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Introduction

This user guide is designed to bring together a set of resources that TAFE Western staff can refer to when working in the Moodle environment. This document has many live links so will work best if saved to your laptop or mobile device so you can refer to it as and when you need it. If a link prompts, use your DEC username and password to view the item.

What is expected of a TAFE Western Online Facilitator?

Before commencement of teaching

Before you support your teaching with a Moodle course, you need to be familiar with Moodle as well as the content, learning tools and resources that will be provided. It is important that you:

- Have completed at a minimum, a basic level of Moodle training. Moodle 2.9 Essential Training is provided through Lynda.com.
- Lynda training is available to all staff. Use the following guide to log into Lynda, https://www.tafewestern.edu.au/files/dmfile/How%20to%20log%20into%20LYNDA%20Staff.pdf
  Once you have logged into Lynda you should complete the Introduction to Moodle play list http://www.lynda.com/SharedPlaylist/e2e501657c204ffda05f356714024628
- Have a clear idea of how Moodle will be used as part of your delivery plan.
- Have logged into Moodle and uploaded a profile picture into your profile
  Video: http://youtu.be/xDND8dVaSuI
- Have requested facilitator access for the Moodle/s you will be teaching from. You will need to contact the Course Manager for access.
- Have set up your groups with their unique enrolment key.
  Video: https://youtu.be/AlFCLJoY830
- Know the URL and enrolment key for the Moodle/s you will be using
- Have checked the course and resources and provided timely feedback to the editing teacher in the course (this may be an ESO in your section). Where provided, use the continuous improvement block in the left hand column of the Moodle site.
- Have planned your sessions to allow time for students to be issued with active username and passwords prior to them trying to access Moodle. Leave a minimum of 24 hours after enrolment and payment for the student to be confirmed in our system.
- Have secured your list of students enrolled in the unit (NOTE: this is part of the EBS system)
First week of the course

When students are studying online they often feel isolated and many are nervous about their new course. It is important that you:

- Have made contact with every student enrolled in your course. Go with whatever works for your students. This can include phone calls, text messages, Adobe Connect Sessions, Emails, Facebook posts.
- Have checked that students have accessed their portal and set up their secret questions and answers and updated their password at [https://student.det.nsw.edu.au](https://student.det.nsw.edu.au)
- Have checked that students have access to the Moodle and know where and how to access support as needed. This should also include checking the student has the equipment and resources that they need to access and complete their unit/s on the Moodle. ([Technical requirement for using the Moodle](https://docs.moodle.org/29/en/Grade_export) will assist).
- Have provided Induction and Assessment information to the student. All Moodles should have an induction or a Student Rights and Responsibilities section set up for students to acknowledge receipt of this information. You will find a lot of useful materials within the Student Support website at [http://www.wit.tafensw.edu.au/student-services/elearning/elearning-student-support/](http://www.wit.tafensw.edu.au/student-services/elearning/elearning-student-support/)
- Provide the student with all information regarding their course, delivery methods, links to Moodle units and all enrolment keys. A [template email](https://docs.moodle.org/29/en/Grade_export) is provided at the end of this document.

During the course

A student requires contact at a minimum of once per week. Go with whatever works for your students. This can include Moodle forums, phone, text, email. Make sure you check any collaboration spaces daily and provide useful input as needed.

If you notice any issues within the Moodle course you are using make sure you notify the Editing Teacher for that course so improvements can be included in future developments.

Track the activity of your students using Moodle inbuilt reports ([See backup and reports](https://docs.moodle.org/29/en/Logs)). If you are working with a student and identify they are at risk of non-completion please contact the head teacher to enable support staff to be engaged.

