# Moodle 2 - Tool Guide for Teachers

## Add FILE
Upload a file (Word Document/PowerPoint)

- Add File: easy, like an email attachment. But can your doc stand on its own?
- Ease of use: Can work w/ some
- Great fit in Moodle
- Create a webpage
- Add Page

## Add Folder
Upload a group of files

- Add Folder: easy, like email attachments. But can your docs stand on their own?
- Ease of use: Yes. Only teachers can upload files to course site. So definitely a push-tool.
- Great fit in Moodle
- Create a webpage
- Add Page

## Add Book
Create a series of webpages. *This is a custom Moodle Plugin*

- Add Book: easy, just create a set of pages using the editor. Embed media if required.
- Ease of use: A way to present information to students. Can be printed by chapter or as full book.
- Great fit in Moodle
- Create a webpage
- Add Page

## Add URL
Link to a web page

- Add URL: Easy, find the web address (aka url) - the bit that starts with http://), copy it, paste it.
- Ease of use: Very easy way of directing students to information outside of Moodle.
- Great fit in Moodle
- Create a webpage
- Add Page

## Wiki
Use to enable collaborative page creation.

- Ease of use: Yes. Use as information site. Allow editing only by teachers or by any participant.
- Great fit in Moodle
- Create a webpage
- Add Page

## Glossary
Use for learning activities that gather resources or present info

- Glossary: Default settings are good. Try to set it so the author’s name is shown.
- Ease of use: Use glossary to define terms or present info. Better yet, let the students add to it.
- Great fit in Moodle
- Create a webpage
- Add Page

## Database
Allow students to collect, share & search created artifacts

- Database: Tricky to set up. Know what you want before you build. Get some training.
- Ease of use: Can be used for teacher to present info, but better to let the students add to it.
- Great fit in Moodle
- Create a webpage
- Add Page

## Group Selection
Have students enrol themselves into a group from a predefined list

- Group Selection: Tricky. It has two different group settings that can be confusing for new players.
- Ease of use: No. The Group Selection tool is not a distribution channel.
- Great fit in Moodle
- Create a webpage
- Add Page

## Feedback
Use to gather data from students on any topic.

- Feedback: Easy but takes time. Configure and add questions.
- Ease of use: No. The Feedback tool is not a distribution channel.
- Great fit in Moodle
- Create a webpage
- Add Page

## Information Transfer
Is it a tool for disseminating information from you to your students?

- Information Transfer: Yes. Only teachers can upload files to course site. So definitely a push-tool.
- Ease of use: Maybe. Use to give task. Collect student files through Forum or Assignment.
- Great fit in Moodle
- Create a webpage
- Add Page

## Assess learning
Will this tool allow you to assess your students’ learning?

- Assess learning: No. It’s a distribution tool. No option for interaction or communication.
- Ease of use: Maybe. Use to give task. Collect student files through Forum or Assignment.
- Great fit in Moodle
- Create a webpage
- Add Page

## Communication & interaction
Can it be used for communication & interaction among participants (you & your students)?

- Communication & interaction: Maybe. Embed or link to interactive web2.0 widgets into the page eg Voicethread.
- Ease of use: Maybe. Use to give task. Collect student files through Forum or Assignment.
- Great fit in Moodle
- Create a webpage
- Add Page

## Co-create content
Can you & your students collaborate & create content together?

- Co-create content: Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.
- Ease of use: None. This is not a learning activity, but information transfer.
- Great fit in Moodle
- Create a webpage
- Add Page

## Bloom’s
Allows what thinking order?

- Bloom’s: None. This is not a learning activity, but information transfer.

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### How to use this guide

- **Are you a teacher new to Moodle?** Use this guide to pick the right tool for the job.
  - Know which tool you want to use? Follow its row across to see its strengths & weaknesses.
  - Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.

### Tweet to Follow

- @catspyjamasnz
- @glenrick
- @markdreichsler
- @michelmedmore
- @moodlefair
- @moodlemad

### Need more Moodle help?

- Community Forums at http://www.moodle.org
- Documentation at http://docs.moodle.org
- Follow #moodle on Twitter!
- Blogs to follow:
  - http://www.cats-pyjamas.net
  - http://planet.moodle.org
  - http://www.somerrandomthoughts.com
  - http://www.markdrechsler.com

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Adapted by Louise Kelly (University of New England) [http://www.une.edu.au/]

