



The Anatomy
of a
Moodle Classroom



The Anatomy of a Moodle Classroom

The Community College of Vermont (CCV) uses Moodle for its learning management system.

Course Description:

This document is a brief orientation to the requirements and expectations for taking a course through the Internet. It will cover technical considerations, academic issues and time management concerns. There will be a hands-on overview of the learning management system, Moodle.

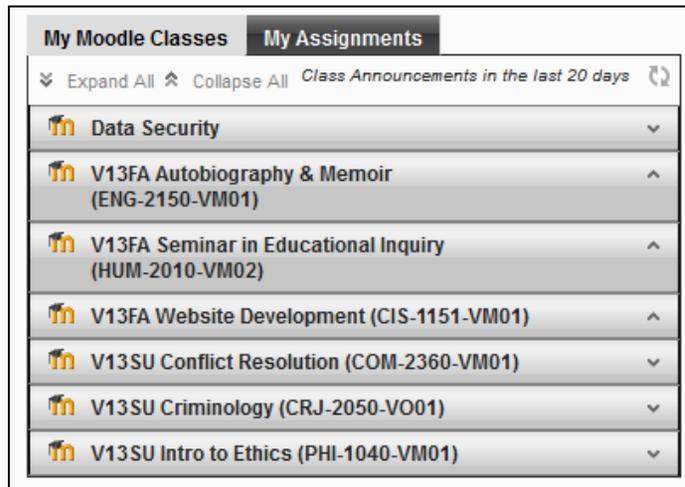


Figure 1 Location of your Moodle class in the CCV Portal.

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Moodle Overview

The screenshot shows a Moodle course page for 'Digital Photography I - Open Education Resource'. The page is organized into several sections:

- Header:** CCV logo and navigation breadcrumbs: Home > My courses > CCV > Fall 2013 OER Courses > V13FA,ART-1310-VD01.
- Navigation:** Home, My home, My profile, Current course (V13FA, ART-1310-VD01), Participants, Badges, My courses.
- Administration:** Course administration, Grades, Switch role to..., Return to my normal role, My profile settings.
- Accessibility:** A toolbar with icons for navigation and accessibility, and a 'Launch ATBar' button.
- Main Content:** A large image of a still life with a black cat mug, a white cat mug, a yellow mug, and a small figurine. Below the image is the text: 'Welcome to Digital Photography I - Open Education Resource. Instructor - Jeremy Vaughn. Email - Jeremy.Vaughn@ccv.edu'. Below this is a list of links: 'About Digital Photography I OER & Essential Objectives', 'General News & Announcements', 'General Course Information' (with sub-links for Course Syllabus, How This Course Works, How the Discussion Forums Work, and a critique article), and 'Course backup file: 12.8163 Moodle backup'. A note at the bottom explains how to save and restore the backup file.
- Right Sidebar:** CCV Course Description, CCV Resources (Harness Library, eTutoring, Learning Centers, Moodle Tutorials), ShortCourses.com, GIMP 2.8, Mahara - ePortfolio, and Network servers (VSC Mahara Sandbox).

Figure 2 example of a Moodle course.

Overview:

Both on-ground and online CCV classes are housed in a Moodle course page, allowing you to access course information including grades, assignments and participating in online discussion forums.

Course content is located in the middle section of the Moodle page and is organized in either Topic or Weekly Modules. You can view these modules by scrolling down the Moodle page.

Week Zero:

In Week Zero, located at the top of the Moodle page, you will see the course syllabus, class policies, grading criteria, textbook requirements and other pertinent information that you will need to know throughout the semester.

The **News and Announcements Forum** is where the instructor places announcements for the entire class. Check this frequently. If your email address is up-to-date with CCV, you will receive a message when the instructor has posted a new announcement.

Weekly Modules:

Located below Week Zero in the center column of the Moodle page, you will see weekly modules containing information for the current week. There might be files to download, resources to read, links to direct your browser to or activities such as quizzes and discussion forums which require your participation.

Moodle Blocks

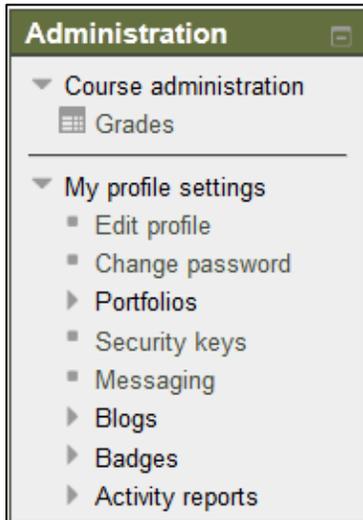
The image shows a Moodle course page for 'CCV' with the following annotated blocks:

- Navigation Block:** Located in the top left sidebar, it includes links for Home, My home, My profile, Current course, V13FA ART-1010-VO01, Participants, Badges, and My courses.
- Administration Block:** Located in the middle left sidebar, it includes Course administration, Grades, Switch role to..., Return to my normal role, and My profile settings.
- Accessibility Block:** Located in the bottom left sidebar, it includes a toolbar with navigation and zoom icons, and a 'Launch ATutor (always?)' button.
- Course Description:** A block in the top right sidebar titled 'CCV Course Description' with a sub-link 'Course Description'.
- Library Resources:** A block in the middle right sidebar titled 'CCV Resources' with sub-links for 'Harness Library', 'eTutoring', 'Learning Centers', and 'Moodle Tutorials'.
- External Links:** A collection of blocks in the bottom right sidebar, including 'ShortCourses.com The On-line Library of Digital Photography', 'GIMP 2.8', 'Mahara - ePortfolio', and 'Network servers'.

The main content area features a central image of a cat figurine, a white dog figurine, and a yellow piggy bank. Below the image is the text: 'Welcome to Digital Photography I – Open Education Resource', 'Instructor - Jeremy Vaughn', and 'Email - Jeremy.Vaughn@ccov.edu'. There is also a 'General Course Information' section with several links and a 'Course backup file' section with instructions on how to save and restore the file.

Figure 3 a selection of blocks deployed in a Moodle course.

Description: Moodle blocks allow you to check course grades, message or email instructors, navigate the course, check for upcoming deadlines and view additional resources the instructor has provided. Each Moodle course will have a variety of blocks deployed.



The Administration Block:

The Administration block is available in every Moodle classroom. This block allows you to see important information such as your personal profile and provides access to individual grades.

In this block, you can edit your Moodle profile. To do this, click on **My Profile Settings** and then on **Edit Profile**. Here you will see a screen asking you for your name, city or town you reside in and a space to upload a profile picture. Your profile setting also allows you to write about academic and personal goals or other information that you might want to share with the class.

To view grades entered by your instructor, click on **Grades**. By doing this, you will see graded assignments, feedback from the instructor and the cumulative grade for the course.

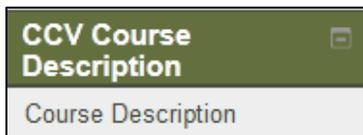
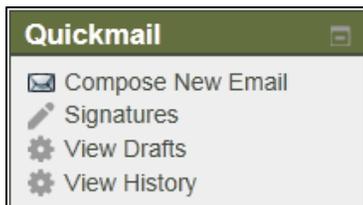


Messages & Quickmail:

There are occasions when you need to contact your instructor directly. Likewise, your instructor may send you a message or email.

