



Dee Scadden

A users guide to using Moodle



Step-by-step instructions to using Moodle.

- ☰ [Getting started with Moodle](#)
- ☰ [Using the Grid format for Moodle sections](#)
- ☰ [Uploading files in Moodle](#)
- ☰ [Using Moodle Books](#)
- ☰ [Adding images to Moodle](#)
- ☰ [Using the 'Bootstrap Grid'](#)
- ☰ [Other Moodle Content](#)

Getting started with Moodle

DS Dee Scadden



A USERS GUIDE TO USING MOODLE

Getting started with Moodle...

Moodle is the Virtual Learning Environment (VLE) used by many Departments within the university for many of our courses. This guide will help you to use various functions within Moodle, and give some examples for how you might organise your course.

Overview:

How is Moodle organised?

- **Each teaching Moodle site maps to a specific course** - this may be the entire course, or a module, or paper. It depends on the setup of that particular course.
- **Access to Moodle is via enrolment**, and accessed via your raven password. Enrolments are often done by a course administrator, but some courses also have self-enrolment options. If you are not enrolled on a course, you will not be able to access content.
- **A range of Moodle formats can be used.** The choice may come down to preference in terms of how the course materials are organised, but often the format is for purely historic reasons. My preference is the '**Grid**' format, which can be used to give a relatively compact front page, rather than the 'scroll of death'. The format of an existing Moodle site can be changed to an alternative format, although it is often more straightforward to start again using a template for the new format - depending on the complexity of the course.



Moodle offers much more than a simple file repository

All sorts of material can be used in Moodle:

- **Course materials** - e.g. PDFs, PowerPoint files, presentations, word documents etc.
- **Video** - e.g. Lecture recordings using Panopto (via link), embedded videos (e.g. from Panopto, University Streaming Media Service ([SMS](#)))
- **Audio recordings** - e.g. Podcasts, audio recordings from lectures etc.
- **Quizzes** - e.g. to test understanding and to demonstrate how to solve problems
- **Weblinks** - e.g. URLs, YouTube clips etc.
- **Interactive content** - e.g. H5P available directly, or via Scorm packages (e.g. Articulate, Evolve, Adobe Captivate)

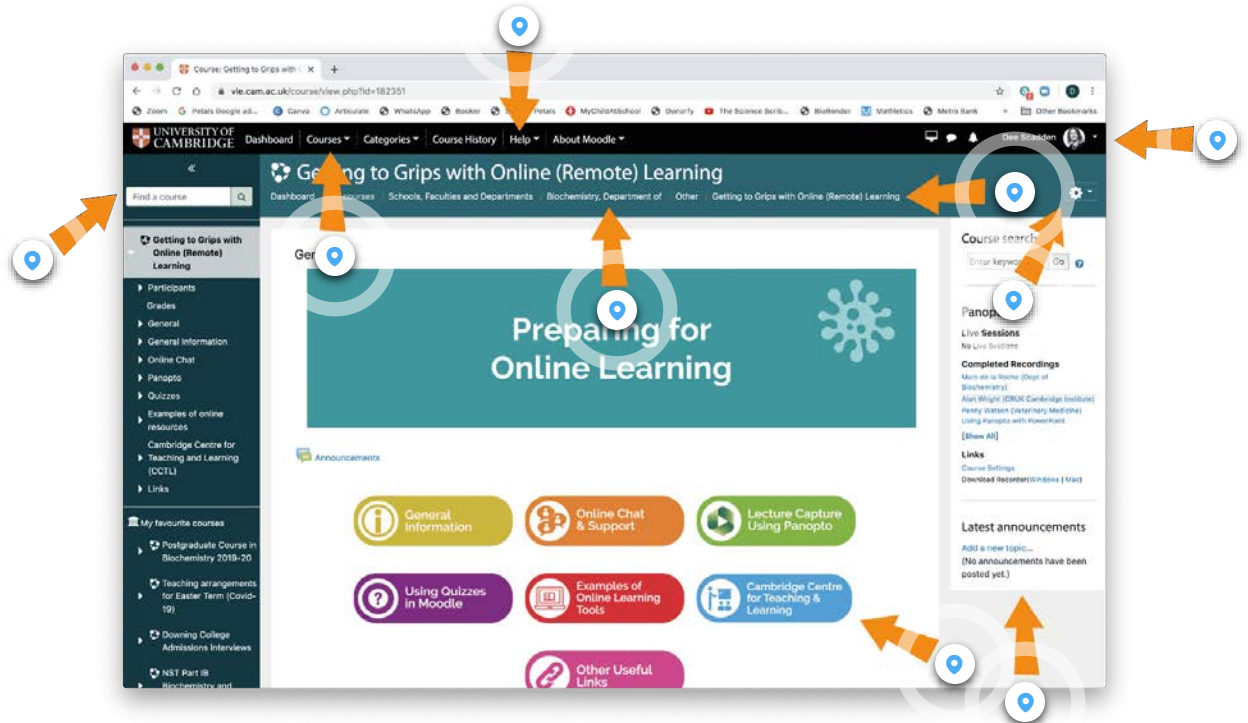
- **Moodle Coordinators or Teachers** (except non-enrolling teachers) can enrol people on Moodle, as appropriate.

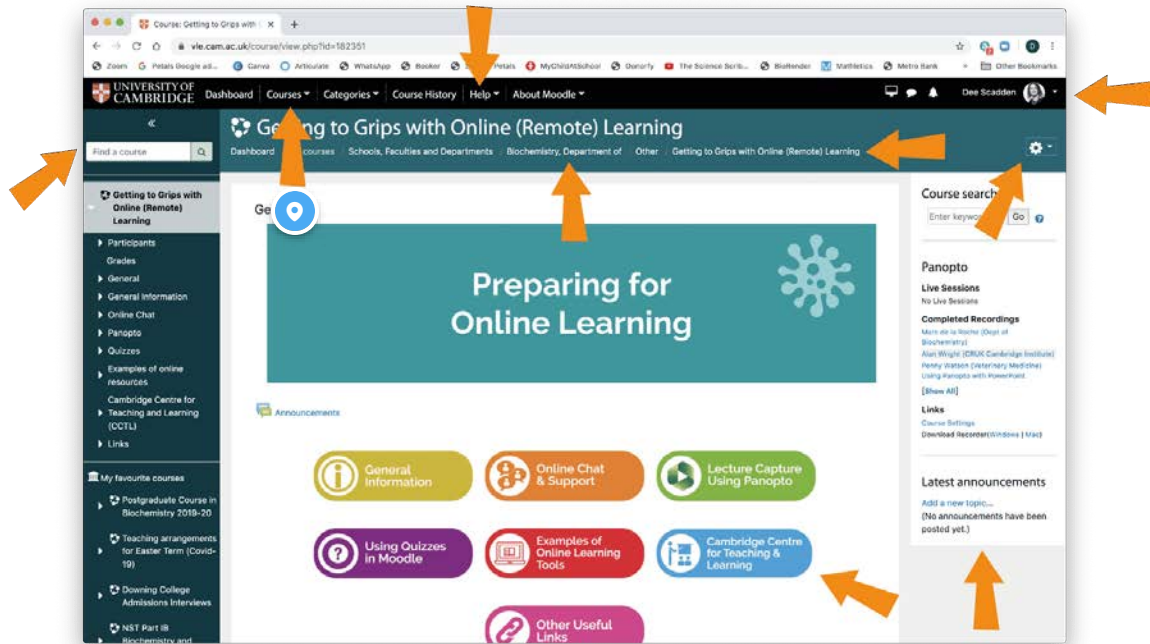


Moodle enrolments

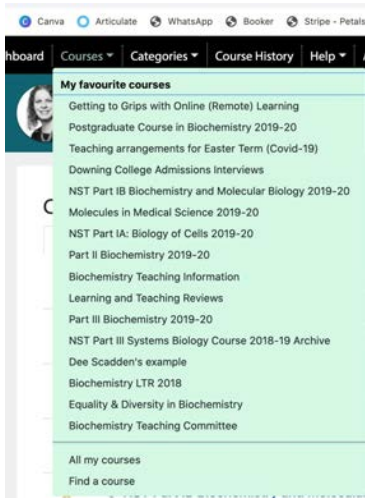
Some courses may have 'self-enrolment' options, while many are closed courses where members of the course are enrolled centrally. In this instance, enrolments can only be performed by someone with a role that allows this.

See below for more information about enrolling people on Moodle.

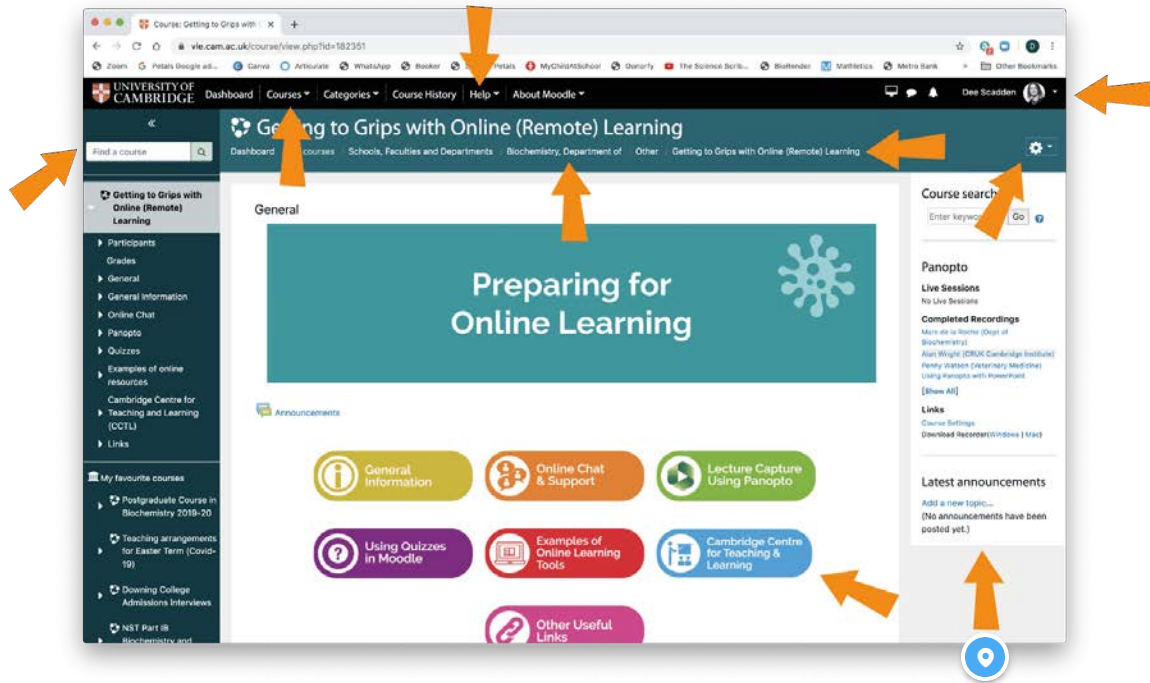




Courses



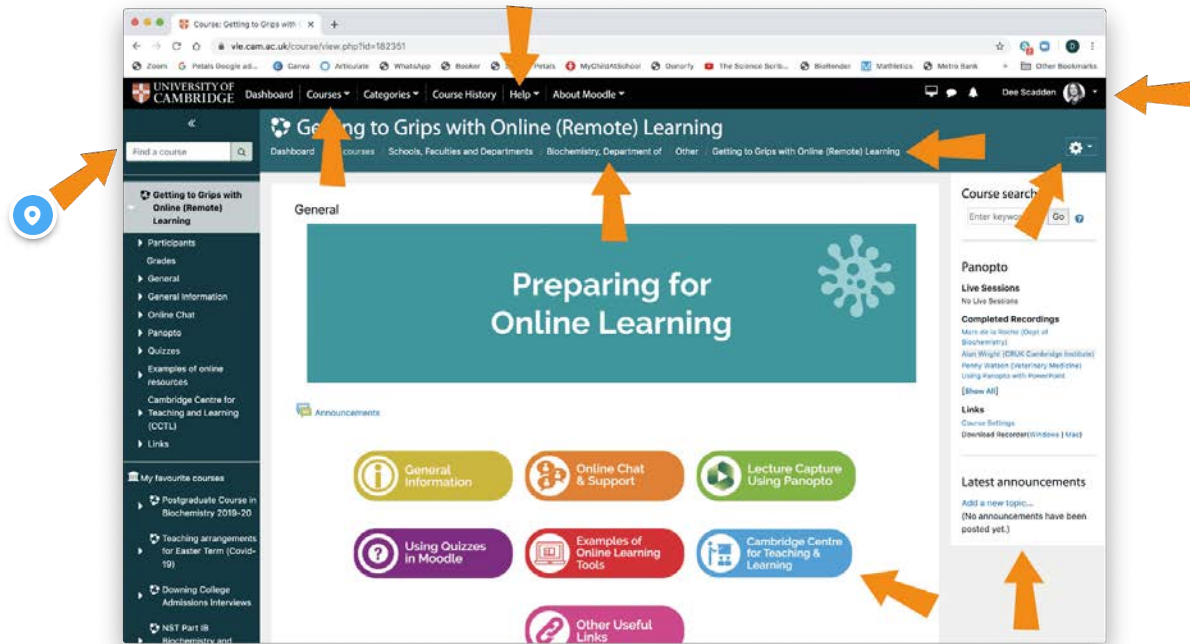
You can access your favourite courses from here... saves you trawling through a list of courses you may be enrolled on.



Moodle Blocks



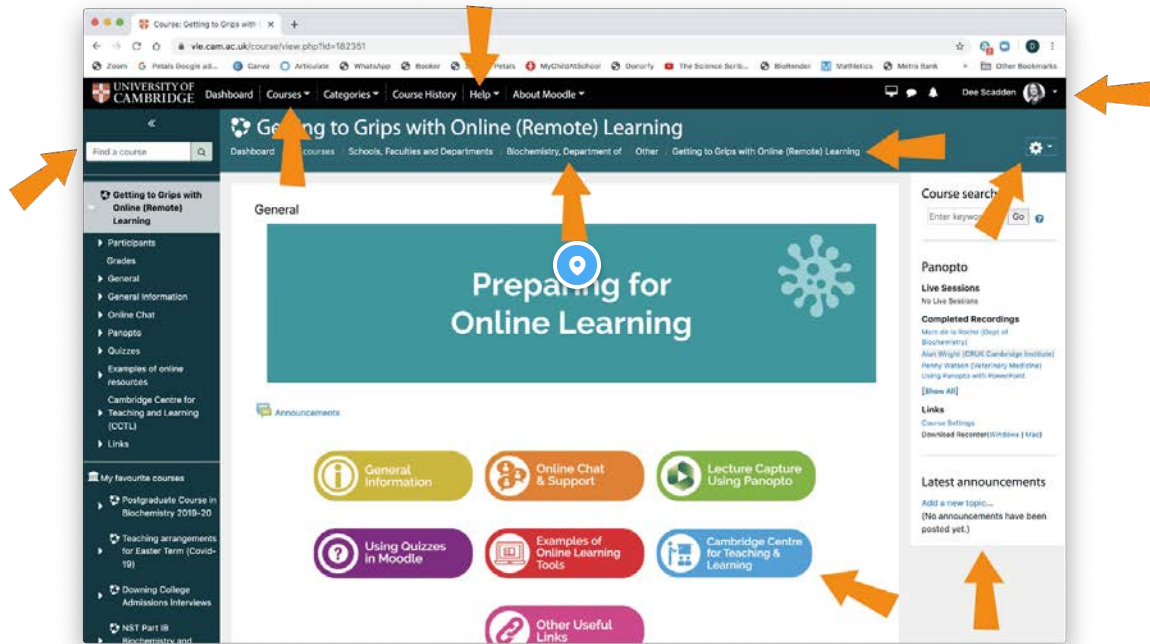
There may be a series of 'Moodle Blocks' down the right-hand side of Moodle. These blocks may include a 'Panopto block' (for lecture recordings), activity blocks, information blocks, timetables etc.



Search



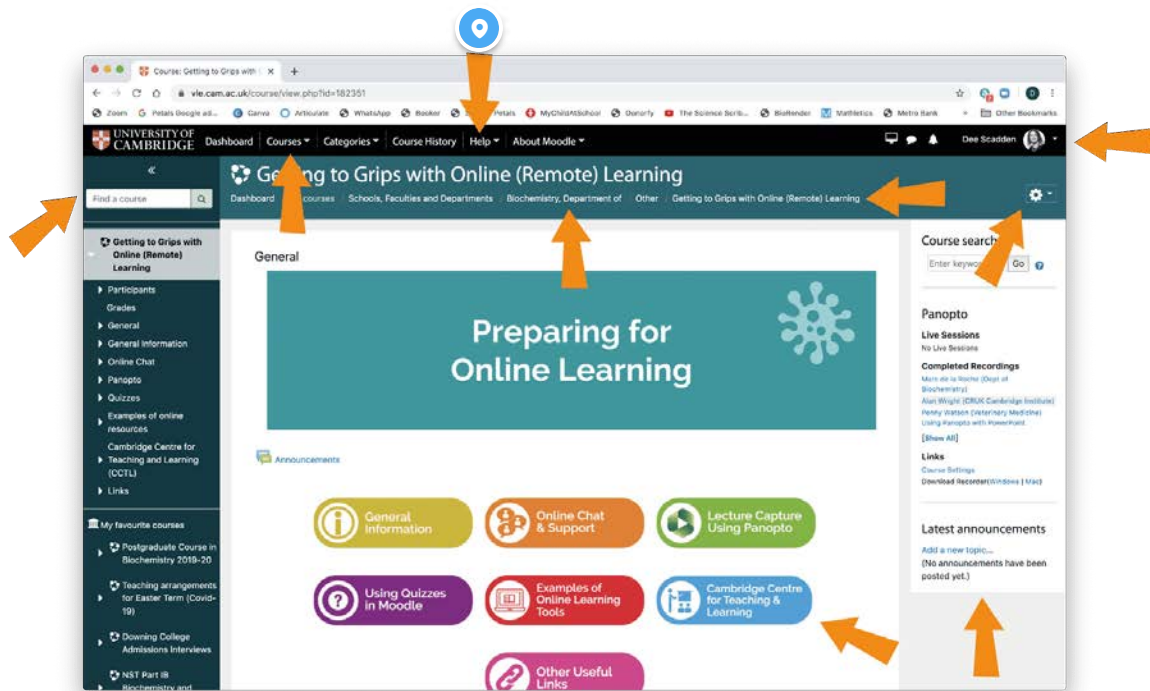
Use this search box to find a particular Moodle course. You will only be able to access courses that you are enrolled on, or where you can self-enrol.



Categories



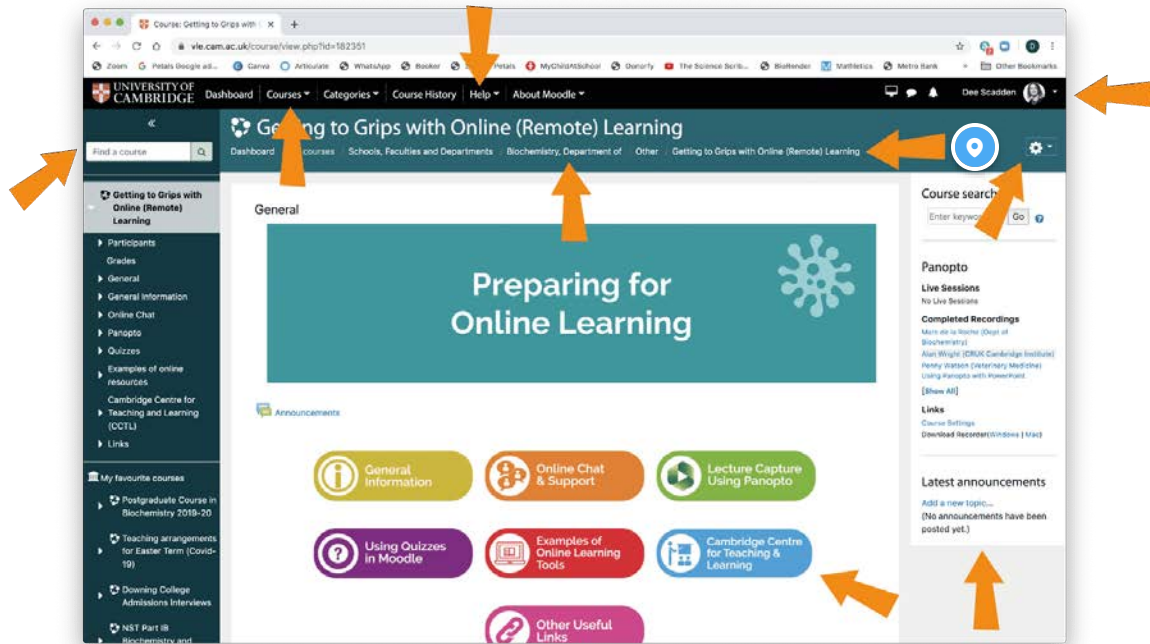
Your course will be found in a particular Moodle 'category'... in this example, the course is found within the Department of Biochemistry category.



