

# CTLE Teaching with Moodle: A Refresher

**4 January 2023**

**2:00 am – 3:15 pm**

**Miguel Costa (FST)**

**Chris Fulton (CTLE)**

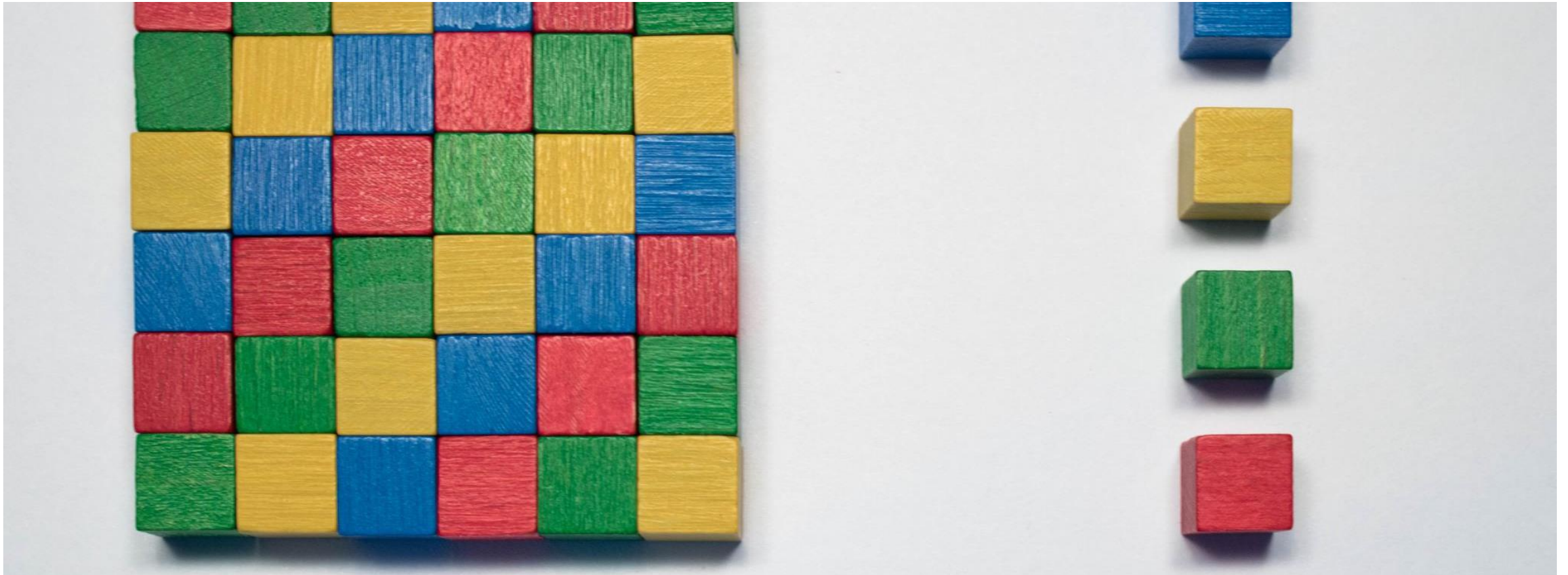
**Alice Lee (FAH)**



# Tips on how to make use of commonly used features:



1. Organizing /
2. Reusing existing course content
3. Zoom
4. Gradebook
5. Attendance
6. Polls

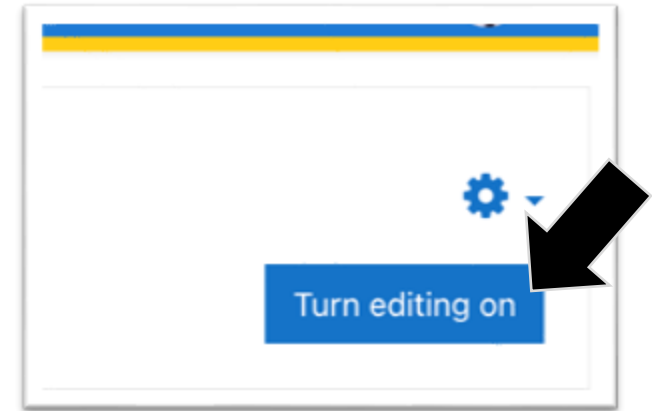


# Quickly organize course content.

1. move/rename files and course activities,
2. move blocks that students see,
3. upload files to UMMoodle.

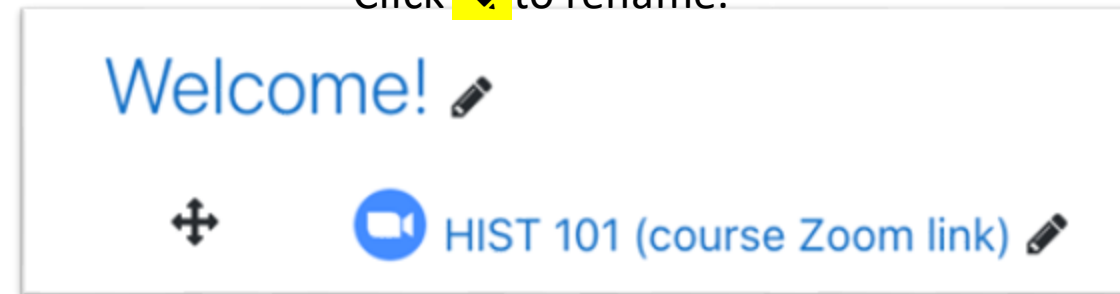
# Two ways to move resources:

Turn editing on



Drag and drop +

Click  to rename.



