

# Brief E-Learning Handout

**1. Login:** You can find the site at: <http://e-learning.ceu.hu/>

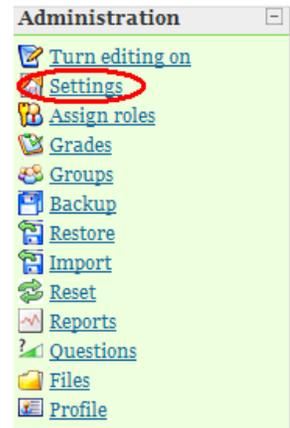
The Login Box is at the top right corner, type your Novell name to the Username field and Novell password to the Password field (the same used for any CEU computer) and click on the Login button.

**2. Profile: Your profile** is your identity in Moodle.. The most important information, like your name and email address are already filled in, but you can add a lot more about yourself. To view your profile, click on your name next to the “Logout” link at the top of the screen, or anywhere else where your name appears as a link. Then click the “**Edit profile**” tab. You can fill in more information about yourself, and can also change your user icon by browsing for a picture. Then click the “**Update my Profile**” button at the bottom - the image file will be cropped to a square and resized down to 100x100 pixels. Please use either PNG or JPG format.



**3. Accessing your courses:** You can find your courses either by browsing the folders of your department or using the links in the “My courses” block –it is the second block at the right side of the main page. Alternatively you can save the url of your course to the bookmarks section of your browser.

**4. Editing your course settings:** You can reach these settings from your course. The “Settings” link is in the Administration Block (the 4<sup>th</sup> at the left side). Please see the details below. **After you finished click on “Save Changes” button.**

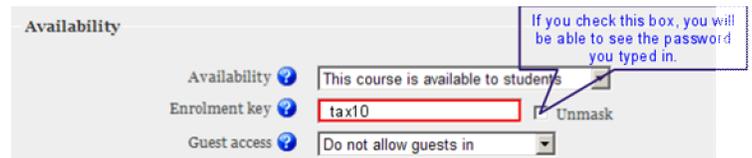


### Settings you can change / fill in

- **Full name:** This is the course title
- **Short name:** Short title (this will show up in the “breadcrumbs” listing) This must be a unique name on the Moodle server. If it is not unique, the system will prompt you for a different

name when you try to save your settings. It is recommended to use a name you and your students will be able to easily identify.

- **Summary:** A paragraph explaining the “course” (Students and Guests will be able to see this without enrolling to the course). You can copy/paste the relevant summary from your syllabus here. Do not use MS Word, paste your text to the Notepad first and then copy from there. Alternatively the best practice is to save your word file **as a one page HTML file** and copy your text from that source.
- **Format:** For most purposes, the “Topics” or “Weekly” formats works best. The difference is the course is segmented by topics (you have to add the titles manually) or week by week (will be part of the main course page automatically).
- **Course start date:** Relevant mainly for the “weekly” format – Moodle will calculate the weeks from this starting point. It is recommended to start with a Monday to avoid possible confusion, but you can choose to start with the date of the first lecture. This setting will affect is the display of logs, which use this date as the earliest possible date you can display.
- **Availability:** It is recommended to hide your course from students until it is ready. Make sure it is changed back to **“the course is available to students”** when the course starts!
- **Enrollment key:** This is a way to control who is allowed to view or enroll to your class. Typically, the students must enter this key code just once, when they first enter the class. Without a key, any CEU student will be able to enroll themselves in your class without your specific permission. It is case sensitive and as this may cause problems it is recommended to use only lower case characters and numbers for this. **Important: This key is different from the password needed to log in to the site (Novell pw) and this enrollment has nothing to do with the official enrollment to a course (done in Infosys).**
- **Guest access:** **You should be really careful with this setting**, especially if you have uploaded copyrighted materials for your students’ use. If you allow Guests (outside the CEU community) to access your course anyone will be able to see your course. **You can use the option "Allow Guests who have a key" if you want to grant rights to view your course to someone outside CEU.** You can then give your **enrollment key** to this person and he will be able to log in as a guest and see all the materials in your course (he will not be able to edit or add anything, like post to a forum). If you have a special request about this, please send an email.



## 5. How can students enroll (be a participant) to your courses?

Right after logging in they can browse the available courses. They are **divided by departments** so they click first on the Link of the department and will be able to see the available courses. They click on the name of the course they are interested in.

