Table of Contents

Customizing Moodle Display Structure

The standard display structure of Moodle is a week by week format. If you want to change this format, this can be customized and changed to however you would want to name each "week".

Make sure that you are edit mode, otherwise, click on the **Turn editing on** button.
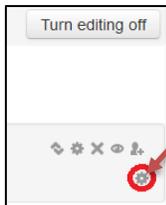
Option 1: Course-wide change

1.   Immediately underneath the Turn editing off button, click on the gear-like button (Edit summary).
2.   Scroll down to the format section, and change it from **Weekly Format** to **Topics format**.
3. Click on **Save Changes**.

At this point your Moodle structure has now changed from the default Week 1, Week 2, etc... format to Topic 1, Topic 2, etc...

Your next step is to customize the Topic displays to whatever you want to label each section. To do this, I will illustrate how you can change the section heading *Topic 2*; you can follow the following steps:
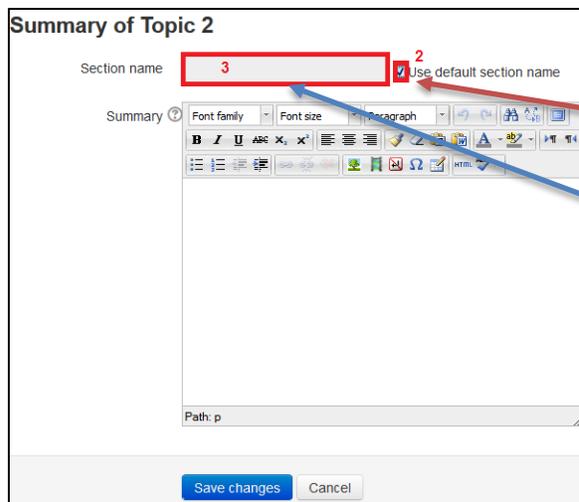
1.   Immediately below the Topic heading, click on the gear-like button (**Edit Summary**).
2.   Uncheck the option, **Use default section name**.
3.   Type-in the text that will replace the display Topic 2.
4.   Click on **Save changes**.

Note: You will have to do this for every topic heading in your course's page.

Click on this icon for any topic display that you do not intend to use. This does not delete the topic heading, it simply hides it from your students.

You can make it visible again to your students by clicking on the same icon a second time.

Option 2: Selective Changes; Keeping the Weekly Default Format

This option allows for selective changes to the Weekly display, without changing the course-wide method of displaying the Weekly default format. You will notice that the procedure listed here is the same as the second half of the steps provided in Option 1.

1. Immediately underneath the week block, click on the gear-like button (Edit summary).

2. Uncheck the Use default section name option.
3. Type-in the text that would replace the week block format.
4. Click on **Save changes**.

You will need to repeat these steps for every week that you want to change in your Moodle course.

Click on this icon for any week on your display that you do not intend to use. This does not delete the week, it simply hides it from your students.

You can make it visible again to your students by clicking on the same icon a second time.

Adding Content into Moodle

To start putting content into Moodle, click on the **Turn editing on** button, located on the upper right-hand side of your screen.

Turn editing on

Adding Resources

1. Click on **Add an activity or resource**.
2. Scroll to the bottom of the page, and choose either one of the commonly used items listed below:
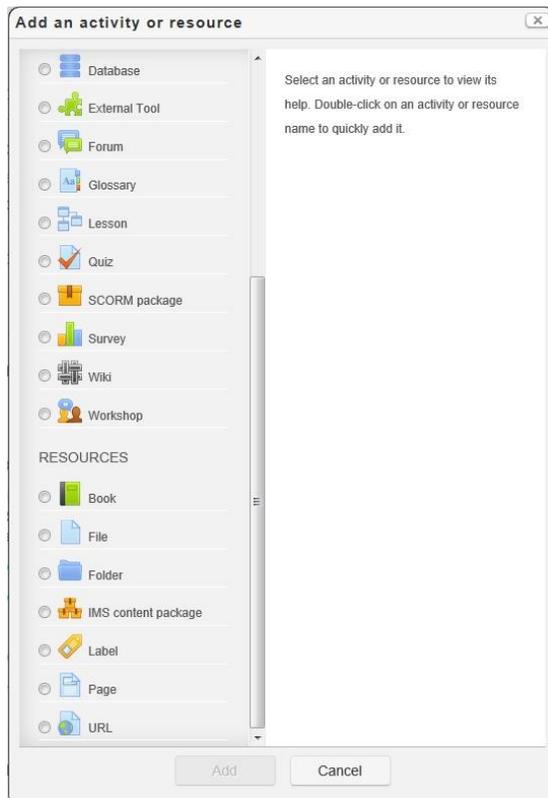
File – use to upload a single file

Folder – use to upload a group of files contained in a folder

Label – use to insert text (i.e., short description of activities or general instructions)

URL – use to insert a website address

3. Choose **File**, and click on **Add**.
(continue unto the next section)

Uploading a File

Adding a new File

General

Name*

Description*

Display description on course page

Content

Select files

Maximum size for new files: 50MB - drag and drop not supported

Add...   Create folder

Files

Provide a **Name**; this name will appear to your student's browser.

Provide a brief description of the file.

Click on **Add**.

File picker

Server files
Recent files
Upload a file
Private files
Google Drive
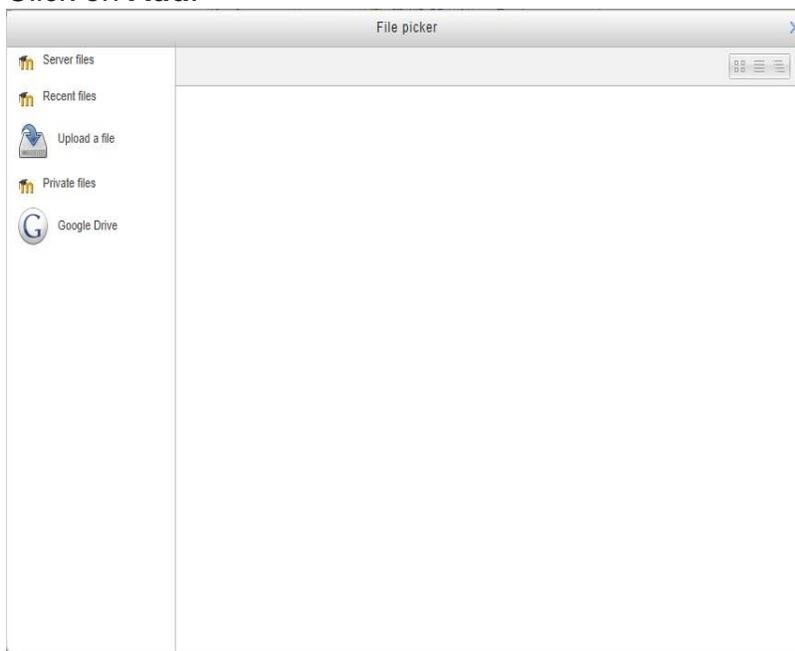
Server files – files currently in your Moodle account

**Recent files** – most recently uploaded files

Upload a file – allows user to upload a new file

Private files – personal user files separate from the general storage area

Google Drive – files saved in Google space

To upload a locally stored file, proceed to the next page. If your file is stored in Google Drive, skip to the next section.

To upload a new file from local storage, click on **Upload a file**.
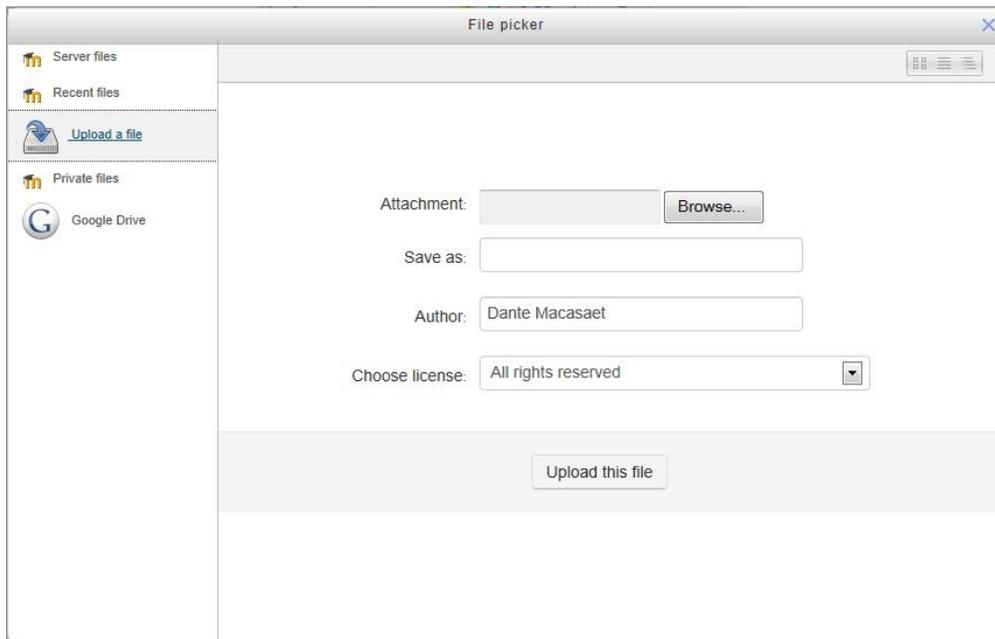

Click on **Browse…**

Locate your file from local storage, and click on **Open**, or double-click on the file that you wanted uploaded.

Click on **Upload this file**.

Click on **Save and return to course**.

(New) Uploading a File From Google Drive

To upload a file that resides in Google's space, click on **Google Drive**.
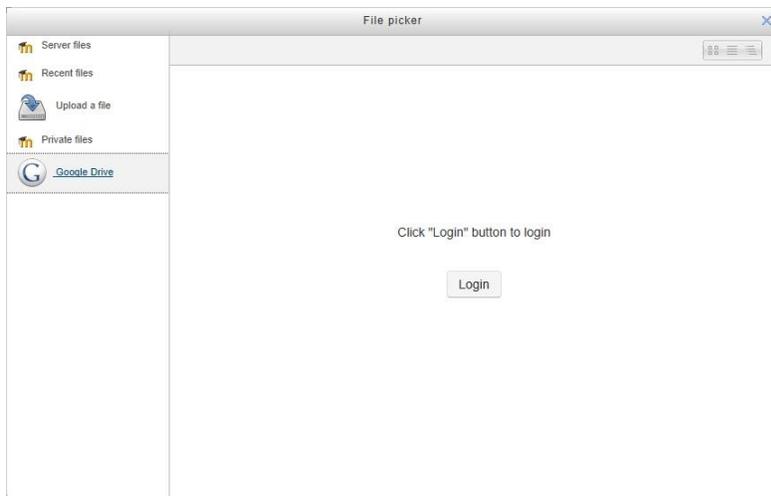
Click on **Login**.

