

educability

BUILDING THE CAPACITY OF EDUCATORS & LIBRARIANS IN INFORMATION LITERACY

Project number: 2020-1-CY01-KA202-066032/1



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I03/A2 Moodle Guide

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Purpose of the Moodle Guide

The Moodle Guide is produced by the Intellectual Output 3 (IO3) - *Virtual Learning Environment & Web Portal for the Information Literacy Training Package (ILTP)* - led by UC3M & CSI and agreed upon by all partners.

The first draft of the Guide was created by UC3M by providing a number of instructions about editing in Moodle. The second draft of the Guide was created by CSI by expanding on its content, structure, and visual identity. The third and final draft of the Guide was again created in collaboration of the two partners; UC3M provided further useful information on editing in Moodle, and CSI incorporated these steps into the Guide by working on the text, structure, and appearance.

The primary purpose of the Guide is to provide the partners of EDUCABILITY, who have course creator access, guidance and assistance on how to transform the static text of their courses (IO2) into interactive learning material in the Moodle platform of the project (IO3). UC3M & CSI will monitor the progress of IO3 always in relation to the guidelines offered in this document. An electronic helpdesk (via Freshworks) has also been created to further facilitate the process.

In conclusion, this Guide aims to ensure the overall, successful, and efficient implementation of the IO3 of the EDUCABILITY project.



1. Accessing and Working with Moodle

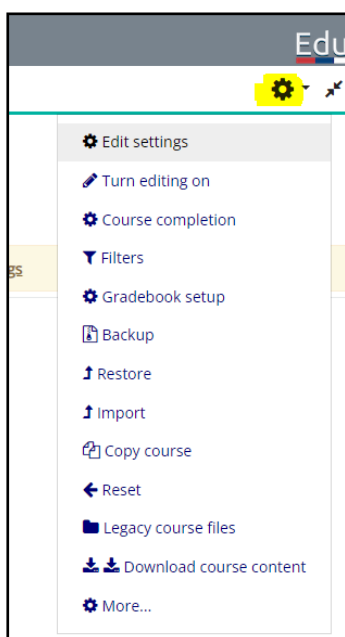
1.1. Access as administrator

All partners were given access as administrators to the Moodle platform of the Educability project so that they will be able to virtually create their courses based on their original form as static text. The first step is to visit the platform via this link <https://vle-educability.uc3m.es/> and Log In by clicking on the relevant button at the top right-hand corner of the page. There are two options, Log In and Log in as a guest. Please select the Log In option in order to be able to create a course.



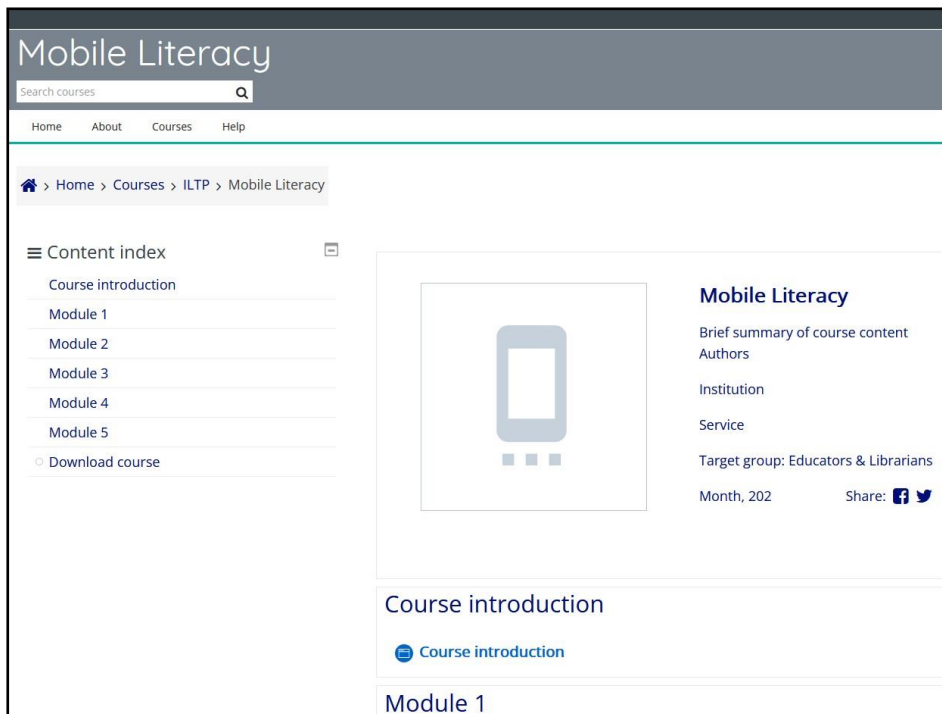
1.2. Editing

To create a course and to edit its content, click on the Gear icon below the Educability symbol at the right-hand corner of the page, and then, click on the option “Turn editing on”. Once this is done, you will notice that the outlook of the page has changed and a number of other editing options have appeared. For example, you will be able to select the option “Add an activity of resource” in order to upload a file, a picture, a video, etc., in your course.

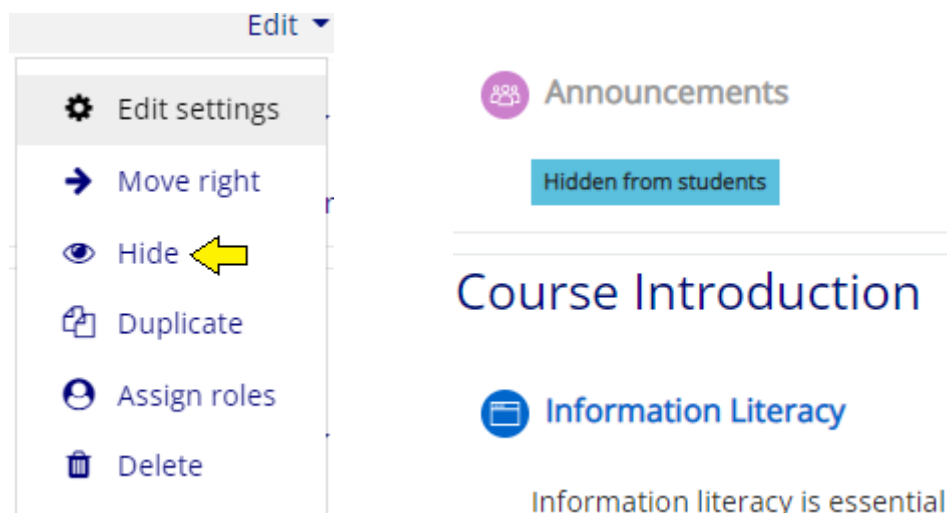


1.3. Course Presentation and Structure

For purposes of uniformity as well as effective implementation, all courses will need to follow the same structure. Therefore, you will need to develop your courses based on the suggested skeleton structure that is presented in the platform. Each course will be separated into three sections, namely **(a) Information about the topic** that the course is focused on, **(b) Activities**, and **(c) Complementary Material**.



NOTE! At the top of each course, in the introduction section, the Announcements forum is displayed by default, when we are editing. To avoid deleting it altogether, it is better to simply set it as hidden. To do this, we click on Edit next to Announcements, and from the menu that will appear, we select Hide. We can do this action with everything we would like to hide in a course.



1.4. Moodle Text Editor (Atto)

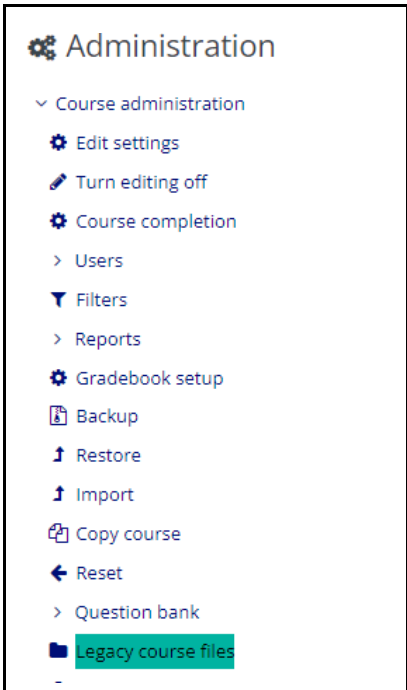
As complementary assistance to the present Guide, the Atto text editor is a suggestion that will further help you with entering content in your courses. The Atto text editor offers detailed guidance on how to edit content in Moodle, so we strongly advise that you take a look at it and read through it. You will be able to locate this information by visiting this link:

[https://docs.moodle.org/311/en/Atto_editor#The Atto text editor](https://docs.moodle.org/311/en/Atto_editor#The_Atto_text_editor)

1.5. How to organize the documents of a course

Although various types of documents can be uploaded in the Moodle platform, the suggested file format to primarily use when uploading documents in your courses is **PDF** rather than Word documents or PowerPoint presentations, etc.

Also, to better organize your documents when uploading them to the platform, we advise you to first add them in the “Legacy course files”.

