

# BURSA TECHNICAL UNIVERSITY

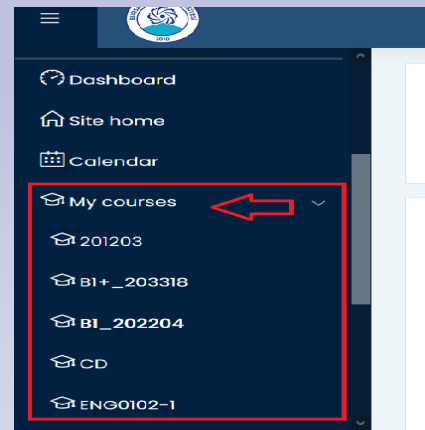
## SFL DISTANCE EDUCATION

### HOW TO CREATE ACTIVITIES ON “LEARN”

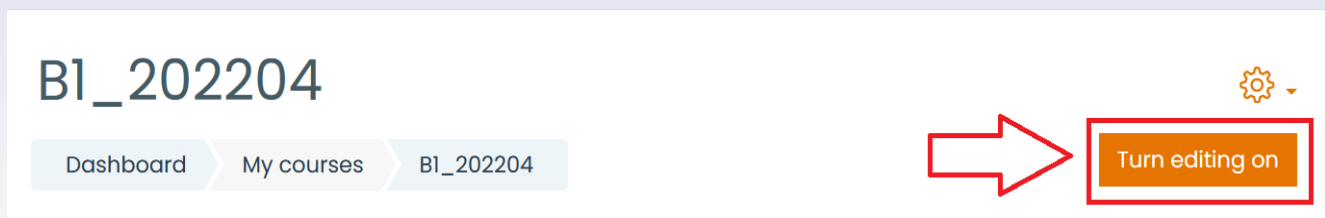
1- Go to BTU SFL Distance Learning Environment “LEARN” (<https://learn.btu.edu.tr/>) and log in.



2- After logging in, click the lesson in which you want to create an activity under the title “My Courses” on the left. If it is not visible in the menu on the left, the time of the lesson has not come yet. Therefore, scroll down on the main page and search your course throughout the categories.

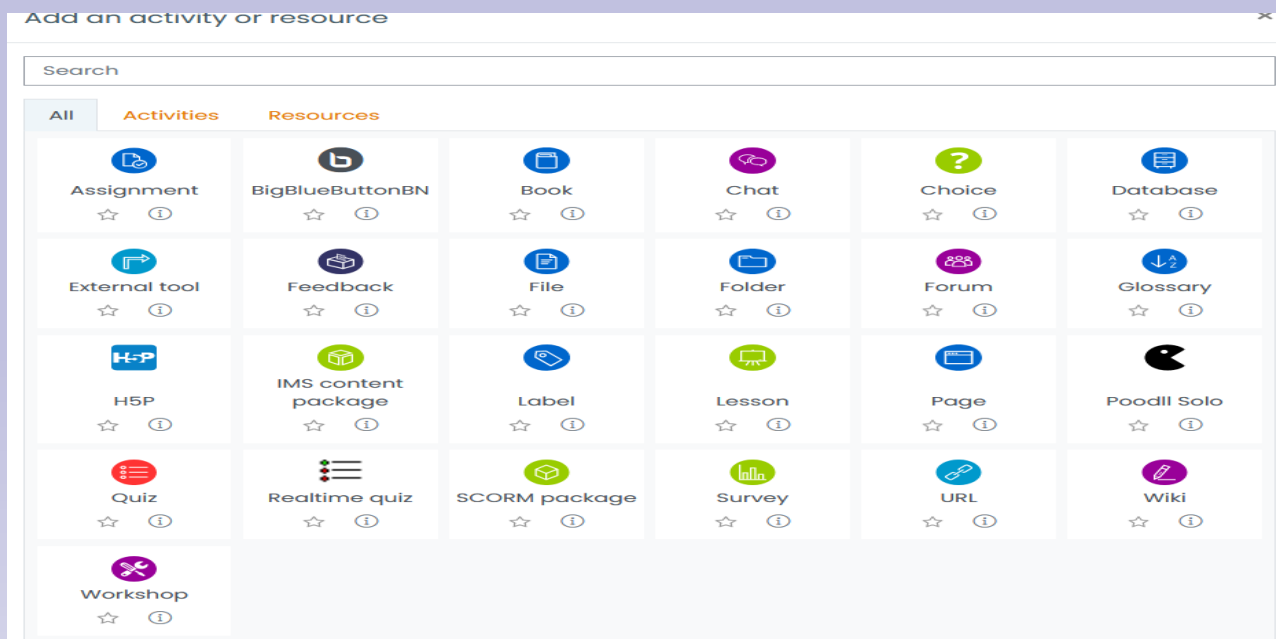


3- Click “open editing” on the upper-left side of the window.