If this is your first time to use Google Drive in Moodle, you will be prompted to log-in to Google using your full Concordia email and network password. Also, you will have to **Agree** to Google's term of use for document sharing.

Double-click on the file you want to link into Moodle.
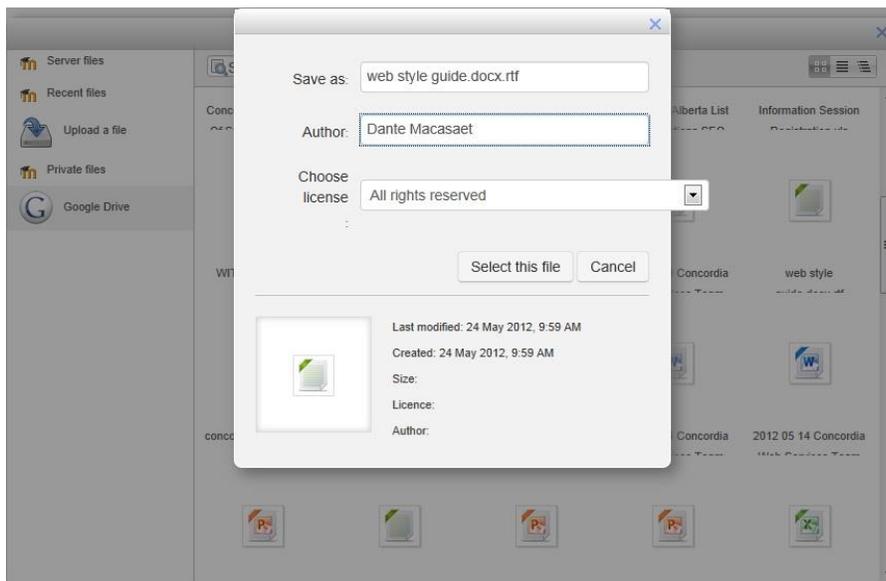
(Optional) Choose a license scheme.

Click on Select this file, and then click on **Save and return to course** on the next screen.

Adding a Folder

1. From the *Add an activity or resource* screen, choose **Folder**, and then click on **Add**.
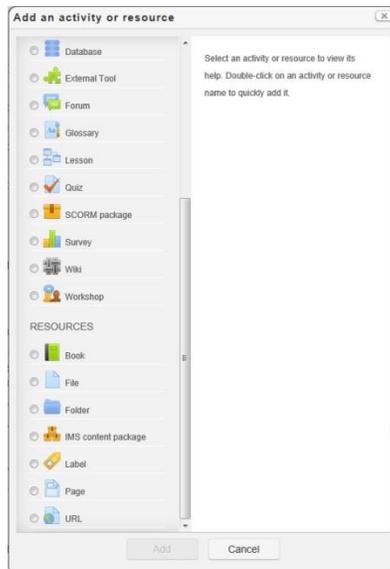
2. Provide a **Name**; this name will appear to your student's browser.

3. Provide a brief description of the folder.

4. Click on **Create a folder**.
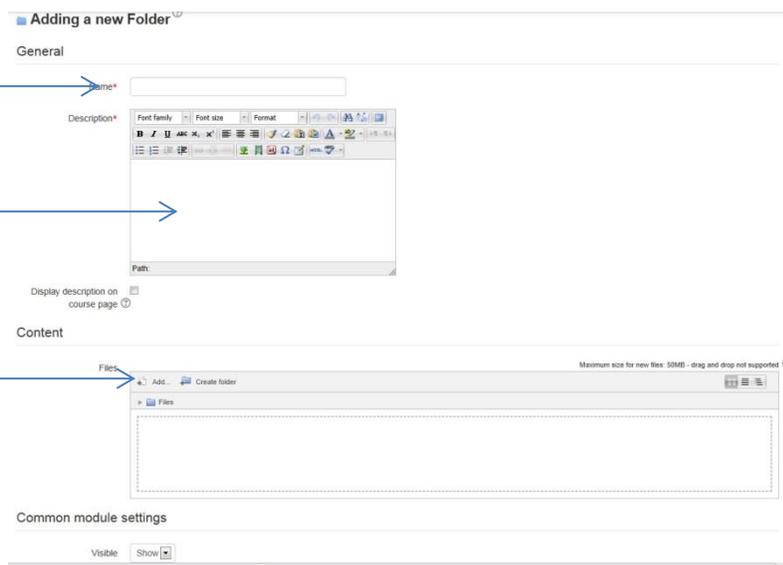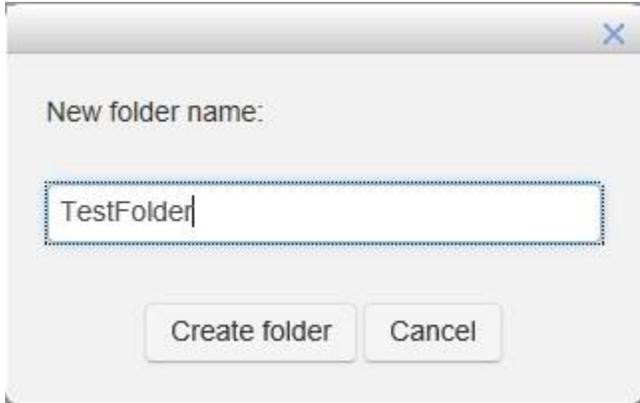
Provide a folder name, and then click on **Create folder**.

Double-click on the recently created folder.

To start adding files to the folder, click on **Add**.

Follow the same procedure for uploading a file from local storage or from Google Drive, from the previous section. Repeat this process until all the files you need have been uploaded into the folder.

Once done, click on **Save and return to course**.

Creating Labels
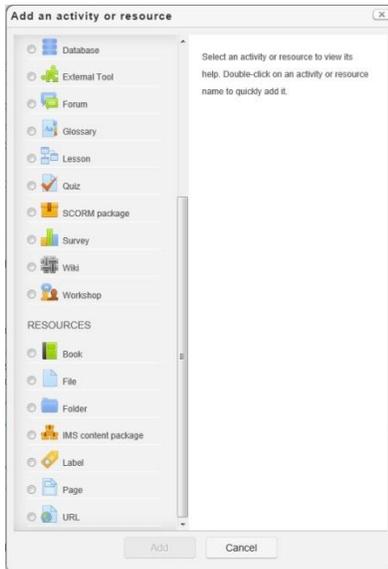
1. From the *Add an activity or resource* screen, choose **Label**, and then click on **Add**.

2. Type-in and format the text you want to appear in Moodle.
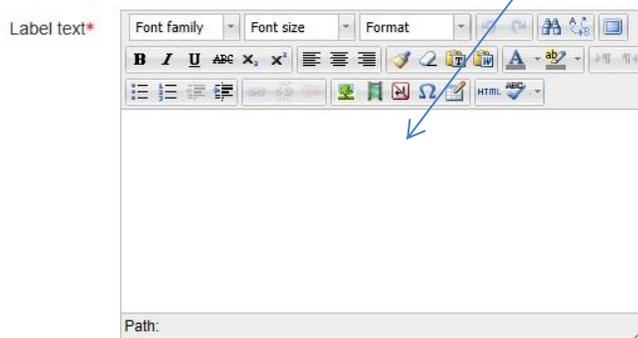
3. Click on **Save and return to course**.

