



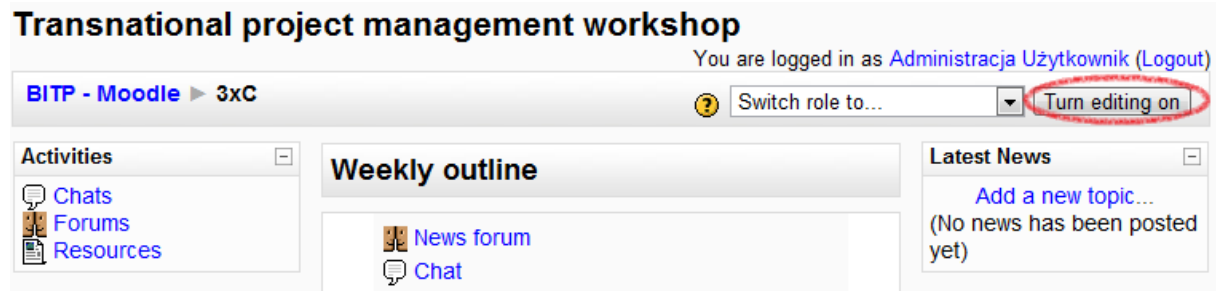
3x3 Course, administration - Moodle platform

Table of contents

How to add a new workshop?.....	3
How to add a resource?	4
Text page	5
Web page	6
Link to a file or a web site.....	7
How to add an activity?.....	7
Editing course section	9
How to add new SME representative?.....	11
How to create tandems?	13



To edit 3xC course first click “Turn editing on” button.



Transnational project management workshop

You are logged in as [Administracja Użytkownik](#) ([Logout](#))

BITP - Moodle ▶ 3xC

Switch role to... **Turn editing on**

Activities

- Chats
- Forums
- Resources

Weekly outline

- News forum
- Chat

Latest News

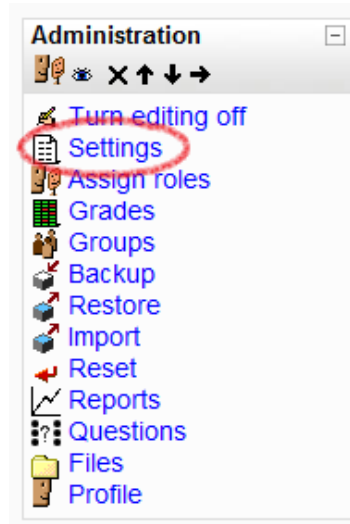
[Add a new topic...](#)
(No news has been posted yet)

Now you can edit all course components, you can also add a new resources or activities to the course.





How to add a new workshop?


1. Choose “Settings” from Administration menu.





2. Change value for position “Number of weeks/topics”. Now this value = 10, to add 1 workshop change it to 11, to add 2 workshops change it to 12 etc.


Format  Weekly format


Number of weeks/topics  10


Course start date  June 2010


Hidden sections  sections are shown in collapsed form

News items to show  5

Show gradebook to students 

Show activity reports 

Maximum upload size 

Is this a meta course?  this course already has normal enrolments.

3. Click “Save changes” button.

How to add a resource?

To add a new resource use “Add a resource...” drop down list.

Weekly outline

News forum → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Chat → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

6 June - 12 June
Course office

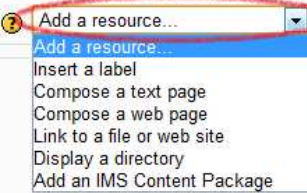
Course information → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Course Schedule → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Contact course moderator → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Contact course technician → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺

Noticeboard → ⌵ ⌶ ⌷ ⌸ ⌹ ⌺


 Add a resource...
 Add a resource...
 Insert a label
 Compose a text page
 Compose a web page
 Link to a file or web site
 Display a directory
 Add an IMS Content Package

Add a resource... Add an activity...



Moodle supports a range of different resource types that allow you to include almost any kind of digital content into your courses. These can be added by using the add a resource dropdown box when editing is turned on.

A Text page is a simple page written using plain text from a link in the course. Text pages aren't pretty, but they're a good place to put some information or instructions. If you are after more options for your new page then you should be thinking about adding a Web page and making use of Moodle's WYSIWYG editor.

Of course the resource may already exist in electronic form so you may want to link to an uploaded file or external website or simply display the complete contents of a directory in your course files and let your students pick the file themselves. If you have an IMS content package then this can be easily added to your course.