Moodle Help pages



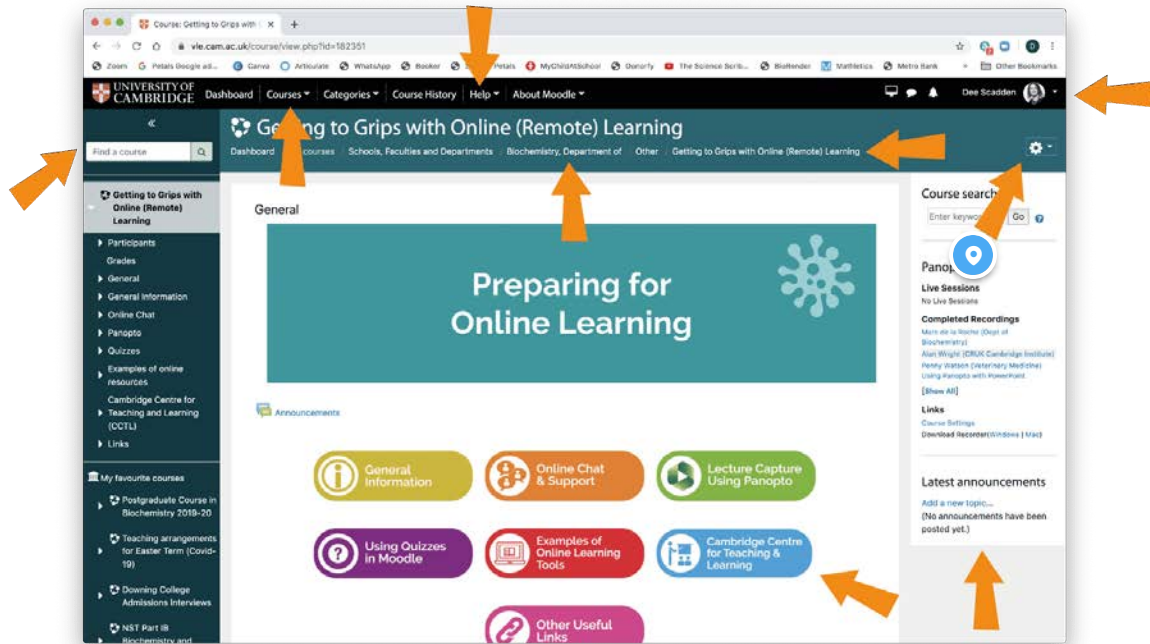
You can access Moodle help pages here... they cover all sorts of things, so a great resource.



'Breadcrumbs'



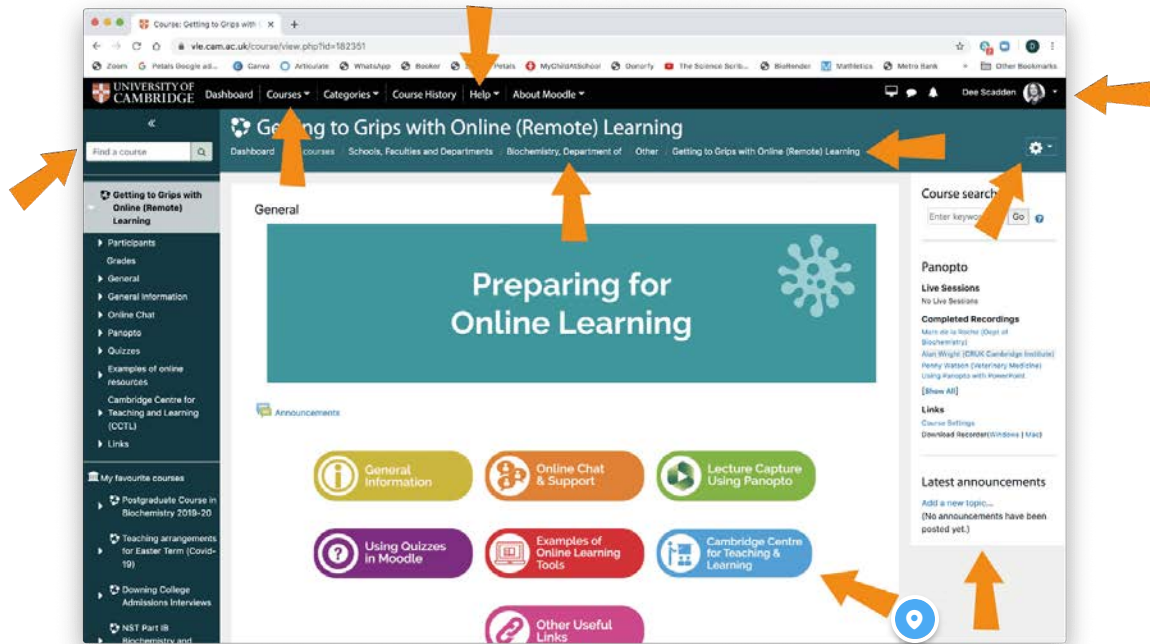
The 'breadcrumb' trail at the top of the page is a really useful way to navigate between pages etc. in Moodle.



Settings



Click this cog to modify settings for each Moodle course.



Moodle Section

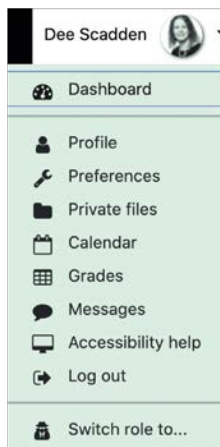


In this example, the Moodle course is arranged in the '**Grid format**'.

Each of the buttons on the front page correspond to a 'Moodle section'.

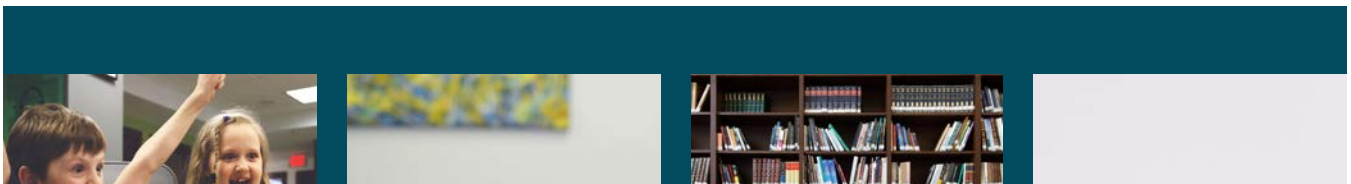


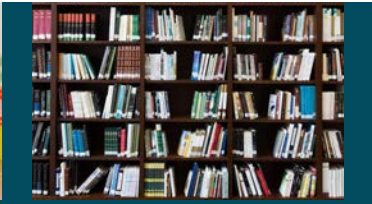
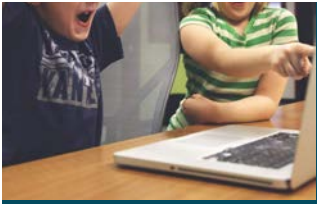
Your Moodle profile



There is a dropdown menu to the right of your profile picture - you can adjust your preferences etc. here.

If you are within a particular course, you can also temporarily change your role - this can be very useful so you can see the course as someone with a different role would see it. For example, if you are a Moodle Teacher, you may want to change your role to a 'student' role to check what they can see.





Your Moodle Role



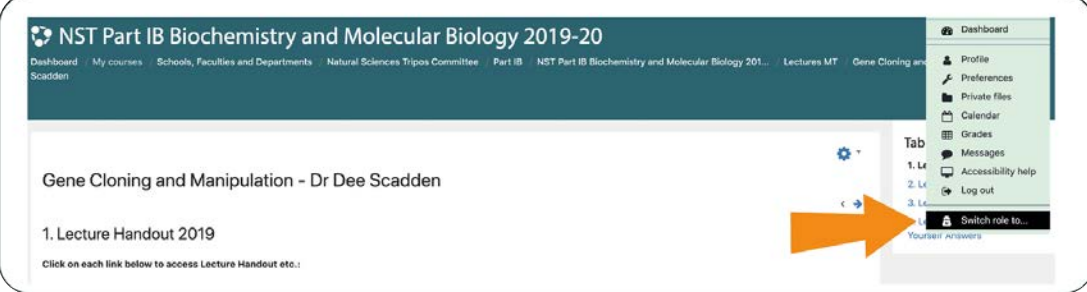
You will have a particular role in Moodle, depending on your requirements.

If you are adding content to Moodle, it is often advantageous to be able to change your role temporarily to view what someone with a different role may see.

Step 1

Switching your role

1



The screenshot shows a course page for "NST Part IB Biochemistry and Molecular Biology 2019-20". The page title is "Gene Cloning and Manipulation - Dr Dee Scadden". Below the title, there is a section for "1. Lecture Handout 2019" with a link to "Click on each link below to access Lecture Handout etc.". On the right side, there is a settings menu with a cogwheel icon. An orange arrow points to the "Switch role to..." option in the menu.

NST Part IB Biochemistry and Molecular Biology 2019-20

Dashboard / My courses / Schools, Faculties and Departments / Natural Sciences Tripos Committee / Part IB / NST Part IB Biochemistry and Molecular Biology 201... / Lectures MT / Gene Cloning and Manipulation - Dr Dee Scadden

Gene Cloning and Manipulation - Dr Dee Scadden

1. Lecture Handout 2019

Click on each link below to access Lecture Handout etc.:

Dashboard

Profile

Preferences

Private files

Calendar

Grades

Messages

Accessibility help

Log out

Switch role to...

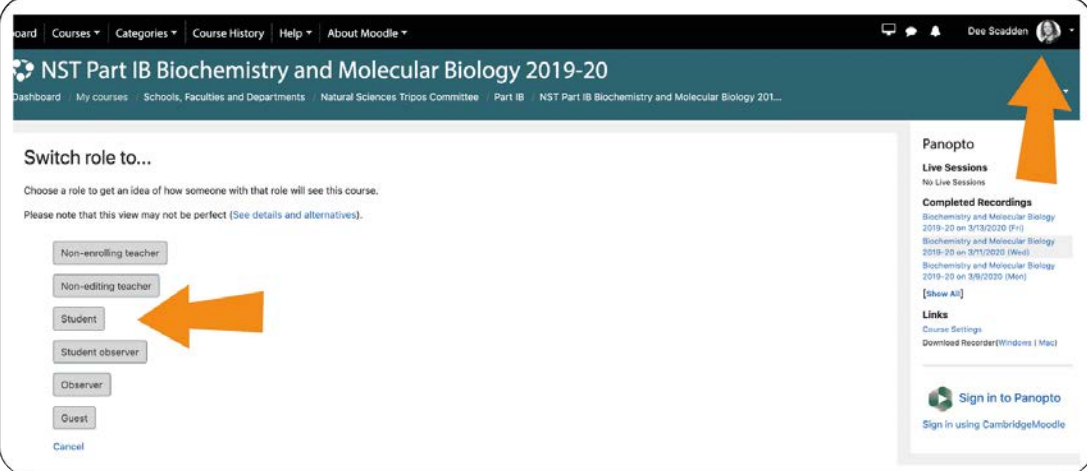
Yourself / Answers

Use the cogwheel at the top right hand side to access settings. From here, select 'Switch role to....!'

Step 2

Choose your new (temporary) role

2

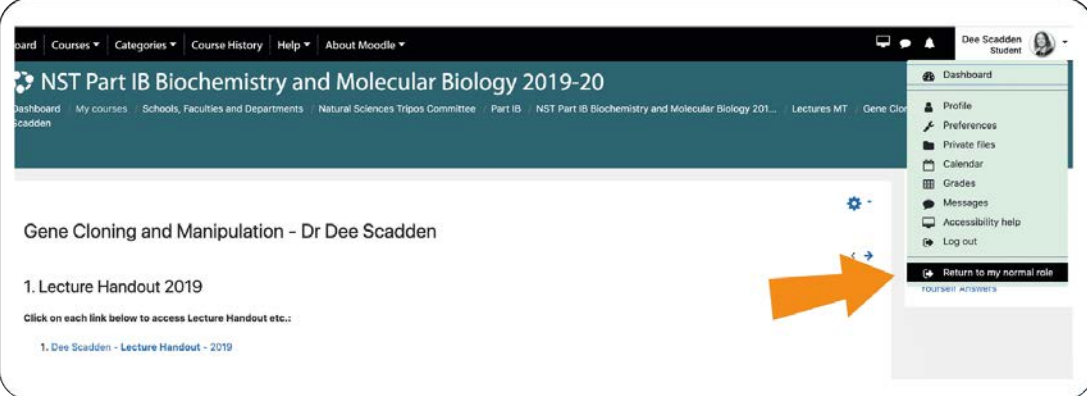


The screenshot shows a Moodle course page for 'NST Part IB Biochemistry and Molecular Biology 2019-20'. A 'Switch role to...' dialog box is open, allowing the user to select a temporary role. The roles listed are: Non-enrolling teacher, Non-editing teacher, Student, Student observer, Observer, and Guest. The 'Student' role is highlighted with an orange arrow. The dialog box also includes a 'Cancel' button and a note: 'Please note that this view may not be perfect (See details and alternatives)'. On the right side of the course page, there is a 'Panopto' section with 'Live Sessions' (No Live Sessions) and 'Completed Recordings' (Biochemistry and Molecular Biology 2019-20 on 31/10/2020 (Fri), Biochemistry and Molecular Biology 2019-20 on 30/11/2020 (Wed), Biochemistry and Molecular Biology 2019-20 on 30/9/2020 (Mon)). There is also a 'Sign in to Panopto' button and a note 'Sign in using CambridgeMoodle'.

You will be given a selection of roles that you may choose - typically alternative roles with fewer or different permissions than you normally have. e.g. it may be helpful to choose a 'student' role so you can see what they can view.

Returning to your normal role

3



The screenshot shows a Moodle course page for 'NST Part IB Biochemistry and Molecular Biology 2019-20'. The user is logged in as 'Dee Scadden Student'. In the top right corner, there is a user menu with a cogwheel icon. An orange arrow points to the 'Return to my normal role' option in this menu. The course content includes a section titled 'Gene Cloning and Manipulation - Dr Dee Scadden' with a sub-section '1. Lecture Handout 2019'. Below this, there is a link to '1. Dee Scadden - Lecture Handout - 2019'.

Again using the cogwheel in the top right-hand corner, select 'Return to my normal role'. If you forget to do this, you may find you have fewer options or choices than normal.

Enrolments on Moodle

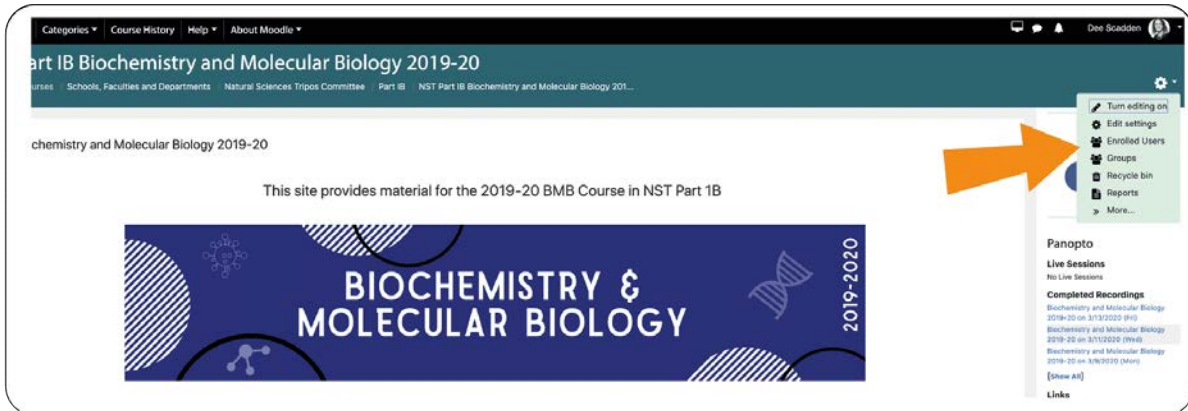
Enrolling people on Moodle



Only particular Moodle roles permit the enrolment of others on the Moodle site - e.g. Moodle coordinator, Teacher.

Step 1

Accessing enrolments



The screenshot shows a Moodle course page for 'Part IB Biochemistry and Molecular Biology 2019-20'. The page includes a navigation menu at the top with options like 'Categories', 'Course History', 'Help', and 'About Moodle'. Below the navigation, the course title is displayed, followed by a breadcrumb trail: 'Courses > Schools, Faculties and Departments > Natural Sciences Tripos Committee > Part IB > NST Part IB Biochemistry and Molecular Biology 201...'. The main content area features a banner for 'BIOCHEMISTRY & MOLECULAR BIOLOGY 2019-2020' with a blue background and white text. On the right side, there is a settings menu with a cog icon. An orange arrow points to the 'Enrolled Users' option in the dropdown menu. Other options in the menu include 'Turn editing on', 'Edit settings', 'Groups', 'Recycle bin', 'Reports', and 'More...'. Below the settings menu, there are sections for 'Panopto', 'Live Sessions', 'Completed Recordings', and 'Links'.

Using the cog on the top right-hand side, choose 'Enrolled Users' from the dropdown menu.

This option can also be used to look at existing enrolments.

Step 2

Existing enrolments and new enrolments

The screenshot shows the 'Participants' page in Moodle. At the top left, there is a search box with the text 'Search keyword or select Filter'. Below it, it says 'Number of participants: 233'. There are two dropdown menus for 'First name' and 'Surname', each with an alphabetical index. Below these are two rows of participant data. The first row shows a user with email 'st016@mcro-imb.cam.ac.uk', role 'Observer', and last access 'never'. The second row shows a user with email 'st57@cam.ac.uk', role 'Student', and last access '1 day 7 hours'. At the top right, there is a button labeled 'Enrol users'. Two orange arrows point to the search box and the 'Enrol users' button.

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	st016@mcro-imb.cam.ac.uk	st016@mcro-imb.cam.ac.uk	Observer	Supervisors	never	User Enrol from Friday, 16 August 2018, 12:32 PM
<input type="checkbox"/>	Abby Robinson	st57@cam.ac.uk	Student	No groups	1 day 7 hours	User Enrol from Wednesday, 18 September 2018, 10:34 AM
<input type="checkbox"/>	Adam Umco	st248@cam.ac.uk	Student	No groups	1 hour 52 mins	User Enrol from Wednesday, 18 September 2018, 10:34 AM

- To check whether someone is registered on the Moodle course, or to see their role, the search box on the left-hand side under 'Participants' may be used. Users can be searched for by name or CRSid.

The information shown includes Moodle role, Moodle Groups they are members of, and when they last accessed the course.

- To enrol someone new on the Moodle course, click on 'Enrol users' on the top right-hand side of that window.

Step 3

Adding a new user to Moodle



- To add someone to Moodle who may already be in the system (e.g. someone with a CRSid), the search function may be used to search for them by name.
- When a name is added to the search box, all possible matches will appear in the box on the right-hand side - 'Potential enrolments'.
- The appropriate person from the list can be selected by clicking on their name, and then the 'Add' button used to add their name to the box on the left-hand side - 'New enrolments'.
- Alternatively, if the CRSid is known, this information can be added directly to the box on the left-hand side. This can be used to add multiple new users simultaneously.
- The 'Next' button should then be used to continue.

Step 4

Selecting the new users role

Step 2/3 : User Enrol - assign roles
+ Add new role

Course Permissions by Role

Function	Teacher	Manager	Admin	Observer	Guest
View hidden content	✓	✓	✓	✗	✗
View content of restricted content	✓	✓	✓	✗	✗
View content	✓	✓	✓	✓	✓
View post activities	✓	✓	✓	✓	✗
View and edit profile	✓	✓	✓	✗	✗
View all forums	✓	✓	✓	✗	✗
Copy, add and delete content	✓	✓	✓	✗	✗
Add or delete members	✓	✗	✗	✗	✗
Manage site blocks	✗	✗	✗	✗	✗

Non-activity functions will be inherited from the role which has the highest capability or function by inheriting their own. Capabilities in brackets.

Default role

Username	Name	User role	Type	Remove
ada100	Dee Scadden	<input type="text" value="0"/>	Raven	Remove

Any user roles left blank will result in that user being ignored.

Previous Next Cancel

*All changes will be preserved when moving between steps

- You can select the role for the new Moodle user from the dropdown menu, using the selection grid at the top as a guide.
- If multiple enrolments are being carried out, it is useful to use the 'Default role' dropdown option at the top, which will give all new users the same role. Individual roles can be amended as necessary.

