



Innovations in Water Education Programs: Enhancing Water Security and Socio-economic Development in the Eastern Mediterranean under Climate Change

598480-EPP-1-2018-1-PS-EPPKA2-CBHE-JP

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 WaSec Co-Funded by Erasmus+
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Teacher's Quick Guide

2020





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Objectives

After completing this guide, you will be able to:

- Learn How to Use WaSec VLP for Teaching
- Customizing Your Teacher Profile
- Creating an eLearning Course
- Set up a course structure
- Adding Activities & Resources
- Add a quiz
- Add an assignment
- Enroll students on a course
- Manage Students
- Communicate with students
- Set up a gradebook
- Grade Students' assignments

Introduction

WaSec on-line learning portal is based on Moodle, which is a for online learning that enables you to create e-courses, add assignments, and keep an eye on your students' progress. It also allows you to communicate with the students and encourage communication between them in forums and discussions. In short, the platform is multi-faceted and flexible, so it's easy to get confused when learning your way around for the first time.

This guide covers the basics of getting started with Moodle and some of the main everyday tasks you'll need to do as a teacher. You'll learn how to create courses and tests for Moodle and how to invite learners, provide them with assignments, and track their results. We've also included some useful links so you can dive even deeper into certain topics, if necessary.

Two quick notes before we get started.

Note 1: This guide was written for teachers and doesn't cover the system administration part. We presume that you already have an access to <https://vlp.wasec.net>.

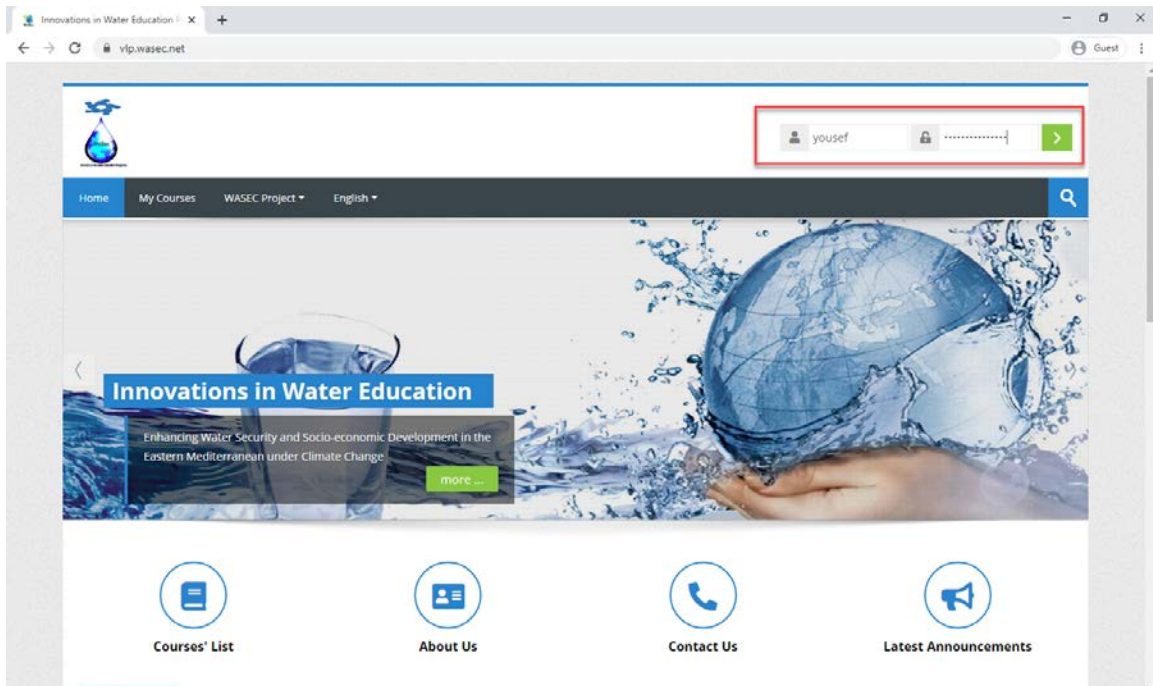




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Note 2: Moodle is a highly-customized platform, so your portal may differ in appearance and functionality.





Customizing Your Teacher Profile

Your teacher profile is available to your students and colleagues, so it's a good opportunity to introduce yourself, prove that you're a human being and not a chatbot, and earn some trust from the students.

