Osgoode Hall Law School
Information Technology Services

MOODLE USER MANUAL FOR INSTRUCTORS

Table of Contents

What is Moodle 3
What course formats are available 4
How is a Moodle course organized 5
How to configure your browser settings 8
How to login to Moodle 9
What to do if you forget your Moodle password 9
How to make the course available to students 10
How to edit your user profile 10
Changing your course settings 13
How to add TAs and other instructors to your course 16
Using Groups in your course 17
To create groups 17
To define a group activity 18
How to edit and arrange content in your course 19
Managing Blocks 19
Resources and Activities 20
How to add a descriptive label 21
How to upload content into your course 22
How to link to a website 24
How to display a folder of files 26
Using the Chat activity 27
How to create a Chat room 27
Participating in a Chat room 28
Creating and grading assignments in your course 30
How to create an assignment 30
How to view and grade assignment submissions 35
Creating Quizzes in your course 38
How to create a quiz 38
How to add questions to the question bank 40
How to add a question to the Quiz 43

How to send a Course Announcement....45
Creating and posting to a discussion forum....46
How to create a discussion forum....46
How to post to a discussion forum....48
Managing a discussion forum....49
Moderating discussions....49
Useful forum settings in your Moodle profile....49
Subscribing/Unsubscribing to forums....50
Searching in discussion forums....50
Monitoring Student Participation....50
Communicating with others in Moodle....51
Course Announcements....51
Messages....51
People block....51
Setting up your gradebook....53
How to include a grade item for an offline activity....53
Calculating the correct Course Total....56
Importing and exporting grades....59
To Export Grades to Excel....59
To Import Grades from Excel....59

What is Moodle

MOODLE DOCUMENTATION

Moodle is an on-line learning management system (LMS) that can be used to complement face-to-face class lectures, or deliver a course completely on-line. Moodle enables you to create powerful, flexible, and active on-line learning environments that are intuitive to use and easy to manage. As the instructor of an on-line course you have complete control over what course material and activities you will provide your students. There are three general categories:

- **LEARNING RESOURCES** are static course materials that your students will read but **not** interact with; for example, you can post class notes/readings, provide links to related Web sites, or provide files for students to download.

- **ASSESSMENT ACTIVITIES** are course materials that your students **will** interact with; for example, you can post on-line lessons that ask a student questions to check their understanding as they go, assignments where students submit their work on-line, and quizzes to assess their understanding of course content.

- **SOCIAL LEARNING ACTIVITIES** are activities where students interact with each other about course material; for example, live on-line chats among students and instructors, discussion forums, and shared glossaries and wikis.

As the instructor of an on-line course you can start small, and use a limited number of Moodle's features and then add other features as you become more comfortable with how things work. One of the nice things about Moodle is that it is very flexible and allows you to go back and make changes to your course at any time, so don't be afraid to experiment!

What course formats are available

MOODLE DOCUMENTATION

A course **format** describes how the resources and activities you provide your students will be organized in the middle column of your course page. Moodle allows you to switch between course formats, so feel free to experiment to find which format you prefer. There are several different ways that your course content can be organized:

- SCORM format - For displaying a SCORM package in the first section of the course page (as an alternative to using the SCORM/AICC module)
- Social format - A forum is displayed on the course page
- Topics format - The course page is organised into topic sections
- Weekly format - The course page is organised into weekly sections, with the first week starting on the course start date

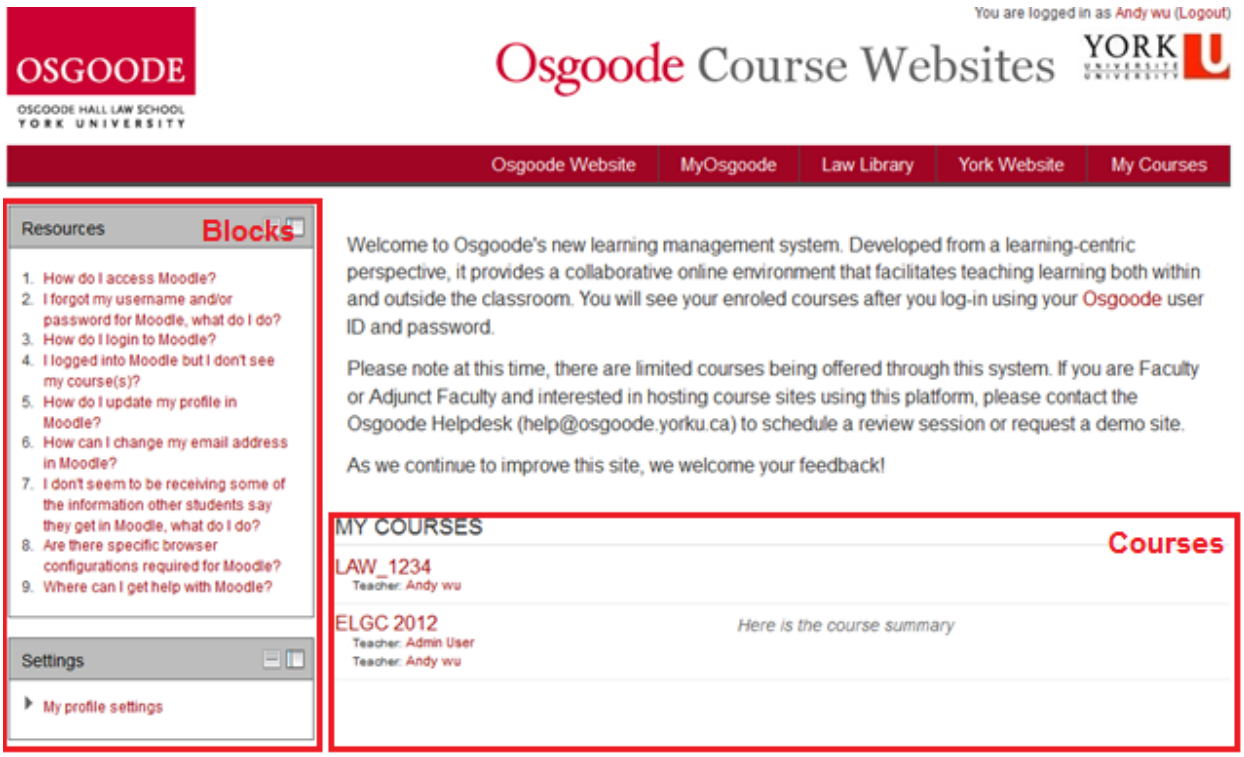
How is a Moodle course organized

MOODLE DOCUMENTATION

After logging in to Moodle, you are presented with the **My courses** page giving an overview of all courses that you are associated with.

Your students will see a very similar page except the list will contain the courses that **they** are associated with, one of which will be your course.

The image below shows a typical instructor's welcome page with only one course listed. The course title is in red, indicating it is available to students, a grey title indicates that the course is not yet available to students:

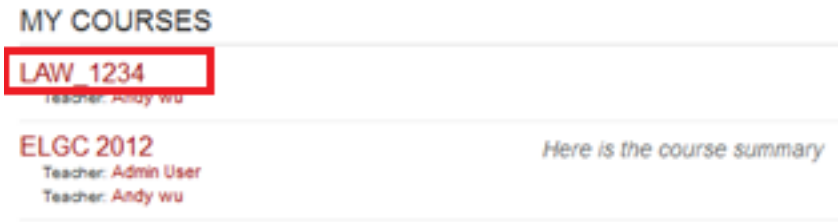


On the left and right sides of your welcome page you will see several blocks with grey title bars. A **block** is a small area of a Moodle page that offers specialized functionality to the user. In the example above:

The **Resources** is a customized block that York has created to provide both Instructors and

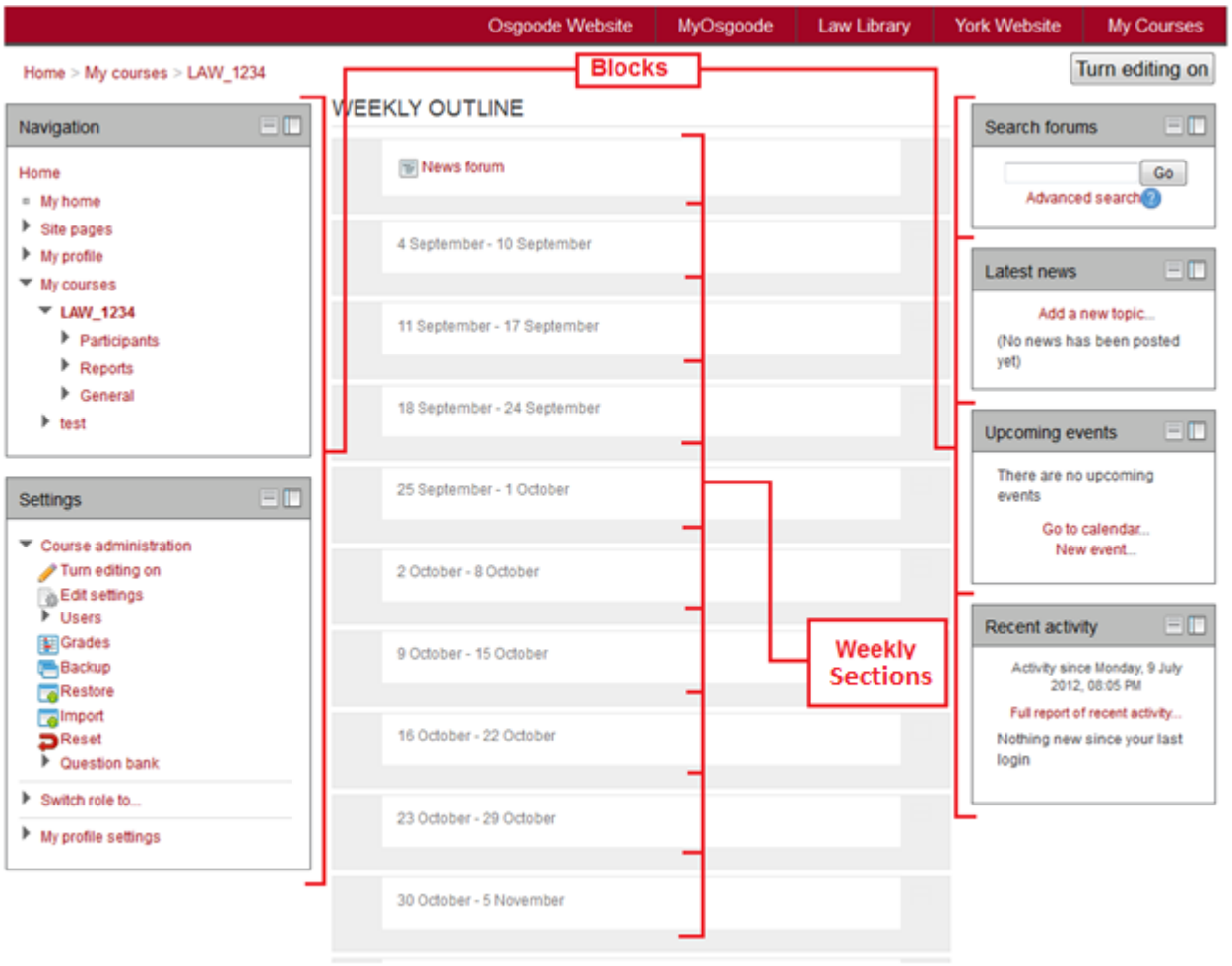
Students with time sensitive information related to Moodle. The block detects whether the user is an Instructor or Student and displays content relevant to them. The Instructor can also see what view the student has.

Click on the Course Title to access the course



You will be brought to your Course Home page. The **Weekly Sections** is where you, as an instructor, will add your course content for students to access. The content area is broken down into sections, where you can group content depending on your course format.

