

SUN e-Learning Guide

short manual of the SUN Moodle site

<https://sunlearning.ceu.edu>

provided by the SUN office

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Moodle – the e-Learning platform

SUN has its own e-Learning site, which is **different from the main CEU e-Learning site**, therefore CEU Moodle accounts do not work here. SUN office provides access to this site for courses that decided to host and share their course materials here.

The site provides an opportunity for various activities within the course, such as forums, assignments, group work if needed, etc.

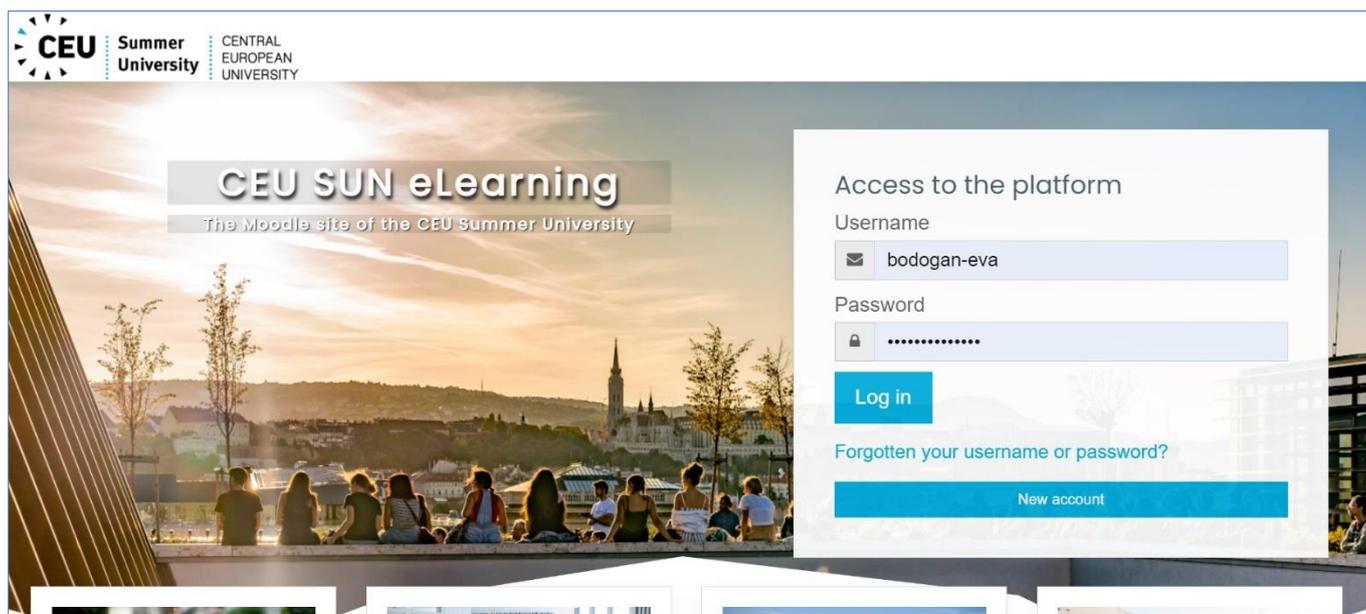
Course faculty, coordinators, assistants, and managers (if any) are provided with a manually generated username and password, and most of them with course editing rights. Students (participants) have to register themselves on the site, based on the technical description the SUN office sends to them after they confirmed their participation in the course (or in the case of fee-payers after the payment is done). Each course is protected with a unique enrollment key, which participants have to enter before enrolling themselves in their course. The enrollment key is also sent to participants by the SUN office, once the course is ready to accept visitors.

The courses are kept alive and available for former course members for 2 years after the course has finished. Exceptions are only those specific course materials whose access is limited to the course length by some copyright regulation.

In this guide, we will show you the most important features of the Moodle site.