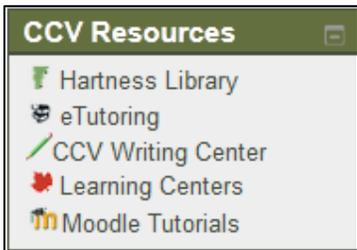
For example, if you have questions about an assignment or reading, please post those in the Moodle discussion forums. Questions such as these benefit the whole class.

However, if you have a questions about your grade or past assignments, it will be best to use one of these two blocks to send your instructor a message.



CCV Course Description:

This block provides the course description, a syllabus, classroom policies, grading structure and textbook information.



CCV Resources:

In this block there are quick links to student resources. These resources are also available in the Portal.

- **Hartness Library:** The Hartness Library is CCV's library where you go to find resources in support of your academic studies. On the library website, you can view an orientation, find books, articles and videos, submit a request for Interlibrary loan or chat live with a librarian.
- **eTutoring** is an online tutoring platform which allows tutors to work with students synchronously and asynchronously, answering questions in real time, or replying to questions and essay submissions. Many instructors require that you submit your paper to eTutoring prior to turning in in for grading.
- The **CCV Writing Center** has been created to provide support and instruction through the writing and research process. You will find models for essays, how to construct a working draft of a research paper and how to properly cite sources for your bibliographies.
- Each CCV academic center has a **Learning Center** where students can get individualized academic assistance in writing, math, computer literacy and with CCV Portal and Hartness library navigation.



Other Blocks:

There are many other blocks in Moodle that you will likely encounter in Moodle. If you have questions about these, please ask your instructor.



Accessibility:

This block allows you to change the text size, the color of the background and has other features like, text-to-speech.

Weekly Modules

The screenshot shows a Moodle course page for 'Week Six: Black & White Photography' from October 8 to October 14. At the top, there is a grayscale calibration chart with 11 steps from 0 (black) to 10 (white), with 'DARK' and 'MIDDLE' labels. Below the chart, the text reads 'Week Six' and 'Subject: Black & White Photography'. The main content area includes a 'Value' section with definitions: 'a : relative lightness or darkness of a color' and 'b : the relation of one part in a picture to another with respect to lightness and darkness'. It also contains an introductory message about shooting digital photos and a request for email if the camera lacks a black and white option. Below this is a 'Week Six - Reading & Viewing Assignment' section with two resources: a podcast by Jeff Curto and an article by Edward Weston. The 'Discussion Forums' section at the bottom lists two activities: 'Week Six - Assignment Six' (with a '3 unread posts' indicator) and 'Week Six - Describing a Photo in 600 words'. On the right side of the screenshot, four blue brackets point to specific elements: the top bracket points to the grayscale chart and subject title, labeled 'Image relating to the weekly assignment'; the second bracket points to the introductory text, labeled 'Introductory message regarding the weekly concepts and/or assignments'; the third bracket points to the reading and viewing assignment resources, labeled 'Resources for the week'; and the fourth bracket points to the discussion forums, labeled 'Activities for the week'.

Figure 4 anatomy of a weekly module. Please note: not all Moodle course are designed or arranged in this fashion.

Description: Located below Week Zero, you will see weekly/topic modules organized by date (i.e.: October 8 – October 14) or by topic. The weekly modules will inform you on what is to be completed each week. You will encounter activities like quizzes, discussion forums, glossary work and assignment submission in your Moodle classroom.

Every course is going to be designed differently but there are a few consistent elements in all Moodle classes.

Discussion Forums

Description: One of the most common activities in Moodle is the Discussion Forum. A discussion forum can be located anywhere throughout your Moodle course. In the example below, notice that discussion forums are indicated by one of the two icons.

Conversations in an online course, such as those that take place in a discussion forum, are **Asynchronous**. Asynchronous communication takes place over a specific time frame versus a requirement of attendance at a specific time. For example: you will meet discussion forums deadlines throughout the week set by the instructor. Not everyone in your online course will be present in Moodle at the very same time as you but every student will meet specified deadlines each week.

Discussion Forums have many purposes. Your instructor will prompt you on what you will be doing in each forum such as responding to questions, downloading and uploading documents, submitting an assignment or posting photos or screenshots. You may also be asked to respond to your peers' submissions.

Please make note of the deadlines for submitting assignments. Each Moodle class will have specific deadlines for completion of work each week.

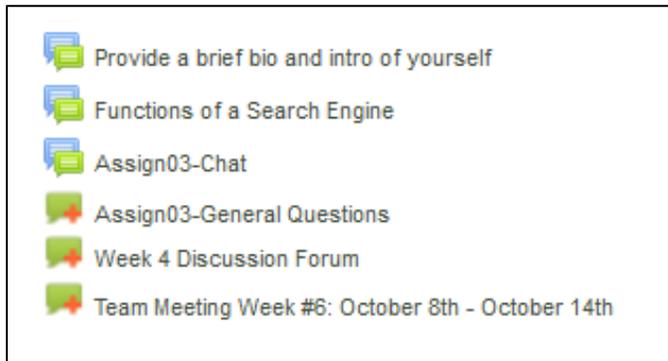
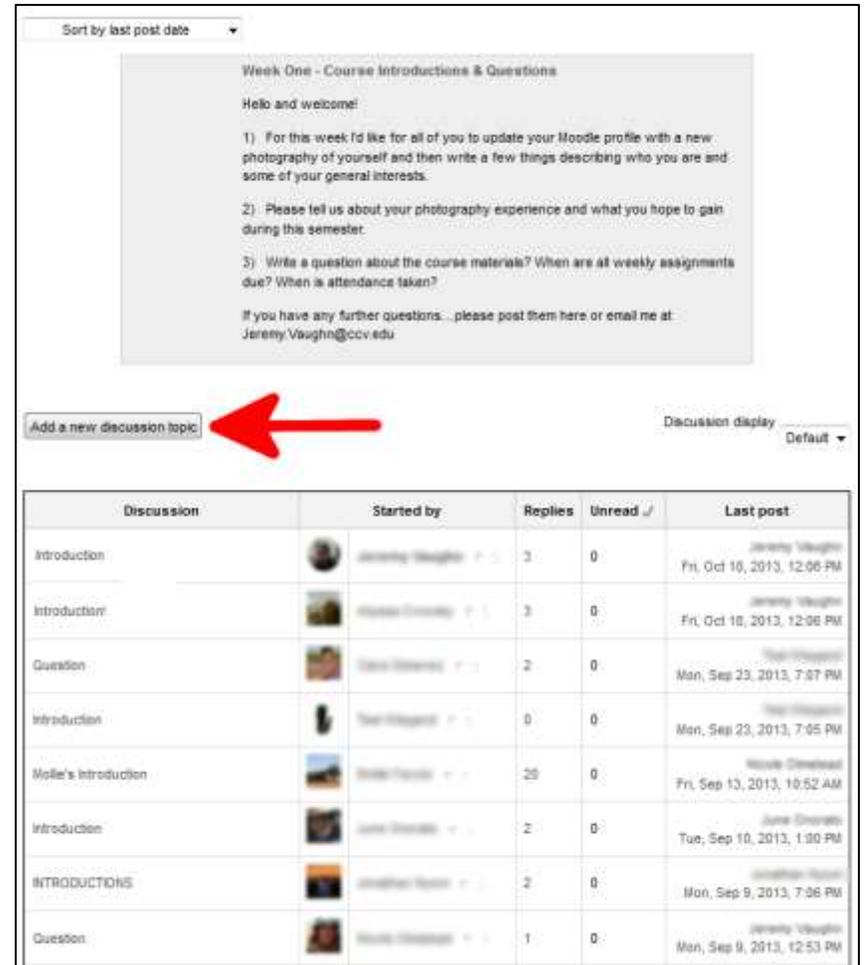


Figure 5 example of different discussion forums.



