

BAKER UNIVERSITY
SCHOOL OF PROFESSIONAL AND GRADUATE STUDIES

FACULTY MOODLE TUTORIAL

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Introduction to Moodle

Moodle is a learning management system that is designed to help instructors create an online classroom setting with opportunities for rich interaction and collaboration. Moodle contains various design aspects that allow instructors and students to interact, collaborate, and experience online learning in multiple ways. Moodle can be used to supplement onground courses or can be used to host completely online courses.

This Faculty Moodle Tutorial is designed to provide you with information on how to log in to Moodle, the basic features of Moodle, how to design and facilitate your course, and how to backup and restore your course.

A typical online course will require:

- Reading assignments
- Papers and projects
- Discussion of course concepts
- Tests
- Additional learning opportunities

This guide will provide you with the basic tools that you will need to navigate, design and facilitate a course in Moodle.



Help and Resources

Before you start designing your course, here are some general tips that will help you get started:

Experiment!

Don't be afraid to click around, try different options, and change things in your Moodle course. Your Moodle course is meant to be edited, and there are a variety of options to change the look, feel, and function of your Moodle course. If you run into snags as you experiment with your course, contact the [Help Desk](#) or a Baker staff member for help.


Help Desk and Baker Staff Support

Keep in mind that you can always contact Baker staff members for help or support. You can also ask the [Help Desk](#) for assistance or answers to your questions regarding your course.

Baker Moodle YouTube Channel

Baker has published several videos on YouTube.com that can assist you with designing your course. To access the Baker Moodle YouTube channel, visit www.youtube.com, type "bspgs" in the Search box, and scroll through the videos that are available.

Moodle Docs

Another good resource for help and support is to use Moodle Docs at <http://docs.moodle.org/> for ideas and answers. Moodle Docs is a free documentation site that anyone can have access to. Moodle Docs contains thousands of articles about the many features of Moodle and is a great resource to find answers to common questions Moodle users have. Every time you click on the  icon in your course, the information that is provided comes directly from Moodle Docs.



Logging In

Visit the Baker University website at www.bakerU.edu, and click on **School of Professional and Graduate Studies** or **School of Education**. Then scroll over **Faculty and Staff**, and click **eTools**.

Note: This process will on take you to Moodle Live, which is where you teach your course.

Click on a link to **Moodle**.

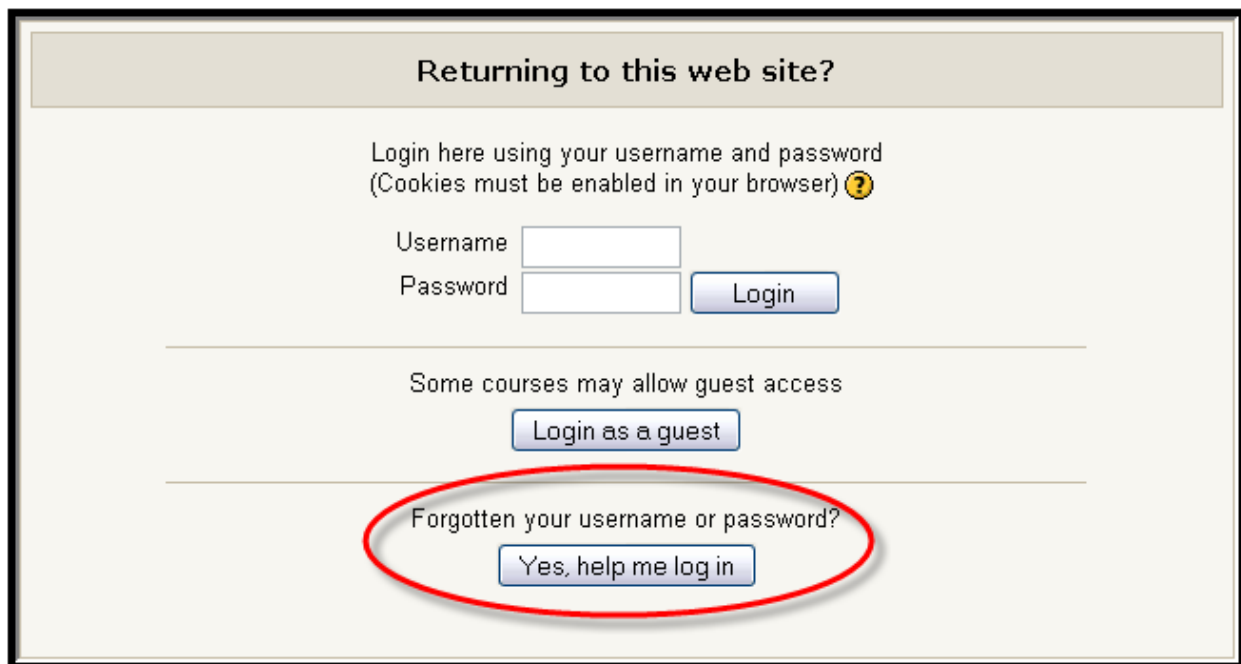
The screenshot shows the Baker University website's Faculty & Staff eTools page. The Baker University logo is at the top left. Navigation tabs include Prospective Students, Current Students, Alumni, and Faculty & Staff. The Faculty & Staff tab is selected, leading to the eTools section. A sidebar on the left lists various eTools, with 'Moodle' highlighted by a red arrow. The main content area features a heading 'eTools Moodle' and a paragraph explaining Moodle as Baker's Internet-based learning management systems. A 'FACULTY PORTAL' sidebar on the right provides quick access to various resources. A red arrow also points to the 'Moodle' heading in the main content area.

Moodle Test and **Moodle Live** are two separate branches of Baker's Moodle site.

Moodle Test is used strictly by faculty who are designing courses. Students do not have access to Moodle Test. If you are designing a course or are planning to transfer the course content you've created in Moodle Test to Moodle Live (this process is also known as the [Backup and Restore](#) process), click [here](#) for to access Moodle Test.



If this is your first time logging in to Moodle, click **Yes, help me log in.**



The screenshot shows the Moodle login page with the title "Returning to this web site?". Below the title, it says "Login here using your username and password (Cookies must be enabled in your browser) ?". There are two input fields: "Username" and "Password", followed by a "Login" button. Below this, it says "Some courses may allow guest access" with a "Login as a guest" button. At the bottom, there is a link "Forgotten your username or password?" with a button "Yes, help me log in" circled in red.

To retrieve your username and password, enter your entire Baker email address in the email field and click **OK**. An email containing your username and password will be sent immediately to your Baker email account. Retrieve your username and password from the email to log in to Moodle.



The screenshot shows the "Forgotten password" form. It has two input fields: "Username" and "Email address". A red arrow points to the "Email address" field. At the bottom, there are two buttons: "OK" (circled in red) and "Cancel".



Once you have logged in to Moodle, you will see your Home Page, or the page that lists all the courses you are teaching or have taught. To access a particular course, click on the course name under the **My courses** section in the center or the **My courses** block on the right.



Moodle Icons

Moodle utilizes icons to distinguish certain functions. You will see the following icons within your course. These icons indicate different activities and resources:



A forum. In the banner section of the course, this icon will also indicate the News Forum that houses course announcements.



Text-only documents.



Microsoft Word documents.



Link to an external website or file.



Folders containing other files.



Assignments that students turn in.



A choice activity, which is a question with a specified number of possible responses.



A chat. These tools allow communication with the instructor or classmates in real time.



A quiz, test, or exam in Moodle.



A glossary.



Access to the grade book.



A list of participants in the class.



A lesson.

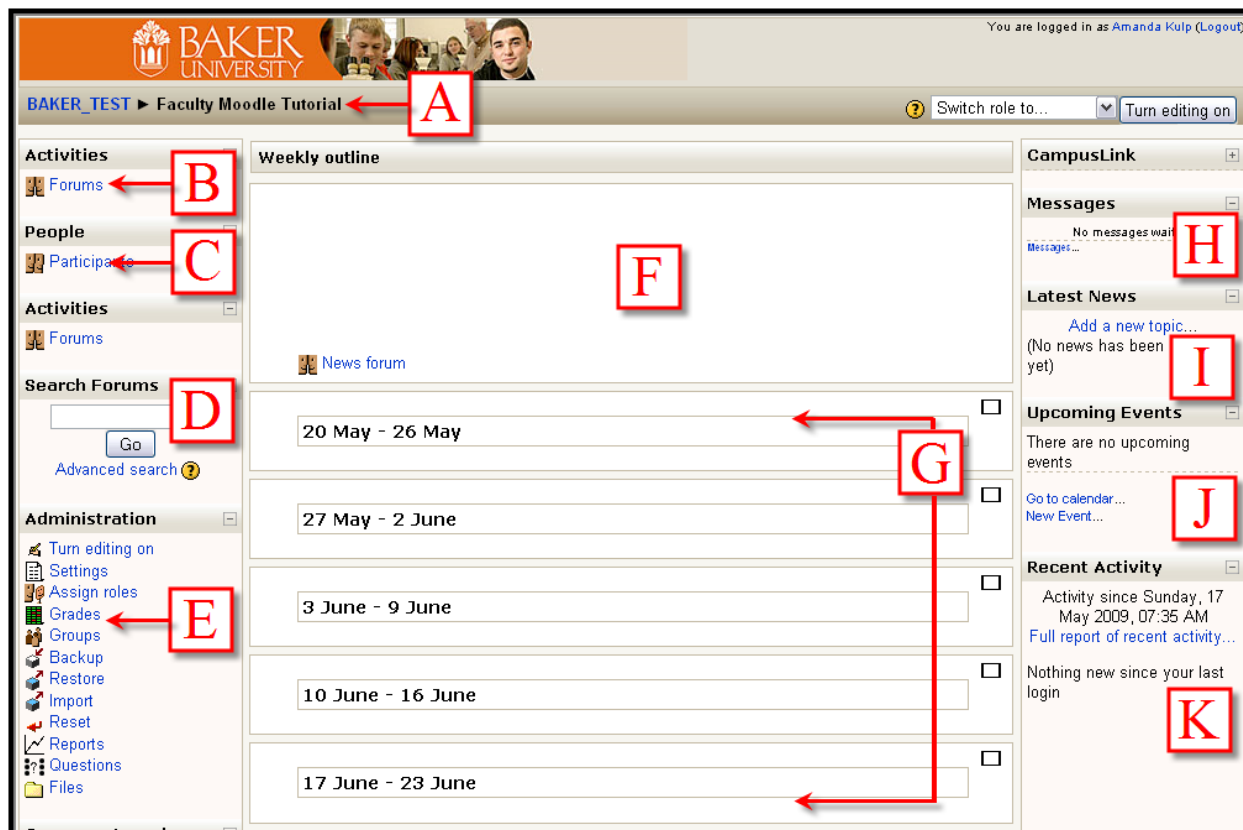


Course Layout and Blocks



Click [here](#) to watch a YouTube video on Moodle Course Layout and Blocks.

The image below is an example of a basic course layout in Moodle. Instructors may design their course to suit their own teaching style and course content. The sample provided below shows a basic course structure.



- A.** This series of links is called a **breadcrumb trail**. Click on a link in the breadcrumb trail to navigate through the course and to visit specific points in the course.
- B.** This is an **Activities** block within Moodle. There are sometimes multiple Activities blocks available. Use this block as a shortcut to access different activity areas in the course.
- C.** The **People** block allows you to access a list of all users for the course. This is a quick method for checking attendance or for sending a message to a student.
- D.** Use the **Search Forums** block to search for specific forum posts or keywords.



- E.** The **Administration Block** contains important tools to facilitate the course. Use the Administration block to change course settings, access the grade book for the course, and to backup and restore your course.
- F.** This **banner area** is common to every course in Moodle. Use this space to post important documents and items, like your course syllabus, the News Forum, an Ask a Question forum, a course banner image, and other course information.
- G.** A blank course is formatted by **weeks**. Each week receives a separate block, designated by the dates for that week. This format and the number of weeks can be changed (see the [Course Settings](#) section for more details).
- H.** The **Messages** block is where any unread messages from students will appear.
- I.** The **Latest News** block indicates any announcements made to the News Forum.
- J.** **Upcoming Events** indicates upcoming assignment due dates and any updates or changes made to the course calendar.
- K.** **Recent Activities** allows you to know who has been in the site and when.



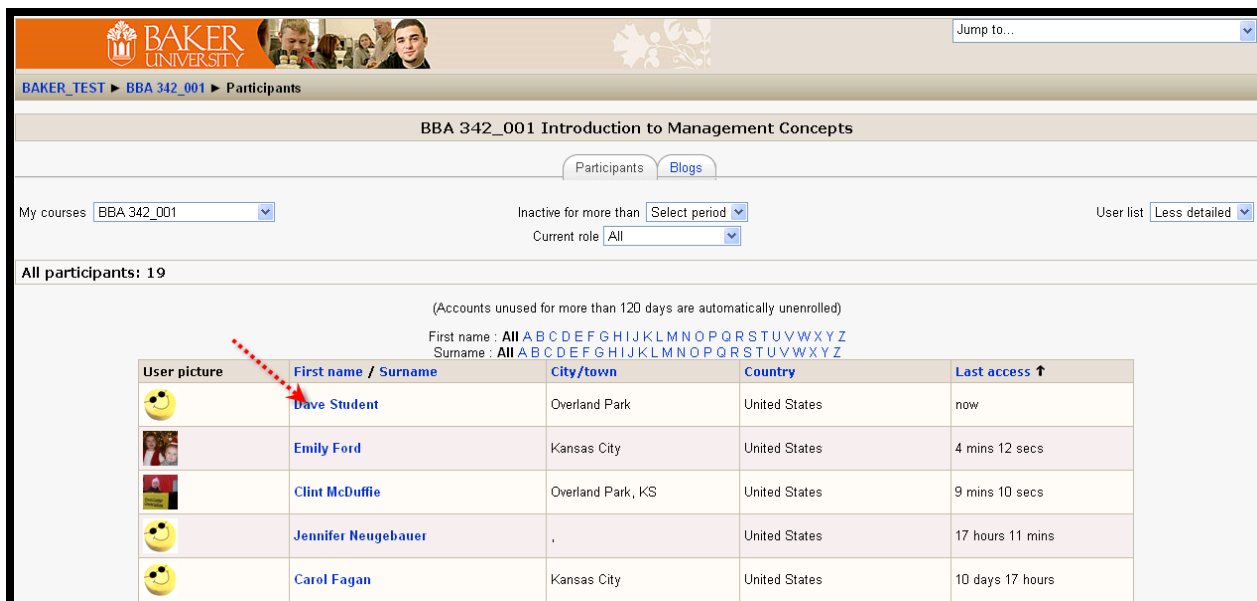
Changing Your Profile

In Moodle you have the option of setting up and maintaining your faculty profile. Your profile allows students to communicate with you and to get to know you within Moodle.

Once you access your course, click on the **Participants** link located in the **People** block.



When the screen refreshes you will see a list of all the participants. Click on your name.





Your Profile offers several options:

1. You can change your password. **Note: Ensure that you keep your password in a secure, accessible location for easy retrieval if necessary.**
2. You can send messages to others within Moodle.
3. You can edit your profile.
4. You can access forum posts.
5. You can begin a blog.

Click on **Edit profile** to update your profile within Moodle.

The screenshot displays the Moodle user profile interface for 'Dave Student'. At the top, the Baker University logo and navigation breadcrumbs are visible. The profile section includes a yellow smiley face avatar, the user's name 'Dave Student', and a navigation menu with buttons for 'Profile', 'Edit profile', 'Forum posts', and 'Blog'. A red dotted arrow points to the 'Edit profile' button. Below the navigation menu, the profile details are shown in a box: 'City/town: Overland Park', 'Courses: Moodle Faculty Tutorial, BBA 342_001 Introduction to Management Concepts, Faculty Moodle Orientation, Gender Roles in Vampire Literature, BBA 351 Management and Leadership_Neugebauer', 'Last access: Friday, 6 March 2009, 09:27 AM (40 secs)', and 'Roles: Student'. At the bottom of the profile box are buttons for 'Change password' and 'Messages'. The footer of the page indicates the user is logged in as 'Dave Student' and shows the course code 'BBA 342_001'.



When the page refreshes you will be able to update and edit your profile.

- A. View your first and last name in these boxes.
- B. **Make sure you do not change your email. The email listed needs to be your Baker email address.** If you change this, Moodle will not recognize you as a participant in Baker's Moodle site, and will remove your ability to access Moodle. This needs to remain as your **Baker e-mail**, not an outside e-mail account.
- C. You have a choice to hide your e-mail or allow everyone in Moodle to see your e-mail



- D.** allow only the users in your course to see your e-mail.
- E.** Set your e-mail as **enabled**.
- F.** Insert your **city/town** and **country**.
- G.** Leave the **Timezone** as the server's local time.
- H.** Set preferred language to **English**.
- I.** In the description section you can offer a summary about yourself.
- J.** You can upload a picture of yourself in the **Pictures** area. This will replace the yellow smiley face beside your name with a picture of your choice.
- K.** Briefly list any interests you would like to share.
- L.** Click on **Update profile** to save your information.



Course Settings

Use the Course Settings area to change the duration, dates, availability and other features of your course.



Click [here](#) to watch a YouTube video on Course Settings.

To access the Course Settings area, click on **Settings** in the Administration block.

The screenshot shows the Moodle interface for a course titled "BU 110 Introduction to Business Education" at Baker University. The page features a navigation sidebar on the left with several sections: "Activities" (Forums), "People" (Participants), "Search Forums" (with a search box and "Go" button), and "Administration". The "Administration" section is expanded, and the "Settings" option is circled in red with a red arrow pointing to it. The main content area displays a "Welcome!" message and a "Weekly outline" section with a "News forum" icon and two date ranges: "20 May - 26 May" and "27 May - 2 June".



Do not change the Full name or Short Name of the course. Doing so will prevent students from being enrolled in your course.

You can add a course description for your course in the **Summary** box.

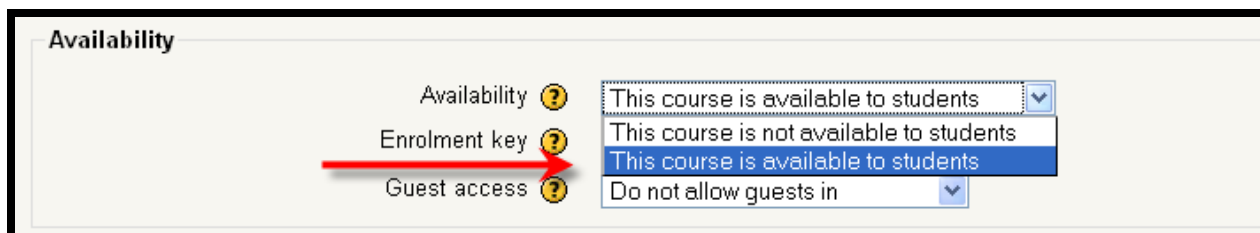
You can also adjust the format, number of weeks/topics, and the start date of your course.

The screenshot shows the 'General' settings page for a Moodle course. The 'Full name' and 'Short name' fields are both set to 'Faculty Moodle Tutorial'. The 'Category' is 'Training / Miscellaneous / SPGS'. The 'Summary' box is empty and highlighted with a red arrow. The 'Format' is set to 'Weekly format', 'Number of weeks/topics' is 10, and 'Course start date' is 20 May 2009. These three settings are circled in red. Other settings include 'Hidden sections', 'News items to show', 'Show grades', 'Show activity reports', 'Maximum upload size', and 'Is this a meta course?'. A 'Path' field is also visible.

Click **Save Changes** at the bottom of the page to save your adjustments to the course settings.



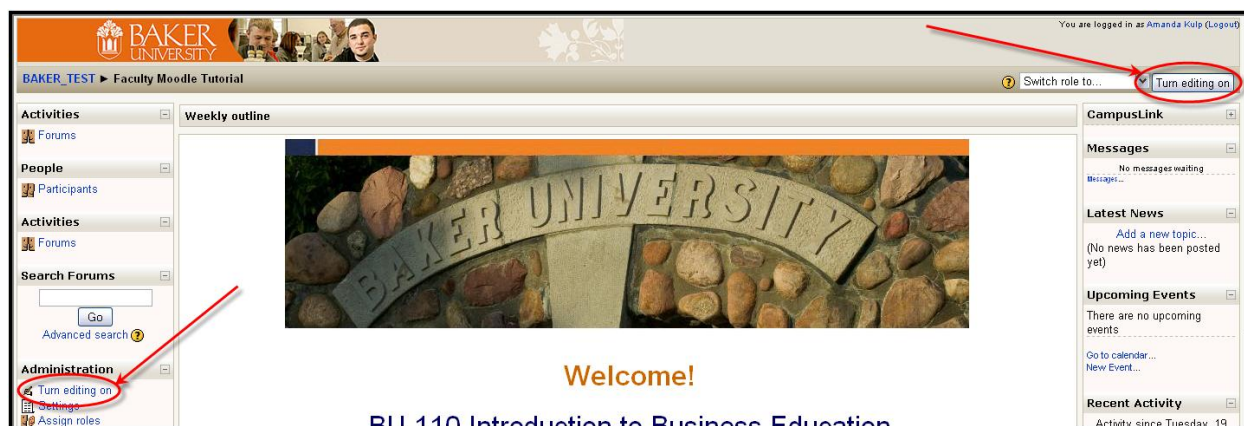
Note: It is important that you make your course available to students by 9:00 a.m. the date your course is scheduled to begin. Click the drop down menu under the Availability section in the course settings and choose **This course is available to students**.



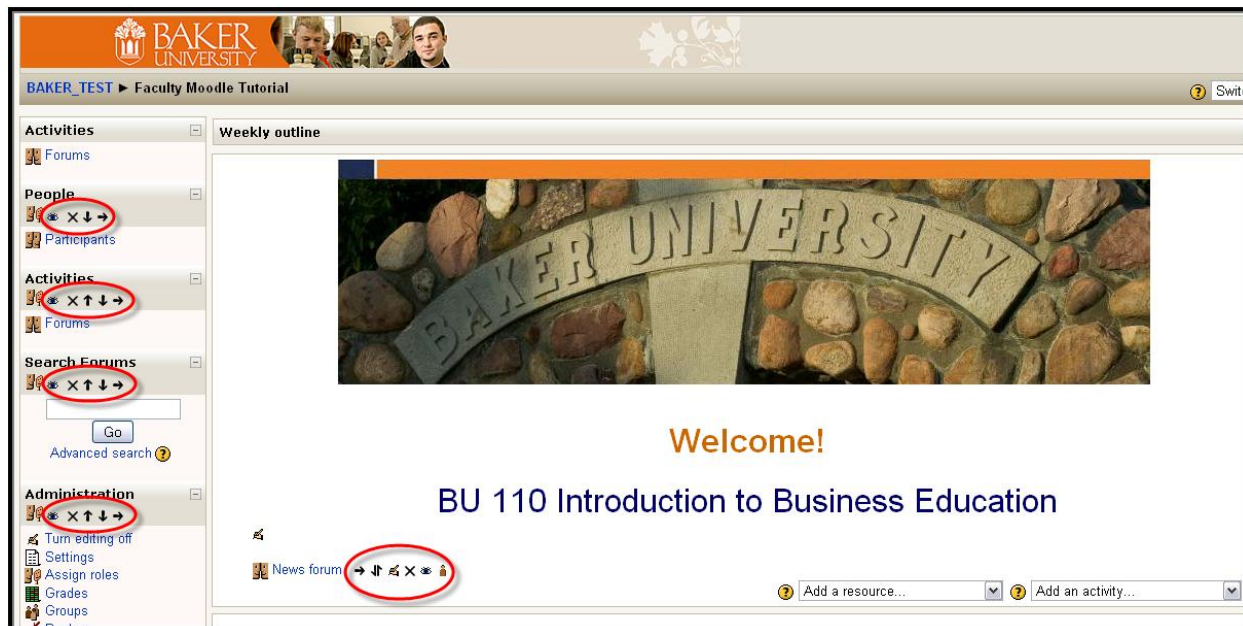
Click [here](#) to watch a video on how to make your course available to students.

Editing Your Course

Before you can start designing your course, you have to **Turn Editing On**. To do this, click the **Turn editing on** button at the top right, or the link in the Administration block.



Once you turn editing on, you are presented with a series of icons and options throughout the course. Notice that icons have appeared on the different blocks in the course.



Each icon indicates a different editing function you can use to design your course:



The arrow icon indicates that you can indent the item or move it horizontally on the page.



The up and down arrows icon indicates that you can move the item up and down vertically on the page.




The hand with a pencil icon indicates that you can modify the item.



The X icon indicates that you can delete the item.

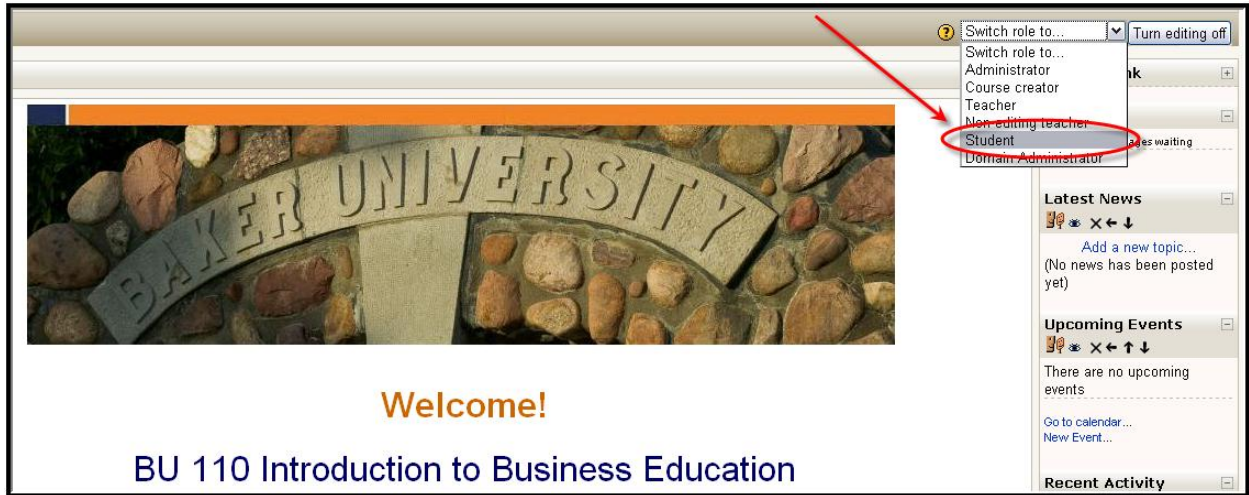


The open eye icon indicates that you can choose to hide the item from student view. If you click the eye, the item becomes hidden from students, and a closed eye  appears.

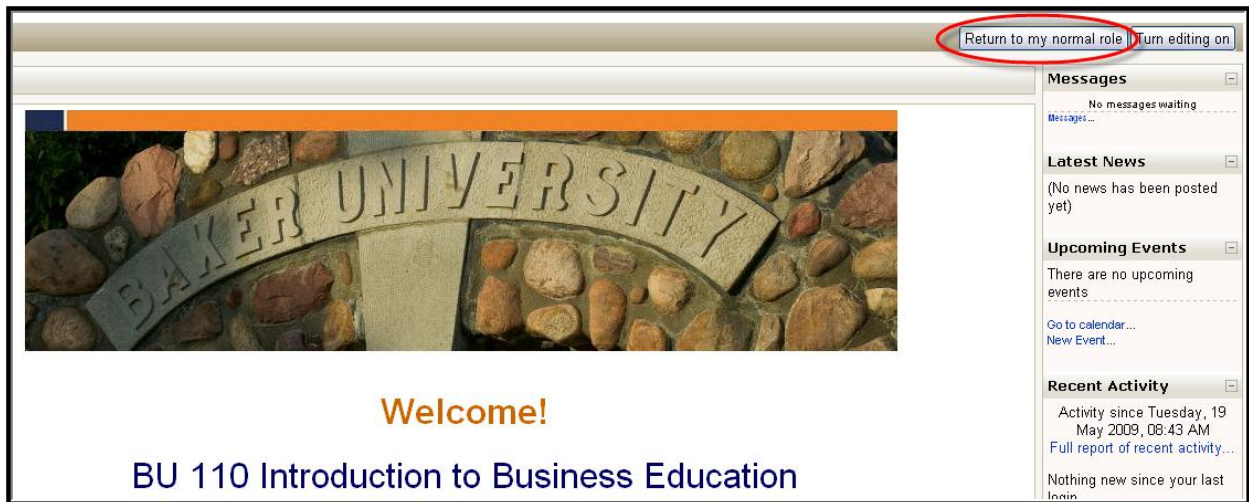


The person icon indicates that you can choose to set up student groups to use the item. You might use this option if you have a discussion forum or assignment that is limited to one or more student groups.

The last editing function you should be aware of before you design your course is that you can choose to view the course from a student's perspective. To see what the course would look like to a student, choose the **Student** option from the **Switch role to...** drop down box.



To view the course from a Teacher's view, click **Return to my normal role**.



Adding Resources

There are two basic categories for items that you can use to design your Moodle course: resources and activities.



Resources are non-interactive items that you can use to distribute information to your students. Commonly used resources include labels, web pages, and links to files or websites.

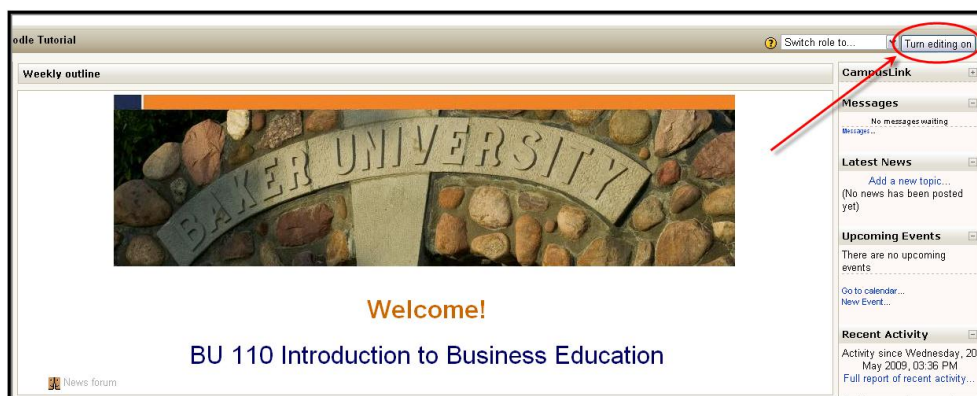
Insert a Label

Labels are text or images are embedded in your main course page. Use labels to direct students to information and to organize the layout of your course.

