

ENV.104: Hydrological Processes

Topic outline

The Lancaster
Environment Centre

Module Convenor:
Nick Chappell

 [Link to Module Handbook for ENV.104](#)
[Link to Reading List \(Aspire\) for ENV.104](#)

2

Course Materials

 Lecture Handouts ('Factsheets')

Lecture 1 (Water Catchment Issues)

-  Fact Sheets 1 - 3
-  MS Powerpoint slides (Water Catchment Issues)
-  Online help with Water Balance Equation (see p20-21)
-  DRH Hydrology eCasebook (Library)

Lecture 1-2 (Precipitation)

-  Fact Sheet 3 (in 1-3)
-  Fact Sheet 4
-  Fact Sheets 5-6
-  MS Powerpoint Slides (Precipitation)

Lecture 3 (Evapotranspiration)

Using LEC-Moodle

A user guide for staff of the Lancaster Environment Centre

Created by Stephen Owens (ISS)

with guidance from Nick Chappell (LEC)

Important Notices

The structure of a LEC-Moodle module page is:

- (0) Module Header
- (1) Announcements
- (2) Course Materials
- (3) Interactive Media
- (4) Coursework E-Submission

This structure been agreed by the LEC Associate Directors for Teaching and must not be changed

The module aims and contents should be correct in the University Courses Handbook (see link at the top of your module page).

Do not upload different aims / content to your module page, but instead submit any requested changes to your Courses Handbook entry via the LEC Teaching Offices.

You may upload reading lists onto the Moodle page but you must also ensure that the reading list is available on ASPIRE. If you are unsure about how this works, please see the library help page:

<http://lancaster.myreadinglists.org/index.html>

If you require any help with Moodle please contact the FST eLearning Assistant

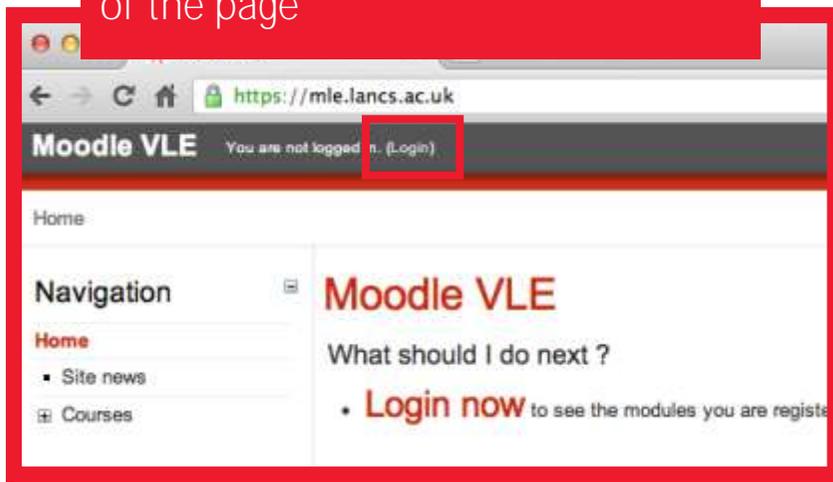
Ann Kretzschmar - a.kretzschmar@lancaster.ac.uk

How to log-in to Moodle

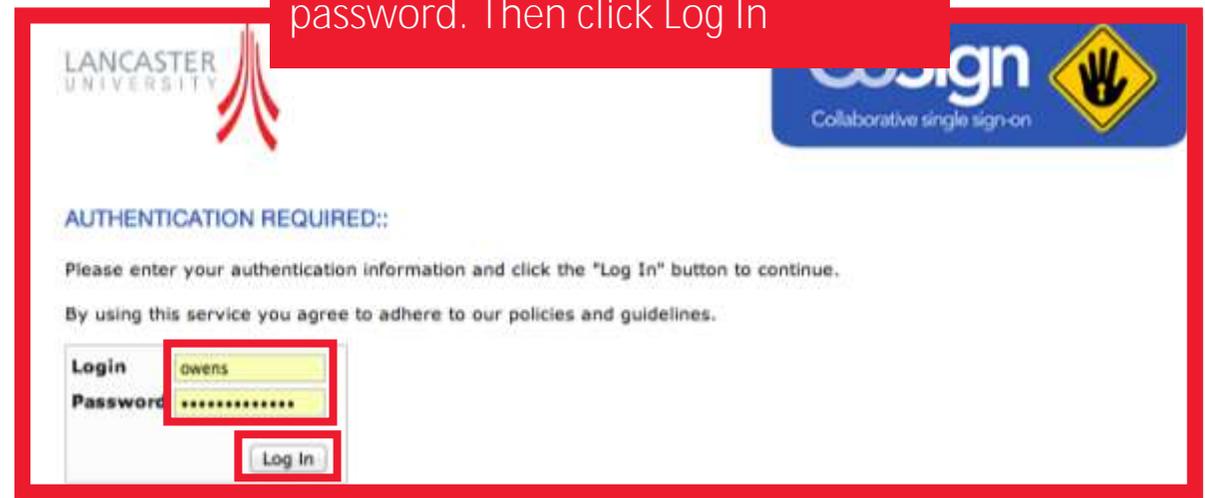
1) You can access Moodle by clicking the Moodle link from the new portal page or by navigating to: <http://mle.lancs.ac.uk>

Note: Logging into Moodle uses the University Cosign system. This is the username and password you use to log-in to your computer / network

2) Click the (Login) link at the top of the page



3) Enter your username and password. Then click Log In



How to access your Moodle pages

The screenshot shows a Moodle VLE interface. The browser address bar displays 'https://mle.lancs.ac.uk/my/'. The user is logged in as Stephen Owens. The page layout includes a 'Navigation' block on the left, a 'My home' section in the center, and a 'Navigation' block on the right. A red box highlights the 'Navigation' block on the left, which contains a list of modules: Site home, Site pages, My profile, My modules (LEC-PGR, CHEM101, ENV.104, GEOG105, LEC.102, LEC-Y1-1213, MLE403), and Settings (My profile settings, Edit profile, Security keys, Messaging). Another red box highlights the 'Navigation' block on the right, which contains a list of modules: Site home, Site pages, My profile, My modules (LEC-PGR, CHEM101, ENV.104, GEOG105, LEC.102, LEC-Y1-1213, MLE403). The 'My home' section in the center displays course overview information for 'LEC PG Research' and 'CHEM101: Atoms'. The right sidebar contains various widgets: OneSearch, LancasterAnswers Help, Network servers, RSS Feeds, and LU News.

