



THE INTERNAL GUIDELINE

for using and operating of the Project
courses in the Moodle interface

PaedDr. Patrik Sitarik





Co-funded by the
Erasmus+ Programme
of the European Union



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courses in the Moodle interface**



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ISBN 978-80-561-0849-9

Ružomberok 2021

PROJECT

"Multidisciplinary support of positive changes within families in difficult situations"

2019-1-SK01-KA204-060806

The internal guideline for using and operating of the Project courses in the Moodle interface

Moodle



Moodle is a product package for creating learning systems and electronic courses on the Internet.

The official Moodle website is:

www.moodle.org



On the website above you will find all the detailed information about the Moodle project. In addition to the possibility of downloading, there is also a complete project documentation.

The project documentation for Moodle is available in section:

https://docs.moodle.org/310/en/Main_page

An internal Moodle model was created within this project

<https://moodlemd.pf.ku.sk/>

where you will find everything you need. After the initial registration and login, you will see the following display:



Picture 1 - Project home screen

The image above shows the structure of the Moodle content display. At the top is the notification panel. In the right part of this panel there are icons:

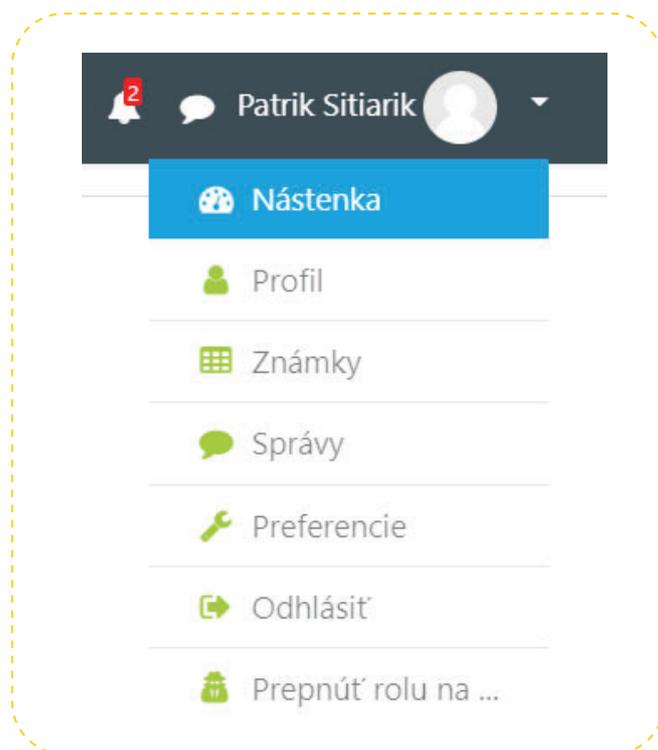


Notification of event changes and updates within the portal



Notification of automatic arrival of messages and options of the interactive chat

An icon for changing your profile, which is represented by your name and surname. After clicking on your name, the following pop-up window will appear:



Picture 2 Notification panel - Profile

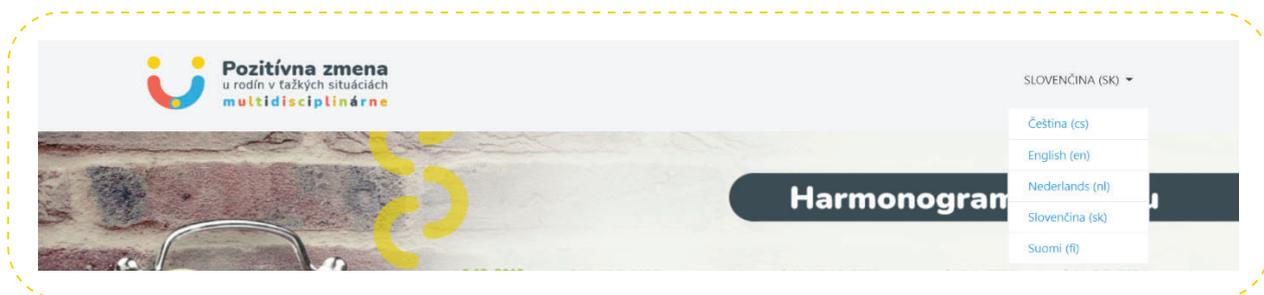
In principle, users are shown options such as message board, profile, marks, messages, preferences and unsubscribe. Only particular system users have the last option - to change roles. This option ensures that the user is switched between the 3 basic roles:

1. Teacher without editing rights

2. Student

3. Guest

Within Moodle, you can change translation settings below the notifications panel. Czech, English, Dutch, Slovak and Finnish languages are available to choose from.



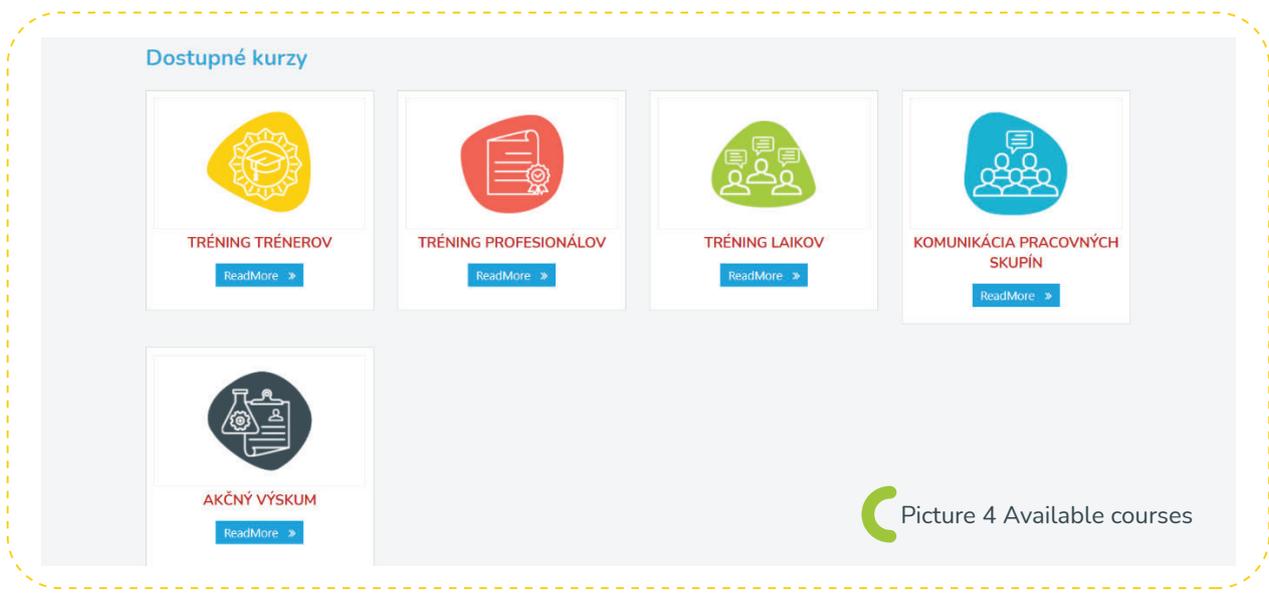
Picture 3 Main menu

In addition to the main menu, you can also see the side menu, which is located on the left side of the screen. Within this menu, users are basically shown options such as home, message board, calendar, private files and courses.

The side menus show the relevant options. This means that if I am on a particular course, those opportunities may be richer or, on the contrary, poorer.

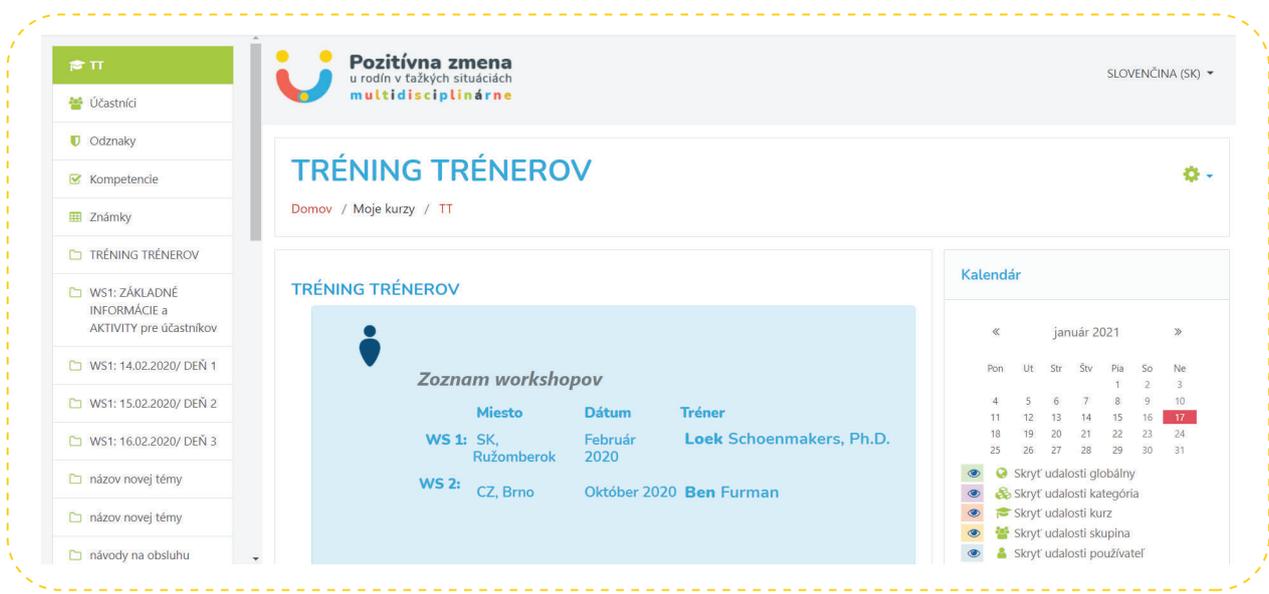
After logging in, the basic screen is displayed (Picture 1). After scrolling the page, we see the available courses shown below.





Picture 4 Available courses

For example, let's enter a course called Train the Trainer. After entering the course, the following display will appear:



Picture 5 Entry to the course

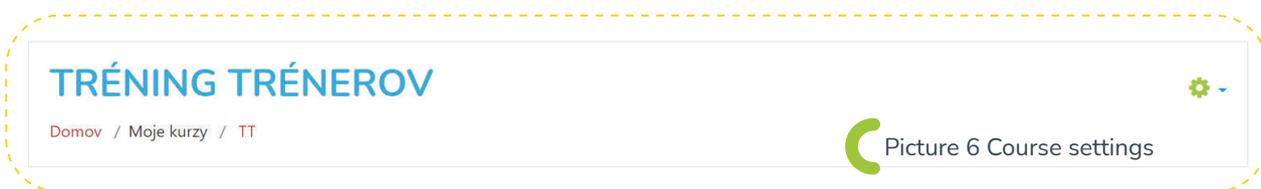
The structure of the course includes a left side menu in which there is information such as participants, badges, competencies, marks and topics developed within the course. In the middle is the main work area of the course.