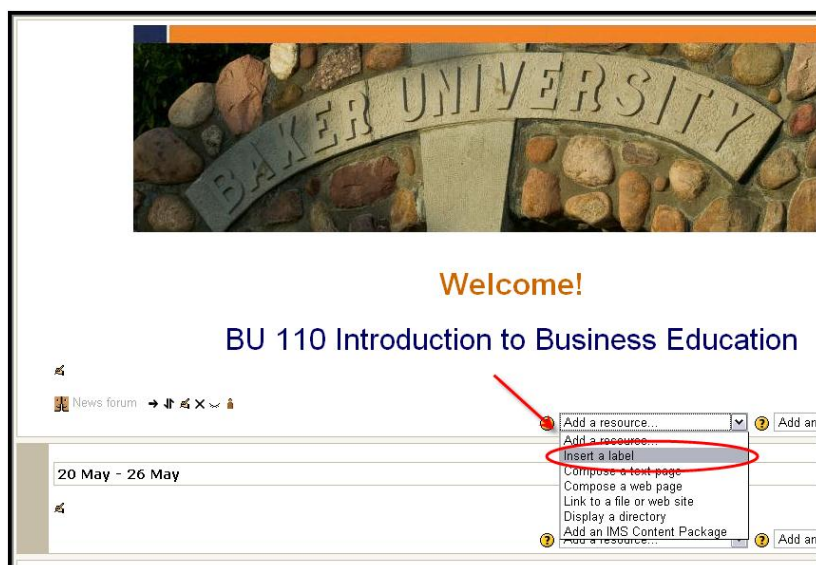


Click [here](#) to watch a video on how to Insert a Label.

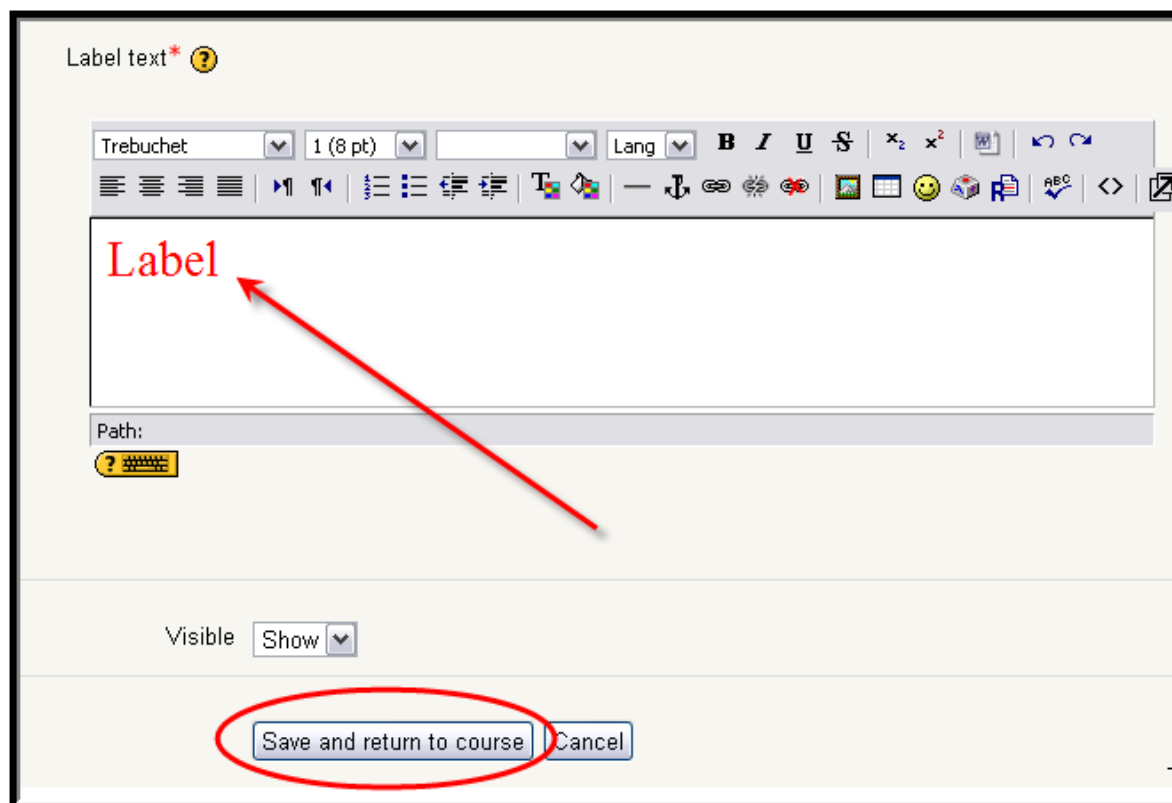
To insert a label, **Turn Editing On** by clicking the **Turn Editing On** button.



Scroll to where you want to insert a label and select **Insert a Label** from the **Add a resource...** drop down box.



If you would like to insert a text label, type the text for the label in the **Label text** box and click **Save and return to course**.

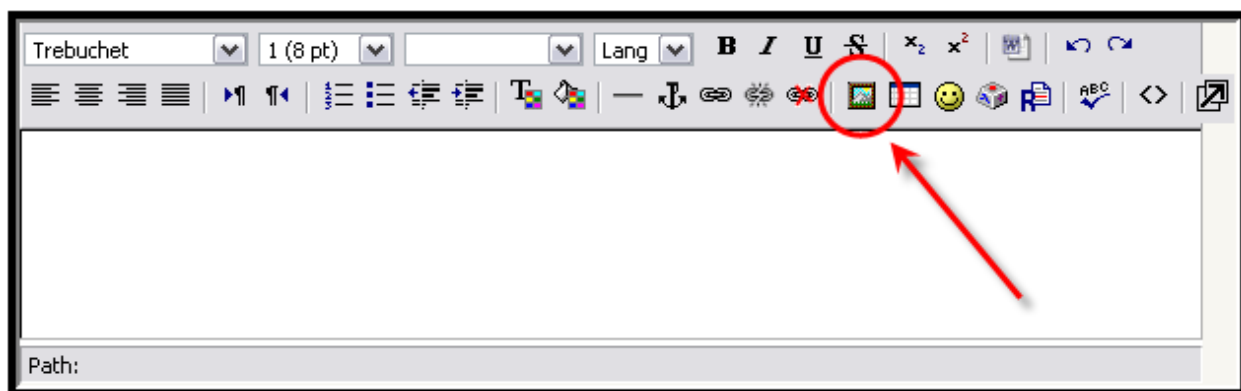




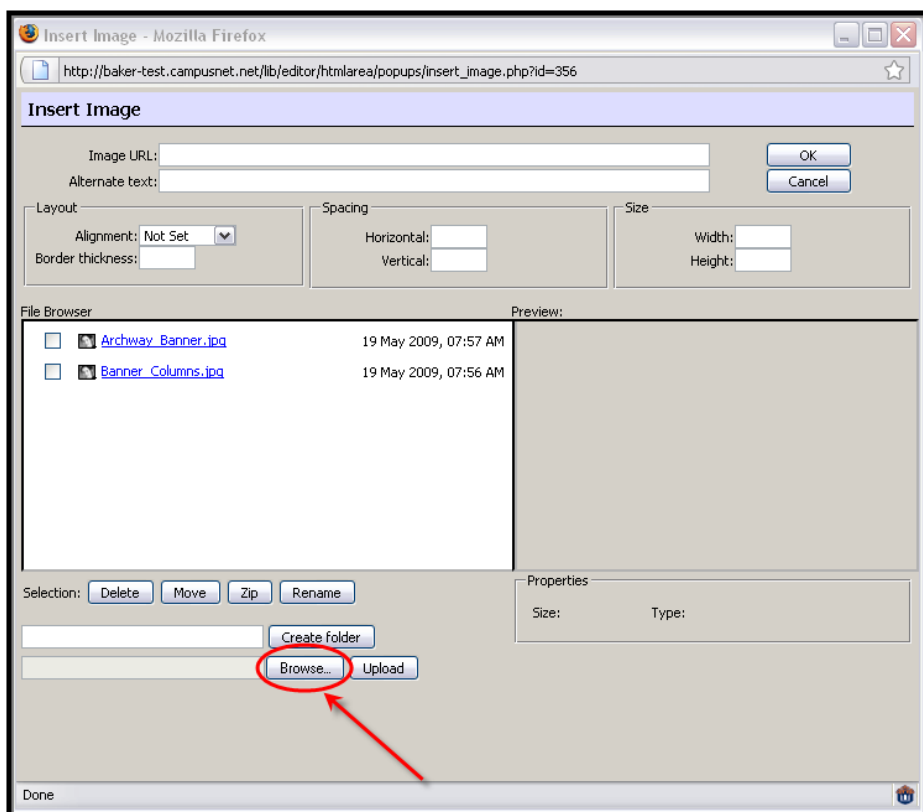
If you would like to insert an image label, select the **image icon** in the toolbar.



Click [here](#) to watch a video on how to insert an image or picture.



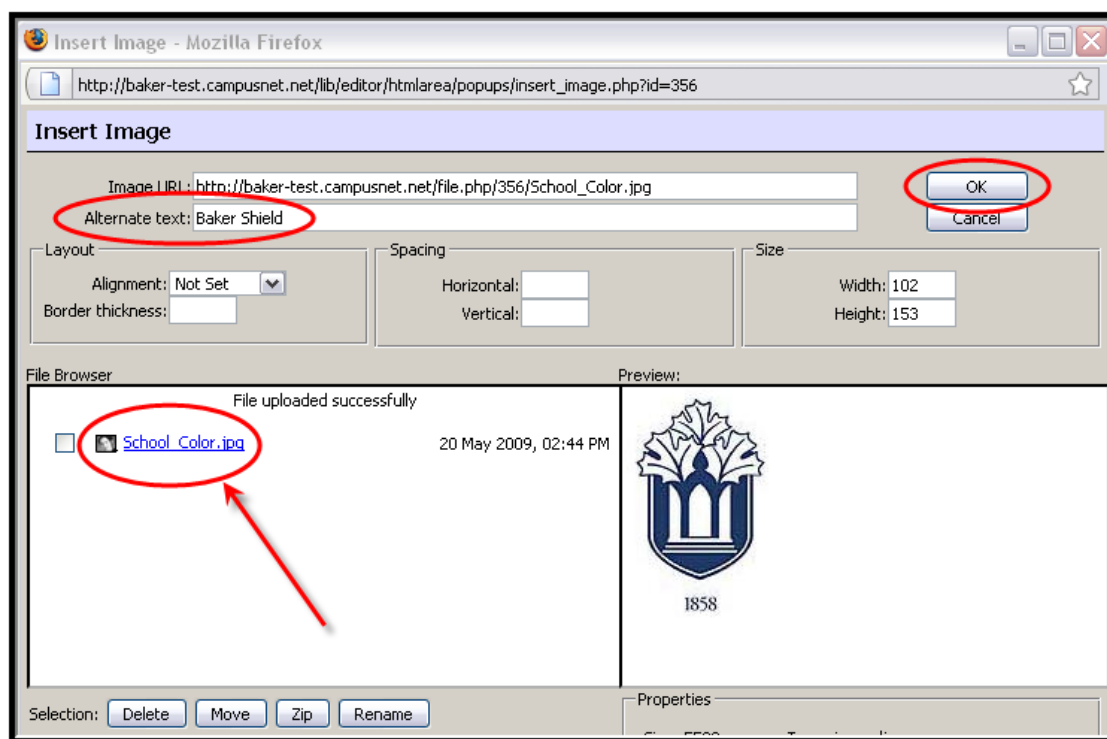
An **Insert Image** popup box will appear. Click the **Browse** button at the bottom of the box and locate the image you would like to upload to your label. The image must be saved on your computer hard drive. Once you've selected the file, click **Upload**.





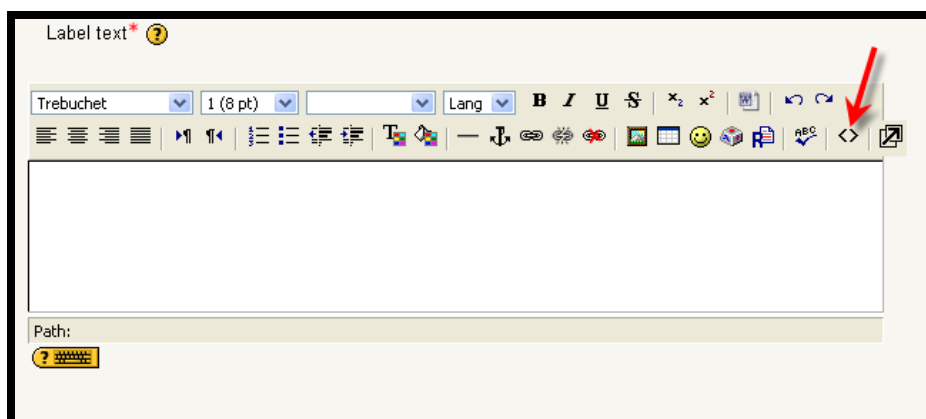
Click the link to the image you've uploaded, and the image will appear in the panel on the right side.

Enter an **Alternate text** in the text field, and click **OK**. The alternate text is required, in case the image becomes unavailable or the link becomes broken.




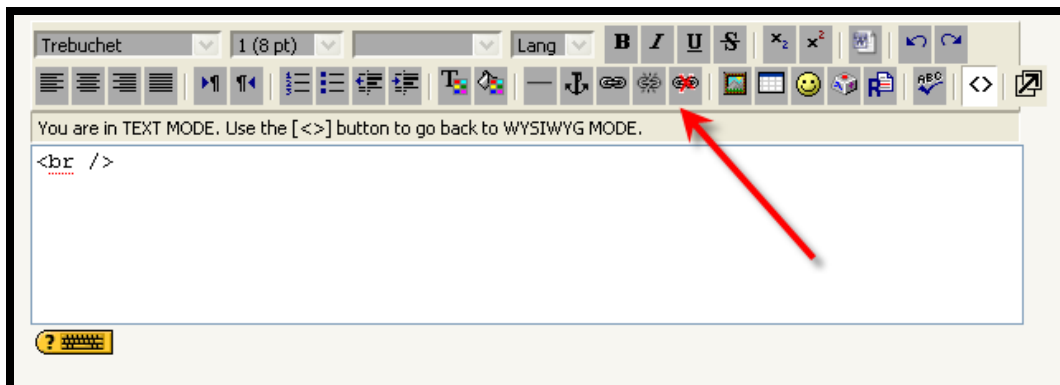
Click **Save and return to course**.

If you would like to **embed a video** select the  icon in the tool bar.





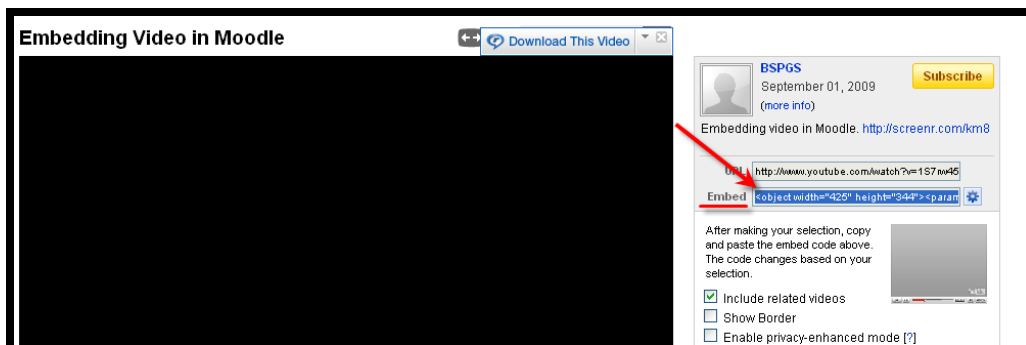
When the screen refreshes your toolbar will be grayed out except for the  icon.



Next you will need to retrieve the embed code of the video you are using.

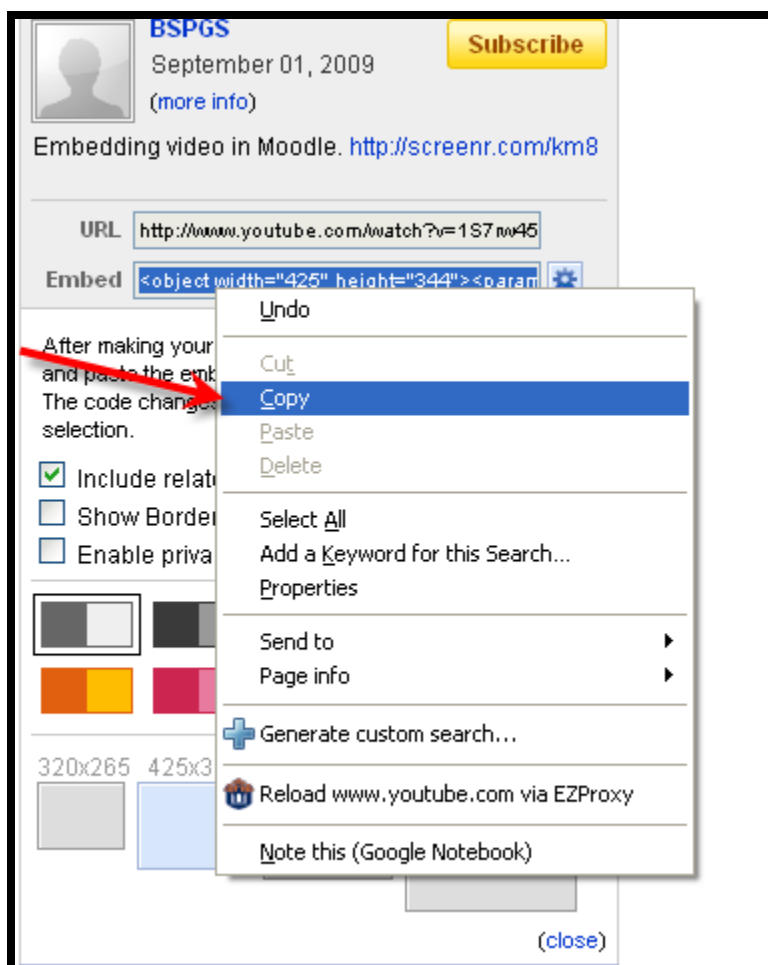
Note: The example used here is from YouTube. Regardless of the internet site you are using you will need the **embed code**.

Copy or cut the embed code of the video you will be using by double clicking on the embed code with your mouse. The code should highlight in blue.





Next, right click with your mouse and choose **Copy**.

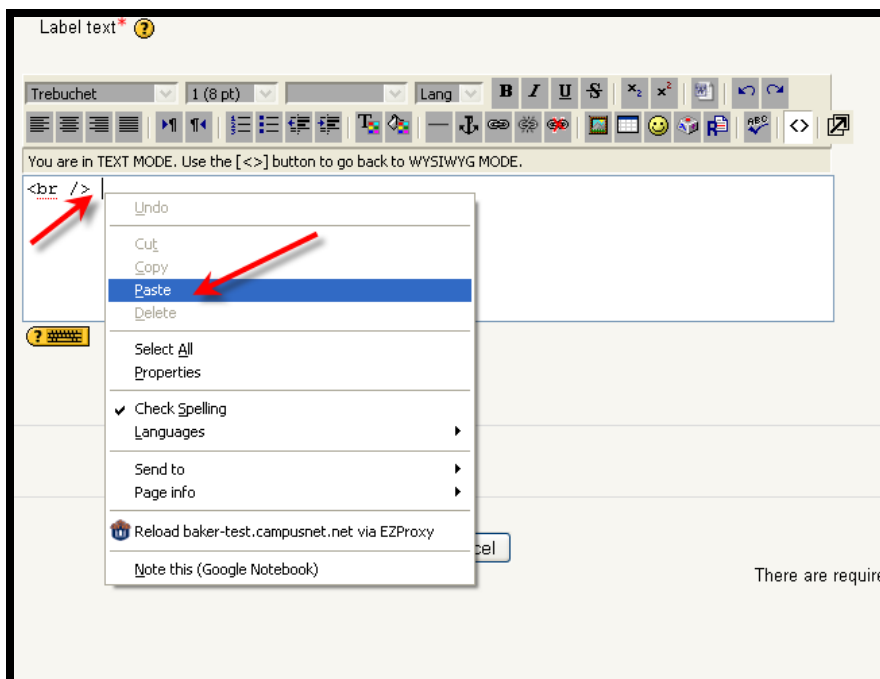


Go back to your Moodle course.

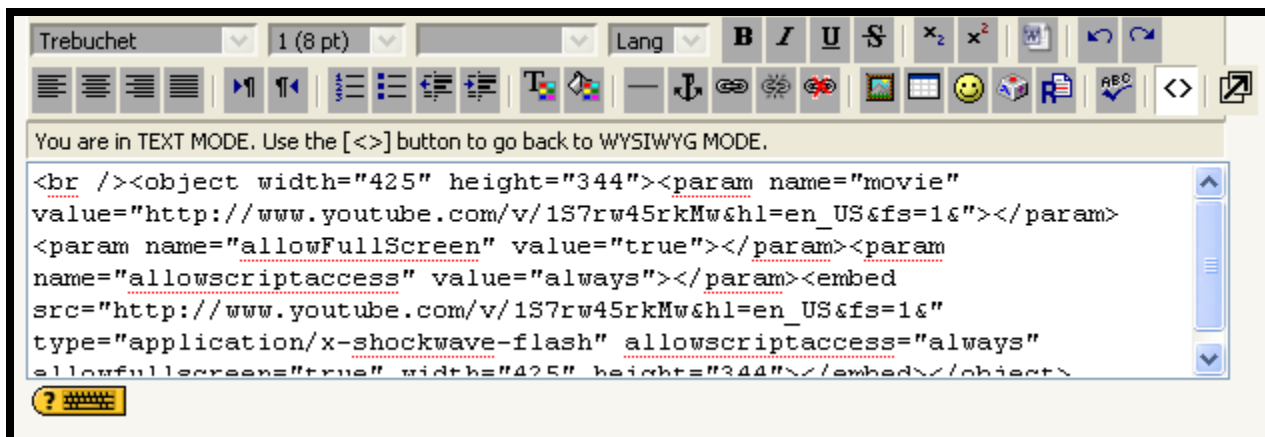
Place your cursor behind **
** and right click your mouse.



Click on **Paste**.



The entire code will appear.





Next click **Save and return to course** located toward the bottom of the screen.

Adding a new Label to week 5 ?

Label text* ?

Trebuchet 1 (8pt) Lang B I U S x x

You are in TEXT MODE. Use the [<>] button to go back to WYSIWYG MODE.

```
<br /><object width="425" height="344"><param name="movie" value="http://www.youtube.com/v/137rw45rkMw&hl=en_US&fs=1&"></param><param name="allowFullScreen" value="true"></param><param name="allowscriptaccess" value="always"></param><embed src="http://www.youtube.com/v/137rw45rkMw&hl=en_US&fs=1&" type="application/x-shockwave-flash" allowscriptaccess="always" allowfullscreen="true" width="425" height="344"></embed></object>
```

Common module settings

Visible Show

Save and return to course Cancel

There are required fields

Moodle Docs for this page

The video can now be viewed and played directly from Moodle.

Learning Team Presentation

BAKER UNIVERSITY
Chin Confidence

Welcome to Baker University!

YouTube

0:00 / 0:00



Click [here](#) to watch a YouTube video on how to **Embed a video**.



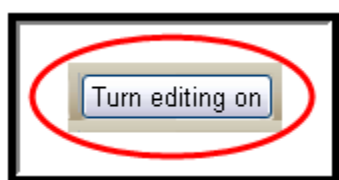
Compose a Web Page



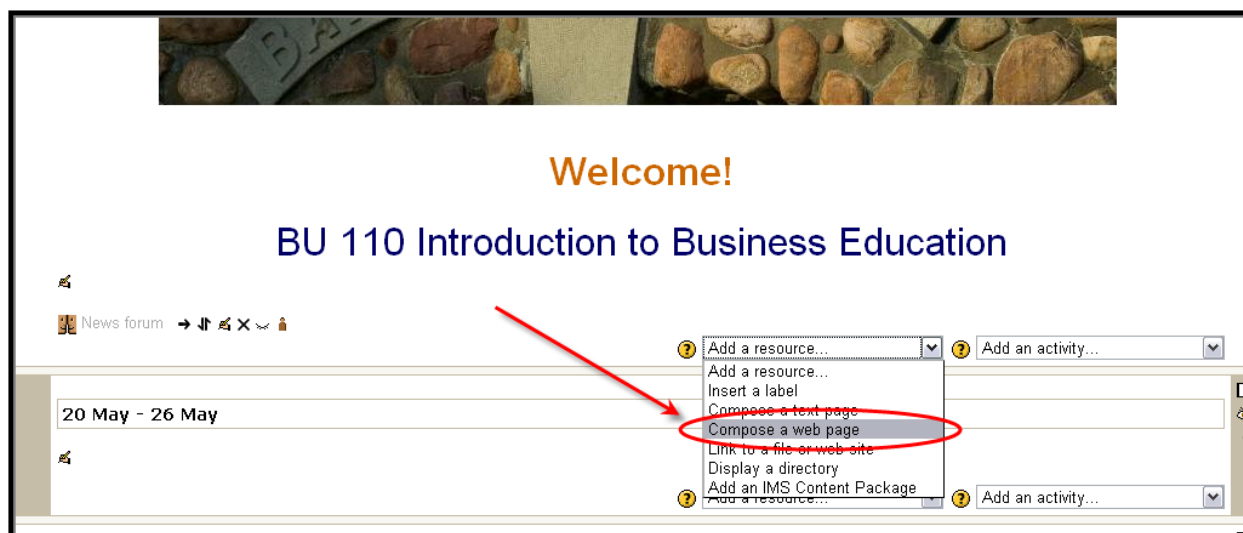
Click [here](#) to watch a YouTube video on how to Compose a Web Page.

Web pages are pages that can be created and linked from your main course page. Use web pages to provide detailed information to students. Using web pages prevents your course from being wordy or over-textual in appearance.

To compose a web page, **Turn Editing On** by clicking the **Turn Editing On** button.



Scroll to where you want to add a web page and select **Compose a web page** from the **Add a resource...** drop down box.





Type in the name of your web page, write a short summary of what the page will entail, and compose the web page.

The screenshot displays the Moodle interface for creating a web page, divided into two main sections:

- General:** This section contains a 'Name*' field with the text 'Sample Web Page' and a 'Summary' field with a help icon. Below these is a rich text editor with a toolbar (font: Trebuchet, size: 1 (8 pt), language: Lang, bold, italic, underline, strikethrough, link, unlink, image, video, audio, table, smiley, help, undo, redo) and a text area containing 'Summary of a Web Page.'. A 'Path: body' label and a keyboard icon are also visible.
- Compose a web page:** This section contains a 'Full text*' field with a help icon. Below it is another rich text editor with a toolbar (font: Trebuchet, size: 3 (12 pt), style: Normal, language: Lang, bold, italic, underline, strikethrough, link, unlink, image, video, audio, table, smiley, help, undo, redo) and a text area containing three paragraphs:
 - Web pages are pages that can be created and linked form your main course page.
 - Use Web Pages to provide detailed information to students.
 - Using Web Pages prevents your course from being wordy or over-textual in appearance.

Red arrows in the original image point to the 'Name*' field, the 'Summary' text area, and the 'Full text*' text area.



If you would like your web page to appear in the same window as the course, click **Same Window**. If you would like your web page to appear in a popup window, click **New Window**.

Then click **Save and return to course**.

The screenshot shows a Moodle settings form with two sections: "Window" and "Common module settings".

- Window**: A dropdown menu is open, showing "Same window" (selected), "Same window", and "New window". A red arrow points to the "New window" option.
- Common module settings**:
 - Visible**: A dropdown menu set to "Show".
 - ID number**: A text input field with a help icon.
- Buttons**: Three buttons are at the bottom: "Save and return to course" (circled in red), "Save and display", and "Cancel".



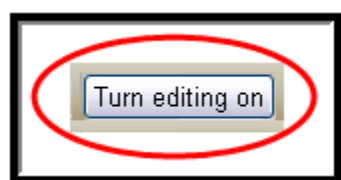
Linking to a File or Website



Click [here](#) to watch a YouTube video on how to Link to a File or Website.

You can link to external files like Microsoft Word™, Excel™, or PowerPoint™ documents or other websites in your Moodle course. Use external files and websites to direct students to external course content or to supplement your course with outside material.

To link to a file or website, **Turn Editing On** by clicking the **Turn Editing On** button.



Scroll to where you want the link to the website or file to appear and select **Link to a file or website** from the **Add a resource...** drop down box.





If you would like to link to a website, type the name of the link, write a short summary of where the link will take students, and type the name of the web address in the **Location** box.

The screenshot shows the Moodle 'Link to a file or web site' form. It is divided into two sections: 'General' and 'Link to a file or web site'. In the 'General' section, there is a 'Name*' field containing 'Baker Website', a 'Summary' field with a help icon, and a rich text editor containing the text 'Use this link to access the Baker website.' In the 'Link to a file or web site' section, there is a 'Location' field containing 'http://www.bakeru.edu', a 'Choose or upload a file ...' button, and a 'Search for web page...' button. Three red arrows point to the 'Name*', 'Summary', and 'Location' fields respectively.



Adding Activities

Activities are the second basic category that you can use to add elements to your Moodle course.

Activities are interactive or graded items. Commonly used activities include assignments and forums.

Creating Assignments

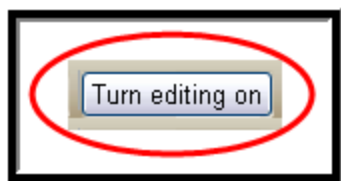
There are a variety of assignment types that you can use in your course:

- **Advanced Uploading of Files:** Allows students to upload more than one file. Once students have submitted these assignments, they drop directly into your grade book for grading.
- **Online text:** Allows students to type in a text box and submit it. Once students have submitted these assignments, they drop directly into your grade book for grading.
- **Upload a Single File:** Allows students to upload a single file. Once students have submitted these assignments, they drop directly into your grade book for grading.
- **Offline Activity:** These are ungraded assignments. These assignments do not drop directly into your grade book for grading.



