

**Moodle User Manual for  
Course Managers  
Course Creators &  
Faculty**

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# Introduction

**Moodle** is a popular **open-source Learning Management System (LMS)** used by educational institutions worldwide. As an open-source platform, Moodle is highly customizable, allowing institutions to tailor it to their specific teaching and learning needs. An LMS like Moodle is designed to create, distribute, and manage educational content efficiently. It enables instructors and course administrators to upload learning materials, deliver lessons, send notifications, track progress, and securely share data with learners and other authorized users.

Moodle supports both **eLearning** and **blended learning** models, making it a flexible and powerful solution for delivering engaging and effective education in a digital environment.

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 is designed as an offline reference 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

## Table of Contents

<b>Part 1: Getting Started with Moodle</b>	4
1.1 What is Moodle?	4
1.2 Where do you start as a Course Creator?	4
1.3 Introduction to Moodle layout	4
<b>Part 2: Creating Course Categories and Courses in Moodle</b>	6
2.1 Creating Course Categories in Moodle (For Course Managers)	6
2.2 Creating a new course in Moodle	6
2.3.1 Posting a welcoming message and course instructions	8
2.3.2 Posting a course outline/syllabus	9
<b>Part 3: Grade-book setup and Configuration in Moodle</b>	10
3.1 Creating and editing grade categories	11
3.2 Editing grade Categories	15
3.3 Exporting the gradebook	15
<b>Part 4: Adding Content- Resources in Moodle</b>	16
4.1 Use of Authoring tools in Moodle	16
<b>4.1.1 Book</b>	<b>16</b>
4.2 Use of external authoring software	18
4.3 Direct Upload of Course supplementary materials (File and Folder)	19
4.4 Adding external links and pages	21
4.4.1 Method 1: Page	21
4.4.2 Method 2: URL	21
4.5 Adding own video	22
4.6 Adding Images, Real time video and audio in content space	23
4.6.1 Adding Images	23
4.6.2 post a link to a video/audio in Moodle	25
4.6.3 real time video recording	26
<b>Part 5: Adding Content- Activities in Moodle</b>	27
5.1 Creating interactive Content	27
5.1.1 Lesson	27
5.1.2 SCORM Package	35
5.2 Adding Communication models	36
5.2.1 Chat	38

5.3 Adding Course Evaluation and Feedback tools .....	40
5.3.1 Assignment .....	40
5.3.2 Quizzes.....	41
5.3.3 Feedback.....	47
5.3.4 Survey.....	51
5.3.5 Choice .....	52
<b>Part 6: Managing a Class in Moodle .....</b>	<b>54</b>
6.1 Adding Users to Moodle (for course managers only) .....	54
6.1.1 Enrolling Users.....	55
6.1.2 Enable course sign up-Self Enrolment.....	55
6.1.3 Add instructors and students- Manual Enrolment.....	56
6.1.4 Removing Users in a course.....	57
6.1.5 Assigning Roles- Course Level.....	57
6.2 Backup: Restoring and copying Courses.....	57
6.3 Restoring a Course in Moodle.....	59
6.4 Managing Course Data, Reports, Logs, and Statistics.....	60
6.4.1 Logs.....	60
6.4.2 Live logs .....	60
6.4.3 Participation reports.....	61



## Part 1: Getting Started with Moodle

### 1.1 What is Moodle?

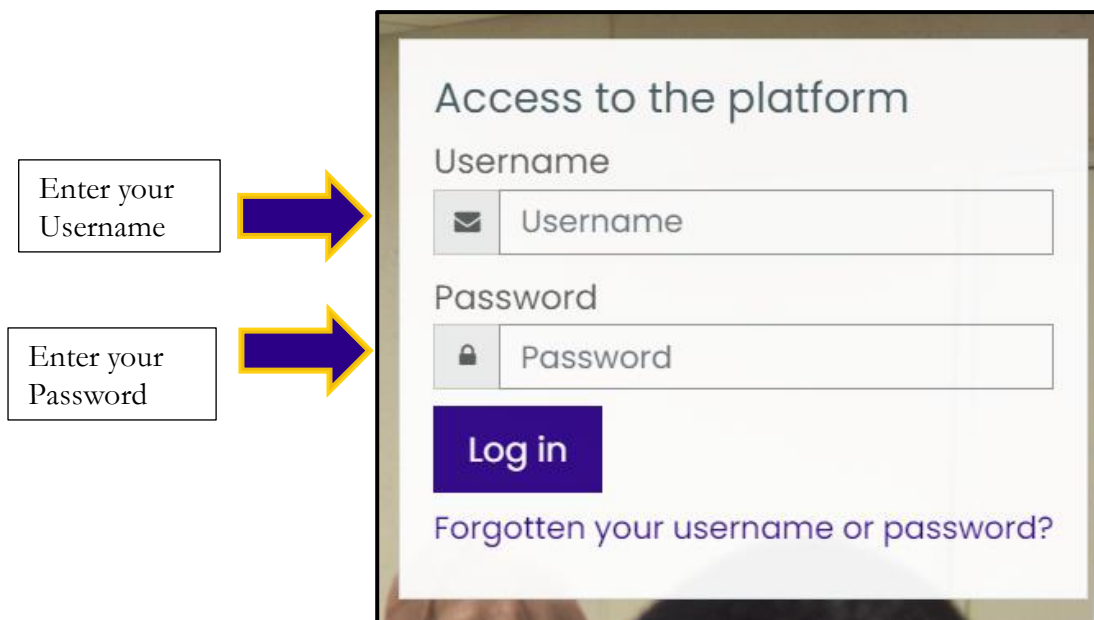
Moodle is a Learning Management System (LMS) which is an open-source software used by education institutions to provide open and distance online training and learning.

### 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/>



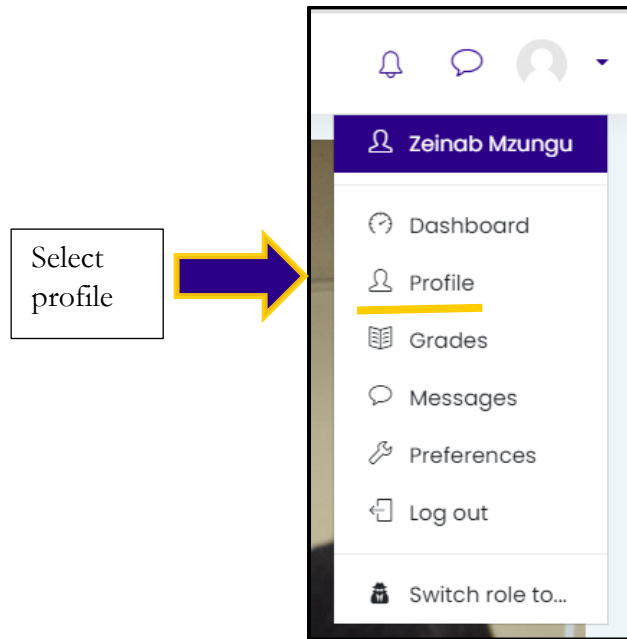
The diagram illustrates the Moodle login process. On the left, two boxes labeled 'Enter your Username' and 'Enter your Password' have blue arrows pointing to the corresponding input fields in a login form. The form, titled 'Access to the platform', includes fields for 'Username' (with an envelope icon) and 'Password' (with a lock icon), a 'Log in' button, and a link for 'Forgotten your username or password?'.

### 1.3 Introduction to Moodle layout

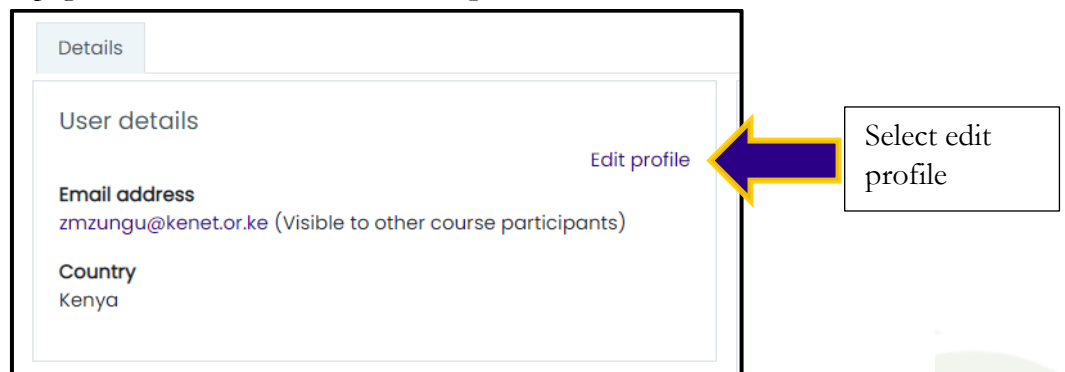
When you first login on the Moodle site, you will see the front page with customizable Dashboard, and other icons. Take a moment and familiarize yourself with the interface.

#### 1.3.1 Editing Profile

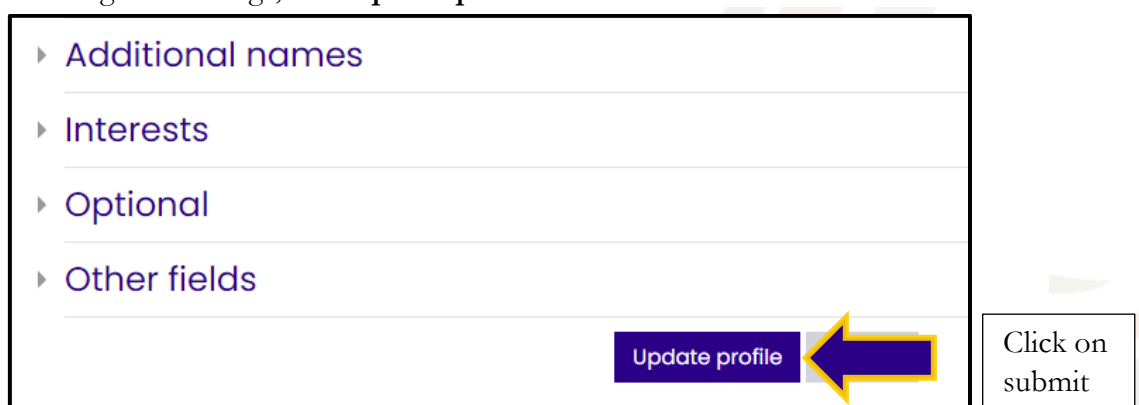
1. From the User menu (top-right, your name and **profile** picture), select **Profile**.



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



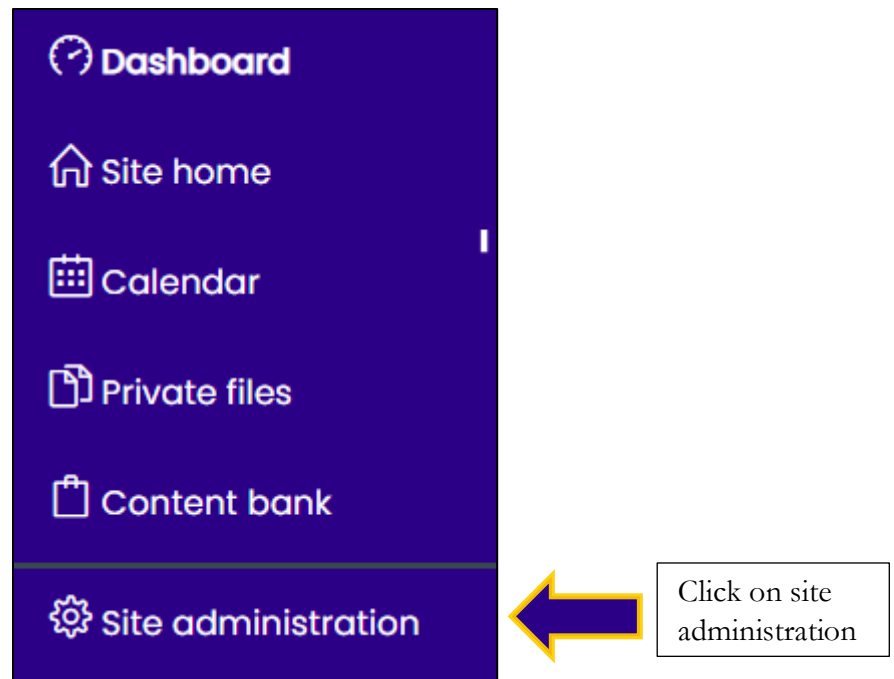
- On the **Edit profile** page, we recommend you consider updating crucial information as you desire.
- To save changes to settings, click **update profile**.



## Part 2: Creating Course Categories and Courses in Moodle

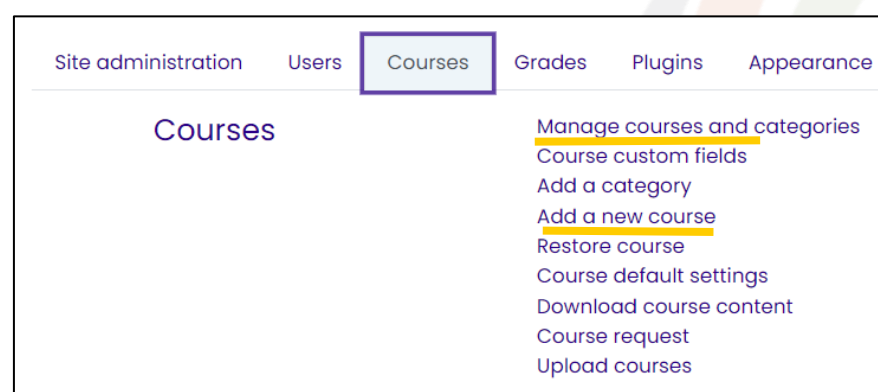
### 2.1 Creating Course Categories in Moodle (For Course Managers Role and Higher Roles)

1. Go to site administration.



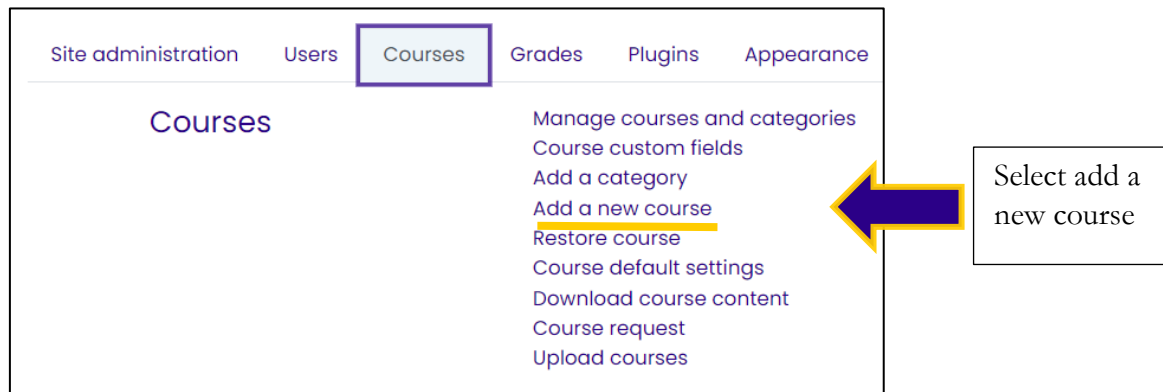
2. Click on the Courses button. You can create a course category either from:

- Manage course and category, or
- Add a category.



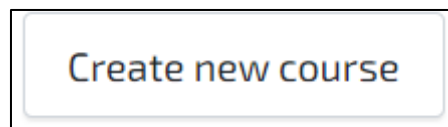
### 2.2 Creating a new course in Moodle

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

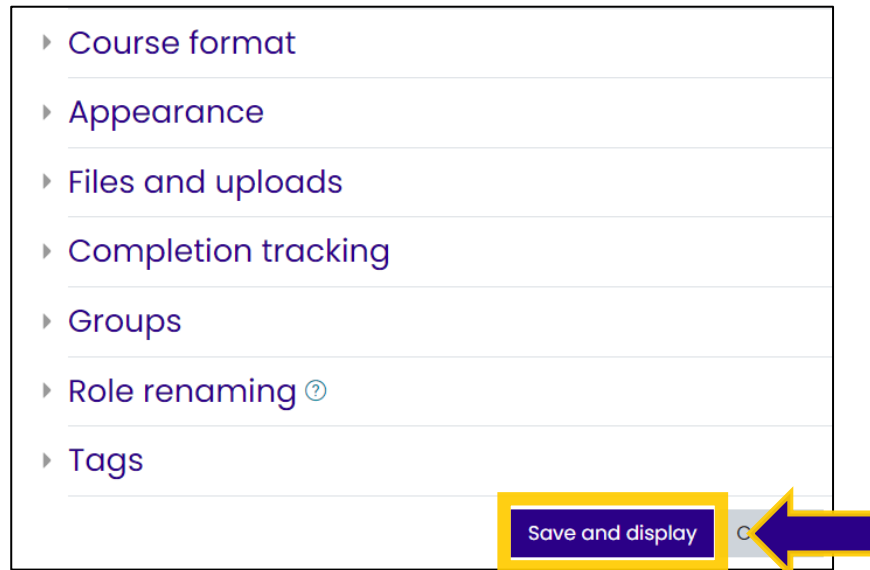


**OR**

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

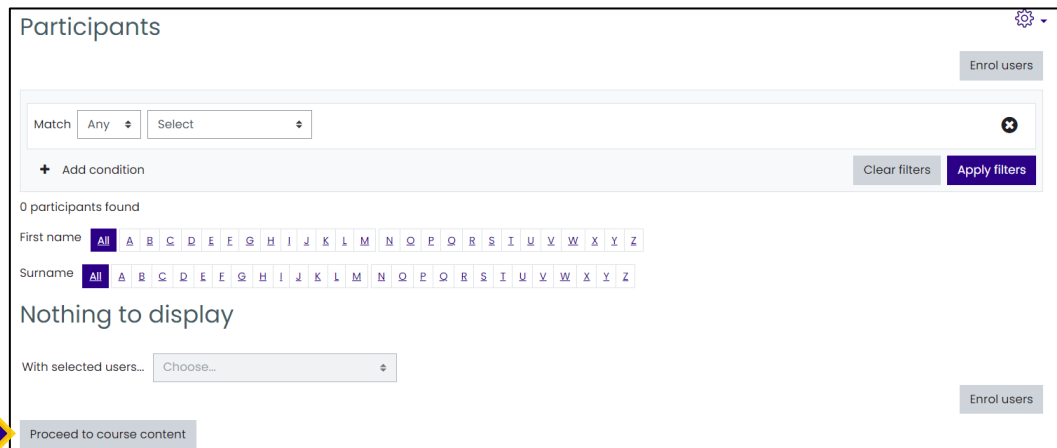


6. Enter the course settings, including course name, start date and then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.



