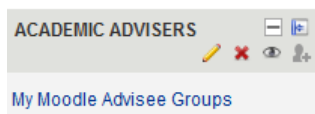


An overview of Moodle blocks

Academic Advisers



When you click on the link in the **Academic Advisers** block it will display information about the students enrolled on your current Moodle course.

You can change the course using the **Change Course** drop down menu. You can filter by groups using the **Change Group** drop down menu (this will only show Moodle groups not PIP groups and this option will not be displayed if you have not set up any Moodle groups). Finally you can filter the student list by **Status** which will show **Active** or **Inactive** users.

Students: MWBVTraining

Change Course Change Group Status

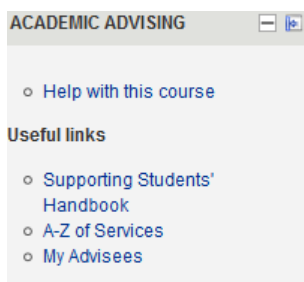
First name : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)
Surname : All [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Nothing to display



You can sort the students by **First name** and **Surname** using the alphabetical lists and also print the results using the **printer** icon on the right hand side of the screen.

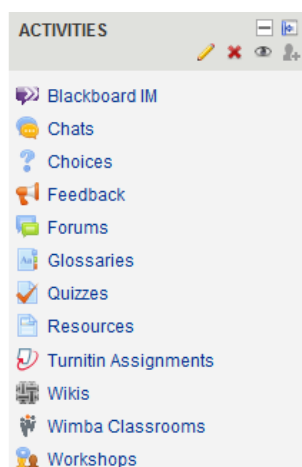
Academic Advising



The **Academic Advising** block is only visible to Academic Advisers and will automatically be added to their Moodle course.

It contains a number of useful OBU links. If you are an Academic Adviser, clicking on the **My Advisees** link will display a list of all of your personal advisees. This list is not course specific and can be filtered by status and alphabetically.

Activities



Activities are things that your students have to do in Moodle such as post to a discussion forum or submit an assignment. A resource is something that they have to read, watch or look at.

Each time you add a new type of activity to your course it will be added to the **Activities** block. Both you and your students can navigate directly to an index of a particular type of activity using the links in the block. For example clicking on the **Choices** link will take you to a page displaying a list of all the Choice instances in your Moodle course.

Week	Question	Answer
Building Digital Communities	Chat poll (Choice)	

You can then click on the specific instance from the list and go directly to the activity. In this example the link will take you to the Choice activity called Chat poll (Choice) where you can answer the question.

Have you found using the chat room useful?

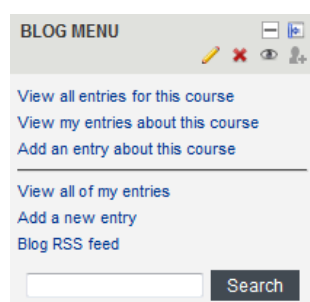
☒ Yes ☐ No

Save my choice

In addition some of the activities (such as Wimba Classrooms) will take you to the admin interface for that tool.

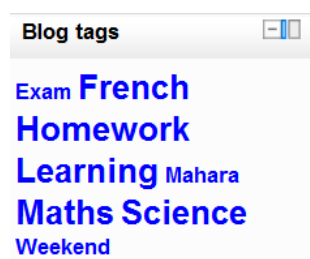
Please ignore **Blackboard Collaborate** and **Blackboard IM**.

Blog menu



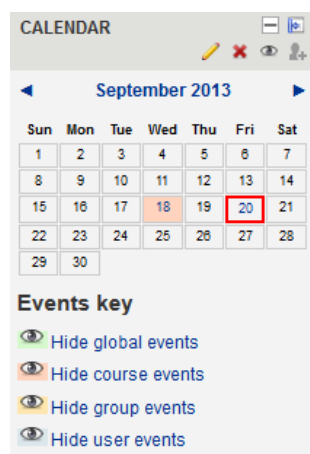
If you have chosen to encourage your students to use blogs within your course (not the blog option in discussion forums but the personal blog under the profile) the **Blog menu** block gives students easy access to their blogs and posts.

Blog tags



The **Blog Tags** block displays a list of blogs where the most frequently used blog titles appear in large font and the less well used blogs appear in smaller font. This layout is also known as a tag cloud. The titles are links to the blogs.

