

LMS Bingo

We are going to play a bingo style game. You will receive a 4x4 bingo card. The object of the game is to have 4 tasks completed in a row on your bingo card. This activity is intended to help you find your way around the LMS (Learning Management System). You can either show what you can do on the LMS to another participant. Or witness another participant demonstrate to you what they know. Once you have either found a demonstrator or have got someone to witness the task being completed by yourself, write the demonstrator or witness's name on the dotted line and get them to sign. When you have 4 in a row shout #BINGO!

Pre-requisites

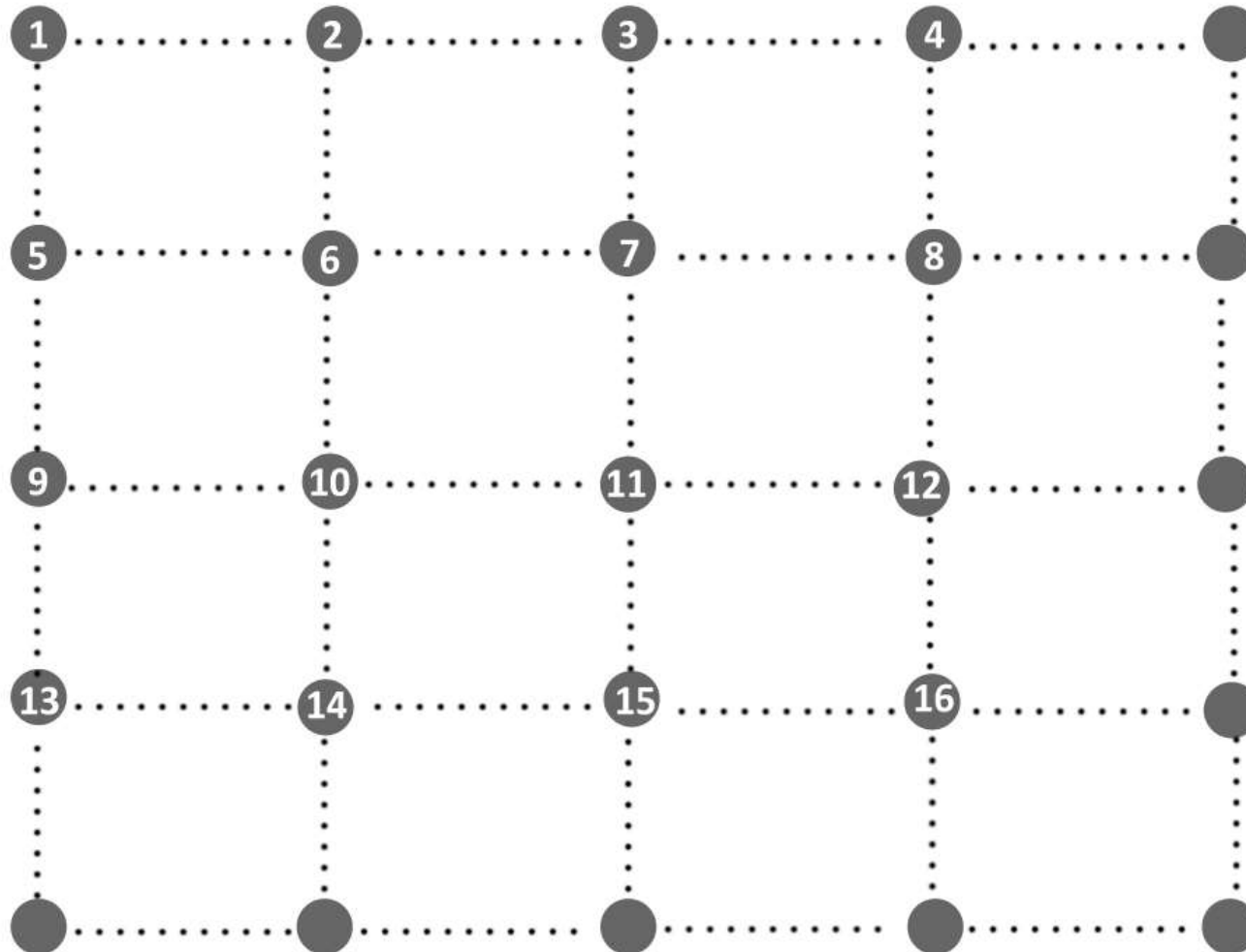
- You must be able to login to the LMS
- You must have a digital device that can connect to the Internet

