

# MOODLE MODULE

## Empowering Mpumalanga Educators: 2026 Moodle & AI Training Outcomes

### Core Technical & Pedagogical Mastery



#### Offline Moodle Proficiency

Confidently install and maintain Moodle LMS v5.0 on personal computers without external support.



#### Advanced Course Design

Create structured, multimedia-rich courses that foster collaborative learning through groups and lessons.



#### Digital Pedagogy Alignment

Integrate ICT tools into daily practice following the Professional Development Framework for Digital Learning.



#### Multi-Tool AI Integration

Leverage Moodle AI, Gamma, Copilot, and Gemini for interactive content and intelligent feedback.



#### Personalized Learning Pathways

Use analytics and automated quizzes to adapt teaching strategies for diverse learner needs.



#### Equitable & Offline Access

Deliver high-quality digital education to students in areas with limited or no connectivity.

# MOODLE & AI 2026



education  
MPUMALANGA PROVINCE  
REPUBLIC OF SOUTH AFRICA

Loyalty, Respect, Dignity and Integrity

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## FOREWARD

The Professional Development Framework for Digital Learning (PDFDL), published by the South African Department of Basic Education (DBE) in 2017, serves as a comprehensive roadmap for educators to modernize their teaching through digital integration. The framework defines 13 essential competencies organized into three primary clusters: **Professional Growth**, **Curriculum Focus**, and **Leadership**.

### Core Framework Structure

The 13 competencies are designed to guide educators through various stages of digital mastery:

- **Professional Growth (Competencies 1–5):** Focuses on personal development, digital citizenship, and establishing Professional Learning Networks (PLNs).
- **Curriculum Focus (Competencies 6–10):** Emphasizes on adopting new pedagogies, instructional design, and utilizing digital assessment and differentiated learning to enhance student outcomes.
- **Leadership (Competencies 11–13):** Emphasizes strategic planning, resource management, and visionary leadership at the school or departmental level.

### Strategic Alignment with Moodle 5.0

In 2026, the Mpumalanga Department of Education has adopted Moodle 5.0 with AI integration as a primary platform to implement these competencies. The alignment between the framework and Moodle is reflected in several key areas:

- **Competency-Based Tracking:** Moodle's Competency Tool allows for the direct mapping of activities, such as quizzes and assignments, to the 13 national competencies, enabling real-time progress monitoring for educators.
- **Pedagogical Mastery:** The platform supports advanced course architecture and "AI-driven pedagogy" through tools like Microsoft Copilot and Google NotebookLM, which help teachers meet instructional design requirements.

**Inclusivity and Equity:** A major focus of the 2026 initiative is **Offline Moodle Proficiency**. This allows educators in low-connectivity areas to maintain digital learning environments without constant internet access, bridging the digital divide.

**Leadership and Analytics:** Moodle provides learning analytics and reports that fulfill the framework's leadership requirements by allowing school leaders to monitor digital engagement and manage resources effectively.

### Training Goals

The ultimate goal of this framework-aligned training is to empower Mpumalanga educators to become ICT-capable professionals who can drive innovation independently. By mastering these digital tools, educators transition from mere "knowledge acquisition" to "knowledge creation," fostering a sustainable culture of digital transformation across the province.

# CHAPTER 1 MOODLE OVERVIEW

## 1.1 Introduction

The White Paper 7 on e-Education (2004) outlined the elements of transformed teaching and learning through information and communication technology (ICT).

"e-Learning will be introduced as an integral part of an environment where teaching is transformed and where learning is an ongoing, creative process. This requires a change in teaching and learning methodology in which teachers and learners will have access to:

- high-quality, relevant, and diverse resources, beyond what school libraries are currently providing,
- means of communicating and collaborating with other learners and teachers; and
- opportunities to create and present new knowledge" (White Paper 7 on e-Education, p. 19, 2004).

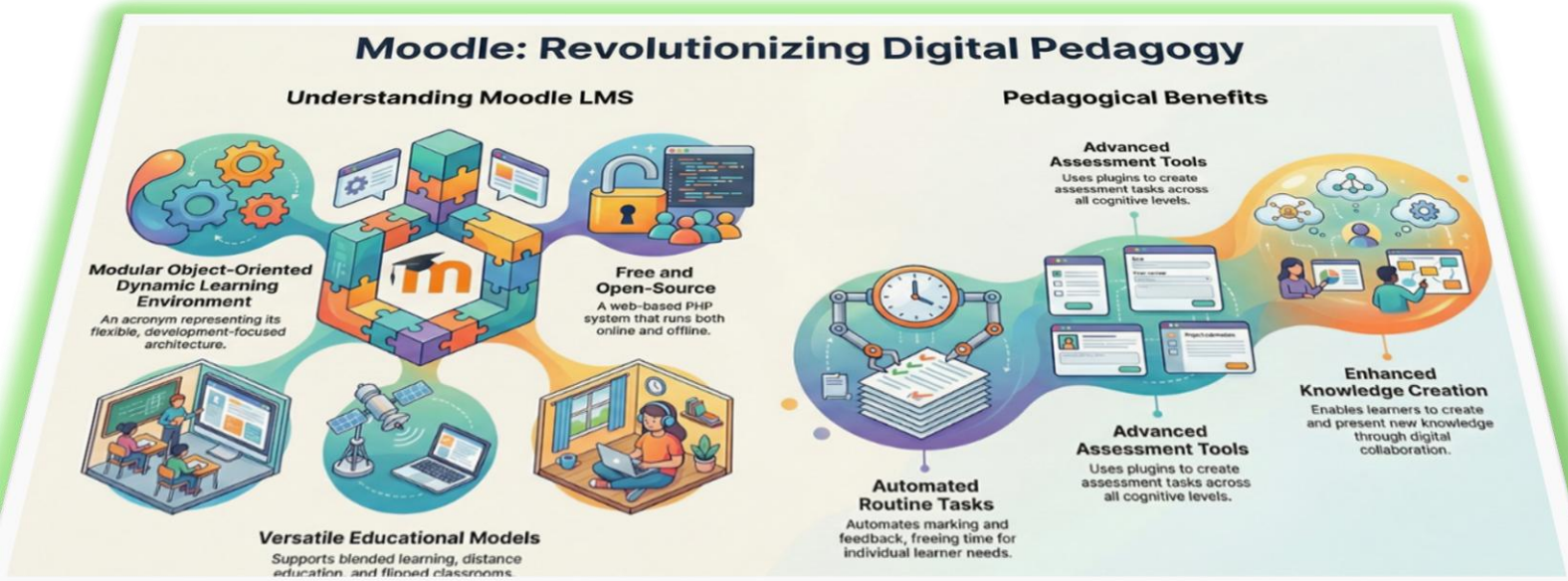
MOODLE Learning Management System (LMS) is one of the platforms that the Department of Education (DoE) has adopted to integrate ICT into teaching and learning.

### 1.2 What is Moodle?

- MOODLE is an acronym which stands for:  
**Modular Object-Oriented Dynamic Learning Environment.**
- It is a free and open-source learning management system written in PHP, a programming language that is especially suited to web development.
- It is used for blended learning, distance education, flipped classroom, and other eLearning projects in many sectors.
- It enables teachers to develop the web-based learning activities that learners can access at school or remotely using their digital devices.
- It promotes the automation of the routine teaching activities, including marking of learner responses and giving feedback immediately, thereby sparing more time for teachers to pay attention to the individual needs of the learners.
- It is a learning and teaching management system that can handle the delivery of lessons, effective assessment, collaboration, and more.

- Assessment tasks can be developed at all cognitive levels using plugins, which are the specific application that add new functions to the computer programme without altering the host programme.
- As a web-based programme MOODLE can run both offline and online.
- It is not necessary to learn every aspect of MOODLE before one can use it.

Figure 1



Moodle remains the most widely used Learning Management System (LMS) in the world, particularly within the South African educational landscape. Its longevity is due to its flexibility, but in 2026, its primary benefits center on **ownership, customization, and pedagogical depth**.

### Advantages of Moodle LMS

1. Open Source & Cost-Effective
2. Built for Pedagogy (Not Just Content)
3. Extreme Customization & Scalability
4. Accessibility & Offline Support
5. Advanced Tracking & Reporting

While the **Professional Development Framework for Digital Learning** is a set of South African national guidelines, and **Moodle** is a software platform, they are deeply aligned in their goal to modernize education through technology.

In fact, the South African Department of Basic Education (DBE) uses a Moodle-based system for its **Online Teacher Development Platform (OTDP)** specifically to deliver training aligned with this framework.

Here are the key similarities and alignments between the two:

## 1. Competency-Based Structure

- **The Framework:** Focusses on **13 specific competencies** grouped into Professional Growth, Curriculum, and Leadership.
- **Moodle:** Features a dedicated **Competency Tool** that allows administrators to create custom "Competency Frameworks." You can map specific Moodle activities (like quizzes or assignments) directly to the 13 national competencies to track a teacher's progress in real-time.

## 2. Focus on Professional Growth

- **The Framework:** Prioritizes **Reflective Practice** and **Professional Learning Networks (PLNs)**.
- **Moodle:** Provides tools like **Forums, Wikis, and Workshops** that facilitate peer-to-peer collaboration. Its "Reflective Journal" and "Blog" plugins enable educators to meet the framework's requirement for critical self-reflection in their digital teaching journey.

## 3. Curriculum Integration & Instructional Design

- **The Framework:** Encourages **Instructional Design** and **Digital Assessment** to enhance the curriculum.
- **Moodle:** It is fundamentally designed for these tasks. It offers diverse modules for **Assessment** (Quizzes, H5P interactive content, Assignments) and allows teachers to design structured learning pathways that cater to different learner needs (Differentiated Learning).

## 4. Digital Citizenship & Safety

- **The Framework:** Mandates that teachers model **Digital Citizenship** and ethical tech use.
- **Moodle:** Supports this through **Role-Based Access Control** and secure environments. It provides a "walled garden" where teachers can demonstrate safe online communication and data privacy to learners in a controlled, supervised space.

## 5. Leadership & Management

- **The Framework:** Calls for **Strategic Planning** and **Management of Digital Resources**.
- **Moodle:** Provides school leaders with **Learning Analytics** and **Reports**. These tools allow leaders to see which teachers or students are engaging with digital content, helping them manage resources and fulfil the framework's leadership requirements.

### Summary Table: Framework vs. Moodle Tools

Framework Priority	Matching Moodle Feature
Professional Growth	Forums for PLNs; Feedback modules for Reflection.
Curriculum Focus	Lesson activity for Instructional Design; Quiz for Digital Assessment.
Leadership	Analytics/Reporting for Strategic Planning; Resource folders for Management.

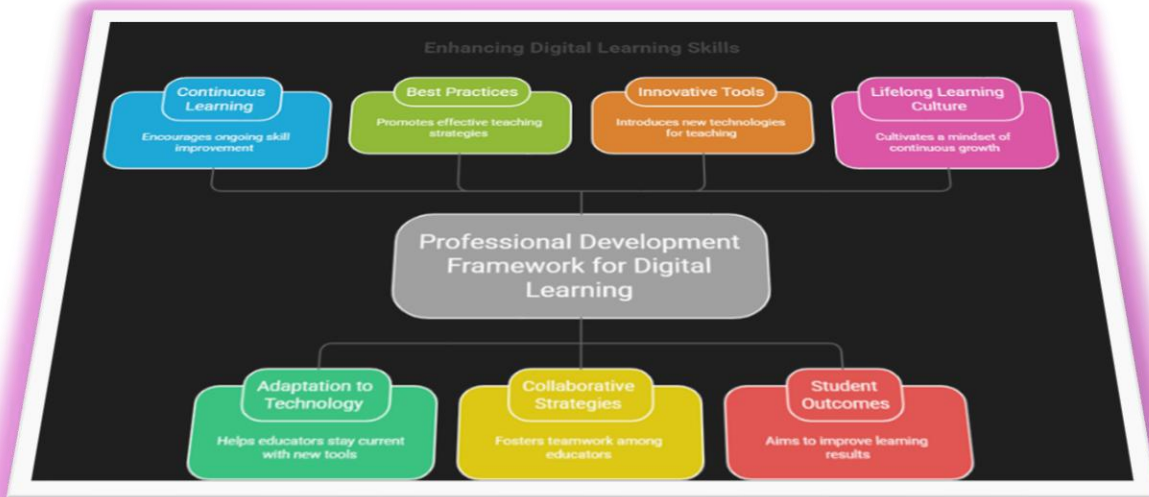


Figure 2

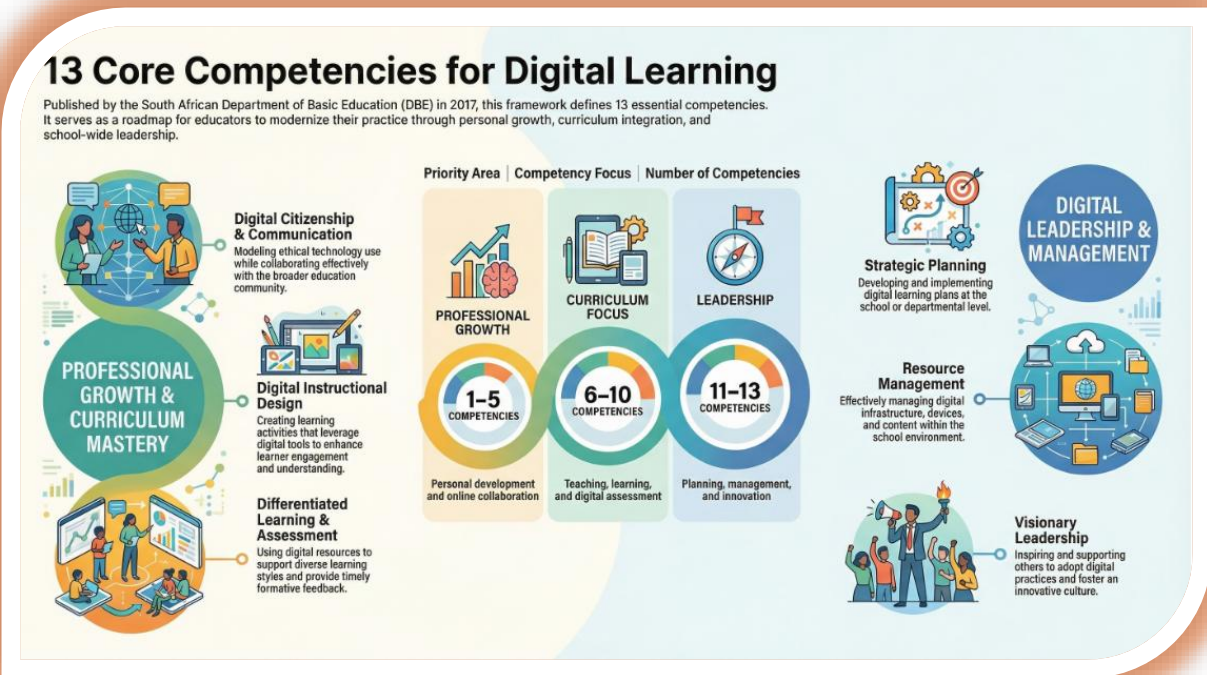
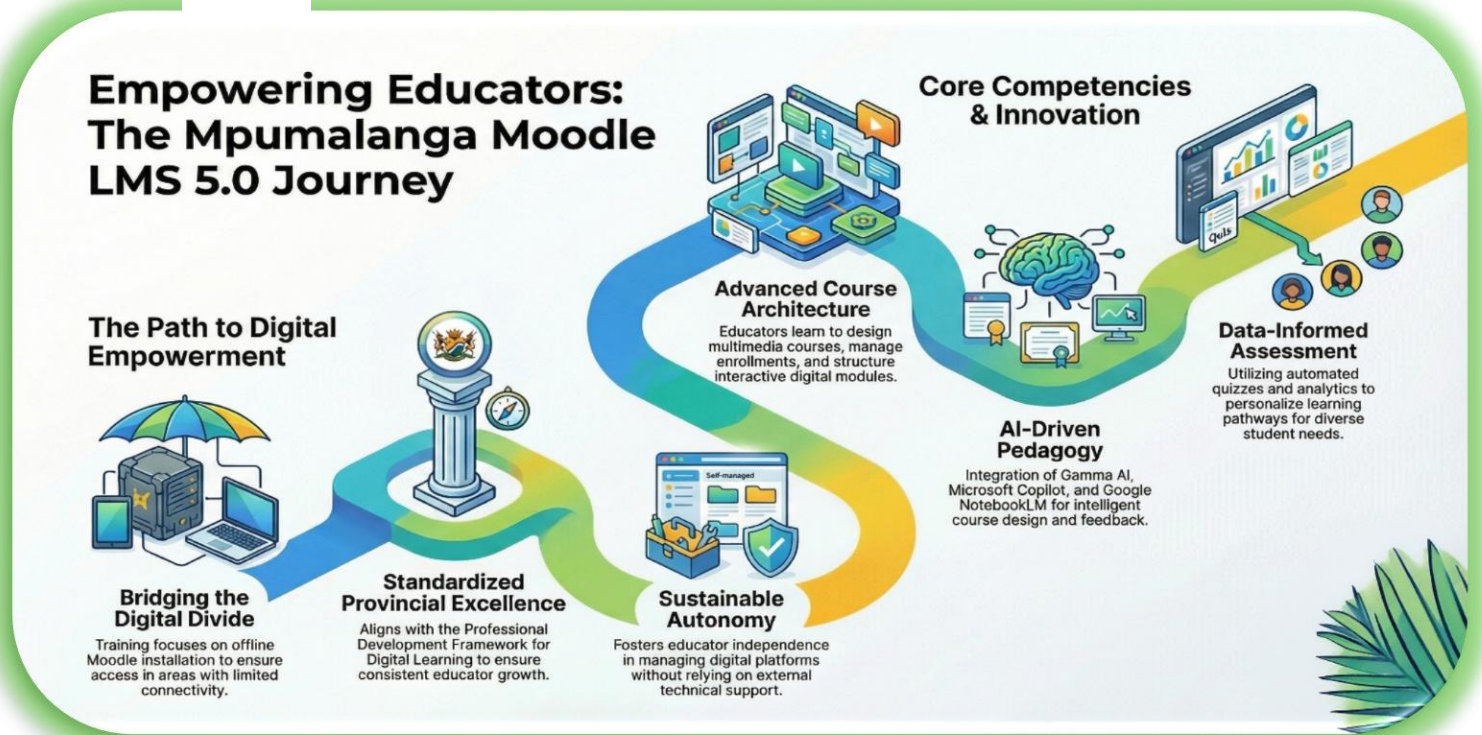


Figure 3

Both frameworks aim to empower educators in the digital age; they differ in their **scope** and **structure**. The South African **Professional Development Framework for Digital Learning (PDFDL)** is a localized, action-oriented guide, whereas the **UNESCO ICT Competency Framework for Teachers (ICT-CFT)** is a global standard designed for policy mapping

Figure 4



## PURPOSE OF THE MOODLE LMS TRAINING MANUAL

The purpose of developing this training manual on Moodle Learning Management System (Version 5.0, 2026) is to equip all educators in Mpumalanga Province with the necessary ICT capabilities as part of the Professional Development Framework for Digital Learning. This manual is designed to:

- Support digital transformation in education by ensuring that educators can confidently use Moodle LMS as a core tool for teaching, learning, and assessment.
- Provide step-by-step guidance on how to install and set up the offline version of Moodle LMS on personal computers, enabling access to digital learning resources even in areas with limited internet connectivity.
- Promote professional growth by integrating ICT skills into everyday teaching practices, aligning with provincial and national goals for digital learning.
- Standardize training across the province, ensuring that all educators receive consistent, practical, and user-friendly instructions for adopting Moodle LMS.
- Foster sustainability and inclusivity by empowering educators to create, manage, and deliver digital content independently, thereby enhancing learner engagement and bridging the digital divide.

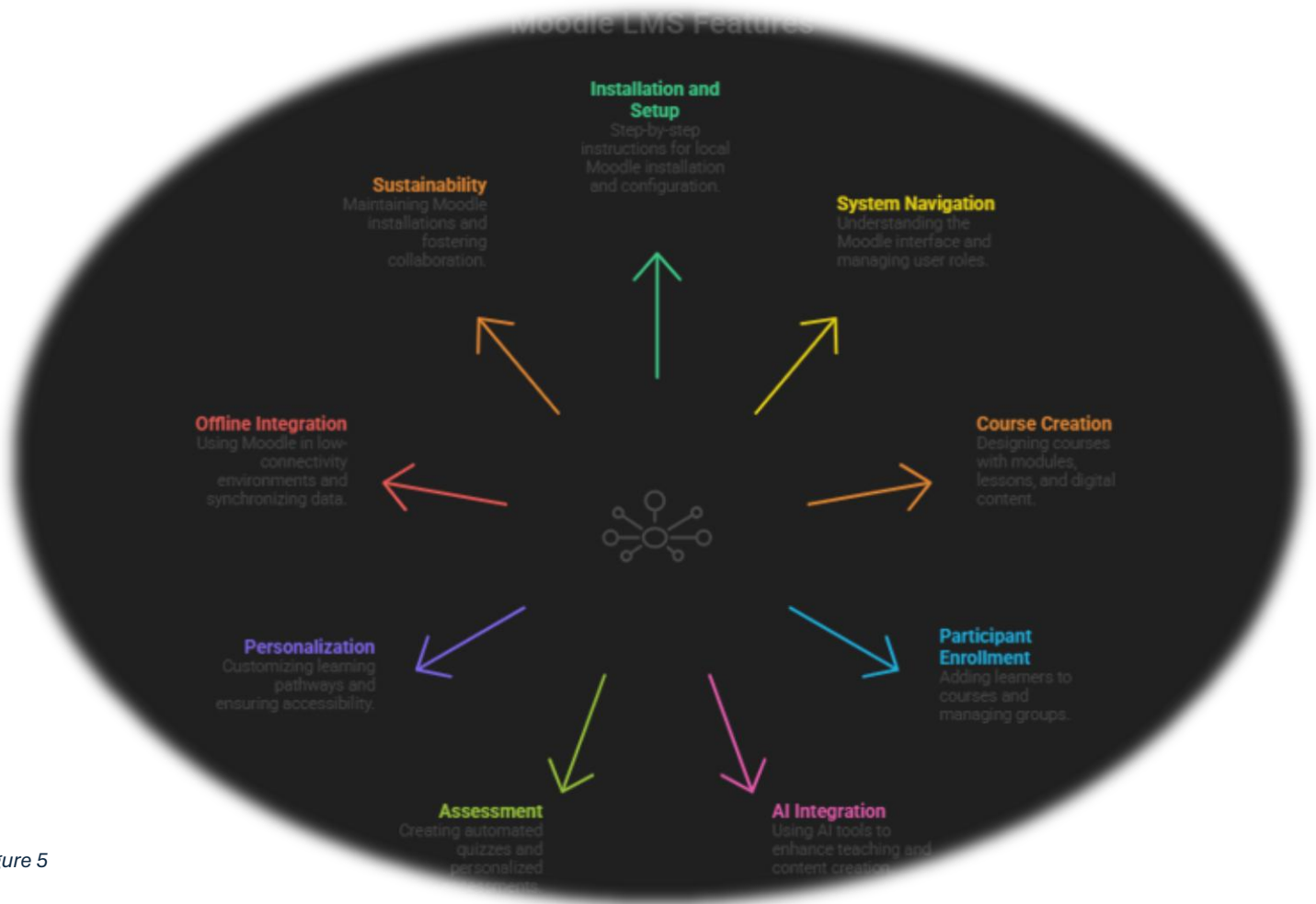


Figure 5

## VISION

*To empower all educators in Mpumalanga Province to become ICT-capable professionals who can confidently integrate digital tools into teaching and learning. By mastering Moodle LMS (Version 5.0, 2026), educators will drive innovation in classrooms, foster inclusive access to digital learning, and contribute to a sustainable culture of professional growth and digital transformation in education.*

## OBJECTIVES

*The training manual is designed to achieve the following objectives:*

### *1. Capacity Building*

*Equip educators with the technical skills to install, configure, and operate the offline version of Moodle LMS on their personal computers.*

### *2. Digital Pedagogy Integration*

*Enable educators to design, manage, and deliver digital learning experiences that enhance learner engagement and achievement.*

### *3. Professional Development Alignment*

*Support the Mpumalanga Province's Professional Development Framework for Digital Learning by embedding ICT competencies into everyday teaching practice.*

### *4. Equity and Accessibility*

*Provide educators with tools to overcome connectivity challenges, ensuring that digital learning opportunities are accessible to all learners regardless of location.*

### *5. Sustainability and Autonomy*

*Foster educator independence in managing digital platforms, reducing reliance on external technical support, and promoting long-term sustainability of ICT adoption.*

### *6. Standardization of Practice*

*Establish a consistent, province-wide approach to Moodle LMS training, ensuring uniformity in digital teaching practices and resource management.*

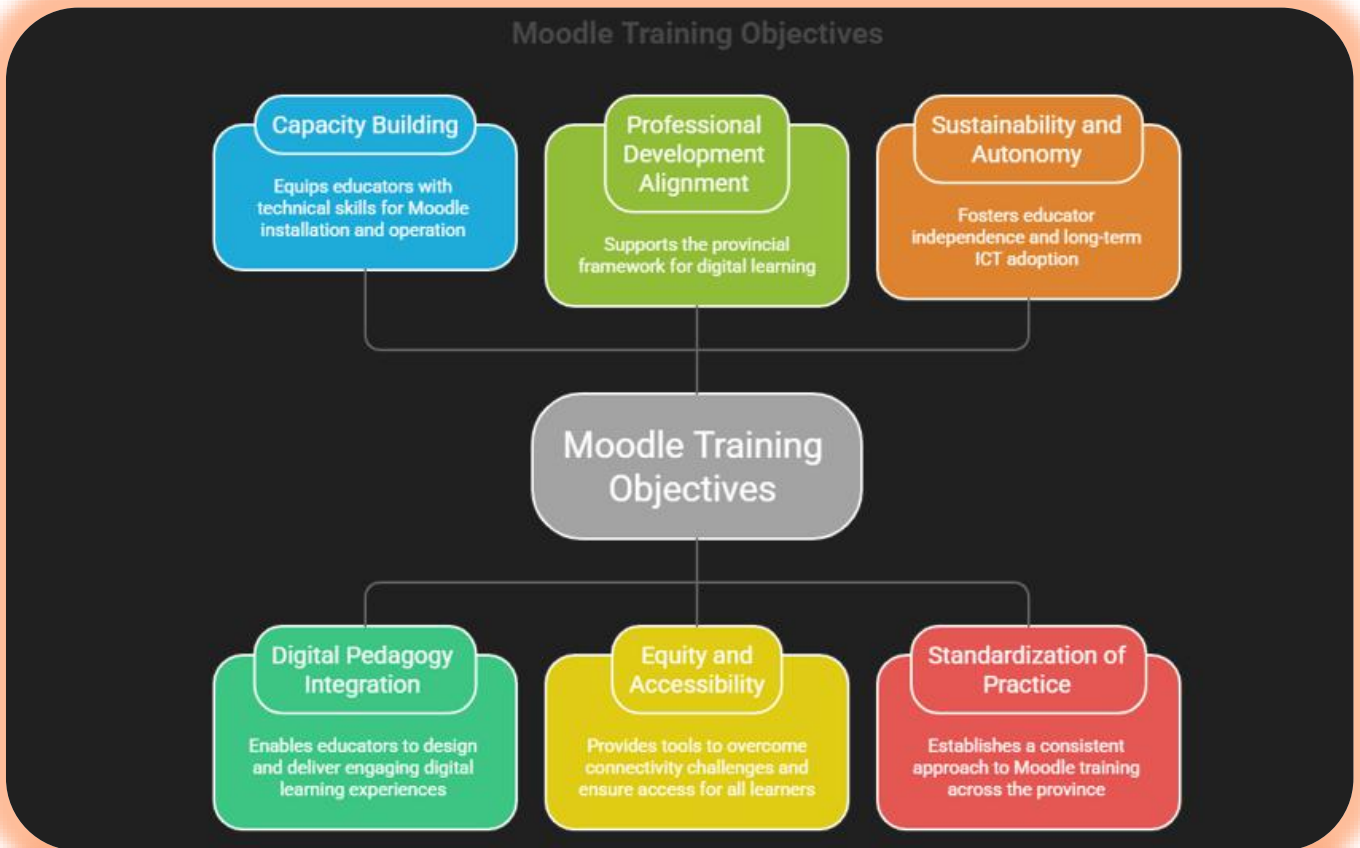


Figure 6

## SCOPE OF THE MANUAL

*This training manual provides educators in Mpumalanga Province with comprehensive guidance on using Moodle Learning Management System (Version 5.0, 2026) as part of the Professional Development Framework for Digital Learning. The scope of the manual includes both technical and pedagogical aspects of Moodle LMS, ensuring educators are fully ICT-capable and able to integrate digital tools into their teaching practice.*

### Scope of the Moodle Training Manual

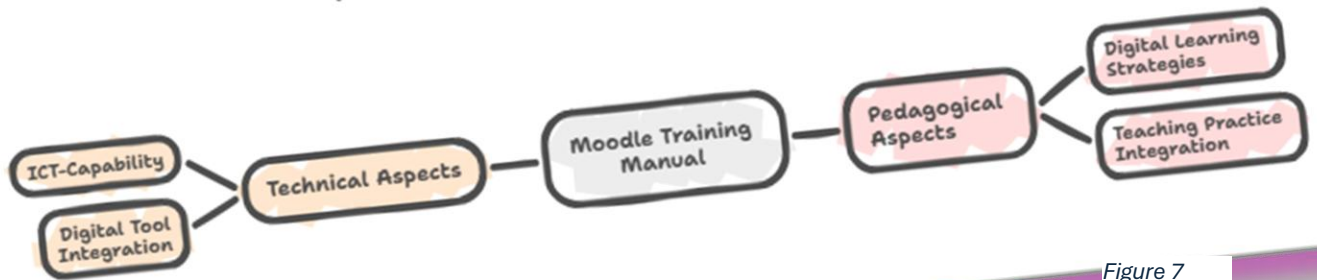


Figure 7

### Moodle Training Manual Overview

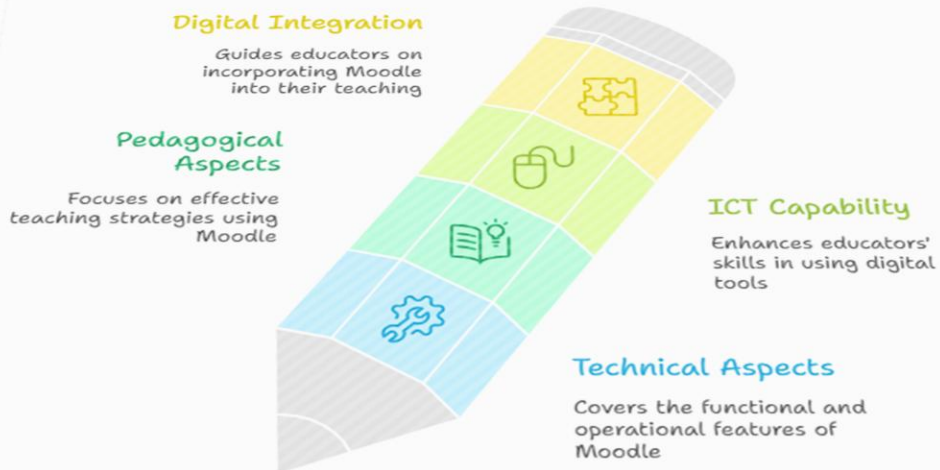


Figure 8

## Expected Outcomes

Upon successful completion of the training manual, educators in Mpumalanga Province will achieve the following outcomes:

### 1. Technical Proficiency

- Confidently install, configure, and maintain the offline version of Moodle LMS (Version 5.0, 2026) on personal computers.
- Navigate the Moodle interface and manage user accounts effectively.

### 2. Course Design and Delivery Skills

- Create structured courses with multimedia resources, lessons, and activities.
- Enroll learners and manage groups to facilitate collaborative learning.

### 3. Integration of AI Tools

- Apply Moodle AI for adaptive learning and intelligent feedback.
- Use Gamma AI for interactive content generation.
- Employ Copilot, Google NotebookLM, and Gemini to enhance course design, knowledge organization, and learner support.

### 4. Assessment and Personalization Competence

- Design automated quizzes and assignments with instant grading.
- Personalize learning pathways to accommodate diverse learning styles and needs.
- Utilize analytics to monitor learner progress and adapt teaching strategies.

### 5. Digital Pedagogy Advancement

- Integrate ICT tools into everyday teaching practice, aligning with the Professional Development Framework for Digital Learning.
- Foster learner engagement through interactive and inclusive digital content.

### 6. Equity and Accessibility

- Deliver digital learning in both offline and online contexts, ensuring equitable access for learners in low-connectivity areas.
- Incorporate accessibility features to support inclusive education.

### 7. Sustainability and Independence

- Maintain autonomy in managing Moodle LMS without reliance on external technical support.
- Contribute to a sustainable culture of ICT adoption and digital transformation in education.

## Moodle LMS: Comprehensive Guide to Digital Learning



Figure 9

## Topics Covered

### 1. Installation and Setup

- *Step-by-step instructions for installing the offline version of Moodle LMS on personal computers.*
- *Initial configuration and customization for local use.*

### 2. System Navigation and User Management

- *Understanding the Moodle interface and dashboard.*
- *Creating educator accounts and managing user roles.*

### 3. Course Creation and Structuring

- *Designing courses with modules, lessons, and resources.*
- *Uploading and organizing digital content (documents, videos, presentations).*

### 4. Enrolling Participants

- *Methods for adding learners to courses.*
- *Managing groups and permissions for collaborative learning.*

### 5. Integrating AI Tools for Digital Learning

- *Leveraging Gamma AI for interactive content creation.*
- *Applying Copilot for intelligent assistance in course design.*
- *Utilizing Google NotebookLM and Gemini for knowledge organization and advanced digital learning support.*

### 6. Assessment and Automated Quizzes

- *Creating quizzes and assignments with automated grading.*
- *Designing assessments personalized to support different learning styles.*

### 7. Personalization and Inclusivity

- *Customizing learning pathways to accommodate diverse learner needs.*
- *Embedding accessibility features to ensure equitable participation.*

### 8. Offline and Online Integration

- *Strategies for using Moodle LMS in low-connectivity environments.*
- *Synchronizing offline work with online platforms when internet access is available.*

### 9. Sustainability and Best Practices

- *Maintaining and updating Moodle LMS installations.*
- *Sharing resources and fostering collaboration among educators.*

# Getting Started with Moodle LMS

## Moodle Windows Installation Roadmap

### Phase 1: Preparation and Tools



#### Download the Moodle Package

Obtain the specific installation package designed for the Windows operating system from the official source.



#### Relocate to Local Disk (C:)

Move the downloaded installation package to your computer's primary local hard drive (C:) for proper pathing.



#### Download WinRAR

Acquire the WinRAR utility if it is not already present on your system to facilitate file extraction.



#### Install WinRAR

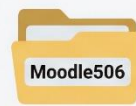
Complete the full installation of the WinRAR software on your machine before proceeding to file extraction.

### Phase 2: Extraction and Organization



#### Extract the Moodle Package

Use the newly installed WinRAR software to unzip and extract the full contents of the Moodle package.



#### Rename the Extracted Folder

Change the folder name created during extraction to help keep your local files organized.



#### Remove the Zipped Folder

Delete the original compressed/zipped folder to save disk space once extraction is confirmed.

### Phase 3: Final Execution



#### Open the Moodle506 Folder

Navigate into the specific folder containing the extracted Moodle files to access the application components.



#### Execute "Start Moodle"

Run the 'Start Moodle' application within the folder setup process or launch the active service.

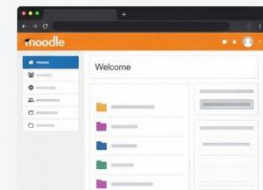
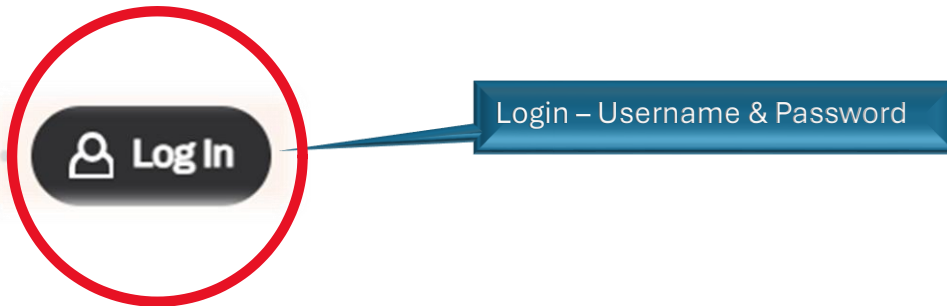


Figure 10



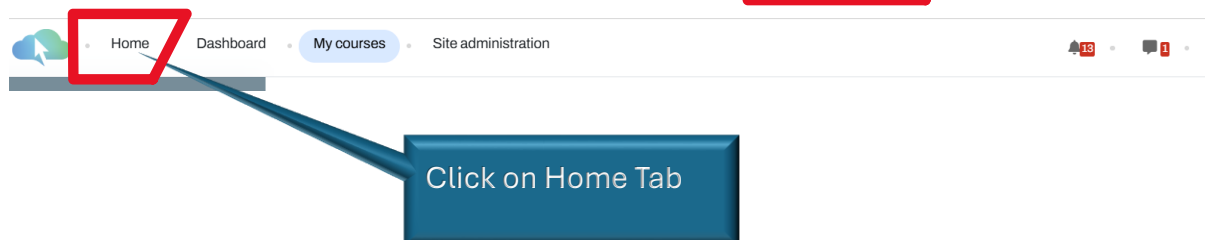
Type the following website in the address bar <https://sasoldbeedustream.co.za>.

After typing the website, press **Enter** to go to the website. Then **log in**.



The website requires you to have a **Username** and a **password**. More about creating a username and password later.

Once logged in, go to the Tab called **Home**



Click on home and scroll down till you see **Moodle Installation and bug fixes**

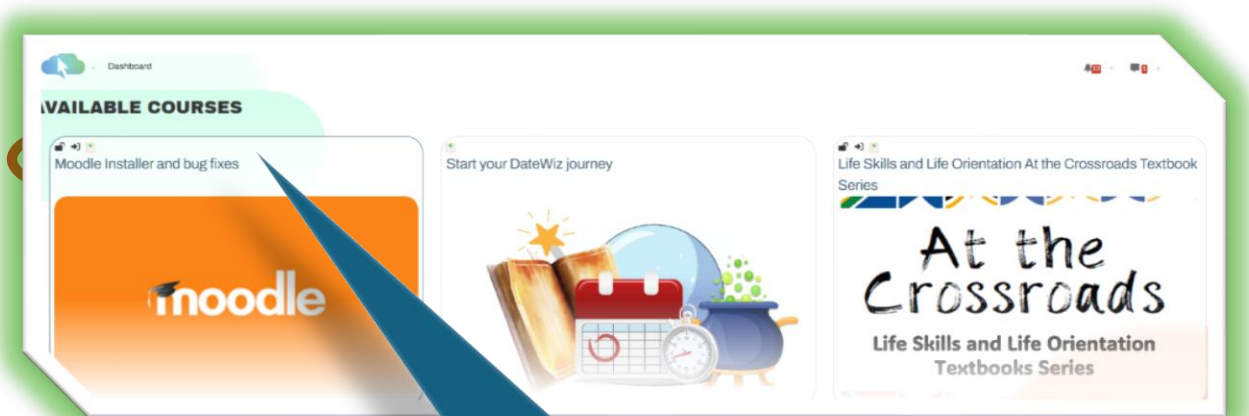


Figure 11

**NOTE:** If you do not have Login Credentials to DBECloud, you can use a USB/external Hard drive with a Zip Folder. That too works fine, but be alert of viruses

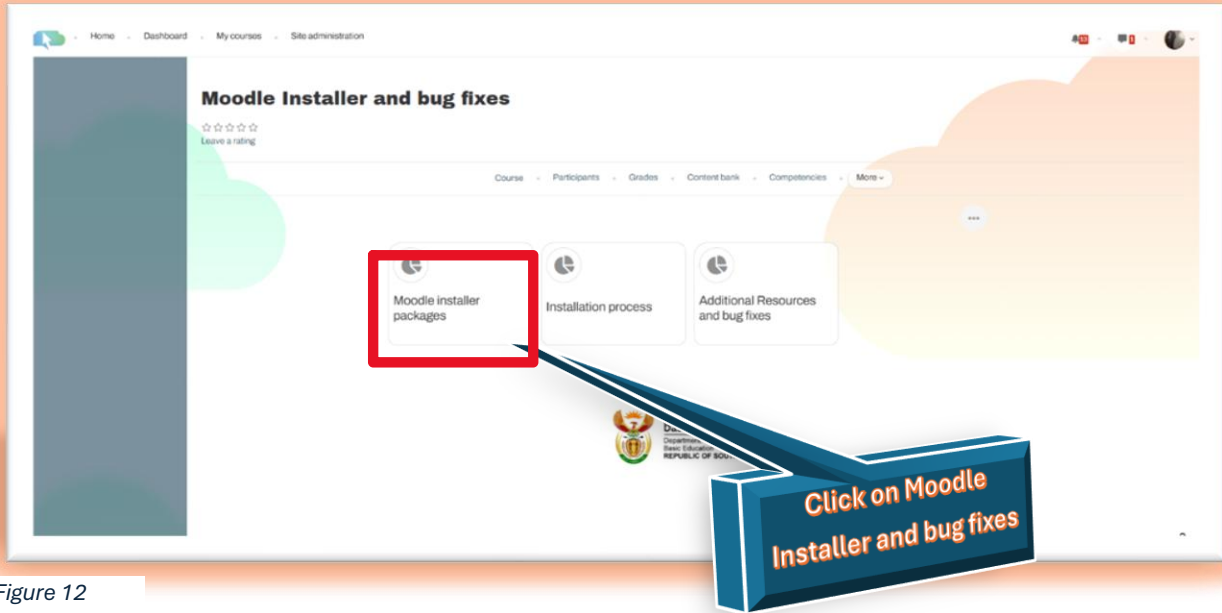


Figure 12

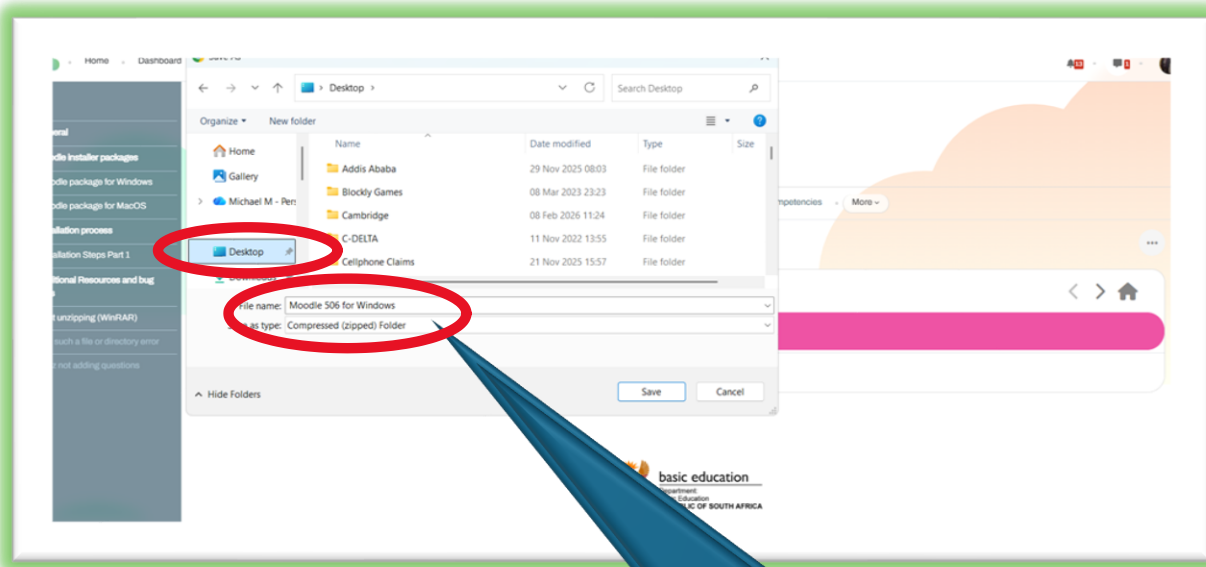


Figure 13

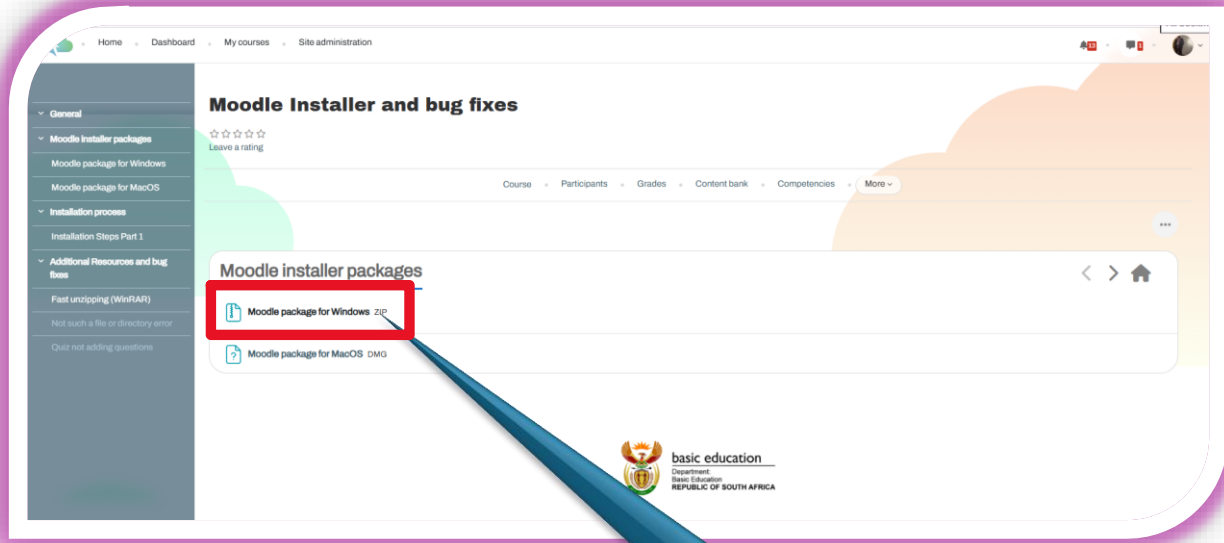


Figure 14

Click on Moodle package for Windows zip

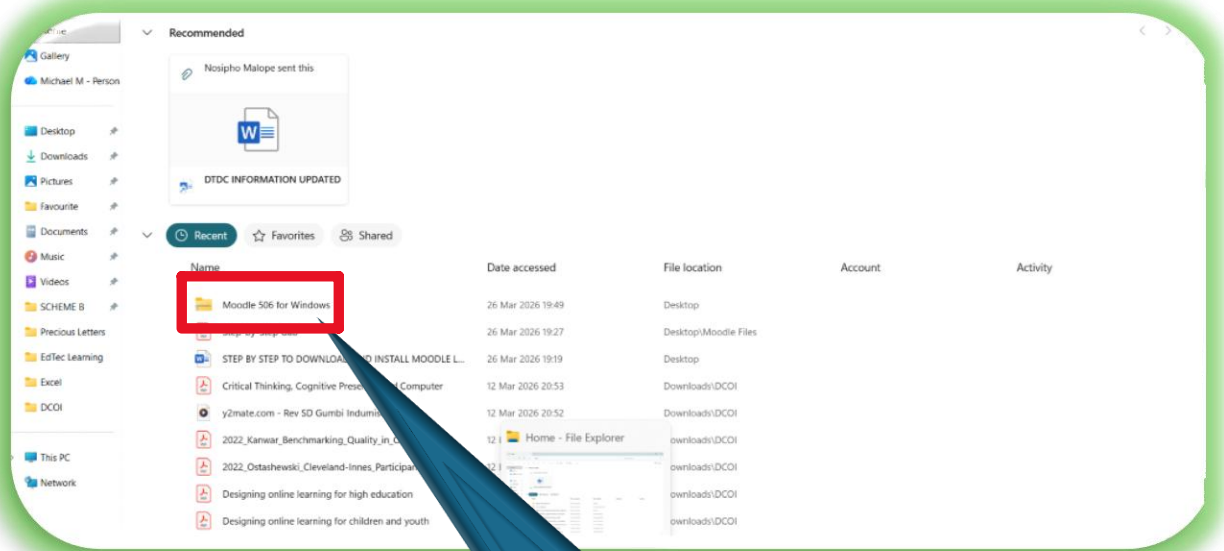


Figure 15

Locate the downloaded zip folder

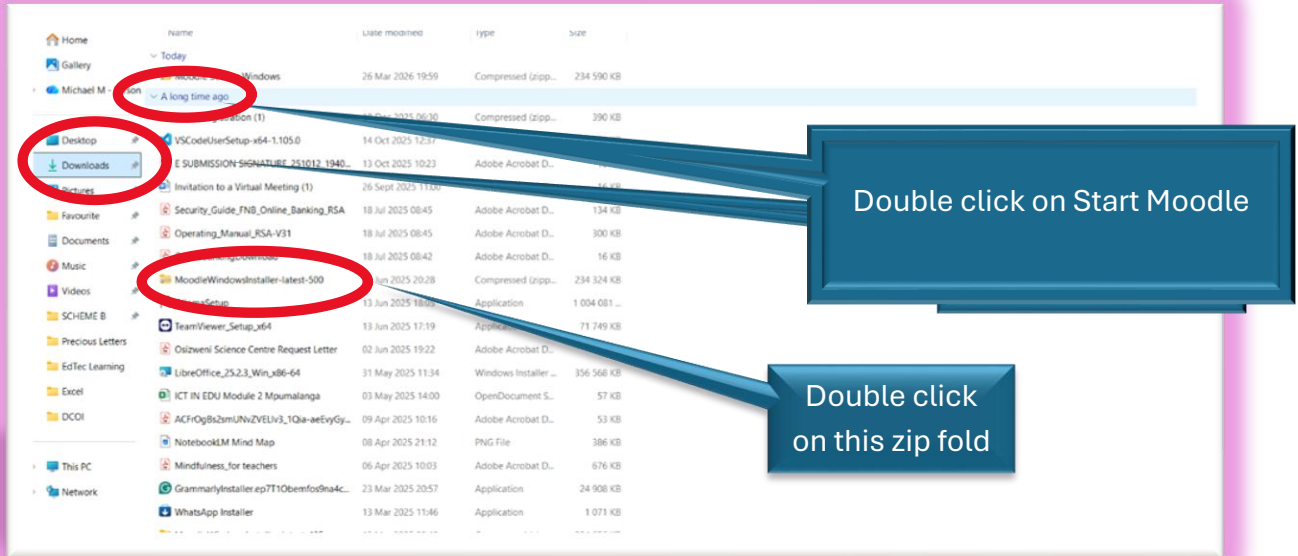


Figure 16

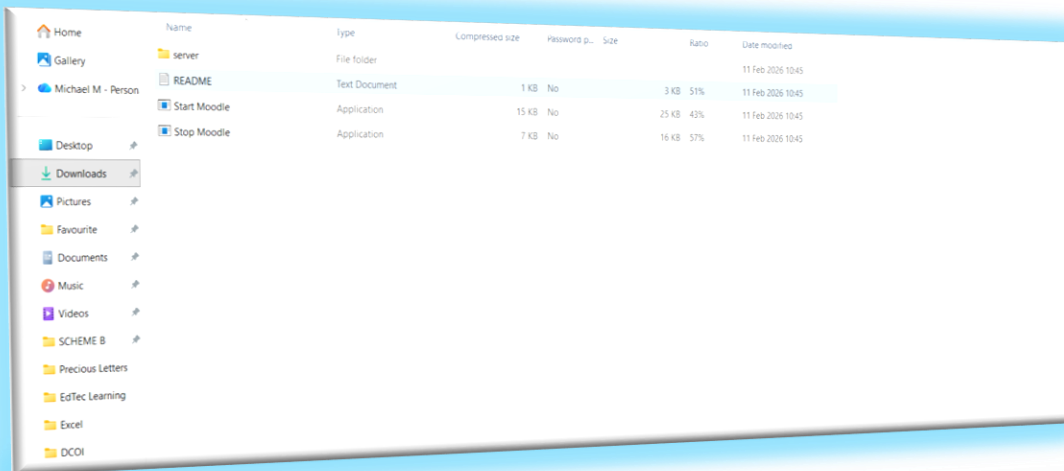


Figure 17

This step is for extracting Moodle from the zip file into a new folder (name this folder **Moodle-5.0**). This is a once-off process. Note that the icon and the Moodle start icon do not look the same.

