Instructional Changes in eCourses

Integrating New Technologies and Teaching Strategies to Support Student Success
The generic name for the LMS is still eCourses. However, the product that we use for eCourses is currently Moodle version 2.4.6.

Moodle is an acronym for Modular Object-Oriented Dynamic Learning Environment. According to the creator of Moodle: “It's also a verb that describes the process of lazily meandering through something, doing things as it occurs to you to do them, an enjoyable tinkering that often leads to insight and creativity. As such it applies both to the way Moodle was developed, and to the way a student or teacher might approach studying or teaching an online course.”

Roles
There are 3 roles for teachers/designers in the new eCourses system: Teacher, Non-editing teacher and Student View.
Logging In To eCourses

Open an Internet browser and go to the PVAMU homepage by typing the following URL (website address): [http://www.pvamu.edu](http://www.pvamu.edu); and then press Enter.

Click the eCourses link in the list of links near the bottom of the page (see the image to the right).

Enter your login information in the Login block at the top right-hand area of the page (see image to the right).
Minimum Online Presence at PVAMU

Faculty Information

- Curriculum Vitae
- Instructor Name
- Instructor Email
- Office Phone #
- Office Hours
- Office Location
- Textbook Information
- Course Syllabus
Updating Labels

Instructor email, office phone#, office hours, office location, Textbook information)

Click the Turn editing on button.

Click the Edit dropdown to the right of the label and select the Edit Settings link
Updating Labels

Instructor email, office phone#, office hours, office location, Textbook information)

This will take you to a page with a text-entry box. Type the desired text for the label (see image below).

When the label text is entered, click the Save and return to course button at the bottom of the page.
Uploading a Syllabus

Click the **Turn editing on** button.

Go to the desired topic, click the link, select **File** from Resources section of the Add button, and then click the button.

Enter a title for the file in the **Name** field (see figure to the right). *The title does not have to be the file name.*

Type a summary or description of the file in the **Description** field. To display the Description on the course page, check the box as shown below (optional).
Uploading a Syllabus

Either **Drag and Drop** a file into the box with an arrow or click the **Add** button to open the File picker menu in order to choose a file from your computer or a repository.

![Drag & Drop files or Click the Add Button](image)

You can drag and drop files here to add them.
Uploading a Syllabus

If you click the button, the **File picker** window appears (see image below).
Uploading a Syllabus

Click the **Upload a file** link to go the screen that will allow for the upload (see image below).

- The **Browse (or Choose File)** button allows the user to search hard drive or a removable storage device.
- The **Save as**: field allows for the renaming of the file.
- The **Author**: field allows an author name to be associated with the file.
- The **Choose license**: drop-down lists allow the user to choose the type rights that are associated with the file.
- When the file has been uploaded, click the “**Upload this file**” button.
Linking to Faculty CV in HB2504

(adding a link to an external web site)

Click the **Turn editing on** button.

Go to the desired topic, click the **Add an activity or resource** link, select **File** from **Resources** section of the list, and then click the **URL** option.
Linking to Faculty CV in HB2504

*adding a link to an external web site*

- Enter a title for the link in the **Name** field (see image to the right). The title does not have to be the web page’s URL.
- Type a description of the web page in the **Description** field (required).
- Enter the complete web page address. If you don’t know the web page address, you can open a new tab or browser window so that you can navigate to the desired web page and then copy and paste the web address from the new window/tab into the **External URL** field.
- Once the web address appears in the **Location** field, click the **Save and return to course** button to complete the process.
Using the eCourses Attendance tool *(adding sessions)*

Click the **Attendance** link from the Activities block (see figure to the right).

Click the **Add** tab at the top of the attendance page (see figure to the right).

Attendance can be added as a single session or in multiples.
Using the eCourses Attendance tool
(*adding sessions*)

1. Click the check box to 
   Create Multiple Sessions.
2. Select the session date 
   for the first session you 
   wish to add
3. Select the duration of the 
   session
4. Select the date for the 
   last session (session end 
   date) you wish to add
5. Select the check boxes for 
   days the class meets 
   (session days)
6. Select the frequency that 
   your class meets
7. Click 
   the button 
   to save changes
Using the eCourses Attendance tool

(Updating Attendance Status)

From the Sessions tab, find the session date for which you would like to update the attendance record and click green radio button located in the Actions column (see figure below)
Using the eCourses Attendance tool 
(Updating Attendance Status)

You should now be on the Update page. Find the student whose record needs to be updated and click the radio button for the new attendance status either  for Present,  for Late,  for Excused,  for Absent or  for Tardy (see figure below)

After updating the Attendance status, be sure to click the OK button at the bottom of the page.
Office of Distance Learning

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