RETHINKe

Reform of Education THru
INternational Knowledge exchange

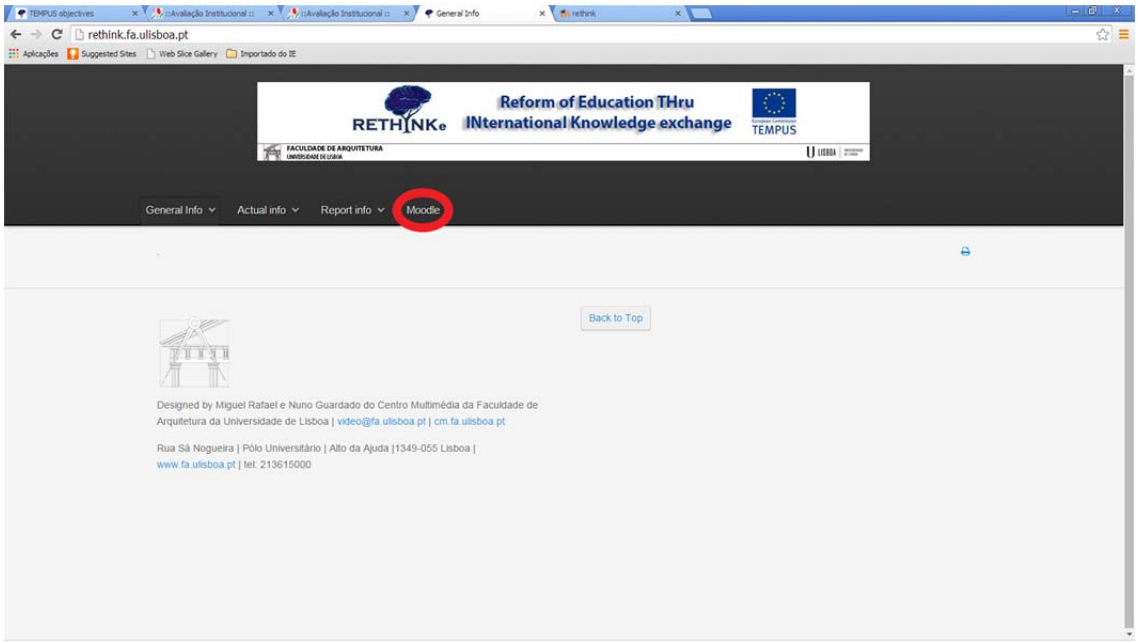
Rethink MOODLE platform - Guidelines

MOODLE platform for RETHINK

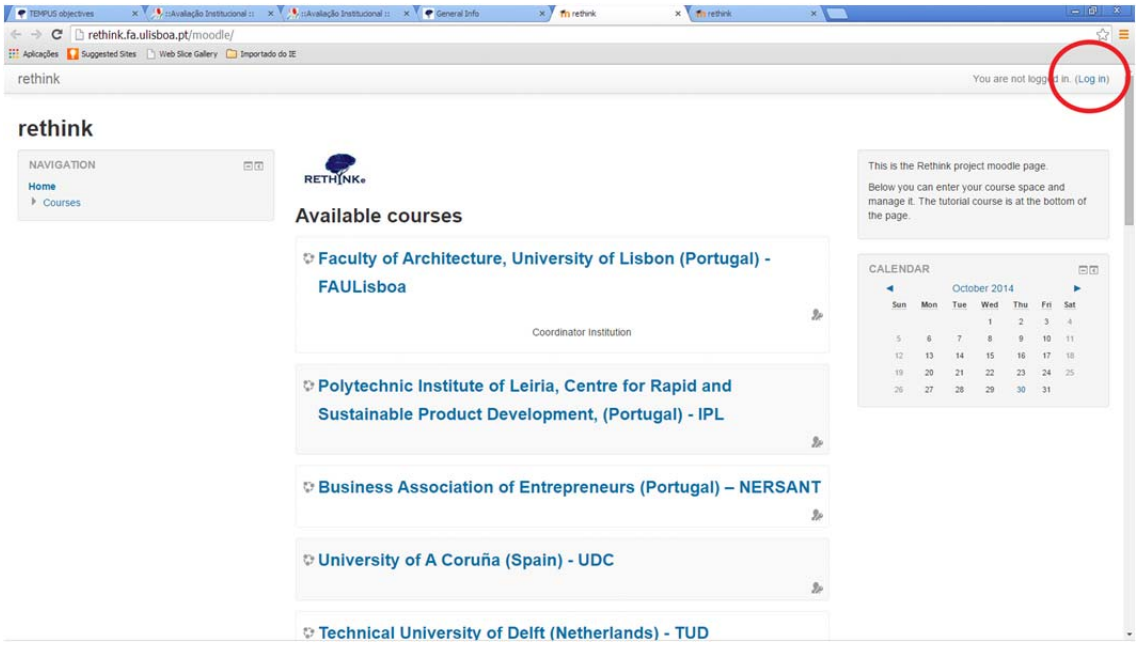
The RETHINK open source MOODLE (*Modular Object Oriented Dynamic Learning Environment*), version 2.3, is a complement to classroom training that has the capabilities of providing a wide range of content and curricular activities (abstracts, texts, power points, tests, videos, discussion forums, wikis, etc.). This tutorial is intended to give some indication to the MOODLE user teachers to supplement their lessons, helping to conveniently manipulate the resources available, although MOODLE is simple to use and has a friendly interface.

