Asynchronous online learning tools Recommended Moodle Tools to Switch on during the Online Teaching Period

This document provides instructions to adding useful menu/tool components to your Moodle site that will assist students with their asynchronous online learning.

Here is a list of menu/tool items that are recommended in this guide. Choose which ones you like and add them (turn on) as desired:

    A. **Course Self Completion**
    B. **Completion Progress Bar**
    C. **Calendar**
    D. **Activities**
    E. **Search Forums**
    F. **Forums (Discussion Board)**

Step 1: Go to the Moodle site of your course to add these tools.

This guide will go through each of the menu/tool items above. If you don't want one of these tools just skip to the relevant tools.

A. Course Self Completion:

What is this? Course Self Completion is a tool that enables students to at their own pace tick off items on the Moodle site they have completed or read or viewed or downloaded (e.g. pdfs, quizzes, etc). It's useful for students and won't require you monitor.

You enable this by:

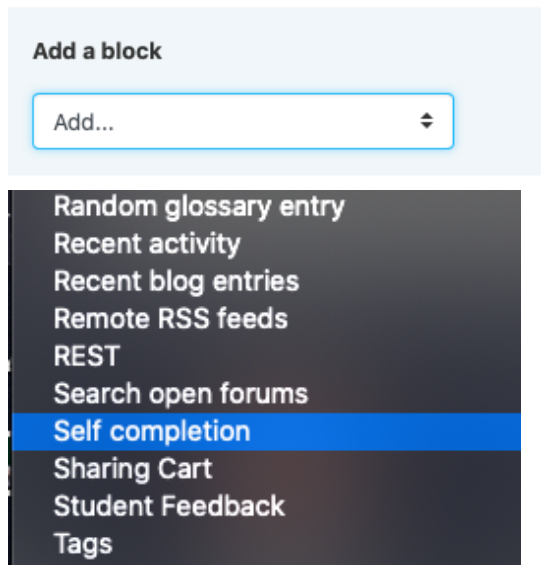(1) Go to the left-hand side menu bar "Settings" area and click on "Course completion":

(2) Go to the area "Condition: Manual self-completion" and click on the tick box next to "Enable".

(3) Click "Save changes".
(4) Next add the "Self Completion" block to the left-hand side menu bar using the "Add a block" at the bottom:

This "Self completion" block will appear like this (below) in your instructor view on Moodle.


In Students' version they will now be able to see items they have themselves clicked on the "check" complete next to any item on the course Moodle site after they have read it or downloaded it or completed the activity. No further actions required by instructors. This is a useful tool for students to show they are completing the work for each topic.

B. Completion Progress Bar

What is this? The Completion Progress bar will show students to see how much they have completed for the course, including quizzes and other activities. It will also show them if there are items they have not clicked "self-complete" or attempted during the Term and then can come back to complete them.

