

# NorthernOnline

Ohio Northern University  
Educational Technology Workshops

## MOODLE REFERENCE GUIDE FOR FACULTY

<a href="#">GETTING STARTED WITH MOODLE</a> .....	1
<a href="#">Logging in to Moodle</a> .....	2
<a href="#">Finding your way around Moodle</a> .....	2
<a href="#">Adding a Course Image</a> .....	3
<a href="#">Adding Sections</a> .....	3
<a href="#">Deleting Sections</a> .....	4
<a href="#">Editing Activities and Resources</a> .....	4
<a href="#">Moving Items</a> .....	4
<a href="#">Hiding Activities and Resources</a> .....	5
<a href="#">Editing Learning Activities</a> .....	5
<a href="#">Creating Learning Activities</a> .....	5
<a href="#">Uploading Files</a> .....	6
<a href="#">Adding a Block</a> .....	6
<a href="#">Customizing your Profile</a> .....	7
<a href="#">Sending Message to Students</a> .....	7
<a href="#">RECOMMENDED BROWSERS FOR MOODLE</a> .....	8
<a href="#">Recommended browsers</a> .....	8
<a href="#">ADDING RESOURCES</a> .....	9
<a href="#">Adding a Label</a> .....	9
<a href="#">Adding a File</a> .....	9
<a href="#">Adding a Folder</a> .....	10
<a href="#">Adding URL</a> .....	11
<a href="#">Creating a Page</a> .....	11
<a href="#">CREATING ASSIGNMENTS</a> .....	12
<a href="#">Creating an Assignment</a> .....	12
<a href="#">Submitting an Assignment</a> .....	16
<a href="#">Grading an Assignment</a> .....	16
<a href="#">CREATING ASSESSMENTS</a> .....	17
<a href="#">Creating the Quiz Settings</a> .....	17
<a href="#">Adding Questions to a Quiz</a> .....	22
<a href="#">Assigning Points to Questions</a> .....	23
<a href="#">Changing the Order of Questions</a> .....	24
<a href="#">Previewing a Finished Quiz</a> .....	24

<a href="#">GRADEBOOK</a> .....	25
<a href="#">The Grader Report</a> .....	25
<a href="#">Adding Categories and Items</a> .....	26
<a href="#">Moving Graded Items or Categories</a> .....	28
<a href="#">Editing Course Level Letter Grades</a> .....	28
<a href="#">Exporting Grades to Excel</a> .....	29
<a href="#">Importing Grades from .csv File</a> .....	30
<a href="#">Manually Entering Grades in Grader Report</a> .....	31
<a href="#">MOODLE COURSE MANAGEMENT</a> .....	32
<a href="#">Enrolling Users</a> .....	32
<a href="#">Creating Groups</a> .....	32
<a href="#">Creating Groupings</a> .....	33
<a href="#">Assigning Groupings to Resources and Activities</a> .....	34
<a href="#">Importing Content to Another Course</a> .....	35
<a href="#">CONTACT EDUCATIONAL TECHNOLOGY</a> .....	36
<a href="#">CONTACT IT HELP DESK</a> .....	36

# GETTING STARTED WITH MOODLE

## LOGGING IN TO MOODLE

You can login to Moodle Course(s) in two ways:

### A. To login through ONU home page

1. Log in to **ONU home page**  
<http://my.onu.edu>
2. Click **Faculty and Staff**.
3. Click **Moodle**
4. Enter **Username** and **Password**
5. Click **LOGIN**

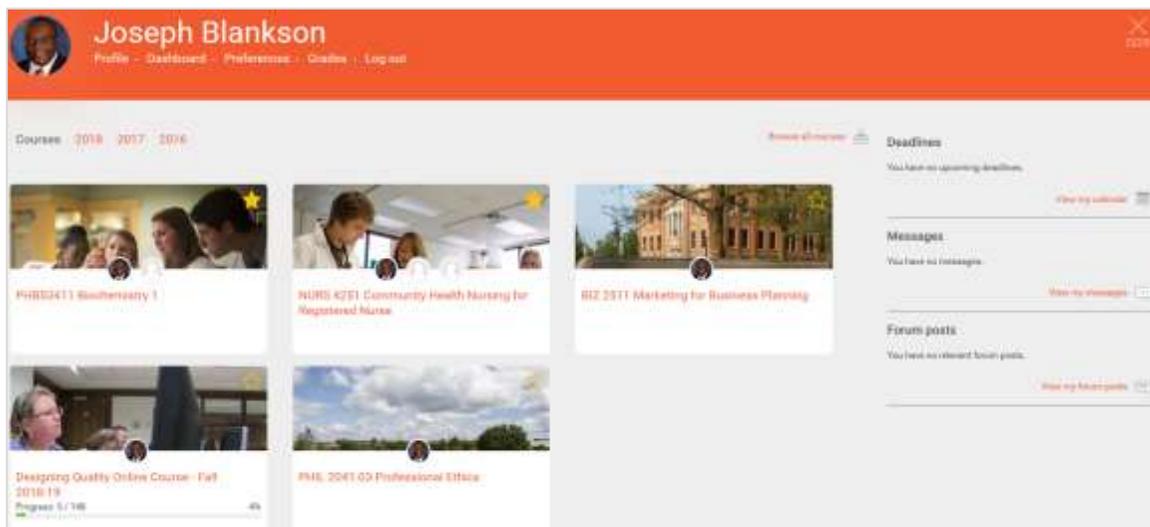
### B. To use the direct link

1. Open a web browser of your choice (Firefox, Chrome, Safari)
  2. Type the URL  
<https://northernonline.onu.edu/my>
  3. Click on **Log in**
- 
4. Enter **Username** and **Password**
  5. Click **Log in**

1. Click on **My Courses** link (upper right-hand corner) to access your courses.



A page opens with a list of your courses, impending deadlines, items to be graded etc. **The personal menu is the best place to see everything important you need to know at-a-glance.**



1. Click on the **Course image and title** (thumbnail) to open a Moodle course.

**The Personal Menu shows course end dates.** Courses where the end date is in the past appear in separate tabs from current courses, and are grouped by year.

NorthernOnline My Courses  

Home / My Courses / 2019-20 Summer Semester

# BIZ 2511 Marketing for Business Planning

[Change cover image](#)

---

CONTENTS 

Welcome to BIZ 2511 Marketing for Business Planning!

Welcome to BIZ 2511 Marketing for Business Planning!

Progress: 0 / 19

**August 1 - August 7**  
Progress: 0 / 5

**August 8 - August 14**  
Progress: 0 / 5

**August 15 - August 21**  
Progress: 0 / 6

**August 22 - August 28**  
Progress: 0 / 5

**August 29 - September 4**  
Progress: 0 / 5

**September 5 - September 11**  
Progress: 4 / 5

**September 12 - September 18**

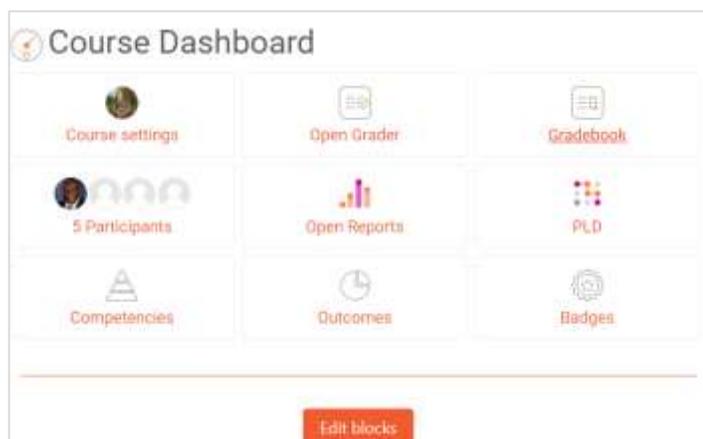


I am Dr. Tammy Schakett (come learn more about me by clicking on **Questions & Answers** below and click on Introduction). We will be spending time together this summer starting May 26 with the final ending July 31. If you ever have any questions you can post a question by clicking on Questions & Answers below or emailing me at t-schakett@onu.edu. I will generally respond to questions within 24hours, except weekends and holidays.

