



MOODLE

3.7

**Faculty Help Guide
To Online Success**

Dr. Veronica McEachin
Director of E-Learning

Mrs. Gwendolyn Tennell
LMS Administrator

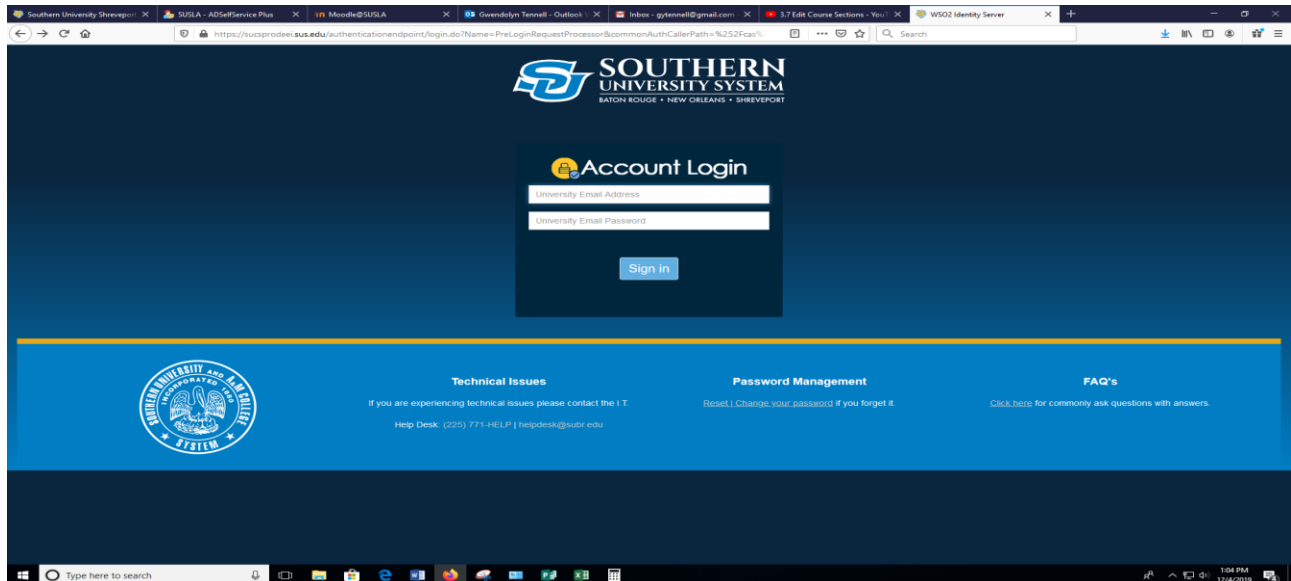
Contents

<i>Login to: moodle.sus.edu</i>	3
<i>How to Add a Block</i>	5
<i>How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)</i>	6
<i>How to Add an Assignment</i>	7
<i>How to create a Forum</i>	7
<i>Gradebook for Point System</i>	8
<i>Gradebook for Weight System</i>	8
<i>How to handle Empty Grades in your Gradebook</i>	9
<i>How to change the Grade Display Type in Gradebook</i>	9
<i>Back-Up Instructions for Moodle 3.7</i>	9
<i>How to Restore Courses in Moodle 3.7</i>	11
<i>Adding a Multiple Choice question</i>	14
<i>Adding a True/False question</i>	15
<i>Adding a Matching question</i>	15
<i>Adding a Short Answer question</i>	15
<i>Adding an Essay question</i>	16
<i>How to open a quiz for individuals</i>	18
<i>Adding an Attendance activity in Moodle 3.7</i>	19
<i>Adding sessions to an attendance activity</i>	19
<i>Take Attendance in Moodle 3.7:</i>	20

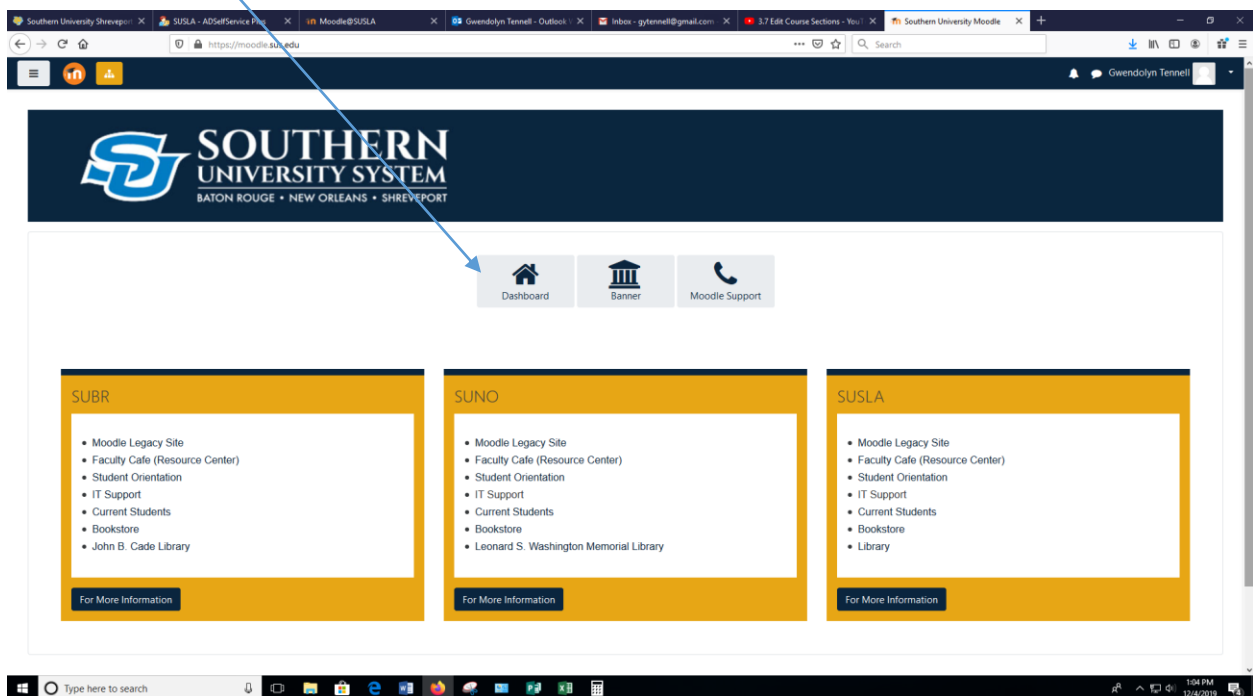
Login to: moodle.sus.edu

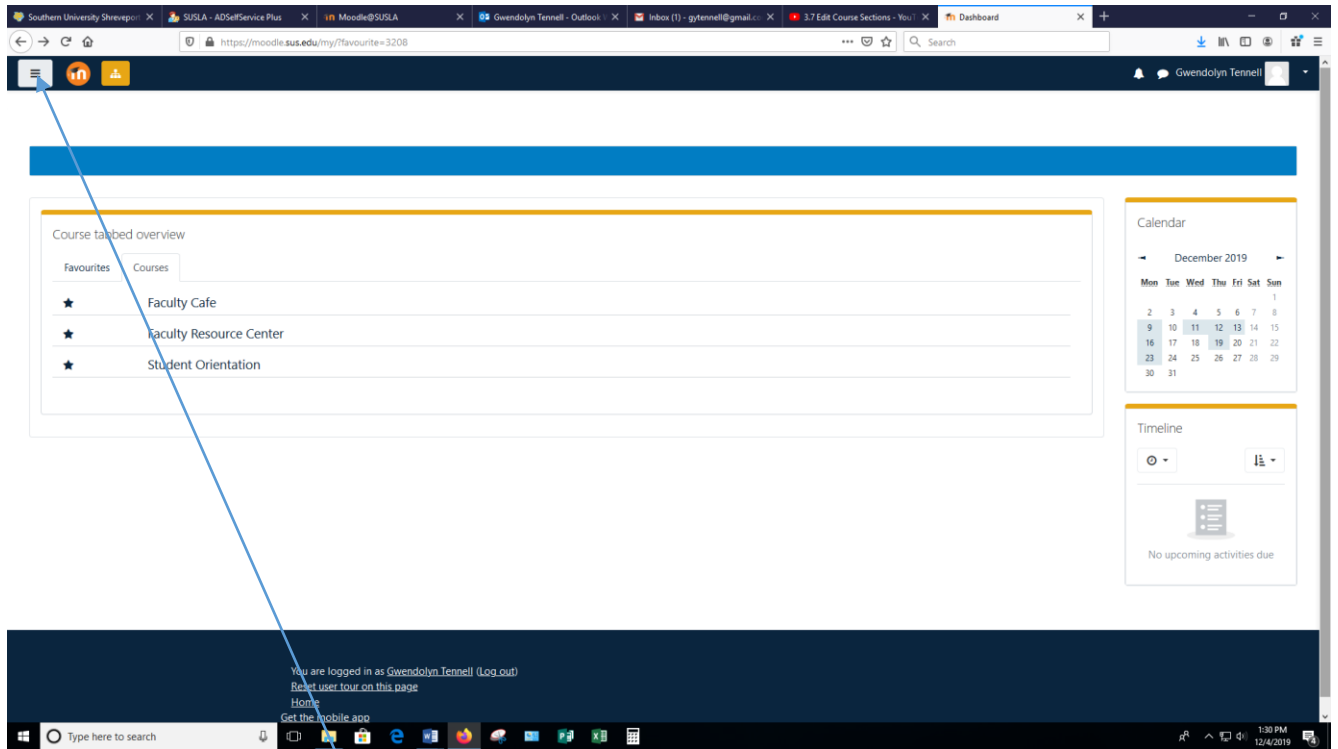
Username: [first name.last name@sus.edu](#)

Password: first 4 characters in your last name and the last 4 characters of your SS#

