Scholar Overview – Making Your Course "Work" for You!

To get us started….

- Initial page of a new course looks something like this…
- Turn editing on!
  - Upper right corner
  - You will now have options you did not have before ☺

> ● Turn editing on

> 🔊 News forum
>
> August 28 - September 3
>
> September 4 - September 10

Customizing Your Scholar Page

- **Overall site layout**
  - Settings….edit settings…format…then select your format:
    - Weekly (by week)
    - Topics (by specific topics)
    - Social format (starts with a discussion)
    - SCORM format (way of packaging documents and directly collecting results)
    - *YT: Pick one for your course*
  - Can also change:
    - Text format (more on this)
    - Course layout (How many sections per page)
    - Number of sections
    - Course start date (often important for EWG!)

> Moodle auto format ⌄
> SCORM format
> Format ❓ Social format
> Course layout ❓ Topics format   on one page ⌄
> Number of sections 16 ⌄ Weekly format
> Course start date ❓ 18 ⌄ May ⌄ 2013 ⌄

> 🔊 News forum ✏ ➜ ✛ ✍ × ✖ 👁 🔒 👥
> 🔊 Social forum ✏ ➜ ✛ ✍ ×2 ✖ 👁 🔒 👥

> **Topic 1**
> ✍

- **Adding or editing text**
  - Let's start by adding a title to the course
  - Edit summary (hand w/pencil)
  - Defaults to "Moodle auto format"
    - Can't change color, font size etc.
    - Can change it with each item (but need to change, exit, and select again) OR
    - Change it for the entire course under settings ☺
  - Change to HTML
  - Now you can add text and modify color, font size, layout etc.
 - *YT: Add a title to your course*

> ☑ Use default section name

> HTML format
> Moodle auto-format
> Plain text format
> Markdown format

> ccess

- **What do those other buttons do??**

  - **Edit title of any item you have added to your page**
    - For example, you could change "News Forum" into "Course Announcements"

  - **Change the indent**
    - Stagger various types of items to make them easier to group and follow

  - **Move items**
    - Move any item within a section or to another section of the course

  - **Duplicating an item**
    - Select x 2
    - Drag the duplicate to where you want it…make any changes!

  - **Deleting items**
    - Use the red X to delete any items you no longer want

  - **Close items**
    - Keep items out of view from students by closing the eye

  - **Groups**
    - Designate groups for a particular item

  - **Assign roles**
    - Assign roles for a particular item
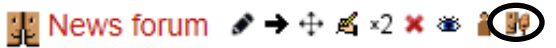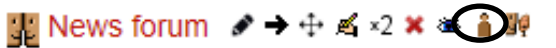
- *YT: Try out the buttons!*

- **What about the section-level buttons??**

  - Hide everything in a section at once with the eye

  - Use the lightbulb to highlight a particular section as "current"

Adding "Stuff" to Your Scholar Page:

- For most of these additions, start in a section with: **+Add an activity or resource**
- Add activity or resource…select the one you want from the list

Add an activity or resource
ACTIVITIES
○ Assignment
○ Chat
○ Choice
○ Database
○ External Tool
○ Feedback
○ Forum
○ Glossary
○ HotPot
○ Lesson
○ Quiz
○ SCORM package
○ Survey
○ WeBWorK Problem Set
○ Wiki
○ Workshop
RESOURCES
○ Book
○ File
○ Folder
○ IMS content package

Select an activity or resource to view its help.
Double-click on an activity or resource name to quickly add it.

Labels

- Helps you to organize sections of your course
- Under Resources…Label…Add
- Add text and format
- ***YT: Add a label to your course***

Forum

- Depending on the course structure Forums come as defaults
  - News Forum and/or Social Forum (Use these as general announcement areas for your course)
- But Forums are also great for online discussion
- Under Activities…Forums…Add
- Give it a name and description (display description on page?)
- Lots of options! Subscription mode; grade; how ratings work; groups, etc.
- Done!
- ***YT: Add a Forum to your course***

Websites

- Under Resources…URL…Add
- Give it a name and description (display description on page?)
- Go to the website you want to use
- Copy the URL or web address and paste it under…Content…External URL
  - OR you can go find a link from a repository
- Select how you want the link to display
  - Embed, open in a new window, etc.
- Done!
- ***YT: Add a website to your course***

Documents

- Under Resources…select File…Add
- Give it a name and description (display description on page?)
- Add…Upload file…Browse…find the file you want…Select it…Open…Upload
  - OR…Drag and drop files from desktop or Windows Explorer
    - Note: You really only need to do the above when you have not used the file before in Scholar
  - OR…Add….Server files…for files you already have in Scholar (such as another course)…find the file you want…select this file
  - OR…Add…Recent files…for files you have used recently…find the file you want….select this file
- Give it a "save as" name if you want
- Choose license if you want (this could be a discussion all on its own!)
- Upload file
- Make any changes under options
  - Display (force download, new window, etc.)
- Done!
- *YT: Add a document to your course*