Log in and editing

Visit this site: <https://sunlearning.ceu.edu> and log in with your username and password (the password is case-sensitive):

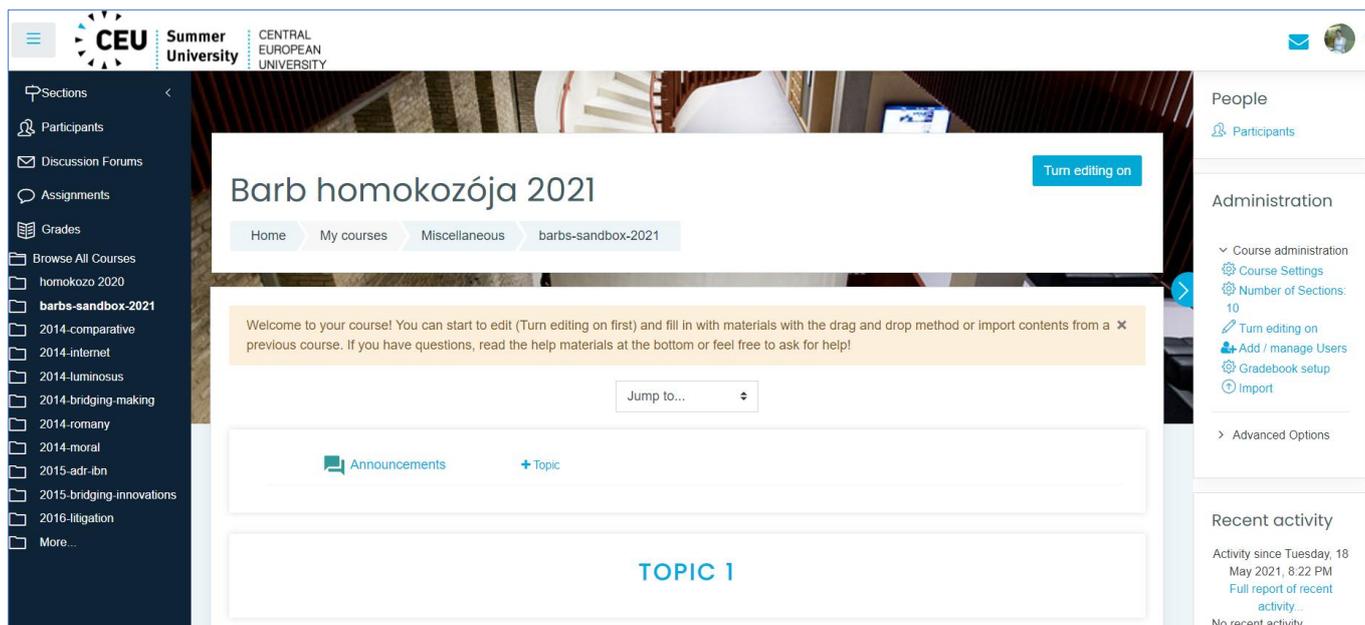


Once you logged in you can see that the page is divided into 3 sections. On the left side you can find the list of the courses you are enrolled in, in the middle section there is the full list of the summer courses in the current year, and on the right side, there are various blocks for administrative tools.



If you want to enter your course simply find it in the course list in the middle and click on its title.

Once you are in the course you will see the same 3-sections structure, but with different content.



On the top of the left side, you can see the main functionalities of the course, as links (Participants, Discussion forums, Assignments, etc.). In the middle section, you find the actual content of the course – this is the area where you will have to upload content. On the right side, there are various tools that you can use during your work.

This guide will cover only the less obvious functions that you can use when you build your course, as most of the functions are pretty straightforward. In case you would still need assistance or guidance to some of the functions that we do not discuss here, feel free to contact Eva Barbara Bodogan (bodogane@ceu.edu) for help.

The most important thing is that when you want to edit your course you need to turn the 'Editing mode' on, by clicking on the '**Turn editing on**' button on the top of the course page, next to the course title.

