INSTITUTE FOR PROFESSIONAL EXCELLENCE

CareerPLUS+

Technology Guide
for Facilitators & Course Authors

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Updated 12/20/2021

Facilitators Only

Using Moodle

Moodle FAQ

Click the following link to learn more about what Moodle is and how to navigate it: https://docs.moodle.org/25/en/About_Moodle_FAQ

Accessing the Micro Course in Moodle

1. Go to: moodle.clarke.edu
2. Press the "Log In" link in the upper right hand corner.
3. Enter your Clarke login credentials in this format:

   firstname_lastname
   (password)

4. Please contact the Clarke University Help Desk at help@clarke.edu or (563) 588-6390 if you experience any difficulty logging in to Moodle.

If participants in your micro course have any trouble logging in to Moodle, please have them view this video for troubleshooting tips and/or contact careerplus@clarke.edu.

Moodle App

Downloading the **Open LMS app** will allow you or learners in your micro course to easily log in to Moodle from your phone. After installing the app, you can either scan the QR code below or type in https://moodle.clarke.edu/login/index.php#specialexceptionlogin in the "Your Site" field and then click on "Connect to your site." You will then be prompted to type in your Moodle username and password and click "Log In." Once you are logged in, click on "My Courses" to access your micro course. This app also allows you to download content for offline access.

Information about accessing the micro course using the Open LMS app is included in the learners' CareerPLUS micro course orientation.

Unhiding the Micro Course Topics

Since it is important that CareerPLUS participants cannot view their micro course content prior to the start date (except for the "Overview" section), the topics within the course have been hidden. You as the facilitator will need to "unhide" the micro course topics on the start date of the micro course (or preferably the night before). Click here for instructions on how to do this.

Recording and Posting a Video to a Moodle Discussion Forum

For instructions on how to record and/or post a video directly inside a Moodle Discussion Forum, click here.

Notification Preferences in Moodle

The default notification setting in Moodle for CareerPLUS teachers and participants is "subscription optional", which means that the teacher and participants do not get notifications to discussion forum unless they adjust the notification settings in Moodle. The CareerPLUS online orientation includes instructions on how participants can adjust their notification settings (i.e. how often they want to be notified if someone posts to the discussion forum), but these instructions are also summarized below.

Manage Email Notifications in Moodle

Moodle makes it easy to keep track of online discussions in your courses using email notifications when you are "subscribed" to a forum. The default notification setting for discussion forums for your micro course is "no notifications." The instructions below show you how to control these notifications and prevent your inbox from being flooded with too many messages.

Manage Notifications through Your User Preferences (Across All Micro Courses)

Every Moodle user has the ability to control how they receive email notifications from Moodle. To customize these settings:

1. Log in to Moodle.
2. Click your name or user icon (top right of your course page) and from the User menu drop-down, select **Preferences**. Your Preferences page will open.
3. On the **Preferences** page, under **User account**, click The **Forum Preferences** page.
4. On the Forum Preferences page, from the **Email digest type** drop-down menu, select how Moodle will send notifications when you are following discussions. You have the following options:
   o **No digest (single email per forum post).**
   o **Complete (daily email with full posts)** (default).
   o **Subjects (daily email with subjects only).**
   o Note: By choosing Complete or Subjects you will receive one email per day with notifications from Moodle. If you choose No digest, you will receive an email every time a classmate or facilitator posts to discussions you are following.
5. From the Forum auto-subscribe drop-down menu, select how you will follow discussion forums:
   o **No: Don't automatically subscribe me to forum discussions** (default). Recommended.

- o **Yes: When I post, subscribe me to that forum.** Not recommended; you will receive email notifications from any forum you contribute to.
6. At the bottom of the page, click **Save changes** to finish making changes.

Manage Subscriptions to Particular Forums and Discussions (Within Specific Micro Course Discussion Forms)

If your facilitator has set the subscription mode for a forum to be optional, you can choose whether or not to receive email notifications. You can also choose to subscribe to individual topics in a forum discussion, as opposed to receiving emails for all topics in that forum. This can be especially useful in forums with multiple discussion topics where you only need to follow particular topics.

To change your subscription mode for an entire forum:

- Log in to [Moodle.](#)
- Open the forum, and click on the gear icon on the right, and the *forum drop-down menu* will appear.
  Click **Subscribe to this forum** to receive emails.
  • Click **Unsubscribe from this forum** if you do not want to receive emails.

