



# Quick Guide: Using Moodle Smart Lessons Platform



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## 1. How can learners sign up to my courses?

To access your courses on Moodle, students must first create an account on the Moodle site (<http://smartlessons.physics.auth.gr/moodle/>) and await confirmation from the administrator.

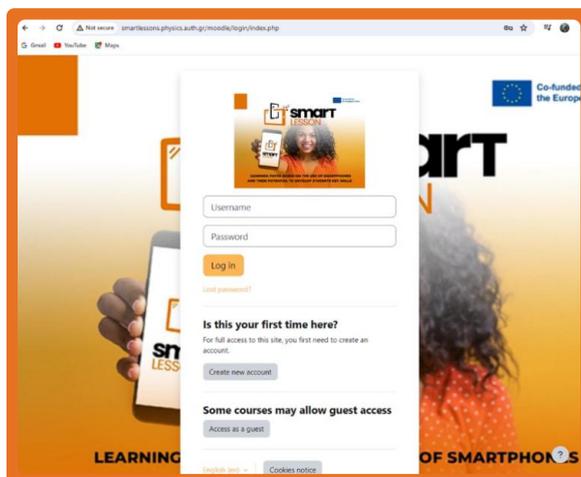


Figure 1: In the home page of Moodle site, you "Create New Account"

### Step by step instructions

- STEP 1** Access the Moodle Site <http://smartlessons.physics.auth.gr/moodle/>
- STEP 2** On the Moodle homepage, click on '**Create new account**'.
- STEP 3** Fill in your details in the sign-up form (username, password, email address, etc.).
- STEP 4** Confirm Your Account. Click the '**Create my new account**' button.
- STEP 5** Wait for the confirmation by the administrator.
- STEP 6** After the confirmation of your account log In to Your New Account. Return to the Moodle site and log in with your new username and password.
- STEP 7** Start exploring Moodle.

For more detailed guidance, you can refer to the informative **video linked** below:

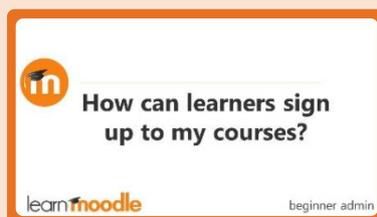


Figure 2: Video with instructions

[https://www.youtube.com/watch?v=u6cc\\_Y-40ig](https://www.youtube.com/watch?v=u6cc_Y-40ig)



## 2. Course enrolment

The teachers of each course have three options/methods for students to enrol in their Moodle course. Each course instructor determines the enrolment process for their courses.

### Step by step instructions

**STEP 1** Navigate to your course and click on **“Participants”**



Figure 3: The Participants link/tab enables teachers to easily enrol, view, search for, filter, edit and delete course participants.

**STEP 2** Choose **“Enrolment methods”** from the drop-down menu

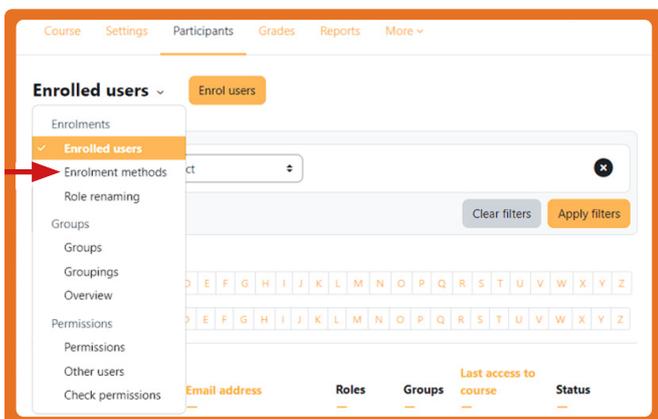


Figure 4: Teachers select enrolment method for their course by going to Participants>Enrolment Method

**STEP 3** Select from the following options

- Manual enrolment
- Guest access
- Self-enrolment (for students)

