<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Logging On</td>
<td>4</td>
</tr>
<tr>
<td>Editing Your Profile</td>
<td>5</td>
</tr>
<tr>
<td>Opening Your Course</td>
<td>7</td>
</tr>
<tr>
<td>Course Settings</td>
<td>8</td>
</tr>
<tr>
<td>Editing Your Course</td>
<td>10</td>
</tr>
<tr>
<td>Adding Section Headers</td>
<td>13</td>
</tr>
<tr>
<td>Linking to Websites</td>
<td>15</td>
</tr>
<tr>
<td>Uploading Documents</td>
<td>16</td>
</tr>
<tr>
<td>Managing Documents</td>
<td>17</td>
</tr>
<tr>
<td>Assignments</td>
<td>19</td>
</tr>
<tr>
<td>Forums</td>
<td>21</td>
</tr>
<tr>
<td>Quizzes</td>
<td>23</td>
</tr>
<tr>
<td>Conditional Activities</td>
<td>26</td>
</tr>
<tr>
<td>Embedding Media</td>
<td>28</td>
</tr>
<tr>
<td>Simulate Student Role</td>
<td>31</td>
</tr>
<tr>
<td>Emailing Students</td>
<td>32</td>
</tr>
<tr>
<td>Grades</td>
<td>33</td>
</tr>
<tr>
<td>Mid-Term and/or Final Grade Posting</td>
<td>37</td>
</tr>
<tr>
<td>Taking Attendance</td>
<td>39</td>
</tr>
<tr>
<td>Importing Items between Courses</td>
<td>41</td>
</tr>
<tr>
<td>Other Resources on Moodle</td>
<td>42</td>
</tr>
</tbody>
</table>
Introduction

Welcome to Moodle! The following user guide is designed as a quick reference guide for the basic functionality you will use every day with Moodle. This document is designed as a reference after you have attended a Moodle training course and is not designed as a substitute for Moodle training.

If you find yourself getting more advanced with Moodle, there are a number of resources at your disposal. A few alternatives are outlined at the end of this document to get you started.

This document also features Where Have They Gone sections. These are indicated by a blue box and will appear at the end of each topic. They indicate settings formerly in that area in Moodle version 1.9 and tell you were to find these settings in Moodle 2.x. This section is designed to assist you as you make the transition between versions.

This document also features Where Have They Gone sections. These are indicated by a blue box. They indicate settings formerly in that area in Moodle version 1.9 and tell you were to find these settings in Moodle 2.x. This section is designed to assist you as you make the transition between versions.
Logging On

Moodle is most compatible with Internet Explorer or Firefox browsers.

Moodle is integrated with your existing campus logon user name and password. This means you can use the same user name and password that you use to logon to computers on campus. For example, if your name is John Doe, your logon will be something like “jdoe” or “john.doe”. The password will be the same as you use currently.

The first screen you will see is the Moodle home page. Click in the upper right corner to login.

Enter the User Name and Password as shown below:
Editing Your Profile

The first time you logon, you may want to update your user profile. To access it, click on your name in the upper right-hand corner of the page and then go to the Edit Profile tab. A number of fields on this profile are being automatically updated using your information in PowerCAMPUS. If you feel any changes need to be made, contact your on-campus IT Department to have it updated.

1. You’ll see your username and email address already filled in. You will not be able to change these here as they are linked to your other logons on campus.

2. Email display allows you to choose who can see your email address. Your choices are to hide your email from everyone, allow only the people in your classes to see it, or display it for
everyone who logs in to the site. If you choose to hide your email from other people, they will not be able to send you email directly from Moodle.

3. After setting your city and country, you can choose your preferred language. Setting your language here makes it your default language for all pages.

4. The timezone setting can be very important, especially if you’re working with an international audience or will be traveling and accessing the system. Be sure to set the time zone to your local time, not the server’s local time.

5. The description box gives you a place to tell your Moodle community a little about yourself. If you don’t feel comfortable writing a description, just put a couple of characters in here and the system won’t complain.

6. The remaining optional fields allow you to include personal details about yourself, including your photo or a representative image, and contact information. Your picture will appear by your postings in the forums, in your profile, and in the course roster.

7. You can also upload a picture using these steps:

   a) Prepare the picture you want to use by converting it to a gif or jpeg if you haven’t already. It should be smaller than the maximum upload size.

   b) Click the *Choose a File* button and locate your prepared picture. Then click Choose in the dialogue box.

   c) Then click Update Profile at the bottom of the screen. Moodle will crop your picture into a square and shrink it to 100-by-100 pixels.