After clicking **Profile** in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo, and create an introduction. Click **Edit profile** to do this.





There, you can enter some text about yourself (or record a video introduction, if you like), place a photo, and leave additional contact information.

Basic Moodle terminology

Course: a “course” is a sub-section on a Moodle platform and a protected area, comparable to a classroom with a teacher and the course participants. On a Moodle platform, a teacher can have several courses. A “course” can be filled with a few exercises or complete units. This is left to the course teachers and their individual needs.

Course sections: courses can be divided into “sections” to organize resources and activities for students. Each section can have a description and can contain as many activities and resources as the teacher desires.

Editing mode: mode in which someone with course editing rights can change the appearance of a Moodle course (e.g. add resources and activities) as in the image below.

Teacher: in Moodle terminology, teacher always refers to the Moodle “teacher role”. A teacher has full editing and administration rights in his or her course.





Creating an eLearning Course

By default, Moodle doesn't allow Teachers (meaning the role in the system) to add new courses. Here, we must make a quick remark about user roles in Moodle.

There are five major standard user types in Moodle:

- 1- **Administrator:** a host of a party who can do everything with the system.
- 2- **Manager:** has similar capabilities as an Administrator, but unlike the Administrator, this role can be assigned and the capabilities can be customized.
- 3- **Course Creator:** can, well, create new courses.
- 4- **Teacher:** can add and edit content and activities within a course.
- 5- **Student:** can access available courses.

Also there is another user's types like:

- 1- **Teacher non editor:** Non-editor teachers can teach in courses and evaluate students, but they cannot change activates.
- 2- **Guest:** Guests have minimum privileges and cannot normally participate in activates.
- 3- **Authenticated user:** The role all logged in users have.

So, if you're a teacher, you'll need to contact your admin or manager and ask them to either give you course creator permissions or create an empty course shell for you.





Home > Dashboard

Upcoming events

There are no upcoming events

Go to calendar...

Course overview

All (except removed from view)

Course name Card

Navigation

Home

Dashboard

Site pages

My courses

Water policy and Governance in Trans-boundary Basins

Timeline

No upcoming activities due

Within these course shells, we can do almost anything: create new units or delete them, add quizzes and resources, or set up a gradebook. To start developing course content, click on the gear icon in the upper right corner, and choose **Turn editing on**. In case you don't have such an option, contact your admin to enable it.

Home > My Courses > WASEC Project > English > Water policy and Governance in Trans-boundary Basins

Announcements

Chapter # 1

- Policy analysis in a transboundary river basin
- Assignment # 1
- Virtual Classroom

Chapter # 2

- WM1 model principles TEMPLATE

Chapter # 3

- TM2 croproseponse TEMPLATE

Admin

- Edit settings
- Turn editing on
- Course completion
- Filters
- Gradebook setup
- Backup
- Restore
- Import
- Reset
- More...

Navigation





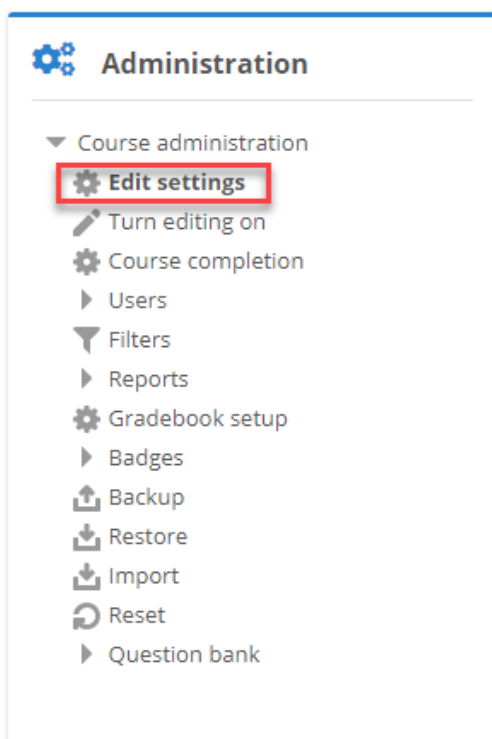
How to set up a course structure

There are four types of course formats that define the outline of a course:

- 1- **Single activity format:** suitable when you have just one activity or resource to study. For example, a survey, a book, or a video lecture. Also, choose this format if you have a SCORM package. You can use a single activity format to assign learners some readings.
- 2- **Topics format:** organizes content into different sections (lessons, units, or whatever you prefer to call it). Topics are the most popular format for organizing an eLearning course.
- 3- **Weekly format:** this is similar to the topics format, but instead of units, you'll have weeks. This is a good option for you if you'd like to set a regular learning pace for your students. You can rename dates into Week 1, Week 2, and so forth, to make a course more reusable.
- 4- **Social format:** if you choose this format, then you'll have a forum instead of traditional units. This is a good choice when you need informal learning and would like to encourage discussions between learners. Forums are useful for helping learners to get to know each other and allow productive informal communication.

So, open the course shell you're going to fill with the learning content and activities. Click the gear icon in the upper right and turn on the editing mode. After doing so, again, click the gear and choose **Edit settings** from the drop-down menu.






Scroll down the course settings to the **Course format** section and choose the format you'd like to






Edit course settings


General

*  Course full name


Water policy and Governance in Trans-boundary Basins

*  Course short name


Water policy and Governance in Trans-boundary Basins

 Course category


WaSec Courses ▾

 Course visibility

Show ▾

 Course start date

2 ▾ March ▾ 2020 ▾ 00 ▾ 00 ▾ 

 Course end date


2 ▾ March ▾ 2021 ▾ 00 ▾ 00 ▾  Enable







Course format

 Format

Topics format 

 Hidden sections

Hidden sections are completely invisible 

 Course layout

Show all sections on one page 

Appearance

Files and uploads

Completion tracking

Groups

Role renaming

Tags





Course format

Appearance

Files and uploads

Completion tracking

Groups

Role renaming 

Tags

Save and display

Cancel

proceed with. Then click **Save and display**.

Adding Activities & Resources

In Moodle language, activities are the ways students interact with a course. Quizzes, glossaries, forums, and assignments are all generally called ‘activities.’

Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as a certain video from YouTube.





To add an activity or a resource, turn on the editing mode by clicking the gear icon in the upper right.

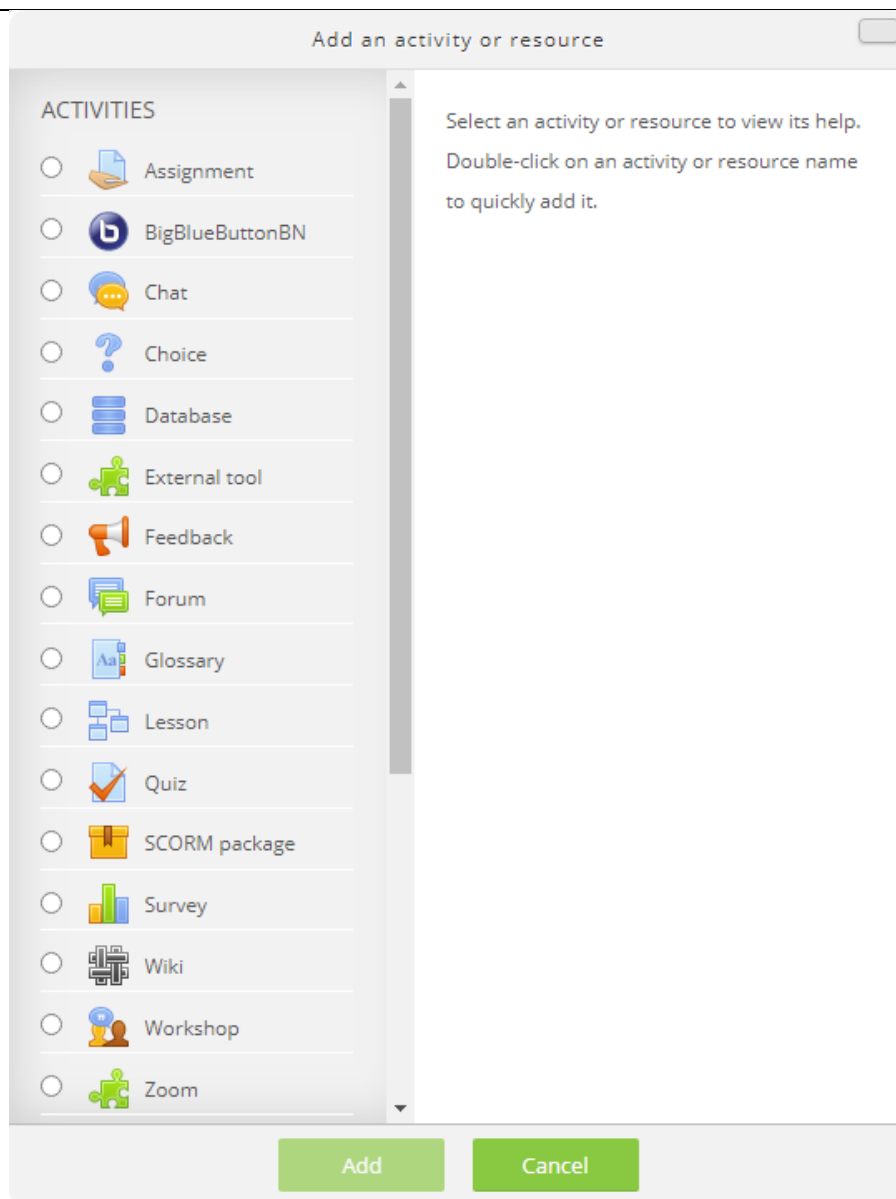
When editing is enabled, there's a **+ Add an activity or resource** icon after each section of a course. Click it, and you'll see a pop-up window with the list of all available options and their descriptions. There are 14 types of activities and 7 types of resources.

