

**Welcome to the New and Improved
MOODLE 2.5**



2013-2014

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Welcome to the New and Improved MOODLE 2.5



MOODLE is a free open-source course management system (CMS) that teachers can use to develop online courses, or to enhance their face-to-face classes and create an online component.

Moodle Introduction

Navigation:

3 ways to navigate in Moodle.

1) **Navigation Bar:** Replaces the former term Breadcrumb Trail at the top. The links at the top of the screen that take you back one-step-at-a-time to other areas of Moodle.

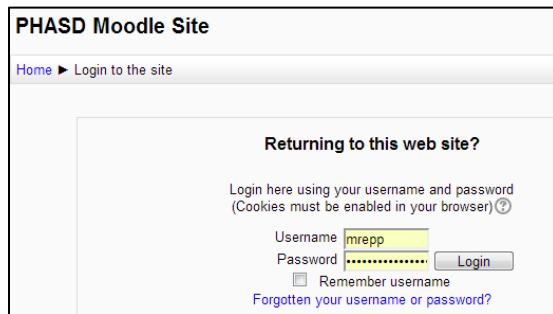
2) **Navigation Block:** At the left side of a Moodle course (by default).

3) **Topic Button:** Just to the right of any topic in a Moodle course. Click this button to “Show Only

This Topic.” Now you will have a “**Jump to**” list of topics from the course in a drop-down list.
-Going back to the Topic Button again, you will now have the option to “Show All Topics” in the course.

Logging In:

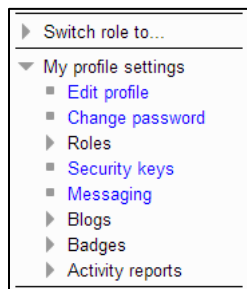
Go to <http://moodle.phasd.us> and click on the **Login** link in the top right corner of the PHASD Moodle Home Page. You will then be taken to this login screen.



- Use your Novell login (first initial and last name...example: **mrepp**)
- You will be taken to your Profile, where you will need to fill in your e-mail address, city, country, etc., and then click the “Update Profile” button at the bottom.
- When you’re finished using Moodle, go up to the top right corner and click **Logout**.

Editing Your Profile:

Click on the **Administration** block at the left. Then, click “**My Profile Settings**.” Expand and then click “**Edit Profile**.”



You can now edit information about yourself. Anything with a **red asterisk** is required.

- You can **upload a photo of yourself** which other users will see.

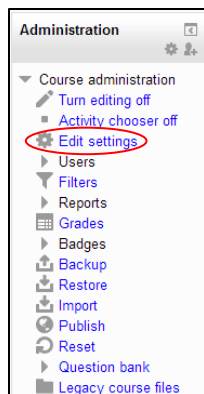
Here’s How: Click the “**User Picture**” link, then click “**Add**,” then “**Upload a file** (at the left),” then the “**Choose a file**” button. Select the picture and then click **Open**. Finally, click the “**Upload this file**” button and then “**Update profile**” at the bottom.

- Remember that other Moodle users can see what you have included in your Profile.

How to Set Up Your Course

Formatting Your Course:

Course Settings:



At the left side of your course under the “**Administration**” block, click on **Edit Settings**. Then, click “**Course format.**” Here you will see **Topics format** (the most common), SCORM format, Social format and Weekly format. If you choose “Weekly format,” make sure your **Course Start and End Date** are correct – so it will populate the weeks correctly.

4 Different Course Formats:

- 1) **Topics format** does not require you to have a different week for each topic in your course.
- 2) **Weekly format** works well if you want your entire class to move through the course at the same time.
- 3) **Social format** lets you organize the course around one main forum in which participants can add a discussion and reply to a discussion.
- 4) **SCORM format** is good if you have a large or single SCORM object (course package) that you want to use as an entire course. Once you have chosen this format, you will be directed to add your SCORM package.

- You can make more changes to your course at any time, but always click the “**Save Changes**” button when finished with your course settings.

Enrolling Students or Users Manually:

- 1) Click on the **Administration** block at the left. Then, under **Course administration**, click on **Users** and then click “**Enrolled Users.**”
- 2) You will see a list of those students enrolled in your course. If there are none, you may be the only one in the course at the time.
- 3) To enroll users, click the “**Enrol users**” button at the bottom.
- 4) This brings up a pop-up window with a complete list of all users on the Moodle site.
- 5) The default role next to “**Assign roles**” is set to **Student**. You can change it with the drop-down arrow.
- 6) Select a user you would like to enroll (you can do a Search at the bottom).

7) Click the **Enrol** button opposite each student's name. When finished, click the **"Finish enrolling users"** button at the bottom of the pop-up window.

8) You will now see the complete list of **Enrolled users** for your course.

9) At any time, you can also click the **X** button at the far right of any student's name (under the **"Enrolment methods"** column), click the ***Asterisk** button at the far right to change their status (Active or Suspended) or under the **"Roles"** column, click the **plus+** button next to the student's role. Here you can change their roles to **Non-editing teacher**, for example, or click the **x** to unassign a role to any student in the course.

10) The **Groups** column has a plus+ button that lets you assign a student to a Group, such as **"Advanced Users"** or **"Beginners and Intermediate Users."**

Enrolled users

Search Enrolment methods Role

First name / Surname [▲] / Email address	Last access	Roles	Groups	Enrolment methods
 FirstMood1 LastMood1 jr1@phasd.us	1 year 349 days	Student X plus	plus	Manual enrolments enrolled Sunday, 26 July 2009, 10:22 AM X
 FirstMoodle2 LastMoodle2 jr2@phasd.us	4 years 178 days	Student X plus	Advanced Users X plus	Manual enrolments enrolled Sunday, 26 July 2009, 10:22 AM X
 Student Mark studentmark@example.com	177 days 1 hour	Student X plus	plus	Manual enrolments from Tuesday, 22 January 2013, 12:00 AM X

Editing Your Course:

1) To edit your course, first **Turn Editing On** in the upper right corner.

-It is also located at the left, under the **Administration** block under **Course Administration**.

2) Now you can add, delete and make changes to your Moodle course.

3) Each "Topic" can contain activities and resources, and will contain various icons that let you **edit, move, drag, duplicate, delete, hide** and **assign roles** within that topic's resources.

-Hover over each icon to see what it does.

Topic 1



Here are some sample activities and resources that can be used in MOODLE. This is meant to be used as a demonstration of what can be done. Meant for beginners.

  The MOODLE Book      

 Intro to MOODLE (with Web documentation links)      

 MOODLE Handout      

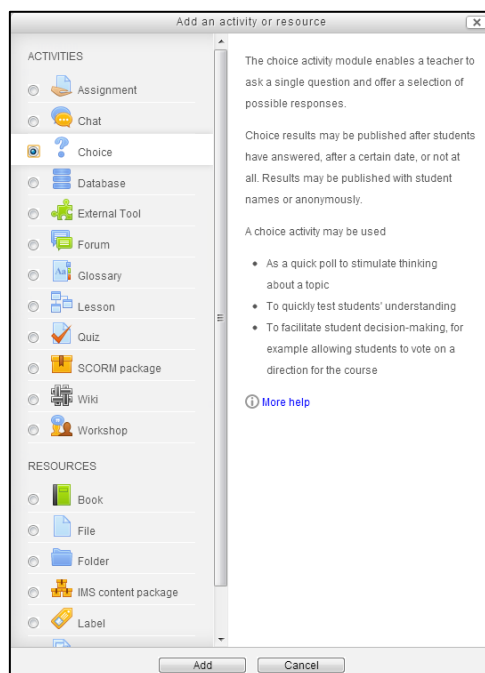
You can add an **activity** or **resource** in the lower right corner of any Topic.

 0.02 Page      

 News forum      

 Add an activity or resource

Click on **Add an activity or resource**. There are many **Activities** and **Resources** in the **Activity Selector** you can add to each course Topic. By clicking any of the options, it will tell you more



about it at the right.

Note: Next to any Topic (section), you can **Hide** that Topic (section) by clicking the **eyeball** icon, or **highlight it as the current topic** by clicking the **Lightbulb** icon in the top right corner of any Topic (section).



You can also drag the topics up and down by clicking and dragging on this icon.

Roles:

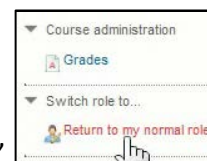
There are a total of 7 roles in Moodle 2.5, but for the **teacher** there are only 3. They are **Teacher** (an editing role), **Course Creator** and **Non-Editing Teacher** (a non-editing role). If you have questions about your role, or if you'd like to be made the Teacher or Co-Teacher of a particular course, let your Moodle Site Administrator know (email [Mark Repp](mailto:Mark.Repp@port-huron.ca) in Port Huron).

Tip: As a teacher, it is often best to look at your course from a student's perspective by **switching your role to Student**. To do this:

Under the **Administration** block at the left, click **Switch role to...→Student**.



Now you can view your course as a student would see it. For instance, if you have hidden a topic or resource, it will show up as "Not available."



-To return to the Teacher role, go back and click "**Return to my normal role.**"

-As a Teacher, the hidden Activities and Resources are still there, but they are grayed out.



Adjusting Course Settings:

You can change your Course Settings any time - by going to the **Administration** block under “Course administration” and clicking **Edit Settings**.

Tip: You can “**Collapse all**” or “**Expand all**” settings by clicking either link in the top right corner of the **Edit course settings** window.

Tip: There is a circled **question mark icon** next to each course setting name. When clicked, a pop-up window will appear explaining its use.

Edit course settings

General

Course full name* Repp's Computer Basics

Course short name* CB Repp

Course category TECHNOLOGY / Computers

Visible Show

Course start date 4 November 2013

Course ID number

Description

Course summary

This course will catch up the basic computer user on what he/she needs to know to do be proficient in basic computer skills. Such skills as e-mail, Web search.

Course format

Format Topics format

Number of sections 19

Hidden sections Hidden sections are shown in collapsed form

Course layout Show all sections on one page

Appearance

Files and uploads

Guest access

Groups

Role renaming

Course Short Name=name used on the Navigation Bar.

Course Category=category the course has been filed under by the Moodle Site Administrator.

Course Summary=a brief summary of what will be learned in the course. Can be entered by the Teacher or Site Administrator. It appears on the Course Listings page and is viewable by students.

Number of Sections=how many topics/sections are displayed down the center of the entire course. This can be changed by the Teacher or Moodle Site Administrator.

-If the **Weekly** format is chosen (instead of **Topics** format), this will be the number of weeks/sections shown in the course.

Appearance

Force theme Afterburner

Force language English - United States (en_us)

News items to show 5

Show gradebook to students Yes

Show activity reports No

Files and uploads

Legacy course files Yes

Maximum upload size 2MB

Guest access

More Course Settings:

Force theme=the thematic appearance of the course (color scheme and icon appearance). There are 20 different Themes to choose from.

News items to show=news items only appear if the **Latest News** block is added from the “**Add a Block**” drop-down menu in the bottom left of a course.

Maximum upload size=the largest file size that can be uploaded to the course. Limited by the site-wide setting set by the Moodle Site Administrator. Activity modules also include a maximum upload size setting for further restricting the file size.

Blocks

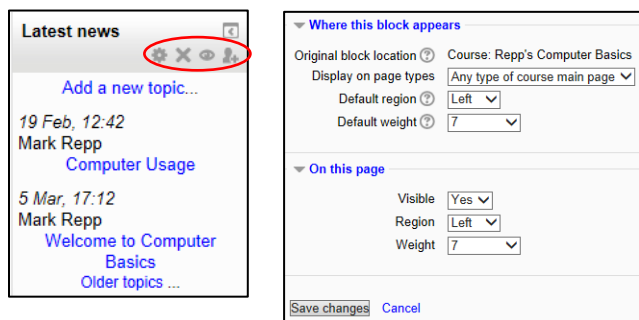
There are many useful **Blocks** that can be added to a course at any time.

-Blocks can appear at the right or left side of a course, and now they can even be docked off of the page.

-There are Standard Blocks like the **Administration** block, additional blocks that can be added to a course, as well as certain blocks that appear in some activities and in the Student's My Moodle pages.

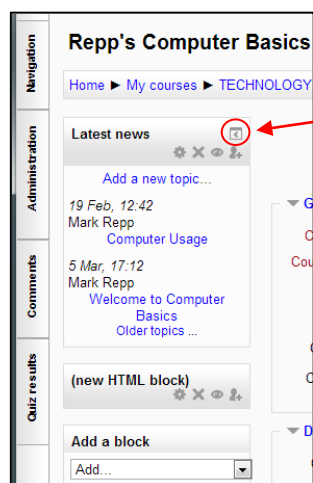
Adding a Block:

- 1) **Turn Editing On** – in the upper right corner of the course.
- 2) Look for the “**Add a Block**” drop-down list (found either in the lower left or lower right of the course).
- 3) Click on the drop-down menu and select one or more Blocks.
- 4) Once the Block is added, you determine where it will appear. Click the asterisk* to **Configure** the Block. Here are the options included in the “**Configuring a Block**” window:



Default Weight=the position on the page. A weight of -10 puts it at the top. 10 puts it at the bottom.

Click the “**Save Changes**” button when you finish positioning your Blocks.



Tip: You can also **Delete**, **Dock**, **Hide** or **Assign Roles** in each Block you have added by clicking its corresponding buttons.

Note: You can also physically move a Block by dragging it.

Docking Your Blocks: Most Blocks can now be docked by clicking the little rectangular arrow in the top right corner of any Block. Clicking this arrow docks the Block to the left of your screen (See the example at the left).

-Hover over any docked block to get full functionality.

-Click the block's right-facing rectangular arrow to un-dock it.

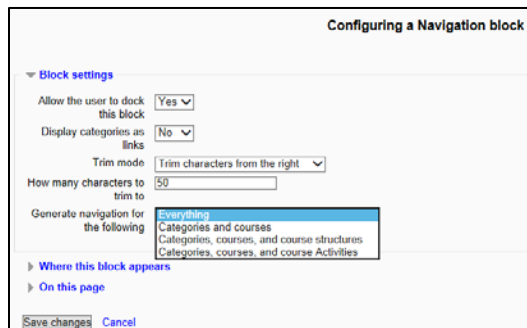
Navigation Block:

Used to help users easily navigate through their courses. Its appearance and location can be pre-determined by the theme or set by the Moodle Site Administrator.

-It has links which can be expanded or collapsed.

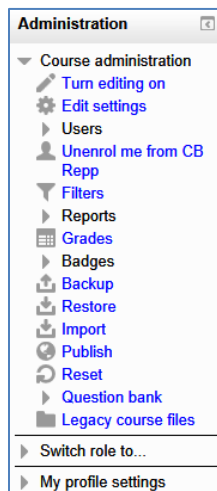
-The Default Settings can contain a “**My home**” link, “**Site pages**,” “**My profile**,” “**Forum posts**,” “**Blogs**,” “**Current course**,” and “**My courses**” (courses you are enrolled in).

-You can Configure your own Navigation Block. To do this, **Turn Editing On** and click the **Configuration** icon (the asterisk*).



The screenshot shows the 'Configuring a Navigation block' form. It includes sections for 'Block settings' and 'Where this block appears'. In the 'Block settings' section, there are dropdown menus for 'Allow the user to dock this block' (set to 'Yes'), 'Display categories as links' (set to 'No'), and 'Trim mode' (set to 'Trim characters from the right'). A text input field for 'How many characters to trim to' is set to '50'. A dropdown menu for 'Generate navigation for the following' is open, showing options: 'Everything', 'Categories and courses', 'Categories, courses, and course structures', and 'Categories, courses, and course Activities'. The 'Where this block appears' section has a link to 'On this page'. At the bottom are 'Save changes' and 'Cancel' buttons.

Administration Block:



The screenshot shows the 'Administration' block. It has a title bar 'Administration' with a close button. Below it is a list of links: 'Course administration' (expanded), 'Turn editing on', 'Edit settings', 'Users', 'Unenrol me from CB', 'Repp', 'Filters', 'Reports', 'Grades', 'Badges', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', 'Question bank', 'Legacy course files', 'Switch role to...', and 'My profile settings'.

This block can be found in the left-hand side of a course. As with most blocks, the arrow and linked words expand when clicked – to show a full list of options.

Note: Most links and options are only available to **Teachers** of a course (not to students).

-Students see an Administration Block with just two links: **Profile** and **Grades** (if your “Show Grades” is set to Yes in the Course Settings).

-The **Administration Block** lets teachers do the following:

- Manage the **Course Settings**,
- **Enroll Users/Groups**,

- View the course **Gradebook**,
- Access the **Quiz Question bank**,
- See **Activity Reports**,
- Manage **Badges** and
- Perform **Backup, Restore, Import, Publish** and **Reset** a course.

-You can also **Switch Role to Student** – to get a different view of the course.

My Profile Settings lets you configure your **Messaging** settings (like Assignment Notifications, Forum Posts and Personal Messages),

-You can also edit your **Blogs** preferences and register for an External Blog to your Moodle course.

Latest News Block:

Helps you to communicate with your students. It displays brief messages from your **News forum** (found toward the top of your course) in your first topic/section.

-This is where you will add announcements or messages for your students.

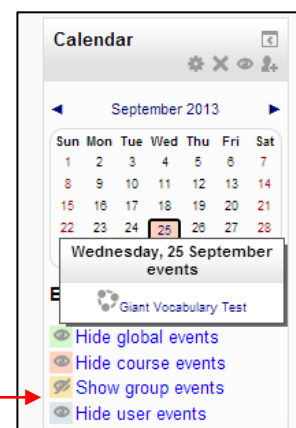
Calendar Block:

-This block has 4 types of events:

- **Global** (viewable in all courses and created by the Moodle Site Admin).
- **Course** (viewable just to the course members and created by Teachers)
- **Group** (viewable only by members of the group and created by Teachers)
- **User** (a personal event that a Student user can create. Viewable only to that student).

-Adding Closing Dates to course activities will cause them to show up in your Calendar Block as Course Events.

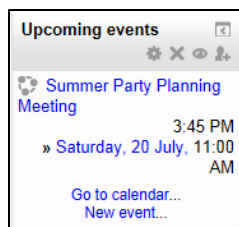
-Notice that each type of event can be **Shown** or **Hidden**.



