INGENIUM Education Platform

Quick start guide for teachers

Work package 3 – Digital INGENIUM

Table of contents

INGENIUM Education Platform- Teacher's guide

The [INGENIUM Education Platform](#) is built on the [Moodle](#) Learning Management System (LMS), an open-source platform that is widely used and supported by a large global community. This guide serves as an introduction to teachers in order to create and manage their courses on the INGENIUM educational platform.


Figure 1. *The INGENIUM Educational Platform*

1. Course set up

A course is a dedicated space where teachers can organize and share learning materials, resources, and activities to support their students' learning experience. A teacher may have more than one course, and a course may include more than one teacher and more than one group of learners.

New courses can be added by the administrators or managers of the platform and by users with the role of 'course creator'. If you are an INEGNIUM partner and you would like to create a new course, please contact INGENIUM user support (**helpdesk@ingenium-university.eu**).

On the top of a course page, the user can see a horizontal menu with control options. The teacher has the following options available:
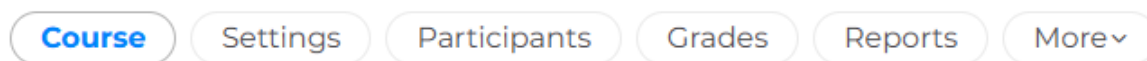

Figure 2. *Course controls menu*

The "**Settings**" option includes the basic settings for each course, such as the name, description, format, duration, and other controls. It is recommended that teachers begin creating their course by first reviewing and organizing 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 choose to display all sections at once or reveal them one at a time.
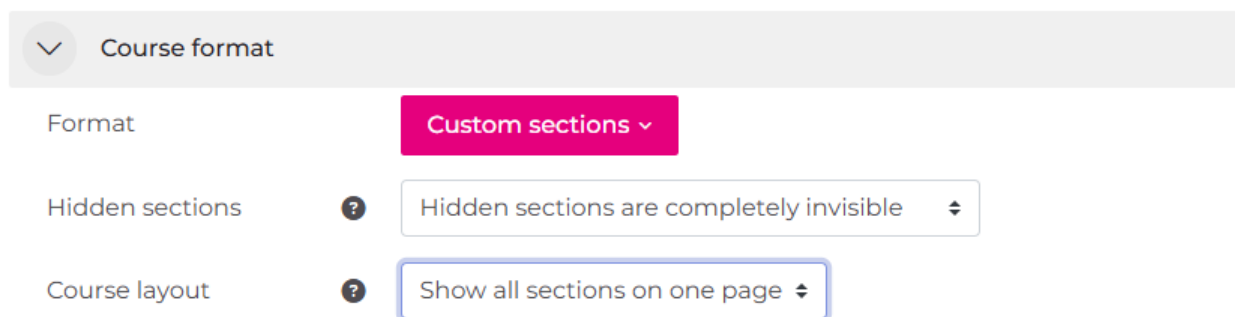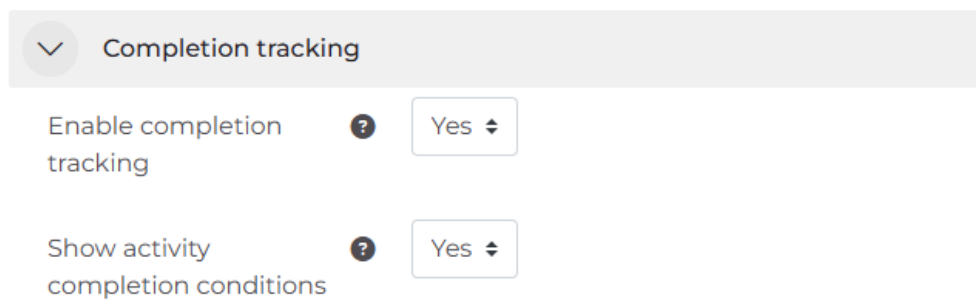

Figure 3. *Course format settings*

Note that course sections can be renamed, rearranged using drag-and-drop, and new sections can be added or removed. These actions are available in the course editing mode and will be explained in the following steps.

