Moodle Guideline

Moodle is the platform used for communication between participants and teachers of all the courses of CIH^{LMU} and EUGLOH. In Moodle you can find the documents and materials for the courses. It also works as a virtual classroom. To facilitate the first steps with Moodle, here you will find a summary of the most important functions of Moodle.

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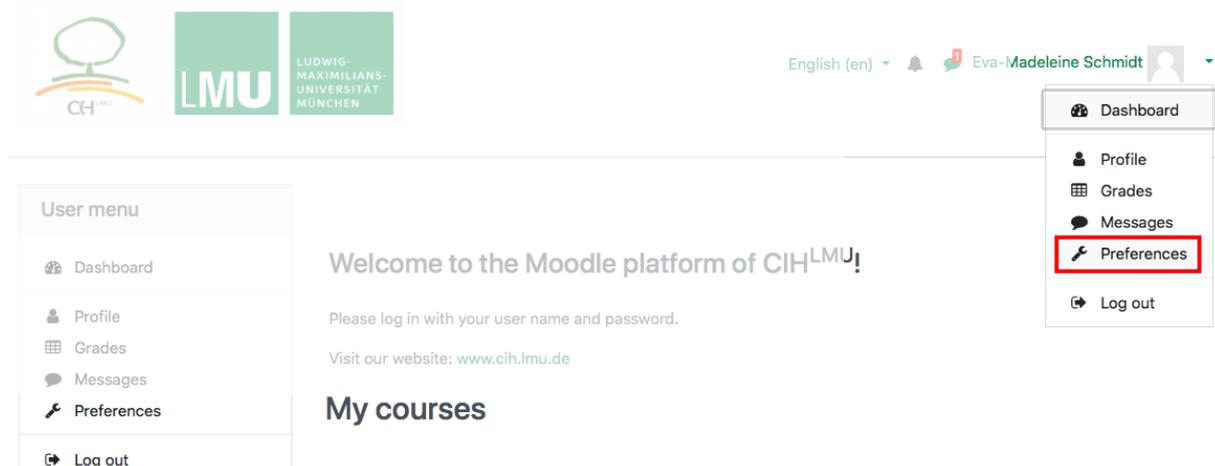We empower health professionals

1. Login

On the page https://cih-moodle.med.lmu.de, you can enter your username (email address) and the password you received to enter Moodle.
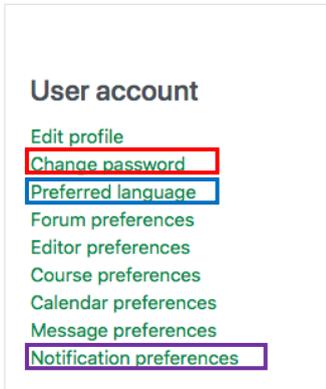

2. Profile Settings

For security reasons, please change your password after you have logged in for the first time. If the platform does not automatically ask you to do so, you can do so by accessing your account preferences. To do this, click on your name or photo in the upper right-hand corner of the screen and choose the "*Preferences*" option from the drop-down list.

Preferences

User account

Edit profile
Change password
Preferred language
Forum preferences
Editor preferences
Course preferences
Calendar preferences
Message preferences
Notification preferences

Select the option "*Change password*" and follow the steps indicated by the platform. Here you can also make changes to your profile such as uploading a photo or changing *language settings* or *notifications*.

3. Forgotten password

If you have forgotten or lost your password or username, click on the option "*Forgotten your username or password*". Enter your email address and follow the instructions to retrieve your password automatically (remember to check your spam folder). If for some reason you are unable to log in, please contact us at the following email address: osh-munich@lrz.uni-muenchen.de

4. Technical Problems

In order to help you in the best possible way, please send us detailed information about the problem together with the following data to the following e-mail address: osh-munich@lrz.uni-muenchen.de

The e-mail should contain:

- Course title

- Section/video where the problem occurred

- Exact time when the problem arose

- Name and version of the browser used

- Screenshot (a screenshot can be taken with the combination of keys: Strg + Print or Ctrl + Print or for Mac users Shift + 5)

Many problems can be solved by using the latest version of the Firefox browser and accepting all cookies!