It shows all topics within the course. In the right part there are tools called widgets. The basic widgets within the course include: calendar, upcoming events, logged in users, current activity and recent comments.



The following instructions can only be applied in the **role of teacher.**

In the role of a teacher, we will definitely be interested in the gear, which is located in the right part after the opening of the course. This gear is highlighted in the image below.



After clicking on this gear, the user will see several options such as filters, rating settings, backup, data recovery, import, reset and more. In addition to these options, there is an option to modify the settings and turn on editing at the beginning of this list. We will choose the option to turn on editing. After clicking, we'll see options for either editing an existing item or "adding activity or resource" for each topic in the Moodle. The structure within one topic is shown below in the figure.

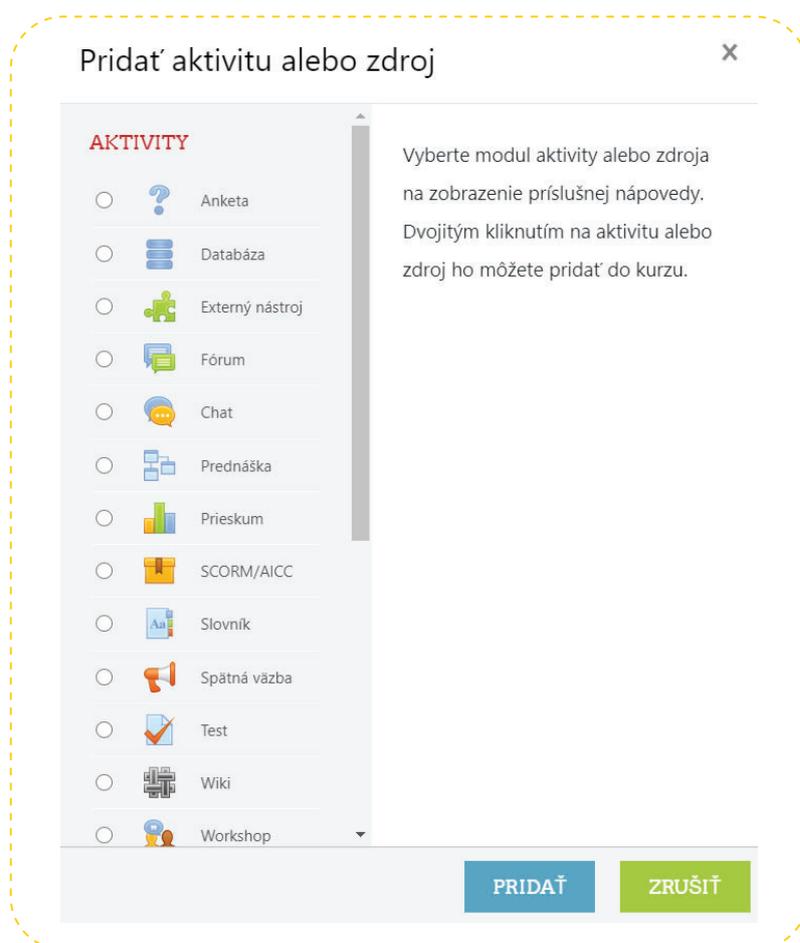


Picture 7 Demonstration of a topic in a concrete course

One example of a topic is shown above. There can be any number of topics in the course. It is visible in the lower right corner that you can add another topic at any time. Sections that have already been created (in our case, the title and sample file) can be edited in case of addition or correction. The basic settings of a specific topic can also be modified. Each section can be hidden from students. We do not have to hide the sections individually, but there is also the possibility to hide the whole topic as in the picture above. That the topic is hidden from students is clear from the description under the topic "Hidden from students". Conversely, a specific section or topic can also be highlighted.

If we have given a topic, we can gradually add activities and resources. In the Moodle system, there are these two large families of sections that can be added within a theme.

When you click on **"add activity or source"**, we'll see the following view:



Picture 8 Add activity or source



Within this window, the user can add activities: survey, database, external tool, forum, chat, lecture, survey, scorm / aicc, dictionary, feedback, test, wiki, workshop and assignment.

In addition to activities, the user can also add resources: directory, IMS package, book, title, page, file, URL.

For an unknown user, it might be confusing to use some activities or resources. For these reasons, the user can first click on the activity or resource and the right part of the screen will display specific information and the use of the selected section.

In this section, we will gradually analyze the most used activities and resources within the Moodle LMS system. If the teacher turns on the editing mode, after clicking on the "add activity or resource" button, he will see several options.

The most frequently added activities include: survey, forum, test and assignment.

SURVEY

The survey module allows the teacher to ask a question and define multiple choice answers. The results of the survey may be disclosed to students after they have answered, after a certain date, or never. Results can be displayed anonymously or namely.

The survey can be used, for example, for:

-  as a stimulus tool to introduce the curriculum
-  a quick testing tool to assess the level of understanding of the topic covered
-  voting - how to proceed the course, etc.¹

¹ https://docs.moodle.org/310/en/Survey_activity

After clicking on the option to add a "survey" activity, the teacher will see the following options:

? Pridávanie novej aktivity Anketa do Tu zadáme názov témy

► Rozbaľiť všetko

► Všeobecné nastavenia

► Odpovede

► Dostupnosť

► Výsledky

► Spoločné nastavenia modulu

► Podmieniť dostupnosť

► Tagy

► Kompetencie

ULOŽIŤ A NÁVRAT DO KURZU

ULOŽIŤ A ZOBRAZIŤ

ZRUŠIŤ

Picture 9 Survey - settings

In the general settings, it is possible to set the name of the survey, the introductory text and the display mode for the options. In this case, the content that is the subject of the survey is inserted into the introductory text. So here the teacher can enter a question (eg what is your opinion on this course?) In the display option, the teacher has two options. Vertical and horizontal.

In the answer section, the teacher allows or prevents changing the voting or selecting multiple options. In addition, the teacher enters a selection of answers to the question. For example, in connection with the previous question, we could enter options: 1. Excellent, 2. Good, 3. Average, 4. Sufficient, 5. Below average.

Availability tells you when the survey will be available. In this section, the date and time when the survey will be visible to students is set, and vice versa, the date and time when the survey will no longer be available.

In the results section, the teacher can set whether the results of the survey will be displayed to students or not. It is also possible to set the display of the results of the survey to the students after the end of the survey or directly after answering the questions.

With common settings of the module, the availability is indicated, meaning whether the survey is visible or not. In addition to availability, the teacher can define the various groups of students for whom the survey is intended.

Other settings such as accessibility, tags and competencies are used only rarely. The most common of these options are tags. These are keywords that are assigned to a particular survey. These tags help in better orientation and categorization in case I have more surveys. As a result, the survey looks like this:

The image shows a screenshot of a Moodle survey interface. At the top left, the title 'Skúšobná anketa' is displayed in blue. To the right of the title is a gear icon for settings and a link that says 'Zobrazit 0 odpovedí'. Below the title, the question 'Aký je Váš názor na tento kurz ?' is shown. There are five radio button options: 'Výborný', 'Dobrý', 'Priemerný', 'Dostatočný', and 'Podpriemerný'. A green button labeled 'ULOŽIŤ MOJU ODPOVEĎ' is positioned below the options. At the bottom left, there is a link '◀ Ukázkový súbor (skrýté)' and a search box labeled 'Ísť na...'. The entire survey content is enclosed in a dashed yellow border.

Picture 10 Trial survey

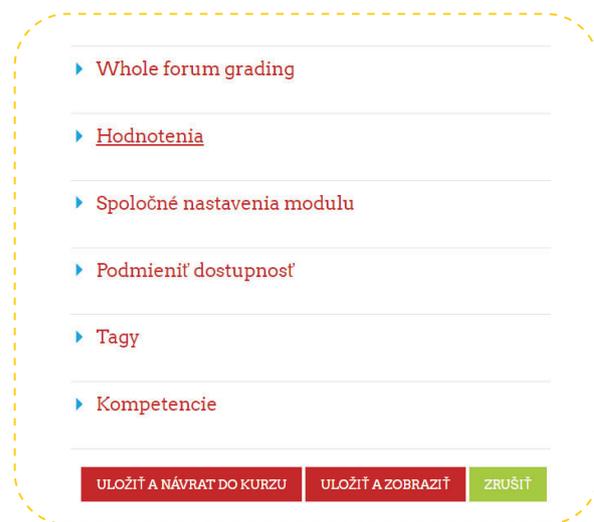
FORUM

This activity could be the most important - this is where the discussion between the course participants takes place most often. Forums can be organized in several different ways and can include evaluations of posts by other course participants or teachers. Posts can be viewed in several formats and can be attached. Course participants have the opportunity to subscribe, in which case a copy of each post will be sent to them by an e-mail. The teacher has the opportunity to “force” the subscription of posts to all participants.²

² https://docs.moodle.org/38/en/Forum_activity



Picture 11 Forum - settings 1



Picture 12 Forum - settings 2

In the general settings, you can set the forum name, introductory text and forum type. In this case, the content that is the subject of the forum is inserted into the introductory text. With the type of forum, we have a choice of several options.

- Standard forum for common use
- Q&A
- Everyone can start only one topic of discussion
- Simple discussion
- The forum is displayed in the standard blog format

Availability tells you when the forum will be available. In this section, the date and time when the forum will be visible to students is set, and vice versa, the date and time when the forum will no longer be available.

When counting words and attachments, the teacher mainly sets the maximum size and also the maximum number of attached files.

Other settings include the ability to subscribe to and follow the forum. In this section it is possible to give any subscription, but on the contrary I am obliged to subscribe to the forum. In addition, the Discussion locking section prevents or allows discussions for a certain time limit (for example 1 day).





Blocking after gaining posts are used very rarely in forum settings. There is an option to block posts after a certain period of time (For example 3 days)

In addition to these settings, Picture 3 and Picture 4 show other options. The main thing for the forum is to create a title, introductory text, time limit and possibly tags based on which the teacher searches the forum faster.

As soon as the teacher creates the forum, it is available to all students. A created forum without discussion topics is shown below in the picture.