Rules

- You can only use one person's name in a vertical. Horizontal or diagonal row
- You may only have your own demonstration twice in a row.
- The game stops when someone shouts BINGO

Tasks

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| 1. Login to the LMS | 13. Introduce yourself using 7 words on the LMS discussion board / forums |
| 2. Upload a Bio Photograph to My profile | 14. Post, store and share a PowerPoint presentation |
| 3. Drag and drop multiple files into a course | 15. View the names of other course participants on the LMS |
| 4. Create a hyperlink within your course site | 16. Logout of the LMS |
| 5. Upload a PDF file to the LMS | |
| 6. View and edit a site on the LMS | |
| 7. Locate the LMS calendar and add an important deadline to your course | |
| 8. Move resources or activities in a course page | |
| 9. Set up a class netiquette using the Wiki | |
| 10. Complete a true or false quiz | |
| 11. Add chat to your course site | |
| 12. Access the http://www.judiciary.org.za website via the LMS | |



1 Login to the LMS

1. Open your web browser (Chrome, FireFox & the latest version of Internet Explorer)
2. Enter the website address - <http://ocjooo-intranet/moodle/server/moodle/login/index.php>
3. Locate the login link or button (usually top right)
4. Login using your supplied login name and password.

2 Upload a Bio Photograph to your profile

1. Find an image file of yourself on your computer (the phot name will end in either .jpg or .png).
2. Open your web browser, navigate to the LMS and login
3. On your course home page, click "Turn Editing On" (top right).
4. Select the "Edit Profile" link accessed from the profile page
5. Look through the 6 sections and locate the heading "User Picture"
6. Select the image file by clicking the "Choose a File" button
7. To upload the image file to the LMS, click the "Upload a file" button
8. The file picker will open.
9. Double-click to select the image file to upload. You will be returned to the file picker window.
10. In the file picker window, leave the "Save as" field blank and click "Upload this file".
11. Then click "Update Profile" button.
12. The uploaded image file will be cropped to a square and resized down to 100x100 pixels.
13. When you are taken back to your profile page, the image might not appear to have changed. If this is so, just use the "Refresh" button in your browser
14. Remember to click 'Update profile' when you have finished.

3 Drag and drop multiple files into a course page.

1. Locate the files you wish to upload to the LMS.
2. Open your web browser, navigate to the LMS and login
3. On your course home page, click “Turn Editing On” (top right).
4. Locate the Topic or Weekly Section where you wish to add the files.
5. Scroll down (if needed) so that you can see the bottom of the Topic or Weekly Section. New resources will always be added to the bottom.
6. Arrange your computer desktop windows so that you can view both your browser window and your located files on your computer.
7. Hold down the CTRL key and click the file names then drag into the Section in Moodle. The words "Add file(s) here" will show where the files will appear in the course section when you release your mouse button.
8. The file(s) will be titled for the file name (without a file extension, i.e., no .pdf).

4 Create a hyperlink within your course site

1. Identify the site URL (<http://www.link.name.com>) you wish to link to.
2. On your course home page, click “Turn Editing On” (top right).
3. Locate the Topic or Weekly Section where you wish to add the hyperlink
4. On the far right of the page resource row click Edit
5. Enter the site name in the page content textbox. The name you enter will display as a link to the URL on your main course page
6. Drag the cursor to select the site name text have entered and would like to link to.
7. Look at the editor options and click the hyperlink button
8. The Create Link pop-up window will open. Enter the site URL.
9. Click Create Link. The Create Link window will be closed.
10. The selected text will now be hyperlinked and text will appear in a new colour.
11. Click Save and return to course.
12. Remember to click the new link to ensure it opens correctly.

