



Getting Started - enable teacher presence online

Moodle tools that enable teacher presence online

To encourage students to participate in your Moodle course, it is necessary to be active in the course on a regular basis. Students' use of social media leads them to expect a social experience in all their online activities—if it is absent they will quickly disengage.

Moodle has many tools to help you promote participation by maintaining a highly visible presence in your course. Click the following link for a more comprehensive [list of Moodle communication tools](#).

Tool	Description	Purpose	Examples
News Forum/Announcement	Announcements allow teaching staff to make posts that all course participants are subscribed to, meaning that everyone receives email notification when an announcement is posted. A <u>News Forum</u> is automatically added to every Moodle course on creation.	General information: course updates, reminders, encouragement etc. Note: The Announcement Tool is called News Forum in Moodle. It is recommended that you rename it before the start of semester.	<ul style="list-style-type: none">◦ Welcome to ...◦ No tutorial this week as Monday is a public holiday ...◦ There is a room change for this week only ...

<p>Forum</p>	<p>Forums are an asynchronous discussion activity which are useful when participants aren't able to meet face to face, and/or can't be online at the same time as each other.</p>	<ul style="list-style-type: none"> • Students can post general questions they might have in relation to the course for other students to benefit from. • A Convenor or Tutor can relay general course information or answer a question that is coming up frequently in a dialogue or tutorial conversation. • Extension of a lecture or tutorial conversation • Scaffolding ideas or arguments • Student-centered forum within topics to encourage course work conversations • Convenor/Tutor forum (hidden) • Small group planning or conversations 	<ul style="list-style-type: none"> • Can I email the assignment to you rather than hand it in? • On my timetable it says that the tutorial is in x and the Unit Guide says it is in y ... • Handout mentioned the lecture recording is available ... • Introduce yourselves ... • The reading this week proposes ... • Reflect on ... • Each group will be allocated a specific case study to examine, discuss and report back on ... • Where do you stand in this debate?
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Chat	<p>Chat allows participants in a unit to have a real-time synchronous discussion—which is especially beneficial when the group is not able to meet face to face.</p>	<ul style="list-style-type: none"> • Students planning a group presentation can communicate with each other. • A question-and-answer session with a Tutor/Convenor • External students can get to know each other and the topic being discussed. 	<ul style="list-style-type: none"> • How shall we approach topic x ... (hidden chat between co-convenors on large/split campus) • I believe there are some issues around how to use a Wiki for the group task ... • Any ideas on how we should structure our presentation?
Email	<p>Allows you to send email messages to individuals, groups or your whole course</p>	<p>Preferred to, and/or additional to, other communication methods when it is important that all students receive a message.</p>	<ul style="list-style-type: none"> • Important course dates • Changes to important course details e.g. assignment changes • Late room changes

Feedback	The Feedback activity is a student survey tool you can use to request feedback on your course or your teaching. Unlike the Quiz tool, you can create non-graded questions.	Use the Feedback tool when you want students' opinions either of your course as a whole or of specific activities or aspects within it.	<ul style="list-style-type: none"> • Assess student satisfaction with your course as a whole. • Assess student satisfaction with individual activities or topic within your course.
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Document Version Date 23/11/2017

UNSW CRICOS Provider Code: 00098G

<https://teaching.unsw.edu.au/moodle-enable-teacher-presence>