Moodle 2 - Tool Guide for Teachers

What you want to use (technology)

What you want to achieve (pedagogy)
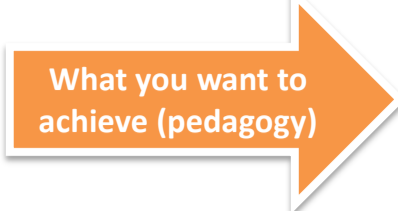
	Ease of use — How easy can this be set up by you?	Information Transfer — Is it a tool for disseminating information from you to your students?	Assess learning — Will this tool allow you to assess your students' learning?	Communication & interaction — Can it be used for communication & interaction among participants (you & your students)?	Co-create content — Can you & your students collaborate & create content together?	Bloom's — Allows what thinking order? •Remember •Understand •Apply •Analyse •Evaluate •Create
Add FILE Upload a file (Word Document/ PowerPoint)	Easy, like an email attachment. But can your doc stand on its own?	Yes. Only teachers can upload files to course site. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	No. It's a distribution tool. No option for interaction or communication.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Folder Upload a group of files	Easy, like email attachments. But can your docs stand on their own?	Yes. Only teachers can upload a folder of files. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	No. It's a distribution tool. No option for interaction or communication.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Page Create a webpage in Moodle	Easy, just create the page using the HTML editor, adding multi-media if needed.	Yes. Only teachers can create the page. So definitely a push-tool.	Maybe. Use to give task. Collect student files through Forum or Assignment.	Maybe. Embed or link to interactive web2.0 widgets into the page eg Voicethread.	Maybe. Use to give task. Collect student files through Forum or Assignment.	None. This is not a learning activity, but information transfer.
Add Book Create a series of webpages. *This is a custom Moodle Plugin*.	Easy, just create a set of pages using the editor. Embed media if required.	A way to present information to students. Can be printed by chapter or as full book.	Maybe. Use to give task. Collect student files through Forum or Assignment.	Maybe. Embed or link to interactive web2.0 widgets into the page eg Voicethread.	Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.	None. This is not a learning activity, but information transfer.
Add URL Link to a web page	Easy, find the web address (aka url – the bit that starts with http://), copy it, paste it.	Very easy way of directing students to information outside of Moodle.	Not directly. Option is to link to external activities such as student e-portfolios & blogs.	Maybe. Link to external tools eg Google Calendar, groups, blogs or wikis.	Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.	6/6 Can do all of the above, depending on where you link to.
Wiki Use to enable collaborative page creation.	Tricky. Decide on individual & group settings. Can be hard to master. Get some training.	Yes. Use as information site. Allow editing only by teachers or by any participant.	Wiki is versatile & allows this, e.g. design a formative assessment activity.	Not suited for discussions. Use in brainstorming, planning, collaborative writing,…	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Glossary Use for learning activities that gather resources or present info	Default settings are good. Try to set it so the author's name is shown.	Use glossary to define terms or present info. Better yet, let the students add to it.	Glossary is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Although original author can edit an entry, class can collect reviews, resources, etc.	5/6 Understand, Apply, Analyse, Evaluate, Create
Database Allow students to collect, share & search created artifacts	Tricky to set up. Know what you want before you build. Get some training.	Can be used for teacher to present info, but better to let the students add to it.	Database is versatile & allows this. But you need to design the right learning activity.	Not suited for discussions. Students can read other entries & comment or rate.	Students can share info & files in searchable way. Create joint collections.	5/6 Understand, Apply, Analyse, Evaluate, Create
Survey Use to gather data from students about teaching of the course	Easy. Choose from 3 types to assess Attitudes, Incidents and Constructivism.	No. The survey tool is not a distribution channel.	Not directly. Used for gathering feedback to help improve the course.	No. Only allows one way communication from student to teacher.	No this is an individual activity, not a group activity.	2/6 Indirectly helps student analyse and evaluate the learning.
Feedback Use to gather data from students on any topic.	Easy but takes time. Configure and then add questions.	No. The Feedback tool is not a distribution channel.	Yes. Use to have students self-assess their understanding before and after.	No. Only allows one way communication from student to teacher.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but this requires you to be creative in your approach.

Legend:
- Great fit
- Can work w/ some learning design
- Not best tool for the job

How to use this guide
- **Are you a teacher new to Moodle?** Use this guide to pick the right tool for the job.
- **Know which tool you want to use?** Follow its row across to see its strengths & weaknesses.
- **Know what you want to achieve?** Pick a column and follow it to see which tool will help you do it.

