

## MOODLE: EDITING & ENHANCING – CHECKLIST OF HANDS-ON PRACTICE TASKS

### Completing Your Syllabus

1. Update the course outline
  - ☐ Visit the Course Outline book in your sandbox and update as much of the information about your practice course on the individual chapter pages as you can
2. Change schedule dates
  - ☐ Visit the Schedule page in your sandbox and make some updates to the table
3. Edit the readings & resources
  - ☐ Edit the two readings pages in the course outline book in your sandbox, adding in new resources for your practice course
  - ☐ Create links to each reading that open in a new tab of your browser

### Setting Tone and Climate

4. Create an introductions forum
  - ☐ Put the forum into your sandbox
  - ☐ Fill out the forum description to give guidance to your students as to what kinds of introduction posts you'd like them to make
  - ☐ Put a post in your introductions forum as if you were introducing yourself to your real students
5. Create and post a welcome video
  - ☐ Create a welcome video that is under two minutes in length
  - ☐ Create a label in your sandbox course that will hold the video
  - ☐ Embed the video in the label in your course so that students can play the video right from the course page
6. Complete your Moodle profile
  - ☐ Complete one or two paragraphs of your Moodle profile
  - ☐ Upload a current photo headshot of yourself to your profile
7. Create a cafe forum
  - ☐ Put a cafe forum into your sandbox
  - ☐ Fill out the forum description to give guidance to your students as to what kinds of conversation you expect in the cafe and if you as the instructor will be participating in it or not

### Editing Existing Course Items

8. Edit a unit notes book
  - ☐ Edit the chapters of your sandbox Unit 1 Notes book
  - ☐ Move chapters around
  - ☐ Add new chapters or sub-chapters
  - ☐ Hide and show chapters or sub-chapters
  - ☐ Delete new chapters or sub-chapters
9. Edit an item title
  - ☐ Change the title of an item (resource or activity) using the pencil icon method
  - ☐ Change the title of an item using the Edit Settings method
10. Move an item or section
  - ☐ Move a resource or activity to another location in the course
  - ☐ Move a section to another location in the course

11. Duplicate an item
  - ☐ Duplicate any resource or activity in your sandbox
12. Create a link
  - ☐ Create a link anywhere in your sandbox that opens internally in your sandbox
  - ☐ Create a link anywhere in your sandbox that opens externally outside of your sandbox
13. Hide and show an item
  - ☐ Hide and show any resource or activity in your sandbox

### **Adding New Content**

14. Add a folder
  - ☐ Add a folder somewhere into your sandbox
  - ☐ Put more than one file into it
15. Add a page
  - ☐ Add a page somewhere in your sandbox
  - ☐ Put some content in the page
  - ☐ Use the text editor to make headings and other formatting changes on the page.
  - ☐ If you get really bold, try inserting an image or a video!
16. Upload a file
  - ☐ Add a file somewhere into your sandbox
17. Add a URL
  - ☐ Add a URL resource somewhere in your sandbox. Your URL can go to any outside resource, such as a website, a web-based document, or a web-based video
18. Add an image
  - ☐ Choose or add a resource where you can insert your image: a Moodle Page, Book or Label
  - ☐ Search for an image to embed in the resource you chose (see below for ideas of where to search) and save it to your computer
  - ☐ Add the image

### **Creating Engaging Activities for Students**

19. Add a wiki activity
  - ☐ Add a wiki into your sandbox
  - ☐ Add some instructions to the description section of the wiki (i.e. the top part) - what are the students supposed to do when they add content to the wiki? how will they collaborate with each other and what will they build?
  - ☐ Practice editing within the wiki itself
  - ☐ Want to challenge yourself? Add multiple pages to your wiki.
  - ☐ Want to challenge yourself even more? Don't use the Moodle Wiki at all, but set up a Google Doc (which is another wiki tool), and insert the link to it into your course as a URL. (See the Adding New Info lesson in this unit for how to add a URL if you haven't come across it yet.)
20. Add a Choice poll
  - ☐ Add a Choice poll into your sandbox
  - ☐ Fill out the content of your choice poll - how are you going to engage your students with this poll? What are you trying to elicit from them?

21. Add a chat activity

- ☐ Add a Chat activity to your sandbox
- ☐ If you'd like, arrange to meet someone in your Chat activity at a specified time so you can try it out synchronously

22. Add a Glossary

- ☐ Add a Glossary activity to your sandbox
- ☐ Add a description to the Glossary so your students know what the glossary is all about, and what it's intended for
- ☐ Add a few entries to the Glossary

23. Add a Zoom room

- ☐ Add a Zoom room to your course
- ☐ If you'd like, arrange to meet someone in your Zoom room at a specified time so you can try it out synchronously

**Assessing and Getting Feedback**

24. Add an assignment

- ☐ Add an assignment activity
- ☐ Add a description to the assignment (If you'd like a challenge, link back to the assignment description in the Course Outline within the description if you wish! It should open in the same window.)
- ☐ Set the due date for the assignment

25. Add a quiz

- ☐ Add a quiz activity
- ☐ Add the description to the top part of the quiz
- ☐ Add a few questions to the quiz (Tip: keep this simple - Quiz can be a real time-taker!)

26. Add a Feedback activity

- ☐ Add a Feedback activity somewhere in the course
- ☐ Add the description to the top part of the Feedback activity
- ☐ Add a few questions to the Feedback activity