



**INGENIUM**  
European University

# **INGENIUM Educational Platform**

## **Quick start guide for teachers**

*Work package 3 – Digital INGENIUM*

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The [INGENIUM educational platform](#) is based on the [Moodle](#) Learning Management System (LMS), which is open source, with a large community and widely known.



**Figure 1.** The INGENIUM Educational Platform

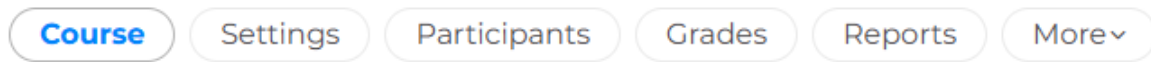
The basic element of the platform is the course. A course is a space where teachers can add learning materials and activities for their students. This guide serves as an introduction to teachers in order to create and manage their courses on the INGENIUM educational platform.

## 1. Course set up

A course is the space where teachers can add learning materials for their students. A teacher may have more than one course, and a course may include more than one teacher and more than one group of learners.

By default, a regular teacher can't add a new course. The administrators or managers of the platform, or users with the role of 'course creator' can add new courses. So, in case you need a new course to be created, please contact INGENIUM user support ([helpdesk@ingenium-university.eu](mailto:helpdesk@ingenium-university.eu)).

On top of a course page, a user can see a horizontal menu with control options. In the case of a teacher, the options are as follows:

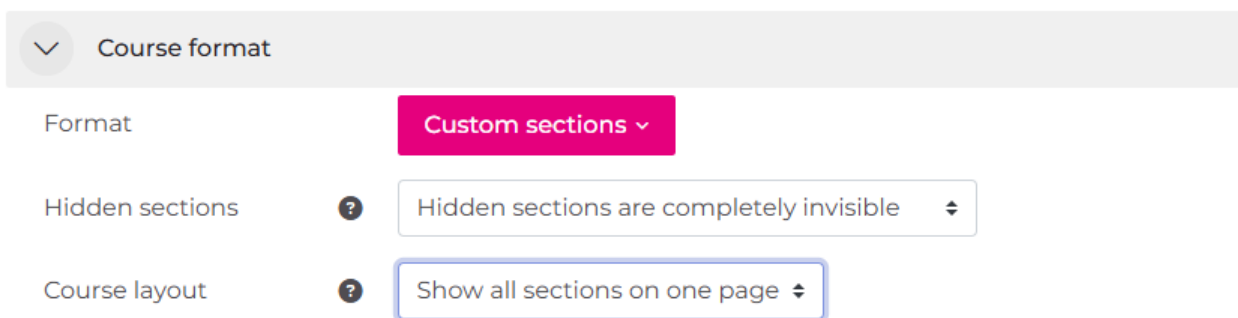


**Figure 2.** Course controls menu

The “**Settings**” option includes the basic settings for each course, such as the name, description, format, duration, and other controls. It is recommended that a teacher should start creating their course by visiting and arranging the course settings.

## 1.1 Course format

A course can display its materials in a number of ways or 'formats', for example in weekly sections or named topic sections (custom sections). You can show all the sections at once or just reveal one at a time.



**Figure 3.** Course format settings

It should be noted that course sections can be renamed, moved by drag and drop, and also new sections can be added or removed. These can be done by editing the course and will be explained below.

## 1.2 Tracking progress

You can track the progress of each student by enabling completion tracking in the “Settings”.

Completion tracking

Enable completion tracking ? Yes ▾

Show activity completion conditions ? Yes ▾

**Figure 4.** Completion tracking settings

If completion tracking has been enabled for the course, you can then set completion conditions in activity settings (see below, how to add an activity or resource). A button with completion requirement information will appear to the right of the activity and a student may either be allowed to check it manually, or the item will show complete once the criteria for that particular activity have been met. Completion indicators display in the course index and reflect the completion status of each activity, for quick checking.

