CREATING AN INTERACTIVE COURSE USING THE ONLINE LEARNING PLATFORM

Introduction

This is a step-by-step guide that will enable you to create an online course using Godfrey Okoye Universitiy's Online Learning platform.

NOTE: For 100 level to 300 level courses, you must get the course outline for the department from the download page of NUC-CCMAS website. Visit the web address https://nuc-ccmas.ng/downloads/ to download the 70% of required documents. On the page displayed, you will see different disciplines. Select the CCMAS for your faculty and download it. Then open it to check the course you teach at the university (applicable to 100 to 300 level courses). For the remaining 30% from your department, visit this https://gouni.edu.ng/core-curriculum-minimum-academic-standards-ccmas/ to download the required documents.

## MOODLE: MODULAR OBJECT-ORIENTED DYNAMIC LEARNING ENVIRONMENT
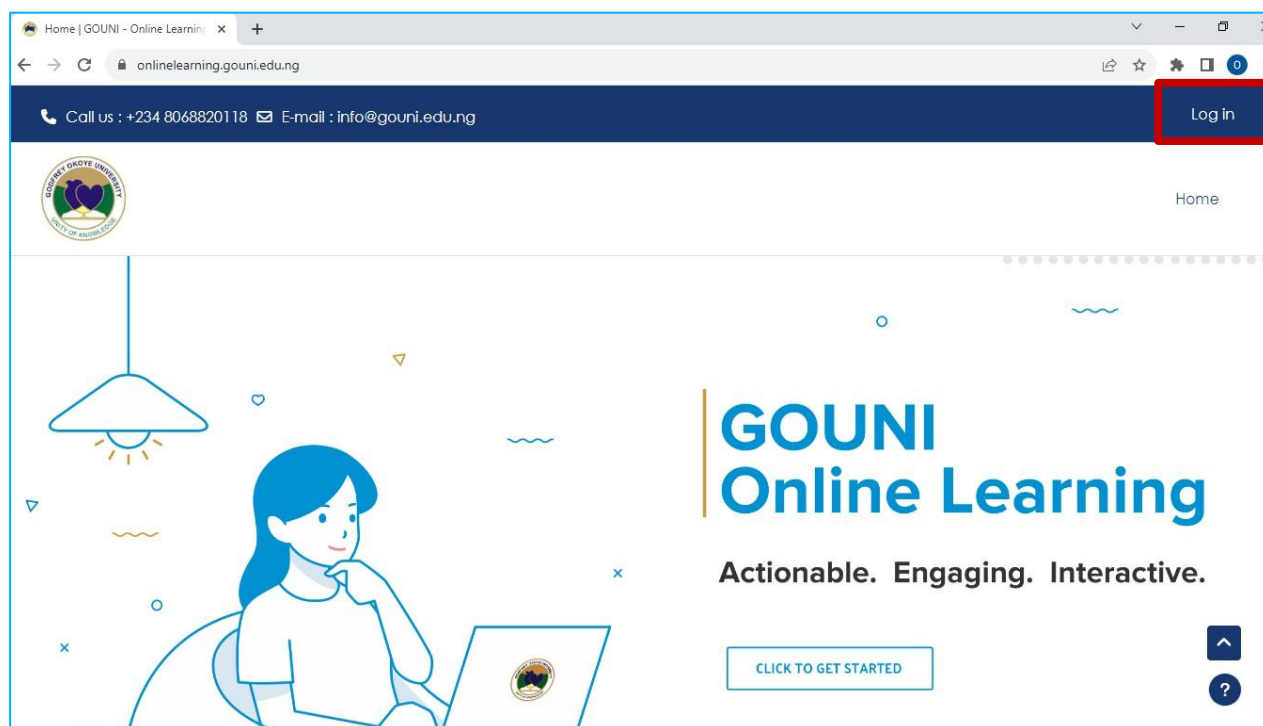
How to Login to Online Learning Platform :
You need to log in to the online learning environment using your already created username and password.

1. Visit the homepage of Godfrey Okoye University. Scroll down and locate **Quick Links** section on the right, then click on Online Learning as seen in the image below. This will load the home page of the platform as seen in the image in Step 2.
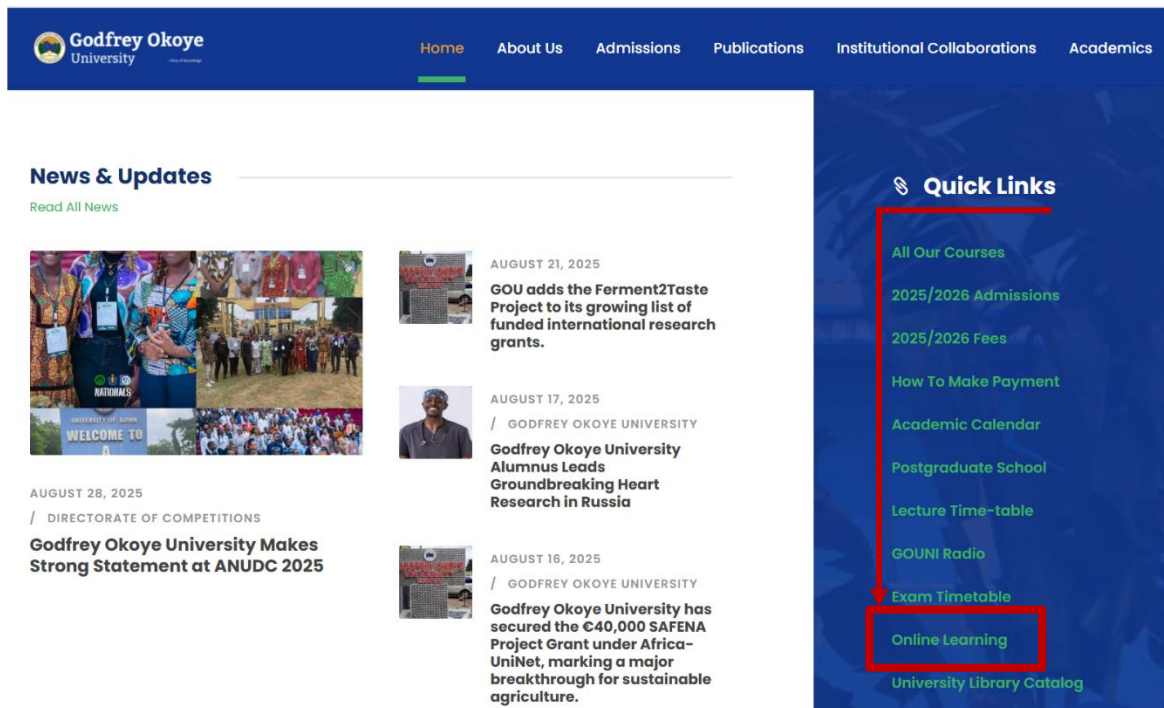
2. Click on the **Log in** button at the top right corner of the page to display the login page as seen in the image attached to Step 3.

3. In the login page as seen below, enter the correct username and password and click on **Log in** button. If you do not have login details to the Online Learning platform, go to your faculty ICT representative to get your username and password and return to login.

If you are prompted to change your password, do so. A good password should have at least 8 characters with a combination of these: numbers, letters (lowercase & uppercase), and non-alphanumeric character such as asterisk *, dash -, or hashtag #.