Upcoming Events Block:

-This works in conjunction with the Calendar and displays Upcoming Due Dates, Activities or Events that you have created in your calendar.

-You are able to add **new events** to the calendar from this block.



Online Users Block:

This shows a list of online users who have been logged in to the current course.

-By default, it is updated every 5 minutes. The Moodle Site Administrator controls this.

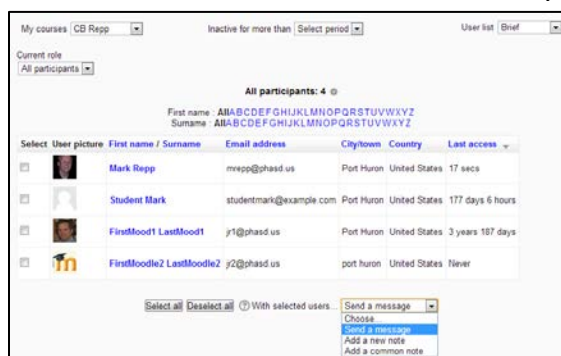
-**Bold** type indicates a Teacher.

Tip: Hover over the person's name to see when he/she was last seen in your course.

People Block:

This shows a link to a list of students in your course. You can send a message or add a new note.

-The list can be sorted by **First** name, Surname (**Last** name), **City**/town and by **Last access** (see below for an example). Filter the list by **Role** (Teacher or Student) from the pull-down menu under "Current role." You can also sort by days of Inactivity at the top.



Comments Block:

This enables users to easily add comments. It can be added into activities and resources, so that you can hear back from your students, providing a very effective communication tool.

Activities Block:

This block provides links to all **Assignments, Chats, Choices, Forums, Lessons, Quizzes, Resources** and **Wikis**.

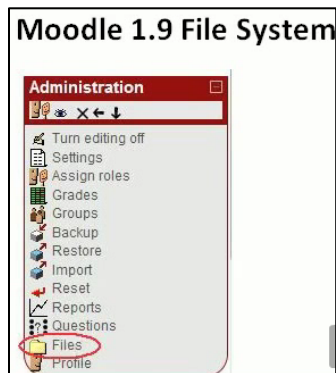
HTML Block:

Enables you to add any type of text or information into a block form. To do this:

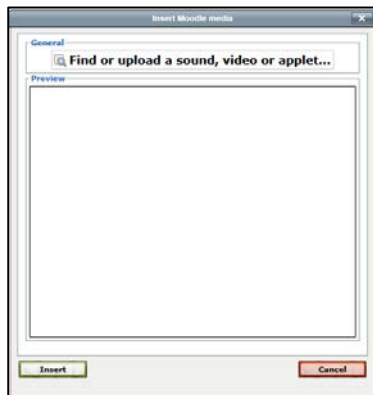
- 1) Turn Editing On.
- 2) Click on the **Configuration** button (*the Asterisk).
- 3) Give the block a **Title** and put in any information you think will help your students.
- 4) You can include more than one HTML Block in your course.

5) It appears as a small block within your course at the right or left side.

File System



Moodle 101				
Moodle Test ► Moodle 101 ► Files				
Name	Size	Modified	Action	
backupdata	930 bytes	20 January 2009, 02:31 PM	Rename	
moddata	0 bytes	20 January 2009, 02:31 PM	Rename	
Moodle_Discussion_Instructions_05-06.pdf	254.2KB	20 January 2009, 02:31 PM	Rename	
Moodle_Wiki_Instructions_.pdf	211.5KB	20 January 2009, 02:31 PM	Rename	
course_editing.jpg	67.9KB	20 January 2009, 02:31 PM	Rename	



In Moodle 2.5, the Course Files are no longer under the Administration Block.

The File Picker:



Moodle 2.5 has drastically changed the way we upload and manage our files. Now, each activity and resource has its own file area and files associated directly with where it is used.

-The files shown above are used in the Resources folder **File** and **Page**.

-In Moodle 2.5, to access your Files, you must either be creating or adding a resource, or using the Text Editor.

-The File System is connected to the **File Picker**, which has internal and external repositories where you can browse to upload PDFs, multimedia, Word & PowerPoint documents (any digital file), which you can then link or add to an Activity, Resource section, or for a direct download by

your students.

-Some external repositories also allow you to link to their media files (such as Dropbox and Flickr). Your Moodle System Administrator has control over which repositories will be used.

-You will at least have access to:

- **Server Files** (files found in your classes, depending on your permissions).
- **Recent Files** (files Moodle things you have recently added)
- **Upload Files** (where you click to upload files from your computer)
- **Private Files** (those files that belong to the user)

Navigating the File Picker:

To add files to your course, you must use the **File Picker**.

-You can only access this when creating or editing a Resource, or when using the Text Editor.

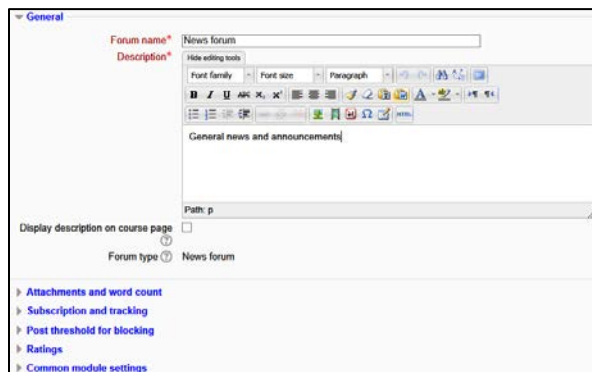
Here's How:

1) Turn Editing On.

2) Next to any of your resources (such as “**News Forum**”), click the **Update** button (the Gear icon ⚙).

Note: For **previous Moodle users**, notice that the **Gear** ⚙ button has replaced the Edit **Pencil** button for updating/editing resources, while the Pencil button is now used only to Edit the Title of a resource.

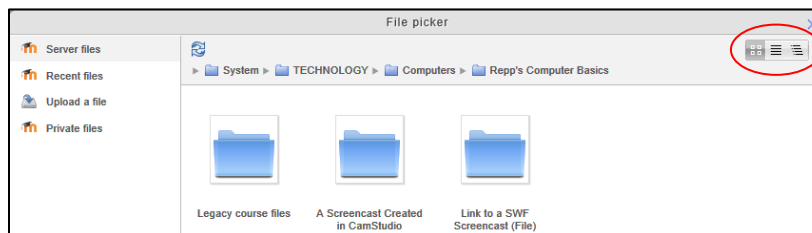
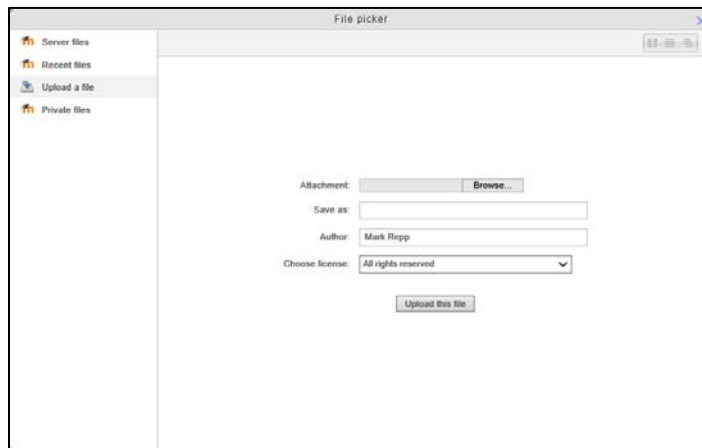
3) Click “**Show Editing Tools**” to reveal the Text Editor. You can also drag open the text box so it is larger.



You can also click “**Expand all**” in the upper right corner of your window – to expand each category shown below the text editor.

-Clicking on the **green tree** icon (**Insert/Edit Image**) or the **filmstrip** (**Insert Moodle Media**) buttons will take you to this dialog box:

Now, click on the “**Find or upload a sound, video or applet...**” button to reveal the **File Picker**.



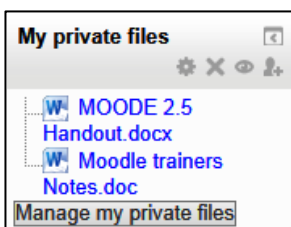
In the upper right-hand corner, you can choose to display the folders and files as **Icons**, as a **List with File Details** (such as date, file size and file type), or as a **Folder Tree** (with all folders showing in a hierarchy view).

Private Files Area:

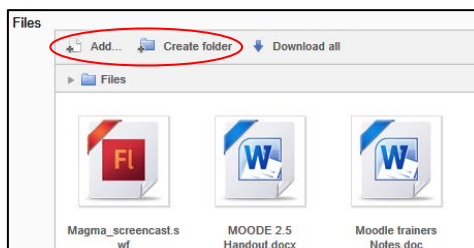
In Moodle 2.5, each user has a Private Files Area for uploading and managing their own files.

-You can get here by going to your **Navigation Block** and clicking **My Profile**→**My private files**

Tip: Or you can add a **My Private Files Block**, where you can manage your own private files from within the course (see below).



-If you add this block, there will be a **Manage my private files** button to click on, which will take you here:



You can **Add** files here and **Create folders** in which to organize your files. You can also **Download** files

from here.

-When you click on a file, there are options to **Download**, **Delete** or **Update** the file.

Important: After uploading one or more files, be sure to click the “**Save Changes**” button in the bottom left corner of the window.

My Private Files is good for **Students** as well as **Teachers**, making it easy to re-use media or files across all of your Moodle courses.

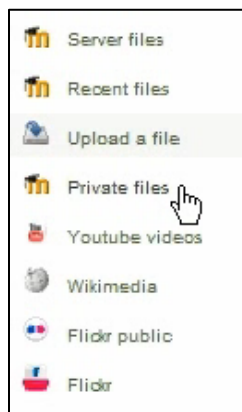
Note: Only you have access to your own private files. **Students** will only see their own private files.



External Repositories

An **External Repository** is somewhere outside of Moodle which holds files that Moodle connects to. There are several, but by default they are hidden. They can be turned on by your Moodle Site Administrator. You can then copy files from your external accounts into your Moodle course.

-You will find your available Repositories in the File Picker.



When you click on one of the online repositories, it will prompt you to **log in** to your online account for that service. Once logged in, you have access to your online files.

-**Google Docs** serves as both a repository to save to and pull from, but also a portfolio that other users can push or share files to.

-To access the **YouTube** repository, you must be in the **Text Editor**. Then, click on the **Moodle Media** icon, where you are taken to the File Picker.

-When you click on the YouTube Videos button, you can search for a video you like, and then directly embed the video without the need for any coding.

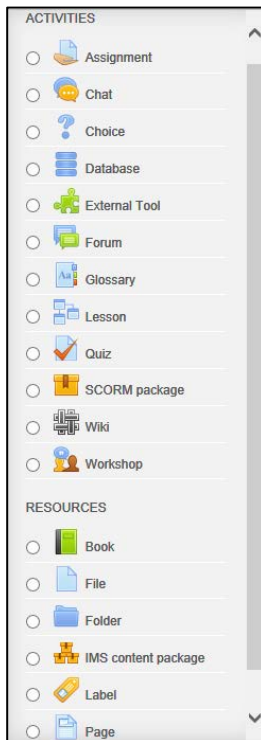
Adding Resources

Resources (Introduction):

A Resource is an item that a teacher can add to support learning. They can be:

- **Prepared Files** uploaded to the course,
- **Pages** added directly into Moodle, or
- **External Websites** made to appear as part of your course.

To Add a Resource:



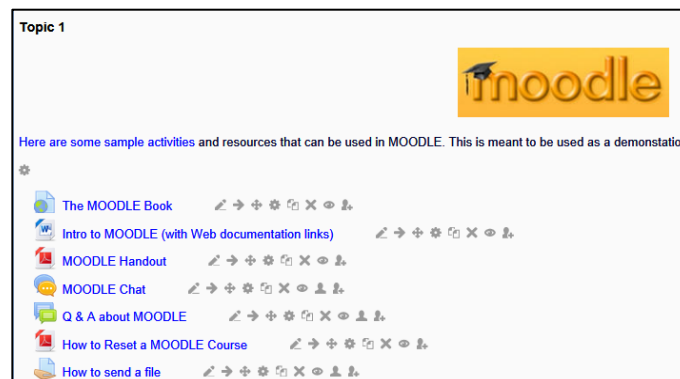
1) Turn Editing On.

2) Click the “**Add an activity or resource**” link in the lower right corner of any topic/section.

3) It shows a list of **Activities** and **Resources** available for you to use.

4) After you have selected your Activity or Resource, it will appear in your course as a **link** with an icon next to it within a Topic/Section.

5) Here is an example of a sample Topic/Section with Activities and Resources added:



Note: For previous Moodle users, the **Activities and Resources list** looks quite different from the simple non-graphical **drop-down list** found in the older version 1.9. It now includes **icons** for each item, and radio buttons instead of a drop-down list.

-The **Titles** of the items have also become more simplified.

Examples:

***Link to a file or web site** (before)=URL (now)

***Compose a text page** (before)=Page (now)

***Compose a web page** (before)=Page (now)

***Display a directory** (before)=Folder (now)

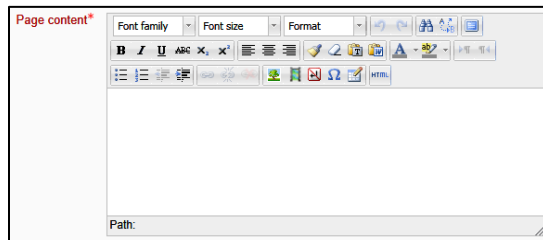
***Insert a label** (before)=Label (now)

Using the Text Editor (Tiny MCE):

TinyMCE is the default text editor in Moodle. It is a popular open-source editor which works with Internet Explorer, Firefox, Safari, Google Chrome and Opera browsers. It is also found in WordPress (a popular blogging platform).

-You have access to this **Text Editor** when you **Turn Editing On** and click on either the **Pencil** (Edit title) icon or the **Gear** (Update) icon. You will also see it when you click on a Resource or Activity.

Example: Add a **Page** resource by clicking “**Add an activity or resource**” within any Topic/Section.



-Use your mouse to hover over each icon and find out its name. The Text Editor is similar to **Microsoft Word** and **Foxbright**, which are both used in the PHASD.

Note: Spelling errors are no longer a problem, because there is now a **Google Spell Check** feature built-in which will correct commonly miss-spelled words immediately after you type them.

Tip: If you Cut & Paste content from Microsoft Word, be sure to use the **Cleanup messy code** button (the Paint Brush) or the **Paste from Word** button (clipboard with a blue W). This cleans up text code that may interfere with your pictures and text formatting within the text editor.

-The Text Editor also allows you to **link** or **embed Media**, **insert Pictures**, create equations, insert and edit **Tables**; even **Search** your text for specific words.

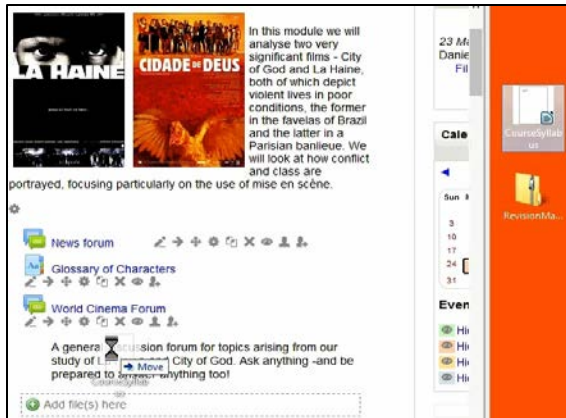
Dragging and Dropping Resources:

If you're using the **Google Chrome** or **Firefox** web browsers, you can drag & drop file resources such as PDFs, Word documents or even Folders straight onto your Moodle course page.

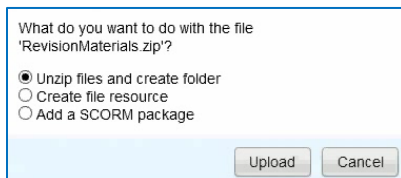
1) Turn Editing On. You can do this from your **Desktop** or **Documents** folder.

2) **Click, hold and drag** the file into the topic/section where you would like it to be.

3) A dotted box appears which says **Add file(s) here**. Let go and the file is automatically added to the course page.



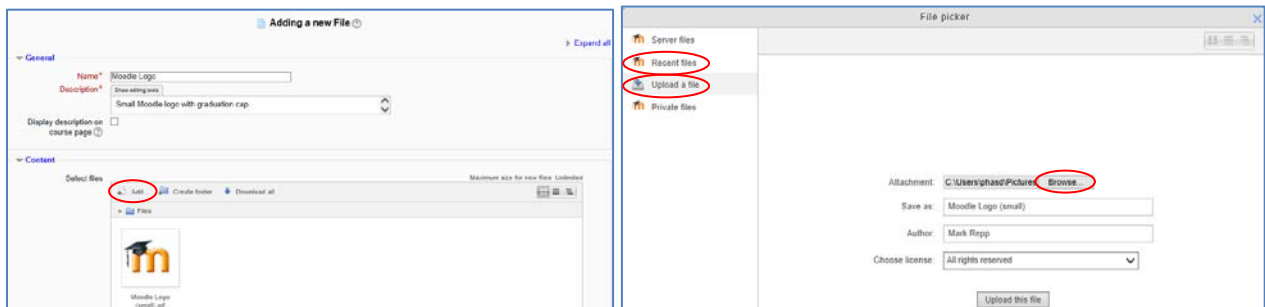
- 4) It is also possible to add a **folder** with several files within it, such as a **Zip file**. Drag it from your Desktop or Documents folder onto your Moodle course page (same as Step 3 above).
- 5) Drop it onto your course page into a topic/section and let go.



- 6) You get this message box that asks what you want to do with the Zip file. Click the **Upload** button.
- 7) The file is unzipped and the folder is created.
- 8) Now the folder is ready for use by students within the course.