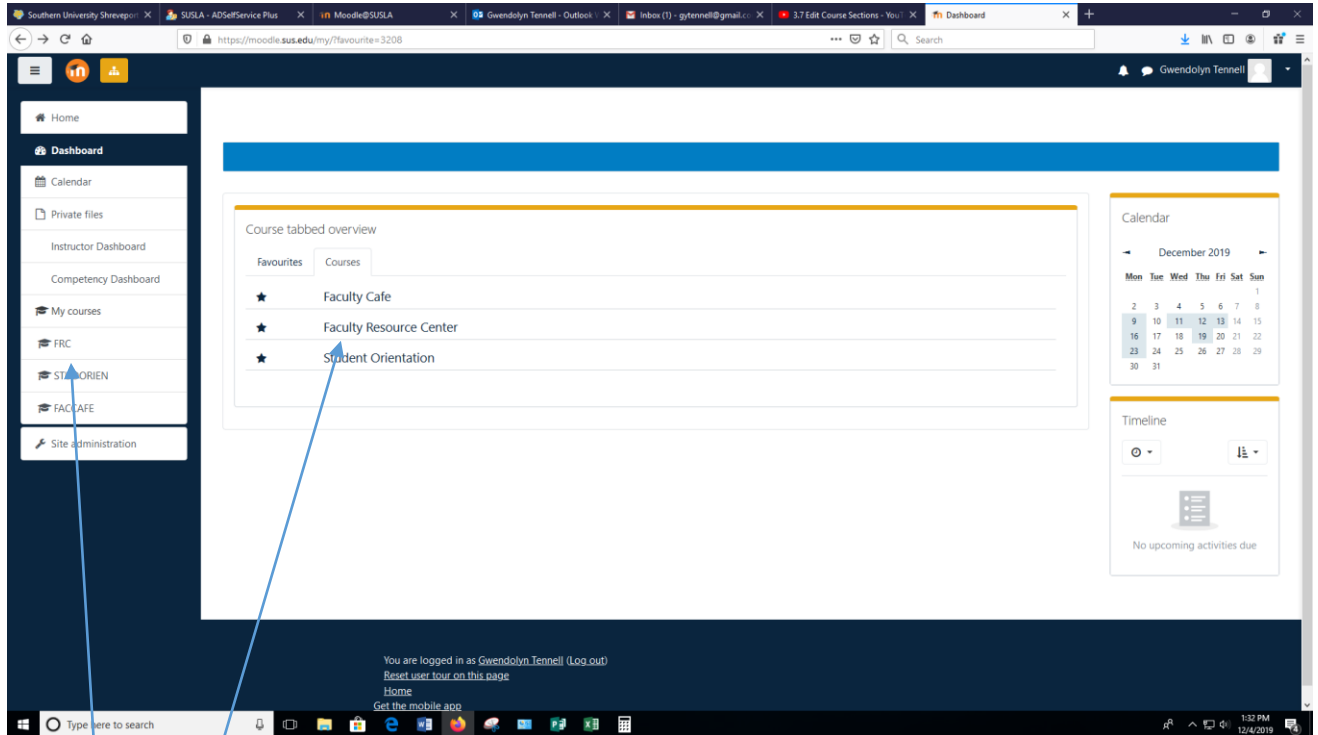


Go to Dashboard



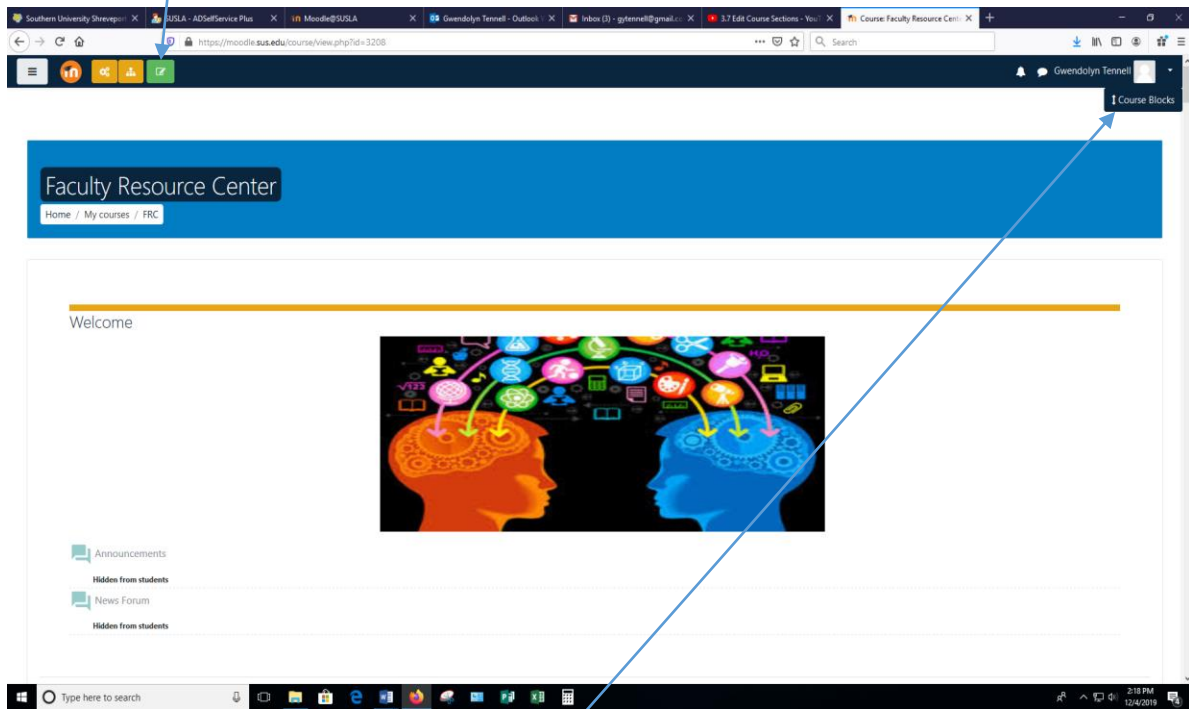


To get the side bar click here



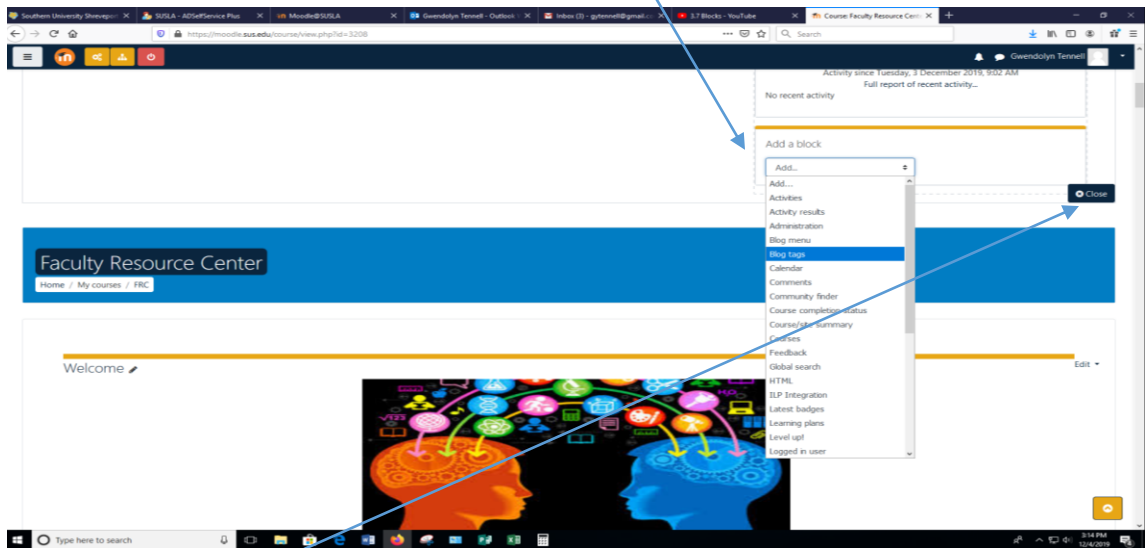
Click here or here to go to your course

Turn edit on



How to Add a Block

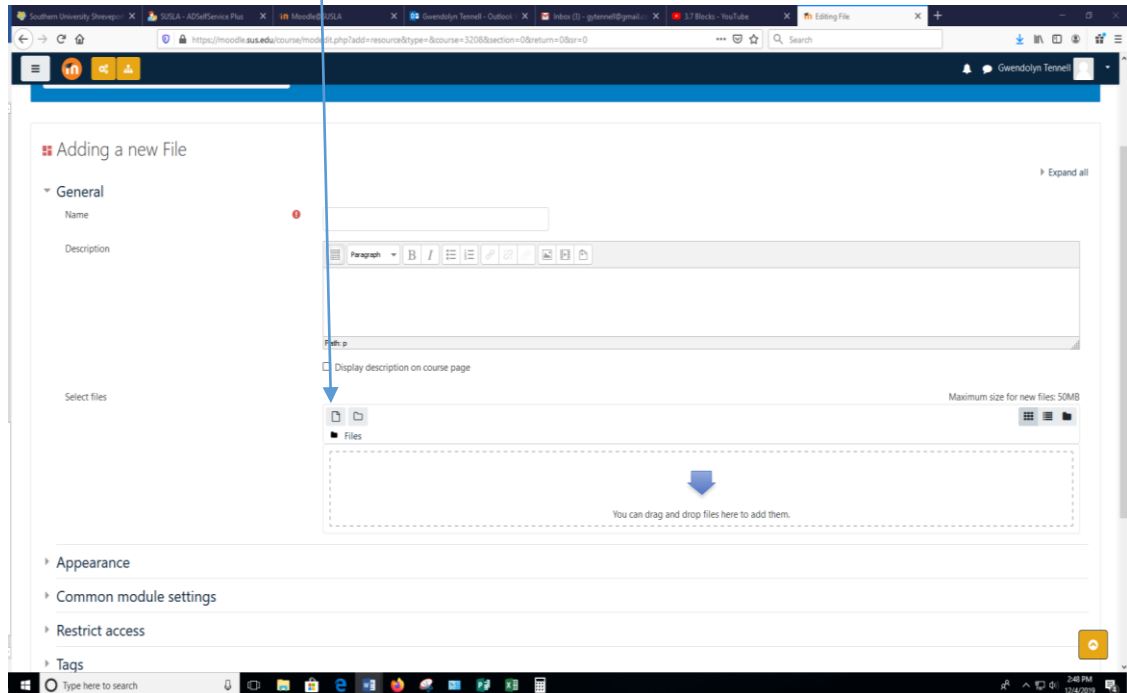
- 1.) Turn edit on
- 2.) Click on "Course Blocks"
- 3.) Scroll down to "Add a Block" and choose the topic



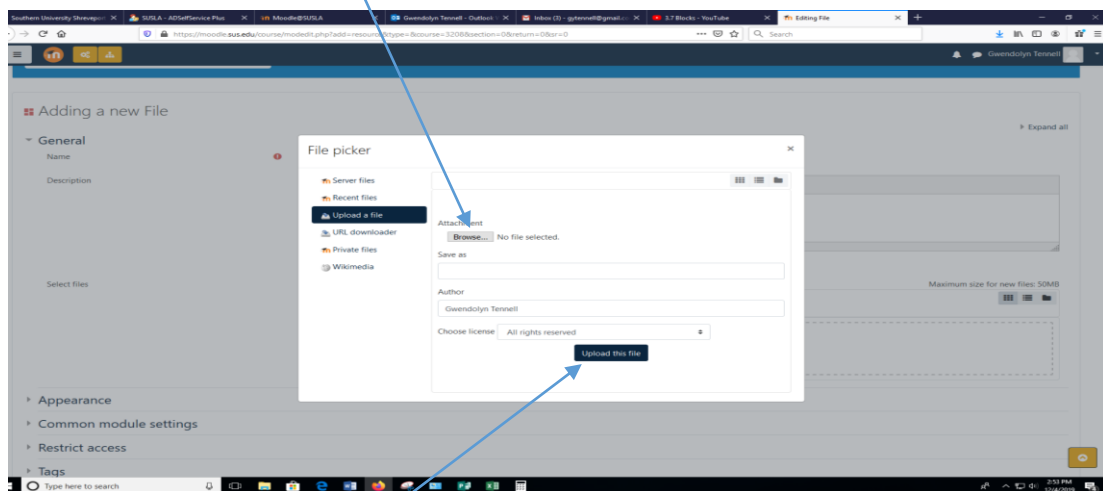
4.) Close

How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)

- 1.) Turn edit on
- 2.) Click on **“Add an activity or resource”**
- 3.) Under **“Resources”**
- 4.) Select **“File”** then click **“Add”** and upload your file from an external source such as computer or USB drive, or by dragging and dropping directly onto the course page.
- 5.) Type in **“Name”**, required.
Description is optional
- 6.) Under **“Select files”**
- 7.) Click on icon to add a file



- 8.) Browse to **“Upload a file”**



Select your file and click **“Upload this file”**

How to Add an Assignment

- 1.) Turn edit on
- 2.) Click on “ “Add an activity or resource”
- 3.) Click on “Assignment”
- 4.) Click on “Add”

Fill the following fields

- 5.) “Assignment Name”
- 6.) “Description” (Optional)

Availability

- 7.) Select the appropriate due dates and time

Submission Types

- 8.) Online Text (allow students to copy and paste text)
 - a. Word limit
- 9.) File Submission (allow students to upload a file)
 - a. Maximum number of uploaded files

Grade

- 10.) Enter the points

Click “Save and return to course”

How to create a Forum

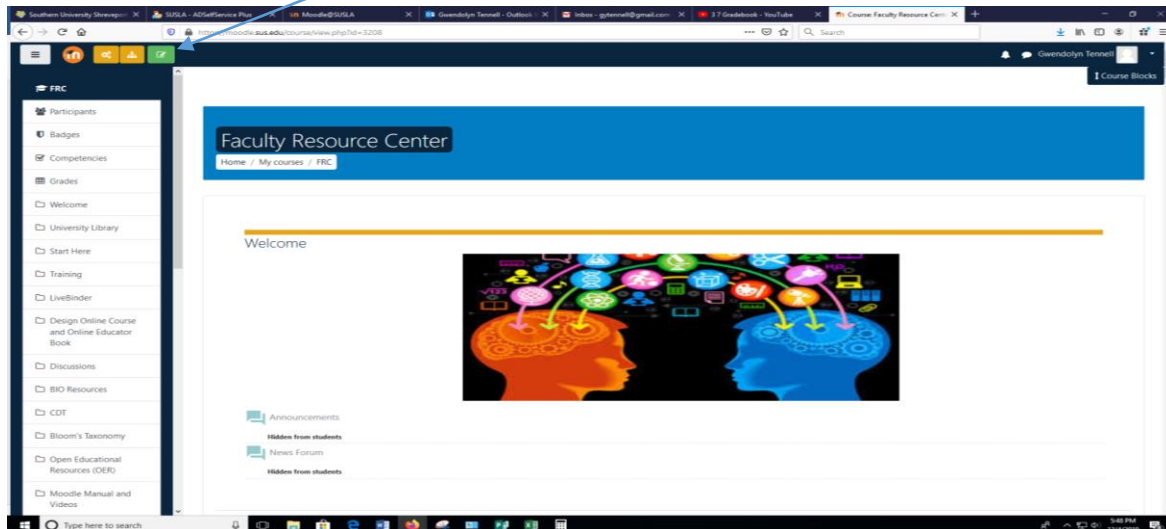
- 1.) Click on “Add an activity or resource”
- 2.) Select the “Forum” and Click on “Add”
- 3.) Name the Forum
- 4.) “Description” (Optional)
- 5.) Select the “Forum type”

Availability

- 6.) Select the appropriate due dates and time

Gradebook for Point System

1.) Open your side bar



2.) Click on **“Grades”**

3.) Click on **“Setup”**

4.) Click on **“Add grade item”**

5.) Type in **“Item Name”** Example Homework_Ch1, Quiz 1, Exam 1

6.) Select **“Grade type”**

a. There are 3 grade types:

i. **Value - A numerical value with a maximum and minimum**

ii. **Scale - An item in a list**

iii. **Text - Feedback only**

7.) Type in **“Maximum grade”**

8.) Click on **“Save changes”**

9.) Repeat steps 4 – 8 until finished.