Note: The **Access as a guest** button below the **Lost password?** button gives visibility of the course to a non-logged in user but not accessing the course or its content.
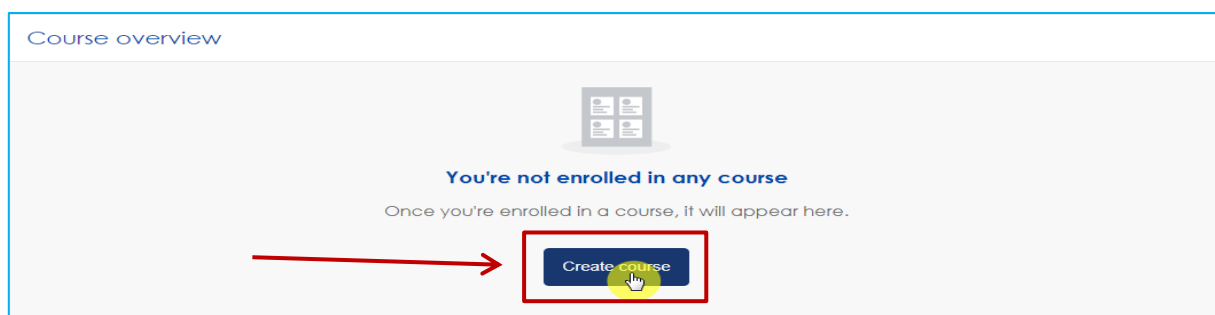
How to Create a Course on the Platform

Once you are logged in, you will see the page in the image below. Ensure that you can see the **Create Course** button on your ow page. If not, see your faculty ICT rep to give you the necessary platform rights.

Creating an Online Course Title and Course Code

1. After a successful login, click **My Courses**.
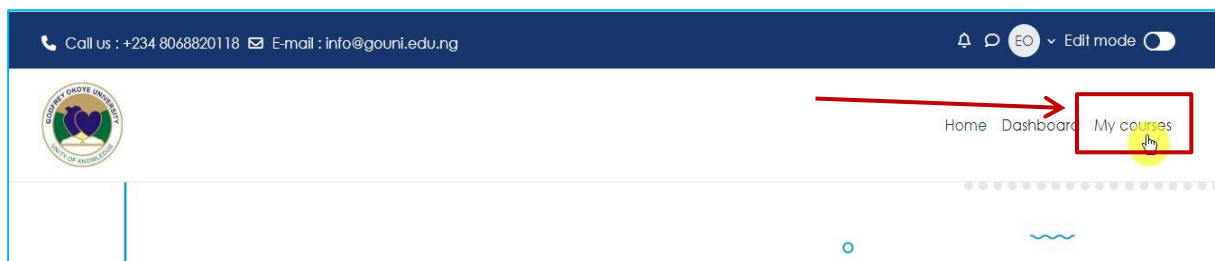
2. Then click on **Create course**

A new page will be displayed to start creating your course as shown below. The tabs are compressed but they can be expanded depending on what you will see on your own page. The major focus will be from General to Course format tabs. Let's explore each tab.
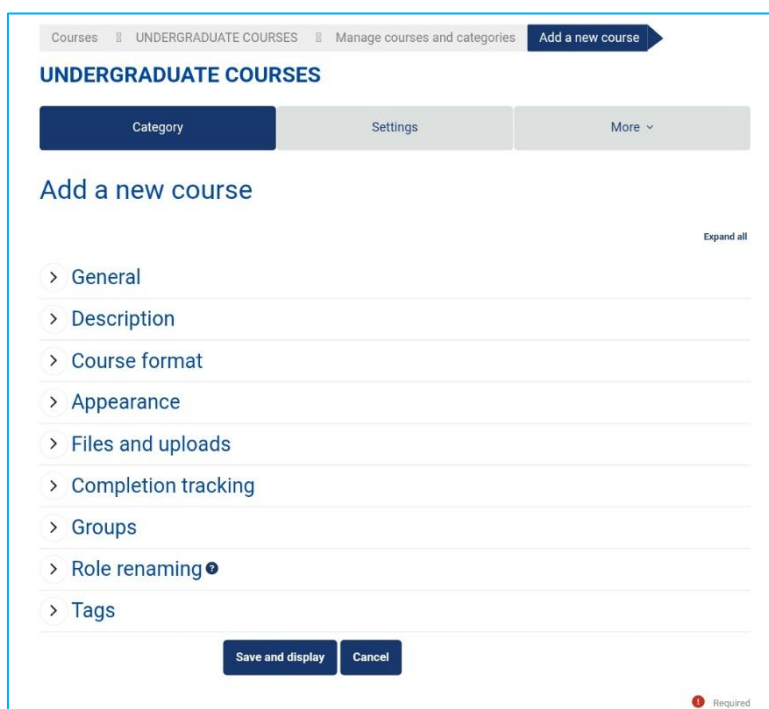
General Tab

a. **Course full name**: This is where you will enter the course code and title e.g. Artificial Machine
b. **Course short name**: This is where you enter the course short code e.g. CSC 323
c. **Course category**: Use the drop down arrow to display the right category
d. **Course visibility**: Use the drop down to select either Show/Hide
e. **Course end date**: Uncheck the **Enable** box to make course available for more than a year

Description Tab

Add a short description of the course in the course summary box.

Click on the arrow to upload a course image. A course image is what learners on the platform will see with the name of the course below it. This is more like a thumbnail

Course format Tab

a. **Format**: Use the drop down arrow to view and select the **Topics format** as highlighted above.
b. **Number of sections**: Use the up and down arrows to increase/decrease the number of sections required based on what you have in your course
c. **Hidden Sections**: Use the up and down arrow to select the preferred option
d. **Course layout**: Use the up and down arrow to select the preferred option

In the end, scroll down and click on S**ave and display** button.

Note: To add another course, click on **My Courses** at the right top of the course overview page as shown below.
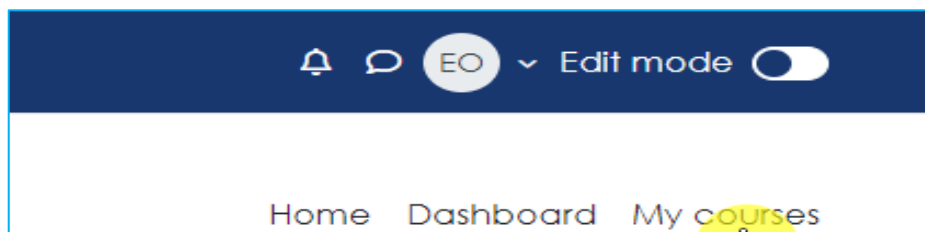
Then on the page that will be displayed, click on the vertical dots parallel to **My courses** and select New course
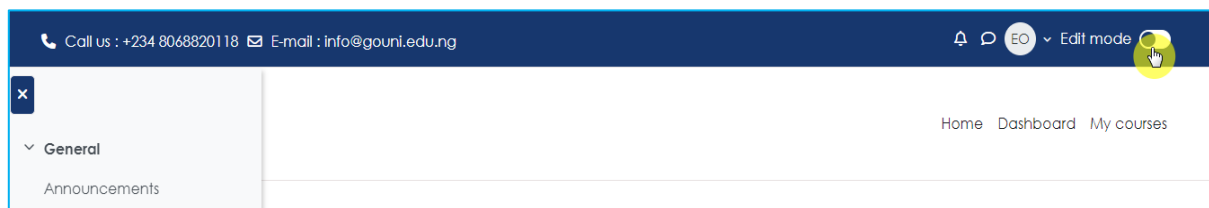
How to Add Content (Activities and Resources) to Your Created Course

On another word processing program like Microsoft Word, have the document or file containing the content of your course with topics well organized. Before adding the topics, remember to turn toggle on the **Edit mode** at the top right corner of the course overview page as shown below.


