

Adding Ardora content to Moodle Cloud

www.webardora.net

If your school does not currently provide Moodle services, an intranet, or a web hosting to publish your projects on a remote server, Moodle Cloud is one of the options now available to host content created with Ardora on the WWW. That way, your content could be accessible to a lot of users around the world.

CREATING AN ACCOUNT IN MOODLE CLOUD.

The first thing we need to do is creating an account on the website, so we go to:

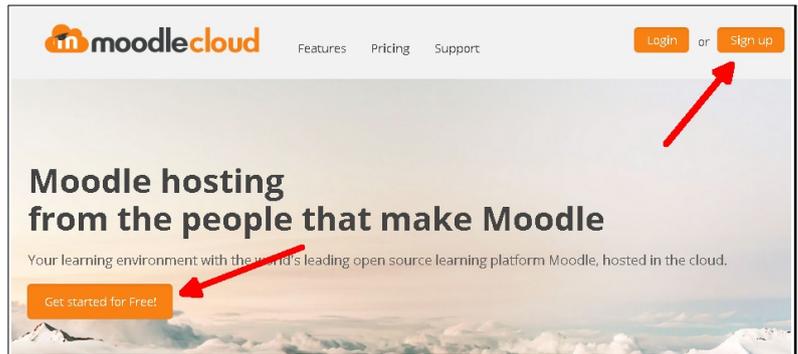
<https://moodlecloud.com>

and click on one of these two buttons:

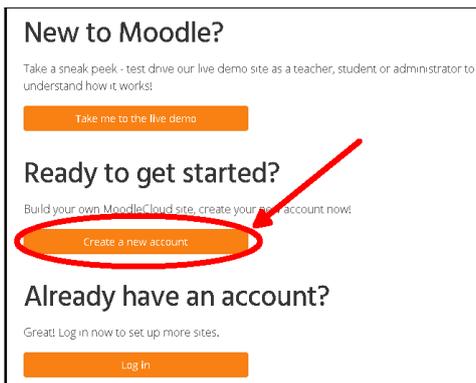
In the following screen, if we wish to

get the free service with a limited capacity of 200 Mb and the options included, we will click on the following button:

The subsequent screen allows you to create a new account:



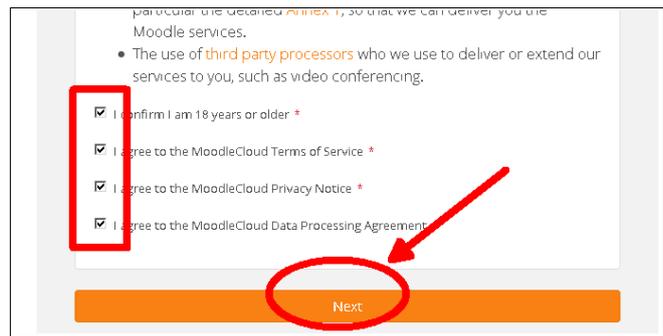
	\$0	\$80/year	\$250/year	\$500/year	\$1,000/year
	Get Started	Sign up	Sign up	Sign up	Sign up
Max users	50	50	100	200	500
Max file storage	200 MB	200 MB	200 MB	400 MB	1 GB
Latest Moodle version	✓	✓	✓	✓	✓
Unlimited courses and activities	✓	✓	✓	✓	✓
Personalised site name	✓	✓	✓	✓	✓
Mobile app enabled	✓	✓	✓	✓	✓
Web conferencing with BigBlueButton	+	✓	✓	✓	✓
Inactive site retention	⊕	×	✓	✓	✓
Custom certificates	×	✓	✓	✓	✓
Document converter	×	✓	✓	✓	✓
Automated backups	×	✓	✓	✓	✓
Advanced theme	×	×	✓	✓	✓
Extra plugin pack	+	×	✓	✓	✓
Plugin and theme installation	⊕	×	×	×	×
	Get Started	Sign up	Sign up	Sign up	Sign up



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To verify that we are over 18, check all the boxes on the next screen and accept all the terms of the license and then click "Next":



particular the detailed Annex 1, so that we can deliver you the Moodle services.

- The use of **third party processors** who we use to deliver or extend our services to you, such as video conferencing.

I confirm I am 18 years or older *

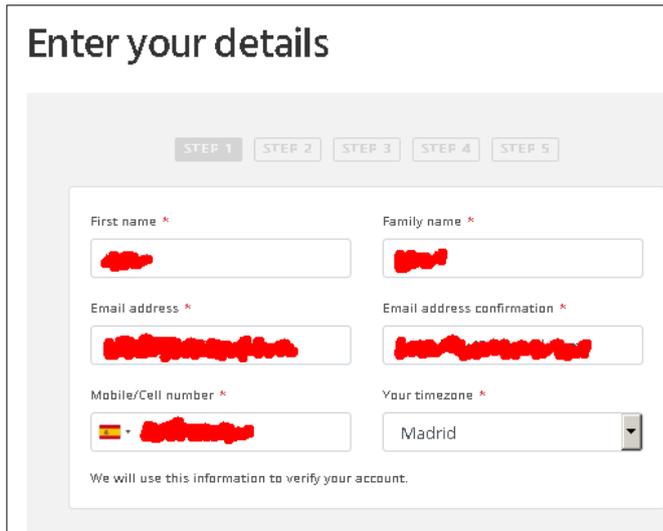
I agree to the MoodleCloud Terms of Service *

I agree to the MoodleCloud Privacy Notice *

I agree to the MoodleCloud Data Processing Agreement *

Next

The "Enter your details" screen will require you to fill in a number of fields providing information such as your name, email address, telephone number, time zone, etc. Please note that fields marked with an asterisk are compulsory:



Enter your details

STEP 1 STEP 2 STEP 3 STEP 4 STEP 5

First name *

Family name *

Email address *

Email address confirmation *

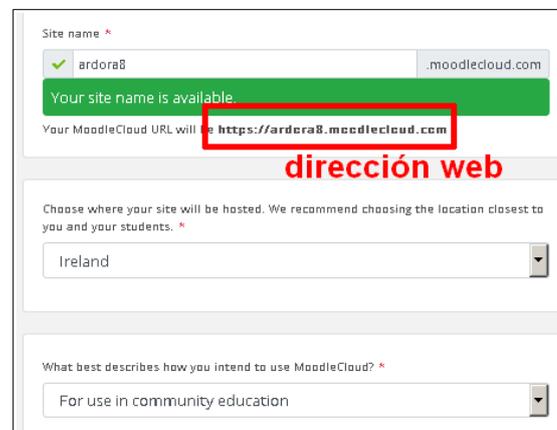
Mobile/Cell number *

Your timezone *

We will use this information to verify your account.