Now you can start building your course.

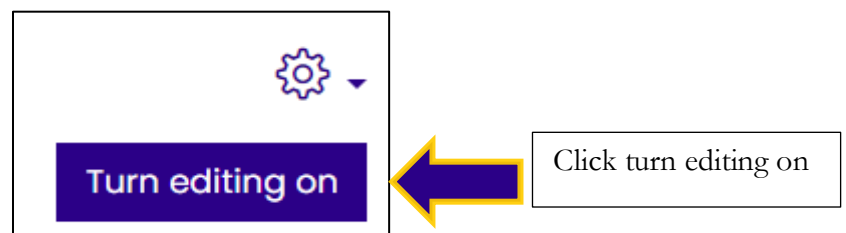




## 2.3 Creating and adding Course introductory content in Moodle

### 2.3.1 Posting a welcoming message and course instructions

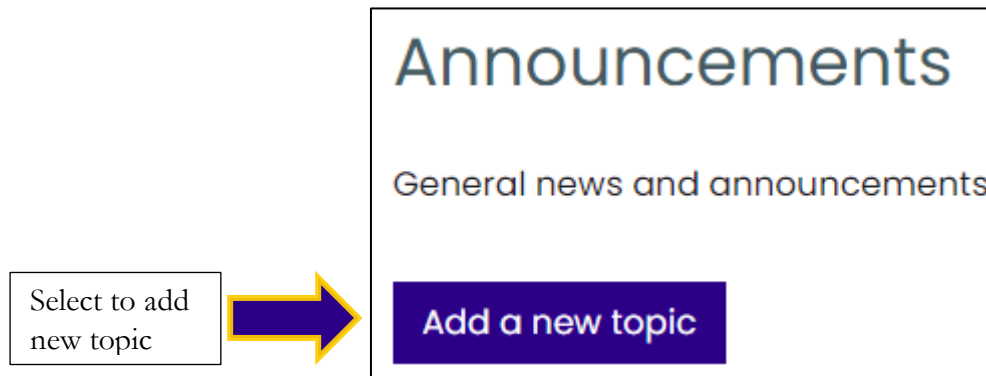
1. Go to your new course which you wish to add the welcome message.
2. Select “Turn editing on” on the top right.



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

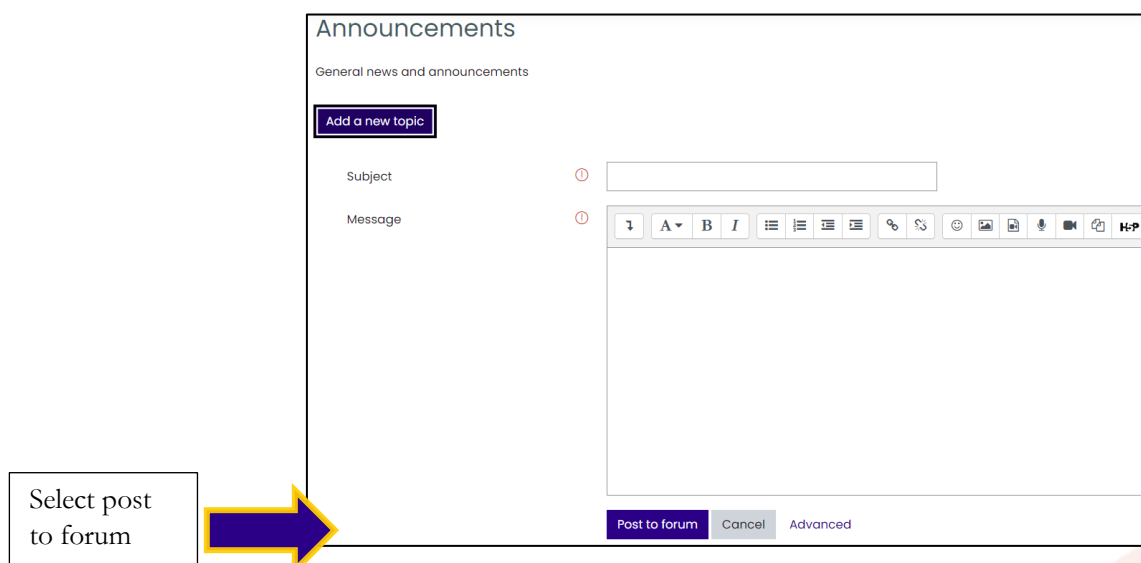


4. Edit the title from “announcements” to “welcome all” or something similar by clicking on the pen icon then press enter.
5. Click on “welcome all”
6. Choose to **Add a new topic**



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

When through, post to forum



You will have 30minutes to make changes.

Return to your course main page

### 2.3.2 Posting a course outline/syllabus

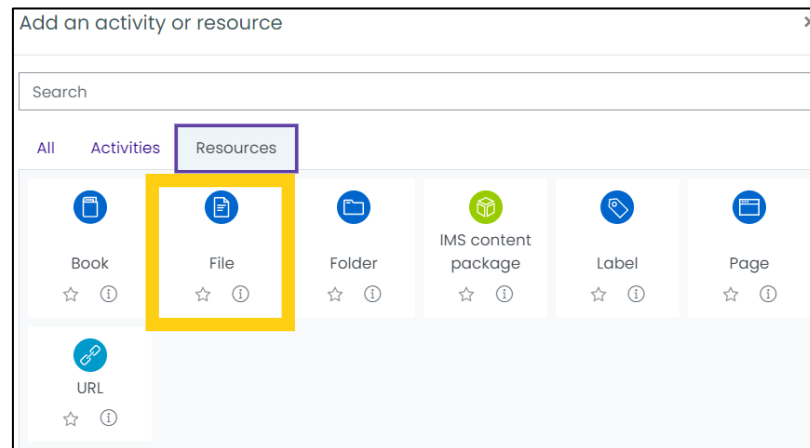
1. On the Course main page, click on the “Turn Editing on” gear in the upper right.



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



- 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.



- 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.

- Complete the “Name” and, if applicable, Description fields for your file.
- 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.
- Edit other suitable settings. When satisfied, click on save and “return to course”

#### Alternatively

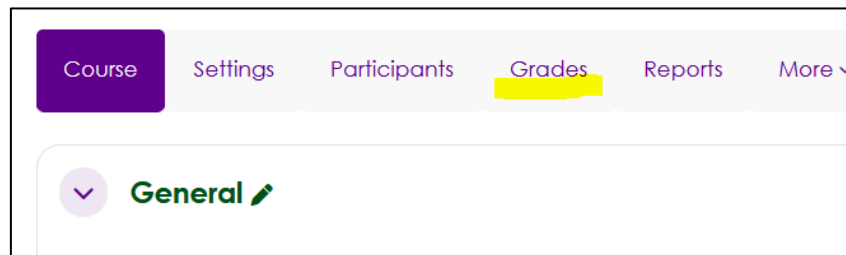
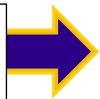
- On your course main, select ‘Turn Editing On’ button in the upper right-hand corner.
- On your computer, find the course outline/syllabus in any format.
- Click and drag the file to the location where you want it to appear on your Moodle page.
- Once at the desired location on the course main page, drop the file.
- 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.

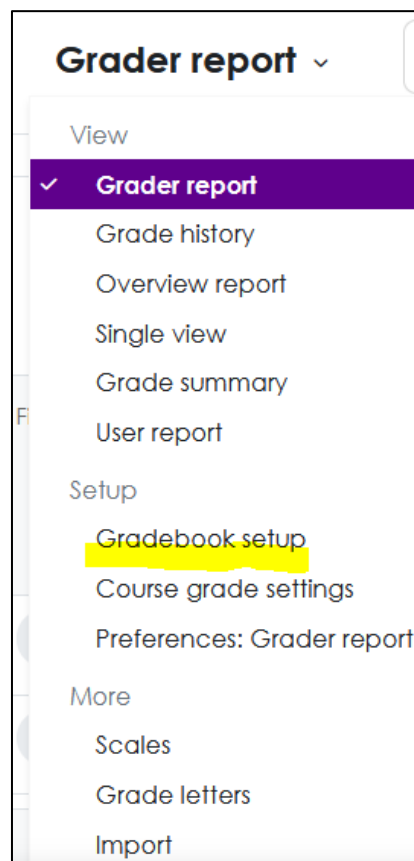
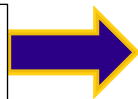
To configure your gradebook, you will first need to access it by navigating to your course homepage and clicking on “Grades” in the navigation drawer.

Select  
grades



This will open the Grader report, where you can then click on the **Gradebook setup** from the drop-down icon to begin organizing and customizing your grade items and categories.

Select  
gradebook



### 3.1 Creating and editing grade categories

1. Click “gradebook setup” on the gear menu

**Gradebook setup**

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights?	Max grade	Actions
Moodle course		-	Edit ▾
Σ Course total		0.00	Edit ▾

Save changes

Add grade item Add category

- 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?	Max grade	Actions
Moodle course		-	Edit ▾
Σ Course total		0.00	Edit ▾

Save changes

Add grade item Add category

Select edit

- Click “edit settings”.

Edit ▾

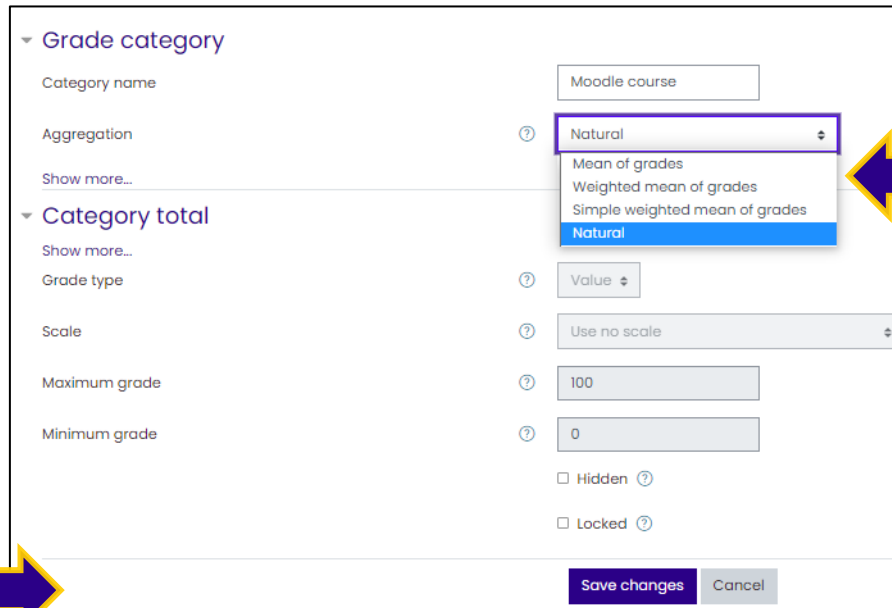
⚙ Edit settings

👁 Hide

🔄 Reset weights

Select edit settings

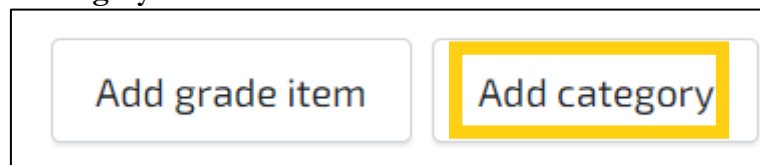
- Fill the “Category name” as the name of your course and “Aggregation” as Weighted mean of grades. If the course has one assessment activity, you can use “Natural” type of aggregation.



Select  
weighted  
mean of  
grades

Select save  
changes

5. Once through, click on “Save changes”
6. It’s now time to add categories to our gradebook
7. Click the **“Add category”** button at the bottom of the screen.

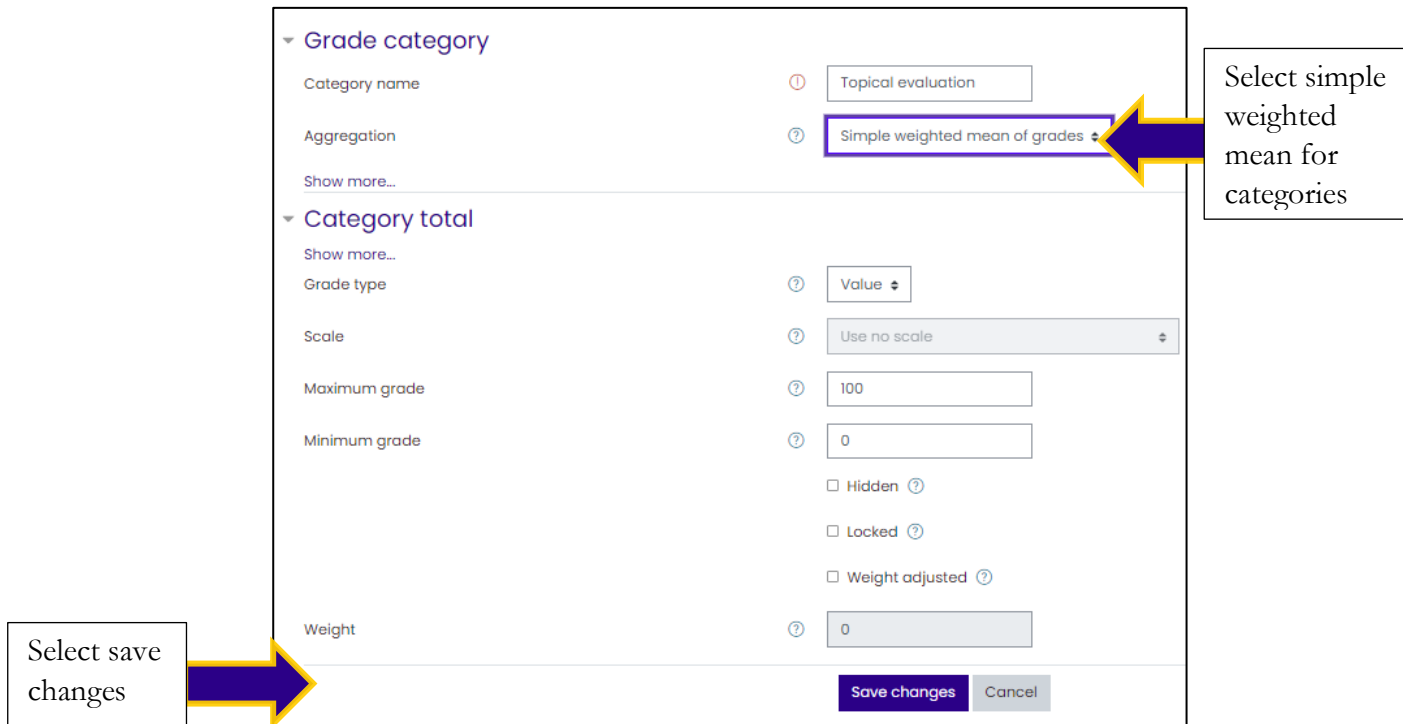


8. Configure the settings for each new category.  
Let’s use the table below drawn from our syllabus

Item	Percentage
Topical Evaluation	30%
Discussions	10%
Final Exam	60%
<b>Total</b>	<b>100%</b>

- 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.



**Grade category**

Category name: Topical evaluation

Aggregation: Simple weighted mean of grades

**Category total**

Grade type: Value

Scale: Use no scale

Maximum grade: 100

Minimum grade: 0

☐ Hidden

☐ Locked

☐ Weight adjusted

Weight: 0

**Annotations:**

- Select simple weighted mean for categories (points to 'Simple weighted mean of grades')
- Select save changes (points to 'Save changes' button)

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.

Name	Weights	Max grade	Actions
Moodle course		-	Edit
1 Topical evaluation	0.0	-	Edit
Topical evaluation total Simple weighted mean of grades.		100.00	Edit
1 Discussion	0.0	-	Edit
Discussion total Simple weighted mean of grades.		100.00	Edit
1 Final exam	0.0	-	Edit
Final exam total Simple weighted mean of grades.		100.00	Edit
Course total Weighted mean of grades.		100.00	Edit

Save changes

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

Name	Weights	Max grade	Actions
Moodle course		-	Edit
Topical evaluation	30.0	-	Edit
Topical evaluation total Simple weighted mean of grades.		100.00	Edit
Discussion	10.0	-	Edit
Discussion total Simple weighted mean of grades.		100.00	Edit
Final exam	60.0	-	Edit
Final exam total Simple weighted mean of grades.		100.00	Edit
Course total Weighted mean of grades.		100.00	Edit

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.

Final Exam	60	-	Edit	<input type="checkbox"/> Final Exam
Final Exam total Simple weighted mean of grades.		100.00	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.

