(COLLABORATIVE) WORK IN MY MOODLE CLASSROOM

File Uploads & Interactions
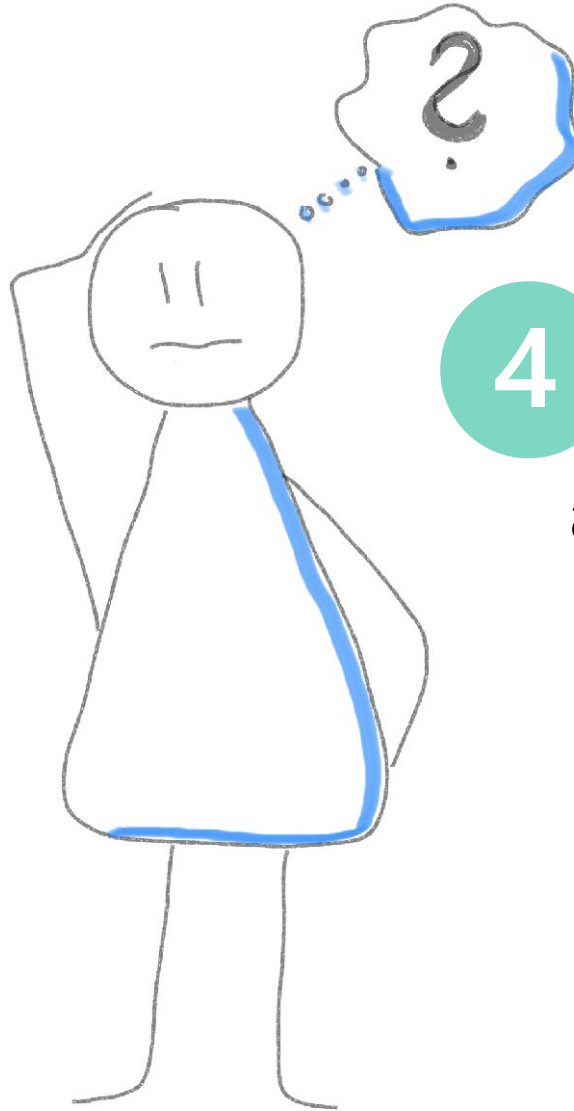
1 How can students upload files to the classroom?

2 How can I work with groups?

3 How can students freely enroll in groups or create one themselves?

**4** How can I document learning progress and/or recognize achievements?

5 How can students judge each other?

# HOW CAN STUDENTS UPLOAD FILES TO THE CLASSROOM?

Activity: Assignment

1. Open the moodle course room and turn on the edit mode.
2. Add the activity **Assignment** and choose the desired settings.
3. The course participants click on **Add submission** to upload a file - the easiest way to do this is by dragging and dropping it into the field provided.
4. After saving the changes (the upload) the file will be displayed in the course.

Assignment
☆ ❶
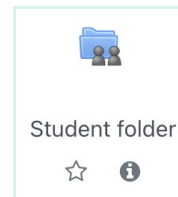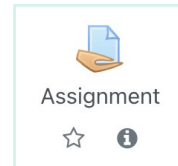
Student folder
☆ ❶

Activity: Student folder

1. Open the moodle course room and turn on the edit mode.
2. Add the activity **Student folder** and choose the desired settings.
3. Within this activity all participants are able to upload files by using the button **edit/upload files**.
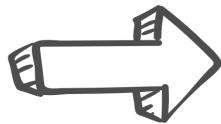
Use the file submission option for collaborative work in your moodle course room and/or to obtain work results from phases of self-study (on time).
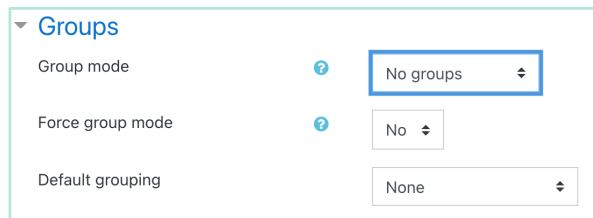
2

HOW CAN I WORK WITH GROUPS (1/3)?