When we are done, click on the "Next" button at the bottom of the page. The following screen asks for some information to define our site: name, country and description:

We pick a name until the server indicates that it is available, please, write down the complete address (VERY IMPORTANT) because it is the one that will allow us to login to the site and create URLs to access our resources; we then choose the country where our data will be hosted and finally we will select a reason why we want to use Moodle Cloud. Now, click on "Next".



Site name * .moodlecloud.com

✓ Your site name is available.

Your MoodleCloud URL will be <https://ardora8.moodlecloud.com>

dirección web

Choose where your site will be hosted. We recommend choosing the location closest to you and your students. *

Ireland

What best describes how you intend to use MoodleCloud? *

For use in community education

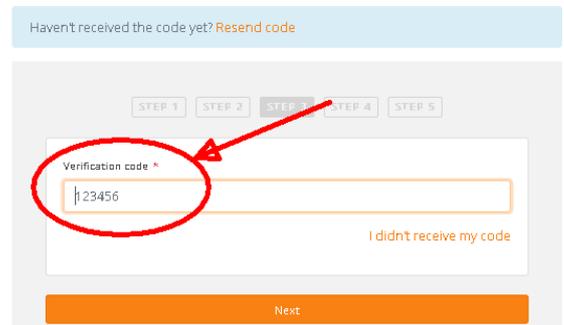
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A new screen will be displayed where we must enter the verification code that has been sent to us by means of an SMS to the mobile phone that we have specified in a previous screen:

Verify your identity

We have sent a temporary verification code to +[redacted]. Enter your verification code below.

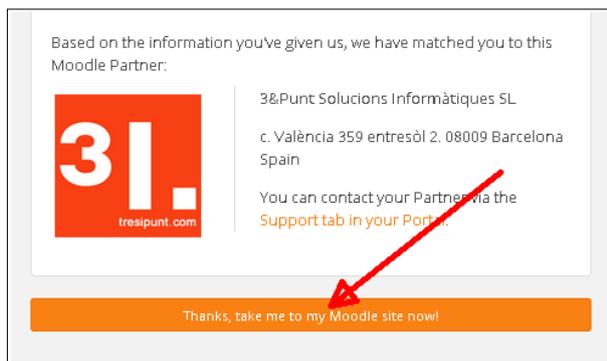
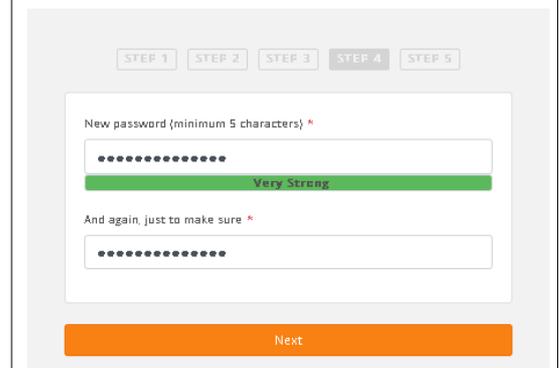


Once we have entered the 6 digits code, a new screen will be displayed where we will have to write the password we had previously specified in a couple of fields:

Once we click on the "Next" button, a final screen confirming the success of the operation is displayed and it allows us to access our site immediately:

Choose a password

You will use this password to login to both your MoodleCloud site and portal.



For further access once the account is created, we can enter as registered users by typing in the address bar of the browser:

<https://moodlecloud.com>

On the main screen, click the "Login" button:



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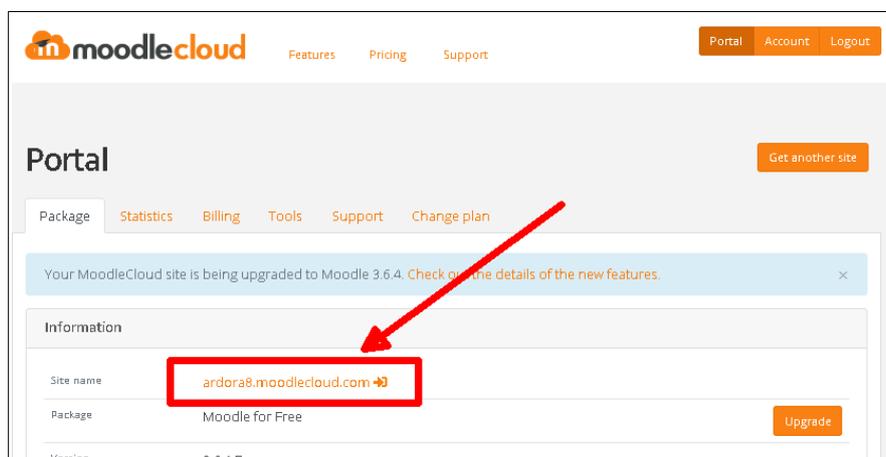
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We will then see the screen with the access fields, where we will have to write the name of our site and our password:

As you can see from the image, it is not necessary to write the complete URL address in the username, but only those characters we typed before ".moodlecloud.com" at the time of registration.



