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Skills and Innovation for Adult Social Care

LEADERSHIP IN WORK-BASED LEARNING DIGITAL LEARNING PROGRAMME FOR SOCIAL CARE MANAGERS AND COMMISSIONERS

MODULE 2: DEVELOPING YOUR COMPANY DIGITAL LEARNING
PROGRAMME AS A CONTINUING PROFESSIONAL DEVELOPMENT (CPD)
MECHANISM FOR YOUR STAFF

LAPIS RESEARCH PROJECT
LEARNING FOR ADULT SOCIAL CARE PRACTICE INNOVATIONS AND SKILL DEVELOPMENT
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Learning objectives

This module will run you **through the basic Moodle concepts and functionality**. At the end of this module, you will be able to:

- **Set up** within the Moodle open source platform **bespoke training content** for the particular CPD requirements of your care unit.
- **Familiarise yourself with the diverse training components** that can be used to serve your training purposes
- **Grasp the core knowledge** required to **further explore** and dive in the many options of Moodle.

SECTION 1 - Introduction

What is Moodle ?

Moodle is a free software e-learning platform (also known as a Learning Management System (LMS))

What can Moodle be used for?

- Create, deliver and manage independent or supplementary, web-based content for courses.
- Allow asynchronous modes of learning with no or limited face-to-face interaction.
- Offer many modes to approach the same content, making its assimilation easy and comprehensive.
- Offer a number of state of the art administration tools for seamless upgrades of content, setting up of collaborative and interactive spaces, discussion forums, chats, etc. within a learning context.

What can Moodle be used for in Social Care organisations?

- To instil the culture of constant learning and CDP in social care organisations
- To provide for sophisticated and specialised learning content, including tests and exams, customised for the various types of staff.
- To provide for an interaction space where employees communicate and exchange experiences and suggestions in a well delineated learning context.

How to access and use Moodle?

- Online, by going to <http://www.moodle.org> and creating an account
- Offline, by downloading from <http://download.moodle.org/> installing on your own computer (Windows, Mac, Linux)

We strongly recommend the former approach; indeed, there is no obvious advantage on setting up the system on your computers when it is available, freely and at no performance loss, on the cloud.

Section 2 - The tools

What is available for me in Moodle? What are the basic training components offered by Moodle?

Content upload and sharing (all types of common files)

You use a web form to store your syllabus. You can upload lecture notes, reading assignments, and articles for students to access whenever they want.

Communication and interaction tools (forums and chats)

Online forums and chats provide a means of communication outside of classroom meetings. Forums give your students more time to generate their responses and can lead to more thoughtful discussions. Chats, on the other hand, give you a way to quickly and easily communicate with remote students. They can be used for project discussions between groups of students or for last-minute questions the day before an exam.

Quizzes

Online quizzes can be graded instantaneously. They are a great tool for giving students rapid feedback on their performance and for gauging their comprehension of materials. Typically content published on Moodle comes with such test questions tied to it.

Preparing, sending out, gathering and reviewing assignments

Finally, online assignment submissions are an easy way to track and grade student assignments.

Section 3 - Course structure

A course is structured in 5 topic categories as discussed below. Of course, one does not need to upload content in every single one of them in order to register a course and make it available to his envisaged audience.

These five categories serve different purposes; yet, their specific contents (called **topics**) can be selected and configured from a big list of available *activities* and *resources*, as shown below.

In this way you are **completely free to customise your topic categories, using whatever activities and resources** you consider most suitable.

The screenshot displays a user interface for selecting activities and resources. At the top, there are three tabs: 'All' (highlighted with a blue border), 'Activities', and 'Resources'. Below the tabs is a grid of 24 items, each represented by a colored square icon, a text label, and a star and information icon. The items are arranged in four rows and six columns. The last cell in the bottom row is empty.

All	Activities	Resources			
Assignment	BigBlueButton	Book	Chat	Choice	Database
External tool	Feedback	File	Folder	Forum	Glossary
H5P	IMS content package	Label	Lesson	Page	Quiz
SCORM package	Survey	URL	Wiki	Workshop	

Below we look into a course called *digital literacy* that is included in moodle help resources, to see how the five topic categories have been set up in this particular case.