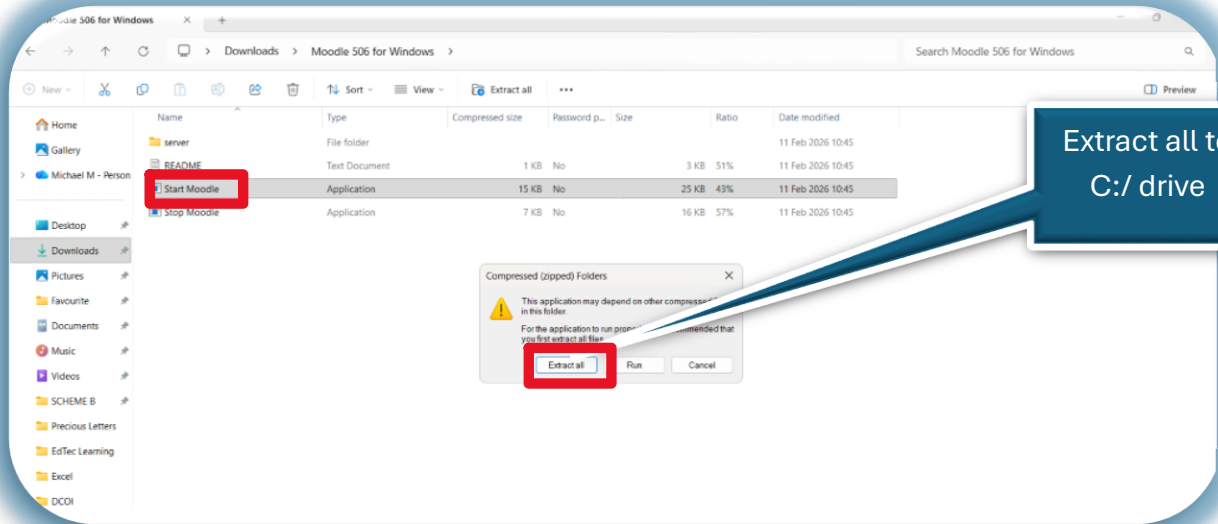


Figure 18

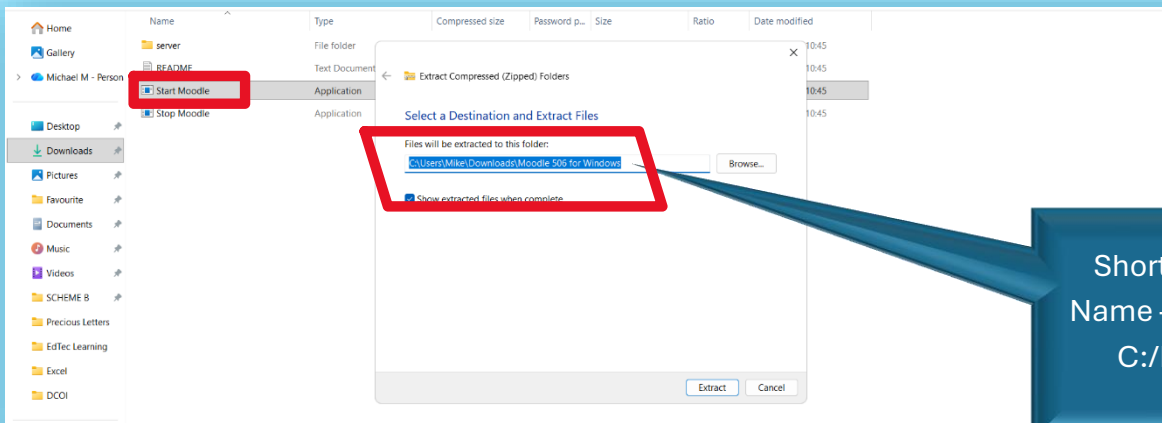


Figure 19

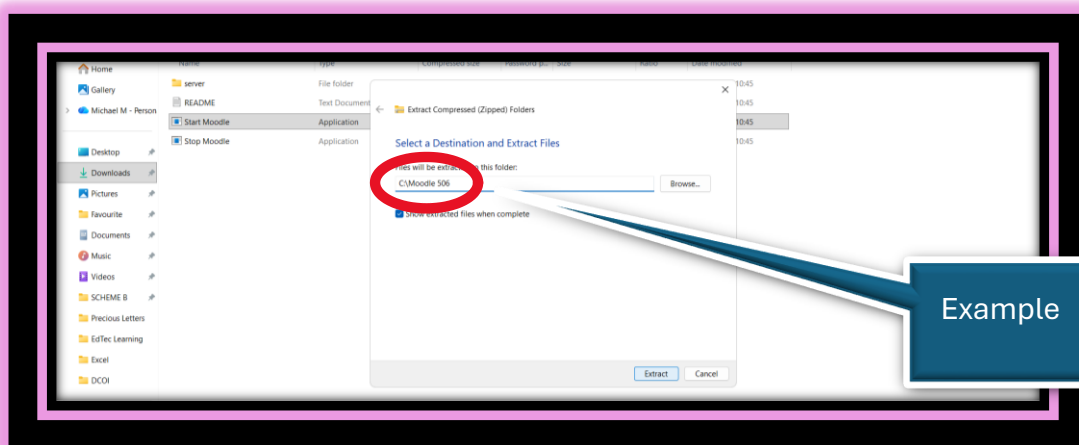


Figure 20

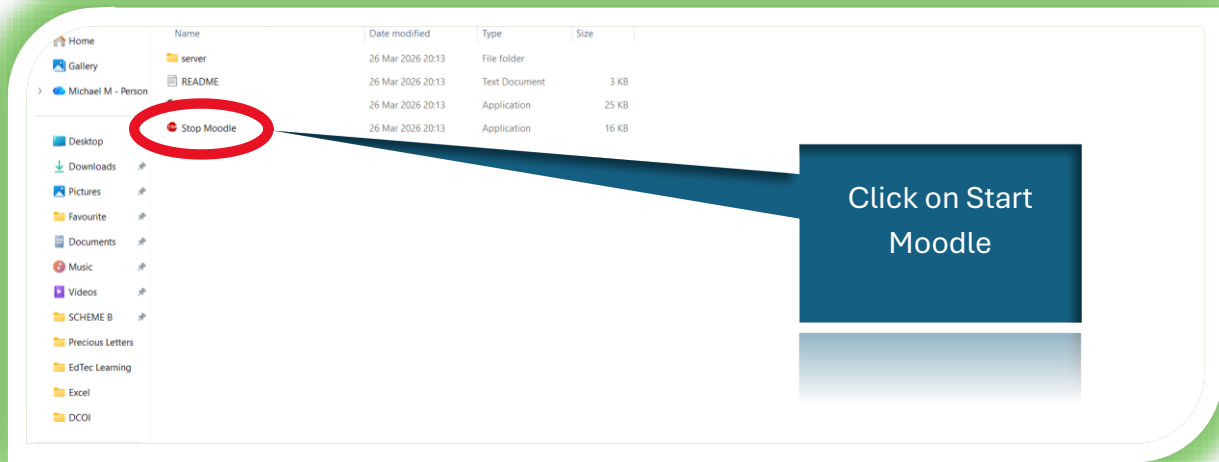


Figure 21

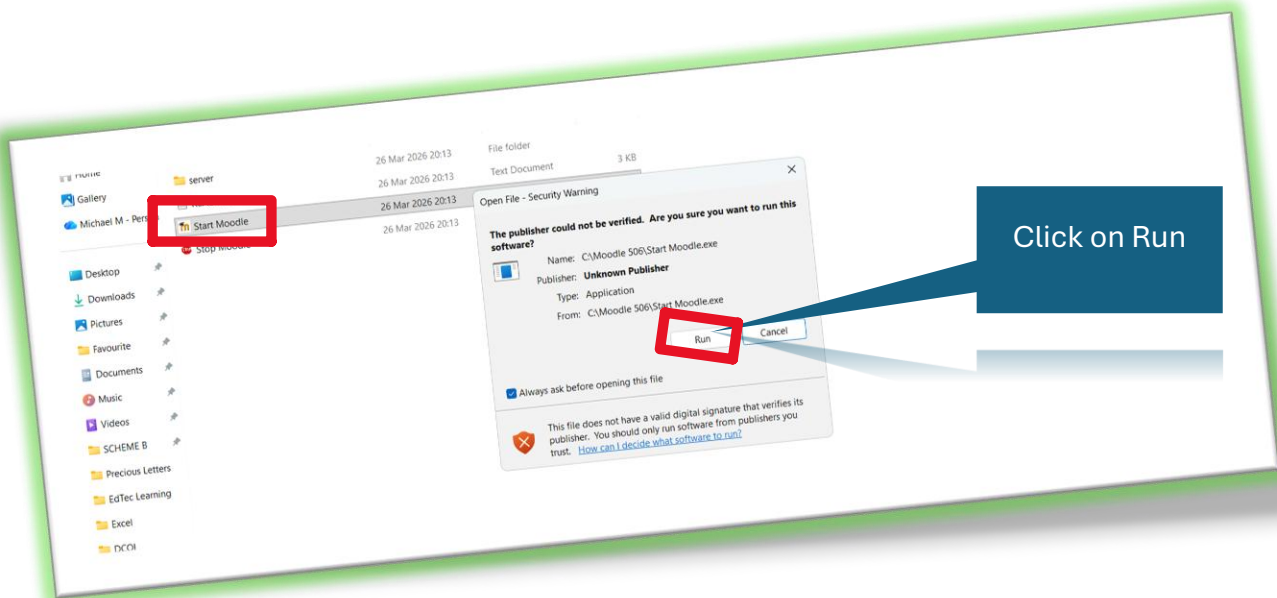


Figure 22

**NOTE:** Before starting Moodle as localhost, you need to go to your C:/ (C drive) then Moodle folder to start the Moodle LMS. Wait until you see the black screen with the message **APACHE AND MYSQL** are running. The same is true when you close your Moodle LMS, go to Stop Moodle and wait till **APACHE and MYSQL** stop working. It is after this process, that you can close your localhost.

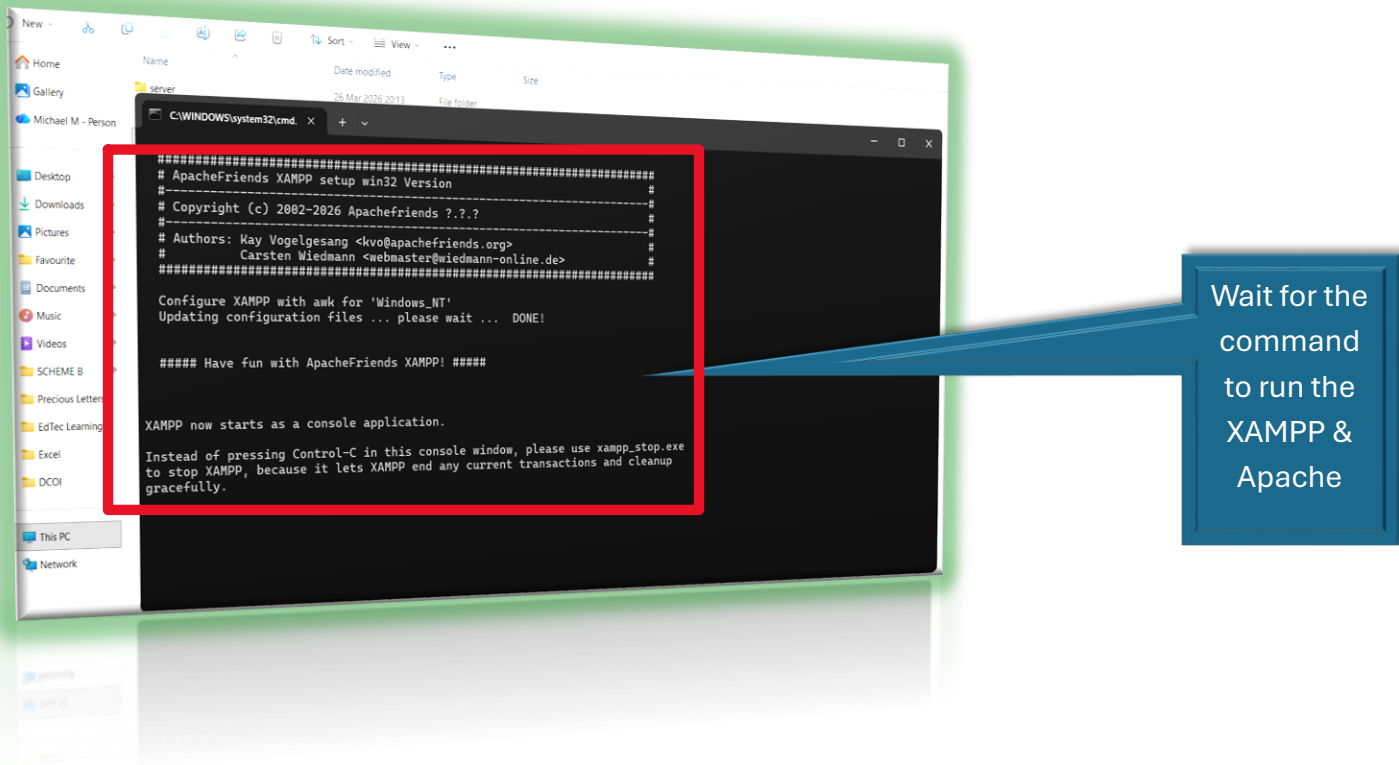


Figure 23

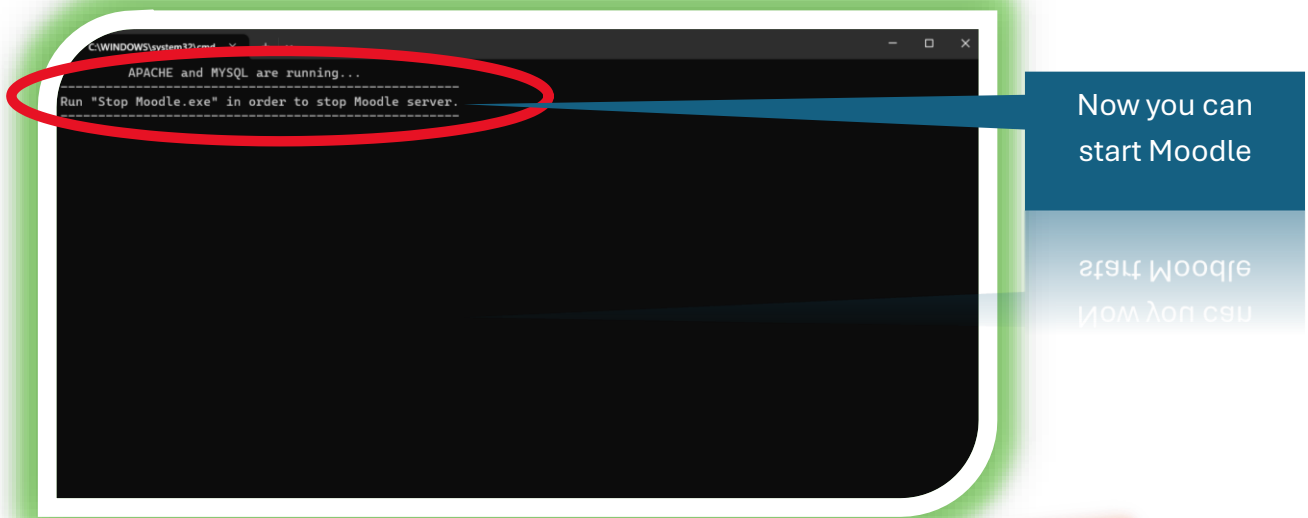


Figure 24

Go to you Internet browser (Google Chrome, Microsoft Edge, Mozilla Firefox, Opera/Opera GX, Thorium, Brave Browser, Arc Browser, Zen Browser, Vivaldi or Safari-Mac).

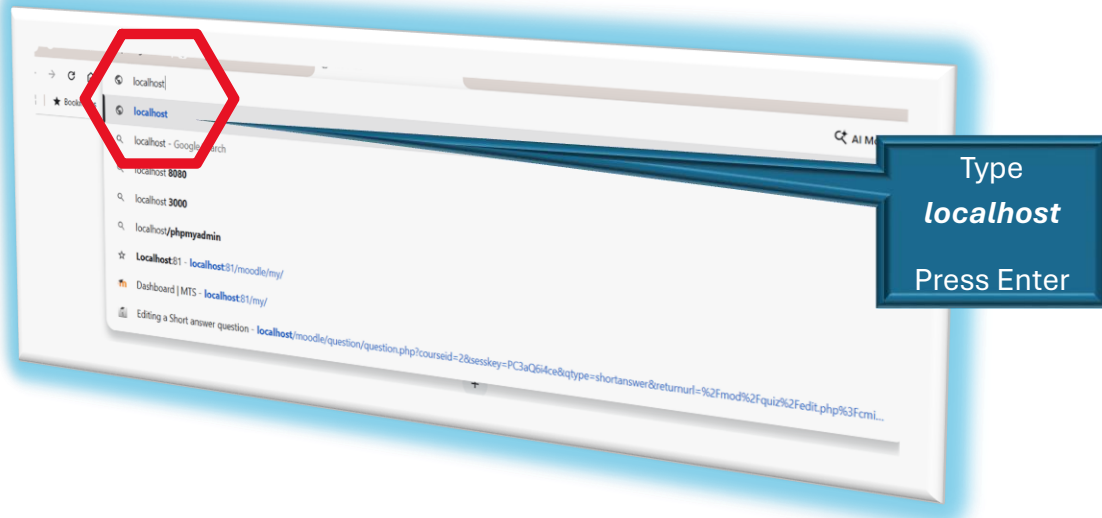


Figure 25

NOTE: Localhost is **ONE WORD**. Type in the **ADDRESS BAR**, not in the **Search area**.

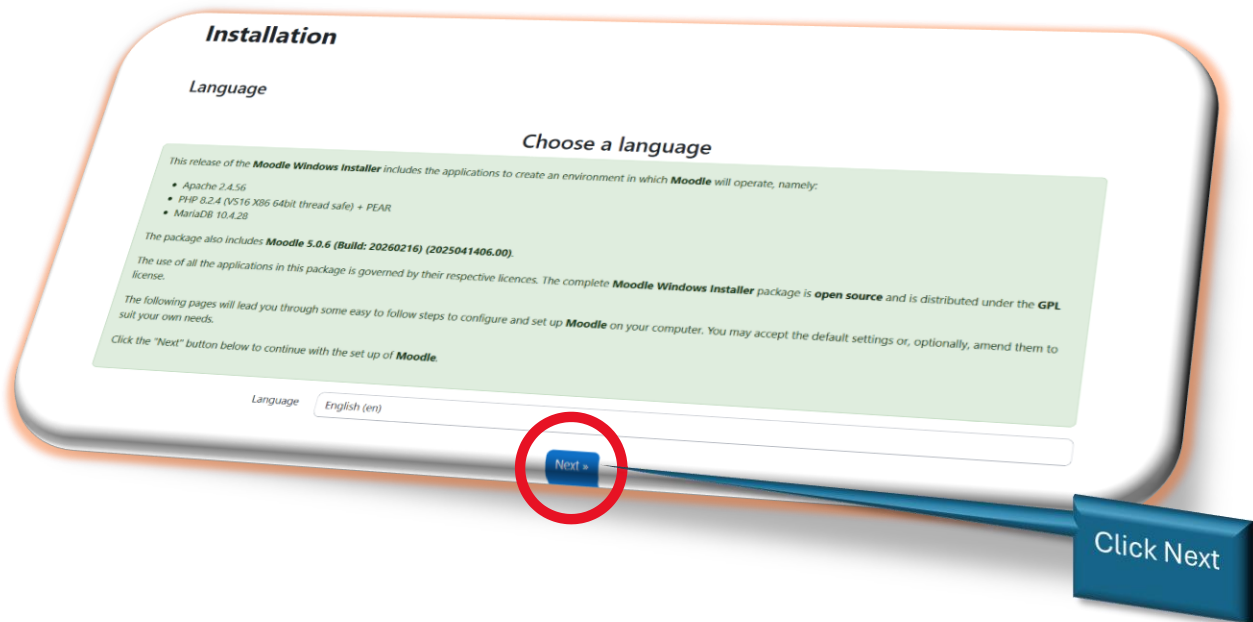


Figure 26

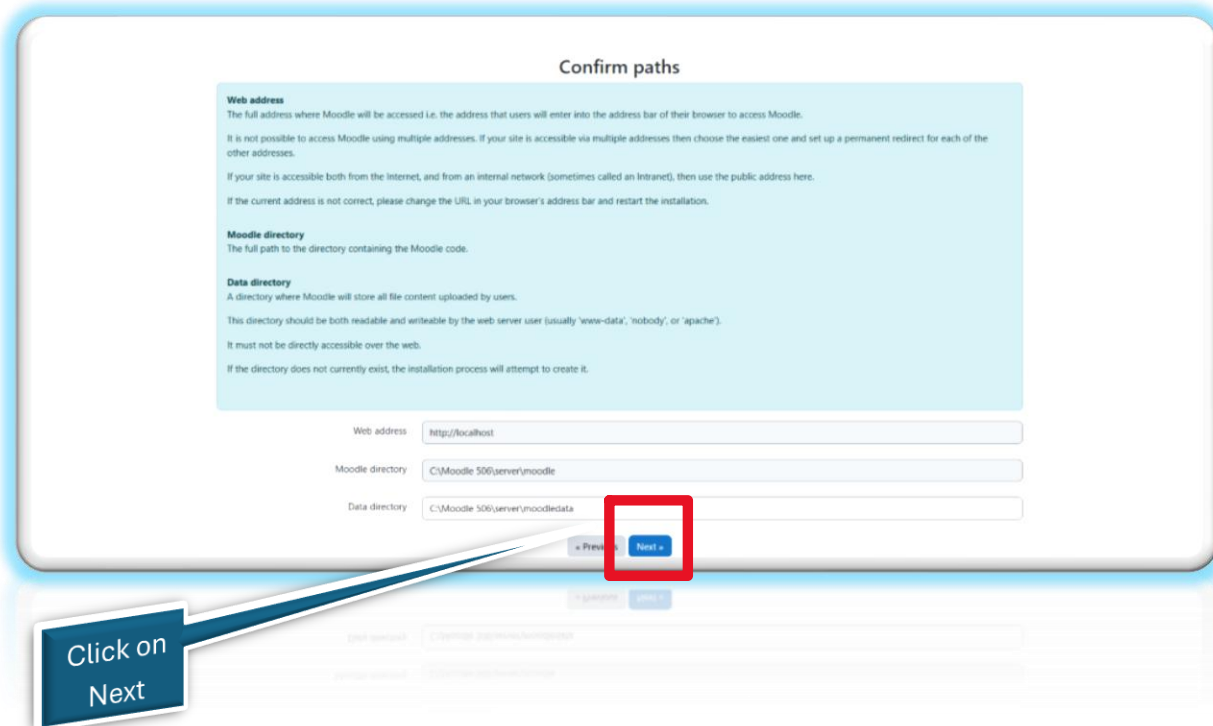


Figure 27

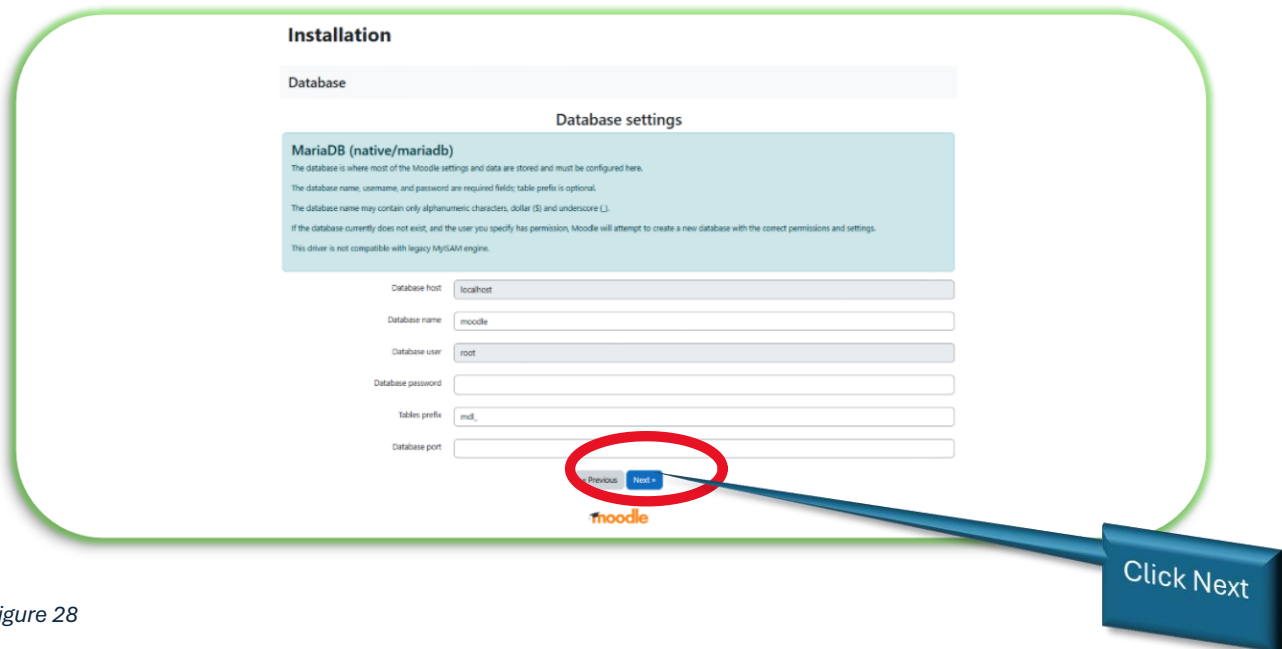


Figure 28

**NOTE:** Do not click on **REDIRECT.** WAIT for the process to unfold to the next steps.

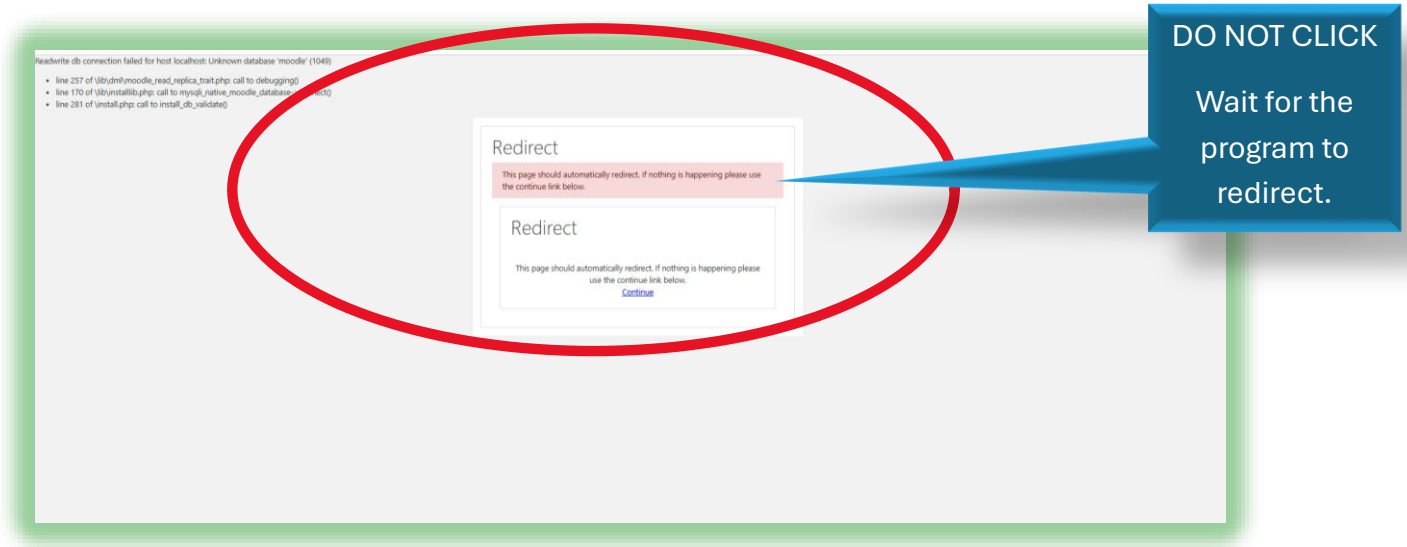


Figure 29

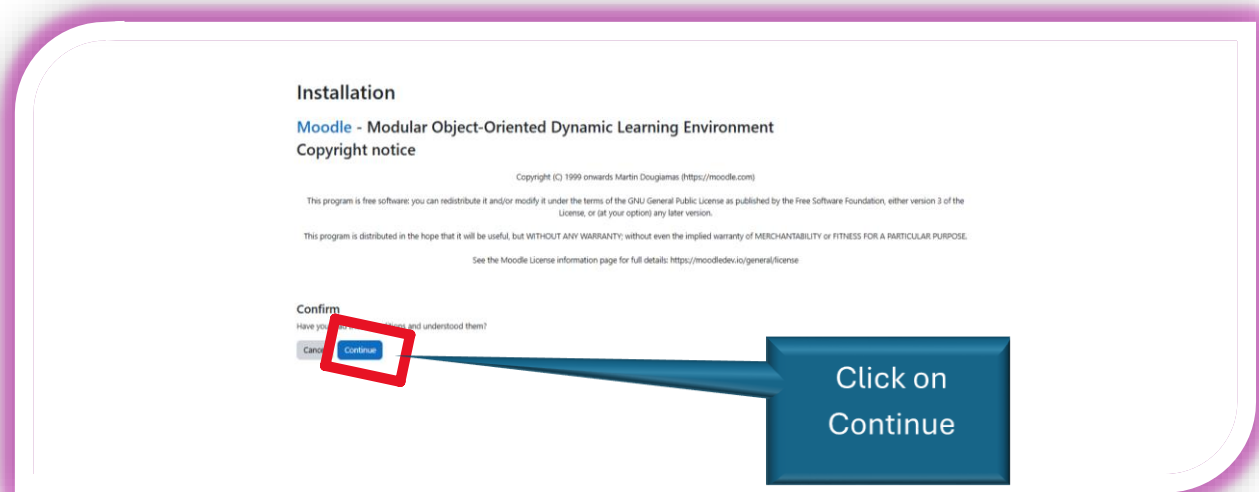


Figure 30

Sit and relax while the installation process unfolds. Just click on Continue or Save as prompted to do so. The installation process might take some time depending on the speed of your device. **NOTE:** Educators should install Moodle LMS on their laptops/Computers for the programme to run fully. The mobile App has limited functionality and useful to learners.

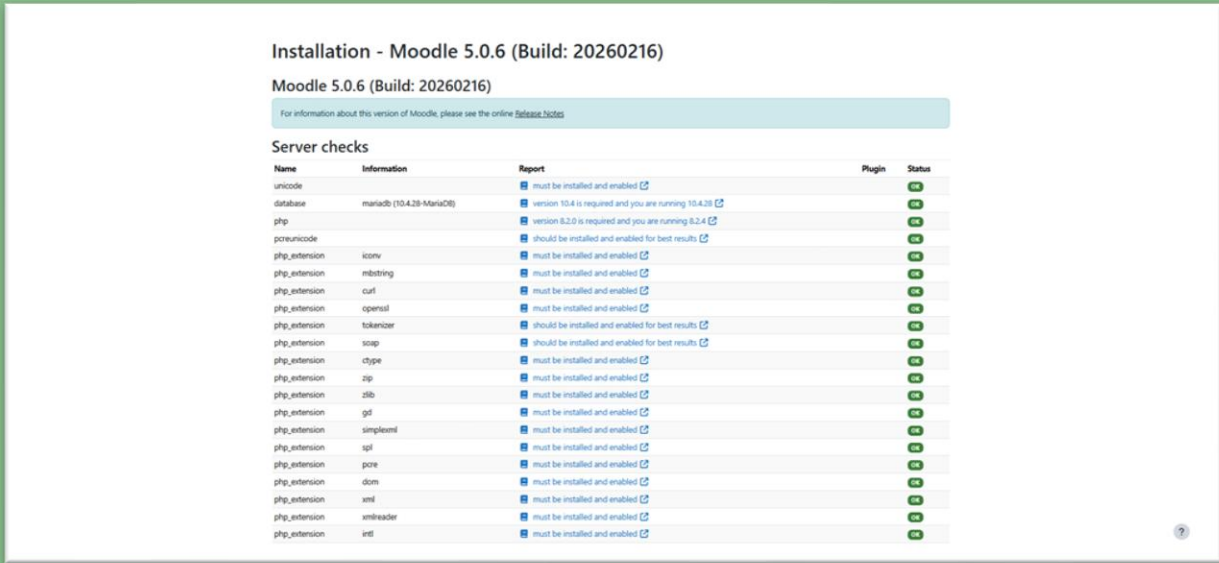


Figure 31

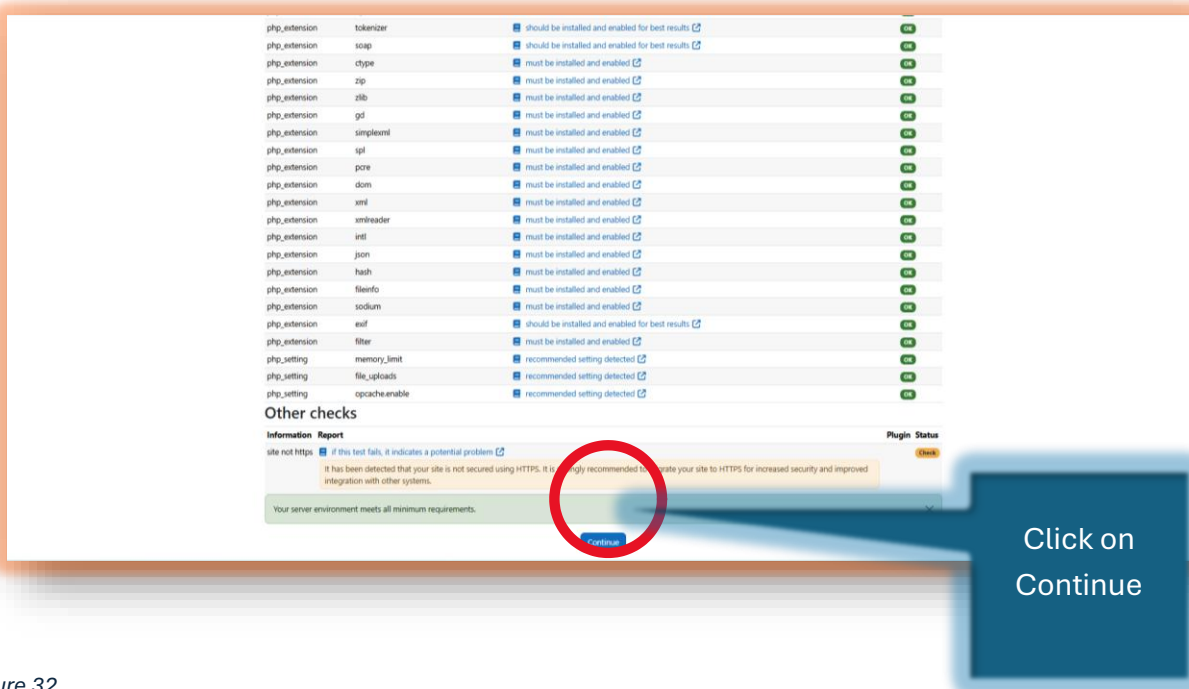


Figure 32

**CAUTION:** Soon you will ask to enter your Username and password. Advice – Use **admin** as your Username. Changing your Username might seem a good idea, but you lose some rights too if you are not an administrator of the localhost. **Read and adhere** to the instructions on how to create a password. Should you forget your username and/or password, you need to unstill and reinstall Moodle LMS again. Write down or take a photo of your Username and Password. **Do Not Trust Your Memory!**



Figure 33

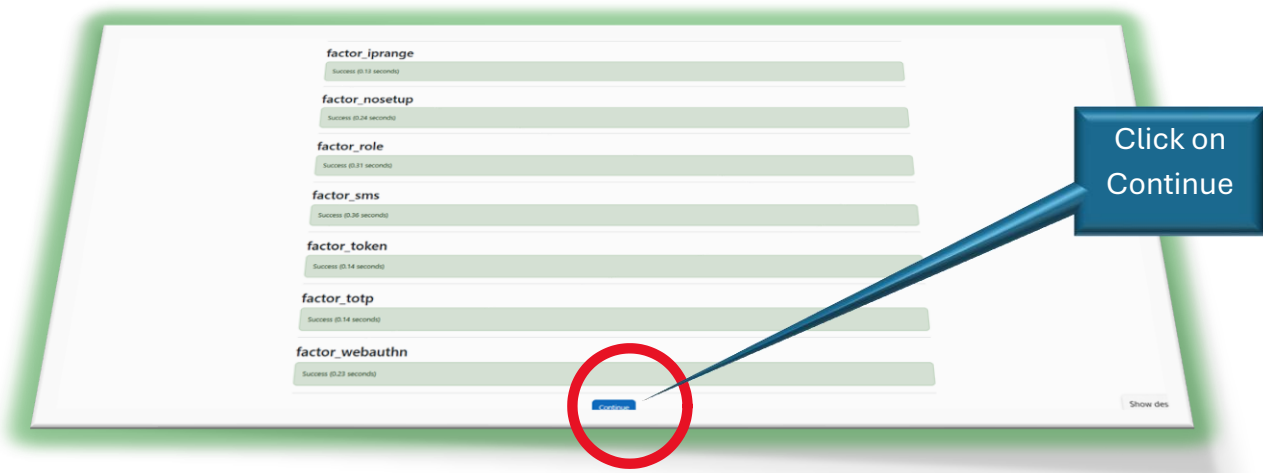


Figure 34

**USERNAME**

Username is the same as Login details. The Username/Login should be **All Small Caps, No Space** in between the characters e.g., **potatochips** or **ndlovuyw** (that is, surname and initials) or **08214759836** (cell phone number).

**NOTE:** Any Username/Login details you type in, please write down before typing. **Failure to remember your username and password will lose everything. Be warned!**

**PASSWORD**

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as \*, -, or #

E.g., **Moodle@123** or **Ndlovuyw123\***.

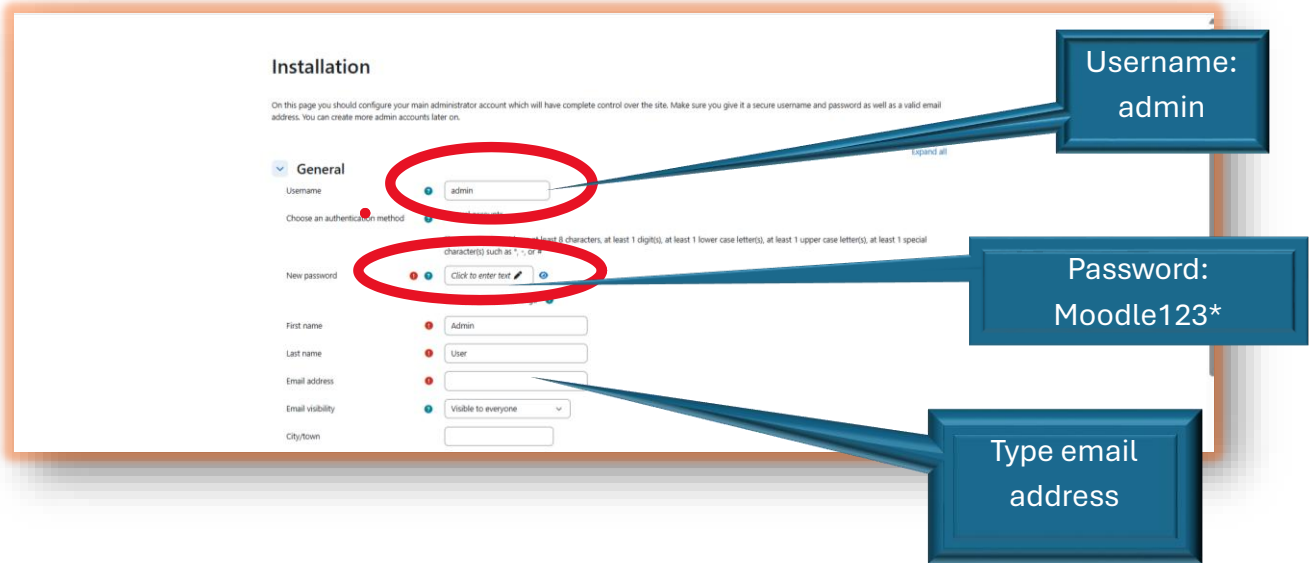


Figure 35

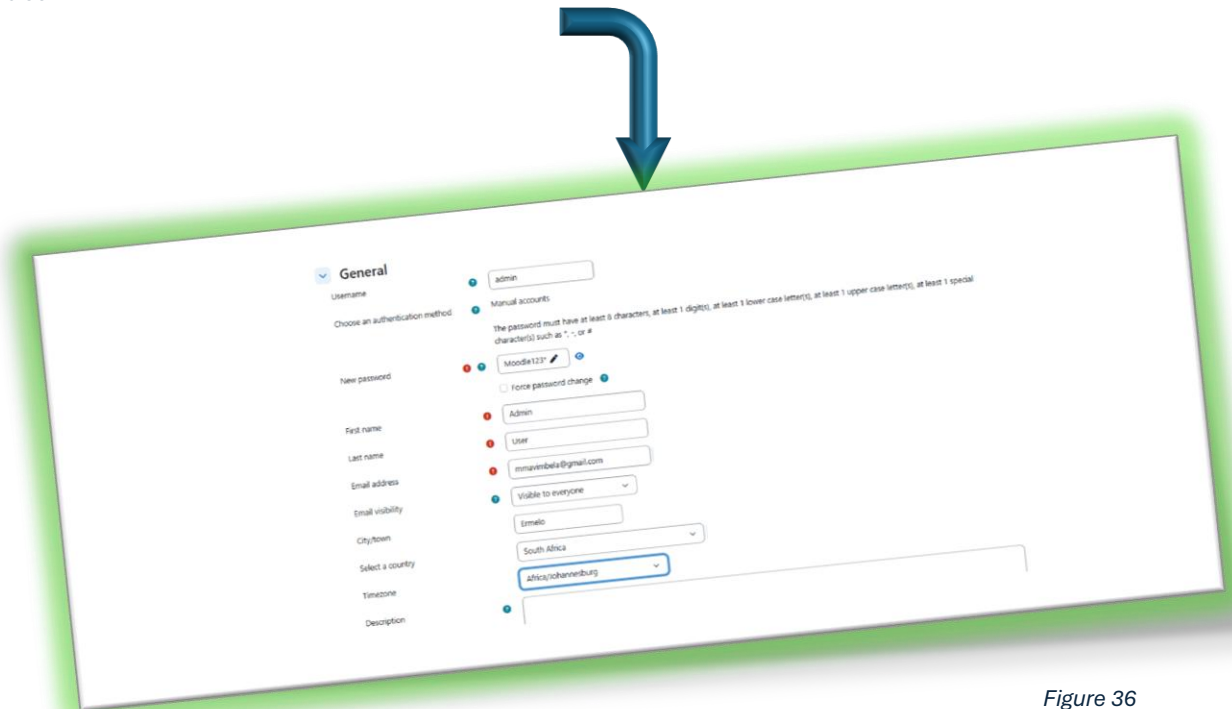


Figure 36

**WARNING:** To avoid disappointment, make cork sure that whatever you typed as Username and Password is written down or an image of it is saved in your phone.

**NOTE:** Do not confuse Moodle LMS as **localhost** and the **DBECloud**. The localhost is installed on your device as an offline version while the DBECloud Moodle LMS is an Online Moodle LMS that can be access online anywhere and anytime. The localhost is offline. DBECloud requires Internet connectivity.

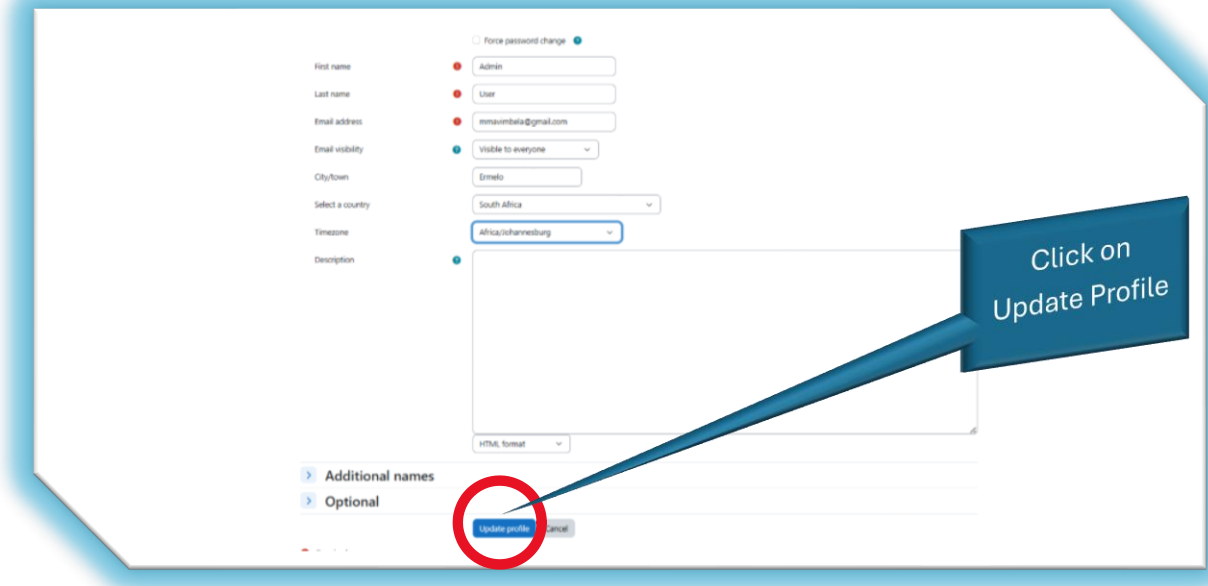


Figure 37

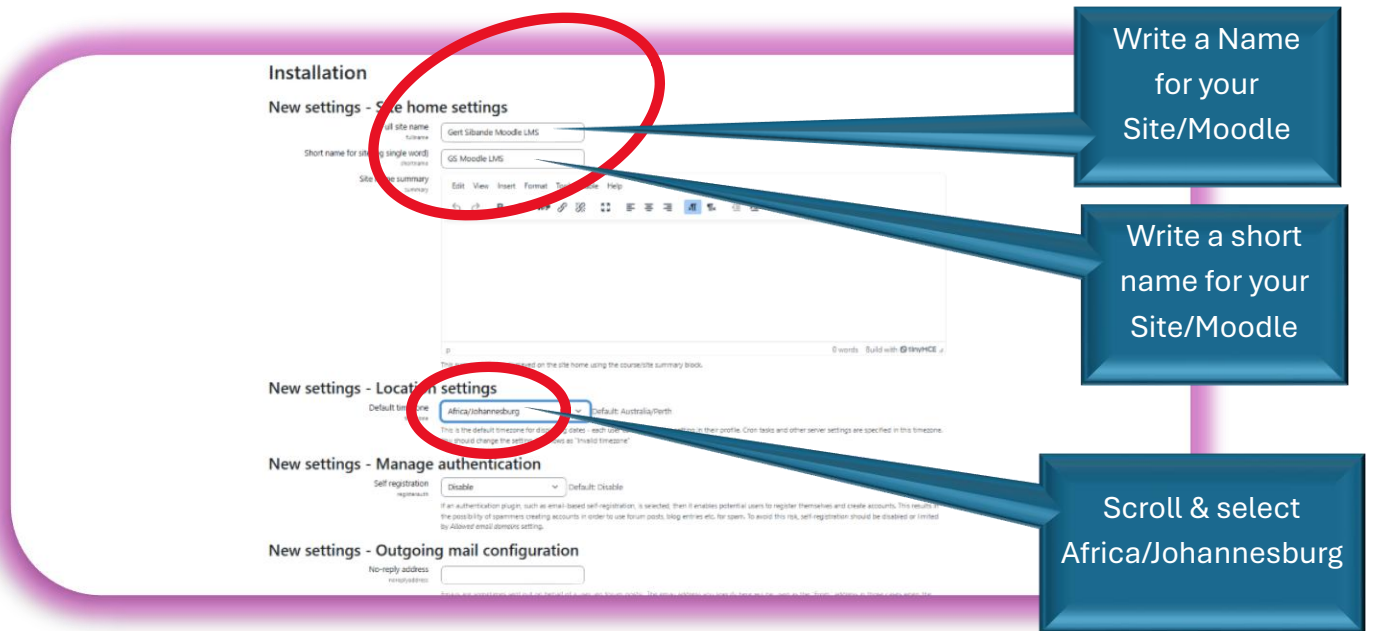


Figure 38

The name of your Moodle site can be changed later to your preferred choice. Do not beat yourself up if you do not have a suitable name for your Moodle site now. Your school's name, subject, or district can be utilized for the time being. Later, you can change to the name of your liking.

**NOTE:** Your short name will be displayed on the dashboard. Create a good one.

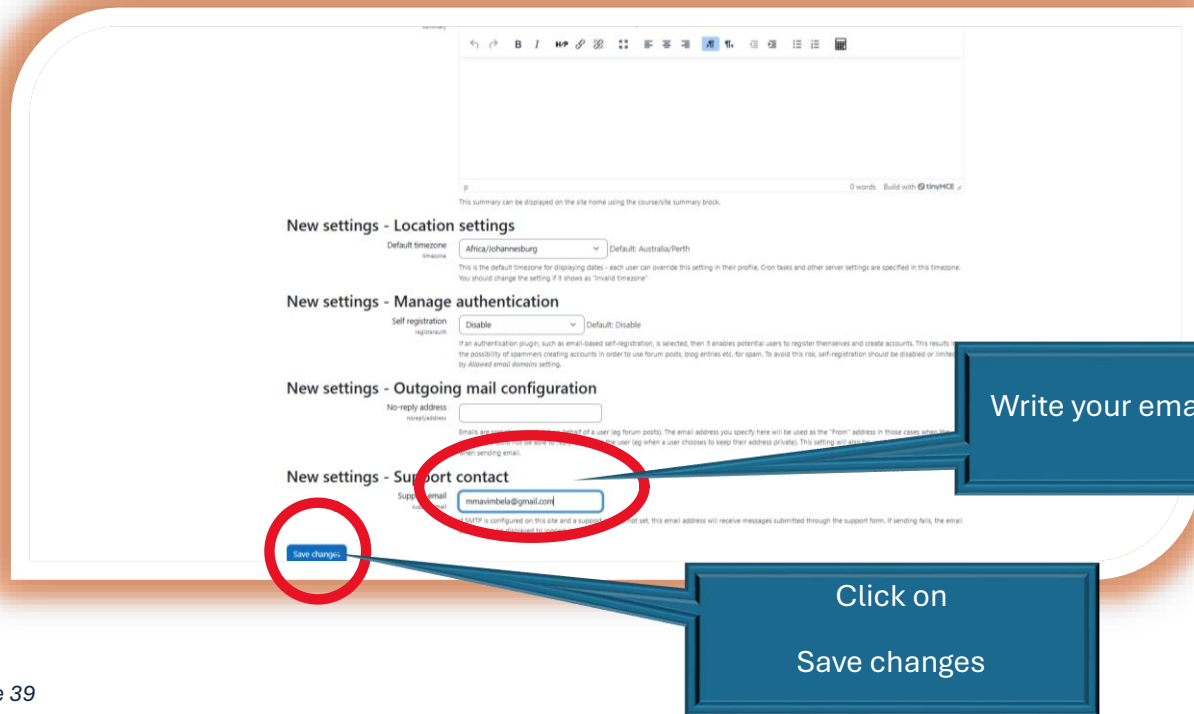


Figure 39

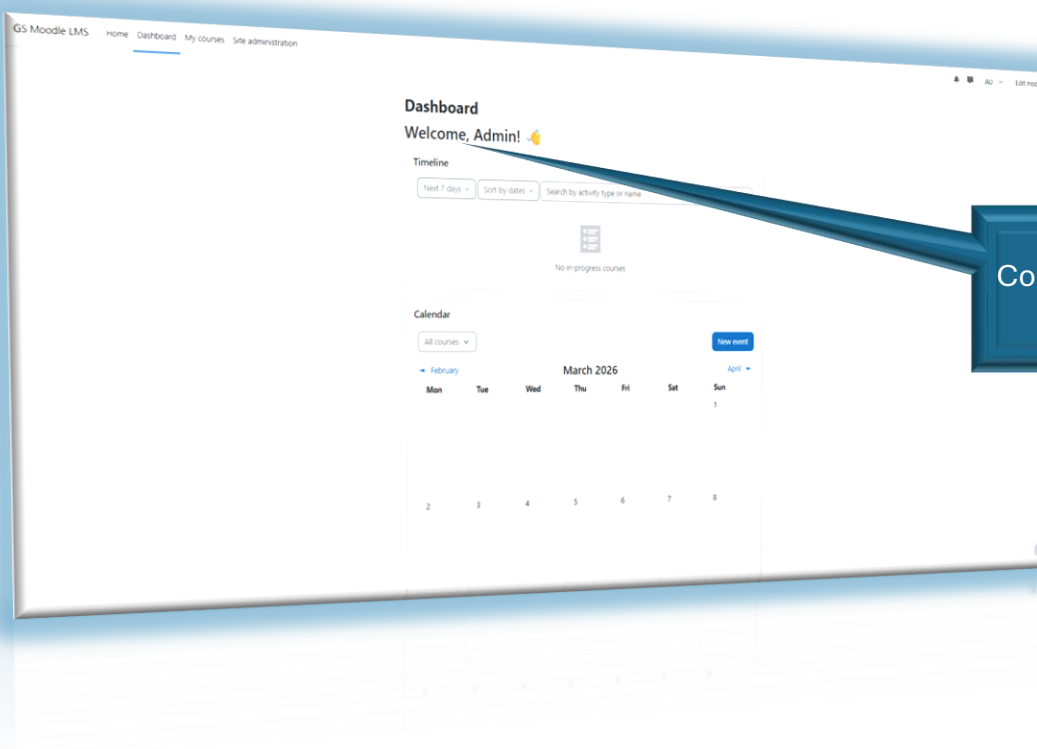


Figure 40



Figure 41

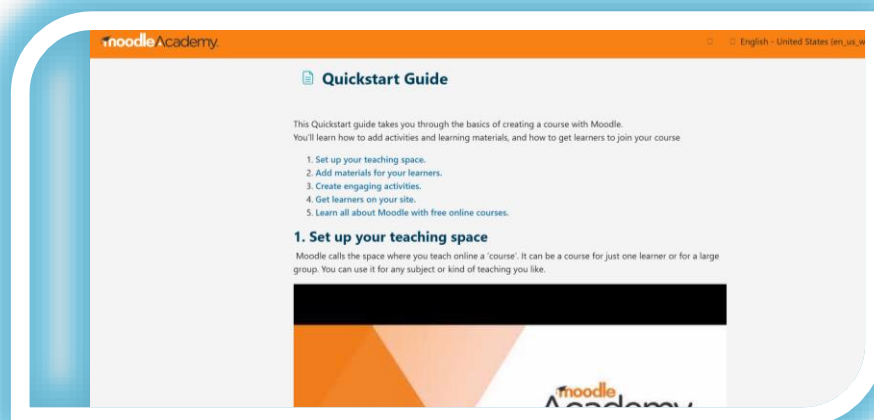


Figure 42

**INFORMATION:** You will have access to Moodle documentation and QuickStart guide when you login to Moodle LMS first time. Once a course is created, the videos and documents will disappear because you can now create documents, courses and enroll participants. It is no brainer, save everything before creating courses on your localhost.

