Moodle User Manual for

Couse Managers

Course Creators

Faculty

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Introduction

Moodle is a popular learning management system (LMS) used worldwide by various educational institutions. A Learning Management Systems (LMS (LMS) is a software that is designed specifically to create, distribute, and manage the delivery of educational content.

The LMS performs several functions that enables course administrators to upload learning content, deliver lessons to students, serving notifications, and share data with authorized users/learners. LMSs have been adopted for eLearning and blended learning for effective delivery of content to learners.

KENET has been in the forefront working with various educational institutions to setup & host LMSs and conduct various capacity building initiatives that are geared to supporting faculty use LMSs effectively. KENET currently has an online course Introduction to Moodle that was designed to impart skills on use of Moodle for online teaching for faculty and course administrators.

This guide was designed as an offline refence in addition to the online Introduction to Moodle Course. The user guide has been split into six chapters for your convenience, each covering progressively more complex features, with comprehensive and easy to follow step-by-step instructions.

Upon completion of this user manual, you should be able to:

1. Edit your profile in Moodle
2. Post a welcoming message
3. Add activities in Moodle: -Lesson, Assignment, quizzes, feedback tools, chats, forums, SCORM packages, and surveys
4. Add Resources: - Book, files, links, and pages
5. Manage users: - Add users to Moodle, enrol users to a course, remove users to a course, generate participants reports.
6. Apply best practices in using Moodle

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Part 1: Getting Started with Moodle
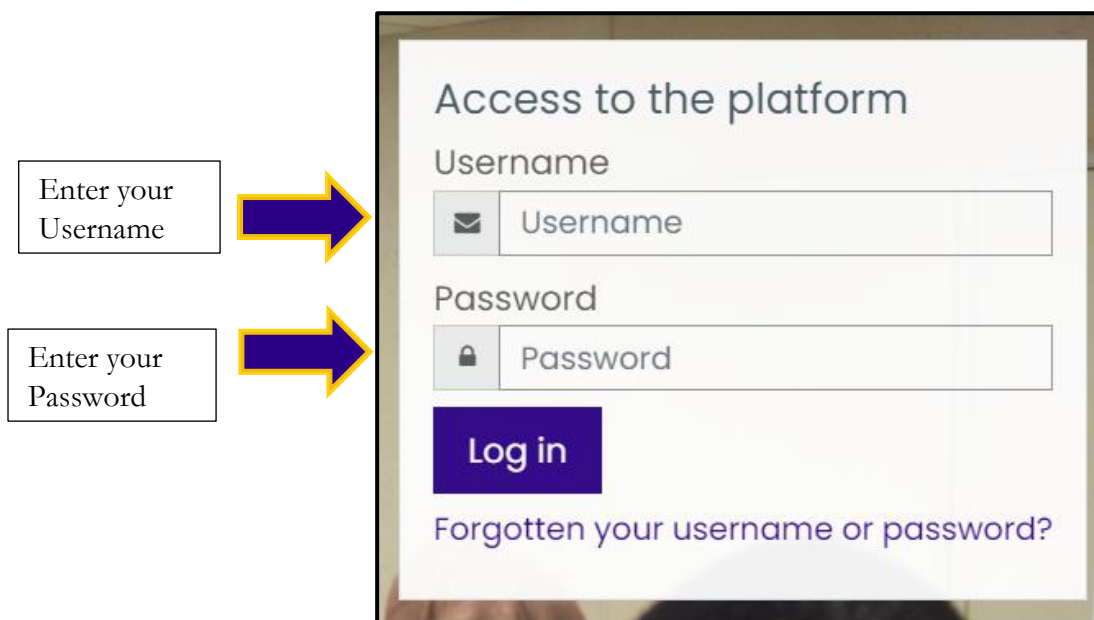
1.1 What is Moodle?

Moodle is a Learning Management System (LMS) which is an open-source software used by education institutions to provide open and distance online training and learning.

1.2 Where do you start as a Course Creator?

You need just a couple things to get started with Moodle:
An account with a username and password: Site administrators at your institution will provide log in credentials: - Username and Password.

Example of a URL: https://masomo.kenet.or.ke/

1.3 Introduction to Moodle layout

When you first login on the Moodle site, you will see the front page with customizable Dashboard, and other icons. Take a moment and familiarize yourself with the interface.

1.3.1 Editing Profile

1. From the User menu (top-right, your name and **profile** picture), select **Profile**.

Select profile
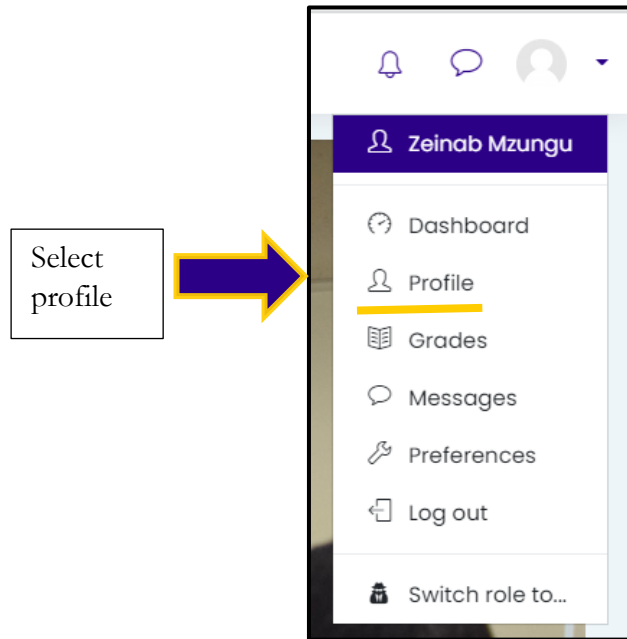
2. On your **Profile** page under User details, click **Edit profile**.

Select edit profile
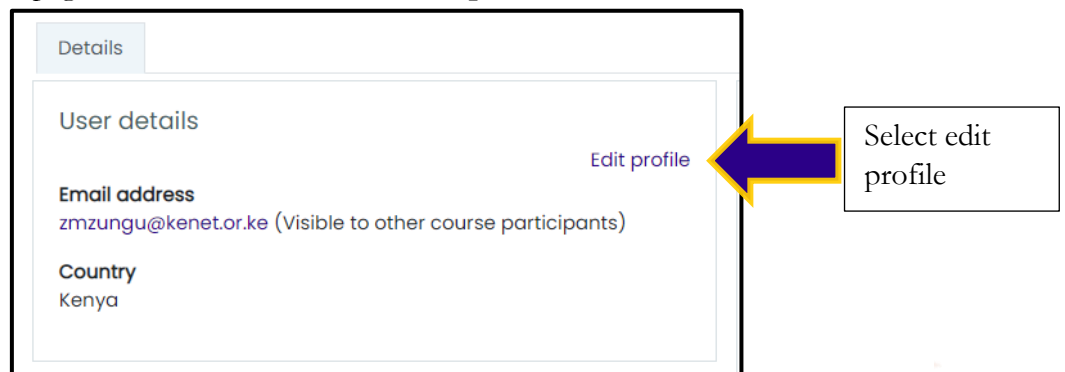
3. On the **Edit profile** page, we recommend you consider updating crucial information as you desire.
4. To save changes to settings, click **update profile.**

Click on submit
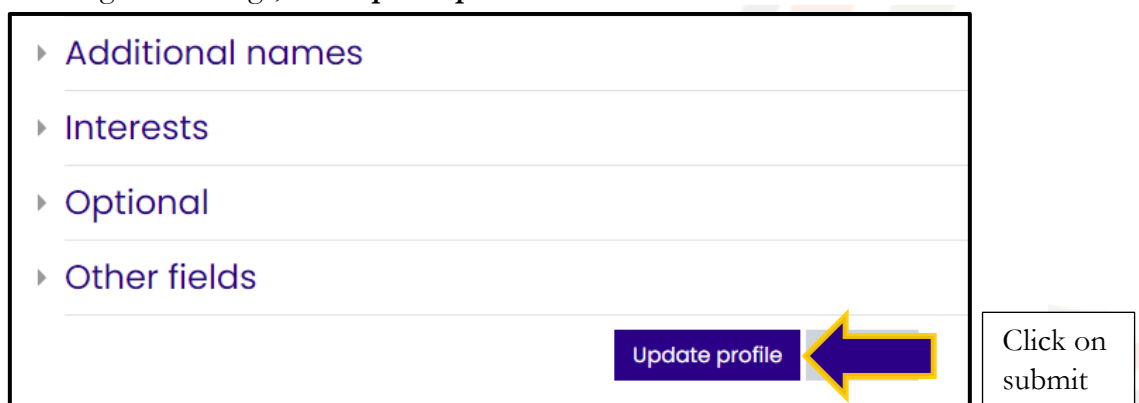
Part 2: Creating Course Categories and Courses in Moodle

2. 1 Creating Course Categories in Moodle (For Course Managers)

1. Go to site administration.

Click on site administration
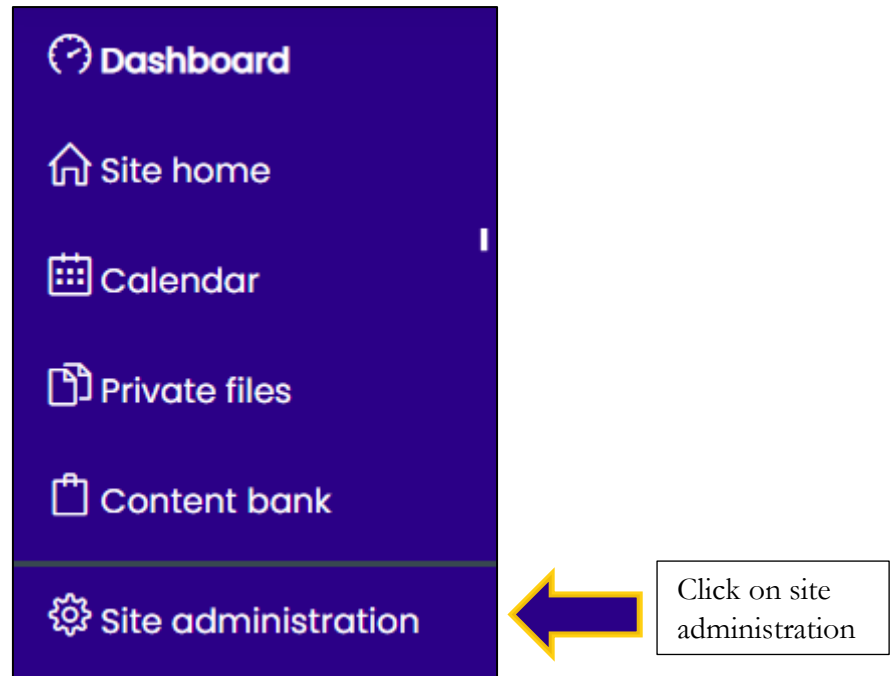
2. Click on the Courses button. You can create a course category either from:

- Manage course and category, or
- Add a category.
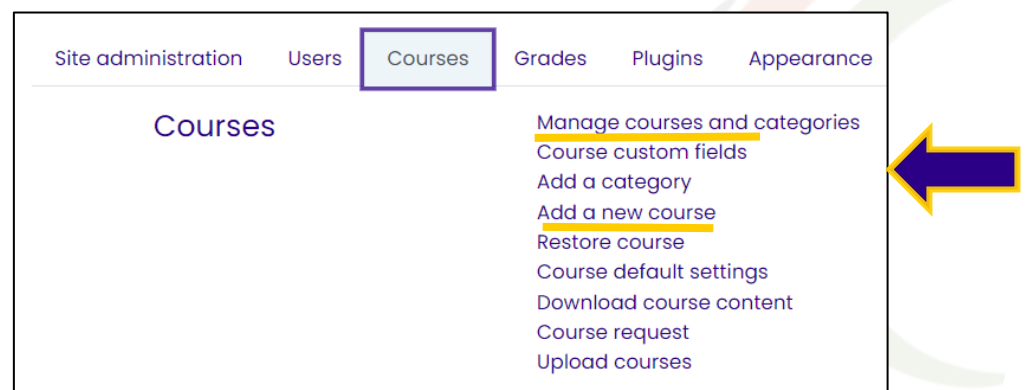
2.2 Creating a new course in Moodle

1. From the Site administration link, click Courses
2. Select "add a new course"

Select add a new course
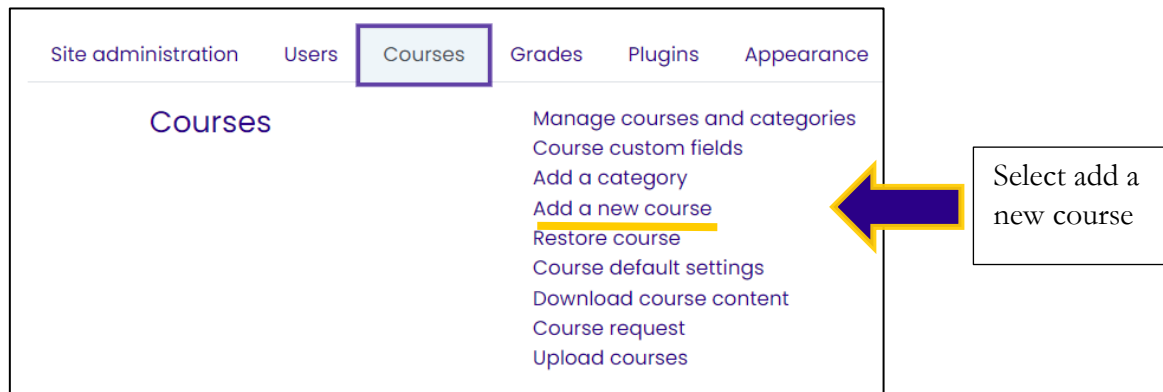
OR
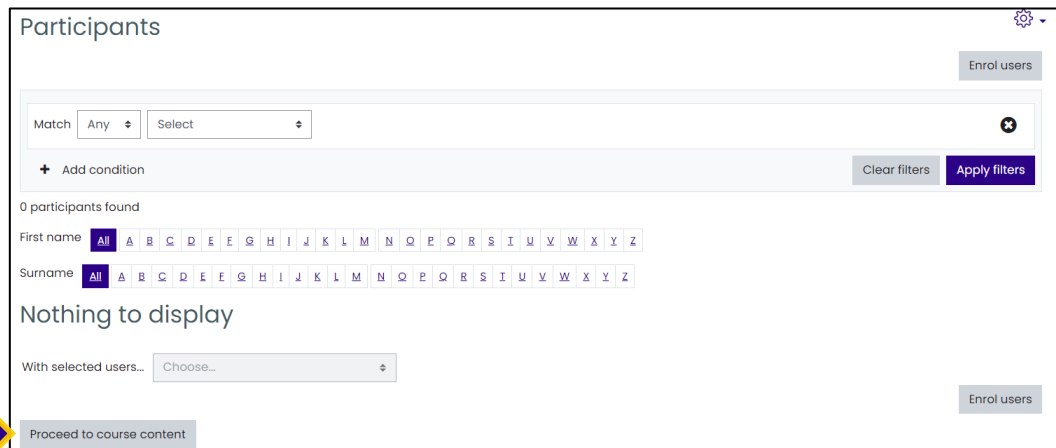
3. Select Manage courses and categories.
4. Click on the category where you want your course to be.
5. Click the "New course"

Create new course
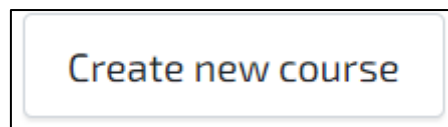
6. Enter the course settings, including course name, start date and then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.

▸ Course format

▸ Appearance

▸ Files and uploads

▸ Completion tracking

▸ Groups

▸ Role renaming ⓘ

▸ Tags

Save and display
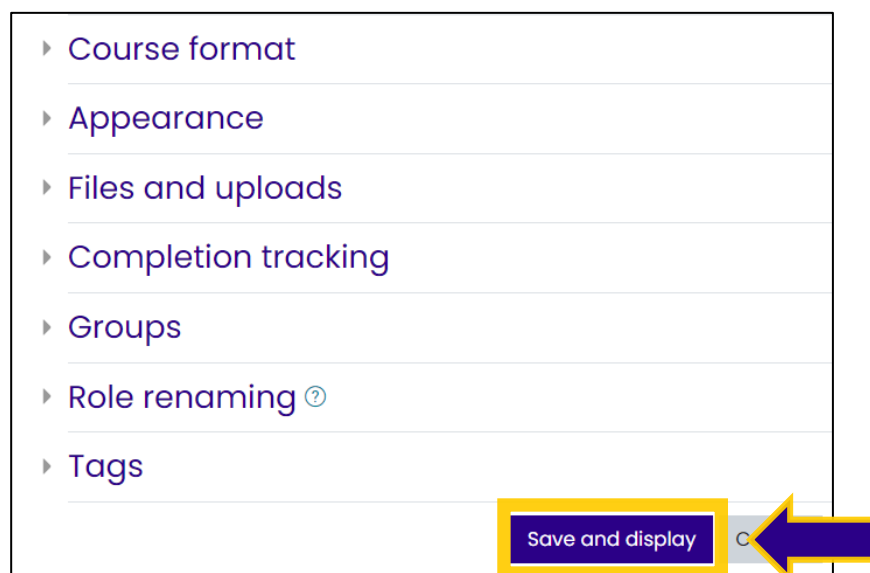
Now you can start building your course.

Proceed to add course content

2.3 Creating and adding Course introductory content in Moodle

2.3.1 Posting a welcoming message and course instructions

1. Go to your new course which you wish to add the welcome message.
2. Select "Turn editing on" on the top right.

Click turn editing on
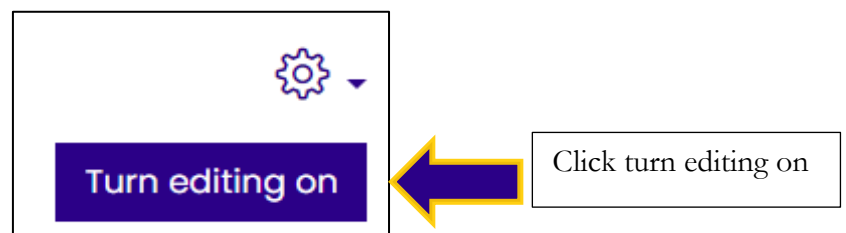
3. select **Announcements**, which is always located on the top of the course page.

