



# BINDURA UNIVERSITY OF SCIENCE EDUCATION

## CENTRE FOR EDUCATIONAL TECHNOLOGY INNOVATION AND DESIGN

### Moodle Basics

#### Accessing Moodle Virtual Learning Environment

To access the Moodle Virtual Learning Site go to [elearning.buse.ac.zw/8043/moodle](http://elearning.buse.ac.zw/8043/moodle)

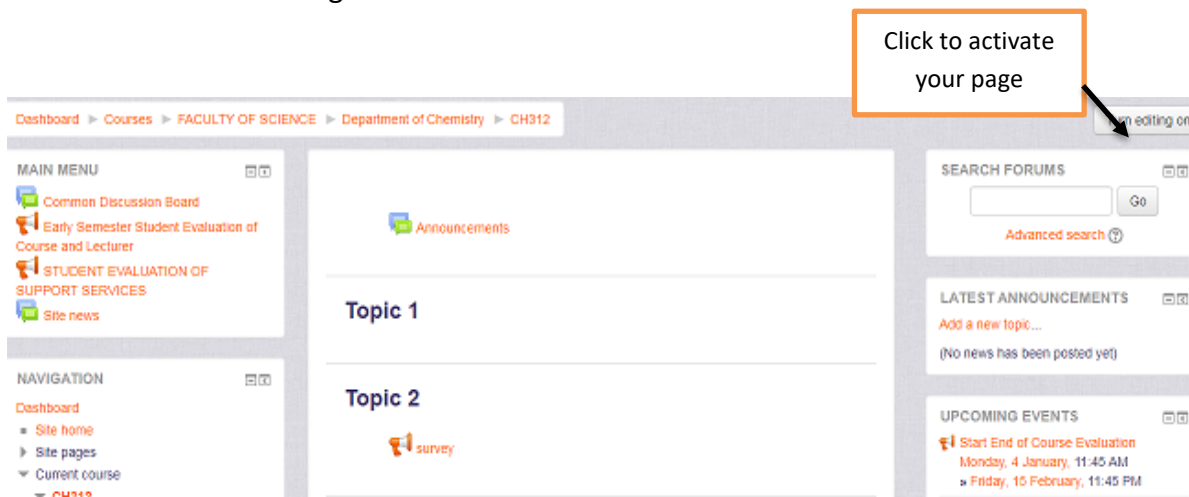
1. Log in using your Moodle account details. (If you do not have an account , call +263782708532 or visit F13 or F15 FSE Complex)
2. After logging in you will find yourself on the [Moodle Virtual Environment](#) home page your Courses on Moodle are under Course Overview and also Under the Navigation

block under **MY COURSES** 

### Working on your Site:

To work on a course choose the course that you want to work on from your list of courses

1. On the Course Page

















The screenshot shows a Moodle course page for 'CH312' in the 'Department of Chemistry'. The page layout includes a breadcrumb trail at the top, a left sidebar with 'MAIN MENU' and 'NAVIGATION', a central content area with 'Announcements', 'Topic 1', and 'Topic 2', and a right sidebar with 'SEARCH FORUMS', 'LATEST ANNOUNCEMENTS', and 'UPCOMING EVENTS'. An orange box highlights the 'in editing on' button in the top right corner, with an arrow pointing to it and the text 'Click to activate your page'.

## ADMINISTRATION



### ▼ Course administration

-  Turn editing on
-  Edit settings
-  Course completion
- ▶ Users
-  Filters
- ▶ Reports
-  Grades
-  Gradebook setup
-  Outcomes
- ▶ Badges
-  Backup
-  Restore
-  Import
-  Publish
-  Reset
- ▶ Question bank
-  Competencies
-  Recycle bin

You can also turn edit on in the Administration block to the bottom left of your course page

2. Your Course page is now active with icons that will allow you to add resources and activities and edit the Course Page

Edit 

 Add an activity or resource

### a. Lecturer Information/ Introduction Section

The first section can be used for the course overview or to give a Welcome message and/or lecturer details as shown in the example:

## Welcome Note and Course Overview Edit

### Lecturer details

Miss T. Chikerema

email\_ID: tchikerema@buse.ac.zw or tchikerema@gmail.com

Mobile: +263 777960404

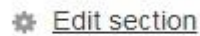
skype Name: tchike2012

Dear Student,

I would like to take this opportunity to welcome you to the course **e-Learning Management Systems (PC511)**. I will be your e-Tutor throughout the journey in this module. I hope you will see me as your academic partner and personal guide to the course and continue to stay in touch with me as you progress through the learning process. In the absence of F2F interaction, emphasis in this course is on e-tutor and/or peer assistance and feedback through the discussion forum and e-mails. Participation in the discussion forums is required but can be completed in a flexible manner. You will be expected to critically analyze the topics in this course by participating in the ongoing discussions.

