



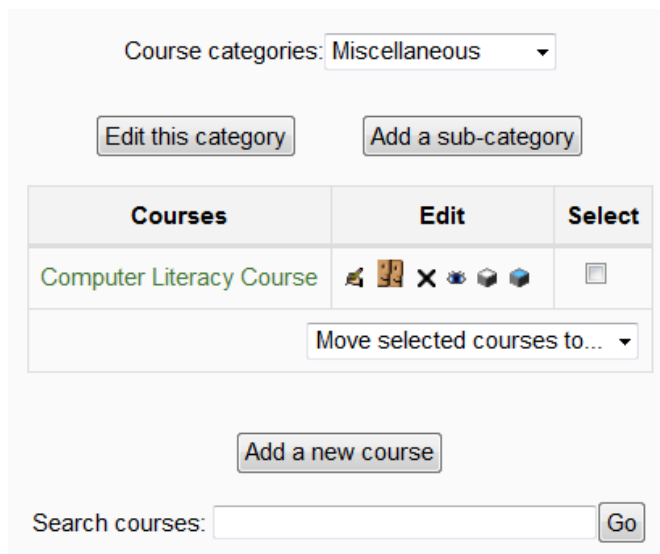
# Moodle User Guide

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## Creating a new Course

- A Teacher role can edit and add content to courses which have already been created. If you need to have a brand new course, you must either ask your admin to set up the blank course for you or else give you Course Creator privileges.
- If you have been given Course Creator privileges then in the Category where you wish to set up your new course, you will see a button "Add a new course" beneath the current courses. Click on it to create your new course.



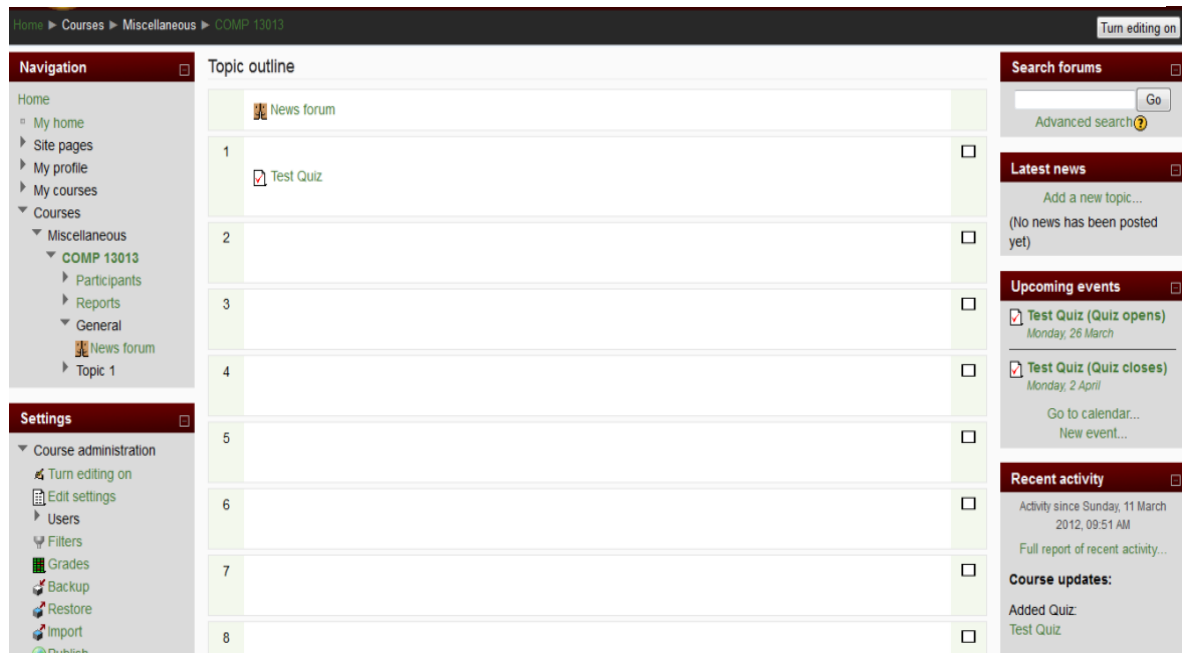
The screenshot shows a web interface for managing courses. At the top, there is a dropdown menu for "Course categories" set to "Miscellaneous". Below this are two buttons: "Edit this category" and "Add a sub-category". A table with three columns: "Courses", "Edit", and "Select" is displayed. The first row contains "Computer Literacy Course" with several icons in the "Edit" column and a checkbox in the "Select" column. Below the table is a dropdown menu labeled "Move selected courses to...". At the bottom of the interface, there is a button labeled "Add a new course" and a search bar with the text "Search courses:" and a "Go" button.

Courses	Edit	Select
Computer Literacy Course	     	<input type="checkbox"/>

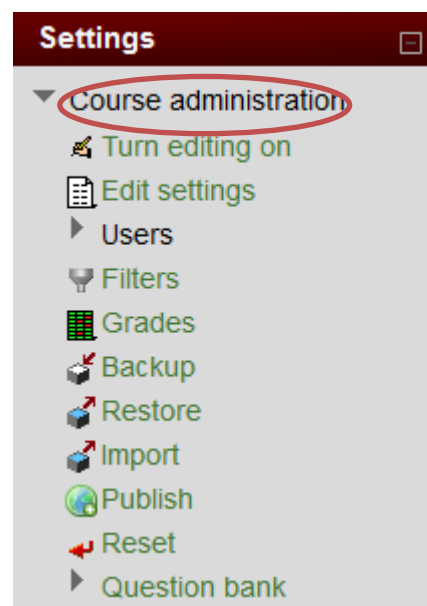
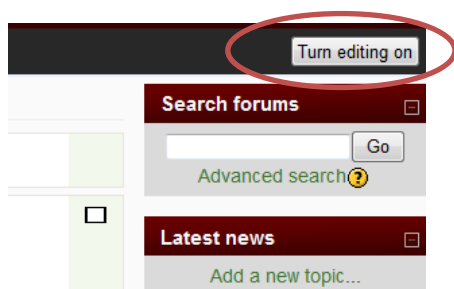
- Enter the course settings, and then click the "Save changes" button.
- On the next screen, choose your students/teachers to assign to the course. (You can skip this step and do it later)

## Getting Started

- A course homepage looks like the following screenshot. Down the left and right sides are blocks which can be added to and removed, and in the middle is the "work area".



- You can start work on it by turning on the editing, either with the button top right or the link in the Course Administration block:



Home ► sac Switch role to... Turn editing off

**People**

Participants

**Activities**

- Assignments
- Chats
- Choices
- Databases
- Forums
- Glossaries
- Lessons
- Quizzes
- Resources

**Search Forums**

**Administration**

### Topic outline

- News forum
  - Add a resource...
  - Add an activity...
- 1
  - Add a resource...
  - Add an activity...
- 2
  - Add a resource...
  - Add an activity...
- 3
  - Add a resource...
  - Add an activity...

