



**MODEL EXPERIMENTAL JUNIOR HIGH SCHOOL
OF THE UNIVERSITY OF MACEDONIA**

**Output for the Erasmus+/KA2 Programme
"Our School, My Future - ESL project"**

**taking
the plunge into**

**efthimios
mavrogeorgiadis**

**moodle**

Introduction to the Moodle Learning Management System

**Funded by
the European Union**



Hosting services provided by



Contents

Acknowledgements	5
Foreword	6
Downloading Moodle	8
Using cPanel to Set up Moodle	10
Installing Moodle	18
Logging in	23
Getting Help	24
Customizing Your Preferences	25
Uploading a User Picture	26
Changing Theme	27
Adding Themes	28
Customizing Your Theme	33
Adding a Course Category	35
Managing Course Categories	36
Managing Course Default Settings	37
Creating Courses	38
Adding a Teacher to a Course	43
Managing Sections	45
Adding Activities or Resources	49
Building a Lesson	61
Adding Multimedia	72
Preparing for User Registration	78
Registering Users	81
Managing Users	86
Enrolling Users Manually	87
Self Enrolment	90
Bulk Enrol Users	92
Question Bank Categories	93
Adding Questions	95
Adding Question Types	108
Creating a Quiz	114
Managing a Quiz	118
Exchanging Messages	122
Online Chatting	126
Forums	128
Wikis	132

Glossaries	134
Databases	137
Choices	140
Workshops	143
Surveys	147
Blogs	148
Permissions	151
Groups	154
Groupings	159
Group and Groupings Overview	162
Restricting Access	163
Cohorts	165
Gradebook	169
Scales	171
Badges	173
Events	177
Customizing the Front Page	179
Links	180

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The original idea of organizing an extensive Moodle workshop was planted into my mind sometime in May 2014 by teacher advisor emeritus Dr. Aggeliki Deligianni-Georgaka during one of her visits to the Model Experimental Junior High School of the University of Macedonia. Of course, it would never have gone too far without the support and encouragement of teacher advisors Dr. Theodoros Maniakas and Dr. Sofia Tzelepi, who took the workshop under their aegis as soon as the original plans were presented to them.

Dr. Maria Maheridou's contribution was also significant as coordinator of the Erasmus+/KA2 Programme "Our School, My Future – ESL Project" since the workshop aimed to disseminate Moodle usage as a good practice that could help limit the problem of Early School Leaving (ESL) and she was ready to help with all the technicalities involved. Special mention is also due to the State Scholarships Foundation/IKY who entrusted us with the implementation of the Erasmus+/KA2 programme mentioned above.

There is no question that the technical problems faced during the workshop would have been uncountable had it not been for Stratos Vougas, SigmaWeb Owner and System Administrator, who sponsored the workshop by offering his company resources to host the Moodle websites created during the workshop, and the technical support of Dr. Katerina Hadjifotinou, who generously contributed her valuable time to help set up our computer lab servers and sort out any problems that cropped up during the process.

Last but not least, Dr. Eleni Mouzoura, head teacher of the Model Experimental Junior High School of the University of Macedonia, stood by my side throughout this long journey of preparation and implementation, offering her unconditional material and psychological support and having no reservations to intervene and solve all and any problems that troubled me.

It goes without saying that, given the positive influence of all contributors mentioned above, the sole responsibility for any problems, shortcomings, or deficiencies spotted in this output or during the workshop lies with the undersigned. Hopefully, they will not render the whole project completely fruitless.

Efthimios Mavrogeorgiadis
Thessaloniki, June 2015

Foreword

As educators we take upon ourselves the task of offering skills, knowledge, and education to all the students entrusted to us by their parents, aiming to shape not only well-qualified professionals and personalities with adequate background knowledge that will help them make it later on in life but also responsible citizens that will contribute to the common benefit of society locally, nationally, and internationally. Within this framework, we get in daily contact with our students, we work together, we guide them through their studies, and we encourage them to express themselves bringing out what is best in them as students and individuals. However, we can only do that as long as our students remain under the common roof we share and call “school”.

Sometimes, students decide or are forced to stay away from educational or training institutions due to specific circumstances. It’s a practice society looks so unfavourably on that we have devised the derogatory term “drop-outs” to refer to students who opt to follow this path. Nevertheless, it’s such a widespread practice that the scientific term “early school leaving syndrome” has also been introduced to describe and help study it. According to the EU Education Ministers, “early school leavers [are] people aged 18-24 who have only lower secondary education or less and are no longer in education or training. Early school leavers are therefore those who have only achieved pre-primary, primary, lower secondary or a short upper secondary education of less than 2 years.” (1)

The European Union has tried to tackle and control the problem of Early School Leaving (ESL) on three different levels:

- With Strategic Level Responses,
- With Preventive Strategies, and
- With Reintegration Strategies

On the higher level of the strategic level responses, the European Labour Force Survey has taken upon itself the burden of measuring statistically and monitoring ESL across Europe which the European Commission coordinates policies adopted and measures taken by the member states. Targeted approaches have also been adopted as preventive strategies. Member states have been encouraged to target local or specific groups of people that are at risk of ESL to achieve better and more immediate results. Mentoring or “buddy” programmes have been proposed as a solution for students in transition from school to the labour market. Extra tuition and/or financial support for children with learning difficulties or underprivileged background has also been adopted by some member states. Teacher training and curricular reforms is one of the structural responses that have been proposed as a measure that could potentially help reduce ESL. Guidance and counselling are also considered good practices as a means to keep students at school or facilitate their transition to the labour market. Cooperation with parents or student guardians and the local community is also believed to help combat ESL (2).

The introduction and implementation of Learning Management Systems (LMS) in schools could also help keep ESL under control. As reported by the management and staff of the International Business College in Kolding, Denmark, “School’s LMS help students at risk of

ESL to structure homework and has disciplinary effect on attendance” as students can access their schoolwork through a medium they feel familiar with and get better prepared for school while teachers can easily supervise student work and offer them immediate feedback. Furthermore, according to the same report, ESL is encouraged by the fact that teachers spend “too much time on technology development” instead of focusing on and meeting student needs. (3)

Using a LMS that is widely accepted as effective, robust, and secure while at the same time it is based on open-source software and supported by a widespread, global community can help save time on technology development while at the same time teachers and students can reap the benefits of using a personalised learning environment. Moodle is such a learning platform that offers all of the above and more. It is:

- used by more than 65 million people on all levels of education and entrepreneurial context around the world
- free and simple to use
- under continual review and improvement
- available in a wide variety of languages
- customisable to suit your needs
- flexible and expandable
- backed by a strong and helpful community
- extensively documented

Most importantly, if you decide to incorporate Moodle in your teaching practice, instead of resorting to a variety of easily available Web 2.0 resources on the internet, you get to keep your students’ data in your own hands. You don’t share it with “free” services of dubious origin and with vaguely-worded data processing agreements.

The visual guidebook you have in your hands will hopefully allow you to scratch the surface of Moodle. It is meant to be used in the context of a 15-hour workshop, together with a list of tasks to be completed with the help of the facilitator in charge but you can surely benefit if you follow the instructions with the help of the prompts and if you are not afraid to use the extensive help that is available on all Moodle websites.

In any case, too much theory and not enough understanding is not probably the way to approach any LMS. So, keep calm and take the plunge into Moodle.

NOTES

(1) http://ec.europa.eu/europe2020/pdf/themes/29_early_school_leaving.pdf
Accessed: 4 Jan 2015

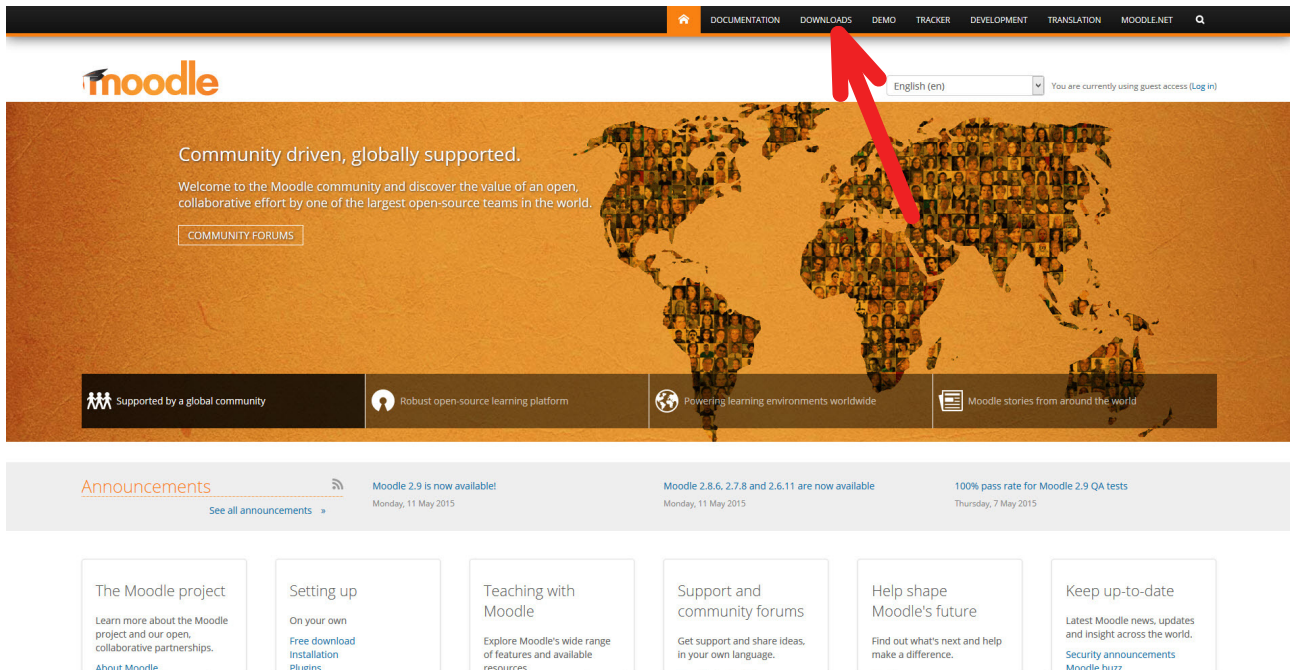
(2) REDUCING EARLY SCHOOL LEAVING IN THE EU
GHK Consulting Ltd et. al.
Brussels, 2011.
<https://www.spd.dcu.ie/site/edc/documents/ESLfinalpublishedstudy-execsum.pdf>
Accessed: 5 Jan 2015

(3) ELFE-ESL: Case Study Visit Report
http://www.csee-etuce.org/images/attachments/study_report_denmark.pdf
Accessed: 20 Jun 2015

Downloading Moodle

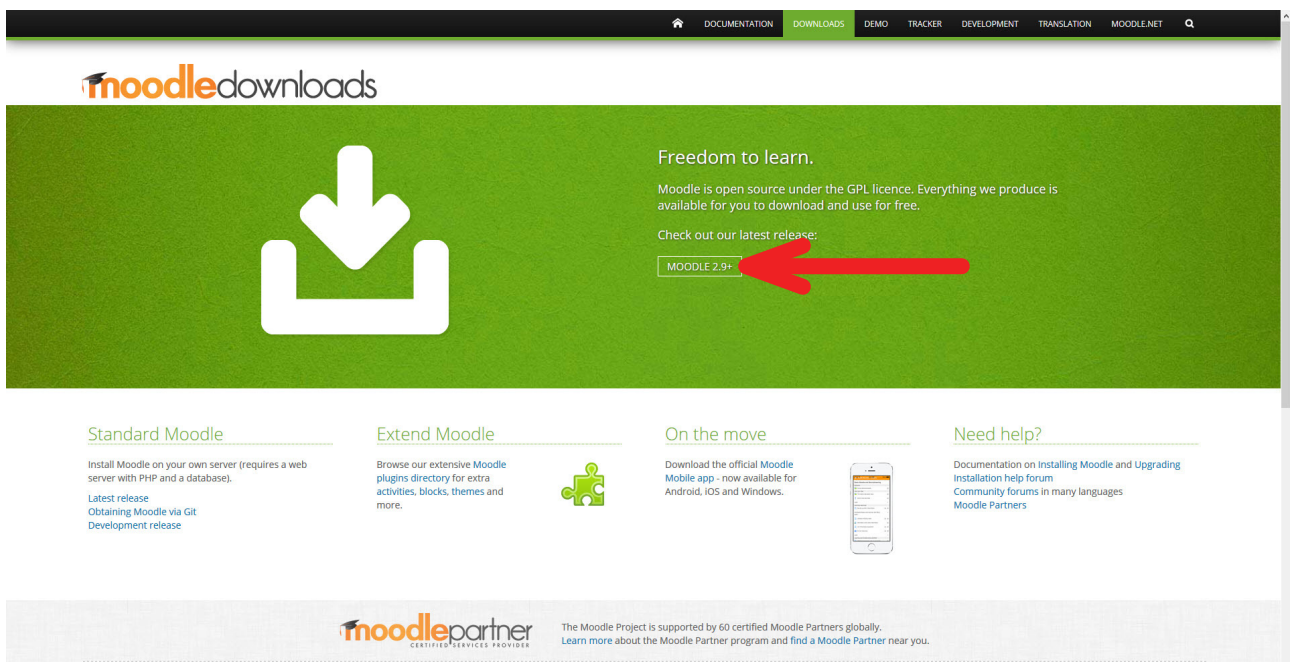
1

Go to <https://moodle.org/> and click *Download*.



2

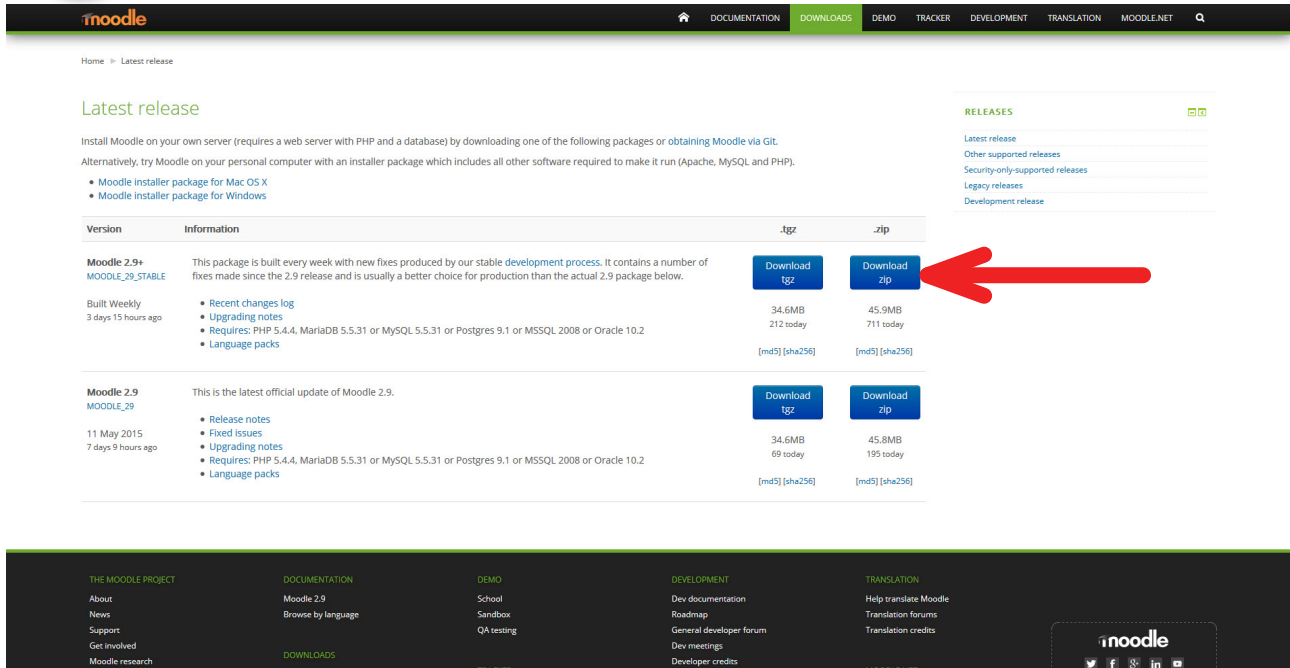
Click on *Moodle 2.9+* in the center of the page (or the *Latest release* under the *Standard Moodle* heading).



Downloading Moodle

3

Click *Download zip* (or *Download tgz*, whichever you prefer) in the *MOODLE_29_STABLE* line.

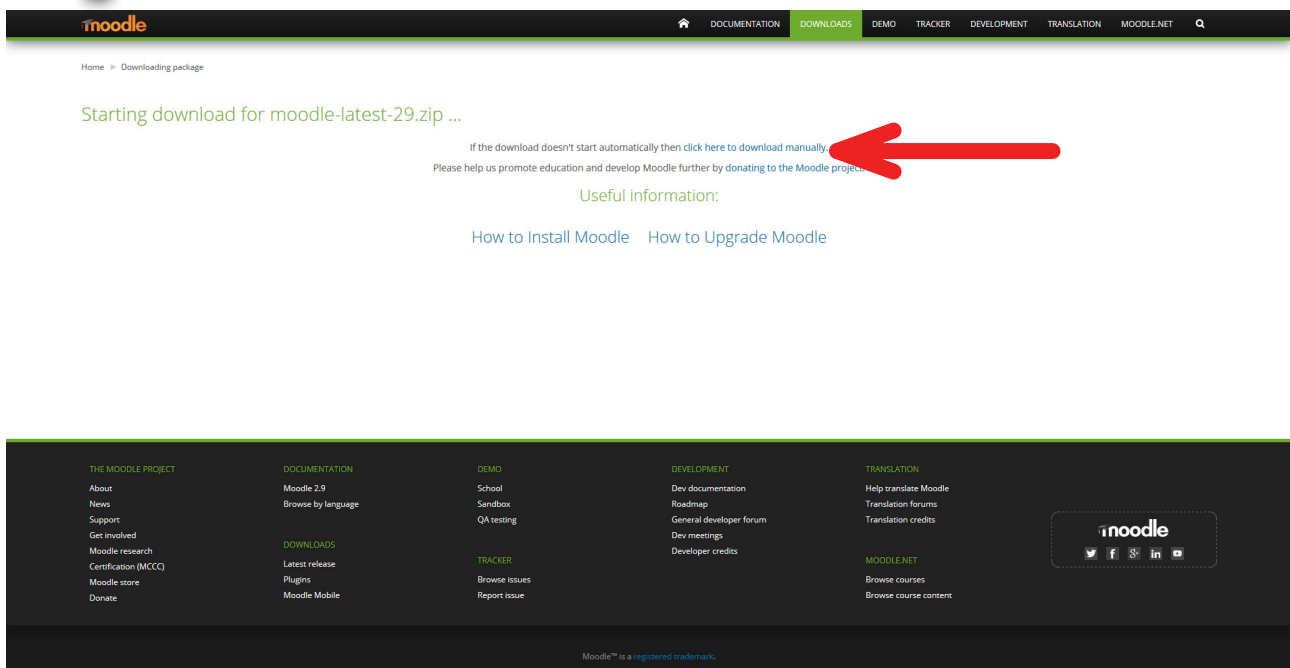


The screenshot shows the Moodle Downloads page. The 'MOODLE_29_STABLE' release is highlighted. The table below shows the download links for the tgz and zip files. A red arrow points to the 'Download zip' button.

Version	Information	.tgz	.zip
Moodle 2.9+ MOODLE_29_STABLE	This package is built every week with new fixes produced by our stable development process. It contains a number of fixes made since the 2.9 release and is usually a better choice for production than the actual 2.9 package below. Built Weekly 3 days 15 hours ago - Recent changes log - Upgrading notes - Requires: PHP 5.4.4, MariaDB 5.5.31 or MySQL 5.5.31 or Postgres 9.1 or MSSQL 2008 or Oracle 10.2 - Language packs	Download tgz 34.6MB 212 today [md5] [sha256]	Download zip 45.9MB 711 today [md5] [sha256]
Moodle 2.9 MOODLE_29	This is the latest official update of Moodle 2.9. - Release notes - Fixed issues - Upgrading notes - Requires: PHP 5.4.4, MariaDB 5.5.31 or MySQL 5.5.31 or Postgres 9.1 or MSSQL 2008 or Oracle 10.2 - Language packs	Download tgz 34.6MB 69 today [md5] [sha256]	Download zip 45.8MB 195 today [md5] [sha256]

4

Your download should begin in a couple of seconds. If not, click on the link indicated to *download manually*.

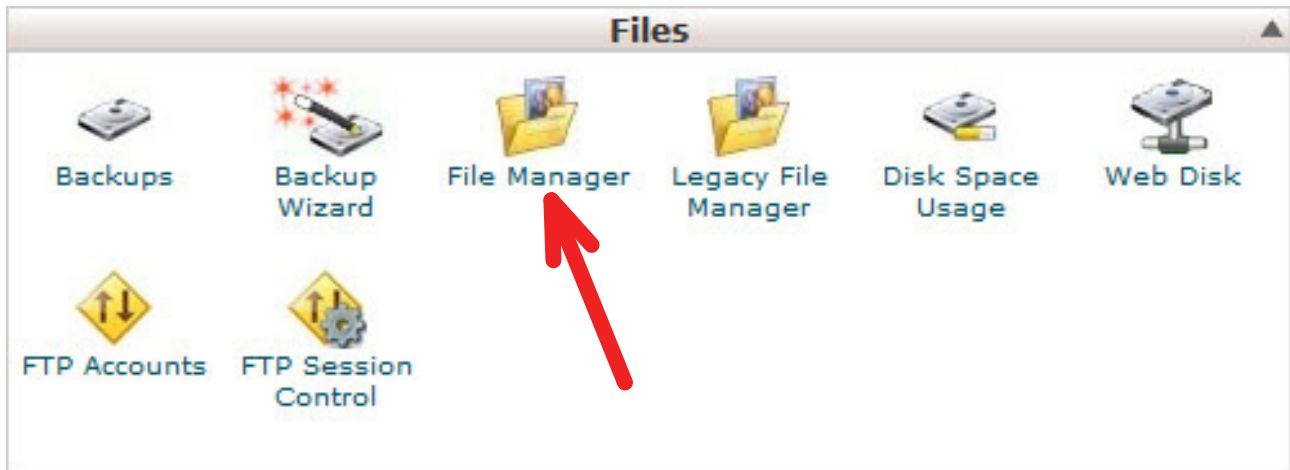


The screenshot shows the Moodle Downloads page with the message 'Starting download for moodle-latest-29.zip ...'. Below the message, there is a link 'If the download doesn't start automatically then click here to download manually.' which is highlighted with a red arrow. The footer of the page is also visible.

Using cPanel to Set up Moodle

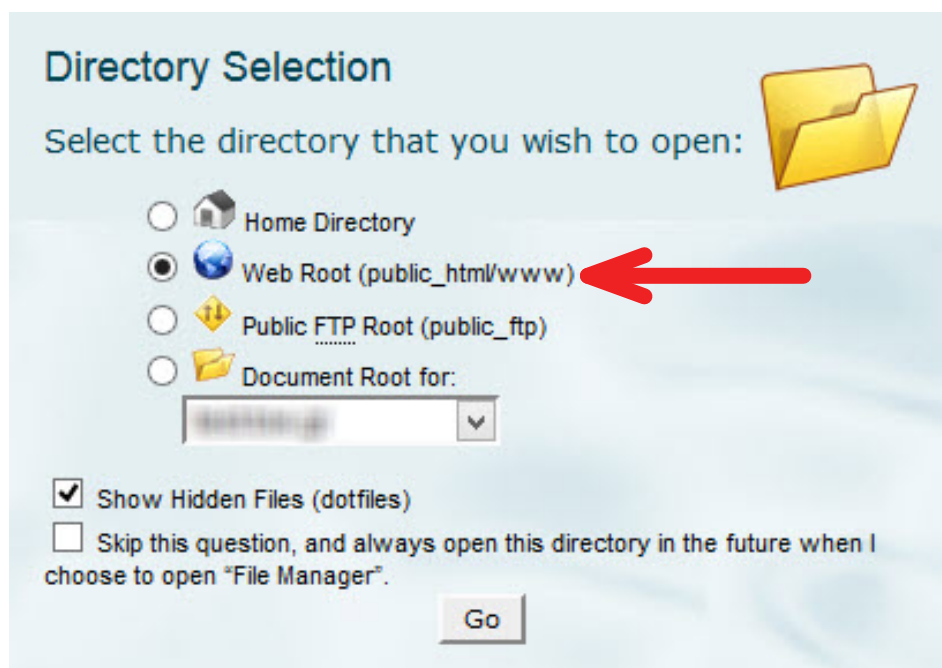
1

Go to your website's *cPanel* home page and click on *File Manager*.



2

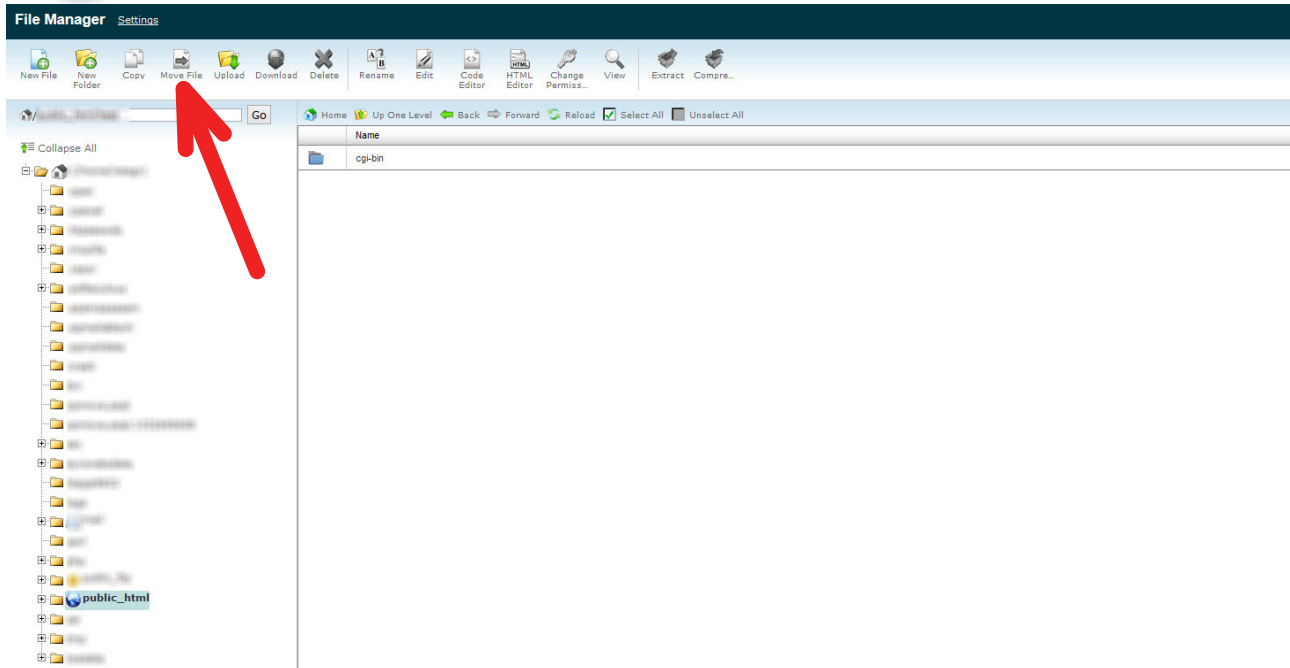
Select *Web Root* to go to your website's root folder and click *Go*.



Using cPanel to Set up Moodle

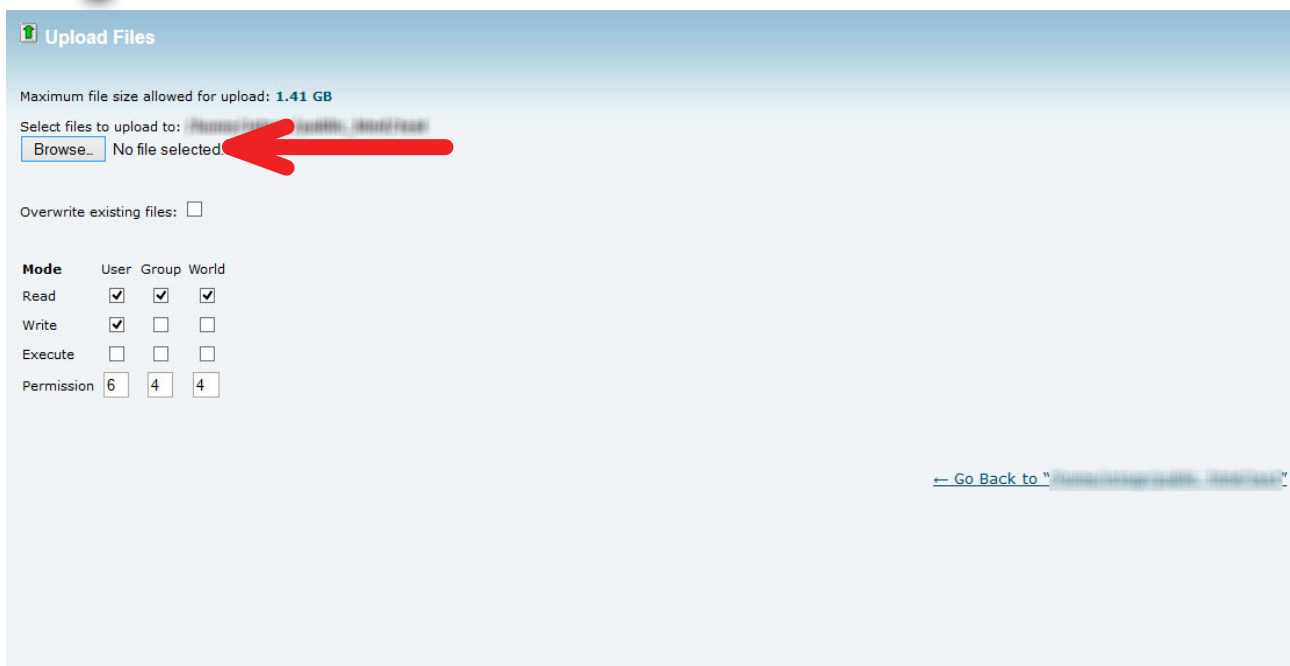
3

Your root folder should be empty or contain only a minimal number of folders and/or files. Click the *Upload* button.



4

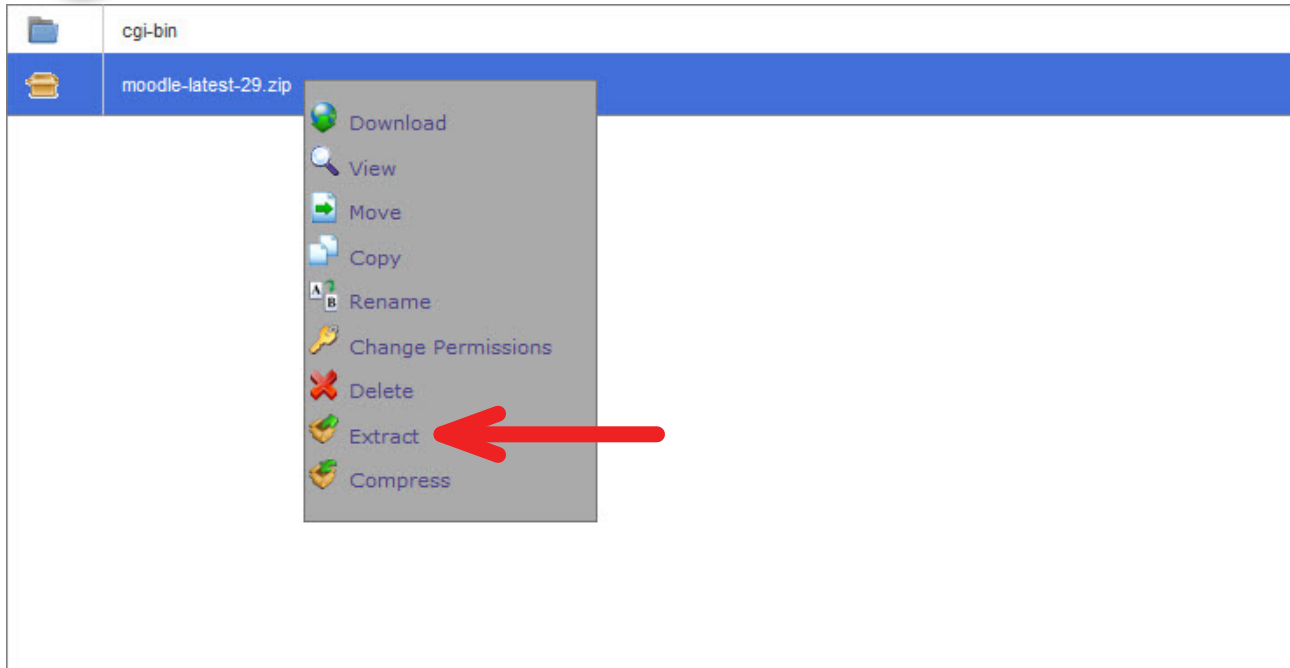
Click *Browse...* and select the Moodle file you have just downloaded to upload on your website. The upload should start automatically. Once completed, click on the *Go back* link to return to your root folder.



Using cPanel to Set up Moodle

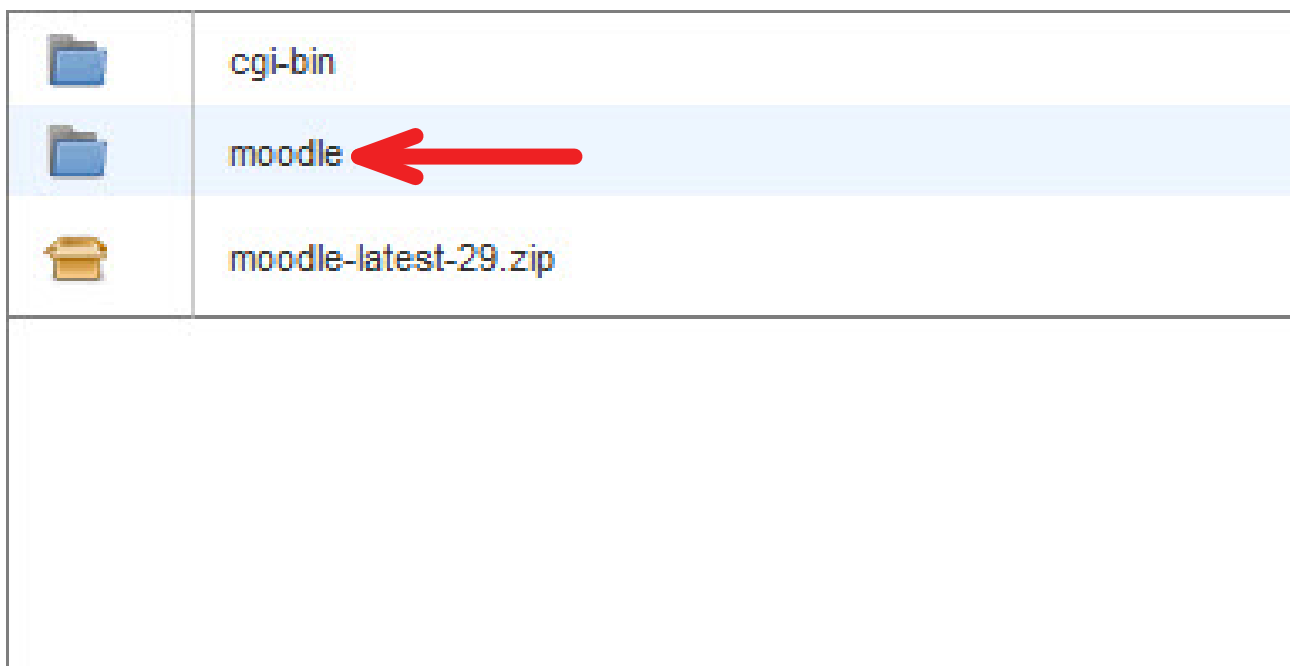
5

Right click on the file you have just uploaded and select *Extract*.



6

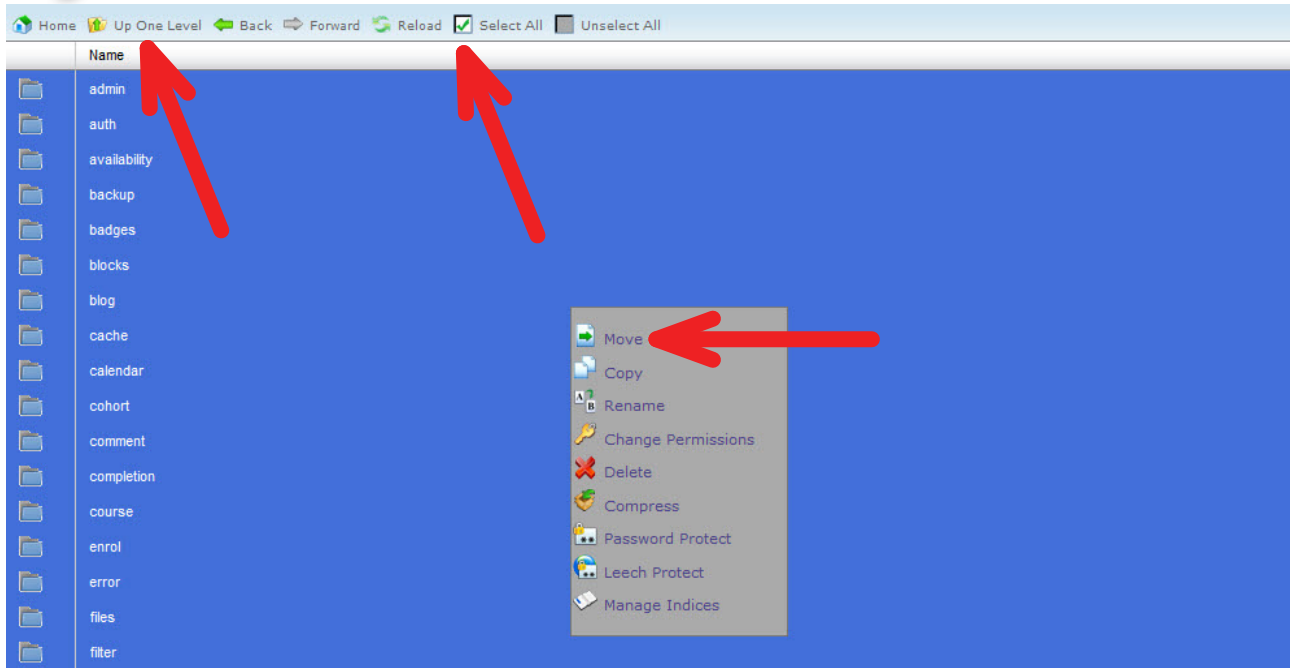
When the extraction process is completed, you will see that a *moodle* folder has been created. Right click on the file you have uploaded and select *Delete* to remove it. Then, double click on the *moodle* folder.