Uploading Files:

- 1) With **Editing Turned On**, click **Add an activity or resource** and under “Resources,” select **File** and click **Add**.
- 2) Give your **File** (link) a Name and a Description. This is only the name of the link students will see in your course topic/section.
- 3) Scroll down to the **Content** area where you can click **Add** and then click **Upload a file** at the left to upload a file from your computer or USB flash drive.

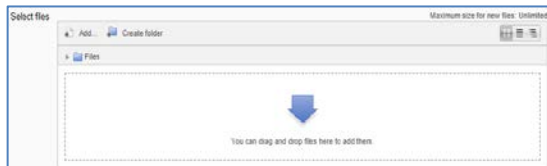


- 4) Click the **Browse** button and locate the file you want to upload to Moodle.
- 5) Select the file in the next window and click **Open**.
- 6) Click the **Upload this file** button.
- 7) Click either the **Save and return to course** or **Save and display** button at the bottom.

8) Click **Appearance** and **Show More** to adjust display options for the file(s).

Tips: Notice in the File Picker above (next to **Choose license**), that you have several choices of **Creative Commons licenses**, as well as **All rights reserved** and **ShareAlike**, depending on whether or not you want others to have rights to use this file.

-Also, at the left side of the File Picker, you can choose from **Recent Files** (within your courses) as well, and there is the option to **Drag and Drop** files from a window on your computer (instead of clicking the **Add** button).



How to Add a Folder:

This is a useful way to add several files in one upload rather than individually.

-It also helps to avoid showing files in a long, scrolling list in your course page.

1) Click **Add an activity or resource**.

2) Select **Folder** and click **Add** (or double-click next to the word **Folder**).

3) Give the folder a **Name** and **Description**.

Tips: You can check the **Display description on course page** check-box, which can help explain what is contained inside the folder.

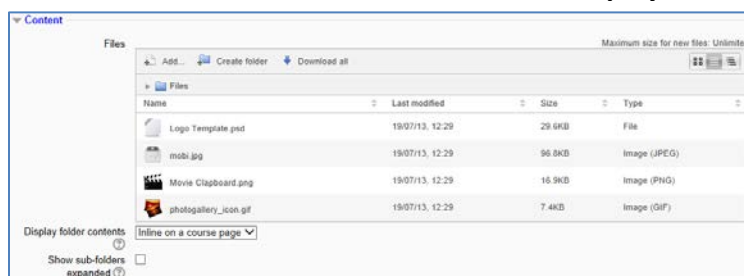
-An alternative option is to select **"Inline on a course page"** next to **Display folder contents**. This shows the files in a collapsible list instead of requiring students to click on the folder to see the files in a separate window.

-There is also an option to **Show sub-folders expanded**, which opens the folder automatically to reveal what is inside.

4) Files can be dragged from your computer into the **Files** area all at once, or one-by-one using the Add button.

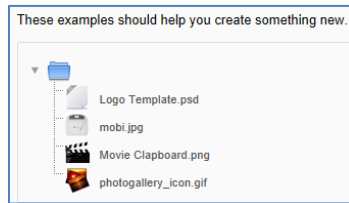
Tip: Use the Ctrl+click or Shift+click methods, or draw a square box around several files at once to multi-select. Then, drag the files onto the large blue arrow icon (see photo above).

5) Here is an example of multiple files being uploaded to a folder. When ready, click the **Save and return to course** or the **Save and display** button.

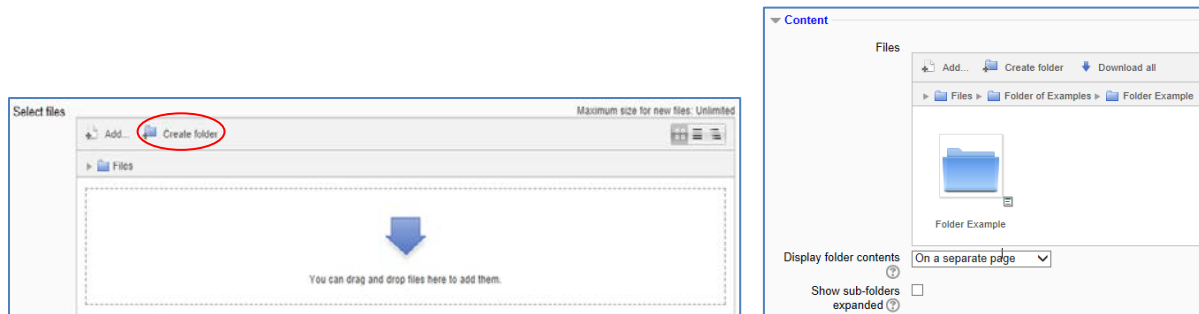


6) Here is what the same folder would look like inside of a Moodle course (notice the description

above the folder – using the **Display description on course page** check-box).



7) You can also create the folder by clicking the **Create folder** button here, giving the folder a name and clicking the **Create folder** button:



8) Click on the folder (the example above right) and then drag files into it from your computer. -This creates a folder displayed like the example below after it is saved to the course.



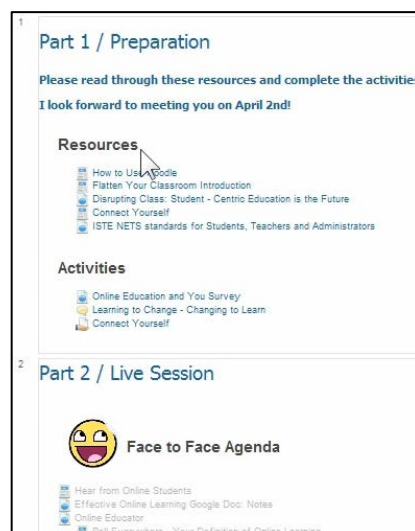
-You can click the **Update** icon, which allows you to click and add more files into the folder.

-Files can also be added from your **Private Files** and used in your Moodle course.

Note: You can also add a **Zip file** by clicking the **Add** button, but after adding the Zip file you should then click the file to get options to **Unzip** it (so the students don't have to) and then

Delete the Zip file from the **Content** → **Files** section after the folder has been unzipped.

9) Always click the **Save and return to course** when finished.



Adding Labels:

A Label serves as a spacer on your course page and labels can be added into any resources and activities within the different topics/sections.

-Labels can be used to add text, images and multimedia, and can help to improve the appearance and organization of a course. Here are some examples:

Notice how the labels help to organize the course.

To Add a Label:

1) Click **Add an activity or resource**.

- 2) Under **Resources**, click **Label** and then click **Add**.
- 3) Give the Label some **Label text**. Be sure to click the **Show editing tools** button so that the **Text Editor** appears.
- 4) Now you can type a text label, format it (such as **bold**, **red** and centered) and even add a picture.
- 5) Click **Save and return to course**.

Creating Pages:

A Page is a single-page document that has access to your Text Editor (TinyMCE) in which you can add text, images and multimedia to create your content. To add a Page, do this:

- 1) Turn Editing On.
- 2) Click **Add an activity or resource**.
- 3) Select **Page** - under **Resources**. Click the **Add** button at the bottom.
- 4) Give the new Page a Name and Description.
- 5) You can choose to **Display the description on the course page** by clicking the checkbox.
- 6) **Page content** is where you can type in the content of your page into the Text Editor.

Tips: Click the blue button in the top right corner of the editor to **Toggle full screen mode**.

-You can also click the **HTML** button if you like to work with HTML code, or if you like to embed videos from **YouTube**, **TeacherTube**, **SlideShare** and other online media sites.

- 7) Since this is a web page, you can insert pictures, videos and other media here.
- 8) When finished with your Page, click the **Save and return to course** button.
- 9) Your page now appears in your Moodle course as a link that students can click on. When they do, it will display the web page you just created (*see example below, which includes a video*):



Adding Web Links (URLs):

Adding a URL resource to your course will provide a direct link on your course page to a web site that you want your students to access. Here's how to add one:

- 1) Turn Editing On.
- 2) Click **Add an activity or resource**.
- 3) Click **URL** under the **Resources** section and then **Add**.

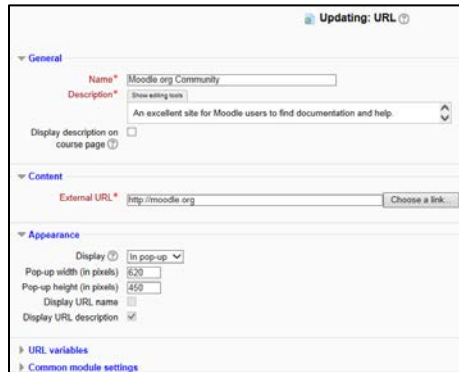
4) Type the Name of the web site you're linking to.

5) Give a brief Description.

6) Under **Content**, next to **External URL**, you can either type the whole URL, or you can Copy & Paste it from the browser's address bar while in the actual web site.

Tip: Click once on the URL in the browser's address bar to highlight the entire address. Then, right-click and choose Copy. Finally, right-click next to **External URL** and choose Paste.

7) Click **Appearance** to see different ways you can **Display** (how the site will open up): **Automatic**, **Embed**, **Open** or **In pop-up**. Experiment with the different options. Each has its advantages.



8) When finished, click **Save and return to course**.

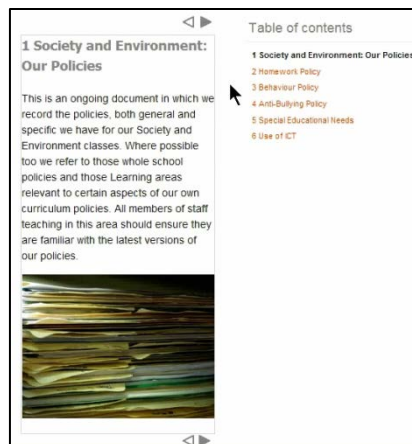
9) The URL now shows in the course as a link. Students can click on it to go to this site.



Creating Books:

A **Book** in Moodle is a series of linked web pages which may showcase student work, present the course syllabus or give access to department policies.

-Each separate page has its own link, and you can access different sections by clicking the links or the arrows at the top.



To Add a Book:

1) Click **Add an activity or resource**.

2) Under **Resources**, click **Book** and then click **Add**.

3) Provide a **Name** and **Description** for the book.

4) Decide how you want to show the **Chapter formatting** in Numbers, Bullets or Indented.

5) Click the **Save and display** button to start adding the chapters.

6) Provide a title for each chapter and add content into the

Content section.

Tip: The book chapters can also contain images and media, since you're using the Text Editor.

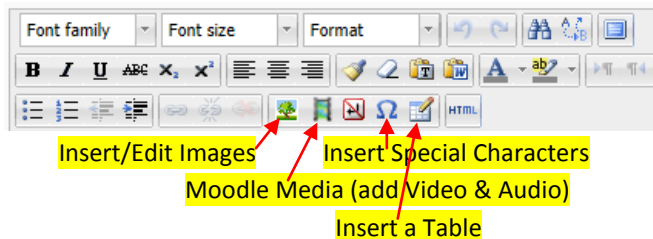
7) Click **Save changes** to add the chapter.

Media

Using Media in Your Course:

There are a variety of ways that various media can be used inside Moodle. Any resource that uses the Text Editor, for instance, can contain videos, pictures, labels, and students can also benefit from sharing media through Moodle as well.

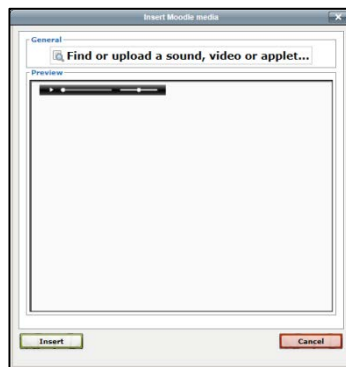
Here is a look at the **Text Editor Toolbar** showing the various ways to add media:



Embedding Audio into a Course:

Moodle includes a built-in MP3 player. Sound files can be embedded by using your Text Editor.

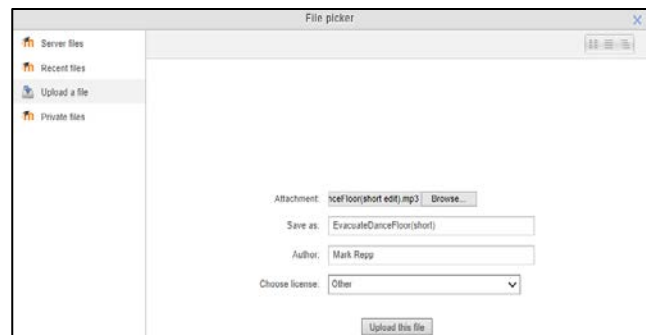
They will then automatically display and play within a Page or a Label; even within a Lesson. Here



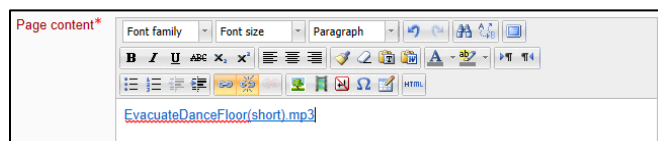
is an example of how to embed audio:

- 1) Turn Editing On.
- 2) Click **Add an activity or resource**.

- 3) Click **Page** (under **Resources**) and then click **Add**.



Tip: You can also double-click the radio button next to the word **Page** (or any other resource or activity name).



- 4) Give it a Name and Description.

- 5) Go down to the **Content** section. Here is where you will add your sound file.

- 6) Click the **Moodle Media** button (the filmstrip button).

- 7) Click **Find or upload a sound, video or applet...**

- 8) The **File Picker** opens. Click **Upload a file** at the left (or click "Recent files" if you already have an MP3 ready to go).

- 9) Click the **Upload this file** button.

- 10) Notice the **embedded MP3 Player** which shows up after the file link is clicked.



Embedding Video into a Course:

Similar to embedding audio, here are the steps to embedding video into a Page:

- 1) **Turn Editing On.**
- 2) Click **Add an activity or resource.**
- 3) Click **Page** (under **Resources**) and then click **Add.**

Tip: You can also double-click the radio button next to the word **Page** (or any other resource or activity name).

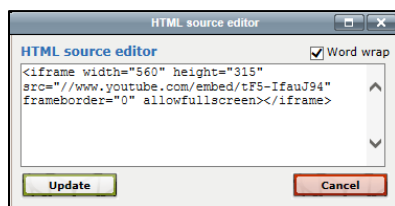
- 4) Give it a Name and Description.
- 5) Go down to the **Content** section. Here is where you will add your sound file.
- 6) Click the **Moodle Media** button (the filmstrip button).
- 7) Click **Find or upload a sound, video or applet...**
- 8) From the File Picker, click **Upload a file** at the left.
- 9) You can upload a video file from your computer (such as one from our **United Streaming Videos** shared folder) or...

Tip: A better way to add a video is to stream it with an embed code copied from TeacherTube or YouTube, for example.

- 10) To find the **Embed Code** of a video, scroll down the web site where the video clip is located.
- 11) On **TeacherTube**, look for the **Embeddable Player**, normally at the right. Copy the code found in this box.

-On **YouTube**, scroll down below the video and click **Share** and then click **Embed** directly below.

- 12) Copy the embed code from **YouTube** (aka: the iframe code).
- 13) Now that you have the embed code, click the **HTML** button in the Moodle Text Editor.
- 14) This opens up the **HTML source editor** window. Paste the **embed code** into this window.



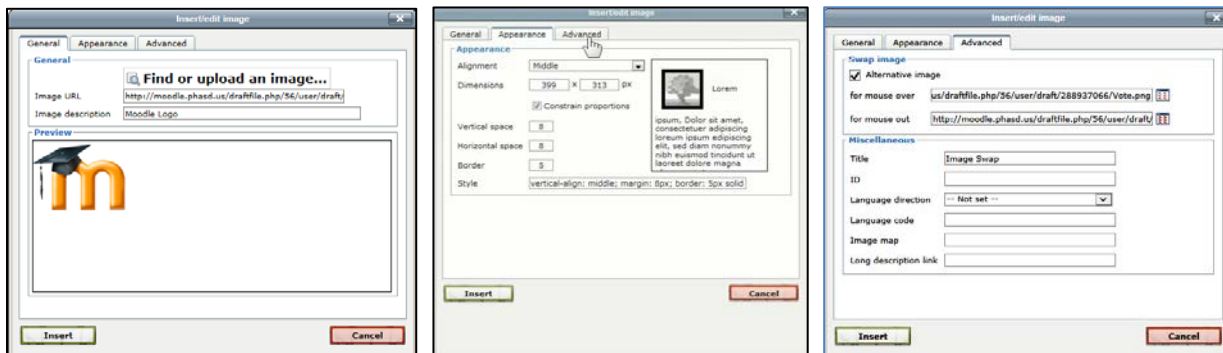
- 15) Click the **Save and return to course** button (or **Save and display** if you want to preview it first).

-This is an example of an **embedded video player**, which will display when a student clicks the link.

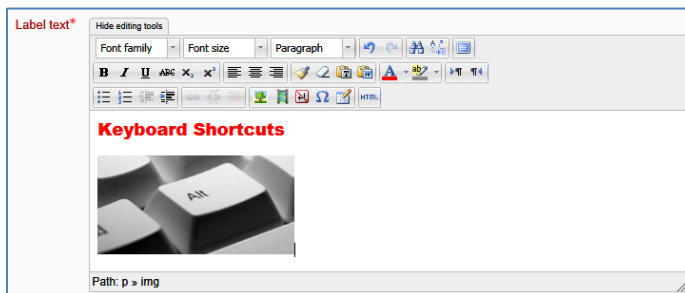


Inserting Images into a Course:

- 1) Turn Editing On. *You need to select the **Label** resource for the image to show up in the Topic.
- 2) Click **Add an activity or resource**.
- 3) Click **Label** (under **Resources**) and then click **Add**.
- 4) Next to **Label Text**, click **Show editing tools**.
- 5) From within the Text Editor, click on the green tree (**Insert/edit image**) icon.
- 6) The **Insert/edit image** dialog box appears.
- 7) Click **Find or upload an image**. This takes you to the **File Picker**.
- 8) **Upload a file** or choose your image from **Recent files**, **Private files** or **Server files**.
- 9) Select the file and/or click **Open**. The image is inserted into the **Preview** window.
- 10) Type a short description of the photo into the **Image description** box.
- 11) Click the **Appearance** tab to see specifics like **Alignment**, **Dimensions**, create a **Border**, etc.



