



BAYERO UNIVERSITY, KANO



Moodle for Beginners Guide

Lecturer/Course Facilitator Edition

NB: This document should serve as a useful guide for staff of the university who are responsible for designing, developing, teaching, assessing and supporting e-learning programmes in line with the university e-learning policy.

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INTRODUCTION

Launching your browser

The learning management system is built based on the moodle version 3 and it can be accessed via any modern browsers such as Firefox, Google Chrome, Microsoft Edge etc. to start your browser, flow the steps below.

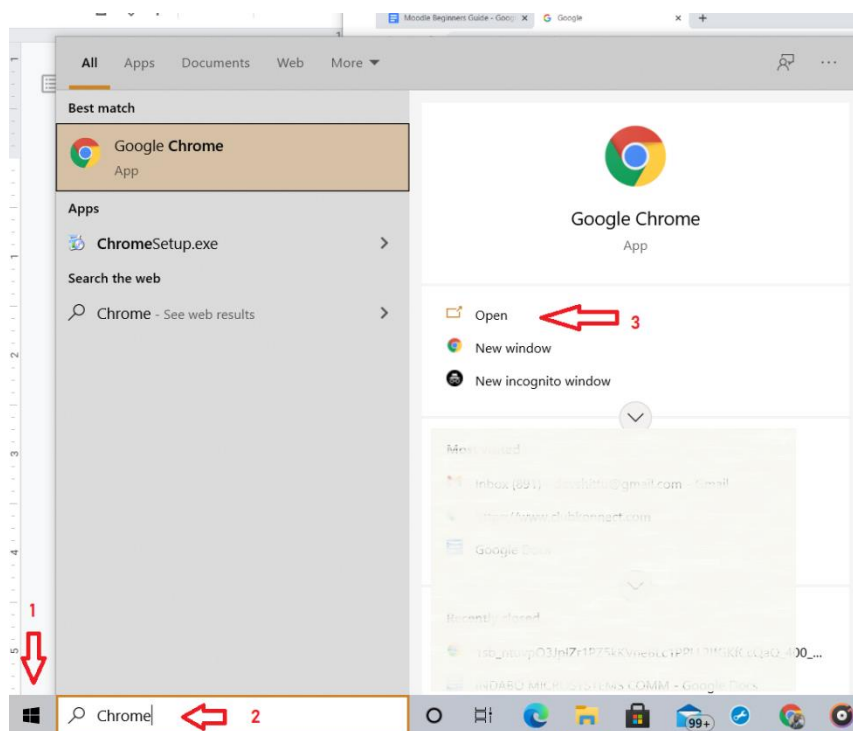


Fig 1.1

1. Click the start button
2. Search for your favourite browser for instance: "Chrome"
3. Click open

Accessing the E-learning Website

After your browser is launched, enter the link below in the address bar as shown in the image below:

<https://elearning.acephap.org>

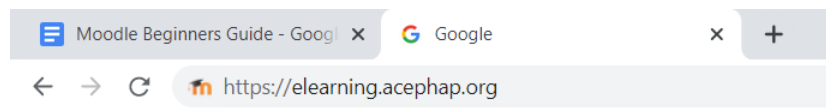


Fig 1.2

Hit your enter button on your keyboard and a page like below appears.