To add the message and/or details to your Course Site

Edit

 Edit section

1. Click Edit button You will get the Summary of General Page

Option, which will take you

## Summary of General

### General

This icon will show more buttons that you can use

Section name

Use default section name [General]

Summary

Type in your details, course description or welcome message

Unticking the box will allow you to change the name of the Section, you can type in a new Section Name e.g Welcome

1. Click the Save Changes button

Save changes

at the bottom of the

Summary Page

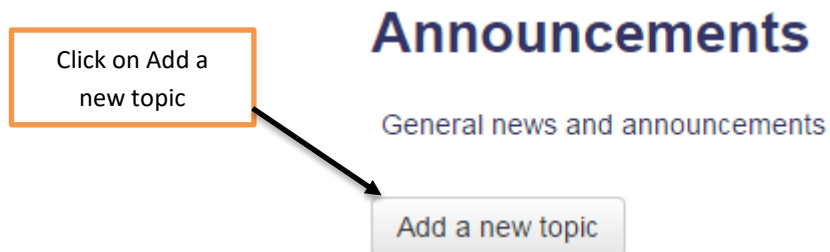
### **b. The News Forum/ Announcement tool**

This tool allows you to post announcements to your students on your Course page which will be sent directly to your students' email and they can also access it on the Course page.

To post an announcement:



On the Announcement page:



1. A new page will open, Add the Subject/Title of the announcement then the Announcement in the text boxes

Post to forum

2. Scroll to the bottom of the page and Click

To go back to your Course page click on your Course Code to the top left side of the News Forum/Announcement page

*Note: Moodle gives you 30 minutes of editing just in case you have made a mistake or want to make any adjustment to the announcement before the message is published*

### **c. Uploading Resources**

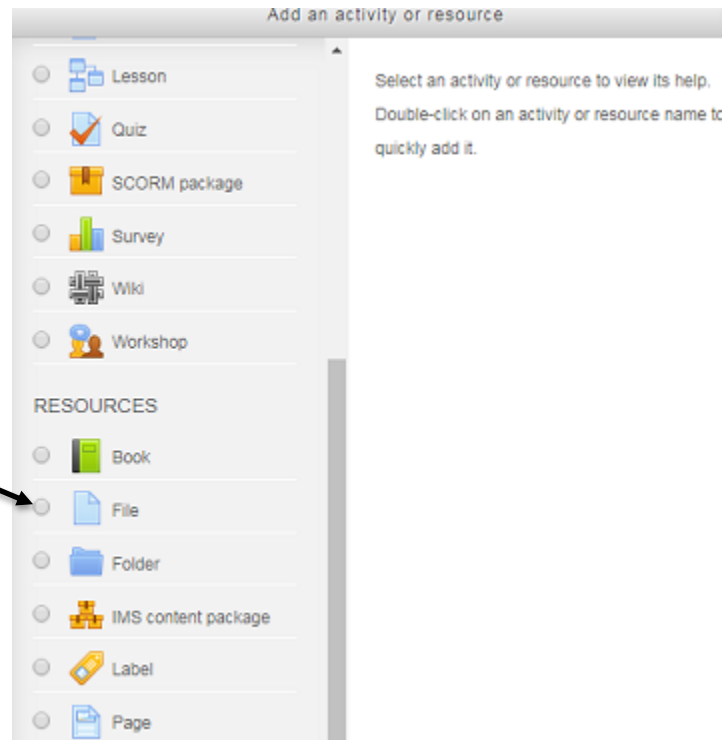
To upload resources such as articles, notes, power point presentations etc....

**+ Add an activity or resource**

1. Click on **+ Add an activity or resource** to the bottom left of each topic section

You will get the Add Resource or Activity Window:

2. Scroll to the bottom of the window to the Resources Section



Choose file and Click Add at the bottom of the Window

3. On the Adding a New File Page:

Type the name of the file e.g. E-learning Notes

Name\*

Description

Rich text editor toolbar with icons for text formatting (bold, italic, font size), lists, links, unlink, image, video, and document. Below the toolbar is a large text area for the description.

Display description on course page ?