To change your subscription mode for a discussion topic within a forum:

- Click on the "Subscribe" radio button located next to the discussion topic until it turns blue (to subscribe) or gray (to unsubscribe)

At the bottom of an email message sent from Moodle, click **Unsubscribe from this forum** (or **Unsubscribe from all forums**). You will be sent to Moodle (you may need to log in) where you will be asked to confirm your choice. Click **Continue** to unsubscribe and stop receiving email notifications.

Note: If you do not see a link to unsubscribe, your facilitator has set the subscription for the forum to *Forced subscription*, and you cannot unsubscribe.

Video Instructions: For more information about how to change your notification settings in Moodle, [view this instructional video](#).

Quizzes - Reviewing Responses in Moodle

When a participant finishes a quiz, they can see their score but not which question they got wrong. They also cannot see the correct answer for each individual question. This was an intentional design decision because micro course participants get unlimited attempts to pass the quiz. If a participant in your micro course would like to know the correct response to a question(s) they got wrong, they may reach out to you to request the correct answer.
If a course participant asks you which quiz question(s) they got wrong, you can run a report from the Quiz settings:

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1. Click into the quiz.
2. Click on the gear icon.

3. Click on "Responses" (under Results)

4. You'll be able to see which questions participants got right/wrong.

Sending Messages to CareerPLUS Participants

Quickmail is a convenient way to select enrolled users in your Moodle micro course and message them. You can select (or exclude) recipients individually, by role, or even by group. Additionally, you can use Quickmail at the administrative level to select and message users within the entire site. Click here for instructions on how to use Quickmail to message the participants in your micro course.

Closing the Micro Course in Moodle

There is nothing that the facilitator needs to do to close the micro course in Moodle. The Institute for Professional Excellence will ensure that the micro course is closed in Moodle on the day after the end date of the micro course.

Conference Call (Optional)

Generating a Link for the Conference Call (Using Desktop Version of Outlook)

1. Go to your Outlook calendar and select "New Appointment."
2. Click on the "Teams Meeting" icon in the menu bar. A link to "Join Microsoft Teams Meeting" should generate in the body of the email.
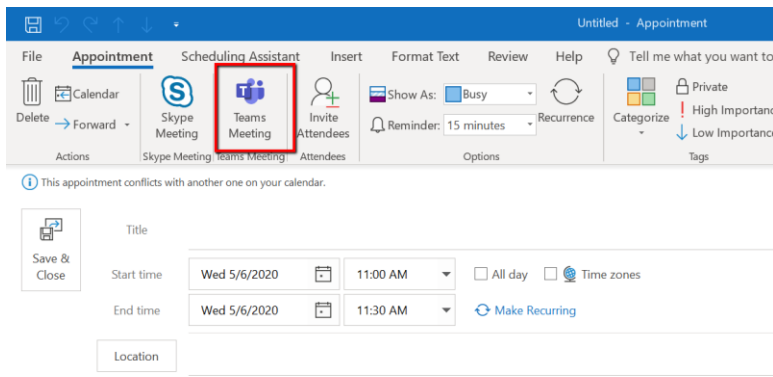
3. Add a title for the meeting invitation: "CareerPLUS Conference Call (Optional) – [Name of Micro Course] – [Date of Conference Call]
4. Add your Clarke email address in the "Required" field
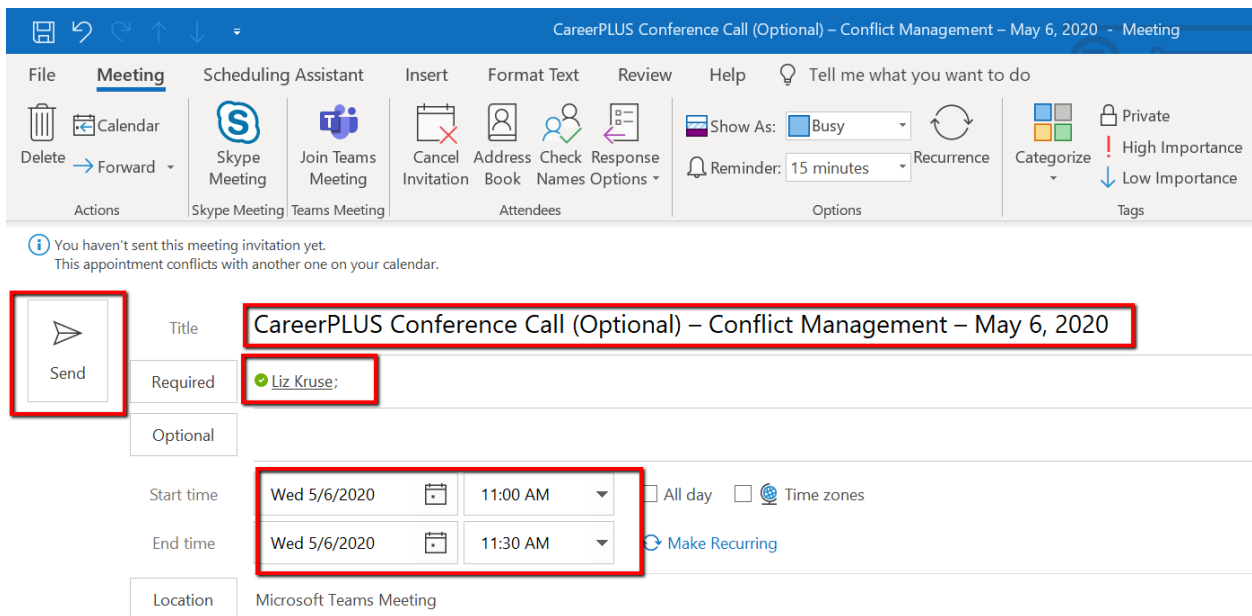
5. Select the date/time for your conference call. Click "Send."