Now as you are in editing mode you can start editing your course.

First, we recommend that you edit the first, unnumbered topic, where you can place some general information for the participants about the course. For this click on the '**Edit Topic Summary**' link.



Type your text and click on the **'Save changes'** button.

Summary of General ▶ Expand all

▼ General

Summary ?

This is a general description of the course, some information about what are the conditions of receiving a certificate, and a transcript, this is where general information can be shared about the scheduling of the sessions, expectations, etc.

▶ Restrict access

Save changes Cancel

Now as you see the description of the session is added. You can also add to this section some additional materials (files, weblinks, notes, etc.). For this, you only need to click on the **'Add an activity or resource'**.

Barb homokozója 2021 Turn editing off

Home > My courses > Miscellaneous > barbs-sandbox-2021

Welcome to your course! You can start to edit (Turn editing on first) and fill in with materials with the drag and drop method or import contents from a previous course. If you have questions, read the help materials at the bottom or feel free to ask for help!

Edit Topic Summary + Add an activity or resource Edit

This is a general description of the course, some information about what are the conditions of receiving a certificate, and a transcript, this is where general information can be shared about the scheduling of the sessions, expectations, etc.

Main Course Forum + Topic

Add section

When the **'Add an activity or resource'** window pops up, you can find the available resource functions at the bottom of the list.

RESOURCES

- Book
- File
- Folder
- Label
- Page
- URL

Add Cancel

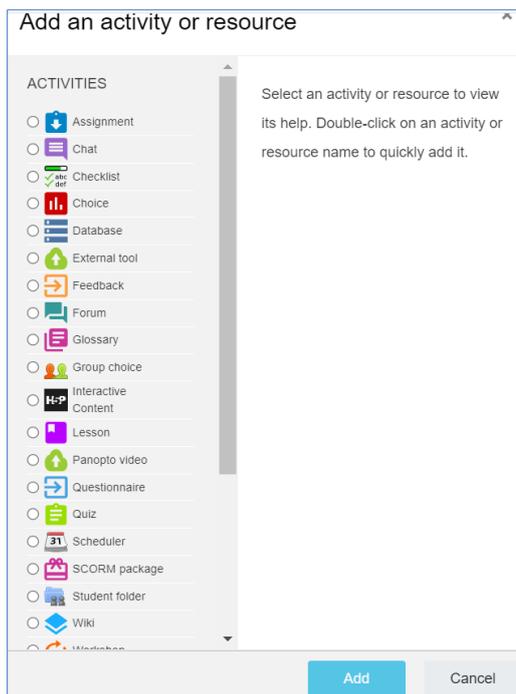
The available resource types:

- **Book**
If you would like to provide lengthy supplementary materials (videos, texts, images, various other files), you can organize them in a book-like format, with chapters, behind a single link.
- **File**
You can upload single files (general file size limit is 100MB / file)

- **Folder**
If you intend to share numerous readings or presentations but you would display a single folder that contains all the files, rather than a lengthy list of files.
- **Label**
If you would like to display a short text or video.
- **Page**
If you want to create and share a web page on Moodle (with links and/or other characteristics of webpages)
- **URL**
If you would like to place a link to another website.

Click on the one you desire and follow the steps.

In the same window above the 'Resources', you can find the available activities, some of which other courses often use, and you may also find them useful.



Most commonly used activities:

- **Assignment**
You can ask for assignments from participants (file uploads or direct text typing)
- **Forum**
You can set up discussion forums of various topics (e.g.: Introductions, Q&A, etc)
- **Student folder**
Here participants can upload documents that will be available for their classmates.

