

Moodle Guide for Faculty on Content Sharing – Tiles Format

9/3/2019

Forman Christian College

Shakir Khurshid Gill – Senior Manager IT Business Analyst

Version 1.3 9/3/2019

First Version 1.0

Contents

Introduction:	2
Accessing Courses on FCC Moodle.....	2
A. Editing Sections on your course page	5
B. Manage/Edit the Individual Box/Tile	6
C. Adding files on Moodle	10
C. Add a Book	14
D. Adding Page on Moodle.....	19
E. Student View:.....	21

Introduction:

Over the past 20 years, powerful software for managing databases has been combined with digital frameworks for managing curriculum and evaluation tools. The LMS allows creating, tracking, managing and distributing learning materials in various formats.

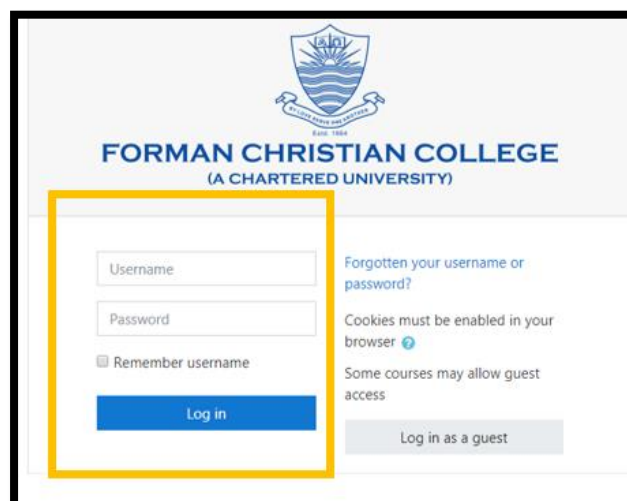
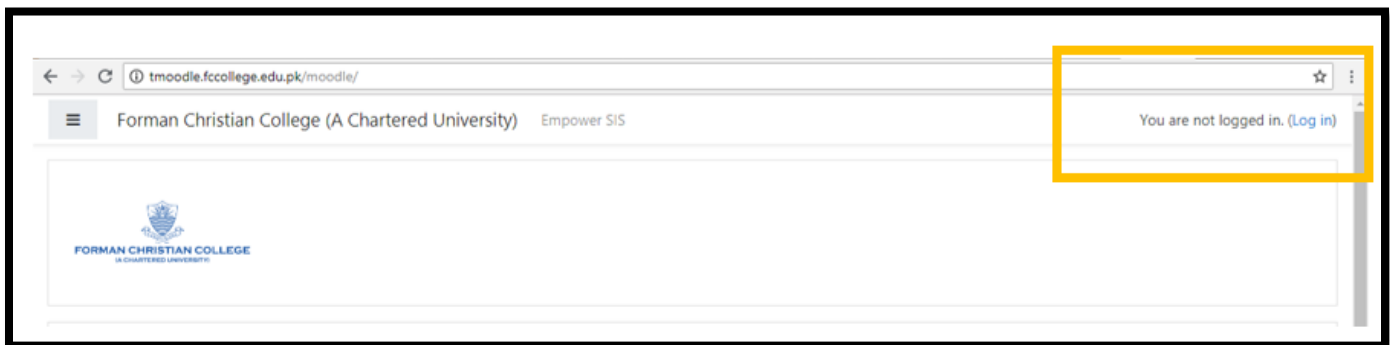
The traditional application of LMS is in educational institutions. Learning management systems for years now is in use to deliver courseware and popularize e-learning in educational institutions. Even companies have been using learning management systems to deliver training to internal employees and customers.

Moodle is also an LMS system. IT department and CLT has been working alongside and combining their expertise to implement latest version of Moodle (3.5+) as a learning tool at Forman Christian College (A Chartered University). This document comprises of basic guide of how to utilize this tool, focusing on faculty.

Accessing Courses on FCC Moodle

Step1:

Go to (tmoodle.fccollege.edu.pk/moodle/) and login with the provided password 'fcc123':



Step2:

This is a one-time step and only used when you are logging in for the first time. On log in you will be redirected to screen for changing password (See below)

ege (A Chartered University) Empower SIS Shakir Gill

[Home](#) / [Dashboard](#) / [Preferences](#) / [User account](#) / [Change password](#)

You must change your password to proceed. ×

Change password

Username: skgill

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) such as as *, -, or #

Current password !

New password !

New password (again) !

[Save changes](#)

There are required fields in this form marked ! . Activate Windows

NOTE:

Unless you do not change your password you will not be able to proceed further. Also the password change policy is given as follows:

*“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) such as as *, -, or #”*

Step3:

Once you access the account, your home page will show all the courses you are teaching for the current semester.

Step4:

Click on the course that you want to access from the list of courses. You will see a page with box structured/tile dividers. Each section has a particular header. (See below)

The screenshot shows the Moodle course page for '2019FA_Principles of Manage Section B'. The breadcrumb trail is 'Home / My courses / Business and Management / 2019FABUSN / BUSN170BFA19'. Below the course title, there is an 'Announcements' section. The main content area displays a grid of four boxes labeled 'week 1', 'week 2', 'week 3', and 'week 4', each with a university crest icon. An 'Active Windows' taskbar is visible at the bottom right of the screenshot.

- i. The first section is 'General' and can contain the template to facilitate display of course outline at the top of the course
Note: The general section exists on your course page but does not show title stating 'General' as it is shown in weekly vertical structure of course format
- ii. The later sections show 'Announcements' that you can use to send important news or notifications with regards to your moodle course
- iii. And then later sections show a weekly breakdown of the semester in box structure. Every section will have its own edit option. However, you need to ensure to 'turn editing on' is, as shown below:

This screenshot shows the same Moodle course page as above, but with the settings menu open. The menu is accessed via a gear icon in the top right corner. The 'Turn editing on' option is highlighted with a yellow box. Other options in the menu include 'Edit settings', 'Course completion', 'Filters', 'Gradebook setup', 'Backup', 'Restore', 'Import', 'Reset', 'Recycle bin', and 'More...'. The user's name 'Shakir Gill' is visible in the top right corner.

SOME OF THE MAIN TASKS ARE EXPLAINED BELOW

A. Editing Sections on your course page

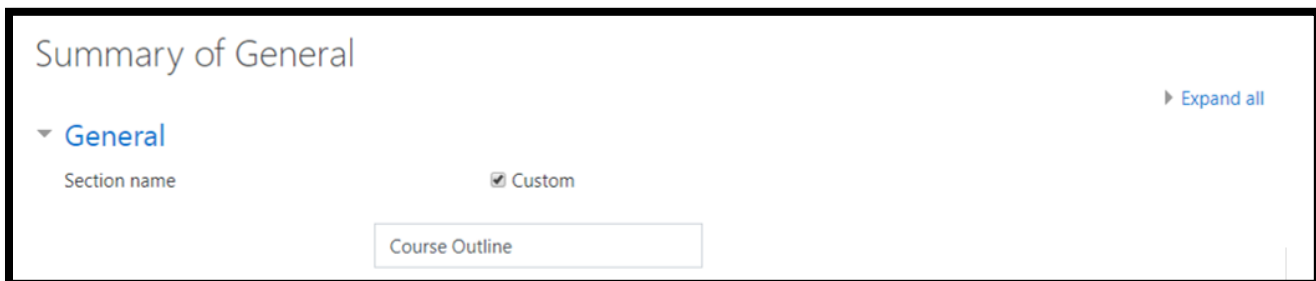
Step1:

Click on edit sign as shown in following screenshot. Kindly ensure that 'turn editing on' option is enabled.



