Abstract: Sharing materials and online activities among teachers in Moodle can be a complicated adventure. This workshop demonstrates how to easily share learning resources and activities in a single Moodle site and across multiple Moodle sites using three newly developed tools. First, the Sharing Cart is a plug-in serving two purposes:

1) to copy and move one’s own activities, and
2) to collect and copy other teachers' activities.

It also serves as a library of frequently used activities that can be inserted into any course. When the Sharing Cart is turned on, it will follow a teacher anywhere he or she roams within the Moodle site. While this tool is designed to handle individual learning objects (resources or activities), a second tool, the Project Course Format, is able to handle a group of learning objects. This format allows a teacher to move whole collections of quizzes, resources and other activities to another section of a Moodle site. Finally a third tool is a central repository (located at http://moodlelang.org) designed for sharing Moodle learning objects and various documents and multimedia for use both in and out of Moodle. Five aspects of the design of the repository will be discussed:

1) searching strategies,
2) learning object metadata,
3) rating, editing, and reviewing features,
4) contribution and incentive systems, and
5) inter-site strategies.

In this workshop, all participants will see a demonstration of the repository and sharing cart, and then have a chance to experience transferring Moodle activities across sites using the newly opened global Moodle for Language Teaching Repository.
Instructions for Using the Sharing Cart

1) Go to [http://ept2.sgu.ac.jp](http://ept2.sgu.ac.jp) and log in:

   ![Login page screenshot]

   Use the username & password you were given. It should look like: Username: teacher00 Password: teacher00!

2) Scroll down until you see “Teacher Collaboration Projects” and click it.

   ![Project list screenshot]

3) Choose a course. In this example, we will use “1st year- Hokkaido Guide”

   ![Course selection screenshot]
4) Turn editing on

5) On the right side, you will see “Blocks”. Choose “Sharing Cart” from the pull-down menu.

6) Choose an item you want to add to the Sharing Cart and click the icon.

7) Click OK to the pop-up.
8) You will now see your item in the Sharing Cart Block on the right side of the page.

9) To move an item from the Sharing Cart back into a course, click the icon.

10) In your course, you will now see this icon near the bottom of each topic box. Clicking on one of these icons will move the item from the Sharing Cart to the icon's location.

11) The item has now been placed from the Sharing Cart into the course.
Instructions for Using the Repository

a) Creating an Account and Navigation

1) Go to http://moodlelang.org (which will automatically redirect you to http://ept3.sgu.ac.jp). You will see the screen shown below. Please read the 10 steps and then click the “Enter Repository” button.

2) After clicking the “Enter Repository” button, you will be taken to the log-in page. If you do not already have an account, you will need to make one now.

3) Add your information and then click the “Create my new account” button.
4) You will be instructed to check your email. Click the link in the email to complete your registration.

Moodle for Language Teaching Repository: account confirmation

To confirm your new account, please go to this web address:

http://dept3.sgu.ac.jp/login/confirm.php?user=QIUmNLyRbxtkJvYsnpipocS09

In most mail programs, this should appear as a blue link which you can just click on. If that doesn’t work, then cut and paste the address into the address line at the top of your web browser window.

If you need help, please contact the site administrator.

5) The link from the email will take you into the repository. You will see various sections in here:
   - My points (left side) - Points are the ‘currency’ that allows you to download items. You automatically receive points just by joining and you can earn more by doing things like uploading to the repository.
   - Latest uploads (left side) - This block shows you what’s new at the repository.
   - Popular (left side) - This block tells you which items in the repository are getting the most views and downloads.
   - Repository Content (Middle) - Here is where you can see all the content in the repository. The search feature allows you to find specific content easily.
   - My History (Right side) - This block tells you what you’ve uploaded and downloaded from the repository. A link for more details is also included.
6) In this example, I will click on the name of the item / entry called “Some advice for high-fliers”.

7) On this screen, you can see and do lots of things regarding the item / entry you clicked.

8) If you click the “Preview” button, you can see what the item / entry looks like.
9) If you want to download the item / entry (i.e. buy it with your points), click on the “Buy” button.

![Moodle for Language Teaching Repository](image1)

10) After you “buy” it, you will see a confirmation screen and the item will appear in the “My History” block on the right side. However, you haven’t actually downloaded the item yet. To do that, we need to establish the connection between the repository and your Moodle.

![Moodle for Language Teaching Repository](image2)

11) This example assumes you already have the Sharing Cart installed. If you do not, you can see instructions on how to install it (and the latest download file) here: [http://docs.moodle.org/en/Sharing_Cart](http://docs.moodle.org/en/Sharing_Cart)

12) We must set up our Sharing Cart of our own site (i.e. [http://ept2.sgu.ac.jp](http://ept2.sgu.ac.jp) in this example) to communicate with the repository. To do this, we click on the hammer (🔨) icon. Doing so will take you to this screen:

![2008年度科目-Old 2008 Courses](image3)

You only need to do this step one time. Once it is connected, your Moodle and the repository will be able to transfer files between each other.
13) When we look at our Sharing Cart now, we see that we are connected. Click on “Moodle for Language Teaching Repository”.

14) If everything worked as it should, you will now see a screen like this where you can download the items from the repository to your Moodle:

15) If you click “Download” in the previous screen, you’ll see:

16) Click the “Download” button and then the download should be complete soon:

17) The item is now in your Sharing Cart on your Moodle and you can place it anywhere on your site that you like.
Uploading - Adding Content to the Repository

18) There are 2 ways to add content: 1) from your computer and 2) from your Sharing Cart. First, let’s look at add content from your computer. To do this, click the “Upload” button:

![Moodle for Language Teaching Repository](image)

19) Follow the instructions on the screen to upload your file and describe it. When you are done, click ‘Register’.

![Moodle for Language Teaching Repository](image)

20) You will then see that your materials were uploaded successfully.
21) The 2nd way to upload to the repository is from your Sharing Cart. Click the icon next to the item you want to upload.

22) Click the “Upload” button:
23. You will then be asked to fill in some information about your upload. Click ‘Register’ to upload it.

That’s it!

You’ve now successfully
- Used the Sharing Cart to move files in a Moodle Course
- Created an account at the Moodle for Language Teaching Repository (http://moodlelang.org)
- Downloaded content from the repository and used the Sharing Cart to place it in another Moodle site
- Uploaded content to the repository from your computer
- Uploaded content to the repository from another Moodle site using the Sharing Cart