6. Go to your Outlook calendar and copy the link and dial-in number from the meeting you just created. The link to join the conference call and your unique dial-in number will look something like this:

7. Follow the instructions below to paste your meeting link into your micro course in Moodle as well as how to send an email notification to your CareerPLUS micro course participants about the conference call.

Generating a Link for the Conference Call (Using Web Version of Outlook)

1. Go to my.clarke.edu
2. Click on the Click on the icon at the top with the 9 dots to view your Microsoft Office365 apps. Click on Outlook and log in (if not already logged in)
3. Go to your Outlook Calendar
4. Click on "New Event"

5. Add a title for the meeting invitation: "CareerPLUS Conference Call (Optional) – [Name of Micro Course] – [Date of Conference Call]

6. Add your Clarke email address in the "Invite Attendees" field

7. Select "Teams meeting" (the button should turn blue - see screenshot below)

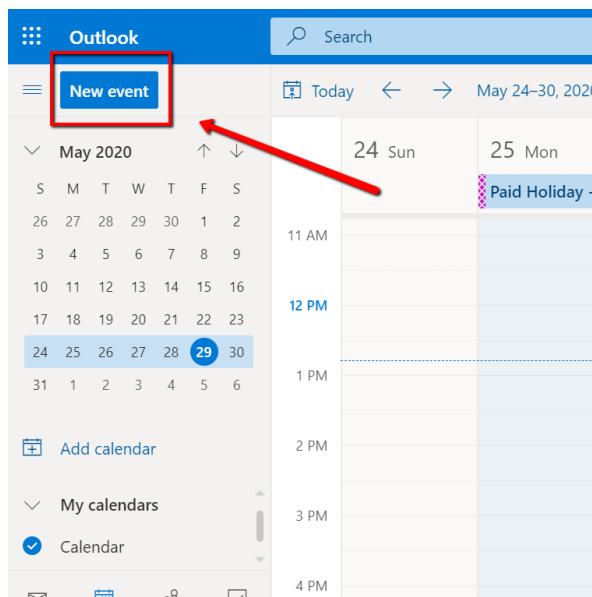8. Select the date/time for your conference call. Click "Send."
9. Go to your Outlook calendar and copy the link and dial-in number from the meeting you just created. The link to join the conference call and your unique dial-in number will look something like this:
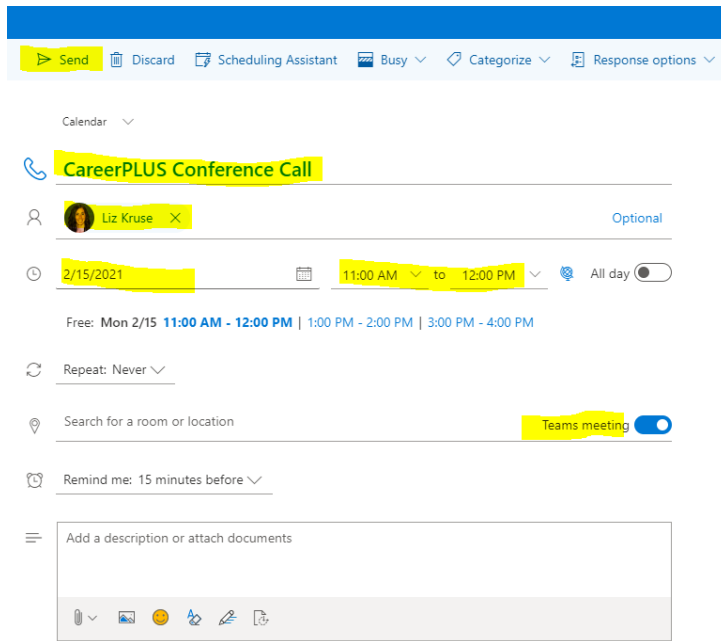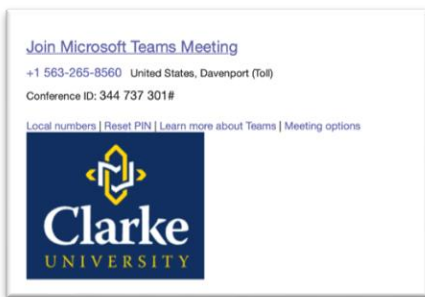