Tweeters to Follow
@catspyjamasnz
@ghenrick
@markdrechsler
@michelledmoore
@moodlefairy
@moodleman

Need more Moodle help?
- Community Forums at http://www.moodle.org
- Documentation at http://docs.moodle.org
- Follow #moodle on Twitter!

Blogs to follow
- http://www.cats-pyjamas.net
- http://planet.moodle.org
- http://www.somerandomthoughts.com
- http://www.markdrechsler.com

What you want to use (technology)	What you want to achieve (pedagogy) → Ease of use: How easy can this be set up by you?	Information Transfer: Is it a tool for disseminating information from you to your students?	Assess learning: Will this tool allow you to assess your students' learning?	Communication & interaction: Can it be used for communication & interaction among participants (you & your students)?	Co-create content: Can you & your students collaborate & create content together?	Bloom's: Allows what thinking order? •Remember •Understand •Apply •Analyse •Evaluate •Create
Choice Use for student decision making, voting and topic selection.	Easy. Define the options and whether you want to limit numbers per choice or not.	No. The Choice is best assessing and querying the students on a topic.	Use choice to quickly test understanding like multi-choice questions	No. Tip: Use the forum or chat instead.	No. Tip: Use forums, glossaries or wikis instead.	5/6 Can do 5 but this requires you to be creative in your usage.
Quiz Use to assess learning, formative or summative.	Tricky & takes time. Set up quiz, then questions. Consider your categories.	The quiz is aimed at assessment, not as distribution channel. Tip: use as self-diagnostic.	Quiz can be timed & secure. Has essay, mc, true/false, matching, & other questions.	No. Tip: Use forums instead.	No. Tip: Use forums or wikis instead.	6/6 Can do all 6 but this requires you to be creative in your assessment.
Lesson Use for presenting branched info or testing	It can be tricky to set up, make sure you plan the lesson first. Worth the effort.	Great to present information in a branched, guided way. Implement adaptive learning.	Yes, allows grading. Use as branched quiz, scenario, case study, role play.	No this is an individual activity, not a group activity.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but this requires you to be creative in your assessment.
Assignment Use to collect, assess & provide feedback on assignments	Easy. Choose from 4 types. Both online & offline assignments are possible.	No. However can include contextual content for the assignment.	Yes. Set due dates & maximum grades. Collect assignments and provide feedback.	No. Only allows very limited interaction between teacher & student.	No. Currently it does not allow group assignments. Use forum or wiki .	6/6 Indirectly. Depends on your assessment design.
Workshop Use to collect, assess & generate peer review of student work	Tricky and takes planning & time. 4 stages to follow for setting it up.	No. Better to use another tool for this.	Yes. Students can be assessed on their contribution and on their review of others.	No. Allows for feedback but overall limited interaction.	No. Currently it does not allow group assignments. Use forum or wiki.	6/6 Indirectly. Depends on your assessment design.
SCORM Use to present content, media and assess retention.	Can be tricky to make before adding to Moodle, uses 3rd party application.	Yes. Great for presenting multimedia content and animations.	Yes, allows grading. Can embed questions and interactive challenges.	No. this is an individual activity, not a group activity.	No this is an individual activity, not a group activity.	6/6 Can do all 6 but requires you to creatively design a learning object.
Chat Hold real-time text chat discussions with class	Easy to set up, requires some effort to manage.	Use for invited speakers. High speed message volume. Risk of non-interaction.	Chat is versatile. Can use in formative assessment activities.	Yes. Hold debates, small group review sessions and hold drop-in session for Q&A.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Forum Use for many types of learning activities	Easy. Forum has usable default settings. A name & description is enough.	Share resources as links or files. High message volume? Risk of losing info.	Forum is versatile & allows this, e.g. design a formative assessment activity.	Yes. Students communicate with you & peers. Interact as a class or in groups.	Yes. Students can collaborate & explore topics, discuss them & write together.	5/6 Understand, Apply, Analyse, Evaluate, Create
Moodle Mobile Use to have students record video, audio into Moodle	Easy to use. Submits directly to the user Private Files in Moodle.	Easy way to add video / audio / imagery to other activities.	No. But yes in conjunction with other activity for student created content project.	Able to message participants on course from mobile.	No. This tool enables students individually create media / content.	2/6 Best used with another tool.
External Tool Use to connect to a 3rd party learning activity	Requires access to the external tool before configuring.	This depends on the tool that it connects to – it could be anything.	Yes, but the Tool must pass back the grades into Moodle to be recorded.	Maybe. If the tool provides options for interaction & communication.	Maybe. If the tool is a collaborative environment like Mediawiki or Drupal.	6/6 This can be anything – depends on the connected Tool.

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- http://planet.moodle.org
- http://www.somerandomthoughts.com
- http://www.markdrechsler.com

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