This feature can be combined with Course completion so that when certain activities have been completed and/or grades obtained, the course itself is marked complete.

### 1.3 Groups

On the course level you can assign a user to one (or more) groups. In a course you can assign a context(activity) to a group. When members of the group leave the course, they lose their identity with the group.

To enable grouping of users in the course level, you should use the Groups section (in the Settings page) below:

Groups

Group mode ? No groups ▾

Force group mode ? No ▾

Default grouping None ▾

**Figure 5.** Group settings

There are three options for group mode:

- > No groups
- > Separate groups: Each group can only see their own group, others are invisible
- > Visible groups: Each group works in their own group but can also see other groups. (The other groups' work is read-only.)

## 2. Course enrollment – participants

On the course menu (see Figure 1), there is the option “participants”. This opens a page where the teacher can view the users that participate to the course (other teachers, non-editing teachers and students). Also, they can add or delete users.

The screenshot shows the 'Enrolled users' interface. At the top, there is a dropdown menu for 'Enrolled users' and a green 'Enrol users' button. Below this is a search bar with 'Match Any' and 'Select' dropdowns, a close button, and buttons for '+ Add condition', 'Clear filters', and 'Apply filters'. It indicates '3 participants found'. There are two alphabetical filters for 'First name' and 'Last name', both set to 'All'. Below is a table of participants:

	First name / Last name	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	-	-	-	-	-	-
<input type="checkbox"/>	[Redacted]	[Redacted]	Student	No groups	Never	Active
<input type="checkbox"/>	[Redacted]	[Redacted]	Student	No groups	Never	Active
<input type="checkbox"/>	A [Redacted]	[Redacted]	Teacher	No groups	2 mins 47 secs	Active

At the bottom, there is a dropdown menu 'With selected users...' set to 'Choose...'. A green 'Enrol users' button with a user icon is also visible.











**Figure 6.** Course Participants

In Figure 5, the teacher can click on the “Enrol users” button and add users to the course. Keep in mind that, before a learner can access your course, they must first be authenticated on the site.

You can delete (unenrol) a user from your course, by clicking on the delete icon () next to them.

On the top-left side of the page seen on Figure 5, there is a drop-down menu. An important option is the “enrollment methods”. This leads to the below page:

Enrolment methods ▾



Name	Users	Up/Down	Edit
Manual enrolments	3	↓	   
Guest access	0	↑ ↓	  
Self enrolment (Student)	0	↑	  

Add method

**Figure 7.** Enrollment methods

There are several enrolment methods available to a teacher. The admin might enrol students into course automatically, or the teacher might enrol students (manual enrollment method). Other options include Self enrolment (students are able to enrol themselves) and Guest access (people without a user account can view the course content, however they cannot participate in any activities).