In the **Select Files** Box Click the icon to the extreme left,

Select files

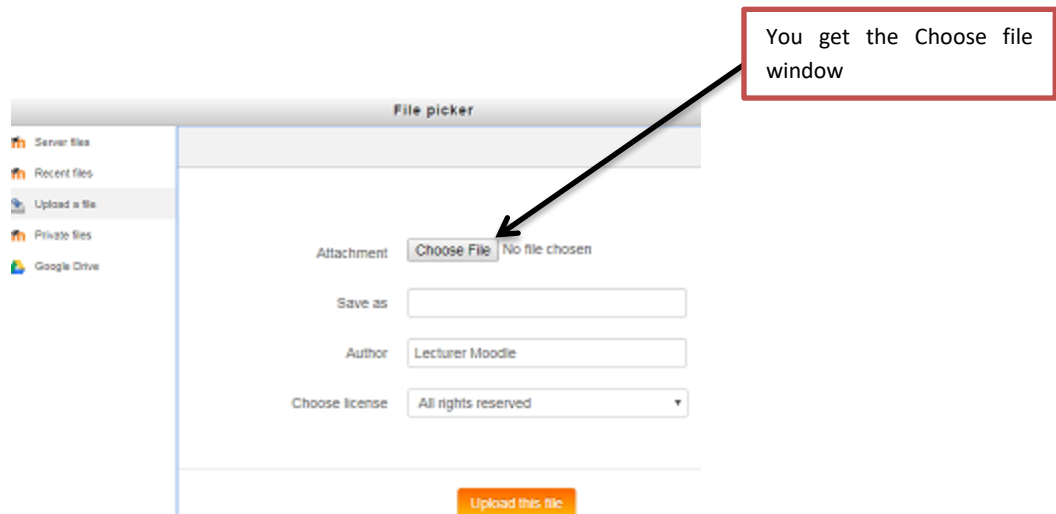
Maximum size for new files: 2MB

File picker interface showing a toolbar with icons for file selection and a list of files below.

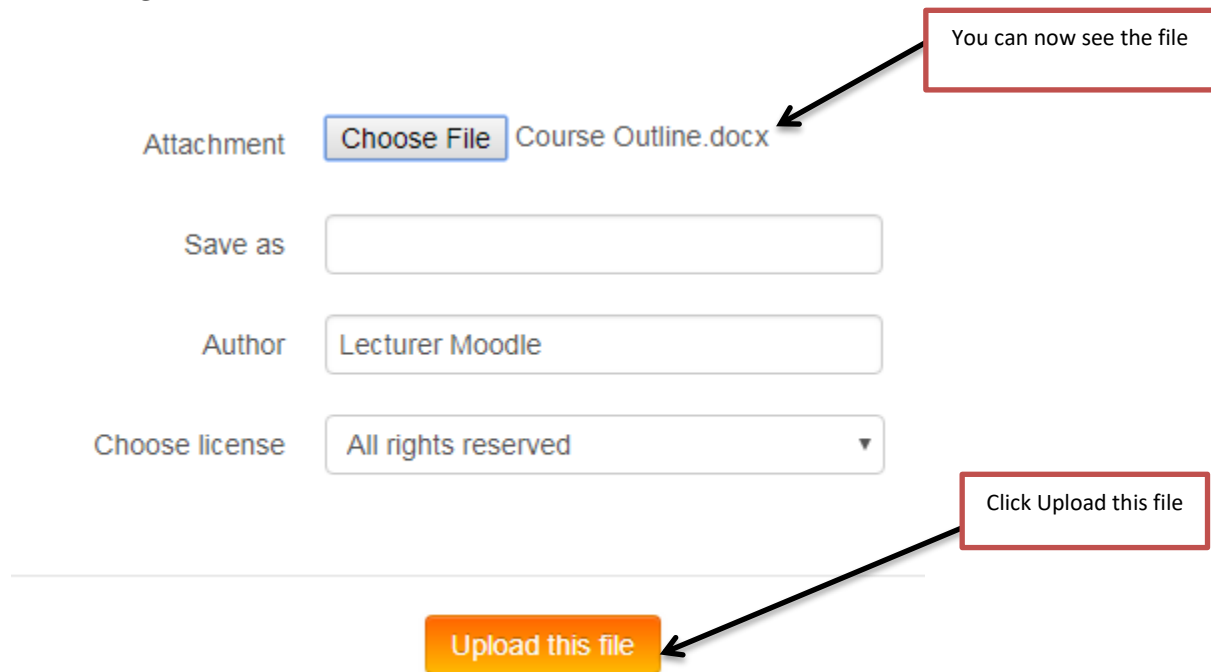
You are now on the File Picker Page:

Choose Upload a File

File picker interface showing a list of options: Server files, Recent files, Upload a file, Private files, and Google Drive. The 'Upload a file' option is highlighted.



