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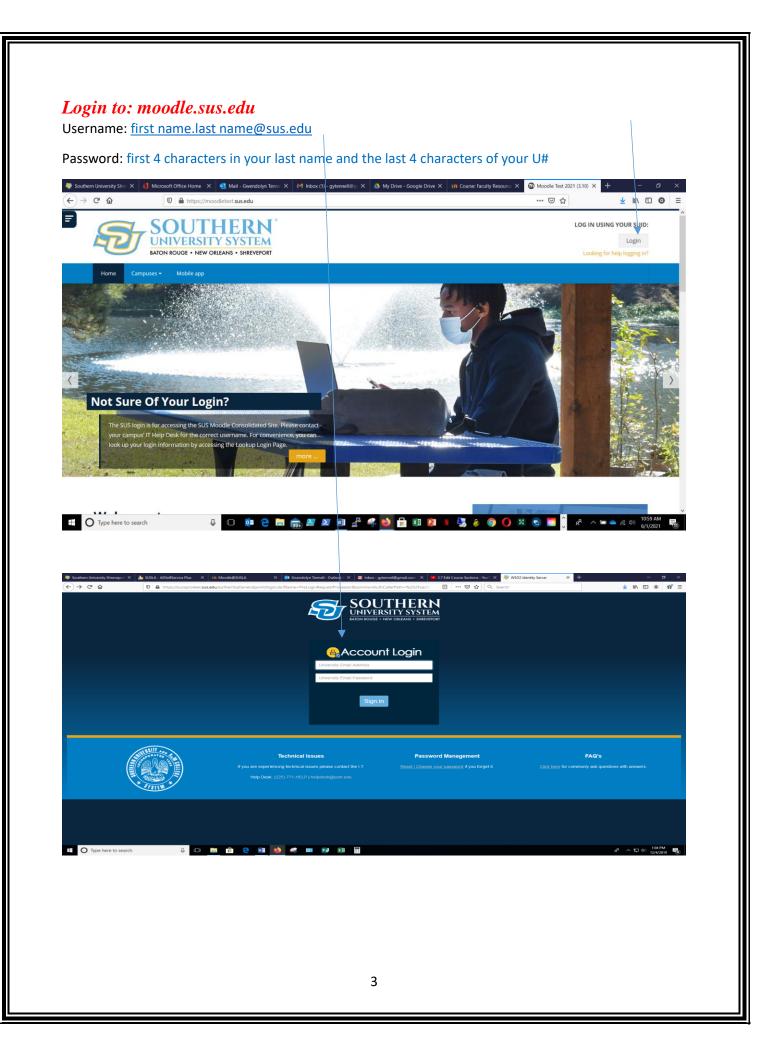