Other activities you may find useful/interesting:

- **H5P Interactive Content**
This feature is quite new to the SUN Moodle site and we have not yet had time to test it, but was very popular in CEU' main e-Learning site, therefore we included it in the latest upgrade. It offers various activities (such as form building, quizzes, dialogue cards, audio recordings, etc.)
- Choice
- Database
- Quiz
- Wiki
- Glossary

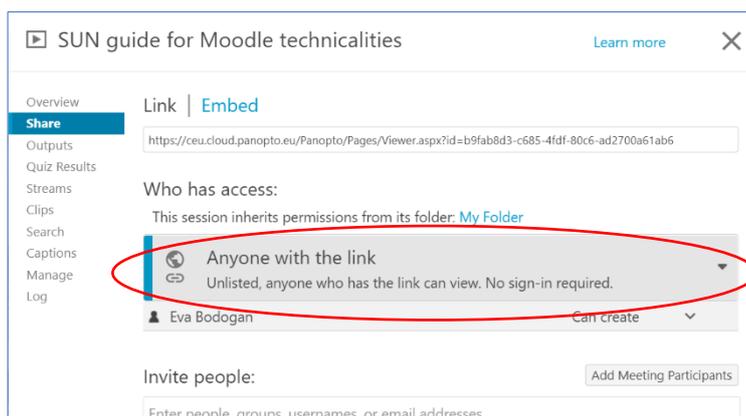
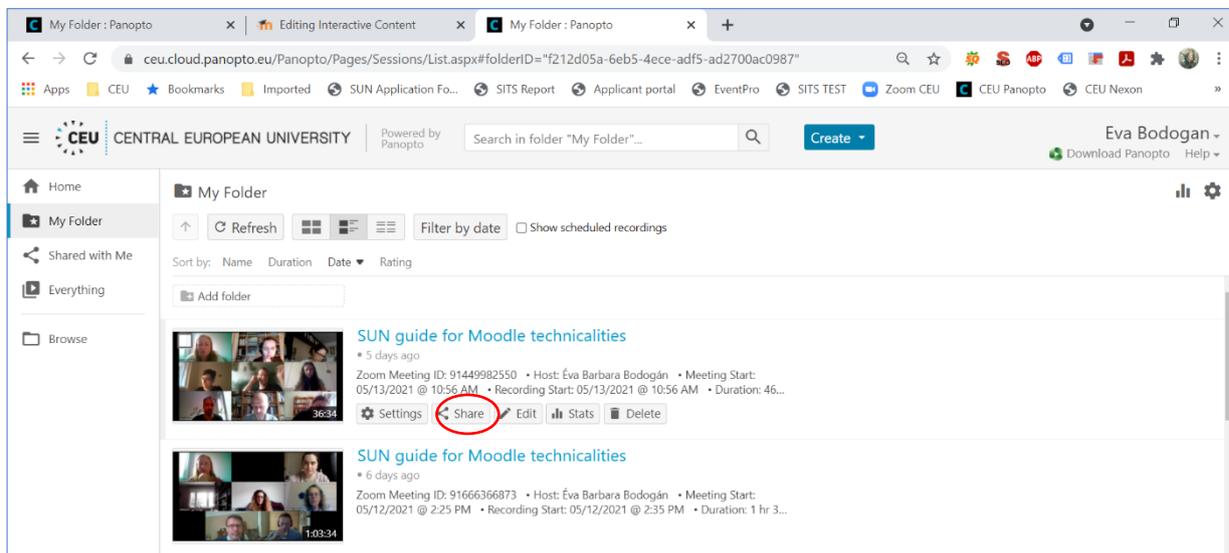
Currently, we do not have a detailed guide about these functions, but if you would like to use any of these activities and you need help, please contact Eva Barbara Bodogan (bodogane@ceu.edu).

Sharing a video from your CEU Panopto account (applies to CEU members only!)