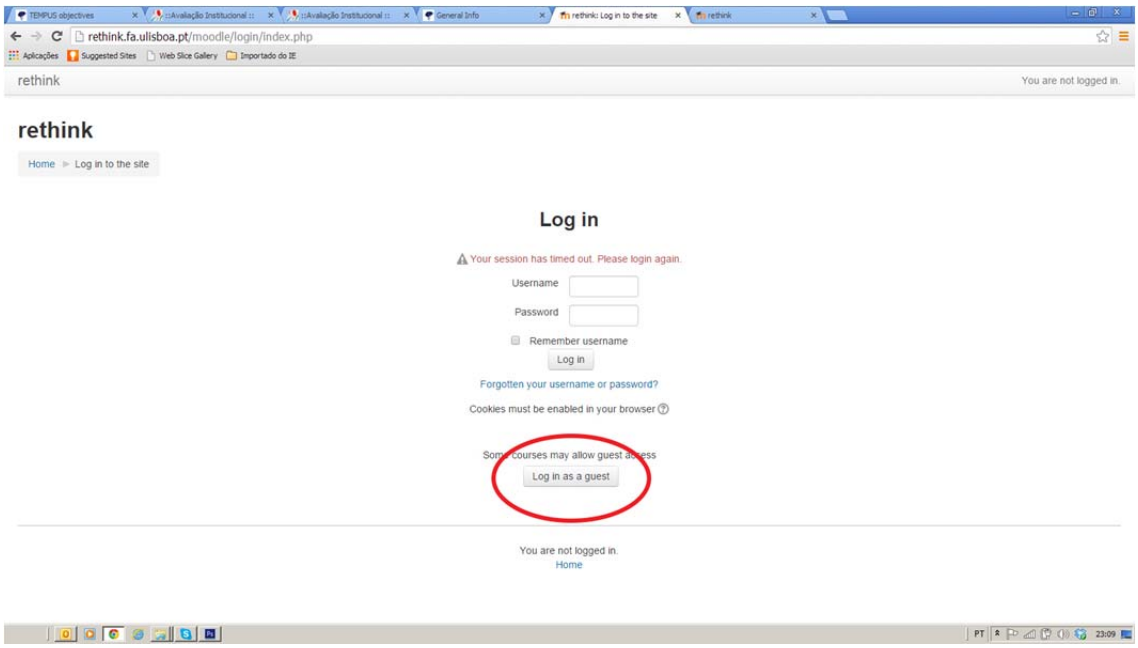
Enter MOODLE

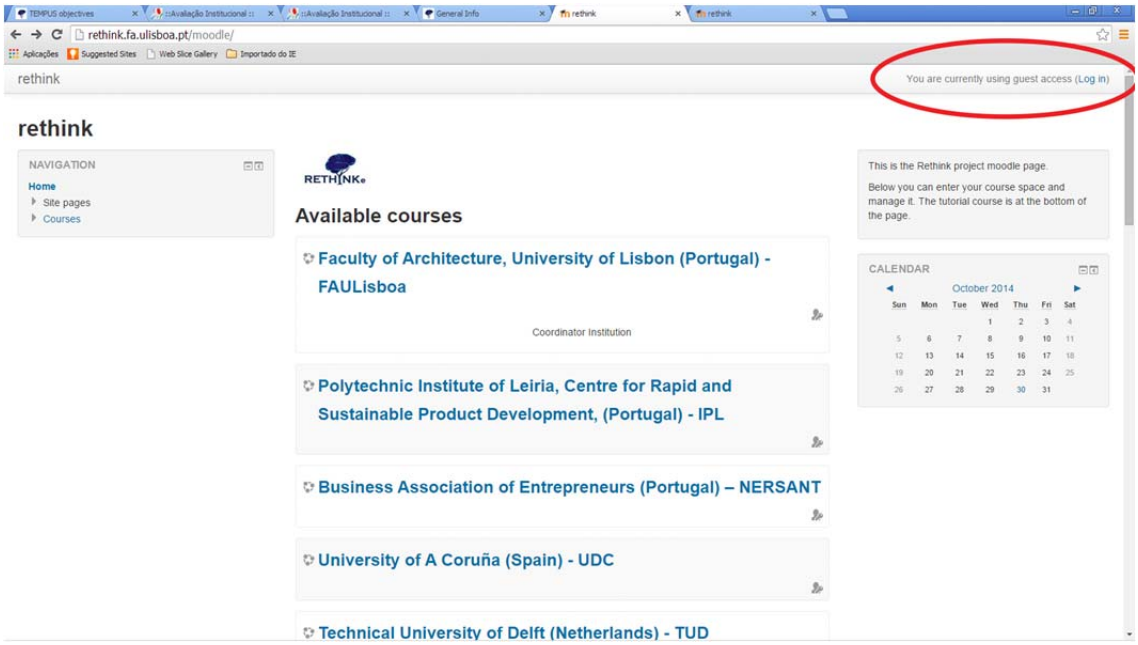
To access MOODLE type http://rethink.fa.ulisboa.pt/moodle in your browser (Figure 1)



From this page you can access MOODLE as guest without any password (Figure 2, Figure 3, Figure 4).


rethink.fa.ulisboa.pt/moodle/
rethink
You are not logged in. (Log in)
rethink
NAVIGATION
Home
Courses
Available courses
Faculty of Architecture, University of Lisbon (Portugal) - FAULisboa
Coordinator Institution
Polytechnic Institute of Leiria, Centre for Rapid and Sustainable Product Development, (Portugal) - IPL
Business Association of Entrepreneurs (Portugal) – NERSANT
University of A Coruña (Spain) - UDC
Technical University of Delft (Netherlands) - TUD
This is the Rethink project moodle page.
Below you can enter your course space and manage it. The tutorial course is at the bottom of the page.
CALENDAR
October 2014


rethink.fa.ulisboa.pt/moodle/login/index.php
rethink
You are not logged in.
rethink
Home ► Log in to the site
Log in
Your session has timed out. Please login again.
Username
Password
Remember username
Log in
Forgotten your username or password?
Cookies must be enabled in your browser
Some courses may allow guest access
Log in as a guest
You are not logged in.
Home