Using cPanel to Set up Moodle

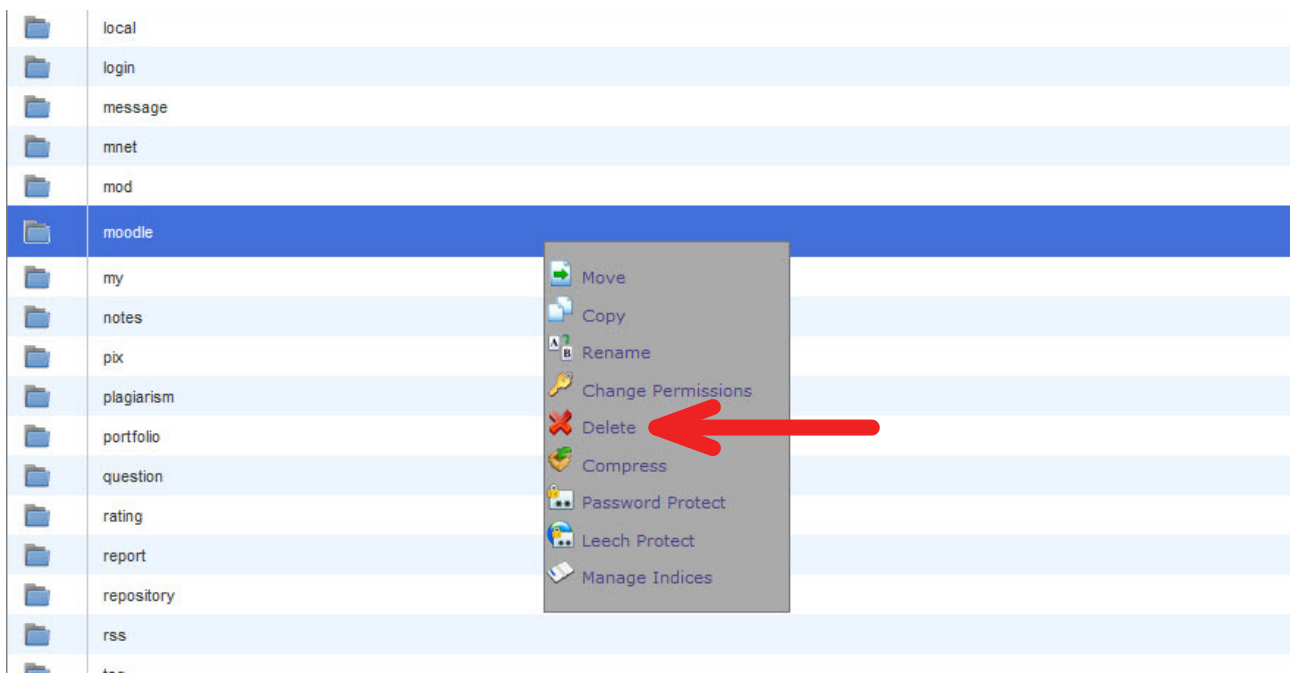
7

Once in the *moodle* folder, click *Select All*, right click anywhere on the files selected, and click *Move*. In the popup window that appears, delete */moodle* and click *Move File(s)*. Then, click *Up One Level*.



8

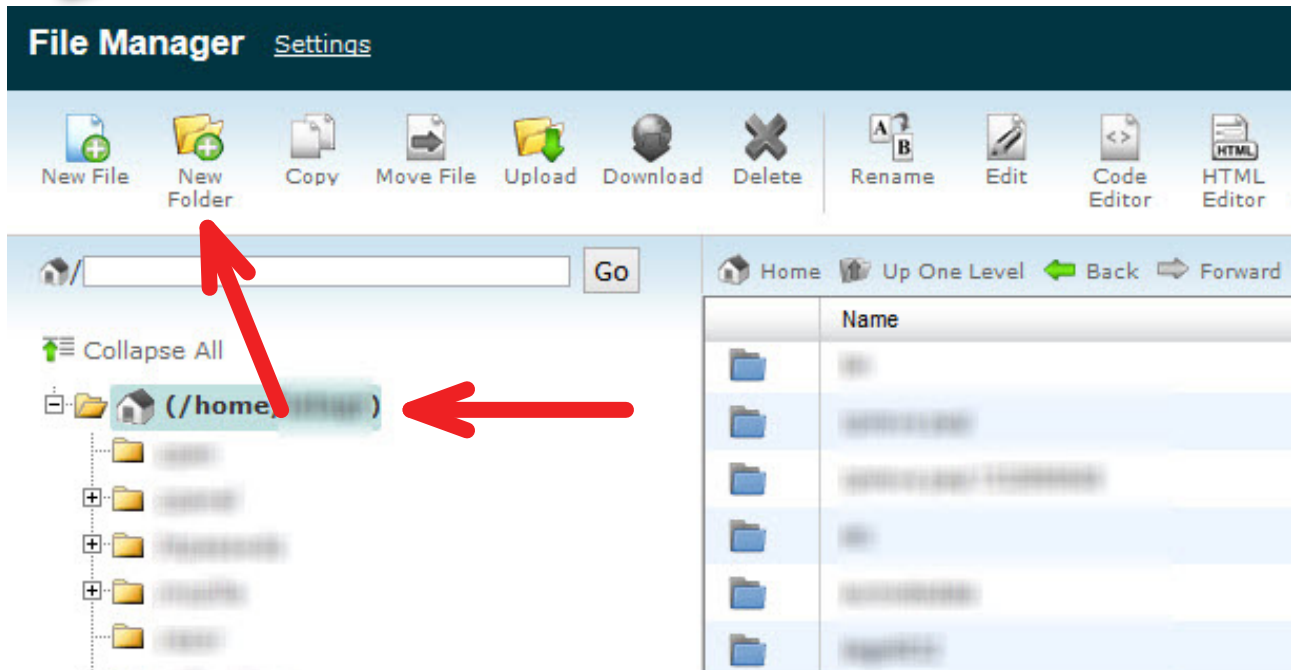
Once you've moved back to your root folder, right click on the *moodle* folder and select *Delete* to remove it.



Using cPanel to Set up Moodle

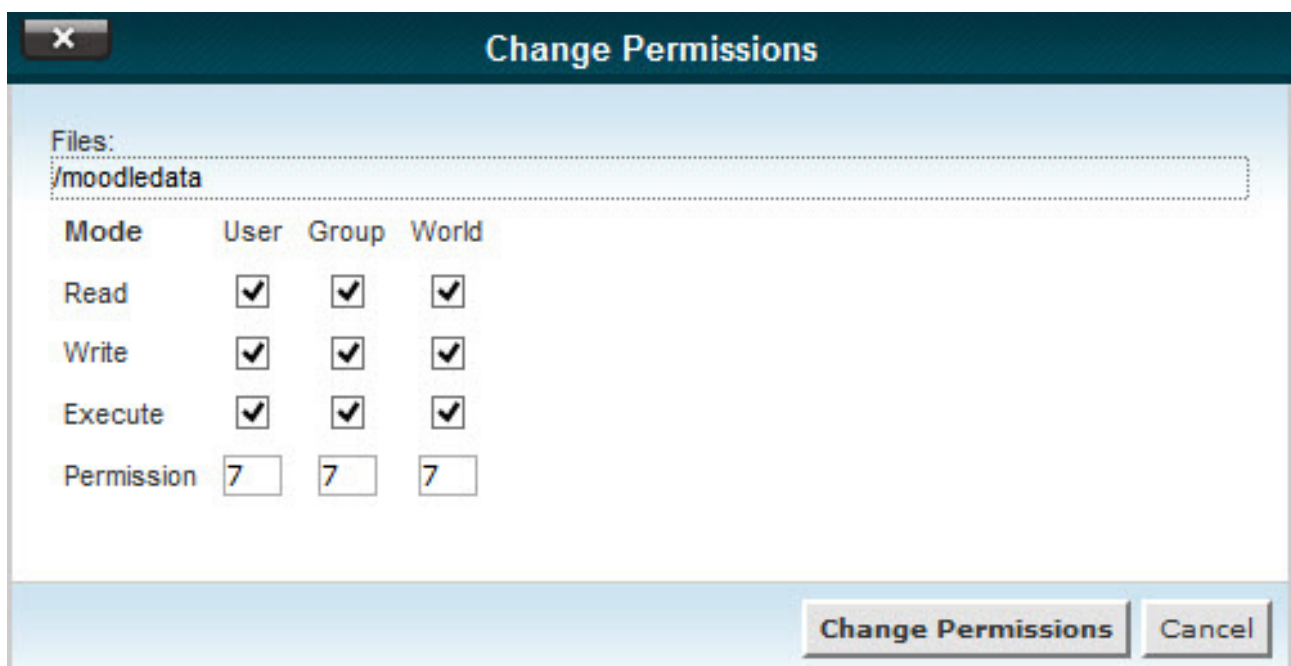
9

Click on your *home* folder and, then, on *New Folder* to create a new directory. It is Moodle's data folder where any files you upload for your students will be stored. Use any name you like (e.g. *moodledata*).



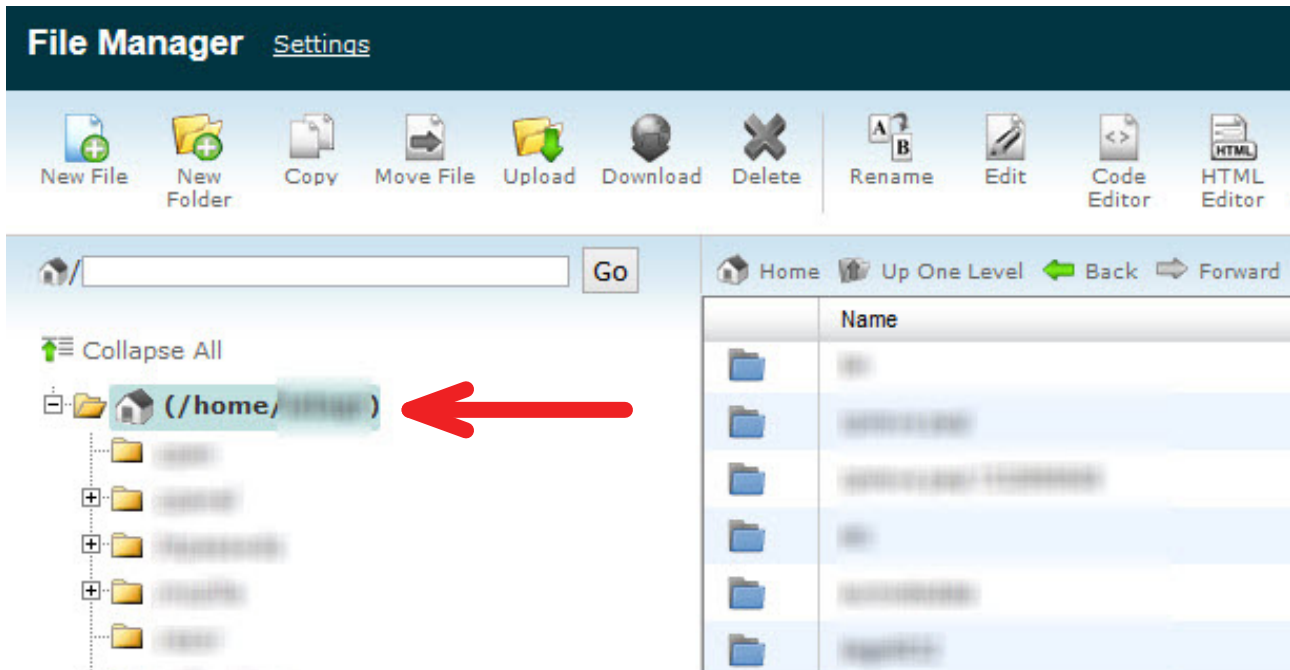
10

Right click on the folder you have just created and select *Change Permissions*. Activate all the checkboxes and click on the *Change Permissions* button.

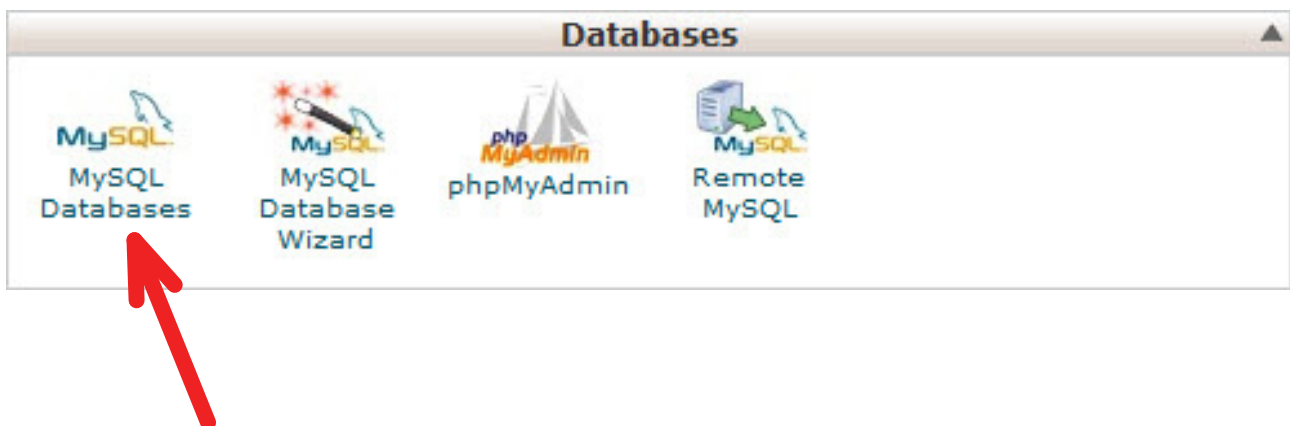


Using cPanel to Set up Moodle

11 Note down the path to your home folder, adding the name of Moodle's data folder to it, e.g. /home/myhome/moodledata. It is the *full path* to Moodle's data folder. We'll need it later on.



12 Go to your website's cPanel home page and click on *MySQL Databases*.



Using cPanel to Set up Moodle

13 Type in the name of the database you would like Moodle to use, e.g. moodledb. Note down the database prefix and the name you have typed in (e.g. mysite_moodledb) and click on *Create Database*.

MySQL Databases

MySQL databases allow you to store a large amount of information in an easy to access manner. The databases themselves are not easily read by humans. MySQL databases are required by many web applications including some bulletin boards, content management systems, and others. To use a database, you'll need to create it. Only MySQL users (different than mail or other users) that have privileges to access a database can read from or write to that database.

Create a New Database

[↓ Jump to MySQL Users](#)

New Database: [Create Database](#)

Modify Databases

Check a Database: [Check the Database](#)

Repair a Database: [Repair the Database](#)

14 Type in the name of the user you would like Moodle to use, e.g. moodleusr, and a strong password. Note down the password, the database prefix, and the name you have typed in (e.g. mysite_moodleusr) and click on *Create a User*.

MySQL Users

Add a New User

[↑ Jump to MySQL Databases](#)

Username: [✓](#)

Password: [✓](#)

Password (Again): [✓](#)

Strength (Why?): Very Strong (100/100) [Password Generator](#)

[Create a User](#)

Using cPanel to Set up Moodle

15 Add the user you have created to the database you have created by selecting them and clicking *Add*.

Add a User to a Database

User:

Database:

16 Activate *All Privileges* by clicking the *All Privileges* checkbox and, then, *Make Changes*.

MySQL Account Maintenance

Manage User Privileges

User: moodleusr
Database: moodledb

☒ ALL PRIVILEGES	
☒ ALTER	☒ ALTER ROUTINE
☒ CREATE	☒ CREATE ROUTINE
☒ CREATE TEMPORARY TABLES	☒ CREATE VIEW
☒ DELETE	☒ DROP
☒ EVENT	☒ EXECUTE
☒ INDEX	☒ INSERT
☒ LOCK TABLES	☒ REFERENCES
☒ SELECT	☒ SHOW VIEW
☒ TRIGGER	☒ UPDATE

Installing Moodle

1

Go to your browser and type in the URL of your website. You should see the following installation page. Select the language you prefer to use during installation (for the time being, stick with English) and click *Next*.

Installation

Language

Choose a language

Please choose a language for the installation. This language will also be used as the default language for the site, though it may be changed later.

Language

English (en)

Next »



2

Your website's *Web Address*, *Moodle directory*, and *Data directory* should now appear. If the *Data directory* is not the same as the path you noted down in *Step 11 of Using cPanel to Set up Moodle* on page 15, correct it! Then, click *Next*.

Installation

Paths

Confirm paths

Web address

The full address where Moodle will be accessed (i.e. the address that users will enter into the address bar of their browser to access Moodle).

It is not possible to access Moodle using multiple addresses. If your site is accessible via multiple addresses then choose the easiest one and set up a permanent redirect for each of the other addresses.

If your site is accessible both from the Internet, and from an internal network (sometimes called an intranet), then use the public address here.

If the current address is not correct, please change the URL in your browser's address bar and restart the installation.

Moodle directory

The full path to the directory containing the Moodle code.

Data directory

A directory where Moodle will store all file content uploaded by users.

This directory should be both readable and writable by the web server user (usually 'www-data', 'nobody', or 'apache').

It must not be directly accessible over the web.

If the directory does not currently exist, the installation process will attempt to create it.

Web address

/home/linus/public_html/

Moodle directory

/home/linus/public_html/moodledata

Data directory

« Previous

Next »



Installing Moodle

3

Select the type of database you are going to use. Choose *Improved MySQL* if you have followed these instructions so far. Then, click *Next*.

Installation

Database

Choose database driver

Moodle supports several types of database servers. Please contact server administrator if you do not know which type to use.

Type

« Previous

Next »



4

Fill in the database name, the database user, and the database password you noted down in *Steps 13-14 of Using cPanel to Set up Moodle* on page 16. Then, click *Next*.

Installation

Database

Database settings

Improved MySQL (native/mysqli)

The database is where most of the Moodle settings and data are stored and must be configured here.

The database name, username, and password are required fields, table prefix is optional.

If the database currently does not exist, and the user you specify has permission, Moodle will attempt to create a new database with the correct permissions and settings.

Database host

Database name

Database user

Database password

Tables prefix

Database port

Unix socket

« Previous

Next »



Installing Moodle

5

Read the *Moodle License information page* and, if you agree to the terms of their license agreement, click *Continue*.

Installation

Moodle - Modular Object-Oriented Dynamic Learning Environment

Copyright notice

Copyright (C) 1999 onwards Martin Dougiamas (<http://moodle.com>)

This program is free software: you can redistribute it and/or modify it under the terms of the GNU General Public License as published by the Free Software Foundation, either version 3 of the License, or (at your option) any later version.

This program is distributed in the hope that it will be useful, but WITHOUT ANY WARRANTY; without even the implied warranty of MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE.

See the Moodle License information page for full details:
<http://docs.moodle.org/dev/License>

Have you read these conditions and understood them?

Continue

Cancel

6

Moodle will check a few things on your server and make suggestions or report problems. You should take action to fix any problems reported but, most of the times, you simply need to click *Continue*.

Installation - Moodle 2.9+ (Build: 20150514)

Moodle 2.9+ (Build: 20150514)

For information about this version of Moodle, please see the online Release Notes

Server checks

Name	Information	Report	Plugin	Status
php_setting	opcache.enable	① PHP setting should be changed. PHP opcache caching improves performance and lowers memory requirements. OPcache extension is recommended and fully supported.		Check
unicode		① must be installed and enabled		OK
database	mysql (5.5.42-cll)	① version 5.5.31 is required and you are running 5.5.42		OK
php		① version 5.4.4 is required and you are running 5.4.39		OK
pcrcnucode		① should be installed and enabled for best results		OK
php_extension	iconv	① must be installed and enabled		OK
php_extension	mbstring	① should be installed and enabled for best results		OK
php_extension	curl	① must be installed and enabled		OK
php_extension	openssl	① should be installed and enabled for best results		OK
php_extension	tokenizer	① should be installed and enabled for best results		OK
php_extension	xmlrpc	① should be installed and enabled for best results		OK
php_extension	soap	① should be installed and enabled for best results		OK
php_extension	ctype	① must be installed and enabled		OK
php_extension	zip	① must be installed and enabled		OK
php_extension	zlib	① must be installed and enabled		OK
php_extension	gd	① must be installed and enabled		OK
php_extension	simplexml	① must be installed and enabled		OK
php_extension	spl	① must be installed and enabled		OK
php_extension	pcntl	① must be installed and enabled		OK
php_extension	dom	① must be installed and enabled		OK
php_extension	xml	① must be installed and enabled		OK
php_extension	intl	① should be installed and enabled for best results		OK
php_extension	json	① must be installed and enabled		OK
php_extension	hash	① must be installed and enabled		OK
php_setting	memory_limit	① recommended setting detected		OK
php_setting	file_uploads	① recommended setting detected		OK

Other checks

Information	Report	Plugin	Status
slasharguments	① if this test fails, it indicates a potential problem It is recommended that the use of slash arguments is enabled. In future it will be required. For more details, see the documentation Using slash arguments.		Check

Your server environment meets all minimum requirements.

Continue

Installing Moodle

7

Moodle will then report on a number of plugins that have been installed. If any problems are reported, you probably need to fix them. Otherwise, click *Continue*.

The screenshot shows the 'Installation' progress bar in Moodle. It lists four components, each with a 'Success' status in a green bar:

- System**: Success
- availability_completion**: Success
- logstore_legacy**: Success
- logstore_standard**: Success

At the bottom of the progress bar is a 'Continue' button.

8

Moodle will then ask you to complete the details of your website administrator. Make sure to note down the *username* and *password* you enter or you will not be able to access your website. When you are done, click *Update profile*.

The screenshot shows the 'Installation' page for configuring the main administrator account. It includes the following fields and options:

- Username***: admin
- Choose an authentication method**: Manual accounts
- New password***: (password field with a 'Show/Hide' toggle)
- Force password change**: (checkbox)
- First name***: Admin
- Surname***: User
- Email address***: (email field)
- Email display**: Allow everyone to see my email address (dropdown)
- City/town**: (text field)
- Select a country**: (country dropdown)
- Timezone**: Server timezone (Europe/Athens) (dropdown)
- Description**: (text area)
- Additional names**: (text field)
- Optional**: (checkbox)
- Update profile**: (button)

At the bottom, there is a note: 'There are required fields in this form marked *'.

Installing Moodle

9

You then need to fill in a few details about your website. You can change everything later on. So, don't worry if you make a mistake. When you are done, click *Save changes*.

Installation

New settings - Front page settings

Full site name

Short name for site (eg single word)

Front page summary summary

This is the front page summary of my website.

This summary can be displayed on the front page using the course/site summary block.

New settings - Location settings

Default timezone timezone Default: Europe/Athens

This is the default timezone for displaying dates - each user can override this setting in their profile. Cron tasks and other server settings are specified in this timezone. You should change the setting if it shows as "invalid timezone".

New settings - Manage authentication

Self registration registration Default: Disable

If an authentication plugin, such as email-based self-registration, is selected, then it enables potential users to register themselves and create accounts. This results in the possibility of spammers creating accounts in order to use forum posts, blog entries etc. for spam. To avoid this risk, self-registration should be disabled or limited by Allowed email domains setting.

[Save changes](#)

10

You are now ready to start working on your website!

Moodle

Admin User

Admin User

[Dashboard](#)

NAVIGATION

Dashboard

- Site home
- Site pages
- Courses

ADMINISTRATION

Site administration

Search

COURSE OVERVIEW

No course information to show

[Customise this page](#)

PRIVATE FILES

No files available

[Manage private files...](#)

ONLINE USERS

(last 5 minutes)

Admin User

LATEST BADGES

You have no badges to display

CALENDAR

May 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

UPCOMING EVENTS

There are no upcoming events

[Go to calendar...](#)

[New event...](#)

[Moodle Docs for this page](#)

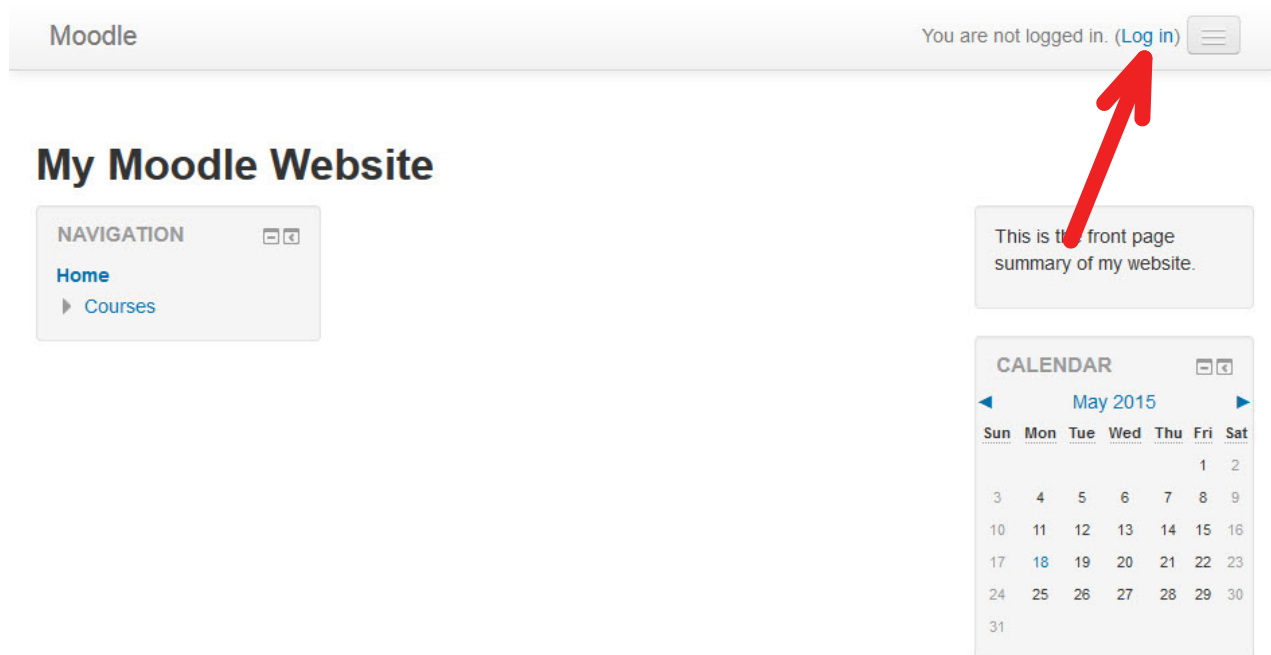
You are logged in as Admin User ([Log out](#))

[Home](#)

Logging in

1

Go to your browser and type in the URL of your website. Then, click on the *Log in* link at the top right-hand corner.



2

Type in your administration credentials (*username* and *password*) and click *Log in*.

Log in

Username

Password

☒ Remember username

[Forgotten your username or password?](#)

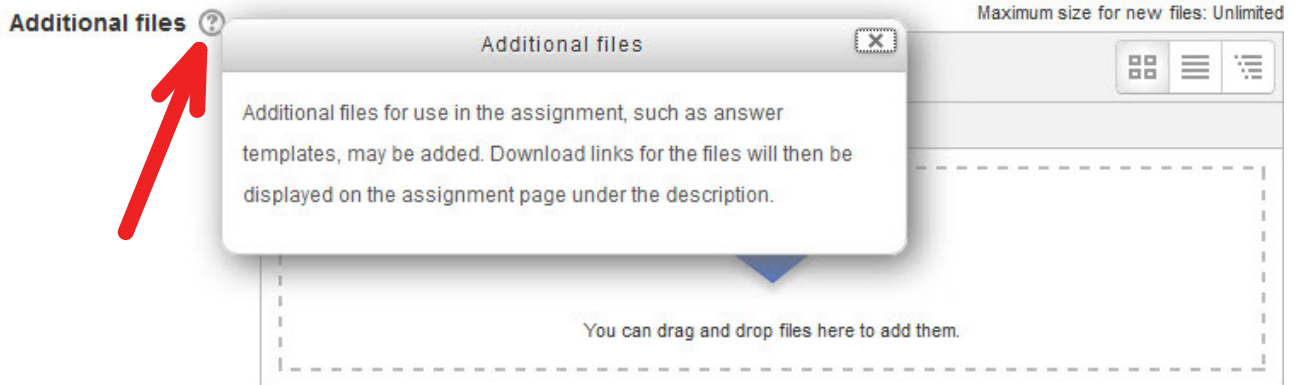
Cookies must be enabled in your browser

Some courses may allow guest access

Getting Help

1

To get quick tips, you can click on the *question mark icon* wherever it is available. A pop-up window will appear and give you a quick tip.



2

If you need extensive information on the page you are browsing, just go to the bottom of the page and click on *Moodle Docs for this page*. You will be transferred to the relevant Moodle documentation website for help.

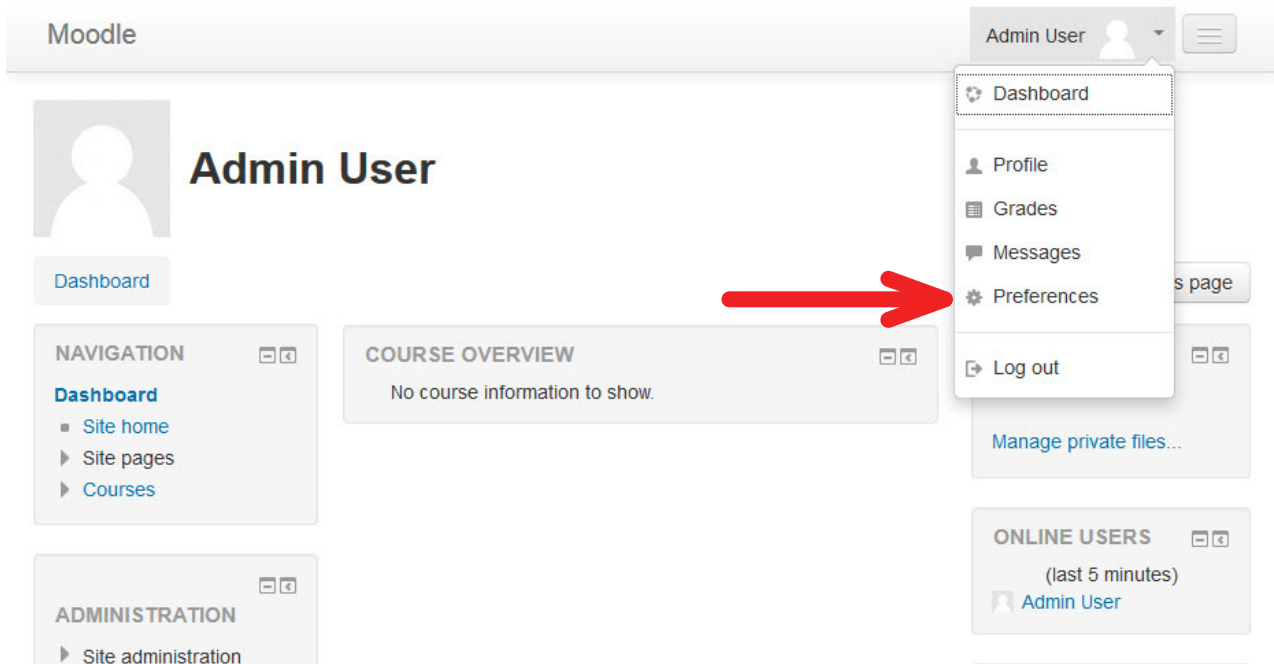
 [Moodle Docs for this page](#)

You are logged in as Admin User (Log out)
[Home](#)

Customizing Your Preferences

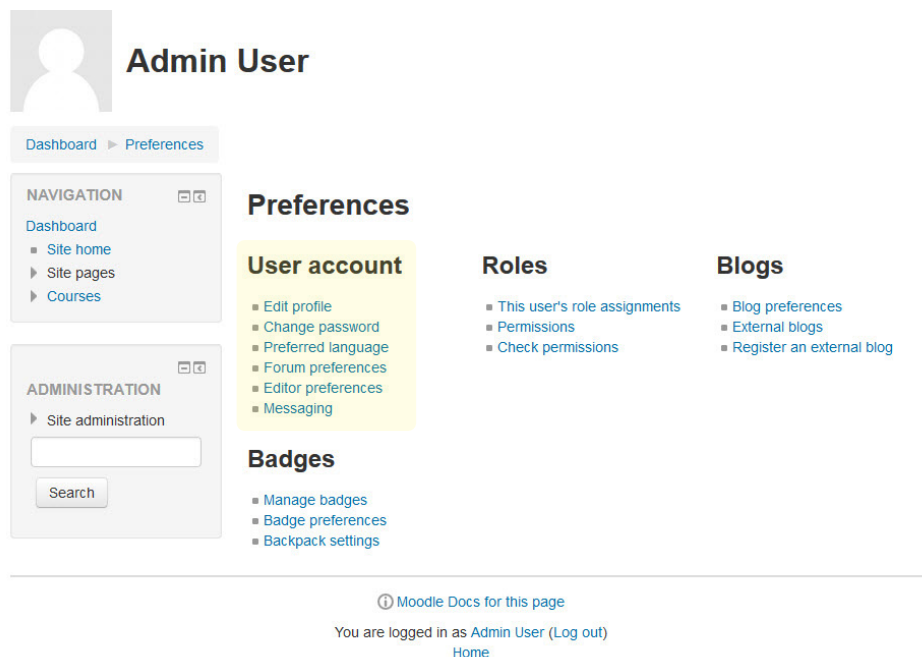
1

Once you have logged in, click on your name at the top right-hand corner and select *Preferences*.



2

You can follow any of the links that appear under the *User account* heading to edit your profile, change your password, switch to a different language, etc.



Uploading a User Picture

1

Go to the *User picture* section of your *Edit Profile* page. Choose a picture you like and drag and drop it on the space provided. You can add a *Picture description* if you like.

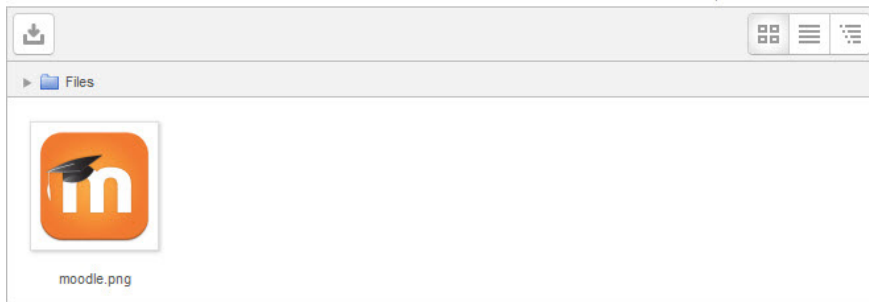
User picture

Current picture

None

New picture ?

Maximum size for new files: Unlimited, maximum attachments: 1



Picture description

2

Click *Update profile* at the bottom of the page. Your new picture will now appear next to your name.



Admin User

Dashboard > Preferences

NAVIGATION

Dashboard

- Site home
- ▶ Site pages
- ▶ Courses

ADMINISTRATION

▶ Site administration

Search

Preferences

User account

- Edit profile
- Change password
- Preferred language
- Forum preferences
- Editor preferences
- Messaging

Roles

- This user's role assignments
- Permissions
- Check permissions

Blogs

- Blog preferences
- External blogs
- Register an external blog

Badges

- Manage badges
- Badge preferences
- Backpack settings

[Moodle Docs for this page](#)

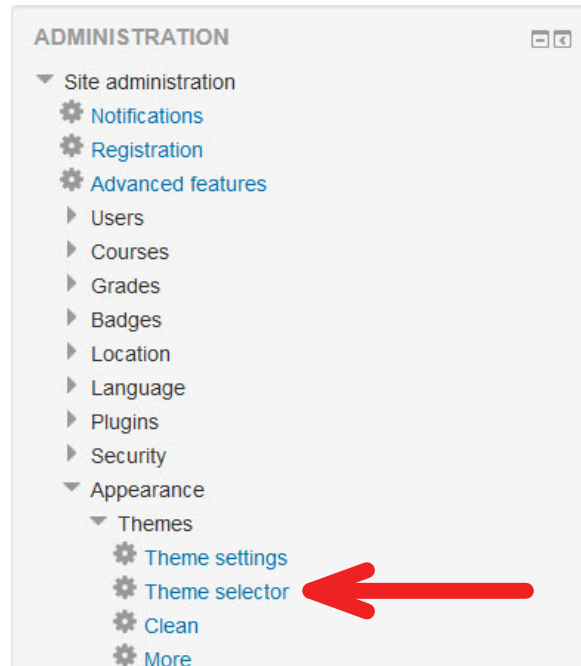
You are logged in as Admin User ([Log out](#))

[Home](#)

Changing Theme

1

Follow the path *Site administration > Appearance > Themes > Theme selector*.



2

You can change the look of your website for different types of devices on this page. If you click *Change theme*, you'll notice there are only a couple of choices for the time being. Let's change that!

Select device

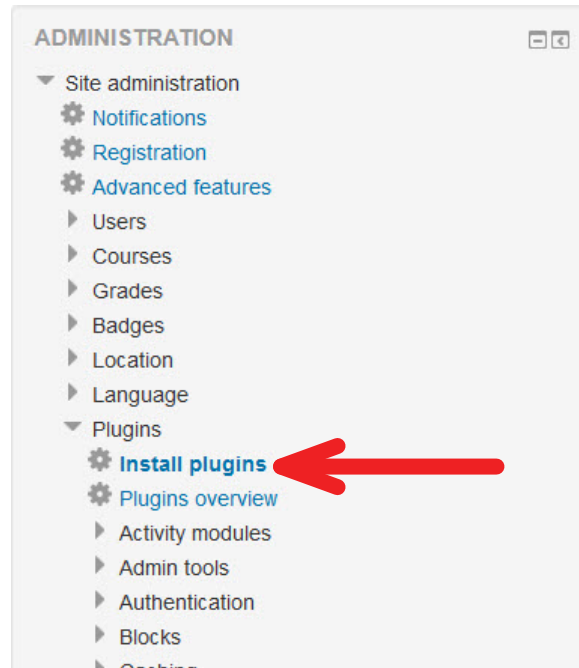
Clear theme caches

Device type	Current theme	Information
Default	Learn Moodle Moodle community Moodle.com You are logged in as Admin User (Log out) Teaching with Moodle: An Introduction Home > Courses > Moodlehouse > Teaching with Moodle Turn editing on NAVIGATION - Home - My home - Site pages - My profile - Current course - Teaching with Moodle - Participants - Badges - General - Week 1: Getting Started with Moodle - Week 2: Getting Involved - Week 3: Making the Grade - Week 4: Taking it Further - Courses ADMINISTRATION	Clean Change theme
Legacy	No theme selected	Change theme
Mobile	No theme selected	Change theme
Tablet	No theme selected	Change theme

Adding Themes

1

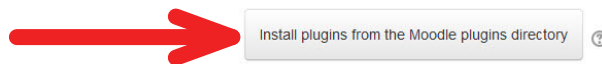
Follow the path *Site administration > Plugins > Install plugins*.



2

Click on the *Install plugins from the Moodle plugins directory*. You will be transferred to the Moodle Plugins website.

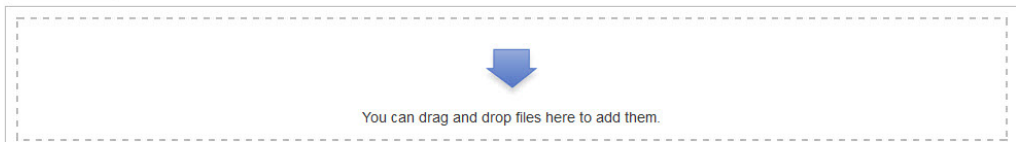
Plugin installer



Install plugin from ZIP file ?

ZIP package* ?

Choose a file...



Show more...

Install plugin from the ZIP file

There are required fields in this form marked *.

Adding Themes

3

Click on the *Browse plugins* button.

Installing plugins

To install a plugin directly on your Moodle site, you need to log in with your moodle.org account.

Alternatively, you can browse the plugins directory as a guest and download a plugin for installing manually on your site.

Log in

Browse plugins

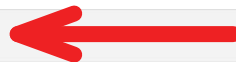
Back to my site



4

Make sure the *Your Moodle version* drop down menu displays the correct version for your website. Then, click on the *Themes* link below.

Your Moodle version Moodle 2.9



Search plugins

Keep up-to-date. Subscribe to the [Plugins traffic forum](#) to monitor latest news. Check our RSS feeds for [recently released plugins](#), [new plugins](#) or [updated plugins](#) - or follow [@moodleplugins](#) on Twitter.

Contribute. See the [plugins documentation](#), [register your new plugin here](#) or help the community by taking on any of these [plugins seeking new maintainer](#).

Categories

Activities (267)

The main student activities in a course

[Assignment](#) (24) [Database](#) (4) [Workshop](#) (3)
[Quiz](#) (81) [SCORM](#) (1) [Book](#) (0)

Availability conditions (5)

Availability conditions allow teachers to restrict an activity or section so that only certain users can access it.

Blocks (253)

Useful tools to add to courses or home pages

Themes (118)

Change the look and feel of your site or course

Users (65)

Tools for managing users

[Authentication](#) (32) [Enrolment](#) (24)
[User profile fields](#) (9)

Course formats (25)

Change the structure/layout of course pages

Filters (48)

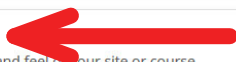
Filters can process and change text

Reports (25)

Report plugins for administrators, teachers and general users

Gradebook (13)

There are several ways to extend the gradebook



Adding Themes

5

A list of available themes is displayed. The ones that are most suitable for your Moodle version are marked as displayed below. It's best to choose one of them for maximum compatibility. Click on any theme you like!

Themes

Themes provide a "skin" to completely change the look and feel of your site (or even an individual course).

