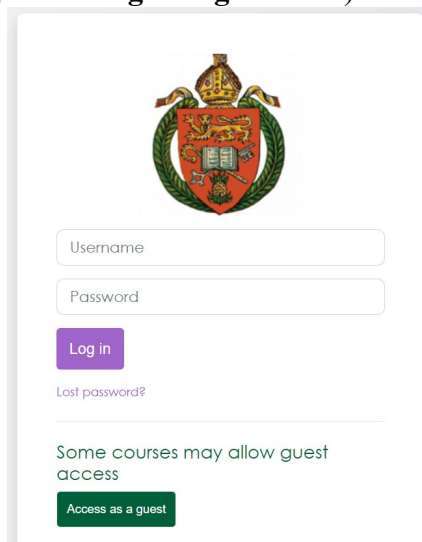
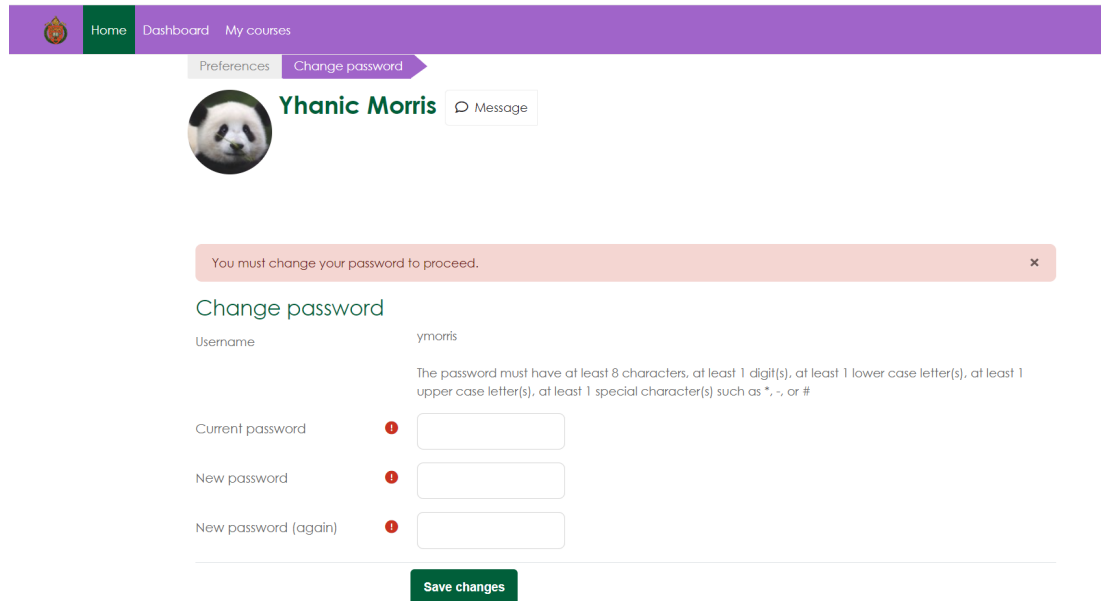


Figure 3: Login Page

4. **If this is the first time that you are using the VLC and you have a manual account**, the system will prompt you to change the password that you were given.



The screenshot shows a user interface for changing a password. At the top, there is a purple navigation bar with links for Home, Dashboard, and My courses. Below this, there are tabs for Preferences and Change password. The user's profile is shown as 'Yhanic Morris' with a panda avatar and a Message button. A red notification bar at the top of the form area states: 'You must change your password to proceed.' The main heading is 'Change password'. The form includes a Username field with the value 'ymorris'. Below it, a password complexity requirement is listed: 'The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as *, -, or #'. There are three password input fields: 'Current password', 'New password', and 'New password (again)'. Each of these fields has a red error icon to its left. At the bottom of the form is a green 'Save changes' button.

Figure 4: Password Change Page

Password Complexity: The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Moodle Homepage Overview

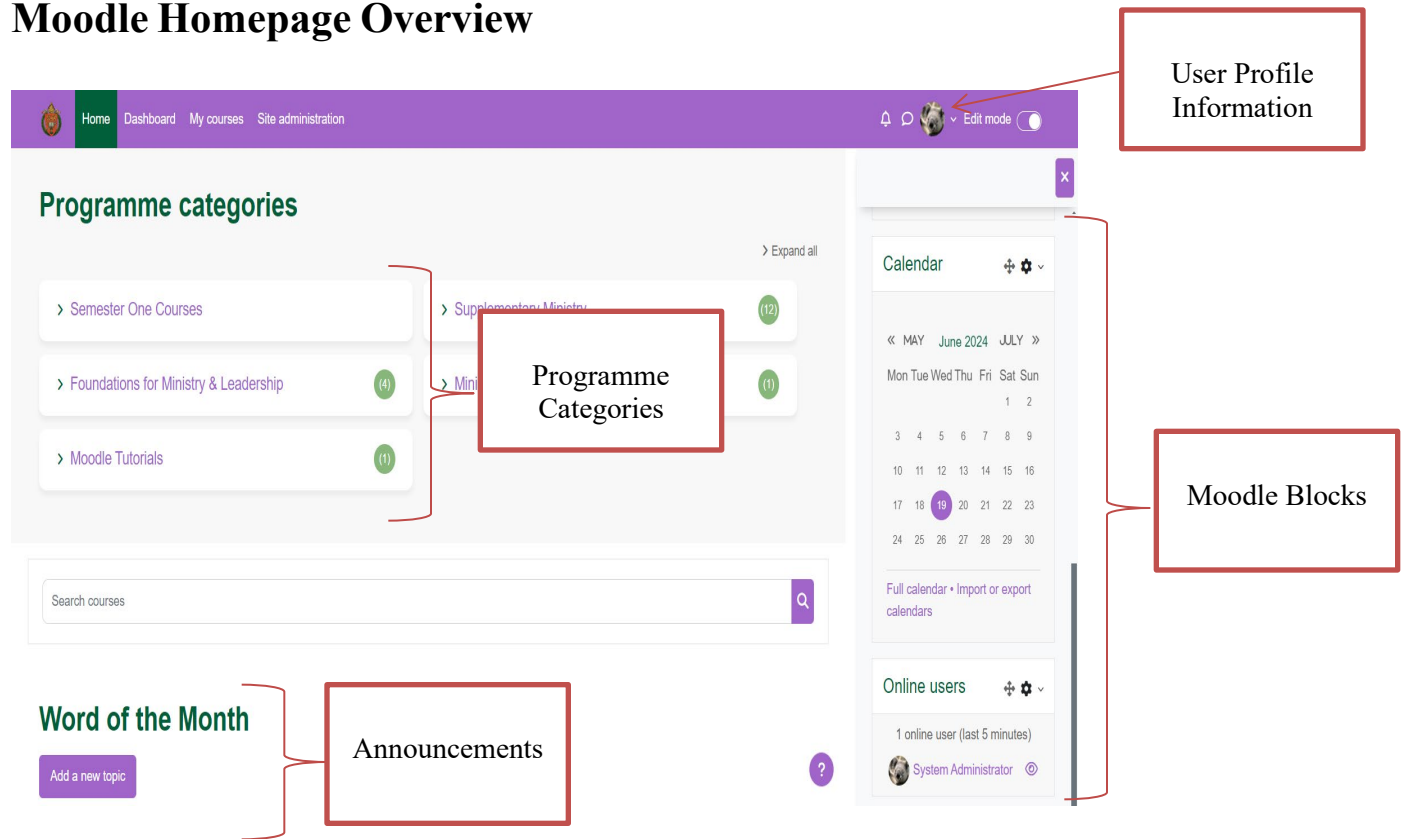


Figure 5: Moodle Homepage

1. **User Profile Name/Link** – Displays the current logged in username and clicking on the link will allow the user to view their profile information. The user profile is created once a user is entered into the system. The user profile consists of the user’s login credentials, first name, last name, email address, street address etc. Once the user successfully login they are required to change their password and update their profile information.
2. The **Dashboard** is a customisable page for providing users with details of their progress and upcoming deadlines. In the centre is the Course overview block which allows students and teachers to easily track required activities and filter courses.
3. **My Courses** – Shows the list of all the courses that the current user is enrolled in.
4. **Programme Categories** – Displays the list of available course categories for the site.
5. **Announcements** – Displays the latest news posted to the site by admin users.
6. **Moodle Blocks:** items which may be added to the left/right or center column of any page in Moodle. There are many different Moodle blocks, but the main ones you will be seeing on the vlc website are as follows:

- i. **Calendar Block-** The **Calendar** block(see "**Figure 6: Calendar Block**" below) displays the following events:
1. Site (event viewable in all courses - created by admin users)
 2. Course (event viewable only to course members - created by lecturers)
 3. Groups (event viewable only by members of a group - created by lecturers)
 4. User (personal event a student user can create - viewable only by the user)



Figure 6: Calendar Block

- ii. **Main Menu Block-** The **Main Menu** block (see "**Figure 7: Main Menu Block**" below) display resources and activities on the front page or on a course page that is independent of any course.

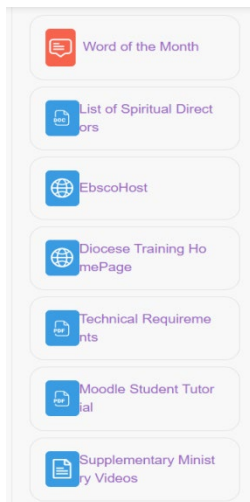


Figure 7: Main Menu block

Table 1: Main Menu Block links and details:

Link	Details
Word of the Month	Spiritual message from the directors and tutors.

List of Spiritual Directors	List and profile of the spiritual directors
EBSCO Host	EBSCO Information Services provides a complete and optimized research solution comprised of e-journals, e-books, and research databases, all combined with the most powerful discovery service to support your information needs and maximize the research experience of your end-users.
Diocese Training Home Page	Link to Diocese Online Homepage
Technical Requirements	Details the required minimum hardware and software to participate in our online community.
Moodle Students Tutorial	Moodle user manual for students.

iii. Online User Block: (see “**Figure 8: Online User Block**” below) appears on every page of the site. Shows the total number of users currently online.

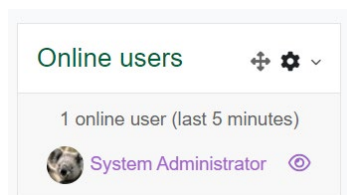


Figure 8: Online User Block

Your Profile page is where you can input information that you would like your lecturers and fellow students to know about you. It is also where you can go to view your activity in the course management portal and view any postings you have made as well as make notes for your different classes. Please see “**Figure 9: User Profile Summary Page**” below to see what your profile page will look like.

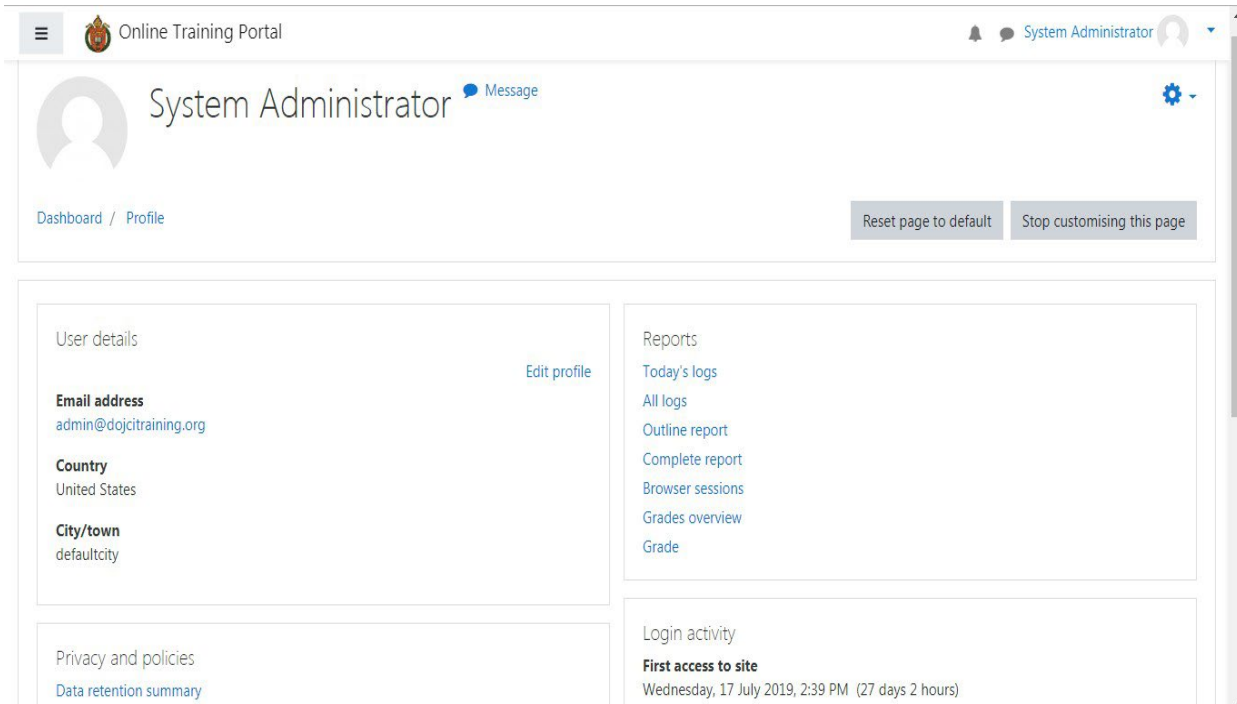


Figure 9: User Profile Summary Page

To view the options for your profile click on the user profile picture in the top right hand corner of the site page.