After you click **Turn editing on** button on the top left, you can use the **Add a resource…** and **Add an Activity…** drop down menus to add content and activities.



The **Recent Activity** block will update automatically, informing participants that the course has been updated.

From the **Settings** block you can access your course administration, Assign users and access Grades amongst other functions. Please refer to the documentation on each of these items for more information.

Your view of the course page is very similar to what your students will see except they will only see the **Grades** and **Profile** options in the **Settings** block in the lower left. They will also not see the **Switch role to...** or **Turn editing on** options at the top right.

How to configure your browser settings

MOODLE DOCUMENTATION

Moodle is compatible with most modern Web browsers including Internet Explorer 7.x and 8.x, Firefox 3.x and later, and Safari 5.x. (Please note that some Moodle functions will not work with some browsers). Newer browsers, such as Internet Explorer 9.x and Google Chrome, have not been thoroughly tested.

For Moodle to function correctly, it is recommended that the following requirements be met:

1. Pop-ups are enabled;
2. Cookies are enabled; and,
3. Java is installed, up-to-date and enabled.

To detect whether you have Java or need an update, please go to http://www.java.com. By clicking "Free Java Download" on the page, the site will also help you determine if you have the latest version of Java installed.

Please configure your browser settings based on **the instructions available on the support website of your browser.**

Web Browser		
Firefox	Enable Cookies:	http://support.mozilla.com/en%2DUS/kb/Enabling%20and%20disabling%20cookies
	Enable Pop-up Windows:	https://support.mozilla.com/en%2DUS/kb/Pop%2Dup%20blocker
	Enable Java:	https://support.mozilla.com/en%2DUS/kb/JavaScript?s=javascript&as=s
Internet Explorer	Enable Cookies:	http://windows.microsoft.com/en%2DUS/windows7/Block%2Denable%2Dor%2Dallow%2Dcookies
	Enable Pop-up Windows:	http://windows.microsoft.com/en%2Dus/Windows7/Internet%2DExplorer%2DPop%2Dup%2DBlocker%2Dfrequently%2Dasked%2Dquestions
	Enable Java:	http://support.microsoft.com/gp/howtoscript
Safari	Enable Cookies:	http://support.apple.com/kb/PH5042
	Enable Pop-up Windows:	http://support.apple.com/kb/PH5040
	Enable Java:	http://support.apple.com/kb/HT5241

* *Additional toolbars that may have been added to your browser can act as pop-up blockers. Yahoo Toolbar, Google Toolbar, and MSN Toolbar are examples of toolbars that are able to block pop-ups. Please check to see if your browser has any of these, or other toolbars that may block pop-ups and disable their blocking feature while using Moodle.*

How to login to Moodle

MOODLE DOCUMENTATION

To login to Moodle you must have an **Osgoode** account.

If you don't have an **osgoode.yorku.ca** e-mail address, ask your faculty/department administrator to request an e-mail account on your behalf. Once this is done, Osgoode IT Services will send you your new username and temporary password, which you can change later.

Once you have your **Osgoode** account information:

1. Launch your browser and go to: http://courses.osgoode.yorku.ca

2. On the left, enter your **Osgoode** username and password, and click the **Login** button. If you do not know your Osgoode username, it can be found once you login to **MyOsgoode** above the Sign Out button.

3. After logging in to Moodle you will see your name and related links.

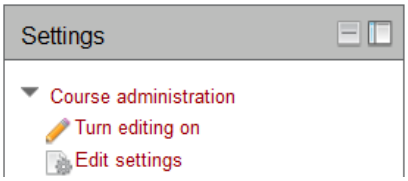
What to do if you forget your Moodle password

In the event that you forget your Osgoode user password, send an e-mail to help@osgoode.yorku.ca and request a password reset.

How to make the course available to students

MOODLE DOCUMENTATION

When a course is created in Moodle, it is automatically created as unavailable to students. Once you are happy with your course design and content you can make the course available to the students enrolled in your course.

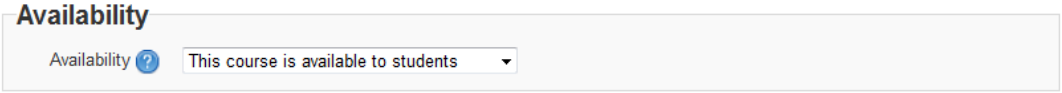


1. To make the course available to students, click the **Edit** s**ettings** option in the "Settings" block.

2. You will see the **Edit course settings** page.

3. Under the section **Availability**, use the drop down menu to select **'This course is available to students'**.

4. At the bottom of the page click **Save Changes**.



How to edit your user profile

MOODLE DOCUMENTATION

Your Moodle profile includes information about you, such as your name, e-mail address, location, courses you are enrolled in, and any interests you care to share with others. After logging in to Moodle, you will see a link to 'Edit Profile' below Settings > My profile settings.

To edit your profile

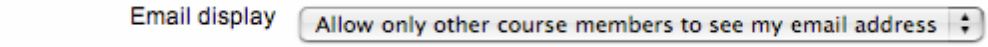
Click the **Edit profile** under the **Settings** block. To view all of the profile settings, click the **Show Advanced** button.

Required profile settings are marked with an asterisk ( ). Unless specified otherwise, it's best to leave the default settings. Here's an explanation of the most important profile settings in the "General" options:

E-mail address: Moodle has a lot of important e-mail features, so it's essential that you set this to a valid e-mail address that you check frequently. **If you decide to change your email address, Moodle will send an email to the new address with a link to confirm the new address. You must click on this confirmation link.**



E-mail display: Specifies who can see your e-mail address. Because you'll likely want to be able to receive e-mail from other Moodle users, you should leave this set to the default: "Allow only other course members to see my e-mail address".



E-mail format: Specifies whether you'd like to receive HTML formatted e-mail (that can include images and colour), or only plain text. Modern e-mail clients display HTML formatted messages, so leave the default "Pretty HTML format".



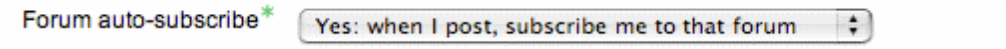
E-mail digest type: When you are subscribed to a discussion forum, Moodle will send you e-mail copies of all posts to that forum each day. If you select "***No digest (single e-mail per forum post)***" you could receive dozens or even hundreds of e-mails per day -- depending on how many forums you are subscribed to and how active they are!

Alternatively, you can select "***Complete (daily e-mail with full posts)***" which will combine all forum posts into one e-mail message to you. Again, depending on how active a forum is, this message could be very long.

The recommended setting is "***Subjects (daily e-mail with subjects only)***" which will send you an e-mail that includes only a list of links to new forum post subjects for the day, including authors. You can click on a subject link in the digest to view the complete forum post on Moodle.



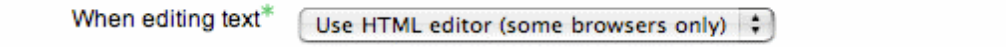
Forum auto-subscribe: Leave the default setting: "Yes: when I post, subscribe me to that forum" so that you will receive an e-mail digest of all new messages in forums you participate in. You can unsubscribe from a forum at any time.



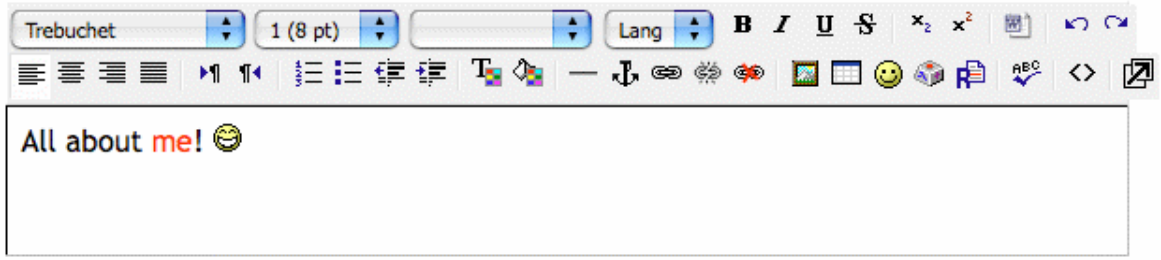
Forum tracking: Selecting "Yes: highlight new posts for me" will highlight forum messages that you have not read yet so that you can quickly see what's new



When editing text: Selecting "Use HTML editor (some browsers only)" enables Moodle's easy to use HTML editor for entering text. If this option is selected and your browser supports it, you will see what the editor looks like under the **Description** setting, below. Note that Moodle's HTML editor does **not** currently work with Safari 3 on Macintosh.



Description: Here you can write a little about yourself for other students or faculty to read if they click on your name when viewing your contributions in Moodle. If you don't want to write anything at this time, just type a space in the box.



Interests: Here you can enter a list of your interests separated by commas. Moodle will make each interest into a link (called a "tag"). When a Moodle user clicks on one of your interest tags Moodle will display a list of users who share the same interest.

Once you have edited your profile settings, click the **Update profile** button.

Changing your course settings

MOODLE DOCUMENTATION

To edit your course settings, including the course format, click the **Edit settings** option under **Course administration** in the "Settings" block. You will see the **Edit course settings** page. Generally speaking the default settings are recommended for most courses, but you should review the configuration options to ensure that your course behaves the way you want it to.

General Options

In the "General" options you can change the description for your course and choose which course format you would like, among other things

Course ID Number (non-editable): This is your course code and is used for internal, backend server purposes.

- Course Summary (non-editable): You should provide a one-paragraph summary of your course. This summary will appear with the full name of your course when a student views the list of course categories.

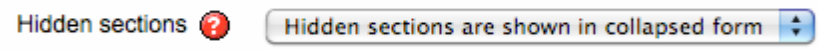
- Format: This is where you choose the format for your course. See *What course formats are available?* document for a detailed explanation of the options.

    - If you select the **Topics format**, then you must set the **Number of weeks/topics**.

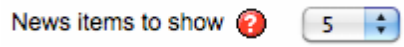
    - If you select the **Weekly format**, then you must set the **Course start date**, and the **Number of weeks/topics**.

    - If you select the **Social format**, then you must set the **Course start date**. Moodle will ignore any value in the **Number of weeks/topics** setting.

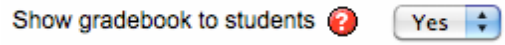
- Hidden sections: It's possible to hide an upcoming topic or week to prevent students from jumping ahead, much like you can hide a block. To hide only the content of a topic or week but still show its title, select **Hidden sections are shown in collapsed form**. This is the recommended (default) setting because it still gives your students a road map of upcoming course content. To completely conceal hidden topics/weeks including their titles, select **Hidden sections are completely invisible**.



- News items to show: Every course includes a Course Announcements that is an ideal place for an instructor to post course announcements for all students to see. This setting specifies the number of recent news items that will appear in the “Latest News” block, which can be added to your home page. If you set this to **0** (zero), students will not see the “Latest News” block at all.



- Show gradebook to students: Many activities in Moodle allow the instructor to record grades. If this option is set to Yes, students will be able to see their own grades (not those of their classmates). If this option is set to No, you can still record grades for students but they will not be able to view them. Note that the grades displayed are only for graded activities within Moodle; in other words, from the Moodle gradebook.

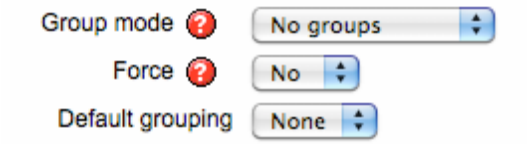


- Show activity reports: Detailed activity reports can be generated for a student showing their activity history in your course. Because this information is likely of more interest to instructors, and generating a report requires significant server resources, it is recommended that you leave this set to No.