Or, double-click +

Move HIST 101 (course Zoom link) Zoom meeting

To the top of section " Welcome! "  
After resource " i Course syllabus (page) "

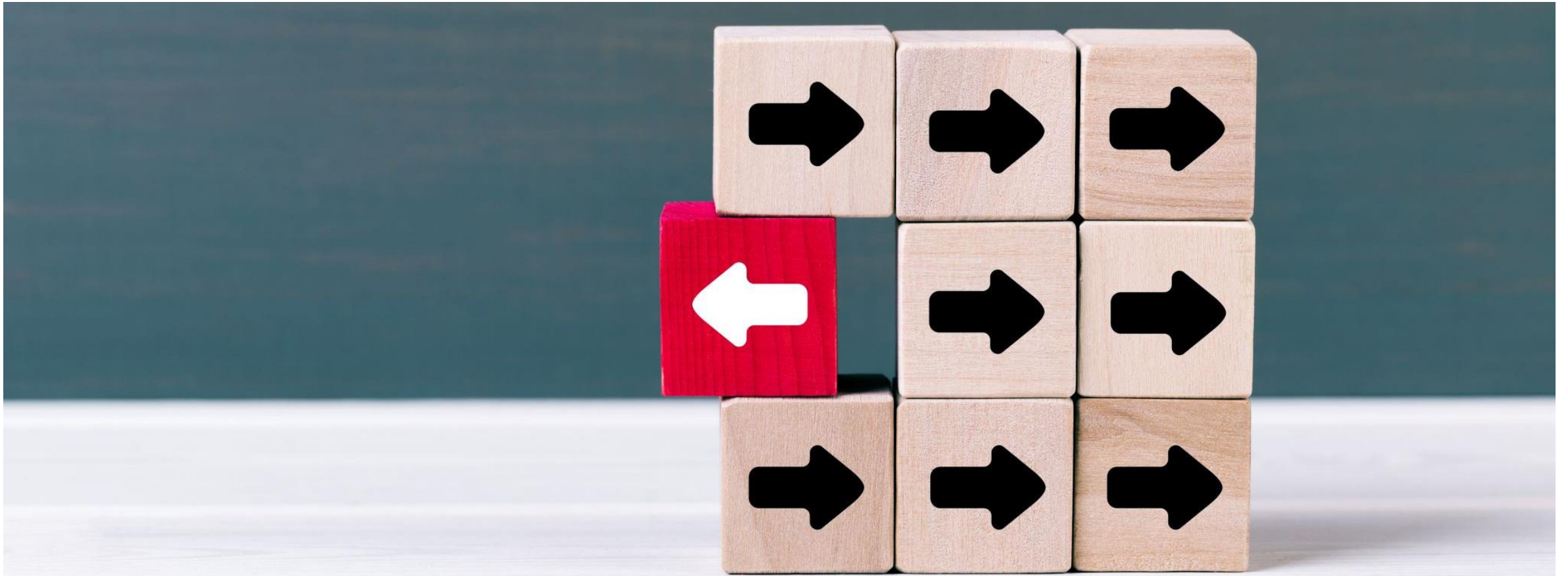
# Demo video: Organize content in Moodle

<https://um.yuja.com/V/Video?v=773415&node=3809043&a=158540364&autoplay=1>



Onboarding: suggestions?





# Reuse course content.

Two ways to import content from other courses.

# Reusing a course site (I)

Under the heading “UMMoodle”, click **EDIT**.

Year	Semester	Offer. Prog.	Course	Title	Section	Enrolment	Meeting	UMMoodle	Survey
2022	2	MSC	CISC7203	DATABASE AND DATA MINING TECHNOLOGIES	001	<a href="#">查看/ View</a> <a href="#">相片/ Photo</a> <a href="#">Emails List</a>	<a href="#">Meeting</a>	 Assigned	<a href="#">Edit</a>

**REMOVE** the assigned course then select and **ASSIGN** the existing course from the available list.

## Assign UMMoodle Course

**Current Selected Section:** CISC7203-001 DATABASE AND DATA MINING TECHNOLOGIES (Semester 2022/2)

Choose an existing UMMoodle course to associate with the above section, or you can create a new one to associate with.

