

## Teaching online with Moodle

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### Introduction

The checklist moves through three levels (basic, intermediate and advanced) from purely asynchronous (self-paced) delivery to a mix of asynchronous and synchronous (live) delivery. Asynchronous underpins all three levels as it means students can participate regardless of location, time zone, device or quality of internet connection.

Keeping in mind the **Inclusive Core Practice** on [Teaching Online](#), we recommend that you ensure the basics are in place before you consider moving onto intermediate and advanced delivery modes.

### Training and guidance

Please refer to [Teaching Online](#) for further guidance on Moodle and other Digital Learning platforms. Contact your local Digital Learning team to learn more about training.



## Basic checklist

Asynchronous delivery only

1. Getting familiar with Moodle:
  - a. How to navigate Moodle
  - b. How to edit content in your Moodle site
  - c. How to add activities and resources
  
2. Adding and organising content to your Moodle site (**resources**)
  - a. Add resources such as files, readings, web links
  - b. Use labels and “move right” (indentation) feature in Moodle to organise your content
  
3. Creating some online activities (**activities**)
  - a. Use the Moodle Discussion forum to create a place for students to discuss coursework or share resources
  
4. Communicating with your students (**support**)
  - a. Send regular announcements to all students using Moodle Announcement
  - b. Send emails using QuickMail to individual or groups of students
  
5. Assessing and giving feedback to your students (**evaluation**)
  - a. Use Moodle assignment to collect assessments and give feedback
  - b. Use Turnitin to collect text-based submissions requiring similarity check as well as give feedback

## Intermediate checklist

Mostly asynchronous, with some synchronous (see 2b and 5b) delivery.

1. Adding content to your Moodle site (**resources**)
  - a. Use Moodle page, book and tabs content types to organise content
  
2. Creating some online activities (**activities**)
  - a. Use the Moodle Discussion forum to create a place for students to discuss coursework
  - b. Use a live (synchronous) discussion using Moodle Chat
  - c. Use a quiz to gauge student understanding
  
3. Assessing your students (**evaluation**)
  - a. Use a Moodle Quiz to assess your students
  
4. Delivering content (**resources**)
  - a. Pre-record lectures and add to Moodle
  
5. Communicating with your students (**support**)
  - a. Use Scheduler to create a booking system for tutorials

- b. Use Blackboard Collaborate Ultra or Microsoft Teams to conduct one-on-one tutorials
- c. Use the Moodle Discussion forum to create a place for students to discuss coursework

## **Advanced checklist**

A mix of asynchronous and synchronous delivery.

1. Adding advanced content types to your Moodle site (**resources**)
  - a. Use H5P an advanced tool in Moodle to organise content into timelines, collapsible sections, etc.
2. Delivering content (**resources**)
  - a. Deliver lectures/sessions/workshops/tutorials using Blackboard Collaborate Ultra
3. Assessing your students (**evaluation**)
  - a. Student presentations using Blackboard Collaborate Ultra