

Tutoriel : Ajouter du contenu à votre cours Moodle

Site: [Moodle Academy](#)

Cours: Contenu du cours Moodle

Livre: Tutoriel : Ajouter du contenu à votre cours Moodle

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1. Focus sur ce tutoriel

In this tutorial we explore:

- How to add your documents and presentations to your course;
- How best to display information for learners to read;
- How to add links to websites;
- How best to display media such as sound and video;
- How you and your learners can monitor progress through the course.

2. Drag and drop files

- You can easily drag and drop documents into your course.
- Enable edit mode, click and drag the file you want onto the course page.
- If you don't see a message saying you can drag and drop files, then you need to use the alternative method described in the next section, [Uploading files](#).
- To drag and drop whole folders into your Moodle course, you must zip them/compress them first.

Note: if you want to display presentations such as Powerpoints™, these will not play on your course page in the same way as slideshow mode in class. Learners can only download them. If you want your presentations to play inline, think about uploading them to a site such as [Slideshare](#).

The following video explains dragging and dropping files. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



3. Upload files

Many teachers like to use Moodle to display class notes, lecture presentations, revision sheets and other documents. This is very useful although Moodle can do much more than just show your files and folders!

With **Edit mode on**, you can either drag and drop files as we saw in the previous section, or use this method to upload them from the **Activity chooser > File**.

The following video explains how to upload files. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



4. Add images

- The most suitable images for use online end in .jpg or .png or .gif.
- Image files can be uploaded (with Edit mode on) either by dragging and dropping if your browser and admin settings allow it or by clicking the image icon (like a picture frame with a sun and mountain) in the text editor.
- If you don't see a message saying you can drag and drop, you need to add images using the image icon.
- Make sure you own the images or they are reusable under a Creative Commons licence or in the Public domain before you upload them however.
- It is also helpful to have them at the size you want *before* you display them on Moodle.

The following video explains how to add images. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



5. Your Private files area

- Everyone in Moodle has their own personal file storage area, Private files.
- **Private files** are accessed from the **User menu** top right (next to your profile photo.)
- You can upload and organise files here and use them later in your course.
- You can link to files from here in your course (as a shortcut or alias) and when you change them in your Private files they are changed in the courses where they are displayed.
- You will see Private files in the File picker (explained later in this tutorial) but you can only retrieve files from there; you cannot upload to them.
- If enabled by your admin, you can email files to your private files.
- You can send files such as images to your private files from the Moodle mobile app.

The following video explains Private files. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



6. Vérification rapide

Test your understanding with this quick check. The grades are not stored, so you can try as often as you like.

✓ Terminé

Question

Essais restants :

1

Noté sur 1,00

Your teacher friend Marcus is unable to drag and drop an image file to a topic section summary. What might he be doing wrong? Select all that might apply.

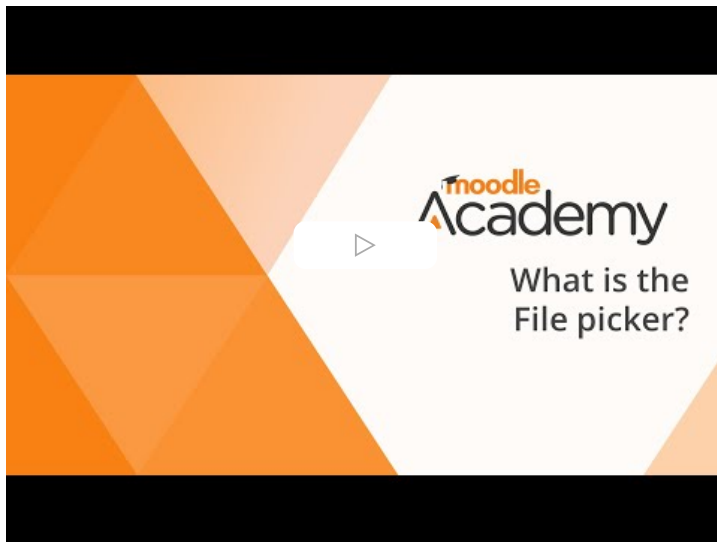
- He is trying to upload a .bmp image file instead of the recommended image file types for online spaces.
- His image file is in a Word™ document.
- His image file is copyrighted.
- He forgot to enable Edit mode.

Vérifier

7. The File picker

- Vous verrez le **sélecteur de fichiers** de Moodle lors du téléchargement d'un fichier à partir du **sélecteur d'activité** ou dans d'autres zones où vous pouvez télécharger des fichiers, des images ou des médias.
- Depuis la **boîte de téléchargement**, un bouton en haut à gauche (**Ajouter**) vous permet d'accéder au sélecteur de fichiers.
- Les liens sur la gauche sont appelés référentiels et stockent des fichiers que les enseignants peuvent utiliser dans leur cours.
- Les référentiels standards sont :
 - Télécharger un fichier
 - Fichiers récents
 - Fichiers privés
 - Fichiers du serveur
 - Téléchargeur d'URL
 - Wikimedia
 - Banque de contenu
- D'autres référentiels peuvent être activés par votre administrateur, tels que Google Drive, One Drive ou similaire.
- Les référentiels sont contextuels, donc si vous cliquez sur l'icône d'image dans l'éditeur de texte, vous ne verrez que les référentiels qui vous proposent des images, par exemple.