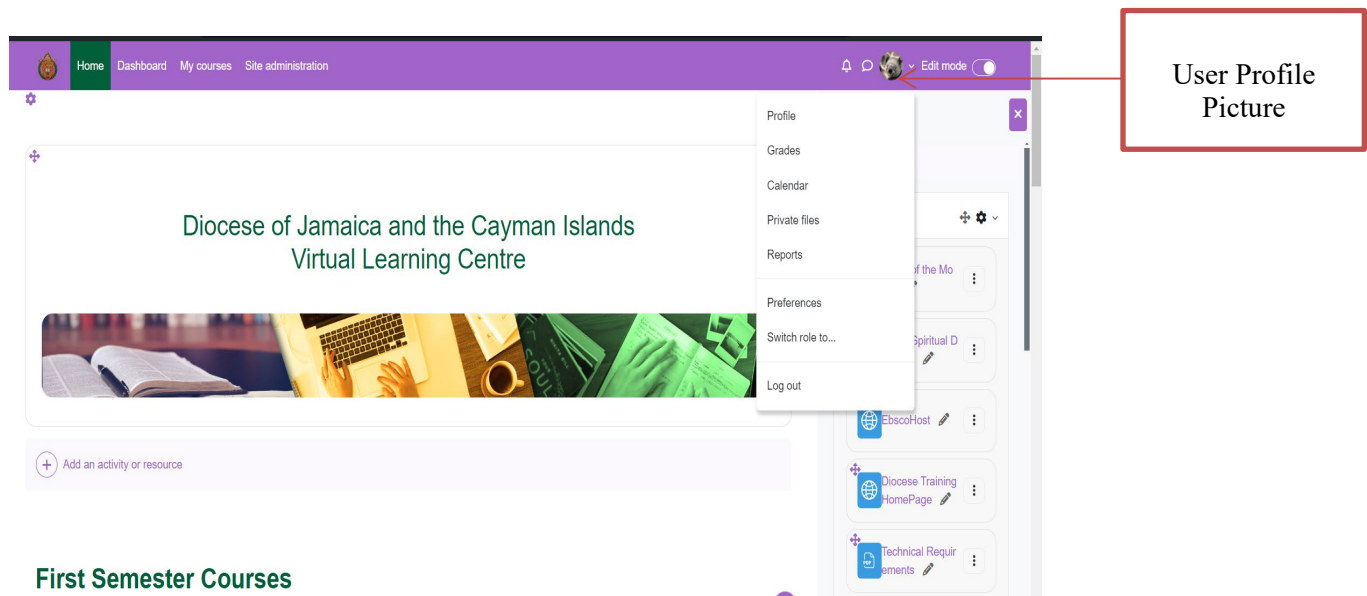


Figure 10: User Profile Link

The different links under profile picture drop down :

- **Profile** – This is where you will enter basic demographic information about yourself, a brief personal description, your interests and post a photo. Entering this information will help your lecturer and your classmates to get to know you better. You can also change your password.
- **Grades** – Show all the courses you are currently enrolled in and your current grades for those courses.
- **Calendar** – Shows all the upcoming events you have for each course, such as assignments, tests etc.
- **Private files** – Shows the files you have uploaded to the server.

Edit Profile Page

The different links expands different sections where you will enter and view your relevant information. (See “**Figure 11: Edit Profile Page**” below)

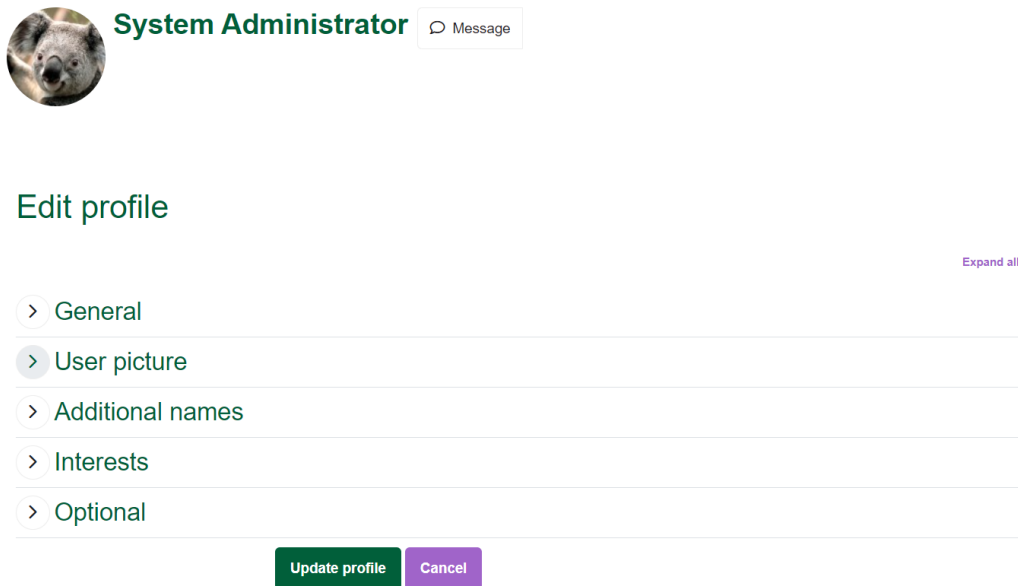


Figure 11: Edit Profile Page

Adding a profile picture

You can also add a picture of yourself to be used as your profile picture.

1. To add a profile picture, while on the **Edit Profile** page, scroll down to the **User Picture** section of the page.
2. Click on the **User Picture** link to expand the section, then click the add a file icon.(see “**Figure 12: Adding a Profile Picture**” below)



Figure 12: Adding a Profile Picture

3. The **File picker** window will appear. You must then click on **Upload a File** link if it is not already selected. Then Click on the **Browse** button. (see “**Figure 13: File Picker**” below)

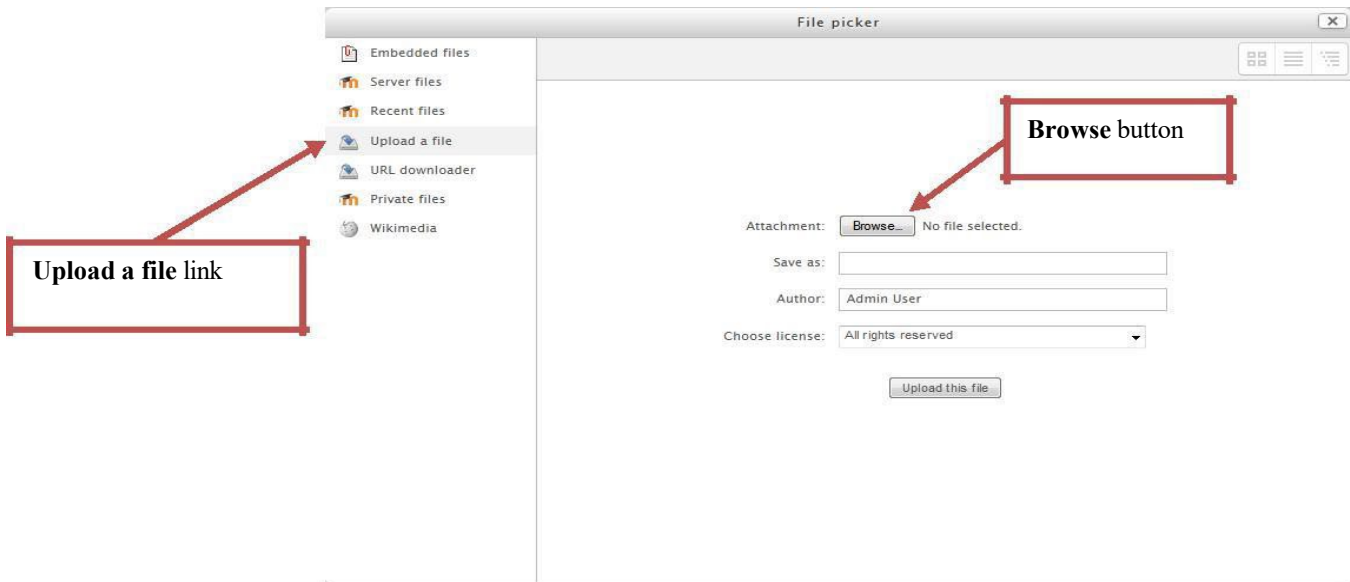


Figure 13: File Picker

4. Another window will appear which will allow you to browse for the picture file on your computer. The picture must be in JPG or PNG format (i.e. the names will usually end in .jpg or .png). Once you have found the file select the file and click the open button as seen in “**Figure 14: Browse Window**” below.

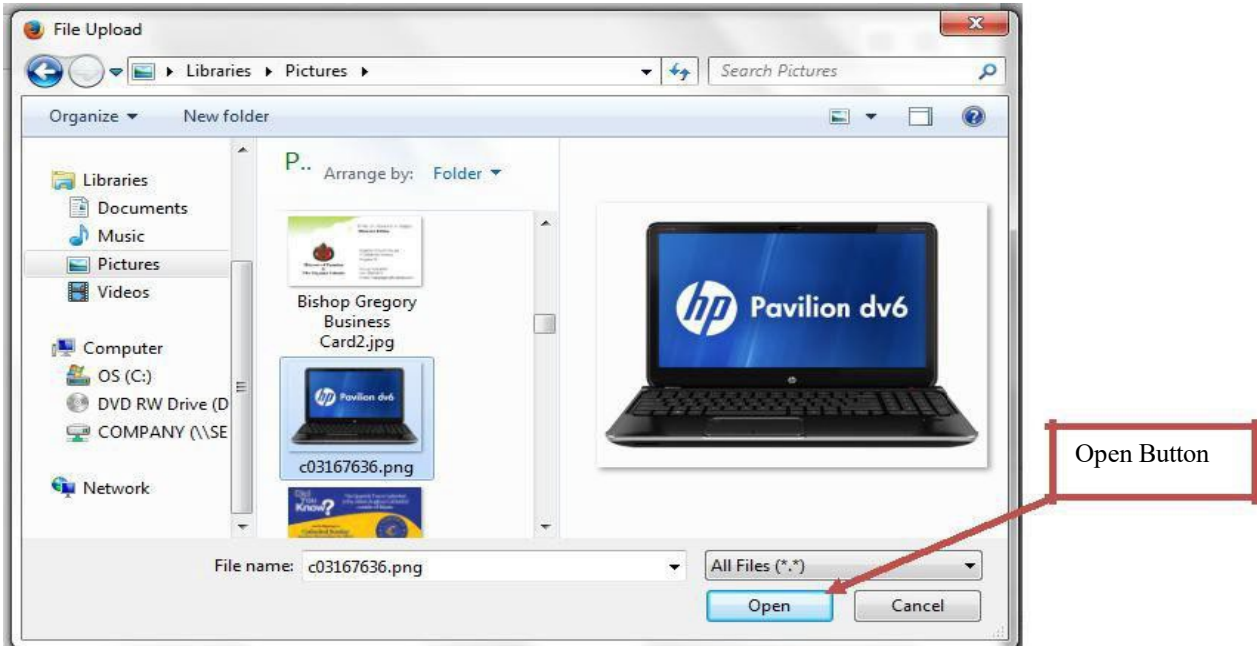


Figure 14: Browse Window

5. Once you have found and selected the file, you will be returned to the File picker window. The file name will be displayed next to the Browse button to indicate the file was successfully selected; you must then click the **Upload this file** button. (See " **Figure 15: File Picker, File Successfully Selected**" below)