Wait for a few seconds for the page to refresh. You will notice that some activity, resources, and icon has been added, now you can edit the course and add more content.

First, click on the **Home** button, scroll down a bit to see the course you created initially. It will be among the first courses you will see displayed horizontally. See the image below
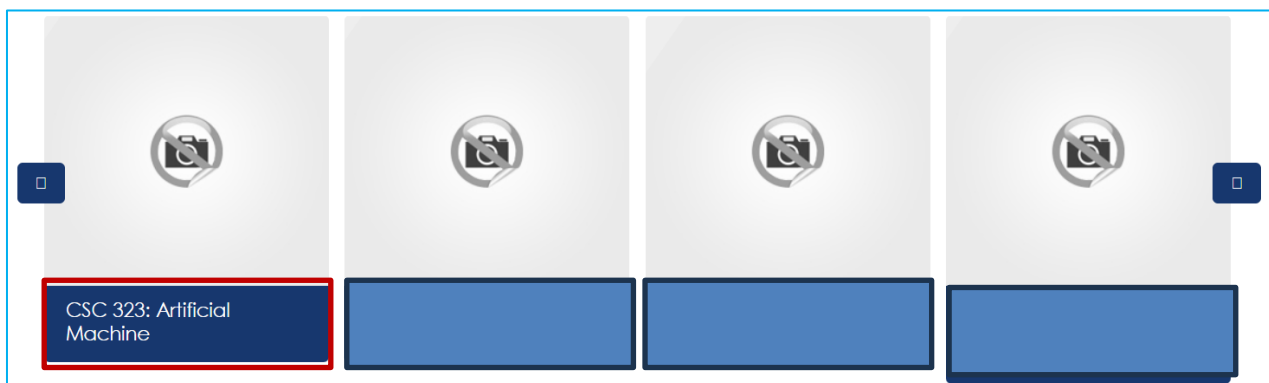
Then click on the course to enter the course dashboard as shown below. You are now able to edit because of the pencil icons you can see at different areas
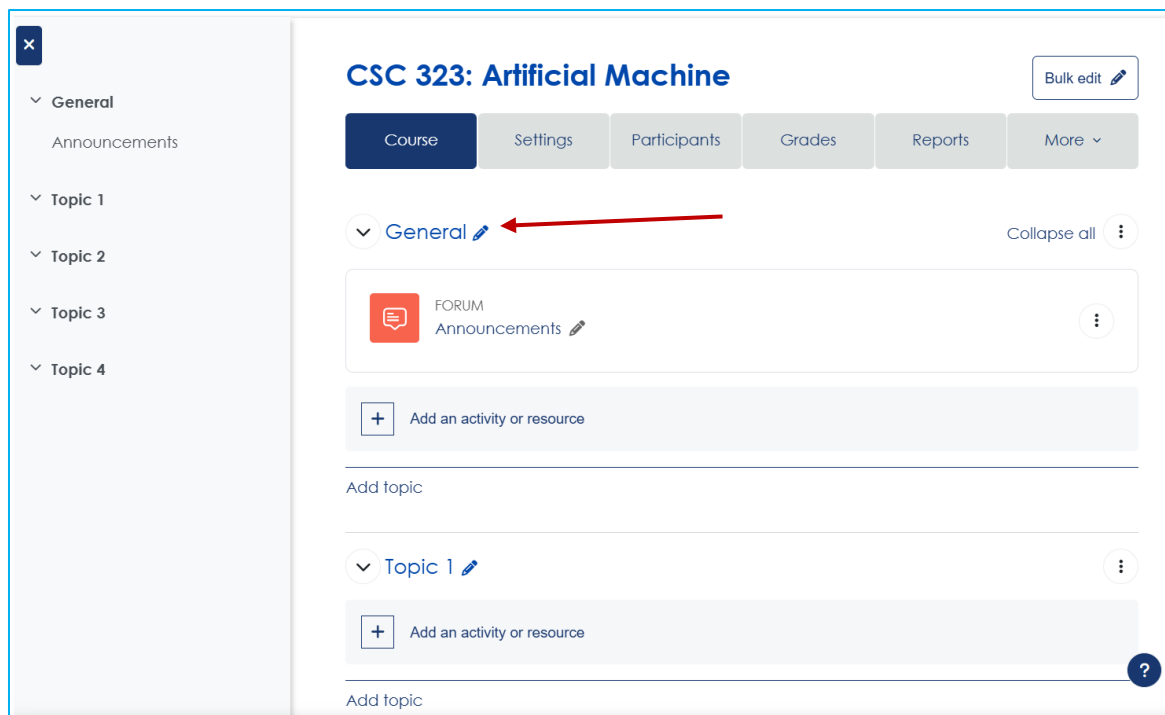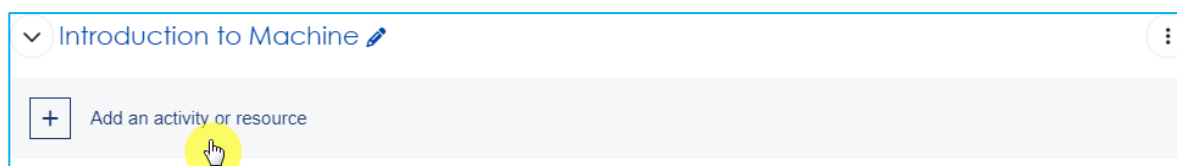
To change the default title of each topic such as Topic 1, click on the pencil icon to edit the topic name
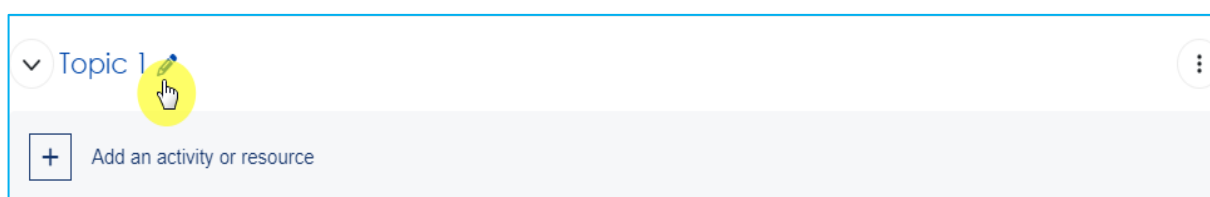

Enter the title of the **topic** and press the **Enter key** on your keyboard to save the topic name entered.

To start adding course activity or resource under each topic, click on Add an activity or resource

