0.- Before starting.

Before you start it is extremely important that you keep in mind the following recommendations:

1.- This tutorial explains how to upload an activity package created with Ardora to a Moodle course by using the **Ardora extension** for this platform. Therefore, **this extension must be correctly installed**. If it is not, please ask the administrator of your virtual classroom to install it (in this web there is a tutorial where the process is clearly explained step by step).

2.- **It is useful** to upload a package of activities in the way we are going to explain in this tutorial **as long as you want to keep a detailed record of what your students have done. If your course does not have any students enrolled and assigned to a group, uploading the package as described here will not be useful since the package will simply not work**. In such a case, upload the package to Moodle like any other content, so the package will be working but it will not keep track of what the students have done.

3.- The **types of content that can be uploaded** using this extension are:
   - Any of the more than 40 **interactive activities** created with Ardora.
   - The **activity packages**.
   - The **web spaces**.

For each of these contents you can find a tutorial on this website.

For other contents, such as the multimedia pages created by Ardora, you can upload them to your virtual classroom by using the "file" option in Moodle.

1.- Creating the package.

The process is very simple. The first thing you have to do is to create the Ardora interactive activities package. Obviously, in order to do this you have **to create previously each one of the activities you want to include in the package by publishing them** (button with

the world globe icon or by using the menu "File - Publish activity"). When you "publish" each activity, the software will create a folder with the name in the location you have indicated. During the creation of these activities you don't have to specify any particular parameters even if the final destination is going to be Moodle.

Then, from the **utilities menu**, you will select "**Ardora activity package**" to indicate the activities which are going to be part of the package.

Please note also these two issues:

1.- When creating this package, **you must indicate**, in tab 3 "Create package", **how the package is to be assessed**. The program offers two possibilities:
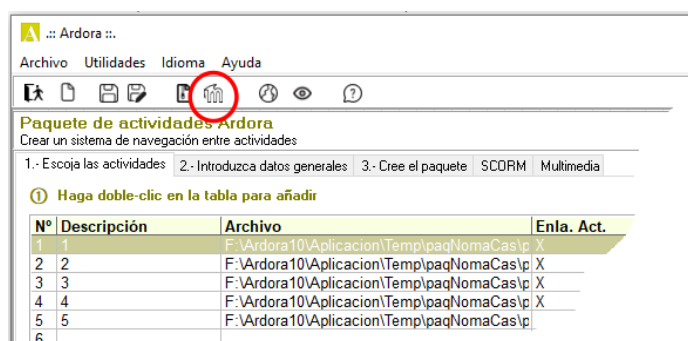
Activity. This score will show you the number of activities correctly solved.

Points. The total score here is the sum of the points obtained in each of the activities that make up the package.
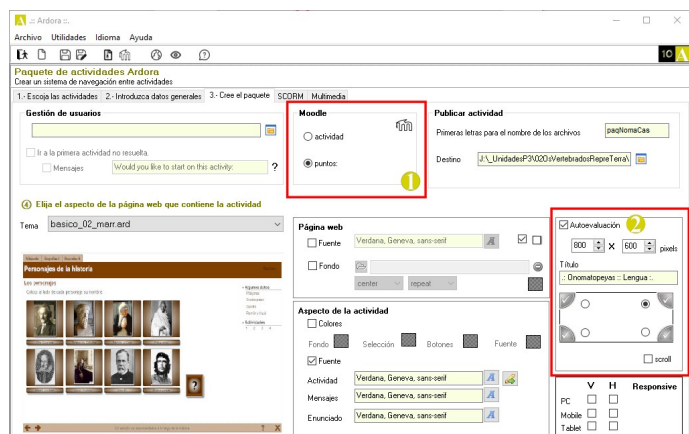
2.- Also activate, **in the same tab "3.- Create the package"**, the box "**self-assessment**", if you do not indicate it, it means that you do not want any kind of assessment.

Once you have created the package, click on the **button with the Moodle logo** (or in the "File-Moodle" menu). The program will ask you to provide a name for the file and will create the zip file that will later be uploaded to the virtual classroom.

2.- Uploading the package to our course.

Click on "**Add an activity or resource**" and, in the pop-up window, select "**Ardora**".