Calendar



The **Calendar** block displays the following event types:

Global events are viewable in all courses but can only be created by staff in the Media Workshop or OBIS.

Course events are viewable only to course members and can be created by module leaders.

Group events are viewable by members of specific groups within a course. They can only be created by module leaders.

Click on the month link (in this example it is showing September 2013) to access the detailed month view. To add a new event click on the **New event** button.

Detailed month view
MWBVTraining

New event

EVENTS KEY
 Hide global events
 Hide course events
 Hide group events
 Hide user events

◀ August 2013
September 2013
October 2013 ▶

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18 Chat room for seminar Q&A session	19	20	21
22	23	24	25	26	27	28
29	30					

Export calendar

MONTHLY VIEW
August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19

Choose the **Type of event** from the drop down menu and then give the event a title. Add a description if you want to and then complete the **Date** field. You can also add the event for a particular length of time and set it up to repeat at specific intervals using the **Duration** and **Repeated Events** fields. Click on the **Save changes** button to complete the process.

New event

GENERAL

Type of event* Course ▾

Group event Forum group ▾

Event title*

Description

Font family ▾ Font size ▾ Paragraph ▾

B *I* U ABC X_o x' |
 [List Icons] [Link Icon] [Image Icon] [Table Icon] [Media Icon] [More Icon]

[Text Color Icon] [Background Color Icon] [Undo Icon] [Redo Icon]

Path: p

Date* 20 ▾ September ▾ 2013 ▾ 00 ▾ 00 ▾

DURATION

☒ Without duration
☐ Until
 20 ▾ September ▾ 2013 ▾ 13 ▾ 00 ▾

☐ Duration in minutes

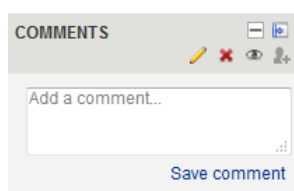
REPEATED EVENTS

Repeat this event ☐

Repeat weekly, creating altogether 1

[Save changes](#)

Comments



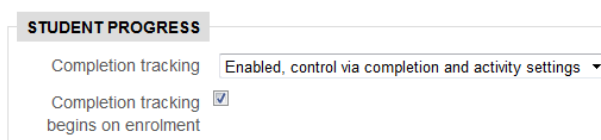
The **Comments** block allows students (and staff) to add text comments. They simply click in the text box to add their text and then click on the **Save comment** link to post to the block. Comments are displayed in reverse chronological order with the newest comment at the bottom of the block. Comments are visible to all users on the course. If you have enabled guest access, guests can see the comments but they cannot post any themselves.

Community finder

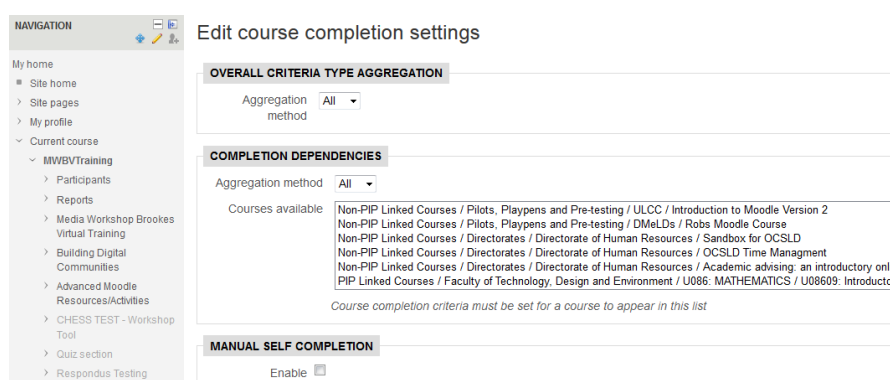
The community finder block enables users to access public community hubs (Moodle spaces) such as [Moodle.net](https://moodle.net). We do not have any public community hubs at Brookes.

Course completion status

To use the **Course completion status** block in your course you will need to activate **Completion tracking** in the **Student Progress** field of the **Edit settings** menu and then scroll to the bottom of the page and click the **Save changes** button.



The decision to use course completion means that you will have another set of fields to complete before you can use it in a particular course. Click on **Settings** and then **Completion tracking** from the left hand menu.