 <p>The screenshot shows the Moodle Administration menu. The 'Legacy course files' option is highlighted with a green box. The menu items are: Administration, Course administration (with a dropdown arrow), Edit settings, Turn editing off, Course completion, Users (with a right arrow), Filters (with a downward arrow), Reports (with a right arrow), Gradebook setup, Backup, Restore, Import, Copy course, Reset (with a left arrow), Question bank (with a right arrow), and Legacy course files (highlighted).</p>	<p>Courses can include different types of documents in their pages.</p> <p>To organize your documents, add them first in the Legacy course files of the course.</p>
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1.6. Homepage

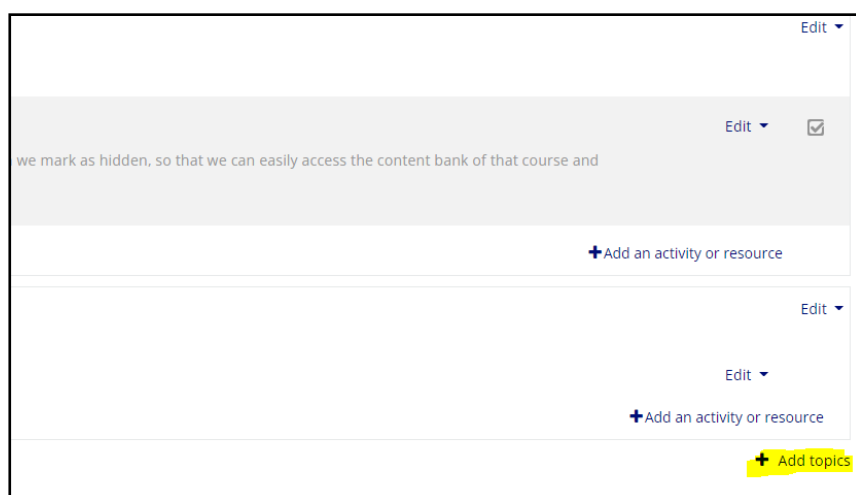
In the homepage, and in the overall platform, there are **two roles**, namely that of the user and that of the editor.

- The user has the ability to view the entire courses' material and structure, navigate through them, both through the body of the homepage (at the bottom) and in the Content index via Courses on the left-hand side. The user can read and interact with the material, but they cannot make any amendments to it.
- The editor has the ability to add sections in a course, edit them and their content, make them visible to the users or hide them, etc. The user can create and alter the whole essence of a course.

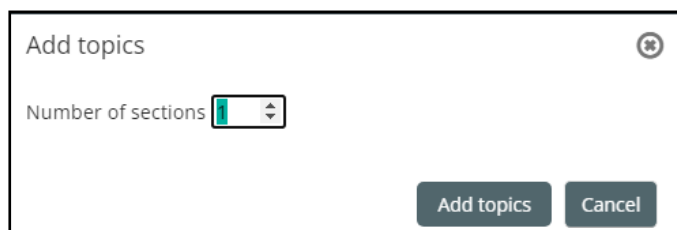


1.7. How to add sections to a course

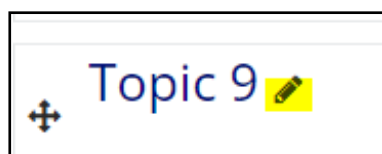
Once the “Turn editing on” option is enabled, we can create and/or alter the content of a course. To add a separate section in the same course (i.e. to organize the material of each theme or topic, etc.), we need to click on the “Add topics” option that we will find at the bottom of the page.



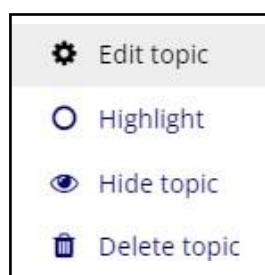
When we click on the “Add topics” button, we will have the option to either add only one new section or multiple new sections at the same time by simply selecting the number we want. If we are not sure at that moment if we want more than one new section, we will simply need to revisit this option at a later stage. When we decide on the number we want, we click on the “Add topics” button to confirm and for the section(s) to appear.



Once the new section is added, we can change its name by clicking on the pencil icon, then typing in the box the relevant title, and finally, clicking on the Enter button on our keyboard.



The **Edit** icon always appears on the right-hand side of each Topic. When we click on “Edit”, the following four options appear. If we click on “Edit topic”, we will be directed to another page, where we can type the title of the section as well as a summary of what the section will include. At the end, we click on “Save changes” and return to the course. When we click on “Edit”, we also have the ability to highlight, hide or delete the topic.



Lastly, there is also the option to reposition each section wherever we want in the course by dragging around the following icon:



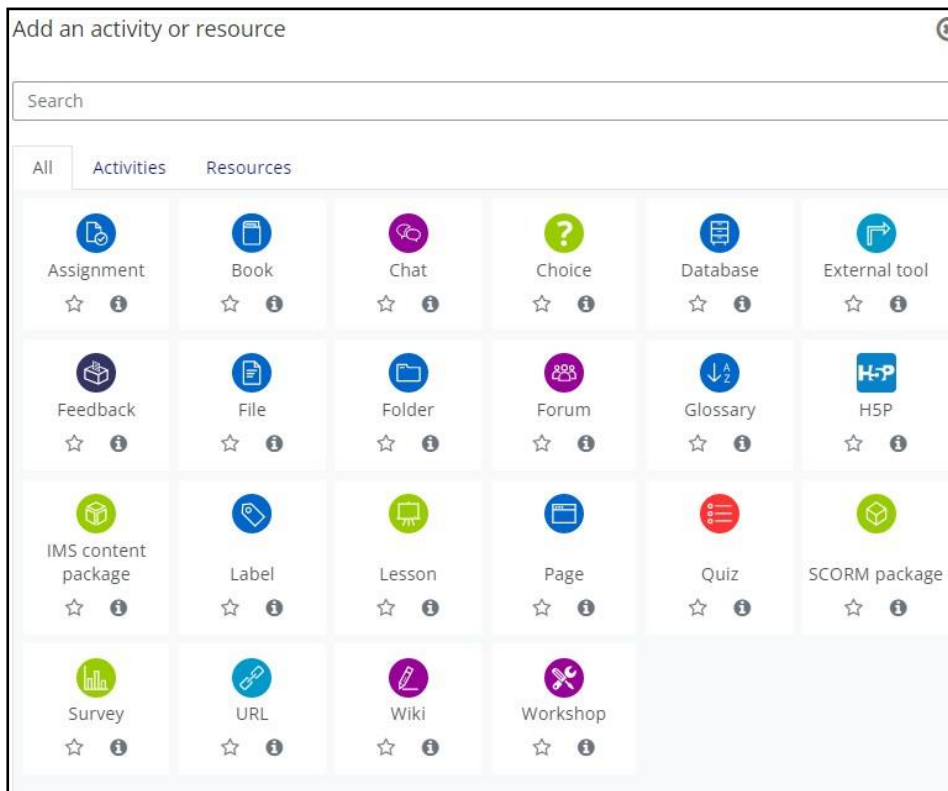
1.8. Add Activities and Resources within each Topic

In order to add an activity or resource, we need to go to the specific Topic that we would like to include it to and select the “Add an activity or resource” option from the right-hand side.



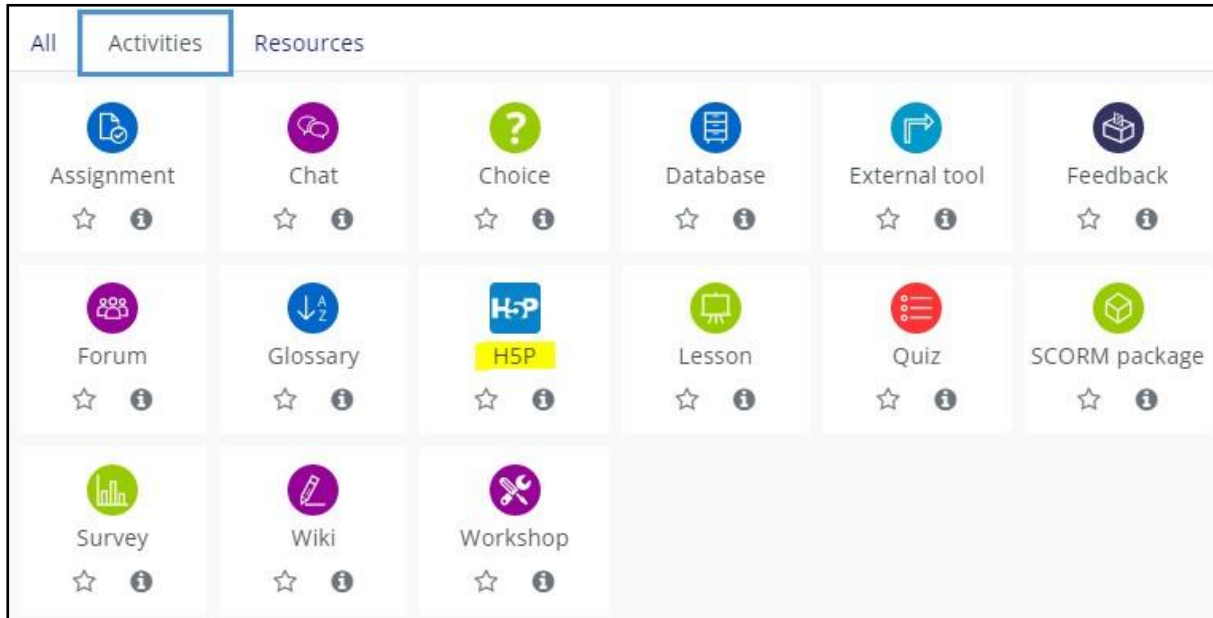
When we click on the “Add an activity or resource” option, a pop-up window will appear, where we will be able to view all the available activities and resources that we could potentially use. The screenshot in the next page shows what this pop-up window looks like. We then click on the activity or resource we would like to add to the course and start editing it accordingly.