Now your profile is all set to go. You won’t have to edit this again unless you want to change something.
Opening Your Course

After logging in you will find yourself on the Moodle homepage. Your user id is linked to your school’s Student Information System, so Moodle automatically displays the courses you are teaching. If you do not see one or all of the courses you are teaching, contact the IT Help Desk for assistance.

The courses are pulling over directly from the Student Information System. As such, the Course ID, Course Name, Description, Start and End Dates are automatically being filled in. If you see anything that is incorrect, contact the Registrar’s Office to have it updated.

The Course ID in Moodle is a computed field including the Course ID (ACC 101) plus the Section Number followed by a dash and then the Term and Session the course is being offered in. For example, ACC101.01 – FA1 would be ACC 101, Section 1 offered in the Fall Term, Session 01.

The information on your course (the special Course ID) will be grayed out when you first see it on the homepage. This is because when the course is created it is created in a hidden status. This means that only you as the teacher can see it, the students cannot. This gives you an opportunity to update your course and add content and then you decide when you are ready to for your students to see the course.

Click on the grayed out course ID to open your course.
Course Settings

The settings area where you set the course format also gives you access to a number of important course options. You’ll find it is important to take a moment to review the settings for your course to ensure that it behaves the way you want.

To change your course settings:

1. Click Edit Settings in the Administration block.

2. Review the settings options to ensure they are correct for your course:

   **Summary**
   The summary will appear in the course listings page when other users scan the course catalogs.

   **Format**
   The default format is Weekly, which creates separate boxes on your course page for each week of your course. Students tend to prefer this format. The second most popular option is Topics, which allows you to organize your course not by week but by topic. The Social Format is completely free form and not recommended for academic courses.

   **Number of Weeks/Topics**
   Based on the format you choose, you may want to change this setting to modify the number of boxes appearing on your course page.

   **Course Start Date (Do Not Change this field)**
   The start date is the day the course is first active. This is also computed by the integration with your Student Information System.

   **Where have they gone?**
   Enrollment Keys: Moved from Settings to Admin Block > Users > Enrollment Methods > Add Method > Self-Enrollment

   **Group Mode**
   Moodle can create student workgroups. For now, you need to decide if you want your groups to work independently or to be able to view each other’s work. You can also set the group mode separately for many activities or force the group mode to be set at the course level. If everything in the course is done as part of a group, or you are running cohorts of students through a course at different times, you’ll probably want to use the group mode to make management easier.

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Availability
Use this setting to control student access to your course. You can make a course available or unavailable to students without affecting your own access. This is a good way to hide courses that aren’t ready for public consumption or hide them at the end of the semester while you calculate your final grades.  

This setting will be configured to hide your course when the course is initially created. You must change this setting to unhide your course in order for students to see it.

Student Progress
This is a new feature for Moodle 2.x. It allows you to control a student’s flow through the course by requiring them to complete certain activities before others become available to them. Here you are simply enabling the option to use it, as you create each activity or resource you’ll then be able to setup the specific flow.

Role renaming
The next two settings allow you to enter the word you want Moodle to use for the singular and plural versions of the word that designates the teacher’s role. You can call teachers instructors, facilitators, professors, etc.. Whatever you want to use, enter it here.

Your Word for Student/Students
Again, you can choose the word you want Moodle to use for people in the student role, such as “participants” or “learners.”

3. Once you’ve made all your selections, click Save Changes.
Editing Your Course

Now that you’ve decided on a format and settings for your course, let’s look at how to add content to your course. To start the process, you’ll first need to turn on Editing Mode, which will allow you to add resources and activities to your course. On the top right side of the screen of any course you are teaching, you’ll see a link labeled “Turn Editing Mode On.” Clicking on this link will present you with a new array of options.

Starting at the top of the screen, let’s look at what Editing Mode enables you to do. At the top of each block, you’ll see an icon of wrench (this used to be a pen and paper icon). When you click it, you are presented with a Summary text area. You can use this to label and summarize each topic or schedule blocks in your course. You should keep the summary to a sentence or two for each block to avoid making the main page too long. Click Submit when you’ve added your summary. You can go back and change it later by clicking the wrench icon. See the section Adding Section Headers for more detail.

On the left-hand side, next to the label for the People block, you’ll see the icons described. Block icons

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>☛ ☚</td>
<td>Show or hide item. If you want to keep an item in your course, but don’t want your students to see it, you can use this to hide it from them.</td>
</tr>
<tr>
<td>✗</td>
<td>Delete item. Removes the item or block from your course. Items will be permanently removed; blocks can be added again using the Blocks menu.</td>
</tr>
<tr>
<td>✦</td>
<td>Move item. Clicking this will allow you to move an item to another topic or schedule block.</td>
</tr>
<tr>
<td>➔ ⇇</td>
<td>Move right or left. You can move blocks to the left- or righthand columns. You can also use this to indent items in your content blocks</td>
</tr>
</tbody>
</table>

You will use these icons throughout Moodle to customize the interface for your needs.

