



# **English Course FCE**

## **User Guide**

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## **Introduction**

Through the MOODLE online platform, a course for learning the English language was created based on the FCE test (First Certificate of English), in which there are short lessons, exercises and summary tests. The course is available to the Institute's English language teachers for use in the classroom, who will be able to have their pupils study and exercise in view of the actual exam.

Furthermore, it is possible to use another online platform, which is already connected within the course itself, such as Piazza, to allow teachers and pupils to interact, through questions and answers.

## **Scope**

The general scope of the project is to provide a software (as a service) that will provide a better learning experience for students and provide better teaching instruments for teachers. The service should be useful, convenient and easy to use. It should require no prior computer experience and be usable after a brief 1-minute introduction. Use of the service should not cause frustration or confusion.

# Getting Started

## System Requirements

- Personal computer or a smartphone
- Browser (like Google Chrome, Firefox, Edge, Opera, Safari...)
- Internet connection

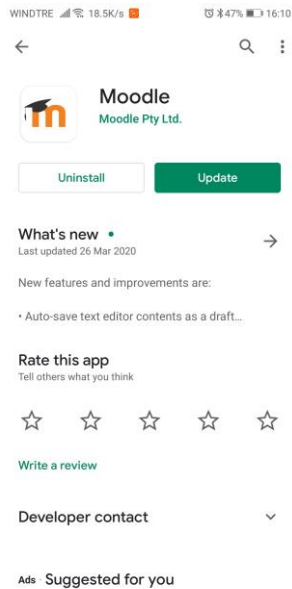
## Quick Start

1. Open your browser
2. Write in the navigation bar the following link:  
[www.campusmarconiverona.moodlecloud.com](http://www.campusmarconiverona.moodlecloud.com)
3. Log-in into the platform
4. Search “English Course FCE” and make a click with the left button of the mouse on the name
5. OK, now you are into the course and you can read the lessons and make the quizzes

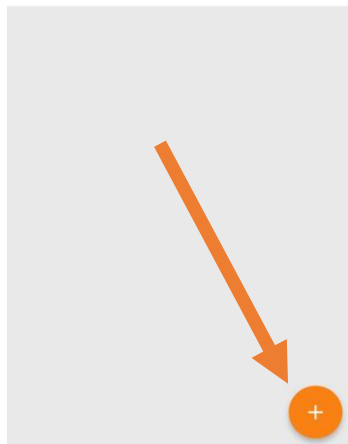
## Launching the Course from the mobile

To open the course from the phone you must follow the next steps:

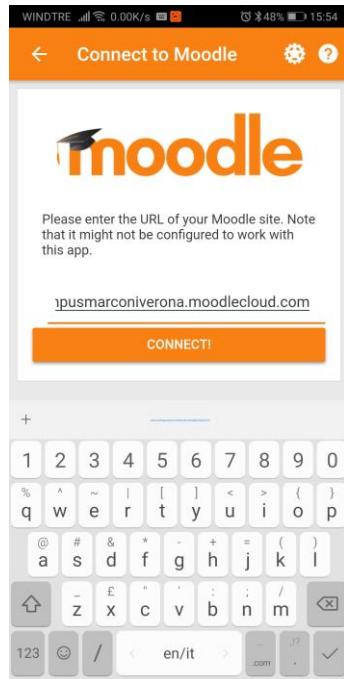
- launch the Moodle app (if you don't have it you must download it from the store of your telephone)



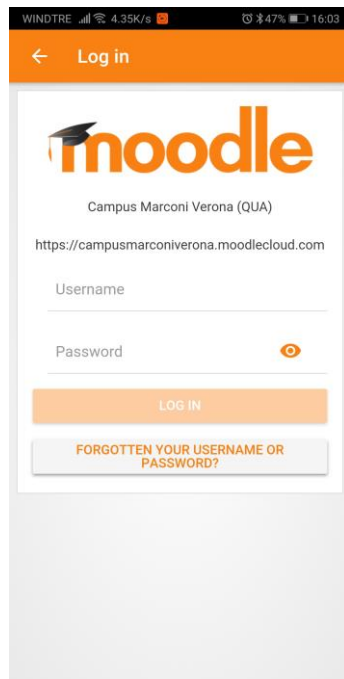
- tap on the plus (+) icon that you can find in the lower right corner



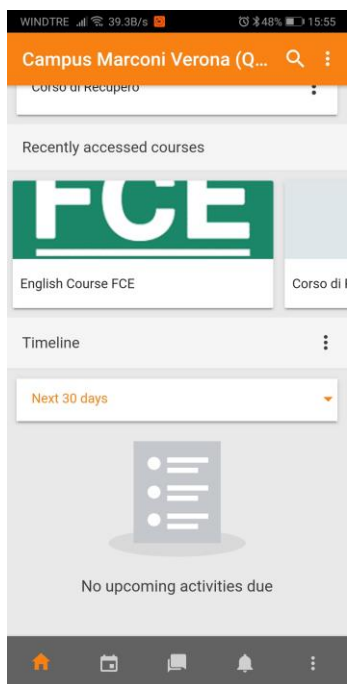
- write the URL of the site ([www.campusmarconiverona.moodlecloud.com](http://www.campusmarconiverona.moodlecloud.com)) and then click on “Connect”



- Log-in with your credentials



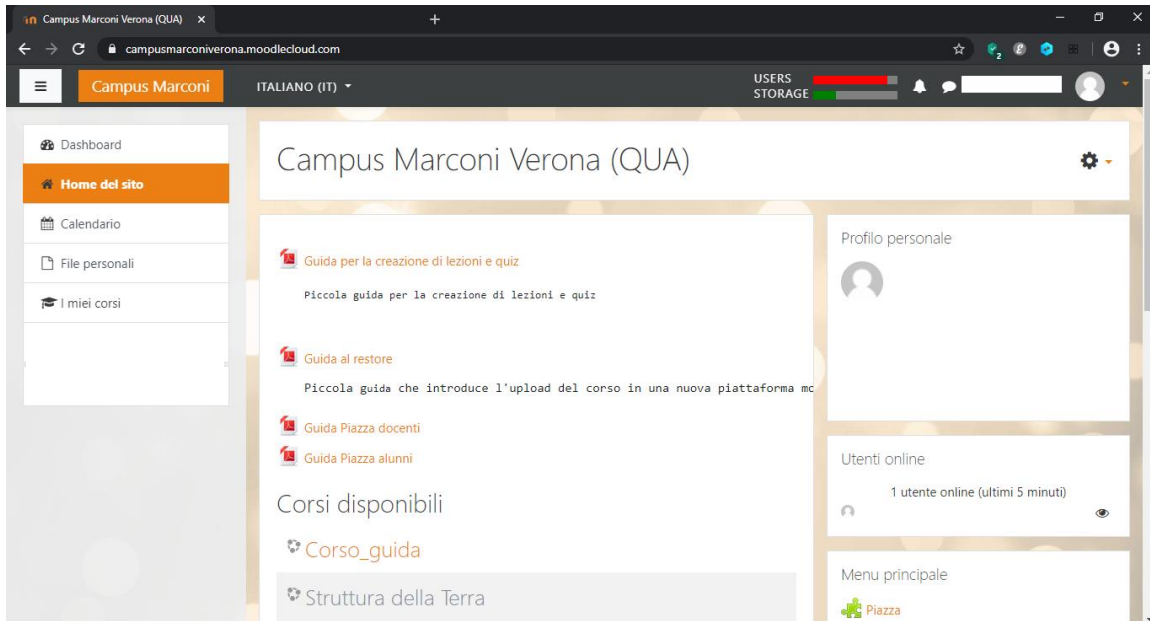
- You are in!



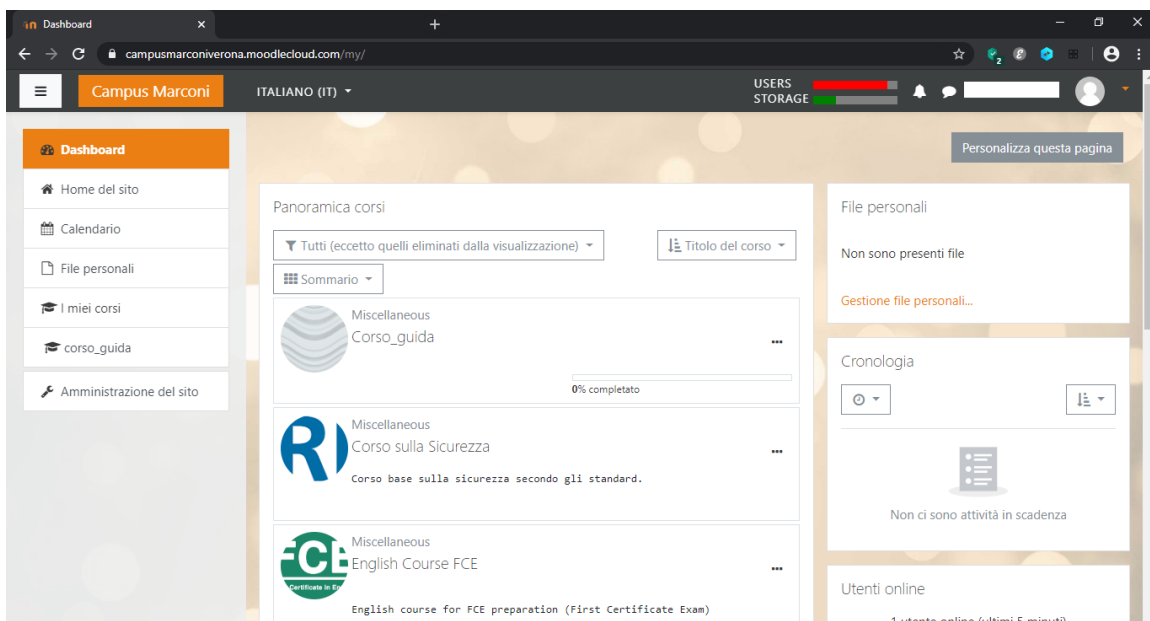
## Using the Main Menu

To navigate with the main menu follow this steps:

1. Log in into the platform
2. The view is the home page

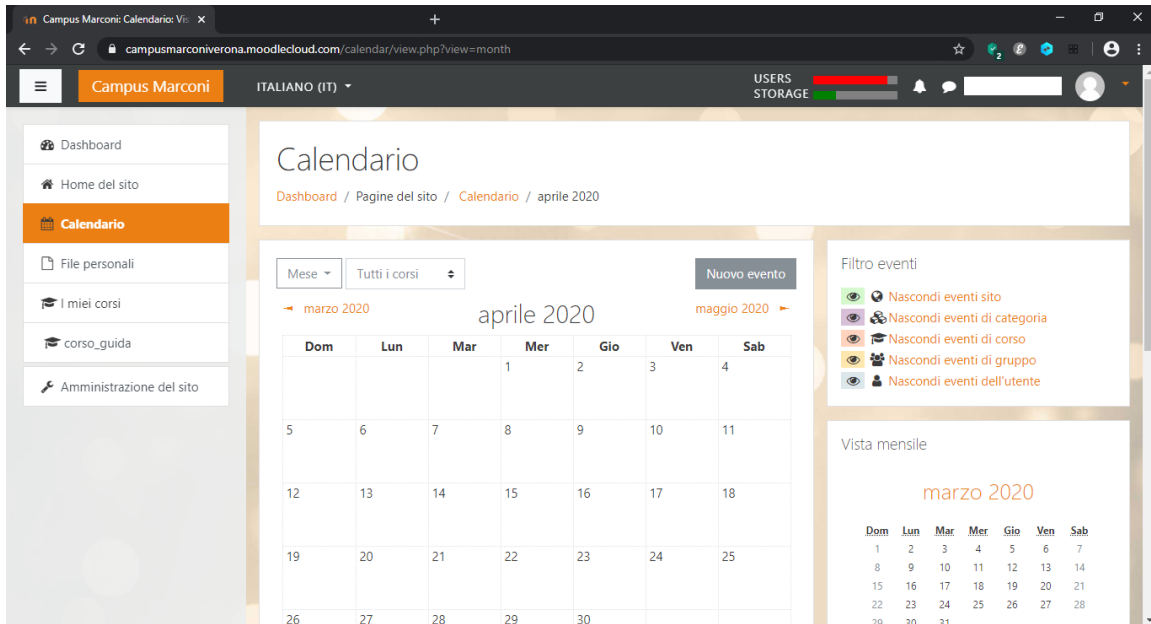


3. Now, if you click Dashboard you see the courses that are available for you

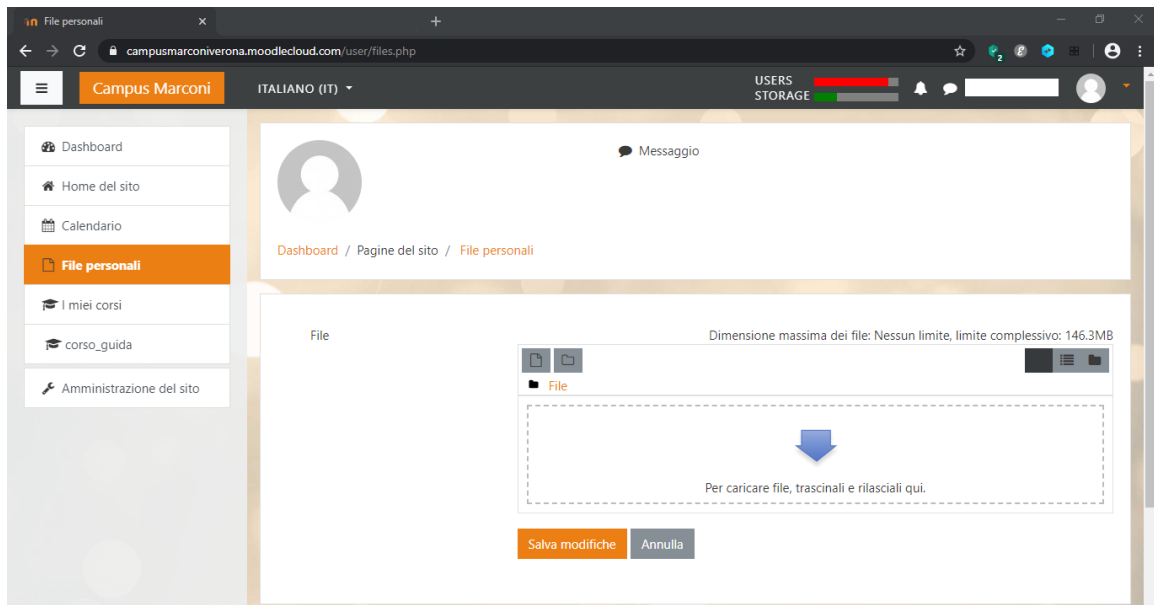




4. If you click “Home del sito” or “Homepage” you see the view of point 2
5. If you click “Calendario” you see the next events



6. If you click “File personali” you can see your files that you have uploaded on the platform

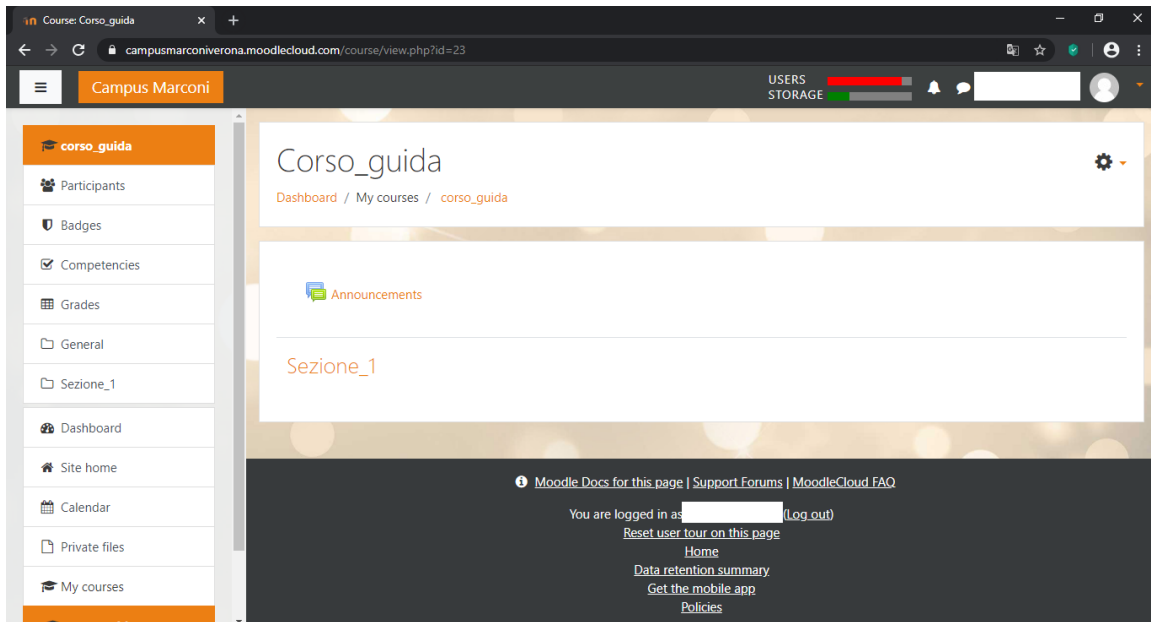


7. If you click “I miei Corsi” you can see the courses in which you are in

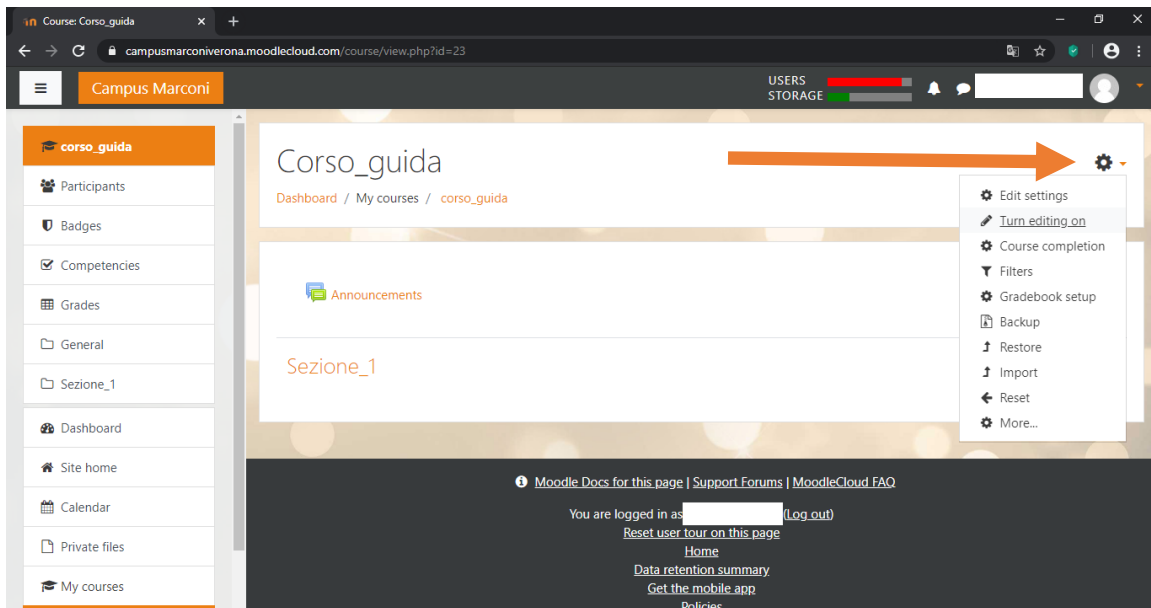
# Adding a Lesson

To add a lesson to a section follow the next steps:

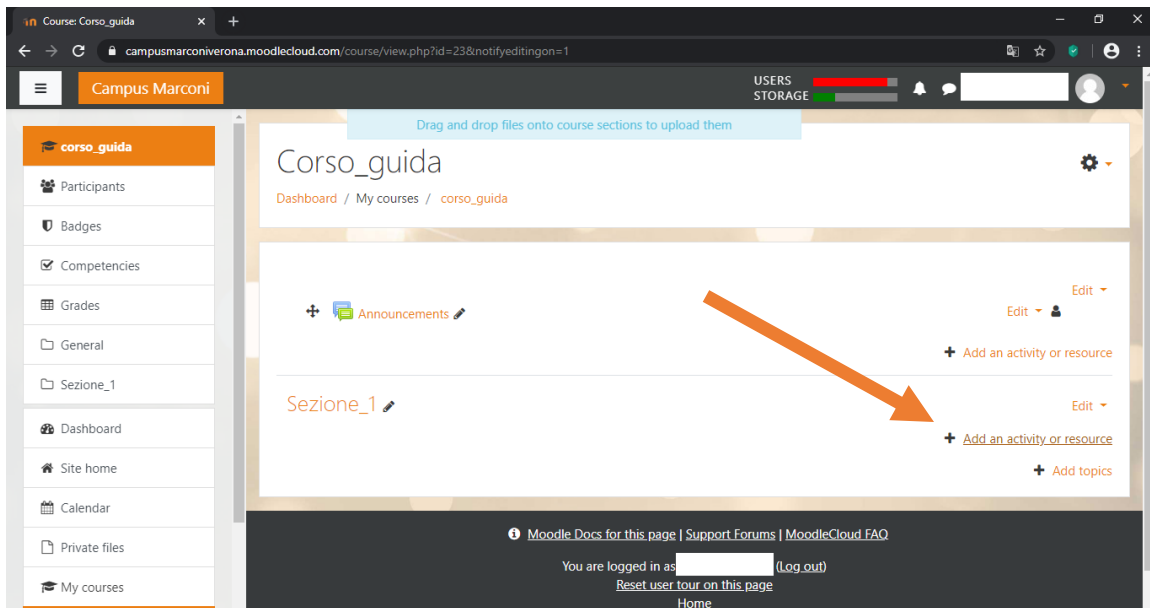
1. Open the course



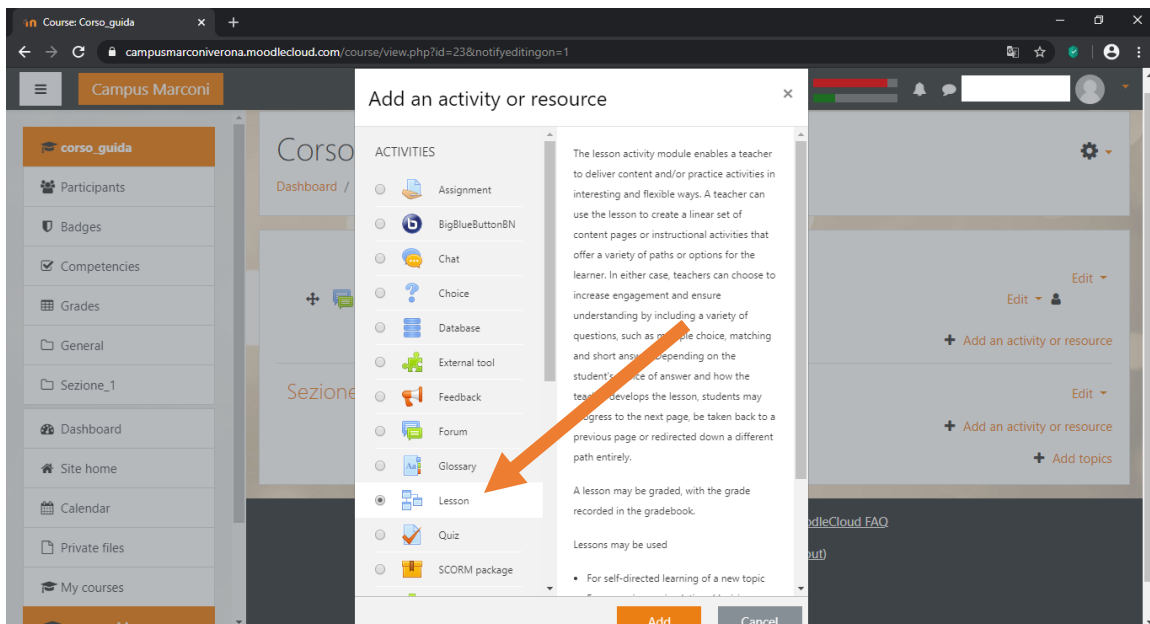
2. In the upper right corner, as in the following image, click on the gear and then on "Turn editing on"