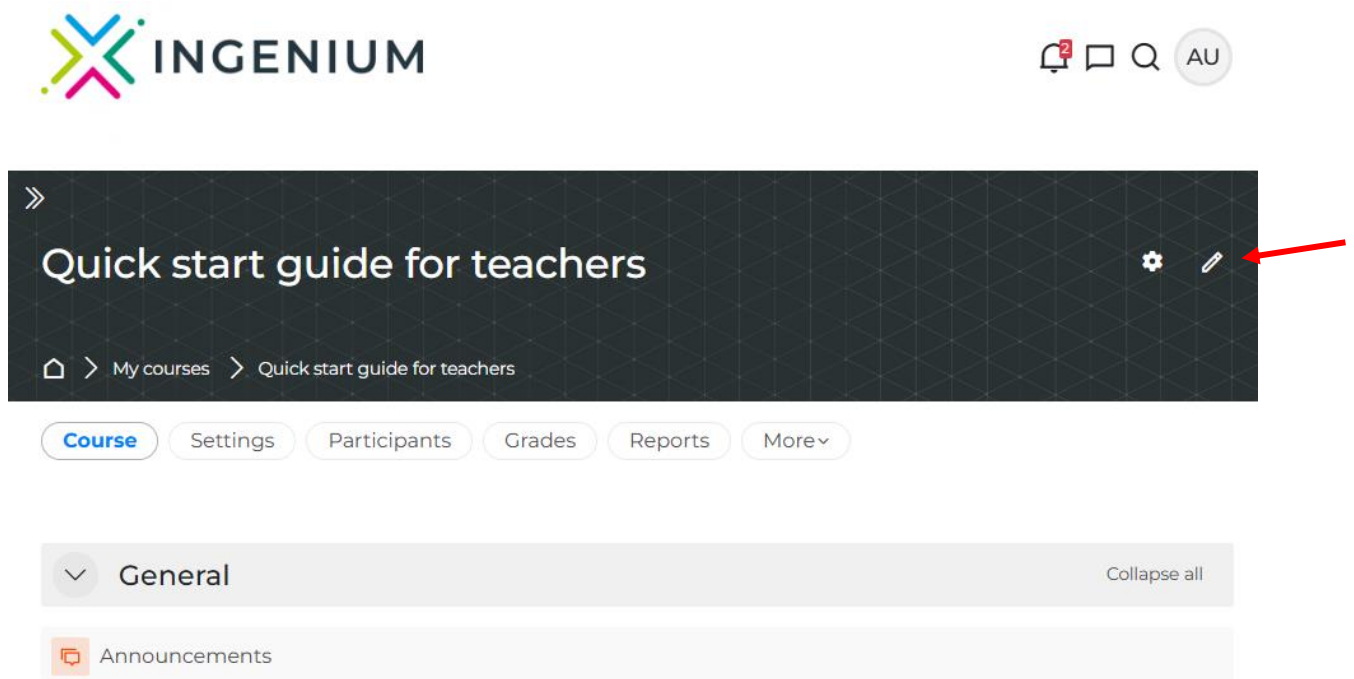
On the table seen on Figure 6, the teacher can activate or deactivate a method by clicking on the eye icon:

-  Activated method
-  Deactivated method

### 3. Adding content to a course

To add content to a course, you have to click to the pencil icon on the right side of the header of the course page. Then, the **edit mode** is on.



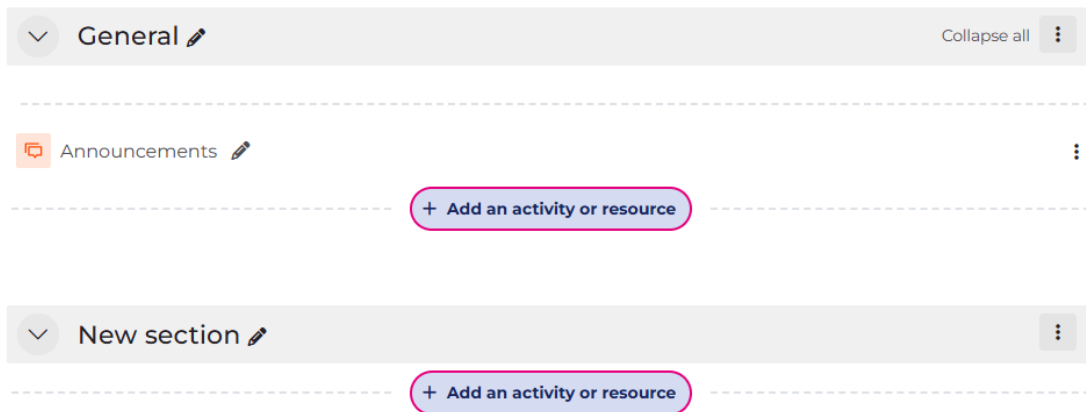


**Figure 8.** Activating editing mode

When you are finished with adding content, you click on the same place, on the relevant icon, to return to normal mode.