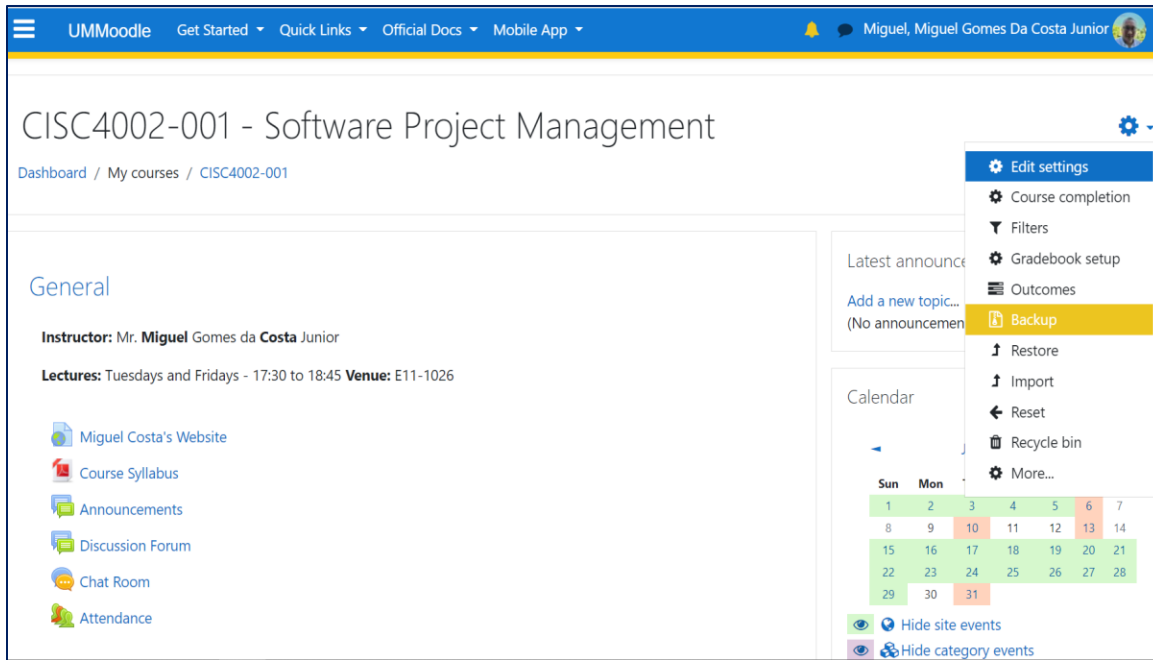
Available		Assigned
<ul style="list-style-type: none"><li>CISC1004-001 - Introduction to Computer Science</li><li>CISC1008 - Information Security and Privacy</li><li>CISC3000 - Introduction to Database Systems</li><li>CISC3028-001 - Entrepreneurship in Computer Science</li><li>CISC4001-001 - Professionalism and Ethics in Computer Science</li><li>CISC4002-001 - Software Project Management</li><li>CISC7203-001 Database and Data Mining Technologies</li><li>CISG113 - Information Security and Privacy</li><li>CIVL1000 - Computer Science</li><li>CIVL1000-001 - Computer Science</li></ul>	<p>Assign &gt;</p> <p>&lt; Remove</p>	<ul style="list-style-type: none"><li>2022-2-CISC7203-001 Database and Data Mining Technologies</li></ul>

[Back to Section List](#)



# Reusing a course site (II)

1. Go to your existing course site, make a backup.



The screenshot shows the Moodle course site for 'CISC4002-001 - Software Project Management'. The instructor is Mr. Miguel Gomes da Costa Junior. The course is currently visible to students. The settings menu is open, and the 'Backup' option is highlighted. The 'Restore' option is also visible in the menu.

UMMoodle | Get Started | Quick Links | Official Docs | Mobile App | Miguel, Miguel Gomes Da Costa Junior

## CISC4002-001 - Software Project Management

Dashboard / My courses / CISC4002-001

General

Instructor: Mr. Miguel Gomes da Costa Junior

Lectures: Tuesdays and Fridays - 17:30 to 18:45 Venue: E11-1026

- Miguel Costa's Website
- Course Syllabus
- Announcements
- Discussion Forum
- Chat Room
- Attendance

Latest announcements

Add a new topic... (No announcements)

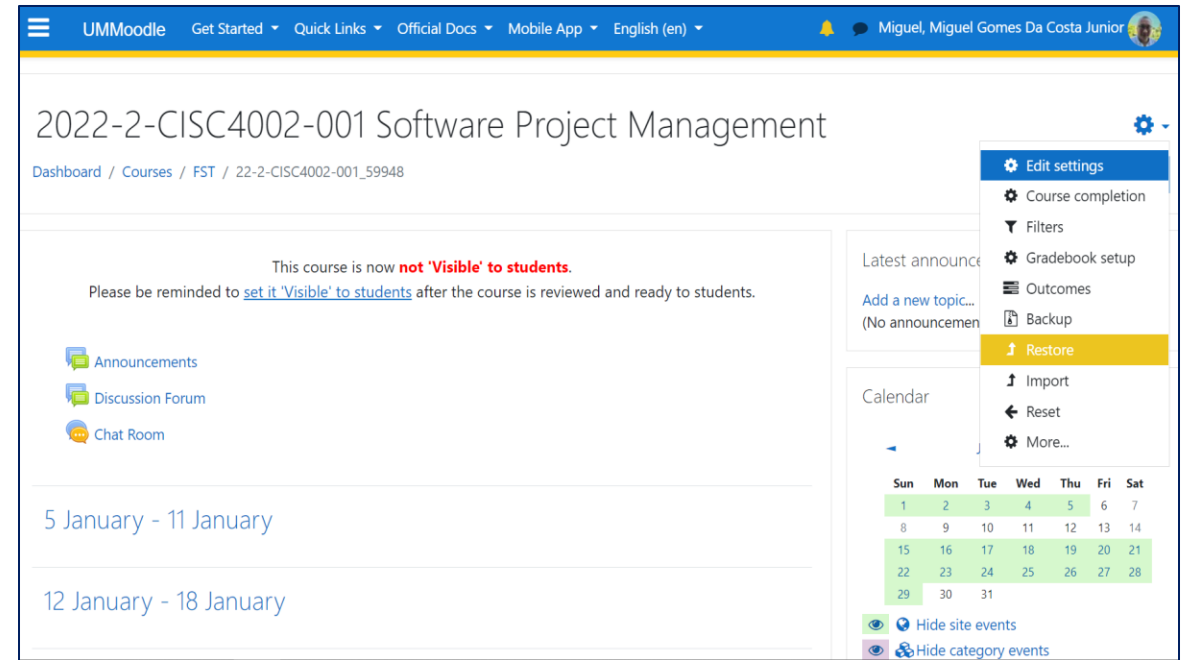
Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	31				