The screenshot shows a forum page with the following elements:

- Header:** "TRÉNING TRÉNEROV" in blue, with a search bar and a "HĽADAŤ VO FÓRACH" button.
- Breadcrumbs:** "Domov / Moje kurzy / TT / Tu zadáme názov témy / Úvodné fórum".
- Section Title:** "Úvodné fórum" with a gear icon for settings.
- Description:** "V tomto fóre môžete diskutovať o priebehu tohto kurzu".
- Action Button:** "Pridať novú diskusnú tému" (Add new discussion topic).
- Status:** "(V tomto fóre ešte nie sú žiadne diskusné témy)" (There are no discussion topics in this forum yet).
- Footer:** "◀ Skúšobná anketa (skryté)" (Hidden test survey) and a search input field "Ísť na...".

Picture 13 Initial forum

It is visible in Picture 5 that once the forum is created there is a possibility to add discussion topics. After clicking on the option to add a new discussion topic, a pop-up window will appear in which you need to enter a subject and a message. After entering this information, it is possible to post a topic in the discussion forum. The topic in a particular forum looks like this:

Váš diskusný príspevok bol úspešne pridaný. x

Máte 1 hodina k úprave ak chcete urobiť zmeny.

Patrik Sítariik bude dostávať notifikácie o nových príspevkoch v 'Programovanie' z 'Úvodné fórum'

Úvodné fórum

V tomto fóre môžete diskutovať o priebehu tohto kurzu

[Pridať novú diskusnú tému](#)

Diskusia	Diskusiu začal(a)	Posledný príspevok ↓	Odpovede	Odoberať
☆ Programovanie	Patrik Sítariik 17 jan 2021	Patrik Sítariik 17 jan 2021	0	<input checked="" type="checkbox"/>

◀ Skúšobná anketa (okryté)

Picture 14 Discussion topic

Once a user adds a discussion topic, it is possible to respond to it. Here, students in particular have the opportunity to express themselves. After adding a topic, the user is notified that he can make any changes within 1 hour of publishing the topic. Also, a user who has added a topic will automatically receive a notification if someone responds to their topic. If the user does not want to receive notifications, all he has to do is uncheck the unsubscribe button.

Within the "topic", the subject of the topic, the person who started the discussion, the person who made the last post on the topic and also the number of replies are displayed.

TEST

The "test" module allows the instructor to create quizzes containing tasks of various types, including multiple-choice tasks, comparison tasks, short-answer tasks, and numerical tasks.



The instructor may allow multiple attempts to pass the test, with tasks shuffled or randomly selected from the "Task Bank". It is also possible to set a time limit for the task.

Each attempt is evaluated automatically, except for "Essay" (tasks with a long answer) and the evaluation is recorded in the classification record.

The facilitator can choose when and whether students will see any tips, feedback and correct answers.

Tests can be used:

- ▶ as exams in the course
- ▶ as mini-tests in self-study or at the end of a covered topic
- ▶ as a comprehensive exam using tasks from previous exams
- ▶ to provide immediate feedback on user performance
- ▶ for user self-evaluation³

After clicking on the "add test" option, the teacher will see the following options:

- ▶ Všeobecné nastavenia
- ▶ Časovanie
- ▶ Známká
- ▶ Usporiadanie
- ▶ Správanie otázky
- ▶ Možnosti prehľadu ⓘ
- ▶ Vzhľad
- ▶ Extra obmedzenia na pokusy
- ▶ Celková spätná väzba ⓘ
- ▶ Spoločné nastavenia modulu

 Picture 15 Test - settings

³ https://docs.moodle.org/38/en/Quiz_activity



In the general settings, the teacher sets the name of the test as well as a brief description. For example, what learning units will be the test, or basic information such as the number of questions and how much time students have to complete the test.

When timing, besides the date and time of opening and closing the test, there is also the option to add the total time for taking the test (for example 30 minutes). Also timing for one specific question (for example 1 minute). It is important that in this case either only the timing for the whole test or only the timing for one question is selected. If we set the total time and also the time for one question, it is possible that the test will not work. In addition, it is possible to set in this section what happens

- Open attempts are sent automatically
- There is a certain time interval when attempts can be sent, but it is not possible to answer other questions (This option is used when timing single questions)

Časovanie

Otvoriť test	<input type="text" value="17"/> <input type="text" value="január"/> <input type="text" value="2021"/> <input type="text" value="11"/> <input type="text" value="05"/> <input type="checkbox"/> Aktivovať
Zatvoriť test	<input type="text" value="17"/> <input type="text" value="január"/> <input type="text" value="2021"/> <input type="text" value="11"/> <input type="text" value="05"/> <input type="checkbox"/> Aktivovať
Časový limit	<input type="text" value="0"/> <input type="text" value="minúty"/> <input type="checkbox"/> Aktivovať
Keď vyprší čas	<input type="text" value="Existuje určitý časový interval, keď môž"/>
Termín pre odovzdanie	<input type="text" value="1"/> <input type="text" value="minúty"/> <input checked="" type="checkbox"/> Aktivovať

- Attempts must be submitted before the time expires or they will not be accepted

In the “grade” settings, you can set the grade category and also the required stamp. The required grade determines how much the student needs to achieve in order to successfully pass a particular test.

Známka

Kategória známok	<input type="text" value="Nezaradené"/>
Potrebná známka	<input type="text"/>
Povolený počet pokusov	<input type="text" value="Neohraničený"/>
Metóda známkovania	<input type="text" value="Najvyššia známka"/>

Picture 16 Test - grades

You can set how many questions will be displayed on one test page in the layout. And also navigation:

- Free: Students can return to unanswered questions
- Sequential: Students cannot return to unanswered questions

▼ **Usporiadanie**

Nová strana ? Každá otázka

Spôsob navigácie ! ? Voľná

[Zobraziť menej ...](#)

Picture 17 Test – arrangement

Another option is the behaviour of the question. In this section, the teacher sets whether the questions will be mixed within the tasks and also the type of behaviour of the questions. The question behaviour options are shown in the picture below:

▼ **Správanie otázky**

Zamiešať v rámci úloh ? Áno

Ako sa otázky správajú ?

[Zobraziť viac ...](#)

- Oneskorená odozva
- Adaptívny režim
- Adaptívny režim (bez penalizácií)**
- Interaktívna s viacerými pokusmi
- Okamžitá odozva
- Okamžitá odozva s hodnotením istoty
- Oneskorená odozva
- Oneskorená odozva s hodnotením istoty

Picture 18 Test – behaviour of questions

The "overview" options are useful for the teacher in terms of the information that is displayed to him and the information that is displayed to the student. This is mainly information expressing the number of points obtained. In this section it is possible to set whether the student will see the mark, and if so, when - during an attempt, immediately after the attempt, later when the test is still open and after the test is closed.

▼ **Možnosti prehľadu**

<p>Počas pokusu</p> <p><input checked="" type="checkbox"/> Tento pokus</p> <p><input checked="" type="checkbox"/> Či je správna</p> <p><input checked="" type="checkbox"/> Znamky</p> <p><input checked="" type="checkbox"/> Špecifická spätná väzba</p> <p><input checked="" type="checkbox"/> Všeobecná spätná väzba</p> <p><input checked="" type="checkbox"/> Správna odpoveď</p> <p><input type="checkbox"/> Celková spätná väzba</p>	<p>Hneď po pokuse</p> <p><input checked="" type="checkbox"/> Tento pokus</p> <p><input checked="" type="checkbox"/> Či je správna</p> <p><input checked="" type="checkbox"/> Znamky</p> <p><input checked="" type="checkbox"/> Špecifická spätná väzba</p> <p><input checked="" type="checkbox"/> Všeobecná spätná väzba</p> <p><input checked="" type="checkbox"/> Správna odpoveď</p> <p><input checked="" type="checkbox"/> Celková spätná väzba</p>	<p>Neskôr, keď je test stále otvorený</p> <p><input checked="" type="checkbox"/> Tento pokus</p> <p><input checked="" type="checkbox"/> Či je správna</p> <p><input checked="" type="checkbox"/> Znamky</p> <p><input checked="" type="checkbox"/> Špecifická spätná väzba</p> <p><input checked="" type="checkbox"/> Všeobecná spätná väzba</p> <p><input checked="" type="checkbox"/> Správna odpoveď</p> <p><input checked="" type="checkbox"/> Celková spätná väzba</p>	<p>Po tom, ako sa uzatvorí test</p> <p><input type="checkbox"/> Tento pokus</p> <p><input type="checkbox"/> Či je správna</p> <p><input type="checkbox"/> Znamky</p> <p><input type="checkbox"/> Špecifická spätná väzba</p> <p><input type="checkbox"/> Všeobecná spätná väzba</p> <p><input type="checkbox"/> Správna odpoveď</p> <p><input type="checkbox"/> Celková spätná väzba</p>
--	---	---	--

Picture 19 Test – the overview options



In the "appearance" options it is possible to set the size of the image in the course and also the evaluation of the mark to decimal places.

▼ Vzhľad

Ukázať obrázok používateľa 

Desatinné miesta v známkach 

[Zobraziť viac ...](#)

 Picture 20 Test – appearance

Extra trial restrictions define the password that students must enter if they want to take the test. It is also possible to define the IP address of the network here if we want students to take a test in one computer room, for example.

In addition to these settings, it is possible to define the time intervals between the 1st and 2nd attempts or between further attempts (for example 1 minute). If we enable browser security for students, a pop-up window will appear that they must confirm. It is also possible to run the test offline using a mobile application.