The activity and resource window will be displayed as shown below. To know what each one can be used for, click on the ⓘ icon under each one to display a detailed description of each activity or resource. Let's explore a resource called **Page**.
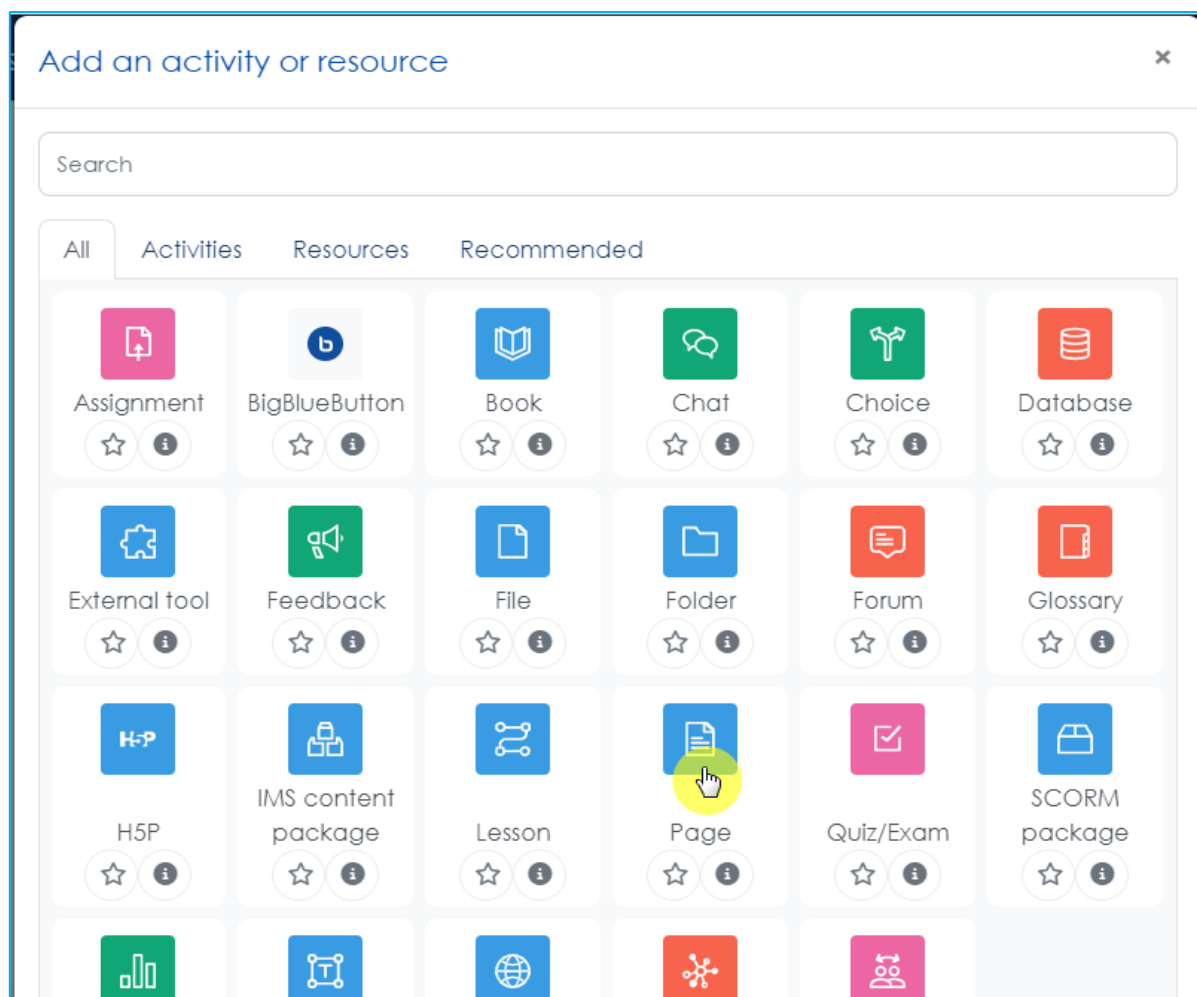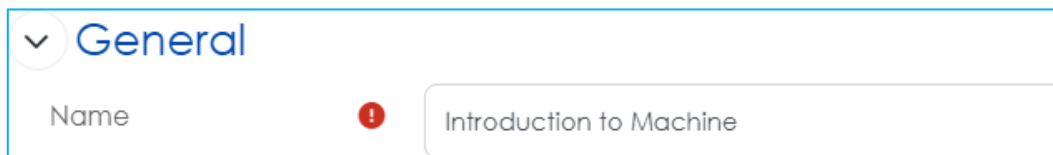
Page module enables a teacher to create a web page resource using the text editor. A page can display text, images, sound, video, web links, and embedded code, such as Google Maps. A page is more accessible (for example to users of mobile devices) and easier to update and is used to embed several videos or sound files together with some explanatory text.

Once you click on **Page**, the page window will be displayed as shown below.

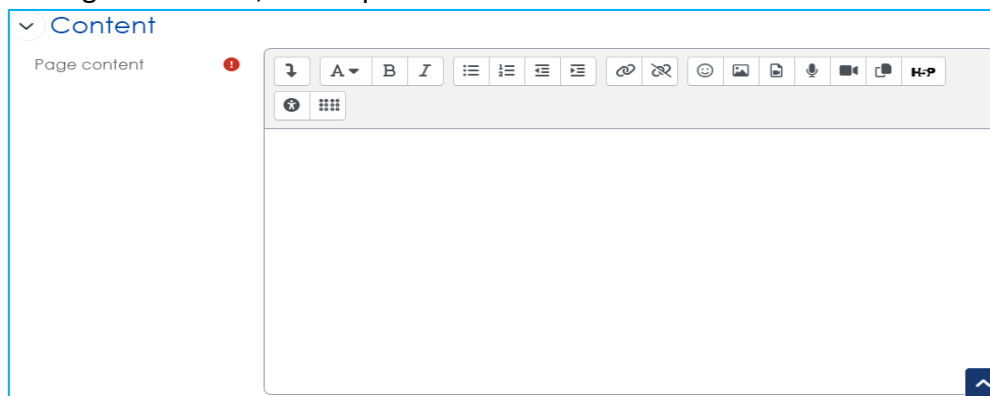**Name**: Enter the **topic** name

Description: This is optional.

Content: This is where you add the lecture content for the specific topic. This can either in video, audio, web link, text, or image. To do this, the steps below are needed.
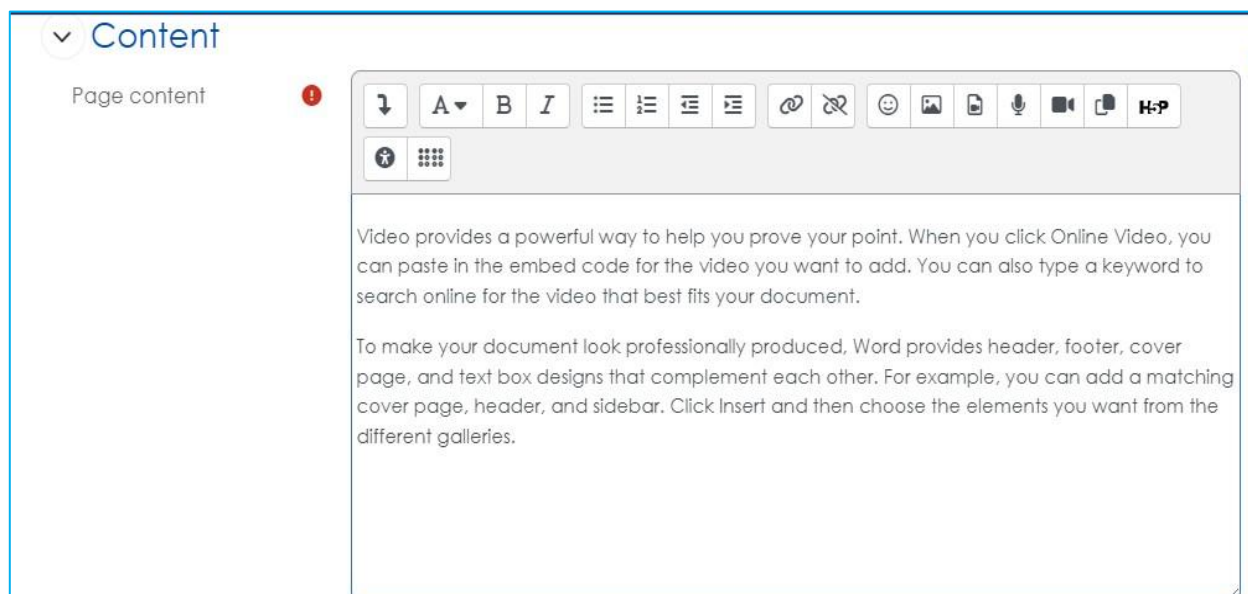

Adding Text to Course Content

a. Copy the content of the topic from your already opened lecture note and paste it within the box to add content. See the image shown below.