Gradebook for Weight System

1.) Open your side bar

2.) Click on **“Grades”**

3.) Click on **“Setup”**

4.) **Click on “Add Category”**

5.) Type in **“Category name”** Example: Homework, Quizzes, Exams

6.) Type in **“Maximum grade”**

7.) Check **“Weight adjusted”**

8.) **Click on “Save changes”**

9.) Repeat steps 4 – 8 until your weights are set.

10.) **Click on “Add grade item”**

11.) Type in "Item Name" Example Homework_Ch1, Quiz 1, Exam 1

12.) Select "Grade type"

- a. There are 3 grade types:
 - i. Scale - An item in a list
 - ii. Text - Feedback only

13.) Type in "**Maximum grade**"

14.) Click on "**Save changes**"

15.) Repeat steps 10 – 14 until all graded items have been added

How to handle Empty Grades in your Gradebook

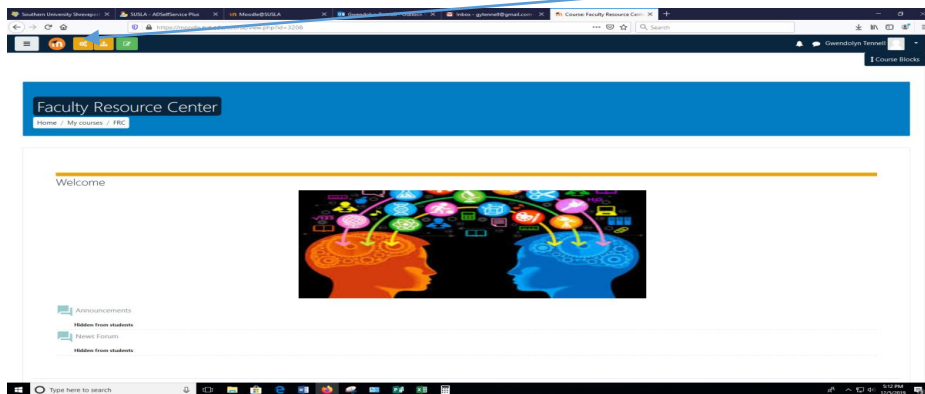
- 1.) Click on "**Grades**"
- 2.) Click on "**Grader report**"
- 3.) Click on the pencil next to assignment name
- 4.) Check "**Perform bulk insert**"
- 5.) For
 - a. Empty grades , you may insert a value for all empty grades
 - b. Or value for "all grades"
- 6.) Click on "**Save**"

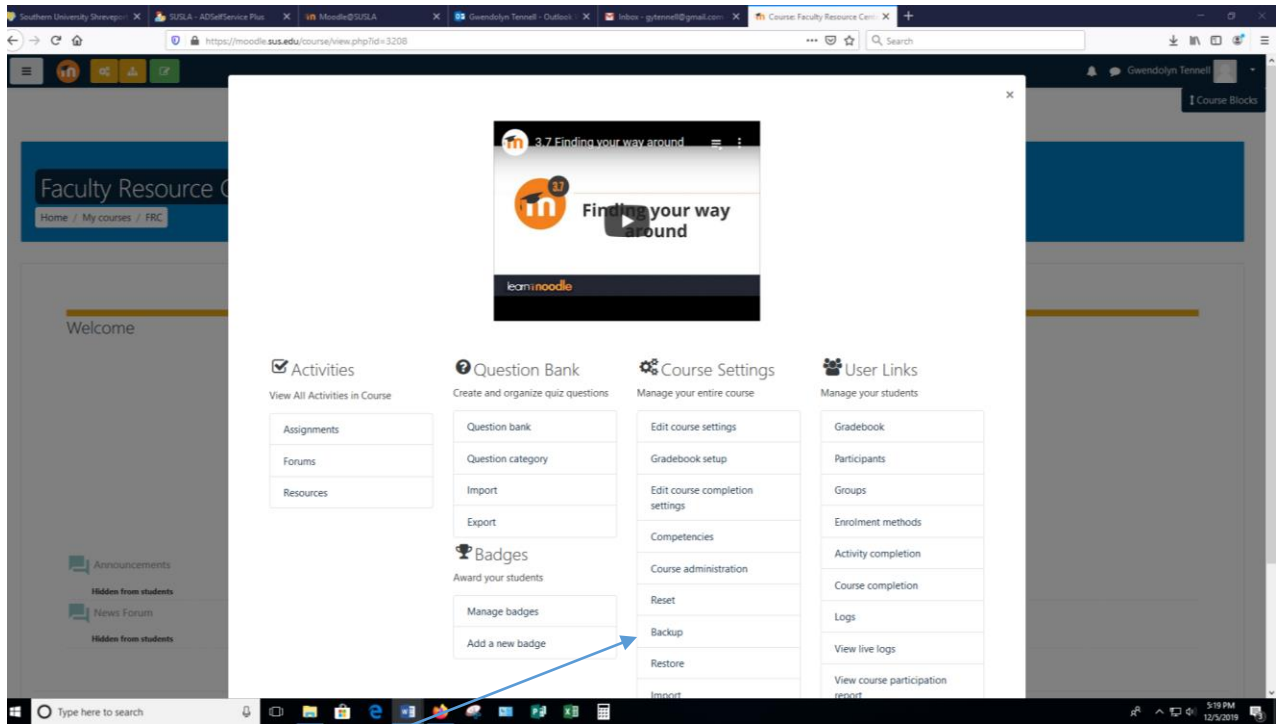
How to change the Grade Display Type in Gradebook

- 1.) Click on "**Gradebook setup**"
- 2.) Go to "**Setup**"
- 3.) Click on "**Course grade setting**"
- 4.) Under "**Grade item settings**"
- 5.) Select the "**Grade display type**"
- 6.) Click on "**Save changes**"

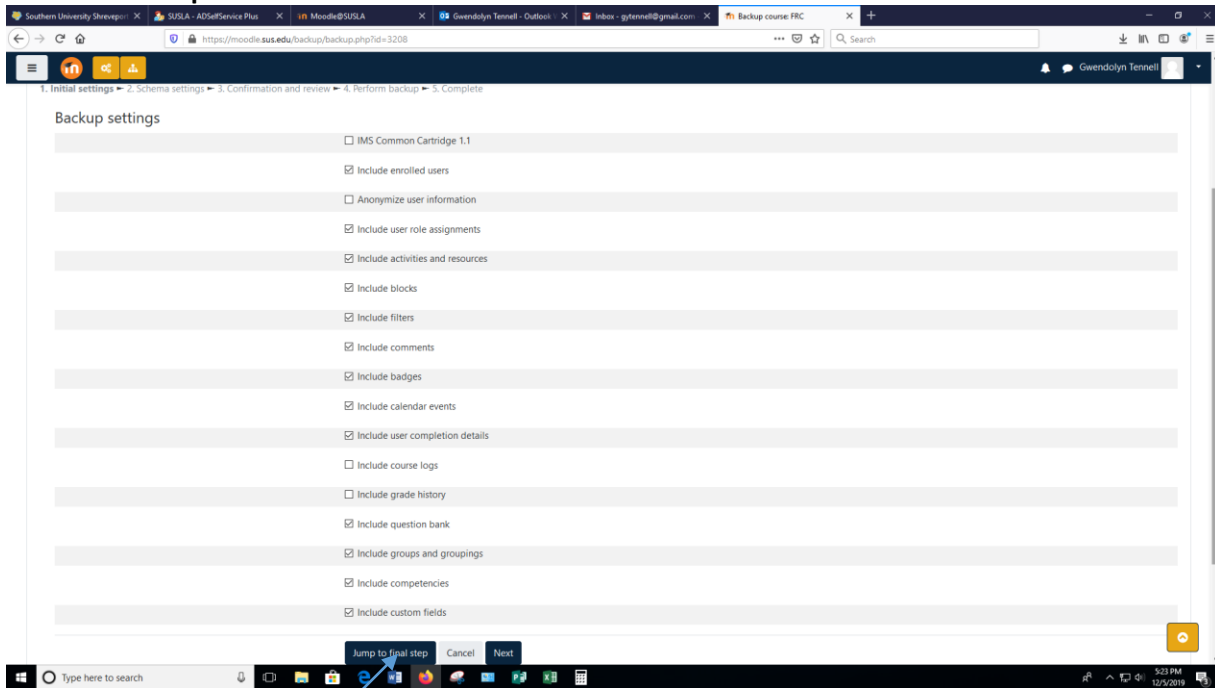
Back-Up Instructions for Moodle 3.7

- 1.) In Moodle, select the course to which you want to backup. Click on "**Course Management**"





2.) Click on **“Backup”**.



3.) Click **“Jump to final step”**

4.) **OR** Click **Next...** then Deselect all content that is not needed. Click **Perform backup**

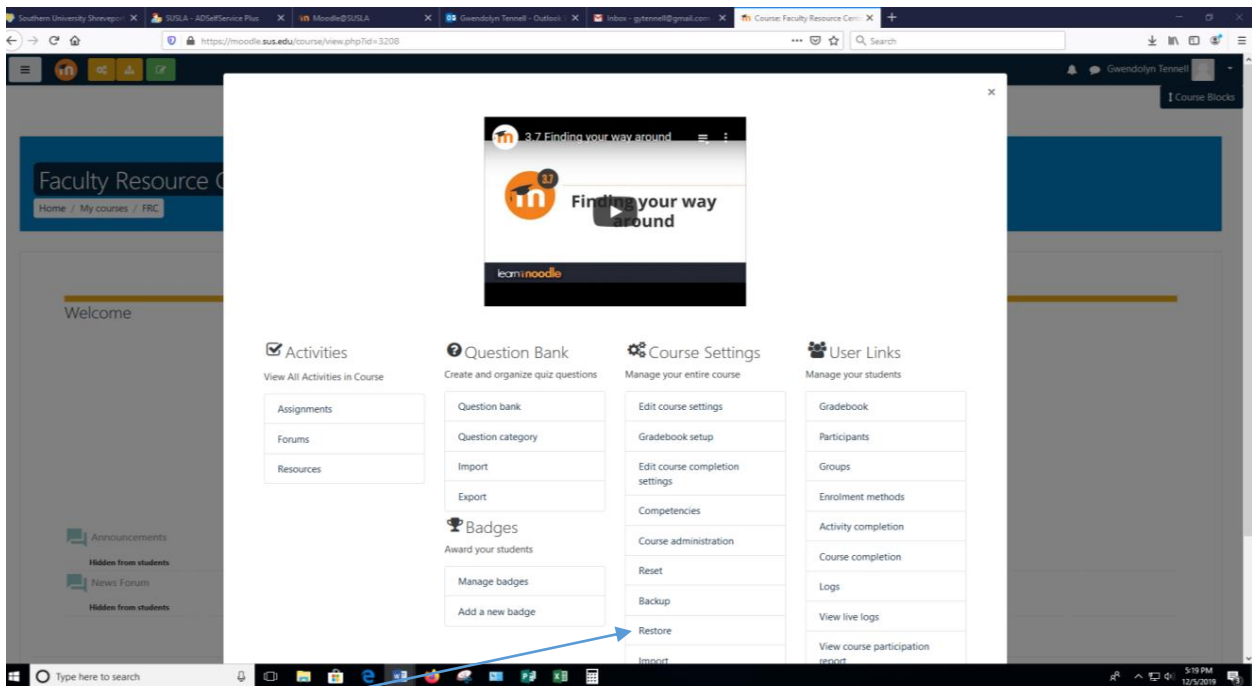
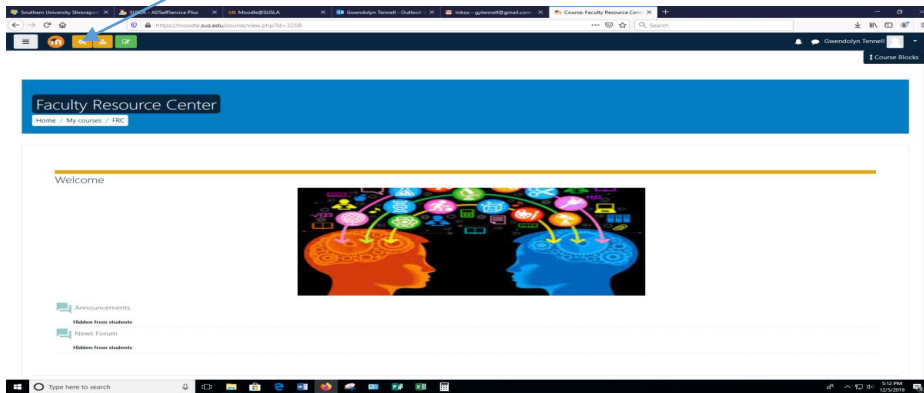
5.) When finished the page will say **“The backup file was successfully created.”** Click **Continue**.