Labels allow you to add more information between activity or resource links in your course.

Text page

1. From the course main page, click the "Add a resource..." drop-down menu within the topic you wish to add a text page.
2. You'll be taken to a page labelled "Adding a new Resource to topic x."
3. You must type a Name for the text page. This is what your students will click on, so have it make some sense.
4. Add a summary (optional). The summary is displayed on the Resources index page.
5. Type your text in the Full text box. You can paste text from MS Word or any other location. A number of formatting options are available to help turn your plain text into nice-looking web pages.
6. Choose whether you want this resource to open in the same window or a new one. If you choose New Window, you can choose what attributes the new window will have. Make sure you allow the window to be resized and scrolled, otherwise your students might not be able to read the bottom of the page!
7. Choose if you want to hide or show this to students.



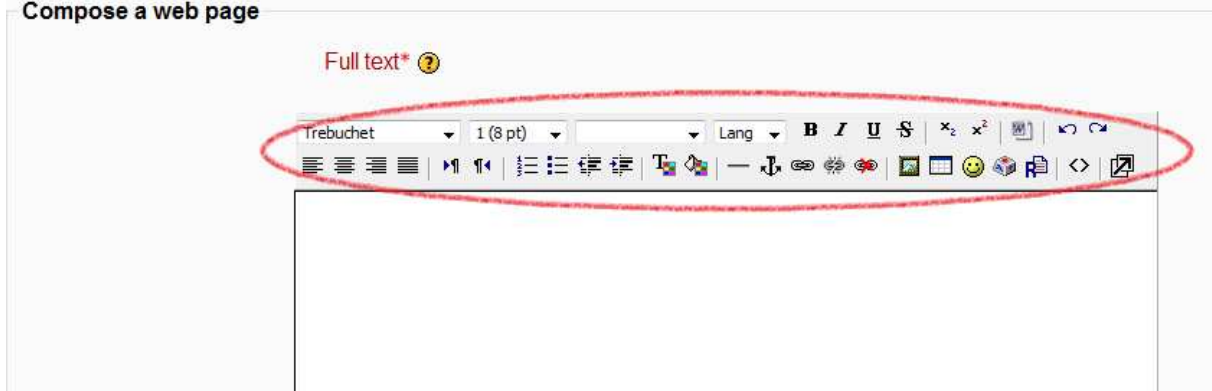
8. Once you've made your choices, click on the "Save Changes" button. You will be see a preview of what your new resource looks like.

Web page

1. From the course main page, click the "Add a resource..." drop-down menu within the topic you wish to add a web page
2. You'll be taken to a page labelled "Adding a new Resource to topic x."
3. You must type a Name for the web page. This is what your students will click on, so have it make some sense.
4. Add a summary (optional). The summary is displayed on the Resources index page.
5. Enter (type or paste) your text in the Full text box.

TIP: Note that if your browser offers you the HTML editor's WYSIWYG edit tools you can toggle back and forth between text and HTML source modes. The HTML mode can be especially useful in cleaning up glitches in the text display. The enlarge editor window can also be very useful when you have a lot of text to work with.

Compose a web page



6. Choose whether you want this resource to open in the same window or a new one. If you choose New Window, you can choose what attributes the new window will have. Make sure you allow the window to be resized and scrolled, otherwise your students might not be able to read the bottom of the page!
7. Once you've made your choices, click on the "Save Changes" button. You will be see a preview of what your new resource looks like.



Link to a file or a web site

Although it's easy to generate content directly in Moodle, you can also upload any type of electronic file you like. All you need to do is make sure your students can access it with the appropriate software on their computers.

Once you've added a file to your files area, you can easily add it as a resource for your students.

1. In Editing Mode, select "Add Link to File or Web Site" from the Resource menu from the content block where you want to add the link to the file.
2. On the Edit page, click the "Choose or upload a file" button. A new window will pop up with the files area directory structure.
3. Find the file you want to add in the files area. You can also upload a new file here if you'd like.
4. On the right side of the files list, you will see a "Choose" link in bold. Click that link. The Files window will close, and the path to the file will be entered into the file name.
5. You can choose to display the file in a new pop-up window. Most of the time, you won't need to worry about this with uploaded content.
6. The name of the resource will now be an active link in the content block.

How to add an activity?

There are a number of robust interactive learning activity modules that you may add to your course with the "Add an activity" drop down menu. If you wish, some or all of these activities can push information to a course gradebook.

configured to allow students to edit, add, or rate entries.