A screenshot of a Moodle discussion forum page. At the top, there is a dropdown menu set to 'Sort by last post date'. Below it is a grey box containing instructor notes for 'Week One - Course Introductions & Questions'. The notes include a welcome message and three numbered tasks: 1) Update Moodle profile with a new photo and bio; 2) Share photography experience and semester goals; 3) Write a question about course materials. Below the notes is a button labeled 'Add a new discussion topic' with a red arrow pointing to it. To the right is a 'Discussion display' dropdown set to 'Default'. Below these elements is a table of discussion topics.

Discussion	Started by	Replies	Unread	Last post
Introduction	Jeremy Vaughn	3	0	Fri, Oct 10, 2013, 12:06 PM
Introduction	Wanda Cleveland	3	0	Fri, Oct 10, 2013, 12:06 PM
Question	June Daniels	2	0	Mon, Sep 23, 2013, 7:07 PM
Introduction	Tom Haggard	0	0	Mon, Sep 23, 2013, 7:05 PM
Molle's Introduction	Wanda Cleveland	25	0	Fri, Sep 13, 2013, 10:52 AM
Introduction	June Daniels	2	0	Tue, Sep 10, 2013, 1:00 PM
INTRODUCTIONS	Jonathan Hagan	2	0	Mon, Sep 9, 2013, 7:36 PM
Question	Wanda Cleveland	1	0	Mon, Sep 9, 2013, 12:53 PM

Figure 6 Sample of an active Discussion Forum with student posts.

Clicking the text next to the Discussion Forum Icon will take you to the forum page.

At the top of the discussion forum page, it is important to read the instructor's notes.

If your instructor indicates that you need to create a new topic, click on **Add a new discussion topic**.

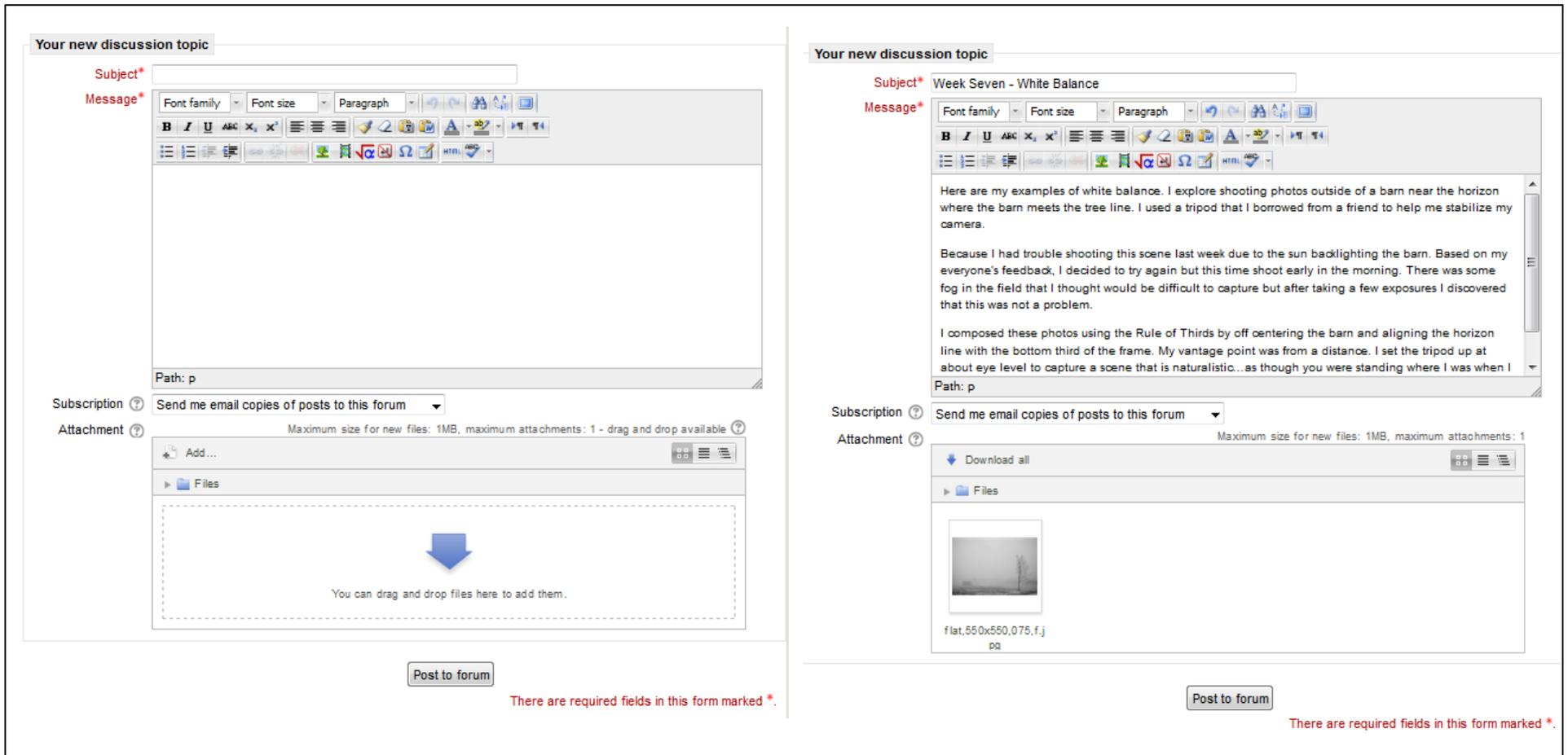


Figure 7 (left) new discussion topic with required fields (right) text entered in required fields and a photo attachment was added.

After clicking on Add a new discussion topic, you will be directed to a screen where you can enter your new post. There are two required fields that are marked with an asterisk (*): the Subject and the Message.

The **Subject** line identifies content for your post. In the **Message** text box, you will pose questions or write responses. Your instructor will specify requirements for the discussion forums.

You will notice below the message text box, there may be an option to add an attachment in the discussion forum.

Please be sure to use Microsoft Word or Open Office when working in Discussion Forums. These tool allow you to easily check spelling and grammar.

Furthermore these tools, save your work in the event of an unlikely crash of your operating system.

Located at the top of the Message field, you will locate the **Text Editor**. The **Text Editor** has many icons to assist in entering content. Many of these icons and functions should be familiar to anyone who uses a word processor.



Figure 8 moving your cursor over each icon will tell you the name of each feature.

For more concise documentation on the Text Editor please visit Moodle.org

http://docs.moodle.org/26/en/Text_editor

http://docs.moodle.org/26/en/Text_editor_FAQ

Hyperlinking Text

To hyperlink text to a different website or another section of your Moodle course, first select the text you want to link and then click in the **Insert/Edit link** button in the Text Editor.