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4- To share lesson materials with students or to add a lesson activity , click “Add an activity or add resource”. On this tab you can add the following:

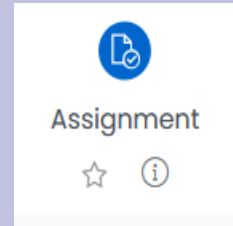


- The activities or the resources will be explained on the following pages in this guide.

\*The explanations and video links for the tools were taken from the Moodle.

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- **Assignment:** The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

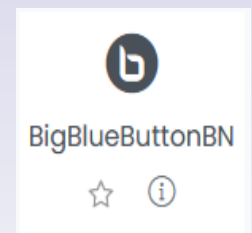


Assignments with a due date can be given with this attachment. Assignment can be given with an explanation or a document relating to the assignment can be directly uploaded. Scoring option directly gives scores to students' assignments. In addition to asking students to upload their assignments as a file, you can select online text option and ask them to write on a specific area momentarily. When the assessment time comes, a notification as a reminder will be sent to the teacher. It also shows the submission time of the students and how late the other students have submitted their assignments. It shows all the assignments from the students in one screen and facilitates the assessment .

[https://docs.moodle.org/310/en/Assignment\\_activity](https://docs.moodle.org/310/en/Assignment_activity)

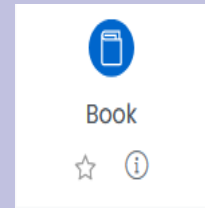
- **BigBlueButton**

BigBlueButtonBN lets you create from within Moodle links to real-time on-line classrooms using BigBlueButton, an open source web conferencing system for distance education.

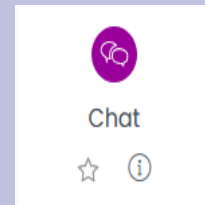


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- **Book:** It is created by embedding multi paged texts, visual or audio files.

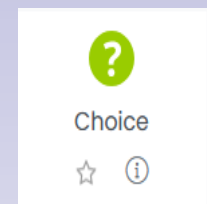


- **Chat:** The chat activity module enables participants to have text-based, real-time synchronous discussions. The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.



[https://docs.moodle.org/310/en/Chat\\_activity](https://docs.moodle.org/310/en/Chat_activity)

- **Choice:** The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. Choice results may be published after students have answered, after a certain date, or not at all. Results may be published with student names or anonymously (though teachers always see student names and their responses). A choice activity may be used

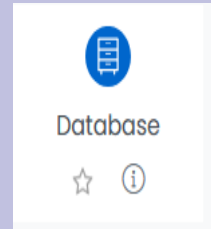


- As a quick poll to stimulate thinking about a topic
- To quickly test students' understanding
- To facilitate student decision-making, for example allowing students to vote on a direction for the course.

[https://docs.moodle.org/310/en/Choice\\_activity](https://docs.moodle.org/310/en/Choice_activity)

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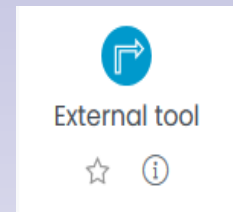
- **Database:** The Database activity allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things. Database activities have many uses, such as



- A collaborative collection of web links, books, book reviews, journal references etc
- For displaying student-created photos, posters, websites or poems for peer comment and review.

[https://docs.moodle.org/310/en/Database\\_activity](https://docs.moodle.org/310/en/Database_activity)

- **External Tool:** It creates a link to interactive external learning portal. Some libraries and publishing houses support this attachment.



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

- 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
- External tools support reading, updating, and deleting grades associated with the activity instance.

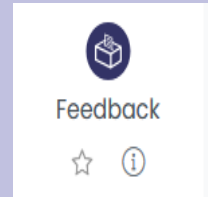
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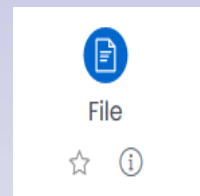
- **Feedback:** The feedback activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input. Feedback responses may be anonymous if desired, and results may be shown to all participants or restricted to teachers only. Any feedback activities on the site front page may also be completed by non-logged-in users. Feedback activities may be used



- For course evaluations, helping improve the content for later participants
- To enable participants to sign up for course modules, events etc.
- For guest surveys of course choices, school policies etc.
- For anti-bullying surveys in which students can report incidents anonymously.