Follow Joyce Seitzinger (@catspyjamasnz) www.cats-pyjamas.net | www.eit.ac.nz
<table>
<thead>
<tr>
<th><strong>How to use this guide</strong></th>
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<td><strong>• Are you a teacher new to Moodle?</strong> Use this guide to pick the right tool for the job.</td>
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<th><strong>Key Points</strong></th>
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<tr>
<td><strong>Great fit</strong></td>
<td></td>
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<tr>
<td><strong>Can work w/ some learning design</strong></td>
<td></td>
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<tr>
<td><strong>Not best tool for the job</strong></td>
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<tr>
<th><strong>Information Transfer</strong></th>
<th><strong>Assess learning</strong></th>
<th><strong>Communication &amp; interaction</strong></th>
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<th><strong>Bloom’s</strong></th>
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<td><strong>Is it a tool for disseminating information from you to your students?</strong></td>
<td><strong>Will this tool allow you to assess your students’ learning?</strong></td>
<td><strong>Can it be used for communication &amp; interaction among participants (you &amp; your students)?</strong></td>
<td><strong>Can you &amp; your students collaborate &amp; create content together?</strong></td>
<td><strong>Allows what thinking order?</strong> &lt;br&gt;• Remember &lt;br&gt;• Understand &lt;br&gt;• Apply &lt;br&gt;• Analyse &lt;br&gt;• Evaluate &lt;br&gt;• Create</td>
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<th><strong>Ease of use</strong></th>
<th><strong>Use for student discussions with text chat</strong></th>
<th><strong>Hold real-time chat for your site</strong></th>
<th><strong>SCORM</strong></th>
<th><strong>Forum</strong></th>
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<td><strong>How easy can this be set up by you?</strong></td>
<td><strong>Easy. Define the options and whether you want to limit numbers per choice or not.</strong></td>
<td><strong>Use choice to quickly test understanding like multi-choice questions.</strong></td>
<td><strong>Use for present branched info or testing.</strong></td>
<td><strong>Easy. Forum has usable default settings. A name &amp; description is enough.</strong></td>
</tr>
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<td><strong>Quiz</strong></td>
<td><strong>Tricky &amp; takes time. Set up quiz, then questions. Consider your categories.</strong></td>
<td><strong>The quiz can be timed &amp; secure. Has essay, mc, true/ false, matching, &amp; other questions.</strong></td>
<td><strong>Can do 5 but this requires you to be creative in your usage.</strong></td>
<td><strong>Indirectly. Depends on your assessment design.</strong></td>
</tr>
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<td><strong>Lesson</strong></td>
<td><strong>It can be tricky to set up, make sure you plan the lesson first. Worth the effort.</strong></td>
<td><strong>Great to present information in a branched, guided way. Implement adaptive learning.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly. Depends on your assessment design.</strong></td>
</tr>
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<td><strong>Choice</strong></td>
<td><strong>Easy. Choose from 4 types. Both online &amp; offline assignments are possible.</strong></td>
<td><strong>Yes. Students can be assessed on their contribution and on their review of others.</strong></td>
<td><strong>Can do all 6 but this requires you to creatively design a learning object.</strong></td>
<td><strong>Indirectly.</strong></td>
</tr>
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<td><strong>Assessment</strong></td>
<td><strong>No. However can include contextual content for the assignment.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly.</strong></td>
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<td><strong>Assignment</strong></td>
<td><strong>Easy. Choose from 6 types. Both online &amp; offline assignments are possible.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly.</strong></td>
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<td><strong>Workshop</strong></td>
<td><strong>No. Better to use another tool for this.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly.</strong></td>
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<td><strong>SCORM</strong></td>
<td><strong>Yes. Great for presenting multimedia content and animations.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly.</strong></td>
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<td><strong>Chat</strong></td>
<td><strong>Yes. Allows grading. Use as branched quiz, scenario, case study, role play.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
<td><strong>Indirectly.</strong></td>
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<td><strong>Forum</strong></td>
<td><strong>No. Allows for feedback but overall limited interaction.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
<td><strong>Can do all 6 but this requires you to be creative in your assessment.</strong></td>
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<td><strong>SCORM</strong></td>
<td><strong>Yes. Currently it does not allow group assignments. Use forum or wiki.</strong></td>
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<td><strong>Badges</strong></td>
<td><strong>Yes. Currently it does not allow group assignments. Use forum or wiki.</strong></td>
<td><strong>No this is an individual activity, not a group activity.</strong></td>
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<td><strong>External Tool</strong></td>
<td><strong>No. Currently it does not allow group assignments. Use forum or wiki.</strong></td>
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