4. Click on Choose File, which will allow you to browse for the file, choose the file



Save and return to course

5. Scroll to the bottom of the page, Click

# Use the File tool and the same procedure to upload notes, power points, articles etc... to your Course Site.

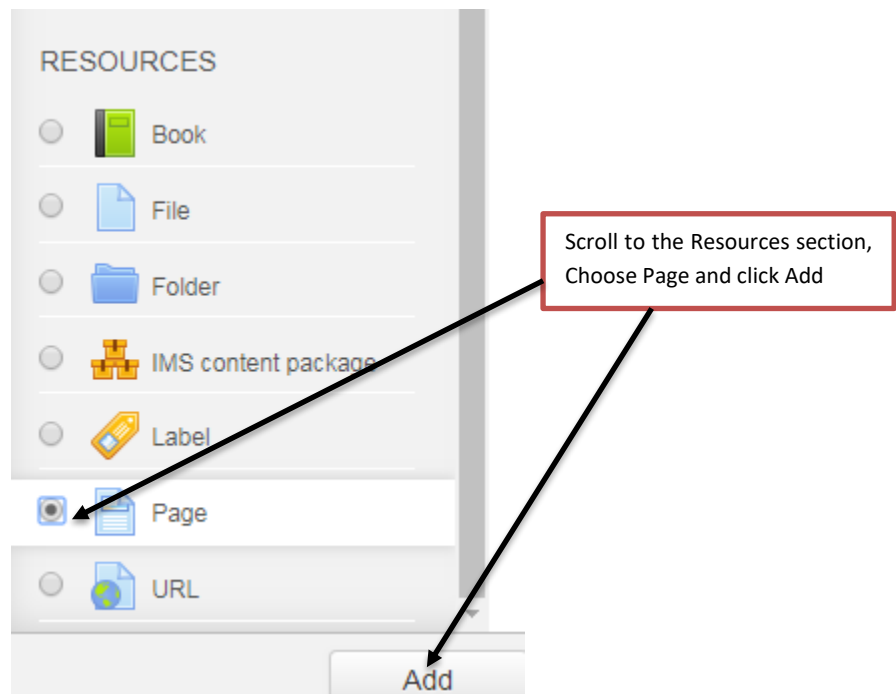
d. Using the Moodle Web Page

You can use the Page module within Moodle to create a web page resource on your Course Site, which means you can directly type your notes, questions, etc.... on the page

To add a Page to Your Course Site:

+ Add an activity or resource

1. Click the at the bottom of the Topic Section you want to add the Page,
2. On the Adding Activity or Resource pop up window ,



3. On the Adding a new Page window,



## Adding a new Page to Models of Communication

Type the name of the Page

### General

#### Name\*

Introduction to E-learning

#### Description



In the Content Box, add your text

### Content

#### Page content\*



E-learning is ...

[Save and return to course](#)

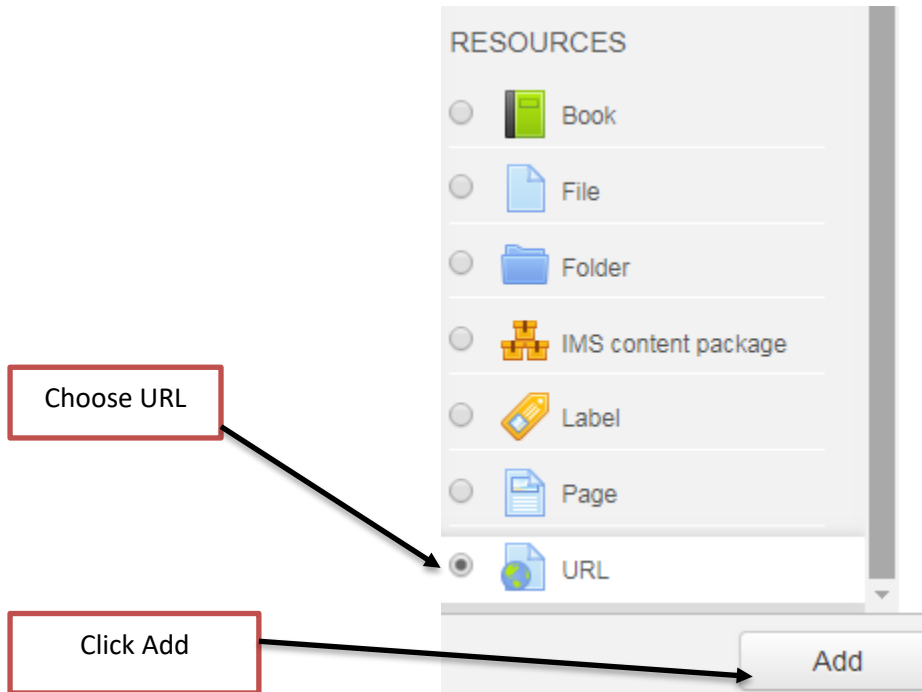
4. Once you are done Scroll to the bottom and click
- e. **Adding a Web Link to your course page**