In the **Edit course completion settings** page choose the **Aggregation method** from the drop down menu in the **Overall Criteria Type Aggregation** section. You can choose either **All** or **Any**. **All** means that every condition has to be checked for the course to be classed as complete whereas **Any** means that any one of the conditions can be checked for the course to be classed as complete. We do not recommend using the **All** option as both the **Manual Completion By** section and the **Activities Completed** section are dependent upon this option and if you choose All every single criterion has to be completed.

Please ignore the **Manual Self Completion** section as we have not enabled the **Self Completion** block on our instance of Moodle.

Manual completion can be completed by a person in a particular role by putting a tick next to the appropriate roles in the **Manual Completion By** section. This is usually restricted to module leaders, co-teachers and teaching assistants although this is up to the individual module leader.

MANUAL COMPLETION BY

Aggregation method

☐ Co-teacher
☐ Teaching Assistant
☐ Manager
☐ DMeLD
☐ Module Leader
☐ Subject Librarian
☐ old
☐ Subject Librarian
☐ Programme Administrator
☐ Programme Lead
☐ Subject Coordinator
☐ Student partnership manager
☐ Student support coordinator

ACTIVITIES COMPLETED

Completion information is not enabled for any activity, so none can be displayed. You can enable completion information by editing the settings for an activity.

DATE

Enable ☐
 After specified date

The **Activities Completed** section in this example is not displaying any activities as none have been activated but there is a section in most activities for this. Once you have activated them you can then choose which ones will count towards the course completion process.

If you tick the **Enable** box in the **Date** section this will allow you to set the date after which the course will be classed as complete.

DURATION AFTER ENROLMENT

Enable ☐
 Days after enrolment

COURSE GRADE

Enable ☐
 Grade required
 Please note that updating the required grade here will not update the current course pass grade.

UNENROLMENT

Completion on unenrolment ☐

If you tick the **Enable** box in the **Duration After Enrolment** section this will allow you to set the number of days after enrolment that the course will be classed as complete.

The **Course Grade** section allows you to set a minimum pass mark for the course.

If you tick the **Enable** box in the **Unenrolment** section this will mark the course as complete once the students have been unenrolled from the course. We do not recommend that you use this option.

Once you have done all of the above you can add the **Course completion status** block to your course. Both lecturers and students will see the block but the format varies and they each have different views and permissions. Students will only be able to see their own completion status information. The **More details** link will lead to a more detailed report.

This block is not currently used on any Brookes' courses so these images are courtesy of Moodle.org and may vary slightly from those on our Moodle installation.

Lecturer view

Criteria group	Activities	Approval	Course
Aggregation method	Any	All	Any
Criteria	Lesson Activity Course ...	Quiz 1	Teacher
First name / Surname	Teacher	Teacher	Teacher
Test User1	✓	✓	✓
Test User2			✓
Test User3	✓		✓
Test User4			✓
Test User5			✓
Test User6			✓

Student view

Criteria group	Criteria	Requirement	Status	Complete	Completion date
Activities completed	Lesson Activity Course Completion 2	Achieving grade		Yes	
(any required)	Quiz in Course completion 02	Marking yourself complete		Yes	
Course grade	Passing grade	70%	81.81818%	No	
Manual completion by	Teacher	Marked complete by Teacher		No	-
Prerequisites completed	Course Completion 01	Course completed	See details	Yes	

Course/Site description

If you have filled in the **Description** field on the **Edit Settings** menu of your course (or if it has been automatically filled from PIP) the **Course/Site description** block will display the text.

Courses

The **Courses** block displays the user's course list. It repeats the content from the **My home** page and the left hand navigation pane. It will also display an **All courses** link but whilst the students can see the titles of all of the Brookes' Moodle courses they will not be able to access them unless they are enrolled on them or the courses have guest access enabled.

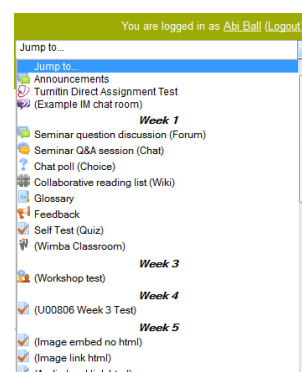
HTML

The **HTML** block is essentially an empty block which allows module leaders to add custom content such as images, links, text or embedded media to their courses. The Moodle

support block and the University wide information block were both created using an HTML block.