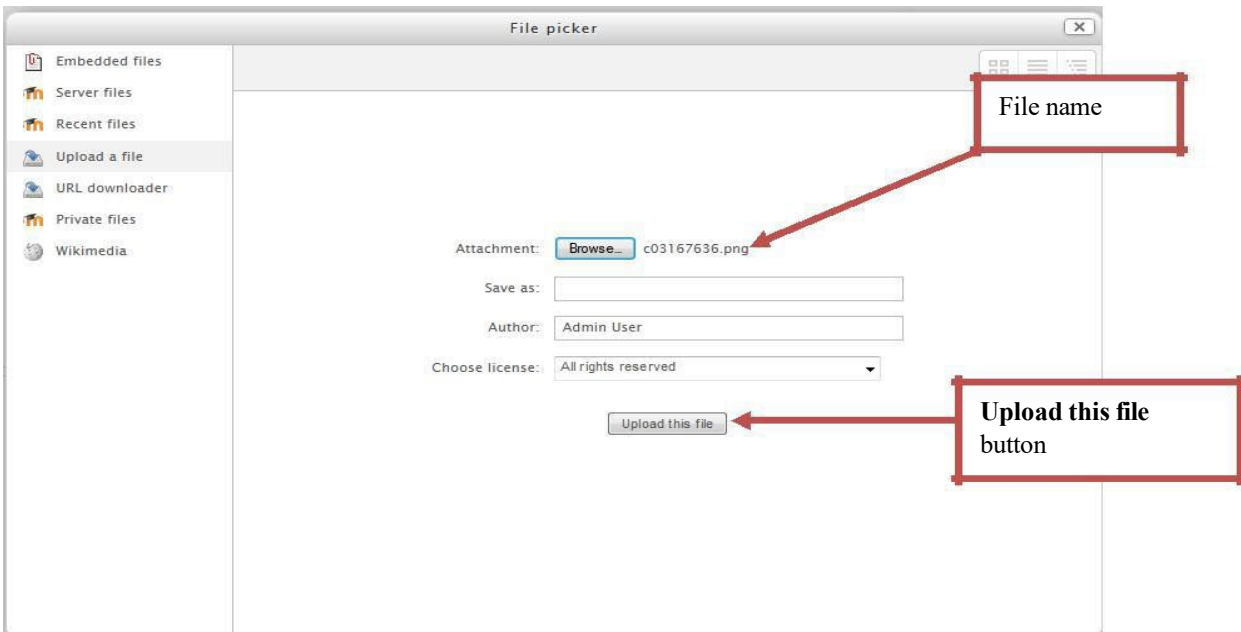


Figure 15: File picker, File Successfully Selected

- You will then be returned to the **Edit Profile** page, the image you uploaded will be displayed in the **Newpicture** window. (See "**Figure 16: Inserted Profile Picture**" below)

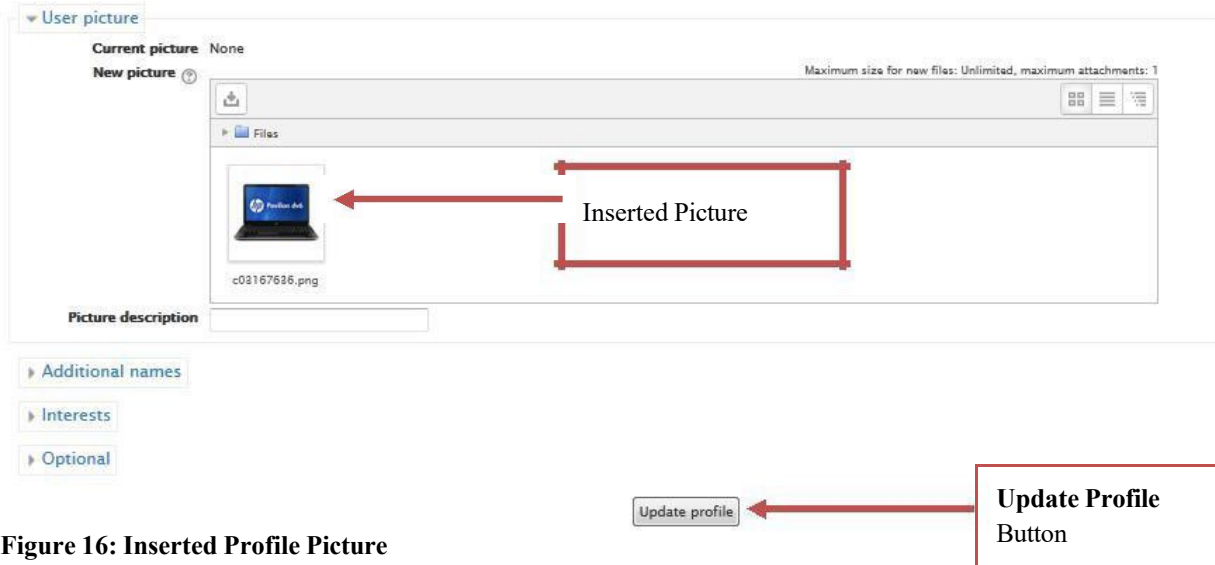


Figure 16: Inserted Profile Picture

- Click the **Update profile** button once you are finished editing your profile to save the changes you have made.

Accessing your Courses

To access the courses on the VLC you may use any one of the following methods after logging on:

1. Accessing your courses under the “My Courses” option.
2. Browsing through the various course categories available.
3. By doing a search using the “**Search Courses**” text box.

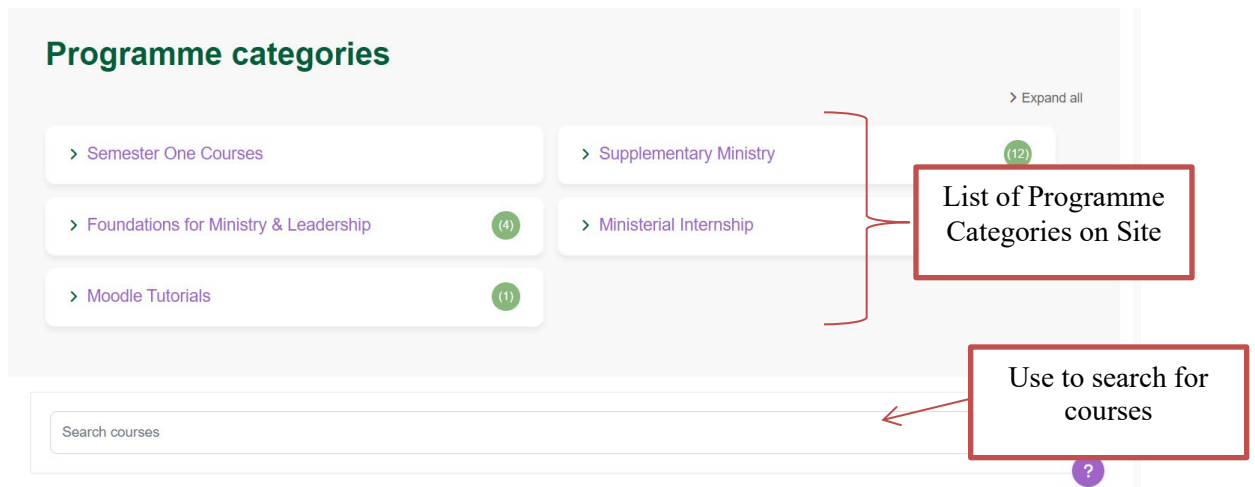


Figure 17: Accessing your Courses

Course Page Overview

Upon entering your course there are two columns one on the left and one on the right. The column in the center is known as the **Course Presentation Area** see “**Figure 18: Course Presentation Area and Blocks**” below. All the learning material such as reading materials, websites, discussion forums, assignment links, etc. are shown in this column. Simply click on the links to access the learning materials this is where all the course information is located.

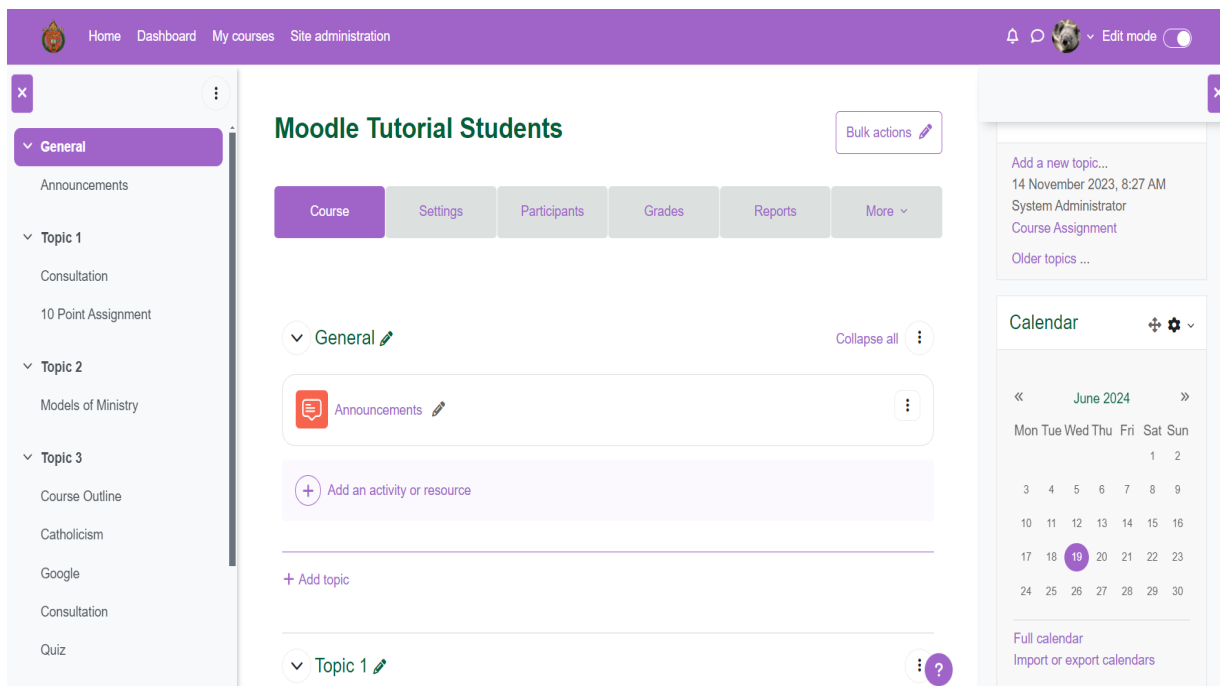


Figure 18: Course Presentation Area and Blocks

The **right column**/side bar comprises of **Blocks** with Headings:

1. **Latest Announcements** – Here you will see any news items or special announcements posted by your lecturer. These items will be specific to the course that you are logged into.
2. **Upcoming Events** – Here you are able to view the upcoming events such as due dates for any assignments set in the course you are logged into. To get a brief description of these events click on the event. You may also view the Calendar for the month by clicking on the link “Go to Calendar”.

Communicating with Lecturers and Fellow Students

Even though your class will be online there are times when your lecturer may choose to put you in a group for a specific assignment or project. In spite of the fact that you may have group members in other parts of the country or in a totally different country you do not need to worry. It is still possible for you to communicate with your fellow group members.

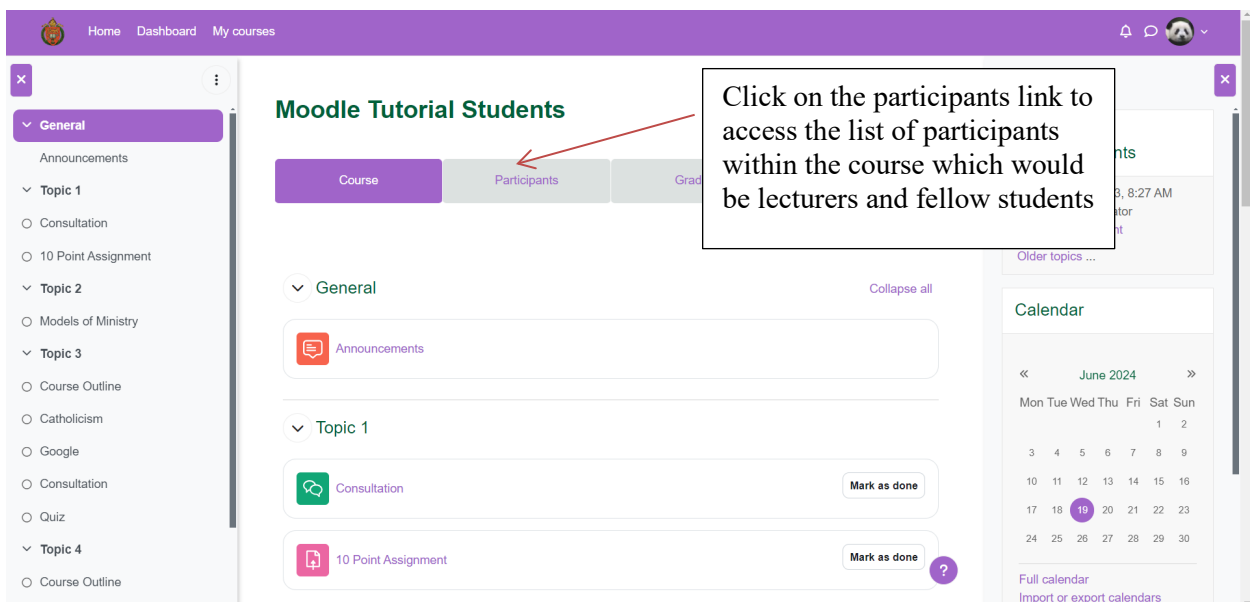
From time to time there may be other reasons for you to communicate with other members of the online community. There are different options available when trying to communicating with lecturers and fellow students:

- Lecturers will advise you on their consultation hours and how they can be contacted at that time, though you can always send them an email at any time
- An email can be sent from your personal email address.
- The messaging feature in the portal can also be used.
- WhatsApp groups can be formed.
- Your lecturer may also set up a chat room or forum for your group to communicate easily.

Whatever the situation there are many ways to stay in touch...so ensure you keep the communication lines open.

Sending a message using the Moodle messaging system

You can send messages to participants in your course using the Moodle messaging system, go to the from the course page click on the **Participants** link, see “**Figure 19: Participants Link**” below.