End of course

Once you finish teaching using your Moodle you must finalise the session. You need to:

- Export the Gradebook in excel format and include in your physical roll book. Transfer all data into the official TAFE student reporting system.
  Moodle: [https://docs.moodle.org/29/en/Grade_export](https://docs.moodle.org/29/en/Grade_export)
- Gather reports such as evidence of student induction and student assessment guides being accepted.
  Moodle: [https://docs.moodle.org/29/en/Reports](https://docs.moodle.org/29/en/Reports)
- Your faculty will provide direction about whether you need to download student participation reports from Moodle. These are known as activity logs.
  Video: [http://youtu.be/o23tLTUrFi4](http://youtu.be/o23tLTUrFi4)
  Moodle: [https://docs.moodle.org/29/en/Logs](https://docs.moodle.org/29/en/Logs)
- Notify the Course Manager that you have finished with the course so they can archive as appropriate.
Why Moodle?

Moodle is:

A worldwide phenomenon. Moodle is used in 237 countries. A tool that puts your resources in a logical format for students to find, follow and interact with.

- FREE FOR STUDENTS
- POPULAR
- EASY TO USE
- HAS A WORLDWIDE COMMUNITY
- WILL HOUSE A VARIETY OF CONTENT TYPES
- Supported within Western Institute including staff training, resourcing and technical support

Technical requirements for using Moodle

To use our online learning space effectively you will require a computer with an internet connection. Many of our spaces are data heavy so the better your internet connection the easier it will be to teach from.

Use a broadband connection (256 Kbit/sec or faster—for optimal viewing of videos and online presentations) through USB wireless modem, ADSL, T1/T2, fibre optic or cable. Dial-up access will be significantly slower and is not recommended. For a free Internet speed test try [http://www.ozspeedtest.com/](http://www.ozspeedtest.com/)

Please be aware that students and you can access a computer with internet connection from our TAFE campuses. Some hubs have iPads and laptops you can borrow for use with your students.

By checking you have a few pieces of free software (or the equivalent for your mobile device) installed before you begin you will be able to open the majority of materials on our sites. If you are working on a TAFE owned device you will need to contact TAFE Western Helpdesk at [servicedesk.western@tafensw.edu.au](mailto:servicedesk.western@tafensw.edu.au) to have the software installed for you.

Ph: (02) 68857555 (option 4).

For optimal performance, you should use the system components listed here. Other settings may lead to some functionality being lost.
Accessing Moodle via desktop

The following desktop operating systems support Moodle:

- Windows 7 and 8 (System information in the Control Panel/system)
- Mac iOS X, version 10.3 + (System information behind ‘Blue apple icon’ – top left corner of your screen. Choose ‘about this mac’>more info)

The following browsers are recommended:

- Google Chrome 22 or later
- Mozilla Firefox 15 or later—a free download is available from the Firefox site.
- MS Internet Explorer 9.0 or later—a download is available from Internet Explorer site.
- Safari 6 or later (please note that there are known issues with Safari and TinyMCE, the editor used in the text editor throughout Moodle)

Set your screen resolution to 1024 x 768 or higher for optimal experience of your online space. To find your screen resolution try http://www.whatismyscreenresolution.com/

The following settings should be enabled:

- Cookies
- Pop-ups (in both Internet browser and security software)
- Javascript
  Web site How to enable JavaScript in your browser: http://enable-javascript.com/
- ActiveX
  Web site Enabling ActiveX in Internet Explorer: https://helpx.adobe.com/flash-player/kb/how-to-turn--activex-filtering--on-or-off.html

The following plugin and readers should be used:

- Adobe Flash Player plugin
  Web site to download: http://get.adobe.com/flashplayer/otherversions/
- Adobe Acrobat Reader
  Web site to download: http://get.adobe.com/reader/otherversions/

Firewalls should be set to enable file uploads.

Web site support http://support2.microsoft.com/kb/298804
Accessing Moodle via mobile

There are two main ways to use Moodle on mobile devices.
1. Open Moodle in a mobile web browser
2. Download and access Moodle via native mobile apps
Moodle: https://docs.moodle.org/29/en/Mobile_Moodle_FAQ

Security disclaimer
TAFE NSW makes every effort to ensure that its network environment is safe and secure, but takes no responsibility for the configuration or security of privately owned devices. Staff and students of TAFE who use privately owned devices to access the TAFE network do so at their own risk.

