Using LEC-Moodle

A user guide for staff of the Lancaster Environment Centre

Created by Stephen Owens (ISS)

with guidance from Nick Chappell (LEC)
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

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

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

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

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!
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

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 proves 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.
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.
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.
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🎨</td>
<td>Edit activity/resource</td>
</tr>
<tr>
<td>👀</td>
<td>Resource is visible (click to hide)</td>
</tr>
<tr>
<td>🔮</td>
<td>Resource is hidden (click to unhide)</td>
</tr>
<tr>
<td>↔️</td>
<td>Move resource left/right</td>
</tr>
<tr>
<td>▲▼</td>
<td>Move resource/activity/topic</td>
</tr>
<tr>
<td>✗</td>
<td>Delete resource</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧑‍👤</td>
<td>Assign Roles</td>
</tr>
<tr>
<td>💼</td>
<td>Groups</td>
</tr>
<tr>
<td>📜</td>
<td>Show single topic</td>
</tr>
<tr>
<td>📜</td>
<td>Show all topics</td>
</tr>
<tr>
<td>💡</td>
<td>Highlight current topic</td>
</tr>
</tbody>
</table>
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.
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
To view your class list, click the "Participants" link in the navigation bar.

- 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.
Sending e-mails

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

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

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

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.

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

You can filter the logs based on date.

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

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

If you require any help with LEC-Moodle please contact the FST eLearning Assistant
Ann Kretzschmar  -  a.kretzschmar@lancaster.ac.uk