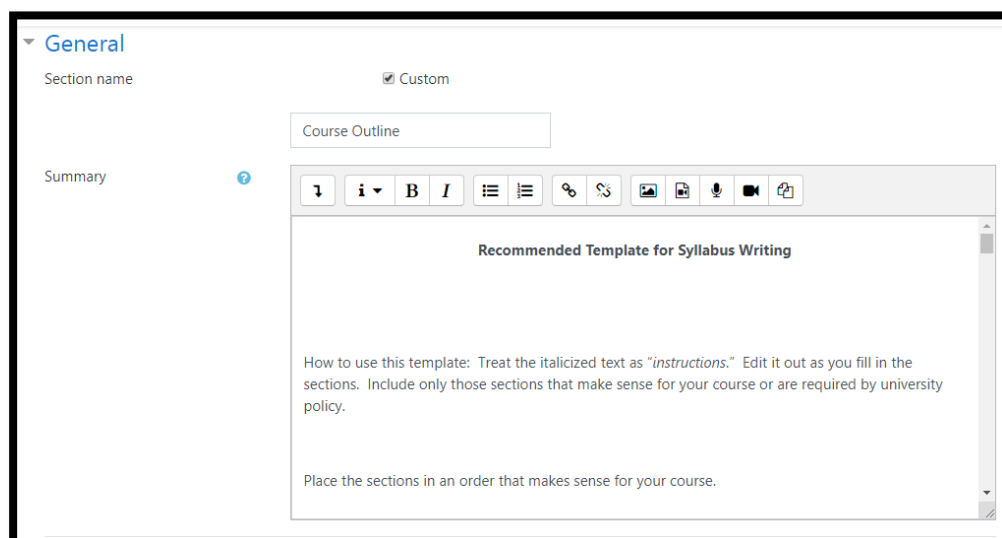
Step2:

Once you have clicked on 'Edit sign' a new page will open. In order to change name of the section first click on check box saying 'Custom' then add 'Section name'



Step3:

On the same page add the required content in the box 'Summary'



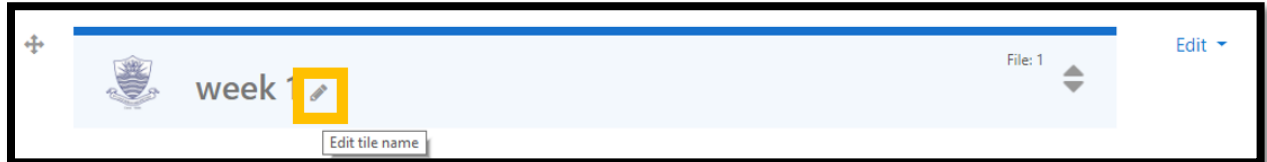
Step4:

Click on 'Save Changes' to save the new content

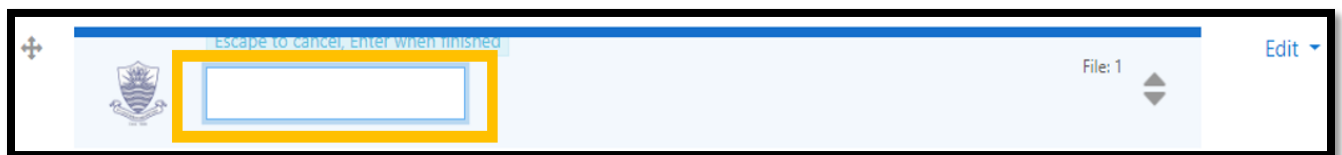
B. Manage/Edit the Individual Box/Tile**How to Change Title:**

Before proceeding kindly make sure that 'turn editing on' is selected.

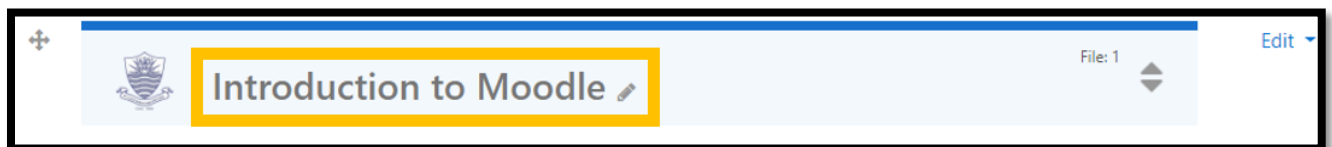
1. Click on edit icon  next to title



When you click following changes will take place, enabling to change the title:

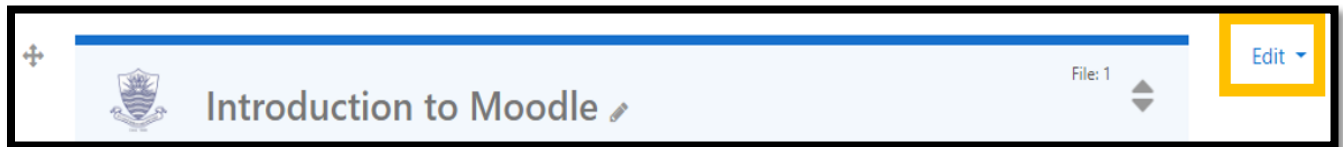


2. Enter Text and press **Enter key** on your keyboard

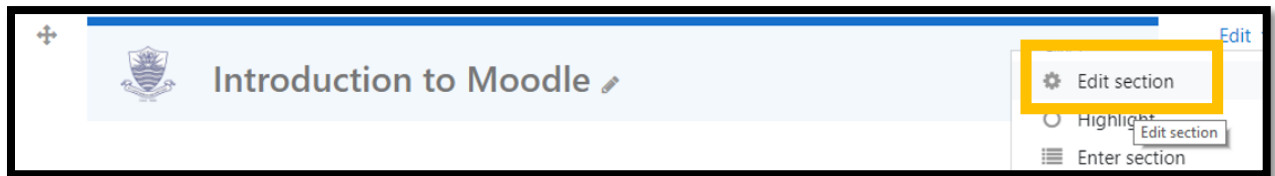
**How to Add Cover Picture:**

Before proceeding kindly make sure that 'turn editing on' is selected.

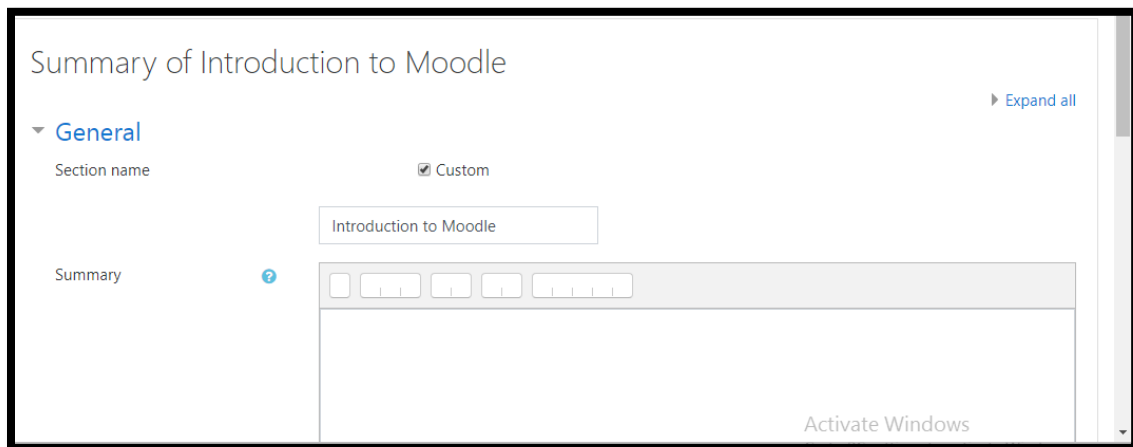
1. Click on Edit button with dropdown sign. It is located at the right hand of the section/box/tile that you are editing:



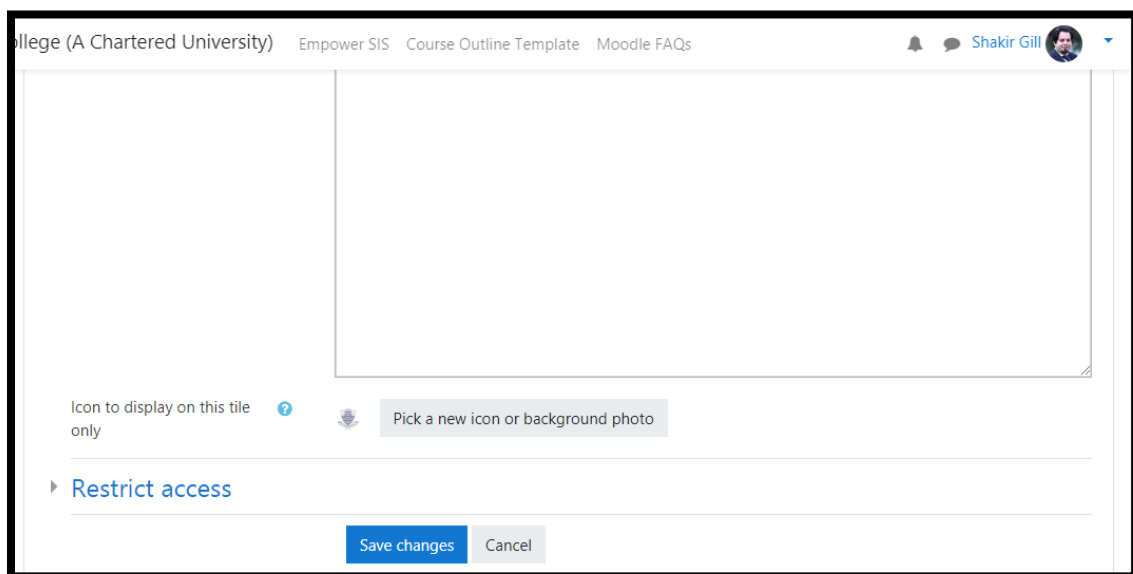
- When you click following drop down menu will appear, select 'Edit Section':




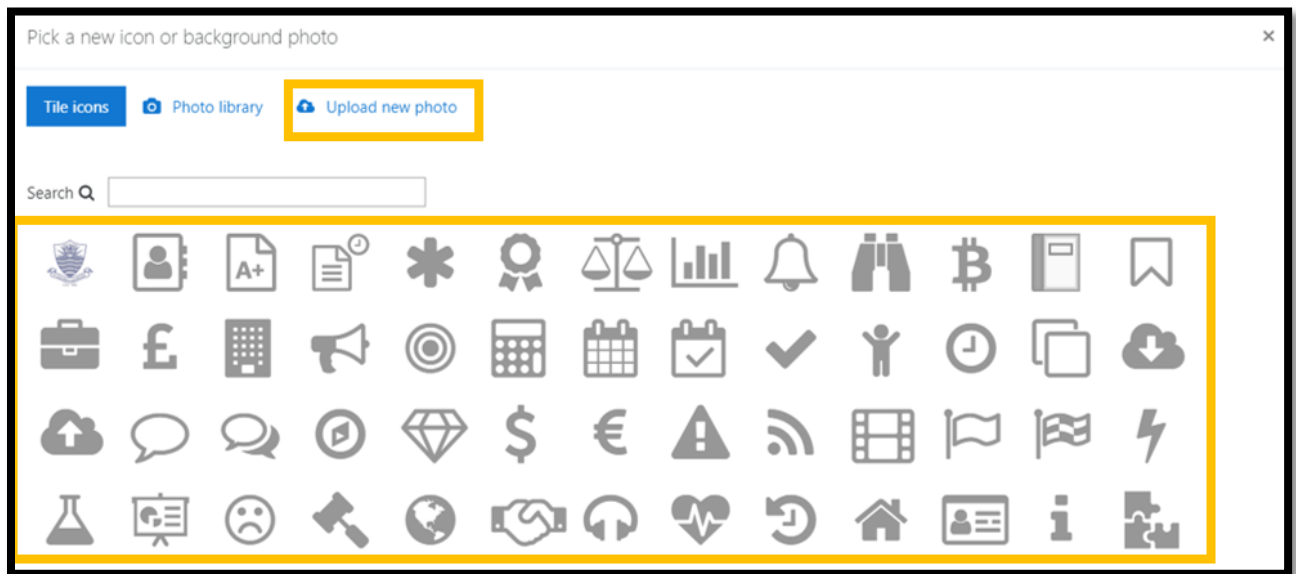
On selecting 'Edit Section' following screen will appear:



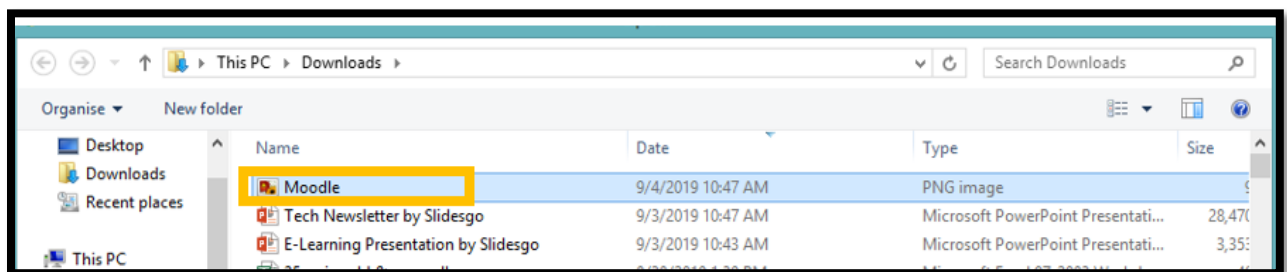
- Scroll Down to see more options:



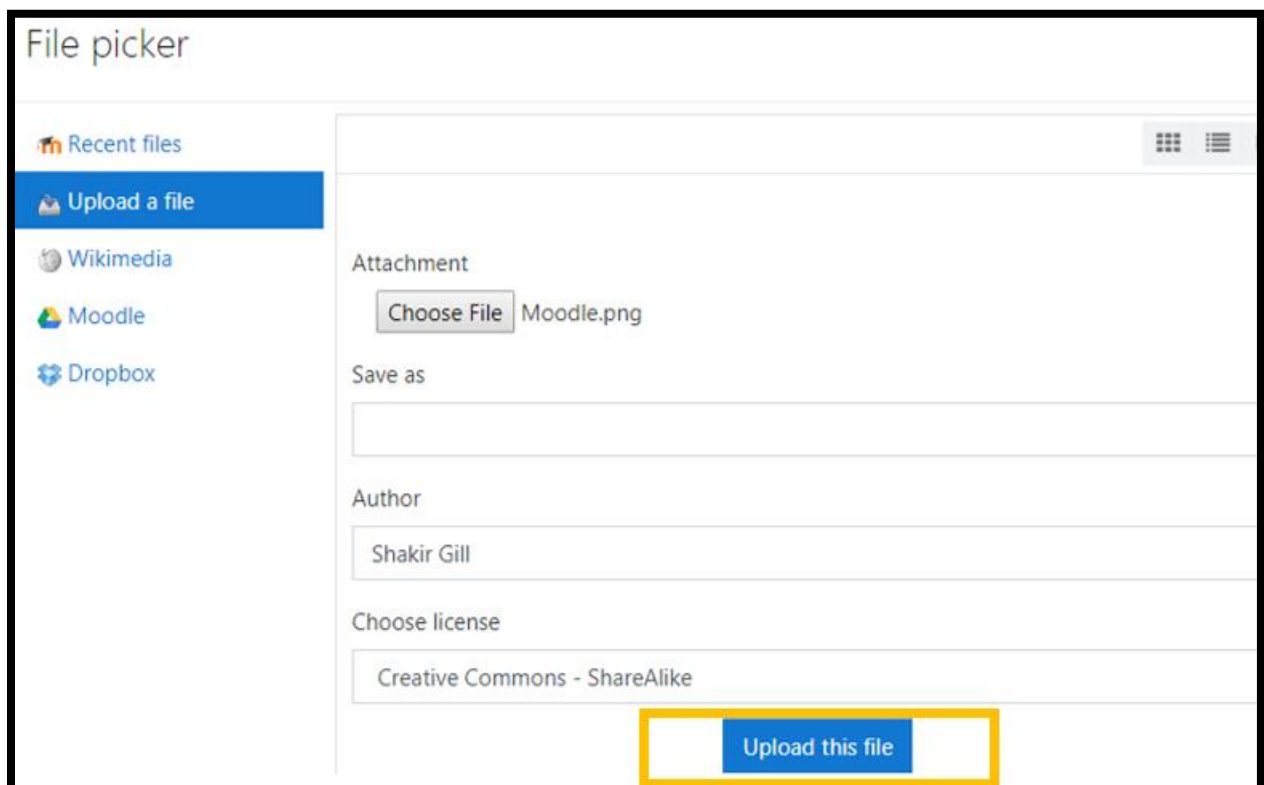
- Click on  **Pick a new icon or background photo** You will see the following screen, click on 'Upload new Photo' or you can select icons shown below:



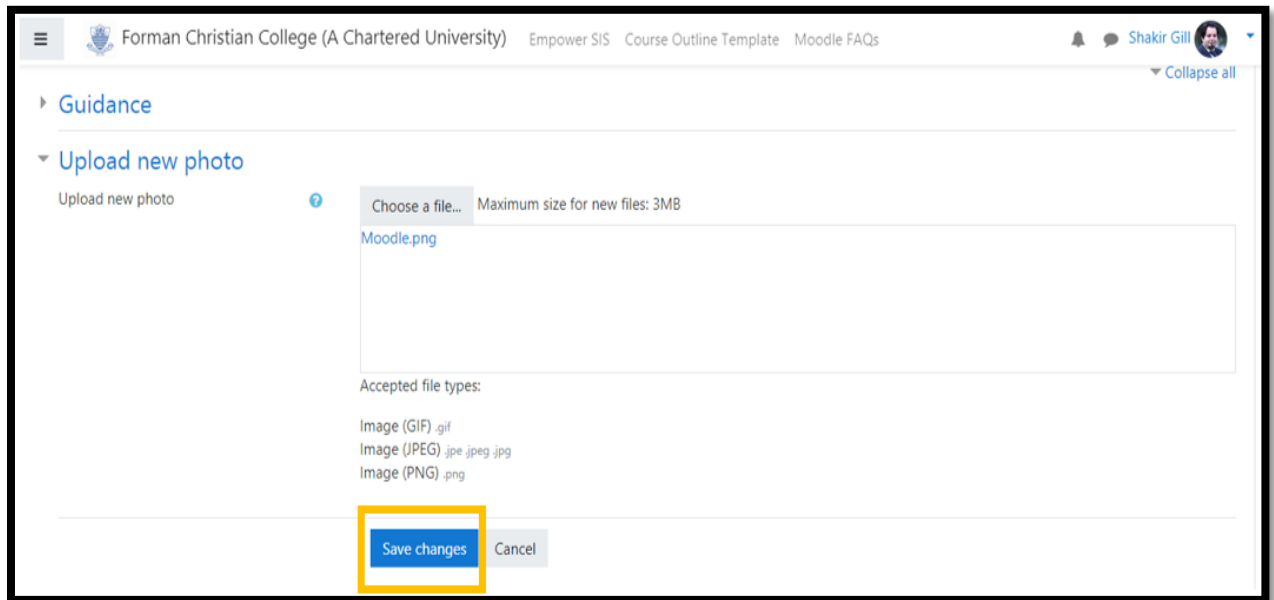
5. After Clicking on 'Upload new photo' you will reach photo picker, Click on 'Choose a File':
6. Click on 'Choose File' button on subsequent screen (i.e. file picker) to select file:



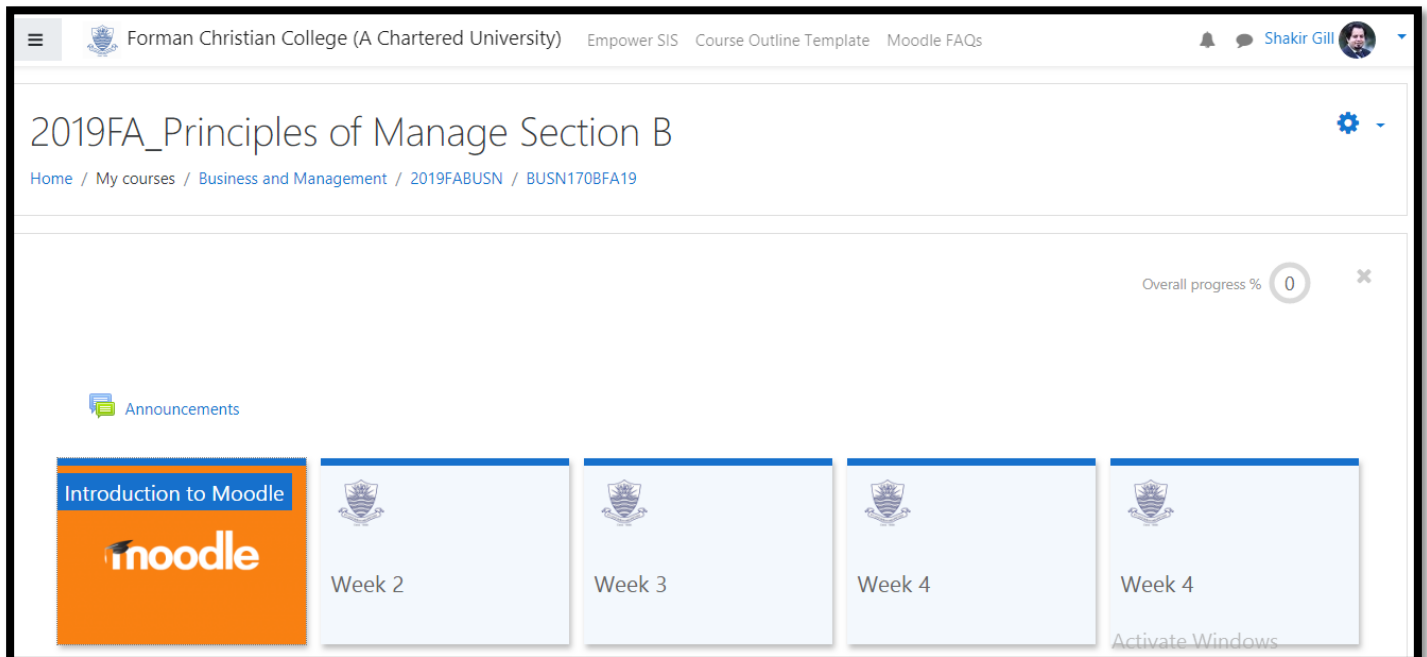
7. Click on 'Upload this File':

