

Global Open Access Learning System

LESSON USER MANUAL



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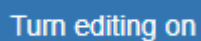
Bahagian Multimedia &
Teknologi Pengajaran, SDEC

1.0 Setting up a lesson

Lesson module enable teachers to create very simple sequences, or can set up complex, many-branched structures that tailor the learning very closely to students' needs. This is useful when you are, for example, orienting a class of students in your course whose basic knowledge level you are unsure of; you can lead students through the information, indicate to those with less knowledge the kinds of reading they should do to catch up, or direct those who find the questions impossible to contact their tutors for assistance.

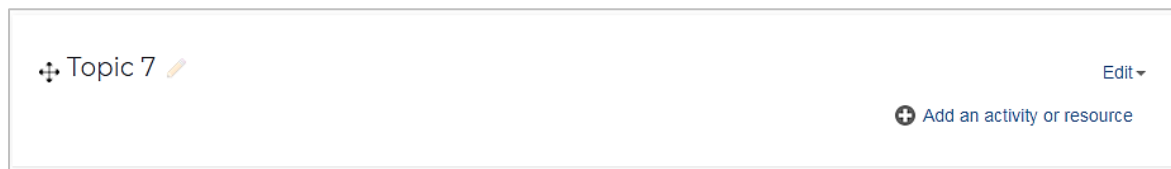
Step 1:

On your course home page, click **Turn editing on** (top right). Editing icons and links will appear.

A blue rectangular button with the text "Turn editing on" in white.

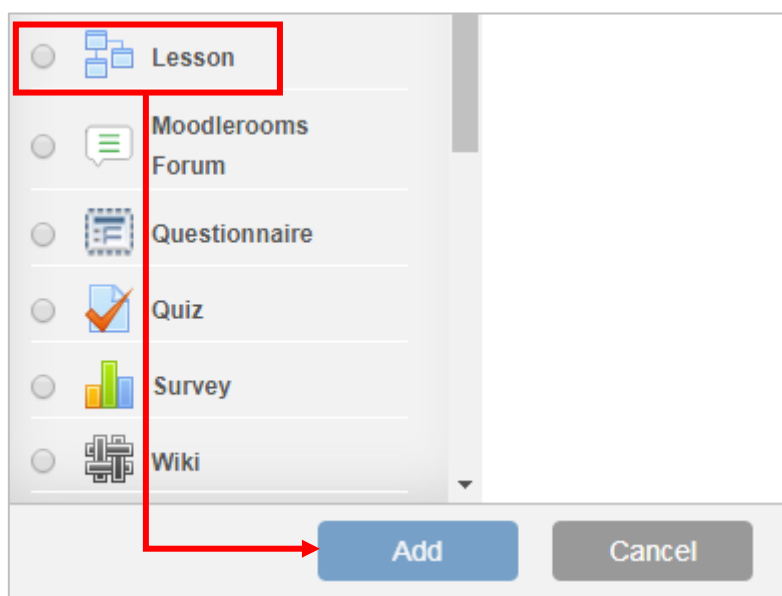
Step 2:

Locate the Topic or Weekly Section where you will add the lesson



Step 3:

In the Section, click **+ Add an activity or resource**. The Add an activity or resource chooser will open. Select **Lesson** and click add.



Step 4:

On the adding a new Lesson page, enter a Name and an optional Description.

The screenshot shows the 'General' section of a lesson creation form. At the top, there is a 'Name' field with a red asterisk, which is highlighted by a red box and a red arrow. Below the 'Name' field is the 'Description' field, which includes a rich text editor toolbar with icons for font color, background color, bold, italic, text color, bulleted list, numbered list, underline, strikethrough, subscript, superscript, link, unlink, image, video, audio, equation, table, and undo/redo. The description field itself is a large text area below the toolbar.