Moodle and other technologies
Moodle works best when integrated into your delivery. It is very rare in TAFE Western that Moodle would be used as the sole delivery platform. You need to consider what other communication methods you will use to support your students. This may include any combination of:

- Face to Face
- Block Release
- Connected Classrooms
- VC Sessions
- Phone Sessions
- Adobe Connect Sessions
- Facebook Pages
- Workplace delivery
Hands on guide to Moodle

As a teacher in Moodle there are 3 main levels of access.
1. Facilitator
2. Editor
3. Course Manager
This may vary across the different Moodle course/s you work in depending on your role in that course.

Logging in for the first time
To access Moodle for the first time you need to go to http://moodle2.wit.tafensw.edu.au
Log in using your DEC user ID and password (ie. Firstname.lastname)

Moodle home page
Here you have 2 options.

1. **Search courses** - if you know the name or number of your course you can enter it in the search field. Most Moodles follow the naming convention UNIT CODE_UNIT NAME_MOODLE NUMBER

   **Search courses:**

   ![Search courses](image)

   Go

2. **Go to ‘my courses’**. These are courses you have already visited in Moodle and is a quick way for you to get back to them.

My courses

<table>
<thead>
<tr>
<th>NEW Theme TEST course</th>
</tr>
</thead>
<tbody>
<tr>
<td>New theme test course</td>
</tr>
</tbody>
</table>
Your login may fail for the following reasons:

1. You have not entered your login details correctly
2. Your DEC username and password is not active

If you are having trouble with logging in, try accessing a different internet application to see if you have an internet connection. If you do not have Internet or your DEC profile is not working, you will need to contact TAFE Western service desk to have your password reset. (02) 68857555 (option 4) or mailto:servicedesk.western@tafensw.edu.au.

Please note that the process is different for resetting a student's password. You must use Educational Management Utility (EMU) via the portal.

Video: http://youtu.be/Y7U2qXqZDqs
Navigating in Moodle

Moodle is broadly divided into 4 parts.

1. The Header across the top which contains the student and staff help resources
2. Blocks down the left hand side. These include the Administration and Navigation blocks. (You may find these ‘docked’)
3. The main content and course materials in the centre of the screen and
4. The Footer at the bottom which includes a button to navigate you to your unit home.


Editing your Moodle Profile

Your Moodle profile determines what information other users can see about you in a Moodle course. It is also where you choose how you want to receive emails from Moodle, subscribe to forums and edit text.

When you’re first enrolled in a Moodle course, the system creates a personal profile for you. To edit your profile

1. Click the Administration pod (left hand menu)
2. Expand the link called ‘my profile setting’
3. Add a profile picture of yourself, or an avatar, or any other image, which will display next to your contributions—for example, to your posts on discussion forums.
4. Add information about yourself and your interests (academic, leisure or both). Separate each interest from the next with a comma. Make sure this is suitable content for others to view.
5. Specify whether Moodle should display your email address to others and, if so, to whom.
6. Select the method Moodle should use to notify you of what’s happening in your courses.
7. Once you are finished click the ‘Update profile’ button to save your changes.
Getting your students into Moodle

Moodle can be accessed from anywhere with an internet connection. This means freedom for both teaching staff and students because they can work together no matter where people are located. All teaching Moodle courses are located at https://moodle2.wit.tafensw.edu.au

TAFE uses the `self-enrolment' function in Moodle for students to gain access to their Moodle/s. For a student to access Moodle they require

- An active DEC login and password
- Instructions on navigating to the Moodle course/s they will be accessing
- The enrolment key for the Moodle course/s they are to access

Be sure to:

Allow enough time after payment for the students’ profile to become active (up to 24 hours).

Provide your students with access to the student orientation guide to assist them.


Video: http://youtu.be/HTjWZtHPNIU
What is a course?

