

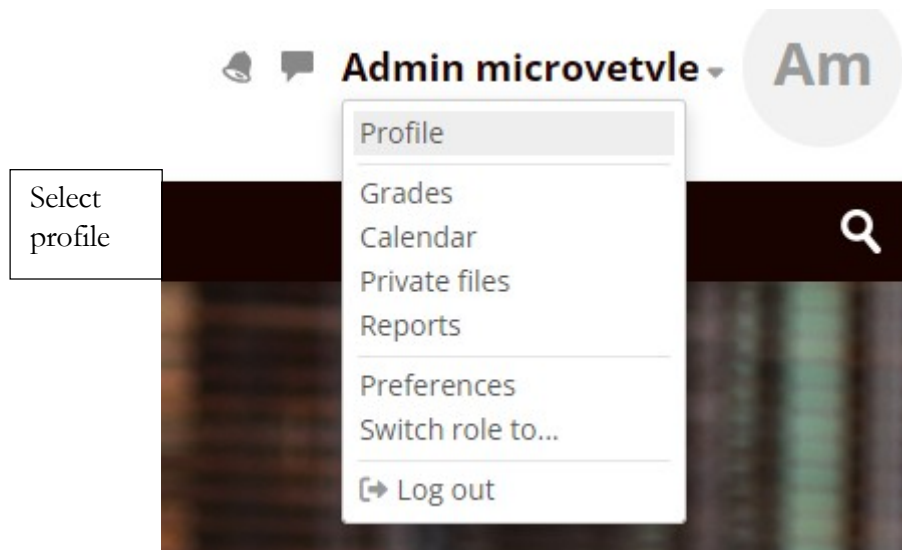


Course Creator Manual

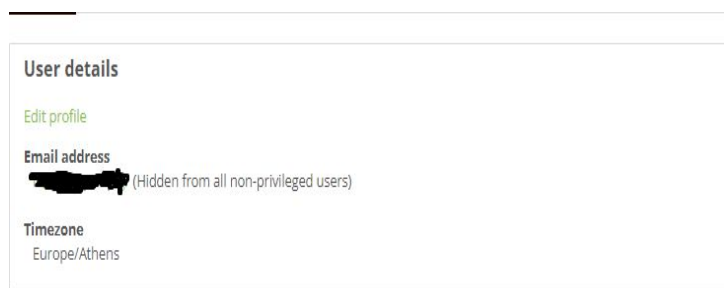
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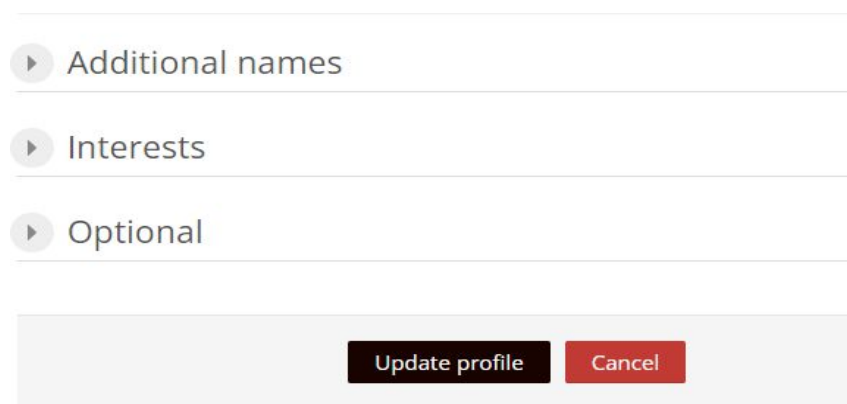


2. On your **Profile** page under User details, click **Edit profile**.



Select edit profile

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

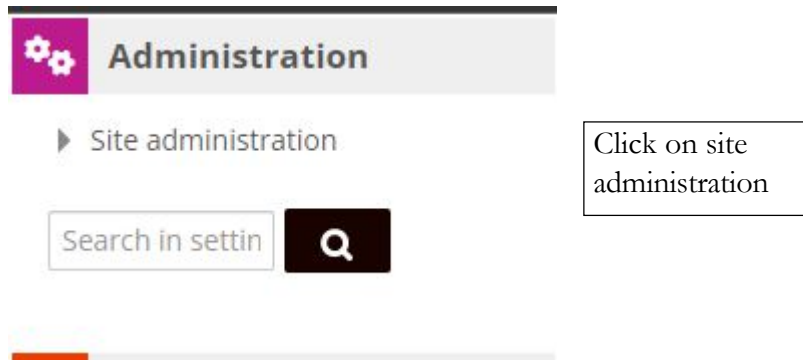


Click on update

Part 1: Creating Course Categories and Courses in Moodle

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

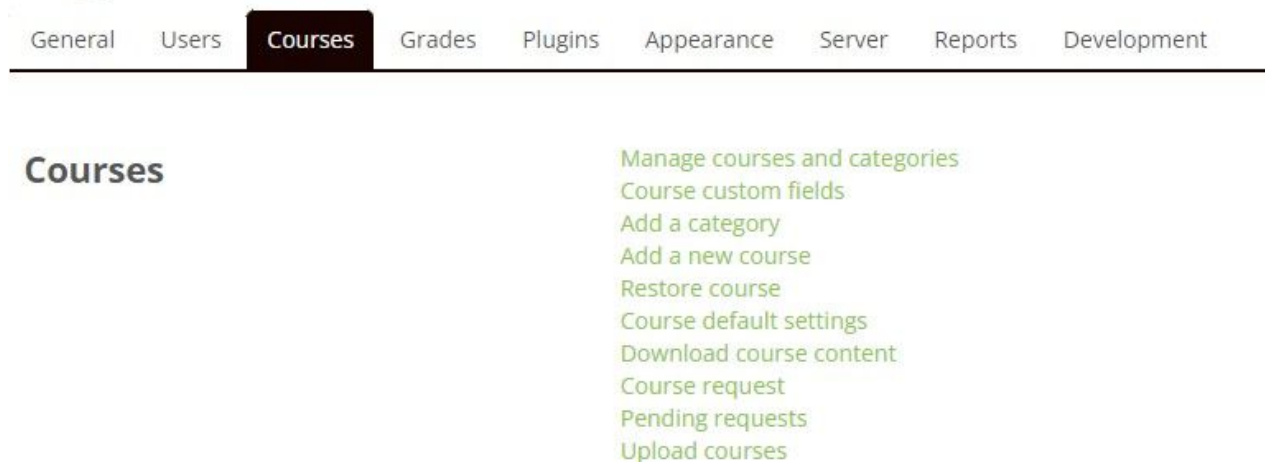
1. Go to site administration.



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

Manage course and category, or
Add a category.

Page Admin Search



1.2 Creating a new course in Moodle

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

Courses

- Manage courses and categories
- Course custom fields
- Add a category
- Add a new course
- Restore course
- Course default settings
- Download course content
- Course request
- Pending requests
- Upload courses

Select add a new course

OR

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

Create new course

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

- ▶ Course format
- ▶ Appearance
- ▶ Files and uploads
- ▶ Completion tracking
- ▶ Groups
- ▶ Role renaming ©
- ▶ Tags

Save and return

Save and display

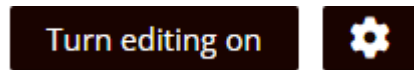
Cancel

Now you can start building your course.

1.3 Creating and adding Course introductory content in Moodle

1.3.1 Posting a welcoming message and course instructions

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



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



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

Select to add
new topic



7. Add the subject and the message, the message can include images, audio, and video.
When through, post to forum

Course 1 Test Announcements

General news and announcements

Search forums

Subject

Message

Advanced

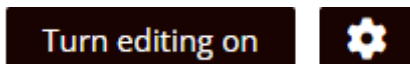
Select post
to forum

You will have 30minutes to make changes.