4. Edit the title from "announcements" to "welcome all" or something similar by clicking on the pen icon then press enter.
5. Click on "welcome all"
6. Choose to **Add a new topic**

Select to add new topic

Announcements

General news and announcements

Add a new topic
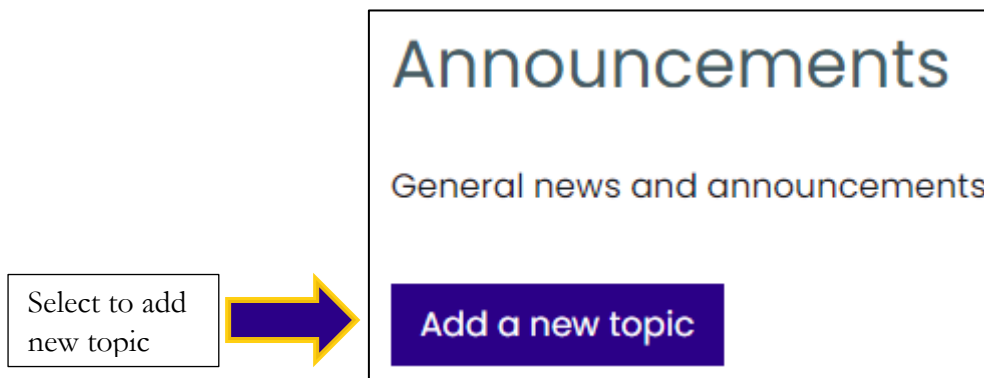
7. Add the subject and the message, the message can include images, audio, and video.

   When through, post to forum

Select post to forum
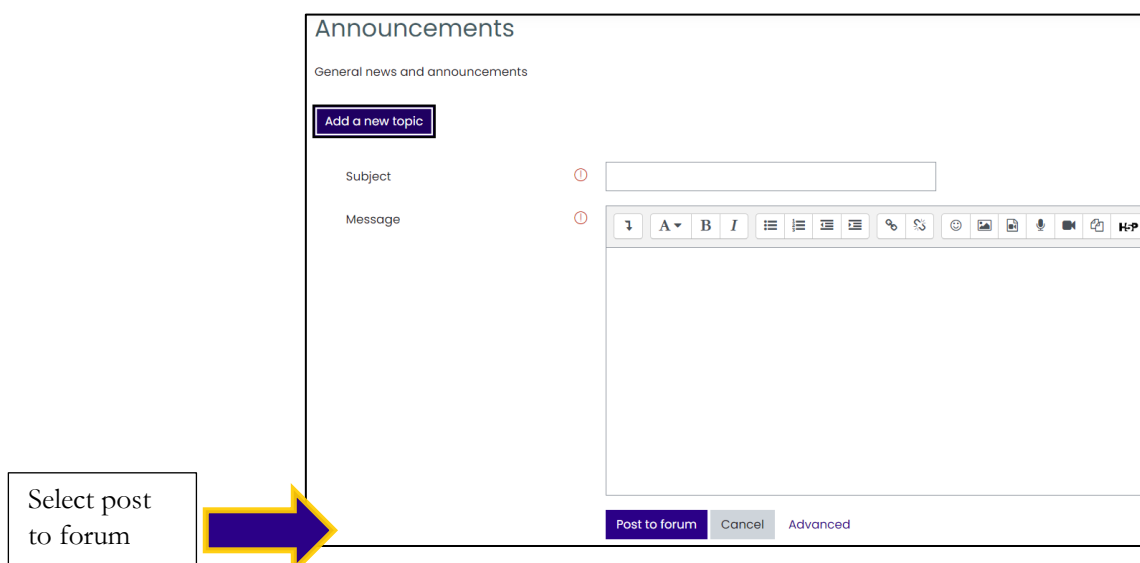
You will have 30minutes to make changes.

Return to your course main page

2.3.2 Posting a course outline/syllabus

1. On the Course main page, click on the "Turn Editing on" gear in the upper right.

2. Once editing is on, click the "+Add an activity or resource

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3. This will pop up a window with a list of all the possible activities and resources you can add. From the "Resources" section list, select the "File" option.

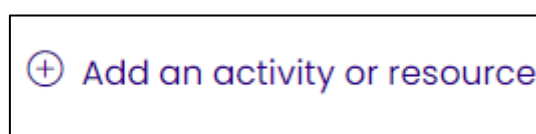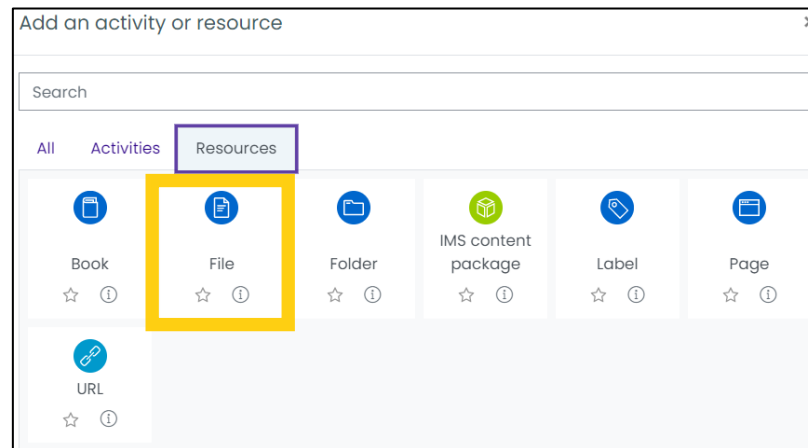4. Once "File" is selected, you will notice that the right-hand column populates a description of the resource (or activity). Click the "Add" button at the bottom.

   Note: You can also simply double-click the "File" resource option to 'add' it.

5. Complete the "Name" and, if applicable, Description fields for your file.

6. Scroll down to the "Select files" area. You can either drag-and-drop your course outline or syllabus on the content area or click the "Add" button to manually locate your document which can be of any format.

7. Edit other suitable settings. When satisfied, click on save and "return to course"

   Alternatively

1. On your course main, select 'Turn Editing On' button in the upper right-hand corner.

2. On your computer, find the course outline/syllabus in any format.

3. Click and drag the file to the location where you want it to appear on your Moodle page.

4. Once on the desired location on the course main page, drop the file.

5. The file will upload immediately.

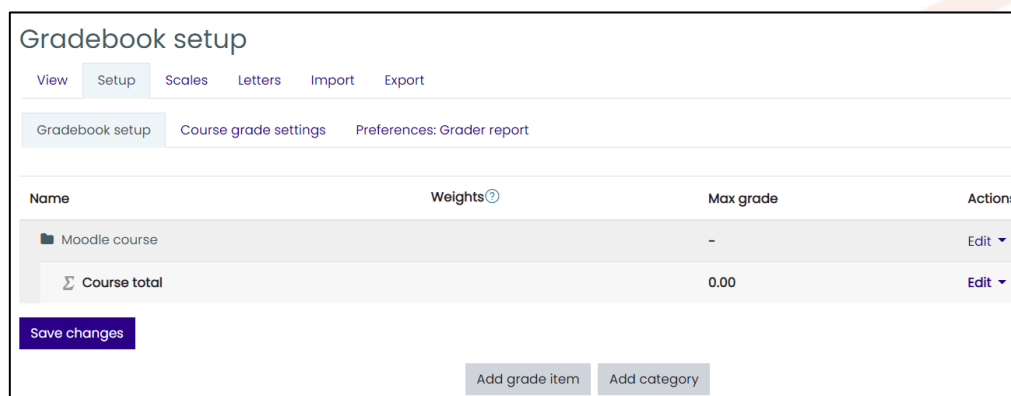**Part 3: Grade-book setup and Configuration in Moodle**

Moodle's gradebook is a powerful tool for allocating, sharing, calculating grades and a feedback device for students. It is very convenient to include your assessment plans in advance.

To configure your gradebook, you will have to access it within the Administration block on your main course page.

Select gradebook setup ➡ Gradebook setup
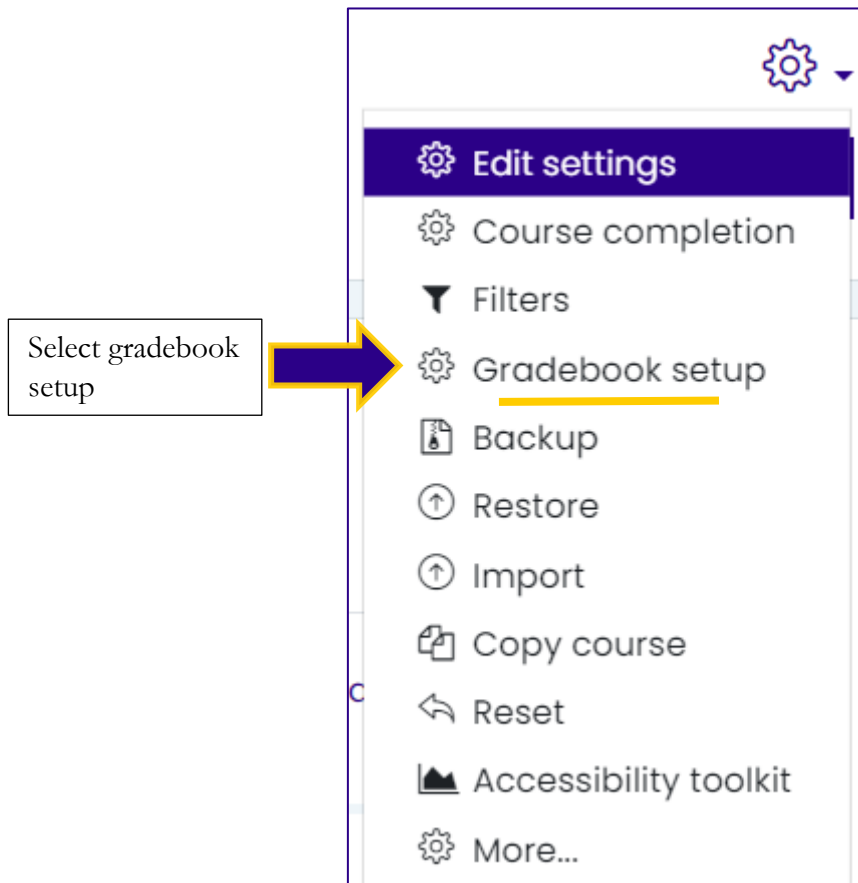
3.1 Creating and editing grade categories

1. Click "gradebook setup" on the gear menu

2. On the Course name appearing on the gradebook, select "edit" button which is in line with the title.

Gradebook setup

View | Setup | Scales | Letters | Import | Export

Gradebook setup | Course grade settings | Preferences: Grader report

Name	Weights ⑦	Max grade	Actions
📁 Moodle course		–	Edit ▼
Σ Course total		0.00	Edit ▼

Save changes

Add grade item | Add category

Select edit

3. Click "edit settings".

Edit ▼
⚙ Edit settings
👁 Hide
↻ Reset weights

Select edit settings

4. Fill the "Category name" as the name of your course and "Aggregation" as Weighted mean of grades. If the course has one assessment activity, you can use "Natural" type of aggregation.

▾ Grade category

Category name   Moodle course

Aggregation   ⑦   Natural   ⬍
                                 Mean of grades
Show more...   Weighted mean of grades
                                 Simple weighted mean of grades
▾ Category total   Natural

Show more...

Grade type   ⑦   Value ⬍

Scale   ⑦   Use no scale   ⬍

Maximum grade   ⑦   100

Minimum grade   ⑦   0

                                 ☐ Hidden ⑦

                                 ☐ Locked ⑦

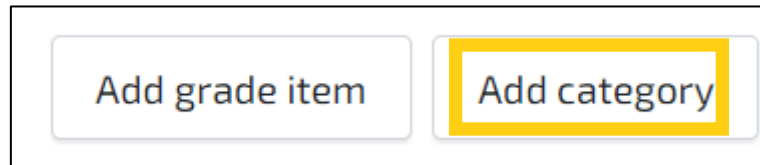   Save changes | Cancel

Select weighted mean of grades

Select save changes

5. Once through, click on "Save changes"

6. Its time now to add categories to our gradebook

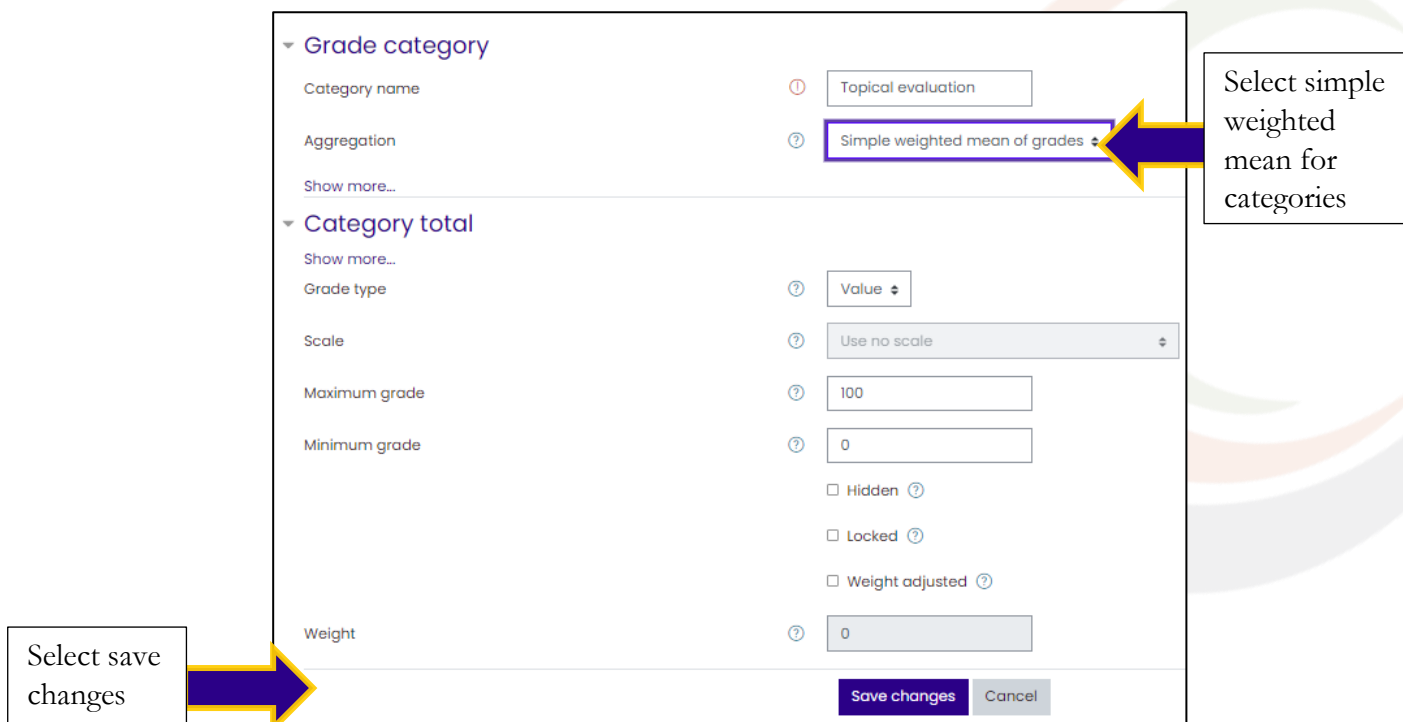7. Click the **"Add category"** button at the bottom of the screen.

8. Configure the settings for each new category.
   Let's use the table below drawn from our syllabus

Item	Percentage
Topical Evaluation	30%
Discussions	10%
Final Exam	60%
Total	**100%**

a. Give the category a name e.g. Topical Evaluation

b. Set the aggregation type.

c. We have several aggregation types in Moodle including Natural, Simple Weighted Mean, Mean of grades, Weighted mean and many more. Normally, if you want a fair distribution of marks, it is good to use Simple weighted Mean of grades for grade categories and Weighted mean of grades on the course level.

NB: This is a very crucial area that might have unintended consequences when calculating grades.

9. You will only edit the "category name" and "Aggregation". Leave the rest to default settings.

10. When through, select "Save Changes"

11. You will be taken back to the gradebook setup page; you can add up more categories using the same procedure.

12. Now we have all desired categories.

13. Once through you can edit the "weights" section and add the allocated marks on each category section. Ensure they add to 100%.

