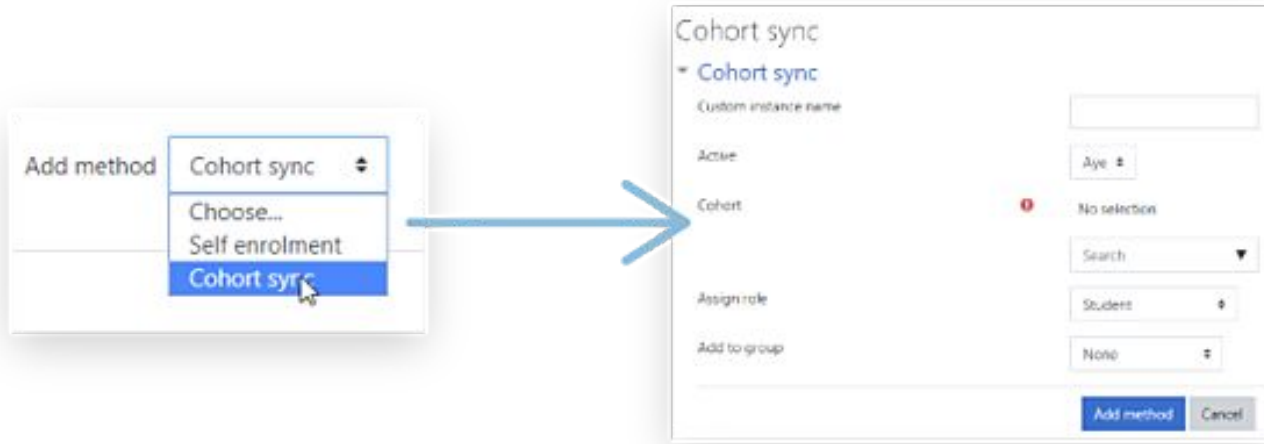


Best Practice Moodle (User Manual)

Grouping student - Cohort



Note : Cohort will be create first by **site administrator** or **Manager**

Lecturer's Guide :

1. Go to *Course administration > Enrolment methods* and select 'Cohort sync' in the dropdown menu.
2. Choose the required cohort and then click the 'Add method' button.

Dont's

1. Do not create a group manually that will affect if the instructor forgets to include any of his students. It can cause the student not be able to access the content .

Assignment submission (Annotate PDF)

Subject: Internal LITS Process for Routing Teams Requests from Faculty/ COVID-19, and recommendations for Ed Tech Services staff on how to consult with faculty on the use of Teams.

To ETS Staff:

Please follow the below procedure for All Teams tickets. This is a LITS-wide procedure agreed on with Systems and will help manage the amount of tickets regarding Teams, as well as the misinformation spreading among faculty.

On March 13, 2020 at 3:00 PM, LITS staff members from CEP, Systems, and ETS met and decided upon the following workflow for routing Teams requests from faculty to Systems.

Workflow Description

1. Patron reaches the Help Desk asking for a Team to be created;
2. Help Desk assigns the ticket to the Educational Technology Services (ETS) team for consultation;
3. ETS offers an initial consultation to patron regarding the teams request. In doing so, ETS follows the script below this workflow description. The purpose of this consultation is to determine whether a team request to be placed on the patron's need can be satisfied by any other means, software, tech, etc.
4. ETS staff must collect this information from patron in order to proceed with creating a Team:
 - a. Point person for the Team
 - b. End-of-life date for Team.
 - c. Note: For Teams created for academic purposes during the Coronavirus outbreak, the natural end-of-life will be the end of the academic term (SP20).
5. An ETS member will vet this ticket so it can move toward Systems. Responsible staff for vetting are listed below this workflow description.

Note : Students may not know how to save a file as a PDF format .The lecturer need to provide a link on 'How to save a file as a PDF on a Moodle

Lecturer's Guide :

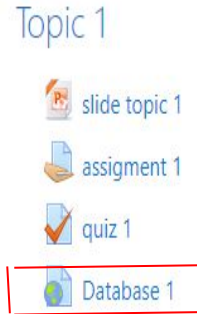
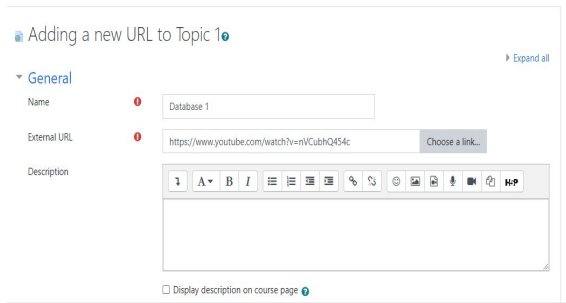
- Student need to submit the document in PDF format ,if not the annotation window will be blank, It is because the conversion to PDF failed (for a file submitted in a different format) or Annotate PDF could not read the PDF file.
- To save a copy of your annotations and feedback outside of Moodle, click the **Download Feedback PDF** link beneath the **Feedback Comments** box.