To access with login use the username: rethink_<*partneracronym*>

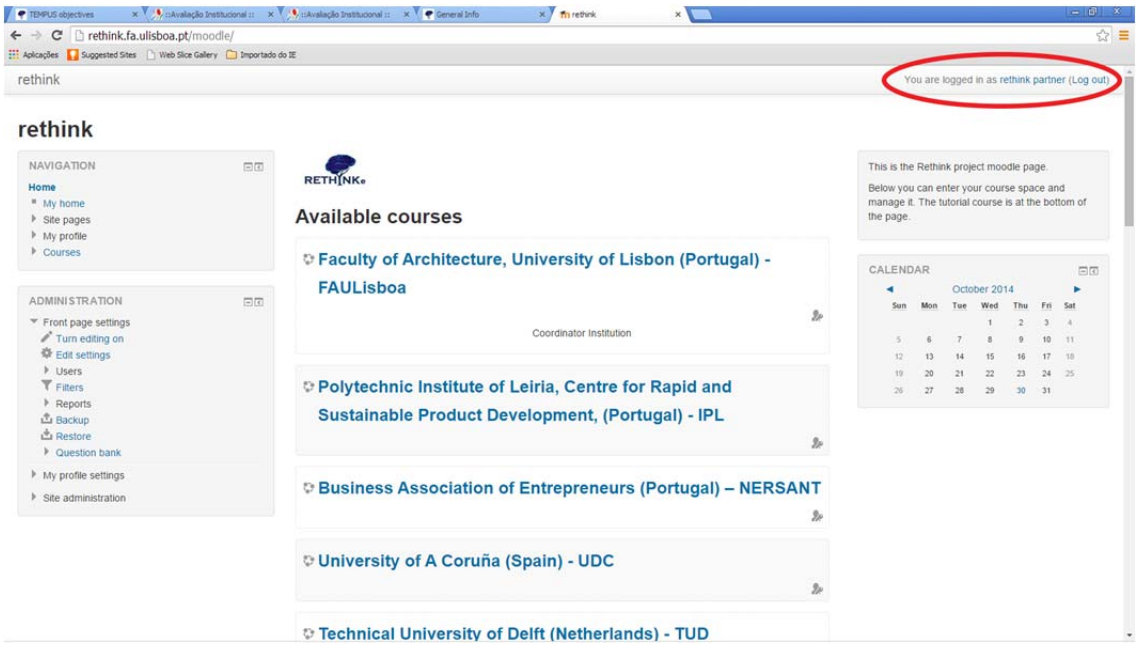
e.g.: FAULisboa will have the following username: rethink_faulisboa

and

password: P<*partnernumber*>rethink_<*PARTNERACRONYM*>

e.g.: FAULisboa will have the following password: P1rethink_FAULisboa

You will access as a Rethink Partner with permissions equivalent to teacher's permissions (Figure 5).



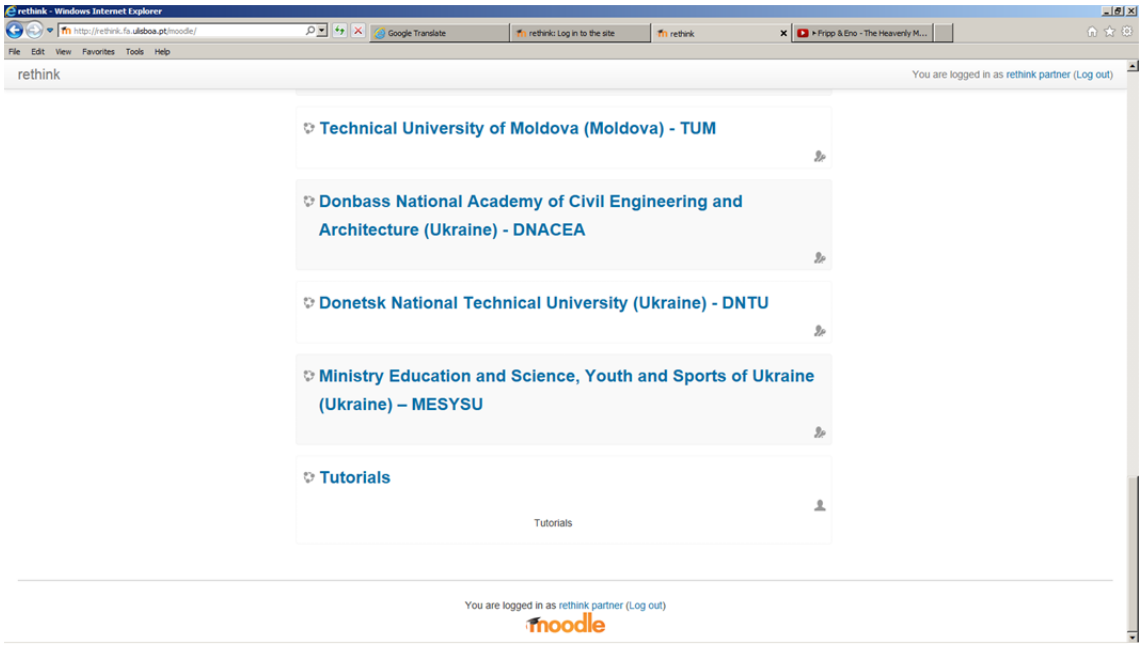
A list of available courses is displayed on screen. Each available course is in fact a rethink partner MOODLE course space.

Look for Tutorials

At the lower part of the home page you will find the Tutorial section.

Click on it and you will enter the tutorial section.