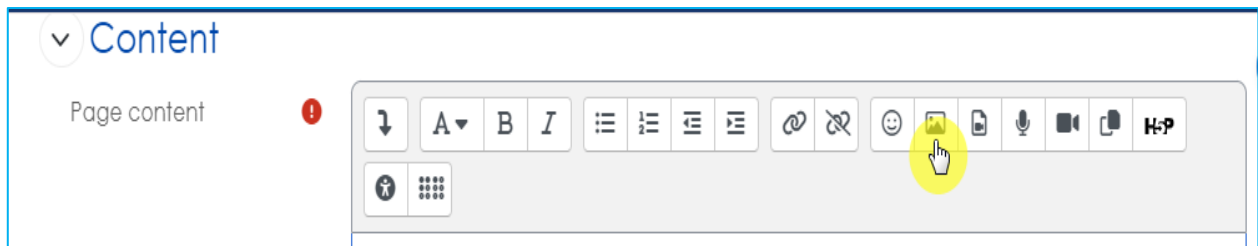**Adding Image to Course Content**

a. Select the Insert or Edit Image icon highlighted on the page content tab.

b. Paste the **URL** if you are copying an image link from the internet, or click on **Browse repositories** (if you already saved the image)

c. Click **Choose file**, search for the image in your computer system.

d. Double-click on the image to insert it.


e. Click on **Upload this file**.
f. In the **Describe this image for someone who cannot see it box**, add a descriptive text to describe the image for a learner who is visually impaired or alternatively check the box beside **This image is decorative only** as shown below.

g. Finally, click on **Save Image**.
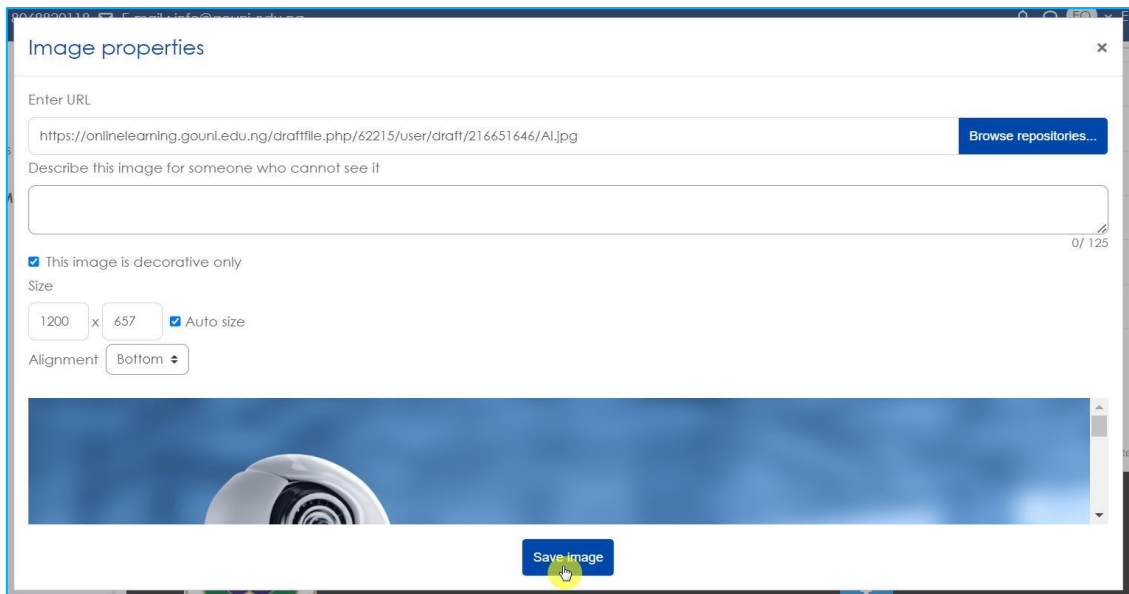
To view the image uploaded, scroll down and click on **Save and display** as shown below.
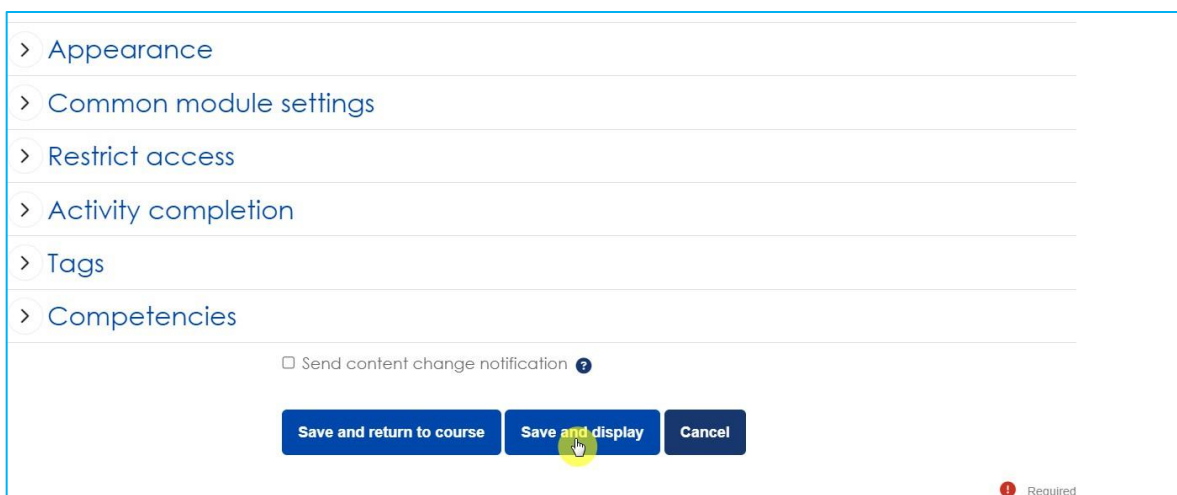
Adding audio or Video to Course Content

a. After clicking the save and display option, the online learning environment will be displayed as shown below click on **Settings** to add content to the existing **Page/Topic**
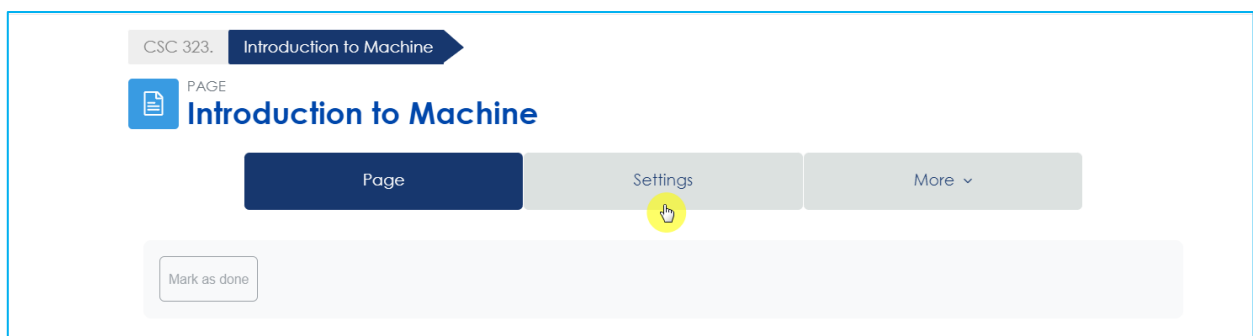
b. Open a YouTube page of the video you want to copy by doing the following