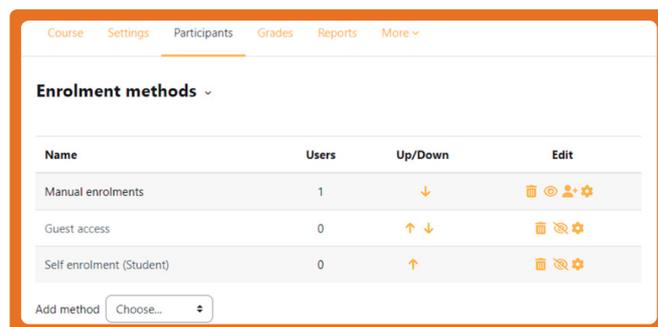
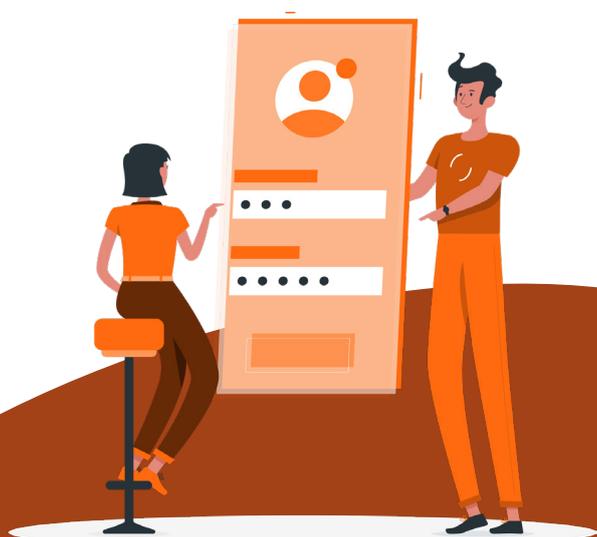


Figure 5: The available enrolment methods within a Moodle Course

Teachers have the flexibility to make their course freely available, allowing students to register directly on the Moodle course. Alternatively, they can individually approve student requests or provide them with an “Enrolment key” for access.



### 3. How to Access the List of Participants Enrolled in a Course on Moodle

In each Moodle course the corresponding teachers can access and manage the list of participants enrolled in their course.

#### Step by step instructions

**STEP 1** Log in to your Moodle account and navigate to the course homepage.

**STEP 2** In the course navigation menu, locate and click on **'Participants'**.

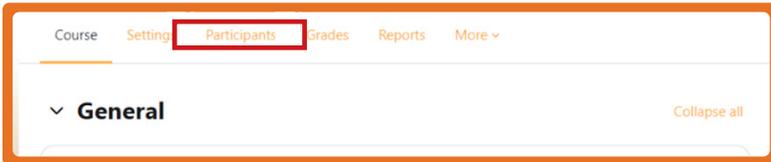


Figure 6: Click on 'Participants' in the course menu.