There is no password

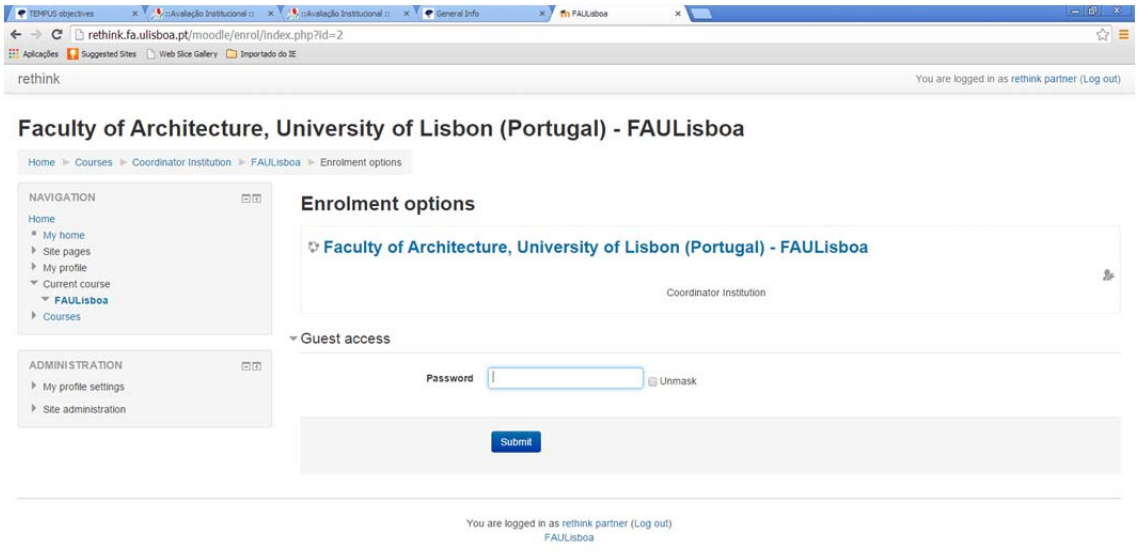


Access your partner (course) area

Access your partner area. Please remember that by default partners are called courses.

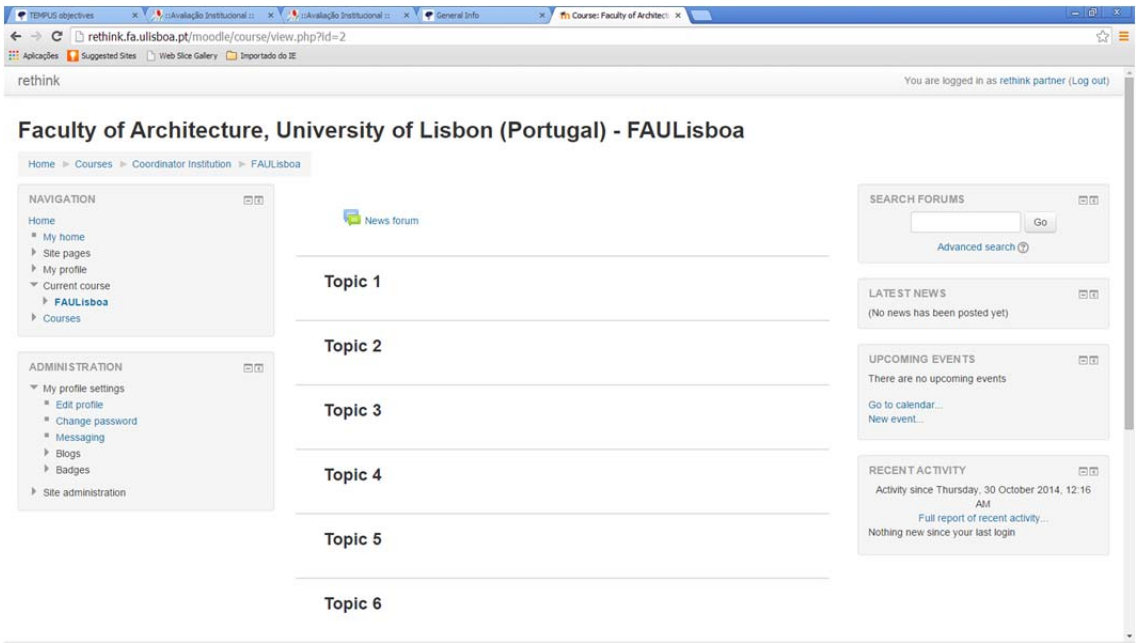
Click in your partner institution. Requests a password (Figure 6).