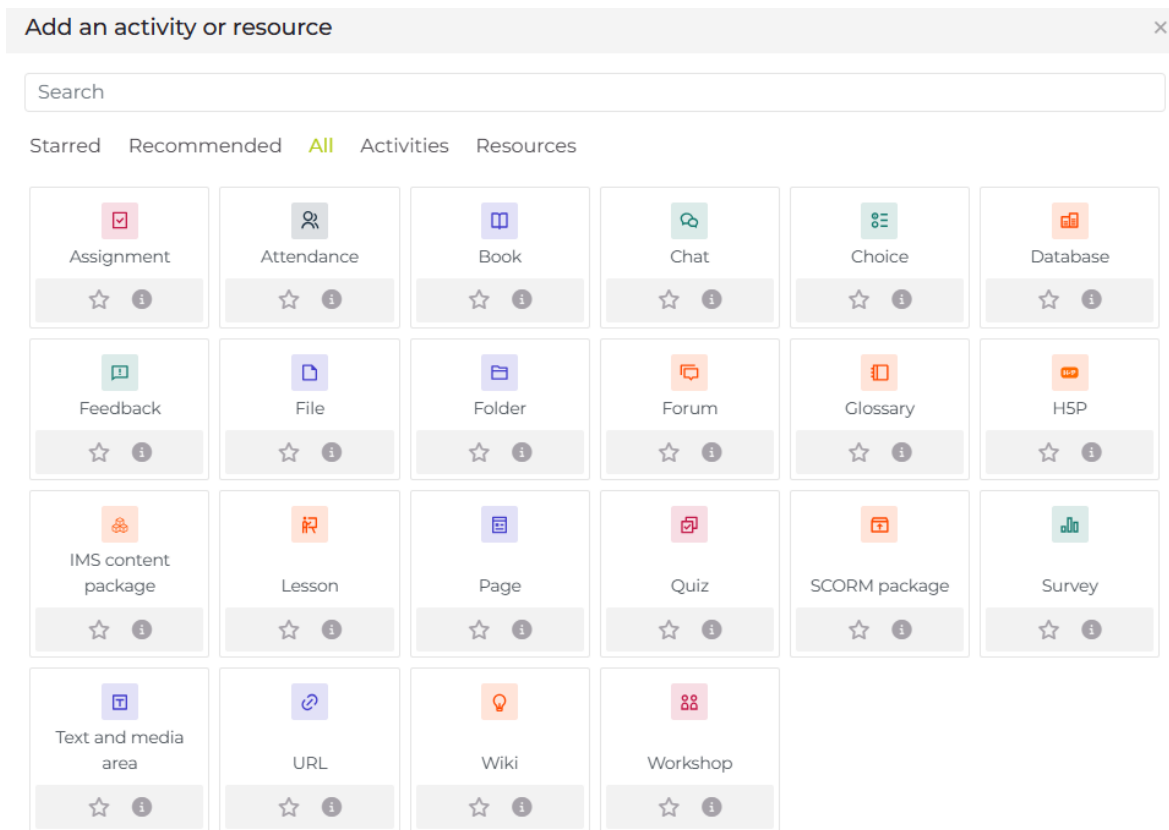
While the course is in edit mode, the course environment has links and buttons in several places where you can add, delete, modify content.

There are two categories of content in moodle, resources and activities. To add content in each course section, click on **“+Add an activity or resource”** on the bottom of the section. This will open the activity chooser.



**Figure 9.** Course in edit mode

The activity chooser shows icons for all activities and resources that are available for adding in your course.



Or browse for content on [moodleNet](#)

**Figure 10.** Activity chooser

The activity icons are coloured according to the activity category they belong to. Activities in Moodle are organised in categories, based on their main purpose in the course.