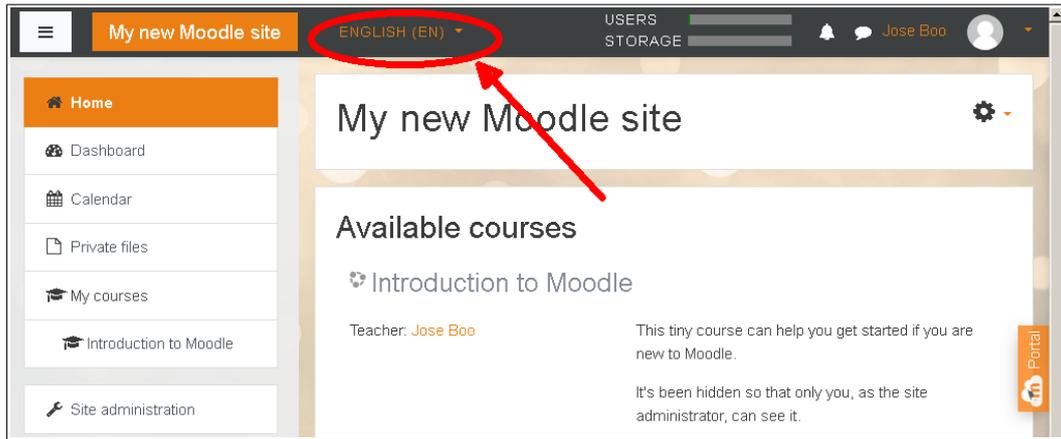
Once we have signed in, the main screen of the site will be displayed, and the only action we will have to do to access our site and start creating courses to add content to them is to click on the link in our web address:



We will then access our Moodle site, where we can start the editing process to add content to it. First of all, though it is not required, it would be very useful to change the interface language at the top of the page:

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ARRANGEMENTS TO UPLOAD AN ARDORA RESOURCE TO OUR MOODLE COURSE:

When we design any type of content with Ardora, all the files and folders needed for the execution of that resource (activity, package, web site...) will be created in a folder, which will have the name indicated in the field at the top right "First letters for the name of the files".

Let's suppose that we have published a package of activities and Ardora has generated the folder "simplepastactivities", which includes the HTML file launching the package and the rest of the folders which are necessary for its execution.

In order to upload this activity package to Moodle Cloud (or any other type of web hosting) we should initially compress this folder "simplepastactivities" with a file archiver such as "7Zip", for example and get the file " simplepastactivities.zip".

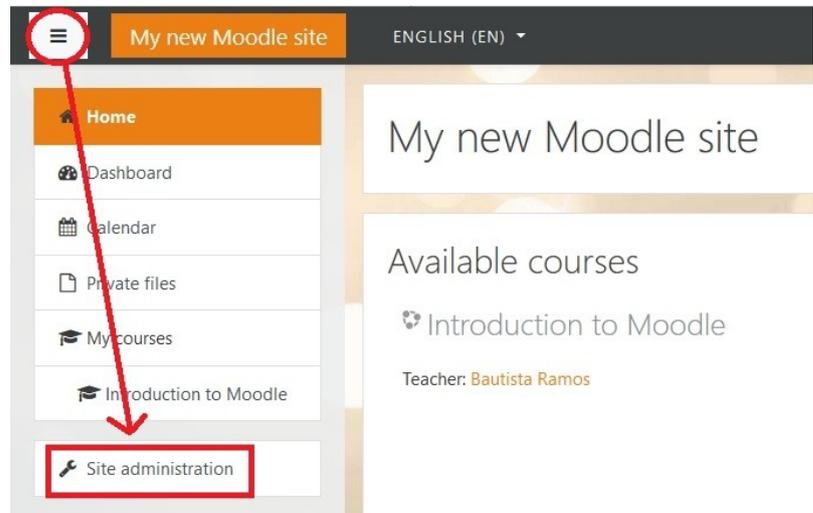
Once we have obtained it, we will be able to upload our resource to Moodle Cloud.

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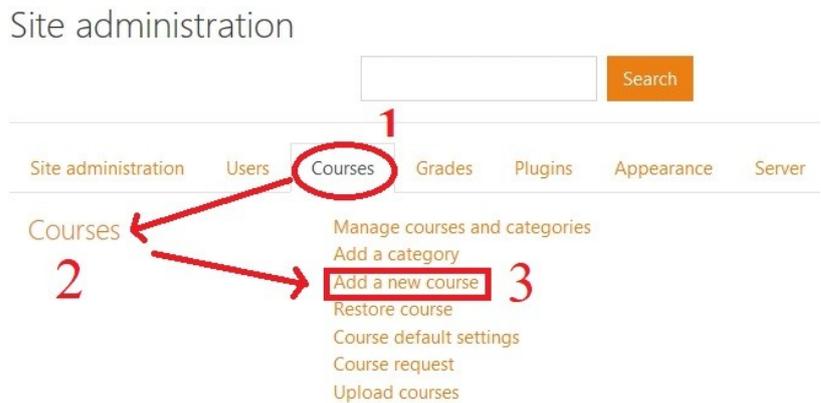
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HOW TO CREATE A MOODLE CLOUD COURSE AND UPLOAD OUR RESOURCE

Once we have signed in and logged into our site, we must initially create a new course (by default, we can only have the course "Introduction to Moodle"), so we click on the configuration button with the bar button at the top left of the screen and choose the option "Site administration":



In the new page displayed, we will click on the link at the top "Courses" (1) and immediately the section "Courses" (2) will be shown at the bottom and on the right we should click on the link "Add another course" (3):



In the following screen, we must fill in some fields to customize our course, bearing in mind that those with the red circle on their left are compulsory:

Add a new course

▼ General

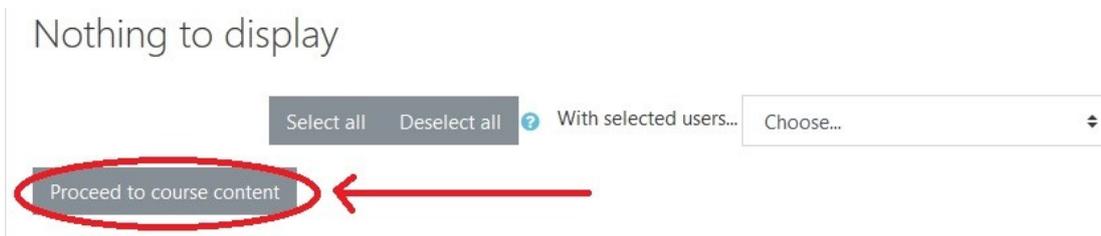
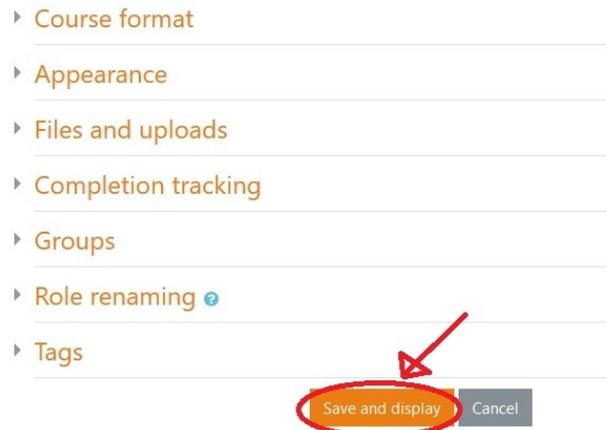
Course full name	<input type="text" value="English as a Foreign Language"/>
Course short name	<input type="text" value="efl"/>
Course category	<input type="text" value="Miscellaneous"/>
Course visibility	<input type="text" value="Show"/>
Course start date	<input type="text" value="10"/> <input type="text" value="June"/> <input type="text" value="2019"/> <input type="text" value="00"/> <input type="text" value="00"/>

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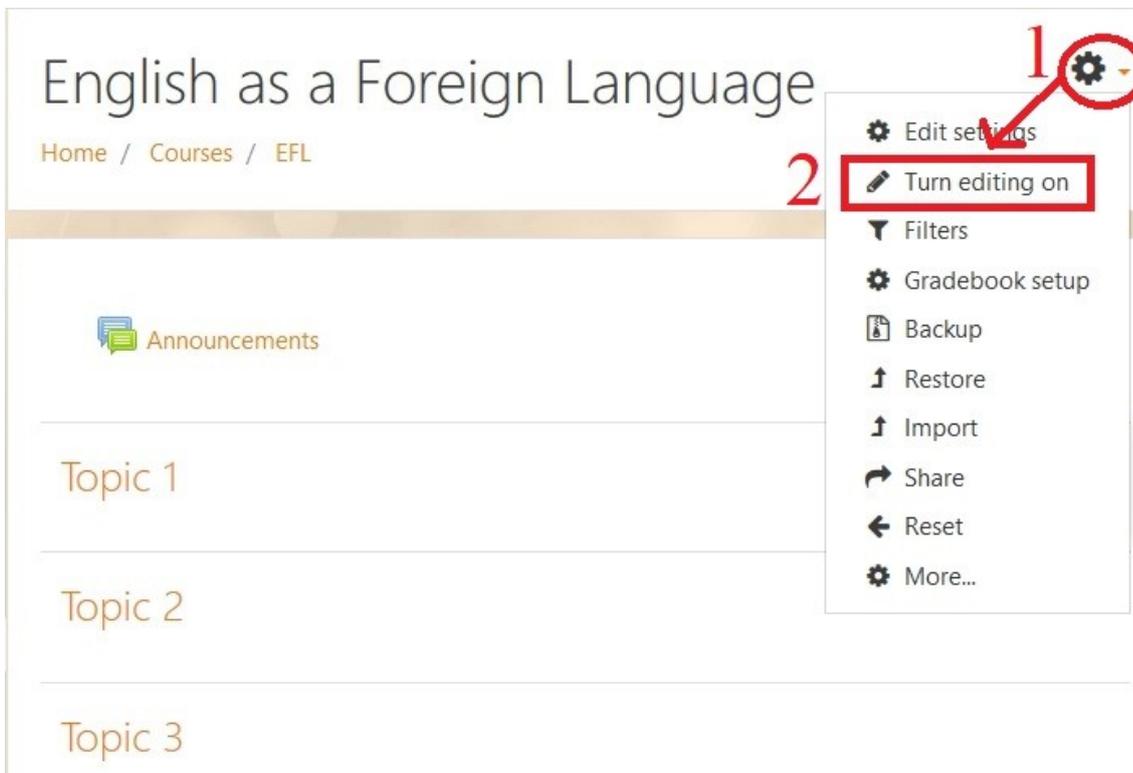
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In the lower part we will click on the different options we have to choose the topics or weeks, the language, the maximum size of files to be uploaded by users, groups, etc. and finally we can validate all the options by clicking on the button "Save and display":

In the following screen we will have the option to enroll the participants who are going to have access to the course; in that case we would use the button in the upper right part "Enroll Users" (to do that, we would need to have previously added users). If you are not interested in this, just click on "Proceed to course content" in the lower part:



In the following screen and, depending on what we have previously determined for the course format, the structure of the course will be displayed (topics, weeks...). Now, click on the actions menu button (1) and on the pop-up menu displayed select "Turn editing on" (2):