## Gradebook setup

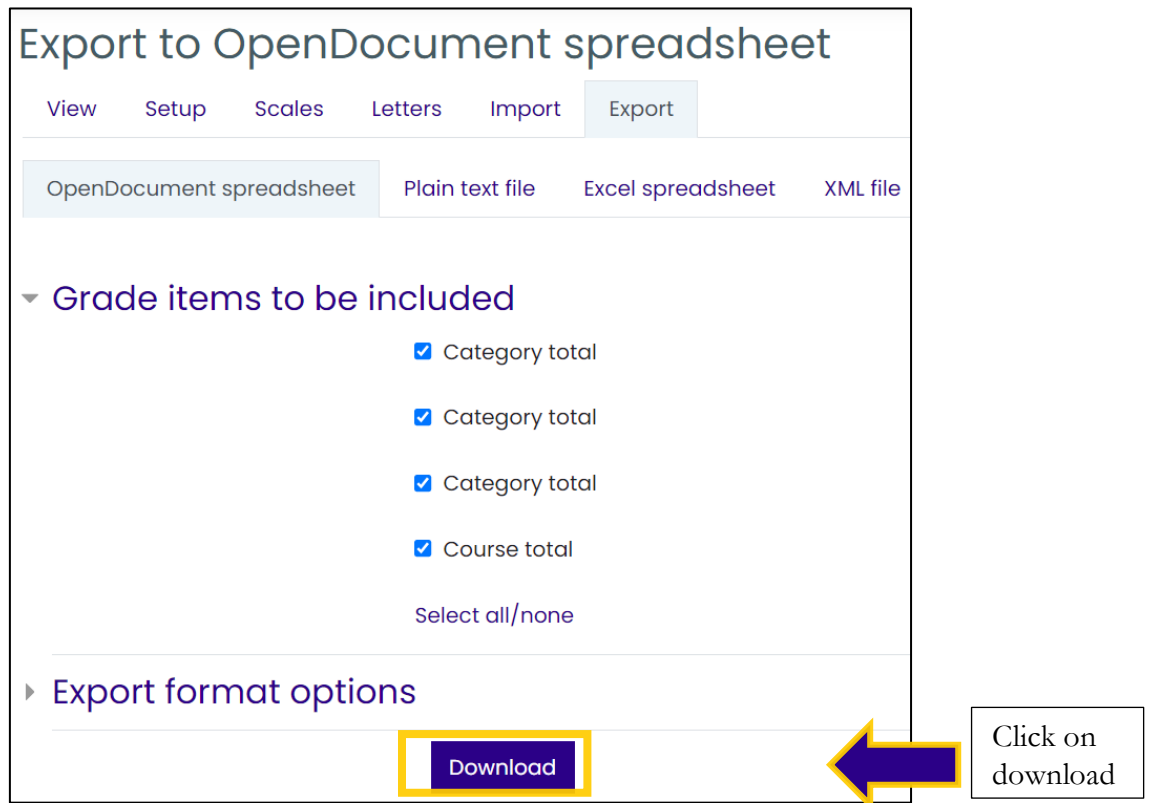
[View](#)
[Setup](#)
[Scales](#)
[Letters](#)
[Import](#)
[Export](#)

[Gradebook setup](#)
[Course grade settings](#)
[Preferences: Grader report](#)

Select export

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.

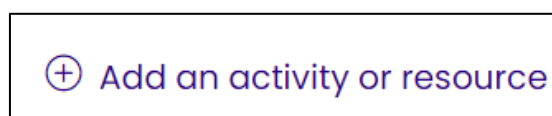
## Part 4: Adding Content- Resources in Moodle

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

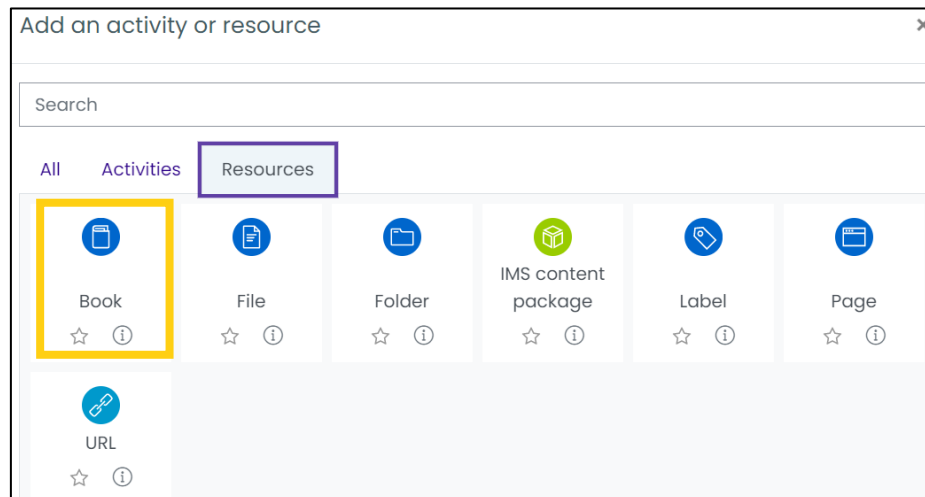
#### 4.1.1 Book

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:

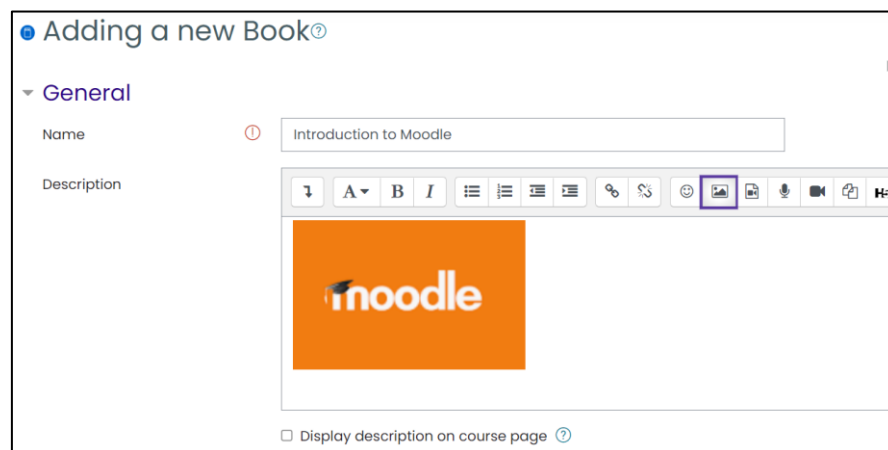
1. Click the “Turn editing on” button.
2. From the “Add activity or resource” menu



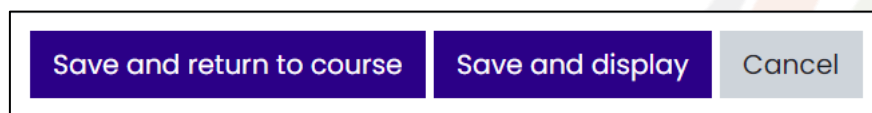
3. Double click on “Book.” A new window will open.



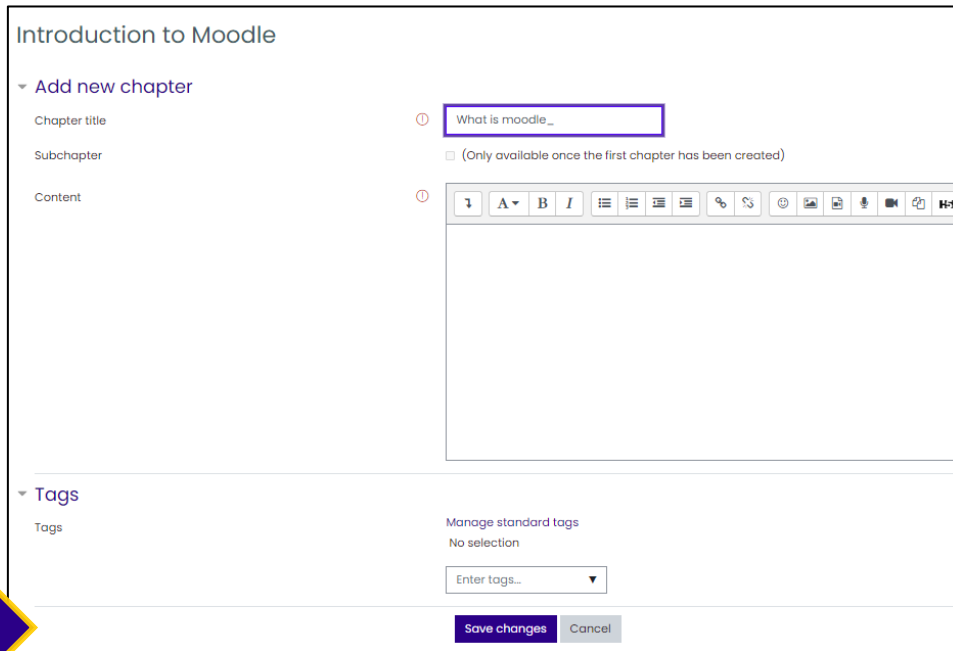
4. Enter a name of the book, the name can be the topic title. A brief description may follow if needed although it is not necessary.



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

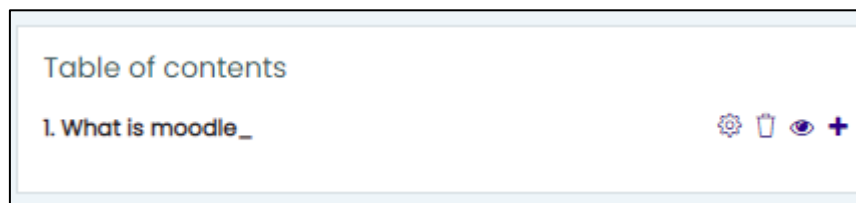


6. Enter your chapter title and subtitle if available. Add your content and save.



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.

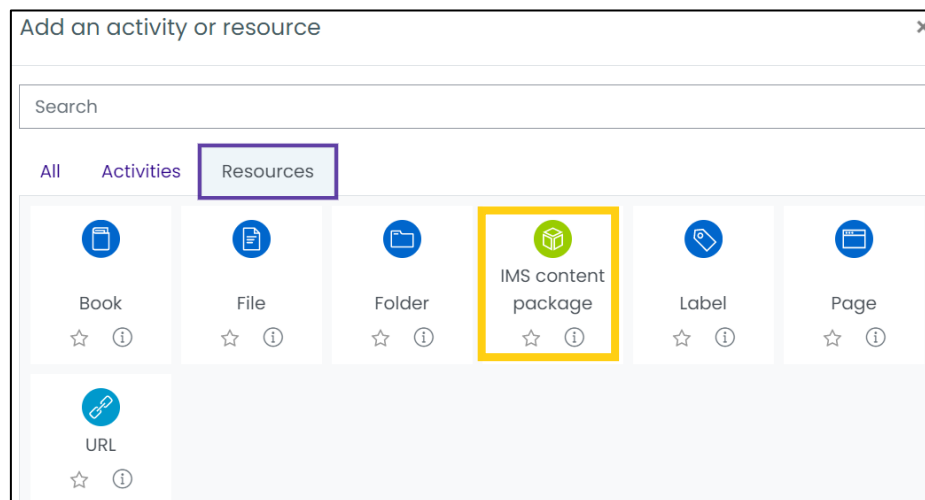
## 4.2 Use of external authoring software.

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.

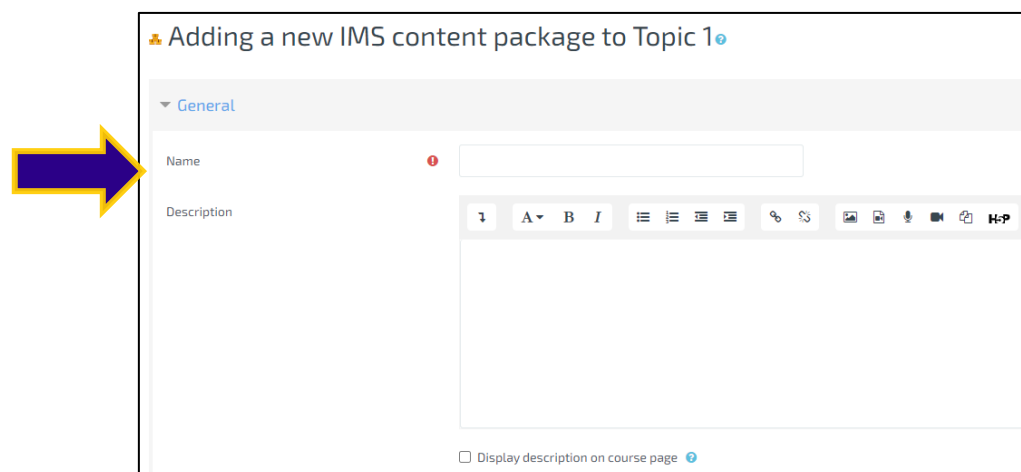
### 4.2.1 How to add IMS content package to Moodle

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.

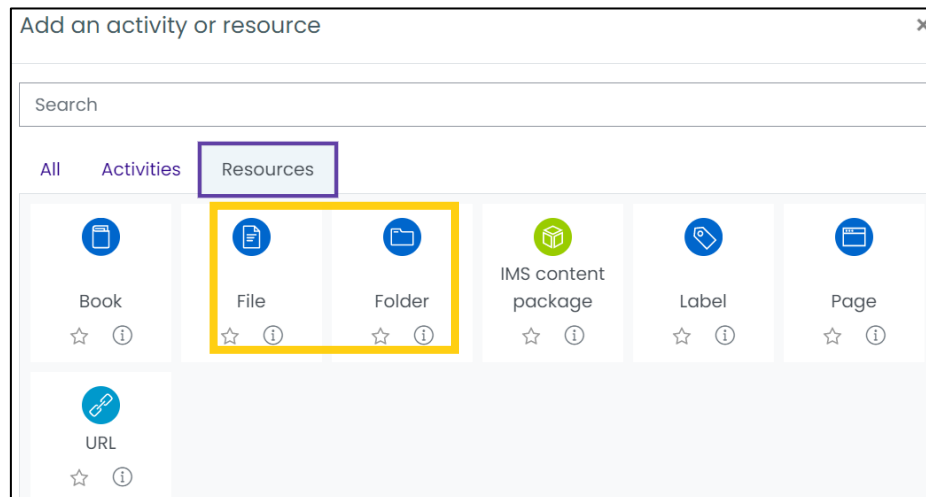


5. Select Save and return to course or save and display.

### 4.3 Direct Upload of Course supplementary materials (File and Folder)

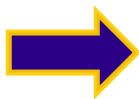
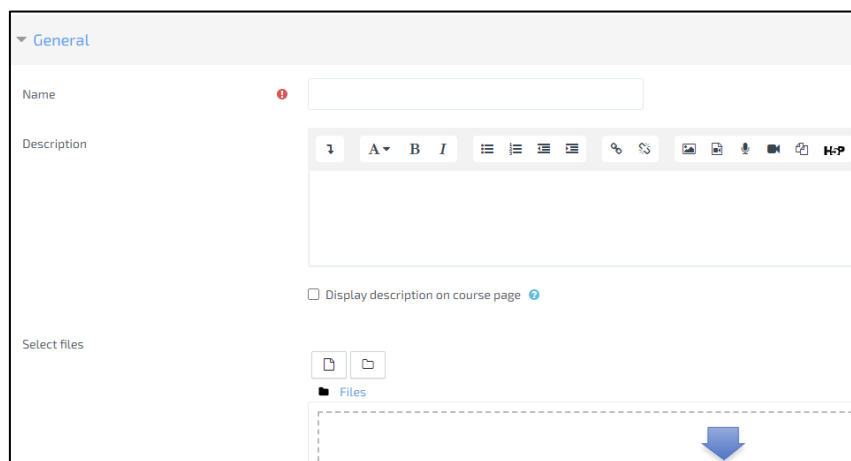
As a course creator, you may decide to add supplementary reading materials to your course that participants can download. To add such materials:

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.”

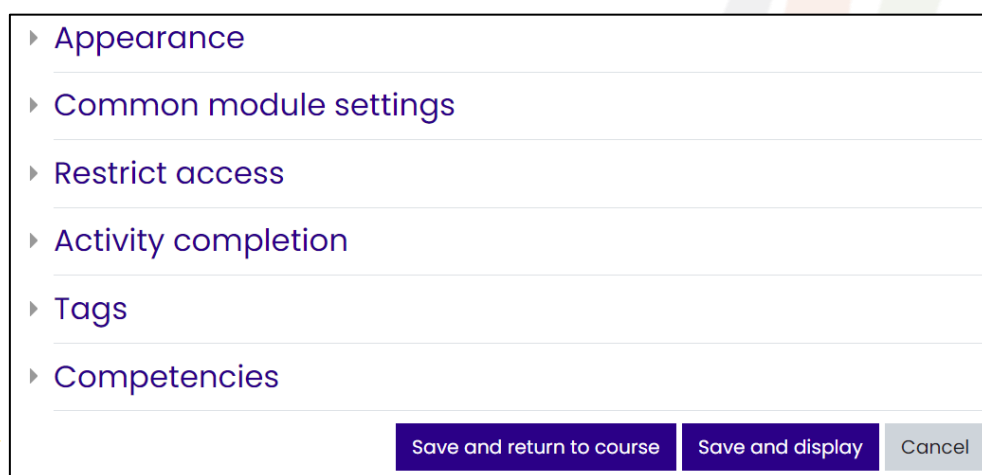


4. Complete the “Name” and, if applicable, Description fields for your file.

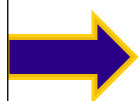
Enter name  
and  
description

5. Upload the desired file or folder
6. Edit the general settings(optional)
7. Select save and return to course



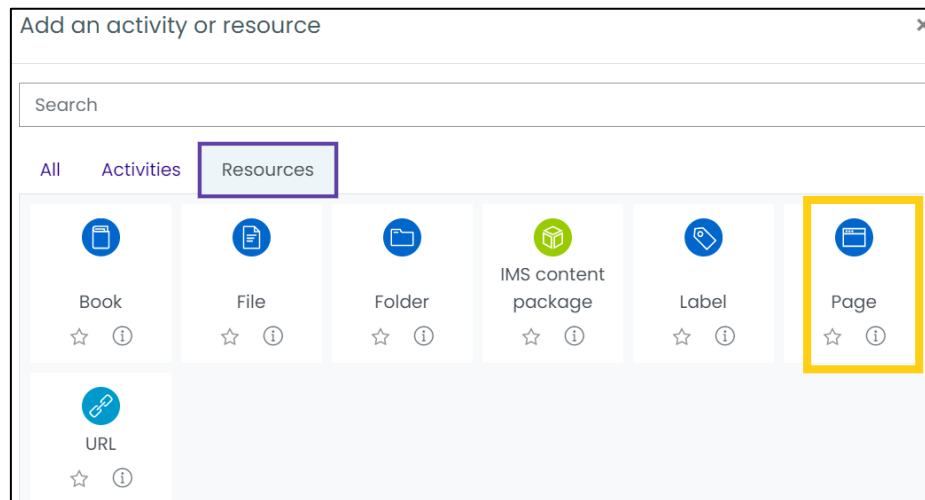
Select  
save and  
return to  
course



## 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**.



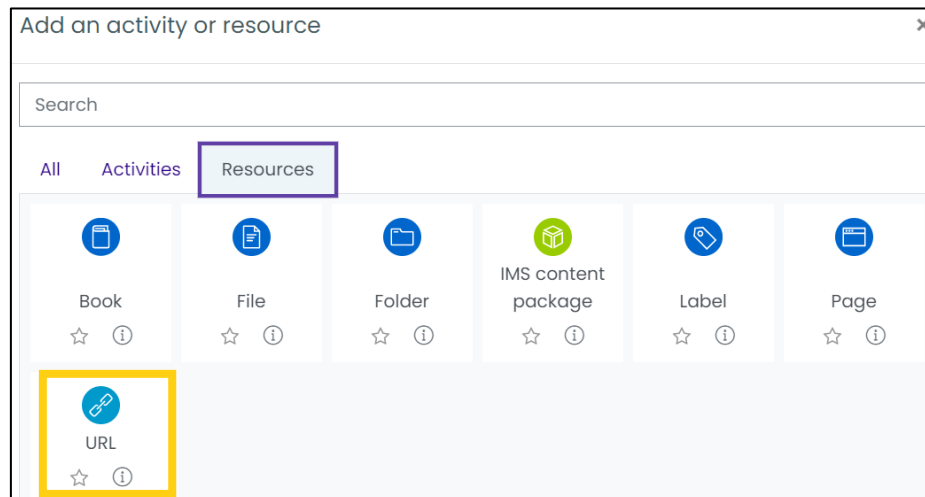
4. Enter a **Name** for the Page and a brief description.
5. In the **Page Content** text box, paste the video URL code that you copied.