Alternatively you (or the coordinator) can send them a direct link to a course as well. You can get this link if you click to the breadcrumb at the top of your course (the short name of your course). And copy/paste it. For example: <http://e-learning.ceu.hu/course/view.php?id=541>

After this they will be asked whether or not you wish to enroll for the course. If there is no enrollment key required during this process, they can freely join the course. If you added an enrollment key to your course (Settings in the administration menu - Enrollment key box) the system asks for this password from the student. After the initial enrollment they will not need to give that password again and the course will be available for them in the “My courses” block.

## 6. Communication: There are multiple ways for communication in a Moodle Course.

- You can contact with one other user (student) with **messaging** - like an email. (Participants link in the People block - Send message button on each user's page).
- If you post a discussion to a **news forum (General news and announcements)**, all participants of the course will receive the message in email. **This forum is automatically created for each course.** By default, it is placed in the top of the middle section and **only teachers may add posts or reply to posts.** Students are able to read the posts and receive an email automatically with the message.

# Editing the Course

Turn editing on

## 1. Always start with TURN EDITING ON (top right corner)

Use the appearing Icons and Dropdown menus to add, change, move, edit content.

## 2. Icons

 These arrows allow you to move any type of content to the indicated direction.

 With this button you can move the content directly to the place you want. Click the  and Moodle will give you all the possibilities where you can move your content to, so you can choose where you would like to have it moved to. If Ajax and Javascript is enabled on your profile you will see this  icon instead. This means that you can move content with the much more user-friendly drag and drop method. You have to click on the icon, keep your left mouse button held down, move the resource to the new place and release the button.

 This button allows you to modify any type of content you created previously.

 With these buttons you can hide/show the content to the students. You will see hidden items with gray color, but for the students it will be invisible.

 With this button you can delete the content. Be careful, you can't undo this.

 If you are not sure how a feature works in Moodle, click on the question mark icon to open a Help window with a description of the feature and its settings.

## 3. Adding Your Course Introduction/ Summary

To help your students access general course resources, it is recommended to post your course introductions (descriptions) or other general course resources at the top section of your course (Topic 0 or Week 0).

Click this icon  (Edit icon) at the top section to add your course introduction information.

The Moodle Editor appears. This works exactly like word processor. You can type or copy text into this area and format it (font, size, etc.) using the toolbar as you would with Ms Word.

**Note:** If you copy/paste text from MS Word, and it does not appear right, paste your text to the Notepad first and then copy from there.

Alternatively the best practice is to save your word file **as a one page HTML file** and copy your text from that source.

You can give each **topic a title** and some introductory text using this method. This helps to organize your material and orientate students. It is good practice to use the same color and font size for topic headings (e.g. "Heading 3" from the 3rd dropdown list in the text editor toolbar). Click **Save changes** to see how it appears on the page.

### Add some static content to the course

*(students will not interact with it, only read it)*

Use the **Add a Resource** dropdown menu:

You want to accomplish	You have to use	How will this appear?
Write some text to the page: notes, aims, explanations	Label	directly on the main page
Add a picture to the page	Label	directly on the main page
Write a text that will open in an other window	Compose a Webpage	as a link
Add a link to a webpage	Link to a File or Website	as a link
Upload files to the course: readings, presentations, syllabus, etc.	Add File or Files - Link	directly on the main page
	Add File or Files - Directory	as a link

### Add some active content to the course

*( students will interact and work with this)*

Use the **Add an Activity** dropdown menu:

 Collects documents / work from students – Assignment
<ol style="list-style-type: none"> <li><i>Online Text</i> – They work directly to the course – you can mark their work directly</li> <li><i>Single / Or Advanced</i> they will upload one or more files</li> <li><i>Turnitin Assignment</i> – The uploaded documents will be checked for plagiarism                     <ul style="list-style-type: none"> <li>- You can <b>grade / mark</b> and comment them online and students receive an immediate feedback.</li> <li>- You can <b>export</b> the grades to be used in Infosys</li> <li>- <b>Only you can see</b> the uploaded documents</li> <li>- <b>Deadlines</b> will be automatically posted to participants calendar</li> </ul> </li> </ol>

 Provides a space for discussions/collaboration - Forum
<ul style="list-style-type: none"> <li>- Students can ask questions, discuss problems</li> <li>- All participants can view and take part in the discussions</li> <li>- File attachment is possible</li> <li>- Optional email messages about posts</li> </ul>

Other possibilities
<ul style="list-style-type: none"> <li>- It creates and corrects automatic online quizzes for you ( self revision, practice, online test)</li> <li>- Group work</li> <li>- <i>Glossary</i> to create <b>shared understanding of concepts</b></li> <li>- <i>Wikis</i> to <b>create content together</b></li> <li>- <i>Database</i> to <b>collectively gather resources</b></li> </ul>

### Quick facts

- The e-learning course can be **the central place to provide** all the necessary information to students
- Use online activities **supplementing** or substituting **offline work**
- Mass communication without using other computer tools (news, chat)
- Available **from any location at any time**
- Monitored activities and easily adjustable
- Get immediate feedback from your students
- Easy to **archive** and to **reuse** it

## How to upload files?

**Add file or files** is a tool that allows you, in one step, to

1. Upload multiple files to the course **Files** area
2. And directly link them to your course homepage as separate links
3. Or create a link to the entire folder.