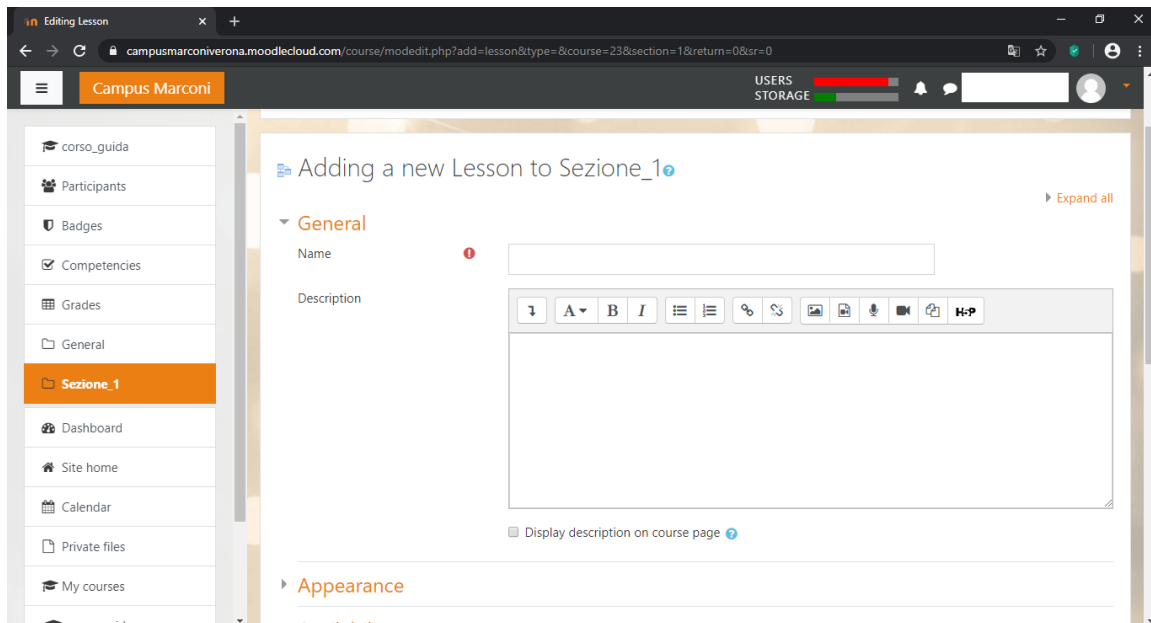
3. As a next step you have to click on "Add an activity or resource"



4. In the menu that opens select "Lesson" and then click "Add"

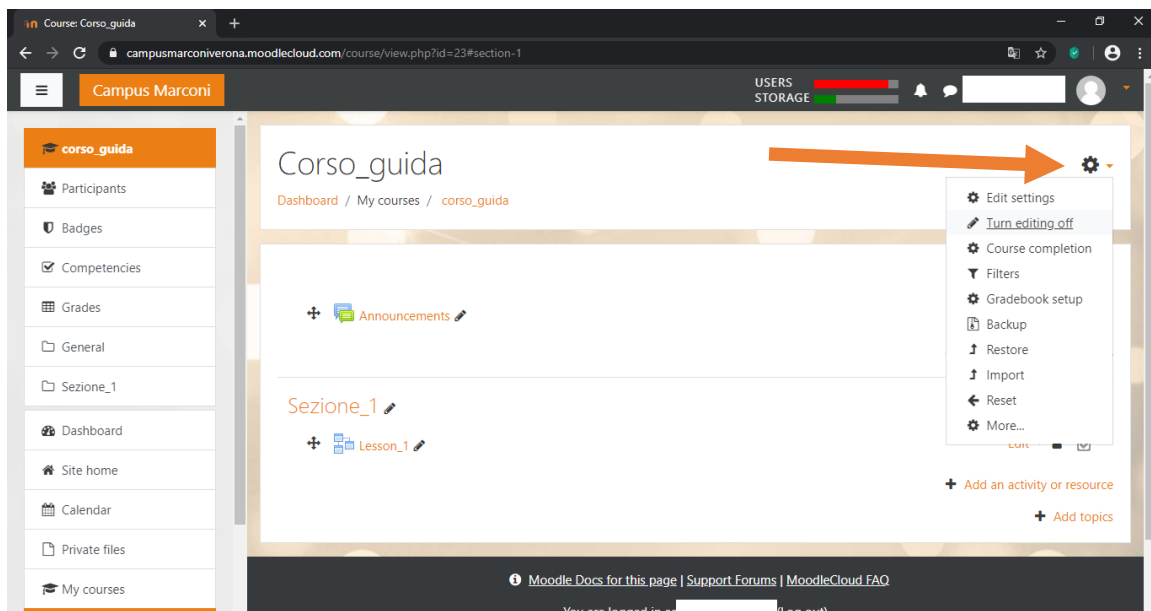


5. Then there is the need to name the lesson and optionally a description. It is also possible to modify other parameters at the discretion of the teacher

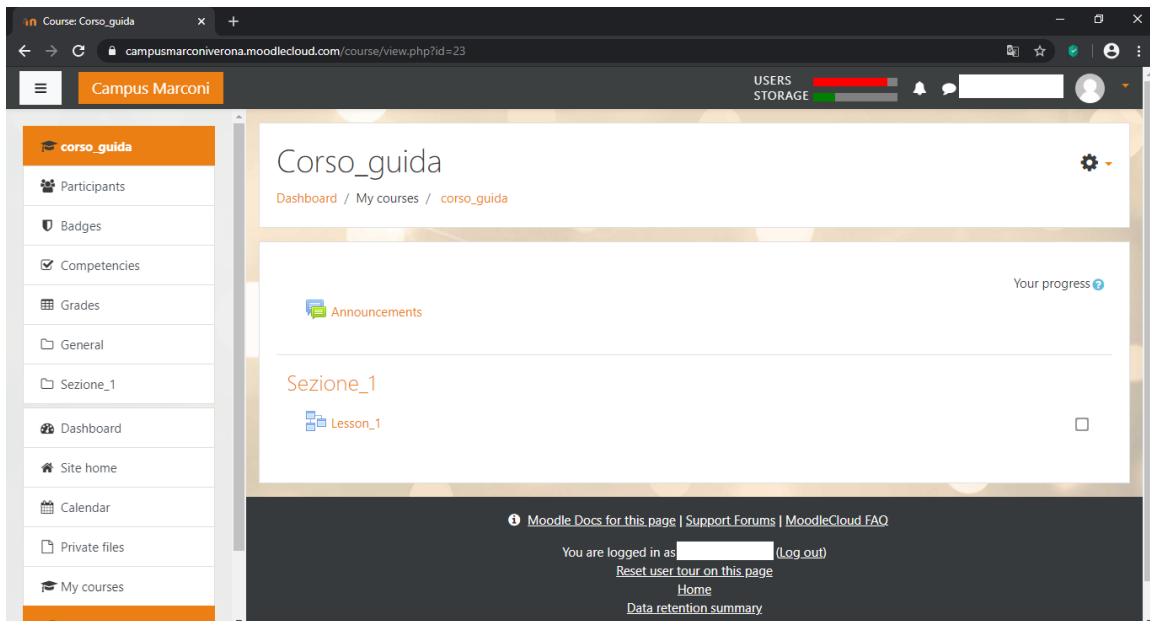


6. Click on “save and return to the course”

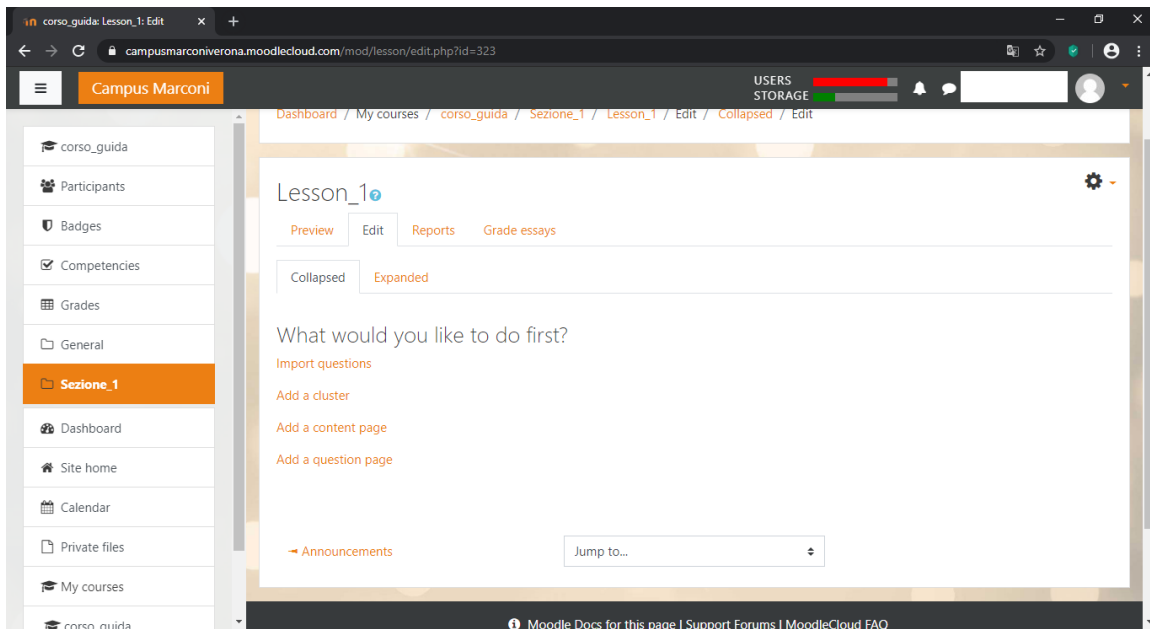
7. Go back to the gear at the top right and select "Turn editing off"



## 8. The lesson has been created



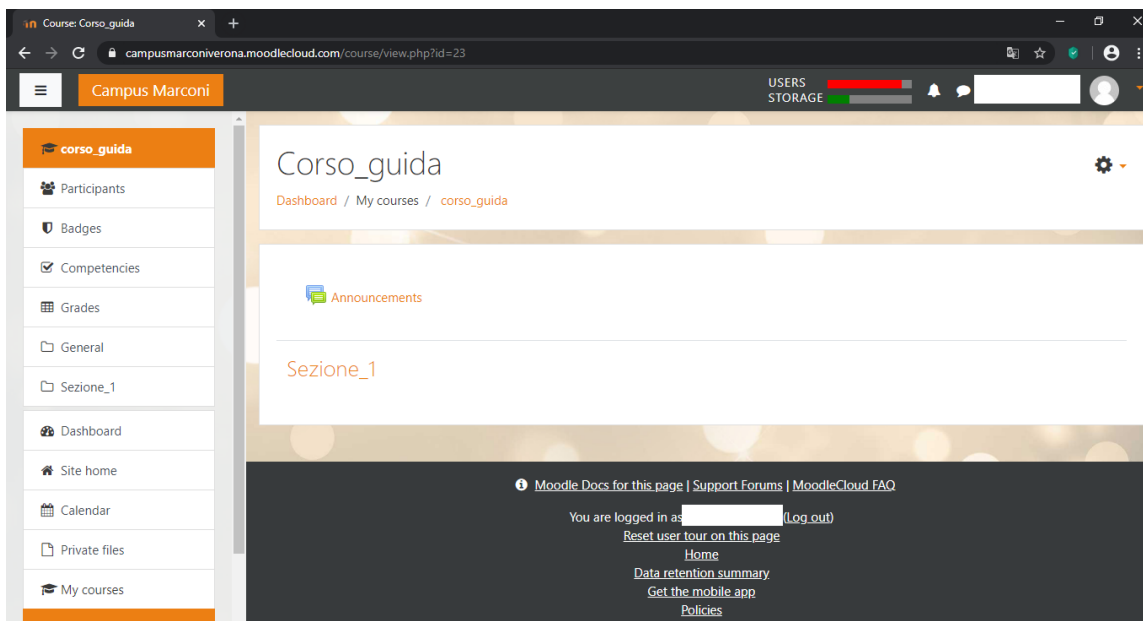
## 9. Now, clicking on the lesson opens a menu, as in the following photo, which will allow you to add content to the aforementioned