5. Technical Requirements

The following software programs are needed for the smooth functioning of Moodle:

- Mozilla Firefox, Internet Explorer, Safari or Google Chrome browser

- We recommend you to use Mozilla Firefox, with this browser you will have less problems!

- Flash - additional program

- QuickTime - Player

Also check that your browser allows "pop-ups" (windows that pop up) so that everything works properly:

- **Mozilla Firefox**: Click on "Tools" in the top menu bar; select the option "Preferences..." . In the vertical menu to the left of the box that appears, click on "Content", and uncheck the box "Block pop-ups".

- **Internet Explorer 6**: Choose the "Tools" option on the top menu bar, and in the drop-down menu that appears, select "Pop-up Blocker" and there click on "Disable Pop-up Blocker".

- **Safari**: Select "Edit" or "Safari" in the menu at the top, select "Preferences" and choose "Security". Uncheck the box "Block pop-up windows".

- **Google Chrome**: Click on the wrench icon, located in the browser toolbar. Select Settings and click on the option to display advanced settings. In the "Privacy" section, click the Content Settings button, then click the "Pop-ups" section and select "Allow all sites to display pop-ups".

6. Dashboard and Profile

Once you have successfully logged in you will be taken to the welcome screen. To access the course, you must first log in to your "*Dashboard*" or "*Profile*". Click on your name or photo in the upper right corner of your screen and choose the "*Dashboard*" option from the drop-down list.

Once in your "*Dashboard*" you will see the *courses you are registered for*, in this case the course " **Introduction to Global Health**", as well as *a calendar with important dates, an area for private files and a navigation area*.

Note: If you want to change the page's layout you can do so by clicking on "*Customize this page*". You can then move the elements of the page with the arrow symbol ✛ in the top-left corner of each element. If you want to reset the layout to default you can do so as well by clicking on the button left to "*Customize this page*" which says "*Reset page to default*".

You can check, modify and update your personal Moodle profile by clicking on the "*Profile*" option from the same drop-down list. The "*Profile*" page shows basic information about yourself (e.g. name, email address) and a summary of the courses you are currently enrolled in, as well as forum posts and discussions you've taken part in. To update your

personal information (name, email address, location, timezone, institution, etc.) or upload a profile picture click on "*Edit Profile*" and save the changes you've made.

7. Grades

The grading of the activities (test, homework) can be seen directly in Moodle. Depending on the activity "pass/fail" or a percentage is indicated.

Pass criteria: having completed the activity and a minimum of 60%.

On the Home screen our in your Dahsboard click on "*Grades*" in the user menu to get an overview over your grades for the course.

8. Communication in Moodle

To communicate with everyone involved in Moodle there are several possibilities:

8.1. Private Messages

Click on "*Messages*" using the User menu on the left. You can also access your messages by clicking on the 💬 symbol on the top right-hand corner left to your name.

- **Read messages**: Click on the respective message in one of the groups "Starred", "Group" or "Private" or search for a specific one in the search bar above.

- **Send messages**: When you have received a message or if you have searched for a person via the search function the window for sending a new message will open by clicking on their name. To send the message use this button .

If you want to send a message to another person – e.g. in the forum – you can click on the name and by clicking on the message icon Message you can send a private message to this person.
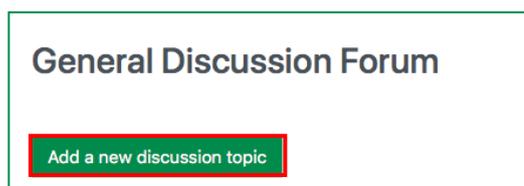
8.2.   Chat

The Chat allows you to have a real-time synchronous discussion in a Moodle course. You just click on the Chat link on the course page and you can type messages in real time.