Save changes

14. Select "save changes". We have setup our gradebook.

3.2 Editing grade Categories

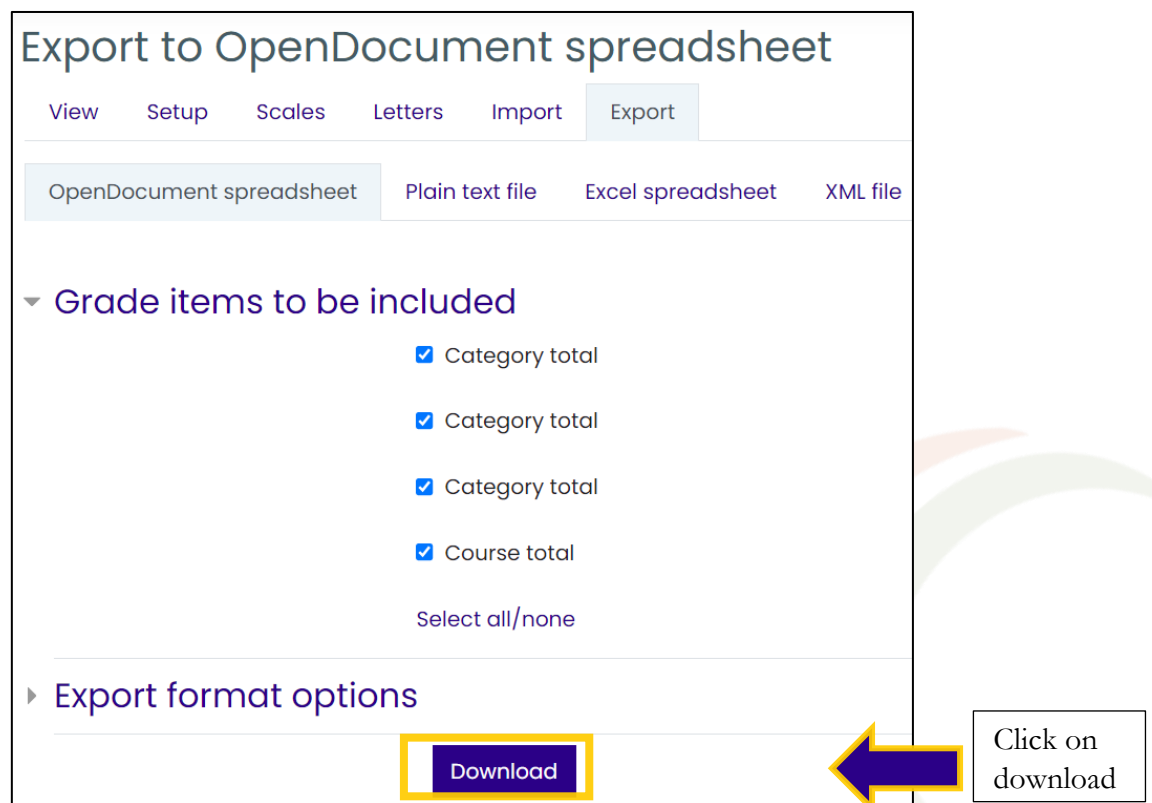1. Click on the "Edit" button next to the category you would like to edit.

3.3 Exporting the gradebook

You can export your gradebook at any point of the course to either share with colleagues or serve as a backup. To export a gradebook:

1. Click on **"Export"** tab.
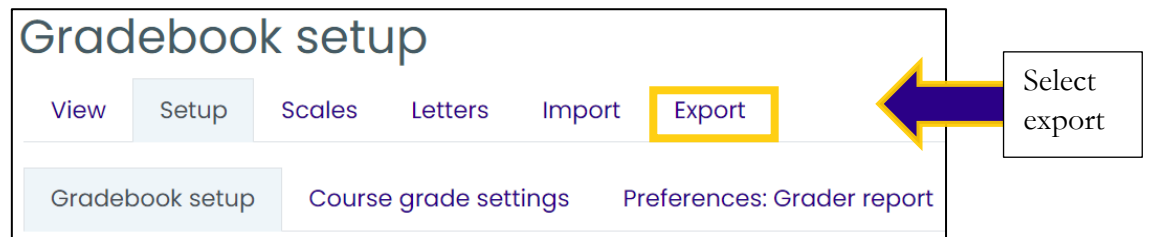
2. Set options as required.

3. Click the "**Download"** button.

   NB: The process can be little bit overwhelming, but gradebook is a very strong tool that organizes your assessments.

Part 4: Adding Content- Resources in Moodle

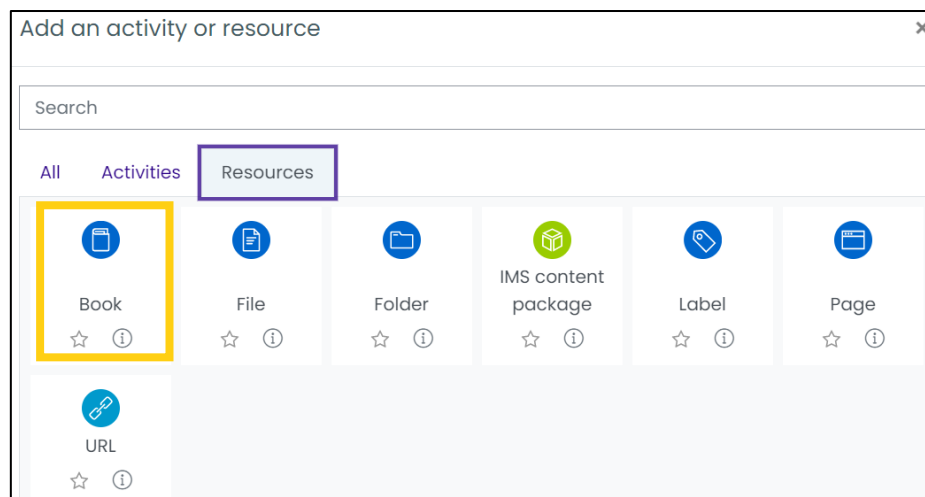**4. 1 Use of Authoring tools in Moodle.**

4.1.1 Book

The **Book module** makes it easy to generate a multi-page resources with a book-like format with main chapters and sub chapters. For you to add content on book module:
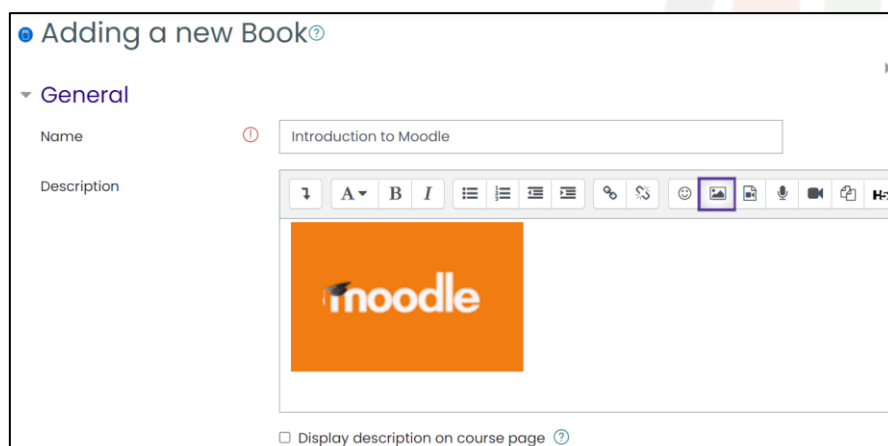
1. Click the "Turn editing on" button.

2. From the "Add activity or resource" menu

3. Double click on "Book." A new window will open.

4. Enter a name of the book, the name can be the topic title. A brief description may follow if needed although it is not necessary.

5. Select **Save and display** so that you can add your content.

6. Enter your chapter title and subtitle if available. Add your content and save.

Click on save changes

4. A table of contents will be generated.

5. To add more content, click the "+" button on the table of contents. This process will be repeated until you have added all content.

Edit icons

6. The chapters can be edited using the edit symbol or deleted using the bin symbol. The eye can hide content from learners.

NB: Students can print out the books.

## 4.2 Use of external authoring software.

One may decide to use external content authoring software that packages the content as a zip file and add to a course as a resource known as IMS content package.

4.2.1 How to add IMS content package to Moodle

1. Click the "Turn editing on" button.
2. From the "Add activity or resource" menu
3. **Double click on "IMS content package." A new window will open.**
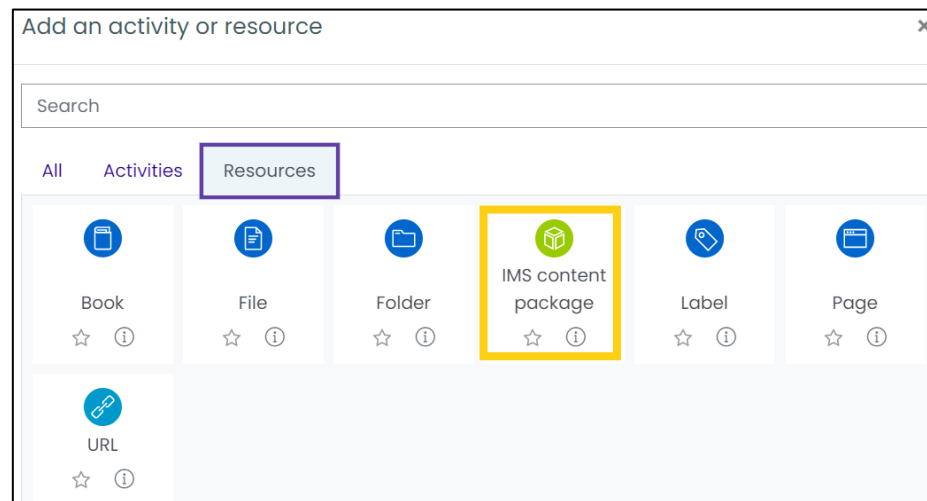
4. Enter a name, the name can be the topic title. A brief description may follow if needed although it is not necessary.
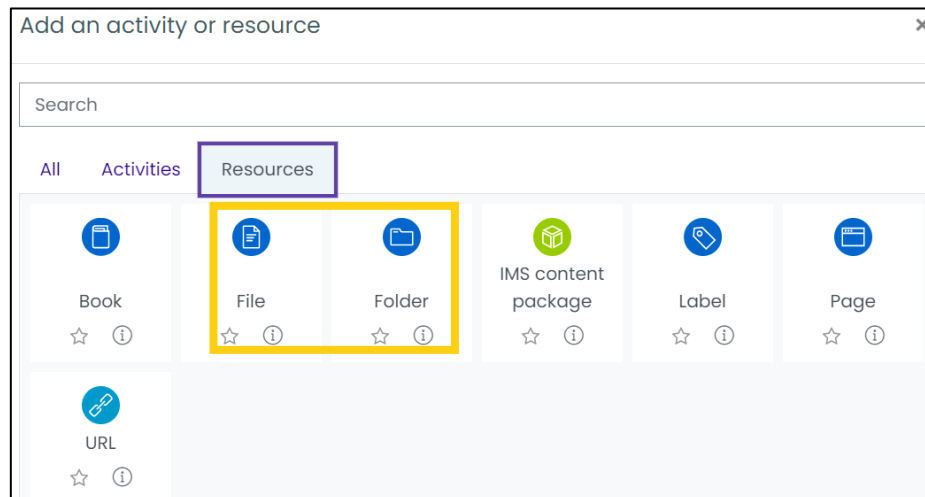

Enter the name and Description
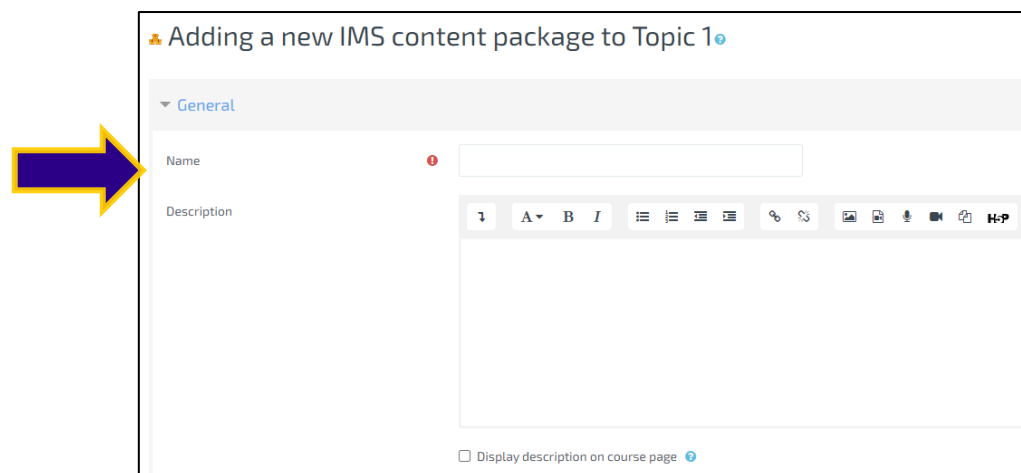
5. Select Save and return to course or save and display.

4.3 Direct Upload of Course supplementary materials (File and Folder)
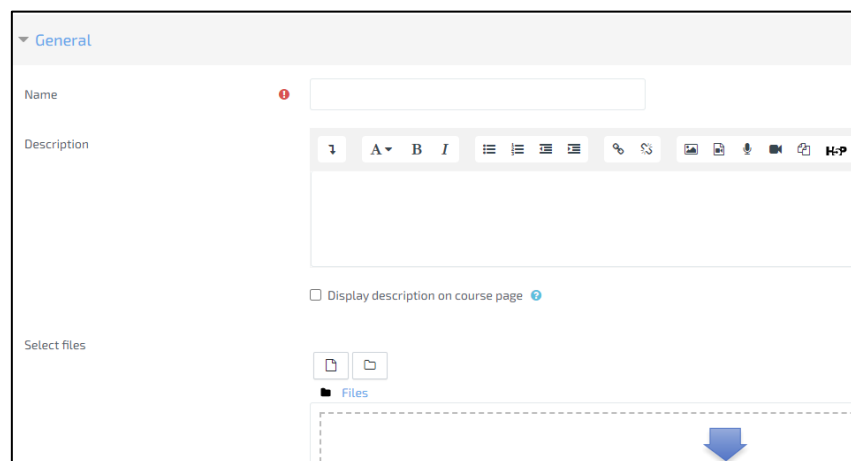
As a course creator, you may decide to add supplementary reading materials to your course that participants can download. To add such materials:

1. On the main page for your course, click on the "Turn Editing on" gear in the upper right.
2. From the "Add activity or resource" menu
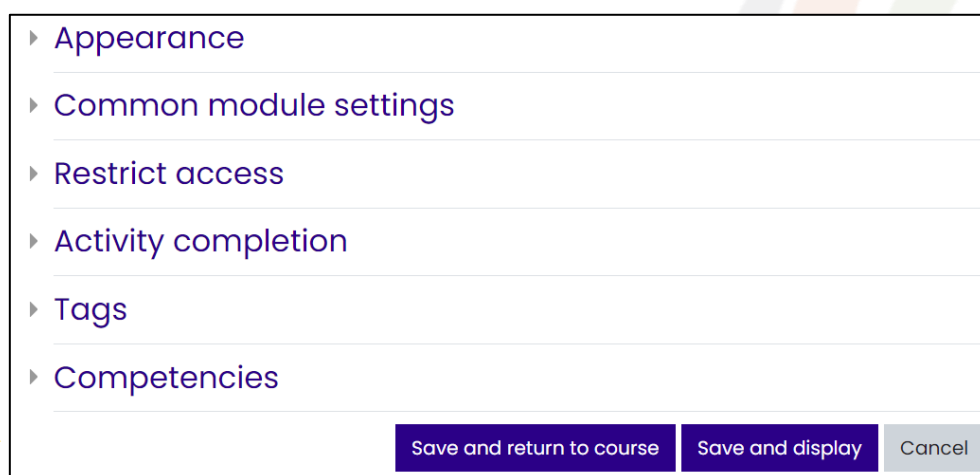3. Double click on "File or Folder."

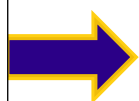4. Complete the "Name" and, if applicable, Description fields for your file.

Enter name and description
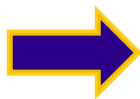
5. Upload the desired file or folder

6. Edit the general settings(optional)

7. Select save and return to course

▸ Appearance

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

▸ Competencies

Select save and return to course

Save and return to course   Save and display   Cancel

4.4 Adding external links and pages

4.4.1 Method 1: Page
1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the video.
3. Select **Page** and click **Add**.
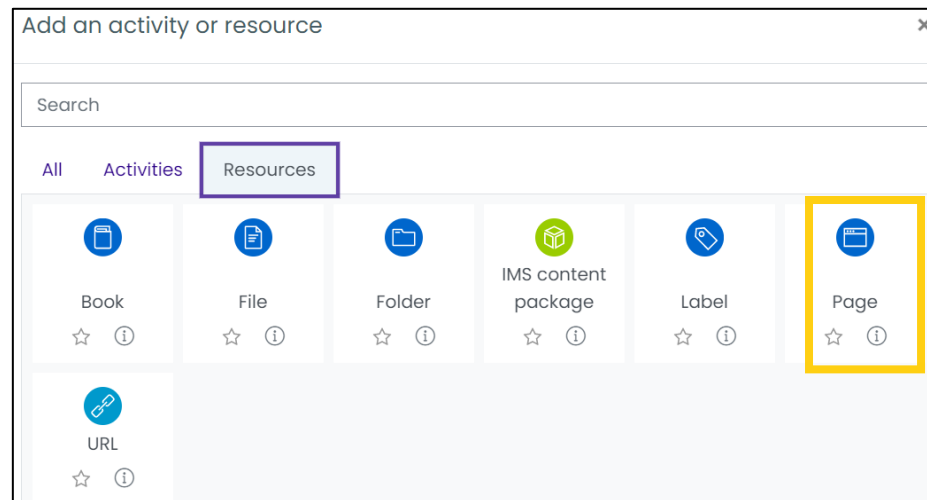
4. Enter a **Name** for the Page and a brief description.
5. In the **Page Content** text box, paste the video URL code that you copied.

6. If desired, add additional text above and below the video.
7. Scroll down and click **Save and display**. You can play the video to test it.