In addition to the icons for manipulating the blocks, each content block in the middle column has two dropdown menus. On the left, the menu labeled “Add a resource…” gives you tools for adding static content, such as web pages and word-processing documents. On the right, the “Add an activity” menu gives you tools to add activities such as forums, quizzes, lessons, and assignments.

The resource menu gives you access to tools for adding content. There are a number of ways you can create content directly within Moodle, or link to content you’ve uploaded.

File (formerly Link to a File)

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You can use this to upload a file such as a Word document, PowerPoint, or PDF. Keep in mind it is best to use the PDF format for items such as a Syllabus, so they can easily be read on all operating systems and to ensure they cannot be modified. See the section Uploading Documents for more details.

Folder (formerly Upload a Directory)
If you have a large number of documents to provide your students, it might be best to use this option to create a link to a folder of documents. This will keep your course page cleaner.

Label (formerly Insert a label)
You can use labels to organize the links in your course’s main page. The only thing they do is provide a label within the content block.

Page (formerly Compose a text/web page)
If you want more formatting options, you can compose a web page. If you selected to use the HTML editor in your personal profile, you can simply create a page as you would use a word processor. Otherwise, you’ll need to know some HTML for most formatting.

URL (formerly called Link to a web site)
You can easily create links to other web sites outside your Moodle course. See the section Linking to Websites for more details.

The Add Activity Menu allows you to add interactive tools to your course. The table below explains each tool very briefly.

<table>
<thead>
<tr>
<th>Tool type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment</td>
<td>A basic task with which you can describe what you want the students to do or record a grade. You can also have the students upload a response and score it later.</td>
</tr>
<tr>
<td>Attendance</td>
<td>Used to manually or automatically track student participation in the class.</td>
</tr>
<tr>
<td>Chat</td>
<td>A group chat room where people can meet at the same time and send text messages.</td>
</tr>
<tr>
<td>Choice</td>
<td>A simple poll displayed within a content block.</td>
</tr>
<tr>
<td>Database</td>
<td>Option to create a database in information to be used as part of the course. The setup of this can be</td>
</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forum</td>
<td>Treaded discussion boards. They are a powerful communication tool.</td>
</tr>
<tr>
<td>Glossary</td>
<td>Dictionaries of terms that you can create for each week, topic, or course.</td>
</tr>
<tr>
<td>Lesson</td>
<td>A set of ordered materials that use questions to determine what content the student sees next.</td>
</tr>
<tr>
<td>Quiz</td>
<td>A good, old-fashioned web quiz with a lot of flexibility.</td>
</tr>
<tr>
<td>SCORM</td>
<td>SCORM is an acronym for Sharable Content Object Reference Model. It’s a packaging standard for educational content. Moodle now has tools to allow you to upload content packaged as SCORM.</td>
</tr>
<tr>
<td>Survey</td>
<td>Gathers feedback from students using pre-packaged questionnaires.</td>
</tr>
<tr>
<td>Wiki</td>
<td>Allows you to create a common document with many editors.</td>
</tr>
<tr>
<td>Workshop</td>
<td>A very nice tool for student peer assessment. Students upload their work and score their peers’ work using a scoring guide you create. This feature has been redesigned for Moodle 2.</td>
</tr>
</tbody>
</table>
Adding Section Headers

Section Headers are quick easy way to make your course pop. For example, you can easily add a quick picture and introduction to the top of your course.

Start by clicking the Wrench Button in the upper box of your course page:

Once in the editing page, you can type useful information into the text box:
Since this is the first time we’ve seen the HTML editor, here is a brief tutorial:

The text editor (sometimes referred to as the 'HTML editor' or even 'TinyMCE') has many icons to assist the user in entering content. Many of these icons and functions should be familiar to anyone who uses a word processor. Some examples of where you will see the text editor include: Editing Section headings, description of an activity, writing an answer to a quiz question or editing the content of many blocks.

The standard version of the text editor tool bar

For those who are not familiar with the tool bar, here are the functions listed by group using the above example.

Row 1
- Font family
- Font size
- Paragraph
- Font, size and heading group
- Undo and Redo group
- Find and Replace group
- Full screen toggle

Row 2
- Text effect group
- Line format group
- Formatting group
- Color group
- Paragraph group

Row 3
- Number and Bullets and indents
- Link group
- Insert group
- HTML source toggle & spellchecker

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Linking to Websites

Linking to a website is one of the easiest and most useful things you can do to add content to your Moodle course.