**Course categories**

- Course 1
- Course 2
- Course 3
- Course 4
- Course 5
- Course 6
- All courses ...

**Latest News**

Add a new topic...

(No news has been posted yet)











**Upcoming Events**

**Recent Activity**

**Calendar**

## Editing elements of your course

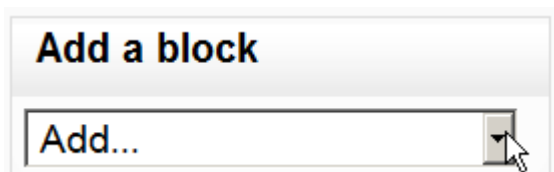
With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit /move / copy/ delete/ hide.

Icon	Function
	Edit icon allows you to change the wording or settings of the item
	Show/hide icon allows an item visible or hidden to students
	Left and Right arrow icons are used to indent course elements
	Up and Down arrow icons are used to move items and blocks up or down
	Move icon allows you to move an item to another topic or block.
	"crosshairs" move icon allows you to move items or sections by dragging and dropping
	Delete icon permanently removes items or blocks from your course.
	Groups icon allows you to change between no groups or separate/visible groups
	Roles icon allows you to assign roles locally in the item.
	Highlight icon allows you to highlight a section as current

## Adding Blocks to your course

Blocks appear to the right and left of the central work area into which you add your Activities and Resources

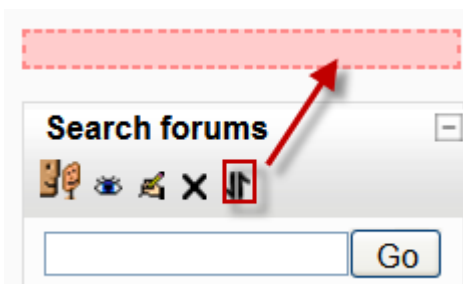
There are many standard blocks which allow you, for example, to display a Calendar, share Quiz results, display RSS feeds, add personalised content, show who is online or allow Comments on your course .etc. A teacher can add new blocks when the editing is turned on by clicking the "add block" drop down menu at the bottom right of the screen:



To move a Block

Blocks appear at the side(s) of your course area. To move one,

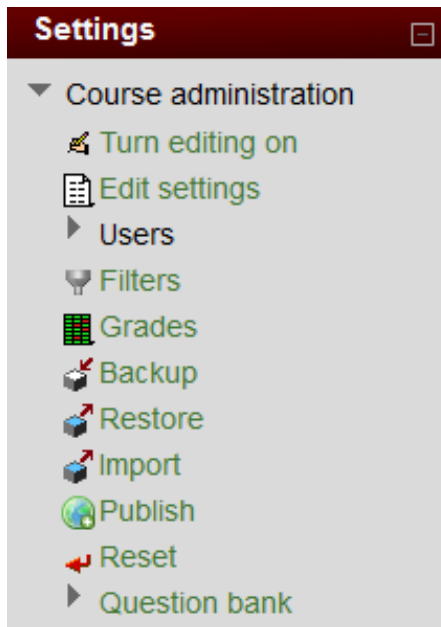
Turn Editing On and \*click and release\* the Block's Move icon. Place holders - zones with a dashed border - appear on the screen indicating the possible areas where your Block can appear.



Click the placeholder where you want the Block appear. On course area homepages, you can move Blocks from one side to the other, but not into the middle.

## Managing your course

The Course Administration section of the Settings block allows teachers to manage different aspects of their course.



Edit Settings - this takes you to the Course settings page. You can rename the course, change its format from Weekly to Topic or alter the number of sections .etc

Users –can enroll new users

Filters - can enable or disable any allowed Filters for your course.

Grades - allows to view, add and edit your students' Grades.

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course here.

Publish - can publish your course to one of the Community hubs here.

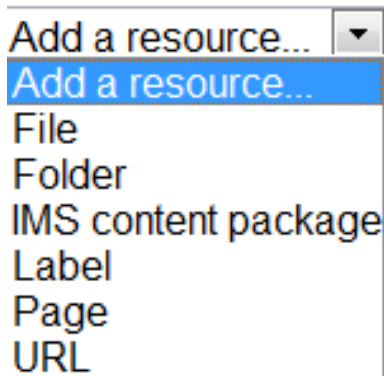
Reset –allows removing all old user information at the end of an academic year or session in order to start afresh.



## Adding Resources

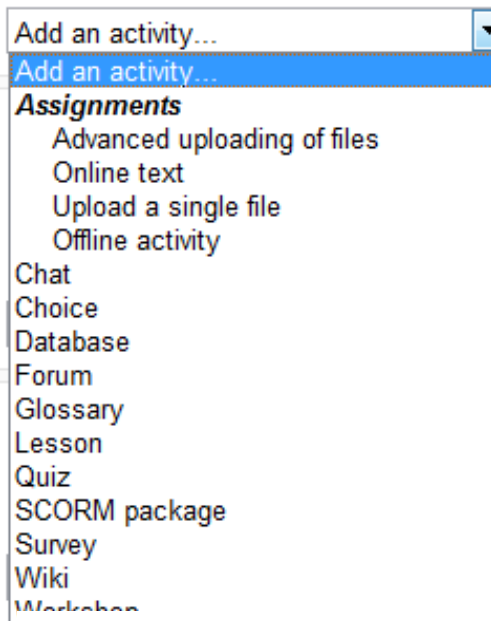
As well as adding interactive exercises for your students, you can provide them with static resources.

To add a resource, turn on your editing, choose the section in your Course homepage where you'd like it to appear and click the drop down menu "Add a resource".



- ✓ File - If you want to upload your course documents in another format, you can save them on Moodle and provide easy access for your students.
- ✓ Folder - If you upload a lot of content, you may want to organize it in directories. Then you can display the contents of the entire folder instead of creating individual files.
- ✓ IMS content package - An IMS content package allows for packages created according to the IMS Content Packaging specification to be displayed in the course. IMS is a body which helps defines technical standards for various things, including e-learning material.
- ✓ Label - A label enables text and images to be inserted among the activity links on the course page.
- ✓ Page - A page enables a web page to be displayed and edited within the course.
- ✓ URL - You can also easily create links to other web sites outside your Moodle course.

## Adding Activities



Moodle provides a great number of learning activities for students. To add an activity, turn on your editing, choose the section in your Course homepage where you'd like it to appear and click the drop down menu "Add an activity".

- ✓ Assignments: Ask students to hand in some work
- ✓ Chat: Set up a chat room for students
- ✓ Choice: Set up a vote for students
- ✓ Database: Set up a database for students to contribute to
- ✓ Forum: Set up forums for students to participate in discussion
- ✓ Glossary: Set up glossaries that your students can contribute to
- ✓ Lesson: Set up self-marking lessons
- ✓ Quiz: Set up self-marking tests using questions that you create using the moodle question bank
- ✓ SCORM: Upload self-contained content packages which can be self-marking
- ✓ Survey: Provide students with pre-prepared surveys to assess their e-learning experience
- ✓ Wiki: Set up wikis for your students and decide who sees what and who can edit what
- ✓ Workshop: peer assessment activity with many options. Students submit their work via an on line text tool and attachments. There are two grades for a student: their own work and their peer assessments of other students' work.