- 6.) Locate your back up file and **right click** on “**Download**”
- 7.) Select “Save Link As” or “Save Target As”
- 8.) Add the name of your course and term on the file name for easy access.

Note: It is important that you delete all of the backup files that are not needed in your courses to save space on the server.

How to Restore Courses in Moodle 3.7

- 1) In Moodle, select the course to which you want to add your course content. Click on “**Course Management**”



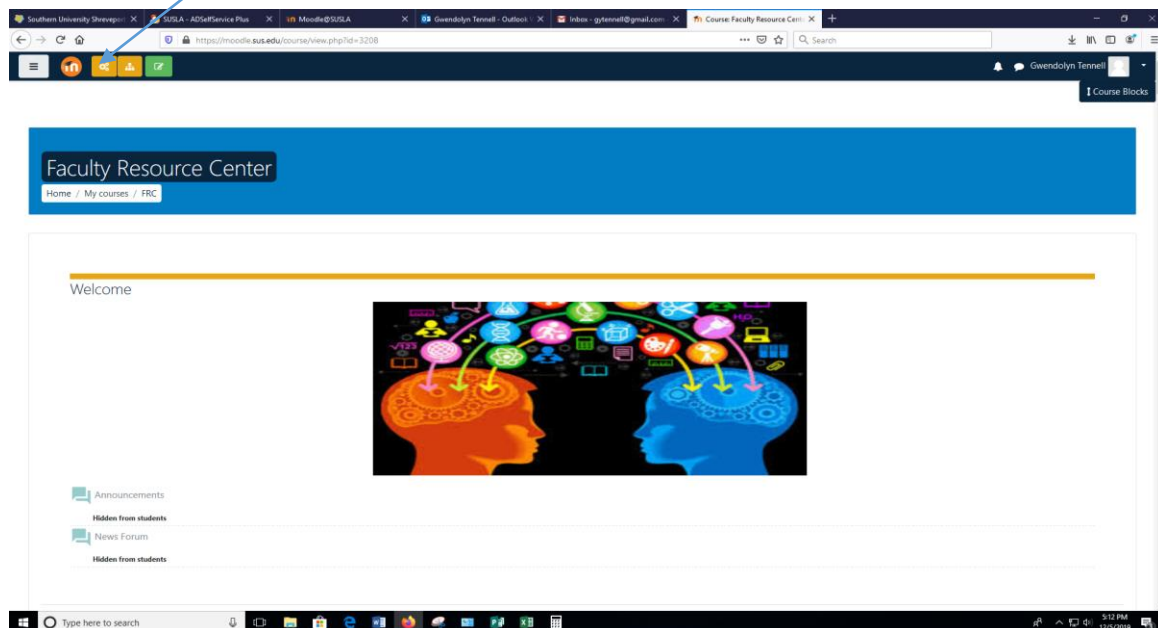
- 2) Click on “**Restore**”

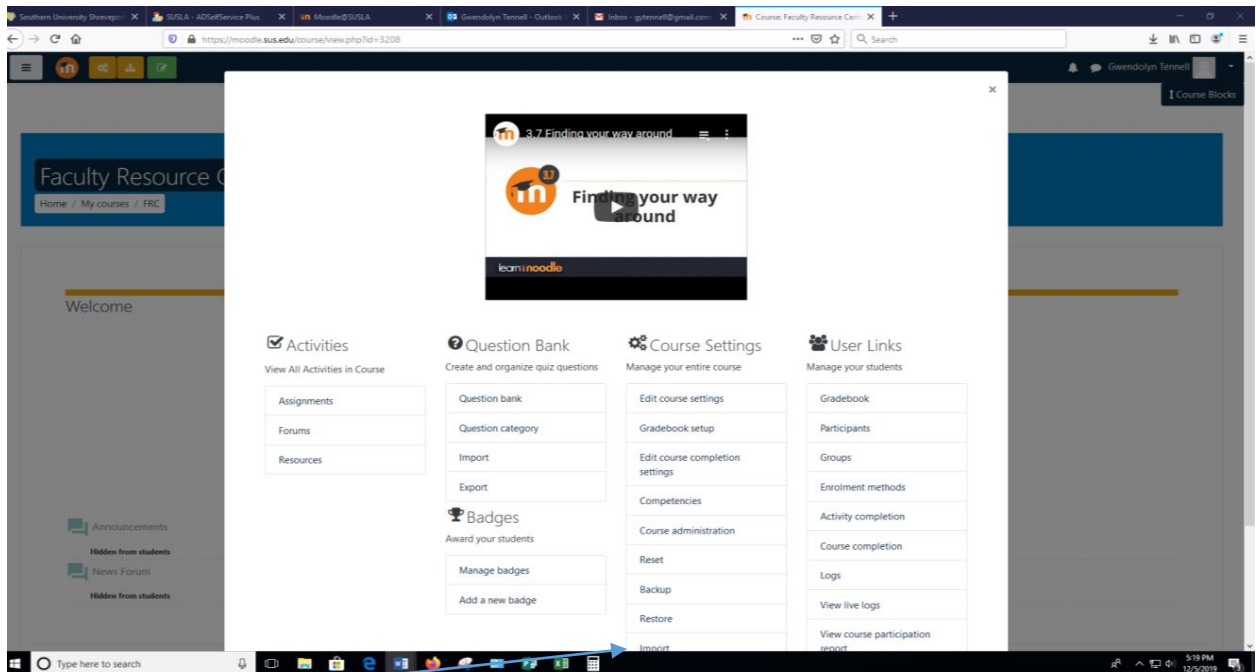
- 3) Click **“Choose a file”**
- 4) Click **“Browse”** or **“Upload a file”**
- 5) Select the file
- 6) Click **“Upload this file”**
- 7) Click **“Restore”**
- 8) You will see a series of screens, starting with a verification of the items in your backup file.
- 9) Scroll down and click **Continue**.
- 10) Select **“Restore as a new course”** Select a category and click **Continue**
OR
- 11) Select **“Restore into this course”** and click **Continue**
 - a) This process will merge all data in one course
- 12) You can select **“Delete the contents of this course and then restore”** and click **Continue**
OR
- 13) Select **“Restore into an existing course”** and **“Select a Course”** click **Continue**
 - a) This process will merge the backup course into the existing course
- 14) You can select **“Delete the content of the existing and then restore”** and **“Select a Course”** click **Continue**

This process will delete all of the data of the existing course before restoring the new data.

How to Import Courses in Moodle 3.7

- 1) In Moodle, select the course to which you want to import information into. Click on **“Course Management”**

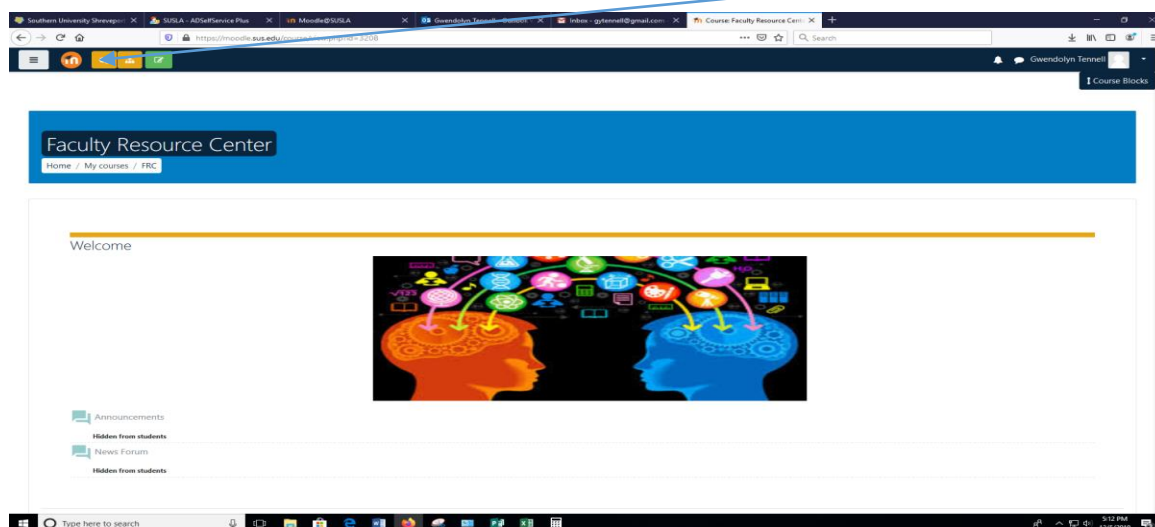


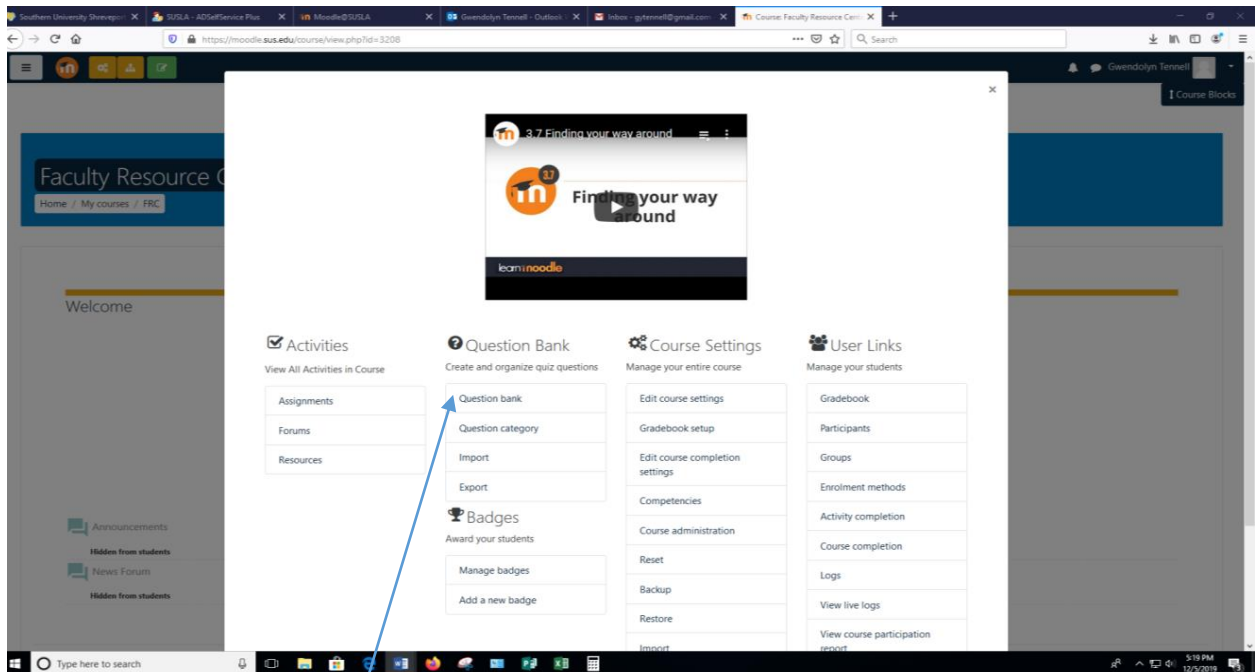


- 2) Click **"Import"**
- 3) Find the course from which you want to get materials (or type the CRN in the Search box and select the course)
- 4) Click **"Continue"**.
- 5) Check the desired items and click **"Jump to final step"** or **"next"**.
- 6) Perform Import

How to add Questions into the Question Bank

- 7) In Moodle, select the course to which you want to add a quiz. Click on **"Course Management"**





- 1) Click on **Question bank**
- 2) “Optional” Select the category – note the view settings under it
- 3) Click on “**Create a new question**”
- 4) Select the *Question Type (See below) to add
- 5) Click “**Add**”
- 6) Complete the question form
- 7) **Save changes**

***QUESTION TYPES (5 most used)**

Adding a Multiple Choice question

- 1) Select Multiple Choice under “**Create a new question**”
- 2) Input your question name
- 3) Input your question in the “**Question text**” box
- 4) Choose one or multiple answers
- 5) Input your answers in the Answers section in the **Choice** boxes
- 6) For one correct answer, choose 100% on the Grade drop down
- 7) If multiple answers for grade, % should equal 100
- 8) “Feedback is optional”
- 9) **Save changes**

Adding a True/False question

- 1) Select True/False under “**Create a new question**”
- 2) Input your question name
- 3) Input your question in the “**Question text**” box
- 4) Change the “**Correct answer**” box to True or False
- 5) “Feedback is optional”
- 6) **Save changes**

Adding a Matching question

- 1) Select Matching under “**Create a new question**”
- 2) Input your question name
- 3) Input your statement in the “**Question text**” box
- 4) “Feedback is optional”
- 5) Add your word or statement under the Answers section in the **Question boxes** and the matching word or statement in the **Answer** box.
- 6) **Save changes**


Adding a Short Answer question

- 1) Select Short Answer under “**Create a new question**”
- 2) Input your question name
- 3) Input your question in the “**Question text**” box
- 4) Add at least one possible answer and choose 100% in the Grade drop down
- 5) If multiple answers for grade, % should equal 100
- 6) “Feedback is optional”
- 7) **Save changes**