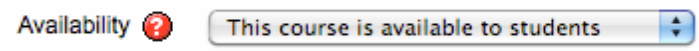


- Maximum Upload Size: Here you can limit the size of files that your students are allowed to upload to the course (e.g. through Forums or Assignments) Setting this at the course level will default it at that size for each activity.

- Groups: Group settings set here relate to the Course level. Any group mode defined at the course level is the default mode for all activities defined within that course.



- Availability: Every new course is created with ‘This course is not available to Students’ selected as a default. This allows you the opportunity to take as long as you need to build or update your course. When you decide that it's ready to be seen, you can change this setting to ‘This course is available to Students’.



- Language: You can force the language of the course which will translate certain aspects of the Moodle course.

- Role Renaming: You can choose to rename the roles associated with your course. For example, you may want to rename Teacher as Instructor.

How to add TAs and other instructors to your course

MOODLE DOCUMENTATION

Moodle at York has been configured to support four types of roles: Teacher, Non-editing Teacher, Auditor and Student. As the instructor of your course you will automatically be assigned the role of **Teacher**. This role allows you to do anything within your course from adding content, to grading students, to using the administration tools.

Students in your course will be **automatically** enrolled (enrollment is linked to the class list) and assigned the role of **Student**. This role allows them to view and interact with the activities you have provided and with other students, but will not allow them to change activities, grades, or the configuration of the course page. Since enrollment is automatic you should **not add students manually to your course**.

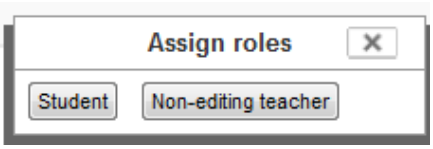
As a Teacher you can assign a colleague to be in your course as a Non-editing teacher. You can think of a **Non-editing teacher** role as a Teaching Assistant – they can grade student work but cannot modify the activities or use the administration tools. You can also assign a colleague to be in your course as an **Auditor**. Auditors have read only access to the course.

To assign roles

1. Click the **Enrolled users** link in the **Users** under the "**Settings**" block on the left column of your course page.

2. You will see a list of Teachers, TAs and students in the page. To add a user from a particular role, click the  icon for that role in the **Roles** column.

3. Next you will a popup window. There will have buttons of role that particular user not in.



4. To remove a role of a user, simply click the  button beside the role that user assigned under the **Role** column

Using Groups in your course

MOODLE DOCUMENTATION

Moodle allows you to organize your students into groups at a course level. Once groups have been defined, you can configure each activity as something that the whole class does together or that groups work on individually.

To create groups

1. Click the **Groups** link in the "Settings" block under Course administration > Users > Groups on the left column of your course page.

2. On the Groups page there are two columns. The left column lists groups you have created (initially empty), and the right column contains students assigned to a selected group.

3. To create a new group, click the **Create group** button.

4. In the **Group name** text box, enter a name for the group.

5. Describe the purpose of group in the **Group Description** editor.

6. When you are done, click the **Save changes** button. You can repeat steps 3 – 6 again to create additional groups.

7. Once your groups have been created, click to select the name of the group you would like to add students to, then click the **Add/remove users** button.

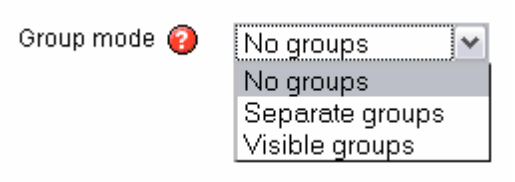
8. On the **Add/remove users** page there are two columns. The left lists existing members of the group, and the right lists potential members. To add a student to a group, click their name in the right column, then click the **Add** button. To remove a student, click their name in the left column, then click the **Remove** button.

9. When you are done adding members to the group, click the **Back to groups** button. You can repeat steps 7 through 9 again to add members to other groups. Once you have put students into groups using the **Groups** administrative tool, you can configure assessment and social activities to work as group activities. Please note that **you will only need to create one instance of an activity and set it as a group activity**, rather than create an activity for each group. There are two ways to accomplish this.

To define a group activity:

1. Click the edit icon of the activity that you would like to make into a group activity.

2. At the bottom of the page in the **Common Module Settings** area you will see a pull-down list entitled **Group mode**.



3. Select one of these three options:

   a. **No groups** is the default and indicates that the activity will be worked on by the entire class together; that is, there will be no groups.

   b. **Separate groups** means that only members of a particular group will be able to work with other members of their group on the activity. Members of one group will not be able to view the work of other groups.

   c. **Visible groups** means that only members of a particular group will be able to work with other members of their group, but that the work of one group can be viewed (but not modified) by other groups.

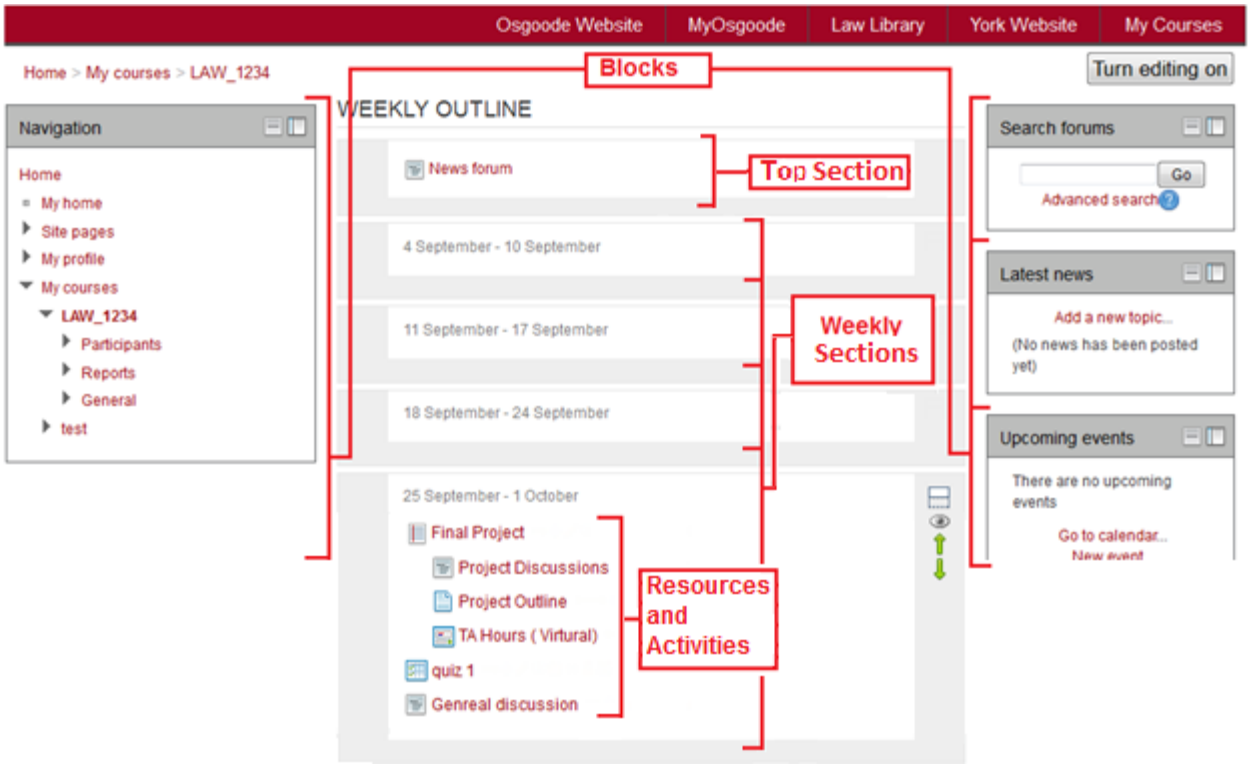
4. Once you have selected a Group mode, click the **Save and return to course** button.

How to edit and arrange content in your course

MOODLE DOCUMENTATION

To enter editing mode in Moodle you need to click on the **Turn editing on** button in the top right hand corner.

When you are in editing mode on your course page you will see a variety of editing icons on the Course Home page. Below is a description of what they do when you click on them.



Managing Blocks

Reorganize the **blocks** in a way that makes the most sense to you. Delete those that you don't find useful:



Minimize or maximize the content of the block. Minimizing a block simply hides the content within it so that there is more vertical space to view other blocks in the same column.



Show or hide the block from your students' view.



Move the block up or down in its current column.

To move a block you can also try clicking and dragging its title bar to reposition it. Most modern browsers support a group of Web technologies called AJAX that make this possible. At the time of this writing Safari 5.0.1 on Macintosh does not support this feature.

The bottom block on the right column is titled “Blocks”, and includes a pull-down list enabling you to add a new block to your course page.

There are many different blocks that you can add; for example: blogs, calendar, course description, and library resources etc.

Resources and Activities

Here is a description of the **resource and activity** editing icons:



Indent or unindent the resource or activity to help visually organize it.



Click and drag the resource or activity to change its order within a section, or move it to a different section.



Create an duplicate copy of a resource or activity



Edit the details of the resource or activity.



Delete the resource or activity from the section.



Show or hide a resource or activity from your students’ view.



Set the group options for the resource or activity to control whether the activity is something that the whole class does together or that individual groups work on together. For more details on this topic see How to create and use Groups.



This options it to assigning TA to specific activity, so they can have more privilege such as viewing students assignment and grading

How to add a descriptive label

MOODLE DOCUMENTATION

The purpose of a **label** is to help describe and organize other resources and activities within a topic or weekly section. You compose a label using Moodle's built-in HTML editor, so you may include not only formatted text but graphics as well.

To Add a Label

1. You must be in editing mode, click the **Turn editing on** button.
2. Click the **Add a resource…** pull-down list in the section that you want to add a label to.
3. Click to select **Label**.
4. Insert the **Label text** using Moodle's built-in HTML editor.
5. When you are done, click the **Save and return to course** button.

When you return to your course page you will see that the new label has been added to the section.

The icons  following the label enable you to indent, move, change, delete, and hide the label respectively. For complete coverage of these editing icons consult *How to edit and arrange content in your course.*

How to upload content into your course

MOODLE DOCUMENTATION

You might have an MP3, Microsoft PowerPoint, or Adobe Acrobat PDF file that you'd like to share with your students. Moodle makes it easy to share a file in any electronic format!

NOTE

Copyright and your Web site
Before you upload content or files of literary or artistic works to your course management site(s), ensure that you review the copyright information and guidelines posted at the new 'Copyright and You' website: http://www.yorku.ca/copyright. The website provides information on everything from the basics of copyright to FAQs on copyright compliance for course websites. Contact the Copyright Officer, Patricia Lynch at copy@yorku.ca if you have additional questions.

1. You must be in editing mode, click the **Turn editing on** button.
2. Click the **Add a resource…** pull-down list in the section that you want to add a file to.
3. Click to select **File**.
4. In the **Name** text box, enter the name of the file resource the way you want it to appear on your course page. Students will access the file by clicking on this name.
5. Enter a brief description of the file into the **Summary** editor. Don't write too much, or include a link to the resource itself! This description will **not** appear on your course page. For some resource display options this summary is printed alongside the resource itself to provide extra information about it.
6. Click the **Choose or upload a file** button.
7. A new window will open with a list of uploaded file resources:
8. To upload a new file, click the **Add…** button, then select "**Upload a file**" from the list on the left.

9. Click **Browse**, locate the file you'd like to upload on your computer, then click the **Open** button.

10. Back in the Moodle window; click the **Upload this file** button. Moodle will copy the file from your computer into Moodle, and display it in your files list.

11. To complete the process, click the **Save and return to course** button.

When you return to your course page you will see that a link to your new file resource has been added to the section. If a student clicks on this link they will be able to download the file.

The icons  following the file link enable you to indent, move, change, delete, and hide the link respectively. For complete coverage of these editing icons consult *How to edit and arrange content in your course.*

How to link to a website

MOODLE DOCUMENTATION

To complement your course material, you might want to direct your students to view related Web sites on the Internet. To do this you need to add a Web site link to your course page.