Complete the enrolment



Step 3/3 : User Enrol - email options and confirm enrolment

▼ Emails

A welcome email can be sent to new participants.

Do not send a welcome email

Send a welcome email (can include your own message)

Previous Enrol users and finish Cancel

*All changes will be preserved when moving between steps

You can choose whether or not to send a welcome email to the new Moodle users, which can include your own message. This can be helpful to alert people to the fact they now have access to that Moodle course.

Using the Grid format for Moodle sections

GRID FORMAT

Using the Grid format for Moodle sections

DS Dee Scadden

Using the 'grid' format

There are lots of ways to organise your Moodle site, but I find the grid format very useful. It creates a compact home page, and is very easy to navigate.



Examples of Moodle sites using the grid format:

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

Part II Biochemistry and BBS 2019-20

Course organiser – Dr Darcera Owen

News forum

- Information for the coronavirus pandemic
- Announcements
- Student Reps
- Part II General Information
- Course Handbook
- Lecture Capture Information
- Part II BBS
- Project Information
- Work to Submit
- Lectures Module A
- Lectures Module B
- Lectures Module C Core
- Lectures Module C Branch 1
- Lectures Module C Branch 2
- Lectures Module D
- Organising Specialist Supervisions
- Essential Methods & Skills
- Part II/III Supervisions
- Data Handling
- Prepared Essay
- Examinations
- Past Exam Papers
- External Examiners Reports
- Consultative Committee Minutes

Social Media in Biochemistry

Panopto

Live Sessions

Completed Recordings

Links

Your Comments

Course search

Lecture Capture

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

NST Part II Biochemistry and Molecular Biology 2019-20

Course organiser – Dr Dee Scadden

- Information for the coronavirus pandemic
- Announcements
- Student Reps
- Course Information
- Lecture Capture Information
- Lectures (Michaelmas)
- Lectures (Lent)
- Lectures (Easter)
- Techniques Films
- Techniques Posters
- Interactive Practicals
- Interactive Online Courses
- Practicals: before
- Practicals MT
- Practicals LT
- Practicals ET
- Journal Clubs
- Experimental Design
- Quizzes
- Exam papers
- Comments
- Feedback results
- CC Minutes
- BoC Course
- Supervisors
- Feedback MT
- Feedback LT
- Feedback ET
- Student Feedback Comments
- Student Feedback Questionnaire Results
- Consultative Committee Minutes
- Background – Biology of Cells Course Materials
- Supervisor

Social Media in Biochemistry

Panopto

Live Sessions

Completed Recordings

Links

Course search

Any Questions?

Your Comments

Lecture Capture

- Getting to Grips with Online (Remote) Learning
 - Participants
 - Grades
 - General
 - General Information
 - Online Chat
 - Panopto
 - Quizzes
 - Examples of online resources
 - Cambridge Centre for Teaching and Learning (CCTL)
 - Links
- My favourite courses
 - Postgraduate Course in Biochemistry 2019-20
 - Teaching arrangements for Easter Term (Covid-19)
 - Downing College Admissions Interviews
 - NST Part IB Biochemistry and

General



Announcements

- General Information
- Online Chat & Support
- Lecture Capture Using Panopto
- Using Quizzes in Moodle
- Examples of Online Learning Tools
- Cambridge Centre for Teaching & Learning
- Other Useful Links

Course search
Enter keywords Go

Panopto

Live Sessions
No Live Sessions

Completed Recordings
Marc de la Roche (Dept of Biochemistry)
Alan Wright (CRUK Cambridge Institute)
Penny Watson (Veterinary Medicine)
Using Panopto with PowerPoint
[Show All]

Links
Course Settings
Download Recorder(Windows | Mac)

Latest announcements
Add a new topic...
(No announcements have been posted yet.)

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

Find a course

Molecules in Medical Science 2019-20

Participants
Grades
Molecules in Medical Science 2019-20
Coronavirus support
Announcements
Student Reps
Course Information
Lecture Capture
Lectures - MT
Lectures - LT
Lectures - ET
Pre-practicals
Practicals
PBL Sessions
Techniques Films
Techniques Posters
Interactive online courses
Quizzes
Examinations
Feedback
Feedback - Results
CC Minutes
Supervisors
Reporting Forms

My favourite courses
Getting to Grips with Online (Remote) Learning
Postgraduate Course in Biochemistry 2019-20
Teaching arrangements for Easter Term (Covid-19)
Downing College

This site provides materials for the 2019-20 MIMS Course in MedST/VetST Part IA

MOLECULES IN MEDICAL SCIENCE 2019-2020

Course Organiser – Dr Marc de la Roche

- Information for the coronavirus pandemic
- Announcements
- Student Reps
- Course Information
- Lecture Capture Information
- Lectures (Michaelmas)
- Lectures (Lent)
- Lectures (Easter)
- Practicals: Info for before you start
- Experimental Practicals
- Information for PBL Sessions
- Techniques Films
- Techniques Posters
- Interactive Online Courses
- Quizzes on past papers... and more
- Past exam papers & Examiners reports
- Student Feedback Questionnaires
- Student Feedback Questionnaire Results
- Consultative Committee Minutes
- Supervisor Section
- Reporting Forms for Medic/Vets

Course search
Enter keywords Go

Panopto
Live Sessions
No Live Sessions
Completed Recordings
Monday, April 27, 2020 at 4:30:51 PM (stop)
27 April 2020 at 13:53:05 (stop)
Alan Wright Lecture2 27th April 2020 [Show All]
Links
Course Settings
Download Recorder (Windows | Mac)

Lecture Capture
As many MIMS lectures as possible will be recorded during the 2019-20 academic year, and will be made available via Moodle.
Please note that lectures may occasionally not be recorded due to technical issues or where lecturers have not given consent. You should therefore take notes in the usual way.
By viewing lectures recorded and provided by the University, you agree to be bound by the Terms and Conditions outlined in the Lecture Capture block. You will also find helpful tips there on how to use Lecture Capture most effectively.

Comments
If you have any questions or comments concerning our courses, please contact the Teaching Assistant who will direct your queries to the

https://www.ucl.ac.uk/mimsc/mimsc.php?id=168842§ion=3

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

Find a course

Teaching arrangements for Easter Term (Covid-19)

Participants
Grades
General
Part IA
Part IB
Part II
Part III
Section 5
MedST 1A
MedST 1B
VetST 1A
VetST 1B
Panopto guidance

My favourite courses
Getting to Grips with Online (Remote) Learning
Postgraduate Course in Biochemistry 2019-20
Downing College
Admissions Interviews
NST Part IB
Biochemistry and Molecular Biology 201...
Molecules in Medical Science 2019-20

Dashboard My courses Schools, Faculties and Departments Biochemistry, Department of Other Teaching arrangements for Easter term (Covid-19)

Preparing for Easter Term 2020

Please contact [Dee Scadden](#) if you have any issues accessing the database, or entering your information.

Please note that the information on this Moodle site regarding teaching and assessment is **ONLY INDICATIVE** - the definitive information will be found on individual course Moodle sites.

Announcements

- NST Part 1A
- NST Part 1B
- NST Part II
- NST Part III
- MedST Part 1A
- MedST Part 1B
- VetST Part 1A
- VetST Part 1B
- Panopto

Course search
Enter keywords Go

Panopto
Live Sessions
No Live Sessions
Completed Recordings
The Panopto desktop recorder - Dee Scadden
Links
Course Settings
Download Recorder (Windows | Mac)

Latest announcements
Add a new topic...
(No announcements have been posted yet.)

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

Dashboard My courses Schools, Faculties and Departments Biochemistry, Department of Undergraduate Part III Biochemistry 2019-20

Find a course

Part III Biochemistry 2019-20

Participants

Grades

Part III Biochemistry 2019-20

Coronavirus

Announcements

Student Reps

General Information

Course Handbook

Project Info

Work to Submit

Module M1

Module M2

Module L1

Module L2

Method & Design

Additional Sessions

Part III Supervisions

Specialist Supervisions

Examinations

Exam Papers

External Examiners Report

Data Handling Answers

CC Minutes

Student Feedback

Careers

Part II Course

My favourite courses

Getting to Grips with Online (Remote) Learning

Postgraduate Course in Biochemistry 2019-20

Teaching arrangements for Easter Term (Covid-19)

Part III Biochemistry 2019-20

Course Organiser: Dr Helen Mott

Information for the coronavirus pandemic

Announcements

Student Reps

Part III General Information

Course Handbook

Project Information

Work to Submit

Lectures Module M1

Lectures Module M2

Lectures Module L1

Lectures Module L2

Scientific Method & Experimental Design

Additional Information Sessions

Part III Supervisions

Organising Specialist Supervisions

Examinations

Past Exam Papers

External Examiners Reports

Data Handling Answers

Consultative Committee Minutes

Student Feedback Questionnaires

Careers

Background - Part II Course Materials

Course search

Enter keywords Go

Social Media in Biochemistry

Facebook Twitter Instagram

Your Comments

If you would like to give us any constructive comments on the Part II course at any time, please do so by clicking [HERE](#). Your message will be sent to Christine Thulborn (Teaching office), Sandra Fulton (Assistant Director of Teaching), and Helen Mott (Course organiser). **Please note, the message will be sent as an e-mail so will NOT be anonymous.**

Panopto

Live Sessions

No Live Sessions

Completed Recordings

Part II Biochemistry L12 2020 Harper

Part III Biochemistry L12 Grade

Part II Biochem L12 New

[Show All]

Links

Course Settings

Download Recorder (Windows) [Mac]

Search forums

Go

Advanced search

UNIVERSITY OF CAMBRIDGE Dashboard Courses Categories Course History Help About Moodle

Dashboard My courses Schools, Faculties and Departments Biochemistry, Department of Undergraduate NST Part IA: Biology of Cells 2019-20

Find a course

NST Part IA: Biology of Cells 2019-20

Participants

Grades

NST IA: Biology of Cells

Coronavirus info

Announcements

General Information

Student Reps

Lecture Capture

BioC Information

Library Info

MT Lectures

LT Lectures

ET Lectures

Health and Safety for Practicals

MT Practicals - Weeks 1-3

MT Practicals - Weeks 4-6

MT Practicals - Weeks 7-8

LT Practicals

ET Practicals

Techniques Films

Interactive Practicals

Techniques Posters

Past exam papers

Questionnaires - Michaelmas Term

Questionnaires - Lent Term

Questionnaires - Easter Term

Consultative Committee and Student Feedback

Questionnaire for those who did not take A Level B...

For Supervisors

Academic Writing

BIOLOGY OF CELLS 2019-2020

Welcome to IA Biology of Cells 2019-20

The Biology of Cells course is run jointly by the Departments of Biochemistry, Genetics, Plant Sciences, and Zoology, each of which is responsible for a quarter of the lectures and practicals. In designing the course we have assumed that many of those taking it will know little or no Biology at the outset. A level Chemistry is highly desirable but not essential - some knowledge of Chemistry beyond GCSE is assumed.

If you require more information, please contact the Course Organiser (Dr Dee Scadden) or the Course Administrator

Information for the coronavirus pandemic

Announcements

Course Information

Student Reps

Lecture Capture Information

General Information

Zoology (Biology) Library Information

Lectures (Michaelmas)

Lectures (Lent)

Lectures (Easter)

Health & Safety for Practicals: read before first session

Practicals Michaelmas Weeks 1-3

Practicals Michaelmas Weeks 4-6

Practicals Lent

Practicals Easter

Techniques Films

Interactive Practicals

Techniques Posters

Post exam papers & Examiners reports

Student Feedback Questionnaires Michaelmas

Student Feedback Questionnaires Lent

Student Feedback Questionnaires Easter

Consultative Committee Minutes & Student Feedback

Questionnaires for those who did not take A level Biology

Supervisor Section

Academic Writing Study Skills session

Live Sessions

No Live Sessions

Completed Recordings

NSTIA BOC Cell Signaling Week

Lecture 4 Part 2

NSTIA BOC Cell Signaling Lecture 4 Week 5

NSTIA BOC Cell Signaling Week

Lecture 3 Part 3

[Show All]

Links

Course Settings

Download Recorder (Windows) [Mac]

Lecture Capture

As many Biology of Cells lectures as possible will be recorded during the 2019-20 academic year, and will be available after the lecture via Moodle.

Please note that lectures may occasionally not be recorded due to technical issues or where lecturers have not given consent. You should therefore take notes in the usual way.

By viewing lectures recorded and provided by the University, you agree to be bound by the Terms and Conditions outlined in the PDF that is included in the 'Lecture Capture' block. You will also find helpful tips there on how to use Lecture Capture most effectively.

Activity results

Please configure this block and select which activity it should display results from.

Announcements

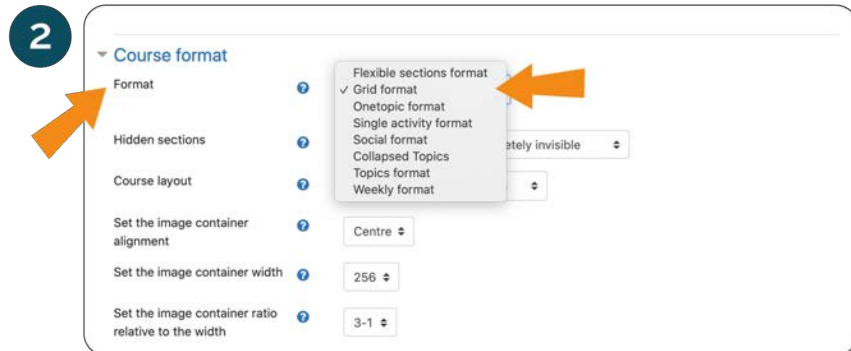
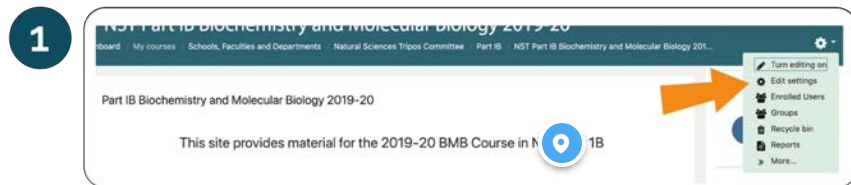
BioSci PhD Information Evening

The screenshot shows the Moodle interface for Biochemistry Teaching Information. The main content area displays a grid of tiles for various resources: Education Bulletins, Teaching Guidelines, Student Support, Forms for completion (e.g. TQA), Course Timetables, Course Handbooks, MVST 1A MIMS, NST IB BMB, Part II, Part III, Part II/III Supervisions, Exam Information, SSDs, and Teaching Payments Information. The right sidebar includes social media icons for Facebook, Twitter, and Instagram, latest announcements, and an upcoming events calendar for April 2020.

Setting up the Grid format:

1 In the course page for 'Part IB Biochemistry and Molecular Biology 2019-20', click the 'More...' option in the top right corner to open the course management menu.

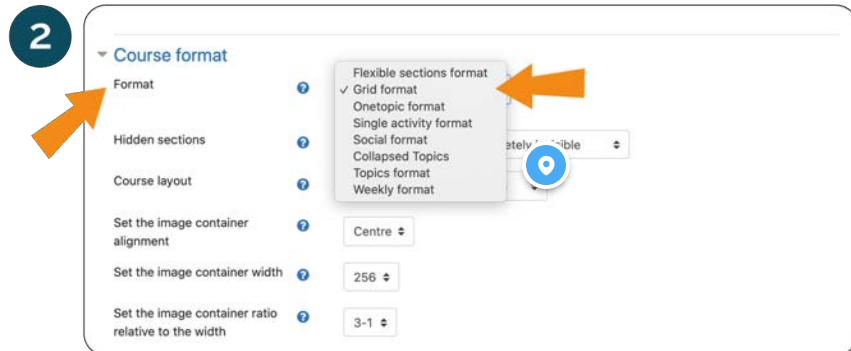
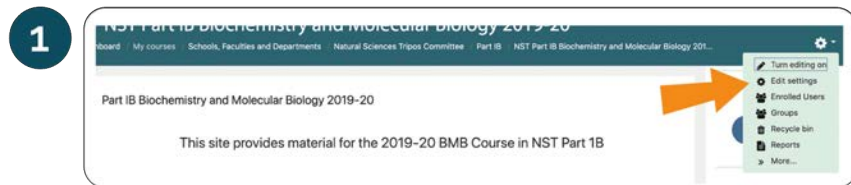
2 In the 'Course format' settings, select 'Grid format' from the list of available formats. Other options include Flexible sections format, Onetopic format, Single activity format, Social format, Collapsed Topics, Topics format, and Weekly format.



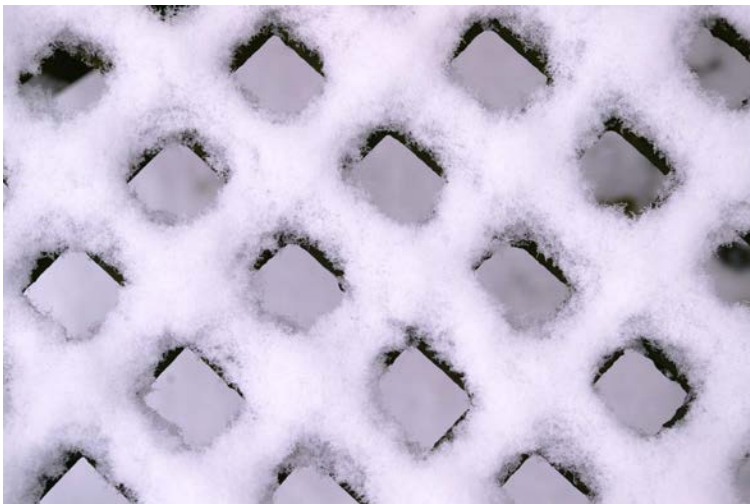
Editing the Moodle format



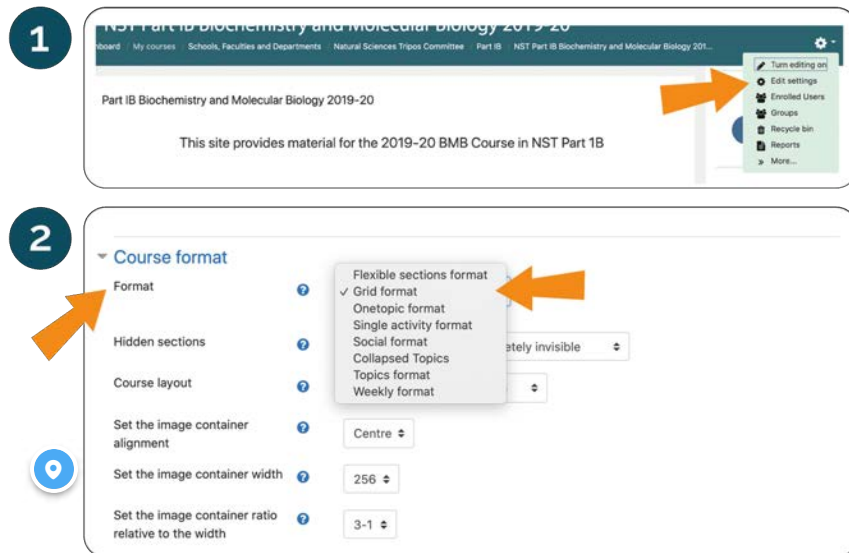
To choose a format for your Moodle site go to the cog at the top right-hand side, then choose 'Edit settings'.



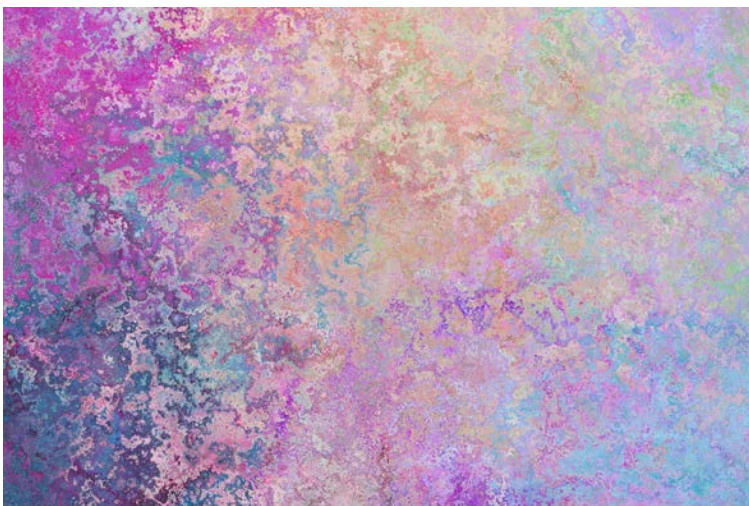
Grid format



Select Grid format from the dropdown menu. Once this has been selected, the Grid format can be customised for that particular course.