Jump To Navigation

The **Jump To Navigation** block adds a **Jump to...** drop down menu into the title banner of the Moodle page. This allows users to jump quickly to a specific section of the page. It is particularly useful for pages with lots of content as it can help to reduce the need for scrolling.



Latest news

Recent posts made to the News forum (or Announcements if you have renamed it) are displayed in the **Latest news** block. You can also access archived news items from this block.

Logged in user



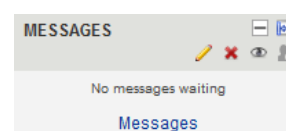
This block displays information from the user profile about the individual who is logged in. This information will include their name, country, location and email address.

Mentees

The **Mentees** block gives mentors quick access to their mentee(s) profile page(s). We do not currently use this block at Brookes as we do not have mentor or mentee roles defined in Moodle.

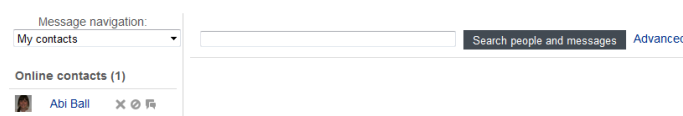
Messages

If you have enabled instant messaging on your course the **Messages** block will display a list of the latest messages. This will not display new posts to discussion forums just new instant messages. It is essentially a short cut to the instant messaging tool in the Moodle profile.



If you have unread messages click on the envelope icon at the right of the message. You can then type your reply into the textbox and then click the **Send message** button to complete the messaging process.

If you have no messages waiting, click on **Messages** to access the messaging interface. If your contact appears on your **Online contacts** list click on their name, fill in the textbox that appears and then click on the **Send message** button.



You can also search for **users** to send a new message to or **messages** to send replies to using the **Search** box. Clicking on the **Advanced** link will enable you to filter your messages more comprehensively.

My private files

Each Moodle user has a private file area where they can store personal files. This can be accessed from the left hand navigation menu under **My profile** or from the **My private files** block.



Click on the **Add** button to browse for your files and follow further instructions on the screen. Then click on the **Save changes** button to complete the process.

Network servers

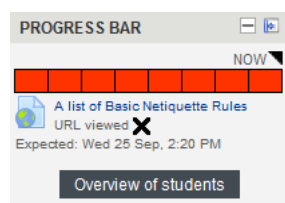
The **Network servers** block allows users to access other Moodle sites. This will currently insert a block containing a link to Mahara as this is the only other network server we have at ULCC (our Moodle hosting service provider).

People

The **People** block contains a list of participants associated with an individual Moodle course.

The participants' profiles are available by clicking on their name or picture. The list can be sorted by first name, surname, city, country and last access. There is also a drop down menu which can filter the list for specific roles.

Progress bar



The **Progress Bar** is a time management tool for students designed to show them how many activities or resources they need to complete or interact with during their course.

It shows them how they are progressing and what activities or resource interactions are still outstanding using green to show completion, red for incomplete and late and blue for incomplete but not late.

First name / Surname	Last online	Progress Bar	Progress
Bobby Bunce	Sunday, 26 February 2012, 8:14 PM	<div><div></div></div>	0%
John Jones	Wednesday, 25 July 2012, 11:59 AM	<div><div></div></div>	66%
Michelle Murray	Wednesday, 25 July 2012, 12:00 PM	<div><div></div></div>	33%
Suzan Smith	Wednesday, 25 July 2012, 11:58 AM	<div><div></div></div>	83%
Steven Summers	Wednesday, 25 July 2012, 12:01 PM	<div><div></div></div>	16%

Each of the bars on the chart is an item that the student can click on (the description appears underneath).

Students can only see their own progress bars but module leaders can see all of the students' progress by clicking on the **Overview of students** button.

The module leader chooses which activities or resources they want to include in the Progress Bar.

Quiz results

The **Quiz results** block displays the highest and/or lowest grades achieved on a quiz within a course.

There must be a quiz in the course to enable the use of this block. You will also need to choose which quiz results you want to display from the **Block Settings** menu (accessed from the yellow pencil (Edit) icon in the block title bar). You can only display one quiz at a time.