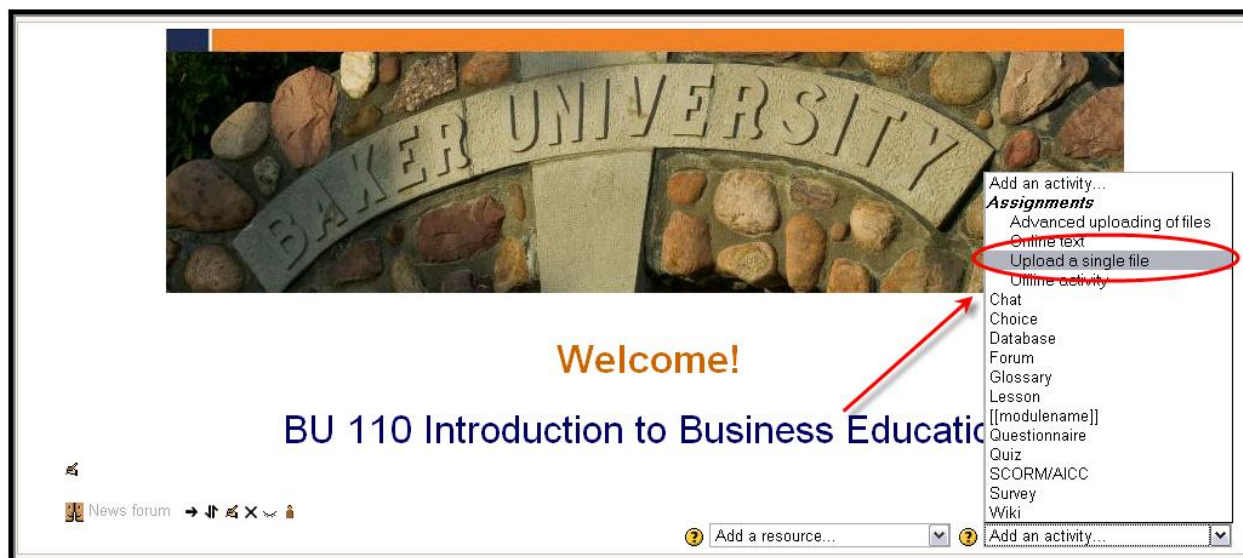
Click [here](#) to watch a YouTube video on how to Upload a Single File.

The most common form of assignment type is **Upload a Single File**. To create this type of assignment, **Turn Editing On** by clicking the **Turn Editing On** button.





Scroll to where you want the link to the assignment to appear and select **Upload a single file** from the **Add an activity...** drop down box.





- A. Type the name of the assignment.
- B. Write a short description of the assignment.
- C. Designate how many points the assignment is worth and when it is due.
- D. Choose if you will allow resubmissions.

Then click **Save and return to course**.

The screenshot shows the Moodle assignment settings form. Red arrows point to the following fields:

- A:** Assignment name* (Final Paper)
- B:** Description* (Write a Final Paper on the topics discussed in the forums. Your paper is due the last week of class.)
- C:** Grade (100), Available from (20 May 2009 15:30), Due date (27 May 2009 15:30)
- D:** Allow resubmitting (No)

Other visible fields include: Path: body, Prevent late submissions (No), Upload a single file, Email alerts to teachers (No), Maximum size (100MB), Common module settings, Group mode (No groups), Visible (Show), ID number, and Grade category (Uncategorised).




Creating Forums



Click [here](#) to watch a YouTube video on how to Create a Forum.

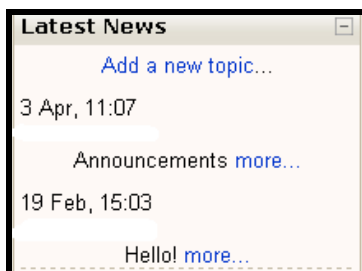
Discussion boards in Moodle are called forums. You can use forums to discuss topics related to the course content.

This icon represents a forum: 

In every Moodle course, there is a specialized forum called the **News Forum**. The **News Forum** essentially acts as an Announcements area, where you can make class announcements. The **News forum** will always appear in the top section of your course.

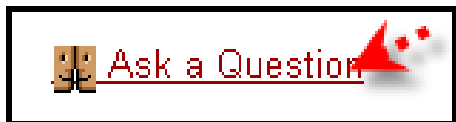


When a new post is made to the **News forum** an update appears in the **Latest News** block.



Posting to Forums

To post to a forum, access the forum you would like to post to.





Click the **Add a new discussion topic** button to add your post.

BAKER UNIVERSITY

BAKER TEST > BBA 342_001 > Forums > Ask a Question

Jump to...

Search forums

This forum allows everyone to choose whether to subscribe or not
Everyone can now choose to be subscribed
[Subscribe to this forum](#)

Post your questions for the instructor to this forum. Please note that all participants in the course will be able to view your post. If you have comments that you do not wish to share with everyone, please email the instructor.

[Add a new discussion topic](#)

(There are no discussion topics yet in this forum)

You are logged in as [Dave Student \(Logout\)](#)

BBA 342_001



- A. Enter the subject of your post.
- B. Compose your message.
- C. Set this option to **I do not want email copies of posts to this forum**. Otherwise your Baker email account will be flooded with a new email every time anyone posts to this forum.
- D. The attachment box allows you to upload necessary documents.
- E. Click on **Post to forum** to post your message.

Note: The forum topic appears at the top.

BAKER TEST BBA 342_001 Forums Ask a Question Add a new discussion topic

Post your questions for the instructor to this forum. Please note that all participants in the course will be able to view your post. If you have comments that you do not wish to share with everyone, please email the instructor.

Your new discussion topic

A Subject* A little about Dave

B Message*

Trebuchet 1 (8 pt) Lang B I U S x₂ x² [Icons]

Path: [?]

Format HTML format

C Subscription I don't want email copies of posts to this forum

D Attachment (Max size: 500KB) [Browse...]

E Post to forum

There are required fields in this form marked*.

You are logged in as Dave Student (Logout)

BBA 342_001



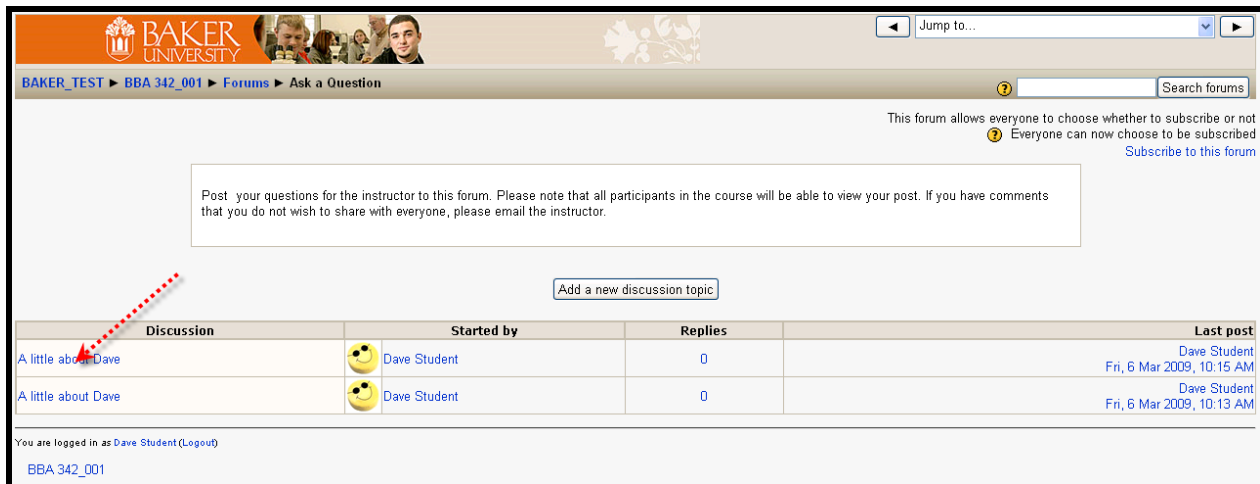
If your post was successfully added, an information page will appear:



Click the **Continue** link. You are returned to the **Forum** page where you will see your post.

Editing or Replying to a Post

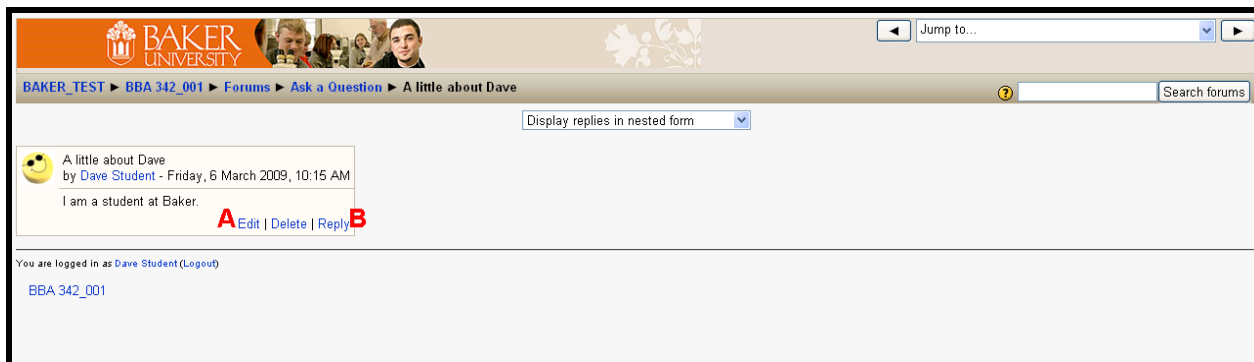
To edit a post, click on your post in the discussion column. **Note:** your post link is also the subject title you gave it when you prepared your post.



When the screen refreshes click **Edit** to edit your post.



- A. Edit the post you have made.
- B. If you are reading someone else's post you can reply to the post.



Grading Forums

Moodle offers a variety of options for grading forums. You can adjust the forum to be graded either in the initial set up process or after the forum has been created.



Click the links provided to watch YouTube videos illustrating how to set up forums to be graded as [Sum of ratings](#) or [Maximum grade](#).

To set up a forum for grading click on the edit icon associated with the forum you are grading.

Remember, the edit icon only appears once you have clicked **Turn editing on**.





Under the section titled **Grade** choose the drop down menu next to **Aggregate type**.

The screenshot shows the Moodle forum configuration interface. The 'General' section is at the top, with fields for 'Forum name' (Test), 'Forum type' (Standard forum for general use), and 'Forum introduction'. Below this is a rich text editor with the text 'An example of how to set forums up to be graded.' and a 'Path' field. The 'Grade' section is at the bottom, with a red arrow pointing to the 'Aggregate type' dropdown menu. The dropdown menu is open, showing options: 'No ratings', 'Average of ratings', 'Count of ratings', 'Maximum rating' (highlighted), 'Minimum rating', and 'Sum of ratings'. Below the dropdown are date and time pickers for 'From' and 'To'.

The two main choices are **Maximum rating** and **Sum of ratings**.

This example sets up a forum for **Maximum rating**.

This is a close-up of the 'Grade' section from the previous screenshot. The 'Aggregate type' dropdown menu is open, and 'Maximum rating' is selected and highlighted in blue. A red arrow points to this selection. The 'Grade' dropdown menu is also visible, set to 'No ratings'. Below these are the 'Restrict ratings to posts with dates in this range:' fields, with 'From' and 'To' both set to '2010' for the year, '10' for the month, and '55' for the day.



Next set the maximum number of points available using the drop down menu next to **Grade**.

Click on **Save and return to course** at the bottom of the screen when you are finished.

To grade the forum click on the forums name from the initial interface of the course.

27 July - 2 August

Week One:

After completing this class, you should be able to

1. Discuss information relevant to Baker University, your program, and this course
2. Explain the role and benefits of learning team interaction
3. Identify the web resources available to Baker students
4. Locate, select, and cite academic resources that will be beneficial in your degree program
5. Use style conventions as outlined in the MLA Formatting and Style Guide for written work at Baker University
6. Identify personal Myers Briggs Type Indicator (MBTI) scores

Open Chat: Tuesday from 8-9 p.m.

Individual Assignments

- Individual Assignments for Week One
- Talent is Overrated Forum
- Choose a Company
- Baker Lesson One
- Baker Lesson Two

Learning Team Assignments

- Learning Team Assignments for Week One
- Form a Learning Team



Next, click on the title of the forum.

This forum allows everyone to choose whether to subscribe or not

- Force everyone to be subscribed
- Show/edit current subscribers
- Subscribe to this forum
- Don't track unread posts

Each week there will be questions posted by the instructor for you to respond to pertaining to **Talent is Overrated**. You will also be responsible for selecting two posts from different students to review and respond to.

After reading Chapters 1-3 in **Talent is Overrated**, respond to the instructor posted question in this forum. Make your original post by **Thursday at 11:59 p.m.** Review the postings of your classmates and respond to a minimum of two by **Sunday at 11:59 p.m.**

Add a new discussion topic

Discussion	Started by	Replies	Unread	Last post
Week One Discussion Question		51	0	Sheila Dale Sat, 8 Aug 2009, 09:37 AM

Moodle Docs for this page

In the bottom right corner of the post there will be a drop down menu that provides the options for rating the forum post.

Click the drop down menu titled **Rate** and choose the appropriate score.

Re: Week One Discussion Question
by 10:48 PM

I agree. I know that the best athlete's train religiously. On the other hand, I am quite certain all the training in the world would not make me an olympic sprinter. Hard work is the key element, as is talent. Overall success is a combination of both.

Show parent | Edit | Split | Delete | Reply

Rate...

- 10/10
- 9/10
- 8/10
- 7/10
- 6/10
- 5/10
- 4/10
- 3/10
- 2/10
- 1/10
- 0/10

Send in my latest ratings

Moodle Docs for this page

Baker > BBA342_00200NS1_09SUCOHORT > Forums > Talent is Overrated Forum > Week One Discussion Question > Re: Week One Discussion Question

Jump to...

You are logged in as Clint McDuffie (Logout)

BBA342_00200NS1_09SUCOHORT

Once you've chosen the appropriate score the click on **Send in my latest ratings** at the bottom of the screen.

Re: Week One Discussion Question
by 10:48 PM

I agree. I know that the best athlete's train religiously. On the other hand, I am quite certain all the training in the world would not make me an olympic sprinter. Hard work is the key element, as is talent. Overall success is a combination of both.

Show parent | Edit | Split | Delete | Reply

Rate...

- 10/10
- 9/10
- 8/10
- 7/10
- 6/10
- 5/10
- 4/10
- 3/10
- 2/10
- 1/10
- 0/10

Send in my latest ratings

Moodle Docs for this page

Baker > BBA342_00200NS1_09SUCOHORT > Forums > Talent is Overrated Forum > Week One Discussion Question > Re: Week One Discussion Question

Jump to...

You are logged in as Clint McDuffie (Logout)

BBA342_00200NS1_09SUCOHORT



The grade will appear in the gradebook under the forums title and next to the corresponding student.

Talent is Overrated Forum ↕
10.00



Creating a Wiki

A wiki is a collection of collaboratively authored web pages. You will begin the wiki with an initial front page and add pages through links. Depending on the setting you choose, students will be able to create original work, edit and collaborate over activities and view what has been done. Wikis will track the history of users, making it easier for instructors to determine who has been contributing.



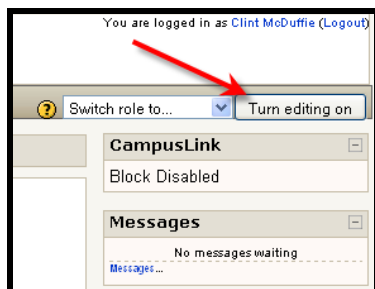
Click on the links below for a series of video tutorials on creating a wiki in Moodle:

[Moodle Wiki Part I](#)

[Moodle Wiki Part II](#)

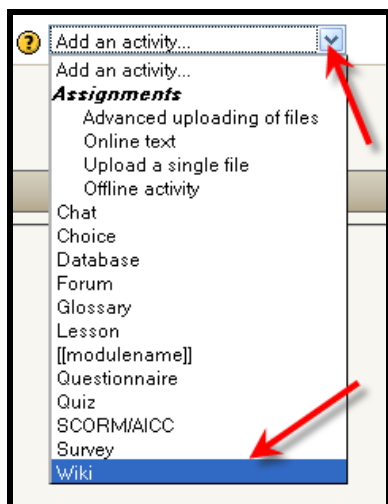
[Moodle Wiki Part III](#)

Turn editing on.



Click the **Add an activity...menu**.

Then click **Wiki**.

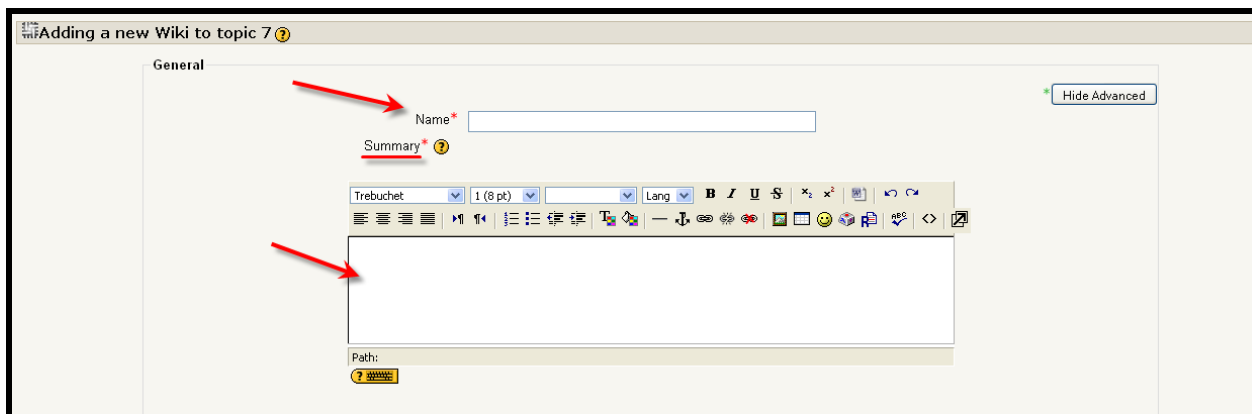




Name your wiki.

Note: The name you give your wiki is not something that can be altered later. Make sure to consider this when naming your wiki.

Provide a **Summary** for your wiki. The summary section is where you will want to describe the content that outlines the wiki's purpose and any specific directions students will need for the wiki activity.



Choose your wiki **Type**.

There are nine potential types of wikis; they are based upon which **Type** and **Group** setting you choose.

By clicking on the help icon within Moodle (?) the listing as shown below appears.

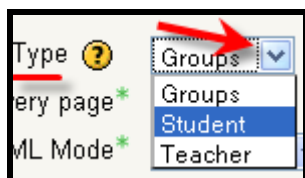
Here are your choices for which **Type** of wiki to use:

	No Groups	Separate Groups	Visible Groups
Teacher	There is only one wiki which only the teacher can edit. Students can view the contents.	There is one wiki for every group which just the teacher can edit. Students can view the wiki of their group only.	There is one wiki for every group which just the teacher can edit. Students can view the wikis for all groups.
Groups	There is only one wiki. The teacher and all students can view and edit this wiki.	There is one wiki per group. Students can view and edit the wiki of their own group only.	There is one wiki per group. Students can change the wiki of their own group only. They can view the wikis for all groups.
Student	Every student has their own wiki which only they and their teacher can view and edit.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.

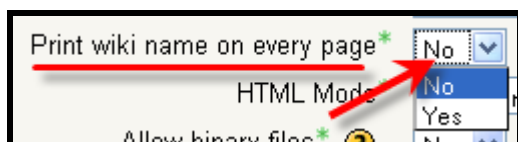


Note: An instructor can always edit every wiki in a course.

After you determine which **Type** of wiki you need, click on the drop down menu and choose the correct one.



Choose whether or not you wish to have the wiki's name on each created page.



You will want to leave **HTML Mode** set to **HTML only**.



If you want to allow students to attach files or images then choose **Yes** for **Allow binary files**.



Disable **CamelCase linking**. Do this by **checking the box** next to **Disable CamelCase linking**.




If you check any of the boxes next to **Student admin options** you will give students the same access and capabilities to the chosen function as the instructor (not recommended).





Next, if you enter information for **Page Name** the first page of the wiki will carry that name, if you leave it blank it will adopt the **Name** for the wiki from the first item in this section.

Page Name* 


Group Modes

Depending on what you have chosen for **Type**, you will need to determine your **Group mode**.

Your options are **No Groups**, **Separate Groups** and **Visible Groups**:

	No Groups	Separate Groups	Visible Groups
Teacher	There is only one wiki which only the teacher can edit. Students can view the contents.	There is one wiki for every group which just the teacher can edit. Students can view the wiki of their group only.	There is one wiki for every group which just the teacher can edit. Students can view the wikis for all groups.
Groups	There is only one wiki. The teacher and all students can view and edit this wiki.	There is one wiki per group. Students can view and edit the wiki of their own group only.	There is one wiki per group. Students can change the wiki of their own group only. They can view the wikis for all groups.
Student	Every student has their own wiki which only they and their teacher can view and edit.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.	Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.

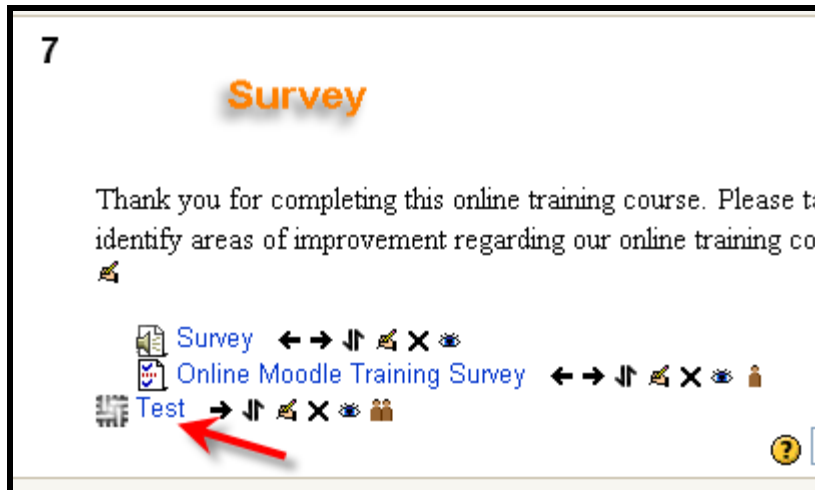
Click **Save and return to course** at the bottom of the page.

You are then taken back to your course's initial interface. The wiki and its name will appear; you will see the name you have given it next to Moodle's wiki icon ().

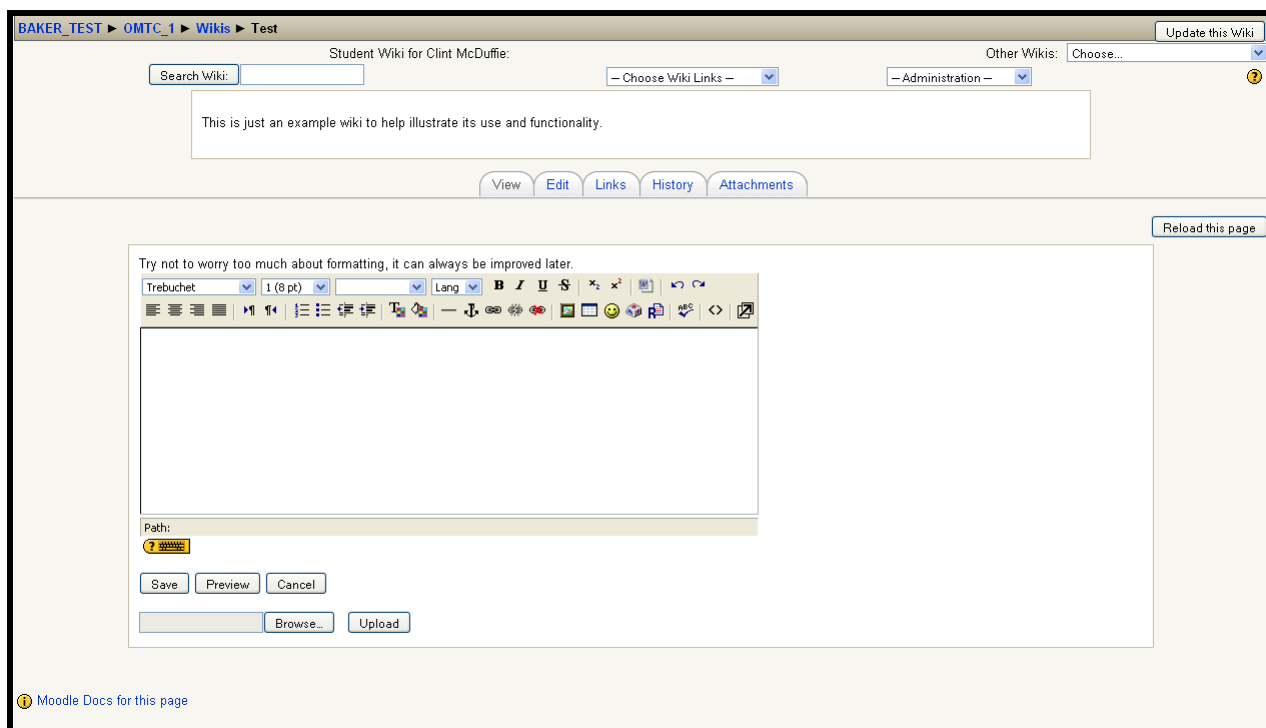


Adding Content

Begin adding content to your wiki by clicking on its title from the course's interface.

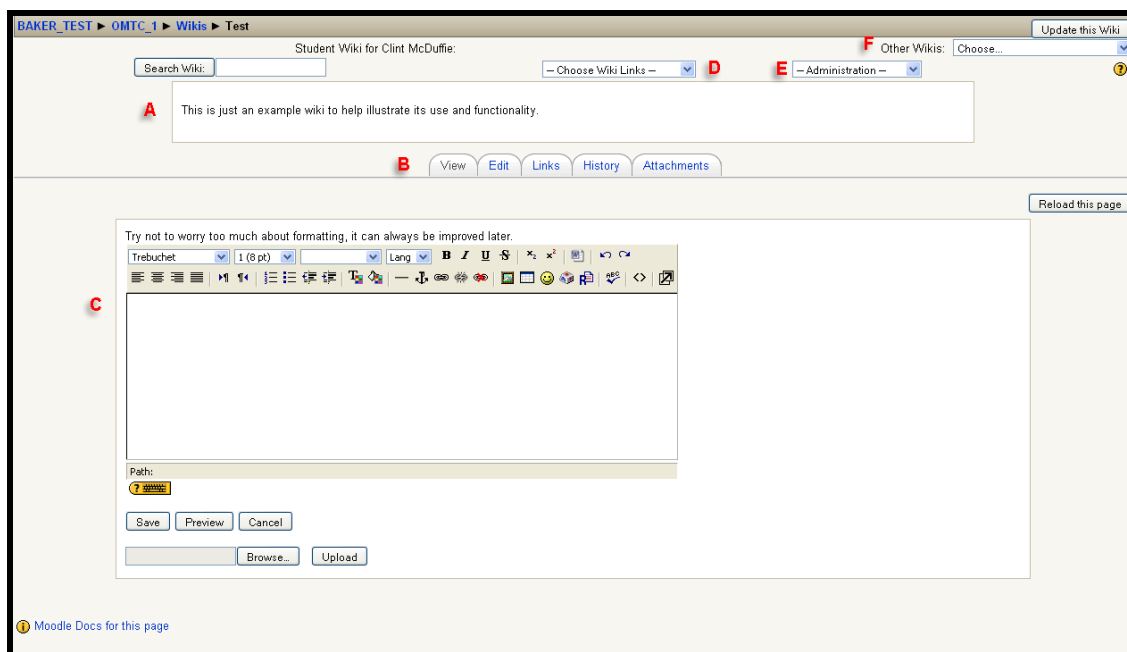


This is how the initial wiki interface appears:



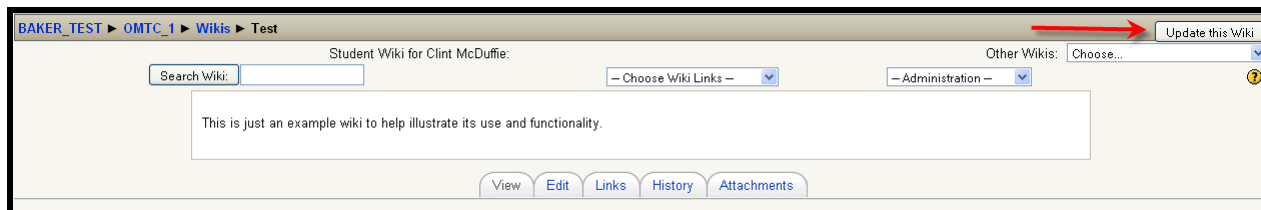


Below is a breakdown of the main functions within the wiki's interface.



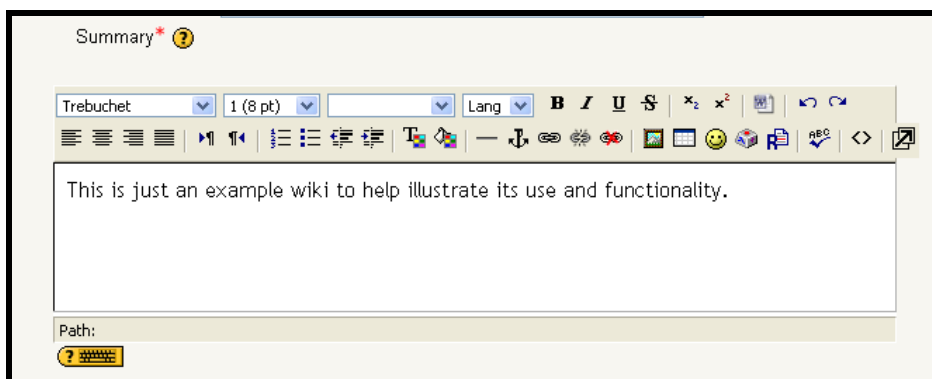
A. This is the **Summary** section for your wiki. This will remain at the top of each page created within a wiki.

To update this section, click on **Update this Wiki** in the top right hand corner.

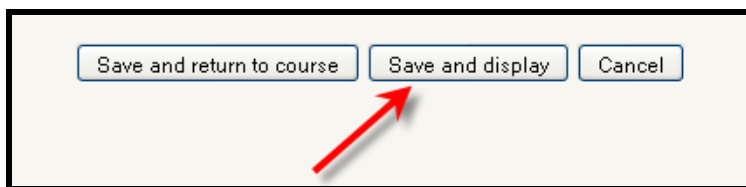




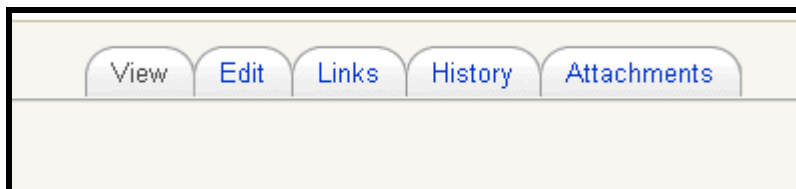
Then change the information in the **Summary** section.