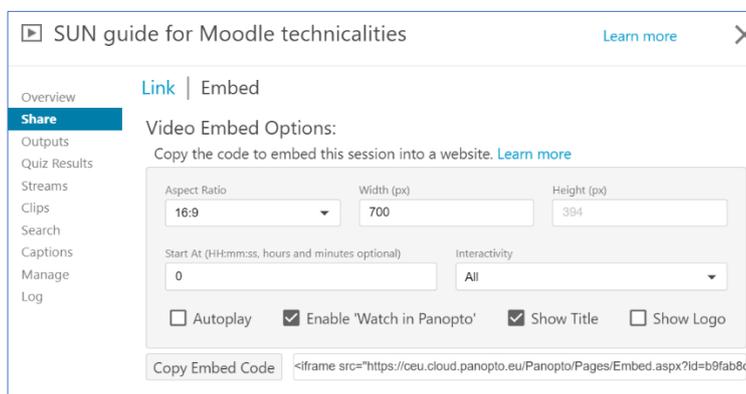
If you are a CEU faculty wishing to display a video that is on the Panopto site of your CEU account, please do not use the 'Panopto video' option from the above described '**Activity list**', as it does not work properly for SUN.

For now, we recommend using a more simple method, see the steps below:

1. First, log in to Panopto with your CEU account, find your video in the list and make sure the sharing setting of the Panopto video you want to use is set to „**Anyone with the link**”. (See below)

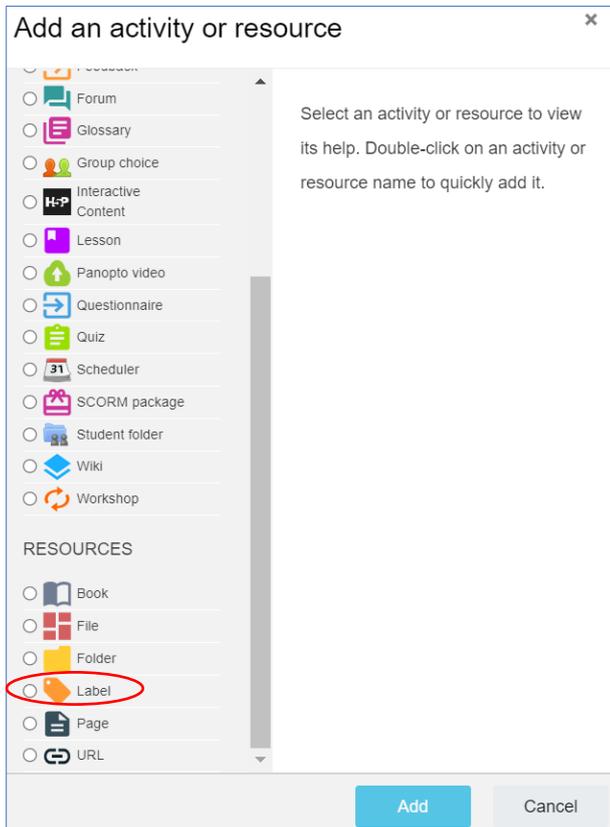


When you set it to '**Anyone with the link**' click on '**Save Changes**' button and then click on the '**Embed**' tab on the top of the box.

