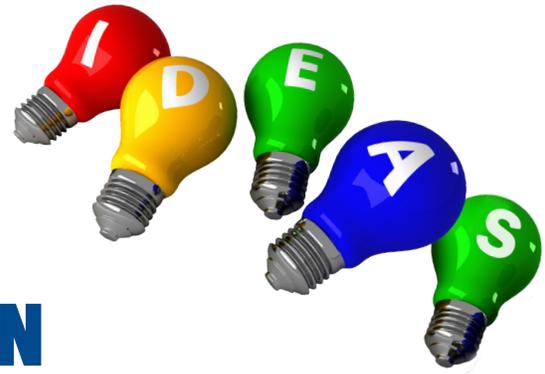
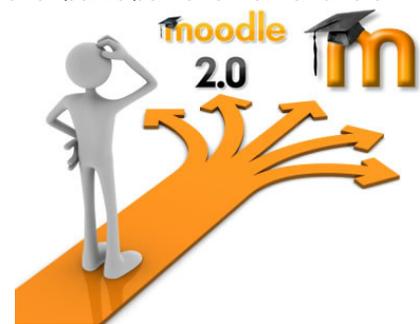


10 Ways To Use Moodle For Project Collaboration



- 1. Assignments.** If your project requires participants to submit/upload documents, the assignment feature can be a great alternative to having multiple files uploaded to various discussion posts. This will enable you to grab contributions in one place. Although you may not have to “grade” them, you can still upload revisions and provide confidential feedback to the individual participants.
- 2. Chat.** The addition of a chat feature is ideal if real-time conversation is necessary. The benefit of keeping the conversation within Moodle is that a chat log is generated for reference/analysis later on. Consider using a Wiki as a scheduling tool for working groups who need to use the chat feature.
- 3. Choice.** This feature provides a quick poll of participants’ opinions. You can quickly collect demographic information and assess preferences for collaboration. In addition, it’s a great way to make decisions quickly and efficiently, clarifying confidentially whether one or two individuals’ opinions are supported by the rest of the group.
- 4. Forum.** Use a variety of discussion forums with prompting questions to spur conversation and collaboration with your group. If there are specific documents you’d like participants to refer to, you can upload them here for easy access. To keep discussions separate, create multiple threads (one per topic) and use separate forums to cluster broader topics. Use the News forum to keep participants up-to-date on project progress and remind them of important deadlines.
- 5. Glossary.** If your project is using acronyms and/or very specific technical terms, a glossary might be a great addition to your Moodle site. This way there is a common language for your project and participants have a place to go to reference terms.
- 6. Journal.** To capture important personal reflections that participants perhaps don’t want to share openly in the discussion forums, a journal is a great option. This can be set to private or to be shared only with the facilitator / project coordinator. Another use of a journal is similar to a blog, a place where personal reflections can be publically shared.
- 7. Lesson.** If in your project you’ll need to guide your participants through a particular topic, a lesson can provide a great structure. You can add text, images, and/or videos, and use questions to direct people to different areas of the lesson that are most relevant to them.
- 8. Quiz.** To confirm shared understanding at key points of the project, the quiz feature may be useful. Try to keep it simple as open-ended responses from participants need to precisely match the “correct” answer for the quiz to work effectively.
- 9. Resources.** You can upload a variety of files directly to your Moodle site for participants to view and refer to throughout your project. Important resources to consider include a detailed project description and roles/responsibilities of participants, background articles, writing/style guide, and samples/templates. Consider uploading an overarching agenda, overview, or map that walks participants through what you’d like them to do on the site.
- 10. Wiki.** Co-creation of documents is possible through the Wiki activity. Encourage participants to use different coloured fonts or include their initials to mark their contributions, if necessary. Think of this as a flip chart paper where a facilitator / project coordinator can come in and theme / cluster contributions to provide clarity.



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