After you login you will be taken to your “My Home” page

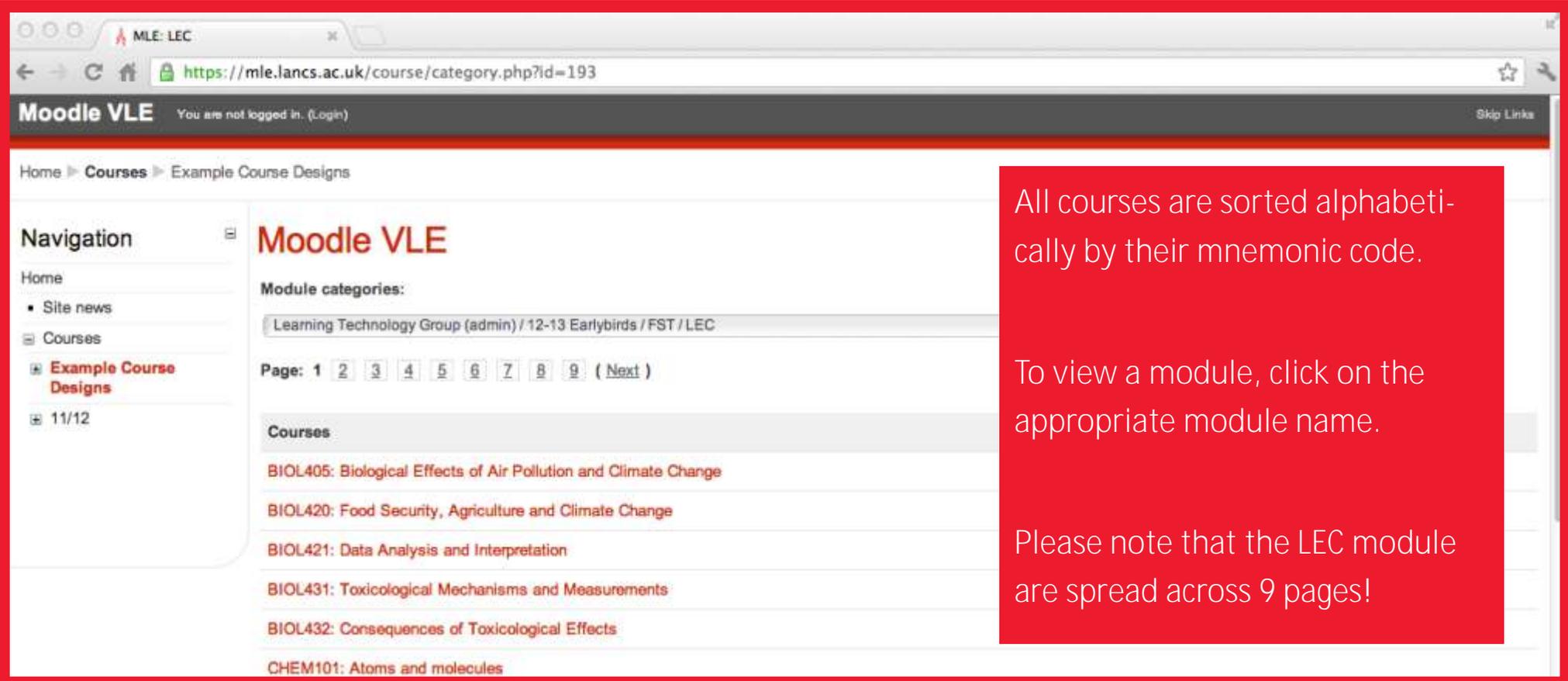
You will see a list of all the modules that you teach in the “Navigation” block.

To access a module click the module name

How to access all LEC Moodle pages

You can access all LEC modules from this URL:

<https://mle.lancs.ac.uk/course/category.php?id=193>



The screenshot shows a web browser window with the URL <https://mle.lancs.ac.uk/course/category.php?id=193>. The page title is "Moodle VLE" and it indicates the user is not logged in. The breadcrumb trail is "Home > Courses > Example Course Designs". The main content area is titled "Moodle VLE" and shows "Module categories:" with a path: "Learning Technology Group (admin) / 12-13 Earlybirds / FST / LEC". Below this, there is a pagination bar: "Page: 1 2 3 4 5 6 7 8 9 (Next)". A list of courses is displayed, including "BIOL405: Biological Effects of Air Pollution and Climate Change", "BIOL420: Food Security, Agriculture and Climate Change", "BIOL421: Data Analysis and Interpretation", "BIOL431: Toxicological Mechanisms and Measurements", "BIOL432: Consequences of Toxicological Effects", and "CHEM101: Atoms and molecules".

All courses are sorted alphabetically by their mnemonic code.

To view a module, click on the appropriate module name.

Please note that the LEC module are spread across 9 pages!

MLE: LEC
Lancaster University | Lanc...
https://mle.lancs.ac.uk/course/category.php?id=193

- Filters
- My profile settings

- CHEM101: Atoms and molecules
- CHEM102: Introduction to Organic Chemistry
- CHEM103: Physical Chemistry for Life Sciences
- CHEM104: Organic Chemistry
- CHEM105: Spectroscopy and Bio-inorganic Chemistry
- CHEM201: Electrochemistry and Kinetics
- CHEM202: Phase Equilibria and Thermodynamics
- CHEM203: Transition Metal Chemistry
- CHEM204: Organic Photochemistry
- CHEM305: Literature Project
- EBIO101: Evolutionary Biology
- EBIO102: Variety of Life
- EBIO103: Aquatic Ecology
- EBIO104: Life in a Changing Environment
- EBIO105: Biodiversity and Conservation