When you are finished, click on **Save and display** at the bottom to return to your wiki.

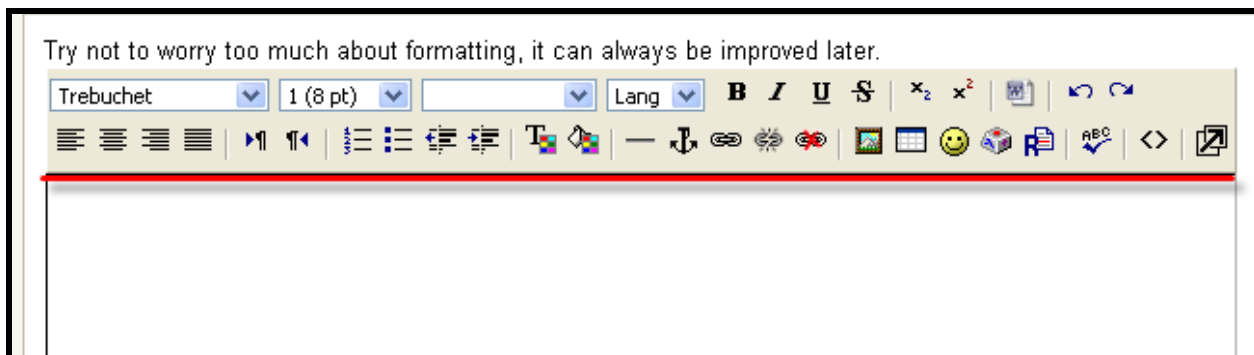


B. These are tabs within the wiki that assist with its creation, navigation, and layout.



View: By clicking on **View** you will be able to see how the wiki appears. Every page is displayed in view mode.

Edit: Clicking on **Edit** allows you to create, add, or edit content in the text box provided. You will know you are in edit mode because you will have a toolbar across the top of the text box.





Links: Clicking on the **Links** tab will display the pages that have links pointing to the page you are viewing. You can use this to backtrack and see where the page is referenced elsewhere in the wiki.

History: The **History** tab gives you access to the version history of the page. Whenever anyone clicks the **Save** tab they create a new version of the wiki page. Moodle tracks all these versions until you clear them out.

Within the **History** tab there are three versions you can view:



Browse: Views every version of a page

Fetch-back: This brings back an old version of the page for editing. Once you save your changes it becomes the newest version of the page.

Diff: This highlights the difference between consecutive versions of a page. Additions have a + symbol next to them and deletions have a – symbol next to them.



Attachments: Remember, this feature is only available if in the initial wiki set up you checked the box next to **Allow binary files**. Binary files are graphics, audio, video, and other non-text resources.

Click on **Attachments**.

Click on **Browse**.

No files uploaded yet. Use this form to upload an arbitrary binary file into the wiki:

File

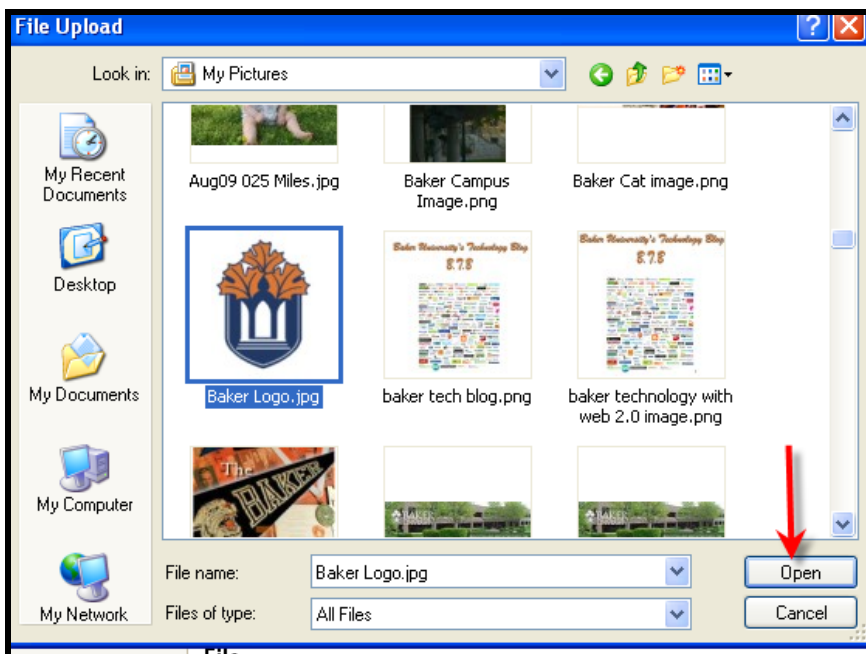
Comment

Upload into

Example of a link

Save with different filename

Find the file you wish to upload and double click on it, or click **Open** once it appears in the horizontal space provided.





The name of the file will appear in the horizontal space provided.

Click **File upload**.

No files uploaded yet. Use this form to upload an arbitrary binary file into the wiki:

File
C:\Documents and Settings\clmoduffie\My Document

Comment

Upload into
Example of a link

Save with different filename

Moodle will notify you that your file has been uploaded successfully.

Your file was uploaded correctly. [Baker Logo.jpg](#), 12K

File is of type: image/jpeg
Uploaded on: Tuesday, 20 July 2010, 03:15 PM, by [Clint McDuffie](#)

Downloaded 0 times

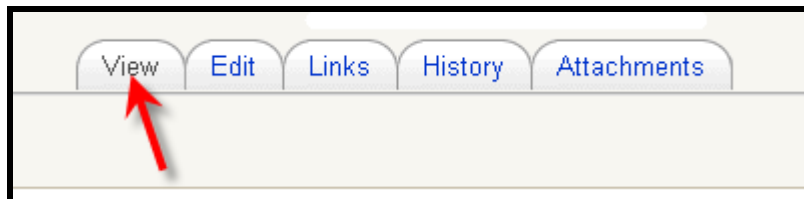
Use this form to upload an arbitrary binary file into the wiki:

File

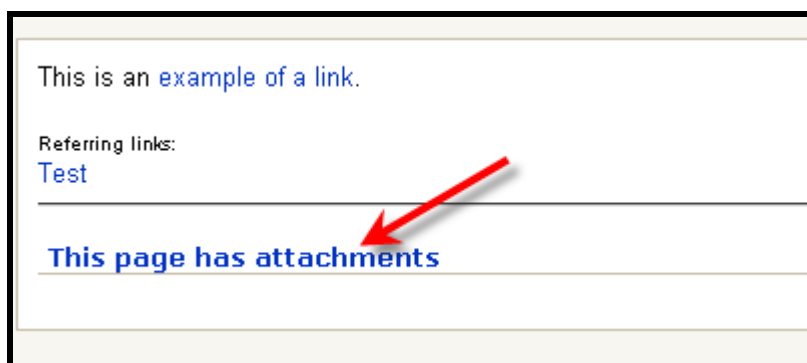
Comment



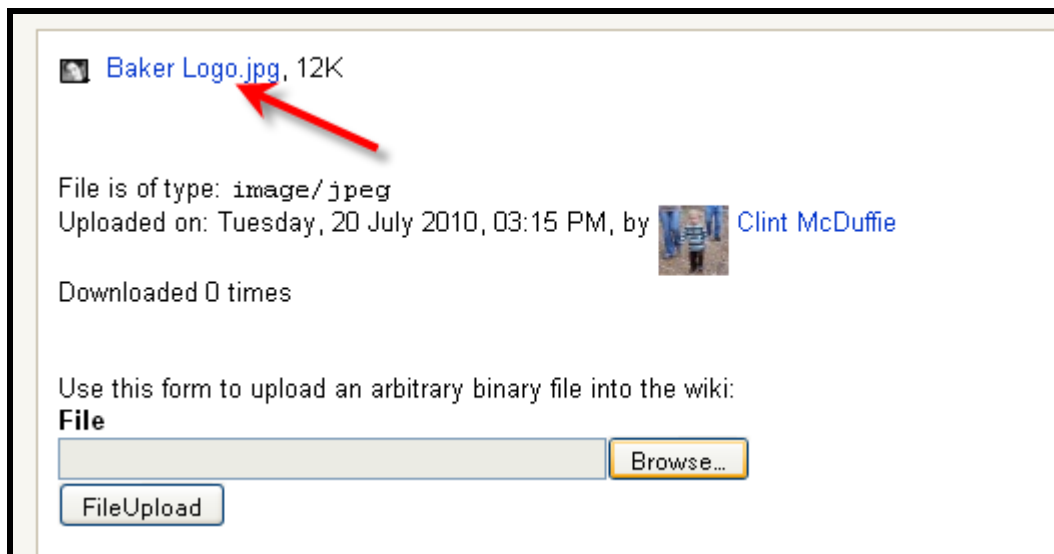
Click on **View** at the top.



Click on **This page has attachments** to view attachments.



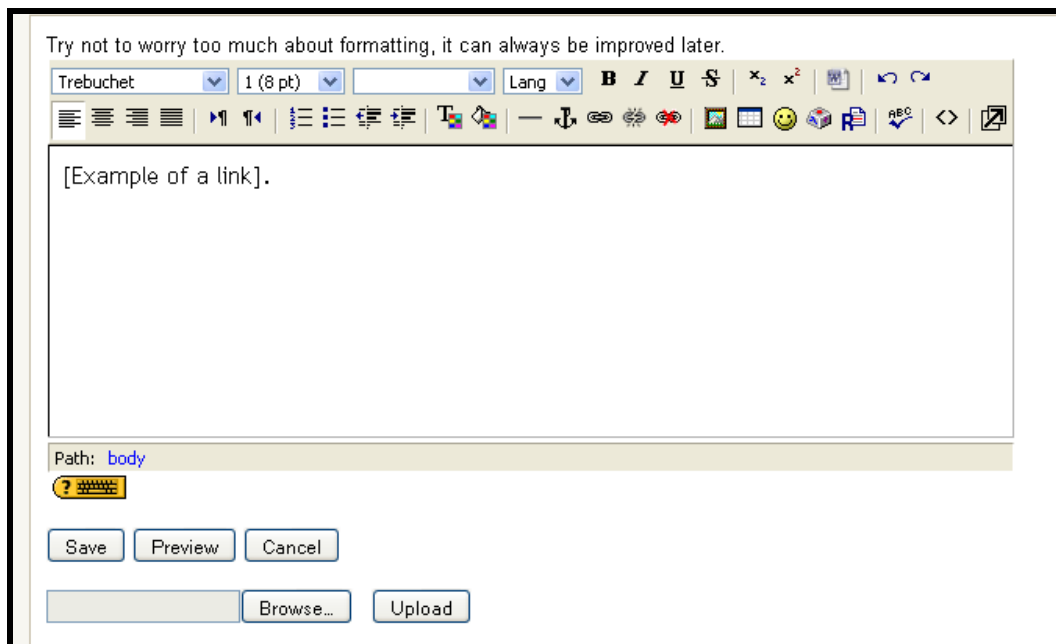
This will take you back to view the uploaded file. Simply click on the file's name.





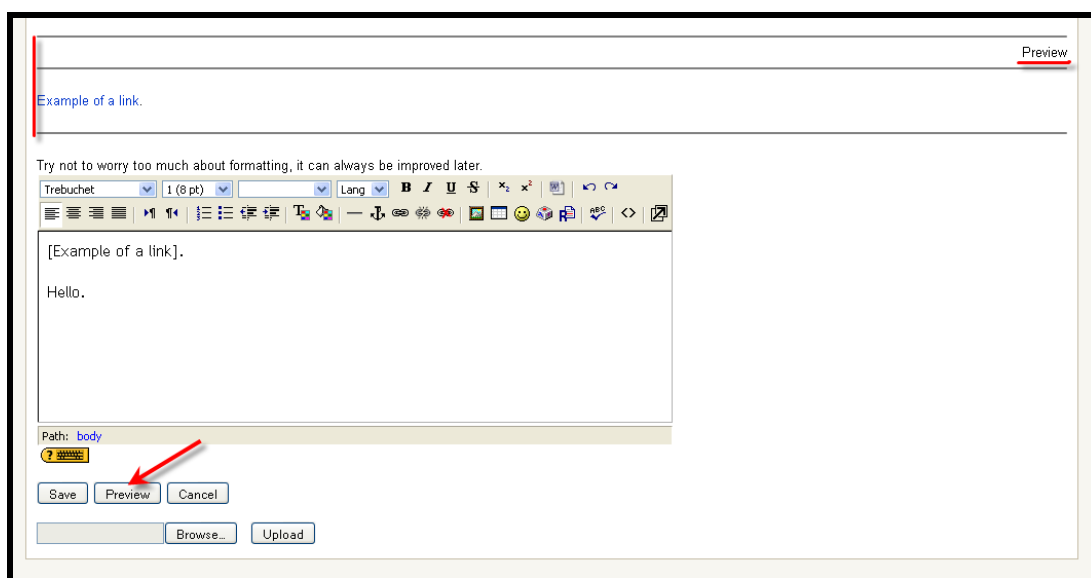
C. This is the text area where you and students can provide the necessary content.

There is a full toolbar available.



Type content into the space provided and click **Save**. The wiki will update and save any changes that have been made.

If you click **Preview** above the toolbar, it will display how your wiki appears. You are still able to make edits in this view if you wish. When you are finished click **Save**.



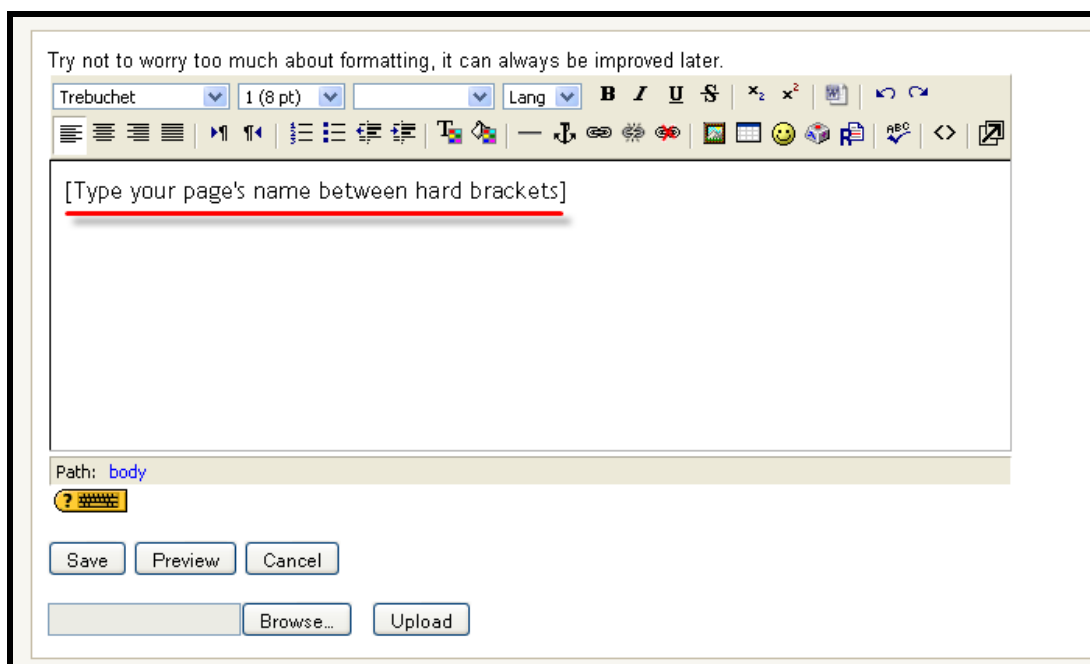


How to Create a New Page

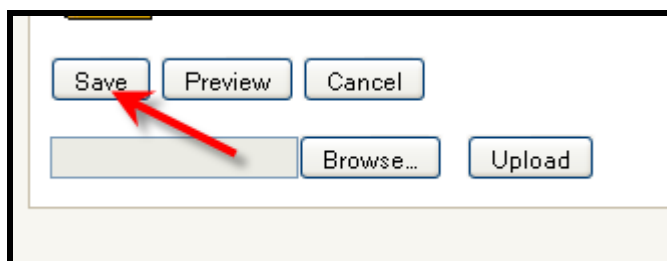
Edit mode allows you to create links to separate pages from within the space provided.

Type the name of a page. Then enclose the name within squared brackets (look for these on your keypad []).

Here is an example of what the name should appear as: [Example of a link].

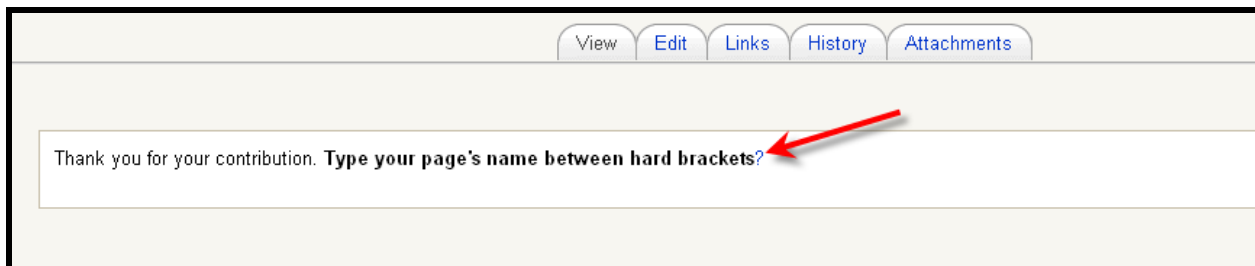


Then click **Save** at the bottom.

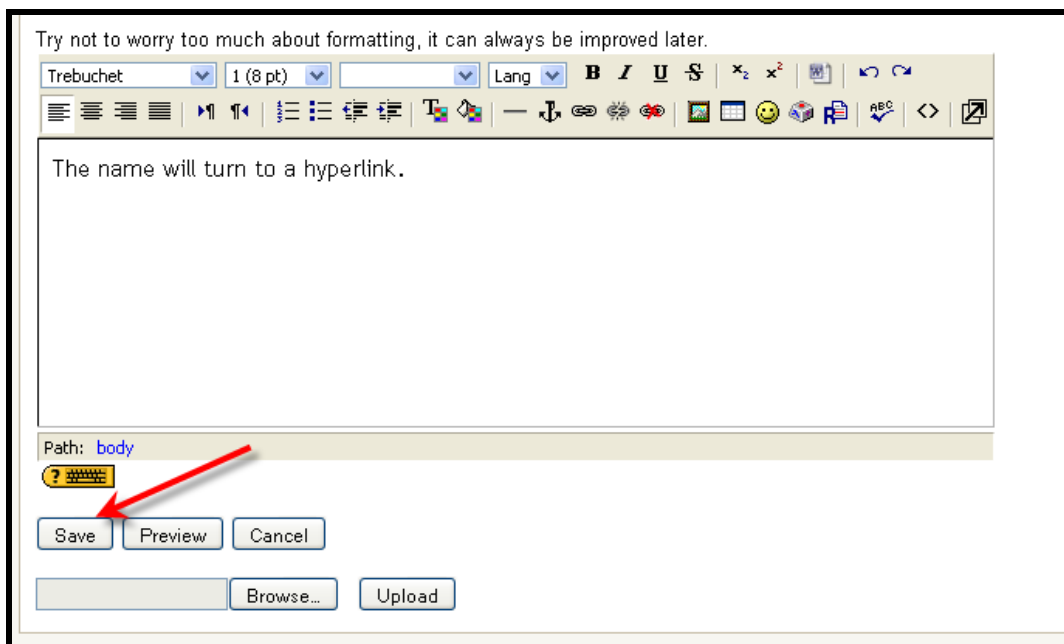




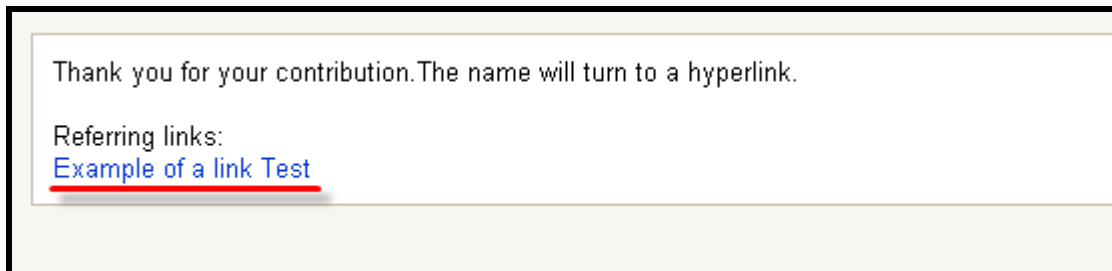
You will see a question mark (?) behind the name you have typed. This will remain until someone has clicked on it, added content to the page, and then saved it. Once that happens, the name will turn into an underlined blue link.



Once you have clicked on the question mark, add content, then click **Save** at the bottom.

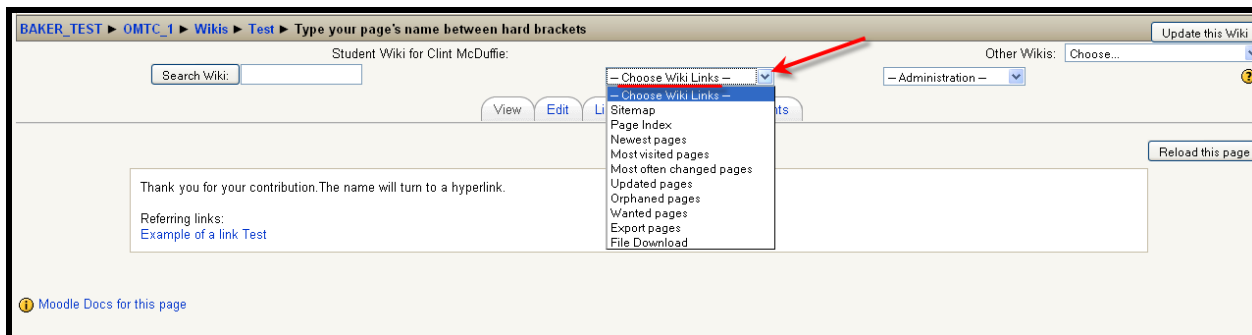


The name of the page will now appear underlined and as a hyperlink to that page.





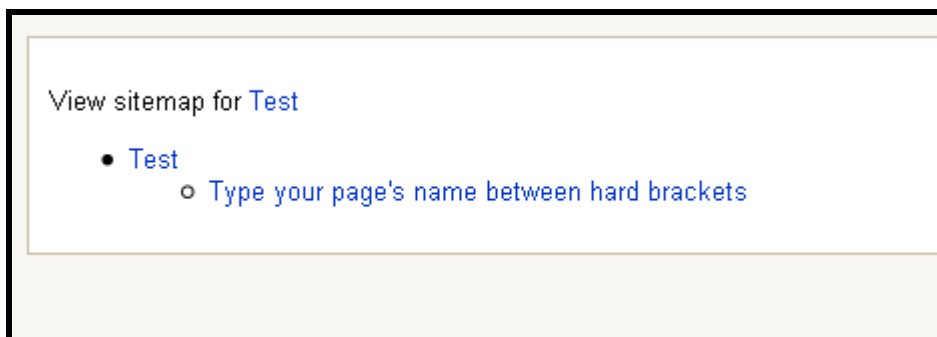
D. Within the **-Choose Wiki Links-** drop down menu you will find resources to help navigate and evaluate the wiki's use.



-Choose Wiki Links- Options:

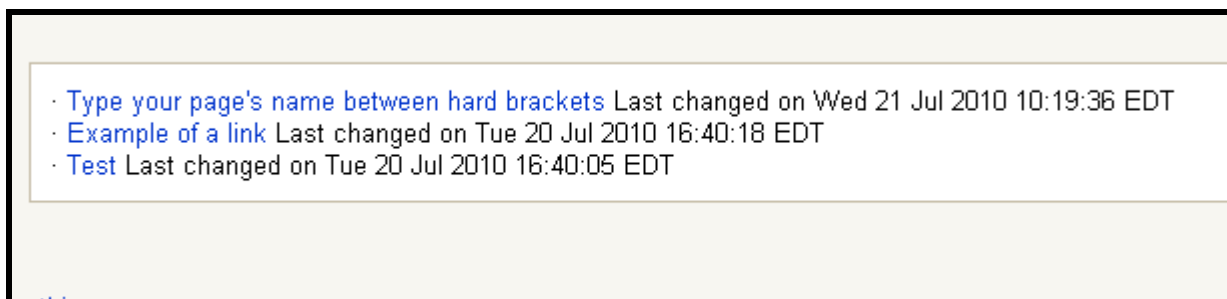
1. **Sitemap:** Clicking on sitemap will take you to a screen that reveals all the various pages within the wiki.

Note: If a page appears indented this means that it is linked to the page listed above it.



2. **Page Index:** This function provides a similar list as the **-Choose Wiki Links-** menu does.

3. **Newest Pages:** This function reveals the name of the newest pages created, plus the date and time the pages were last changed and/or updated.





4. **Most Visited Pages:** This function lists the name of the most visited pages and includes the number of hits on each page listed.

- [Test](#) 19 hits
- [Example of a link](#) 12 hits
- [Type your page's name between hard brackets](#) 2 hits

5. **Most Often Changed Pages:** This function lists the name of pages that have been changed often and the number of changes that have been made.

- [Test](#) 7 changes
- [Example of a link](#) 3 changes
- [Type your page's name between hard brackets](#) 1 changes

6. **Updated Pages:** This function reveals pages that have been updated along with the date and time of the last update.

- [Type your page's name between hard brackets](#) Last changed on Wed 21 Jul 2010 10:19:36 EDT
- [Test](#) Last changed on Wed 21 Jul 2010 10:16:09 EDT
- [Example of a link](#) Last changed on Wed 21 Jul 2010 10:14:23 EDT



7. **Orphaned Pages:** This function reveals a list of pages that were created and had all the links to them deleted.

Note: When creating subpages within a wiki, if you change any of the information within the hard brackets it breaks the original link, causing the page to fall under the Orphaned Page.



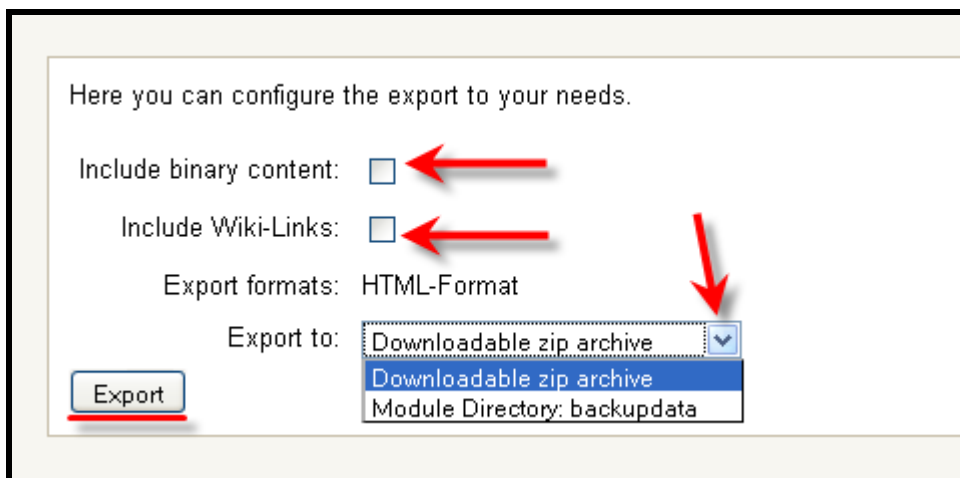
8. **Wanted Pages:** This function allows users to list pages they wish to see within the wiki.

9. **Wiki Export:** This function allows you to save all your wiki pages as a zip file and save it to your computer.

If you wish to include all **binary files** and/or **Wiki-Links** click on the boxes behind each option.

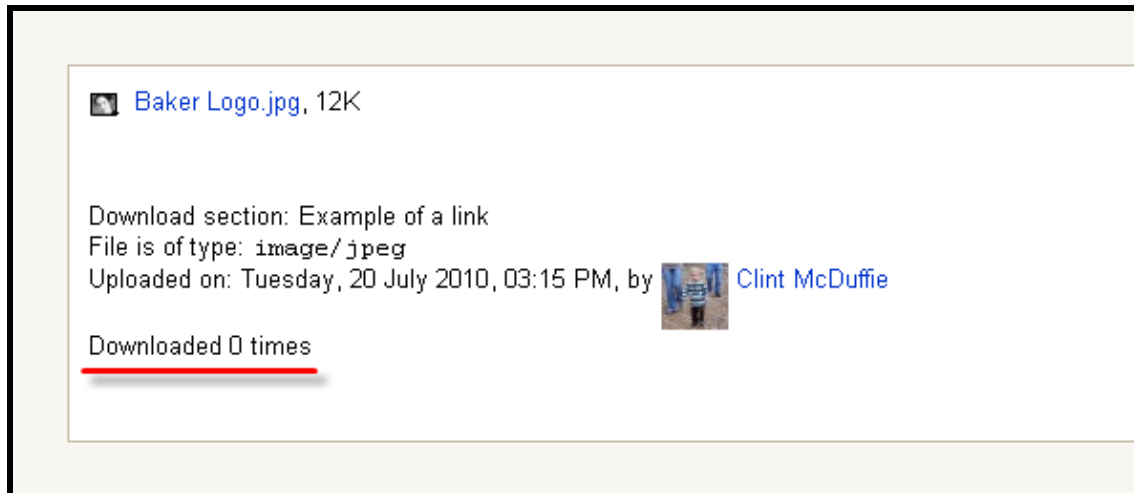
Choose which format to export to by clicking on the drop down menu next to **Export to:**

When you have chosen your options click on **Export**.

