# Moodle Tool Guide for Teachers

### Information Transfer
It is a tool for disseminating information from you to your students?
- **Easy**: If you want to send a link to an activity to students, perhaps there is a better tool. Moodle may not be the best tool for this.
- **Assess learning**: Will this tool allow you to assess your students’ learning?
  - **No**: It’s a distribution tool. No option for interaction or communication.
- **Communication & interaction**: Can it be used for communication & interaction among participants (you and your students)?
  - **No**: It’s a distribution tool. No option for interaction or communication.
- **Co-create content**: Can you & your students collaborate & create content together?
  - **No**: It’s a distribution tool. No option for interaction or communication.

### Ease of use
How easy can this be set up by you?
- **Add Resource**: Upload a file (Word Document/PowerPoint)
  - **Easy**: It’s easy to add a file attachment. But can your document stand on its own?
- **Add Resource**: Link to a webpage
  - **Easy**: It’s easy to add a standard forum, already set up in your course.
- **New Forum**: Use to send out course announcements
  - **Easy**: It’s a standard forum, already set up in your course.
- **Discussion Forum**: Use for many types of learning activities
  - **Easy**: It’s a forum. Has default settings. Has some quirks. Got some training.
- **Wiki**: Use many types of learning activities
  - **Tricky**: Decide on the tool. A name & description is enough.
- **Glossary**: Use for learning activities that gather resources or present info
  - **Multitude**: Use this to define terms or resources.
- **Quiz**: Use to assess learning, formative or summative.
  - **Tricky & takes time**: Set up quiz, then questions. Consider your categories.
- **Lesson**: Use for presenting branched info or testing
  - **Easy**: Can be tricky to set up. Make sure you plan the lesson first. Worth the effort.
- **Assignment**: Use to collect, assess & provide feedback on assignments
  - **Easy**: Choose from 4 types: online & offline assignments are possible.
- **Database**: Allows students to collect, share & search created artifacts
  - **Tricky to set up. Know what you want before you build. Get some training.

### How to use this guide
Are you a teacher new to Moodle? Use this guide to pick the right tool for the job.
- **Know which tool you want to use? Follow its row across to see its strengths & weaknesses.**
- **Know what you want to achieve? Pick a column and follow it to see which tool will help you do it.**

### Need more Moodle help?
- Moodle community at www.moodle.org
- Download Using Moodle book (it’s free!)
- #Moodle2Minute Moodle videos
- #Moodleman blog: www.moodleman.com
- Go meet your friendly e-learning, flexible learning or educational technology team.
  - Buy them a coffee!

### Bloom’s Taxonomy
- **1. Knowledge**: Remember
- **2. Comprehension**: Apply
- **3. Application**: Analyse
- **4. Analysis**: Evaluate
- **5. Synthesis**: Create
- **6. Evaluation**: Create

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*Be creative with Discussion Forums*

It doesn’t always have to be an in-depth class discussion. Other activity ideas: class debate, team discussions, report weekly project findings, web quests, role play & feedback, gather resources & reviews, assessment support, Helpline, NZ’s Got Talent (use the rating), rotated student-led discussions, weekly magazine,...