Editing the Moodle course format (B)



Within the editing window, choose 'Format' within the 'Course format' section. The dropdown menu shown will allow you to choose whichever Moodle format you prefer. In this example, we are using the 'Grid format'.

Selecting options for the Grid format

For example, the settings shown below were used to create one of the sample Moodle sites shown above.

and Courses • Categories • Course History Help • About Moodle •

Course format

Format Grid format

Hidden sections Hidden sections are summarised on hover

Course layout Show one section per page

Set the image container alignment Centre

Set the image container width 200

Set the image container ratio relative to the width 3:1

Set the image resize method Scale

Set the border colour #FFFFFF

Set the border width 1

Set the border radius on / off Off

Set the image container background colour #FFFFFF

Set the current selected section colour #A8D08D

Set the current selected image container text colour #202020

Set the current selected image container colour #FF0000

Hide section title option Yes

Section title grid height option 0

Section title box position option Outside

Section title box position when 'trailer' option Top

Section title box height

Section title box opacity 0.8

Section title font size 0

Section title alignment Centre

Section title text colour when 'trailer' option #000000

Section title background colour when 'trailer' option #FF0000

Show section title summary on hover option No

Set the section title summary on hover position option Bottom

Set the section title summary maximum length on hover

Set the section title summary text colour on hover #000000

Set the section title summary background colour on hover #E0E0E0

Set the section title summary background opacity on hover 0.5

Show new activity notification image Yes

Fit the section popup to the window No

Copy not shareable No

Section 0 on its own page when out of the grid and on a single section page No

Grid reset options

Appearance

and Courses • Categories • Course History • Help • About Moodle •

Course format

Format

Grid format

Hidden sections

Course layout

Show one section per page

Set the image container alignment

Centre

Set the image container width

250

Set the image container ratio relative to the width

3:1

Set the image resize method

Scale

Set the border colour

FFFFFF

Set the border width

1

Set the border radius on / off

Off

Set the image container background colour

FFFFFF

Set the current selected section colour

A486FD

Set the current selected image container text colour

82007C

Set the current selected image container colour

FFF

Hide section title option

Yes

Section title grid height option

0

Section title box position option

Outside

Section title box position when 'trailer' option

Top

Section title box height

8

Section title box opacity

0.3

Section title font size

0

Section title alignment

Centre

Section title text colour when 'trailer' option

000000

Section title background colour when 'trailer' option

FFF

Show section title summary on hover option

No

Set the section title summary on hover position option

Bottom

Set the section title summary maximum length on hover

0

Set the section title summary text colour on hover

366366

Set the section title summary background colour on hover

663366

Set the section title summary background opacity on hover

0.3

Show new activity notification image

Yes

Fit the section popup to the window

No

Copy not shareable

No

Section 0 on its own page when not in the grid and on a single section page

No

Grid reset options

Appearance

Choose your format



Choose your course format from dropdown menu - e.g. 'Grid' format

and Courses • Categories • Course History • Help • About Moodle •

Course format

Format Grid format

Hidden sections Hidden sections are completely invisible

Course layout Show one section per page

Set the image container alignment Centre

Set the image container width 250

Set the image container ratio relative to the width 3:1

Set the image resize method Scale

Set the border colour #FFFFFF

Set the border width 1

Set the border radius on / off Off

Set the image container background colour #FFFFFF

Set the current selected section colour #A8D9D9

Set the current selected image container text colour #202020

Set the current selected image container colour #FF00

Hide section title option Yes

Section title grid height option 0

Section title box position option Outside

Section title box position when 'trailer' option Top

Section title box height 8

Section title box opacity 0.3

Section title font size 0

Section title alignment Centre

Section title text colour when 'trailer' option #000000

Section title background colour when 'trailer' option #FF00

Show section title summary on hover option No

Set the section title summary on hover position option Bottom

Set the section title summary maximum length on hover 0

Set the section title summary text colour on hover #000000

Set the section title summary background colour on hover #000000

Set the section title summary background opacity on hover 0.3

Show new activity notification image Yes

Fit the section popup to the window No

Copy out uneditable No

Section 0 on its own page when out of the grid and on a single section page No

Grid reset options

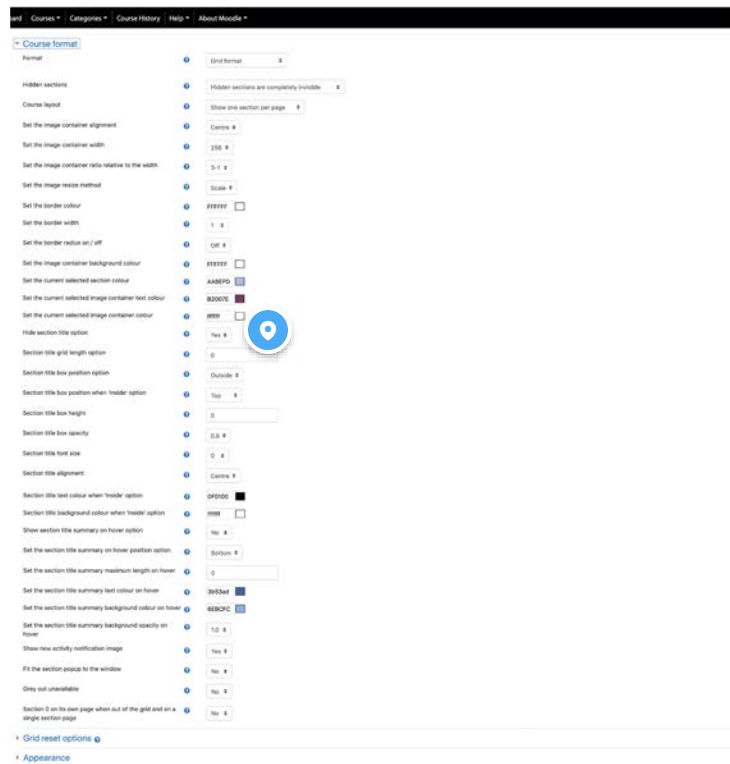
Appearance

New activity

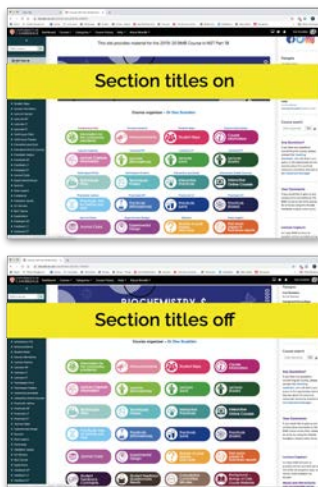


It can be very useful to use the 'new activity notification image'. This will appear when new activity is added to the section.

This can be very useful to alert people on the course to the addition of new material.



Section Titles



You can choose whether or not to have titles shown in the grid. Your choice may depend on the images chosen for each container.

The image shown above shows a view with or without titles for each section.

and Courses • Categories • Course History • Help • About Moodle

Course format

Format

Hidden sections Hidden sections are completely invisible

Course layout

Set the image container alignment

Set the image container width

Set the image container ratio relative to the width

Set the image resize method

Set the border colour

Set the border width

Set the border radius on / off

Set the image container background colour

Set the current selected section colour

Set the current selected image container text colour

Set the current selected image container colour

Hide section title option

Section title grid height option

Section title box position option

Section title box position when 'trailer' option

Section title box height

Section title box opacity

Section title font size

Section title alignment

Section title text colour when 'trailer' option

Section title background colour when 'trailer' option

Show section title summary on hover option

Set the section title summary on hover position option

Set the section title summary maximum length on hover

Set the section title summary text colour on hover

Set the section title summary background colour on hover

Set the section title summary background opacity on hover

Show new activity notification image

Fit the section popup to the window

Copy out uneditable

Section 0 on its own page when out of the grid and on a single section page

Grid reset options

Appearance

Section colours



You can change the background colour of your 'containers' for the sections. The standard colour can be different from that used for the currently selected container.

*It's important to note that it's not possible to choose different colours for each section - the colours chosen will be used for **all** sections.*

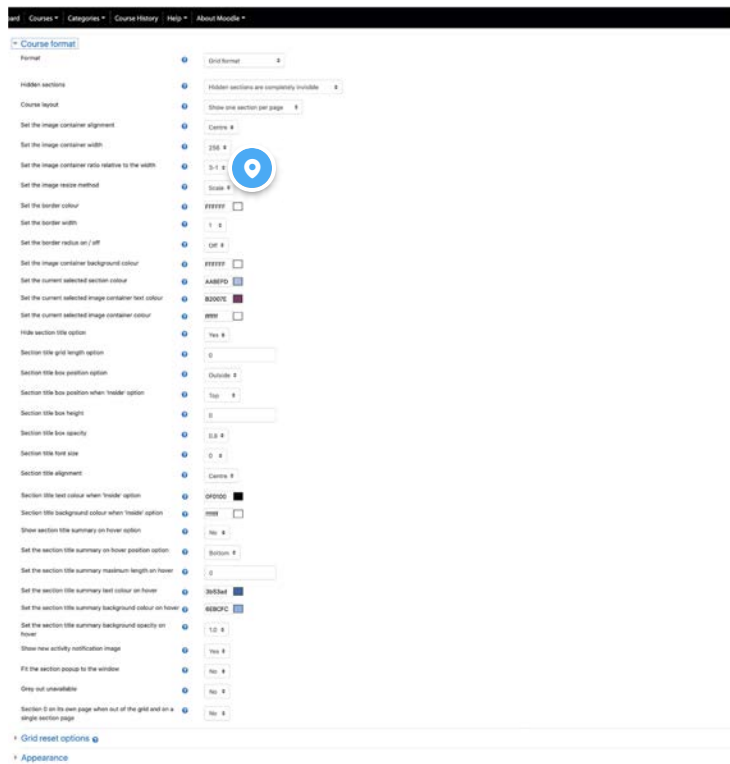
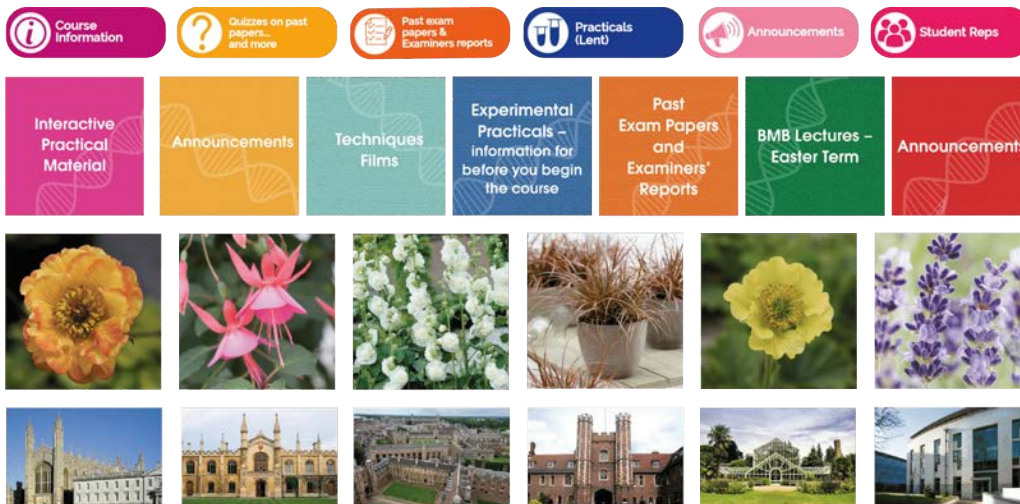
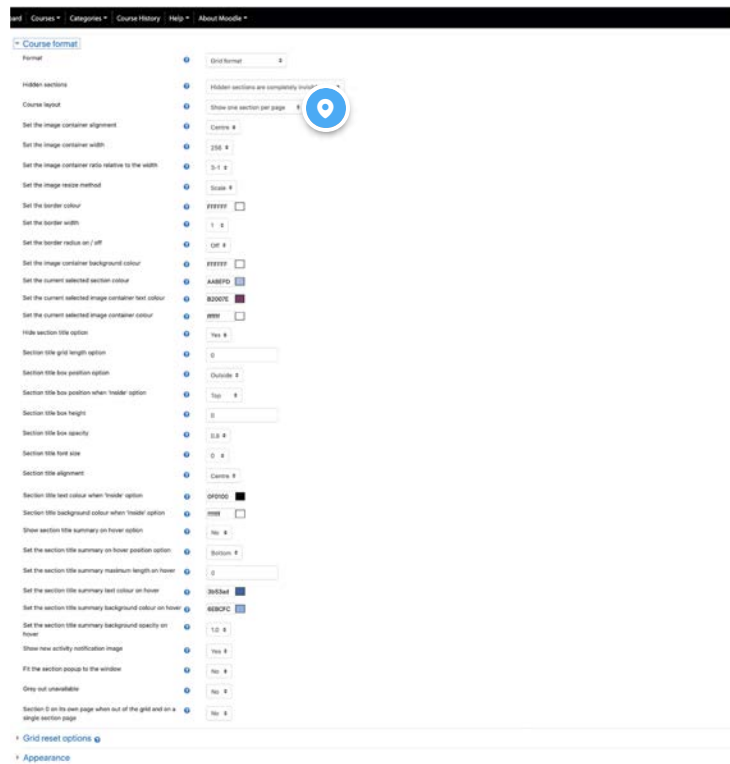


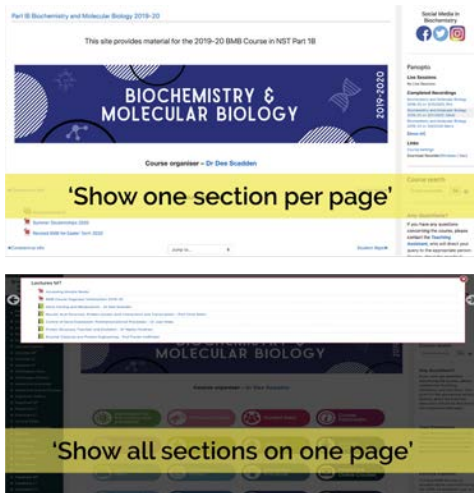
Image container size



You may want to change the container size depending on what images you plan to display on the front page - you can use any pictures (drawings, photos etc.) or icons.



Display your sections



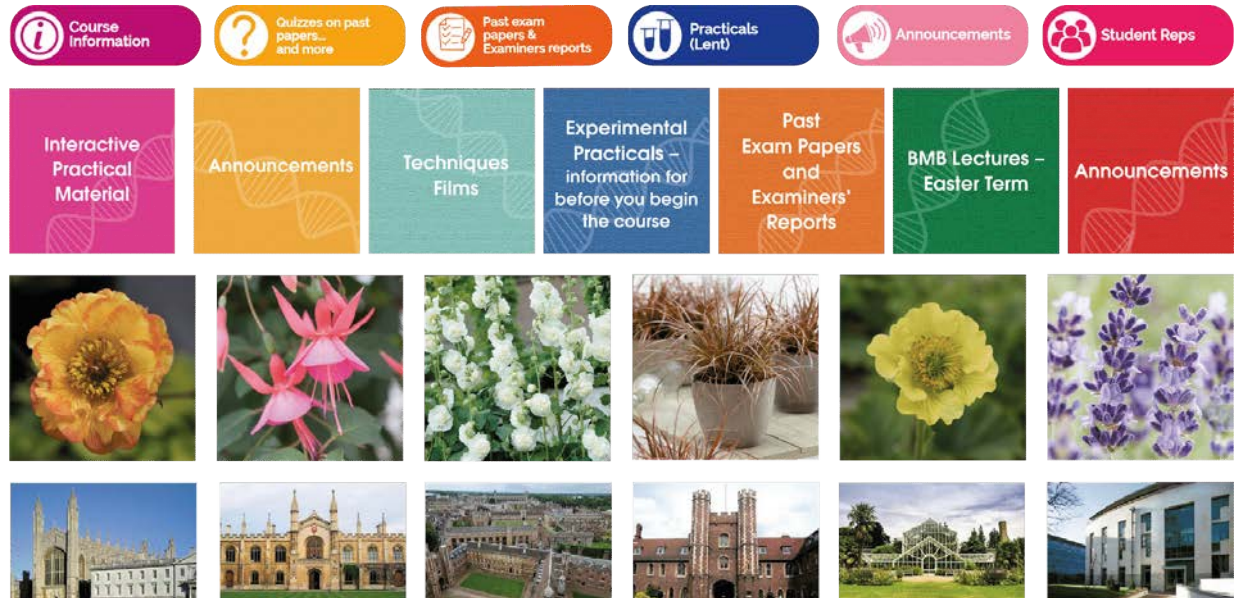
This allows you to choose how you view the sections....

Adding images on the front page for each section ('buttons')

All sorts of images can be used as buttons on the front page. The choice of images to be used as buttons will determine the choice of grid size and dimensions in the settings above.

In the absence of adding images, the background colour selected for the image container will be displayed.

Examples of buttons that could be used on a Moodle site:



How to add an image as a button for each Moodle section:

1

Click on the 'Change image' icon - this is the same whether you're adding an image for the first time or if you're changing the image.



2

- Drag and drop the image file here. e.g. .png or .jpeg files may be used.
- Click on 'Save Changes' to return to the home screen.



Uploading files in Moodle

UPLOADING FILES

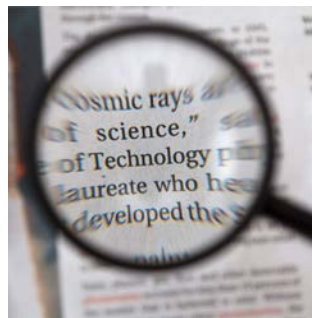
Uploading Files in Moodle

DS Dee Scadden

Uploading Files in Moodle

You can add all sorts of files to Moodle - and **there are a number of ways you can do this**, depending on what sort of file you're adding, and how your course is organised.

In this lesson are a few examples of how files may be uploaded to Moodle... but these are certainly not the only way to upload files!



Turning on the editor in Moodle

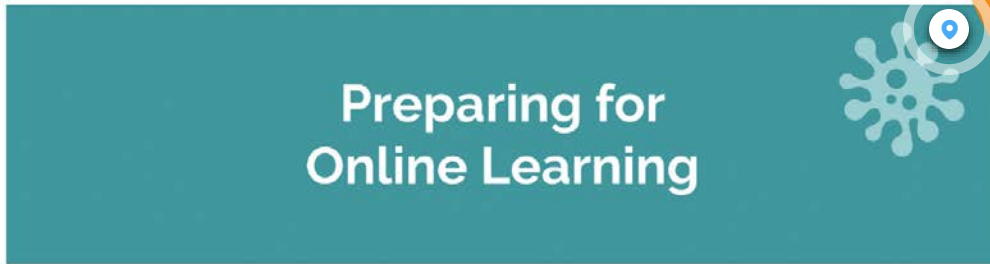
Before you can add documents to your Moodle site, or modify any elements, the editing function must be enabled.

Getting to Grips with Online (Remote) Learning

Dashboard / My courses / Schools, Faculties and Departments / Biochemistry, Department of / Other / Getting to Grips with Online (Remote) Learning / General Information



General



- Turn editing on
- Edit settings
- Enrolled Users
- Groups
- Recycle bin
- Reports
- More...

Announcements

General Information

Online Chat



If you have any queries about the materials on this site, please contact [Dee Scadden](#) (Dept of Biochemistry)
Please also get in touch if you have suggestions for content - thanks!

Panopto

Live Sessions

No Live Sessions

Completed Recordings

[Marc de la Roche](#) (Dept of Biochemistry)

[Alan Wright](#) (CRUK Cambridge Institute)

[Penny Watson](#) (Veterinary Medicine)
Using Panopto with PowerPoint

[Show All]

Links

[Course Settings](#)

[Download Recorder](#)(Windows | Mac)

Latest announcements

[Add a new topic...](#)

(No announcements have been posted yet.)

Getting to Grips with Online (Remote) Learning

Dashboard / My courses / Schools, Faculties and Departments / Biochemistry, Department of / Other / Getting to Grips with Online (Remote) Learning / General Information

General

Preparing for Online Learning

Announcements

General Information

If you have any queries about the materials on this site, please contact Dee Scadden (Dept of Biochemistry)

Please also get in touch if you have suggestions for content - thanks!

Online Chat ▶

- Turn editing on
- Edit settings
- Enrolled Users
- Groups
- Recycle bin
- Reports
- More...

Panopto

Live Sessions

No Live Sessions

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Using Panopto with PowerPoint

[Show All]

Links

Course Settings

Download Recorder(Windows | Mac)

Latest announcements

Add a new topic...

(No announcements have been posted yet.)