[Join the discussions about themes in the Themes forum.](#)

[Follow @moodlethemes on Twitter](#)

Page: 1 2 (Next)

Shoehorn

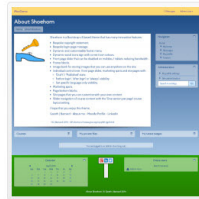
theme_shoehorn

A clean, professional and innovative Bootstrap version 3 based theme.

Supports Moodle 2.7 2.8 2.9

Themes

Latest release: Tuesday, 19 May 2015, 12:58 AM



BCU

theme_bcu

This is the theme from the moodle site of Birmingham City University. It's based on bootstrap and allows for extensive customisation and some unique features to help improve Moodle's usability.

Supports Moodle 2.6 2.7 2.8 2.9

Latest release: Monday, 18 May 2015, 12:58 PM



6

Study the characteristics of the theme you have selected, read the installation instructions or the user manual that comes with it, and click on the *Download* button when you are satisfied with what you have read.

Your Moodle version

Themes: BCU

theme_bcu

Maintained by Mike Grant, Jez H

This is the theme from the moodle site of Birmingham City University. It's based on bootstrap and allows for extensive customisation and some unique features to help improve Moodle's usability.

35k 30

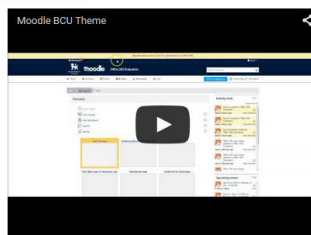
Release 1.3

Moodle 2.6, 2.7, 2.8, 2.9

[Description](#) [Download versions](#) [Stats](#)

BCU Theme

This bootstrap based theme is in use on a large site and has been thoroughly tested using pretty well every possible permutation of a Moodle course including several third party course formats. It is customisable through admin settings and should serve you well!



Cool features: (at least we think so)

Adding Themes

7

Return to the Plugin installer on your website as described in *Step 2 of Adding Themes* page 28. Drag and drop the file you have downloaded onto the space provided.

Plugin installer

Install plugins from the Moodle plugins directory ?

Install plugin from ZIP file ?

ZIP package* ? Choose a file...

You can drag and drop files here to add them.

Show more...

Install plugin from the ZIP file.

There are required fields in this form marked *.

8

Once the file has completed uploading, click on the *Install plugin from the ZIP file* button.

Plugin installer

Install plugins from the Moodle plugins directory ?

Install plugin from ZIP file ?

ZIP package* ? Choose a file...

theme_bcu_moodle29_2015051800.zip

Show more...

Install plugin from the ZIP file.

There are required fields in this form marked *.

Adding Themes

9 The theme package will be validated and the result of the process will be displayed. If you are satisfied, click on the *Install plugin!* button.

Plugin package validation

Validation passed! ⓘ

Status	Message	Info
OK	Name of the plugin to be installed ⓘ	bcu
OK	Plugin version	2015051800
OK	Required Moodle version	2013110500
OK	Full component name	theme_bcu
OK	Declared maturity level ⓘ	MATURITY_STABLE
OK	Plugin release	1.3
OK	Write access check	/home/iotagr/public_html/test/theme

Acknowledgement

I understand that it is my responsibility to have full backups of this site prior to installing additional plugins. I accept and understand that plugins (especially but not only those originating in unofficial sources) may contain security holes, can make the site unavailable, or cause private data leaks or loss.

Cancel Install plugin!

10 Once the theme has been installed, you need to get your database up to date. Just, click on the *Upgrade Moodle database now* button, the process will be completed, click *Continue*, and you'll be able to use your new theme.

Plugins check

This page displays plugins that may require your attention during the upgrade. Highlighted items include new plugins that are about to be installed, updated plugins that are about to be upgraded and any missing plugins. Additional plugins are highlighted if there is an available update for them. It is recommended that you check whether there are more recent versions of plugins available and update their source code before continuing with this Moodle upgrade.

Check for available updates

Number of plugins requiring your attention: 1

[Display the full list of installed plugins](#)

Plugin name	Directory	Source	Current version	New version	Requires	Status
Themes						
BCU	/theme/bcu	Additional		2015051800	- Moodle 2013110500 - block_course_overview	To be installed

Reload

Upgrade Moodle database now

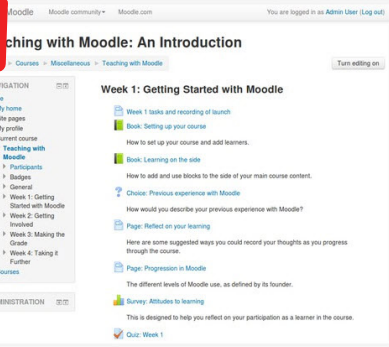
Customizing Your Theme

1

Different themes offer different options and features. For now, we will stick with Moodle's default theme. Follow the path *Site administration > Appearance > Themes > Theme selector* and make sure *Clean* is your current default theme.

Select device

Clear theme caches

Device type	Current theme	Information
Default		Clean Change theme
Legacy	No theme selected	Change theme
Mobile	No theme selected	Change theme
Tablet	No theme selected	Change theme

2

Moodle's *Clean* theme offers limited customization but, still, you can drag and drop an image file to be displayed as a site logo in the header or add a couple of lines to appear in the footer. Try it out!

Clean

Invert navbar ☐ Default: No
Swaps text and background for the navbar at the top of the page between black and white.

Logo
theme_clean / logo

Maximum size for new files: Unlimited, maximum attachments: 1

Files

You can drag and drop files here to add them.

Default: Empty
The logo is displayed in the header.
If the height of your logo is more than 75px add div:logo (height: 100px;) to the Custom CSS box below, amending accordingly if the height is other than 100px.

Custom CSS
theme_clean / customcss

Default: Empty
Whatever CSS rules you add to this textarea will be reflected in every page, making for easier customization of this theme.

Footnote
theme_clean / footnote

Default: Empty
Whatever you add to this textarea will be displayed in the footer throughout your Moodle site.

Save changes

Customizing Your Theme

3

While testing out themes, it is a good idea to enable the *Theme designer mode*. Follow the path *Site administration > Appearance > Themes > Theme settings* and activate the *Theme designer mode*. Don't forget to *Save changes*.

Theme settings

Theme list Default: Empty
themelist
Leave this blank to allow any valid theme to be used. If you want to shorten the theme menu, you can specify a comma-separated list of names here (Don't use spaces!). For example: standard,orangewhite.

Theme designer mode ☐ Default: No
themedesignermode
Normally all theme images and style sheets are cached in browsers and on the server for a very long time, for performance. If you are designing themes or developing code then you probably want to turn this mode on so that you are not served cached versions. Warning: this will make your site slower for all users. Alternatively, you can also reset the theme caches manually from the Theme selection page.

Allow user themes ☐ Default: No
allowusertthemes
If you enable this, then users will be allowed to set their own themes. User themes override site themes (but not course themes)

Allow course themes ☐ Default: No
allowcoursethemes
If you enable this, then courses will be allowed to set their own themes. Course themes override all other theme choices (site, user, or session themes)

Allow category themes ☐ Default: No
allowcategorythemes
If you enable this, then themes can be set at the category level. This will affect all child categories and courses unless they have specifically set their own theme. WARNING: Enabling category themes may affect performance.

Allow theme changes in the URL ☐ Default: No
allowthemechangeonurl
If enabled, the theme can be changed by adding either:
?theme=themename to any Moodle URL (eg: mymoodlesite.com/?theme=afterburner) or
&theme=themename to any internal Moodle URL (eg: mymoodlesite.com/course/view.php?id=2&theme=afterburner).

Allow users to hide blocks ☒ Default: Yes
allowuserblockshiding
Do you want to allow users to hide/show side blocks throughout this site? This feature uses Javascript and cookies to remember the state of each collapsible block, and only affects the user's own view.

Allow blocks to use the dock ☒ Default: Yes
allowblockstodock
If enabled and supported by the selected theme users can choose to move blocks to a special dock.

Custom menu items
custommenuitems

4

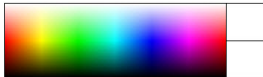
Download more themes and check out all the cool features and flexibility they offer to help you tailor your site to your heart's content. Once you are done, remember to deactivate the *Theme designer mode*.

Colours

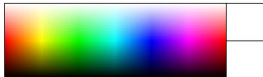
Modify the main colours used throughout the theme.

You can select the colours that you would like to use throughout the theme.

Link Color 
theme_bcu | linkcolor
 Default: #001E3C
Set the color of links in the theme, use html hex code.

Link Hover Color 
theme_bcu | linkhover
 Default: #001E3C
Set the color of links (on hover) in the theme, use html hex code.

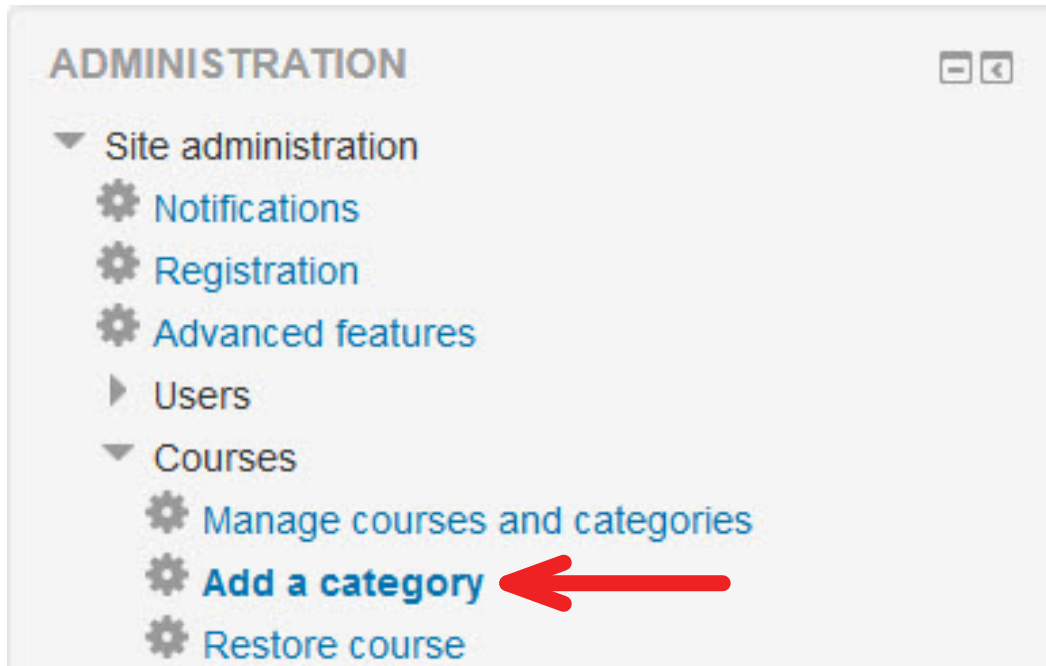
Main color 
theme_bcu | maincolor
 Default: #001E3C
Main color for blocks and footer.

Background Color 
theme_bcu | backcolor
 Default: #FFF
Set the background color.

Adding a Course Category

1

Moodle allows you to offer courses to your students but they have to fall in different categories. Follow the path *Site administration* > *Courses* > *Add a category* to create a course category.



2

Choose if the category you are about to create is a subcategory to another course category, give it a name, and add a description if you like. When you are done, click on the *Create category* button.

Add new category

Parent category

Category name*

Category ID number ⓘ

Description

My category description.

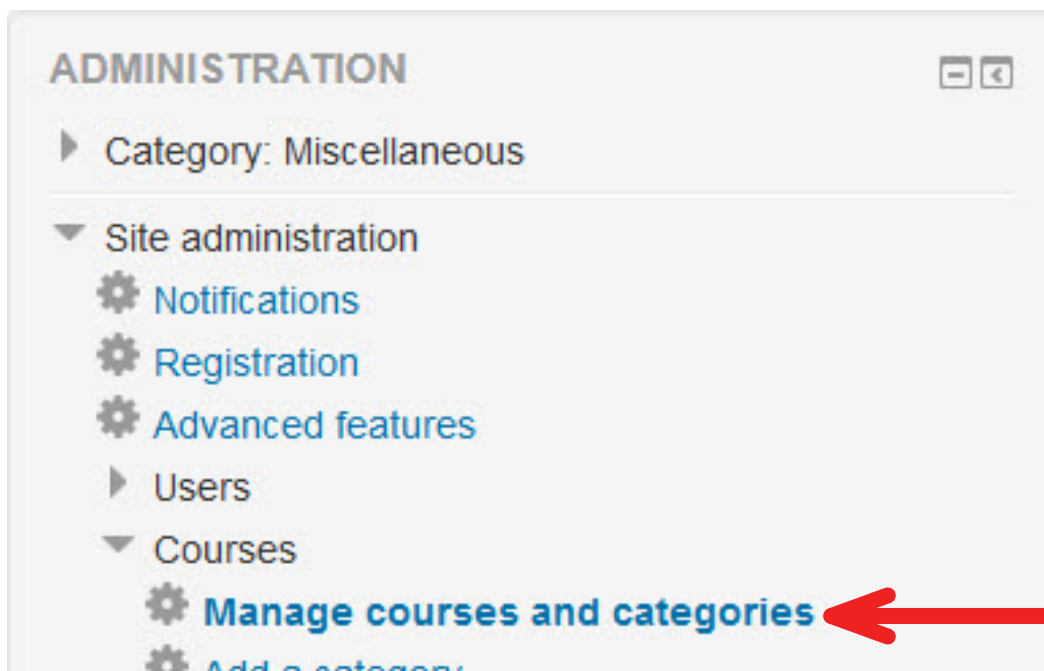
Create category Cancel

There are required fields in this form marked *.

Managing Course Categories

1

Follow the path *Site administration > Courses > Manage courses and categories* to manage the course categories you have created or create more.



2

Under the *Course categories* heading, you can create a new course category, (un)hide categories (eye symbol), reorder categories (arrows), or edit categories (cogwheel). You can also turn categories into subcategories by moving them.

Course categories

[Create new category](#)

☐	▪ Miscellaneous	  	0 
☐	▪ My courses	  	0 

Sorting







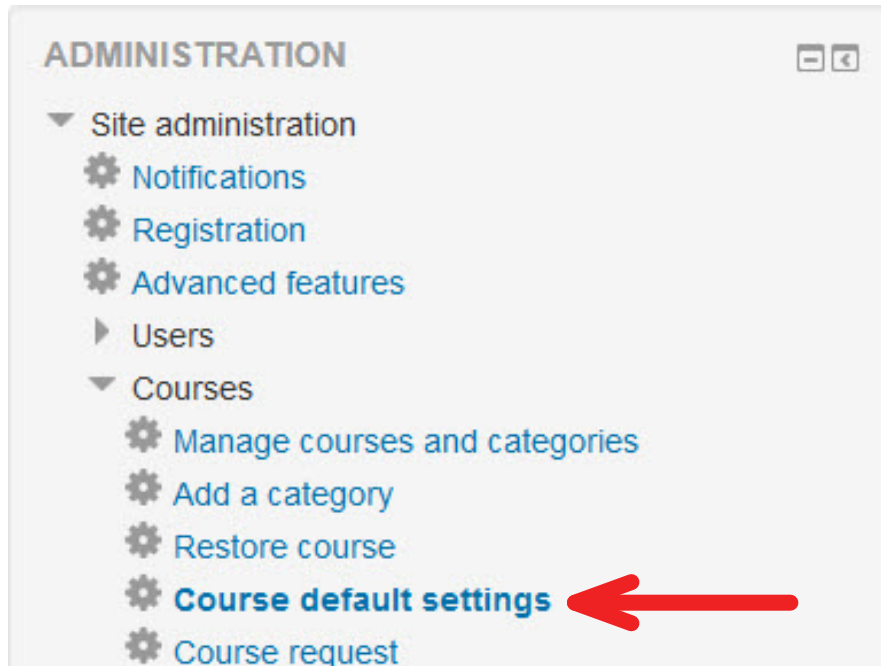
Move selected categories to



Managing Course Default Settings

1

Before creating any courses, have a look at the *Course default settings*. Follow the path *Site administration > Courses > Course default settings*.



2

Go through the list but, for now, only change the *Completion tracking* setting to *Yes* to be able to set course completion conditions. When you are done, click on the *Save changes* button.

Completion tracking

Completion tracking Default: No
moodlecourse | enablecompletion

If enabled, activity completion conditions may be set in the activity settings and/or course completion conditions may be set.

Creating Courses

1

Follow the path *Site administration > Courses > Manage courses and categories* to create a new course.

Miscellaneous

[Create new course](#) | [Sort courses](#) ▼ | [Per page: 20](#) ▼



No courses in this category

Move selected courses to...

2

In the *General* slide fill in the full and short name of the course, the course category it will belong to, whether it should be visible and when, and erase the *Course ID number* (unless you have a course ID system).

General

Course full name* ⓘ

Course short name* ⓘ

Course category ⓘ ▼

Visible ⓘ ▼

Course start date ⓘ

Course ID number ⓘ

Creating Courses

3

In the *Description* slide type in a short description of your course and drag and drop any files that are relevant to your course (e.g. course outline, course requirements, etc).

Description

Course summary ?

My course description

Course summary files ?

Maximum size for new files: Unlimited, maximum attachments: 1

You can drag and drop files here to add them.

4

In the *Course format* slide select what type of course you would like to create (for the time being, select *Topics format*), how many sections it should have, how to treat hidden sections, and how many pages it should have.

Course format

Format ? Topics format

Number of sections 1

Hidden sections ? Hidden sections are completely invisible

Course layout ? Show one section per page

Creating Courses

5

In the *Appearance* slide decide if you want a specific language to be enforced, if the latest news should be displayed, if students will have access to a gradebook for this course, and an activity report should be made available.

Appearance

Force language	Do not force ▼
News items to show ?	5 ▼
Show gradebook to students ?	Yes ▼
Show activity reports ?	No ▼

6

In the *Files and uploads* slide select the size of files you would like to allow your students to upload on your website. Usually, 2MB would be more than enough but you have to consider your own needs before deciding.

Files and uploads

Maximum upload size ?	2MB ▼
-----------------------	-------

Creating Courses

7

In the *Guest access* slide decide if you want your course to be freely available to your non-registered website visitors. If you feel like it, you can set a password to allow only guests that know the password to access your content.

Guest access

Allow guest access ?

No ▼

Password ?

●●●●●●●●

☐ Unmask

8

In the *Groups* slide select what type of groups you would like to have in your course. Usually, *Separate groups* is a good choice but you can change it for each activity you create (unless you choose to enable *Force group mode*).

Groups

Group mode ?

Separate groups ▼

Force group mode ?

No ▼

Default grouping

None ▼

Creating Courses

9

In the *Role renaming* slide you can rename some or all of the roles in your course. For example, instead of “Teacher” you might be a “Facilitator” or “Coach” and your “Students” might be “Candidates”, “Participants”, etc.

Role renaming

Your word for 'Manager'	
Your word for 'Course creator'	
Your word for 'Teacher'	
Your word for 'Non-editing teacher'	
Your word for 'Student'	
Your word for 'Guest'	
Your word for 'Authenticated user'	
Your word for 'Authenticated user on frontpage'	

10

Finally, click on the *Save and return* button if you want to add more courses or the *Save and display* button if you want to work further on your course.

Save and return

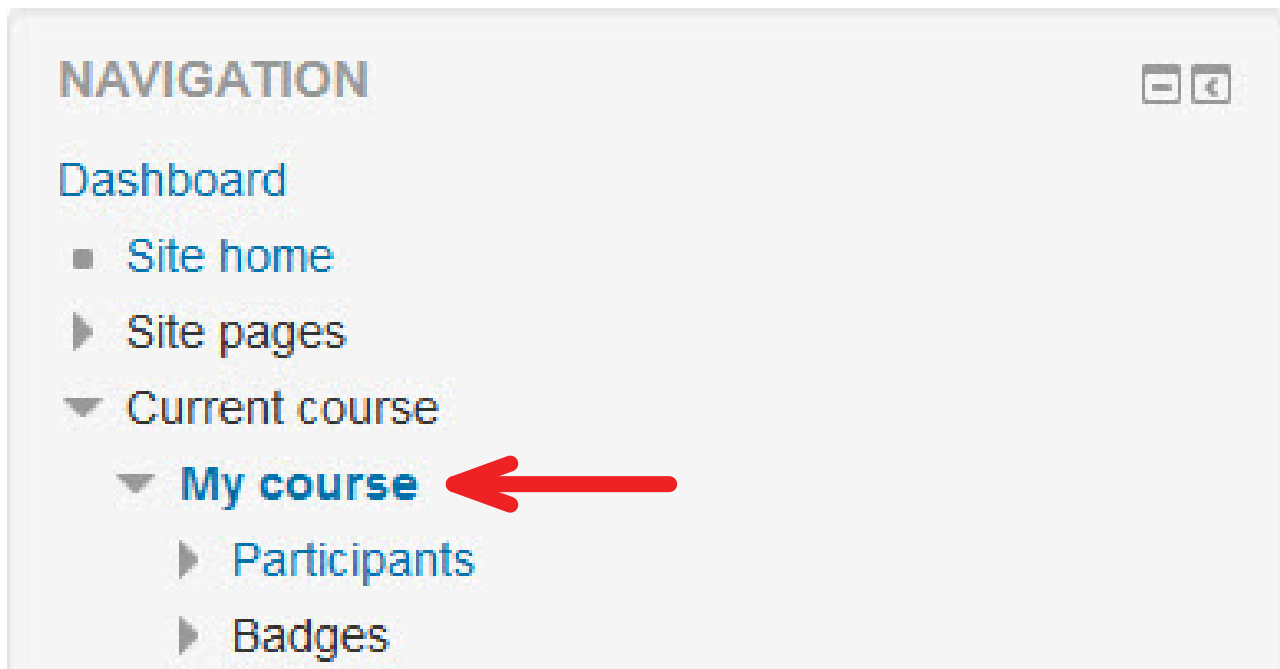
Save and display

Cancel

Adding a Teacher to a Course

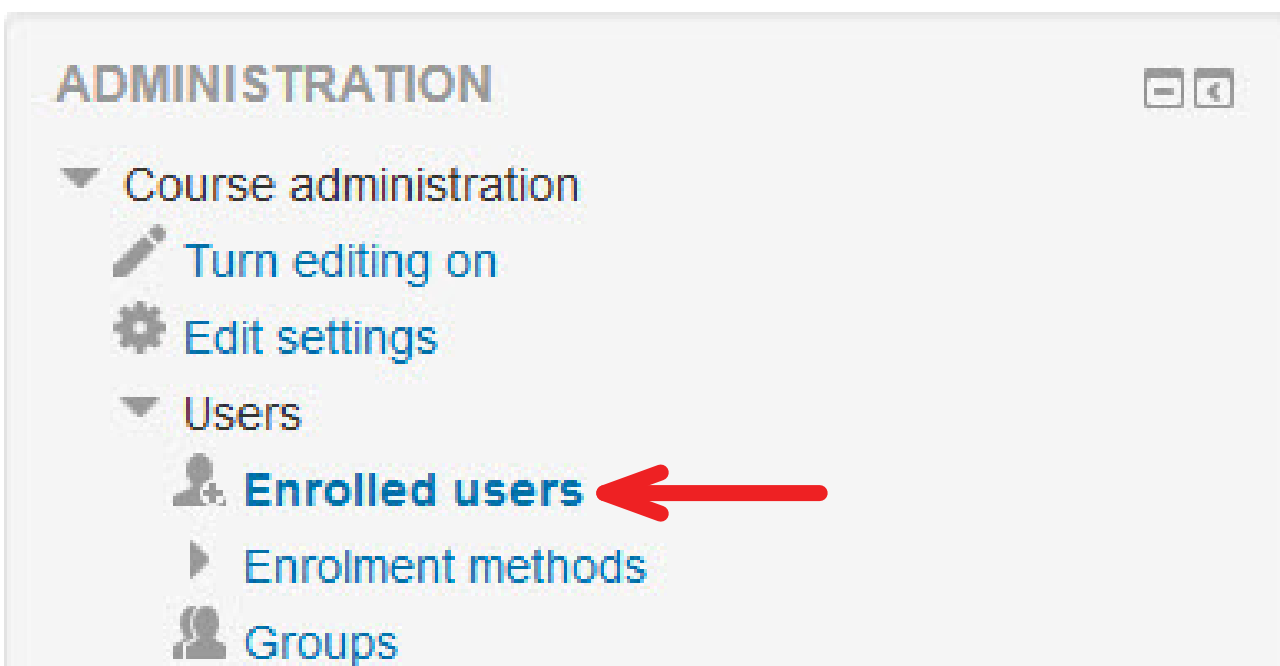
1

Each course needs a teacher to manage it. Follow the path *Navigation > Courses > My courses > My course* (or whatever you have called the course category and course you have created).



2

Follow the path *Administration > Course administration > Users > Enrolled users*.



Adding a Teacher to a Course

3

Click the *Enrol users* button.

Enrolled users

The screenshot shows the 'Enrolled users' interface. At the top, there is a search bar and several dropdown menus for 'Enrolment methods', 'Role', and 'Status', along with 'Filter' and 'Reset' buttons. Below this is a table with columns for user details and roles. On the right side of the interface, there are two 'Enrol users' buttons. Two red arrows point to these buttons: one points to the top 'Enrol users' button, and the other points to the bottom 'Enrol users' button.

4

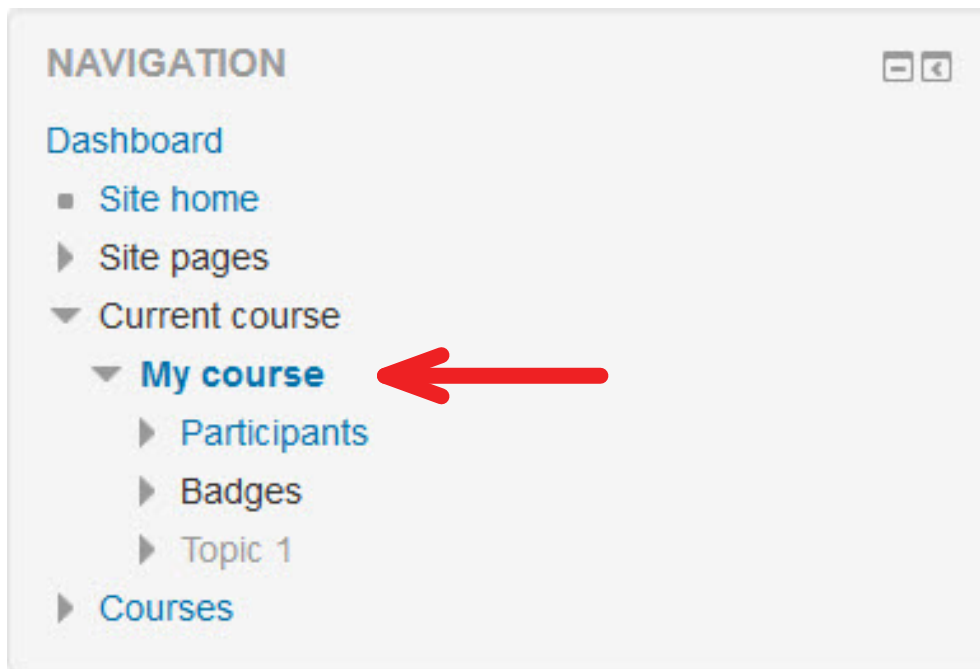
Select *Teacher* in the *Assign roles* drop-down menu and click the *Enrol* button next to your name. When you are done, click the *Finish enrolling users* button.

The screenshot shows the 'Enrol users' modal window. At the top, there is a search bar and a dropdown menu for 'Assign roles' set to 'Teacher'. Below this is a section for 'Enrolment options' showing '1 user found'. A table lists the user 'Admin User' with an 'Enrol' button next to it. At the bottom of the modal, there is a search bar and a 'Finish enrolling users' button. Three red arrows point to these elements: one points to the 'Assign roles' dropdown menu, one points to the 'Enrol' button next to the 'Admin User', and one points to the 'Finish enrolling users' button.

Managing Sections

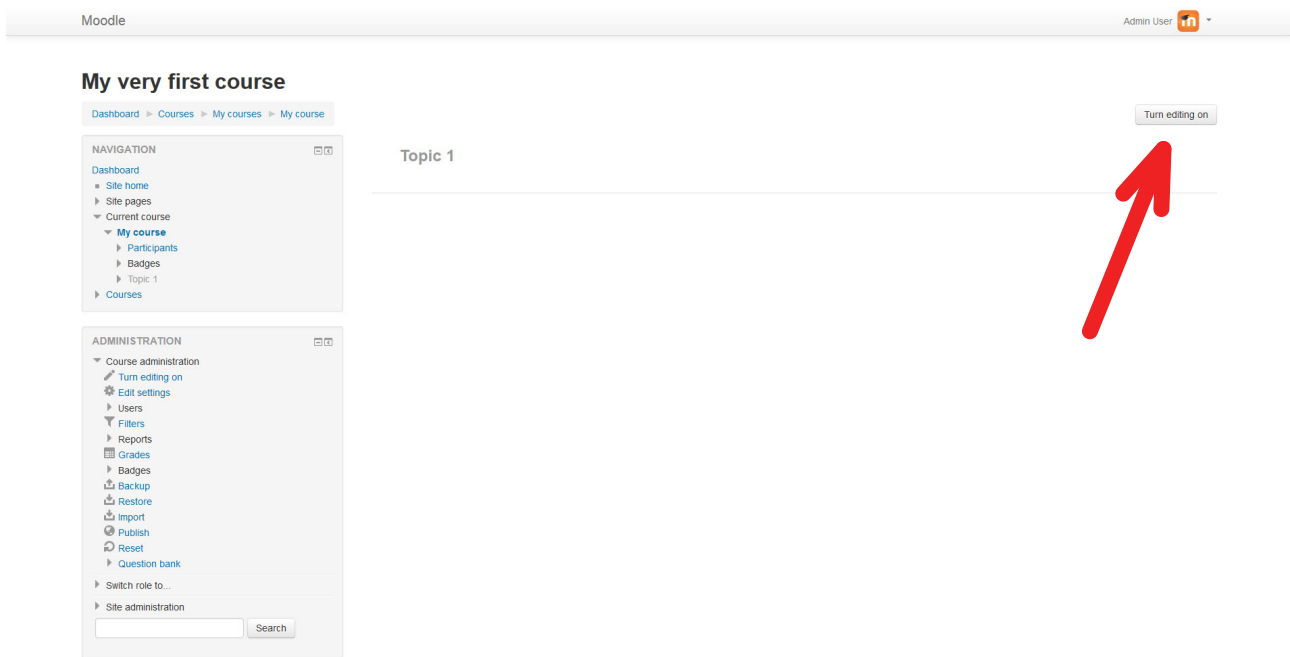
1

Each course consists of sections. Let's see how you can manage them. Follow the path *Navigation > Courses > My courses > My course* (or whatever you have called the course category and course you have created).



2

Every time you need to work on your course, click the *Turn editing on* button at the top right-hand corner of the page.



Managing Sections

3

There is a *General* section at the top of the page, which you cannot remove, and all other sections you add follow below. Use the former for general information and/or activities about the course.



+ Add an activity or resource

Topic 1



+ Add an activity or resource



4

To add more sections click on the + button at the bottom right-hand corner. To remove the last section you have added, click on the - button.



+ Add an activity or resource



Topic 1



+ Add an activity or resource



Topic 2



+ Add an activity or resource



Managing Sections

5

To reorder the sections, drag and drop them by clicking on the arrow cross at the top left-hand corner of each topic.



[+ Add an activity or resource](#)



Topic 1



[+ Add an activity or resource](#)



Topic 2



[+ Add an activity or resource](#)



6

To highlight a section, click on the bulb symbol. To (un)hide a section, click on the eye symbol. To remove a section, click on the X symbol.



[+ Add an activity or resource](#)



Topic 1



[+ Add an activity or resource](#)



Topic 2



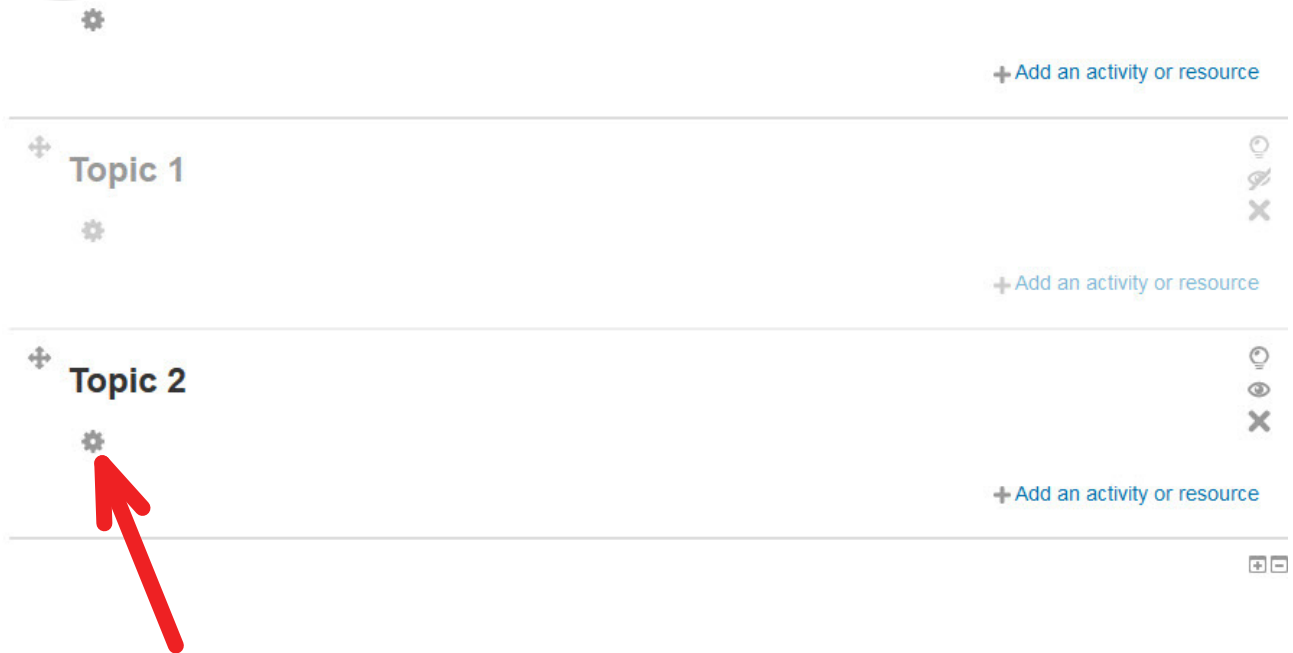
[+ Add an activity or resource](#)



Managing Sections

7

To edit a section, click on the cogwheel symbol.

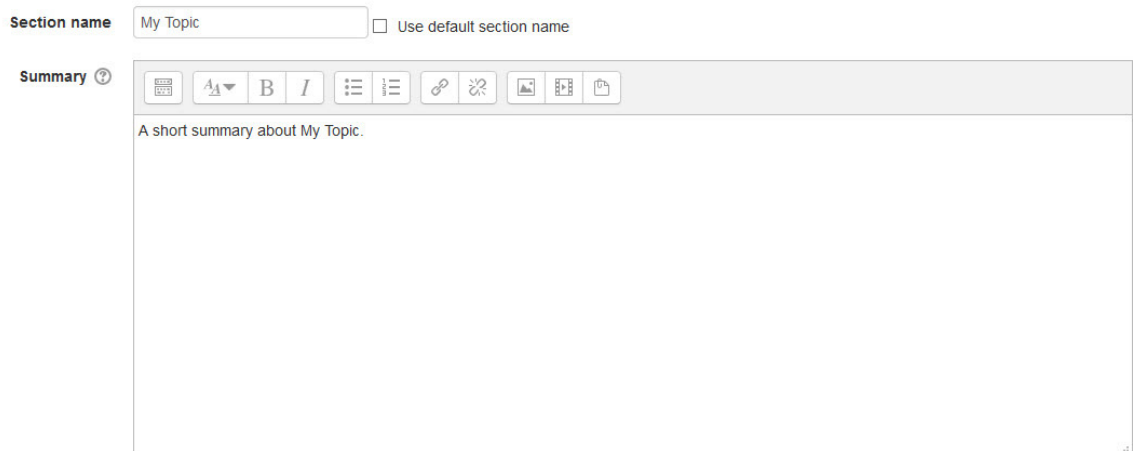


The screenshot shows a list of topics in Moodle. At the top, there is a red bar with the title 'Managing Sections'. Below it, there is a large red number '7' and the text 'To edit a section, click on the cogwheel symbol.' The topic list shows two topics: 'Topic 1' and 'Topic 2'. Each topic has a plus icon on the left and a cogwheel icon on the right. A red arrow points to the cogwheel icon for 'Topic 2'. To the right of each topic, there is a link that says '+ Add an activity or resource'.

8

You can give each section a name of your liking or let Moodle handle the naming scheme automatically. You can also add a short description that will be displayed within the section you are editing.

General

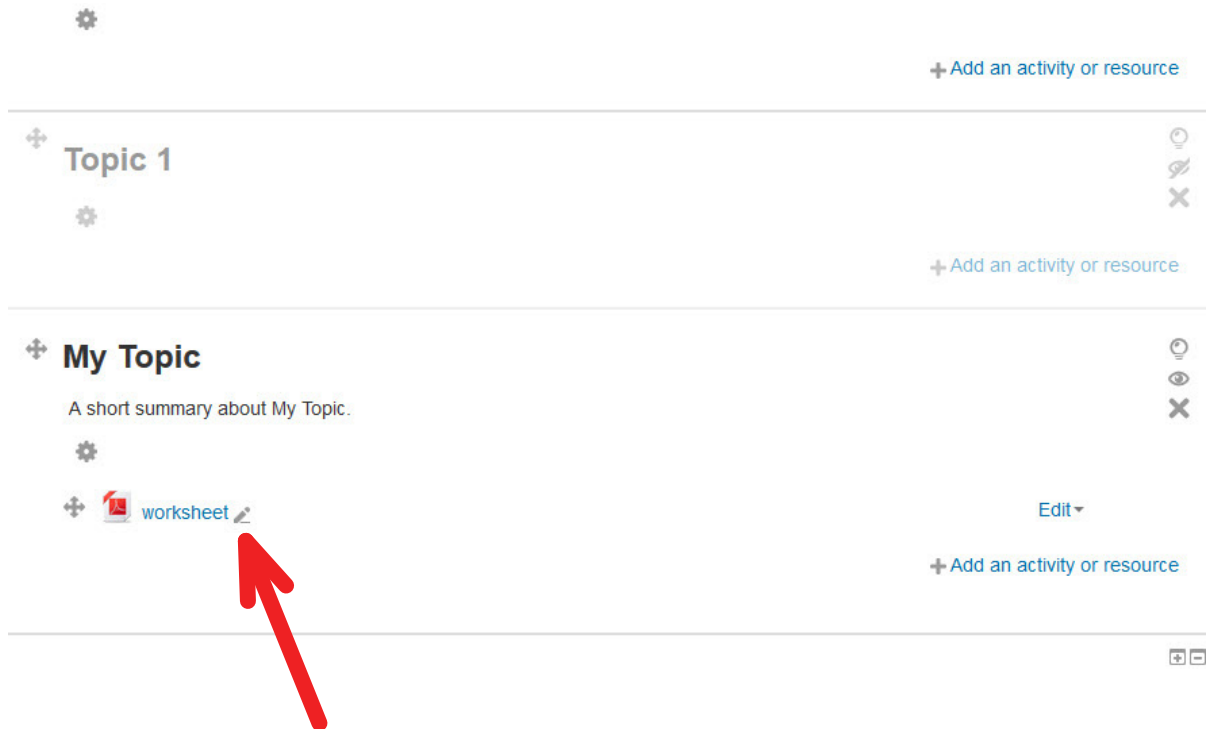


The screenshot shows the 'General' section editing form. It has a 'Section name' field with the text 'My Topic' and a checkbox labeled 'Use default section name'. Below this is a 'Summary' field with a rich text editor toolbar containing icons for text color, bold, italic, list, link, unlink, image, and table. The summary text area contains the text 'A short summary about My Topic.'.

