

**MINISTRY OF BASIC EDUCATION**

**THE PILOT PROJECT FOR THE IMPROVEMENT OF QUALITY  
EDUCATION IN THE MINISTRY OF BASIC EDUCATION IN  
CAMEROON**

**PAQQUEB**

**A TRAINING GUIDE FOR THE MOODLE PLAT.FORM**

(Modular Object-Oriented Dynamic Learning Environment)

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## Introduction

This document is a guide to use the Moodle plat-Form to better exploit and use the XO computer. It is not a perfect reference document for the Moodle plat-Form but it is a summarize guide to help and very essential to the teacher who will want to use the XS

## How to connect to the server ?

To manipulate the Moodle plat-Form, there must a connection between the teacher and the learners' computer with the server. This done with the help of a cable or wireless network.

*(Advanced users)* The server called « schoolserver.schoolserver.org » has a fixed address, which is : « 172.18.96.1 ». It is a WEB server and also a DHCP server. The network cards should be configurated to automatically have their address.

### From the XO

In my settings go to network and type name of the server, (schoolserver.schoolserver.org) go to home page, right click on the X and choose « *register* ». This procedure is done once except in the case where the server is changed. The action « register » permits the server to recognize the XO as part of its network, be sure that the antennas are up, that the « Radio » in my parameters is ticked and the spelling of the servers' is correct.

### From a desktop or laptop computer

The procedure here is the same even connecting from an ordinary computer. With WIFFI you can connect to the school network. With the filliare connection, be sure that the segments are the same with those of the server (there is a traced procedure between the server and the PC). In the two cases be sure that the address is automatic.

## How to get into the Moodle Plat-Form

The Moodle Plat-Form is installed in the server and accessible through the WEB (Firefox, Konqueror, Opera, Internet Explorer).

### From the XO

Here, open the activity "Navigate." This Automatically connects to Moodle It automatically connects to Moodle when you click on the "Local school server" link. The account name used is the serial number of the XO; write the password when it is blank.

### From a laptop or desktop

- Once launched the browser, go to the address box and enter the server name (schoolserver.schoolserver.org) or IP address (172.18.96.1). Unlike the XO that connects automatically, on PC you need to login. An account can be

created for each teacher and then you can use the administrator account that available. **To do this, some operations are required:**

- log on to the server
- enter the following command (Advanced User):  
`sudo-u apache php / var / www / moodle / web / local / scripts / adminuser-enable.php`
- This command enables the administrator account
- read the contents of `/ etc / moodle / ADMINPW` with a command such as (Advanced User):  
`cat / etc / moodle / ADMINPW`
- The contents of this file is actually the password "admin" account to enable higher.



- This account can be used to create other accounts before it gets off (replace "enable" to "disable" in the above command). Once you have the account name and password, you can log in to the Moodle. The following screenshot shows the login page.

### **Presentation of the Moodle home page**



Illustration 1: Page d'accueil de moodle

Moodle is a platform suitable both for teaching distance education, face-to-face semi-in. It has to be under several modules adapted to various situations

Appendix A provides a description of these modules and their use cases. The page that opens when it connects to the platform is illustrated below:

### legend

- 1: Name of the site. This name can be the one of the school;
- 2: Connection information. The account connected and the link to logout. By clicking on the connected account, you have the ability to change personal information;
- 3: The choice of the language, you can choose between the French and English;
4. "Main Menu" on the site, it is in this block group that are common tasks on the site.
5. Administration of the Site ", the items in this menu change depending on the rights of the account connected. Essentially, it is the administrative tasks such as user management, course management or the management of Moodle extension modules; This will mainly access to the forums;
- 6: "Site News" or another name is a reserved section for forums on general topics section;
- 7 "Available Courses" as the name suggests, it is the section to published courses;
- 8: "Turn editing on" is a command that toggles the display mode to edit mode. This allows the creation, modification and deletion of element in the page. We can thus hide the main menu, position lower or right. When you enter the sub menu during this mode, it allows you to create, modify or delete courses and other activities. The figure 2 (shortcut icons shares) gives the meaning of certain commands like the edit mode;
- 9: Calendar meanwhile logs important events but also during the life of the school.

1: Assigning roles (privileges);

2: Show / Hide an element;

3: Remove an item;

4: Move item down. Upward;

5: Move an item to the right. to the Left; On the other hand navigation bar indicates your position at any time in the course, clicking on a level, you return directly. Clickable level are usually blue. For example in Figure 3 (Helm) shows us that we change a true / false question in the Test activity named "test 1" Math course on the XS server.