Editing Entries in Moodle

1. From your main Moodle page, go to the section where you want to perform the changes, and from across the entry to be edited, click on **Edit**, then click on **Edit Settings**.
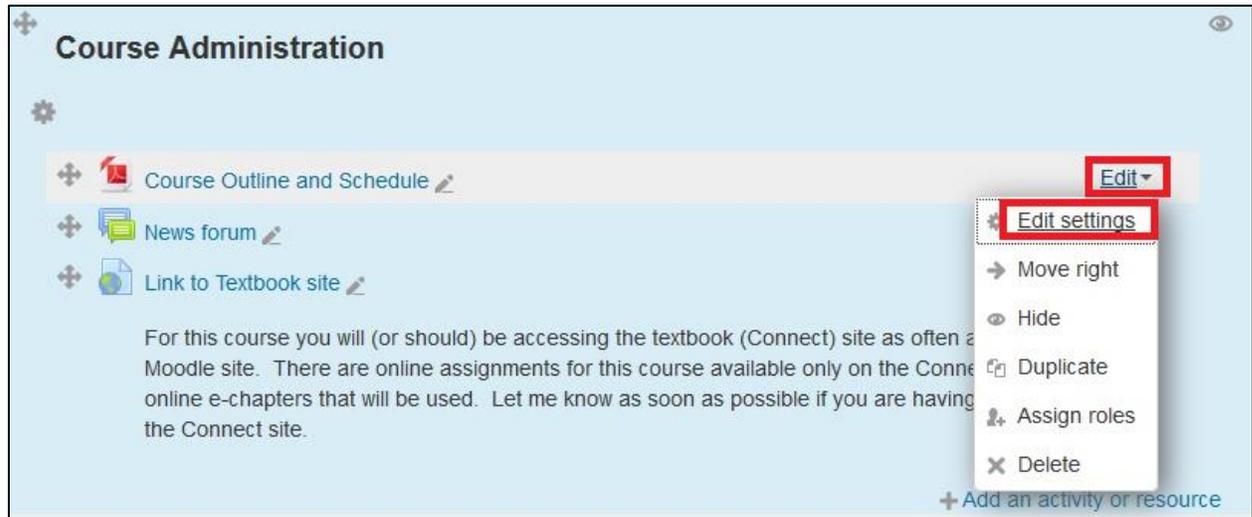
2. From the editing screen, make your changes. If the screen display you are getting is not in an expanded form, click on Expand all before going through your changes.
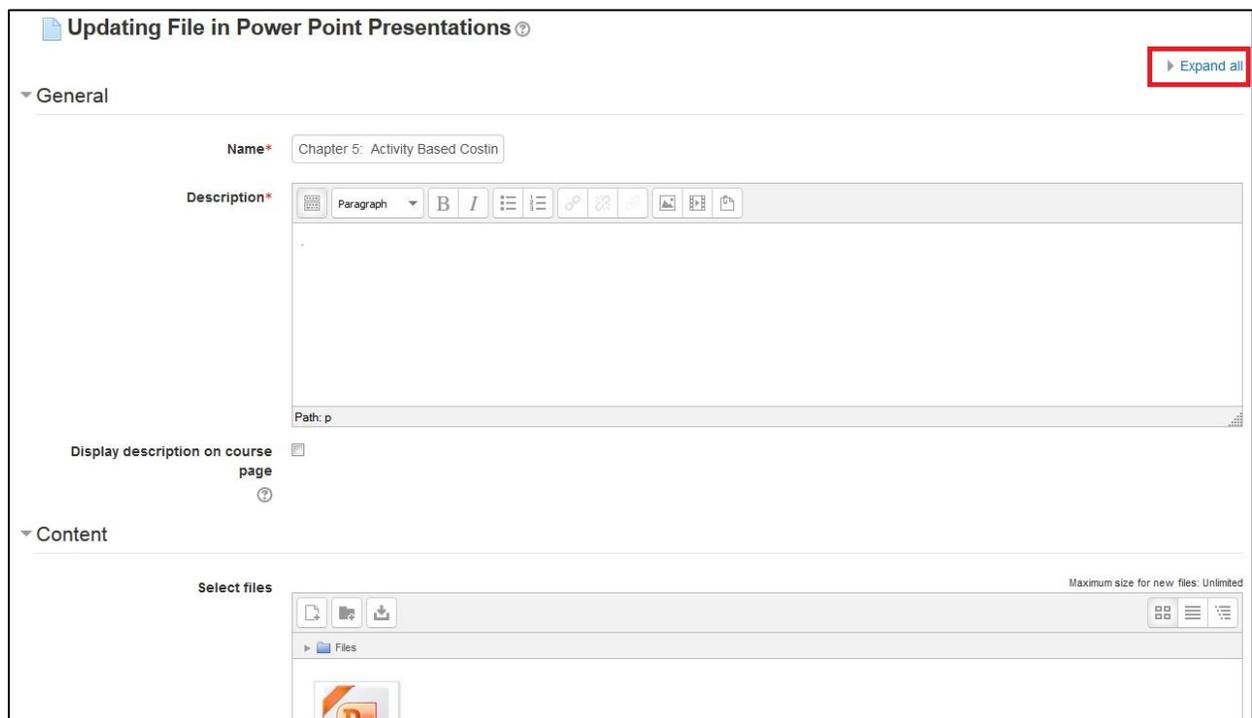
3. Click on the **Save and return to course** button at the bottom of the page.

Embedding (YouTube) Video into Moodle

**Note**: These outlined steps are best done on either a Firefox or Chrome browser. Unexpected results may occur if you use Internet Explorer.

1. Go to the YouTube video and click on **Share**.
2. Click on **Embed**.
3. Make sure that the option, **Use old embed code**, is checked.

4. Copy the entire HTML code, as shown in the display box.
5. Go to your Moodle page where you intend to embed this video.
6. Make sure that editing is turned on.

7. Click on the **Add an activity or resource** link.
8. Choose **Label**, and click on **Add**.

9. Click on **HTML**.

10. Paste (**Ctrl V**) the copied HTML code from step 4, and click on **Update**.
11. Click on **Save and return to course**.

Using Groups

The Moodle **Groups** feature allows you to put students on your course into groups. Students can then undertake Moodle activities within these groups, allowing them to work together more closely, and encouraging more participation from each member than they might get in a whole-class exercise. Groups can also be used to restrict access to a particular resource or activity to a subset of students.

There are three group modes

- No groups - This means that everyone is part of one big community
- Separate groups - Each group can only see their own group, others are invisible.
- Visible groups - Each group works in their own group, but can also see other groups, but the other groups' work is read-only.

For example, enabling either separate or visible groups on an assignment enables instructors to filter the student submissions to see only those from a particular group. With visible groups, students can see which other groups are doing the same activities as they are; with separate groups, they do not know which other groups are doing the same activities.

Using groups with discussion forums allow instructors to restrict interaction between students. Separate groups mean only students in the same group can see and participate in discussions within a particular forum. Visible groups allow students to see other group's discussions, but only participate in their own group's discussions.

Creating Groups

1. From your course page, click on **Users**.
2. Click on **Groups**.

3. Click on **Create Group**.

4. Provide a *Group name*, and click on **Save changes**. Repeat this process until you have created all your groups.

5. Choose one of your groups from your recently created groups. Click on **Add/remove users**.

6. Assign students into the group. Use the arrows in the middle of the two columns to add or remove students to/from the group.

Using Groups in Assignments

1. Create your assignment, define the due dates, and make sure to define in the submission type as **File submissions**.

2. In the *Common module settings*, choose the <u>group name</u> in the *Grouping* section.

3. **Save** your activity.

Groupings

Groupings are defined as a collection of groups within a course. Using groupings allows instructors to direct tasks at one or more groups in your course, so that they can work together on the tasks.

1. From your course page, under the *Course administration* block, click on **Users**.

2. Click on **Groups**.

3. Click on the **Groupings** tab.

4. To create a new grouping, click on **Create grouping**, type-in a **grouping name**, and then click on **Save changes**.
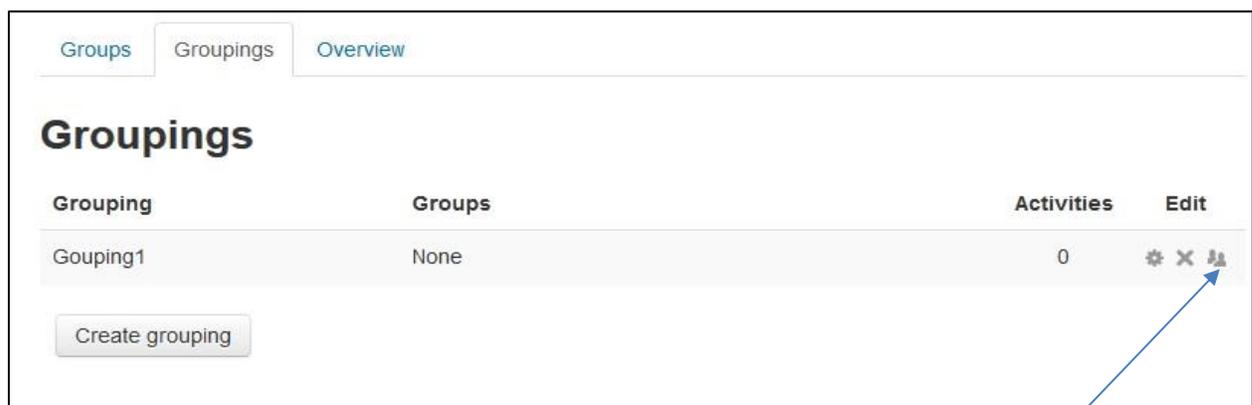
5. To use an existing grouping, click on the **show groups in grouping** icon.
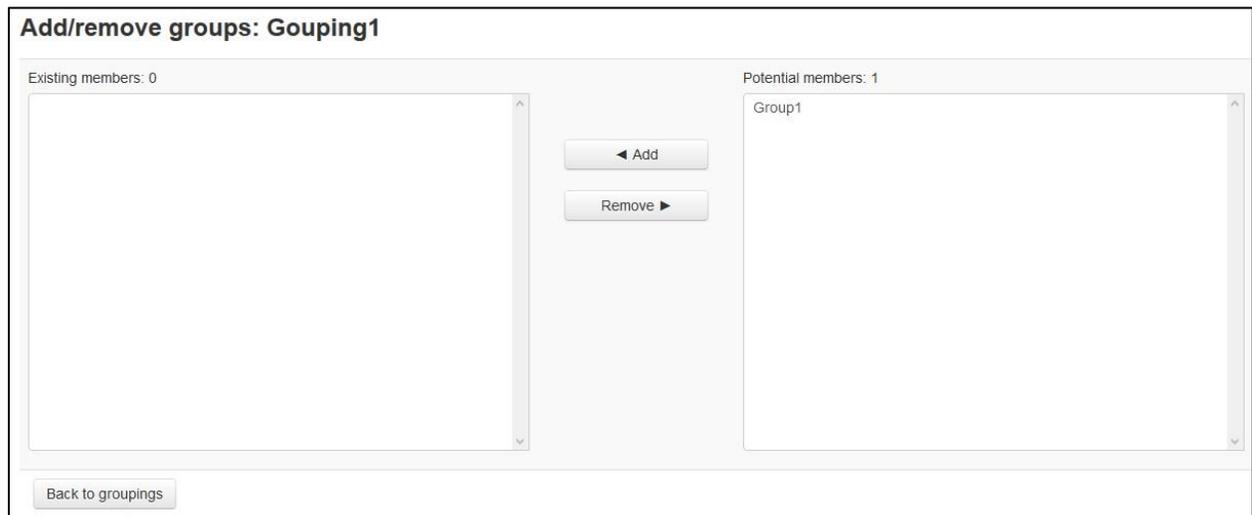
6. Use the **Add** button to add groups into your selected grouping, or the **Remove** button to remove groups from your current grouping.

7. Click on the **Back to grouping** button when done with your changes.

Adding Activities

An activity in Moodle is generally something that a student will do to interact with other students in the class or the teacher.

Moodle provides 16 different forms of activities. If you select any one of them, a brief description of their use will be provided alongside your options.
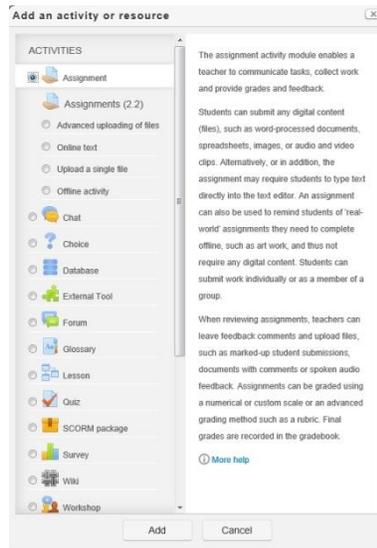
To add an activity into your class module, start by clicking on **Add an activity or resource** from your main Moodle page.