You can also seize the opportunity to enroll yourself into Moodle Academy as beginner or intermediate student as shown below. Good luck!



Figure 43



Figure 44

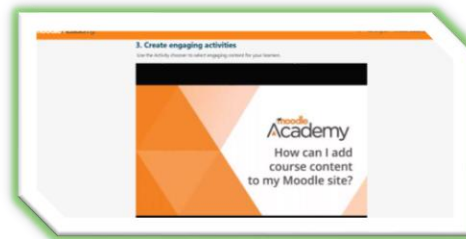


Figure 45



Figure 46

Above are five videos intended to take you through Moodle course creation, dragging and dropping files, and adding course content like quizzes, files, videos, assessments, etc. Furthermore, you learn how to add new users and enroll them into your course (s). It is advisable to save all the videos for future reference.



Figure 47

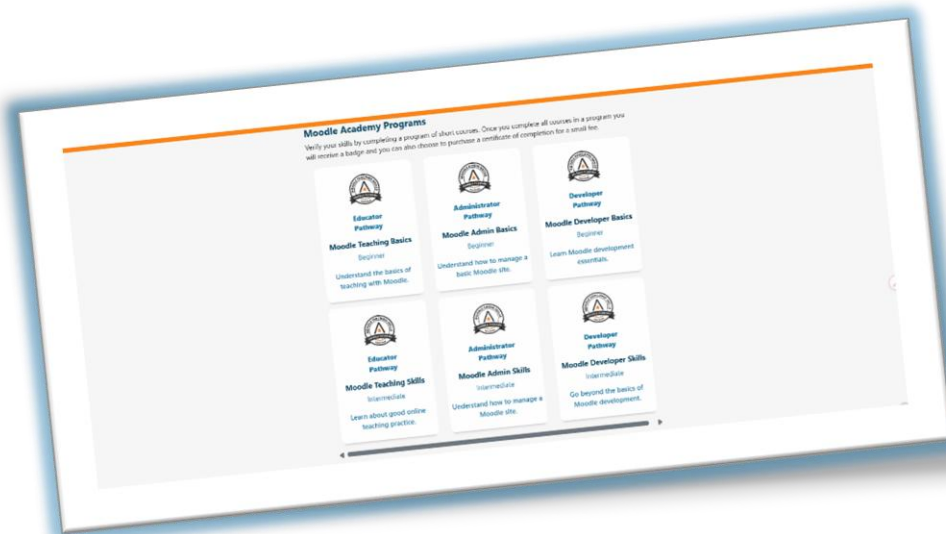


Figure 48

Figure 49

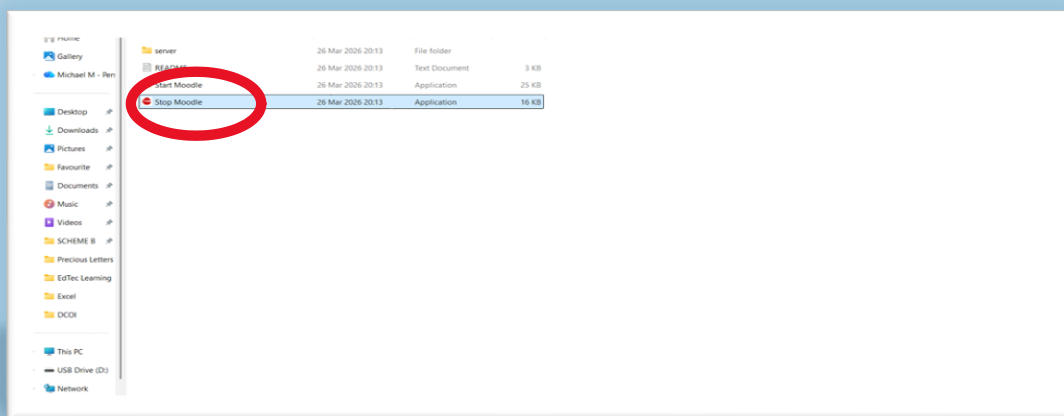


Figure 50

**Closing Moodle:** Click on Stop Moodle before closing your local host as you started Moodle before accessing your localhost, remember to go back to Stop Moodle before you log out of Moodle. Fair, isn't that so?

Let me not catch you skip the steps to **start or stop** Moodle LMS!

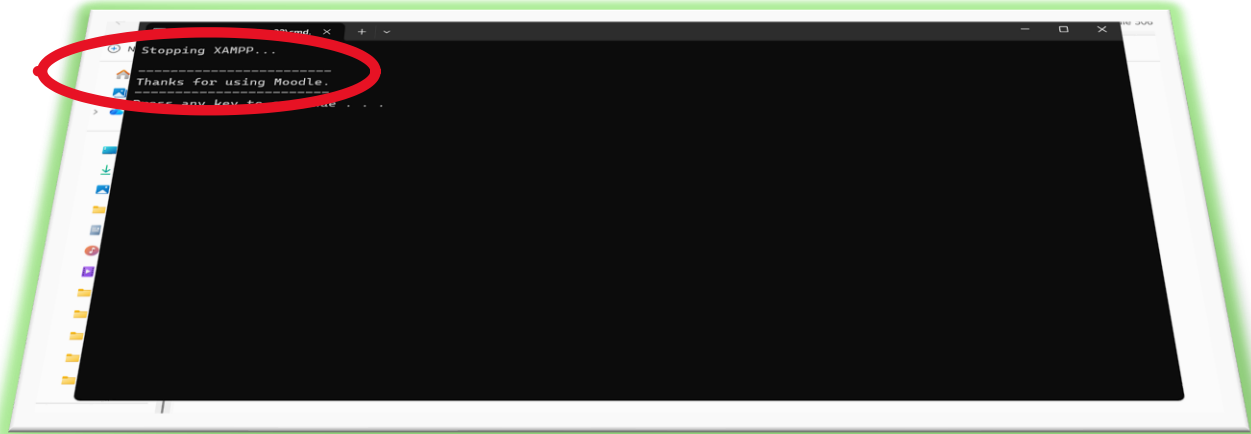


Figure 41

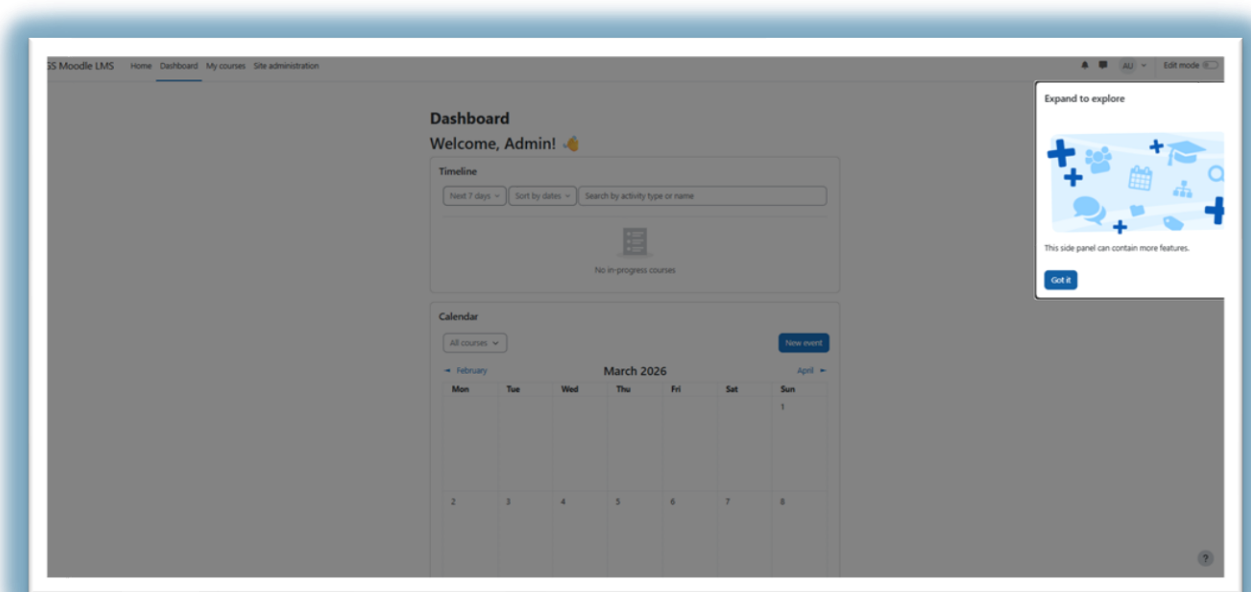


Figure 52

## HOW TO ACCESS THE LOCALHOST

Once the initial setup is finished, you don't need to install it again. To access it later:

1. Run **Start Moodle.exe** from your folder.
2. Go to `http://localhost` in your browser.
3. When finished, run **Stop Moodle.exe** to shut down the background services. (When you close the localhost)

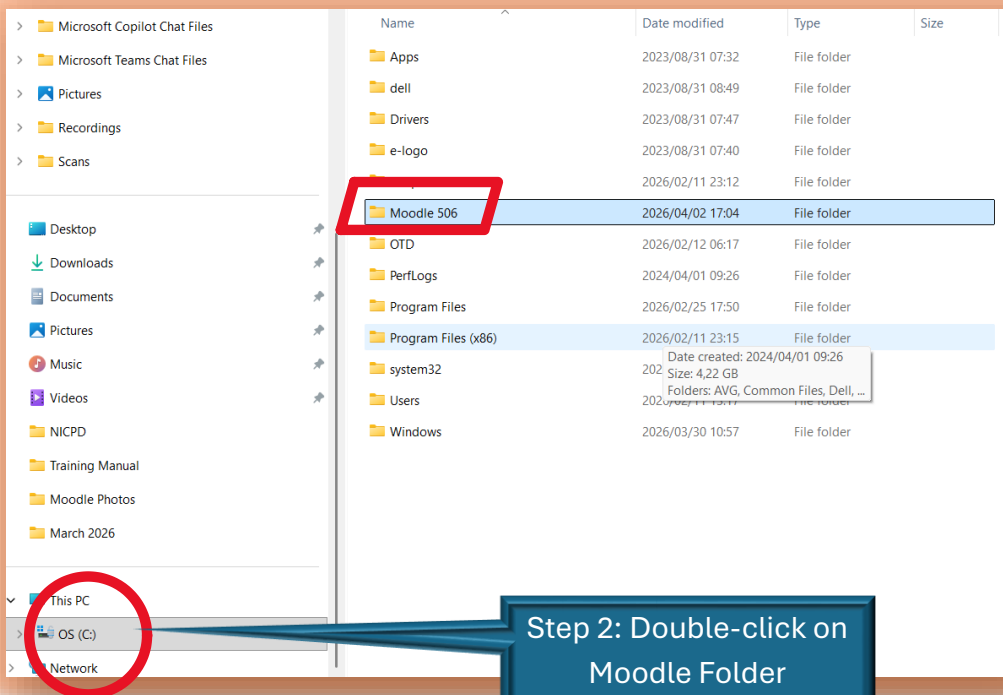


Figure 53

# CHAPTER 3

# ACCESSING THE LOCALHOST

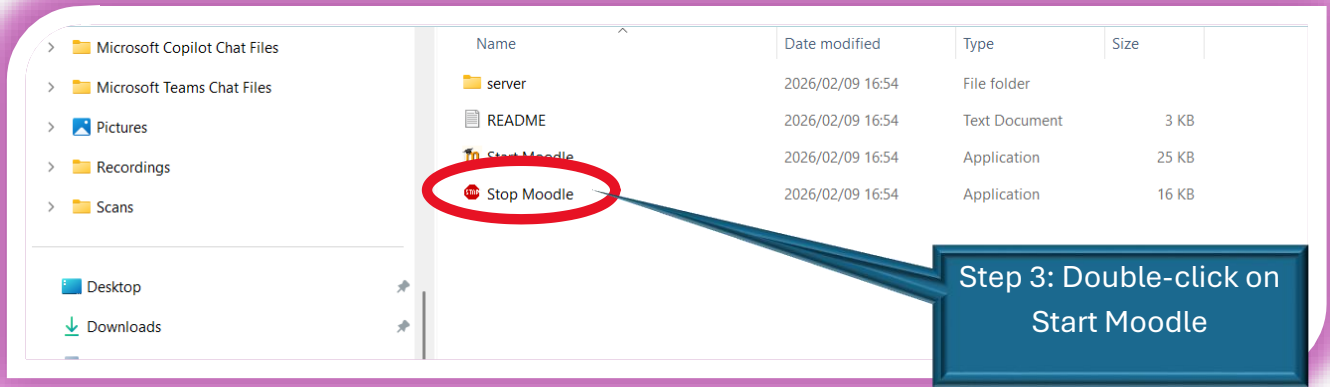


Figure 54

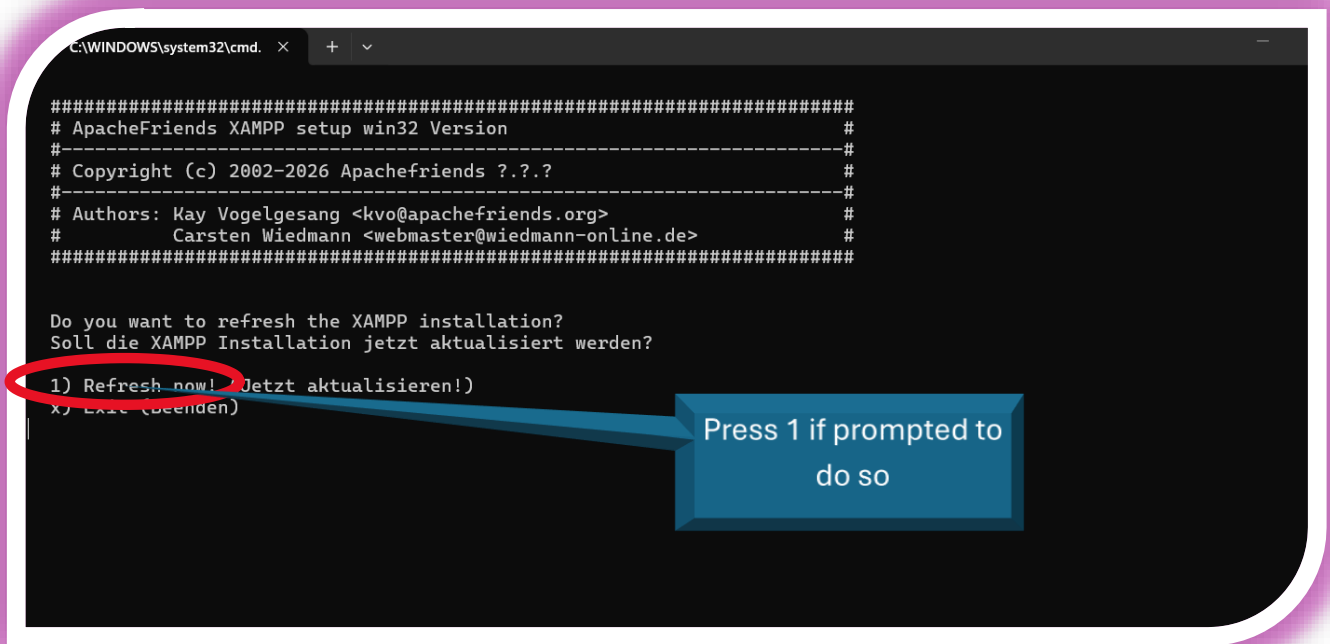


Figure 55

**INFORMATION:** Localhost is an offline Moodle LMS installed on your device. You do not need Internet connectivity to access and use the offline version of Moodle. You need to remember your Username and Password to access the Moodle LMS on your device. To do so, click on your **C:/** first, go to the folder with your Moodle 5.0. Start Moodle. Wait until you see APACHE and MYSQL running in a black screen. Minimize the black screen. Open your Internet browser and type localhost into the address bar, then press Enter. Log in to your Moodle LMS.

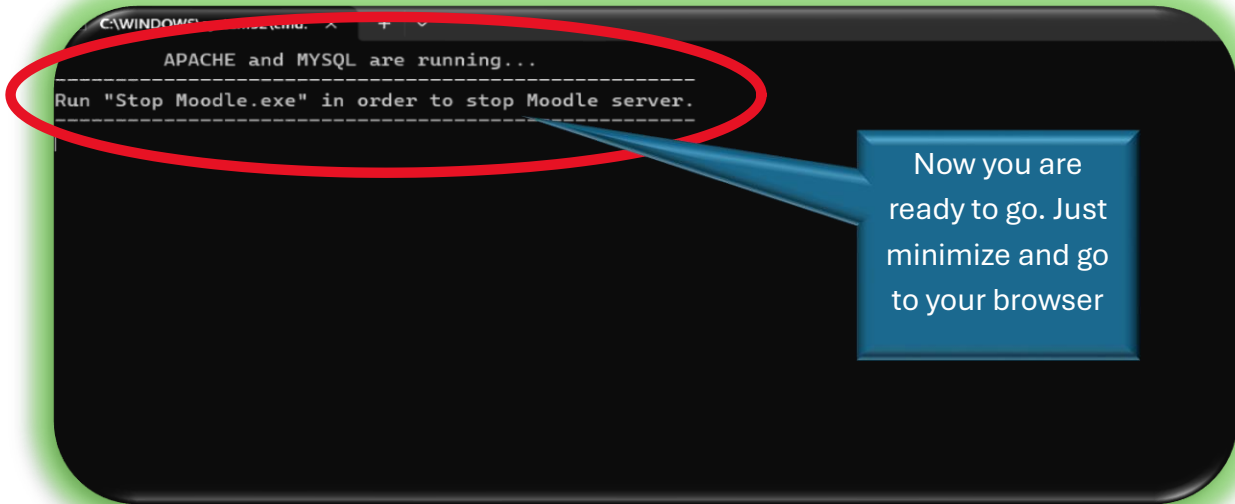


Figure 56

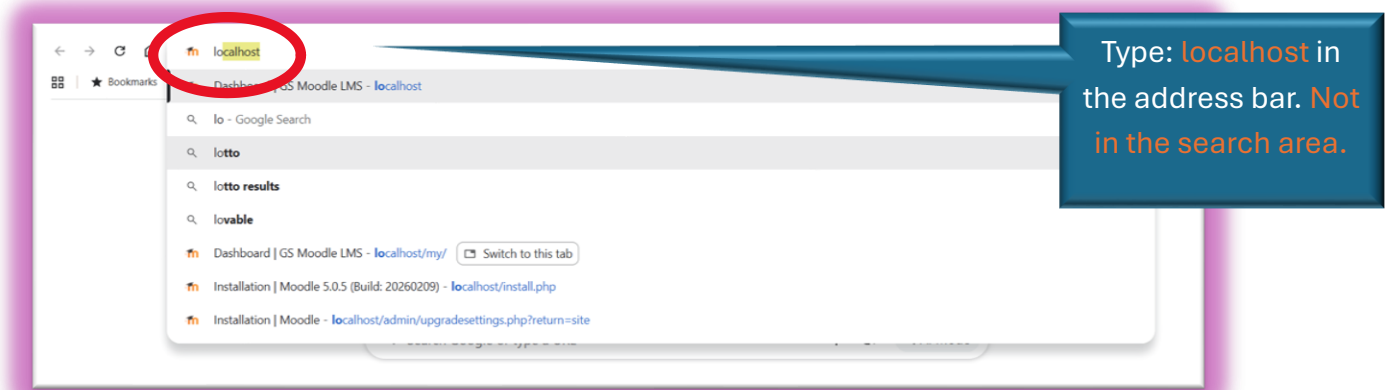


Figure 57

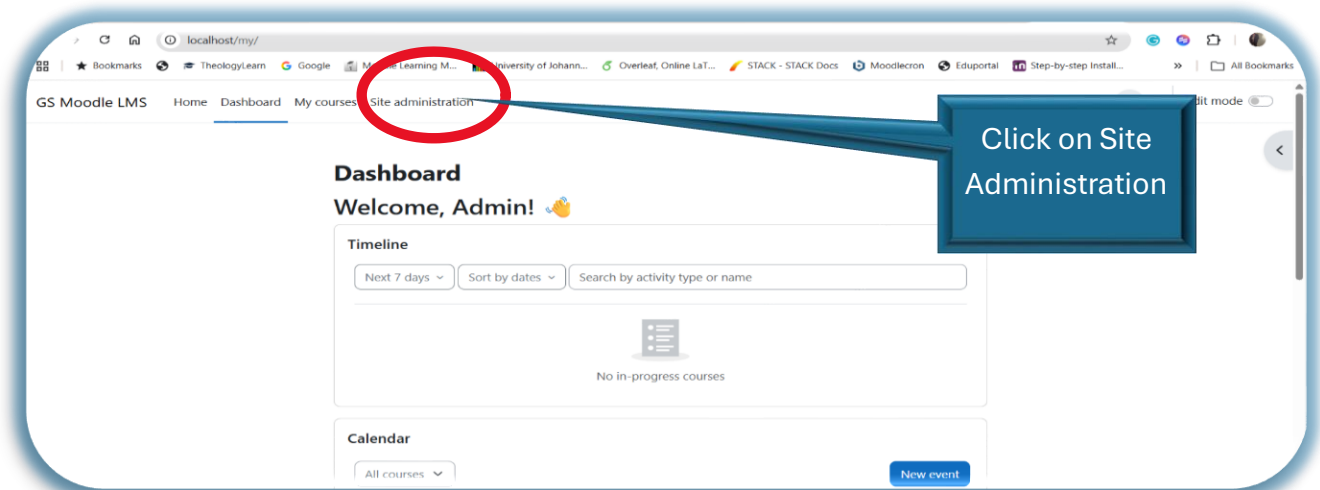


Figure 58

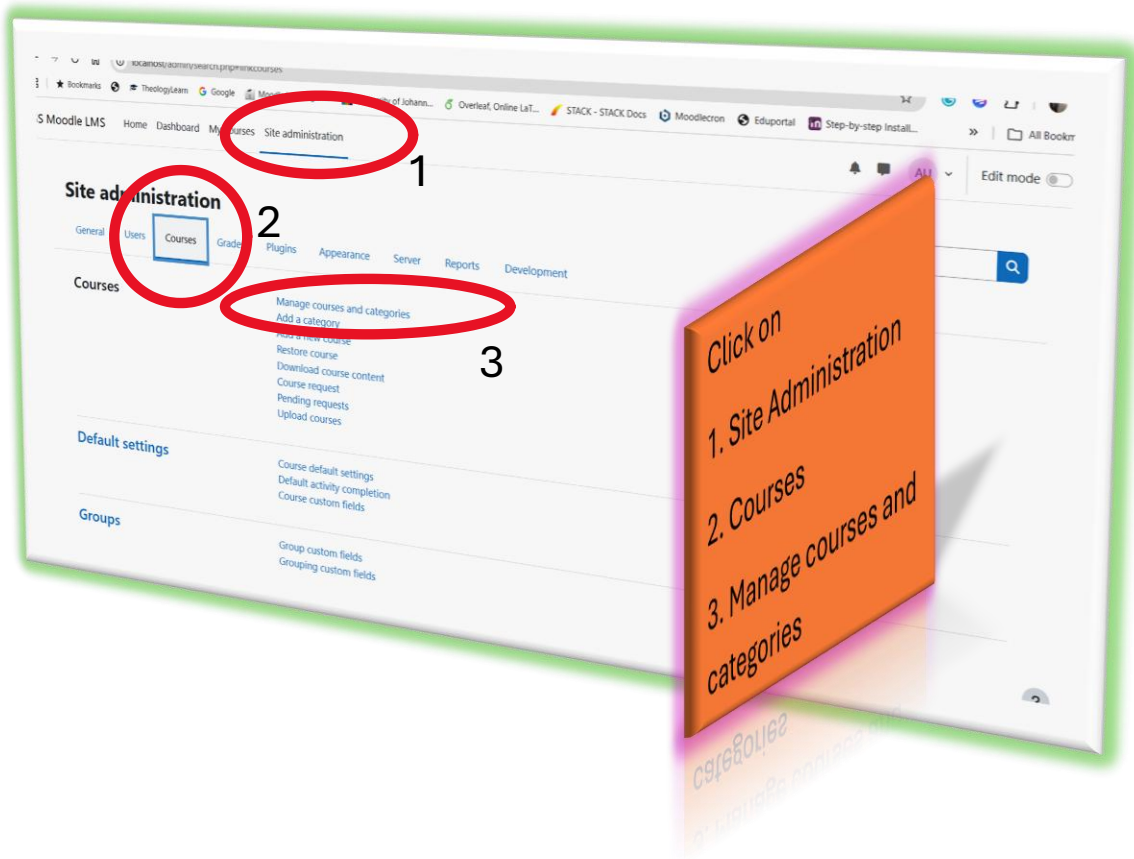


Figure 59

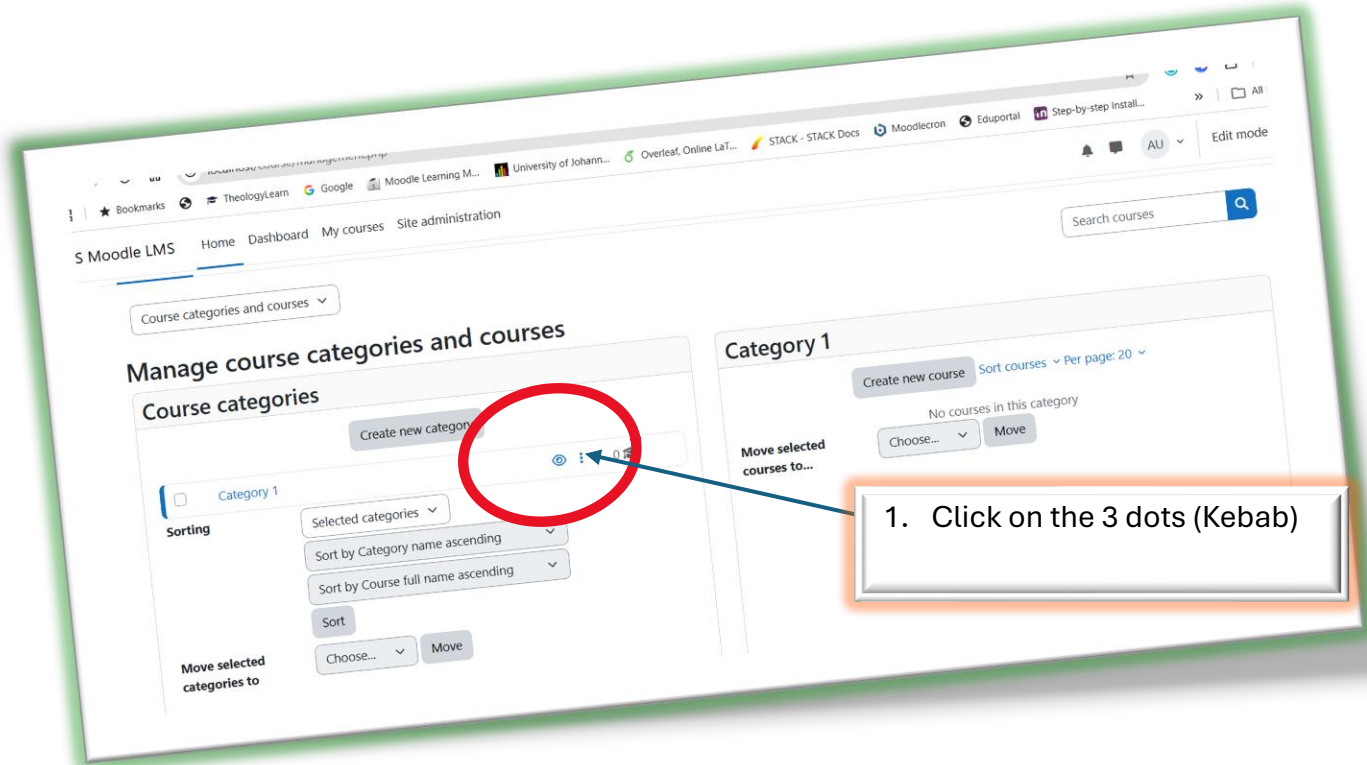


Figure 60

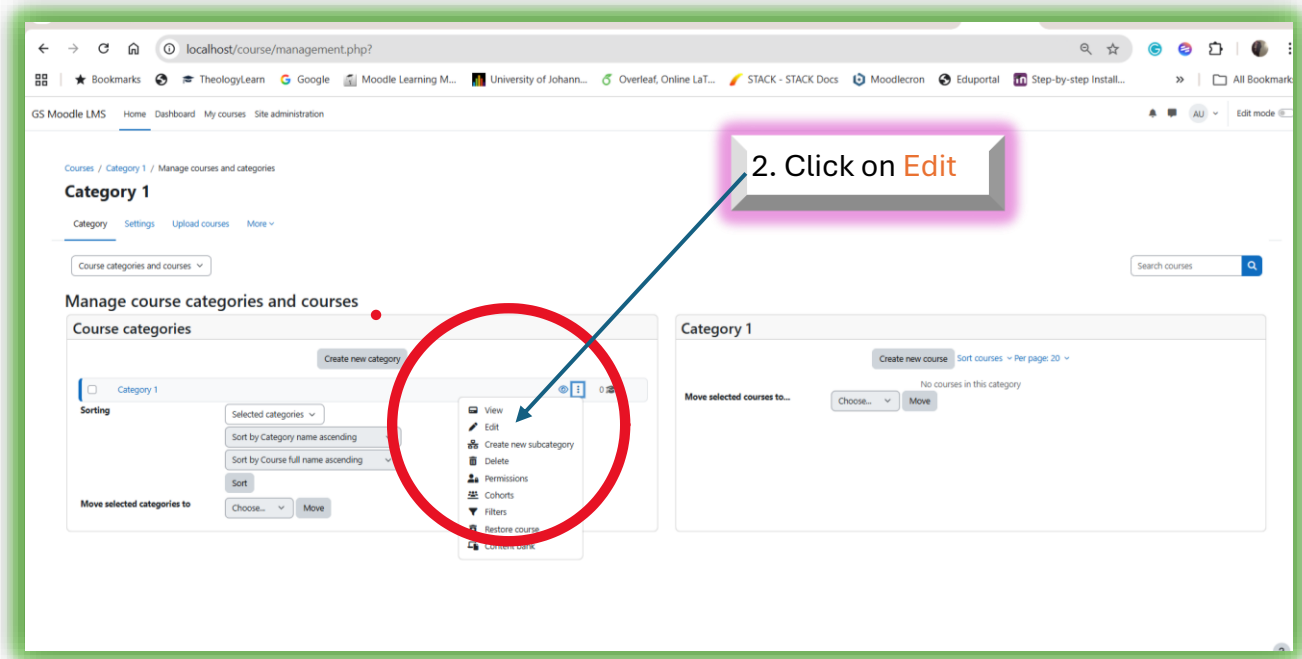


Figure 61

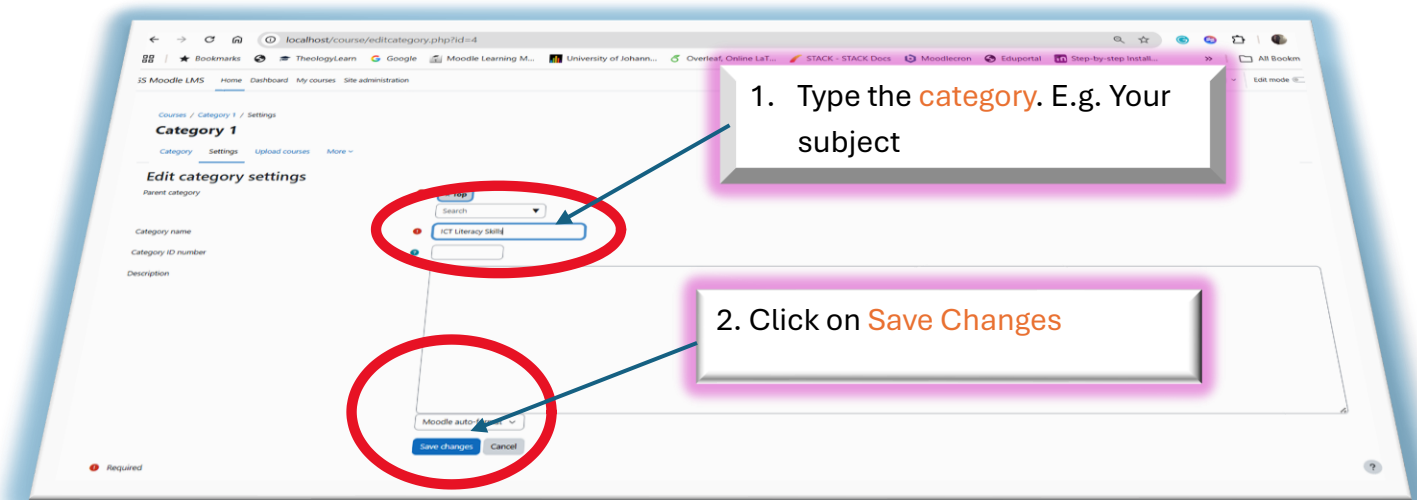


Figure 62

In Moodle, a **Category** is essentially a "folder" or an organizational container used to group and manage courses. Think of it like the structure of a library or a school: the **Category** is the "Department" or "Subject Area".

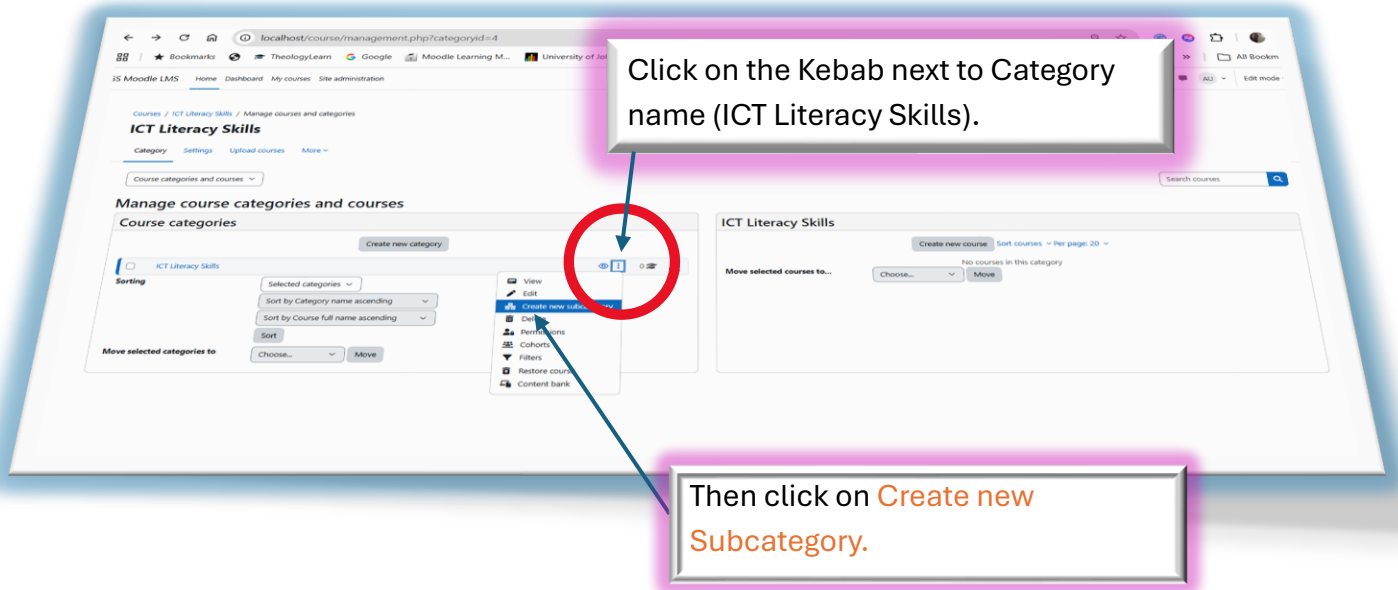


Figure 63

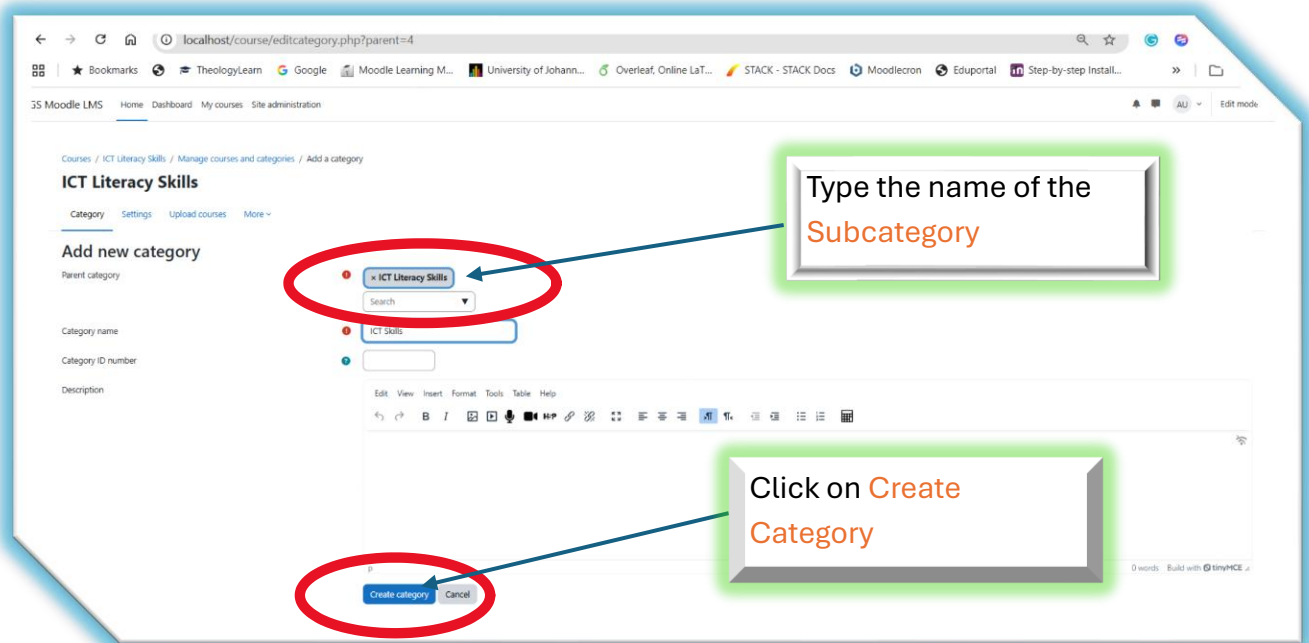


Figure 64

Categories allow administrators to perform actions on multiple courses at once, such as hiding an entire department's courses from students during a holiday break.

**Main Category:** *Natural Sciences*

- **Sub-category:** *Physics*
- **Sub-category:** *Chemistry*

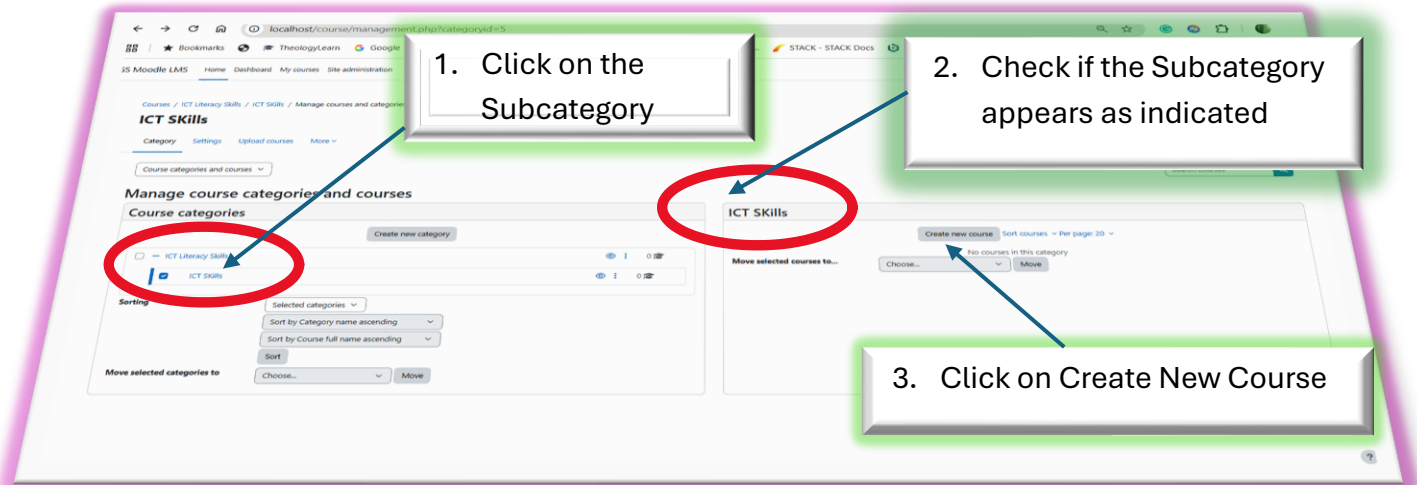


Figure 65

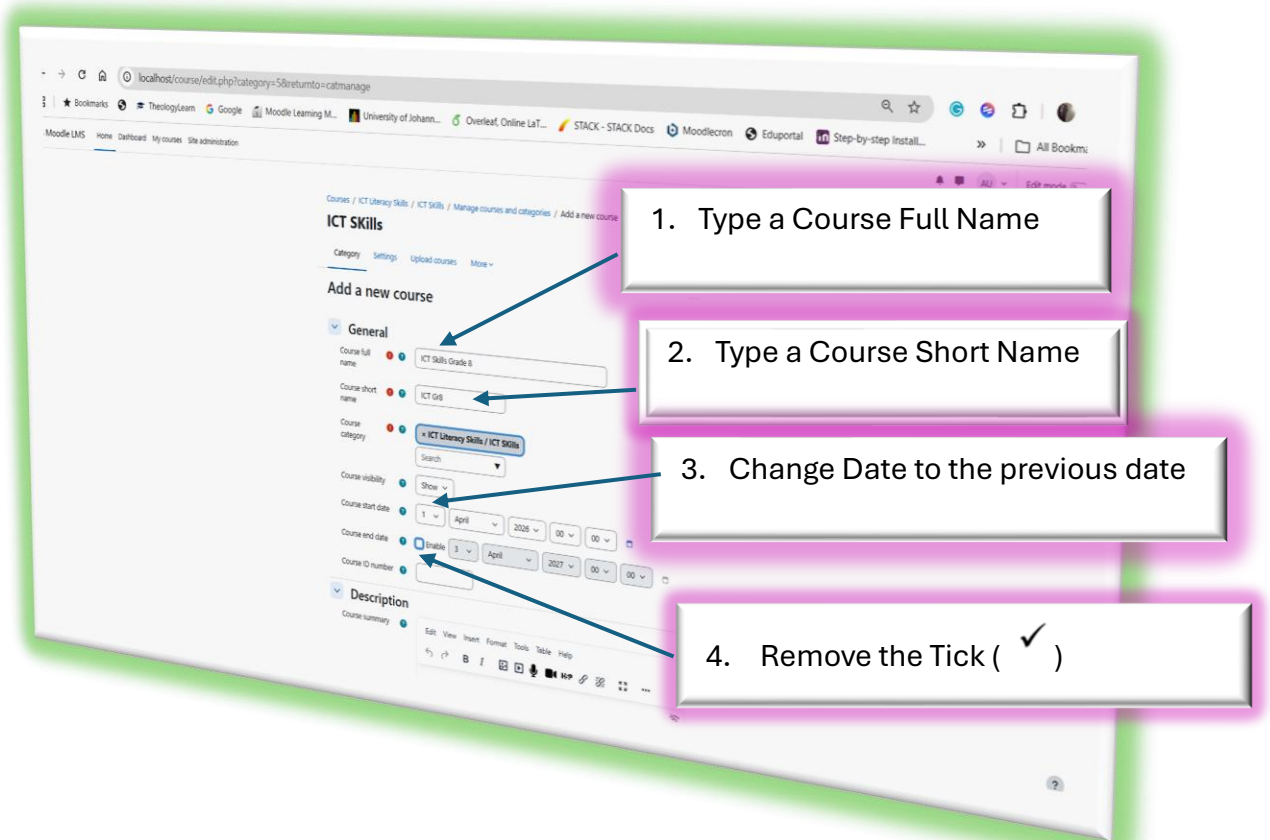


Figure 66

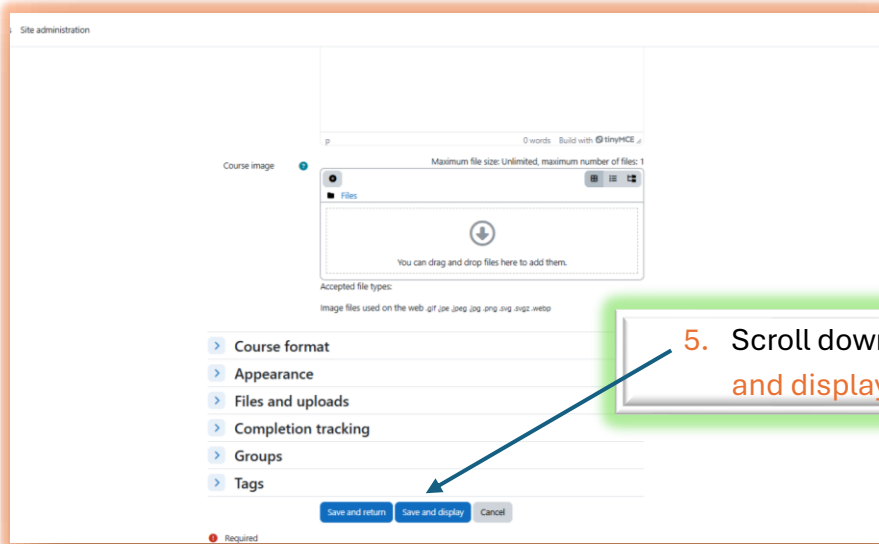


Figure 67

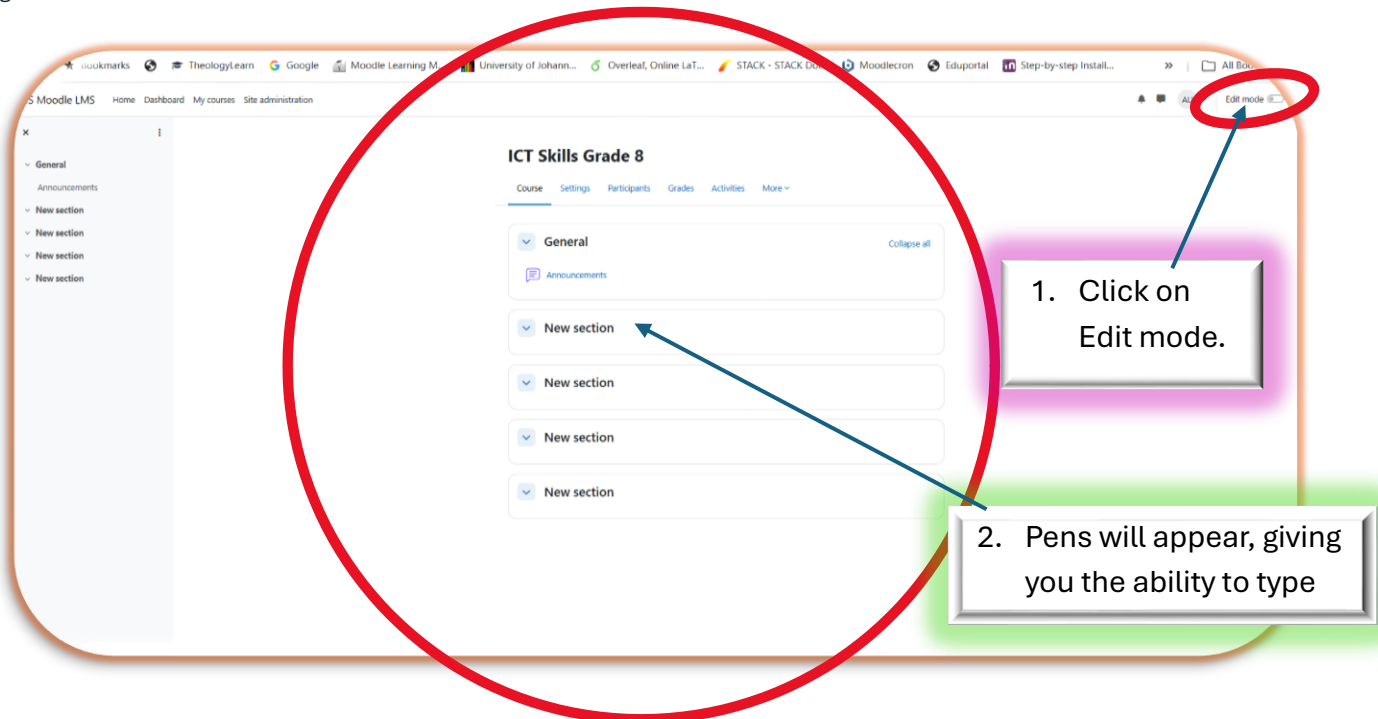


Figure 68

In the latest versions of Moodle, the button has been moved to a very prominent location:

- Look at the **top right corner** of your screen, next to your profile picture.
- You will see a toggle switch labeled **Edit mode**.
- **Click the toggle** to turn it on (it usually turns blue or purple when active).