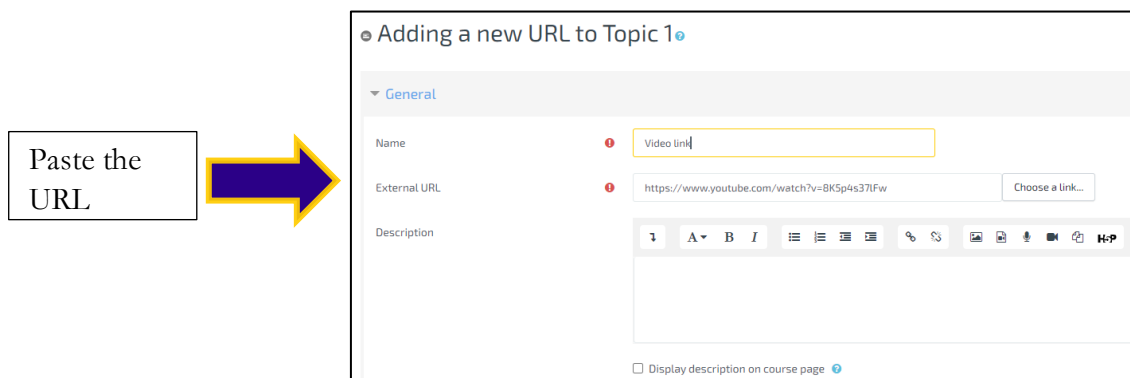
6. If desired, add additional text above and below the video.
7. Scroll down and click **Save and display**. You can play the video to test it.

### 4.4.2 Method 2: URL

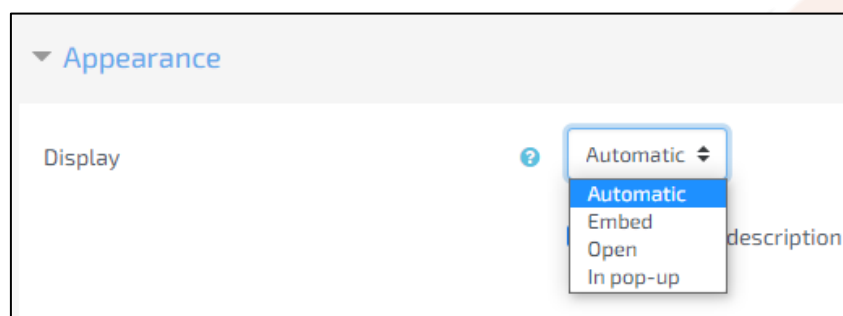
1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the video.
3. Double click on **URL**



4. Enter the name and the external URL of the video or external site



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”



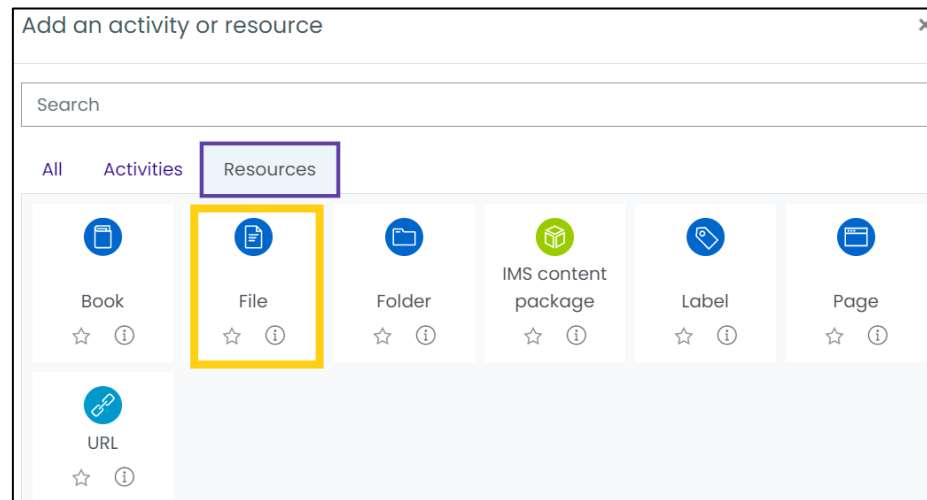
6. Scroll down and click **Save and display**. You can open the link to test it.

#### 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

 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:



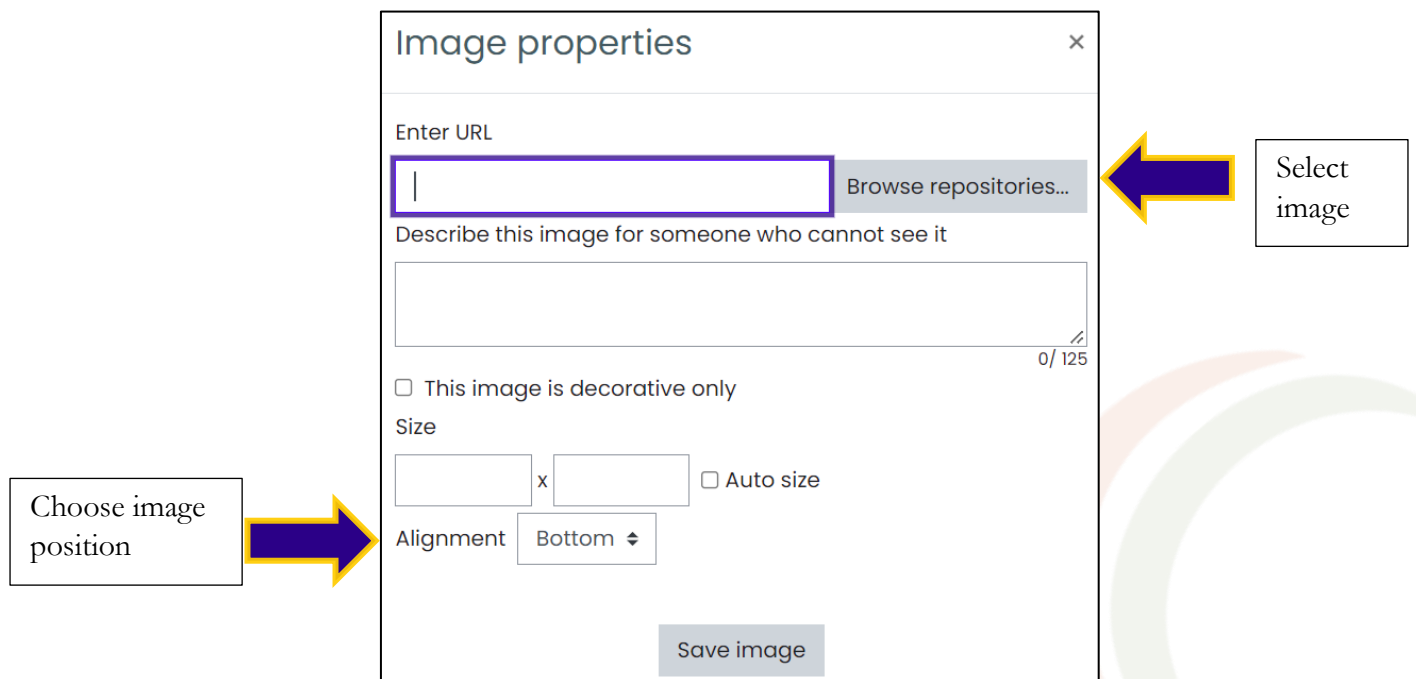
1. On the Course main page, click on the “Turn Editing on” gear in the upper right.
2. Once editing is on, click the “+Add an activity or resources.
3. This will pop up a window with a list of all the possible activities and resources you can add.
4. Select any activity/resource from the list.
5. Double click to open the activity/resource.
6. Complete the “Name” and, if applicable, fill in the description field.



Description

Toolbar icons: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x<sub>2</sub>), Superscript (x<sup>2</sup>), Bulleted list, Numbered list, Indented list, Decrease indent, Increase indent, Link, Unlink, Smiley, Image, Video, Audio, Embed, H5P, Undo, Redo, Help, Source code.

7. Click on the “image” symbol.
8. Browse a photo of choice, select the “alignment” then save image.



**Image properties** [X]

Enter URL  
 [Browse repositories...](#)

Describe this image for someone who cannot see it

☐ This image is decorative only

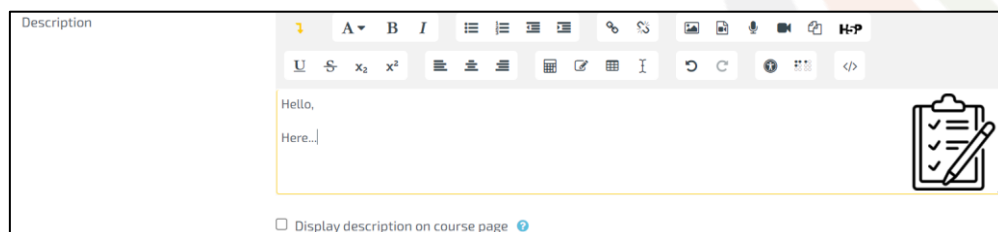
Size  
 x  ☐ Auto size

Alignment

[Save image](#)

**Annotations:**  
 - A yellow arrow points from the 'Image' icon in the toolbar to the 'Image properties' dialog.  
 - A yellow box labeled 'Choose image position' has a yellow arrow pointing to the 'Alignment' dropdown.  
 - A yellow box labeled 'Select image' has a yellow arrow pointing to the 'Browse repositories...' button.

11. You can input text to complement the image.




Description

Toolbar icons: Bold (B), Italic (I), Underline (U), Strikethrough (ABC), Subscript (x<sub>2</sub>), Superscript (x<sup>2</sup>), Bulleted list, Numbered list, Indented list, Decrease indent, Increase indent, Link, Unlink, Smiley, Image, Video, Audio, Embed, H5P, Undo, Redo, Help, Source code.

Hello,  
Here...

☐ Display description on course page



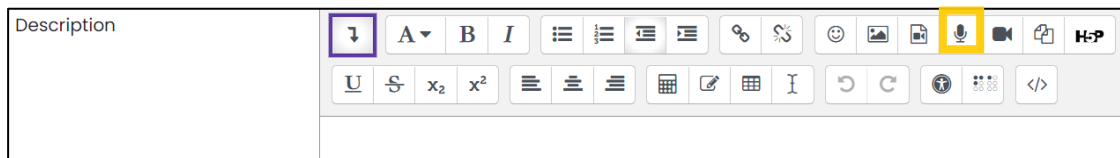
12. Once through you can save and return to course.

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

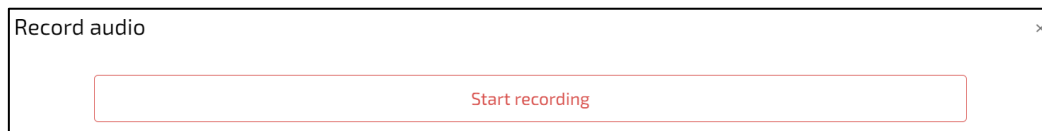
#### 4.6.2 post a link to a video/audio in Moodle

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.

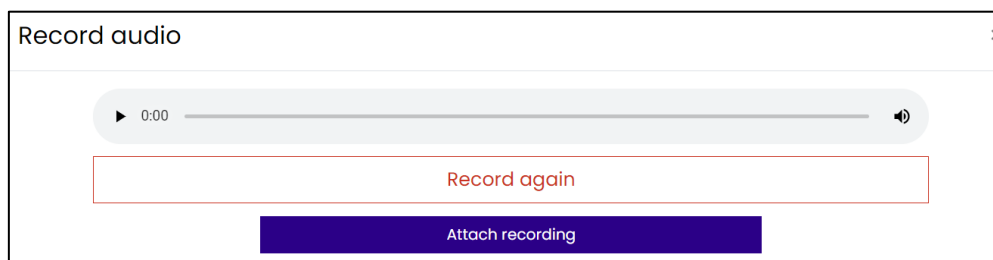
1. For real-time **audio**, one can:



2. Select “start recording” and stop when through.

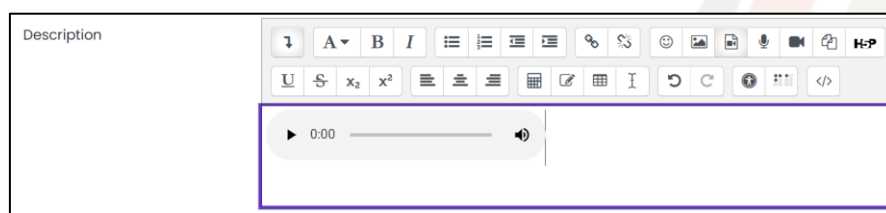


3. Attach the recording.



Attach recording

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



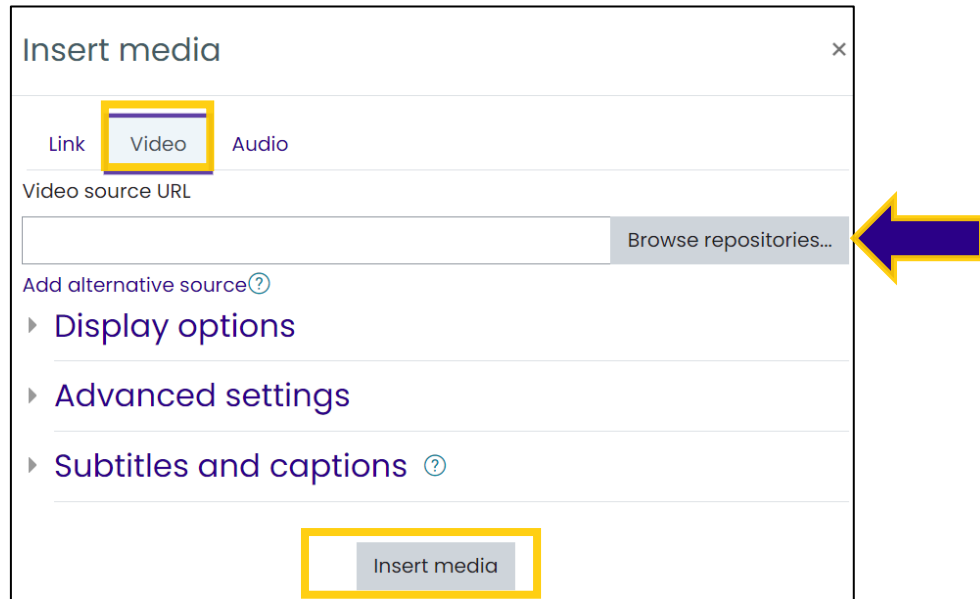
6. Save and return to course.

#### 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.



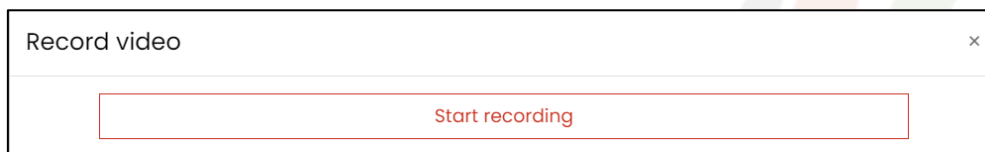
3. Click on “insert media”.
4. Select “save and display” or “save and return to course”

#### 4.6.3 real time video recording:


1. Click on “video recording symbol”.



2. Select “start recording” and stop when through.



3. You can name your recording and add text alongside the video(optional)
4. Select “save and display” or “save and return to course”.



