

Dear Instructors,

We are living in extraordinary times with the spread of Covid-19. Along with social life, all infrastructure and public systems are severely disrupted. The health system is particularly strained, and the higher education system is no exception. We have been separated from our students, so we should be thinking about creative ways of reaching out to them until we welcome them to our beautiful campus again.

Temporarily we should reach out to our students from afar. There are various ways of doing this. The most accessible one is to use a Lecture Management System (LMS). We have been using Moodle as our LMS for some time now. We use Moodle to share documents with our students, to communicate with them, get their feedback, post and collect assignments etc. These basic skills and their extension seem necessary during these trying times.

This semester more than 600 active courses are on Moodle. Probably some of you never used Moodle before, and some use it extensively. We have prepared three levels of Moodle Training Workshops for you. With an increasing level of sophistication on the use of Moodle to interact with students, we hope to find creative ways to engage them in learning.

We will hold all Moodle Training Workshops from Moodle as live video streams. You will have to login to Moodle at <https://moodle.boun.edu.tr>. You need to use your BOUN e-mail address and its password to access the system. Starting next week (March 23), when you login to Moodle, you will see the Workshops (**Moodle Training 101**, **Moodle Training 201**, and **Moodle Training 301**) in which you are defined as students! You will experience, first hand, what your students will experience should you decide to hold live sessions as of April 6th.

Moodle 101: Introduction to Moodle Workshop is for beginners and novice users. It will help you to setup your course on Moodle if you have not already done so. Your course is actually on Moodle. All you have to do is to go in, populate it, and open it to student access.

Moodle 201: Intermediate Moodle Workshop will get you up to speed with posting and collecting assignments/projects, administrating quizzes and managing your students in groups.

Moodle 301: Live Sessions and Video in Moodle Workshop will enable you to reach out to your students in live sessions so that you can hold your class hours and office hours from a distance. You will also be able to record these sessions and make your students access it at a later time.

Syllabi of the workshops are given below. We hope to see you (at a distance) next week.

Class schedules, quotas and sections will be announced on **Monday, March 23, 2020**.

Moodle 101—Introduction to Moodle

Facilitator: Günizi Kartal gunizi.kartal@boun.edu.tr
Dept. of Computer Education and Educational Technology

Do you use Moodle in your teaching? Have you ever signed in to your Moodle account?

Maybe you've used it to share a few sources with your students, or you've signed in a few times to see what it looks like. But then you've found alternative ways of sharing online sources, and thought "What's the need for Moodle?"

-- If you're not sure of the answer, this is the workshop for you! We'll cover the very basics of Moodle, and how you might quickly put it to use.

Preparation BEFORE the workshop:

Please have the following ready before you participate in the Moodle 101 Workshop as you will use these for practice in this session or in your actual course with your students.

- A syllabus and/or schedule for one the courses you're teaching this semester.
- Several online readings—pdf or Word documents
- One or two web sources you use—URL (web address)
- One or two assignments
- A short text you share with your students, e.g. a definition of a concept, or an explanation

Objectives of the workshop

You will prepare a minimum of 2 weeks' worth of asynchronous course work in this workshop. You are expected to learn the following basic skills.

- Creating a weekly timeline
- Adding documents, folders, & URLs (links)
- Adding an assignment
- Preparing a page
- Managing course participants
- Entering grades & verbal feedback
- Managing forum discussions

Session flow:

I. Introduction to the session

Self-introductions & Explanation of the goals of the session

Poll question: How often do you use Moodle in your teaching?

II. Main tasks

Demonstration on CET 582.01 for creating a weekly timeline

Task: Create a topic (e.g. week 1 or the current week) & add a document (e.g. syllabus)

Adding & URLs (links)—Demo on CET 451 & 582

Task: Add readings in a folder

Preparing a page--Demo on CET 451

Task: Add a page explaining 1 concept encountered in a week of your choice

Assignments—Demo CET 582

Task: Create an assignment for 2 weeks each.

Course participants—Demo CET 582

Task: One of your students say she can't see your course on her list, because she added it during the Add-drop period. What do you do?