There are **three group modes** available to you in the general course settings. Use this to divide the participants into groups in the entire course or also in individual activities.
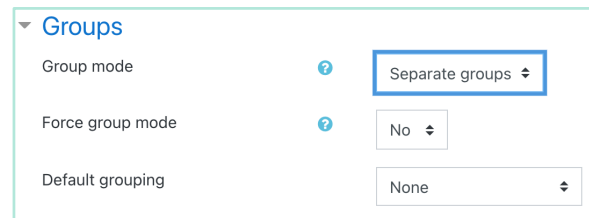
No groups

There are no sub groups, everyone is part of one big community. The list of participants cannot be viewed.

▼ Groups

Group mode	❓	No groups ⬍
Force group mode	❓	No ⬍
Default grouping		None ⬍
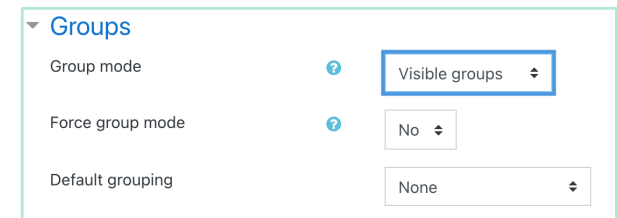
Seperate groups

Each group can only see their own group, others are invisible.

▼ Groups

Group mode	❓	Separate groups ⬍
Force group mode	❓	No ⬍
Default grouping		None ⬍

Visible groups

Each group works in their own group, but can also see other groups.

▼ Groups

Group mode	❓	Visible groups ⬍
Force group mode	❓	No ⬍
Default grouping		None ⬍
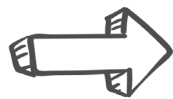
The group mode defined at the course level is the default group mode for all activities in the course.

HOW CAN I WORK WITH GROUPS (2/3)?

✔ For each activity used in the course, you can use the additional settings there to specify whether and, if so, which group mode should be used.

✔ Activities in the course that are operated in group mode allow user contributions to be filtered according to group membership.

Example: If you use **Visible groups** or **Seperated groups** for the activity Assignment, you can filter files uploads for a choosen group.

You can only use the group mode of an activity if **Force group mode** is set to **No**. If this setting is set to Yes, then the group mode defined in the course context applies to all activities in the course and cannot be changed in the activities context.

HOW CAN I WORK WITH GROUPS (3/3)?

2

To create groups:

1. Open the moodle course room and click on the gearwheel top right to chooe **More** …

2. Click on the tab **Users** and in the Users section choose **Groups**.

3. Click on **Create group**.

4. Carry out all necessary entries and save your changes.

5. Use the button **Add/remove users** to enroll users to the groups created.

3
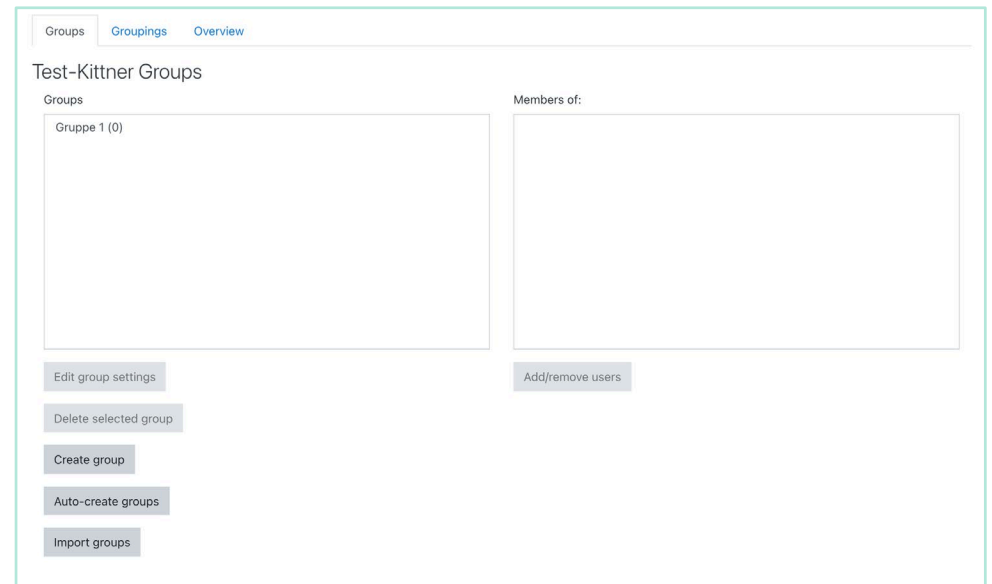
HOW CAN STUDENTS FREELY ENROLL IN GROUPS OR CREATE ONE THEMSELVES (1/2)?