To be able to use this feature you need to have [Adobe Flash Player](#) installed on your PC.

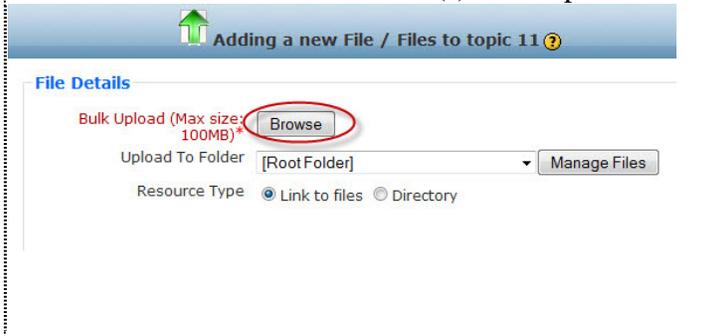
### Before you start:

**You can't upload files with filenames containing any special characters e.g. / \ & \$ %**

- **This feature is supported with Internet Explorer and Firefox.** Using Google Chrome or other browsers could cause problems.
- **Do not upload more than 10 files at once.** As this may be a long process, if something goes wrong with your internet connection, not all the files will be uploaded. It is much easier to drag and drop the files to the appropriate places if you do not have to search for them.

In your course homepage, click on the **Turn editing on** button. Under the topic/week where you want to add the files/folder, click on the **Add a resource...** drop-down menu and select **Add file or files**.

Click on **Browse** to select the file(s) to be uploaded.

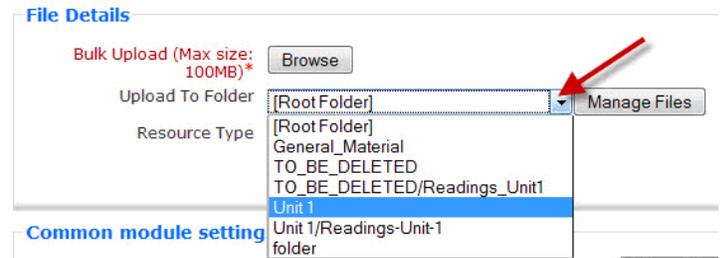


**NOTE:** To select multiple files at once, select the first file, hold down the [CTRL] key and select the other files you want to upload. If you wish to deselect a file you selected, click on it again while still holding the [CTRL] key.

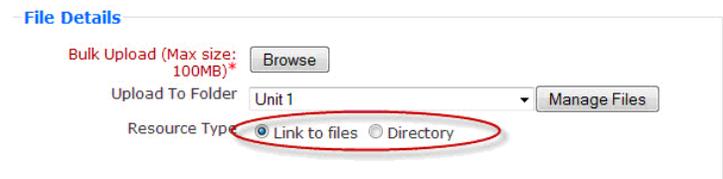
Click on **Open** once you have selected all the files you want to upload.

The list of files selected will then be displayed on the page.

Under **Upload to Folder**, select which folder in the **Files** area you want to upload the files to.



Under **Resource Type**, choose **Link to files** if you wish the files to appear each in a separate link on the course homepage, or choose **Directory** and a link will be created in the course homepage that links to the entire folder where you chose to upload the files.



**The manage files** button will open the **Files** area where you can create/delete or move folders.

Once done, click on **Save and return to course**. You will see an upload progress dialog showing the progress of individual files.

If the file you're uploading already exists in the folder, you will get a window where you need to decide whether to overwrite the file or skip it. If the file size is larger than **25 MB** or there are some special characters in the filename (for example / \ \$ %), you will get a warning message and the file will not be uploaded.

Once uploaded, you will see a window with the note **All Uploads Completed Successfully**.

Click on **Ok**, this will take you back to the course homepage and you will see the links for the files you uploaded in case you chose **Link to files**. Otherwise, in case you chose **Directory**, you will see one link to the folder where you chose to save the files.

If *Adobe Flash Player* is not installed on your PC, you will get a warning message like in the below picture. You can still however upload multiple files but you are limited to only five files at a time, by clicking on browse and selecting a file each time.