A Moodle `course` is a space in Moodle into which resources and activities are loaded. Each `course` has its own unique URL ID. The ID of your course is 4 numbers in brackets at the end of your course name eg. (0123). Within Moodle most units are in their own `course`.

Moodle teaching activities, strategies and tools

Students tend to want to study by reading or watching, and then doing activities and receiving feedback. You are encouraged to think of ways that activities may be built into your delivery to allow students to contribute to the development of content relating to their studies. Moodle supports this.

Providing Information to students

A number of tools give the ability for teachers to provide information and updates to students or allow students to share information about themselves

<table>
<thead>
<tr>
<th>Profile Pages</th>
<th>All staff should have their profile picture within their profile with a small amount of information about themselves. Encouraging students to do the same assists people to build rapport. View a persons' profile by clicking their name.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video: <a href="http://youtu.be/eoPSFS3H7oM">http://youtu.be/eoPSFS3H7oM</a></td>
</tr>
<tr>
<td></td>
<td>Moodle: <a href="https://docs.moodle.org/29/en/View_profile">https://docs.moodle.org/29/en/View_profile</a></td>
</tr>
<tr>
<td>News Block</td>
<td>The news block displays course announcements added by staff. This can include upcoming meetings, assessments or recognising student achievements.</td>
</tr>
<tr>
<td></td>
<td>Moodle: <a href="https://docs.moodle.org/29/en/Latest_news_block">https://docs.moodle.org/29/en/Latest_news_block</a></td>
</tr>
<tr>
<td>Outside Moodle</td>
<td>Remember you are not limited to Moodle, you can still incorporate emails, phone calls, facebook posts and text messages to keep your students up to date</td>
</tr>
</tbody>
</table>
Communicating with students

Moodle has a number of ways you can communicate with students. That said, there is no need to limit your interactions solely to Moodle when so many other communication strategies are available to staff and students.

<table>
<thead>
<tr>
<th>Messaging</th>
<th>You can use messaging to send a message direct to your student/s. This is a private message between you and your student.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video: <a href="http://youtu.be/zVSyowGZmNw">http://youtu.be/zVSyowGZmNw</a></td>
</tr>
<tr>
<td></td>
<td>Moodle: <a href="https://docs.moodle.org/29/en/Messaging">https://docs.moodle.org/29/en/Messaging</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Forums</th>
<th>Different forums exist for different uses. Make sure you know the type of forums that are in your courses so you can use them appropriately.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video: <a href="http://youtu.be/VqCXwZnZmpA">http://youtu.be/VqCXwZnZmpA</a></td>
</tr>
<tr>
<td></td>
<td>Moodle: <a href="https://docs.moodle.org/29/en/Forum_module">https://docs.moodle.org/29/en/Forum_module</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Feedback for Submitted Work</th>
<th>Once a student has submitted work it will sit within Moodle ready for you to mark. Some Moodles have been set up to send an email notification to facilitators whilst others require that you go into Moodle to check. This is a setting selected by the Editing Teacher. Students should receive your feedback within 1 week of submission.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Video: <a href="http://youtu.be/6usF8BpZDEw">http://youtu.be/6usF8BpZDEw</a></td>
</tr>
<tr>
<td></td>
<td>Moodle: <a href="https://docs.moodle.org/29/en/Using_Assignment">https://docs.moodle.org/29/en/Using_Assignment</a></td>
</tr>
</tbody>
</table>
Monitoring tools

It is possible to track your students’ activity within Moodle so you can see the time they have spent on a task and their progression through the various resources and activities. Most of these are downloadable in Excel Format for you to add to your Roll Books.

