

# Moodle

## Modular Object-Oriented Dynamic Learning Environment

<b>Description</b>	<p>Moodle is a Learning Management System (LMS) that is a software application used to facilitate learning in an online environment. This platform can be used in a variety of ways to administer courses, to provide learning content, monitor learner participation and progress and assess learner outcomes.</p> <p>Moodle can be downloaded to your own server for free or can be purchased from a Moodle hosting service with administrative support. Moodle features support evidence gathering to demonstrate continuous improvement in pre-accredited and accredited training.</p> <p>Moodle is the preferred LMS for higher education providers including VET and the use of Moodle in pre-accredited training facilitates the pathway to further education.</p> <p><b>This checklist identifies:</b></p> <ul style="list-style-type: none"><li>▪ The skills needed by teachers to deliver courses face-to-face using course content uploaded to Moodle</li><li>▪ Skills and resources learners will require to participate in learning activities accessed in Moodle and directed by a teacher</li><li>▪ Identifies resources and support an organisation should provide to enable this teaching method</li></ul>
<b>Examples</b>	<p><b>Gippsland Connect:</b> <a href="https://gippslandlearnlocal.trainingvc.com.au">https://gippslandlearnlocal.trainingvc.com.au</a></p> <p>The Gippsland Connect Moodle has several pre-accredited and accredited courses that have been created and uploaded to Moodle and can be used to deliver training face-to-face and some can be delivered fully online.</p> <p>For more information contact: Kathryn Mathews <b>Email:</b> <a href="mailto:kattm@buchanneighbourhoodhouse.onmicrosoft.com">kattm@buchanneighbourhoodhouse.onmicrosoft.com</a></p>
<b>Resources</b>	
<b>Teachers</b>	Resources Page 6 - 7
<b>Learners</b>	Self-assessment Checklist Page 4
<b>Organisation</b>	Resources Page 6 - 7

## Teacher Self-Assessment Checklist – Moodle

To facilitate learning using Moodle content in the classroom and face-to-face, you will need basic computing skills and some knowledge of the Moodle environment.

Use this checklist to identify the skills you have and the skills you need to develop to successfully facilitate learning using Moodle content in the classroom.

E Skills	Yes	No	Not sure
<b>Moodle</b>			
I have a basic skill level or above in Information Technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can enter a URL into an Internet browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate between tabs in an internet browser	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can sign into the Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate the Moodle environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create and change my personal profile in Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can effectively use communication tools linked to Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can moderate discussion forums	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can access assignments for grading and provide feedback online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can upload files to Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can add activities and resources to a Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can search for and review learning materials such as Youtube videos for currency and accuracy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can access information to ensure copyright law as it relates to text, images, video, sound recordings, artistic works and music	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Help</b>			
I know who to contact and how to contact them for support with Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Organisation Self-Assessment Checklist – Moodle

When you decide to use Moodle as a learning management system, you will need to identify requirements to support teachers and learners as you introduce this system.

Use the checklist to identify the minimum requirements to introduce Moodle to your organisation.

E Skills	Yes	No	Not Sure
<b>Moodle</b>			
We have access to a hosted and supported Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have staff who can administer the Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have or can purchase learning content to be uploaded to the Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have staff who can load and modify course content in the Moodle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We know where to source Moodle training and support when we need it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Resources</b>			
We can provide teachers and students with access to computers/laptops connected to the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We regularly maintain computers and laptops including up-dating software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have up-to-date internet security software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and learners have access to internet and online policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teachers and learners have access to 'How to Guides'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We can provide teachers and learners with external storage devices such as a USB Flash Drive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Help</b>			
We can access technical support for equipment and software issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Learner Self-Assessment Checklist - Moodle

You will need some computer skills to complete course work in the Moodle. Use the checklist below to help identify your skills and any areas that you need to develop.