Turning on editing

Getting to Grips with Online (Remote) Learning **editing**

Dashboard / My courses / Schools, Faculties and Departments / Biochemistry, Department of / Other / Getting to Grips with Online (Remote) Learning / General Information

Add a block...

General **Edit**

Preparing for Online Learning

Announcements

General Information **Edit**

If you have any queries about the materials on this site, please contact Dee Scadden (Dept of Biochemistry)

Please also get in touch if you have suggestions for content - thanks!

Online Chat ▶

Course search

Enter keywords

Go

Panopto

Live Sessions

No Live Sessions

Completed Recordings

Marc de la Roche (Dept of Biochemistry)

Alan Wright (CRUK Cambridge Institute)

Penny Watson (Veterinary Medicine)

Using Panopto with PowerPoint

[Show All]

Links

Course Settings

Download Recorder(Windows | Mac)

Latest announcements

Add a new topic...

(No announcements have been posted yet.)

Recent activity

Editing is turned on by selecting 'Turn editing on' from the settings menu that is accessed from the cog in the top right-hand side.

Once editing has been switched on, various controls will appear on the page that enable changes to be made.

Uploading files using 'Drag and Drop'

This is a good way to add files directly into a section or folder.

Drag and Drop



e.g. PDF files

In this example, PDFs are added directly to a section (with editing on)

Step 1

Files (e.g. PDF) can be dragged directly into a section.

The screenshot shows a course page section titled "General Information" with an edit icon. A large orange arrow points down to a dashed box labeled "Add file(s) here". Another orange arrow points from the text "drag-and-drop PDF" to a PDF file icon labeled "Simitive WAMS.pdf" which is being dragged into the dashed box. The page also contains contact information for Dee Scadden (Dept of Biochemistry) and a link to "Add an activity or resource".

1

General Information

+

If you have any queries about the materials on this site, please contact [Dee Scadden](#) (Dept of Biochemistry)

Please also get in touch if you have suggestions for content - thanks!


drag-and-drop PDF


Edit

Edit

Step 2




File uploading

General Information 



2 + 

If you have any queries about the materials on this site, please contact [Dee Scadden](#) (Dept of Biochemistry)

Please also get in touch if you have suggestions for content - thanks!

 Simitive WAMS.pdf   **Uploading PDF**

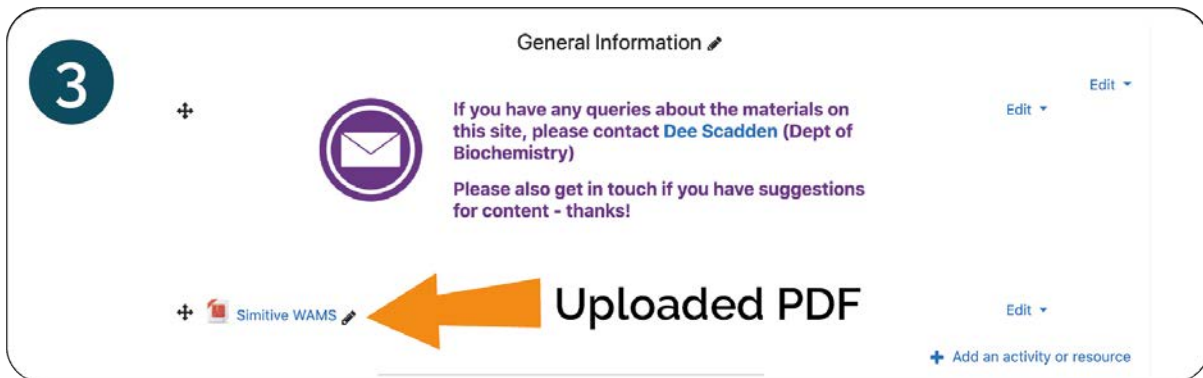
[+ Add an activity or resource](#)

Edit  Edit 

A bar is used to indicate the progress of the upload.

Step 3

Upload complete



The screenshot shows a course page interface. At the top, there is a blue button labeled 'Step 3'. Below it, the heading 'Upload complete' is displayed. The main content area is a rounded rectangle with a dark border. On the left, a large blue circle contains the number '3'. To its right is a plus sign. Further right is a purple envelope icon. To the right of the envelope icon is the text: 'If you have any queries about the materials on this site, please contact [Dee Scadden](#) (Dept of Biochemistry)'. Below this is another line of text: 'Please also get in touch if you have suggestions for content - thanks!'. To the right of this text are two 'Edit' buttons with dropdown arrows. Below the envelope icon is a plus sign, followed by a red document icon and the text 'Simitive WAMS' with a pencil icon. A large orange arrow points from the text 'Uploaded PDF' to this icon. At the bottom right of the rounded rectangle is a plus sign followed by the text 'Add an activity or resource'.

When the has finished uploading, it is shown as an icon in the section.

The file may then be:

1. dragged to a different position within the section (or to a different section) using the tool on the left of the file
2. renamed by clicking on the pencil icon to the right of the current name. It's important to press return after entering the new name or it won't be saved.

Summary



The same method can be used to upload files of other formats - e.g. image files (e.g. .jpeg, .png), Microsoft documents (e.g. .docx, .pptx), movie files (e.g. .mp4, .mov), audio tracks (e.g. .mp3) etc.

Uploading files using links

If you use Moodle 'labels' or Moodle 'books' it's handy to be able to add documents as links. There are various ways of doing this, but one way of achieving this is outlined below.

Adding files via links

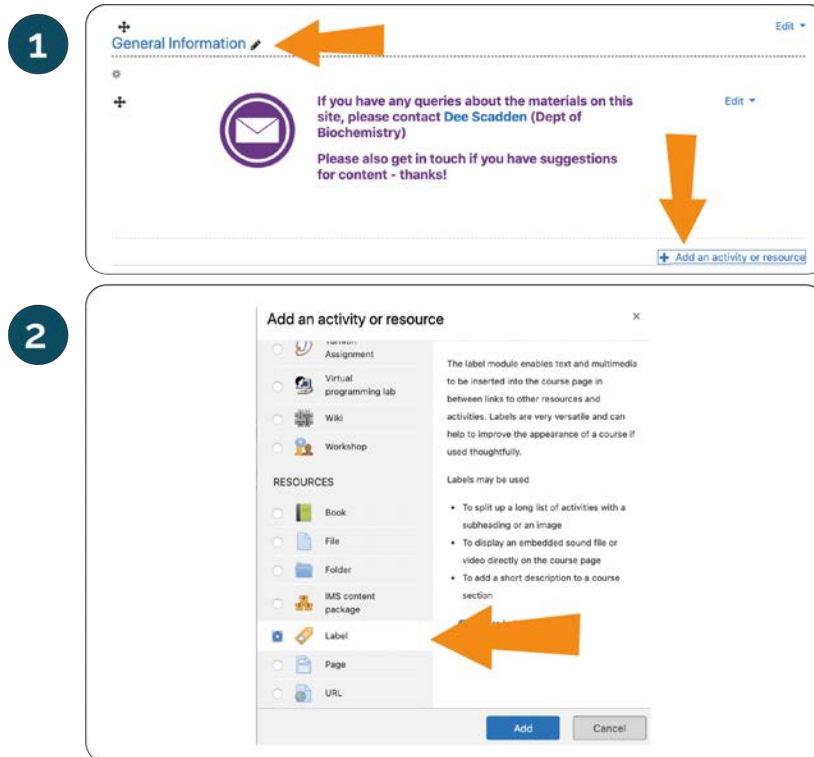


e.g. PDF files, URLs to external websites, images, Panopto recordings etc.

In this example, files are added to Moodle within a Moodle 'label'. This allows a list of files, which may not all be PDFs, to be added together. The same principles also apply to Moodle books, which are great for keeping different components of a lesson together. Moodle books will be described in a lesson below.

Step 1

Adding a Moodle label



To add a Moodle label to a Moodle section (e.g. 'General information' in the image below), first turn editing on, then click 'Add an activity or resource' in the bottom right-hand side of the section.

Choose 'Label' from the list of resources.

Step 2

Adding a file

The image shows a screenshot of a course management interface. The main window is titled "Adding a new Label to General Information". It has a "Label text" field with a rich text editor toolbar. An orange arrow points to the "Label text" field, and a dark blue circle with the number "3" is to the right. Below the dialog, a close-up of the rich text editor shows the text "This is my PDF". Two orange arrows point to the text and a link icon in the toolbar. Dark blue circles with the numbers "4" and "5" are below the arrows.

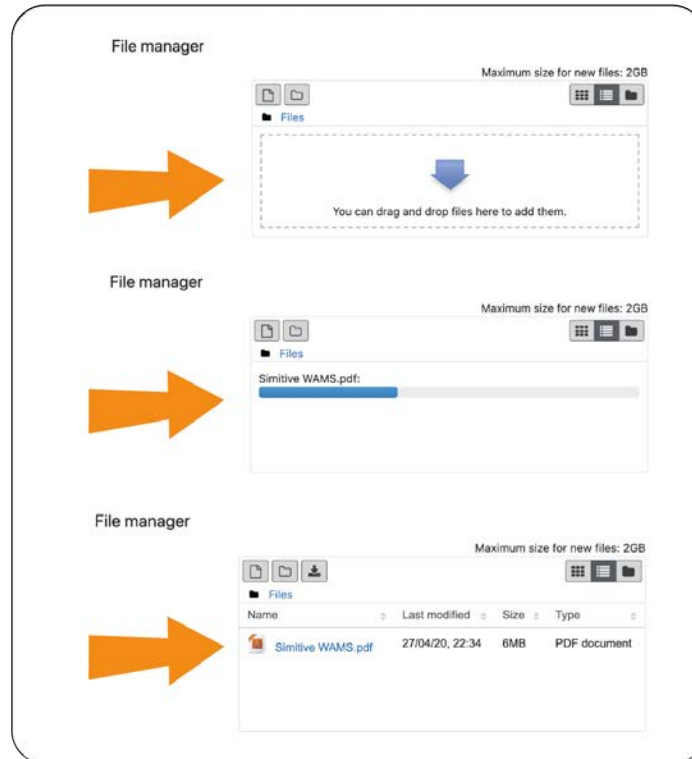
A text box will appear, which will contain the text to be included on the label.

1. **Type the name** of the resource you are adding (e.g. indicated by the orange arrow '4').
2. Add the files to be linked to to the name. This can be done using the icon indicated by the orange label labelled '5'

Step 3

Uploading files

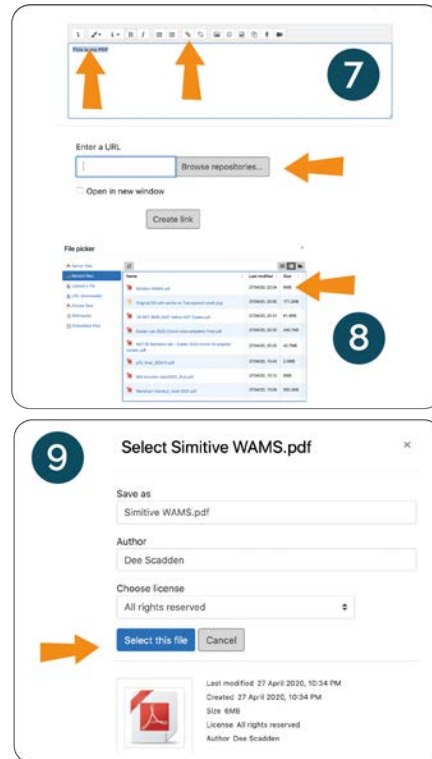
6



1. Files are added to the file upload box ('Manage files') that appears, using 'drag and drop'. Multiple files can be added to this box simultaneously
2. A blue bar will indicate the upload status of each file.
3. When upload is complete, the file icon (e.g. .pdf here) will be shown in the box.
4. **Close upload box** - click 'x' in top right-hand corner.

Step 4


Link file



1. Select the text you wish to link the file to (e.g. 'This is my PDF').
2. Click the link icon from the top menu
3. Click 'Browse repositories' to find the file(s) that have been uploaded. Alternatively, a URL for an external links could be entered into the box.
4. Choose the correct file from the list that appears (dated).
5. A box showing the file information will appear. The name of the file can be changed if required.
6. This process is repeated to link Multiple files to specific text within the label text box.

Step 5

That's it



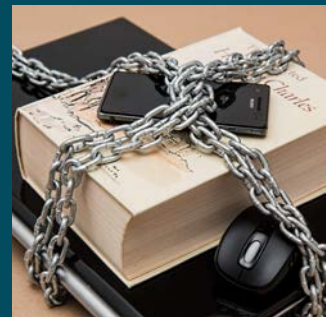
The screenshot shows a Moodle course page with a 'General Information' section. The section title is 'General Information' with a pencil icon. Below the title, there is a purple envelope icon and the text: 'If you have any queries about the materials on this site, please contact [Dee Scadden](#) (Dept of Biochemistry)'. Below this, it says 'Please also get in touch if you have suggestions for content - thanks!'. To the right of this text is an 'Edit' dropdown menu. Below the contact information, there is a blue badge with the number '10' and an 'Add an activity or resource' button. To the left of the badge, there is a blue link labeled 'This is my PDF' with an orange arrow pointing to it. There are also plus signs on the left side of the page, indicating expandable sections.

Click '**Save and return to course**' - the blue button at the bottom. To exit without saving, click '**Cancel**'. The new label will appear in the Moodle section.

Other types of labels



In addition to text within a label, it's often a useful way to add an image - and the image can then have a link associated with it. This is often useful to link to an external URL, or to other Moodle courses or pages.



How to use Moodle books for content

MOODLE BOOKS

Using Moodle Books


DS Dee Scadden

Using Moodle books



Moodle books are very useful for keeping all sorts of different types of files together. Lecture materials can therefore be organised into books, which provides a comprehensive resource for students.




◀Lecture Capture

Lectures MT 

Lectures LT ▶

- Accessing Moodle Books
- BMB Course Organiser Introduction 2019-20
- Gene Cloning and Manipulation - Dr Dee Scadden**  
- Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith
- Control of Gene Expression: Posttranscriptional Processes - Dr Juan Mata
- Protein Structure, Function and Evolution - Dr Marko Hyvönen
- Enzyme Catalysis and Protein Engineering - Prof Florian Hoffelder

◀Lecture Capture

Jump to... 



Lectures LT ▶

Gene Cloning and Manipulation - Dr Dee Scadden

2. Lecture Slides 2019

Click on each link below to access files corresponding to Lecture Slides:

1. Dee Scadden - Lecture 1 - 2019
2. Dee Scadden - Lecture 2 - 2019
3. Dee Scadden - Lecture 3 - 2019
4. Dee Scadden - Lecture 4 - 2019
5. Dee Scadden - Lecture 5 - 2019




 

Table of contents

- 1. Lecture Handout 2019
- 2. Lecture Slides 2019**
- 3. Lecture recordings 2019
- 4. Lecture Handout and Test Yourself Answers

◀ BMB Course Organiser Introduction 2019-20

Jump to... 

Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith ▶

◀Lecture Capture Lectures MT Lectures LT▶

- Accessing Moodle Books
- BMB Course Organiser Introduction 2019-20
- Gene Cloning and Manipulation - Dr Dee Scadden
- Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith
- Control of Gene Expression: Posttranscriptional Processes - Dr Juan Mata
- Protein Structure, Function and Evolution - Dr Marko Hyvönen
- Enzyme Catalysis and Protein Engineering - Prof Florian Hoffelder

◀Lecture Capture Jump to... Lectures LT▶

Gene Cloning and Manipulation - Dr Dee Scadden

2. Lecture Slides 2019

Click on each link below to access files corresponding to Lecture Slides:

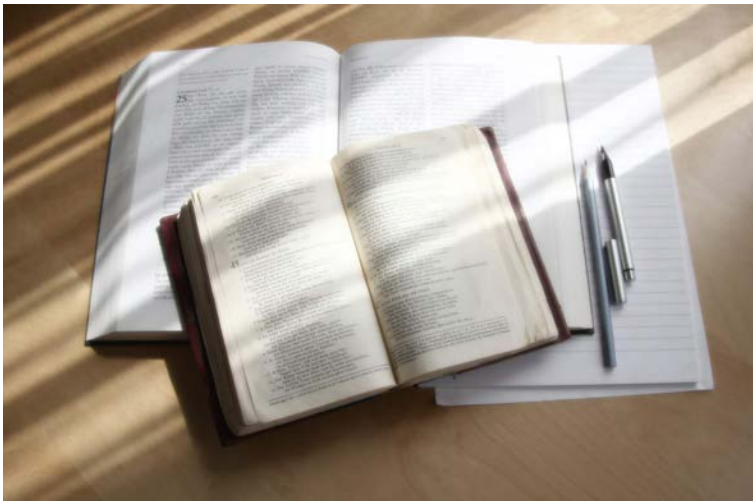
1. Dee Scadden - Lecture 1 - 2019
2. Dee Scadden - Lecture 2 - 2019
3. Dee Scadden - Lecture 3 - 2019
4. Dee Scadden - Lecture 4 - 2019
5. Dee Scadden - Lecture 5 - 2019

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1. Lecture Handout 2019
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4. Lecture Handout and Test Yourself Answers

◀ BMB Course Organiser Introduction 2019-20 Jump to... Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith ▶

Moodle book content



The content within each chapter of the Moodle book is shown within the central area.


In this example, there is a list of titles that have been added to the chapter, each of which is each linked to a set of lecture slides (PDF). These have been added in the same way as described previously for adding files to a Moodle label.








The list of chapters within the Moodle book are shown on the right-hand side when the book is viewed on a desktop computer.

On a laptop or tablet the list of chapters is likely to be shown at the bottom left, below the area containing the content.

In this example there are 4 chapters, each of which contains multiple files.

The files have been uploaded to the file manager, and then linked to the titles entered. The file types include PDFs, URLs to Panopto, .pptx files etc.

◀Lecture Capture Lectures MT  Lectures LT▶

-  Accessing Moodle Books
-  BMB Course Organiser Introduction 2019-20
-  Gene Cloning and Manipulation - Dr Dee Scadden
-  Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith
-  Control of Gene Expression: Posttranscriptional Processes - Dr Juan Mata
-  Protein Structure, Function and Evolution - Dr Marko Hyvönen
-  Enzyme Catalysis and Protein Engineering - Prof Florian Hoffelder

◀Lecture Capture Jump to... Lectures LT▶

Gene Cloning and Manipulation - Dr Dee Scadden

2. Lecture Slides 2019

Click on each link below to access files corresponding to Lecture Slides:

1. Dee Scadden - Lecture 1 - 2019
2. Dee Scadden - Lecture 2 - 2019
3. Dee Scadden - Lecture 3 - 2019
4. Dee Scadden - Lecture 4 - 2019
5. Dee Scadden - Lecture 5 - 2019

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1. Lecture Handout 2019
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4. Lecture Handout and Test Yourself Answers

◀ BMB Course Organiser Introduction 2019-20 Jump to... Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith ▶

Section - 'Lectures MT'



An example of a section containing a list of Moodle books, as well as a couple of single PDFs.

◀Lecture Capture Lectures MT Lectures LT▶

- Accessing Moodle Books
- BMB Course Organiser Introduction 2019-20
- Gene Cloning and Manipulation - Dr Dee Scadden
- Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith
- Control of Gene Expression: Posttranscriptional Processes - Dr Juan Mata
- Protein Structure, Function and Evolution - Dr Marko Hyvönen
- Enzyme Catalysis and Protein Engineering - Prof Florian Hoffelder

◀Lecture Capture Jump to... Lectures LT▶

Gene Cloning and Manipulation - Dr Dee Scadden

2. Lecture Slides 2019

Click on each link below to access files corresponding to Lecture Slides:

1. Dee Scadden - Lecture 1 - 2019
2. Dee Scadden - Lecture 2 - 2019
3. Dee Scadden - Lecture 3 - 2019
4. Dee Scadden - Lecture 4 - 2019
5. Dee Scadden - Lecture 5 - 2019

◀ BMB Course Organiser Introduction 2019-20 Jump to... Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith ▶

Table of contents

- 1. Lecture Handout 2019
- 2. Lecture Slides 2019
- 3. Lecture recordings 2019
- 4. Lecture Handout and Test Yourself Answers

◀Lecture Capture

Lectures MT

Lectures LT▶

- Accessing Moodle Books
- BMB Course Organiser Introduction 2019-20
- Gene Cloning and Manipulation - Dr Dee Scadden**
- Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith
- Control of Gene Expression: Posttranscriptional Processes - Dr Juan Mata
- Protein Structure, Function and Evolution - Dr Marko Hyvönen
- Enzyme Catalysis and Protein Engineering - Prof Florian Hoffelder

◀Lecture Capture

Jump to...