## Assignments

Assignments are used when you want your students to hand in some work through Moodle (except the offline activity assignment type). When the work has been submitted you can mark it and give feedback in Moodle. Marks are stored in the course gradebook. There are four types of assignment. Your choice of 'assignment type' depends on what you want your students to do.

- Online text  
Students type into a box in Moodle – they have the Moodle WYSIWYG editor and can therefore use the tools included; linking to websites, displaying images, etc.
- Upload a single file  
Students have to upload a file. The teacher determines the maximum file upload size when setting the assignment.
- Advanced uploading of files  
The teacher can allow more than one file to be uploaded. With this assignment type students can delete work already uploaded and resubmit work.

Therefore this assignment type is particularly useful if you want your students to submit a draft copy which you can feed back on before it is improved by the student and re-submitted. Once the final version has been uploaded, students can click 'send for marking'.

### **Steps for setting up an assignment**

Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen.

#### **General Settings (common to all assignment types)**

- With editing turned on in your course, go to the section where you would like the assignment to appear and click 'add an activity...'
- Choose the desired activity type
- Give the assignment a name (this becomes a link that your students will click on)
- In the description box give your students the instructions they need to complete the task.

## Adding a new Assignment?

**General**

Assignment name\* Assignment 01

Description\*

Font family Font size Format

**B** *I* U ABC x<sub>2</sub> x<sup>2</sup> [List icons]

[List icons] [Image icon] [Link icon] [Unlink icon] [HTML icon]

Type the instructions here.....

- Determine how you want to mark the task using the 'grade' drop down menu.
- Decide whether you want to limit when your students can start submitting their work to you. You can also set when it's due to be handed in or disable this functionality altogether (using the tick boxes).
- Decide whether you are going to let students submit work late or not using the 'prevent late submissions' setting (if you chose to use a due date in the first place).

The next section of settings is specific to the assignment type you chose.

## Online text

**Online text**

Allow resubmitting ? No ▾

Email alerts to teachers ? No ▾

Comment inline ? No ▾

- Allow resubmitting: If 'yes' students can resubmit their work. If 'No' and a student submit work by accident and there's no way back.
- Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Comment inline: If 'yes' you will be able to type in amongst the text that your student submits. Choose 'No' and your feedback is kept separate.


## Advanced uploading of files


**Advanced uploading of files**  
Maximum size   
Allow deleting   
Maximum number of uploaded files   
Allow notes   
Hide description before available date   
Email alerts to teachers   
Enable Send for marking

- Maximum Size: Choose the maximum file size for any single file uploaded by the students.
- Allow deleting: Can a student delete a submitted file or not?
- Maximum number of uploaded files: Decide how many files should be submitted for the task.
- Allow notes: Do you want to provide your students with a place to write some notes, e.g. to explain which file is which.
- Hide description before available date: If you choose to do this, the task instructions will be hidden and replaced by: 'Sorry, this assignment is not yet available. Assignment instructions will be displayed here on the date given below.'
- Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Enable Send for marking: If you choose yes the student clicks a button which says 'Send for marking' when they are uploaded the finished files. If no, the work appears as submitted as soon as a file has been uploaded by the student.

## Upload a single file

### Upload a single file

Allow resubmitting  No ▾

Email alerts to teachers  No ▾

Maximum size 1MB ▾


- Allow resubmitting: If 'yes' students can resubmit their work. If 'No' and a student submit work by accident and there's no way back.
- Email alerts to teachers: This is the same as in the other assignment types above. If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Maximum size: Same as in advanced uploading of files. Choose the maximum file sizes for the file students upload.

## Marking Assignments


When students submit work you can access it by clicking on the assignment and following the link in the top right hand corner which says 'View submitted assignments' or 'No attempts have been made on this assignment'. This link takes you to a list of students enrolled on the course.

[See all course grades](#)

Visible groups  First name : [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)  
Surname : [All](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

 First name / Surname ↓ 	 Grade	 Comment	 Last modified (Student)	 Last modified (Teacher)	 Status	 Final grade
	-				<a href="#">Grade</a>	-
	-				<a href="#">Grade</a>	-

Submissions shown per page  

Allow quick grading  

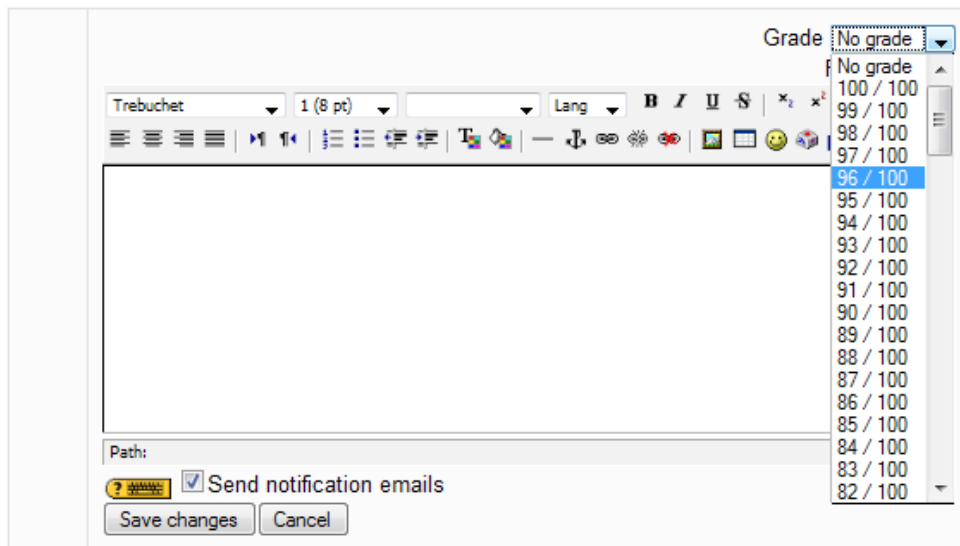
When you are ready to start grading there are two options. The procedure is same for both:

1. Give a grade and some feedback,
2. Decide whether you want the student to receive an email telling them you've marked their work
3. Move to the next student.