BLOCK SETTINGS

Which quiz should this block display results from? World History

How many of the highest grades should be shown (0 to disable)? 3

How many of the lowest grades should be shown (0 to disable)? 0

Show groups instead of students (only if the quiz supports groups)? No

Privacy level for displayed results: Display full names

Display grades as: Percentages

QUIZ RESULTS

Quiz 1

The 3 highest grades:

1.	100%
2.	100%
3.	100%

You can also set the grades you want to display and how you want them displayed (e.g. percentages or fractions).

Remember though that each time you want to display a different set of quiz results you are going to have to repeat the process above.

Both staff and students will see the list of results.

The **RADAR Search** block is specific to Brookes and will display a **Search RADAR** button where you can look for particular resources.



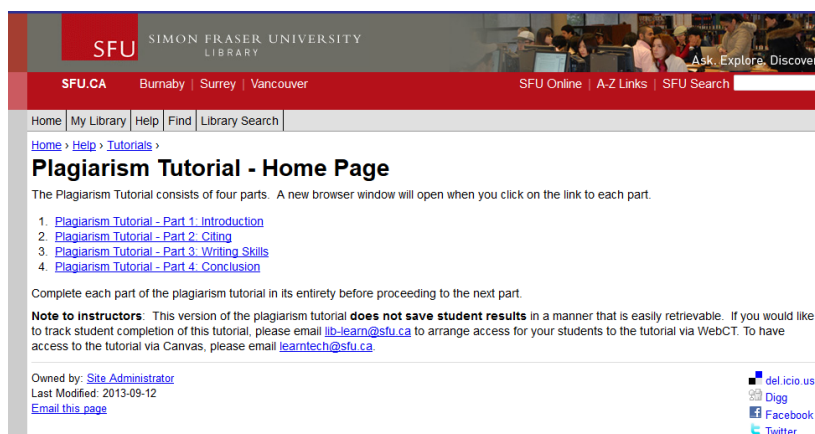
Search for

Showing 1 to 10 of 85 results Order the results by User rating

Title	Description	Filename	Action
Plagiarism tutorial	Tutorials on plagiarism including quizzes designed by University SFU, Canada	http://www.lib.sfu.ca/help/tutorials/plagiarism-tutorial	View
Plagiarism quiz	quiz for students on citation practices in academic writing	http://icw.routledge.com/textbooks/bailey/questions.asp?unit=1	View
Avoiding Plagiarism	Online resource about plagiarism from the University of South Western Australia. A range of activities including quizzes.	http://www.lc.unsw.edu.au/onlib/plag.html	View
Plagiarism awareness site	Leeds University plagiarism awareness site	http://www.ldu.leeds.ac.uk/plagiarism/index.php	View

Enter a key word into the **Search for** text box and then click on the **Search** button to display the results.

Click on the **View** link to display the resource. This block works the same way for both staff and students.



RADAR Tasks

If you have set up a task list in RADAR the **RADAR Tasks** block will display this list. For more information about this tool please email radar@brookes.ac.uk.

Random glossary entry

The **Random glossary block** displays random entries from a glossary. You will need to configure the block using the **Edit** icon in the title bar (the yellow pencil).

BLOCK SETTINGS

Title:

Take entries from this glossary:

Days before a new entry is chosen:

How a new entry is chosen:

Show concept (heading) for each entry:

You can display links to actions of the glossary this block is associated with. The block will only display links to actions which are enabled for that glossary.

When users can add entries to the glossary, show a link with this text: **Add your own favorite quote!**

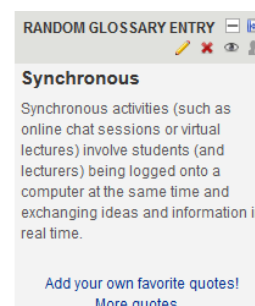
When users can view the glossary but not add entries, show a link with this text: **More quotes...**

When users cannot edit or view the glossary, show this text (without link): **(to be continued)**

The key fields are the **Take entries from this glossary** field where you choose which glossary entries you want to display and the **Days before a new entry is chosen** field where you choose how long a glossary entry is displayed for. If you set this to zero a new entry will be displayed each time the page is refreshed.

Although the block is called 'random' it is not really random as you can tell Moodle to display the last entry in the glossary that was modified, the next entry in a complete cycle through each entry or you can truly set it to pick a random entry.