[https://docs.moodle.org/310/en/Feedback\\_activity](https://docs.moodle.org/310/en/Feedback_activity)

- **File:** The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images. Note that students need to have the appropriate software on their computers in order to open the file. A file may be used

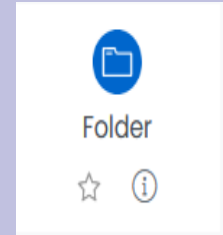


- To share presentations given in class
- To include a mini website as a course resource
- To provide draft files of software programs so students can edit and submit them for assessment

[https://docs.moodle.org/310/en/File\\_resource](https://docs.moodle.org/310/en/File_resource)

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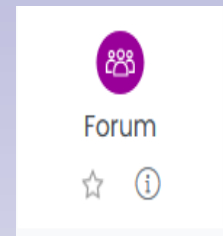
**Folder:** The folder module enables a teacher to display a number of related files inside a single folder, reducing scrolling on the course page. A zipped folder may be uploaded and unzipped for display, or an empty folder created and files uploaded into it. A folder may be used



- For a series of files on one topic, for example a set of past examination papers in pdf format or a collection of image files for use in student projects
- To provide a shared uploading space for teachers on the course page (keeping the folder hidden so that only teachers can see it)

[https://docs.moodle.org/310/en/Folder\\_resource](https://docs.moodle.org/310/en/Folder_resource)

- **Forum:** The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time. There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post. Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.



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Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook. Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help centre where tutors and students can give advice
- A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)
- For extension activities, for example ‘brain teasers’ for students to ponder and suggest solutions to

[https://docs.moodle.org/310/en/Forum\\_activity](https://docs.moodle.org/310/en/Forum_activity)

- **Glossary:** The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information. Glossaries have many uses, such as

- A collaborative bank of key terms
- A ‘getting to know you’ space where new students add their name and personal details
- A ‘handy tips’ resource of best practice in a practical subject
- A sharing area of useful videos, images or sound files

[https://docs.moodle.org/310/en/Glossary\\_activity](https://docs.moodle.org/310/en/Glossary_activity)





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**H5P:** H5P is an abbreviation for HTML5 Package - interactive content such as presentations, videos and other multimedia, questions, quizzes, games and more. The H5P activity enables H5P to be uploaded and added to a course. Any question attempts are marked automatically, and the grade is recorded in the gradebook.

[https://docs.moodle.org/310/en/H5P\\_activity](https://docs.moodle.org/310/en/H5P_activity)

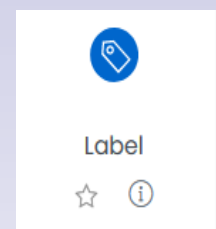
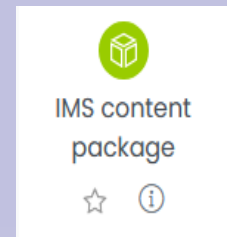
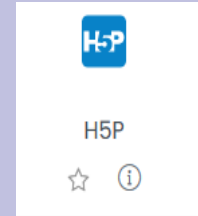
**IMS content package:** It is used to create the Multimedia Content. An IMS content package is a collection of files which are packaged according to an agreed standard so they can be re-used in different systems. The IMS content package module enables such content packages to be uploaded as a zip file and added to a course as a resource. Content is usually displayed over several pages, with navigation between the pages. There are various options for displaying content in a pop-up window, with a navigation menu or buttons etc.

[https://docs.moodle.org/310/en/IMS\\_content\\_package](https://docs.moodle.org/310/en/IMS_content_package)

**Label:** The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully. Labels may be used

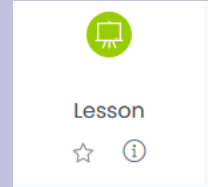
- To split up a long list of activities with a subheading or an image
- To display an embedded sound file or video directly on the course page
- To add a short description to a course section

<https://docs.moodle.org/310/en/Label>



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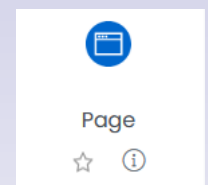
**Lesson:** With this option, the whole lesson can be turned into a module. In this attachment, teacher helps students with the steps to follow. For example; it creates 4 contents for the lesson. In the first content, a video link is given. In the second content, pages of the book to be read are given. In the third content a link to be read is given. In the fourth content a note is shared. Therefore, student follows each step and/or continues reading. Learning steps have to be planned in advance. In fact, this activity is a gathered up version of week or section based activities.



