

# MOODLE BASICS COURSE SYLLABUS

## Instructor Statement

This course is designed to be a self-paced course, aimed principally at teachers who are new to Moodle LMS. The overall course time should be between 8 and 12 hours in length, depending on the complexity of the course you wish to create. The modules are designed to be taken in sequential order.

At the end of each module, there is an assignment that builds upon the previous assignment and should result in a complete useable and teachable course, containing end of module quizzes and assignment for your students.

Your instructor is Polly Watt, who is a Moodle Teacher Trainer and Moodle Administrator. You can contact your instructor via email on [pollywatt@me.com](mailto:pollywatt@me.com)

## Technology Proficiencies and Requirements

To follow this course, you will need an internet enabled computer or tablet and access to your institution's Moodle site, or a free subscription to [MoodleCloud](#). It would be useful to have a basic understanding of Microsoft Office or equivalent and an understanding of .pdfs.

## Schedule of Instructional Events

The Moodle Basics Course is a self-paced course that will take between 8 – 12 hours depending on part on the complexity of the course that you are creating.

## Course Learning Outcomes

At the end of this course, you will be able to:

1. Structure a course on Moodle using their chosen format (topics, weeks, tiles etc)
2. Add documents and files to Moodle (word, pdf, video, audio)
3. Add an assignment to Moodle
4. Use the course parameters to add conditions to an assignment
5. Create and add groups on Moodle to your group project

6. Create a group project
7. Create and add a marking grid to Moodle
8. Create a question bank with appropriate sections
  - Create and add multiple choice questions to the question bank
  - Create and add drag and drop questions to the question bank (2 methods)
  - Create and add true and false questions to the question bank

**Before you start creating your course, you should:**

- Identify your audience and understand their objectives, as well as ascertaining their prior knowledge level.
- Plan the summative assessments and the formative assessment that you are planning to use to evaluate their learning.
- Construct your course while thinking about the clarity, logic, chunking of information and organization. The course should follow a clear logic, enabling learners to build up a solid base of knowledge.
- Be careful not to overwhelm students with information. Help your learners identify information that they "need to know" from information that is "nice to know". Add an extra reading section for any information that falls into the "nice to know" category.

At the beginning of your course, you should be sure to include the course objectives and how they will be assessed.

At the end of each module, you will be expected to complete an assignment, which links to the course learning objectives. A link to your module assignment should be posted on the chat in each module. When all the assignments have been completed you will have created a short course on Moodle.

Your instructor statement should give the learners an idea of how the learning process is structured including schedule, communications modes, types of activities, and assessments. These features are often found in the course syllabus.

Look for some or all of the following:

- The course schedule (self-paced, following a set calendar, etc.)
- Course sequencing, such as a linear or random order

- Types of activities the student will be required to complete (written assignments, online self-tests, participation in the discussion board, group work, etc.)
- Course calendar with assignment and test due dates
- Preferred mode of communication with the instructor (email, discussion board, etc.)
- Preferred mode of communication with other students
- Testing procedures (online, proctored, etc.)
- Procedure for submission of electronic assignments

### **Moodle Basics Course Schedule**

Pre-course assignment: Introduce yourself and add a photo.

**Assignment 1:** Set up a course with 4 appropriately labelled sections or topics

**Assignment 2:**

- Add documents to course topics, using drag and drop and upload methods
- Add videos
- Add links to relevant material for your course

**Assignment 3:** Add an assignment to each of their topic sections

**Assignment 4:** Configure their assignments so that they:

- Are completed with a certain time frame
- Run sequentially
- Can only be completed once the previous assignment has been completed

**Assignment 5:** Create groups and groupings.

**Assignment 6:** Convert one assignment into a group project.

**Assignment 7:** Create, edit, and add a marking grid to all assignments

**Assignment 8:**

- Create sections in the question bank that correspond to the courses, topics and quizzes
- Create 10 multiple choice questions
- Create 10 drag and drop questions
- Create 10 true and false questions

**Final Assignment:**

- Create a quiz with appropriate parameters
- Add questions for the question bank

**Your course will be evaluated on its:**

- Course overview and introduction - be clear about the organization of your course, and what is expected of learners doing the course. Is your course entirely online, blended, face-to-face or a mixture of them? Remember to introduce yourself and give learners a way to introduce themselves too.
- Learning objectives - these should describe the expected outcomes of the course and how they will be measured.
- Assessments - these should measure the learning taking place and provide feedback to learners.
- Resources and Material - should be appropriate and support the stated learning objectives.
- Learner interaction - activities should help learners reach the course objectives and learning outcomes.
- Accessibility - this is often neglected in courses - remember that some learners may need extra help "seeing" and "hearing" your course, so don't neglect picture descriptions and subtitles etc
- Learner support - tell learners how they can contact you. Give links to tutorials and resources that can help with questions related to research, writing, technology etc.