Surveys and Databases are also very powerful additions to any course.














If all of that isn't enough for you then you can also add any number of contributed modules that are not part of the official Moodle release!

Editing course section

To add or alter activities or resources you must use the "Turn editing on" button on the course homepage. The same button will also turn editing off. Similarly, the "Turn student view on" button allows the teacher to see the course page as a student would see it.

To add items to a section, you will use the pull down boxes for activities and resources.


When editing has been turned on, a variety of editing icons appear next to all editable objects in the course. Icons may look different because of your Theme.

Icon	Effect	Icon	Effect	Icon	Effect	Icon	Effect
	Edit item	 *	Close/Hide item		Delete/Remove		Move (up/down)
  *	See all weeks/topics	 *	Open/Show Item		Indent/shift right	 	Move here
 *	See one week/topic		Help				Make Current (highlight) week/topic

TIP: Some icons toggle (*). For example, the open eye indicates that the resource is visible to students, while clicking it changes it to a closed eye, making it invisible to students.



15 August - 21 August

New Workshop 

→

Label - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→

Label - level 2 ← → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Text page - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Text page - level 2 ← → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Web page - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Web page - level 2 ← → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Link - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Link - level 2 ← → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Directory - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→

 Directory - level 2 ← → ⌵ ⌶ ⌷ ⌸ ⌹

→

 IMS Content Package - level 1 → ⌵ ⌶ ⌷ ⌸ ⌹

→



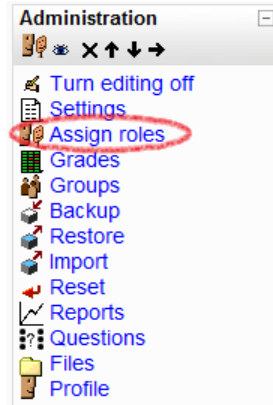
Add a resource...



Add an activity...

How to add new SME representative?

1. Choose "Assign roles" option in Administration menu.



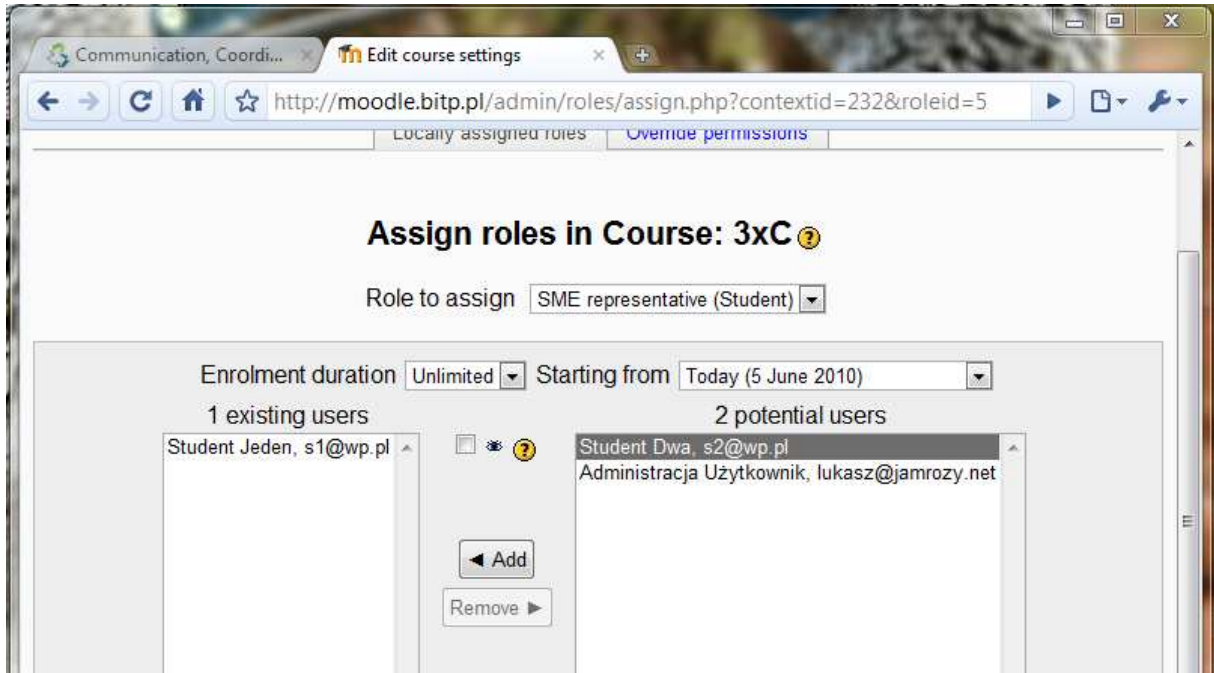
2. Open "SME representative" link.