Choose the type of activity you want to include in your class module, and then click on **Add**.

For purposes of this guide, the steps on creating **assignments**, **chats**, **choices**, **forums**, and **quizzes**, will be discussed.

Creating Assignments

From the **Add an activity or resource** options, choose one of the assignment types, and then click on **Add**.

Offline activity

Provide an assignment name, and a brief description of the assignment; this will appear on your student's browser.

Set a window of time from which the assignment will be available to your students. This will also indicate when this assignment is due for submission.

Set a maximum grade for the assignment.

Leave the Grade category as Uncategorized for the time being; this will be discussed more in detail in the Gradebook section of this guide.

Scroll down to the bottom of the display and use the default values for common module settings.

Finish the process by clicking on **Save and return to course**.

Uploading a single file

Uploading a single file follows the same process as the previous procedures for creating an offline activity. However, there are some additional settings that need to be addressed, that is specific to uploading a file. Among them:

Prevent late submissions – determines whether submission after due date is allowed; default is **No**.

Allow resubmitting – determines if students can re-submit after assignment have been marked for re-marking; default is **No**.

Email alerts to teachers – determines if teacher will be sent an email if a student uploads a file; default is **No**.

Maximum size – determines the maximum file size a student can submit; default is **1MB**.

Creating Online Text Assignments

Online Text assignments are created using the same process as that for creating an offline activity, with the addition of the option to add a **Comment inline**. A comment inline is used by the teacher as a feedback comment when grading.

On the part of the student, these displays are what they see and respond to.

What is your opinion on the government response to the Alberta flooding?

Available from: Monday, 8 July 2013, 3:20 PM

Due date: Monday, 15 July 2013, 3:20 PM

You have not submitted anything yet

Add submission

What is your opinion on the government response to the Alberta flooding?

Available from: Monday, 8 July 2013, 3:00 PM

Due date: Monday, 15 July 2013, 3:00 PM

Submission*

| Font family | Font size | Format |

B *I* <u>U</u> ABC x₂ x²
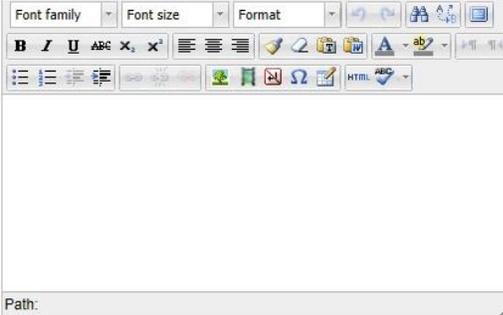
Path:

Save changes   Cancel

There are required fields in this form marked *.

Advanced Uploading of Files

Advanced uploading of files follows the same process as the procedures for creating an offline activity. However, there are some additional settings that need to be addressed that are specific to uploading multiple files. Among them are:

Allow deleting – determines whether the teacher would allow a student to delete an uploaded file(s) before it is submitted for grading. A student is permitted to do this up until the due date.

Maximum number of uploaded files – determines the maximum files a student can upload; it is recommended that this number is mentioned in the assignment description

Allow notes – allows the student to provide additional notes on top of the uploaded files

Hide description before available date – if this is turned on, only the assignment name is available for the students to view, until the "Available from" date

Enable "Send for marking" button – This button allows the student to indicate to the teacher that they have finished working on the assignment, and it is now ready for marking. The teacher can revert this back to a Draft button if they want the student to redo the submission.

Chats

A chat is a text-based activity in Moodle, ideal for distance-based classes, that allows for real-time student-teacher or student-student interaction based on a predetermined time window that is normally moderated by the teacher. Depending on how the session is set-up by the teacher, individual exchange of information can be reviewed at a later time by the teacher.

From the **Add an activity or resource** options, choose **Chat**, and then click on **Add**.

Provide a name to the Chat Room.

Add a brief description to what will be discussed in the chat/interaction between students and the teacher.

The Next Chat time determines when the group is expected to log-in to Moodle to participate in the discussion.

Repeat sessions indicate if the activity will be a regular occurrence. Options include:
Don't publish any chat times
No repeats – for a one-time occurrence
At the same time everyday
At the same time every week

Save past sessions – indicates whether past session data is saved

Everyone can view past sessions – indicates whether individuals from the class can review past session chat data.

Upon completion of the settings, click on **Save and return to course**.

Choices

The Choice activity in Moodle enables the teacher to pose a question in the form of a survey or poll, with several answers from which students can choose from.
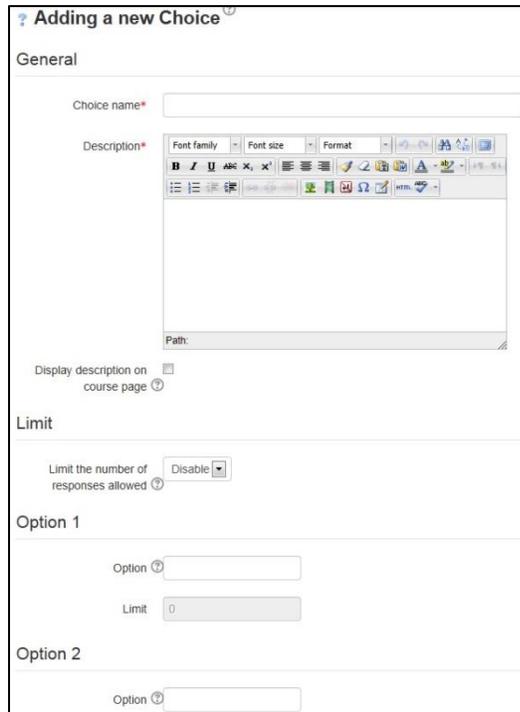
From the **Add an activity or resource** options, choose **Choice**, and then click on **Add**.

Provide for a **Choice name**; this is what displays on the student browser.

On the *description* section, type-in the (polling or survey) question.

Other parameters that require entries are:

Limit the number of responses allowed – determines whether only a maximum number of participants can choose an option

Option 1- 5 – choices that participants can choose from

Restrict answering period – determines the window of opportunity the participants can make choices

Upon completion of the settings, click on **Save and return to course**.
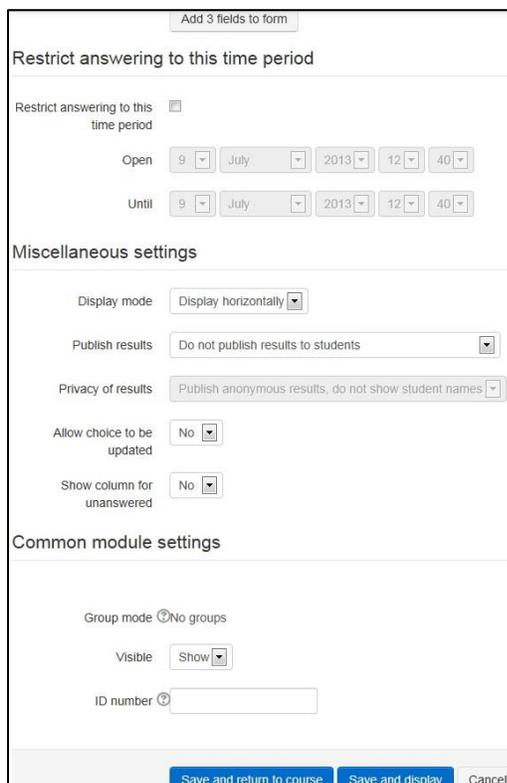
Forums

In contrast to chat, a Forum in Moodle is an asynchronous discussion between teacher and students, happening in a non-real-time environment. Anybody in the group can post comments into the forum but responses may not happen since not everybody is expected to be logged-in at the same time. This type of activity usually spreads across a longer period of time.

From the **Add an activity or resource** options, choose **Choice**, and then click on **Add**.

Provide a forum name.

Choose what type of forum:
Single simple discussion – single topic for discussion and every participant can reply
Each person posts one discussion – each participant can post one topic and everybody can reply to it
Q & A forum – a participant must post first before he/she can view other participant posts
Standard forum(Blog) – open forum environment where anybody can start a discussion topic, and the topics are listed on a page for anybody to discuss
Standard forum(General use) – open forum style where anybody can start a new topic at any time

Other parameters that need to be defined are:

Subscription mode – determines how forum subscription is imposed; choose from 4 types,
- **Optional** – participants choose whether to subscribe or not
- **Forced** – participants are automatically subscribed and cannot unsubscribe
- **Auto** – participants are automatically subscribed but can unsubscribe later
- **Disabled** – subscriptions are not allowed

Read tracking – helps participants track read /unread messages

Time period for blocking – determines the whether participants are blocked from posting more than a given number of posts in a given time period

24
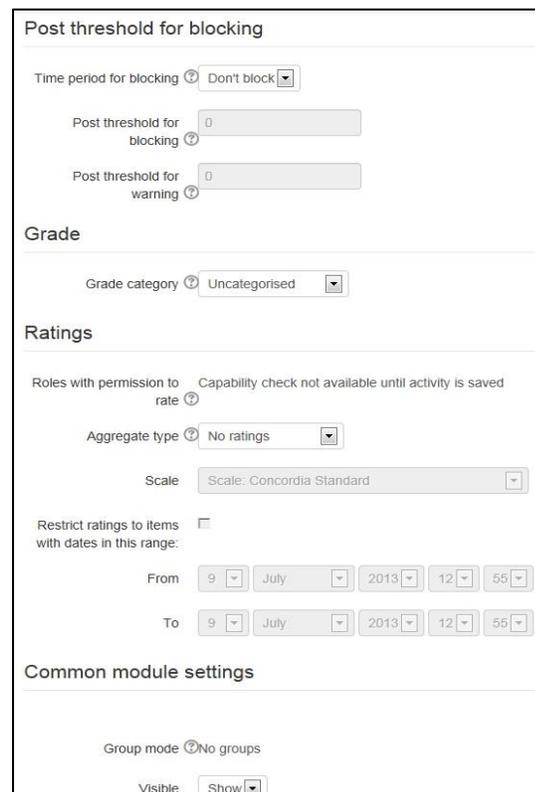
The Post threshold for blocking and Post threshold for warning will only be enabled if the Time period for blocking has been enabled.