1.2 Tracking progress

You can track the progress of each student by enabling **Completion tracking** in the "**Settings**".
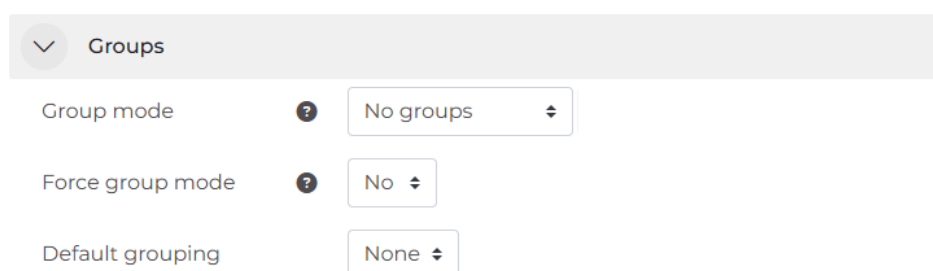
Figure 4. *Completion tracking settings*

If **Completion tracking** is enabled for the course, you can set completion conditions within each activity's settings (see below for details on adding 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 appear in the course index and show the status of each activity, making it easy to check progress at a glance.

This feature can be combined with **Course completion** so that once specific activities are finished and/or required grades are achieved, the entire course is automatically marked as complete.

1.3 Groups

At the course level, you can assign a user to one or more groups. You can also restrict specific activities (Context) or resources to a particular group. If members leave the course, they automatically lose their association with that group.

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

Figure 5. *Group settings*

There are three options for group mode:

> **No** groups
> **Separate** groups: Each group can see only its own members , all other groups remain hidden
> **Visible** groups: Each group works within its own workspace but can view other groups' work in read-only mode.

2. Course enrollment – participants

In the course menu (see Figure 2), the 'Participants' option opens a page where the teacher can view all users enrolled in the course—including other teachers, non-editing teachers, and students. From this page, the teacher can also add or remove participants.

***Figure 6**. Course Participants*

In Figure 6, the teacher can click on the "**Enrol users**" button to add users to the course. Note that learners must first be authenticated on the site before they can access the course.

You can remove (unenrol) a user from your course, by clicking the delete icon (🗑) next to their name .

On the top-left side of the page (Figure 6), use the drop-down menu to select the "**Enrolment methods**".:

Figure 7. *Enrolment methods*

Several "Enrolment methods" are available to teachers. The **administrator** may enrol students into a course **automatically**, or the **teacher** can add students **manually** (manual enrolment method). Other options include **Self enrolment**, which allows students to enrol themselves, and **Guest access**, which enables users without an account to view course content, though they cannot participate in activities.

On the table seen on Figure 7, 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, click the pencil icon on the right side of the course header. This enables **edit mode**
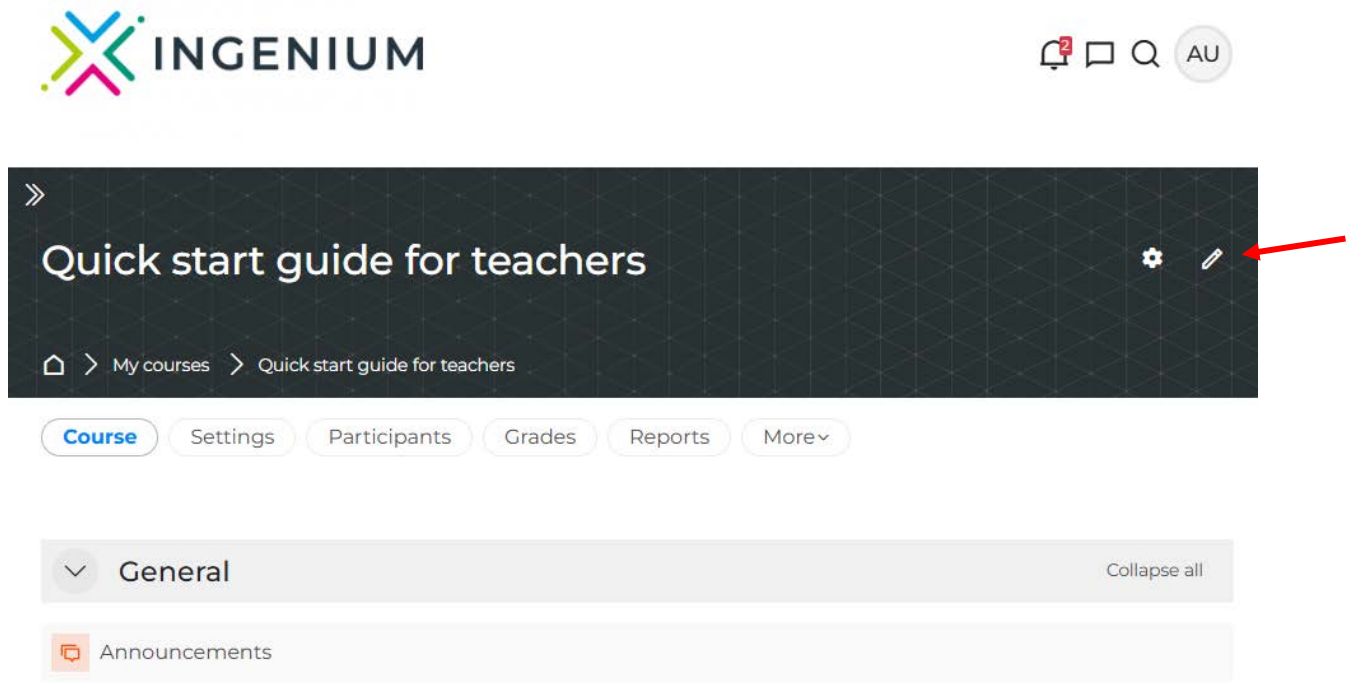
Figure 8. *Activating editing mode*