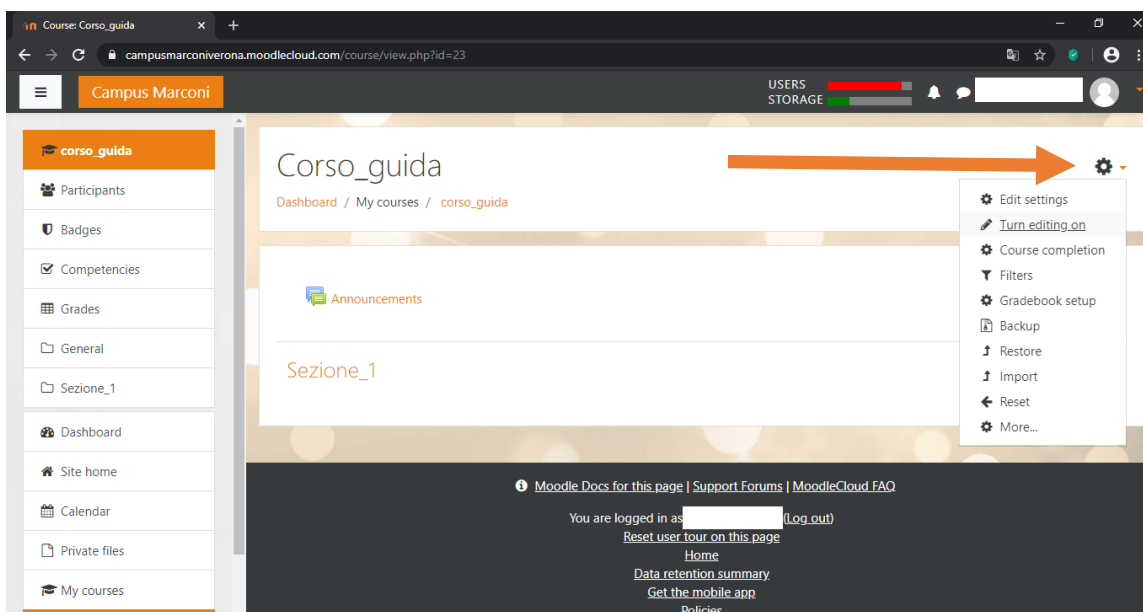
## Adding a quiz

To add a quiz to a section follow the next steps:

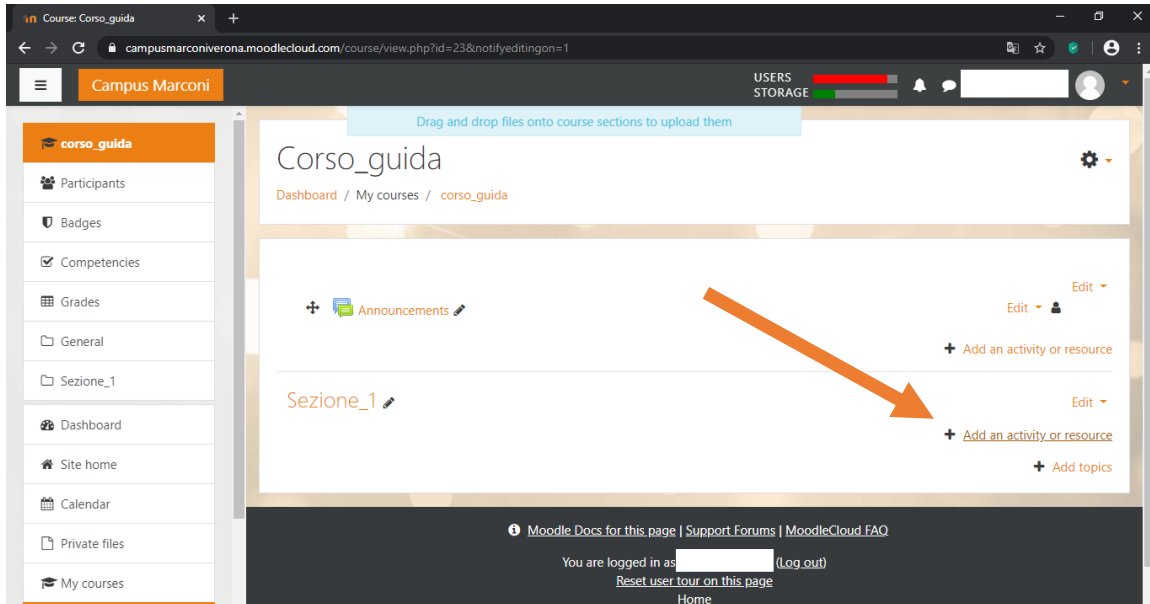
1. Open the course



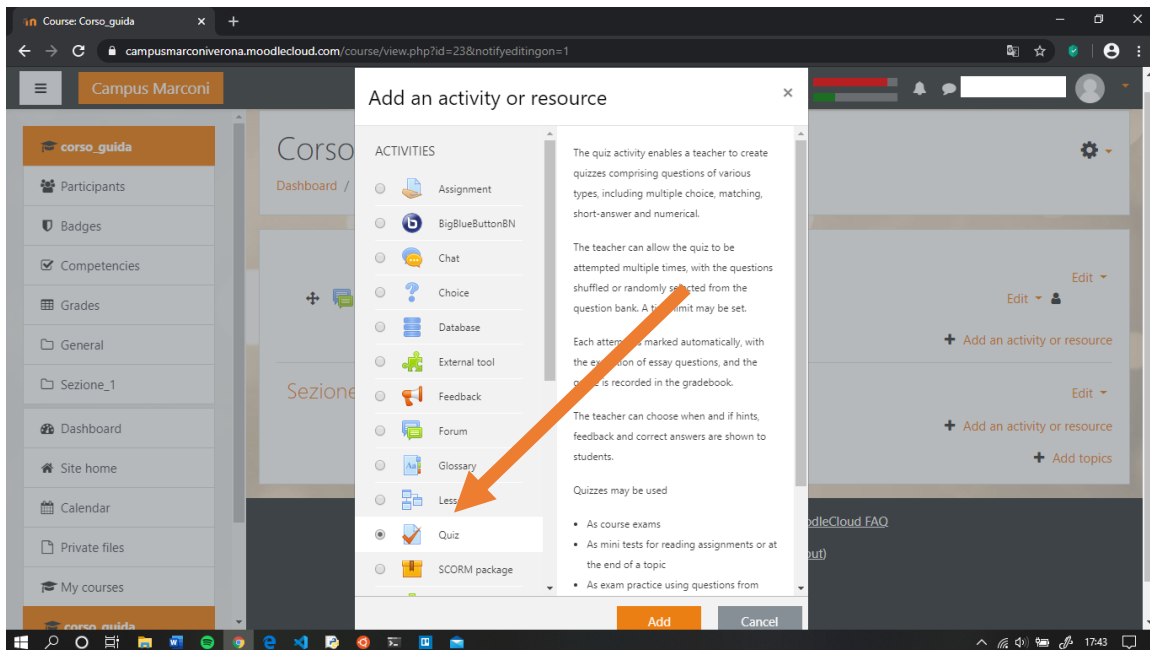
2. In the upper right corner, as in the following image, click on the gear and then on "Turn editing on"



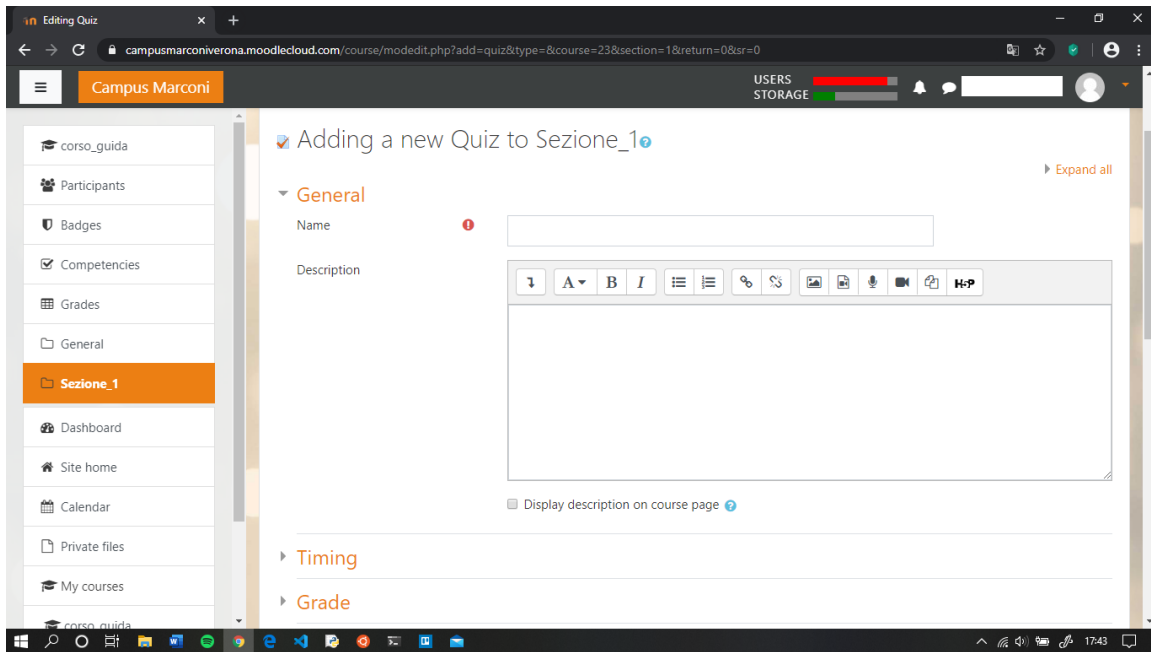
3. As a next step you have to click on "Add an activity or resource"



4. In the menu that opens select "Quiz" and then click "Add"

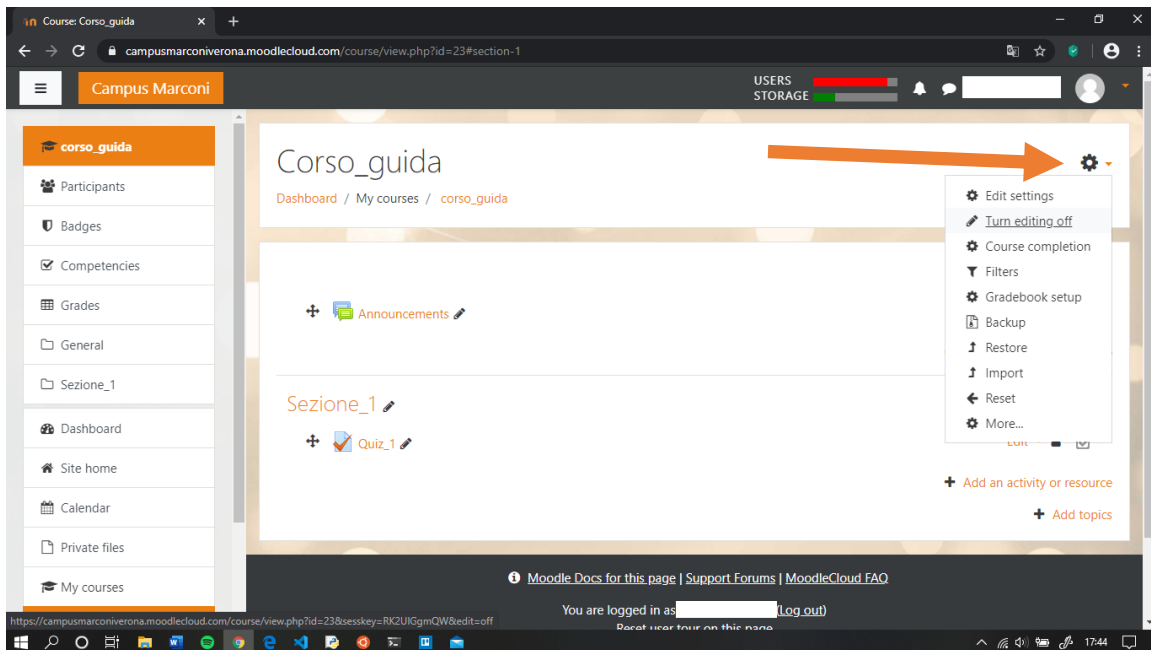


5. Then there is the need to name the quiz and optionally a description. It is also possible to modify other parameters at the discretion of the teacher, like the like the duration of the quiz or the evaluation and correction method