The screenshot shows the Moodle course interface for 'Moodle Tutorial Students'. The top navigation bar includes 'Home', 'Dashboard', and 'My courses'. A left sidebar contains a menu with 'General' and four topics. The main content area has three tabs: 'Course', 'Participants', and 'Grades'. The 'Participants' tab is highlighted with a red arrow pointing to it from a callout box that says: 'Click on the participants link to access the list of participants within the course which would be lecturers and fellow students'. Below the tabs, there are sections for 'General' (with an 'Announcements' link) and 'Topic 1' (with 'Consultation' and '10 Point Assignment' links, each with a 'Mark as done' button). A right sidebar shows a 'Calendar' for June 2024.

Figure 19: Participants Link

To message a participant, click on the name of the desired participant and this will bring up the participants profile page, see “**Figure 20: Participants Page**” below.

Introduction to Moodle

Home > My courses > Moodle Tutorials > Intro > Participants

My courses Intro Inactive for more than Select period User list Brief

Current role All participants

All participants: 4

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

User picture	First name / Surname	City/town	Country	Last access
	Dummy Student			
	Yhanic Morris			
	Korrine Fairweather		Jamaica	5 days
	Grace Martin-Hall		Jamaica	Never

Figure 20: Participants Page

Once you click on the name of the participant the summary page for their profile will be loaded. Click on the link **Message** next to the person’s name to begin the process to send a message. See “**Figure 21: Send a Message Link**” below.

Home Dashboard My courses

Moodle Tutorial Students

Course Participants Grades Competencies

Yhanic Morris Message

Hi, I am the System Administrator at Church House.

User details Edit profile

Email address
yhanicmorris@gmail.com (Visible to other course participants)

Country
Jamaica

City/town

Miscellaneous

- Full profile
- Blog entries
- Forum posts
- Forum discussions
- Learning plans

Latest announcements

14 November 2023, 8:27 AM
System Administrator
Course Assignment
Older topics ...

Calendar

June 2024

Mon Tue Wed Thu Fri Sat Sun

1 2

3 4 5 6 7 8 9

10 11 12 13 14 15 16

17 18 19 20 21 22 23

24 25 26 27 28 29 30

Full calendar
Import or export calendars

Figure 21: Send a Message Link

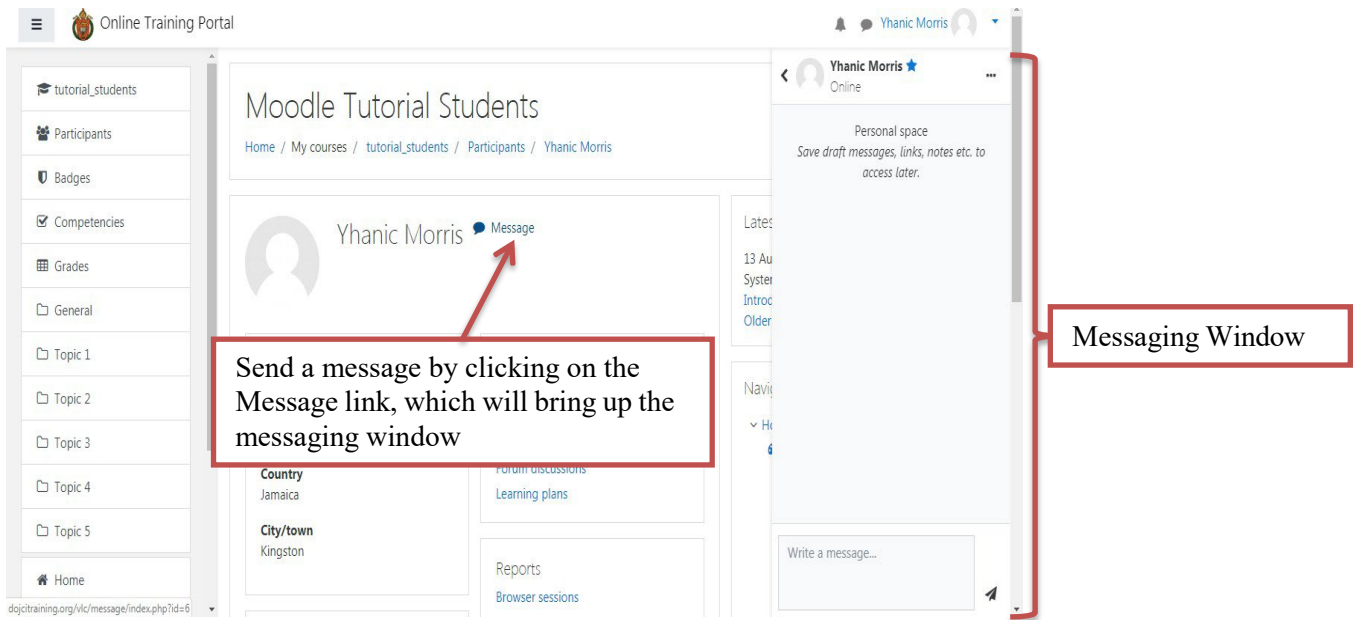


Figure 22: Send a Message Link

Forums



The **forum** activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media may be included in forum posts.

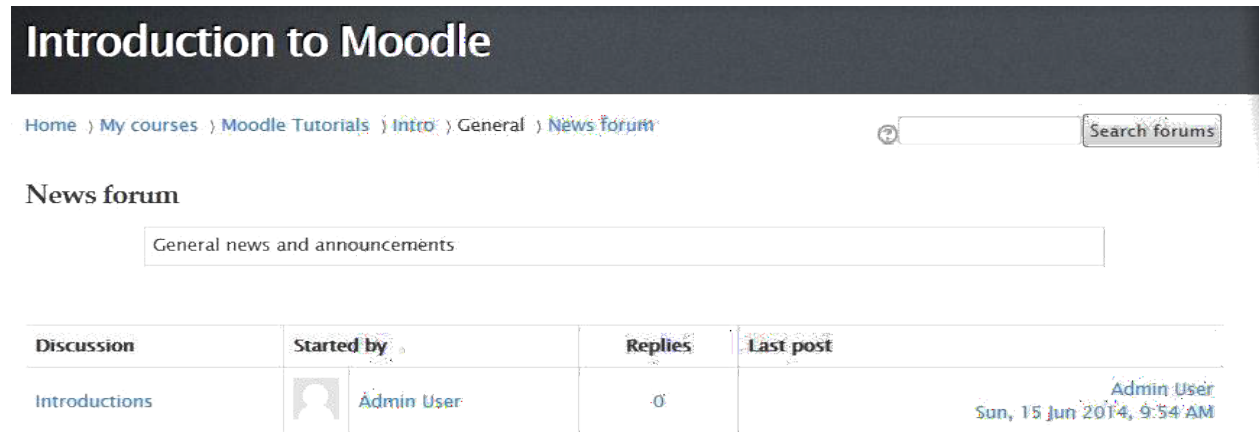


Figure 23: Standard Forum for General Use

A Single Simple Discussion

In this type of forum you will see the text that has been placed in the Forum. "Introductions" is the first post of the discussion. Below the post you will find the replies that have been posted in response to the question or discussion topic posted by the lecturer. This is a focussed discussion. In the example below, you will see that the student's reply was rated. See "Figure 24: A Single Simple Discussion" below.

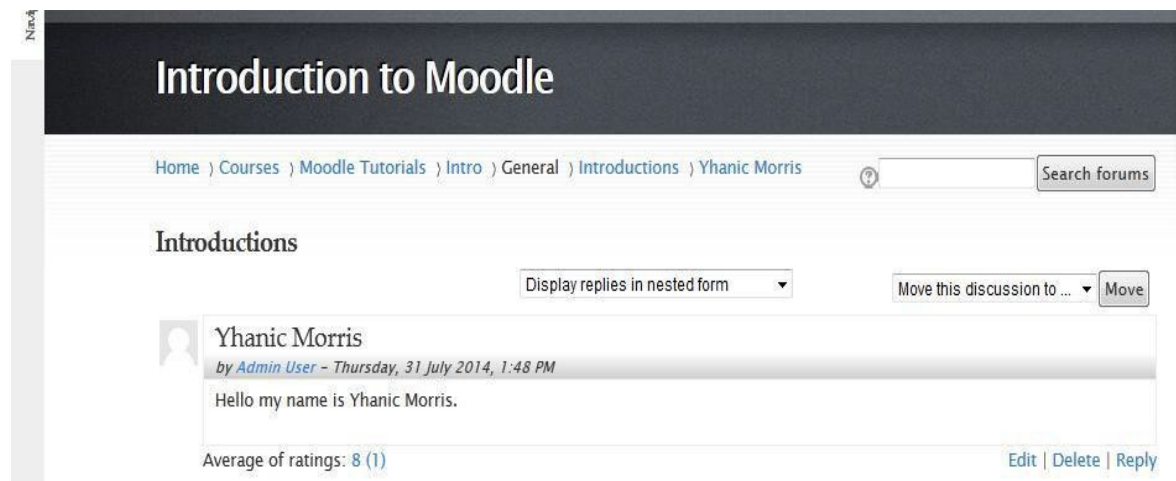
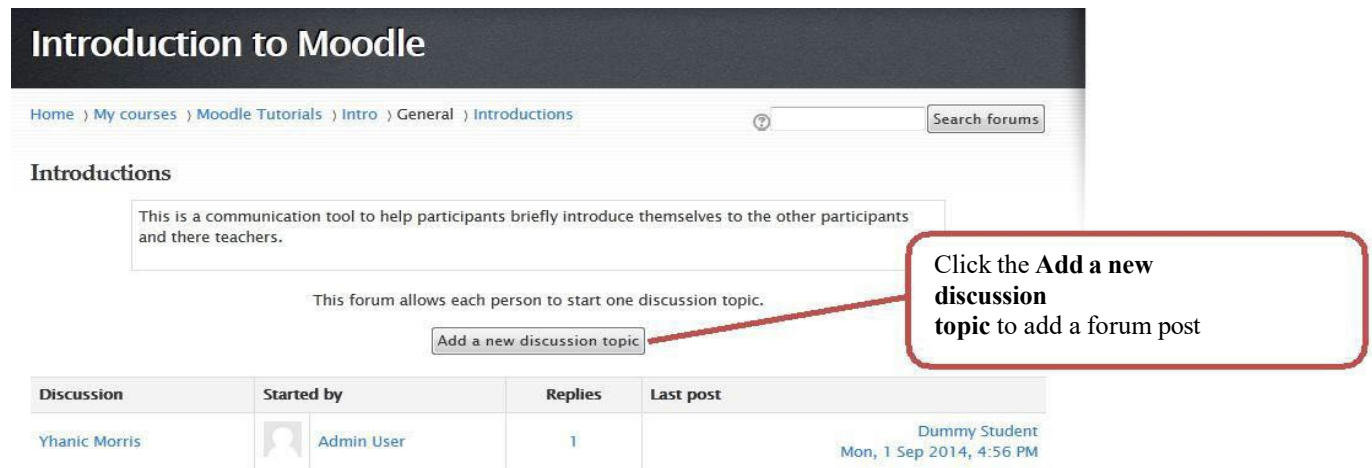


Figure 24: A Single Simple Discussion

Each person posts one Discussion

In this forum type each person can post exactly one new discussion topic (everyone can reply to them though). So each student can start a discussion about, say, their reflections on the week's topic, and everyone else responds to these. See “**Figure 25: Each Person Post one Discussion**” below



The screenshot shows the Moodle forum interface for 'Introductions'. At the top, there is a breadcrumb trail: Home > My courses > Moodle Tutorials > Intro > General > Introductions. Below this is a search bar labeled 'Search forums'. The forum description reads: 'This is a communication tool to help participants briefly introduce themselves to the other participants and there teachers.' Below the description, it states: 'This forum allows each person to start one discussion topic.' A button labeled 'Add a new discussion topic' is highlighted with a red box and a callout that says: 'Click the Add a new discussion topic to add a forum post'. Below the button is a table with the following data:


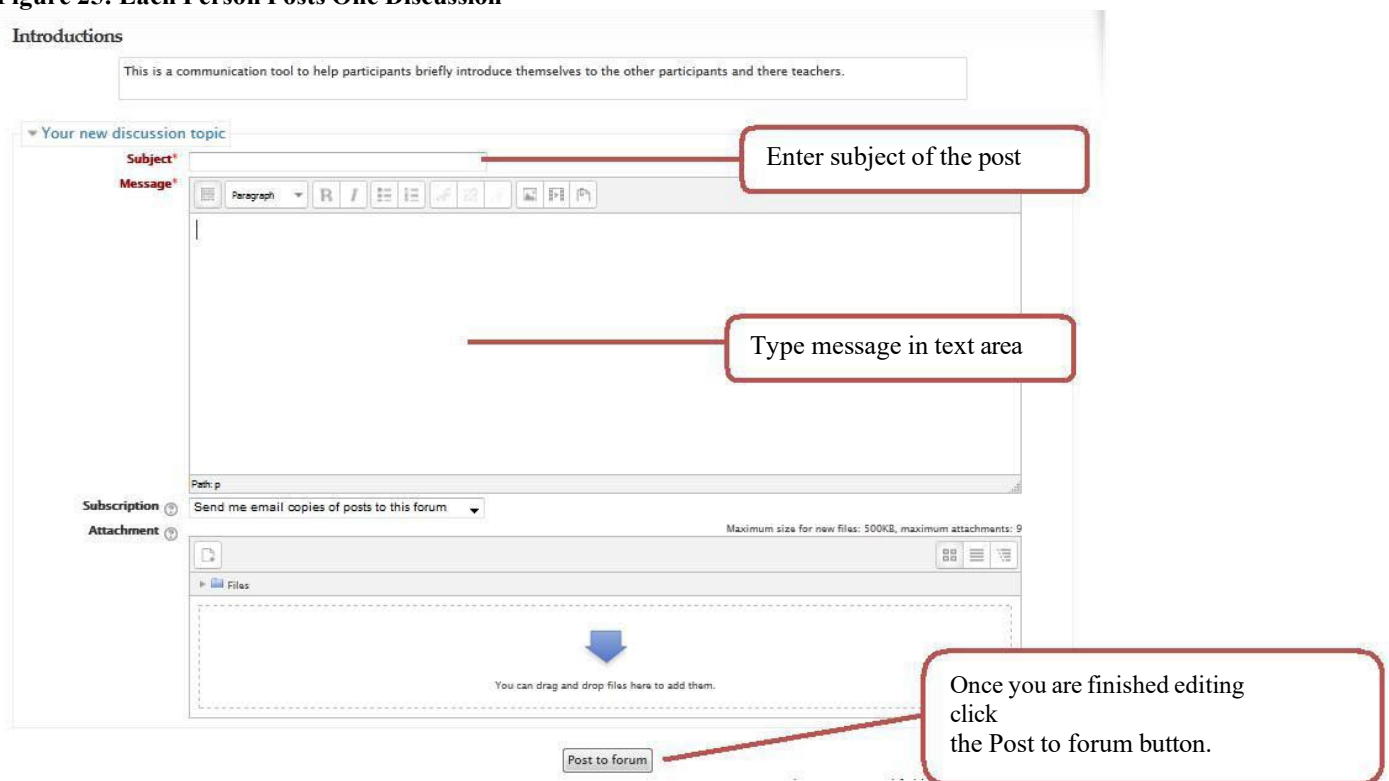
Discussion	Started by	Replies	Last post
Yhanic Morris	 Admin User	1	Dummy Student Mon, 1 Sep 2014, 4:56 PM

Figure 25: Each Person Posts One Discussion



The screenshot shows the Moodle forum interface for 'Introductions' in the 'Post to forum' mode. The forum description is visible at the top. Below it, the 'Your new discussion topic' form is shown. The 'Subject*' field is highlighted with a red box and a callout that says: 'Enter subject of the post'. The 'Message*' field is a large text area with a rich text editor toolbar above it, highlighted with a red box and a callout that says: 'Type message in text area'. Below the text area, there is a 'Subscription' dropdown menu set to 'Send me email copies of posts to this forum'. Below that is an 'Attachment' section with a 'Files' area and a blue arrow pointing down, with the text: 'You can drag and drop files here to add them.' At the bottom of the form is a 'Post to forum' button, highlighted with a red box and a callout that says: 'Once you are finished editing click the Post to forum button.'

Figure 26: Posting to a Forum

Question and Answer forum

The Question & Answer forum will require you to post your perspectives before viewing other students' postings. After the initial posting, you can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking. See “**Figure 27: Question and Answer Forum**” below.

Introduction to Moodle

Home > My courses > Moodle Tutorials > Intro > General > Question and Answer Forum > The first post

Question and Answer Forum

Display replies in nested form



The first post

by Admin User - Monday, 1 September 2014, 6:44 PM

This is a Question and Answer forum. The Administrator made one entry. IT does not force an automatic subscription.

Reply



Re: The first post

by Dummy Student - Monday, 1 September 2014, 7:04 PM

This is the reply

Show parent | Edit | Delete | Reply

Figure 27: Question and Answer Forum

Replying to a forum post

To reply to a post in particular forum is quite simple. Let us go over the steps:

1. Identify the forum you wish to access. In the screen shot below “**Figure 28: Accessing a Forum to Post Reply**” the Introductions forum was selected.

The screenshot shows a Moodle course page for 'Introduction to Moodle'. The breadcrumb trail is 'Home > My courses > Moodle Tutorials > Intro'. There are three forum links: 'News forum', 'Introductions', and 'Question and Answer Forum'. A red box highlights the 'Introductions' link, and a red arrow points from a text box labeled 'Introductions forum link' to it. Below the forum links is a section for '30 August - 5 September' with homework and test items. On the right, there is a sidebar with 'SEARCH FORUMS', 'LATEST NEWS', 'UPCOMING EVENTS', and 'ACTIVITIES'.

Figure 28: Accessing a Forum to Post Reply

2. Select the post you wish to access and post a reply by clicking on the subject of the post which would be the links under the Discussion column. (See “**Figure 29: Clicking on Discussion Subject Link**” below)

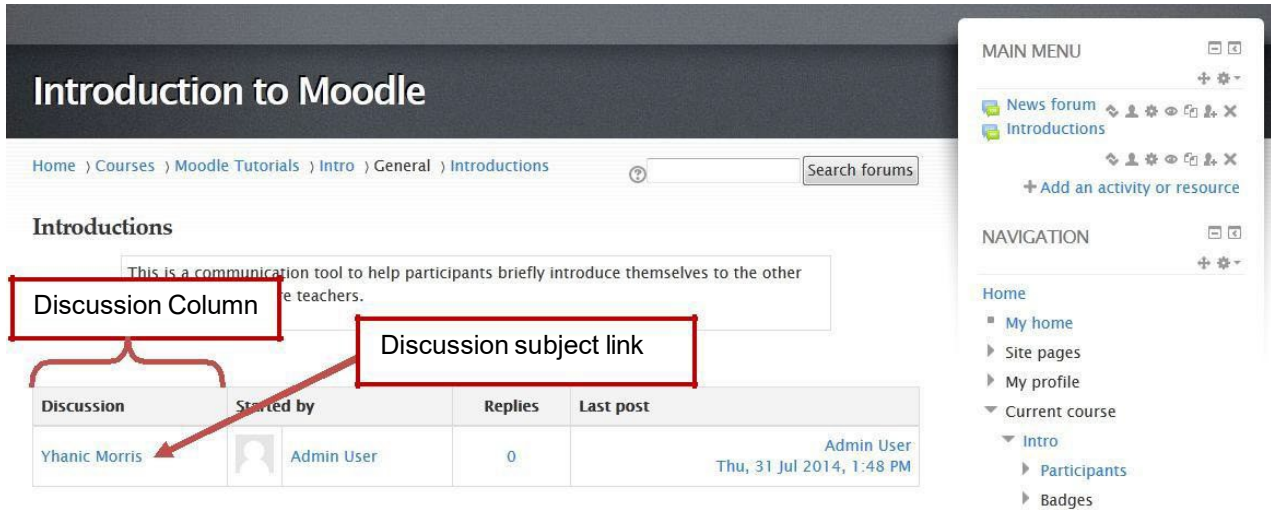


Figure 29: Clicking on Discussion Subject Link

3. After clicking on the Discussion subject link, the page for the post will be loaded. To post a reply click on the link **Reply** as seen below in screen shot “**Figure 30: Reply Link**” below.

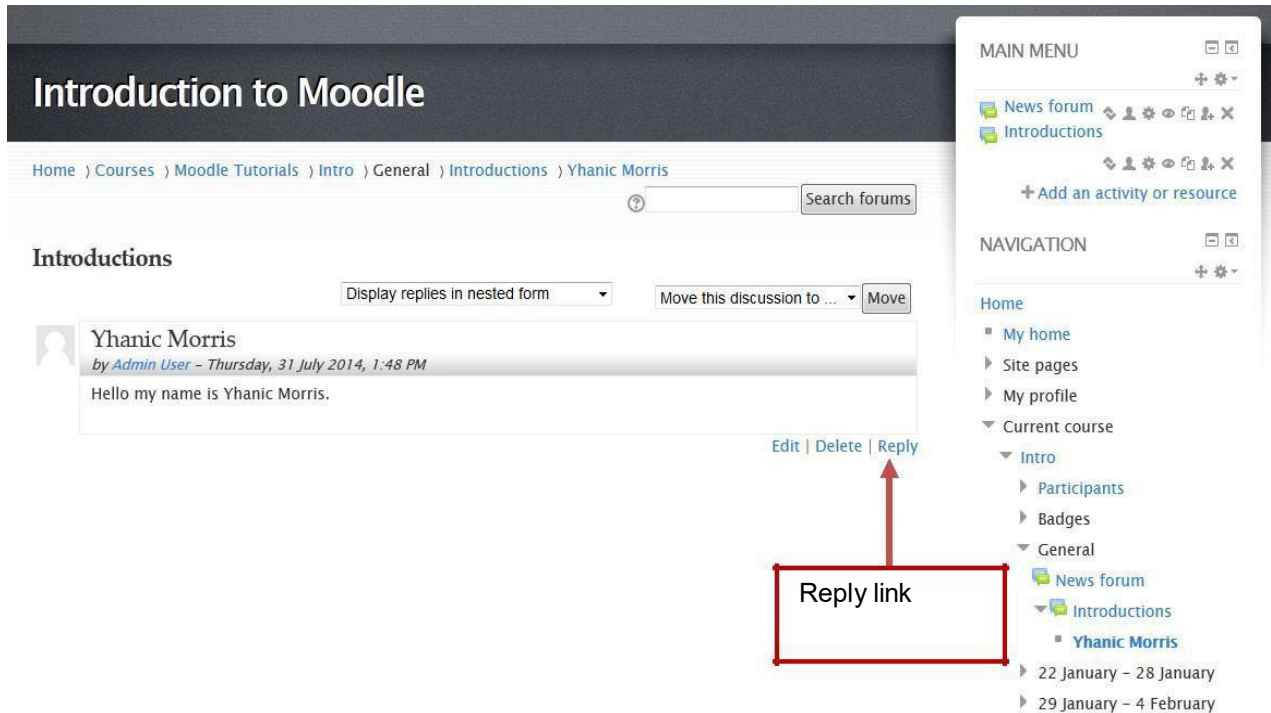


Figure 30: Reply Link

4. After clicking the reply link, you will be required to enter a Subject for the reply as well as the message. You may leave the Subject text box to the default and then enter a message in the message text area. (See “**Figure 31: Formatting Reply**”below)

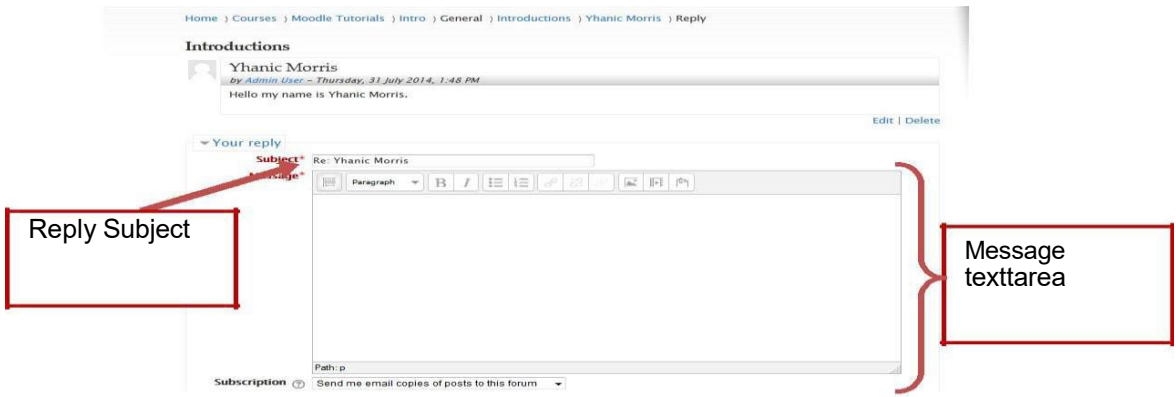


Figure 31: Formatting Reply

5. Once you are finished adding the message click the **Post to forum** button. (see “**Figure 32: Post to Forum Button**” below)

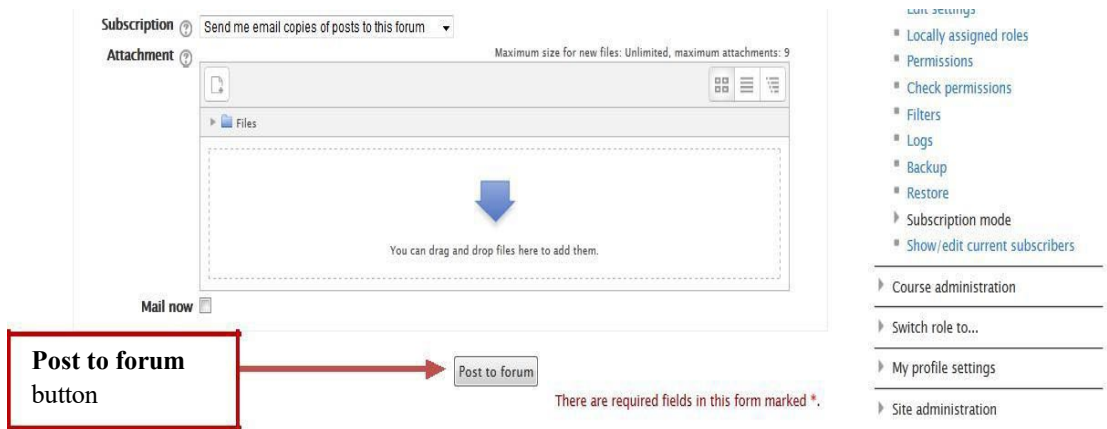



Figure 32: Post to Forum Button

Chat

The **Chat**  activity allows participants to have a real-time synchronous discussion via the web. A lecturer may set up a chat session with the entire class, with an individual student or for a group of students to meet online to discuss an assignment or topic.