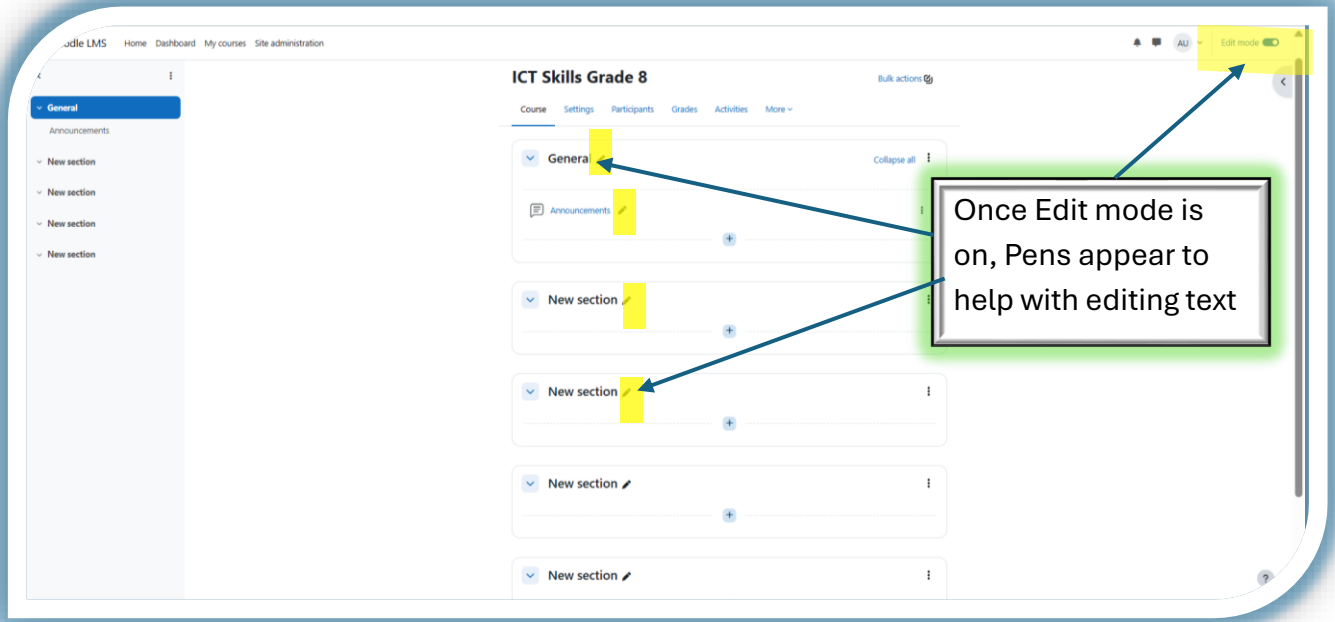


Figure 69

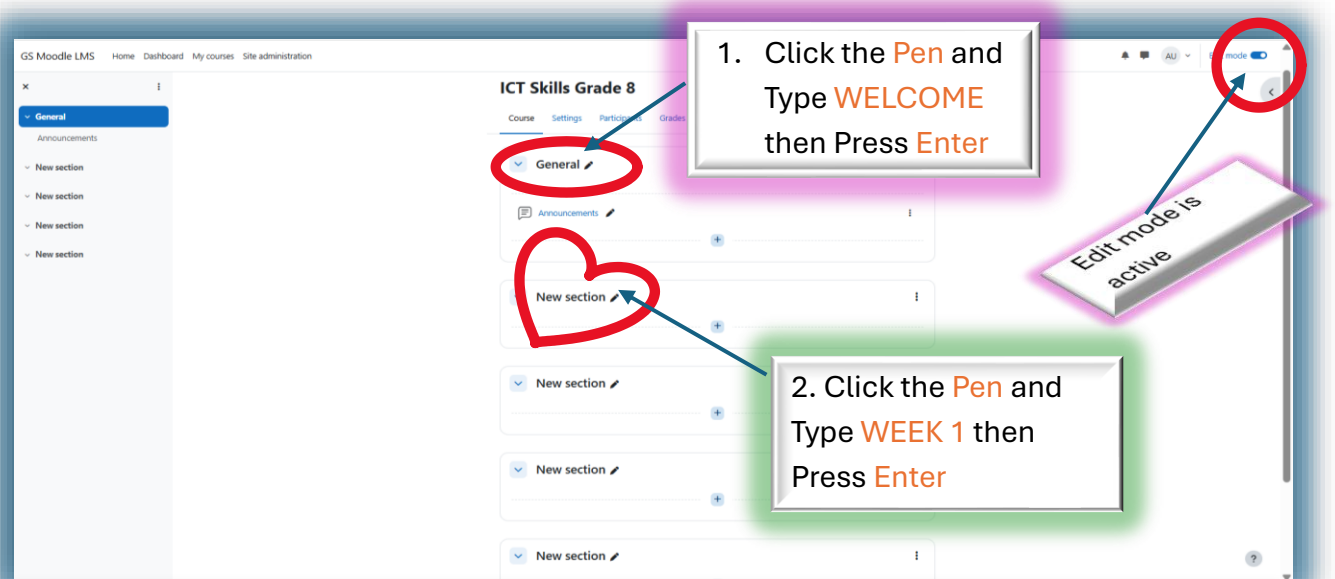


Figure 70

Once Edit Mode is active, the interface will change visually:

- **Icons appear:** You will see small pencil icons next to activity names (for quick renaming). **Move handles:** Crosshair icons will appear to the left of activities, allowing you to drag and drop them to reorder.
- **"Add an activity or resource":** This link will appear at the bottom of every topic or section. **Edit menus:** A dropdown menu labeled "Edit" will appear to the right of every item, allowing you to hide, duplicate, or delete content.

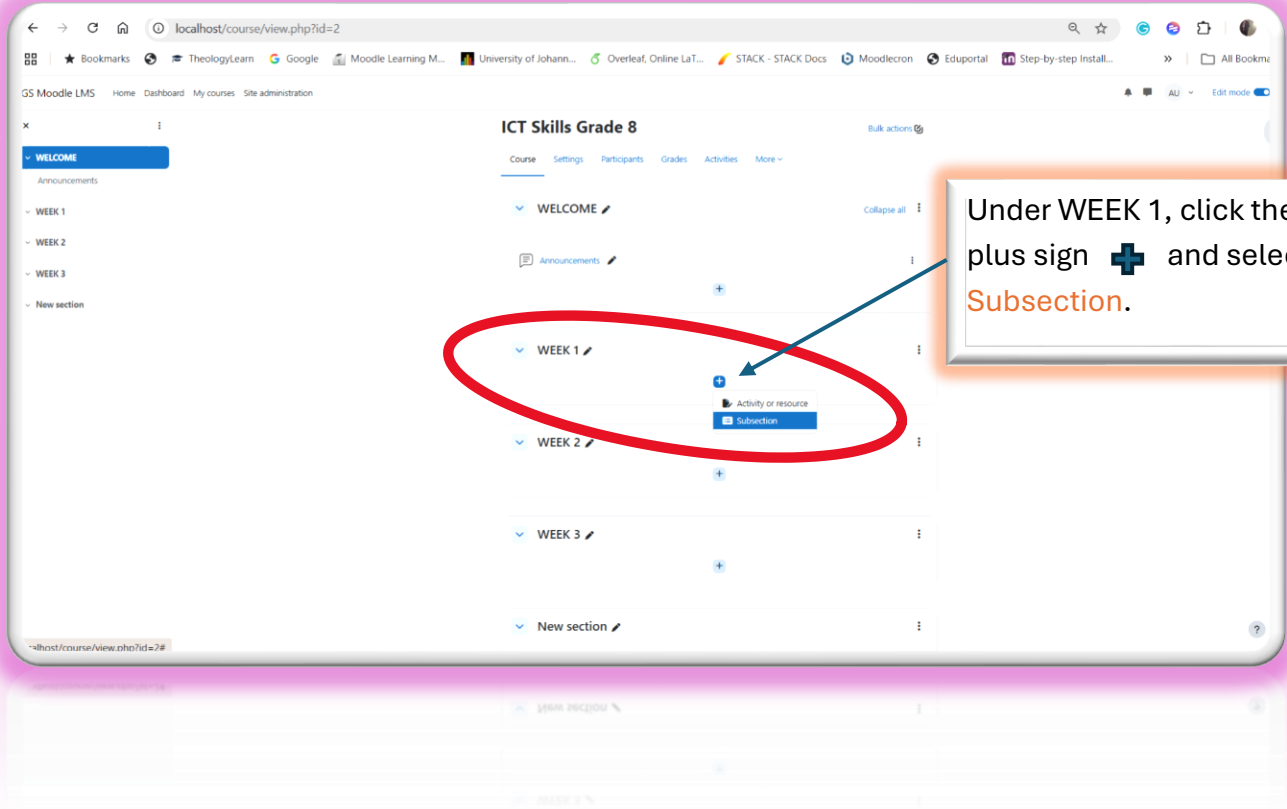


Figure 71

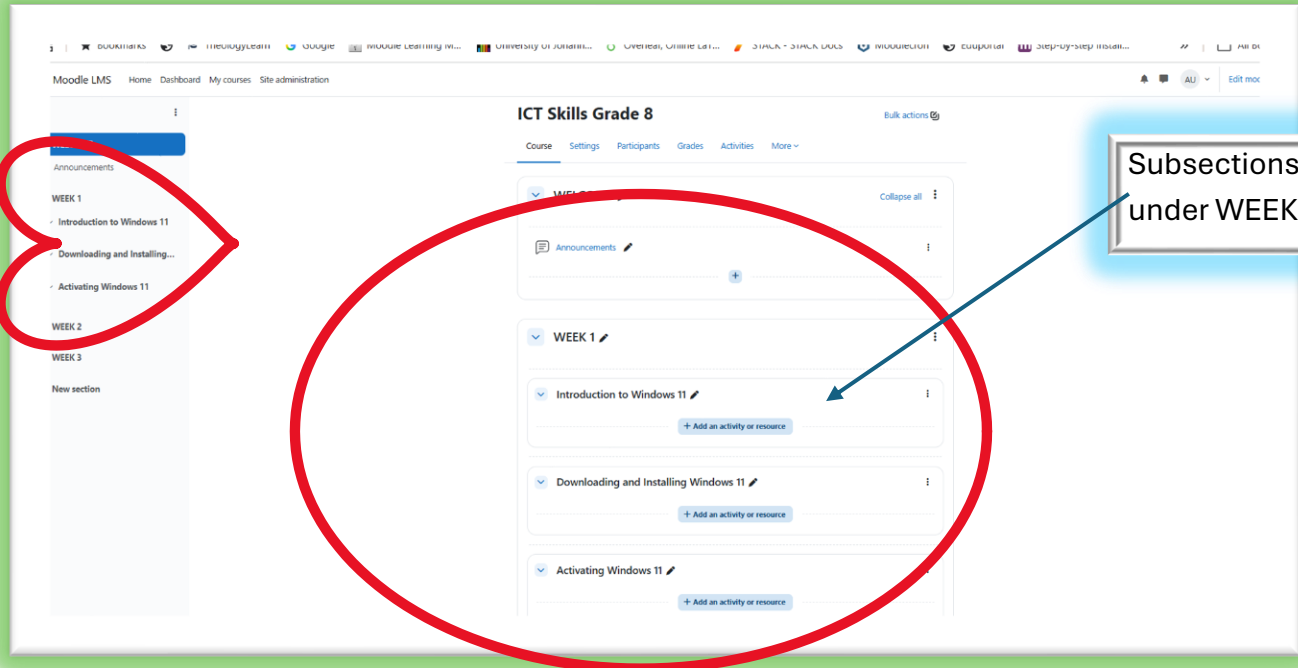


Figure 72

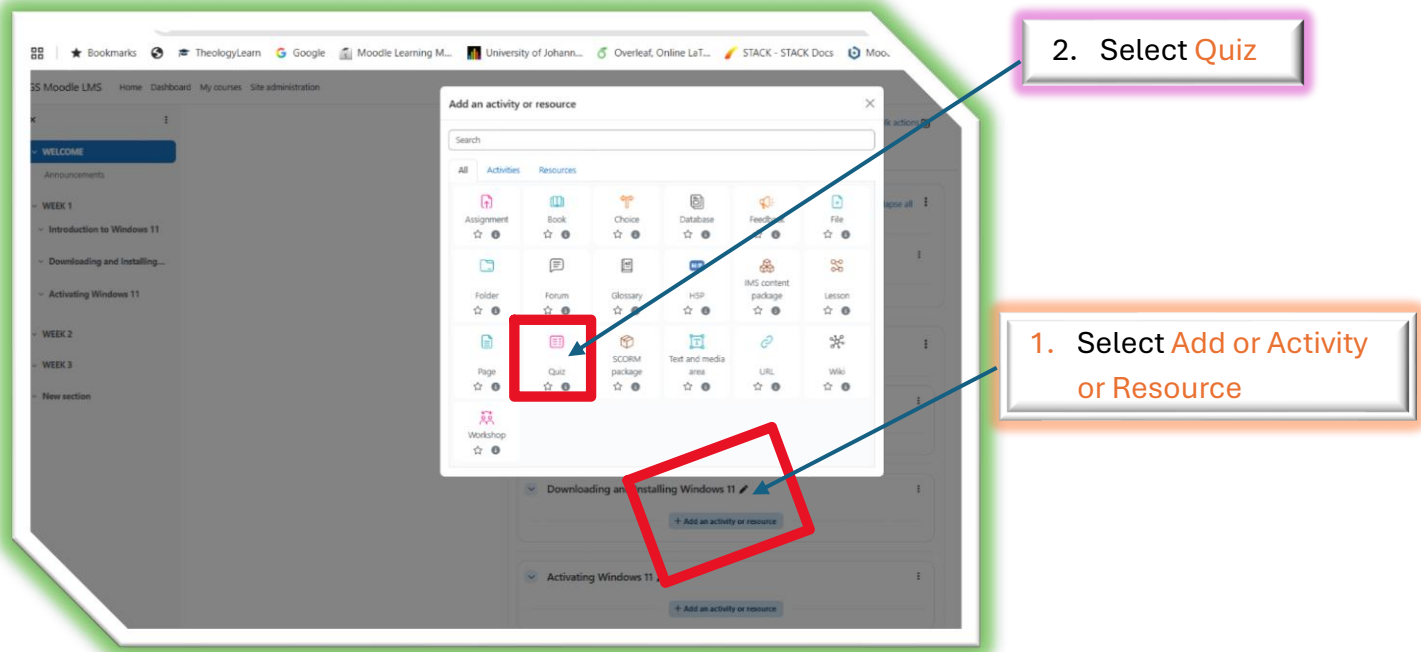


Figure 73

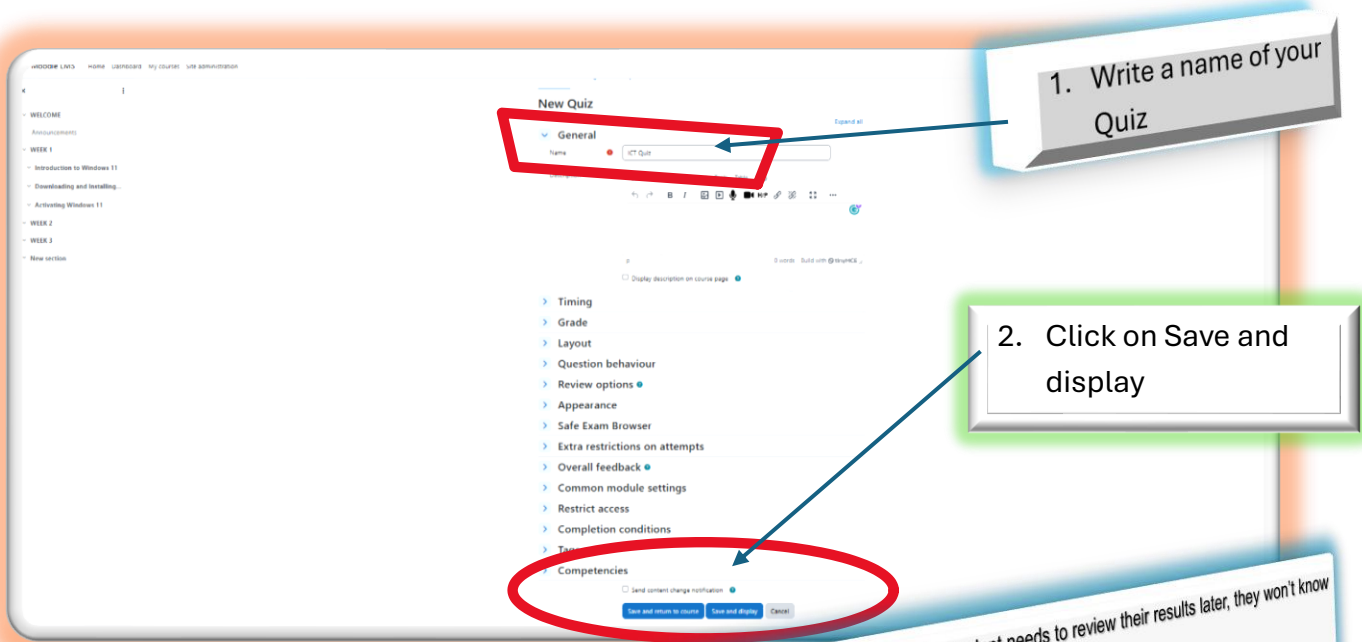


Figure 74

**Keep it Descriptive:** Avoid generic names like "Quiz 1" or "Test." If a student needs to review their results later, they won't know which topic "Quiz 1" covered.

A clear name should tell the learner exactly what the quiz covers and where it fits in the sequence. Use this structure:

**[Topic Number/Module] - [Subject] - [Assessment Type]**

- Example: Topic 1: Introduction to Coding - Self-Assessment Quiz
- Example: Module 3: ICT Framework - Final Summative Assessment

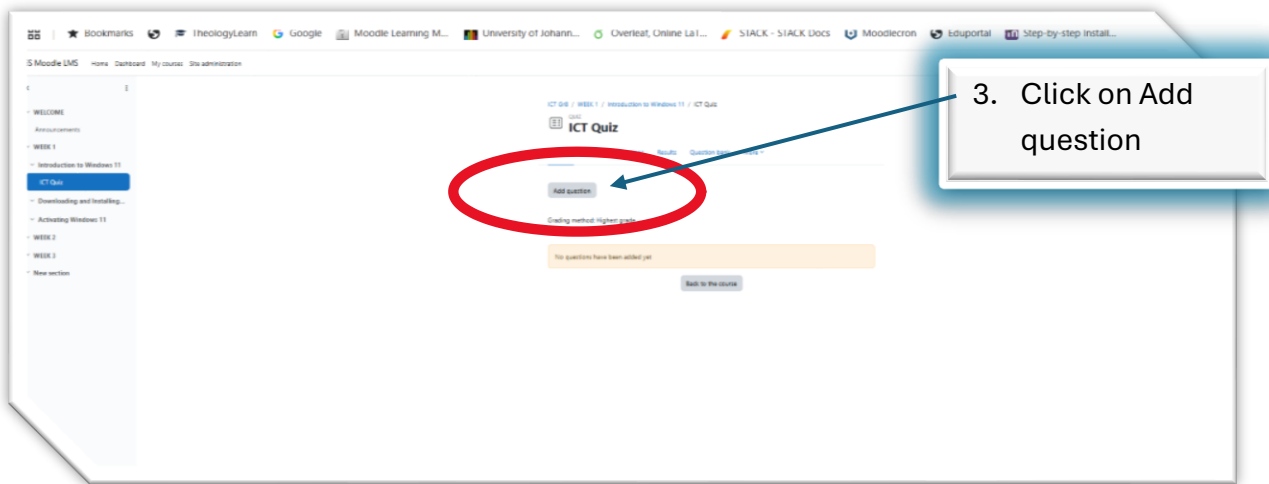


Figure 75

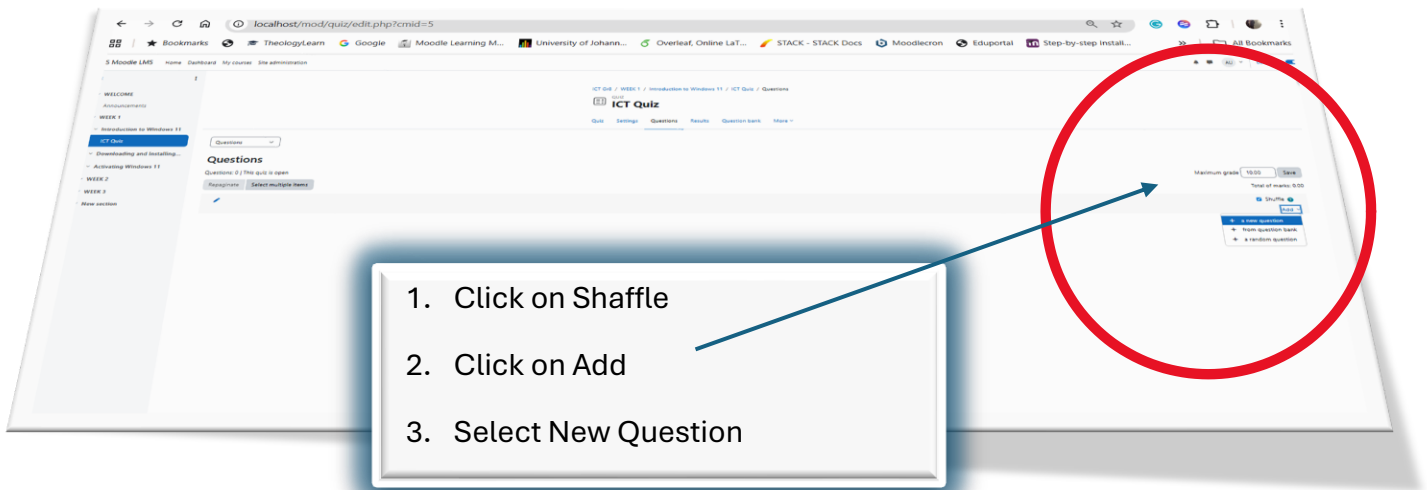


Figure 76

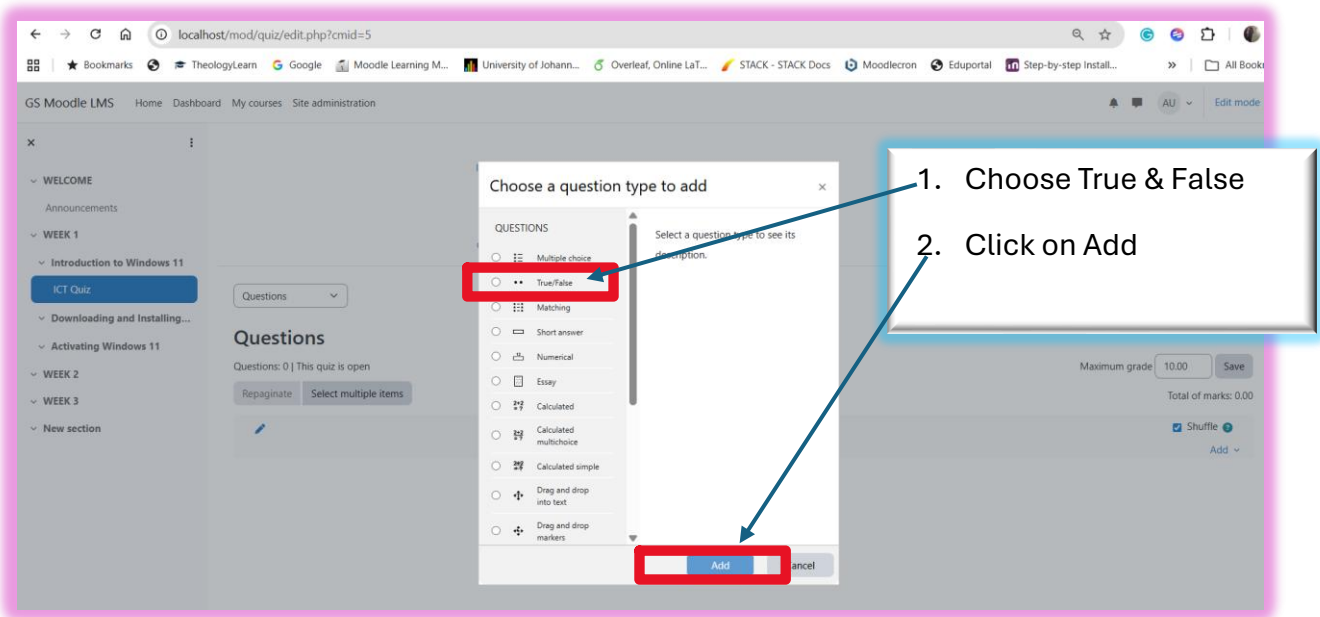


Figure 77

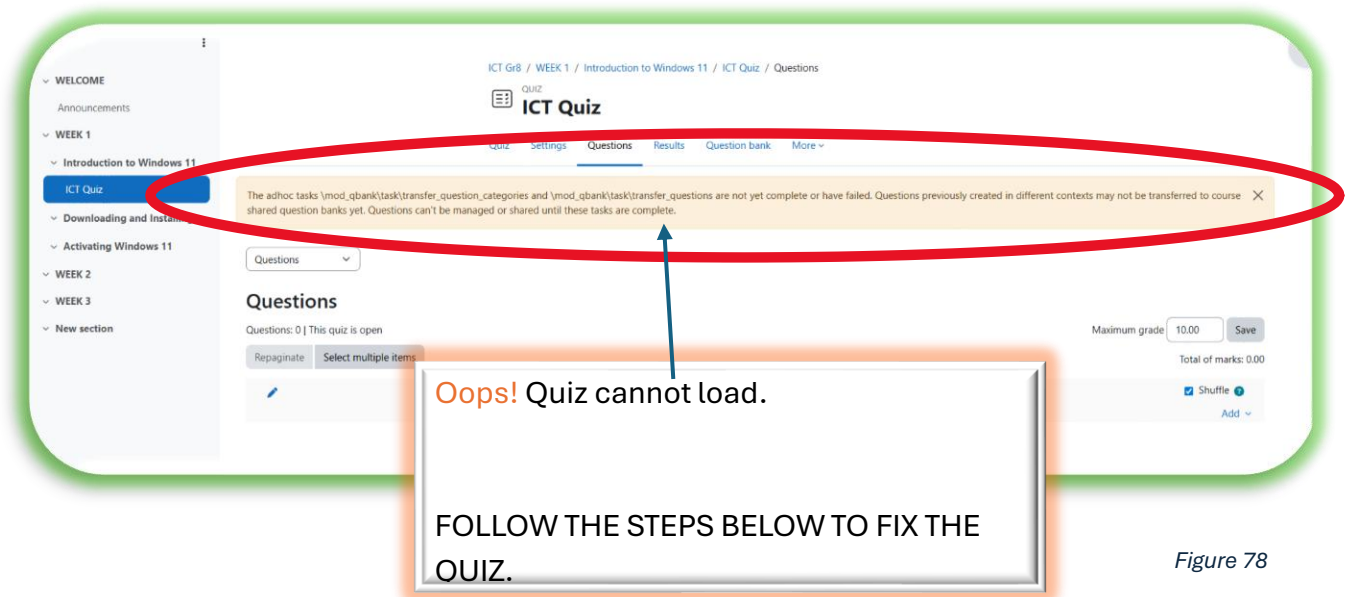


Figure 78

To fix the quiz, please follow the steps outlined below carefully. Make sure not to skip any steps, as following them in order is essential for resolving the issue. After you complete these steps, the quiz should function correctly. You can return to localhost, navigate to "My Courses," and open your quiz. The error will be resolved once you have gone through all the steps provided below.

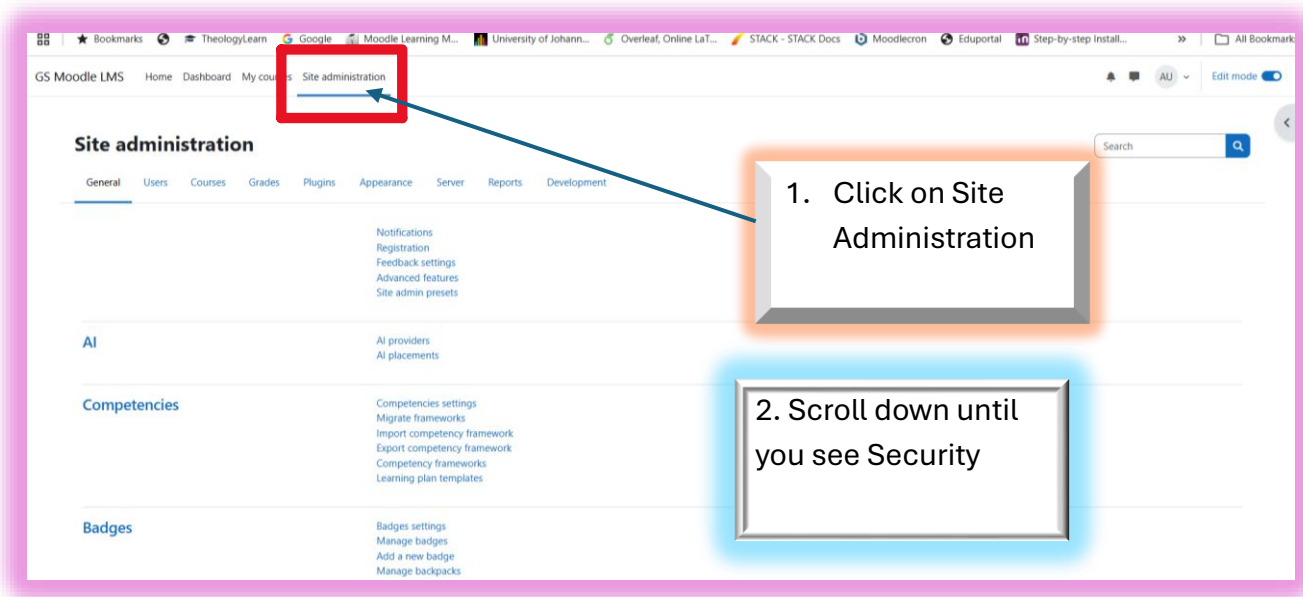


Figure 79

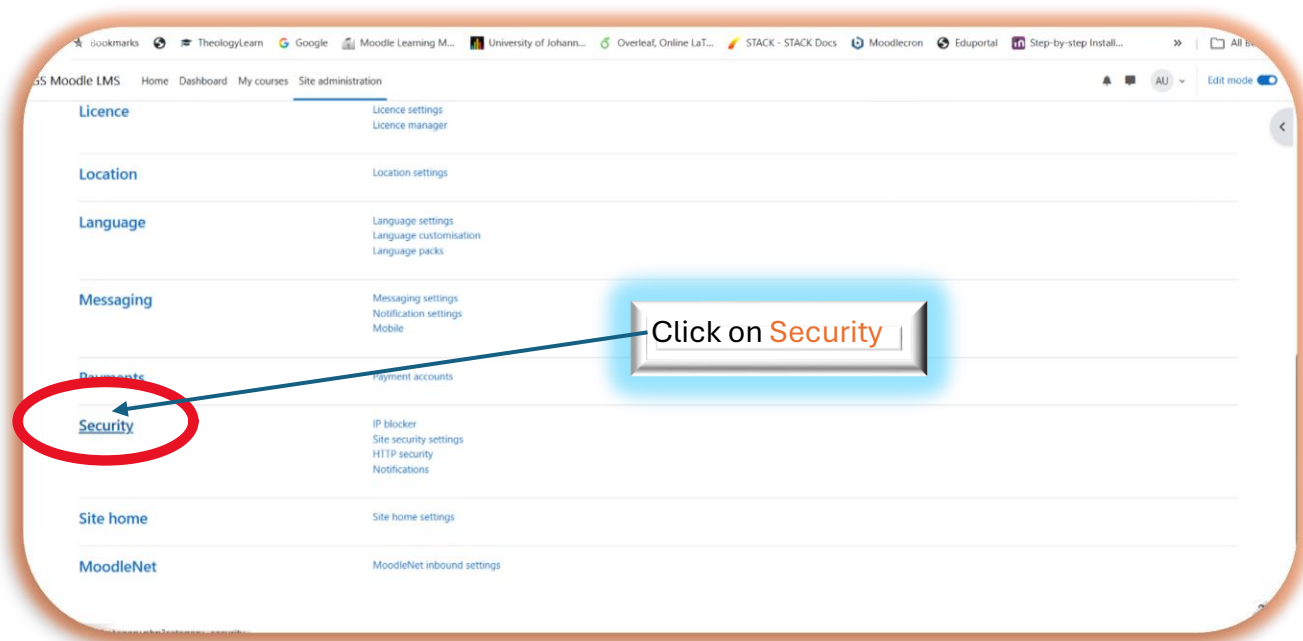


Figure 80

To ensure that you are in the correct section, please scroll down the page. Once you locate the option for "**Cron Execution via Command Line**," you will need to uncheck the box next to it. This action will disable the feature, so make sure to save your changes after making this adjustment. If you have any questions or need further assistance, feel free to ask!

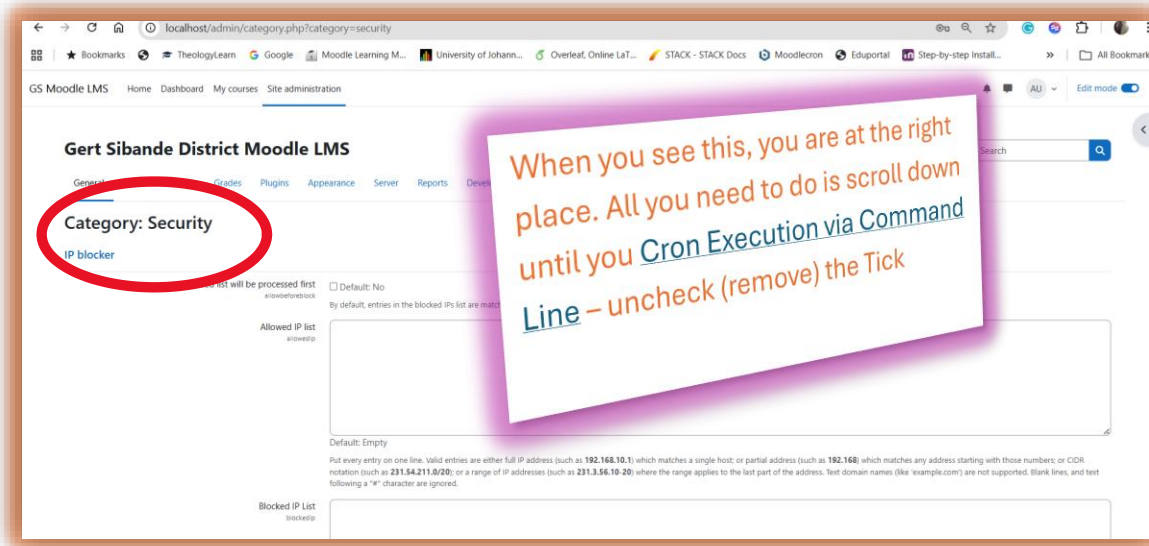


Figure 81

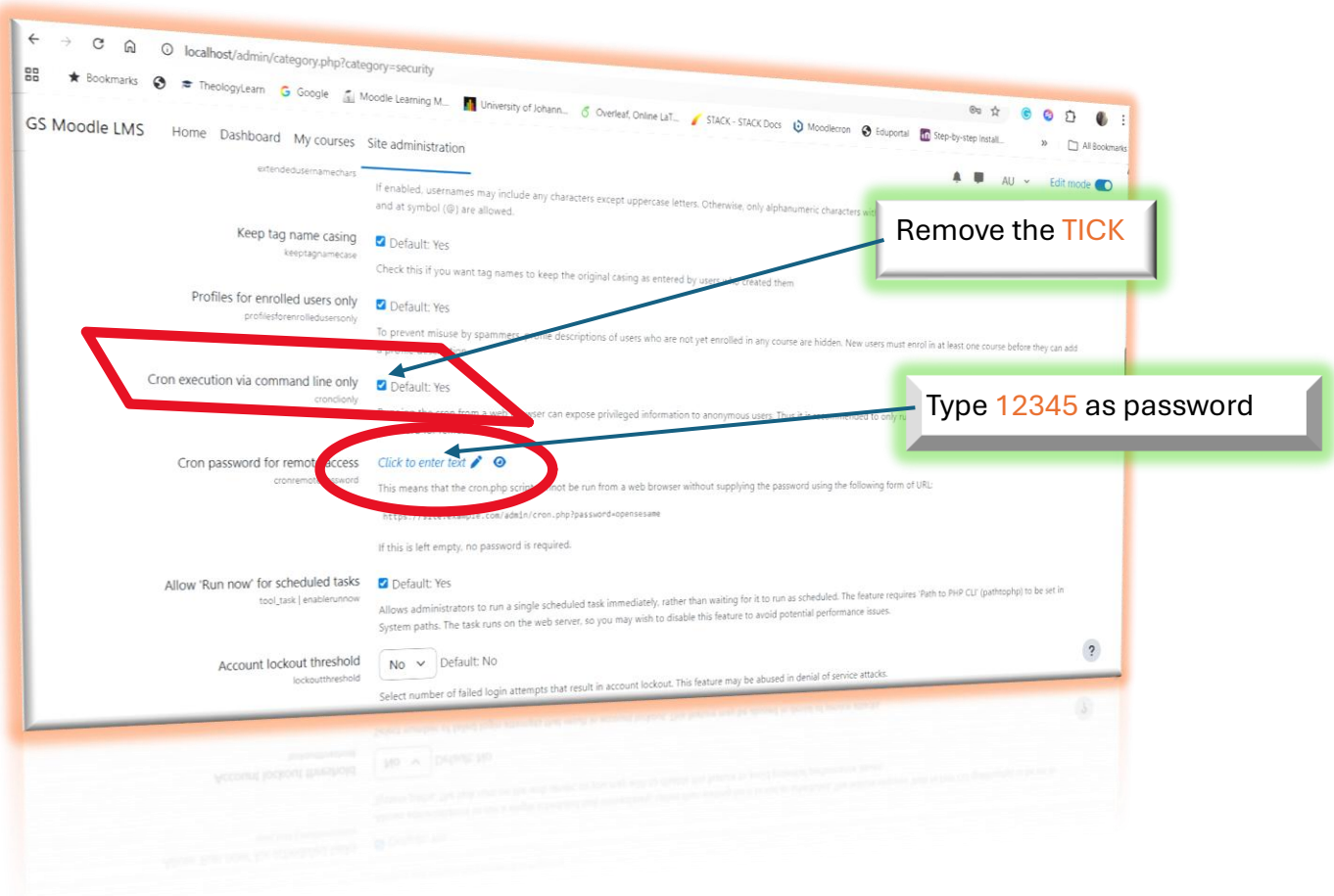


Figure 82

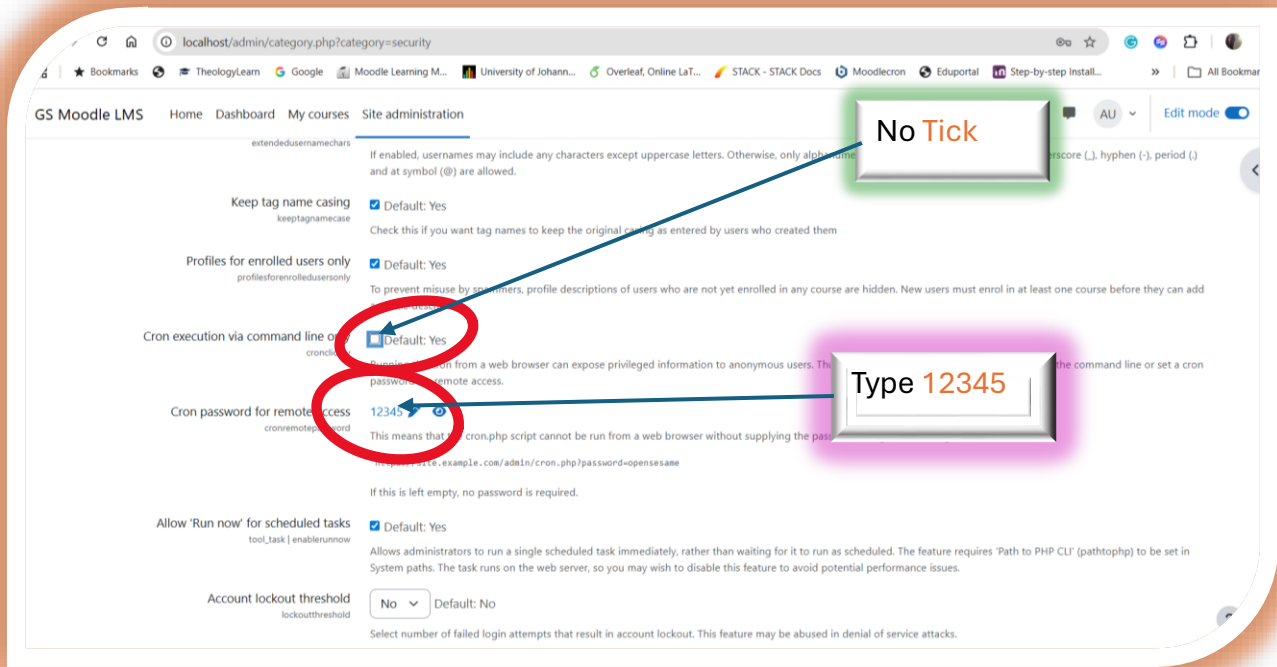


Figure 83

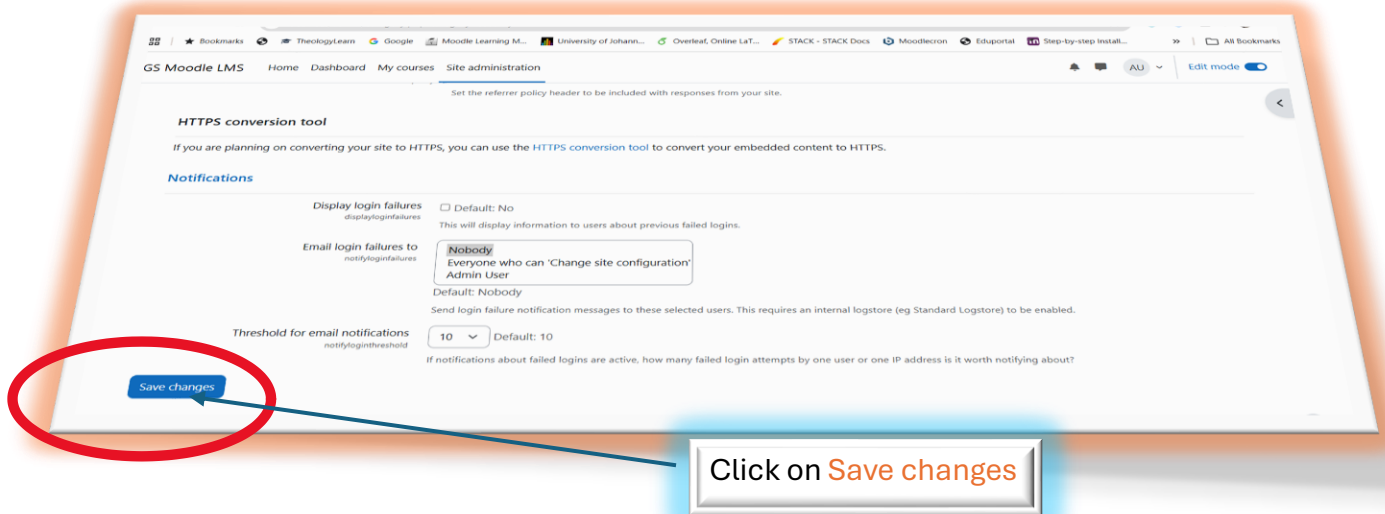
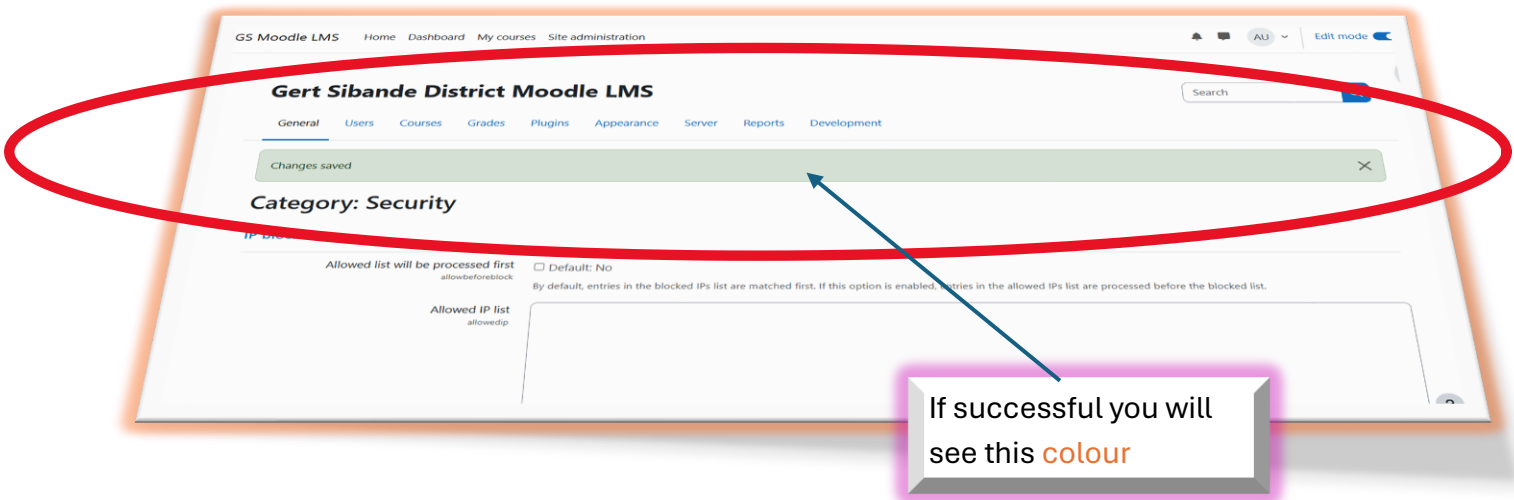


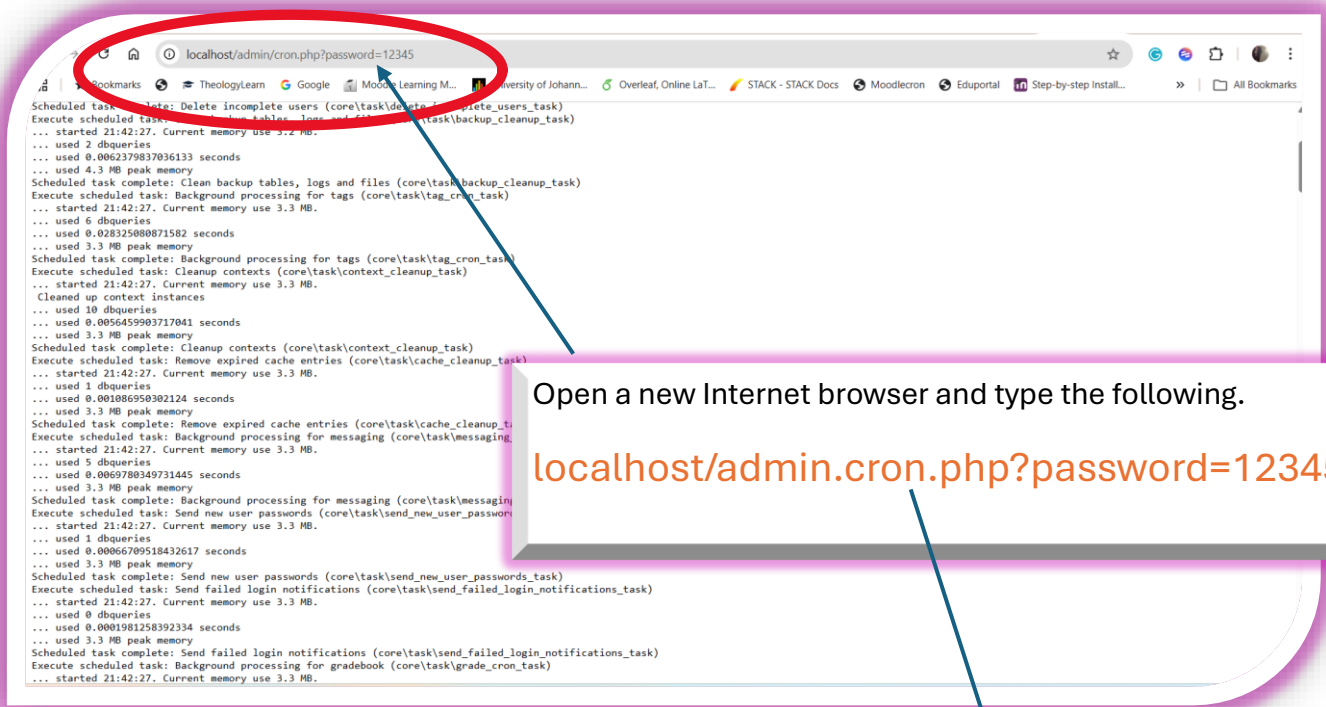
Figure 84

After completing the necessary steps to resolve the error, you should notice a light green status bar appearing on your screen. This bar indicates that the error has been successfully repaired. Next, you will want to open a new web browser tab. In the address bar of this new tab, carefully enter the following URL: `localhost/admin.cron.php?password=12345`. It's crucial that you type the URL exactly as provided to ensure it works correctly. Double-check for any typos or errors in the input before pressing Enter. This will lead you to the desired page where you can proceed with the next steps.



If successful you will see this colour

Figure 85



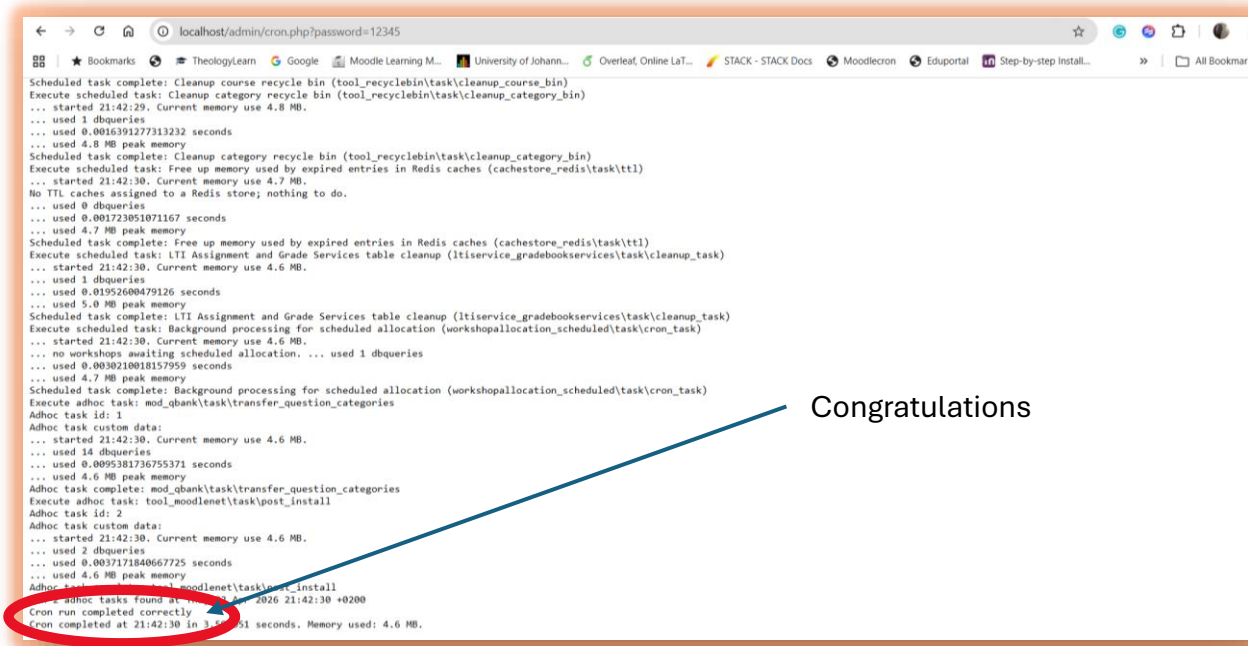
Open a new Internet browser and type the following.  
localhost/admin/cron.php?password=12345

Figure 86

localhost/admin/cron.php?password=12345

NOTE: Scroll till the last two rows. Check if it says.

Cron run completed successfully.



Congratulations

Figure 87

Once you are done with the steps to fix the error, go back to the localhost, log in, and click on My courses. Click on your course or one of our courses to start working on the quiz. By now, the error should be gone. If you still experience challenges, repeat the above steps to have the error sorted out. You can now continue with Chapter 4 to learn more about quizzes.

### What is a Quiz?

In Moodle, a **Quiz** is an interactive activity designed to assess learner knowledge, provide instant feedback, and track academic progress. Unlike a static paper test, a Moodle quiz is a dynamic "engine" that can automatically grade responses, randomize questions to prevent cheating, and adapt to each student's performance.

### The Two-Part Structure

Every Moodle quiz consists of two distinct components that work together:

- **The Quiz Activity (The Container):** This is where you set the "rules" of the exam. You decide when the quiz opens and closes, how much time a student has (e.g., 30 minutes), and how many attempts they are allowed.
- **The Question Bank (The Content):** This is a private database where you store your questions. Questions are kept separate from the quiz itself so you can reuse them in different tests or share them with other teachers in your district.