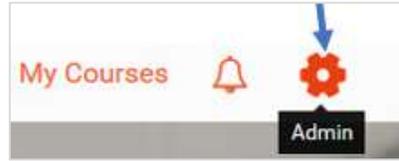


## FINDING YOUR WAY AROUND MOODLE

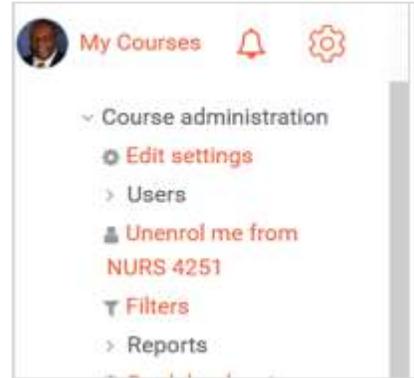
- **The structure** promotes a focus on the learning content. It presents the content in a single column. Information flows from top to bottom.
- **Each section or topic is a separate web page.** This allows your students to focus on each topic without any distractions.
- **At the left of each course is a table of contents.** The table of contents creates a clear overview of the course structure. This structure means your students can navigate to each section in the course with ease.
- **Course tools are in one simple location.** Select **Course Dashboard** in the table of contents to go to them. **Blocks are also found in this area**



**Administration block is hidden to reduce page clutter.** Select Admin in the top right to expand the block.



2. Click on **Admin** (gear) to open a drop-down menu containing **Course administration** tools such as **Users**, **Gradebook setup**, **Import**, etc.



3. When done, click again on the **Admin** (gear) to hide it.

### ADDING A COURSE IMAGE

You can personalize your course by adding a banner photo. This image will appear in large form at the top of your course and in small form (thumbnail) on your course list.

1. To add a course image, click on **Change cover image** (upper right-hand)
2. Search for and select image from your computer
3. Click on **Save** or Cancel

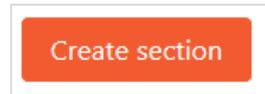
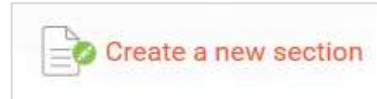


### ADDING SECTIONS

The course links appear on the left side of the page for easy navigation from topic to topic or week to week depending on how your course is setup. Sections can be added or removed directly from the course home page.

To add an additional section

1. Click on **Create a new section**
2. Add a **name** for the new section in the **Title** field
3. Click on **Create section**



The new section will be as the **last section** in the course:

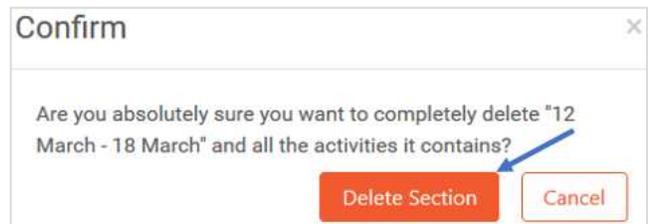


## DELETING SECTIONS

Entire sections (topics) and the resources and activities they contain can be easily deleted from the course with one action. Please note that deleting sections, activities, and resources in this manner cannot be undone.

To **permanently delete an entire section** and all of the content it contains;

1. Locate the section link in the CONTENTS area
2. Click on **X** icon below the title
3. This will load a confirmation page. Select **Delete Section** to permanently delete the section and all content



## EDITING ACTIVITIES AND RESOURCES

**Editing is always on and right where you want it.** Every label, activity and resource has three tools you can use to edit it.



- **Move:** Use this to change the location of the activity, resource or label.
- **Edit:** Use this to edit the settings or content of the activity, resource, or label.
- **More:** Open this to delete, hide, and duplicate the item. You can also assign roles and open the Personalized Learning Designer.

---

### A. MOVING ITEMS

1. To move an item to a different location, first select the **Move** icon.



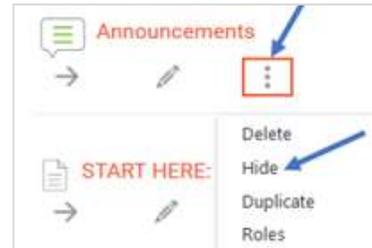
2. Click on the **green plus sign** overlaying a different resource to relocate the item above that resource.



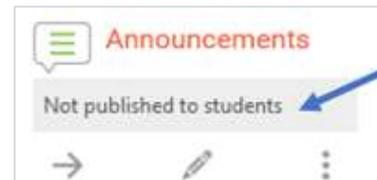
---

## B. HIDING ACTIVITIES AND RESOURCES

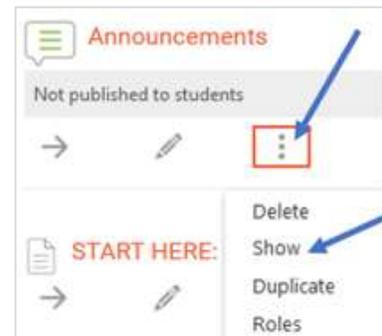
1. To hide an activity or resource, first click the **More** button, and then click **Hide**.



Although hidden from student view, the instructor can still see the hidden item. You can tell that an item is hidden by the **Not published to Students** notification.



2. To show the item, click on **More** again and select **Show**. This restores the item to student view.



---

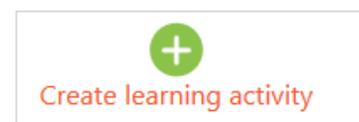
## C. EDITING LEARNING ACTIVITIES

To edit a resource or activity, click on the **Edit** icon (pencil)

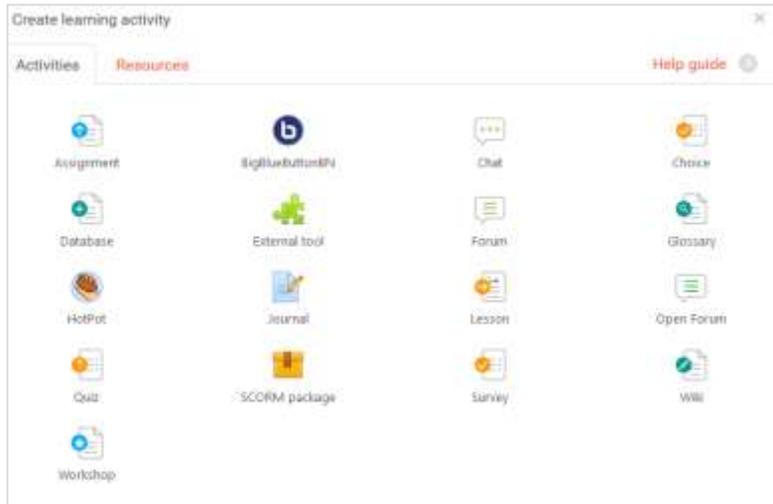


## CREATING LEARNING ACTIVITY

To create a learning activity, click on **Create learning activity**



This displays all the activities and resources to select from



## UPLOADING FILES

You can drag-n-drop or browse to upload single or many files. Go to the bottom of a section to add files to your course.

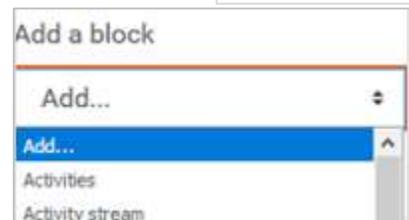
Drag and Drop a file or click on the **Drop files to attach and browse**



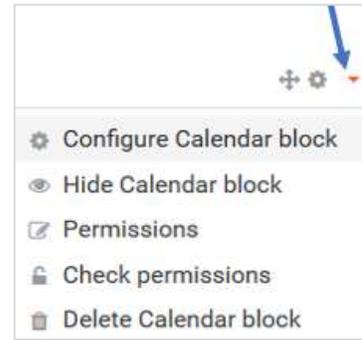
## ADDING A BLOCK

Blocks are widgets providing some kind of specialized function (e.g. **Calendar block** provides quick access to upcoming activities)

1. To add a block to your course, click on the **Course Dashboard**
2. Click on **Edit block**
3. Click on **Add** to Add a block



4. To **delete, move or configure** a block use the action menu besides the block



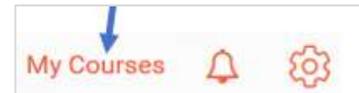
5. When done click on **Turn editing off**

Turn editing off

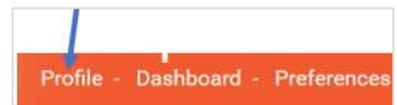
## CUSTOMIZING YOUR PROFILE

The profile displays basic information about the user along with a picture. To customize your profile to help others to know you;

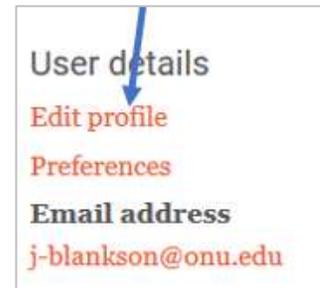
1. Click on **My Course**



2. Click on **Profile** (upper left-hand)



3. Under User details click on **Edit profile**



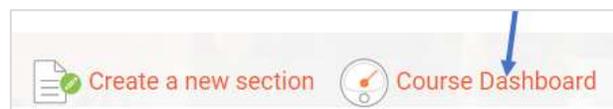
4. Upload your picture by either **dragging and dropping or browsing** to select a picture from your computer

5. When done, click on **Update profile**

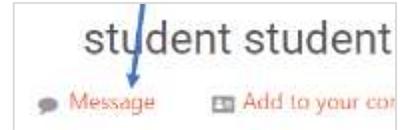
Update profile

## SENDING MESSAGE TO STUDENTS

1. Select **Course Dashboard**



2. Click on **Participants**
3. Click **Message**
4. **Compose and send message**



## RECOMMENDED BROWERS FOR MOODLE

The following browser recommendations and settings will enhance your experiences with Moodle and ensure access to all activities, resources and tools in your Moodle course.