**STEP 3** You will now see a list of all participants enrolled in the course.

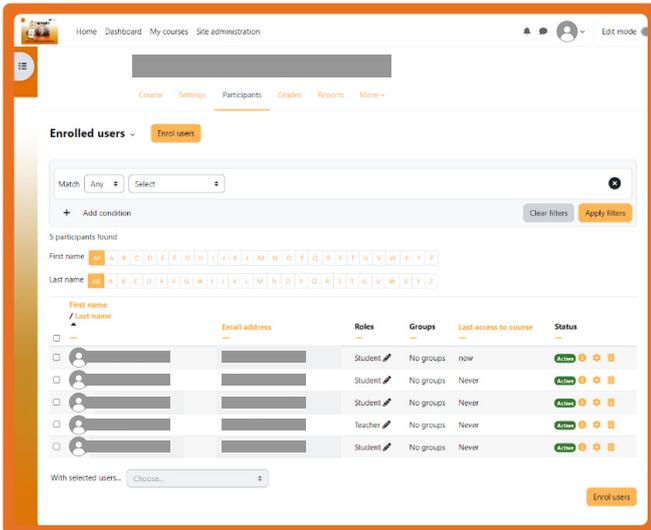


Figure 7: View the list of participants

**STEP 4** To view more details about a participant, click on their name.

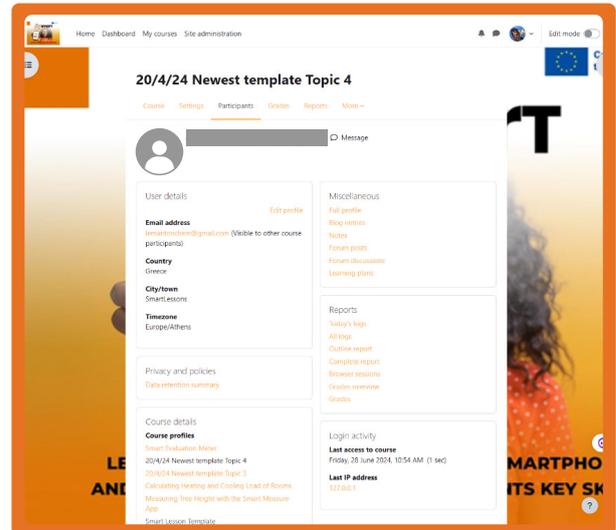
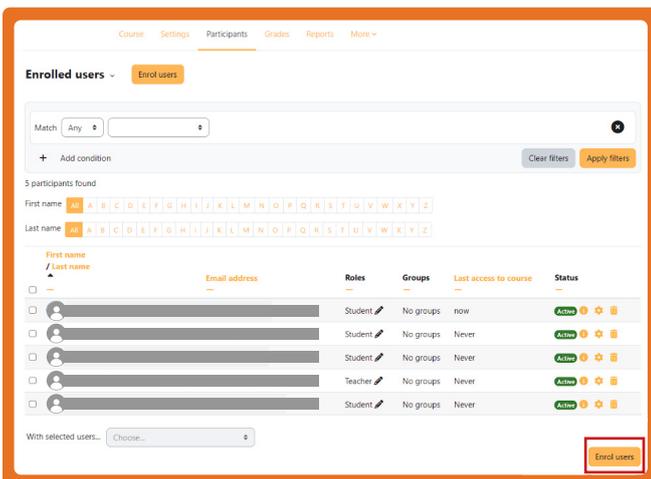


Figure 8: Click on a participant's name for more details

**STEP 5** To enrol new users, click on **'Enrol users'**.



**STEP 6** Enter the username or email address of the user you wish to enrol and select their role (e.g., student, teacher).

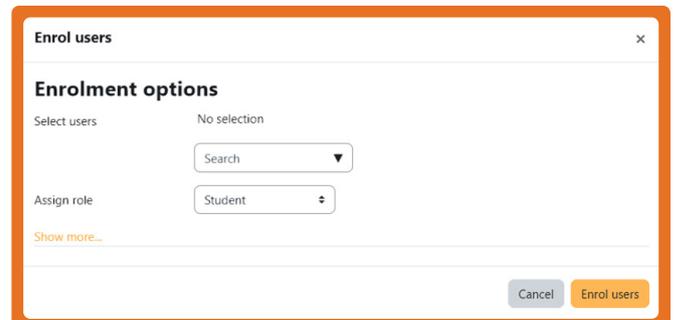


Figure 9: Enter username or email and select role.