# **Faculty Help Guide To Online Success**

**Dr. Veronica McEachin** Director of E-Learning Mrs. Gwendolyn Tennell LMS Administrator

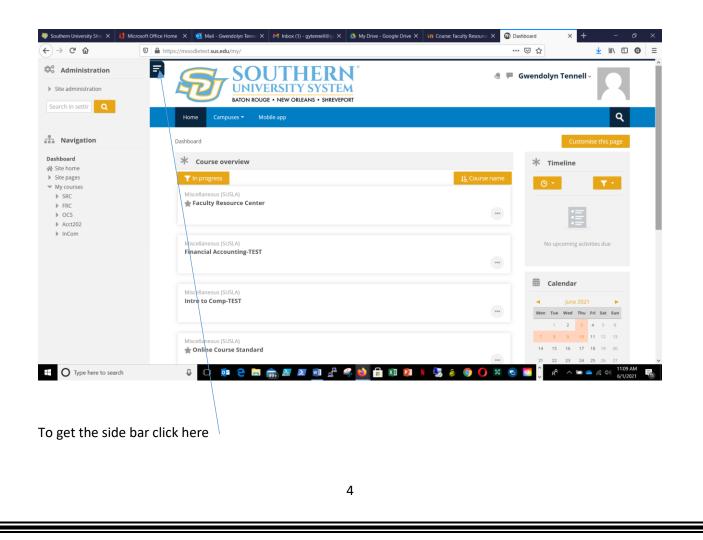
# Contents

Login to: moodle.sus.edu3
How to Add a Block
How to Upload Course Resources (Syllabi, Files, PowerPoints, lectures, etc.)
How to Add an Assignment7
How to create a Forum
Gradebook for Point System
Gradebook for Weight System9
How to handle Empty Grades in your Gradebook9
How to change the Grade Display Type in Gradebook10
Back-Up Instructions for Moodle10
How to Restore Courses in Moodle11
How to Import Courses in Moodle
How to add Questions into the Question Bank
Adding a Multiple Choice question14
Adding a True/False question14
Adding a Matching question
Adding a Short Answer question
Adding an Essay question15
How to Edit a Question15
How To Move a Question to another Category16
Adding a Quiz into a Moodle Block
Adding from the Question Bank into a Quiz
How to open a quiz for individuals17
Adding an Attendance activity in Moodle
Adding sessions to an attendance activity
Take Attendance in Moodle   18
Adding a Video Link In Moodle
Using the Activity Completion



Dashboard

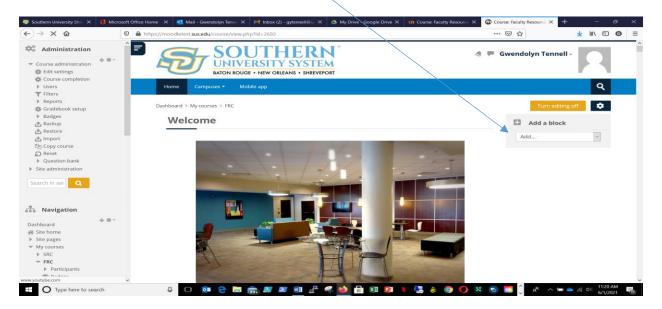
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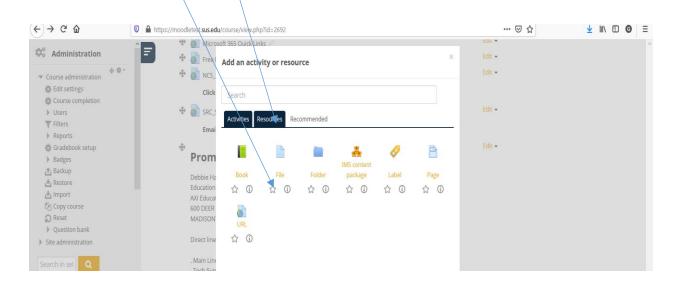
#### How to Add a Block

- 1.) Turn edit on
- 2.) Click on "Add"
- 3.) Choose the block you want to add



# 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"** to upload your file from an external source such as computer or USB drive, or by dragging and dropping directly onto the course page.



1.) Type in "Name", required. Under "Select files" Click on icon to add a file

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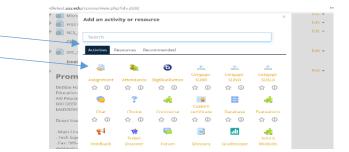
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# Select your file and click "Upload this file"

# How to Add an Assignment

- 1.) Turn edit on
- Click on " "Add an activity or resource" Click on "Activity" –
- 3.) Click on "Assignment"



#### Fill the following fields

- 4.) "Assignment Name"
- 5.) "Description" (Optional)

#### Availability

6.) Select the appropriate due dates and time

#### **Submission Types**

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

#### Grade

- 9.) Enter the points
- Click "Save and return to course"

#### How to create a Forum

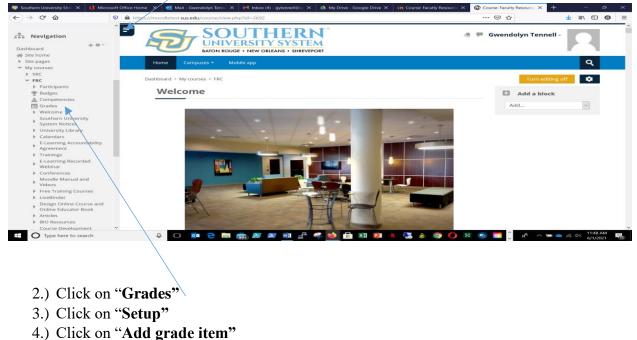
- 1.) Click on "Add an activity or resource"
- 2.) Select the "Forum" and Click on "Add"
- 3.) Name the Forum
- 4.) "Description" (Optional)
- 5.) Select the "Forum type"