(1) Go to the "Add a block" and select "Completion Progress".
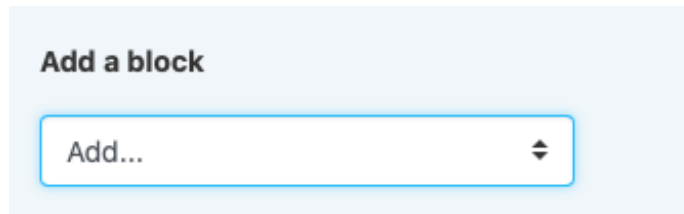
(2) This bar will appear in the left-hand side menu for students and from your instructor's will be able to see students' progress by clicking on the "Overview of students" button (see below).
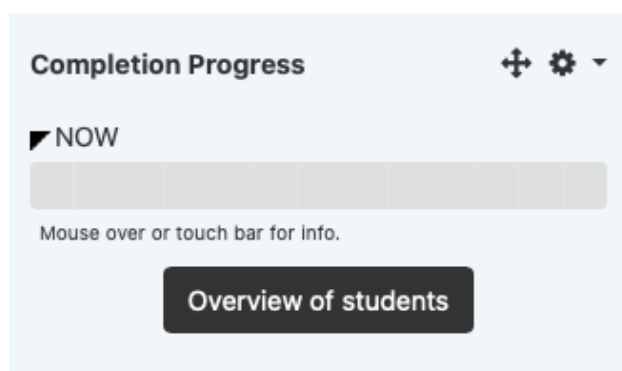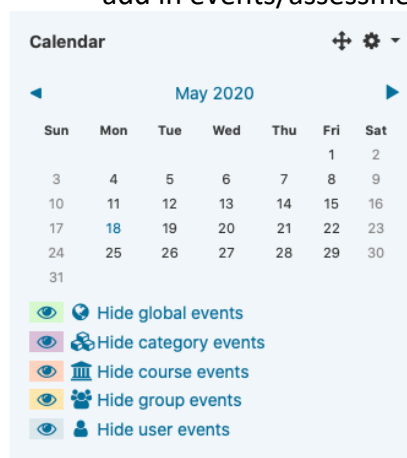
C. Calendar

What is this? It's a calendar for your Moodle site where you can add important dates and events. For example, it could be a due date for a quiz or assignment or a link for a Live Streamed Lecture (e.g. a Collaborate Ultra, Zoom, or Microsoft Teams link). This way students can see in the calendar what important assessments and events are coming up during the Term and plan their studies accordingly.

(1) Go to the "Add a block" and select "Calendar".
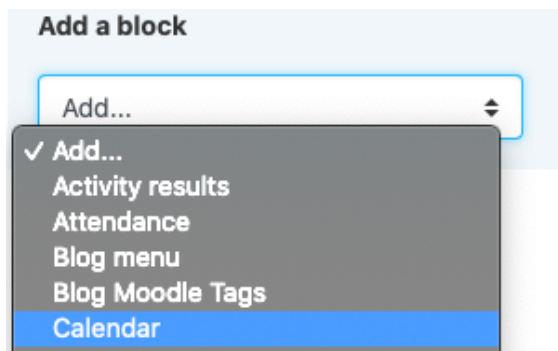
(2) The calendar will then be displayed in the left-hand menu section like this, you can add in events/assessment deadlines:

(3) Click on the Month at the top to edit (or the current date), for example click on "May 2020". The editable calendar will be shown. To add a new event click on "New event".

Calendar

Detailed month view for: [ACCT1511-5206_00014 ⬍]   [New event]

◄ April 2020   May 2020   June 2020 ►

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[Export calendar] [Manage subscriptions]

(4) After clicking "New event" you can then enter the details, such as a Lecture attendance link (for example a Zoom or Microsoft Teams link) or assessment due date. Click on the "Show more.." To reveal the bottom section with the Description and Location.

New event   ✕

Event title	🔴	Lecture Topic 1 - attendance link

Date   [18 ⬍] [May ⬍] [2020 ⬍] [18 ⬍] [31 ⬍] 📅

Type of event   [Course ⬍]

Course   × ACCT1511-Accounting and Financial Management 1B - Term 2, 2020

                [Search   ▼]

Description   ‼   [🖮] [Font family ▼] [Font size ▼] [Paragraph ▼] [↩] [↪] [🔍] [A⟷B] [⤢]

                 Path: p   Words:0

Location   ‼   [   ]

Duration   ‼   🔘 Without duration
                   ⚪ Until
                   [18 ⬍] [May ⬍] [2020 ⬍] [18 ⬍] [31 ⬍] 📅
                   ⚪ Duration in minutes
                   [   ]

                   ☐ Repeat this event ‼

Repeat weekly, creating ‼ [1]
altogether

There are required fields in this form marked 🔴 .
                 Show less...

                                                                           [Save]

Click "Save".

