



What's possible?

You might want to consider using the following technologies when developing e-learning resources. While many of these tools exist in Moodle (<http://moodle.ucl.ac.uk>) other systems are available too.

- **Moodle Quiz** - allow students to test existing knowledge, learn new things and find out what areas to work on. Different questions types include: multiple choice, drag and drop, calculated (numerical), matching, fill in the blanks (cloze) and more...
- **Video** – to explain concepts and deliver materials before a lecture (20 mins max). UCL uses Lecturecast for delivering videos to students. Videos can be uploaded (by a staff member) by requesting *media import* access from E-Learning Environments. Alternatively, videos from YouTube can be embedded within Moodle books, quizzes, lessons or pages.
- **Moodle Lesson** – deliver information via text, sound, images and video and then test understanding of the content before allowing students to proceed. You can also use lessons to allow students to choose a path through the information, which is useful for scenarios in which students select an action and then the consequences are described on the next page.
- **Moodle Discussion Forum** – allow students to get to know each other using an *introductions forum*; ask questions of teachers in a *Q&A forum*; or organise social events in a *social forum*.
- **Moodle Hot Question** – allow students to ask questions and vote on existing questions, so that tutors can answer the most popular ones in class or via a Moodle Q&A forum.
- **Moodle Activity Completion** – track student progress by allowing students to tick when they have completed tasks and activities, or set these up to automatically tick once students have viewed or completed them.
- **Moodle Conditional release** – release activities and resources based on what each student has clicked on and completed previously, or use dates and times instead.
- **Moodle RSS feed block**– display news feeds in a Moodle course.
- **UCL Wiki** – encourage students to collaborate on group work using their personal Wiki space (<http://wiki.ucl.ac.uk>).
- **UCL Blog** – allow students to post public articles to a class blog and comment on each other's contributions. See <http://blogs.ucl.ac.uk> for examples.
Note: new blogs need to be requested by a UCL staff member.
- **Moodle Glossary** – allow students to view (and submit their own) terms and definitions.
- **Moodle Questionnaire** – Allow students to give feedback on their module or suggest improvements throughout the term.

Where to get help?

E-Learning Environments (ELE) have a support phone line available Monday to Friday during working hours – 0203 549 5678 (ext. 65678). Or you can email ele@ucl.ac.uk

Before contacting ELE you can find out more about Moodle in the Moodle Resource Centre:

<https://wiki.ucl.ac.uk/display/MoodleResourceCentre>

Getting Started with Moodle is available as an online training course in Moodle:

<http://www.ucl.ac.uk/isd/staff/e-learning/training/moodle1>

One-to-one support and training is available in the use of more advanced e-learning tools (including Moodle quizzes and lessons) by contacting E-Learning Environments.

Why use images?

A derivation of an old Chinese proverb is: "One picture paints a thousand words".

Whether students are visual learners or not, they will all benefit from visual aids. Online courses are no exception to this rule. Appropriate use of graphics will aid memory. Students expect that when they access anything on the web (including online courses) the content will be interspersed with images. Find out more about why using images for online learning is a good idea at http://www.tasi.ac.uk/advice/using/images_education.html

According to J Adrian Longstaffe (University Lecturer for over 25 years) there are a number of strategies for using images in the delivery of electronic learning materials. Teachers can present learning materials to the student with the purpose of engaging thinking (knowledge, understanding), influencing feelings or supporting skills development.

Where can I get images from?

Given below are some web addresses where FREE images can be obtained.

*Note: You must always check the licence agreement for **copyright** before you use an image from any of these sites whether they state that the image is free or not.*

URL	Details
imagestore.ucl.ac.uk	UCL ImageStore
www.sxc.hu	stock.xchng contains many images free from copyright for non-commercial use. Check for 'standard restrictions apply'. Some images ask you to credit the author. <i>Note: the top row of search results are copyrighted images.</i>
office.microsoft.com/clipart	FREE from copyright for educational purposes providing you have a user licence for Microsoft PowerPoint/Office.
www.morguefile.com	Collection of photographs available for teaching purposes. Credit for use is appreciated but is not necessary.
openclipart.org	Copyright Free Public Domain clipart. You can put the clipart into your own drawings without any effect on the copyright or license of your work. There are no requirements to include attribution of the clip artist. You can edit and modify the clipart as you wish and redistribute it under your own terms.

What do I need to know about images?

There is a lot you need to know about using images on the web. The first point that the newcomer to web design will discover is that you cannot copy and paste an image into an editor (like the one on Moodle). The image must be a separate entity and should be saved in an appropriate file format such as JPG, GIF or PNG. As a general rule, photographs should be saved in JPG format and illustrations should be saved in GIF or PNG format.

Not only is the format of the image important, but the size of the file must also be dealt with. Image files over 100Kb take too long to download and should be reduced both in terms of resolution (dots per inch) and physical size.

A tutor new to online learning may discover that their hand-outs in Word have embedded images and they have no idea where the original image file is stored. To save an image from Word 2010 you can right click on it and choose **Save as picture....** The image can then be inserted into Moodle.

If you didn't create the image yourself you need to check the copyright of the image. You can do this by dragging it in to Google image search (<http://images.google.com/>) – the results will reveal where on the Internet it may have come from so you can determine whether you can use it, or if you need to obtain permission from the author first. If it is unclear, a polite email to the author will determine whether they are happy for you to use it or not.

[Source: http://www.ucl.ac.uk/isd/staff/e-learning/tools/using_images]