#### Availability

6.) Select the appropriate due dates and time

#### Gradebook for Point System

1.) Open your side bar



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

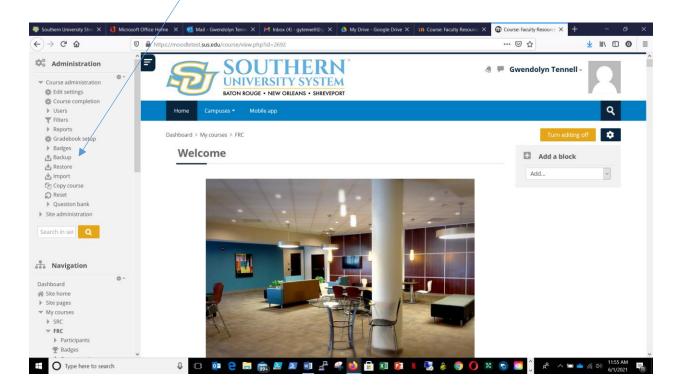
- 1.) Click on "Grades"
- 2.) Click on "Grader report"
- 3.) Click on the pencil next to assignment name
- 4.) Check "Perform bulk insert"
- 5.) For
  - a. Empty grades , you may insert a value for all empty grades
  - b. Or value for "all grades"
- 6.) Click on "Save"

# 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**

- 1.) In Moodle, select the course to which you want to backup.
- 2.) Click on "Backup".



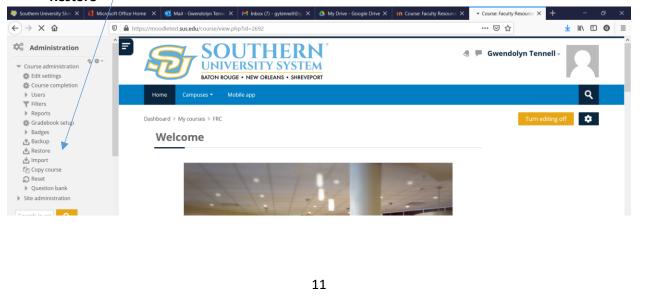
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	Include user role assignments		
	☑ Include activities and resources		
	☑ Include blocks		
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	☑ Include comments		
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	☑ Include user completion details		
	Include course logs		
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- 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

1) In Moodle, select the course to which you want to add your course content. Click on "Restore"

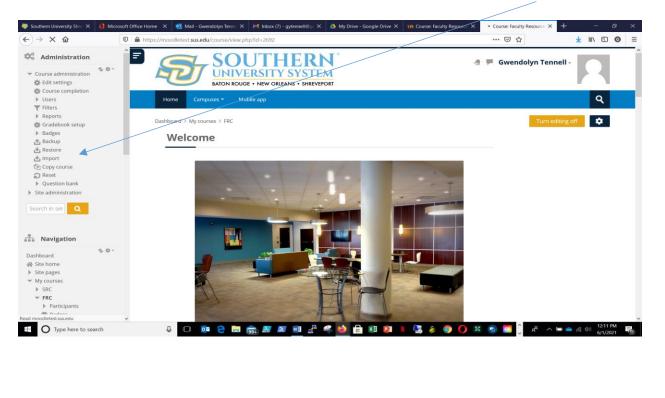


- 2) Click "Choose a file"
- 3) Click "Browse" or "Upload a file"
- 4) Select the file
- 5) Click "Upload this file"
- 6) Click "Restore"
- 7) You will see a series of screens, starting with a verification of the items in your backup file.
- 8) Scroll down and click **Continue**.
- Select "Restore as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

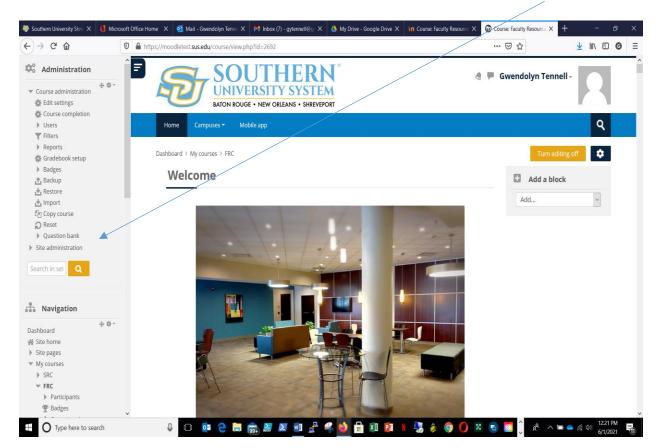
1) In Moodle, select the course to which you want to import information. Click on "Import"



