

MOODLE TOOL GUIDE FOR INSTRUCTORS

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 the 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.

LEGEND :

Great fit!

May work with careful design.

Not the best tool.

Moodle Tool	What you want to achieve (pedagogy)				
	Ease of use How easy is it for you and students to use?	Information transfer For getting information to your students?	Assess learning To determine student grasp of learning objectives?	Communication & interaction Communication & interaction between all participants?	Co-create content Collaborative work between all class participants?
Add Resource: Compose Web Page	Easy. WYSIWYG editor makes basic use easy. Access to HTML code for advanced users.	Yes. A wide variety of content can be included on or linked out from a Web page.	No. For dissemination of information only.	No. Interaction with others is not a feature of this resource.	No. This is not a collaborative tool.
Add Resource: Link to a File (PDF, PowerPoint, Word, etc.)	Easy. Fairly basic file attachment process. One extra step might cause confusion.	Yes. A wide variety of file types can be added, providing student has ability to open.	Not a primary use. The file could be something they print out, write on, & bring to class.	No. Interaction with others is not a feature of this resource.	No. This is not a collaborative tool.
Add Resource: Link to a Web Site	Easy. Find the web address, copy it and paste it.	Yes. Leverage the broad resources of the Web and direct students to them.	Not directly. You could link to a student's blog or other site to assess.	Maybe. Link to external sites, Google calendar, groups, wikis, etc.	Maybe. Link to external collaborative sites, Google docs, wikis, blogs, etc.
Add Resource: Display a Directory	Easy. Adding the directory is very easy. Adding files to the directory a bit more involved.	Yes. A wide variety of file types can be shared via the directory.	Not a primary use. The file could be something they print out, write on, & bring to class.	No. Interaction with others is not a feature of this resource.	No. This is not a collaborative tool.
Add Resource: Book	Easy. Choices are few and pretty intuitive.	Yes. Similar to Webpage resource but with extra print features & chapter style hierarchy.	No. For dissemination of information only.	No. Interaction with others is not a feature of this resource.	No. This is not a collaborative tool.
News Forum	Easy. Already set up and easy to add topics.	Yes. Include course updates, announcements, encouragement, etc.	No. Students cannot reply. It is one way communication.	No. Students cannot reply. It is one way communication.	No. Students cannot reply. It is one way communication.
Add an Activity: Forum	Easy. Default settings are often fine and easy to adjust.	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 class or in groups.	Yes. Students can collaborate & explore topics, discuss them & write together.

Add an Activity: Assignment	Easy. Choose from four types. Fill out simple form.	No. The only info this is designed to transfer is info about the assignment.	Yes. Set due dates & maximum grades. Collect assignments and provide feedback.	Some. Only allows limited interaction between teacher & student.	No. Currently does not allow collaborative assignments. Use forum or wiki.
Add an Activity: Quiz	No. Takes time to set up manually. Publisher provided question banks speed things up.	No. Aimed at assessment, not info distribution. Tip: use as self-test.	Yes. Can be timed & secure. Has essay, mc, t/f, matching & other types.	No. Use forums instead.	No. Use forums or wikis instead.
Add an Activity: Glossary	Semi-Easy. A number of different settings to choose from but defaults usually good.	Yes. Primary use is to define terms. Easy access throughout course.	Yes. You can use for assessment but need to design activity carefully.	Not well suited for discussion. Students can rate and comment on entries.	No. Only original author and instructor can edit entries.
Add an Activity: Choice	Easy. Fill out a simple form. Take time to pose good query.	No. Aimed at gathering student opinions or votes.	Not well suited for this, though if crafted well could have limited assessment use.	Not a discussion tool itself, but could be good discussion starter. Votes are viewable	No. Collaboration is not an option with this tool.
Add an Activity: Wiki	Tricky. Has some quirks. Decide on individual & group settings.	Yes. Use as information site. Allow editing only by teachers or by any participant.	Semi. Wiki is versatile & allows this e.g. design a formative assessment	Not suited for discussion. Use in brainstorming, planning, collaborative	Yes. Students can collaborate & explore topics, discuss them & write together.
Add an Activity: Database	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.	Versatile and allows for this. But you need to design the right learning environment.	Not suited for discussions. Students can read other entries & comment or rate.	Yes. Students can share info & files in searchable way. Create joint collections.
Add an Activity: Lesson	Can be quite tricky to set up. Branched learning takes time to get right.	Yes. Great for presenting information in a branched, guided way.	Yes, allows grading. use as branched quiz, scenario, case study, role play.	No. This is an individual activity.	No. This is an individual activity.
Add an Activity: Questionnaire	A little quirky but not overly difficult. Take time to prepare good questions.	No. Geared towards gathering student feedback.	No. Use the quiz or assignment tools.	No. This is an individual activity.	No. This is an individual activity.
Add an Activity: Chat	Easy. Default settings are often fine and easy to adjust.	Yes. A good variety of uses. Expert interviews, assignment review, test prep...	Not best use, but if crafted well could do light assessment.	Yes. Students can converse with you & peers. Interact as class but better with groups.	Yes. Students converse with you & peers. Co-create knowledge.