**STEP 7** Click on **'Enrol users'** to add them to the course.

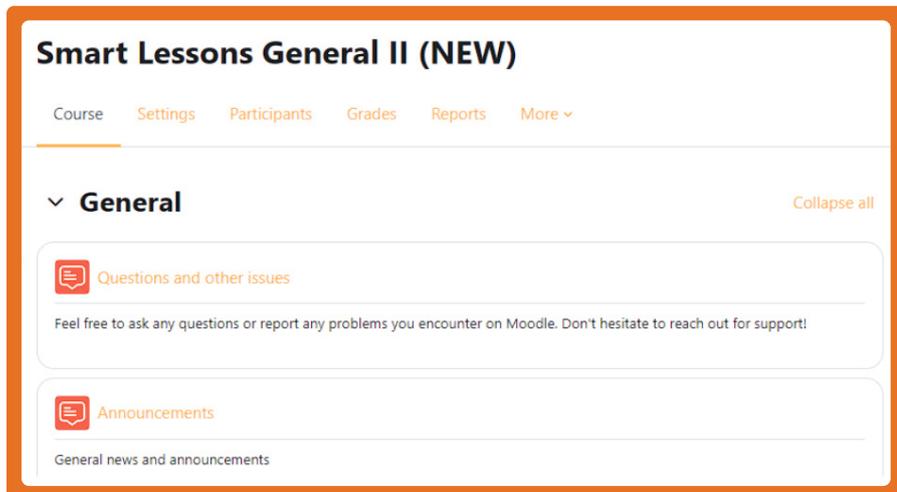
## 4. How to edit a course on Moodle

Editing a course on Moodle typically involves modifying various aspects such as course settings, content, activities, and resources. Here's a step-by-step guide on how to edit a course on Moodle:

- STEP 1** **Log in to Moodle:** Go to your Moodle site and log in with your username and password.
- STEP 2** **Navigate to your Course:** Once logged in, locate the course you want to edit from your dashboard or the courses menu or the course category menu.
- STEP 3** **Enter Course Editing Mode:** Access the course page and ensure you are in editing mode. To do this, you typically need to click on the "Turn editing on" button. This button is usually located at the top right corner of the course page.
- STEP 4** **Edit Course Settings:** Click on the gear icon (⚙️) next to the course name or look for an "Edit settings" option. This will allow you to modify general course settings such as the course name, course format, visibility, enrolment options, and more.
- STEP 5** **Add or Modify Sections:** To organise your course content, you can add or modify sections. Look for options such as "Add topic" or "Add section" depending on your Moodle theme. You can then drag and drop activities and resources into these sections to organise your course content.
- STEP 6** **Add Resources and Activities:** To add resources (such as files, URLs, pages) or activities (such as assignments, quizzes, forums): Click on the "Add an activity or resource" link in the section where you want to add the resource or activity.
- STEP 7** **Select the type of activity or resource** you want to add and follow the prompts to configure it. Save your changes once you've set up the resource or activity.
- STEP 8** **Edit Existing Resources and Activities:** To modify existing resources or activities click on the edit icon (pencil icon) next to the resource or activity you want to edit. Make your changes in the settings or content area of the resource or activity. Save your changes.
- STEP 9** **Reorder Content:** In editing mode, you can easily drag and drop activities and resources to reorder them within a section.
- STEP 10** **Delete Content:** To remove an activity or resource, click on the delete (🗑️) icon next to it. Confirm the deletion when prompted.
- STEP 11** **Save Changes:** After making all desired changes, click on the "Save changes" button at the bottom of the course page to apply your edits.
- STEP 12** **Turn Editing Off:** Once you have finished editing the course, click on the "Turn editing off" button at the top right corner of the course page to exit editing mode. This will return the course page to its normal view for students.
- STEP 13** **Review Your Changes:** Review your course to ensure all edits are correctly applied and that the course is organised as desired.

## 5. Moodle Forum to Share Your Questions, Comments, and Issues

In the course entitled “Smart Lessons General II”, there is a forum where teachers can share any further questions, comments, or issues.



### Follow these step-by-step instructions to participate in the forum

- STEP 1** **Log in** to Moodle with your username and password.
- STEP 2** **Navigate** to the Course Categories. Go to category “**Smart Lessons General**”.
- STEP 3** Click on the course “**Smart Lessons General II (NEW)**” where you can participate in the forum “**Questions and other issues Forum**”.