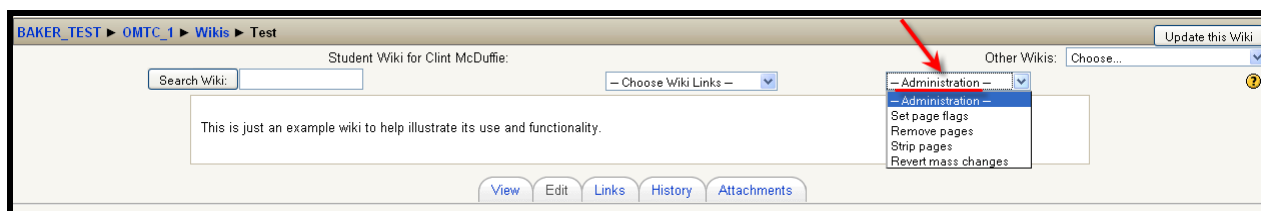




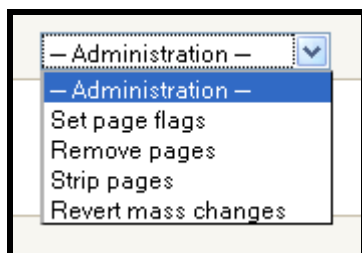
10. **File download:** If files have been added to your wiki as binary files this option will reveal which files have been downloaded by the wiki's users and how many times.



E. Administration: This drop down menu provides options to help facilitate the wiki, especially if multiple pages are being created.



You are given three main options within the **Administration** drop down menu:



1. **Set page flags:** Page flags are properties you can set on a per-page basis. Each page can be set with different permissions.



You have six different permission options to set. You set the option by clicking the corresponding box next to the setting you wish to use.

When you have made all your choices click on **Set page flags**.

Page name	Flags
Test / Version: 7	<input checked="" type="checkbox"/> TXT <input type="checkbox"/> BIN <input type="checkbox"/> OFF <input type="checkbox"/> HTM <input type="checkbox"/> RO <input type="checkbox"/> WR
Type your page's name between hard brackets / Version: 1	<input checked="" type="checkbox"/> TXT <input type="checkbox"/> BIN <input type="checkbox"/> OFF <input type="checkbox"/> HTM <input type="checkbox"/> RO <input type="checkbox"/> WR
internal://Baker_Logo.jpg / Version: 1	<input type="checkbox"/> TXT <input checked="" type="checkbox"/> BIN <input type="checkbox"/> OFF <input type="checkbox"/> HTM <input checked="" type="checkbox"/> RO <input type="checkbox"/> WR
Example of a link / Version: 3	<input checked="" type="checkbox"/> TXT <input type="checkbox"/> BIN <input type="checkbox"/> OFF <input type="checkbox"/> HTM <input type="checkbox"/> RO <input type="checkbox"/> WR

- TXT indicates whether the page contains text
- BIN flag for allowing binary (graphics) content
- OFF stands for “offline.” It cannot be read by anyone that does not have editing permissions.
- HTM allows HTML content instead of wiki content (you could use this setting to embed a video)
- RO stands for “read-only.” You and the students can only read the file and not make any changes
- WR stands for writable and anyone in the course can make changes to the wiki page



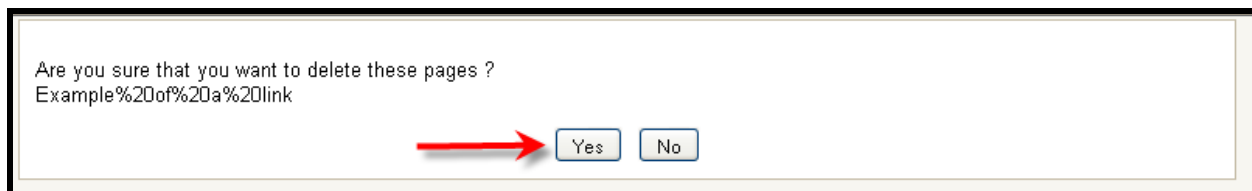
2. **Remove pages:** This option allows you to remove “orphaned” wiki pages that cannot be reached through the ordinary interface.

Check the box next to the entry you wish to remove.

Then click **Remove selected pages**.



Next, click **Yes**.



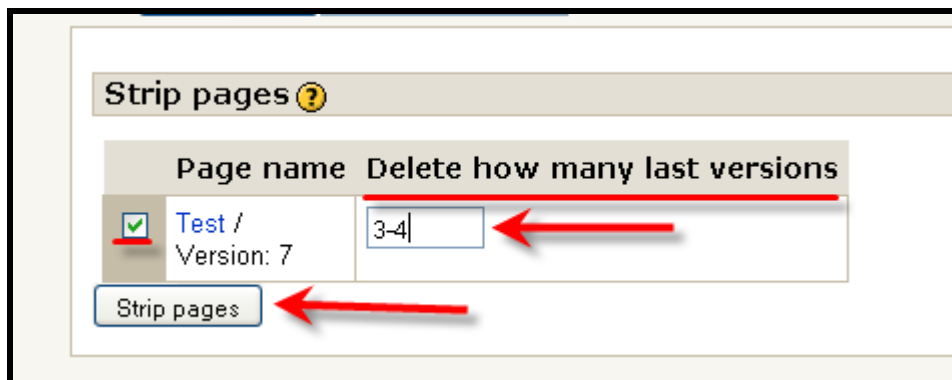
3. **Strip Pages:** Because the wiki tracks changes, old versions are stored in a database. To remove the clutter of old pages from time to time delete the old ones and just keep the new one.

Check the box next to the page name you wish to strip.

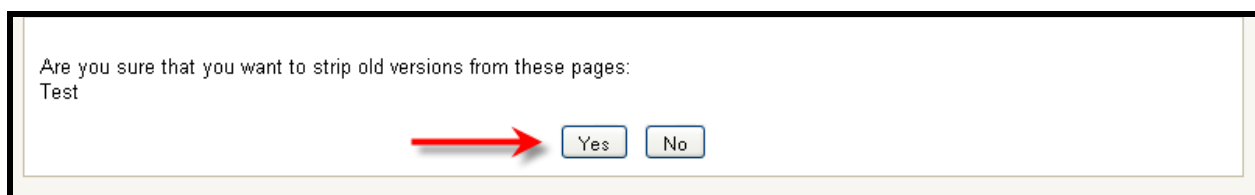
Then enter the number of versions you wish to delete in the space provided under **Delete how many last versions**. You will need to indicate a range of pages to delete (ex. 1-3 or 5-6, etc...).



Then click **Strip pages**.

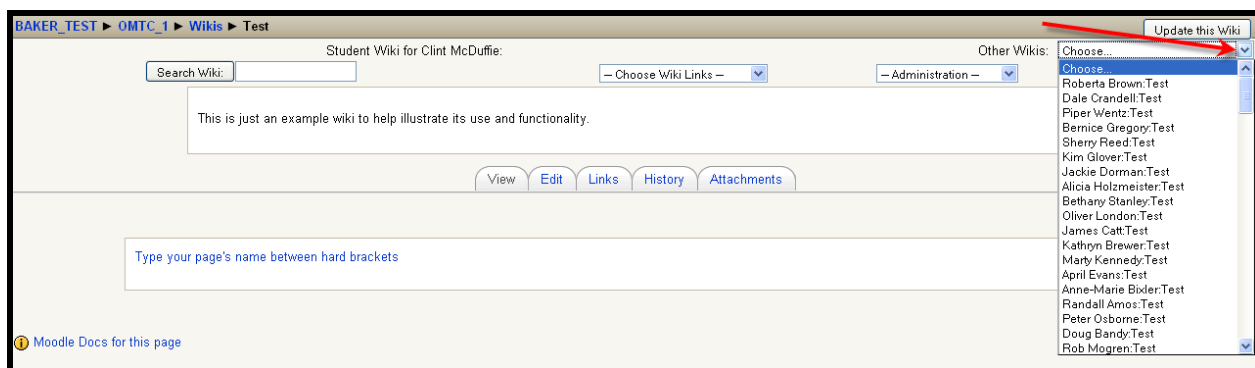


Next, click **Yes**.



F. Other Wikis: Depending on the **Type** and **Group mode** settings, this drop down menu will allow you to navigate to other wikis.

In this illustration the **Type** is **Student** and the **Group Mode** is **Visible groups**.



You can access any wiki from the drop down menu by clicking on the wiki's name.

Once you click on the wiki's name you will be able to add content.



Creating a Blog



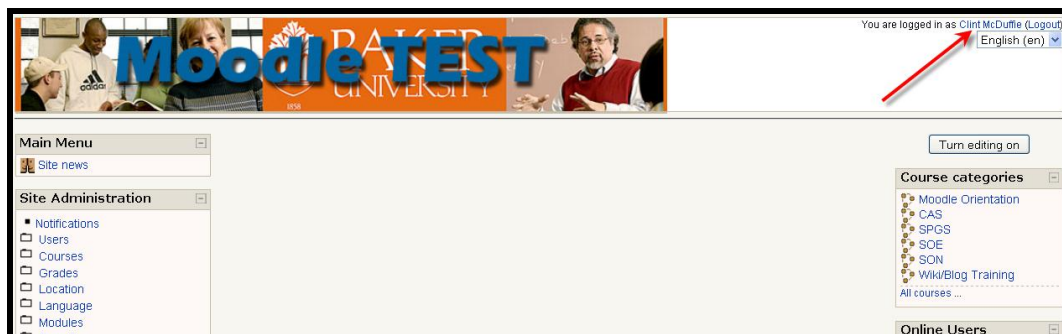
Click [here](#) to view a video on creating blogs in Moodle.

The word blog is short for weblog. Blogs are a forum used for writing; they are viewed as an online journaling tool. Blogs are another form of communication being implemented in many facets of everyday life. Utilizing the blog feature in Moodle will offer another option or variety for assignments and activities that promote critical thinking, communication, and writing.

Blogs in Moodle are user-based, which means that they are non-course specific. Each user has a Blog tab on their profile page. It is important to note that all site users can access blogs through the **View site entries** option on the **Blogs** page. This section of the tutorial will show how to begin a blog entry and how to manage or facilitate blogs in your course.

Begin blogging by accessing the **blog tab** through your profile page.

You can access your profile page by clicking on your name in the upper right hand corner of Moodle.





Next, click on **Blog**.

The screenshot shows a Moodle user profile page. At the top, there is a navigation bar with tabs: Profile, Edit profile, Forum posts, Blog, Notes, Activity reports, and Roles. A red arrow points to the 'Blog' tab. Below the navigation bar, there is a user profile section. On the left, there is a small profile picture of a child. To the right of the picture, the text reads: 'User ID', 'Country: United States', 'City/town: ,', 'Email address: cmcduffie@bakeru.edu', 'Skype ID: mcduffiec', 'Courses: Faculty Moodle Orientation, Moodle Orientation for Faculty, Moodle Orientation for Students, C Resources, Liberal Studies Workshop, Tardigrades, Educational Psychology, CAS Moodle Ove General Chemistry, American Economic History, CS151 Computers/Non-Science Majors, Dynas Wacky Packy 555, Toby's Test Course, Toby's Test Course, ESL in Mainstream Classrooms, T Human Development, ...', 'First access: Friday, 3 April 2009, 12:50 PM (1 year 141 days)', and 'Last access: Monday, 23 August 2010, 12:04 PM (53 secs)'. At the bottom of the profile section, there are two buttons: 'Change password' and 'Messages'.

Click on the **Add a new entry** link.

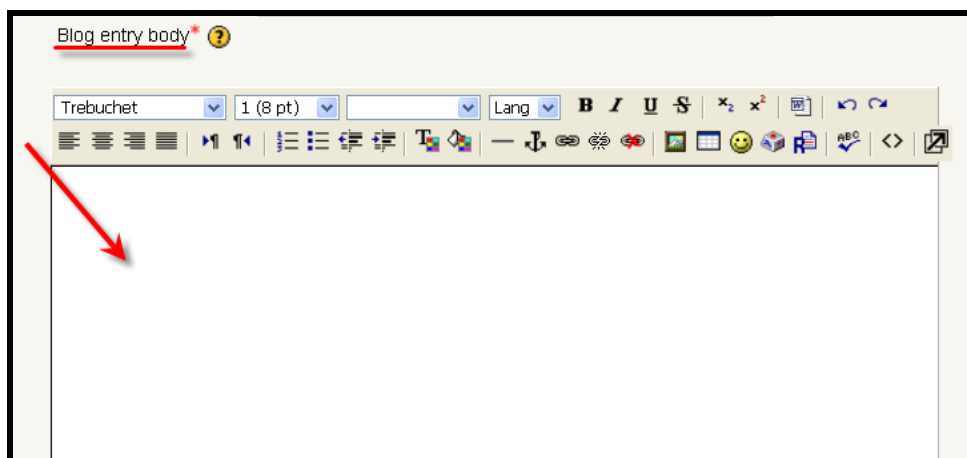
The screenshot shows a Moodle blog page. At the top, there is a navigation bar with tabs: Profile, Edit profile, Forum posts, Blog, Notes, Activity reports, and Roles. Below the navigation bar, there is a red arrow pointing to the 'Add a new entry' link. Below the link, the text reads: 'No visible entries here'.

In the space provided enter the title.

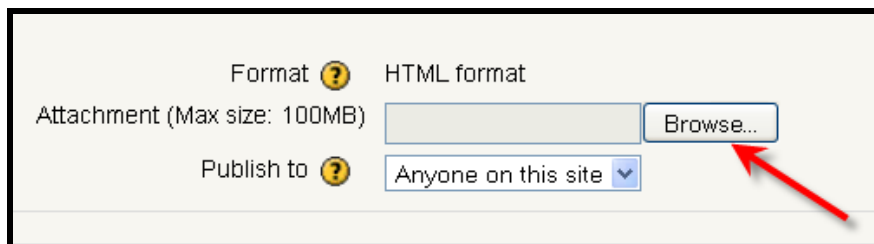
The screenshot shows a Moodle blog entry form. The first field is labeled 'Entry title*' and is followed by an empty text input box.



In the next section type the body of your blog.

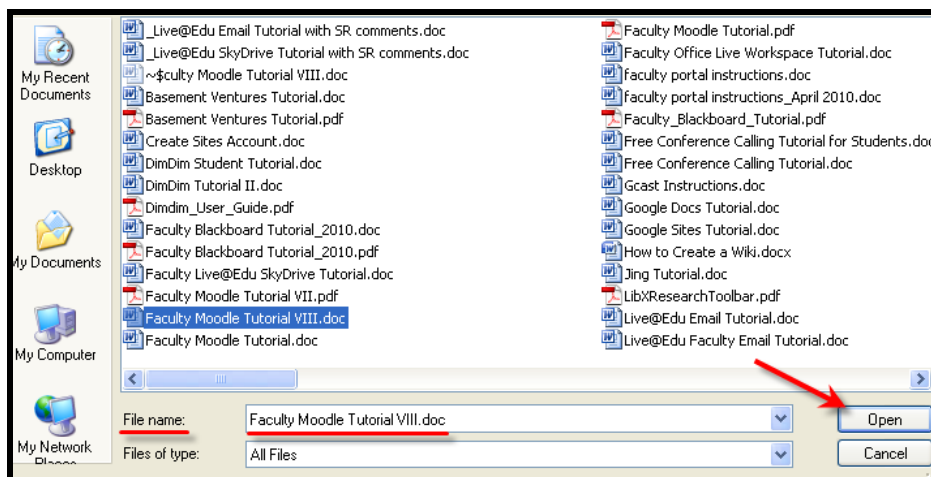


If you wish, you can attach a file by clicking on **Browse**.



Next, locate the file you wish to upload on your computer.

Then click on the file you wish to upload. Once its name appears in the rectangle next to **File name:** click on **Open**.



The file's name will appear next to the **Browse** tab.



Once you click on **Save changes** the file will be attached to your blog posting.

Format ? HTML format
Attachment (Max size: 100MB) Z:\Tutorials\Faculty Mc Browse...
Publish to ? Anyone on this site

Choose how you wish to publish the posting. You have two choices:

1. **Yourself** (or **Draft**)-Only you and an administrator can see the entry.
2. **Anyone on this site**-Anyone who is registered in Moodle will be able to read the posting.

Format ? HTML format
Attachment (Max size: 512MB) Browse...
Publish to ? Anyone on this site
Yourself (draft)
Anyone on this site

Next, you can assign a **Tag** to your post.

A tag is a relevant key word associated with a blog entry. Tags allow for classification and identification of a blog.

Official Tags are set by the site administrator, no need to worry about this feature.

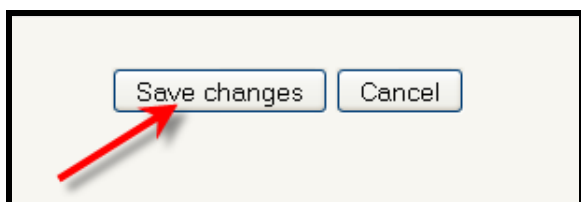
User defined tags are added to make your blog searchable or identifiable by that word.

Separate multiple tags with a comma.

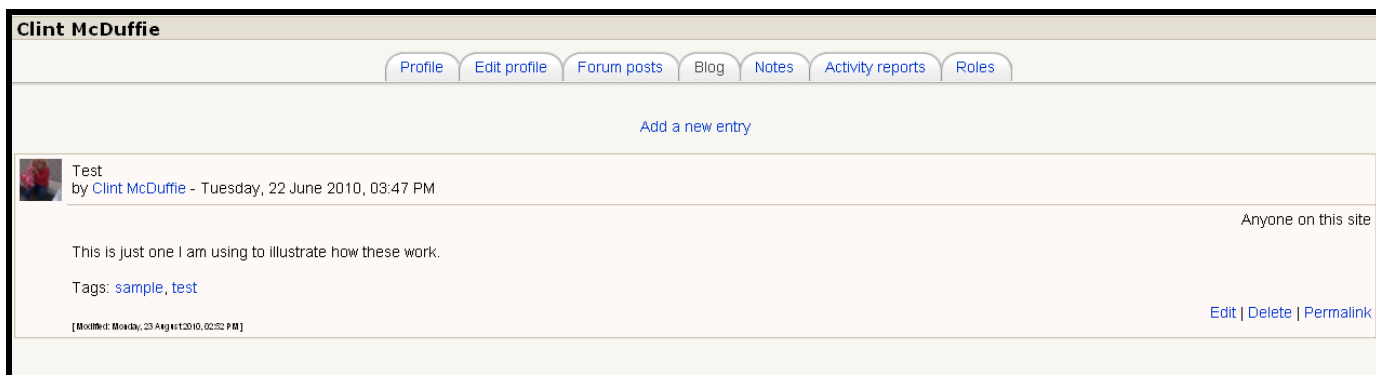
Tags
Official tags
User defined tags (Comma separated) sample, test
Save changes Cancel



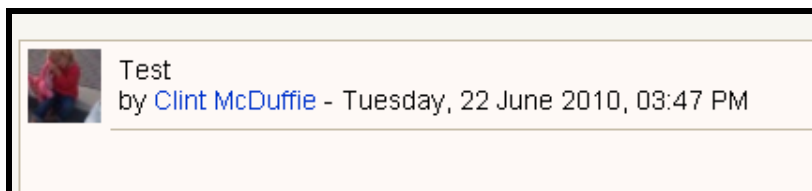
When you are finished click **Save changes** at the bottom.



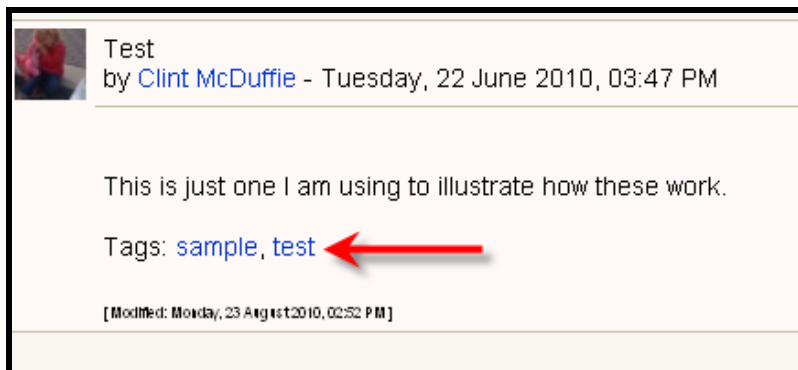
Your blog post will appear.



You will see who posted the blog, the date and time the blog was posted, and the profile picture of the person who posted the blog.

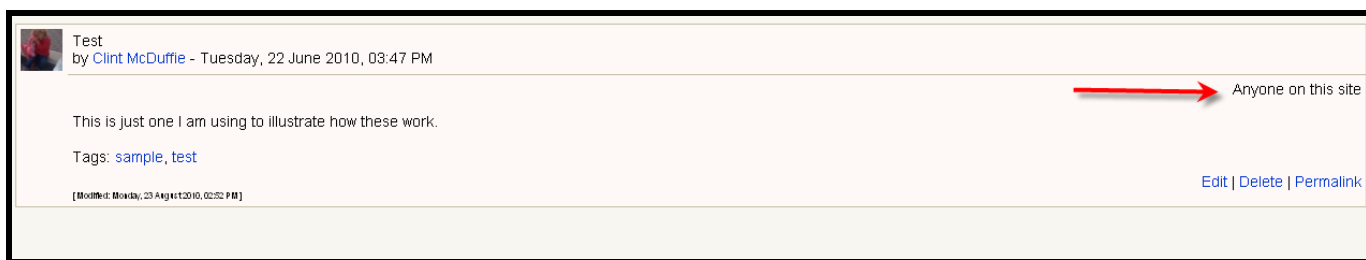


Tags associated with the blog are posted below the body of the blog.

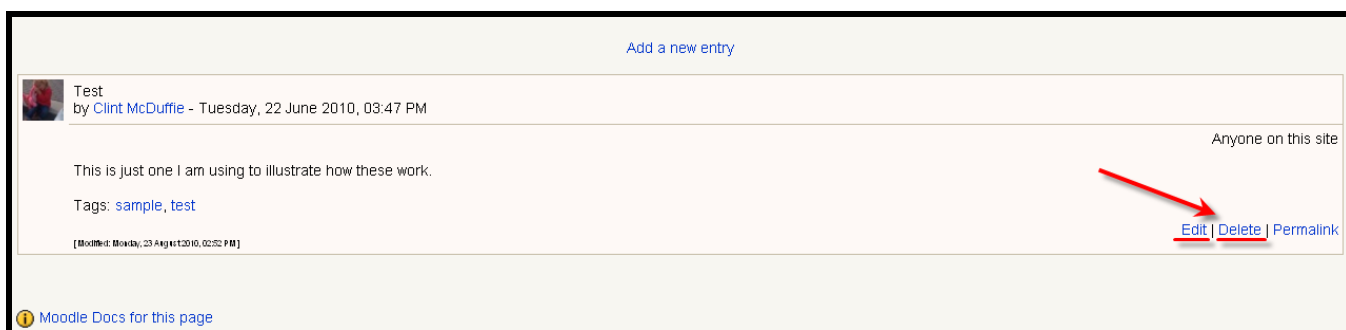




The type of publication is shown to the right of the blog.



You can edit or delete the blog posting by clicking on **Edit** or **Delete** in the lower right corner of the blog.



Permalink allows you to directly link to your blog post or access it for editing.



In order to better manage the use of blogs within your course, Moodle offers add-ons. The two common blog add-ons are the **Blog Menu** and **Blog Tags**.

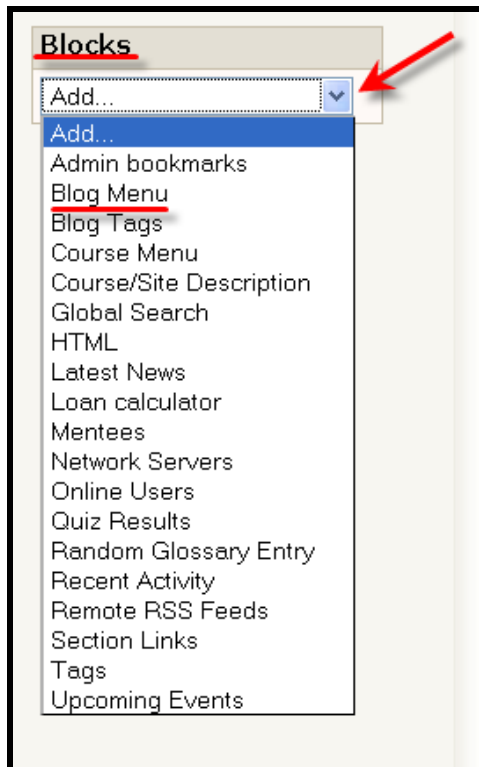
From the initial interface of your course turn editing on.

Go to **Blocks** in the right hand column (you may have to scroll down to be able to see it).

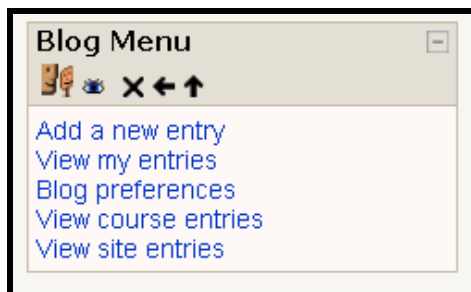


Click on the drop down menu that has **Add** at the beginning.

Click on **Blog Menu**.



When your screen refreshes a blog menu will appear.



The menu provides five options:

1. **Add a new entry** will allow a user to begin a new blog post.
2. **View my entries** allows a user to see the postings they have made, add a new entry, and edit their postings.
3. **Blog preferences** allow users to set how many blog entries they wish to view for their course or site entries.
4. **View course entries** allow users to view blog postings from those in their course.



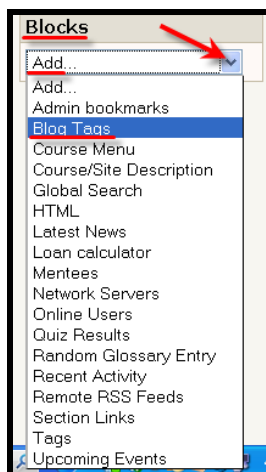
5. **View site entries** allow users to view blog postings from everyone with an account in Moodle, regardless of what course they are in.

To add the **Blog Tags** option, turn editing on.

Go to **Blocks** in the right hand column (you may have to scroll down to be able to see it).

Click on the drop down menu that has **Add** at the beginning.

Click on **Blog Tags**.




When the screen refreshes the **Blog Tags** block will appear.

The **Blog Tags** block displays a “tag cloud,” meaning a list of tags appears where more frequently used tags are in a larger font size.

Depending on how the **Blog Tags** block is configured, tags can be listed in alphabetical order or by the date last used. One way to establish access to your course’s blog postings is to ask students to assign the same tag phrase, causing the phrase to appear in bold within the **Blog Tags** menu.





Click on the edit icon ()

When the screen refreshes you will be able to edit your **Blog Tags** block's settings.



Configuring a Blog Tags block

Blog tags block title:

Number of tags to display:

Display tags used within this many days:

Sort the tag display by:

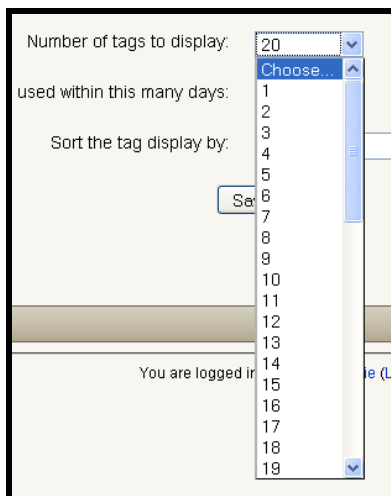
 [Moodle Docs for this page](#)

Editing **Blog tags block title** will allow you to rename the Blog Tags block in your course.



Blog tags block title:

The **Number to display** option sets how many tags are displayed at once within the block.



Number of tags to display:

used within this many days:

Sort the tag display by:

You are logged in as [User Name](#) (L)

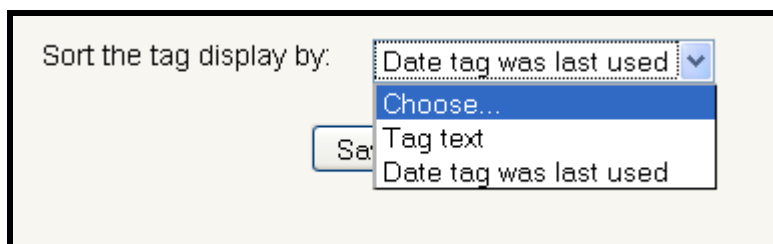


The **Display tags used within this many days** gives the option to set date parameters, eliminating out of date or unused blog tags.



Your final option is the **Sort the tag display**. Here you have two options:

1. **Tag text** will display the word or phrase chosen for a tag.
2. **Date tag was last used** will sort tags by most recent dates.



Click **Save changes** at the bottom when you are finished.

Creating a Glossary



Glossaries are a way to build and maintain course specific terminologies and meanings. There is a main glossary that only the instructor can edit, but you can create secondary glossaries to allow students to comment, enter new terms, and auto-link.



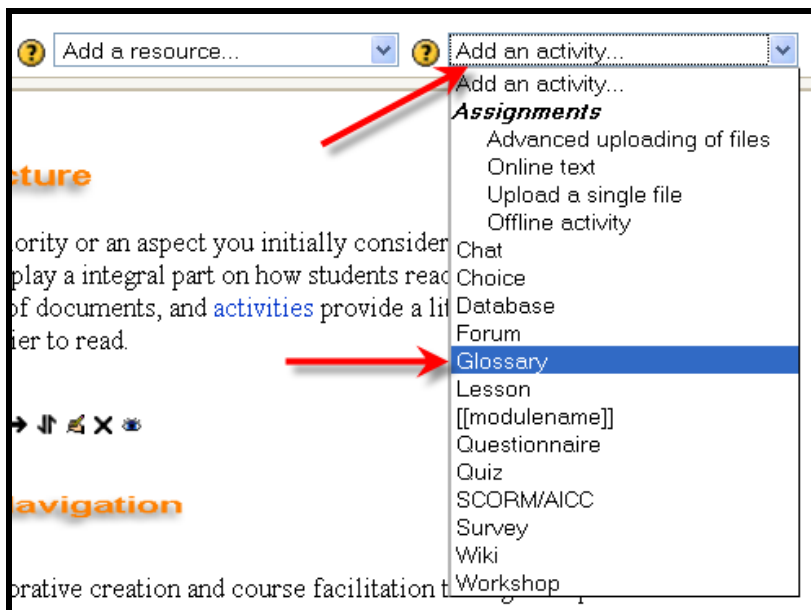
Click on the links below to view a series of video tutorials on creating a glossary in Moodle.

[Creating a Glossary Part I](#)

[Creating a Glossary Part II](#)

Turn editing on.

Under **Add an activity** click on **Glossary**.