Adding Activities or Resources

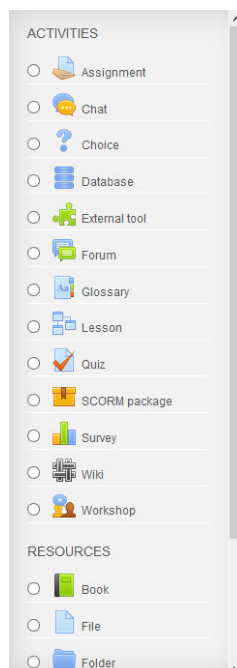
1

The easiest way to add material to your course for your students to study is to simply drag and drop the file you want to share onto any one of the sections you have created. To change the filename, just click the pen symbol next to it.



2

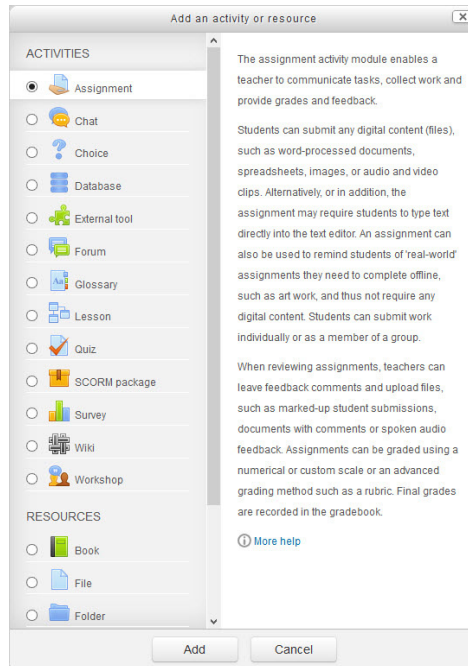
Moodle offers a variety of activities to choose from and include in your course. Click on *Add an activity or resource* to see a pop-up window with all the activities that are available on your system.



Adding Activities or Resources

3

When you are done going through the list, click on *Assignment* and then *Add*. Through assignments, you can assign tasks, collect work, and provide grades and feedback to your students.



4

When creating an assignment, give it a name and a description (usually, what students need to do), decide if the description will be displayed on the course page, and provide any other files you need to make available to your students.

General

Assignment name*

Description

☐ Display description on course page

Additional files

Maximum size for new files: Unlimited

Files

You can drag and drop files here to add them.

Adding Activities or Resources

5

In the *Availability* slide decide if you want to set a deadline for the completion of the assignment, if there is going to be a cut-off date after which extensions should be granted, and if the assignment will be visible permanently or not.

Availability

Allow submissions from  21 May 2015 00 00  ☒ Enable

Due date  28 May 2015 00 00  ☒ Enable

Cut-off date  21 May 2015 15 40  ☐ Enable

Always show description  ☒

6

In the *Submission types* slide decide if your students will be allowed to type their reply online (with or without a word limit) or submit one or more files and what the size the files ought to be.

Submission types

Submission types ☒ Online text  ☒ File submissions 

Word limit  ☐ Enable

Maximum number of uploaded files  1 

Maximum submission size  Activity upload limit (1MB) 

Adding Activities or Resources

7

In the *Feedback types* slide decide if you will be able to provide feedback in a file or through online comments, if your student's reply will be quoted for you to comment on, and if you intend to use an offline grading worksheet.

Feedback types

Feedback types ☒ Feedback comments  ☐ Offline grading worksheet  ☒ Feedback files 

Comment inline  

8

Many more options are available in the slides that follow. Go through them and click on the help signs if an option seems obscure. When you are done, click *Save and return to course* or *Save and display* to see the assignment.

▶ Submission settings

▶ Group submission settings

▶ Notifications

▶ Grade

▶ Common module settings

Save and return to course

Save and display

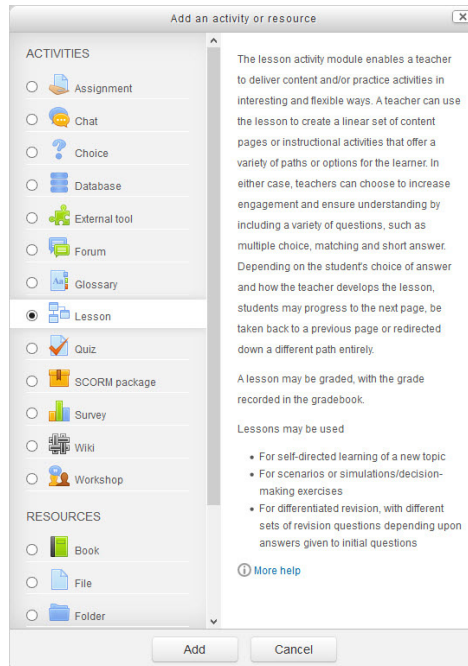
Cancel

There are required fields in this form marked *.

Adding Activities or Resources

9

Another type of activity you should familiarize yourselves with is the *Lesson* activity. It can be used to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner.



10

First of all, in the *General* slide give your *Lesson* a *Name* and a short *Description*. Then, decide if you want the description to be displayed on the course page.

General

Name*

My Lesson

Description

My lesson description

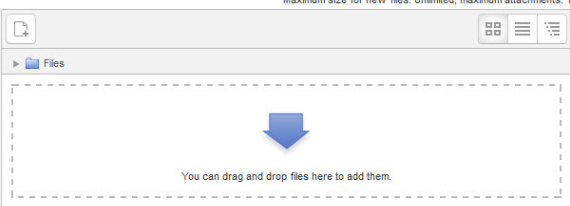
Display description on course page ☐

Adding Activities or Resources

11 In the *Appearance* slide drag and drop a file with instructions about the lesson onto the *File pop-up* area if you like. A few more options are available here. Make sure you check out *Display menu* and *Minimum grade to display menu*.

Appearance

File pop-up ? Maximum size for new files: Unlimited, maximum attachments: 1



Progress bar ? No

Display ongoing score ? No

Display menu ? No

Minimum grade to display menu ? 0%

Slideshow ? No

Maximum number of answers ? 4

Use default feedback ? No

Link to next activity ? None

12 In the *Availability* slide decide if you want to set a deadline for the completion of the assignment. You can also set a time limit and a password to limit accessibility to your lesson.

Availability

Available from 31 May 2015 20 05  ☐ Enable

Deadline 31 May 2015 20 05  ☐ Enable

Time limit ? 0 minutes ☐ Enable

Password protected lesson ? No

Password ☐ Unmask

Adding Activities or Resources

13 In the *Flow control* slide you can control if students can navigate the lesson again, if they are allowed to try answering a question again when they make a mistake, and how Moodle will respond to wrong answers.

Flow control

Allow student review ? No ▾

Provide option to try a question again ? No ▾

Maximum number of attempts ? 1 ▾

Action after correct answer ? Normal - follow lesson path ▾

Number of pages to show ? 0 ▾

14 In the *Grade* slide you need to decide if you want the *Lesson* to be graded, what kind of grade will be given, and if students can attempt the lesson more than once.

Grade

Grade ? Type Point ▾

Scale Separate and Connected ways of knowing ▾

Maximum points 100

Grade category ? Uncategorized ▾

Grade to pass ?

Practice lesson ? No ▾

Custom scoring ? Yes ▾

Re-takes allowed ? No ▾

Handling of re-takes ? Use mean ▾

Minimum number of questions ? 0 ▾

Adding Activities or Resources

15 In the *Common module settings* slide you need to decide if the *Lesson* will be visible and if students are going to work in groups or otherwise.

Common module settings

Visible ▾

ID number

Group mode ▾

Grouping ▾

16 When you are done, click *Save and return to course* or *Save and display* to see the lesson.

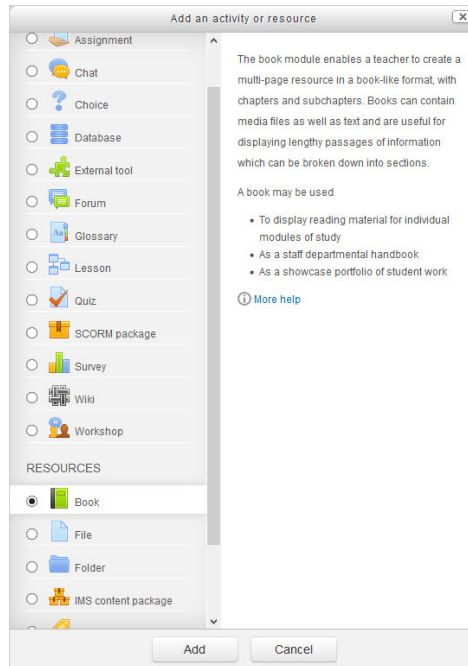
Save and return to course

Save and display

Cancel

Adding Activities or Resources

17 The *Book* is a simple type of resource you can add to your course to provide your students with material to study in the form of chapters and subchapters. You can also use it to show off your students' work.



18 In the *Appearance* slide decide on the chapter formatting you prefer, what kind of navigation you prefer, and if you intend to use *Custom titles*. When you are done, click *Save and return to course* or *Save and display* to see the lesson.

Appearance

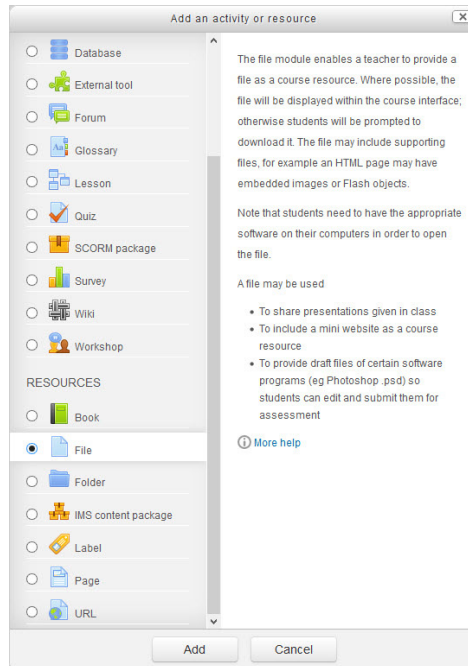
Chapter formatting ? Numbers ▼

Style of navigation ? Images ▼

Custom titles ? ☐

Adding Activities or Resources

19 The *File* is another simple type of resource you can add to your course to offer your students a file to download. If the file can be displayed online, Moodle will attempt to do so.



20 In the *Appearance* slide decide how Moodle will attempt to present the file to your students. When you are done, click *Save and return to course* or *Save and display* to see the lesson.

Appearance

Display ? Automatic ▼

Show size ? ☐

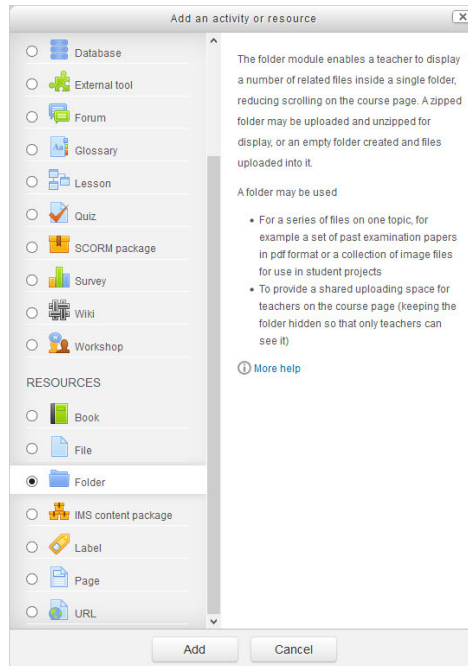
Show type ? ☐

Display resource description ☒

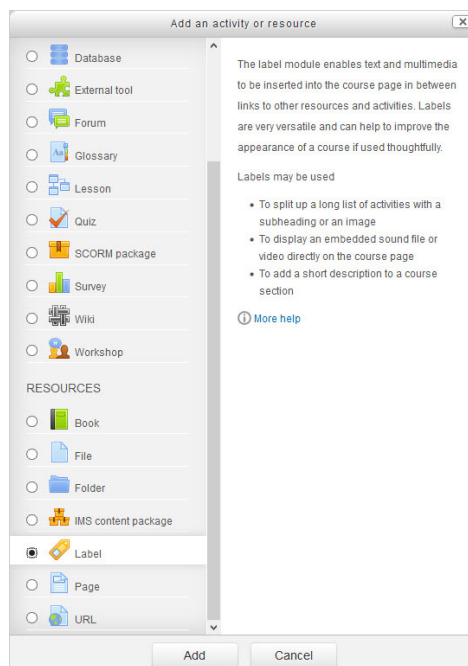
[Show more...](#)

Adding Activities or Resources

21 The *Folder* is a resource that allows you to display a number of related files together. You can drag and drop a zipped file to create a folder automatically.

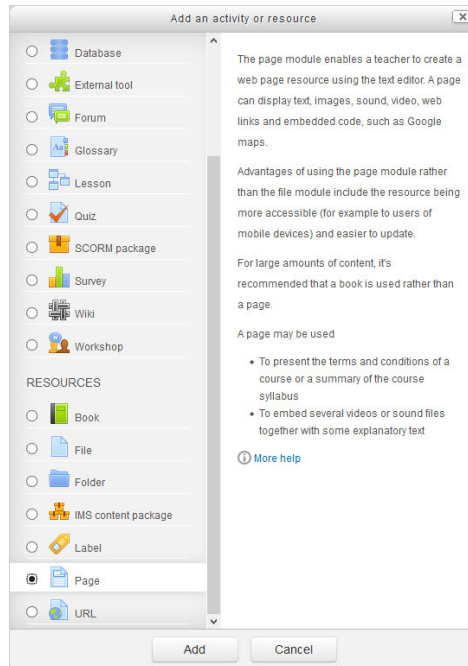


22 The *Label* allows you to display text or multimedia anywhere you want on your course page. You can use it to embellish your course page, add instructions or explanations, or even include some funny pictures for your students to enjoy.

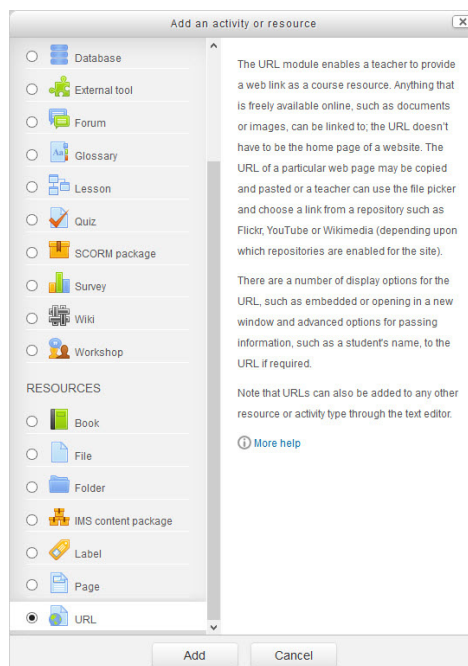


Adding Activities or Resources

23 The *Page* is a resource that allows you to offer your students a simple webpage with any type of information you prefer. You can view it as a single page out of a *Book*. It is simple to handle but for longer texts, *Book* should be preferred.



24 The *URL* allows you to refer your students to online resources that are available elsewhere on the internet. If you are in control of the referred site, you can pass student or other information to process automatically.



Building a Lesson

1

Once you have created a *Lesson* you need to add content and practice questions for your students. You can do this from the course page by clicking on the *Edit* button next to your lesson.



My Topic

A short summary about My Topic.



worksheet



My Lesson



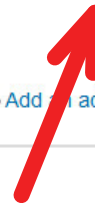
My Book

Edit

Edit

Edit

+ Add an activity or resource



2

You will be taken directly to the *Lesson's* editing page where you can add content and questions. However, there are other tabs that allow you to preview your lesson as well as get reports on and grade your students' work.

My Lesson

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](#)

Building a Lesson

3

You can also import questions you have prepared outside Moodle, add content or question pages, or create a number of associated questions that will be presented randomly, called a *cluster*. Click on *Import questions* next.

My Lesson ?

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

4

You can create questions in many ways and then import them into a *Lesson* by dragging and dropping a text file onto the space provide. You can find more information at https://docs.moodle.org/29/en/Import_questions if you want.

My Lesson

Import questions ?

File format*

Gift format

Upload*

Aiken format
Blackboard
Embedded answers (Cloze)
Examview
Gift format
Missing word format
Moodle XML format
WebCT format



You can drag and drop files here to add them.

Import

Building a Lesson

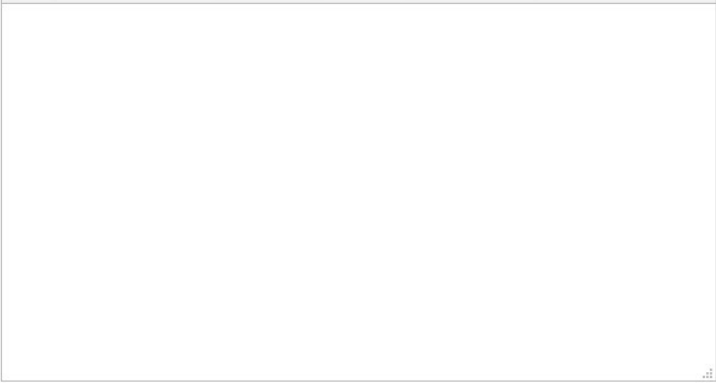
5

Adding a content page allows you to create content for your students to study. You can give each page a title and include text and multimedia in the page contents. Then, decide how you want to display the navigation buttons.

Add a content page

Page title*

Page contents

☒ Arrange content buttons horizontally?

☒ Display in menu?

6

You also need to add at least one button to navigate students out of the current page when they are done studying it. The *Description* will appear as a button while *Jump* is the page where students will be redirected.

Content 1

Description*

Jump 

Building a Lesson

Adding a question page allows you to select from a variety of question types to test your students' understanding of content or allow them to practice what they have learnt.

My Lesson ?

Create a question page

Select a question type

Multichoice

Essay

Matching

Multichoice

Numerical

Short answer

True/false

Page

Cancel

If you select *Essay*, you can ask students to write a long answer to a topic of your choice, which you can later on grade manually.

My Lesson?

Create a question page

Page title*

Page contents*










Jump  

Score 

There are required fields in this form marked *

Building a Lesson

9

If you select *Matching*, you can ask students to match questions to answers, the first half of sentences to the second half, etc. You first need to give your question page a title and type in instructions, some theory, etc.

Create a question page

Page title*

Page contents*



A▼

B

I

















10

If you want, you can type in how Moodle will respond to a correct or wrong answer and where students should be taken afterwards.

Correct response

Correct response



A▼

B

I

















Correct answer jump ?

Next page



Correct answer score ?

1

Building a Lesson

11 You then need to fill in at least two matching pairs to complete the exercise. The pairs will be mixed randomly when presented to the students.

Matching pair 1

Answer*

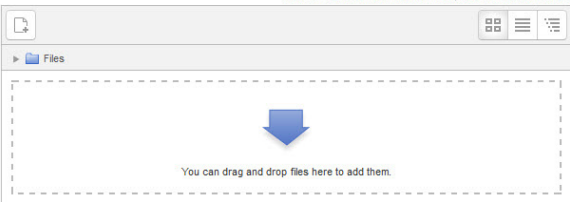


Matches with answer*

12 If you need to fill in more matching pairs, you can increase the value of the *Maximum number of answers* variable in your *Lesson* settings.

Appearance

File pop-up ? Maximum size for new files: Unlimited, maximum attachments: 1



Progress bar ? No

Display ongoing score ? No

Display menu ? No

Minimum grade to display menu ? 0%

Slideshow ? No

Maximum number of answers ? 20 

Use default feedback ? No

Link to next activity ? None

Building a Lesson

13 If you select *Multichoice*, you can ask students to answer a multiple choice question. You first need to give your question page a title and type it in. You can also decide if students can select multiple answers.

Create a question page

Page title*

Page contents*

A ▼

B

I

14 You then need to fill in at least two choices to complete the exercise. You can also fill in Moodle's response to each choice and where students should be taken afterwards.

Answer 1

Answer*

A ▼

B

I

Building a Lesson

15 If you select *Numerical*, you can ask students to provide a number as the answer to your question. You first need to give your question page a title and type it in.

Create a question page

Page title*

Page contents*

 A ▼ B I      

16 You then need to fill in at least one number or range of numbers (use : instead of -, e.g. 10:12 means all numbers from 10-12) to complete the exercise. You can also fill in Moodle's response and where students should be taken afterwards.

Answer 1

Answer*

Response

 A ▼ B I      

Jump ? Next page ▼

Score ? 1

Building a Lesson

17 If you select *Short answer*, students must provide a word or a short phrase as the answer to your question. You first need to give your question page a title and type it in. Regular expressions can be used to evaluate an answer.

Create a question page

Page title*

Page contents*

Options ? ☐ Use regular expressions

18 You then need to fill in at least one response (or regular expression) to complete the exercise. You can also fill in Moodle's response and where students should be taken afterwards.

Answer 1

Answer*

Response

Jump ? Next page ▼

Score ? 1

Building a Lesson

19 If you select *True/false*, students must decide if a statement is true or false. You first need to give your question page a title and type it in.

Create a question page

Page title*

Page contents*



20 You then need to fill in the correct and the wrong response (usually, True and False) to complete the exercise. You can also fill in Moodle's response and where students should be taken afterwards.

Correct response

Answer*



Response



Correct answer jump ?

Correct answer score ?

Building a Lesson

21 Adding a cluster allows you to create associated sets of content and question pages that can be presented randomly. You can also create a cluster within a cluster!

My Lesson

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

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

Added a cluster

[Import questions](#) | [Add a content page](#) | [Add a cluster](#) | [Add a question page here](#)

Cluster    

Cluster

Cluster

Jump 1: Unseen question within a cluster

[Import questions](#) | [Add an end of cluster](#) | [Add a content page](#) | [Add an end of branch](#) | [Add a cluster](#) | [Add a question page here](#)

22 Don't forget to end all the clusters that you have started.

My Lesson

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

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

Added a cluster

[Import questions](#) | [Add a content page](#) | [Add a cluster](#) | [Add a question page here](#)

Cluster    

Cluster

Cluster

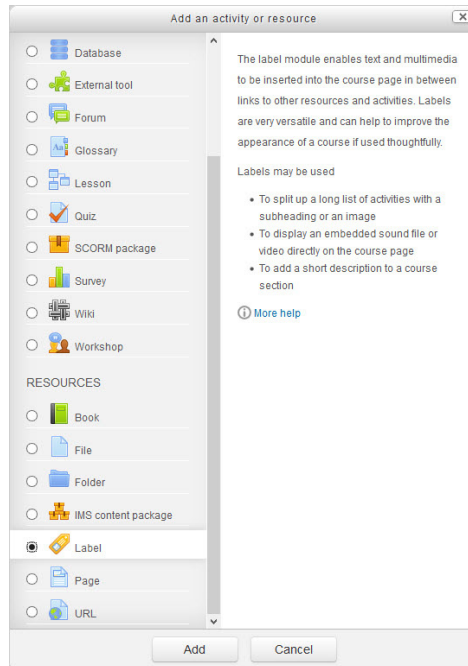
Jump 1:  Unseen question within a cluster

[Import questions](#) | [Add an end of cluster](#) | [Add a content page](#) | [Add an end of branch](#) | [Add a cluster](#) | [Add a question page here](#)

Adding Multimedia

1

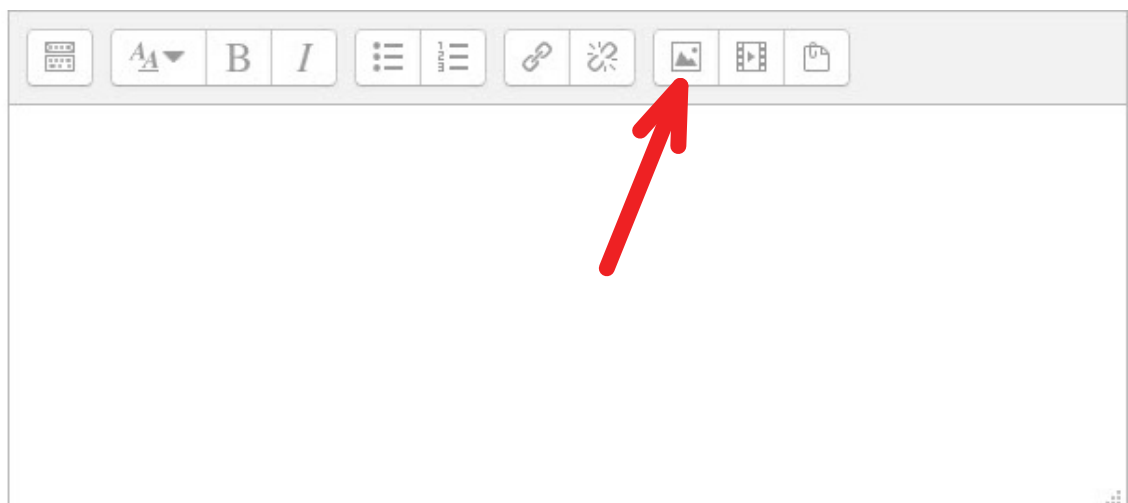
You can add multimedia through the editor form, which is available in all of the activities and resources you can use in Moodle. Create a *Label* to check it out.



2

Click on the icon shown below to upload an image.

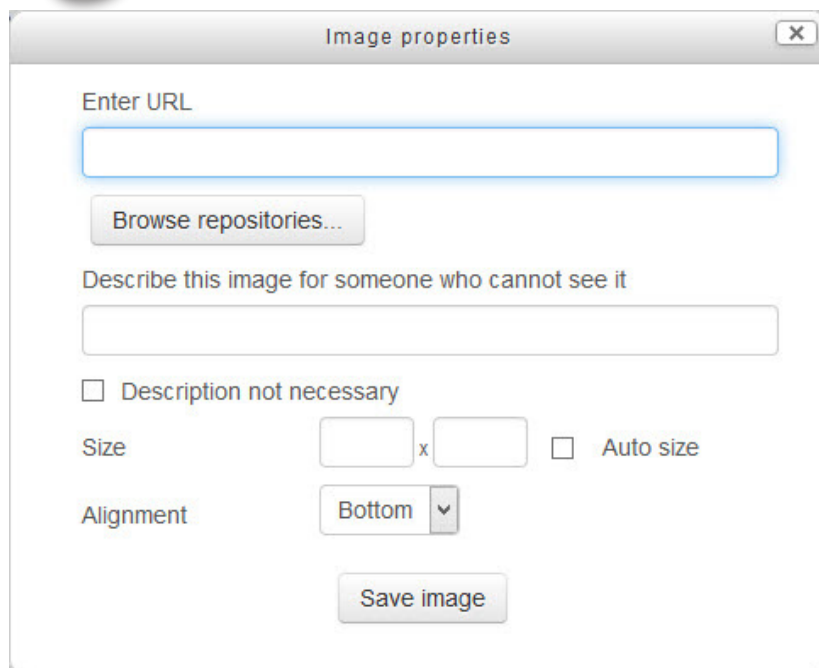
Label text



Adding Multimedia

3

If you simply want to use an image that is freely available on the web without uploading it on your website, just type its URL in the input field. You should always add an image description for accessibility purposes.

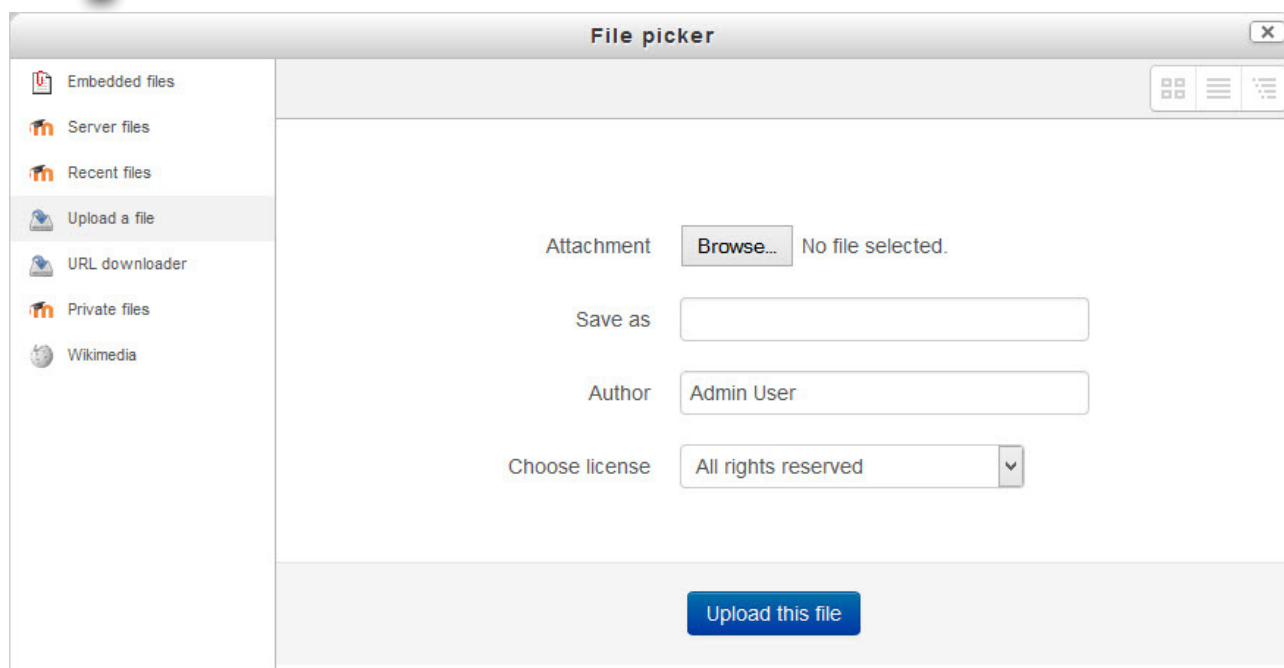


The 'Image properties' dialog box contains the following elements:

- Enter URL:** A text input field with a blue border.
- Browse repositories...:** A button located below the URL field.
- Describe this image for someone who cannot see it:** A text input field.
- Description not necessary:** A checkbox.
- Size:** Two input fields separated by an 'x' character, followed by an **Auto size** checkbox.
- Alignment:** A dropdown menu currently showing 'Bottom'.
- Save image:** A button at the bottom of the dialog.

4

If you click on *Browse repositories...*, you can upload a picture that is available on your computer by clicking the *Browse...* button. You can upload the file using a different name and change the license under which it is published if you wish.



The 'File picker' dialog box features a sidebar on the left and a main content area on the right.

Sidebar (Left):

- Embedded files
- Server files
- Recent files
- Upload a file (highlighted)
- URL downloader
- Private files
- Wikimedia

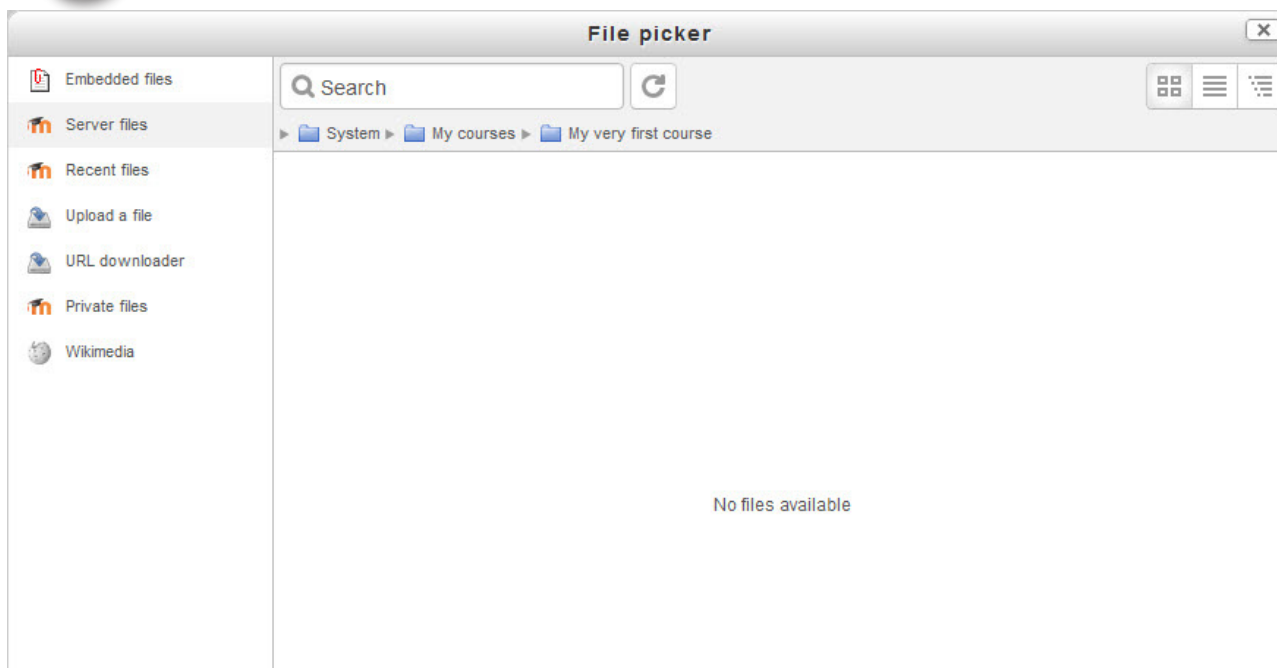
Main Content Area (Right):

- Attachment:** A 'Browse...' button followed by the text 'No file selected.'
- Save as:** A text input field.
- Author:** A text input field containing 'Admin User'.
- Choose license:** A dropdown menu showing 'All rights reserved'.
- Upload this file:** A blue button at the bottom.

Adding Multimedia

5

If click on *Embedded files*, you can reuse files you use elsewhere in your *Label*. Through *Server files*, you can use files you have uploaded on your server. *Recent files* let you use files you have accessed or uploaded recently.



6

If click on *URL downloader*, you can download files directly from the internet. Through *Private files*, you can use files you have uploaded on your private Moodle folder. *Wikimedia* lets you search for files on wikimedia.org.

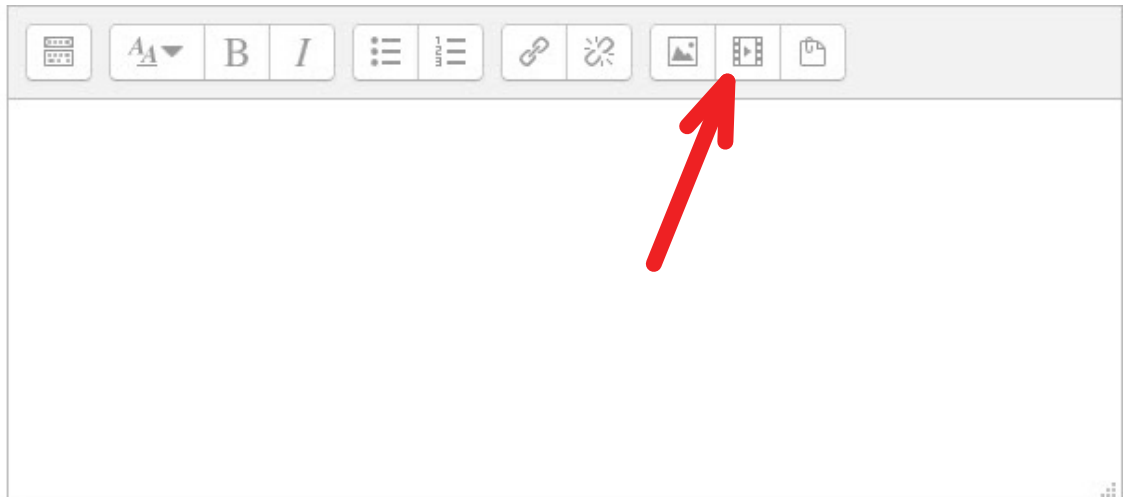


Adding Multimedia

7

Click on the icon shown below to upload a video or audio file.

Label text



8

If you simply want to use a video or audio file that is freely available on the web without uploading it on your website, just type its URL in the input box. Don't forget to give it a descriptive name.

A screenshot of a dialog box titled "Insert media". The dialog box has a close button (X) in the top right corner. It contains two input fields: "Enter URL" and "Enter name". Below the "Enter URL" field is a button labeled "Browse repositories...". At the bottom of the dialog box is a button labeled "Insert media".

Adding Multimedia

9

If you click on *Browse repositories...*, you get a pop-up window that more or less offers you a list of similar options to upload video and audio files as with image files.

The screenshot shows a 'File picker' window. On the left sidebar, the following options are listed: Embedded files, Server files, Recent files, Upload a file (highlighted), Private files, Wikimedia, and Youtube videos. The main content area contains the following fields and controls:

- Attachment: No file selected.
- Save as:
- Author:
- Choose license:
-

10

However, there is a specific option that allows you to search for videos on youtube.com, which you can then embed directly in your course.

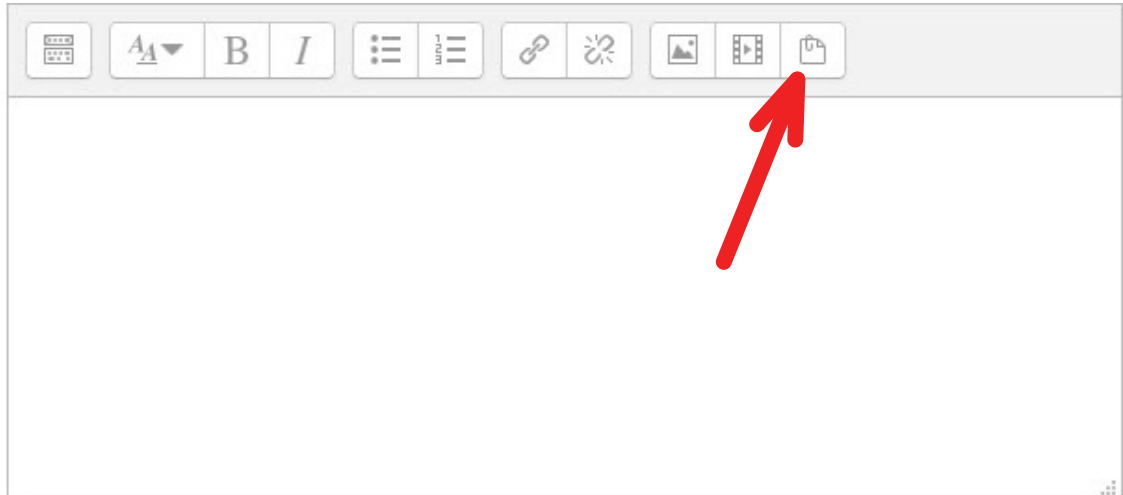
The screenshot shows the 'File picker' window with the 'Youtube videos' option selected in the sidebar. The main content area contains the following fields and controls:

- Search videos:
- Sort By:
-

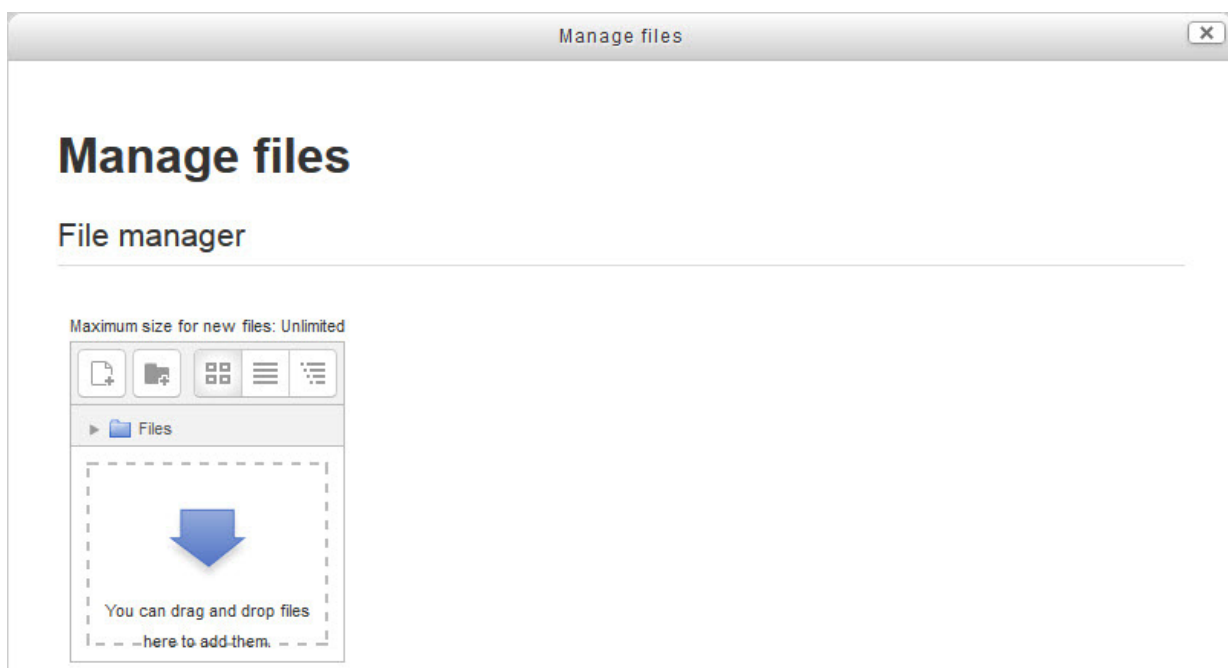
Adding Multimedia

11 Click on the icon shown below to upload other types of files (presentations, documents, etc).

Label text



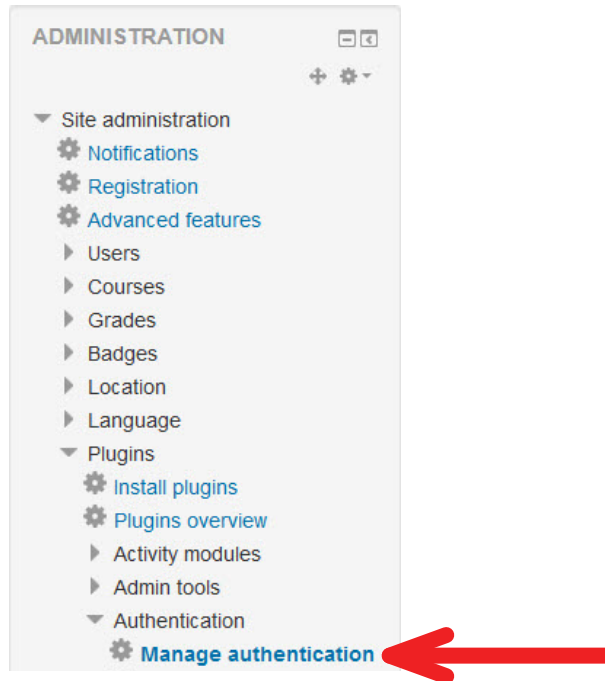
12 You can use the drag and drop area provided to upload your files or use this window to manage files you have already uploaded.