Lectures LT▶

Gene Cloning and Manipulation - Dr Dee Scadden

2. Lecture Slides 2019

Click on each link below to access files corresponding to Lecture Slides:

1. Dee Scadden - Lecture 1 - 2019
2. Dee Scadden - Lecture 2 - 2019
3. Dee Scadden - Lecture 3 - 2019
4. Dee Scadden - Lecture 4 - 2019
5. Dee Scadden - Lecture 5 - 2019

Table of contents

- 1. Lecture Handout 2019
- 2. Lecture Slides 2019**
- 3. Lecture recordings 2019
- 4. Lecture Handout and Test Yourself Answers

◀ BMB Course Organiser Introduction 2019-20

Jump to...

Nucleic Acid Structure, Protein-nucleic Acid Interactions and Transcription - Prof Chris Smith ▶

A Moodle book

A Moodle Book is shown as a **green icon**, along with the title of the book.

This can be changed by clicking on the pencil that appears when the Moodle editor is switched on.

Adding content to Moodle books

Introduction

1

Gene Cloning and Manipulation - Dr Dee Scadden

1. Lecture Handout 2019

Click on each link below to access Lecture Handout etc.:

1. Dee Scadden - Lecture Handout - 2019

Table of contents

- 1. Lecture Handout 2019
- 2. Lecture Slides 2019
- 3. Lecture recordings 2019
- 4. Lecture Handout and Test Yourself Answers

Jump to...

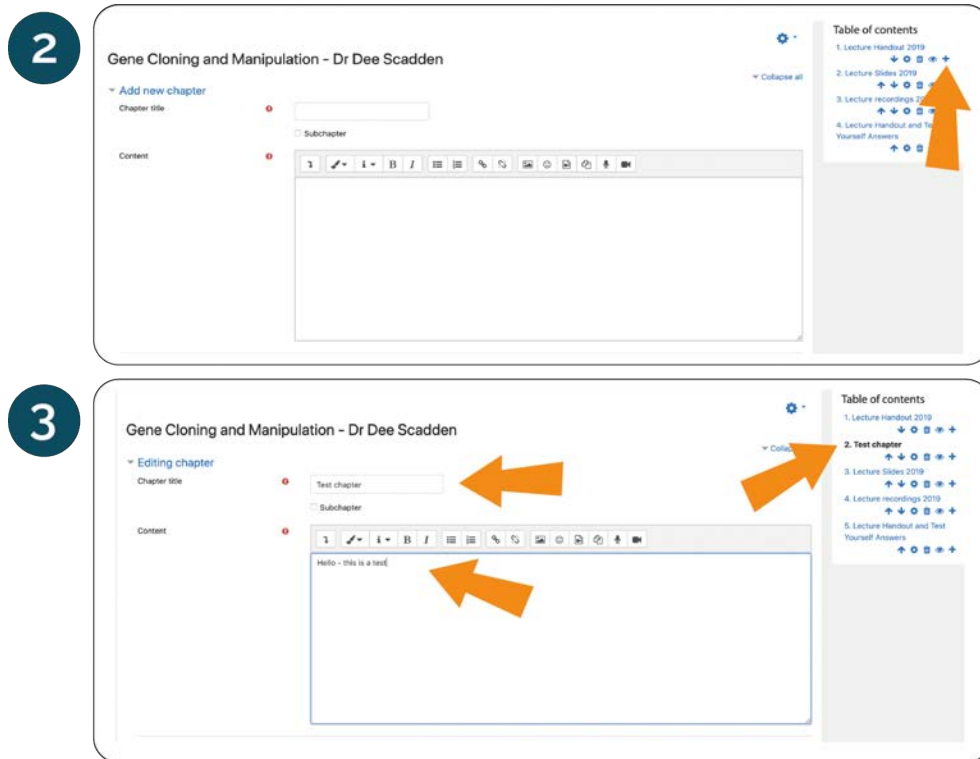
Moodle books are organised into chapters and subchapters. One or more chapters can be used for materials, and each chapter can be hidden or shown independently.

Panel 1

In the example below, there are 4 chapters, which are shown on the right. Of these, the first chapter ('Lecture Handout 2019') is currently selected and the content is shown in the left/middle area.

Step 1

Adding a new chapter or sub-chapter



Panel 2

With the Moodle editor turned on, a new chapter or sub-chapter can be added by clicking on the '+' sign below a particular chapter.

The order of the chapters can be rearranged later using the up and down arrows seen below each chapter heading (in editor mode).

The chapter title and content must be added before the chapter can be saved.

Panel 3

In this example, the new chapter added has been named 'Test chapter'. The content of the chapter has been described as, 'Hello - this is a test'.

Step 2

Using HTML to modify material

4



The text boxes in Moodle (e.g. in a Moodle label or Moodle book) contain many buttons to allow straightforward editing of text etc.

As a default only one row of buttons is shown above the text box - and to access a second row of buttons, it's necessary to click on the downward-pointing arrow on the extreme left-hand side of the first row of buttons.

This includes being able to modify:

1. Text colour and size, bold, italics etc.
2. Alignment of text or images
3. Addition of symbols, tables, formulae etc.

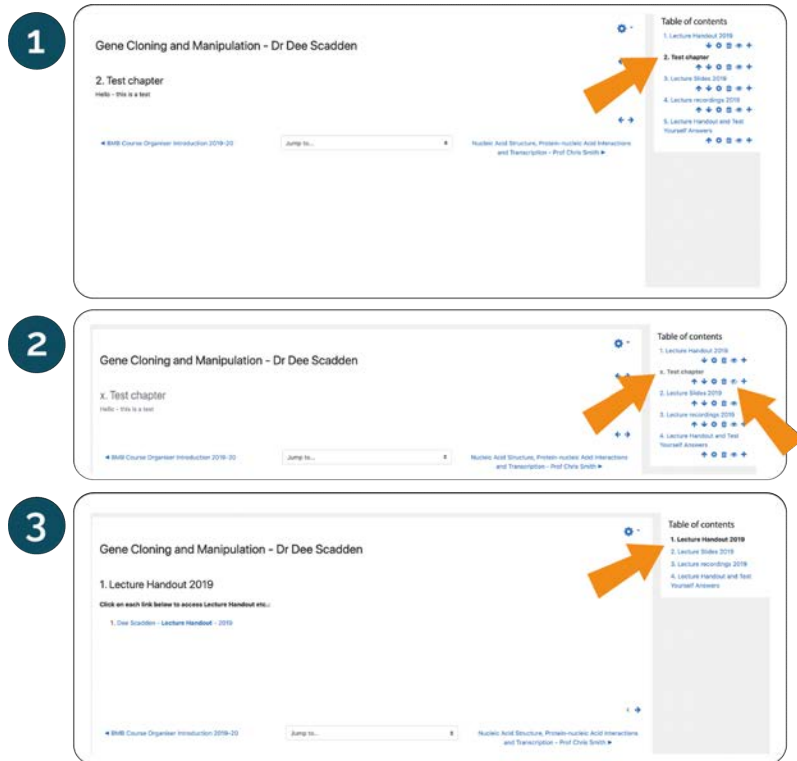
A particularly useful option in the text box editor is the use of HTML code - if you like that sort of thing!

By clicking on the icon in the image below, the view is changed to HTML code, which can be modified as required. This can be useful for adding additional text colours, backgrounds etc.

In addition, use of HTML code can be a useful way to embed video/audio content that is stored elsewhere. One example of this is the inclusion of audio/video content that has been uploaded to the University of Cambridge [Streaming Media Service \(SMS\)](#) (UIS).

Step 3

Making chapters visible (or not)



Panel 1

The new chapter (Chapter 2) is now shown in the list of chapters on the right-hand side. If sub-chapters are present, they are indicated as e.g. chapter 2.1, 2.2, 2.3 etc.

Panel 2

In the image below, the new chapter has been hidden by clicking on the eye symbol below the chapter title. This can be useful for hiding chapters still in progress. When a chapter is hidden, the title is shown in grey, and the chapter (or subchapter) number is shown as 'x'. The remaining visible chapters are renumbered accordingly.

It's important to note that this view is only visible in the editor. When editing is turned off, the hidden chapter becomes invisible, and only the remaining chapters are shown - **Panel 3**.

Summary



Moodle books allow all kinds of content to be organised and kept together. In addition, the use of Moodle books within a section allows a large amount of data to be stored, but in a compact way that's easy to navigate... it avoids the Moodle 'scroll of death'.

Adding images into Moodle

ADDING IMAGES

Adding images to Moodle

DS Dee Scadden

Adding Images in Moodle

Images are very useful in Moodle - great for headings, instructional diagrams, schematics, etc.

In the example below, a title image is added to the header block on the front page of a Moodle site... but the same principles apply when adding an image to a Moodle label or Moodle book.



How to add a title image on the front page

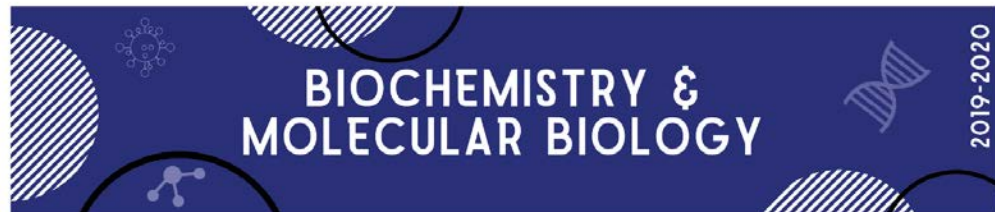
Editing the header block

With the Moodle editor turned on, click on the cog at the bottom left-hand side of the header block on the front page of the Moodle site.

1

Part IB Biochemistry and Molecular Biology 2019-20

This site provides material for the 2019-20 BMB Course in NST Part 1B



Course organiser – [Dr Dee Scadden](#)

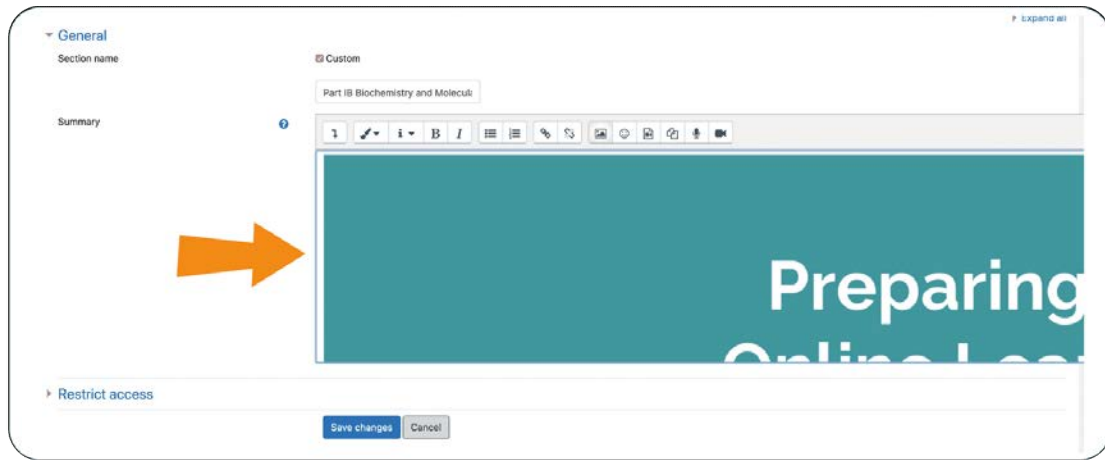


[+ Add an activity or resource](#)

Adding an image

The easiest way of adding an image is to drag the file (e.g. .png or .jpeg) into the text editor, as shown below. However, the image may be larger than required on the front page and not be shown in full.

2



Adjusting the image size

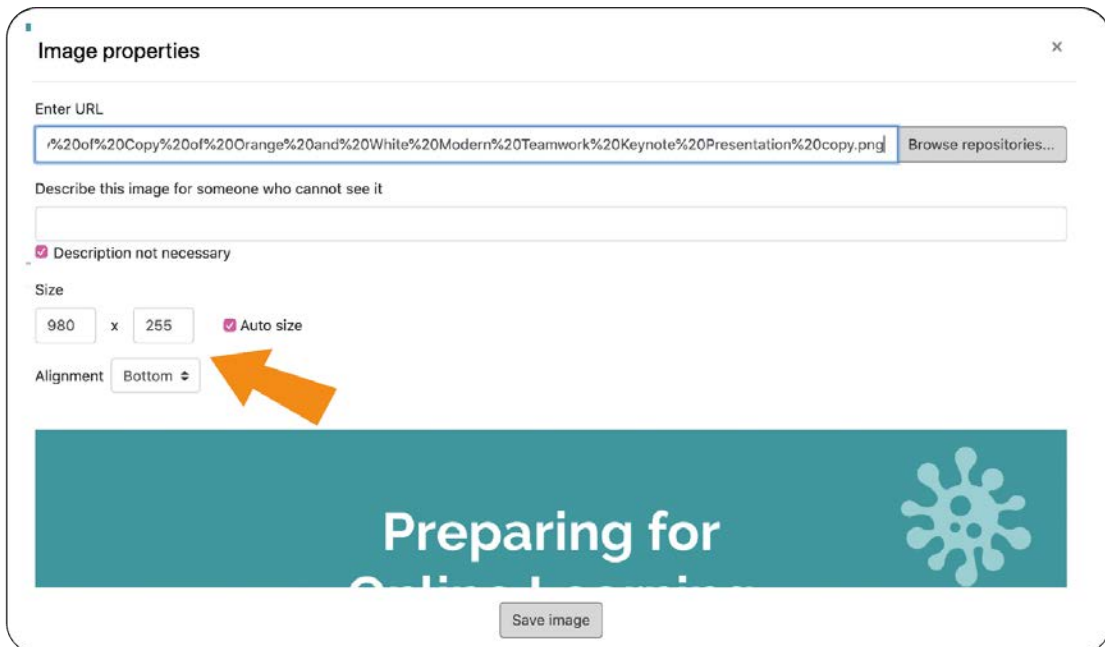
Double click on the image to access the image properties.

A description of the image may be added to improve accessibility. The size of the image may be adjusted so the image fits in the required space on Moodle.

By ticking the 'Auto size' box, the image proportions are constrained.

When adjustments are complete, click the button at the bottom to save the image and return to the text editor.

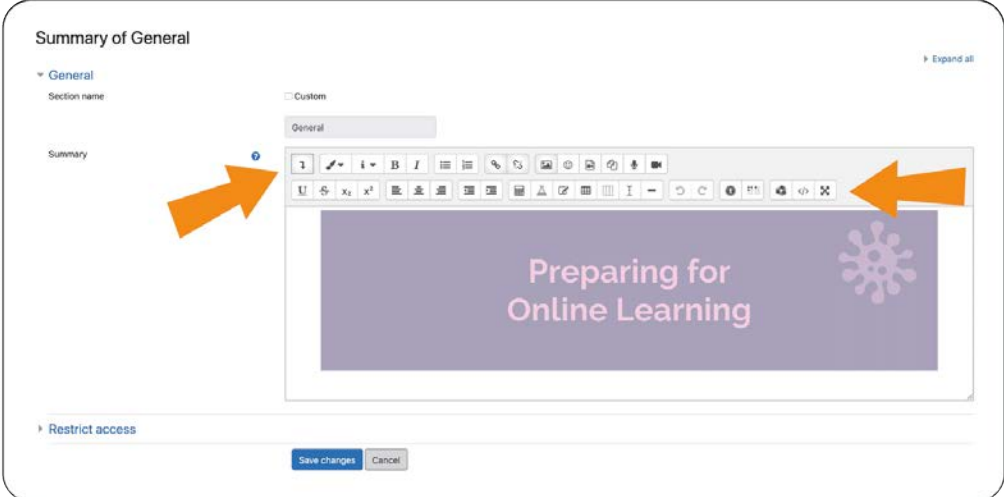
3



Adjusting the image

The alignment of the image within the text box can be altered using the alignment tools on the top toolbar. Text may also be added to the text box.

4



Summary of General

General

Section name

Summary

Preparing for Online Learning

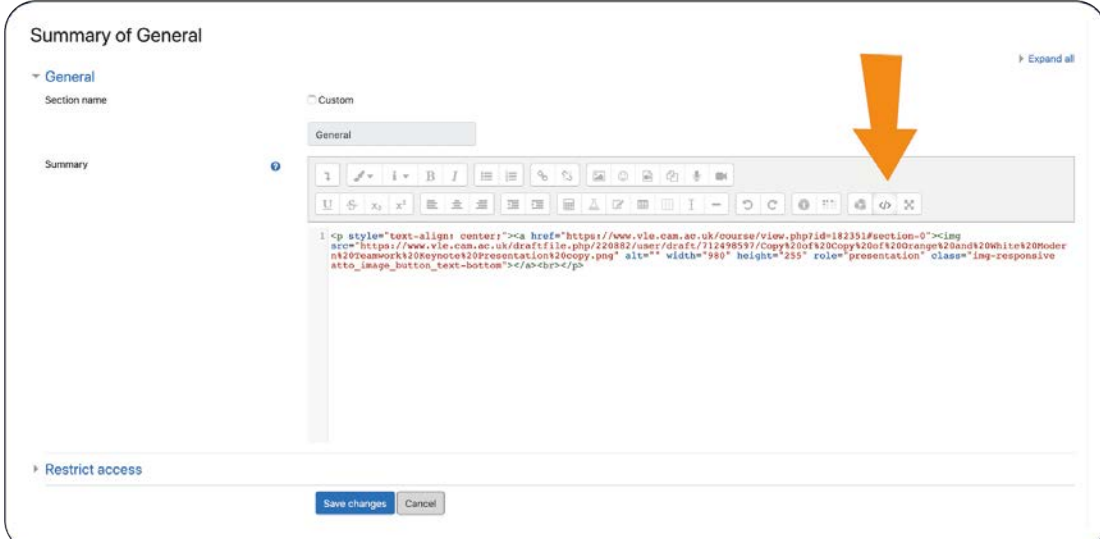
5

Save changes Cancel

Using HTML

By clicking on the HTML button on the top toolbar, the image properties (e.g. size, display, position etc.) may be changed.

6



Summary of General

General

Section name

Summary

```
<p style="text-align: center;"><a href="https://www.vle.com.au/course/view.php?id=182351#section-0"><img alt="https://www.vle.com.au/draftfile.php/22882/user/draft/312498597/copy%20of%20copy%20of%20range%20and%20white%20moder%20of%20keynote%20presentation%20copy.png" alt="" width="980" height="255" role="presentation" class="img-responsive atto_image_button_text-bottom"></a><br></p>
```

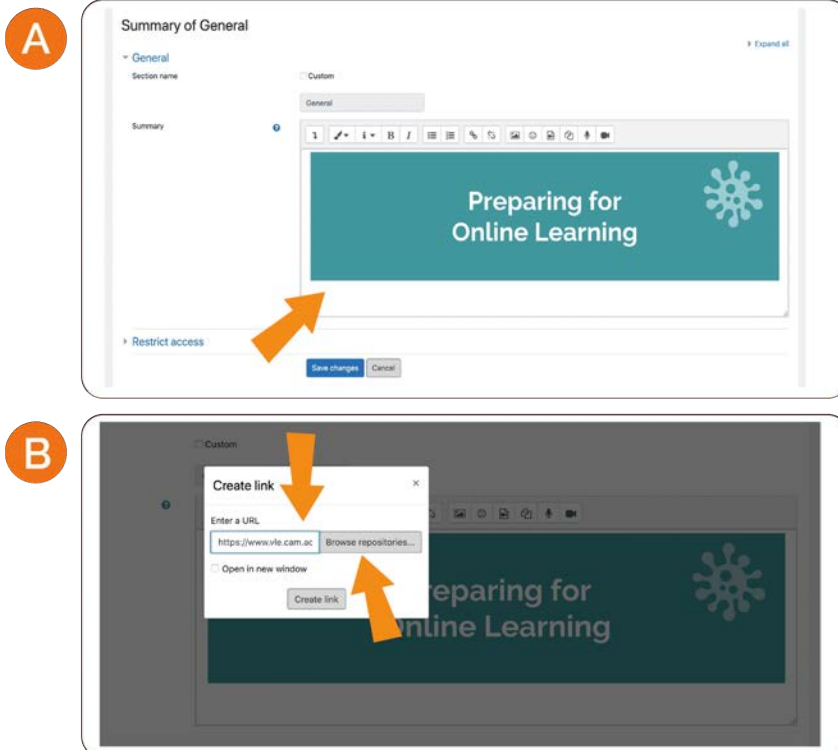
6

Save changes Cancel

Adding a link to the image

In a similar way as described above for text, **links may be added to images**. In this case, the image is selected, and a link is added by clicking on the 'link' button on the top toolbar. This may have all sorts of uses - for instance, the link may be to a file that has been uploaded, or to an external URL.