Step 5:

Under **Appearance:**

- If desired, attach the appropriate media file to display as a File pop-up at the start of a lesson. Every page of the lesson can include a link to re-open this pop-up if you want.
- Select whether you want to display a **Progress bar** at the bottom of the lesson pages, showing the percentage of the course that the user has completed.
- Select whether you want each page to **Display ongoing score**, that is, the user's points earned thus far.
- Select whether you want to **Display menu** containing a list of lesson pages.
- If you wish, set a **Minimum grade to display menu**. You might want students to go through the entire lesson the first time, then on achieving the desired grade the left menu becomes available to them to use for reviewing.
- Select whether the lesson is to display as a **Slideshow**, with a fixed width and height.
- The **Maximum number of answers** only affects what the teacher sees; use it to specify the maximum number of answer options that can be used in a lesson. For example, if you are only using True/False questions, you can set this to 2
- Select whether you want to **Use default feedback**, i.e. "That's the correct answer/That's the wrong answer", for any questions asked.
- If you want to present, at the end of the lesson, a **Link to next activity**, select that activity from the drop-down list.

▼ Appearance

Linked media

Files

Progress bar

Yes ▼

Display ongoing score

No ▼

Display menu

Yes ▼

Minimum grade to display menu

0% ▼

Slideshow

No ▼

Maximum number of answers

4 ▼

Use default feedback

No ▼

Link to next activity

None

Step 6:

Under **Availability**:

- Enable and complete the **Available from** and **Deadline** fields.
- Enable and set a **Time limit** if required.
- If you wish, make this a **Password** protected lesson by selecting Yes and entering a Password.

▼ Availability

Available from

1 ▼

April ▼

2020 ▼

11 ▼

30 ▼

☒ Enable

Deadline

2 ▼

April ▼

2020 ▼

11 ▼

55 ▼

☒ Enable

Time limit

1

hours ▼

☒ Enable

Password

[Click to enter text](#)

Step 7:

Under **Flow control**:

- Select whether to **Allow student review**, i.e. students can go back through the lesson before exiting.
- Select whether you want to **Provide option to try a question again** with no point credit, if a student answers a question wrongly.
- Set the **Maximum number of attempts** at each question. When this maximum is reached, the next lesson page will display.
- Select the **Action after correct answer**. The options are as follows:
 - ✓ **Normal** = the next page in the lesson is shown
 - ✓ **Show an unseen page** = pages display in random order; no page displays twice
 - ✓ **Show an unanswered page** = pages containing unanswered questions display again, in random order
- If you selected anything other than Normal in the previous field, set the **Number of pages to show** in the course of a lesson. If you set this to 0, all pages are shown.

▼ Flow control

Allow student review ?

No ▼

Provide option to try a question again ?

No ▼

Maximum number of attempts ?

1 ▼

Action after correct answer *

Normal - follow lesson path ▼

Number of pages to show *

1 ▼

Show less...

Step 8:**Under Grade:**

- Select the maximum **Grade** that can be attained in the lesson.
- Select the **Grade category**.
- Select whether you want this to be a **Practice lesson**, i.e. not to display in the Gradebook.
- If you enable **Custom scoring**, you can give each answer an individual numerical point value, positive or negative.
- With **Re-takes allowed**, students can attempt the lesson more than once.
- If you selected Yes for **Handling of re-takes**, select whether you want the mark for the lesson to be the main mark or the maximum of the student's attempts.
- If you wish, set the **Minimum number of questions** to be used to calculate a mark. If the lesson contains one or more content pages, leave this setting as 0. If you set it to another number, add the following text to the lesson's opening page: "In this lesson you are expected to attempt at least [chosen number of] questions. You can attempt more if you wish; however, if you attempt fewer than [chosen number], your grade will be calculated as though you attempted [chosen number]."

Grade

Grade ?

Type Point ▾

Scale Default competence scale ▾

Maximum grade 100

Grade category ? Uncategorised ▾

Grade to pass ?

Practice lesson ? No ▾

Custom scoring ★ ? Yes ▾

Re-takes allowed ? No ▾

Handling of re-takes ★ ? Use mean ▾

Minimum number of questions ★ 0 ▾

?

Step 9:

Click **Save and display** when you are done editing settings.

Save and return to course

Save and display

Cancel

2.0 Build a lesson

Step 1:

On your course page, click the link to the lesson activity (not the Edit icon).