When the screen refreshes provide a name (keep in mind this name is what will appear in the course).



Next, provide a description of the Glossary.

Then you will determine the various functions and settings available.

Entries shown per page determine how many terms are displayed on one page.

Is this glossary global is something that site administrators set. Any course may contain a global glossary. The difference is that any links created are automatic throughout all of Moodle.

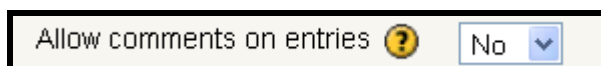
For Glossary type your options are **Main glossary** and **Secondary glossary**.

1. **Main glossary** is only edited by the instructor; keep in mind you can always export entries from a **Secondary glossary** to a **Main glossary**.
2. **Secondary glossary** is a glossary that students and course users can add, edit, and develop content for.

Duplicate entries allowed enables users to enter more than one definition for a given word.



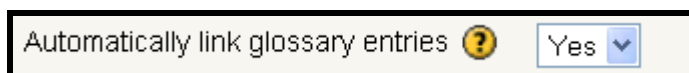
Allow comments on entries enables students and instructors to leave comments on glossary definitions. The comments are accessible via a link at the bottom of the definition.



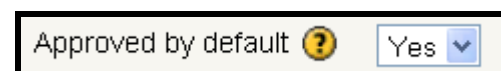
Allow print view provides a printer friendly version.



Automatically link glossary entries will highlight any word added to the glossary, no matter where it appears in the course. Users in the course are able to click on the highlighted word and are linked back to the glossary and the definition.



Approved by default is a safety feature for instructors. If the glossary is Secondary and you allow students to add entries they can automatically be approved and added to the glossary, or they can require your approval before other students are able to see them.

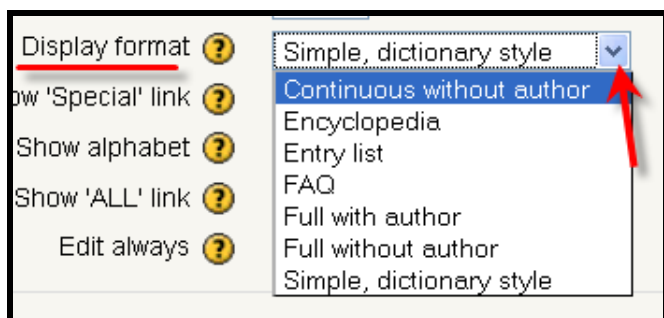


Display format provides six options:

1. **Simple, dictionary style:** Looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
2. **Continuous without author:** Shows the entries one after other without any kind of separation but the editing icons.
3. **Full with author:** A forum-like display showing the author's data. Attachments are shown as links.
4. **Full without author:** A forum-like display that does not show the author's data. Attachments are shown as links.
5. **Encyclopedia:** Like 'Full with author' but attached images are shown inline.
6. **Entry list:** This lists the concepts as links.



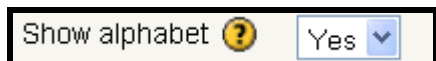
7. **FAQ:** Useful for displaying lists of Frequently Asked Questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.



Show 'Special' link allows users when they browse the glossary to select the first character of a word from a list. This will also display special characters such as @, *, #, etc...



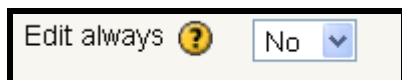
Show alphabet will display the alphabet for easier browsing within the glossary.



Show 'All' link will allow the students to see all the glossary entries at once.



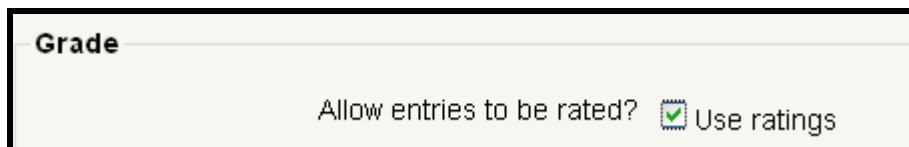
Edit always will always make entries editable.



Next is the **Grade** section.

You have the option to allow students to rate entries or only the instructor.

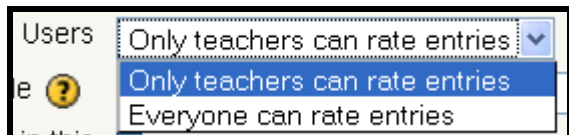
If you wish to grade entries click on the box directly behind **Allow entries to be rated?**



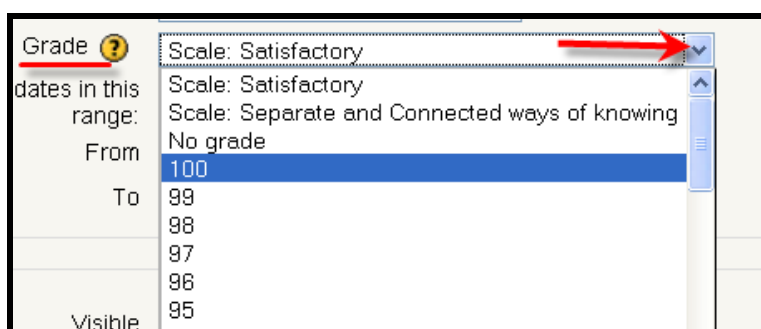


Next, select **Users**, which is who will be allowed to grade the entries. You have two options:

1. **Only teachers can rate entries**
2. **Everyone can rate entries**

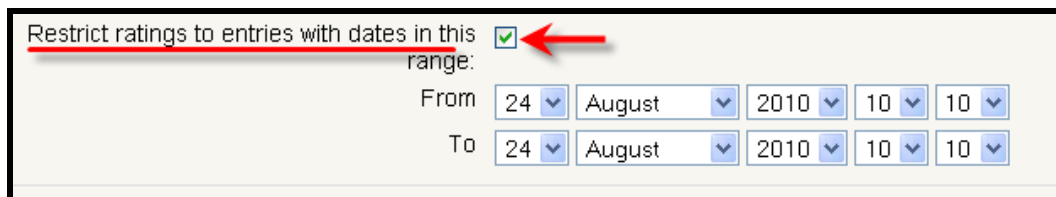


Next to **Grade** enter the scale, or the point value, by clicking on the drop down menu next to the phrase **Scale: Satisfactory**.



If you click on the box behind the phrase **Restrict ratings to entries with dates in this range:** you can determine specific date ranges that entries are graded. Clicking the box will cause the date and time option to become available.

Note: The time option is in military time.



When finished click on **Save and return to course** at the bottom of the screen.



Your glossary will appear with its title next to this icon:





Add a Glossary Entry

Once you have created a glossary and set up its functionality you can begin entering terms.

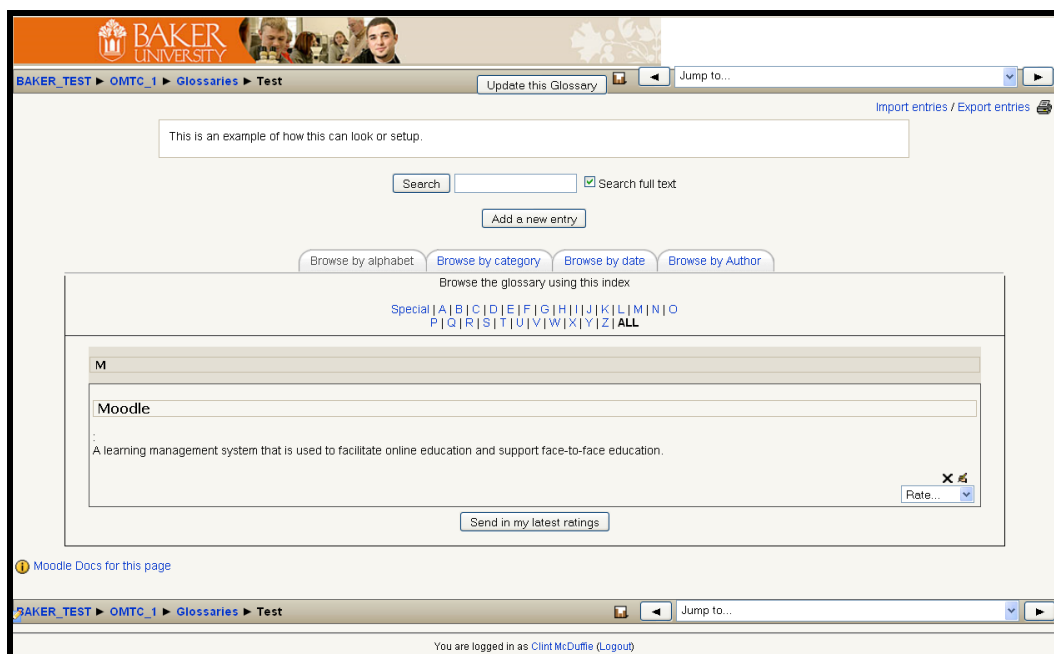
Remember: Depending on whether or not you set the glossary as **Main** or **Secondary** will determine if students are able to add entries.

Click on the glossary link on your course's interface.



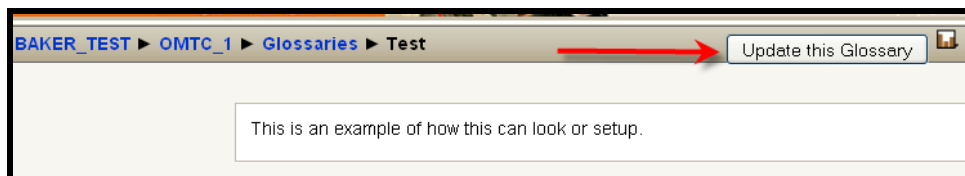
The main view of the glossary offers options on how you search or sort through entries.

Keep in mind some of the options available will depend on how you configure the setting options when creating the glossary.





You can always change the settings by clicking on **Update this Glossary** in the middle of the screen at the top.



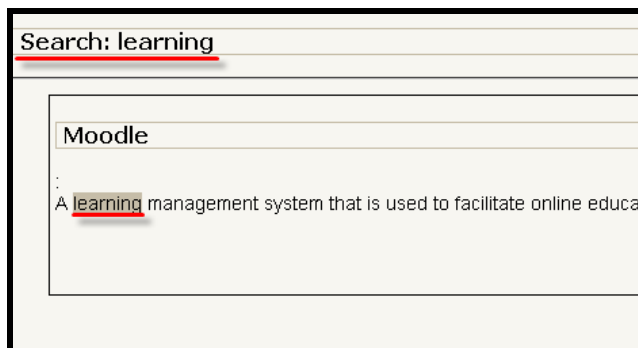
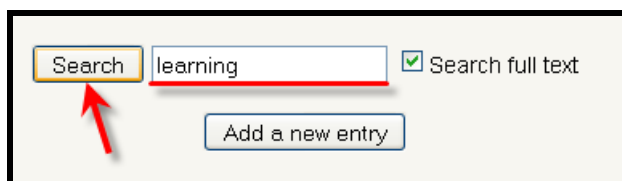
The description you provide for the Glossary is located at the top.



Typing a word into the search box provided at the top will search all entries and display the ones with that word in them.

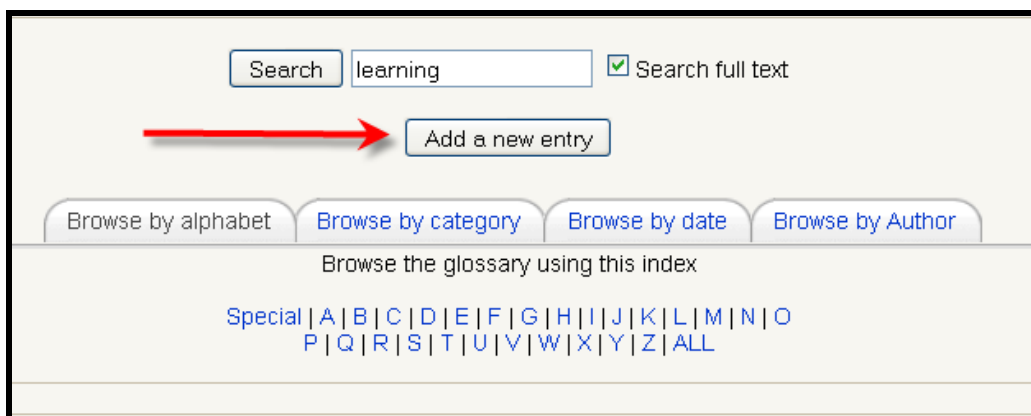
Type the word into the space provided directly behind the **Search** tab, then either click enter or the **Search** tab.

Entries will appear below.

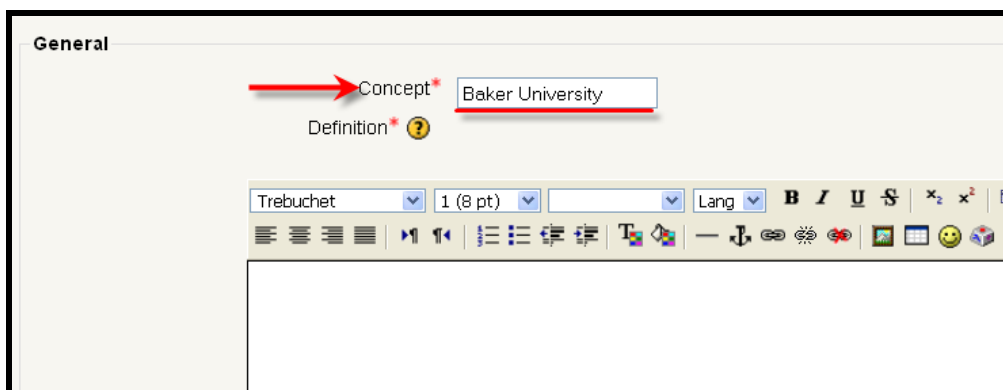




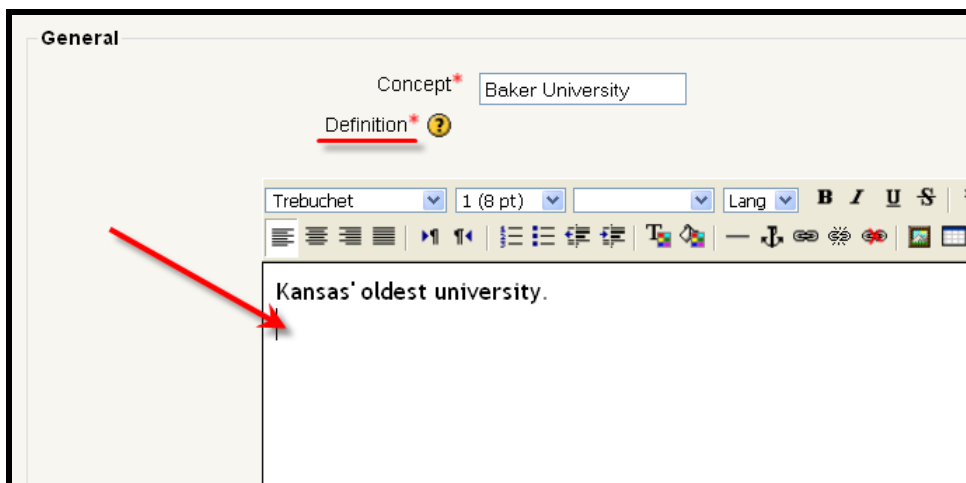
Click **Add a new entry** to enter a new word and its definition.



Add the new term next to **Concept**.



In the space provided under **Definition** enter the term's meaning.





Next, if you allowed for the creation of categories in the settings, enter the associating term with the correct category.

Simply click on the name of a category provided. In the illustration below there have not been any categories created.

A screenshot of a form field labeled 'Categories' with a dropdown arrow. The dropdown menu is open, showing a single option: 'Not categorised'.

Each entry in the glossary can have an associated list of **Keywords** (or aliases).

Enter each alias on a new line (not separated by commas).

The aliased words and phrases can be used as alternative ways to refer to the entry.

A screenshot of a form showing the 'Keyword(s)' field. The field contains the text 'Baker', 'University', and 'Kansas' on separate lines. A red arrow points to the 'Keyword(s)' label.

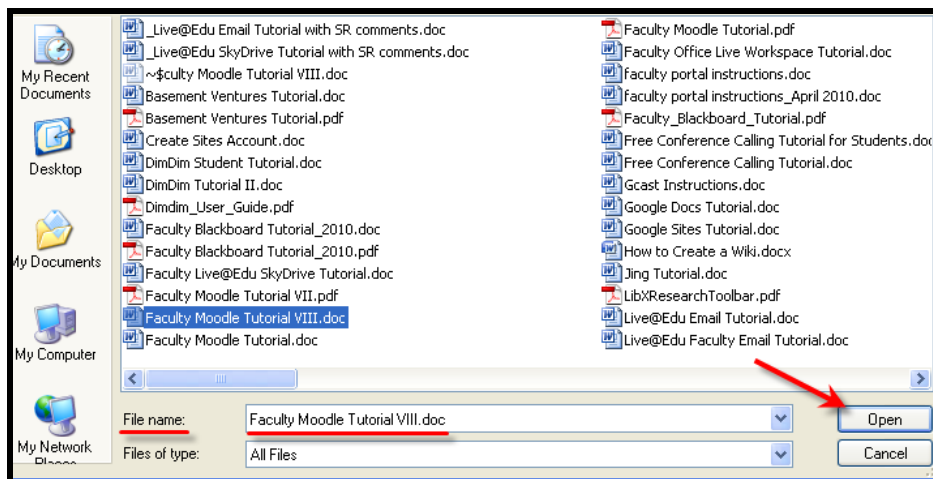
If you wish, you can attach a file by clicking on **Browse**.

A screenshot of a form showing the 'Attachment (Max size: 100MB)' field. The field contains the text 'Baker', 'University', and 'Kansas' on separate lines. A red arrow points to the 'Browse...' button.

Next, locate the file you wish to upload on your computer.

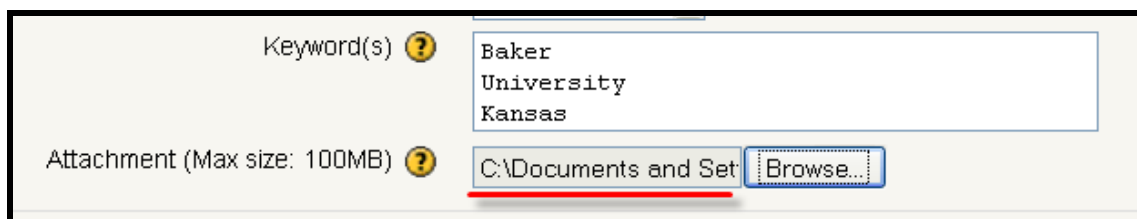


Then click on the file you wish to upload. Once its name appears in the rectangle next to **File name:** click on **Open**.

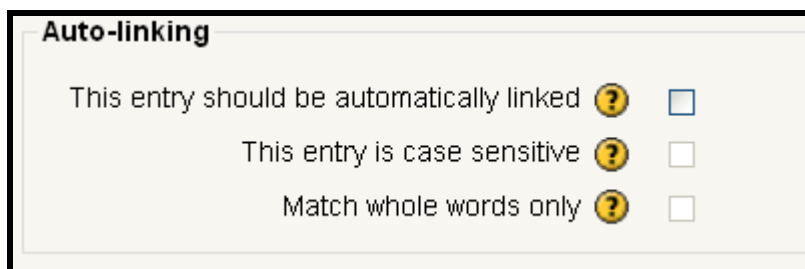


The file's name will appear next to the **Browse** tab.

Once you click on **Save changes** at the bottom the file will be attached.



Choose the Auto-linking settings next (if this was enabled in the Glossary settings in the initial setup).



1. Clicking on the box behind **This entry should be automatically linked** enables that whenever the concept's words and/or phrases appear throughout the rest of the same course users are able to link to the glossary.

The auto-linking will happen whenever the words or phrases are used in a forum, assignment, web or text page, and a description field.



Once a user clicks on the word a new window with the glossary entry will pop up.

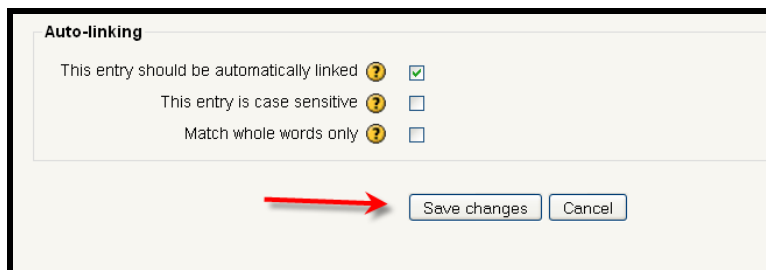
Note: The other two options for **Auto-linking** will be made available if you have selected **This entry should be automatically linked**.

2. Checking the box behind **This entry is case sensitive** specifies whether matching exact upper and lower case is necessary when performing automatic linking to these entries.

3. If automatic linking is enabled, then turning on **Match whole words** by clicking on the box behind the phrase will force only whole words to be linked.

For example, a glossary entry named "demo" will not create a link inside the word "demonstration".

When finished click **Save changes** at the bottom.



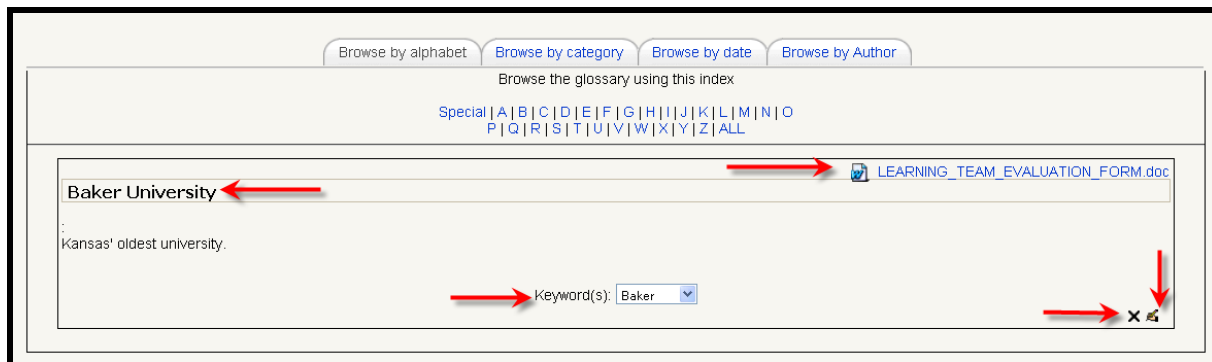
When the screen refreshes the entry will be shown.

If you have **attached a document** it will be found on the right hand side of the entry.

Keywords will be located in the drop down menu in the middle of the entry.

You are able to **delete** the entry by clicking on the **X** in the bottom right corner of the entry.

You are able to **edit** the entry by clicking on the edit icon in the bottom right corner of the entry.

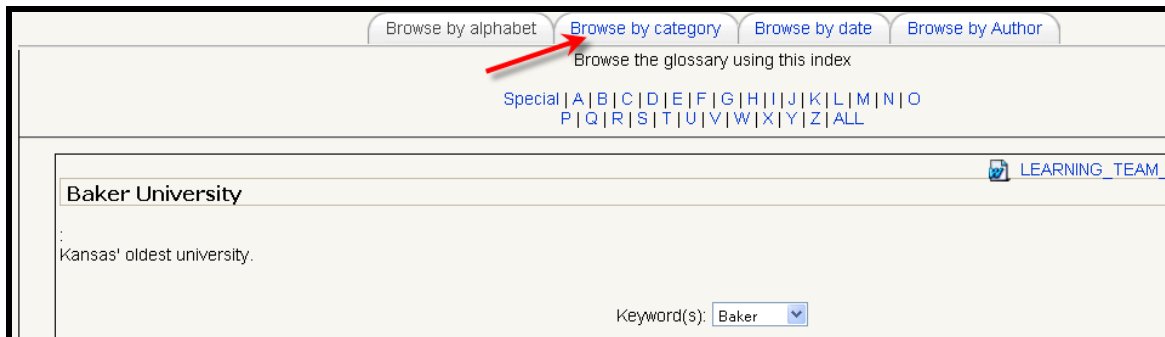




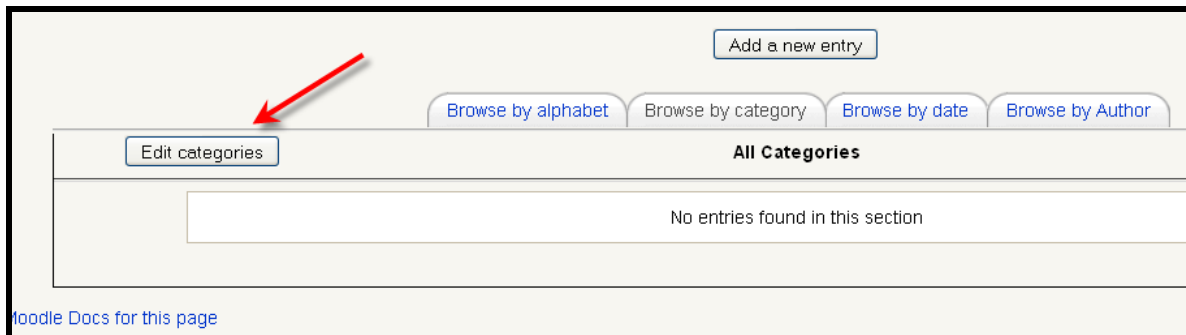
Add Categories

Categories can assist with organizing glossary terms. If you have enabled auto-linking, category names can be linked along with individual entries.

Create a category by clicking on the **Browse by category** tab in the main page of the glossary.



Click the **Edit categories** tab on the left side of the page.



Click the **Add Category** button.



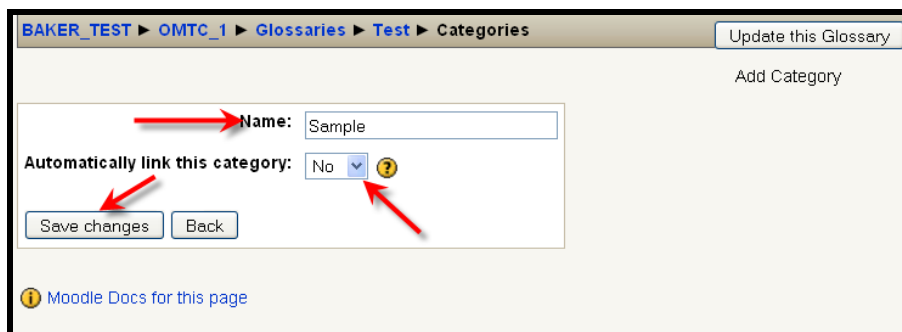


Give the category a name.

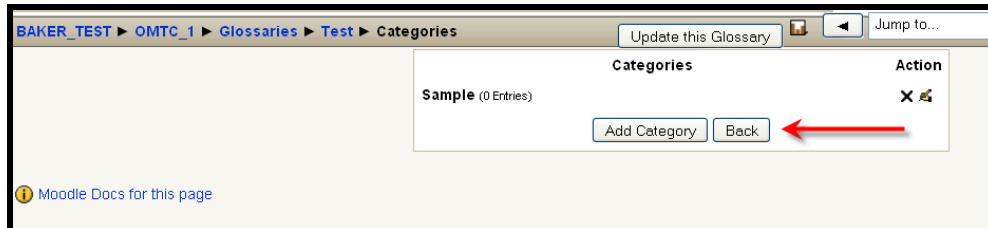
You can specify if you want the category to be automatically linked or not.

Note: Categories are linked based on case sensitivity or whole match.

Then click **Save changes**.



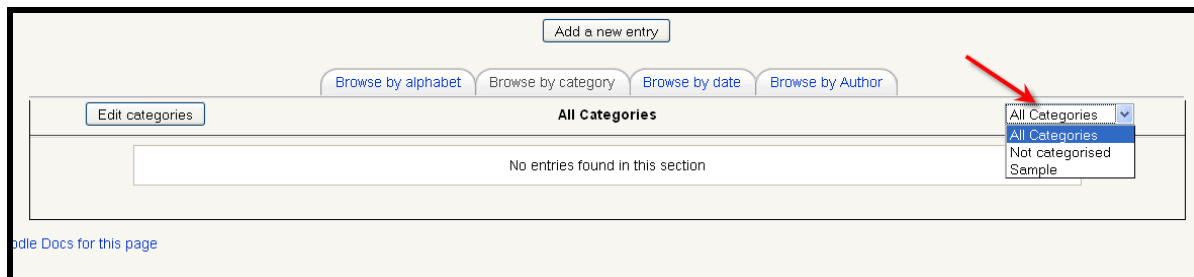
You will be taken back to the Add Category option to repeat the process; when you are finished click on **Back**.



To check the entries of the categories you have created click on the drop down menu titled **All Categories** on the right hand side.

The name(s) of the categories you have created will appear.

Click on the name of the category you wish to access and the page will refresh, taking you to that category's entry(s).



Creating a Quiz



Click the links below to watch YouTube videos on how to **Create a Quiz**.

[Part I](#)

[Part II](#)

Moodle offers the option of creating a quiz that can either be scored and calculated to your gradebook automatically or manually graded. Creating a quiz in Moodle is a two step process; first, you create the body of the quiz; second, you create the questions.

First **Turn editing on**.

In the week you would like the test to appear click on the drop down menu under **Add an activity**.

Click on **Quiz**.

The screenshot shows the Moodle 'Individual Assignments' page. The page title is 'Individual Assignments'. Below the title, there are several links with icons: 'Weekly Reading Assignments', 'Media Story Analysis Due Week 2', 'Newscast Analysis Exercise Forum Post #1', 'Newscast Analysis Exercise Forum Post #2', 'Week 1 Wiki', and 'Quiz #1'. Below these links, there is a section titled 'Learning Team Assignments' with links for 'Learning Team Paper' and 'Learning Team Presentation'. At the bottom of the page, there are two dropdown menus: 'Add a resource...' and 'Add an activity...'. The 'Add an activity...' dropdown menu is open, showing a list of activity types: 'Add an activity...', 'Assignments', 'Advanced uploading of files', 'Online text', 'Upload a single file', 'Offline activity', 'Chat', 'Choice', 'Database', 'Forum', 'Glossary', 'Lesson', '[[modulename]]', 'Questionnaire', 'Quiz', 'SCORM/AICC', 'Survey', and 'Wiki'. The 'Quiz' option is highlighted in blue. Two red arrows point from the 'Add an activity...' dropdown menu to the 'Quiz' option and to the 'Add an activity...' dropdown menu itself.