The Ratings section can be set-up to determine how the posts in the forum are to be rated either by the teacher or by selected participants. If participation in the forum discussions would be considered in the marks for the course, then the Aggregate type and Scale need to be defined.

Upon completion of the settings, click on **Save and return to course**.

Quizzes

The Quiz activity in Moodle allows the teacher to create quizzes/exams in the form of multiple choice, true or false, matching type, short answer or numerical questions. A question bank can also be created so that Moodle can randomly pick-out questions from the question bank. Other parameters, including setting time limits, limiting the number of attempts for a quiz, and providing immediate feedback to student responses as they take the quiz, are included in the set-up process for a quiz.

Each attempt a student takes (depending on how the quiz is set-up) is recorded in the Gradebook.

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

Creating the Quiz Activity Options

From the **Add an activity or resource** options, choose **Quiz**, and then click on **Add**.

Provide for a **quiz name**.
Under the *Timing* section, click on the Enable boxes and set a time frame for when the quiz is available for students to attempt.

Click on the third enable box to set a *time limit* for the quiz attempt.

On the *When time expires*[*] option, choose from either of the three:
- Open attempts are submitted automatically.
- There is a grace period
- Attempt must be submitted before time expires

The *submission grace period*[*] option will only be enabled if the second option above is chosen.

In the *Grading* section, identify how many attempt(s) are allowed for the quiz.

In the *Layout* section, how the questions are laid-out for the students is determined.

The question order* determines how the question are presented to the students; either as shown on the edit screen, or randomly.

The New page* option identifies how many questions will be shown per page.

The Navigation method* determines how a student progresses into the questions of the quiz. Two options are provided:

Free – students are able to go back or skip ahead of questions
Sequential – students are not allowed to go back or skip ahead of questions

In the *Question Behaviour* section, the choices of how the questions are presented to the students are determined.

If Yes is enabled for *Shuffle within questions*, then each question's answers (for multiple choice and matching type) are shuffled randomly for every instance the question is answered.

Deferred feedback is the preferred option of choice for *How questions behave*, as this gives the feedback to each question only after the student has submitted the quiz.

The *Each attempt builds on last* options will only be enabled if multiple attempts are allowed in the quiz.

For the *Review options*, the choices marked with red check marks above are what you would typically want to set-up for your quiz. Assuming only one attempt is allowed, students will be able to know their quiz mark immediately after their attempt. Should they decide to open the quiz again after they have submitted the quiz, they'll only be able to see their marks. Only after the quiz time window has closed will they be able to see and review each question, their answers, the correct answers, any feedback you may have provided, and their marks.

Overall feedback

Grade boundary 100%

Feedback [text editor toolbar]

Path: p

Grade boundary [empty input field]

You can also provide feedback text which will be displayed to the student, based on their marks, at the end of the quiz allotted time slot. Make sure to provide enough feedback text to cover the range of marks in the quiz.

To finish setting-up the quiz, click on **Save and return to course**.

Creating Questions for the Quiz

1. Back at the main screen, click on the just set-up quiz (*The Quiz*).

The Quiz

Attempts allowed: 1

The quiz will not be available until Sunday, 11 August 2013, 3:52 PM

This quiz will close at Sunday, 11 August 2013, 3:52 PM

Time limit: 50 mins

No questions have been added yet

Edit quiz

Back to the course

2. Click on **Edit quiz**.

Order and paging: The Quiz

Total of marks: 1.00 | Questions: 1 | Quiz closed (opens 11/08/13, 15:52)

Maximum grade: 10.00

Save

Shuffle questions has been set, so some actions relating to pages are not available. To change the shuffle option, Update this Quiz.

Remove selected

Select all / Deselect all

Add new pages after selected questions

Move selected questions to page:

QUESTION BANK CONTENTS [HIDE]

Category: **Default for The Quiz**
The default category for questions shared in context 'The Quiz'.

Select a category:

Default for The Quiz (1)

Create a new question ...

3. Under the Question Bank section, click on **Create a new question**.

Choose a question type to add

- Calculated
- Calculated multichoice
- Calculated simple
- Embedded answers (Cloze)
- Essay
- Matching
- Multiple choice
- Numerical
- Random short-answer matchi
- Short answer
- True/False
- Description

Allows the selection of a single or multiple responses from a pre-defined list.

Next   Cancel

4. Choose a *question type*, and then click on **Next**.

Depending on question type, follow the links for Multiple Choice and True/False.

Creating Multiple Choice Type Questions

5. Type-in a **Question name**.

   If you are creating several quizzes, say based on chapters in a textbook, one way to name questions is C1-Q1, which may mean Chapter 1, Question 1. But, you may employ your own naming convention.

6. The question that will appear to the student will have to be typed-in the **Question text** section.

7. The default mark value will indicate how many points this question is worth.

8. The General feedback section is an optional field.

9. A check mark in the **Shuffle choices** option indicates that the question will have a random ordering of choices/answers when presented to the student in the quiz. Remove this check mark if one of your choices is either, "None of the above" or "All of the above".

10. For Choice 1 to 6, indicate the possible choices you would want to present to your students. Also, indicate a **100%** grade on the correct answer, all others should be set at **None**. The Feedback section, is again an optional item. If Shuffle choices was checked, the order that you place the answers here will not necessarily reflect as the same order of the choices when the students take the quiz.

11. (**New**) For multiple tries questions, you can provide hints to guide your students to the right answer.

12. Click on **Save changes**.

Creating True/False Questions

1. Type-in a **Question name**.

   If you are creating several quizzes, say based on chapters in a textbook, one way to name questions is C1-Q1, which may mean Chapter 1, Question 1. But, you may employ your own naming convention.

2. Type-in the e question that will appear to the student in the **Question text** section.

3. The Default mark will indicate how much points are allotted to this question.

4. In the correct answer section, indicate the right answer.

5. (**New**) For multiple try questions, indicate what the penalty mark will be for incorrect try.

6. Click on **Save changes**.

Creating Question Categories

A question category can be compared to a folder in your computer; it is used to organize and categories the questions contained in your question bank in Moodle.

1. On the left hand-side of the main Moodle screen, under **Settings**, click on **Question bank**.
2. Click on **Categories**.

3. Type-in a category name. Choose a parent category (if you want this to become a sub-category). You can also provide an optional short description for the category.
4. Click on **Add category**.

Importing Questions

This guide will cover the simplest (and most human-readable format) for importing multiple-choice questions into the Moodle question bank, the **Aiken format**.

The following are some of the simple rules to follow when creating your questions in a text file:

- The question must be all on one line.
- Each answer must start with a single uppercase letter, followed by a period or a bracket ')', then a space.
- The answer line must immediately follow, starting with the word "ANSWER: " (make sure there is a space after the colon) and then giving the appropriate letter.
- The answer letters (A, B, C, etc.) and the word "ANSWER" **must** be capitalized, otherwise the import will fail.

1. From the main Moodle screen's **Settings** block, click on **Question bank**.
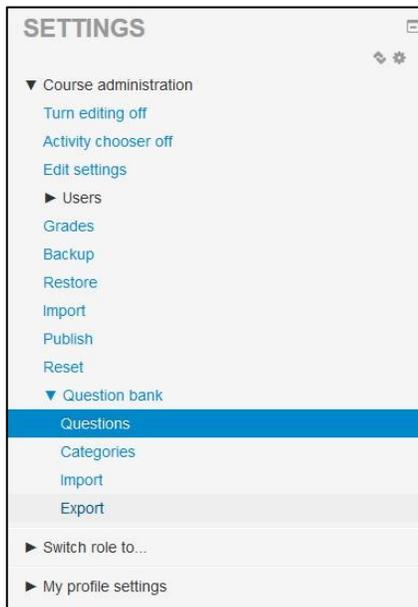
2. Click on **Import**.

3. Choose the **Aiken format** option.

4. (Optional) Choose an Import Category. If you leave it as the default option, the imported questions will become part of the uncategorized (general) questions for the course.

5. Click on **Choose a file…**

6. From the File picker window, browse to the location of your saved text file, and select it.

7. Click on **Upload this file**.

8. Click on **Import**.

9. At this stage, Moodle will display the content (questions) of the imported file. Click on **Continue** to confirm.

At this stage, you will get your imported questions added on to the existing question bank (if you have any).

To add these questions into your quiz, proceed to the [Creating a Quiz section](#), if you are starting a new quiz. or the [Modifying a Saved Quiz](#) section, if you are editing an existing quiz activity.
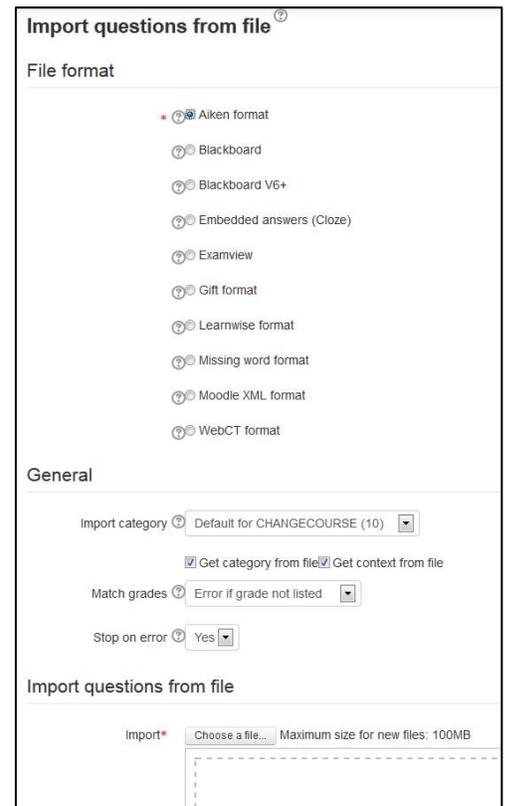
Creating the Quiz

Once you have created you questionnaire bank, it is now time for the quiz itself to be created. This is the point where you will pick from your questionnaire bank what will be included in the quiz itself.

1. Select questions from your Question bank by checking them off from your list.

2. Click on **Add to quiz**.

3. Indicate what your maximum grade is for the quiz. This number will be divided by the number of questions you have on your quiz; the result of which will be the weight of each question.