6. Click on "save and return to the course"

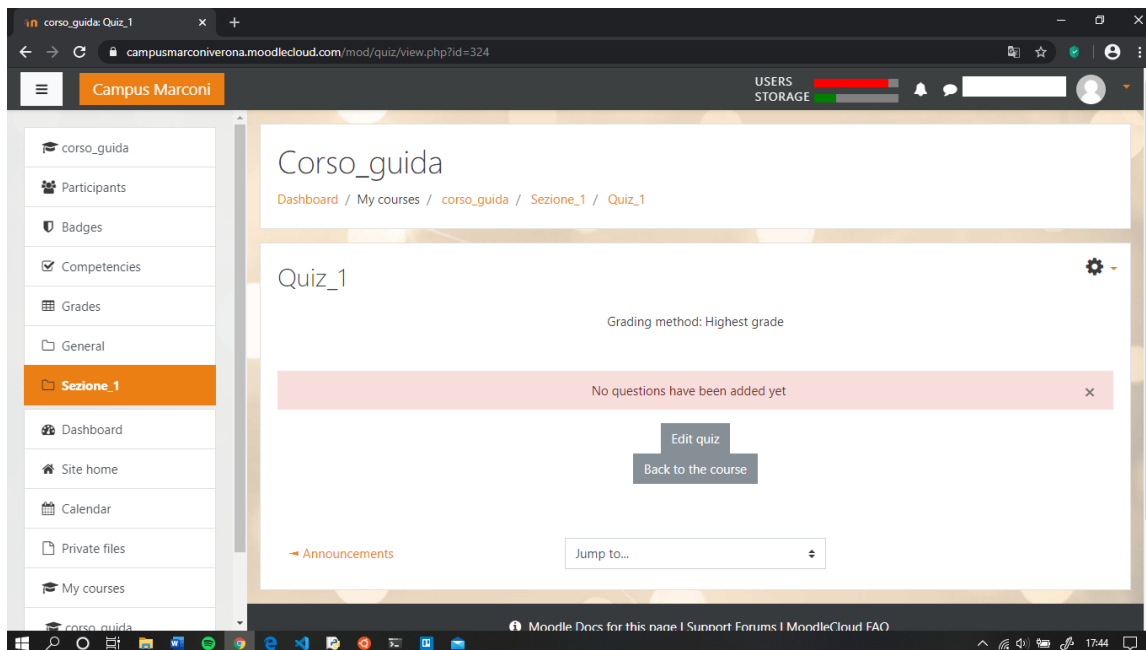
7. Go back to the gear at the top right and select "Turn editing off"





8. The quiz has been created

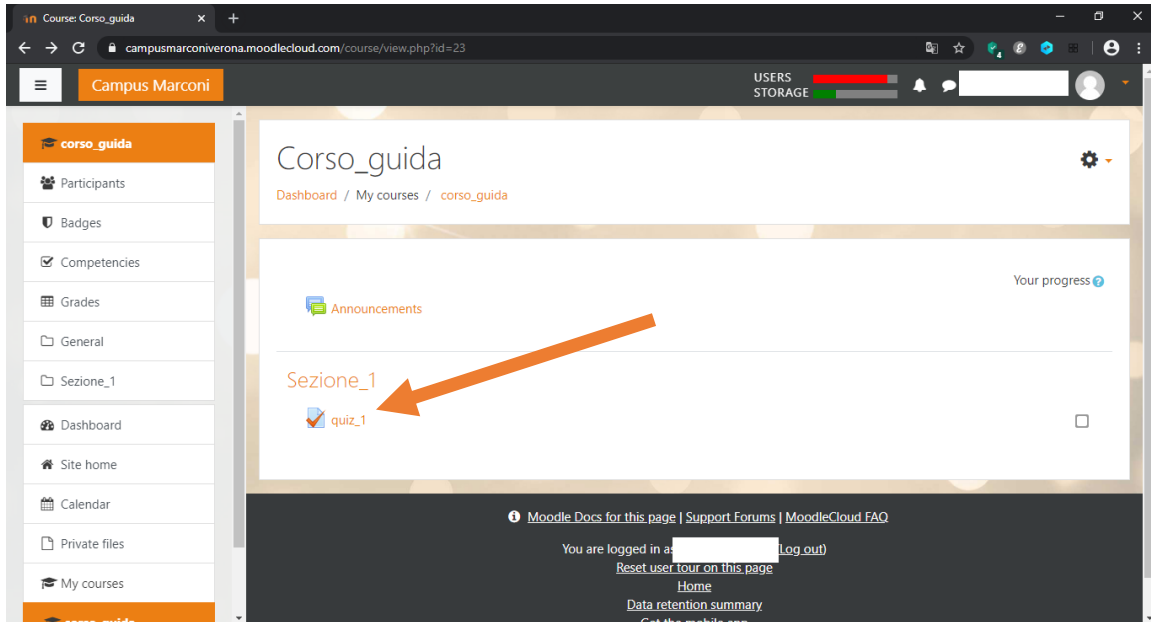
9. Now, clicking on the quiz opens a menu, as in the following photo, which will allow you to add content to the aforementioned



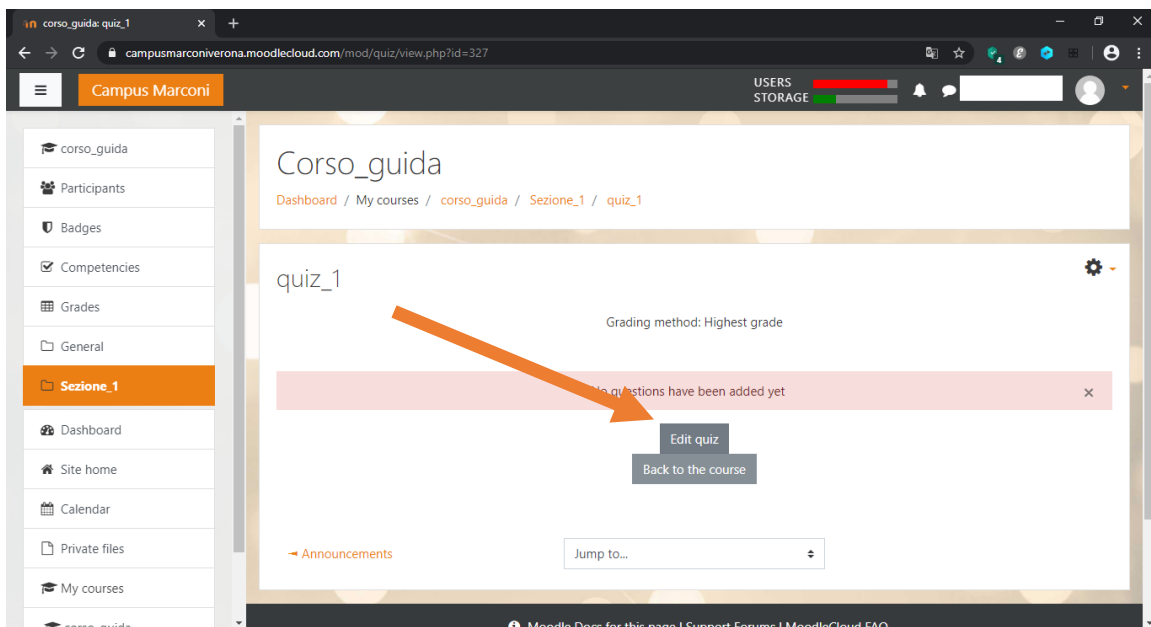
## Making a quiz

To add contents to a quiz follow the next steps:

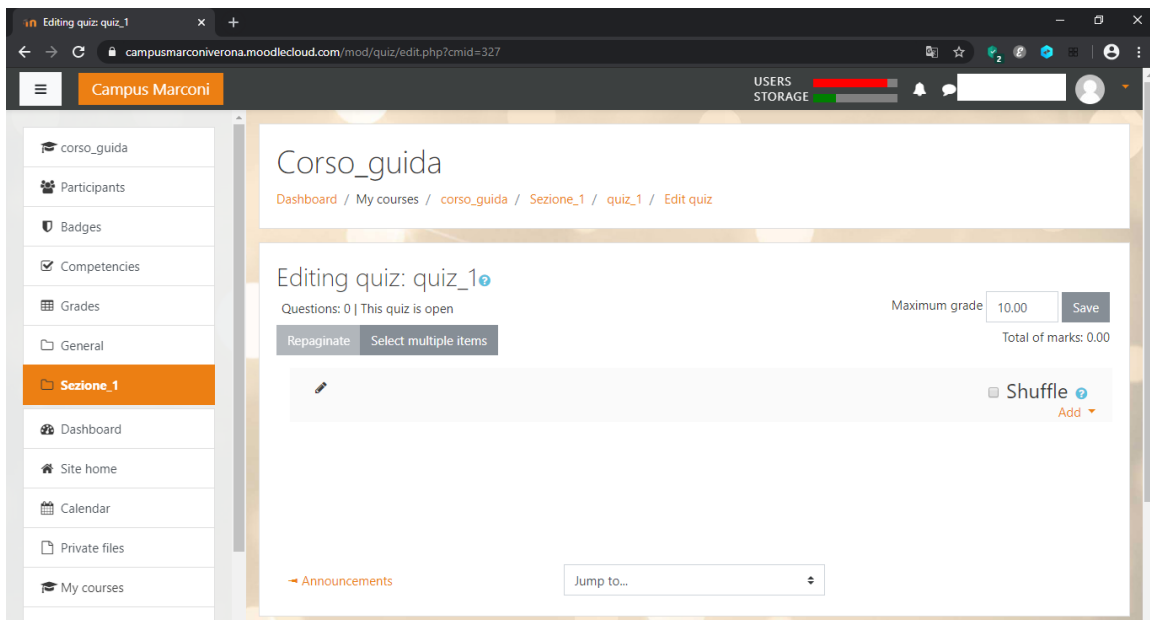
1. Open the quiz with a left click on the name



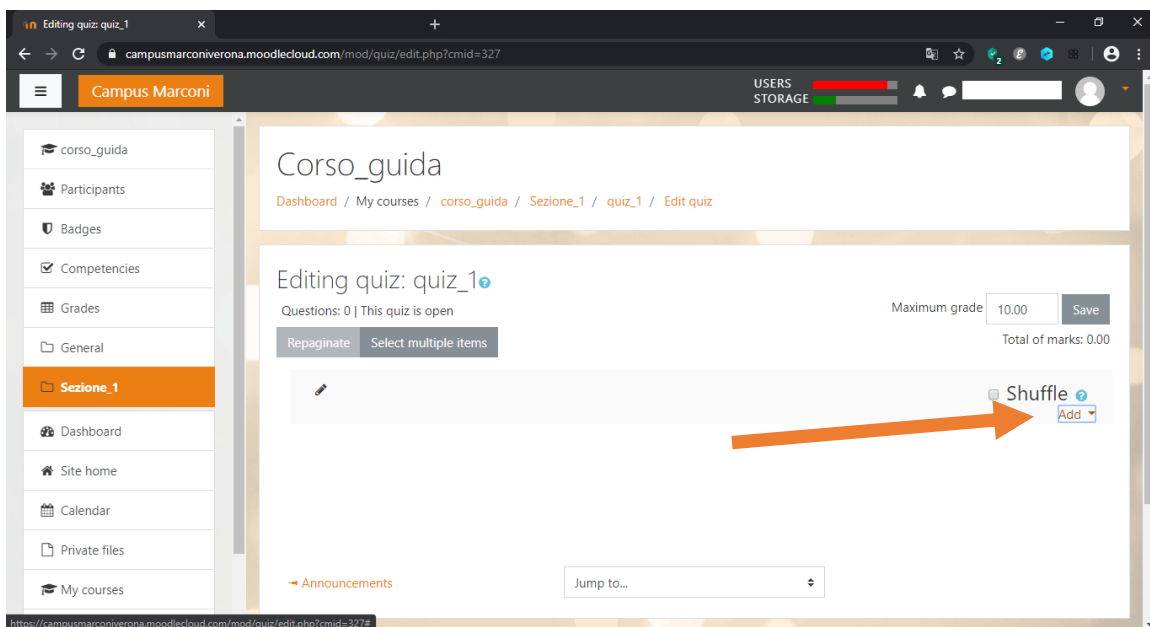
2. In the screen that appears, click edit quiz



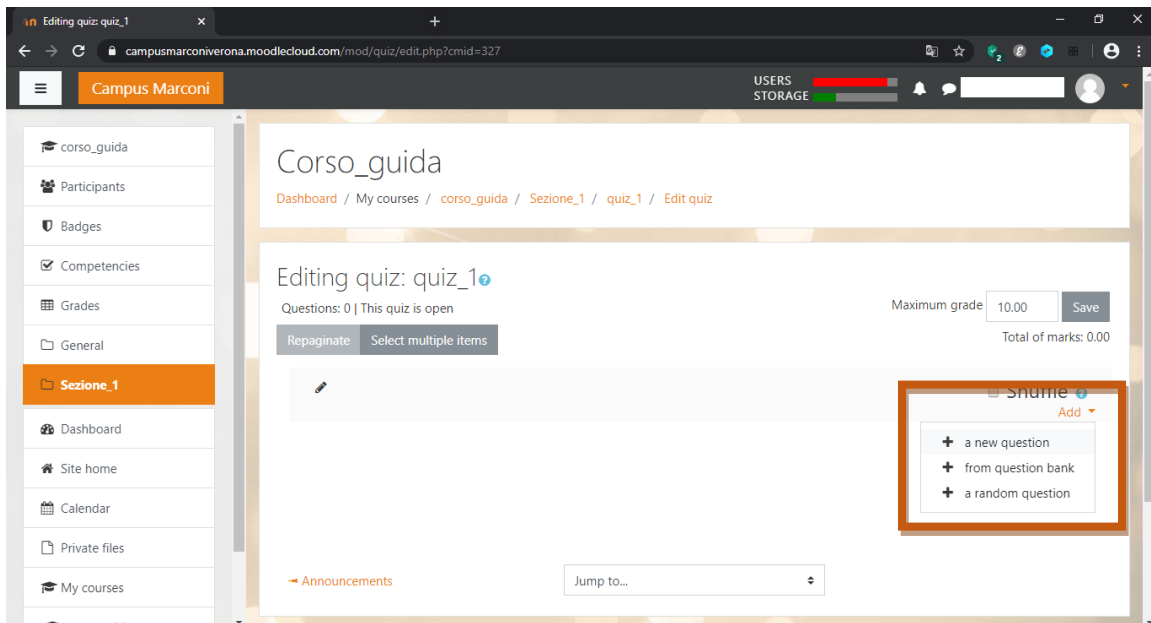
3. And then you will find yourself in the edit screen of the quizzes