The password is 7624Forever

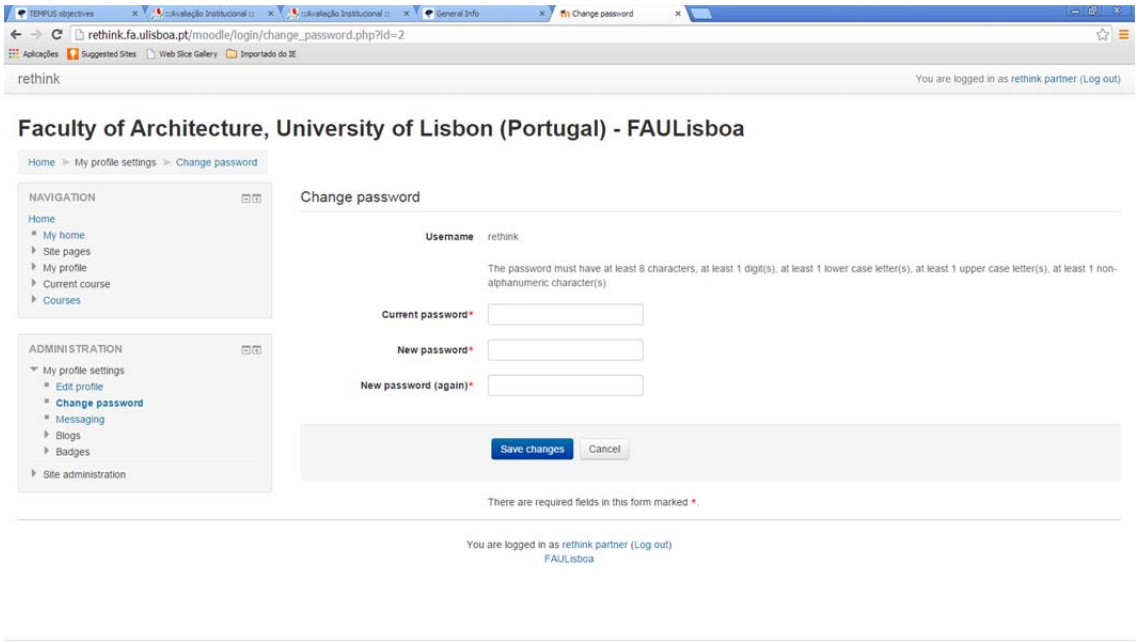


You enter your area with teacher permission. We recomend that you will imediately change your password access.

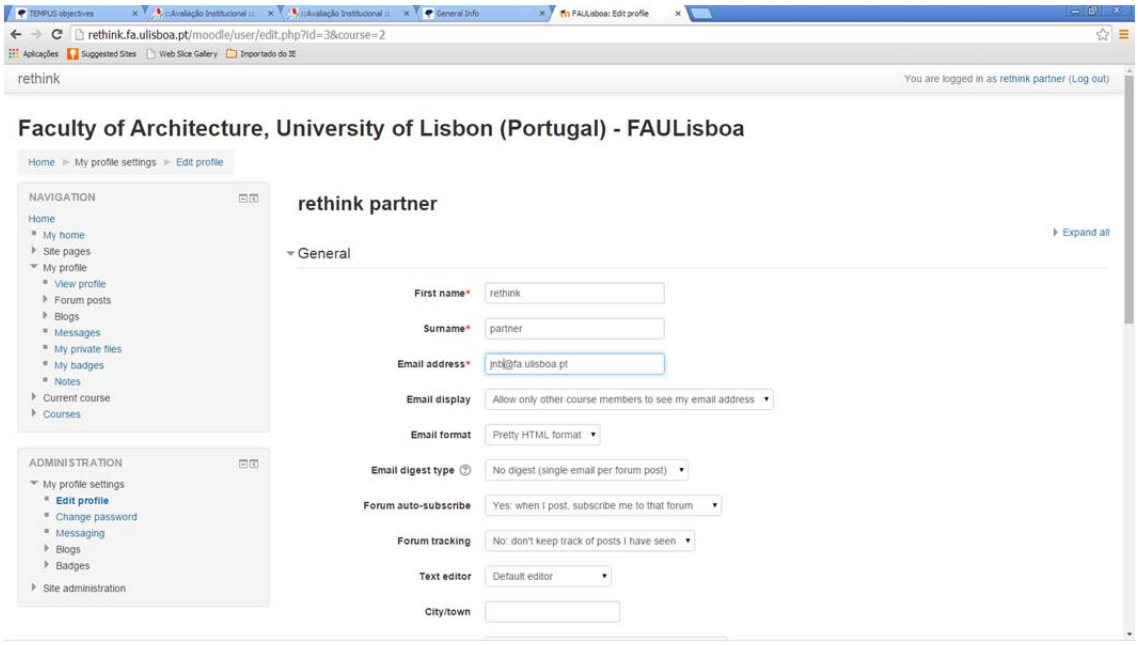
Activate the editing mode (Figure 7)



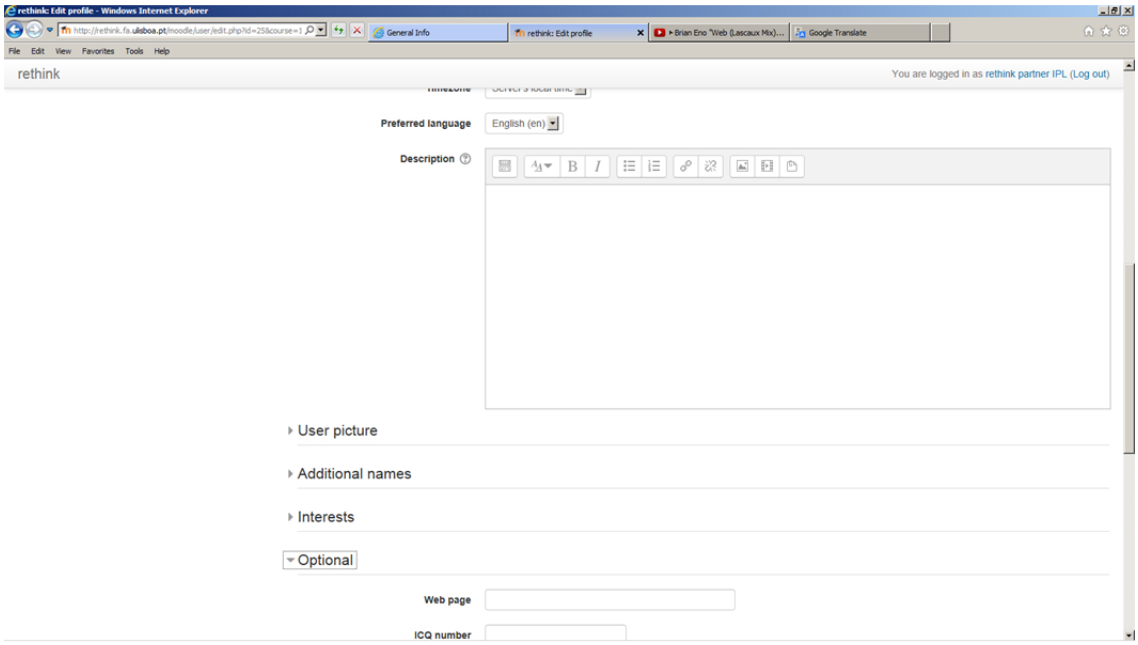
Change your password (Figure 8)



Change your e-mail address (Figure 9). Use an e-mail address where you can receive updates.