Return to your course main page

1.3.2 Posting a course outline/syllabus

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

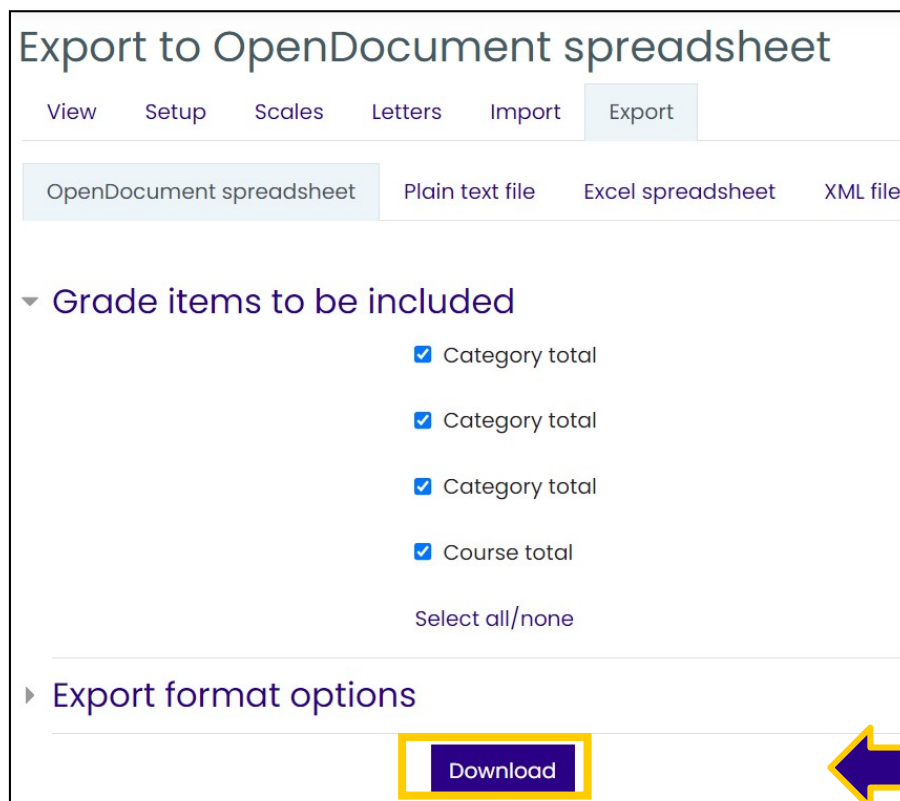
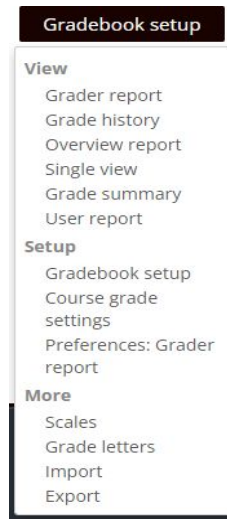


2. Once editing is on, click the “+Add an activity or resource



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

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



3. Click the **“Download”** button.

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

Part 2: Adding Content- Resources in Moodle

2. 1 Use of Authoring tools in Moodle.

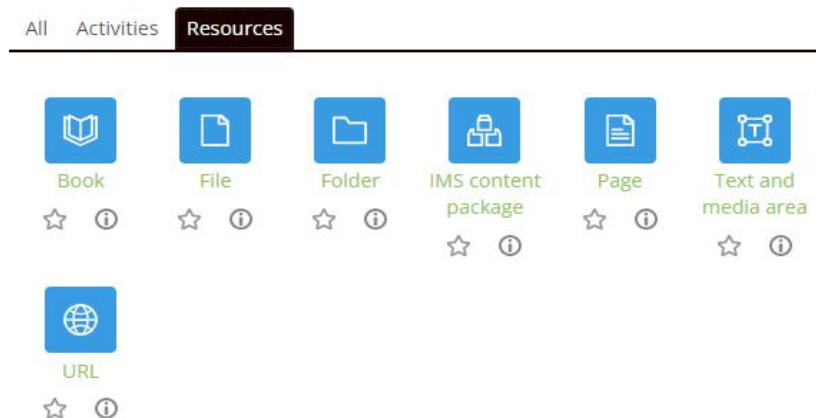
2.1.1 Book

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

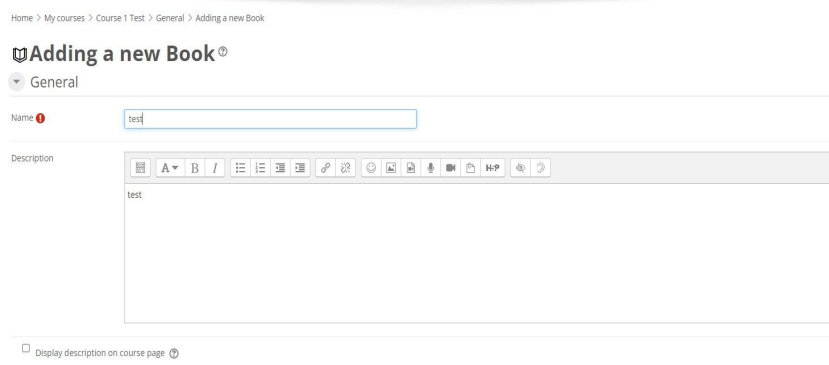
1. Click the “Turn editing on” button.
2. From the “Add activity or resource” menu



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



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



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



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

Home > My courses > Course 1 Test > General > test



▼ Add new chapter

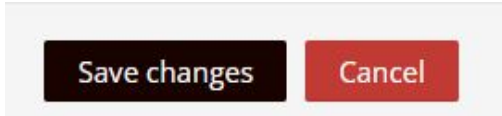
Chapter title 

Subchapter (Only available once the first chapter has been created)

Content 

test

Click on save changes



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



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

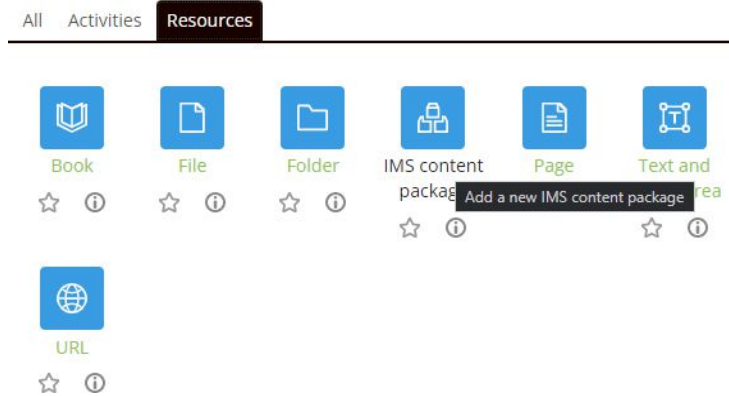
NB: Students can print out the books.

2.2 Use of external authoring software.

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

2.2.1 How to add IMS content package to Moodle

1. Click the “Turn editing on” button.
2. From the “Add activity or resource” menu
3. Double click on “IMS content package.” A new window will open.



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

Adding a new IMS content package [Ⓞ]

General

Name !

Description

(Rich text editor toolbar with icons for bold, italic, link, etc.)

(Empty text area for description)

Enter the name and Description

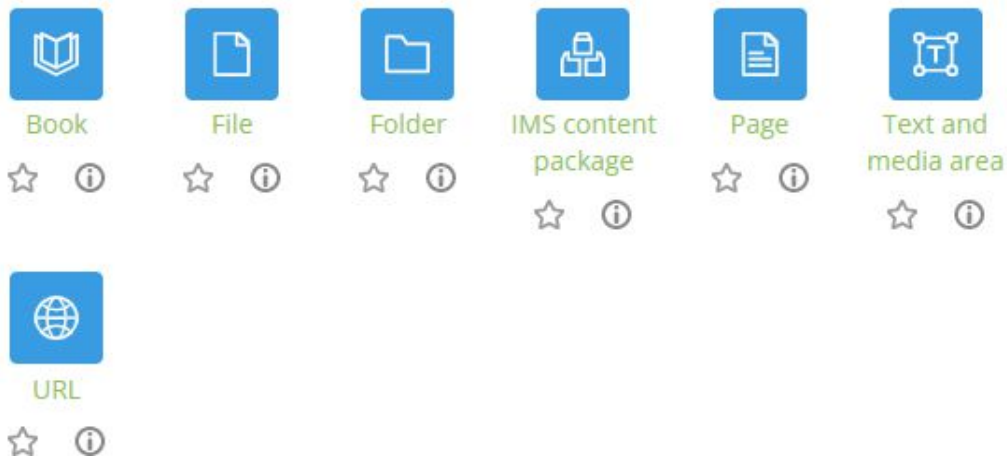
5. Select Save and return to course or save and display.

2.3 Direct Upload of Course supplementary materials (File and Folder)

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

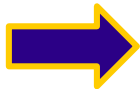
1. On the main page for your course, click on the “Turn Editing on” gear in the upper right.

2. From the “Add activity or resource” menu
3. Double click on “File or Folder.”



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

Enter name and description



5 ▶ Appearance

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Send content change notification ?