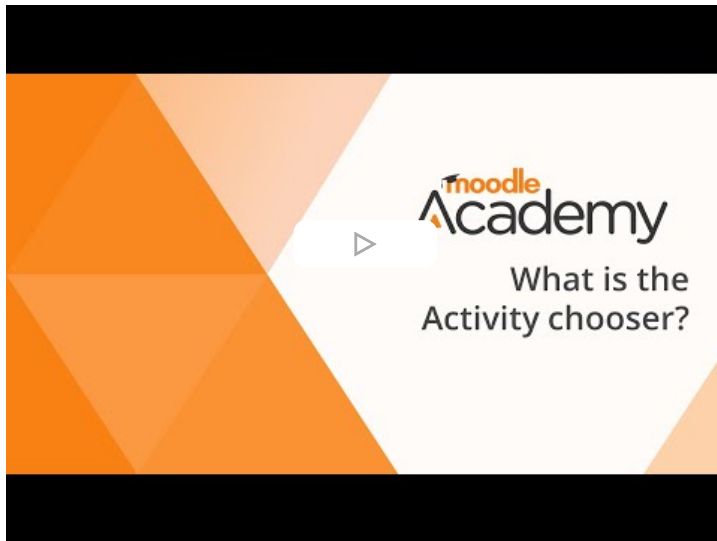
La vidéo suivante explique le sélecteur de fichiers. La transcription et le fichier MP4 peut être téléchargé depuis la section [Vidéos et transcriptions à télécharger](#).



8. The Activity chooser

- With **Edit mode on**, you access the activity chooser from **Add an activity or resource**.
- The tabs you see depend on your administrator's settings. You might see one or all of:
 - **All** - this tab displays all activities and resources available to you to add.
 - **Activities** - students interact with these, for example posting in forums or submitting assignments.
 - **Resources** - students read, watch or listen to these.
 - **Recommended** - if your admin has suggested useful items, they will display here.
- You can favourite an item by clicking the star icon and it will then display in a **Starred tab**.
- Click on an activity or resource to go straight to the setup page, or click the information icon to find out more and then click the **Add** button bottom right.
- The colours of the standard Moodle activity icons represent their functions:
 - Blue = content;
 - Green = communication;
 - Pink/Purple = assessment;
 - Red = collaboration.
- You might see a link to [MoodleNet](#) at the bottom of the activity chooser. It is Moodle's platform for finding, sharing and curating open educational resources.

The following video explains the Activity chooser. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



9. Display information

- If you have information to share and it is primarily in text format, a Page is preferable to an uploaded word-processed document. Learners can open it immediately; no need to download it.
- Pages display well on smaller screens and the Moodle app.
- You can include images, URLs and easily embed media such as video and sound.

The following video explains the Page resource. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



10. Display connected pages

- A Book is a series of connected pages (called here 'chapters').
- It is like a mini-website and is useful for displaying a sequence of information.
- Books are preferable to uploading word-processed documents because they display well on smaller screens and the Moodle app. Learners can access them immediately; no need to download a file.
- You can include images, URLs and easily embed media such as video and sound.
- Books may be printed as PDF files or onto paper.

Note: We are using Books in this course for our Tutorials.

The following video explains the Book resource. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



11. Vérification rapide

Testez votre compréhension avec cette vérification rapide. Les notes ne sont pas stockées, vous pouvez donc essayer aussi souvent que vous le souhaitez.

✓ Terminé

Question

Essais restants :

1

Noté sur 1,00

Page, Book or both? Which of the following sentences are correct? Select all that apply.

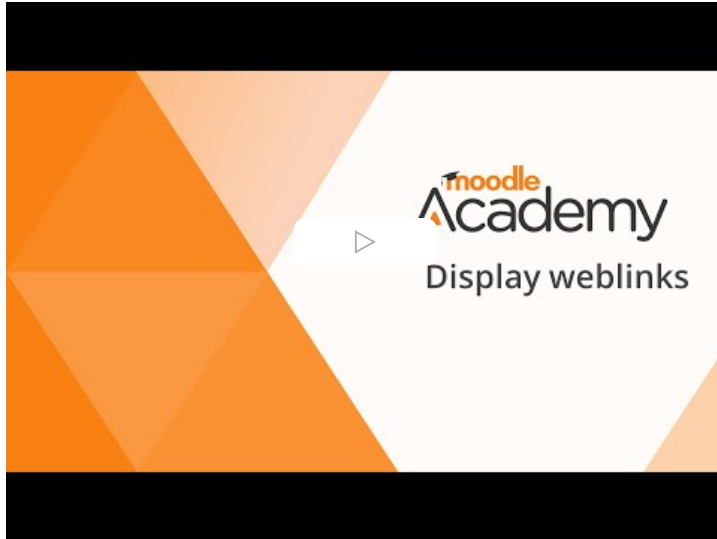
- Only Pages display well on the Moodle (mobile) app.
- Les pages et les livres s'imprimeront bien au format PDF.
- Both Pages and Books allow you to add media as well as text.
- Only Books have a Table of Contents.