4. Click on **Save**.

Modifying a Saved Quiz

1. Once a quiz has been saved, it will appear on your main Moodle course resources/activity screen.

2. Click on the name of the quiz.

3. Scroll down to the bottom section of the resulting page.
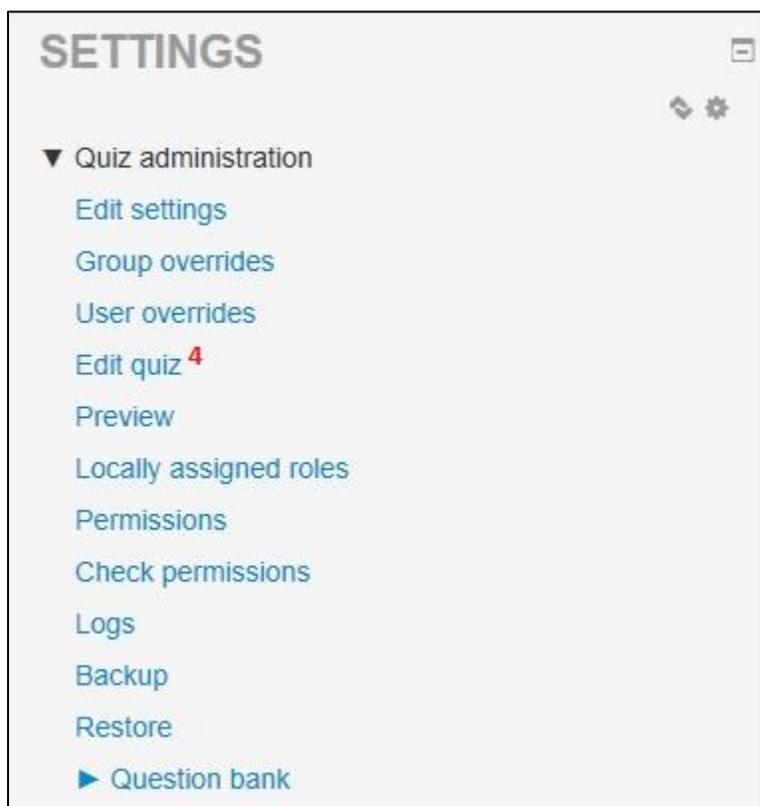
4. Click on **Edit quiz**.

5. Make your changes on the quiz in the resulting page.

6. Don't forget the click on **Save** when you're done with your changes.

Using the OUBlog

1. From the main Moodle screen, click on the **Add an activity or resource** link.
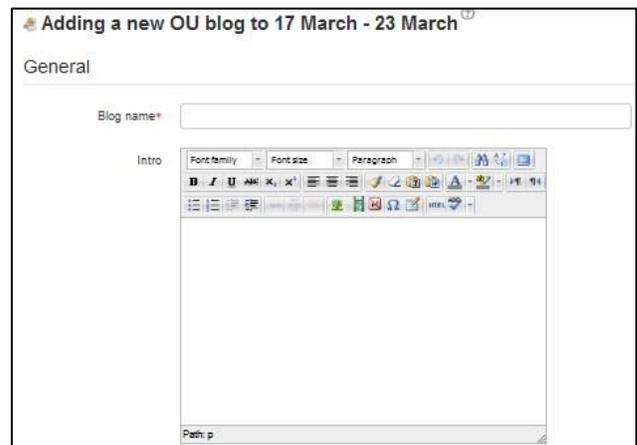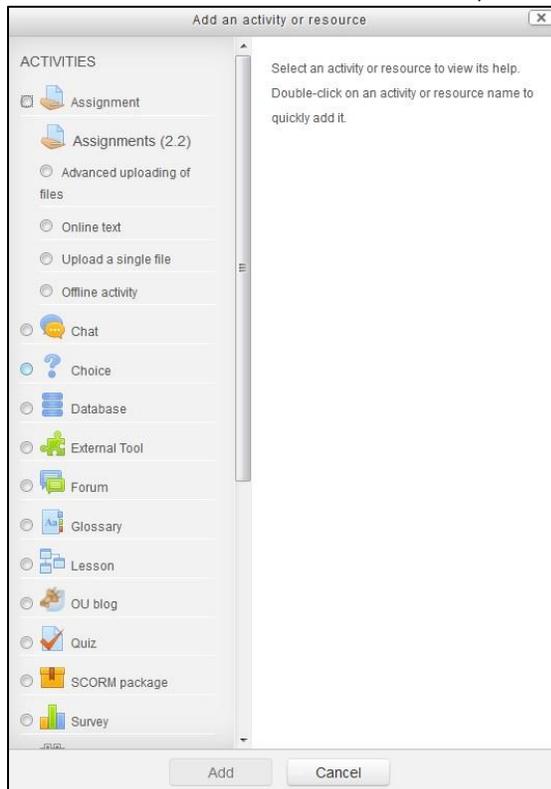
2. Choose **OUBlog**, and then click on **Add**.

3. Provide a **Blog Name**.

4. Define the following parameters:
Allow Comments:
Yes, from logged users – allows comments from users who have access to the blog
Yes, from everybody – allows comments from the general public; comments from non-signed users need to be approved
Comments not allowed – prevents comments from being posted
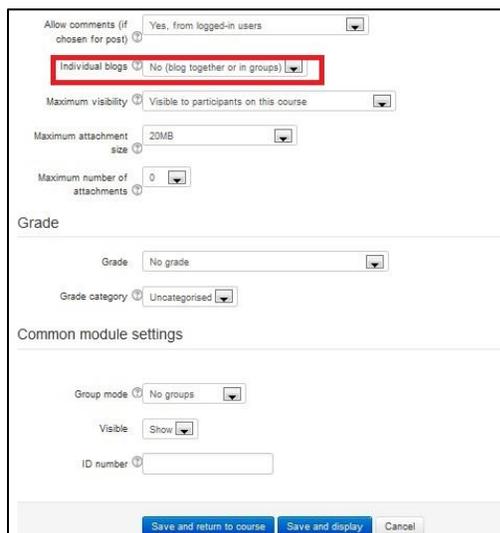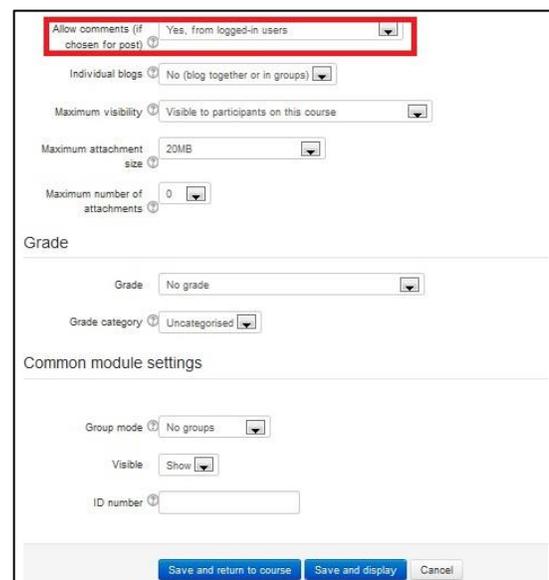
Individual blogs:
No – individual blogs are not permitted; everyone blogs as a group

36

Separate individual blogs – used for private blogs; only you can see/post to the blog, unless permission is given to view other blogs
Visible individual blogs – used for public blogs; users can post to their own blogs; can view other blogs

Maximum visibility:
Visible to participants in this course – only participants in the course are allowed to view blog posts
Visible to everyone who is logged in to the system – anyone who is logged-in to Moodle can view posts
Visible to anyone in the world – posts are publicly viewable

Group Mode:
No groups – everyone is part of one big community
Separate groups - each group member can only see their own group, others are invisible
Visible groups - each group member works in their own group, but can also see other groups

5. After setting up all your blog parameters, click on **Save and return to course**.

Using the LAS Exam Scheduler

The LAS Exam Scheduler, a module designed to facilitate the scheduling of Learning Accommodation Services (LAS)-facilitated exams is now available in Moodle. All courses where LAS-eligible students are registered will automatically have this feature turned on.

To book an exam for your student(s), simply follow the following steps:

1. From your main Moodle page, look for the block labeled as **LAS Exam Scheduler**.
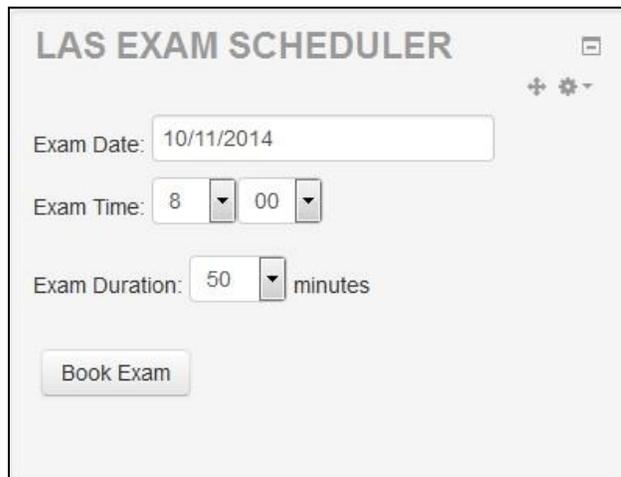
2. Choose an **exam date**.

   Note: In consideration of LAS staffing, kindly provide at least one week notice to book an exam, and you can book as many exams as you have for the course.

3. Designate an **exam time**.

4. Assign the **exam duration**.

5. Click on **Book Exam**.

   The moment you click on book exam, Moodle automatically sends a notification to the LAS team indicating that an exam for your course has been booked for your LAS-identified student(s), including details pertaining to the services needed by the student(s). A similar email will also be sent to your student(s), indicating the date and time of your exam. Another email will also be sent to you as the instructor of the course indicating you have booked an exam for your student(s). It is the instructor's responsibility to provide the exam materials to LAS prior to the actual date and time of the scheduled exam.

Gradebook

The Gradebook is an important component of Moodle that allows for integration of activities (assignments, quizzes, etc…) done by students into a record-keeping format. Whether the teachers use the online activities of Moodle or they perform their own standard methods of evaluations, the Gradebook can be used to provide students with an up-to-date record of class performance.

To illustrate this feature, this guide will use the following as basis for marking a student's class performance:

Evaluation Methods	Weight
Assignment #1	15%
Assignment #2	15%
Research Paper	25%
Quiz#1	20%
Finals	25%
Course Total	100%

Also, this will assume that you are using percentages to record your activity marks in the gradebook.