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

#### How to add Questions into the Question Bank

6) In Moodle, select the course to which you want to add a quiz. Click on "Question Bank"



- 1) "Optional" Select a category
- 2) Click on "Create a new question"
- 3) Select the <u>\*Question Type (See below)</u> to add
- 4) Click "Add"
- 5) Complete the question form
- 6) 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

Question name /	ID number
🗆 🔛 Exam 2	Edit 👻
🗆 🗄 Exam 1	Edit question
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What is your name?	Manage tags
🗆 📼 Exam 1	Q Preview
•• Exam 2	Export as Moodle XML
• Look Good	EGIL ¥

on the right side of each

question in the question bank

1) Click "edit" then "edit question"

2) Edit question and **Save changes** 

# How 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, Choose "Activities"
- 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) Edit quiz

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<ul> <li>Permissions</li> <li>Check permissions</li> </ul>	test quiz		E Add a block	
= Filters			Add	~
<ul> <li>Competency breakdown</li> </ul>	Grading method: Highest grade			
= Logs				
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#### 3) Add "from question bank"

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- 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 cog wheel and click "User overrides"

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■ User overrides     ■ User overrides     ■ Edit quiz     ■ Preview     ■ Results     ■ Locally assigned roles	Home         Campuses *         Mobile app           Dashboard > My courses > FRC > Welcome > test quiz	•
<ul> <li>Permissions</li> <li>Check permissions</li> <li>Filters</li> <li>Competency breakdown</li> <li>Logs</li> </ul>	test quiz Grading method: Highest grade	Add • Group overrides Add • User overrides • Edit quiz • Results
= Backup = Restore	No questions have been added yet	Grades     Responses
Question bank Course administration Site administration Search in set	Edit quiz Back to the course	<ul> <li>Statistics</li> <li>Manual grading</li> <li>Locally assigned roles</li> <li>Permissions</li> <li>Check permissions</li> <li>Filters</li> <li>Competency</li> </ul>
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- 3) Click on "Add user override"
- 4) Select the User and make the adjustments

#### Adding an Attendance activity in Moodle

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

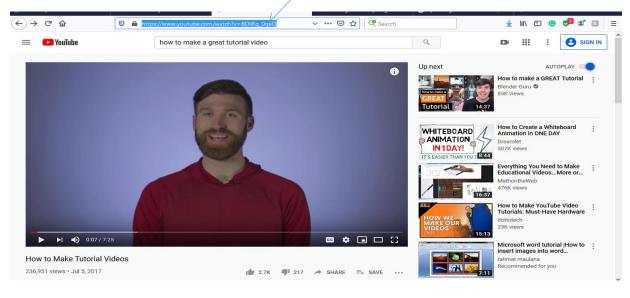
- 1. Go to the course homepage.
- 2. Find the "Attendance" activity and click its link.
- 3. Navigate to the session you want to take attendance for.
  - The links in the upper right of the Session tab (All, All past, Months, etc.) can help narrow down the range of sessions displayed.

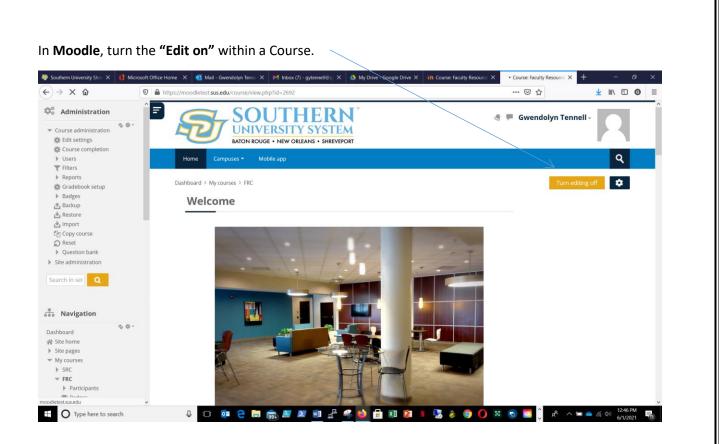
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- 4. Click the Take attendance icon for the session
- 5. Enter attendance and remarks.
  - Efficiency tip: Click the column heading **P** to mark the full class as "Present." Then go through and change the status for absent, late, and excused students.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