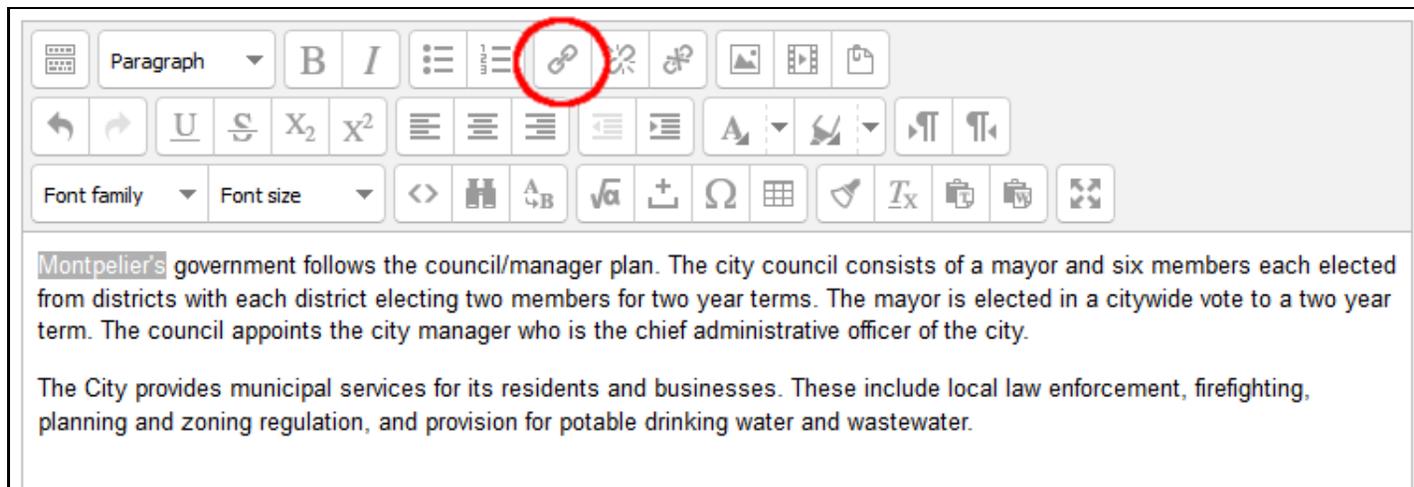
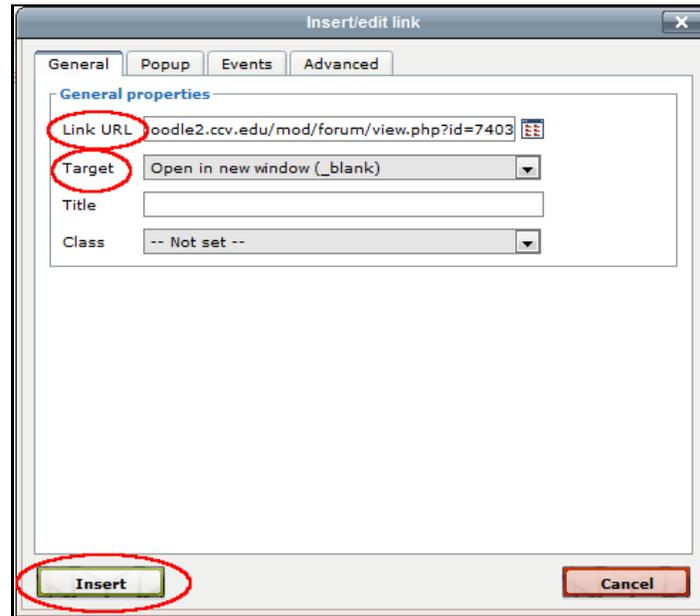


Figure 9 Montpelier has been selected to be hyperlinked before clicking on the Insert/Edit link button.

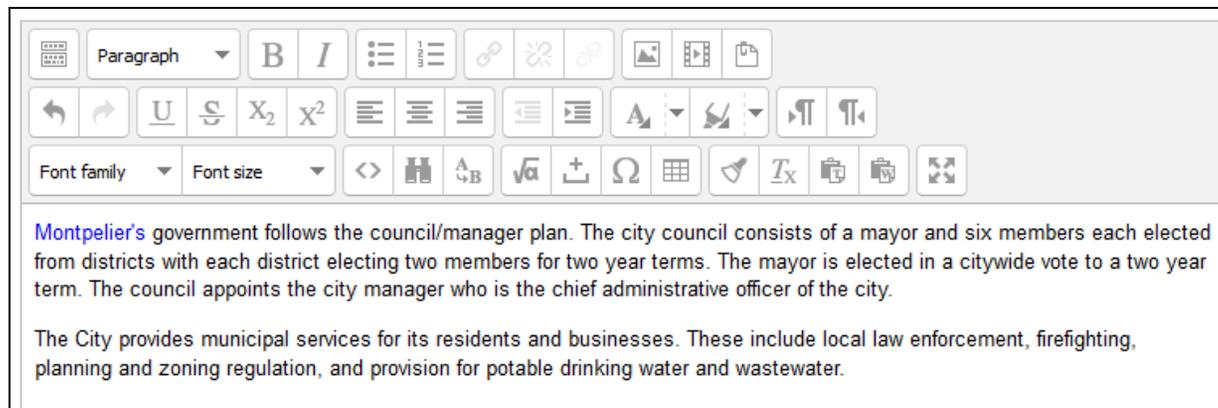
In the pop-up window, paste the complete URL in the **Link URL** field.

In the **Target field**, select open a new window in the drop down menu. It is important to select open a new window, as this will allow others in the course to read the content of this link without leaving Moodle.

Click **Insert** once you have done this.



You will be directed back to the Text Editor. Your text will now be hyperlinked and indicated in the color, blue.



Adding an Image or Graphic

Please be aware of the file size of all photos or graphics that you plan to upload. It is suggested that you do not upload anything larger than 700 pixels wide unless instructed to do otherwise.

Scaling your photos can be done in a photo editor or online using <http://www.shrinkpictures.com/>

Anywhere you see Text Editor, you can add an image or graphic. There are two methods: Drag and Drop or the Conventional method using the Attachment field.

Method 1: (Drag and Drop): You could drag and drop an image from your computer directly into the field where you type your text or in the Attachment field.