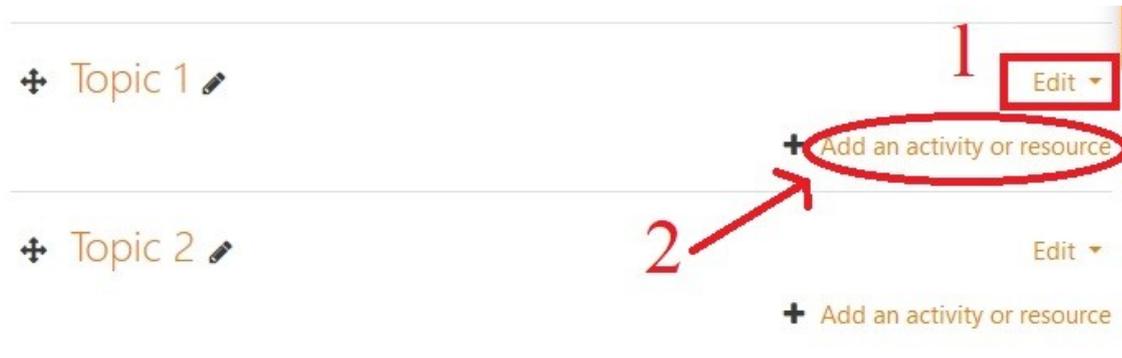


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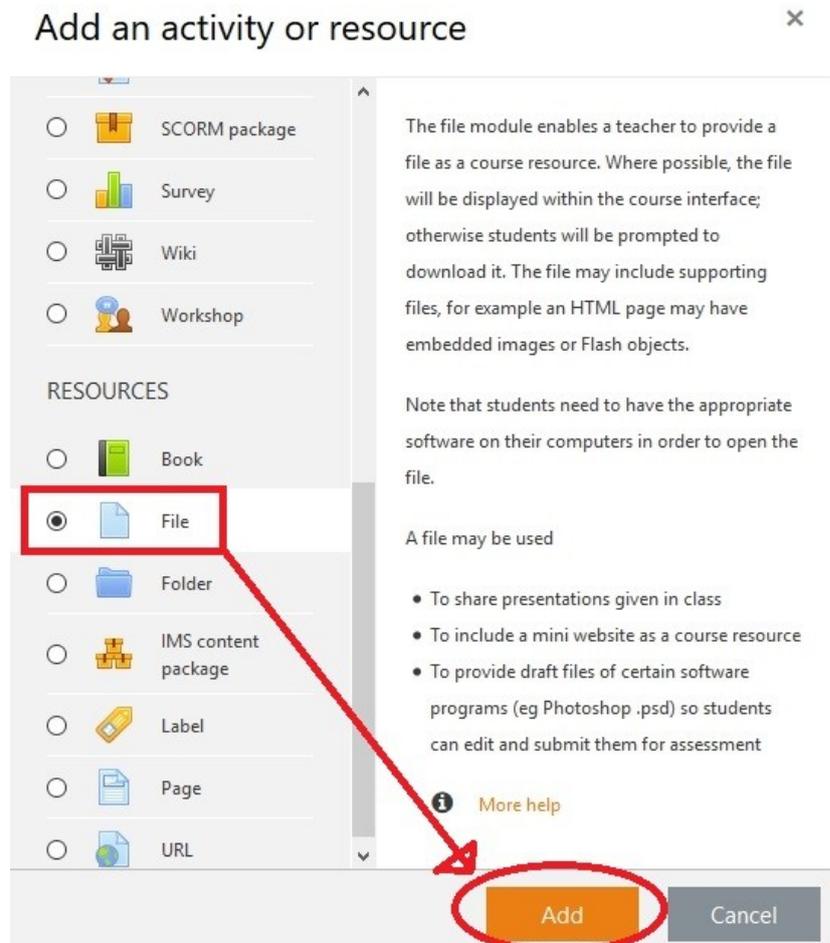
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In this example, I had chosen "topic format". Take into account that you can always change the name of the topic by using the "Edit" button (1) and then select the option "Edit topic" (once there, you should activate the "custom" box and write the new name for the topic). Once you have edited or chosen the topic where you wish to add the Ardora resource, click on the "Add an activity or resource" button (2).

IMAXE 4 PÁXINA 6



You will see a pop-up window where you should select the "File" resource and click on the "Add" button at the lower part:



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A new window will be displayed where you will have to give a name to the resource (1), a description if you wish (2) and use the button (3) to open a file explorer and search for the ZIP file containing the folder with the resource that you have previously created:

The screenshot shows the 'General' section of a Moodle Cloud resource creation form. It includes a 'Name' field with the text 'Simple Past Activities' and a red arrow labeled '1' pointing to it. Below is a 'Description' field with the text 'Package Ardora' and a red arrow labeled '2' pointing to it. At the bottom, there is a 'Select files' section with a red arrow labeled '3' pointing to a file selection icon. A dashed box below indicates a file upload area with the text 'You can drag and drop files here to add them.' and a blue arrow pointing down. A checkbox for 'Display description on course page' is also visible.

In the pop-up window displayed, you have to select the option "Upload a file" (1), then use the "Browse" button (2) to open a file explorer and select the ZIP with the resource on your hard drive, which will appear to the right of that button (3) and finally you must agree with the changes by clicking the "Upload this file" button (4):

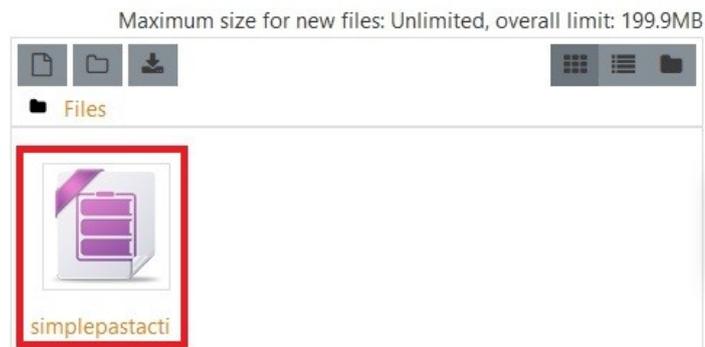
The screenshot shows the 'File picker' dialog box. On the left, there is a sidebar with options: 'Server files', 'Recent files' (with a red arrow labeled '1'), 'Upload a file' (highlighted in orange), 'URL downloader' (with a red arrow labeled '2'), 'Private files', and 'Wikimedia'. The main area shows the 'Attachment' section with a 'Browse...' button and the filename 'simplepastactivities.zip' (circled in red with a red arrow labeled '3'). Below this are fields for 'Save as', 'Author' (filled with 'Bautista Ramos'), and 'Choose license' (set to 'Public domain'). At the bottom, there is an orange 'Upload this file' button (circled in red with a red arrow labeled '4').