## CHAPTER 4

## MOODLE QUIZZES

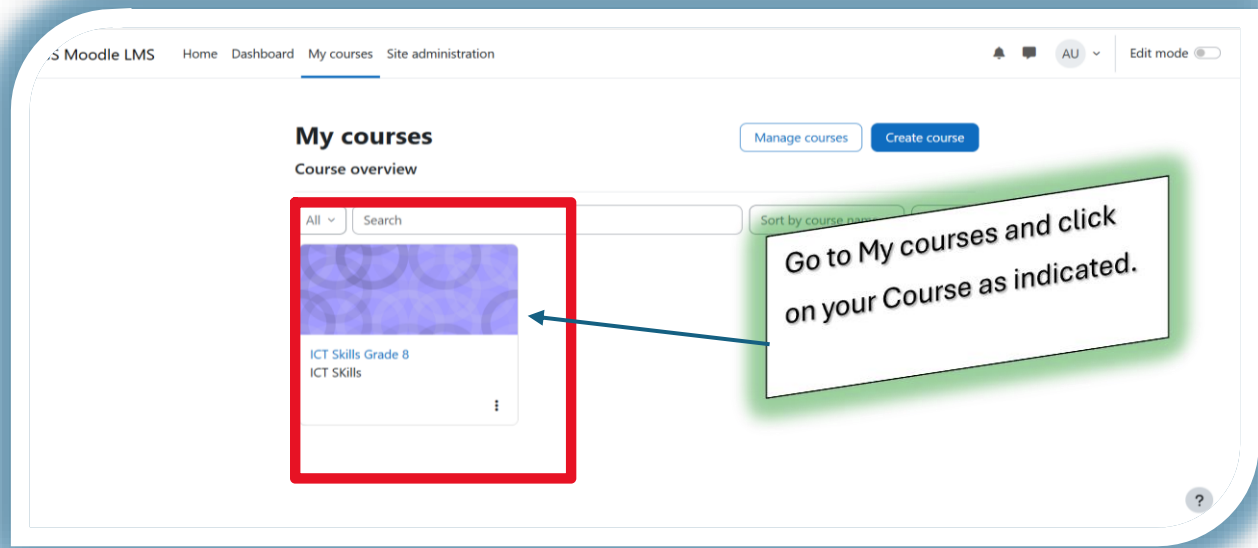


Figure 88

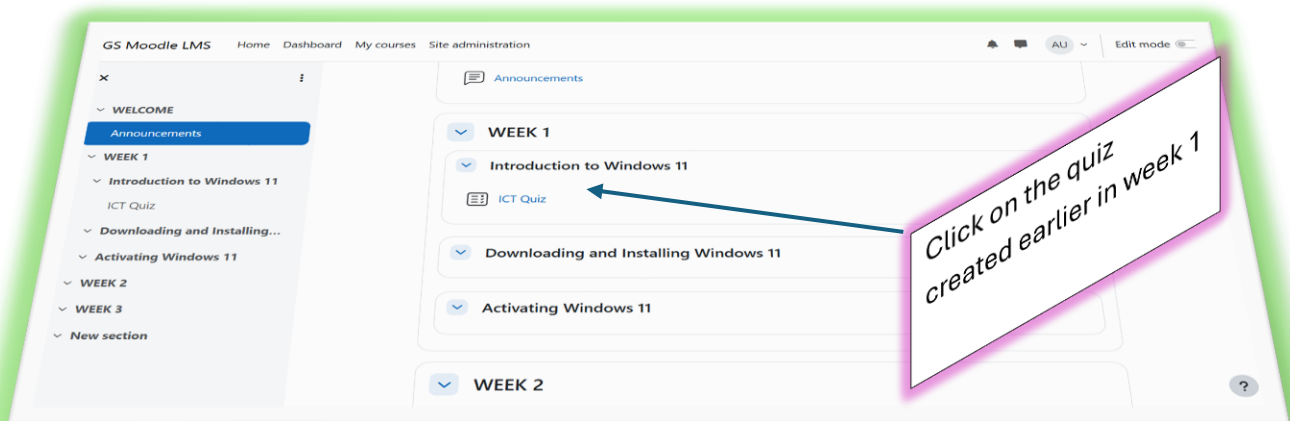


Figure 89

### 1. Adding a New Quiz (The Container)

Think of this as creating the **empty question paper** or the digital "folder" that will hold your test.

- **What it is:** You go to *Add an activity or resource* and select **Quiz**.
- **What you do here:** You set the "rules" of the engagement—when the quiz opens/closes, the time limit (e.g., 30 minutes), the grading category, and how many attempts a student gets.

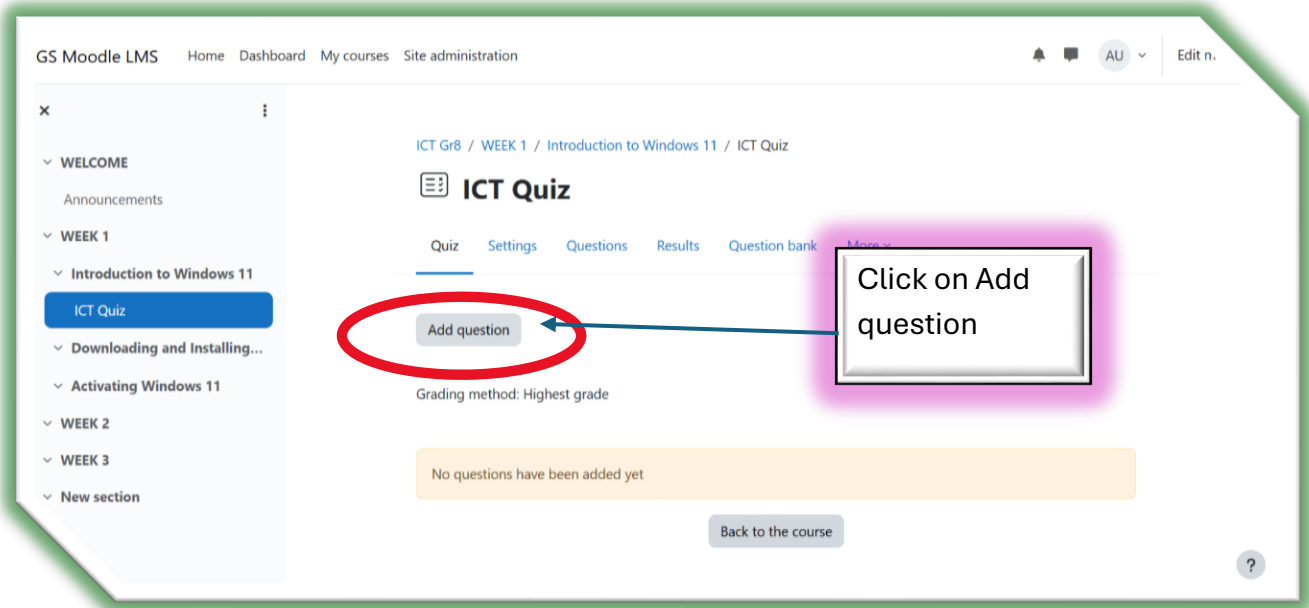


Figure 90

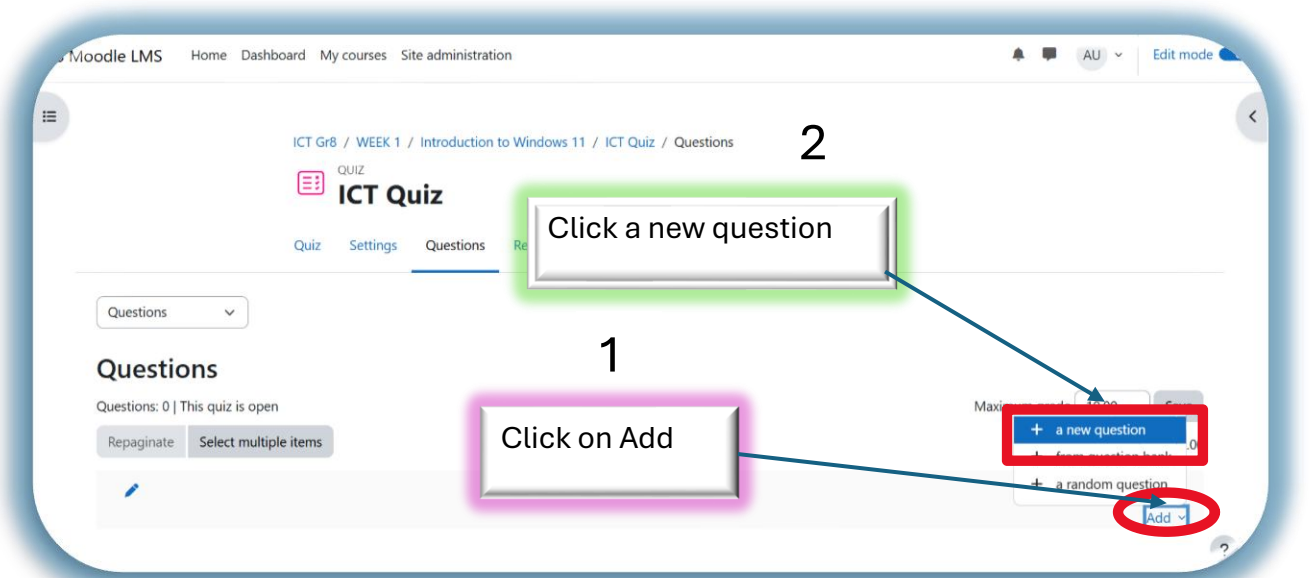


Figure 91

## 2. The Question Bank (The Warehouse)

This is a **central database** within your Moodle course where all questions are stored, regardless of which quiz they appear in.

- **What it is:** A repository organized by **Categories** (e.g., "Grade 8 Robotics - Module 1").
- **The Benefit:** Once a question is in the bank, you can reuse it in multiple quizzes or even in future years without re-typing it. It keeps your questions organized and searchable.

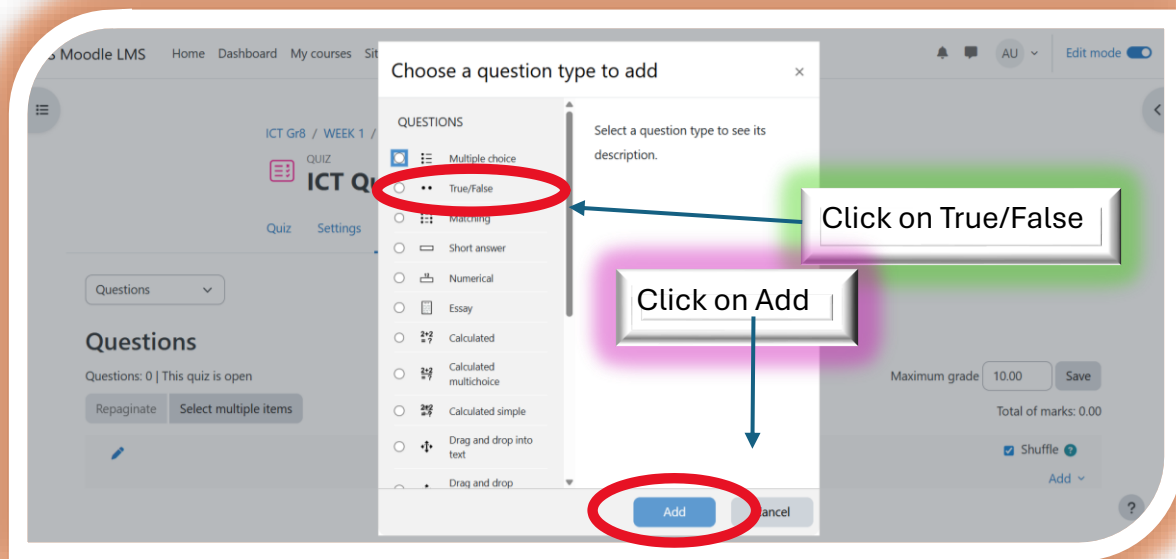


Figure 92

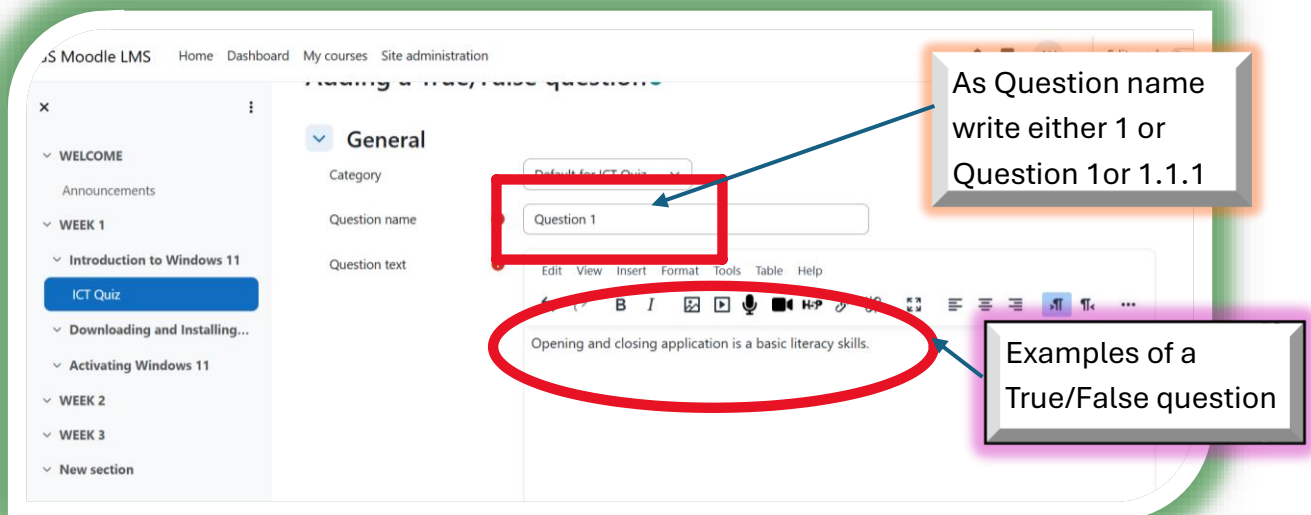


Figure 93

### 3. Adding a Random Question (The Security Feature)

This is a specific way to pull questions from your **Question Bank** into a **Quiz**.

- **What it is:** Instead of picking "Question A," you tell Moodle: *"Pick 5 random questions from the 'Hard' category in my Question Bank."*
- **How it works:** Every student who opens the quiz gets a different set of questions. If Student A and Student B are sitting next to each other, their Quiz 1 might look completely different.
- **When to use it:** For high-stakes exams or summative assessments where you want to prevent cheating or encourage students to retake a quiz for practice without memorizing the order of answers.

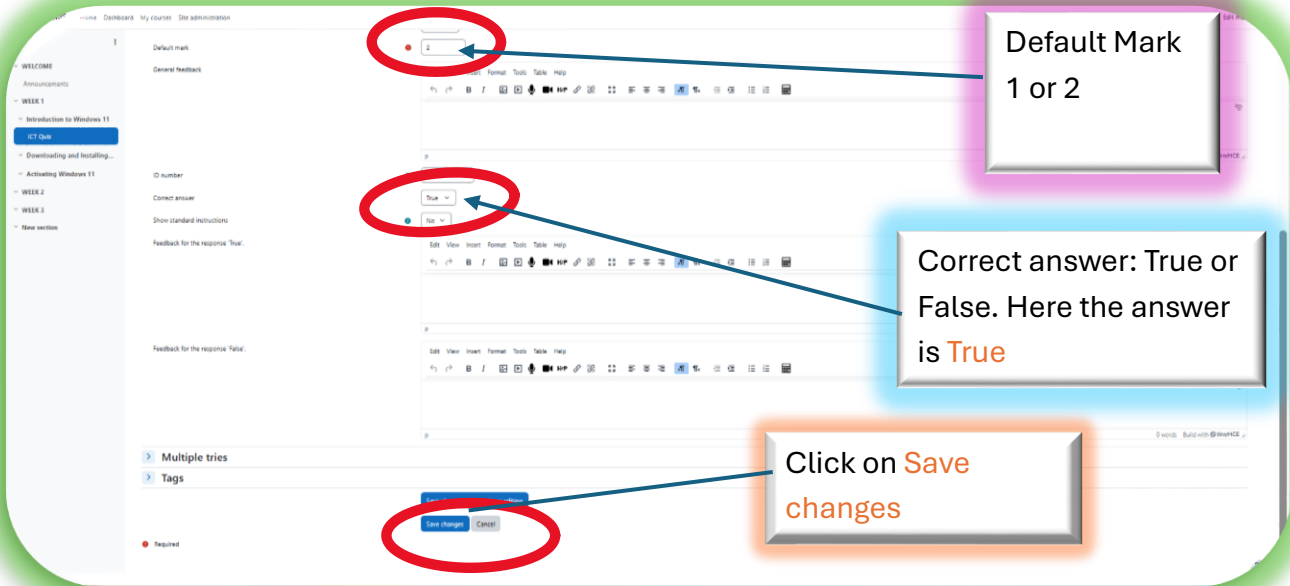


Figure 94

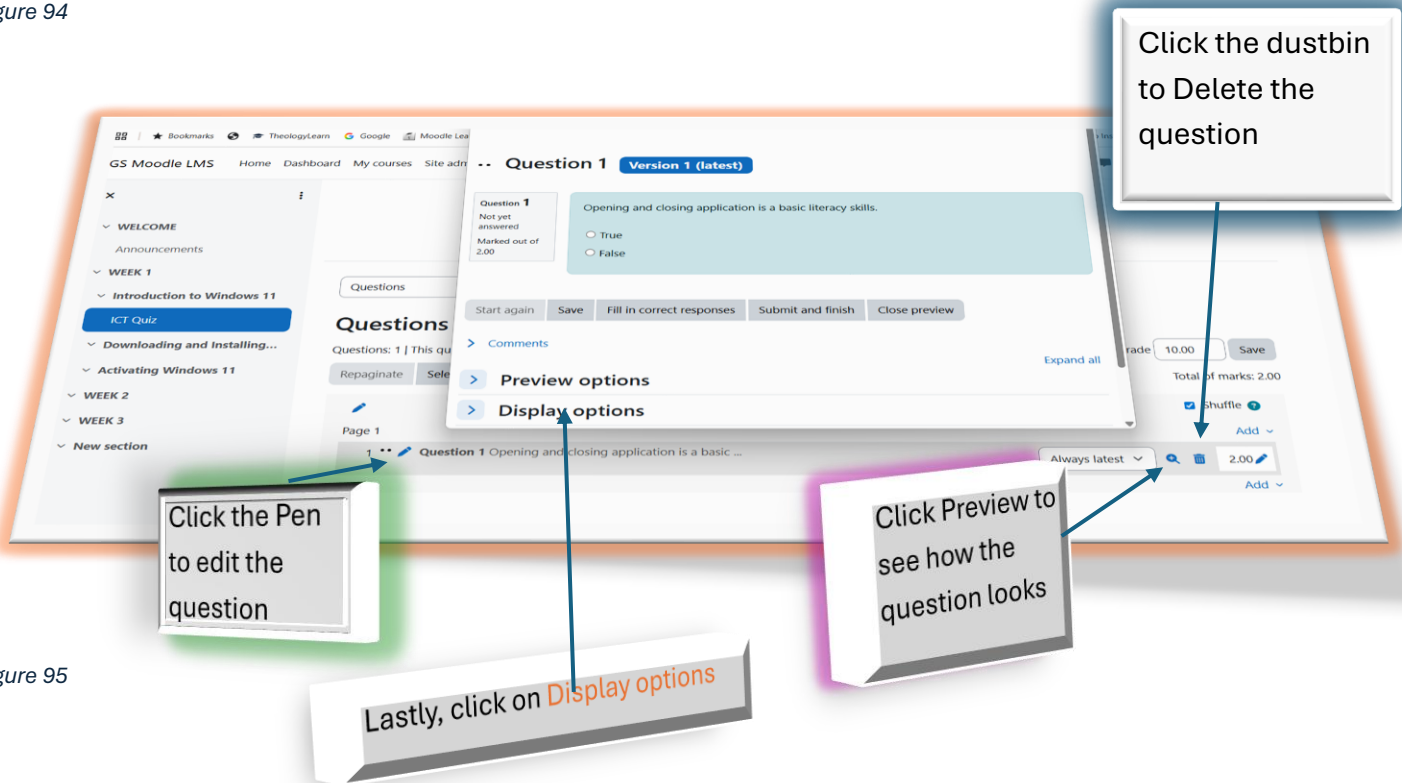


Figure 95

You still have opportunities to interact with your questions. You can edit, view, or delete the questions if you no longer need them.

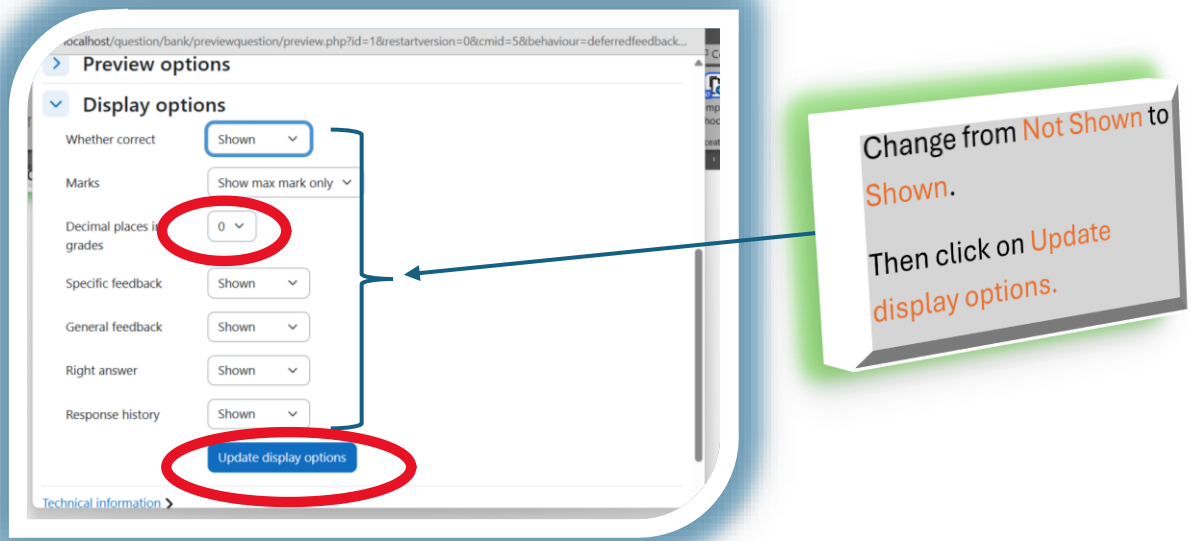


Figure 96

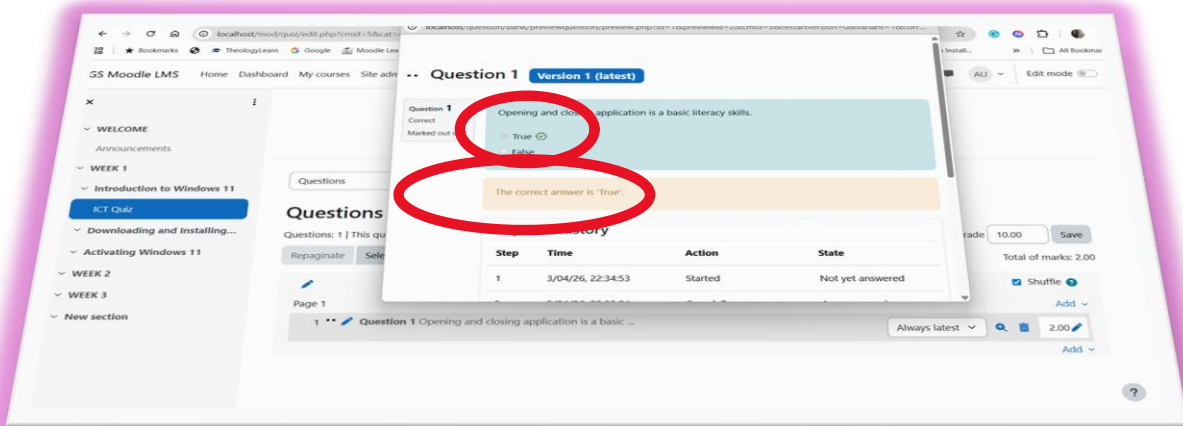
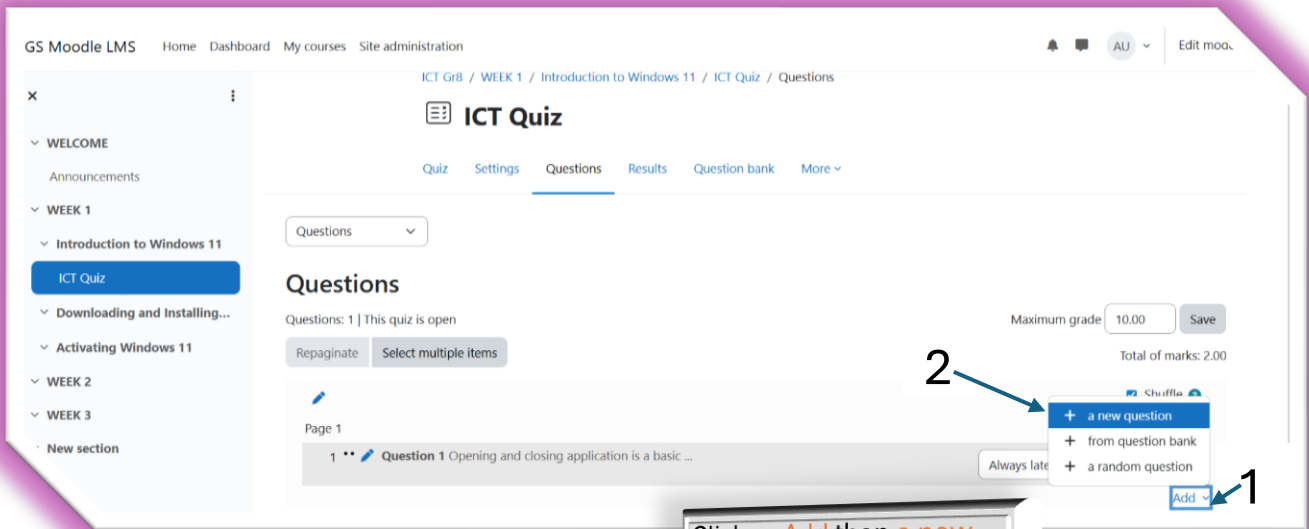


Figure 97

**The "Big Five" (Most Common)**

- **Multiple Choice:** The most popular. Can have one or multiple correct answers.
- **True/False:** A simple, high-speed way to check basic facts.
- **Matching:** Learners pair a list of names or concepts with their definitions.
- **Short Answer:** A single word or phrase (Moodle can auto-grade this if the spelling matches your key).
- **Essay:** Allows for long-form responses. **Note:** These cannot be auto graded; the teacher must manually grade them and provide feedback.



Click on **Add** then a **new question**

Figure 98

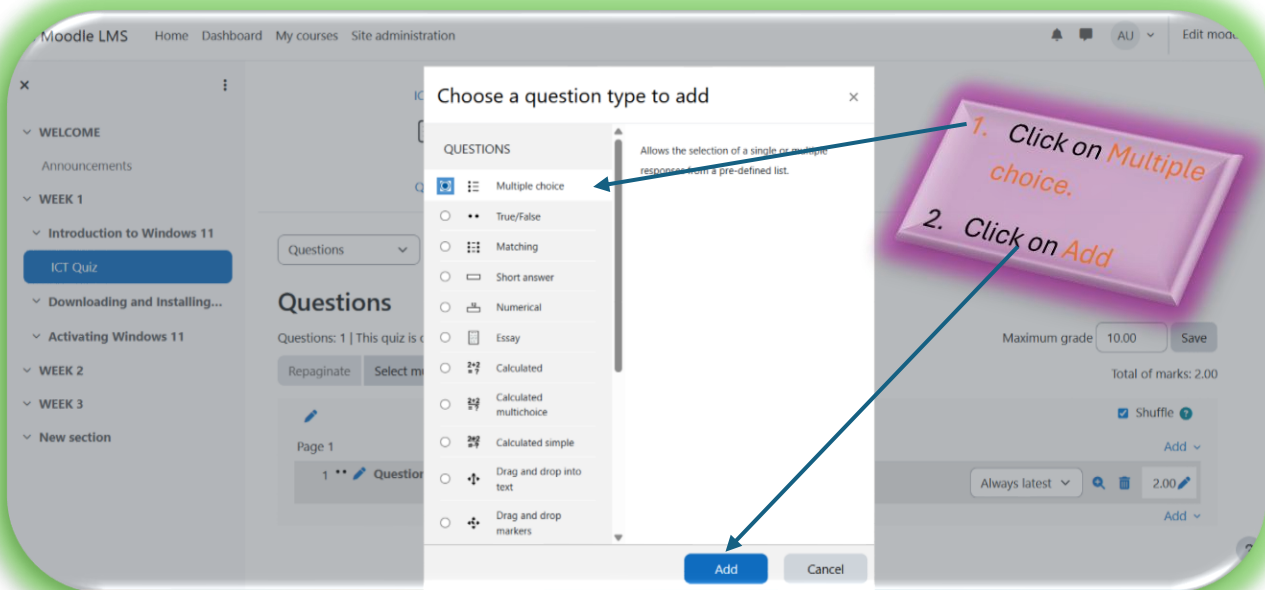


Figure 99

## 2. Interactive & Visual Types

- **Drag and Drop onto Image:** Learners drag labels or small images onto a "background" image (e.g., labelling the parts of a computer or a circuit board).
- **Drag and Drop into Text:** Dropping missing words into a paragraph (cloze style).
- **Select Missing Words:** A dropdown menu appears within a sentence for the learner to choose the correct term.

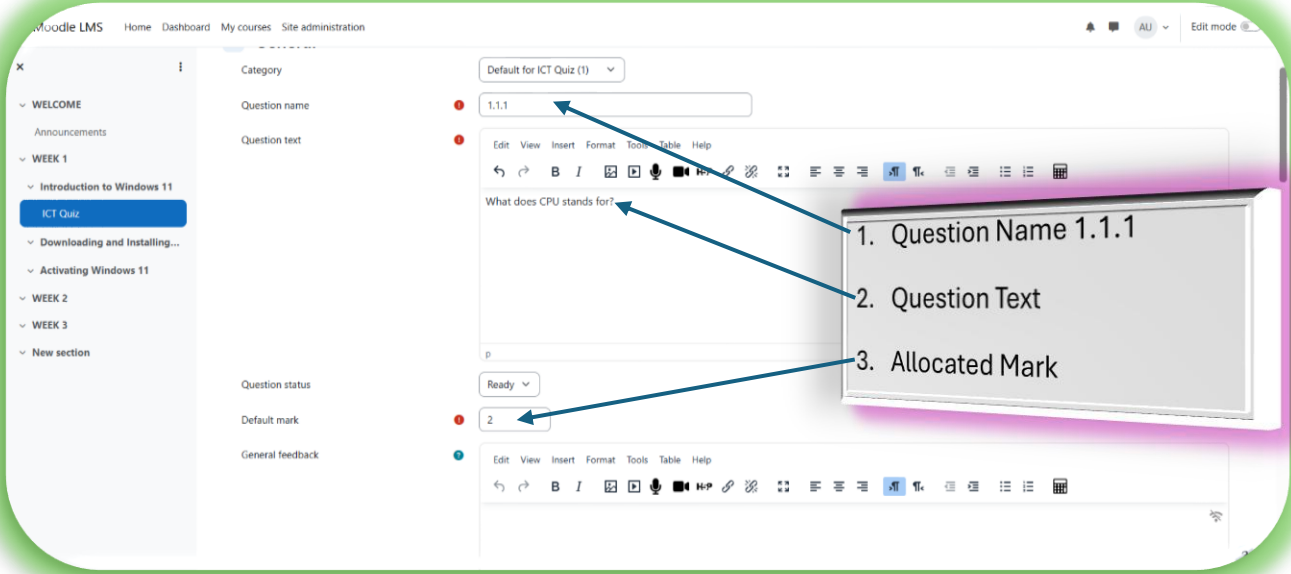


Figure 100

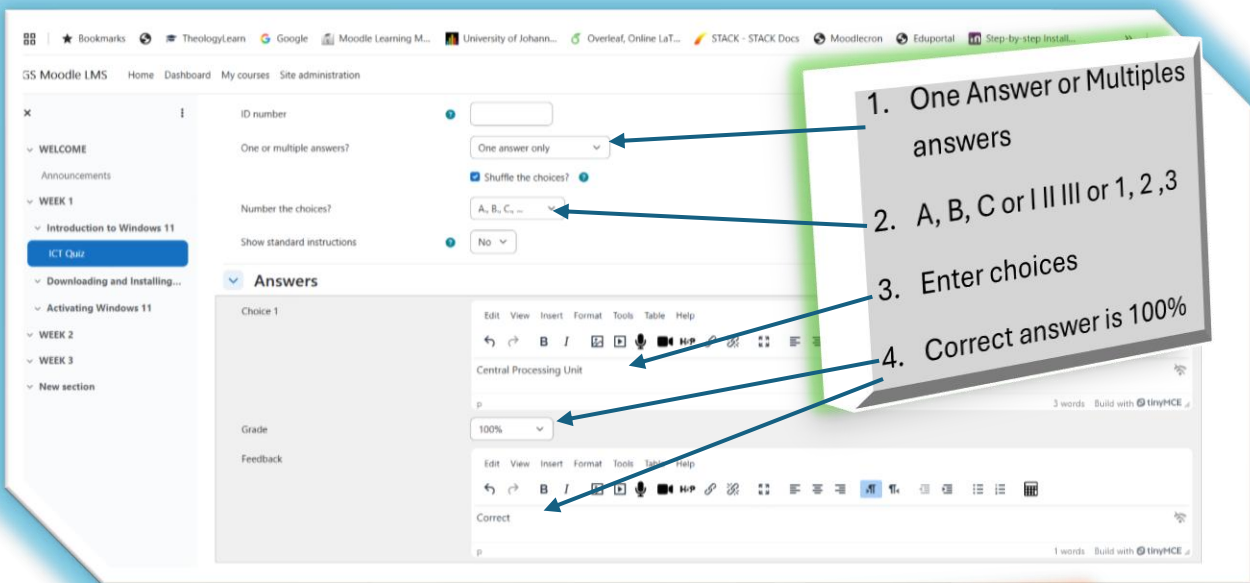


Figure 101

When creating multiple-choice questions, it is important to adhere to the CAPS policy, which provides specific guidelines on the format and number of answer choices. If the policy specifies that you should provide three answer choices rather than the more common four or five, make sure to follow that directive closely. The example provided earlier serves only as a reference and should not be interpreted as a rigid template. It is essential to carefully evaluate and implement the policy according to its requirements, ensuring that the questions you create are consistent with its standards.

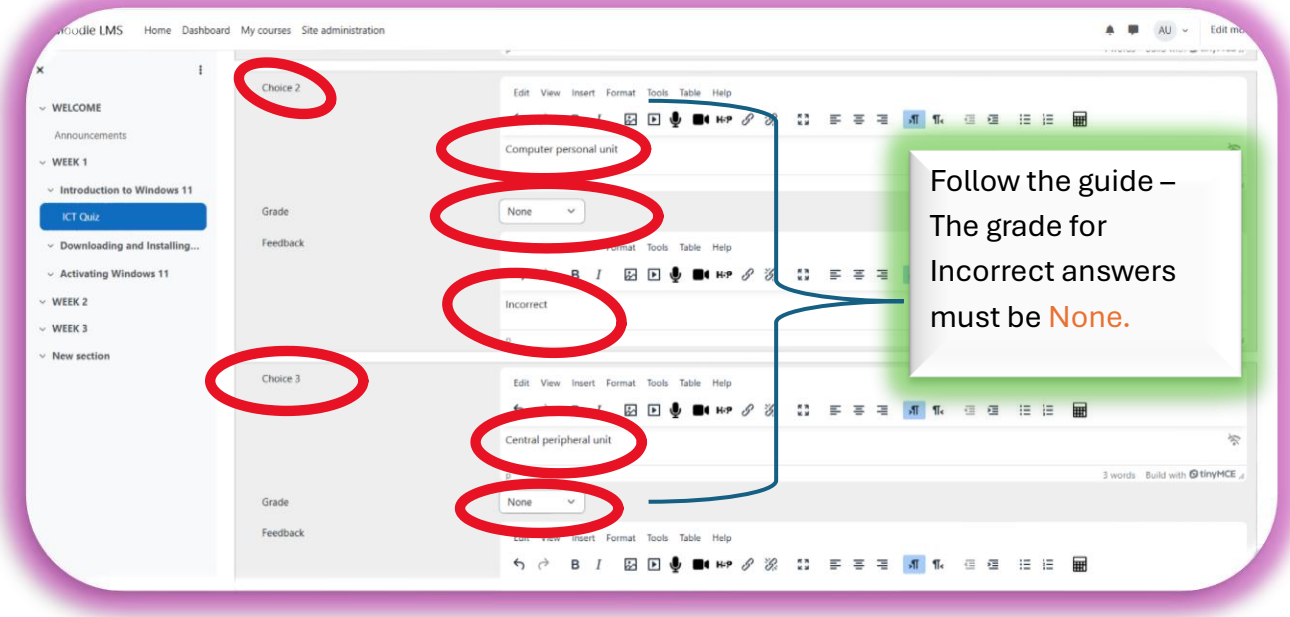


Figure 102

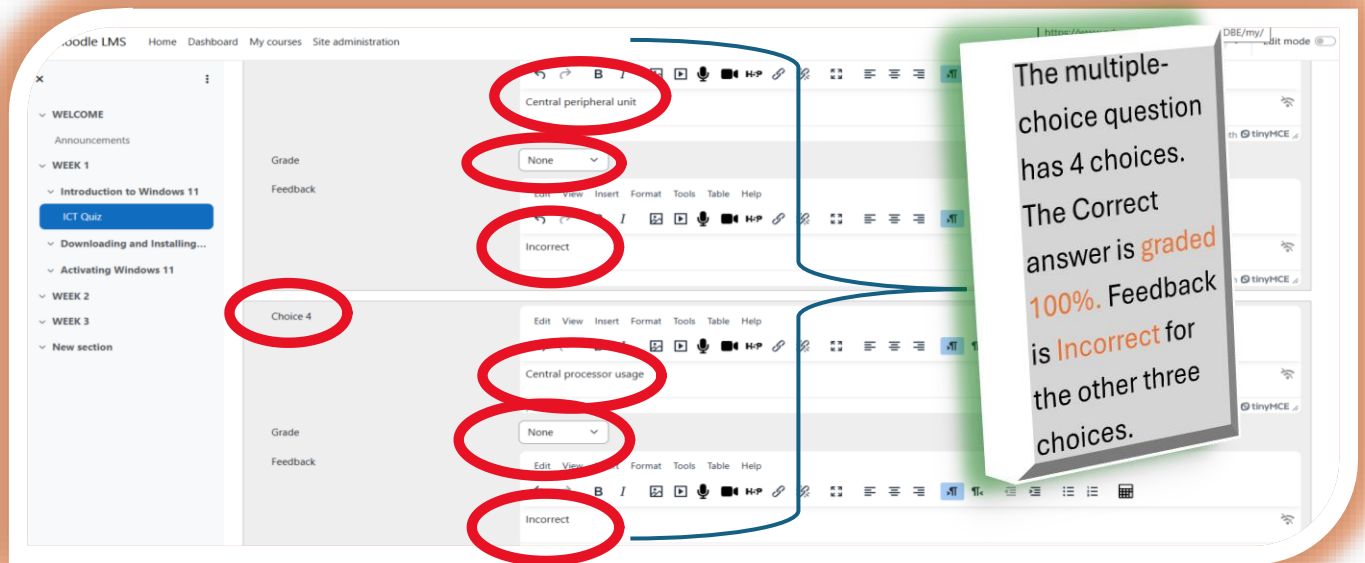


Figure 103

If two answers are correct, change the score from NONE to 50% for each correct answer. If three answers are correct, each answer should be graded out of 33.33%. For one correct answer, the score should be 100%. In the feedback section, note "Correct" for right answers. For incorrect answers, indicate "Incorrect" so that learners receive immediate feedback.



Figure 104

Click on **Preview**. Then click on **Display Options**. Change all the options from **Not Shown** to **Shown**

Please follow the steps outlined below. After changing the setting from "Not Shown" to "Shown," answer the question to see the result. It's a good practice to test the question to understand how learners might respond. Feel free to make any adjustments if you're not satisfied with how the question functions.

Testing a Moodle quiz before it goes live is a critical step in quality assurance. It ensures that the technical settings, pedagogical goals, and user experience are all aligned.

**NOTE:** If you are deploying a quiz to an entire circuit/district, ask a colleague to take the quiz first. A "fresh pair of eyes" is the best way to catch grammatical errors or confusing instructions before the quiz reaches hundreds of participants.

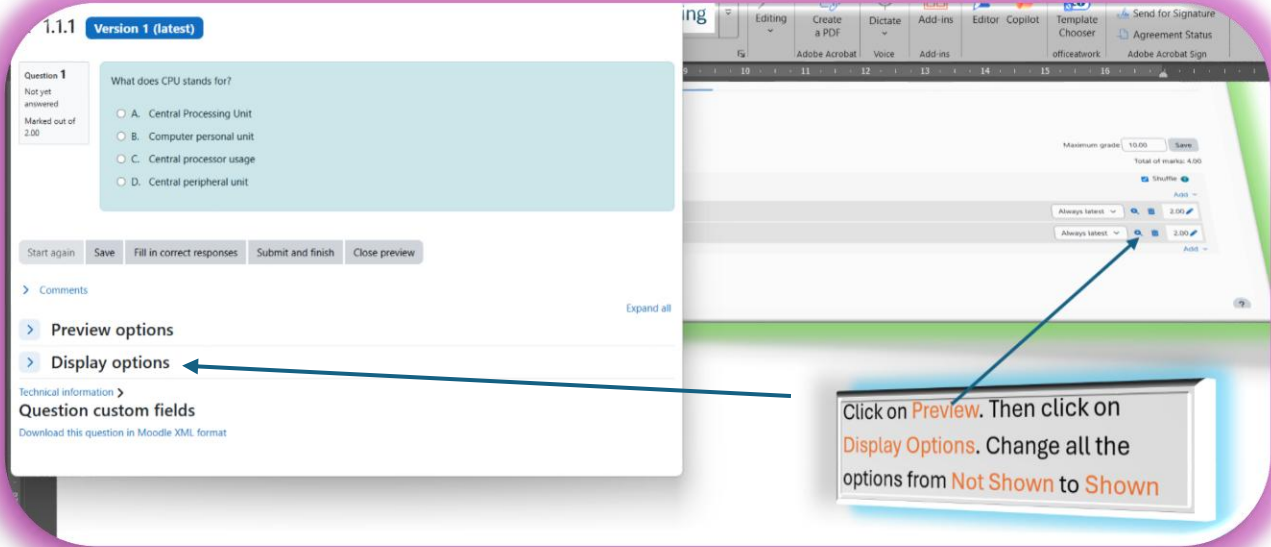


Figure 105

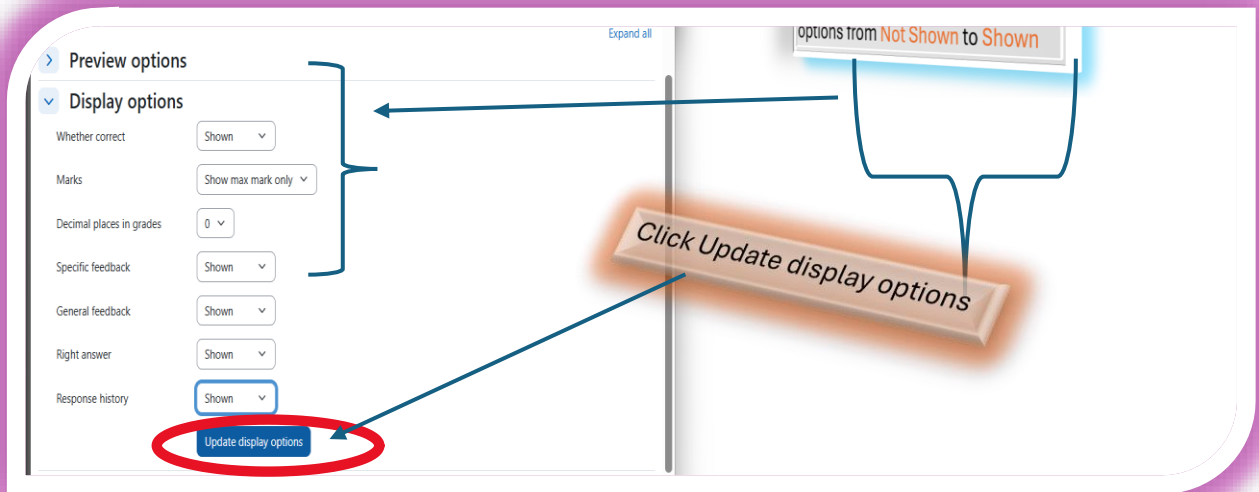


Figure 105

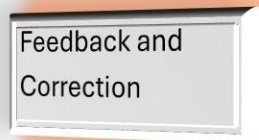


Figure 106

## CHAPTER 5

## MOODLE PLUGINS

### Moodle Plugins Are:

- Moodle plugins are add-ons that extend the functionality of the Moodle Learning Management System (LMS), allowing educators and administrators to customize courses, improve user experience, and integrate new tools. There are thousands of plugins available, ranging from activity modules to administrative tools, and the Moodle community constantly updates them. Plugins are software components that can be installed into Moodle to add new features or modify existing ones.

### Purpose:

- They allow institutions to tailor Moodle to their teaching, learning, and administrative needs.

### Community-driven:

- Most plugins are developed and shared by the global Moodle community, making them diverse and widely tested.

### Types of Moodle Plugins

Moodle plugins are categorized into several types:

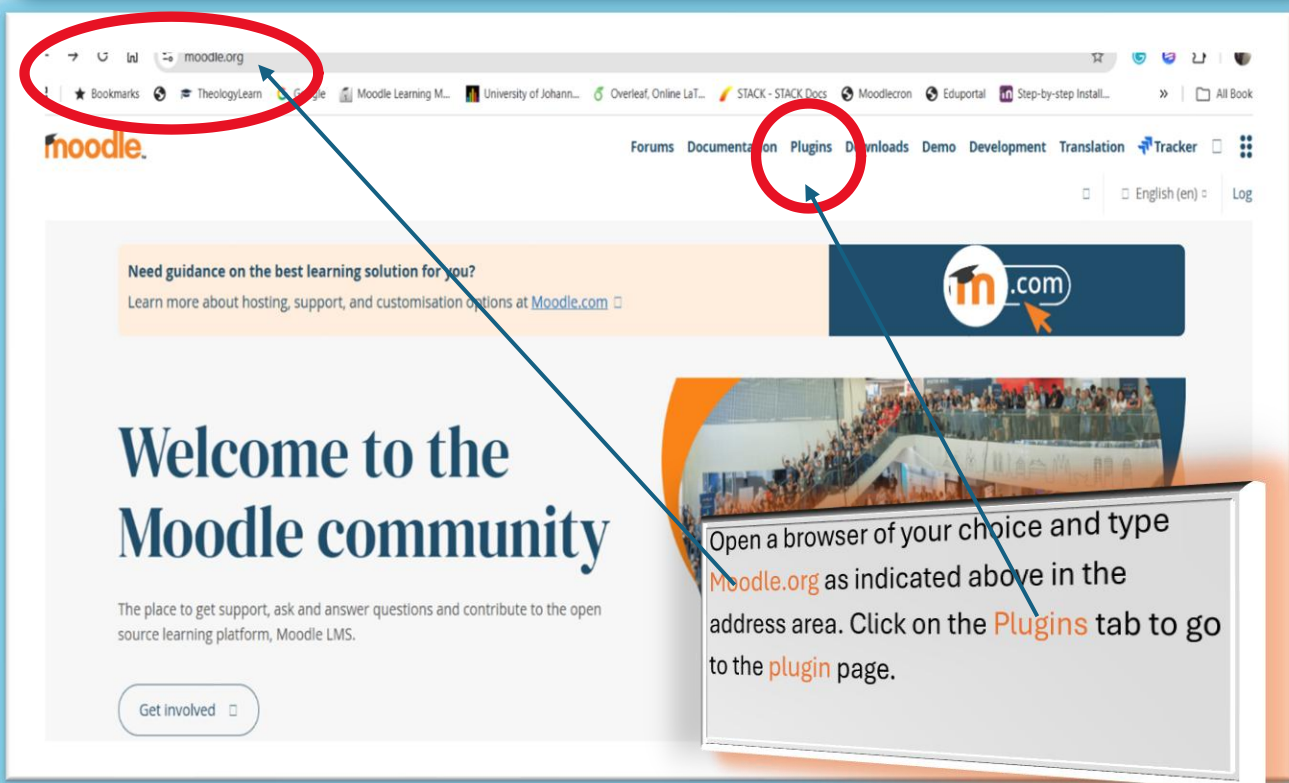
Category	Examples	Use Case
Activities	Quiz, Assignment, Workshop	Add interactive learning activities for students
Blocks	Calendar, Progress Bar, Notifications	Display information or tools in sidebars
Themes	Boost, Adaptable	Change the look and feel of Moodle
Reports	Completion Progress, Analytics	Provide insights into student performance
Authentication	OAuth2, LDAP	Control how users log in
Course Formats	Grid, Collapsible Topics	Customize how courses are displayed
Integrations	H5P, BigBlueButton, Zoom	Connect Moodle with external tools

### Benefits of Using Plugins

- **Customization:** Tailor Moodle to specific teaching styles or institutional requirements.
- **Enhanced Learning:** Add interactive tools like gamification, video conferencing, or advanced quizzes.
- **Efficiency:** Automate administrative tasks such as grading, attendance, or reporting.
- **Scalability:** Support large institutions with specialized needs.

### Risks and Considerations

- **Compatibility:** Plugins must match your Moodle version; outdated plugins can cause errors.
- **Security:** Only install from trusted sources (official Moodle directory).
- **Maintenance:** Regular updates are needed to ensure smooth operation.



Need guidance on the best learning solution for you?  
Learn more about hosting, support, and customisation options at [Moodle.com](https://moodle.com)

# Welcome to the Moodle community

The place to get support, ask and answer questions and contribute to the open source learning platform, Moodle LMS.

Get involved

Open a browser of your choice and type [Moodle.org](https://moodle.org) as indicated above in the address area. Click on the **Plugins** tab to go to the **plugin** page.