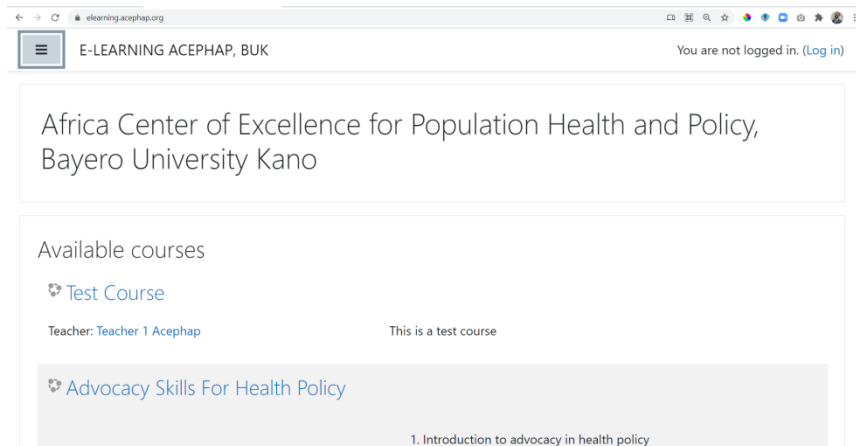


Fig 1.3

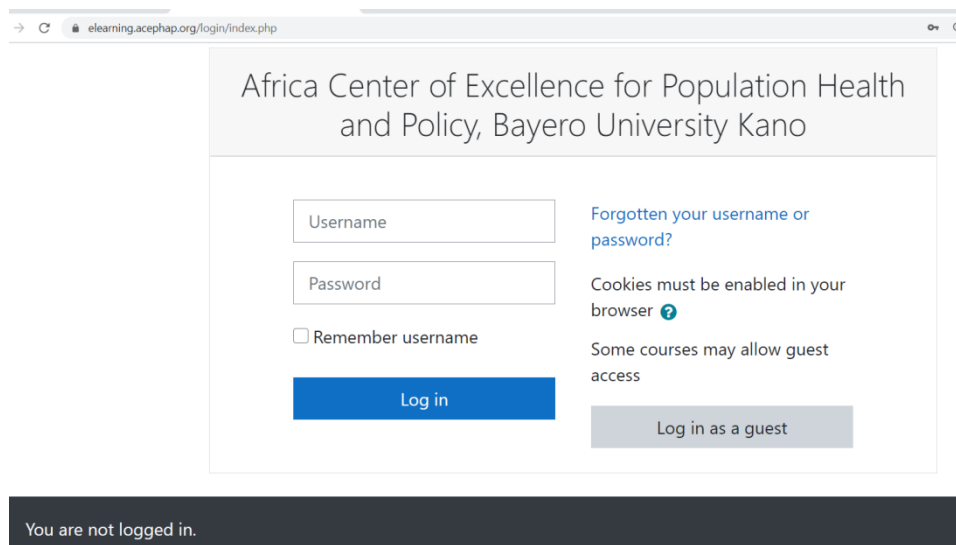
Obtaining Access to your Account

If you are yet to receive your login credentials pair. Kindly send an email to it.acephap@buk.edu.ng, your email should contain your full name, department and list of courses you are currently taking for the semester.

Login in to your account

From the last image above, find the login link from the top right corner on the page.

Supply your credentials, that is your email and password.



The screenshot shows a web browser window with the URL `elearning.acephap.org/login/index.php`. The page header reads "Africa Center of Excellence for Population Health and Policy, Bayero University Kano". The main content area contains a login form with the following elements:

- Username input field
- Password input field
- Remember username
- Log in button (blue)
- Forgotten your username or password? (blue link)
- Cookies must be enabled in your browser (with a help icon)
- Some courses may allow guest access
- Log in as a guest button (grey)

A dark grey banner at the bottom of the page displays the text: "You are not logged in."

Fig 1.4

My Dashboard

The dashboard has two panels one on the left and the other on the right. On the left panel, this consists of menus and shortcuts around the platform. We are going to be talking about what each of the menu items does below.