Re-sort courses by name Add a new course

Search courses: Go

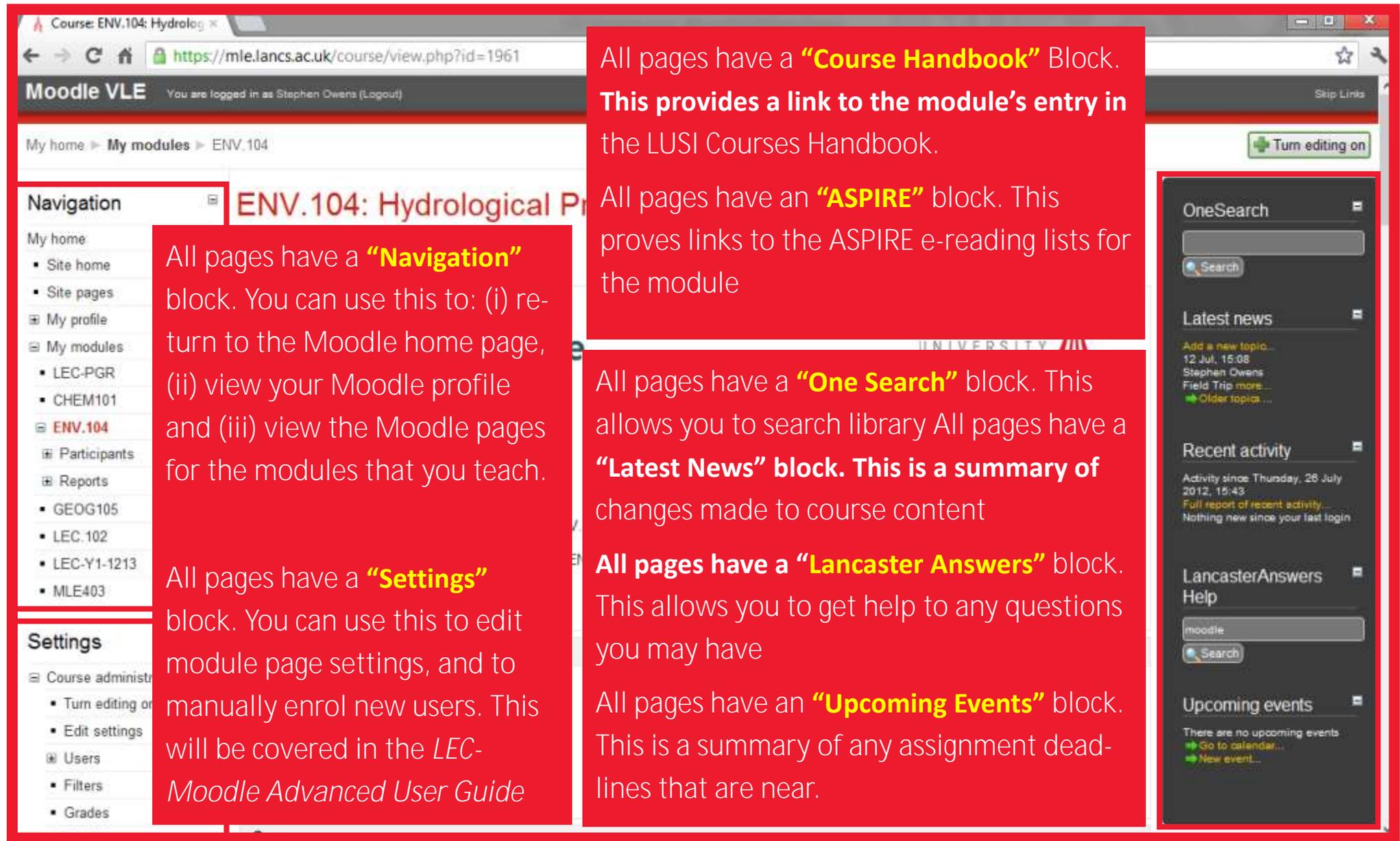
LANCASTER UNIVERSITY

If you are looking for a specific module then you can use the search box (at the bottom of the page) to find it.

You can enter either the module name or the module mnemonic.

This search box is also available on the Moodle homepage. This can be accessed at any time by clicking the **“Site Home”** link in the navigation block

What LEC-Moodle pages look like



The screenshot shows a Moodle VLE course page for ENV.104: Hydrological Processes. The page is titled "Moodle VLE" and shows the user is logged in as Stephen Owens. The course title is "ENV.104: Hydrological Processes". The page is divided into several sections:

- Navigation:** A sidebar on the left with a "Navigation" block containing links to "My home", "Site home", "Site pages", "My profile", "My modules", "LEC-PGR", "CHEM101", "ENV.104", "Participants", "Reports", "GEOG105", "LEC.102", "LEC-Y1-1213", and "MLE403".
- Settings:** A sidebar on the left with a "Settings" block containing links to "Course administration", "Turn editing on", "Edit settings", "Users", "Filters", and "Grades".
- Course Handbook:** A block at the top right providing a link to the module's entry in the LUSI Courses Handbook.
- ASPIRE:** A block providing links to the ASPIRE e-reading lists for the module.
- One Search:** A block allowing users to search the library.
- Latest News:** A block summarizing changes made to course content.
- Recent Activity:** A block showing activity since Thursday, 26 July 2012, 15:43.
- LancasterAnswers Help:** A block providing help for any questions.
- Upcoming Events:** A block summarizing any assignment deadlines that are near.

All pages have a **“Navigation”** block. You can use this to: (i) return to the Moodle home page, (ii) view your Moodle profile and (iii) view the Moodle pages for the modules that you teach.

All pages have a **“Settings”** block. You can use this to edit module page settings, and to manually enrol new users. This will be covered in the *LEC-Moodle Advanced User Guide*

All pages have a **“Course Handbook”** Block. This provides a link to the module’s entry in the LUSI Courses Handbook.