Hide site events | Hide category events

- Edit settings
- Course completion
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Import
- Reset
- Recycle bin
- More...

2. Go to your new course site, restore the backup.



The screenshot shows the Moodle course site for '2022-2-CISC4002-001 Software Project Management'. The course is currently not visible to students. The settings menu is open, and the 'Restore' option is highlighted. The 'Backup' option is also visible in the menu.

UMMoodle | Get Started | Quick Links | Official Docs | Mobile App | English (en) | Miguel, Miguel Gomes Da Costa Junior

## 2022-2-CISC4002-001 Software Project Management

Dashboard / Courses / FST / 22-2-CISC4002-001\_59948

This course is now **not 'Visible' to students**. Please be reminded to [set it 'Visible' to students](#) after the course is reviewed and ready to students.

- Announcements
- Discussion Forum
- Chat Room

5 January - 11 January

12 January - 18 January

Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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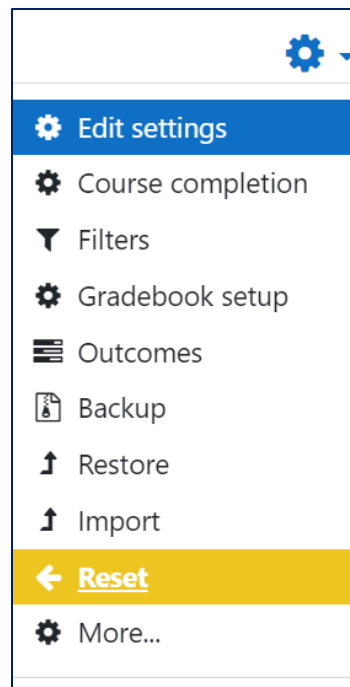
Hide site events | Hide category events

- Edit settings
- Course completion
- Filters
- Gradebook setup
- Outcomes
- Backup
- Restore
- Import
- Reset
- More...

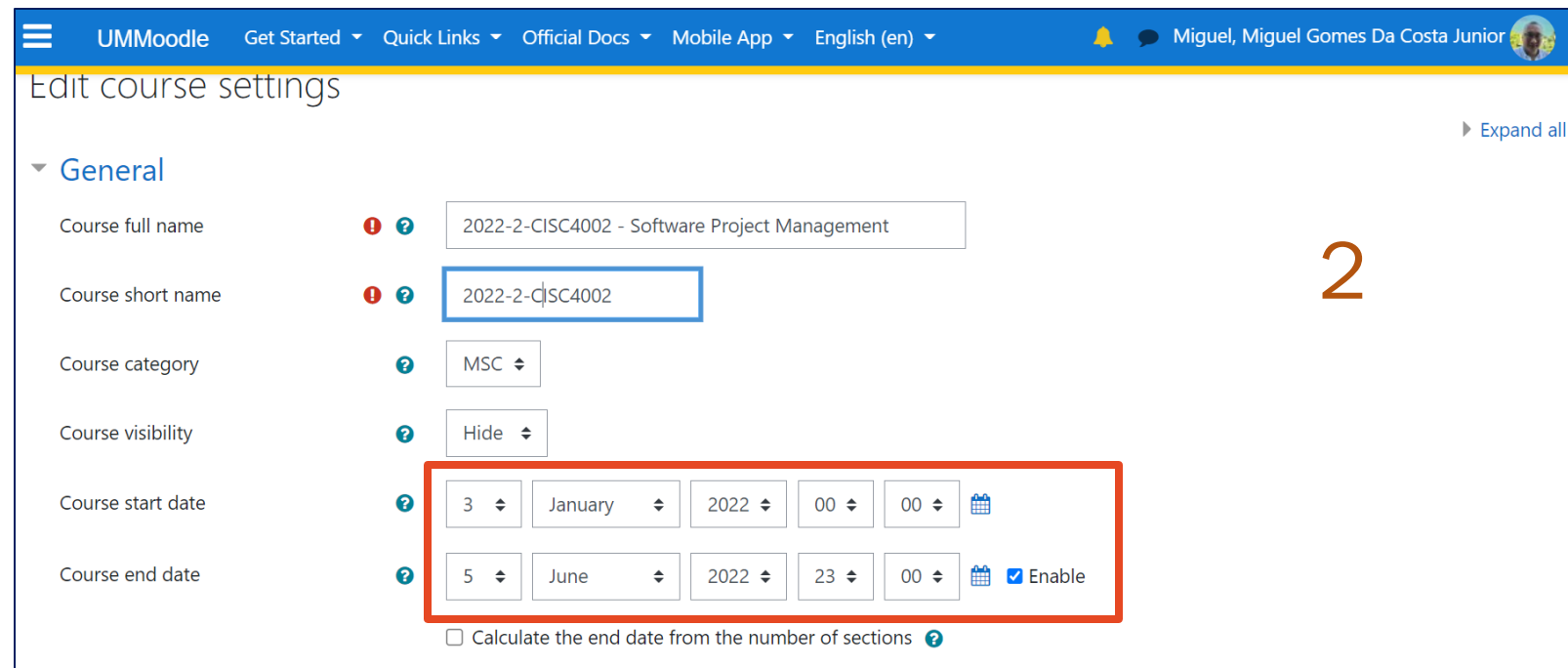
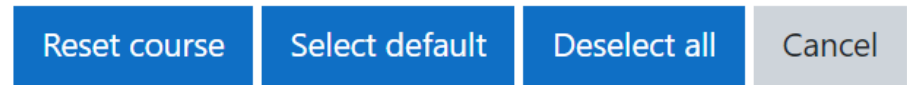
# Reusing the course site