Save and return to course

Save and display

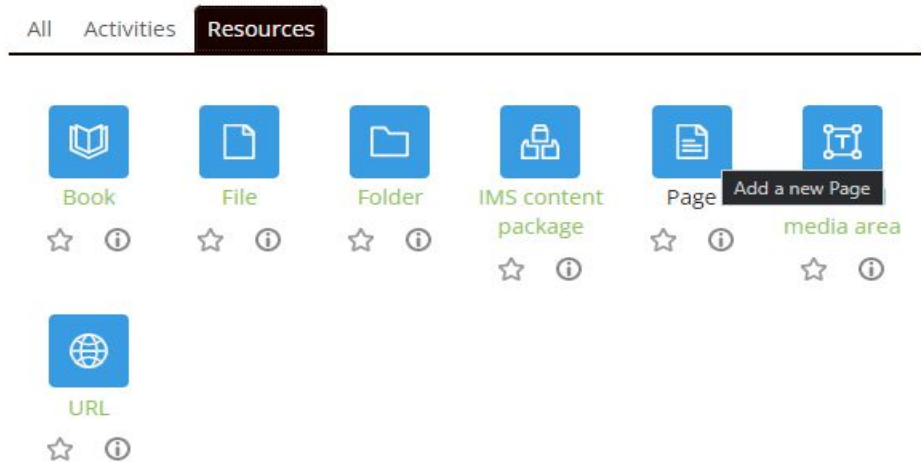
Cancel

6. Edit the general settings(optional)
7. Select save and return to course

2.4 Adding external links and pages

2.4.1 Method 1: Page

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



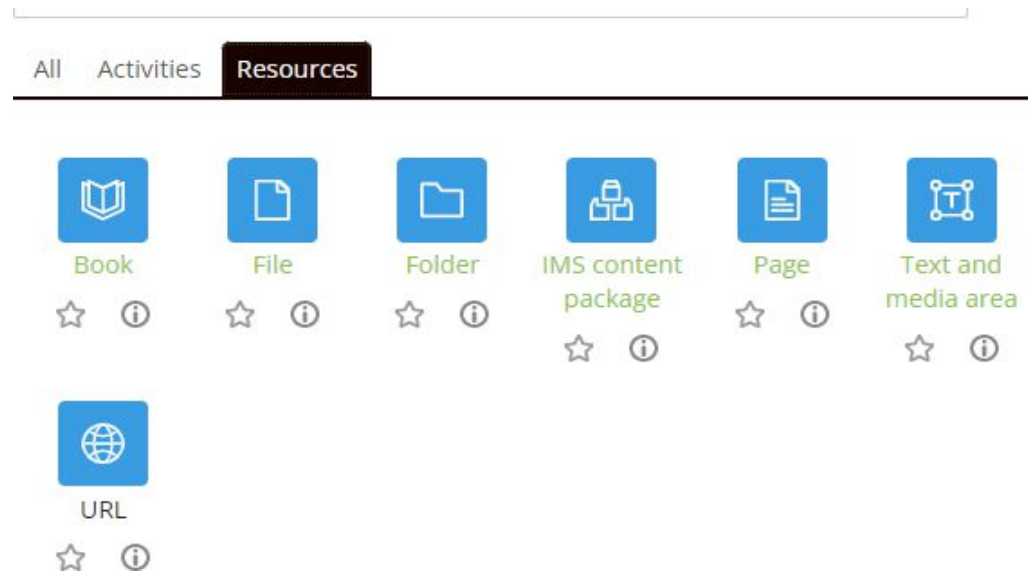
4. Enter a **Name** for the Page and a brief description.



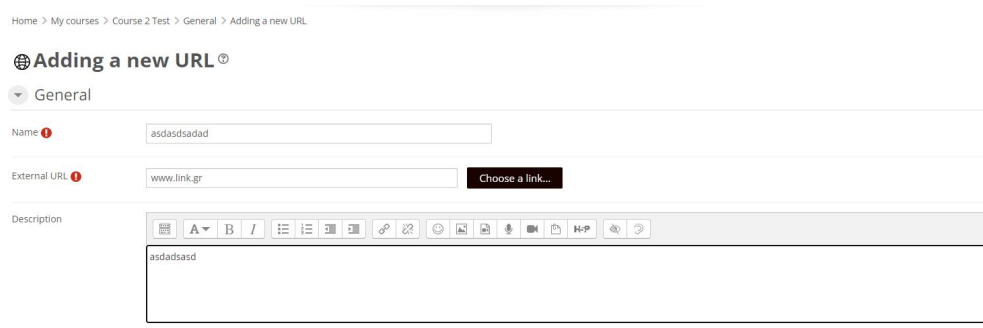
6. If desired, add additional text above and below the video.
7. Scroll down and click **Save and display**. You can play the video to test it.

2.4.2 Method 2: URL

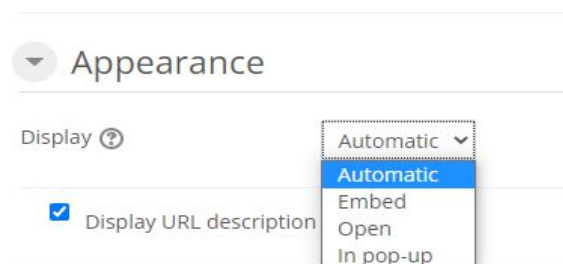
1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the video.
3. Double click on **URL**



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



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



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

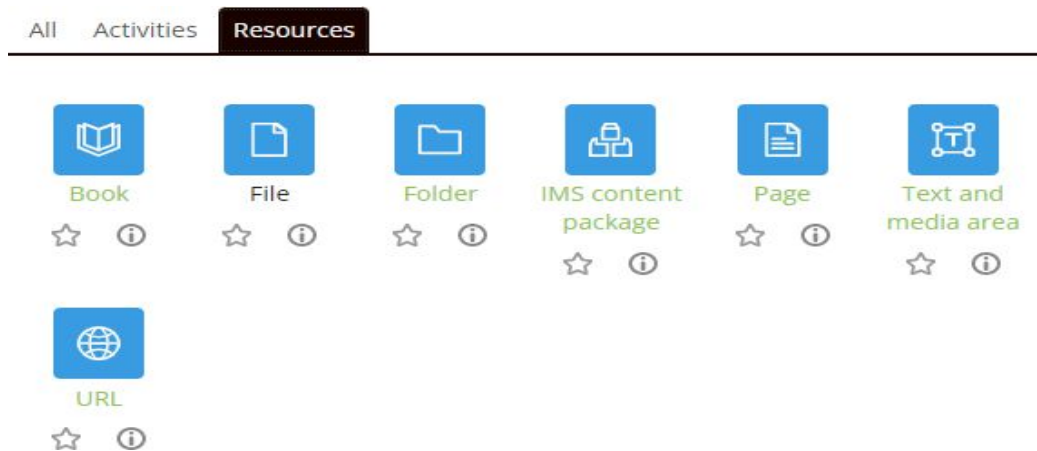
2.5 Adding own video

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

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



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



- Once “File” is selected, you will notice that the right-hand column populates a description of the resource (or activity). Click the “Add” button at the bottom.
Note: You can also simply double-click the “File” resource option to ‘add’ it.
- Complete the “Name” and, if applicable, Description fields for your file.
- Scroll down to the “Select files” area. You can either drag-and-drop your video file on the content area or click the “Add” button to manually locate your video which should be mp4 format.
- Edit other suitable settings. When satisfied, click on save and display or “save and return to course”

Alternatively

- On your course main, select ‘Turn Editing On’ button in the upper right-hand corner.
- On your computer, find the video file.
- Click and drag the file to the location where you want it to appear on your Moodle page.
- Once on the desired location on the course main page, drop the file.
- The file will upload immediately.

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

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

2.6.1 Adding Images

To add images:

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

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



7. Click on the “image” symbol.
 8. Browse a photo of choice, select the “alignment” then save image.
 11. You can input text to complement the image.
 12. Once through you can save and return to course.
- NB:** One can drag and drop an image on the desired description location.

2.6.2 post a link to a video/audio in Moodle

It is highly recommended to embed a video/audio on a page resource or in *Description* for an *Activity* such as an *Assignment* or *Forum*. This allows you to add text next to the media. To embed audio/video clips directly on your course content, you can select the appropriate symbols on the description box as shown below.

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

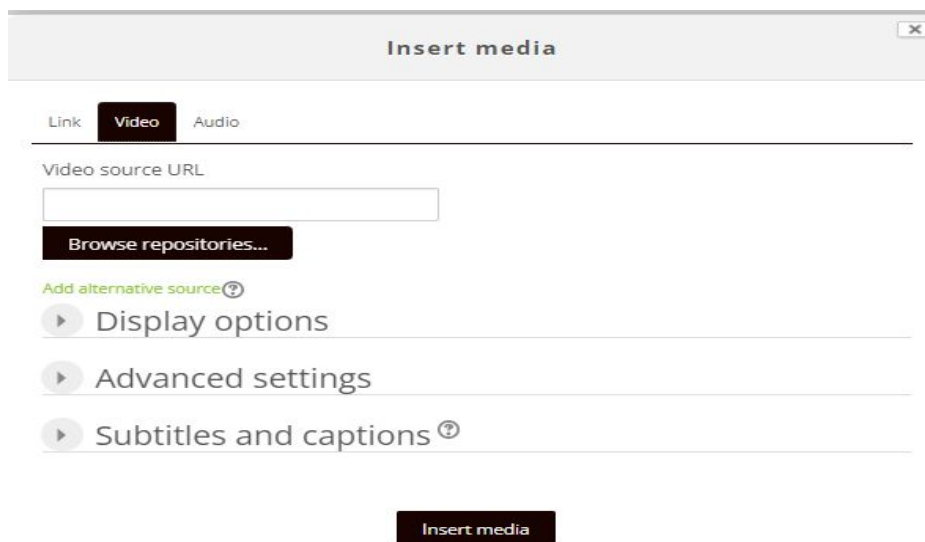


2. Select “start recording” and stop when through.
3. Attach the recording.
4. You can name your recording.
5. You will see it on the description box. You can add supplementary text.
6. Save and return to course.