Please note that the sum of the weights assigned to the each of your activities (Assignments, Research Paper, and Exams) should equal to 100%. These activities can be any of the identified activities in Moodle.

For the purpose of this section, if the activities have not been created yet, you will need to define these evaluation methods using the next section, **Creating a Grade Item**, otherwise, you can proceed to the section labeled as, **Assigning Weights to Each Activity**.

Any offline activity (i.e., written assignment, research paper, quiz done on paper, etc.) has to have a grade item created in the gradebook. On the other hand, an entry for an online quiz (or any other graded online activity) is automatically added to the gradebook when the activity is created in Moodle.

Creating a Grade Item

A grade item is an entry into your gradebook that can be designated to represent any offline activity you would want a student to be evaluated upon. This can be a quiz done on paper, a research paper, a graded recitation, or the like.

1. Under the Course Administration section on the left-hand side of the main Moodle screen, click on **Grades**.

2. Change the Grader report view to **Gradebook setup**.

3. Click on **Add grade item**.

4. Type-in a name for the grade item.

5. Provide a maximum grade for the grade item.

6. Click on **Save changes**.

Assigning Weights to Each Activity

For this purpose, we will be using the table below as defined earlier, as the basis for making our gradebook

Evaluation Methods	Weight
Assignment #1	15%
Assignment #2	15%
Research Paper	25%
Quiz#1	20%
Finals	25%
Course Total	100%

1. Click on **Grades** from the main Moodle screen to go to the Grader Report screen.

2. Switch to the *Gradebook setup* screen display.

3. Change the Aggregation method to **Weighted mean of grades** if it is not yet set so.

4. Modify the Weights assigned for each activity and category based on the table we have defined earlier.

5. Click on **Save changes**.

As an alternative to the procedures discussed in the previous sections, Moodle allows for the creation of the gradebook structure outside of Moodle. Using the export feature of Moodle's gradebook, you can create an Excel spreadsheet, define your grading structure in Excel, enter your marks in Excel, and then use the import feature to transfer your Excel data back into Moodle's gradebook.

Exporting the Gradebook

1.   Select the course you want to export gradebook data from.

2.   From the left-hand menu, click on **Grades**.

3.   Click on **Export**.

4.   Click on **Excel Spreadsheet**.

5.   Make sure that all items in the gradebook that you want exported to an Excel spreadsheet is checked here. The student names, ID number, and email addresses are automatically included in what is exported to the file.

(**Note**: If you have more than 10 students in your class, make sure to change the default number shown in **Preview rows** to a number greater than your number of registered students.)

6. Click on **Submit**.

7. On the confirmation screen that follows, click on **Download**.
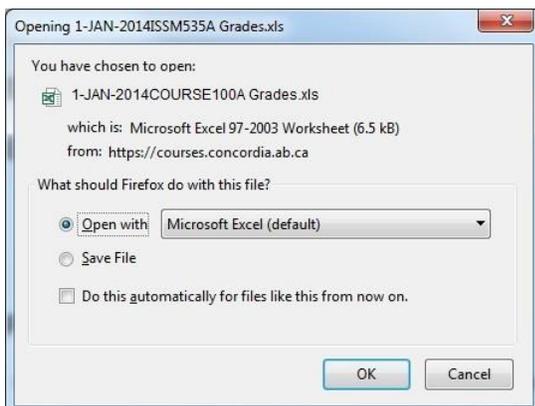
8. Choose either to **open** the file using Excel, or **save** the file for later use, then click on **OK**.

After saving your file, you will have a copy of your gradebook structure saved in an Excel format. You can make your grade entries in this Excel spreadsheet, and then upload the updated spreadsheet back into Moodle using the Import feature, as discussed in the next section.

Importing an Excel Spreadsheet into Moodle's Gradebook

1. Save your gradebook spreadsheet as a <u>CSV-formatted</u> document.
2. From your course page, click on **Grades**.
3. Click on **Import**, and then **CSV file**.

4. Click on **Choose a file…**

5. Browse to the location where you saved your CSV spreadsheet from step #1.
6. Double-click the spreadsheet, and then click on **Upload this file**.
7. Click on **Upload grades**.

8. Change <u>Map from</u> to **Email address** and <u>Map to</u> to **useremail**
9. If you defined your grading structure in Moodle prior to exporting the file, match up the corresponding grade items in your grade book to the data coming in from your spreadsheet.
    If you did not define your grading structure in Moodle when you exported your Excel file, match each of your Excel grade columns to *new gradeitem*.
10. Click on **Upload grades**.
11. Click **Continue**.

Using Letter Grades

1. From the Administration block, click on **Grades**.
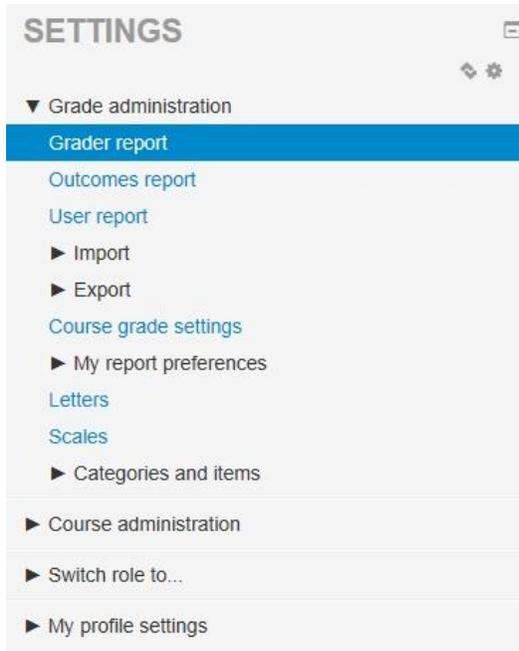
2. Click on **Set up**.

3. Click on **Course grade settings**.

4. Scroll down to the User Report section, and change the Show letter grades option from **Default (Hide)** to **Show**.

5. Click on **Save changes**.

Editing Letter Grade Setting

1. From the Settings block of the main Moodle screen, click on **Grades**.

2. Click on **Letters**.

View

Grade letters

Edit grade letters

Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

Edit grade letters

3. Click on **Edit grade letters**.

4. Click on **Override site defaults**.

5. Make your changes to the range of grades and their corresponding letter equivalents.

6. Click on **Save changes**.

Entering Grades

Entering your student marks into the gradebook depends on the type of activity that is involved. For quizzes, marks are automatically entered into the gradebook immediately after the student submits/finishes the quiz. Any other activity will involve a manual entry on the part of the teacher.

Option 1: Standard method

The following steps illustrate the manual data entry procedure of entering marks into your individual activities. These are the same steps to follow if you need to make corrections to previous data entries.

1. From the main Moodle screen, click on **Grades**.

2. Click on **Turn editing on**.

3. Make the necessary entries or corrections of marks in the designated areas for marks.

4. Once you've made all your entries, click on **Update**.

Option 2: For online activities

This second option of entering marks into each of you activities allows the teacher to send an automatic email to the student once his/her marks are entered into Moodle. This will only apply for online activities.

1. From the main Moodle screen, click on the activity name.

2. Click on **View/grade all submissions**.

3. Click on **Grade** icon across the student's name.

4. Enter the student's mark in the designated area.

5. If you want an email to be sent to the student informing them of their mark, make sure Yes is the value on the Notify students option (this is the default).

6. Click on **Save changes**.

7. Repeat this process (steps 3 to 6) for every student you have marks to enter.

Viewing Individual User Grades

1. From the main Moodle screen, click on **Grades**.

2. Switch from **Grader Report** view to **User Report**.

3. To choose a specific student to view, select a user from the top right-hand side of the display.

Hiding Marks from Display

If you wish to hide your marks temporarily until such time you are ready to make them available to your entire class, you can hide individual grade items from your student's view by following the steps outlined below:

1. From your Grades display, switch to **Gradebook setup**.

2. Click **Edit**, then **Edit settings**, and then the eye icon (**Hide**), to toggle your grade item to hidden mode.

   You may want to do this when you have submitted your final marks to the Registrar's office, but it has not yet been reviewed by your Department Chair. Once it has been properly reviewed/approved, you can then switch the marks back to Visible mode, by clicking on the eye icon again.

3. Click on **Save changes**.

Using Moodle Messaging

1. From the main Moodle screen of your course, click on **Participants**.

2. A list of enrolled users will display on your screen. Select from the list the individuals you would want to send a message to.

3. From the bottom of the screen, choose **Send a message**.
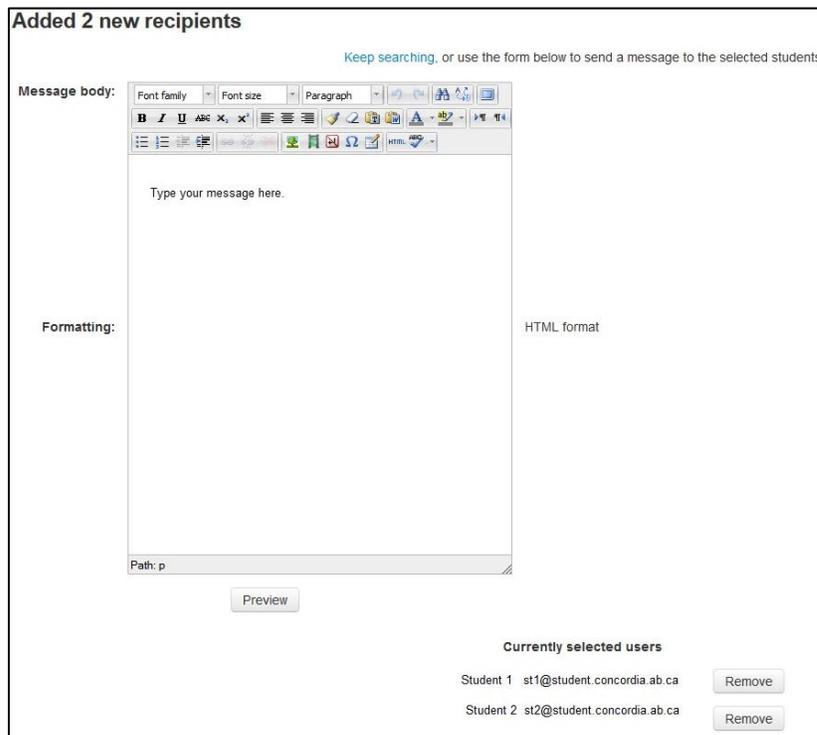
4. Type your message in the message area, and then click on **Preview**.