After performing I or II:

1. Remember to RESET the course. (Select default and Reset course).
2. Then EDIT SETTINGS to amend the Course start date and the Course end date.



1

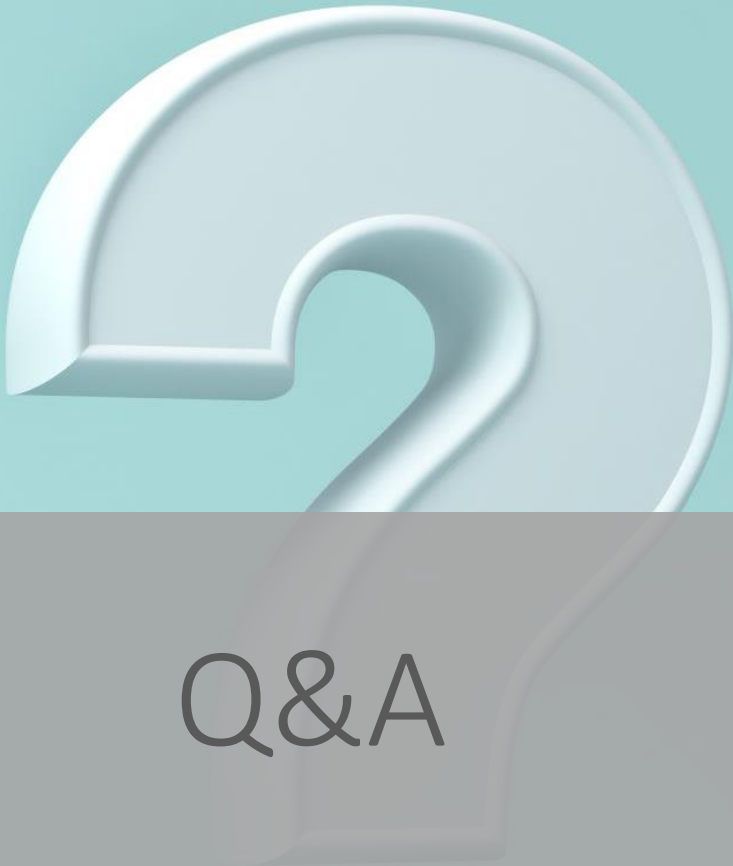


2

# Reuse content

<https://um.yuja.com/V/Video?v=783502&node=3851303&a=170722024&autoplay=1>

<https://um.yuja.com/V/Video?v=372364&node=1353697&a=162481330&autoplay=1>



Q&A



# Zoom in Moodle

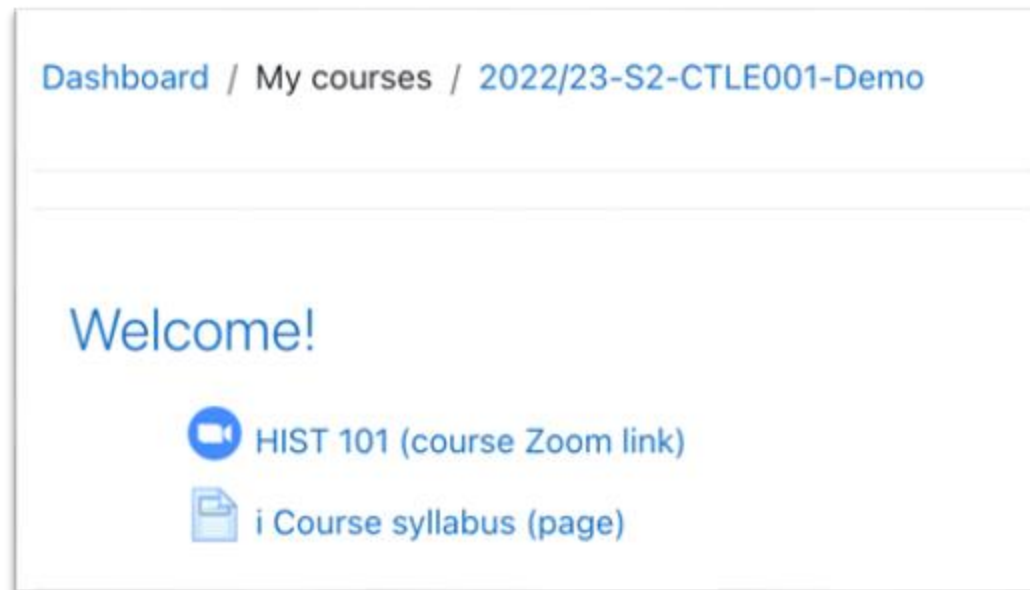
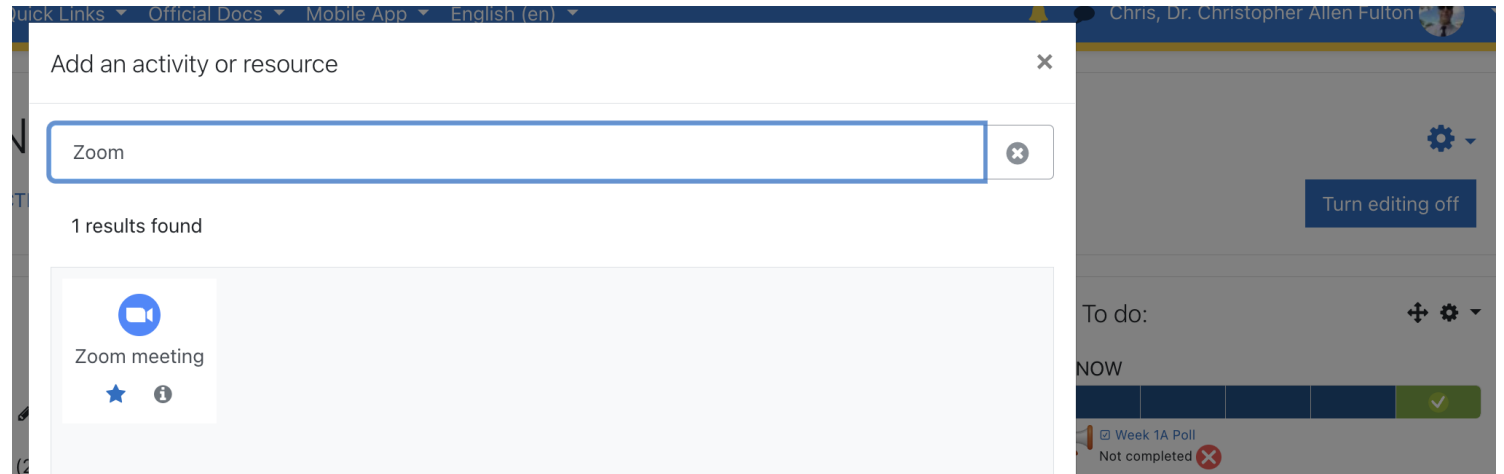
1. Create one activity/link for a course
2. Move activity to course information