- 12) When ready, click the **Insert** button, then click **Save and return to course**.



Tip: The Text Editor does not provide a very large area in the **Label text**, so you can drag the re-size handle in the bottom right corner to make the workspace larger.

Creating Activities

Activities (Introduction):

While a Resource provides static materials to the students, an Activity allows them to interact with each other or with the teacher. Many Activities can be graded and can be added to the Gradebook.

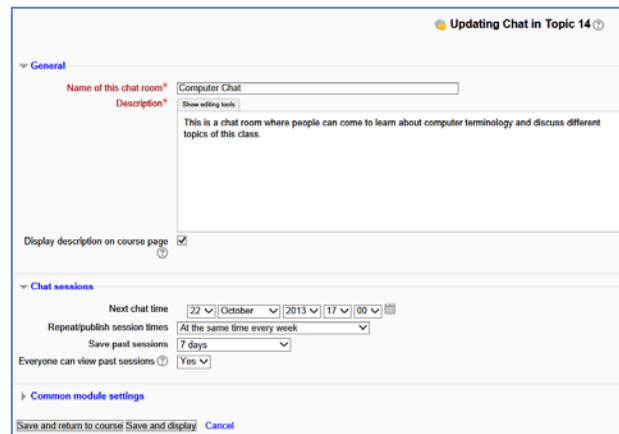
To Add an Activity:

- 1) **Turn Editing On** and scroll to the Topic or Week where you would like to add the Activity.
- 2) Click the **Add an activity or resource** link.
- 3) Select from the **Activities** list.

Chatting:

A Chat activity lets students talk in real-time, discussing a particular subject.

- 1) **Turn Editing On**.
- 2) Click **Add an activity or resource** and under **Activities**, click **Chat**, and then click **Add** (or double-click the radio button next to **Chat**).
- 3) Give your Chat Room a Name and provide a Description of what the chat room will be about.



-Check the check-box to Display the description on the course page.

- 4) Schedule the chat sessions so students know when others will be available.



- 4) Click **Save and return to course** (or) click **Save and display** to bring up options for either the conventional chat view or a more accessible chat interface. Click to enter the chat, and you will see something like this example below.



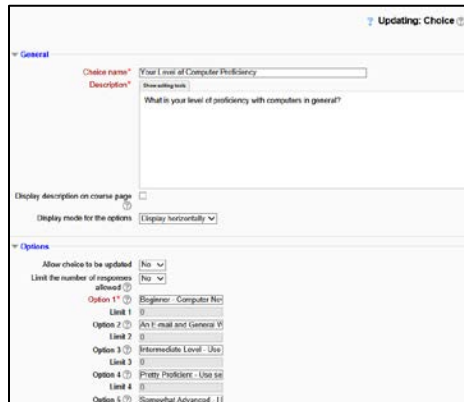
The Choice Activity:

This activity is a simple but effective way of allowing your students to make a **Choice** from a

selection of options you give them.

To Add a Choice:

- 1) **Turn Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **Choice**. Then, click **Add**.
- 3) Type in a **Choice name** (which students will see) and a **Description**.
- 4) You must have at least two options for the Choice to work.



The screenshot shows the Moodle 'Choice' activity configuration page. The 'General' tab is active. The 'Choice name' field contains 'Your Level of Computer Proficiency' and the 'Description' field contains 'What is your level of proficiency with computers in general?'. There are checkboxes for 'Display description on course page' and 'Display mode for the options' (set to 'Display horizontally'). The 'Options' section shows five options with radio buttons: 'Option 1: Beginner - Computer No', 'Option 2: Act. I: mail and General V', 'Option 3: Intermediate Level - Use', 'Option 4: Pretty Proficient - Use se', and 'Option 5: Somewhat Advanced - I'. Each option has a 'Link' field.

5) Other options let you choose to display it **horizontally** or **vertically**, set a **time period**, and choose whether or not to show **results** to students or just the teacher.

6) Click **Save and return to course** (or) **Save and display** – to see how it will look.



The screenshot shows the Moodle Choice activity as it appears to students. It has a title 'Please choose one of the levels of technology experience that corresponds with your level.' and three radio button options: 'Pretty Proficient. I use technology weekly', 'Beginner. I rarely use technology in daily life', and 'Highly proficient. I use technology daily'. There is a 'Save my choice' button at the bottom.

7) The teacher can look at the individual responses after they come in - by clicking the **View responses** link in the top right corner. How each student voted will be listed with his/her name.

The Database Activity:

The **Database** module in Moodle allows students and teachers to create, maintain and search a collection of entries (or records), such as film or book reviews, collections of student photos and resources, or links to relevant web sites, stories and books.

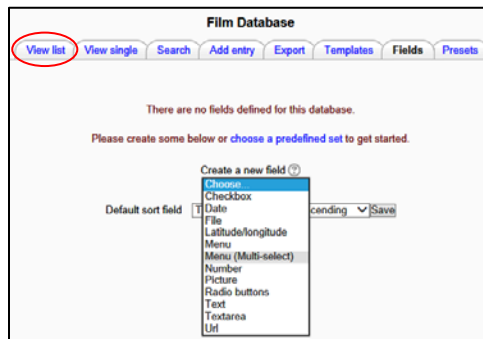
-Its formatting and features are nearly unlimited, since you can use the Text Editor to add additional media such as images and embedded videos to each database's layout.



The screenshot shows the Moodle Database activity interface. At the top is a 'Film Database' title and a navigation bar with buttons: 'View list', 'View single', 'Search', 'Add entry', 'Export', 'Templates', 'Fields', and 'Presets'. Below this, the 'View single' view is shown for an entry titled 'The King's Speech'. The entry details include the film name, a website link, and a review text. The review text describes the film 'The King's Speech' and its plot, mentioning King George VI and his wife Elizabeth.

To Add a Database:

- 1) Turn **Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **Database**. Then, click **Add**.
- 3) Provide a **Name** and **Description** for the Database.
- 4) Click **Expand All** in the top right - to show all settings options for the Database.
- 5) Click the **Save and display** button, so that you can add some fields to your empty database.



***Text** is good for names/titles – if you’re doing a list of films or stories, for example.

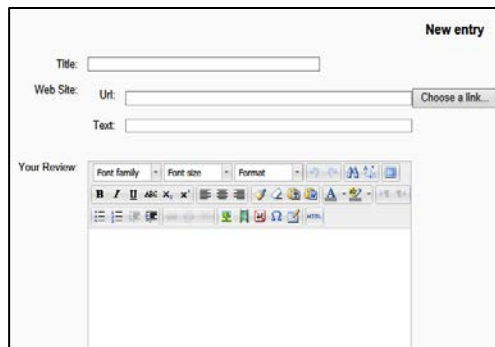
Note: **Field description** is optional.

***Url** is good if you want students to add the web site (URL) for the film or book. Click the **Autolink** the **URL** check-box so that people can click on the link and go to the site.

***Textarea** is good so that students have more space to write a review of the story or film.

***Menu** is good for a drop-down list of choices and **Menu (Multi-select)** lets students choose more than one options from a list of multiple choices.

-**Menu** is also a good option if you want students to choose from several genres when they are doing book reviews.



6) Click the **Templates** tab at the top. You can change its appearance by adding a picture, etc., or just click **Save template** if you like it.

7) Click the tab **Add entry** at the top to see what students will be required to type for each of their entries.

8) These are what the **Fields** we created in Step 4 will look like.

9) Click **View List** at the top – to see the student reviews.

10) To update the Settings of your database, click the little Gear (**Update**) button

next to the database activity link in your course page.

Film Database

Database of films watched inside and outside of class this year. Students: submit your entries!

[View list](#) [View single](#) [Search](#) [Add entry](#) [Export](#) [Templates](#) [Fields](#) [Presets](#)

Title: The King's Speech

Web: The King's Speech

Site:

Your: No spoilers here. I would like to let everyone know that this is an excellent film. I enjoyed it this week at the Mill Valley Film Festival in Marin County, CA. Given the outstanding cast and director, and my fascination with historical figures,

Review: I had high hopes for this film, though mixed with a certain resignation that I might be disappointed. There was no way I could have imagined how wonderful "The King's Speech" would be. There was abundant humor without the film ever becoming a comedy, drama without dreariness, and many deeply moving moments. I can't praise this film enough. It boosted my appreciation of the human capacity to become our best selves, and rise to meet even the most daunting challenges.

Entries per page: 10 Search: Sort by: Time added Ascending Advanced search Save settings

Forums:

A **Forum** can be used not only to get students discussing, but also to let them share resources such as images, video and peer assessment by using the Forum's Attachment option.

To Add a Forum:

1) Turn **Editing On** and click **Add an activity or resource**.

2) Under **Activities**, click **Forum**. Then, double-click or click **Add**.

3) Provide a **Name** for the Forum and select a **Forum type**.

-**Standard forum for general use** is the most common and allows anyone to add a new discussion topic and/or respond to others.

-In a **single simple discussion**, only the teacher can post a discussion topic, and the students can only reply.

-**Each person posts one discussion** lets each student to add one discussion topic, and everyone can reply to it.

-In a **Q and A forum**, students have to post something first - before they can see the responses of the others.

4) Once you've added the **Description** to your Forum, scroll down to see the other options available. Click **Expand All** at the top right – to see all of the options.

5) **Subscription mode**: can be **Optional** or you can **Force** them to be subscribed and receive e-mails about forum posts.

6) You can set a **maximum size limit** and **maximum number of attachments** for their posts.

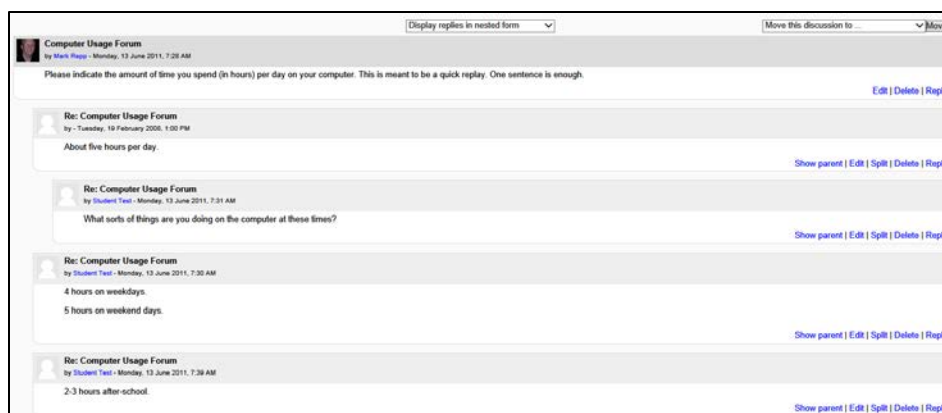
7) You can also **Grade** and **Rate** students' forum posts.

8) Click **Save and display** to see what your forum will look like to students.

Please indicate the amount of time you spend (in hours) per day on your computer. This is meant to be a quick replay. One sentence is enough.

[Add a new question](#)

Discussion	Started by	Replies
Computer Usage Forum	Mark Ropp	4



Creating a Glossary:

This is a way for the teacher and students to create and maintain a list of definitions (like a dictionary), or to collect and organize resources or information.

-It is good for a **Class Vocabulary List**, for example. Students are also able to add entries to the Glossary, if you let them.

To Add a Glossary:

- 1) Turn **Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **Glossary**. Then, double-click or click **Add**.
- 3) Provide a **Name** and **Description** for your class Glossary.
- 4) There are many options, which can be shown by clicking **Expand All** in the top right corner.

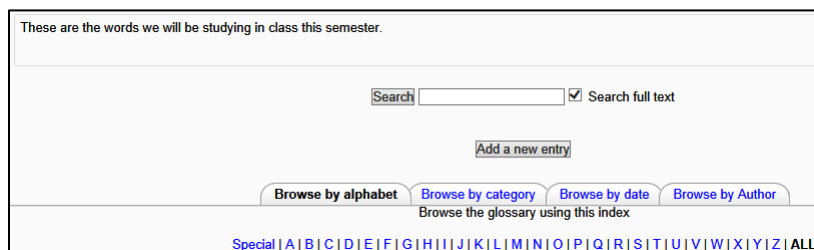
Tip: Click the **Question Mark** button next to any options you do not understand.

Note: Setting the **Approved by default** option to **No** will require the teacher to approve each student entry first before it is published to the course.

5) **Glossary Type:** Each course can only have one **Main Glossary**, but it can have as many **Secondary Glossaries** as you want.

Note: The default setting provides a **Print** button where students can print the Glossary.

6) When finished with the options, click the **Save and display** button and you are ready to add your first entry. This is the view that students will see.



Surveys and Feedback:

There are two ways to survey your students in Moodle: the **Survey** module or the **Feedback** module.

-The difference between them is that **Survey** does not allow you to edit the questions. The questions are based surveys chosen and found useful in evaluating online learning environments

using a constructivist pedagogy. These surveys can be used to identify certain trends among your students, and cannot be altered. If you want to add your own questions, it is better to use **Feedback**.

To Add a Feedback:

1) **Turn Editing On** and click **Add an activity or resource**.

2) Under **Activities**, click **Feedback**. Then, double-click or click **Add**.

3) Give the **Feedback** a **Name** and **Description**.

-There is a check-box to **Display the description on course page** if you'd like students to see it.

4) Settings include **Availability** (when to allow answers),

Question and submission settings, such as Anonymous or

User's name, and a customized **Completion message** after

submission. You can also make the feedback shown or hidden and shown to separate groups or everyone in class.

-The teacher can be e-mailed each time a submission has been made – if the **Enable notification of submissions** is set to **Yes** in the **Question and submission** settings.

Multiple choice type	Multiple choice - single answer
Do not analyse empty submits	No ☐
Hide the "Not selected" option	No ☐
Multiple choice values	Use one line for each answer! excellent very good good satisfactory unsatisfactory

5) Click **Save and display** to go to the questions you want to give in your feedback survey.

6) Click the **Edit questions** tab.

Select
Select
Add a page break
Captcha
Information
Label
Longer text answer
Multiple choice
Multiple choice (rated)
Numeric answer
Short text answer

-**Captcha** is a question which makes sure that any guest who answers the feedback (if posted on the front page) is a real human, and not an automated program creating advertising responses.

-**Multiple choice** is a very common question type.

7) You can decide whether the question is Required or not by checking its check-box.

8) Type the Question which you want them to reflect on.

-Multiple choice questions come in **3 types**: **single answer**, **multiple answers** and **single answer allowed (drop-down list)**. *There is also a "Not selected" option.

9) Use one line for each answer.

10) Click the **Save question** button and you can then preview your question(s).

Add question to activity

Select ▼

Add question to activity

(*)Answers are required to starred questions.

() How did you find the course?*

☒ Not selected

☐ excellent

☐ very good

☐ good

☐ satisfactory

☐ unsatisfactory

- 11) You can also save and import Templates for your feedback (click the **Templates** tab at the top).
- 12) Click the **Show responses** tab at the top - to see the responses to your Feedback activity.
- 13) Click the **Analysis** tab to export and download the responses to Microsoft Excel.

To Add a Survey:

- 1) **Turn Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **Survey**. Then, double-click or click **Add**.
- 3) Give your **Survey** a **Name** and **Description**.
- 4) There are three types of surveys. Click the **question mark (?)** to find out more about each one.
- 5) When you've **made** your choice, click **Save and display** – to take a look at the questions.

The purpose of this survey is to help us understand how well the online delivery of this unit enabled you to learn. Each one of the 24 statements below asks about your experience in this unit. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment. Your carefully considered responses will help us improve the way this unit is presented online in the future. Thanks very much.

All questions are required and must be answered.

Relevance

Responses	Not yet answered	Almost never	Seldom	Sometimes	Often	Almost always
In this online unit...						
1 my learning focuses on issues that interest me.	☒	☐	☐	☐	☐	☐
2 what I learn is important for my professional practice.	☒	☐	☐	☐	☐	☐
3 I learn how to improve my professional practice.	☒	☐	☐	☐	☐	☐
4 what I learn connects well with my professional practice.	☒	☐	☐	☐	☐	☐

- 6) Once your students have taken the survey, you can view the results by clicking the **View results** link in the top right corner.

Understanding External Tools:

The **External Tool** activity allows you to make a link in Moodle with external web sites which are LTI compatible (they will send their grades back to Moodle when a student accesses them), and a student can go directly to these sites from within Moodle using the External Tool module.

To Set This Up:

- 1) **Turn Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **External Tool**. Then, double-click or click **Add**.
- 3) Give your **External Tool** activity a **Name** and **Description**.
- 4) Provide the Launch URL, the Consumer Key and the Shared Secret, which will all be provided by the LTI provider, which is the site you will connect to. If these are correct, you will have a

green check-mark next to your Launch URL.

- 5) When you click **Save and display**, a student will be able to go directly from Moodle to this site.
-The grades from any activities done at that site will be sent back to your Moodle Gradebook.

Adding a SCORM Package:

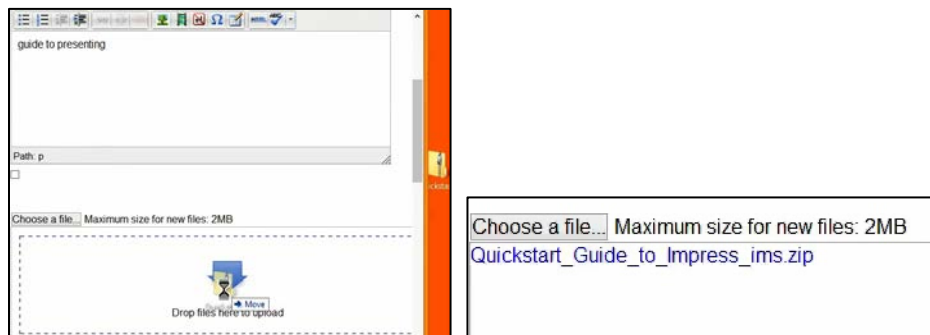
SCORM stands for **Sharable Content Object Reference Material** and is a standard where companies can create packages with multimedia which will fit into any Learning Management System (LMS) and which will record the scores and the logs.