Which of the grading options you use is up to you. Depending on what you are marking, you may prefer one over the other:

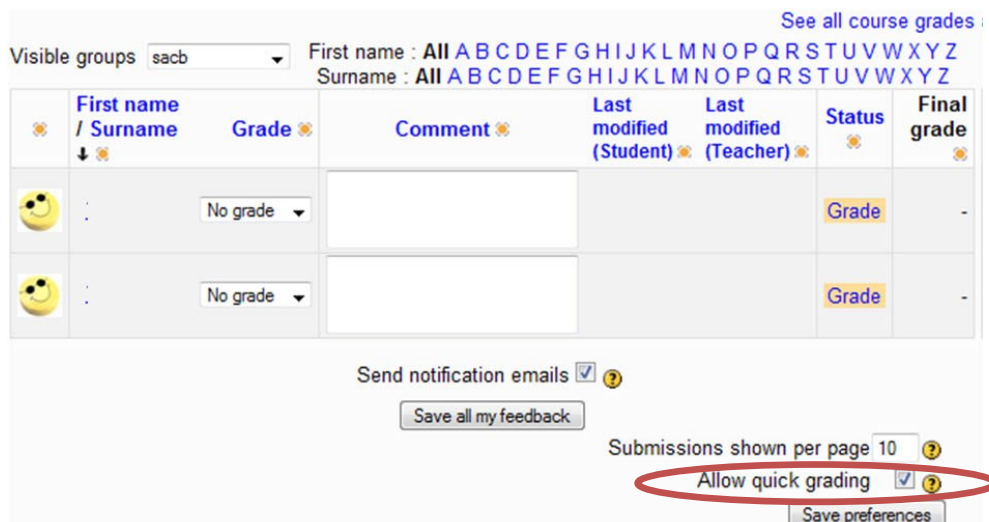
Default grading:

1. Click 'Grade' in the status column for the first student, this brings up a new window
2. Give a grade and fill in the feedback
3. Click 'save and show next' to see the next student



Quick grading:

1. Input the grade and a comment directly onto the page where you can see a list of all the students.
2. Quick grading will not allow you to provide feedback within the text of an online text assignment. However, quick grading is probably preferable when inputting grades and feedback for uploaded files or offline activities.
3. To switch quick grading on you tick the box 'Allow quick grading' (bottom right) and then click 'Save preferences'.



## Quizzes

Use quizzes if you want to set up a self-marking test for your students, using a mixture of question types (multiple choice, true and false, short answer...etc). With the quiz module you need to build up a bank of questions before you make the quiz.

## Making questions

In your course administration block click on Question bank.

The image shows two parts of the Moodle interface. On the left is the 'Settings' sidebar with a red circle around the 'Question bank' option. On the right is the 'Question bank' settings page.

**Settings**

- Course administration
  - Turn editing on
  - Edit settings
  - Users
  - Filters
  - Grades
  - Backup
  - Restore
  - Import
  - Publish
  - Reset
  - Question bank**

**Question bank**

Category: Default for sac (2)

- Display questions from sub-categories too
- Also show old questions
- Show question text in the question list

The default category for questions shared in context 'sac'.

Create new question: Choose...

Sort by type, name

Action	Question name	Type
<input type="checkbox"/>	Question 1	
<input type="checkbox"/>	Question 2	

Select all / Deselect all

With selected:

Delete Move to >> Default for Miscellaneous

## Common settings to all question types

1. In the question bank click the 'questions' tab
2. Decide which category/folder you want to put questions in
3. Choose the type of question you wish to make using the 'create new question' drop down menu
4. Give the question a descriptive name.
5. Type the question into the 'Question text' box. What you type here will vary with the question type chosen (true/false, matching..etc)
6. 'Default question grade' is the mark that will be awarded for a correct answer.
7. The 'penalty' factor is the mark that would be subtracted if the question was answered incorrectly and then reattempted.
8. When you set up a quiz you have an option to turn 'adaptive mode' on or off. Adaptive mode' means students get a button to submit each answer individually (rather than answering all the questions and then submitting at the end).



9. General feedback allows you to give the same feedback to all students regardless of what answer they give.

The screenshot displays a question editor interface. At the top, there is a 'Category' dropdown menu. Below it, the 'Question name\*' field contains the text 'My new question'. The 'Question text' section features a rich text editor with a toolbar (font: Trebuchet, size: 1 (8 pt), language: Lang, bold, italic, underline, strikethrough, subscript, superscript, link, unlink, list, indent, outdent, text color, background color, undo, redo) and a text area containing the placeholder text 'Put your question here.'. Below the text area, the 'Path:' field shows 'body'. The 'Format' is set to 'HTML format'. The 'Image to display' section indicates 'No images have been uploaded to your course yet'. The 'Default question grade\*' is set to '1', and the 'Penalty factor\*' is set to '0.1'. The 'General feedback' section has another rich text editor with the same toolbar and an empty text area.

The rest of the settings are different for each question type.

## Question types

There are 10 different types of question that can be used in the Moodle quiz module.

Type	Use
Calculated question	To create lots of versions of a mathematical question with different value
Description	Provide some information that might be useful for the next questions that the student will attempt
Essay	To ask questions that require an answer that is a couple of paragraphs. This type of question requires you to mark it manually
Matching	A list of statements that can be matched with another list of statements
Embedded Answers(cloze)	To fill in the gaps in a paragraph of text
Multiple choice	To answer questions where there is a list of answers to choose from
Short answer	To create a mathematical question where the students enter the answer in to a text box
Numerical	To create a question where the answer is a word or phrase
Random Short - Answer Matching	When you have some short answer questions in your Moodle question bank and you want to transform these in to a matching question
True/False	To decide whether a statement is true or false

## Description (This is not a question)

This can be used when you want to provide some info that might be useful for the questions. This is not a question – it's like a label in the question bank.

It would not work well if you chose to shuffle questions randomly.

1. Choose 'description' from the 'Create new question' drop down menu
2. Give the description a descriptive name
3. In the question text enter the information you want to give to students
4. Save Changes

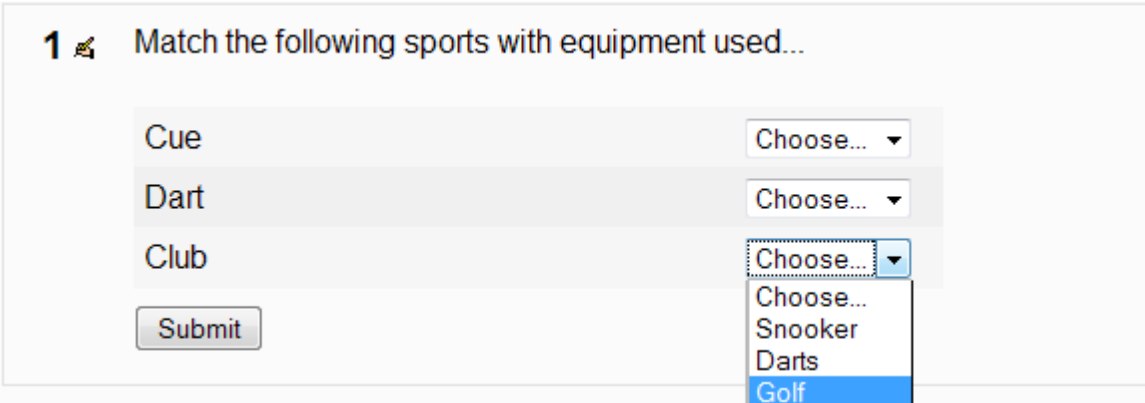
## Essay Question


This question type is used when you want to ask questions that require an answer that is no more than a couple of paragraphs. This type of question requires manual marking. Students' grades will be 0 until you mark their answers.