Figure 107

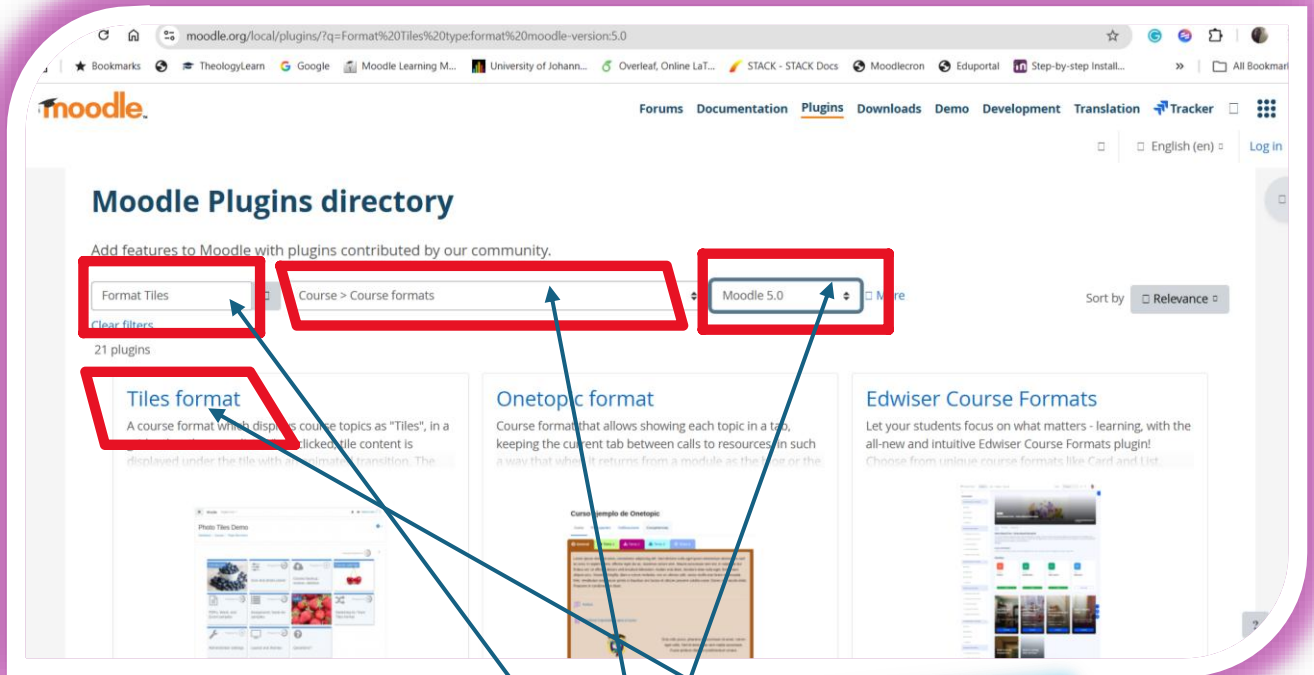


Figure 108

1. Type **Format Tiles**. 2. Scroll and select **Course>Course Formats**. 3. Choose **Moodle 5.0**. 4. Then click on **Tiles Format**

Figure 109



Click on **Download**

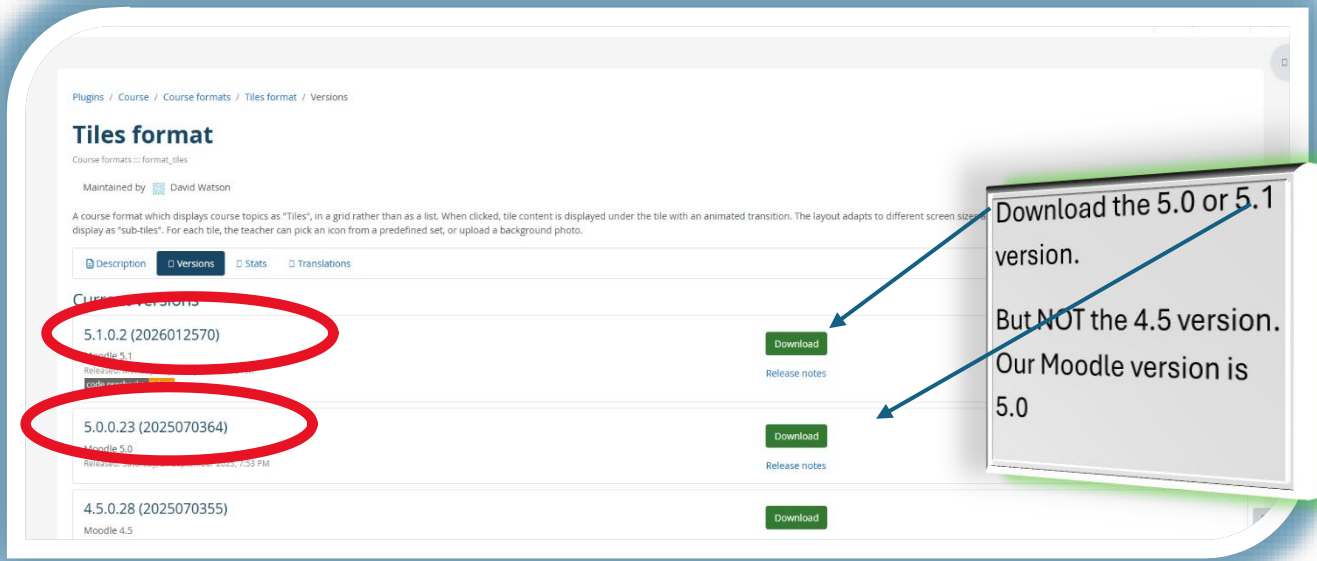


Figure 110

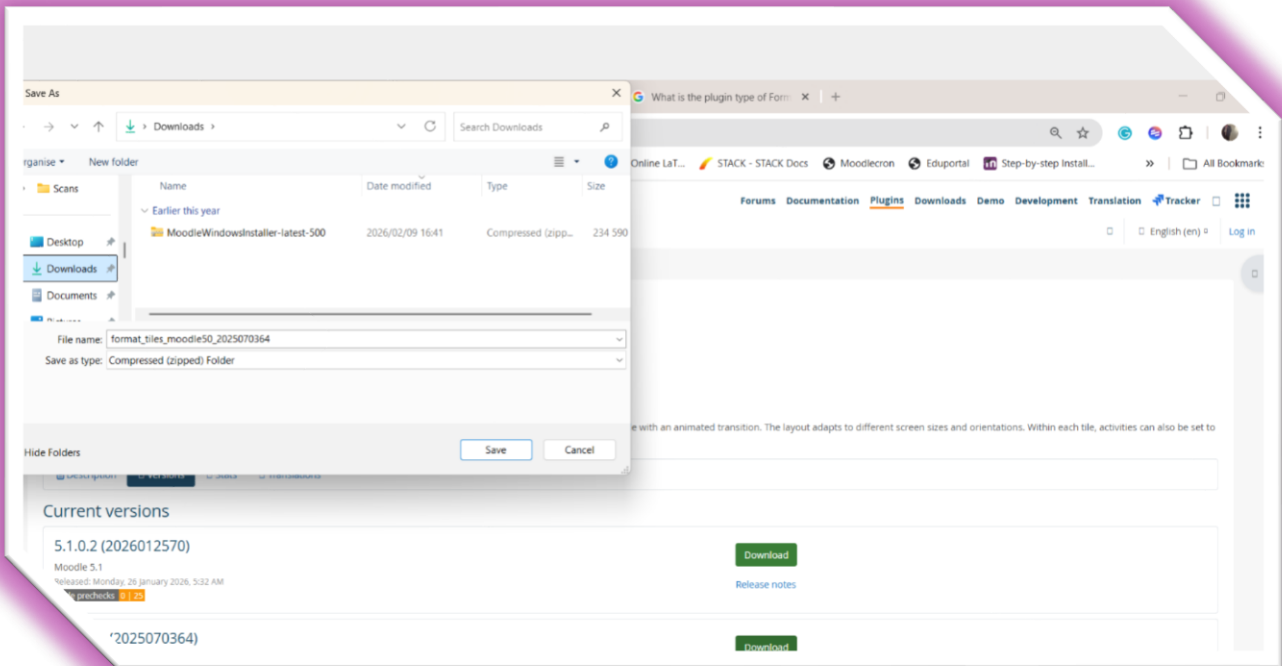


Figure 111

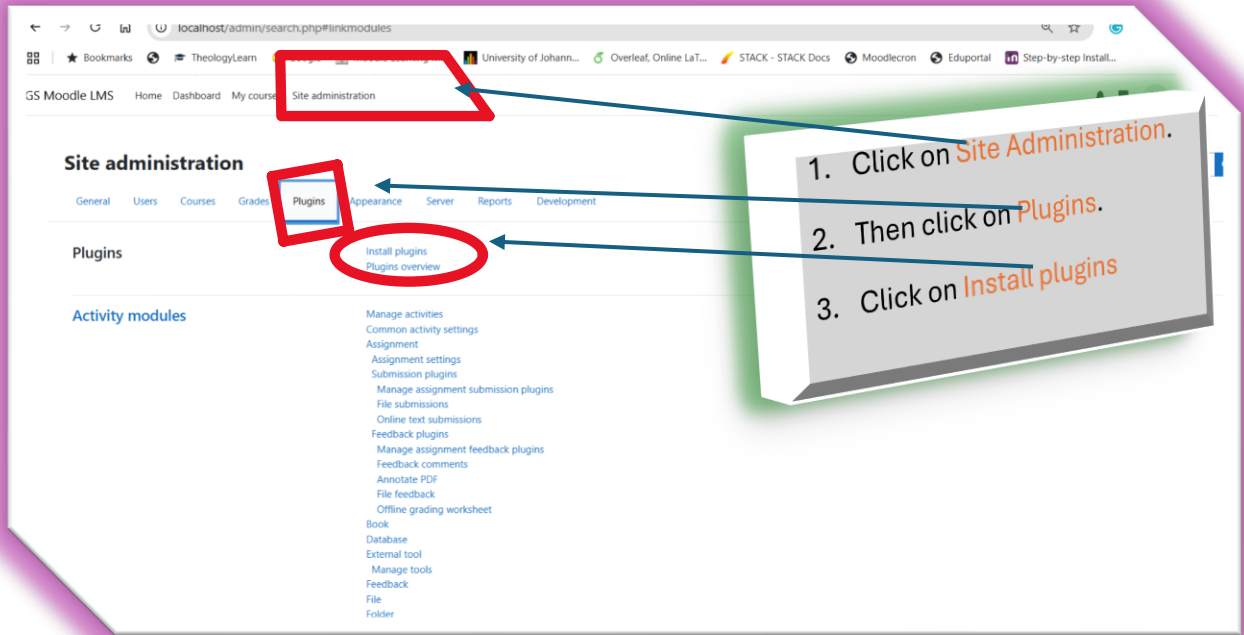


Figure 112

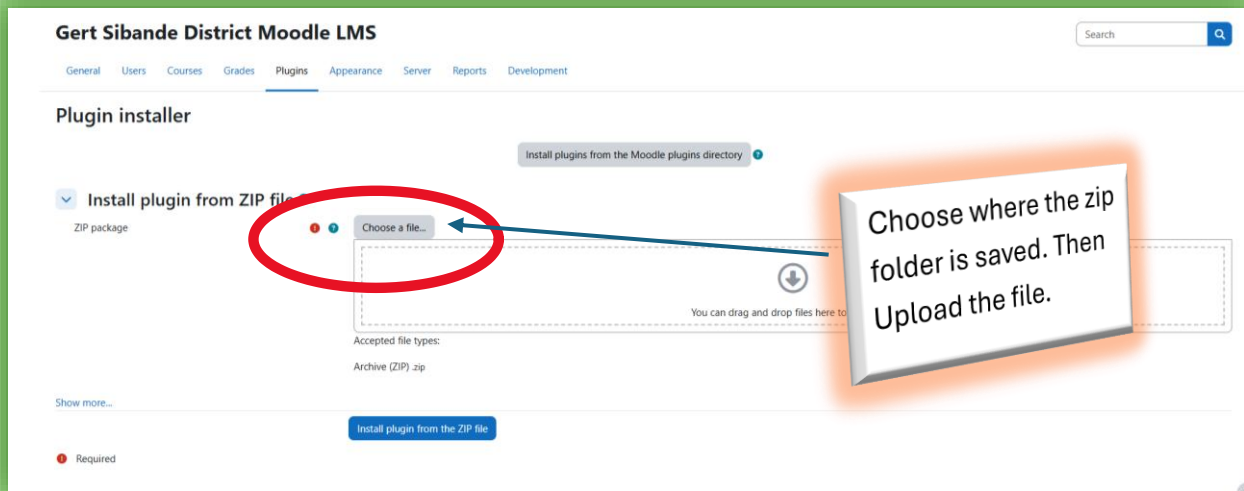


Figure 113

**Note:** You can share the zipped folder with other educators or participants who do not have it via USB, Bluetooth, or email. Therefore, it is essential to save the folder correctly so it can be easily found when needed.

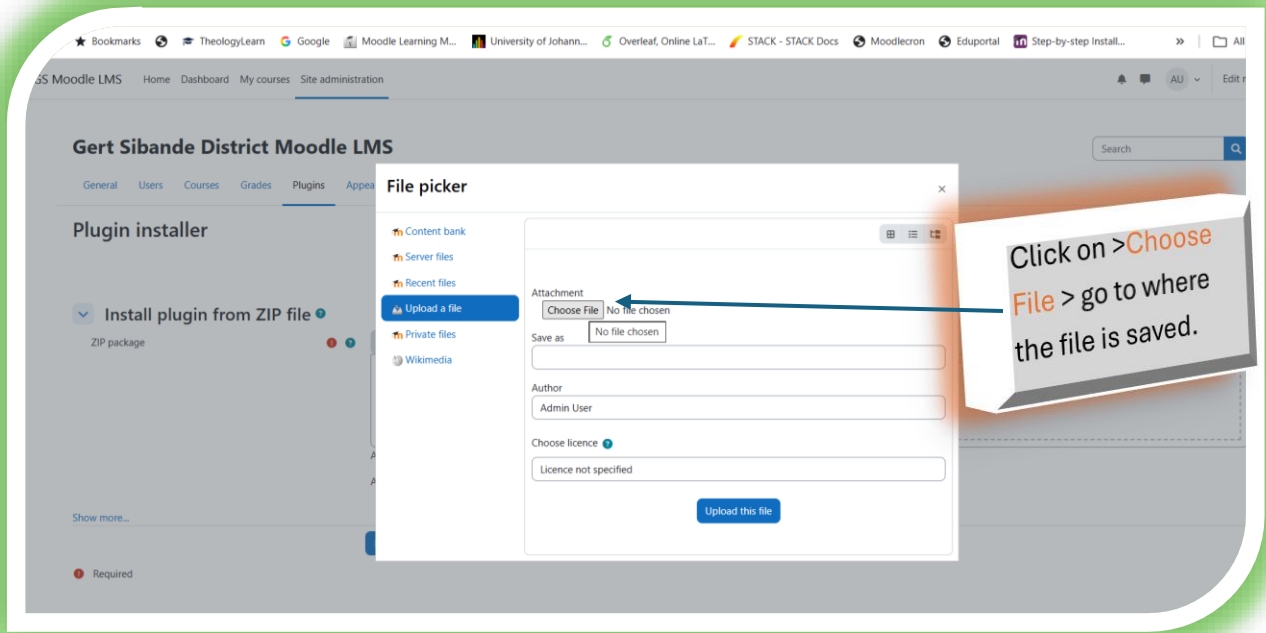


Figure 114

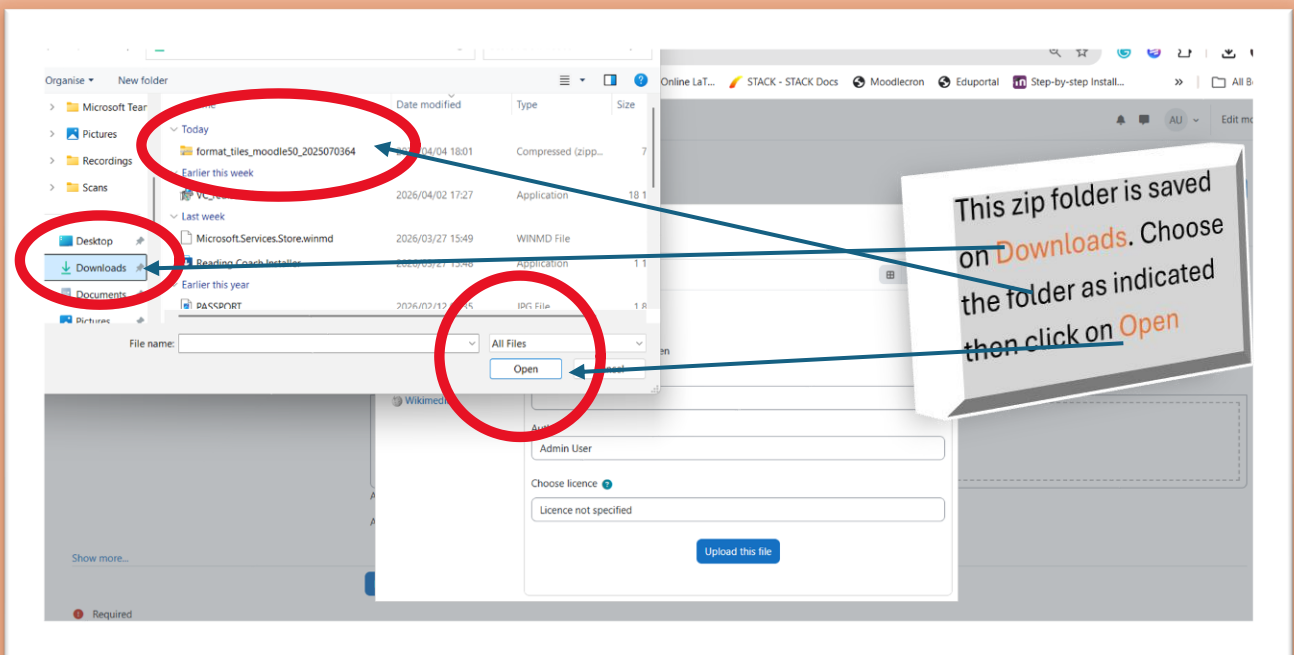


Figure 115

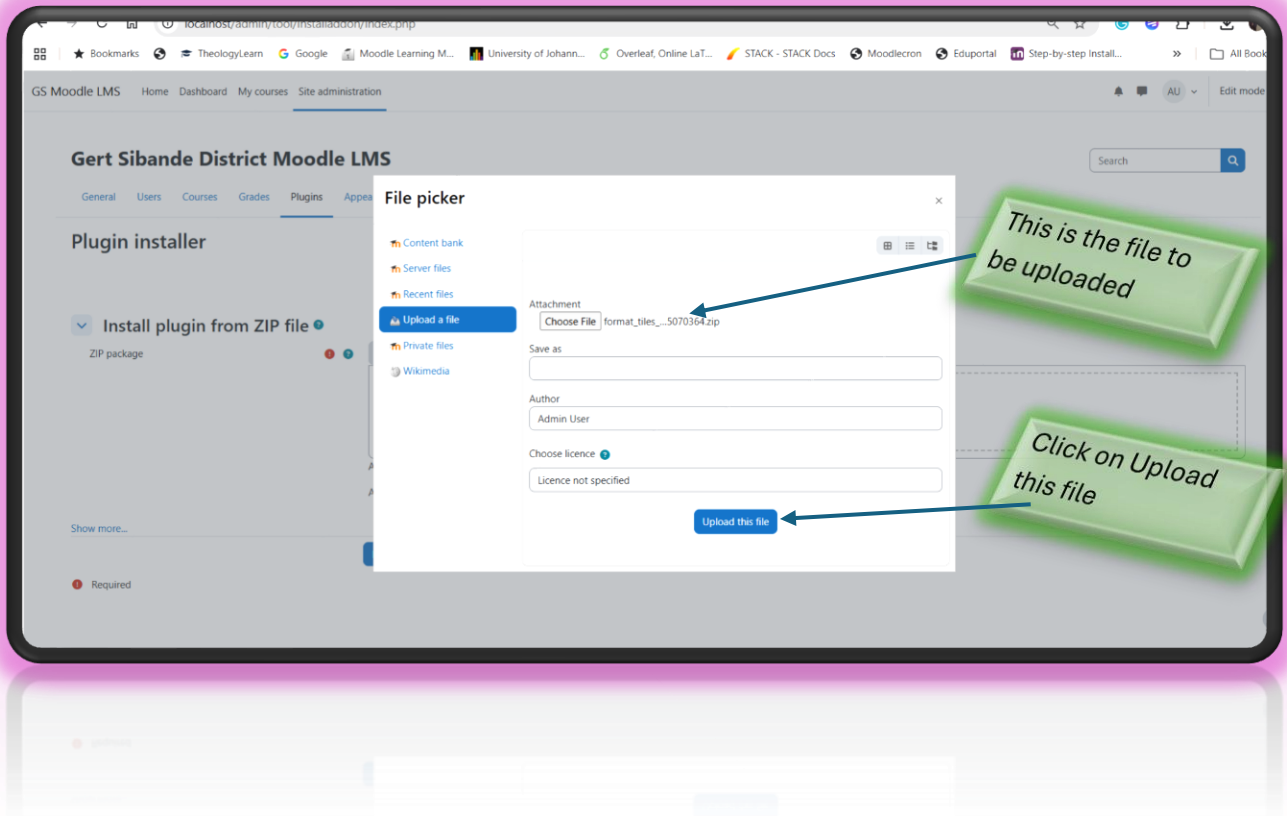


Figure 116

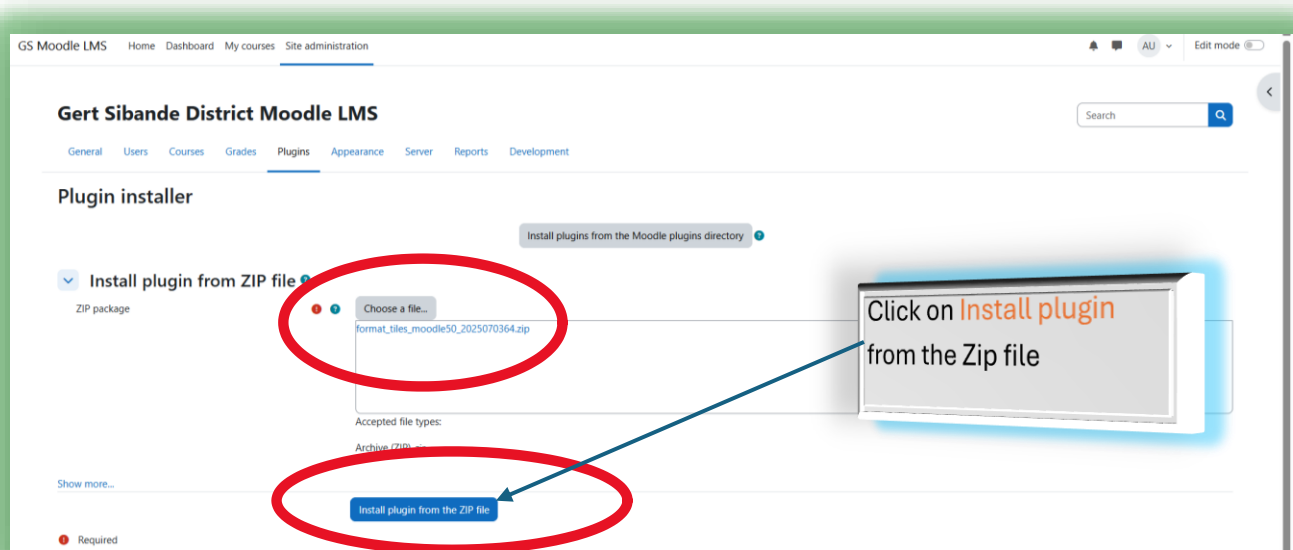


Figure 117

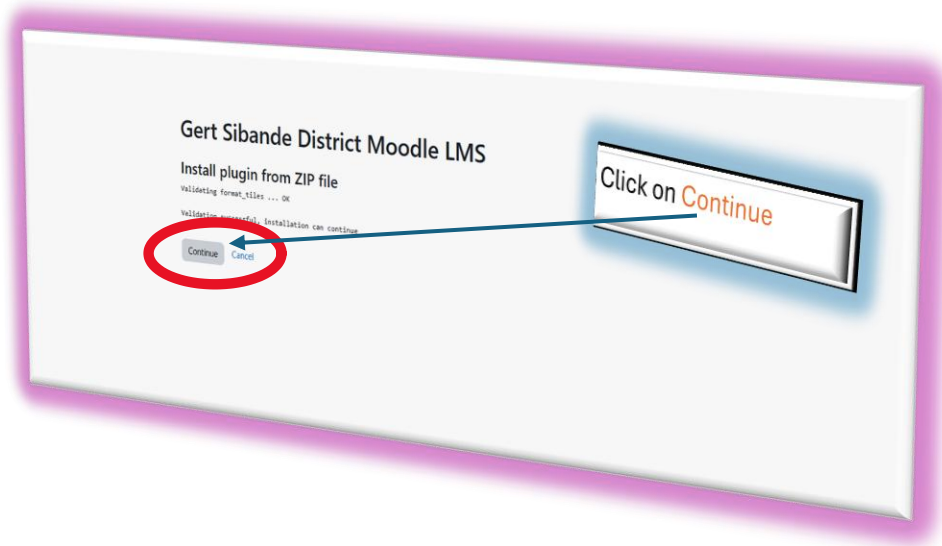


Figure 118

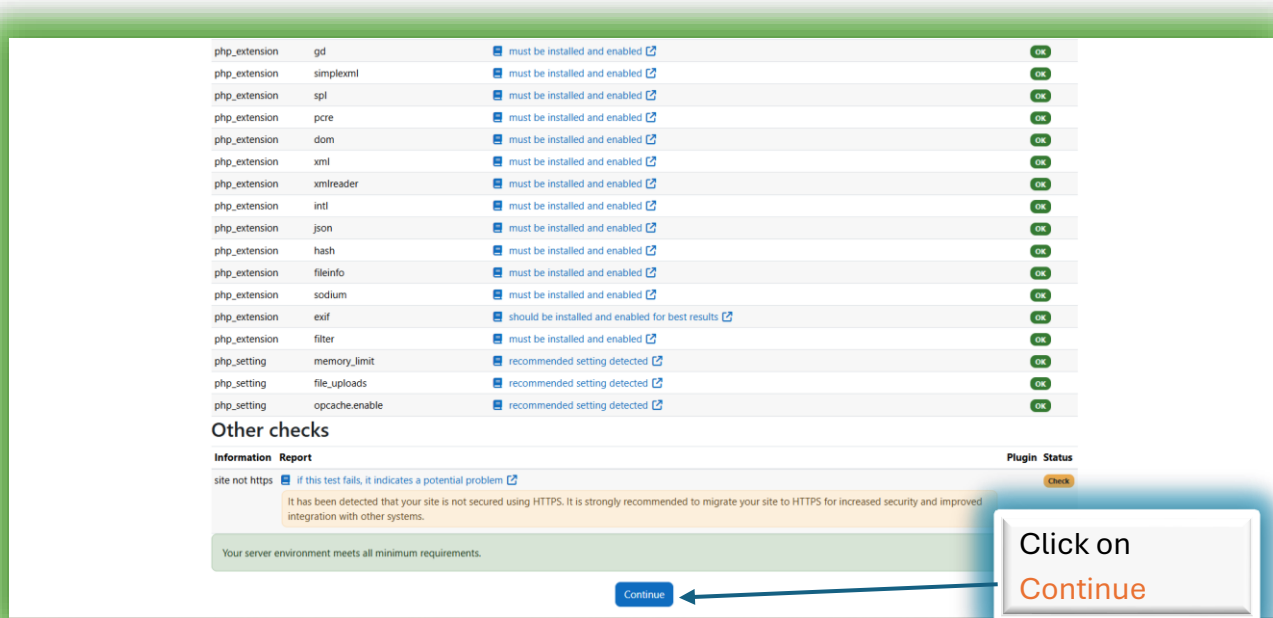


Figure 119

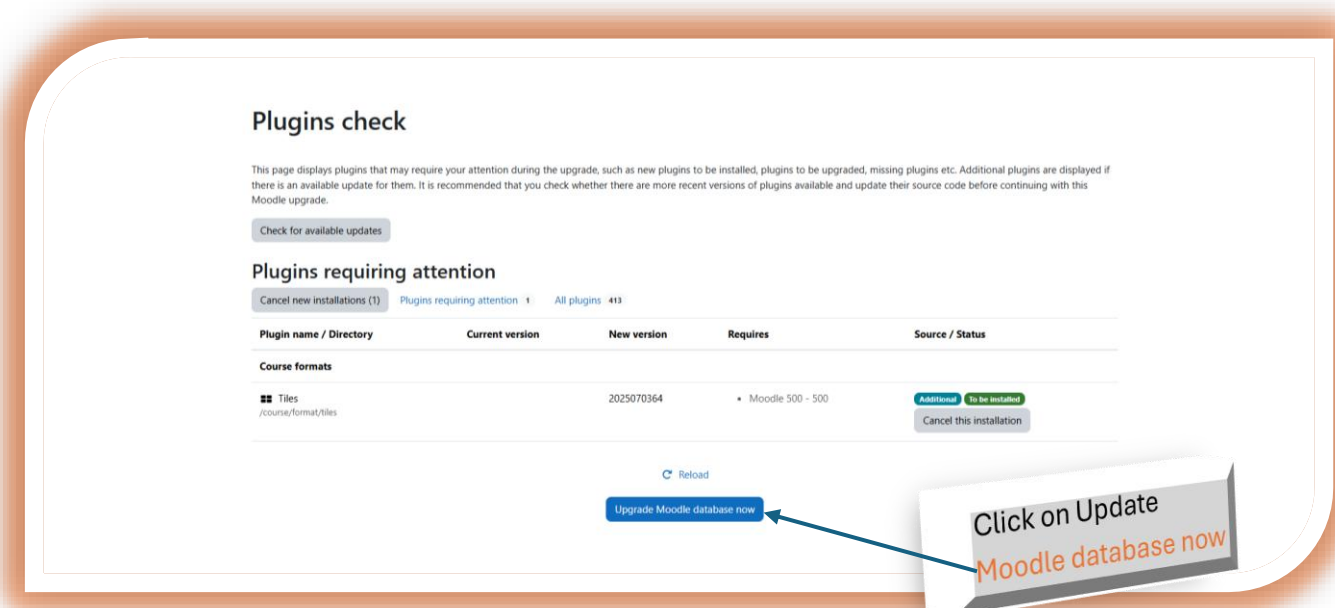


Figure 120



Figure 121

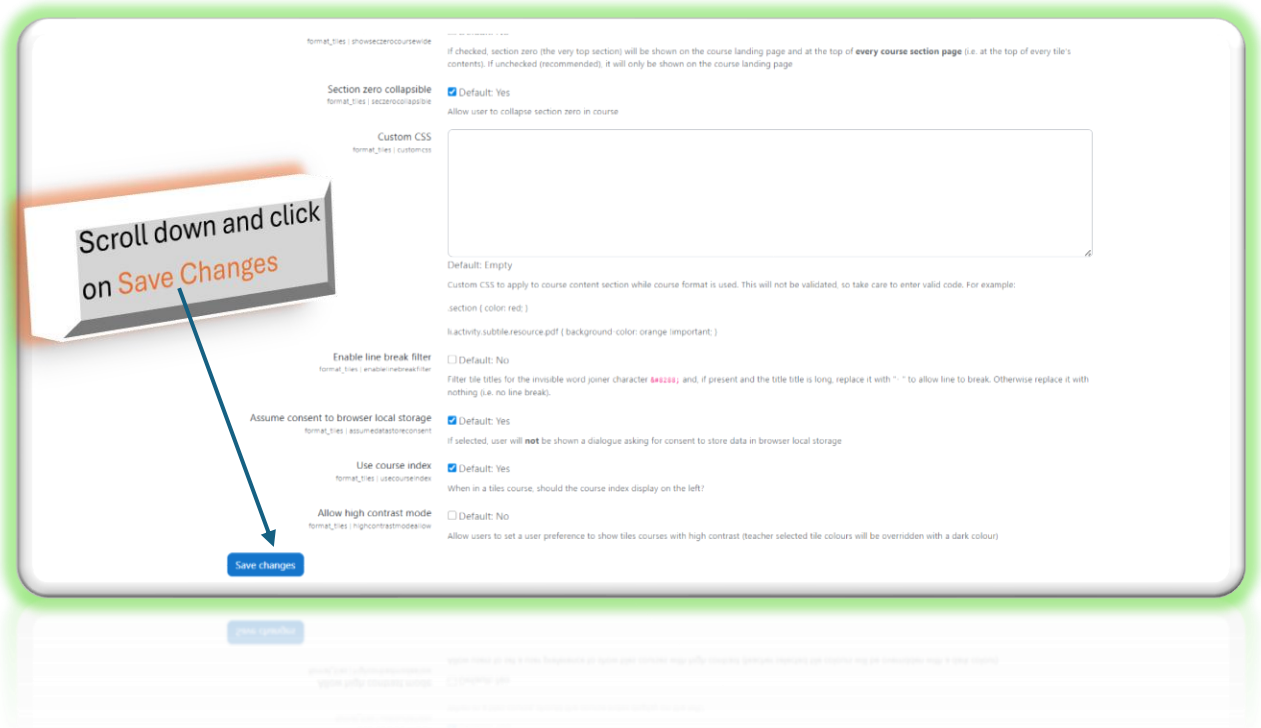


Figure 122

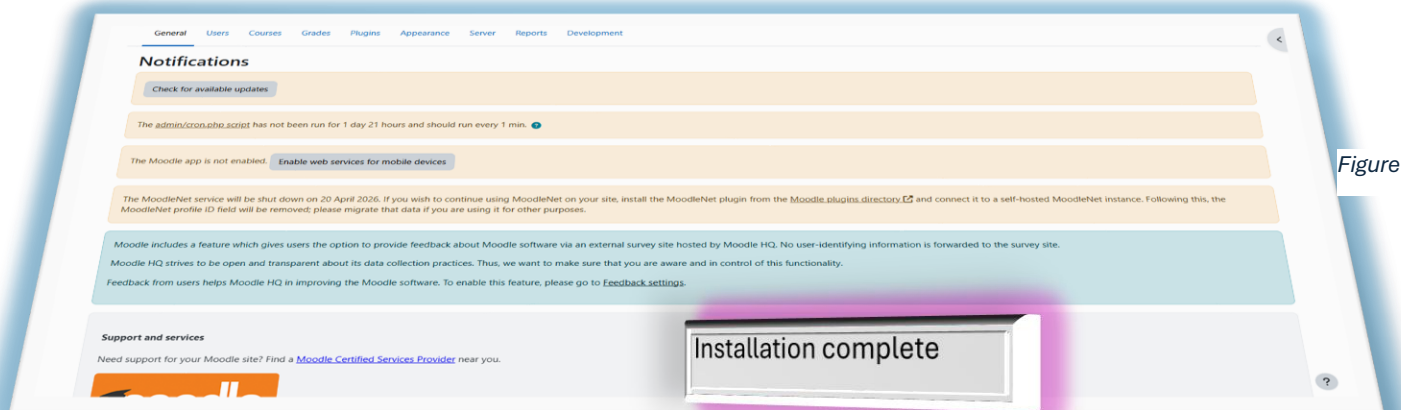


Figure 5

**INFORMATION:** After completing the installation, log in to your localhost. Click on My Courses, then select the course you've created to open it. Go to Settings and scroll down to Course Format. Click the dropdown arrow, scroll to Tiles, and select it. Choose the icon that best represents your courses. Make sure Edit mode is off.

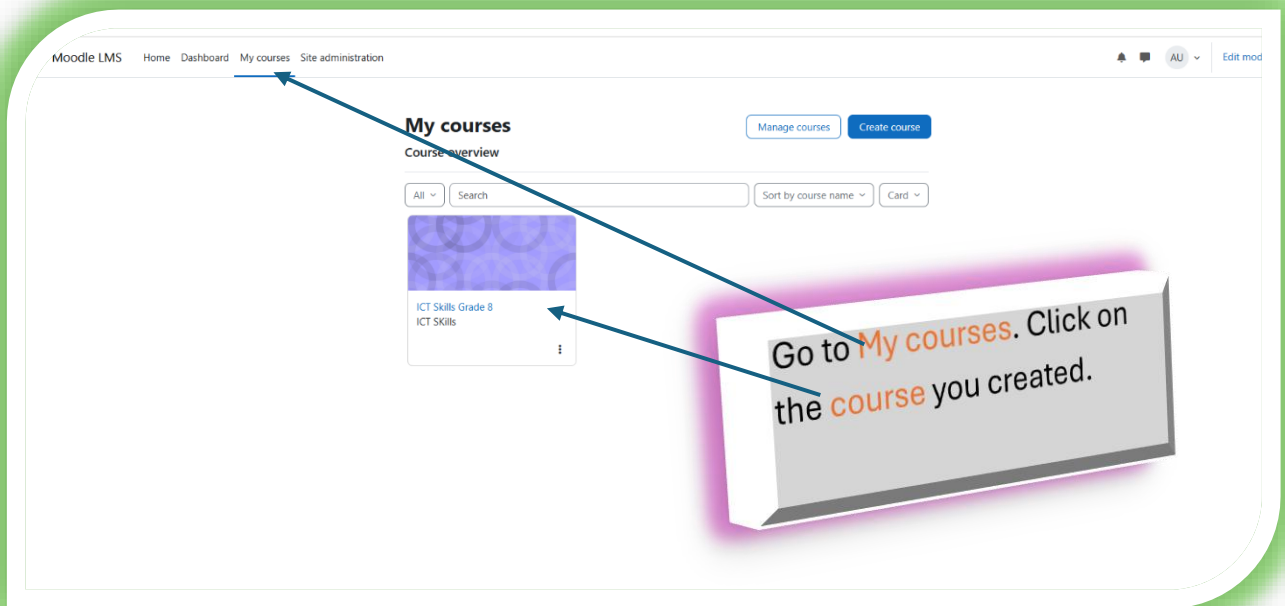


Figure 123

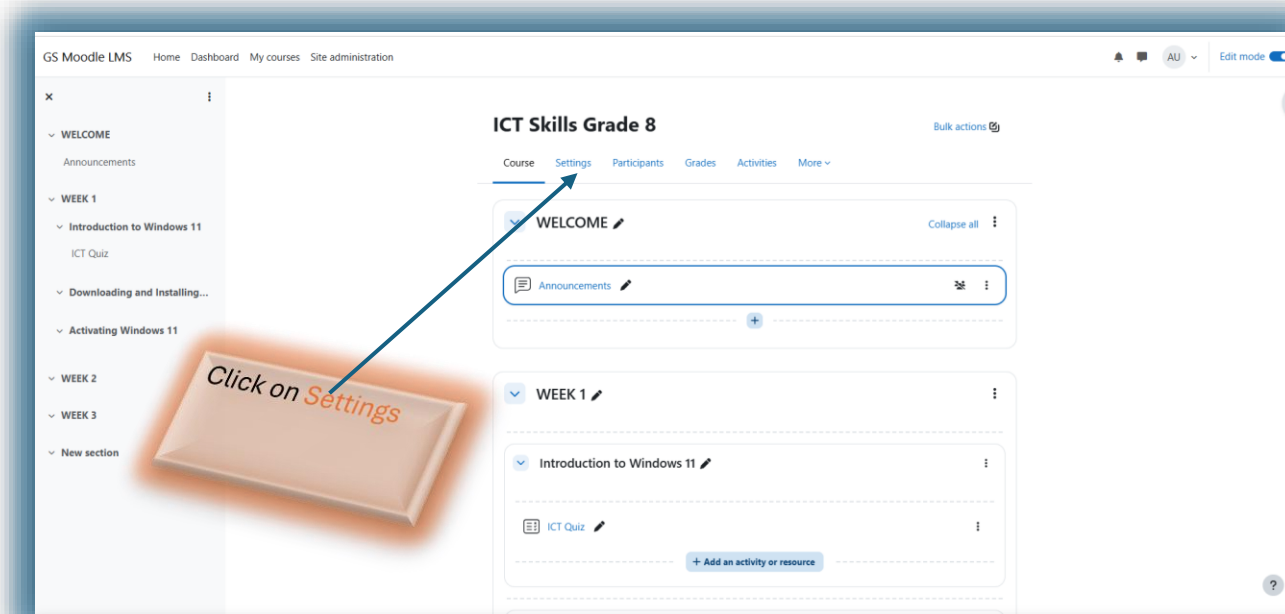


Figure 124

In Moodle, **Course Settings** act as the "DNA" of your virtual classroom. These settings control how the course appears, who can see it, and how students interact with the content.

To access these, go to your course and click the **Settings** tab in the top navigation bar (in Moodle 4.0+) or the **Gear icon > Edit settings**.

**Enable Completion Tracking:** Set this to **Yes**.

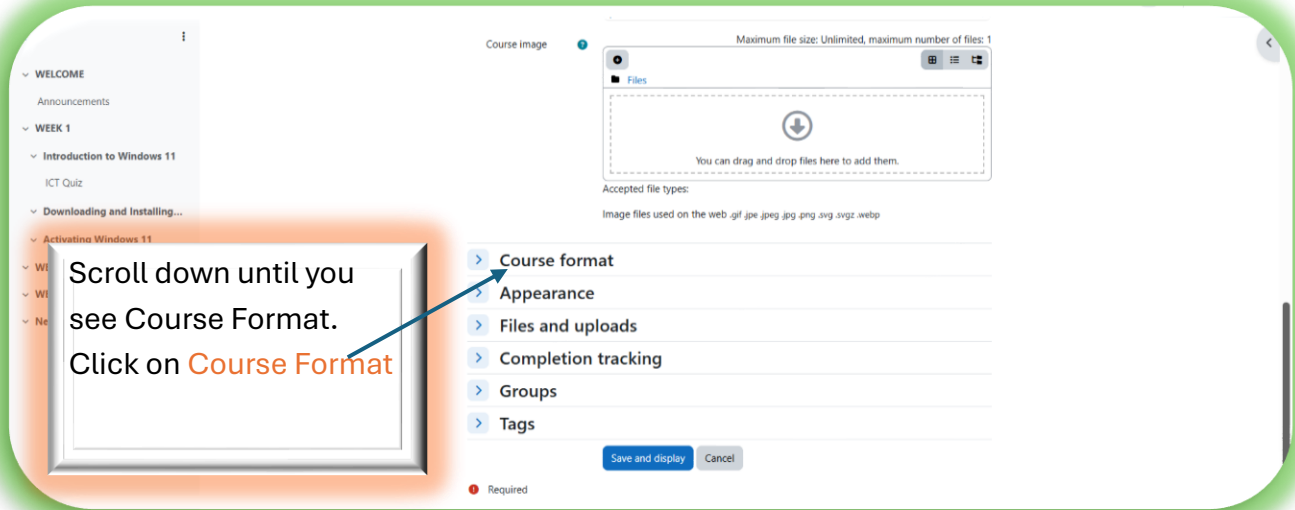


Figure 125

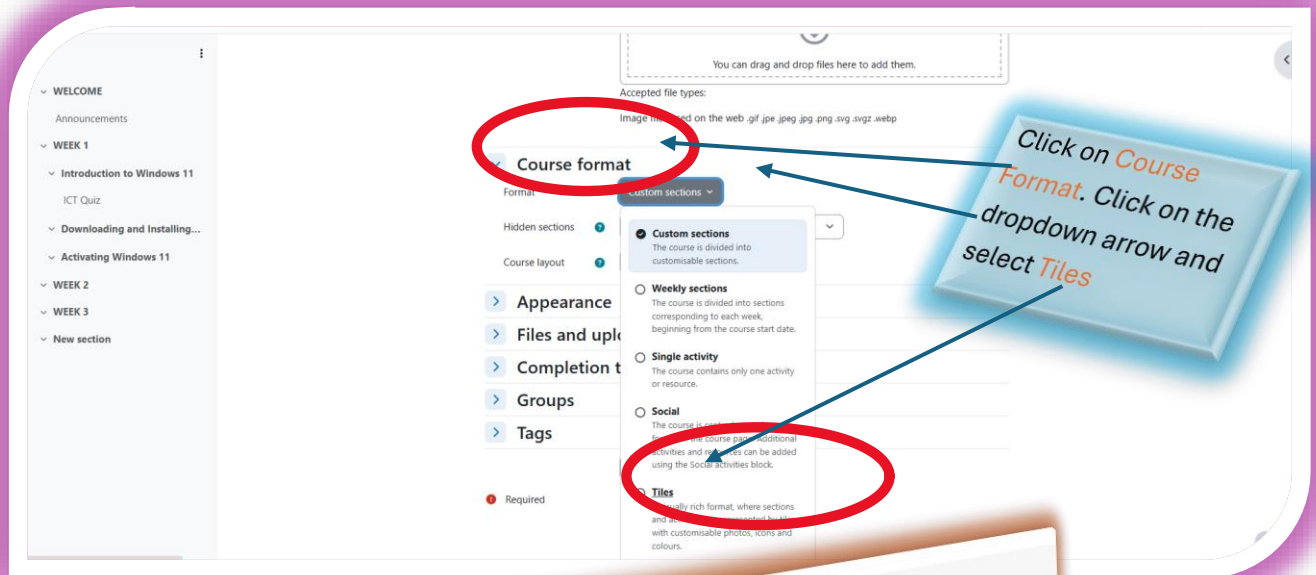


Figure 126

### Key Features of Tiles Format

- **Grid Layout:** Each course section (Module or Topic) is displayed as a rectangular tile.
- **Animated Transitions:** When a user clicks a tile, it expands smoothly to reveal the content inside without loading a new page.
- **Custom Icons:** You can choose from a built-in library of over 50 icons (e.g., a book for "Reading," a gear for "Technical," or a computer for "ICT") to represent each section.
- **Progress Tracking:** Each tile can show a percentage circle or a fraction (e.g., "4/10 completed") so learners see their progress at a glance from the main page.

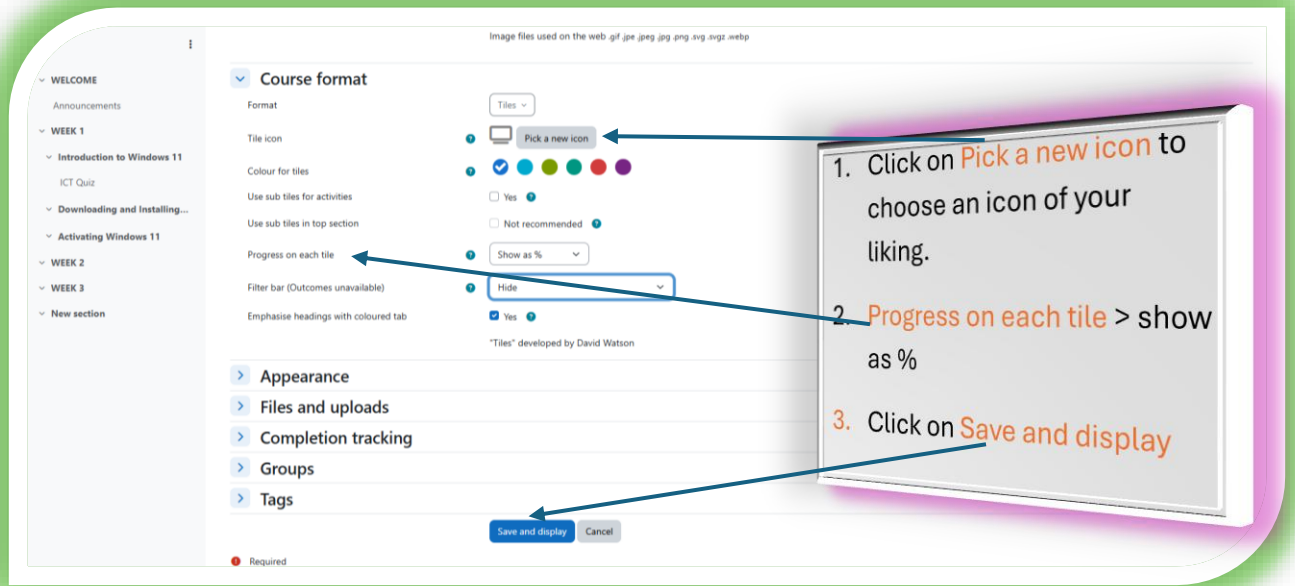


Figure 127

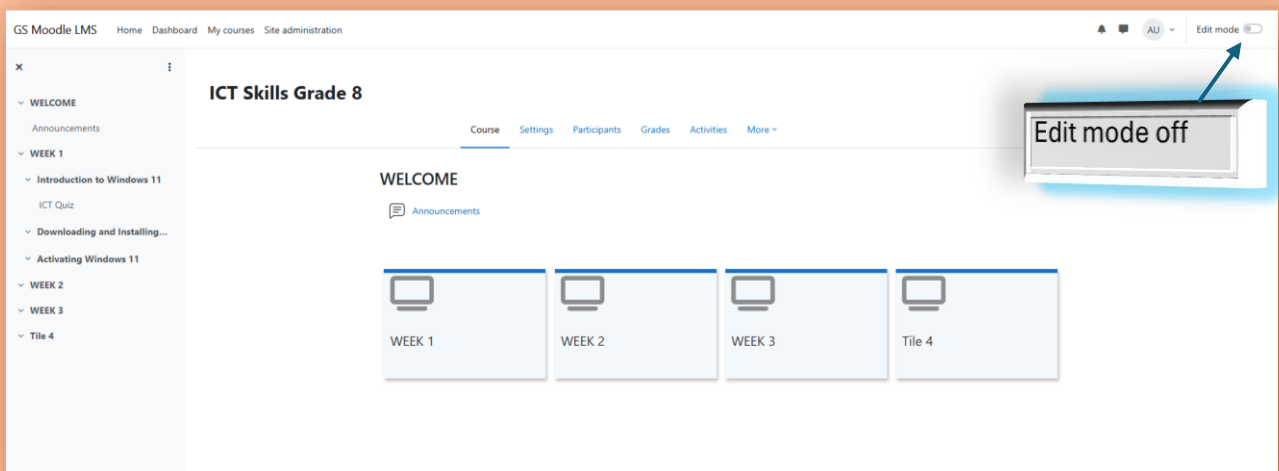


Figure 128

In Moodle, the **Tiles Format** is a popular third-party course layout plugin that replaces the traditional, long "Scroll of Death" (the vertical list of topics) with a clean, grid-based interface of interactive tiles.

It is particularly effective for mobile users and professional development courses because it looks more like a modern app or a website dashboard.

## CHAPTER 6

## READING COACH

**3. Choose Your Path:** The home screen will offer three primary modes: **Create a Story:** Use AI to build a custom story based on your interests. **Read from a Library:** Choose pre-leveled passages from ReadWorks.

- **Add Your Own:** Paste text from a textbook or article you are currently studying.

### Phase 3: Using the App

#### Step 1: Personalize Your Story (AI Mode)

If you select "**Create a Story**," you can choose a main character (e.g., a robot or an animal), a setting (e.g., space or a forest), and your current reading level. The AI then generates a safe, age-appropriate chapter for you to read.

#### Step 2: The Reading Session

- Click **Start Reading**. A 3-2-1 countdown will appear. Read the text out loud clearly.
- Click the **Stop** button (the red square) once you have finished the passage.

#### Step 3: Review Results and Practice

After reading, the app provides a summary of your performance:

- **Accuracy Score:** The percentage of words read correctly.
- **Speed:** Your words-per-minute (WPM) count.
- **Time Spent:** How long you practiced.

#### Step 4: The "Coach" Session

The most important part is the "**Practice Words**" button. The AI identifies the specific words you struggled with. Click on these words to:

- **Hear it read aloud:** Listen to the correct pronunciation.
- **Stretch it:** See the word broken down into syllables.
- **See a picture:** Get a visual clue of the word's meaning.
- **Try again:** Practice saying the word until the "Coach" confirms you've mastered it.

### Phase 4: Tracking Progress

As you continue practicing, you will earn **Badges** and unlock new characters and settings for your AI stories. This gamification is designed to keep learners motivated for daily practice.

#### [How to use the AI-powered Microsoft Reading Coach](#)

This video provides a practical demonstration of how the AI-powered storytelling and word-coaching features work in a real-time session.

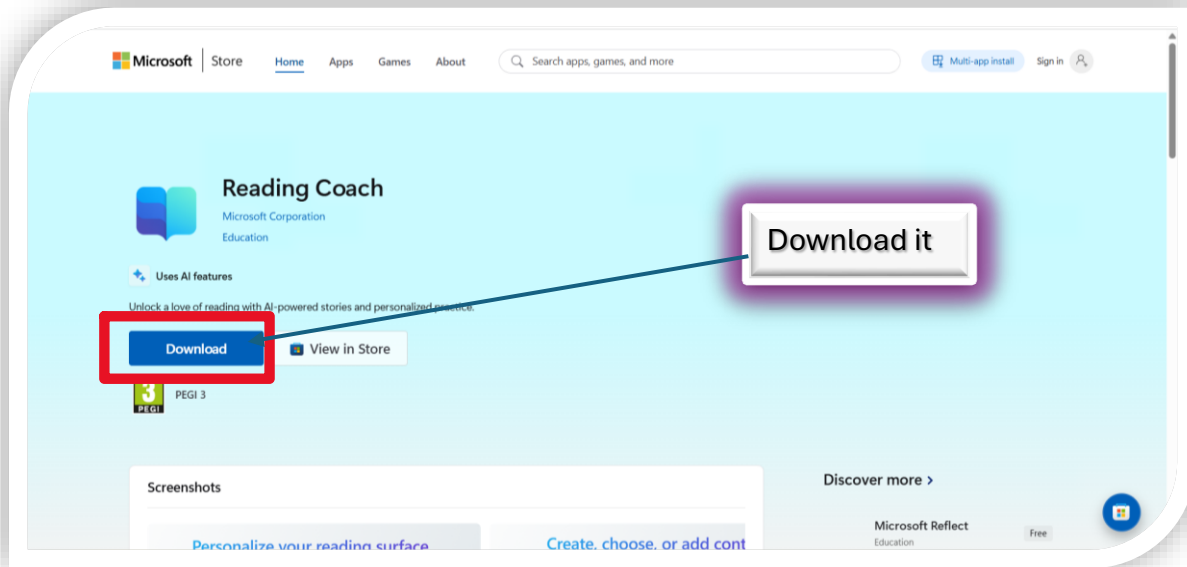


Figure 129

Microsoft Reading Coach is an AI-powered literacy tool that helps learners build reading fluency through personalized practice and immediate feedback. It is available as a web application and a dedicated Windows app.

### Phase 1: Downloading and Installation

For the best experience on a PC, it is recommended to install the standalone Windows application.


1. **Open the Microsoft Store:** Click on the **Start** menu and type "Microsoft Store" to open the app.
2. **Search for the App:** In the search bar at the top, type "**Reading Coach**".
3. **Download and Install:** \* Select the Reading Coach app (published by Microsoft Corporation).
  - Click the **Get** or **Install** button.
  - Once the download is complete, click **Open**.
4. **Web Alternative:** If you prefer not to install software, you can go to [coach.microsoft.com](https://coach.microsoft.com) in any modern web browser.