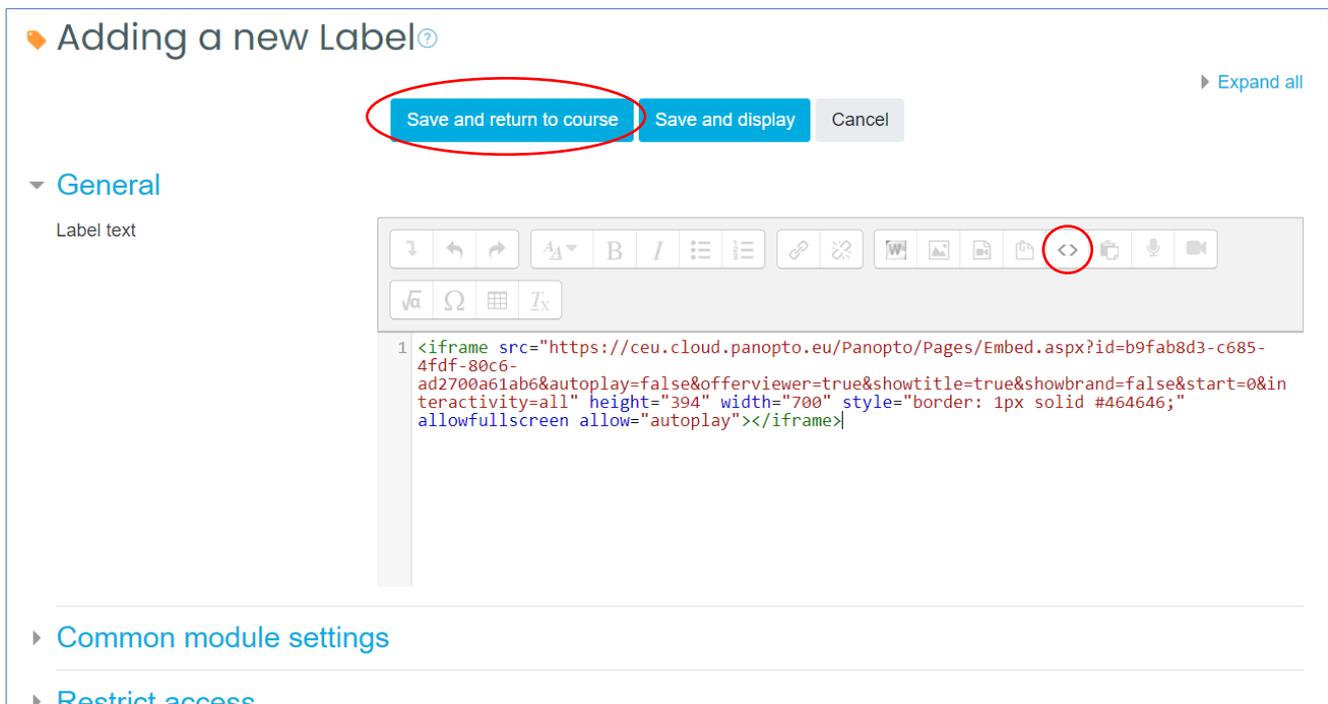


When you set the dimensions of the video (we recommend applying 700 pixels or less for width), click on the '**Copy Embed Code**' button, and afterward you can close the window.

Now go to the topic where you want to display the video. If you want to display it as a supplementary resource for a topic, you can do so by editing it in a '**Label**'. Click on the '**Add a resource or activity**' and select the '**Label**' option from the Resource list, and click on '**Add**':