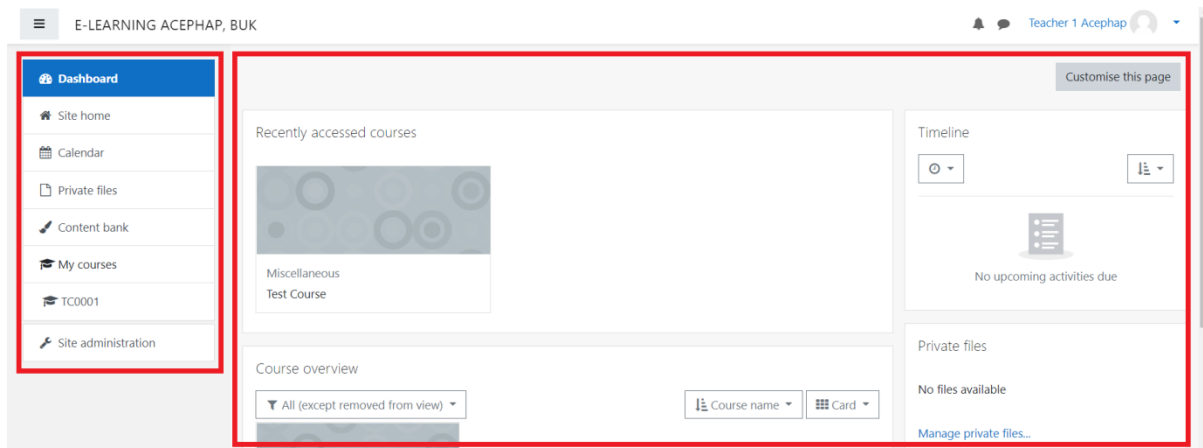


Fig 1.5

Dashboard

Being the first item on the menu, it is by default the page that appears on the screen as soon as you login as a moodle user. The Dashboard page is divided into a couple of blocks which are labeled Recently accessed courses, Course overview, Timeline, Private files, Events and Calendar. You may scroll down to view the rest of the available blocks, and of course you may want to customize the page you are seeing using the grey button labelled “Customise this page” which can be found on the top-right corner just below your name and avatar.

Site home

This is the default landing page of the elearning platform as shown in the Fig 1.3 above.

Calendar

This is the page where you manage events. According to (Sathian, 2016), “Events are planned activities you conduct” . You may want to create, delete, or update or reschedule an event. Events may be targeted at students, groups of students, programs etc.

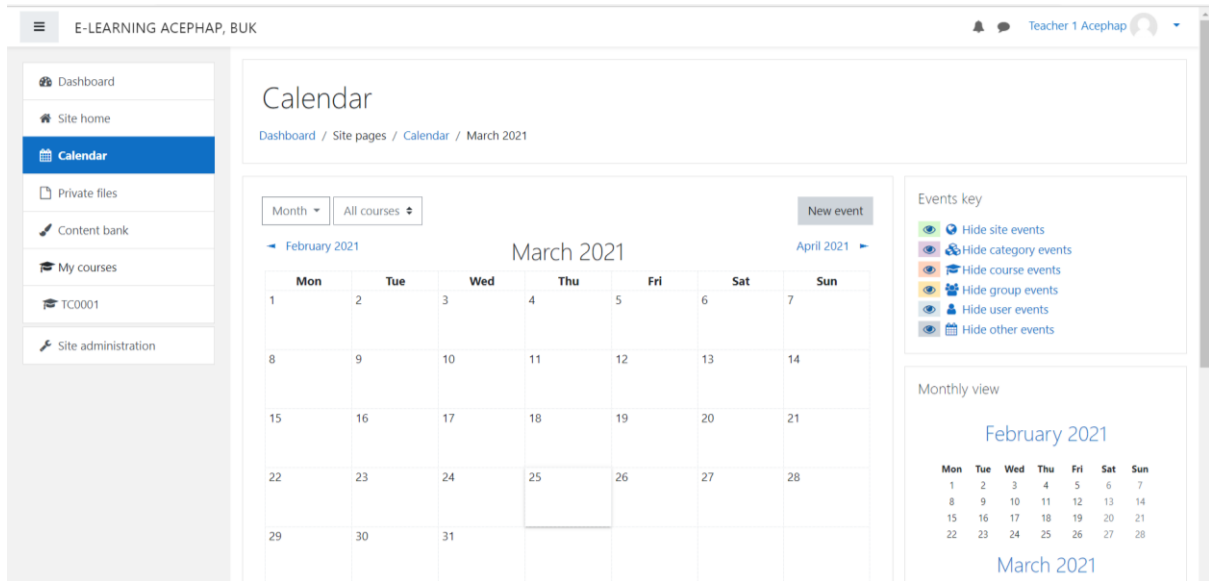


Fig 1.6

Private files

This is the page that is provided for course facilitators to enable them to upload some materials such as lecture notes draft, or any other file that is planned to be uploaded either later or after a particular event. The uploader as seen below See screenshot below.