## Tips:

- Add one recurring Zoom activity (meeting link) in a Moodle course.

- Move the activity to the top of a course page.



## Tips from ICTO

Teachers need to log in to UMMoodle and have the Zoom app on their device.

After scheduling a Zoom meeting, teachers can start a meeting by clicking on the Zoom meeting link.

Students should log into UMMoodle first and click on the Zoom activity, i.e., the meeting link.

<https://faq.icto.um.edu.mo/how-to-create-a-new-zoom-meeting-in-ummoodle/>



Suggestions / your tips?



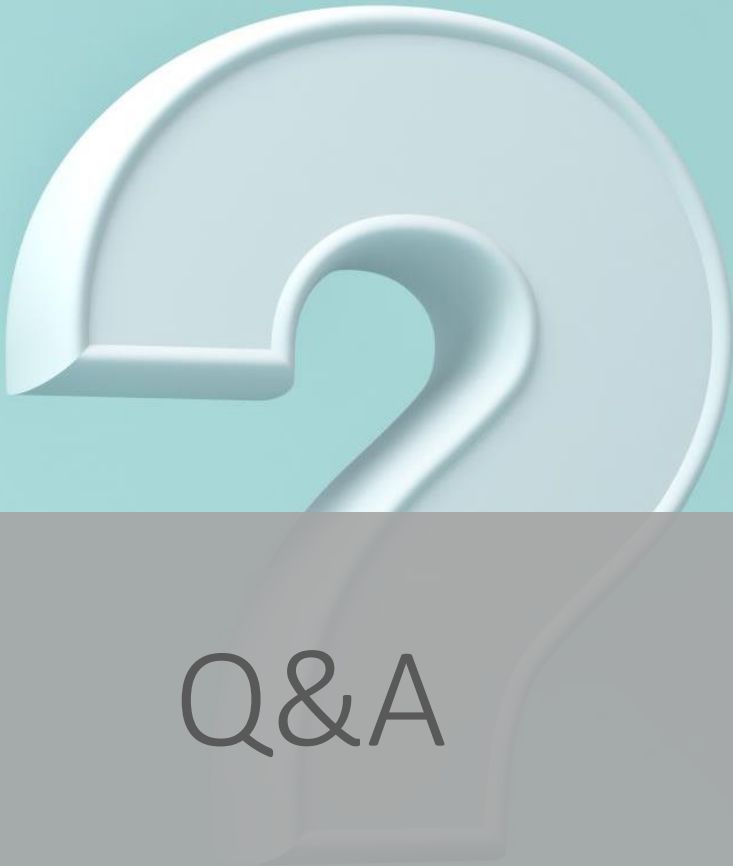
# Getting started with the gradebook.