This will open a window where we will need to insert the necessary parameters for our package.

In this new window we have to do the following:

**1.- Name:** write a text identifying the package in the course.

2.- Description: if you wish, you can enter a comment, advice for the students, aspects to be taken into account, etc.

3.- You must tick this box if you want the text written in point 2 to be shown in the course.

4.- Select files: upload here or **drag the zip file** you have just created with Ardora.

5.- Click on the zip file once the "upload" has been completed.

6.- Click on the **unzip button**. After a while, in the same place where the zip file is, you will have other files and folders.
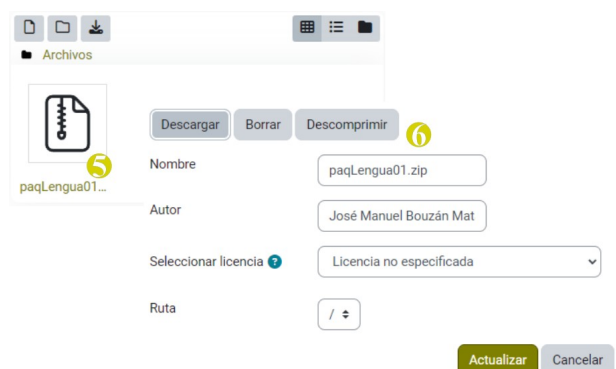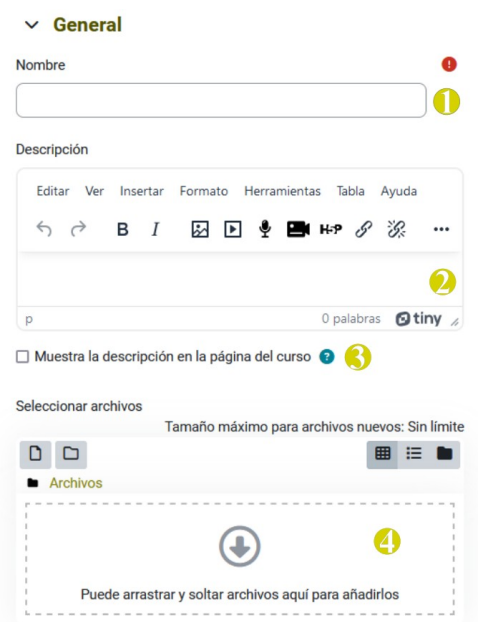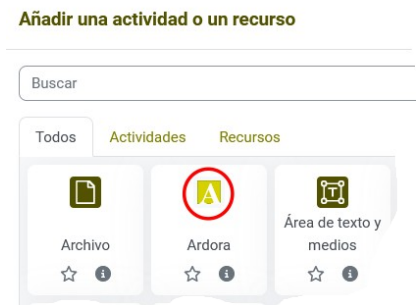
Now, notice that in the files and folders displayed **there are three files with the same name** (in the screenshot on the right "paqLengua01..."); 1 the zip file that you have just uploaded, 2 a second one with the extension "css" and 3 a third one with the **extension "htm"** (place the mouse cursor over the files and you will see the extensions). **This third**

**file is the one we need**.

7.- Click on the htm file.

8.- In the pop-up window, we indicate that it is going to be the main file by clicking on "**Set as main file**".

We can now **delete the zip file** we have just uploaded by simply clicking on the zip file and this time clicking on "**delete**".

In the "**Appearance**" section you can determine how the package will be displayed within your course.

In the "**Display**" option you can select between different values that will indicate where the package will be displayed. It can be very useful to click on "**Show more…**" as you can specify the width and height of the pop-up window or the activity container within the course.