### Recommended browsers

- **Desktop:** Google Chrome, Firefox, Microsoft Edge, Safari and Internet Explorer 11
- **Mobile:** Mobile Safari and Google Chrome

For security reasons and best Moodle experiences, Educational Technology recommends updating browsers to the most recent versions for your operating system.

By default, Firefox, Google Chrome, IE and Safari are set to automatically update itself but you can always do a manual update.

## ADDING RESOURCES

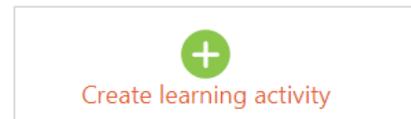
A resource is an item that an instructor can use to support learning (e.g. files, links, multimedia content)

### ADDING A LABEL

A label is text or media elements that appear on the front page of the course (e.g. banner, label of sections) to provide quick instructions on the front page of yours course

To add a label;

1. Click on **Create learning activity**.



2. Click on **Resources** and select **Label**



3. Enter Text in **Label text** area
4. To see all settings click on **Expand all**
5. Leave **Visibility** to **Show** on course page
6. Click **Save and return to course**

Expand all

### ADDING A FILE

Files can be loaded to the main page of a Moodle course. Once the file is added, an icon will appear representing either the type of file uploaded.

1. **Drag and drop** the file onto the course section where you'd like it to appear
2. If necessary edit the title by clicking on the pencil icon

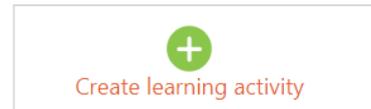


## ADDING A FOLDER

Folders can be used to organize course contents. **Folders you wish to upload must be "zipped" or "compressed" first.** If you already have a folder of files you would like to display, there are two methods:

### Quick Method

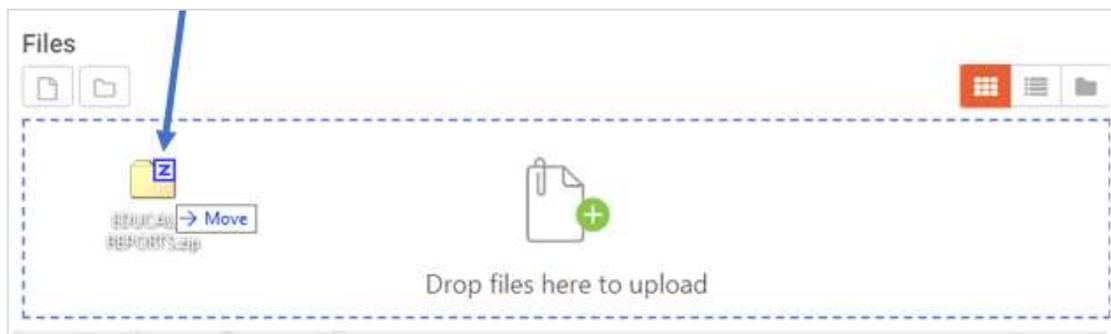
1. Click on **Create learning activity**



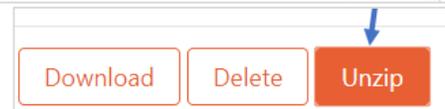
2. Click on **Resources** and select **Folder**



3. Provide a **Name** and **Description**
4. Drag **zipped** file into Files area



5. Click on the **zipped file to unzip**  
**Remember to delete the original zipped file**



6. Click **Save and return to course**
7. To see files click on the little arrow.



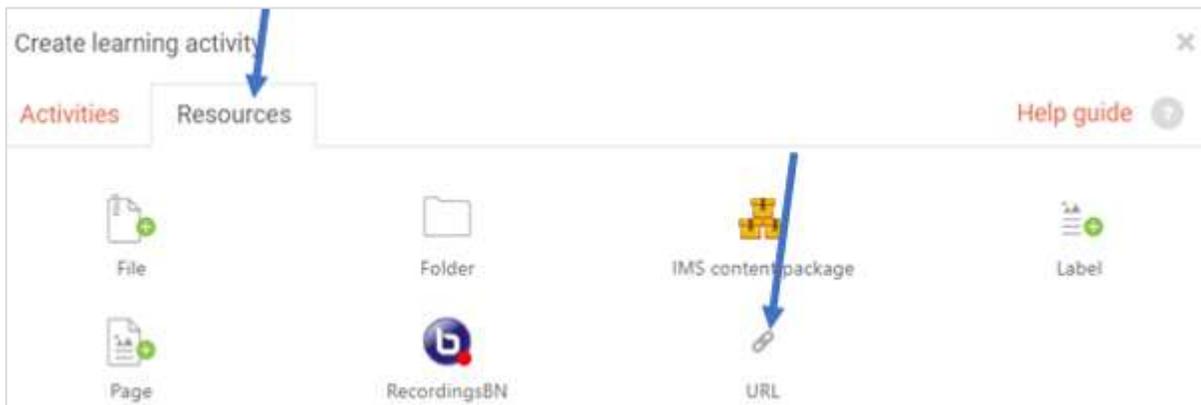
## ADDING URL

The URL resource allows instructors to create a link inside the course to direct students to a website or an external file.

1. Click on **Create learning activity**



2. Click on **Resources and** select **URL**



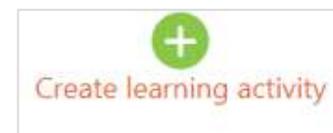
3. Provide a **Name**
4. Enter URL in the **External URL** text field
5. Write **Description**
6. **Save and return to course**

Save and return to course

## CREATING A PAGE

A page allows instructors to have a full range of HTML possibilities within your instruction. It is a useful resource that allows input of text that is housed off the main page of the course.

1. Click on **Create learning activity**



2. Click on **Resources and** select **Page**
3. Provide **Name**
4. Write **Description**
5. Enter **Page content**
6. **Save and return to course**

Save and return to course

## CREATING ASSIGNMENTS

The Assignment module allows the instructor to communicate tasks, collect work, review and provide feedback and grades. Students can submit any electronic file (word-processed documents, spreadsheets, images, or audio and video files) or type their responses directly into the text editor.

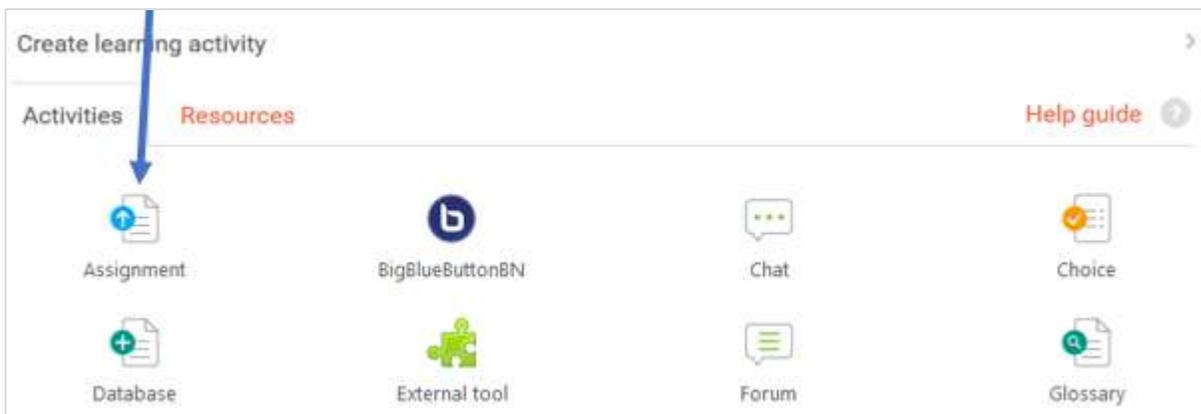
### HOW TO CREATE AN ASSIGNMENT

1. Scroll to section of course where assignment is to be added

7. Click on **Create learning activity**.



8. Under **Activities** select **Assignment**



9. Enter Assignment **Name**
10. Provide **description** for the Assignment
11. Select **Due date**
12. To see all settings click on **Expand all**

Expand all

13. Leave **Visibility** to Show on course page

Visibility Show on course page ▾

### Availability

14. **Allow submissions from:** Prevents students from submitting assignments before date indicated
15. **Cut-off date:** Students will not be able to submit assignments. Button for submission will not be available  
**Note:** An extension can be granted by going to the class assignment grading screen, selecting the **Edit** link in the edit column, and choosing **grant extension** for a student.
16. **Remind me to grade by:** Expected date and time for marking to be completed.