NOTE

Copyright and your Web site
Before you upload content or files of literary or artistic works to your course management site(s),ensure that you review the copyright information and guidelines posted at the new 'Copyright and You' website: http://www.yorku.ca/copyright. The website provides information on everything from the basics of copyright to FAQs on copyright compliance for course websites. Contact the Copyright Officer, Patricia Lynch at copy@yorku.ca if you have additional questions.

To Add a Web Site Link

1. You must be in editing mode, click the **Turn editing on** button.
2. Click the Add a resource**…** pull-down list in the section that you want to add a Web site link to.
3. Click to select **URL**.
4. In the **Name** text box, enter the name of the Web site link resource the way you want it to appear on your course page. Students will access the Web site by clicking on this name.
5. Enter a brief description of the Web site into the **Summary** editor. This description will **not** appear on your course page. For some resource display options this summary is printed beside the resource name to provide extra information about it.
6. In the **External URL** text box, type the URL for the Web site.
7. In the **Display** pull-down list, select **Open**. This will ensure that the Web site opens in a browser window directly.

8. When you are done, click the **Save and return to course** button. When you return to your course page you will see that a link to your new Web site resource has been added to the section. If a student clicks on this link the site will be loaded in a new browser window.

The icons  following the Web site link enable you to indent, move, change, delete, and hide the link respectively. For complete coverage of these editing icons consult *How to edit and arrange content in your course.*

How to display a folder of files

MOODLE DOCUMENTATION

A **directory** resource is simply a list of files in a given folder, with links so that students can access the files within it.

To Add a Directory

1. You must be in editing mode, click the **Turn editing on** button.
2. Click the **Add a resource…** pull-down list in the section that you want to add a book to.
3. Click to select **Folder**.
4. In the **Name** text box, enter the name of the directory the way you want it to appear on your course page. Students will access the files in the directory by clicking on this name.
5. Enter a brief description of the directory into the **Summary** editor. This description will **not** appear on your course page. For some resource display options this summary is printed alongside the resource to provide extra information about it.
6. Click **Add…** button to add the files you want into this folder
7. When you are done, click the **Save and return to course** button.

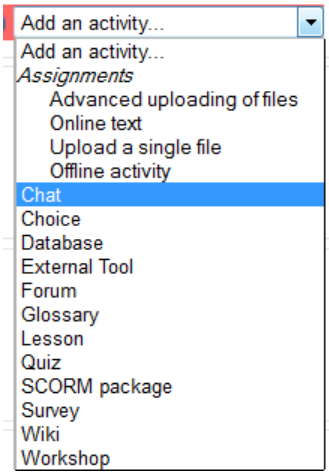
When you return to your course page you will see that a link to your new directory resource has been added to the section.

The icons  following the directory link enable you to indent, move, change, delete, and hide the link respectively. For complete coverage of these editing icons consult *How to edit and arrange content in your course.*

Using the Chat activity

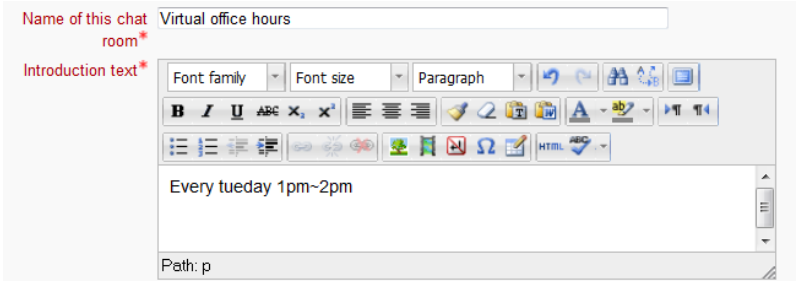
MOODLE DOCUMENTATION

Chats allow your students to converse in real-time, meaning that they can communicate with other students currently in the Chat room. Chat rooms are a great way to have group discussions about a particular topic or host on-line Q&A sessions. Often students who are reluctant to ask or answer questions in a traditional classroom setting are more "talkative" in on-line chats.



How to create a Chat room

1. You must be in editing mode, click the **Turn editing on** button.
2. Click the **Add an activity …** pull-down list in the section that you want to add the chat to.
3. Click to select **Chat**
4. In the **Name of this chat room** text box, enter the name of the chat session the way that you want it to appear on your course page. Students will access the chat by clicking on this name.
5. Enter a brief description of the chat topic into the **introduction text** editor. This description will not appear on your course page.
6. Use the **Next chat time** drop-down lists to schedule the date and time when the chat room will open.



7. The **Repeat sessions** drop-down list allows you to specify whether the chat will always remain open **(Don't publish any chat times)**, or whether the chat session will repeat at the same time every day or same day each week. This selection is purely used as an indication to students when the chat room will be available, if the chat room is visible on your home page students will be able to enter the room regardless.

8. The **Save past sessions** drop-down list lets you specify how long the chat transcript will be available online for others to view, and **Everyone can view past sessions** selection controls whether students can view the transcript (**Yes**) or only the instructor (**No**)

9. When you are done click the **Save and return to course** button.

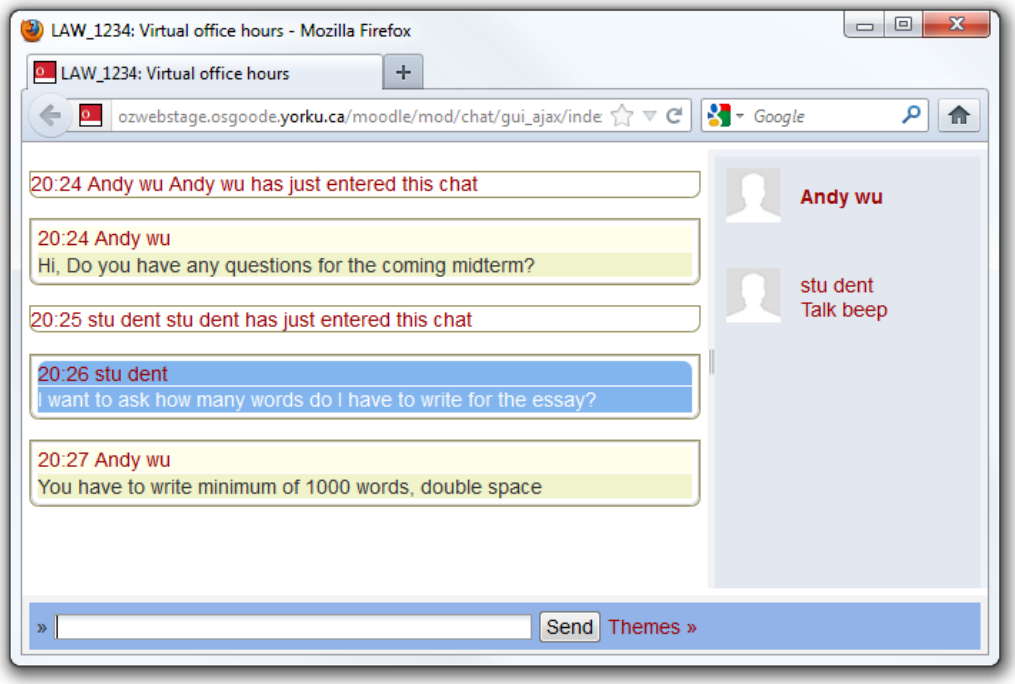
Participating in a Chat room

1. On your course home page click on the link to the Chat room you have just created.

2. A summary screen will be presented displaying the next scheduled session, if indicated in the settings, as well as any introduction text that has been provided

3. To enter the Chat room click on 'Click here to enter the chat now'.

4. A pop up box will open to display the chat session. The main panel on the left displays the chat activity that is occurring amongst participants in the room. You can view who is present in the Chat room on the right hand side.



5. To type a message to all participants in the chat, use the dialogue box at the bottom of your screen to enter your message, when you are satisfied with your message hit the Enter key on your keyboard.

6. When you are finished in the Chat room you can close the window, please note that this doesn't close the chat session for the other participants.

7. To view past chat sessions click on the 'View past chat sessions' on the summary screen.

Creating and grading assignments in your course

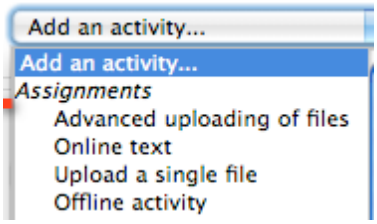
(NOTE: This function is still in evaluation and it is not supported)
MOODLE DOCUMENTATION

An **assignment** activity provides a simple way for an instructor to provide a task for students to complete before a given deadline, collect work from students, and assign grades. Typical assignments include essays, projects, and reports. Students may submit any sort of electronic file (PowerPoint, Word, MP3, Adobe PDF) in response to an assignment or input their answer directly using the built-in HTML editor in Moodle. Instructors can issue a grade for the assignment, which is accessible from within the Moodle Framework.

How to create an assignment

1. You must be in editing mode, click the **Turn editing on** button.

2. Click the **Add an activity …** pull-down list in the section that you want to add the assignment to.



3. Click to select one of the following four types of assignments:

   a. Advanced uploading of files will allow each student to upload one or more files, including revised versions of files previously uploaded. This option also allows instructors to upload a response file for the student, which might contain more detailed feedback.

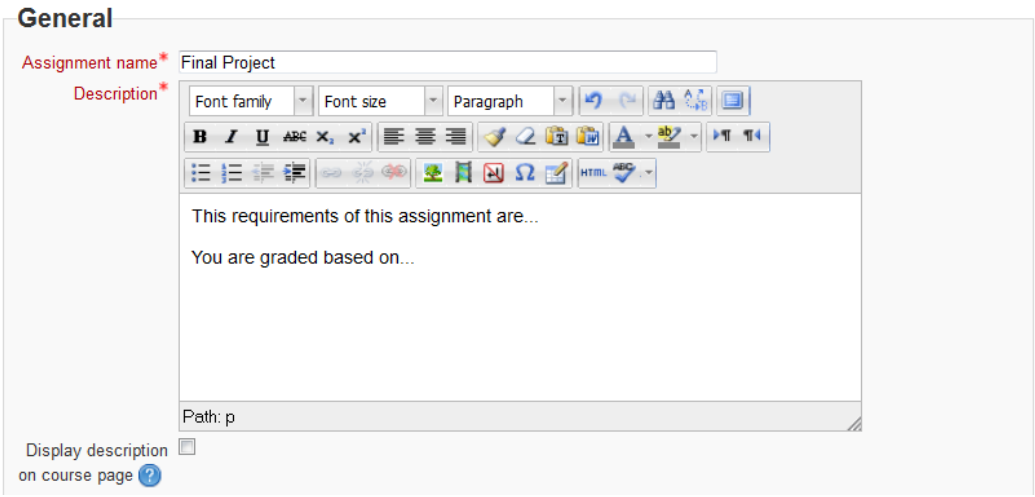
   b. On-line text will allow each student to enter text directly into Moodle via its built-in HTML editor. This sort of assignment can be used for students to record their thoughts or reflections about a particular topic.

   c. Upload a single file will allow each student to upload only one electronic file.

   d. Offline activity is useful when you want to provide a description (or reminder) of an assignment that will be performed outside of Moodle. This option does not allow students to submit work in Moodle.