To start, Turn Editing On and select URL from the Add a Resource drop-down.

Name: This field is required (as indicated by the red *). This is the text the students will see on your course page, so make the name something clear and concise.

Description: This will appear below the website when the student’s view it. If you want to put the content into any kind of useful context, it is helpful to articulate that here.

External URL: Paste or use the Choose A Link button to put the URL you want to link to here.

Display: You can select how you want the students to see the site.

There are several other settings on this page. If you are interested in using them, feel free to click on any of the blue question mark buttons to get help understanding any of those features.

Press Save and Return to Course at the bottom when you are done.
Uploading Documents

Moodle is a great tool for providing students with copies of important course documents such as the syllabus, reference materials, copies of PowerPoint presentations etc.

To begin, Turn Editing On and select File from Add a Resource:

Name: This field is required (as indicated by the red *). This is the text the students will see on your course page, so make the name something clear and concise.

Description: This will appear with the document when the student’s view it. If you want to put the content into any kind of useful context, it is helpful to articulate that here.

Use the Add button to upload a file here. For more details on the File Picker, see Managing Documents.

Press Save and Return to Course at the bottom.
Managing Documents

The File picker enables files to be added and displayed in Moodle - for example, when an editing Teacher clicks Add A Resource > File, or when a Forum participant adds an attachment to a post. An "add" button appears which is clicked on to access the File picker:

Getting files from the File picker

When the File picker screen appears, a number of links are listed down the side. These are links to Repositories which hold files you might want to use. There is also a link Upload a file which you would click on to add a file yourself from your computer.
Server files
This takes you to other areas of Moodle where files have been uploaded and to which you have access.

Recent files
This takes you to the last 50 files you have uploaded. It’s a quick way of finding files if you want to reuse them, but remember that it will only show you files of the type it thinks you want to use – i.e., what you see depends on the context.

Upload a file
This is where you click to upload files and folders from your computer.

Private files
This is a private file storage area for each user. You can upload files to your private files area from a link in your profile or a side block if it has been added to your course. You can then access those files from the Private files link in the File picker to display on the course page for others.

Where Have They Gone?
The File Picker has replaced the Files option in the Administration Block of each course that existed in Moodle 1.9. Previously, if a file was used in different courses, it was duplicated. In Moodle 2, files are stored only once, saving disk space. As a result, there is no more course files space, access to a file is based on the resource or activity to which it is connected. Also, deleting a link to a file will delete the file, files cannot be deleted on their own.
Assignments

There are 4 types of assignments:

Upload a single file
A student can upload a single file, such as a Word document, spreadsheet or anything digital. Multiple files can be zipped and then submitted. After learners upload their files in this arrangement, the instructor will be able to open the submission and then use the Moodle interface to assign a grade and offer comments as feedback.

Advanced uploading of files (BEST CHOICE)
This option is your best choice for any type of assignment because it provides the most flexibility. Options include multiple file submission, allowing students to type a message alongside their submission & returning a file as feedback.

Online Text
This assignment type asks users to compose and edit text, using the normal editing tools. The online text assignment can be set up to allow learners to compose, revise and edit over time or such that the learner only has one opportunity to enter his or her response. Furthermore, with the online assignment, instructors can grade the work online and even edit and/or provide comments within the learner’s work. The online text assignment is ideal for journaling and composition work.

Offline activity
This is useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, but can't upload files. Grading works normally, and students will get notification of their grades.

All of the above assignment types have some common settings, explained in detail below:

Assignment name - Give your Assignment a name (e.g. “Report on Topic 1 Content”). The title entered here will be the name that learners see in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work.

Description - The description of the assignment, which should include precise instructions for students regarding the subject of the assignment, the form, in which it should be submitted, the grading criteria etc.

Use this area to describe the assignment and explain what learners are expected to do to complete this task. The assignment description can be as brief or as detailed as you feel is necessary to meet the needs of your learners. However, it is to your benefit to provide as much detail and information as possible, especially at the start of the course while you are still
establishing procedures. Generally, the more information you are able to provide here the fewer questions and problems your learners will have completing the task.

The assignment description field can also be used to provide information or resources related to the assignment. An instructor, for example, could provide some literature, a video clip, an image, or a link to a webpage, and then ask the learners to use these materials in completing the task.

Available from - The Available from setting prevents students from submitting their assignment before the shown date. This option allows an instructor to set a day, month, year and time (24 hour clock) from which learners can begin to submit their assignments. Please note that this setting does not hide the activity from the learners. Instead, the learner will see the activity, be able to view the instructions and use any materials you have include in the description, but the learner will not be able to submit or complete the assignment until the Available from date. By default the Available from date is Enabled (ticked) and is set at the day and time you selected Add Assignment. To Disable this feature simply ensure the Enable checkbox is not marked.