5 To upload a file (PDF, DOC, PPT etc) to the LMS

1. Identify the file you wish to upload.
2. On your main course page, click “Turn Editing On (top right).

3. Locate the Topic or Weekly Section where you will add the file.
4. At the bottom right of the section, click + Add an Activity or Resource.
5. Scroll down to the Resources heading and select File. Then click Add. The Adding a new file page will open.
6. On the Adding a new File page, enter a title for your identified file in the Name field (required). The name you enter will display as a link to the file on your main course page.
7. Under the Content heading, in the Select files area, click the Add
8. The File picker will open.
9. To search for a file on your computer, select Upload a file (at left), then click Browse or Choose File (depending on your browser).
10. Click 'Browse' or 'Choose file' (Click to enlarge)
11. Double-click to select the file to upload. You will be returned to the File picker window.
12. In the File picker window, leave the Save as field blank and click Upload this file. You will be returned to the Adding a new file page.
13. Scroll down to the bottom of the page and click Save and return to course. You will be returned to your main course page.
14. Click the file link to make certain the file opens properly.

6 Add or edit a page on the LMS

1. Identify what you want to put on a new page
 2. On your main course page, click Turn editing on (top right).
 3. In the appropriate section, click “Add an activity or resource”.
 4. Choose Page from the Resources options, then click Add.
 5. Fill out the settings for your page. The two instructions below are mandatory
 - a. Enter a Name for the page in the textbox.
 - b. In the Page content textbox, add content by entering text directly, or copy/paste from a text file. Other formatting options can be found on the textbox menu bar.
 6. Click Save and return to course.
 7. Click Turn editing off and review the changes.
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1. Identify which page you would like to edit
 2. On your main course page, click Turn editing on (top right).
 3. On the far right of the page resource row click Edit then select Edit Settings.

4. Make any needed changes in the Page content textbox.
5. Click Save and return to course.
6. Click Turn editing off.

7 Add an important deadline to your course using the calendar

1. Note the deadline that you would like to add
2. On your main course page, click Turn editing on (top right)

If you can see the calendar, then add an event to the calendar. If not, then you will have to add a calendar block (find the Add a block and select calendar from the drop-down list)

1. Click the month title in the calendar (or click Go to calendar in Upcoming events)
2. Scroll to the relevant month and click New event.
3. Select the type of event (course, group, user), provide an Event title and add a description if required.
4. Scroll down and add the Date and time. Use Duration and Repeated events if relevant. Save changes.
5. The event will appear as below – in detailed form and with a highlighted date in the month view calendar.
6. Each type of event has its own colour code. Use the links in EVENTS KEY if you wish to hide any of them from your personal version of the calendar.

8 Re-order and move resources or activities in a course page

1. Identify the items on the course page that you wish to re-arrange
2. Click Turn Editing On (top right). Editing icons will appear.
3. To drag-and-drop, click and drag the Move icon at the left of the item link. As you drag, Moodle will dim the items under the item you are dragging.
4. Release the mouse to drop the item in a new location.

9 Set up a class netiquette using the Wiki

1. On your main course page, click Turn editing on (top right).
2. In the section you wish to add your wiki, click the "Add an activity or resource" link
3. In the "Add an activity" choose Wiki.
4. This will take you to the wiki settings page titled "Adding a new wiki".
5. Give the Wiki a name. This name will appear as the link on the course page
6. Explain the purpose of your wiki
7. Choose the "Collaborative wiki" where students work together on a single wiki.