Download feedback PDF

ali mohd_4_0.pdf

12 December 2020, 4:37 PM

Link to Media - An alternative way to use URL links for adding videos instead of using embed / Label to the course page.



Dont's

1. Do not embed more than one video using a Label without separate using the subpage
2. avoid unnecessary content on course page

URL Resource

Lecturer's Guide :

1. In a course, with the editing turned on, choose URL from the activity chooser and give it a helpful name.
2. in External URL, type the web address of the site you want to link to, or click the Choose a link button to access other options.
Include the full https:// at the start.
3. In Appearance, choose how you want your URL to display, using the ? help icon for more information. If you don't see all the settings then ask your admin as they may need to enable them site wide -> hen click Save and return to course.

Number of sections

- reduce the number of sections on the course page - just try to set only a few sections per page in the course layout

The screenshot shows a Moodle course page for 'New York History 202'. The page is organized into several sections:

- Header:** Moodle at UMass Amherst, Get Help, Acfac Test.
- Navigation:** Home, My courses, Nicci Test 3.
- Course Information:** Prof. David Kahn, Office: LRC 100, Hours: Monday-Wednesday 2 pm to 4 pm.
- Activities:** Announcements, Attendance, Syllabus.
- Week 1: Orientation of course:** Includes a descriptive section name, a summary with a small image of New York City, and a field trip activity with a 'Write' section for field notes.
- Right Sidebar:** Activities (Assignments, Attendances, Chats, Choices, Forums, Glossaries, Resources, Turnitin assignments), UMass Course Surveys, Latest news, Upcoming events.

Callout boxes highlight the following features:

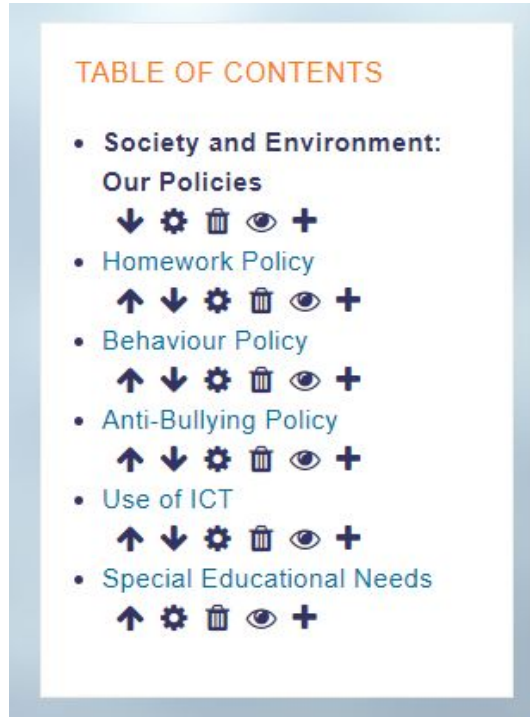
- Top Section summary:** includes instructor contact info.
- Descriptive Section names:** for each weekly or topic Section.
- Section summary:** includes a small image (for visual engagement and landmarking) and describes the goals for the week.
- Indented activities and resources:** make it easier to skim the list of links.
- Course image:** personalizes your Moodle Course page.
- (optional) Activity description:** displayed on course page.

Dont's

1. don't overload the content page with so many sections. Because it will tend to decrease the page loading time
2. avoid long paragraphs of text
3. avoid displaying *Descriptions* on the course page unless they are very brief

example of a well-organized course page

Moodle Book - allows information to be collated similar to a printed book that consists of chapters and subchapters. Also can insert both media files and text .



1. As a teacher in your Moodle course, turn on the editing, click the Add and activity and resource link and select **Book**
2. Give your book a name and description and scroll down to decide on your preferred options: How do you want it to be formatted? What kind of navigation will you choose?
3. Simply click the + sign to add more pages (chapters) and the arrow sign to move up or down, and use the text editor to add your content

Dont's

1. do not upload media files that the sizes of the files is too big

Upload Course Image -

Course image ?