When thinking about the title image on the front page header, it is often helpful to add a link to the front page that makes it easy to navigate back to that page from other Moodle sections.



Using Bootstrap Grids to organise content within a section

BOOTSTRAP GRIDS

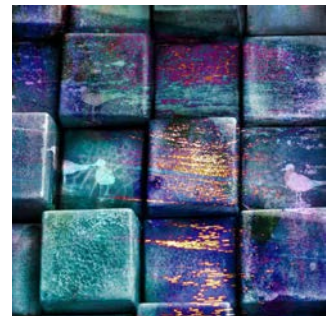
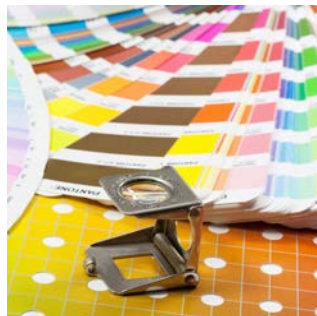
Using the 'Bootstrap Grid'

DS Dee Scadden

Using the 'Bootstrap Grid'



This is simply used to add content in a grid formation within a Moodle section.

It's therefore a very useful tool for keeping Moodle sections organised - and once again, a good way to avoid the Moodle 'scroll of death'!



Examples of using the bootstrap grid in Moodle:


Examples of use of the Bootstrap Grid:

 **Short Films** 

Some examples...


Note: In these examples, the films were uploaded to the *University Streaming Media Service (SMS)* and then shared to Moodle. In this instance, films are only accessible in both SMS and Moodle using a Raven password. Alternatively, films uploaded in SMS can be made available publicly, without a password.

Luciferase Assay




Made using white board animation software (Sparkol VideoScribe).

RNA Interference



Made using white board animation software (Sparkol VideoScribe)

Primer Design



Made using Microsoft PowerPoint and video editing software

A: Three column grid:
Embedded video clips and text

Lecture Recordings (Panopto) - Steventon:

Lecture 1

- Lecture 1 - section 1
- Lecture 1 - section 2
- Lecture 1 - section 3


Lecture 2

- Lecture 2 - section 1
- Lecture 2 - section 2
- Lecture 2 - section 3


Lecture 3

B: Three column grid:
Text with links to Panopto recordings


Click on the images below to see examples of how Panopto is being used - some short clips from various online recordings




James Keefer, Dept of Chemistry




Kevin Brindle, CRUK Cambridge Institute/Dept of Biochemistry




Penny Watson, Dept of Veterinary Medicine



Alan Wright, CRUK Cambridge Institute



Marc de la Roche, Dept of Biochemistry



Dee Scadden, Dept of Biochemistry

C: Three column grid:
Image with links to Panopto recordings

David Summers

Lecture 1 - Jan 17th 2020 (David Summers)	Lecture 2 - Jan 20 2020 (David Summers)	Lecture 3 - Jan 22 2020 (David Summers)	Lecture 4 - Jan 24 2020 (David Summers)	Lecture 5 - Jan 27 2020 (David Summers)
Lecture 6 - Jan 29th 2020 (David Summers)	Lecture 7 - Jan 31 2020 (David Summers)			

Chris Smith

Lecture 1 - Feb 3rd 2020 (Chris Smith)	Lecture 2 - Feb 5th 2020 (Chris Smith)	Lecture 3 - Feb 7th 2020 (Chris Smith)	Lecture 4 - Feb 10th 2020 (Chris Smith)	Lecture 5 - Feb 12th 2020 (Chris Smith)
Lecture 6 - Feb 14th 2020 (Chris Smith)				

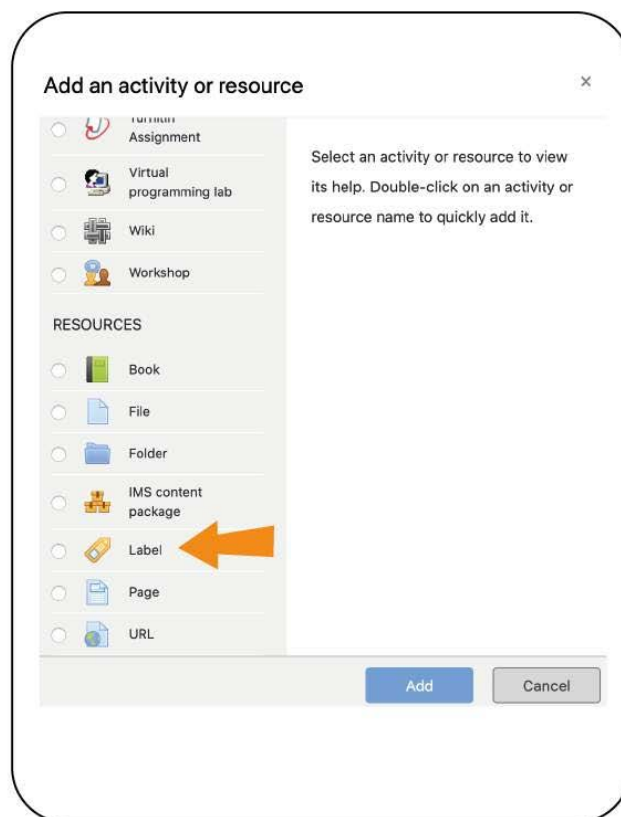
D: Five column grid:
Text with links to Panopto recordings

Four examples of how bootstrap grids may be used in Moodle.

Bootstrap grids may be used within any text box in Moodle - for example, within Moodle labels or Moodle books.

e.g. Adding a Bootstrap grid to a Moodle label

1

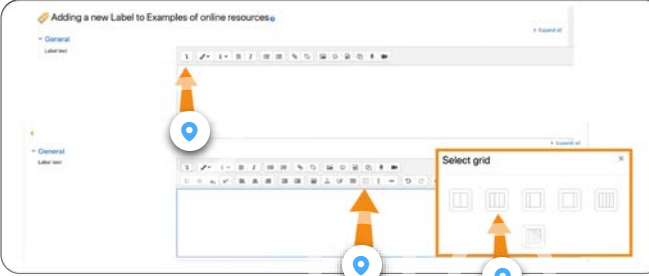


First add a Moodle label to the section:

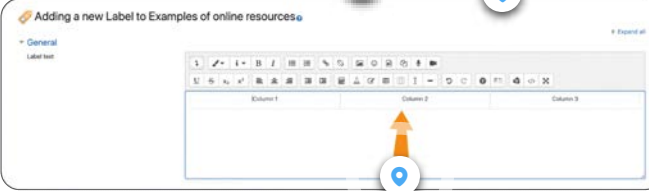
Use the cog in the top right-hand corner of Moodle to open the Moodle editor, then add a label to the section ('Add an activity or resource')

Add the bootstrap grid to the Moodle label:

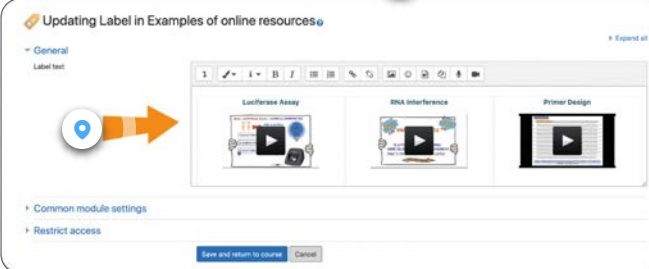
2 Adding a new Label to Examples of online resources



3 Adding a new Label to Examples of online resources



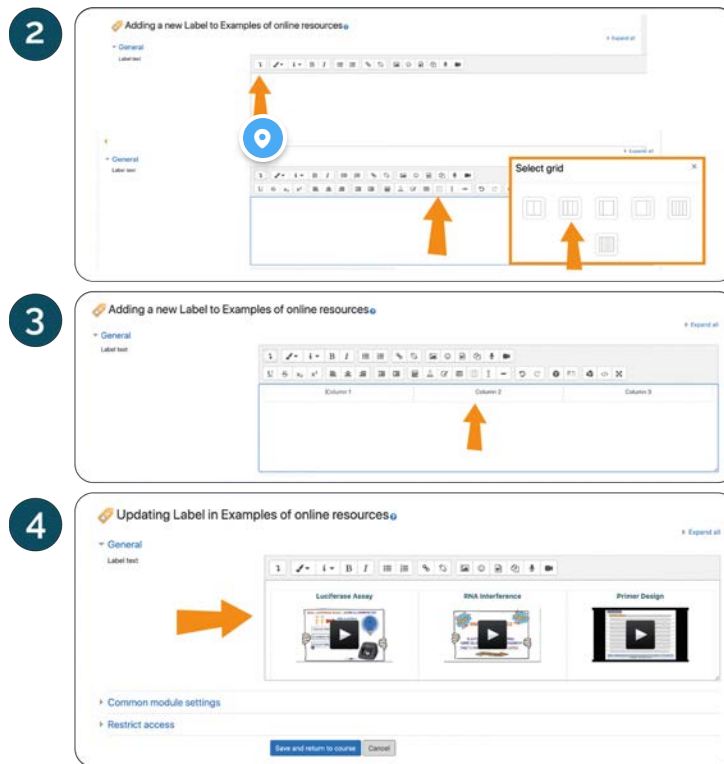
4 Updating Label in Examples of online resources



Common module settings

Restrict access

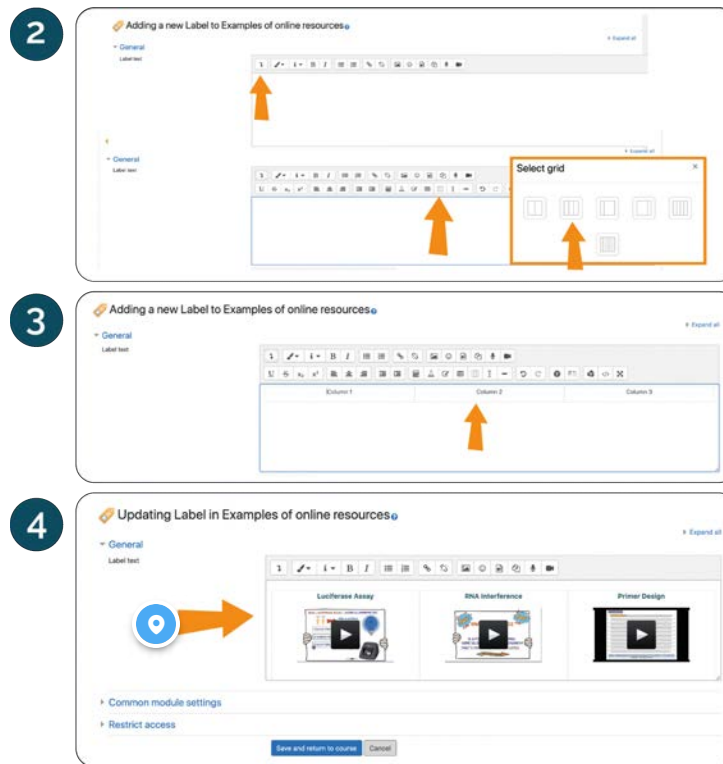
Save and return to course Cancel



Downward-pointing arrow



Click on the downward arrow to reveal the second row of editing tools.



An example



In this example, video clips have been added to each of the three columns using embed codes.

The videos in this example have been hosted in SMS ([University Streaming Media Service](#)), which enables content to be shared by to other websites using an embed code. The embed code from SMS was pasted into the HTML window of the Moodle text box.

Once content has been added, the Moodle editor can be used to alter alignment etc., or to add text.

2 Adding a new Label to Examples of online resources

3 Adding a new Label to Examples of online resources

4 Updating Label in Examples of online resources

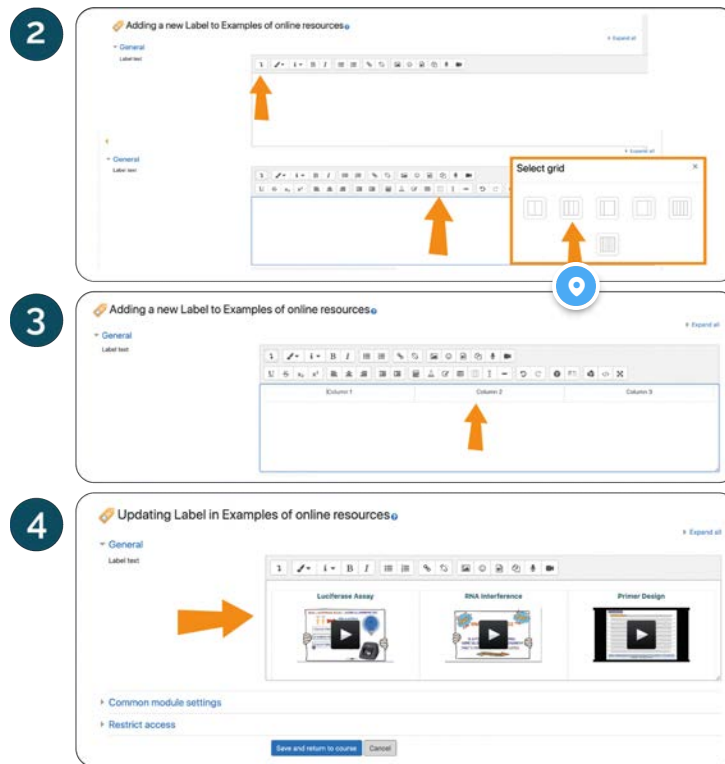
The screenshots illustrate a three-step process in a software interface:

- Step 2:** A dialog box titled "Select grid" is open, showing a 3x1 grid of cells. An orange arrow points to the grid, and another points to the "Select grid" dialog itself.
- Step 3:** The text box now displays three columns labeled "Column 1", "Column 2", and "Column 3". A blue circle with the number "3" is positioned below the text box.
- Step 4:** The text box content is updated with three video thumbnails titled "Luciferase Assay", "RNA Interference", and "Primer Design". An orange arrow points to the content area.

Three columns in the text box



The chosen number of columns appears in the text box - these can contain all sorts of content.

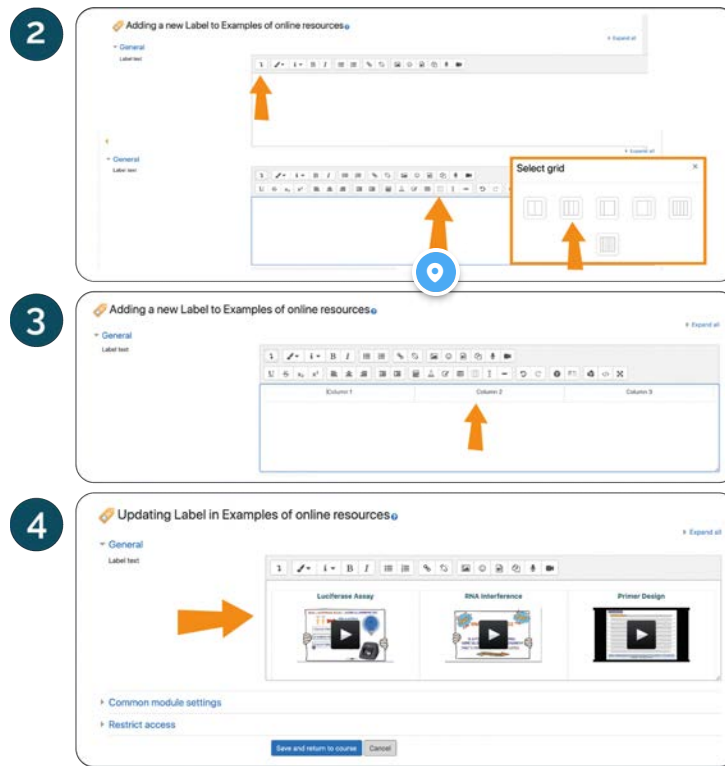


e.g. three column grid

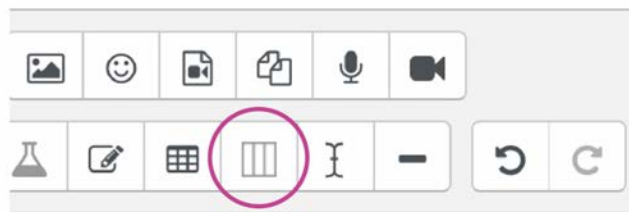


Choose a configuration that will give you columns sufficiently wide to add the content you want to (e.g. text or images etc.).

In this example, a three column grid has been chosen.

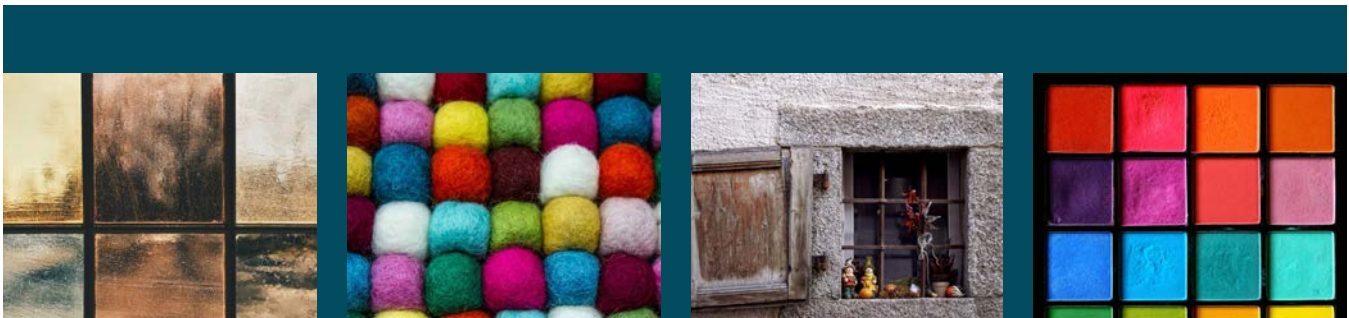


Adding the bootstrap grid



Bootstrap grid icon

Click icon to insert bootstrap grid - it will then offer you various grid options.





Other Moodle Content

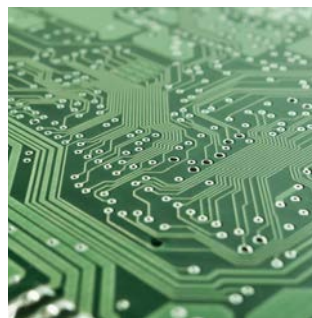
OTHER CONTENT

Other Moodle Content

DS Dee Scadden

Other helpful stuff in Moodle

This guide is really just covering a few basics about how to use Moodle... there are loads more functions that are really useful, which add fabulous functionality to Moodle. Some of these are described briefly below - these will be discussed in more detail in a follow-up Moodle guide.



SCORM packages:

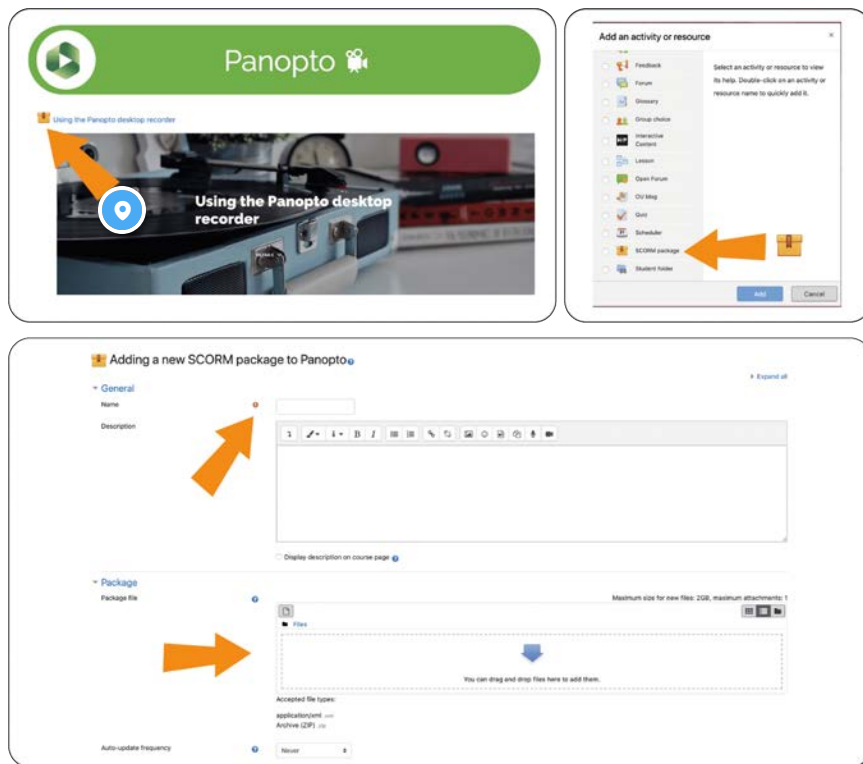
A SCORM package is a collection of files which are packaged according to an agreed standard for learning objects. The SCORM activity module enables SCORM or AICC packages to be uploaded as a zip file and added to a course.