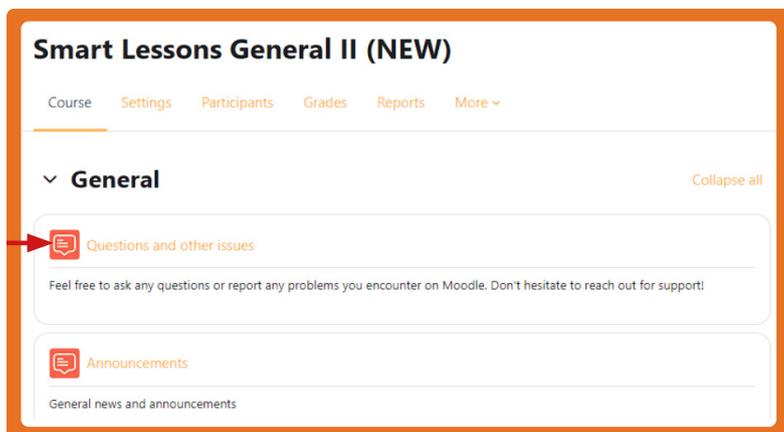


Figure 10: Access the Forum labeled as “Questions and other issues”

- STEP 4** Click on the forum link to enter.
- STEP 5** **Read Existing Posts:** Once inside the forum, you can see a list of existing discussion threads. Click on any thread to read the posts within it.
- STEP 6** **Create a New Post:** To ask a new question or start a new discussion, look for a button or link that says “Add a new discussion topic” or “New thread.” Click on it to open the new post form.
- STEP 7** **Fill in the Post Details:** Enter a title for your post in the “Subject” field. Write your question, comment, or issue in the “Message” field. You can also attach files if needed by using the “Attachment” section.

**STEP 8 Post Your Message:** Once you've filled in all the details, click the "Post to forum" button to publish your message. Your post will now be visible to other participants in the forum.

**STEP 9 Reply to Existing Posts:** To reply to an existing thread, click on the thread you want to respond to. Scroll down to the bottom of the thread and click on the "Reply" button. Enter your response in the text box and click "Post to forum".

## 6. Access Announcements about Smart Lessons on Moodle

In the course entitled "Smart Lessons General II", there is a place for announcements where teachers can see answer, comments, or instructions etc.

### Step by step instructions

**STEP 1** Log in to Moodle with your username and password.

**STEP 2** Navigate to the Course Categories. Go to category "**Smart Lessons General**".

**STEP 3** Click on the course "**Smart Lessons General II (NEW)**".

**STEP 4** Find the 'Announcements' section in "**Smart Lessons General II**".

**STEP 5** Click on the "**Announcements**" link to view the latest announcements about SMART lessons.

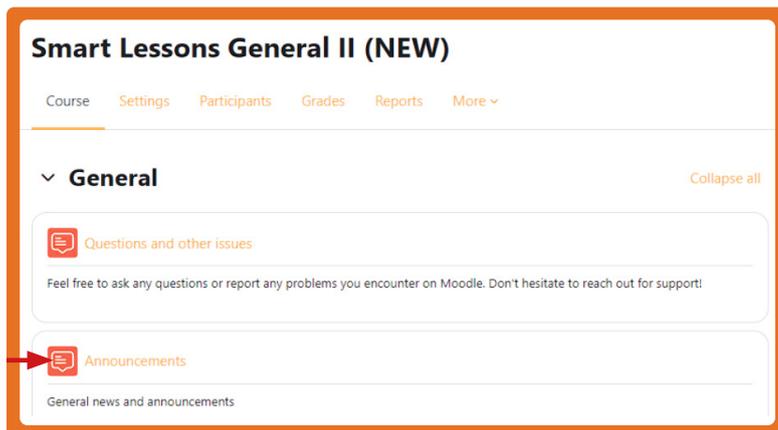


Figure 11: Access "Announcements".

