

Course Creation in site administration of Moodle

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Abstract

How to use Moodle for teaching and learning process after the creation of Moodle site open Moodle site login and press the turn on editing on the RHS and go to the site administration where we can control our Moodle site by adding course and category subcategory and add new course and framed them as by adding syllabus and specifications like assignments and activities and other required plugins

Key words : Moodle ,Course, Category, Site ,Administration, User, Activity, Resources, Book, Page, Quiz, Description, Picture, Assignment, Format ,Plugins, File, Login, URL, SCORM, ID, Summary, Icon ,Grades

Introduction

In this paper we discuss how to use Moodle (It is a free Learning Management Software (LMS) written in PHP and Distributed under the GNU (General Public License. It was originally developed in 2002 by Martin Dougiamas) for teaching and learning. After login the Moodle site by filling details or user name and password , press the turn editing on the top of right hand side and go to the site administration where we can create course and category by managing course and category here we can create new category and create new course and then add topics and add activities like announcements ,assignments ,Chat, Choice, Data base ,External tool Feedback Forum, Glossary, Lesson Quiz, SCORM (Sharable Content Object Reference Model) package, survey workshop ,add Page, Book ,URL also how to add user and assign different role as per requirements ,grade category setting and grades item setting ,scales ,letters ,grade history ,overview report user report. whereas in plugins we can manage different activity like common activity assignment settings in which we can control assignment submission time ,methods, size of assignment file , attempts group submission ,blind marking, high grader ,marking workflow, and allocation , in feedback plugins we can change feedback method .

Objective of the Study

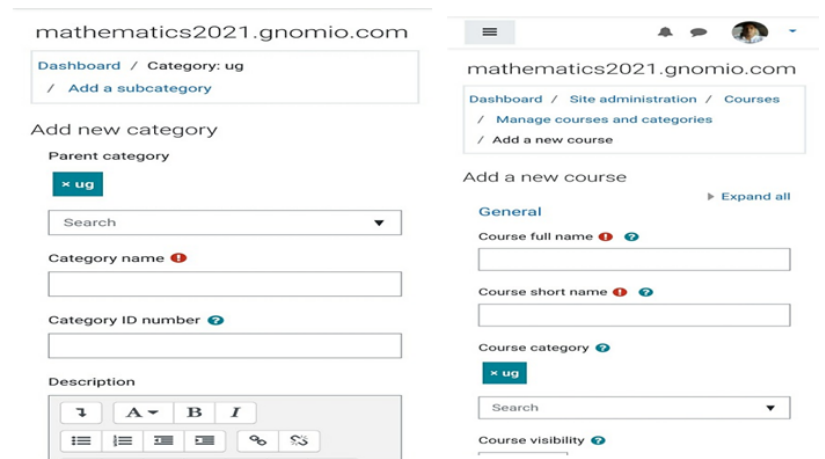
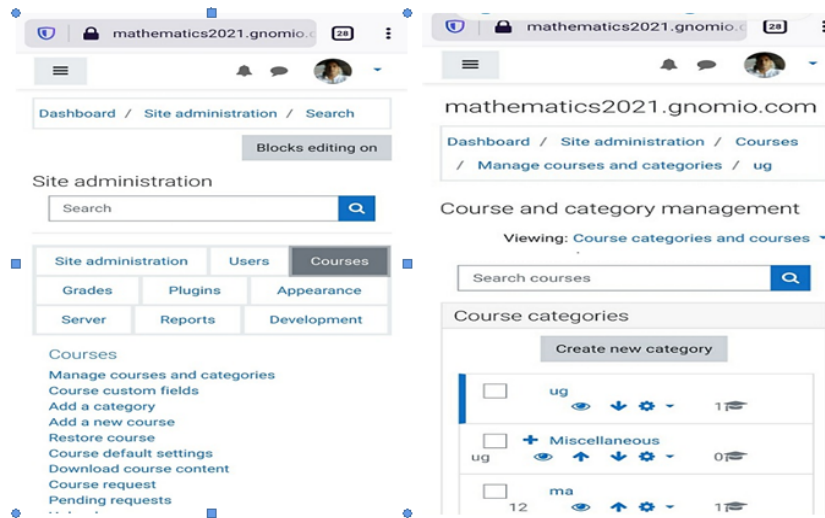
1. How to manage courses by creating course and category ,subcategory like UG,PG , Miscellaneous and create new course.
2. How we can view ,edit and delete the course from the course which we have created.
3. How we can add announcements and topics to the course from the course which we have created by clicking turn editing on.
4. How we can add activity like, chat, choice ,forum, glossary quiz etc. while in resources we can add page, book, file, folder adding URL to the course

Working methodology

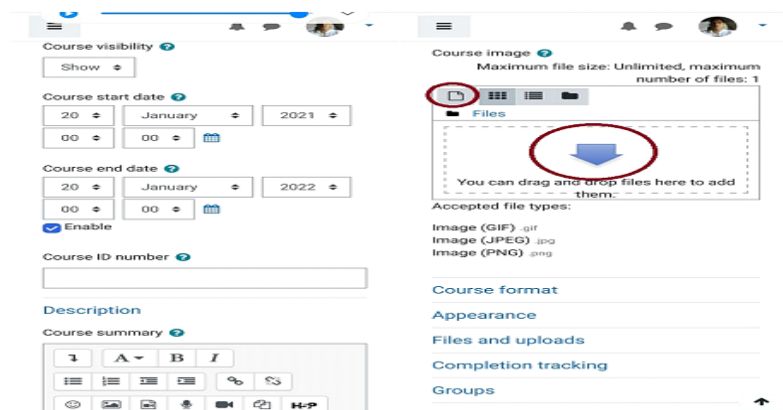
Open your Moodle account and go to Site administration and click on courses the first step is manage courses and category , here click on Create new category and add new category by selecting parent category ,category name and category id number in below first two images add description in third image here we can add emoji, audio ,video introduction of new category then finally press create category after required mandatory fields as shown in the below image.



