### PolyLearn - Tool Guide for Teachers

<table>
<thead>
<tr>
<th>Tool</th>
<th>Description</th>
<th>Bloom's Taxonomy</th>
<th>Need more Moodle help?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add File</td>
<td>Upload a file (Word Document/PowerPoint)</td>
<td>Understand, Apply, Analyse, Evaluate, Create</td>
<td><a href="http://polylearnsupport.calpoly.edu">http://polylearnsupport.calpoly.edu</a></td>
</tr>
<tr>
<td>Add Folder</td>
<td>Upload a group of files</td>
<td>None. This is not a learning activity, but information transfer</td>
<td></td>
</tr>
<tr>
<td>Add Page</td>
<td>Create a webpage in Moodle</td>
<td>None. This is not a learning activity, but information transfer</td>
<td></td>
</tr>
<tr>
<td>Add Book</td>
<td>Create a series of webpages <em>This is a custom Moodle Plugin</em></td>
<td>None. This is not a learning activity, but information transfer</td>
<td></td>
</tr>
<tr>
<td>Add URL</td>
<td>Link to a web page</td>
<td>6/6 Can do all of the above, depending on where you link to</td>
<td></td>
</tr>
<tr>
<td>Wiki</td>
<td>Use to enable collaborative page creation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Database</td>
<td>Allow students to collect, share &amp; search created artifacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Survey</td>
<td>Use to gather data from students about teaching of the course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feedback</td>
<td>Use to gather data from students on any topic</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Ease of Use
- How easy can this be set up by you?

### Information Transfer
- Is it a tool for disseminating information from you to your students?
  - Easy, like an email attachment. But can your doc stand on its own?
  - Yes. Only teachers can upload files to course site. So definitely a push-tool.
  - Maybe. Use to give task. Collect student files through Forum or Assignment.
  - No. It's a distribution tool. No option for interaction or communication.

### Assess Learning
- Will this tool allow you to assess your students' learning?
  - Yes. Only teachers can upload a folder of files. So definitely a push-tool.
  - Maybe. Use to give task. Collect student files through Forum or Assignment.
  - Maybe. Embed or link to interactive web2.0 widgets into the page eg VoiceThread.

### Communication & Interaction
- Can it be used for communication & interaction among participants (you & your students)?
  - No. It's a distribution tool. No option for interaction or communication.
  - No. It's a distribution tool. No option for interaction or communication.
  - No. It's a distribution tool. No option for interaction or communication.

### Co-create Content
- Can you & your students collaborate & create content together?
  - Maybe. Use to give task. Collect student files through Forum or Assignment.
  - Maybe. Use to give task. Collect student files through Forum or Assignment.
  - Maybe. You can link to external collaborative sites e.g. Google Docs, wikis or blogs.

### Bloom's
- Allows what thinking order?
  - Remember
  - Understan
  - Apply
  - Analyze
  - Evaluate
  - Create

### How to use this guide
- **Are you a teacher new to Moodle?** Use this guide to pick the right tool for the job.
- **Know which tool you want to use?** Follow its row across to see its strengths & weaknesses.
- **Know what you want to achieve?** Pick a column and follow it to see which tool will help you do it.

### Tweets to Follow
- @catspyjamans
- @ghenrick
- @markdrehcslr
- @michelledmoore
- @moodiefairy
- @moodieman

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Adapted by: Gavin Henrick (@ghenrick)
http://www.somerandomthoughts.com/

Joyce Seitzinger (@catspyjamansnt)
www.cats-pyjamans.net / www.eit.ac.nz
### Information Transfer
Is it a tool for disseminating information from you to your students?

- **Ease of use**
  - How easy can this be set up by you?

- **No.** The Choice is best assessing and quizzing the students on a topic.

- **No.** Tip: Use the forum or chat instead.

### Assess Learning
Will this tool allow you to assess your students’ learning?

- **Use choice to quickly test understanding like multi-choice questions**

- **Quizzing and topic decision making**

- **No.** This is an individual activity, not a group activity.

### Communication & Interaction
Can it be used for communication & interaction among participants (you & your students)?

- **Yes.** Students can communicate with you & peers. Interact as a class or in groups.

- **Yes.** This tool enables students individually create media / content.

### Co-create Content
Can you & your students collaborate & create content together?

- **Yes.** Students can collaborate & explore topics, discuss them & write together.

- **Maybe.** If the tool provides options for interaction & communication.