4.4.2 Method 2: URL
1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the video.
3. Double click on **URL**
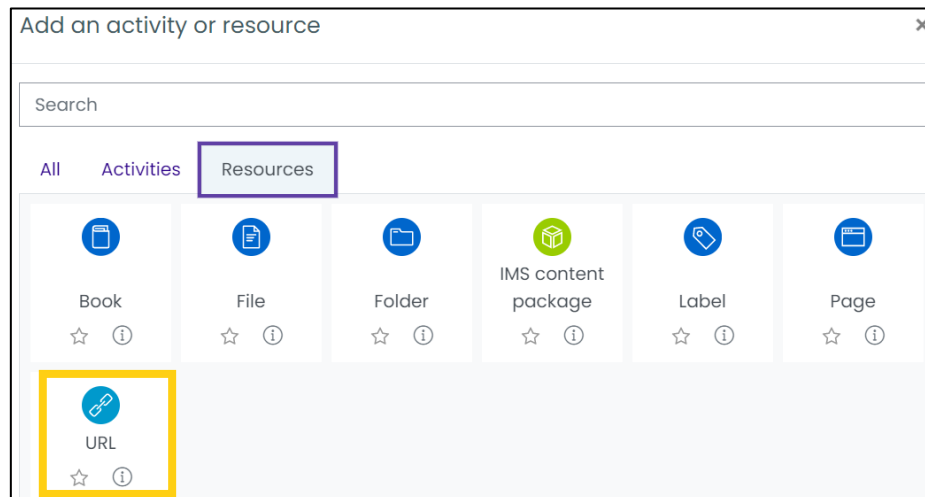
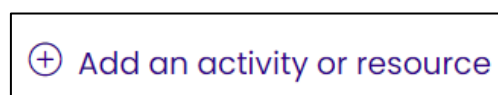4. Enter the name and the external URL of the video or external site

Paste the URL
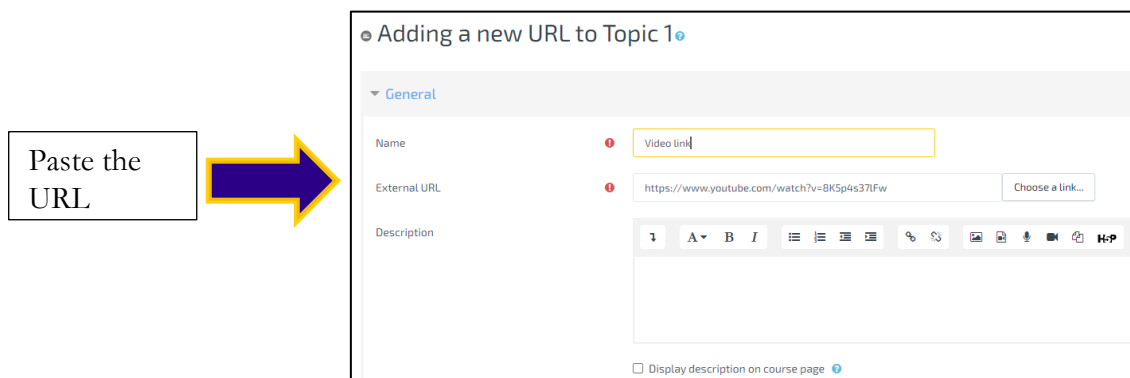
5. You can edit further settings such as the "appearance", you will select whether the video link or website link should appear in "automatic, embed, in pop up, open"
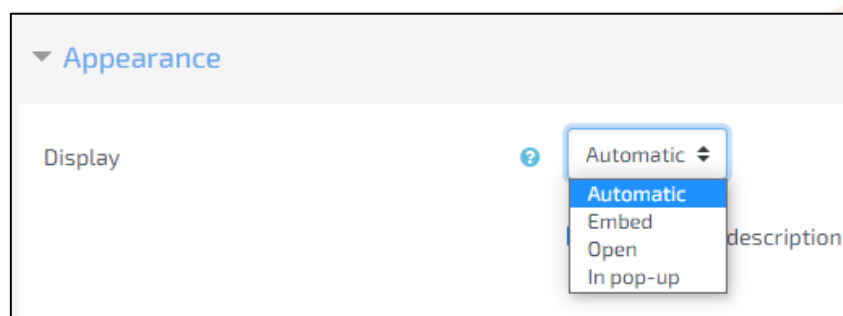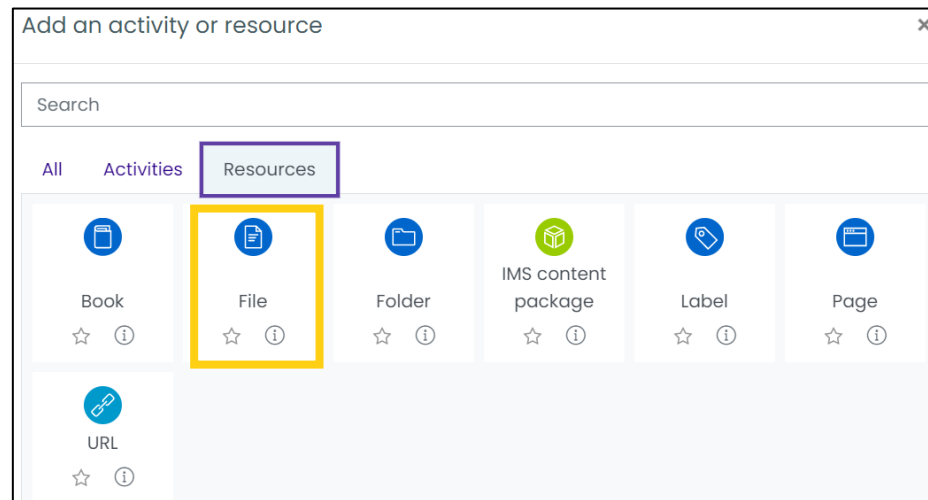

6. Scroll down and click **Save and display**. You can open the link to test it.

4.5 Adding own video

1. On the Course main page, click on the "Turn Editing on" gear in the upper right.
2. Once editing is on, click the "+Add an activity or resource

3. This will pop up a window with a list of all the possible activities and resources you can add. From the "Resources" section list, select the "File" option.

4. Once "File" is selected, you will notice that the right-hand column populates a description of the resource (or activity). Click the "Add" button at the bottom.
   Note: You can also simply double-click the "File" resource option to 'add' it.

8. Complete the "Name" and, if applicable, Description fields for your file.

9. Scroll down to the "Select files" area. You can either drag-and-drop your video file on the content area or click the "Add" button to manually locate your video which should be mp4 format.

10. Edit other suitable settings. When satisfied, click on save and display or "save and return to course"

   Alternatively

6. On your course main, select 'Turn Editing On' button in the upper right-hand corner.

7. On your computer, find the video file.

8. Click and drag the file to the location where you want it to appear on your Moodle page.

9. Once on the desired location on the course main page, drop the file.

10. The file will upload immediately.

4.6 Adding Images, Real time video and audio in content space

When creating a course, you may want to add an image, video or audio to accompany some text. This achieves the multimedia aspect that makes a course to be attractive.
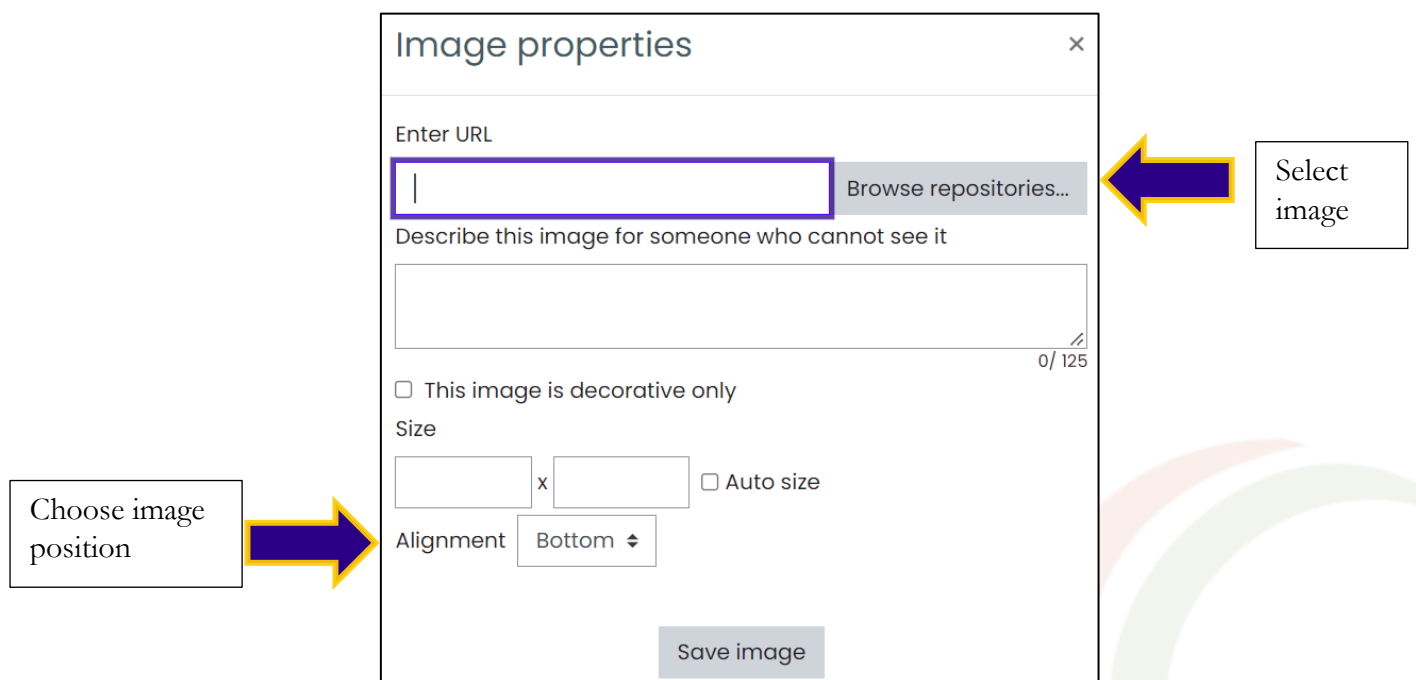
4.6.1 Adding Images
To add images:

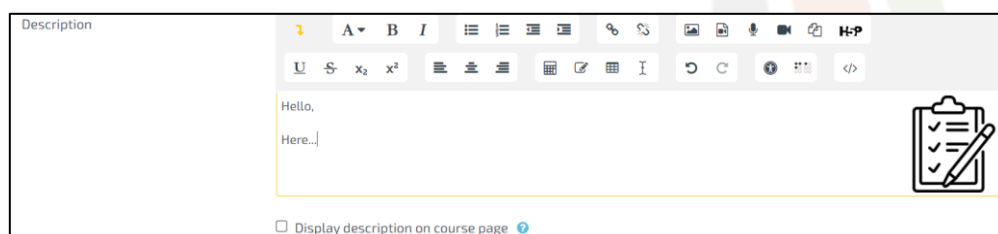**1.** On the Course main page, click on the "Turn Editing on" gear in the upper right.

2. Once editing is on, click the "+Add an activity or resources.

3. This will pop up a window with a list of all the possible activities and resources you can add.

4. Select any activity/resource from the list.

5. Double click to open the activity/resource.

6. Complete the "Name" and, if applicable, fill in the description field.

7. Click on the "image" symbol.

8. Browse a photo of choice, select the "alignment" then save image.

11. You can input text to complement the image.

12. Once through you can save and return to course.

   NB: One can drag and drop an image on the desired description location.

4.6.2 post a link to a video/audio in Moodle

It is highly recommended to embed a video/audio on a page resource or in *Description* for an *Activity* such as an *Assignment* or *Forum*. This allows you to add text next to the media. To embed audio/video clips directly on your course content, you can select the appropriate symbols on the description box as shown below.
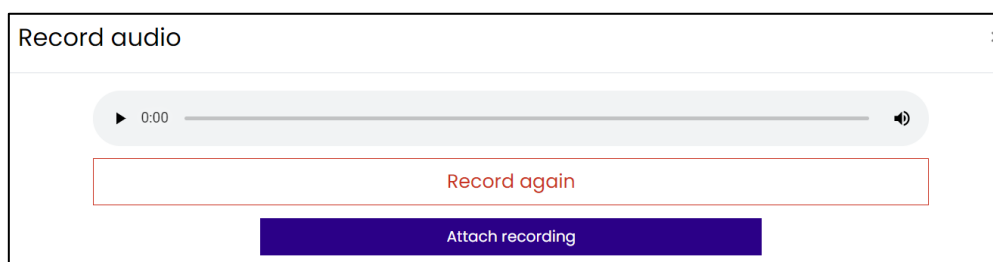
1. For real-time **audio**, one can:
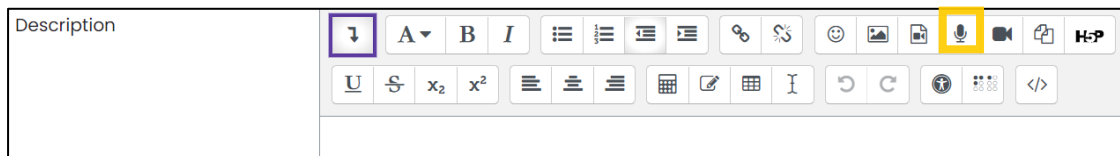
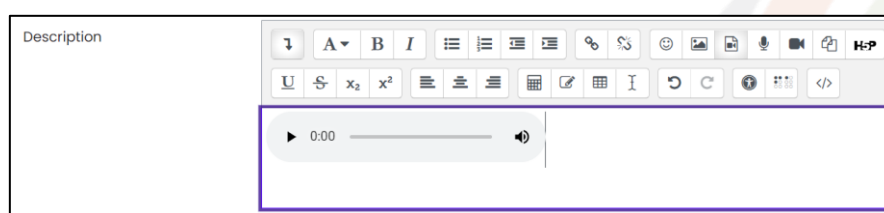2. Select "start recording" and stop when through.
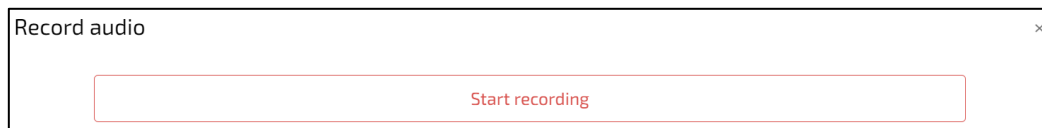
3. Attach the recording.

Attach recording

4. You can name your recording.
5. You will see it on the description box. You can add supplementary text.
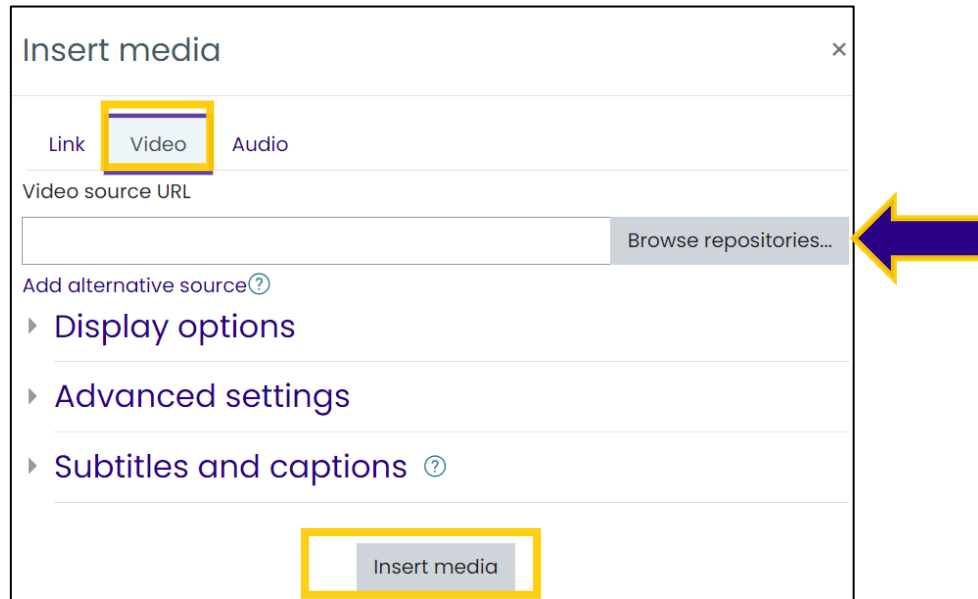

6. Save and return to course.

4.6.3 pre-existing audio/video, one can:

1. Click on the "media" icon.

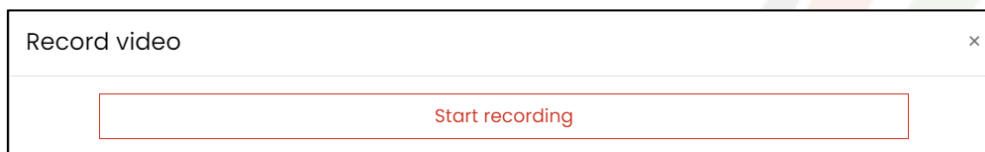2. Select "insert audio/video file" and browse through to choose the desired audio/video.

Insert media ✕

Link   **Video**   Audio

Video source URL

[   ]   Browse repositories...

Add alternative source?