If after adding an activity or resource, we would like to move it to another location within the course, we simply drag it around with this icon:



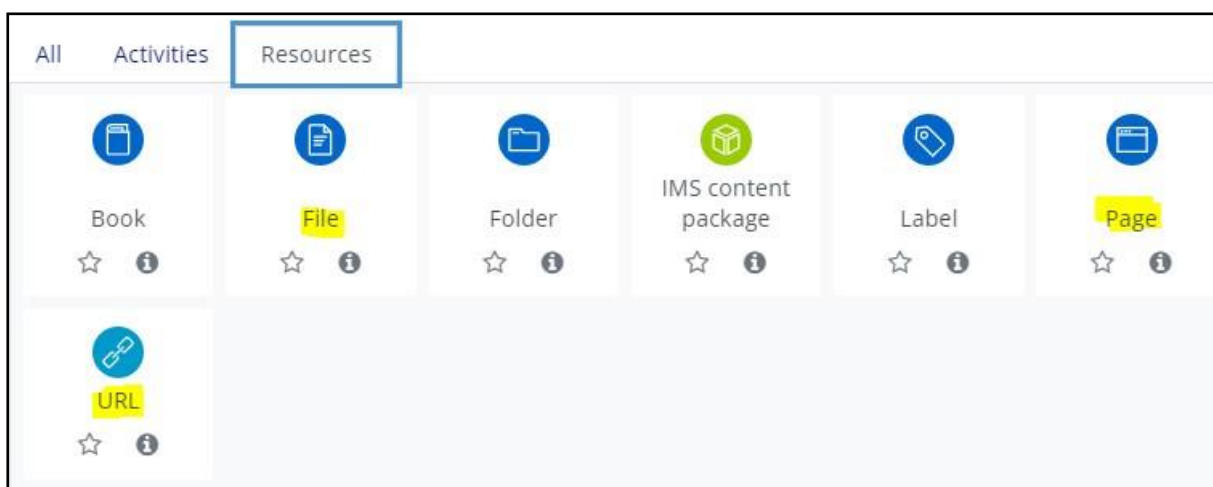
1.8.1. Activities

For the creation of the courses' activities, we will use only H5P. This Moodle Guide includes a separate section, where H5P is explained in detail. Here, in this section, we will take a look at the resources that we will primarily use for the creation of the content.



1.8.2. Resources

We have highlighted the resources that will be regularly used, namely the File, the Page, and the URL. The Folder is also a useful resource to use.



➤ **File:**

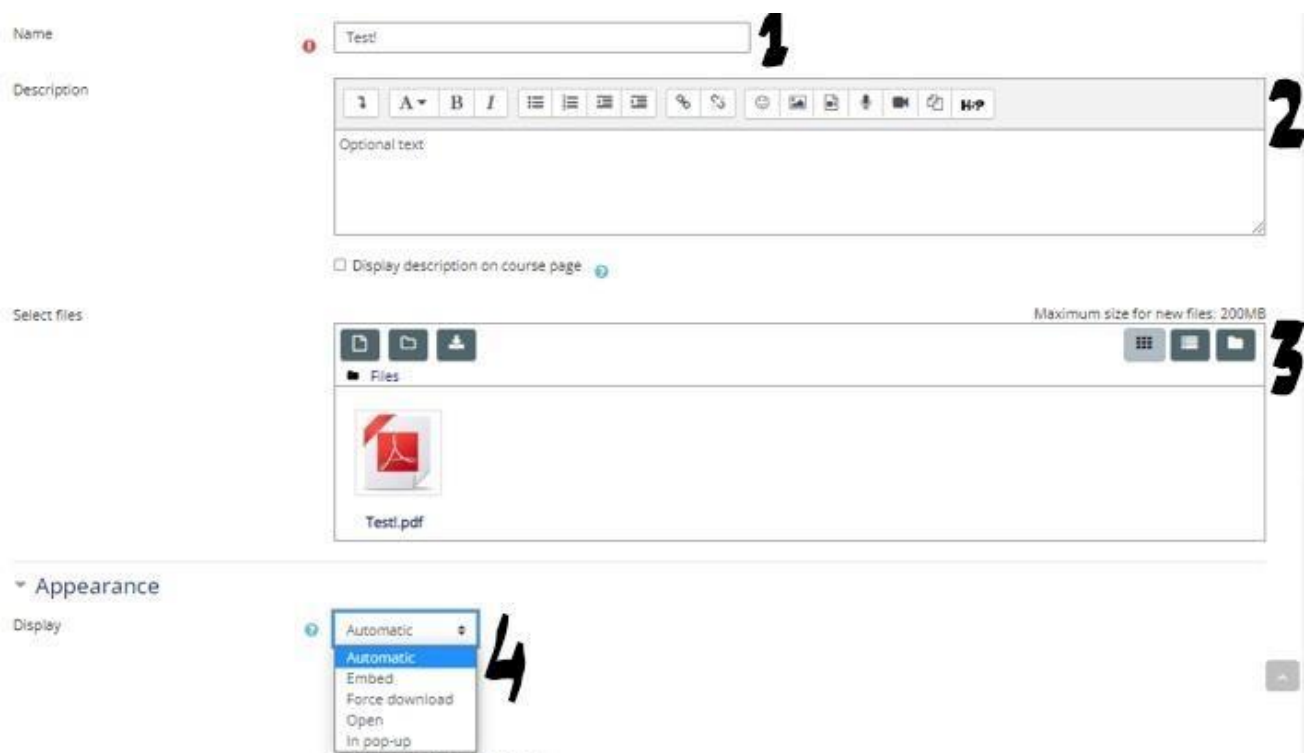
Whether it is reading material or a handout with activities, etc., it is best to upload to the courses **PDF** files rather than any other form of a file.

To add a File to a course, we click on “Add an activity or resources” and on its specific icon, and we will be directed to the Settings page, where we will need to add some information such as a Name and a brief Description. It is mandatory to type a Name, but it not necessary to type a Description.

Then, to upload a File, we can either drag and drop a document from our desktop, or we can click on “Add”, followed by “Upload a file”, followed by “Choose file”. Then, we select from our device the document we would like to share and we click on “Upload this file”.

In the Appearance section, we can either choose the Automatic option, which will direct the user away from the course’s main page, or the Embed option, where the document will open in a new page within the platform.

Finally, we click on “Save and return to course”.

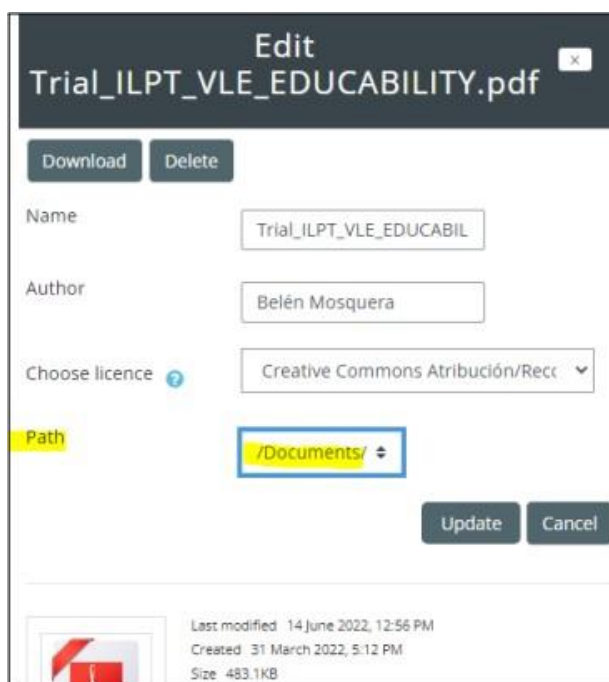


*This screenshot shows us how the Settings page for the creation of a File looks like.



NOTE 1 It is best to use underscores to separate words when we name a document we would like to upload as a File in Moodle; for example: Content_for_Moodle instead of Content for Moodle. This way, we avoid adding “dirty” code in the URL of the File.

NOTE 2 To change the path of a File, we should go to “Legacy course files” and select the File. From there, we will be able to change the path (see the screenshot below).



➤ **URL:**

We can use the URL resource to embed a video, a scholarly source, or a popular source into the course.

To add a URL, we click on “Add an activity or resources” and on its specific icon, and we will be directed to the Settings page, where we will need to add the relevant information, that is a Name for the video or source and its URL. It is optional to add a Description, so if we think it is important to share some information about the video or source, we can add them in that box.

In the Appearance section, we can either choose the Automatic option, where the video or source will be viewed away from the course and from its original location, or the Embed option, where the video or source will be viewed within the platform itself.

In the end, we click on “Save and return to course”.



▼ General

Name 1

External URL Choose a link... 2

Description

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 Display description on course page 4

▼ Appearance

Display

Automatic
 Automatic
 Embed
 Open
 In pop-up

 description 5

▶ URL variables

*This screenshot shows us how the Settings page for the creation of a URL looks like.

➤ Folder:

We can create a Folder if we would like to provide multiple documents about a certain theme/topic. For instance, instead of having ten documents displayed one after another in the course's main page, we can create a Folder and insert them all there in order for the material to look more organized.

To add a Folder to a course, we click on "Add an activity or resources" and on its specific icon, and we will be directed to the Settings page, where we will need to add certain information. We will start by typing the Name of the Folder, followed by a brief Description. Although the Name is mandatory, the Description is not.

To upload documents onto the platform and add them into the folder, we will go to the Content section and we will Drag & Drop the documents we want from the desktop of our device onto the box. For the displace of the folder, the option "On a separate page" is already preselected.

Finally, we click on "Save and return to course".