## Part 5: Adding Content- Activities in Moodle

### 5.1 Creating interactive Content

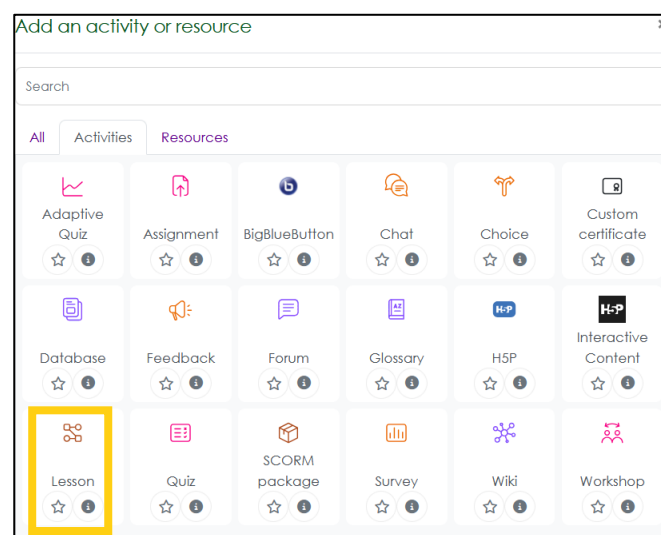
#### 5.1.1 Lesson

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

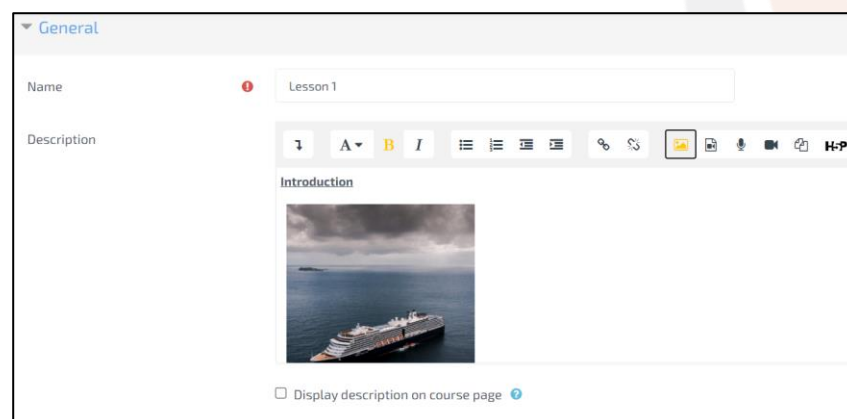
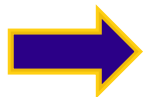
To create a lesson:

1. Click the “Turn editing on” button and “add activity or resource”.
2. Double click on the Lesson from the “Add an activity” menu



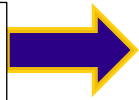
3. Give the lesson a name. You can as well give a brief description.

Add name  
and  
description



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

Select  
availability  
date



Availability

Available from

18

December

2021

03

33

☐ Enable

Deadline

18

December

2021

03

33

☐ Enable

Time limit

0

minutes

☐ Enable

Show more...

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.

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

Flow control

Allow student review

?

No

Provide option to try a question again

?

No

Maximum number of attempts

?

1

Show more...

- Select the grade options

Grade category

?

Uncategorised

Grade to pass

?

Uncategorised

Practice lesson

?

No

Show more...

Re-takes allowed

?

No

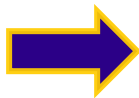
Pick  
desired  
category



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](#)

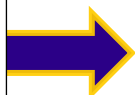
To begin a lesson, the most used are the “content page and question page”. Therefore, we will discuss two in detail.

### 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

☒ 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.

Content 1

Description

Next page

Jump

Next page

This page

Next page

Previous page

End of lesson

Unseen question within a content page

Random question within a content page

Random content page

Content 2

Content 3

Content 4

Content 5

Save page

Cancel

Select preferred navigation

- Click on “Save page”
- You will be taken to the main lesson page.

Preview Edit Reports Grade essays

Collapsed Expanded

Inserted page: Lesson 1

Page title	Page type	Jumps	Actions
<a href="#">Lesson 1</a>	Content	Next page	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>Add a new page...</div>

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

Page title	Page type	Jumps	Actions
<a href="#">Lesson 1</a>	Content	Next page	<div> <div></div> <div></div> <div></div> <div></div> <div></div> </div> <div>Add a new page...</div>

Previous activity

Introduction

Jump to...

Add a new page...

Add a new page...

Add an end of branch

Add a content page

Add an end of cluster

Add a cluster






Add a question page

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

[Preview](#)
[Edit](#)
[Reports](#)
[Grade essays](#)






[Collapsed](#)
[Expanded](#)

Inserted page: Lesson 1

Page title	Page type	Jumps	Actions
<a href="#">Lesson 1</a>	Content	Next page	     Add a new 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.

Page title	Page type	Jumps	Actions
<a href="#">Lesson 1</a>	Content	Next page	     Add a new page...

Previous activity  
 ◀ Introduction

Jump to...

Add a new page...  
 Add a new page...  
 Add an end of branch  
 Add a content page  
 Add an end of cluster  
 Add a cluster  
 Add a question page

4. Click on “Add a question page”.
5. Select the question type

Select a question type

Multichoice  
 Essay  
 Matching  
 Multichoice  
 Numerical  
 Short answer  
 True/false

6. Select ‘add a question page’

Select a question type

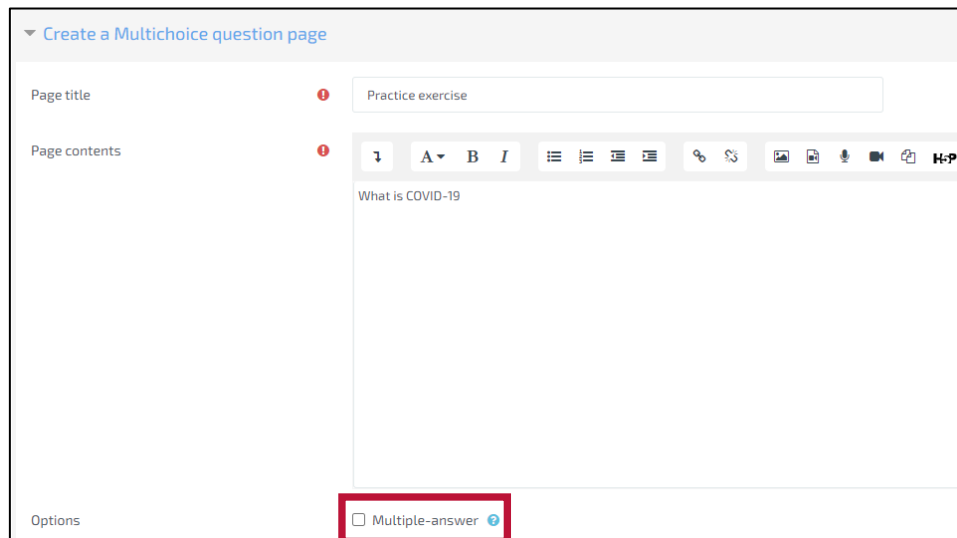
Multichoice

Add a question page Cancel

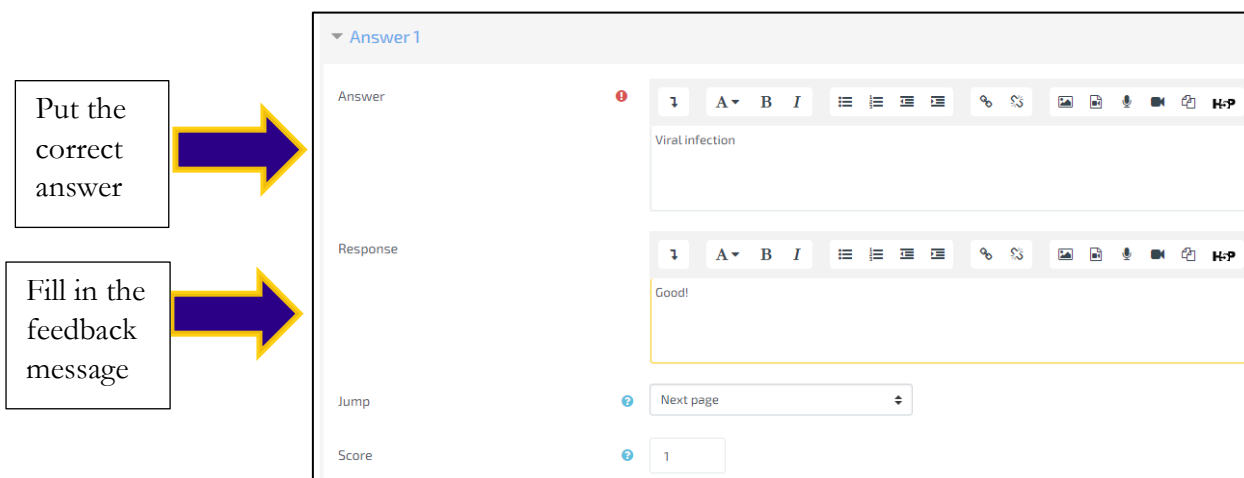
7. Give the page a title. The title will also be visible to the student as they complete the lesson. You can also use it to organize your pages as you build the lesson.



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.



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

➔

▼ Answer 2

Answer
ⓘ

portal

Response
ⓘ

Good trial

Jump
ⓘ

This page

This page  
Next page  
Previous page  
End of lesson  
Unseen question within a content page  
Random question within a content page  
Lesson 1

Score
ⓘ

▶ Answer 3  
▶ Answer 4  
▶ Answer 5

Save page

Cancel

14. Save page.

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

[Preview](#)
[Edit](#)
[Reports](#)
[Grade essays](#)

Collapsed
Expanded

Inserted page: Practice quiz

Page title	Page type	Jumps	Actions
<a href="#">Lesson 1</a>	Content	Next page	<div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="margin-right: 10px;"> <span>ⓘ</span> <span>⚙️</span> <span>📄</span> <span>🔍</span> <span>🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #fff;">Add a new page...</div> </div>
<a href="#">Practice quiz</a>	Multichoice	Next page This page	<div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="margin-right: 10px;"> <span>ⓘ</span> <span>⚙️</span> <span>📄</span> <span>🔍</span> <span>🗑️</span> </div> <div style="border: 1px solid #ccc; padding: 2px 5px; background-color: #fff;">Add a new page...</div> </div>

➔

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.

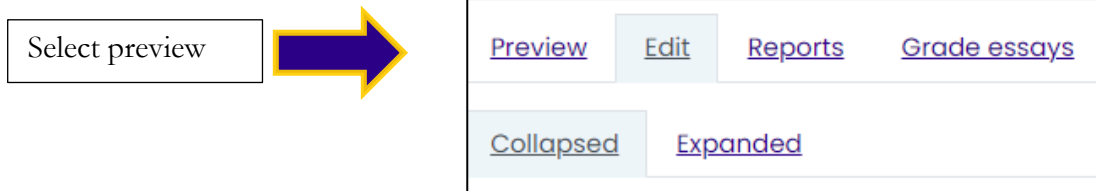
**Transforming Learning, Research and Working Environments using ICT**

Page | 33

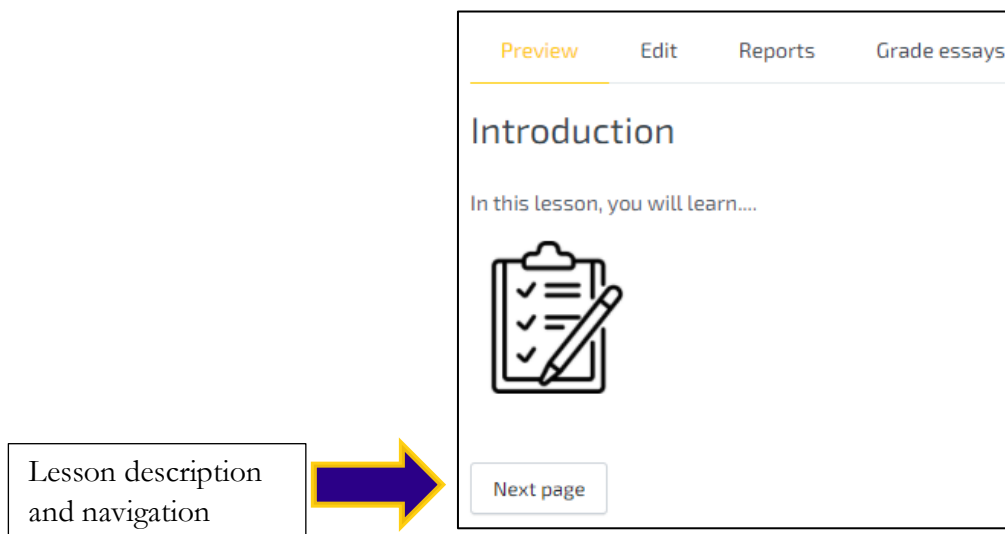
17. Once you have completed adding all content. You can preview the whole lesson to see how learners will see it on their end.

### Previewing the whole lesson

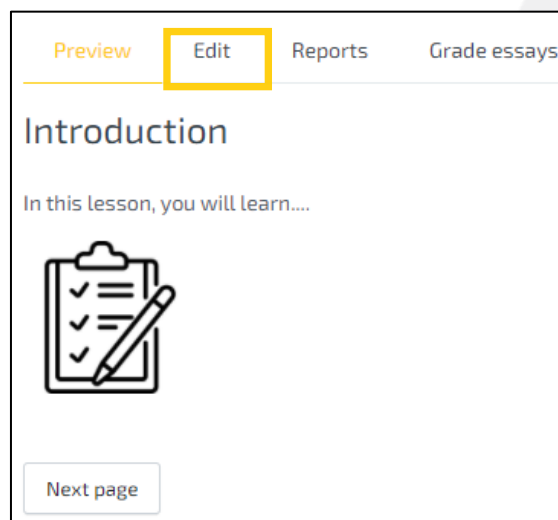
1. Click the Preview tab at the top of the page list.



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



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.

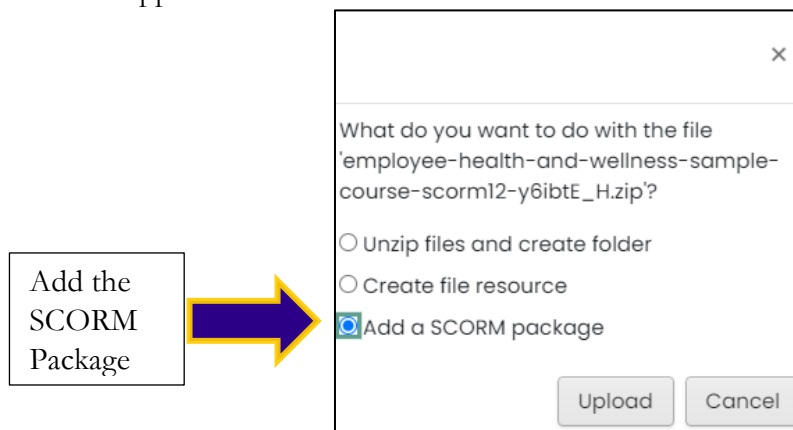


### 5.1.2 SCORM Package

To add a SCORM package to your course

#### Method 1:

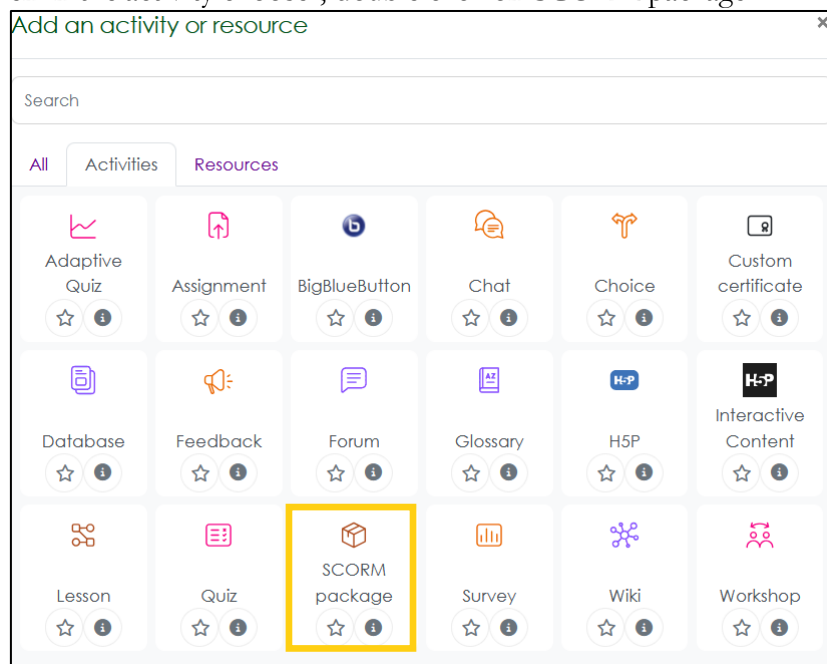
1. Click the “Turn editing on” button at the top right of the course page
2. Drag and drop the SCORM package zip file onto the course section where you would like it to appear.



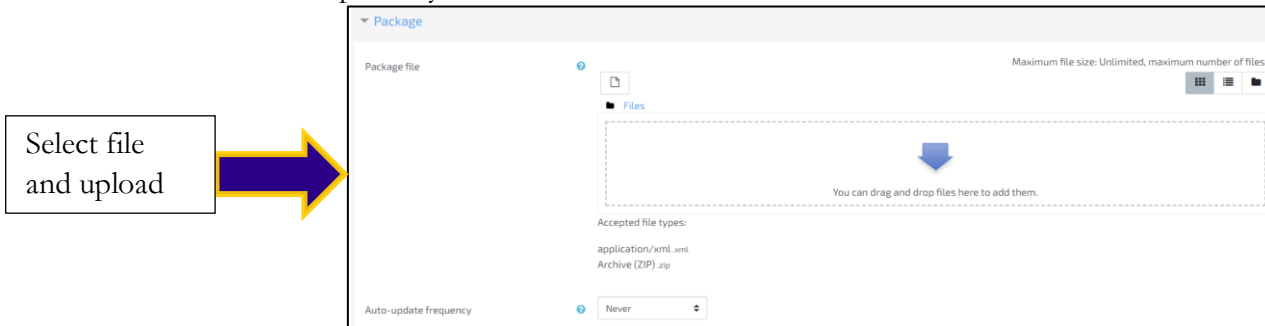
3. Select “Add a SCORM package” to the popup dialogue asking what you want to do with the zip file then click the upload button.
4. If necessary, edit the title of the file by clicking the pencil icon.

#### Method 2:

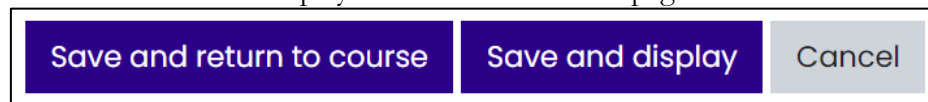
1. Click the “Turn editing on” button at the top right of the course page.
2. Click the 'Add an activity or resource' link in the section you wish to add your SCORM package, then in the activity chooser, double click on SCORM package.