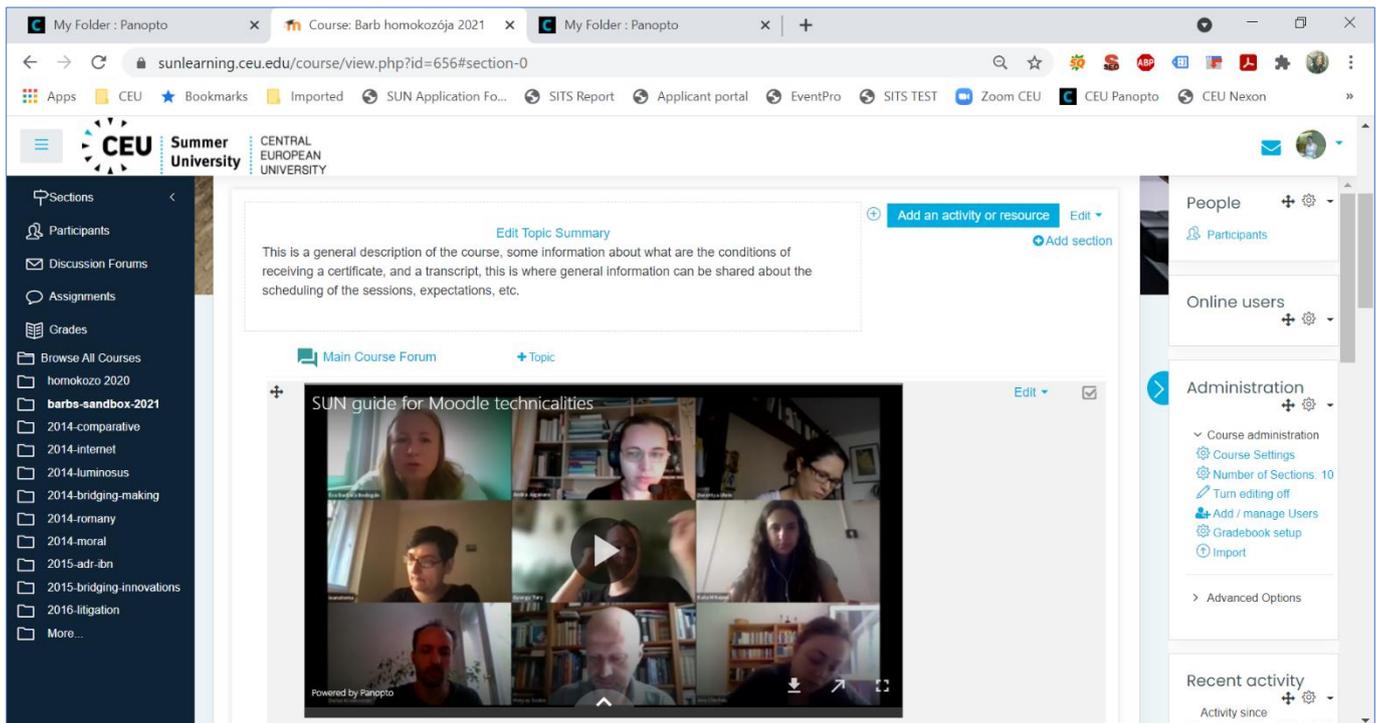


In the Label-editor please switch to the html editor mode by clicking on the  icon, then click in the empty field and paste in the Embed Code by pressing CTRL+V keys simultaneously.



After you pasted the embed code, click on the '**Save and return to course**' button.

As you see below, the video has been displayed just under the Announcements forum. If you want to edit the content of the label, pull the mouse over the label until the background is highlighted (with grey) and the **'Edit'** option appears in the top right corner of the Label area, and click on **'Edit'**.



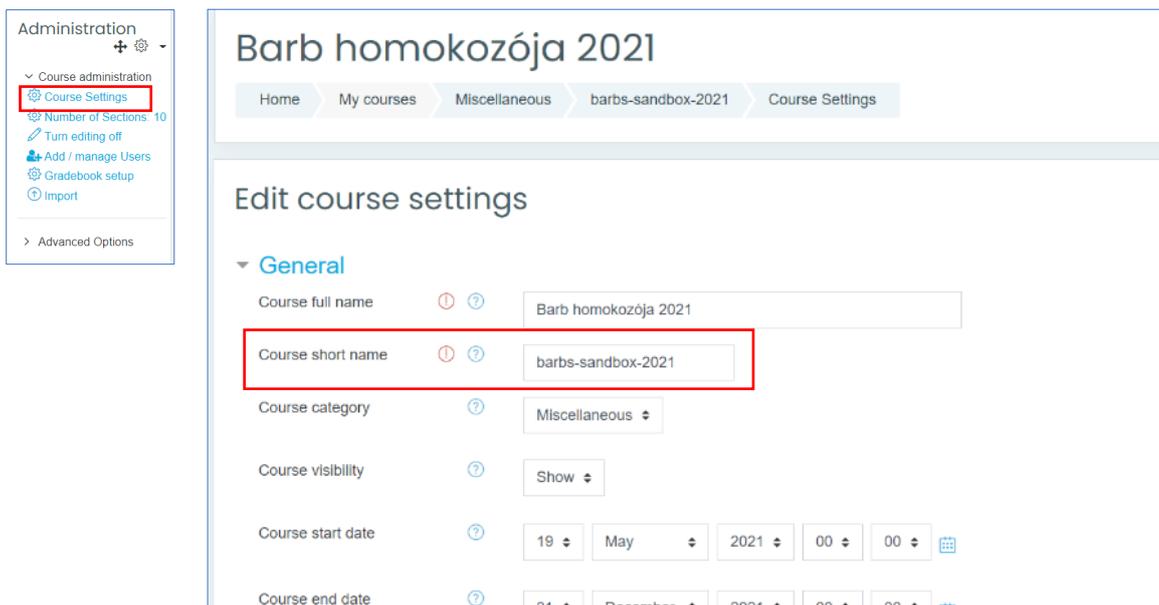
You may also choose to display a video in one of the main topic sections. In this case, the method is the same: after you start editing the topic summary you need to switch to the HTML editor mode and paste the embed code in there.