   • Click the **+** sign to create a **New tab** in your browser as shown below

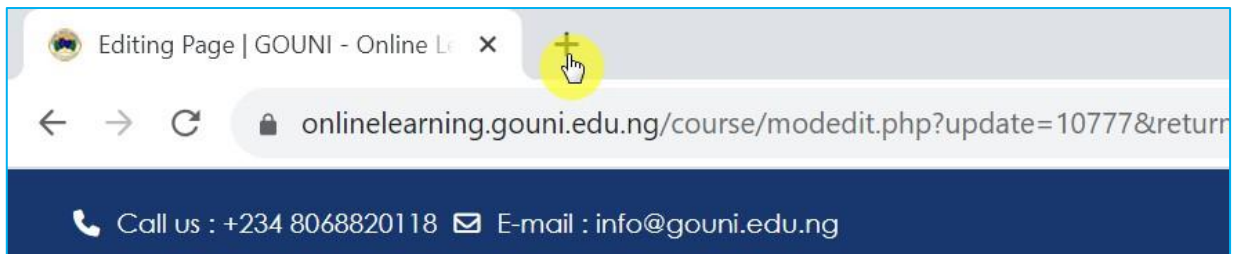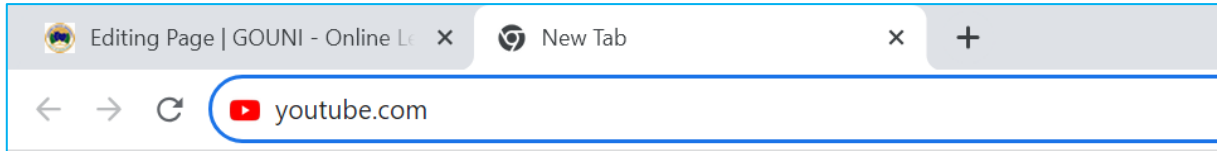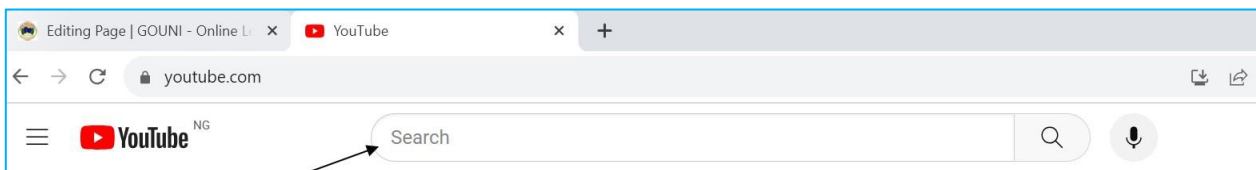- Type in www.youtube.com in the address bar and press Enter key on your keyboard

- On the YouTube's search bar enter the name of the video you want to search

- Click on the **share** icon (a window appears)
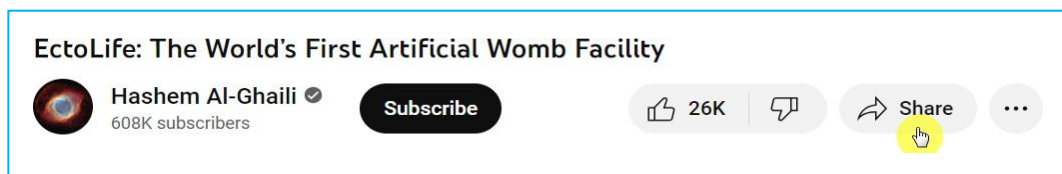
- Select Copy to copy the video URL as shown below

Then return to the Online Learning environment and make sure you place the computer cursor where you want to upload the video.

- Select the **insert** or **Edit audio/video** file icon on the content tab as shown below.

Once you click the icon, the insert media window will be displayed as shown below

- Select the Video, audio, or Link of your desired choice on the Insert media window.
- Paste the URL of the video link from the internet.
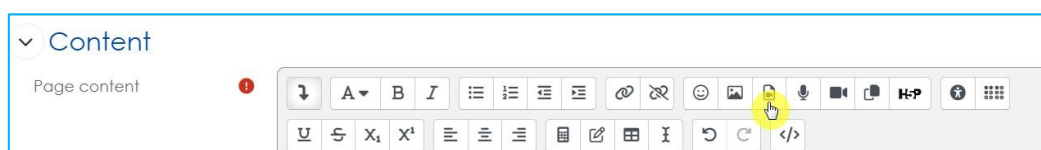

- Then click on **Insert media**
- Then scroll down and click on **Save** and **display** as shown below

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Note: Follow the steps in adding an external link, audio, etc. to your interactive virtual learning environment. It is important to add some format styles to the topic content to make it interactive. (e.g. Bold, Italics, Alignment, etc.
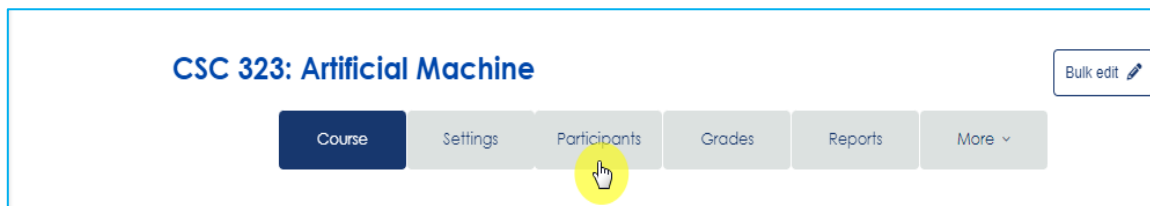
Adding Participants to the Interactive Learning Environment.