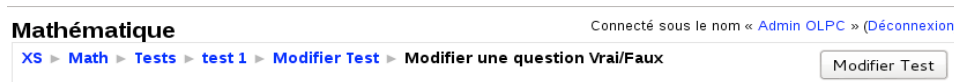


Illustration 2: Barre de navigation

## Notion of privileges: types of account

A role is a set of permissions defined and generally valid for a Moodle site. It can thus be assigned to specific users in specific contexts. The combination of roles and contexts defines how a user is allowed to perform an action on a page. For example, the roles of the teacher and learner can be attributed to the user in the context of a course. Accounts

Rôles	Description
<a href="#">Course creator</a>	Course creators can create new courses and teach in them.
<a href="#">Administrator</a>	Administrators can usually do anything on the site, in all courses.
<a href="#">Teacher</a>	Teachers can do anything within a course, including changing the activities and grading students.
<a href="#">Non-editing teacher</a>	Non-editing teachers can teach in courses and grade students, but may not alter activities.
<a href="#">Student</a>	Students generally have fewer privileges within a course.
<a href="#">Guest</a>	Guests have minimal privileges and usually can not enter text anywhere.

Illustration 3: Types de comptes et leurs descriptions

are predefined in Moodle

listed in the following illustration:

## Creating courses

Courses are locations on Moodle where teachers can use learning materials for their learners. The courses are created by administrators or course creators. Teachers can then add resources and learning activities, they can organize as they see fit.

A resource is an item that teachers can use to support learning. This is the case of an audio file, video or text. Activity when she is a general name for a group of features in a Moodle course. Usually, an activity is something like (lesson, test, duty, surveys, etc..).

Classes were created during

Catégories de cours	Cours	Modifier	Déplacer la catégorie vers :
<a href="#">cours de maths</a>	1	🔗 ✕ ⌘ ↓	Niveau supérieur ▾
<a href="#">Cours publiques</a>	2	🔗 ✕ ⌘ ↑	Niveau supérieur ▾

*Illustration 4: Création des catégories de cours*

The categories are the means proposed by Moodle to organize courses. Several categories can be nested (subcategories). Thus, for a school, the higher classes are classes (A CM1, CM2 B, etc..), Sub-categories when they are in the subjects taught (English, history, fast calculation, etc..). Figure 5 illustrates the screen management categories. They can be added, changed, deleted, etc. Création du cours

### **The process of creating a course is as follows:**

1. click on the Course menu block "Site Administrator" to the left of the screen;
2. choose the sub Course Management menu;
3. In the central part, a number of settings can be made. put others: "Add a course category", edit, delete, move or hide categories. If the edit mode is not selected, you will need to click "Turn editing on".
4. click on "Add a Course" to access the form for creating a course. Said form the subject of Figure 6 (Creating a course).
5. fill out the form now.

**Modifier les paramètres du cours**

**Généraux**

Catégorie	<input type="text" value="cours de maths"/>
Nom complet*	<input type="text" value="Nom du cours"/>
Nom abrégé*	<input type="text" value="XXX000"/>
No d'identification du cours	<input type="text"/>
Résumé	<input type="text"/>
Format	<input type="text" value="Hebdomadaire"/>
Nombre de sections	<input type="text" value="10"/>
Date de début du cours	<input type="text" value="19"/> <input type="text" value="mars"/> <input type="text" value="2014"/>
Sections cachées	<input type="text" value="Sections cachées affichées sous forme condensée"/>

II

*Illustration 5: Création d'un cours*

The form fields are fairly intuitive. One in particular requires some explanation: it is the format of the course. Course formats define how to organize sections within a course. The main Moodle formats are:

**Weekly Format:** The course introduces the sections in the form of weeks, each being defined by a start date and end date. Each week consists of activities and resources.

**Thematic Format:** The course presents the sections in the form of numbered topics (rather than weeks). A theme does not have a time limit. It is possible to add a title to each theme. Each theme contains activities and resources.

**Informal Format:** This format allows to focus a course around one main forum. Such a format is useful in non-formal situations and who are related partly to a course. It can be used eg for discussions relating to the life of the school.

**LAMS Format:** The open source format LAMS allows teachers to develop learning sequences based on flash memory. This is a need for compatibility with other educational platform. One course LAMS format can be imported from a platform that supports it.