You can choose to display the entry heading and links to actions. **Actions** include users being able to add entries to the glossary, users being able to view the entries but not edit them and glossary entries



being hidden from users. Click on **Save changes** to complete the process.

Reading Lists

This block will display your library reading list if you have given the information to your Subject Librarian. Please speak to them directly for further information about this block.

Recent activity

The **Recent activity** block lists course activity, such as updated resources and activities since the user last accessed the course. Be warned this can get quite long!

Recent blog entries

If you have chosen to encourage your students to use blogs within your course (not the blog option in discussion forums but the personal blog under the profile) this block displays the latest blog entries, filtered by context. Module leaders can set how many entries it displays within the block.

Remote RSS feeds

The **Remote RSS feeds** block enables RSS feeds from external websites to be displayed within a Moodle course. As the information on the other site (for example news headlines or recently added documents) is changed the block will update to show the latest information.

You will need to configure the block using the **Edit** icon in the title bar (the yellow pencil).

The screenshot shows the 'BLOCK SETTINGS' form for the Remote RSS feeds block. It includes the following fields and options:

- Display each link's description?**: A dropdown menu set to 'No'.
- Max number entries to show per block.**: A text input field containing the number '5'.
- Choose the feeds which you would like to make available in this block.**: A list box containing 'EQUELLA Search' and 'Twitter / OBMediaWorkshop'.
- Add/edit feeds**: A blue link below the list box.
- Title:**: A text input field.
- Should a link to the original site (channel link) be displayed?**: A dropdown menu set to 'No'. A note below states: '(Note that if no feed link is supplied in the news feed then no link will be shown) :'
- Show channel image if available :**: A dropdown menu set to 'No'.

The **Display each link's description?** field allows you to choose to display a description of each item within a feed or just the title of the item. You will not be able to edit the description of the title as they are generated externally.

The **Max number entries to show per block** field lets you choose how many articles to display in the block. The most recent article is displayed at the top of the list.

The **Choose the feeds ...** field lets you choose what feed to display. You can collate feeds from multiple sources or separate them out into different feed blocks.





If you choose to collate your feeds into one block you will need to set the **Title** field to something that makes

sense to the students. Otherwise you can leave it blank and the title of the feed will be added to the block automatically.

Each item in the feed will link to the full article but you can also display a link to the original website using the **Should a link to the original ...** field.

Some feeds use an image from their original site which you can choose to display when available using the **Show channel image...** field.

To add a new feed (or to edit a current feed) click on the **Add/edit feeds** link (near the top of the Block settings section).

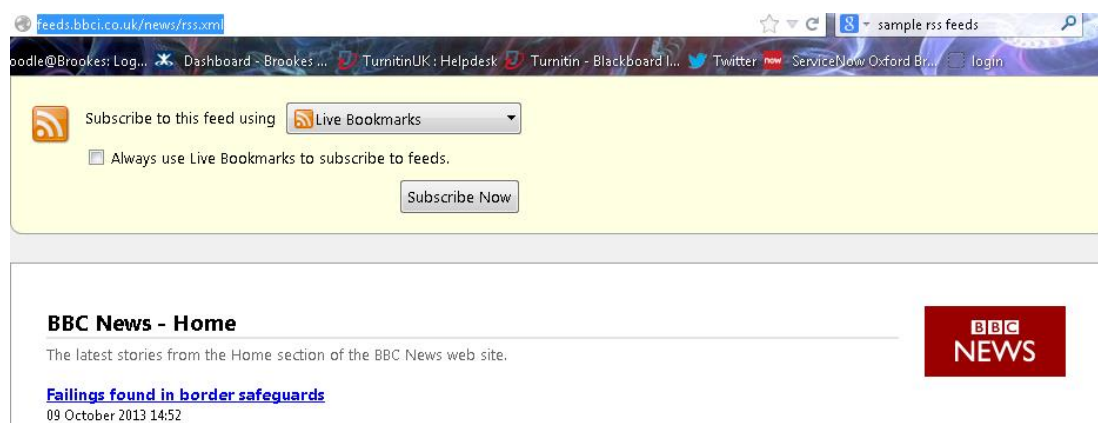
Feed	Actions
EQUELLA Search https://radar.brookes.ac.uk/radar/rss/search/?ordertype=DATEMODIFIED&type=rss_2.0 EQUELLA Search	 
Twitter / OBMediaWorkshop http://api.twitter.com/1/statuses/user_timeline.rss?screen_name=OBMediaWorkshop Twitter updates from Media Workshop / OBMediaWorkshop.	 