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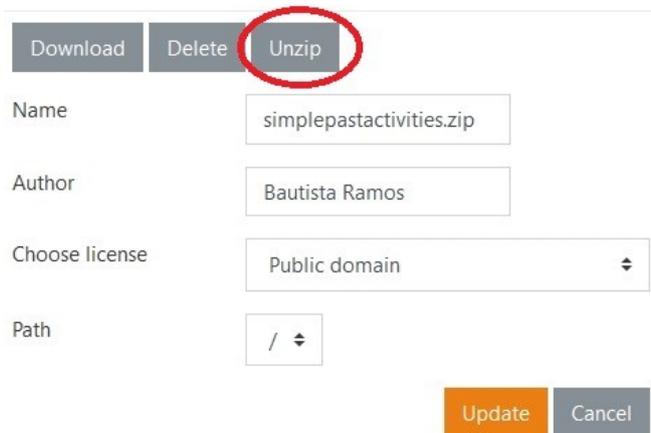
Once the upload is complete, the zip file will be shown on the "Select files" box.

Select files



We move the mouse pointer over it and click with the right mouse button to display a small pop-up window with several options. Click on the "Unzip" button:

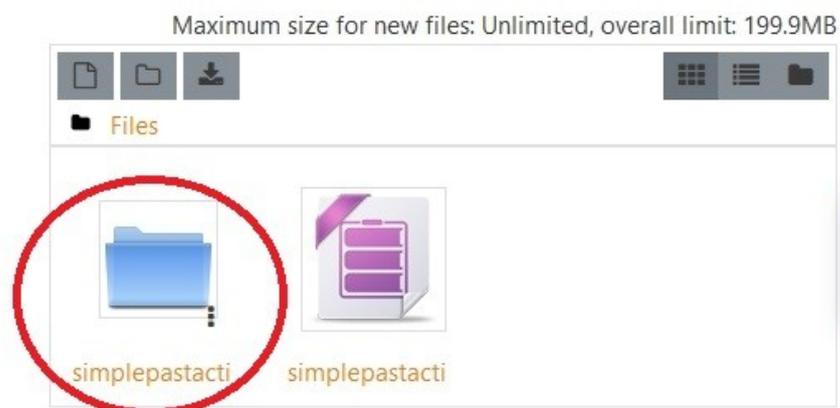
Edit simplepastactivities.zip



Last modified 9 June 2019, 7:28 PM
Created 9 June 2019, 7:28 PM
Size 2.1MB

Once unzipped, in the box "Select files" you will see the folder containing all the necessary stuff to launch the activity:

Select files

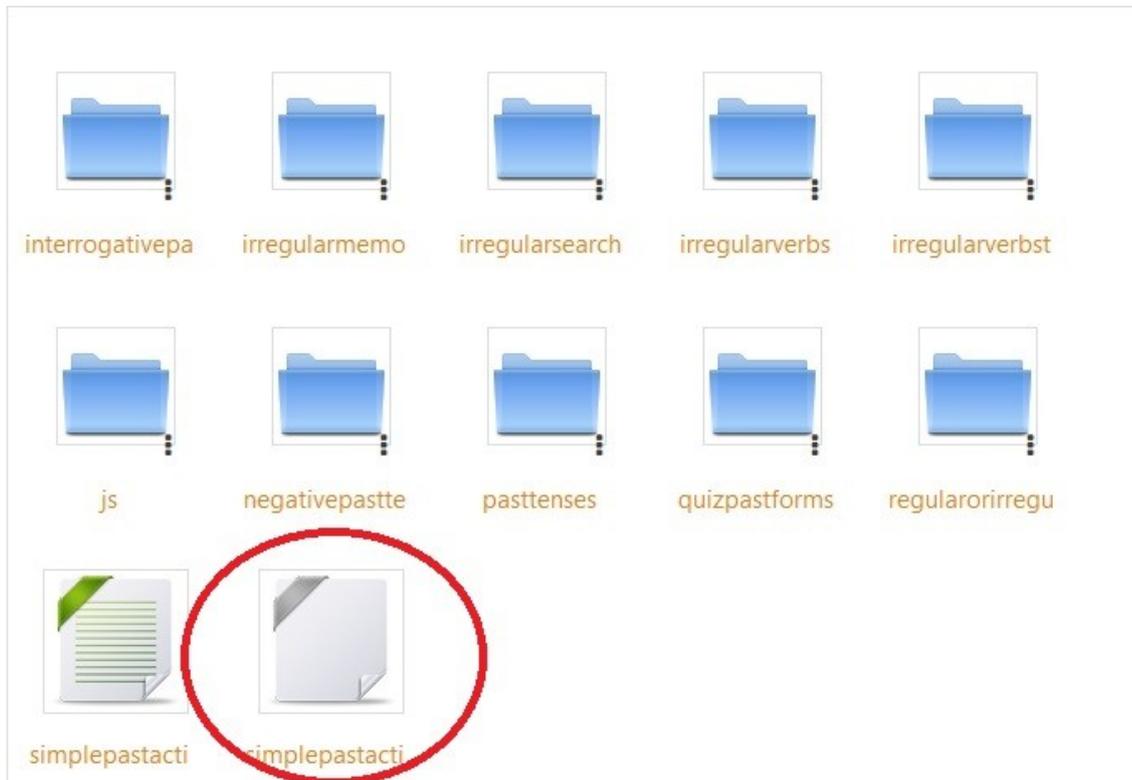


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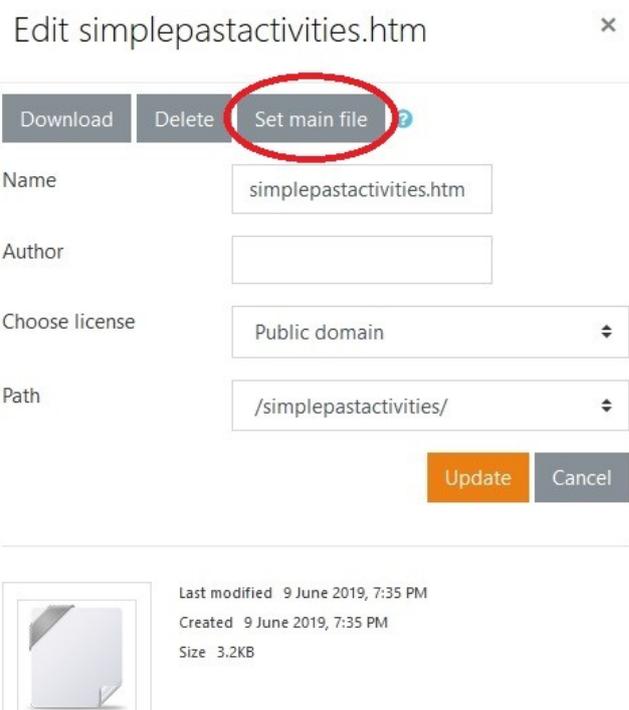
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At this point we can already delete the ZIP file to save space in our account; it has already served its purpose and is not necessary to run the resource.

Then we click on the folder with the resource and all the files and folders it contains will be displayed in the box; the one we are interested in is the HTM file that will allow us to launch the resource:



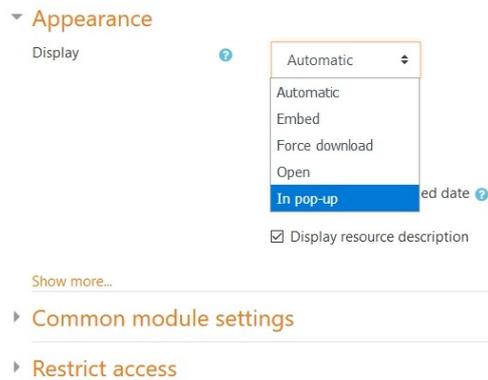
Therefore, you should place the mouse pointer over it and right-click on it: a small pop-up window will be displayed and you should click on the option "Set main file":



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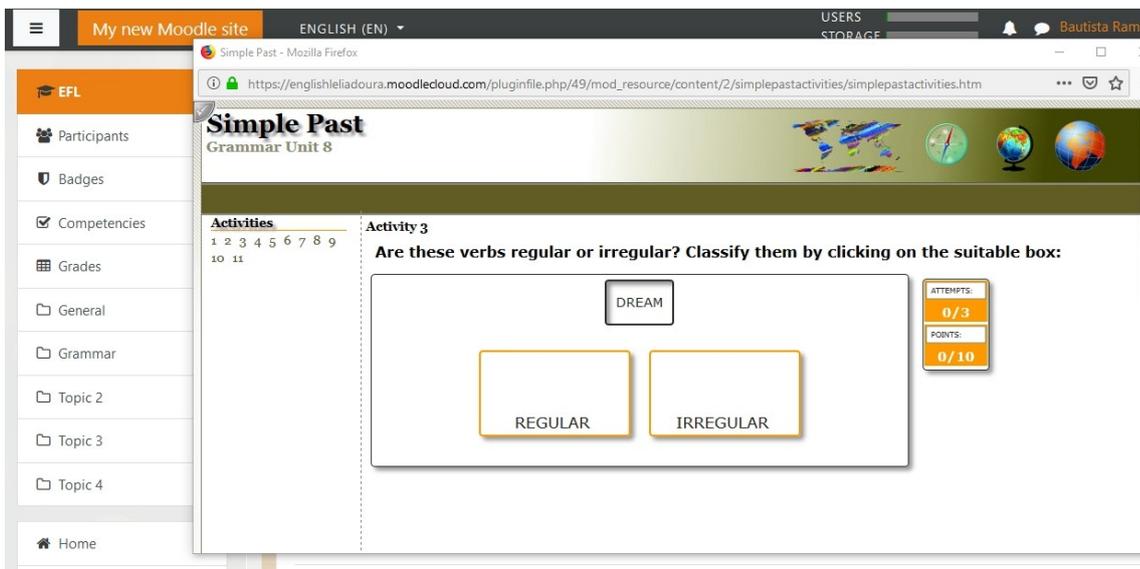
Once this is done, we can then continue setting up the rest of the options at the bottom. I would highly recommend to choose opening the activity in a pop-up window ("Appearance" section):



Once we have configured all the desired options, click at the bottom of the page on "Save and return to course" or "Save and display". From now on, you can already "turn editing off" by selecting that option on the "actions menu" icon (1), and within the topic we had previously chosen and renamed, the link to launch our resource Ardora (2) will be finally displayed:



If we click on the link, the resource will be launched, in this particular example, in a pop-up window.