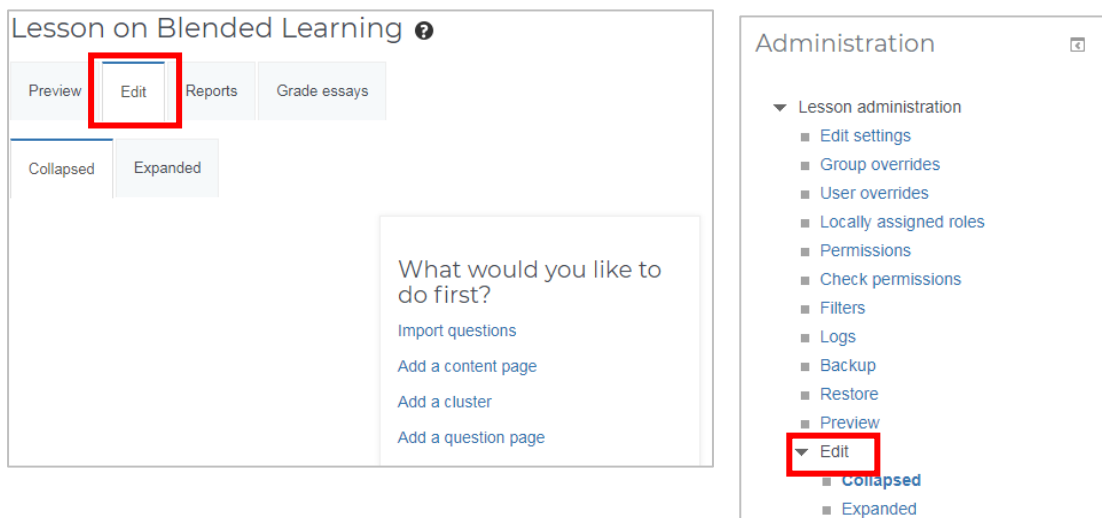


Step 2:

Planning your lesson as a lesson is made up of pages which may have content for the student to read or questions for them to answer. The questions can be created by the teacher or imported. The teacher decides the order in which these pages appear.

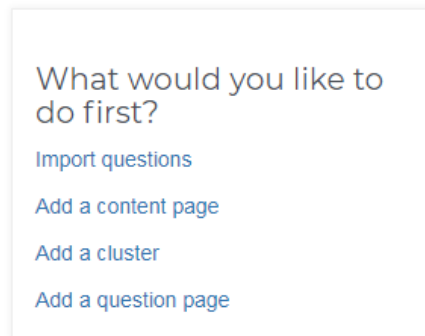
Step 3:

Click **Edit** in the **Lesson Administration** block or by default Edit tab in the Lesson page was selected.



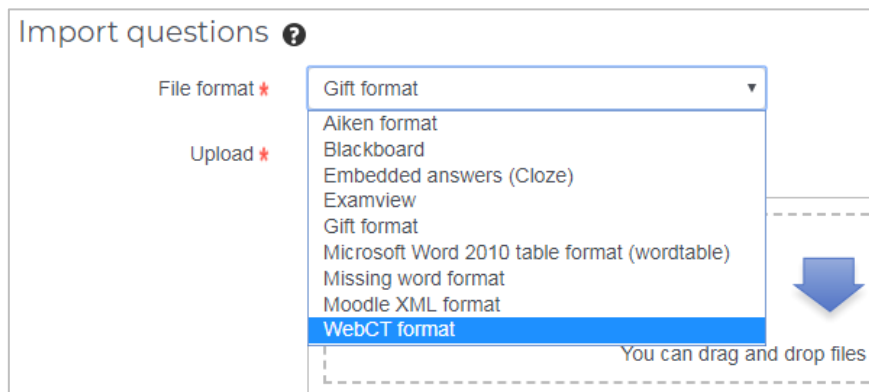
Step 4:

Adding content and questions to your lesson by following this setting:



- **Import questions**

If you have some questions in the following formats, you can import them to use in your lesson by clicking the Import questions link



- **Add a content page**

- ✓ This is a page where a teacher can provide information to move the lesson forward but without requiring the student to answer specific questions.
- ✓ The student sees the page's title, some information and then one or more buttons at the bottom to select.
- ✓ When the student clicks on a button, they go to the next page but their choice is not scored.

- **Add a cluster**

A cluster is a group of question pages which will be offered randomly to a student as they work through the lesson. It is best if you have made the question pages beforehand and can then decide where to mark the start and end of the cluster. The start is marked by a "cluster" page and the end by an "end of cluster" page

- **Add a question page**

From this link you can choose from a variety of question types which will then be added as pages to your lesson.