The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as websites documents, video or images.....

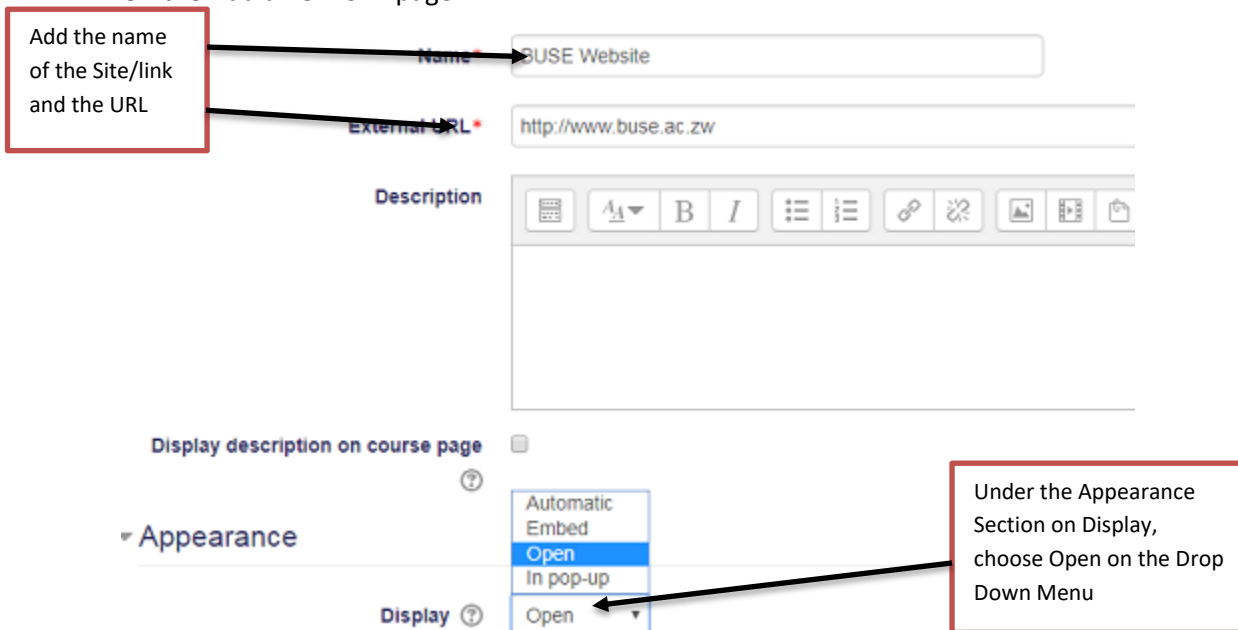
To add a link to your course:

+ Add an activity or resource

1. Click
2. On the Add an Activity or resource pop up window, scroll down to the Resources section



On the Add a new URL page:



Save and return to course

Scroll to the bottom of the page and click

### **f. Additional Information**

# To edit, delete or hide a resource or activity on your Course Site.

Use the Edit Button to the right of every tool, A Drop down Menu will give you options to manipulate the tool:

The screenshot shows a Moodle course interface. At the top, there is a section titled '+ Introduction' with an 'Edit' button. Below it is a list of resources: 'BUSE website', 'Topic 1', 'Assignment 1', and 'Quiz 1'. Each resource has an 'Edit' button. A red box highlights the 'Edit' button next to 'BUSE website', and another red box highlights the 'Edit settings' option in the dropdown menu. A third red box highlights the pen icon next to 'Topic 2'.

Click on the Edit Button to get the Drop Down Menu

Click the Pen icon on Topic to Edit the Section name. Type in a new Section name and Click Enter

*Enjoy your Moodle Experience*