-It is not within Moodle, but it is something you can add which will be made outside of Moodle.

-You can either add it as a course format, or you can add it as a module inside of a course.

To Add a SCORM Package as a module:

- 1) **Turn Editing On** and Click **Add an activity or resource**.
- 2) Under **Activities**, click **SCORM package**. Click once to bring up more information at the right about SCORM, or just click the **Add** button below.
- 3) Most SCORMs can be downloaded as a **Zip file**, and you do not need to unzip it. Just have it ready to import into your course.
- 4) Add a **Name** for your students to see, as well as a **Description**.
- 5) Choose a **Package file** (the Zip file). You can either click the **Choose a file** button to upload it, or if you are using Google Chrome or Firefox, you can drag it into the **big blue arrow** box.



- 6) You can set a time period for its **Availability** as well as its Appearance (current window or new window), whether or not to display the course structure (Table of Contents of the course).
- 7) In the Grading section, you can choose a maximum grade such as 100, and if you give them multiple chances, do you want to use the **highest grade**, **average grade** or **sum (total) grade**.
- 8) When you click **Save and display**, the SCORM package will then be available for students to click on and access. Their logs and scores will be recorded in Moodle.

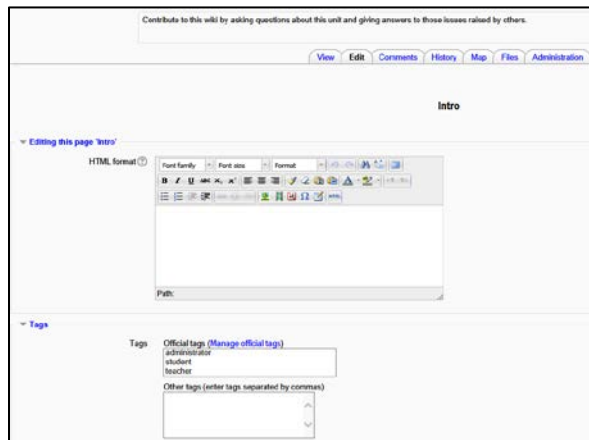
Adding a Wiki:

A **Wiki** is a collaborative document which students can work on together. Like Wikipedia, it is easy to see who has added, edited or deleted information.

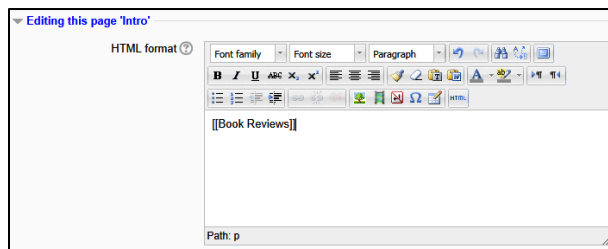
-In Moodle, it is also possible to set up individual wikis for students, which may be used as a personal journal or as a personal revision book.

To Add a Wiki:

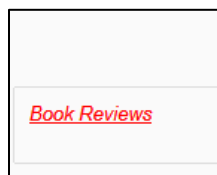
- 1) Turn **Editing On** and click **Add an activity or resource**.
- 2) Under **Activities**, click **Wiki**. Then, double-click or click **Add**.
- 3) Give your **Wiki** a **Name** and **Description**. This is what students will click on.
- 4) Check the check-box if you want to display the description on the course page.
- 5) Next to **Wiki mode**, select whether you want this to be a **Collaborative** wiki (the default) or an **Individual** wiki.
- 6) Provide a **First page name**. Think about this because the name cannot be changed. ex.) **Intro**.
- 7) If you click **Save and display**, you will be prompted to start editing your wiki.
- 8) On the next screen, double-check your **page title**, select **HTML format**, and click **Create page**.



- 9) At the top, you can see that there are **Comments** and **History** tabs.
-History shows who has done what in the wiki, and Comments allow students and the teacher to add comments to each of the wiki pages.
- 10) Wikis can contain more than one page, so if you go up and click on the **Edit** tab, it takes you back to your first page. Now, to create another page on another topic, type the name of the page and put double-square brackets around the title.



- 11) Scroll down and click **Save** or click **Preview** to preview what it will look like first.



- 12) You will see a red page title link like the one above.

13) When you click on this red link, you are prompted to create a **New page** with this name, as you did for your first page (the **Intro** page).

14) Click the **Create Page** button again, and go on like this for other additional pages.

15) You can now start editing some text in the page (while in the **Edit** window) and students can also contribute.

Note: You can see who has done what by clicking the **History** tab, and make comments in the **Comments** tab.

Advanced Activities

Quizzes:

Moodle's **Quiz** module is a very powerful formative or summative assessment tool which can be used for all subjects and all ages and ability levels.

-It is made up of **2 parts**: the **Settings** and the **Questions**, which are added separately to a **Question Bank** where they are stored, and then we select (each time we make a quiz) which questions we'd like to use.

To Add a Quiz:

1) **Turn Editing On** and Click **Add an activity or resource**.

2) Under **Activities**, click **Quiz**. Then, double-click or click **Add**.

3) Give the **Quiz** a **Name**, which the students will see, and a short **Description**.

4) There are many **Settings** here. If you're not sure, it is safe to ignore them and use defaults.

-Click "**Expand all**" at the right - to see every setting you can customize.

Examples: You can set a time limit for the quiz and whether or not to allow attempts after that time limit has expired, as well as set **Grade** parameters, such as how many attempts are allowed,

5) The **Layout** section lets you choose whether or not you'd like to shuffle randomly the **Question order** and when you would like a **new page** (Every question or every 2 questions or more).

6) **Question behavior** is something that requires a lot of thought, because there are many options. Click the **Question Mark** to find out more about each question behavior.

Example: **Adaptive mode** will let students re-take questions, and **CBM** stands for **Certainty-Based Marking**. If you set this, as well as answering your question, the student must decide how confident they are of their answer, and their scores are adjusted accordingly.

7) There are many **Review Options**: **During attempts**; **Immediately after attempts**; **Later, while quiz is open**, and **After the quiz is closed**. You simply un-check where you do not want review to

occur.

8) If the quiz is proctored by someone else, you can require the **User's picture** to be shown.

9) **Extra restrictions on attempts** allow you to **Require a password** for the quiz, and only being able to take the quiz on a **Required network address**.

-You can even force a **delay** between the 1st and 2nd attempts of taking of the quiz, if multiple attempts are allowed.

10) Depending on the score your students get on the quiz, you can add a personalized **Feedback** message for each of the ranges (**Grade boundaries**) in the section at the bottom next to **Feedback**. Add your message and set your **Grade boundary** for each.

-Click **Show editing tools** to expand the message box to allow formatting of the message.

11) When all of your settings are set, scroll down and click **Save and display** – which takes you to where you will set up your **quiz questions** and set up your **question categories**.

-The Front Page of your quiz is completed. Now you just need to add the questions.

Quiz Categories:

Now you need to add some questions to your Quiz.

1) Click the **Edit quiz** button. This takes you to where you can add questions as well as find questions that have already been made, from the **Question Bank**.

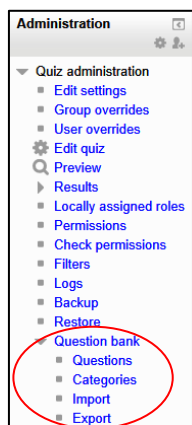
Note: Every course in Moodle has a **Question Bank** which you can see from the **Administration** block.

-Teachers can add and share questions in the Question Bank and re-use them in their own quizzes.

-You can also put questions into different **Categories** by clicking that link.

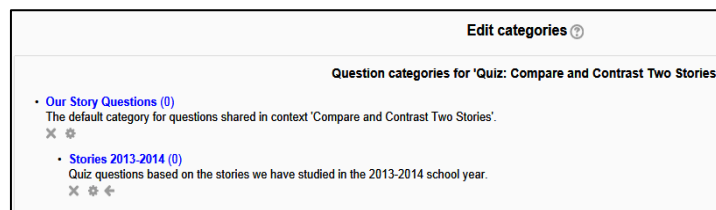
2) Each course has a default Category with its name. By default, you can add your questions into there, but it is also possible (if you'd like to organize your categories neatly) to make new categories (or even one or more sub-categories) by giving it a **Name** and some **Category info**.

This makes it easier to find your questions and for others to re-use them. Think of the categories as folders with questions inside them.



Note: To add a new category, you must scroll down and choose the **Parent** category from the drop-down list. Placing your category inside of another category will give you a **sub-category of that parent**.

-Choosing **Top** means that your category is at the top category level (and not a sub-category).



-Categories can also be deleted by clicking on the **X** or updated by clicking on the **Gear**.

-You can move a category up to the **Top** level by clicking its **arrow** icon.

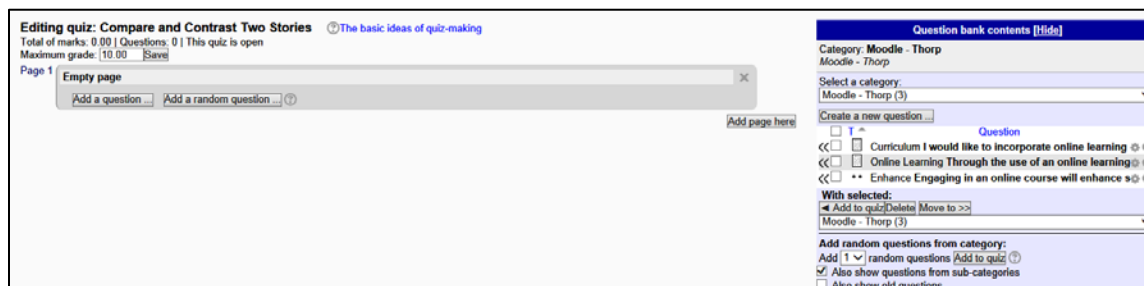
Note: When you delete a category that contains questions, you will be asked to move them into another category.

Adding Quiz Questions:

1) To add questions, we can either click on the **Question Bank** and click **Create a new question**, (or) if we clicked **Save and display** after completing our **Quiz Settings**, we can now click the **Edit quiz** button. This takes us to a screen where we can directly add questions by clicking **Add a question**.

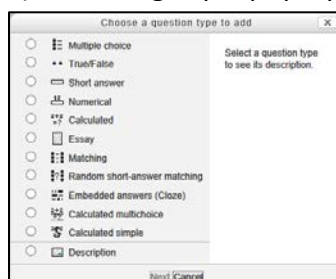
2) You can also access questions you (or others) have made by clicking the blue **Question bank contents (Show)** link.

3) If there are any questions which have already been made, you merely need to select them from here by clicking their check-boxes.



4) You could also create a new question to the Question Bank by clicking the **Create a new question** button (under the **Question bank contents**) or by clicking **Add a question** (under **Empty page**) at the left.

5) This brings up a pop-up window with “**Choose a question type to add.**”



-Like the **Activities selector** we’ve seen so often, if you click once, it gives information at the right. If you click twice, it will select that question type.

Note: It’s worth going through each question type and exploring them. Most of them Moodle will grade automatically for you if you give it the correct answers; however, the **Essay** question must be graded manually.

6) If you choose **Multiple choice**, click **Next**.

7) It asks which **Category** you want to put it into. Select it from the drop-down list.

8) Add a **Question name**. This does not have to be the question number, because your #1 might be someone else's question #13 in another quiz, so just give it a **name** to help you remember it for next time.

9) Add the **Question text** and scroll down.

Tip: Since you have access to the **Text Editor** (just click **Show editing tools**), you can add images, formatted text and multimedia to your quiz questions.

10) You can add General feedback and decide how the **answers** are going to be presented (such as **shuffling the choices** and **one or multiple answers allowed**).

11) Since this is multiple choice, type in the **Answer** for **Choice 1**, **Choice 2**, etc. and for the correct answer, select **Grade: 100%**.

-For the incorrect answers, select **Grade: None**.

-The other percentages are for partial credit, if you want to be more precise.

Tip: Next to **Feedback**, you can type a specific message to all students, such as **"Re-read page 50 to find out the correct answer"** or use the **Combined feedback** section at the bottom for correct and incorrect answers. You can use something simple like **"Your answer is incorrect"** if they get it wrong).

-You don't need to use every choice (by default there are 5) and you can add more choices by clicking **Blanks for 3 more choices**.

-Notice that you can also give **Hints** and a **Penalty** (if running in Adaptive Mode) for each incorrect try, as well as a generic feedback message for partially correct responses.

12) When you click **Save changes**, your quiz now has its first question.

13) Look at the Grading of the quiz. Currently the **Maximum grade** is set at **100.00** (see below).



-You can change this. It also says **Marked out of: 1** (the default). You can change this too.

Note: Moodle will do the grading for you, but you can always change the Maximum grade to be equal to the total number of marks (which simplifies the grading process).

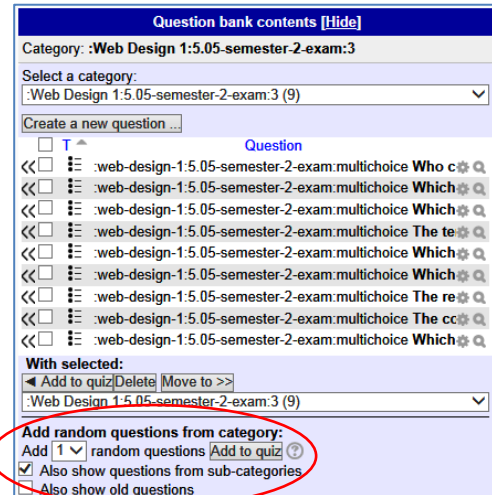
Example: If you have **8 total marks**, and Moodle sets the Maximum grade to **10.00**, you could instead change it to 8, so that the total marks are equal to the maximum grade (by default it is points **out of 10**). Click **Save** after making this change.

14) Continue to add questions (new) by clicking **Add a question** (or) from the Question Bank at the right, selecting it and clicking **Add to quiz**.

Note: If you have questions already made, it is also possible to Add random questions from a category.

-Under **Add random questions from category**, select the category from the drop-down list and then click **Add to quiz**.

15) Click **Save changes** when you've finished creating the quiz (very important).



Editing a Quiz:

Now that you have some questions in the Quiz, let's look at the **ordering** and the **paging**.



1) This quiz currently has **3 pages**, but you can move questions up and down pages – using the up and down arrows. These arrows also allow you to move questions into a different order.

Note: In the **Quiz Settings**, you also had the option to put all questions on **One Page** or decide how many questions to have per page.

2) Once you move a page up or down, you may end up with an **Empty page**. This page can be deleted by clicking its **X**.

3) You can also move questions up and down into a different order.

4) Notice the option to **Add a random question** so that different students get different questions, or one student gets different questions during each attempt at their quiz. This is the power of having a Question Bank to pull from.

-When you have **Random Questions** selected, it will choose questions from the categories that you designate.

5) You can select all questions from a category by clicking the **Select all** check-box at the top of any category in the **Question Bank** at the right. Then, click **Add to quiz**.

Note: If you want to count an essay question twice as much as a multiple-choice question, you can change Marked out of: 1 to **Marked out of: 2**, counting it twice instead of once. Click **Save**.

6) The **Order and Paging** tab at the top of the quiz is also good for re-ordering questions and pages. It allows you to remove, reorder and delete questions, as well as **Repaginate** to a specific number of questions per page.

-After selecting a particular question, you can **Add new pages after the selected questions** and also select a question and **Move selected question to page ____**, then click **Move**.

7) **Preview** each individual question by clicking its **Preview question** icon (little magnifying glass).

8) Finally, you can **Preview** the quiz as a whole by going over to the **Administration** Block under **Quiz administration** and clicking **Preview**. Click the **Next** button to see each question.

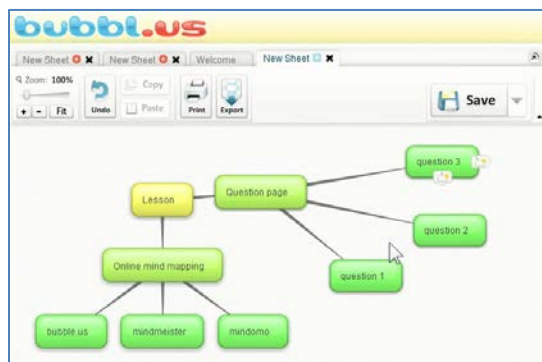
Tip: You can add embedded video clips within your quiz questions (see the section **Embedding Video into a Course** above).

The Lesson Module:

The **Lesson** is an advanced module in Moodle. It allows you to make branching pages for students where they are taken to a different page according to a decision they have made in the lesson. Students will see a **Next** button that takes them to the next page.

-It is kind of like the “*Choose Your Own Adventure*” books and very useful for decision-making, role-play exercises or independent learning. However, to set up a lesson requires that you think it through first with a Mind Map or even on paper – to decide which pages you want to branch off to according to what students decide.

Note: Even with only two answers per page, the number of pages can rapidly balloon. Bubbl.us is an online Mind Map that can be used to pre-plan a Moodle lesson.



Setting Up a Lesson (once you've made your plan):

- 1) **Turn Editing On** and scroll to the Topic or Week where you would like to add the Lesson.
- 2) Click **Add an activity or resource**. Under **Activities**, click **Lesson**. Then, double-click or click **Add**. You may also want to click **Expand all** in the top right corner to see all of the options.
- 3) Make sure your mouse is in the topic/section of the course where you want to add the lesson.

- 4) Give the **Lesson** a **Name**, which the students will see to click on.
- 5) The **Appearance** section has a lot of settings you can choose to customize the look of the lesson, including a **File pop-up** where you can add a file that you might like them to read or a video or photo you might want them to view prior to the lesson.
 - Other **Appearance** settings include a Progress bar, a left menu; the lesson can be displayed as a Slideshow, and it can display a maximum number of answers. This number can be changed as you go along.
- 6) You can set specific **Availability** with a **Deadline** and **Time limit** (minutes) and make it password-protected.
- 7) It's also possible to **Grade** your lesson, but if you'd rather use it for independent learning, for example, you may not want to grade it, so you can choose **No grade** next to the **Grade** category.
 - You could also allow them to re-take the lesson and decide how their scores would be affected (mean or maximum).
- 8) You can also make the lesson **Dependent on** a previous lesson or activity in the course.
Tip: Click the **Question Mark** next to any of these options for an explanation of exactly what they all mean.
- 9) Click **Save and display**, which takes you to the page where you start setting up your lesson.
 - See above for an online Mind Map of a planned lesson.