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



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

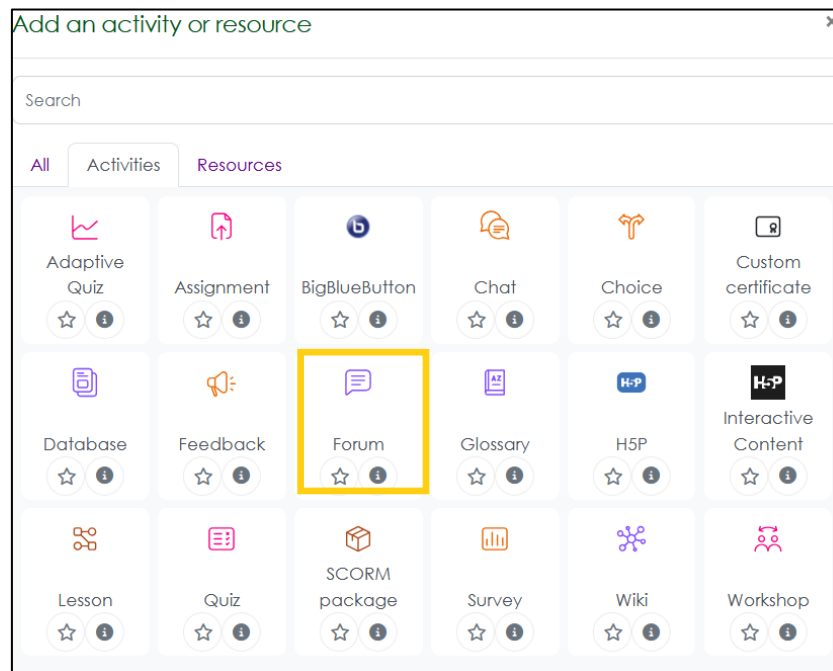
This allows you to post only one discussion and the students will be able to follow. This is useful if you wish to keep a discussion focused.

#### Standard forum for general use

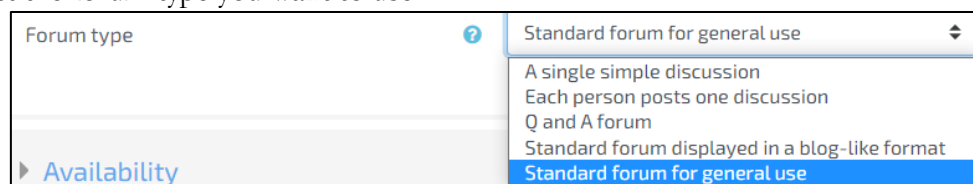
There can be one or more discussions in this forum. The students have a choice to participate in any of the discussions.

1. To create a forum:
2. On the main page for your course, click on the “Turn Editing on” in the upper right.

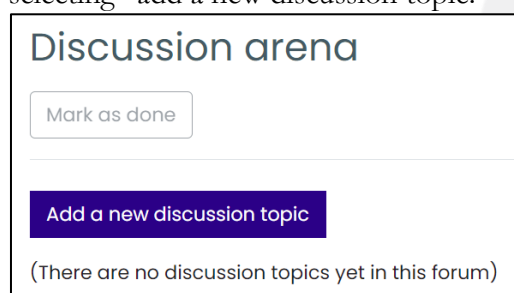
3. Locate the course section where you plan to add the forum and click “add activity or resource”.
4. In the activity chooser, double click on Forum.



5. You will be required to give the forum a name and a brief description.
6. Select the forum type you want to use.

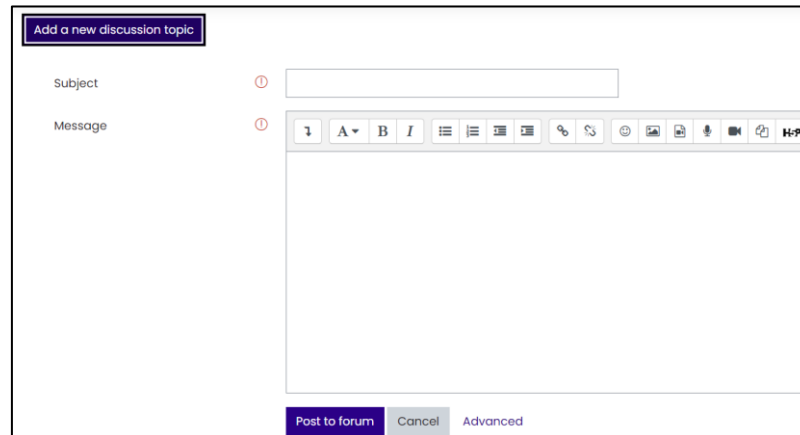


7. Edit the options on the general settings. When satisfied, click on “save and display.”
8. You can add a topic by selecting “add a new discussion topic.”



9. Write the subject of the discussion and the description.

Enter the  
subject and  
message



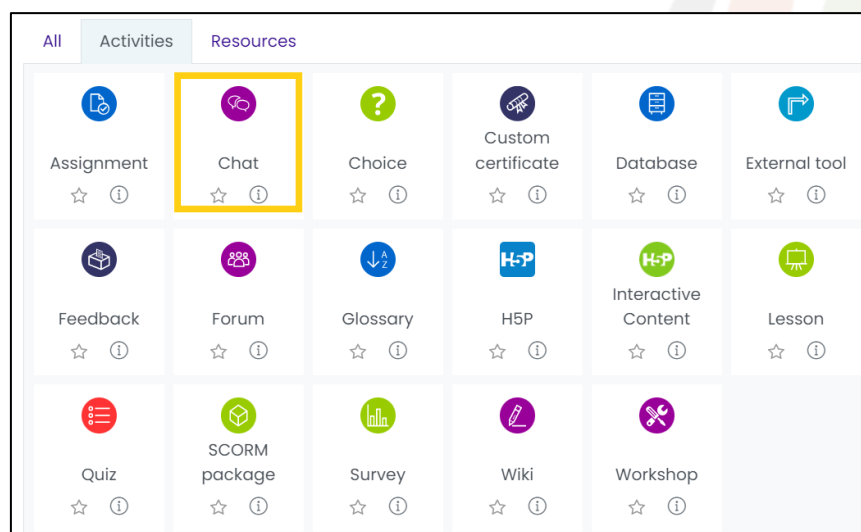
10. You may change the settings and force everyone to be subscribed? If you select Yes, everyone enrolled in the course will automatically receive emails of any new posts. Otherwise, people can choose whether to subscribe.
11. Select “post the forum”.
12. A forum will be open for discussion once posted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

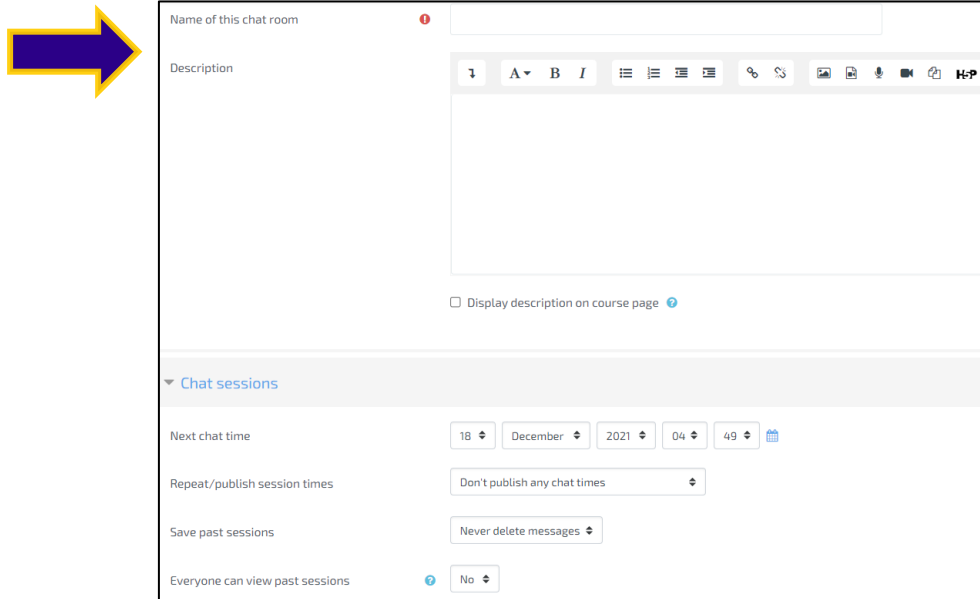
To create a chat session:

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



Name of this chat room

Description

☐ Display description on course page

▼ Chat sessions

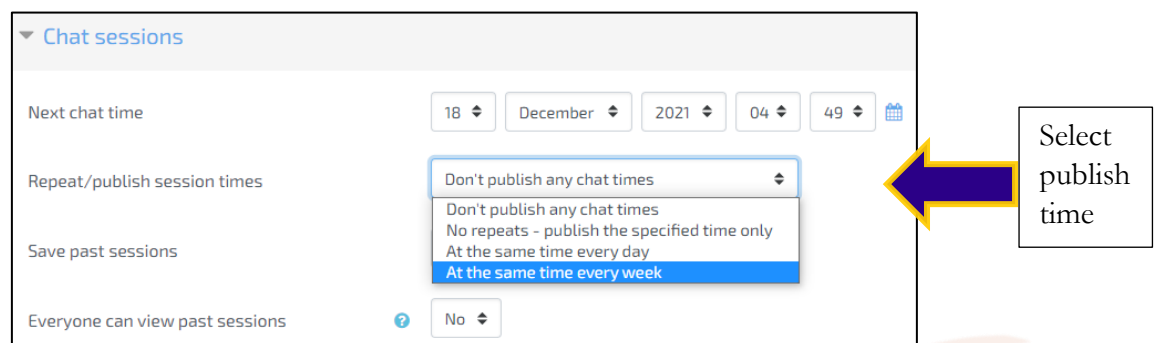
Next chat time: 18 December 2021 04 49

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

- You will set the time for the first chat session in “Next chat time.”



▼ Chat sessions

Next chat time: 18 December 2021 04 49

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

Select publish time

- 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.

- You can now save and display.



## Tutorials

Visible groups: All participants

[Click here to enter the chat now](#)

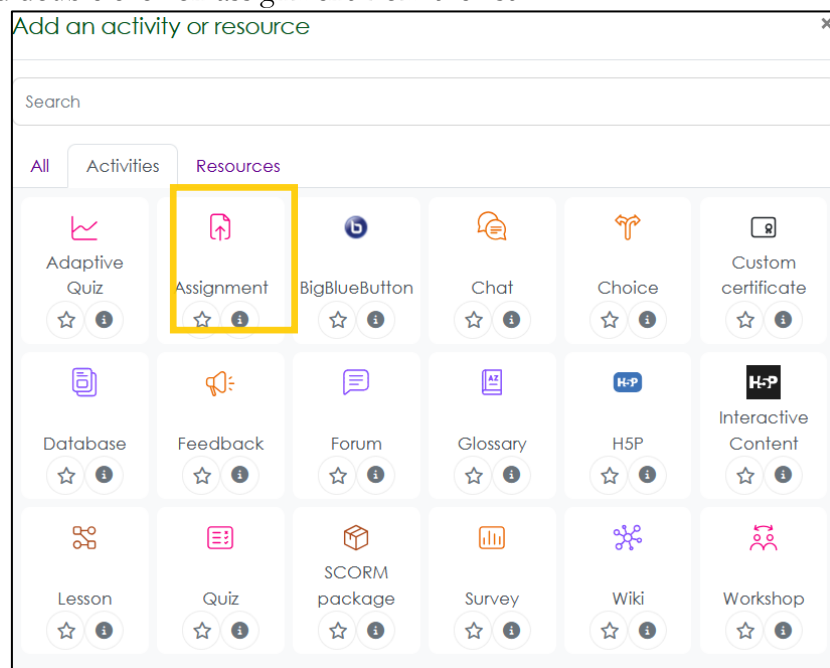
[Use more accessible interface](#)

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

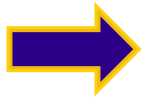
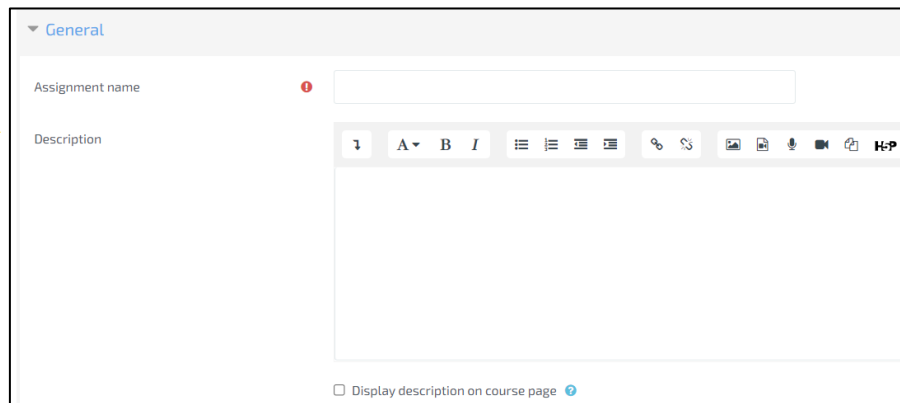
#### 5.3.1 Assignment

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.



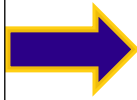
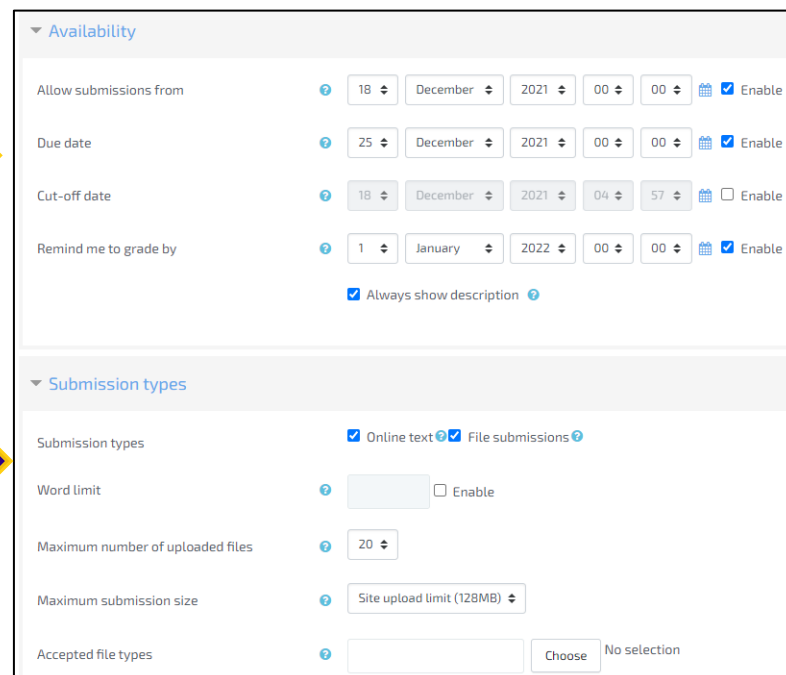
5. Give your assignment a name.
6. You can describe your assignment in the description area.

Enter the assignment name and description

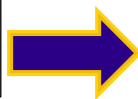



7. On the general settings, set the availability of the assignment i.e. “Available from” date and “Due date”.

Select submission date and due date

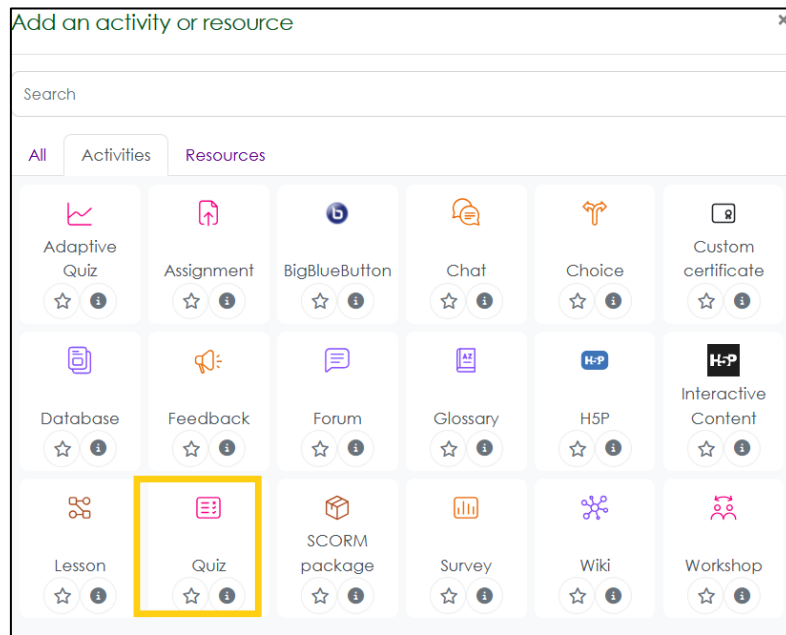
Select submission type



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

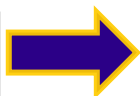
1. Click “Turn editing on.”
2. Select “Add an activity”
3. Select Quiz from the list of activities.



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



Timing

Open the quiz

18 December 2021 05 05

Enable

Close the quiz

18 December 2021 05 05

Enable

Time limit

0 minutes

Enable

When time expires

Open attempts are submitted automatically

Grade

Grade category

Uncategorised

Uncategorised

Discussions

Final Exam

Topical Evaluation

Grade to pass

Attempts allowed

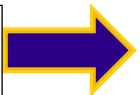
Unlimited

Grading method

Highest grade

Layout

Select the  
grade category

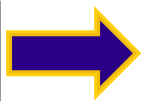


4. Select the display options: Questions per page, Shuffle questions, Shuffle within questions and select the attempts options.
5. You can add overall feedback to learners after they have completed the quiz.
6. Click the “Save and display” button to add your questions.

### 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



Grading method: Highest grade

---

No questions have been added yet

---

Edit quiz

---

Back to the course

1. Click on “add” button.

Editing quiz: Quiz 🔗

Questions: 0 | This quiz is open

Repaginate Select multiple items

Maximum grade 10.00 Save

Total of marks: 0.00

☐ Shuffle 🔗

Add ▾

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’.