You may add other features like a description of your institution, picture representing your institution (perhaps the logo) and a link to your own web page (Figure 10).



How to organize partner/course content in Moodle

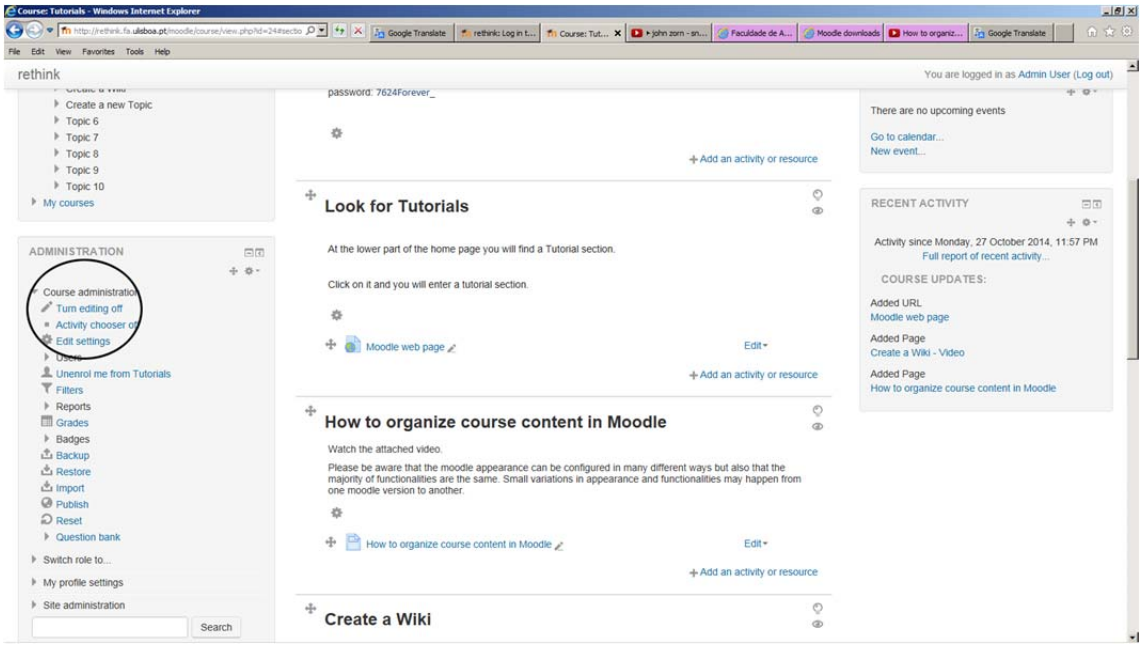
Watch the attached video in the tutorial page. Please be aware that the video considers a typical use of Moodle. In RETHINK, Moodle is used attributing a different hierarchic structure to the default programme structure. While in common situations Moodle is used within an Institution (Faculty) where a set of *Courses* or Curricular Units can have their class programme's structured along a year by defining *Topics* or *Classes* where class *summaries* as well as *activities* and *resources* can be shared or made available to the students.

In the case of RETHINK, Moodle is used one hierarchic step above. Instead of *Courses* -> *Topics* or *Classes* -> *summaries, activities* and *resourses* we have in RETHINK the following structure: **Partners**(corresponding to courses) -> **Courses** (corresponding to *Topics* or *Classes*) -> **Curricular structure** (corresponding to *summaries, activities* and *resourses*). In fact, the latter Curricular structure is the space where partners will upload the contents of each Curricular Unit by attaching files and/or other resources.

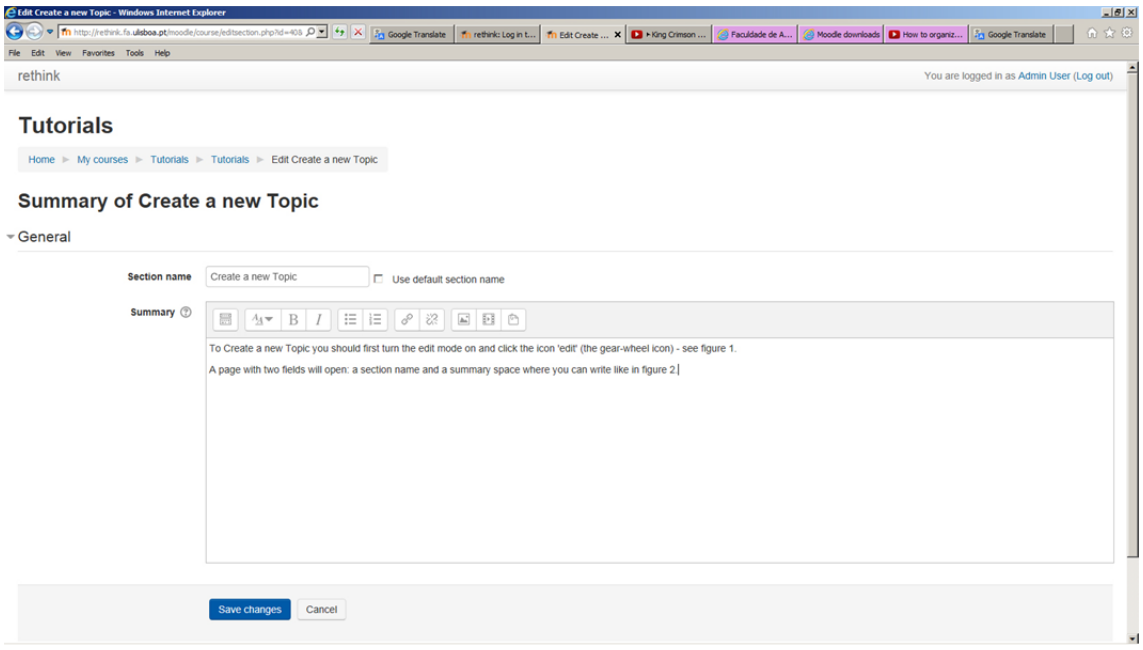
So please consider when following the video that moodle in RETHINK is used in the above mentioned structure and that the moodle appearance can be configured in many different ways but also that the majority of functionalities are the same. Small variations in appearance and functionalities may happen from one moodle version to another. In particular, partners should be advised to read *Partners* where *Courses* are mentioned and *Courses* where *Topics* are mentioned.