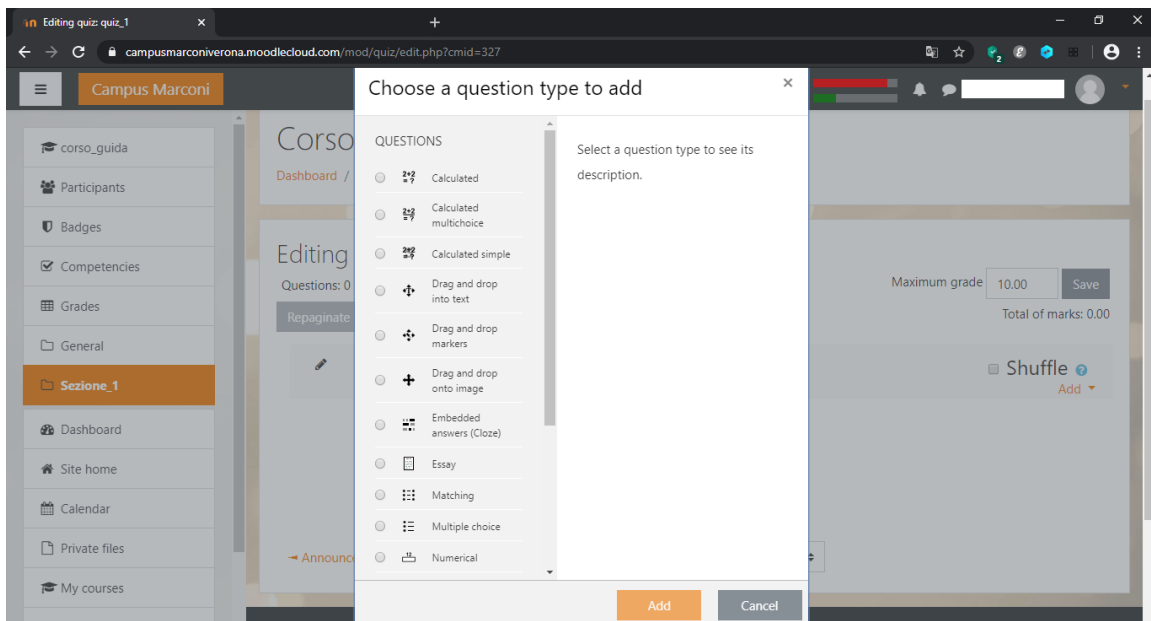
4. To add a question go to the right part and click “Add”



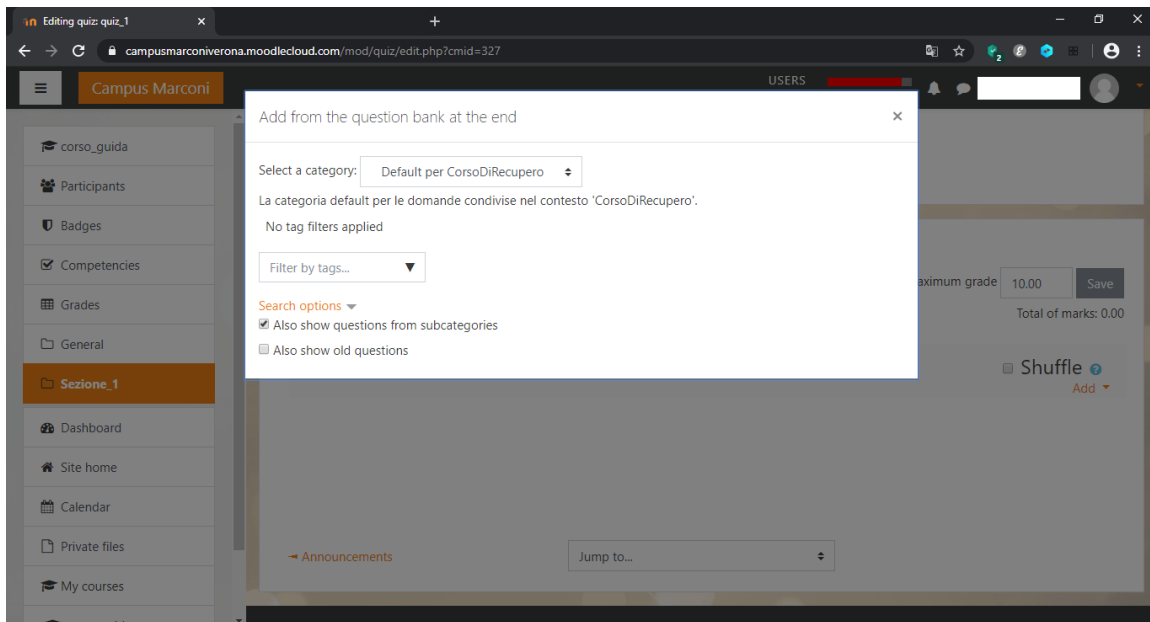
5. And then select which type of question you want to use



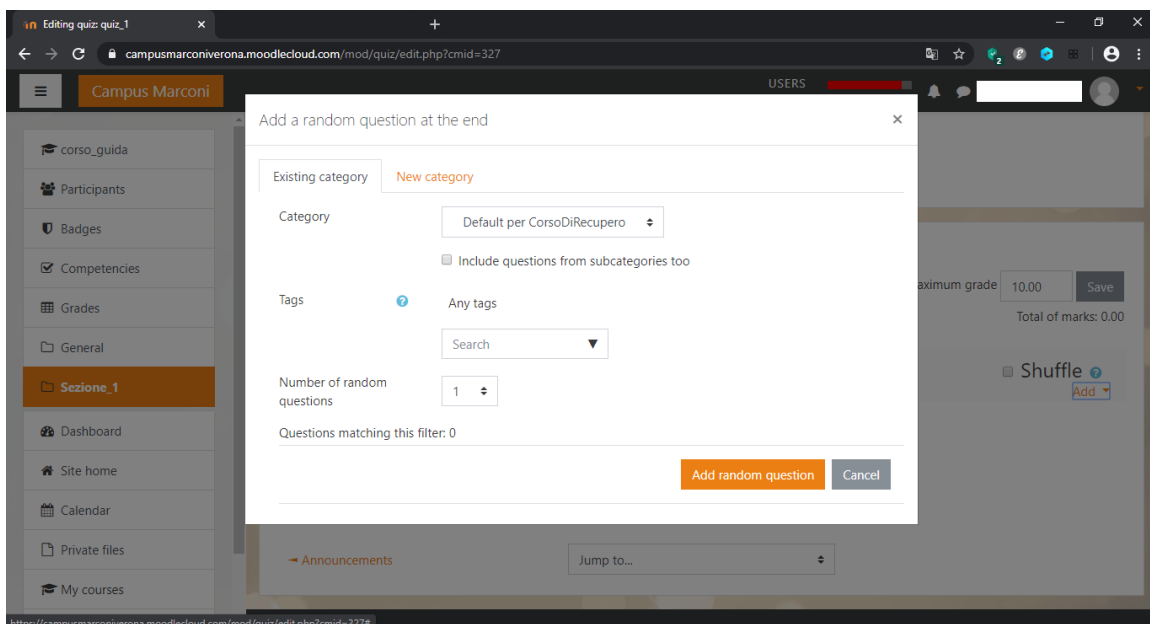
a. If you choose “a new question” you can select the type of the question



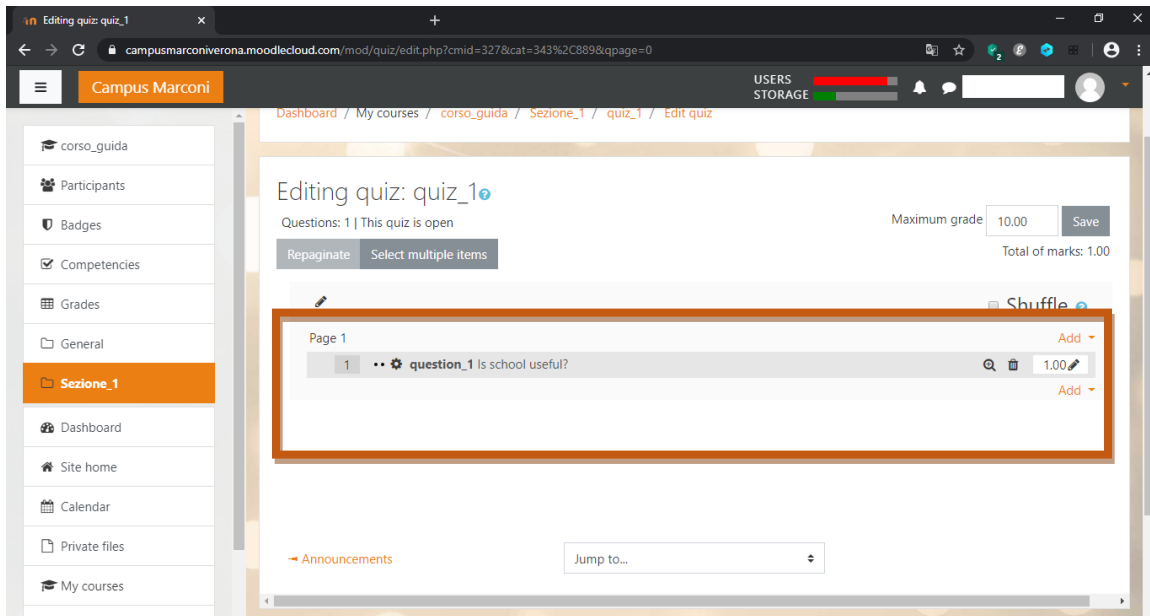
- b. If you choose “from question bank” you can select a question from a previously created bank



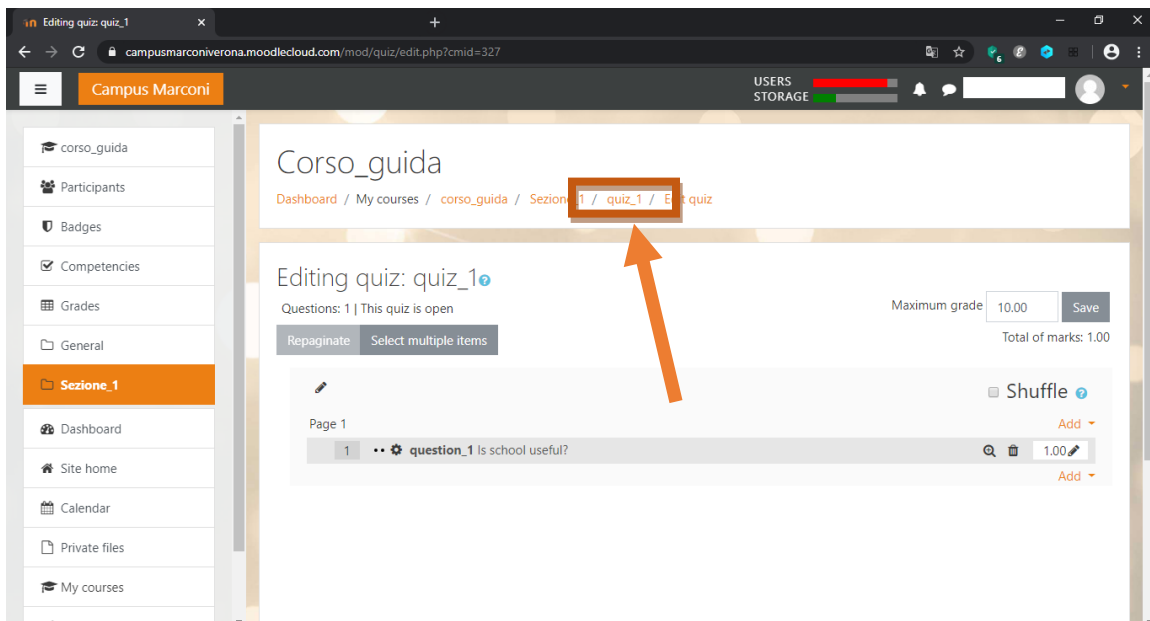
- c. If you choose “a random question” you can select a question from a question that that were created within the course