### Phase 2: Signing In and Setup

2. **Sign In:** You can sign in using a **personal Microsoft account** (Outlook, Hotmail) or a **Microsoft school account** (provided by your Department of Education).
3. **Permissions:** Upon your first launch, a pop-up will ask for **Microphone Access**. You must select **Allow**, as the app needs to hear you read to provide feedback.

# Mastering Literacy: Your Guide to Microsoft Reading Coach

An AI-powered tool to build reading fluency through personalized practice.



**GETTING STARTED & SETUP**

**CHOOSE YOUR PLATFORM**  
Install the standalone Windows App from the Microsoft Store or use [coach.microsoft.com](https://coach.microsoft.com).

**ENABLE MICROPHONE ACCESS**  
You must allow microphone permissions so the AI can hear and analyze your reading.

**SELECT YOUR READING PATH**

- AI-generated stories
- Pre-leveled ReadWorks passages
- Paste your own study materials

**TRACK YOUR FLUENCY METRICS**

- Accuracy Score: 95%
- Words-Per-Minute (WPM): 120
- Total Practice Time: 15 min

**THE READING & COACHING LOOP**

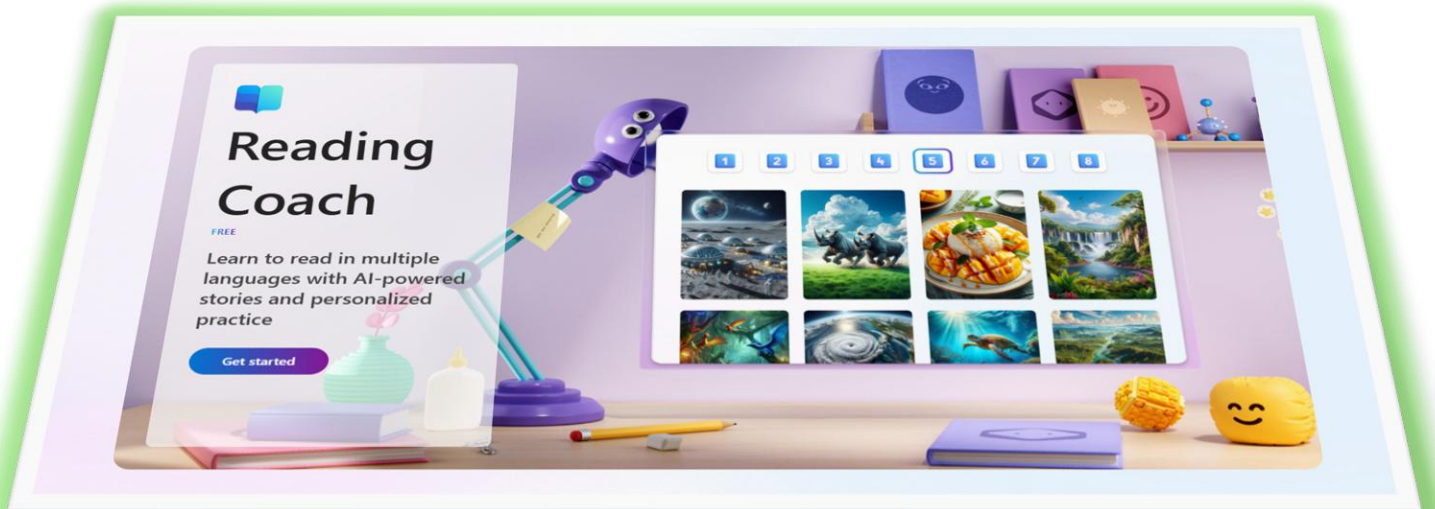
Authenticity

**COACH TOOLS & FUNCTIONS**

- HEAR IT ALOUD**  
Provides the correct pronunciation of the word.
- STRETCH IT**  
Breaks the word down into visual syllables.
- SEE A PICTURE**  
Offers a visual cue to define the word's meaning.

**EARN REWARDS FOR PROGRESS**  
Unlock new characters, settings, and badges through gamified daily practice.

Figure 130



**Reading Coach**

FREE

Learn to read in multiple languages with AI-powered stories and personalized practice

[Get started](#)

Figure 131

**Read in multiple languages**

Create and read stories, and library passages in many languages with pronunciation detection in multiple English dialects

**Personalized practice**

Learners create their stories using AI, practice challenging words woven into story chapters, and become fluent readers through independent practice

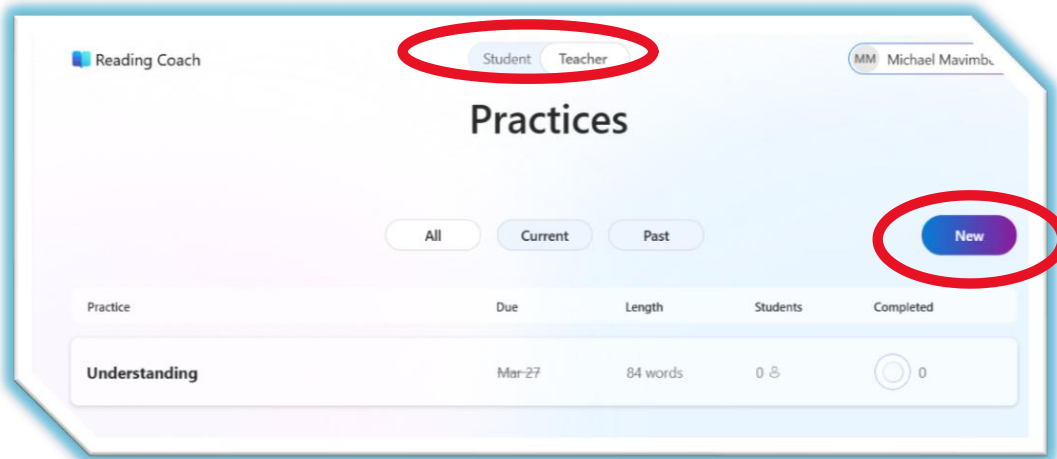
**Guide practice**

Educators can guide students' reading practice and track progress

**Inclusive and responsible by design**

Emerging readers and learners with dyslexia can build confidence with [Immersive Reader](#) using content aligned to Microsoft's [Responsible AI standards](#)

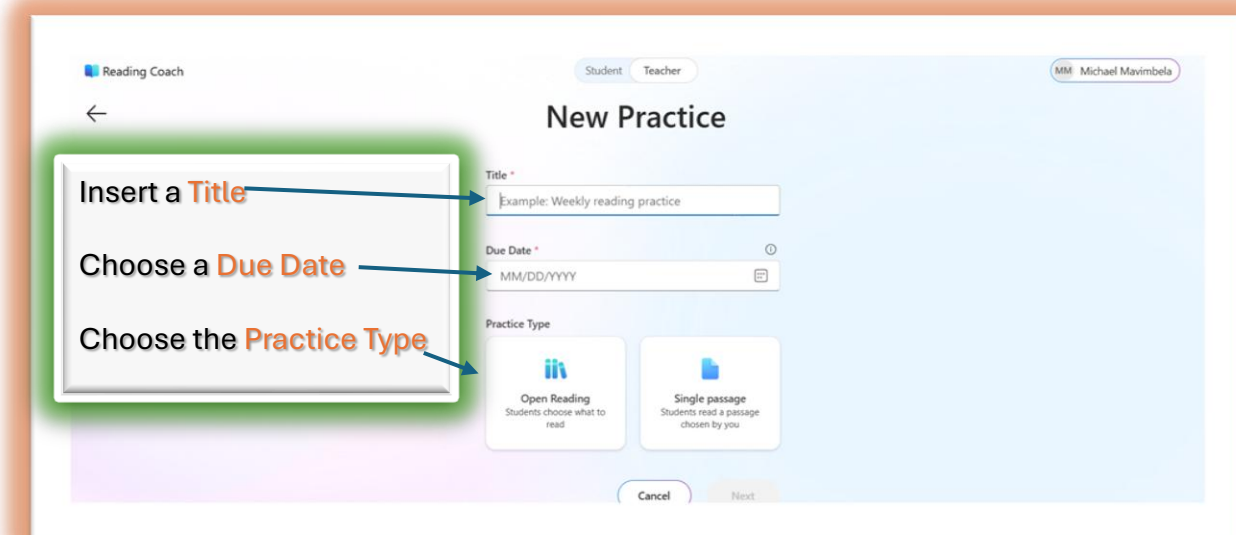
Figure 132



The screenshot shows the 'Practices' page in Reading Coach. At the top, there are tabs for 'Student' and 'Teacher', with 'Teacher' selected. Below the tabs are filters for 'All', 'Current', and 'Past', and a 'New' button. A table below lists a practice titled 'Understanding' with a due date of 'Mar-27', a length of '84 words', and 0 students completed.

Practice	Due	Length	Students	Completed
Understanding	Mar-27	84 words	0	0

Figure 133



The screenshot shows the 'New Practice' form in Reading Coach. A callout box highlights three key fields: 'Title', 'Due Date', and 'Practice Type'. The 'Title' field contains 'Example: Weekly reading practice'. The 'Due Date' field is set to 'MM/DD/YYYY'. The 'Practice Type' section has two options: 'Open Reading' (Students choose what to read) and 'Single passage' (Students read a passage chosen by you).

Figure 134

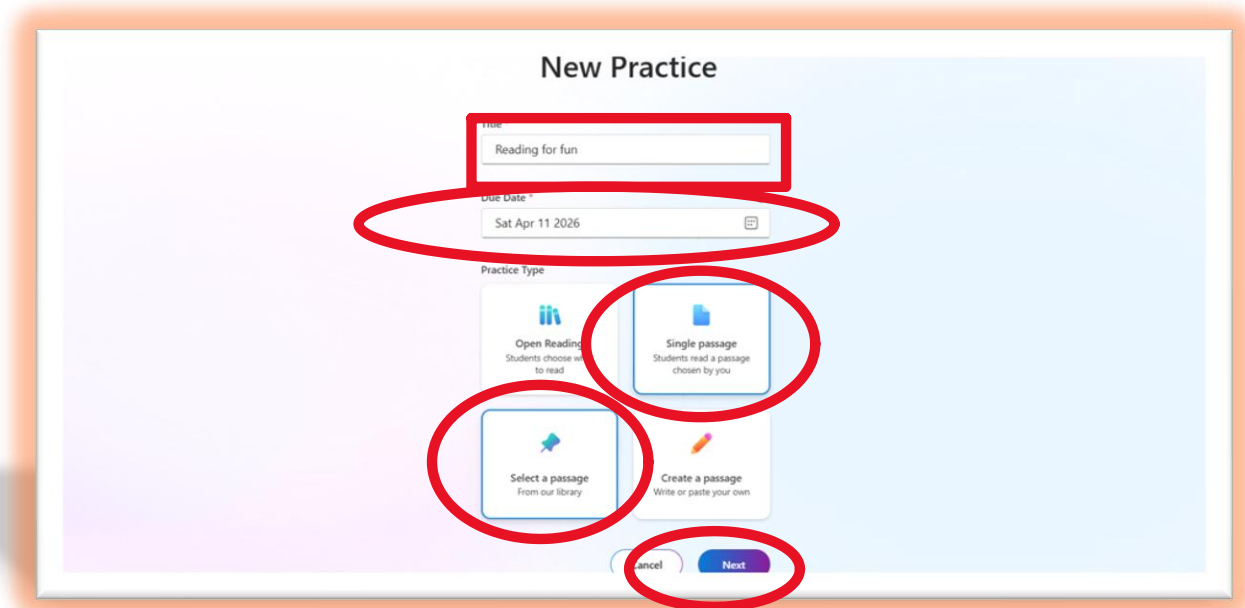


Figure 135

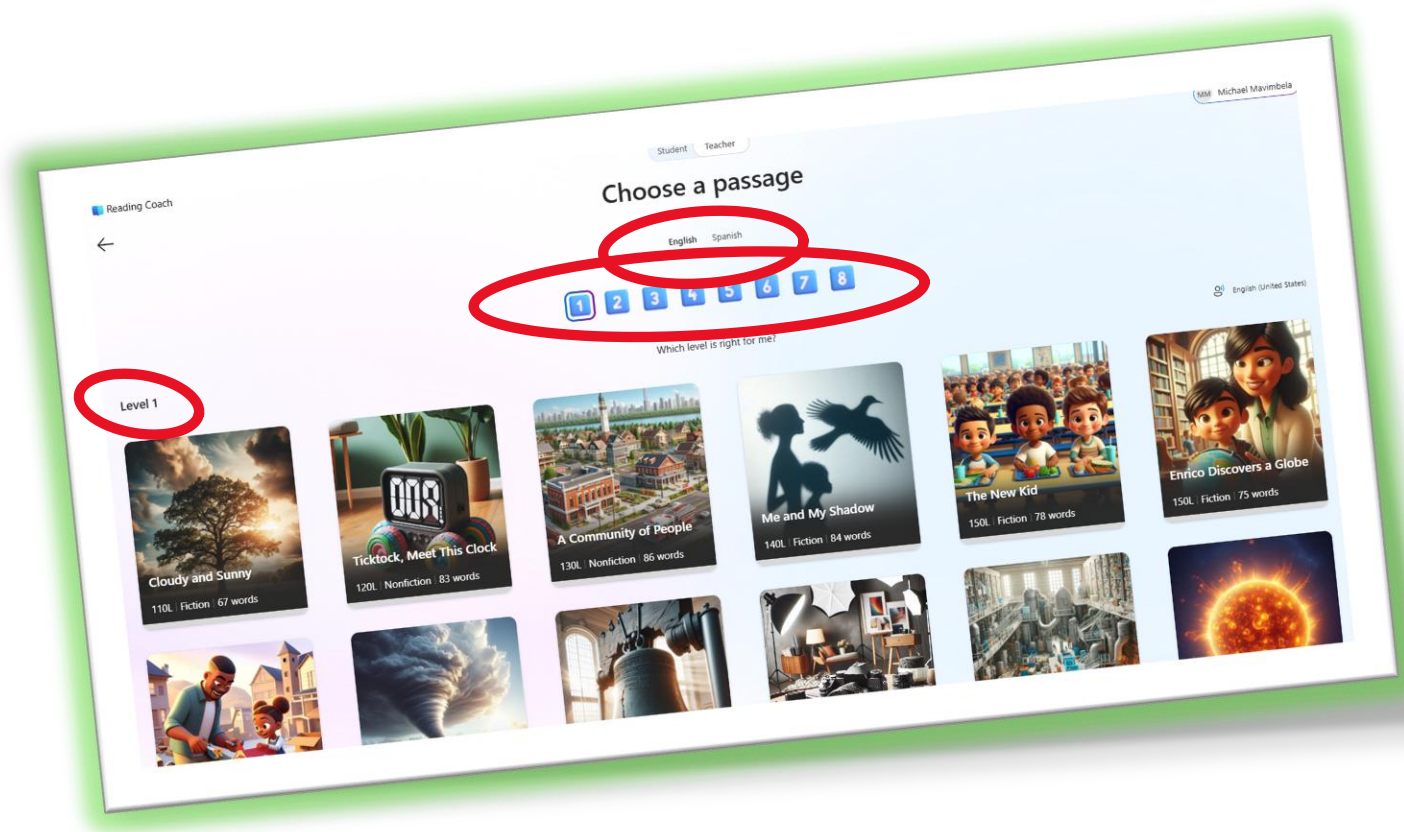


Figure 136

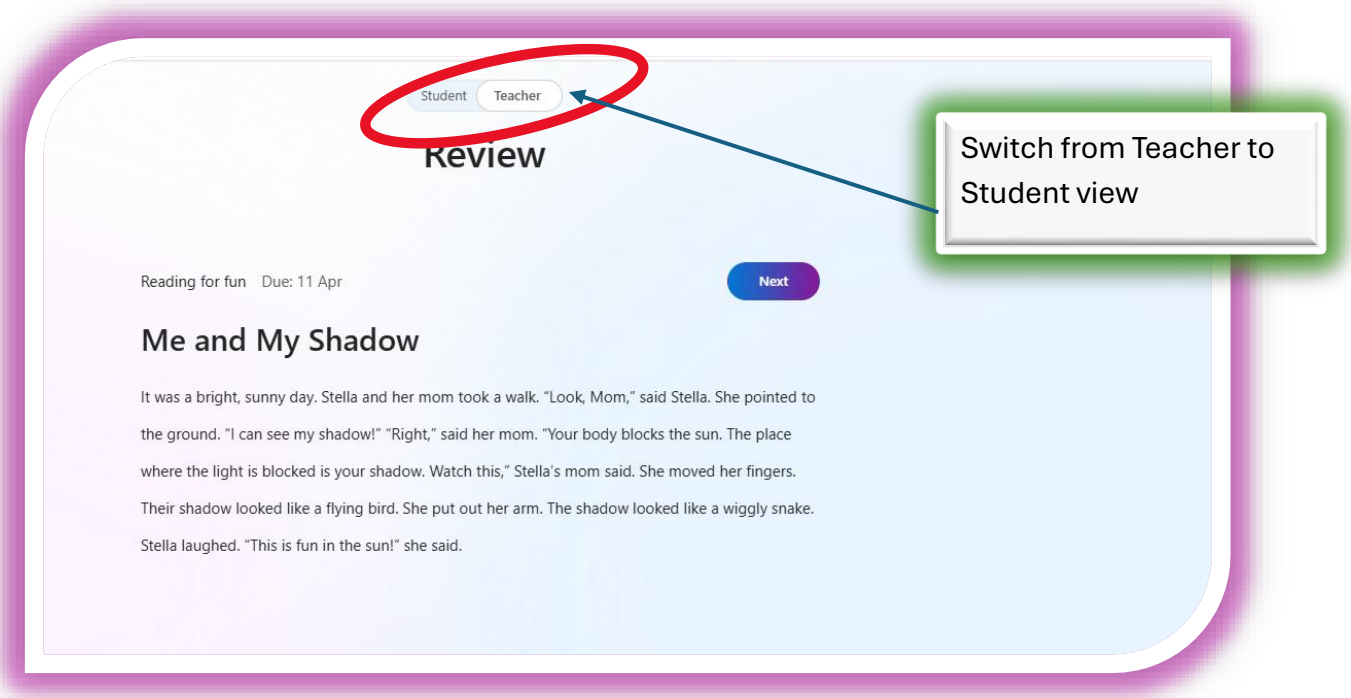


Figure 137

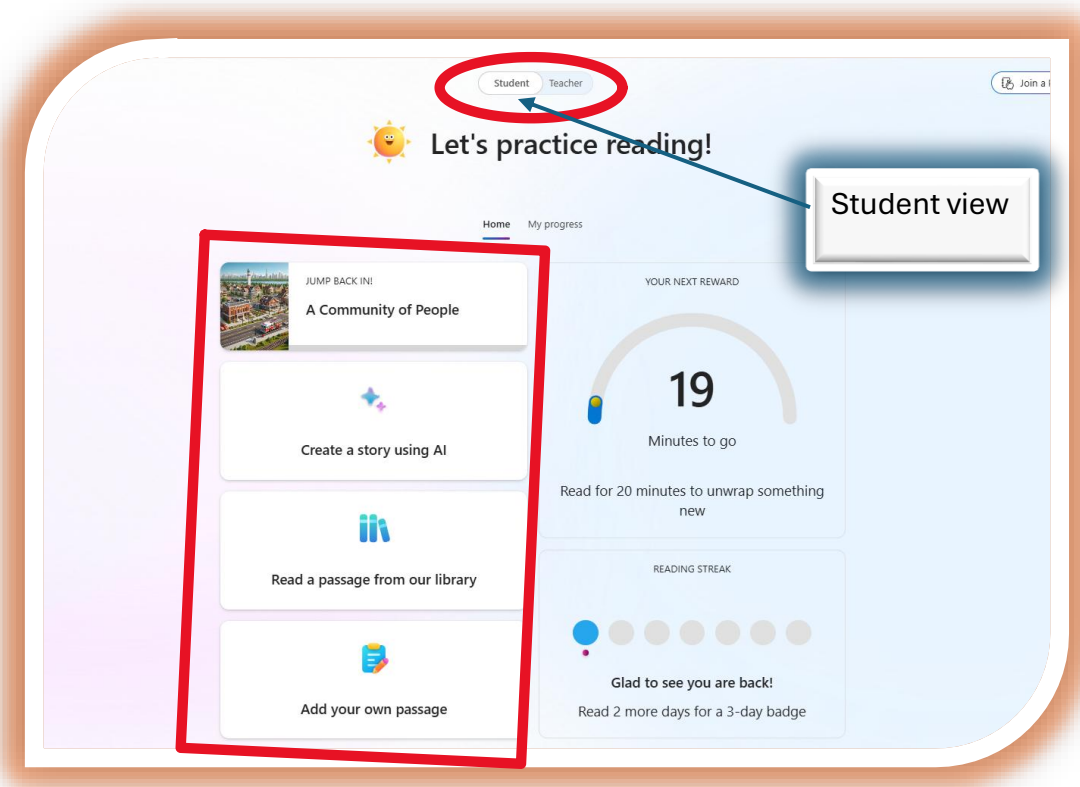


Figure 138



Figure 139

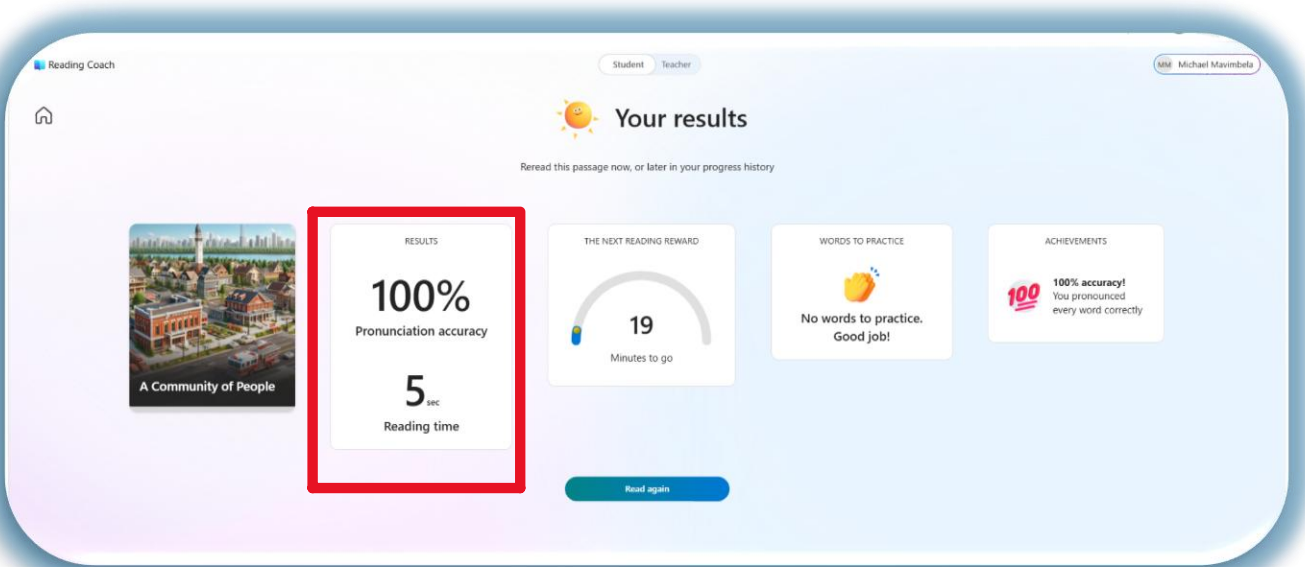


Figure 140

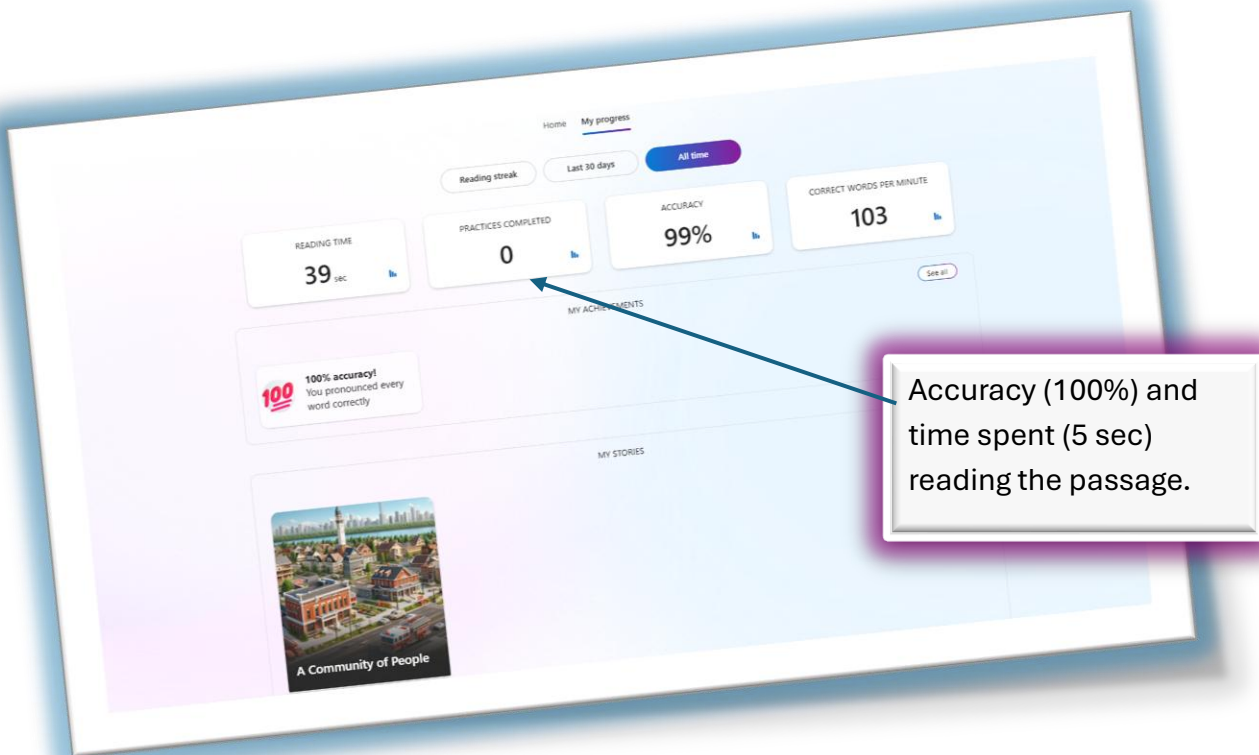


Figure 141

Reading with understanding—often called **reading comprehension**—is the bridge between simply decoding words and gaining knowledge. While a child might be able to "bark" at print (pronounce words correctly), the true value of literacy lies in their ability to process the meaning behind those words.

Here is why reading with understanding is a critical developmental milestone:

### 1. The Shift from "Learning to Read" to "Reading to Learn."

Until approximately the third grade, children are primarily focused on the mechanics of reading (phonics and fluency). After this point, the educational curriculum shifts. If a child cannot understand what they read, they will struggle in every other subject, including math word problems, science reports, and history texts.

## 2. Cognitive Development and Critical Thinking

Comprehension requires a child to engage in complex mental gymnastics. To understand a story, they must:

- **Predict** what happens next.
- **Summarize** the main ideas.
- **Inference** meaning (reading between the lines).
- **Connect** the text to their own life or world events.

This builds the "mental muscles" needed for analytical thinking and problem-solving.

## 3. Vocabulary and Language Acquisition

Reading with understanding exposes children to words they don't hear in everyday conversation. When they understand the context of these new words, they internalize them. A robust vocabulary is one of the strongest predictors of long-term academic and professional success.

## 4. Empathy and Social Awareness

Stories allow children to step into the shoes of people from different backgrounds, eras, or even worlds. When a child truly understands a character's struggle or joy, they develop **emotional intelligence** and empathy.

## 5. Academic Confidence and Mental Health

There is a profound psychological impact to reading comprehension.

- **The "Matthew Effect"**: In education, the "rich get richer." Children who read well enjoy it more, so they read more and get even better.
- **Self-Esteem**: Children who struggle to understand what they read often feel "behind," which can lead to school-related anxiety or a dislike for learning.

## CHAPTER 7

## MOODLE AI INTEGRATION

## GAMMA APP

- **Go to the Website** - Visit [gamma.app](https://gamma.app). Click **“Get Started for Free”**.
- 2. Create an Account**
  - Sign up using your **Google account, .edu email, or company email**.
  - Check your inbox for a **verification email** and click the link to activate your account.
- 3. Set Up Workspace**
  - Choose **Personal** or **Team workspace** depending on your needs.
  - Name your workspace (e.g., “Marketing Projects” or “Class Presentations”).
- 4. Sign In**
  - Once verified, log in to access your **dashboard**.
  - The dashboard is where you’ll manage all your presentations and documents.

**How to Use Gamma App****1. Create a New Presentation**

- On the **Home Screen**, click **“New from blank”**. Select a style:
  - **Default** → Short, visual slides (e.g., event flyers).
  - **Traditional** → Longer, structured presentations (e.g., lectures).

**2. Generate Content with AI**

- Type a **prompt or outline** (e.g., “Marketing strategy for 2026”).
- Gamma’s AI will automatically generate slides with text, images, and layouts.

**3. Edit & Customize**

- **Duplicate templates** before editing to preserve originals. Use the **editor panel** to adjust fonts, colors, and layouts.
- Add interactive elements like **links, embeds, or media**.

**4. Share & Present**

- Present directly in Gamma with **full-screen mode**. Share via **link** or export to PDF/PowerPoint if needed. Collaborate by inviting teammates to your workspace.



Figure 142

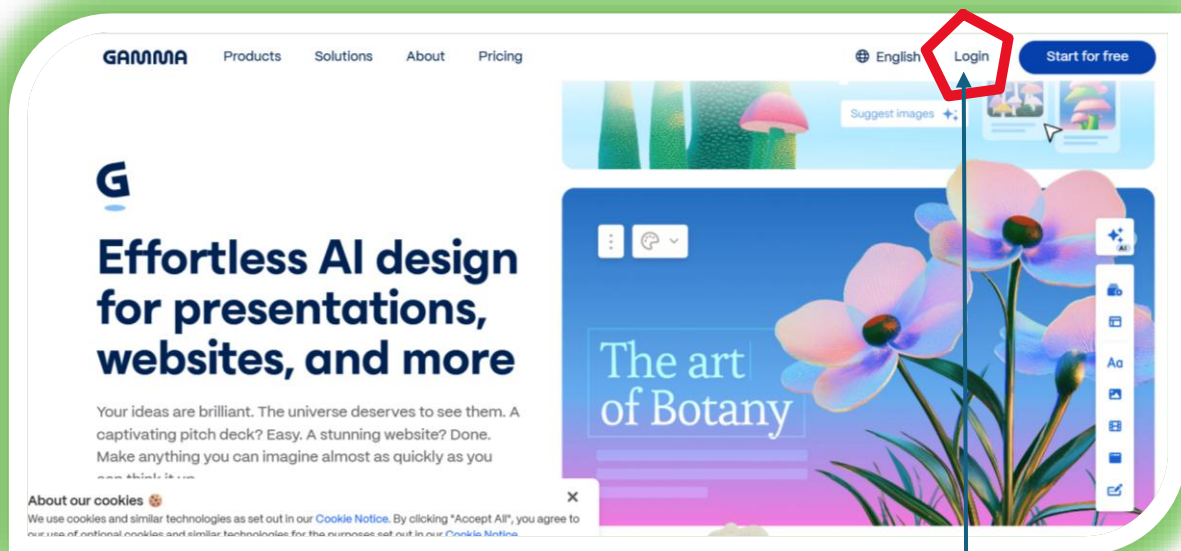


Figure 143

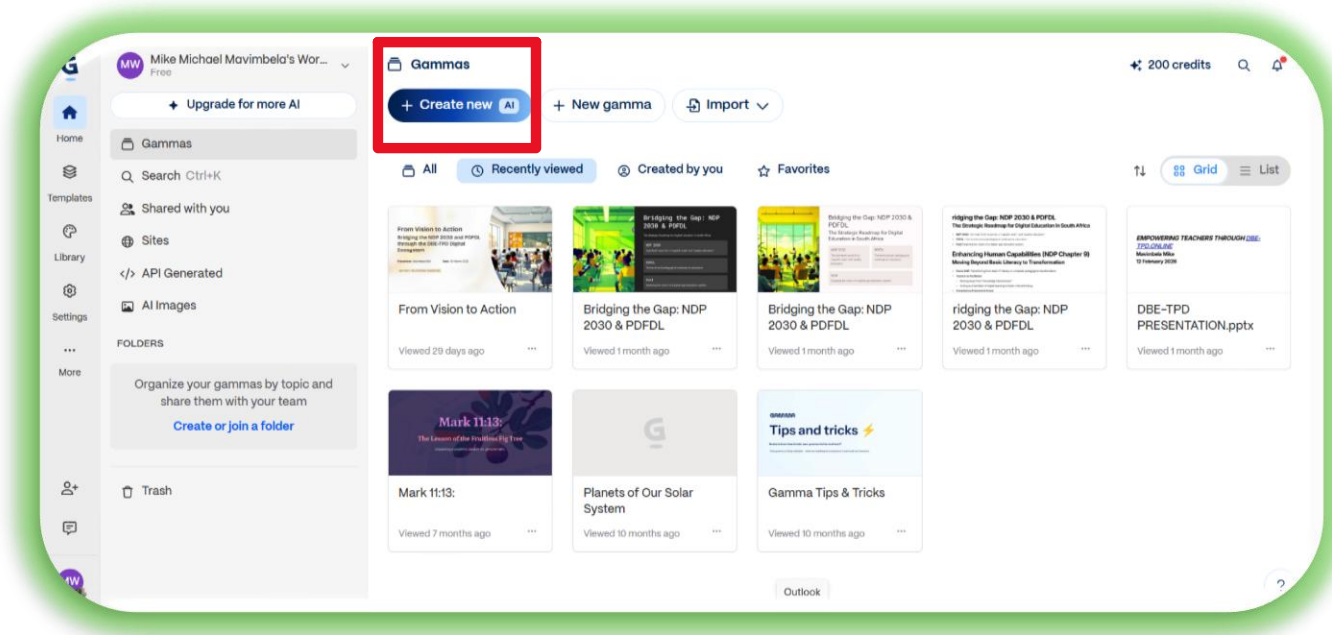


Figure 144

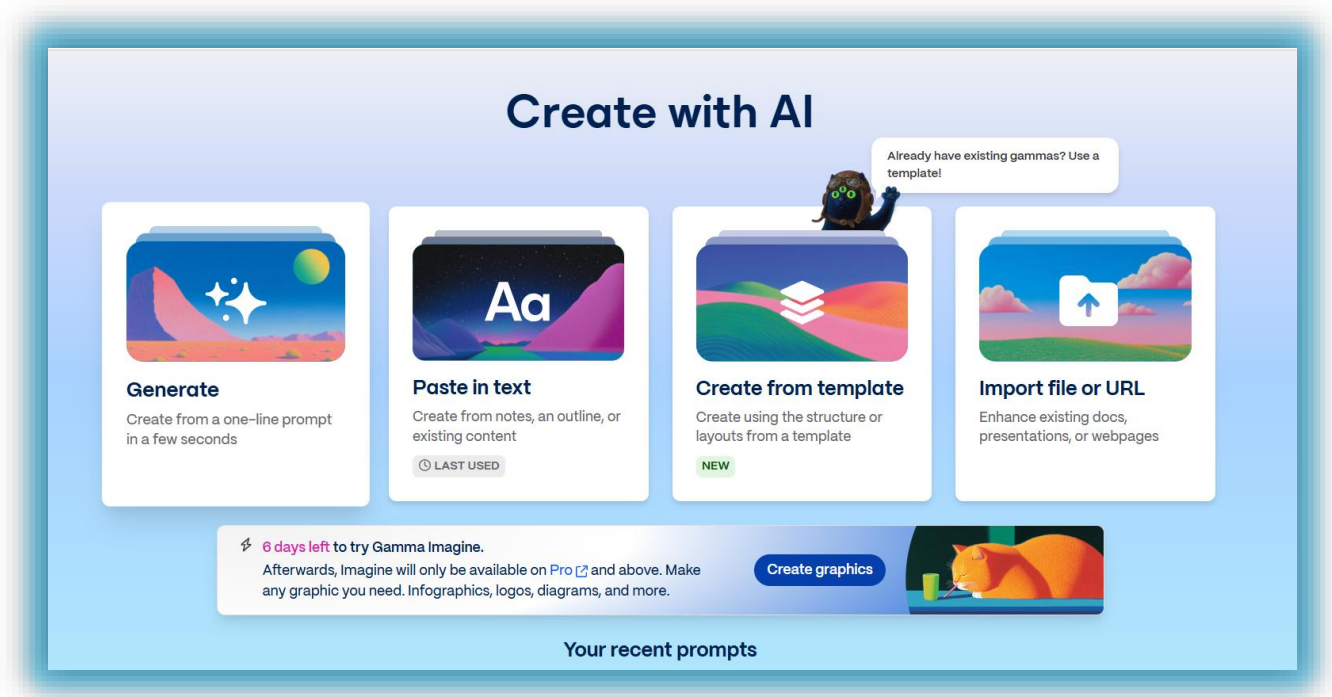


Figure 145

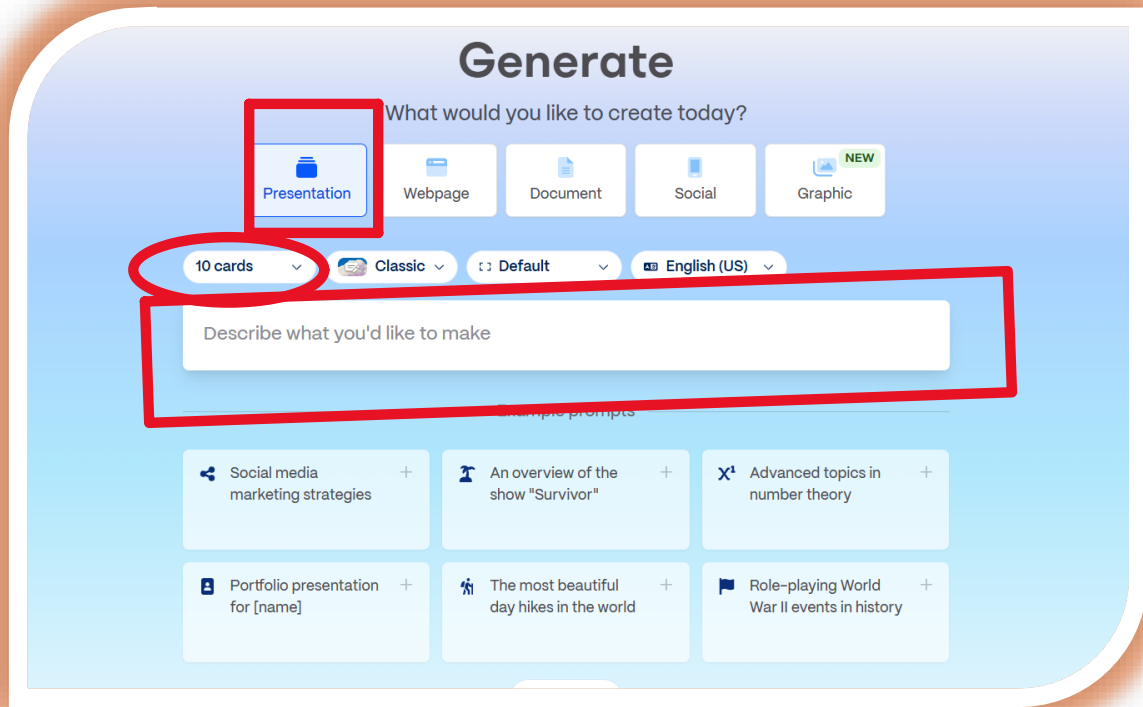


Figure 146

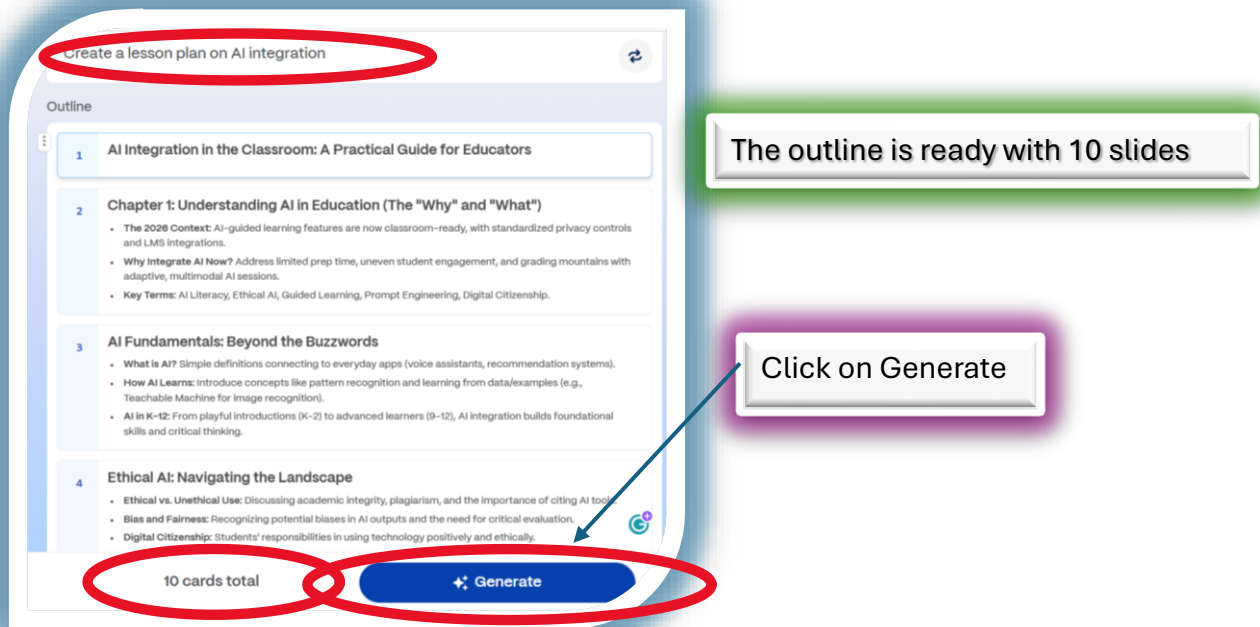


Figure 147

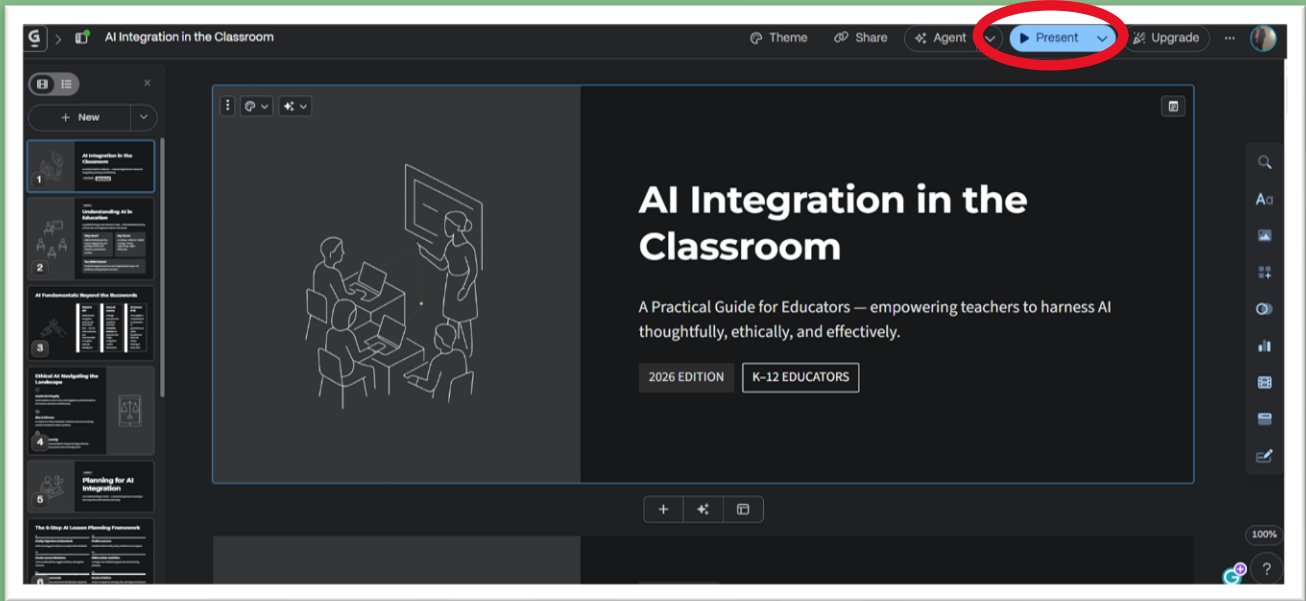


Figure 148

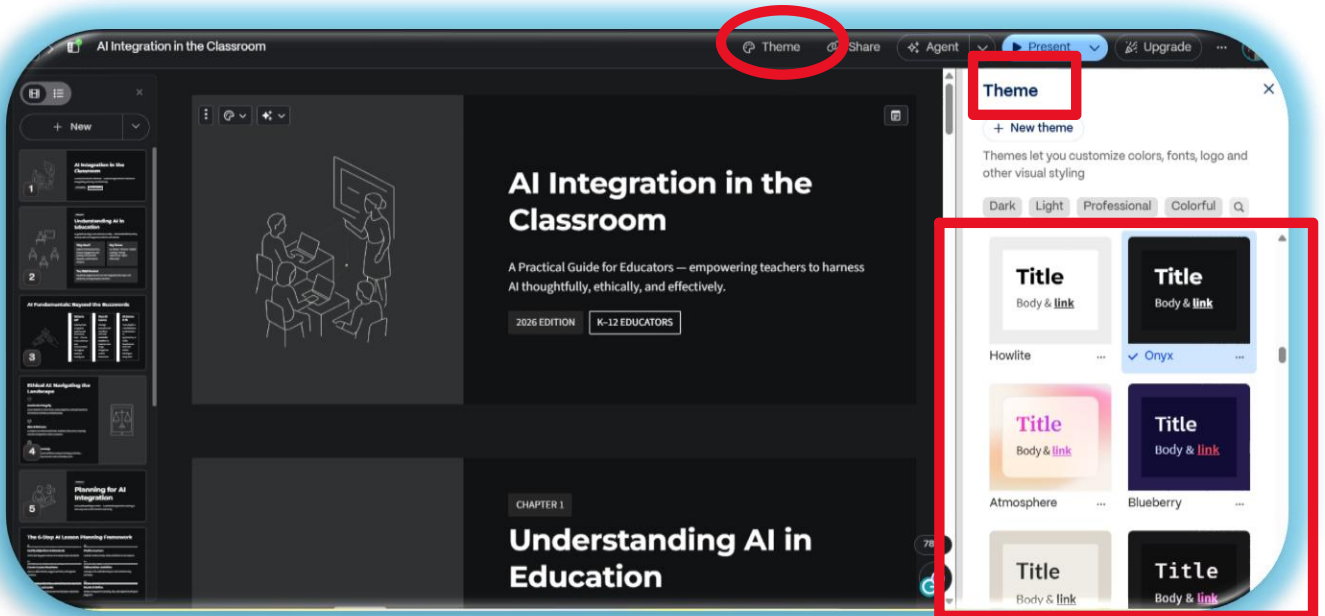


Figure 149

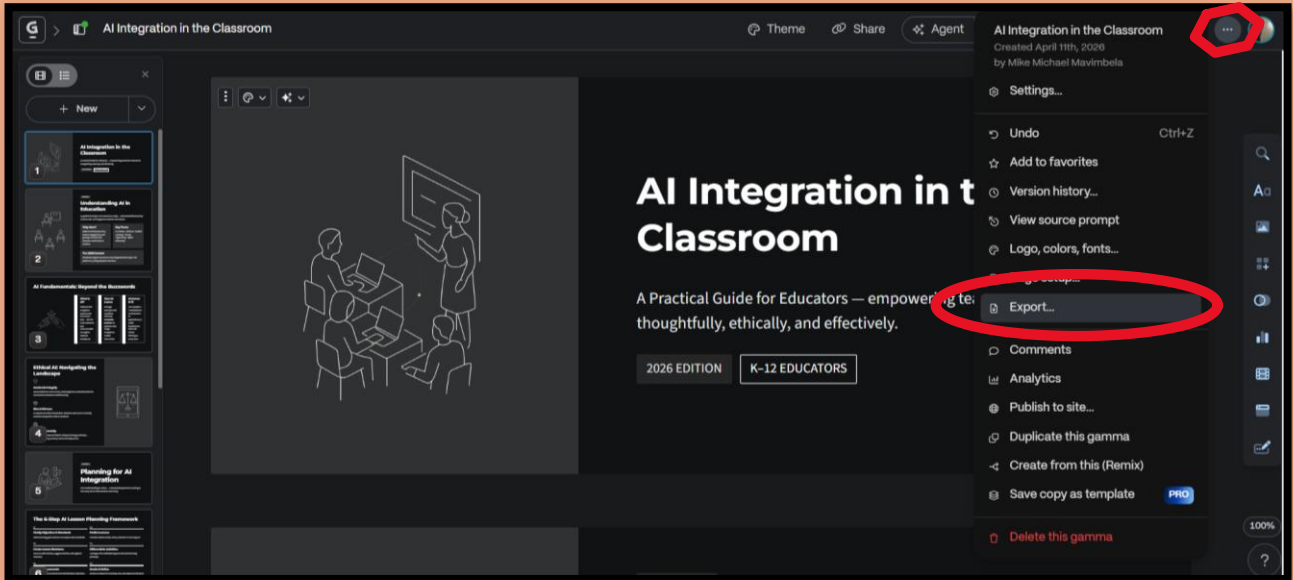


Figure 150

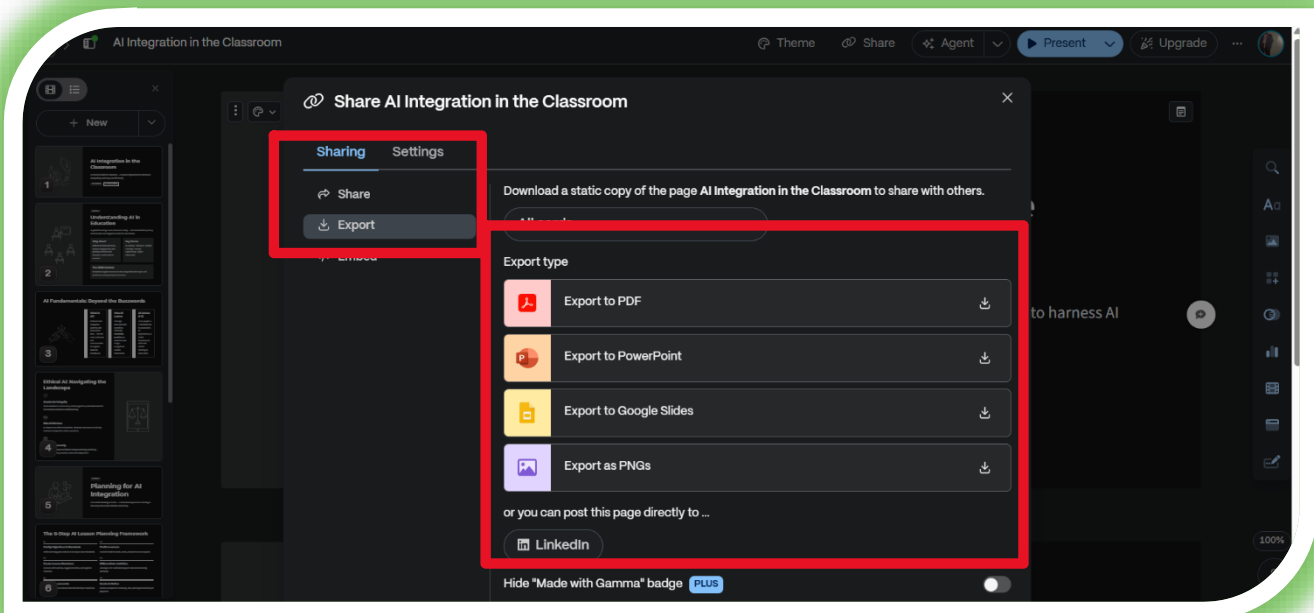


Figure 151

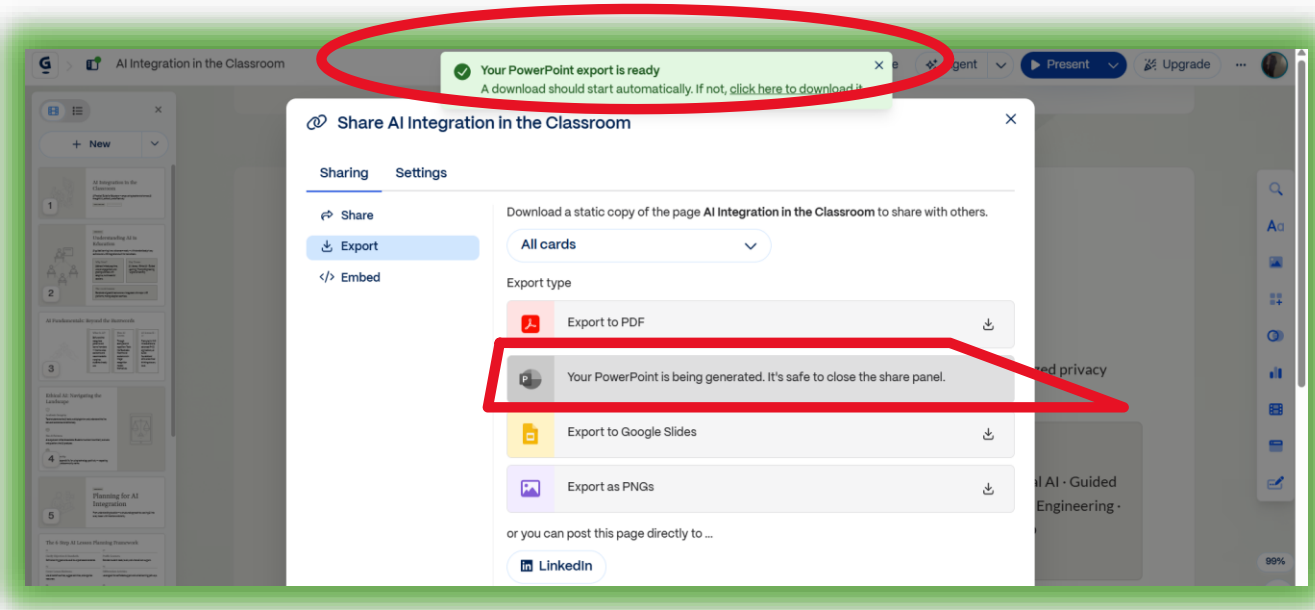


Figure 152

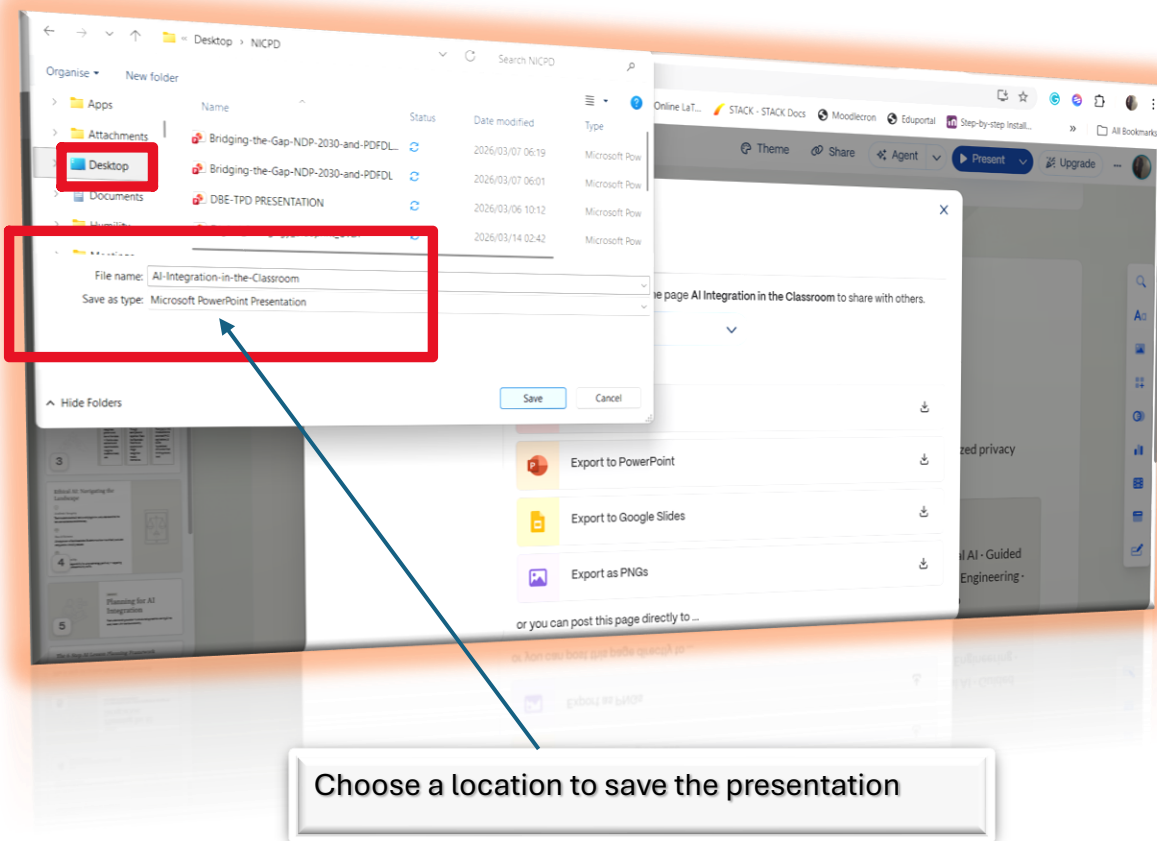


Figure 153

## Using Google NotebookLM

### 1. Access NotebookLM

- Go to [notebooklm.google.com](https://notebooklm.google.com) (requires a Google account).
- Sign in with your Gmail or Google Workspace credentials.