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

When the course is in edit mode, various links and buttons appear throughout the page that allow you to add, delete, and modify content.

There are two categories of content in the moodle: **Resources** and **Activities**. To add content to a course section, click **"+ Add an activity or resource"** at the bottom of the section. This opens the activity chooser (Figure 10)

Figure 9. *Course in edit mode*

The activity chooser shows icons for every activity and resource you can add to your course.

Figure 10. *Activity chooser*

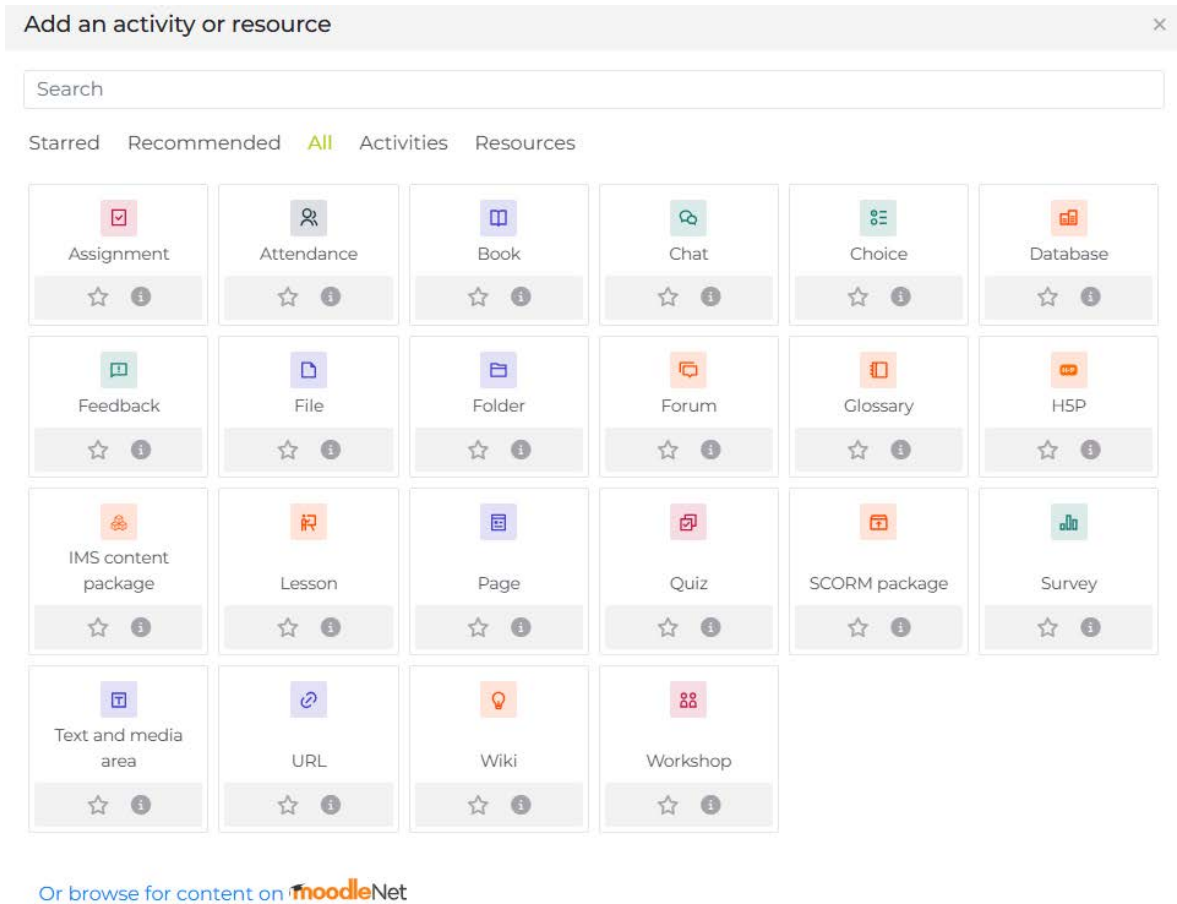The activity icons are coloured according to the activity category they belong to. Activities in Moodle are organised in categories, based on their main purpose in the course.

