

## Centre for Teaching and Learning

### Gearing up to use Moodle at CNC

The following information offers guidance to CNC faculty assisting them with online course development and partially or fully online learning environments.

Moodle is CNC's "learning management system" – a software application such as, WebCT, Blackboard, or D2L, used in conjunction with a course. To use Moodle effectively from home or any off-campus location, the minimum technological requirements are needed:

- Broadband Internet Access (Cable, ADSL, or satellite)
- A current operating system (Windows; OS X Mountain Lion)
- A current Internet browser (Firefox is highly recommended, as it is compatible with PCs and Macs)

### Preparation for creating a course in Moodle

Whether you would like to use Moodle to augment your face-to-face course or use it for an online course, contact the Centre for Teaching and Learning at [ctl@cnc.bc.ca](mailto:ctl@cnc.bc.ca) or drop by the office at room 2-375.

**Please note:** Training in the use of Moodle is essential in order to take full advantage of the pedagogical and technological possibilities that can be made available to your students.

**Minimum requirements** for faculty considering Moodle (and we can help with these) include the following:

- Familiarity with basic computer tasks such as file management, web browsers, and common plugs-ins (Adobe Acrobat, Flash, Java) and how they work
- Competency with applications that students will use in the course (Word, Excel, Powerpoint etc.)
- Knowledge of the opportunities and limitations of an online environment
- Consultation with CTL on teaching and mentoring in the Moodle environment

### Points to consider when developing a course in Moodle

- General information: EdCo-approved course outline, syllabus, contact information of instructor
- Organization: Is the material organized in a way the students can determine the relationship between the various parts of the course?

- Layout: does the layout facilitate learning? Does the material enable the students to learn effectively in a range of ways including engaging activities?
- Resources: Are the learning resources easily accessible and accurate (links etc.)?

### **Teaching Support**

The Centre for Teaching and Learning coordinates Moodle administration and training as well as a variety of development workshops for all CNC employees; these workshops include practices that can be applied to online and classroom learning environments. The CTL website -- <http://www.cnc.bc.ca/CTL.htm> has several resources available including Moodle and Microsoft Office Training Guides, and much more.

### **Logistics**

Faculty members are responsible for updating the course content of their Moodle course(s), backing up, and resetting their own course from semester to semester.

**Please note:** students will **NOT** be uploaded to a course until the backing-up and resetting has occurred. Instructions are available on the CTL website:

<http://www.cnc.bc.ca/CTL/moodle.htm>