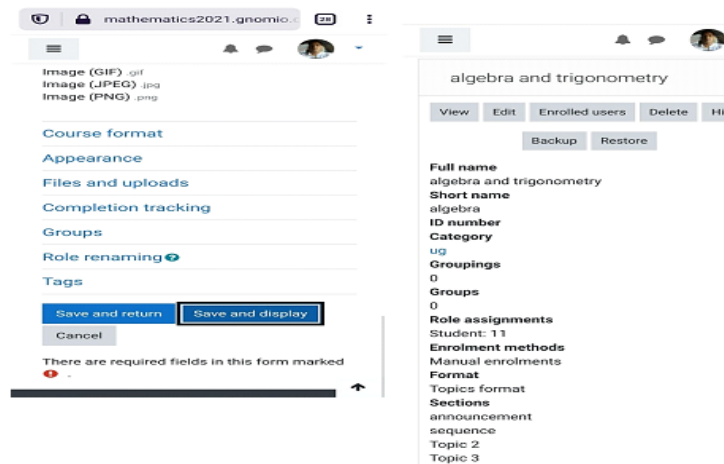
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Now in the next step click on the create new course and add a new course by filling general details of course full name course short name and select category name by clicking on search option as shown in above fourth image . next step is add course visibility ,course start date ,course end date , course ID number , in the description box add details of course summary by adding URL ,emoji ,audio and video of course summary, that will be displayed with the course icon on dashboard next add course image by browsing files from the system in jpeg or png format as shown in below images by red color circle



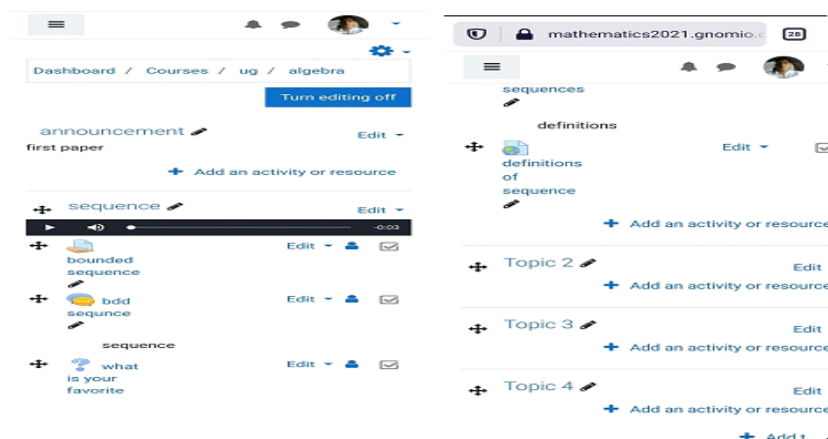
In the next step set the course format by selecting activity wise ,topic wise ,weekly or social format add number of sections and layout for the course , next is appearance which includes number of announcements . in files and uploads set the site upload limit ,100mb is the maximum limit and continuing next steps finally go for save and display to display the course on the Moodle site as shown in next image .



Now

click on the course name which we have created and scroll down we can get all information about the course like full name, short name, ID number ,groups, role assignments, format, sections and module which we have added now go to options view, edit, enrolled users ,delete, hide, backup, restore one by one as shown in the above image on the top of right hand side.

Now next click on the view and turn the editing on here we can add announcements by adding message in any form, image, video, audio or URL and click the post to forum ,add topics by setting number of sections .now go for the topic 1 add the name of the course some introduction about the course in any formats image, audio, video. In the next step add activity to the topic by click on add activity or resources here we can add all activities in our topic one by one as we can add assignment first select the name of assignment say bounded sequence add examples of bounded sequence by browsing our notes by giving links, adding videos and voice record of example in the description box and display description on course page also add additional files in support of our assignment topic and fix the availability and submission for learner by date and time ,data, and selecting press save and return to the course . In the same manner we can create chat room for students by selecting name of it and fill details in description box adjust time and date of sessions and using other options like set time of chat storage and viewers setting press save and return to the course, similarly we can add other activities like choice ,data base etc and resources like file, folder, book ,page ,URL to the topic and save and display to the learner as shown in the below Images.



Conclusion

In the site administration we have learnt how we can manage course category and course creation or by adding syllabus paper topics, announcement of start and end of course, inside topic activity addition like assignment, chat, choice, time management of activity, in chat activity we can chat one by one with the option that no one can read others chat ,in choice we can create questions with options ,we can add resources ,book page URL links , once we add all the things clear and concise content with flexible learning which is easily accessible for learners at single platform.

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