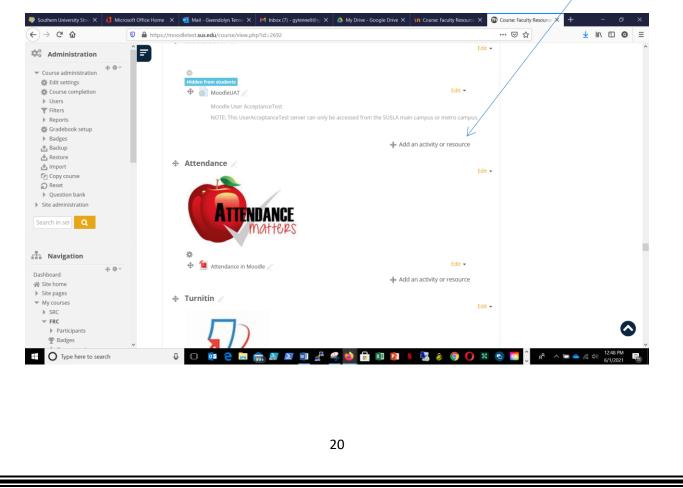
#### Adding a Video Link In Moodle

Copy the URL from where the video is hosted.





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



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#### Scroll down and choose "Completion tracking".

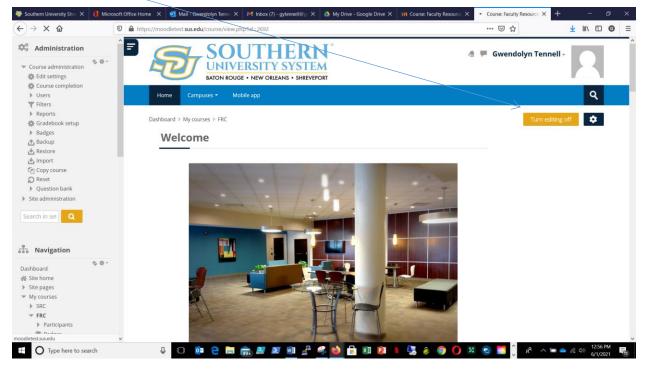
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#### Enable completion tracking to "Yes", "Save and display"

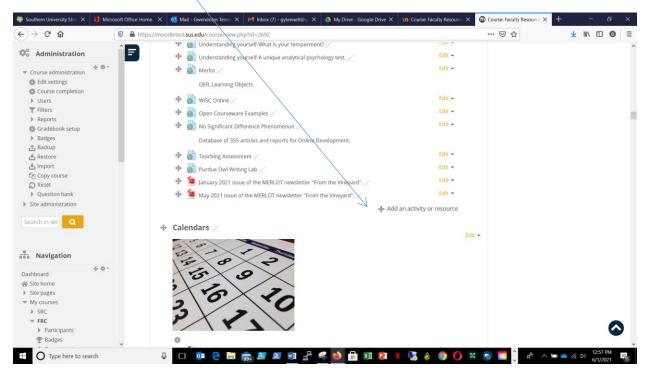
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# USING THE ACTIVITY COMPLETION

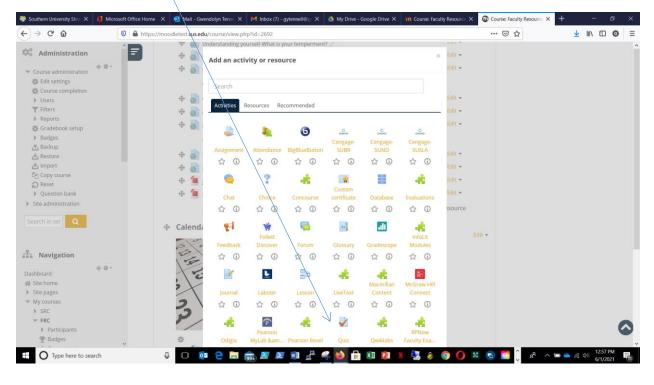
#### "Turn Edit On" 🔍



#### "Add an activity or resource"



#### Choose your "Activity"



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#### Scroll down to choose "Activity completion".

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

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<ul> <li>Activity completion</li> </ul>		
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Require view	☑ Student must view this activity to complete it	
Require grade	Student must receive a grade to complete this activity	
Require posts	Student must post discussions or replies 1	
Require discussions	Student must create discussions: 1	
Require replies	Student must post replies 1	
Expect completed on	3	
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Your **activity link** will be displayed.

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