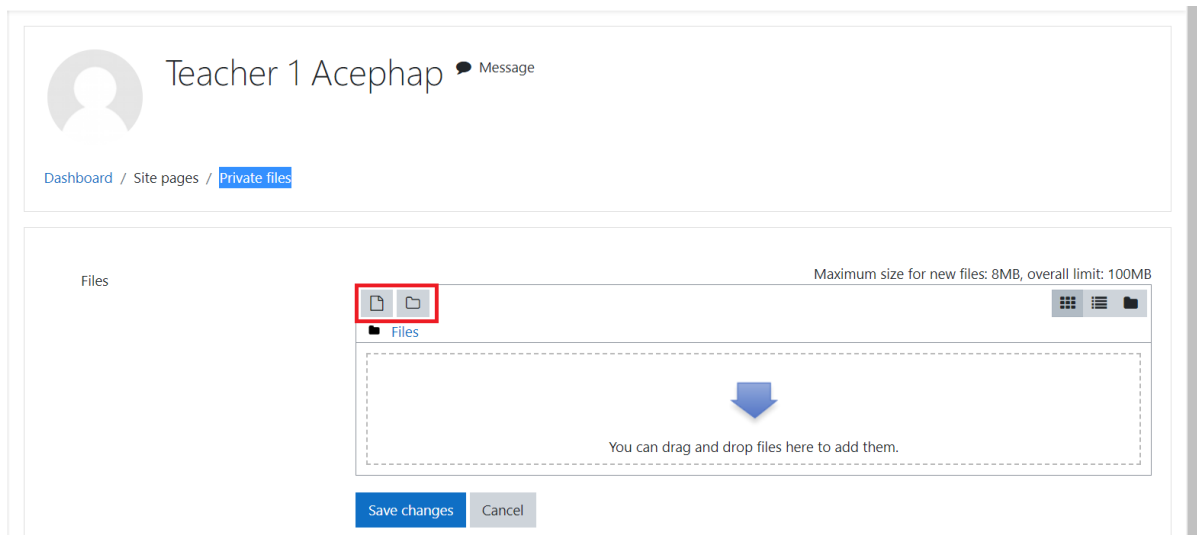


Fig 1.7

**Please
note**

Storage space capacity for all private files per course facilitator may not exceed 100mb and every new file may not exceed 8mb.

The file uploader gives you the control to upload your file in an organised manner. It provides you two little yet powerful icons controls which gives you the ability to upload a file directly or create a new folder before uploading in order to have your files organised neatly. The two icons can be seen in the Fig 1.7 boxed in red.

Content bank

The content bank is an area in Moodle where content (currently [H5P](#) content) may be stored, edited and created.

The content bank repository gives access to these files from the file picker (Moodle, 2020) . Unlike the Private files functionality is that video files uploaded here can be shared with other colleagues while the former cannot be shared as the name implies. You will follow the same procedure to upload a file.