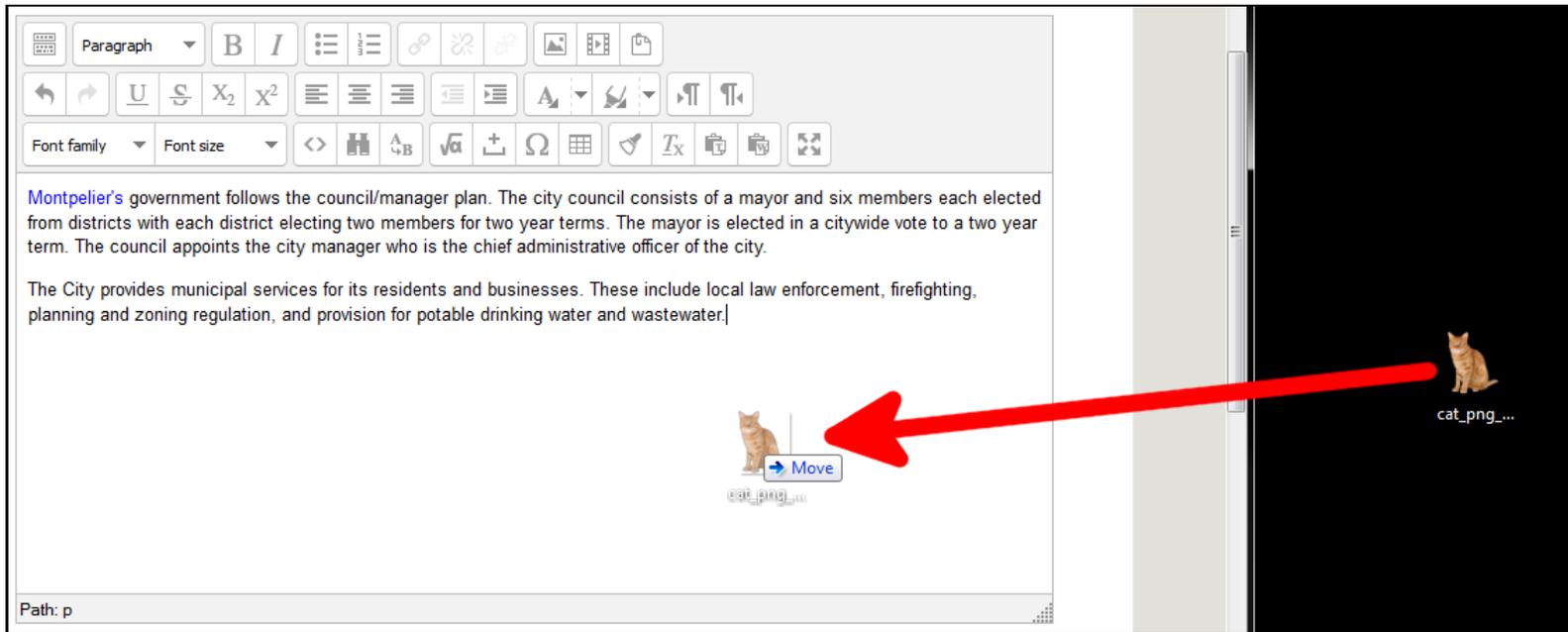


Figure 10 Demonstrating drag and drop of an image to the Message and the Attachment areas of a discussion forum post. The file originated on the desktop.

Method 2: (Adding an Attachment) This process is very similar to adding an attachment to an email. This method also works if you want to upload a Microsoft Word document, a PDF or any other type of document used in your course.

Click on **Add** in the Attachment area of the page.

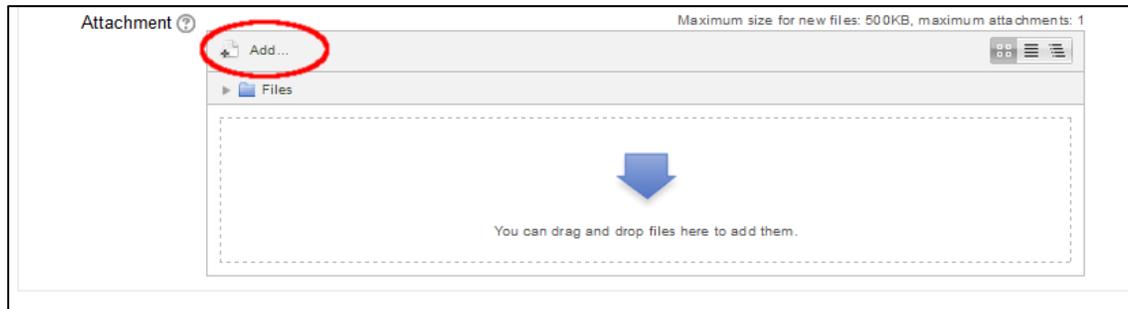


Figure 11 Click Add in the Attachment field.

Then in the pop-up window, click on **Browse**, to locate the file on your computer.

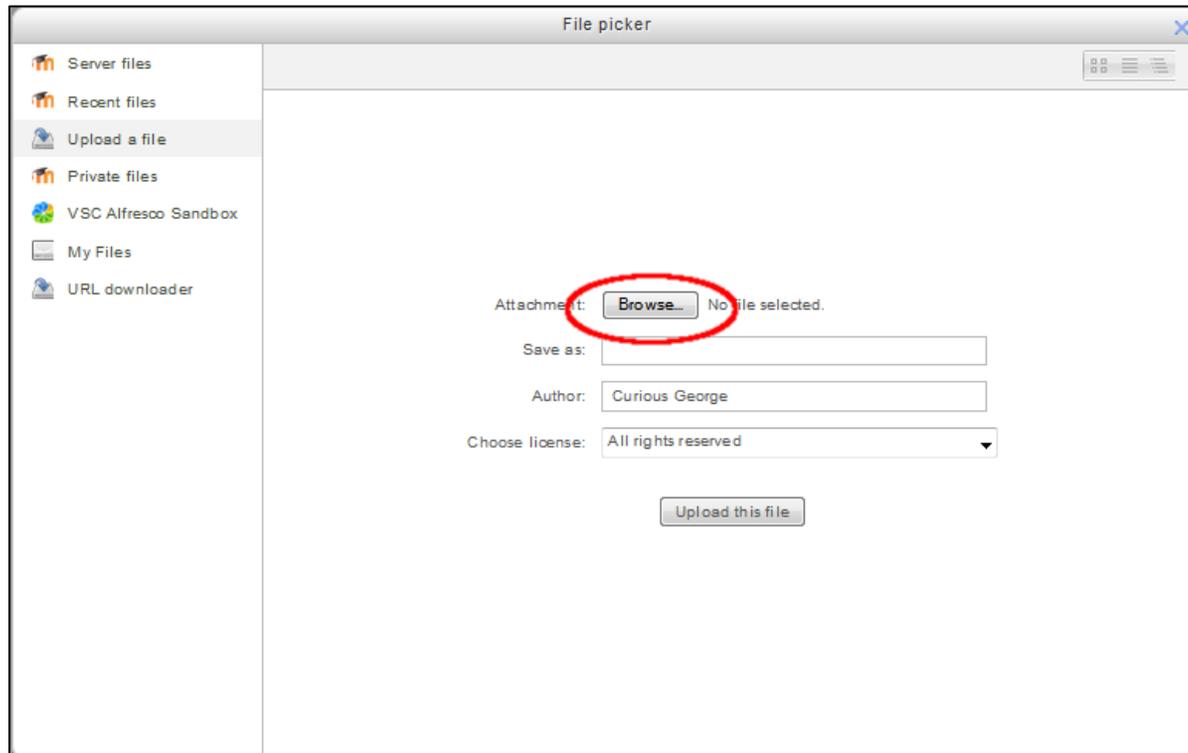
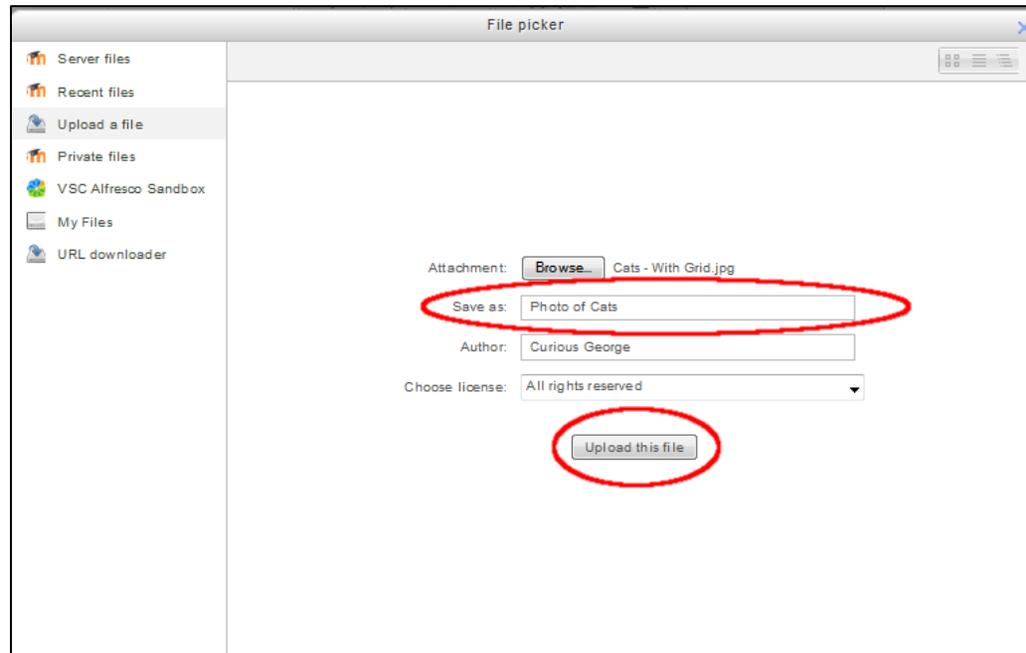