Activity categories are coloured as follows:

- > Pink = **Assessment**: Assignment, Quiz, and Workshop.
- > Purple = **Collaboration**: Database, Forum, Glossary, and Wiki.
- > Orange = **Communication**: Chat, Choice, Feedback, and Survey.
- > Brown = **Interactive content**: H5P, Lesson, IMS package, and SCORM package.
- > Teal = **Resources**: Book, File, Folder, Page, URL, and Text and media area.

You click on the icon of the resource / activity that you wish and it opens a form, where you fill in the relevant settings (name, description, availability, and other settings according to the specific resource/activity). You click on save and you add your content to the specific section.

### 3.1 Resources

A resource is an item that a teacher can use to support learning, such as a file or link. Moodle supports a range of resource types which teachers can add to their courses. Resources appear as a single link with an icon in front of it that represents the type of resource.

Resource types are the following:

- > **Book** - A multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.
- > **File** - A picture, PDF file, spreadsheet, sound file, video file or any other file type. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it.
- > **Folder** - For helping organize files. A folder may contain other folders.
- > **IMS content package** - For adding static material from other sources in the standard IMS content package format.
- > **Page** - A web page that a teacher creates using the text editor.
- > **Text and media area** - For displaying text and multimedia on the course page.
- > **URL** - For providing a web link as a course resource.

### 3.2 Activities

An activity is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and/or the teacher.

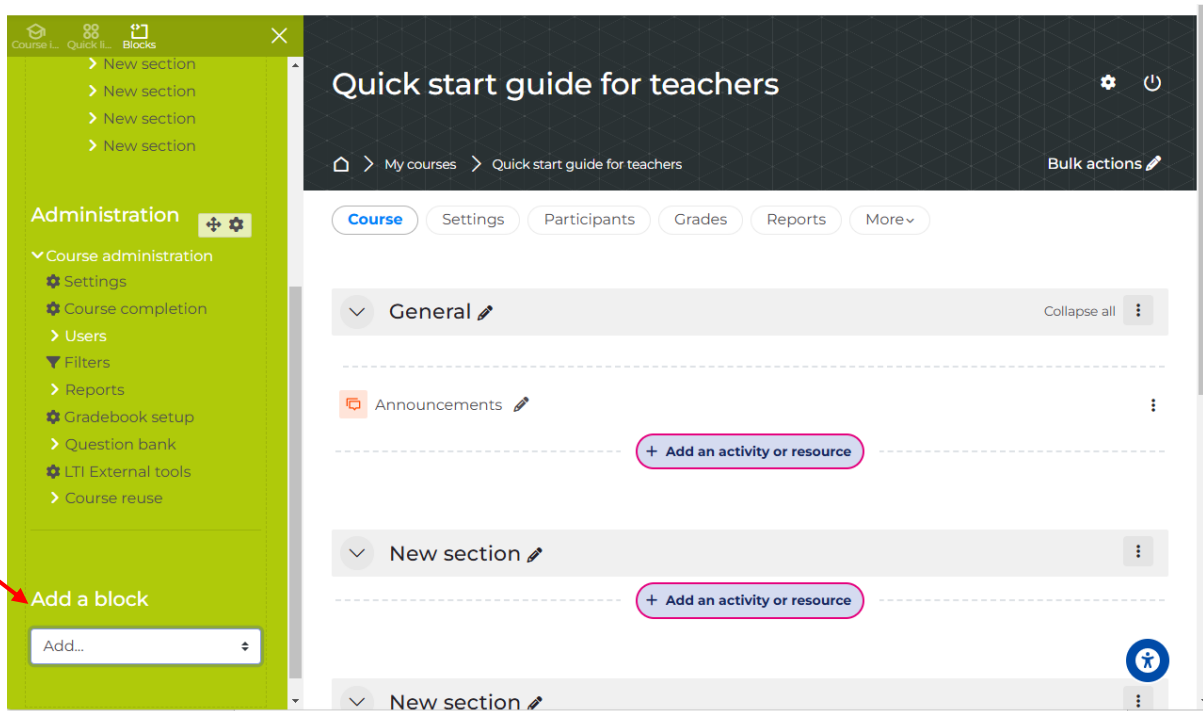
In Moodle terminology, an Activity, such as Forums or Quizzes, properly means something students can contribute to directly, and is often contrasted to a Resource such as a File or Page, which is presented by the teacher to them. However, the term activity is sometimes for convenience also used to refer to both Activities and Resources as a group.