**Grading Policy**

- Discussion Activities

During the course, you will design and develop your course content projects to demonstrate an understanding of course content. You will post your progress weekly for review by others doing the course and by the course manager. These are graded components and worth 20% of your grade.

Your contributions to the posts of other people to the module discussions account for 10% of your grade.

- Knowledge Checks/Review

There are 2 Knowledge Checks, one in the module Basic Course Parameters and one at the end of the course. You need to achieve 70% in both quizzes. You can retake them as often as you like. These are graded components and worth 10% of your grade.

- Final Course

The short course you create combines all the elements shown in the Moodle Basics Course. This is a graded component and worth 60% of your grade.

## Late Policy

As the course is to be worked through at your own pace there are no penalties for late work. Any work submitted will be graded after midnight on Saturday.

## Feedback

Throughout the course, you can evaluate the materials used by clicking on the icons next to the titles of the material.



Module Name	Module Objectives	Assignments
Pre-Course Work		Introduce yourself and add a photo
Module 1 Course Structure	Structure a course on Moodle using instructors chosen format	Set up a course with 4 appropriately labelled sections or topics

Module 2 Adding Resources	Add documents and files to Moodle topics (word, pdf, video, audio)	Add documents to course topics, using drag and drop and upload methods Add videos Add links to relevant material for your course
Module 3 Assignments	Add an assignment to Moodle	Add an assignment to each of their topic sections
Module 4 Assignment Parameters	Use the course parameters to add conditions to an assignment	Configure their assignments so that they: <ul style="list-style-type: none"> <li>• Are completed with a certain time frame</li> <li>• Run sequentially</li> <li>• Can only be completed once the previous assignment has been completed</li> </ul>
Module 5 Groups	Create and add groups on Moodle to your group project	Create groups and groupings within the course.
Module 6 Group Projects	Create a group project	Convert one assignment into a group project.
Module 7 Marking Grids	Create and add a marking grid to Moodle	Create, edit, and add a marking grid to all assignments
Module 8 Question Bank and question	Create a question bank with appropriate sections <ul style="list-style-type: none"> <li>• Create and add multiple choice questions to the question bank</li> <li>• Create and add drag and drop questions to the question bank (2 methods)</li> <li>• Create and add true and false questions to the question bank</li> </ul>	<ul style="list-style-type: none"> <li>• Create sections in the question bank that correspond to the courses, topics and quizzes</li> <li>• Create 10 multiple choice questions</li> <li>• Create 10 drag and drop questions</li> <li>• Create 10 true and false questions</li> </ul>
Final Module Quizzes & Tests	Create an end of module knowledge assessment quiz for each module with up 5 questions. Create a summative quiz to assess overall topic knowledge.	Create a knowledge assessment quiz for each course topic and a final course knowledge acquisition evaluation.

Capstone Project	<p>Capstone Project</p> <p>Post a link to your completed course. Your course should include:</p> <p>An introduction section containing an introduction, course overview, learning objectives and learner support.</p> <ul style="list-style-type: none"> <li>• A minimum of 4 topics</li> <li>• Each topic should have appropriate materials and documentation (video, audio, documents)</li> <li>• Each topic should contain an assignment</li> <li>• One topic should contain a group assignment</li> <li>• Each topic should contain an end of topic quiz</li> <li>• The course should have a question bank with at least: <ul style="list-style-type: none"> <li>• 10 multiple choice questions</li> <li>• 10 drag and drop questions</li> <li>• 10 true and false questions</li> </ul> </li> <li>• There should be an end of course quiz</li> <li>• Your course should be fully accessible to learners</li> </ul>
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## References:

<http://hpdn.education.nmsu.edu/files/2013/07/on-line-course-design-rubric-.pdf>

University of Massachusetts Amherst Moodle Support Articles, Updates 2021, <https://www.umass.edu/it/support/moodle>