Accessing your Chat room see “**Figure 33: Link to Enter Chat Room**” below:

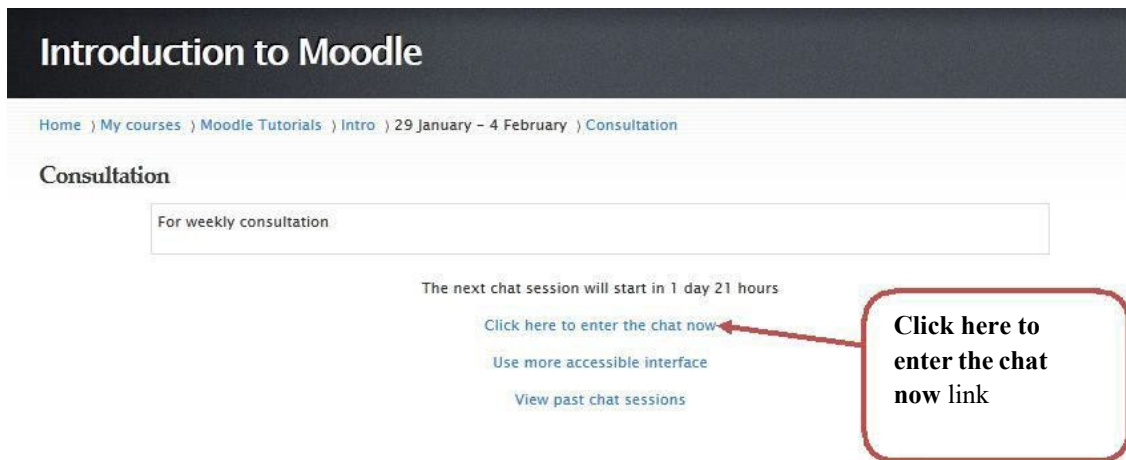


Figure 33: Link to Enter Chat Room

Once you click on the link the following screen will appear

- Press “Click here to enter the chat now” to access the chat room

You may also use a more accessible interface by clicking on the link: “use more accessible interface”

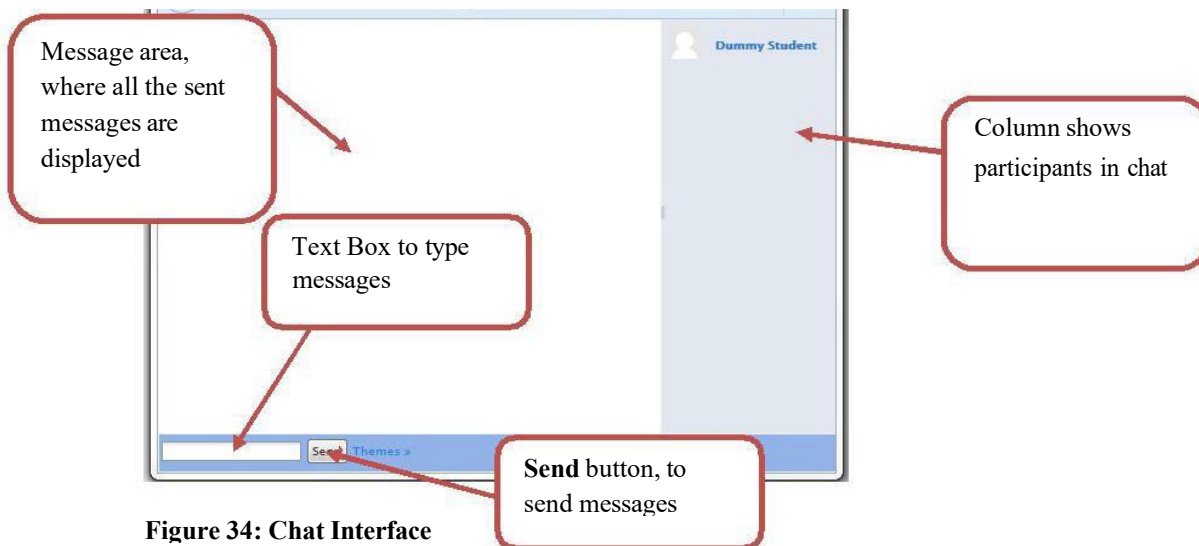



Figure 34: Chat Interface

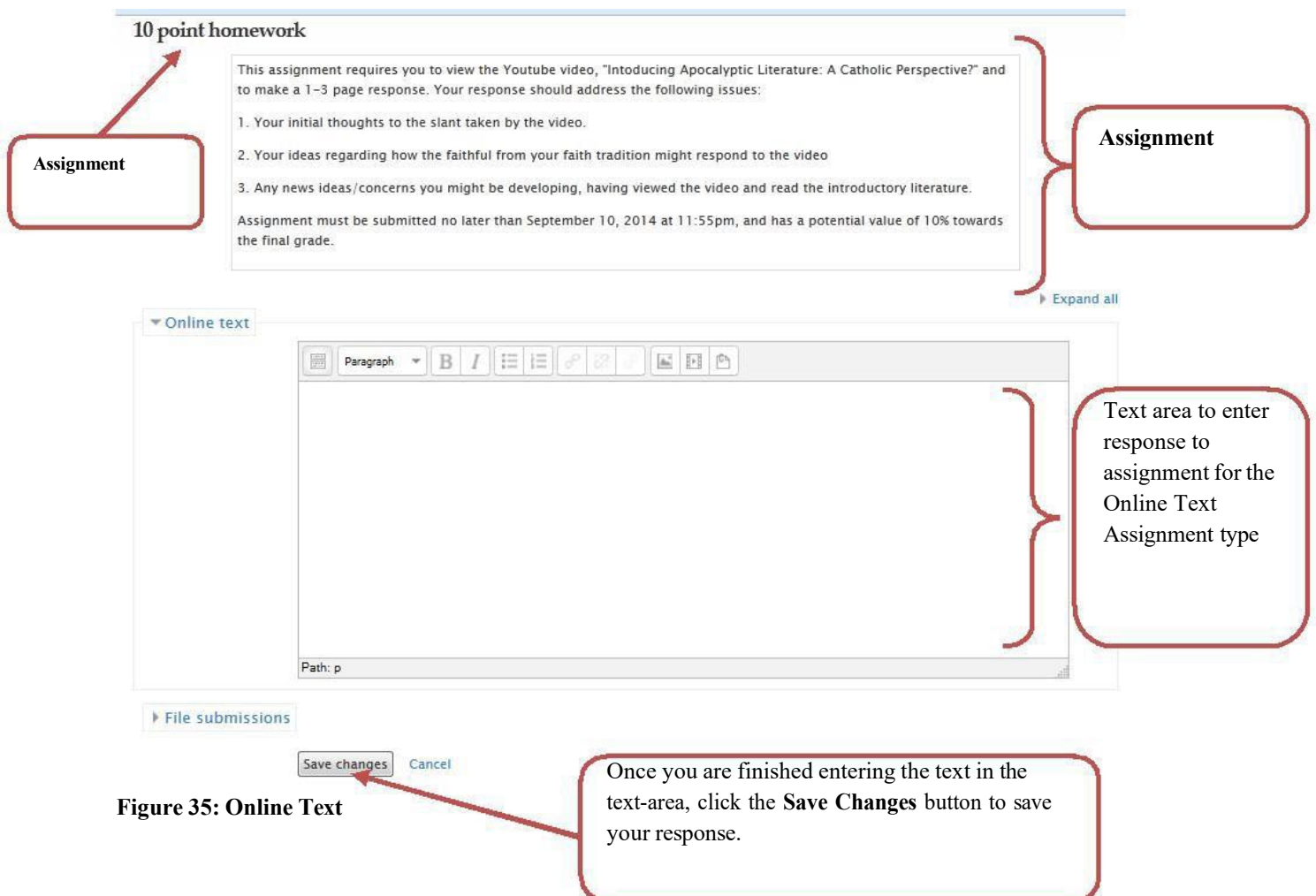
Assignments

The **Assignment**  activity provides a space into which students can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content.

There are several ways to process Assignments in Moodle and they are as follows:

Online Text

In this type of assignment the student will be required to type directly into the portal where the lecturer can provide online comments or changes and grade the assignment. The lecturer may provide settings that will allow the students to resubmit their work. However, once it has been graded it cannot be resubmitted. See “**Figure 35: Online Text**” below.



The screenshot shows a Moodle assignment page titled "10 point homework". The assignment description includes a paragraph and a list of three questions. A red box labeled "Assignment" points to the title. Below the description is a rich text editor with a toolbar and a large text area. A red box labeled "Text area to enter response to assignment for the Online Text Assignment type" points to the text area. At the bottom of the page, there are "Save changes" and "Cancel" buttons. A red box labeled "Once you are finished entering the text in the text-area, click the Save Changes button to save your response." points to the "Save changes" button. A "File submissions" link is also visible at the bottom left.

Figure 35: Online Text

Upload a Single File

This could be a Word document, Microsoft Excel spread-sheet, Adobe PDF, etc. Multiple files may be zipped and then submitted. After you upload your files, the lecturer will be able to open the submission and use the Moodle interface to assign a grade and offer comments as feedback. A student may submit a file as many times as they like up until the deadline. Only the latest file is retained, and this is the one the lecturer marks.

1. Click on the **File submissions** link from the Assignment detail page to expand the section. See “**Figure 36: Upload a Single File**” below

The screenshot displays a Moodle assignment interface. At the top, a section titled "10 point homework" contains assignment instructions and a list of three issues to address. Below this is an "Online text" editor with a rich text toolbar. At the bottom of the page, a "File submissions" link is highlighted with a red rounded rectangle and a red arrow pointing to it from a box labeled "File Submissions link". Other visible elements include an "Expand all" link, "Save changes" and "Cancel" buttons, and a "Path: p" indicator.

Figure 36: Upload a single file

2. Once you click on the File Submission link the file selection area will become visible, click on the “Add a file” button see “Figure 37: Add a File Button” below

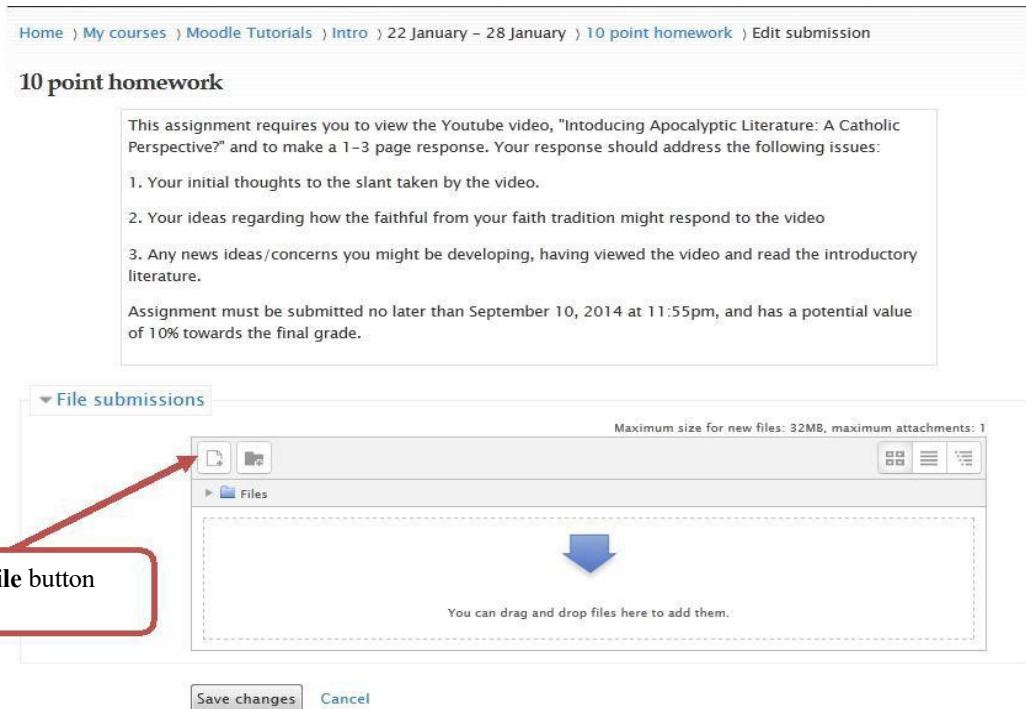


Figure 37: Add a file button

3. The **File Picker** window will load, first click on the **Upload a file** link if it is not already selected, then click on the **Browse** button to access your computer to browse for the file. See “Figure 38: Upload a File Link” below