**SCORM Format:** Same as above but more common format. It offers almost all Moodle activities in one package.

The **thematic format** and to some extent the **weekly format** are best suited to teaching elementary in our system. In the thematic format, you will be cut (scénariser) your course several educational grains following a well-defined order of magnitude (a grain may be a chapter, section, a set of sections, etc.), depending on the pedagogical approach and adopted during the course. See Appendix B for details on the various fields.

After filling the form for creating your space, click on the save button. You will then create the "envelope" or space of the course, learners will add, resources and activities.



Mathématique Connecté sous le nom « Admin OLPC » (Déconnexion)

[XS](#) > [Math](#) > [Rôles](#)

Rôles attribués localement [Définir des dérogations aux permissions](#)

### Attribuer les rôles dans Cours: Math

Rôles	Description	Utilisateurs
<a href="#">Course creator</a>	Course creators can create new courses and teach in them.	0
<a href="#">Administrator</a>	Administrators can usually do anything on the site, in all courses.	0
<a href="#">Teacher</a>	Teachers can do anything within a course, including changing the activities and grading students.	0
<a href="#">Non-editing teacher</a>	Non-editing teachers can teach in courses and grade students, but may not alter activities.	0
<a href="#">Student</a>	Students generally have fewer privileges within a course.	0
<a href="#">Guest</a>	Guests have minimal privileges and usually can not enter text anywhere.	0

[Cliquer ici pour accéder à votre cours.](#)

[Math](#)

*Illustration*

### 6: Ajout des utilisateurs au cours

The platform shows you the addition of learners in page. In this context, it is all XO. Illustration 7 (Adding users with time) show that we can not only add learners (by clicking learnerst) but also teachers, guests, etc..

By clicking on learners usinf 7, the screen below appears.

Mathématique Connecté sous le nom « Admin OLPC » (Déconnexion)

[XS](#) > [Math](#) > [Rôles](#)

Rôles attribués localement [Définir des dérogations aux permissions](#)

### Attribuer les rôles dans Cours: Math

Rôle à attribuer:

Durée d'inscription:  À partir de:

1 utilisateurs existants

Sati, SHC22600644@schoolserver.org

12 utilisateurs potentiels

oseingue oliver, oliver@gmail.com

Admin OLPC, admin@localhost

Ella Ondoua, 2013-04-01 08:21:11

aboubakary, 2013-09-04 08:18:15

christian, 2013-09-04 09:00:09

Cally Ica, 2013-09-09 14:16:15

africa, 2013-09-09 14:23:06

Bernadette, 2013-09-13 09:20:01

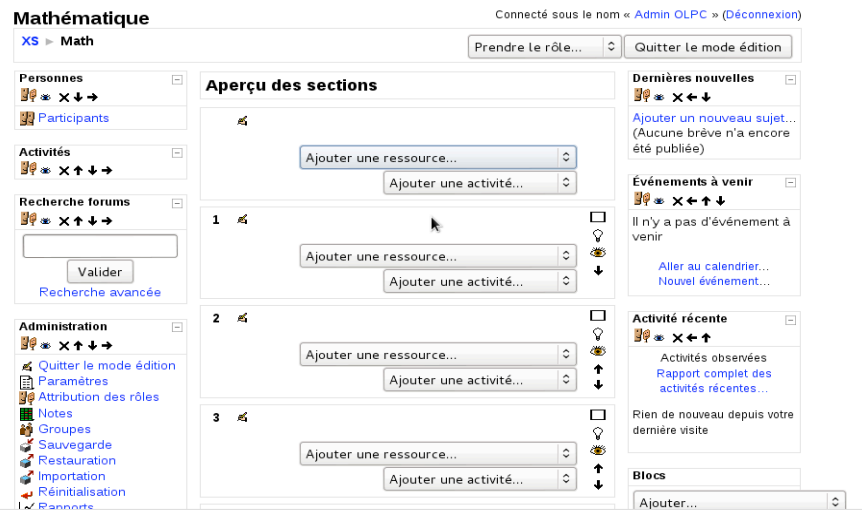
Claudette, 2013-09-13 09:24:46

ella, 2013-09-13 09:24:56

Alioum, 2013-09-13 09:31:04

EBANA, 2013-09-13 11:46:22

*Illustration 7: Ajout d'élèves à un cours*



*Illustration 8: Espace du cours*

You should then select learners (XO) to the right and add (click on the 'Add' button) then left to save. Moodle then redirects us to the area of the course on Figure 9 (Area of the course). The space center is the place for adding resources and activities. To the left can save the message in forums, calendar events, etc.. It is important to ensure that the edit mode is activated (button "Exit Edit Mode" is displayed if it is enabled)

### **Add resources (content)**

As mentioned above, a resource is what teachers use to support learning. In edit mode, the teacher can add resources using the "Add a resource" drop down menu. Moodle supports multiple types of resources.

