VERSIÓN 10 0

0.- Before starting.

Before starting, it is important that you are aware of the following considerations:

- 1.- This tutorial explains how to upload a web space created with Ardora to a Moodle course by using the **Ardora extension** for this platform. Therefore, **the mentioned extension must be correctly installed**. If the extension is not installed, please ask the administrator of your virtual classroom to do it (in this web there is a tutorial where the process is explained step by step).
- 2.- It is meaningful to add a web space 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 students enrolled and assigned to a group, uploading the package as described here will not be useful at all since the package will not work. In this case, upload the web space 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 the classroom by using the "file" option in Moodle.

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1.- Creating the web space.

A "web space" is one of the most powerful and organised ways we have in Ardora to gather, in a common area, several types of content, not only those created with Ardora such as activity packages or multimedia pages but any other content that can be displayed in a browser.

Please, take into account the following considerations:

- 1.- All the contents you insert in the web space do NOT require any special treatment because they are going to be uploaded to Moodle. You simply have to publish them.
- 2.- If you wish the interactive activities to record what the students have done, they must always be inside a package of activities (even if it is only 1 activity).
- 3.- The activity packages must have been published with the self-assessment box ticked.
- 4.- At this moment, the pages within a server created with Ardora, cannot be **included in these web spaces** when their destination is going to be Moodle. Do not insert any of these pages in your "space" (they would cause errors).
- 5.- Since web spaces can have more than one element to be assessed (activity packages), do not show the correct scores in the Moodle grade book. You should refer to the **detailed report created by Ardora** (explained below).

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 then create the zip file which will be later uploaded to the virtual classroom.



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2.- Uploading the web space to our course.

Click on "Add an activity or resource" and, in the window displayed, select "Ardora".

This will pop a window where we will have to add the necessary parameters for our package.



In this new window we have to do the following:

- 1.- Name: write a text identifying the web space in the course.
- 2.- Description: if you wish, you can add 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 2 point to be shown the in course.



- 4.- Select files: upload here or drag and drop the zip file you have just created in Ardora.
- 5.- Click on the zip file once the "upload" has been completed.
- **6.-** Click on the **unzip button**. After a while, exactly in the same place where the zip file is, you will have other files and folders.



Now note that in the files and folders listed there is a file, which has the same name as the

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Descargar Borrar Configurar el archivo principal

unidad02.htm

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zip file we previously uploaded (in the images "unidad02") but with the extension "htm" (in the images "unidad02.htm").

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7.- Click on the htm file.

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

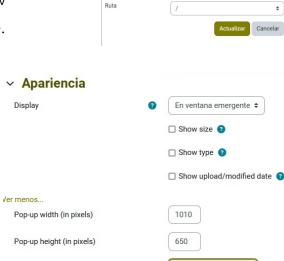
Now we can delete the zip file we have just uploaded by simply clicking on the zip file and this time clicking on "delete".

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

In the "Display" option you can choose between different parameters which will indicate where the package is displayed. It can be very interesting 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.

The only thing we have to do now is to save the

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activity in "Save and return to the course" so that it can be displayed in our course. Remember that the parameters we have just entered can always be re-edited.

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Grade book.

As we have already mentioned, the web spaces are able to host more than one "assessable" activity packages. But the Moodle structure associates a resource to a single grade or score. So, at the moment, **it is impossible to have a correct record in this "grade book"**. However, you can use the "activity report" provided by Ardora, which is explained in detail in the following section.

Activity report.

IMPORTANT: So that anyone can view the detailed reports created by Ardora, **students must be enrolled in a certain group**.

In the web spaces we have **two types of "reports"**:

- The **general report** of the whole web space.
- The **detailed report of each package** of activities.

General report of the whole web space.

Once you have opened the web space, you will notice that if you move the mouse cursor to the right-hand margin of the web space, in the bottom right-hand corner, a rounded button will be shown. By clicking on it, you can access the report of the entire web space. This report provides a global view of all the work which has been carried out within the space itself.

In this type of report we have the following information:

1.- A total for each student of the times he/she has entered the web space, the total points obtained in all the activity packages contained in the web space and the total number of activities solved correctly out of the total number of activities contained in the web space.

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- **2.-** By clicking on the student's name we will obtain more information about his or her work.
- 3.- The information is displayed grouped by the main menu items. In the image, lines 6 to 11 correspond to the "Lengua" menu, each of these lines is a package of activities that can be accessed from that menu.

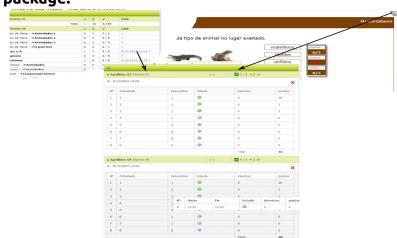


- **4.-** For each package, the name of the main menu is shown, separated by a hyphen from the **name given to the package** in the menu.
- **5.-** These three columns show **specific data for the package**. In the image the learner has entered this package once, has scored 7 points and has correctly completed 3 of the 5 activities the package contains.
- 6.- In this column we have the date of the first access to the package. By clicking on it, we will have access to another report, even more detailed about the work done in each one of the activities that make up the package.

Detailed report on each activity package.

There are two different ways to reach this type of report:

- From the general report of any student by clicking on the date (last column of the report).
- the "self-From



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evaluation" button located in one of the four corners of the package.

For each student we will obtain a detailed report of each of the activities that are part of the activity packages contained in the web space.

By placing the mouse cursor over any number in the "Executions" column, we will be able to see even more information about the activity.

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.

Notice also that, if you are a 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 example 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.

The process described for these two types of reports is the same regardless of the type of user accessing (teachers or students). The only difference is that the student will only see the data related to his/her work while the teacher has the information of all members of the group.