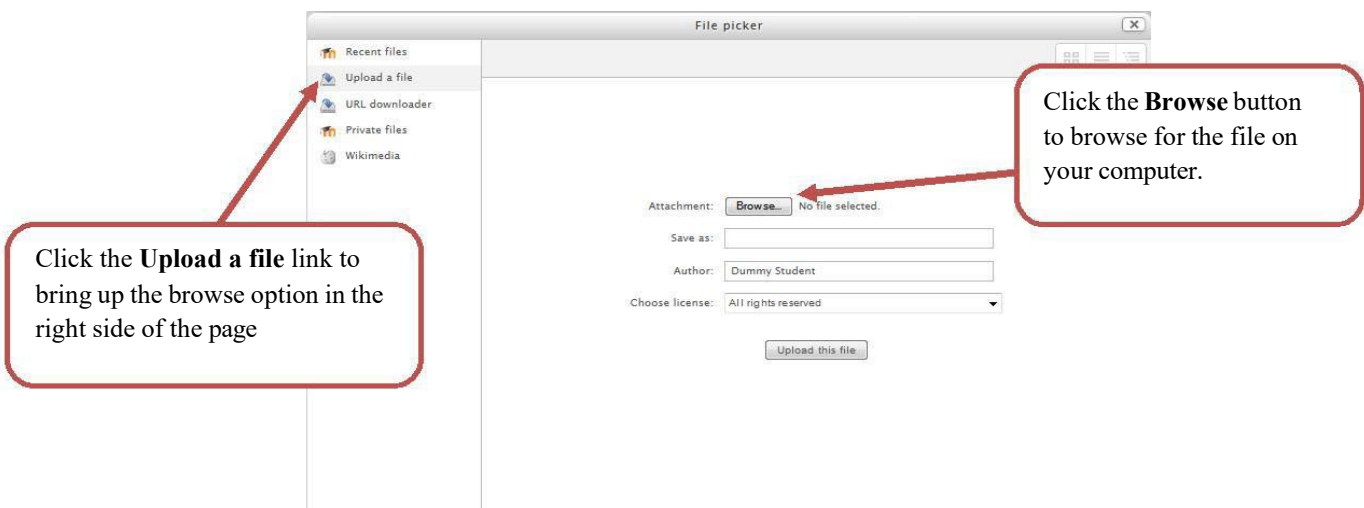


Figure 38: Upload a File Link

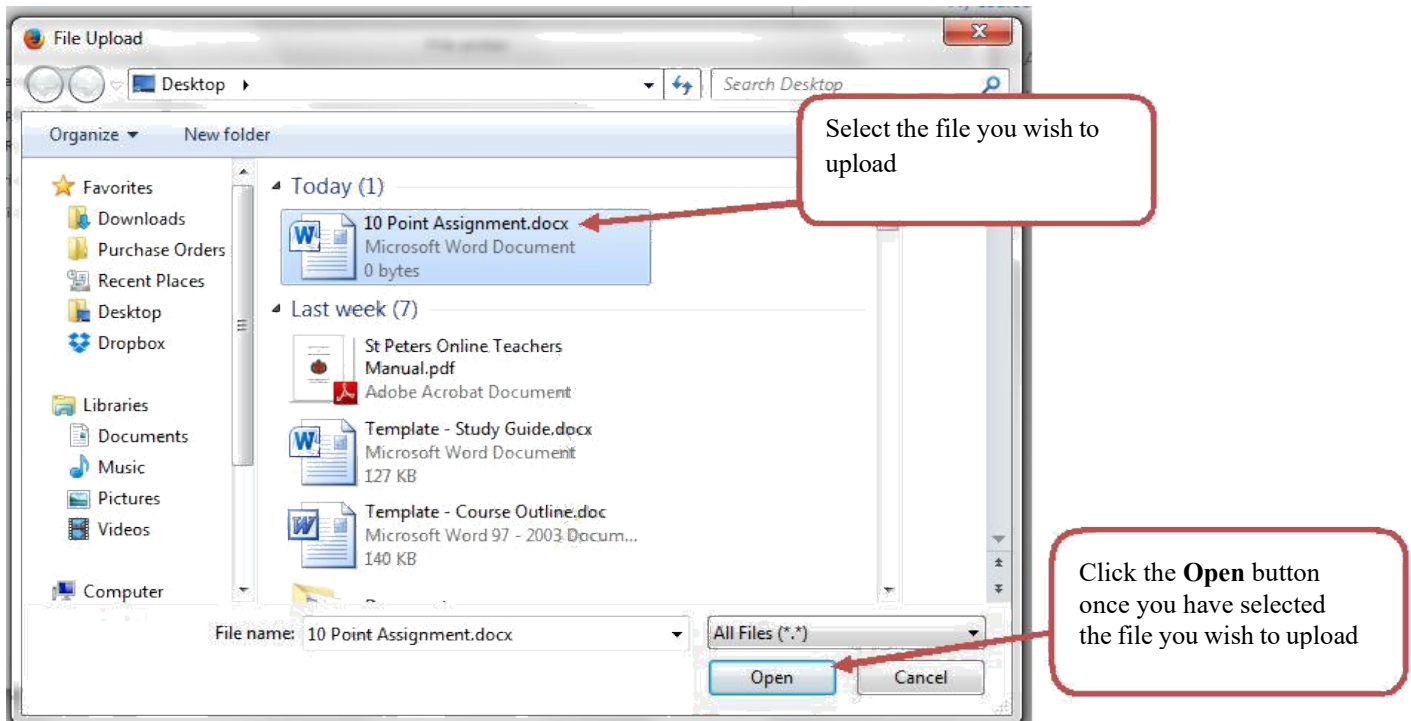


Figure 39: Selecting File for Upload

4. Once you have selected the file you wish to upload the name of the file will be displayed next to the **Browse** button. Once the name of the file is displayed next to the **Browse** button click the **Upload this file** button to upload the file to the **File Submissions Area**. See “**Figure 40: Upload this File Button**”.

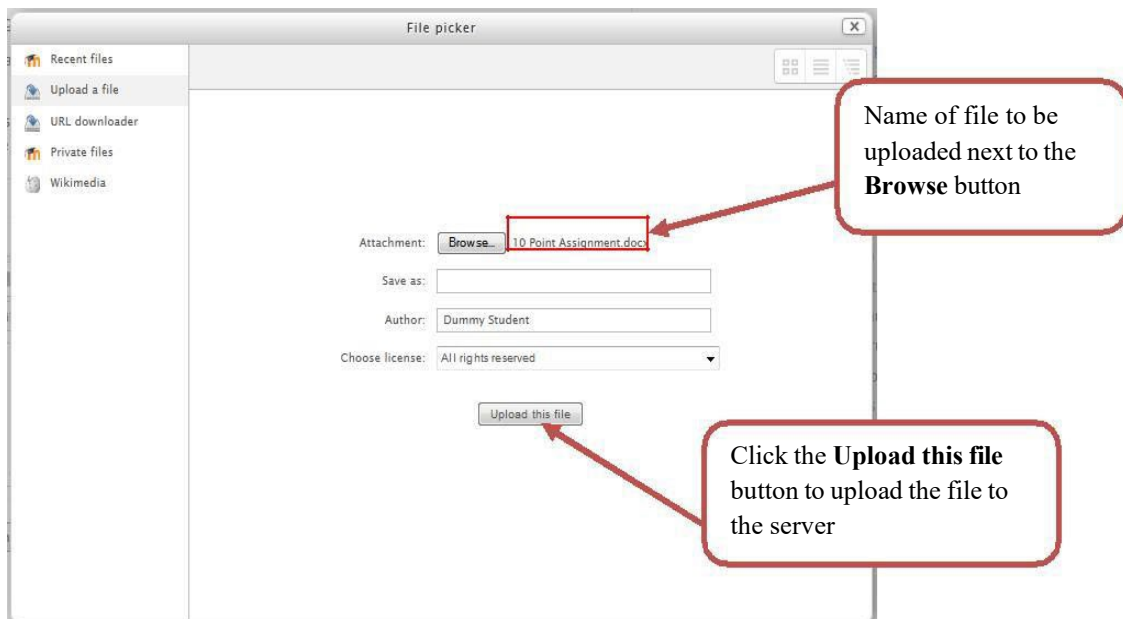


Figure 40: Upload this File Button

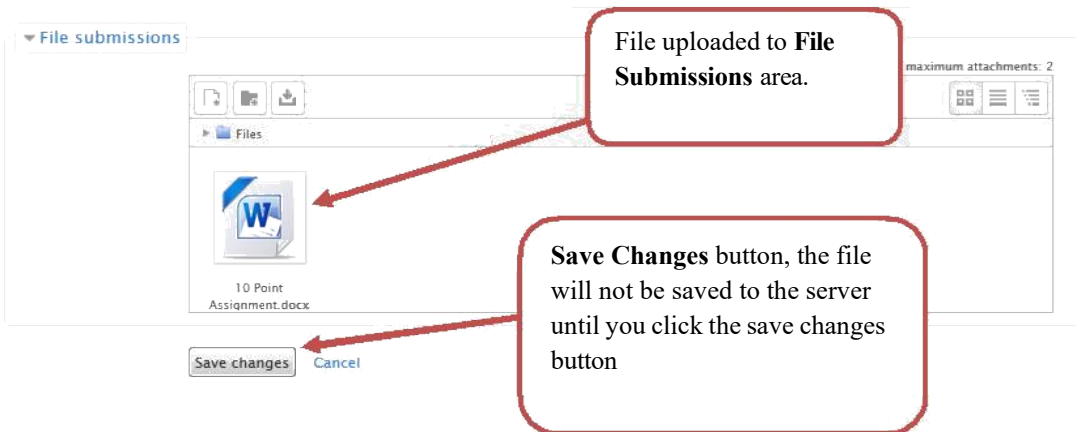


Figure 41: Uploaded Assignment in File Submission Area

Note: The file will be discarded if you do not click the **Save Changes** button.

Advanced uploading of files

This type of assignment allows each student to upload one or more files in any format (your lecturer will set the limit on the size of the file that can be submitted); allows students to type a message alongside their submission; and allows the lecturer to return a submission made by the student with feedback; allows the student to resubmit the corrected/updated file.

In this example the student has already uploaded one file (10 Point Assignment.docx) and is able to upload another by clicking the “Add” button to first find the file and then the “Upload this file” button. You must click on “**Save Changes**” in order to submit your work for grading. See “**Figure 42: Uploading Multiple Files**” below

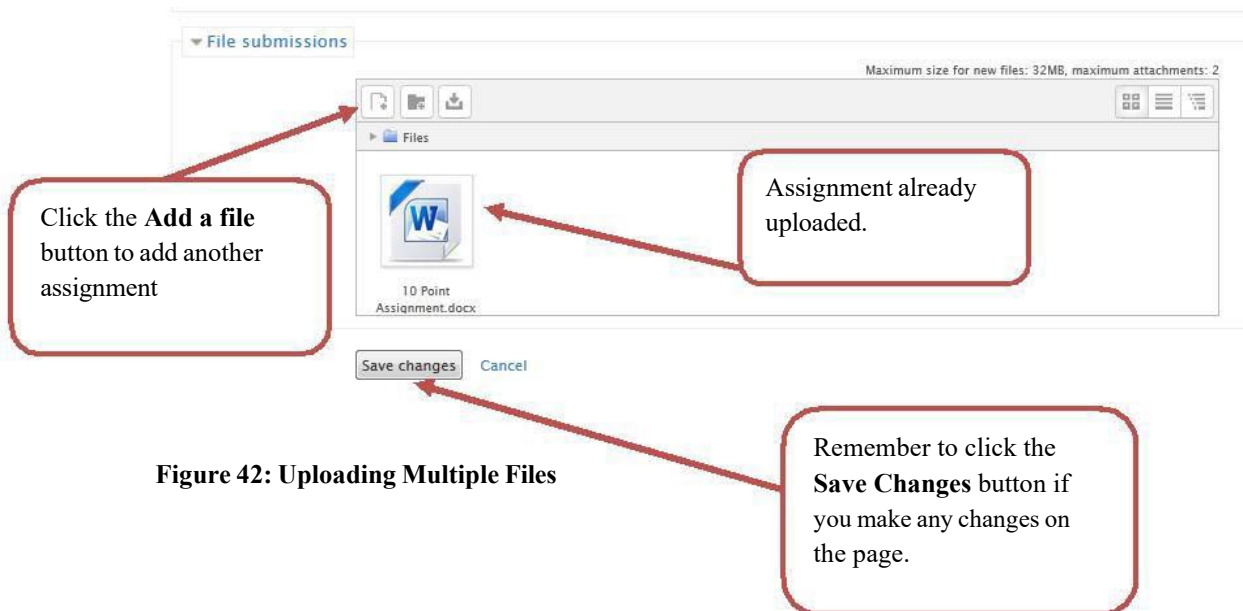


Figure 42: Uploading Multiple Files

Quizzes

The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choices, true-false and short answer questions.