Home > My courses > Water policy and Governance in Trans-boundary Basins

The screenshot shows a course page with the following elements:

- Header: Home > My courses > Water policy and Governance in Trans-boundary Basins
- Course title: Water policy and Governance in Trans-boundary Basins
- Activities list:
 - Announcements
 - Chapter # 1
 - Policy analysis in a transboundary river basin
 - Assignment # 1
 - Virtual Classroom
 - Chapter # 2
 - WM1 model principles TEMPLATE
- Editing controls: Each activity has an 'Edit' button. A red box highlights the '+ Add an activity or resource' button located below the Chapter # 1 section.
- Administration pop-up menu (opened by clicking the gear icon in the top right):
 - Administration
 - Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank





When you have chosen which type of activity or resource you'd like to use, click **Add**.





How to add a quiz

Choose a section where you'd like to add a quiz, click **+ Add an activity or resource**, and choose **Quiz** in the pop-up window. After doing this, you get a quiz settings menu.

In our example, we've simply put "Unit 1 Quiz", but you can be more specific.

Fill in the name of the quiz. Then you can click **Save and return to course** since Name is the only field required for creating a shell for a quiz. However, feel free to explore other settings in this menu. For example, you can set time frames for assessment or limit the number of attempts allowed.

The screenshot shows the Moodle interface for adding a new quiz. The top navigation bar includes 'Home', 'My Courses', 'WASEC Project', and 'English'. The breadcrumb trail is 'Home > My courses > Water policy and Governance in Trans-boundary Basins > General > Adding a new Quiz'. The main content area is titled 'Adding a new Quiz' and has an 'Expand all' link. Under the 'General' section, there is a 'Name' field with a red asterisk indicating it is required, and a 'Description' field with a rich text editor toolbar. The right sidebar contains two main sections: 'Administration' and 'Navigation'. The 'Administration' section is expanded and lists various options: Course administration (Edit settings, Turn editing off, Course completion, Users), Filters, Reports, Gradebook setup, Badges, Backup, Restore, Import, Reset, and Question bank. The 'Navigation' section is partially visible below.

The next step is to fill this empty quiz shell with some questions. Click **Edit quiz** and, in a new window, click **Add → + a new question**.





Home > My courses > Water policy and Governance in Trans-boundary Basins > General > Quiz 1 > Edit quiz

Editing quiz: Quiz 1

Questions: 0 | This quiz is open

Maximum grade: 10.00
Total of marks: 0.00



Shuffle

← Announcements

Jump to...

Policy analysis in a transboundary basin ▶

- + a new question
 - + from question bank
 - + a random question
- ### Administration

 - Quiz administration
 - Edit settings
 - Group overrides
 - User overrides
 - Edit quiz
 - Preview
 - Results
 - Manually assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Competency breakdown
 - Logs
 - Backup
 - Restore
 - Question bank
 - Course administration





Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- Calculated simple
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image

Select a question type to see its description.