10. Follow the instructions in the Technology Guide to paste your meeting link into your micro course in Moodle as well as how to send an email notification to your CareerPLUS micro course participants about the conference call.

Joining a Conference Call in Microsoft Teams
The instructions for how CareerPLUS participants can access the conference call in Microsoft Teams are available at https://www.clarke.edu/wp-content/uploads/How-to-Join-a-CareerPLUS-Conference-Call.pdf.

The link to these instructions are also available in the Conference Call section of the micro course in Moodle.

Muting Participants

As the host of the conference call, you are able to mute participants administratively by clicking on the "Show Participants" icon and then hovering over the name of the person you'd like to mute, click on the three dots, and then select "Mute Participant."
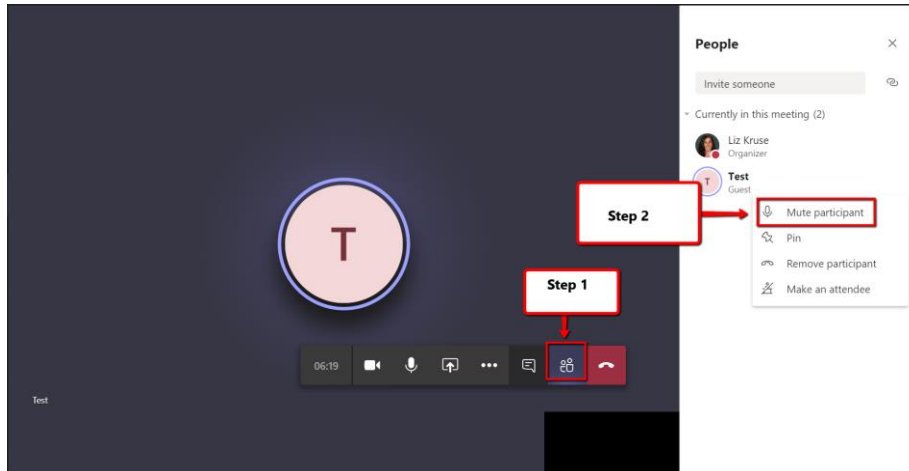
Recording the Call

To record the call, click on the "three dots" icons on the toolbar and select "Start Recording." When you as the host of the call hang up, it will automatically stop recording the call and will automatically begin uploading the call recording into Microsoft Stream. You will be able to download the recording from Microsoft Stream and upload it to YouTube to share in Moodle, if you so desire or if micro course participants have requested access to a recording of the call.
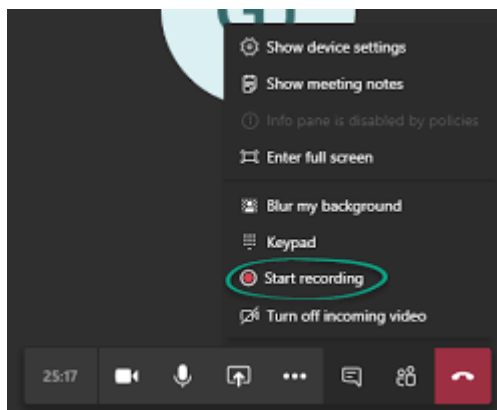
Using the Chat Feature in Microsoft Teams