E Skills	Yes	No	Not sure
<b>Computer</b>			
I can start a computer and shut it down properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can navigate toolbars, windows, menus and dialogue boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use the minimise, restore and maximise buttons to resize windows	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use the keyboard to enter information into the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can find applications on the computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create, name and save files to a specific location on my computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can save files and folders to a USB memory stick	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can create and name folders to manage my files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Internet and Email</b>			
I have access to the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can enter a URL into an internet browser address bar to access a web page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use the Internet browser's navigation tools to go back, forward and to switch between tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can login to a webpage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have access to an email account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can send and receive emails with attachments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Help</b>			
I know how to contact my teacher when I need assistance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Action Plan			
Actions		Due Date	Completed
Action 1			
Action 2			
Action 3			
Action 4			
Reviewed By:		Date:	

## Resources

### About Moodle FAQs

A comprehensive list of frequently asked questions which provides an overview of Moodle.

[https://docs.moodle.org/28/en/About\\_Moodle\\_FAQ#What\\_do\\_my\\_students\\_need\\_to\\_know\\_before\\_using\\_Moodle.3F](https://docs.moodle.org/28/en/About_Moodle_FAQ#What_do_my_students_need_to_know_before_using_Moodle.3F)

### What is Moodle - Explained as Lego

A visual overview of the Moodle learning management system.

<http://www.slideshare.net/moodlefan/what-is-moodle-explained-with-lego-presentation>

### Moodle More than a repository for your resources

An overview of the different ways that Moodle can be used to manage learning.

<http://www.slideshare.net/sandrapintopires/best-ways-of-using-moodle?related=1>

### Moodle Sandbox Demo

This site allows you to experiment and explore the Moodle environment in different roles. You can practice using the various tools available within Moodle to create and administer courses.

<http://demo.moodle.net/>

### VET Content

A collection of Toolboxes that can be modified and embedded into Moodle. Some are free and some are available for a cost.

<https://nationalvetcontent.edu.au/share/page/user/guest/dashboard>

### How to get Moodle

Gippsland Connect Moodle is hosted by eWorks. Training support is provided to staff using the Moodle and technical support is also available.

<http://eworks.edu.au/service/tvc>

## 21st Century Skills online course

This course is self-paced and delivered fully online. It is designed for teachers and develops digital literacy skills which can be used in blended delivery and e-learning. It offers the opportunity to develop content in a Moodle environment.

Gippsland Connect Moodle <http://gippslandlearnlocal.trainingvc.com.au/>

## Videos

Videos can be used to provide visual and audio experiences and are easily added to the Moodle environment.

8 tips to use Youtube effectively

[http://elearningindustry.com/8-tips-effectively-use-youtube-in-elearning?utm\\_source=feedburner&utm\\_medium=twitter&utm\\_campaign=Feed%3A+ElearningIndustry+%28eLearning+Industry+-+The+Top+eLearning+Articles+-+Post+your+eLearning+article%21%29](http://elearningindustry.com/8-tips-effectively-use-youtube-in-elearning?utm_source=feedburner&utm_medium=twitter&utm_campaign=Feed%3A+ElearningIndustry+%28eLearning+Industry+-+The+Top+eLearning+Articles+-+Post+your+eLearning+article%21%29)

*Teacher tube* is a free, education-based community for sharing instructional videos and content for teachers and students.

<http://www.teachertube.com/>

*Youtube* is a free video sharing community which is open to everyone.

<https://www.youtube.com/?gl=AU>

*Vimeo* is a free video sharing community which has the option of purchasing a Vimeo Pro account to access more features.

<https://vimeo.com/help/basics>

## Copyright Law

When creating learning activities for a Moodle environment, you need to ensure compliance with copyright law as it relates to text, images, video, sound recordings, artistic works and music.

*The Australian Copyright Council* is an independent, not for profit organisation which represents peak bodies for Australian artists and content creators.

<http://www.copyright.org.au/>

*Smartcopying* is the official guide to copyright for schools and TAFEs in Australia and is managed by the National Copyright Unit.

<http://www.smartcopying.edu.au/copyright-guidelines/copyright---a-general-overview/1-1-what-is-copyright->

*Creative Commons* licences provide a simple standardised way for individual creators, companies and institutions to share their work with others on flexible terms without infringing copyright. The licences allow users to reuse, remix and share the content legally.

<http://creativecommons.org.au/learn/licences/>

## Gippsland Connect Wiki

The checklists are available for download here:

<http://gippslandlearnandconnect.acfe.vic.edu.au/Project+Templates>