When the screen refreshes you will be asked to enter information about the set up of the quiz.



A. General

1. Enter the **Name** of the quiz.
2. In the space provided for the **Introduction** provide the instructions for the quiz.

General

1 Name* Name

2 Introduction ?

Trebuchet 1 (8 pt) Lang B I U S x₂ x² [?] [?] [?]

Provide the directions for the quiz here.

Path: body

? Disable

B. Timing

1. Set the release dates for the quiz.
By clicking the **Disable** box at the end the quiz is left available.
2. By clicking the **Enable** box you can determine set the amount of time students will have to take the quiz.
3. If you allow multiple attempts for a question you can set the delay between the first and second attempt by clicking on the drop down menu.
4. If you allow three or more attempts you can set the delay between those attempts by clicking on the drop down menu.

Timing

1 Open the quiz ? 20 January 2010 11 25 [x] Disable

Close the quiz ? 20 January 2010 11 25 [x] Disable

2 Time limit (minutes) ? 0 [] Enable

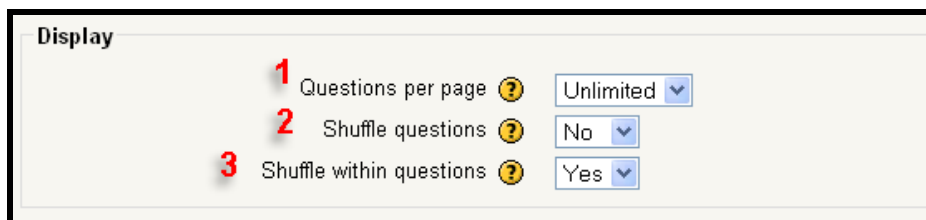
3 Time delay between first and second attempt ? None

4 Time delay between later attempts ? None



C. Display

1. Decide how many questions will appear at one time for students.
2. Determine if you want Moodle to shuffle the order of questions.
3. If you choose yes Moodle will shuffle the choices within a question.

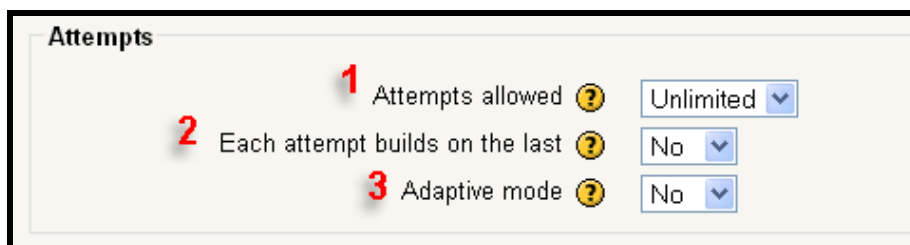


The screenshot shows the 'Display' settings section in Moodle. It contains three rows of settings, each with a red number indicating the step:

- 1. Questions per page: Unlimited (dropdown)
- 2. Shuffle questions: No (dropdown)
- 3. Shuffle within questions: Yes (dropdown)

D. Attempts

1. Set how many attempts students will have.
2. If multiple attempts are allowed and this setting is set to **Yes**, then each new attempt contains the results of the previous attempt.
3. If you choose **Yes** for this option then the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However, a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor, set by the options under the **Grades** section).

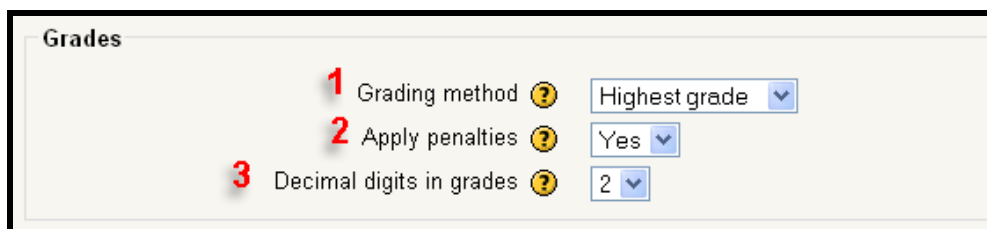


The screenshot shows the 'Attempts' settings section in Moodle. It contains three rows of settings, each with a red number indicating the step:

- 1. Attempts allowed: Unlimited (dropdown)
- 2. Each attempt builds on the last: No (dropdown)
- 3. Adaptive mode: No (dropdown)

E. Grades

1. Determine whether the quiz is recorded as **Highest grade**, **Average grade**, **First attempt** or **Last attempt**.
2. If a quiz is run in **Adaptive Mode** then a student is allowed to try again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question.
3. This sets the amount of decimal points displayed for students after their grade.



The screenshot shows the 'Grades' settings section in Moodle. It contains three rows of settings, each with a red number indicating the step:

- 1. Grading method: Highest grade (dropdown)
- 2. Apply penalties: Yes (dropdown)
- 3. Decimal digits in grades: 2 (dropdown)



F. Review Options

This setting determines the type and when responses are given during and after a quiz. You will be able to set feedback for specific questions when you create the questions; overall feedback for the quiz is set under the **Overall feedback** section.

Checking the options provided will provide students with information:

1. Immediately after they've attempted a question.
2. Provide responses after the questions, while the quiz is still open.
3. Provide responses once the quiz is closed.

Immediately after the attempt 1	Later, while the quiz is still open 2	After the quiz is closed 3
<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses	<input checked="" type="checkbox"/> Responses
<input checked="" type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers	<input checked="" type="checkbox"/> Answers
<input checked="" type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback	<input checked="" type="checkbox"/> Feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores	<input checked="" type="checkbox"/> Scores
<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

G. Security

1. It is best to set this to **None**.
2. Set a password to control access to the quiz.

Note: Students will not be able to access the quiz until you provide them with the password.

Note: If you've set the password but forgot it clicking the **Unmask** box will reveal it.

Security

1 Browser security None

2 Require password Unmask

Require network address



H. Overall Feedback

The overall feedback is shown to a student after they have completed the quiz.

1. Setting the grade boundary determines the score needed for that particular response.
2. Information provided here will appear to the students after the quiz and if their score matches up with the corresponding grade boundary.
3. Clicking **Add 3 more feedback fields** will provide more fields to set grade boundaries and feedback.

Overall feedback ?

1 Grade boundary 100%

2 Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary

Feedback

Grade boundary 0%

3 Add 3 more feedback fields

Click **Save and return to course** at the bottom of the screen.

Note: You can always come back and adjust the quiz settings up to the point a student takes the quiz.

Save and return to course Save and display Cancel



Creating Quiz Questions

Once the body of the quiz is created you will need to create each individual question.



Click the links below to watch YouTube videos on how to **Create Quiz Questions**.

[Question Bank Layout](#)

[True False Questions](#)

[Essay Questions](#)

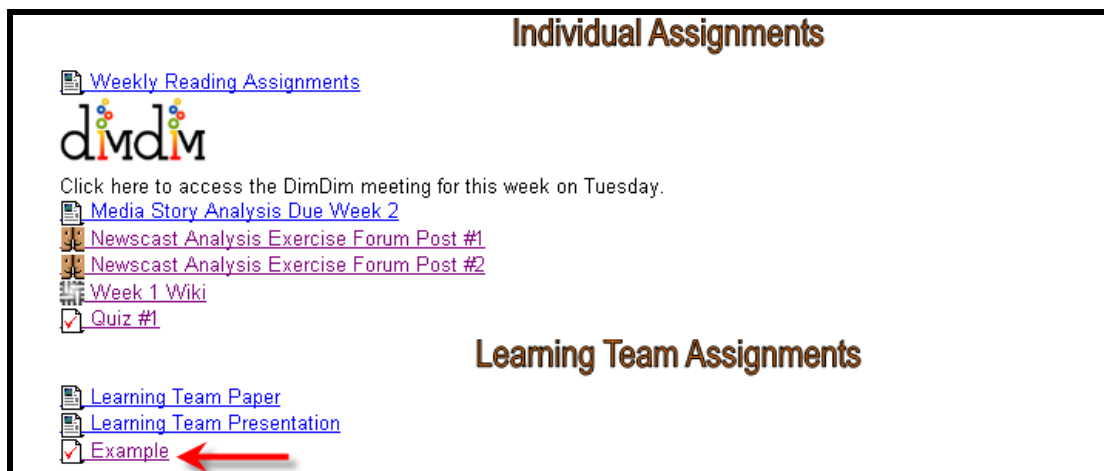
[Matching Questions](#)

[Multiple Choice Questions](#)

[Numerical Questions](#)

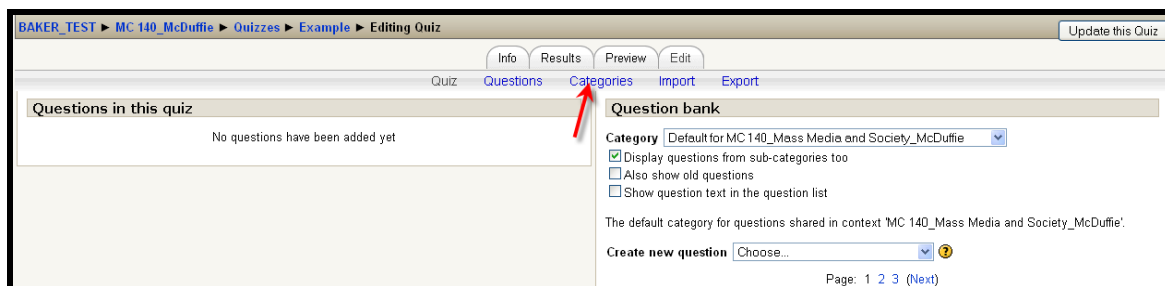
[Short Answer Questions](#)

Begin by clicking on the name of the quiz from the interface.



The screenshot shows the 'Individual Assignments' section of a Moodle course. It lists several assignments with icons: 'Weekly Reading Assignments', 'Media Story Analysis Due Week 2', 'Newscast Analysis Exercise Forum Post #1', 'Newscast Analysis Exercise Forum Post #2', 'Week 1 Wiki', and 'Quiz #1'. Below this is the 'Learning Team Assignments' section, which lists 'Learning Team Paper', 'Learning Team Presentation', and 'Example'. A red arrow points to the 'Example' link.

Click on **Categories** at the top and in the middle.



The screenshot shows the 'Editing Quiz' interface in Moodle. At the top, there are tabs for 'Info', 'Results', 'Preview', and 'Edit'. Below these are tabs for 'Quiz', 'Questions', 'Categories', 'Import', and 'Export'. A red arrow points to the 'Categories' tab. The main area is divided into 'Questions in this quiz' (which is empty) and 'Question bank' (which contains settings for the question bank, such as 'Category', 'Display questions from sub-categories too', and 'Also show old questions').



Click [here](#) to watch a YouTube video on how to **Create Categories In a Quiz**.

Under **Add category** provide a category name. It is important to name the category so you will be able to identify it later.

Also, make sure the **Parent** category is the default for your course. Your course's name should appear in the title.

The screenshot shows the Moodle interface for editing quiz categories. At the top, there's a navigation breadcrumb: **BAKER_TEST > MC 140_McDuffie > Quizzes > Example > Edit categories**. Below this are tabs for **Info**, **Results**, **Preview**, and **Edit**. The main content area is titled "Edit categories" and lists several existing categories, each with a "Default" link and a description. At the bottom, there is an "Add category" form with the following fields:

- Parent**: A dropdown menu currently set to "Default for MC 140_Mass Media and Society_McDuffie".
- Name***: A text input field containing "Example Questions".
- Category info**: A larger text area for additional information.

Red arrows in the image point to the "Add category" link, the "Parent" dropdown, and the "Name*" field. A message at the bottom of the form states: "There are required fields in this form marked*".



When you are finished click **Add category**.

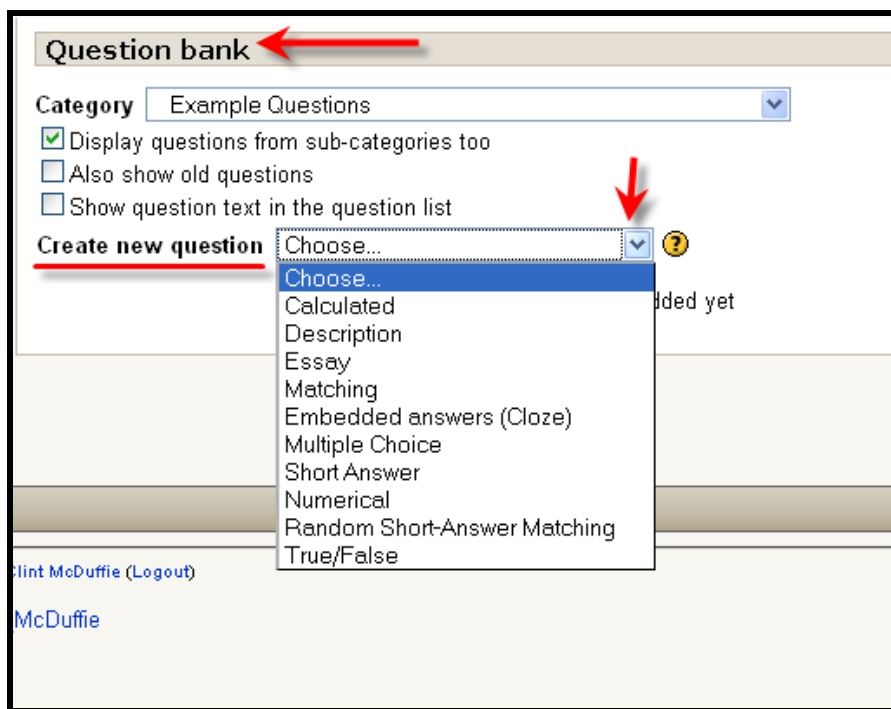
Click the name of the quiz in the bread crumb trail at the top of the screen to go back to the quiz.

In the section titled **Question Bank** click on the drop down menu next to **Category**.

Choose the name you have just provided for your category.



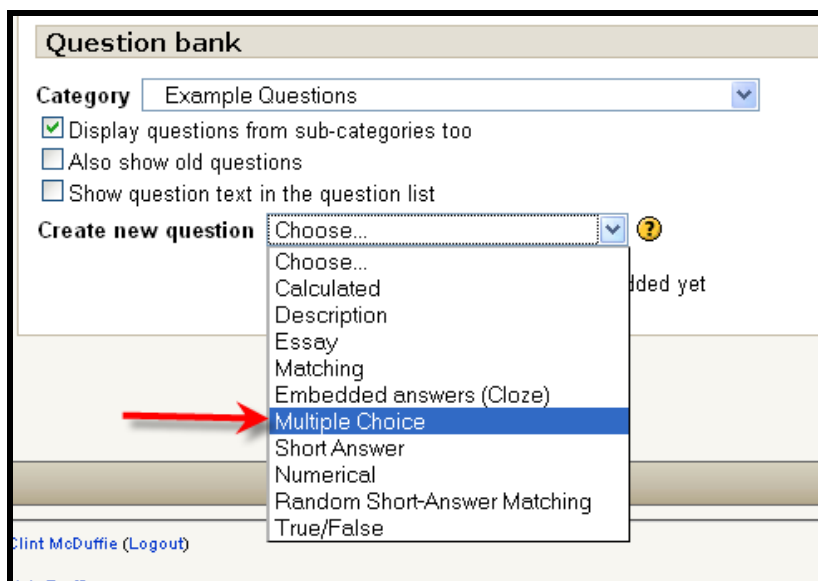
Begin to add questions to this category by clicking on **Create new question** under the **Question bank** section.



This is an illustration for a multiple choice question.

Click the link [here](#) to view videos on how to create other questions.

Click on Multiple Choice from the drop down menu.





When you the screen refreshes you are able to develop the question.

General

1. Type the name of the question. Choose a name that you will be able to associate with for future classes.
2. Enter the question as you need it to appear to students.

Below the text box are more options.

1. If you have uploaded an image to your file folder and need it displayed in the question click the drop down menu and click the name of the file.
2. **Default question grade** sets the amount of points each question is worth for the quiz.



3. **Penalty factor** only matters if you run your quiz in Adaptive mode. It sets the fraction amount of points reduced for each attempt.
4. **General feedback** will be sent to all students once they've completed the question.
5. **One or multiple answers** allows for more than one correct answer for a question.
6. If you check the box for **Shuffle choices** the order of choices will be different for each student.
7. **Number the choices** determines how the sequence of choices will display for students.

Number the choices?	a., b., c., ...
	a., b., c., ...
	A., B., C., ...
	1., 2., 3., ...
Answer	No numbering

Choice

In the Choice section you will provide the possible answers, determine the point value, and possible feedback.

1. In the column for **Answer** provide a possible choice.
2. **Grade** determines the point value of this answer. Typically if it is the correct answer choose 100% and if it is the incorrect answer choose **None**.
3. If you fill in **Feedback** it will only display to the student if this is the answer they choose.



You can fill in as many choices as you wish. For instance, if you only want to then fill in two choice and **Save changes** at the bottom of the screen.

If you need more choices than Moodle originally provides scroll down under **Choice 5** and click **Blanks for 3 More Choices**.

The screenshot shows the Moodle configuration page for 'Choice 5'. At the top left, the text 'Choice 5' is displayed with a red arrow pointing to it. Below this, there are fields for 'Answer', 'Grade' (set to 'None'), and 'Feedback'. A rich text editor is present with a toolbar and a large empty text area. At the bottom of the page, a button labeled 'Blanks for 3 More Choices' is highlighted with a red arrow.

Overall Feedback

Filling in the text boxes for overall feedback will appear every student depending on their how they answer. Your choices are **For any correct response**, **For any partially correct response**, and **For any incorrect response**.

The screenshot shows the 'Overall Feedback' configuration page in Moodle. It features three distinct sections, each with a red arrow pointing to its title: 'For any correct response', 'For any partially correct response', and 'For any incorrect response'. Each section contains a rich text editor with a toolbar and a large empty text area for entering feedback text. A 'Path' field with a help icon is located below each text editor.



Providing feedback is an important aspect for students. Use these options to clarify, explain and illustrate what the correct response should or could have been. Also, when student perform well it is important to enforce that as well. Use the feedback option to compliment their work.

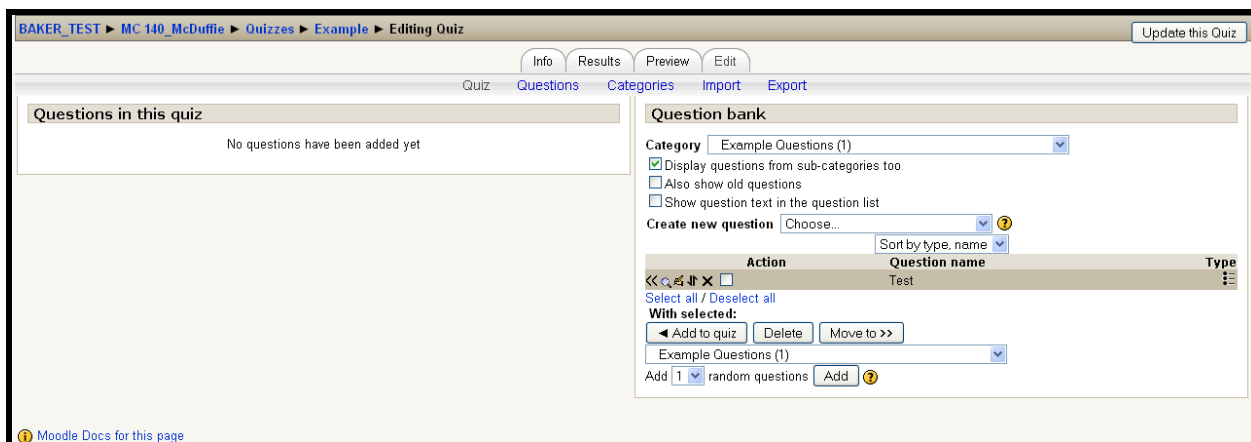
When you are finished click **Save changes** at the bottom of the screen.



Adding Questions to the Quiz

Next you will need to add the question(s) to the quiz.

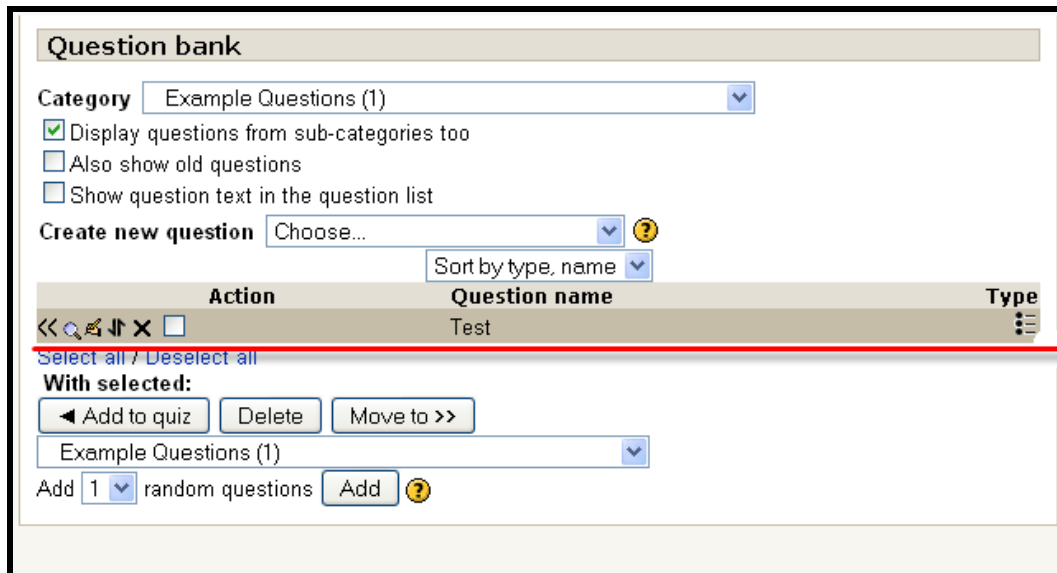
Go back to the **Editing Quiz view**.





Your question will now appear under the **Question bank** section.

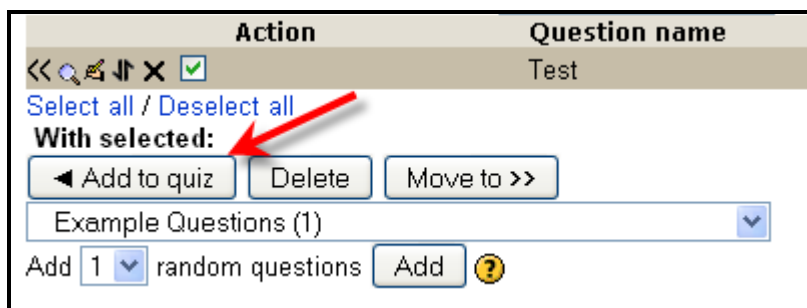
Note: Remember, the question will appear as long as you have the correct **Category** chosen.



Check the box under **Action**.



Click Add to quiz.





The question will now appear under the **Question in this quiz** section.

Order	#	Question name	Type	Grade	Action
	1	Test	Test	1	

Total: 1
Maximum grade: 10

Show page breaks
 Show the reordering tool

Once the question appears in under the **Questions in this quiz** section you can edit the score by changing the number under the topic **Grade**.


Order	#	Question name	Type	Grade	Action
	1	Test	Test	1	

Total: 1
Maximum grade: 10

Show page breaks
 Show the reordering tool

To preview the question click on  under **Action**.

To edit the question click on  under **Action**.

To move the question out of the quiz and back to the question bank click on  under **Action**.



When you are finished click **Save changes**.

Questions in this quiz

Order	#	Question name	Type	Grade	Action
	1	Test	☰	<input type="text" value="1"/>	🔍 🗑️ >>

Total: 1
Maximum grade: ?

Show page breaks
 Show the reordering tool ?



Grades

This section will discuss the various options you have to grade an assignment once it has been submitted through Moodle.

Access the gradebook by clicking on **Grades** in the Administration Block.

The screenshot shows the Moodle course interface for BBA 342. The 'Administration' block on the left contains a red arrow pointing to the 'Grades' link. The main content area displays a welcome message from the instructor, Amber Logan, and a weekly outline.

To grade an assignment click on the assignment's name.

The screenshot shows the Moodle Grader report for BBA_342. The table lists assignments and student grades. A red arrow points to the 'Learning Team Constitution ...' assignment name.

First name / Surname	Learning Team Constitution ...	MBTI Written Report
Dave Student	-	-
Demo Student	-	-
Jane Student	-	-
Range	0.00-50.00	0.00-50.00
Overall average	-	-

To grade a submitted assignment click on **Grade**.



You will know if an assignment has been submitted if under **Last Modified (Student)** there is a document with the date and time for when it was submitted.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Dave Student	-		DimDim_Student_Tutorial.doc Monday, 9 November 2009, 11:51 AM		Grade	-
Jane Student	-				Grade	-
Demo Student	-				Grade	-

After you click on **Grade** a pop-up window appears.

Note: When uploading a document with feedback for students in the gradebook upload the document first, then enter the grade and/or comments. If you upload the document after you enter a grade and/or comments that information will be lost.

Feedback: Dave Student: Learning Team Constitution Assignment - Mozilla Firefox

http://baker-test.campusnet.net/mod/assignment/submissions.php?id=11131&userid=905&mode=single&offset=0

Grade: No grade

Trebuchet 1 (8 pt) Lang B I U S x₂ x²

50 / 50
49 / 50
48 / 50
47 / 50
46 / 50
45 / 50
44 / 50
43 / 50
42 / 50
41 / 50
40 / 50
39 / 50
38 / 50
37 / 50
36 / 50
35 / 50
34 / 50
33 / 50
32 / 50

Path: Send notification emails

Save changes Cancel Save and show next Next

Response files: Browse...

Upload this file

Dave Student
Monday, 9 November 2009, 11:51 AM (112 days 23 hours late)

DimDim_Student_Tutorial.doc



- A. Drop down the grade scale to choose which grade to assign.
- B. In this box you can type in feedback for students.
- C. Any edits or updates made you will need to click **Save Changes** to keep them.
- D. Clicking **Save and show next** will save any edits or changes made to that student and automatically move you to the next student in the gradebook.
- E. Clicking on **Next** will take you to the next student in your gradebook.
- F. If you have chosen the assignment type as **Advanced uploading of files** you will be able to make edits or comments on the document students have submitted and upload it here for students to review.

Once you have **Save changes** made the pop-up window will close.

Moodle will now show the **Status** as **Update** instead of Grade and **Last modified (Teacher)** will have the date you made changes. **Grade** will show the points you assigned **Final Grade** will display the final total for that assignment.

If you wrote comments they will appear under **Comment** (you can write as long of a response as you would like. Students will be able to view and read lengthy comments).

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Dave Student	50 / 50	Nice job.	DimDim_Student_Tutorial.doc Monday, 9 November 2009, 11:51 AM	Monday, 9 November 2009, 12:11 PM	Update	50.00
Jane Student	-				Grade	-
Demo Student	-				Grade	-



Click [here](#) to watch a YouTube video on how to provide **Assignment Feedback**.

Quick Grading



Click [here](#) to watch a YouTube video on **Quick Grading**.

With quick grading allowed you will be able to add comments and grade directly from the Submissions screen.

Note: You are not able to upload a document for students to review.

Check the box to **Allow quick grading**. Then click **Save preferences**.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Dave Student	50 / 50	Nice job.	DimDim_Student_Tutorial.doc Monday, 9 November 2009, 11:51 AM	Monday, 9 November 2009, 12:11 PM	Update	50.00
Jane Student	-				Grade	-
Demo Student	-				Grade	-

Submissions shown per page 10
 Allow quick grading
 Save preferences

When the screen refreshes you will be able to type in the **Comment** section and have the grading scale under **Grade** for assigning a grade.

When you are finished remember to click **Save all my feedback**.

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Dave Student	50 / 50 No grade 50 / 50 49 / 50 48 / 50 47 / 50 46 / 50 45 / 50 44 / 50 43 / 50 42 / 50 41 / 50 39 / 50	Nice job.	DimDim_Student_Tutorial.doc Monday, 9 November 2009, 11:51 AM	Monday, 9 November 2009, 12:11 PM	Update	50.00
Jane Student	-				Grade	-
Demo Student	-				Grade	-

Send notification emails
 Save all my feedback

Order of Assignments



Click [here](#) to watch a YouTube video on **Ordering Assignments**.

Moodle adds assignments to the gradebook as they are created. To adjust the sequence of items in the gradebook use the **Choose an action** drop down menu from the **Grader Report** screen and select **Simple view**.

Choose an action	Learning Team Constitution ...	MBTI Written Report	Talent is Overrated Forum
50.00			
0.00-50.00	0.00-50.00	0.00-10.00	
50.00			



Click on the up down arrows (↕) next to the assignment you wish to move.

Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
BBA_342	Sum of grades		-		All None
1 Learning Team Constitution Assignment	-	<input type="checkbox"/>	50.00		<input type="checkbox"/>
MBTI Written Report	-	<input type="checkbox"/>	50.00		<input type="checkbox"/>
2 Talent is Overrated Forum	-	<input type="checkbox"/>	10.00		<input type="checkbox"/>

Choose the dashed box () you want to move the assignment to.

Name
BBA_342
→ ()
1 Learning Team Constitution Assignment (Move)
MBTI Written Report
→ ()
2 Talent is Overrated Forum
→ ()

Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
BBA_342	Sum of grades		-		All None
MBTI Written Report	-	<input type="checkbox"/>	50.00		<input type="checkbox"/>
2 Talent is Overrated Forum	-	<input type="checkbox"/>	10.00		<input type="checkbox"/>
1 Learning Team Constitution Assignment	-	<input type="checkbox"/>	50.00		<input type="checkbox"/>



Grader report

Visible groups: All participants

BBA_342

First name / Surname	MBTI Written Report	Talent is Overrated Forum	Learning Team Constitution ...
Dave Student	-	-	50.00
Demo Student	-	-	-
Jane Student	-	-	-
Range	0.00-50.00	0.00-10.00	0.00-50.00
Overall average	-	-	50.00

Activities Block

You can access assignments to grade from the **Activities** block.

Click on the activity's title (it needs to be an activity that you have set to be graded, such as Assignments, Forums, or Lessons).

BAKER_TEST ▶ BBA 342

Switch role to...