1. Choose the 'essay question' from the 'Create new question' drop down menu
2. Give the question a descriptive name
3. In the question text enter your question
4. Change the default grade to the number of marks the question is worth
5. If you want to give information regardless of the answer given, put that in the general feedback field. Note that this will appear once you have marked the question manually. Whatever you type in the feedback field will appear automatically when the question is submitted.
6. When you mark the question you also have a field for writing comments.

## Matching Question

This question type is used when you have a list of statements that can be matched with another list of statements. Students use a drop down menu to do this.



1  Match the following sports with equipment used...

Cue	Choose... ▼
Dart	Choose... ▼
Club	Choose... ▼ Choose... Snooker Darts Golf

Submit

1. Choose 'matching' from the 'Create new question' drop down menu.
2. Give the question a descriptive name.

3. In the question text give instructions for the matching question.
4. Ticking the 'shuffle' box means that the statements/questions on the right hand side (drop down menus) will appear in a random order each time the question is attempted.
5. Write statements/questions in the question field and the corresponding answer. The answers appear to students in a drop down menu.
6. Save changes

## Embedded Answers (Cloze) Question

This question type is used when you want students to fill in the gaps in a paragraph of text. Students have to type into a box or choose from a drop down menu.

1. Choose 'embedded answers (cloze)' from the 'Create new question' drop down menu
2. Give the question a descriptive name
3. In the question text write your paragraph and then adapt it using Moodle code to produce different kinds of gaps. You can access reference information on this by clicking the question mark at the top of the page (alongside 'Embedded answers').

### Embedded answers (Cloze)

In short, a multiple choice gap is coded like this:

```
{1:MC:WrongAnswer#Wrong!~Incorrect Answer#Incorrect!~=Correct Answer#Well Done!}
```

- Anything between curly brackets becomes the gap
- Number 1 labels the gap as the first of this kind of gap i.e. the first multiple choice gap in this paragraph
- MC = multiple choice
- The label, gap type and answers are separated by colons eg. 1:MC:answers
- Possible answers are separated by ~
- The correct answer is preceded by =
- Feedback is separated from the answer by #

Other types of gaps include:

MC = Multiple choice drop down menu

SA = Short answer, case unimportant

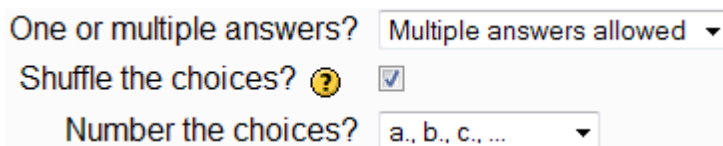
SAC = Short answer, case must match

NM = numerical

6. Save changes

## Multiple Choice Questions

1. This question type is used when you want students to answer questions where there is a list of answers to choose from. There could be a single correct answer or several correct answers.
2. Choose 'Multiple choice' from the 'Create new question' drop down menu.
3. Give the question a descriptive name.
4. In the question text type question.
5. You may decide to change the default question grade – especially if you choose to give more than one correct answer.
6. Decide how many correct answers will be present in the list of answers.



One or multiple answers?

Shuffle the choices?

Number the choices?

7. Shuffling the choices is switched on by default so that the list of answers does not always appear in the same order.
8. You can change the way that choices are labeled by using the 'Number the choices' drop down menu
9. For each of the multiple choice answers (choices) you need to fill in the answer with the corresponding grade and feedback. It is possible to add more answers/choices by clicking 'Blanks for 3 More Choices'
10. The overall feedback section is useful because you can put feedback messages that the students see when they answer a given question correctly, partially correct or incorrectly.
11. Save Changes

## Numerical Question

This question type is used when you want to create a mathematical question where the students enter the answer into a text box. This question is similar to the short answer question except it is mathematical.

1. Choose 'numerical' from the 'Create new question' drop down menu.
2. Give the question a descriptive name.
3. In the question text enter your question.
4. In the answers section put the correct answer, its corresponding grade (100%), accepted error and feedback (optional).
5. Save Changes

## True/False Question

This question type is used when you want students to decide whether a statement is true or false.

1. Choose 'Short answer' from the 'Create new question' drop down menu.
2. Give the question a descriptive name.
3. In the question text make a statement that is true or false.
4. Select whether the statement you wrote is true or false using the 'correct answer' drop down menu.
5. Give feedback corresponding to when students chose True or False.
6. Save Changes

## Making a quiz

1. With editing on in your course go to the topic/section where you would like the quiz to display and click 'add an activity...' and choose 'Quiz'
2. Give the quiz a name (this becomes the link that your students click on to enter the quiz)
3. Give an introduction
4. In the timing section you can:
  - Choose to make the exercise available/unavailable from a specific date and time
  - Choose whether you want a count down timer (tick enable and enter the number of minutes)
  - Stop your students from re-attempting the exercise for a given amount of time. Time delay between later attempts does the same thing except it controls the amount of time between the second attempt and attempts after that.

**Timing**

Open the quiz ?	19 ▾	April ▾	2010 ▾	12 ▾	05 ▾	<input checked="" type="checkbox"/> Disable
Close the quiz ?	19 ▾	April ▾	2010 ▾	12 ▾	05 ▾	<input checked="" type="checkbox"/> Disable
Time limit (minutes) ?	<input type="text" value="0"/>					<input type="checkbox"/> Enable
Time delay between first and second attempt ?	None ▾					
Time delay between later attempts ?	None ▾					

5. In the attempts section you can:

**Attempts**

Attempts allowed ? Unlimited attempts ▾

Each attempt builds on the last ? No ▾

Adaptive mode ? Yes ▾

- Set the number of times your students can try the test (number of attempts allowed).
- Allow your students to concentrate on questions that were answered incorrectly on the previous attempt by selecting yes for 'each attempt builds on the last' (provided more than one attempt is allowed).
- Provide your students with a 'submit' button after every single question (adaptive mode = yes) or take away these buttons, forcing students to submit their answers when they have attempted them all (adaptive mode = no). If adaptive mode is on the penalty factor (decided in the question set up) is subtracted from the score when the student gets a question wrong.