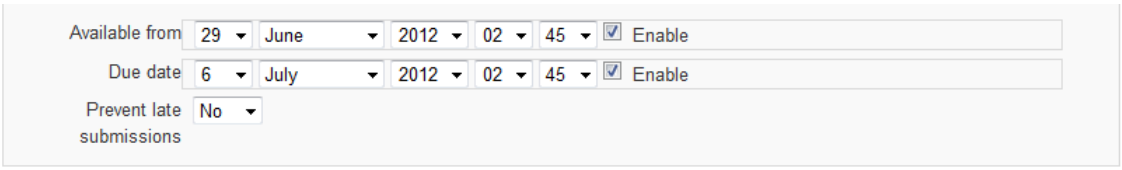
4. In the **Assignment name** text box, enter the name of the assignment the way that you want it to appear on your course page. Students will access the assignment by clicking on this name.

5. Enter a detailed description of the assignment (i.e., exactly what you expect the students to do and how they will be evaluated) into the **Description** editor.

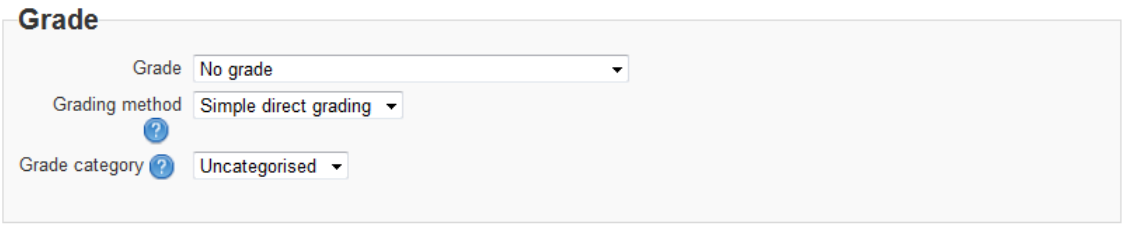


6. Using the **Available from** pull-down lists, set the date when students are allowed to start submitting their assignments. You can also set the final date for assignment submissions using the **Due date** pull-down lists. To disable either of these dates click the **Disable** check box beside them.

7. Using the **Prevent late submissions** pull-down list you can choose whether or not students will be allowed to submit work after the due date.



8. In the **Grade** pull-down list, select the grade scale for the assignment, or **No grade** if you will not be evaluating it. In **Grading method,** choose the advanced grading method that should be used for calculating grades in the given context. In **Grade category** controls the category in which this activity's grades are placed in the gradebook.



9. The following instruction depends on the type of assignment selected in step 3. Most of the options below are self-explanatory, and the default settings are usually best. You can click the small beside each option in Moodle for more details.

a. Advanced uploading of files:

i. **Maximum size** specifies how large an uploaded file can be.

ii. **Allow deleting** gives students the ability to delete files they have uploaded until their work has been graded.

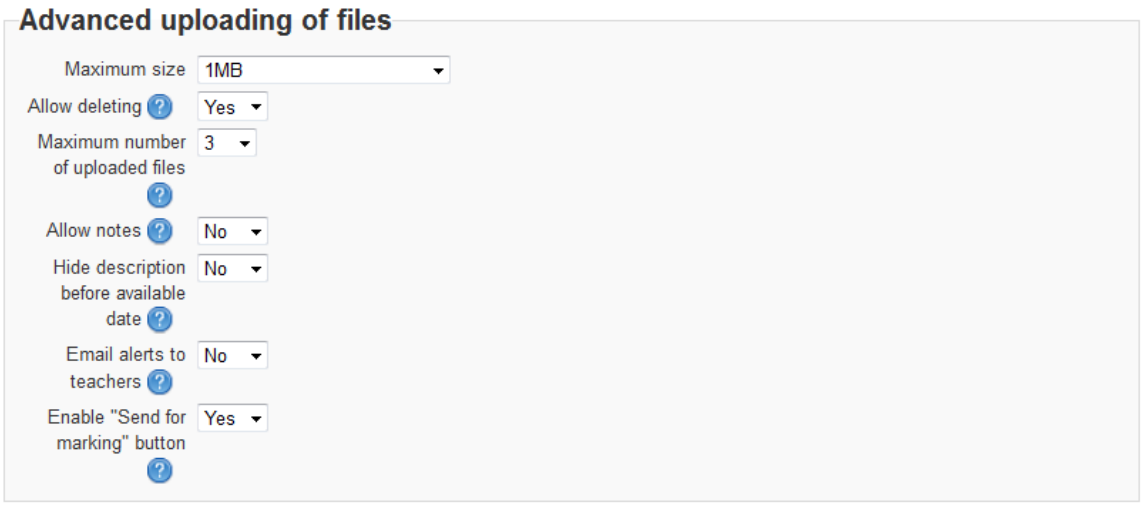
iii. **Maximum number of uploaded files** specifies how many files a student may submit for the given assignment. When an assignment requires more than one file submission, it's often a good idea to mention this in the **Description** of the assignment.

iv. **Allow notes** enables students to include notes/comments to the instructor when a file is submitted.

v. **Hide description before available date** will not display the assignment link on your course page until the **Available from** date set in step 7 (above).

vi. **E-mail alerts to teachers** can be set to send an e-mail to the course instructor whenever a student adds or updates a submission.

vii. **Enable "Send for marking"** will provide students with a **Send for marking** button to indicate that the file(s) they have uploaded are final, and are ready to be marked.

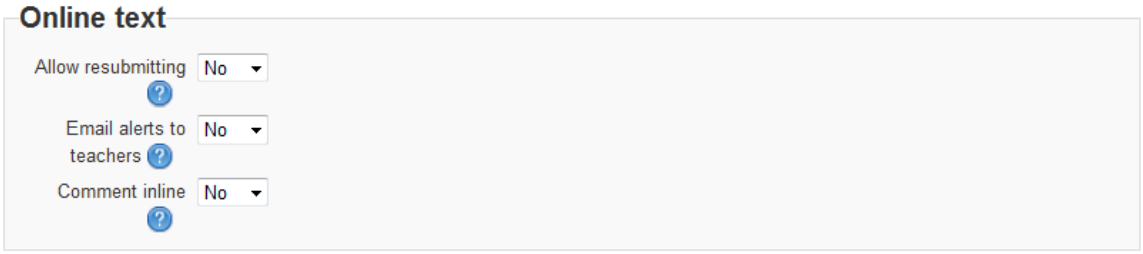


b. On-line text:

i. **Allow resubmitting** allows students to resubmit assignments after they have been graded (for you to re-grade).

ii. **E-mail alerts to teachers** can be set to send an e-mail to the course instructor whenever a student adds or updates a submission.

iii. **Comment inline** will copy the student's original submission text into the feedback comment text box during grading; making it possible for the instructor to add inline comments or correct the original text.

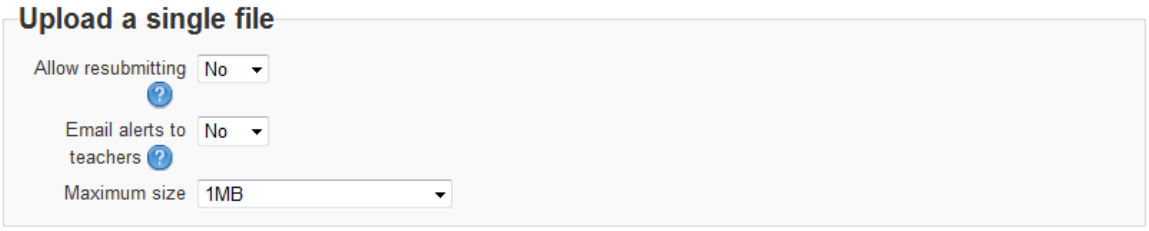


c. Upload a single file: The first two options are the same as for On-line text (above)

i. **Allow resubmitting** allows students to resubmit assignments after they have been graded (for you to re-grade).

ii. **E-mail alerts to teachers** can be set to send an e-mail to the course instructor whenever a student adds or updates a submission.

iii. **Maximum size** specifies how large the uploaded file can

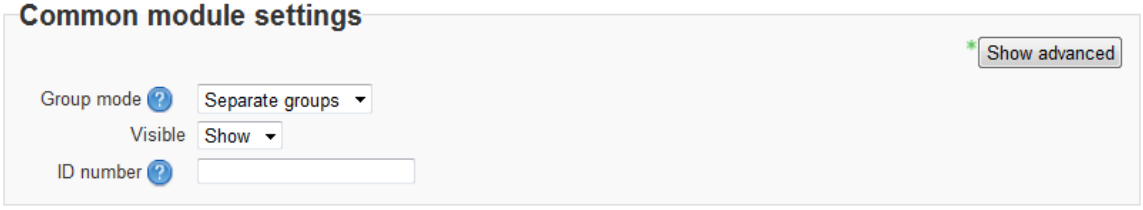


d. Offline activity:

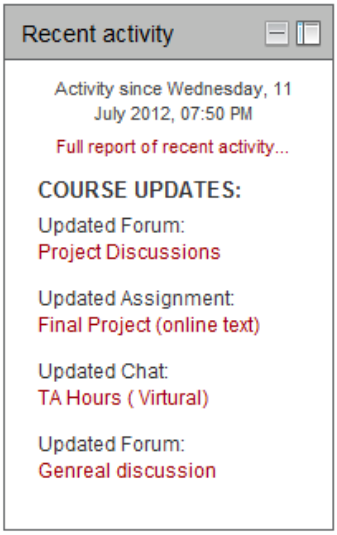
Since offline assignments are completed outside Moodle, and students do not submit anything on-line, there are no extra configuration options for this type of assignment.

10. The **Common module settings** area allows you to specify if the assignment should be set up for different groups. This has no effect on what students see since Students will only be able to see their own submission regardless of the group setting is. This setting however will affect what a person with non-editing teacher role will see.

- In the Separate groups mode:
  - if TA is not assigned to any group - cannot see and grade any submissions
  - if TA is a member of some group - can see and grade submissions of his/her group members only
- In the Visible groups and No groups modes:
  - TA can see and grade all submissions, no matter what



When you return to your course page you will see that a link to your new assignment has been added to the section.



The icons  following the assignment link enable you to indent, move, change, delete, and hide the link respectively. For complete coverage of these editing icons consult How to edit and arrange content in your course.

You will also notice that your assignment will appear in the “Recent activity” block as a reminder to your students

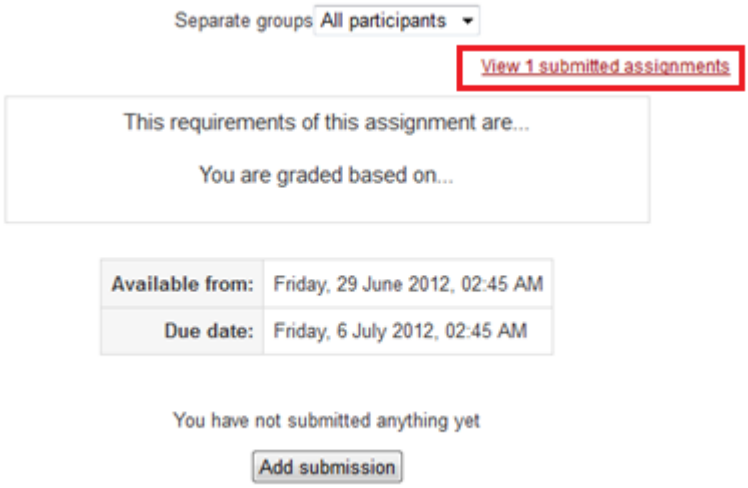
How to view and grade assignment submissions

Before entering grades for students we suggest that you hide both the Assignment activity and the grade column. This will allow you to enter grades for all students before releasing them.

When you create an Assignment activity, a gradebook column is automatically created in your **Grades** area. Any grade entered using the instructions below will be automatically populated in the gradebook.

To view and grade assignments that your students have submitted, follow these steps, students will only see their own grade:

1. Click the link for the assignment on your course home page.
2. You will see the assignment name and detailed description.
3. Click the **View ## submitted assignments** at the top right.