▼ Extra obmedzenia na pokusy

Vyžaduje sa heslo  

Press enter to save changes

Vyžaduje sa adresa siete 

Vynútiť časový odstup medzi 1. a 2. pokusom  minúty  Aktivovať

Vynútiť časový odstup medzi ďalšími pokusmi  minúty  Aktivovať

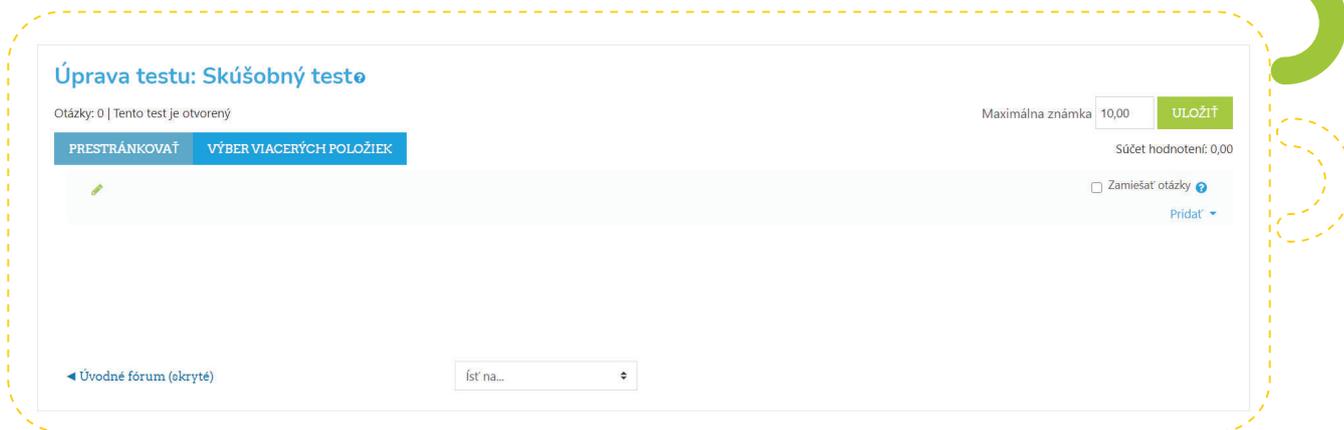
Bezpečnosť prehliadača 

Povoliť pokus o kvíz v režime offline pomocou mobilnej aplikácie 

[Zobraziť menej ...](#)

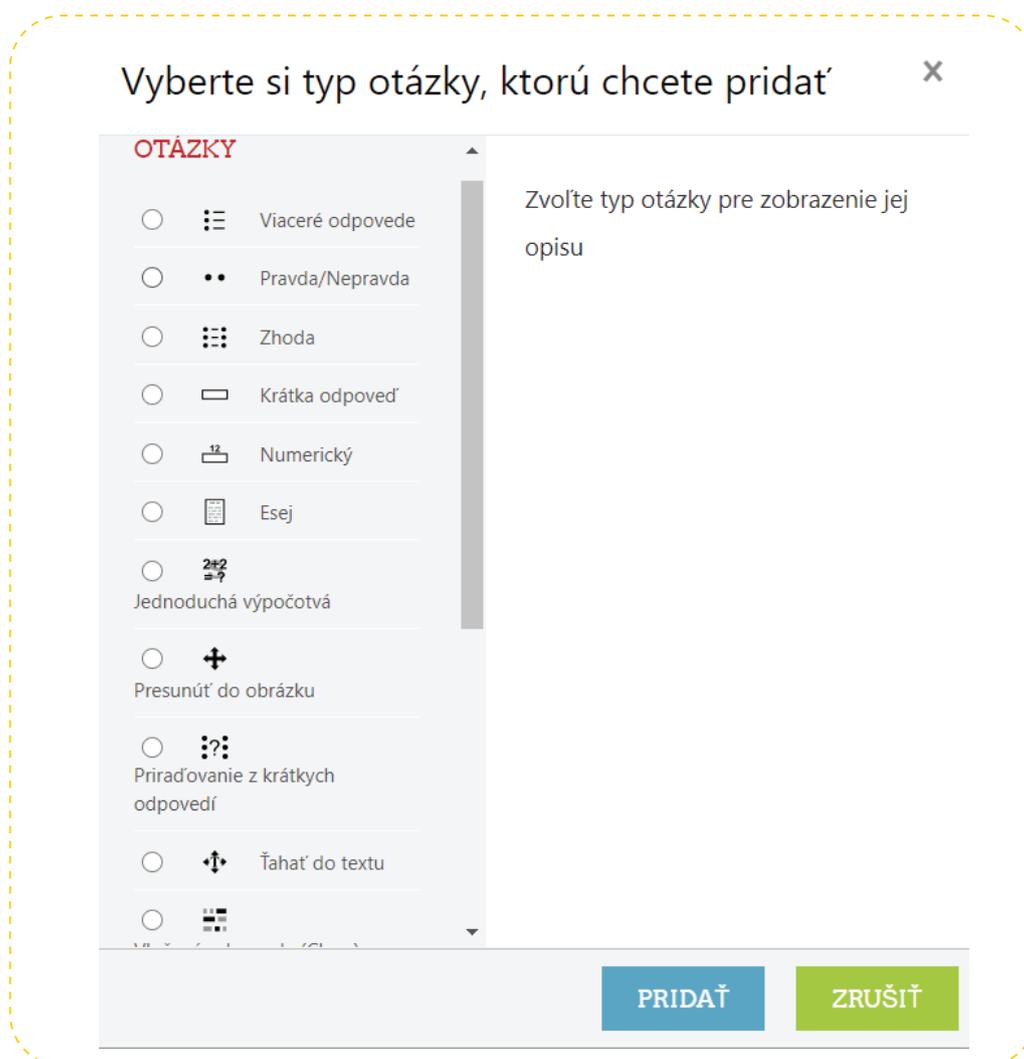
 Picture 21 Test - extra restrictions for attempts

The "Total feedback" is a possibility to set a brief description at a certain evaluation threshold.



Picture 24 Test - question editing

In this mode, the teacher can enter new questions or edit the existing ones. In addition, you can set the mixing of questions and the maximum grade for the entire test. After clicking on the "add" option, the teacher will see the following:



Picture 25 Test – questions adding



The teacher has a choice of different types of questions:

- Multiple-choice
- True/False
- Match
- Short answer
- Numerical
- Essay
- Simple calculation
- Shift into the picture
- Assigning short answers
- Drag to text
- Embedded answers
- Choice of missing words
- Calculation
- Calculation with multiple-choices answer
- Placemarks
- Description

The most commonly used types of questions in the test are:

- Multiple-choice
- True/False
- Short answer
- Essay

After adding the individual questions, we can save the test. The teacher also has the possibility to look into the test to check the correct timing, or the order and navigation of questions. The test preview looks like this:

TRÉNING TRÉNEROV

[Domov](#) / [Moje kurzy](#) / [TT](#) / [Tu zadáme názov témy](#) / [Skúšobný test](#) / [Náhľad](#)

Otázka 1
Este nezodpovedané
Max. hodnotenie 1,00
[Označiť otázku](#)
[Upraviť otázku](#)

Akej farby je slnko?

Označte jednu odpoveď:

- a. sivé
- b. biele
- c. žlté
- d. zelené
- e. čierne

Otázka 2
Este nezodpovedané
Max. hodnotenie 1,00
[Označiť otázku](#)
[Upraviť otázku](#)

Mesiac je menší než Zem

Vyberte jednu:

- Pravda
- Nepravda

Navigácia v teste

1 2 3

Ukončiť pokus ...

Zvyšný čas **0:29:45**

[ZAČAŤ NOVÝ NÁHLAD](#)

Picture 26 Test

During the test, the student sees the number of questions in the right corner and also the time he has left to complete the test. In the left part, the student is shown specific questions and it is up to the teacher what kind of display to use. This can be multiple questions per page, or only single questions. After completing the test, the student sends the answers and the teacher determines the grade based on the test points.

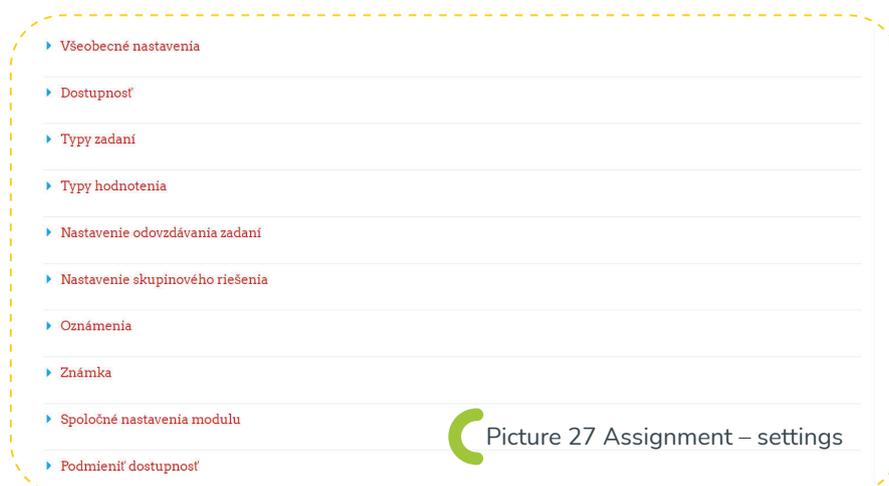
ASSIGNMENT

The "Assignment" module allows the teacher to communicate the tasks, collect papers, evaluate and comment on them in feedback.

Students can upload any digital content (files), such as text application documents, spreadsheets, pictures, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text box. The assignment can also be used to remind students of "real world" tasks that they need to complete offline - e.g. artwork and therefore do not require any digital content. Students can submit work individually or as groups.

When evaluating assignments, teachers can create comments and upload files such as evaluated user work, commented documents, or spoken audio feedback. Assignments can be evaluated using a numerical or custom scale or an extended evaluation method, such as section. The final evaluations are recorded in the mark report.⁴

After clicking on the "add assignment" option, the teacher will see the following settings:



Picture 27 Assignment – settings

In the general settings, the teacher writes the name of the assignment as well as a description. It is necessary to enter specific requirements for the task into the description or another option is to upload a file that is needed for fulfilling this task.



The teacher has two feedback options. Students will either submit the assignment in the form of a file or archive, which they will upload directly to Moodle, or they will write the text online.

What the general assignment settings look like is shown below:

▼ **Všeobecné nastavenia**

Názov zadania ! Programovanie

Opis

Vytvorte program pre NXT robota podľa požiadaviek priložených v dokumente nižšie.

Zobrazit' opis na titulnej stránke kurzu ?

Ďalšie súbory ? Maximálna veľkosť pre nové súbory: 15MB

Súbory

Pre nahranie súborov z vášho počítača ich potiahnite sem

Picture 28 Assignment - general settings

Another option is availability. In this section you can specify the date and time when the assignment will be available and also the deadline when students should submit the assignment by. In addition, the teacher can certainly specify the exact date and time of the reminder to evaluate this assignment.

▼ **Dostupnosť**

Povolit' odovzdanie zadaní od	?	17	január	2021	00	00	<input checked="" type="checkbox"/> Aktivovať
Termín odovzdania	?	24	január	2021	00	00	<input checked="" type="checkbox"/> Aktivovať
Dátum ukončenia	?	17	január	2021	15	08	<input type="checkbox"/> Aktivovať
Pripomenúť mi termín známkovania	?	31	január	2021	00	00	<input checked="" type="checkbox"/> Aktivovať

Vždy zobrazit' opis zadania ?