Due date - The Due date setting prevents students from submitting their assignment after the shown date. This option allows an instructor to set a day, month, year and time (24 hour clock) before which learners must submit their assignment. By default the Available from date is Enabled (ticked) and is set at 7 days ahead of the day and time you selected Add Assignment. To Disable this feature simply ensure the Enable checkbox is not marked.

Prevent late submissions - Setting Prevent late submissions to Yes will prevent learners from being able to submit this assignment after the Due date (where specified). If you set Prevent late submissions to No, then learners can submit the assignment as long as the assignment is visible or accessible to them but their submissions will be marked as late.

Grade - Specify the maximum grade or Scale to be applied to the assignment. If you will not be giving a grade for the assignment, choose No Grade.

If you have any questions on specific settings for each of the individual assignment types, use the question mark icons next to each item to get more details.
Forums

The forum module is an activity where students and teachers can exchange ideas by posting comments. A forum can contribute significantly to successful communication and community building in an online environment.

To add a forum:

1. Click "Turn Editing On", and go to the topic or week section in which you want to create the forum.
2. From the dropdown menu labeled "Add an activity", select "Forum". This will take you to the forum settings page titled "Adding a new forum" page.

There are five forum types to choose from:

- **A single simple discussion** - A single topic discussion developed on one page, which is useful for short focused discussions
- **Standard forum for general use** - An open forum where anyone can start a new topic at any time; this is the best general-purpose forum
- **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though); this is useful when you want each student to start a discussion about, say, their reflections on the week's topic, and everyone else responds to these
- **Q and A Forum** - Instead of initiating discussions participants pose a question in the initial post of a discussion. Students may reply with an answer, but they will not see the replies of other Students to the question in that discussion until they have themselves replied to the same discussion.
- **Standard forum displayed in a blog-like format**

A News forum is a special type of forum that is automatically created with a new course. For more details on uses for News Forums, see Emailing Students.

**Subscription mode**

When a person is subscribed to a forum it means that they will be sent email copies of every post in that forum. Users can usually choose whether or not they want to be subscribed to each forum. However, the teacher can choose to force subscription on a particular forum then all course users will be subscribed automatically, even those that enroll at a later time.

If the teacher selects the option "Yes, initially" then all current and future course users will be subscribed initially but they can unsubscribe themselves at any time. If the teacher chooses "Yes, forever" then the forum members will not be able to unsubscribe themselves.

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Tips:

- Forcing everyone to subscribe is especially useful towards the beginning of the course (before everyone has worked out that they can subscribe to these emails themselves).
- Changing the setting from "Yes, initially" to "No" will not unsubscribe existing users, it will only affect those who enroll in the course in the future. Similarly changing "Yes, initially" will not subscribe existing course users but only those enrolling later.
- There is also a "Subscriptions not allowed" setting which prevents Students from subscribing to a Forum. Teachers may choose to subscribe to a forum if they wish.

Grade

Forum posts can be rated using a scale (pre existing number or word scales). By default, only teachers can rate forum posts, though students can be given permission to do so if desired (see Forum permissions below). This is a useful tool for giving students participation grades. Any ratings given in the forum are recorded in the grade book.

Aggregate type

You can set an aggregate type, in other words, decide how all the ratings given to posts in a forum are combined to form the final grade (for each post and for the whole forum activity). Some scales do not lend themselves to certain types of aggregates. There are five options:

- Average of ratings (default) - This is the mean of all the ratings given to posts in that forum. It is especially useful with peer grading when there are a lot of ratings being made.
- Count of ratings - The counts the number of rated posts which becomes the final grade. This is useful when the number of posts is important. Note that the total cannot exceed the maximum grade allowed for the forum. A count may be used if the teacher simply wants to acknowledge that a reply was given in the case students being required to make a certain number of posts in the discussion.
- Maximum rating - The highest rating is returned as the final grade. This method is useful for emphasizing the best work from participants, allowing them to post one high-quality post as well as a number of more casual responses to others.
- Minimum rating - The smallest rating is returned as the final grade. This method promotes a culture of high quality for all posts.
- Sum of ratings - All the ratings for a particular user are added together. Note that the total is not allowed to exceed the maximum grade for the forum.
Quizzes

Where Have They Gone?
The quiz module is redesigned in Moodle 2. Changes include a redesign of the user interface, allowing essay questions to be selected as random questions, and enhancements to the reporting features associated with quizzes and the statistics.