Activity types are the following:

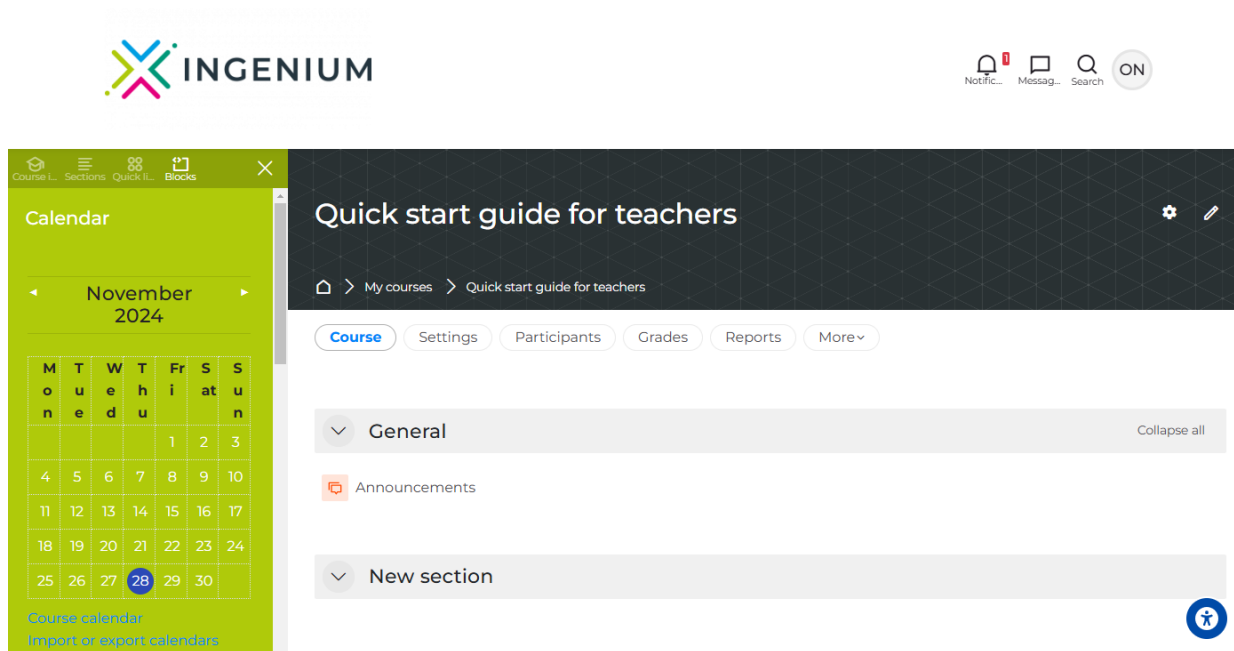
- > **Assignments** - Enable teachers to grade and give comments on uploaded files and assignments created on and off line
- > **Chat** - Allows participants to have a real-time synchronous discussion
- > **Choice** - A teacher asks a question and specifies a choice of multiple responses
- > **Database** - Enables participants to create, maintain and search a bank of record entries
- > **Feedback** - For creating and conducting surveys to collect feedback.
- > **Forum** - Allows participants to have asynchronous discussions
- > **Glossary** - Enables participants to create and maintain a list of definitions, like a dictionary
- > **H5P activity** - Enables H5P content created in the Content bank or on h5p.com or with the lumi App to be easily added to a course as an activity.
- > **Lesson** - For delivering content in flexible ways
- > **LTI External tool activity** - Allows participants to interact with LTI compliant learning resources and activities on other web sites.
- > **Quiz** - Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown
- > **SCORM** - Enables SCORM packages to be included as course content
- > **Survey** - For gathering data from students to help teachers learn about their class and reflect on their own teaching
- > **Wiki** - A collection of web pages that anyone can add to or edit
- > **Workshop** - Enables peer assessment.