Setting up participants allows the student to enroll in the interactive course, and enables them to carry out further activities of the course such as discussions, quiz/exams, or assignments etc.
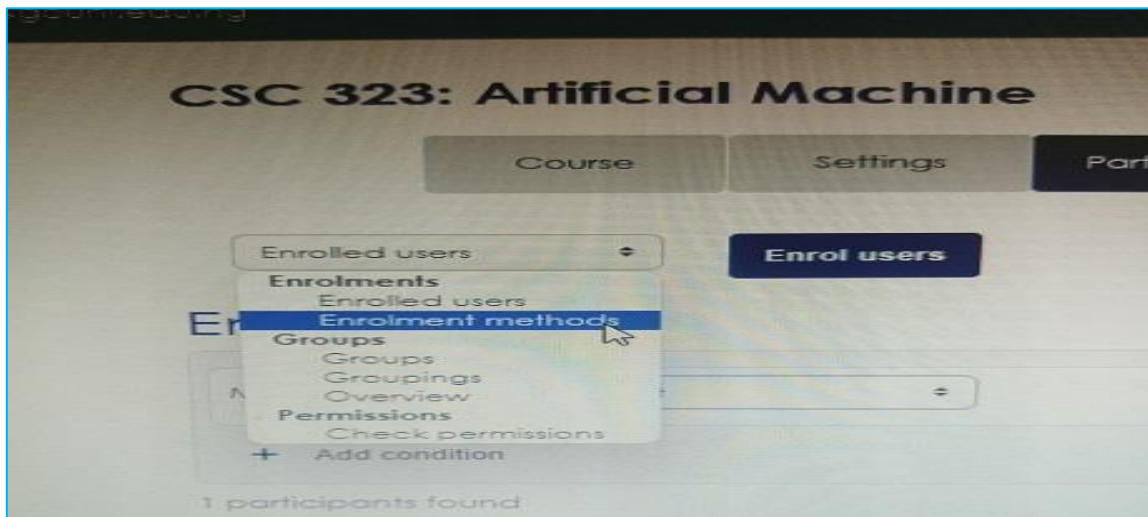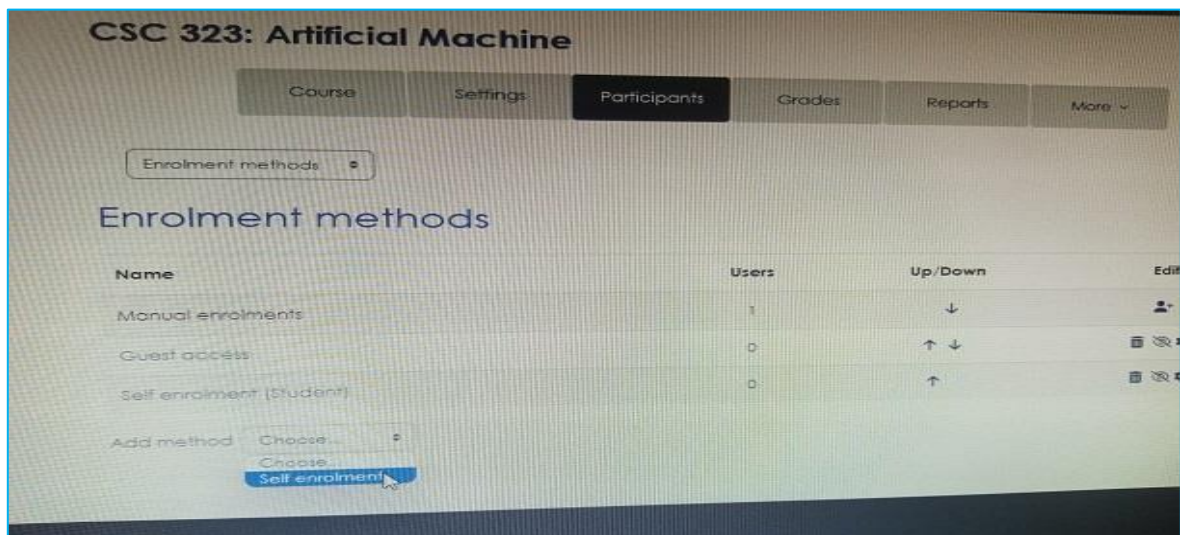
Steps

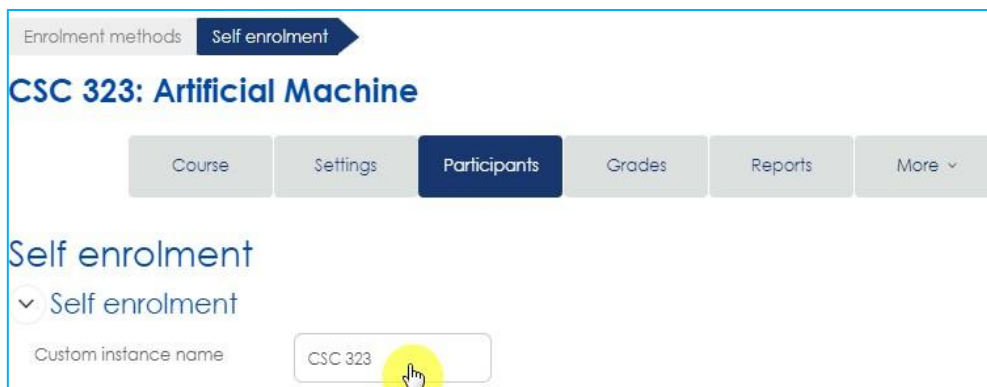- Select **Participants**

- Click on **Enrolled Users** and select **Enrolment methods**

- Go to **Add method**; select **choose** and click on **Self enrolment**

- Custom instance name: Enter the **course code**

- Scroll down and click **Add method**
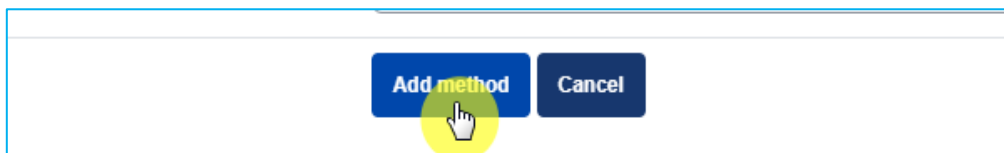
Now the course enrolment is added but is below the other enrollment option, it should be the first on the list for the student to enroll successfully, follow the step below to bring it on top.
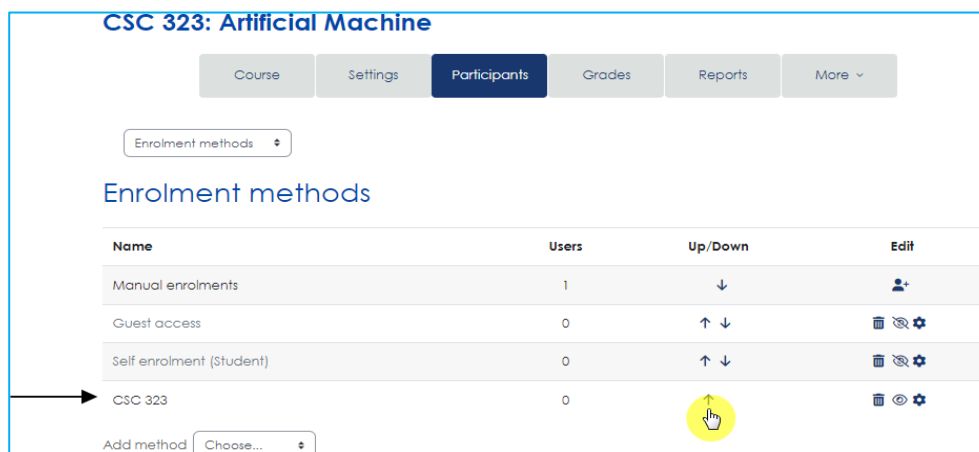
- Click the up arrow, one at a moment till it becomes number one.
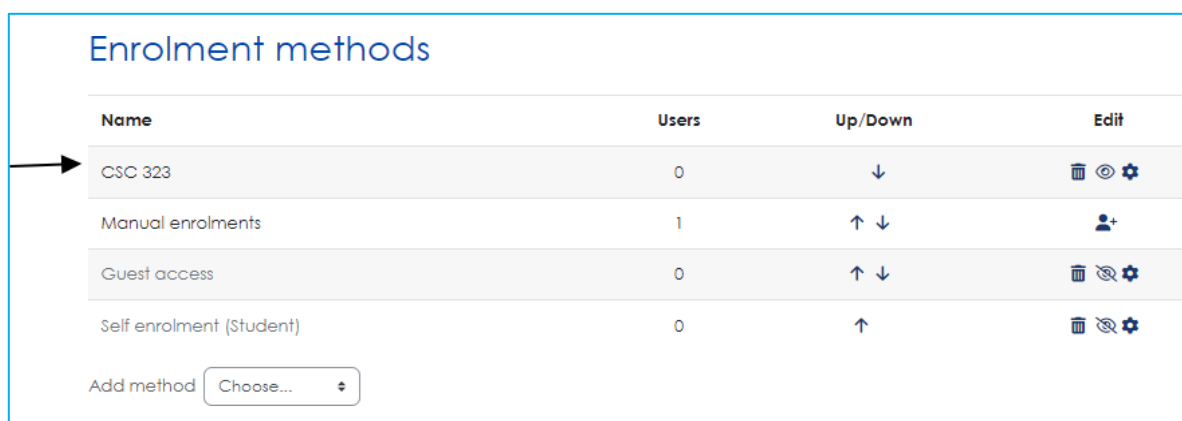
Note: You must set the enrolment method to enable your student to self-enroll in your course without issues. When the course you created is the 1st on the list it means that the students can enroll in the course easily without stress.