<table>
<thead>
<tr>
<th>Tool</th>
<th>Use if for</th>
</tr>
</thead>
</table>
| Logs                      | Allows you to see all activity for a given participant or resource or combination of the 2 activity blocks.  
                          | Video: [https://youtu.be/o23tLTUrFi4](https://youtu.be/o23tLTUrFi4)
                          | Moodle: [https://docs.moodle.org/29/en/Logs](https://docs.moodle.org/29/en/Logs) |
| Activity Completion       | Shows the progress of a student through identified activities within a table format  
                          | Video: [https://youtu.be/hjvoa-g1pJ5](https://youtu.be/hjvoa-g1pJ5)
| Progress Block            | Shows student progress against a defined set of activities.  
                          | Video: [https://youtu.be/d43KvJMBmLA](https://youtu.be/d43KvJMBmLA)
                          | Moodle: [https://docs.moodle.org/29/en/Progress_Bar_block](https://docs.moodle.org/29/en/Progress_Bar_block) |
| Individual Participant Complete Report | This report allows you to pull a complete report about a student's interaction with a given Moodle course. This report can be saved in PDF format for storage outside of Moodle.  
                          | Video: [https://youtu.be/r2oqgD2b0E](https://youtu.be/r2oqgD2b0E) |
| Email Alert               | It is possible to trigger an email to the facilitator when an Assignment activity is submitted to the Moodle. This allows the facilitator to click the link from their email directly into the activity where the assessment was submitted. This must be set up by the Course Manager |

Email Alert Example:

Grace Swallow has updated their submission for assignment Assessment 2: Strategies to locate difficult to find information.

Mon 1/12/2014 7:00 AM

<no-reply.moodle2.wit@tafensw.edu.au>

To: Gibson, Renee

has updated their submission for assignment Assessment 2: Strategies to locate difficult to find information.

CULINS501A, Assignment 1, Assessment 2: Strategies to locate difficult to find information

has updated their assignment submission for 'Assessment 2: Strategies to locate difficult to find information' at Mon, 1 Dec 2014, 7:00 AM.

It is [available on the web site](#).
Assessment tools

Most activities within Moodle can either be used as an activity (not compulsory and not graded) or as an assessable event. Those items in the Moodle that form part of the assessable tasks should be clearly marked as such. The editing teacher will have selected those activities that they believe are the most appropriate for the delivery of the materials. We encourage both editing teachers and facilitators to think carefully about the features of various activities and how they can be used to foster an engaging learning experience. An overview of the various tools and their use can be found at moodle.org.

<table>
<thead>
<tr>
<th>Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
</tr>
<tr>
<td>Certificate</td>
</tr>
<tr>
<td>Chat</td>
</tr>
<tr>
<td>Checklist</td>
</tr>
<tr>
<td>Choice</td>
</tr>
<tr>
<td>Database</td>
</tr>
<tr>
<td>External Tool</td>
</tr>
<tr>
<td>iFeedback</td>
</tr>
<tr>
<td>Forum</td>
</tr>
<tr>
<td>Glossary</td>
</tr>
<tr>
<td>Journal</td>
</tr>
<tr>
<td>Kaltura Video Assignment</td>
</tr>
<tr>
<td>Lesson</td>
</tr>
<tr>
<td>Questionnaire</td>
</tr>
<tr>
<td>Quiz</td>
</tr>
<tr>
<td>SCORM package</td>
</tr>
<tr>
<td>Survey</td>
</tr>
<tr>
<td>Wiki</td>
</tr>
<tr>
<td>Workshop</td>
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</tbody>
</table>
Using the Moodle gradebook

The gradebook is the place where all student results for graded activities are kept, along with feedback. Please be aware that Questionnaires and Feedback activities are not designed as assessable activities and therefore do not appear in the gradebook.

We have prepared some tutorials to assist you with marking assignments.


Moodle: [https://docs.moodle.org/29/en/Gradebook](https://docs.moodle.org/29/en/Gradebook)
Storing your content

It is not necessary, or even advisable to store all your content in Moodle. Moodle is merely 'the shell' that houses a wide variety of materials in the one place. The main thing to consider when linking to or embedding content in your Moodle is that it can be accessed by your students. Remember to display your content in the context of the delivery requirements of the Moodle.