Adding an Essay question

- 1) Select Essay under “**Create a new question**”
- 2) Input your question name
- 3) Input your question in the “**Question text**” box
- 4) “Feedback is optional”
- 5) You may add the correct or general answer under Grader Information “**Information for graders**”
- 6) **Save changes**

How to Edit a Question

- 1) Click on the edit (wheel)  icon on the right side of each question in the question bank
- 2) Edit question and **Save changes**

To Move a Question to another Category

- 1) Check 1 or more boxes next to the questions
- 2) Scroll to the bottom under “**With selected**”
- 3) Click on the category that you would like to move the question to
- 4) Click on “**Move to**”

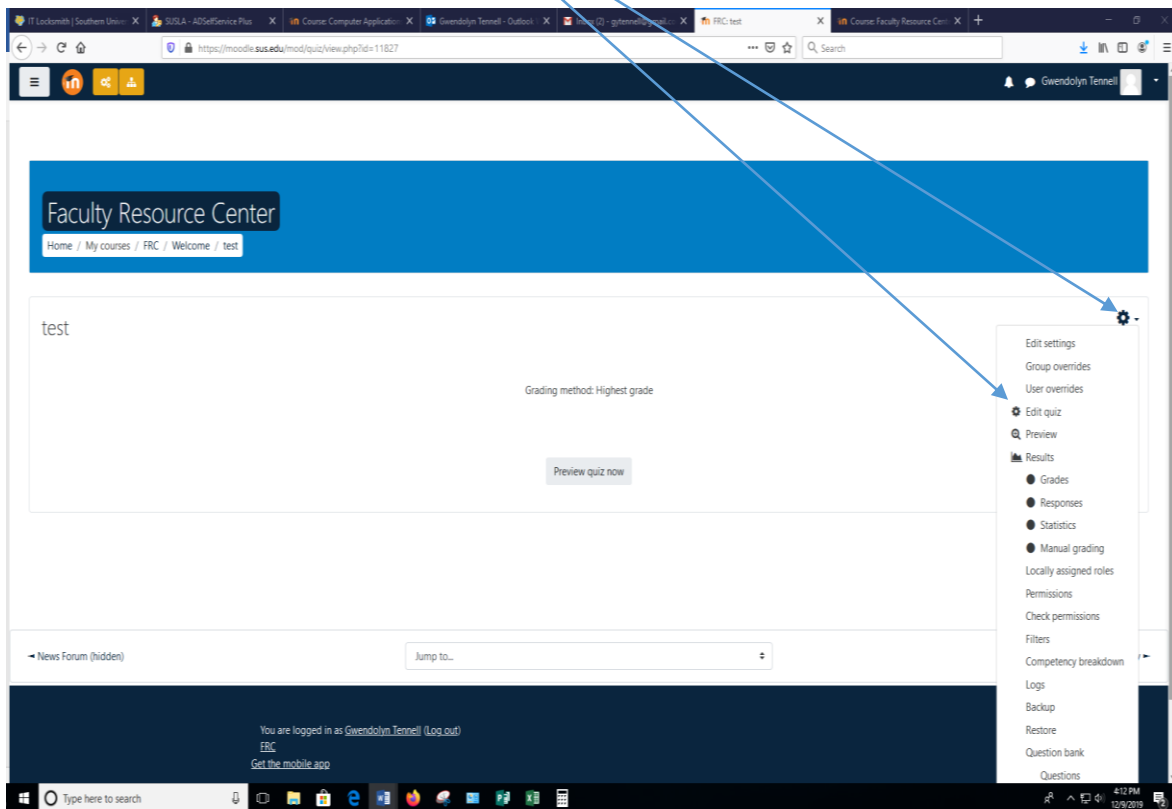
*Question bank will change the view to the category you selected
and will display all questions in that category*

Adding a Quiz into a Moodle Block

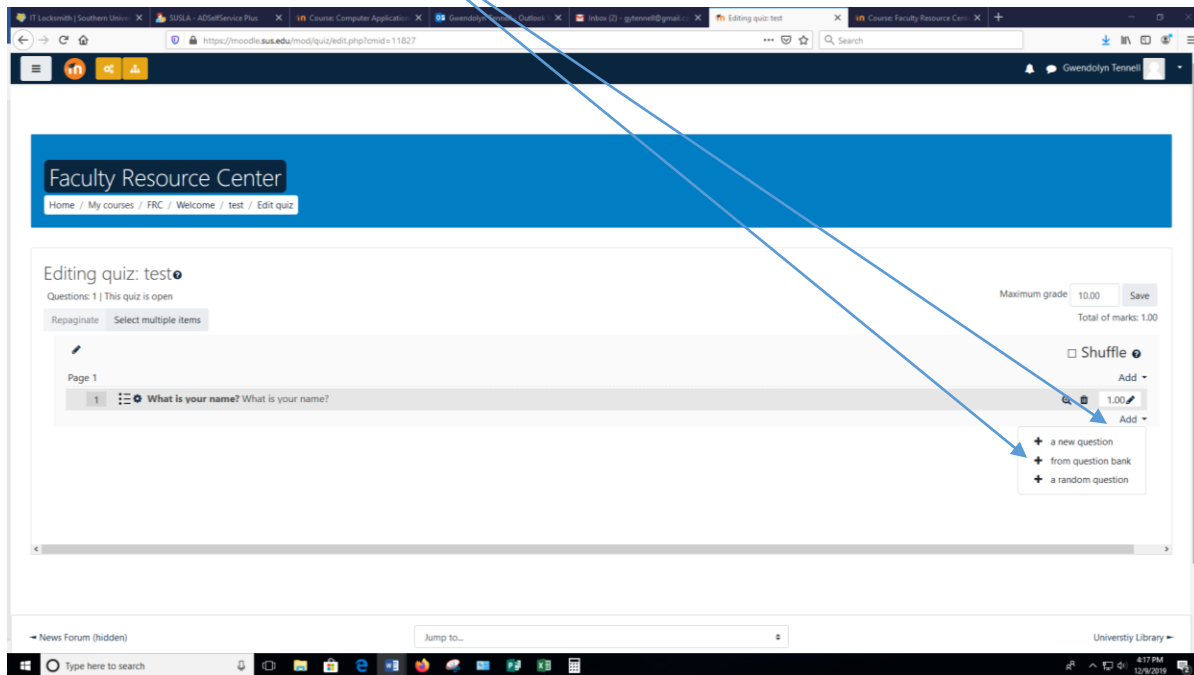
- 1) Turn **Edit On**
- 2) **Add an activity or resource**
- 3) Choose **Quiz** and **ADD**
- 4) **Name it**
- 5) Click on **Timing**
- 6) Enable “Open the quiz” and add date and time
- 7) “Optional” Close the quiz
- 8) “Optional” Time limit
- 9) Click on **Grade**
- 10) Leave Attempts allowed set on unlimited or change via the drop box
- 11) Click on **Layout**
- 12) Change “New page” to the number of questions that you want to show per page, or choose “Never, all questions on one page”
- 13) **Save and return to course**

Adding from the Question Bank into a Quiz

- 1) Click on the **Quiz name** in the Moodle block
- 2) Click on the drop down and **Edit quiz**



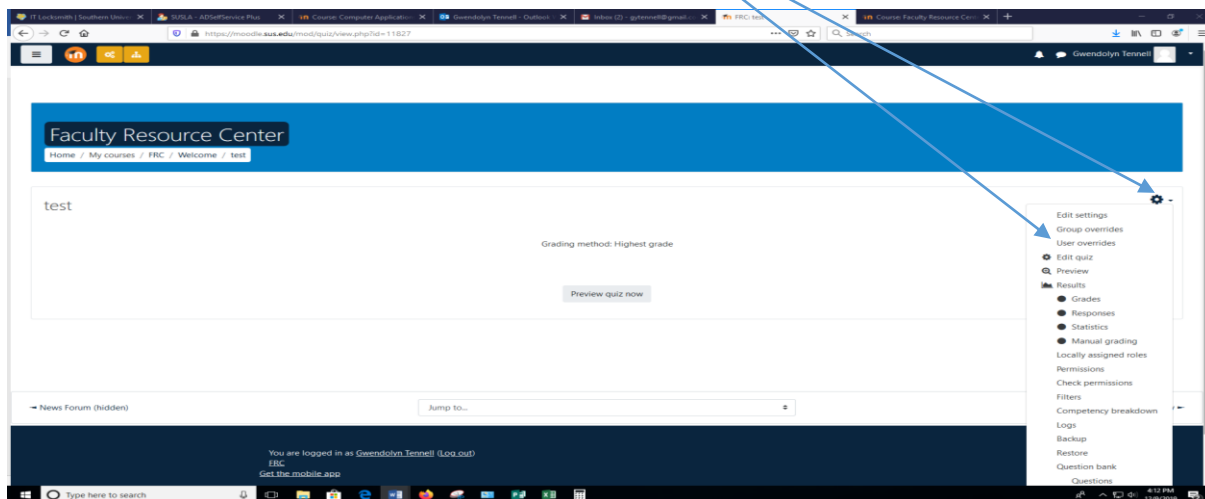
3) Add “from question bank”



- 4) “Optional, unless used” Under **Select a category**, be sure you are in the right category
- 5) Find your question name and check the boxes that you want to add
- 6) **Add selected questions to the quiz**
- 7) Input “Maximum grade”
- 8) **Save**

How to open a quiz for individuals

- 1) Go to course and click on the quiz name.
- 2) Click on the drop down and click “User overrides”



- 3) Click on “**Add user override**”
- 4) Select the User and make the adjustments

Adding an Attendance activity in Moodle 3.7

To track attendance in Moodle, you must first add an Attendance activity to your course site.

- 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 Attendance
- 3) Click “**Attendance**” and **Add**
- 4) Enter a **Name**
- 5) If you **do not** want Attendance to contribute to the course grade, click **Grade** and change the **Type** to **None**.
- 6) Scroll down and click **Save and display**.

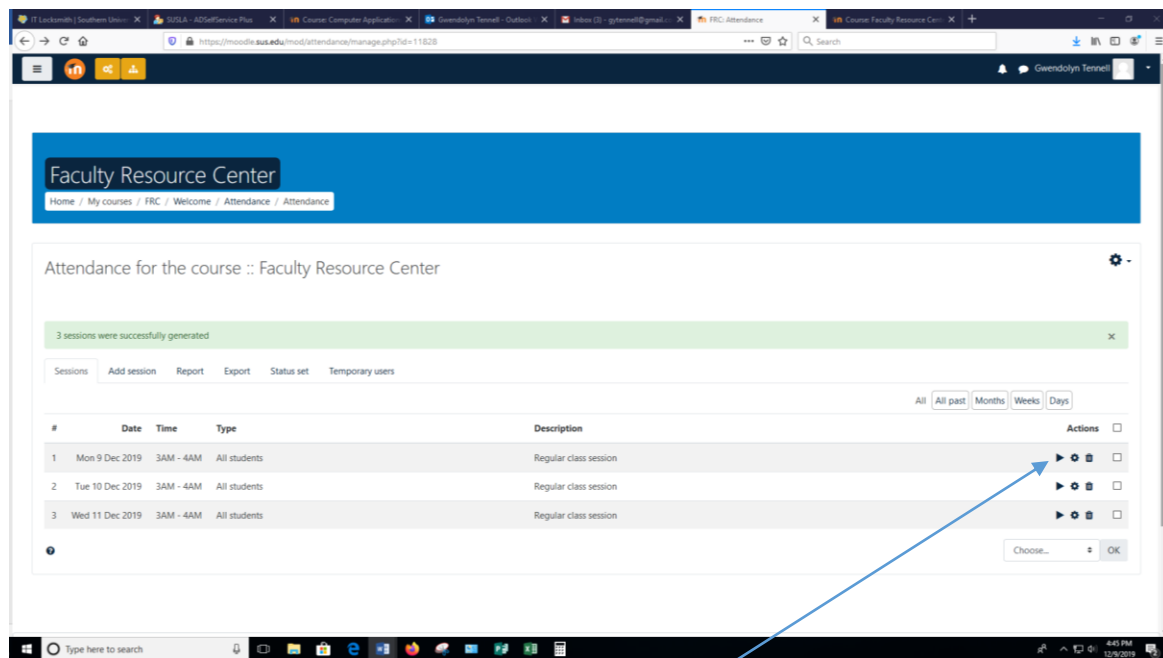
Adding sessions to an attendance activity

- 1) Click on the “**Attendance link**”
- 2) Click the “**Add Session**” tab
- 3) Select the **Date** for the first session you want to add.
- 4) Select the start and end **Time** of the session.
 - The time fields use a 24-hour clock, so a 3:15pm-4:05pm class should be entered as 15:15-16:05
- 5) **For multiple, regularly repeating sessions:**
 - a. Check the **Repeat the session above as follows** box.
 - b. Check the weekday(s) the class **Repeats on**.
 - c. Set the **Repeat until** date to the date of the final session.
6. Scroll down and click **Add**.