Manual enrolment means the lecturer has to enroll the students by him/herself.

Guest access is when you want to issue access to a user who is not within the University.

Self-enrolment (**Student**) means that the student has to search for the course, click on enroll, and wait for the lecturer to accept or enroll them into the course.
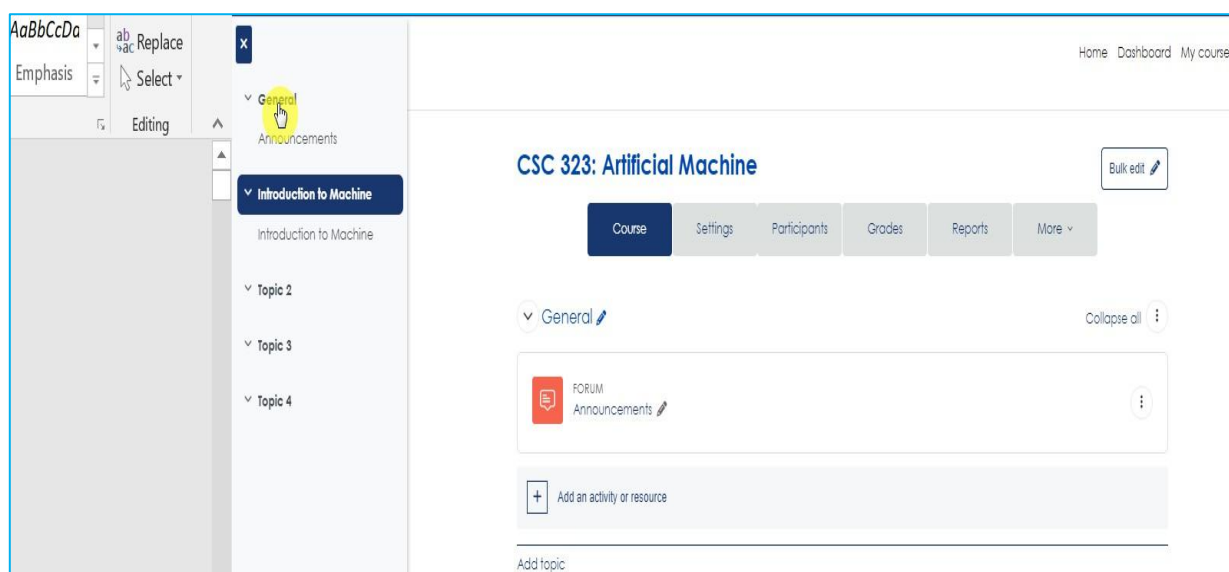
Optional: Setting Up a Welcome Message for the Student (Video Message)

Remember to toggle on **Edit mode** on, then click on General

On **General,** click on the **pencil icon** to edit the name
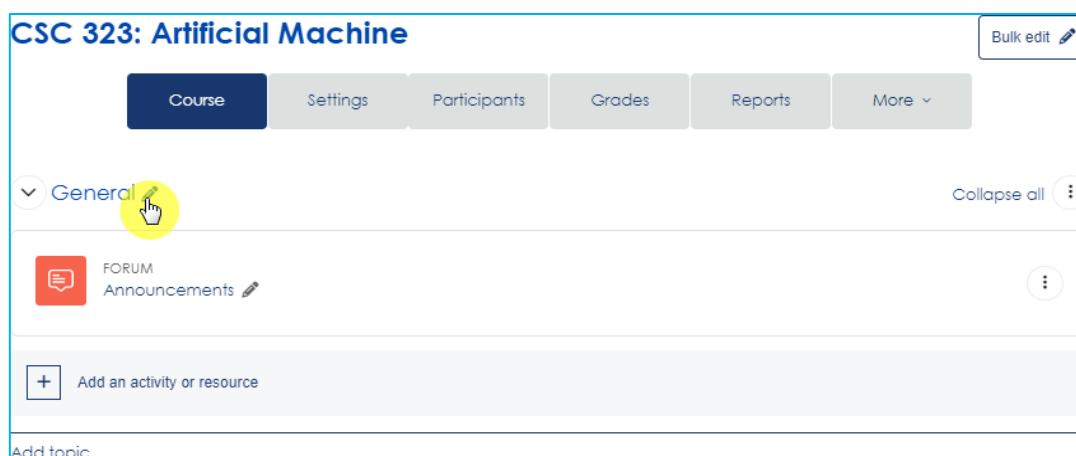
Click the 3 vertical dots on the right side, select the **Edit section** (summary of **General** Appears)
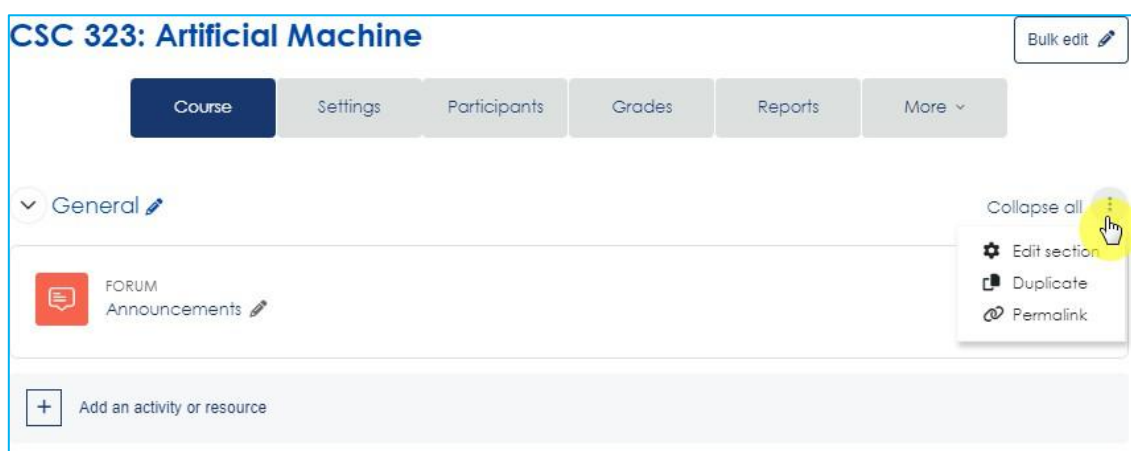
Section Name: Click on the **Custom** box to check it, then enter "**Welcome Message**" on the blank box.

Hybrid Teaching and Learning – How to Create an Online Course. Use University Email and GOUNI Library Resources.

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On **Summary**, **select the Record Video** icon from the tab

Click on **Start Recording** to begin the recording, the say what you want your students to hear as a welcome message for the course.

Click on **Stop recording** when you are done, then click on **Attach recording** to attach the recorded video if it's okay or click on **Record again** to redo.

Finally, click on **Save changes.**

You can explore other activities and resources to discover new ways of making your course interactive and engaging.

GOUNI SMART CLASSROOM

The university smart classrooms are available for booking; the smart classroom enables you to teach in a Hybrid Mode, access the internet and integrate multimedia in the classroom.

Kindly call your faculty ICT Rep to schedule a class.

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