Forum

Demo of Forum on CET 451 & CET 511

Task: Next week you'd like to hold a whole class discussion. How do you set it up?

Grades

Enter the grades for assignment for e.g. Week 6

Task: Assignment for e.g. Week 7 is not graded, you only will give feedback. How?

III. Small group discussion

Break into groups:

Small group discussion: How can you use which Moodle feature in your courses to hold an asynchronous online class?

Report back/Debrief

IV. Closure

Summary of the session, get short feedback and ask participants to fill out the feedback form.

Announce the content of the next session.

Moodle 201 – Intermediate Moodle Workshop

Facilitator: Senem Yıldız (senem.yildiz@boun.edu.tr)
Dept. of Foreign Language Education

In this second part of the Moodle workshop, we will go through the Adding an assignment, Adding Turnitin assignment, Adding feedback and Adding attendance tasks. It would be helpful if you can have a sample assignment (e.g. instructions, evaluation criteria etc.) and feedback (e.g. course evaluation) questions available to work on during the workshop.

- Importing course data: Course activities and resources may be imported from any other course that the teacher has editing permissions in. This allows teachers to re-use instead of re-creating one or more activities or resources. In this section we will cover:
 - o Enrolling users to your course with different roles
 - o Importing course data from a course

- **Adding a Turnitin assignment:** You can add a section in your course under which your students submit their assignments. This feature is different from the regular Assignment section because this one allows you to evaluate the originality of students' work by comparing electronic documents to online sources and the Turnitin database. In this section, we will cover:
 - o General submission settings
 - o Setting grading criteria
 - o Attaching an evaluation rubric
 - o Setting originality report options
 - o Restricting access

- **Adding a Quiz in your course:** The Quiz activity module allows the teacher to design and build quizzes consisting of a large variety of question types, including multiple choice, true-false, short answer and drag and drop images and text. In this section, we will cover the following topics:
 - o Adding questions to a quiz
 - o Creating a multiple choice question type quiz
 - o Setting the feedback
 - o Setting grading criteria

- **Adding an Active Quiz in your course:** The Active quiz activity enables an instructor to create and administer quizzes in real-time.
 - o **Adding questions to an active quiz**
 - o **Setting time availability of the quiz**

- **Adding Feedback:** The Feedback activity allows you to create and conduct surveys to collect feedback by writing your own questions. The Feedback activity is ideal for course or teacher evaluations. In this section, we will cover the following topics:
 - Setting the question and submission types
 - Setting the after submission settings
 - Analyzing the results

- **Adding Attendance:** The Attendance activity is designed for teachers to be able to take attendance during class, and for students to be able to view their own attendance record. A teacher can mark the attendance status of a student as "Present", "Absent", "Late", or "Excused".

Moodle 301 – Workshop on Live Sessions and Video in Moodle

Facilitators: Taner Bilgiç (taner@boun.edu.tr) Ali Emre Pusane (ali.pusane@boun.edu.tr)
Dept. of Industrial Engineering Dept. of Electrical and Electronics Engineering

This workshop will enable you to hold live broadcasting sessions in Moodle. You can hold a virtual lecture or an office hour for up to 300 students simultaneously. You will need to manage the interaction with the students using audio/voice/chat. You can also record this session and provide a link in Moodle for the students so that they can watch it later. But hardly anybody will watch a 50-min recorded session! If you are willing to spend more time, you can edit the recorded video and divide it into smaller chunks with Moodle activities interleaved.

- Holding a live session in Moodle Using Zoom
 - Creating a live session, schedule its time and duration
 - Letting students know
 - Starting the session
 - Further interaction possibilities with students (Raise hand, mute/unmute, chat)
 - Sharing files (Powerpoint, PDF, etc.)
 - Using the White Board
 - Using a tablet and a pen

- Recording the Live Session
 - Start and stop recording
 - Uploading to cloud
 - Providing access to a recorded session within Moodle

- Creating, editing and adding video content
 - Creating new video
 - Editing existing video

- Data analytics and performance tracking