The Sessions tab will display with a confirmation message and the newly created session(s).

Take Attendance in Moodle 3.7:

1. Go to the course homepage.
2. Find the “**Attendance**” activity and click its link.
3. Navigate to the session you want to take attendance for.
 - The links in the upper right of the Session tab (All, All past, Months, etc.) can help narrow down the range of sessions displayed.



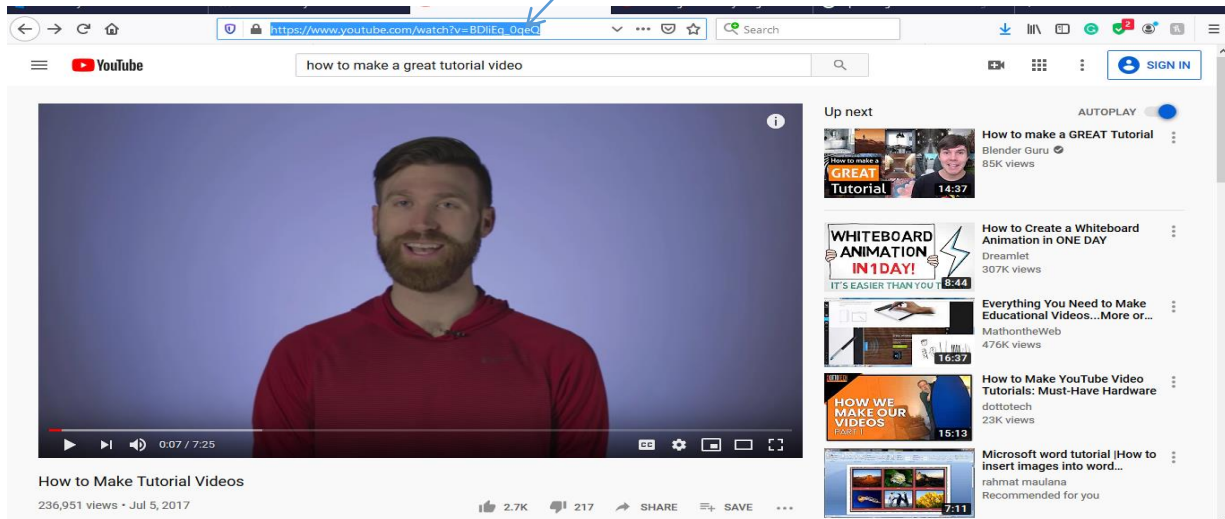
The screenshot shows the Moodle interface for the Faculty Resource Center course. The page title is "Attendance for the course :: Faculty Resource Center". A green notification bar at the top states "3 sessions were successfully generated". Below this, there are tabs for "Sessions", "Add session", "Report", "Export", "Status set", and "Temporary users". The "Sessions" tab is active, showing a table of sessions. The table has columns for "#", "Date", "Time", "Type", "Description", and "Actions". Three sessions are listed, all on Dec 9-11, 2019, from 3AM to 4AM, for "All students", with the description "Regular class session". The "Actions" column for each session contains a play button icon, a gear icon, and a square icon. A blue arrow points from the text "Click the Take attendance icon for the session" to the play button icon in the first row.

#	Date	Time	Type	Description	Actions
1	Mon 9 Dec 2019	3AM - 4AM	All students	Regular class session	▶ ⚙ □
2	Tue 10 Dec 2019	3AM - 4AM	All students	Regular class session	▶ ⚙ □
3	Wed 11 Dec 2019	3AM - 4AM	All students	Regular class session	▶ ⚙ □

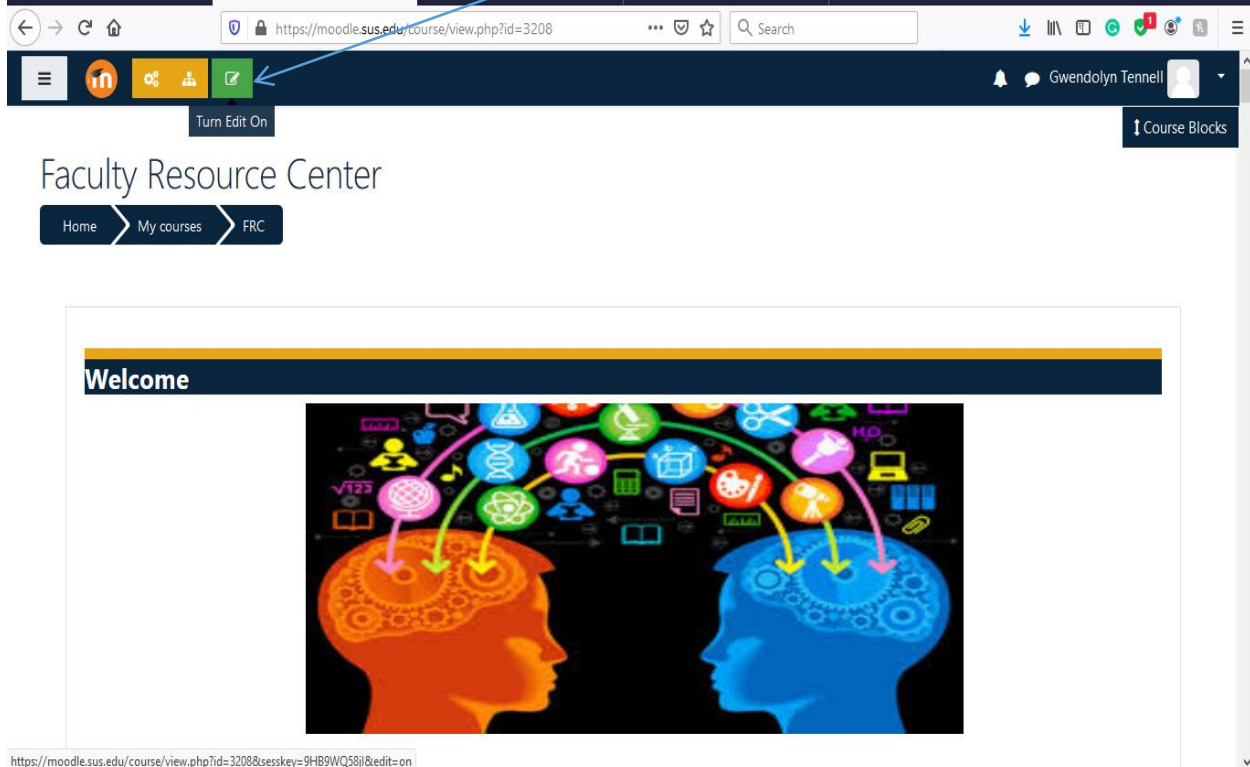
4. Click the Take attendance icon for the session
5. Enter attendance and remarks.
 - Efficiency tip: Click the column heading **P** to mark the full class as “Present.” Then go through and change the status for absent, late, and excused students.
6. Scroll down and click **Save attendance**. *You will get a confirmation screen. Click Continue.*

Adding a Video Link In Moodle 3.7

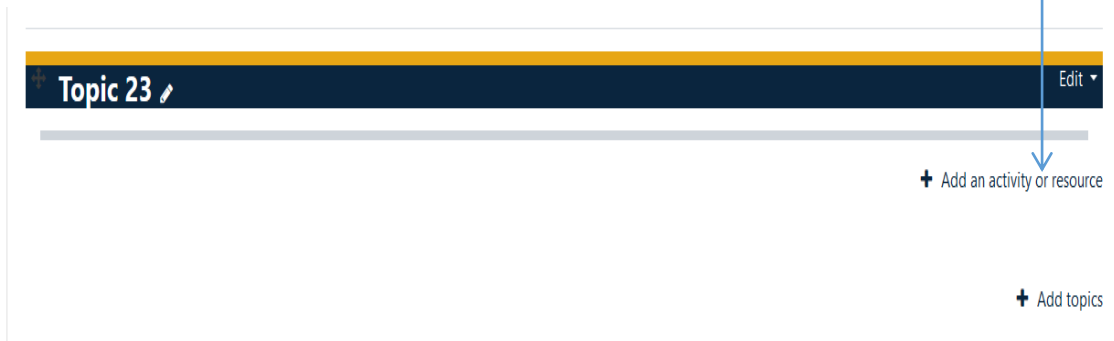
Copy the URL from where the video is hosted.



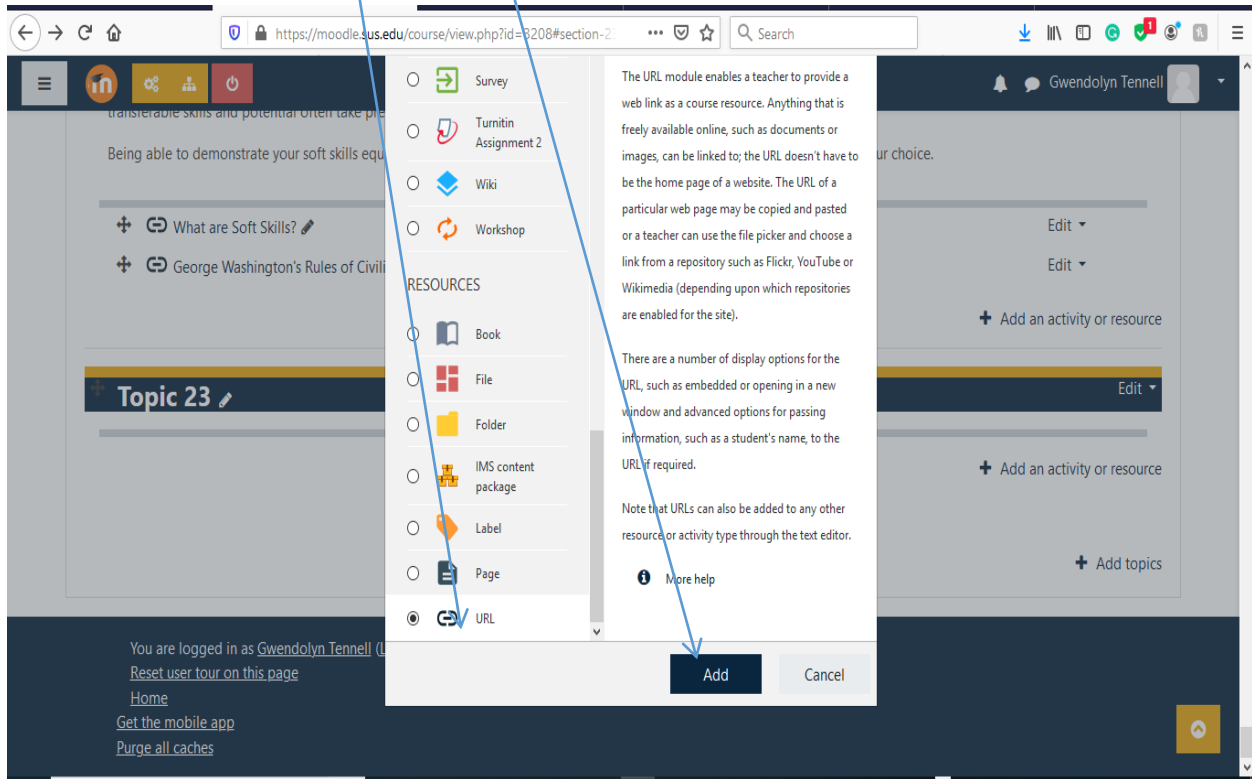
In Moodle, turn the “Edit on” within a Course.

A screenshot of the Moodle LMS interface. The browser address bar shows <https://moodle.sus.edu/course/view.php?id=3208>. The Moodle navigation bar is visible, with a green "Turn Edit On" button highlighted by a blue arrow. Below the navigation bar, the page title is "Faculty Resource Center" and there are navigation links for "Home", "My courses", and "FRC". The main content area features a "Welcome" header and a large graphic of two human heads (one orange, one blue) with various educational icons (like a lightbulb, gear, and book) and arrows pointing to their brains. At the bottom of the page, the URL <https://moodle.sus.edu/course/view.php?id=3208&sesskey=9HB9WQ58ij&edit=on> is visible.

Go to the block in which you want to add the video link and **“Add an activity or resource”**.



Under resources choose **“URL”** and **“ADD”**



Add a name and paste your URL.

The screenshot shows the Moodle course edit interface for 'Adding a new URL to Topic 23'. The breadcrumb trail is 'Home > My courses > FRC > Topic 23 > Adding a new URL to Topic 23'. The 'General' section is expanded, showing three fields: 'Name', 'External URL', and 'Description'. The 'Name' and 'External URL' fields are empty and have red error icons. The 'Description' field is a rich text editor with a toolbar. A 'Path: p' label is visible at the bottom of the form. A 'Choose a link...' button is next to the 'External URL' field. The user's name 'Gwendolyn Tennell' is visible in the top right corner.

Under appearance choose "In pop-up". "Save and return to course" to view link.