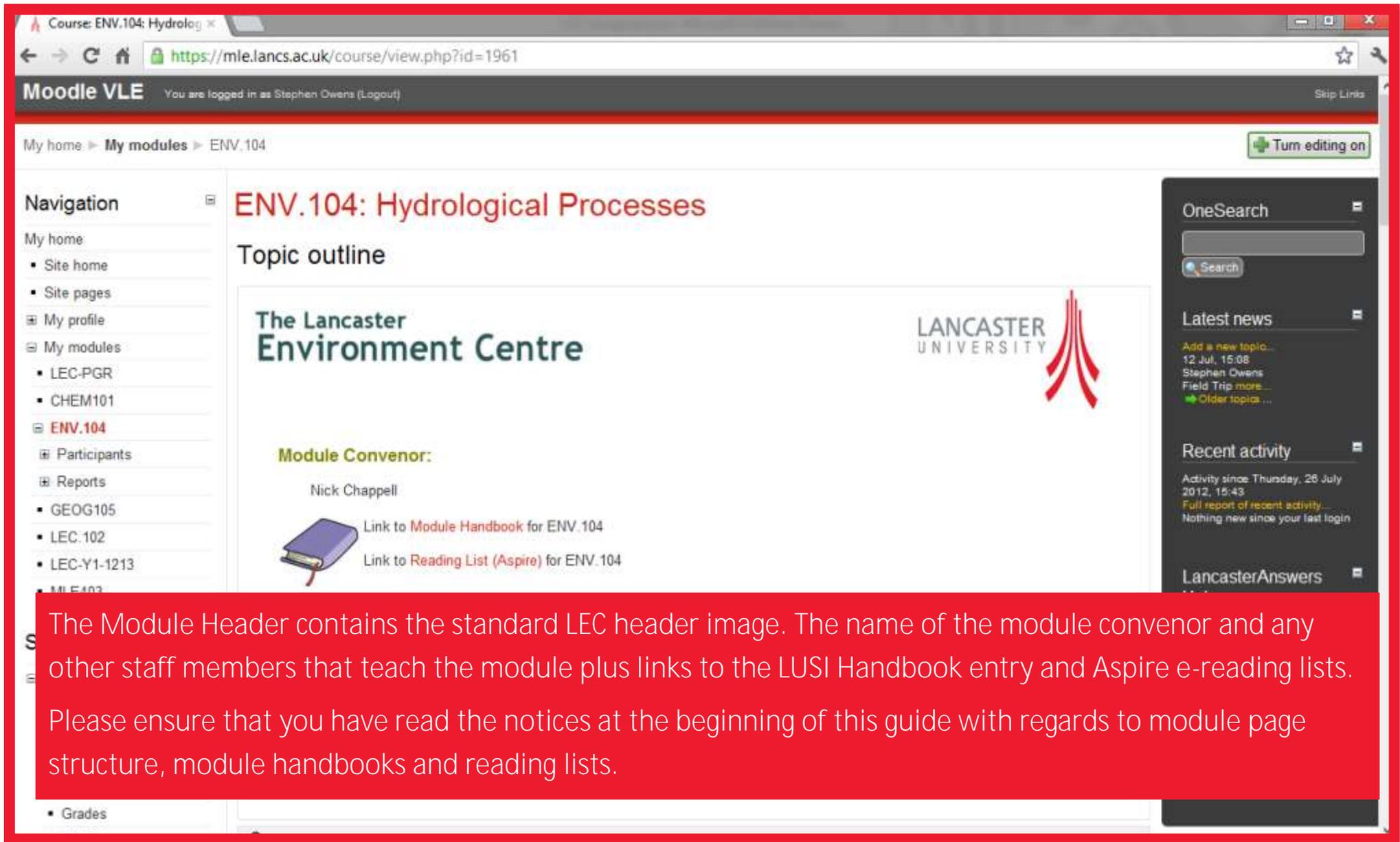
All pages have an **“ASPIRE”** block. This provides links to the ASPIRE e-reading lists for the module

All pages have a **“One Search”** block. This allows you to search library All pages have a **“Latest News”** block. This is a summary of changes made to course content

All pages have a **“Lancaster Answers”** block. This allows you to get help to any questions you may have

All pages have an **“Upcoming Events”** block. This is a summary of any assignment deadlines that are near.

(0) Module Header



The screenshot displays the Moodle VLE interface for the course ENV.104: Hydrological Processes. The page features a navigation menu on the left, a main content area with the module title and topic outline, and a sidebar on the right. The main content area includes the Lancaster Environment Centre logo, the module convenor's name (Nick Chappell), and links to the Module Handbook and Reading List (Aspire) for ENV.104. The sidebar contains widgets for OneSearch, Latest news, Recent activity, and LancasterAnswers.

The Module Header contains the standard LEC header image. The name of the module convenor and any other staff members that teach the module plus links to the LUSI Handbook entry and Aspire e-reading lists. Please ensure that you have read the notices at the beginning of this guide with regards to module page structure, module handbooks and reading lists.

(1) Announcements

Course: ENV.104: Hydrolog

https://mle.lancs.ac.uk/course/view.php?id=1961

Moodle VLE You are logged in as Stephen Owens (Logout)

My home > My modules > ENV.104

Turn editing on

Navigation

- My home
 - Site home
 - Site pages
- My profile
- My modules
 - LEC-PGR
 - CHEM101
 - ENV.104**
 - Participants
 - Reports

ENV.104: Hydrological Processes

Topic outline

The Lancaster Environment Centre

LANCASTER UNIVERSITY

Module Convenor:
Nick Chappell

OneSearch

Search

Latest news

Add a new topic...
12 Jul, 15:08
Stephen Owens
Field Trip more...
Older topics...

Recent activity

Activity since Thursday, 26 July 2012, 15:43

Upcoming events

There are no upcoming events
Go to calendar...
New event...

Course administration

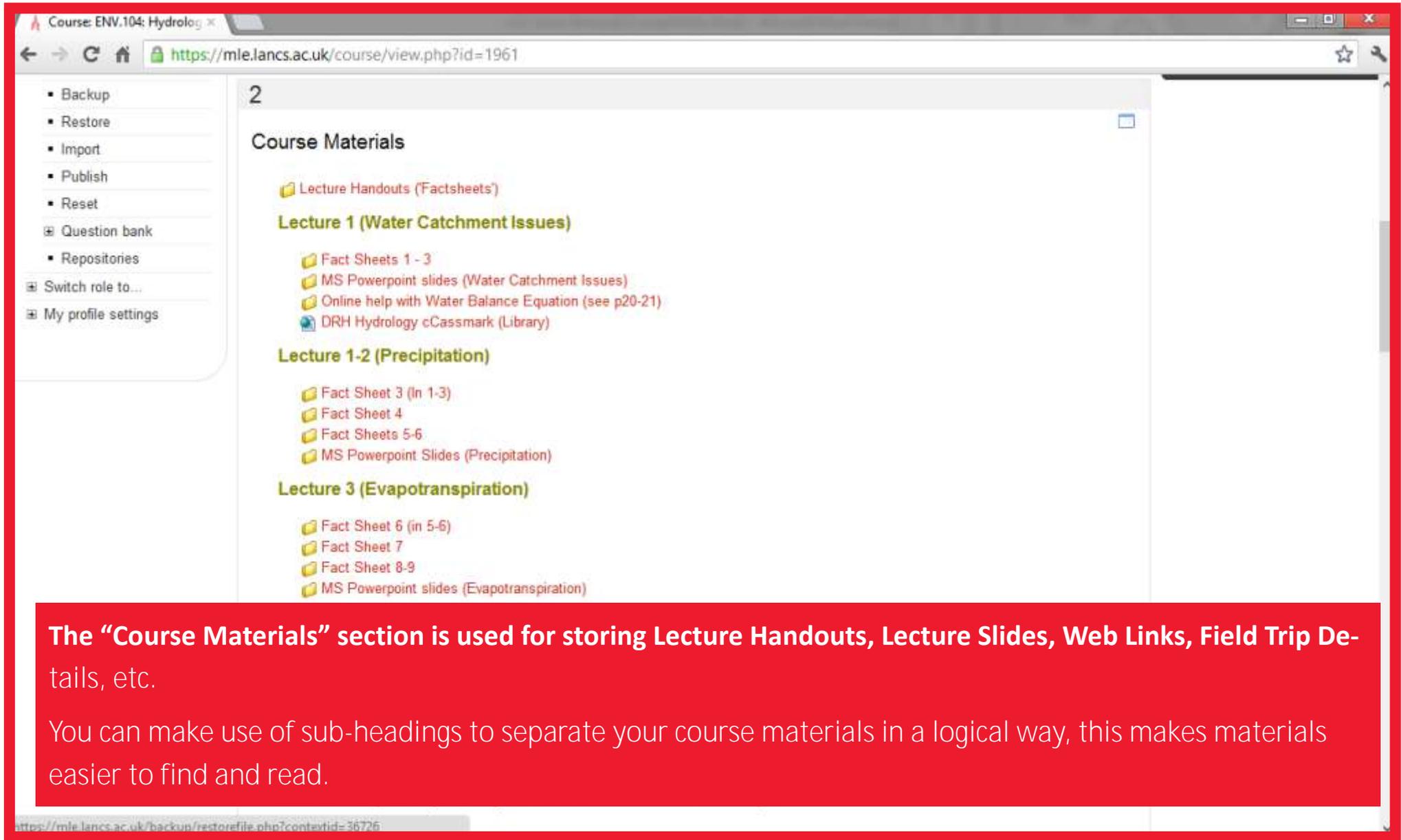
- Turn editing on
- Edit settings
- Users
 - Filters
 - Grades