**Folder:** Folders can help organize files and folder may contain subfolders.

**Label:** Displays information in a section a few words or an image to separate resources and / or activities, or a long description or instructions.

**File:** an image, a pdf document, a spreadsheet, a sound file, a video file.

**Book:** create pages organized them into chapters, like a book.

**Page:** Students see a page with the teacher creates HTML (text and images) editor.

**URL:** send the student to any reachable location with a Web browser. Flickr, YouTube, Wikipedia are some examples.

In our case, we use the "text page" resource in the "Add a resource" drop down menu.



Illustration 9: Ajout d'une ressource

It should be noted that the "name" is the title of a section of the course. This section can be a chapter, or any other educational lesson topic carried out by the teacher. The "summary" is a description of the course itself. It may just be a few words. The "text page" field when it is in the course must be retained by learners. Once the fields are completed, click "Save and return to course" or "Save and display". You can then add other resources or activities.

Each resource is a form. These are fairly intuitive and offers help for some fields. Help is available via the image of a question mark in a circle.

**Adding activities** (lessons, tests, homework, etc.).

Activities allow the students to interact with other students, teachers or other users and vice versa. Among the activities of Moodle, we can cite:

**Workshop:** allows the peer review

**Chat:** allows participants to have a real-time and synchronous discussions.

**Consultation:** collects data from learners to help teachers to identify their class and reflect on their own teaching. Consultations are predefined (not editable)

**Assignment:** allows teachers to rate and comment on work submitted by learners, or an achievement made online or offline

**Feedback:** You can create and conduct surveys to gather feedback

**Forum:** allows participants to have asynchronous discussions

**Glossary:** allows participants to create and maintain a list of definitions, like a dictionary

Lesson can deliver content flexibly, following the different procedures

**Poll:** allows a teacher to ask a question and specifies a choice of multiple responses

**Test:** allows the teacher to design and set quiz tests (quiz), which can integrate the correct answers and / or an automatic feedback

**Wiki:** a collection of web pages that anyone can create or edit

To add an activity, and in our case a test, go to space during edit mode, then: choose the Test from the drop-down menu;

- "Add an activity".; register;

After registration, the following screen appears.

To the left are the test questions, to the right are those of the Bank.

The bank of questions allows the teacher to create, preview and edit questions in a database of questions. Categories may be limited to use in the site, in the course or activity. Questions in a category can be added to a test or a lesson through an export process. The teacher accesses the question bank by creating or modifying a test or through the Settings block > Course administration > Question Bank.

### **Question types in Moodle are:**

- Question of Calculation
- single calculated Questions
- descriptive Questions
- composition Questions
- matching Questions
- Question close to integrated responses
- Multiple Choice Questions
- Short Answer Questions
- digital Questions
- True or False Questions
- multiple choice Question for calculation

To a Create Question menu, choose the type of question you want to create;

- Complete the required fields for the question type selected. Each question type has its own form and its specific options;

Ordre#	Nom de la question	Type	Note	Action
1	Question aléatoire (Défaut pour Mathématique)	?	1	✖ >>
		Total:	1	
		Note maximale:	10	

Montrer les sauts de page  
 Afficher l'outil d'organisation

---

Catégorie:

Afficher aussi les questions des sous-catégories  
 Afficher également les anciennes questions  
 Afficher le texte de la question dans la liste de questions

La catégorie par défaut pour les questions partagées dans le contexte « Mathématique ».

Créer une question:

Action	Nom de la question	Type
<< < > >> ✖	Q1	..

[Tout sélectionner / Tout désélectionner](#)

**Avec la sélection:**

Ajouter  questions aléatoires

Math

*Illu*

*stration 10: Ajout d'une question au test*

– Click Save at the bottom of the page.

Once the question created, it can be added to the test by clicking 'Add to test.' "The test can then be recorded.

The process of adding other activities is very similar to testing. Required fields, however, are specific to the types of activities chosen.

**conclusion**

This guide gets you start working with the platform Moodle. Several options are available to you, just be imaginative and curious because the controls are intuitive and documented. In case of doubt or error, it is always possible to go back or delete the erroneous action.