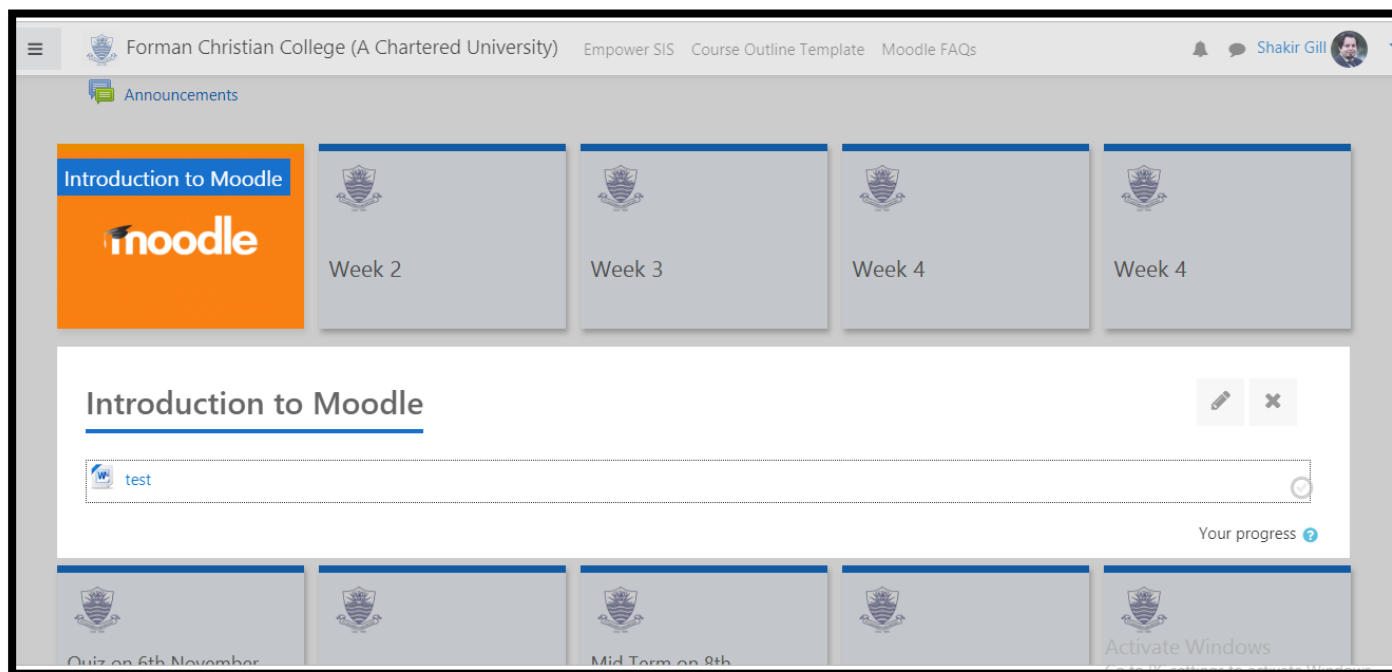


8. Click on 'Save Changes':



9. Following shows the impact on the course interface:

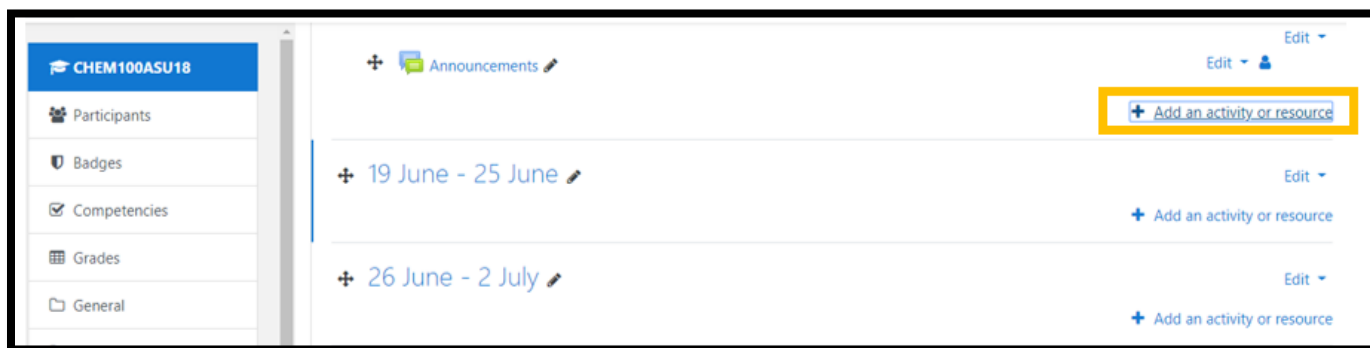




C. Adding files on Moodle

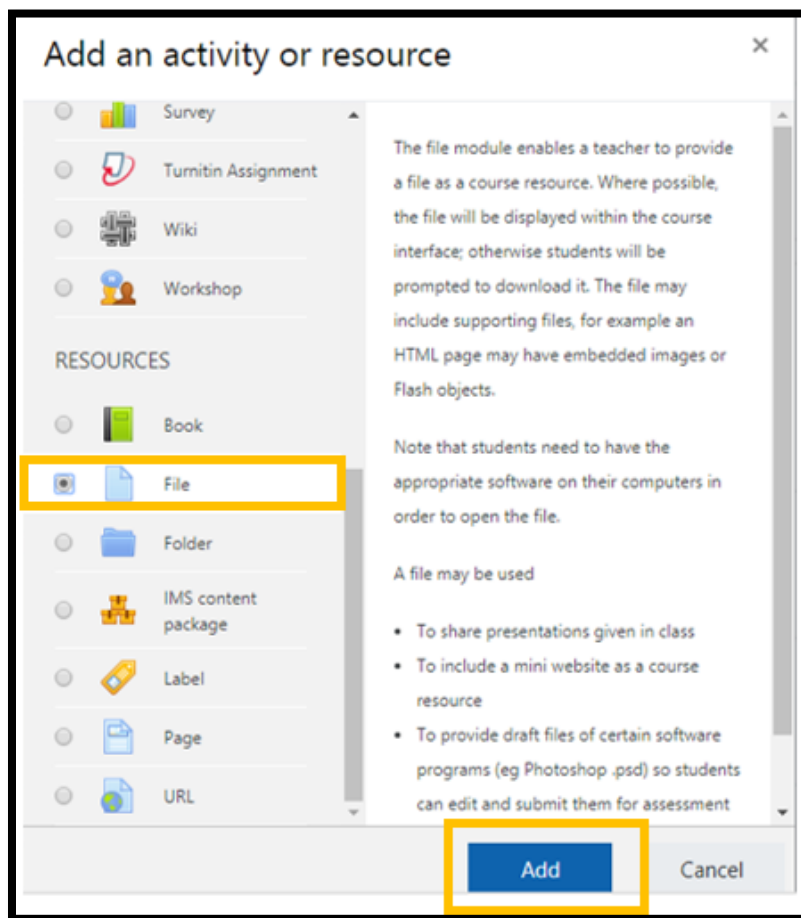
Step 1:

Click on 'Add an Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



Step2:

On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'File' and then click 'Add'



Step3:

On clicking 'Add' a new page will open. Provide 'Name' and 'Description' under the section 'General' of the File

The screenshot shows a form titled "Adding a new File to 19 June - 25 June". The "General" section is expanded, showing a "Name" field with the value "TEST" and a "Description" field with the value "TEST". The "Display description on course page" checkbox is checked. The form includes a rich text editor toolbar with icons for bold, italic, list, link, unlink, image, video, audio, and help.