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**How to use this guide**

- **Are you a teacher new to Moodle?** Use this guide to pick the right tool for the job.
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### Chat
Hold real-time text chat discussions with class.

- **Easy to set up**, requires some effort to manage.
- **Use for invited speakers. High speed message volume. Risk of non-interaction.**
- **Chat is versatile**. Can use in formative assessment activities.
- **Yes.** Hold debates, small group review sessions and hold drop-in session for Q&A.
- **Yes.** Students can collaborate & explore topics, discuss them & write together.
- **Able to message participants on course from mobile.**
- **Maybe.** If the tool provides options for interaction & communication.
- **No.** This tool enables students individually create media / content.
- **5/6** Can do 5 but this requires you to be creative in your usage. **Indirectly**. Depends on your assessment design. **2/6** Best used with another tool.

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### Forum
Use for many types of learning activity.

- **Easy.** Forum has usable default settings. A name & description is enough.
- **Share resources as links or files. High message volume? Risk of losing info.**
- **Forum is versatile & allows this, e.g. design a formative assessment activity.**
- **Yes.** Students can communicate with you & peers. Interact as a class or in groups.
- **Yes.** Students can collaborate & explore topics, discuss them & write together.
- **No. Currently it does not allow group assignments. Use forum or wiki.**
- **No. Currently it does not allow group assignments. Use forum or wiki.**
- **6/6** Can do all 6 but this requires you to be creative in your assessment.
- **6/6** Indirectly. Depends on your assessment design.

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### Moodle Mobile
Use to have students record video, audio into Moodle.

- **Easy to use.** Submits directly to the user Private Files in Moodle.
- **Easy way to add video / audio / imagery to other activities.**
- **No.** But yes in conjunction with other activity for student created content project.
- **Yes.** Students can communicate with you & peers. Interact as a class or in groups.
- **Yes.** Students can collaborate & explore topics, discuss them & write together.
- **No.** This tool enables students individually create media / content.
- **5/6** Understand, Apply, Analyse, Evaluate, Create

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### External Tool
Use to connect to a 3rd party learning activity.

- **Requires access to the external tool before configuring.**
- **This depends on the tool that it connects to – it could be anything.**
- **Yes.** But the Tool must pass back the grades into Moodle to be recorded.
- **Maybe.** If the tool provides options for interaction & communication.
- **Maybe.** If the tool is a collaborative environment like Medialiki or Drupal.
- **No.** Doesn’t do all 6 but this requires you to be creative in your assessment.
- **6/6** Can do all 6 but this requires you to be creative in your usage.
- **6/6** Indirectly. Depends on your assessment design.

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### Choice
Use for student decision making, voting & topic selection.

- **Tricky & takes time. Set up quiz, then questions. Consider your categories.**
- **Quizzing & voting and topic decision making**
- **Use for student Choice discussions with video, audio into activities**
- **Forum is versatile.**
- **Yes.** Students can be assessed on their contribution and on their review of others.
- **No.** Tip: Use forums or wiki instead.
- **No.** Tip: Use forums or wiki instead.
- **No.** Currently it does not allow group assignments. Use forum or wiki.
- **6/6** Can do all 6 but this requires you to be creative in your assessment.
- **6/6** Indirectly. Depends on your assessment design.

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### Assignment
Use to collect, assess & provide feedback on assignments.

- **Easy.** Choose from 4 types. Both online & offline assignments are possible.
- **No.** However can include contextual content for the assignment.
- **Yes.** Set due dates & maximum grades. Collect assignments and provide feedback.
- **No.** Currently it does not allow group assignments. Use forum or wiki.
- **No.** Tip: Use forums or wiki instead.
- **No.** Tip: Use forums or wiki instead.
- **5/6** Can do 5 but this requires you to be creative in your usage.

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### Workshop
Use to collect, assess & generate peer review of student work.

- **Tricky and takes planning & time. 4 stages to follow for setting it up.**
- **No.** Better to use another tool for this.
- **Yes.** Students can be assessed on their contribution and on their review of others.
- **No.** Allows for feedback but overall limited interaction.
- **No.** Tip: Use forums or wiki instead.
- **No.** Tip: Use forums or wiki instead.
- **5/6** Can do 5 but this requires you to be creative in your usage.

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**For additional PolyLearn support, please visit our support site at:** [http://polylearnsupport.calpoly.edu](http://polylearnsupport.calpoly.edu)

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**Adapted by:**

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