2.6.3 pre-existing audio/video, one can:

1. Click on the “media” icon.

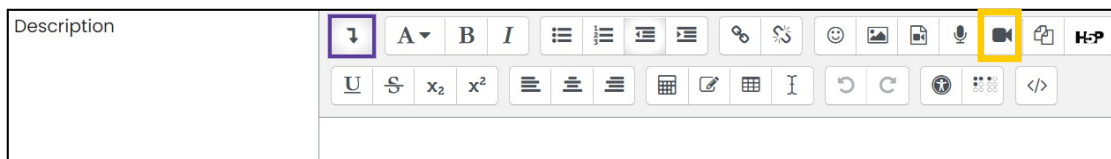
2. Select “insert audio/video file” and browse through to choose the desired audio/video.



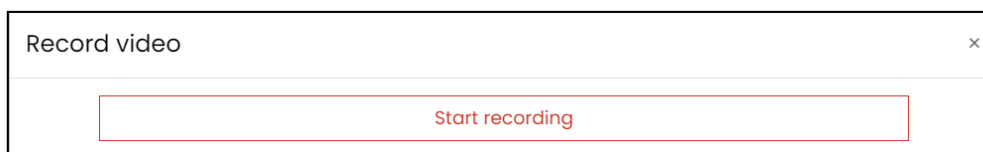
3. Click on “insert media”.
4. Select “save and display” or “save and return to course”

2.6.4 real time video recording:

1. Click on “video recording symbol”.



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



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



Part 3: Adding Content- Activities in Moodle

3.1 Creating interactive Content

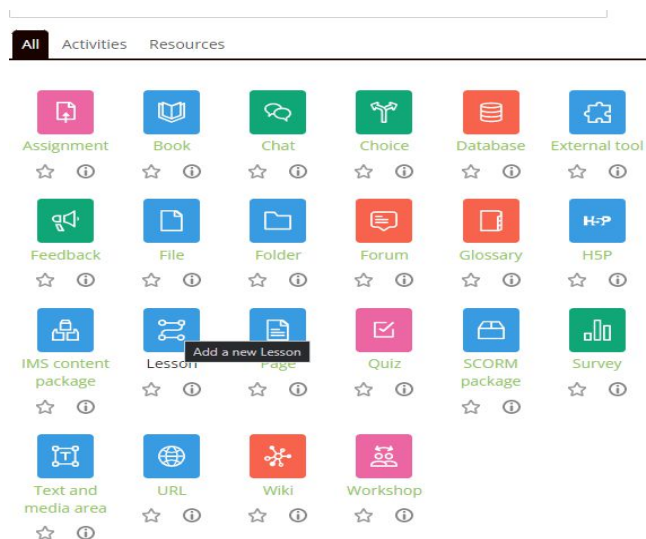
3.1.1 Lesson

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

Creating Lessons

To create a lesson:

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



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

Add name and description

Adding a new Lesson [Ⓞ]

General

Name

Description

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

▼ Availability

Available from Enable

Deadline Enable

Time limit Enable

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

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

SHOW MORE...

▼ Flow control

Allow student review

Provide option to try a question again

Maximum number of attempts per question

6. Select the grade options

Show more...

▼ Grade

Grade Type

Maximum grade

Grade category

Grade to pass

Practice lesson

Show more...

Re-takes allowed

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

7. Click “save and display.”
8. A dialogue box requesting you to choose what you want to do first will be displayed as below.

What would you like to do first?

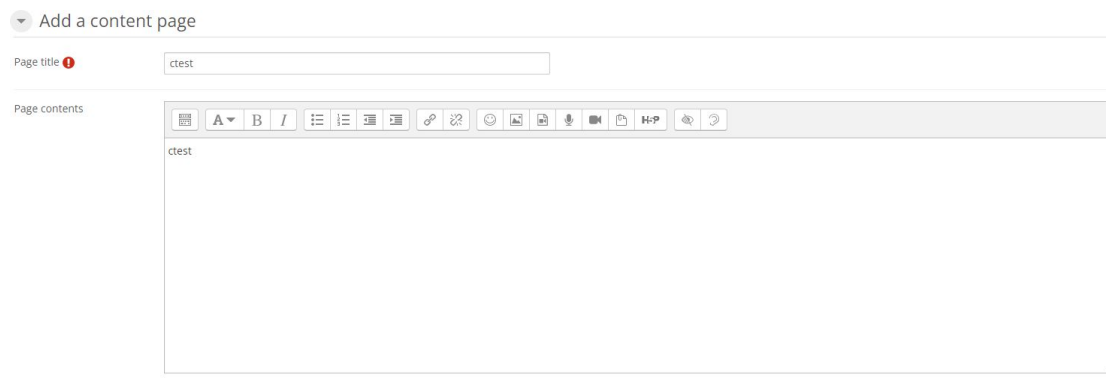
- Import questions
- Add a content page
- Add a cluster
- Add a question page

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

a. Add a content page:

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


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



The screenshot shows a dialog box titled "Add a content page". It has two main input areas: "Page title" and "Page contents". The "Page title" field contains the text "ctest". The "Page contents" field is a rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, image, video, audio, and other editing functions. The text "ctest" is entered into the editor area.

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

Content 1

Description 

Jump

Content 2

Content 3

- This page
- This page
- Next page**
- Previous page
- End of lesson
- Unseen question within a content page
- Random question within a content page
- Random content page






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

Course 1 Test lesson name

Inserted page: ctest

Back Collapsed






Editing lesson

Page title	Page type	Jumps	Actions
ctest	Content	This page	     Add a new page...

test Jump to...

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

Editing lesson

Page title	Page type	Jumps	Actions
ctest	Content	This page	     Add a new page... Add a new page... Add a content page Add a cluster Add an end of branch Add an end of cluster Add a question page

test Jump to...

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

Editing lesson

Page title	Page type	Jumps	Actions
ctest	Content	This page	     Add a new page...

a. Add a question page.

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

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

4. Click on “Add a question page”.

Select a question type

Multichoice ▼

Add a question page


Cancel

6. Select ‘add a question page’
7. Give the page a title. The title will also be visible to the student as they complete the lesson. You can also use it to organize your pages as you build the lesson.
8. Enter the page contents. The contents will need to include the question you want the students to answer as well. If you are creating flash cards, you will want to enter only the question here.
9. If your question has multiple correct answers, check on “options”.

▼ Create a Multichoice question page

Page title ⓘ


Page contents ⓘ




test

▼ Answer 1

Answer ⓘ



Response



Jump ⓘ

Score ⓘ

11. Enter the response or feedback generated due to the answer selected. By default, the first response takes the student to the next page while all other responses return the student to the same page. After you have created a page, you can come back and edit this behaviour. The lesson automatically presents the question choices in random order, so you do not have to worry about the first response always being the correct one.
12. Enter any other answer choices you want to student to consider, with explanation on each response.
13. Under “jump” select the page that students will revisit to read before retaking the question.

▼ Answer 2

Answer !

Response

Jump @ This page

Score @

▶ Answer 3

▶ Answer 4

▶ Answer 5






Fill in answer options




14. Save page.

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

Editing lesson

Page title	Page type	Jumps	Actions
ctest	Content	This page	     Add a new page... ▼
tes	Multichoice	Next page This page	     Add a new page... ▼

Add a new page



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

b. Add a cluster.

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

c. Add an end of cluster.

Clusters should be completed with an end of cluster page.

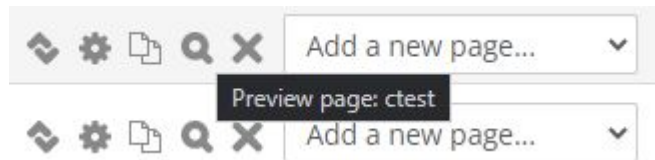
d. Add an end of branch.

If you use branch tables, you should end each branch with an end of branch page, which takes the student back to the last branch table page so she can select another alternative.

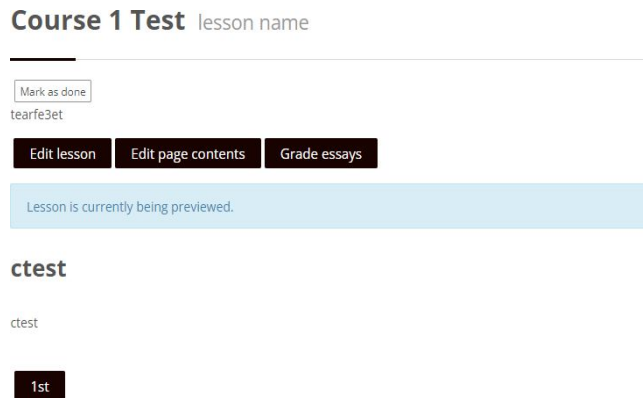
17. Once you have completed adding all content. You can preview the whole lesson to see how learners will see it on their end.