Note: If you only want one particular class of students to see this calendar event, for example the Monday 9am-11am class the calendar event can be restricted to the class "Group" using the "Type of event" setting (see below).
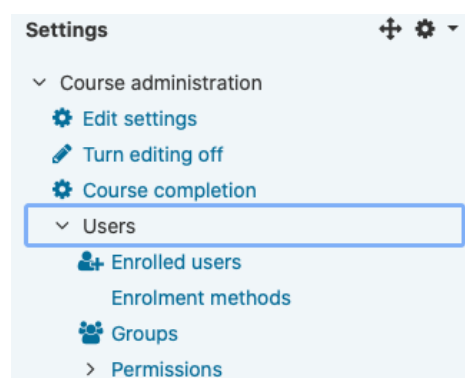

You would have to have already setup the class lists beforehand in the "Groups" Tool to use "Group". You can setup Groups by going to the "Settings" area and clicking on "Users", then "Groups".

In the Groups area on Moodle you can then create groups that match your class lists by clicking on "Create group" and then select the group and click "Add/remove users".
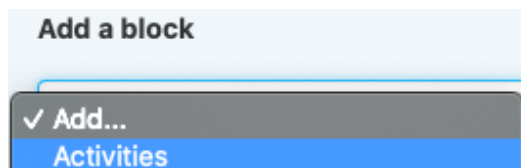
D. Activities

What is this? The Activities tool area is a quick way for students to navigate to similar activity types throughout the Moodle site (as long as not hidden, any hidden activities will not be seen). Why is this useful? Sometime students may want to quickly see all the activities together, for example all quizzes on one page.

Here is how to turn it on:

(1) Go to the "Add a block" and select "Activities

(2) This will then collate all the related "Activities" on the Moodle site for simple access with one click like this:
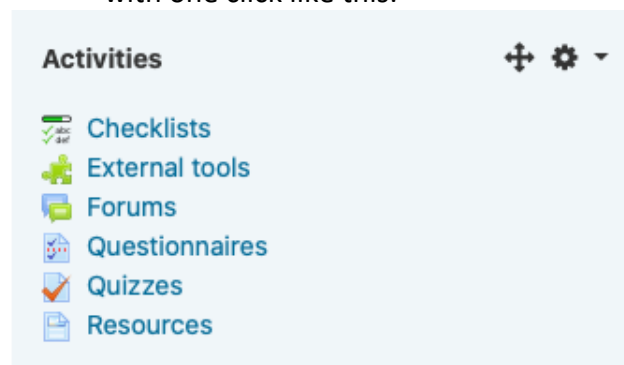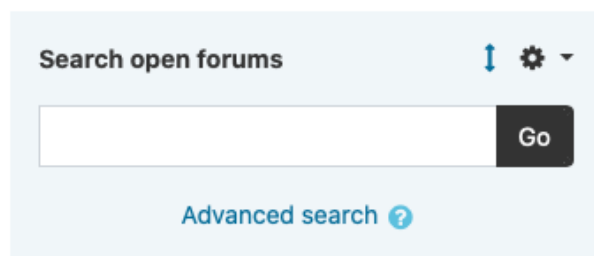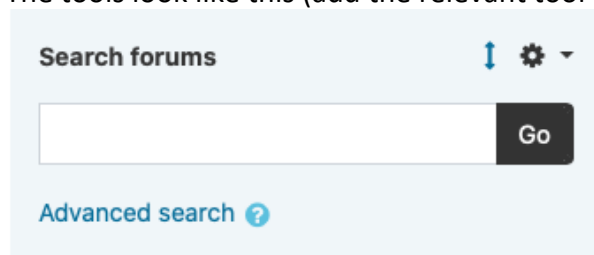
E. Search Forums

What is this? If your course has Discussion Board (aka known as "Forums" in Moodle) and there is a lot of discussion activity this tool allows students to search for key words, e.g. asset and see all one page the results.