**Always show description:** If box is ticked, assignment description above is always shown. If not ticked assignment description will be hidden until "Allow submissions from" date.

The screenshot shows the 'Availability' settings panel. It includes three sections: 'Allow submissions from' with a date picker set to 5 November 2018 and an 'Enable' checkbox checked; 'Cut-off date' with a date picker set to 5 November 2018 and an 'Enable' checkbox unchecked; and 'Remind me to grade by' with a date picker set to 19 November 2018 and an 'Enable' checkbox checked. At the bottom, there is a checkbox for 'Always show description' which is checked.

### Submission Types

17. **Online text:** students can type response directly in Moodle using the text editor.
18. **File submission:** Students can upload and edit one or more files. Instructors can annotate PDF files submitted.
19. **Maximum number of upload file:** Select number of files to be uploaded by each student.
20. **Maximum submission size:** Recommended to set at highest of 500 MB

The screenshot shows the 'Submission types' settings panel. It includes sections for 'Submission types' with checkboxes for 'Online text' (unchecked) and 'File submissions' (checked); 'Word limit' with a text input field and an 'Enable' checkbox (unchecked); 'Maximum number of uploaded files' with a dropdown menu set to 1; 'Maximum submission size' with a dropdown menu set to 'Activity upload limit (1M)'; and 'Accepted file types' with a text input field and a 'Choose' button. Below the input field, it says 'No selection'.

### Feedback types

21. **Feedback comments:** If enabled, instructors will be able to leave feedback comments for each submission.
22. **Feedback files:** If enabled, instructors will be able to upload files with feedback when grading the assignments.

The screenshot shows the 'Feedback types' settings panel. It includes sections for 'Feedback types' with checkboxes for 'Feedback comments' (unchecked) and 'Feedback files' (unchecked); and 'Offline grading worksheet' (unchecked). Below these is a section for 'Comment inline' with a dropdown menu set to 'No'.

- 23. **Offline grading worksheet:** If enabled, instructors will be able to download and upload a worksheet with student grades when grading the assignments
- 24. **Comment inline:** If enabled, the students' text will be copied into the feedback field for easier in-line commenting or editing.

**Submission settings**

- 25. **Require students click submit button:** If set to **Yes** students can upload drafts of assignments until ready to submit. Clicking a final Submit button indicates students have finished working on assignment.
- 26. **Require that students accept the submission statement:** Statement where students promise the work is their own and which they must agree to before submitting work
- 27. **Attempts reopened:** Allows instructor to decide how submissions are reopened. Default is never, allowing students to only submit once.
- 28. **Maximum attempts:** Allows instructors to decide on how many resubmissions are allowed

The screenshot shows a 'Submission settings' panel with the following options:

- Require students click submit button:** No
- Require that students accept the submission statement:** No
- Attempts reopened:** Never
- Maximum attempts:** Unlimited

**Group submission settings**

- 29. **Students submit in groups:** If set to Yes, students are able to collaborate on an assignment

The screenshot shows a 'Group submission settings' panel with the following option:

- Students submit in groups:** No

**Notifications**

- 30. **Notify graders about submissions:** If set to **Yes** instructor receive email upon submission
- 31. **Notify graders about late submissions:** if set to **Yes**, instructor will receive email upon late submission.
- 32. **Default setting for "Notify Students":** If enabled, the grading form for this assignment will automatically be set to notify students when their assignment has been graded.

The screenshot shows a 'Notifications' panel with the following options:

- Notify graders about submissions:** No
- Notify graders about late submissions:** No
- Default setting for "Notify students":** Yes

## Grade

33. **Grade:** Allows instructor to specify maximum grade or scale to be applied to assignment
34. **Grading method:** Select method of grading such as direct or rubric
35. **Grade category:** Select category if categories have already been preset
36. **Blind marking:** If set to **Yes**, instructor will not be able to see names of students who have submitted assignments. To see students, click on “Reveal student identities” in the Assignment
37. **Use marking workflow:** If set to Yes, instructors will be able to specify the stage of grading of individual assignments
38. **Use marking allocation:** If set to Yes, instructors can be selected to grade assignments of specific students

The screenshot shows the 'Grade' settings panel. It includes fields for 'Type' (set to 'Point'), 'Scale' (set to '0-10 (10 increments)'), and 'Maximum grade' (set to '100'). Below these are sections for 'Grading method' (set to 'Simple direct grading'), 'Grade category' (set to 'Uncategorised'), and 'Grade to pass' (an empty text box). There are also checkboxes for 'Blind marking' (set to 'No'), 'Use marking workflow' (set to 'No'), and 'Use marking allocation'.

## Common module settings

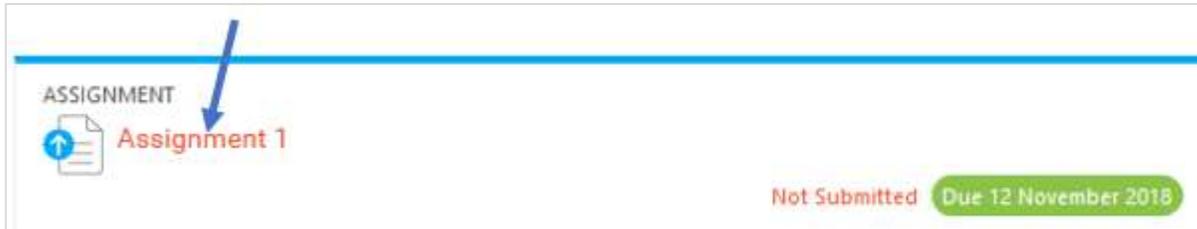
39. **ID number:** Provides a way of identifying the activity for grade calculation. **Recommended: Leave textbox blank**
40. **Group mode:** No groups and separate groups used to hide work with groupings from other groups, visible groups allow visibility among groups
41. **Grouping:** Groups within the grouping will be able to work together
42. **Additional files** for assignment may be added. Download links for files will be displayed on assignment page.
43. Setting will also block release to Gradebook, use carefully

The screenshot shows the 'Common module settings' panel. It includes a text box for 'ID number', a dropdown for 'Group mode' (set to 'No groups'), and a text box for 'Grouping' (set to 'None'). There is a red-bordered button labeled 'Add group/grouping access restriction'. Below this is a section for 'Additional files' with icons for file management and a red-bordered button labeled 'Add restriction...'.

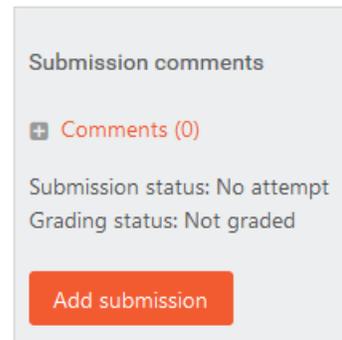
The screenshot shows the 'Restrict access' panel. It includes a dropdown for 'Access restrictions' (set to 'None') and a red-bordered button labeled 'Add restriction...'.

## HOW TO SUBMIT AN ASSIGNMENT

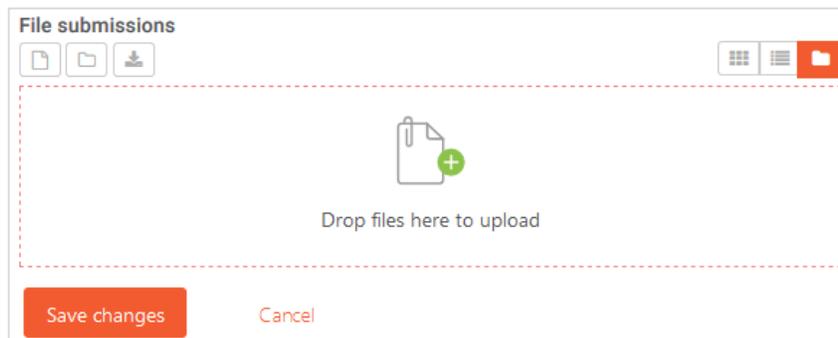
1. Click on the **Assignment title**



2. Click on **Add submission**



3. **Drag and drop** file or click on Add

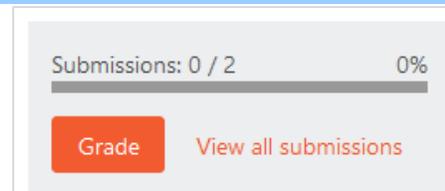


4. Click **Save changes**

Save changes

## HOW TO GRADE AN ASSIGNMENT

5. Navigate to the Assignment within the Course
6. Click on the **title**
7. Click **Grade /View all submissions**



## CREATING ASSESSMENT

In Moodle, quizzes, exams, and tests are all simply called **Quizzes**. The Quiz activity module allows the instructor to create quizzes consisting of different question types. These questions are saved in a Question bank and may be re-used within courses and between courses.