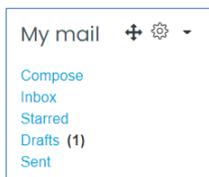
Tool blocks

On the right side of the course area, you can see various blocks with tools.

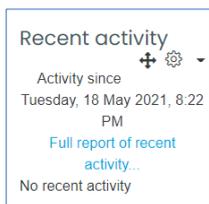
The **People** block shows you who are the enrolled members (faculty, coordinators, students) of the course. This is the place where coordinators can keep track of who of the course participants have already enrolled.

The **Administration** box allows you to edit some of the course settings. Please do not change the „**Course Short Name**”!

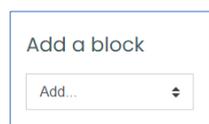




With '**My Mail**' you can send emails to course members.



'**Recent activity**' is one of the most useful blocks. It shows you what happened in the course since your last visit.



Check the '**Add a block**' box for further blocks that you may find useful for your course.

These were the most important features of SUN's Moodle. As mentioned above: If you need further or more detailed help with any of the functions, please contact Eva Barbara Bodogan at bodogane@ceu.edu or at a Teams chat.

Consents

Faculty consents

Storing the materials:

The materials will be stored and archived on CEU's Moodle, Sharepoint and Panopto sites.

Length and format of storage:

- **Moodle:** for two years after the course ends for registered participants, faculty and administrators of the course. After two years all materials are archived in a special, non-readable system format unavailable to anyone but the system administrator.
- **Sharepoint** and **Panopto:** course materials (recorded sessions, syllabi, schedules, reading lists, presentations, etc.) will be stored for 5 years after the course ends.

Access:

Access to course materials is provided to the SUN staff, course faculty and administrators, and enrolled students of the given course.

OSUN, as SUN's main cooperation partner that funds and provides expertise for the development of the program, receives access to all produced materials. **Faculty, however, retain all rights over the materials they created for their course. Materials cannot be accessed, modified or published by anyone without the prior permission of their authors.**

IT support

CEU provides SUN courses with CEU IT support.

Please see below who you can contact in case you encounter difficulties:

o365 support:

Helpdesk, helprequest@ceu.edu , phone: +36-1 327-3000/ extension 2000, Available: Mo-Fri: 8:00 – 21:00 (CET), Sat-Sun: 8:00 – 14:00 (CET)

Zoom, Panopto support:

Classroom Support, classroomsupport@ceu.edu , phone: +36-1 327-3000 / extension 6000, Available: Mo-Fri: 8:00 – 21:00 (CET), Sat-Sun: 8:00 – 14:00 (CET)

Moodle support:

Eva Barbara Bodogan, bodogane@ceu.edu , call on Teams or Zoom

Consent issues:

Eva Gedeon, gedeone@ceu.edu , call on Teams or Zoom