(1) Go to the "Add a block" and select "Search Forums":
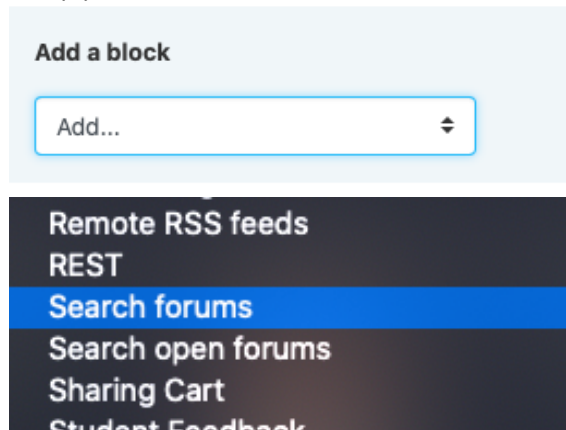
If your course Discussion Board is setup as a "Forum" click "Search forums" or if your Discussion Board is setup as an "Open forum" select "Search open forums". Note: the difference between the two forums is the display format, a "Forum" is a strict date order and most recent replied to forum order, whereas "Open forum" does not have the order. "Open forums" will display some discussion topic titles on the Moodle site as well, which can allow students to see the activity of the discussion board.

The tools look like this (add the relevant tool based on the forum type):

A student can then search the forum for a topic they are interested in and see what has been posted already.

Here is an example of the search findings for the word "asset":

Forums

Search results: 27

t07 Financial Statement Analysis -> tutorial questionq1 -> Re: tutorial questionq1
by ▮▮▮▮▮ - Friday, 8 May 2020, 9:59 PM

it charges depreciation at a higher rate in the earlier years of an asset.

See this post in context

t05&6 Cash flows & analysis parts 1 & 2 -> indirect method -> Re: indirect method
by Victoria Clout - Thursday, 7 May 2020, 3:49 PM

Hi ▮▮▮▮

The Allowance for Doubtful debts is a contra asset that relates to Accounts Receivable, we r
period that we estimate and in future periods we can then use this Allowance for D.D. accou
D. D. in the balance sheet is such that it will be netted off against Accounts Receivable and u
Receivables we expect to collect for this period. It essentially is the 'realisable' value of Rece
Allowance for D. D. increase/decrease from Net Profit because we know that Bad Debts is re
Accounts Receivable this affects our calculation of cash received from customers. By +/- thi
is not equal to any cash and also this actual write-off of customers who can't pay their accou
adjustment of Accounts Receivable (+/-) is correct.

See this post in context

t05&6 Cash flows & analysis parts 1 & 2 -> indirect method
by ▮▮▮▮ - Monday, 4 May 2020, 5:26 PM

Hi teacher~

(F) Forums (Discussion Board)

What is this? Forums are Discussion Boards for Moodle. It's a great asynchronous tool because students can ask questions when they think of them and then peers or instructors can answer the questions. Particularly useful for large courses where there are likely to be similar questions asked by all students. Also increases equity as students get to see all answer replies rather than on emails.

Moodle has two types of Forums, one is (1) "Forum" and the other is (2) "Open Forum". This guide will go through both. These are just styled differently, e.g. Forum in date order and posts not displayed on the main page, while Open Forum is a more open Thread and posts are displayed on the main page.

Forum has this advantage:

- It has editing tools so you can paste in pictures of answers if you prefer to hand-write and then paste in.

Open Forum has these advantages:

- Anonymous posting
- Ability to export forum posts and attachments

Let's check out both how to add these types of Forums now:

(1) FORUM

The "Forum" has a fixed order and is typically date of post based, if a reply is made more recently then the post will go to the top of the thread.