6. In the grades section you can calculate the final grade awarded to a student when they have had more than one attempt by changing the grading method to:

- Highest grade - the final grade is the highest (best) grade in any attempt
- Average grade - the final grade is the average (simple mean) grade of all attempts
- First grade - the final grade is the grade earned on the first attempt (other attempts are ignored)
- Last grade - the final grade is the grade earned on the most recent attempt only

You can also;

- Stop questions from subtracting penalties from the mark when adaptive mode is on (see above)
- Decide whether decimal places are shown in the students' scores. This makes sense if you are using adaptive mode and subtracting 0.1 for each incorrect attempt on a question

**Grades**

Grading method ? Highest grade ▾

Apply penalties ? Yes ▾

Decimal digits in grades ? 2 ▾

7. In review options you can decide what students see when reviewing their attempt:
  - 'Immediately after the attempt' means within two minutes of the user clicking 'Submit all and finish'
  - 'Later, while the quiz is still open' means after this, and before the quiz close date
  - 'After the quiz is closed' means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached
8. In the security options you can:
  - Reduce the amount of cheating on a quiz by preventing students from doing things like copy/paste in their web browser. To do this set yes for 'show quiz in a secure window'.
  - Password protects a quiz, for example, to restrict who can take the test.
  - Ensure that your students attempt the exercise from University/Institute by entering the IP address.
9. In the common module settings you may want to apply a group mode if you have groups set up in your course.
10. Click 'Save and Display' – Now pick the questions.

The screenshot displays the Moodle Question Bank interface. At the top, there are tabs for 'Info', 'Results', 'Preview', and 'Edit'. Below these are navigation links for 'Quiz', 'Questions', 'Categories', 'Import', and 'Export'. The interface is split into two main panels. The left panel, titled 'Questions in this quiz', contains the text 'No questions have been added yet'. The right panel, titled 'Question bank', contains several settings and a list of questions. The settings include a 'Category' dropdown menu set to 'Default for sac (5)', a checked checkbox for 'Display questions from sub-categories too', and unchecked checkboxes for 'Also show old questions' and 'Show question text in the question list'. Below the settings, there is a note: 'The default category for questions shared in context 'sac''. A 'Create new question' section features a 'Choose...' dropdown menu and a 'Sort by type, name' dropdown menu. The main part of the interface is a table with three columns: 'Action', 'Question name', and 'Type'. The table lists five questions, each with a set of icons for actions (back, search, refresh, forward, delete) and a checkbox. The 'Type' column shows different question icons. Below the table, there are links for 'Select all / Deselect all', a 'With selected:' section containing 'Add to quiz', 'Delete', and 'Move to >>' buttons, a 'Default for sac (5)' dropdown menu, and an 'Add' button with a quantity selector set to '1' and the text 'random questions'.



11. You will see the question bank on the right hand side and the quiz on the left hand side.
12. On the right hand side select the category from which you wish to take questions.
13. Tick the boxes beside questions you wish to include and then scroll down and click 'add to quiz'.
14. On the left hand side, check that the maximum grade is set to an appropriate number based on the total of all the questions added together.
15. Click 'Save Changes'. Use the preview tab to look at the finished product.

## Forums

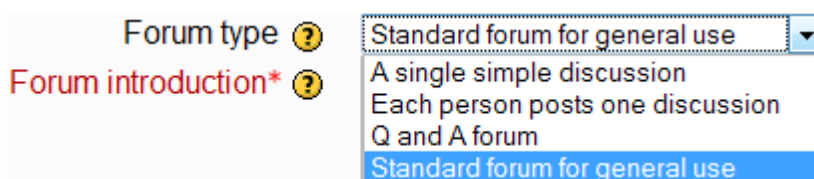
When you add a forum to your Moodle course, you are making an online message board for your students to talk to one another or with you. Forums are very easy to set up and there are 5 different types. Which forum you choose depends on how you want discussion to take place.

The different kinds of forums are:

- A single simple discussion – A single discussion topic which everyone can reply to
- Each person posts one discussion – Each student can post exactly one new discussion topic, which everyone can then reply to
- Q and A forum - Students must first post their perspectives before viewing other students' posts.
- Standard forum displayed in a blog-like-format – An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links.
- Standard forum for general use – An open forum where anyone can start a new discussion at any time.

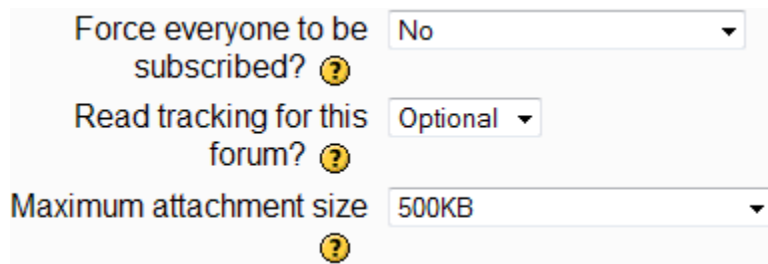
### ➤ Steps for setting up a forum

1. With editing on in your course go to the topic/section where you would like the forum to display and click 'Add an activity...' then 'Forum'
2. Give the forum a name (this becomes the link that your students click on to enter the forum)
3. Choose the type of forum you wish to use from the drop down menu



4. Give the forum an introduction.

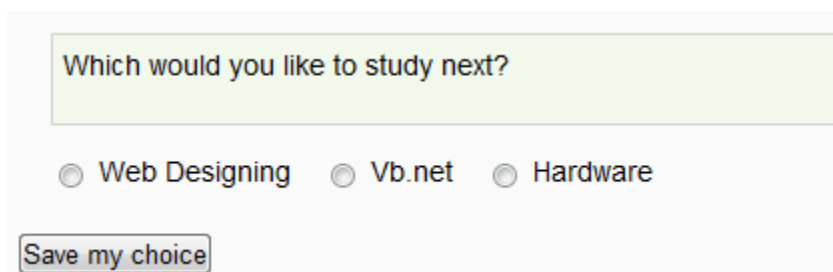
5. When you've filled out the introduction you must choose from the following settings. Feel free to leave the settings to default:

A screenshot of a forum settings interface. It contains three rows of settings, each with a label, a question mark icon, and a dropdown menu. The first row is 'Force everyone to be subscribed?' with a dropdown set to 'No'. The second row is 'Read tracking for this forum?' with a dropdown set to 'Optional'. The third row is 'Maximum attachment size' with a dropdown set to '500KB'.

- Force everyone to be subscribed:
  - Attachment size – your students can attach files to their posts and you can determine the size
  - Grades – it is possible to grade forum posts
  - Post threshold for blocking – allows you to limit how many times users can post over a period of time.
  - Set a time period
  - The number chosen in 'post threshold for blocking' is the number of posts allowed during the time period
  - 'Post threshold for warning' is the number of posts after which a warning is given - stating the number of posts left before the user is prevented from posting again that day/week
    - Group mode – only choose a group mode if you are using groups in the course. Separate groups will prevent groups from seeing one another's discussions. Visible groups will let all discussions be seen.
6. Click on 'Save and return to course' or 'save and display' to create the forum.