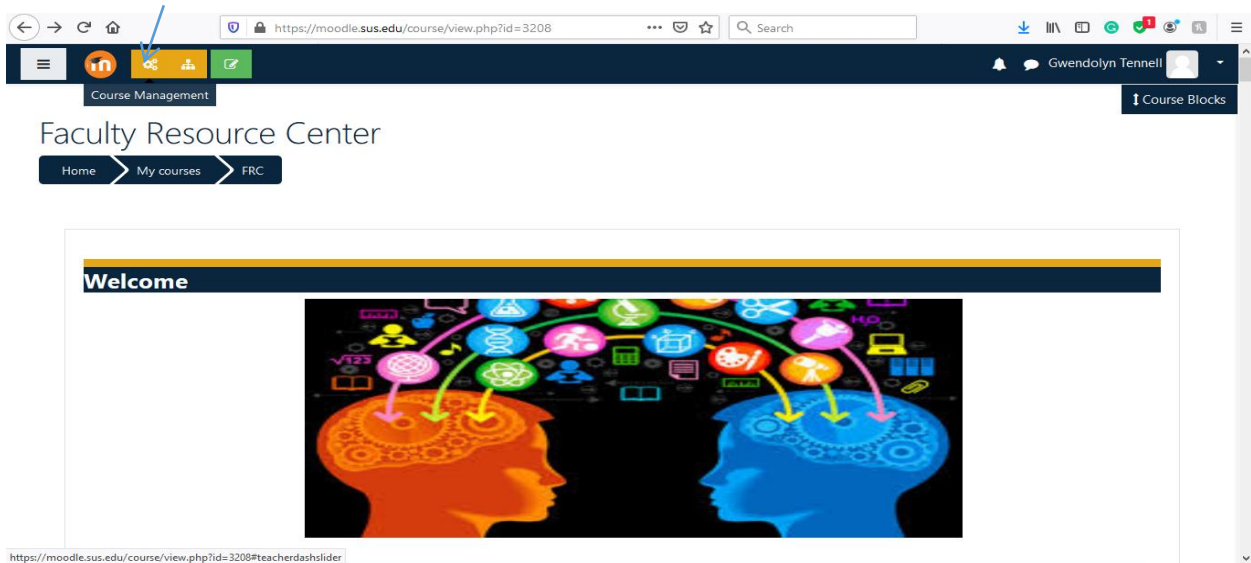
The screenshot shows the 'Appearance' section of the Moodle course edit page. The 'Display' dropdown menu is open, showing options: 'Automatic', 'Automatic description', 'Embed', 'Open', and 'In pop-up'. The 'In pop-up' option is highlighted. Below the dropdown are sections for 'URL variables', 'Common module settings', 'Restrict access', 'Tags', and 'Competencies'. At the bottom of the form are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'. The user's name 'Gwendolyn Tennell' is visible in the top right corner.

The screenshot shows the Moodle course topic list. The current topic is 'Topic 23', which is highlighted with a yellow bar. Below it, there is a list of activities/resources. The first item is 'How to Make Tutorial Videos', which has a plus icon, a link icon, and an edit icon. To the right of this item is an 'Edit' dropdown menu. At the bottom right, there is a '+ Add an activity or resource' button.

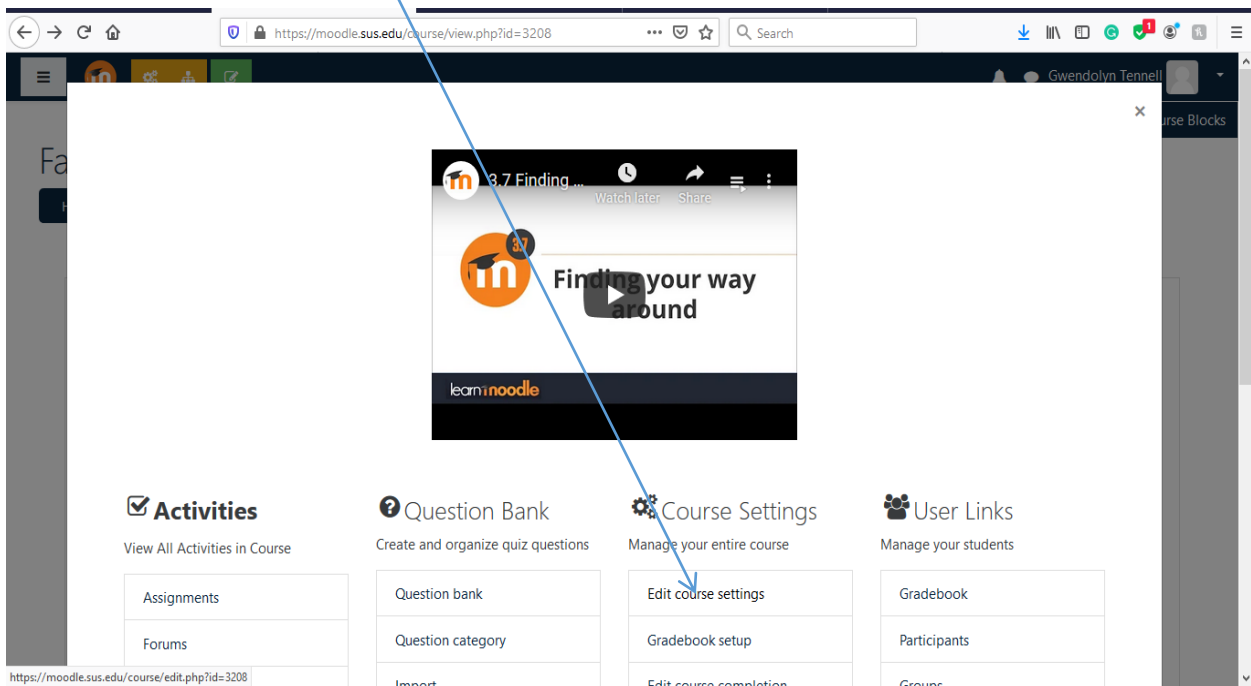
Using the Activity Completion

ENABLE THE ACTIVITY COMPLETION

Click on “Course Management”.



Choose “Edit Course Settings”.



Add the **“Course full name”** (required) and the **“Course short name”** (required).

Faculty Resource Center

Home > My courses > FRC > Edit settings

Edit course settings

Expand all

General

Course full name ! ?

Course short name ! ?

Course visibility ?

Course start date ?

Course end date ? Enable

Course ID number ?

Scroll down and choose **“Completion tracking”**.

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpg
- Image (PNG) .png

Course format

Appearance

Files and uploads

Completion tracking

Groups

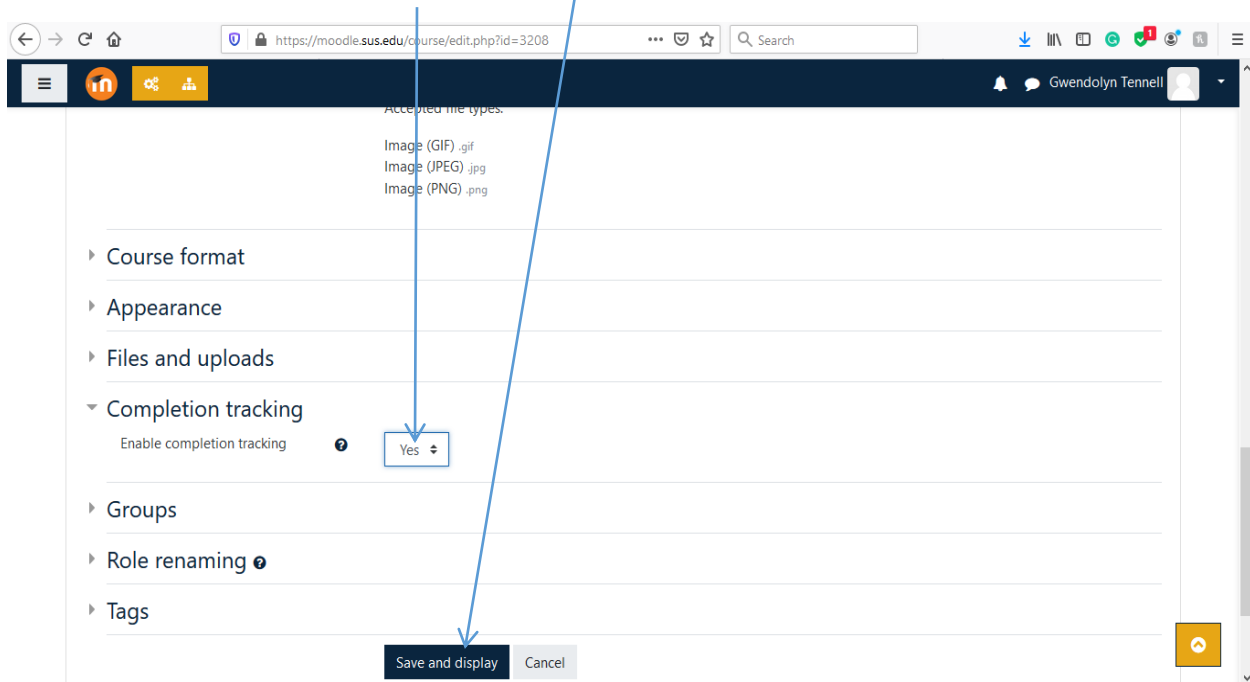
Role renaming ?

Tags

Save and display Cancel

There are required fields in this form marked !.

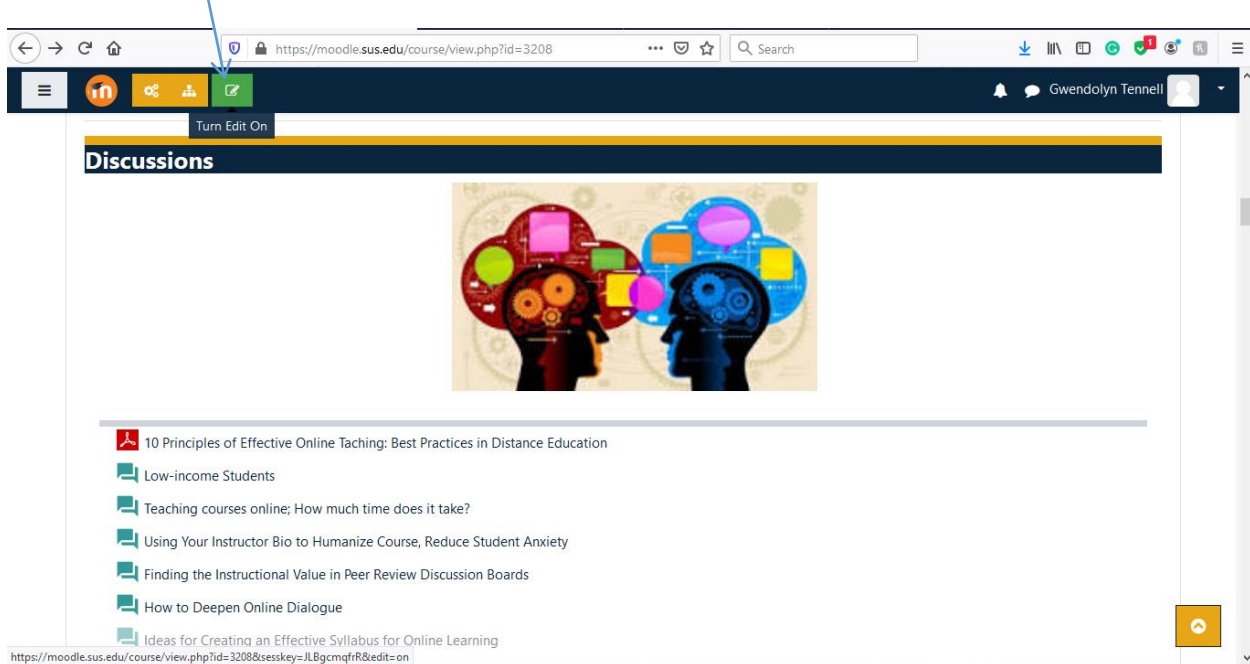
Enable completion tracking to "Yes", "Save and display"



A screenshot of the Moodle course edit page. The browser address bar shows <https://moodle.sus.edu/course/edit.php?id=3208>. The user's name, Gwendolyn Tennell, is visible in the top right. The page displays a list of settings for the course. Under the "Completion tracking" section, the "Enable completion tracking" option is set to "Yes". A blue arrow points from the "Yes" dropdown menu to the "Save and display" button at the bottom of the page. Other settings visible include "Accepted file types" (Image (GIF) .gif, Image (JPEG) .jpg, Image (PNG) .png), "Course format", "Appearance", "Files and uploads", "Groups", "Role renaming", and "Tags".

USING THE ACTIVITY COMPLETION

"Turn Edit On".