Some of the places you may choose to store (and access materials from) include:

<table>
<thead>
<tr>
<th>Location</th>
<th>What to use it for</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Connect Recordings</td>
<td>Once you have conducted a recorded session in Adobe Connect you can load the URL into Moodle for students to access at any time. Video: <a href="http://youtu.be/sB9vBbXXQZU">http://youtu.be/sB9vBbXXQZU</a> Moodle Adding a URL: <a href="https://docs.moodle.org/29/en/URL_resource">https://docs.moodle.org/29/en/URL_resource</a></td>
</tr>
</tbody>
</table>
| **Youtube** | It is possible to embed Youtube clips within many resources and activities in your Moodle course. These are a quick and easy way to incorporate video content into your teaching. Be aware that some students under the age of 18 are not able to access these resources.  

Video: [youtu.be/c60vlZv_wVI](youtu.be/c60vlZv_wVI)  
Moodle: [https://docs.moodle.org/29/en/Youtube_videos_repository](https://docs.moodle.org/29/en/Youtube_videos_repository) |
| **Teachertube** | Teachertube is a YouTube equivalent but is built and monitored by teachers. It is accepted in the majority of education institutions so may provide options for those students who cannot access YouTube.  

Video: [http://youtu.be/Ud3QOxd-f00](http://youtu.be/Ud3QOxd-f00)  
| **Google Drive** | Drive starts you with 15 GB of free Google storage, so you can keep pictures, stories, designs, drawings, recordings, videos – anything. These can all be shared via a URL straight into Moodle.  

Meet Drive: [https://www.google.com/drive/](https://www.google.com/drive/)  
Moodle Adding a URL: [https://docs.moodle.org/29/en/URL_resource](https://docs.moodle.org/29/en/URL_resource) |
| **Vokis** | Create speaking avatars that can be embedded into your Moodle site.  

<table>
<thead>
<tr>
<th>App</th>
<th>Description</th>
<th>Video Link</th>
<th>Site Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slideshare</td>
<td>Offers users the ability to upload and share publicly or privately PowerPoint presentations, Word documents and Adobe PDF Portfolios</td>
<td><a href="http://youtu.be/G9ShKOeMKb0">http://youtu.be/G9ShKOeMKb0</a></td>
<td><a href="http://www.slideshare.net/">http://www.slideshare.net/</a></td>
</tr>
<tr>
<td>Flipsnack</td>
<td>FlipSnack transforms your pdfs into online flipbooks. Your flipbooks can be shared by placing the URL into Moodle or can be embedded straight into your Moodle.</td>
<td><a href="http://youtu.be/3ijoGz3a3BM">http://youtu.be/3ijoGz3a3BM</a></td>
<td><a href="http://www.flipsnack.com/">http://www.flipsnack.com/</a></td>
</tr>
<tr>
<td>Voicethread</td>
<td>Voicethread allows you to create an online discussion with your students on a topic, picture or video.</td>
<td><a href="http://youtu.be/-U1wlRRkyyk">http://youtu.be/-U1wlRRkyyk</a></td>
<td><a href="http://voicethread.com/about/features/">http://voicethread.com/about/features/</a></td>
</tr>
<tr>
<td>Drop Box</td>
<td>Dropbox is a home for all your photos, docs, videos, and files. Anything you add to Dropbox will automatically show up on all your computers, phones and even the Dropbox website — so you can access your stuff from anywhere.</td>
<td><a href="http://youtu.be/l6tkGSIFsH0">http://youtu.be/l6tkGSIFsH0</a></td>
<td><a href="http://www.dropbox.com/">http://www.dropbox.com/</a></td>
</tr>
<tr>
<td>Wufoo Forms</td>
<td>TAFE Western has a Wufoo subscription so if you would like a Wufoo form created contact the eLearning support team for assistance. Once created you can use a link to the Wufoo form or embed the form within your Moodle site.</td>
<td><a href="http://youtu.be/6jizu33kN4o">http://youtu.be/6jizu33kN4o</a></td>
<td><a href="http://www.wufoo.com/">http://www.wufoo.com/</a></td>
</tr>
</tbody>
</table>
Completion tracking

Completion Tracking is a fantastic way to control the way a student progresses through Moodle and can help pace students through the Moodle. It can also assist with meeting compliance requirements, for example setting the Moodle up so a student cannot access assessments until they have completed their student information rights and responsibilities induction.