Create a new Curricular Unit (Topic)

To Create a new Curricular Unit (Topic) you should first turn the edit mode on and click the icon 'edit' (the gear-wheel icon) - see figure 1.



A page with two fields will open: a section name and a summary space where you can write like in figure 2.



You can add any text in this space. The text will be displayed below the topic name.

You can also add files like the images we added below. You can add any kind of files but moodle will read only the ones your computer is prepared to read.

RETHINK partners are supposed to use these areas to leave information regarding a particular Curricular Unit, e.g.: their programmes, support literature or bibliography, or a table structure of the classes. Tables can be inserted in this space by directly inserting it in the editing box,

Table example:

Class	Day	Summary
1	4-11-2014	Double degrees - how to get there
2	5-11-2014	Moodle tutorial presentation

or by pasting it from a word or excel file. The latter option provides better formatting control.

Class	Day	Summary
1	4-11-2014	Double degrees - how to get there
2	5-11-2014	Moodle tutorial presentation

AVAILABILITY of documents and abstracts

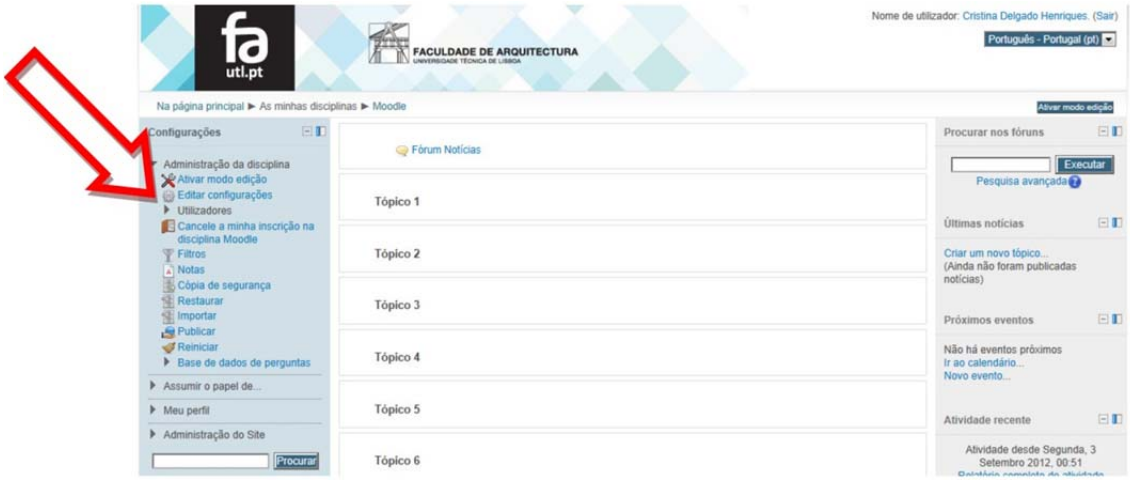
One of the advantages of using Moodle is to make available, along with a summary of the class activities, a set of supporting documents relating to the class contents that will be accessed only by the allowed users.

ASSIGN A PASSWORD TO C. UNIT

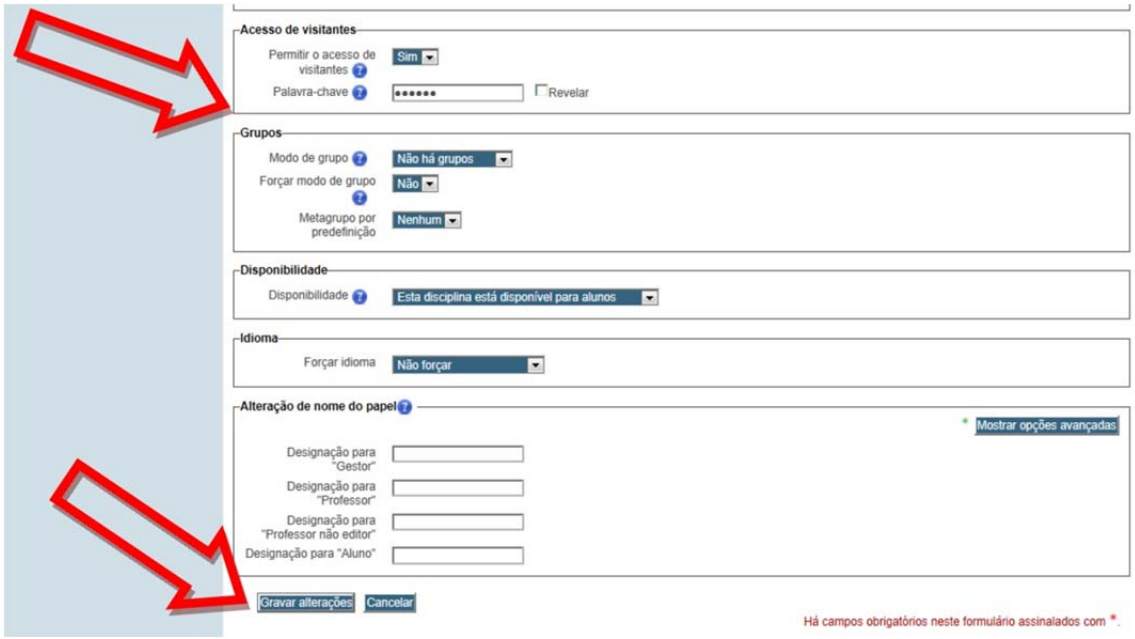
The contents of your Curricular Unit are seen and used only by students (or colleagues) and for purpose a password should be assigned, which subsequently disclose to users several contents:

a) Choose a Unit

b) Click on EDIT SETTINGS



c) ACCESS TO VISITORS choose "Yes" to ALLOW ACCESS FROM VISITORS, write the password you want and SAVE THE CHANGES



• d) Click SAVE CHANGES

Tutorial in MOODLE

RETHINK

Search forums

Latest news

Upcoming events

Recent activity

Tutorials

Home ► My courses ► Tutorials ► Tutorials

Turn editing on

Here are the MOODLE tutorials

News forum

Access MOODLE

To access MOODLE type

http://rethink.fa.ulisboa.pt/moodle

in your browser (Figure 1)

From this page you can access MOODLE as guest without any password (Figure 2, Figure 3, Figure 4).

To access with login use the username: rethink_<*partneracronym*>

e.g.: FAULisboa will have the following username: rethink_faulisboa

and

password: P<*partnernumber*>rethink_<*PARTNERACRONYM*>

e.g.: FAULisboa will have the following password: P1rethink_FAULisboa

You will access as a Rethink Partner with permissions equivalent to teacher's permissions (Figure 5).

Figure 1

Figure 2

Figure 3

Figure 4

Figure 5

Look for Tutorials

At the lower part of the home page you will find a Tutorial section.

Click on it and you will enter a tutorial section.

There is no password

Moodle web page

Access your partner (course) area

Access your partner area. Please remember that by default partners are called courses.

Click in your partner institution. Requests a password (Figure 6).

The password is 7624Forever

You enter your area with teacher permission. We recomend that you will imediately change your password access.

Activate the editing mode (Figure 7)

Change your password (Figure 8)

Change your e-mail address (Figure 9). Use an e-mail address where you can receive updates.

You may add other features like a description of your institution, picture representing your institution (perhaps the logo) and a link to your own web page (Figure 10).

Figure 6

Figure 7

Figure 8

Figure 9

Figure 10

How to organize partner/course content in Moodle

Watch the attached video. Please be aware that the video considers a typical use of Moodle. In RETHINK, Moodle is used attributing a different hierarchic structure to the default programme structure. While in common situations

Moodle is used within an Institution (Faculty) where a set of *Courses* or Curricular Units can have their class programme's structured along a year by defining *Topics* or *Classes* where class *summaries* as well as *activities* and *resources* can be shared or made available to the students.

In the case of RETHINK, Moodle is used one hierarchic step above. Instead of *Courses -> Topics* or *Classes -> summaries, activities* and *resourses* we have in RETHINK the following structure: **Partners**(corresponding to courses) -> **Courses** (corresponding to *Topics* or *Classes*) -> **Curricular structure** (corresponding to *summaries, activities* and *resourses*). In fact, the latter Curricular structure is the space where partners will upload the contents of each Curricular Unit by attaching files and/or other resources.

So please in the following video that moodle in RETHINK is used in the above mentioned structure and that the moodle appearance can be configured in many different ways but also that the majority of functionalities are the same. Small variations in appearance and functionalities may happen from one moodle version to another. In particular, partners should be advised to read *Partners* where *Courses* are mentioned and *Courses* where *Topics* are mentioned.

How to organize course content in Moodle

Create a Wiki

In this section we will show how to create a Wiki

Create a Wiki - Video

Create a new Curricular Unit (Topic)

To Create a new Curricular Unit (Topic) you should first turn the edit mode on and click the icon 'edit' (the gear-wheel icon) - see figure 1.

A page with two fields will open: a section name and a summary space where you can write like in figure 2.

You can add any text in this space. The text will be displayed below the topic name.

You can also add files like the images we added below. You can add any kind of files but moodle will read only the ones your computer is prepared to read.

RETHINK partners are supposed to use these areas to leave information regarding a particular Curricular Unit, e.g.: their programmes, support literature or bibliography, or a table structure of the classes. Tables can be inserted in this space by directly inserting it in the editing box,

Table example:

Class	Day	Summary
1	4-11-2014	Double degrees - how to get there
2	5-11-2014	Moodle tutorial presentation

Search forums

Latest news

Upcoming events

Recent activity

or by pasting it from a word or excel file. The latter option provides better formatting control.

Class	Day	Summary
1	4-11-2014	Double degrees - how to get there
2	5-11-2014	Moodle tutorial presentation

Figure 1

Figure 2

Add a Block

To add a block click on the left part of the screen the add block dropdown (Figure 1). The 'Add block' menu is active only when the edit function is turned on.

To add a video, for instance, you should choose the option HTML. This opens a window with two fields to fill in: a block title and a contents field (Figure 2). Click on the media icon (Figure 3).

A new window is opened (Figure 4). Copy the url address from youtube (Figure 5) and paste in the url field (Figure 6). Save. Save again the block configuration field (Figure 7). A block is created in the left side of the screen.

The block can be moved to another location in the page by dragging it to the disered location.

Figure 1

Figure 2

Figure 3

Figure 4

Figure 5

Figure 6

Figure 7

Topic 8

Topic 9