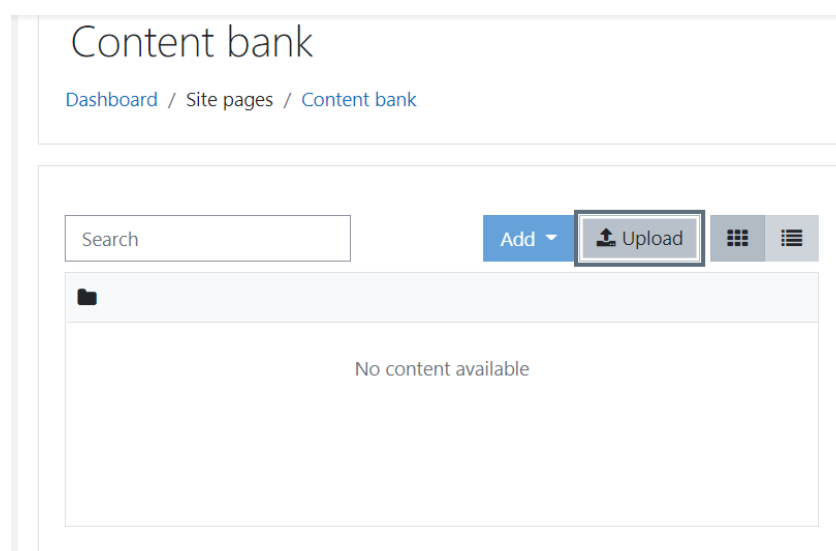
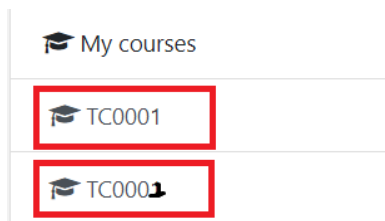


Fig 1.8

My Courses

This menu item on the Navigation bar is the only menu with sub-child list elements, the items listed under this menu are referred to as your assigned courses. Please see in the below image a portion of the page where you can find your courses.



Courses are the spaces on Moodle where teachers add learning materials and activities for their students. For courses to have appeared on the platform it must have been created by the site admin and organised properly under the department or program. Teachers can then add the content and re-organise them according to their own needs. The links below the image will provide more information about creating, organising and managing courses.

MANAGING COURSES

In the past section we discussed the interfaces and the navigation items on your dashboard. However in this second part of this guide we will take a quick look at how we can manage courses. We will take a look at the following topics:

1. Courses - how to set up your courses.
2. Editing text - how to use the text editor and what the icons mean.
3. Activities - how to involve students actively in their learning.
4. Resources - how to add static materials to your course.
5. Blocks - how to add extra items and information to the sides of your course page.
6. Questions - how to create questions for use in quizzes and Moodle's lesson module
7. Course enrolment - how to give students access to your course.
8. Grouping users - how to put students into groups and why this is useful.
9. Grades - how to use the gradebook, scales and advanced grading methods.
10. Tracking progress - how to control and display progress through a course.
11. Reusing activities - how to copy or recycle elements of your course.

Quick Tip

*For demonstration purposes, we have set up an instance of a course with the course title **“Test Course”** and the assigned*

course code is **“TC0001”** . This is the course we will be using to demonstrate the remaining part of this section.

Courses

A course in Moodle is an area where a teacher will add resources and activities for their students to complete. It might be a simple page with downloadable documents or it might be a complex set of tasks where learning progresses through interaction.

The courses are displayed in named topic sections formats. Therefore, every related material to a topic is organised under each topic section.

The following image, Fig 2.0 shows you a sample of a course page i.e how a page looks like.

Like the Dashboard discussed in the first part of this guide, the course page also has its own Navigation menu on the left side just above the Dashboard navigation menu.

Please note

Active menu item is highlighted in blue color on the Navigation menu pane.

Items found on the Course navigation are: The course code (active page), Participants, Badges, Competencies, Grades, General, and Topics the

On the right side of the page this is where your course contents such as activities and resources are arranged under each topics.