Creating a new quiz is a two-step process. In the first step you create the quiz activity and set its options which specify the rules for interacting with the quiz. In a second step you will then edit the quiz to add questions to it.

Step 1: Questions
Questions can be added by either building them directly into Moodle or by importing them from an outside source. In the Course Administration area, you’ll see an option called Question Bank. Click on this to toggle open the options here.

Questions – Allows you to manually add questions. Moodle supports numerous question types, including multiple choice, true false, and essay.

Categories – Questions can be grouped into categories as makes sense for your course, such as by chapter, topic, or year.
Import – This option is extremely useful. You can import Quiz Questions into Moodle from multiple sources, including Blackboard, Examview, and Respondus. Additionally, the Gift Format allows you to create questions in Word or a text file and import them into Moodle.

Use the question mark icons next to each import type to get more information.

Step 2: Create the Quiz
Once you’ve created your questions, you’ll need to add them to the quiz. With Editing On, select Quiz from the Add an Activity drop-down. Follow the usual Moodle nomenclature you are familiar with at this point by adding a Name and Introduction.

You’ll want to pay particular attention to the following options on the Quiz setup page:

Open/Close Quiz – When do you want the students to be able to complete the quiz.

Time Limit - If enabled, a floating timer window (requiring JavaScript) is shown with a countdown. When the time limit is up, the quiz is submitted automatically with whatever answers have been filled in so far.

Review options - These options control what information students can see when they review a quiz attempt or look at the quiz reports. Pay careful attention to the setting here, the defaults are setup as most instructors want quizzes to work.

Browser security - If "Full screen pop-up with some JavaScript security" is selected,
- The quiz will only start if the student has a JavaScript-enabled web-browser
- The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls
- Students are prevented, as far as is possible, from using facilities like copy and paste

Once you’ve confirmed the quiz page, press Save and Display.

The next step is to select the questions from your Question Bank that you want to add to the quiz. Click the blue “Show” button in the upper right to open the question bank. Then check the boxes next to the questions you want to add and click the Add to Quiz button at the bottom of the Question Bank column.
Once questions have been added to a quiz, you can setup point values for each individual question as well as the quiz itself. Use the Magnifying Glass icon next to the word Description to edit values for individual questions and the Maximum Grade field at the top to configure the overall points for the quiz.

There is also a new tab a the top called *Ordering and Paging* which can be used to change the order of questions or reset what pages the questions appear on.

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Conditional Activities

Conditional activities are new in Moodle 2 and enable teachers to restrict the availability of any activity according to certain conditions such as dates, grade obtained, or activity completion.

Here follows a basic example. Students are required to undertake 4 tasks in a precise order. According to their score in a quiz, the fourth task - a Moodle lesson - is either at a lower or more advanced level. They must

- view a webpage explaining the course
- post an introductory message in a forum
- take a quiz
- move onto a lesson tailored to their performance in the quiz.

Here is the teacher view.

Students will only see the first task (the webpage) with the second task (the forum) grayed out. The other tasks only appear once the conditions have been met. How's it done?

- Task 1, the webpage must be read (or at least viewed) before students can access the forum. In task 1 the activity completion condition is set to require view

- Task 2, the forum, needs to have the "Restrict availability" section set such that the webpage Read This First must be marked complete. It is also set so the forum is grayed out until available:

- Task 2, the forum, needs to require students to make a post before they can do the quiz. The activity completion condition is set to "require posts"
- Task 3, the quiz, needs to have the "Restrict availability section" set such that the forum must be marked complete. It is also set so that the quiz is completely hidden until a student has posted in the forum:

- Task 4 is two lessons - either at level 1 (basic) or level 2 (advanced). If the student scores less than 50% in the quiz they do Level 1; if they score more, they do Level 2. In the Level 1 lesson, the "Restrict Availability" section is set such that students can only access it if they get under 50% in the quiz.

The Level 2 lesson has the "Restrict availability" section such that students can only access it if they get 50% or more:
Embedding Media

Video is a very powerful tool to use in a Moodle course. There are several ways of displaying video in Moodle.

Linking to a video online elsewhere
- If your video is hosted elsewhere online (such as youtube) you can simply link to the relevant page by choosing Add a resource>URL and pasting in the relevant link.

Uploading a video for students to download
- Choose this option if you wish to upload your video to Moodle and give users the option to download it to their own computers. Note that Moodle does have size restrictions on the upload size of content and this may not be the best option for providing video content.
- Choose Add a resource>File
- Note that the way the video will display depends on the software the user has on their own computer.