Preparing for User Registration

1

Now that you have content, you need students to register as users. However, you need to make some decisions first. Go to *Administration > Site administration > Plugins > Authentication > Manage authentication*.



2

Go to the *Common settings* and decide if you want to allow *Self registration*. Disabling *Self registration* means more work for you but your site is safer from spammers. Let's keep it disabled for the time being.

Self registration
registerauth

Disable Default: Disable

If an authentication plugin, such as email-based self-registration, is selected, then it enables potential users to register themselves and create accounts. This results in the possibility of spammers creating accounts in order to use forum posts, blog entries etc. for spam. To avoid this risk, self-registration should be disabled or limited by *Allowed email domains* setting.

Preparing for User Registration

3

You also need to decide if you are going to allow guest access to your website. Guest access is useful if you want to password protect certain courses and then share the passwords with specific visitors.

Guest login button
guestloginbutton

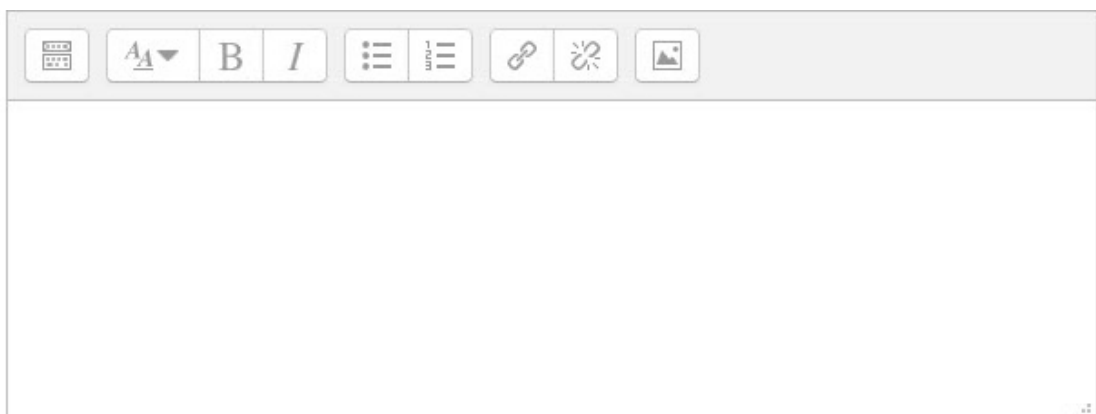
Show ▼ Default: Show

You can hide or show the guest login button on the login page.

4

You can type in *Instructions* for your visitors to read on the login page (e.g. you could ask them to contact you if they want to get an account).

Instructions
auth_instructions

A rich text editor interface. The top part is a toolbar with icons for text formatting (bold, italic, underline, font color, background color), list creation (bulleted, numbered), link insertion, unlink, and image insertion. Below the toolbar is a large, empty text area for entering instructions. In the bottom right corner of the text area, there is a small icon for more options.

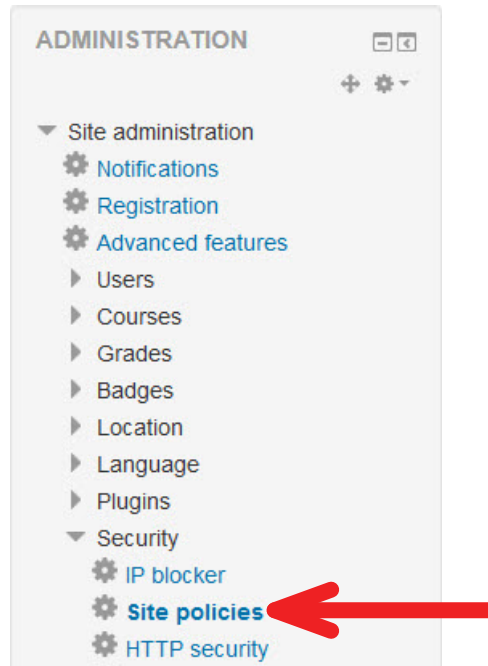
Default: Empty

Leave this blank for the default login instructions to be displayed on the login page. If you want to provide custom login instructions, enter them here.

Preparing for User Registration

5

Go to *Administration > Site administration > Security > Site policies*.



6

There is a number of options here that can modify your site policy on passwords. You can increase site security by making passwords difficult to crack but they might be difficult for students to remember.

Password policy ☒ Default: Yes
passwordpolicy
Turning this on will make Moodle check user passwords against a valid password policy. Use the settings below to specify your policy (they will be ignored if you set this to 'No').

Password length Default: 8
minpasswordlength
Passwords must be at least these many characters long.

Digits Default: 1
minpassworddigits
Passwords must have at least these many digits.

Lowercase letters Default: 1
minpasswordlower
Passwords must have at least these many lower case letters.

Uppercase letters Default: 1
minpasswordupper
Passwords must have at least these many upper case letters.

Non-alphanumeric characters Default: 1
minpasswordnonalphanumeric
Passwords must have at least these many non-alphanumeric characters.

Consecutive identical characters Default: 0
maxconsecutiveidenticalcharacters
Passwords must not have more than this number of consecutive identical characters. Use 0 to disable this check.

Password rotation limit Default: 0
passwordreuselimit
Number of times a user must change their password before they are allowed to reuse a password. Hashes of previously used passwords are stored in local database table. This feature might not be compatible with some external authentication plugins.

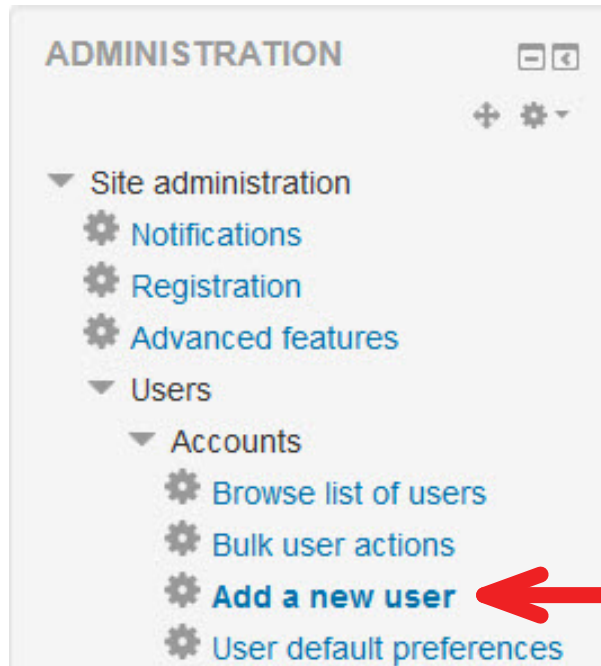
Maximum time to validate password reset request Default: 30 minutes
passwordresettime
This specifies the amount of time people have to validate a password reset request before it expires. Usually 30 minutes is a good value.

Log out after password change ☐ Default: No
passwordchangelogout
If enabled, when a password is changed, all browser sessions are terminated, apart from the one in which the new password is specified. (This setting does not affect password changes via bulk user upload.)

Registering Users

1

Go to *Administration > Site administration > Users > Accounts > Add a new user* to create a new user account.



2

You can type in the user details to create a new account on this page. Make sure to note down the *Username* and *Password* to forward to the new user. When you are done, click on the *Create user* button.

General

Username*

Choose an authentication method

Suspended account ☐

Generate password and notify user ☐

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

New password ☐ Unmask

Force password change ☐

First name*

Surname*

Email address*

Email display

City/town

Select a country

Timezone

Description

Registering Users

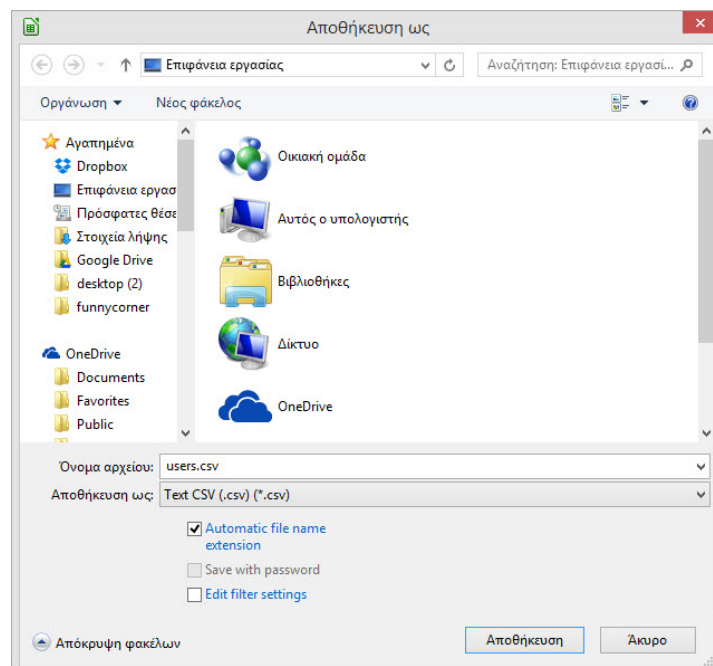
3

Adding users one at a time is cumbersome if you need to add more than a couple of users. Run *LibreOffice Calc* and create a file with the fields you see below. Fill in the basic details for the users you need to register.

	A	B	C	D	E
1	username	password	firstname	lastname	email
2	nhoran	Ygp8\$75	Niall	Horan	name1@myemailsite.gr
3	zmalik	Jye3&44	Zayn	Malik	name2@myemailsite.gr
4	lpayne	Uag7\$78	Liam	Payne	name3@myemailsite.gr
5	hstyle	Fzb9&42	Harry	Styles	name4@myemailsite.gr
6	ltomli	Pmb8%52	Louis	Tomlinson	name5@myemailsite.gr

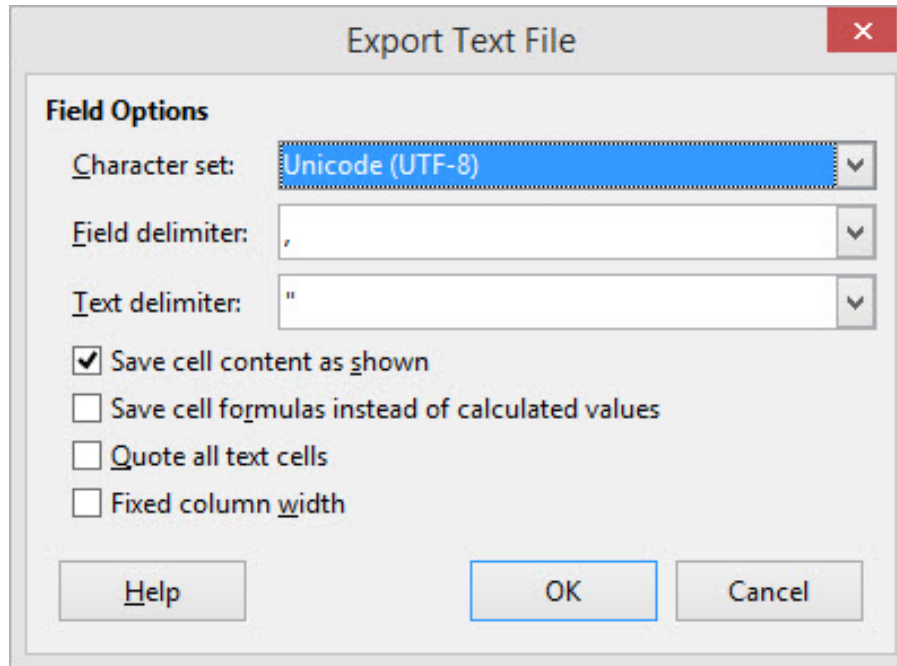
4

When you are done, select *File > Save As...* and then select *Text CSV (.csv)* from the dropdown menu. Click on the *Save* button and then *Use Text CSV Format* button in the popup window.



Registering Users

- 5** Select *Unicode (UTF-8)* as the *Character set* and make sure the *comma* is set as the *Field delimiter*. When you are done, click the *OK* button.

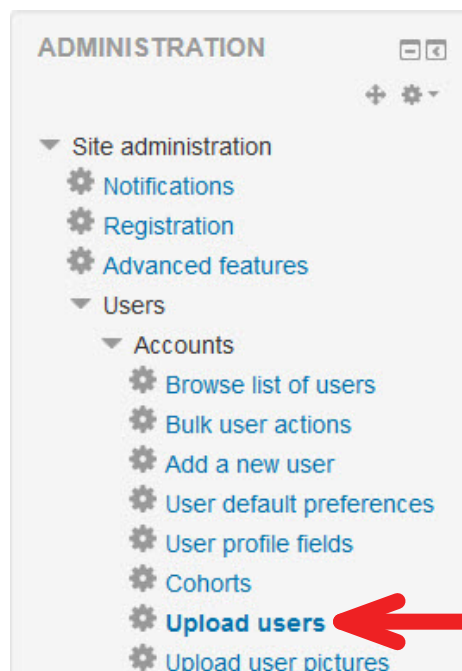


The 'Export Text File' dialog box is shown. It has a title bar with a close button (X). The 'Field Options' section contains the following settings:

- Character set:** A dropdown menu with 'Unicode (UTF-8)' selected.
- Field delimiter:** A dropdown menu with ',' selected.
- Text delimiter:** A dropdown menu with '"' selected.
- ☒ Save cell content as shown
- ☐ Save cell formulas instead of calculated values
- ☐ Quote all text cells
- ☐ Fixed column width

At the bottom, there are three buttons: 'Help', 'OK', and 'Cancel'.

- 6** Go to *Administration > Site administration > Users > Accounts > Upload users* to bulk create user accounts.



Registering Users

7

Drag and drop the CSV file you have created on the space provided. Make sure the *CSV delimiter* is the *comma* and the *Encoding* is *UTF-8*. When you are done, click on the *Upload users* button.

Upload users

Upload

File*

Choose a file...

users.csv

CSV delimiter

.

Encoding

UTF-8

Preview rows

10

Upload users

There are required fields in this form marked *.

8

If everything is OK, you should see a preview of the data to be imported and the details of the user accounts to be created.

Upload users preview

CSV line	username	password	firstname	lastname	email	Status
2	nhoran	Ygp8\$75	Niall	Horan	name1@myemailsit.e.gr	
3	zmalik	Jye3&44	Zayn	Malik	name2@myemailsit.e.gr	
4	lpayne	Uag7\$78	Liam	Payne	name3@myemailsit.e.gr	
5	hstyle	Fzb9&42	Harry	Styles	name4@myemailsit.e.gr	
6	ltomli	Pmb8%52	Louis	Tomlinson	name5@myemailsit.e.gr	

Registering Users

9

Check the settings and change any values you deem necessary. Pay special attention to the *Upload type* field, *Force password change*, and *Prevent email address duplicates*.

Settings

Upload type	Add new only, skip existing users
New user password	Create password if needed
Existing user details	No changes
Existing user password	No changes
Force password change	Users having a weak password
Allow renames	No
Allow deletes	No
Allow suspending and activating of accounts	Yes
Prevent email address duplicates	Yes
Standardise usernames	Yes
Select for bulk user actions	No

10

Fill in any *Default values* you would like the new user accounts to have. When you are done click on the *Upload users* button. You should then see the *Upload users results*. Check for any problems and click *Continue*.

Default values

Email display	Allow only other course members to see my email address
Forum auto-subscribe	Yes: when I post, subscribe me to that forum discussion
City/town	
ID number	
Institution	
Department	
Show more...	

Managing Users

1

Go to *Administration > Site administration > Users > Accounts > Browse list of users* to manage the users that have registered with your site. You can *delete, suspend, or edit* any user account.

6 Users

New filter

User full name

[Show more...](#)

First name / Surname / First name - phonetic / Surname - phonetic / Middle name / Alternate name	Email address	City/town	Country	Last access	Edit
Admin User	admin@myemailsite.gr	Greece	16 secs		
Harry Styles	name4@myemailsite.gr	Greece	Never		
Liam Payne	name3@myemailsite.gr	Greece	Never		
Louis Tomlinson	name5@myemailsite.gr	Greece	Never		
Niall Horan	name1@myemailsite.gr	Greece	Never		
Zayn Malik	name2@myemailsite.gr	Greece	Never		

2

Go to *Administration > Site administration > Users > Accounts > Bulk user actions* to bulk send a message to users, force password change, etc. Check the *With selected users...* dropdown menu to see what actions are available.

Users in list

Users Available

All users (6)
Admin User
Harry Styles
Liam Payne
Louis Tomlinson
Niall Horan
Zayn Malik

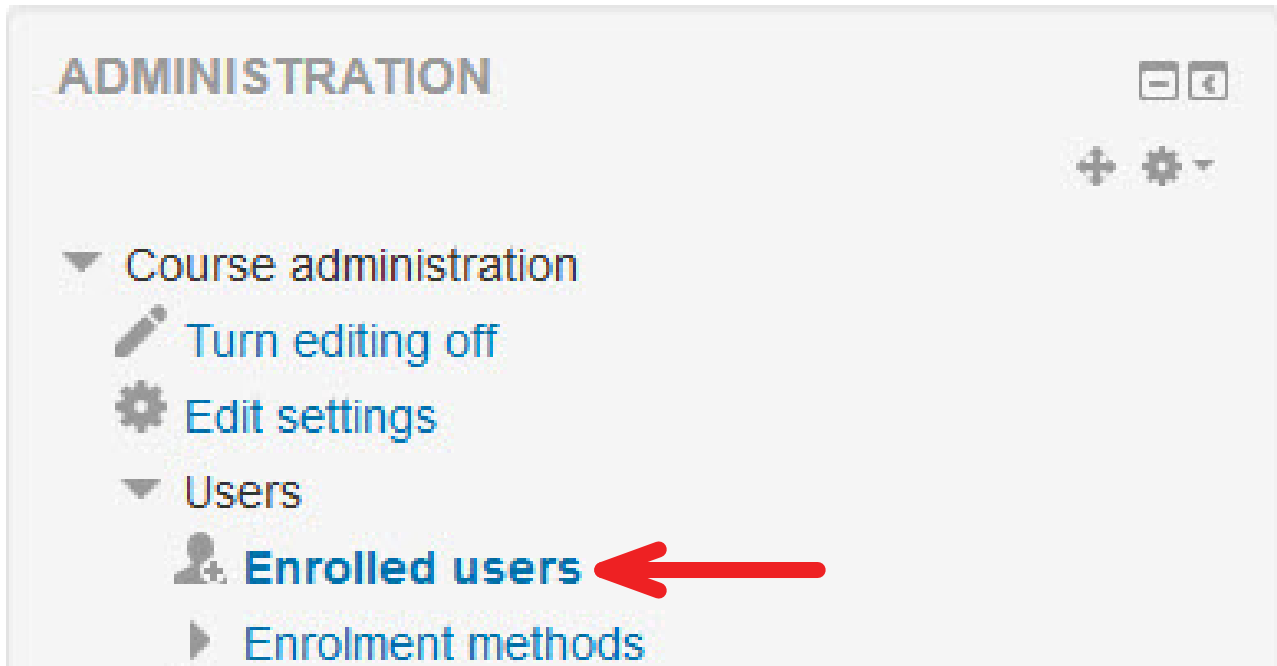
Selected
No users selected

With selected users...

Enrolling Users Manually

1

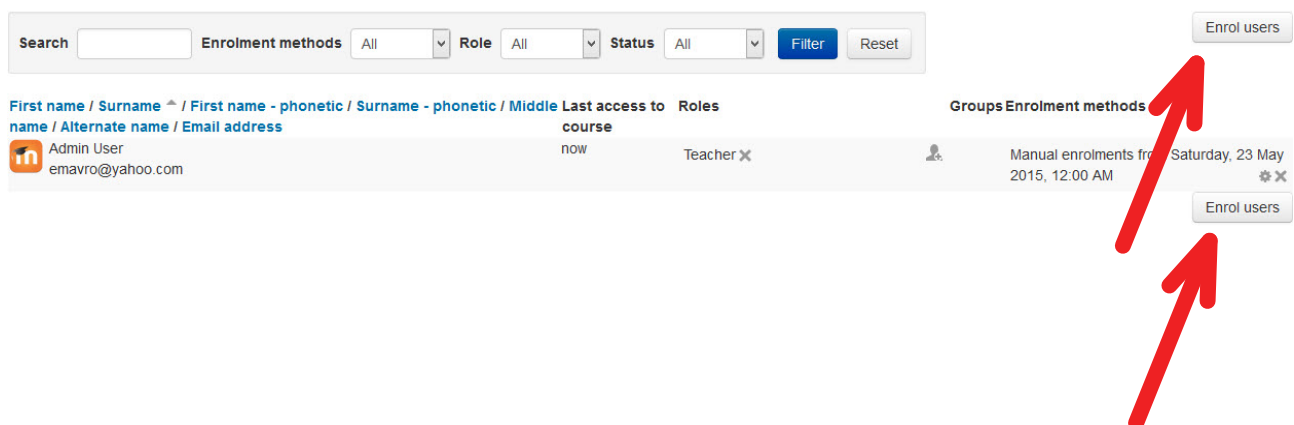
Now that you have registered users on your site, you can enrol them in your courses. Go to your course and then to *Administration > Course administration > Users > Enrolled users*.



2

Click *Enrol users* to enrol users on your course.

Enrolled users



Enrolling Users Manually

3

Choose the user role from the *Assign roles* dropdown menu (usually, *Student*) and click the *Enrol* button next to the name of each student you want to enrol. When you are done, click the *Finish enrolling students* button.

The screenshot shows the 'Enrol users' interface. At the top, there's a dropdown menu labeled 'Assign roles' with 'Student' selected. Below it, a section titled 'Enrolment options' shows '5 users found'. A list of five users is displayed, each with an 'Enrol' button. At the bottom, there's a 'Search' button and a 'Finish enrolling users' button. Red arrows point to the 'Assign roles' dropdown, the 'Enrol' buttons, and the 'Finish enrolling users' button.

4

This is also the page through which you can manage your enrolled users. You can unenrol students, edit their enrolment status, or assign new roles to them.

Enrolled users

Search	Enrolment methods	Role	Status	Filter	Reset	Enrol users
	All	All	All			
First name / Surname / First name - phonetic / Surname - phonetic / Middle name / Alternate name / Email address	Last access to course	Roles	Groups	Enrolment methods		
Niall Horan name1@myemailsite.gr	Never	Student		Manual enrolments from Monday, 1 June 2015, 12:00 AM		
Zayn Malik name2@myemailsite.gr	Never	Student		Manual enrolments from Monday, 1 June 2015, 12:00 AM		
Liam Payne name3@myemailsite.gr	Never	Student		Manual enrolments from Monday, 1 June 2015, 12:00 AM		
Harry Styles name4@myemailsite.gr	Never	Student		Manual enrolments from Monday, 1 June 2015, 12:00 AM		
Louis Tomlinson name5@myemailsite.gr	Never	Student		Manual enrolments from Monday, 1 June 2015, 12:00 AM		
Admin User admin@myemailsite.gr	10 secs	Teacher		Manual enrolments from Saturday, 23 May 2015, 12:00 AM		

Enrolling Users Manually

5

If you decide to assign a new role to a user, you might upgrade or downgrade him/her to *Manager*, *Teacher*, *Non-editing teacher*, or *Student*. You might also assign two or more roles to him/her.

✕

Assign roles

Manager

Teacher

Non-editing teacher

Student

6

If you decide to edit the enrolment status of a user, you can set a date for the enrolment to start or end or even suspend the user temporarily.

Niall Horan

Status

Active

▼

Enrolment starts

1

▼

June

▼

2015

▼

00

▼

00

▼

📅

☒

Enable

Enrolment ends

1

▼

June

▼

2015

▼

17

▼

30

▼

📅

☐

Enable

Enrolment created

Monday, 1 June 2015, 5:25 PM

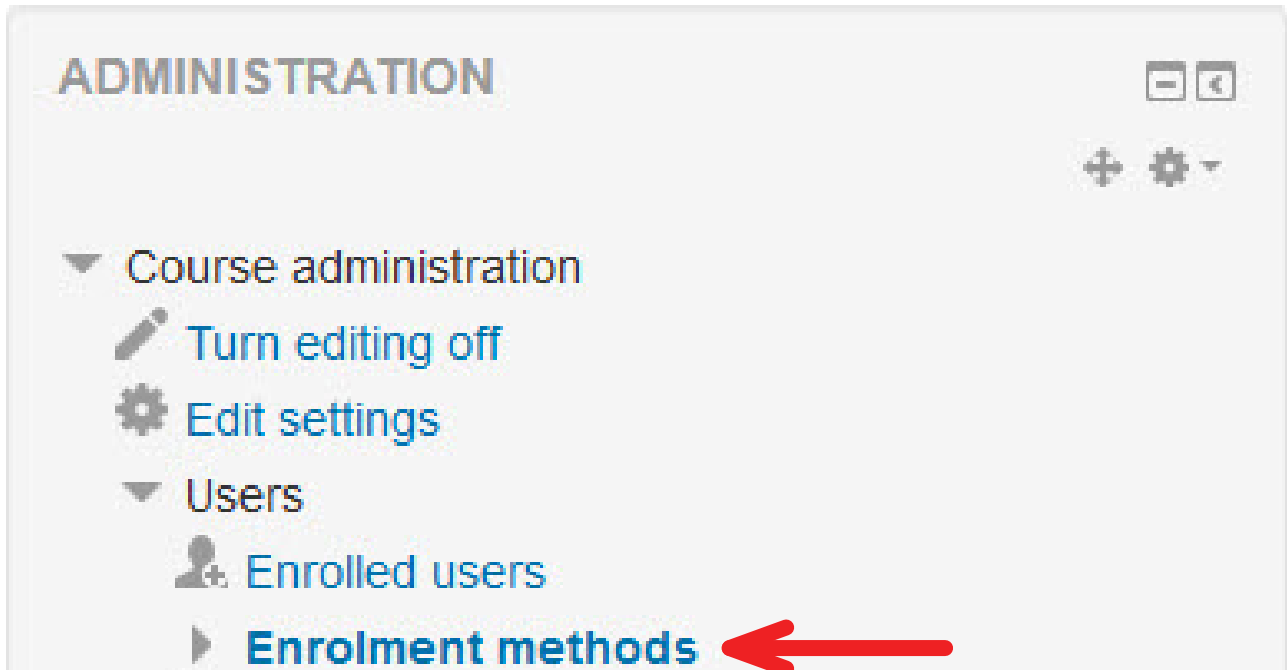
Save changes

Cancel

Self Enrolment

1

Manual enrolment can be a tedious task if you have a lot of courses or many students. You can activate *Self enrolment* instead to make things easier. Go to *Administration > Course administration > Users > Enrolment methods*.



2

Click on the eye symbol to enable *Self enrolment*. Then, click on the cogwheel symbol to the *Self enrolment* settings for this course.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ ⚙
Self enrolment (Student)	0	↑	✕ ⚙ ⚙

Add method

Choose... ▼



Self Enrolment

3

On the *Self enrolment* settings page you should set an *Enrolment key* that students can use to self enrol. Make sure the Default assigned role is also set to *Student*.

Self enrolment

Self enrolment

Custom instance name

Enable existing enrolments

Allow new enrolments

Enrolment key ☒ Unmask

Use group enrolment keys

Default assigned role

4

You can also set a period of time during which enrolment is allowed, the maximum number of students that can enrol, or a *Custom welcome message* to be sent to students when they enrol.

Notify before enrolment expires

Notification threshold days

Start date ☐ Enable

End date ☐ Enable

Unenrol inactive after

Max enrolled users

Send course welcome message ☒

Custom welcome message

Bulk Enrol Users

1

If you have a lot of users and you need to bulk enrol them quickly, there is an easier method to do that. Go to *Administration > Course administration > Users > Enrolment methods* and click on the user symbol next to *Manual enrolments*.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	✕ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
Guest access	0	↑ ↓	✕ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙
Self enrolment (Student)	0	↑	✕ ⚙ ⚙ ⚙ ⚙ ⚙ ⚙

Add method
Choose... ▾

2

Select the *Not enrolled users* you would like to enrol and click on the *Add* button. The users have now been enrolled on your course.

Manual enrolments

Enrolled users
Enrolled users (1)
Admin User (emavro@yahoo.com)

Not enrolled users
Not enrolled users (5)
Niall Horan (name1@myemail)
Zayn Malik (name2@myemail)
Liam Payne (name3@myemail)
Harry Styles (name4@myemail)
Louis Tomlinson (name5@myemail)

◀ Add

Assign role
Student ▾

Enrolment duration
Unlimited ▾

Starting from
Today (1/06/15) ▾

Remove ▶

Search

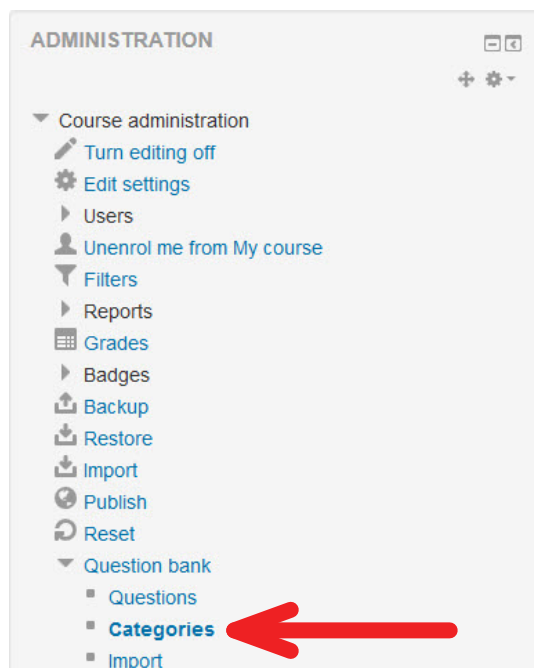
Search

[Search options ▶](#)

Question Bank Categories

1

Moodle allows you to write and organize questions that you can then use in quizzes and lessons. Go to your course and then follow the path *Administration > Course administration > Question bank > Categories*.



2

You can organize your questions in categories on three levels: i) course level, ii) course category level, and iii) system level. Clicking on the cogwheel symbol you can change the name or description of each question category.

Edit categories ?

Question categories for 'Course: My very first course'

- **Default for My course (0)**
The default category for questions shared in context 'My course'.

Question categories for 'Category: My courses'

- **Default for My courses (0)**
The default category for questions shared in context 'My courses'.

Question categories for 'System'

- **Default for System (0)**
The default category for questions shared in context 'System'.

Question Bank Categories

3

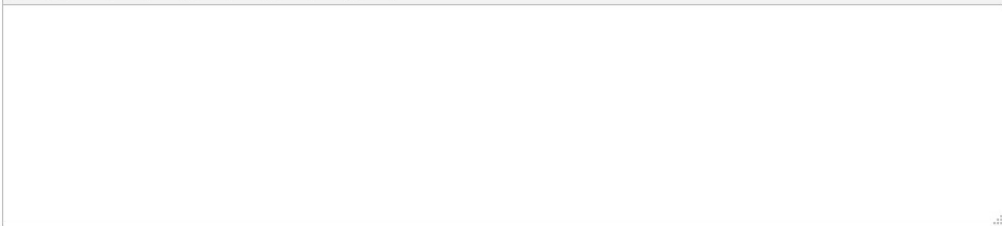
You can add as many categories or subcategories as you wish. Make sure you select the correct *Parent category*, give your category a *Name*, and add a description if you prefer.

Add category

Parent category  Default for My course 

Name *

Category info

Add category

There are required fields in this form marked *.

4

Once you have created your first category, you can delete, edit, change context, move up, move down, or turn a category into another category's child or parent.

Question categories for 'System'

- **Default for System (0)**

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



- **My Question Category (0)**

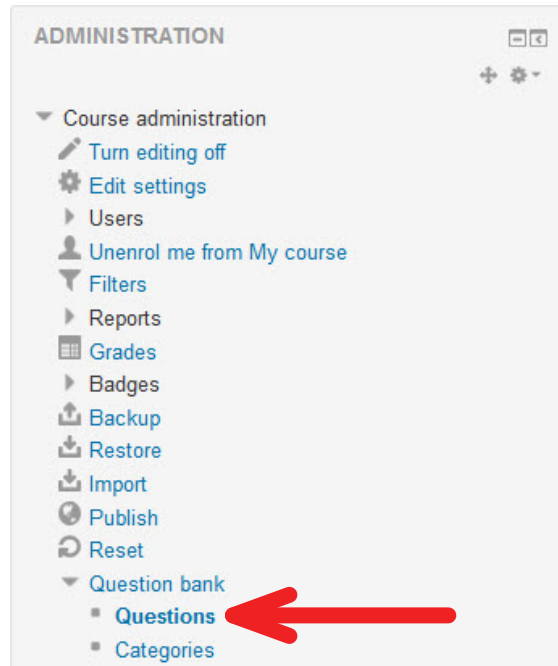
My Question Category Description



Adding Questions

1

Go to your course and then follow the path *Administration > Course administration > Question bank > Questions*.



2

Click on the dropdown menu to select which question category you would like your new questions to belong to and then click on the *Create a new question...* button.

Question bank

Select a category:

My Question Category ▼

My Question Category Description

☐ Show question text in the question list

[Search options](#) ▼

☒ Also show questions from subcategories

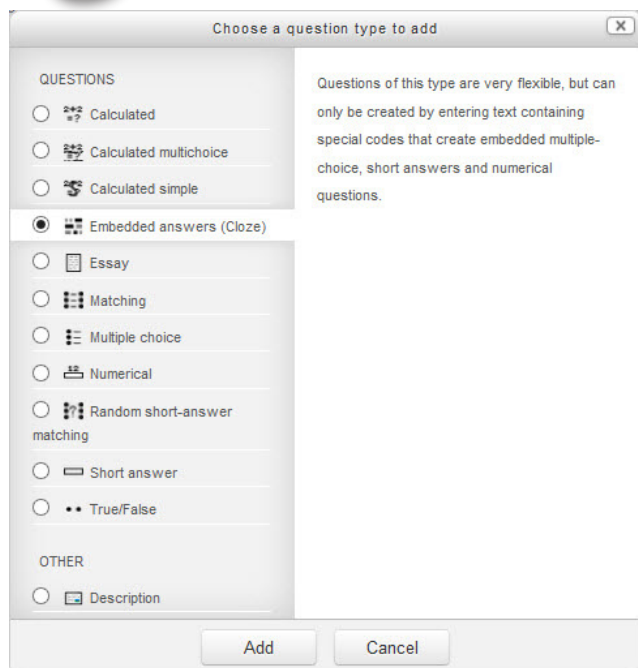
☐ Also show old questions

Create a new question ...

Adding Questions

3

You will be presented with a list of question types you can use. Select *Embedded answers (Cloze)* and click on the *Add* button.



4

Select the *Category* your cloze questions will belong to, give it a name, type in the *Question text*, and give your students some *General feedback* if you feel like it. When you are done, click on the *Save changes* button.

General

Category: My Question Category

Question name*: The Portrait of Dorian Gray Cloze Test

Question text*

Read the passage from the Portrait of Dorian Gray and then use appropriate words to fill in the gaps. Use only one word to complete each gap.

A feeling of pain crept (1:SHORTANSWER=over) him as he thought of the desecration that was in store for the fair face on the canvas. Once, in boyish mockery of Narcissus, he had kissed, or feigned to kiss, those painted lips that now smiled so cruelly (1:SHORTANSWER=at) him. Morning after (1:SHORTANSWER=) morning he had sat before the portrait wondering at its beauty, almost enamoured of it, as it seemed to him at (1:SHORTANSWER=) times. Was it to alter now with every mood to which he yielded? Was it to become a monstrous and loathsome thing, to be hidden away in a locked room, to be shut out from the sunlight that had (1:SHORTANSWER=so) often touched to brighter gold the waving wonder of its hair? The pity of it! the pity of it!

General feedback

- If a bad feeling creeps over someone, the person gradually starts to feel it: A dangerous tiredness crept over her as she drove. [Cambridge Dictionary]
- Smile at somebody [collocation]
- Morning after morning: Every morning; repeatedly for many mornings.
- At times: Sometimes; occasionally [The Free Dictionary]
- So + adjective (so difficult), so + adverb (so slowly): We often use so when we mean 'to such a great extent'. With this meaning, so is a degree adverb that modifies adjectives and other adverbs. [Cambridge Dictionary]

Decode and verify the question text

Adding Questions

5

Your question will appear in the question category you have selected. You can modify it, duplicate it, check a preview, or delete it.

Question bank

Select a category:

My Question Category (1) ▼

My Question Category Description

☐ Show question text in the question list

[Search options](#) ▼

☒ Also show questions from subcategories

☐ Also show old questions

[Create a new question ...](#)

☐ T ▲

Question

Created by

Last modified by

First name / Surname / Date

First name / Surname / Date

☐  The Portrait of Dorian Gray Cloze Test

Admin User
1 June 2015, 11:42 PM

Admin User
1 June 2015, 11:42 PM

With selected:

[Delete](#)

[Move to >>](#)

My Question Category (1) ▼

6

In the preview window you can click on the *Fill in correct responses* button to make sure everything works as expected.

Preview question: The Portrait of Dorian Gray Cloze Test

Question 1

Answer saved

Marked out of
5.00

Read the passage from the Portrait of Dorian Gray and then use appropriate words to fill in the gaps. Use only one word to complete each gap.

A feeling of pain crept over him as he thought of the desecration that was in store for the fair face on the canvas. Once, in boyish mockery of Narcissus, he had kissed, or feigned to kiss, those painted lips that now smiled so cruelly at him.

Morning after morning he had sat before the portrait wondering at its beauty, almost enamoured of it, as it seemed to him at times. Was it to alter now with every mood to which he yielded? Was it to become a monstrous and loathsome thing, to be hidden away in a locked room, to be shut out from the sunlight that had so often touched to brighter gold the waving wonder of its hair? The pity of it! the pity of it!

[Start again](#)

[Save](#)

[Fill in correct responses](#)

[Submit and finish](#)

[Close preview](#)

Adding Questions

7

To get students to write a small paragraph or a sentence, select *Essay* and click on the *Add* button.

Choose a question type to add

QUESTIONS

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

OTHER

- ☐ Description

Allows a response of a few sentences or paragraphs. This must then be graded manually.

Add Cancel

8

In the *General* slide you need to assign your question to a *Category*, give it a name, and describe what your students are expected to accomplish. The *General feedback* will be shown to all students if you decide to complete it.