The chat window in the Microsoft Teams conference call is a text based group chat for everyone in the meeting. Clicking on the chat window icon on the control strip will pull up the chat window on the right-hand side of the screen where you will be able to engage in a text-based group chats, or to view and download any additional documents the organizer may want to share with you during the meeting. If you have multiple people in your micro course, it may be a good idea to request a moderator by emailing careerplus@clarke.edu to monitor your chat box throughout the conference call.
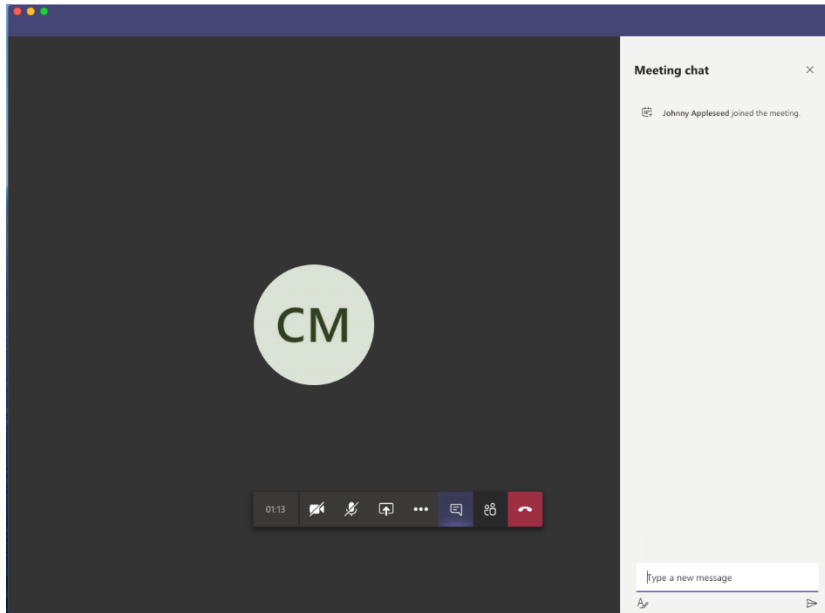
Course Authors (SMEs) Only

Recording Video Using Microsoft Teams

Microsoft Teams is the preferred tool for CareerPLUS Subject Matter Experts (SMEs) and facilitators to use to create videos so that the closed captioning process is relatively automated (through Stream and YouTube).

Below are instructions for recording a video using Microsoft Teams:

1. Log in to Microsoft Teams (available through your Microsoft Office365 account) using your Clarke login credentials. Your username will be in the following format: firstname_lastname
    a. Go to my.clarke.edu
    b. Click on the icon at the top with the 9 dots to view your Microsoft Office365 apps
    c. Click on "Teams"
2. Once you have entered Microsoft Teams, click on **Calendar > Meet Now**
3. Type in a **title** for your Video (where it says "Meeting with [Your Name]")
4. Slide the toggle next to the video toggle to turn the **video camera on** (if it's not already on)
5. Click "Join Now"
6. Click on the 3 dots icon on the center of the screen and select "Show background effects" and select the blurry background or an office background. Click "Apply and turn on video."
7. Click on the 3 dots icon on the center of the screen and select "Start Recording"
8. Click on the 3 dots icon on the center of the screen and select "Stop Recording" when your video is complete
9. The video that you just created is automatically uploaded to Microsoft Stream, so you can close out of Teams.

Video Instructions: Click here to view a training video on how to use Microsoft Teams to record a video.

Creating a Narrated Power Point

Click here to view a training video on how to create a narrated power point using Power Point. You may also choose to create a narrated power point using VoiceThread in Moodle (see instructions in section below for more information).