Picture 29 Assignment – availability

The types of assignments are an important part, because it is in this section that the teacher determines the method of submitting the assignment. The teacher has a choice of the following options:

- Online text
- Files of submitted assignments
- Online text and files of submitted assignments

In addition, the teacher also defines the maximum number of uploaded files here. This number is entered in connection with one specific student. (For example 1 student can upload a maximum of 2 files).

In other options, the maximum size of the uploaded file is defined. For Moodle, the maximum size of uploaded files is 15MB. In addition to the size of the files, the teacher also defines the allowed type of uploaded files here. For example, the assignment concerns audio and the teacher defines that the uploaded files must be in mp3 format.



▼ Typy zadaní

Typy zadaní Online text Súbory odovzdaných zadaní

Maximálny počet nahraných súborov

Maximálna veľkosť súboru

Povolené typy súborov Žiadna voľba

Picture 30 Assignment – types of assignments

For evaluation types, it is important to set that it will be possible to write comments on the uploaded files or online text.

▼ Typy hodnotenia

Typy hodnotenia Komentáre PDF poznámky Offline klasifikačná tabuľka Súbory s komentármi

Vložený komentár

Picture 31 Assignment – types of evaluation

In the assignment settings, the teacher can choose whether students should click the submit button when submitting the assignment, or require students to confirm the submitted statement or reopened attempts.

▼ Nastavenie odovzdávania zadaní

Požadovať, aby študenti klikli na tlačidlo Odoslať

Požadovať, aby študenti potvrdili predložené vyhlásenie

Opätovné otvorenie pokusov

Picture 32 Assignment – Setting of assignments uploading

If groups are formed between students, there is a possibility to submit a group solution. This option does not define the number of students in the group, but only permission whether it is possible to submit a group assignment or not.



▼ Nastavenie skupinového riešenia

Študenti odovzdávajú zadanie po skupinách ?

Nie ⇅



Picture 33 Assignment – Group solution setting

The next section is "notifications". They should inform the evaluators of the submitted assignments and of the delayed assignments. There is also a warning that students do not change the basic settings in a particular assignment module (for example, for online text or a file).

This section is used very rarely for assignments. This is mainly due to the fact that if the teacher sets a week for the elaboration of the assignment, he is the evaluator himself and he himself knows when to correct the assignment. The notification option is used especially if the assignment has several evaluators.

▼ Oznámenia

Poslať oznámenie hodnotiteľom ?

Nie ⇅

Poslať oznámenie hodnotiteľom o oneskorených zadaniach ?

Nie ⇅

Východzie nastavenie "Upozorniť študentov" ?

Áno ⇅



Picture 34 Assignment – notifications

For specific assignments, it is also possible to set the method of evaluation in the "grades" section. The teacher can choose points, a scale or no grading. Furthermore, it can choose the evaluation method, the category of grades, the required lock in percentages or points, and it can also hide the identity of the evaluator.



▼ **Známka**

Známka ?

Typ

Maximum bodov

Metóda hodnotenia ?

Katégoria známok ?

Potrebná známka ?

Známkovanie naslepo ?

Skryť študentom identitu hodnotiteľa ?

Použiť postup známkovania ?

Picture 35 Assignment – grades

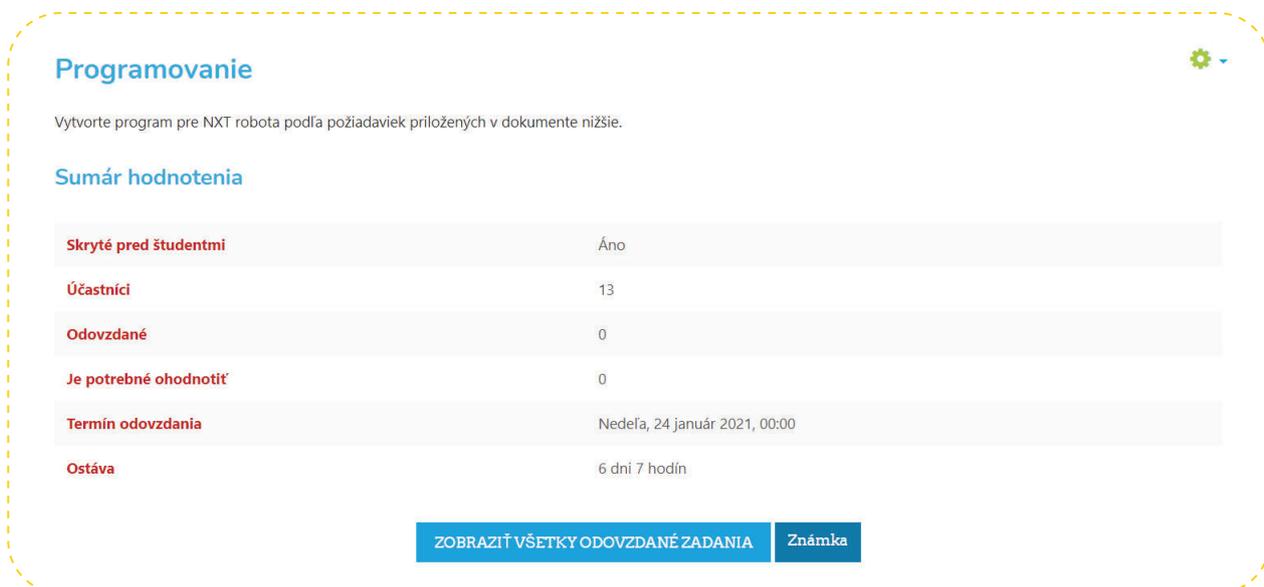
Other settings include common module settings, availability conditions, tags and competencies that have already been mentioned in the activities above.

After entering the settings, the teacher saves the settings and this activity is automatically added to the list of visible activities.

- [Ukážkový súbor](#) Upraviť ▾
- [Skúšobná anketa](#) Upraviť ▾
- [Úvodné fórum](#) Upraviť ▾
- [Skúšobný test](#) Upraviť ▾
- [Programovanie](#) Upraviť ▾

Picture 36 Added activities

After clicking on the assignment with the topic of programming, the teacher will see the following display:



The screenshot shows a Moodle assignment summary page titled "Programovanie". The page includes a description: "Vytvorte program pre NXT robota podľa požiadaviek priložených v dokumente nižšie." Below this is a "Sumár hodnotenia" (Summary of evaluation) table with the following data:

Skryté pred študentmi	Áno
Účastníci	13
Odozvané	0
Je potrebné ohodnotiť	0
Termín odovzdania	Nedeľa, 24. január 2021, 00:00
Ostáva	6 dni 7 hodín

At the bottom of the summary, there are two buttons: "ZOBRAZIŤ VŠETKY ODOVZDANÉ ZADANIA" (Show all submitted assignments) and "Známka" (Grade).

Picture 37 Assignment

The teacher can see in the assignment summaries the following options:

- Hidden or revealed assignment from students
- Number of course participants
- Number of assignments submitted
- How many assignments need to be evaluated
- Deadline for students to submit the assignment (Date and time)
- How much time remains until the submission deadline

In this case, if the teacher has any unrated assignments, it is necessary to grade the assignments via the "grade" button. For summarization, the teacher can also view all submitted assignments.

In addition to activities, various resources can be inserted into topics in Moodle. The most popular ones include the directory, book, title, page, file and URL.

FILE



The course module is mainly used as a source of teaching materials for students. There are many file types. Some appear automatically in Moodle, others need to be downloaded. The file can contain various multimedia elements such as an HTML page or flash objects.

The file is most often used to share supporting materials such as presentation word files or .pdf materials. Within a specific course topic, it is possible to upload several files of different types. After clicking on the "add file source" option, the teacher will see the following setting options:

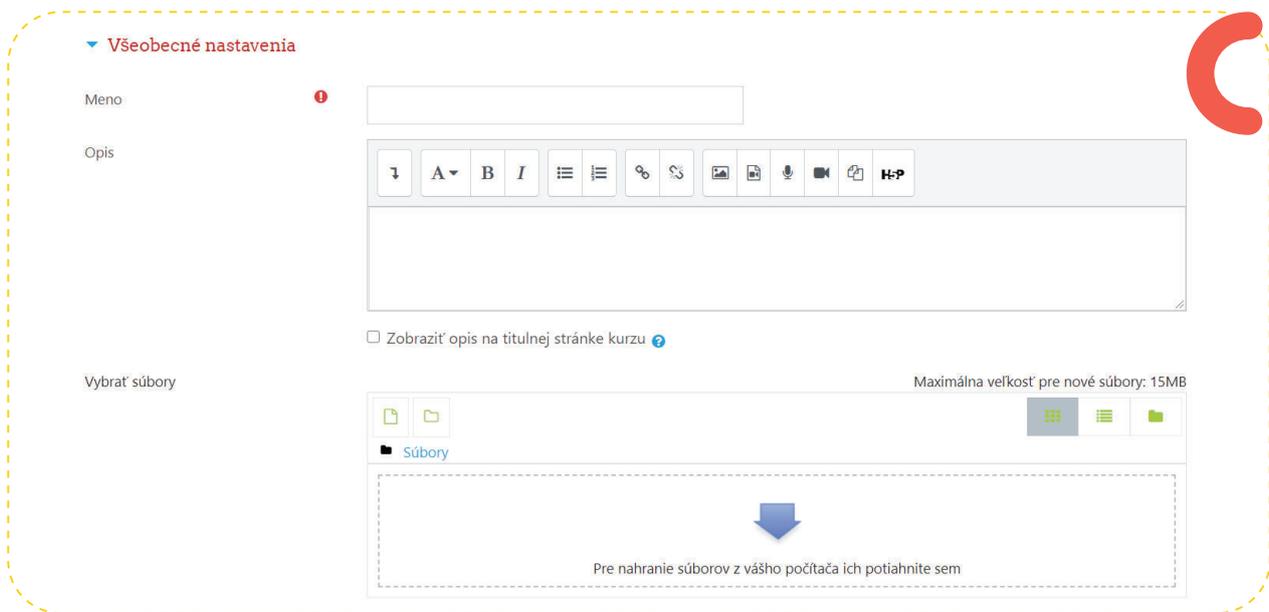
▢ Pridávanie novej aktivity Súbor do Tu zadáme názov témy ▶ Rozbalit všetko

- ▶ Všeobecné nastavenia
- ▶ Vzhľad
- ▶ Spoločné nastavenia modulu
- ▶ Podmienit' dostupnosť'
- ▶ Tagy
- ▶ Kompetencie

ULOŽIŤ A NÁVRAT DO KURZU **ULOŽIŤ A ZOBRAZIŤ** **ZRUŠIŤ**

 Picture 38 File - Settings

In the general settings, the teacher enters the file name, a brief description and also uploads the required file. It is important that the uploaded file does not exceed the allowed size limit of 15MB.