▸ **Display options**

▸ **Advanced settings**

▸ **Subtitles and captions** ⓘ

[Insert media]

3. Click on "insert media".

4. Select "save and display" or "save and return to course"
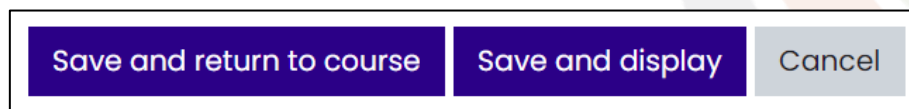
4.6.4 real time video recording:

1. Click on "video recording symbol".

Description

2. Select "start recording" and stop when through.

Record video   ✕

[Start recording]

3. You can name your recording and add text alongside the video(optional)

4. Select "save and display" or "save and return to course".

[Save and return to course]   [Save and display]   [Cancel]

Part 5: Adding Content- Activities in Moodle

5.1 Creating interactive Content

5.1.1 Lesson

Before you begin creating a lesson in Moodle, it is a good idea to note down how you want the lesson to flow. This can be best done by drawing a flowchart. The flowchart should have the pages well displayed and its branches well labelled.
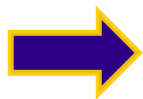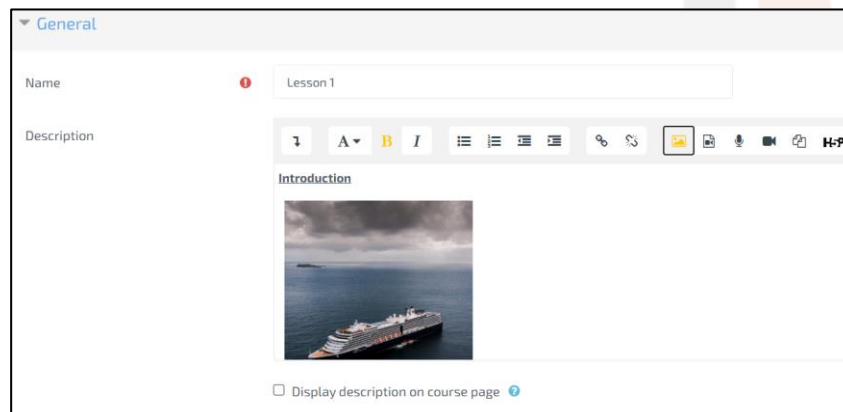
Creating Lessons

To create a lesson:

1. Click the "Turn editing on" button and "add activity or resource".
2. Double click on the Lesson from the "Add an activity" menu
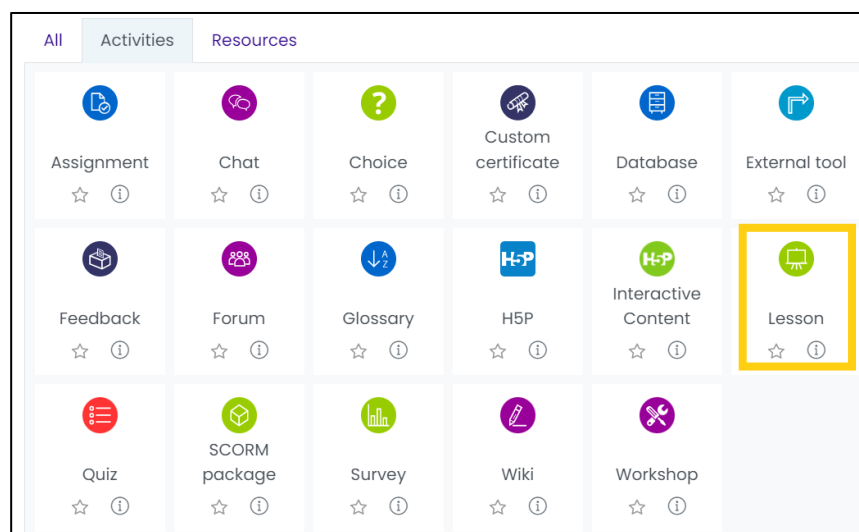
3. Give the lesson a name. You can as well give a brief description.
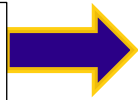

Add name and description

4. Under 'Availability', choose whether a lesson attempt should be timed, and if so, what the time limit should be.

Select availability date

If a time limit is used, then a student may finish the lesson activity after the time is up, though any questions answered after the time limit is up are not counted.

5. Choose the maximum number of attempts and whether you want students to review the contents again from start.
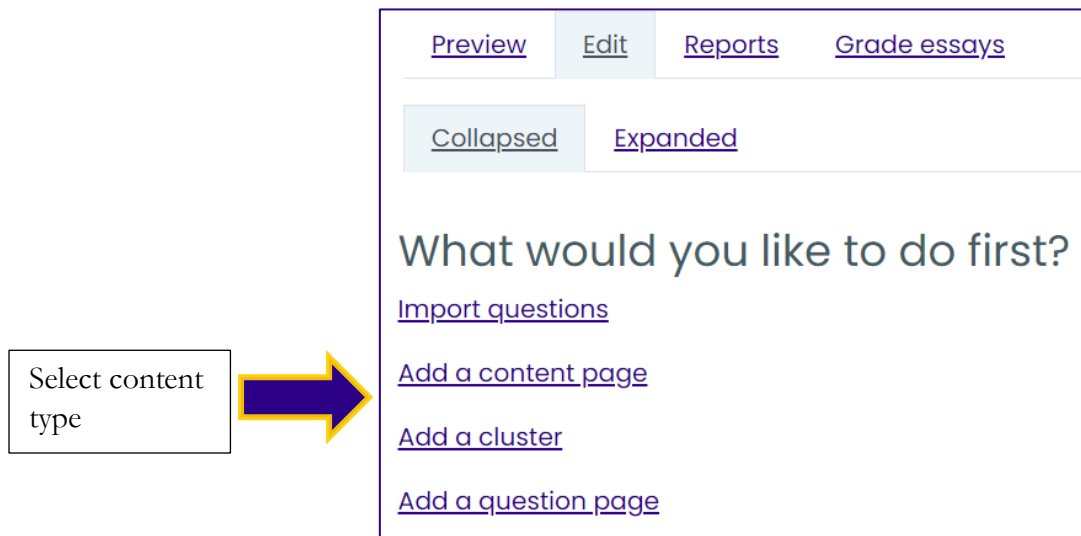

6. Select the grade options

Pick desired category

We created a gradebook with defined categories. Under grade category select the appropriate category if you want students to receive grades. If it's a practice lesson you will select 'yes' under "practice lesson", this means students' grades are not recorded.

7. Click "save and display."
8. A dialogue box requesting you to choose what you want to do first will be displayed as below.
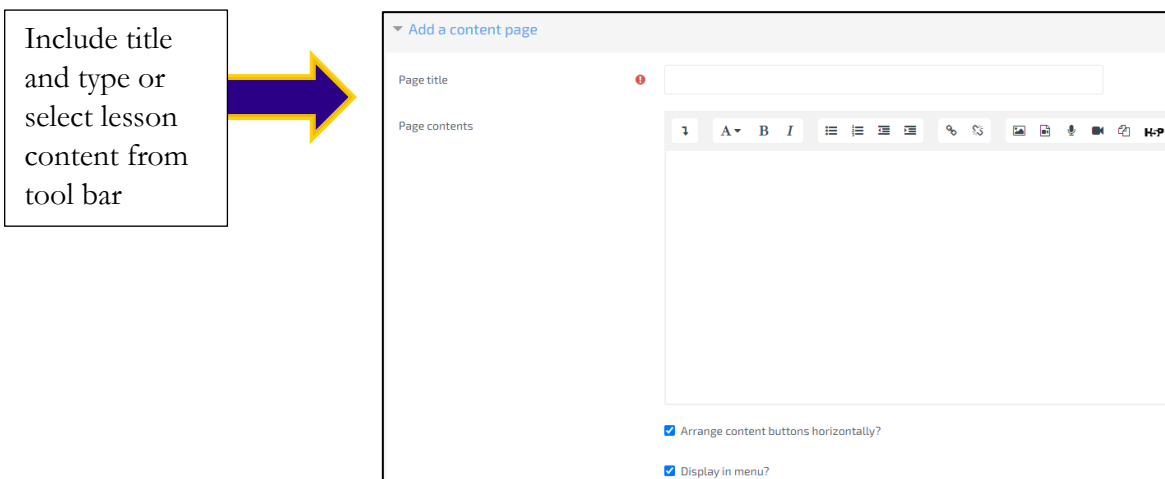
Select content type →

| Preview | Edit | Reports | Grade essays |

| Collapsed | Expanded |

What would you like to do first?

Import questions

Add a content page

Add a cluster

Add a question page

To begin a lesson, the most used are the "content page and question page". Therefore, we will discuss two in detail.

a. **Add a content page:**

This is where you can add information about a subject and allow students to move ahead and read through everything without answering questions.

1. When "**Add a content page**" is selected. You will fill in the page title and page contents.

Include title and type or select lesson content from tool bar →

▼ Add a content page

Page title

Page contents

A ▼ B I   ☰ ☰ ☰ ☰   ⌗ ☐ 🎤 📹 H-P

☑ Arrange content buttons horizontally?

☑ Display in menu?

2. You will fill the description; this normally act as a guide to learners as they view the page.

Select preferred navigation

3. Click on "Save page"

4. You will be taken to the main lesson page.

5. You can add as many pages as possible by clicking "add a new page" then select from the list in the drop-down menu.

6. You can edit, move page (up or down), duplicate page, preview, delete a page by selecting respective icons in line with your page.

a. Add a question page.

1. Select "add a question page".

2. Select a "question type" from the drop-down menu. Your options are multiple choice, true/false, short answer, numerical, matching, and essay. If you want to use multiple-answer multiple-choice questions or case-sensitivity in the short-answer responses, click the checkbox below the tabs.
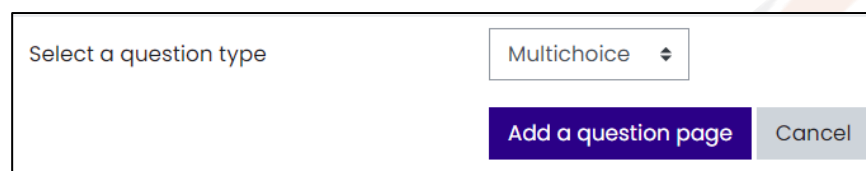
3.
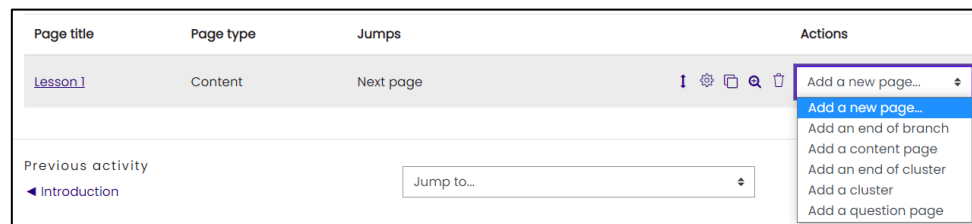
4. Click on "Add a question page".

5. Select the question type

6. Select 'add a question page'

7. Give the page a title. The title will also be visible to the student as they complete the lesson. You can also use it to organize your pages as you build the lesson.

8. Enter the page contents. The contents will need to include the question you want the students to answer as well. If you are creating flash cards, you will want to enter only the question here.

9. If your question has multiple correct answers, check on "options".

10. Enter the correct answer to the question in the Answer 1 box.

Put the correct answer

Fill in the feedback message

11. Enter the response or feedback generated due to the answer selected. By default, the first response takes the student to the next page while all other responses return the student to the same page. After you have created a page, you can come back and edit this behaviour. The lesson automatically presents the question choices in random order, so you do not have to worry about the first response always being the correct one.

12. Enter any other answer choices you want to student to consider, with explanation on each response.

13. Under "jump" select the page that students will revisit to read before retaking the question.

Fill in answer options
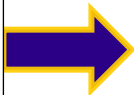
14. Save page.

15. You will be taken back to the main lesson page, and you will see the lesson construction.

Add a new page

16. You can add more pages by selecting "Add a new page". In addition to the options covered, you also have the option to:

b. Add a cluster.

A cluster is a set of question pages from which one or more may be randomly chosen. Questions within a cluster are randomly selected by choosing "Random Question within a Cluster" as a jump.

c. Add an end of cluster.
Clusters should be completed with an end of cluster page.

d. Add an end of branch.

If you use branch tables, you should end each branch with an end of branch page, which takes the student back to the last branch table page so she can select another alternative.
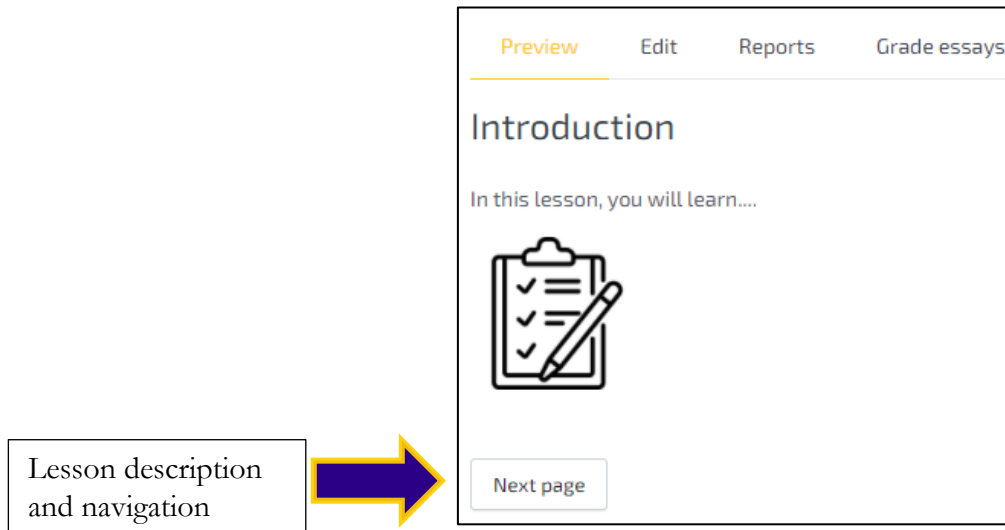
17. Once you have completed adding all content. You can preview the whole lesson to see how learners will see it on their end.

Previewing the whole lesson

1. Click the Preview tab at the top of the page list.

Select preview
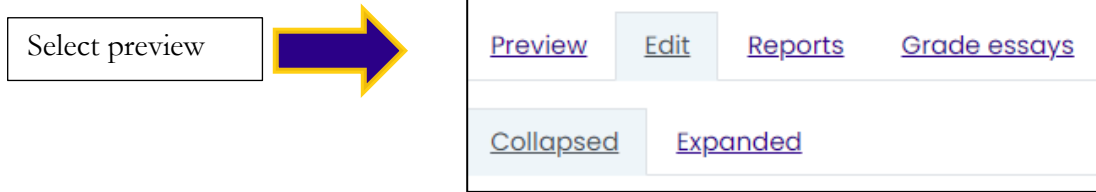
2. This link will take you to the first page in your lesson.

Lesson description and navigation

3. You can see the description below the page.

4. Once satisfied with how the lesson appears. You can go back to the course main page. If not, you can edit the content by selecting "Edit page contents" at the top right.
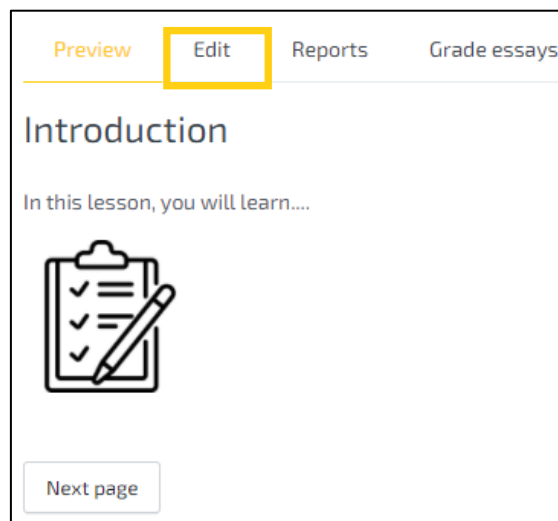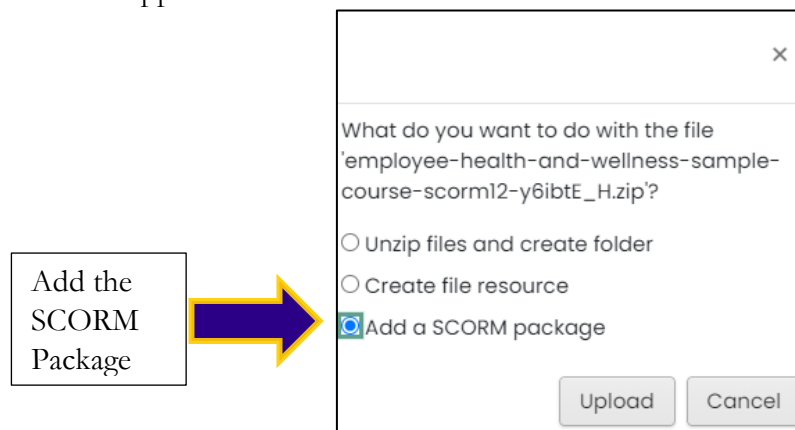

5.1.2 SCORM Package

To add a SCORM package to your course

Method 1:

1. Click the "Turn editing on" button at the top right of the course page

2. Drag and drop the SCORM package zip file onto the course section where you would like it to appear.

Add the SCORM Package ➡

3. Select "Add a SCORM package" to the popup dialogue asking what you want to do with the zip file then click the upload button.
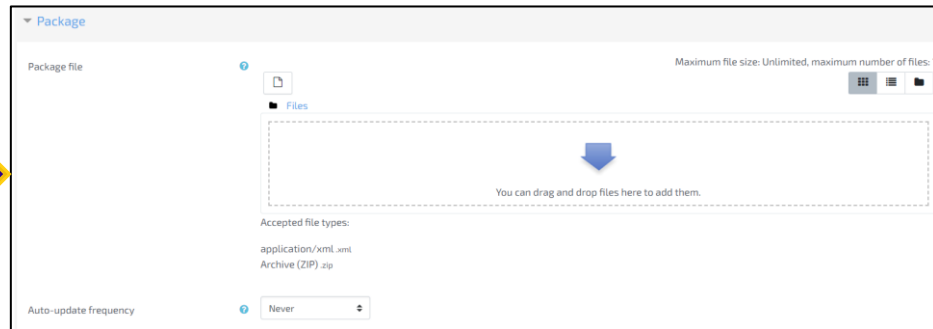4. If necessary, edit the title of the file by clicking the pencil icon.