▼ General

Name 1

Description

2

Rich text editor toolbar with icons for undo, redo, bold, italic, list, link, unlink, image, video, H5P, and help.

Display description on course page

▼ Content

Files

Maximum size for new files: 200MB

3

Files

You can drag and drop files here to add them.

Display folder contents

4

*This screenshot shows us how the Settings page for the creation of a Folder looks like.

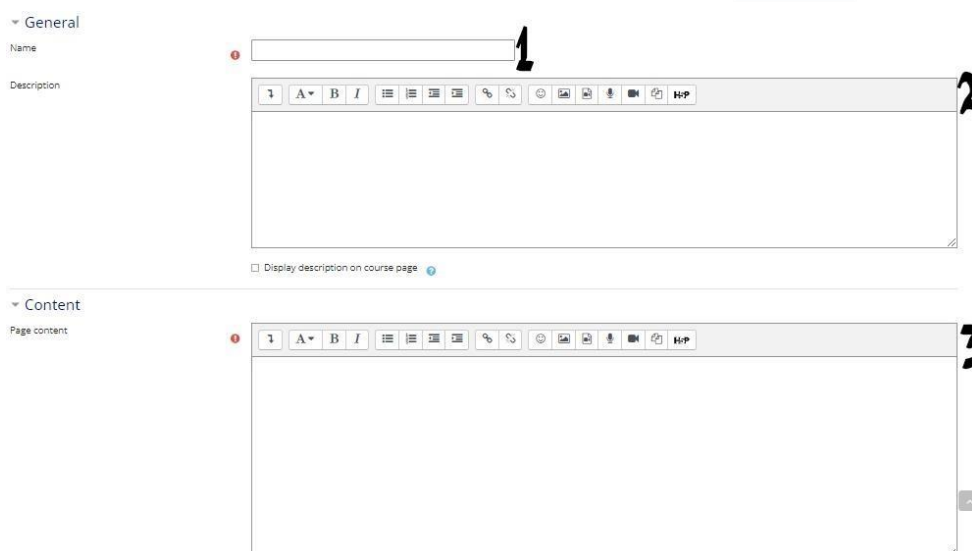
➤ **Page:**

We can create a Page if we would like to incorporate information/content onto the platform itself (rather than in a document). For example, we can create a Page to focus on a specific theme by typing some information about it, adding pictures, adding a list of videos, etc.

To add a Page to a course, we click on “Add an activity or resources” and on its specific icon, and we will be directed to the Settings page, where we will add the information we want. The boxes of the Name and the Content are mandatory. Once we type a title for the Page, we scroll down to the Content to add the material (i.e. typed text, videos via links, pictures, etc.). There is also the option to add an H5P activity.

Once we are done with the editing, we click on “Save and return to course”.





*This screenshot shows us how the Settings page for the creation of a Page looks like.

➤ Video in a Page:

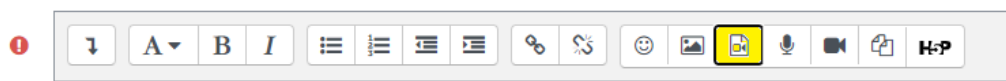
We can add a video in a Page and there are two ways to approach this action.

Method 1 of adding a Video in a Page:

Once we are in the Settings page (see previous screenshot), and after we type a Name for our Page, we go to the Content section, and at the toolbar menu we click on the option “Insert or edit an audio/video file” (see screenshot below).

Content

Page content



Once the “Insert Media” window appears, we click on the “Video” tab. The next step is to copy the link from the original location of the video we would like to add in Moodle and we paste it in the “Video source URL” box.

In the “Display options”, we will type a title and adjust the size of the video. It is best to add the dimension in only one out of the two boxes (i.e. 500) so that the video will be properly presented in the Page.

Finally, we click on the “Insert media” button.



Insert media ✕

Link
Video
Audio

Video source URL

Browse repositories...

Add alternative source ?

▼ Display options

Enter title

Size

x

Thumbnail URL

Insert media

Once we do that, the video will appear in the Content section in the Settings for the creation of a Page. In the Content, we can type some text to complement or explain the video we decided to add.

▼ Content

Page content

!

↕
A
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☰
☰
☰
🔗
🔄
😊
🖼️
📄
🎤
🎥
📄
H-P

This is a video about music.

▶ 0:00

🔊
🔄
⋮

In the end, we click on “Save and return to course” at the bottom of the Settings page and we will be able to view the video via the Page in Moodle.

This is a video about music.



Method 2 of adding a Video in a Page:

This is an alternative method to do this action and it is with HTML codes. We will use another YouTube [video](#) for this example. Again, in the Content section of the Settings page for the creation of a Page, we follow these steps (copy & paste in the following codes the link of the video you would like to add in Moodle, replacing the link that is used for this example):

- The html code that is added is this:

```
<p><br></p><a href="https://youtu.be/DXByRgWY3s8">Video</a><br>
```
- We can change the code to place the video on the left, or to vary its size, or to put a border:

```
<iframe src="https://www.youtube.com/embed/vGwemZhPlsA" float="left"
title="YouTube video player" allow="accelerometer; autoplay; clipboard-write;
encrypted-media; gyroscope; picture-in-picture" allowfullscreen="" width="560"
height="315" frameborder="0"></iframe>
```
- We can add the title before the iframe code:

```
<p>Video title</p>
<iframe src="https://...
```
- We can set a video to start at a specific second and end at another:

```
<iframe
src="https://www.youtube.com/embed/EH87LE_WeT4?start=58&end=6
5" title="YouTube video player" allow="accelerometer; autoplay; clipboard-write;
encrypted-media; gyroscope; picture-in-picture" allowfullscreen="" width="560"
height="315" frameborder="0">
```
- We can include borders in videos with white background. To do this, we need to change the value of `frameborder="0"` in the html code of the previous point (e.g. 3 instead of 0).
- If we do not want the video to be displayed on the Page, we will use this code:

```
<p><a href="https://www.youtube.com/watch?v=EH87LE_WeT4"
target="framename"><span>Madrid Tourism</span></a>&nbsp;(YouTube).</p>
```
- If we would like to add a list of videos:

To separate them properly, they must be inserted with this DIV that opens before and closes after the list of videos:



```
<div class="editor-indent" style="margin-left: 30px;">
```

```
<p><a href="https://www.youtube.com/watch?v=9IpC7qsqyg8"
target="framename"><span>Video 1</span></a> (Youtube).</p>
```

```
<p><a href="https://www.youtube.com/watch?v=0LSNIHWR_nQ"
target="framename"><span>Video 2</span></a> (Youtube).</p>
```

```
<p><a href="https://www.youtube.com/watch?v=3IP6Lepraam"
target="framename"><span>Video 3</span></a> (Youtube).</p>
```

```
</div>
```

NOTE!

<ul style="list-style-type: none"> Course introduction <hr/> Module 1 <hr/> Module 2 <hr/> Module 3 <hr/> Module 4 <hr/> Module 5 <hr/> <input type="radio"/> Download this course <hr/> 	<p>When you add any activity or resource, it will be shown in the Content index with a small circle:</p> <p>To remove it, you have to go to that page and edit the settings:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p>In the “Activity completion” section, select the “Do not indicate activity completion”.</p> <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
---	--



2. H5P

H5P is an abbreviation for HTML5 Package. It enables educators to create interactive content such as interactive Videos, Question Sets, Drag & Drop Questions, Multi-Choice Questions, and Presentations.

H5P content can be created either in the **Content bank** of Moodle or on the h5p.org site. For more information, you are advised to visit the following two links:

- Tutorials for authors: <https://h5p.org/documentation/for-authors/tutorials>
- Examples & Downloads: <https://h5p.org/content-types-and-applications>

NOTE! h5p.org VS h5p.com

- [H5P.org](https://h5p.org) is the free platform, a version that bets on free software and the creation of a community of creators with the philosophy of sharing
- [H5P.com](https://h5p.com) is the paid platform, a version that includes more initial workspace and more personalized attention with direct technical support

For more information about the differences between h5p.org and h5p.com, click [here](#).

2.1. Types of Content

SIMPLE CONTENT	CONTENT GROUPING
QUESTIONS	
<p>Fill in the Blanks</p> <p>This activity allows you to fill in the missing words in a text. The user can display the solution after filling in all the missing words, or after each of the words depending on the configuration set. To create the question, an asterisk must be placed at the beginning and at the end of the</p>	<p>Quiz (Question Set)</p> <p>This activity is an exam-type questionnaire. It allows the user to answer a series of questions such as multiple choice, drag and drop, and fill in the blanks. Background images can be added to the questions and a minimum score can be set to continue the quiz.</p>



<p>word or words to be filled in.</p> <p>For more information, please visit this link: https://h5p.org/tutorial-fill-in-the-blanks</p>	<p>For more information, please visit this link: https://h5p.org/tutorial-question-set</p>
<p>Mark the Words</p> <p>This tool allows us to create textual expressions with a defined set of correct words. The participant has to highlight the words according to the task description, obtaining a score based on the correct words.</p> <p>For more information, please visit this link: https://h5p.org/mark-the-words</p>	<p>Course Presentation</p> <p>The presentation allows you to create slides that include text, multimedia, and different types of interactions.</p> <p>For more information, please visit this link: https://h5p.org/tutorial-course-presentation</p>
<p>Multiple Choice</p> <p>This activity allows us to create multiple choice questions with several options to be asked and several of the answers to be correct.</p> <p>For more information, please visit this link: https://h5p.org/tutorial-multichoice-question</p>	<p>Column</p> <p>This tool allows the grouping of any type of H5P content.</p> <p>For more information, please visit this link: https://h5p.org/column</p>
<p>Single Choice Set</p> <p>This activity allows us to create a set of questions with only one correct answer per question.</p> <p>For more information, please visit this link: https://h5p.org/single-choice-set</p>	<p>Interactive Video</p> <p>This activity allows us to enrich videos with additional explanations, images, boards, multiple choice questions, etc. It allows us to configure jumps to different moments of the video depending on the users' answers.</p> <p>For more information, please visit this link: https://h5p.org/tutorial-interactive-video</p>



True/False Question

This activity allows us to create True or False Questions. In addition, images and videos can be added to this activity.