Assign roles in Course: 3xC ?

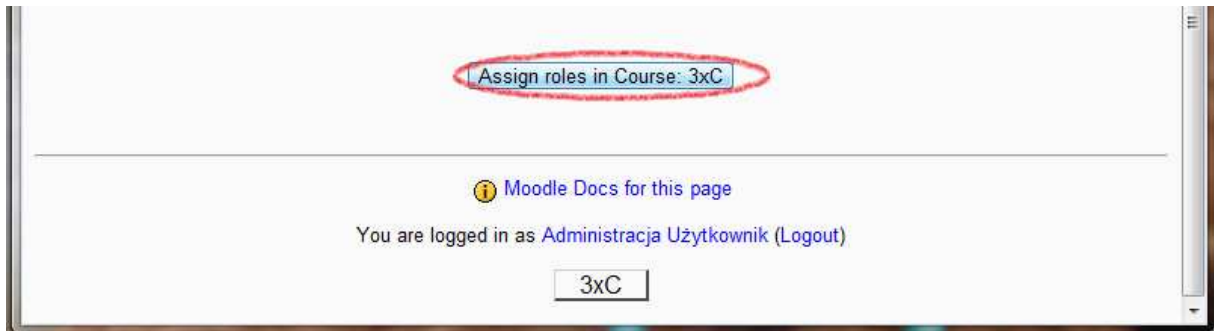
Roles	Description	Users
Administrator	Administratorzy mogą robić wszystko we wszystkich kursach w obrębie serwisu	0
Autor kursu	Autorzy kursów mogą tworzyć nowe kursy i być w nich nauczycielami	0
Moderator (Prowadzący)	Prowadzący mogą robić wszystko w kursie, np. zmieniać składowe czy oceniać studentów	0
Nauczyciel bez praw edycji	Nauczyciele bez praw edycji mogą uczyć w kursach i oceniać studentów, ale nie mogą wprowadzać zmian edycyjnych.	0
SME representative (Student)	Studenci mają z zasady mniej uprawnień w kursach.	1 Student Jeden
Gość	Goście mają niewiele uprawnień i przeważnie nie mogą nigdzie nic wpisywać.	0

3. Then you can add and remove role for users. If you want to add few users at one time select them with "ctrl" key. To save your users click "Assigning roles in Course: 3xC".

This project has been funded with support from the European Commission under the Lifelong Learning Programme. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

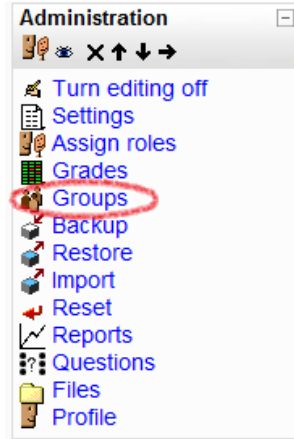


...



How to create tandems?

1. Choose “Groups” option from Administration menu.



2. To create a new group use “Create group” button.

Group name*

Group description

Enrolment key Unmask

Hide picture

New picture (Max size: 64MB) Nie wybrano pliku

3. To add users to the group, choose group name by clicking on her in the Groups box and then click "Add/remove users".

3x3 Groups

Groups:

Members of:
New group (0)

New group (0)

No activity group (0)

Tandem DE - DE 1 (0)

Tandem DE - GR 1 (0)

Tandem DE - GR 2 (0)

Tandem DE - GR 3 (0)

Tandem DE - GR 4 (0)

Tandem DE - GR 5 (0)

Tandem DE - NL 1 (0)

Tandem GR - PL 1 (0)

Tandem GR - PL 2 (0)

Tandem GR - PL 3 (0)

Tandem GR - PL 4 (0)

Tandem GR - PL 5 (0)

Tandem PL - DE 1 (0)

Edit group settings

Add/remove users

Delete selected group

Create group

Auto-create groups

4. Then add SME's to the selected group. After that click "Back to groups" button.

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Add/remove users: New group

Existing members: 1 Potential members: 1

Existing members	Actions	Potential members
SME representative Student Dwa	Add Remove Add	SME representative Student Jeden (0)