## Choices

This activity is useful when you want your students to vote on something. You can present them with as many items to choose from as you wish but, as with all voting, they can only choose one. You can give the students visibility of who voted for what



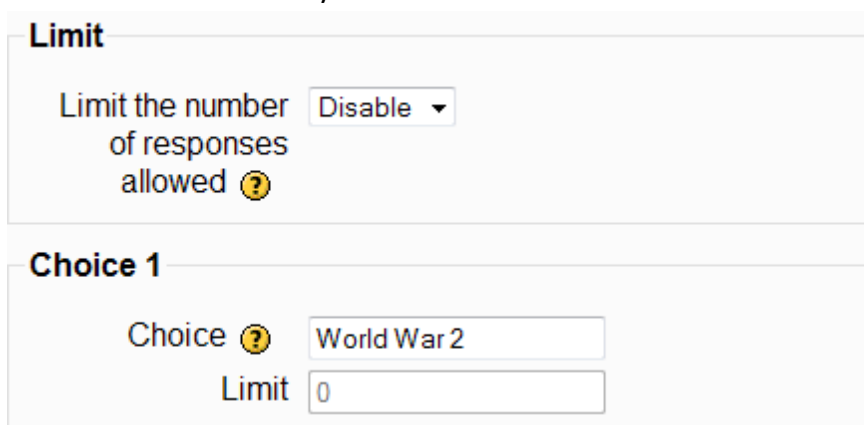
Which would you like to study next?

Web Designing  Vb.net  Hardware

Save my choice

### ➤ Steps for setting up a choice

1. With editing on in your course go to the relevant topic/section (where you would like the forum to display) and click 'Add an activity...' then 'Choice'
2. Give the choice a name (this becomes the link that your students click on)
3. In the choice text box you need to type the instructions.
4. Decide whether you want to limit the number of votes for a given item or not.



**Limit**

Limit the number of responses allowed

**Choice 1**

Choice

Limit

5. In the choice fields enter the choices/items you want the students to vote for.
6. You can click 'add 3 fields to form' if you want to give more choices.
7. It is possible to restrict when users can vote.
8. In the miscellaneous settings...
  - Display your choices vertically or horizontally
  - For 'publish results' you simply decide whether and when students are going to be able to see the choices made by others.
  - 'Allow choice to be updated' means do you want people to be able to change their mind?
  - Finally, do you want to show a column for those who did not vote (or have not yet voted)?

## Miscellaneous Settings

Display Mode	Display horizontally ▾
Publish results	Do not publish results to students ▾
Privacy of results	Publish anonymous results, do not show student names ▾
Allow choice to be updated	No ▾
Show column for unanswered	No ▾

## Glossary

By creating a glossary in your course you are providing an area for words and terms used in the course to be defined.

By default the glossary allows your students to contribute their own definitions (you can stop this if you wish) so teachers can ask students to define new terms that they come across. In turn, definitions could be rated and the best could be exported to a main glossary that students can't edit.

Glossaries are capable of 'auto-linking'. This means that if a word, present in the glossary, is typed somewhere in the course, that word will be automatically linked to its definition in the glossary. This is what a glossary looks like:

Discription of the Glossary

Search   Search full text

[Add a new entry](#)

[Browse by alphabet](#) [Browse by category](#) [Browse by date](#) [Browse by Author](#)

Browse the glossary using this index

[Special](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

- How to set up a glossary
1. With editing on in your course go to the topic/section where you would like the glossary to display and click 'add an activity' then 'Glossary'.
  2. Give the glossary a name (this becomes the link that your students click on to enter the glossary).
  3. In the description box give your students some instructions.
  4. Decide how many entries you would like to be shown on one page.
  5. Choose the type of glossary you want to create. Choose 'secondary glossary' because you can only have one main glossary per course.
  6. Next you need to decide whether you will allow:
    - Duplicate entries
    - Comments
    - Print view
  7. If you want words (present in the course) to automatically link to their corresponding definitions in the glossary, choose 'yes' for 'automatically link glossary entries'.
  8. 'Approval by default' means you don't need to check definitions that your students add before they become visible to everyone else. If you choose 'no' for this setting you will be required to approve an entry before the other students can see it.
  9. 'Display format' deals with how the glossary looks. You can:
    - choose from: Simple, dictionary style, Encyclopedia, FAQ, etc. Click on the question mark for a description of each style.
    - show a 'special' link – when clicked this filters the definitions for special characters like @,#, etc.
    - show the alphabet links so that when users click 'A' the list is filtered for definitions beginning with A.
    - show an 'ALL' link which shows all definitions when clicked.
  10. Decide whether students should be allowed to come back and edit their definitions.
  11. In the grade settings your first decision is whether or not you want it to be possible to rate definitions. Secondly, you need to decide who can rate – just teachers or everyone?
    - It is possible to restrict ratings for a day, hour or whatever you decide.
  12. Click 'Save and display' or 'Save and return to course'.

## Chat

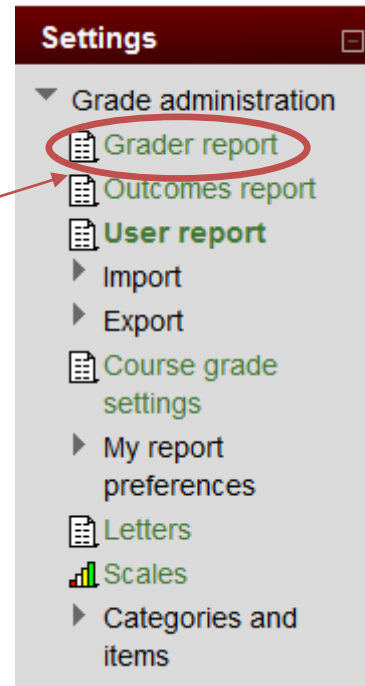
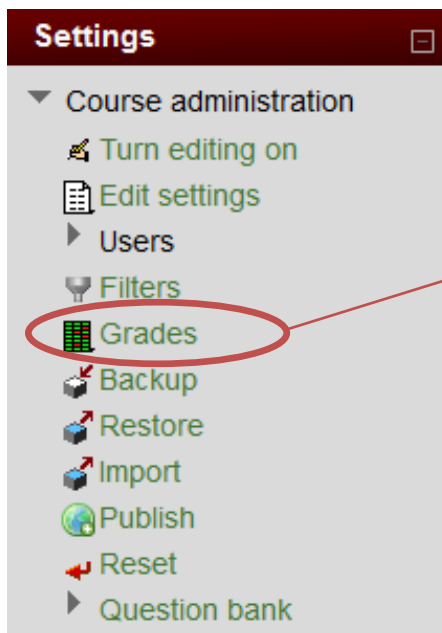
The chat module allows you to create an online chat room where your students take part in live discussions by sending and receiving instant messages. Only students enrolled on your course can participate. As a teacher you can consult transcripts for past chat sessions, you can even set up the chat room so that students can view past chats.