Add Cancel

In Moodle, there are 15 types of questions you can use, such as multiple choice, matching, and drag and drop. Choose the type you'd like to use and click **Add**.

In a new window, you'll need to fill out the details of the question: its name, question text, answers, and feedback. The interface is quite self-explanatory, but in case you have trouble, there are many detailed Moodle documents on how to create quizzes in Moodle.





When you're ready, click **Save changes**. Again, you'll find yourself in a quiz editing menu where you can repeat the same sequence of action and add as many questions as you need.

How to add an assignment

Creating assignments is a feature that you'll likely use very often as a teacher. With its help, you can ask your students to submit their homework and check how well the unit is being digested and provide feedback.

Just like with quizzes, choose the section where you'd like to add the activity, click **+ Add an activity or resource**, and choose **Assignment** in the pop-up window.

Home > My courses > Water policy and Governance in Trans-boundary Basins > General > Adding a new Assignment

Adding a new Assignment ⓘ

Expand all

General

* Assignment name

Description

Display description on course page ⓘ

Administration

- Course administration ⊕
- Edit settings
- Turn editing off
- Course completion
- Users
- Filters
- Reports
- Gradebook setup
- Badges
- Backup
- Restore
- Import
- Reset
- Question bank

Navigation

- Home ⊕
- Dashboard
- Site pages

In a new window, give the assignment a name and specify what you expect your students to do in a description field. For instance, you can ask them to watch a video and share their opinion on the topic, or ask them to edit a text and submit an improved version, as we did in our example.

There are also a number of useful settings that are worth playing with. We'll mention just a few basic ones.

Availability: In this section, you can set time frames for submitting assignments or set a reminder to check students' work before a certain date for yourself.





Availability

Allow submissions from

Enable

Due date

Enable

Cut-off date

Enable

Remind me to grade by

Enable

Always show description

Submission types: In this section, you'll need to specify in what format you expect the students to submit their work. Choose Online text if you want them to type their responses right in Moodle, File submissions if you want them to attach a file, or both options at the same time.





Submission types

Submission types

- Online text
- File submissions
-

? Maximum number of uploaded files

20 ▾

? Maximum submission size

Site upload limit (4GB) ▾

? Accepted file types

Choose No selection

Feedback types

Submission settings

Group submission settings

You can also specify certain formats of files and the number of words in essays for the Online text option.





Feedback types

Submission settings

Group submission settings

Notifications

Grade

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course

Save and display

Cancel

Click **Save and return to course** when you're done.



Managing Students

Now, when your course is ready, it's time to invite some students to explore the content. First, let's set up the enrolment methods. Within a course, choose the **Users** tab in the left menu, then click a **gear icon** in the upper right and select **Enrolment methods** from a drop-down menu.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	👤 ⚙️
Guest access	0	↑ ↓	✕ 🔄 ⚙️
Self enrolment (Student)	0	↑	✕ 🔄 ⚙️

Add method

There are three enrolment methods available:

- Manual enrolment
- Guest access



- Self enrolment

By default, the only option enabled is manual enrolment. If you'd like to activate self enrolment or guest access, click the eye icon. If you also click the gear icon next to the eye, you'll be able to set up some additional settings such as enrolment duration, enrolment password, or a maximum number of users.

How to enroll students on a course

Usually, teachers don't have to add users to the system, because the list of users is pre-loaded by an admin or a manager. So, to enroll students on your course, choose the **Users** tab in the left menu. From there, click **Enroll users** in the upper right area and then, in a pop-up window, select users or groups of users from the drop-down lists.

Participants

Enrol users

No filters applied

▼ Search keyword or select filter

Number of participants: 6

First name **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name ▲ / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Saed Khayat	saed.khayat@gmail.com	Teacher	No groups	1 sec	Active
<input type="checkbox"/>	Sameer Hijazi	hijazi@staff.alquds.edu	Student	No groups	27 days 9 hours	Active
<input type="checkbox"/>	Student Three	s3@example.com	Student	No groups	Never	Active
<input type="checkbox"/>	Student Two	s2@example.com	Student	No groups	Never	Active
<input type="checkbox"/>	Student One	s1@example.com	Student	No groups	Never	Active
<input type="checkbox"/>	Yousef Issa	yousef@wasec.net	Student	No groups	26 days 10 hours	Active

With selected users... Choose... ▼

Enrol users

When you have finished, click **Enroll selected users and cohorts**.