### TESTS AND QUIZZES

Creating a new quiz is a two-step process. The first step involves **creating the quiz activity and setting options** which specify the rules for interacting with the quiz. The second step involves **adding questions to the quiz**.

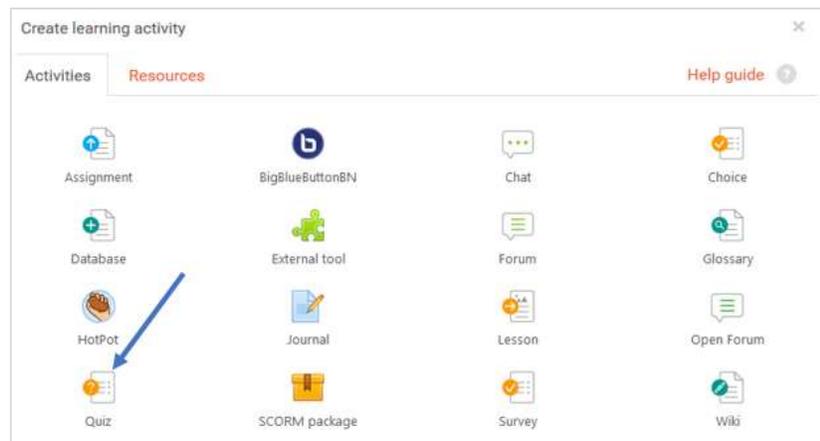
#### STEP 1: CREATING THE QUIZ SETTINGS

44. Click on **Create learning activity**.

This displays all the activities and resources to select from



45. Under **Activities** select **Quiz**



46. Provide **Name** for the quiz

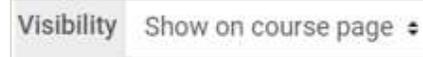
47. Provide **description** instructions, purpose or background of quiz

48. Check box if you want to display description on course page

49. To see all settings click on **Expand all**

Expand all

50. Leave **Visibility** to Show on course page



## Timing

**51. Open the quiz:** Specify times when quiz is accessible for students to make attempts.

**52. Close the quiz:** After closing time students will not be able to start new attempts

**53. Time limit:** Specify time limit (by defaults do not have a time limit)

**54. When time expires:** Control what happens if the student fails to submit their quiz before time expires (Select **Open attempts are submitted automatically** to avoid students losing all their attempts)

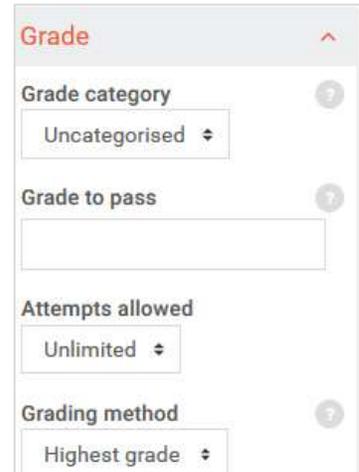
**55.** If you selected **There is a grace period...** then you can check the box to enable the **Submission grace period** and specify a period of time during which students may still submit the quiz after the time is up.

The screenshot shows the 'Timing' configuration panel for a quiz. It is divided into several sections:

- Open the quiz:** Includes a dropdown for '6', a date selector for 'November 2018', a dropdown for '10', another dropdown for '10', a calendar icon, and an 'Enable' checkbox.
- Close the quiz:** Includes a dropdown for '6', a date selector for 'November 2018', a dropdown for '10', another dropdown for '10', a calendar icon, and an 'Enable' checkbox.
- Time limit:** Includes a dropdown for '0', a unit selector for 'minutes', and an 'Enable' checkbox.
- When time expires:** Includes a dropdown menu with the selected option 'Open attempts are subm'.
- Submission grace period:** Includes a dropdown for '1', a unit selector for 'days', and an 'Enable' checkbox.

## Grade

56. **Grade category:** Select Grade category (if your Gradebook is set up)
57. **Grade to pass:** Minimum grade a student must attain to be considered “passing” for this quiz. The “passing” status can be useful in activity completion settings.
58. **Attempts allowed:** Select number of multiple attempts allowed
59. **Grading Method.** When multiple attempts are allowed, there are different ways you can use the grades to calculate the student's final grade for the quiz; **Highest, Average, First** and **Last attempts**

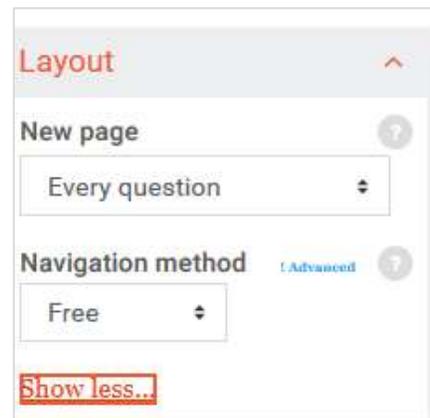


The screenshot shows a 'Grade' settings panel with the following options:

- Grade category:** A dropdown menu currently set to 'Uncategorised'.
- Grade to pass:** An empty text input field.
- Attempts allowed:** A dropdown menu currently set to 'Unlimited'.
- Grading method:** A dropdown menu currently set to 'Highest grade'.

## Layout

60. **New page:** Choose how many questions to display per page
61. **Navigation method:** Choose *Free* to allow students to go back to previous questions or skip to a later one. Choose *Sequential* to force students to progress without being able to move back and forth



The screenshot shows a 'Layout' settings panel with the following options:

- New page:** A dropdown menu currently set to 'Every question'.
- Navigation method:** A dropdown menu currently set to 'Free'. There is a blue 'Advanced' link next to it.

A red box highlights a 'Show less..' button at the bottom of the panel.

## Question behavior

62. **Shuffle within questions:** To randomly shuffle questions each time a student attempts the quiz, select either **Yes/No**

63. **How questions behave:** Select an option for questions behavior from the drop down menu

- Adaptive** – Allows students to have multiple attempts at question  
**Adaptive mode** (no penalties) – same as adaptive with no penalties
- Deferred feedback** – students must enter an answer to each question must submit entire quiz before anything is graded or feedback provided
- Immediate feedback** – student can submit response immediately during the quiz attempt and get it graded (one response and cannot change later)
- Interactive mode with multiple tries** – Student is allowed to “Try again” after submitting a response and being provided with a feedback
- Manual grading** – used for essay questions

64. **Each attempt builds on the last:** If multiple attempts are allow and if setting is set to YES, each new attempt will contain results of previous attempts.

## 65. Review options

This section controls what information students will be shown when they review their past attempts at the quiz.

### During the attempt

- **The attempt:** will show how the student responded to each question.
- **Whether correct:** shows whether the students’ response to each question is correct or incorrect
- **Marks:** shows the marks (grades) given to the student and the grade for the quiz.
- **Specific feedback:** shows the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for both correct and incorrect answers.
- **General feedback:** shows the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students

**Question behaviour**

Shuffle within questions  
Yes

How questions behave  
Deferred feedback

Allow redo within an attempt  
No

Each attempt builds on the last  
No

Show less...

**Review options**

During the attempt

The attempt

Whether correct

Marks

Specific feedback

General feedback

Right answer

Overall feedback

some background to what knowledge the question was testing.

- **Right answer:** shows the correct answer to each question.
- **Overall feedback:** shows feedback for the entire quiz as set in the quiz settings. For each of the items above, you can select when students will be allowed to see them.

You can set the review options to be available at different times:

- **During the attempt:** only available for some behaviors, like 'interactive with multiple tries', which may display feedback during the attempt. The default behavior is Deferred Feedback. Other behaviors are not recommended.
- **Immediately after the attempt:** students can see a review quiz attempt for the first two minutes after submitting.
- **Later, while the quiz is still open:** students can review a quiz attempt after 2 minutes, and before the quiz close date.
- **After the quiz is closed** means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached. **Note:** Make sure that Marks is checked under this option or students cannot see their grades.