Remember! The setup shown below is not hardwired! It has been selected from the editor of this course to fit his specific needs.


Topic Category [1]: About this course


Four resources are listed here. Follows a short presentation


▼ **About this course** Collapse all

This course explores Digital Literacy and its importance for teachers and students. The course is optimised for the mobile app. Please try it out!

 **FORUM**
Announcements

 **CHOICE**
How confident are you? (1) Mark as done


 **SURVEY**
Learning survey: Help us to help you study more effectively

 **DATABASE**
Learner database View

Each resource can be given a custom name For example a

FORUM resource has been named here *Announcements* and is obviously used to post announcements related to the roll out of the course. Below the setup of such an announcement is shown.

Digital Literacy / Announcements

 **FORUM**
Announcements

[Forum](#) [Settings](#) [Advanced grading](#) [Subscriptions](#) [Reports](#) [More ▼](#)

General news and announcements

Add discussion topic

Subject

Message

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Embed, Undo, Redo, Help

Placeholder text: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum!

CHOICE is used to send out fast and concise questions to your course participants. In our example a question about participant confidence has been set up in this resource



CHOICE

How confident are you? (1)

Choice Settings Responses More ▾

Mark as done

How confident are you that you understand the concept of 'Digital literacy' and its significance?

Note: We will ask you this question again at the end of the course.

Anonymous results will be published after you answer. ×

Very confident. Not so confident Not confident at all

Save my choice

A **SURVEY** is a more comprehensive resource and seeks to register more than just a short, and spontaneous response as CHOICE. Any type of questions (YES/ NO, multiple choice, etc,) can be supported.



SURVEY

Learning survey: Help us to help you study more effectively

Survey Settings Response reports More ▾

All questions are required and must be answered.

Relevance

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						
1 my learning focuses on issues that interest me.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 what I learn is important for my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I learn how to improve my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 what I learn connects well with my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

DATABASE allows participants to publish some info on themselves

List view

Entries per page Search Sort by Advanced search [Save settings](#)



Magnificent Mark

Main role: Student
Chosen link: My favourite website









This brings us to the end of Topic Category [1].

Remember! The topics assigned to Topic Category [1] are completely up to you to select and configure.

Topic Category [2]: Background Reading

This is the category where you will upload your main background materials. In our example, the following resources are listed here.

▼ **Background reading**

	PAGE Video introduction	View
	FILE Download the video introduction transcript	114.9 KB PDF document
	FORUM Join the digital literacy discussions	Make forum posts: 2
	BOOK One approach to digital literacy	View
	FILE Download the 8 elements video transcript	223.6 KB PDF document
	GLOSSARY Common terms used in digital literacy	View

PAGE is where you upload a concise presentation, perhaps a link to a video

FILE is some accompanying material, in this case the video transcript.

Remember! You can flexibly customise your resources. For example you could have uploaded just a short info page on **PAGE** and left **FILE** empty.

FORUM is for similar purposes as the forum in the previous category, only that it now addresses educational and not administrative aspects.

BOOK allows you to upload text and graphics, i.e., your bespoke content, while

FILES is about educational content that is made available as distinct files. Finally

GLOSSARY is where you define your content keywords







This brings us to the end of Topic Category [2].

Remember! The topics assigned to Topic Category [2] are completely up to you to select and configure.

Topic Category [3]: Group Work and Assessment

This is the category where you will upload your main assessment tools. The following resources are listed here.

▼ Group work and assessment

-  SCORM PACKAGE
Forum netiquette Receive a grade
-  QUIZ
Fun quiz: How's your Social media?
-  WIKI
Share examples of digital literacy View
-  ASSIGNMENT
Assignment 1 (Text or Audio) Receive a grade
-  ASSIGNMENT
Assignment 2 (Upload) Make a submission
-  WORKSHOP
Workshop: Transmediation

QUIZ is a list of multiple choice questions where participants will enter their responses. The quiz may remain active on the time period you will specify.