### 2. Create a New Notebook

- Click “**New Notebook**”.
- Give your notebook a **title** (e.g., “Cybersecurity Research” or “Marketing Strategy”).

### 3. Add Sources

- Upload documents such as **PDFs, Google Docs, Google Slides, or text files**.
- You can also paste text directly or link to Google Drive files.
- NotebookLM uses these sources as the knowledge base for your notebook.

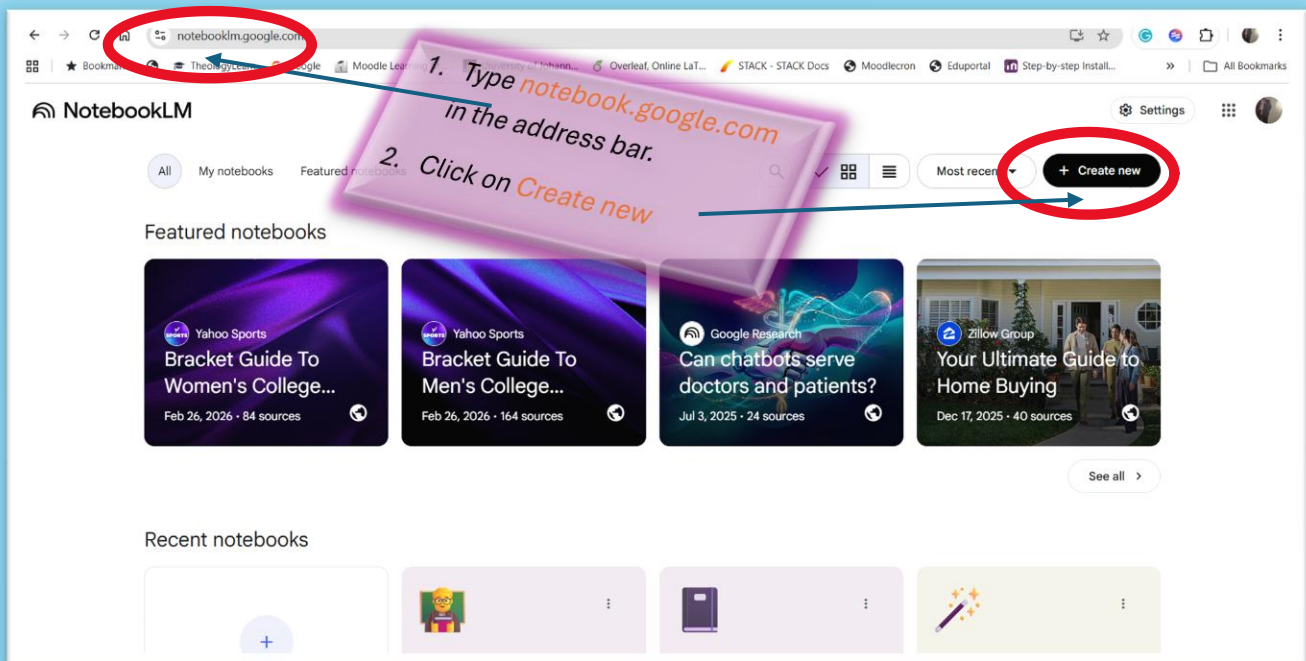


Figure 154

#### 4. Explore and Summarize

- Once sources are uploaded, you can:
  - **Ask questions** about the material (e.g., “Summarize Chapter 3”).
  - Generate **summaries** of long documents.
  - Highlight **key insights** and patterns across multiple files.

#### 5. Take Notes

- Use the **note-taking panel** to jot down important points.
- Notes can be organized into sections and linked back to source material.
- You can save **important facts and ideas** for quick reference.

#### 6. Generate Learning Materials

NotebookLM can automatically create:

- **Study guides** summarizing your sources.
- **Quizzes and flashcards** for revision.
- **Mind maps** to visualize relationships.
- **Reports, presentations, or even podcasts** based on your notes.

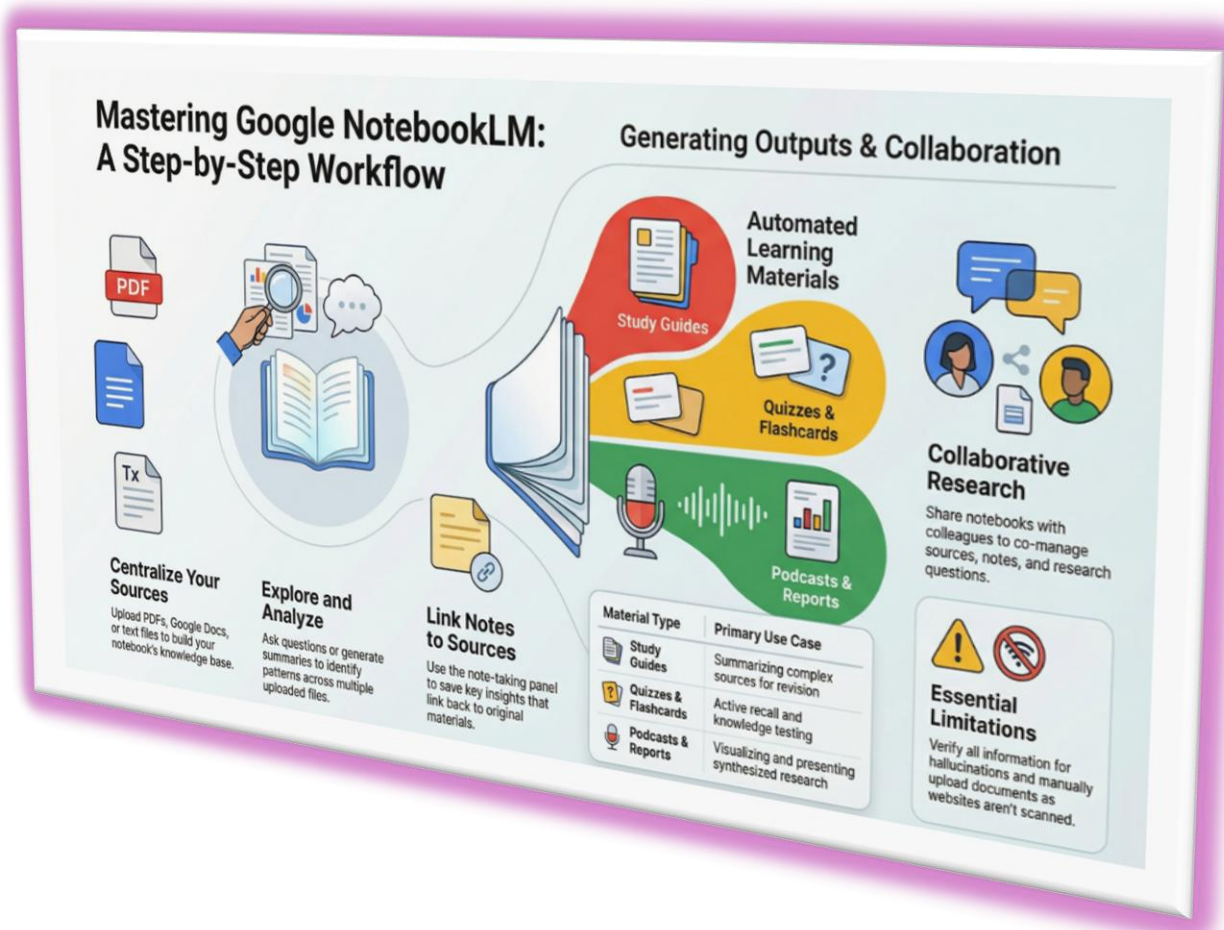
#### 7. Collaborate & Share

- Share notebooks with colleagues or classmates.
- Collaborators can add sources, notes, and questions.
- Great for **group projects, training, or research teams**.

#### 8. Stay Organized

- Create multiple notebooks for different topics.
- Use tags or clear titles to keep track of projects.
- NotebookLM updates automatically when you add new sources.

Figure 155



## 1. Grounded Accuracy (The "Source-First" Approach)

- **Zero Hallucination Focus:** NotebookLM only answers based on the sources you upload (PDFs, Google Docs, website links, or YouTube transcripts)
- **In-Line Citations:** Every response includes clickable citations that take you directly to the exact passage in your original document, making it incredibly easy to fact-check.

## 2. Multimedia "Studio" Outputs

- **Audio Overviews (AI Podcasts):** It can generate a high-fidelity, two-host conversational "podcast" where AI voices discuss and debate your uploaded material. This is perfect for reviewing long reports while commuting.
- **Video Overviews:** It can create narrated video summaries with animations and key highlights from your documents.
- **Mind Maps & Timelines:** It automatically generates visual maps of how ideas are connected or creates

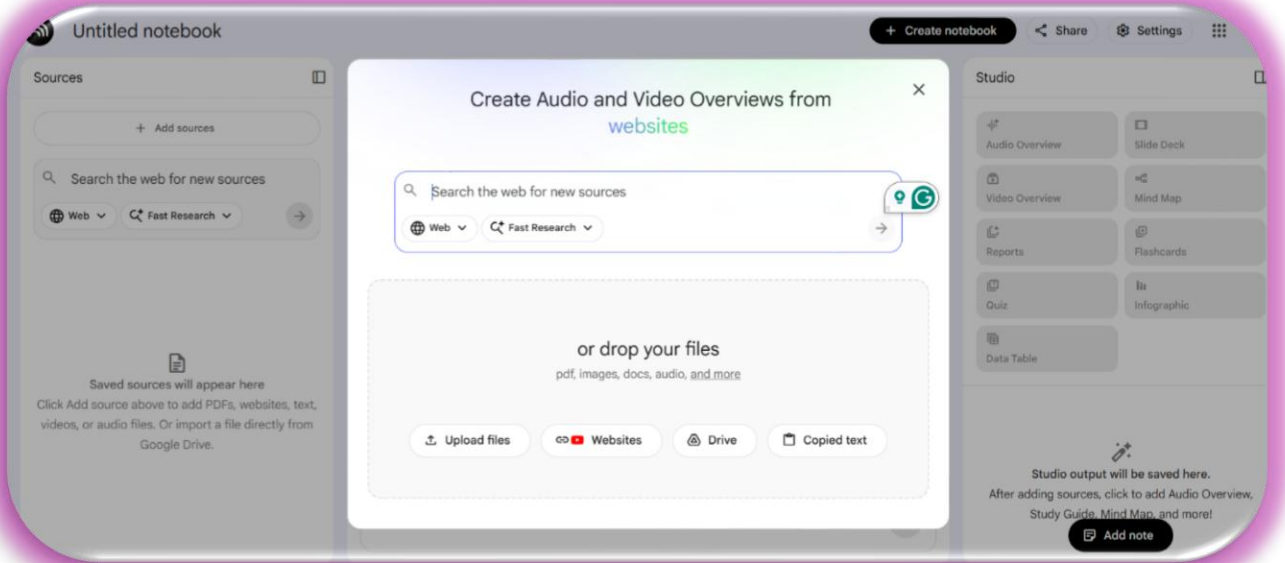


Figure 156

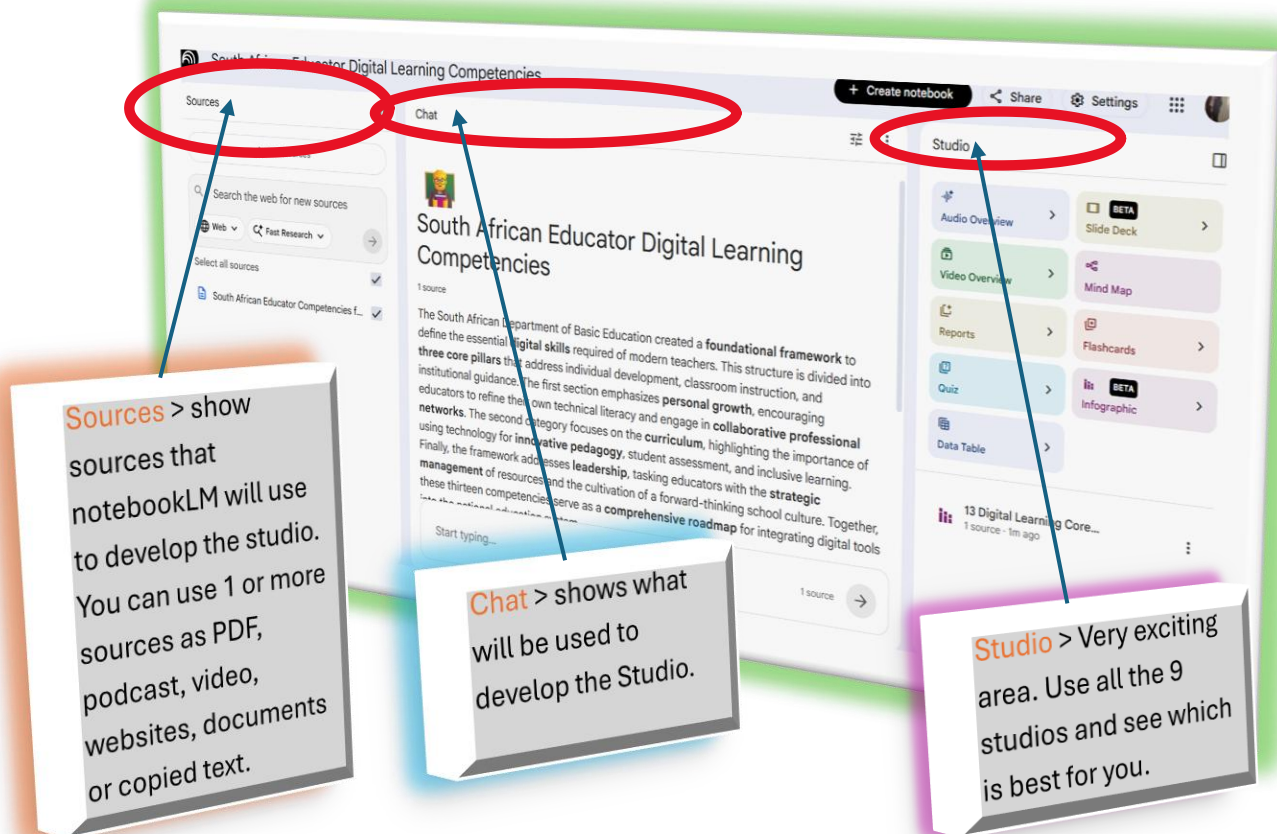


Figure 157

### AI Assistant Selection Guide

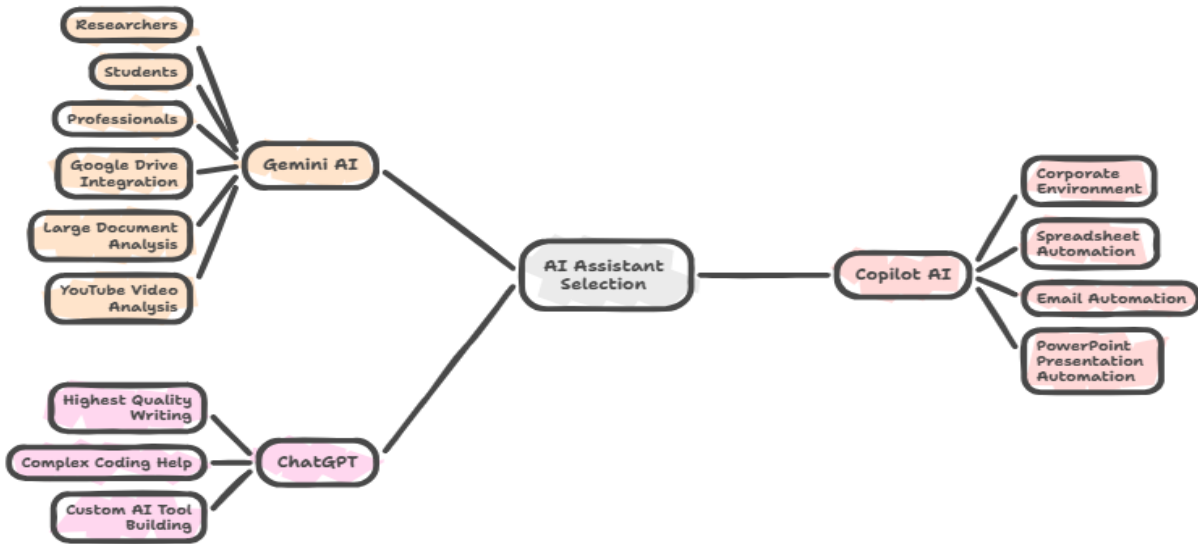


Figure 158

### AI Titans: Choosing Your Intelligence Partner

<p><b>Gemini AI: The Researcher's Choice</b> Optimized for Google Power users and those conducting deep, data-heavy research.</p>	<p><b>Copilot AI: The Corporate Workhorse</b> Specifically designed for Microsoft Office users to enhance professional and corporate productivity.</p>	<p><b>ChatGPT: The Creative Reasoner</b> The leading choice for advanced reasoning, creative writing projects, and complex coding tasks.</p>
<b>Technical &amp; Ecosystem Benchmarks</b>		
<p><b>Gemini's Massive Context Window</b> Offers a class-leading 1M+ token window, enabling the processing of massive amounts of data at once.</p>	<p><b>Copilot's Workspace Synergy</b> Seamlessly integrates into the Microsoft 365 ecosystem, including Word and Excel, for agentic workflows.</p>	<p><b>ChatGPT's Custom Flexibility</b> Operates as an independent platform with extensible power through Zapier and Custom GPTs.</p>
<b>Key Competitive Advantages</b>		
<p>Context Window <b>Massive (1M+ tokens)</b></p>	<p>Context Window <b>Standard</b></p>	<p>Context Window <b>Large (with "Prism")</b></p>
<p>Ecosystem <b>Google Workspace</b></p>	<p>Ecosystem <b>Microsoft 365</b></p>	<p>Ecosystem <b>Independent (Zapier/Custom)</b></p>
<p>Primary Edge <b>Video analysis &amp; Real-time info</b></p>	<p>Primary Edge <b>Auto-tasks &amp; Agentic workflows</b></p>	<p>Primary Edge <b>Conversational depth &amp; Coding</b></p>

Figure 159

In 2026, the "Big Three" AI assistants have carved out distinct niches based on their ecosystems and specialized capabilities. Choosing between them depends largely on where your work and data already live.

**Quick Comparison at a Glance**

Feature	Gemini AI (Google)	Copilot AI (Microsoft)	ChatGPT (OpenAI)
<b>Best For</b>	Deep research & Google users	Corporate productivity & Office users	Creative writing & advanced reasoning
<b>Context Window</b>	Massive (1M+ tokens)	Standard	Large (with "Prism" workspace)
<b>Ecosystem</b>	Google Workspace (Docs, Gmail)	Microsoft 365 (Word, Excel)	Independent (Zapier/Custom GPTs)
<b>Key Advantage</b>	Real-time info & Video analysis	Agentic workflows (Auto-tasks)	Conversational depth & Coding

**1. Gemini AI: The Research Powerhouse**

Gemini’s primary advantage is its integration with the Google ecosystem and its ability to process massive amounts of data at once.

- **Massive Context Window:** Gemini can analyse hour-long videos, thousands of lines of code, or entire libraries of PDFs in a single prompt.
- **Deep Research Mode:** It features a specialized "Deep Research" tool that generates comprehensive, cited reports by pulling from real-time web data and Google Scholar.
- **Google Workspace Integration:** If you use Google Docs, Sheets, or Gmail, Gemini lives in the side panel. It can draft emails based on your Drive files or summarize unread Chat messages instantly.
- **Multimodal Native:** Because it was built to be multimodal from the start, its image generation and video analysis (via the Veo model) are exceptionally smooth.

**2. Microsoft Copilot: The Corporate "Action" Agent**

By 2026, Copilot will have moved from a "chatbot" to an **AI Agent** that can execute multi-step workflows across your business.

- **Work IQ:** Copilot understands your organizational context—who you work with, your meeting history, and your project deadlines—to prioritize your inbox and calendar.
- **Agentic Workflows:** You can delegate tasks like "Prepare a pitch deck using last week's meeting notes and the budget spreadsheet," and Copilot will execute the steps across Word, Excel, and PowerPoint.
- **Universal Availability:** It is now embedded directly into Windows and the taskbar, making it the most accessible tool for general PC navigation and settings.
- **Model Flexibility:** Interestingly, Copilot now allows users to switch between models (including OpenAI and Anthropic's Claude) for specific tasks like complex reasoning.

### 3. ChatGPT: The Creative & Analytical Specialist

ChatGPT remains the industry leader for pure "brainpower," creative flexibility, and customizability.

- **Advanced Reasoning:** While other AIs are faster, ChatGPT's "Pro" and "Plus" models (like the o-series) are often cited as superior for complex math, logic, and deep coding problems.
- **Prism Workspace:** A new 2026 feature that provides a dedicated space for long-form, structured writing and research, allowing you to build complex documents collaboratively with the AI.
- **Custom GPTs & Store:** ChatGPT allows you to build your own mini-AI agents for specific tasks (e.g., a "Curriculum Designer" or "Legal Assistant") without needing to code.
- **Conversation Memory:** Its memory is more "personal" than the others; it learns your specific writing style, tone, and preferences over time across all conversations.

#### Summary: Which should you use?

- **Use Gemini** if you are a researcher, student, or professional who lives in **Google Drive** and needs to analyze large documents or YouTube videos.
- **Use Copilot** if you work in a **corporate environment** and need to automate spreadsheets, emails, and PowerPoint presentations.
- **Use ChatGPT** if you need the **highest quality writing**, help with complex coding, or want to build your own custom AI tools.

## CHAPTER 8

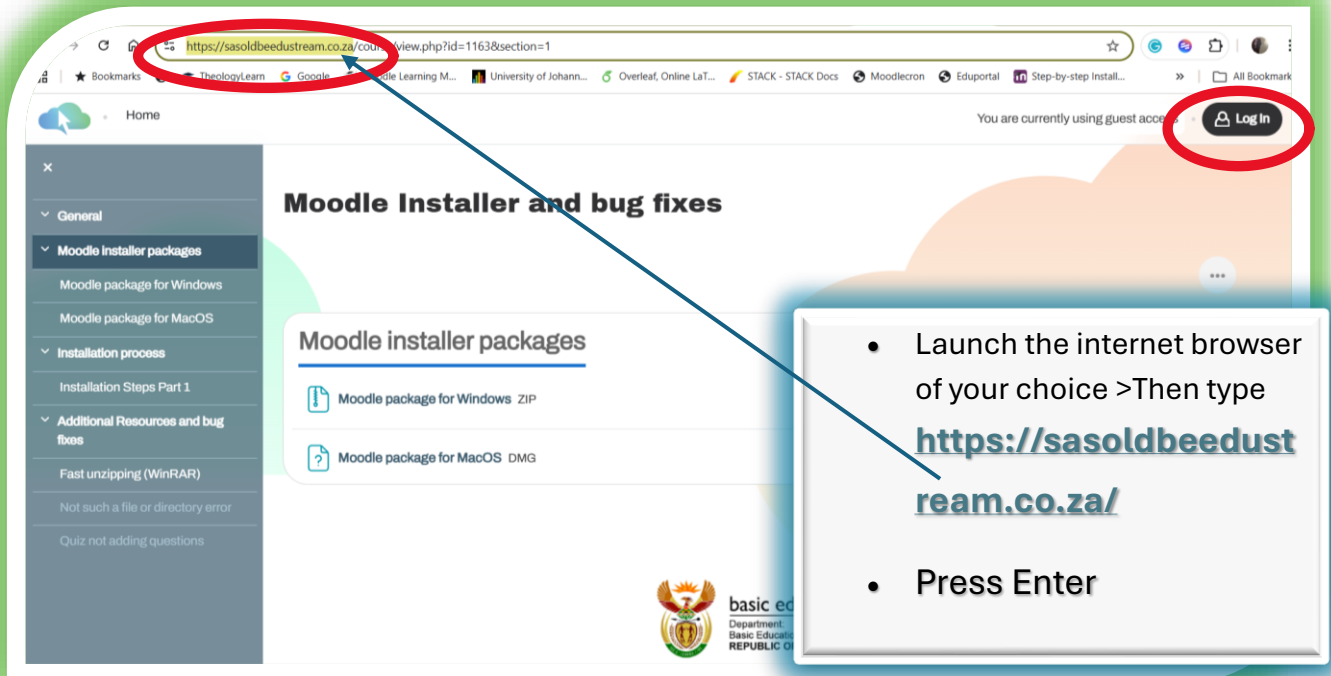
## ONLINE MOODLE LMS (DBECLoud)

The official platforms for the Department of Basic Education (DBE) are typically accessed through the following links:

### The Primary DBE Cloud Portal

The main education-based web portal for resources and digital content is:

- **Website:** <https://sasoldbeedustream.co.za/>
  - *Note:* This platform is highly active in the Mpumalanga province and contains over 300 courses ranging from Foundation Phase to Grade 12.



The screenshot shows a web browser window with the URL <https://sasoldbeedustream.co.za/course/view.php?id=1163&section=1> in the address bar. The page content includes a sidebar with navigation options like 'General', 'Moodle installer packages', and 'Installation process'. The main content area is titled 'Moodle Installer and bug fixes' and lists 'Moodle installer packages' for Windows (ZIP) and MacOS (DMG). A 'Log In' button is visible in the top right corner. A blue arrow points from the URL in the address bar to a text box containing the following instructions:

- Launch the internet browser of your choice >Then type <https://sasoldbeedustream.co.za/>
- Press Enter

Figure 160

**NOTE:** You need to be registered on the platform by an administrator. Once you have received a Username and Password, click on Login and write your Username and Password

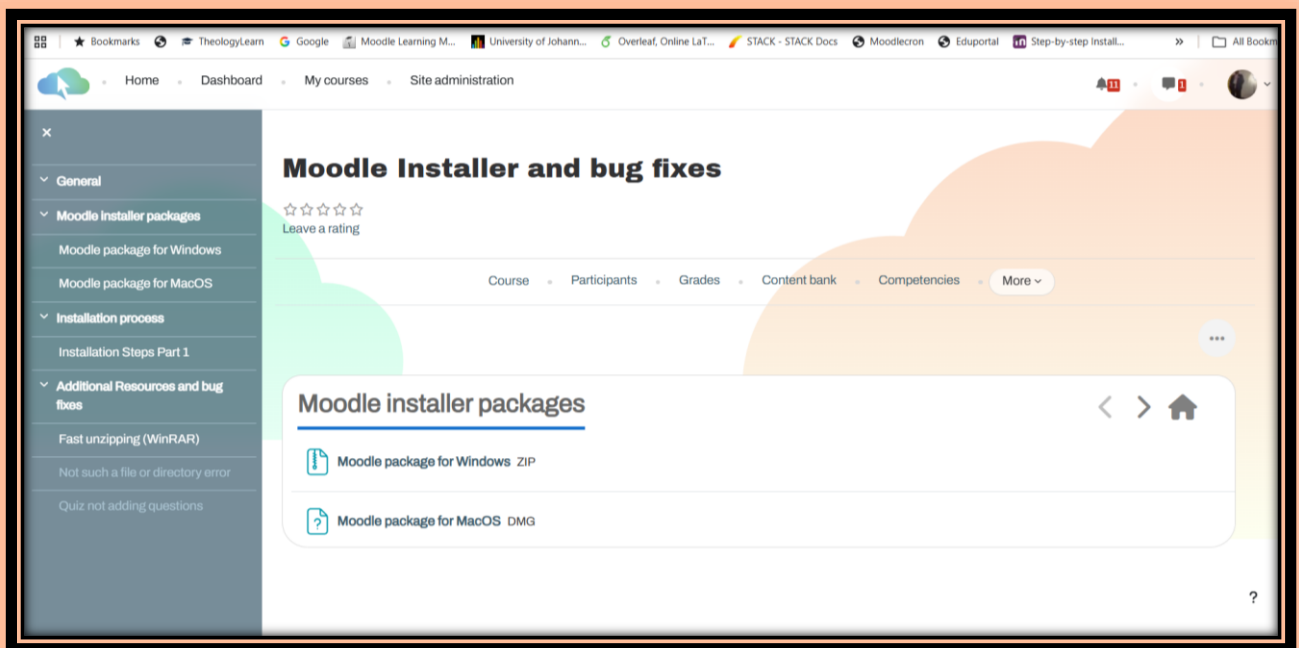


Figure 161

1. Click on the Home tab, the first tab on your left-hand side.
2. Scroll down till you see **DBECloud Content Development and Artificial Intelligence**
3. Click on it to open.

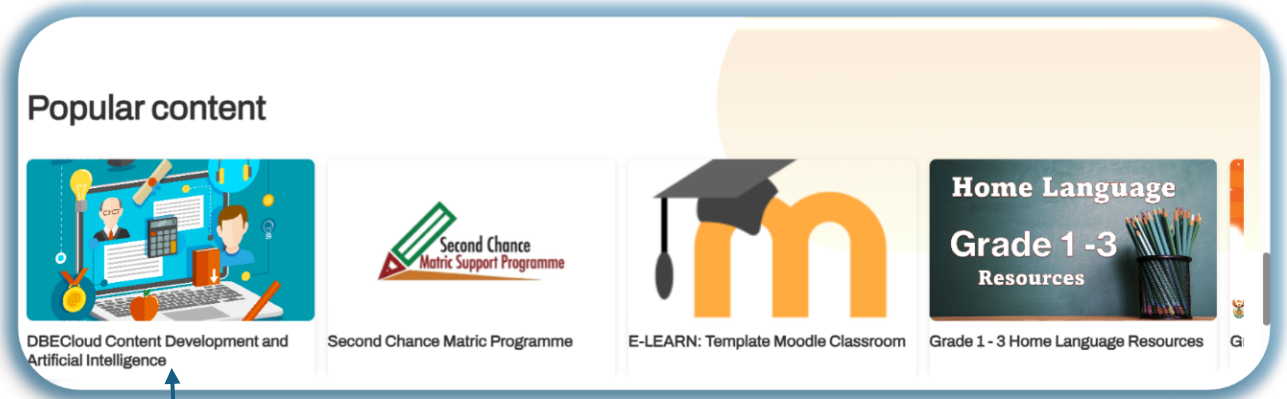


Figure 162

Select this course

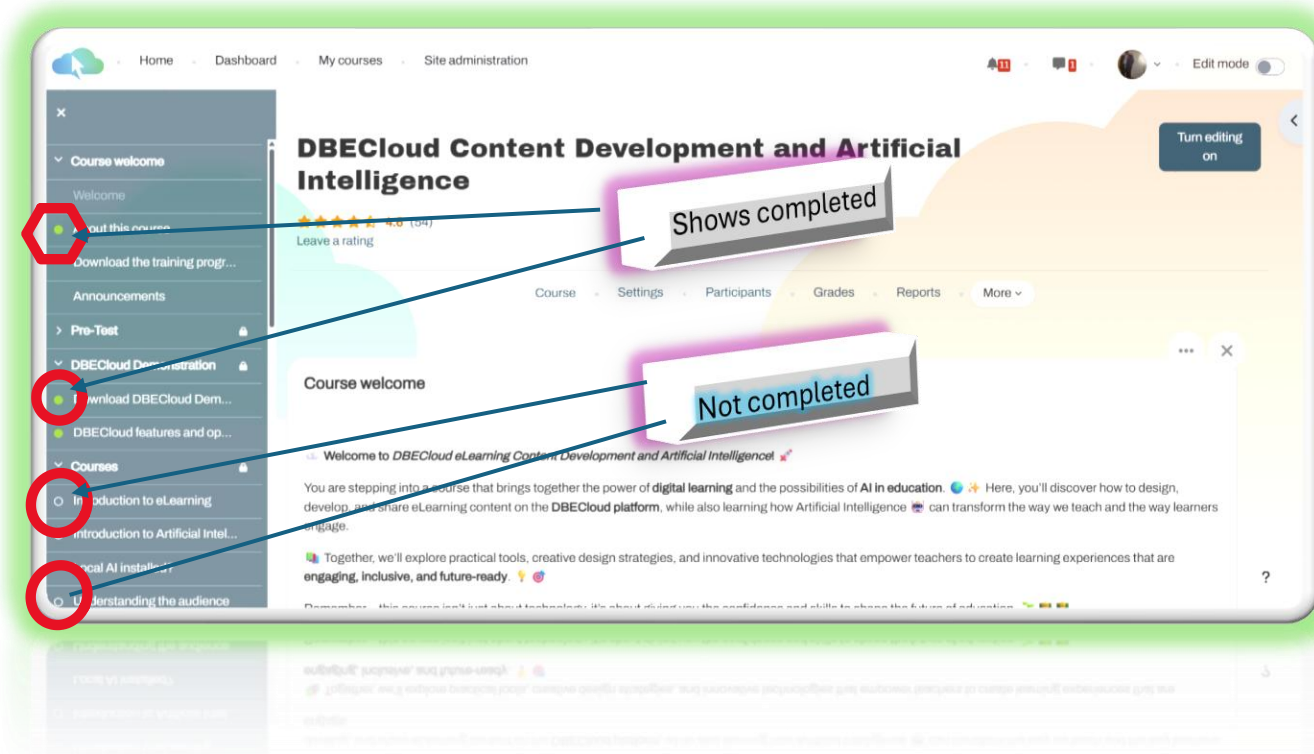
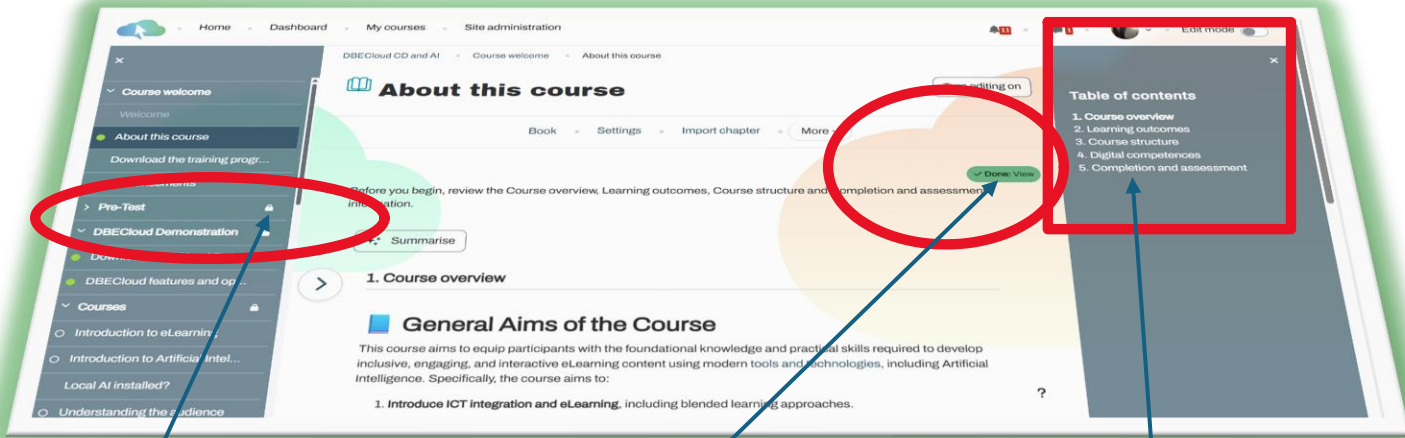


Figure 163



The **pre-test** is locked until you complete the activities on the right.

If it says **To Do**, you need to work on the activities until it changes to **Done**.

Complete all these activities to have access to the pre-test.

Figure 164

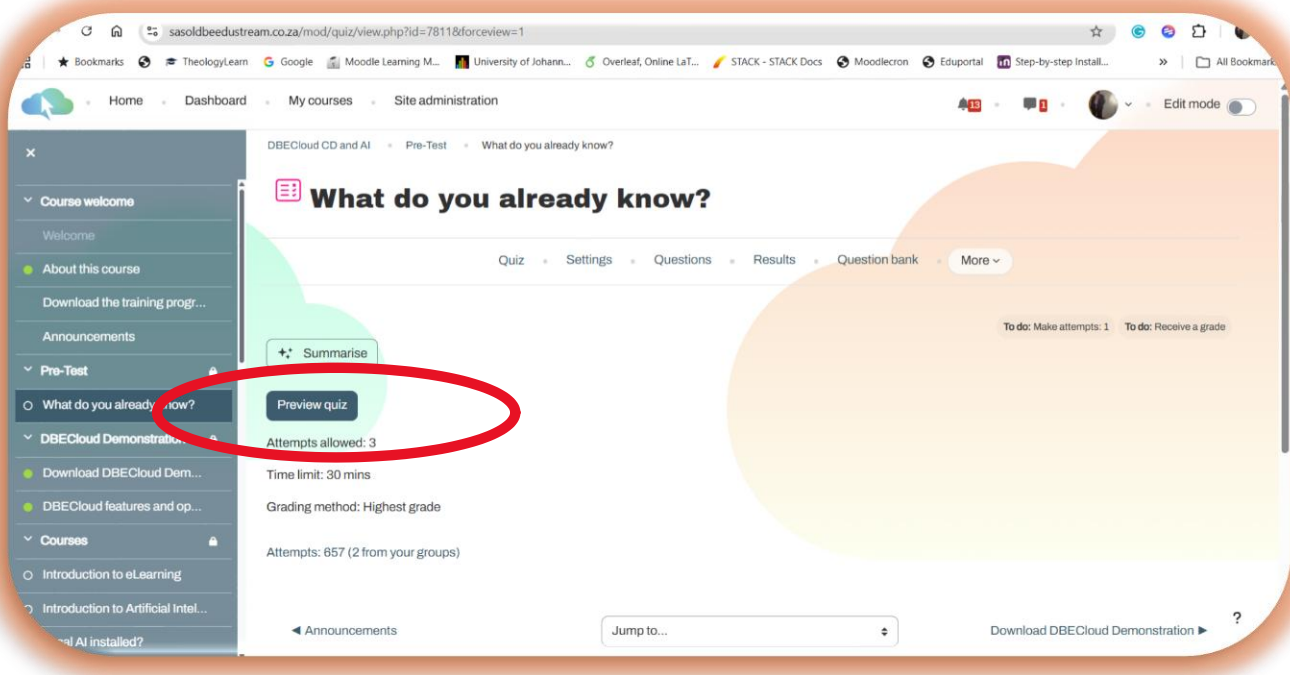


Figure 165

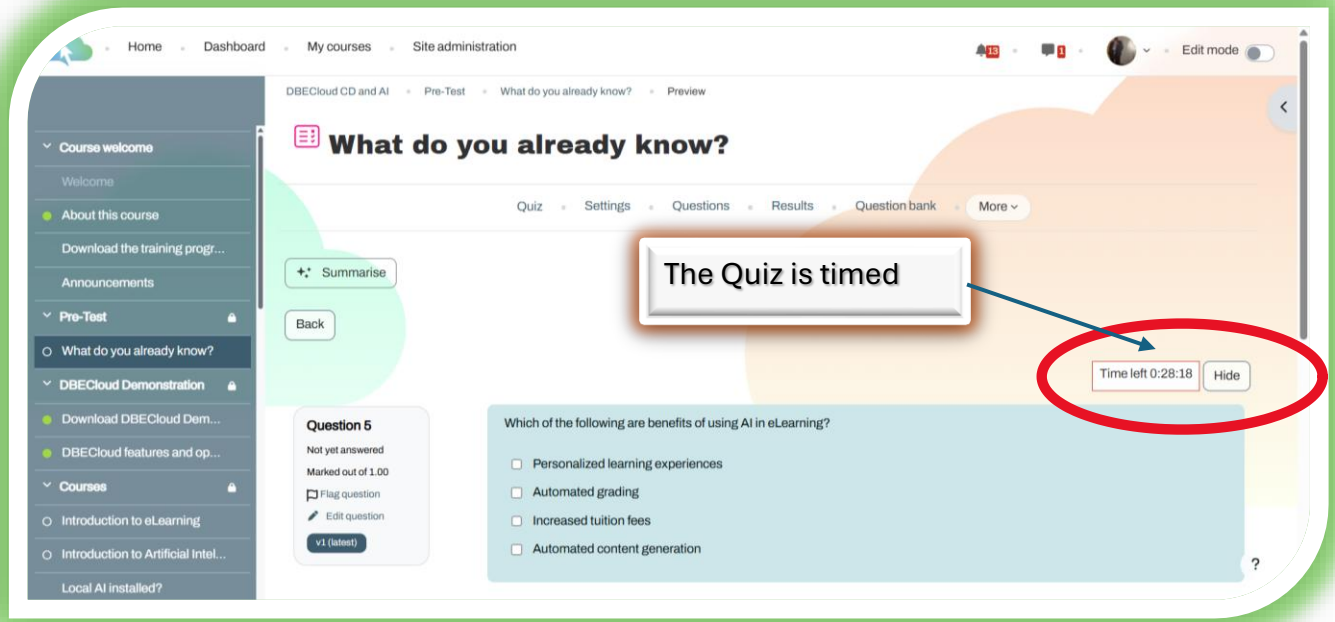


Figure 166

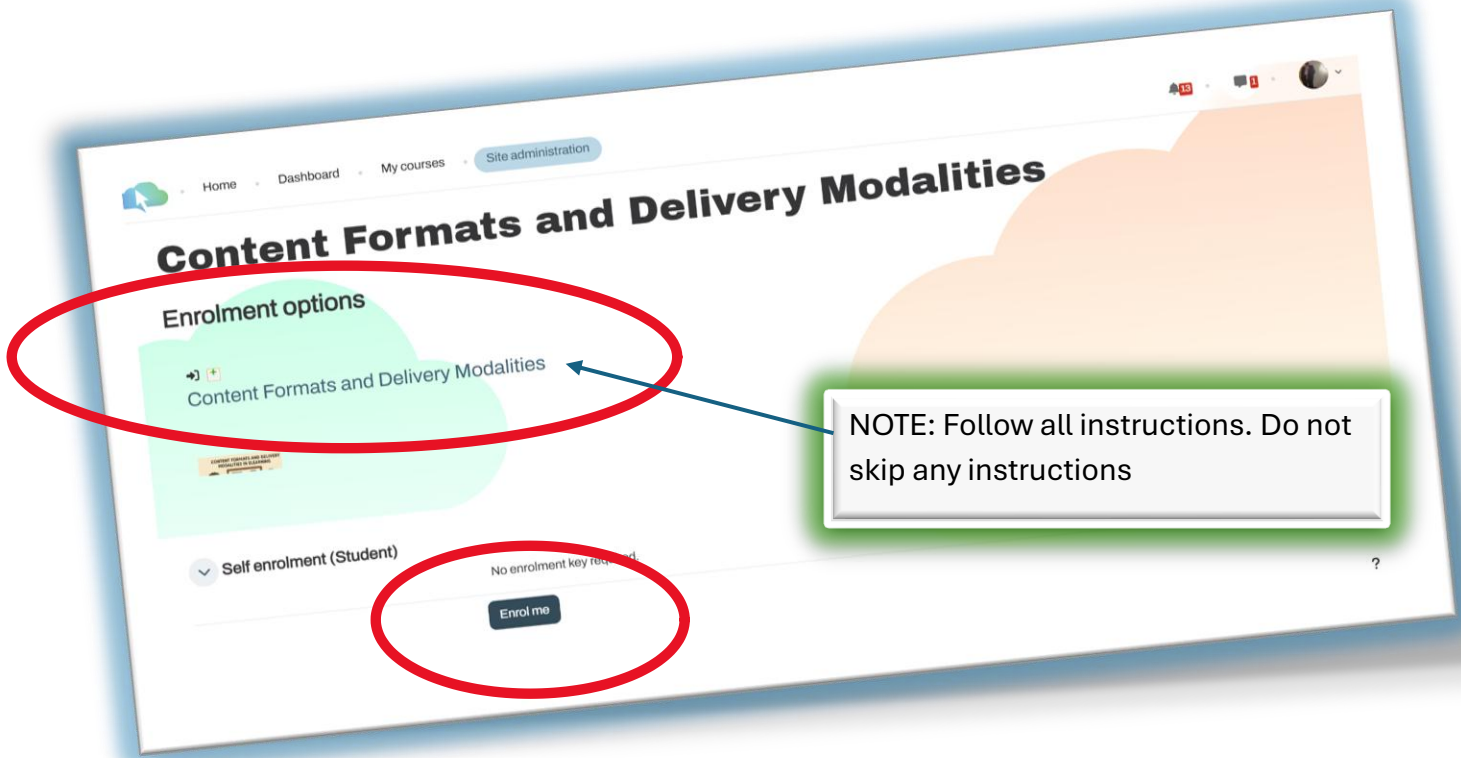


Figure 6

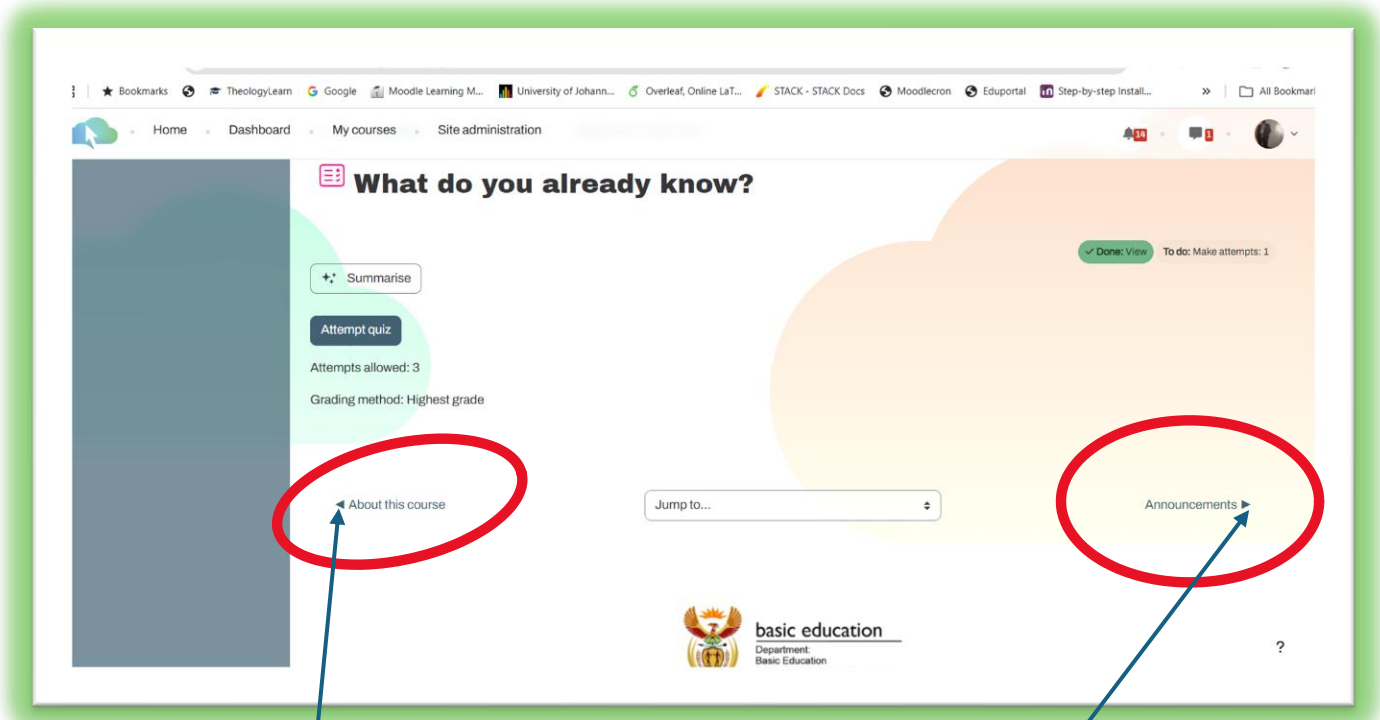


Figure 168

To go to the previous section, click here.

To go to the next section, click here.