How to create groups

For more convenience, you can also divide the enrolled users into groups. It's especially useful when you have different classes that study the same course, or there's another teacher assigned to this course, so you would like to split the students.

To create a group, click on the **gear icon** in the upper right and select **Groups** from the drop-down menu. By the way, you may have noticed that in Moodle, you have to click this gear icon like, well, all the time! Think of it as a benefit; you'll definitely remember where it is.

In a new window, scroll down the page and click **Create group**. After that, name the group, set a picture, and enable group messaging if you like, and click **Save changes**.

Home > My courses > Water policy and Governance in Trans-boundary Basins > Users > Groups

Home > My courses > Water policy and Governance in Trans-boundary Basins > Users > Groups

Groups Groupings Overview

Water policy and Governance in Trans-boundary Basins Groups

Groups

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Administration

- Course administration
 - Edit settings
 - Turn editing on
 - Course completion
 - Users
 - Enrolled users
 - Enrolment methods
 - Groups**
 - Permissions
 - Other users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
 - Question bank

Navigation

Home





Home > My courses > Water policy and Governance in Trans-boundary Basins > Users > Groups > Participants > Groups > Create group

General

* Group name

🔗 Group ID number

Group description

Rich text editor toolbar with icons for text formatting (bold, italic, underline, list, link, unlink, insert link, insert image, insert video, insert audio, insert file, insert table), and a help icon (H-P).

Large empty text area for entering the group description.

Again, in a new window, select the group from the list and click **Add/remove users** from the right. You'll see the list of users enrolled in the course; select those who you'd like to add to the group and click **Add** in the middle.





Water policy and Governance in Trans-boundary Basins Groups

Groups

Test (0)

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

Members of: Test (0)





Home > My courses > Water policy and Governance in Trans-boundary Basins > Participants > Groups > Add/remove users