Embedding a video in its own player
- Moodle has an inbuilt video player called Flowplayer and videos embedded into the text editor will play inline in Flowplayer.
- Anywhere that Moodle's text editor is available, it is possible to embed a video.
  - With your editing turned on, click into the HTML editor where you wish to embed your video.
  - Click the Moodle media icon as in the following screenshot:

  ![Image of adding a new label to topic 5]
  
  - Click Find or upload a sound, video or applet
  - The file picker will appear:
Either click *Upload a file* to upload from your computer or choose the appropriate repository from which you wish to bring in your video.

Change the *save as/author/license* settings if desired and click *upload this file* or *select this file*.

Your video will appear in a preview player. Click *Insert* at the bottom.

*Don't panic!* You will now only get a blue text link of your video:

When you click *save changes* to return to the main course page, your video will display.

### Using embed code to display external videos

- Go to your chosen video sharing site and find the embed code of the video you wish to display. Copy this code.
- With your editing turned on, click into the HTML editor where you wish to embed your video.
- Click the HTML code icon as in the following screenshot:

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• Paste your embed code into the box:

• Scroll down and click "update".
• Your video will be previewed in the HTML editor. Click save changes for it to display on the page
Simulate Student Role

Once you’ve added content to your course, you may want to simulate a student role so you can get an idea of what the course will look like for a student.

On the right side of your course, you’ll see a Switch Role To option. Click on it to toggle it open and select Student. Now you can navigate your course as a student. Once you are ready to move back to your normal role, click on the Return to My Normal Role link in the upper right hand corner of the screen.
Emailing Students

The Quickmail block provides an easy way to email one or all of your students from directly within Moodle. The emails sent from within Moodle appear exactly the same to students as emails sent from your email address and if students respond to the email, you will receive it in your regular email Inbox.

You should see the Quickmail block appearing in the right-hand corner of your course.

Click on the Compose button to open the block and write an email. Choose the student names you want to receive the email.

The History tab will store a record of all emails you have sent from within Moodle.

There are 2 other ways to email students:

News Forum – All participants in your course are automatically subscribed to the News Forum, which you will find automatically appears in the top section of your course. Any postings teachers make to this will automatically be sent via email to all students. Note that students cannot reply to the News Forum, it is designed for teacher announcements.

Messaging – Within the Participants block you can select a user and send them a message. Of all the ways to contact students, this is the least preferred. Quickmail or the News Forum is better, as it stores an easily accessible record of the contact.
Grades

Using this guide you will be able to successfully track and tally grades in Moodle.

From the homepage of your course, click on the Grades link from the Administrative block on the left side of the page:

You will enter the Gradebook for your course as shown below. If you have any assignments, quizzes or other graded activities already configured in your course, you will see them appearing in the Gradebook. If you do not yet have those setup, don’t worry. You can proceed regardless of whether or not you have content in your course.
Go to the *drop-down* menu in the upper portion of the screen and drop it down. Select *Categories and Items > Simple View or Full View* from the drop-down as shown below. This will take you to the setup screen for the Gradebook.

The best thing to do is create Categories for each of the major types of grades you will have within your course. This will help you keep all the grades organized and make the Gradebook easier to read and manage.

Examples of categories might be *Quizzes, Homework, Exams, and Forums*. The example below shows an overall category of the Course Name, which will be created automatically. Below that the example below has a Quizzes category. To add a Category, click the *Add a Category* button in the lower right corner.

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Once in the Add a Category option, you should assign the Category Name at the top. For Aggregation it is easiest to select Simple Weighted Mean of Grades or Weighted Mean of Grades.

**Simple weighted mean** uses the maximum grade values to weight scores within a category rather than normalizing a grade to 100 percent before weighting. This aggregation type does not allow you to set a weight for items or the categories; it simply uses the inherent weighting you've established by setting different maximum point values.

\[
A1 \frac{70}{100}, A2 \frac{20}{80}, A3 \frac{10}{10}: 70 + 20 + 10 = 100/190
\]

**Weighted mean** allows you to establish weights for categories and items. These weights influence the overall importance of each item or category. For example, if a category is weighted at 50%, then regardless of the number of items in that category, the overall mean score of those items will be 50% of the student's grade.

\[
A1 \frac{70}{100} \text{ weight } 10, A2 \frac{20}{80} \text{ weight } 5, A3 \frac{10}{10} \text{ weight } 3, \text{ category max } 100:
\]

\[
(0.7 \times 10 + 0.25 \times 5 + 1.0 \times 3)/18 = 0.625 \rightarrow 62.5/100
\]

In order to decide which grading method is right for you, find the scenario below that applies most closely to your grading philosophy for a particular course.

**Scenario 1**

**IF**
I know in advance what all the graded course items are, and the available points per item are in proportion to each other (bigger items are worth more points).