Activities

- Assignments
- Choices
- Forums
- Lessons
- Resources

People

- Participants

Activities

- Assignments
- Choices
- Forums
- Lessons
- Resources

Search Forums

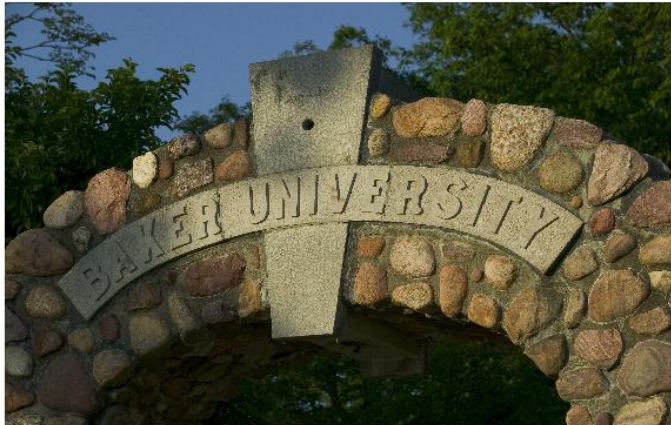
Go

Advanced search

Administration

- Turn editing on
- Settings
- Assign roles
- Grades
- Groups
- Backup
- Restore

Weekly outline



- Latest News Forum
- Ask A Question
- Course Materials and Syllabus
- I have read the syllabus



Under **Submitted** you will see how many assignments have been submitted. Click on **View # submitted assignments** to be taken to the gradebook page that allows you to grade the assignment.

BAKER_TEST ► BBA 342 ► Assignments

Week	Name	Assignment type	Due date	Submitted	Grade
2	Company Briefing - Draft	Advanced uploading of files	Sunday, 12 July 2009, 11:55 AM	No attempts have been made on this assignment	-
	Learning Team Constitution Assignment	Advanced uploading of files	Sunday, 19 July 2009, 11:55 AM	View 1 submitted assignments	-
3	SWOT Analysis - Draft	Advanced uploading of files	Sunday, 19 July 2009, 11:55 AM	No attempts have been made on this assignment	-
	Company Briefing - Final Paper	Upload a single file	Sunday, 19 July 2009, 11:55 AM	No attempts have been made on this assignment	-
4	SWOT Analysis - Final Paper	Upload a single file	Sunday, 26 July 2009, 11:55 AM	No attempts have been made on this assignment	-
	MBTI Written Report	Upload a single file	Sunday, 26 July 2009, 11:55 AM	View 1 submitted assignments	-

Moodle Docs for this page

When the screen refreshes you will be in the screen that allows you to grade the assignment, provide feedback and upload any documents for students to access.

BAKER_TEST ► BBA 342 ► Assignments ► Learning Team Constitution Assignment ► Submissions

Update this Assignment
See all course grades

First name : All ABCDEFGHIJKLMNOPQRSTUVWXYZ
Surname : All ABCDEFGHIJKLMNOPQRSTUVWXYZ

First name / Surname	Grade	Comment	Last modified (Student)	Last modified (Teacher)	Status	Final grade
Dave Student	-		DimDim_Student_Tutorial.doc Monday, 9 November 2009, 11:51 AM		Grade	-
Jane Student	-				Grade	-
Demo Student	-				Grade	-

Submissions shown per page: 10
Allow quick grading:
Save preferences



Backing Up Your Course



Click [here](#) to watch a YouTube video on Backing up Your Course.

In order to complete the **Backup and Restore** process, you must backup your course first. As you are designing your course in Moodle Test, or when you are finished teaching your course in Moodle Live, you need to save a backup of the course.

To start the **Backup and Restore** process in Moodle Test log in to your Test site.

Click [here](#) to link to Moodle Test.

Once you are logged into Moodle Test, access the course you wish to **Backup**.

The screenshot shows the Moodle Test interface. At the top left is the Moodle logo. Below it is a 'Main Menu' with 'Site news'. To the left is a 'Calendar' for January 2009. Below the calendar is an 'Activities' section with 'Forums'. The main content area is titled 'My courses' and features a search bar with the text 'Search courses:' and a 'Go' button. A course titled 'Introduction to Management Concepts' is listed with a description: 'Introduction to Management Concepts is designed to provide you with an overview of important concepts of self-management and effective methods for returning to college-level study.' Below the search bar is an 'All courses' button. On the right side, there are several panels: 'My courses' with a 'Moodle Faculty Tutorial' link, 'Online Users' showing '(last 5 minutes)', 'Blog Menu' with links for 'Add a new entry', 'View my entries', 'Blog preferences', and 'View site entries', 'Moodle Links' with 'www.moodle.org', and 'Messages' showing 'No messages waiting'. Two callout boxes with blue borders and white text point to the 'My courses' section. One callout box is labeled 'Links to your Moodle Courses' and points to the search bar area. The other callout box is also labeled 'Links to your Moodle Courses' and points to the course listing area. The language is set to 'English (en)' in the top right corner.



All of the boxes in that column should no longer have a checkmark next to them.

Include	All/None
<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Weekly Article Review	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> News forum	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Questions?	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Media Bias in Regards to Political Elections	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Newspaper Discussion	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Discussion - Ted	<input type="checkbox"/> User Data



Moodle will provide you with a Course Backup screen, where you choose the specific elements of your course.

Click **None** at the top of the column above **User Data**.

Course backup: MC 140_Mass Media_Scheer (MC 140_Scheer)

Include All/None All/None

<input checked="" type="checkbox"/> Assignments	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Weekly Article Review	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> News forum	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Questions?	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Media Bias in Regards to Political Elections	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Newspaper Discussion	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Discussion - Ted	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Labels	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> a	<input checked="" type="checkbox"/> User Data
<input checked="" type="checkbox"/> Attached is the course syllabus.	<input checked="" type="checkbox"/> User Data

All of the boxes in that column should no longer have a checkmark next to them.

Include All/None All/None

<input checked="" type="checkbox"/> Assignments	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Weekly Article Review	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Forums	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> News forum	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Questions?	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Media Bias in Regards to Political Elections	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Newspaper Discussion	<input type="checkbox"/> User Data
<input checked="" type="checkbox"/> Discussion - Ted	<input type="checkbox"/> User Data



Drop the menu down next to **Users** and choose **None**.

Users Course ▾
All
Course
None
Yes ▾

Logs

User Files Yes ▾

Course files Yes ▾

Site files used in this course ? Yes ▾

Grade histories No ▾

Click **None** at the bottom of the section titled **Backup role assignments for these roles**.

All of the boxes in this section should be unchecked.

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Domain Administrator
- Teacher copy 1
- Teacher copy 2
- MNet Login for Priviledge Users
- Course creator copy 1
- Teacher copy 3
- Student_Re-enroll
- Teacher copy 4
- Non-editing teacher copy 1

[All/None](#)

Continue Cancel



Then click **Continue**.

Backup role assignments for these roles

- Administrator
- Course creator
- Teacher
- Non-editing teacher
- Student
- Guest
- Authenticated user
- Domain Administrator
- Teacher copy 1
- Teacher copy 2
- MNet Login for Priviledge Users
- Course creator copy 1
- Teacher copy 3
- Student_Re-enroll
- Teacher copy 4
- Non-editing teacher copy 1

[All/None](#)

Once Moodle has finished processing your Backup request, you will see a confirmation screen noting that your Course Backup has been successful or unsuccessful. Check the bottom of the confirmation screen to verify if your Course Backup has been successful. Then click **Continue**.

You should see the message below, in red, if you left off the user date properly.

Note: This backup contains no users and so all activities have been switched to "without user data" mode. Exercise and Workshop activities will not be included in the backup, since these modules are not compatible with this type of backup.



Course backup: SPGS Master Business Template copy 1 (SPGS Master_1)

Name: SPGSMasterBusinessTemplate.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
 - Writing header
 - Writing general info
 - Writing course data
 - Course info
 - Blocks
 - Sections
 - Writing users info
 - ...
 - Writing categories and questions
 - Writing scales info
 - Writing groups info
 - Writing groupings info
 - Writing groupings-groups info
 - Writing events info
 - Writing gradebook info
 - Writing modules info
 - Forums
 - Labels
 - Resources
 - Course format data
- Copying user files
- Copying course files
- Copying site files used in course
- Zipping backup
- Copying zip file
- Cleaning temp data

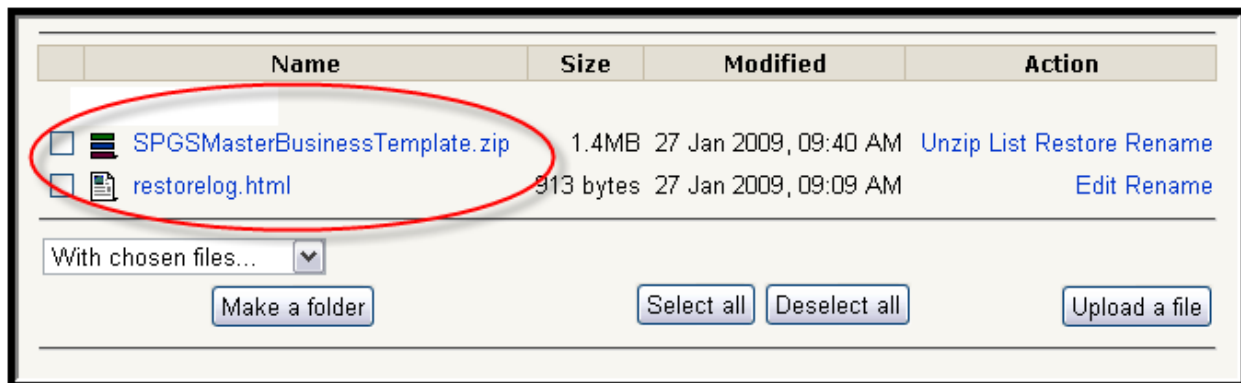
Backup completed successfully

Continue



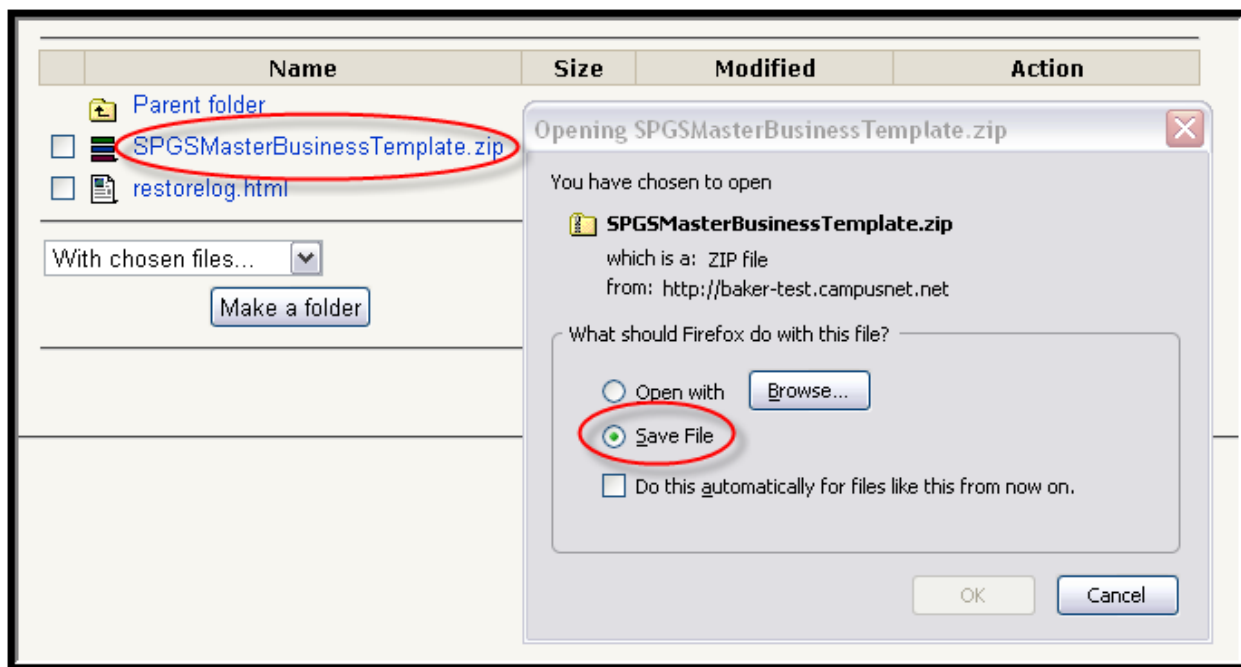
Moodle will return you to your **File** storage area.

Note that the backup file (.zip) and a restore log (.html) have been saved to your Files.



To complete the Backup process, you have to save the .zip file to your computer hard drive.

To save the backup .zip file to your computer, click on the file name. Select **Save File** and click **Okay** to download the backup file to your personal computer.



It is a good idea to save a backup file of your course in case you want to reuse the course content for a future course. For more information on reusing course content, visit [Restoring Your Course](#).



Restoring Your Course



Click [here](#) to watch a YouTube video on how to Restore Your Course in Moodle.

At least two weeks before your course starts, you need to complete the Backup and Restore process, which is taking the course content you created in the Moodle Test site and transferring it to the Moodle Live site. Remember that students do not have access to Moodle Test, so you have to transfer your content to Moodle Live in order to teach your actual course.

The Backup and Restore process, in short, takes the backup file you saved of your course content and populates the blank course assigned to you in Moodle Live. The process of populating your course with content is also known as **Restoring Your Course**.

To begin the Restore process, you must have a backup file of your course saved to your personal computer hard drive. Visit [Backing Up Your Course](#) if you have not already completed this step.

To start the process, logout and close Moodle test. Log in to Moodle live by clicking **Teach your course in Moodle live**.

Visit the Baker University website at www.bakerU.edu, and click on **School of Professional and Graduate Studies** or **School of Education**. Then scroll over **Faculty and Staff**, and click **eTools**.

Note: This process will on take you to Moodle Live, which is where you teach your course.

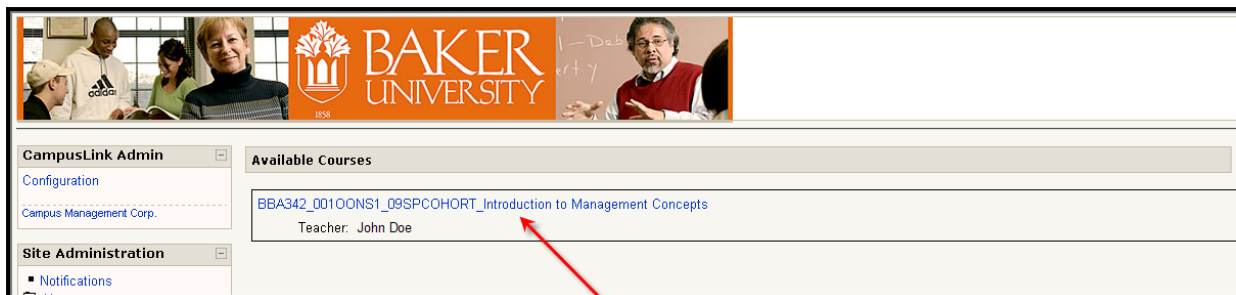
Click on a link to **Moodle**.

The screenshot shows the Baker University website navigation. At the top is the Baker University logo with the tagline "Own Confidence". Below the logo are navigation tabs for "Prospective Students", "Current Students", "Alumni", and "Faculty & Staff". The "Faculty & Staff" tab is active, showing a sub-menu with "eTools" and "Moodle". A red arrow points to "Moodle" in the sub-menu. The main content area displays the "Moodle" page, which includes a description of Moodle as Baker's Internet-based learning management systems and a link to an "online Help Desk request". A "FACULTY PORTAL" sidebar is visible on the right, listing various access options like "Personal information", "Your courses", "Syllabi templates", "Grades & attendance", "Reimbursement forms", and "End-of-course surveys".

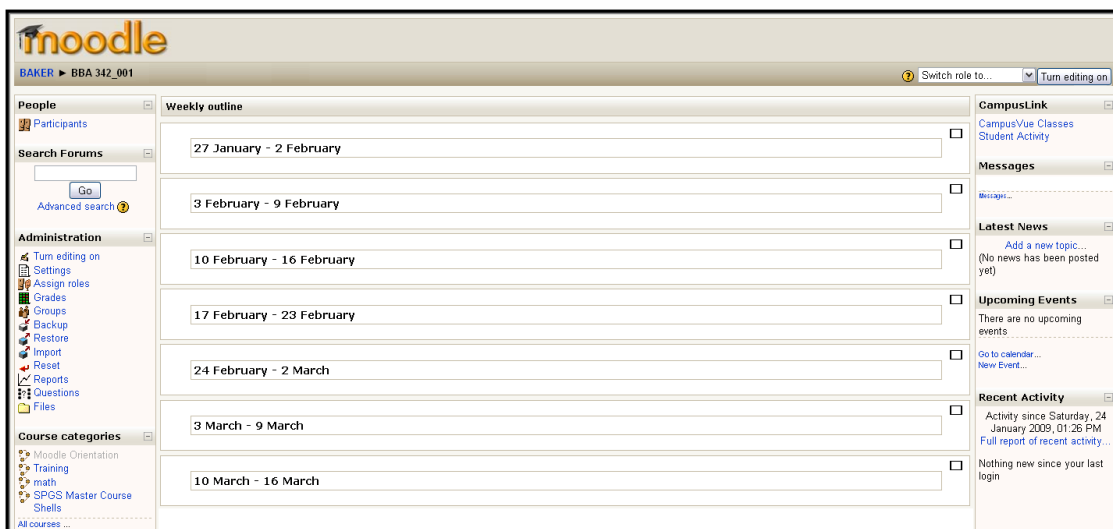
Faculty Moodle Tutorial



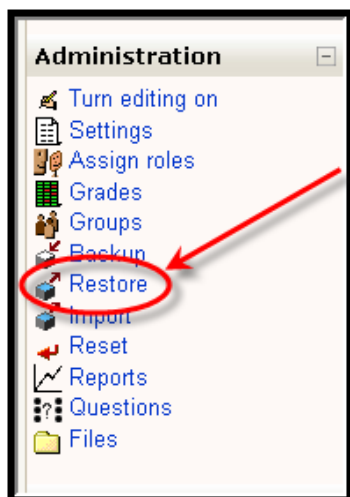
After you login to Moodle Live, access the blank course assigned to you.



By default, your blank course will be in Weekly outline and contain the dates for your course.

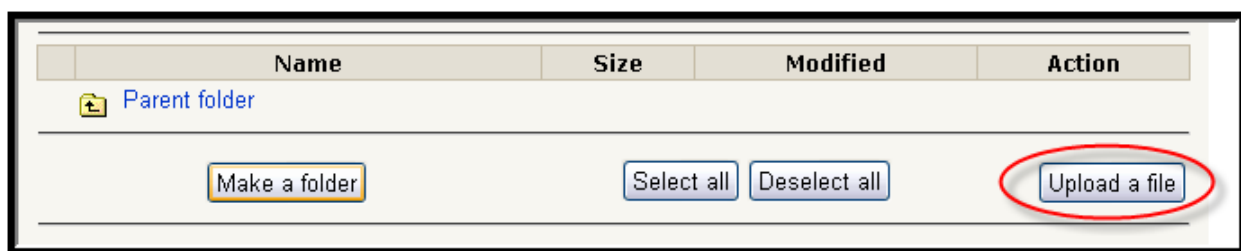


To start restoring content to your course, click **Restore** on the Administration Block.

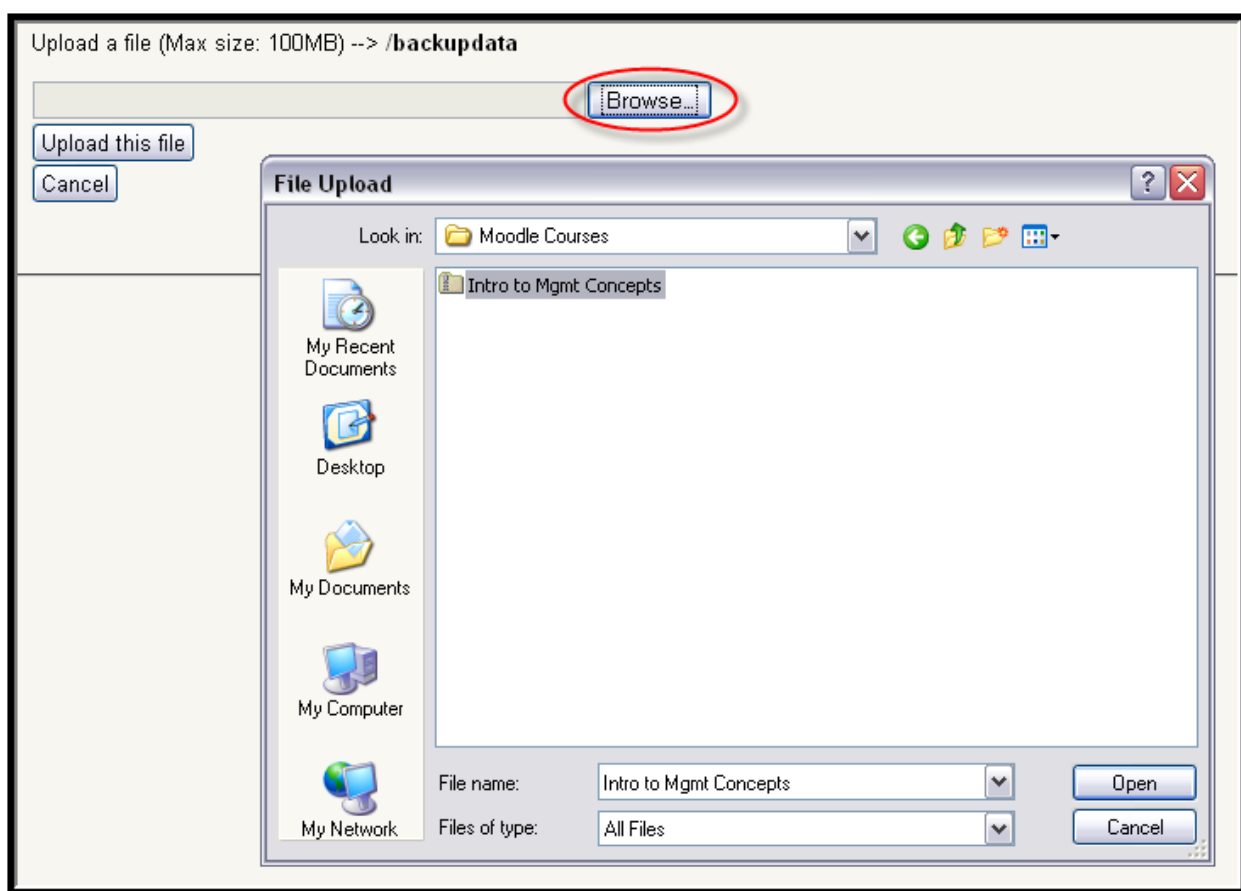




Click **Upload a File** to access the backup .zip file you have saved on your computer hard drive.



Click **Browse** and select the .zip file you want to upload from your hard drive. Click **Open**, and then **Upload this file**.





Click **Restore** next to your uploaded file to start the restore process.

File uploaded successfully

	Name	Size	Modified	Action
	Parent folder			
<input type="checkbox"/>	Intro_to_Mgmt_Concepts.zip	1.4MB	26 Jan 2009, 01:38 PM	Unzip List Restore Rename

With chosen files...

Moodle will provide you with a confirmation screen, asking you if you want to continue restoring your course. Click **Yes** to continue.

You are about to start the restore process for:

Intro_to_Mgmt_Concepts.zip

Later in this process you will have a choice of adding this backup to an existing course or creating a completely new course.

Do you want to continue?



A screen will appear summarizing the content of the zip file you want to restore to your course. Click **Continue** to move forward with the restore process.

Course restore: Intro_to_Mgmt_Concepts.zip

- Creating temporary structures
- Deleting old data
- Copying zip file
- Unzipping backup
- Checking for BlackBoard export
- Checking backup
- Reading info from backup

Course:

Name:	SPGS Master Business Template (SPGS Master)
Summary:	This shell is to be used as the master template for creating all MBA, BBA, BSM, AAB, BBIS, and BBL course shells.

Backup:

Backup Name:	SPGSMasterBusinessTemplate.zip
Moodle Version:	1.9 + (Build: 20080430) (2007101509)
Backup Version:	1.9 (2008030300)
Backup Date:	Thursday, 22 January 2009, 12:45 PM

Backup Details:

Forums:	Included with user data
Class Announcements	Included with user data
Q&A	Included with user data
Labels:	Included with user data
	Included with user data
	Included with user data
	Included with user data
Individual Assignments Here are the assignments f...	Included with user data
Learning Team Assignments Here are the assignment...	Included with user data
Resources:	Included with user data
Course Information	Included with user data
Course Assignments	Included with user data
Assignment	Included with user data
Assignment	Included with user data
Metacourse:	No
Users:	Course
Logs:	No
User Files:	Yes
Course files:	Yes
Site files:	Yes
Grade histories:	No

[Continue](#)

[Moodle Docs for this page](#)

[Home](#)



At the top of the next screen, you need to change the Restore drop down box to read **Restore to: Existing Course, deleting it first**. **If you do not select this option, you will not complete the Restore process successfully.**

Select **Existing course, deleting it first**.

The screenshot shows a Moodle course restoration form with the following fields:

- Restore to:** A dropdown menu with the option "Existing course, deleting it first" selected. A red arrow points to this option.
- Category:** A dropdown menu with the option "Existing course, deleting it first" selected.
- Short name:** A text input field containing "Overland Park Faculty Meeting" with a yellow question mark icon to its right.
- Full name:** A text input field containing "Overland Park Faculty Meeting" with a yellow question mark icon to its right.
- Course start date:** Three dropdown menus for day, month, and year, set to "13", "April", and "2009" respectively, with a yellow question mark icon to the right.



Before you click Continue, make sure each **User Data** box is unchecked, or click **None** to uncheck all the User Data boxes. Removing the check mark from these boxes will prevent any old student assignment information, forum posts, and grades from being transferred to your new course.

Click **Continue** when you are ready to complete the Restore process.

Course restore: Intro_to_Mgmt_Concepts.zip

Restore to:

Category:

Short name:

Full name:

Course start date:

Include:

Forums User Data

Class Announcements User Data

Q&A User Data

Labels User Data

User Data

User Data

Individual Assignments Here are the assignments f... User Data

Learning Team Assignments Here are the assignment... User Data

Resources User Data

Course Information User Data

Course Assignments User Data

Assignment User Data

Assignment User Data

Metacourse:

Users:

Groups:

Logs:

User Files:

Course files:

Site files:

Grade histories:

Role mappings

Source role	Target role
Course creator (coursecreator)	<input type="text" value="Course creator (coursecreator)"/>
Teacher (editingteacher)	<input type="text" value="Teacher (editingteacher)"/>

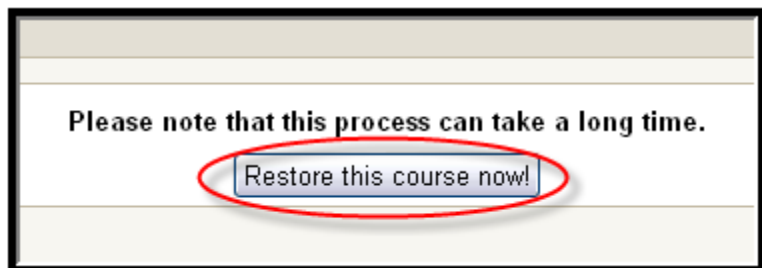
Check the box next to each item you want to restore to your course. Make sure all "User Data" boxes are not checked. Checking these boxes will pull all the old student data into your new course.

Make sure that **None** is selected in the **Users** box, and that **No** is selected in the **User Files** box. This prevents old student data from being pulled into your new course.



Keep in mind that depending on the amount of content you are restoring to your blank course, it may several minutes for Moodle to process your restore request.

Click **Restore this course now!** to complete the restore process.





Once Moodle has finished processing your Restore request, you will see a confirmation screen noting that your Course Restore has been successful or unsuccessful. Check the bottom of the confirmation screen to verify if your course has successfully been populated with content. Then click **Continue**.

Course restore: Intro_to_Mgmt_Concepts.zip

- Creating new course
 - SPGS Master Business Template copy 1 (SPGS Master_1)
 - Category: SPGS Master Course Shells
 - Not using an idnumber to avoid collisions
- Creating the Restorelog.html in the course backup folder
- Creating sections
- Creating categories and questions
- Copying course files.
 - Files/folders: 2
- Copying site files used in course
- Creating scales
- Creating events
- Creating course modules
 - Forum "Class Announcements"
 - Forum "Q&A"
 - Label " "
 - Label " "
 - Label " "
 - Label "Individual Assignments Here are the assignments f..."
 - Label "Learning Team Assignments Here are the assignment..."
 - Resource "Course Information"
 - Resource "Course Assignments"
 - Resource "Assignment"
 - Resource "Assignment"
- Creating blocks
- Course format data
- Checking instances
- Refreshing events
- Decoding internal links
 - From Forums
 - From Labels.
 - From Resources.
 - From Blocks
 - From Questions
- Creating gradebook
 - Grade letters
 - Outcomes
 - Grade items
- Creating roles definitions
- Creating course level role assignments and overrides
- Creating module level role assignments and overrides
- Creating block level role assignments and overrides
- Creating user level role assignments and overrides
- ...
- Checking course
- Cleaning temp data
- Closing the Restorelog.html file.

Restore completed successfully

Continue



Moodle returns you to the main page of your course. Check to make sure that all of your course content has been populated into your course.

The screenshot displays a Moodle course interface. On the left is a navigation sidebar with sections: Activities (Forums, Resources), People (Participants), Search Forums (with a search box and 'Go' button), Administration (Turn editing on, Settings, Assign roles, Grades, Groups, Backup, Restore, Import, Reset, Reports, Questions, Files), and Course categories (Moodle Orientation, Training, math, SPGS Master Course, Shells, All courses...). The main content area is titled 'Weekly outline' and features a large image of a stone archway with 'BAKER UNIVERSITY' carved into it. Below the image is the text 'Welcome to class!'. A list of links includes Course Information, Course Assignments, Class Announcements, and Q&A. A date range selector shows '15 January - 21 January'. Underneath, 'Week One' is highlighted, followed by 'Individual Assignments' and 'Learning Team Assignments', each with a sub-link for 'Assignment'. The right sidebar contains CampusLink (CampusVue Classes, Student Activity), Messages (No messages waiting), Latest News (Add a new topic...), Upcoming Events (None), and Recent Activity (Activity since Sunday, 25 January 2009, 09:13 AM).

You are now ready to start preparing your course for your new students. Make sure to check throughout your course to confirm that all dates and information are current.