8.3.   Forum

The course is equipped with different forums for the exchange of information for and between participants:

- In the "*Announcements*" Forum important announcements related to the course will be made by the tutors.
- The "*General Discussion Forum*" is a platform open to all participants to share topics, questions or comments with the rest of the participants. Here everyone can initiate discussions on specific topics and involve all participants. To start a discussion, click on the button "*Add a new discussion topic*". To respond to a topic, click on the "*Reply*" option at the bottom of each message.
- In some courses or units there are further forums where you discuss specific topics.

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9. <u>Calendar</u>

The Moodle calendar appears on each page on the right side. In your calendar you can see the general events (for all Moodle users), your course events, your group events (in case there are groups in a course) and your private events (in case you have noted events in your calendar).

With a click on the month of your calendar you can view the whole month. In the top left corner in the drop-down "*All courses*" you can choose all your courses or only one of them to see the events you want.

At the top right you can click on "*New event*" to insert a private event ("*Type of event: User*" means that it is only visible to you) in your calendar. You have to name the event and set the date.

You can also extend the "*Duration*" and "*Repeated Events*" options to enter more details by clicking on "*Show more…*".

Don't forget to "*Save* " the changes at the end.

There is also the possibility to **export your calendar** to other calendar software:

Click (on the month) on the calendar that appears on each page on the right in Moodle, then click at the bottom of the page on "*Export calendar*":

You can choose which events and the time range you want to select.

- Click "*Export*" if you want to import the events into your Google or Mozilla Thunderbird/Lightning calendar
- Click on "*Get calendar URL*" if you want to import events into your Outlook calendar

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Then go to your calendar and import the .ics file (for Google and Mozilla).

ATTENTION: The calendar will not be automatically updated!
In Outlook (under "Tools" - "Settings"), you can enter the URL you obtained.

Please note the current calendar directly in Moodle to be aware of all current events!

10. Accessing courses

To enter the course, click on the link of the course under "*My Courses*" or on the image under "*Course Overview*". You can also access the course by using the "*Navigation*" menu > "*My courses*" and selecting the course. Once you have logged in at least once, the course will appear under the category "*Recently accessed courses*".

11. Study Materials

11.1. Book

The book resource is a study material in book format, with chapters and subchapters instead of having only one multi-page document. Thus, all the information is presented in a more structured way.

After opening the book, the table of contents is always at the top left of the page. To navigate in the book, you can use the up and down arrows on the book page. To view specific chapters and subchapters, you can use the links in the table of contents.

11.2. Files

To access files like PDF or Power Point files, just click on the desired file. The document will open in another screen where you can view and download it to save it on your computer if you wish.

Over time there may be more documents, so please check the courses frequently! You will not receive an email notification.

11.3. Folder

In folders, the teacher provides you several course files together. Depending on how the teacher configured the folder, you must either click the folder to see the files or they will be displayed on the course page. If teacher included a Download button, you will can download the files. Images and HTML files may now be displayed directly in the browser if the teacher does not select the Download button.

11.4. Content and Learning Packages

Not only webpages can be linked to a Moodle course. External content can be embedded in a Moodle course using either content or learning packages. To access this linked content cklick on the link and you'll be automatically redirected. If applicable, progress will be registered and saved on the Moodle platform.

11.5. Label

A label serves can be used to add text,images, multimedia or code in between other resources in the different sections. What you see in the Label depends on how the teacher has configured it. Labels display as a part of the course page, so there is no icon to click on.

11.6. Page

Instead of whole „Books" instructors may chose to use a single "Page" as a more accesible resource for smaller amounts of information. A page can display text as well as multimedia elements and links.

11.7. URLs/ Links

This icon indicates that an external web pages has been linked to this course. To access it just click on the link and you'll be automatically redirected to this content.