Step 5:

Firstly, you must setup structure of your question. For this sample, was shown in the table below:

Page title	What is Definition of Blended Learning
Page contents	<p>Blended learning is a course that have a mix of online mod learning approaches with f2f learning mode where 30% - 79% of course is presented online.</p> <p>What is component of Blended Learning rubric?</p>
Answer 1	Information, Resources, Activities, Assessment
Response	Right. Blended Learning consist of 4 Component: Information, Resources, Activities, Assessment

Define award for the correct answer. You may just leave 1 point by default.

Answer 2	Padlet, Youtube, Moodle
Response	Wrong. All of these are the tools for develop content for Blended Learning course

Make sure there are no points given, as this answer is wrong.

Step 6:

Create a Question Page. Our sample of lesson starts with the question, “What is Definition of Blended Learning”. To add it, click **Add a question page** in the Actions column. In the new window, select a question type; select Multichoice for the sample and click Add a question page.

Lesson on Blended Learning ?

Select a question type Multichoice ▼

Add a question page Cancel

▼ Create a Multichoice question page

Page title ★ What is Definition of Blended Learning

Page contents ★

Ff ▼
A ▼
B
I
A ▼
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🔗
🖼️
📺
📄
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📊

Blended learning is a course that have a mix of online mod le
- 79% of course is presented online.

What is component of Blended Learning rubric?

▼ Answer 1

Answer ★

Ff ▼
A ▼
B
I
A ▼
☰
☷
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☞
X₂
X²
☰
☷
☷

↔
↔
🔗
🔗
🖼️
📺
📄
√
Ω
📊
T_x
↶
↷
👁️
👂
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Information, Resources, Activities, Assessment

Response

Ff ▼
A ▼
B
I
A ▼
☰
☷
U
☞
X₂
X²
☰
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Right. Blended Learning consist of 4 Component: Information, Resources, Activities, Assessment

Jump ? Next page ▼

Score ? 1

▼ Answer 2

Answer ★

Padlet, Youtube, Moodle

Response

Wrong. All of these are the tools for develop content for Blended Learning course

Jump ? This page ▼

Score ? 0

You should get the following question page. After done adding your questions, click Save page.

Save page Cancel

Step 7:

Then, to create a content page **Click Add a content page** to create one, then enter a page title and its contents.

Below, you'll also see a Content 1 (Content 2, Content 3, and so on) section. Using these fields, you can set up navigation within a lesson. Each Content is a button that forwards a learner to another slide of the lesson. For instance, you can create buttons for every page of the lesson, so learners will be able to jump from the first page to the last one. If you prefer closed navigation and don't fill in the Content fields, then learners will have to study the pages one by one.

▼

Editing a content page

Page title *

Definition of Blended Learning

Page contents

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Blended learning is a course that have a mix of online mod learning approaches with f2f learning mode where 30% - 79%

☒ Arrange content buttons horizontally?

☒ Display in menu?

▼

Content 1

Description *

Next

Jump

Next page ▼

For our sample course, we'll set up closed navigation and create just one button, Next, that leads to the next page.

Step 8:

Create the rest of the pages using the lesson source file. Also, don't forget to create the Next button by entering the word Next in the Content 1 description and choose to jump to Next page on each new page you add.

▼ Content 1

Description *

Next

Jump

Previous page ▼

In the end, you should get the following structure:

Page title	Page type	Jumps	Actions
Definition of Blended Learning	Content	Next page	<div> <div> <div>↑↓</div> <div>✎</div> <div>📄</div> <div>🔍</div> <div>✖</div> </div> <div>Add a new page... ▼</div> </div>
Test 1	Multichoice	Next page Web 2.0 tools	<div> <div> <div>↑↓</div> <div>✎</div> <div>📄</div> <div>🔍</div> <div>✖</div> </div> <div>Add a new page... ▼</div> </div>
Web 2.0 tools	Content	Previous page	<div> <div> <div>↑↓</div> <div>✎</div> <div>📄</div> <div>🔍</div> <div>✖</div> </div> <div>Add a new page... ▼</div> </div>
Blended learning Pros & Cons	Essay	End of lesson	<div> <div> <div>↑↓</div> <div>✎</div> <div>📄</div> <div>🔍</div> <div>✖</div> </div> <div>Add a new page... ▼</div> </div>