Add a new feed

Click on the **Add a new feed** button. Open a new window and find the news feed you want to add. There should be an orange RSS feed button somewhere on the page (in this example it is on the top right of the BBC News page)



Copy the feed URL from the address bar at the top of the **Subscribe to this feed...** (or similar) page.



Paste it into the **Feed URL** field back in Moodle.

FEED

* [Show advanced](#)

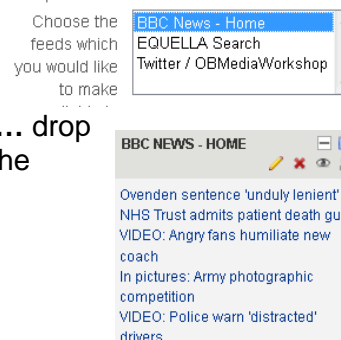
Feed URL*

Custom title (leave blank to use title supplied by feed):

Shared feed

[Add a new feed](#) [Cancel](#)

Then click on the **Add a new feed** button. You will be taken back into your Moodle course where you need to configure the RSS block again using the **Edit** icon in the title bar (the yellow pencil). Your new feed should appear in the **Choose the feeds...** drop down menu where you select it and then scroll to the bottom of the page and click on the **Save changes** button.



The feed will be automatically added to your RSS feed block.

Search forums

The **Search forums** block enables users to search the forums in a Moodle space for a word or phrase. Type the word or phrase you want to find in the text box. Students will only be able to search for words or phrases in forums that they have permission to view.

Section links



The **Section links** block enables users to quickly navigate to a particular topic or weekly section of their course. The numbered links displayed within the block are the numbers assigned to the course topic or weekly sections. In this example only the first two

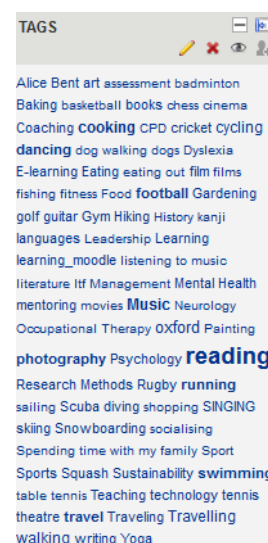
sections are visible to students therefore the rest of the numbers are greyed out and unavailable for use.

If you have highlighted the current section this will be emboldened and an extra link saying **Jump to the current topic/week** will be displayed. If there are a large number of sections in your course the block may only display every other (even) number.

Self completion – please ignore

Tags

Tags can be added to user profiles in Moodle and the site wide blogs (again available from the profile pages). The **Tags** block collates all of the tag entries and displays them in alphabetical order. The size of each tag is related to the number of items associated with it. The larger the tag, the more items associated with it. Be warned though the tags are not necessarily related to course material as you can see from this example.



Upcoming events

The **Upcoming events** block summarises future events in a list. Events are generated automatically from the calendar and/or activity deadlines and provide a link to further details or directly to the activity.

Voice Authoring

The Voice Authoring block adds a very simple recording interface into a block. This allows staff to record short audio clips without needing to open another piece of software or browser window.

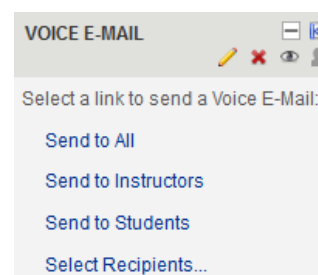
Click on the **Record** button to record your audio. Click on the **Stop** button to finish. You cannot edit the audio, simply record, pause, stop and play.



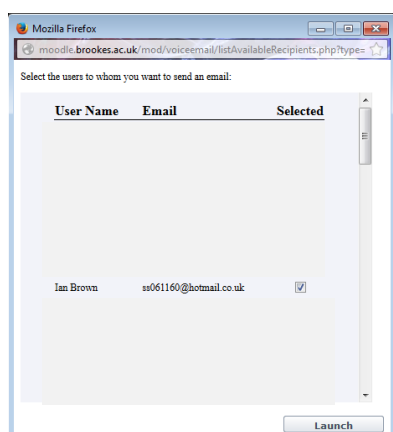
To save your file, click on the **Menu** icon at the top right of the recording interface and choose **Save As** from the drop down menu. The files cannot be saved directly into the VLE. They can only be saved to My Documents etc. and added as content later. Save the audio files as mp3 files.