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.

Click the icon for the activity or resource you want to add. A settings form will open, where you can enter details such as the name, description, availability, and other options specific to that activity or resource. When you're finished, click **Save** to add the content to the section.

3.1 Resources

A **Resource** is an item that supports learning, such as a file or a link. Moodle offers a variety of resource types that teachers can add to their courses. Each resource appears as a single link, with an icon representing its type. 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.

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3.2 Activities

An activity refers to a group of features in a Moodle course that typically involve student engagement and interaction with other students and/or the teacher.

In Moodle terminology, an **Activity** (e.g., Forums or Quizzes) refers to something students can actively engage with or contribute to. This contrasts with a **Resource** (e.g., a File or Page), which is typically provided by the teacher for students to view.

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 **'blocks'** to the left side of your course page. Blocks display content like the calendar, comments, activity results, course completion status, and more. For further details, see the **Blocks** section.
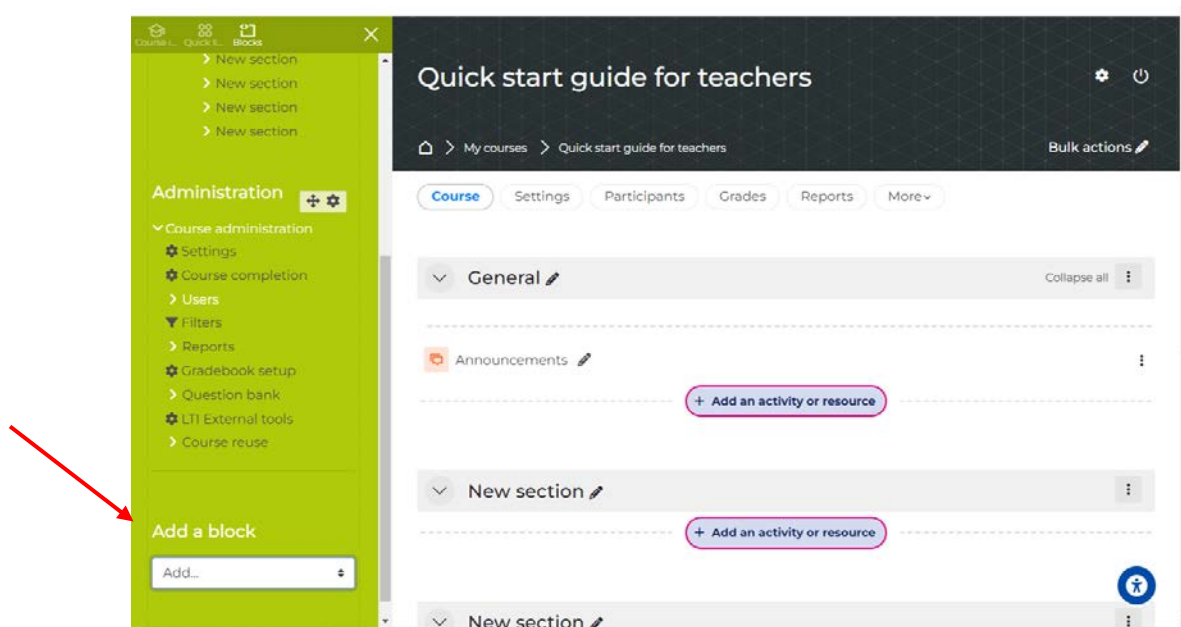
Figure 11. *Adding a block in edit mode*
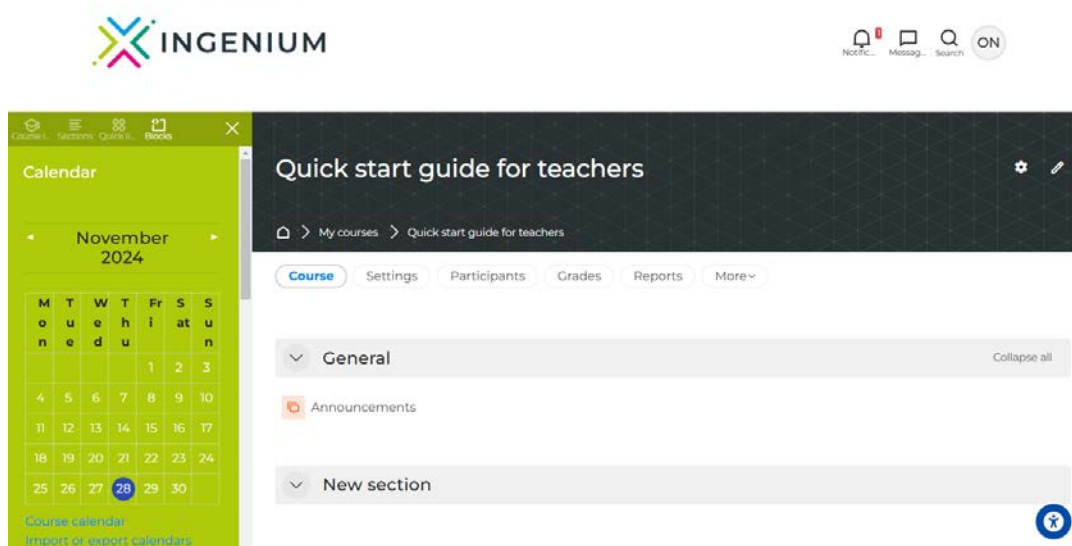
***Figure 12****. A calendar block on the right side menu*