1. Setting up categories and weights
2. Creating an activity
3. Grading individual students' contributions to a discussion forum

# Gradebook

<https://um.yuja.com/V/Video?v=771017&node=3801791&a=52349088&autoplay=1>





Q&A



# Take attendance with a QR code.

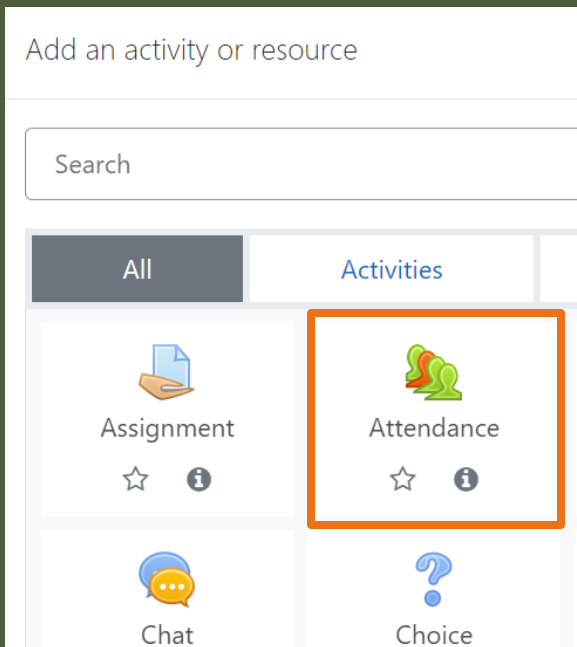
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- how attendance works for students (recommend signing into Moodle first)
- review settings for an attendance activity
- creating and deleting sessions
- adding an attendance block,
- adding other useful blocks



# Attendance Activity



### Adding a new Attendance [?](#)

▼ General

Name ! Attendance

Description

Display description on course page [?](#)

▶ Grade

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

▶ Extra restrictions

Save and return to course Save and display Cancel

This screenshot shows the 'Adding a new Attendance' form. The 'Name' field is set to 'Attendance'. The 'Description' field has a rich text editor toolbar. The 'Grade' section is expanded, and the 'Save and return to course' button is highlighted with an orange box.

▼ Grade

Grade ?

Type ? Point

None

Maxin Scale

100 Point

Grade category ? Uncategorized

Grade to pass ?

This screenshot shows the 'Grade' settings for the Attendance activity. The 'Type' dropdown is set to 'Point'. The 'Maxin Scale' field is set to '100'. The 'Grade category' is set to 'Uncategorised'.

# Adding sessions



Attendance for the course :: 2022-2-

Sessions Add session Report Absentee report Export Status set Warnings set Temporary users

▶ Add session

▶ Multiple sessions

▶ Student recording

4

Add

Cancel

## Can students help others to take attendance?

At this moment, the system has several features to avoid cheating.

- Dynamic QR Code – the code changes every 30 seconds.
- Students must be using UM's Wi-Fi – they should be within UM's campus.
- One device can only do attendance once – the IP can only be used once.

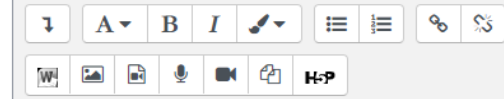
However, the system can be beaten if the student has two devices and the access of the UMMoodle account of his or her classmate.

## Add session

1

Type  All students  
Date 5 January 2023  
Time from: 10:00 to: 11:15

Description



- Create calendar event for session  
 Include session when calculating absentee report

## Multiple sessions

2

- Repeat the session above as follows

Repeat on  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Repeat every 1 week(s)

Repeat until 3 May 2023

## Student recording

3

- Allow students to record own attendance

Automatic marking Set unmarked at end of session

Student password   Random password  Include QR code

- Rotate QR code

- Automatically select highest status available

Show less...