SCORM activities may be used:

- For presenting multimedia content and animations
- As an assessment tool

The image displays three screenshots from the Panopto interface illustrating the process of adding a SCORM package:

- Top Left:** A video player showing a recording titled "Using the Panopto desktop recorder". A blue location pin icon is overlaid on the video.
- Top Right:** A dialog box titled "Add an activity or resource". A list of activity types is shown, with "SCORM package" highlighted. A blue location pin icon is overlaid on the "SCORM package" entry.
- Bottom:** A form titled "Adding a new SCORM package to Panopto". The form has two main sections:
 - General:** Fields for "Name" and "Description". A blue location pin icon is overlaid on the "Description" field.
 - Package:** A "Package file" field with a file selection button. Below it is a dashed box for file uploads with the text "You can drag and drop files here to add them." A blue location pin icon is overlaid on the file selection button.



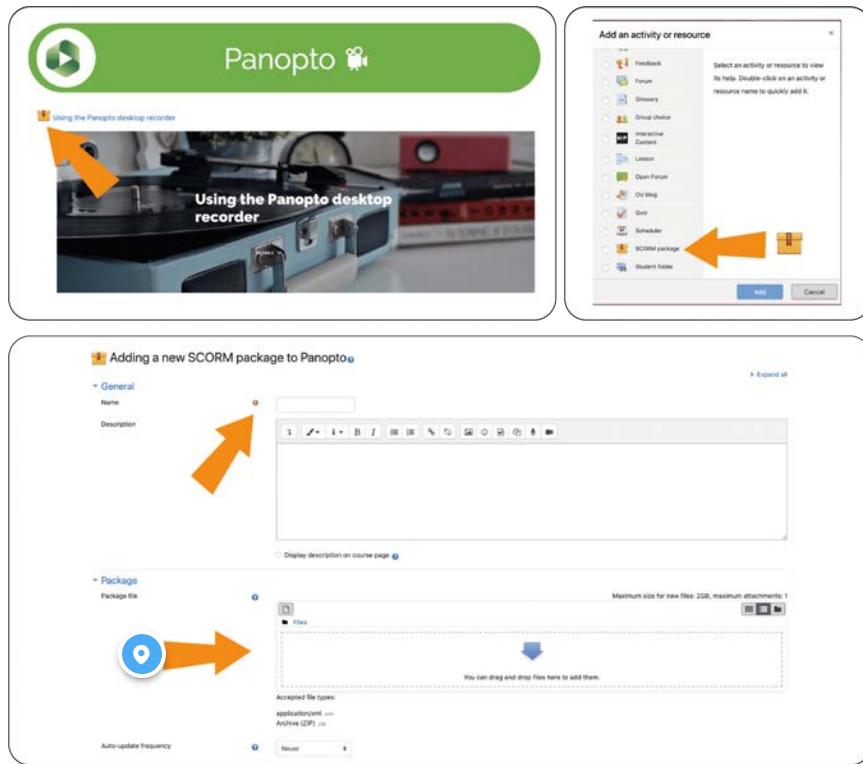
SCORM Package



The ability to add SCORM (Shareable Content Object Reference Model) packages to Moodle enables the addition of interactive material, such as this articulate lesson.

SCORM is a collection of standards and specifications for web-based e-learning. It defines communications between client side content and a host system (called "the run-time environment"), which is commonly supported by a learning management system (e.g. Moodle).

SCORM also defines how content may be packaged into a transferable ZIP file called "Package Interchange Format."



Add SCORM package

Auto-update frequency

Appearance

Display package

Width

Height

Options (Prevented by some browsers)

- Allow the window to be scrolled
- Show the directory links
- Show the location bar
- Show the menu bar
- Show the toolbar
- Status
- Display activity name

Student skip content structure page

Disable preview mode

Display course structure on entry page

Display course structure in player

Show Navigation

From left

From top

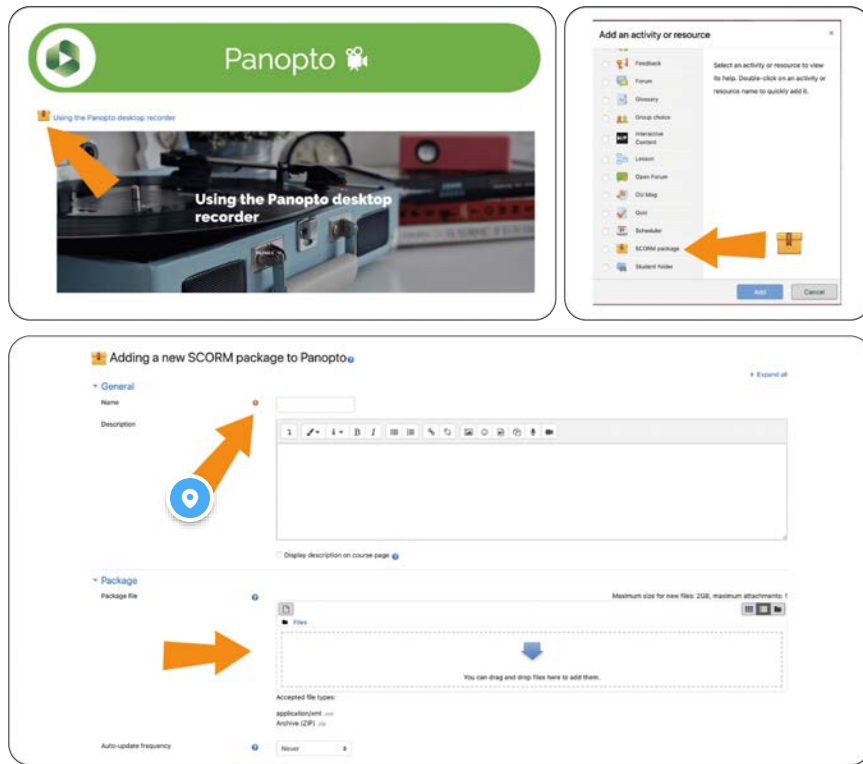
Display attempt status

[Show less](#)

Drag and drop the .zip (or .xml) file corresponding to the SCORM package into the 'Package' box.

The file will upload - the progress is shown by a bar. When the upload is complete the .zip file will be listed in the box.

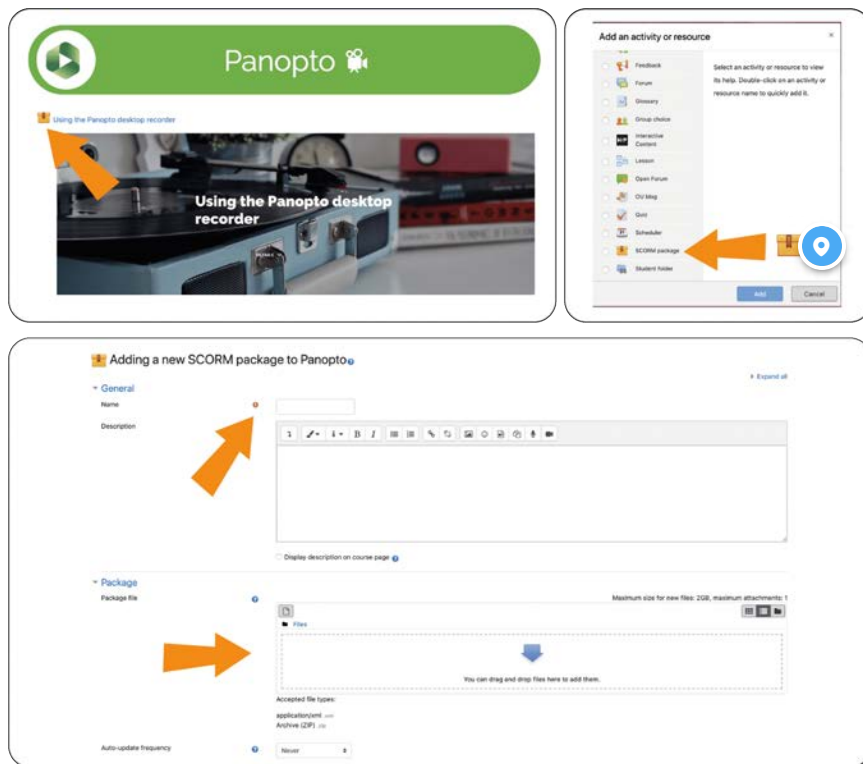
Options for how the course will appear on Moodle can be selected from the 'Appearance' tab from below the Package box - see image above.



Name the SCORM le



This is a required field - add a name for the SCORM activity you are adding.



Adding the SCORM package



- **Turn on the Moodle editor** using the cog at the top right-hand side.
- **To add a SCORM package to Moodle**, select 'Add and activity or resource' from within the Moodle Section.
- Choose the '**SCORM package**' from the Activities list.

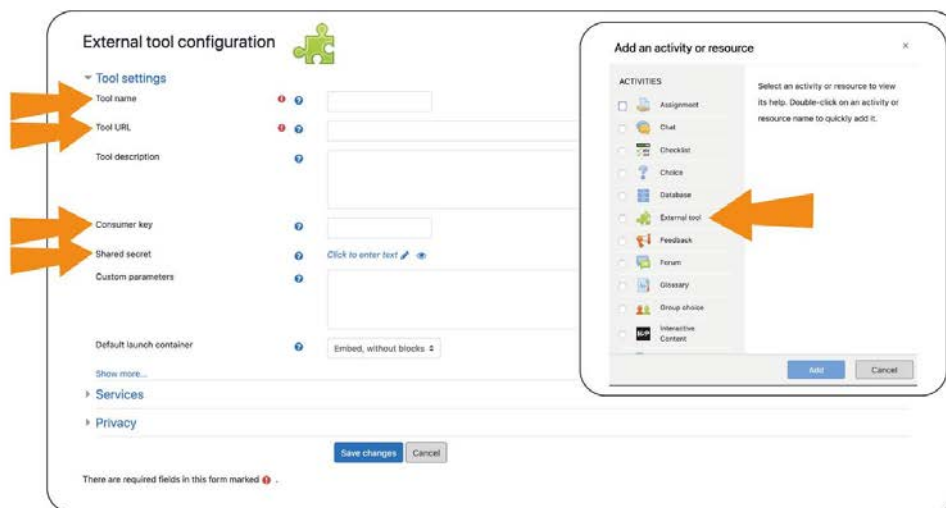
External Tools

Materials from external suppliers can be added to Moodle using the 'External tool' function.

The external tool activity module enables students to interact with learning resources and activities on other web sites. For example, an external tool could provide access to a new activity type or learning materials from a publisher. To create an external tool activity, a tool provider that supports LTI (Learning Tools Interoperability) is required.

External tool activities differ from URL resources in a few ways:

- 1 External tools are context aware i.e. they have access to information about the user who launched the tool, such as institution, course and name
- 2 External tools support reading, updating, and deleting grades associated with the activity instance
- 3 External tool configurations create a trust relationship between your site and the tool provider, allowing secure communication between them



For example, the external tool function can be used to install interactive practical materials obtained from Learning Science (learningscience.co.uk).

In this instance, the company provides appropriate information to access each tool (e.g. Name, URL, Consumer key, Shared secret etc.)




Cloning

Cloning: Selection

By the end of this interactive, you will be able to describe how to select for cells that have taken up plasmid DNA.

- ✔ Predict the cells you would expect to find growing in a recovery culture when transformation is complete.
- ✔ Understand how antibiotic resistance can be used to select for bacteria containing plasmids.
- ✔ Interpret the results of cloning experiments including the use of controls.



START


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Immunodetection

Western Blot

By the end of this interactive, you will be able to describe the principle and steps involved in western blotting.

- ✔ Familiarise yourself with the purpose of a western blot.
- ✔ Explore the theory of the key steps.
- ✔ Learn how to set up a western blot transfer (specifically a wet transfer) and probe for a particular protein.




START

© 2018 Learning Science Ltd.

Operating an Automated Pipette

By the end of this interactive, you will be able to list the steps involved in operating a pipette correctly to transfer liquid between vessels.

- ✔ Familiarise yourself with the controls on a pipette and their functionality.
- ✔ Draw a specified volume of solution from a beaker into the disposable tip.
- ✔ Dispense the solution into an empty microfuge tube.



START

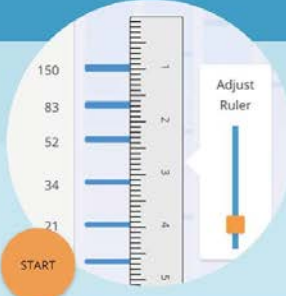
© 2018 Learning Science Ltd.

Electrophoresis: PAGE

SDS PAGE Analysis

By the end of this interactive you will be able to use an SDS-PAGE gel to estimate the molecular weight of an unknown protein.

- ✔ Measure the migration distances of a set of molecular weight standards, and use these to calculate their relative migration distances.
- ✔ Plot a molecular weight standard curve.
- ✔ Use the standard curve to estimate the molecular weight of a protein in your sample given its relative migration distance.



START

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Moodle Databases

Moodle databases can be used to easily collate data from various sources.

Participants can create, maintain and search a collection of entries (i.e. records). The structure of the entries is defined as a number of fields. Field types include checkbox, radio buttons, drop-down menu, text area, URL, picture and uploaded file.

The visual layout of information when listing, viewing or editing database entries may be controlled by database templates. Database activities may be shared between courses as presets and database entries can be exported.

The level of access and control of the database by individuals will depend on their Moodle role.

Database icon



Teaching plans for Easter Term Part IA
Assessment Methods Part IA

View list View single Search Add entry Export Templates Fields Presets

List template Single template Advanced search template Add template RSS template CSS template Javascript template

Defines the interface when editing entries

Available tags

Fields

- Date - [[Date]]
- Course - [[Course]]
- Name - [[Name]]
- CRSid - [[CRSid]]
- Department - [[Department]]
- Role - [[Role]]
- How do you plan to deliver lectures? If 'Other', please describe - [[If 'Other', please describe]]
- Does your course currently use Panopto? - [[Does your course currently use Panopto?]]
- Plans for Easter Teaching - [[Plans for Easter Teaching]]
- Upload file(s) - [[Upload file(s)]]

Reset template

Add template

Date: [[Date]]

Course: [[Course]]

Name: [[Name]]

CRSid: [[CRSid]]

Department: [[Department]]

Role: [[Role]]

How do you plan to deliver lectures?: [[How do you plan to deliver lectures?]]

If 'Other', please describe: [[If 'Other', please describe]]

Does your course currently use Panopto?: [[Does your course currently use Panopto?]]

If not, will you need help setting this up? [[If not, will you need help setting this up?]]

Plans for Easter Teaching: [[Plans for Easter Teaching]]

Fields



Formatting Database



View list View single Search Add entry Export Templates Fields Presets

List template Single template Advanced search template Add template RSS template CSS template Javascript template

Defines the interface when editing entries

Available tags

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- Plans for Easter Teaching - [[Plans for Easter Teaching]]
- Upload file(s) - [[Upload file(s)]]

Reset template

Disable editor

Save template

```

<div class="defaulttemplate"><div style="text-align: center;"><br/></div><table class="mod-data-default-template #ppovvslatatu#> <tbody>
<tr>
<td style="width: 50%;>
<div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div><div class="editor-indent" style="margin-left: 20px;"><br/></div></td>
<td style="width: 50%;>
[[Date]]
</td>
</tr>
<tr>
<td style="width: 50%;>
[[Course]]
</td>
<td style="width: 50%;>
[[Course]]
</td>
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<td style="width: 50%;>
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<td style="width: 50%;>
[[How do you plan to deliver lectures?]]
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<td style="width: 50%;>
[[How do you plan to deliver lectures?]]
</td>
</tr>
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<td style="width: 50%;>
[[If 'Other', please describe]]
</td>
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[[If 'Other', please describe]]
</td>
</tr>
<tr>
<td style="width: 50%;>
[[Does your course currently use Panopto?]]
</td>
<td style="width: 50%;>
[[Does your course currently use Panopto?]]
</td>
</tr>
<tr>
<td style="width: 50%;>
[[If not, will you need help setting this up?]]
</td>
<td style="width: 50%;>
[[If not, will you need help setting this up?]]
</td>
</tr>
<tr>
<td style="width: 50%;>
[[Plans for Easter Teaching]]
</td>
<td style="width: 50%;>
[[Plans for Easter Teaching]]
</td>
</tr>
</tbody>
</table>

```

HTML can be used to adjust database fields



View list View single Search Add entry Export Templates Fields Presets

1 2 3 4 »

Database entry

Please complete the form below, adding as much detail as possible.

Date: 3 April 2020

Course: IA Physiology of Organisms

Name: Julian Hibberd

CRSid: jmh65

Department: Plant Sciences

Role: Course Organiser

How do you plan to deliver lectures?: Other recording method

If 'Other', please describe: Voiceover on powerpoint slides

Does your course currently use Panopto?: No

If not, will you need help setting this up? No

Plans for Easter Teaching: Voiceover on powerpoint slides and uploaded to Moodle.

Confirm your plans for practical classes scheduled for Easter Term: Practical classes will be run online

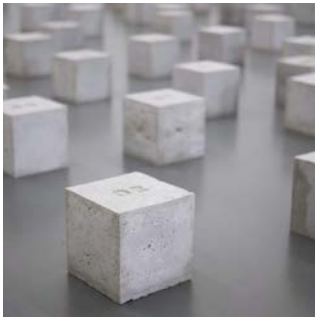
Upload file(s):

Comments (0)

Moodle Blocks

Moodle blocks are found on the right-hand side of the page, and are really useful for putting up information that is immediately seen when the Moodle site is opened. There are many preconfigured blocks (e.g. announcements, activities, timetables etc.), as well as HTML blocks that are more flexible in terms of content. All sorts of stuff (text, images, links etc.) can be added to HTML blocks - choose 'Configure HTML block' from the drop down menu.

Some of the information that might be useful to add to Moodle blocks:





Social Media links

If your department has social media pages, it's great to share these with people using the Moodle site. Links to social media pages can be added using an HTML block. Social media icons can be added to the block, with links to the Social media site. The bootstrap grid function may be useful to add the icons in a grid, or the HTML editor (accessed from second line of editor buttons) can be used to modify the arrangement of icons etc.

Email Links

It might be handy to add contact information for the course organiser, teaching administrator, or practical classroom etc. Again, this could be added to an HTML block, which allows the addition of free text ('Configure HTML block' from settings menu). Direct links can be included for email addresses -

For example:



1

To contact Dee Scadden: highlight the words for the link, then add a link to the email address - e.g. <mailto:adjs100@cam.ac.uk>. When clicked, this link will result in an email being opened that's addressed to adjs100@cam.ac.uk.

2

To contact Dee Scadden and include a subject line: highlight the words for the link, then add a link to the email address - e.g. [mailto:adjs100@cam.ac.uk?subject=Query about email addresses](mailto:adjs100@cam.ac.uk?subject=Query%20about%20email%20addresses). When clicked, this link will result in an email being opened that's addressed to adjs100@cam.ac.uk, with the subject line: 'Query about email addresses'.

3

To email several people at once and include a subject line: A link can be added to text such as: [mailto:adjs100@cam.ac.uk?subject=Moodle Help&cc=tw419@cam.ac.uk, amf26@cam.ac.uk](mailto:adjs100@cam.ac.uk?subject=Moodle%20Help&cc=tw419@cam.ac.uk,amf26@cam.ac.uk). In this case, when clicked, the link was result in an email being opened that's addressed to adjs100@cam.ac.uk, and copied to tw419@cam.ac.uk and amf26@cam.ac.uk, with the subject line 'Moodle Help'.

3



Panopto Block

It is possible to provision a Panopto block on the Moodle site, which enables direct access to Panopto recordings available for that course.

Additional HTML blocks can be used to put information about lecture recordings and permissions, with links to more detailed information contained in a Moodle section.

Moodle Quizzes

Quizzes may be used for students to test their learning at the end of a topic, as exam practice using questions from past exams, to deliver immediate feedback about performance, or for self-assessment etc.

The quiz activity enables quizzes of various types to be added to Moodle, including a range of question types - these include multiple choice, matching, short-answer and numerical questions. Quizzes can be attempted multiple times, with the questions shuffled or randomly selected from the question bank. In addition, hints, correct answers and immediate feedback shared with students.

More information about Moodle quizzes will be covered in the next help guide.



Moodle Forums and Chat

These functions may be used in Moodle for discussion between anyone enrolled on the Moodle site. The chat function is a more immediate way of communicating than the forum. The Moodle forum has various pre-configured settings that may be used (e.g. Q &A setting.)



[Back to the beginning - 'Getting started with Moodle'](#)

GETTING STARTED