General

Category: My Question Category (1)

Question name:

Question text:

Default mark: 1

General feedback:

Adding Questions

9

In the *Response Options* and *Response Template* slides you can set what kind of response your students will provide (text only, file attachments, etc). You can also give them a template to follow (e.g. if they need to type in a report).

Response Options

Response format

Require text

Input box size

Allow attachments

Require attachments ⓘ

Response Template

Response template ⓘ



10

If somebody else will be grading the essay, you can provide information for the grader in the *Grader Information* slide. When you are done click on the *Save changes* button.

Grader Information

Information for graders



Adding Questions

11 To get students to do a matching exercise, select *Matching* and click on the *Add* button.

Choose a question type to add

QUESTIONS

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

OTHER

- ☐  Description

The answer to each of a number of sub-question must be selected from a list of possibilities.

Add Cancel

12 In the *General* slide, assign your question to a *Category*, give it a name, describe what your students should do, and give them some *General feedback* if you want. Enable *Shuffle* if you want the answers to be shuffled.

General

Category My Question Category (1) ▼

Question name*

Question text*

A ▼

B

I

Default mark*

General feedback ?

A ▼

B

I

Shuffle ☒

Adding Questions

13 In the *Answers* slide, fill in the two halves they need to match (questions-answers, first half-second half of a sentence etc). If you need to work with more than three pairs, click on the *Blanks for 3 more questions* button.

Answers

Available choices You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1

Answer

Question 2

Answer

Question 3

Answer

Blanks for 3 more questions

14 In the *Combined feedback* and *Multiple tries* slides you can determine the feedback students will receive and how Moodle should treat multiple attempts of the same question. When you are done, click on the *Save changes* button.

Combined feedback

For any correct response

Your answer is correct.

For any partially correct response

Your answer is partially correct.

Options

☒ Show the number of correct responses once the question has finished

For any incorrect response

Your answer is incorrect.

Multiple tries

Penalty for each incorrect try

Hint 1

Hint 1 options

☐ Clear incorrect responses ☐ Show the number of correct responses

Hint 2

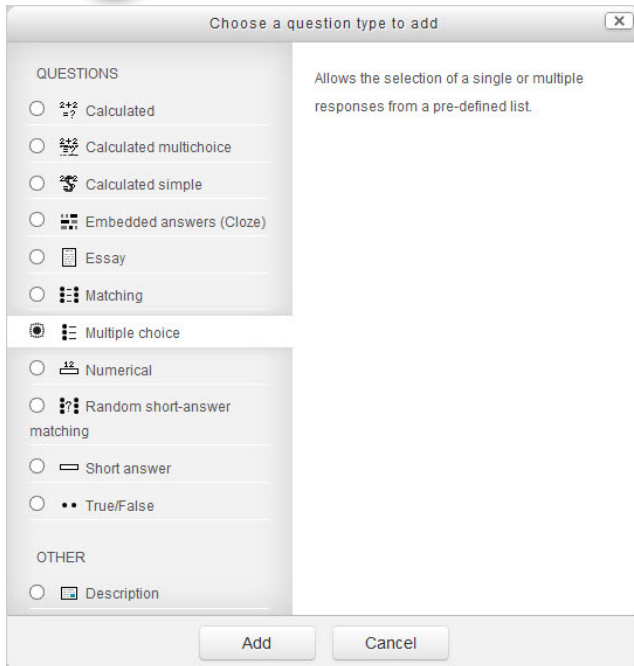
Hint 2 options

☐ Clear incorrect responses ☐ Show the number of correct responses

Add another hint

Adding Questions

15 To create a multiple choice question, select *Multiple choice* and click on the *Add* button.



16 In the *General* slide you can determine if *One or multiple answers* are allowed, the choices will be shuffled, and how the choices will be numbered.

General feedback ?

Rich text editor toolbar: Bold, Italic, Underline, Bulleted list, Numbered list, Link, Unlink, Image, Video, Document.

One or multiple answers? One answer only ▼

Shuffle the choices? ? ☒

Number the choices? a., b., c., ... ▼

Adding Questions

17 In the *Answers* slide you can fill in as many choices as you like by clicking on the *Blanks for 3 more choices* button. You can also decide what the grade should be for each choice and what feedback students should receive.

Answers

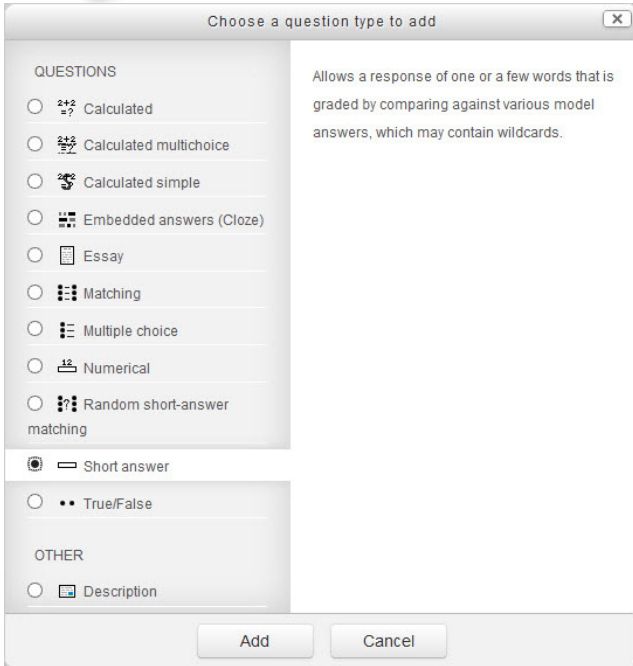
The screenshot shows the 'Answers' slide in Moodle. It contains two identical sections for 'Choice 1' and 'Choice 2'. Each section has a 'Choice' label, a text input field with a rich text editor toolbar (including buttons for bold, italic, underline, link, unlink, list, and image), a 'Grade' dropdown menu set to 'None', and a 'Feedback' label with another text input field and toolbar.

18 In the *Combined feedback* and *Multiple tries* slides you can determine the feedback students will receive and how Moodle should treat multiple attempts of the same question. When you are done, click on the *Save changes* button.

The screenshot shows the 'Combined feedback' and 'Multiple tries' slides in Moodle. The 'Combined feedback' slide has three sections for 'For any correct response', 'For any partially correct response', and 'For any incorrect response', each with a text input field and toolbar. The 'Multiple tries' slide has a 'Penalty for each incorrect try' dropdown set to '33.33333%', and two 'Hint' sections (Hint 1 and Hint 2) with text input fields and toolbars. There are also checkboxes for 'Clear incorrect responses' and 'Show the number of correct responses' for each hint.

Adding Questions

19 To get students to answer a question with a short phrase or one word to be compared to a predefined set of possible answers, select *Short answer* and click on the *Add* button.



Choose a question type to add

QUESTIONS

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

OTHER

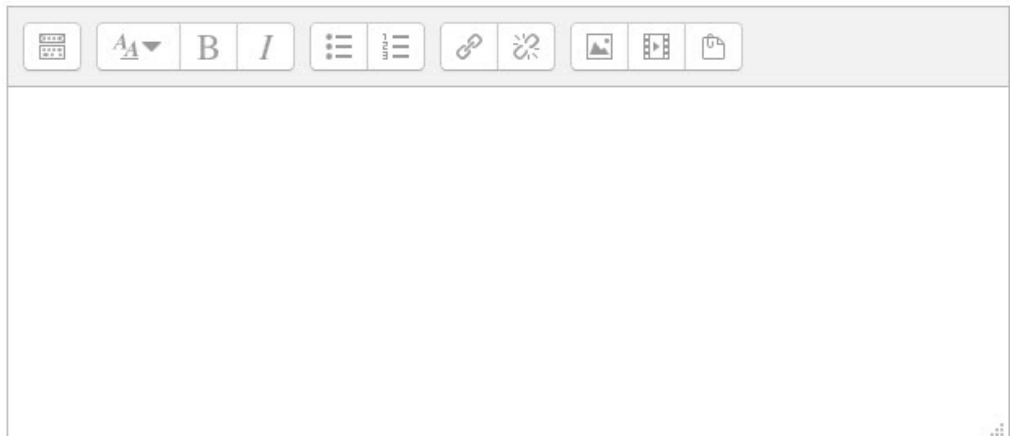
- ☐ Description

Allows a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards.

Add Cancel

20 In the *General* slide, decide if the answers will be case sensitive and follow the instructions on completing the *Answers* slide that follows. Visit the help pages to learn about wildcards. When you are done, click on the *Save changes* button.

General feedback ?



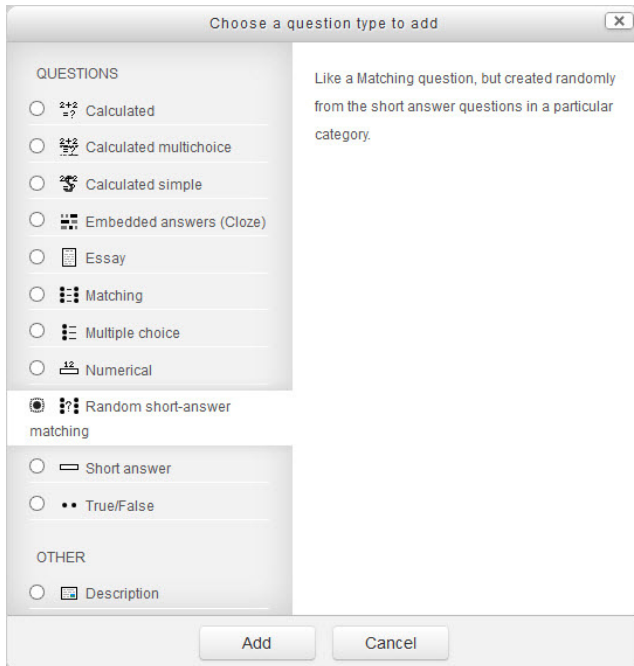
General feedback editor toolbar and text area.

Case sensitivity No, case is unimportant

Correct answers You must provide at least one possible answer. Answers left blank will not be used. "*" can be used as a wildcard to match any characters. The first matching answer will be used to determine the score and feedback.

Adding Questions

21 Once you have created enough *Short answers*, you can select *Random short-answer matching* and click on the *Add* button to create a matching question with randomly selected short answers from the category the question belongs to.



22 In the *General* slide, make sure you decide if *Short answers* from subcategories will be included and how many questions should be selected. When you are done, click on the *Save changes* button.

General feedback ?

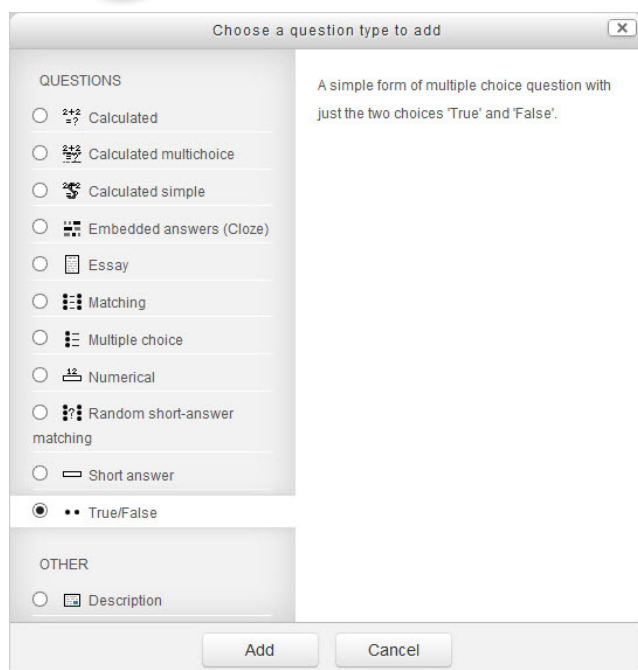
Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Bulleted list, Numbered list, Link, Unlink, Image, Video, Document.

Number of questions to select: 2

Include subcategories ? ☒

Adding Questions

23 To create a true/false question, select *True/False* and click on the *Add* button.



24 In the *General* slide, select which answer is correct and fill in the feedback students will receive depending on their answer. When you are done, click on the *Save changes* button.

Correct answer False

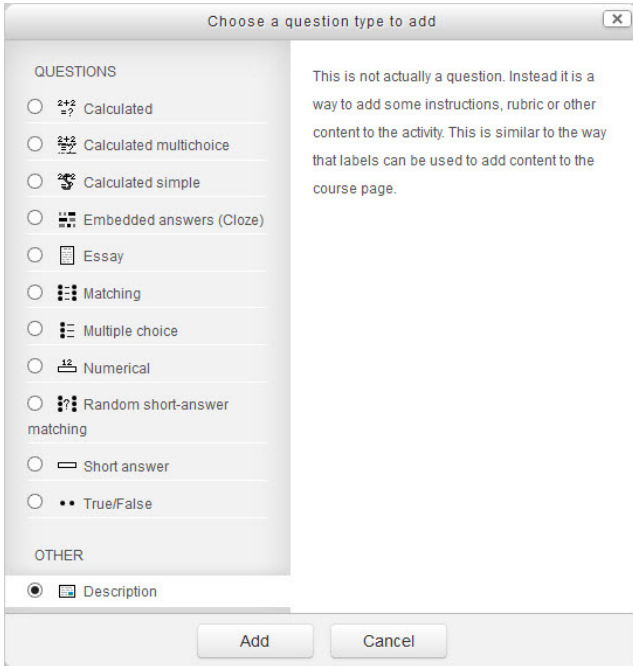
Feedback for the response 'True'.

Feedback for the response 'False'.

The image shows a form for configuring a question. At the top, there is a "Correct answer" dropdown menu set to "False". Below this, there are two sections for feedback. The first section is labeled "Feedback for the response 'True'." and the second is labeled "Feedback for the response 'False'." Each section has a rich text editor with a toolbar containing icons for text formatting (bold, italic, underline, strikethrough, link, unlink), list creation (bulleted, numbered), and image insertion. The feedback areas are currently empty.

Adding Questions

25 *Description* is not a question but it is useful if you want to add a comment, image, or multimedia file in your quiz. You might even want students to reflect on something before receiving feedback. Click on the *Add* button to use it.



Choose a question type to add

QUESTIONS

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

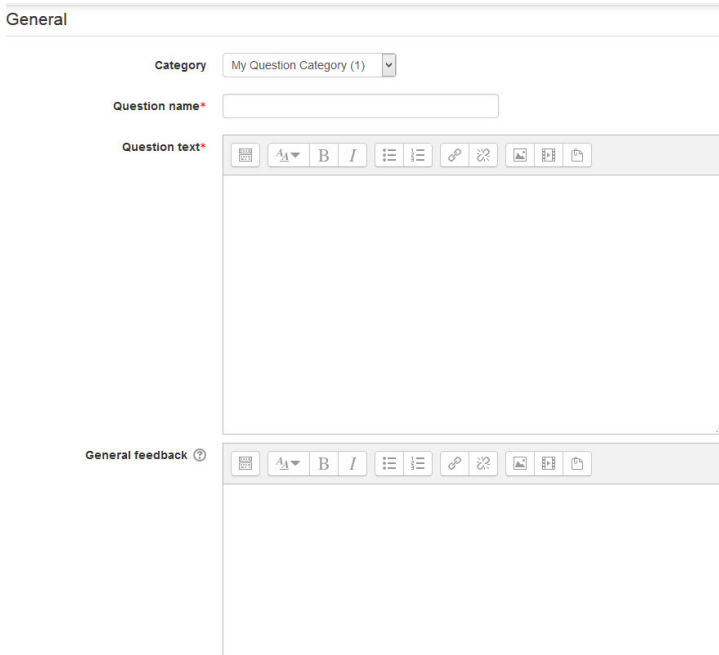
OTHER

- ☒ Description

This is not actually a question. Instead it is a way to add some instructions, rubric or other content to the activity. This is similar to the way that labels can be used to add content to the course page.

Add Cancel

26 In the *General* slide, fill in the text or upload the file your students need to study as well as any feedback you want to provide. When you are done, click on the *Save changes* button.



General

Category: My Question Category (1)

Question name*

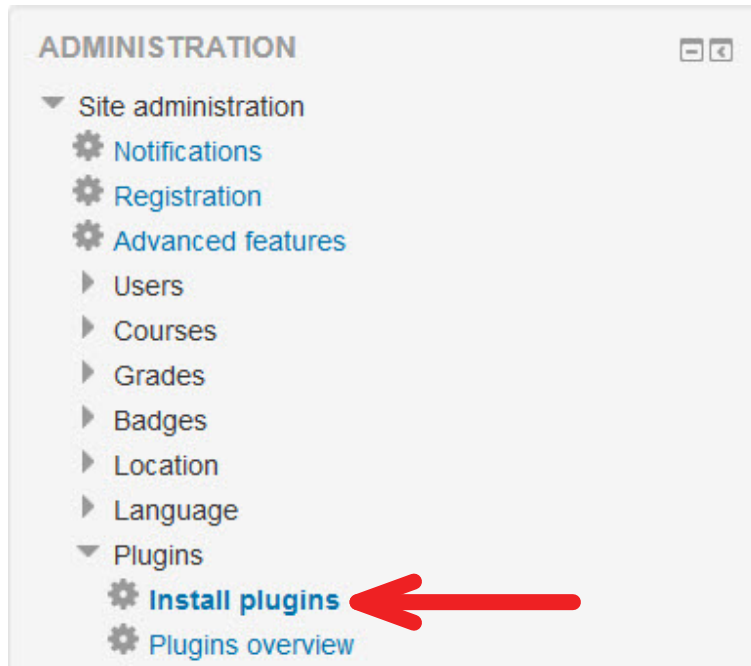
Question text*

General feedback

Adding Question Types

1

If you are not satisfied with the question types that are available by default in Moodle, you might want to install your favorites. Follow the path *Administration > Site administration > Plugins > Install plugins*.



2

Click on the *Install plugins from the Moodle plugins directory* button to be transferred to the Moodle plugins directory.

Plugin installer

A screenshot of the Moodle Plugin installer form. At the top, there is a button labeled 'Install plugins from the Moodle plugins directory' with a help icon. Below this, there is a section titled 'Install plugin from ZIP file' with a help icon. This section contains a 'ZIP package' label with a required field asterisk and a help icon, followed by a 'Choose a file...' button. Below the button is a dashed box representing a drag-and-drop area, with a blue arrow pointing down into it and the text 'You can drag and drop files here to add them.' Below the dashed box is a 'Show more...' link. At the bottom of the form is a blue button labeled 'Install plugin from the ZIP file'.

There are required fields in this form marked *.

Adding Question Types

3

Click on the *Browse plugins* button to search for your favorite plugin.

Installing plugins

To install a plugin directly on your Moodle site, you need to log in with your moodle.org account.

Alternatively, you can browse the plugins directory as a guest and download a plugin for installing manually on your site.

Log in

Browse plugins

Back to my site



4

Make sure your *Moodle version* is selected, type in “drag and drop”, and click on the *Search plugins* button.

Your Moodle version

Moodle 2.9



drag and drop

Search plugins

Adding Question Types

5

Click on the *Drag and drop into text* link to get to the plugin description page.

Drag and drop into text

qtype_ddwtos

A drag and drop question type where missing words have to be dragged into gaps in a paragraph of text.

Question types 1k 2k 12

Supports Moodle 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9

Latest release: Wednesday, 11 March 2015, 11:23 PM



6

Read about the plugin and, if you decide to install it, click on the *Download* button. Save the file and go back to *Administration > Site administration > Plugins > Install plugins*.

Question types: Drag and drop into text

qtype_ddwtos

Maintained by Tim Hunt, Jamie Pratt, Mahmoud Kassaei, Phil Butcher

A drag and drop question type where missing words have to be dragged into gaps in a paragraph of text.

61k 2k 12

Release 1.5 for Moodle 2.6+
Moodle 2.6, 2.7, 2.8, 2.9

Install now

Download

Adding Question Types

7

Drag and drop the file you have downloaded onto the space provided. Then, click on the *Install plugin from the ZIP file* button.

Plugin installer

Install plugins from the Moodle plugins directory ?

Install plugin from ZIP file ?

ZIP package* ?

Choose a file...

qtype_ddwtos_moodle29_2015031800.zip

Show more...

Install plugin from the ZIP file

There are required fields in this form marked *.

8

Once the plugin package has been validated, click on the *Install plugin!* button to install it.

Plugin package validation

Validation passed! ?

Status	Message	Info
OK	Name of the plugin to be installed ?	ddwtos
OK	Plugin version	2015031800
OK	Required Moodle version	2013101800
OK	Full component name	qtype_ddwtos
OK	Declared maturity level ?	MATURITY_STABLE
OK	Plugin release	1.5 for Moodle 2.6+
OK	Write access check	/home/iotagr/public_html/test/question/type

Acknowledgement

I understand that it is my responsibility to have full backups of this site prior to installing additional plugins. I accept and understand that plugins (especially but not only those originating in unofficial sources) may contain security holes, can make the site unavailable, or cause private data leaks or loss.

Cancel

Install plugin!

Adding Question Types

9

If everything goes well, you should click on the *Upgrade Moodle database now*.

Plugins check

This page displays plugins that may require your attention during the upgrade. Highlighted items include new plugins that are about to be installed, updated plugins that are about to be upgraded and any missing plugins. Additional plugins are highlighted if there is an available update for them. It is recommended that you check whether there are more recent versions of plugins available and update their source code before continuing with this Moodle upgrade.

[Check for available updates](#)

Number of plugins requiring your attention: 1

[Display the full list of installed plugins](#)

Plugin name	Directory	Source	Current version	New version	Requires	Status
Question types						
• Drag and drop into text	/question/type/ddwtos	Additional		2015031800	- Moodle 2013101800 - qtype_gapselect (2014111200) Install Upload	To be installed

[Reload](#)

[Upgrade Moodle database now](#)

10

Dependencies should fail and you should now receive an error message as an extra package needs to be installed first. Click on the *Install* link, download the plugin needed, and follow steps 6-9 again.

Plugin dependencies check

Dependencies check failed for qtype_ddwtos

Plugin name	Directory	Source	Current version	New version	Requires	Status
Question types						
• Drag and drop into text	/question/type/ddwtos	Additional		2015031800	- Moodle 2013101800 - qtype_gapselect (2014111200) Install Upload	To be installed

You must solve all the plugin requirements before proceeding to install this Moodle version!

[Continue](#)

Adding Question Types

11 Both plugins should now be installed. Click on the Continue button to complete the process.

Upgrading to new version

qtype_ddwtos

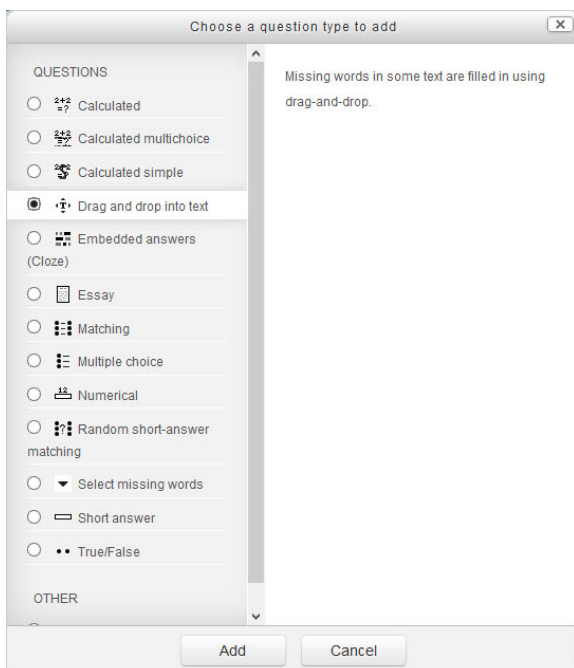
Success

qtype_gapselect

Success

Continue

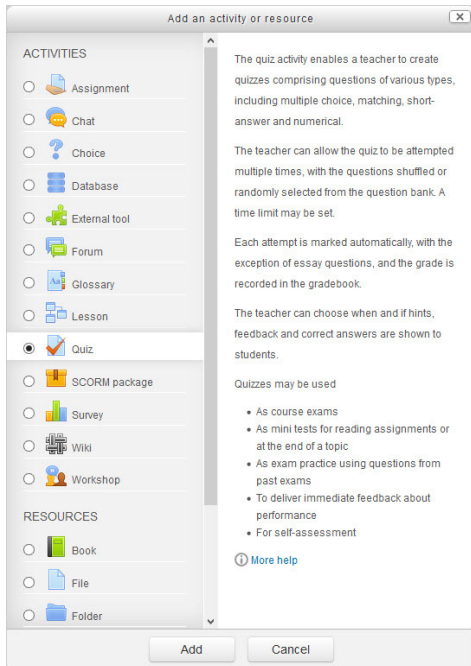
12 You should now have a new *Drag and drop into text* question type.



Creating a Quiz

1

Once you have created a few questions, you might want to create a short quiz for your students. Go to your course, click on the *Add an activity or resource* link, select Quiz, and then click on the *Add* button.



2

In the *General* slide, give your quiz a name and a short description.

General

Name*

Description

☐ **Display description on course page** 

Creating a Quiz

3

In the *Timing* slide, decide if you are going to set a deadline for your students to do the quiz and what should happen *When time expires*.

Timing

Open the quiz ? 4 June 2015 19 37 ☐ Enable

Close the quiz 4 June 2015 19 37 ☐ Enable

Time limit ? 0 minutes ☐ Enable

When time expires ? Open attempts are submitted automatically ▼

Submission grace period ? 1 days ☒ Enable

4

In the *Grade* slide, decide what the *Grading method* and *Grade to pass* are going to be and how many attempts students will be given to complete the quiz successfully.

Grade

Grade category ? Uncategorized ▼

Grade to pass ? 5

Attempts allowed Unlimited ▼

Grading method ? Highest grade ▼

Creating a Quiz

5

In the *Layout* slide, decide how many questions will appear per page and how student will be able to navigate your quiz.

Layout

New page ?

Every question

Navigation method* ?

Free

[Show less...](#)

6

In the *Question behavior* slide, make sure you select *Yes* for the *Shuffle within questions* setting if you want to make use of the shuffling option that is available in certain question types and decide how Moodle will offer feedback.

Question behaviour

Shuffle within questions ?

Yes

How questions behave ?

Deferred feedback

[Show more...](#)

Creating a Quiz

7

In the *Review options* slide, tick whatever you want to make available to your students at specific stages of the quiz.

Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
☒ The attempt ?	☒ The attempt	☒ The attempt	☒ The attempt
☒ Whether correct ?	☒ Whether correct	☒ Whether correct	☒ Whether correct
☒ Marks ?	☒ Marks	☒ Marks	☒ Marks
☒ Specific feedback ?	☒ Specific feedback	☒ Specific feedback	☒ Specific feedback
☒ General feedback ?	☒ General feedback	☒ General feedback	☒ General feedback
☒ Right answer ?	☒ Right answer	☒ Right answer	☒ Right answer
☐ Overall feedback ?	☒ Overall feedback	☒ Overall feedback	☒ Overall feedback

8

The next slides, offer options to control the appearance, some extra restrictions, and the feedback offered by the quiz. When you are done, click on the *Save and return to course* button to save the quiz.

Appearance

Extra restrictions on attempts

Overall feedback ?

Common module settings

Save and return to course

Save and display

Cancel

There are required fields in this form marked *.

Managing a Quiz

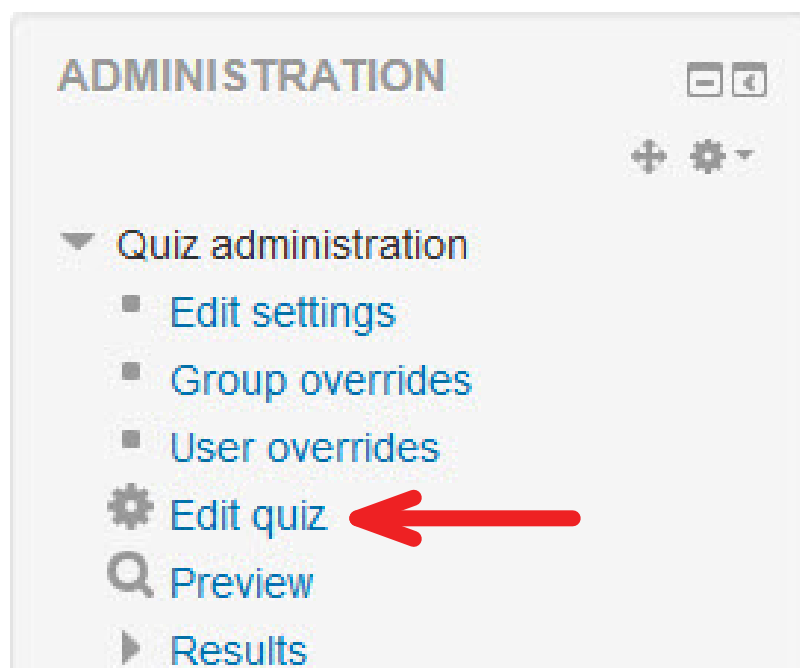
1

Go to your course and click on the quiz you want to manage.



2

Follow the path *Administration > Quiz administration > Edit quiz* to start managing your quiz.



Managing a Quiz

3

Your quiz is still empty. Click on *Add + from question bank* to start adding questions.

Editing quiz: My quiz ?

Questions: 0 | This quiz is open

Repaginate

Maximum grade: 10.00 Save

- + a new question
- + from question bank
- + a random question

4

Select the category you want to import questions from, decide if you want to include subcategories, tick the questions you want to import, and click on the *Add selected questions to the quiz* button.

Select a category:

My Question Category (11) ▼

My Question Category Description

Search options ▼

☒ Also show questions from subcategories

☐ Also show old questions

	Question	
☐	BookVocabularyDD01 Drag and drop the words below to complete the sentences. * I enjoy reading books with an interesting storyline. I Q	
☐	RevU1DD Fill in the following sentences with the correct word. There is an extra word you do not need to use. * She told me what happed Q	
☐	Short gerund quiz Drag and drop the appropriate gerund to complete the sentences below. * [[1]] dinner for the family is an activity tha Q	
☐	StateVsActionDD01 Drag and drop the appropriate verb into the sentence pairs below. 1. Anna [[1]] that the trip to Russia was not a Q	
☒	AdvFreqDesc01 Choose the best option to complete the sentences below. Q	
☐	RevU1MQ MATCH THE PICTURES TO THE ACTIVITIES. THERE IS AN EXTRA ACTIVITY YOU DO NOT NEED TO USE. Q	
☐	PresentSimpleContCloze01 Complete the following sentences using Simple Present or Present Continuous. * Look! Jenny (#1) to sch Q	
☐	PresentSimpleContCloze01 Complete the following sentences using Simple Present or Present Continuous. * Look! Jenny (#1) to sch Q	
☐	StateVsActionCloze01 Choose the best answer to complete the sentences below. * I (#1) three brothers. * She (#2) how to speak for Q	
☐	StateVsActionCloze02 Complete the conversation. Choose the correct form o the verb. Emma: Hi, Matthew. What (#1) at? Matt: Oh, hi. Q	
☐	The Portrait of Dorian Gray Cloze Test Read the passage from the _Portrait of Dorian Gray_ and then use appropriate words to fill i Q	
☒	AdvFreq01 He to the radio. Q	
☒	AdvFreq02 They a book. Q	
☒	AdvFreq03 Pete angry. Q	
☒	AdvFreq04 Tom very friendly. Q	
☒	AdvFreq05 I sugar in my coffee. Q	
☒	AdvFreq06 Ramon and Frank hungry. Q	
☒	AdvFreq07 My grandmother for a walk in the evening. Q	
☒	AdvFreq08 Bill his father in the kitchen. Q	
☒	AdvFreq09 They TV in the afternoon. Q	
☒	AdvFreq10 Christine at night. Q	

Show 20 per page

Add selected questions to the quiz

Managing a Quiz

5

The questions have been added to your quiz. However, notice that each question is on a separate page. Click on the *Repaginate* button to manage pagination.

Editing quiz: My quiz

Questions: 11 | This quiz is open

Maximum grade: 10.00 Save

Repaginate

Total of marks: 10.00

☐ Shuffle

Page 1	AdvFreqDesc01 Choose the best option to complete the sentences below.	1.00
Page 2		
1	AdvFreq01 He to the radio.	1.00
Page 3		
2	AdvFreq02 They a book.	1.00
Page 4		
3	AdvFreq03 Pete angry.	1.00
Page 5		
4	AdvFreq04 Tom very friendly.	1.00
Page 6		
5	AdvFreq05 I sugar in my coffee.	1.00
Page 7		
6	AdvFreq06 Ramon and Frank hungry.	1.00
Page 8		
7	AdvFreq07 My grandmother for a walk in the evening.	1.00
Page 9		
8	AdvFreq08 Bill his father in the kitchen.	1.00
Page 10		
9	AdvFreq09 They TV in the afternoon.	1.00
Page 11		
10	AdvFreq10 Christine at night.	1.00

6

Select the number of question you want per page and click on the *Go* button.

Repaginate

Repaginate with 11 questions per page Go

Managing a Quiz

7

Your quiz is properly paginated now. You might want to add a page break though, a new page at the beginning or the end of the quiz, preview or delete a question, or fix the *Maximum grade* if it is wrong.

Editing quiz: My quiz ?

Questions: 11 | This quiz is open

Maximum grade: 10.00 Save

total of marks: 10.00

Repaginate

Page 1 Add

+	i	AdvFreqDesc01	Choose the best option to complete the sentences below.	Q X	
+	1	AdvFreq01	He to the radio.	Q X	1.00
+	2	AdvFreq02	They a book.	Q X	1.00
+	3	AdvFreq03	Pete angry.	Q X	1.00
+	4	AdvFreq04	Tom very friendly.	Q X	1.00
+	5	AdvFreq05	I sugar in my coffee.	Q X	1.00
+	6	AdvFreq06	Ramon and Frank hungry.	Q X	1.00
+	7	AdvFreq07	My grandmother for a walk in the evening.	Q X	1.00
+	8	AdvFreq08	Bill his father in the kitchen.	Q X	1.00
+	9	AdvFreq09	They TV in the afternoon.	Q X	1.00
+	10	AdvFreq10	Christine at night.	Q X	1.00

Add

8

When you are done, you can follow the path *Administration > Quiz administration > Preview* to see what your quiz looks like.

ADMINISTRATION

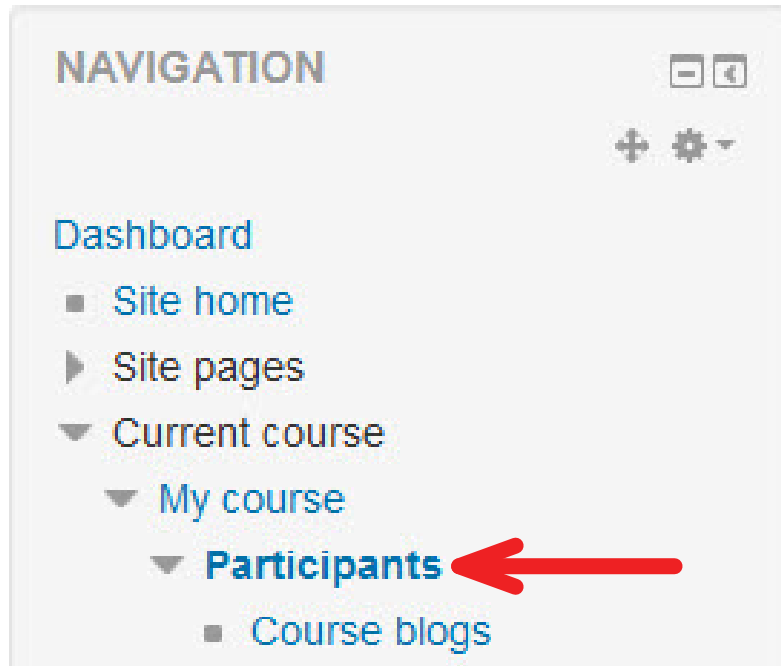
Quiz administration

- Edit settings
- Group overrides
- User overrides
- Edit quiz
- Preview
- Results

Exchanging Messages

1

Moodle allows you to contact your students through private or bulk messages. Go to your course and click on the *Participants* link in the *Navigation* menu.



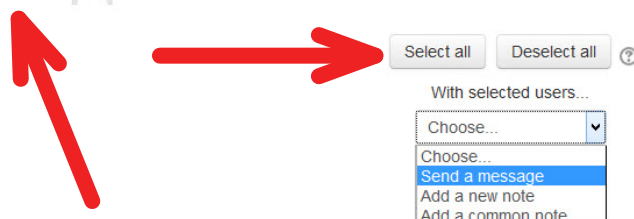
2

Click the checkboxes next to the names of the participants you want to send a bulk message to or click on the *Select all* button and then select Send a message from the dropdown menu.

All participants: 6 *

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

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
☐		Admin User	emavro@yahoo.com		Greece	5 secs
☒		Louis Tomlinson	name5@myemailsite.gr		Greece	Never
☒		Harry Styles	name4@myemailsite.gr		Greece	Never
☒		Liam Payne	name3@myemailsite.gr		Greece	Never
☒		Zayn Malik	name2@myemailsite.gr		Greece	Never
☒		Niall Horan	name1@myemailsite.gr		Greece	Never



Exchanging Messages

3

Type in your message in the *Message body* and *Remove* any of the recipients if you have changed your mind. Then, click on the Preview button.

Added 5 new recipients

[Keep searching](#), or use the form below to send a message to the selected students

Message body:



Here's a test message from your teacher for you!

Formatting: HTML format

Preview

Currently selected users

Louis Tomlinson	name5@myemailsite.gr	Remove
Harry Styles	name4@myemailsite.gr	Remove
Liam Payne	name3@myemailsite.gr	Remove
Zayn Malik	name2@myemailsite.gr	Remove
Niall Horan	name1@myemailsite.gr	Remove

4

If you are satisfied with what you see, click on the *Send message* button and your message will be sent. The recipient should also receive a notification in his e-mail inbox.

HTML format preview

Here's a test message from your teacher for you!

Send message Update

Exchanging Messages

5

If you want to send a private message to a single user only, go to your course and click on the *Participants* link in the *Navigation* menu. Then, click on the name of the participant you want to send a message to.

All participants: 6 #

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

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

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
☐		Admin User	emavro@yahoo.com		Greece	5 secs
☒		Louis Tomlinson	name5@myemailsite.gr		Greece	Never
☒		Harry Styles	name4@myemailsite.gr		Greece	Never
☒		Liam Payne	name3@myemailsite.gr		Greece	Never
☒		Zayn Malik	name2@myemailsite.gr		Greece	Never
☒		Niall Horan	name1@myemailsite.gr		Greece	Never

Select all

Deselect all



With selected users...

Choose...

Choose...

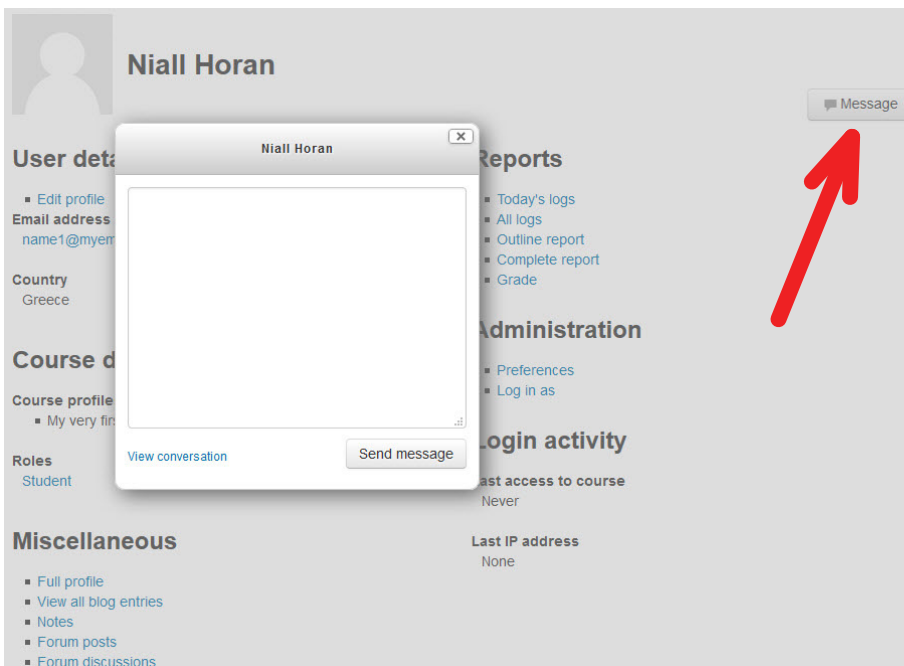
Send a message

Add a new note

Add a common note

6

Click on the *Message* button, type in your message, and click on the *Send message* button to send your message.