For more information, please visit this link:

<https://h5p.org/true-false>

Summary

Summaries help the participants to remember key-information from a text, video, or presentation by providing a summary of the topic. When the participants have completed a summary, a complete list of the key points of the topic is displayed.

For more information, please visit this link:

<https://h5p.org/summary>

GAMES

Drag and Drop

This activity allows us to associate two or more elements in order to make logical connections in a visual way.

For more information, please visit this link:

<https://h5p.org/tutorial-drag-and-drop-question>

Image Pairing



This activity allows us to create pairs of images to be matched. The users are presented with the unpaired images and they have to either use drag & drop or click on the images that they think match.

For more information, please visit this link:

<https://h5p.org/image-pairing>

Image Sequencing

This tool allows us to create an Image Sorting activity, where the users are asked to sort out the images they are provided with.

For more information, please visit this link:

<https://h5p.org/content-types/image-sequencing>

Memory Game

This activity allows us to create a classic Image Pairing game that is based on the users' memory.

For more information, please visit this link:

<https://h5p.org/memory-game>

Find the Hotspot & Find Multiple Hotspots

The users are asked to find the correct dot or to find several correct dots in an image.

For more information, please visit the following two links:



- <https://h5p.org/image-hotspot-question>
- <https://h5p.org/find-multiple-hotspots>

Find the Words

This activity allows us to create a list of words, and the users' task is to spot and select the words in the grid.

For more information, please visit this link:

<https://h5p.org/find-the-words>

OTHER CONTENTS

Accordion

This is a way to present a long text without the need to navigate the page. It is recommended for summaries or presentations of concepts, and when there are title/text or concept/definition pairs.

For more information, please visit this link:

<https://h5p.org/accordion>

Agamotto

This tool creates a sequence of images that are displayed gradually, allowing us to compare and explore images.

For more information, please visit this link:

<https://h5p.org/content-types/agamotto>

Dialog Cards



The dialog cards can be used to support the memorization of vocabulary and expressions, to present mathematical problems, or to help the users remember historical events, formulas or names. An image, an audio, or an expression can be added to each card, and when the user clicks on it, the card is rotated and the related word or expression that we entered will appear.

For more information, please visit this link:

<https://h5p.org/tutorial-dialog-cards>

Image Juxtaposition

This activity allows the users to compare two images interactively.

For more information, please visit this link:

<https://h5p.org/image-juxtaposition>

Image Slider

This tool allows us to create responsive image sliders with a full-screen mode.

For more information, please visit this link:

<https://h5p.org/image-slider>

Audio

For more information, please visit this link:

<https://h5p.org/audio>

Audio Recorder



This tool allows us to record a presentation, an explanation, feedback comments, etc.

For more information, please visit this link:

<https://h5p.org/audio-recorder>

Collage

This tool allows us to create compositions with several images of different sizes.

For more information, please visit this link:

<https://h5p.org/collage>

Flashcards

This tool allows us to create a set of flashcards with images that are paired with questions and answers.

More info: <https://h5p.org/flashcards>

Guess the Answer

This tool allows us to upload an image and add a description. The users can guess the answer and click on the bar below the image to check the correct answers.

For more information, please visit this link:

<https://h5p.org/guess-the-answer>

Essay



The participant has to write a text (an essay) on a proposed topic. The trainer writes down key words that the participant will need to use in their text, and they will then receive automatic comments, indicating whether the text is relevant or not and why.

For more information, please visit this link:

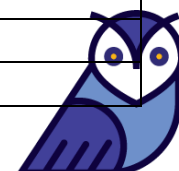
<https://h5p.org/content-types/essay>

All available content types can be accessed at:
<https://h5p.org/content-types-and-applications>

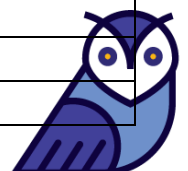
2.2. Types of Content in Moodle, h5p.org and h5p.com

If we are interested in including a type of exercise that is not available via Moodle, what we can do is create it in h5p.org, download it, and then upload it to Moodle.

Type of Content	Moodle (400 MB)	h5p.org	h5p.com
Accordion	✓	X	✓
Advent Calendar (beta)	✓	X	X
Agamotto	✓	✓	X
appear.in for chat and talk	✓	X	X
Arithmetic Quiz	✓	X	✓
AR Scavenger	X	✓	X
Audio	✓	X	✓
Audio Recorder	✓	X	X
Branching Scenario	✓	✓	✓
Chart	✓	X	✓
Collage	✓	X	✓
Column	✓	✓	✓
Complex fill the blanks	X	✓	X
Cornell Notes	X	✓	✓
Course Presentation	✓	✓	✓
Crossword	✓	X	✓



Dialog Cards	✓	✓	✓
Dictation	✓	X	✓
Documentation Tool	✓	X	✓
Drag & Drop	✓	✓	✓
Drag Text	✓	X	X
Drag the Words	✓	✓	✓
Emoji Cloud (beta)	X	X	✓
Essay	✓	✓	X
Fill in the Blanks	✓	X	✓
Find Multiple Hotspots	✓	X	X
Find the Hotspot	✓	X	X
Find the Words	✓	X	X
Flashcards	✓	X	✓
Guess the Answer	✓	✓	✓
I-frame embedder	✓	X	X
Image Choice	X	✓	✓
Image Hotspots	✓	✓	✓
Image Juxtaposition	✓	X	X
Image Pair	✓	X	X
Image Sequencing	✓	X	X
Image Slider	✓	X	✓
Information Wall	X	✓	X
Interactive Book	✓	✓	✓
Interactive Video	✓	✓	✓
KewAr Code	✓	X	✓
Mark the Words	✓	✓	✓
Memory Game	✓	X	✓
Multiple Choice	✓	✓	✓
Multipoll (beta)	X	X	✓
Personality Quiz	✓	X	X
Question Set	✓	X	X
Questionnaire	✓	X	X
Quiz (Question Set)	X	✓	✓
Single Choice Set	✓	X	✓
Sort the Paragraphs	✓	X	✓
Speak the Words	✓	✓	X
Speak the Words Set	✓	✓	X
Structure Strip	✓	✓	✓
Summary	✓	X	✓
The Chase (beta)	X	X	✓
Timeline	✓	X	X
True/False Question	✓	✓	✓
Twitter User Feed	✓	X	X



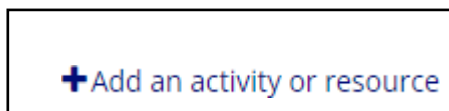
Virtual Tour (360)	✓	✓	✓
Word Cloud (beta)	X	X	✓

2.3. How to add H5P content in a course in Moodle

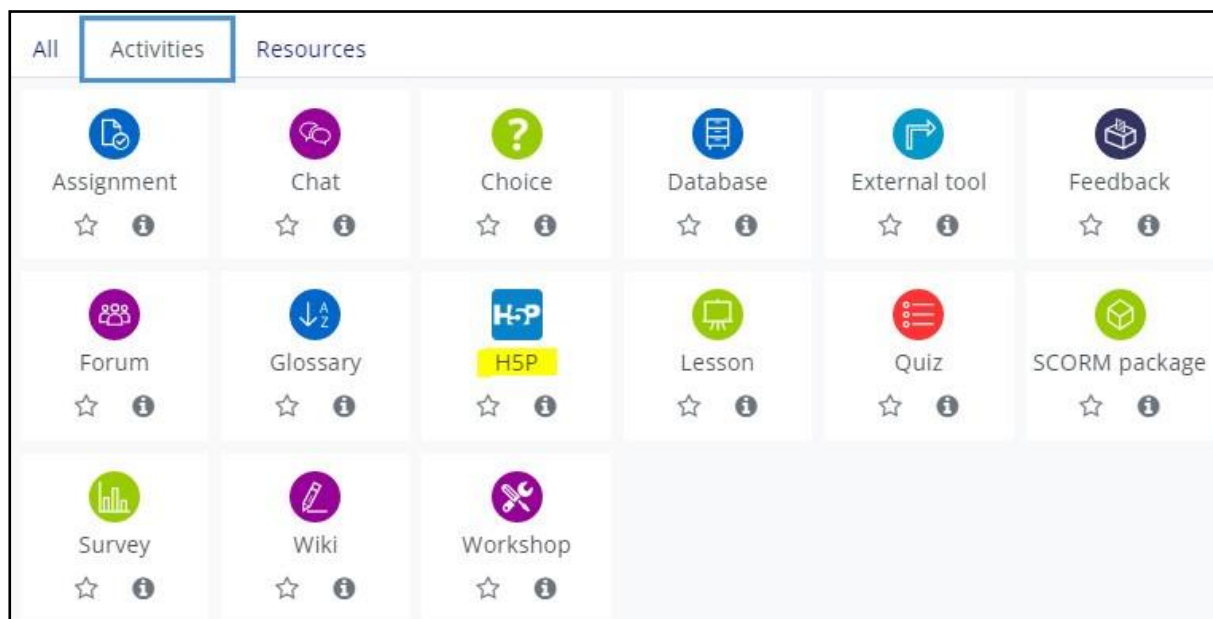
There are two ways to add H5P content in a course in Moodle and the following steps explain in detail how this action can be done.