**STEP 6** View and Respond to Announcements. In the "Announcements" section, you can see all the announcements posted by the teachers.

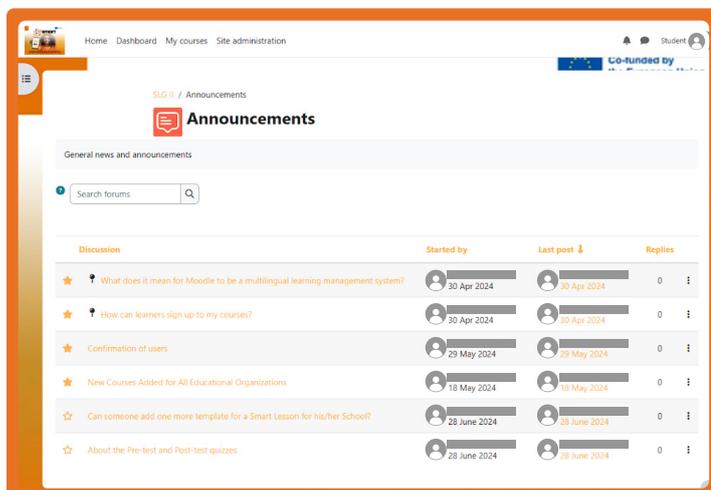


Figure 12: In the "Announcements" section/forum teachers can view updates about SMART lessons.

## STEP 7

Click on an announcement title to read the details.

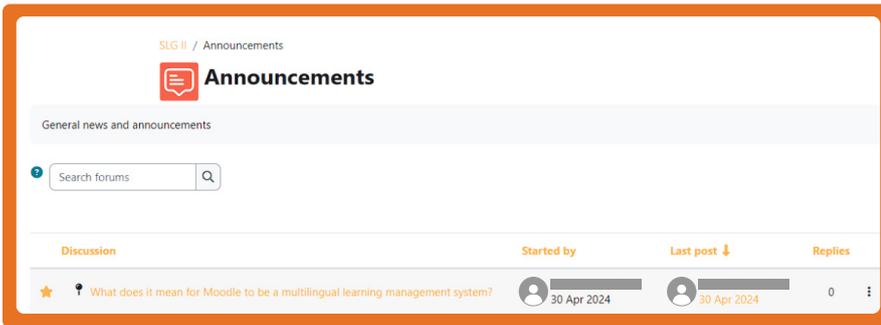


Figure 13: To view the details of an announcement, click on its title.

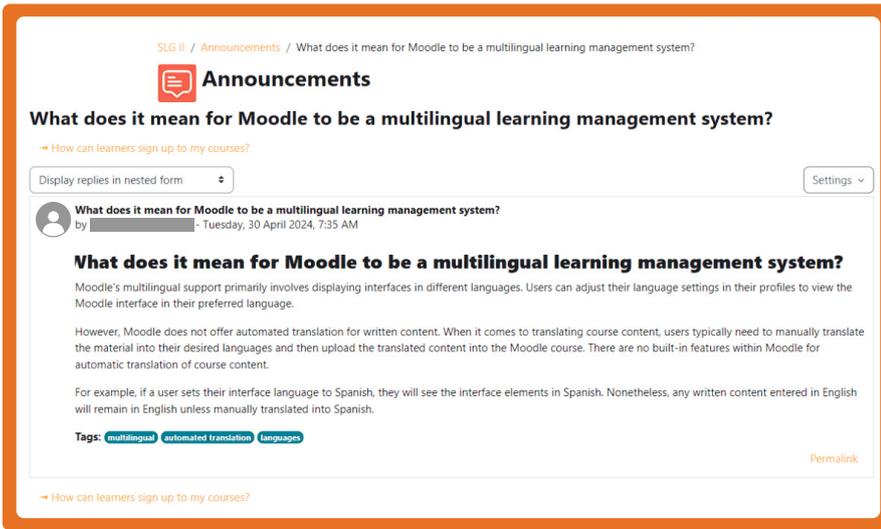


Figure 14: Details of an announcement. Each announcement in the course "Smart Lessons General II" is accompanied by keywords.