Step 4:

To upload the required file click on 'Add'



Select the required file from 'File Picker' and upload it. You can select files from the following options available under 'File Picker':

Option	Description
1. Upload a File	This option is selected if you want to upload a file from your PC or Laptop
2. Wikimedia	If you want to import an image from online source then you can select Wikimedia
3. Google Drive	You also have the option of importing content directly from google drive
4. Drop Box	Another option is to import the content from your drop box account

NOTE: On selecting Google drive and Drop Box options you would be asked to provide login details for Google Drive and Drop Box

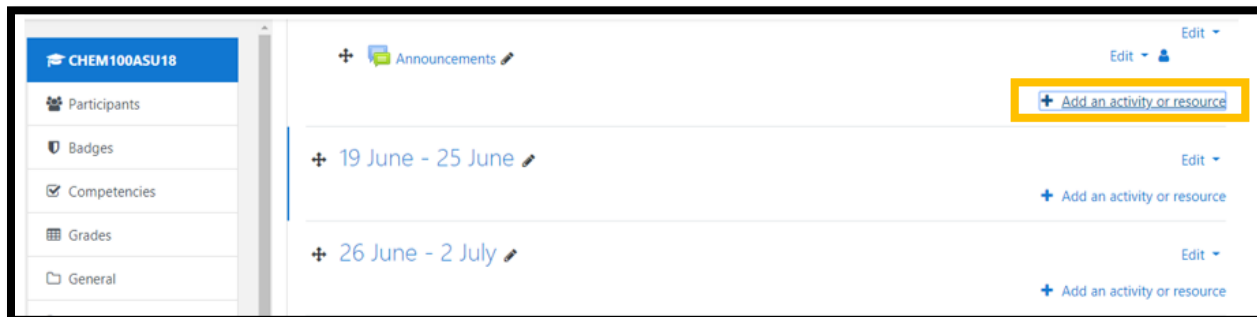
Step 5:

After you have named the file with description and selected the desired file, next step is to select 'Appearance' settings. This option is available to facilitate the appearance of your file, however, it is not mandatory to fill these options

C. Add a Book

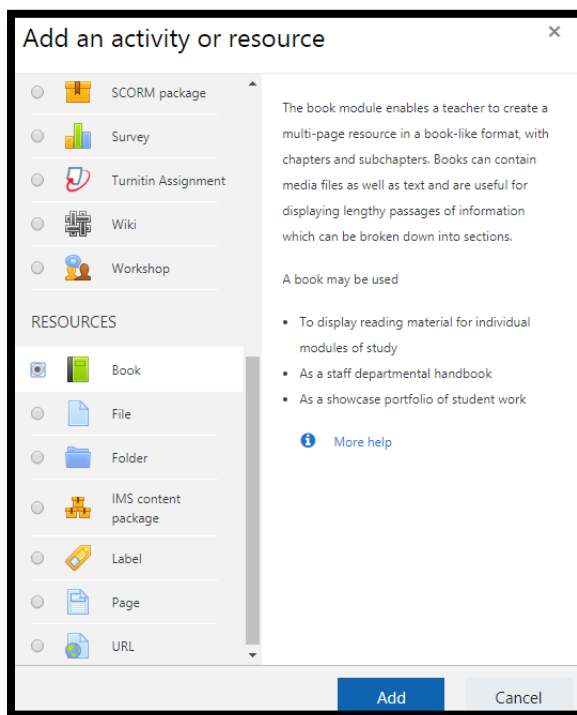
Step 1:

Click on Add an 'Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



Step 2:

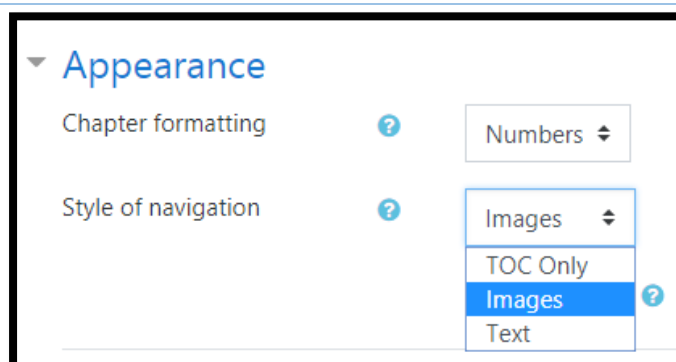
On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'Book' and then click 'Add'



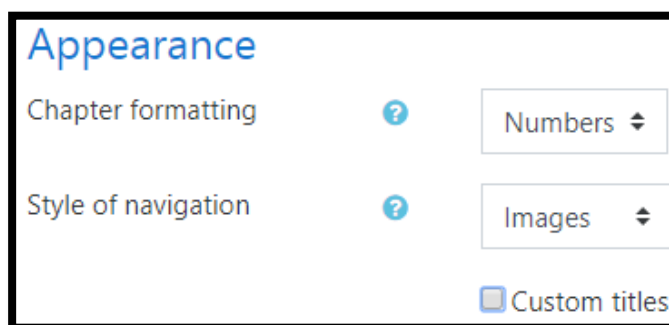
Step3:

On clicking 'Add' a new page will open. Provide 'Name' and 'Description' under the section 'General' of the File

Images	Icons are used for navigation
Text	Chapter titles are used for navigation

**NOTE:**

Under the appearance section there is an option to select Custom titles. Normally the chapter title is displayed in the table of contents (TOC) and as a heading above the content. If the custom titles checkbox is ticked, the chapter title is NOT displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content.

**Step 6:**

Set the Common Module settings. It basically has two options.

- i. **Availability:**
If the availability is set to 'Show on course page', the activity or resource is available to students (subject to any access restrictions which may be set). If the availability is set to 'Hide from students', the activity or resource is only available to users with permission to view hidden activities (by default, users with the role of teacher or non-editing teacher).
- ii. **ID number:**
Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.

Step 7:

Set restrictions on the book if required.

Add restriction...

Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

Cancel

Step 8:

Apply activity completion settings

Activity completion

Completion tracking ?

Require view

Expect completed on ?

30 2018 55

NOTE:

If you select; Show activity as complete when conditions are met, then you will be able to select; Require view or Expect completed on.

Activity completion

Completion tracking ?

Require view Student must view this activity to complete it

Expect completed on ? Enable

Step 9:

At the end of the page click on 'Save and Return to the course'. Then you will be redirected to your course page

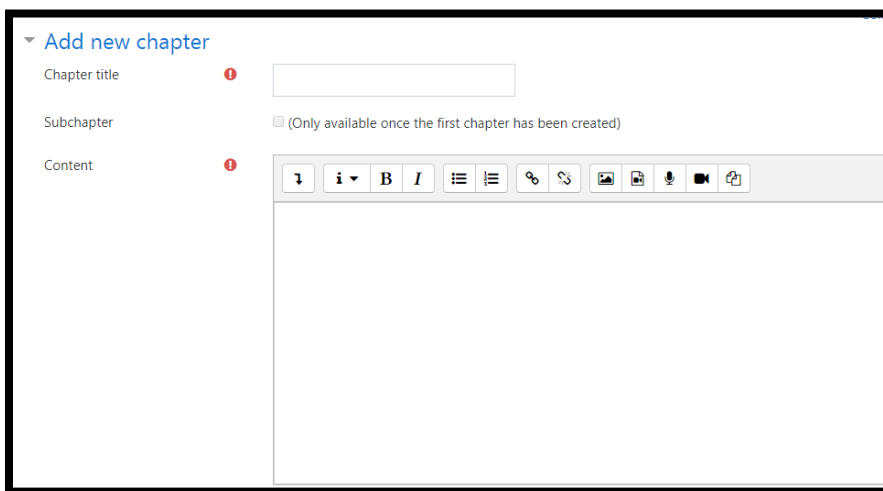
Step 10:

In order to Add chapters and sub chapters, on your course page, click on the book