2.3.1. Adding an H5P Activity

The first step to take is click on the “Add an activity or resource” option in the Topic you would like the activity to appear in your course:




Then, from the menu that will appear, select the “H5P” option from the Activities, and you will then be directed to the Settings page:




Note!

To facilitate access to the Content Bank of each course, a link has been created in the home page of each course. This link is hidden to the public, but it can be accessed by content creators once the “Turn editing on” option is enabled.



h5p: url content bank 

Hidden from students


 <https://vle-educability.uc3m.es/contentbank/index.php?contextid=4321>


To access the H5Ps of each course, an H5P activity must be created, which














Once in the Settings page, to add an H5P activity to your course, you will need to give it a Name via Moodle and then access the Content Bank, from where the H5P files are managed. The Name is mandatory, but the Description is optional. In the Package file section, click on the option “content bank (opens in a new window)”. See this screenshot as an example:


 Adding a new H5P to Topic 9 



▼ General


Name 


Description 

Display description on course page 

Package file  


 Files



You can drag and drop files here

Accepted file types:

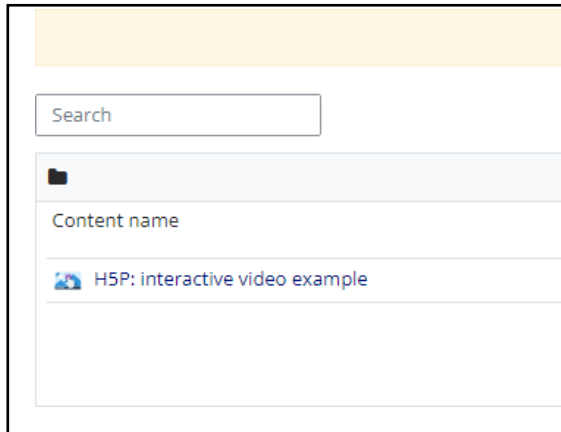
Archive (H5P) .h5p

Use the content bank (opens in new window) to manage your H5P files 

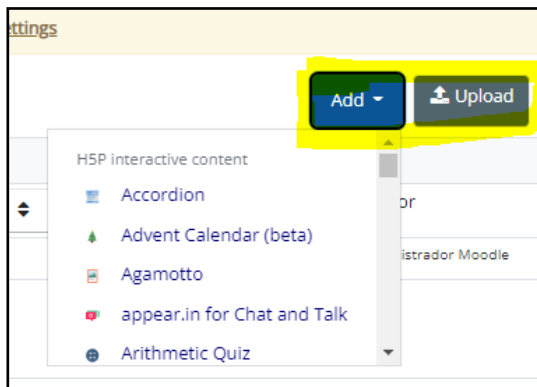


2.3.2. Content bank

The Content bank is the place where all the H5P content that we have created or that we will create for the course is being stored.

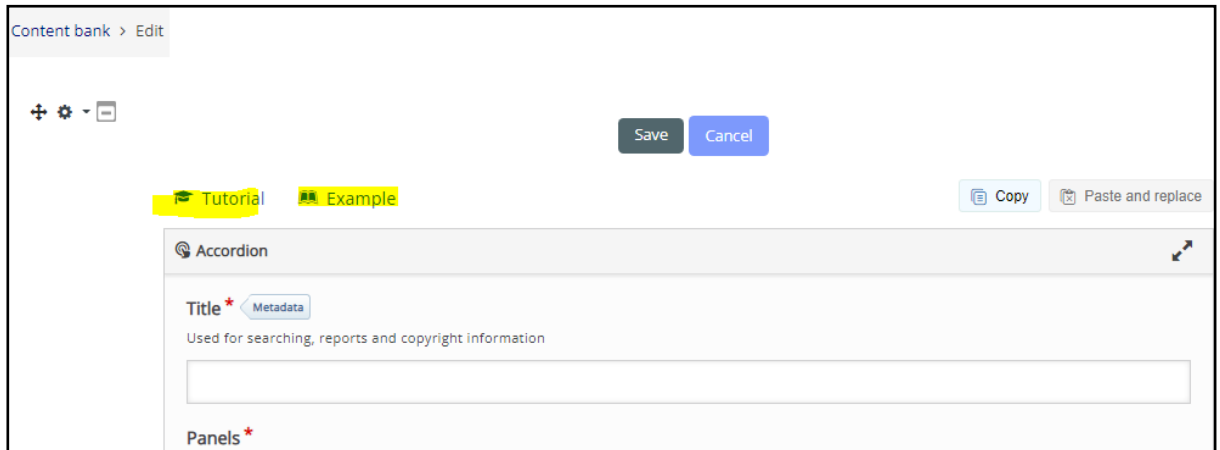


We can create new H5P content by clicking on the Add button and we can Upload existing H5P files that we would like to reuse:



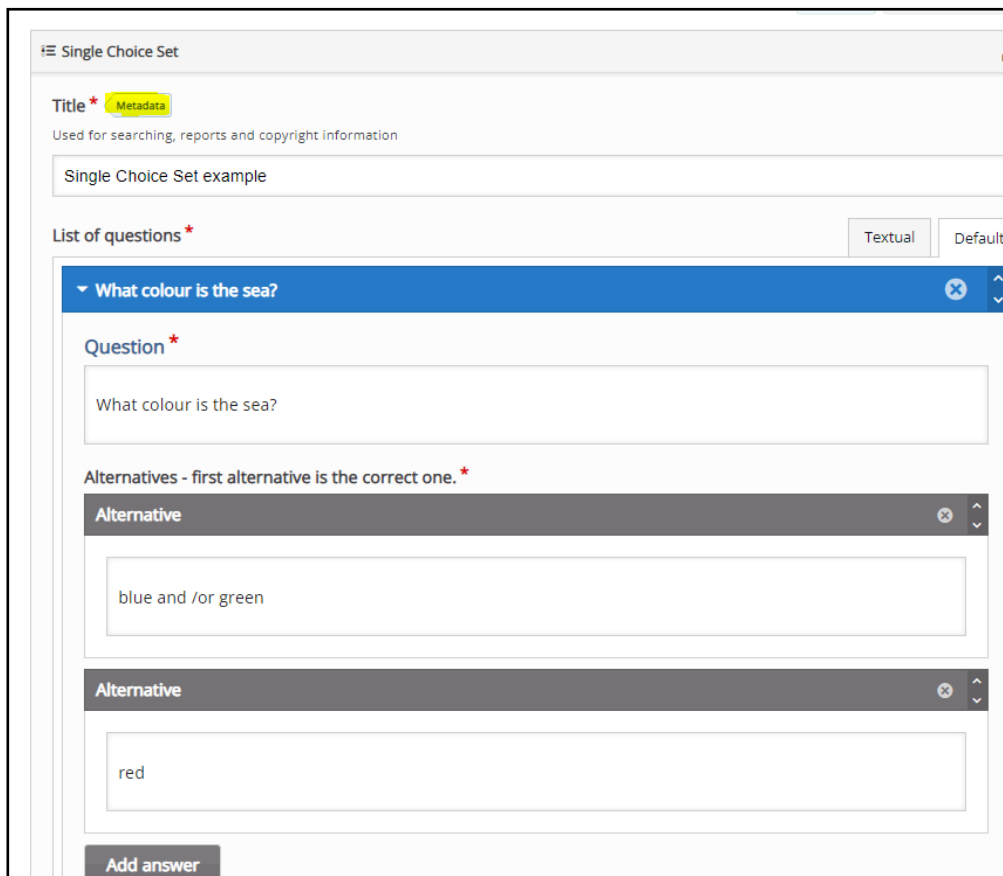
2.4. How to configure an H5P exercise

1. The first step is to select the type of content you would like to create.
2. Then, fill in the form: at the top, you will find links to a Tutorial as well as an Example of the type of content you have selected.



The screenshot shows the 'Content bank > Edit' interface. At the top, there are icons for adding, settings, and a close button, along with 'Save' and 'Cancel' buttons. Below these are two tabs: 'Tutorial' and 'Example', with the 'Example' tab selected. To the right of the tabs are 'Copy' and 'Paste and replace' buttons. The main content area is titled 'Accordion' and contains a 'Title * Metadata' field with a description: 'Used for searching, reports and copyright information'. Below the title field is a text input box. At the bottom of the visible form, the 'Panels *' section is partially visible.


3. After that, add the type of license that the exercise will have in the METADATA icon:



The screenshot shows the 'Single Choice Set' configuration form. It has a 'Title * Metadata' field with the value 'Single Choice Set example' and a description: 'Used for searching, reports and copyright information'. Below the title is a 'List of questions *' section with 'Textual' and 'Default' radio buttons. A question is added: 'What colour is the sea?'. Underneath the question, there are two 'Alternative' fields. The first alternative is 'blue and /or green' and the second is 'red'. At the bottom of the form, there is an 'Add answer' button.