12. Activities

12.1. Assignments

The delivery of assignments in courses is done in the following ways:

- Through the "*Forum*" (see above): Here everyone can see their submitted documents/comments

- By means of the Activity "*Assignment*" ( ): Here only the teachers can see the delivered documents.

The assignments that are submitted through the "Homework" activity are found like other documents in the topic diagram of a course. The description and other information (such as the due date) can be found here.

Poster presentation

Poster file

Poster presentation

In this case you will learn about

- what is a poster presentation
- objectives of conducting a poster presentation
- procedure of delivering a poster presentation

Poster Example

After finishing the task, you can upload it (e.g. in Word or PowerPoint format) as follows:

Click on the topic diagram in the corresponding task, then on "*Add submission*" in the task window.

Poster file

Please upload here your poster file before the **1st of november (without extra time),** any format is valid, but we recommend the PDF format.

Submission status

Submission status	No attempt
Grading status	Not graded
Due date	Sunday, 1 November 2020, 11:55 PM
Time remaining	23 days 11 hours
Last modified	-
Submission comments	▶ Comments (0)

Add submission

You have not made a submission yet.

Then a page will open where the task can be uploaded. Click on the "*Add*" symbol to upload the task, then the File Chooser will open.

File submissions   Maximum file size: 20MB, maximum number of files: 20

📄 📁

■ Files

⬇

You can drag and drop files here to add them.

Save changes   Cancel

To upload a file:
1. Click on "*Upload a file*" in the File Picker.
2. Click on "*Search...*". (Browse), a window opens where you can choose a file from your hard drive.
3. After you have chosen the file, click on "*Upload this file*".

File picker

Recent files

Upload a file

Private files

Attachment

Browse...   No file selected.

Save as

Author

Fausto Ignatov

Choose license   All rights reserved

Upload this file

Another way to upload a file is to drag and drop it on the blue arrow. Don't forget to accept the confirmation of own contribution and click on "*Save changes*":

Poster file

Please upload here your poster file before the **1st of november (without extra time)**, any format is valid, but we recommend the PDF format.

☑ Diese Arbeit ist meine eigene Leistung. Sofern ich fremde Quellen verwendet habe, sind die Stellen entsprechend gekennzeichnet.

File submissions   Maximum file size: 20MB, maximum number of files: 1

Dateien

Poster.pdf

Save changes **Cancel**

There are required fields in this form marked ❶ .

If you have successfully uploaded the file, "*Submitted for grading*" appears under the delivery status (which is visible by clicking on the assignment from the course home page):

Poster file

Please upload here your poster file before the **1st of november (without extra time),** any format is valid, but we recommend the PDF format.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Due date	Sunday, 1 November 2020, 11:55 PM
Time remaining	23 days 11 hours
Last modified	Friday, 9 October 2020, 1:52 PM
File submissions	⬛ Poster.pdf 9 October 2020, 1:52 PM
Submission comments	▶ Comments (0)

[Edit submission] [Remove submission]

You can still make changes to your submission.

12.2.   Feedback 📣

In Feedback activities the teacher may ask you for feedback on the course or their performance in the context of the course or teacher evaluations. You can click on the Feedback icon in the course to access the activity and then must click the button "*Answer the questions*".

📣 Course Evaluation and Feedback Survey

Course Evaluation and Feedback Survey🔍

Dear participants,

The objective of this evaluation is to identify the possibility of improvements from the point of view of the participants, as well as to document the benefits and effects of this course (duration approx. 5 minutes).

Participation in this evaluation is anonymous and all data will be treated in strict confidence.

We appreciate your feedback!

[Answer the questions]

In the end of the activity, you have to click on "*Submit your answers*" in order to complete the survey.

12.3. Glossary

In a Glossary you can find a list of definitions or references, like a dictionary. Words which are listed and explained there, are also linked in the text whenever it is used. This way, you can easily look up the meaning of the terms by following a linked word or clicking the icon on the course page and use the "*Search*" button to find a term and read its definition. You can also browse the database completely or letter by letter by clicking on the appropriate tab.