Immediately after the attempt

- The attempt
- Whether correct
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

## 66. Appearance

- **Show the user's picture:** Select **Yes /No** to show/hide student's profile picture on-screen during the attempt for proctoring purposes.
- **Decimal places in grades:** Select the number of digits to show after decimal point when displaying student grades

Appearance

- Show the user's picture: No image
- Decimal places in grades: 2
- Decimal places in question grades: Same as for overall grade
- Show blocks during quiz attempts: No

Show less...

## 26. Extra restrictions on attempts

- **Require password:** If password is specified, students must enter password before they are allowed to make attempt
- **Require network address:** (optional) To restrict quiz to particular LAN
- **Enforce delay between attempts:** Set time between first and second attempt of a quiz
- **Browser security:** Determine way to restrict student cheating

Extra restrictions on attempts

Require password ?  
*Click to enter text*

Require network address ?

Enforced delay between 1st and 2nd attempts ?

Enable

Enforced delay between later attempts ?

Enable

Browser security Advanced ?

Show less...

## 27. Overall feedback

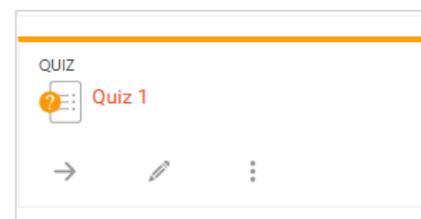
- Overall feedback is shown to a student after completing an attempt

28. Click **Save and return to course**

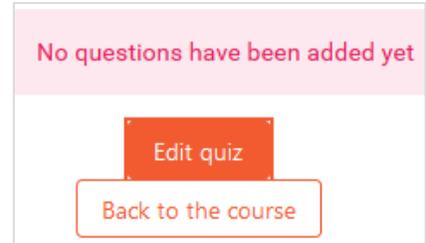
---

## STEP 2: ADDING QUESTIONS TO A QUIZ

1. Click **quiz name** on homepage  
or  
Locate the **Administration Block**  
Click on **Quiz Administration**  
Click **Edit Quiz**

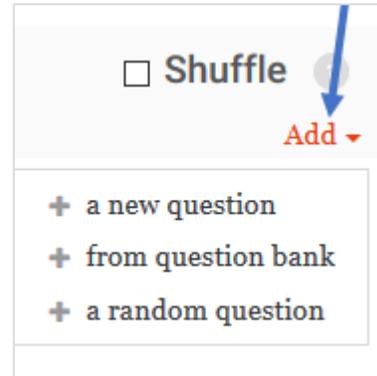


2. Click on **Edit quiz** button



### To create a new question

3. Click **Add** (upper right-hand area)
4. Select choice of new, question bank or random
5. Choose question type to add
6. Click **Add**
7. Fill in the question form and give a grade to the correct answer
8. Click **Save changes**

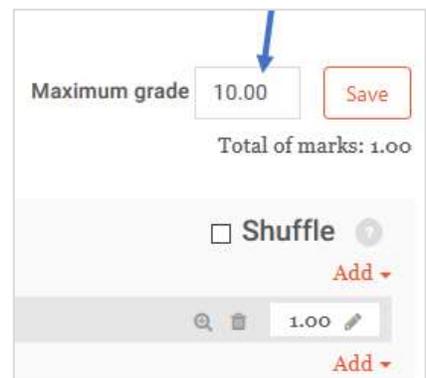
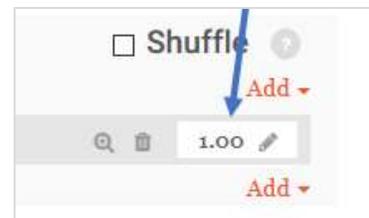


You can continue adding questions this way, clicking the "Add a question" button each time.

---

## ASSIGNING POINTS TO QUESTIONS

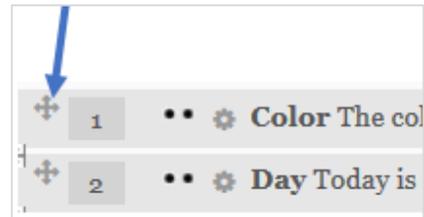
1. Click on **Name of quiz**
2. Locate the **Administration Block**
3. Click on **Quiz Administration**
4. Click **Edit Quiz**
5. Change **number in the box** to set how many points each question is worth
6. To change the maximum grade, **change the number in the box at the top of the quiz** (The default is one point per question and 100.00 maximum grades).



---

## CHANGING THE ORDER OF QUESTIONS

- **Drag** (click and hold) and **Drop** (release)

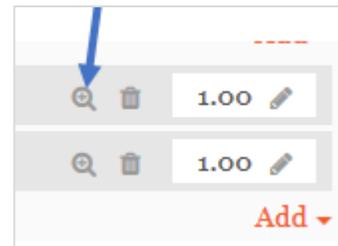


---

## PREVIEWING A FINISHED QUIZ

You can preview individual questions;

1. Click **magnifying glass icon**.



To preview the whole quiz;

2. Click on **Name of quiz**
3. Locate **Administration Block**
4. Click **Quiz Administration**
5. Click **Preview**

The quiz works like a real quiz so you can see your grades and any feedback for correct/incorrect answers just as a student would see them.

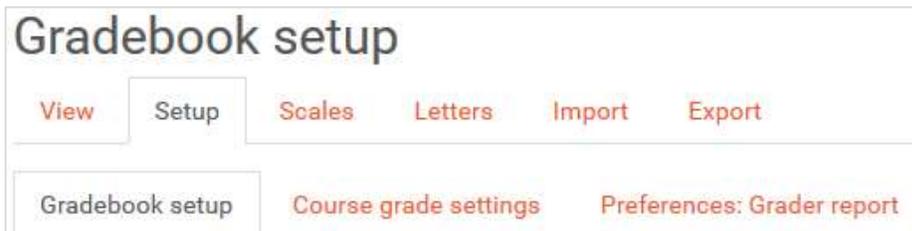
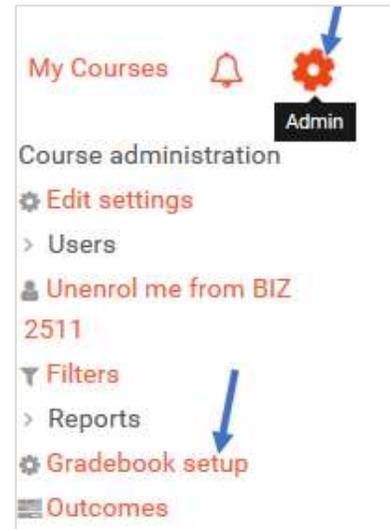


## GRADEBOOK

### HOW TO USE THE GRADER REPORT

All grades for each student in a course can be found in the course gradebook. The grader report collects items that have been graded and allows instructors to view, change, sort them out into categories and calculate totals

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Gradebook setup**



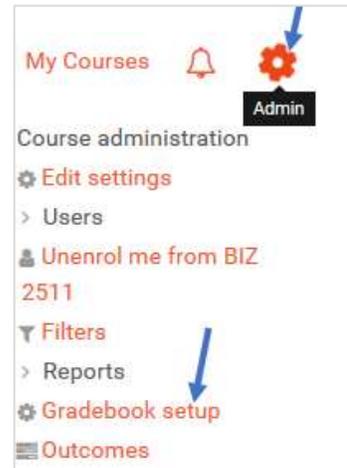
- **View tab:** Instructor view of grades (not what students see)
- **Setup**
  - **Gradebook setup:** Allows instructors to group specific activities (e.g. Forums) and then change grade Administrations for that group only. You can also set preferences for displaying grades.
  - **Course grading setting:** determine how grades appear for all participants in the course.
  - **Preferences: Grader report:** Allows instructors to set up how the Grader Report displays grades and other relevant information.
- **Scales tab:** List scale provided for grading activities. Currently only admins can set scales.
- **Letter tab:** Shows the Administrations for percentage ranges and letter grades for the course.
- **Import tab:** Grades may be imported as CSV or XML file.
- **Export tab:** Grades can be exported to Excel spreadsheet, plain text file or XML

---

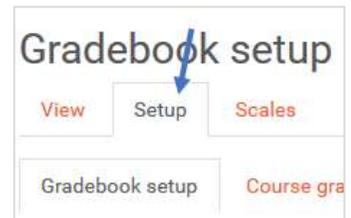
## A. HOW TO ADD CATEGORIES AND ITEMS

Categories, subcategories and items: Categories or folders which contain items [typically activities] – allows nesting of categories. For example, you can group all forums from one course together and then assign credit by Administration weights. Weights determine how much the grade is worth in the overall total.