A screenshot of the Moodle course view page. The browser address bar shows <https://moodle.sus.edu/course/view.php?id=3208>. The user's name, Gwendolyn Tennell, is visible in the top right. The page displays a list of activities under the "Discussions" section. A blue arrow points to the "Turn Edit On" button in the top navigation bar. The activities listed are:

- 10 Principles of Effective Online Teaching: Best Practices in Distance Education
- Low-income Students
- Teaching courses online; How much time does it take?
- Using Your Instructor Bio to Humanize Course, Reduce Student Anxiety
- Finding the Instructional Value in Peer Review Discussion Boards
- How to Deepen Online Dialogue
- Ideas for Creating an Effective Syllabus for Online Learning

The URL at the bottom of the page is <https://moodle.sus.edu/course/view.php?id=3208&sesskey=JLBgcmqfrR&edit=on>.

“Add an activity or resource”

The screenshot shows a Moodle course page with three sections: "LiveBinder", "Design Online Course and Online Educator Book", and "Discussions". Each section has an "Add an activity or resource" button. A blue arrow points from the text "Add an activity or resource" to the button in the "Design Online Course and Online Educator Book" section.

Choose your “activity” and “Add”.

The screenshot shows the "Add an activity or resource" dialog box. The "Forum" option is selected in the list on the left. A blue arrow points from the text "Add" to the "Add" button at the bottom of the dialog.

Add an activity or resource

- Custom certificate
- Database
- External tool
- Feedback
- Forum
- Glossary
- Journal
- Lesson
- LiveText
- Pearson MyLab & Mastering Link
- Questionnaire
- Quiz

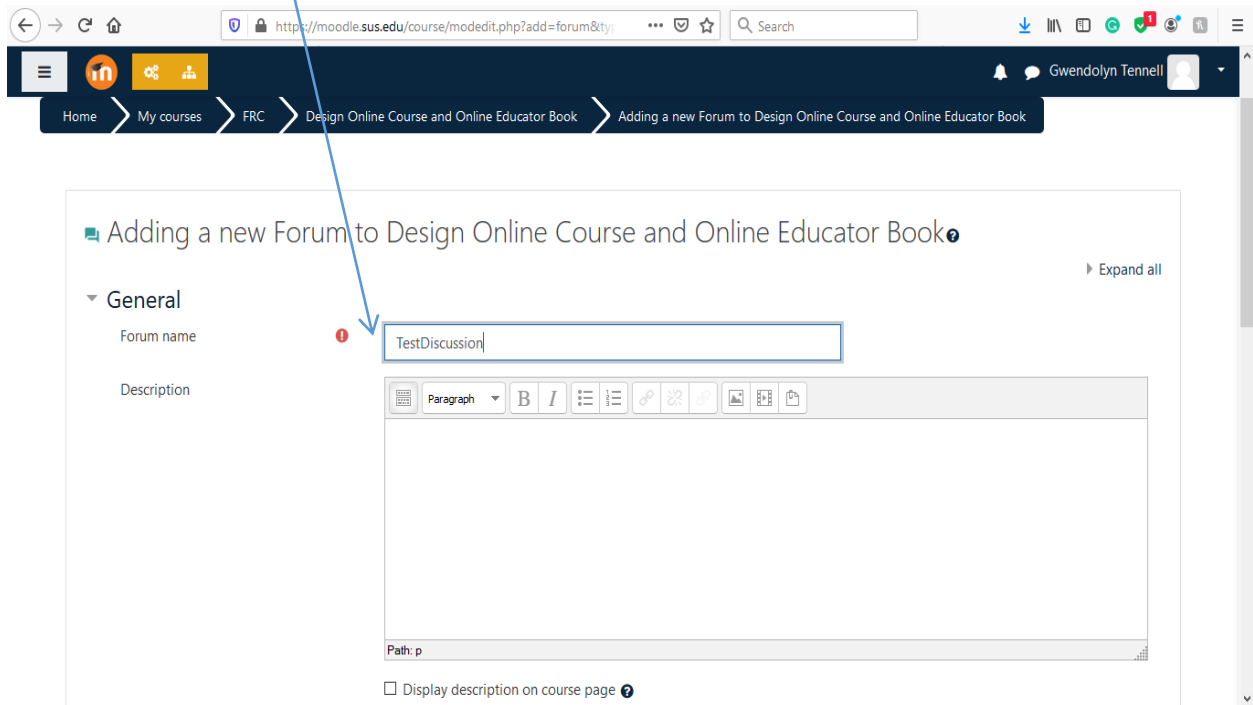
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period.

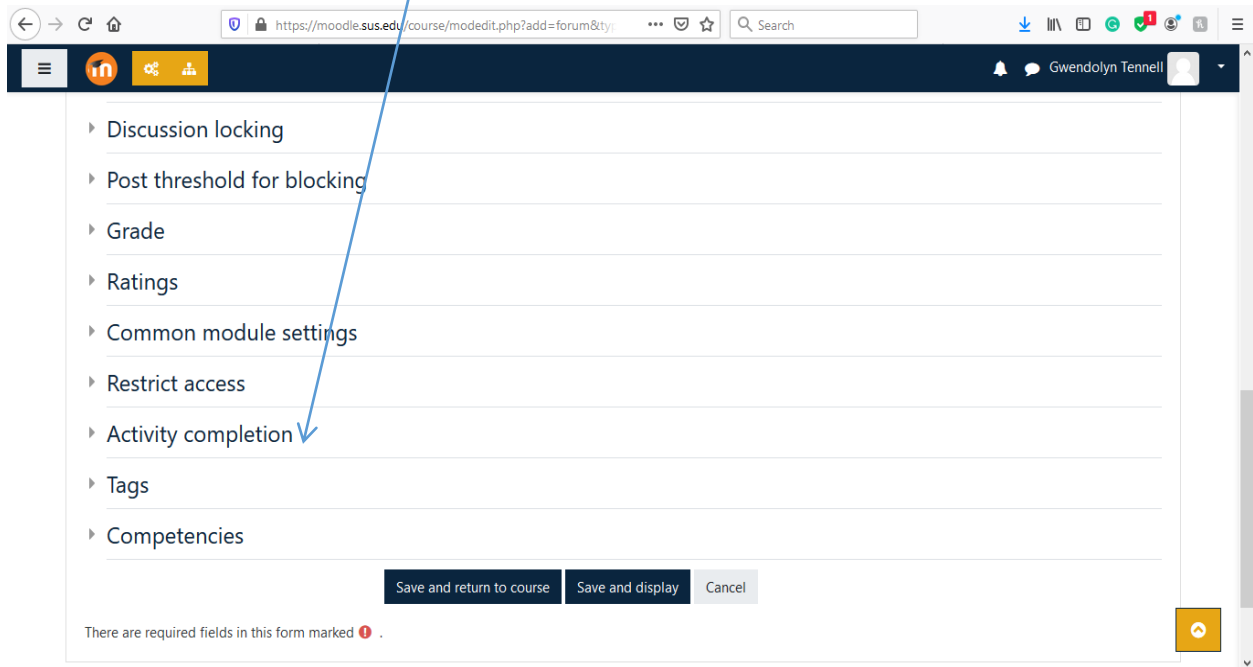
Add **Cancel**

Add a name (required)



A screenshot of a Moodle course page showing the process of adding a new forum. The browser address bar shows the URL: <https://moodle.sus.edu/course/modedit.php?add=forum&ty;>. The breadcrumb trail is: Home > My courses > FRC > Design Online Course and Online Educator Book > Adding a new Forum to Design Online Course and Online Educator Book. The page title is "Adding a new Forum to Design Online Course and Online Educator Book". Under the "General" section, the "Forum name" field contains "TestDiscussion" and has a red error icon to its left. Below it is a rich text editor for the "Description" with a toolbar showing "Paragraph", bold, italic, bulleted list, numbered list, link, unlink, unlink all, image, table, and link icon. At the bottom, there is a "Path" field with "p" and a checkbox for "Display description on course page".

Scroll down to choose "Activity completion".



A screenshot of the Moodle forum settings page. The breadcrumb trail is: Home > My courses > FRC > Design Online Course and Online Educator Book > Adding a new Forum to Design Online Course and Online Educator Book. The page title is "Adding a new Forum to Design Online Course and Online Educator Book". The settings are listed as follows: Discussion locking, Post threshold for blocking, Grade, Ratings, Common module settings, Restrict access, Activity completion (highlighted with a blue arrow), Tags, and Competencies. At the bottom, there are three buttons: "Save and return to course", "Save and display", and "Cancel". A message at the bottom left states: "There are required fields in this form marked [red error icon]".

Choose **“Show activity as complete when conditions are met”**.

The screenshot shows the Moodle course settings page for 'Activity completion'. The 'Completion tracking' dropdown is set to 'Students can manually mark the activity as completed'. The 'Expect completed on' dropdown is set to 'Show activity as complete when conditions are met', which is highlighted with a blue box and a blue arrow pointing to the instruction above. Below the settings are buttons for 'Save and return to course', 'Save and display', and 'Cancel'. A message at the bottom states 'There are required fields in this form marked with a red exclamation mark icon'. The user is logged in as Gwendolyn Tennell.

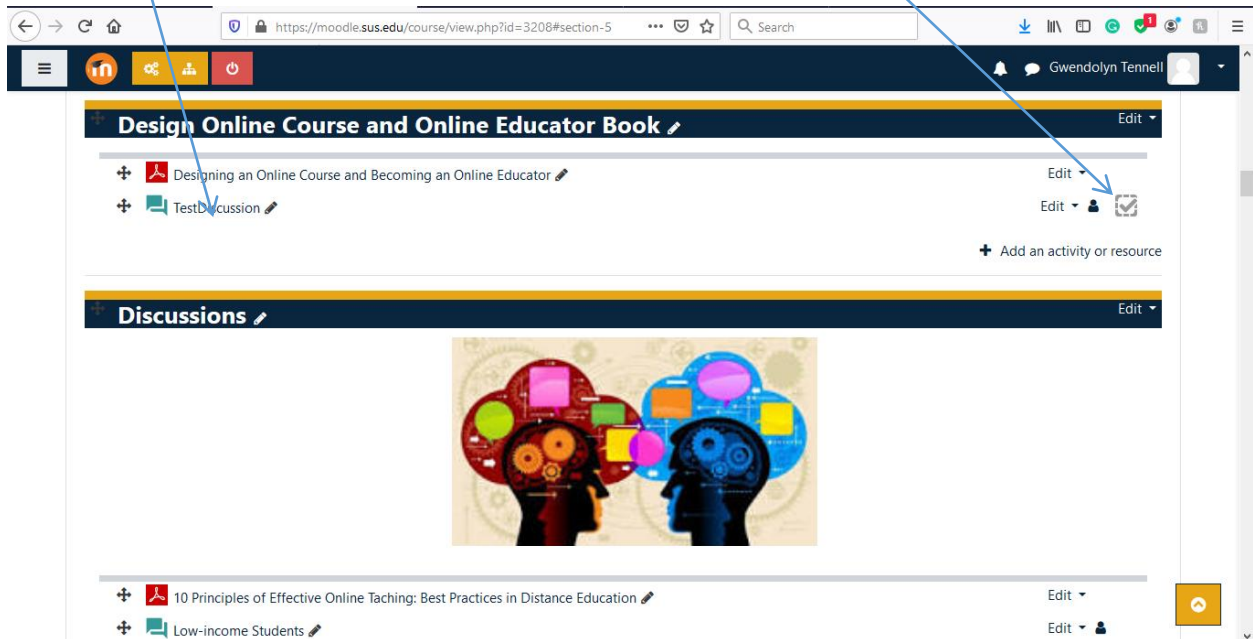
Choose your **“requirements”** and if you would like a deadline, enable **“Expect completed on”**.

“Save and return to course”

The screenshot shows the Moodle course settings page for 'Activity completion' requirements. The 'Completion tracking' dropdown is set to 'Show activity as complete when conditions are met'. The 'Require view' checkbox is checked. The 'Require posts' checkbox is checked with a value of '1'. The 'Require replies' checkbox is checked with a value of '1'. The 'Expect completed on' section is expanded, showing a date of '3 March 2020 00:00' and the 'Enable' checkbox checked. A blue arrow points from the instruction above to the 'Enable' checkbox. Another blue arrow points from the instruction above to the 'Save and return to course' button. A third blue arrow points from the instruction above to the 'Require view' checkbox. Below the settings are buttons for 'Save and return to course', 'Save and display', and 'Cancel'.

Your activity link will be displayed.

You will see a box that will auto check when all requirements are met.



The screenshot shows a Moodle course page with the following elements:

- Browser:** The address bar shows the URL `https://moodle.sus.edu/course/view.php?id=3208#section-5`. The user is logged in as Gwendolyn Tennell.
- Course Section:** The section is titled "Design Online Course and Online Educator Book".
- Activities:** A list of activities is displayed:
 - "Designing an Online Course and Becoming an Online Educator" (PDF icon)
 - "Test Discussion" (Discussion icon)
- Discussion Section:** A section titled "Discussions" is shown below, featuring an image of two stylized human heads with colorful gears and thought bubbles inside them.
- Footer Activities:** At the bottom of the page, there are two more activities:
 - "10 Principles of Effective Online Teaching: Best Practices in Distance Education" (PDF icon)
 - "Low-income Students" (Discussion icon)