Group self-selection
☆ ⓘ
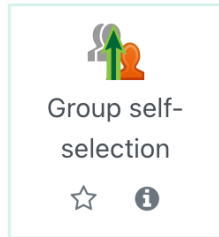
Activity: Group self-selection

Use this activity in your course to enable participants to group freely or to register in existing groups. You can determine the minimum and / or maximum number of group members.
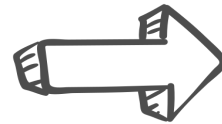
- ✔ Participants can create groups, give them a description and set them password protected, if wanted

- ✔ Participants can select and join groups

- ✔ Supervisors may be assigned to groups

- ✔ Teachers can export course group list as a csv-file

3

HOW CAN STUDENTS FREELY ENROLL IN GROUPS OR CREATE ONE THEMSELVES (2/2)?

Embed the activity Group self-selection to your course:

1. Open your moodle course room and turn on the edit mode.

2. Add the activity **Group self-selection**.

3. Enter a name and (optional) a description.

4. Define any additional settings.

5. Save your changes.

The course participants can now enroll in groups or create their own groups.

Group self-selection

Create a new group	Create a download link for group data file (CSV)	Manage groups

Group ▴▾	Group description ▴▾	Count ▴▾	Members ▴▾	Action ▴▾
Group 1	Click to edit	0		Become member of
Group 2	Click to edit	0		Become member of
My group	Click to edit	0		Become member of

4

HOW CAN I DOCUMENT LEARNING PROGRESS AND/OR RECOGNIZE ACHIEVEMENTS (1/2)?

Use **badges** (awards) in moodle to document learning progress and/or to recognize the achievements of your course participants. Define criteria based on which badges are awarded in the course or give them manually to selected participants.
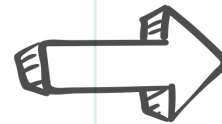
🛡 Badges

Badges

Badges von Moodle - Lernplattform der Friedrich-Schiller-Universität Jena:

Gratulation

Awarded badges can be seen in the user profile.

# 4 HOW CAN I DOCUMENT LEARNING PROGRESS AND/OR RECOGNIZE ACHIEVEMENTS (2/2)?

Create badges and award them:

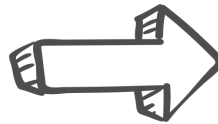1. Open your moodle course room and click on the gearwheel top right to choose More ...

2. In the Badges section you see two options: Manage badges and Add a new badge.

3. If you want to create a new badge enter all necessary settings, upload an image and save your changes.

4. If you cklick on the name of the badge in the overview, you can award it by clicking Award badge in the Recipients tab and select the persons you want.

HOW CAN STUDENTS JUDGE EACH OTHER (1/2)?

Workshop
☆ ⓘ

Activity: Workshop

This activity is a peer assessment activity – it works in a similar way to the Assignment activity, but with many additional options. Submissions can be rated here according to several criteria; the form of assessment is determined by the trainer.

✓ Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor.

✓ Submissions are assessed using a multi-criteria assessment form defined by the teacher. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required.

✓ Students obtain two grades in a workshop activity – a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the gradebook.

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HOW CAN STUDENTS JUDGE EACH OTHER (2/2)?

Configure the activity Workshop:

1. Open your moodle course room and turn on the edit mode.

2. Add the activity **Workshop**.

3. Enter a name and (optional) a description.

4. The grading settings determine which grading strategy will be used. (**Note**: The grading strategy cannot be changed once you are in the submission phase of the activity.)

5. You can activate a self-assessment in the assessment settings and the participants can judge their own work according to defined criteria.

6. Make all other required settings and save your changes.

CONTACT

Moodle at Friedrich Schiller University Jena

If you have any questions, requests or suggestions, the Moodle team can be reached at: moodle@uni-jena.de or via Service-Desk-Ticket.