Editing quiz: Quiz 1 🔗

Questions: 0 | This quiz is open

Repaginate Select multiple items

Maximum grade 10.00 Save

Total of marks: 0.00

☐ Shuffle 🔗

Add ▾

🔗 a new question

🔗 from question bank

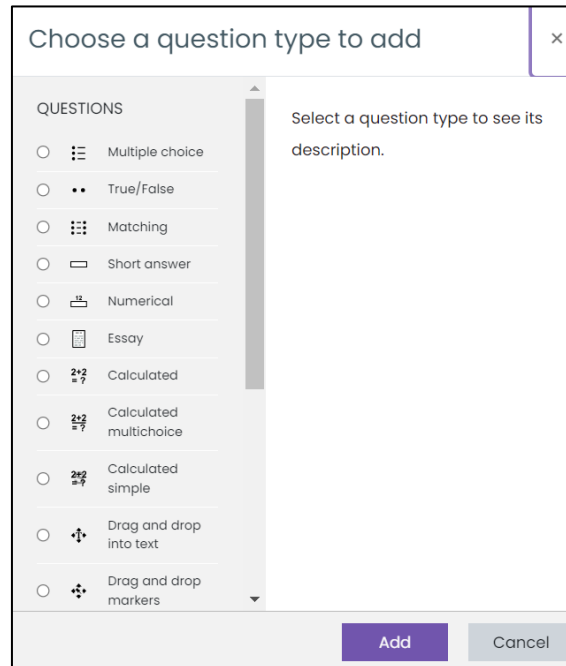
🔗 a random question



### Adding a new question

Select “a new question”.

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

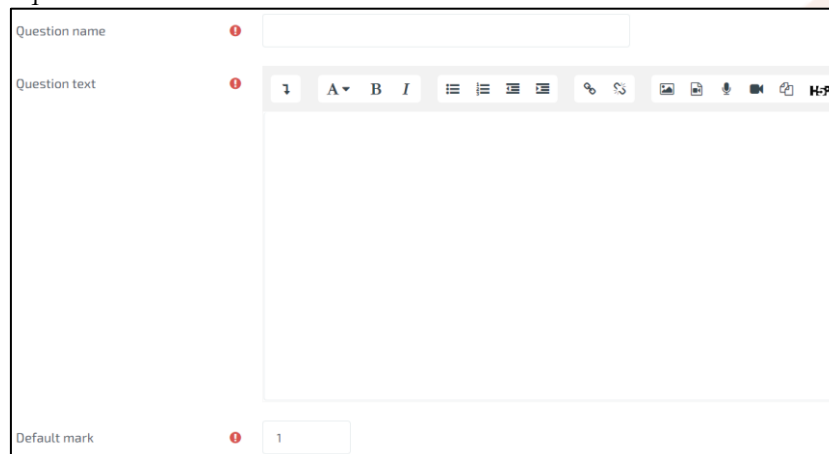


Each question type has its own form and options. You will need to familiarize with all of them. Let us see how to add some of them.

### Multiple Choice

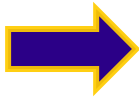
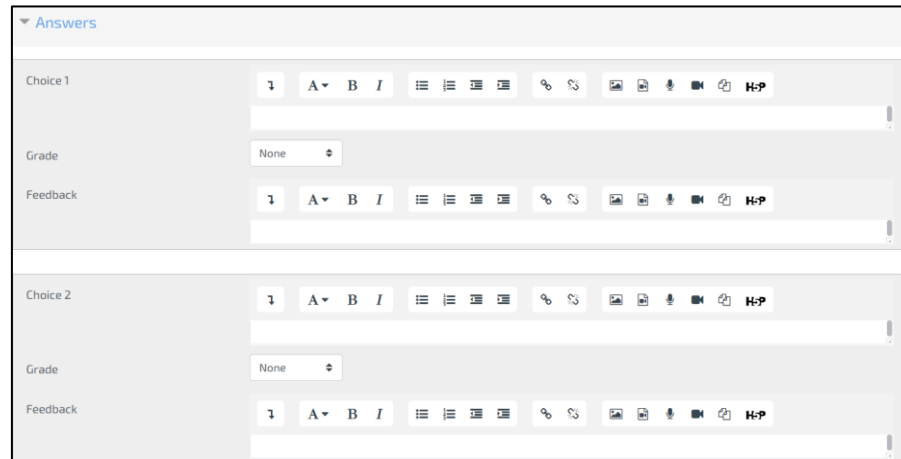
1. Select “multiple choice” from the list
2. Fill in the “question name” and “question text”.
3. You can change the marks and provide general feedback that will appear after students attempt the quiz.

Give the question a name and add the question content

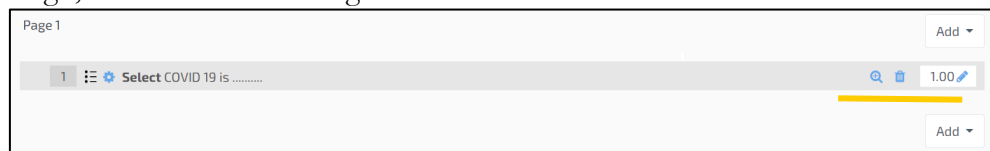
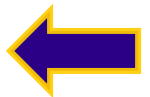




4. Select the options that suits your assessment.

Add the choices

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.

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:

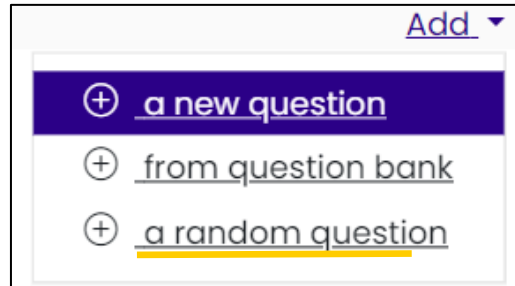
1. Select “Short answer” from the “Create new question” drop-down menu.
2. Give your question a descriptive name.
3. Create the question text. If you want students to fill in a blank, use the underscore to indicate where the blank is.
4. Select an image to display if you want to add a picture to the 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

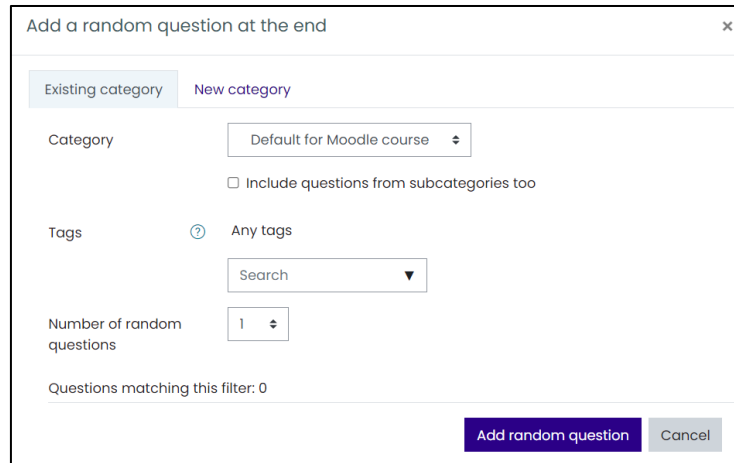
To add random questions to the quiz:

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.



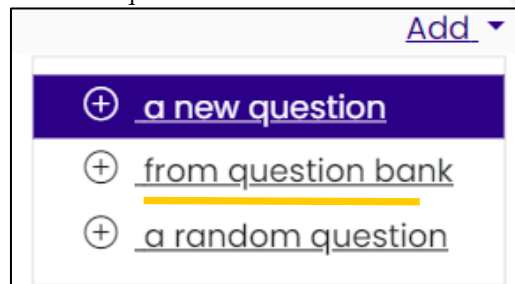
4. Click the “Add a random question”.

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

## Question Bank

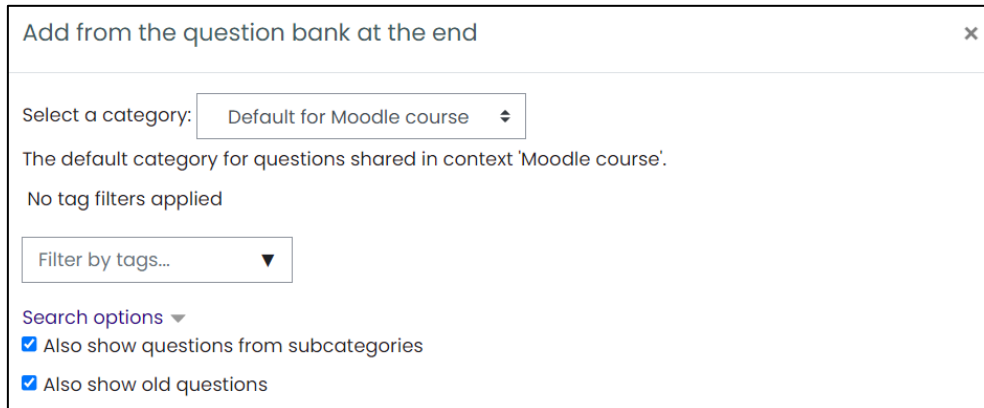
You can use questions that exist in a question bank. The questions can be for another relating course or previously used in a quiz. For you to add these questions on your current quiz:

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”.



Add from the question bank at the end

Select a category: Default for Moodle course

The default category for questions shared in context 'Moodle course'.

No tag filters applied

Filter by tags...

Search options

- ☒ Also show questions from subcategories
- ☒ Also show old questions

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.

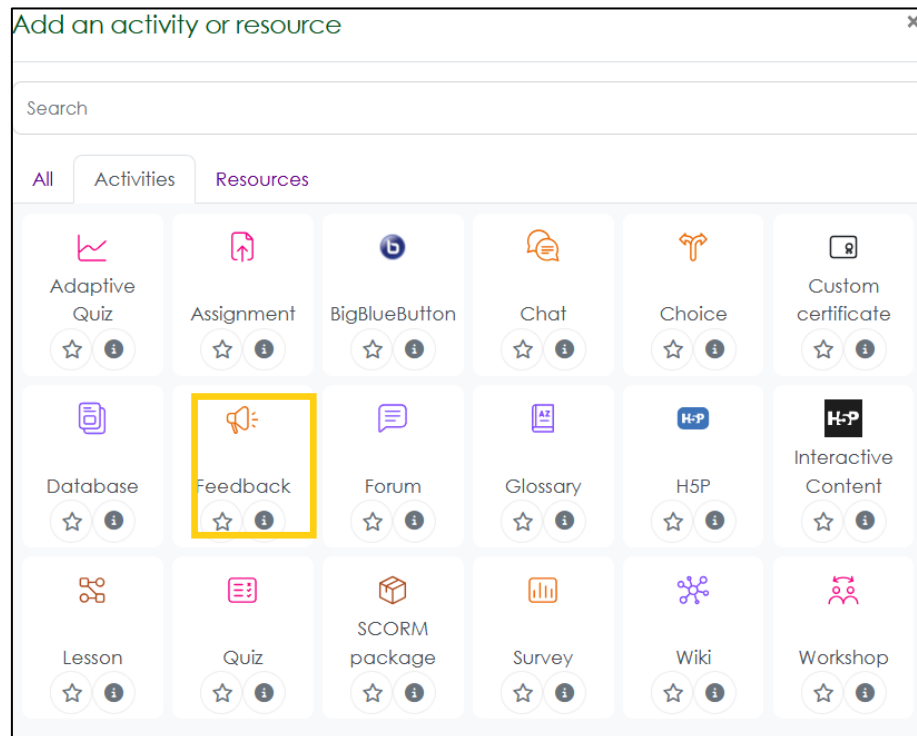
### 5.3.3 Feedback

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

Availability

Allow answers from
17 February 2022 09 17
☐ Enable

Allow answers to
17 February 2022 09 17
☐ Enable

Question and submission settings

Record user names
Anonymous

Allow multiple submissions
No

Enable notification of submissions
No

Auto number questions
No

6. Under **After submission:**

[illegible]

- 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

# Feedback tools

Mark as done

[Overview](#)[Edit questions](#)[Templates](#)[Analysis](#)[Show responses](#)

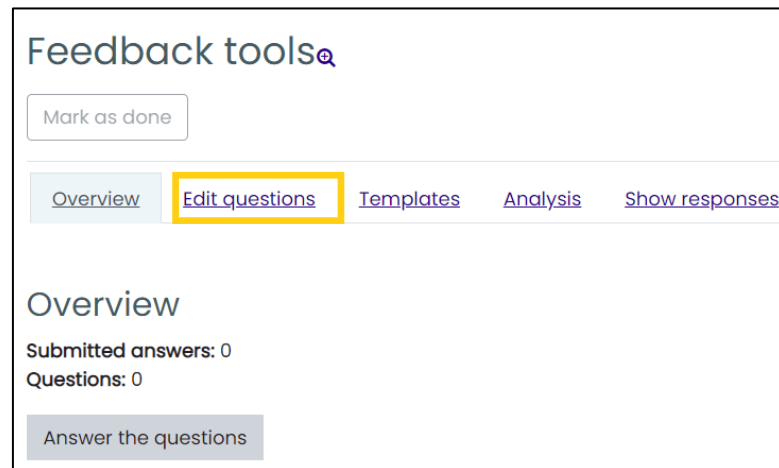
## Overview

Submitted answers: 0

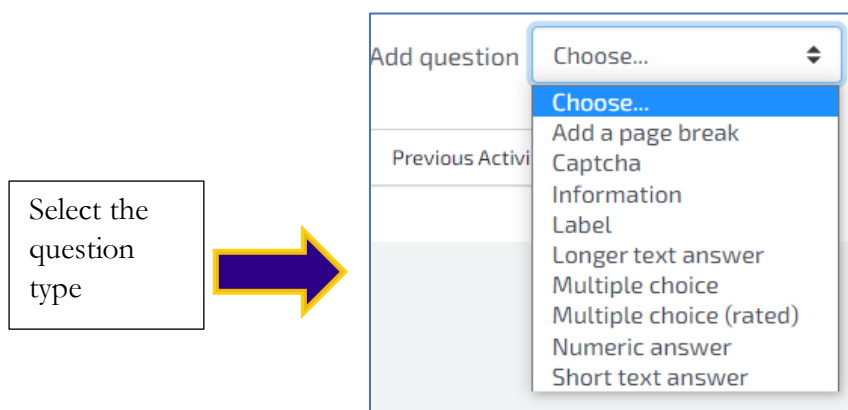
Questions: 0

Answer the questions

8. Select “edit questions”



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



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.

Enter the question text

Put in the choices

Save question

Multiple choice

☐ Required

Question

Label

Multiple choice type

Adjustment

Hide the "Not selected" option

Do not analyse empty submits

Multiple choice values

Position

Use one line for each answer!

Save question Cancel

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.

Click on edit question

Edit ▾

⚙ Edit question

? Set as required

🗑 Delete question

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

Select add question

[Overview](#)
[Edit questions](#)
[Templates](#)
[Analysis](#)
[Show responses](#)

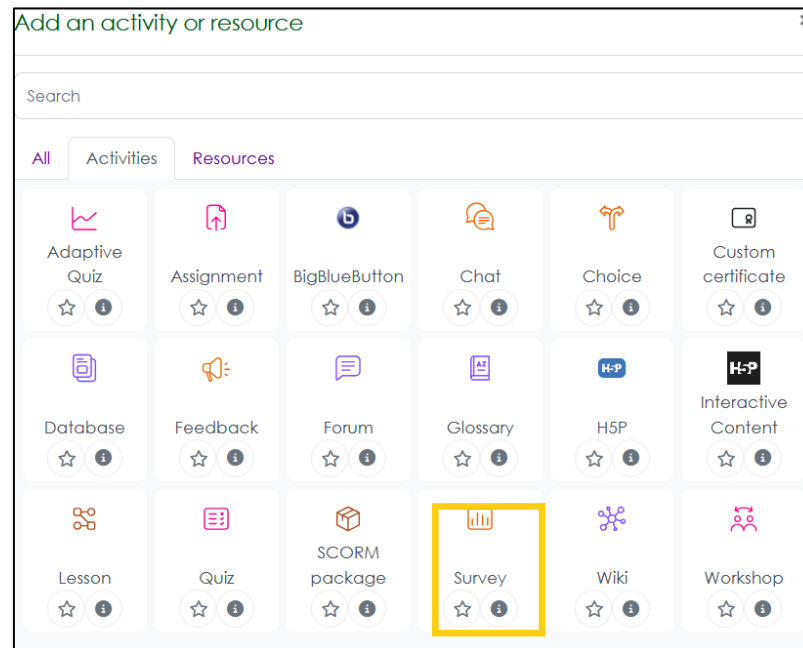
Add question

### 5.3.4 Survey

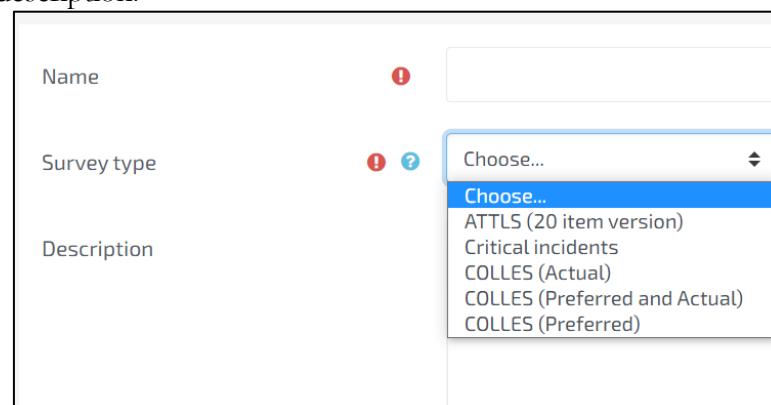
A survey is a set of predetermined questions. It focuses on getting feedback from students about the nature of the course.

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.



The screenshot shows a form with fields for 'Name', 'Survey type', and 'Description'. The 'Survey type' dropdown menu is open, displaying a list of options. A yellow arrow points to the dropdown menu.