Method 2:

1. Click the "Turn editing on "button at the top right of the course page.
2. Click the 'Add an activity or resource' link in the section you wish to add your SCORM package, then in the activity chooser, double click on SCORM package.
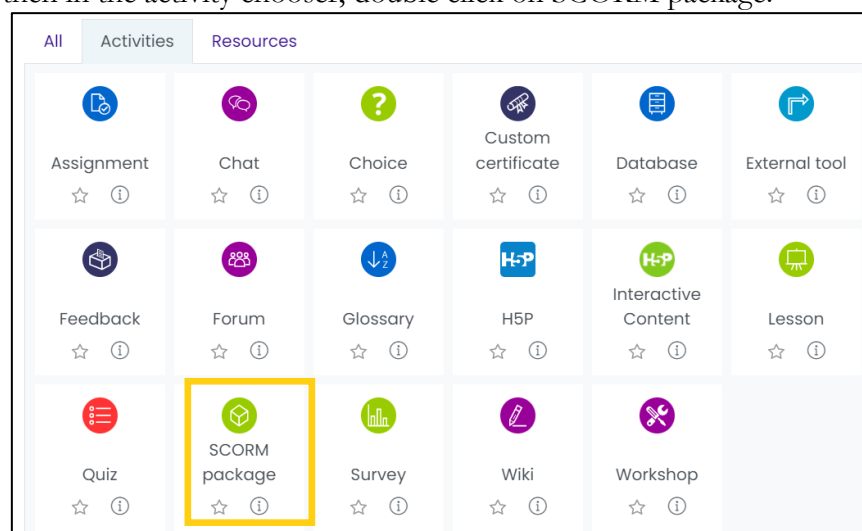
3. Enter a name and a description.
4. Either drag and drop a SCORM package zip file into the box with an arrow or click the Add button to open the File picker menu in order to choose a file from your computer or a repository

Select file and upload
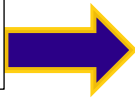
5. Select display and other options as required.
6. Click the button "Save and display" at the bottom of the page

5.2 Adding Communication models

Forums and chats are the primary tools for online discussion in Moodle. These tools allow you and your students to communicate with each other at any time, from anywhere hence bringing about an aspect of socialization in a course.

Forum

We need to know that Moodle has five types of forums including:

Question and Answer Forum
This allows you to post a question and wait for learners to respond. The students will only view other views from peers upon answering the question.

A single, simple discussion
This allows you to post only one discussion and the students will be able to follow. This is useful if you wish to keep a discussion focused.

Standard forum for general use
There can be one or more discussions in this forum. The students have a choice to participate in any of the discussions.

1. To create a forum:
2. On the main page for your course, click on the "Turn Editing on" in the upper right.
3. Locate the course section where you plan to add the forum and click "add activity or resource".
4. In the activity chooser, double click on Forum.
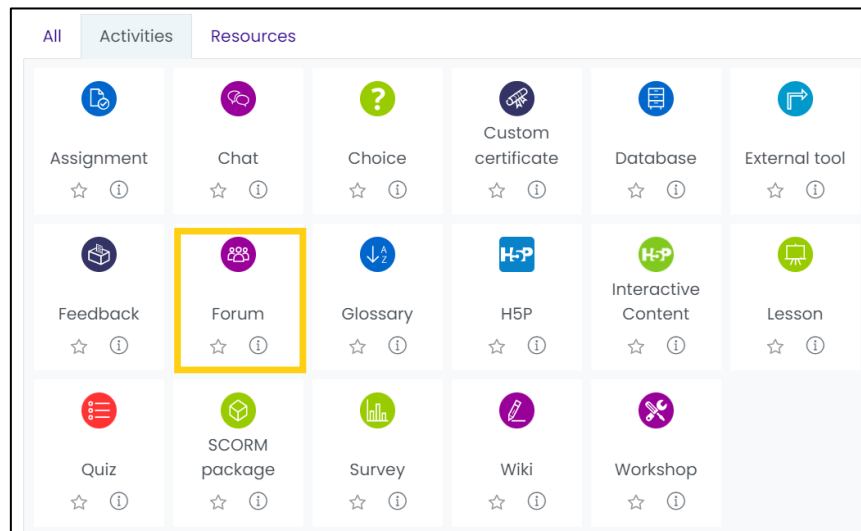
5. You will be required to give the forum a name and a brief description.
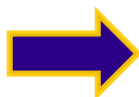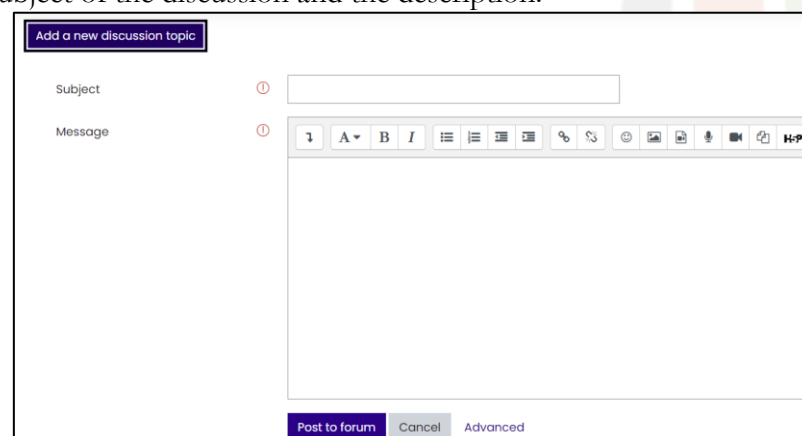6. Select the forum type you want to use.
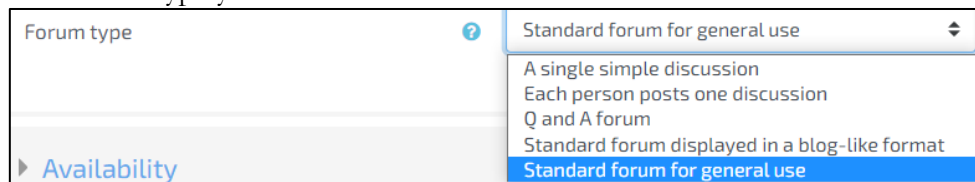
7. Edit the options on the general settings. When satisfied, click on "save and display."
8. You can add a topic by selecting "add a new discussion topic."
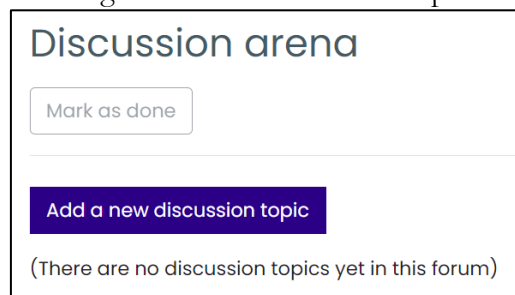
9. Write the subject of the discussion and the description.

Enter the subject and message

10. You may change the settings and force everyone to be subscribed? If you select Yes, everyone enrolled in the course will automatically receive emails of any new posts. Otherwise, people can choose whether to subscribe.
11. Select "post the forum".
12. A forum will be open for discussion once posted in a course. You will be able to add new discussions as well.

5.2.1 Chat

Chat allows you and the students to communicate in a real time environment. Unlike forums, a chat needs everyone to be logged in at the same time in order to communicate. You can create a single session for the entire course or set up repeating sessions within the course period.
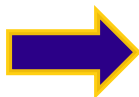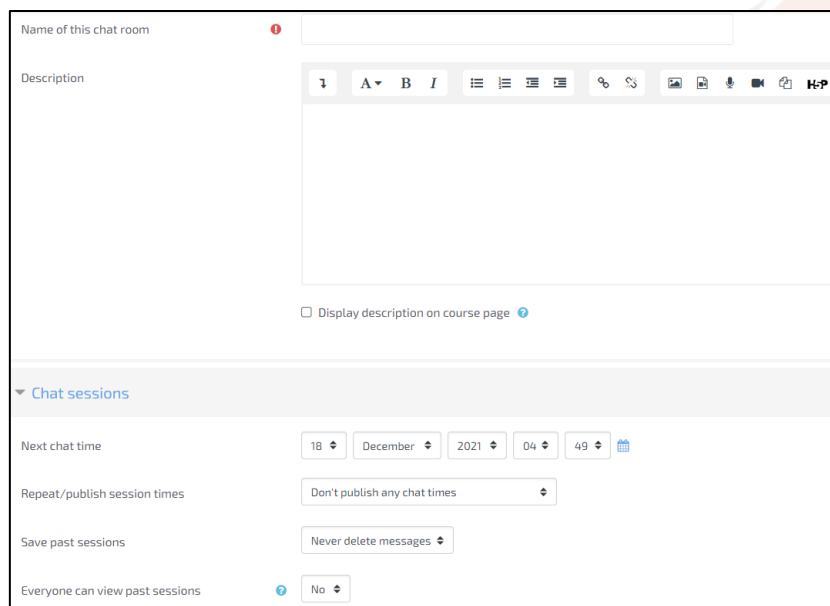
To create a chat session:
1. Click the "Turn editing on" button.
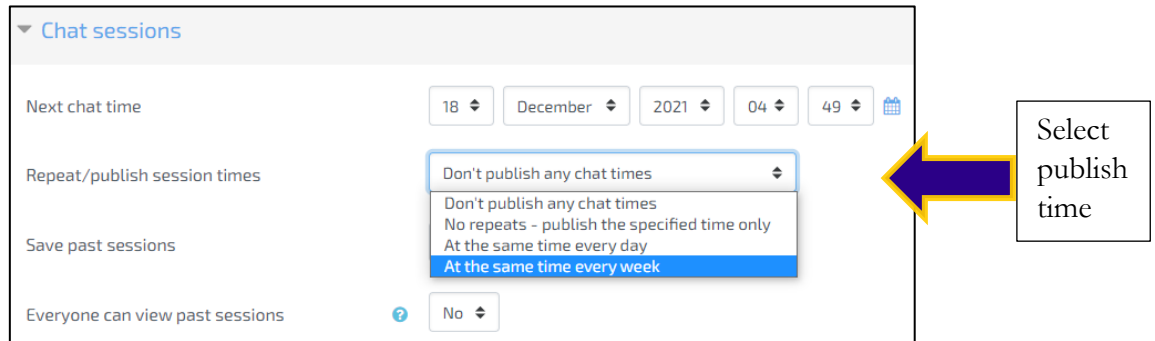2. Select "Add an activity or resource".
3. Click on "Chat"
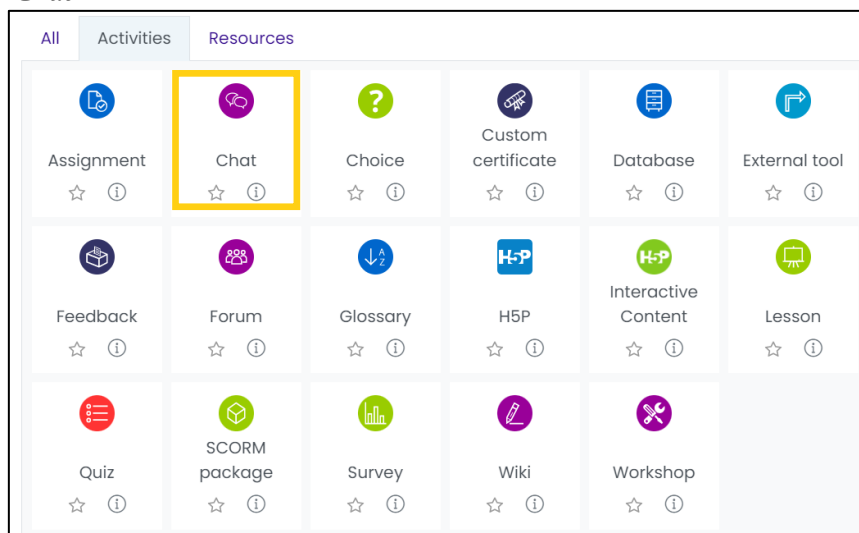
4. Give the chat room a name and provide a description.

Enter the name and description

5. You will set the time for the first chat session in "Next chat time."

6. Select the suitable option for the "repeat/publish session time".

There are four options here:

Don't publish any chat times.
Creates a chat room that is always open and has no specified meeting times.

No repeats-publish the specified time only.
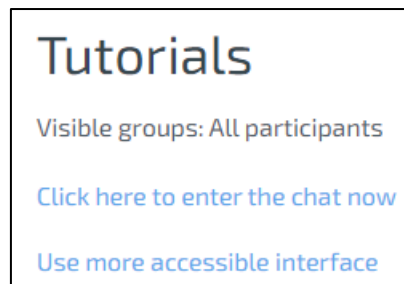Creates a one-time chat room that will meet only during the time you specified.

At the same time every day
Creates an entry in the course calendar for a daily chat at the specified time.

At the same time every week
Creates a weekly entry in the course calendar.

7. You can now save and display.

The students will be able to follow the link displayed. Chat is useful in question-and-answer sessions and exam preparation.

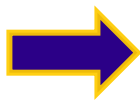## 5.3 Adding Course Evaluation and Feedback tools

5.3.1 Assignment

1. To create an assignment:
2. Click "Turn editing mode on" on the course main page.
3. Click "Add an activity or resource".
4. Locate and double click on assignment from the list.
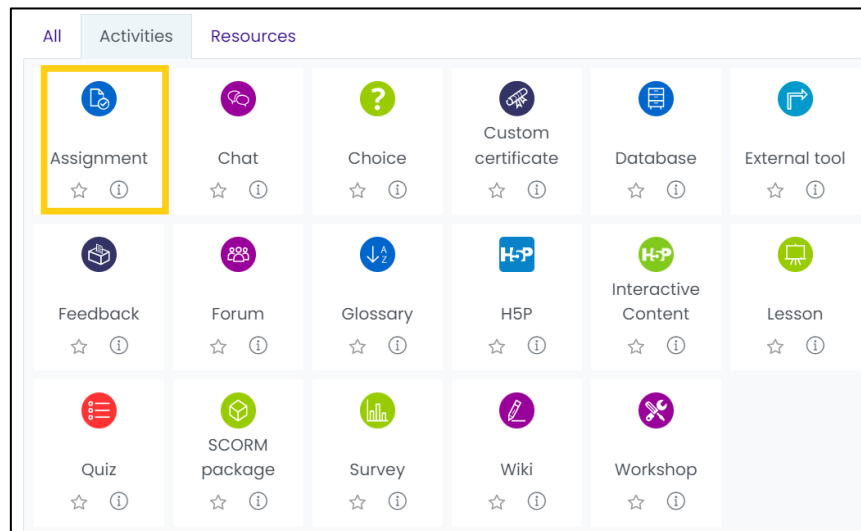
5. Give your assignment a name.
6. You can describe your assignment in the description area.
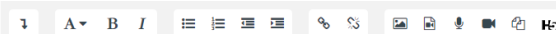
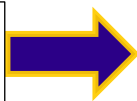**Enter the assignment name and description**

7. On the general settings, set the availability of the assignment i.e. "Available from" date and "Due date".

Select submission date and due date

Select submission type

8. Decide whether to prevent late submissions.
9. Choose the options for the submission type of assignment and check in the box
10. Set the maximum number of uploaded files, size for a file upload and type of file accepted. Choose whether students may delete uploaded files at any time before grading.

NB: Students cannot see this number, so it is a good idea to write the actual number of requested files in the assignment description.

11. "Save and display" if you are through with the desired settings.

5.3.2 Quizzes

1. Click "Turn editing on."
2. Select "Add an activity"
3. Select Quiz from the list of activities.
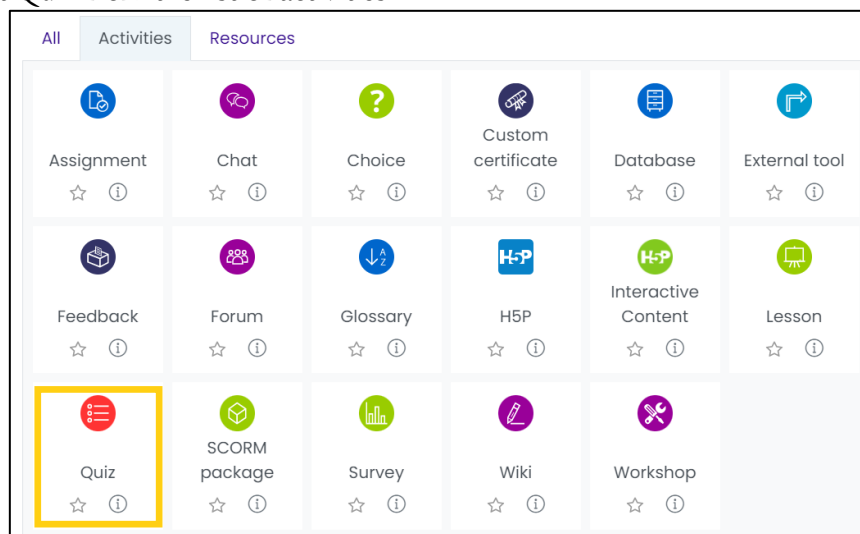
1. Write the name of the quiz.

2. Under description, you can write an introduction for the quiz. Be sure to include any special instructions for taking the quiz.

3. Select special instructions such as the quiz timing, display options and grading. For grading, you will notice that the categories displayed are those that you added in a gradebook setup.

   NB: Therefore, it is good to configure a gradebook at the beginning of a course.

Select the quiz timing
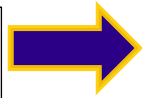
Select the grade category

4. Select the display options: Questions per page, Shuffle questions, Shuffle within questions and select the attempts options.
5. You can add overall feedback to learners after they have completed the quiz.
6. Click the "Save and display" button to add your questions.

Adding questions to a Quiz
Once you have saved your changes, you will see an editing screen where you will:
Click on the "edit quiz" button. Now you are ready to add questions to your quiz.

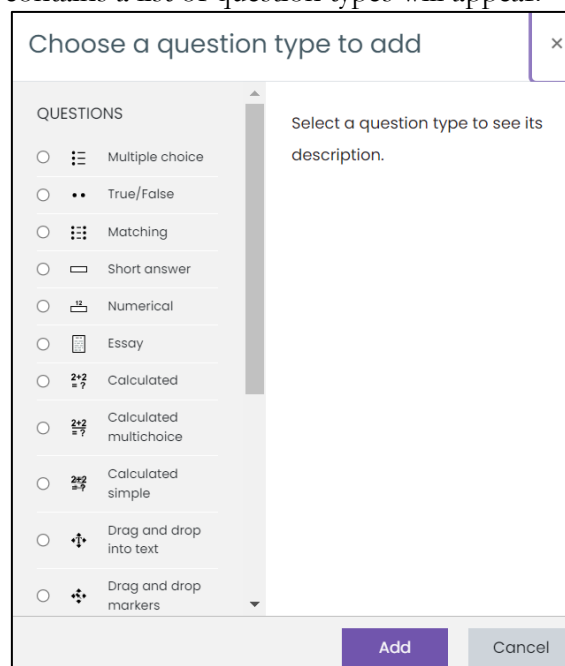Click on edit quiz
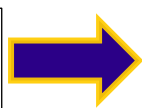
1. Click on "add" button.