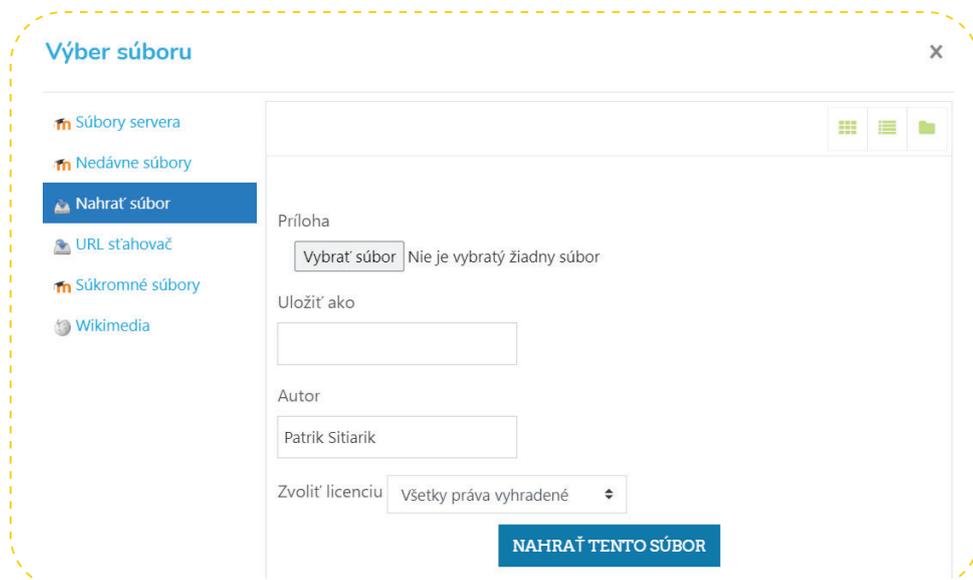


Picture 39 File – General settings

After clicking on the "upload file" arrow, the teacher will see a pop-up window that offers several options:

- 👉 Server files
- 👉 Recent files
- 👉 Upload file
- 👉 URL downloader
- 👉 Private files
- 👉 Wikipedia

Most often, the file is uploaded as an attachment directly from the device used by the teacher.



Picture 40 File – Uploading



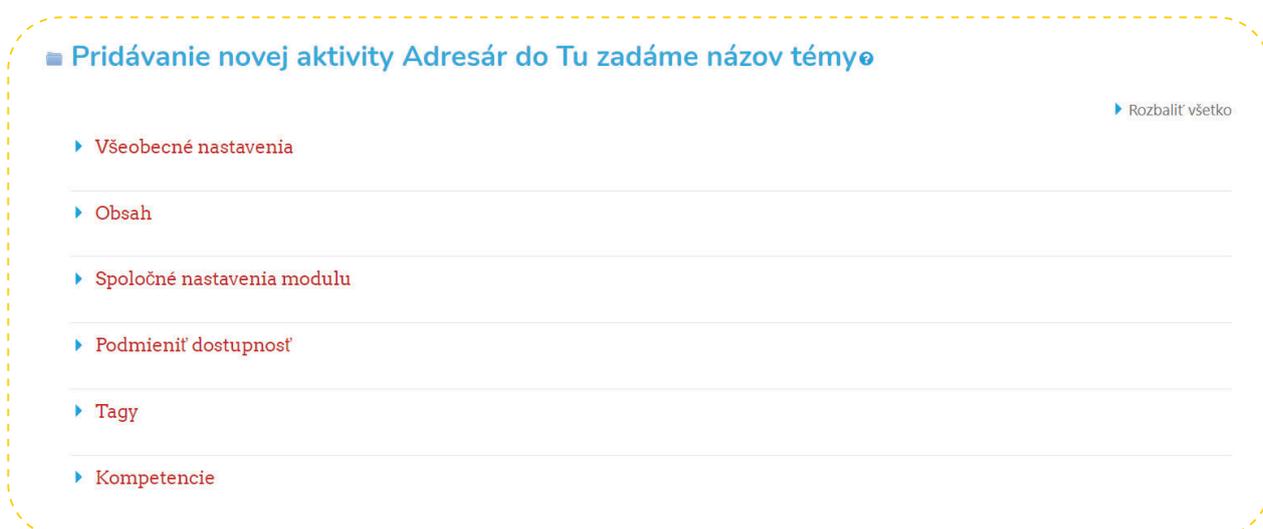
After uploading the file, it is possible to set the appearance where the teacher chooses whether the file size, file type, modification date and file source will be visible. In addition to these settings, there are only common module settings, availability conditions, tags and competencies, similar to previous activities and resources. The .docx test file is shown in the figure below.



Picture 41 .docx test file

DIRECTORY

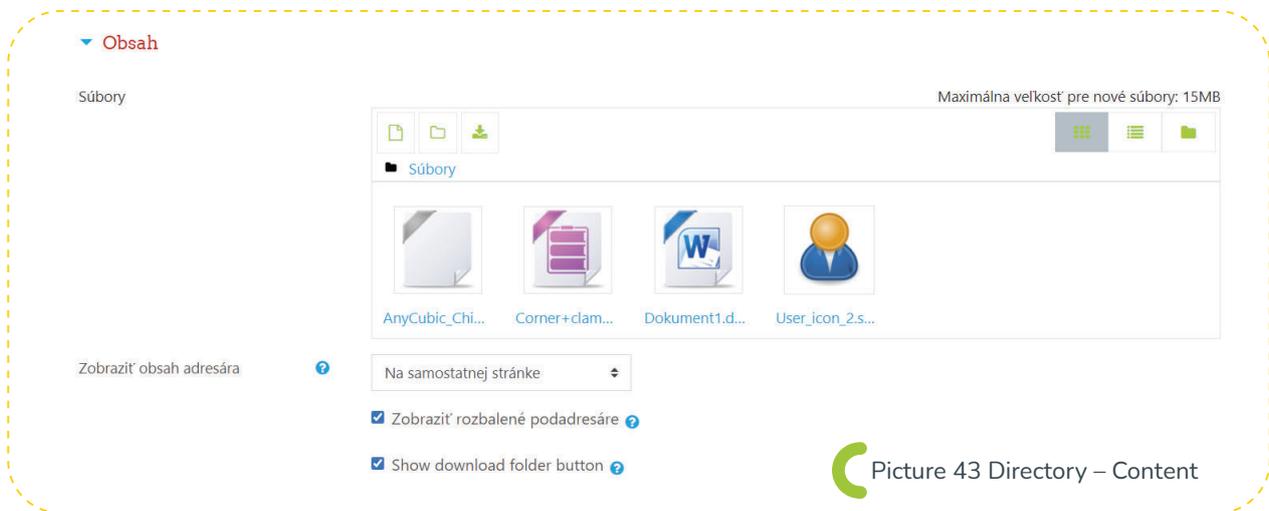
The directory in Moodle works just like any device on which file hierarchy organization works. The directory allows you to group all the necessary files into one folder as needed. This eliminates scrolling on the course side. I save files to a directory depending on the topic or file type. After clicking on "add directory resource", the teacher will see the following settings:



Picture 42 Directory - Settings



The settings are exactly the same as the file source. The only change is in the "content" section. In this section, the user uploads a group of required files.

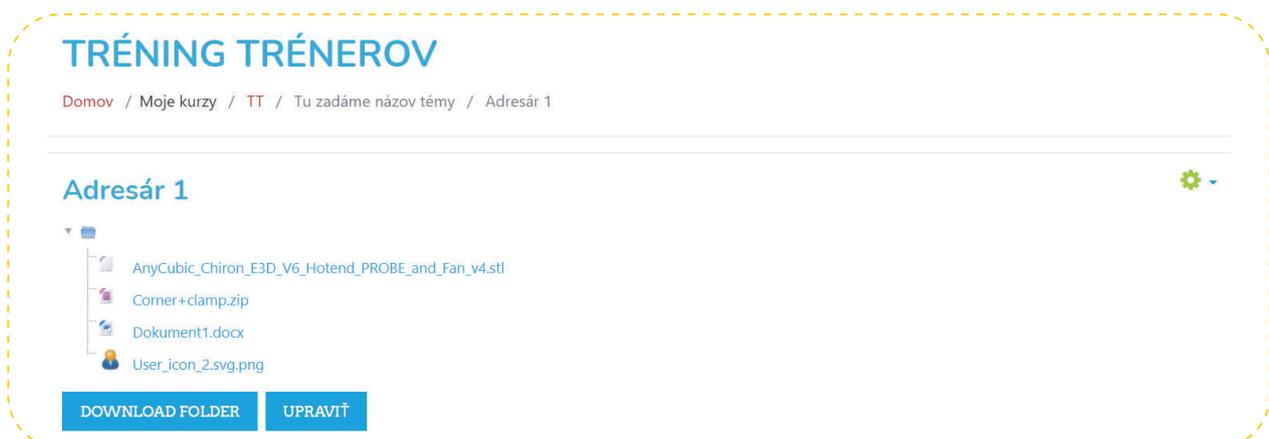


Picture 43 Directory – Content

The image above shows the directory content settings. In these settings, 4 files of different types (.rar, .stl, .docx, .svg) are added. In this way, any number of files can be added to the directory source.

This source is also limited by the size of one file uploaded. This limit defines the maximum size of one uploaded file per 15 MB. If this maximum limit is exceeded, the file will not be uploaded to the system.