8. Set the first page name
9. Click Save and return to course.
10. Click Turn editing off and review the changes.

10 Complete a true or false quiz

1. Locate the quiz questions you wish to include
2. Identify the section where you would like to add the quiz.
3. On your main course page, click Turn editing on (top right).
4. Navigate to the section in which you would like to add the Quiz activity. Click on Add an activity or resource
5. Select Quiz from the list of options.
6. Enter the name of the quiz that will be displayed on the course page
7. Once you have finished configuring the Quiz activity, click Save and display
8. You will be returned to the module page.
9. No questions have been added yet.
10. To begin adding questions click on the "Edit Quiz" link. This opens the quiz editing page where you can begin adding questions to your quiz
11. Click "Add new question".
12. From the list select a the multiple choice question type and then click Next.
13. In question text, write the true or false question text.
14. Click Save changes.
15. Repeating the above steps, you can now continue to add additional questions to your quiz.
16. You can preview individual questions by selecting the preview option when on the edit quiz screen.

11 Add chat to your course site

1. On your main course page, click Turn editing on (top right).
2. Open the relevant section, click on Add an activity or resource. Select Chat and then click Add
3. Name the chat room so that its purpose is obvious.
4. Describe the chat room. You could add any etiquette rules here or suggestions for use.
5. Decide how you would like the chat room to be accessed. You can either schedule sessions or you can leave the room open for discussions to take place at any time.
6. Click on Save and display. A link will be created to the activity.

12 Link to the <http://www.judiciary.org.za> website via the LMS

1. Copy the site URL () you wish to link to.
2. On your course home page, click “Turn Editing On” (top right).
3. Locate the Topic or Weekly Section where you wish to add the hyperlink
4. On the far right of the page resource row click Edit
5. Enter the site name (Judiciary) in the page content textbox. This name will be displayed as a link to the URL on your main course page
6. Drag the cursor to select the site name text have entered and would like to link to.
7. Look at the editor options and click the hyperlink button
8. The Create Link pop-up window will open. Enter the site URL.
9. Click Create Link. The Create Link window will be closed.
10. The selected text will now be hyperlinked and text will appear in a new colour.
11. Click Save and return to course.
12. Remember to click the new link to ensure it opens correctly.

13 Introduce yourself using 7 words on the LMS discussion board / forums

1. On your main course page, click Turn editing on (top right).
2. Click on a section header to open the section where you want the forum to be located.
3. Click Add an activity or resource.
4. Choose Forum from the Activities list and click Add.
5. Type in a meaningful name for the Forum.
6. Set the Forum type to Standard forum
7. In the description, give instructions indicating the forum's purpose (e.g. Introduce yourself).
8. Save your forum by clicking “Save and display” to view the Forum.
9. To start a new thread, click on the Add a new discussion button.
10. Give your topic the title and then introduce yourself using seven words
11. Click the Post to forum button.
12. Click on Forum title in the breadcrumb trail to see how the message is displayed

14 Share an embedded PowerPoint presentation

1. On your main course page, click Turn editing on (top right).
2. Click on “Add an activity or resource”.

3. Under Resources, select the Label resource and click Add.
4. Click the Toggle Toolbar icon (Toolbar Toggle) to expand the editor options.
5. Click the button labelled < >, a HTML editor window will open.
6. Go to <http://www.slidehsare.net> and identify the video you want to embed.
7. Under the presentation, locate the “Share button” and select Embed button.
8. Copy the iframe code. It looks something like this `<iframe src="//www.slideshare.net/slideshow/embed_code/" width="595" height="485"></iframe>`
9. Paste the code from YouTube here and click Update.
10. Click Save and return to course. The embedded video will show in the Label.

15 View the names of other course participants on the LMS

- On your main course page, click Turn editing on (top right).
- Scroll down the page until you find the Add a block on the right-hand column.
- Select People from the drop-down list.
- The People block will now be added to your module at the bottom of the right-hand column.
- The People block contains the list of participants.
- View participants' profiles by clicking on their name or picture.

16 Logout of the LMS

1. Within your web browser (Chrome, FireFox & the latest version of Internet Explorer)
2. Navigate to the main course page of Moodle
3. Click on the word “Logout”
4. When you have successfully logged out you will see the word "Login" displayed in the top right hand corner of the screen