Select on add

2. The "add" button will display a drop-down menu that you will be required to select a single option of 'a new question', 'from question bank' and 'a random question'.

Adding a new question

Select "a new question".

A drop-down menu that contains a list of question types will appear.
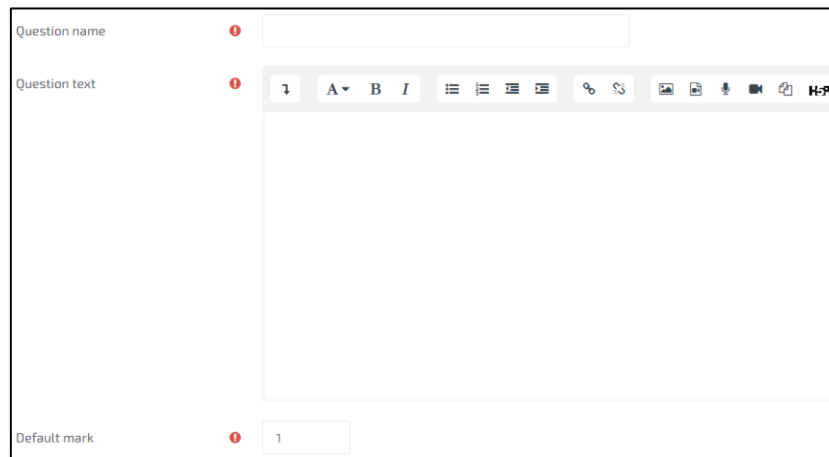

Each question type has its own form and options. You will need to familiarize with all of them.

Let us see how to add some of them.
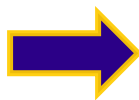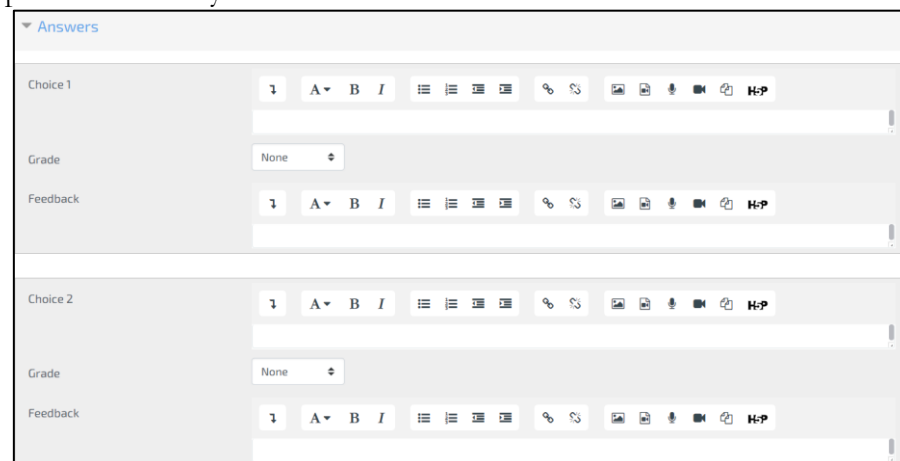
Multiple Choice

1. Select "multiple choice" from the list
2. Fill in the "question name" and "question text".
3. You can change the marks and provide general feedback that will appear after students attempt the quiz.

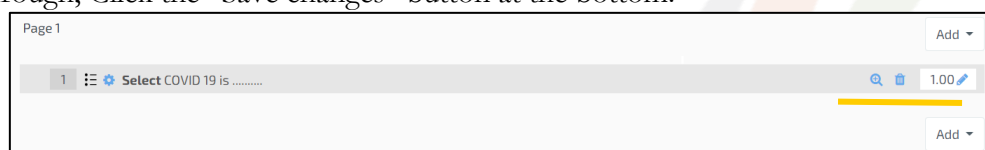Give the question a name and add the question content

Question name

Question text

Default mark   1
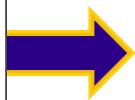
4. Select the options that suits your assessment.

Add the choices

▼ Answers

Choice 1

Grade   None

Feedback

Choice 2

Grade   None

Feedback

5. Select a grade percentage for the answer. This is the percentage of the total points possible for the question, selecting a given answer is worth.
6. Fill in the response choices in the rest of the form. Any unused areas will be ignored.
7. If you wish, you can add overall feedback for any correct/partially correct/incorrect answer.
8. Once through, Click the "Save changes" button at the bottom.

Page 1   Add ▼

1   Select COVID 19 is 1.00

Add ▼
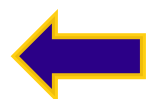
9. You can preview the question by clicking ⊕ button. Edit the marks by clicking on the pen icon.
10. To add more questions, click on "add" and repeat the steps.

NB: Always prepare a list of questions at the earliest stage to make your work easier in adding the questions in a quiz.

Short answer
To create a short-answer question:
1. Select "Short answer" from the "Create new question" drop-down menu.
2. Give your question a descriptive name.

3. Create the question text. If you want students to fill in a blank, use the underscore to indicate where the blank is.
4. Select an image to display if you want to add a picture to the question.
5. If you wish, add general feedback.
6. Choose whether capitalization is important.
7. Fill in the answers you will accept.
8. Give each answer a percentage of the grade if required.
9. Add feedback for each acceptable answer.
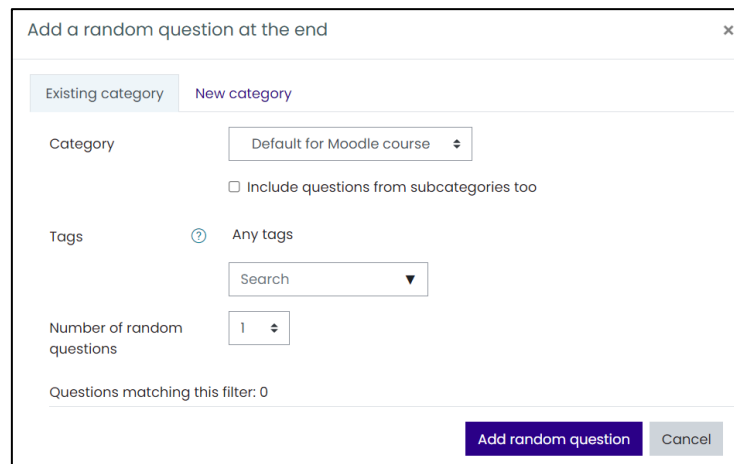10. Click the "Save changes" button at the bottom.

Random questions

To add random questions to the quiz:
1. Click on "Add"
2. Select "a random question".

Add random question
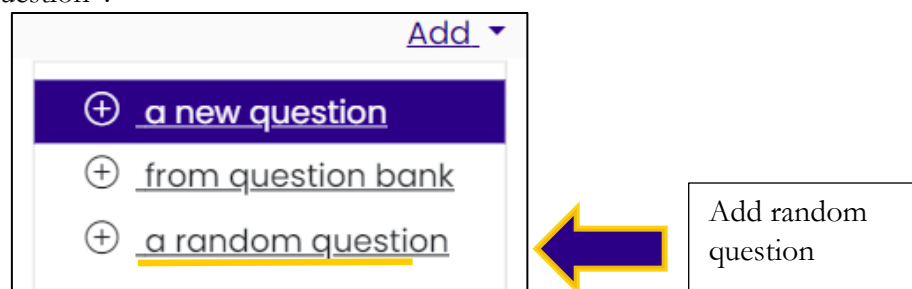
3. Select the number of random questions you wish to add from the drop-down menu and the question category.


4. Click the "Add a random question".

Try to provide enough questions to avoid receiving error messages for questions that do not exist.

Question Bank

You can use questions that exist in a question bank. The questions can be for another relating course or previously used in a quiz. For you to add these questions on your current quiz:
1. Click "Add" and select "+ from question bank".
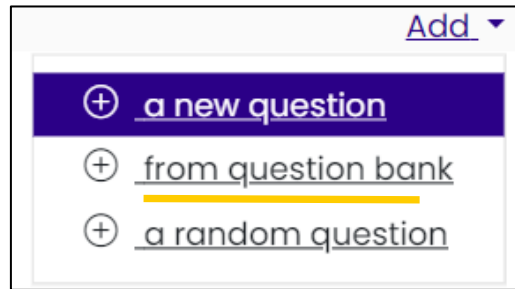
Add question
from question
bank

2. Click the + sign next to one question you want to add.
3. If you want to add all the questions or want to add more than one question, tick the box of each question, and then click "Add selected questions to the quiz".

To guarantee all previously made questions are available, make sure to tick the boxes "also show questions from sub-categories/old questions".

Edit, preview and deleting questions in a quiz.

When a question is added in a quiz, you can edit ⚙ , preview, or delete 🔍 🗑 by clicking at the icons respectively.

5.3.3 Feedback
Feedback allows you to create custom questions to assess the instructor or the course.
To create a Feedback:
1. Click the "Turn editing on".
2. Click on "add activity or resource".
3. Double click on "Feedback"

4. Give "feedback" a name and a description.
5. You can look at the options available on "Availability and question & submission settings."

Select availability period →

Edit on submission settings →

6. Under **After submission**:

**Enter the completion message** →

a. Decide whether Moodle should show an analysis of the feedback received.
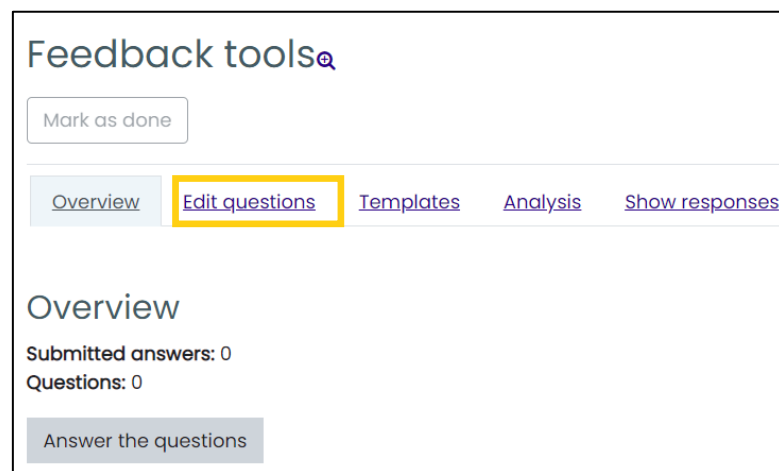
b. Enter the text you want to display once students have submitted their feedback eg *Thank you!*

c. If you want to redirect students to somewhere other than the course home page, add the URL. The students will be asked to **Continue**.

7. When through, you can "save and display". A new description window will appear
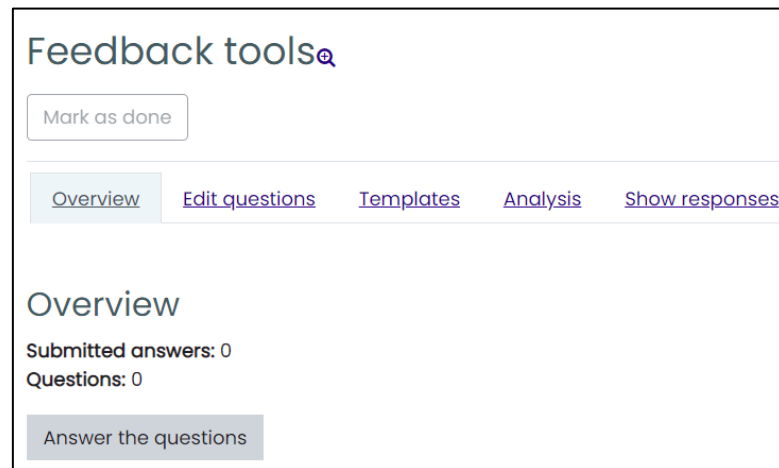
8. Select "edit questions"

9. Choose the type of question from the drop-down menu

Select the question type
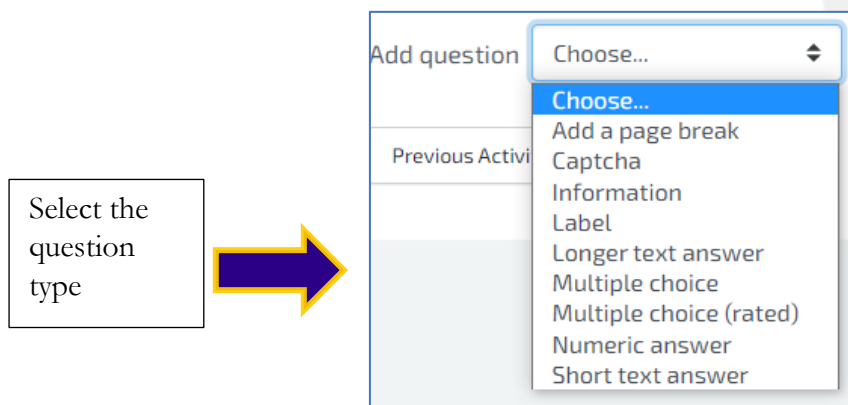
10. Once a question type is selected. You will add the question text under question and choose how you would want the responses to be displayed (horizontal/vertical).

Multiple choice

1. Select "multiple choice".
2. Add all required parameters.

3. Click save question.
4. You can edit as well as delete a question by clicking on "edit". The edit button has a drop-down menu.

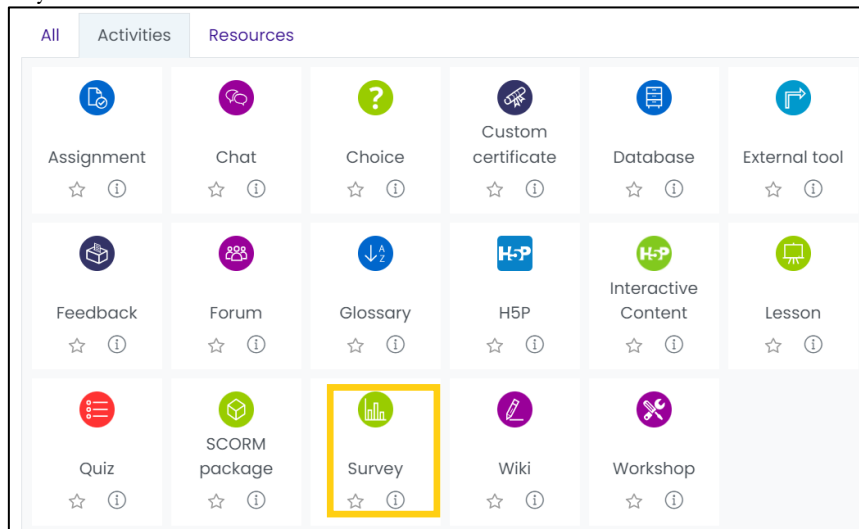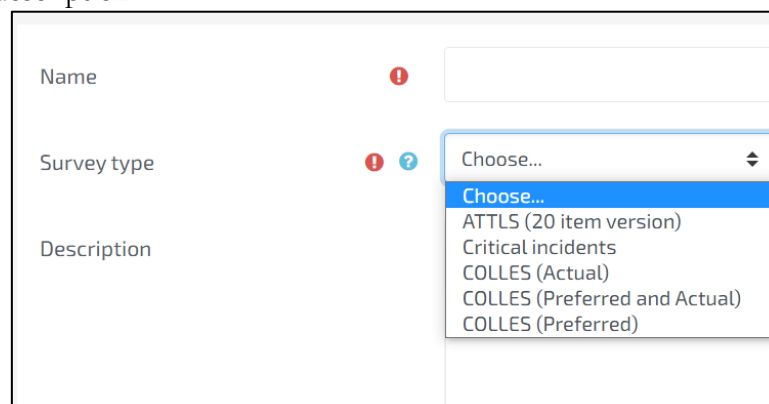5. You can add as many questions as you want using the add question tab.

5.3.4 Survey

A survey is a set of predetermined questions. It focuses on getting feedback from students about the nature of the course.

To create a survey:
1. Click the "Turn editing on" button on the course main page.
2. Select "Add activity or resource".
3. Select Survey and "add"

4. Write the name of the survey.
5. Select the "Survey type" from the drop-down list. COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey)
6. Add survey description.

Select survey type

7. Click the "Save and display" button.
8. A display of the questions will appear. Your survey is now ready!
   NB: Survey is not customizable.

5.3.5 Choice

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. You can use a choice to get rapid feedback from your students about any topic.
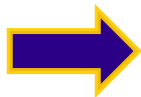To create a choice:
1. Click the "Turn editing on".
2. Click on "add activity or resource".
3. Double click on "Choice".
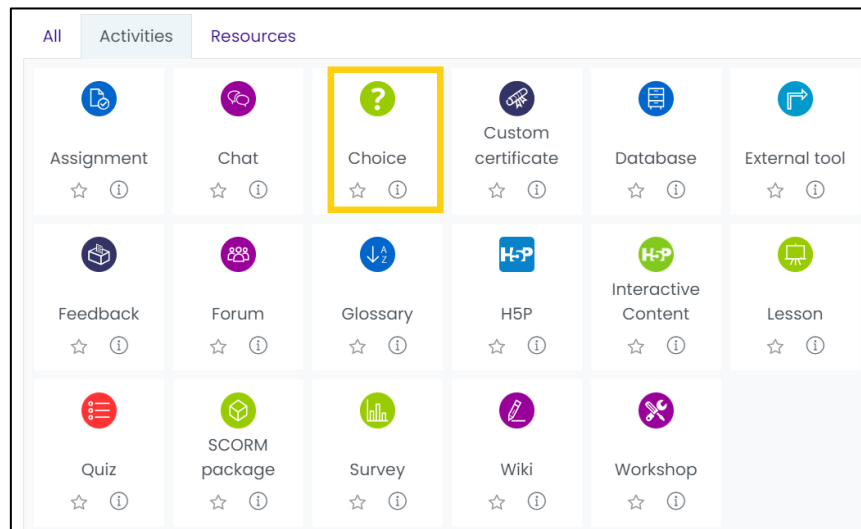
4. Give choice a name and enter the question text in the choice description area.