HTML format preview

This is my test message.

[Send message] [Update]

5. To modify your message, click on **Update**, and you will be brought back to the previous screen. Otherwise, click on **Send message**.

Messaging History

By default the messaging block in turned off. If you want to check on your messaging history, you will have to turn on the Messaging Block. To do this, follow the steps outlined below:

1. Click on **Turn editing on**.
2. From the Add a Block section, chose **Messages**.

Checking Messaging History

1. From the Messages block, click on **Messages**.
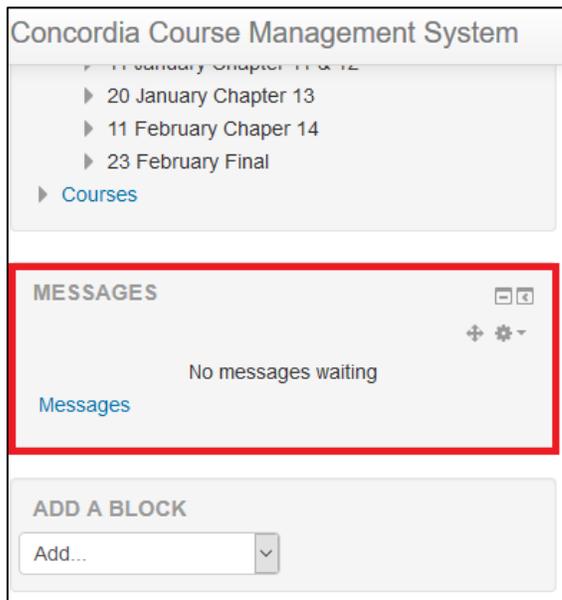
2. Under your Message navigation, choose any name from the list to view the message history between you and that individual.

OR
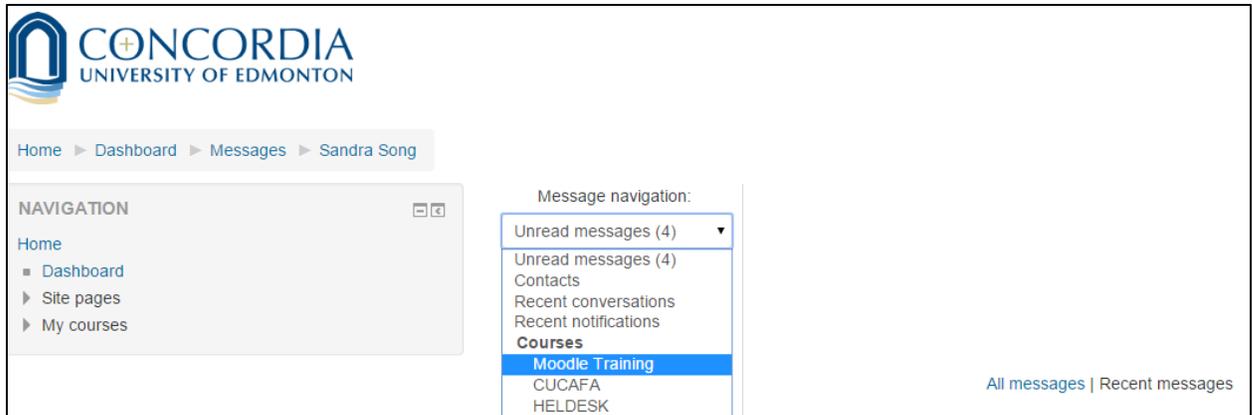
3. From the message navigation section, select the course you would want to check your messaging history from.

4. A list of enrolled users will display. Click on a user's name, and a history of messages sent and received from the user will be displayed.

Backing Up Course Data

1. On the **Settings** block of the main Moodle screen, click on **Backup**.

2. Choose the data set that you want backed-up from the list shown above.

   If you are performing this backup to preserve your activities and resources (for use in another term), uncheck the option, **Include enrolled users**. Click on the **Next** button.

3. Choose from the detailed, week-by-week display, which data you would want included in the backup process. Click on **Next**.

4. On the confirmation screen that follows, click on **Perform backup**.

5. Once the backup process finishes, click on **Continue**.

Import a backup file

| Files | Choose a file... | Maximum size for new files: 100MB |

You can drag and drop files here to add them.

Restore

Course backup area ⓘ

Filename	Time	Size	Download	Restore

Manage backup files

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-1572-gbooklab-20130722-1519-nu.mbz	Monday, 22 July 2013, 3:20 PM	35.4KB	Download	Restore

Manage backup files

Note: Steps 6-8 are optional; you only need to do this if you want a copy of the backup file for your records.

6. Click on **Download**.

Opening backup-moodle2-course-1572-gbooklab-20130722-1519-nu....

You have chosen to open:

...ckup-moodle2-course-1572-gbooklab-20130722-1519-nu.mbz

which is a: mbz File (35.4 kB)

from: https://courses.concordia.ab.ca

What should Firefox do with this file?

○ Open with   Browse...

◉ Save File

☐ Do this automatically for files like this from now on.

OK   Cancel
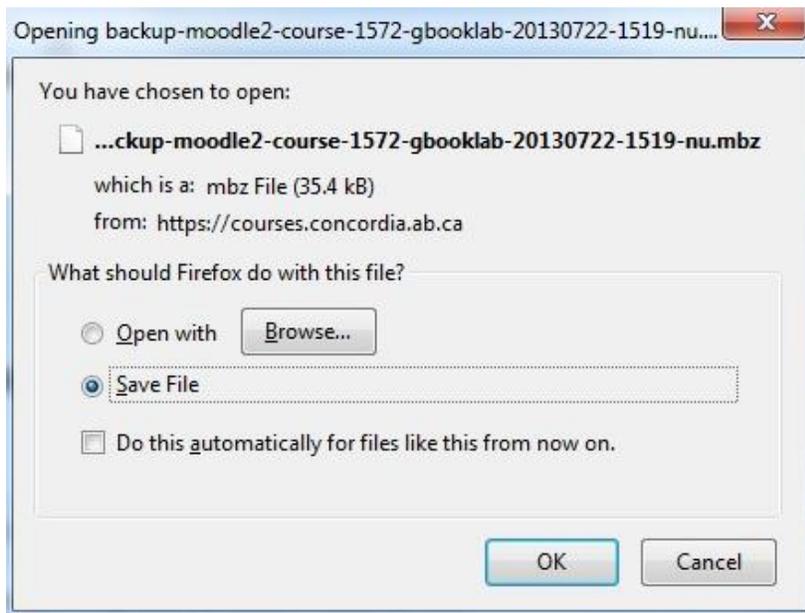
7. Choose **Save file**, and then click on **OK**.

8. Identify a location to save your backup file, and then click on **Save**.

Restoring Course Data from Backup

Option 1: Restoring from Backup saved in the Moodle server

These are the steps you would normally use, unless you want to restore from a backup copy stored outside of the Moodle server (as a result of Steps 6 – 8 being performed in the previous section)

1. On the **Settings** block of the main Moodle screen, click on **Restore**.

2. From the list of backed-up files in the bottom of the display, identify the backup copy from which you want to restore your data from, and then click on **Restore**.

3. Confirm the information that is contained in the backup file, and then click on **Continue**.

4. Choose the course to which the restored data will be added into. Click on **Continue**.

5. Click on **Next** on the next two screens.

6. Do a quick review of the data that will be restored into your chosen course, and then click on **Perform restore**.

7. Upon a successful restore of your course data, you will be prompted accordingly. Click on **Continue**.
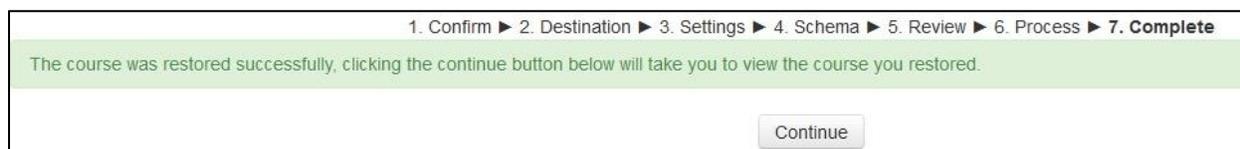

Option 2: Restoring from an Externally Saved File

These are the steps you would follow if you want to restore from a file you downloaded using steps 6 – 8 of the backing up course data section.

1. On the **Settings** block of the main Moodle screen, click on **Restore**.
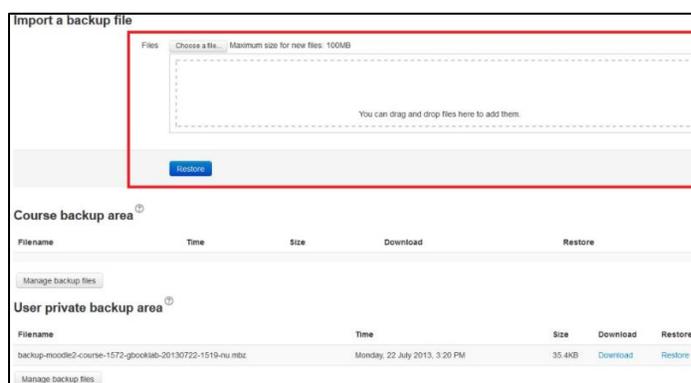
2. Click on **Choose a file…**
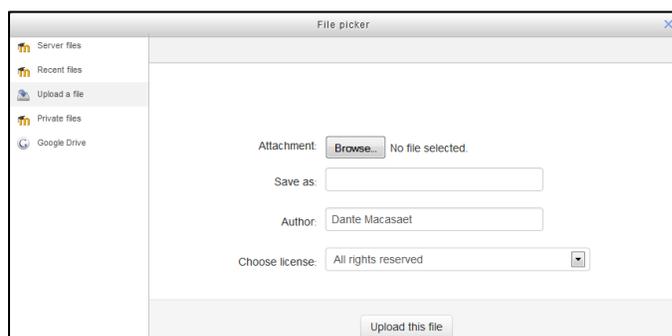
3. Browse to your saved files, and choose the file from which you want to restore from, and then click on **Upload this file**.

4. Click on **Restore**.

5. Follow the same procedure to restore your files (steps 2 to 7) from the previous section.