### 3.3 Blocks

You can also add elements, known as 'blocks', to the left of your course page. For more information see Blocks. Blocks can show information/content such as calendar, comments, activity results, course completion status, etc.



**Figure 11.** Adding a block in edit mode



**Figure 12.** A calendar block on the right side menu

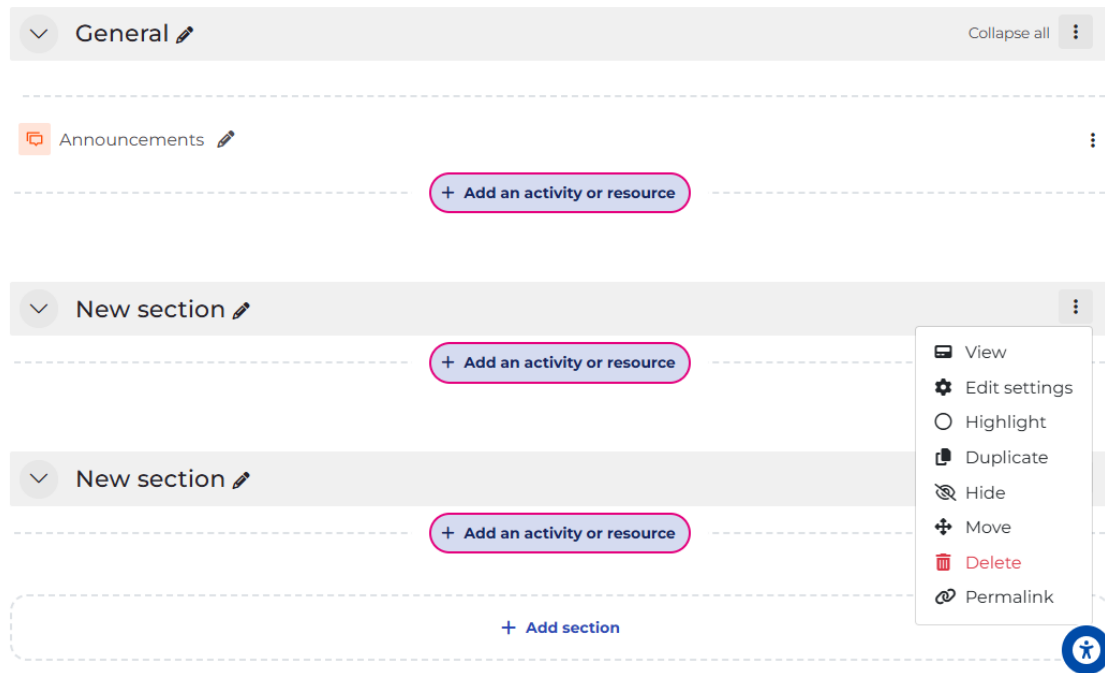
### 3.4 Managing course sections

To add a new section to the course, click on “+ Add section” on bottom of the course page.

To change a section’s name, click on the pencil next to the section’s name, change the name and press enter.

To do other modifications to a section, click on the three bullets on the right of the section name (⋮). Some options are:

- > Edit settings, to modify name and description to the section.
- > Duplicate, to add a copy of this section to the course.
- > Hide, to hide the section from students (and guests).
- > Move, to change the section’s position, in relation to the other sections of the course.
- > Delete, to delete the section
- > Permalink, to copy the url of the section and use it somewhere else to refer to the section.



**Figure 13.** *Editing sections*