Announcements

Announcements

The “Announcements: section contains an announcements forum. This is used to broadcast information to all student members of the module. This includes a feature for sending out email notices of the announcement

(2) Course Materials



The screenshot shows a Moodle course page for 'ENV.104: Hydrology'. The browser address bar displays 'https://mle.lancs.ac.uk/course/view.php?id=1961'. On the left, a sidebar contains navigation options: Backup, Restore, Import, Publish, Reset, Question bank, Repositories, Switch role to..., and My profile settings. The main content area is titled '2 Course Materials' and lists the following resources:

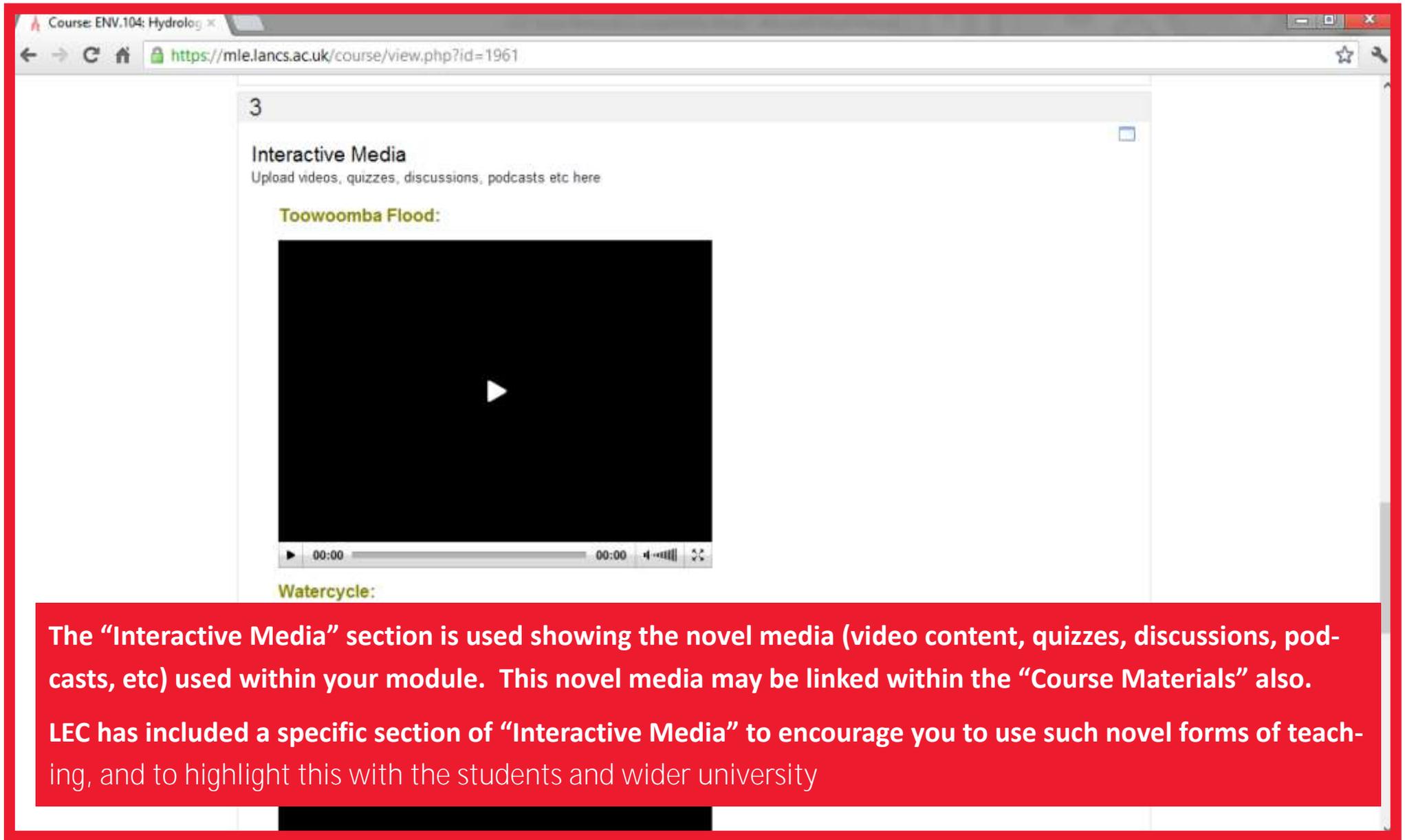
- Lecture Handouts (Factsheets)
- Lecture 1 (Water Catchment Issues)**
 - Fact Sheets 1 - 3
 - MS Powerpoint slides (Water Catchment Issues)
 - Online help with Water Balance Equation (see p20-21)
 - DRH Hydrology cCassmark (Library)
- Lecture 1-2 (Precipitation)**
 - Fact Sheet 3 (In 1-3)
 - Fact Sheet 4
 - Fact Sheets 5-6
 - MS Powerpoint Slides (Precipitation)
- Lecture 3 (Evapotranspiration)**
 - Fact Sheet 6 (in 5-6)
 - Fact Sheet 7
 - Fact Sheet 8-9
 - MS Powerpoint slides (Evapotranspiration)

The bottom of the page shows a URL: 'https://mle.lancs.ac.uk/backup/restorefile.php?contextid=36726'.