3.4 Managing course sections

To add a new section to the course, click **"+ Add section"** at the bottom of the course page.

To rename a section, click the pencil icon next to the section's name, edit the name, and press **Enter**.

For additional changes 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.
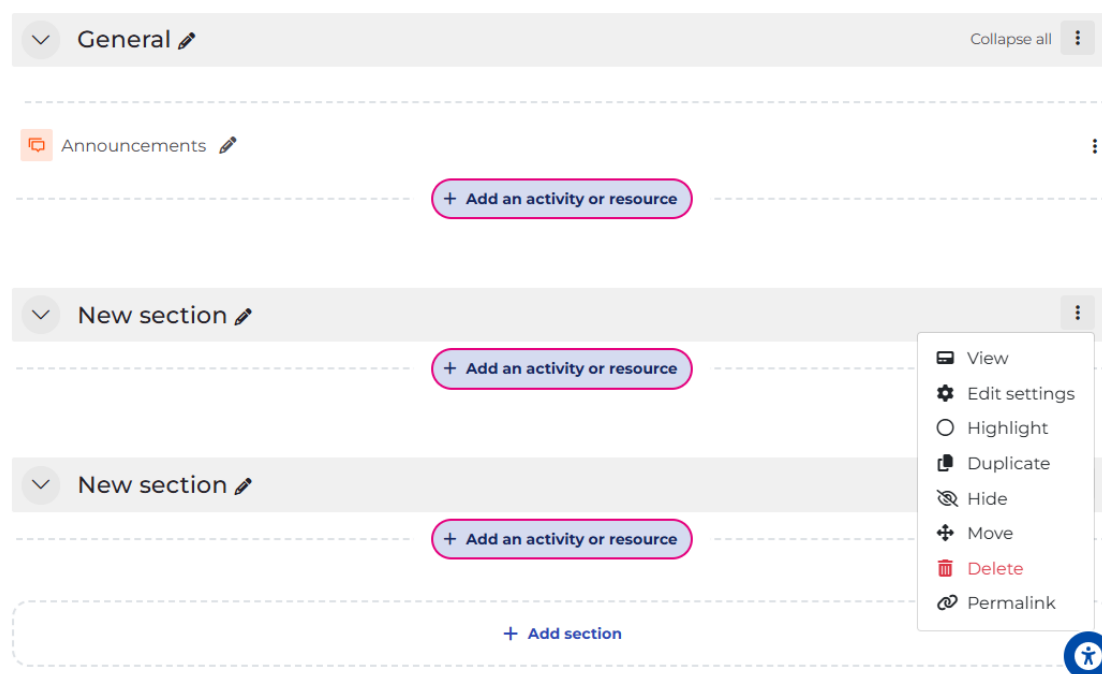
Figure 13. *Editing sections*

For any questions or problems regarding the use of the INGENIUM Education Platform, please contact us at **helpdesk@ingenium-university.eu.**