You will know completion tracking is being used within a course because you will see small boxes to the side of individual activities and resources. A dotted box means a student must meet certain requirements before an activity is complete. A solid line means the student can tick it themselves to record their progress.

Video: [http://youtu.be/V5k-rDxD-8q](http://youtu.be/V5k-rDxD-8q)

Moodle: [https://docs.moodle.org/29/en/Activity_completion](https://docs.moodle.org/29/en/Activity_completion)

Reporting and backup

Once you finish teaching in the Moodle you must finalise the session. The steps at the end of a session are outlined in the end of course section of this user guide.

Complete report provides you with an overview of all activities and assessments completed within the given site. This can then be printed as a PDF document to be added to your roll books

Video: [http://youtu.be/r2uogbD2b0E](http://youtu.be/r2uogbD2b0E)
General course maintenance and cleanup

Moodle courses require constant review and updating based on feedback received from staff and students using the course. As a facilitator it is your responsibility to provide constructive feedback to the editing teacher or course manager about areas where you believe the course can be improved. This may include providing language suggestions, engagement content that you have found or assisting with construction and validation of assessment tasks.

Who does what in TAFE Western Moodles?

The responsibilities for building and maintaining a Moodle course vary from faculty to faculty. Speak to your head teacher about what your specific responsibilities will be.

Step 1 - An individual or faculty identifies that a Moodle is required

Step 2 - The allocated person orders the course - this may be for a selection of units or for a single unit. Please be aware that Central Moodle Units are currently under construction. Once this project is launched, these units cannot be replicated within the Moodle and all delivery must be conducted through the Central sites.

Step 3 – Customer Innovation (eLearning Support) receives the request. When they are aware of another Moodle with the same or similar content they will advise both parties of this. This is to reduce the workload on staff and to help prevent the reproduction of resources. These people will decide whether they wish to share the materials by using groups within the established course OR whether to create their own course. Once the decision is made Customer Innovation needs to be advised of the decision.

Step 4 - As necessary Customer Innovation will create the new course using the details provided. At this point, the allocated person is given Editing teacher and Course Manager access.

Step 5 - Once the allocated person (now called the editor) is provided with their Moodle/s they are then able to assign other staff to their roles, load content and teach from the course. From this point forward this Moodle course is the responsibility of those staff assigned editing access. These people are responsible for access in and out of the course, the content provided within the course and the general maintenance and backup of materials within this course.

Step 6 – Customer Innovation (eLearning Support) can provide general support to individuals where the training resources cannot answer your questions or to teams of staff where they are designing a work flow or templates for their course/s.
Additional resources to help you

Lynda licenses – All staff at TAFE Western have free access to the Lynda Online training library. Lynda training is available to all staff. Use the following guide to log into Lynda,


Once you have logged into Lynda you should complete the Introduction to Moodle play list

http://www.lynda.com/SharedPlaylist/e2e501657c204ffda0f356714024628

To learn more about Lynda view the video: http://youtu.be/VoUJ0G_ITWQ

Moodle.org is the worldwide community where Moodle is made and discussed. This site includes user documentation and support forums. https://moodle.org/

eCommunities are a state wide collection of resources and forums supporting TAFE NSW teaching and learning. They cover a wide range of topics including Moodle.
Visit the eCommunities site (DEC login required): http://ecommunities.tafensw.edu.au/

Other Documents in this series

Moodle FAQ’s

https://docs.moodle.org/29/en/Student_FAQ

Moodle Introduction:


Moodle Student Orientation Guide:


Teaching with Moodle, a facilitator’s guide:


Teaching from a Central Unit


Moodle TAFE Western YouTube Playlist

https://www.youtube.com/playlist?list=PLaUqh3D_XC53G3klqLesG-w-4Xwetc5TU

Moodle TAFE Western Lynda Playlist

https://www.lynda.com/SharedPlaylist/e2e501657c204ffda0f356714024628

Building a Moodle for TAFE Western


Technical Requirements for studying online


Central Moodle units

https://drive.google.com/file/d/0B4XYj9OnWgkHdUNwSmtkMmxBenc/view

Fix student login issue with Moodle

https://www.dropbox.com/s/rl5sdvoif35x2v7z/Login_Issues.pdf?dl=0
Help with Moodle username and password

Compare available teaching platforms

Frequently Asked Questions

Is Moodle just for online learning?
It can be. However, in most cases Moodle is used to support and combine face to face interaction with eLearning.

How do I find the course I need?
If you are not already a member of a course you can search for it by name, description or number

Why can't I find my profile or navigation?
In Moodle it is possible to 'dock your blocks'; this moves them from your main screen and locks them in the top left hand corner of your screen. You can undock them if you prefer by clicking the arrow to bring them into the main section of your screen.

Why am I not getting any emails and others are?
Chances are that you are not subscribed to the forums that are generating emails. If the course you are delivering from contains groups you may not yet have been assigned to your group of students. You will require an editing teacher to within that course to assign you to your group.

How can I stop all of these emails?
Emails are an essential part of the way Moodle works. They are used to keep you up to date with what is going on. If you wish to reduce the amount of emails you get you could:

1. Edit your profile and change your email settings to digest
2. Unsubscribe from non-essential forums

Are there any good examples of Moodle use I can see?
Sure! Flick through stories on Moodle Buzz. There is also an entire school full of examples for you to see and play with.

How do I share ideas and learn from other educators using Moodle?
By participating in many ways, either through events, forums on Moodle.org and networks elsewhere.

At TAFE NSW we have established eCommunities to support your teaching. To log in you will require your DEC username and Password.

Are there any good sources for shared courses?
At TAFE Western we are working towards a collaborative space where Moodle courses are shared throughout the Institute. Teachers and their classes can be set up as a group within a given Moodle course. This will require you to speak with the Course Manager to ask for them to set you up with access.

Librarians are always a good place to start for assistance with finding and using content within your courses.
Moodle.org, Via Community Hubs provides courses you can search for, enrol in, download and publish, from.

What if I am stuck? Are there any good tutorials around?
Get some help at Moodle.org in a forum or search the Moodle documentation. TAFE Western is currently using Moodle version 2.7. There are also many books and manuals available for purchase.
Email template to send students with course/Moodle details

Welcome to studying Course Name with TAFE Western. As part of your study you will be required to use Moodle, our online learning platform, for the delivery of some units.

To access your Moodle materials you will need:

- The link to your materials. The links to each unit are provided in the table below
- To login using your DEC username and password.
- Your current username and password are provided below.

  DEC Username ........
  Password ............

PLEASE NOTE: THE ABOVE PASSWORD MAY TAKE UP TO 30 MINUTES TO BECOME ACTIVE. THIS IS ONLY A TEMPORARY PASSWORD, YOU WILL NEED TO CHANGE YOUR PASSWORD ONCE YOU HAVE LOGGED INTO THE LEARNER PORTAL – PLEASE FIND ATTACHED INSTRUCTIONS.

You may also watch the following video to assist you in the logon process.
https://player.vimeo.com/video/114616565

We have number of support resources available to you to assist you during your time with TAFE Western. These include:

- Student Portal Guide
- Moodle Student Orientation Guide
- Our Library Staff who are there to help
- Yourtutor, our online study support service and
- A range of other services including Aboriginal and Torres Strait Islander support services, counselling and career services, services for students with disabilities, outreach services and the NSW Government provided study assist.

Course Details and Resources
Please refer to the table below for your course details, Moodle links and Moodle enrolment keys.
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Unit Name</th>
<th>Unit Code</th>
<th>Link to Moodle Unit</th>
<th>Moodle Enrolment Key</th>
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