Previewing the whole lesson

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



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



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

3.1.2 SCORM Package

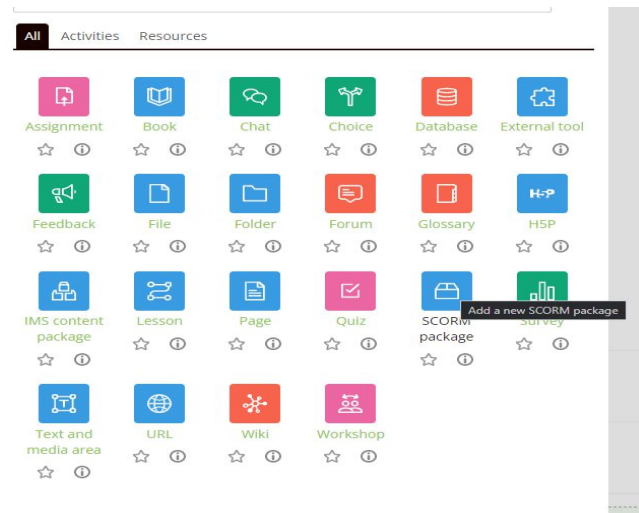
To add a SCORM package to your course

Method 1:

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

Method 2:

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



3. Enter a name and a description.
4. Either drag and drop a SCORM package zip file into the box with an arrow or click the Add button to open the File picker menu in order to choose a file from your computer or a repository

Adding a new SCORM package

General

Name !

Description

Rich text editor toolbar: A, B, I, list, link, unlink, image, video, audio, help, undo, redo.

5. Select display and other options as required.
6. Click the button “Save and display” at the bottom of the page

3.2 Adding Communication models

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

Forum

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

Question and Answer Forum

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

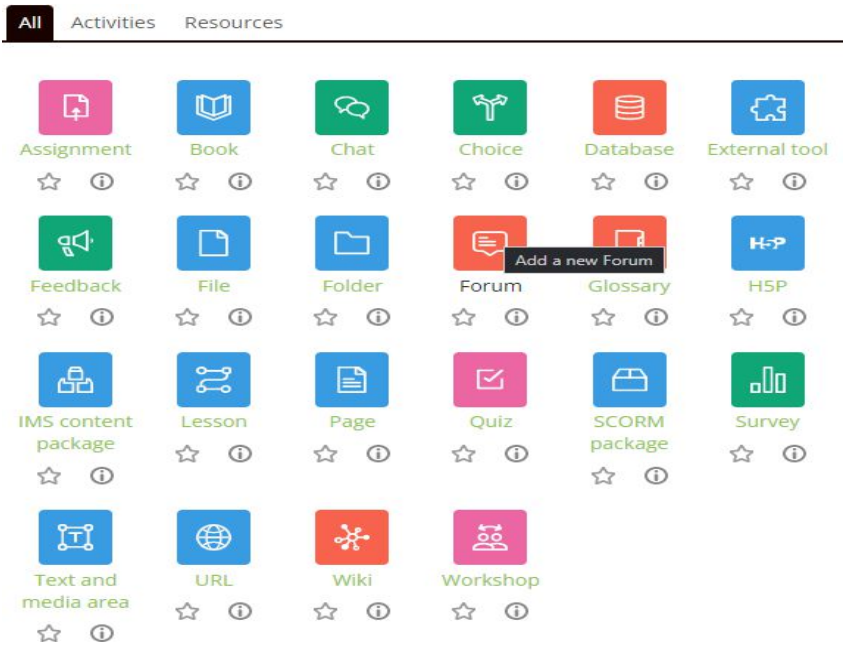
A single, simple discussion

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

Standard forum for general use

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

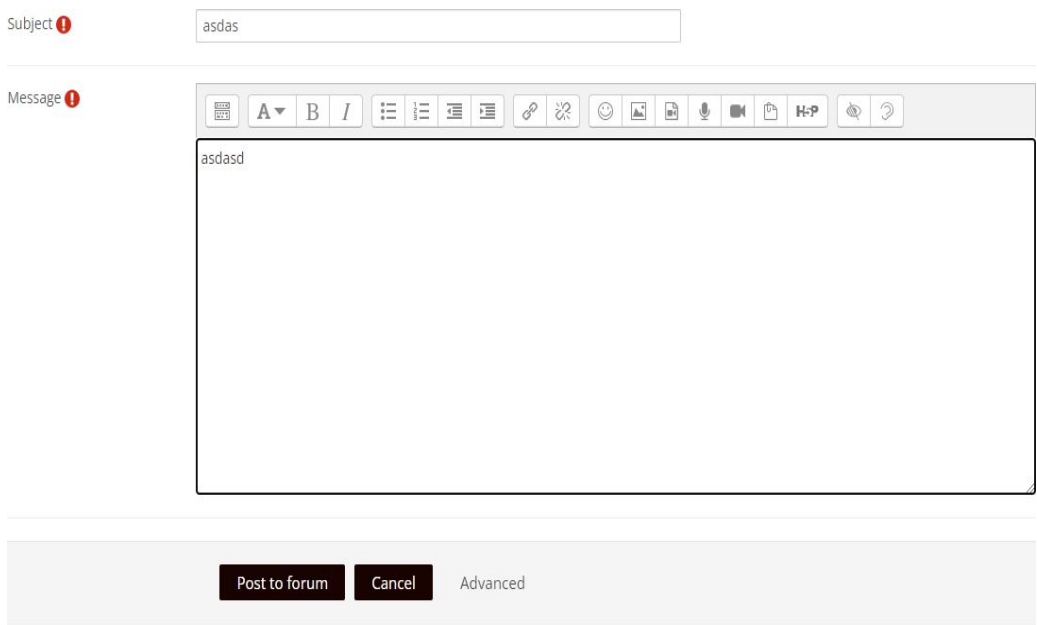
1. To create a forum:
2. On the main page for your course, click on the “Turn Editing on” in the upper right.
3. Locate the course section where you plan to add the forum and click “add activity or resource”.
4. In the activity chooser, double click on Forum.



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



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



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

3.2.1 Chat

Chat allows you and the students to communicate in a real time environment. Unlike forums, a chat needs everyone to be logged in at the same time in order to communicate. You can create a single session for the entire course or set up repeating sessions within the course period.

To create a chat session:

1. Click the “Turn editing on” button.
2. Select “Add an activity or resource”.
3. Click on “Chat”



4. Give the chat room a name and provide a description.

Adding a new Chat

General

Name of this chat room: chat

Description: chat

Display description on course page

Chat sessions

Next chat time: 4 April 2023 17:45

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

Save past sessions: Never delete messages

Everyone can view past sessions: No

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

Chat sessions

Next chat time 

Repeat/publish session times

- Don't publish any chat times
- No repeats - publish the specified time only
- At the same time every day
- At the same time every week**

Save past sessions

Everyone can view past sessions

There are four options here:

Don't publish any chat times.

Creates a chat room that is always open and has no specified meeting times.

No repeats-publish the specified time only.

Creates a one-time chat room that will meet only during the time you specified.

At the same time every day

Creates an entry in the course calendar for a daily chat at the specified time.

At the same time every week

Creates a weekly entry in the course calendar.

7. You can now save and display.

Tutorials

Visible groups: All participants

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

[Use more accessible interface](#)

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

3.3 Adding Course Evaluation and Feedback tools

3.3.1 Assignment

1. To create an assignment:
2. Click “Turn editing mode on” on the course main page.
3. Click “Add an activity or resource”.
4. Locate and double click on assignment from the list.



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

Adding a new Assignment

General

Assignment name

Description

A B I
List Bulleted Table
Link Image Video Audio H5P

Display description on course page

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

Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Remind me to grade by Enable

Always show description

Submission types

Submission types Online text File submissions

Maximum number of uploaded files

Maximum submission size

Accepted file types No selection

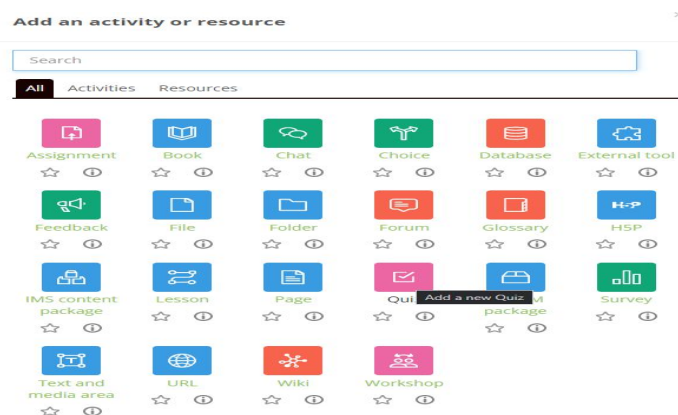
8. Decide whether to prevent late submissions.
9. Choose the options for the submission type of assignment and check in the box
10. Set the maximum number of uploaded files, size for a file upload and type of file accepted. Choose whether students may delete uploaded files at any time before grading.