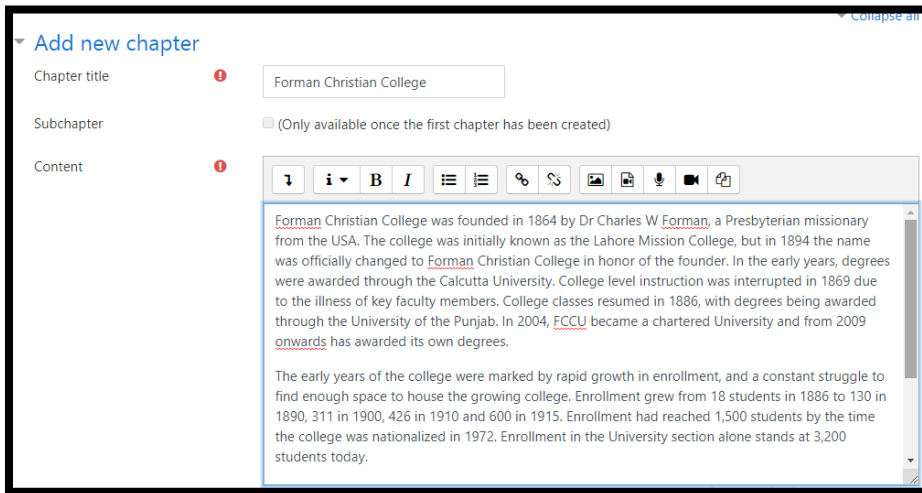
Step 11:

On clicking on the title of the book appearing on course page, you will be redirected to a new page where you would have the options to 'Add chapters' and 'Sub chapters' for the book. You will be asked to add a chapter. The add sub chapter option will be only available if you have at least added one chapter:



Step 12:

Then you will be required to provide 'Chapter title' and 'Content' of the chapter. (see below)



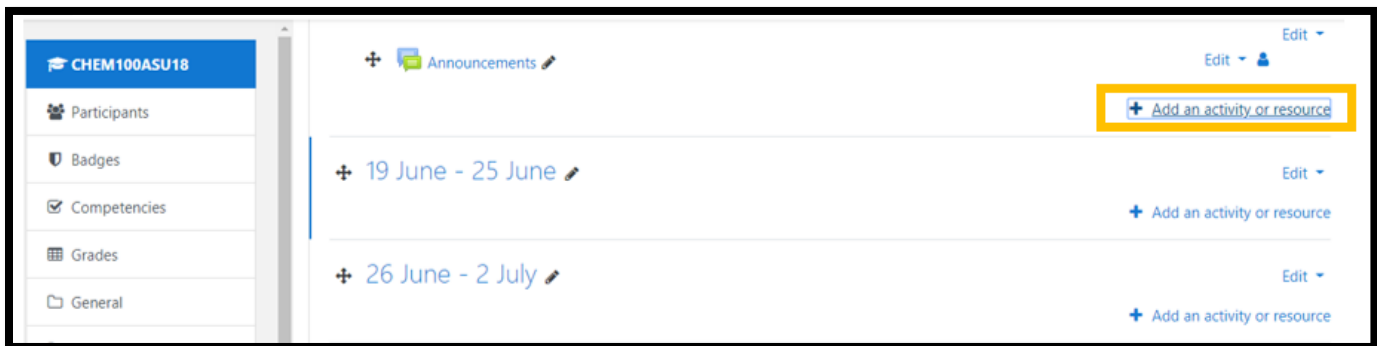
Step 13:

Then at the end click on 'Save Changes'

D. Adding Page on Moodle

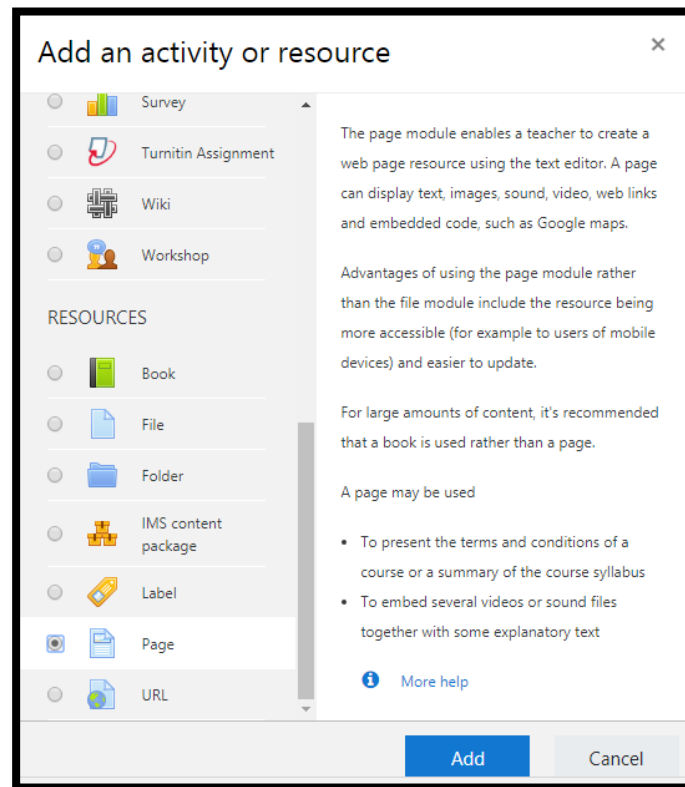
Step 1:

Click on Add an 'Activity or Resource'. Kindly ensure that 'turn editing on' is enabled:



Step2:

On clicking 'Add an activity or resource' list of activities and resources will appear. Scroll down to 'RESOURCES' and under the 'RESOURCES' select 'Page' and then click 'Add'



Step3:

You will be redirected to a new page. Under the section 'General' you are to Provide 'Name' and 'Description' of the page:

General

Name !

Description

Rich Text Editor: intro to moodle

Display description on course page [?](#)

Step4:

Then you will be expected to provide 'Content' of the page that you want students to see once they click on it

Content

Page content

Human Skeleton

Appearance

Rest of the steps are same as covered in section adding a File.

E. Student View:

The student view appears 3 main sections separated by dividers

1. General Section:

This section as explained earlier can be edited to course outline. See below the student view for the 'General section' appearing as 'Course Outline'

Principles of Management Section F

Home / Courses / BUSN170FFA18

Course Outline

Your progress

Principles of Management Course Outline

Faculty of Business Management

Teaching Session: 2018, Fall

Credits: 3

Course Instructor: Shakir Khurshid Gill

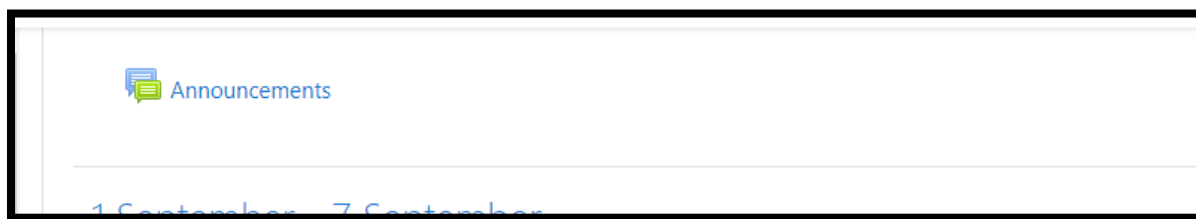
Telephone: 03370452588 Email: shakirgill@fccollege.edu.pk

Reference Book: Management, Michael A.Hitt, J. Stewart Black and Lyman W. Porter. 2nd Edition, Pearson.