NOTE! Here, please select the Creative Commons license that has been agreed upon by all partners of the project:


Metadata (sharing and licencing info)
Fill in the fields below

Save metadata

Title *

Licence * **Licence version**

Attribution-NonCommercial-ShareAlike (CC BY)

4.0 International

Years (from) **Years (to)** **Source**

https://

Author's name **Author's role ***

admin

Author

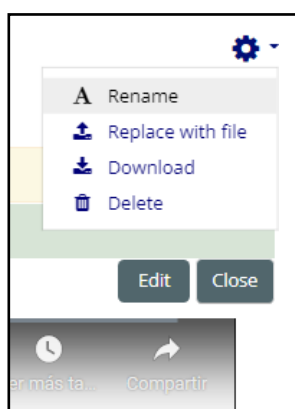
Save author

admin Author

Licence extras

Any additional information about the licence

Lastly, there is the option to rename an H5P file within Moodle:



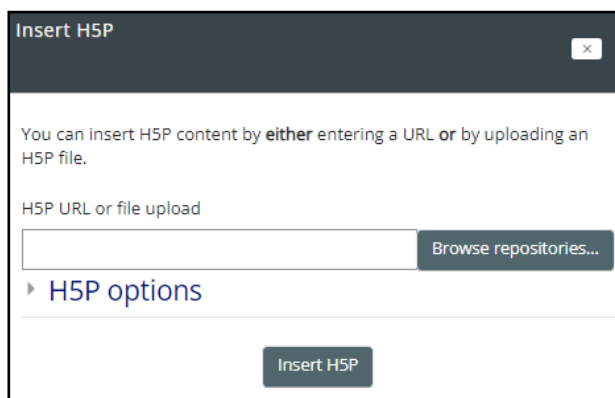
2.5. How to integrate H5P exercises in a course

From the homepage of our course, we go to the Topic we would like to integrate an H5P activity and we click on the “Add an activity or resource” option. From the menu that will appear, we select the activity or resource we would like to add the H5P content to and we will be directed to the Settings page. Then, we follow these steps:

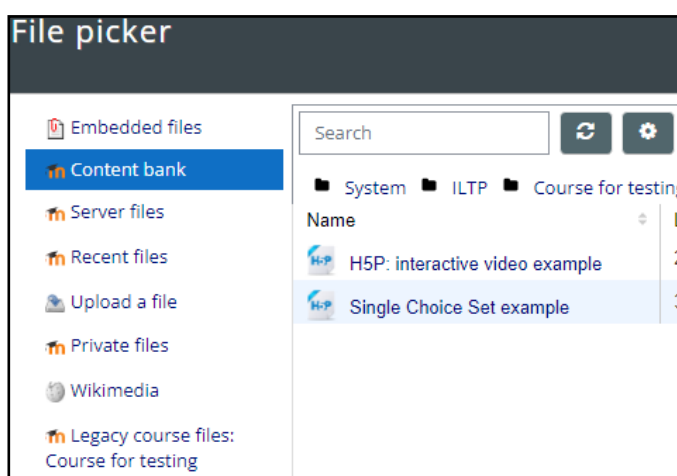
1. Click on the H5P icon of the Moodle editor.



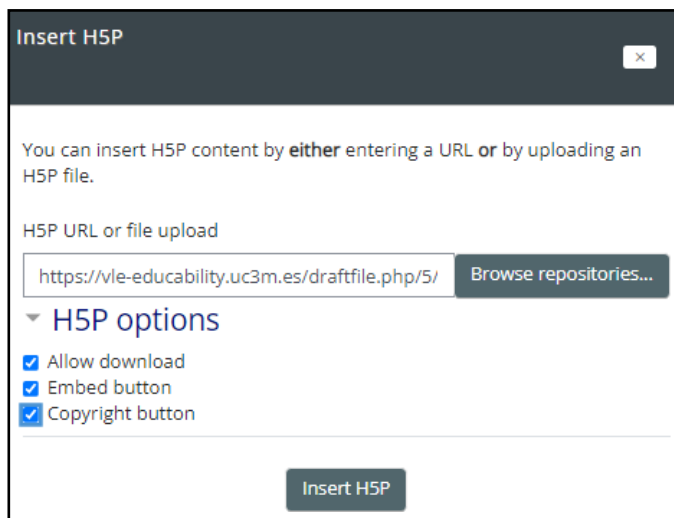
2. A pop-up window will appear. We click on “Browse repositories” in order to select the file we would like to embed.



3. Browse for the file in the File picker / Content bank:



4. Once you choose the file that you want, tick these three H5P options to show reuse (download), copyright and embed buttons:



Insert H5P

You can insert H5P content by **either** entering a URL or by uploading an H5P file.

H5P URL or file upload

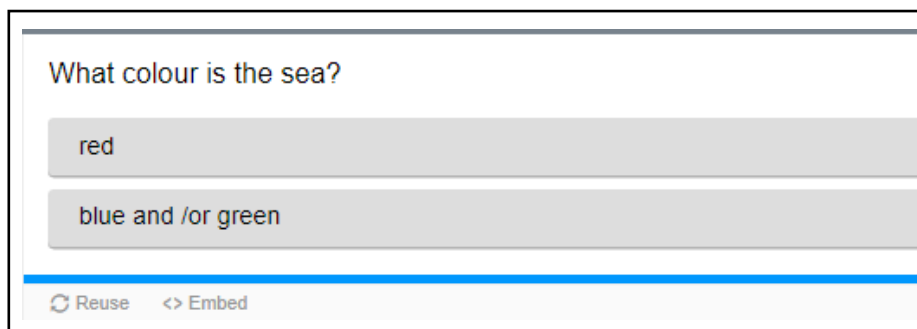
[Browse repositories...](#)

▼ H5P options

- Allow download
- Embed button
- Copyright button

[Insert H5P](#)

5. Finally, the exercise will be displayed embedded either in the homepage of the course or within another resource (i.e. a Page).



What colour is the sea?

red

blue and /or green

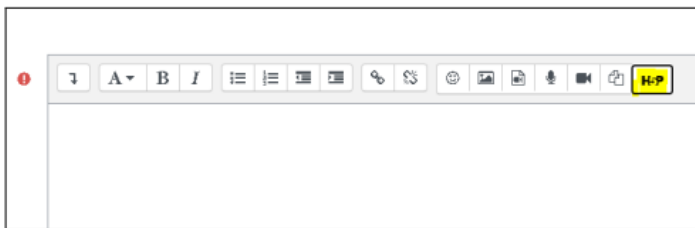
[Reuse](#) [Embed](#)



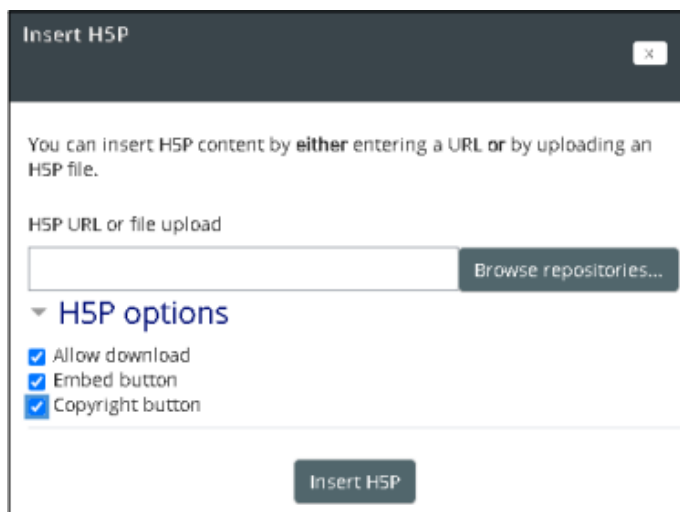
2.6. How to add the Reuse, Embed and Copyright button to an h5p exercise already created and added to a Page

Considering that the h5p exercise is already created in the Content Bank and is used in Moodle, all we need to do is insert it again in the Page we want. The steps to follow to do this action are:

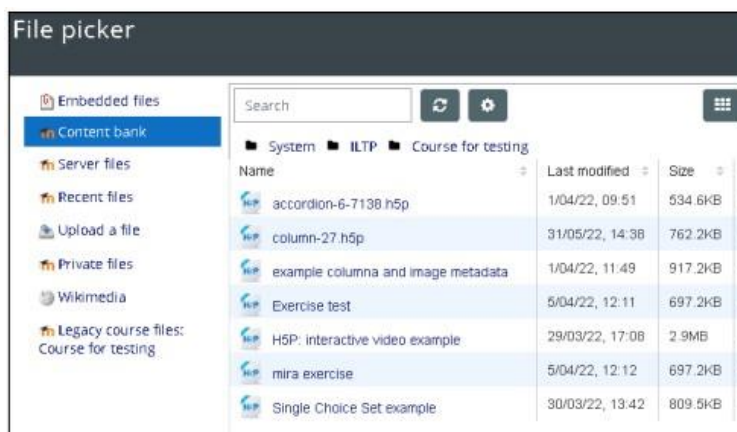
- Click on the Edit option that is next to the Page we want to add the h5p exercise to
- In the Settings page, we go to the Content section and we select the H5P icon from the toolbar menu

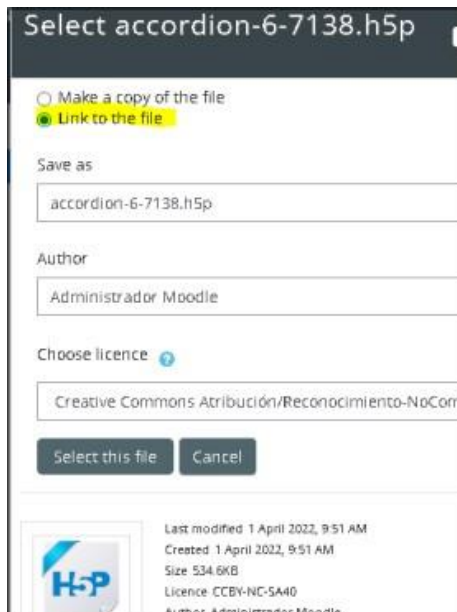


- In the pop-window, we tick the three boxes in the H5P options



- Once we tick the three H5P options, we click on the Browse repositories button. Then, the File picker window will appear and we select the h5p exercise we would like from the Content bank.