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

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

3.3.2 Quizzes

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



1. Write the name of the quiz.
2. Under description, you can write an introduction for the quiz. Be sure to include any special instructions for taking the quiz.
3. Select special instructions such as the quiz timing, display options and grading. For grading, you will notice that the categories displayed are those that you added in a gradebook setup.

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

Timing

Open the quiz ? 4 April 2023 17 51 Enable

Close the quiz 4 April 2023 17 51 Enable

Time limit ? 0 minutes Enable

When time expires ? Open attempts are submitted automatically

Grade

Grade category ? Uncategorized

Grade to pass ?

Attempts allowed Unlimited

Grading method ? Highest grade

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

Adding questions to a Quiz

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

Course 1 Test q

Mark as done

Add question

Grading method: Highest grade

1. Click on “add” button.

Questions

Questions: 0 | This quiz is open

Maximum grade 10.00

Repaginate

Total of marks: 0.00



Shuffle ?

Add ?



Select on add

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

Questions

Questions: 0 | This quiz is open

Maximum grade 10.00 **Save**

Repaginate

Select multiple items

Total of marks: 0.00



Shuffle ?

Add

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

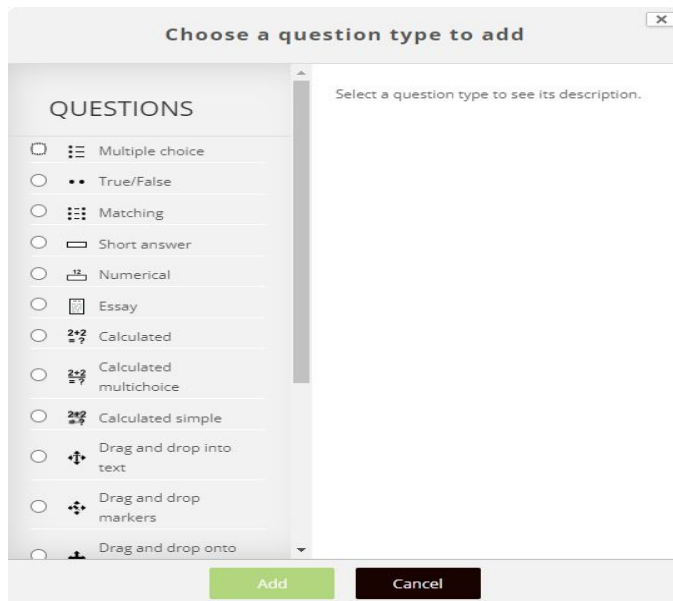
◀ fr

Jump to...

Adding a new question

Select “a new question”.

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



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

Let us see how to add some of them.

Multiple Choice

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

Adding a Multiple choice question [®]

General

Category: Default for C1T

Question name: h

Question text: h

Question status: Ready

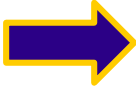
Default mark: 1

Give the question a name and add the question content



4. Select the options that suits your assessment.

Add the choices



Answers

Choice 1


Grade: None

Feedback

Choice 2

Grade: None

Feedback

5. Select a grade percentage for the answer. This is the percentage of the total points possible for the question, selecting a given answer is worth.
6. Fill in the response choices in the rest of the form. Any unused areas will be ignored.
7. If you wish, you can add overall feedback for any correct/partially correct/incorrect answer.
8. Once through, Click the “Save changes” button at the bottom.
9. You can preview the question by clicking  button. Edit the marks by clicking on the pen icon.
10. To add more questions, click on “add” and repeat the steps.

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

Short answer

To create a short-answer question:

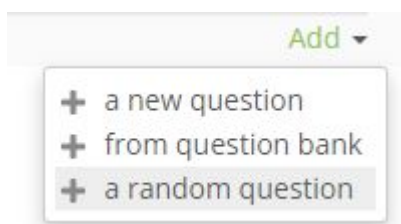
1. Select “Short answer” from the “Create new question” drop-down menu.
2. Give your question a descriptive name.

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

Random questions

To add random questions to the quiz:

1. Click on “Add”
2. Select “a random question”.



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

 A screenshot of a dialog box titled 'Add a random question at the end'. At the top, there are two tabs: 'Existing category' (selected) and 'New category'. Below the tabs, the section is titled 'Random question from an existing category'. It contains a 'Category' dropdown menu set to 'Default for C1T (1)', a checkbox for 'Include questions from subcategories too' which is unchecked, and a 'Tags' section with a search input field. Below that is a 'Number of random questions' dropdown menu set to '1'. At the bottom, there is a pagination control showing 'Questions matching this filter: 1' and a single page indicator. Two buttons are at the bottom right: 'Add random question' and 'Cancel'.

4. Click the “Add a random question”.

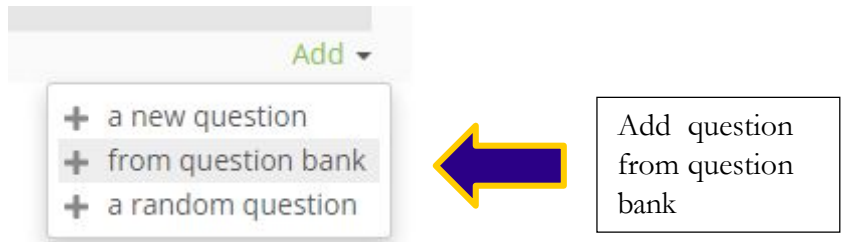
Try to provide enough questions to avoid receiving error messages for questions that do not exist.

Question Bank

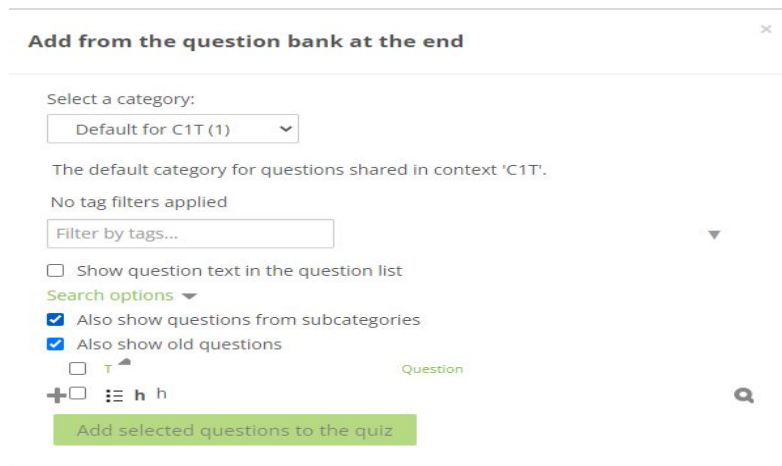
You can use questions that exist in a question bank. The questions can be for another relating

course or previously used in a quiz. For you to add these questions on your current quiz:

1. Click “Add” and select “+ from question bank”.



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



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

Edit, preview and deleting questions in a quiz.

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

3.3.3 Feedback

Feedback allows you to create custom questions to assess the instructor or the course.

To create a Feedback:

1. Click the “Turn editing on”.
2. Click on “add activity or resource”.
3. Double click on “Feedback”

Add an activity or resource

Search

All Activities Resources

Assignment Book Chat Choice Database External tool

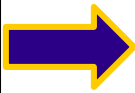
Feedback File Folder Forum Glossary H5P

IMS content package Lesson Page Quiz SCORM package Survey

Text and media area URL Wiki Workshop

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

Select availability period



Availability

Allow answers from 4 April 2023 18 16 Enable

Allow answers to 4 April 2023 18 16 Enable

Question and submission settings

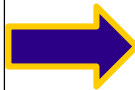
Record user names Anonymous

Allow multiple submissions No

Enable notification of submissions No

Auto number questions No

Edit on submission settings



6. Under **After submission**:

After submission

Show analysis page No

Completion message

Rich text editor toolbar with icons for bold, italic, list, link, unlink, image, video, H5P, and other functions.