The “Course Materials” section is used for storing Lecture Handouts, Lecture Slides, Web Links, Field Trip Details, etc.

You can make use of sub-headings to separate your course materials in a logical way, this makes materials easier to find and read.

(3) Interactive Media



The screenshot shows a web browser window with the address bar displaying <https://mle.lancs.ac.uk/course/view.php?id=1961>. The page content includes a section titled "3 Interactive Media" with the instruction "Upload videos, quizzes, discussions, podcasts etc here". Below this, there is a video player for a video titled "Toowoomba Flood:". The video player shows a black screen with a white play button and a progress bar at the bottom indicating 00:00. Below the video player, the text "Watercycle:" is visible.

The "Interactive Media" section is used showing the novel media (video content, quizzes, discussions, podcasts, etc) used within your module. This novel media may be linked within the "Course Materials" also.

LEC has included a specific section of "Interactive Media" to encourage you to use such novel forms of teaching, and to highlight this with the students and wider university

(4) Coursework E-Submission



Course: ENV.104: Hydrology

https://mle.lancs.ac.uk/course/view.php?id=1961

- Online help with dilution gauging integration
- Online help with exam essay writing

4

Coursework E-Submission

The “Coursework E-Submission” section is used to allow students to submit their coursework online. This can be done by uploading single files or via using *Turnitin*. See guidance in the LEC Advanced Userguide. You should not place coursework details here if that coursework is not to be submitted online.

Moodle

LUVLE MyModules

LUVLE Home

SAKAI Home

MyPGR

STUDENT BASED SERVICES

CEEC

Library

LUSU

Registry

Student Services

iLancaster

ResNet Homepage

UG Email

PG Email

Print Budget

CONNECT WITH US

Twitter: @LU_ELearning

Wordpress

HELP

Lancaster Answers

Adobe Connect

eLearning Courses

Turnitin

CONTACT US

Learning Technology Group

ISS Building

Lancaster University

Bailrigg, Lancaster

United Kingdom

LA1 4YW

iss-service-

desk@lancaster.ac.uk

What do the edit icons mean?

When you click the “Turn editing on” button (top right-hand corner of page) a number of icons appear

The “Edit activity / resource” will be the most useful

	Edit activity/resource
	Resource is visible (click to hide)
	Resource is hidden (click to unhide)
	Move resource left/right
	Move resource/activity/topic
	Delete resource

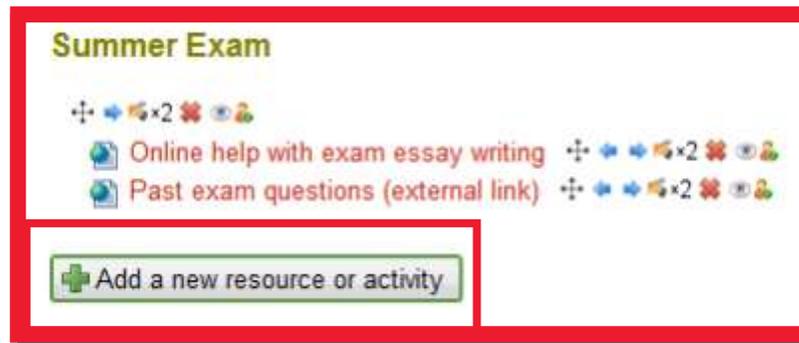
	Assign Roles
	Groups
	Show single topic
	Show all topics
	Highlight current topic

How to add files to “Course Materials”

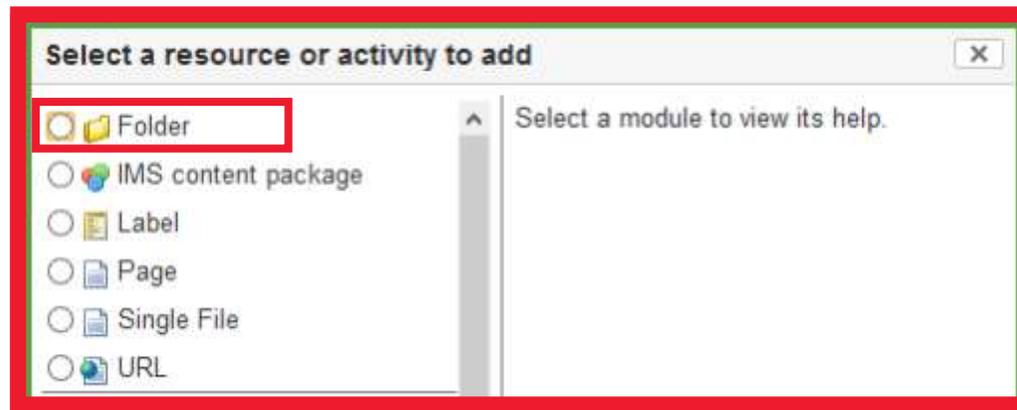
1) Click the **“Turn editing on”** button - Located at the top right-hand side of the page



2) Click the **“Add new resource or activity”** button - Located at bottom of each page section



3) Click the **“Folder”** option and then click **“Next”** - Located at bottom of the page



4) Enter a name for Course Material

5) Enter a description of the file (optional)

6) If using **Firefox** or **Google-Chrome** (recommended) you can drag your file into the Files section. If using **Internet Explorer** click the **“Add”** button

The screenshot shows a Moodle course material creation form. The **Name** field is highlighted in red and contains the text "Moodle User Guide". Below it is the **Description** section, which includes a rich text editor with a toolbar and a large text area. The **Path** field is set to "p". There is a checkbox for "Display description on course page" which is currently unchecked. Below this is the **Content** section, which is expanded to show the **Files** section. The **Files** section has a red box around the "Files" header and another red box around the "Add..." button. The text next to the "Add..." button reads "Create folder Maximum size for new files: 500MB - You can drag and drop files into this box to upload them". Below the "Add..." button is a large empty box containing the text "No files attached".

For Internet Explorer users...