Select survey type

7. Click the “Save and display” button.
8. A display of the questions will appear. Your survey is now ready!

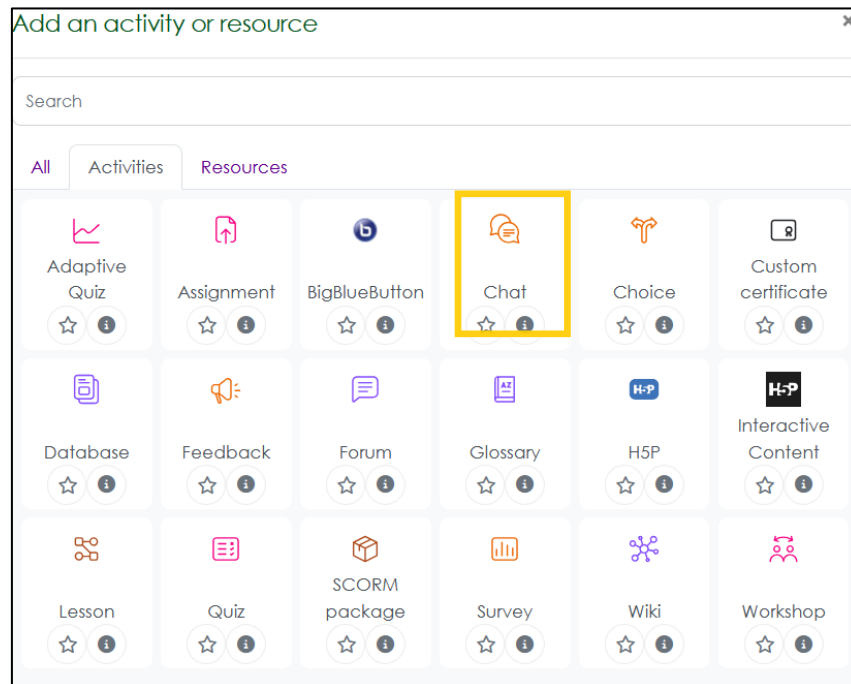
NB: Survey is not customizable.

### 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.

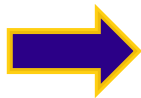
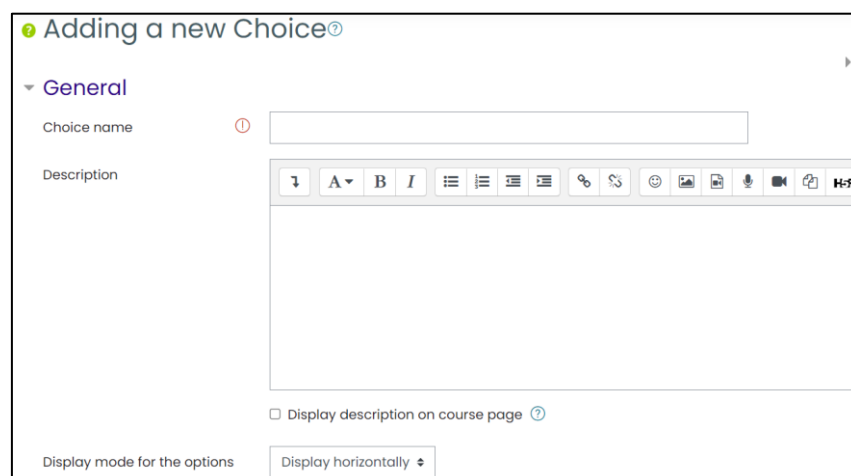
To create a choice:

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



Options

Allow choice to be updated
No

Allow more than one choice to be selected
No

Limit the number of responses allowed
No

Option 1

Option 2

Option 3

Option 4

Option 5

Add 3 field(s) to form

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



Availability

Allow responses from
17
February
2022
09
46
Enable

Allow responses until
17
February
2022
09
46
Enable

Show preview

Results

Publish results
Do not publish results to students

Show column for unanswered
No

Include responses from inactive/suspended users
No

Add results viewing options



8. Click “save and display” or “save and return to course”.

## Part 6: Managing a Class in Moodle

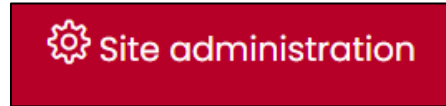
### 6.1 Adding Users to Moodle (for course managers and higher roles)

For people to enter your courses, they first need an account on your site. The two most common ways are:

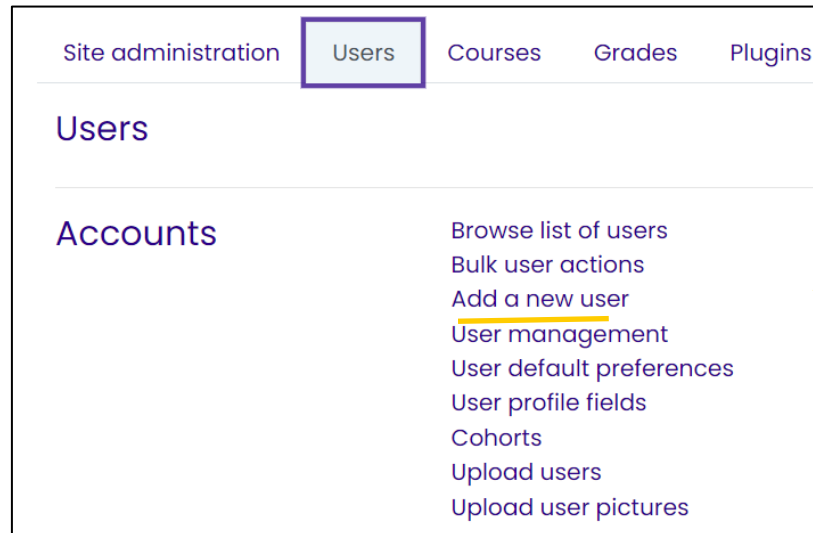
1. Enable sign up so they can create their own accounts on the site. (*This is done by site admin*)
2. Create a user account for them yourself, manually.

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)

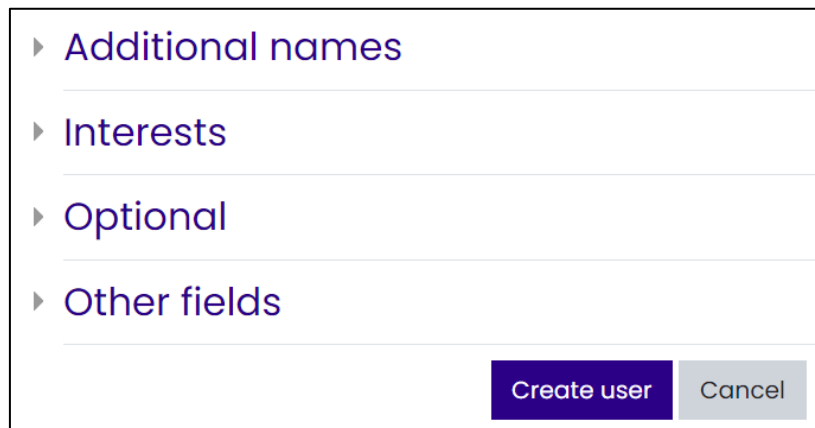


2. Click the **Users** tab
3. Click **Add a new user**.



Click to  
add a new

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”

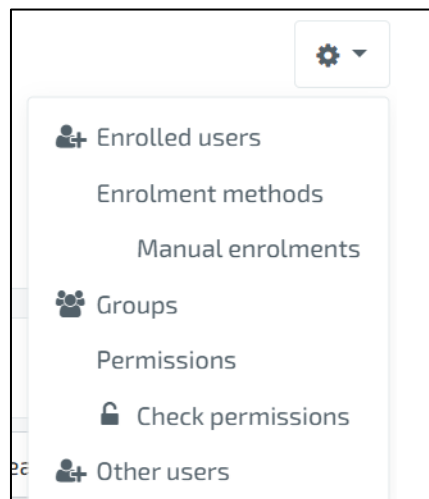


 **Participants**

- Click the icon on the right (above Enrol users) and select Enrolment methods.

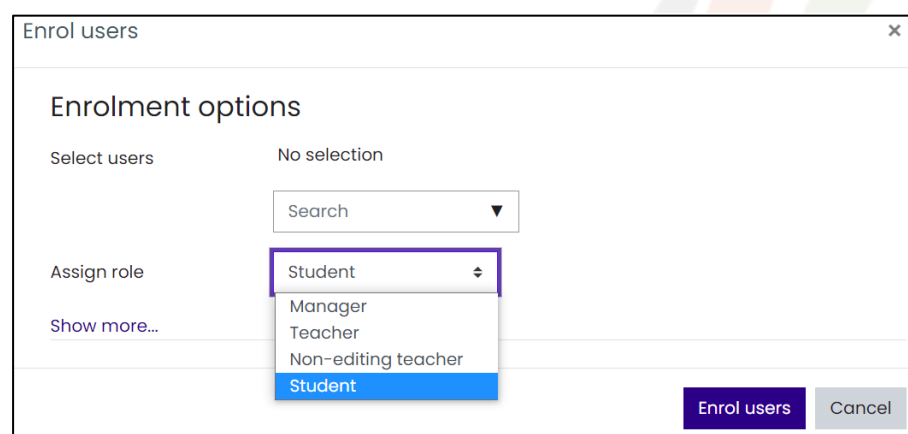


- Click to open the preferred enrolment method



### 6.1.3 Add instructors and students- Manual Enrolment.




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



- 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.

<input type="checkbox"/> <a href="#">First name / Surname</a> ^	<a href="#">Email address</a>	<a href="#">Roles</a>	<a href="#">Groups</a>	<a href="#">Last access to course</a>	<a href="#">Status</a>
<input type="checkbox"/>  <a href="#">KENET Online course administrator</a>	<a href="#">zmmzungu@kenet.or.ke</a>	<a href="#">Student, Manager</a>	No groups	37 secs	<span>Active</span>  

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.

Enrol users

Enrolment options

Select users

No selection

Assign role

Student

Manager

Teacher

Non-editing teacher

Student

[Show more...](#)

Enrol users

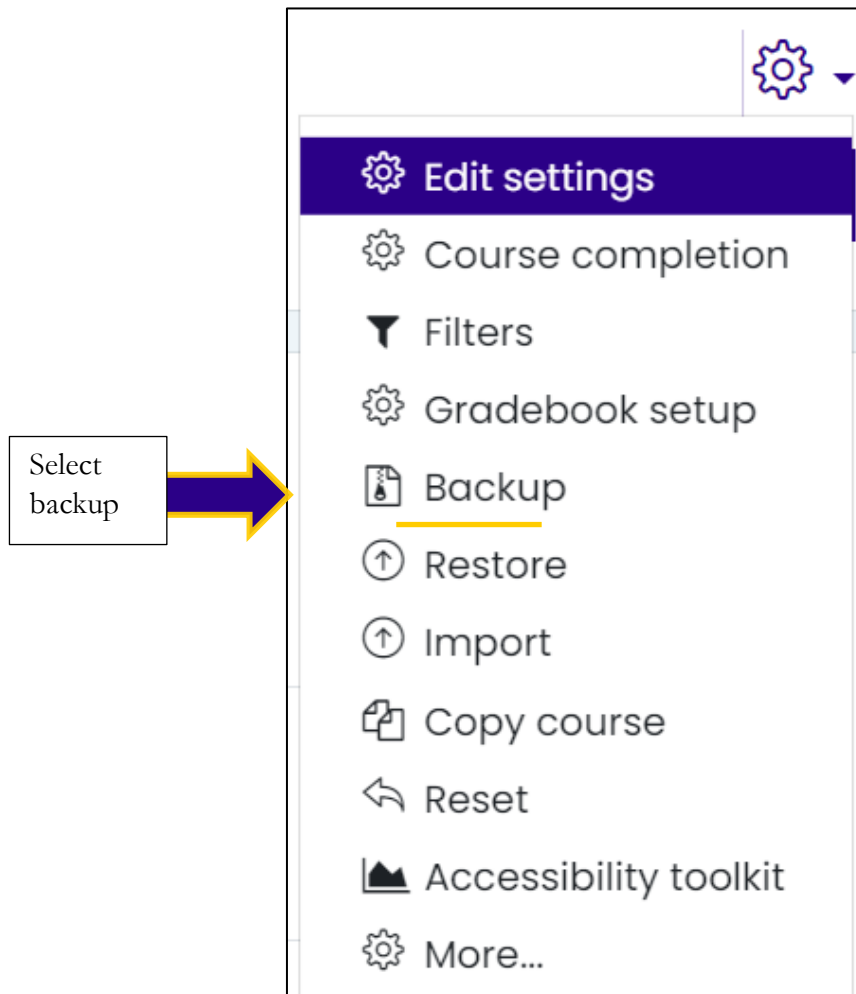
Cancel

## 6.2 Backup: Restoring and copying Courses

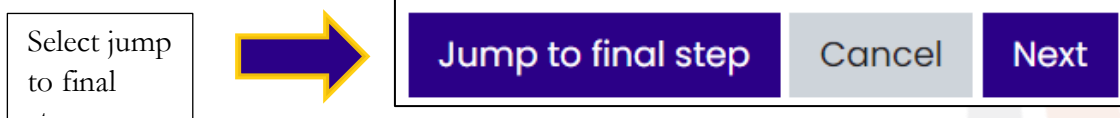
Moodle has a backup tool that helps in creating archives of your courses. This is very important as you would not want to lose your work after the effort and time you had put in place. The backup tool can also be used to copy course resources and activities from one course to another.

To make a backup:

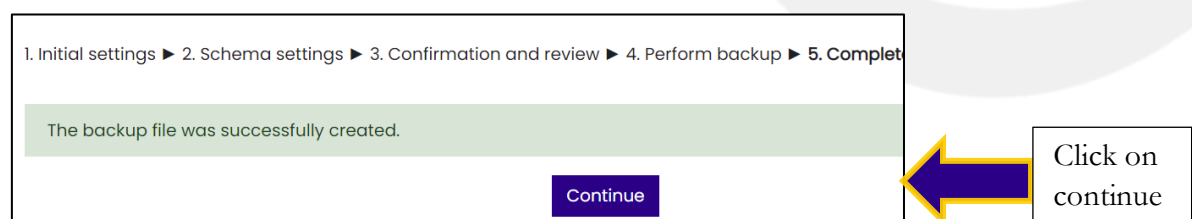
1. Click the gear menu and select "Backup".



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.

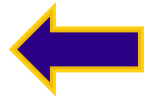


4. On the next page, you can preview the files and users that Moodle will include in the backup. Upon completion you will select “perform back up”.
5. You will receive a confirmation message “the backup file was successfully created”. Click on “Continue”



- You will then be taken to “Restore Course Page”. You will select the backup file and click on “download or Restore”.

User private backup area				
Filename	Time	Size	Download	Restore
backup-moodle2-course-31-moodle_course-20220217-1010-nu.mbz	Thursday, 17 February 2022, 10:10 AM	3.1MB	<a href="#">Download</a>	<a href="#">Restore</a>

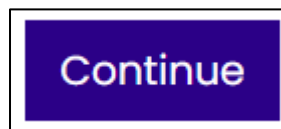


- When you select “download”, the file will be saved in your computer. “Restore” comes in handy if you want to get a copy of the course.

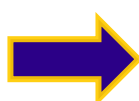
### 6.3 Restoring a Course in Moodle

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

- Select “Restore”
- 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”.



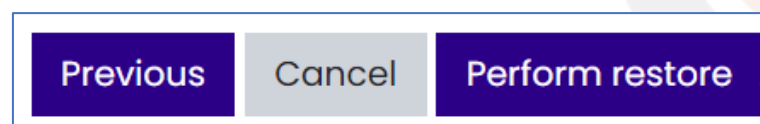
### Restore as a new course

Restore as a new course ☒

Select a category

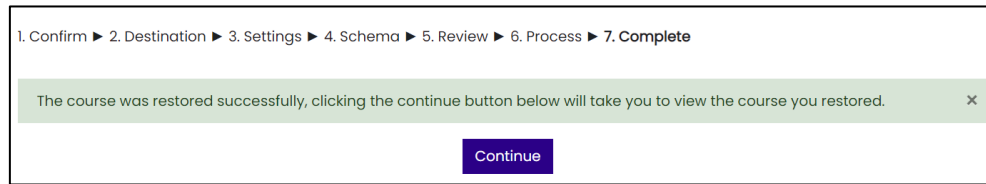
Name

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



Perform restore

- On the next page, click the “Restore this course now!” button.
- On the next page, the progress of the restore is displayed with a report if it was successful.
- Click the Continue button.



Click  
continue

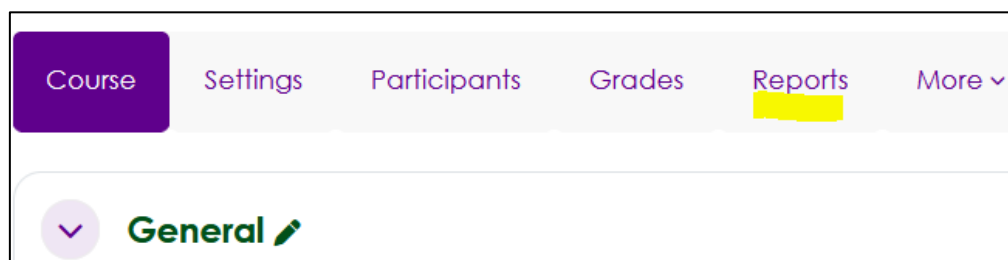
8. The new course will be restored. You can edit the course to suit your needs.

## 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. Go to your course homepage.
2. From the **Navigation drawer** or the **More** menu (top tab), click on **Reports**.



3. You will be directed to the Course Administration block.
4. Select "Reports"

Scroll down to  
view reports

## Reports

[Competency breakdown](#)  
[Logs](#)  
[Live logs](#)  
[Activity report](#)  
[Course participation](#)  
[Activity completion](#)

### 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).

Pause live updates								
Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
17 February 2022, 10:18 AM	KENET Online course administrator	-	Course: Moodle course	System	Course viewed	The user with id '3' viewed the course with id '3f'.	web	157.140.1.100

- 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:

- Go to your course homepage.
- Click on Reports from the Navigation drawer.
- Select “Course participation” from the list of available reports.
- In the Activity module dropdown, choose the specific activity you want to report on (e.g., forum, quiz, assignment).

**Course participation**

Activity module  Look back  Show only  Show actions

Groups: All participants

- Under Show only, select the role you want to track (e.g., *Student*).
- Choose the time period you want the report to cover.
- In the Show actions dropdown, select the type of action to track (e.g., *View*, *Post*, *Submit*).
- Click “Go” to generate the report.
- Review the list of users and their participation status.

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