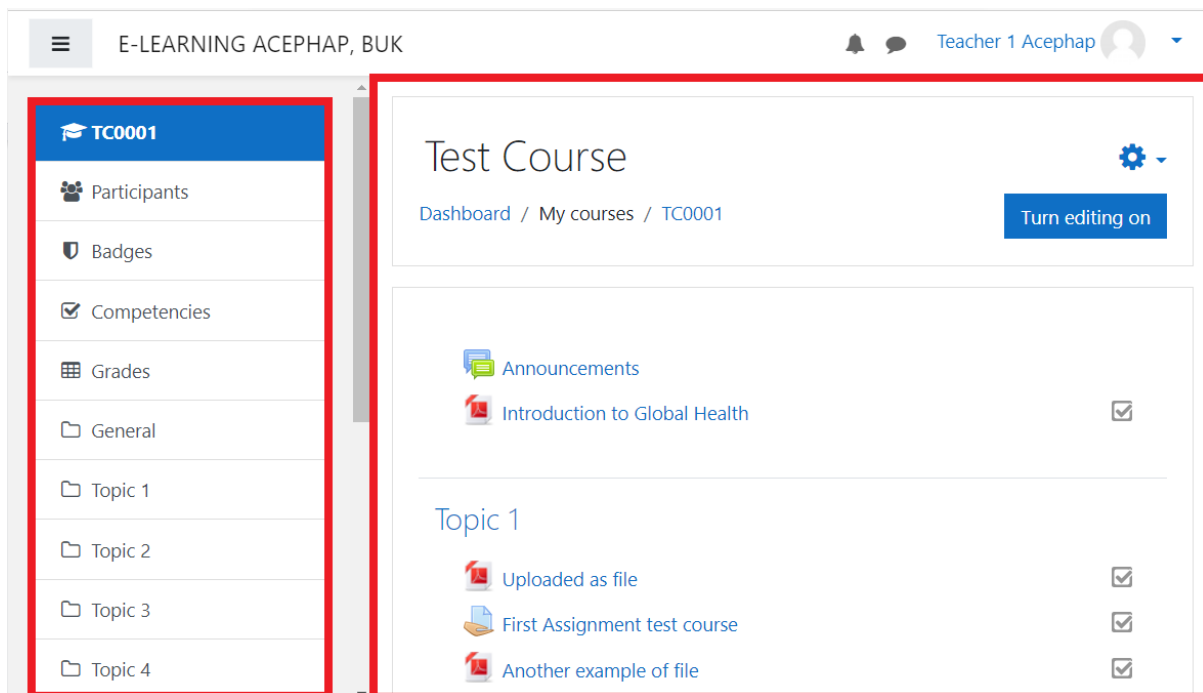


Fig 2.0

As Fig 2.0 shows we have, the navigation menu is located on the left side of the page. We will discuss the menu items in the coming section below. On the right side you have the page content.

The course code: In this example the course code on the screenshot is "TC0001" and the Course title is "Test course" . Page you see is where you can add your course content, organised in topic based format. We are going to discuss in detail later in this guide how to upload your content.

Participants: This allows a user to view the list of participants in the course. Participants are course managers, course facilitators/teachers and students.

Badges: Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and

may be displayed on a user's profile or pushed to their Badge backpack and public badge collections in their backpack will display in their Moodle profile.

Competencies: This describes the level of understanding or proficiency of a learner in a certain subject related skill. It is a page where you can have access to list, create, edit, and delete collections of competencies according to your design for your course.

Grades: This page lets you have access to the grading of some of your activities such as assignments, quizzes etc.

General: This is the first section seen on your course landing page. It is where your non-topic specific course content is posted for your students. For example: General announcements about their first continuous assessment, or rescheduled time for lectures.

Topics: This section(s) is below the general section. It is where you post topic-related section course contents. Every course comes with four topics by default, but this can be increased and customized for your needs.

Editing Text

Text editing is one of the most handy tools that you need to know, it is used **virtually in all areas**. The usual way to edit or create text that is part of the visual content of a course is by using a [Text editor](#). The default text editor in Moodle is known as the [Atto editor](#).

MESSAGING

In the past section we discussed the interfaces and the navigation items on your dashboard. However in this second part of this guide we will take a quick look at how we can manage courses.

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