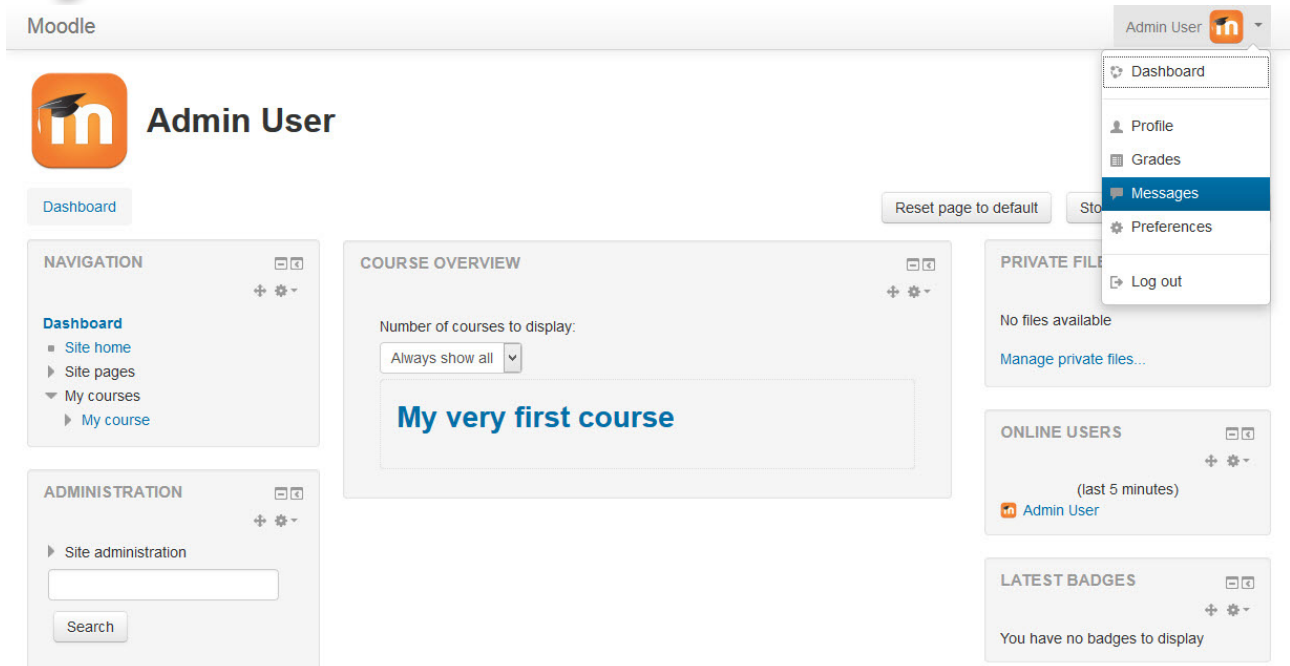


The screenshot shows the user profile for Niall Horan. On the left, there are sections for 'User details', 'Course details', 'Roles', and 'Miscellaneous'. On the right, there are sections for 'Reports', 'Administration', and 'Login activity'. A modal window titled 'Niall Horan' is open in the center, containing a text area for a message and a 'Send message' button. A red arrow points to a 'Message' button located in the top right corner of the profile page.

Exchanging Messages

7

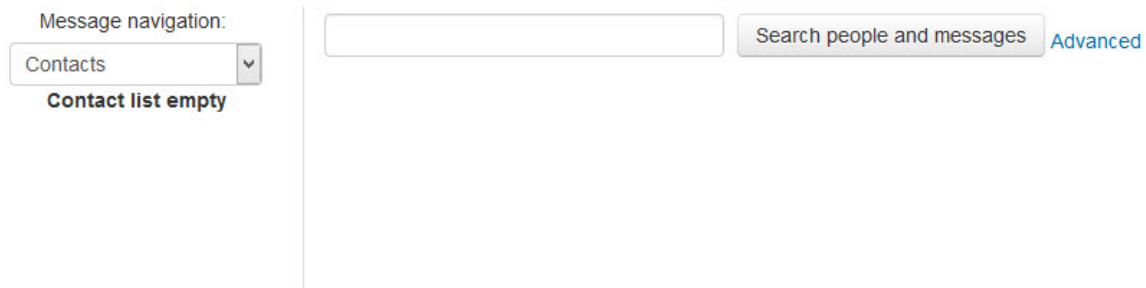
To read and reply to any pending messages you might have, click on your user avatar at the top right-hand corner of any page and select *Messages*.



The screenshot shows the Moodle Admin User dashboard. At the top right, the user's name 'Admin User' and an avatar are displayed. A dropdown menu is open, showing options: Dashboard, Profile, Grades, Messages (highlighted in blue), Preferences, and Log out. The dashboard itself features a 'NAVIGATION' sidebar with links to Site home, Site pages, My courses, and My course. The main area has a 'COURSE OVERVIEW' section with a 'Number of courses to display' dropdown set to 'Always show all' and a card for 'My very first course'. Other sections include 'PRIVATE FILES' (No files available), 'ONLINE USERS' (Admin User listed), and 'LATEST BADGES' (You have no badges to display).

8

Here you can search for users to send messages to or click on the names of users that have sent you messages to reply.

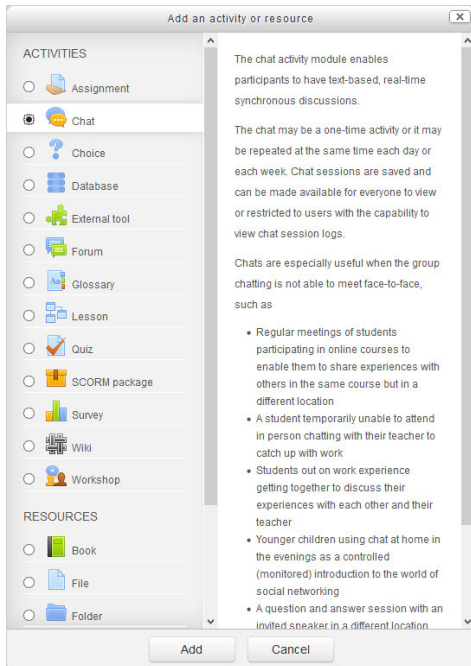


The screenshot shows the 'Message navigation' interface. On the left, there is a 'Contacts' dropdown menu with a downward arrow, and below it, the text 'Contact list empty'. To the right, there is a large search input field. Below the input field is a button labeled 'Search people and messages' and a link labeled 'Advanced'.

Online Chatting

1

Moodle allows teachers and students to interact online with each other through its chatting feature. Go to your course, click on *Add an activity or resource*, select the *Chat* activity, and then click *Add*.



2

In the *General* slide, give a *Name* to your chat room and a short *Description* of what students are allowed or encouraged to do while chatting in this room. Decide if the *Description* should be displayed on the course page.

General

Name of this chat room*

Description



Display description on course page  ☐

Online Chatting

3

In the *Chat sessions* slide, select a date and time for your students to chat, decide if it is a one-off, daily or weekly event, if the messages exchanged should be saved, and if they will be publicly available.

Chat sessions

Next chat time

18 ▾ June ▾ 2015 ▾ 15 ▾ 50 ▾ 

Repeat/publish session times

Don't publish any chat times ▾

Save past sessions

Never delete messages ▾

Everyone can view past sessions

No ▾

4

In the *Common modules settings* slide, decide if students will participate in groups and if the chat room should be made visible. When you are done, click on the *Save and return to course* button.

Common module settings

Visible

Show ▾

ID number

Group mode

Separate groups ▾

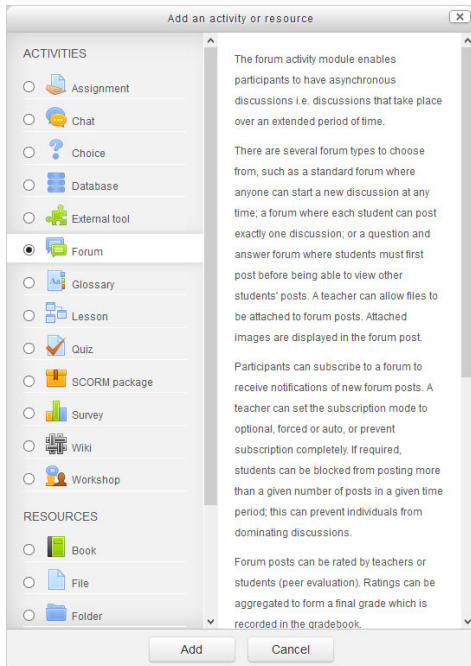
Grouping

None ▾

Forums

1

Moodle allows teachers and students to interact with each other through forums. Go to your course, click on *Add an activity or resource*, select the *Forum* activity, and then click *Add*.



2

In the *General* slide, give a *Name* to your forum and a short *Description* of what students are allowed or encouraged to do while posting messages. Decide if the *Description* should be displayed on the course page.

General

Forum name *

Description



Display description on course page  ☐

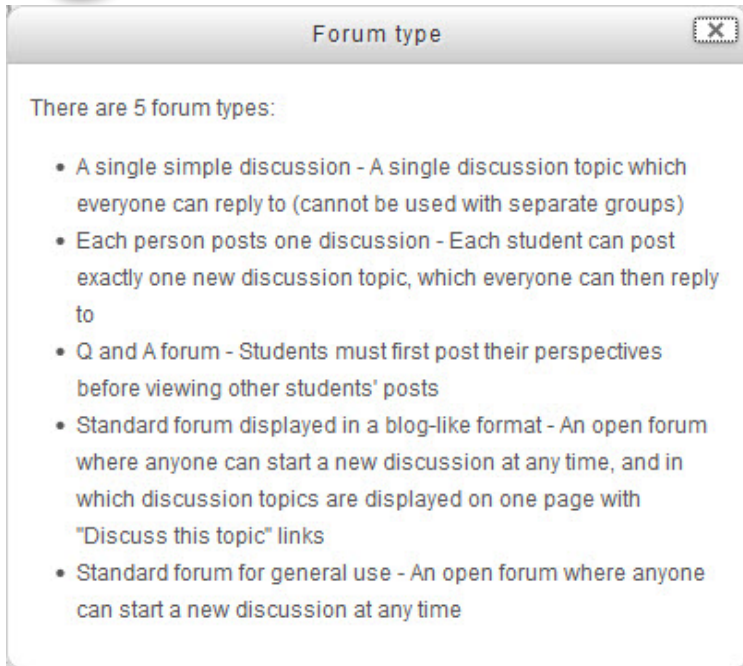
Forum type 

Standard forum for general use

Forums

3

Pay special attention to the forum type you need to select. Most of the times *Standard forum displayed in a blog-like format* or *Standard forum for general use* can meet your needs but not always.



4

In the *Attachments and word count* slide, set some limits to the size and number of the attachments users can post. This is especially useful if you are pressed for space on your server.

Attachments and word count

Maximum attachment size ?

500KB

Maximum number of attachments ?

9

Display word count ?

No

Forums

5

In the *Subscription and tracking* slide, if users should be forced to subscribe to this forum and if they will be able to track read and unread posts.

Subscription and tracking

Subscription mode ?

Optional subscription ▼

Read tracking ?

Optional ▼

6

In the *Post threshold for blocking* slide, you can set a policy to block excessive messaging/spamming by the users.

Post threshold for blocking

Time period for blocking ?

Don't block ▼

Post threshold for blocking ?

0

Post threshold for warning ?

0

Forums

7

In the *Grade* slide, you can set a passing grade for students if this activity is to be assessed.

Grade

Grade category ?

Uncategorised ▼

Grade to pass ?

8

In the *Ratings* slide, you can set a policy on rating user messages. You can only decide who will be able to rate posts once your forum has been created. When you are done, click on the *Save and return to course* button.

Ratings

Roles with permission to rate ?

Capability check not available until activity is saved

Aggregate type ?

No ratings ▼

Scale ?

Type Point ▼

Scale Separate and Connected ways of knowing ▼

Maximum points 100

Restrict ratings to items with dates in this range: ☐

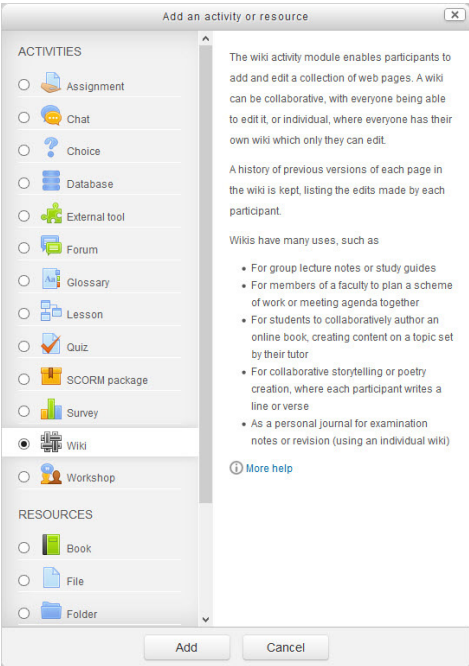
From

18 ▼ June ▼ 2015 ▼ 16 ▼ 05 ▼ 

To

18 ▼ June ▼ 2015 ▼ 16 ▼ 05 ▼ 

Moodle allows teachers and students to add and edit a collection of web pages collaboratively. Go to your course, click on *Add an activity or resource*, select the *Wiki* activity, and then click *Add*.



In the *General* slide, give a *Name* to your forum and a short *Description* of what students are allowed or encouraged to do on their wiki. Decide if students need to cooperate or work individually and give a title to the first page of the wiki.

Display description on course page ☐

Collaborative wiki

Wikis

3

In the *Format* slide, you need to decide on the format of the wiki, i.e. what kind of markup language will be used to edit it and if users will be able to change that for themselves. *HTML* is the most straightforward format.

Format

Default format ?

HTML ▼

Force format ? ☐

4

In the *Common modules settings* slide, decide if students will participate in groups and if the wiki should be made visible. When you are done, click on the *Save and return to course* button.

Common module settings

Visible

Show ▼

ID number ?

Group mode ?

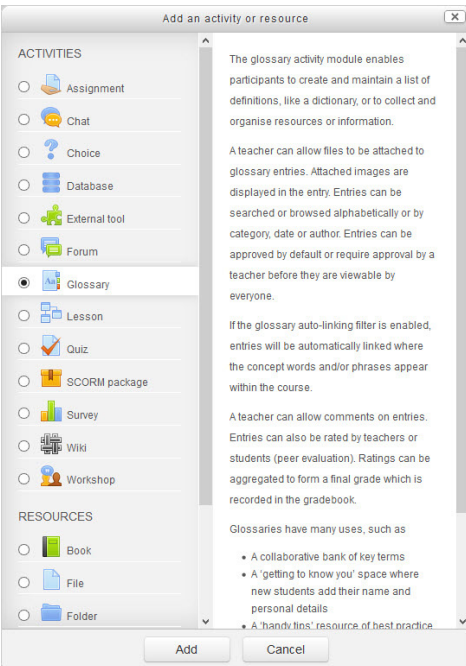
Separate groups ▼

Grouping ?

None ▼

Glossaries

Moodle allows teachers and students to collect and manage data collaboratively. Go to your course, click on *Add an activity or resource*, select the *Glossary* activity, and then click *Add*.



In the *General* slide, decide if your glossary is going to be a site-wide (global) glossary, the main glossary of your course, or a secondary glossary.

Display description on course page ☐

Is this glossary global? ☒ ☐

Glossary type Secondary glossary ▼

Glossaries

3

In the *Entries* slide, decide if all entries should be approved by the teacher, if they are editable, if duplicate entries and/or comments are allowed, and if entries will be automatically linked to other glossaries.

Entries

Approved by default ?

Always allow editing ?

Duplicate entries allowed ?

Allow comments on entries ?

Automatically link glossary entries ?

4

In the *Appearance* slide, decide on your glossary's *Display format*, its pagination and navigation links, and if a printable version will be available.

Appearance

Display format ?

Approval display format ?

Entries shown per page

Show alphabet links ?

Show 'ALL' link ?

Show 'Special' link ?

Allow print view ?

Glossaries

5

In the *Grade* slide, you can set a passing grade for students if this activity is to be assessed.

Grade

Grade category ?

Uncategorised ▼

Grade to pass ?

6

In the *Ratings* slide, you can set a policy on rating user entries. You can only decide who will be able to rate entries once your glossary has been created. When you are done, click on the *Save and return to course* button.

Ratings

Roles with permission to rate ?

Capability check not available until activity is saved

Aggregate type ?

No ratings ▼

Scale ?

Type Point ▼

Scale Separate and Connected ways of knowing ▼

Maximum points 100

Restrict ratings to items with dates in this range: ☐

From

18 ▼ June ▼ 2015 ▼ 21 ▼ 00 ▼ 

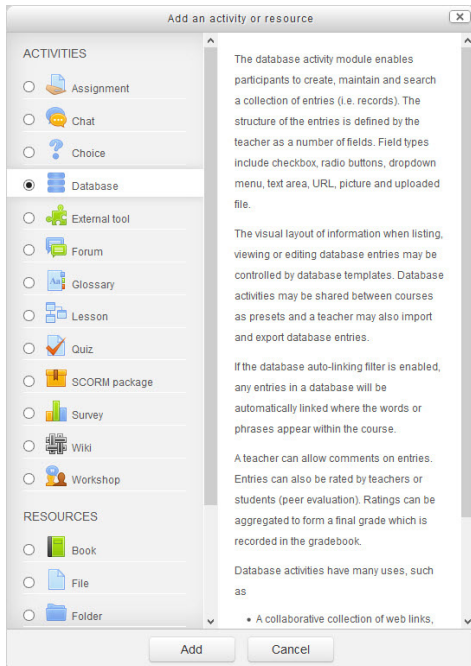
To

18 ▼ June ▼ 2015 ▼ 21 ▼ 00 ▼ 

Databases

1

Moodle allows teachers and students to create, maintain, and search a collection of entries. Go to your course, click on *Add an activity or resource*, select the *Database* activity, and then click *Add*.



2

In the *General* slide, give a *Name* to your database and a short *Description* of the input students are allowed or encouraged to upload. Decide if the *Description* should be displayed on the course page.

General

Name*

Description

Table

Font color

B

I

List

Link

Image

Media

File

Display description on course page ☐

Databases

3

In the *Entries* slide, decide if all entries should be approved by the teacher, if comments are allowed, if students need to submit a maximum/minimum number of entries, and when they will be able to view other submissions.

Entries

Approval required ?

No ▾

Allow comments on entries

No ▾

Entries required for completion ?

None ▾

Entries required before viewing ?

None ▾

Maximum number of entries ?

None ▾

4

In the *Availability* slide, decide when your database will be available for editing and when it will be available for access without editing capabilities.

Availability

Available from

18 ▾ June ▾ 2015 ▾ 21 ▾ 20 ▾  ☐ Enable

Available to

18 ▾ June ▾ 2015 ▾ 21 ▾ 20 ▾  ☐ Enable

Read only from

18 ▾ June ▾ 2015 ▾ 21 ▾ 20 ▾  ☐ Enable

Read only to

18 ▾ June ▾ 2015 ▾ 21 ▾ 20 ▾  ☐ Enable

Databases

5

In the *Grade* slide, you can set a passing grade for students if this activity is to be assessed.

Grade

Grade category ?

Uncategorised ▼

Grade to pass ?

6

In the *Ratings* slide, you can set a policy on rating user entries. You can only decide who will be able to rate entries once your database has been created. When you are done, click on the *Save and return to course* button.

Ratings

Roles with permission to rate ?

Capability check not available until activity is saved

Aggregate type ?

No ratings ▼

Scale ?

Type Point ▼

Scale Separate and Connected ways of knowing ▼

Maximum points 100

Restrict ratings to items with dates in this range: ☐

From

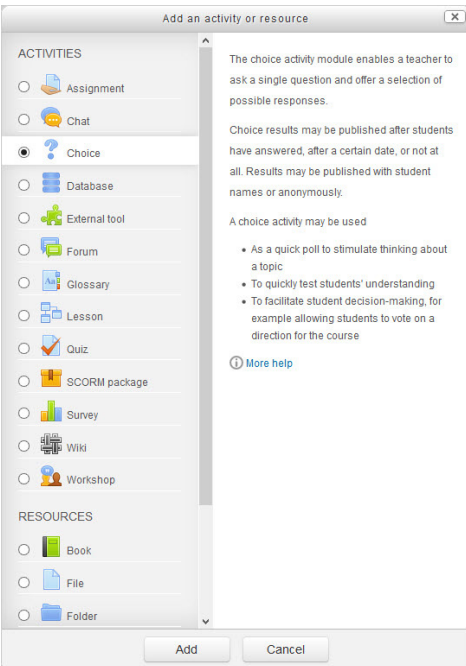
18 ▼ June ▼ 2015 ▼ 21 ▼ 20 ▼ 

To

18 ▼ June ▼ 2015 ▼ 21 ▼ 20 ▼ 

Choices

Moodle allows teachers to ask students a multiple choice question to quickly check something or check their opinion on a matter. Go to your course, click on *Add an activity or resource*, select the *Choice* activity, and then click *Add*.



In the *General* slide, give a *Name* to your choice and a short *Description* of the issue at hand. Decide if the *Description* should be displayed on the course page and how the options will be displayed.

Display description on course page ☐

Display horizontally

Choices

3

In the *Options* slide, enter the choices students will be presented with, decide if they can update their response, tick more than one options, and if a limit on the number of responses per option should be imposed.

Options

Allow choice to be updated ▾

Allow more than one choice to be selected ▾

Limit the number of responses allowed ▾

Option 1*

Limit 1

Option 2

Limit 2

Option 3

Limit 3

Option 4

Limit 4

Option 5

Limit 5

4

In the *Availability* slide, decide when the activity will be available to the students.

Availability

Restrict answering to this time period ☐

Open

▾ ▾ ▾ ▾ ▾

Until

▾ ▾ ▾ ▾ ▾

Show preview

Choices

5

In the *Results* slide, decide if students will be able to see the results of the activity and what should be displayed.

Results

Publish results

Do not publish results to students



Privacy of results

Publish anonymous results, do not show student names



Show column for unanswered

No



Include responses from inactive/suspended users

No



6

In the *Common modules settings* slide, decide if students will participate in groups and if the choice activity should be made visible. When you are done, click on the *Save and return to course* button.

Common module settings

Visible

Show



ID number ?

Group mode ?

Separate groups



Grouping ?

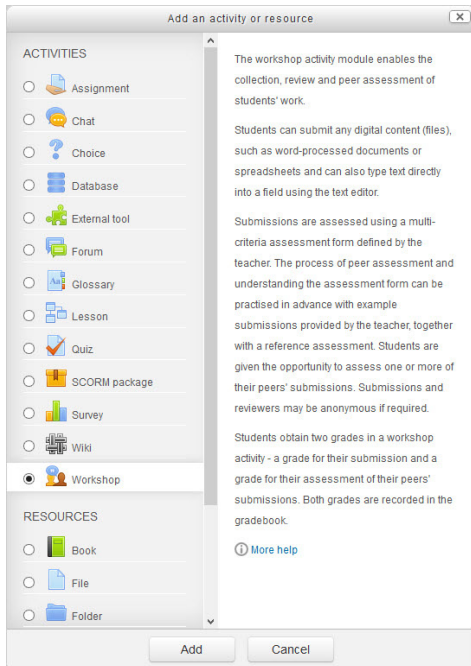
None



Workshops

1

Moodle allows teachers to practice peer assessment with students' work. Go to your course, click on *Add an activity or resource*, select the *Workshop* activity, and then click *Add*.



2

In the *General* slide, give a *Name* to your workshop and a short *Description* of what students should do. Decide if the *Description* should be displayed on the course page.

General

Workshop name*

Description

Table

Font color

B

I

List

Link

Image

Media

File

Display description on course page ☐

Workshops

In the *Grading settings* slide, decide on a *Grading strategy* and what percentage of the students' grade will be based on their submission vis-à-vis their assessment comments.

Accumulative grading

80 ▼ Uncategorised ▼

20 ▼ Uncategorised ▼

In the *Submission settings* slide, you can provide instructions on the submission to be uploaded, decide if attachments will be allowed, and prevent late submissions.

1

Course upload limit (2MB) 

Late submissions ☐ Allow submissions after the deadline

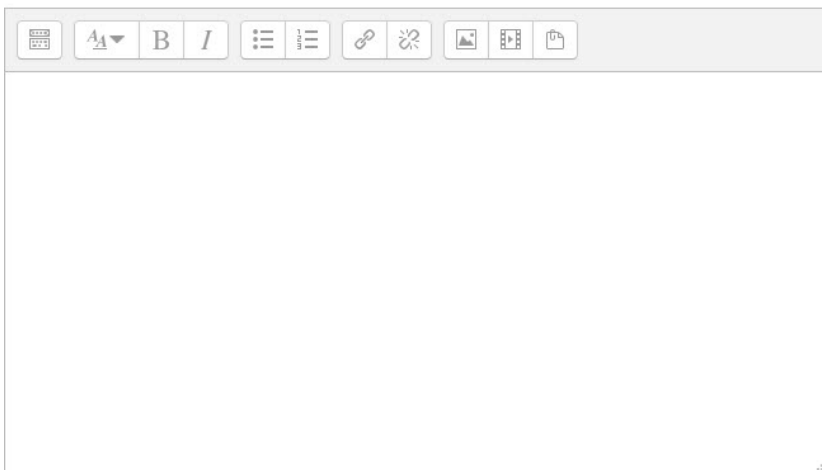
Workshops

5

In the *Assessment settings* slide, you can provide instructions on the assessment comments to be submitted and decide if students will be allowed to assess their own work.

Assessment settings

Instructions for assessment

A rich text editor interface for writing assessment instructions. It features a toolbar at the top with icons for text formatting (bold, italic, underline, strikethrough, link, unlink), list creation (bulleted, numbered), and media insertion (image, video, file). Below the toolbar is a large, empty text area for entering the instructions.

Use self-assessment  ☐ Students may assess their own work

6

In the *Feedback* slide, decide if overall feedback will be provided and if a *Conclusion* text will be displayed at the end of the activity.

Feedback

Overall feedback mode

Enabled and optional 

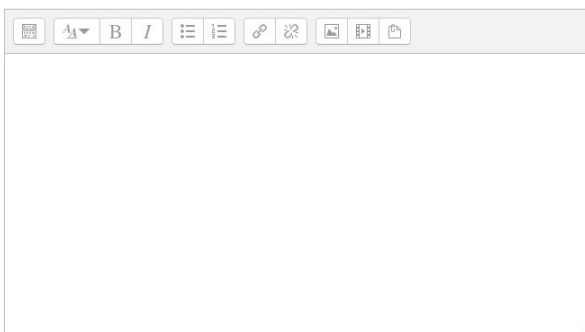
Maximum number of overall feedback attachments

0 

Maximum overall feedback attachment size

Course upload limit (2MB) 

Conclusion

A rich text editor interface for writing conclusion text. It features a toolbar at the top with icons for text formatting (bold, italic, underline, strikethrough, link, unlink), list creation (bulleted, numbered), and media insertion (image, video, file). Below the toolbar is a large, empty text area for entering the conclusion text.

Workshops

7

In the *Example submissions* slide, you can decide if students will need to practice assessing some example submissions first before assessing their peers' submissions.

Example submissions

Use examples  ☐ Example submissions are provided for practice in assessing

Mode of examples assessment

Assessment of example submission is voluntary

8

In the *Availability* slide, decide when the activity will be open for submissions and when students will be able to assess their peers. When you are done, click on the *Save and return to course* button.

Availability

Open for submissions from

18 June 2015 22 30  ☐ Enable

Submissions deadline

18 June 2015 22 30  ☐ Enable

Switch to the next phase after the submissions deadline  ☐

Open for assessment from

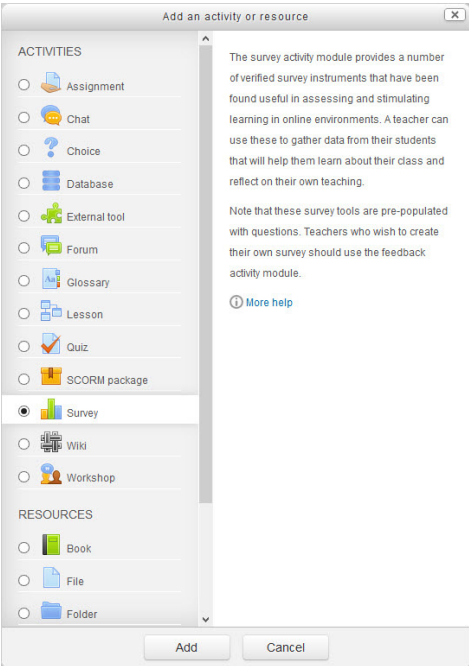
18 June 2015 22 30  ☐ Enable

Deadline for assessment

18 June 2015 22 30  ☐ Enable

Surveys

Moodle allows teachers to conduct surveys and receive feedback from their students. Go to your course, click on *Add an activity or resource*, select the *Survey* activity, and then click *Add*.



In the *General* slide, carefully study the *Survey types* that are available and select the one that matches your needs. When you are done, click on the *Save and return to course* button.

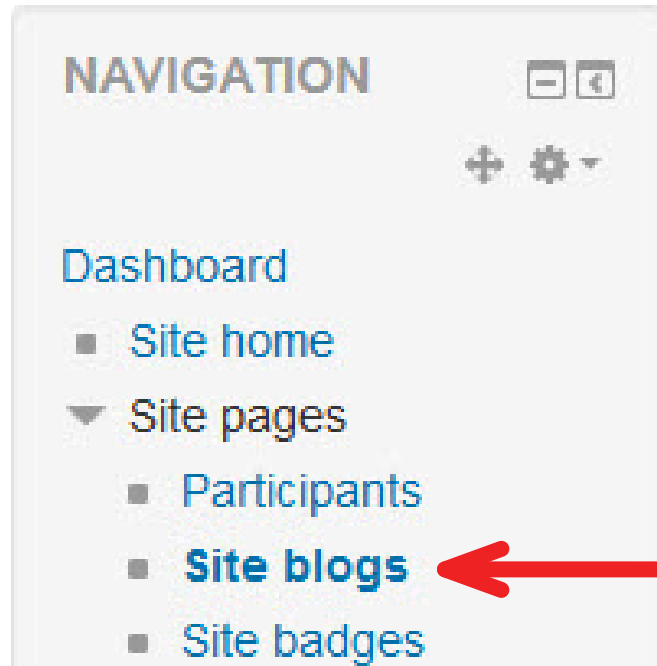
Choose...

Display description on course page  ☐

Blogs

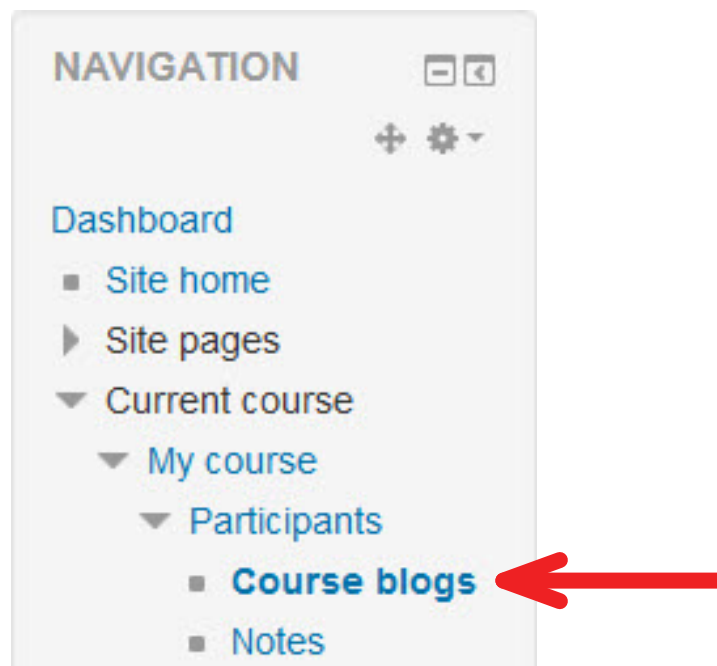
1

Moodle comes with ready-made blogs for your website, your courses, and each user individually. You can access your site blog from your *Navigation* menu by following the path *Navigation > Dashboard > Site pages > Site blogs*.



2

To access your course blog, go to your course and follow the path *Navigation > Dashboard > Current course > My course > Participants > Course blogs*.



Blogs

3

To access your personal blog, go to your *Profile* page and click on the *Blog entries* link.

User details

- [Edit profile](#)

Email address

emavro@yahoo.com

Country

Greece

Course details

Course profiles

- [My very first course](#)

Miscellaneous

- [Blog entries](#)
- [Notes](#)
- [Forum posts](#)
- [Forum discussions](#)



Reports

- [Today's logs](#)
- [All logs](#)
- [Outline report](#)
- [Complete report](#)
- [Browser sessions](#)
- [Grade](#)

Login activity

First access to site

Monday, 18 May 2015, 3:02 PM (31 days 6 hours)

Last access to site

Thursday, 18 June 2015, 9:49 PM (1 sec)

Last IP address

94.67.160.234

4

To add a blog entry click on the *Add a new entry* link.

User blog: Admin User

[Add a new entry](#)



5 In the *General* slide, you can give a title to your blog entry, type in your text, add attachments, and decide who will be able to read it.

General

Entry title*

Blog entry body*

A ▼

B

I

Attachment

Maximum size for new files: Unlimited, maximum attachments 9

> Files

You can drag and drop files here to add them.

Publish to *

Anyone on this site ▼

6 In the *Tags* slide, you can use key words to describe your blog entry and make it easier for your website users to locate it. When you are done, click on the *Save changes* button.

Tags

Official tags (Manage official tags)

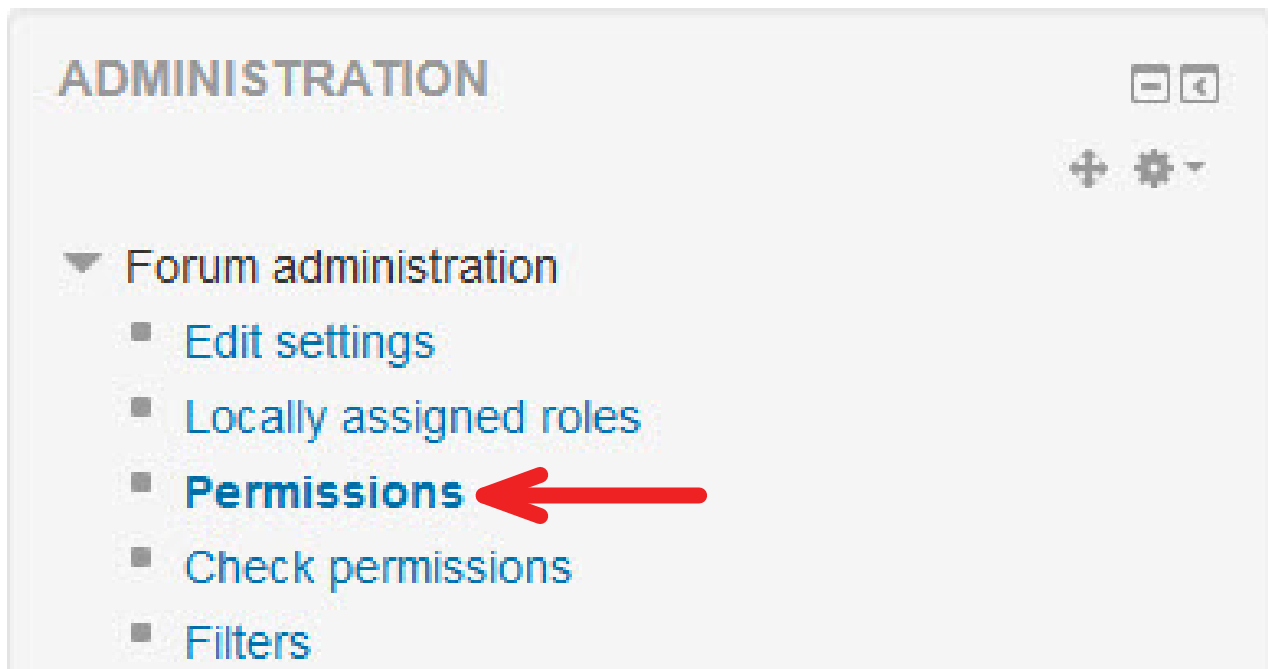
None

Other tags (enter tags separated by commas)

Permissions

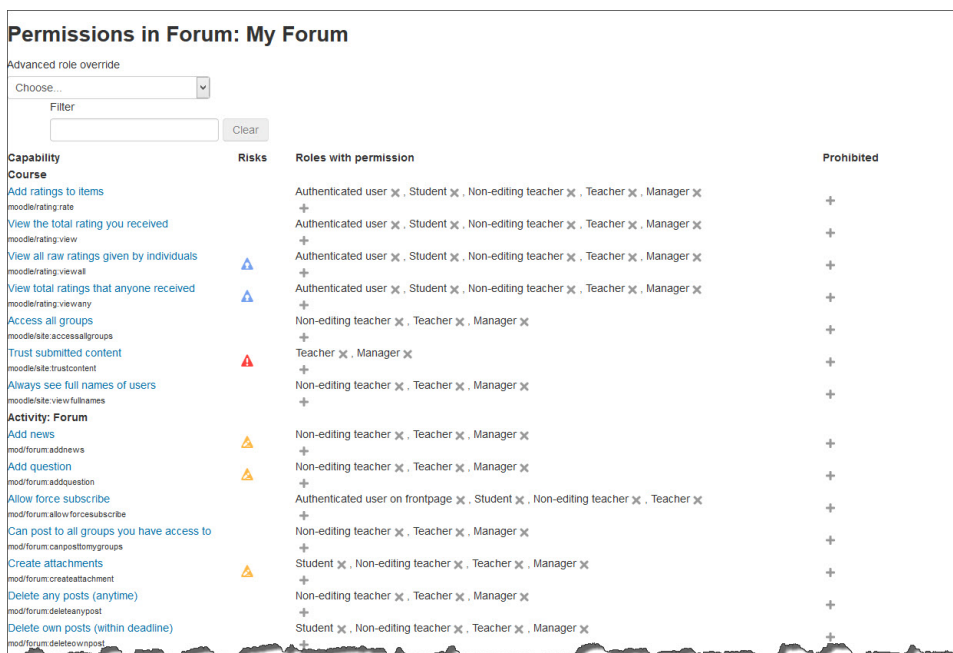
1

Moodle allows you to set specific permissions for different types of users at different sections of your website. Create a forum and follow the path *Administration > Forum administration > Permissions*.



2

Depending on context, you will see different groups of permission settings. In this case, you can set permissions for your course, your forum, and your activities.



Permissions

3

Click on each capability link to get more information about it, click on the risk icons to check the risks involved when you change something, and permit or prohibit certain actions for certain types of users.

Capability	Risks	Roles with permission	Prohibited
Course			
Add ratings to items moodle/rating:rate		Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View the total rating you received moodle/rating:view		Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View all raw ratings given by individuals moodle/rating:viewall	⚠	Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View total ratings that anyone received moodle/rating:viewany	⚠	Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Access all groups moodle/site:accessallgroups		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Trust submitted content moodle/site:trustcontent	⚠	Teacher ✕, Manager ✕ +	+
Always see full names of users moodle/site:viewfullnames		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Activity: Forum			
Add news mod/forum:addnews	⚠	Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Add question mod/forum:addquestion	⚠	Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Allow force subscribe mod/forum:allowforcesubscribe		Authenticated user on frontpage ✕, Student ✕, Non-editing teacher ✕, Teacher ✕ +	+
Can post to all groups you have access to mod/forum:canposttomygroups		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Create attachments mod/forum:createattachment	⚠	Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Delete any posts (anytime)		Non-editing teacher ✕, Teacher ✕, Manager ✕	

4

You can use the *Filter* text box to type in a key word that helps you locate the capability you need to edit quickly.