In some courses, students are also allowed to add entries in the Glossary. In this case you will see the "*Add a new entry*" button. Your entries may be approved by default and are always editable, or the teacher may decide to approve them manually and not allow editing. Comments and ratings may or may not be enabled. Icons for editing, (if enabled), deleting and permalinking are shown at the bottom right of your entry.

Risk

A Risk is defined as...

Keyword(s): Risk

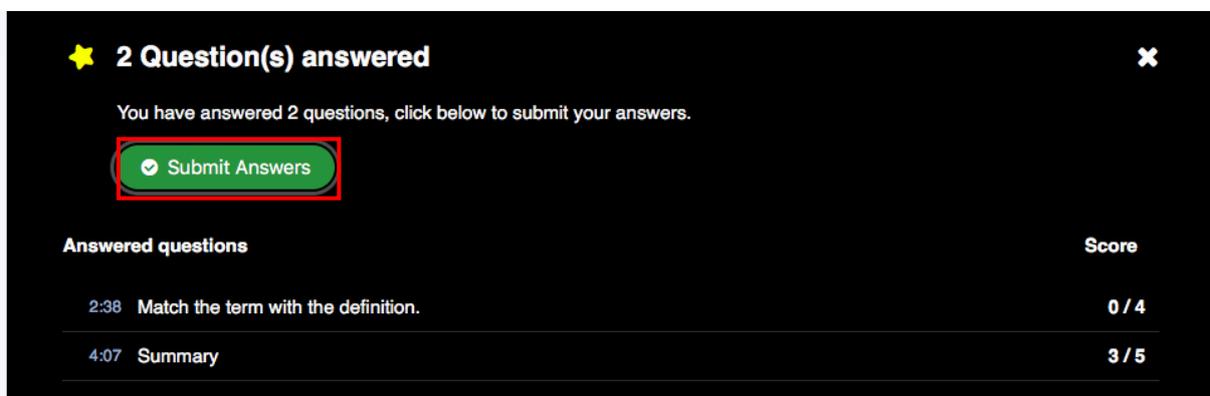## 12.4. Interactive Content/ H5P

The contents of this course are mainly taught through interactive content (H5P). To access these contents just click on the link preceded by a symbol, for example:

Covid 19 in a nutshell

Once the activity is open - in this case the interactive video - click on the triangle in the middle of the video or in the lower-left corner to play the video. On the playback bar you will see several points and circles. These correspond to the interactive elements of the video: the dots symbolise informative interactions and the circles the various types of exercises.

To complete the video, just watch it in its entirety and complete the exercises that will automatically appear on your screen. Sometimes there may be a button for you to click to access the questions/summary.

At the end of each video you will see a window with a summary of the answers you gave according to the activity. It is very important that you click on "*Submit answers*" so that the platform can record that you completed the exercises corresponding to the respective scenario. Otherwise there will be no record of your progress.

Answered questions	Score
2:38 Match the term with the definition.	0 / 4
4:07 Summary	3 / 5

If for any reason this window does not appear automatically, click on the star at the far right of the playback bar to confirm your answers. It is important that you do not go back to the course page without seeing the message "*Your answers have been sent*" when you finish the videos. This confirmation will ensure that the platform has saved your progress.

<u>There are various types of content presentation and exercises in the interactive elements, which can also be linked together, for example:</u>