Require network address  Use default

Prevent students sharing IP address Specified time in minutes to release IP address 10

Add

Cancel

# Attendance for the course :: 2022-2-CISC4001-001 Professionalism and Ethics in Computer Science

34 sessions were successfully generated

Sessions [Add session](#) [Report](#) [Absentee report](#) [Export](#) [Status set](#) [Warnings set](#) [Temporary users](#)

All [All past](#) [Months](#) [Weeks](#) [Days](#)

#	Date	Time	Type	Description	Actions	<input type="checkbox"/>
1	Thu 5 Jan 2023	10AM - 11:15AM	All students	Regular class session		<input type="checkbox"/>
2	Mon 9 Jan 2023	10AM - 11:15AM	All students	Regular class session		<input type="checkbox"/>
3	Thu 12 Jan 2023	10AM - 11:15AM	All students	Regular class session		<input type="checkbox"/>
4	Mon 16 Jan 2023	10AM - 11:15AM	All students	Regular class session		<input type="checkbox"/>

## Take the Attendance

QR Code



## Manage the Attendance

5 January 2023 10AM - 11:15AM

Regular class session

View mode

Sorted list

#	Short Name / Full Name	Email address	Student No.	Chinese Name	P	L	E	A	Remarks
Set status for									
<input type="text" value="all"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>									

[Save attendance](#)

Present = 0  
Late = 0  
Excused = 0  
Absent = 0

# Using Attendance Activity



# Attendance

Course: 2022-2-CISC4001-001 P... x +  
umoodle.um.edu.mo/course/view.php?id=154437

UMMoodle Get Started Quick Links Official Docs Mobile App English (en) Miguel, Miguel Gomes Da Costa Junior

## 2022-2-CISC4001-001 Professionalism and Ethics in Computer Science

Dashboard / Courses / FST / 22-2-CISC4001-001\_59947

Turn editing on

This course is now **not 'Visible' to students**.  
Please be reminded to [set it 'Visible' to students](#) after the course is reviewed and ready to students.

- Announcements
- Discussion Forum
- Chat Room

5 January - 11 January

12 January - 18 January

19 January - 25 January

26 January - 1 February

2 February - 8 February

9 February - 15 February

16 February - 22 February

Latest announcements  
Add a new topic...  
(No announcements have been posted yet.)

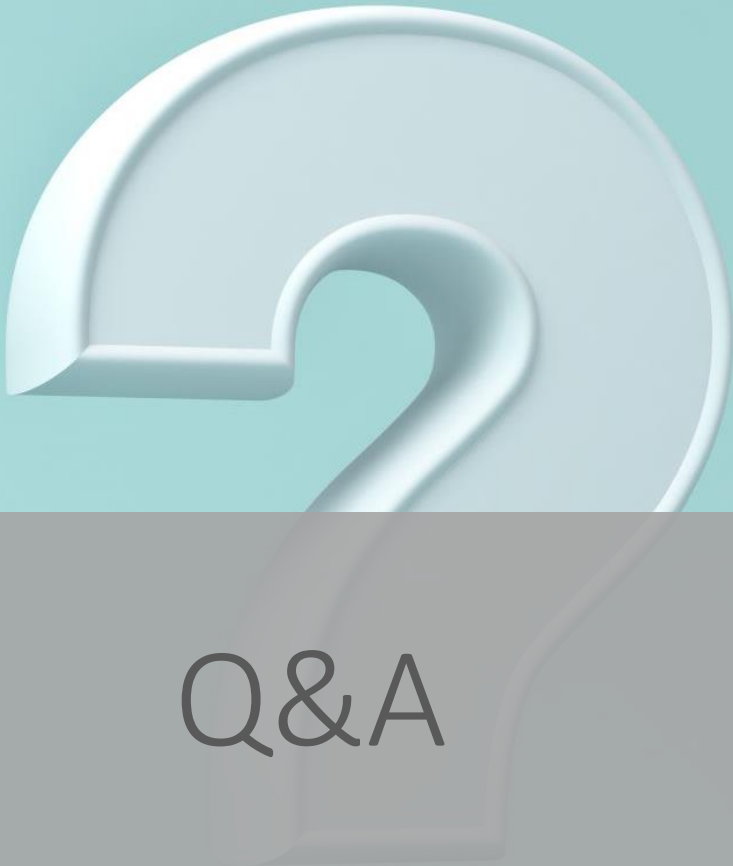
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January 2023

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- Hide site events
- Hide category events
- Hide course events
- Hide group events
- Hide user events
- Hide other events

<https://um.yuja.com/V/Video?v=783264&node=3849366&a=15159300&autoplay=1>



Q&A





## Launch a simple poll to engage students in class.

- how students take the poll (how are you feeling),
- how to show the results in class,
- how to create a poll or open-ended question (a feedback survey)

# Polls are a versatile tool for promoting engagement online

## Use a simple poll to

- \* *nudge students to focus on learning* →
- \* *initiate class discussions*
- \* *active learning activities, e.g., think-pair-share*
- \* *collecting open-ended responses*
- \* *anonymous student feedback*

How are you feeling today? !

😊 Ready to learn

😊

😊

😊

😊

😊

😞 Not ready to learn

The **feedback tool** in Moodle creates polls and displays results in a chart.

- Example of a student activity:
  - Entry ticket, “How are you feeling?”
  - Display results in class/discuss?

Note, no grade is given.

But, activity tracking can be enabled.

# Live demo Polls (feedback activity)

Detailed video:

<https://um.yuja.com/V/Video?v=776443&node=3820471&a=116879138&autoplay=1>

Add an activity or

Feedback Activity|

2 results found



Feedback





Q&A

How to engage online learners?





Thank you

- Chris Fulton, E-Learning Technology Officer
- Centre for Teaching and Learning Enhancement, E6-3114
- [chrisfulton@um.edu.mo](mailto:chrisfulton@um.edu.mo)
- [ctle.um.edu.mo](http://ctle.um.edu.mo)