Adding Content to the Lesson:

When you begin a lesson, you will normally click **Add a Content Page** or a **Add a Question Page**.

-A **Content Page** provides the Text Editor where you can add information or content, and then options for the students to click on underneath.

-A **Question Page** requires the following steps for set-up:

- 1) You are prompted to choose a **question type**: Essay, Matching, Multichoice, Numerical, Short answer and True/false (**Essay** and **Short answer** require the teacher to manually grade).

-**True/false** is a good one to try when getting started because it's the quickest.

- 2) Click the **Add a question page** button and then add the **Page title** and **Page contents** (the question itself). See below for a sample Question Page with answers and jumps included.

As you can see in the example above, a **Correct** response will take the student to a different page than a **Wrong** response.

-A Lesson typically follows a path, but it takes quite a bit of time and effort on the part of the teacher to create a series of pages that help the student to proceed along that path.

-When the teacher creates the series of pages, they are made available in the **Correct answer jump** or **Wrong answer jump** drop-down list. When finished, click **Save page**.

Page title	Page type	Jumps	Actions
Fun with a Lesson	True/false	Next page	Add a new page...
Fun with a Lesson	True/false	This page	Add a new page...

-We now have the **Page title**, the **Page type** and where the pages **Jump** to. This is called the **Collapsed View**. The **Expanded View** gives greater options though. Click the **Expanded** tab above to see more detail.

-Clicking back to **Collapsed** will allow you to **Add a new page**, which will become the next page for the Correct answer of our True or False question.

3) This time, click **Add a new page** and choose **Add a content page** from the list.

-Since the student answered the question correctly, you can take him/her to a page that further explores this topic and reinforces the concept, increasing the student's knowledge.

-For the wrong response, you can take them to a content page that reviews the topic and provides extra help.

Example: one question might ask if the student is a visual or an auditory learner. If he/she answers visual, you can take them to a page with a video. If he/she answers "auditory," you can take the student to a page with a sound file.

4) Once you have some pages set up with jumps, it is very important to click the **Preview** tab above and test your pages and see that they all work, and which ever option the students choose will take them to the right page.

As you can see, a **Lesson** is a complex but powerful activity, and with a little practice, it can be extremely useful if you practice and get the hang of it.

The Workshop Module:

Workshop is an advanced Moodle module that allows for detailed **peer** or **self-assessment**, which can be monitored by the teacher.

To Add a Workshop:

- 1) **Turn Editing On** and scroll to the Topic or Week where you would like to add the **Workshop**.
- 2) Click **Add an activity or resource**. Under **Activities**, click **Workshop**. Then, double-click or click **Add**.
- 3) Provide a Workshop name and Introduction. Here is an example.

- 4) You can choose to **Use examples** of what you want them to do, so that they get practice in assessing.
- 5) Check the box next to whether you want them **Use peer assessment** or **Use self-assessment**.
-In a Workshop, they can do either or both.
- 6) Scrolling down, there are **Grading settings**. The students will get **2 grades**: one for **submission** and one for **assessment** ability. Example: 80 for submission and 20 for assessment.
- 7) **Instructions for submission**: What exactly would you like the students to hand in? Tell them what to do.
- 8) **Maximum number of submission attachments** and **Maximum file size** are also included.
- 9) In **Assessment settings** is a box called **Instructions for assessment** where you give them directions on how you want the assessment done.
-They can also follow an Assessment Rubric, which you may have set up.
- 10) In **Miscellaneous settings** is the **Conclusion** where you type in some text that they will see when the Workshop is over. Example: a general summary or feedback, or something they can move on to when the workshop is finished, such as a Blog entry assignment about their experience with the Workshop.

11) Click **Save and Display** to actually start setting up the Workshop.

Setting Up the Workshop (The Setup Phase):

Now it's time to focus more on how you want your students to assess each other.

1) After clicking **Save and Display** (see above), it brings up the different **Phases** of a Moodle Workshop. The **Setup phase** is **green**. One thing left to do in this phase is to **Edit the assessment form**. Click on this link.

-This is where you can provide a **Rubric** for your students so that they know exactly how to assess each other when they are provided with the form for **peer assessment**.

2) You choose different **Aspects** (there are **3** by default, but you can choose more or fewer).

3) Type a **Description** for Aspect 1. Example: "**Reflect on content and relevance**" for #1 and "**Reflect on Style**" for #2.

4) Choose what you would like them to grade it out of (**Best possible grade/Scale to use**). **10** is the default score. Also, choose the **Weight** of the score. **1** is the default. For example, a certain aspect may have a larger, greater weighting than another one.

5) When you're happy with the **Description** of each **Aspect**, the **Grade** and the **Weighting**, scroll down and click **Save and preview**.

6) Now we can see how it will look to students who will be assessing each other. Example: they have a drop-down grade (**10/10** down to **0/10**) and they type their **Comment** into the **Aspect 1, 2** and **3** boxes.

-Once you're happy with your **Preview**, click the **Back to editing form** button and then click **Save and close** to see where you are in the Workshop **phase**.

7) You have now completed everything in the Workshop's **Setup** phase. Now you are in the **Submission** phase, as the check-marks indicate.

Setting Up the Workshop (The Submission Phase):

Now it is time to move manually onto the **Submission** phase. This is the part when the students will actually hand in their work.

1) To move manually to this phase, click the **Lightbulb** icon at the top of the **Submission phase** column.

2) You're asked to confirm that you want to switch to **Submission** phase. Click **Continue**.

3) Submission phase is now **highlighted in green**. The **Instructions** (which you provided) have a check-mark next to them.

4) Now you will wait for students to **submit**. Right now, for example, there might be 6 **expected submissions** (but it shows that 0 have been **submitted** and **allocated** so far), so you wait.

5) Once students have handed it in, you will click the **Allocate Submissions** link which has a check-mark next to it and tell show many submissions have been received.

Setting Up the Workshop (The Assessment and Grading Evaluation Phases):

1) If you scroll down the page, you can see that all 6 students in the course have now submitted.

Instructions for submission ▼
Write directly on the page - 200 words

All submissions (6) ▼

- My essay by Marie Curie submitted on Thursday, 4 April 2013, 7:25 AM
- Rocket by Charles Darwin submitted on Thursday, 4 April 2013, 7:27 AM
- Essay for Peer assessment by Albert Einstein submitted on Thursday, 4 April 2013, 7:30 AM
- Blackie by Richard Feynman submitted on Thursday, 4 April 2013, 7:31 AM
- LIL ZE by Alexander Fleming submitted on Thursday, 4 April 2013, 7:29 AM
- Protagonists by Maria Goeppert-Mayer submitted on Thursday, 4 April 2013, 7:31 AM

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
✓ Set the workshop introduction	✓ Provide instructions for assessment		✓ Calculate submission grades expected: 0 calculated: 0	
✓ Provide instructions for submission	✓ Allocate submissions expected: 0 submitted: 6 to allocate: 6		✓ Calculate assessment grades expected: 0 calculated: 0	
✓ Edit assessment form			✓ Provide a conclusion of the activity	

2) Now it is possible to click the **Allocate submissions** link (above) and decide who is going to review whose work.

3) You now get a screen with the **Participants** in the center and you can manually select a **Reviewer** and a **Reviewee** from the drop-down menu (see example below).

Manual allocation Random allocation Scheduled allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user... Choose user... Charles Darwin Albert Einstein Richard Feynman Alexander Fleming Maria Goeppert-Mayer	Marie Curie My essay No grade yet	Self-assessment disabled Add reviewee Choose user...
	Charles Darwin Rocket No grade yet	Self-assessment disabled Add reviewee Choose user...
	Albert Einstein Essay for Peer assessment No grade yet	Self-assessment disabled Add reviewee Choose user...
	Richard Feynman	Self-assessment disabled Add reviewee Choose user...

Note: If you don't want to do this manually, you can instead click the **Random allocation** tab at the top and Moodle will automatically decide who is going to review whom, and the teacher can choose the **Number of reviews** per submission and whether or not a student can assess another student without handing in work themselves.

4) Another type of Allocation is the **Scheduled allocation** (also a tab at the top).

5) A good example for **Random allocation** would be **Number of reviews: 1 per submission**. Leave the rest blank and click **Save changes**. Then, click **Continue** to confirm.

6) Now, if you return to your Course Page and click on the Reflection item, it is now possible to move to the next phase.

Reflection:

-  [Representation of L'I Dice/Zé](#)
Watch the clips and explain how micro-elements are used to construct meaning and how the audience might respond.
-  [Representation of Rocket and Benny](#)
Watch the clips and explain how micro-elements are used to construct meaning and how the audience might respond.
-  [Essay Writing Help](#)
-  [Character analysis in City of God](#)

7) You have allocated the submissions, so now you can manually click the **Lightbulb** for the 3rd phase: **Assessment**.

Character analysis in City of God ?

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
✓ Set the workshop introduction ✓ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✓ Allocate submissions expected: 6 submitted: 6 to allocate: 0		✗ Calculate submission grades expected: 6 calculated: 0 ✗ Calculate assessment grades expected: 6 calculated: 0 ✓ Provide a conclusion of the activity	

8) Wait for your students to look at each other's work and assess it.

9) Click the **Continue** button confirm that you are switching to the **Assessment** phase. Students assess the submissions they have been allocated (within the access control dates, if set).

10) Once the **Assessment** phase is over, you will then move to the **Grading evaluation** phase (the calculation of the grades) and then, finally, the Workshop will be **Closed**.

Character analysis in City of God ?

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
✓ Set the workshop introduction ✓ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✓ Allocate submissions expected: 6 submitted: 6 to allocate: 0		✗ Calculate submission grades expected: 6 calculated: 0 ✗ Calculate assessment grades expected: 6 calculated: 0 ✓ Provide a conclusion of the activity	

Assignments

Understanding Assignment Types:

An **Assignment** in Moodle is a space in your course where students can hand in or submit work electronically that they have done for the teacher to grade. This might be one or several files of any type (as long as you have the software to open it), or else they could type the assignment directly into the Text Editor.

-Assignments may be done by individuals, where the teacher and student only can see the work,

or you can set **Group** assignments where each student member of the group can see and edit the group's submission.

To Add an Assignment:

1) **Turn Editing On** and scroll to the Topic or Week where you would like to add the Lesson.

2) Click **Add an activity or resource**. Under **Activities**, click **Assignment**. Then, double-click or click **Add**. You may also want to click **Expand all** in the top right corner to see all of the options.

Note: Don't worry if you see two Assignments. **Assignments (2.2)** corresponds with older versions of Moodle where there were separate types of assignments. In the newer version of Moodle, we only focus on the single type of Assignment at the top of the **Activity Selector**.

3) Type an **Assignment name** (which students will see) and a **Description**.

-The **Description** is where you describe exactly what you want your students to send in to you.

-If you check the check-box **Display description on course page**, it will show this description under the name of the Assignment in the course topic.

4) **Availability** lets you set a time and **Due date** when you will accept submissions.

-Uncheck the **Enable** box and the Assignment is always available and would never be marked as late. **Cut-off date** means that students cannot send in their assignments past this date.

5) Under **Submission types**, you can check **Online text** (students type their assignment into the Text Editor), **File submissions** (students send in files from their computer) or **Submission comments** (students send a note along with their submission).

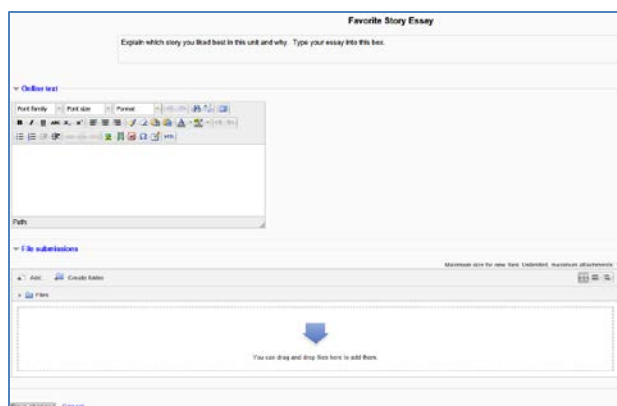
-You as the Teacher can check all three boxes if you want to allow all three types of submissions.

6) **Submission settings** include **Require students to click submit button** which, if enabled, students will have to click a **Submit** button to declare their submission as final. This allows students to keep a draft version of the submission on the system. If this setting is changed from "No" to "Yes" after students have already submitted those assignments, they will be regarded as final.

7) In the **Grade** section, you can choose anything out of 100. It is also possible to set your own personalized scales. The default is to grade the assignment out of 100.

-**The Grade method: Simple direct grading** means that the student just gets one grade out of 100. More advanced grading methods include a **Marking guide** or **Rubrics** – to help the student understand how their work is graded.

8) Scroll down and click **Save and display** to see your assignment.



-This is what students will get if you chose **Online text** and **File submissions** in the **Submission types** section (Step 5 above). They can submit their answer(s) either way (their choice).

Group Assignments:

You can set up **Group assignments**, but in order to do this you must first make sure that your course is set up in **Group mode** within the course settings first.

1) To do this, click on **Edit Settings** in the **Administration** block, and also make sure that you have gone to **Users** (underneath **Edit Settings**) and **Groups** to create some groups, and have added your students to the groups.

Example: Class A and Class B.

2) Place your mouse inside the Topic or Week where you want the Assignment to go. Then, click on **Add an activity or resource**. Under **Activities**, click **Assignment**. Then, double-click or click **Add**.

3) Add the **Assignment name** and a **Description** of what they have to do.

4) This time you will use the **Group submission settings**.

-**Students submit in groups** will be set to Yes and you may **Require all group members submit**.

5) After completing the settings, click **Save and return to course** and view the Assignment as a student by clicking on the Assignment.

6) As a student, which ever Group you are assigned to shows up at the top. Click the **Add submission** button to type an answer into the Text Box (or click to upload a file - if that option was also chosen by the Teacher).

7) The student clicks the **Save changes** button.

Rocket

Work together on an essay about Rocket in City of God - about 500 words

Submission status

Group	Class A
Submission status	Draft (not submitted) Users who need to submit: Marie Curie , Charles Darwin , Albert Einstein
Grading status	Not graded
Last modified	Saturday, 6 April 2013, 6:14 AM
Online text	☐ Essay about Rocket

[Edit my submission](#)
[Submit assignment](#)
Once this assignment is submitted you will not be able to make any more changes

-Notice that the other students have not submitted their answers yet.

8) Now the student can either click **Edit my submission** or **Submit assignment**.

-The teacher will not grade the assignment until all of the other students have also clicked **Submit assignment**.

Blind Marking of an Assignment:

This useful feature of Assignments means that the teacher cannot see which student has entered which submission of the assignment (completely anonymous) until the teacher is ready to see. That way the teacher cannot be influenced by personal knowledge of the student.

1) **Turn Editing On** and scroll to the Topic or Week where you would like to add the Lesson.

2) Click **Add an activity or resource**. Under **Activities**, click **Assignment**. Then, double-click or click **Add**. You may also want to click **Expand all** in the top right corner to see all of the options.

-The settings are the same as above, except for one important difference.

3) In the **Grade** section, next to **Blind marking**, click Yes.

4) When the students turn in their assignments, the teacher cannot see their names in the Gradebook.

5) Under Submission types, you may want to un-check **Submission comments**, because some students may give away their identity in their comments.

6) Click **Save and return to course**. Then, click on the Assignment.

7) Click the **View/grade all submissions** link, and it takes you to the **Gradebook** where you will grade them.

Separate groups All participants ▾

Select	Identifier	Status	Grade	Edit
☐	Participant 10	No submission	-	
☐	Participant 6	No submission	-	
☐	Participant 11	No submission	-	
☐	Participant 8	No submission	-	
☐	Participant 7	No submission	-	
☐	Participant 9	No submission	-	

8) There are no student names.

Note: It is still possible to see the identity of the students by clicking on the **Administration** block, scrolling down and clicking **Reveal student identities**.

Grading Assignments:

- 1) Once students have complete the assignment, the teacher can click on the assignment's name in the course topic/section.
- 2) There will be a **Grading summary** which shows **Participants** and how many **Submitted**, as well as how many **Need grading**.
- 3) Click the **View/grade all submissions** link.
- 4) This takes you to Moodle's **Gradebook** for this particular assignment. You will see which students have submitted the assignment.
- 5) To **Grade** the assignment, you will click on the pencil icon under the **Grade** column next to his/her name. This opens up the **Submission status** window that shows when they submitted their work.
- 6) If they typed into the Text Editor, you can click on the plus-sign next to **Online text**. This reveals the online text answer that they typed in. Read their answer and then you can minimize it by again clicking the plus-sign icon. Moodle also includes a **Word Count** of how many words the student used in his/her essay answer, which is great if you required a certain number of words.
- 7) Scroll down and type in the **grade** you want to give them. Example: 75.
- 8) If you enabled **Feedback comments** in the **Assignment Settings**, you can enter them into the text box below.
- 9) If you have a whole class of submissions, you can click the **Save and show next** button below - to move on to the next answer to be graded.
- 10) When finished, click the **Save changes** button and you're taken back to Moodle's Gradebook, and you can see (as the teacher) the grade(s) that you've given them.
- 11) If you scroll down the Gradebook, you can see which students have **No submissions**.
- 12) There is an option at the bottom for **Quick grading**. If you check this box, you get individual boxes next to each student's name where you can manually type in their grades and then Save.

-This makes grading a lot quicker for the teacher, instead of going into each individual student.

13) After doing this, click the **Save all quick grading changes** button.

Tip: At the very bottom of the page, you can also choose how many assignments to show per page.

Social Networking

Messaging in Moodle:

Messaging in Moodle refers to two areas. It can refer to the **Notifications**, such as receiving a message about Forum posts or Assignment uploads, etc., or it can refer to the **Instant Messaging** service, which allows users to communicate with each other inside of Moodle.

