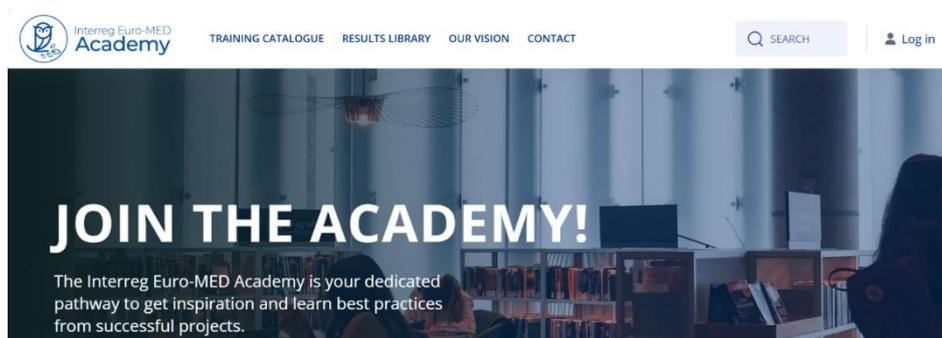
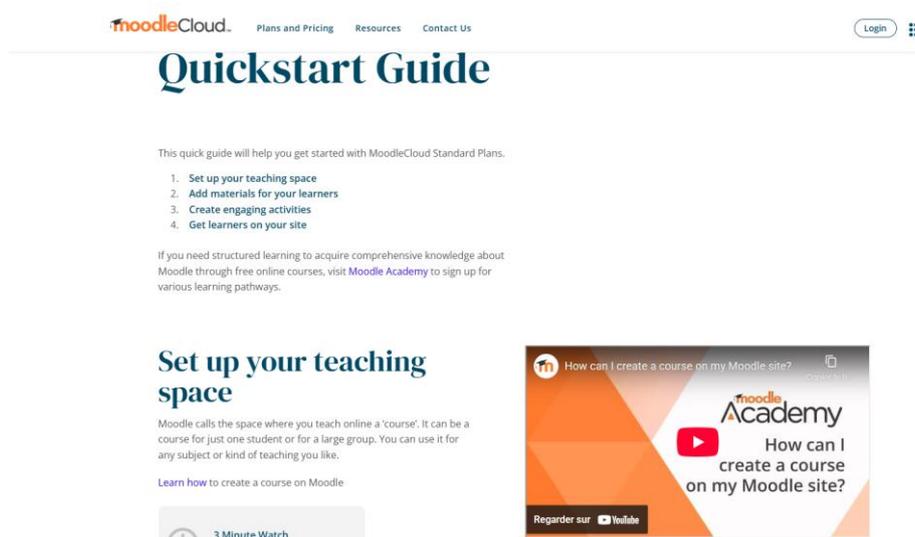


## How to create courses on the Euro-MED Academy?



Once you have been granted a course creator role, you are able to create contents on the platform.



To help you in that process, if you are not familiar with Moodle, it has created a [Quickstart Guide](#) that will help you get started with Moodle Standard Plans, guiding you to:

1. [Set up your teaching space](#)
2. [Add materials for your learners](#)
3. [Create engaging activities](#)
4. [Get learners on your site](#)

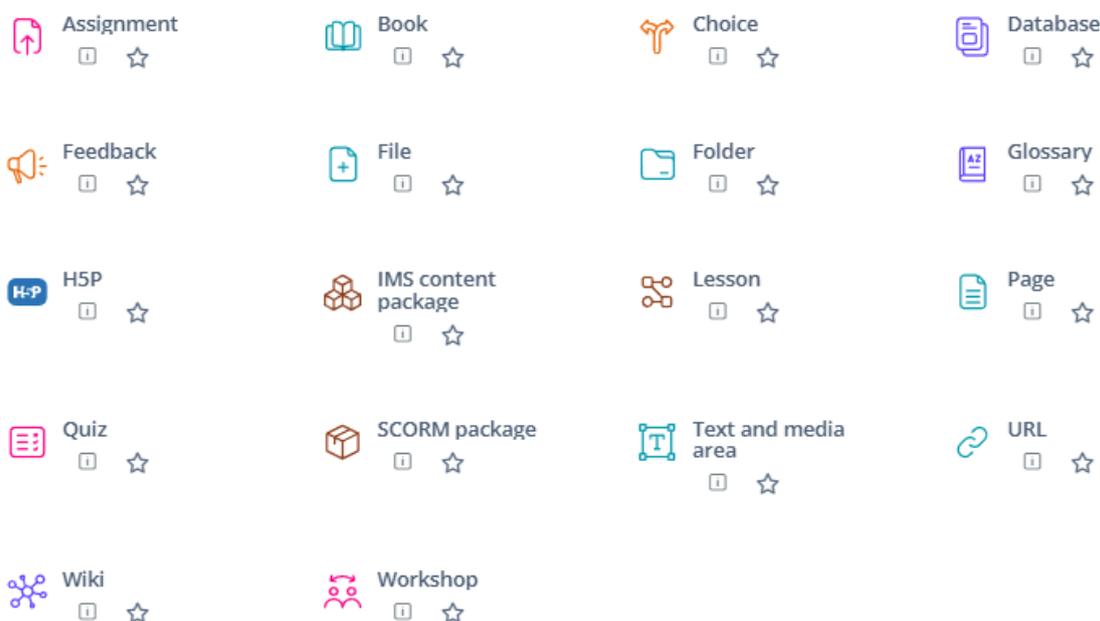
If you need structured learning to acquire comprehensive knowledge about Moodle through free online courses, visit [Moodle Academy](#) to sign up for various learning pathways.