Vérier

12. Display weblinks

- There are many websites which could help our learners.
- There are also many online files they could usefully access.
- The URL resource allows teachers to make a direct link to a site or online file. This saves your class time searching and ensure they stay on task.

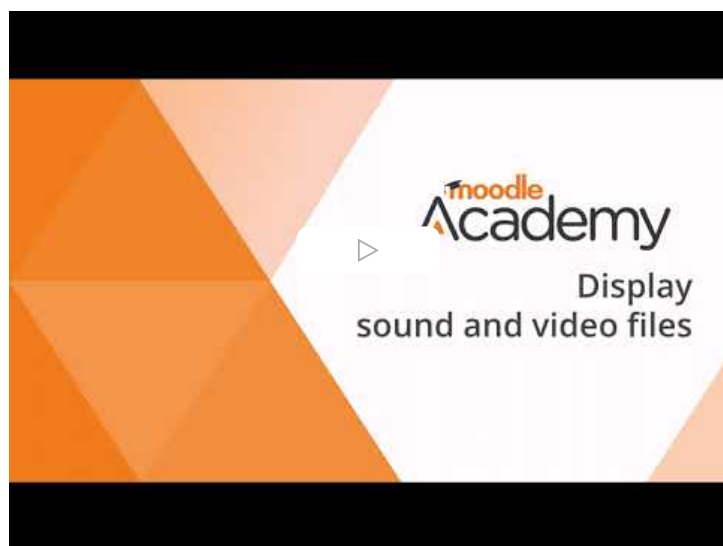
The following video explains the URL resource The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



13. Display sound and video

- Sound files such as mp3 and video files such as mp4 may be dragged and dropped onto the course page.
- Check your **Multimedia filter** is enabled from the **Actions menu** > **Filters**.
- Sound and video files may be embedded from the media icon in your chosen text editor.
- With the Multimedia filter enabled, you can paste a YouTube URL directly into your chosen text editor and it will display in a player.
- Remember that if YouTube videos are banned in your organisation they will not show in your organisation (but may show at home if YouTube is allowed in your country.)

The following video explains the how to display sound and video. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).



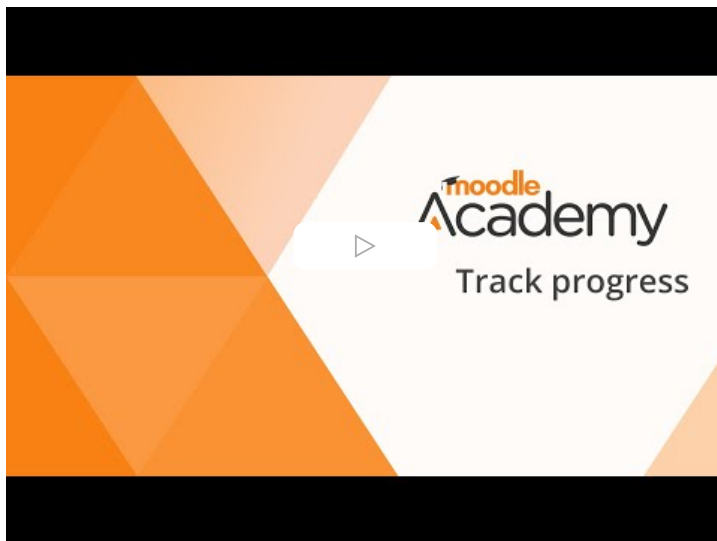
14. Track progress

- Buttons with completion information show what your learners need to do for each activity.
- This is known as Activity completion or Completion tracking.
- It is also needed to display completion percentages and activity deadlines on the dashboard.
- If enabled, each course item will have a section Activity completion where teachers can specify the conditions upon which the activity will be marked complete.
- These conditions vary according to the item. A Page for example can only be viewed, whereas the completion of other activities can depend upon grades or specific learner interaction.
- Students see the requirements to the right of the item, when they click the item and also as circles ('completion indicators') in the course index.

The following video explains activity completion settings. The transcript and MP4 file may be downloaded from the section [Videos and transcripts for download](#).

▼ First steps

- Choose your project
- Why are we here?
- Background information
- Revision notes



15. Vérification rapide

Test your understanding with this quick check. The grades are not stored, so you can try as often as you like.

✓ Terminé

Question

Essais restants :

1

Noté sur 1,00

Jeanne's trainees are complaining that she is not being clear enough about what they must do to complete the course. What is the **best** way to help them track their progress better?

- Send out regular emails with reminders about their required tasks.
- Add a Page or Book resource with information about the required activities in the course.
- Use the activity completion feature so they see what they need to do.
- Dans la description de chaque ressource, expliquez ce qu'on attend d'elles.

Vérifier