- **Accordion**: In a accordion, the amount of text presented is reduced and you can decide yourselve which headlines to take a closer look at by clicking on the title to receive in-depth explanations.
- **Agamotto**: In agamotto activities you are presented with a sequence of photos of an item that changes over time, schematics or maps, etc that are organised in different layers or images that reveal more and more details and which are supposed to be viewed sequentially. Therefore, you just have to move the slider below the image to the right. Sometimes you can additionaly find some text information below the slider that describes the current image. The ticks on the slider indicate the position where new text is appearing.
- **Branching scenario**: In a branching scenario the content is first presented and then a question is asked. Depending on the answer you give, the activity proceeds in different ways. The content may be an (interactive) video, a course presentation, just text or an image or image hotspots. So you just go through the content and answer the questions. If your question is correct you can just proceed. If your answer is not correct, you receive feedback and then can proceed with the option to repeat the question or with another content depending on the endings your teacher has set for the different answers.
- **Dialog cards**: In dialog cards, you find a hint for a word or expression and/ or an image on the front of the card. By clicking on "turn" you can turn the card so that you receive further information, a corresponding word or expression. Sometimes you also find audio or tips on the front of the card which you can open by clicking on the icons.
- **Drag&Drop**: Using the mouse (or your finger if you use a touch screen) drag the elements (images or text) to the drop zones delimited by a box with dotted lines as appropriate.
- **Image hotspots**: Image hotspots are interactive spots within an image which you can open by pressing the icon. Then a popup opens containing a header and text, or a video is displayed.
- **Image juxtaposition**: This image content type allows you to compare two images which are placed on top of each other. By moving the slider that separates the two pictures to the right or left (in case of horizontal sliders) or up and down (in case of vertical sliders), you can see the corresponding sections of the "below" or "above" picture at the same time.
- **Multiple Choice**: Answer the question posed. There may be several correct answers.
- **Single Choice Set**: Answer the question that is posed to you. There is only one correct answer.
- **Statements**: From the two to three sentences or statements presented to you, choose the correct one and complete the series in succession. At the end of this activity you will have a short summary of the contents of the scenario or of specific aspects.
- **True/False**: Evaluate whether the statement or question presented to you is true or false.

12.5. Lessons

In the Lesson activity you are presented with content and then, depending on your responses, are directed to specific pages. The content may be text or multimedia.

To access it, you click on the Lesson icon in the course and, depending on the teacher's settings you will see an introductory page of information with one or more buttons which you choose from to select the path you wish to take (e.g. "*Back*"/ "*Next*"). Some pages may also include questions for which you have to choose an option from a selection of possible responses. You progress through the lesson with either content pages (of information, which is not graded) or various types of question pages (which may be graded). When a question page is used, the following page gives the answer and feedback if offered. The Lesson may be timed, and it may display a "*Progress bar*". It may have a table of contents showing all pages, or the navigation may be hidden.

The lesson is ended when you have met the criteria set by the teacher. This could be answering a certain number of questions correctly, accessing a certain number of pages with content (text, audio or video) or following a certain navigational path. A final page appears where you can check your score, if applicable, and return to the main course page.
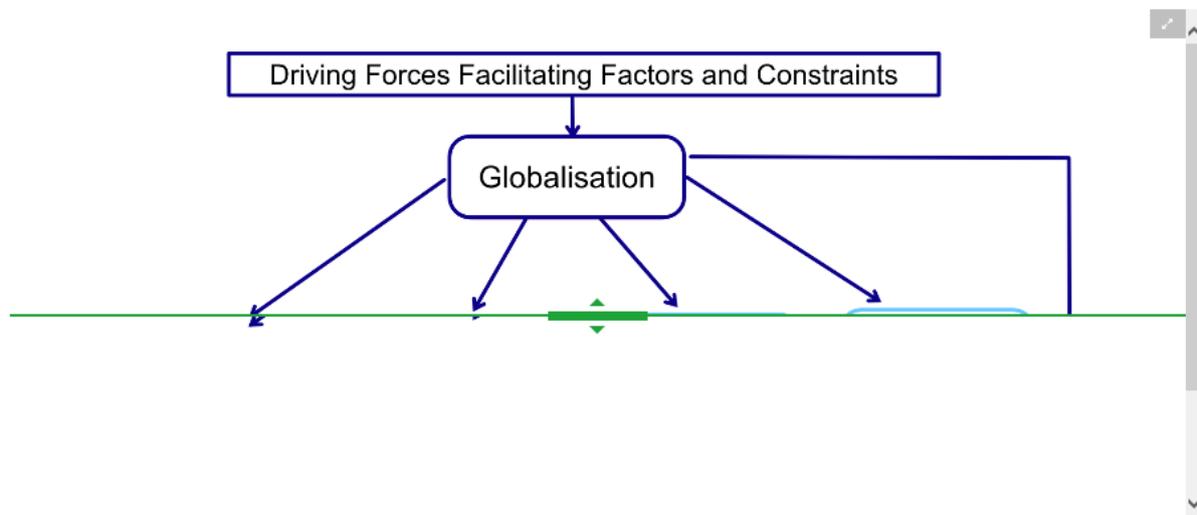