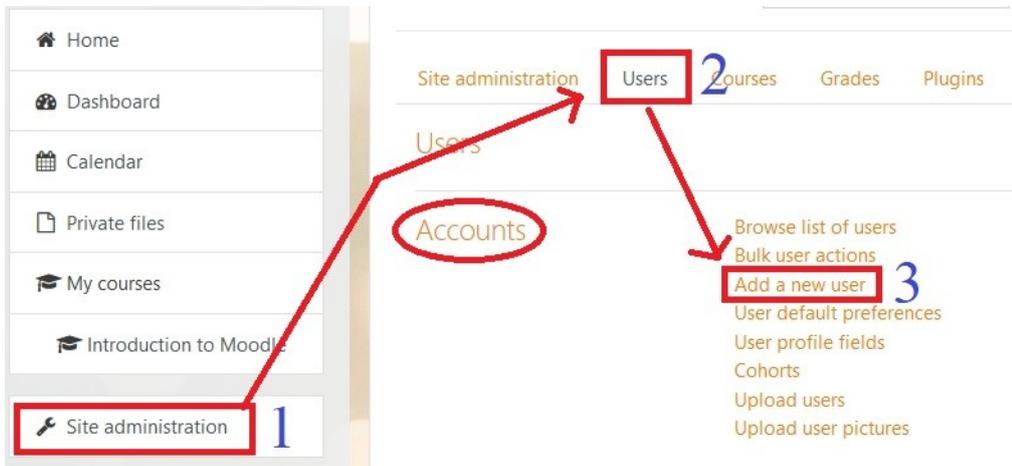


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GIVING ACCESS TO OUR COURSE TO OTHER PEOPLE

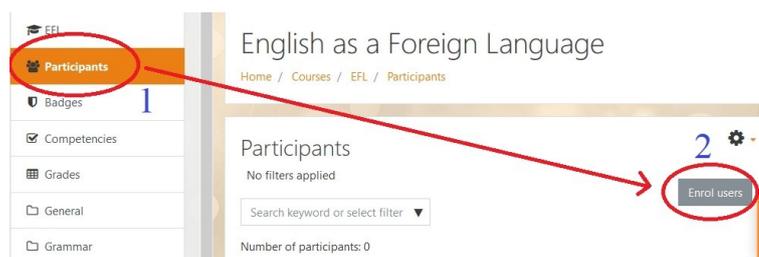
To do this, you will need to register users in your course but they must be previously registered in our system, so from the main screen, in the menu box on the left, click on "Site administration" (1), in the main frame on "Users" (2) and in the "Accounts" section click on "Add a new user" (3):



In the section "General" we will have to fill in some fields regarding the new user; the ones marked with red circles are obligatory (1) and the ones marked with blue ones are optional, but the ones that we will be most interested in will be the field "Username" (2) and "New password" (3) which will be the information that we will have to give to the new student so that he can access the course.

A screenshot of the 'Add a new user' form in Moodle Cloud. The form is titled 'General'. Fields include: Username (2) with value 'user2', Choose an authentication method (Manual accounts), New password (3) with a masked password, First name (1) with value 'User', Surname (1) with value 'ESO', Email address (1) with value 'usereso2019@gmail.com', and Email display (Allow only other course members to see my email address). Red circles and numbers 1, 2, and 3 mark the First name, Username, and New password fields respectively.

We can customize any other information we consider important and at the bottom of the page we will use the "Create user" button; a new screen will be displayed showing a list of users available in the system:



We are now ready to enroll the new users in our course and give them access to it. We use the menu on the left to go back to the main page and click on the name of our course to show its content; please note that the elements of the menu box on the left have changed, thus we click on "Participants" (1) and on the right side on the button "Enroll users" (2):



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A small window will pop up; click on the arrow in the "Search" field and the users available in the system will be shown; click on the new user and it will be shown highlighted in the upper part (1); with the drop-down list in the lower part you can assign a role (2) and finally click on the "Enroll users" button (3):

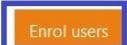
Enrolment options

Select users  1

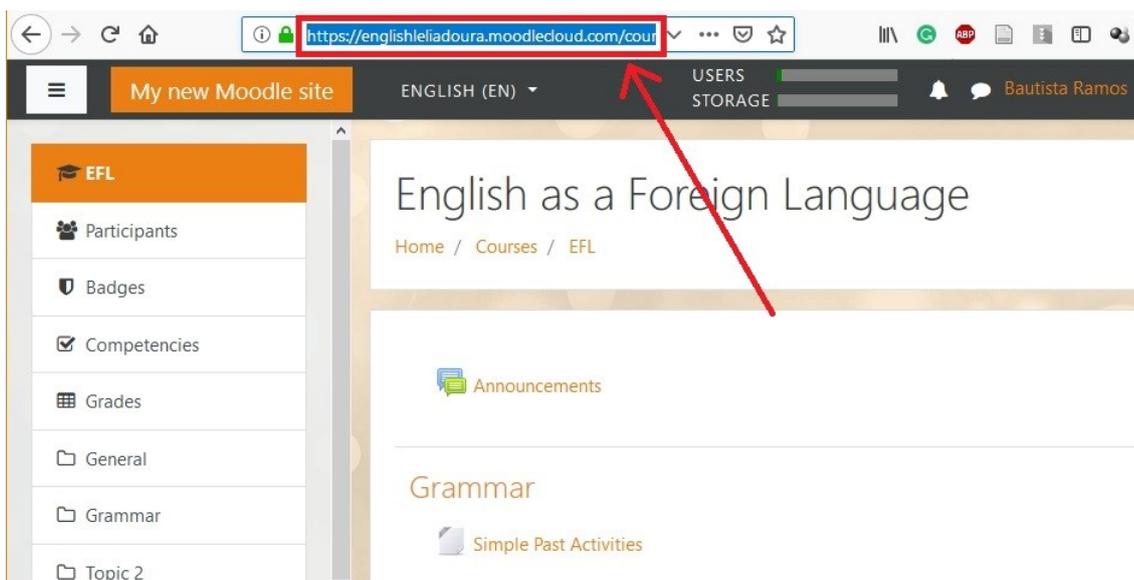
Search

Assign role  2

Show more...

3  

From this moment on, this user is already enrolled in the course and has access to it as a student (you will already see him/her in the "Participants" screen after closing the previous window) and we will be able to provide him/her with the URL of our Moodle Cloud. To do this, just go to the main page, click on the current course and copy the URL which is displayed in the browser's address bar:



By providing the user with this web address, together with the username and password that we created when we added him/her to the system, the user will be able to log in to the appropriate course and use all the resources included in it.

June, 2019