7) Click the “Choose File”

button and locate the file on your computer

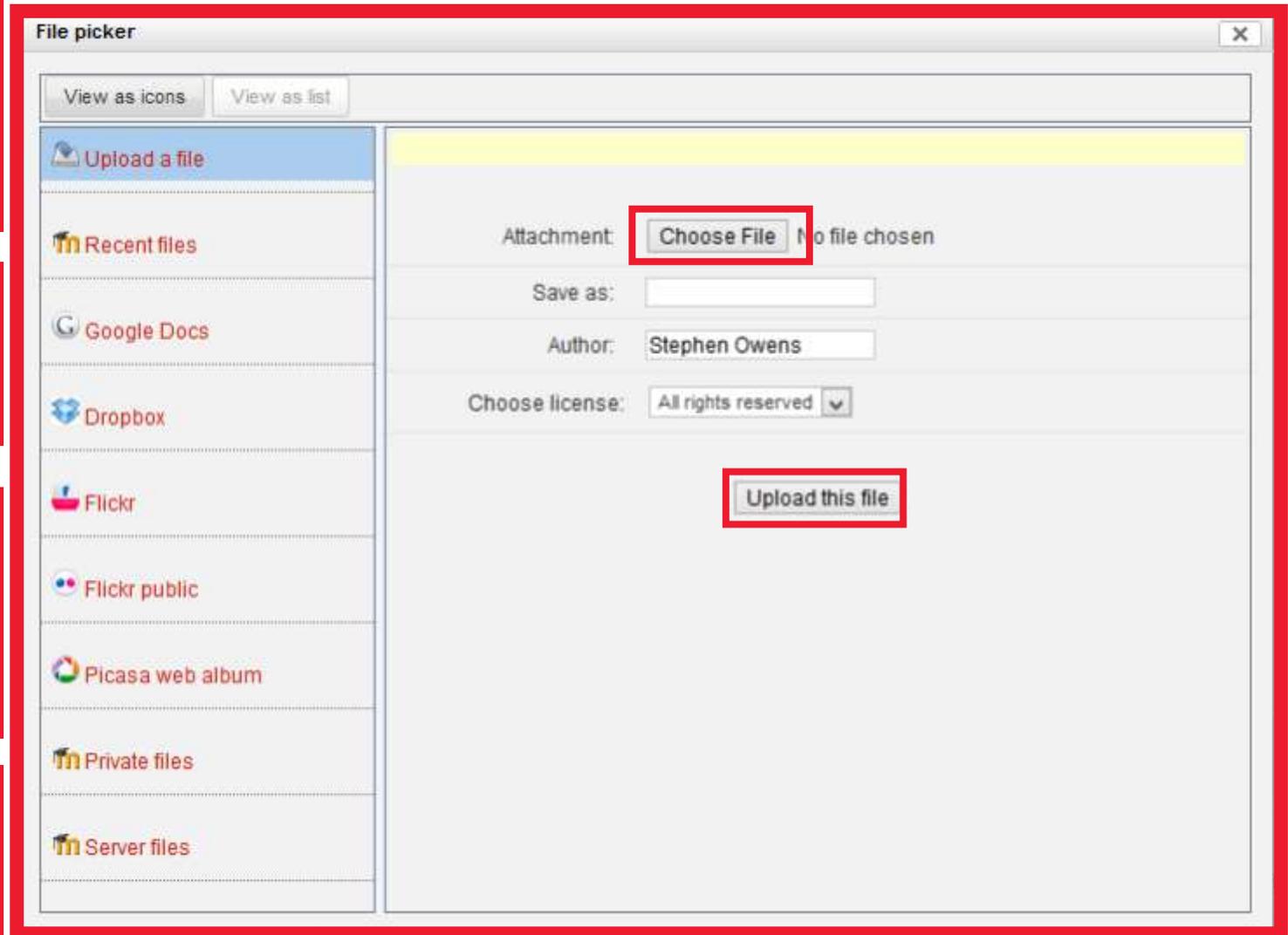
8) Click the “Upload this File”

button.

9) Click the “Save and Return

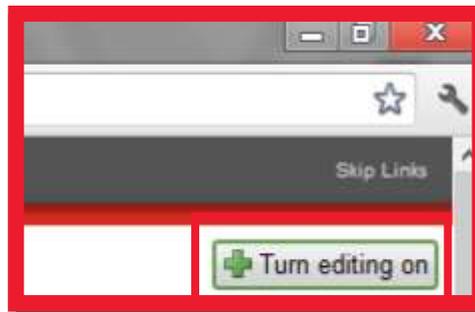
to Course” button—Located at the bottom of the page

Note: New files will be added to the bottom of the section

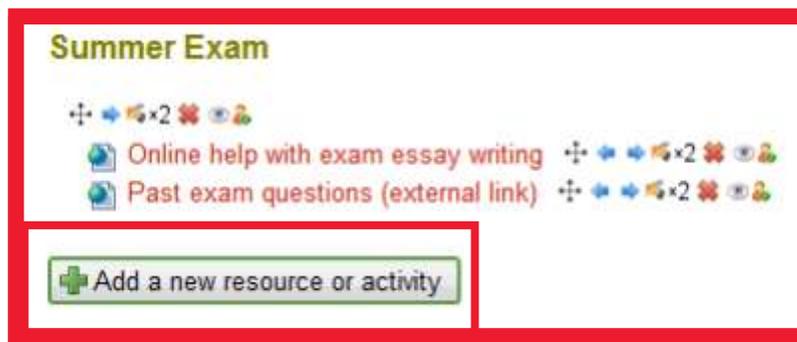


How to add web-links

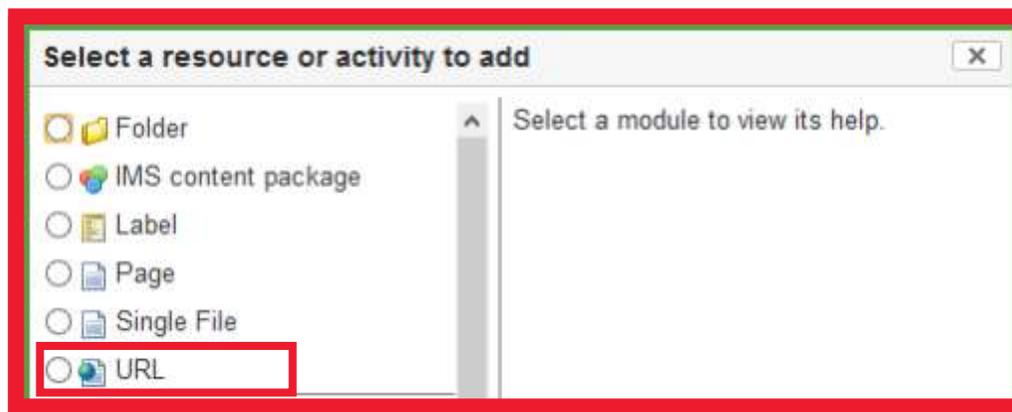
1) Click the **“Turn editing on”** button - Located at the top right-hand corner of the page



2) Click the **“Add new resource or activity”** button - Located at bottom of each page section



3) Click the **“URL”** option and then click **“Next”** - Located at bottom of the page



4) Enter a name for the web-link

5) Enter a description of the web-link (optional)

6) Enter the web-link URL

7) Click the **“Save and Return to Course” button**—Located at the bottom of the page

The image shows a screenshot of a web-link configuration form. The form is enclosed in a red border. At the top, there is a text input field labeled "Name*" which is highlighted with a red box. Below it is a rich text editor area labeled "Description" with a red border. This area includes a toolbar with various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other editing functions. Below the rich text editor is a text input field labeled "Path: p". Underneath that is a checkbox labeled "Display description on course page" with a green checkmark icon. Below the checkbox is a section header "Content" with a red underline. At the bottom, there is a text input field labeled "External URL*" which is highlighted with a red box. To the right of this field is a button labeled "Choose a link...".