## What functionalities the Interreg Euro-MED Academy offers (so far)?

When creating an activity in your course, you will be offered the possibility to use one of the following functionalities. Each of them is described below, and a link to further useful information for using those is provided.

*Some of the functionalities, such as videoconference tool, are being developed and will be available soon. This document will hence be revised*

### All



### Assignment

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

Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. Students can submit work individually or as a member of a group.

When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the gradebook.

[More help](#)

## Book

The book module enables a teacher to create a multi-page resource in a book-like format, with chapters and subchapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections.

A book may be used

- To display reading material for individual modules of study
- As a staff departmental handbook
- As a showcase portfolio of student work

[More help](#)

## 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

[More help](#)

## Database

Database enables participants to create, maintain, and search a collection of entries.

The structure of the entries is defined using different types of fields, such as short text, dropdown list, text area, URL, image, or file.

As a teacher, you can comment and rate entries. You can also allow students to rate and comment on entries (peer evaluation). Ratings can be aggregated to form a final grade, which is recorded in the gradebook.

If the Database auto-linking filter is enabled, any entries in a database will be automatically linked where the words or phrases appear within the course.

You can use Database to:

- Create a collaborative collection of links, books, book reviews, journal references, etc.
- Display student-created photos, posters, websites or poems for peer comment and review.

[More help](#)

## Feedback

The feedback activity 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 home 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

[More help](#)

## 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

[More help](#)

## 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)

[More help](#)

## 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.

A teacher can allow files to be attached to glossary entries. Attached images are displayed in the entry. Entries can be searched or browsed alphabetically or by category, date or author. Entries can be approved by default or require approval by a teacher before they are viewable by everyone.

If the glossary auto-linking filter is enabled, entries will be automatically linked where the concept words and/or phrases appear within the course.

A teacher can allow comments on entries. Entries can also be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

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
- A revision resource of facts to remember

[More help](#)

## 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.

[More help](#)

## IMS content package

An IMS content package is a collection of files which are packaged according to an agreed standard so they can be reused 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.

An IMS content package may be used for presenting multimedia content and animations.

[More help](#)

## Lesson

The lesson activity module enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner. In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer. Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.

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

[More help](#)

## 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

[More help](#)

## 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

[More help](#)

### **SCORM package**

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.

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 table of contents, with navigation buttons etc. SCORM activities generally include questions, with grades being recorded in the gradebook.

SCORM activities may be used

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

[More help](#)

### **Text and media area**

media area enables you to display text and multimedia on the course page.

You can use a Text and media area to:

- Split up a long list of course activities with a subheading or an image
- Display an embedded video directly on the course page
- Add a short description to a course section

[More help](#)

### **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.

[More help](#)

## 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)

[More help](#)

## Workshop

The workshop activity module enables the collection, review and peer assessment of students' work.

Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor.

Submissions are assessed using a multi-criteria assessment form defined by the teacher. The process of peer assessment and understanding the assessment form can be practised in advance with example submissions provided by the teacher, together with a reference assessment. Students are given the opportunity to assess one or more of their peers' submissions. Submissions and reviewers may be anonymous if required.

Students obtain two grades in a workshop activity - a grade for their submission and a grade for their assessment of their peers' submissions. Both grades are recorded in the gradebook.

[More help](#)