Voice E-Mail

The **Voice E-Mail** block provides a link to the Voice E-mail tool which allows you to send an email with audio to all or some of the users enrolled on your course. Click on the appropriate **Send** option in the block.



Select the user(s) from the list that is displayed (the email address(es) will be those in the Moodle profile(s)). Then click on the **Launch** button.

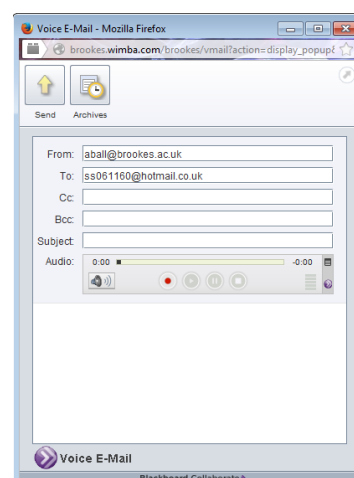


Accept or Run any Java certificate or security messages to display the Voice-Email dialogue box.

Fill in the **Subject** box.

Add any explanatory text if needed in the white box under the recording controls. You cannot add any attachments to the emails.

Click the **Record** button and make your recording. Click



Stop when complete.

Press **Send** to complete the process. You will receive a confirmation message, click **OK**.

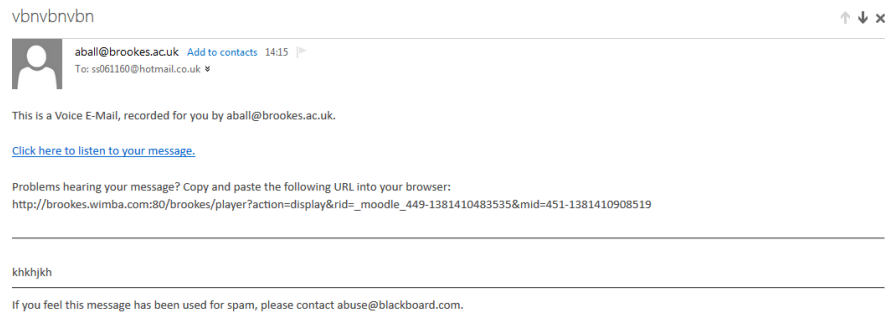
The **Archives** button will display a list of all the emails you

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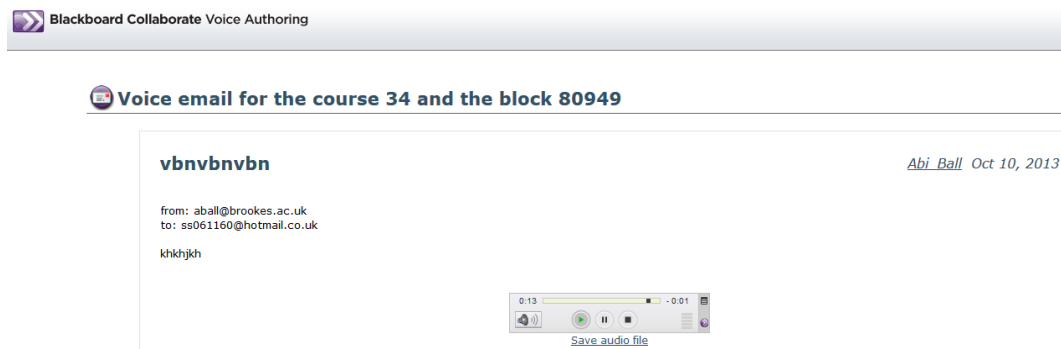
have sent from this VLE course.

How the email message is handled depends upon the recipient's email provider.

If you receive a Voice E-mail, click on the link in the message to access the audio recording.



The interface below will load where you can play the message using the audio controls.



Close the audio interface to go back into the email client where you can reply or forward the message as you would any other non-audio enabled email message.

Please note the Voice Tools will not be available after February 2014.