E-Learning Project
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www.zrdr.org/elearning
What is E-Learning

E-learning refers to the use of technology in learning and education. There are several aspects to describing the intellectual and technical development of e-learning, which can be categorized into discrete areas. These are addressed in turn in the sections of this article:

1. e-learning as an educational approach or tool that supports traditional subjects;
2. e-learning as a technological medium that assists in the communication of knowledge, and its development and exchange;
3. e-learning itself as an educational subject; such courses may be called "Computer Studies" or "Information and Communication Technology (ICT);
4. e-learning administrative tools such as education management information systems (EMIS).

Background

E-learning is a broadly inclusive term that describes educational technology that electronically or technologically supports learning and teaching. Bernard Luskin, a pioneer of e-learning, advocates that the "e" should be interpreted to mean "exciting, energetic, enthusiastic, emotional, extended, excellent, and educational" in addition to "electronic." This broad interpretation focuses on new applications and developments, and also brings learning and media psychology into consideration. Parks suggested that the "e" should refer to "everything, everyone, engaging, easy".

The worldwide e-learning industry is economically significant, and was estimated in 2000 to be over $48 billion according to conservative estimates. Developments in internet and multimedia technologies are the basic enabler of e-learning, with consulting, content, technologies, services and support being identified as the five key sectors of the e-learning industry. Information and communication technologies (ICT) are used extensively by young people.

E-learning expenditures differ within and between countries. Finland, Norway, Belgium and Korea appear to have comparatively effective programs.

Educational approach in E-Learning

The extent to which e-learning assists or replaces other learning and teaching approaches is variable, ranging on a continuum from none to fully online distance learning. A variety of descriptive terms have been employed (somewhat inconsistently) to categorize the extent to which technology is used. For example, 'hybrid learning' or 'blended learning' may refer to classroom aids and laptops, or may refer to approaches in which traditional classroom time is reduced but not eliminated, and is replaced with some online learning. 'Distributed learning' may describe either the e-learning component of a hybrid approach, or fully online distance learning environments. Another scheme described the level of technological support as 'web enhanced', 'web supplemented' and 'web dependent'.

www.zrdc.org/elearning
What is Moodle?

Moodle is a web-based learning environment that allows you to access your course materials online and make use of a number of useful built-in facilities to enhance your learning experience.

It brings the dynamics of a classroom environment to the Internet. It allows teachers and students to interact in a ‘virtual classroom’ in much the same way as in a standard classroom. The difference is that it can be done from any place in the world, at any time and with the resources of the Internet as support.

Moodle courses can be developed as fully interactive classrooms where you may be involved in online group discussions or collaborative group work. Other courses may not involve a lot of online discussion and course material may be presented as a structured set of files (such as Word documents and PowerPoint presentations). It depends on the learning material, your tutor, and the best way to deliver the course.

Some of the advantages of Moodle to support your education at the ZRDC ELearning include:

- Increased access to important course information
- Additional learning support where materials and tools are available
- Undertaking aspects of studying anytime, almost anyplace.

To make the most effective use of this system:

- Ensure you know how Moodle is to be used within a specific course
- Exploit the opportunities provided (follow links to readings, participate in discussion forums, complete quizzes, etc.)
- See Moodle as additional support, not a failsafe to missing classes
- Don’t leave online work to the last minute.

With each module studied, Moodle will become a more familiar and welcoming learning environment. Eventually, Moodle will simply become another tool used to support learning. As with any classroom, it is a changing environment - expect each module to apply different tools and techniques. Join in, ask questions, and participate as you would in any classroom.
How do I access Moodle?

You can access Moodle through a web browser (such as Internet Explorer or Mozilla Firefox) on any internet-connected computer. This means that you can access Moodle from home as easily as you can from the Zambia Research & Development Centre (ZRDC)

(1) To access Moodle, open a web browser window and type in the following web address: www.zrdc.org/elearning (as shown below)

You should now see the Moodle home page after you have written the web address and pressed enter. On the Moodle home page top right-hand side of the screen, you should see a link (login) just click it. (as shown below)
(3) Then this page will appear. Type your username and password (for more information on username and passwords check out Authentication) into the appropriate textboxes and then click on the "Login" button. (as shown below)
What will I find in Moodle?

After logging in, you should see your name at the top of the screen and have access to all the courses that you are enrolled in.

1. Navigation Block

   The navigation block appears on every page of the site. It contains an expanding tree menu which includes My Home, Site Pages, My Profile, and Courses. What appears in the navigation block depends on the role of the user, where they are in the Moodle site, and any settings that have been applied globally.