After saving and then clicking on the directory in the course, its content looks like this:



Picture 44 Directory

BOOK

The "book" module allows you to create learning material in a multi-page form. This module has the format of a book. The structure is defined on the basis of chapters and subchapters. The book can contain all multimedia elements such as text, image, animation or video. Thanks to the book, teaching materials can be structured into individual learning units. Clicking "add source - Book" will display settings similar to previous sources.⁵

■ Pridávanie novej aktivity Kniha do Tu zadáme názov témy

▶ Rozbalit' všetko

▶ Všeobecné nastavenia

▶ Vzhľad

▶ Spoločné nastavenia modulu

▶ Podmienit' dostupnosť

▶ Tagy

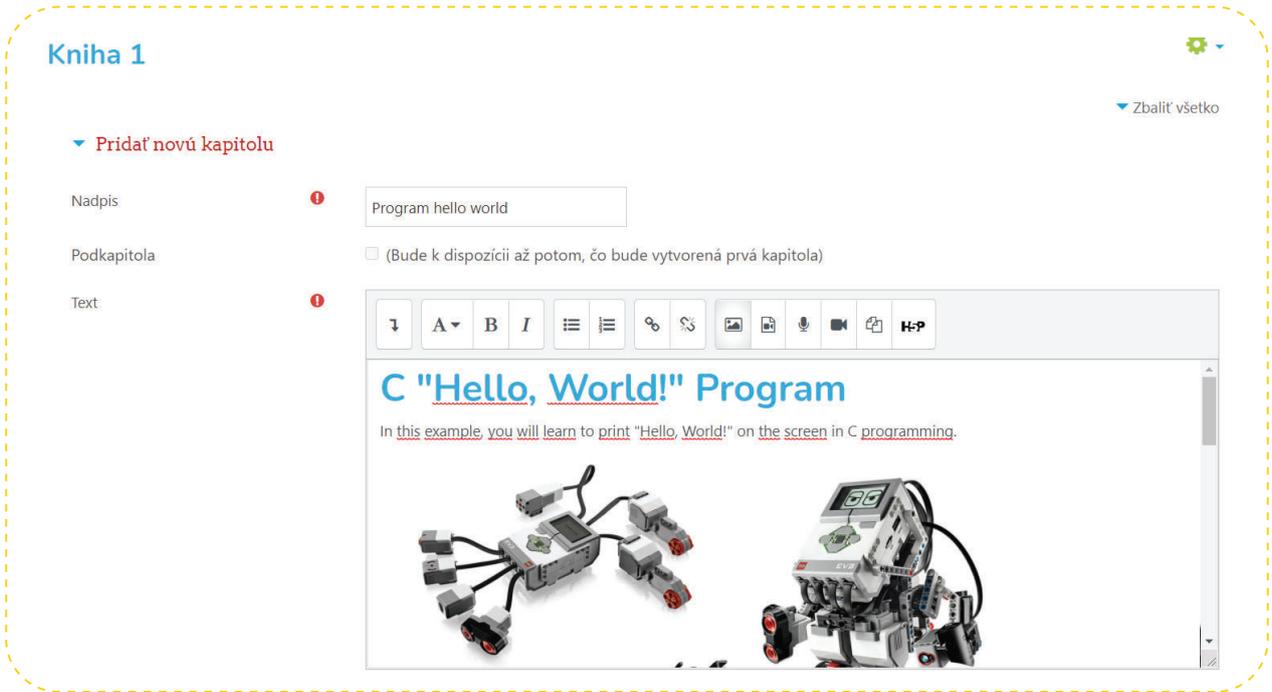
▶ Kompetencie

Picture 45 Book – settings

With these settings, the key is the "title" of the book, or "description" and in the appearance section, the setting of the way of marking chapters (numbers, stops, indented).

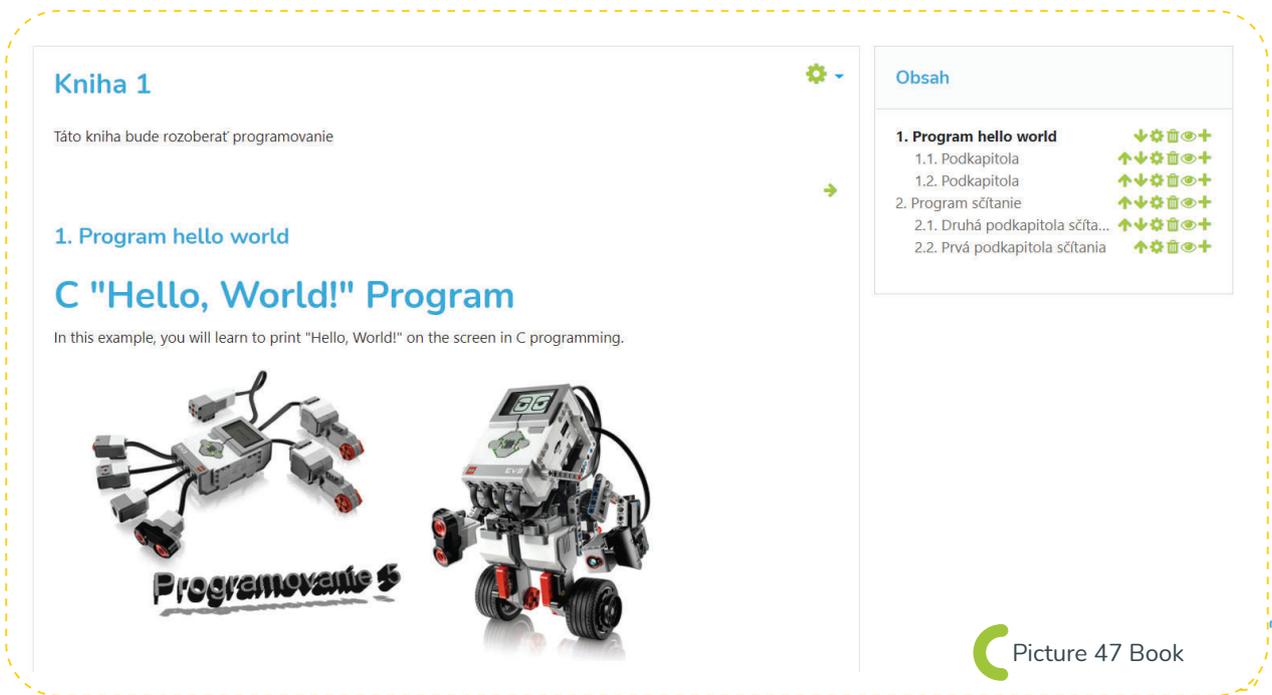
In addition, it is possible to set the navigation style in the appearance section (only content, images or text). Once saved, the book will be saved to our list of added activities and resources.

So far, such a book has only a title and a brief description, so it is necessary to fill the book with some content. After clicking on the "book source", the teacher will see the following:



Picture 46 Book – first chapter

After saving, the first chapter of the book was created. After registration it is possible to add another chapter and subchapters. To illustrate, the picture below shows a finished book with two main chapters and several subchapters.



Picture 47 Book

The image above shows that the content of the book is displayed on the left and the structure of the book on the top right.



SITE



The "Page" resource allows the teacher to create web pages using a text editor. The site can display text, images, audio, video, web links, and embedded code, such as Google Maps.

The advantage of using a "page" resource over a "file" resource is that the page is more accessible (for mobile users) and easier to update. In addition, it provides additional benefits when using filters.

For large amounts of content, a "book" resource is recommended.

The site can be used if

- ▶ you want to publish the terms and conditions of the course or the course syllabus
- ▶ you want to insert several videos and audio files with explanatory text⁶

After clicking on "add resource - book", the teacher will see the same settings as in the previous resources.

Pridávanie novej aktivity Stránka do Tu zadáme názov témy

▶ Rozbalit' všetko

▶ [Všeobecné nastavenia](#)

▶ [Obsah](#)

▶ [Vzhľad](#)

▶ [Spoločné nastavenia modulu](#)

▶ [Podmienit' dostupnosť](#)

▶ [Tagy](#)

▶ [Kompetencie](#)



Picture 48 Site – settings

Again, the key is the "title" of the page and its "content." We try to create one functional informative page for specific content.

This page can have the features of a web page but also of a blog. For these reasons, it is necessary to follow all the rules and policies that the blog or site must comply with. All multimedia elements should be used in specific content. The multimedia elements should be dominated by text and then images.

After inserting basic information and specific content, the site will be added to other activities and resources that are part of the test topic. After clicking on the test page, the teacher will see the following content.

Skúšobná stránka

Nižšie na obrázku je uvedený obrázok NXT robota.



Picture 49 Site



URL



The URL module allows the lecturer to provide a web link as source material for the course. Anything that is freely available online, such as documents or images, can be used in a link; this URL doesn't need to be your own web portal page. The URL of a particular website can be copied and pasted, or the lecturer can use a file picker and use a link from a repository such as Flickr, YouTube or Wikimedia (depending on the repositories allowed for the portal).

There are a number of options for displaying a URL, such as pasting or opening in a new window, or advanced options for providing information, such as a student's name, if the URL requires it.⁷

Within this module, it is possible to link to pages that are related to the topic or content of the subject. The teacher can insert such a URL link not only in the form of a text but also through an image.

The URL module can be used separately as a resource, but it can also be inserted as an attachment to a "title" resource.

Note: URLs can also be added to any other resource or activity type through a text editor. When setting up this module, file name and external URL are the key:⁸

Pridávanie novej aktivity URL do Tu zadáme názov témy

▶ Rozbaľiť všetko

▼ **Všeobecné nastavenia**

Meno !

Externá URL ! VYBRAŤ ODKAZ...

Opis

↓
A
B
I
☰
☰
🔗
🔄
🖼️
📄
🎤
📺
📎
🔍

Zobrazit' opis na titulnej stránke kurzu [?](#)

Picture 50 URL – general settings

After saving the settings, a link that can be used is shown in a specific course topic. If a student or teacher uses it, it is automatically redirected to a specific domain.

HEADING

The "heading" module allows you to insert any text within a specific course topic. Through this module you can easily categorize individual elements. Within the topics, the text can also be structured on the basis of different types of headings. It is also possible to add all multimedia elements through this section.

After clicking on the "add title" button, the teacher will see options similar to the previous activities.

In the first place are again the general settings, which are key in the case of the heading module.

✎ Pridávanie novej aktivity Nadpis do Tu zadáme názov témy

► Rozbalit všetko

▼ Všeobecné

Text nadpisu

Picture 51 Heading – settings

After adding any text or other multimedia elements, it is possible to display the title module in the added sections of a specific topic.

The next image highlights the sections that were created based on the heading module.

+ Skúšobná téma 1 ✎

Upraviť ▼

Skrýté pred študentmi

+ Príklad nadpisu

Upraviť ▼

- Príklad zoznamu 1
- Príklad zoznamu 2
- Príklad zoznamu 3



+ Aktivity

Upraviť ▼

+ Skúšobný test ✎

Upraviť ▼ 👤

+ Skúšobná anketa ✎

Upraviť ▼ 👤

+ Zdroje

Upraviť ▼

+ Adresár 1 ✎

Upraviť ▼

+ Ukážkový súbor ✎

Upraviť ▼

The user in the role of "teacher" has the opportunity to see all course participants. In the left side menu, click on the item "participants" and get a preview like this:

The screenshot shows the 'Účastníci' (Participants) page. On the left is a navigation menu with 'Účastníci' selected. The main area has a search bar and a table of participants. The table has columns: 'Krstné meno / Príezvisko', 'Emailová adresa', 'Roly', 'Skupiny', 'Posledný prístup do kurzu', and 'Stav'. Three participants are listed, all with the role 'Študent' and status 'Aktívny'. On the right, there is a 'Kalendár' (Calendar) for January 2021 and a 'Nadchádzajúce udalosti' (Upcoming events) section.