Lesson 1: Overview of the Impact of Globalisation on Health and Healthcare

Framework and Actions

An analytical framework is essential for the assessment of the effects of globalisation, to plan the research agenda and development of appropriate policies.

Indirect effects regarding household and national economies have a significant impact on health outcomes as well as the direct effects on health risks and health systems.

The national economic policy making should be centred on improvements in health and well-being to optimise the effects of globalisation.

You have completed 83% of the lesson

83%

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12.6. Quizzes

In Quizzes the teacher can evaluate the learning success of the students - from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.

To take a quiz, you click on the quiz link on the course homepage and read the information to check you're in the right quiz. To start the quiz, click on "*Attempt quiz now*"/ "*Continue the last attempt*" button. If you have answered the questions on the first page, click on the "*Next*" button at the bottom of the page to see the next page of questions. Click on the "*flag*" in the box next to the question to put a temporary marker on it. Notice the Quiz navigation block. You can use it to jump to any question, if enabled by the teacher.

Final Evaluation

Grading method: Highest grade

Summary of your previous attempts

Attempt	State	Review
1	In progress	

Continue the last attempt

Question **1**
Not yet answered
Marked out of 1.00
🚩 Remove flag

The disinfection of the patient compartment in an ambulance that transported a suspected or confirmed COVID-19 patient should be done:

Select one:
- ○ a. There is no need to clean dirty surfaces before applying the product
- ○ b. With any type of surface disinfectant
- ○ c. Respecting the indications and surface-contact-time of the product

Next page

Question **20**

Not yet answered

Marked out of 1.00

⚐ Flag question

Additional _____ precautions must be applied because SARS-CoV-2, as well as other respiratory pathogens, is transmitted through large droplets generated when coughing, sneezing, or talking.

Select one:

○ a.
airborne

○ b.
droplet

○ c.
contact

contact

Previous page

Finish attempt ...

To finish the exam, click "*Finish attempt*" in the navigation block on the last page of the exam.

The "*Summary of attempt*" page - reviews the questions and alerts you to questions not attempted. Click on any question page number or "*Return to attempt*" to go back to the quiz. Click on "*Submit all and finish*" to have your quiz scored. A warning will pop up telling you you can no longer change your answers. If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.

If you answer a number of questions and then want to complete the quiz at a later time,click "Finish attempt". When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous answers. If Moodle detects that the student's Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.

Final Evaluation

Summary of attempt

Question	Status
1	Not yet answered
2	Not yet answered
3	Not yet answered
4	Not yet answered
5	Not yet answered
6	Not yet answered
7	Not yet answered
8	Not yet answered
9	Not yet answered
10	Not yet answered
11	Not yet answered
12	Not yet answered
13	Not yet answered
14	Not yet answered
15	Not yet answered
16	Not yet answered
17	Not yet answered
18	Not yet answered
19	Not yet answered
20	Not yet answered

Return to attempt

Submit all and finish

13. Further information

If you need more help than you can find in this manual, here are some tips for more detailed information.

Information about Moodle and features: https://docs.moodle.org/39/en/Main_page

If something is missing from this manual, please contact us: osh-munich@lrz.uni-muenchen.de