1. What is this course about?

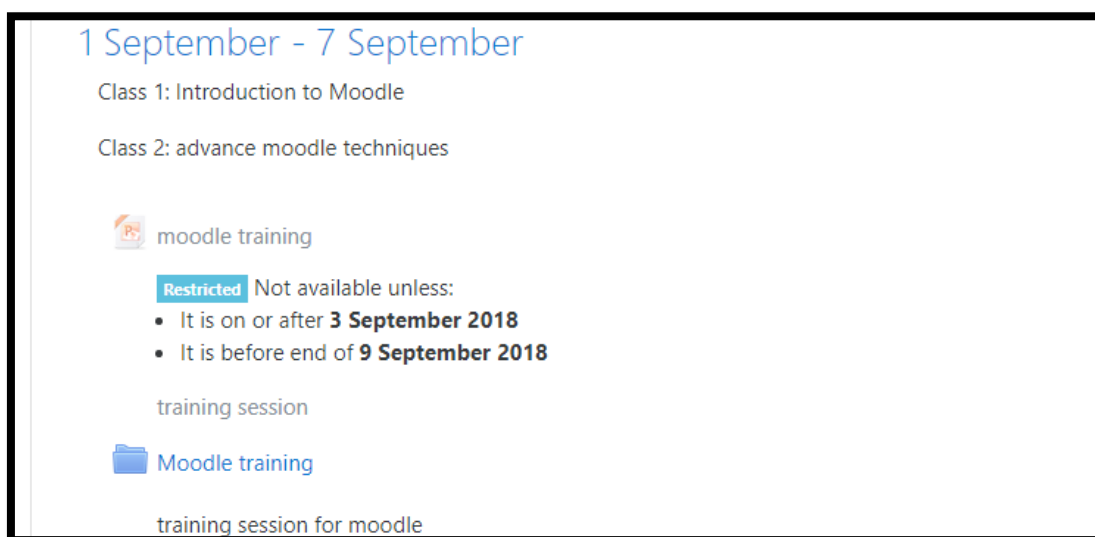
2. Announcements:

Below the General Section or in this case after course outline the students have the option to access the course announcements, as shown below:



3. Weekly Outline:

The third section is weekly outline. In this section all the content upload or created can be viewed by student on weekly basis:

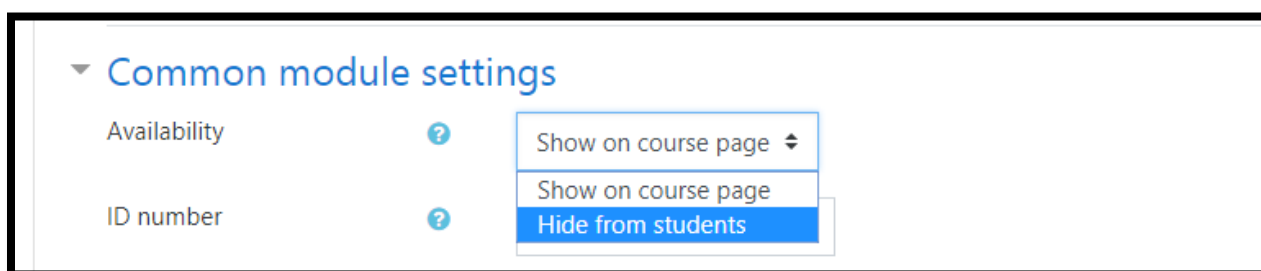


Hiding and Showing Content to Students:

By default the all the content while uploading is set to 'Make the content available to students'.

Step1:

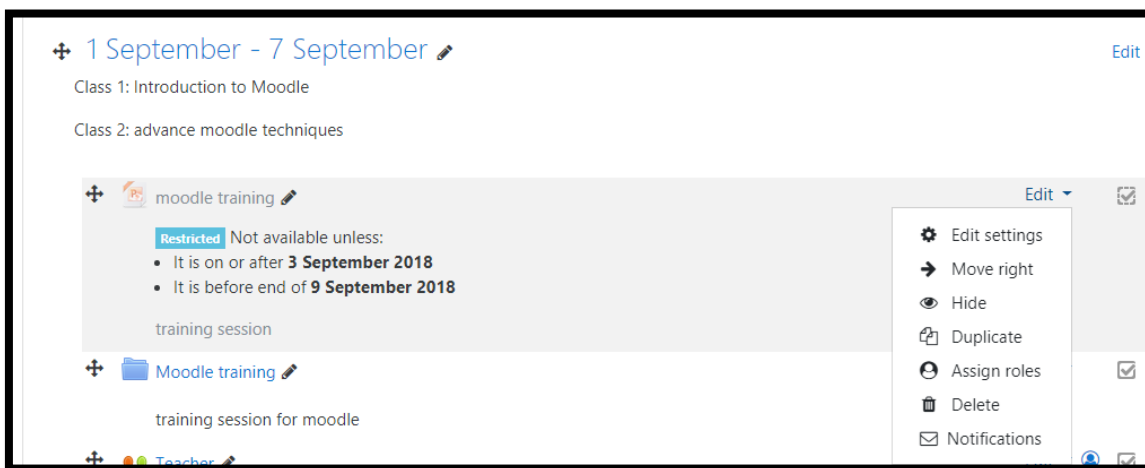
If you require to hide any content while uploading it, under 'Common Module Settings' while uploading any resource you can set the drop down option 'Hide from students' next to Availability:



Alternatively, after you have uploaded the content, on your course page you can edit the view settings as well.

Step1:

For this please ensure to enable 'turn editing on' then click on edit in front of the File that you want to hide. On clicking you will see the drop down. See below:



1 September - 7 September [✎](#) [Edit](#)

Class 1: Introduction to Moodle

Class 2: advance moodle techniques

[+](#) [P](#) moodle training [✎](#) [Edit](#)

Restricted Not available unless:

- It is on or after **3 September 2018**
- It is before end of **9 September 2018**

training session

[+](#) [M](#) Moodle training [✎](#)

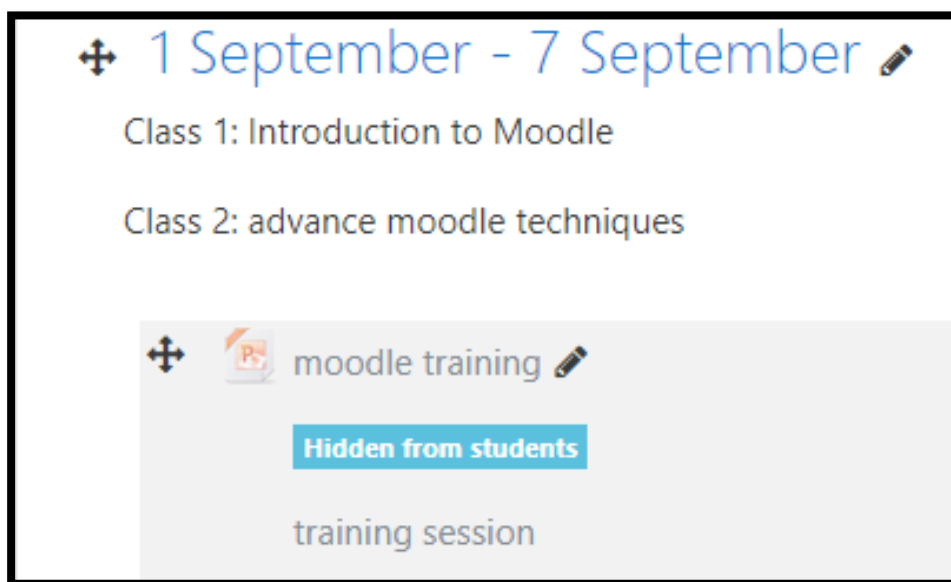
training session for moodle

[+](#) [T](#) Teacher [✎](#)

- Edit settings
- Move right
- Hide
- Duplicate
- Assign roles
- Delete
- Notifications

Step2:

Click on 'Hide' to block the view of the file for the student. After clicking on 'Hide' underneath the file the message will display 'Hidden from students':



[+](#) 1 September - 7 September [✎](#)

Class 1: Introduction to Moodle

Class 2: advance moodle techniques

[+](#) [P](#) moodle training [✎](#)

Hidden from students

training session