Picture 53 Course participants

In this part, the teacher sees all course participants. Within a particular user, information such as first and last name, email address, roles, groups, last course access, and user status are displayed.

In addition to the possibility of controlling course participants, the teacher should also add or remove a user here. Advanced search options allow you to search for me by the first letter of the first and last name.

In the case of basic course settings, it is necessary to go back to the home screen of a specific course where the user clicks again on the gear wheel at the top right.

The screenshot shows the 'TRÉNING TRÉNEROV' page. At the top, there is a breadcrumb trail: 'Domov / Moje kurzy / TT'. In the top right corner, there is a gear icon for settings.

This time, the user does not select the option to turn on editing, but chooses the option to adjust the settings. In the edit course settings section, the user can change the course name, course description, course image, various file upload permissions, as well as the start and end dates of the course.

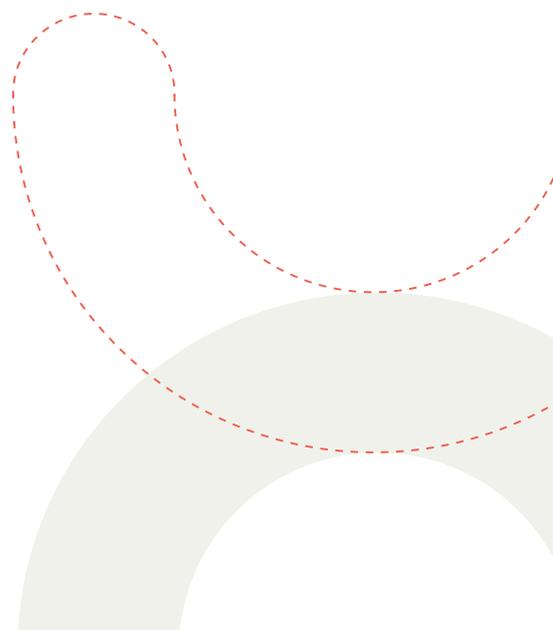
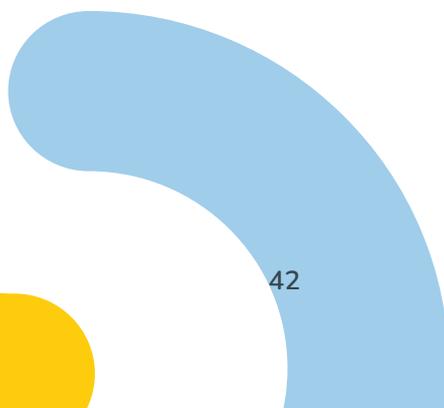
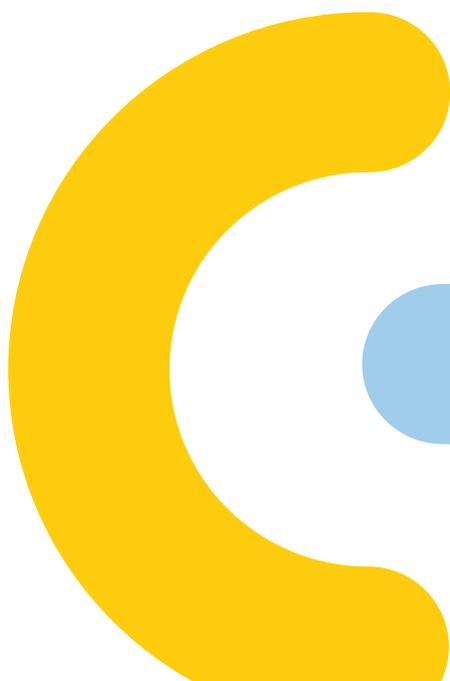


When creating the course for the first time, the user can also set the basic number of offered topics (for example 12). The available settings are categorized as follows:

Upraviť nastavenia kurzu ▶ Rozbalit' všetko

- ▶ Všeobecné nastavenia
- ▶ Opis
- ▶ Formát kurzu
- ▶ Vzhľad
- ▶ Súbory a nahrávanie
- ▶ Sledovanie plnenia
- ▶ Skupiny
- ▶ Premenovanie rol 
- ▶ Tagy

 Picture 54 Adjusting of course basic settings



USING MOODLE AS A STUDENT

After visiting the home page of the project, i.e.: <https://moodlemd.pf.ku.sk> the users (students) log in using their name and password.

After logging in, the student will have a view of the home screen (picture 1), where s/he will choose one of the courses after scrolling. The student registers for the course using the password that he receives in advance or that the teacher has already entered in advance, so s/he automatically enters the course and sees the following content. (The image below is for a course called Train the trainer.)

The screenshot shows the Moodle interface for a course titled "TRÉNING TRÉNEROV". The page header includes the logo for "Pozitívna zmena u rodín v ťažkých situáciách multidisciplinárne" and the language "SLOVENČINA (SK)". The main content area is titled "TRÉNING TRÉNEROV" and contains a "Zoznam workshopov" (Workshop List) table. The table lists two workshops: "WS 1: SK, Ružomberok" in February 2020 by "Loek Schoenmakers, Ph.D." and "WS 2: CZ, Brno" in October 2020 by "Ben Furman". A sidebar on the left contains navigation links such as "Účastníci", "Odznamy", "Kompetencie", "Známky", and "TRÉNING TRÉNEROV". A calendar on the right shows the month of January 2021.

Miesto	Dátum	Tréner
WS 1: SK, Ružomberok	Február 2020	Loek Schoenmakers, Ph.D.
WS 2: CZ, Brno	Október 2020	Ben Furman

Picture 55 Display of the course in the role of a student

In principle, basic information about the course and information about the responsible persons always appear at the beginning of the course. Immediately after this information, the student will also find a brief manual for operating the Moodle system.

After scrolling the page below, the student can find the collaboration wiki section, where they can add ideas and suggestions for sharing collaboration and information among all course participants. Where the student will find this option is indicated below in the picture:



Oznámenia Upravit

aktivita Fórum pre prípravu a skúšobnú prevádzku kurzu tréning trénerov Upravit

Skryté pred študentmi

správy a oznamy pre prípravu a prvú skúšobnú prevádzku kurzu tréning trénerov

wiki SPOLUPRÁCA Upravit

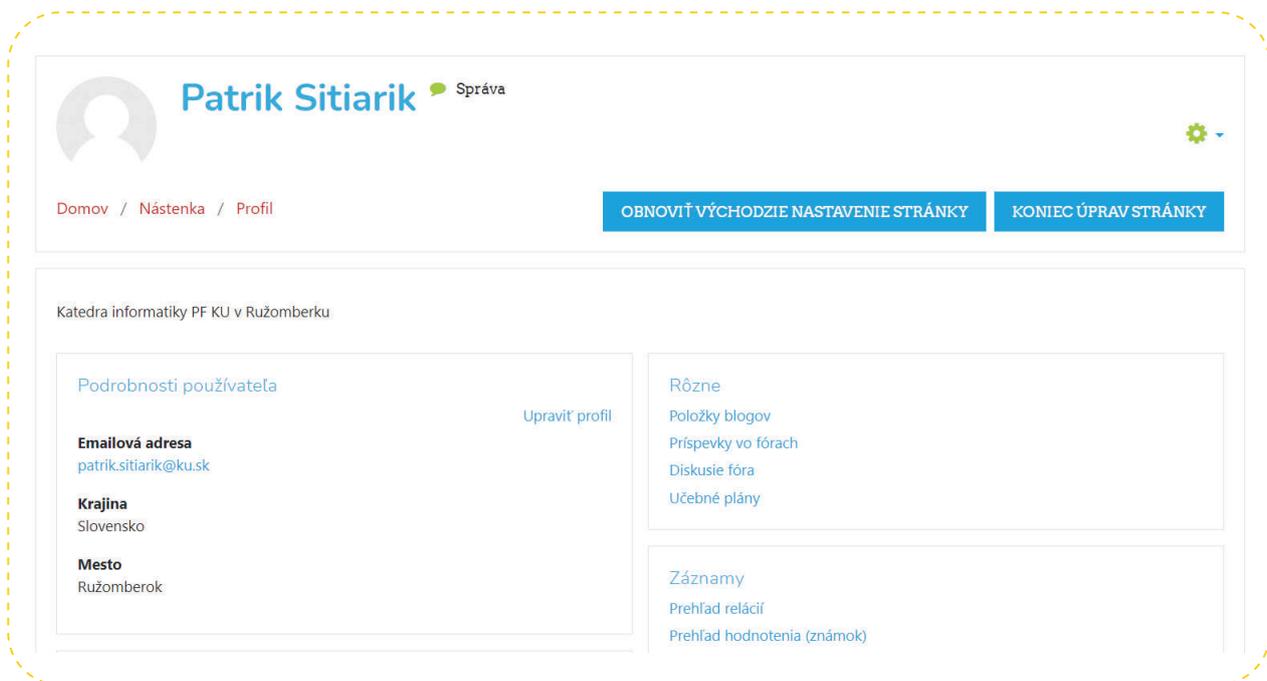
- wiki stránka pre zdieľanie námetov a informácií medzi všetkými účastníkmi kurzu

Picture 56 Wiki collaboration

In this system, a student can:

- View learning materials online
- Download the necessary study materials
- Fill in surveys and questionnaires
- Fulfil assignments from the teacher
- Take tests from the teacher
- Participate actively in a discussion forum within a specific course

In addition, the student can edit their profile. In the upper right corner, click on your name and after clicking on the profile, you will see the following options:



Picture 57 User profile

The basic options a user has when they click "edit profile" are:

- 👉 Edit first and last name
- 👉 Edit email address
- 👉 Allow emails to be displayed
- 👉 Town setting
- 👉 Country setting
- 👉 Time Zone Change
- 👉 Add a brief description of yourself
- 👉 Change profile picture
- 👉 Add interests and hobbies



Literature:

Internet sources:

1. https://docs.moodle.org/310/en/Main_page

ISBN 978-80-561-0849-9



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