Using VoiceThread in Moodle

Voice thread is a tool to provides an online collaborative environment where students and faculty can create, share, and comment on course materials. VoiceThread can be used for:

1. **Creating a Narrated Power Point:** When creating a VoiceThread, you can upload slides you've created in PowerPoint, images and charts, and even videos. Once you've uploaded your media, you can 'comment' on it to record your lecture, either one slide at a time, or for the whole slide deck. (We recommend recording one slide at a time if you're able.) You can record using only audio, or using a webcam to capture a thumbnail video of you in addition to your voice. Your audio comments will be captioned automatically by VoiceThread after it's recorded, and you can adjust that captioning to correct mistakes. Once you're done, you can quickly and easily share VoiceThreads you've created on Moodle.
2. **For Sharing Media:** Regardless of what you want your students to do with VoiceThread, it can be a useful way to a wide range of multimedia content to your students, just like Google Drive or YouTube. If you upload video or audio files, you can link to them directly from your Moodle, and have your students watch them inside the VoiceThread interface. Media with audio that you upload is automatically captioned with English subtitles that you can edit. (VoiceThread is also not currently blocked in China, another significant benefit.)

Video Instructions: Click here to view a training video on how to use VoiceThread in Moodle.

Close Captioning Your Video

Videos that you record in Microsoft Teams are automatically sent to your Microsoft Stream account. To complete the closed captioning process, you will need to 1) download your video from Microsoft Stream and 2) upload it into YouTube. In addition to captioning your video, YouTube will also generate a URL link that is accessible to CareerPLUS students who are not set up with Clarke login credentials.

Step 1: Download Your Video from Microsoft Stream
Follow the instructions below or view these video instructions to close caption your video that has been uploaded into Microsoft Stream.

1. Log in to Microsoft Stream using your Clarke login credentials (available through your Microsoft Office365 account)
   a. Log in to my.clarke.edu
   b. Click on the icon at the top with the 9 dots to view your Microsoft Office365 apps
   c. Click on "All apps" and click on "Stream"
2. Click on **My Content** > **Videos**
3. It may take a moment for videos created using Microsoft Teams to process in Streams.
4. After the video is done processing in Stream, click on the three dots on the far right of the video you just created and select "Download video."
5. You will be able to access your downloaded video in the "Downloads" folder on your PC:
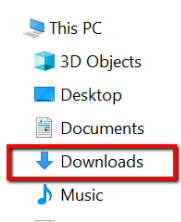
6. After you open your "Downloads" folder, you should see your video file that you just downloaded from Microsoft Stream.
7. Now that you have successfully downloaded your video file, you will need to upload it into YouTube to complete the closed captioning process. If you do not yet have a personal YouTube account, please click here for instructions on how to create one.

Step 2: Upload Video from Microsoft Stream into YouTube

1. Log in to YouTube and select "Create" and "Upload videos."
2. Select the video file from your "Downloads" folder on your computer.
3. Follow the prompts to type in your video title/description, add a thumbnail, etc.
4. Click the "More Options" link at the bottom of the window
5. Under "Language, subtitles, and closed captions", select "English" from the "Video language" drop down. This will ensure that your video has closed captioning.
6. Click "Next" You do not need to add anything to the Video elements screen. Click "Next" again.
7. Select "Unlisted"
8. Copy the Video link listed under the thumbnail of your video
9. Click "Save"
10. You will now be able to use this link in your micro course in Moodle and the video will be closed captioned.

Close Captioning Your Narrated Power Point or VoiceThread File
If you created a narrated power point or Moodle VoiceThread file, you will need to manually export these files before uploading them to YouTube to complete the closed captioning process.

Step 1: Export/Download Your File

- **Export Your Narrated Power Point**: View Instructions; **OR**
- **Export Your VoiceThread File**: View Instructions

Once you have successfully exported your narrated power point or VoiceThread file, follow the instructions below to upload the file(s) to YouTube to complete the closed captioning process.

Step 2: Upload Files into YouTube

1. You will need to upload the file that you just exported/downloaded into YouTube to complete the closed captioning process. If you do not yet have a personal YouTube account, please click here for instructions on how to create one.
2. Log in to YouTube and select "Create" and "Upload videos."
3. Select the video file from your "Downloads" folder on your computer.
4. Follow the prompts to type in your video title/description, add a thumbnail, etc.

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5. Click the "More Options" link at the bottom of the window
6. Under "Language, subtitles, and closed captions", select "English" from the "Video language" drop down. This will ensure that your video has closed captioning.
7. Click "Next" You do not need to add anything to the Video elements screen. Click "Next" again.
8. Select "Unlisted"
9. Copy the Video link listed under the thumbnail of your video
10. Click "Save"
11. You will now be able to use this link in your micro course in Moodle and the video to your narrated power point or VoiceThread video will be closed captioned.

Contacts

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