Permissions in Forum: My Forum

Advanced role override

Choose:

Capability	Risks	Roles with permission	Prohibited
Course			
Add ratings to items moodle/rating:rate		Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View the total rating you received moodle/rating:view		Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View all raw ratings given by individuals moodle/rating:viewall	⚠	Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
View total ratings that anyone received moodle/rating:viewany	⚠	Authenticated user ✕, Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Access all groups moodle/site:accessallgroups		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Trust submitted content moodle/site:trustcontent	⚠	Teacher ✕, Manager ✕ +	+
Always see full names of users moodle/site:viewfullnames		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Activity: Forum			
Add news mod/forum:addnews	⚠	Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Add question mod/forum:addquestion	⚠	Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Allow force subscribe mod/forum:allowforcesubscribe		Authenticated user on frontpage ✕, Student ✕, Non-editing teacher ✕, Teacher ✕ +	+
Can post to all groups you have access to mod/forum:canposttomygroups		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Create attachments mod/forum:createattachment	⚠	Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Delete any posts (anytime) mod/forum:deleteanypost		Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+
Delete own posts (within deadline) mod/forum:deleteownpost		Student ✕, Non-editing teacher ✕, Teacher ✕, Manager ✕ +	+

Permissions

5

Select a role from the *Advanced role override* dropdown menu to edit permissions for that type of users only.

Permissions in Forum: My Forum

Advanced role override
 Choose... 
 Filter Clear

Capability	Risks	Roles with permission	Prohibited
Course			
Add ratings to items moodle/rating:rate		Authenticated user x, Student x, Non-editing teacher x, Teacher x, Manager x	+
View the total rating you received moodle/rating:view		Authenticated user x, Student x, Non-editing teacher x, Teacher x, Manager x	+
View all raw ratings given by individuals moodle/rating:viewall	⚠	Authenticated user x, Student x, Non-editing teacher x, Teacher x, Manager x	+
View total ratings that anyone received moodle/rating:viewany	⚠	Authenticated user x, Student x, Non-editing teacher x, Teacher x, Manager x	+
Access all groups moodle/site:accessallgroups		Non-editing teacher x, Teacher x, Manager x	+
Trust submitted content moodle/site:trustcontent	⚠	Teacher x, Manager x	+
Always see full names of users moodle/site:viewfullnames		Non-editing teacher x, Teacher x, Manager x	+
Activity: Forum			
Add news mod/forum:addnews	⚠	Non-editing teacher x, Teacher x, Manager x	+
Add question mod/forum:addquestion	⚠	Non-editing teacher x, Teacher x, Manager x	+
Allow force subscribe mod/forum:allowforcesubscribe		Authenticated user on frontpage x, Student x, Non-editing teacher x, Teacher x	+
Can post to all groups you have access to mod/forum:canposttoallgroups		Non-editing teacher x, Teacher x, Manager x	+
Create attachments mod/forum:createattachment	⚠	Student x, Non-editing teacher x, Teacher x, Manager x	+
Delete any posts (anytime) mod/forum:deleteanypost		Non-editing teacher x, Teacher x, Manager x	+
Delete own posts (within deadline) mod/forum:deleteownpost		Student x, Non-editing teacher x, Teacher x, Manager x	+

6

Editing permissions for specific roles is often faster and more straightforward. When you are done, click on the *Save changes* button.

Override permissions for role 'Teacher' in Forum: My Forum

The highlighted cells in the table below show the permission (if any) that will be inherited. Apart from the capabilities whose permission you actually want to alter, you should leave everything set to inherit.

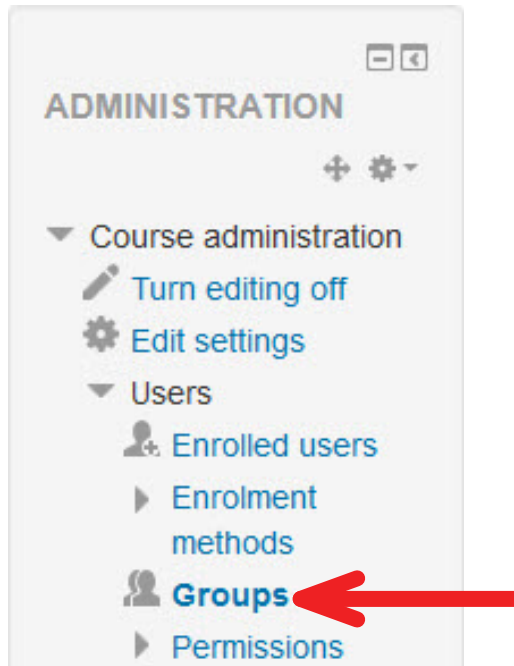
Filter Clear

Capability	Permission	Risks
Course		
Add ratings to items moodle/rating:rate	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit
View the total rating you received moodle/rating:view	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit
View all raw ratings given by individuals moodle/rating:viewall	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit ⚠
View total ratings that anyone received moodle/rating:viewany	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit ⚠
Access all groups moodle/site:accessallgroups	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit
Trust submitted content moodle/site:trustcontent	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit ⚠
Always see full names of users moodle/site:viewfullnames	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit
Activity: Forum		
Add news mod/forum:addnews	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit ⚠
Add question mod/forum:addquestion	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit ⚠
Allow force subscribe mod/forum:allowforcesubscribe	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit
Can post to all groups you have access to mod/forum:canposttoallgroups	☒ Inherit (Allow)	☐ Allow ☐ Prevent ☐ Prohibit

Groups

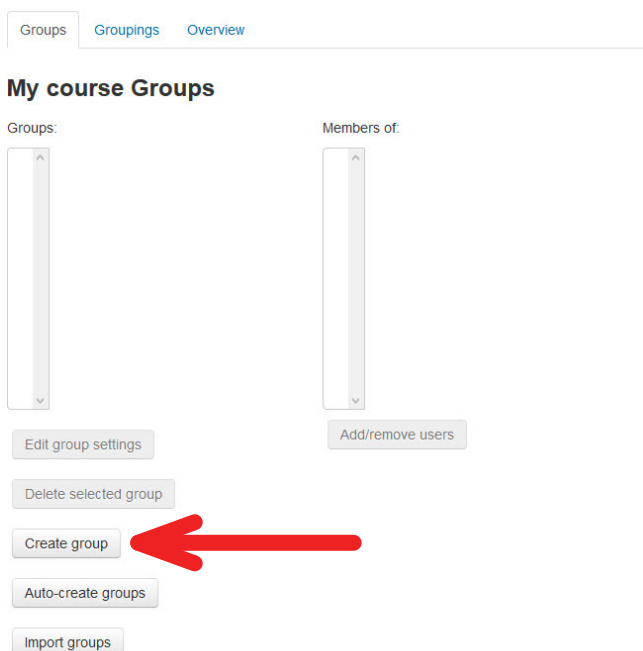
1

Moodle allows you to create student groups for each one of your courses. Go to your course and follow the path *Administration > Course administration > Users > Groups*.



2

In the *Groups* tab, click on the *Create group* button to start a new group.



Groups

3

In the *General* slide, give a name and a short description to the new group. You can also drag and drop a picture for the group in the area provided.

General

Group name*

Group ID number ⓘ

Group description



Enrolment key ⓘ ☐ Unmask

Hide picture

New picture ⓘ



You can drag and drop files here to add them.

4

If you set an *Enrolment key* students can use it to enrol on the course and become members of the group automatically. If used, an enrolment key for the course must be set, too. When you are done, click on the *Save changes* button.

General

Group name*

Group ID number ⓘ

Group description



Enrolment key ⓘ ☐ Unmask

Hide picture

New picture ⓘ



You can drag and drop files here to add them.

Groups

5

Now that you have created your first group, click on the *Add/remove users* button to add members to the group.

Groups: Groupings Overview

My course Groups

Groups:

- 1st student group (0)

Members of: 1st student group (0)

Add/remove users

6

Select the students you want to add to the group and click the *Add* button. When you are done, click on the *Back to groups* button.

Add/remove users: 1st student group

Group members: None

Potential members: Student (5)
Niall Horan (name), Zayn Malik (name), Liam Payne (name), Harry Styles (name), Louis Tomlinson (name)
Teacher (1)
Admin User (name)

Selected user's membership:

Search

Clear

Search options

Back to groups

Groups

7

To create groups automatically click on the *Auto-create groups* button.

Groups Groupings Overview

My course Groups

Groups:

1st student group (0)

Members of: 1st student group (0)

Add/remove users

Edit group settings

Delete selected group

Create group

Auto-create groups

Import groups

8

In the *General* slide, type in a *Naming scheme* for the groups to be created, decide if the groups to be created will be based on the number of their members or the number of groups required, and type in that number below.

General

Naming scheme* ?

Group @

Auto create based on

Number of groups

Group/member count*

Groups

9

In the *Group members* slide, select the type of users that should be added to the groups, the pool from which the group members will be drawn, how they should be drawn, and if users in groups should be ignored.

Group members

Select members with role

Student ▼

Select members from group

None ▼

Allocate members

Randomly ▼

Prevent last small group ☐

Ignore users in groups ☐

10

In the *Grouping* slide, decide if the groups to be auto-created will be added to a new grouping. When you are done, click on the *Back to groups* button.

Grouping

Grouping of auto-created groups

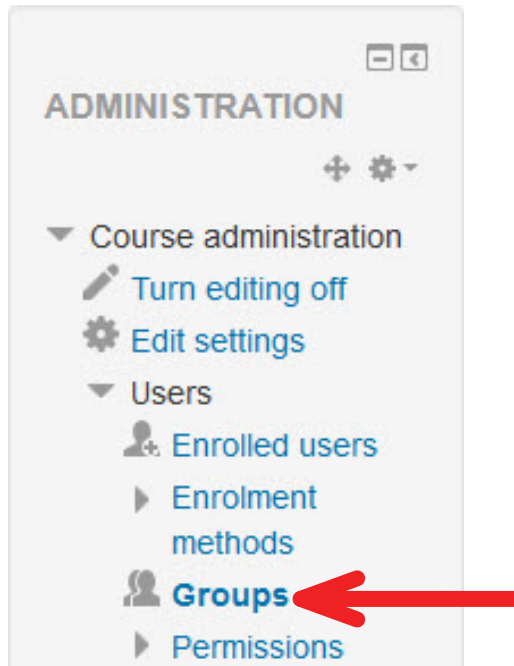
No grouping ▼

Grouping name

Groupings

1

Moodle allows you to create student groupings (collections of groups) for each one of your courses. Go to your course and follow the path *Administration > Course administration > Users > Groups*.



2

In the *Groupings* tab, click on the *Create grouping* button to start a new grouping.

[Groups](#) [Groupings](#) [Overview](#)

Groupings

[Grouping](#) [Groups](#) [Activities](#) [Edit](#)

Create grouping

Groupings

In the *General* slide, give a name and a short description to the new grouping. When you are done, click on the *Save changes* button.

Once you have created a grouping, it will be listed in the *Groupings* tab.

Overview

Grouping	Groups	Activities	Edit
1st Grouping	None	0	

Create grouping

Groupings

5

To add groups to a grouping click on the *group* icon next to the grouping you want to manage.

[Groups](#) [Groupings](#) [Overview](#)

Groupings

Grouping	Groups	Activities	Edit
1st Grouping	None	0	  

Create grouping



6

Select the groups you want to add to the grouping and click the *Add* button. When you are done, click on the *Back to groupings* button.

Add/remove groups: 1st Grouping

Existing members: 0

◀ Add

Remove ▶

Potential members: 1

1st student group

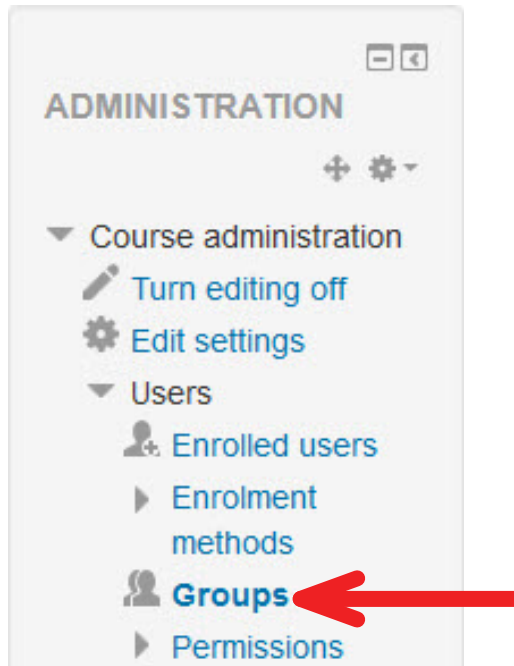
Back to groupings



Group and Groupings Overview

1

Moodle allows you to have an overview of the groups and groupings you have created for each one of your courses. Go to your course and follow the path *Administration > Course administration > Users > Groups*.



2

In the *Overview* tab, you can see all the groups and groupings that are available in your course as well as students that are left out of all groups and/or groupings.

Groups Groupings Overview

My course Overview

Grouping Group

Filter groups by: All All

1st Grouping

Groups (1)	Group members	User count
1st student group	Niall Horan, Zayn Malik, Liam Payne, Harry Styles, Louis Tomlinson	5

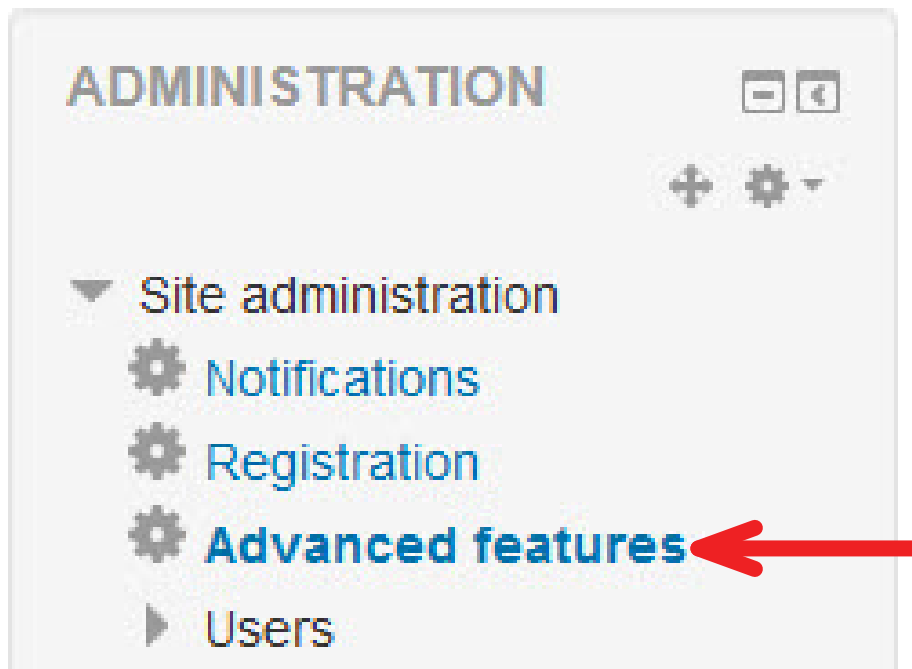
[Not in a grouping]

Groups (0)	Group members	User count
------------	---------------	------------

Restricting Access

1

Moodle allows you to set conditions and restrict access to activities or resources based on a variety of criteria. Follow the path *Administration > Site administration > Advanced features*.



2

Tick the *Enable conditional access* checkbox to enable this feature.

Enable conditional access ☒ Default: No
enableavailability When enabled, this lets you set conditions (based on date, grade, or completion) that control whether an activity or resource can be accessed.

Restricting Access

3

Go back to your course and edit the settings of any activity or resource. A slide entitled *Restrict access* should now be available. Click on the *Add restriction* button.

Restrict access

Access restrictions

None

Add restriction...



4

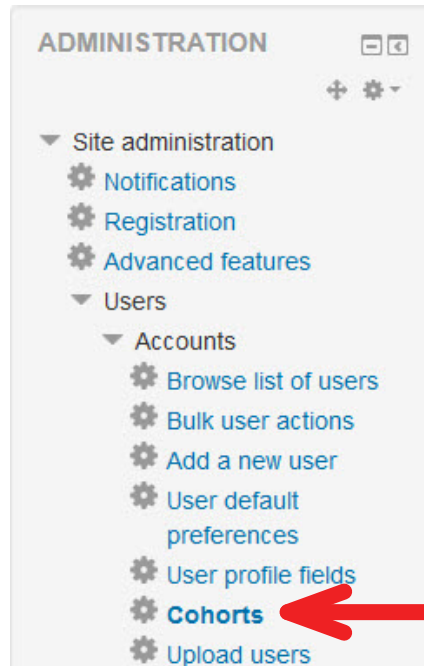
Check out each one of the restriction options. Use them to offer different activities or resources from the same course to different students, groups, and/or groupings at different times, with different grades, etc.

Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
Cancel	

Cohorts

1

Moodle allows you to create groups of users called *cohorts* that can be used on a system or course category level. Follow the path *Administration > Site administration > Users > Accounts > Cohorts*.



2

In the *Add new cohort* tab, you can give a *Name* and a *Description* to your cohort, decide what level it should be available to (system or course categories), and make it visible to teachers.

Add new cohort

System cohorts All cohorts Add new cohort Upload cohorts

Name*

Context

Cohort ID

Visible ☒

Description

A

B

I

There are required fields in this form marked *.

Cohorts

3

Once you have created a cohort, it will be listed in the *System cohorts* and/or *All cohorts* tabs. To add users to a cohort click on the *group* icon next to the cohort you want to manage.

System: available cohorts (1)

System cohorts [All cohorts](#) [Add new cohort](#) [Upload cohorts](#)

Search cohort

Name	Cohort ID	Description	Cohort size	Source	Edit
1st Cohort			0	Created manually	   



4

Please, note the warning message displayed at the top of the page. Taking that into account, select the users you want to add to the cohort and click the *Add* button. When you are done, click on the *Back to cohorts* button.

Cohort '1st Cohort' members

Removing users from a cohort may result in unenrolling of users from multiple courses which includes deleting of user settings, grades, group membership and other user information from affected courses.

Current users

None

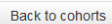
Potential users

Potential users (6)

- Niall Horan (name1@myemailsite.gr)
- Zayn Malik (name2@myemailsite.gr)
- Liam Payne (name3@myemailsite.gr)
- Harry Styles (name4@myemailsite.gr)
- Louis Tomlinson (name5@myemailsite.gr)
- Admin User (name6@myemailsite.gr)

Search

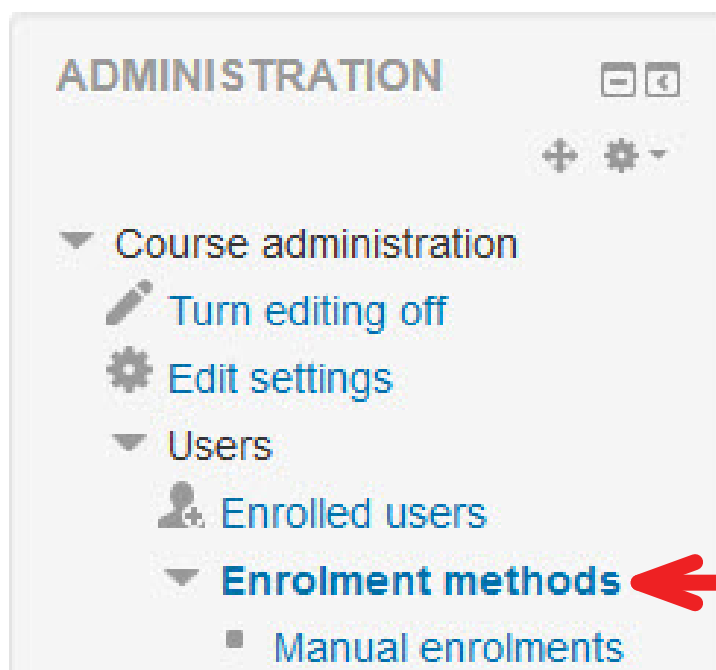
Search options 





Cohorts

- 5** You can use cohorts to quickly enrol users on a course. Follow the path *Administration > Course administration > Users > Enrolment methods*.



- 6** Select *Cohort sync* from the *Add method* dropdown menu.

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	✕ 👁 👤 ⚙
Guest access	0	↑ ↓	✕ ✂
Self enrolment (Student)	0	↑	✕ 👁 ⚙

Add method

Choose...
Choose...
Self enrolment
Cohort sync



Cohorts

7

Select the *Cohort* you would like to enrol, the role its members should have in the course, and the group they should be added to. When you are done, click on the *Save changes* button.

Cohort sync

Custom instance name

Active

Cohort*

Assign role

Add to group

8

The members of the selected cohort have now been enrolled on your course.

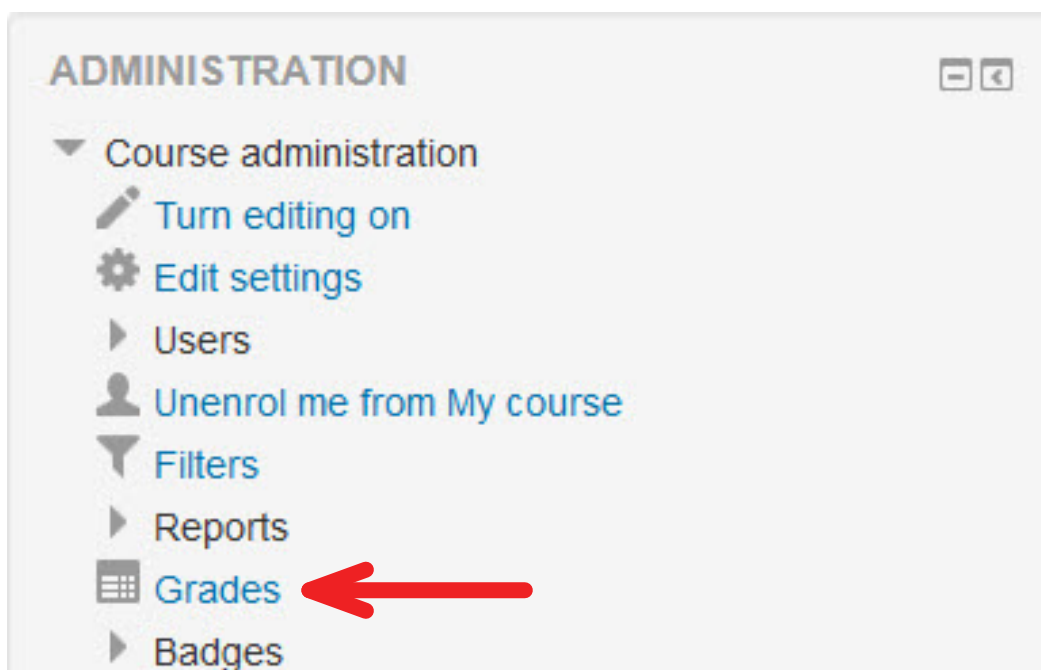
Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	6	↓	✕
Guest access	0	↑ ↓	✕
Self enrolment (Student)	0	↑ ↓	✕
Cohort sync (1st Cohort - Student)	5	↑	✕
Add method			
Choose... v			

Gradebook

1

Moodle offers you a course gradebook to help you manage your students' grades. Go to your course and follow the path *Administration > Course administration > Grades*.



2

The Moodle gradebook offers your an overview of your students' grades on all of the graded activities offered in your course. You can interact with various elements to sort by or search for the information you need to retrieve.

User report

Grader report

Separate groups All participants

All participants: 5/5

First name :

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname :

All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname First name		Email address	My very first course		
			My Lesson	My quiz	Course total
	Harry Styles	name4@myemailsite.gr	- Q	- Q	-
	Liam Payne	name3@myemailsite.gr	- Q	- Q	-
	Louis Tomlinson	name5@myemailsite.gr	- Q	- Q	-
	Niall Horan	name1@myemailsite.gr	- Q	- Q	-
	Zayn Malik	name2@myemailsite.gr	- Q	- Q	-
Overall average			-	-	-

Gradebook

3

If you *Turn editing on*, you can edit your students' grades directly. When you are done, click on the *Save changes* button.

Grader report

Grader report

Separate groups All participants

All participants: 5/5

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname First name		Email address	My Lesson	My quiz	Course total
Harry Styles	name4@myemailsite.gr				
Liam Payne	name3@myemailsite.gr				
Louis Tomlinson	name5@myemailsite.gr				
Niall Horan	name1@myemailsite.gr				
Zayn Malik	name2@myemailsite.gr				
Overall average		-	-	-	-

Save changes

4

You can use the dropdown menu at the top of the gradebook to generate a variety of reports, set the weight of each activity in the course average, and import or export your students' grades in different formats.

Grade history

View

- Grader report
- Grade history
- Outcomes report
- Overview report
- Single view
- User report

Setup

- Categories and items
- Course grade settings
- Preferences: Grader report

Scales

- View

Letters

- View
- Edit

Import

- CSV file
- Paste from spreadsheet
- XML file

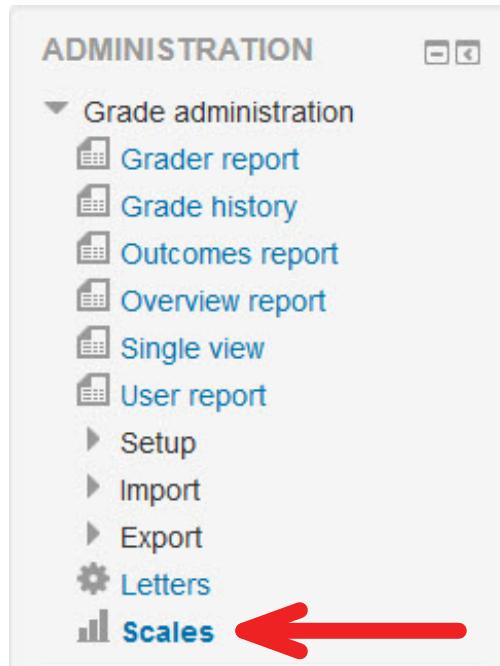
Harry Styles

name4@myemailsite.gr

Scales

1

If you are not satisfied with the grading scales that are available, you can create your own. Go to your gradebook and follow the path *Administration > Grade administration > Scales*.



2

Click on the *Add a new scale* button to create a new scale.

Course scales

Custom scales

Standard scales

Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	No	

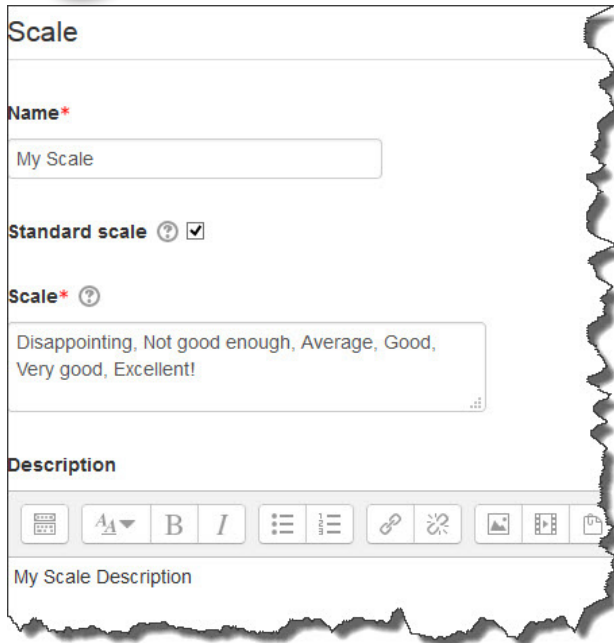
Add a new scale



Scales

3

Give your scale a Name and a Description, decide if it will be available system-wide, and define your scale values (separated by commas). When you are done, click on the *Save changes* button.



Scale

Name*

My Scale

Standard scale  ☒

Scale* 

Disappointing, Not good enough, Average, Good, Very good, Excellent!

Description

My Scale Description

4

You can delete your scale any time you like but only if you haven't used it to mark any of your activities.

View 

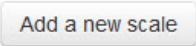
Course scales

Custom scales

Standard scales

Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	No	 
My Scale Disappointing, Not good enough, Average, Good, Very good, Excellent!	No	 

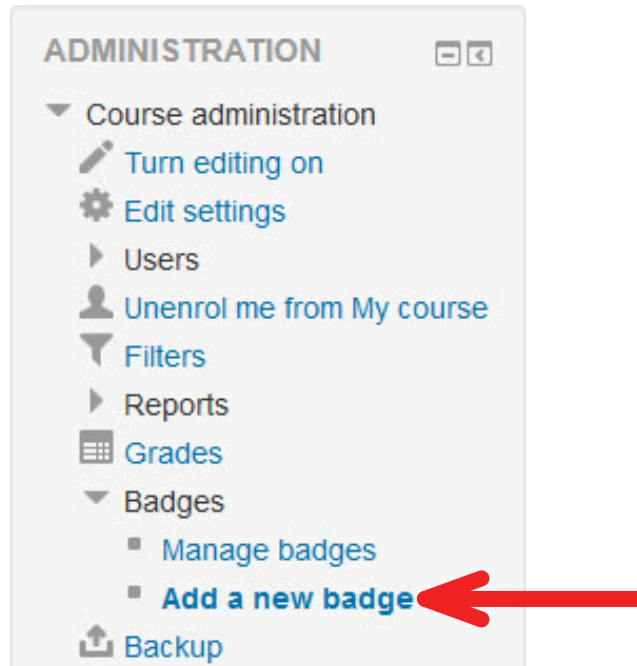




Badges

1

Moodle allows you to award badges to students for exceptional achievements. Go to your course and follow the path *Administration* > *Course administration* > *Badges* > *Add a new badge*.



2

In the *Badge details* slide, give your badge a *Name* and a *Description* and upload an image to serve as a virtual badge. It is a good idea to make the image as attractive as possible.

Badge details

Name*

Description*

Image* ?

Choose a file...



You can drag and drop files here to add them.

Badges

3

In the *Issuer details* slide, fill in a name and an e-mail address. They can be your own personal details or the school title and contact e-mail address.

Issuer details

Name* ?

Contact ?

4

In the *Badge expiry* slide, set an expiry date if the badge is unique and can be claimed by another student later on in your course.

Badge expiry

Expiry date ?

☒ Never

☐ Fixed date 

☐ Relative date after the date of issue.

Badges

5

Once you have created your badge, you need to set up the criteria for awarding it to your students. You may award it manually, upon completion of a course, or upon completion of an activity.

My Badge

Criteria for this badge have not been set up yet.

[Overview](#) [Edit details](#) [Criteria](#) [Message](#) [Recipients \(0\)](#)

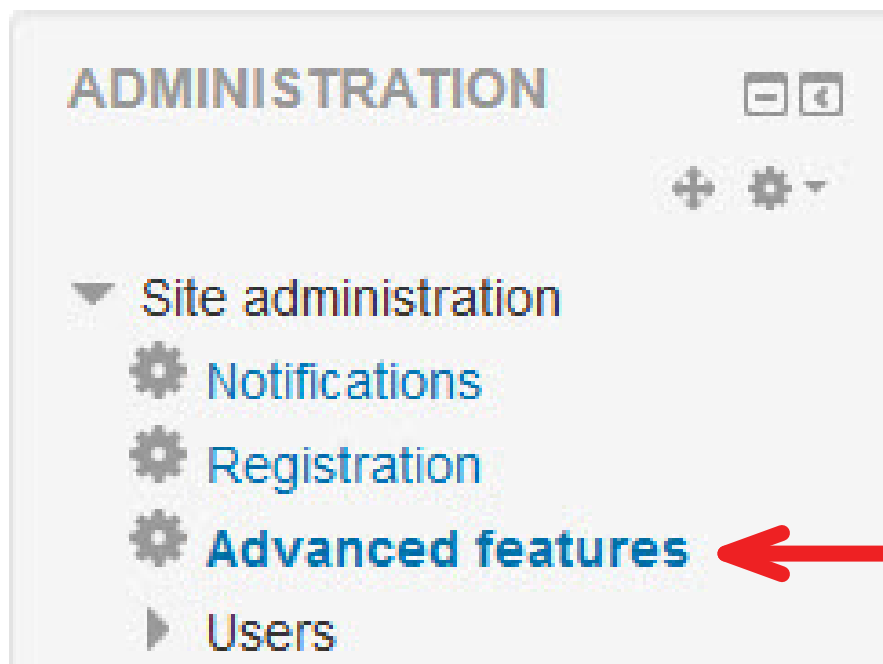
Add badge criteria

Choose...
Choose...
Manual issue by role
Course completion
Activity completion

To start adding criteria, please select one of the options from the dropdown menu.

6

To be able to use the last two options, you need to enable *Completion tracking* on your website. Follow the path *Administration > Site administration > Advanced features*.



Badges

7

Tick the *Enable completion tracking* checkbox to enable this feature.

Enable completion tracking
enablecompletion

☒ Default: No

When enabled, this lets you turn on completion tracking (progress) features at course level.

8

Your courses and activities have a *Completion tracking* slide now where you can enable this feature for each course and activity individually.

Completion tracking

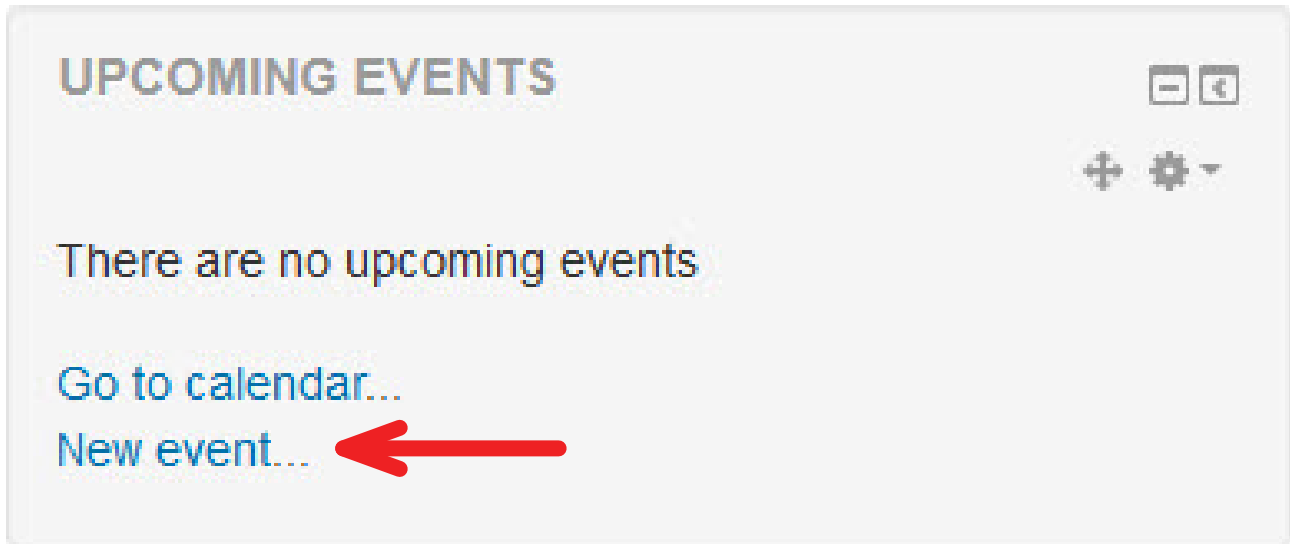
Enable completion tracking ?

No ▼

Events

1

Moodle allows you to set events and reminders for your students. Go to your front page and follow the path *Upcoming Events* > *New event*.



2

In the *General* slide, type in an *Event Title* and a *Description*, decide who should be notified about the event, and set a date and time for it.

General

Type of event*

User ▼

Event title*

Description



Date*

20 ▼ June ▼ 2015 ▼ 13 ▼ 35 ▼ 

Events

3

In the *Duration* slide, decide if you would like to set the *Duration* of your event.

Duration

☒ Without duration

☐ Until

20 June 2015 13 35 

☐ Duration in minutes

4

In the *Repeated events* slide, decide if this is a repeated event.
When you are done, click on the *Save changes* button.

Repeated events

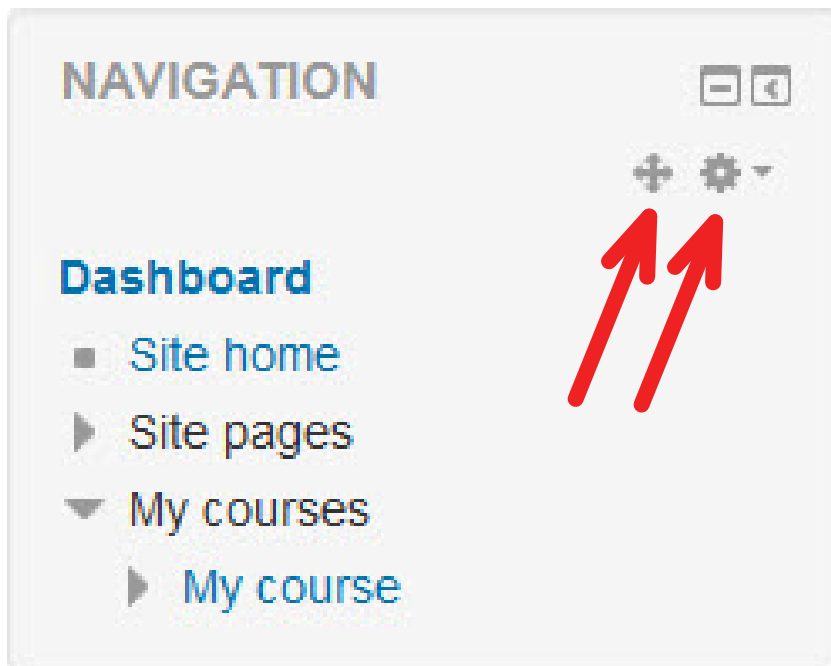
Repeat this event ☐

Repeat weekly, creating altogether

Customizing the Front Page

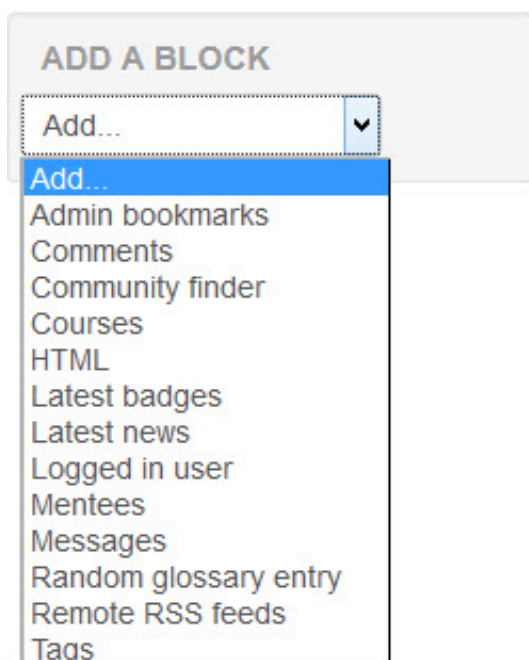
1

Moodle allows you to customize the *Front Page* of your website to your needs. Go to your front page and click on the *move* icon to move a block around. Click on the *cogwheel* icon to configure the block's setting and where it can appear.



2

You can use the *Add a block* dropdown menu to add new blocks to your *Front Page*. Enjoy!



Links

- Moodle
<https://moodle.org/>
- moodledocs: Moodle Documentation
<https://docs.moodle.org/>
- moodle.net: Courses & Content
<https://moodle.net/>
- 105 Free Moodle Video Tutorials
<http://elearningindustry.com/105-free-moodle-video-tutorials>
- Wide Minds: The Human Face of Digital Learning
<http://www.wideminds.eu/moodle/>
- Moodle
https://www.youtube.com/channel/UC_eJsmK-DMqA9Dy7bLKKL-g
- #Moodle
<https://www.youtube.com/channel/UCeScp4Xlxqo02Y6VcCpeFAA>
- Let's Moodle
<https://www.youtube.com/channel/UChaXTlKKg0IqFYC3H32W59A>
- Mary Cooch
https://www.youtube.com/channel/UCCRg_EbhU9tdpLdiGGN1Mgg
- Packt Publishing: Moodle Books & Videos
<https://www.packtpub.com/all/?search=moodle>
- O'Reilly Media: Moodle Books & Videos
<http://search.oreilly.com/?q=moodle&x=0&y=0>



**MODEL EXPERIMENTAL JUNIOR HIGH SCHOOL
OF THE UNIVERSITY OF MACEDONIA**

**Dissemination seminar for the Erasmus+/KA2 Programme
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**22-26
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Introduction to the Moodle Learning Management System



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