All you have to do now is to save the activity in "**Save and return to the course**" so that it is displayed in our course. Remember that the parameters you have just entered can always be re-edited.
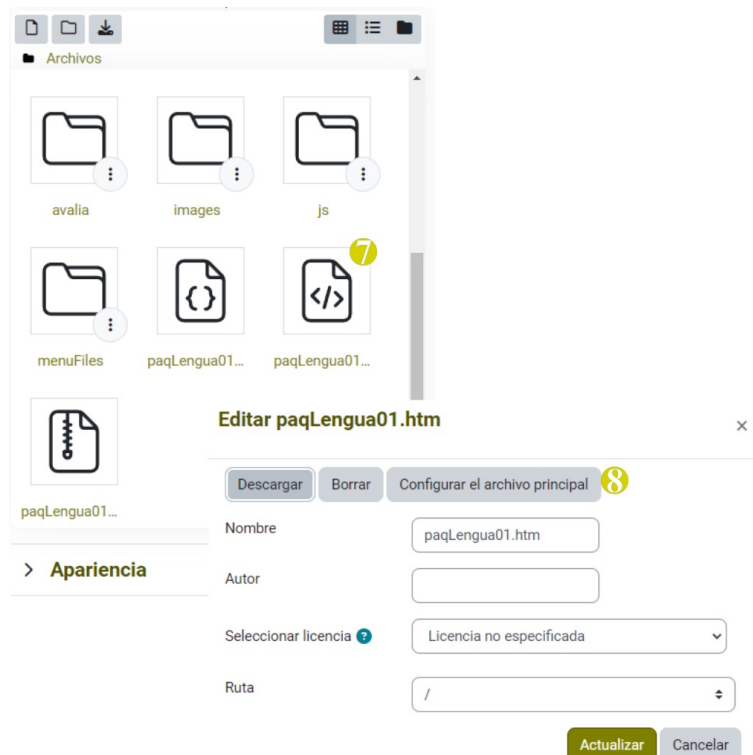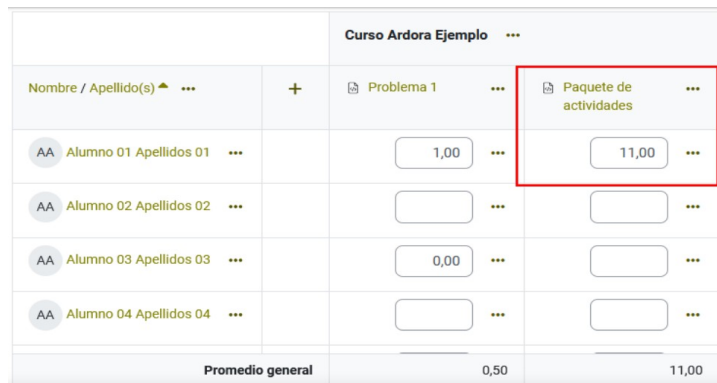
Grade book.

After a student starts doing the activities of the package, both students (if your Moodle configuration allows it) and teachers can consult the score obtained by each student. Remember the score will be displayed according to what we have previously selected while creating the package in Ardora: total score or number of activities solved

However, **if you want more information** about what each of your students have done, such as: the time spent, the number of times they have tried to solve each activity or the points obtained, it is much better to use the detailed report discussed in the following section.

Activity report.

IMPORTANT: In order to view the detailed reports created by Ardora, **students must be enrolled in a certain group**.

When you open the package, **in one of the corners** (in the corner where the "self-assessment" was selected to be displayed when creating the package) there is a rounded button that takes you to the detailed report.

The image shows **the report that the learner would see** of their work. In the case of the image "Student 01", as it can be seen in the line where his surname and first name are shown, has started one of the activities and has correctly solved 3 of the five activities with a total of 11 points.

Below, we can see the day and time when the package was started as well as what was done in each of the five activities. For example, by placing the mouse cursor over the number that appears in the third column ("Executions") we will obtain more data on the execution of a specific activity. In the example, we can see that the first activity started at 14:46 and finished at 14:47:38, it was solved correctly (icon with a check mark on a green background), there was no wrong attempt and it got 1 point.

If a **teacher** accesses the report he or she will see exactly the same but for each of the students who have already accessed the activity.

Note also that, in the case of the teacher, for each of the times the student has logged in there is a red X, by clicking on it we would delete those access data for e.g. when a student logs in and out of the package by mistake.

For a "quick reference" the teacher can click on the row indicating the group (in the image the row with the letter A) and the details of each student's work will be hidden, keeping visible only the data referring to the number of activities solved correctly and the points obtained.

By clicking on the name of each student, the details of their work will be displayed again.