6. once a question is created, it will be visible in the quiz screen, in my example I created a question of the "true / false" type



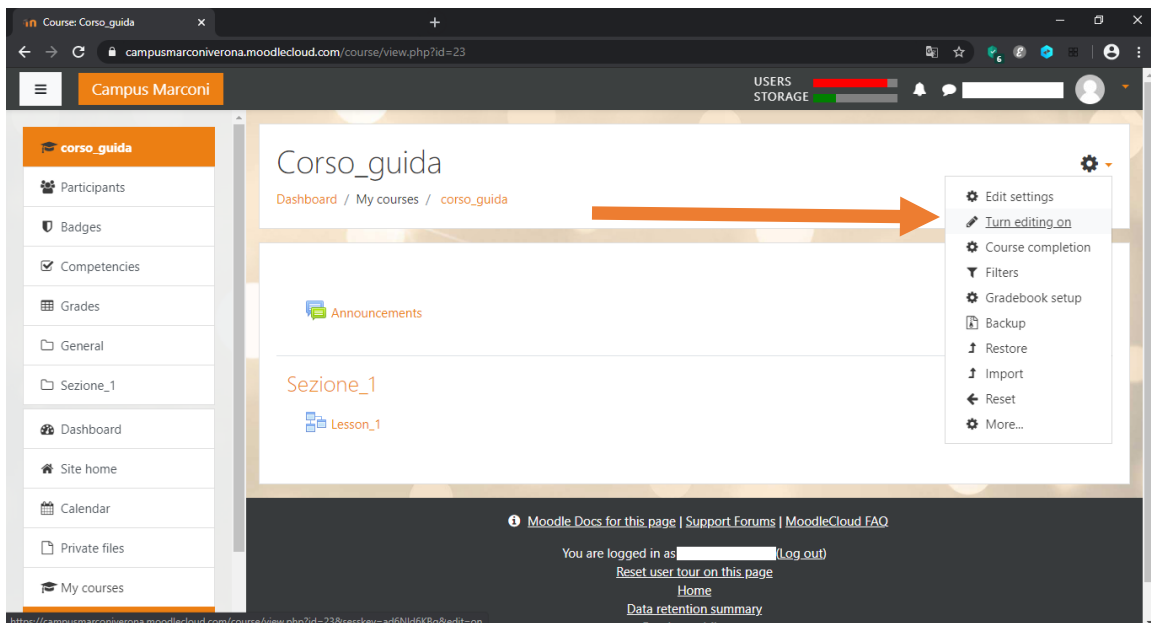
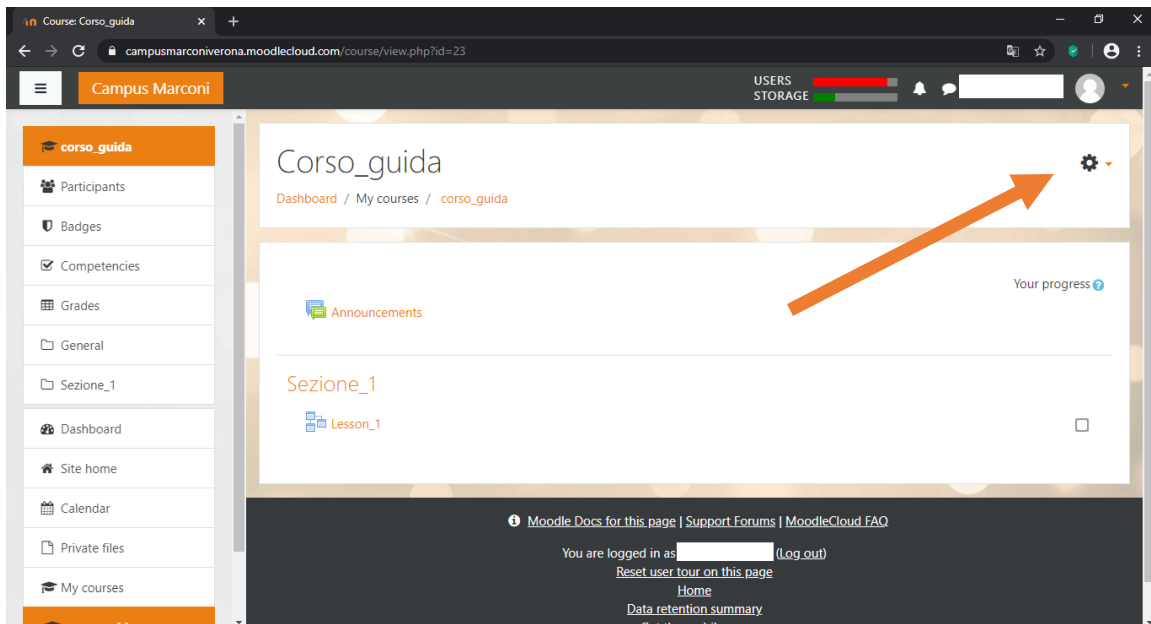
7. To complete the quiz enter as many questions as you want and then click on the name of the quiz at the top. The questions are automatically saved



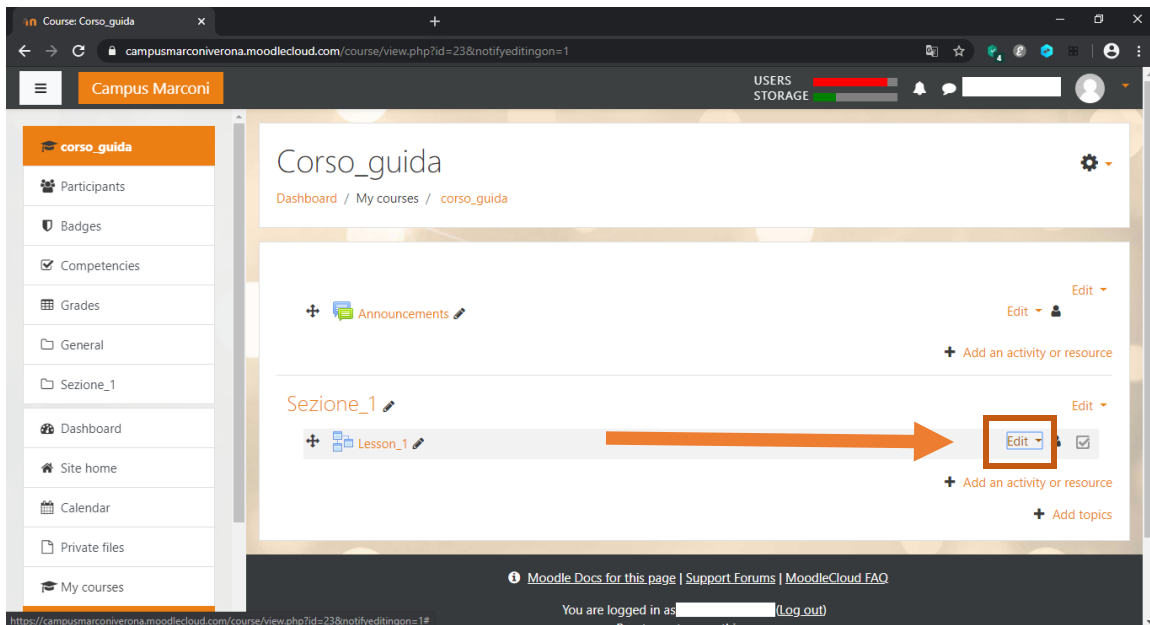
# Deleting a Lesson

To delete a lesson follow the next steps:

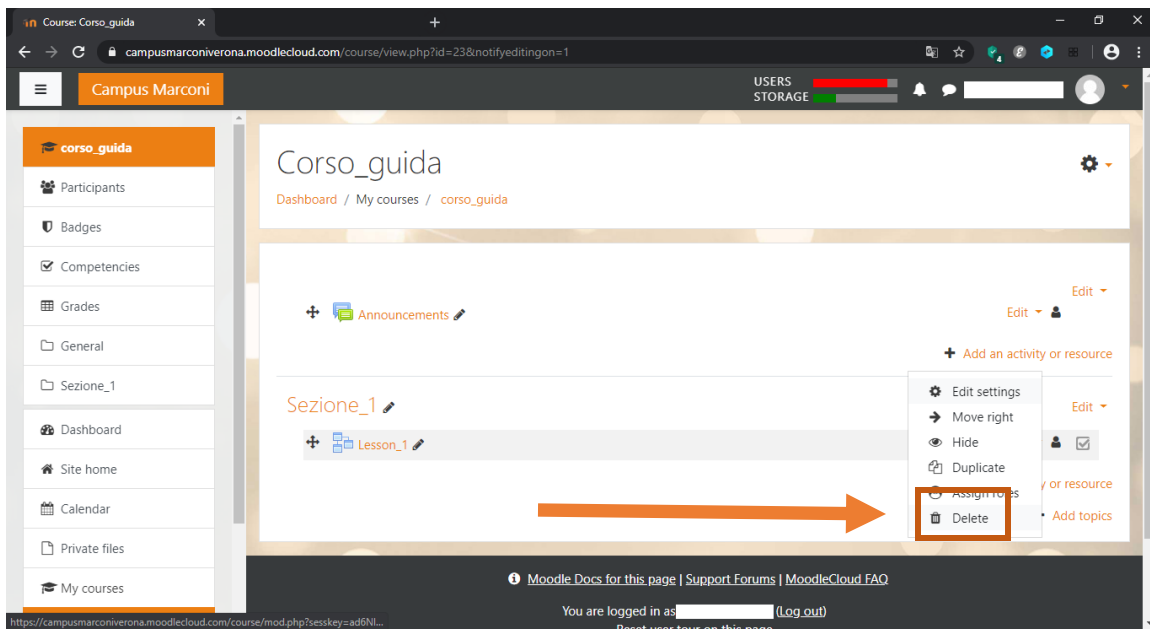
1. Open the course
2. Open "Sezione\_1"
3. In the upper right corner, as in the following image, click on the gear and then on "Turn editing on"