- A lesson may be graded, with the grade recorded in the gradebook.
- Lessons may be used
- For self-directed learning of a new topic
- For scenarios or simulations/decision-making exercises
- For differentiated revision, with different sets of revision questions depending upon answers given to initial questions

[https://docs.moodle.org/310/en/Lesson\\_activity](https://docs.moodle.org/310/en/Lesson_activity)

**Page:** The page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links and embedded code, such as Google maps. Advantages of using the page module rather than the file module include the resource being more accessible (for example to users of mobile devices) and easier to update. For large amounts of content, it's recommended that a book is used rather than a page. A page may be used



- To present the terms and conditions of a course or a summary of the course syllabus
- To embed several videos or sound files together with some explanatory text

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**Quiz:** The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

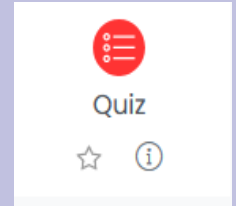
The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

The teacher can choose when and if hints, feedback and correct answers are shown to students. Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

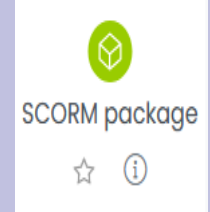
[https://docs.moodle.org/310/en/Quiz\\_activity](https://docs.moodle.org/310/en/Quiz_activity)



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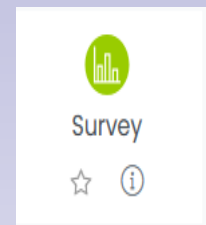
**A SCORM package:** It is a standart developed to be used on e-learning platforms. Videos or animations are shared in this format. Uploading contents above 8 Mb can be a problem for your system. Scorm processing speed in Moodle is low. In our university's moodle environment, video sharing can be done only via video website links such as youtube. SCORM activities may be used



- For presenting multimedia content and animations  
As an assessment tool

[https://docs.moodle.org/310/en/SCORM\\_activity](https://docs.moodle.org/310/en/SCORM_activity)

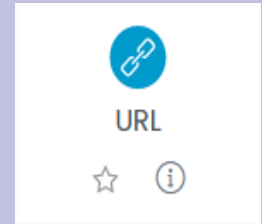
- **Survey:** The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching. Note that these survey tools are pre-populated with questions. Teachers who wish to create their own survey should use the feedback activity module.



[https://docs.moodle.org/310/en/Survey\\_activity](https://docs.moodle.org/310/en/Survey_activity)

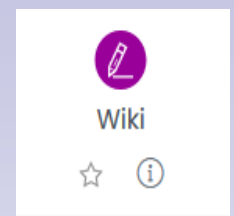
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**URL:** The URL module enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site). There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required. Note that URLs can also be added to any other resource or activity type through the text editor.



[https://docs.moodle.org/310/en/URL\\_resource](https://docs.moodle.org/310/en/URL_resource)

**Wiki:** The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit. A history of previous versions of each page in the wiki is kept, listing the edits made by each participant. Wikis have many uses, such as



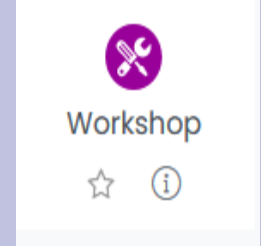
- For group lecture notes or study guides
- For members of a faculty to plan a scheme of work or meeting agenda together
- For students to collaboratively author an online book, creating content on a topic set by their tutor
- For collaborative storytelling or poetry creation, where each participant writes a line or verse
- As a personal journal for examination notes or revision (using an individual wiki)

[https://docs.moodle.org/310/en/Wiki\\_activity](https://docs.moodle.org/310/en/Wiki_activity)

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**Workshop:** It is an attachment where students can assess each other's assignments within the criteria stated by the teacher and scores, if required. It has three main steps: Sending, Assessment and Feedback. Teacher sets specific scales and criteria in these steps. Students use these scales and do the assessment. If required, scores can be given for each step.

[https://docs.moodle.org/310/en/Workshop\\_activity](https://docs.moodle.org/310/en/Workshop_activity)



\*The explanations and video links for the tools were taken from the Moodle.

-End of the Guide -