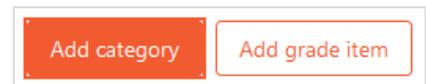
1. Locate **Administration** block
2. Click **Course administration**
3. Click **Gradebook setup**



4. Select **Setup**



5. Click **Add category** button located at bottom of page



6. Type **Category name**
7. Select **Aggregation** method
  - **Mean of grades** - The sum of all grades divided by the total number of grades
  - **Median of grades** - The middle grade when grades are arranged in order of size
  - **Lowest grade**
  - **Highest grade**
  - **Mode of grades** - The grade that occurs the most frequently
  - **Natural** - The sum of all grade values, scaled by weight.
8. Click **Show more** to see more Administration

A screenshot of the 'Grade category' form. It has a title 'Grade category' and a 'Category name' input field. Below that is an 'Aggregation' dropdown menu set to 'Simple weighted mean of grades'. There is a checked checkbox for 'Exclude empty grades' with a help icon. At the bottom, there is a 'Drop the lowest' input field with the value '0' and a 'Show less...' button.

9. **Drop the lowest:** This Administration enables a specified number of the lowest grades to be excluded from the aggregation.

10. **Grade type**

There are **4 grade types**:

- a. **None** - No grading possible
- b. **Value** - A numerical value with a maximum and minimum
- c. **Scale** - An item in a list
- d. **Text** - Feedback Scale: This Administration determines the scale used when using the scale grade type. The scale for an activity-based grade item is set on the activity Administrations page

11. **Maximum/Minimum grade:** This Administration determines the maximum and minimum grades when using the value grade type.

12. **Grade to pass:** This Administration determines the minimum grade required to pass.

13. **Grade display type:** This Administration determines how grades are displayed in the grader and user reports.

- Real - Actual grades
- Percentage
- Letter - Letters or words are used to represent a range of grades

14. **Overall decimal points:** Determine the number of decimal points to display for each grade. It has no effect on grade calculations, which are made with an accuracy of 5 decimal places.

15. **Hidden:** If ticked, grades are hidden from students. Its hidden until date may be set if desired, to release grades after grading is completed.

16. **Locked:** If ticked, grades can no longer be automatically updated by the related activity.

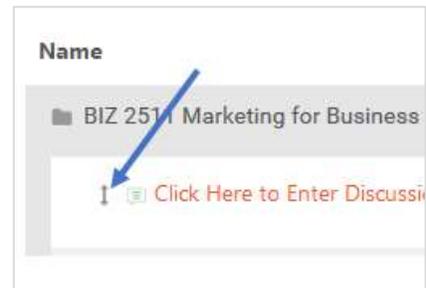
The screenshot shows a configuration panel for a grade type. It includes the following sections and controls:

- Grade type:** A dropdown menu currently set to "Value".
- Scale:** A button labeled "Use no scale".
- Maximum grade:** A text input field containing the number "100".
- Minimum grade:** A text input field containing the number "0".
- Grade to pass:** A text input field containing the number "0".
- Grade display type:** A dropdown menu currently set to "Default (Real)".
- Overall decimal points:** A dropdown menu currently set to "Default (2)".
- Hidden:** A checkbox that is currently unchecked, with a help icon (question mark) to its right.
- Hidden until:** A date selection interface showing "7" for the day, "November" for the month, and "2018" for the year.
- Locked:** A checkbox that is currently unchecked, with a help icon (question mark) to its right.

---

## B. HOW TO MOVE GRADED ITEMS OR CATEGORIES

1. To the left of the item to move, click the move icon



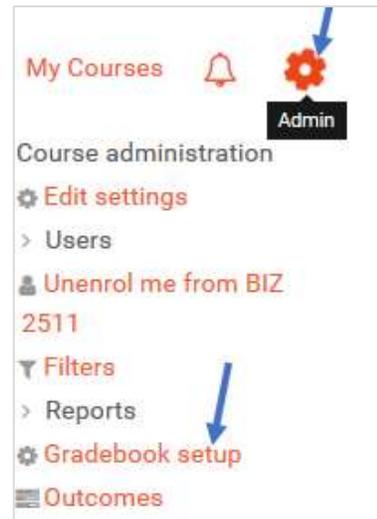
2. Select where to move the item



---

## C. HOW TO EDIT COURSE LEVEL LETTER GRADES

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Gradebook setup**
4. Click **Letters tab**



5. Click **Edit grade letters**

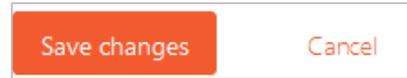


6. Click **Override site defaults**



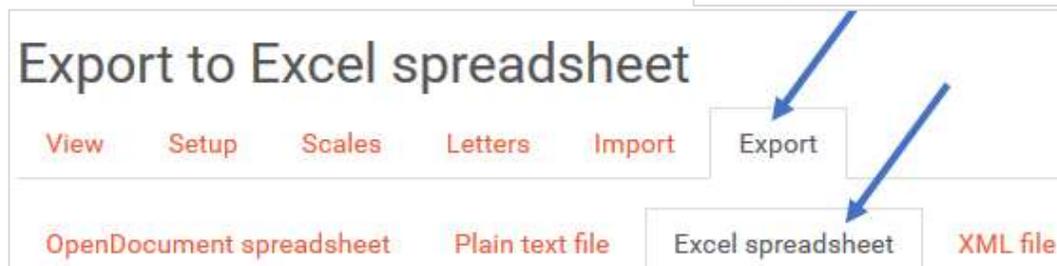
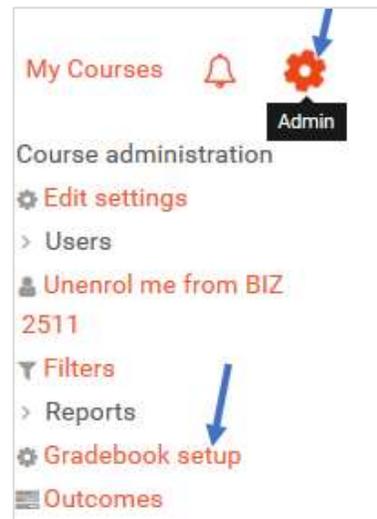
9. Make changes

10. Click **Save changes** button



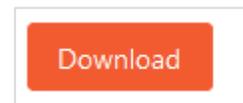
## D. HOW TO EXPORT GRADES TO EXCEL

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Gradebook setup**
4. Select **Export tab** and click on **Excel spreadsheet**

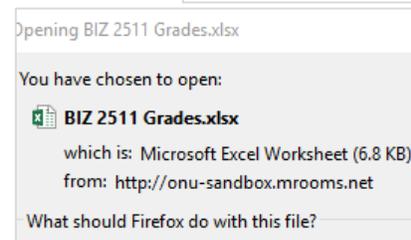


5. Choose Grade items to export (one or more)

6. Click the **Download** button

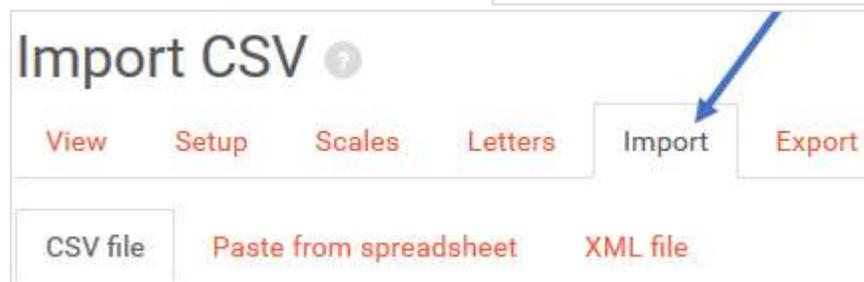
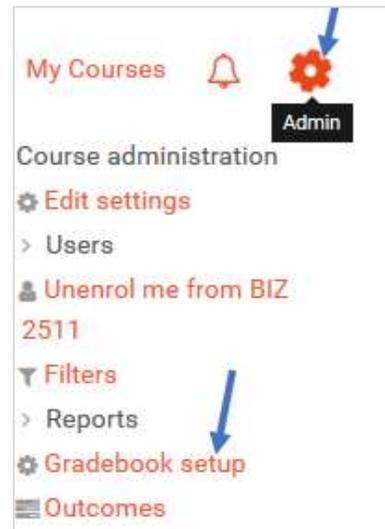


7. Select **Open with** option or the **Save File** option when prompted



## E. HOW TO IMPORT GRADES FROM (.CSV) FILE

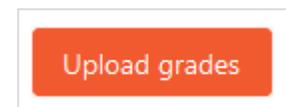
1. Locate **Administration** block
2. Click **Course administration**
3. Click **Gradebook setup**
4. Select **Import tab**



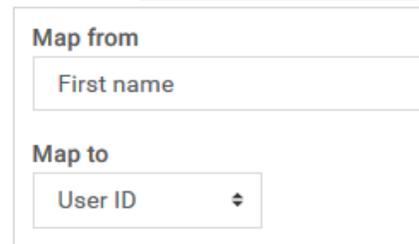
5. Make sure to select a **comma delimited (.csv)** file by clicking the **Choose a file** button or dragging and dropping into the arrowed window



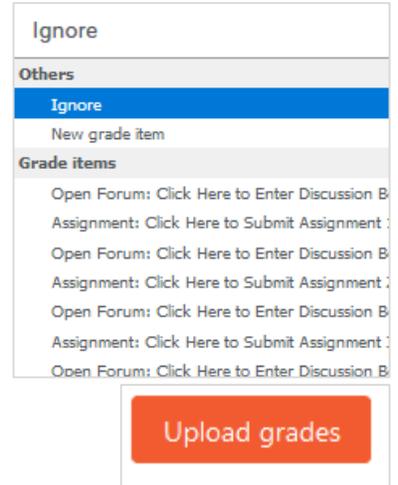
6. Click on **Upload grades**



7. Review import items
  - a. **Identify user by:**
    - Map from** (email address from spreadsheet)
    - Map to** (useremail from Moodle list)



- b. **Grade Item mappings:** Select new grade items or any changes made to the spreadsheet.