Figure 12 browse your computer to locate a file to attach to your post.

Once you have located the file, enter a descriptive piece of text in the **Save As** field.

Then click on **Upload this file**.



A thumbnail is generated of the photo or other document is attached to your post.

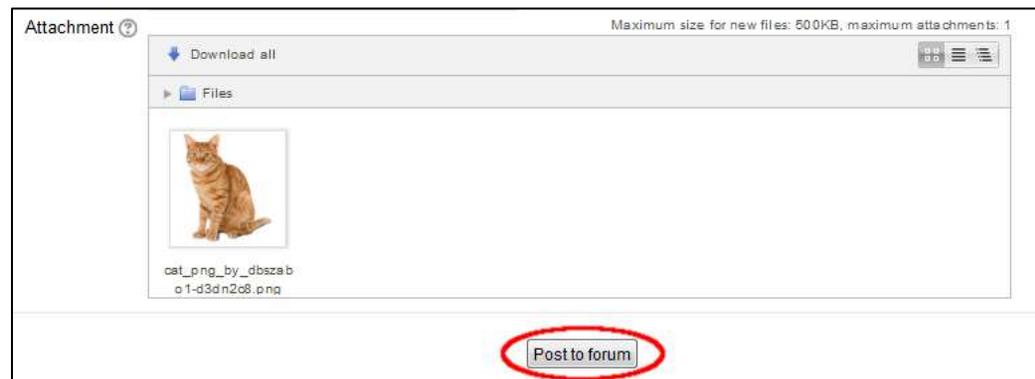
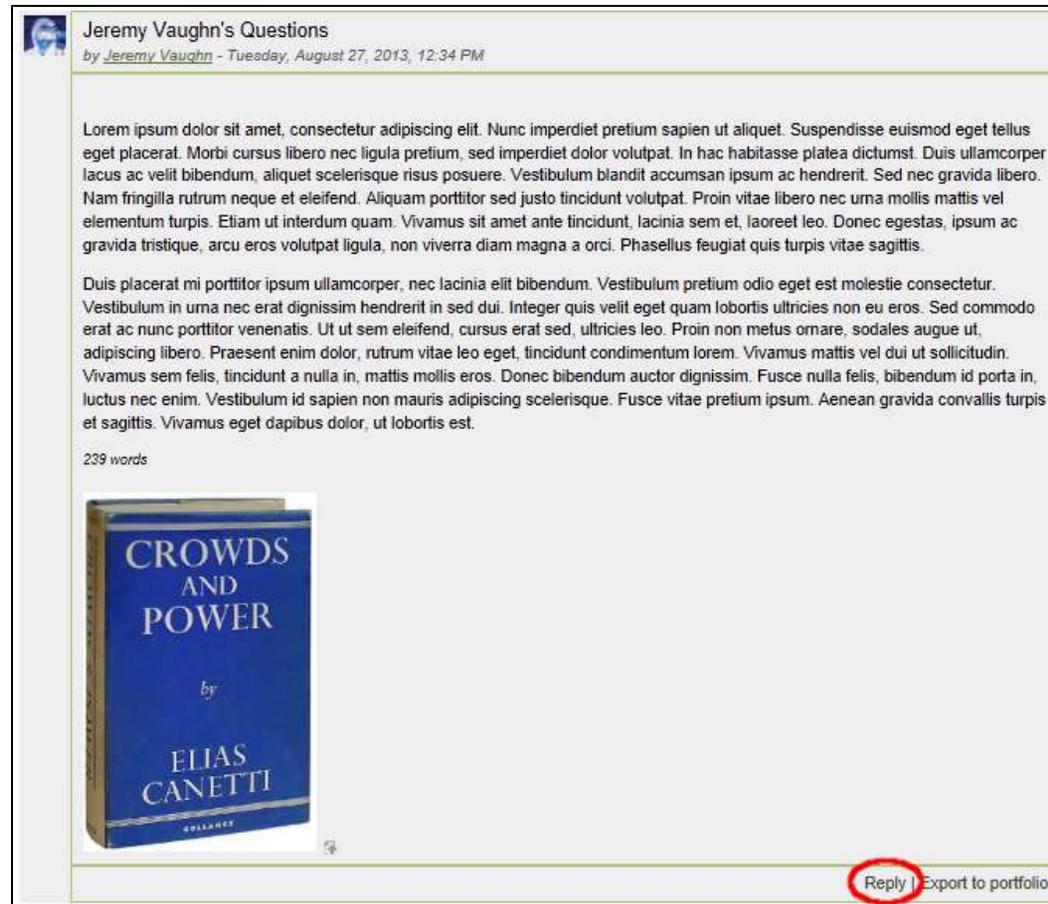


Figure 13 example of a file successfully attached to a discussion form post

All that remains to be done is click on **Post to Forum**

Replying to discussion forum posts

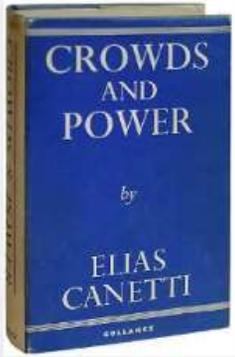


Jeremy Vaughn's Questions
by [Jeremy Vaughn](#) - Tuesday, August 27, 2013, 12:34 PM

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239 words



Reply | Export to portfolio

Figure 14 location of the reply feature in a discussion forum.

Description: Within discussion forums, you will be asked to reply to your peers' posts. By posting a clearly and articulate your insights of others' work you help contribute to the classroom community.

To post a reply to previously entered post, click on **Reply** in the lower left corner.

Your web browser will be directed to a screen that is nearly identical to what you would see if you were creating a new discussion topic. You have the option to write comments, add hyperlinks and possibly add an image or other documents to support your comments and insights.

Assignments

Description: You can submit digital content files, including word-processed documents, spreadsheets, images, audio and video clips to the Assignment activity.

There will be cases when you will be required to enter text.

The assignment activity can also be set-up to remind you of “real-world” deadlines.