**THEN**
Use "Simple Weighted Mean of Grades" or "Sum of grades" as your aggregation strategy. There is no need to establish categories.

**Scenario 2**

**IF**
I know in advance what all the graded course items are, and I use one standard scale to grade my course items. (Points out of five, or out of one hundred, etc.)

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But, some things are worth more than others (e.g., a final exam graded out of 100 is worth more than a homework assignment graded out of 100).

THEN
Use "Weighted Mean of Grades."
Assign proportional weights to the ITEMS.

Once you’ve made your grading method selection, everything else on the Categories page can be left as it defaults. Press Save at the bottom.

Repeat this process for each Category you require for your course.

Once you have created all the Categories, use the Move buttons (the up and down arrows) to move the individual activities underneath the appropriate category.

Finally, go to the drop-down menu in the upper left corner and select Grader Report to return to the Gradebook. You can click on the icon next to each category to expand or collapse the category. There are 3 settings:

+  = fully collapsed, just the Category total shows
-  = open showing individual activities and the category total column
circle = open showing individual activities but not the column for the category total

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Mid-Term and/or Final Grade Posting

Mid-term and Final Grades can be entered into Moodle and they automatically post back to your Student Information System.

To enter grades, click on the Grades icon in the Administration Block on the side of your course:

You will find yourself in the Gradebook. From the 'Choose an Action' drop-down, select 'Mid-Term/Final Grade Entry'.

Where Have They Gone?
In Moodle 2, Mid-Term and Final Grade entry has moved to a separate section of the gradebook. From the 'Choose an Action' drop-down, select 'Mid-Term/Final Grade Entry'.

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On this page, depending on if your school does just final grades or also mid-term grades, you'll see columns for grade entry along with the student names and course totals. Note that the course totals cannot be changed on this page and reflect what is calculated in the primary Moodle Gradebook.

Each student will have a credit type, which determines the grade options appearing in the drop-down. Select the appropriate grade for each student.

Note the following:

- Grades can only be entered ONCE per student. All grade changes must be made via the Registrar's Office. Once grades are entered, they become grayed out on the page and cannot be changed.

- Grades can only be submitted during the allowable grade entry period. The period is controlled by the dates in your Academic Calendar.

- Grades are posted to your Student Information System once per day between the hours of 12 midnight and 5am. After posting grades, please wait until the following morning before confirming if they are appearing in your SIS.

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Taking Attendance

Moodle provides the ability to take daily attendance. Generally, the Attendance module should be added to the top section of your course. With Editing On, under Add an Activity select Attendance.

The default name of Attendance is generally good. For the grade drop-down, select No Grade if you do not wish to associate a gradebook point value with attendance. If you do, select the overall points for the attendance activity.

On the Add tab, you can select to add one individual session or multiple sessions as once.

The Sessions tab then shows the session you’ve added:
Use the Blue Circle button to take attendance for each session.

Once you’ve recorded attendance, the Reports tab will provide summary data if needed.

If your school has chosen to post attendance data from Moodle into your Student Information System, this will occur on a nightly basis and appear in your SIS the following day.

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Duration</th>
<th>Description</th>
<th>Actions</th>
<th>Select</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>24.10.11</td>
<td>14:05</td>
<td>1 hour 00 min</td>
<td>Regular class session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>31.10.11</td>
<td>14:05</td>
<td>1 hour 00 min</td>
<td>Regular class session</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>7.11.11</td>
<td>12:30</td>
<td>1 hour 00 min</td>
<td>Regular class session</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Importing Items between Courses

If you are teaching more than one course, sometimes you need want to use the same resources in several courses. Rather than setting up the resource again, you can use the Import process to move resources from one course to another.

To use the Import process, go into your course and then go to the Import block in the Administrator block on the left.

Once you click Import, you will be prompted to select the course you want to copy the resources from. The list will include other courses you are teaching. Select the course you want to then press “Use this Course.”

On the next page, check or uncheck the boxes for the resources you want to copy into this course. If you leave all the boxes checked, the entire course will copy or just select a few boxes to move specific resources.

The next page will begin the copy process, let it run through to completion and then press the Continue button. Now you should see the content copied into your course.
Other Resources on Moodle

There are many other resources to consult for additional information on Moodle.

Using Moodle: Teaching with the Popular Open Source Course Management System
This book is available in PDF format and can be reproduced as needed. These files are posted to Moodle site in the upper left hand corner under Main Menu > Using Moodle Book.

Moodle.org
This web site is designed to assisting users and has online how-to format for teachers. From the www.moodle.org home page, select the Documentation link on the left and then For Teachers in the body of the screen.

Help Desk
The Help Desk at your school can provide assistance to issues with logging on or accessing your courses.