-For Notifications, you can set your Messaging Preferences in the **Administration** block by scrolling down and clicking on **My Profile Settings**→**Messaging**.

-This brings up a Configuration screen where you can choose how you'd like to be notified (**Email**, **Pop-up notification**, or neither).

-You can also scroll down and type in an Email address to have these notifications sent to, which may be different from your default account Email address.

-You can also **Temporarily disable** notifications while you're on vacation.

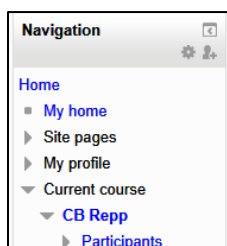
Instant Messaging:

One way to access this is by enabling the **Messages block** in your course. This will show how many message have been received. Click on the number to open the message.

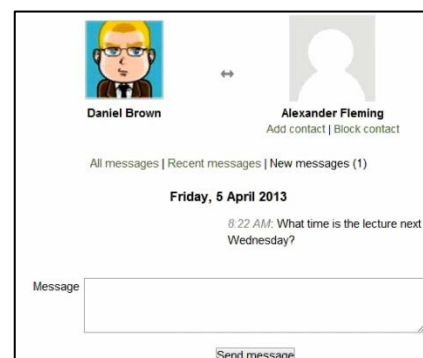
1) If pop-ups are enabled in the Browser, the message will appear at the bottom right of the course page as a pop-up.

2) If you click it, it takes you to the **Instant Messaging** area where you can see the teacher and the student. You can send a reply in the **Message** box and click **Send message**.

3) Another way to send messages in Moodle as a teacher is by accessing the **Participants** link – found in the **Navigation block**.



-This takes you to a list of all of the members of your course. You can scroll down and click on a particular student's name, which brings up his/her profile. Then, click **Send a message**.



Tip: You can also select all of the students and send a message to them all at once.

Using Your Blog:

Every user in Moodle has his/her own **Blog**, which is attached to their **Profile**.

- 1) You can access your Blog from the **Navigation** block by clicking **My profile** → **Blogs**.
-Here you can **View all of your entries**, **Add a new entry** or subscribe to your **Blog's RSS Feed**.
- 2) It is also possible to have blogs attached to your course, and as the teacher, you may wish to add the **Blog menu** block to see all of the site's blogs that exist.
- 3) You can also enable the **Recent blog entries** block. To **turn on any Block**, click the **Add a block** drop-down menu on the left side of your course page.
- 4) Click **Add a new entry** in your **Blogs** menu under **My profile**.
- 5) Give your **Entry** a **title**. Example: "Progress" and the **Blog entry body** (your post).
- 6) You can also add **Attachments**.
- 7) You can **Publish to: Yourself (draft)** – using it as a personal journal that only you can see (or) **Publish to: Anyone on this site**.
- 8) You can add **Tags**, and as the teacher you could add a **Blog tags** block (to see the tags) to your course.
- 9) You can **Associate** the blog with the course, so it is possible to see all the blog entries associated with the course from the **Blog menu** block.
- 10) If you now go back to your course, you can see in the **Recent blog entries** block a link to the blog entry you just made – in the **Entries about this Course**.

The Gradebook

Gradebook Introduction:

Every course in Moodle has its own **Gradebook**, which you can access from the **Administration** block under **Course administration**. Click **Grades**.

Note: If you don't want to use **Grades** and you don't want your students to have this link, click **Edit settings** under the **Administration** block.

-Under **Course administration** in the **Appearance** section, **Show gradebook to students** can be set to No. This turns off Gradebook viewing for students.

1) Click **Grades** under **Course administration** to see the Gradebook. You are taken to the default view, which is **Grader report** (in a drop-down menu in the top left).

-It allows you to see all of the students in the course and their graded activities (by **Category** if you have set up Categories), and at the far right is the **Course Total** (their total grade).

2) If you set up **Groups** in your course, the Gradebook can be filtered by Group by clicking the **Separate groups** drop-down at the top left. Click on each **Group** to see its members and their grades.

3) Other options include **User Report** which allows us to choose one particular user and just see the graded activities for him/her.

- 4) Click the drop-down list at the top right to choose which user you want to show.
- 5) **Categories and items** is another option, and you may wish to divide your grades into **Categories**. **Example**: in an **ELA** course, Reading, Writing, Listening and Speaking could be divided as separate categories for grading.
- A **Grade Item** is a grade that you might add manually to the Gradebook, instead of one that is automatically added. **Example**: an Assignment or Quiz.
- 6) You can also add your own **Custom Grading Scale**, and if you use letter grades instead of Moodle's default number grades, if you click **Edit** (from the drop-down list), you can change the percentages that equal each of the letter grades in your own course.
- 7) If you go to the **Administration** block and click on **Course administration** and then click **Grades**, you will then see **Grade administration** under the **Administration** block.
- Click on **My report preferences** and then click on **Grader report**, this allows the teacher to customize how you would like your gradebook to appear, which sections for what to show/hide, Special rows and General settings.
- If you don't like the settings, you can always click the **Change report defaults** link in the top right.
- Tip**: What is nice about this is that, when clicked, it shows you a description of exactly what each setting does.

Gradebook Editing:

Many Activities in Moodle appear automatically in the Gradebook. **Example**: Assignments, Workshop and Quizzes. It is possible to grade other activities, too, by adding a **manual grade item**.

-It is also possible to grade students for activities they did outside of Moodle – again using the **manual grade item**.

To Do This:

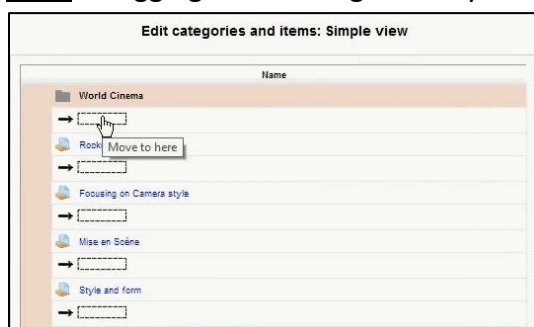
- 1) Go to the **Administration** block and click **Grades** under **Course administration** to see the **Gradebook**.
 - 2) Under the drop-down list in the top left corner, click and select **Simple view** under **Categories and items**.
 - 3) You will see a list of the graded activities. You may want to use categories to divide different types of graded activities. **Example**: In an ELA course, have a category for Reading and another category for Writing.
- To Add a Category**: click the **Add category** button at the bottom.
- 4) If you want to add a **Grade Item** manually, click the **Add grade item** button and then select how you want the grade item to appear. **Save changes** when finished.

5) Now the manually-added Grade Item appears in the Gradebook.

6) It is also possible to move grade items around into different categories or a different part of the Gradebook.

-To do this, select the item by checking its check-box and then using the **Move** icon (double-arrow icon at the right) to drag it into the box where you want it to go.

Note: Dragging and Moving can only be done in **Google Chrome** and **Mozilla Firefox**.



7) If you now go back to the **Grader report** view, you will now see the manually-added grade item has its own column, and if you now **Turn editing on**, you can add grades next to each of the students' names for this new grade item.

-You can also change grades which already exist for other assignments here. However, if you do this, these grades will become "**locked**" and you cannot change them in the **Assignment** view itself on your main Course Page.

Creating a Custom Grading Scale:

By default, Moodle lets you grade out of numbers up to 100 or using a letter scale. It is possible though to change these to suit your own purposes.

To Do This:

- 1) Go to the **Administration** block and click **Grades** under **Course administration** to see the **Gradebook**.
- 2) From the drop-down menu in the top left corner, click **Letters→Edit** which allows you to change the percentages which equal the letter grades within your Moodle course. You can override the site defaults.
- 3) If you click **Scales→View**, you can add a new **Scale** just for one course.
- 4) Click the **Add a new scale** button.

- 5) Give it a **Name**, which you will see when you select it for an assignment.
- 6) Next to **Scale**, type the terms you want to use in your scale - with the bottom one first and the top one last (with no spaces in between). **Example:** fail,pass,merit,destinction
- 7) The **Description** is only for the teacher, so he/she can remember what the scale is being used for.
- 8) Click **Save changes**.

Note: A teacher can only add a scale to his/her course, but a **Site Administrator** can add scales site-wide.

- 9) Go back to your course page and click on an Assignment you made previously.
 - If you click on the assignment to open it, and then click **Edit settings** (under the **Administration** block), you can scroll down to the **Grade** section and click next to the word **Grade**. The drop-down menu will say **100** by default, but if you scroll to above 100, you will see your customized Grading Scale's name. Now it is ready to use for this and other assignments.
 - However, you may see a message saying that the assignment has ***"graded submissions and changing the grade will not automatically re-calculate existing submission grades. You must re-grade all existing submissions, if you wish to change the grade."*** Keep this in mind before creating your own custom scale.

Advanced Grading:

Advanced Grading allows you to provide a Rubric, a Marking Guide or another contributed advanced grading option instead of a single numerical grade or custom scale in an assignment. By looking at an assignment you've already set up with a single grade, and you can change it to **Advanced Grading**.

- 1) Click on the name of the assignment in the course page.
- 2) Go to the **Administration** block and under **Assignment administration**, click on **Advanced grading**.
- 3) This is where you can change the grading method from **Simple direct grading** (a single grade) to **Marking guide**, **Rubric**, or any others that have been added.
- 4) Select **Rubric**. If you've made Rubrics before and saved them as **Templates**, you can select one by clicking **Create new grading form from a template**.
 - If you don't have a template, click on **Define new grading form from scratch**.
- 5) Give it a **Name** so you can identify it later. **Description** is optional.
- 6) Scroll down and click **Add criterion** (as many as you want) and the levels and what they mean. Here is an example of what some criteria would look like when added.

Criteria	Level 1	Level 2	Level 3
relevance	no relevance 0 points	some relevance 1 point	much relevance 2 points
style	no style 0 points	fair style 1 point	good style 2 points

Rubric options

Sort order for levels:

☒ Allow users to preview rubric used in the module (otherwise rubric will only become visible after grading)
☒ Display rubric description during evaluation
☒ Display rubric description to those being graded
☒ Display points for each level during evaluation
☒ Display points for each level to those being graded
☒ Allow grader to add text remarks for each criteria
☒ Show remarks to those being graded

There are required fields in this form marked *

7) There are other options below, such as whether or not to allow students see the rubric in the module, or let it only become visible after grading.

-You can also allow points to be displayed for each level during evaluation and the teacher/grader can add text remarks for each criteria.

8) Click the **Save rubric and make it ready** button when finished.

-It will now be applied to this assignment.

9) When you grade the assignment, you will be grading it according to the Rubric.

Grade Aggregation:

Grade Aggregation means how the grades are combined in individual categories. This has an effect on the course total as a whole.

1) To look at **Grade Aggregation Types**, go to the **Administration** block and under **Course administration**, click **Grades**.

2) From the drop-down menu, select **Categories and items** → **Simple view**.

3) There is an **Aggregation** column, and each of the categories has a drop-down menu at the right for you to choose the Aggregation type for that particular category.

-You can have different aggregation for different categories.

Name	Aggregation	Ext cre
World Cinema	Simple weighted mean of grades	☐
Role play	Mean of grades	☐
Rocket	Weighted mean of grades	☐
Focusing on Camera style	Simple weighted mean of grades	☐
Mise en Scène	Mean of grades (with extra credits)	☐
Style and form	Median of grades	☐

4) Clicking the **Question Mark** button at the top – next to the word Aggregation - gives more information about the different aggregation types.

5) At the far right of a question, if you want to change the **Maximum grade** for a specific activity, you can change it from 100% to something else, for example.

6) If you don't want an assignment's grade to be included in the category (or Course Total Grade), you can change its **Max grade** to **0.00**.

7) You can also hide grades in the Gradebook by clicking the **Eyeball** icon at the far right, and you can also **Lock** a grade for an assignment (making it unable to be altered anywhere else) by clicking the **Padlock** icon.

Name	Aggregation ?	Extra credit ?	Max grade	Actions	Select
	Simple weighted mean of grades		-	  All None	
-		☐	100.00	  	☐
-		☐	100.00	  	☐
-		☐	20.00	  	☐
-		☐	35.00	  	☐
-		☐	35.00	  	☐
La Haine	Simple weighted mean of grades	☐	-	  All None	
Category total	-		100.00	 	
film! (assessment)	-	☐	20.00	  	☐
film! (submission)	-	☐	80.00	  	☐
City of God	Simple weighted mean of grades	☐	-	  All None	
Representation of Lili Dora-Zé	-	☐	100.00	  	☐
Representation of Rocket and Benny	-	☐	100.00	  	☐
Category total	-		100.00	 	

Grading Essay Questions on Quizzes:

Most quiz questions are automatically graded by Moodle because we've told Moodle the answers. However, the **Essay** type question in a quiz needs to be graded manually by the teacher, and there are 2 ways to locate essay questions to grade them:

1) Go to the **Administration** block and under **Course administration**, click **Grades**.

-Access the question from the **Grader report**, or.

2) Click on the quiz's name within the course page.

-You will see how many Attempts have been made, if any. Click the number of Attempts, which takes you into the Quiz grading section. It shows each student and the questions they have done which have been **checked (graded)** or **Requires grading**.

-Click the **Requires grading** link next to the student's name, and it takes you to the question itself where you can read your student's answer (see the example below).

-At the bottom you can **make a comment** (feedback) and **override** (or add to) **the mark**.

How are micro-elements used to construct meaning in this clip? And how might the audience respond?

Micro elements are especially important in this clip because they create the atmosphere required for the audience to suspend disbelief and

Comment

Font family | Font size | Paragraph

copied and pasted

Path: p

Mark: 1 out of 2.00

Step	Time	Action	Mark	Marks
1	7/6/13, 09:49	Started		Not yet answered
2	7/6/13, 09:50	Saved: Micro elements are especially important in this clip because they create the atmosphere required for the audience to suspend disbelief and		Answer saved
3	7/6/13, 09:50	Attempt finished		Complete

Click the **Save** button at the bottom when finished.

State	Started on	Completed	Time taken	Grade/100.00	Q. 1	Q. 2	Q. 3	Q. 4
					/40.00	/20.00	/20.00	/20.00
Finished	7 April 2013 9:49 AM	7 April 2013 9:50 AM	1 min 25 secs	Not yet graded	✓ 20.00	✓ 20.00	Requires grading	✗ 0.00 Review response

Now you can do the same thing for the next question by also clicking its **Requires grading** link.

Using Import and Export:

Just because grades in Moodle live in the Moodle Gradebook doesn't mean you can't connect them to grades created offline, such as in an **Excel** spreadsheet. You can import grades from a spreadsheet or XML file, and it's also possible to export Moodle grades out into a spreadsheet.

1) Go to the **Administration** block and under **Course administration**, click **Grades**.

2) You can get to the **Import** and **Export** options from the **Administration** block under **Grade administration** → **Import** and **Export** (or) from the drop-down menu in the top left corner.

-You will see **Import** → **CSV file** or **XML file**.

3) We can import grades as long as we have the correct **User ID** and names of the graded activities.

4) We can export Moodle's grades to a variety of formats, such as an **Excel spreadsheet**, a **Plain text file**, **XML file** or an **OpenDocument spreadsheet** (from OpenOffice).

5) If you have **Groups** enabled, you can just select the Group (next to **Separate groups**) whose grades you want to export – rather than all of the users in the course.

6) Under **Options**, you can decide whether or not you want to **Include feedback in the export**, How many rows to **Preview** (before doing the actual export), and the **Grade export display type**.

7) Scroll down and un-check the activities you do not want to include.

-If you leave them all checked, then all of the graded activities will be selected. You can **Select all** or **none** also. If you select **none**, you can then check the ones you do want to include.

8) Scroll down and click the **Submit** button.

9) This gives you a **Download** button to download your chosen grades to an **OpenDocument spreadsheet**, for example (or Excel if you prefer).

10) The rows will be **previewed** at the bottom, and you can check that it's correct before downloading the file.

Managing Your Course

Backing Up Your Course:

A course can be saved with some or all of its parts by using the **Course Backup** option. You as the teacher can create a backup, or download an existing backup for safe-keeping or use on another Moodle site, or even as a new course shell (or template).

To Make a Backup:

1) Click on the **Administration** block and click **Backup** under **Course administration**.

2) You are first asked to select which particular **settings** you want to include. Check the boxes you want to include. Then, click **Next** in the bottom right corner.

Backup settings

- IMS Common Cartridge 1.1 ☐
- Include enrolled users ☒
- Anonymize user information ☐
- Include user role assignments ☒
- Include activities ☒
- Include blocks ☒
- Include filters ☒
- Include comments ☒
- Include calendar events ☒
- Include user completion details ☒
- Include course logs ☐
- Include grade history ☐

3) This now takes you to where you can select (or de-select) individual **activities** and **resources** to back up. Teachers cannot back up User data (due to security reasons), but the Moodle Site Administrator can. When you scroll down and have made your choices, click on the **Next** button.

Include:

Select	All / None	Select	All / None
General	☒	User data	☒
Downloadable Files (RTF)	☒		☒
Tech Forum	☒		☒
Your Level of Computer Proficiency	☒		☒
Indicate Your Level of Technology Usage	☒		☒
Website of the Week	☒		☒
Online Text Assignment	☒		☒
Class Calendar	☒		☒
Internet Security Lessons	☒		☒
News forum	☒		☒
Sample Web Page	☒		☒
News forum	☒		☒
Course Information	☒		☒
Lessons	☒		☒
0.01: Course Navigation	☒		☒
0.02: Place Information	☒		☒
0.00: Mutil and Course Information	☒		☒
0.02 Place	☒		☒
News forum	☒		☒

Assignment topics	☒	User data	☒
Mise en Scène	☒	-	☒
Style and form	☒	-	☒
Course feedback At the end of this module please...	☒	-	☒
Complete the course evaluation here	☒	-	☒
Atomic Learning	☒	-	☒
Useful Videos	☒	-	☒
Film forum	☒	-	☒
Film Database	☒	-	☒
Course feedback	☒	-	☒
film terms	☒	-	☒
Topic 4	☒	User data	☒

4) This will give you the **Filename** of the backup, which you can change and shorten - if you want to make it something more readable.