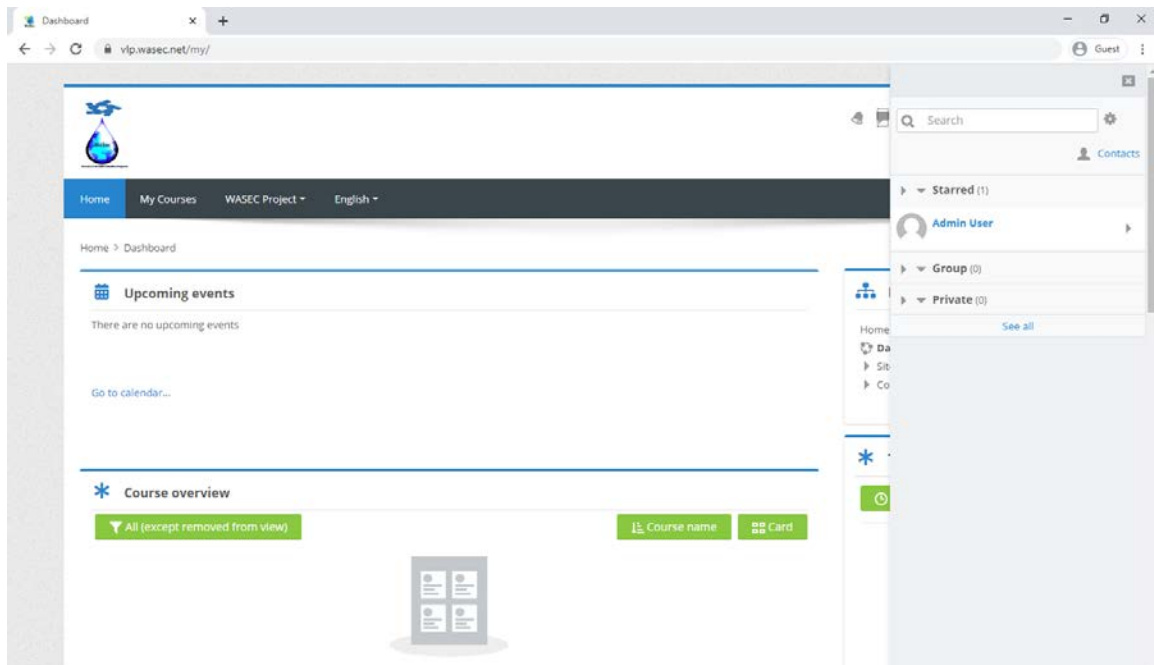
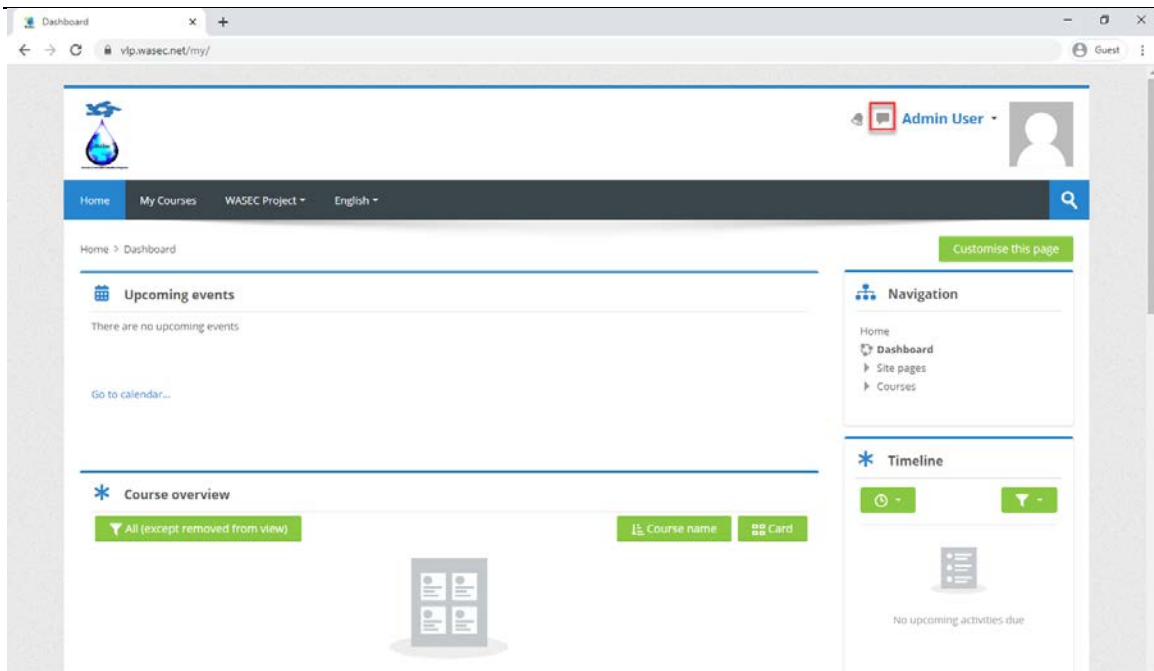
Add/remove users: Test

The screenshot shows the Moodle interface for adding or removing users from a group. On the left, the 'Group members' box is empty and labeled 'None'. On the right, the 'Potential members' list is visible, containing 'Student (5)' and 'Teacher (1)'. The 'Add' button is highlighted with a red box. Below the 'Add' button is a 'Remove' button. At the bottom left, the 'Back to groups' button is also highlighted with a red box. There are search bars for both sections and a 'Clear' button for each.

How to communicate with students

In Moodle, you can communicate with your learners and colleagues, just like in WhatsApp. In the upper ribbon, there's a bubble icon that opens the list of your contacts.







You can send private messages to users as well as group messages, which is a very convenient feature when you need to quickly discuss something, inform, or share an insight.

How to set up a gradebook

A gradebook is a Moodle feature that helps you collect scores for graded activities from your course. With its help, you can collect and view marks and manually enter grades for offline activities.

To set up a gradebook for a course, click on the **gear icon** in the upper right and select **Gradebook setup**. On a new page, you'll see the full list of graded items for the course.

For each item, there's a Weights column. The bigger the number, the more important the grade for performing this task (more on that in a minute).

For now, let's make gradebook items look more organized and divide activities into categories. Scroll down the page and click **Add category**. In the demo course we use, there are three types of graded items, so we can create three categories for them:

- Assignment
- Quiz
- Simulation

In your course, you can create any number of graded item types and as many categories as you need. After clicking **Add category**, give each created category a name and click **Save changes**.

Now, move the items to their category by clicking the arrow icon on the left of the item's name.