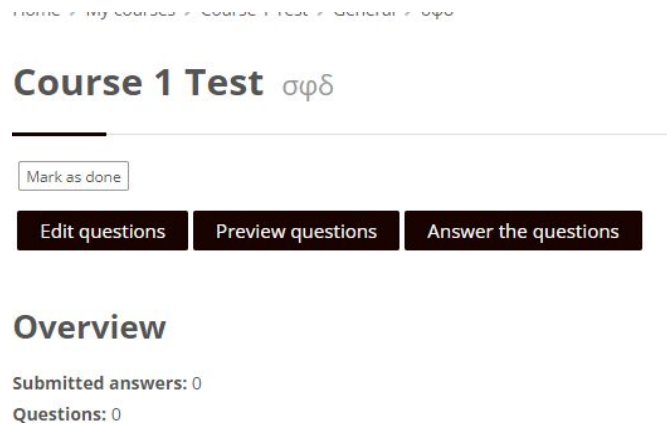
Enter the completion message



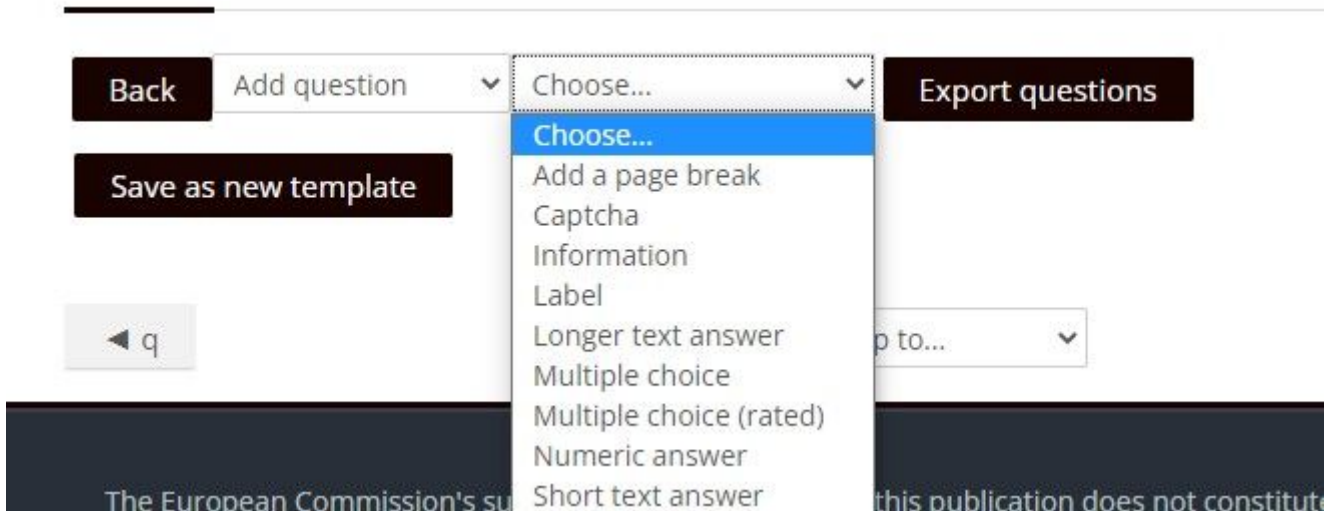
Link to next activity

- a. Decide whether Moodle should show an analysis of the feedback received.

- b. Enter the text you want to display once students have submitted their feedback eg *Thank you!*
 - c. If you want to redirect students to somewhere other than the course home page, add the URL. The students will be asked to **Continue**.
7. When through, you can “save and display”. A new description window will appear



8. Select “edit questions”
- Choose the type of question from the drop-down menu

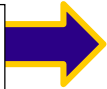


10. Once a question type is selected. You will add the question text under question and choose how you would want the responses to be displayed (horizontal/vertical).

Multiple choice

1. Select “multiple choice”.
2. Add all required parameters.

Enter the question text



Multiple choice

Required

Question

Label

Multiple choice type

Adjustment

Hide the “Not selected” option

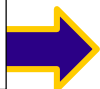
Omit empty submits in analysis

Multiple choice values

Use one line for each answer!

Position

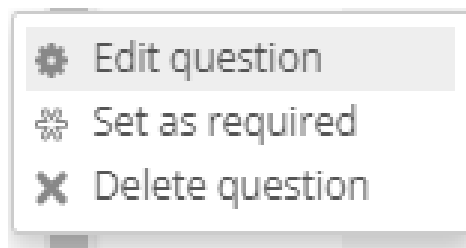
Put in the choices



Save question



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



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

Select

add
question

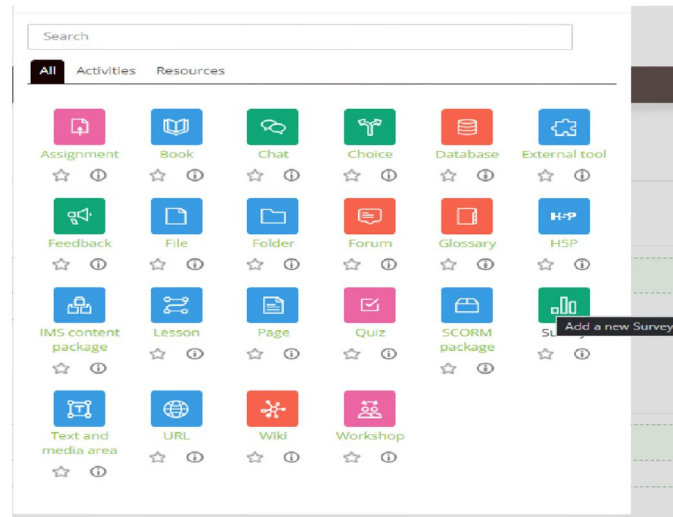
Back Add question ▾ Choose... ▾ **Export questions**

3.3.4 Survey

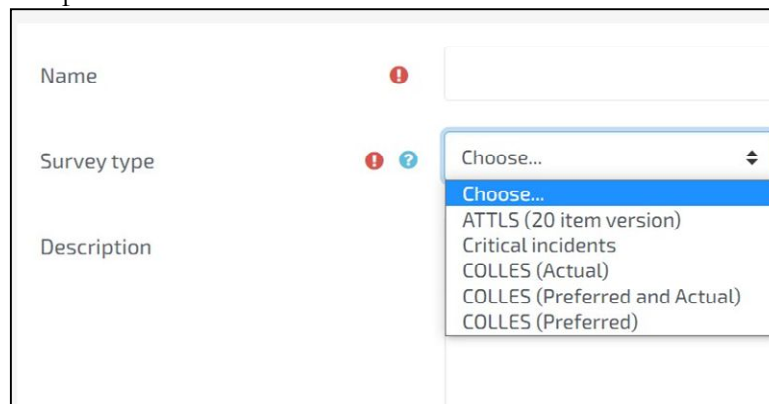
A survey is a set of predetermined questions. It focuses on getting feedback from students about the nature of the course.

To create a survey:

1. Click the “Turn editing on” button on the course main page.
2. Select “Add activity or resource”.
3. Select Survey and “add”



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

A screenshot of the 'Add a new Survey' form. The form has three fields: 'Name', 'Survey type', and 'Description'. The 'Survey type' dropdown menu is open, showing options: 'Choose...', 'ATTLS (20 item version)', 'Critical incidents', 'COLLES (Actual)', 'COLLES (Preferred and Actual)', and 'COLLES (Preferred)'. A blue arrow points to the dropdown menu.

Select survey type

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

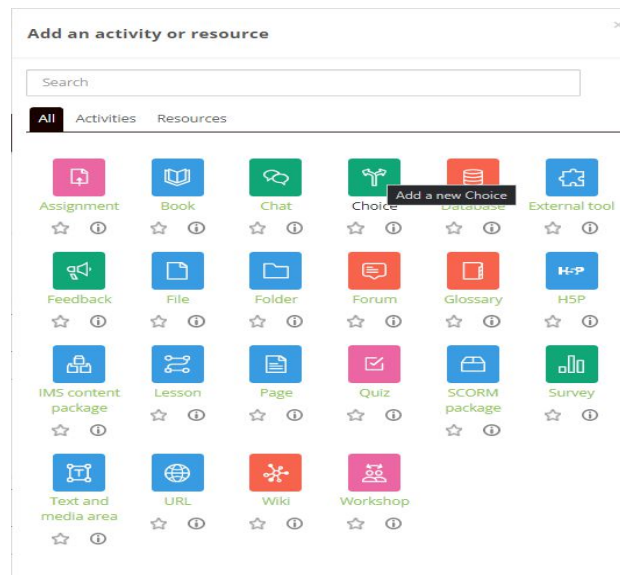
3.3.5 Choice

The choice activity module enables a teacher to ask a single question and offer a selection of possible responses. You can use a choice to get rapid feedback from your students about any topic.

To create a choice:

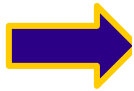
1. Click the “Turn editing on”.

2. Click on “add activity or resource”.
3. Double click on “Choice”.



4. Give choice a name and enter the question text in the choice description area.

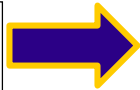
Enter the choice name and description



 A screenshot of the 'Adding a new Choice' form. The title is 'Adding a new Choice' with a help icon. Under the 'General' tab, there is a 'Choice name' field with a red error indicator and an empty text input. Below it is a 'Description' field with a rich text editor toolbar containing icons for bold, italic, list, link, unlink, image, video, audio, and H5P. At the bottom, there is an unchecked checkbox for 'Display description on course page' and a dropdown menu for 'Display mode for the options' currently set to 'Display horizontally'.

