Editing elements of your course

With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit / move / copy / delete / hide.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>✍️</td>
<td>Edit icon allows you to change the wording or settings of the item</td>
</tr>
<tr>
<td>🕵️‍♂️</td>
<td>Show/hide icon allows an item visible or hidden to students</td>
</tr>
<tr>
<td>← →</td>
<td>Left and Right arrow icons are used to indent course elements</td>
</tr>
<tr>
<td>↑ ↓</td>
<td>Up and Down arrow icons are used to move items and blocks up or down</td>
</tr>
<tr>
<td>⬤</td>
<td>Move icon allows you to move an item to another topic or block.</td>
</tr>
<tr>
<td>🕝</td>
<td>&quot;crosshairs&quot; move icon allows you to move items or sections by dragging and dropping</td>
</tr>
<tr>
<td>✗</td>
<td>Delete icon permanently removes items or blocks from your course.</td>
</tr>
<tr>
<td>🔐</td>
<td>Groups icon allows you to change between no groups or separate/visible groups</td>
</tr>
<tr>
<td>🔥</td>
<td>Roles icon allows you to assign roles locally in the item.</td>
</tr>
<tr>
<td>☀️</td>
<td>Highlight icon allows you to highlight a section as current</td>
</tr>
</tbody>
</table>
Adding Blocks to your course

Blocks appear to the right and left of the central work area into which you add your Activities and Resources

There are many standard blocks which allow you, for example, to display a Calendar, share Quiz results, display RSS feeds, add personalised content, show who is online or allow Comments on your course. etc. A teacher can add new blocks when the editing is turned on by clicking the "add block" drop down menu at the bottom right of the screen:

To move a Block

Blocks appear at the side(s) of your course area. To move one,

Turn Editing On and *click and release* the Block’s Move icon. Place holders - zones with a dashed border - appear on the screen indicating the possible areas where your Block can appear.

Click the placeholder where you want the Block appear. On course area homepages, you can move Blocks from one side to the other, but not into the middle.
Managing your course

The Course Administration section of the Settings block allows teachers to manage different aspects of their course.

Edit Settings - this takes you to the Course settings page. You can rename the course, change its format from Weekly to Topic or alter the number of sections .etc

Users – can enroll new users

Filters - can enable or disable any allowed Filters for your course.

Grades - allows to view, add and edit your students' Grades.

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course here.

Publish - can publish your course to one of the Community hubs here.

Reset – allows removing all old user information at the end of an academic year or session in order to start afresh.
Adding Resources

As well as adding interactive exercises for your students, you can provide them with static resources.

To add a resource, turn on your editing, choose the section in your Course homepage where you’d like it to appear and click the drop down menu "Add a resource".

- File - If you want to upload your course documents in another format, you can save them on Moodle and provide easy access for your students.
- Folder - If you upload a lot of content, you may want to organize it in directories. Then you can display the contents of the entire folder instead of creating individual files.
- IMS content package - An IMS content package allows for packages created according to the IMS Content Packaging specification to be displayed in the course. IMS is a body which helps defines technical standards for various things, including e-learning material.
- Label - A label enables text and images to be inserted among the activity links on the course page.
- Page - A page enables a web page to be displayed and edited within the course.
- URL - You can also easily create links to other web sites outside your Moodle course.
Adding Activities

Moodle provides a great number of learning activities for students. To add an activity, turn on your editing, choose the section in your Course homepage where you'd like it to appear and click the drop down menu "Add an activity".

- Assignments: Ask students to hand in some work
- Chat: Set up a chat room for students
- Choice: Set up a vote for students
- Database: Set up a database for students to contribute to
- Forum: Set up forums for students to participate in discussion
- Glossary: Set up glossaries that your students can contribute to
- Lesson: Set up self-marking lessons
- Quiz: Set up self-marking tests using questions that you create using the moodle question bank
- SCORM: Upload self-contained content packages which can be self-marking
- Survey: Provide students with pre-prepared surveys to assess their e-learning experience
- Wiki: Set up wikis for your students and decide who sees what and who can edit what
- Workshop: peer assessment activity with many options. Students submit their work via an on line text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work.