The screenshot shows a quiz interface with two questions. Question 1 asks for the capital of Spain with options: a. BARCELONA, b. MADRID, c. MALAGA, d. PARIS. Question 2 asks for the capital of Thailand with options: a. PUKET, b. CHIANG MAI, c. KRABI, d. BANGKOK. On the right, the 'Quiz navigation' section shows a row of question numbers 1-10, with number 4 highlighted. Below it, a 'Time left 0:18:48' timer is displayed. A 'Finish attempt...' link and a 'Start a new preview' button are also visible.

Quiz Navigation, click on a number to jump to that question

Quiz timer, shows how much time is left for quiz

Finish Attempt link takes you to quiz submission page

Figure 43: Quiz Interface

The screenshot shows a 'Sample Quiz Summary of attempt' page. It features a table with the following data:

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Not yet answered

On the right, the 'Quiz navigation' section shows a row of question numbers 1-9, with number 5 highlighted. Below it, a 'Time left' timer is visible. A 'Finish attempt...' link and a 'Start a new preview' button are also present.

Unanswered Questions: Will not have the grey indicator within its box or will have it's status set to "Not yet answered"

Figure 44: Unanswered Quiz Questions

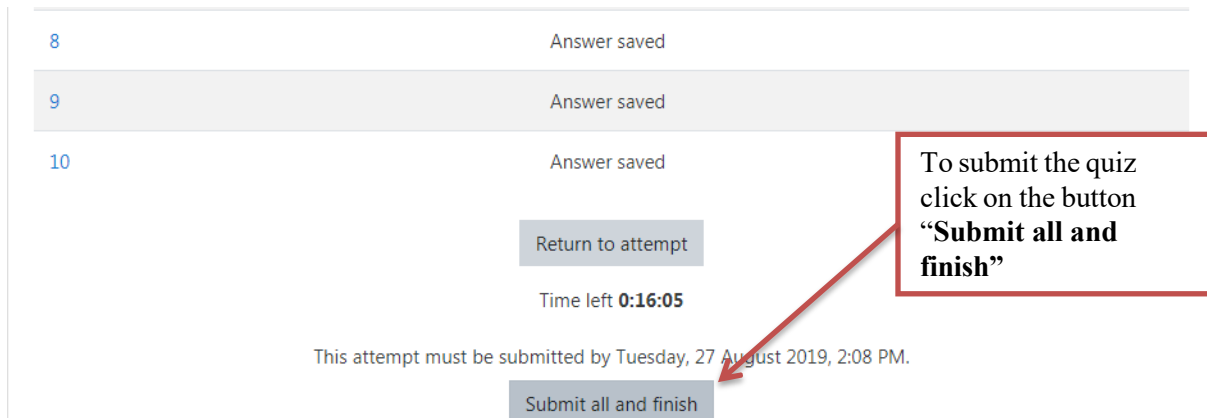



Figure 45: Submitting Quiz

Choice

The choice  activity module enables a teacher to ask a single question and offer a selection of possible responses.

Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously.

A choice activity may be used

- As a quick poll to stimulate thinking about a topic
- To quickly test students' understanding
- To facilitate student decision-making, for example allowing students to vote on a direction for the course

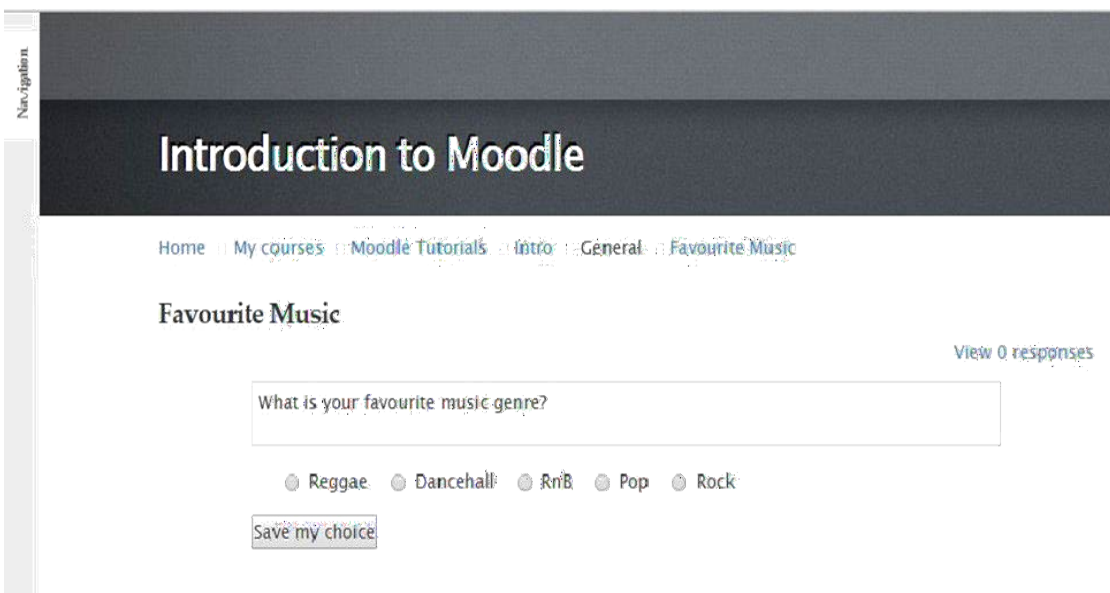


Figure 46: Sample Choice Activity

Help Desk

Who Do I call for Help?

If you experience technical difficulties with the learning portal, issues logging in, or require assistance you may call Church House at 926-8925, 929-3134, 920-2714 or send an email to ymorris@anglicandiocese.com .Church House normal office hours are from 8:00am – 4:00pm Monday through Friday.

Note: After-hours support is not available.

Glossary of Terms

A

Activities - in Moodle are educational things to do. They include, for example: discussing a topic in a forum, writing a journal entry, submitting an assignment, or completing a quiz etc.

Address Bar - The graphical control element address bar (also location bar or URL bar) shows the current URL and accepts a typed URL that navigates the user to a chosen website in a web browser.

Assignments - The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

B

Block - Blocks are items which may be added to the left or right or centre column of any page in Moodle. They may also be added to the centre of the My Home (My Moodle) page. You can theme the position of blocks in the centre of pages as well.

Blog -A type of website usually maintained by an individual (Blogger) with regular entries of commentary, description of events or other material such as graphics or video. Entries are commonly displayed in reverse chronological order. In one line - It is a sort of online diary.

Book Module- Makes it easy to create multi-page resources with a book-like format. Previously created websites can be imported directly into the Book module. Books can be printed entirely or by chapter.

Breadcrumb Trail (Navigation bar)- A series of hyperlinks that keep track of where you are in the Moodle site. They allow for simplified backtracking between pages that you have.

C

Calendar Block – A digital calendar that displays various events for the Moodle site or a particular course.

Chat - The chat activity module allows participants to have a real-time synchronous discussion in a Moodle course.

Choice– the teacher asks a question and specifies a choice of multiple responses. It can be useful as a quick poll to stimulate thinking about a topic; to allow the class to vote on a direction for the course; or to gather research consent.

Course - Courses are the spaces on Moodle where teachers add learning materials for their students. Courses are created by admins, course creators or managers. Teachers can then add the content and re-organise them according to their own needs. The links below will provide more information about creating, organising and managing courses.

Course Category -Course categories organize courses for all Moodle site participants. The default course category on a new Moodle site is "Miscellaneous" (although this can be renamed) A Course creator, Administrator or Manager can put all courses in the Miscellaneous category. However, teachers and students will find it easier to find their classes if they are organized in descriptive categories.

Course Format - Refers to the layout of a course.

Course Fullname - This is the name of the course. It is displayed as a link on course lists on the Front page and on My Moodle and in reports. It is also used in the browser title bar when the course is viewed.

Course Shortname - Many institutions have a shorthand way of referring to a course, such as BP102 or COMMS. It will be used in several places where the long name is not appropriate, such as the Navigation block.

D

Database - An electronic collection of information, stored in tables of data. For example, Moodle contains a table of all users in a site. There are many brands of database software, but most people use MySQL.

Discussion Board– see Forum.

E

E – Learning- the use of electronic media, educational technology and information and communication technologies (ICT) in education.

EBSCO Host - EBSCO Information Services provides a complete and optimized research solution comprised of research databases, e-books and e-journals—all combined with the most powerful discovery service and management resources to support the information and collection

development needs of libraries and other institutions and to maximize the search experience for researchers and other end users.

Enrol – The process of registering a user to a course.

External Tools - The external tool enables Moodle users to interact with compliant learning resources and activities on other web sites.

F

File – Resources made available to students for download, these can be simple files such as a Word-processed document or slideshow (E.g. created in MS Word, Powerpoint, or Open Office) or complex files such as music files or videos.

File Picker - The File picker enables files to be selected and displayed in Moodle.

Forum - The forum module is an activity where students and teachers can exchange ideas by posting comments. There are four basic forum types. Forum posts can be graded by the teacher or other students.

Front page- is the initial page seen by someone reaching a Moodle site. It is not the home page for a course or classroom, but rather for the whole site.

G

Glossary - The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary.

Groups - A teacher can organise users into groups within the course or within particular activities.

H

Hardware - is the collection of physical elements that constitutes a computer system.

Hyper Text Mark-up Language (HTML) is the standard mark-up language used to create web pages.

HTML Anchor - The HTML *anchor* element is used to create a link to a resource (another web page, a file, etc.) or to a specific place within a web page.

Hyperlinks - A hyperlink is a word, phrase, or image that you can click on to jump to a new document or a new section within the current document.

I

IMS Content Package - IMS is a body which helps define technical standards for various things, including e-learning material. The IMS Content Packaging specification makes it possible to store chunks

of material in a standard format which can be re-used in different systems, without having to convert the material into new formats.

J

Jpeg - is a commonly used method of lossy compression for digital images, particularly for those images produced by digital photography

L

Label - A label serves as a spacer on a Moodle course page. It can be used to add text, images, multimedia or code in between other resources in the different sections.

Latest News Block - Recent posts made in the News forum are displayed in the Latest news block, along with a link to older archived news.

Learning Management System - A learning management system (LMS) is a software application for the administration, documentation, tracking, reporting and delivery of e-learning education courses or training programs.

Lesson - The lesson module presents a series of HTML pages to the student who is usually asked to make some sort of choice underneath the content area.

Link - a reference in an electronic document that lets a user display or activate another document or program

Login – act of logging into a system or database.

M

Main Menu Block – Allows resources and activities to be added to the front page.

Manual Enrolment – When users are allowed to enrol themselves in a course by clicking a link in the course administration settings.

Moodle was originally an acronym for Modular Object-Oriented Dynamic Learning Environment, but now it's just a name.

Moodle Media – Plugin that allows Moodle to add embedded media to course.

My Profile Setting Block – Consist of links that allow user to manage their user specific options such as their profile etc.

N

Navigation Block – It contains an expanding tree menu which includes My Home, Site Pages, My Profile, and Courses. What appears in the navigation block depends on the role of the user, where they are in the Moodle site, and any settings that have been applied globally

Navigation Bar (Breadcrumb Trail) - Moodle has a navigation bar in the header (and optionally footer) that shows the location of the current page within the site structure

P

Participants - Participants are the teachers and students who are part of a course.

Page - The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps.

Portable Network Graphics (PNG) - is a raster graphics file format that supports lossless data compression.

Presentation Area – Main area of course where course content is displayed, usually is the central column in the course.

Q

Quiz - The quiz activity enables a lecturers to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

R

Resources - an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses. In edit mode, a teacher can add resources via a drop down menu. Resources appear as a single link with an icon in front of it that represents the type of resource.

Role – A role is a collection of permissions defined for the whole system that you can assign to specific users in specific contexts.

S

Search Forum Block -The Search forum block allows you to search the course forums for a word or phrase. Type the word or phrase you want to find in the text field

Section - Courses can be divided into sections to organize resources and activities for students. Each section can have a description and can contain many activities and resources as the teacher desires.

Section Header – are "Chapters in the course" that may assemble sequences.

Sharable Content Object Reference Model (SCORM) is a collection of standards and specifications for web-based e-learning. It defines communications between client side content and a host system called the run-time environment (commonly a function of a learning management system). SCORM also defines how content may be packaged into a transferrable ZIP file.

Simple Weighted mean of Grades - items are weighted based simply on their maximum point value.

Site Administration Block - The site administration block is seen on the home page of the Moodle site by administrators.

Site News -- is a special forum for general announcements.

Software - programs and applications that can be run on a computer system

Subscription - This is an option within forums that will generate notifications via email to users within a course based on forum posts made within that course

Survey - The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments.

U

Uniform Resources Locator (URL) -is a specific character string that constitutes a reference to a resource. In most web browsers, the URL of a web page is displayed on top inside an address bar.

Upcoming Events Block - displays future events in a summarized list.

User Profile – Displays information about the user such as email address, name etc.

V

Virtual Learning Centre - is an e-learning education system based on the web that models conventional in-person education by providing equivalent virtual access to classes, class content, tests, homework, grades, assessments, and other external resources such as academic or museum website links.

W

Webpage - a single, usually hypertext document on the World Wide Web that can incorporate text, graphics, sounds, etc. 2. Website

Wiki -The wiki activity module enables participants to add and edit a collection of web pages.

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