Overview

The navigation block has links which can be expanded or collapsed. When logged in, a regular user will see the following as default:
My home

This takes the user directly to their personal dashboard, sometimes known as My Moodle.

Site pages
This expands to show pages and resources available site wide, for example, user blogs and a calendar. Any items which have been added to the front page, such as resources/activities from the Main Menu block, or the Site News will also appear here. Other items depend on the role of the user, so an administrator will see reports and notes, for instance.

My profile
This expands to allow regular users to view (and, if allowed, edit) their profile, view their forum posts, view and add and blog entries and messages and access their private files, providing these features have been enabled by the administrator. The administrator will also have a link here to Notes and Activity reports.
2. Messaging & Messages Block

"Messaging" refers both to automatic alerts from Moodle about new forum posts, assignment submission notifications etc, and also to conversations using the instant messaging feature.

Messages block

To add a Messages block to your course page:
1. Click on the "Turn editing on" button.
2. Select Messages from the Add blocks menu.
3. If appropriate, move the Messages block up and/or left, using the arrow icons under the block title.

Message alerts

- Users can receive message alerts on their E-Learning System in a number of ways and for a number of reasons: users may for instance receive instant messages via the Messages block; students may be messaged by their course tutor via the People block; teachers might receive automatic notifications of assignment submissions and admins might receive notification of problems with the site.
- How these messages and others are received can be set by each user from the Messaging link in their profile. Check boxes allow the user to select how they wish to be notified of incoming messages. See Messaging settings for more information.

Instant messaging

If enabled for the site, users in ELearning System have the option to send each other messages. Messages can be sent from the following places:

- as admin in Bulk user actions
- as a teacher from the People block
- as any logged in user from the Messages block or Online Users block
- as any logged in user by clicking on the profile of another user (if admin has allowed profiles to be viewed)
HOW TO CREATE A NEW COURSE IN MOODLE

1. First before you create a course in moodle you must have a Course Category (a class that will separate your course from other courses). Below shows how you can add a course category.

Adding a Course Category

Most people organize their courses by department and college or by topic. Be sure to test the organizational scheme with a few users before entering a large number of courses, to save time in moving them later.

Adding categories is very simple:

- Go to Settings > Site Administration > Courses > Add/edit courses
- Click the "Add a new category" button.
Type the name of your new category and a description (optional) and click the 'Create category' button.

**Editing or moving a category**

- You can edit the details of a course category by clicking the edit icon next to its name in Settings>Site Administration>Courses>Add/edit courses. (1)
- You can move categories up or down by clicking the up/down arrow next to the category you wish to move (2)
- You can make one category a subcategory of another by selecting from the drop down menu “Move category to” (3)

2. After you have added the category then you can go ahead and add a yournewcourse. Below shows how to add a new course.

### Adding a New Course

By default a regular teacher can't add a new course. To add a new course to Moodle you need to be either: **Administrator, Course Creator** or **Manager** rights.

**Adding a course**

To add a course:

1. Go to Settings>Site Administration>Courses>Add/edit courses
1. Go to Site administration

2. Go to Course

2. Choose the category where you want your course to be in. For more information see Course categories

3. Click the “Add a new course” button.
Course Setting

1. Enter the course settings, then click the "Save changes" button.
   - If the category is visible, the course category description will be displayed to users when they enter the category, above the list of courses.
Adding contents and Questions to the course

1. After you have created a course you will be able to see it at the Home page (as shown below).
Available Courses

2. So after you have located your course you should now start to add contents in it, below shows how you add course contents.
   a) First turn on Editing on (as shown below)

   ![Editing on]

   Turn editing on

   b) After that you go ahead and click on the course that you have created and start adding contents to it (as shown below)
click on the course you have created
A blank page will appear, on this page is where you are supposed to add Student lessons and activities. Below shows how to add Student Lessons and Activities

a) First you will see this standard view of your blank course (note that your edit must be turned on as shown on 10)
b) Now you can add a course summary

ACCESSING A COURSE
1. To access a course in Moodle, on the left sidebar you will see a Block called Navigation below it there is a list of links Home, My home, Site pages, My profile and My courses. Just click on My courses it will then take you to another page that will contain a Courses overview that you are enrolled in, You just go ahead and click on the course you want to work on. (As shown below)

Note: the page will only show the course you are enrolled to.

2. This is the next page you will see when you click on My course
Course overview now you can click on the course you want to work on