## 7. Answered Questions

In this section, you'll find answers to common questions about using and creating Moodle Smart Lessons.

### 1. What does it mean for Moodle to be a multilingual learning management system?

Moodle's multilingual support primarily involves displaying interfaces in different languages. Users can adjust their language settings in their profiles to view the Moodle interface in their preferred language.

However, Moodle does not offer automated translation for written content. When it comes to translating course content, users typically need to manually translate the material into their desired languages and then upload the translated content into the Moodle course. There are no built-in features within Moodle for automatic translation of course content.

For example, if a user sets their interface language to Spanish, they will see the interface elements in Spanish. Nonetheless, any written content entered in English will remain in English unless manually translated into Spanish.

## 2. Can someone add one more template for a Smart Lesson for his/her School?

During this testing phase, teachers are unable to upload or create courses themselves. Instead, they should request the administrator to create any new courses needed. Initially, on the Moodle platform, each school has two available courses. If teachers require more than two courses, they can request additional ones from the administrator.

After the testing phase, teachers will gain the ability to independently create courses within each category of Moodle courses.

## 3. About the Pre-test and Post-test quizzes. Can we edit these tests or should we use them as they are? We are planning the first pilot test on 4th-6th grade students (10-12-year-old students), and we think that the answers from students of this age to such questions might not be objective.

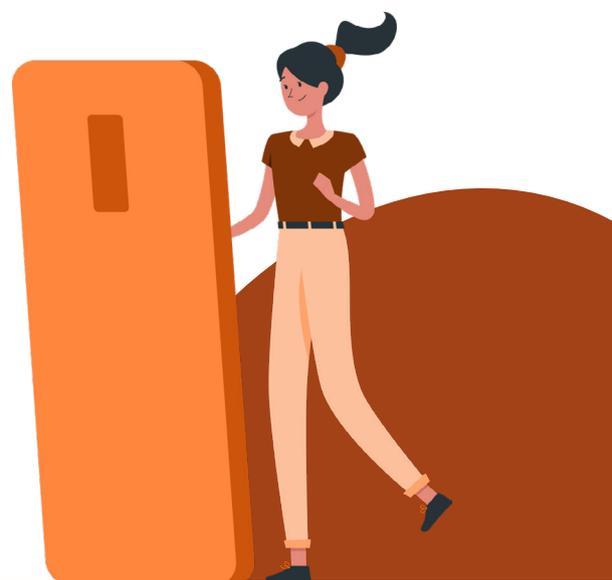
The questionnaires should not be changed. As mentioned in the meeting minutes, "Aretès: each school, at the end of the testing phase, will elaborate a country report to analyse the main results of the testing phase. A general report will summarize the common challenges/issues/results."

If teachers change the content of these questionnaires, it will be impossible to compare results across schools. Additionally, the selected questionnaires are standardised and validated in English.

However, according to the project's guidelines, you are free to select specific competences for your SMART lesson. You can then switch to edit mode on Moodle and hide any unnecessary quizzes from your SMART lesson. Allow your students access to Moodle to complete the available questionnaires as a pre-or post-test.

The comparable questionnaires for all partners in this project, which should not be altered, are:

- Information and Data Literacy Quiz
- Communication and Collaboration Quiz
- Safety Quiz
- Digital Content Creation Quiz
- Problem Solving Quiz
- Lifelong Learning Quiz





## LEARNING PATHS BASED ON THE USE OF SMARTPHONES AND THEIR POTENTIAL TO DEVELOP

### **STUDENTS' KEY SKILLS**



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