WIKI is an area where participants are asked to contribute ideas to specific discussion topics

ASSIGNMENTS are key assessment techniques, whereby participants are required to provide a response to a specific topic. After the deadline has been reached and assignments evaluated it is possible to also publish the collective results of the assignment.

WORKSHOP is a topic similar to assignments; however the assessment is now done in a peer review manner, in a workshop like fashion.

This brings us to the end of Topic Category [3].

Remember! The topics assigned to Topic Category [3] are completely up to you to select and configure.

Topic Category [4]: Extra Resources

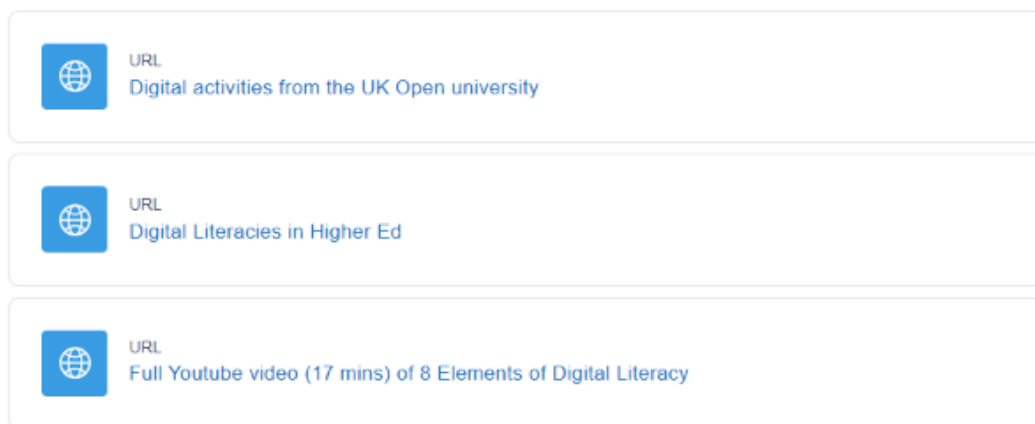
This is the category where you will upload your additional and typical public and external educational sites.

In our example several link resources (URLs) are listed while some text may accompany them

As you can see you can very well set up multiple times the same resource in a topic category.

▼ Extra resources

Useful links to take your learning further.



The screenshot displays three stacked cards, each representing a URL resource. Each card features a blue square icon with a white globe symbol on the left. To the right of the icon, the text 'URL' is displayed in a small, light blue font, followed by the resource title in a slightly larger, light blue font. The first card's title is 'Digital activities from the UK Open university'. The second card's title is 'Digital Literacies in Higher Ed'. The third card's title is 'Full Youtube video (17 mins) of 8 Elements of Digital Literacy'.

- URL
Digital activities from the UK Open university
- URL
Digital Literacies in Higher Ed
- URL
Full Youtube video (17 mins) of 8 Elements of Digital Literacy

This brings us to the end of Topic Category [4].

Remember! The topics assigned to Topic Category [4] are completely up to you to select and configure.

Topic Category [5]: Self Reflection

This is the category where you will upload topics that are suitable for having participants develop deeper insights and feedback ideas and suggestions. It is pertinent towards the end of the course when such issues really make sense.

In the specific course its creator has set up a feedback form and also has published a CHOICE topic, in order to register how the participant feels after the completion of the course.

▼ **Self-reflection**

 LESSON
FOBO? Let us help you cure it! Spend at least 5 mins on this activity

 FEEDBACK
Your views on this course Submit feedback

 CHOICE
How confident are you? (2) Mark as done

Summary

At its very core your training course will almost always include the following

- *training materials* (in Topic Category 'Background Reading')
- *assessment tests and quizzes* (in Topic Category 'Group Work and Assessment')
- *announcements* (in Topic Category 'About this Course')

However, it is wise to look into all the vast library of topics available as they can provide intriguing insights and may help you explore new training concepts and approaches.