Viewing class lists and sending e-mails

Navigation

- My home
 - Site home
 - Site pages
- My profile
- My modules
 - LEC-PGR
 - CHEM101
 - ENV.104
- Participants**
 - Notes
 - Stephen Owens
 - Reports
 - GEOG105
 - LEC.102
 - LEC-Y1-1213
 - MLE403

Current role
All participants

All participants: 2

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	Username	City/town	Country	Last access ↑	Select
	Stephen Owens			Unit		<input type="checkbox"/>
	Glen Dobson			Unit		<input type="checkbox"/>

Select all Deselect all

You can filter the "Current role" in the class list by "All Participants," "Students," or "Teaching Staff"

Click a user's name to view their profile

You can select multiple members by ticking

You can select all users by clicking the "Select All" button

To view your class list click the "Participants" link in the navigation bar

Sending e-mails

Current role
All participants ▾

All participants: 2 🗨️

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

User picture	First name / Surname	Username	City	Select
	Stephen Owens	owens	Lan	<input checked="" type="checkbox"/>
	Glen Dobson	dobsong	Lan	<input checked="" type="checkbox"/>

Select all Deselect all 🗨️ With selected users... Send a message ▾

1) Choose the members you want to email by ticking them individually or by clicking the "Select all"

2) Choose the "Send a message" option from the drop-down menu

Message body:

Formatting:

Font family Font size Paragraph

B *I* U ABC x₂ x² [List icons] [Image icon] [Link icon] [Text color icon] [Background color icon]

Sending an email to multiple members.....

Type your message in this box

Path: p

Preview

3) Type your message into the form and then click preview

HTML format preview

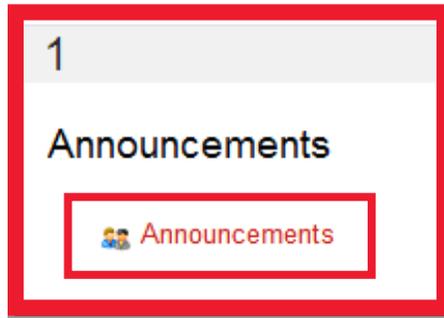
Sending an email to multiple members.....

Type your message in this box

Send message Update

4) Review your message and click "Send message" to send

How to make announcements on the page



1) Click on the “Announcements”
forum



2) Click on the “Add new topic”
button

3) Type in an Announcement subject

4) Type in a message

5) Click the “Post to Forum” button

The screenshot shows a forum post creation form with several red-bordered annotations:

- A red box highlights the **Subject*** input field at the top.
- A larger red box highlights the **Message*** text area, which includes a rich text editor toolbar with options for font family, size, bold, italic, underline, text color, background color, bulleted and numbered lists, link, unlink, image, video, and code.
- A red box highlights the **Post to forum** button at the bottom left.

Other visible elements include:

- Subscription** status: Everyone is subscribed to this forum.
- Attachment** section: Includes an "Add..." button and a note: "Maximum size for new files: 500MB - You can drag and drop files into this box to upload them." Below this, it says "No files attached".
- Mail now** checkbox: Currently unchecked.

You can add attachments to the announcement

Tick the “Mail now” box to send this announcement as an email

Checking who has accessed your online material

The navigation bar is shown with a red border. It contains the following items:

- Navigation
- My home
 - Site home
 - Site pages
- My profile
- My modules
 - LEC-PGR
 - CHEM101
 - ENV.104**
 - Participants
- Reports
 - Logs**
 - Live logs
 - Activity report
 - Course participation
- GEOG105
- LEC.102
- LEC-Y1-1213
- MLE403

You can view a Log for a single participant or all participants

The log filter interface is shown with a red border. It contains the following filters:

- ENV.104: Hydrological Processes
- All participants
- Today, 29 July 2012
- All activities
- All actions
- Display on page
- Get these logs**

You can filter the logs based on date

You can filter the logs based on activities (online material)

You can filter the logs based on whether a person has viewed/added/updated an activity

1) To see who has accessed your online material click on **“Reports”** in the navigation bar and then on **“Logs”**

2) Choose which filters to apply to the Log and then click the **“Get these logs”** button

Displaying 136 records

Page: 1 ([Next](#))

Time	IP address	User full name	Action	Information
Wed 25 July 2012, 12:21	10.32.5.232	Stephen Owens	turnitintool add	
Wed 25 July 2012, 12:21	10.32.5.232	Stephen Owens	course add mod	turnitintool 136
Wed 25 July 2012, 12:21	10.32.5.232	Stephen Owens	calendar add	Test2 - Part 1
Wed 25 July 2012, 10:27	10.32.5.232	Stephen Owens	calendar add	Test - Part 1
Wed 25 July 2012, 10:26	10.32.5.232	Stephen Owens	turnitintool add	
Wed 25 July 2012, 10:26	10.32.5.232	Stephen Owens	course add mod	turnitintool 135
Wed 25 July 2012, 10:26	10.32.5.232	Stephen Owens	calendar add	Test - Part 1
Thu 12 July 2012, 15:08	10.32.4.199	Stephen Owens	forum add discussion	Field Trip
Mon 9 July 2012, 14:00	10.32.5.163	Stephen Owens	url add	Online help with exam essay writing
Mon 9 July 2012, 14:00	10.32.5.163	Stephen Owens	course add mod	url 769
Mon 9 July 2012, 13:59	10.32.5.163	Stephen Owens	folder add	Online help with dilution gauging integration

eLearning Assistants

If you require any help with LEC-Moodle please contact the FST eLearning Assistant

Ann Kretschmar - a.kretschmar@lancaster.ac.uk