4. You will see a summary of submitted assignments:
   The rows in the table may be re-sorted by clicking on any of the column headings. You may also collapse or expand a column by clicking the minus or plus icons respectively.

5. To download (or view) an assignment submission, click its link in the **Last modified (Student)** column. To view a student profile, click the link for their name. You can also **download all assignment as a zip** by clicking the link above the table

6. To grade the assignment click the **Grade** link in the **Status** column on the right.

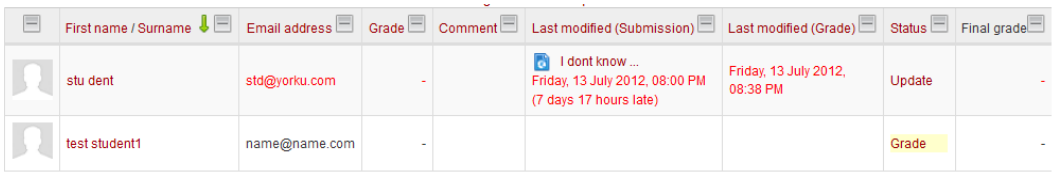
7. You can click **Open in a popup window** to view students' submission in a pop-up window. In the **Grade** pull-down list at the top-right, select the mark for the assignment. Type any additional feedback or comments in the HTML editor text box.

NOTE

Response File

If you have used the 'Advanced Uploading of Files' option you can also upload a response file to return to the students. This means that you can download their submission(s), edit the file(s) adding annotations and making corrections, then upload the file(s) back for the student to review. For Microsoft products such as Word, Excel, and PowerPoint you can easily add comments to a document by clicking the **Insert** menu, then selecting **Comment**. Word also includes a useful feature called "Track Changes". Consult the built-in help in these products for more detailed information. Once you have entered your comments save the file, then upload it back to Moodle.

8. When you are finished grading the assignment, click **Save changes** to close the popup window and return to the summary of submitted assignments page.



	First name / Surname	Email address	Grade	Comment	Last modified (Submission)	Last modified (Grade)	Status	Final grade
	stu dent	std@yorku.com	-		I dont know ... Friday, 13 July 2012, 08:00 PM (7 days 17 hours late)	Friday, 13 July 2012, 08:38 PM	Update	-
	test student1	name@name.com	-				Grade	-

9. To change a mark or update a comment, you can click the **Update** link at any time.

Creating Quizzes in your course

MOODLE DOCUMENTATION

Moodle provides a very powerful and flexible **quiz** builder that you can use to create quizzes with a broad range of question types including multiple choice, true/false, short answer, numerical, matching, essay, and more. Moodle can automatically grade some question types.

How to create a quiz

Creating a quiz is not difficult but there are numerous settings that need to be configured before you can add questions to the quiz. Many of the options are self-explanatory, and the default settings are usually best. We'll focus on the most important options below. You can click the small  beside each option in Moodle for more information

1. You must be in editing mode, click the **Turn editing on** button.

2. Click **the Add an activity …** pull-down list in the section that you want to add the quiz to then select **Quiz**.

3. In the **Name** text box, enter the name of the quiz the way that you want it to appear on your course page. Students will access the quiz by clicking on this name.

4. In the **Introduction** text box, describe the quiz and mention any special instructions.

5. In the **Timing** options you can set the opening and closing date and time to control access to the quiz.

   You can also specify a **Time limit** (in minutes) after which the quiz will be automatically submitted for marking with the current answers.

6. In the **Attempts** options you can control the number of times a student can take the quiz. If you allow multiple attempts

7. If you allow multiple attempts at a quiz, you can choose how the grade will be calculated using the **Grading method** option..

8. In **Grade** option, you can set which grade category does this quiz falls in of your gradebook.

9. The **Layout** options, you can specify that the questions be presented in a random order by selecting “Shuffled randomly” it also controls how many questions will be displayed per page in **Question order**.

10. The **Question behaviour,** you can select **“Shuffle within questions”** to set the answers in the multiple choice or matching questions to be shuffled too.

11. In **How questions behave,** there are several options to set how are the question feedback provided**:**

Deferred feedback
Students must enter an answer to each question and then submit the entire quiz, before anything is graded or they get any feedback.

Adaptive mode and Adaptive mode (no penalties)
Allows students to have multiple attempts at the question before moving on to the next question. The question can adapt itself to the student's answer, for example by giving some hints before asking the student to try again.

Manual grading
Used for essay questions (irrespective of what the quiz is set to) but you can now choose to have every question in the quiz manually graded, if you wish.

Interactive mode
After submitting one answer, and reading the feedback, the student has to click a 'Try again' button before they can try a new response. Once the student has got the question right, they can no longer change their response. Once the student has got the question wrong too many times, they are just graded wrong (or partially correct) and get shown the feedback and can no longer change their answer. There can be different feedback after each try the student makes. The number of tries the student gets is the number of hints in the question definition plus one.

Immediate feedback
Similar to interactive mode in that the student can submit their response immediately during the quiz attempt, and get it graded. However, they can only submit one response, they cannot change it later.

Deferred feedback or Immediate feedback with Certainty-based marking (CBM)
With CBM, the student does not only answer the question, but they also indicate how sure they are they got the question right. The grading is adjusted by the choice of certainty, so that students have to reflect honestly on their own level of knowledge in order to get the best mark.

12. In **Review Options**, you can control what information students can see when they review a quiz attempt or look at the quiz reports.

13. In the **Display** options, you can set will the profile picture show during the student is doing the quiz, the decimal places in overall grades or question grades.

14. Extra restrictions on attempts, you may set a **Required password** to re-attempt a quiz, you may also set a **Require network address** to limit the location of student when to re-attempt (eg. In a specific lab room), or you may **enforce delay between attempts** for student must wait a specific time to re-attempt a quiz.

15. Finally, in the **Overall feedback** options you can specify feedback text to display to your students based on their quiz grade.

16. When you are done, click the **Save and return to course** button.

How to add questions to the question bank

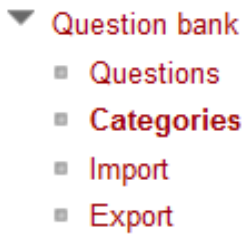
1. Click the **Questions bank** link in the “Settings” block on the left column of your course page.

2. A list of four options will appear. By default you will first bring to Questions page.

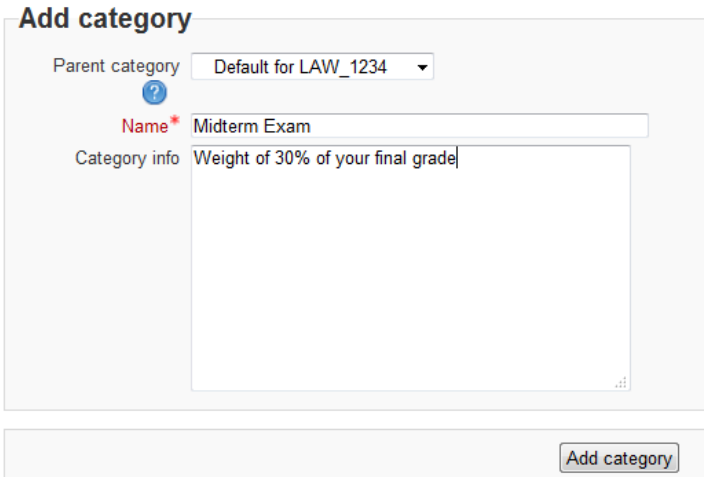
    a. The **Questions** option is selected by default and is used to create and add questions to a particular category. We’ll use this after we create a category for our questions in the question bank.

    b. The **Categories** option is used to create a new category for questions.

    c. The **Import** and **Export** options can be used to import questions from other on-line learning systems, or export them.

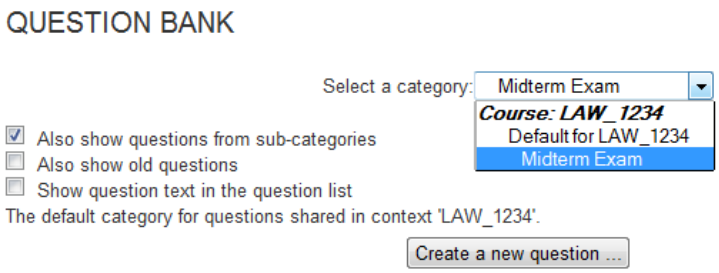


3. Click the **Categories** option to create a question bank category.

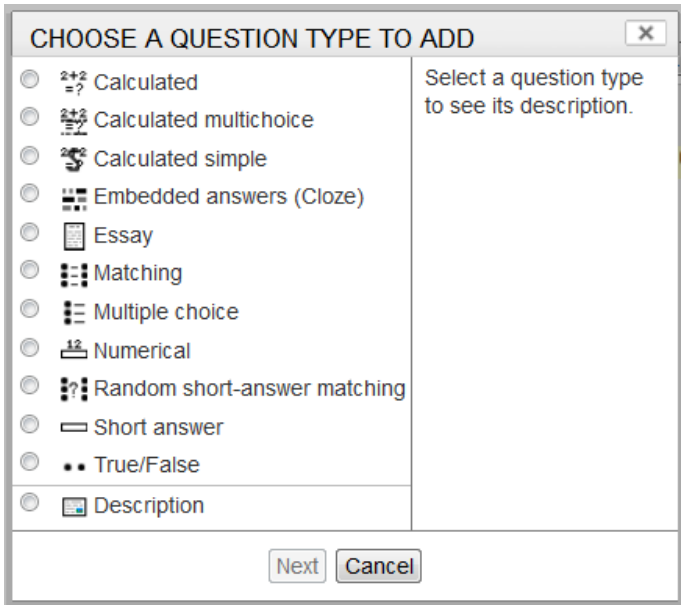


4. The “Edit categories” page will reload. Near the top of the page you will see your new category listed. You can repeat step 3 to add another category as desired. Now that we have at least one category, we can add some questions.

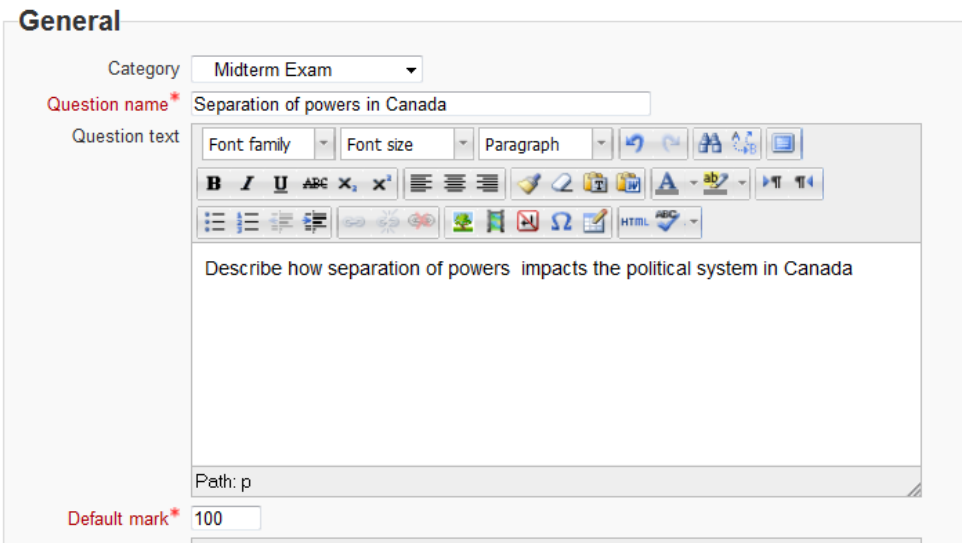
5. Click the **Questions** option to create a new question. In the **Category** pull-down list, select the category that you would like to add the new question to. In this case, we’ve selected the category we just created in step 3.