Now, when your items are organized, it's easier to assign the weights to each category. Let's say, we believe Assignment to be the most important category, so we'd like to give it the largest weights. For example, it's 50. We tick a checkbox for Assignment and enter 50.

All the other weights are automatically adjusted, so the sum is 100, but you can define weights for the rest of the categories too — in our example, we put 30 and 20 for Quiz and Simulation correspondingly.

If you like, you can also manually define weights for each item within a category.

When everything is ready, click **Save changes** in the left bottom.





How to grade students' assignments

To grade assignments, you need to choose the one you'd like to begin with. You can do this in several ways, but let's go the most direct way and choose **Grades** in the left menu and then find an activity you'd like to grade in the row and click on it.

You'll get in the Grading summary page with two options: View all submissions or Grade.

The screenshot shows the Canvas LMS interface. At the top, there's a navigation bar with 'Home', 'My Courses', 'WASEC Project', and 'English'. Below this, the breadcrumb trail reads: 'Home > My courses > Water policy and Governance in Trans-boundary Basins'. The main content area is divided into sections for 'Chapter # 1', 'Chapter # 2', and 'Chapter # 3'. Each chapter lists activities like 'Policy analysis in a transboundary river basin', 'Assignment # 1', 'Virtual Classroom', 'WM1 model principles TEMPLATE', and 'TM2 crosponse TEMPLATE'. On the right, there's a sidebar with 'Administration' and 'Navigation' menus. The 'Grades' option is highlighted in the 'Navigation' menu. Below the main content, the breadcrumb trail continues: 'Home > My courses > Water policy and Governance in Trans-boundary Basins > Grades > Grade administration > Setup > Gradebook setup'. The 'Gradebook setup' page is displayed, showing a table with columns for 'Name', 'Weights', 'Max grade', and 'Actions'. The table lists activities and their current weights and maximum grades. A 'Save changes' button is at the bottom left. On the right, the 'Administration' sidebar is expanded to show 'Grade administration' options, with 'Gradebook setup' highlighted.

Home > My courses > Water policy and Governance in Trans-boundary Basins

Announcements
Quiz 1

Chapter # 1

Policy analysis in a transboundary river basin
Assignment # 1
Virtual Classroom

Chapter # 2

WM1 model principles TEMPLATE

Chapter # 3

TM2 crosponse TEMPLATE

Administration
Course administration

Navigation
Home
Dashboard
Site pages
My courses
Water policy and Governance in Trans-boundary Basins
Participants
Badges
Competencies
Grades
General
Chapter # 1
Chapter # 2

Home > My courses > Water policy and Governance in Trans-boundary Basins > Grades > Grade administration > Setup > Gradebook setup

Gradebook setup

View **Setup** Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
Water policy and Governance in Trans-boundary Basins		-	Edit
Assignment # 1	<input type="checkbox"/> 47.619	100.00	Edit
Virtual Classroom	<input type="checkbox"/> 47.619	100.00	Edit
Quiz 1	<input type="checkbox"/> 4.762	10.00	Edit
Course total		210.00	Edit

Save changes

Administration
Grade administration
Grader report
Grade history
Outcomes report
Overview report
Single view
User report
Setup
Gradebook setup
Course grade settings
Preferences: Grader report
Import
Export
Letters
Scales
Course administration





Grader report

View **Setup** Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 5/5

First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Surname	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z

First name / Surname		Email address	Water policy and Governanc...			
			Assignment # 1	Virtual Classroom	Quiz 1	Course total
	Sameer Hijazi	hijazi@staff.alquds.edu	-	-		-
	Yousef Issa	yousef@wasec.net	-	-		-
	Student One	s1@example.com	-	-		-
	Student Three	s3@example.com	-	-		-
	Student Two	s2@example.com	-	-		-
Overall average			-	-	-	-

Click **View all submissions**, to begin with. After doing so, you'll see the list of all enrolled users and their submissions (or lack thereof). For more convenience, you can assign statuses, so it's always clear for you which work still needs marking or review.

Click **Grade** if you're ready to begin reviewing some students' assignments.

The gradebook's interface allows you to leave annotations, text comments, mark with colors, and put various stamps as feedback. **Enter the grade** for the student's submission in the right panel, change the status, and then click **Save changes** to quit or **Save and show next** to proceed.





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