# Moodle Tool Guide for Teachers

## What you want to achieve (pedagogy)

<table>
<thead>
<tr>
<th>Tool</th>
<th>Add Resource</th>
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<th>news Forum</th>
<th>Discussion Forum</th>
<th>Wiki</th>
<th>Glossary</th>
<th>Quiz</th>
<th>Lesson</th>
<th>Assignment</th>
<th>Database</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Information Transfer</strong></td>
<td>Easy, like an email attachment. But can your doc stand on its own?</td>
<td>Yes. Only teachers can upload files to course site. So definitely a push-tool.</td>
<td>Easy, find the web address (aka url – the bit that starts with http://), copy it, paste it.</td>
<td>Very easy way of leading students to information. Can link directly to database articles.</td>
<td>Easy. It’s a standard forum, already set up in your course.</td>
<td>Share resources as links or files. High message volume? Risk of losing info.</td>
<td>Easy. Use as information site. Allow editing only by teachers or by any participant.</td>
<td>Use glossary to define terms or present info. Better yet, let the students add it.</td>
<td>No. The News Forum is limited. Students cannot post new topics.</td>
<td>No this is an individual activity, not a group activity.</td>
</tr>
<tr>
<td><strong>Ease of use</strong></td>
<td>How easy can this be set up by you?</td>
<td>Yes. Use to give task. Collect student files through Forum or Assignment.</td>
<td>No directly. Option is to link to external student e-portfolios or blogs.</td>
<td>Not directly. Option is to link to external student e-portfolios or blogs.</td>
<td>No. It’s a distribution tool. No option for interaction &amp; communication.</td>
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<td>Yes. Students communicate &amp; allows this, e.g. design a formative assessment activity.</td>
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<td><strong>Assess learning</strong></td>
<td>Will this tool allow you to assess your students’ learning?</td>
<td>Maybe. Use to give task. Collect student files through Forum or Assignment.</td>
<td>Not directly. Option is to link to external student e-portfolios or blogs.</td>
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<td><strong>Communication &amp; interaction</strong></td>
<td>Can it be used for communication &amp; interaction among participants (you &amp; your students)?</td>
<td>No. It’s a distribution tool. No option for interaction &amp; communication.</td>
<td>Not directly. Option is to link to external student e-portfolios or blogs.</td>
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<td>Maybe. Link to external tools eg Google Calendar, groups, blogs or wikis.</td>
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<td>No. It’s a distribution tool. No option for interaction &amp; communication.</td>
<td>No. It’s a distribution tool. No option for interaction &amp; communication.</td>
<td>Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.</td>
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<td><strong>Create content</strong></td>
<td>Can it be used for creating content together?</td>
<td>No. It’s a distribution tool. No option for interaction &amp; communication.</td>
<td>Not directly. Option is to link to external student e-portfolios or blogs.</td>
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<td>Limited because students cannot start new topics. Tip: Set up another Forum.</td>
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<td>No. Students can collaborate &amp; explore topics, discuss them &amp; write together.</td>
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<td>None. This is not a learning activity, but information transfer.</td>
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</table>

## Ease of use

- A: Simple, easy.
- B: Average.
- C: Hard, difficult.

## Assess learning

- A: Always.
- B: Sometimes.
- C: Never.

## Communication & interaction

- A: Always.
- B: Sometimes.
- C: Never.

## Create content

- A: Always.
- B: Sometimes.
- C: Never.

## How to use this guide

- Are you a teacher new to Moodle? Use this guide to pick the right tool for the job.
- Need more Moodle help?
  - Moodle community at www.moodle.org
  - Download Using Moodle book (it’s free!)
  - @lasic’s 2 Minute Moodle videos
  - @moodlemann blog: www.moodlemann.com
  - Go meet your friendly e-learning, flexible learning or educational technology team. Buy them a coffee!