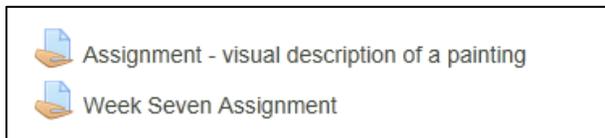
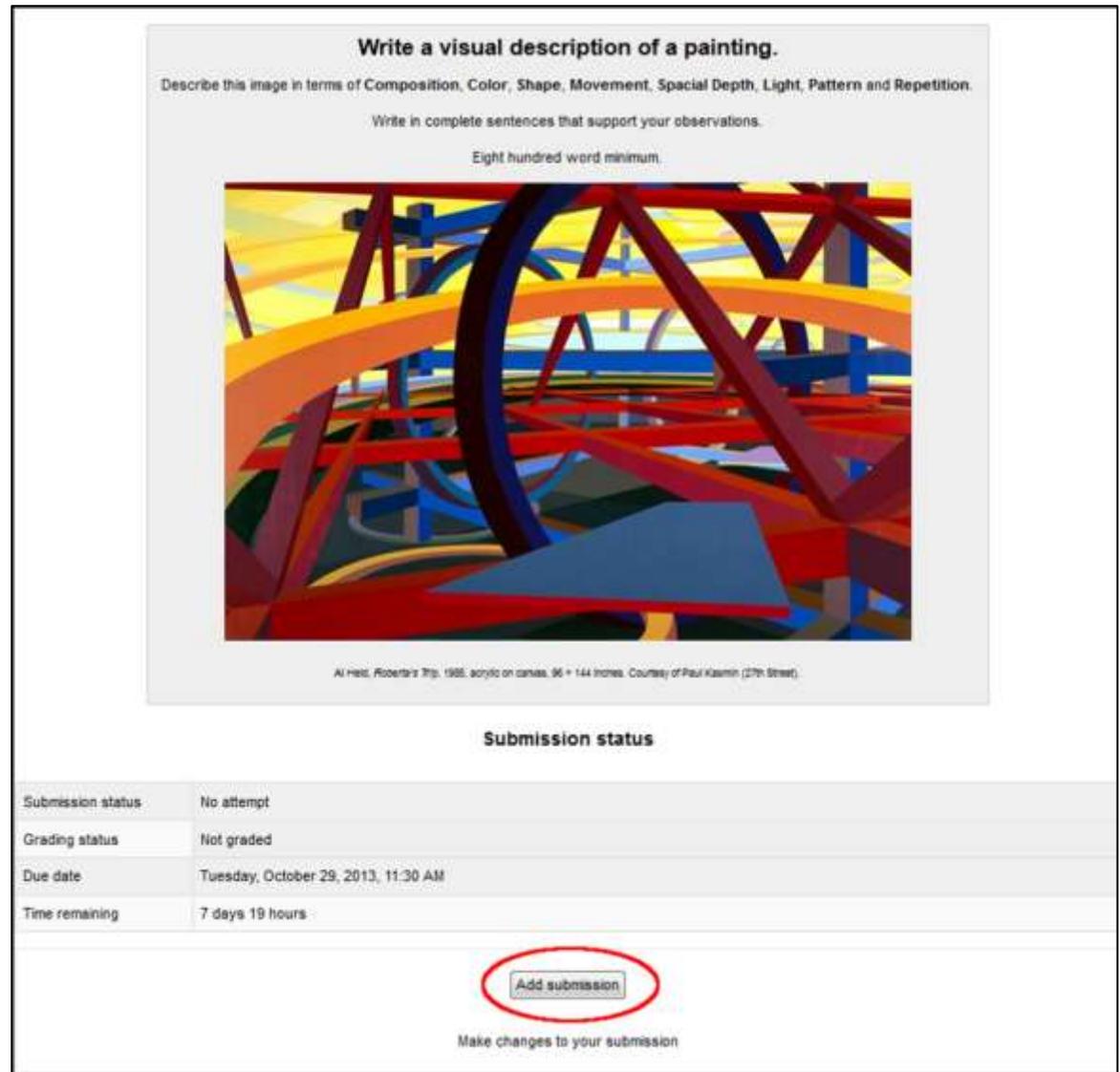


Figure 15 examples of different assignment activities

The screenshot shows an assignment activity interface. At the top, it says 'Write a visual description of a painting.' followed by 'Describe this image in terms of Composition, Color, Shape, Movement, Spacial Depth, Light, Pattern and Repetition.' Below that, it says 'Write in complete sentences that support your observations.' and 'Eight hundred word minimum.' In the center is a painting by Al Held titled 'Robert's Trip' (1988), which is an abstract composition of overlapping, colorful geometric shapes in red, blue, yellow, and orange. Below the painting, it says 'Al Held, Robert's Trip, 1988, acrylic on canvas, 96 x 144 inches. Courtesy of Paul Kasmin (27th Street).' At the bottom, there is a 'Submission status' section with a table:

Submission status	No attempt
Grading status	Not graded
Due date	Tuesday, October 29, 2013, 11:30 AM
Time remaining	7 days 19 hours

Below the table is a button labeled 'Add submission' which is circled in red, and the text 'Make changes to your submission'.

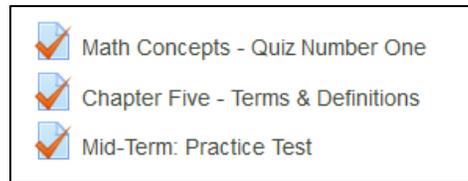
Figure 16 example of an assignment activity.

To add your weekly assignments, click on **Add submission** at the bottom of the assignment prompt. You will be directed to either a text editor where you can write your message and/or a space where you can upload a document.

Quizzes

Description: You may be required to take quizzes in your Moodle classroom. A quiz may be timed out or not and could consist of multiple choices questions, matching and essays. Depending on how the quiz is set-up, you may have multiple attempts to complete the quiz.

Quizzes can be located in the Moodle classroom by the following icon:



In the example quiz below, the grey area displays the description on how to take the quiz. In this case, there are two attempts to take the quiz and each attempt is timed for one hour. Grading of the quiz is done automatically taking into account your highest score.

Math Concepts - Quiz Number One

Description: This quiz has ten questions each worth ten points for an over all total of 100 points. Questions answered incorrectly will receive zero points.

Timing: You will have two attempts at completing this quiz. Each attempt is timed for 60 minutes.

Deadline to complete the Quiz: You need to complete the quiz by Friday evening at 11:59PM of this week. If you do not complete the quiz by the deadline you will receive a zero.

Attempts allowed: 2

Time limit: 1 hour

Grading method: Highest grade

[Attempt quiz now](#)

Figure 17 an example of the introductory page to a quiz.

To start the quiz, click **Attempt quiz now**. For this quiz and others, you will see a small pop-up window asking you to acknowledge you ready to start the quiz. Manage your time wisely and be prepared. If you are being timed, you will notice a clock counting down the remaining time left for you to complete the quiz.

After completing a question or series of questions, click **Next**.