5) You are then asked to confirm everything that you want to back up. Then, click the **Perform backup** button.

6) You now have a message that the backup file was successfully created. Click **Continue** and it will take you to where your backup file is stored. It is in your **User private backup area**.

7) If you wanted to download this and keep it on your desktop for use somewhere else, you would click the **Download** link to save a copy of it to your computer.

Course backup area ?

Filename	Time	Size	Download	Restore
Manage backup files				

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-5-film-20130408-0821-nu.mbz	Monday, 8 April 2013, 8:22 AM	1.2MB	Download	Restore
Manage backup files				

Restoring a Course Backup:

You can restore a course that has been previously backed up. **Here is how:**

- 1) Click **Restore** - within the **Administration** block under **Course administration**.
- 2) You will be taken to the **Import a backup** file window, where you can choose the backup file you wish to restore. It might be in your **Course backup area** or your **User private backup area**.
- 3) You can also click the **Choose a file** button next to **Files**, or drag and drop a file from your Desktop (when using Google Chrome or Firefox) if you have saved it there instead.
- 4) When the course is imported, click the **Restore** button.
- 5) Scroll through the checked boxes and, at the bottom right of the page, click **Continue**.
- 6) You are then asked if you want to **Merge the backup course into this course** (or) **Delete the contents of this** (your current) **course and then restore**. Select one or the other and click **Continue**.

Note: The Moodle Site Administrator can add the backup course into a new course and restore it there.

- 7) Click **Continue** and you are now given the settings, and you can check which check-boxes you want to restore.
- 8) Click **Next** in the bottom right, and now you can choose exactly which activities and resources you would like to have.

Note: As a teacher, you are not allowed to restore User data (for security reasons), but your Moodle Site Administrator can, if needed. Click **Next**, scroll down to the bottom and then click **Perform restore**. This will now be restored into your current course.

Running Reports:

There are several course reports available to teachers. Here is how you can access them:

- 1) As a Teacher, you need to go to the **Administration** block and click **Reports** to expand it. By default, you have reports such as an **Activity report**, **Course participation**, **Statistics** and **Logs**.
- 2) If you click the **Logs** link, it opens the **Choose which logs you want to see** window.
- 3) Here you can select a particular student **group** (if you've set up **Groups** in your course).
- 4) You can also select a particular student from the drop-down list at the top, as well as a particular day from another drop-down list to the right. **Saturday, April 13th**, for example.
- 5) Then you can choose a particular **activity** from its drop-down menu (such as an Assignment).
- 6) Now you can see exactly what the student was doing based on these specific criteria, filtering by **student name**, **date** and **assignment**.
- 7) Use the **All actions** drop-down to see what he/she was doing that day.
- 8) You can choose to **Display on page**, or you can click the drop-down and **Download** the logs into one of 3 different formats: **text** format, **ODS** format and **Excel** format.
- 9) Click the **Get these logs** button and you can now see exactly when the student looked at and submitted this assignment - on Saturday.

Film Studies: Albert Einstein, Saturday, 6 April 2013 (Server's local time)				
Film Studies All groups Albert Einstein Saturday, 6 April 2013				
Rocket All actions Display on page Get these logs				
Displaying 6 records				
Time	IP address	User full name	Action	Information
Sat 6 April 2013, 7:01 AM	86.140.176.61	Albert Einstein	assign view	View own submission status page.
Sat 6 April 2013, 7:01 AM	86.140.176.61	Albert Einstein	assign submit	Submission status: Submitted for grading. Submission word count: 751 words
Sat 6 April 2013, 7:00 AM	86.140.176.61	Albert Einstein	assign view submit assignment form	View own submit assignment page.
Sat 6 April 2013, 7:00 AM	86.140.176.61	Albert Einstein	assign view	View own submission status page.
Sat 6 April 2013, 6:38 AM	86.140.176.61	Albert Einstein	assign view submit assignment form	View own submit assignment page.
Sat 6 April 2013, 6:38 AM	86.140.176.61	Albert Einstein	assign view	View own submission status page.

-As you can see, **logs** and **course reports** are very precise and very useful to a teacher.

What's New in Moodle 2.5?

Badges:

In Moodle 2.5, it's possible for Site Administrators and course Teachers to award **Badges** to learners. These badges can be awarded either manually or set to be awarded automatically based on certain criteria.

-A Site Administrator can award a **Site Badge** to learners who have completed a certain number of courses, while a teacher in a course can award a **Course Badge** to students who have earned a passing grade in a certain activity. Here is how a Teacher can award a Course Badge to a student:

1) Under the **Administration** block in the **Course Administration** section, click **Badges**.

-**Manage badges** would take you to the screen where you could manage badges you've already allocated.

-**Add a new badge** lets you upload and set the criteria for a new badge. Click this option.

2) Give the Badge a **Name** and **Description**.

3) Choose a file to upload your pre-made badge. This would be if you already had one on your desktop.

Note: Once a badge is awarded, it cannot be removed or changed, so make sure you get the right design and size the first time.

4) **Issuer details** will be the name of your site, and the **Contact name** will be your Moodle Site Administrator's e-mail address (by default).

5) You can set a **Badge expiry date** (optional).

6) Students can upload their badges to their **Mozilla Backpack** if they have an account on **Open Badges**.

7) Click the **Create badge** button and you are taken to the screen where you set the **Criteria** for the badge.

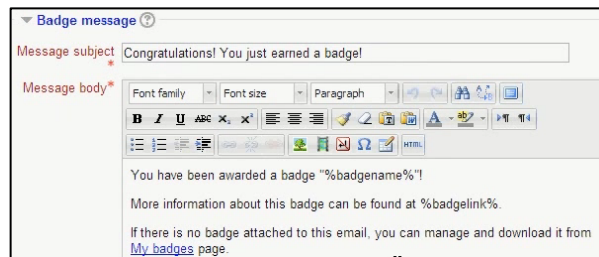
8) Click on the drop-down menu to **Add badge criteria: Manual issue by role** or upon **Course**

completion or **Activity completion**. If you choose **Activity completion**, you can choose the activities you'd like to be part of the activity criteria. **Example: Manual issue by role.**

9) Select the **role** who will issue the badge. **Example: Teacher.** Now, click **Save**.

10) The badge is ready, but to award it you must **Enable** it at the top right by clicking the **Enable access** button.

11) Click **Continue** and you can now click the **Message** tab at the top and send a personalized message to the badge award-winners. If you don't there is a message that has already been set up for you.



12) Click on the **Recipients** tab at the top.

13) Since we are awarding this badge manually, click the **Award badge** button.

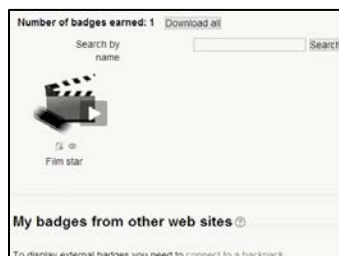
14) Pick the students from the **Potential badge recipients** list who you want to give the badge to and click the **Award badge** button.

15) Now you can go into the course as the student and look at how he/she sees the badge.

-To do this, you need the student's User ID and password, so you could use a sample student to test it out.

16) Under the **Navigation** block, click on **My profile** and then click on the new link, **My badges**.

17) When the student clicks on My badges, this brings up the screen where he/she can see their badges.



18) By clicking on the **connect to a backpack** link at the bottom, the student can upload this badge to his/her **Mozilla Backpack**, the **Open Badges Backpack**.

Collapsible/Expandable Text Editor:

Moodle 2.5 is all about saving space and making setup screens simpler and easier for people to use. One change is that anywhere you see the **TinyMCE Text Editor** you are first given a simple plain text box. If you need to have the Rich Text Formatting (such as colors, fonts and media), you can click to enable it. **Example: Adding a Label.**

1) **Turn Editing On** and click **Add an activity or resource**.



2) Under **Resources**, click **Label**.

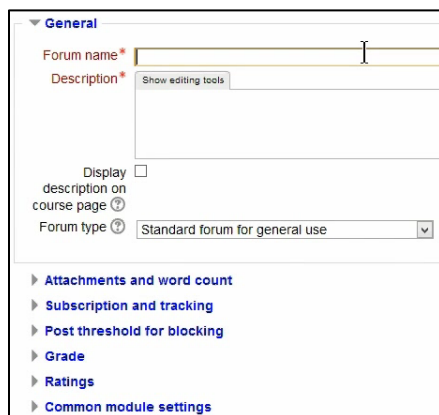
3) If you just wanted to type a few words in a hurry, you could type it and then click **Save and return to course**.

4) But if you need the formatting options, such as if you wanted all of your labels to be the same color and same font size, you'd need to click **Show editing tools**.

Tip: In the bottom right corner, you can also drag to make the box larger or smaller.

Simplified Settings Forms:

When you're setting up a course in Moodle and adding Activities and Resources, you're often presented with a very long setup screen or a huge list of options/settings which you may not need or even understand. Moodle 2.5 has tried to simplify this, particularly for new users. Now, when you set up an Activity, Course or Resource, only the most essential options are shown and enabled. The others are **Collapsed** behind blue category links which you would only click if you knew that you needed them. Example: a **Forum**.



Notice how only the **Forum name**, **Description** and a few other options are shown, because they are essential. The rest are collapsed below in blue links.

-This is a much simpler and quicker experience, especially for new users.

Note: If you are an Advanced user, you can now click **Expand all** in the top right corner to open all of the settings at once.

Dragging and Dropping Media and Text:

Wouldn't it be great if you had a **photo** on your Desktop and you could just drag it into a topic on your course page and it would display automatically? This is now possible in Moodle 2.5.

1) With Editing turned on in **Google Chrome**, **Mozilla Firefox** or **Apple's Safari**, drag the icon of the photo into the Topic/Week of your course page where you want it to go, then let go.

2) Moodle asks **"What do you want to do with the file?"**

-**Add image to course page** or **Create file resource**? Select one and click the **Upload** button.

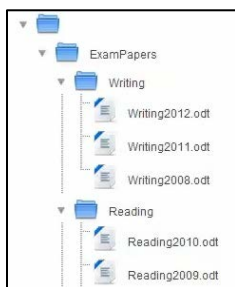
-If you choose "Create file resource," the image will be displayed as a file resource which you would click on to see. It wouldn't be embedded directly.

-If you choose “**Add image to course page**,” the image is embedded as a **Label** and displays immediately.

Displaying Folders Inline on the Course Page:

One useful feature of Moodle is its ability to display **folders** of documents for students to access, such as **Study Materials**. If the students click on the folder, they can then see the documents inside. In Moodle 2.5, it is possible to choose how folders are displayed.

-You may just want to see the folder and click on the link to get to the materials inside, (or) you can choose to have the **contents** of the folder displayed inline directly on the course page. This includes showing the contents of any sub-folders inside. This takes up more space in the course page, but it is quite useful. Below is an example.



The New Administration Block (with Reports in it):

As a teacher, you will want to see the **Reports** of your students' results in the course. For example, the **Logs**, **Course Participation** and **Activity Reports**. In earlier versions of Moodle, these were available in the **Navigation** block (usually at the left). However, Reports for teachers have now been moved to the **Administration** block (also usually at the left).

-It includes all of the settings that were previously in the **Administration** block, but it has been combined into **Course administration**, and now contains **Reports**, **Badges**, and another sub-category called **My profile settings**.

Templates for Quiz Essay Questions:

Students often benefit from being given guidance as to how best to set up their essay answers. It could be a **template**, a model or a scaffold. In Moodle 2.5, you can use the **Essay** type question in a **quiz** to set a template or a model to help your students. To do this, you can **create a Moodle quiz with an essay question**:

- 1) Turn **Editing On** and click **Add an activity or resource**.
- 2) Choose **Quiz** from the **Activities Selector**. Follow the typical steps of creating a Quiz.
- 3) Click **Save and display**.
- 4) Click the **Edit quiz** button.
- 5) Click the **Add a question** button and then select **Essay** from the **question type** list. Click **Next**.
- 6) In the **Question text** box, type the name of the Essay that you want them to do.
- 7) Scroll down and you will see **Input box size**. The number of lines is how large you will make

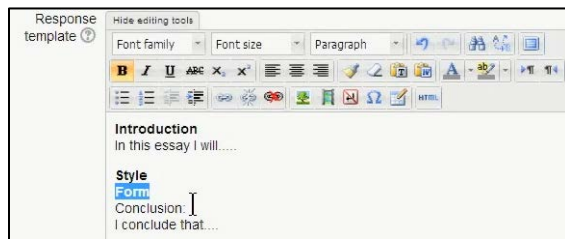
the box. Example: 30 lines is quite large.

Note: A student can still increase the size of a box by dragging its resize handle in the bottom right corner of the box.

8) **Allow attachments** will allow students to include a file attachment, if you'd like them to.

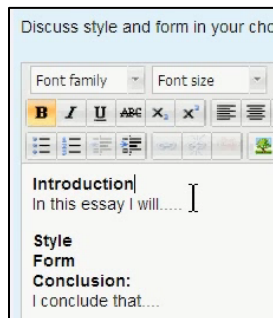
9) **Response template** is where you can add your **Essay Answer Template** to help guide them in setting up their essay.

-Click **Show editing tools** if you want to use formatting such as **Bold** or Underline.



10) **Save changes** and you can now preview it the way that a student would.

11) Click on the **Magnifying glass** in the Essay question allows you to Preview the question.



12) When they see the question, they then have the beginnings of the essay to prompt them.

The New Mobile-friendly Clean Theme:

These days, learners will access Moodle from a variety of devices, not just a Desktop computer.

Examples: an iPad, an Android Tablet, or a SmartPhone. So it is important that your Moodle course can be seen from different screen sizes. Starting in Moodle 2.5, new Themes are being developed and added which are **Responsive**, and change depending on the size of the screen.

-A theme called **Clean** is new to Moodle 2.5. It looks like a typical Moodle theme until you make the screen a bit narrower. The typical Moodle blocks have now disappeared at the left and right side. They can now be accessed from the bottom.

-If you make the screen wider again, the blocks re-appear. This is how the **Clean** theme works, and it makes Moodle much easier to navigate on smart phones and tablets.

The Moodle Mobile App:

There is now a free Moodle mobile app called **Moodle Mobile** which will allow students to access your course from a mobile device, such as an **iPad**, an **Android tablet** or a **SmartPhone**. When you download and install the app onto your device, you will be asked to log in to Moodle and

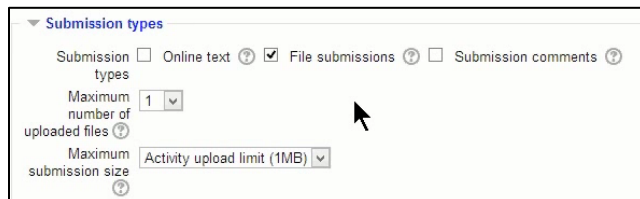
include your school district's Moodle URL. In the **PHASD**, it is <http://moodle.phasd.us>

-This will bring up your Moodle course in a mobile-friendly interface. As a teacher, you will not be able to create content in Moodle the way that you could on your desktop or laptop, but it does provide a viewing and working experience for students to take your course on the road with them and work from virtually anywhere.

Improvements to Assignments:

Assignments are an extremely powerful feature of Moodle and can seem quite complicated to newcomers because they have many settings for **Student Submission** and **Teacher Feedback**, for example. In **Moodle 2.5**, the Assignment Setup Screen has been improved and simplified so that it is a lot easier to manage.

- 1) With **Editing Turned On**, scroll down to **Add an activity or resource**.
- 2) Click on **Assignment** at the very top, under **Activities**. Then, click **Add**.
- 3) Now, the **Submission types** are included in one place as check-boxes.

A screenshot of the 'Submission types' section in the Moodle assignment setup interface. It features four checkboxes: 'Submission types' (unchecked), 'Online text' (checked), 'File submissions' (checked), and 'Submission comments' (unchecked). Below these is a 'Maximum number of uploaded files' dropdown menu set to '1'. At the bottom is a 'Maximum submission size' dropdown menu set to 'Activity upload limit (1MB)'. A mouse cursor is pointing at the 'File submissions' checkbox.

- 4) You can choose all of them at once by checking all of the boxes, but if you choose **Submission comments**, your students will be able to make comments. You might not want that.
 - 5) For a newer user, that is all you really need. So you can now click **Save and return to course**.
- The many other settings below are now condensed by default so as not to confuse people. You will only expand them if you know they will be useful to you for the assignment.

Installing Add-Ons from Within Moodle:

The M in Moodle stands for Modular, and along with all of the many features in a standard Moodle, it's possible to add extra modules which can be contributed by the Community. In Moodle 2.5, these extra modules can be installed directly from inside by a Moodle Site Administrator.

- 1) Under the **Administration** block, click on **Site Administration**.
- 2) Click on **Plugins** and then click **Install Add-ons**. This is Moodle's word for modules which are contributed, as opposed to those which come with a standard installation.
- 3) We have two ways of installing the add-ons.
-If we've already downloaded it from the Moodle site, we can upload it by clicking **Choose a file** (next to **Zip package**) and by selecting the **Plugin type** from the drop-down menu.
- 4) Now Moodle will know where to put it into its files.
- 5) Check the **Acknowledgement** check-box to agree that it is your responsibility to upload this

add-on.

6) Click **Install add-on from the ZIP file.** |

7) But, you could instead go up and click the **Install add-ons from the Moodle plugins directory.**

8) This takes you to **Moodle.org** to the **Downloads** section of the **Moodle Plugins Directory** web site, where you can **Search** for the plugin that you want. **Example:** **Group choice.**

-This add-on will allow students to put themselves into Groups so that the teacher doesn't have to.

9) When the module comes up, see if it is available for 2.5 and then click the **Install** button.

10) You are taken to the sites which you are the Administrator of.

11) Click the **Install** button next to the name of the site you want it on.

12) Click **Continue** and then if the module passes all of the tests, it will say **Validation passed!**

13) Now you can install it on your Moodle site. Click the **Install add-on!** button.

-This is how you install a Moodle add-on from inside of Moodle.