➤ Creating a chat room:

1. In your Moodle course turn editing on and go to the section you wish to add the chat room.
2. Choose 'Chat' from the 'Add an activity...' drop down menu.
3. Give the chat room a name. As always, this becomes the link that your students click on.
4. In the introduction box write instructions for your students.
5. The date and time for the next chat will be set to the current date and time.
6. Choose whether you'd like the chat room to show in the course calendar or upcoming events every week, every day, as a one off or not at all (see 'Repeat sessions' field below).
7. Decide how long you'd like transcripts of past chat sessions to be saved.
8. Decide whether you want to give your students access to the past chat transcripts.
9. Apply a group mode if you have groups set up in the course and want to restrict who can chat with whom.
10. Click 'Save and display' or 'Save and return to course'

## Gradebook

All the grades for each student in a course can be found in the 'Grader report' under the 'Grades' option in Course administration block.

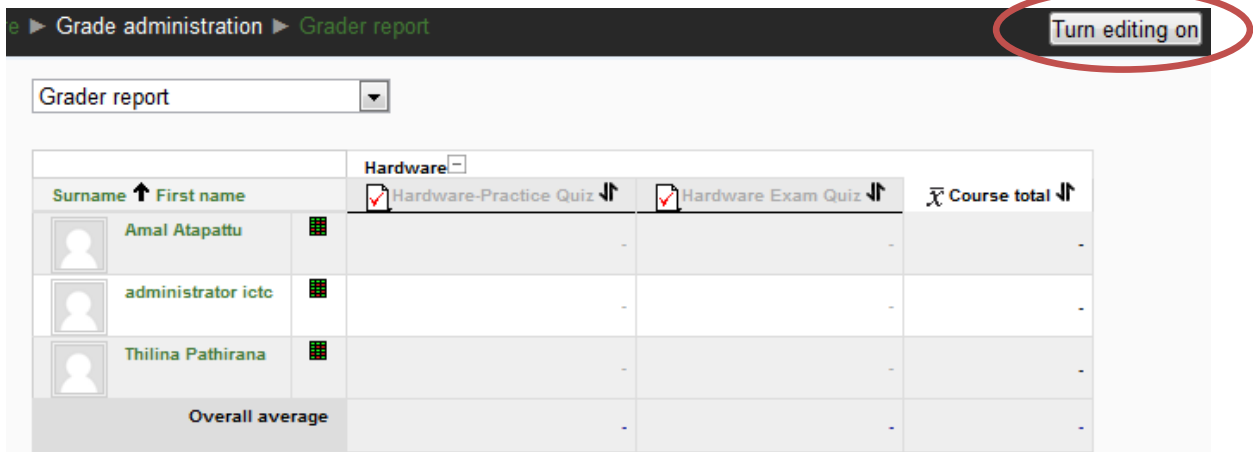


Grader report

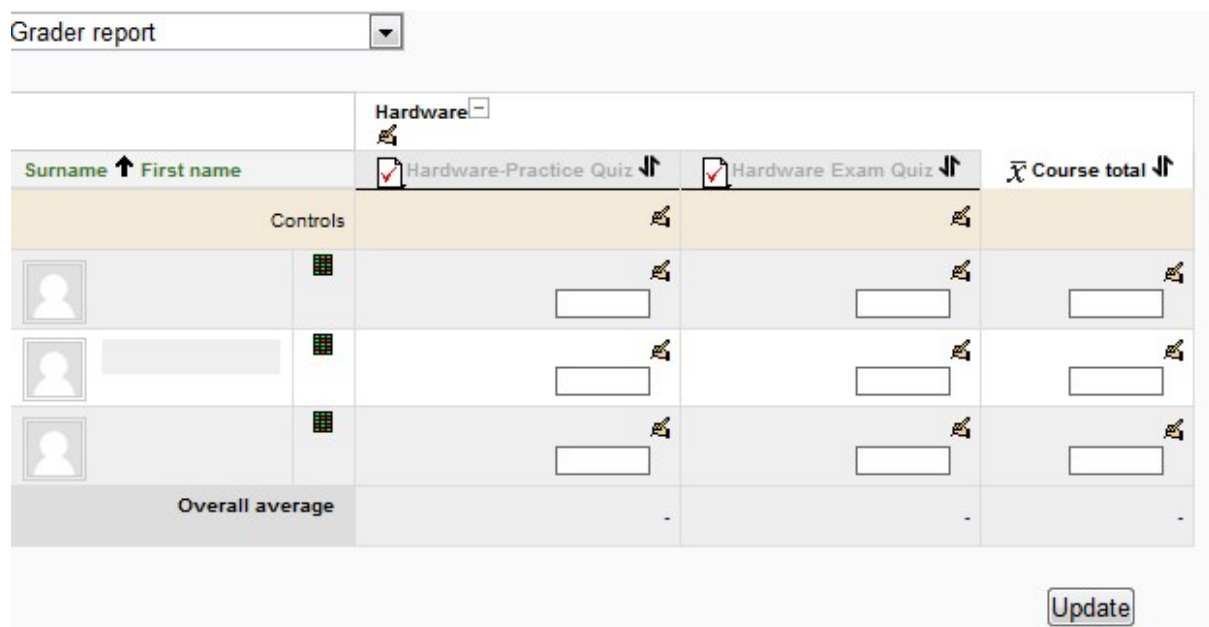
Surname ↑ First name		Hardware	Hardware-Practice Quiz	Hardware Exam Quiz	Course total
			-	-	-
			-	-	-
			-	-	-
Overall average			-	-	-

## Manually Entering and overriding grades


1. Go to the course to which you would like to add the grades.
2. Click on 'Grades' and then 'Grader Report' in Course Administration Block.
3. On the upper right corner you will see a "Turn editing on" button. Click this button to allow manual entry of grades.



The screenshot shows the 'Grader report' interface. At the top right, a button labeled 'Turn editing on' is circled in red. Below the breadcrumb navigation 'e > Grade administration > Grader report', there is a dropdown menu for 'Grader report'. The main table has columns for 'Surname', 'First name', 'Hardware-Practice Quiz', 'Hardware Exam Quiz', and 'Course total'. The rows list students: Amal Atapattu, administrator ictc, and Thilina Pathirana, along with an 'Overall average' row.



The screenshot shows the 'Grader report' interface with editing controls. A 'Controls' row is highlighted in orange. Below it, the table has columns for 'Surname', 'First name', 'Hardware-Practice Quiz', 'Hardware Exam Quiz', and 'Course total'. Each cell in the table contains a text box for entering grades. An 'Update' button is located at the bottom right of the table.

4. Go to the column of the assignment for which you would like to enter grades and type the student's grade in the appropriate text box.
5. For grades that are already entered or are entered from an automatically graded assignment, click the edit icon  next to the appropriate text box.





6. On the next screen, check the "overridden" check box and enter grade into the final grade text box.


### Edit grade


User

Item name


Overridden  

Final grade  


Excluded  

Hidden  

Hidden until       Enable

Locked  

Lock after       Enable

Feedback 

Font family  Font size  Format

**B** *I* U ABC  $x_2$   $x^2$  