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

Put the options



Options

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed

Option 1

Option 2

Option 3

Option 4

Option 5

Add 3 field(s) to form

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

Select availability



Availability

Allow responses from Enable

Allow responses until Enable

Show preview

Results

Publish results

Show column for unanswered

Include responses from inactive/suspended users

Add results viewing options



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

Part 4: Managing a Class in Moodle

4.1 Adding Users to Moodle (for course managers only)

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

1. Enable sign up so they can create their own accounts on the site. (*This is done by site admin*)

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

As a course manager, you can create new users in Moodle. To create users:

1. Click on Site administration. This can be accessed from the left panel (the Navigation drawer)



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

Page Admin Search

General **Users** Courses Grades Plugins Appearance Server Report

Users

Accounts

[Browse list of users](#)
[Bulk user actions](#)
[Add a new user](#)
[User management](#)
[User default preferences](#)
[User profile fields](#)
[Cohorts](#)
[Upload users](#)
[Upload user pictures](#)

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



4.1.1 Enrolling Users

Adding users to a course is known as enrolling users. Once users have accounts, you then need to give them access to the course. The two most common ways are:

1. Enable course sign up so they can enrol themselves.
2. Add teachers and students to the course yourself manually.

4.1.2 Enable course sign up-Self Enrolment.

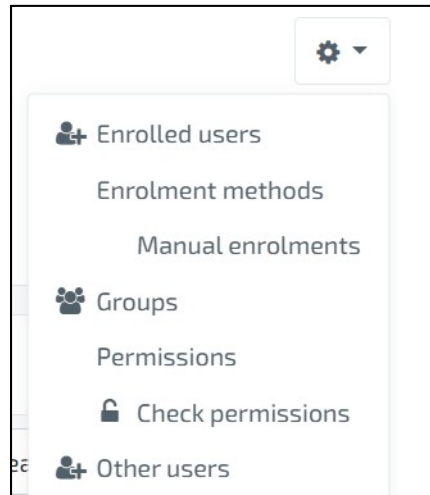
1. On the course main page (Navigation drawer) click on “Participants”

▼ Participants

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

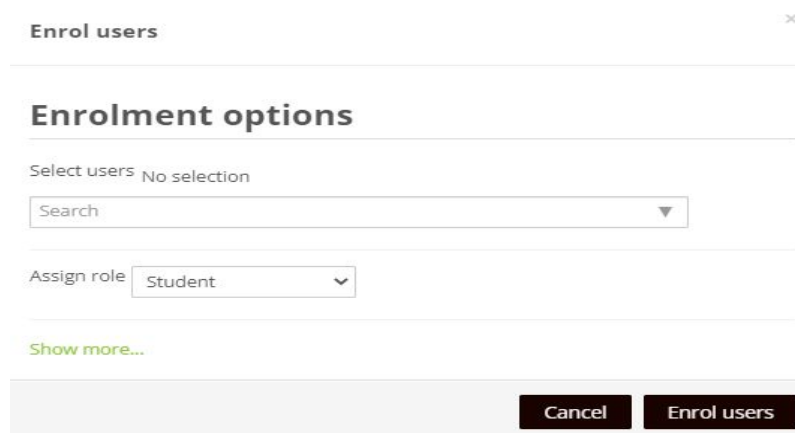
Enrolled users

3. Click to open the preferred enrolment method



4.1.3 Add instructors and students- Manual Enrolment.

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

A screenshot of the 'Enrol users' dialog box. The dialog has a title bar with 'Enrol users' and a close button. Below the title bar is a section titled 'Enrolment options'. Under this section, there is a 'Select users' dropdown menu with 'No selection' displayed. Below that is a search input field with the placeholder text 'Search'. Underneath the search field is an 'Assign role' dropdown menu with 'Student' selected. At the bottom of the dialog, there is a 'Show more...' link in green text. At the very bottom, there are two buttons: 'Cancel' and 'Enrol users'.

4. Select "Enrol users"

4.1.4 Removing Users in a course

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

	First name / Surname ▲	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	dd demo demo	demo@demo.com	Student	No groups	48 days 5 hours	Active ⓘ ⚙️ ✕

4.1.5 Assigning Roles- Course Level

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

Enrol users ✕

Enrolment options

Select users No selection

Assign role Student ▼

[Show more...](#)

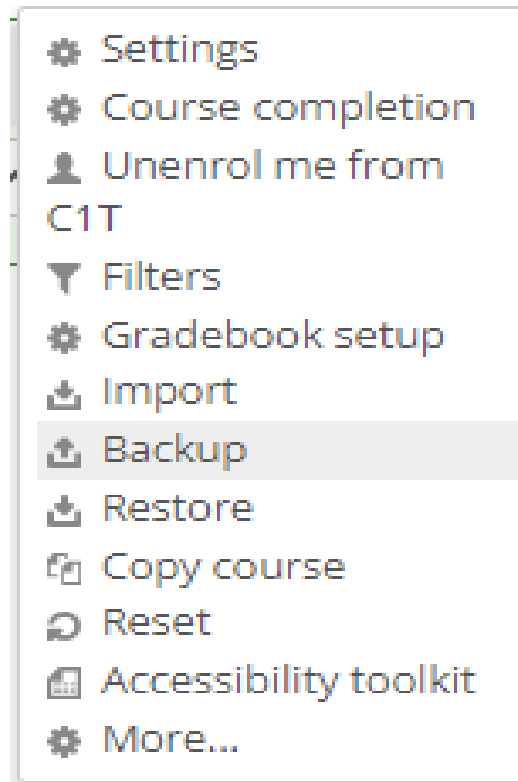
Cancel
Enrol users

4.2 Backup: Restoring and copying Courses

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

To make a backup:

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



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



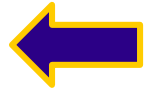
4. On the next page, you can preview the files and users that Moodle will include in the backup. Upon completion you will select “perform back up”.
5. You will receive a confirmation message “the backup file was successfully created”. Click on “Continue”

The backup file was successfully created.

Continue

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

User private backup area				
Filename	Time	Size	Download	Restore
backup-moodle2-course-31-moodle_course-20220217-1010-nu.mbz	Thursday, 17 February 2022, 10:10 AM	3.1MB	Download	Restore

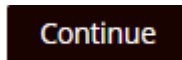


- When you select “download”, the file will be saved in your computer. “Restore” comes in handy if you want to get a copy of the course.

4.3 Restoring a Course in Moodle

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

- Select “Restore”
- On the next dialogue page, click “continue” to start the restore process.



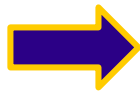
You have the option to “restore as a new course or Restore into this course or Restore into an existing course”.

Restore as a new course

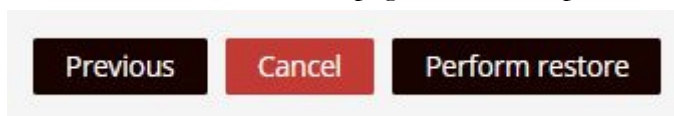
Restore as a new course

Select a category

Name



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



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

successful.

7. Click the Continue button.

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

Continue



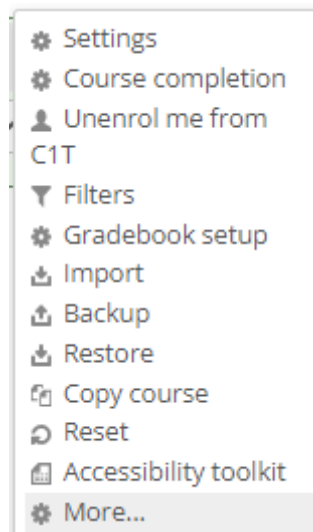
8. The new course will be restored. You can edit the course to suit your needs.

4.4 Managing Course Data, Reports, Logs, and Statistics

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

4.5 To access course reports:

1. Click the gear menu and select “more”.



2. You will be directed to the Course Administration block.
3. Select “Reports”

Reports

Competency breakdown

Logs

Live logs

Activity report

Course participation

Activity completion

4.4.1 Logs

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

4.4.2 Live logs

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

Live logs

Live logs from the past hour (Updates every 60 seconds)

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
5 April 2023, 3:29:59 PM	Admin microvetvle	-	Course: a	Live logs	Live log report viewed	The user with id '2' viewed the live log report for the course with id '9'.	web	
5 April 2023, 2:38:03 PM	Admin microvetvle	-	Course: a	System	User list viewed	The user with id '2' viewed the list of users in the course with id '9'.	web	
5 April 2023, 2:38:02 PM	Admin microvetvle	-	Course: a	System	User list viewed	The user with id '2' viewed the list of users in the course with id '9'.	web	
5 April 2023, 2:37:22 PM	Admin microvetvle	-	Course: a	System	Course viewed	The user with id '2' viewed the course with id '9'.	web	
5 April 2023, 2:37:05 PM	Admin microvetvle	-	Course: a	System	User list viewed	The user with id '2' viewed the list of users in the course with id '9'.	web	

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

4.4.3 Participation reports

To generate a participation report:

1. Select an “activity module”, the time period to “look back” over, to “show only” student reports, and the actions you are interested in, then click the Go button.
2. A list of all instances of the selected activity module in the course will be generated.

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