Folder

- If you have multiple related documents you can also add a folder rather than adding them individually
- Under Resources…select Folder…Add
- Add multiple files in the same way as above
- Done!
- *YT: Add a folder with at least 2 documents to your course*

Links to Articles (from Dunn)

- You can link to articles that are available electronically through Dunn Library
- When you have located an article you want students to read, copy the Permalink from the database you are using
  - This is important! Just copying the URL from an article (such as from EBSCOhost) will NOT link to the article itself!
- Paste it the same way you pasted a URL above
- Helps address copyright concerns!
- *YT: Add a permalink to your course*

Videos

- You can link videos as a URL as you did with the websites above
    - For example, to link to a YouTube video
    - Find the video you want…share….copy and paste the path as you did with a URL above
- You can link videos through the Films On Demand through Dunn Library
    - Find the video that you want…copy the Title URL… paste as you did with a URL above
- You can link to videos you created
    - For example, you can link to a video you created with Camtasia
    - Create the video, follow the instructions to download the file, then upload it as you would another document
- ***YT: Add a video to your course***

Ideas on other things to add
- Survey
- Quiz
- Wiki

Collecting Assignments

- Under Activities…Assignments…Add
- Give it a name and description (display description on page?)
- (You may want to separately attach any documents they made need to complete the assignment)
- Assignment Settings:
    - Set dates for when they can submit the assignment
    - Decide if you will allow late submissions
- Submission Settings:
    - Online text – if you want to collect a brief assignment online where students just enter text
    - File submissions – to have them upload completed assignments
        - This is the one you want if you are collecting for assessment!
        - Decide how many files and if there is a maximum size
- Feedback settings – Determine if you want an option to leave feedback on all submissions
- Select how you want to grade it (more on this later)
- Done!
- ***YT: Add an assignment to your course***

- **Need to turn in the assignment for assessment?**
  - o Once the completed assignments have been uploaded by the students…
  - o If you want to download all of them at once…
  - o Go into the assignment…View/Grade all submissions
  - o Grading action…Download all submissions
  - o It will put them all in a zip file together that you can then edit (remove the name) and then send or upload for EPCC ☺

Time Savers!!

Hiding Items vs Restricting Access
- You can hide sections or individual items in Scholar on your main course page
  - o Using the open/close eye
- But…you can also just restrict access to certain items ahead of time
- Add/edit…near the bottom select the date range you want to use to restrict access

Activity completion
- You can also set criteria to indicate whether a student has completed an assignment
  - o Checkbox next to each item on main page – helpful to students!
- You can allow them to check it manually OR
- Set specific criteria such as viewing, completing, or having an assignment graded marked "completed"

Tracking Grades in the Scholar Gradebook

- Settings…Grades
- Categories and items…Full view
- Add your categories first
  - o For example, you may want to group exams separate from assignments, etc.
  - o Add category…Give it a name…
  - o Set aggregation (sum, mean, weighted mean, simple weighted mean, etc.)
    - ▪ Here is a helpful document on aggregation http://docs.moodle.org/23/en/grade/aggregation
  - o Decide on empty grades and whether to aggregate subcategories
  - o Drop the lowest if you want!
  - o Optional to use additional settings such as total for the category
- ***YT: Add an at least one category to your course***

- o Decide how you are going to add individual items
  - o If you are collecting the item electronically on Scholar (such as an assignment or quiz) then add it first as we discussed above
    - ▪ Include the grading information including the score range and category
    - ▪ The item will become part of your Gradebook
    - ▪ Let's do an example with an assignment….
  - o If you are collecting the item in class, then you want to add it directly through the Gradebook
    - ▪ Add grade item…Give it an Item name…Grade type (value, scale, text)
    - ▪ Set min and max for the item
    - ▪ Display type (letter, percent, real/value, etc.)
    - ▪ Select the category (important!)
  - o *YT: Add two graded items to your course within the category you created above*

- When adding your categories and items….
  - o It pays to set it up the way you want it from the start!
  - o Watch your aggregation method for the categories and overall
  - o Also think about whether you want to do extra credit
    - ▪ Mark items as such and think about putting it in a category

Name	Aggregation?	Extra credit?	Max grade	Actions	Select
12/FA Criminal Justice Internship (CJ-319-B)	Sum of grades		-		All None
Exams	Sum of grades	☐	-		All None
Exam 1	-	☐	50.00		☐
Exam 2	-	☐	50.00		☐
Exam 3	-	☐	50.00		☐
Σ Category total	-		150.00		
Journals	Sum of grades	☐	-		All None
Journal 1	-	☐	25.00		☐
Journal 2	-	☐	25.00		☐
Σ Category total	-		50.00		