4. Now you can modify, then click on “Edit”

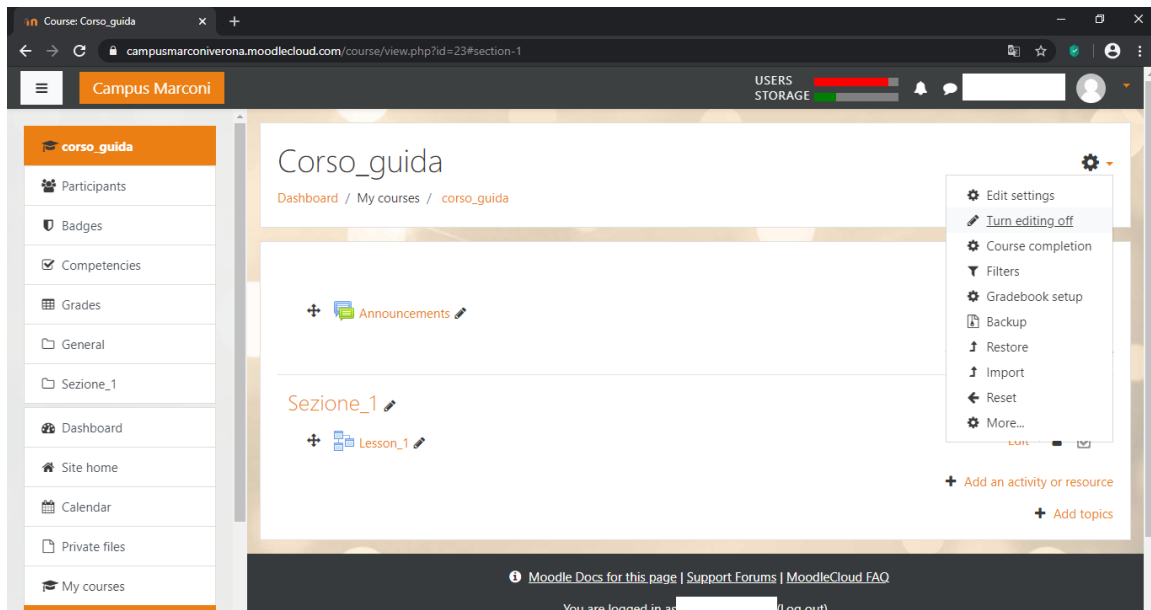


5. Click on delete. In this example I don't delete anything





6. Return In the upper right corner, as in the following image, click on the gear and then on "Turn editing off"

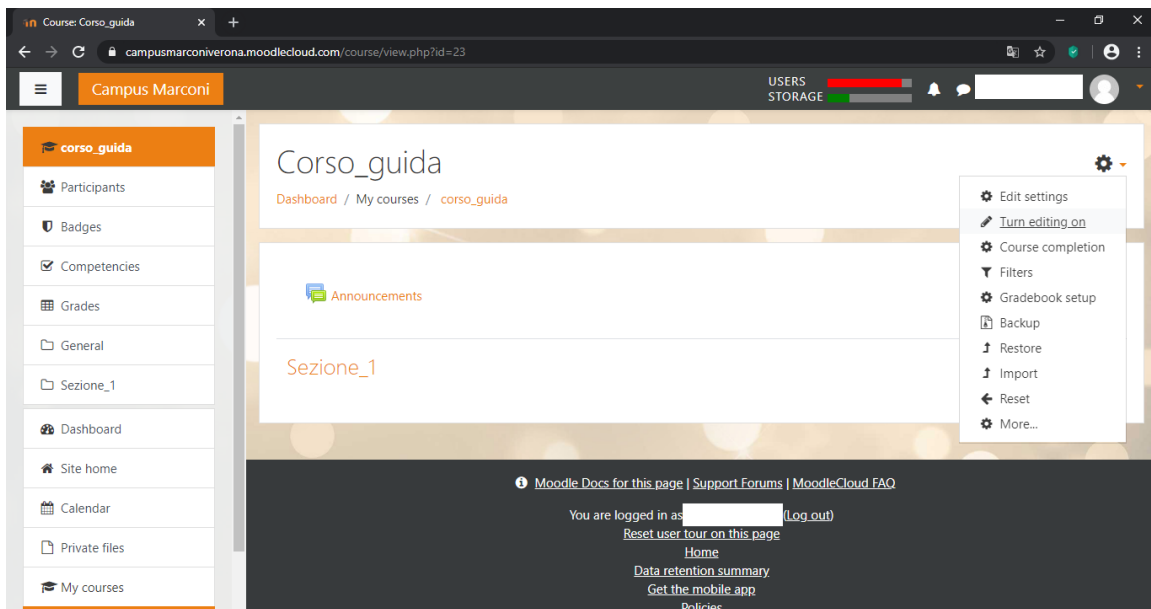
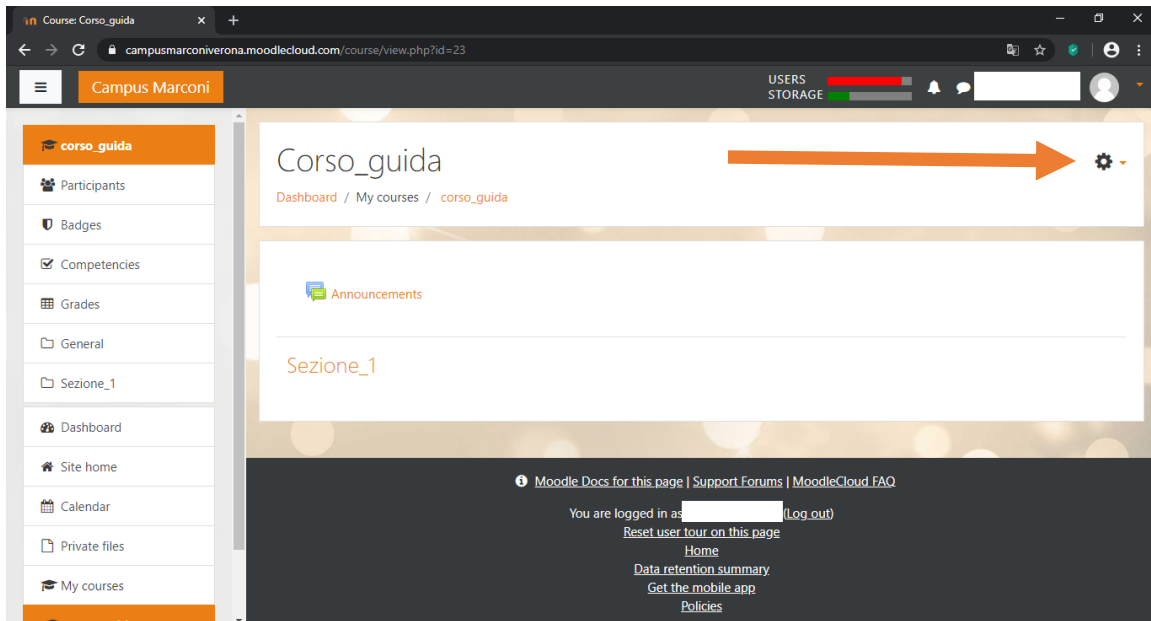


7. Now you have deleted the lesson

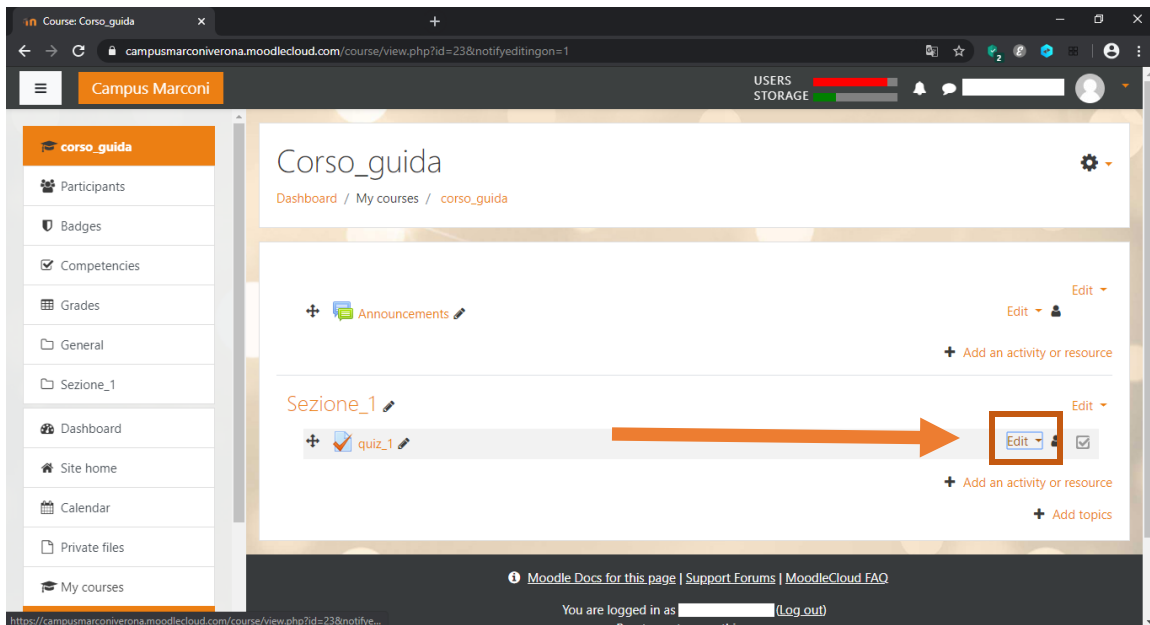
## Deleting a Quiz

To delete a quiz follow the next steps:

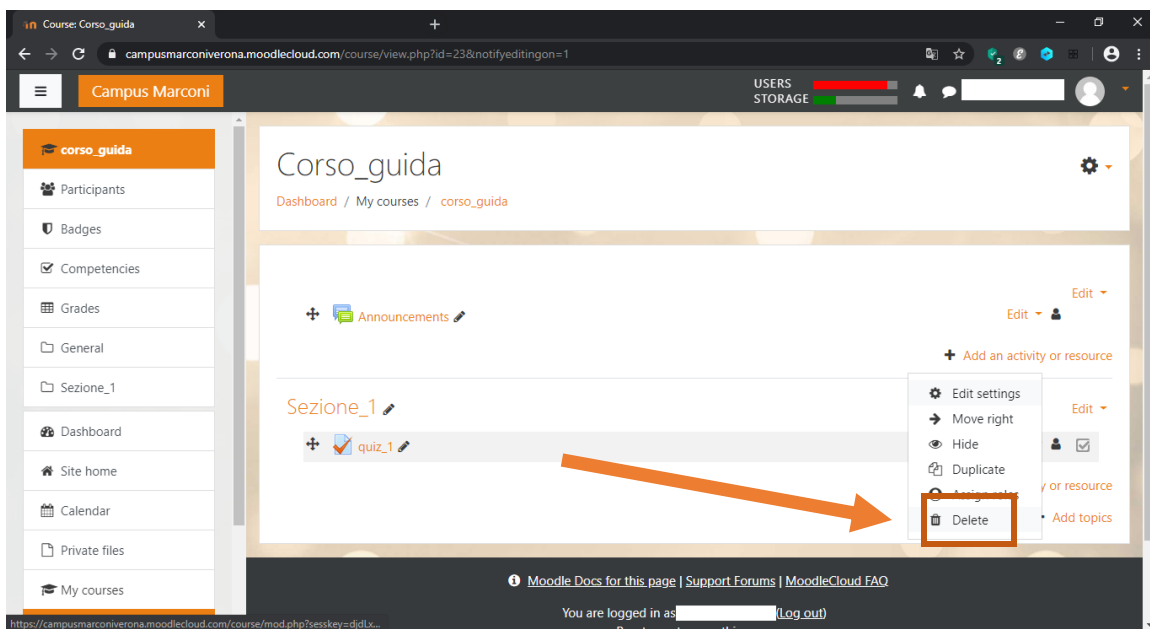
4. Open the course
5. Open "Sezione\_1"
6. In the upper right corner, as in the following image, click on the gear and then on "Turn editing on"



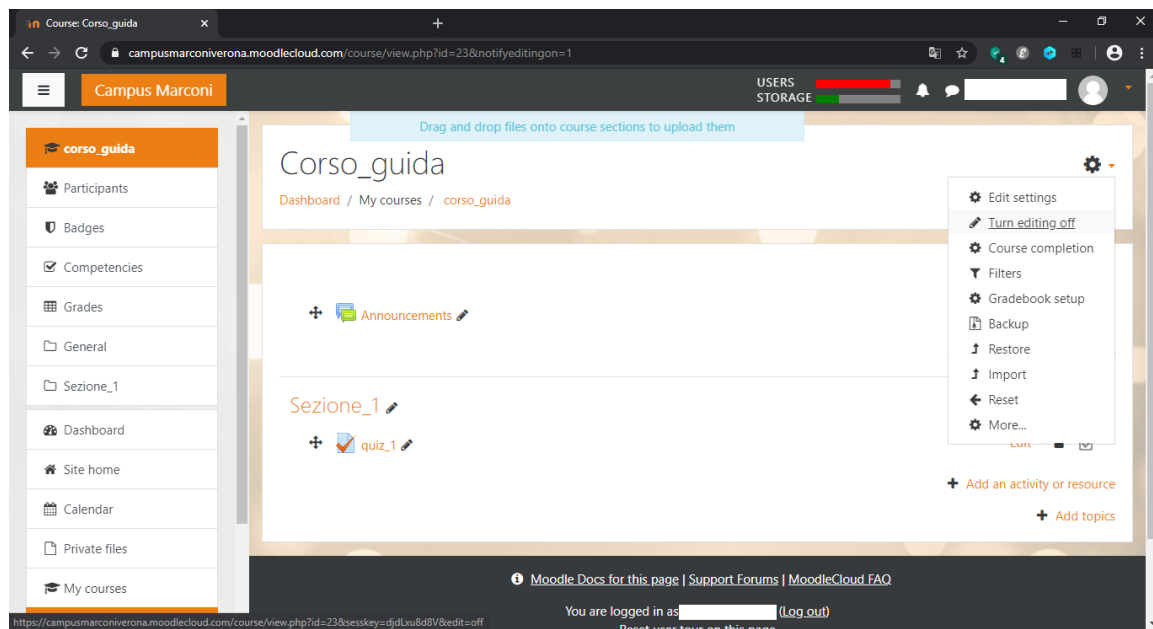
7. Now you can modify, then click on “Edit”



8. Click on delete. In this example I don't delete anything



9. Return In the upper right corner, as in the following image, click on the gear and then on "Turn editing off"



10. Now you have deleted your quiz