1. resize the images before uploading. (if the size of the image is too big)

Maximum file size: Unlimited, maximum number of files: 1

Files

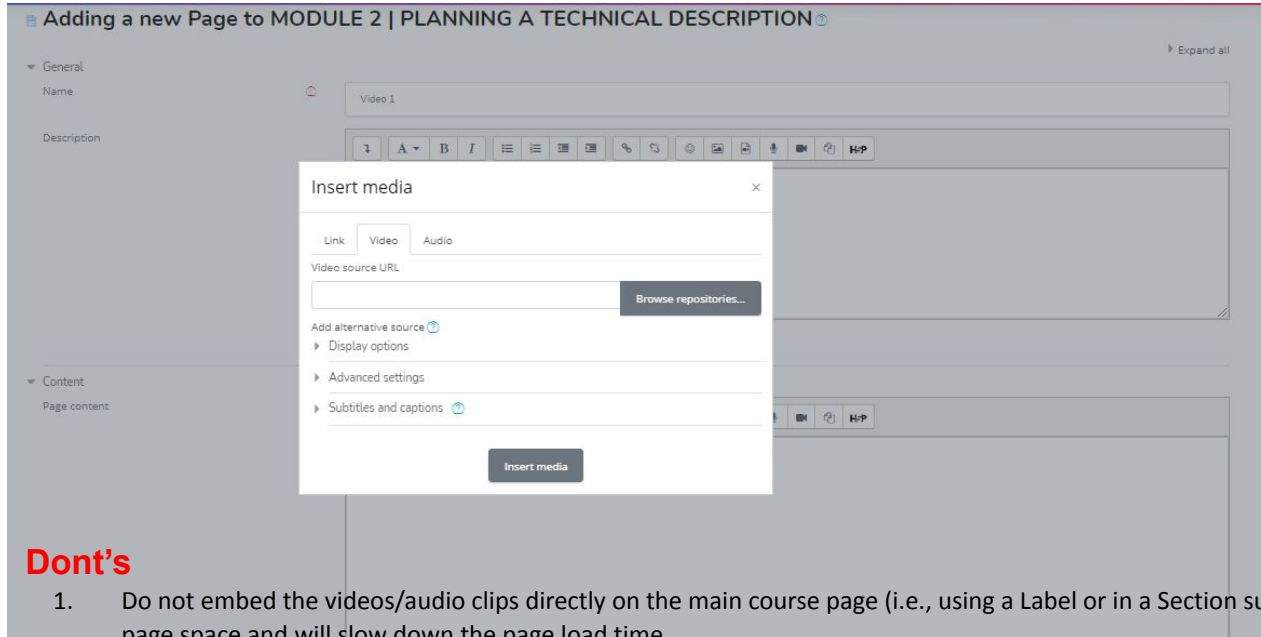
You can drag and drop files here to add them.

Dont's

1. do not upload the image with high-resolution as the image is high resolution can directly affect the page loading time. image loading takes up a lot of bandwidth. thus it will make the accessing to the course difficult for the student.


Audio, Video and Presentations -

To embed audio clips or video or presentation directly on the course page, insert the audio in a *Page*, *Forum* post, *Activity* description.



The screenshot shows the Moodle interface for adding a new page. The page title is "Adding a new Page to MODULE 2 | PLANNING A TECHNICAL DESCRIPTION". The "General" section is expanded, showing a "Name" field with "Video 1" and a "Description" field with a rich text editor. An "Insert media" dialog box is open, allowing the user to choose between "Link", "Video", and "Audio". The "Video" tab is selected, and the "Video source URL" field is empty. There is a "Browse repositories..." button next to the URL field. Below the URL field, there are sections for "Add alternative source", "Display options", "Advanced settings", and "Subtitles and captions". An "Insert media" button is at the bottom of the dialog.

Lecturer's Guide :

1. Add a new **Page** in Moodle (under resources)
2. Click on the  button in the content box. A pop up will appear.
3. In the pop up window, paste the link/video/audio URL in the field labeled "Enter URL".
4. In the next field, give your video a friendly name.
5. Click the "Insert" button.

Dont's

1. Do not embed the videos/audio clips directly on the main course page (i.e., using a Label or in a Section summary) Doing so can take up valuable page space and will slow down the page load time.
2. Do not embed more than one video on a page. This is because videos preload as soon as a page opens, if more than one or two videos are present, it will slow down the page to load.
3. File types AVI and MOV files are not recommended because the size of the file is typically very large and not all computers or devices can play them.

Moodle Folder -

the good way to display the files one by one in a list, taking up less space in the course page.

Lecturer's Guide :

Below is the link to refer as guideline on how to add a folder files

- <https://www.umass.edu/it/support/moodle/add-a-folder-files-a-moodle-course#:~:text=In%20the%20Activity%20chooser%2C%20scroll,folder%20on%20your%20course%20page.>

Dont's

1. Do not create a folder if there is only one document as it is not good practice to have a folder with only one document

Moodle Folder Cont..

Below is the link to refer as guideline on how to add a folder files

- <https://www.umass.edu/it/support/moodle/add-a-folder-files-a-moodle-course#:~:text=In%20the%20Activity%20chooser%2C%20scroll,folder%20on%20your%20course%20page.>