The screenshot shows a quiz interface. On the left, a 'Quiz navigation' panel displays a grid of question numbers 1 through 10. Below the grid, it says 'Finish attempt...' and 'Time left 0:59:52', with the time remaining circled in red. The main area shows 'Question 1' with the text: 'A car averages 27 miles per gallon. If gas costs \$4.04 per gallon, which of the following is closest to how much the gas would cost for this car to travel 2,727 typical miles?'. Below the question, it says 'Select one:' followed by five radio button options: a. \$ 44.44, b. \$109.08, c. \$118.80, d. \$406.04, and e. \$444.40. At the bottom of the interface, a 'Next' button is circled in red. A footer bar at the very bottom says 'You are logged in as Curious George'.

Figure 18 illustrating the location of how much time is remaining in the quiz and the "next" button.

Once you have completed all questions, you will need to submit your answers for grading. If this is a timed test and you have time remaining, you may go back and check your questions.

Click on **Submit all and finish** to complete the quiz.

If you are allowed an additional attempt at completing the quiz, you can either do this immediately after submitting the first attempt or before the due date set by the instructor.

The screenshot shows a summary page titled 'Math Concepts - Quiz Number One'. Below the title is a 'Summary of attempt' section with a table:

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved
8	Answer saved
9	Answer saved
10	Answer saved

Below the table is a 'Return to attempt' button. Underneath that, it says 'Time left 0:59:20'. At the bottom, there is a 'Submit all and finish' button circled in red. A footer note states: 'This attempt must be submitted by Wednesday, October 30, 2013, 5:02 PM.'

You may be able see if you have answered your questions correctly depending on how the instructor has set the quiz up. After you submit your attempt you may be presented with the following screen.

Question 1
Correct
Mark 10 out of 10
Flag question

A car averages 27 miles per gallon. If gas costs \$4.04 per gallon, which of the following is closest to how much the gas would cost for this car to travel 2,727 typical miles?

Select one:

- a. \$ 44.44
- b. \$109.08
- c. \$118.80
- d. \$408.04 ✓ This is the correct answer. If you divide 2,727 miles by 27 miles per gallon you will get the number of gallons: $\frac{2,727}{27} = 101$. Then, multiply the number of gallons by the cost per gallon: $101(4.04) = 408.04$. This gives the cost of gas for this car to travel 2,727 typical miles.
- e. \$444.40

Your answer is correct.

Question 2
Incorrect
Mark 0 out of 10
Flag question

When $x = 3$ and $y = 5$, by how much does the value of $3x^2 - 2y$ exceed the value of $2x^2 - 3y$?

Select one:

- a. 4 ✗ Did you set up the expression $(3x^2 - 2y) - (2x^2 - 3y)$? Make sure you follow through with the subtraction and change the sign on each term of $2x^2 - 3y$.
- b. 14
- c. 16
- d. 20
- e. 50

Your answer is incorrect.

Notice that correct responses are colored green while incorrect answered are red.

You may receive feedback for why your response was correct or incorrect. This is helpful if you are taking a quiz that has multiple attempts.

Help & Assistance

The **HelpDesk** is located at the top right corner of the Portal or located at <https://servicedesk.vsc.edu/>

Use your username and password to log-into the Portal and complete a HelpDesk ticket. You will receive an email response from someone in IT shortly.

If you forget your username and password, click on the forget username and password link or use <http://servicedesk.vsc.edu/sdp.html>

Moodle Medic: For help using Moodle you can log into the live Moodle Medic chat room. The link to the Moodle Medic is located in the Student Services block in your Portal. Log in using your first and last name to initiate your conversation with the Moodle Medic.

You can visit the Moodle Medic chat room by clicking on the following link - <https://vscmymeeting.adobeconnect.com/a818965314/bbdoctor>

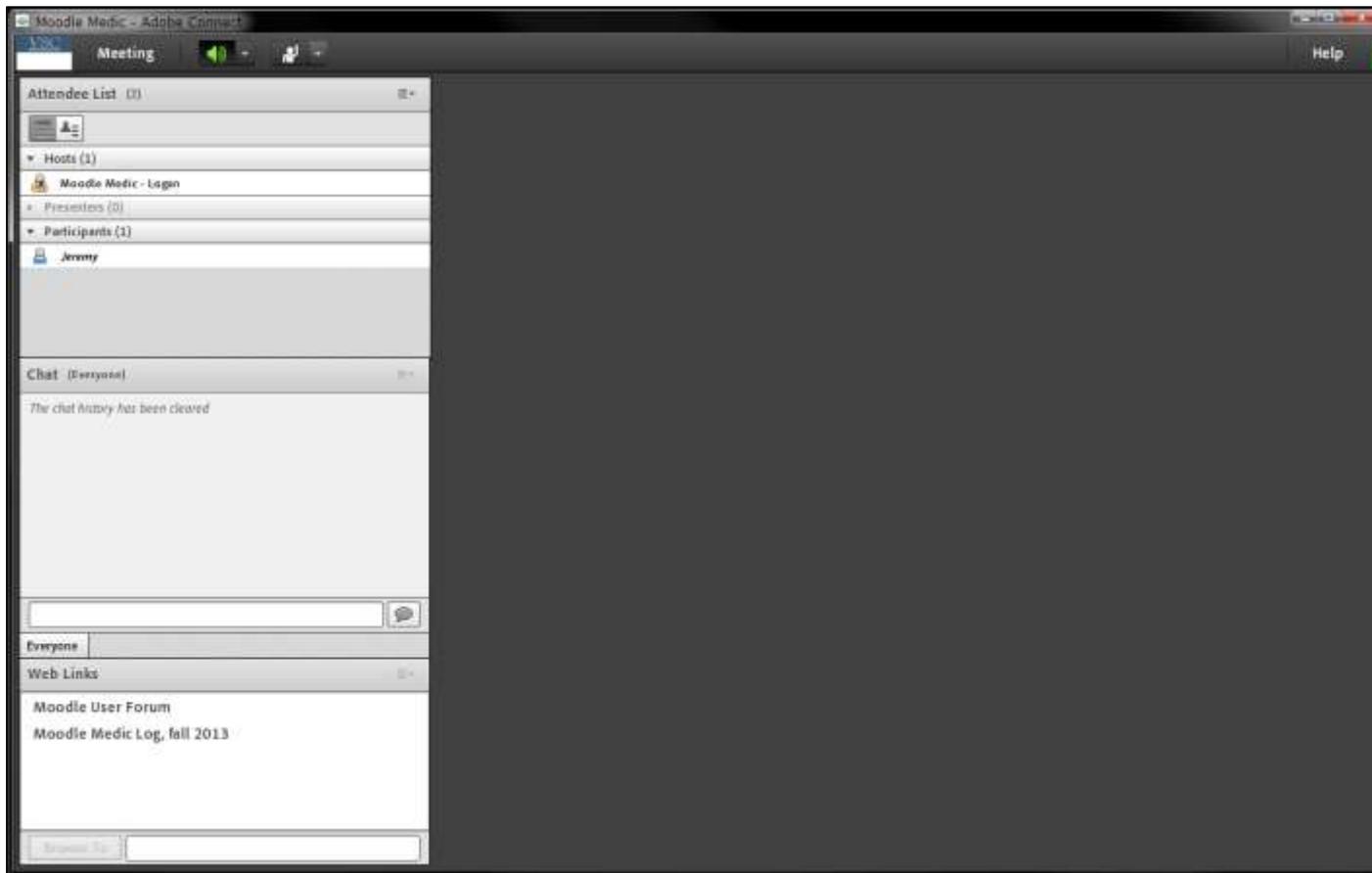


Figure 19 Screenshot of the Moodle Medic.