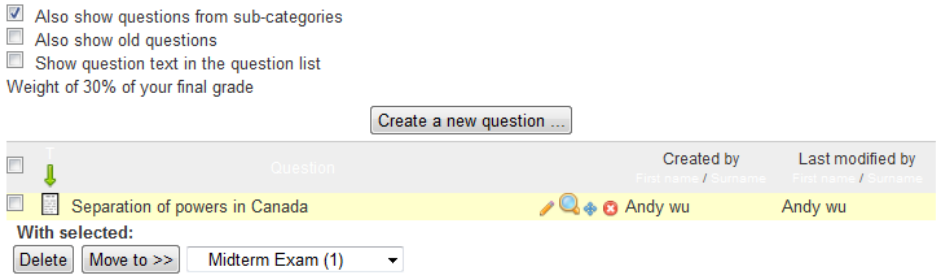
6. Select the type of question you would like to create in the **Create new question** box. There are many familiar question types here.



7. For each question, enter the **Question Name**, **Question text**, and any other details required for the question. For each question, click the **Save changes** button to save.



8. Once you have added questions to the question bank, you will be able to add them to future activities that you create where questions are required, such as quizzes and lessons.

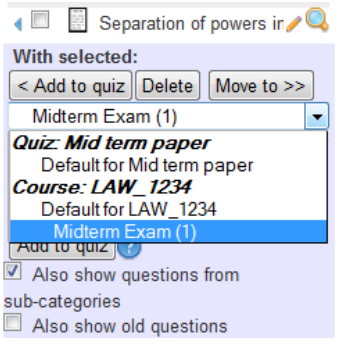


How to add a question to the Quiz

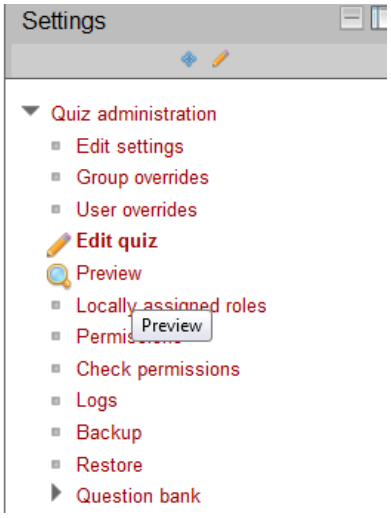
1. Click on the Quiz name on your course home page.

2. Click **Edit quiz**

3. To add a question form the Question bank into your Quiz, select the category that you created then click on the **Add to Quiz** button



4. To preview the quiz you created, click **Preview** under **Quiz administration** in **Settings** block



How to send a Course Announcement

MOODLE DOCUMENTATION

Course Announcements is a special type of discussion forum (News forum) that is provided, as default, when a course is created. It is located in the top section of the central area. If you are in editing mode there are many editing icons here, but for now let's simply post a course announcement news item.

Everyone who has access to your course can read news postings, and are automatically subscribed to the **Course Announcements**. Moodle will automatically e-mail a digest of postings to each member of the course. For these reasons it is an excellent way to make general course announcements.

To create a Course Announcement

1. Click the **News forum** link.
2. Click the **Add a new topic** button.
3. Enter a **Subject** and **Message** in the text boxes provided.
4. When you are finished click the **Post to forum** button at the bottom of the page.
5. You will see a message that you have 30 minutes to edit the post before any students registered for your course will receive an e-mail containing a link to this message via the email account that is set their in their user profile.

Creating and posting to a discussion forum

MOODLE DOCUMENTATION

Forums are on-line message boards where you and your students can communicate both as a group and one-to-one. Unlike a chat room, students don't have to be logged in at the same time to participate in a discussion forum. Messages can be posted to a forum at any time and from anywhere there is an Internet connection.

Each discussion forum can contain several discussion threads—a "thread" is a series of related message posts and replies. Moodle also allows users to subscribe to a forum so that any new postings are automatically e-mailed to them.

How to create a discussion forum

1. You must be in editing mode, click the **Turn editing on** button.

2. Click the **Add an activity …** pull-down list in the section that you want to add a discussion forum to.

3. Click to select **Forum**.

4. In the **Forum name** text box, enter the name of the discussion forum the way you want it to appear on your course page. Students will access the forum by clicking on this name.

5. In the **Forum type** pull-down list, you can configure four types of discussion forum:

    a. **A single simple discussion** limits the forum to one discussion thread (created by the instructor) to keep the postings focused on a specific topic.

    b. **Each person posts one discussion** allows each student to start one discussion thread, which may then have multiple replies. In this way all students can help direct the discussion but still maintain the focus of the forum.

    c. **Q and A forum** requires the instructor to post a question to which students respond with possible answers. Before a student can view and respond to other students' postings they must post their response to the question first.

    d. **Standard forum for general use** allows students to start more than one discussion thread and is the most useful for large discussions or for social forums

that will be student led. This option is the default.

6. Enter a description of the discussion forum into the **Forum introduction** text editor.

7. The **Subscription Mode** pull-down list specifies whether students will automatically receive e-mails of new posts or whether they will need to manually subscribe to the forum.

8. The **Read tracking for this forum?** pull-down list controls whether unread posts should be automatically highlighted or not, or whether students will be able to control this setting themselves.

9. The **Maximum attachment size** pull-down list allows you to control whether students may attach files to their messages or not, and if so, how large they can be.

10. **RSS** (Really Simple Syndication) is a Web technology that automates information distribution such that users don't need to login to a Web site to see what's new. Moodle forums can be RSS enabled so that students are automatically notified of new topics or postings in the forum without having to login to check.

11. In the **RSS** section you can enable an **RSS feed for this activity** that will include new **Discussions** (with their initial post) or all new **Posts** in the forum. You can also specify the **Number of RSS recent articles** to include.

12. In the **Post threshold for blocking** section you can restrict the number of times a student may post to a forum within a given period of time. This can ensure that particular students don't dominate the discussions.

13. Under the **Grade** section, you can use the **Aggregate type** pull-down list to allow students to rate the forum postings of other students. If you allow posts to be rated, the **Grade** pull-down list specifies the grading scale to be used. You can also control which posts can be rated by specifying a particular date range.

14. In the **Common Module Settings** you can use the **Group mode** to set up forums for groups. Groups must first be set up to allow for this functionality, if you are thinking about setting up Groups please refer to *Using Groups in your Course.*

15. When you are done, click the **Save and return to course** button. When you return to your course page you will see that a link to your new discussion forum has been added to the section.

The icons  following the discussion forum link enable you to indent, move,

change, delete, and hide the forum respectively. For complete coverage of these editing icons consult *How to edit and arrange content in your course.*

How to post to a discussion forum

To start a new discussion topic

1. Click on the link to your discussion forum.
2. If you are using a group discussion you can toggle between the different group forums you have access to. Be sure to select the correct group to post the message to using the **Separate Groups** dropdown menu on the top.
3. Click the **Add a new discussion topic** button
4. Insert a **Subject**
5. Compose your message in the **Message** box.
6. You can choose whether or not you would like to receive emails when people reply to your post using the **Subscribe** dropdown menu.
7. You can also choose to add an attachment to your message using the **Browse** button in the attachment field and select to have the message displayed only for a certain period of time.
8. Once you are happy with your settings click **Post to forum.**

Reading and replying to a discussion topic

1. Click on the link to your discussion forum.
2. If you are using a group discussion you can toggle between the different group forums you have access to and read the different messages using the **Separate/Visible Groups** dropdown menu in the top left hand corner.
3. Click on the discussion title to read the message. The message will be displayed.
4. Underneath the message content click on the **Reply** button.

Managing a discussion forum

MOODLE DOCUMENTATION

Moderating discussions

It is important that Forums are properly moderated to make sure they stay on track.

Moving discussions

1. You must be in editing mode, click the **Turn editing on** button.
2. Select the move button  beside the forum you want to move.
3. Select the new location →  the forum you want to move to.

Splitting discussions

Sometimes participants may reply to a message instead of starting a new topic. In this case, you can split a discussion thread to move the 'out of context' post into a new discussion thread in the same forum. (This will also move any response posts that occur after the message you are choosing to split.)

1. In the post that you wish to split click on the **Split** link
2. You can provide an appropriate **Discussion name** and click **Split.**
3. The post will now appear as a new topic in the forum.

Useful forum settings in your Moodle profile

There are a few settings in your Moodle profile that allow you to control certain behaviour in the discussion forums. You can access your Moodle profile directly from the **My Courses** page or by clicking on your name anywhere you see it in red and clicking **Edit Profile.**

To see the options below you may need to click on the **Show advanced** button.

Forum auto-subscribe: By selecting this, you are automatically subscribed to any forum to which you post a message. This means that you receive email copies of all messages for these forums. You may unsubscribe from forums whenever you want.

Email digest type: You may choose to receive all email from Moodle in one daily message. There is also the option to receive either the complete message or just the Subject titles from forums you subscribe to.

Forum tracking: This highlights unread forum messages so you can quickly see what's new. Note that you will need to click on 'Mark read' for every message to tell the system the message has been read.

Subscribing/Unsubscribing to forums

Moodle has a subscription feature that sends emails to the address you have specified in your Moodle profile every time discussion occurs in any forum you are subscribed to. The instructions below will show you where to go to change your subscription to a forum.

1. Click the forum you wish to subscribe/unsubscribe

2. Click **Subscribe to this forum** or **Unsubscribe from this forum** under **Settings** block and **Forum administration** to subscribe/unsubscribe

Searching in discussion forums

In the top right hand corner of the Forums overview page there is a **Search Forums** feature that can be used to search for keywords.

Monitoring Student Participation

It is possible in Moodle to view the posts made by a certain individual.

1. Click on the name of the individual in your course.

2. You will be taken to that user's profile. Click on **Forum posts** of an individual participant under the **Navigation** block. You can view the contributions by either posts or discussions

Communicating with others in Moodle

MOODLE DOCUMENTATION

There are a couple of ways to communicate with other users in Moodle.

Course Announcements

The Course Announcements tool allows you send a message to all participants of your course, for example a notification of a room change. Students have forced subscription to this forum, meaning that they will also receive an email with this information. Please refer to the document *How to send a Course Announcement* for more information on how to do this.

Messages

Messages in Moodle can be used to contact individuals. When you send a message to a user and that user is offline, the message will be emailed to them.

Messages can be accessed from the **Navigation block** under **My profile,** you can check any messages that might have been sent to you from here.

To send a message:

1. Click on the **Messages** link

2. Use the **Search** tab to search for a user

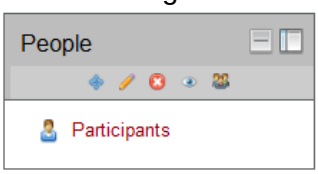
3. The search results will list the users matching your criteria.

4. Click on the name of the person to send them a message.

5. Using the icons next to the name you can also Add them as a contact, Block the contact from messaging you and view the Message history respectively

People block

The people block within a course allows both you and other people enrolled in the course to see a listing of people enrolled in the course rather than trying to search for contacts using the messages area. By clicking on a user's name they will be able to send them an instant message. If the recipient is not logged into Moodle at



that time the message will be emailed to the address specified in their profile (This is a default setting that can be modified through the 'Settings' tab in the Message area).

If you do not see the People block you can add it in the following way:

1. On the Course Home page click Turn Editing on
2. Using the Blocks block choose **People** from the 'Add…" dropdown menu.

To send a message to a course participant:

1. Click on the link **Participants** in the People block
2. You will be presented with a list of all participants in the course.
3. Click on the name of the person you wish to send the message to.
4. Click the **Send message** button.

Setting up your gradebook

(NOTE: This function is still in evaluation and it is not supported)
MOODLE DOCUMENTATION

Many of the assessment and social activities in Moodle allow the instructor to assign grades. When you create an assessed activity in Moodle (e.g., an assignment or quiz), you indicate whether it will be graded or not, and if so how many points the assessment is out of. Moodle provides very powerful and flexible tools for managing and viewing grade information. In this section we will show the best practice method for creating grade columns in Moodle.