Click "Add an activity or resource" in the Section desired (you may want to have a Section labelled "Discussion Board" and add the Forums there):
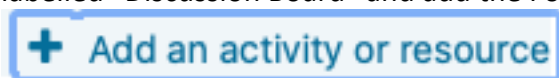
Then select "Forum" to add:

You can then configure the Forum as desired. It is recommended that you have a cut-off date prior to the exam to stop posting after the exam (it is better that the forum not be open after the exam because sometimes students vent or voice their critique of the exam if left open). In the settings you can give the Forum a name, e.g. "Topic 1":

Adding a new Forum to Discussion Board ❓

General

Forum name	❗	
Description		

Font family ▾   Font size ▾   Paragraph ▾

B I U S X₂ X²

Path: p   Words:0

☐ Display description on course page ❓

Forum type	❓	Standard forum for general use ▾

▸ Availability

In the availability once you know the exam date you can do a cut off either the night before the exam day or just before the exam. It is recommended that you tell students that at 5pm the day prior to the final exam staff will stop answering the discussion board and they are free to answer their peer questions. This "cut-off" time is beneficial in two ways: (i) students don't have to keep checking the Discussion Board after the 5pm cut off and get a good nights' sleep prior to the exam; (ii) also staff are not having to manage the Discussion Board into the late evening (i.e. after regular office hours).

Edit the "Cut-off date" to enable the Discussion Board Forum to have no new postings after the desired end date:

Availability

Due date	❓	18 ⬍	May ⬍	2020 ⬍	19 ⬍	15 ⬍	📅 ☐ Enable
Cut-off date	❓	18 ⬍	May ⬍	2020 ⬍	19 ⬍	15 ⬍	📅 ☐ Enable

Here is an example Topic based discussion board:

Here is an example of answering a questions quickly by hand-drawing a T-account, take a photo and then paste into the Forum:

(2) OPEN FORUM

Click "Add an activity or resource" in the Section desired (you may want to have a Section labelled "Discussion Board" and add the Open Forums):
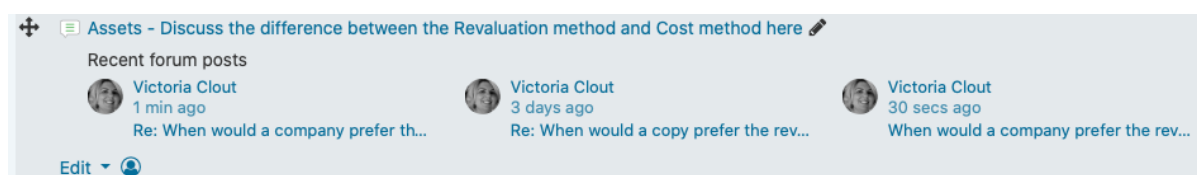

Then select "Open Forum" to add:
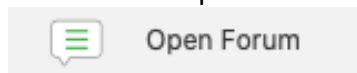
Then edit the "Open Forum" as desired in the settings, give it a name, e.g. "Topic 1" or on a specific topic "Assets – Discuss the difference between the Revaluation Method and Cost method":

After students have been posting discussion board messages it will appear like this on the main Moodle site page:

You can then click to open up the forum and reply to posts:
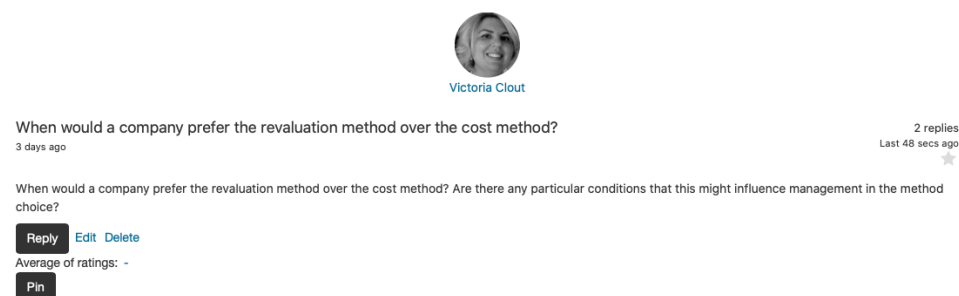
This type of forum can be good for a topic chat or underneath a video to start a conversation.