Select accordion-6-7138.h5p

Make a copy of the file
 Link to the file

Save as
accordion-6-7138.h5p

Author
Administrador Moodle

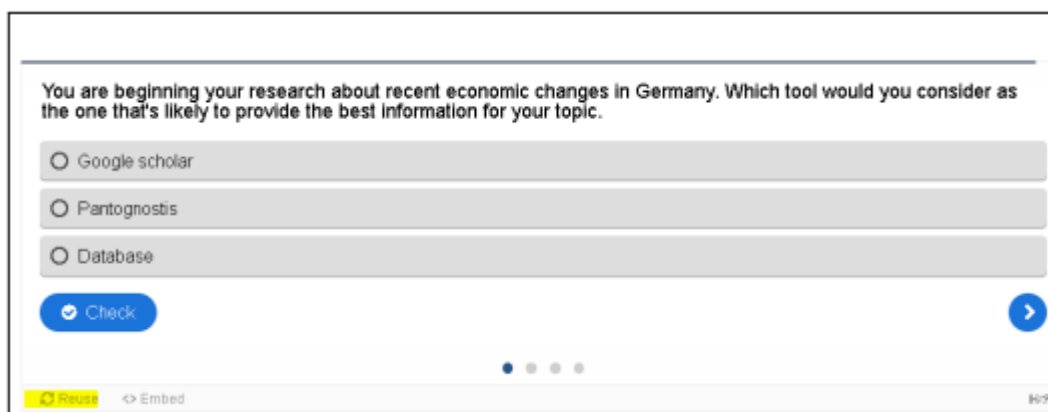
Choose licence 
Creative Commons Atribución/Reconocimiento-NoCom


 Last modified 1 April 2022, 9:51 AM
 Created 1 April 2022, 9:51 AM
 Size 534.6KB
 Licence CCBY-NC-SA40
 Author Administrador Moodle

- We then tick the option Link to the file and click the button Select this file. Finally, we click on Insert H5P.
- In the end, we remove from the Page the h5p exercise that we previously added without these three buttons.

2.7. How to reuse an h5p exercise

If we would like to reuse an h5p exercise, we need to go to the Page where the h5p exercise is already being displayed and select the Reuse option, which is found below the activity.



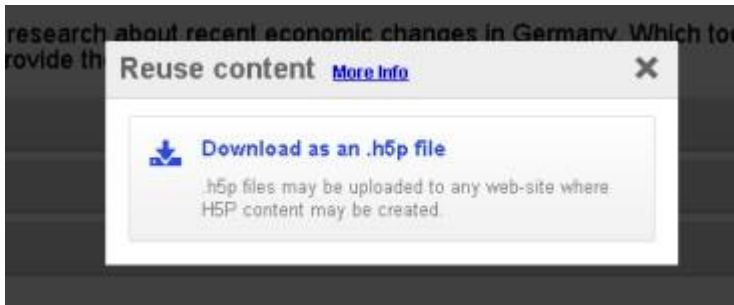
You are beginning your research about recent economic changes in Germany. Which tool would you consider as the one that's likely to provide the best information for your topic.

Google scholar
 Pantognostis
 Database

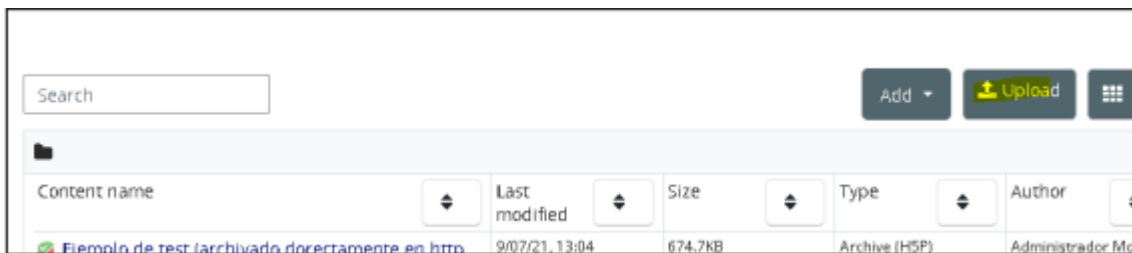
H5P

Then, the file will be downloaded.

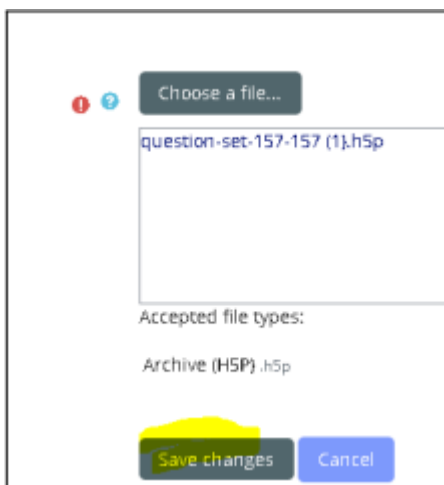




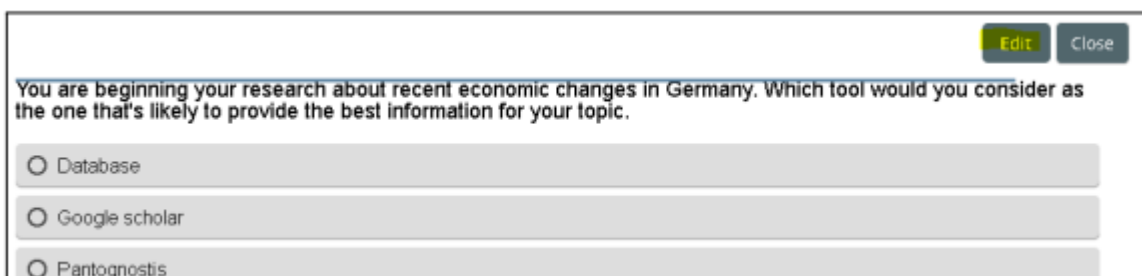
The next step is to go to the Content bank of the course, where you would like to add the h5p exercise, and select upload.



Once this is done, we click on Save changes.

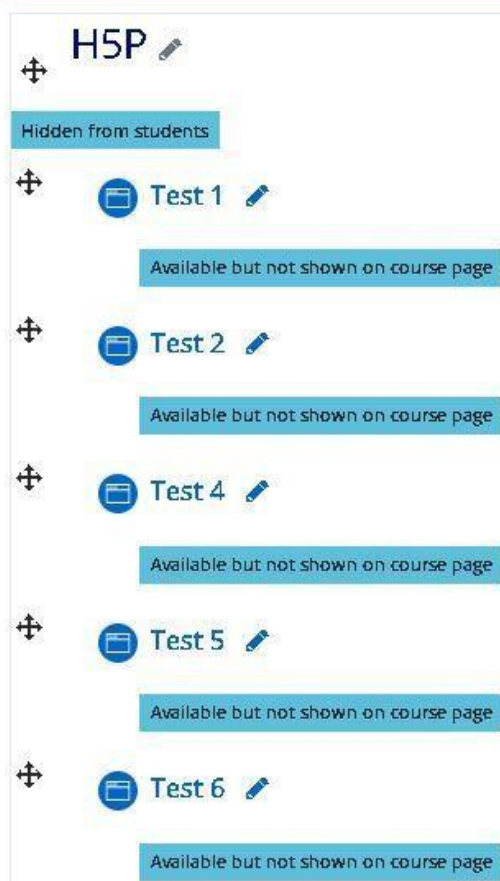


Finally, there is also the option to edit the content of the entire exercise, if we would like to.



2.8. Visibility

In order for H5Ps not to appear in the side menu (content index), what we need to do is to add a section called H5P, hide it, and add the H5P activities that are visible. Then, we can add the exercises in the Pages we would like using the Moodle editor.



The screenshot shows a Moodle course page with a section titled "H5P". The section is marked as "Hidden from students". Below the section title, there are six test activities listed: "Test 1", "Test 2", "Test 4", "Test 5", and "Test 6". Each test activity is accompanied by a blue bar indicating its visibility status: "Available but not shown on course page".



3. Useful Sites for Content Creators

In this section, we will include some useful sites for the content creators who are editing courses in the Moodle platform of the project.

- **Photopea** is an advanced image editor, which we can use for simple tasks, such as resizing images, as well as complex tasks, such as creating illustrations, processing photographs, etc. We can visit **Photopea** by clicking on the following two links:
 - <https://www.photopea.com/> (homepage)
 - <https://www.photopea.com/learn/> (instructions on how to use the image editor)

- **iLovePDF** is a site that offers a variety of tools that helps us edit PDFs. To visit **iLovePDF** and start editing your PDFs, click on this link: <https://www.ilovepdf.com/>

- **KAPWING** is an online video editor that is easy to use. **KAPWING** is a non-linear editor, meaning that videoclips can be rearranged, appended, trimmed, etc., on a single timeline. Creators can also splice and combine videoclips, trim and cut inline, add transitions, overlay text and images, generate subtitles, and upload music. To find out more and start using this video editor, follow this link: <https://www.kapwing.com/video-editor>