Before setting up your gradebook it is important to think about the different components that will make up your gradebook and whether the students will be assessed from within Moodle (using an activity) or outside of Moodle (offline activity).

	Marked out of	**% towards final grade**	**Assessed**
Essay 1	100	20	In Moodle (Advanced uploading of file)
Essay 2	100	30	In Moodle (Advanced uploading of file)
Quiz 1	10	10	In Moodle (Quiz)
In class presentation	100	10	In class (Offline activity)
Final Exam	100	30	In class (Offline activity)

Creating a grade column in Moodle can be done, simply by adding the associated activity on the course home page, for example a quiz or an assignment. For detailed information on how to add an assignment or quiz, please refer to the documentation. For this example, we will show how to add an offline activity for grades recorded outside of a built in Moodle activity. e.g In class presentation.

How to include a grade item for an offline activity

Many instructors find that the grade management tools in Moodle are so powerful and convenient that they prefer to use them to keep track of the marks for offline (non- Moodle) assessments as well. To do this:

1. On the **Course home** page select **Offline activity** from the **Add an activity …** dropdown menu.

2. Insert the **Assignment Name**, the **Description** and the **Grade** that it will be marked out of. You can use the **Available from** and **Due date** to indicate when this activity will take place. Click **Save and Return to Course**.

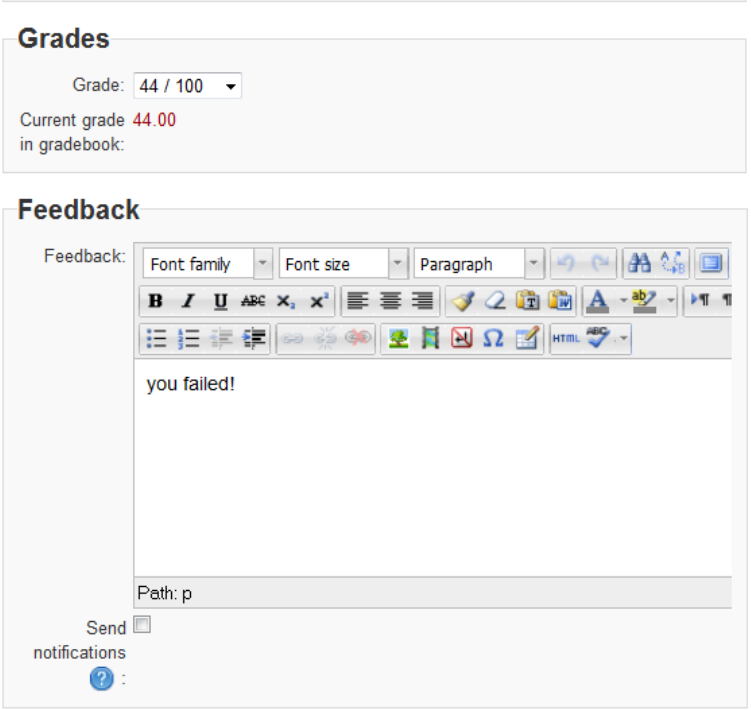
3. The activity is now visible on the Course home page. We will hide it from students before entering the grades through this activity.

4. After clicking on the activity link you will be taken to an area that lists the activity's instructions and availability dates. To start entering grades for students click on **View assignment grades and feedback**.

   You will see a list of students. The rows in the table may be re-sorted by clicking on any of the column headings. You may also collapse or expand a column by clicking the minus or plus icons respectively.

5. To add a grade for a student clicks the Grade link in the Status column on the right.

6. A pop-up window will appear for you to enter a grade and a comment. In the **Grade** dropdown menu in the top-right, select the mark for the assignment. In the text box enter any additional comments or feedback.



7. When you are finished entering your grade and comment, click **Save changes** to close the pop-up window and return to the list of students.

8. To change a mark or update a comment you can click on the **Update** link at any time.

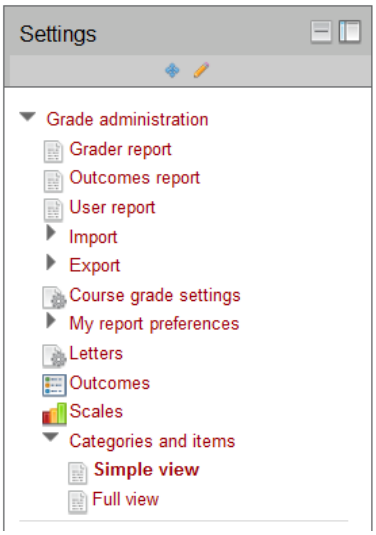
9. If you now click on the **Grades** link from the Course Home page you will see that the value given to each student and any feedback entered is automatically populated in the in the gradebook.

Calculating the correct Course Total

(NOTE: This function is still in evaluation and it is not supported)

MOODLE DOCUMENTATION

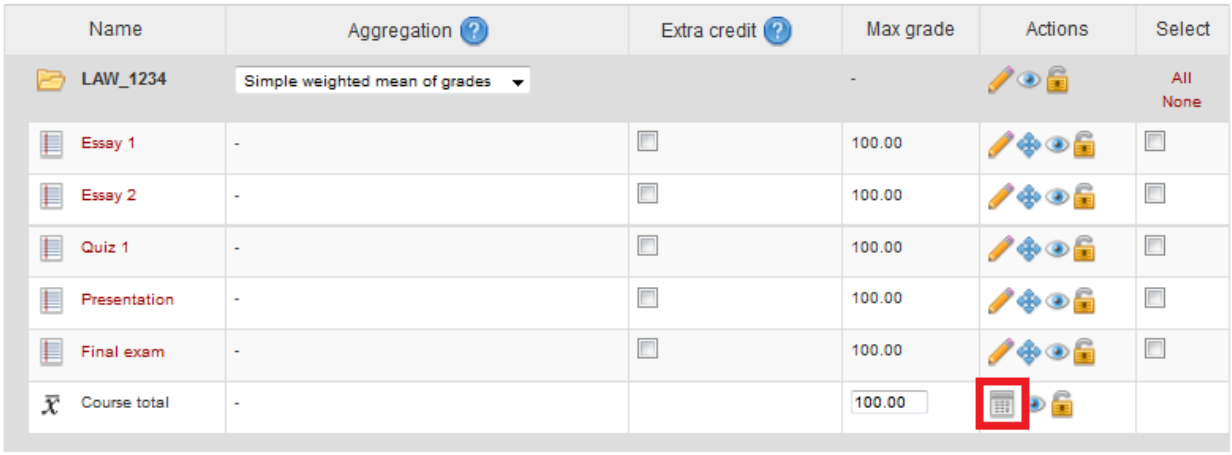
By default, Moodle calculates the final grade (**Course Total**) for each student by assuming the weighting of each activity based on its mark out of value. It is therefore important to set up a formula to calculate the Course Total correctly if you will be releasing this value to students or using it in anyway.



1. Click on **Course administration** > **Grades > Categories and items** in the **Setting** block on your Course Home Page

2. If your Course Total column is not already hidden you may want to hide it while you enter the formula and verify it is calculating correctly.

3. Click the Calculator in the **Course Total** Row under **Actions** You will see the **Edit calculation** screen. Each grade column needs to be assigned a different id number (which will be used in the calculation rather than the full assignment name), you can choose your own e.g. CP, E2. (A number may have already been assigned to the column if grades have already been entered.)



4. Enter an ID number for each grade item. Once you have assigned the numbers click on **Add id numbers** button.

5. To change the way that the final course grade is calculated, you need to enter a formula in the **Calculation** text box at the top of the **Edit calculation** screen. As with popular spreadsheet programs like Excel, your formula must start with an equal (**=**) sign. To refer to an assessment ID number, you enclose it in double square brackets. For example, **[[CP]]** refers to the Class Presentation in this example.

   All of the basic arithmetic operations are supported (+, -, *, and /) as well as the following list of functions. The comma (,) character is used to separate arguments within function brackets.

   ☐ **average([[item1]], [[item2]]...)**: Returns the average of a sample

   ☐ **max([[item1]], [[item2]]...)**: Returns the maximum value in a list of arguments

   ☐ **min([[item1]], [[item2]]...)**: Returns the minimum value in a list of arguments

   ☐ **mod(dividend, divisor)**: Calculates the remainder of a division

   ☐ **pi()**: Returns the value of the number Pi

   ☐ **power(base, power)**: Raises a number to the power of another

   ☐ **round(number, count)**: Rounds a number to a predefined accuracy

   ☐ **sum([[item1]], [[item2]]...)**: Returns the sum of all arguments

For the following example

	Marked out of	**% towards final grade**	**Assessed**
Essay 1	100	20	In Moodle (Advanced uploading of file)
Essay 2	100	30	In Moodle (Advanced uploading of file)
Quiz 1	10	10	In Moodle (Quiz)
In class presentation	100	10	In class (Offline activity)
Final Exam	100	30	In class (Offline activity)

You will have a calculation of:

=sum([[E1]]*0.2[[E2]]*0.3,[[Q1]],[[PR]]*0.1,[[FE]]*0.3)

Importing and exporting grades

(NOTE: This function is still in evaluation and it is not supported)
MOODLE DOCUMENTATION

Although managing grades in Moodle is quite straightforward, some people prefer to manage their grades outside of Moodle and then upload them into the Moodle gradebook so that students can easily access their grades. This document highlights the best practice method for doing this and involves exporting marks to an Excel spreadsheet such that you can edit marks within Excel if you wish. Once you have edited marks in Excel, you can then import them back into Moodle and update your database of marks in Moodle.

To Export Grades to Excel

1. Click on **Grades** in the **Settings** block.

2. Click on **Export** then select **Excel spreadsheet** in the **Settings** block under **Grade administration.**

3. On the **Export Excel Spreadsheet** screen, select the grade items that you would like to include in the Excel file and click the **Submit** button.

4. You will see a summary of the grade data fields that will be included in the Excel spreadsheet. Click the **Download** button to download the file and save it on your desktop.

5. Once you have downloaded the file, you can double-click on it to open it in Microsoft Excel, and then edit marks directly within Excel.

To Import Grades from Excel

1. Once you have edited marks in the Excel spreadsheet that you downloaded above, you must save the data as a Comma Separated Value (.csv) file to import back into Moodle.

2. With the mark data spreadsheet open in Excel, click the **File** menu, then click **Save As**.

3. Choose to save the file in **CSV** format on your desktop.

4. Back in Moodle, Click on **Grades** in the **Settings** block. Click on **Import** then select **CSV file** in the **Settings** block under **Grade administration.**

5. On the **Import file** screen, click the **Choose a file…** button and select **Upload a file**

6. Click **Browse…** button then select the .csv grade file on your desktop. Leave the rest of the default settings and click the **Upload this file** button.

7. Back to the Import page click the **Upload grades** button.

8. The **Import Preview** screen will appear and you will see a list of the column headings from your imported .csv file under the **Grade item mappings** heading.

    i. To uniquely identify a user and assign the correct grade to them you must select the name of the column that contains the student number in your .csv file form the Map from dropdown menu. In the Map to field select **userIDnumber**.

    ii. Beside each item is a pull-down list containing grade items in Moodle. Using the pull-down lists you must map the column headings that contain grade data to their associated grade items in Moodle. The field name next to the dropdown menu for each item indicates the name of the column in your excel file. You can **Ignore** the fields that contain other information e.g First name

9. When you are done, click the **Upload grades** button.

10. Your grades will be updated, and you should see a confirmation message. Click the **Continue** button to return to the **Grader report** screen.

11. The grades on the **Grader report** screen should appear updated.