Adding the finishing touches to your new QMplus module

This briefing document explains to you the changes that have been made to your QMplus module and from a design perspective what you need to do to complete the work we have started.

In the last few days we have been working through all the QMplus module homepages in your school. We have added:

- A Menu block on the left that displays the topic section headings from your module and contains a couple of custom links to use if you wish
- One of the three new course formats, usually ‘Collapsed topics (QMUL)’
- Two areas: Assessment Info and Submit Assignments into the top of your module (topic zero) above any content you may have had in there.
- Renamed the ‘News forum’ to Module Announcements
- The four pages linked to from the Assessment Info area and a Module Documentation Book to a hidden topic 52 (orphaned files in edit view)
- A placeholder (top right) for the Module Info block

Now that we have done this we need you to do the final tidying up of your learning materials ready for teaching this September and in addition:

1. **Delete any extraneous content**

   If you have had content migrated from Blackboard there may still be image files, placeholder text or old and unwanted content that you need to delete.

2. **Check that all your topic sections have meaningful names**

   a. Edit the topic section

   ![Image of topic section](image)

   b. Add a Section name of your choice

   ![Image of section name input](image)
c. The results will display in the header of the topic and the Menu

3. Add a Welcome message to your announcements forum

4. Activate the ‘News settings’ area

This setting enables you to insert an image representing your module content and to tell QMplus that you would like the latest post in your Module Announcements forum (3) to be shown at the top of the page like you see in the screen grab below. These two features are mandatory for modules in the HSS but optional for other Faculties.
To edit the settings in the Module news area:

- Turn editing on
- Select the new ‘edit’ icon that is situated immediately underneath your module title. The settings for the area now open
- Displaying Module announcements is selected by default when you open the settings
- Choose an image to upload that you think represents your module and that you have permission to use (see library advice on copyright if you are unsure). Flickr Creative Commons is a useful place to look if you don’t have an image
- Add an attribution for the image and/or a description of it to the ALT text box (for accessibility)
- The other features in the editing screen can be used if you do not display the latest Module announcements. You can display static text if you wish and insert that text into the textbox remember to uncheck the ‘Module announcements’ checkbox at the top of the page if you want static text.
- If you wish to change the image after you have uploaded it then select ‘delete image’ then save changes. Select the ‘edit’ icon again reopen and upload another image
- When you have completed everything save your changes
- Remember to post an announcement in your class forum to see the announcement on the page!

5. Add the ‘Assessment Overview’ information required in topic zero using the exemplars on the pages as a guide

The ‘Assessment Overview’ consists of an unordered list of links to four Moodle pages which are contained in topic section 52 of your module. As we usually display less than 52 topics the content in sections beyond that are only displayed to you in edit mode at the bottom of the page (see screenshot below). We have added the pages and created the links to the Info in the Overview. Within each page you will find examples of the kind of content that is required. It should not take long to add the information here as most of it is readily available from other sources and may in fact be a repeat of info in your module handbook. Some schools may make their own arrangements for the population of these pages.
6. Add links to all your assignments in ‘Submit Assignments’

When you add an assignment to a topic section for your students, copy the URL of the Assignment into the second column of assessment info at the top of your course and change the text to reflect the name of the assignment.

Here are the steps:

- Create your assignment in the appropriate week/topic

  **Assignment 1: Close reading of a text**

  For this assignment I would like you to write a 300 word essay. For this assignment I would like you to write a 300 word essay. For this assignment I would like you to write a 300 word essay. For this assignment I would like you to write a 300 word essay.

  **Available from:** Saturday, 31 March 2012, 09:00 PM

  **Due date:** Saturday, 7 April 2012, 09:00 PM

  You have not submitted anything yet

  ![ADD SUBMISSION]

- Copy the URL of the assignment from the address bar of your browser:

  ![http://qmplus.qmul.ac.uk/mod/assignment/view.php?id=828]
Select the lower edit icon from the topic zero area (near the Module Announcements link). Add the assignment name to the unordered list.

Add the assignment link

That’s it!
Further Information

- We have designed a Module info block. This block is not quite ready yet so we are putting a ‘holding block’ in its place so you know that top right is occupied. We can take some of the information for this block from SITS, but the rest will be added by you through the settings for the block.
- You can add other information to the top of your module beyond that required by the HSS e-learning plan.
- There will be a new set of icons for all activities and resources in your QMplus Module page. You can already see the ‘Page’ and ‘Assignment’ icons.
- We have added three new course formats especially designed for us at Queen Mary. You will find these course formats in the settings for your module (Edit settings > Format). It is important that you select one of the new formats for your module as they contain new styling features and pick up design from the parent theme for the site. You can choose whichever one you like from the three. The mappings from your existing choice are as follows:
  - Topics format - > Topics format (QMUL)
  - Collapsed Topics -> Collapsed Topics (QMUL)
  - Weekly format -> Weekly format (QMUL)