Enter the choice name and description

5. Choose whether to limit the number of responses allowed. If this is enabled, each response can be assigned a different limit. When the limit is reached, nobody else will be able to select the response. If limiting the number of responses is disabled, then any number of participants can select each of the responses.

Put the options →

6. Enter responses in each choice field.
7. If you want the question to be available for a limited time, click the "Restrict answering to this time period" checkbox and set the opening and closing dates and times for the choice.

Select availability →
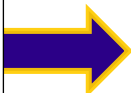
Add results viewing options →

8. Click "save and display" or "save and return to course".

Part 6: Managing a Class in Moodle

6.1 Adding Users to Moodle (for course managers only)

For people to enter your courses, they first need an account on your site. The two most common ways are:
1. Enable sign up so they can create their own accounts on the site. (*This is done by site admin*)

2. Create a user account for them yourself, manually.

As a course manager, you can create new users in Moodle. To create users:
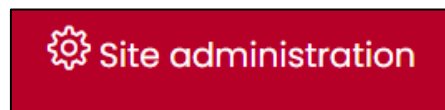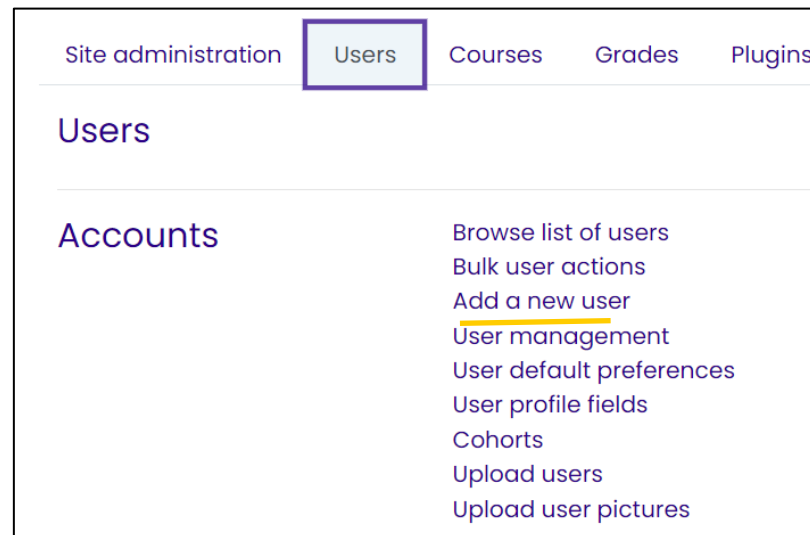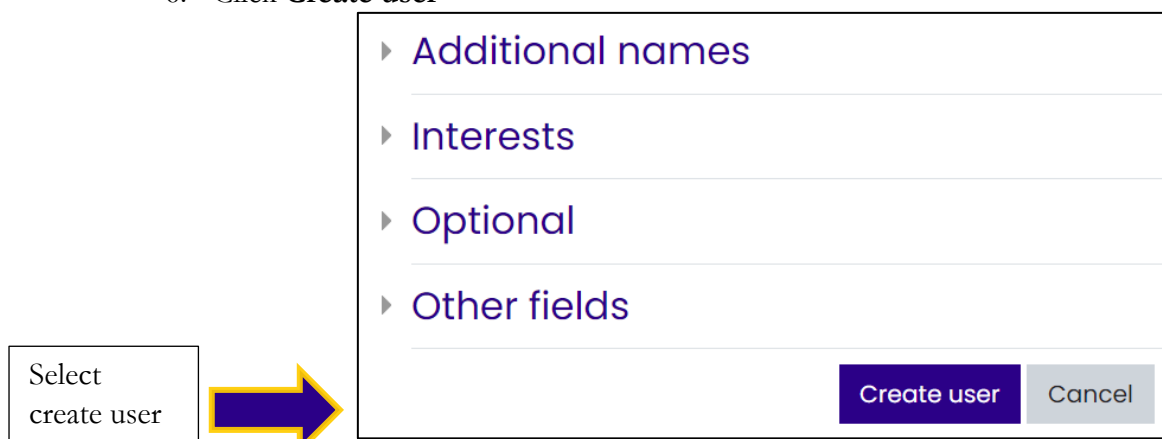1. Click on Site administration. This can be accessed from the left panel (the Navigation drawer)

⚙️ Site administration

2. Click the **Users** tab
3. Click **Add a new user.**

4. Add your user details.
5. If you want their new account details emailed to them, click "Generate password and notify user".
6. Click **Create user**

Select create user

6.1.1 Enrolling Users

Adding users to a course is known as enrolling users. Once users have accounts, you then need to give them access to the course. The two most common ways are:
1. Enable course sign up so they can enrol themselves.
2. Add teachers and students to the course yourself manually.

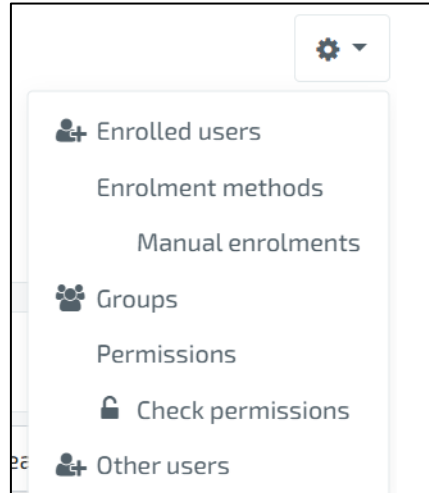### 6.1.2 Enable course sign up-Self Enrolment.
1. On the course main page (Navigation drawer) click on "Participants"

👥 Participants
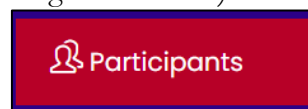
2. Click the icon on the right (above Enrol users) and select Enrolment methods.

3. Click to open the preferred enrolment method

6.1.3 Add instructors and students- Manual Enrolment.

1. On the course main page, from the left panel (Navigation drawer) click **Participants.**
2. Click **Enrol users**
3. From the dropdowns, select the users you want and the role you want to give them.
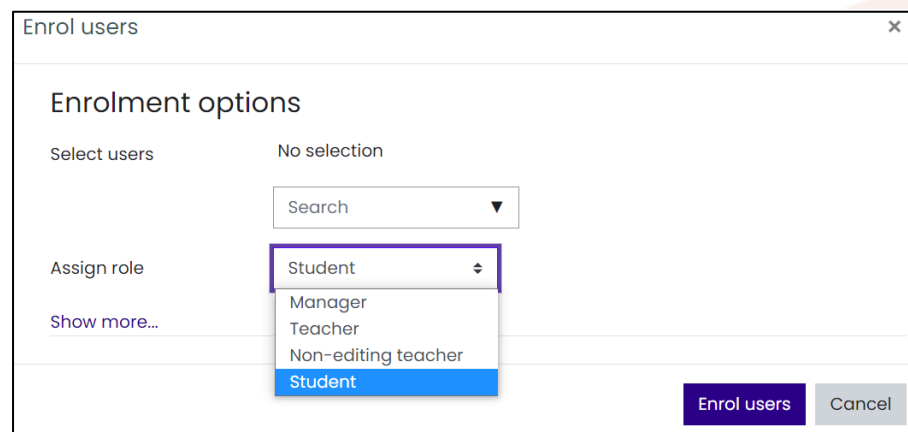
4. Select "Enrol users"

6.1.4 Removing Users in a course
1. On the course main page, from the left panel (Navigation drawer) click Participants.
2. From the list of participants, select the bin icon. The user will be removed permanently from the course.

Click delete

6.1.5 Assigning Roles- Course Level

1. Go to the Participants page
2. Click the "Enrol users" button and click those users you wish to enrol.
3. The dropdown menu at the top shows roles for which you are allowed to enrol; typically, those users with lower roles than you.

### 6.2 Backup: Restoring and copying Courses

Moodle has a backup tool that helps in creating archives of your courses. This is very important as you would not want to lose your work after the effort and time you had put in place. The backup tool can also be used to copy course resources and activities from one course to another.
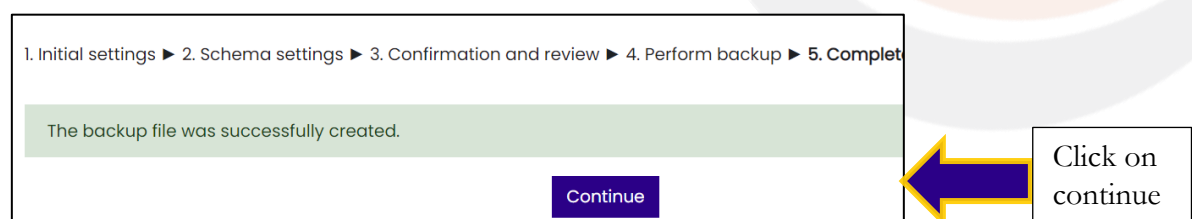
To make a backup:

1. Click the gear menu and select "Backup".
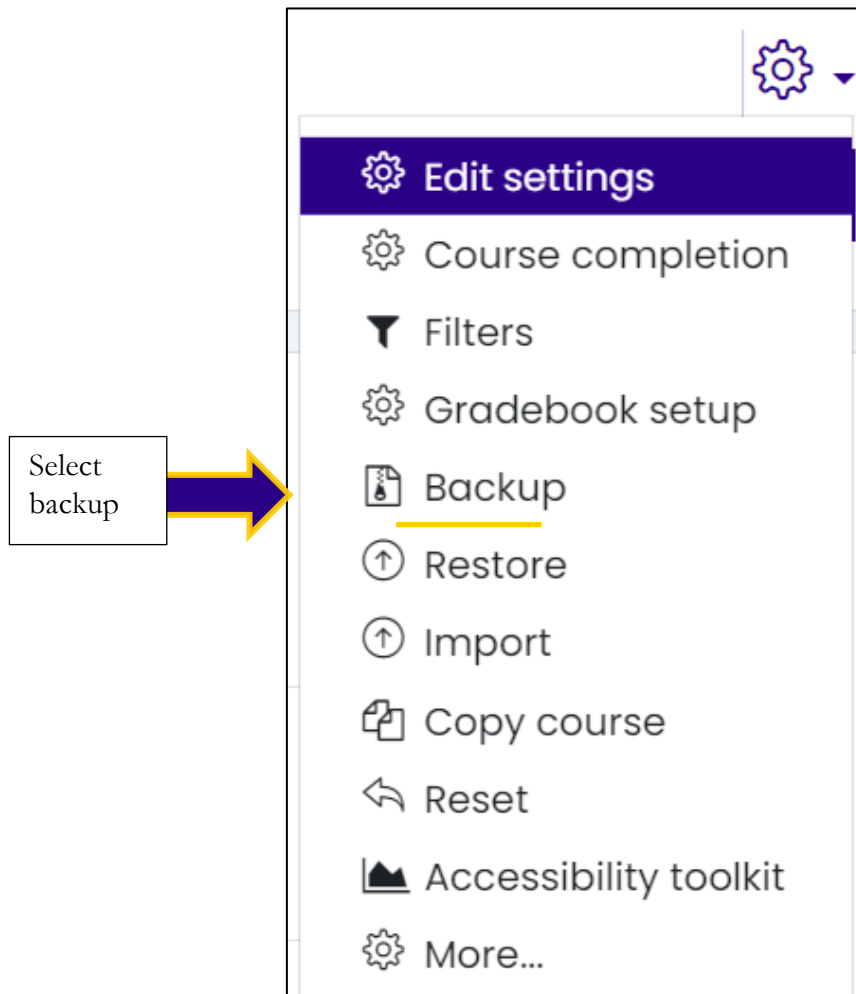
Select backup

2. Choose which activities you want to include in the backup, and whether to include user data, by ticking next to each module or activity name.
3. When you have selected your options, click the "next" button to start the back-up process. You can click "jump to final step" if you are familiar with the process.

Select jump to final

Jump to final step   Cancel   Next
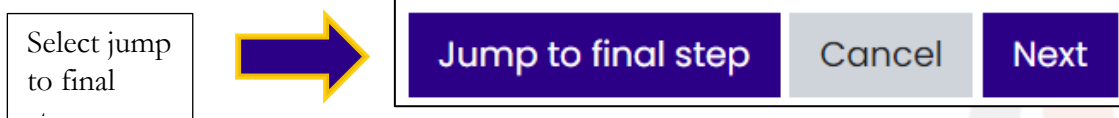
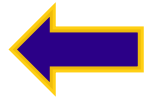4. On the next page, you can preview the files and users that Moodle will include in the backup. Upon completion you will select "perform back up".

5. You will receive a confirmation message "the backup file was successfully created". Click on "Continue"

1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete

The backup file was successfully created.

Continue

Click on continue

6. You will then be taken to "Restore Course Page". You will select the backup file and click on "download or Restore".

7. When you select "download", the file will be saved in your computer. "Restore" comes in handy if you want to get a copy of the course.
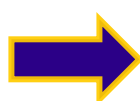
6.3 Restoring a Course in Moodle

Your backup file can be reinstated to create a new course or to copy activities into an existing course.

1. Select "Restore"
2. On the next dialogue page, click "continue" to start the restore process.

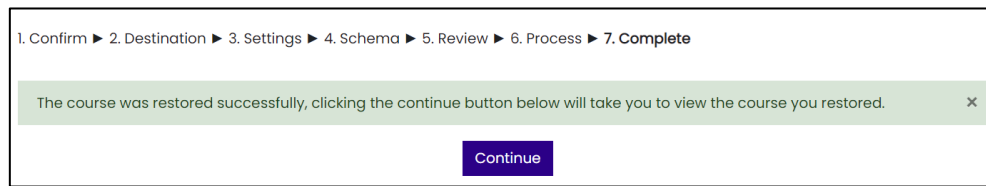You have the option to "restore as a new course or Restore into this course or Restore into an existing course".

1. We will choose the option to restore a new course. Select the new course category of the course and "continue".
2. The restore page will contain additional options for setting the new course category, short name, full name, and start date.
3. Choose which activities you want to restore and whether to include user data (Select course users if you are including user data).
4. Click the "Next" button until the last page and select "perform restore" button.
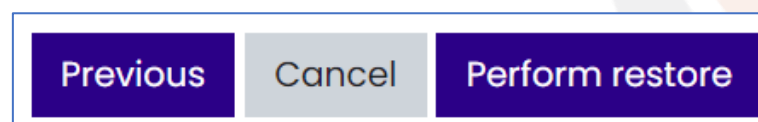
Perform restore

5. On the next page, click the "Restore this course now!" button.
6. On the next page, the progress of the restore is displayed with a report if it was successful.

7. Click the Continue button.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ **7. Complete**

The course was restored successfully, clicking the continue button below will take you to view the course you restored.   ✕

Continue

Click continue

8. The new course will be restored. You can edit the course to suit your needs.

6.4 Managing Course Data, Reports, Logs, and Statistics

Moodle provides you with detailed reports on participation, activity completion and logs. Once you are through in setting up your course and students are enrolled and working on the course you can gather important information from the reports. For example, logs can tell you which resources and activities students find most valuable (most visited).

6.5 To access course reports:

1. Click the gear menu and select "more".
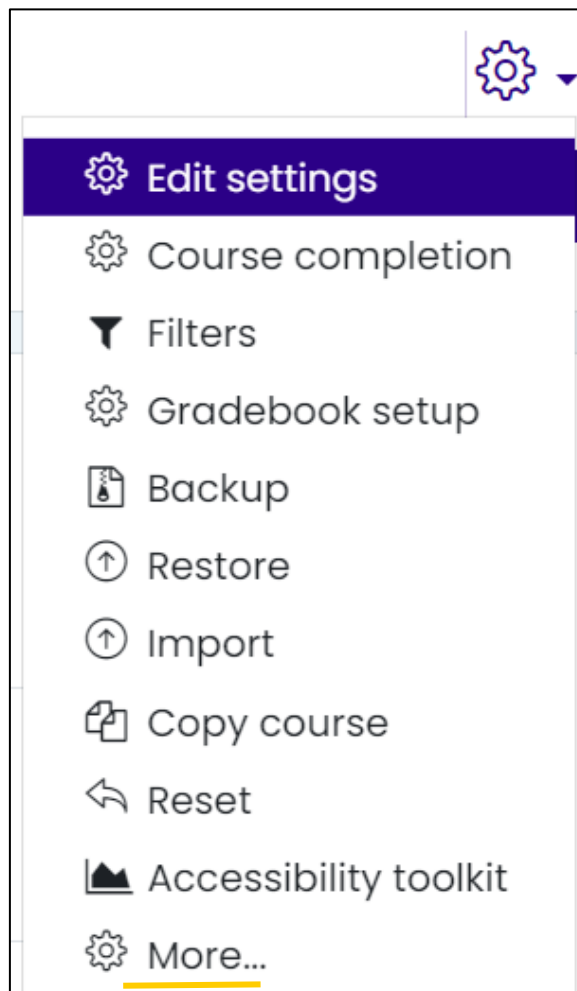
2. You will be directed to the Course Administration block.
3. Select "Reports"

6.4.1 Logs
1. Click on Logs and Select any combination of group, activities, actions and sources then click the "Get these logs" button.
2. You can see what pages the student accessed, the time and date she accessed it, the IP address she/he came from.

6.4.2 Live logs
1. Click on "live logs".
2. You can see what pages the student accessed, the time and date they accessed it, the IP address they came from, and their actions (view, add, update, delete).

3. You can choose to display the logs on a page or download them in text, ODS or Excel format.

6.4.3 Participation reports
To generate a participation report:
1. Select an "activity module", the time period to "look back" over, to "show only" student reports, and the actions you are interested in, then click the Go button.
2. A list of all instances of the selected activity module in the course will be generated.

NB: If your system administrator has enabled site statistics, you can also get thorough summary reports from the statistics menu.