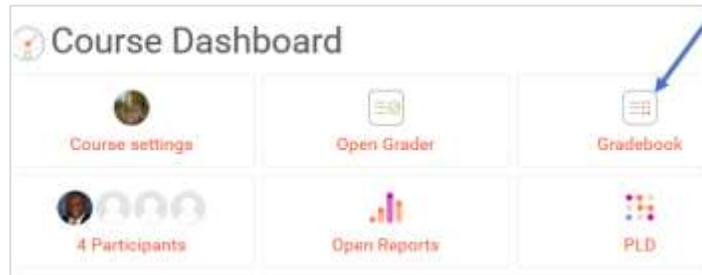
- 8. Click **Upload grades**

## F. HOW TO MANUALLY ENTER GRADES IN THE MOODLE GRADER REPORT

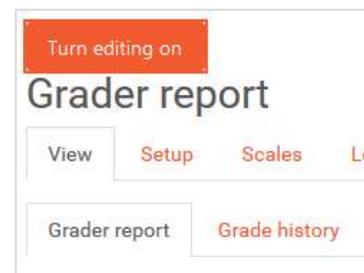
- 1. Click on **Course Dashboard**



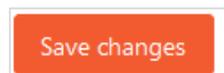
- 2. Click on **Gradebook**



- 3. Click **Turn editing on**



- 4. Click **Save changes**

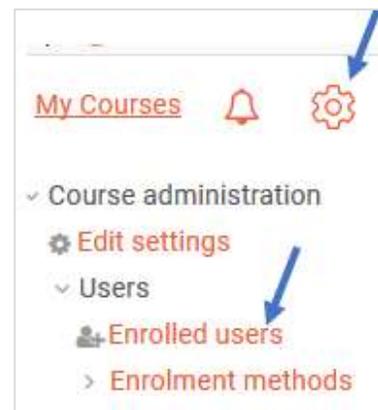


## COURSE MANAGEMENT

Features in the administration block allow instructors to manage course settings, create groups, view the course gradebook, assign roles, import contents, etc. Most of the links in the administration block in a course are only visible and available to instructors. Students see a course administration block with just two links - Profile and Grades (assuming "Show grades" is set to yes in the course settings).

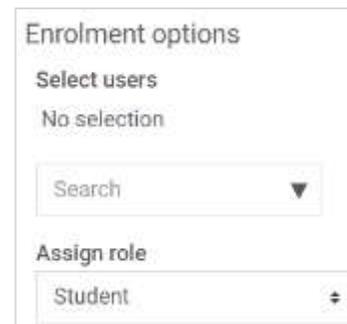
### HOW TO ENROLL USERS

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Users**
4. Click **Enrolled users**



5. Click the **enroll user** button.
6. Type name in **Search box**
7. **Assign role** to user
8. Click **Enroll user** button

Enrol users

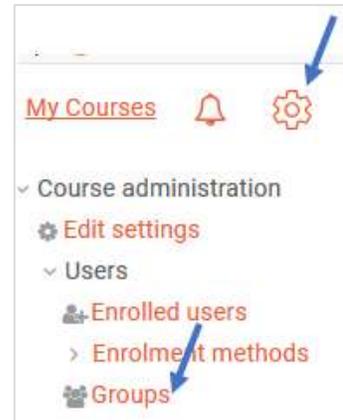
A screenshot of the 'Enrolment options' form. It has a title 'Enrolment options' and a section 'Select users' with the text 'No selection' below it. There is a search input field with the word 'Search' and a downward arrow. Below that is a section 'Assign role' with a dropdown menu showing 'Student' and a rightward arrow.

### HOW TO CREATE GROUPS

Instructors can organize students into groups within the course or within particular activities.

To create a group;

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Users**
4. Click **Groups**



5. Click **Create group** button
6. Provide a **Group name** and **Group description** (optional)
7. Click the **Save changes** button
8. Select the group to which you want to add participants, then click the **Add/remove users** button
9. In the Potential members list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.
10. Click the **Add** button to add the users to the group

Create group

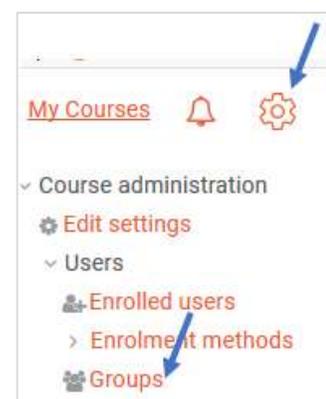
Add/remove users

---

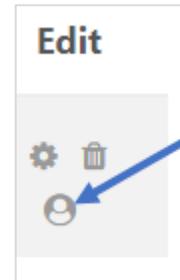
## HOW TO CREATE GROUPINGS

The Groupings feature permits an instructor to assign one or more groups to grouping. A grouping can then be aligned to an individual activity or resource so that the grouping has access to the module.

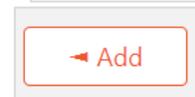
1. Create groups first (see above)
2. Then navigate to **Administration** block
3. Click on **Course administration**
4. Select **Users**
5. Click **Groups**



6. Click the **Groupings tab**
7. Click **Create grouping**
8. Enter **Grouping name** and **Grouping description**
9. Click **Save changes**
10. Under Edit column, click the **Show groups in grouping icon**



11. Select the **group or groups** in the right column
12. Click **Add**



Click Back to groupings button to view grouping tab with groups and associated groupings

---

## HOW TO ASSIGN GROUPINGS TO RESOURCES AND ACTIVITIES

1. Create **Groups** first (see above)
2. Navigate to the resource/activity to be assigned
3. Click **Edit**

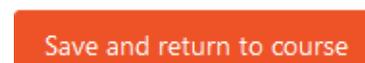


4. Scroll down to **Common module settings**
5. Select **Group mode: Separate or Visible groups**



6. Select **Grouping**

7. Click **Save and return to course**



## HOW TO IMPORT CONTENT TO ANOTHER COURSE

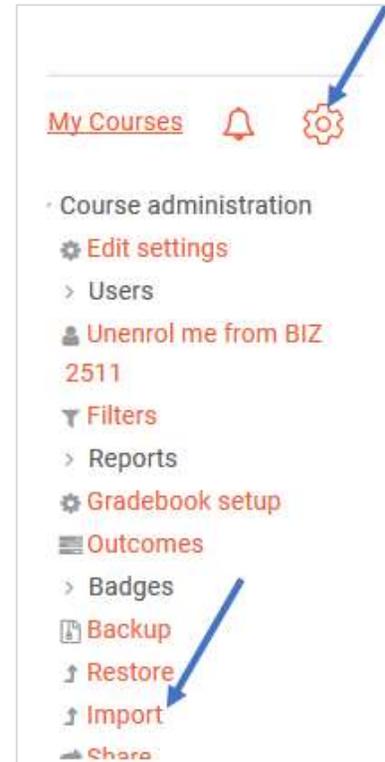
Course activities and resources may be imported from any other course that the instructor has editing permissions in. This will allow the instructor to re-use instead of re-creating one or more activities or resources.

1. Locate **Administration** block
2. Click **Course administration**
3. Click **Import**
4. Select the course you wish to import from and click **Continue**.

You will be presented with the "backup settings" page. Use the check boxes for import activities, blocks and or filters as types of items which will show on the next screen.

5. Select the elements you want to include in the import in the Schema settings step.
6. Review and click **Perform import**

You should see the "**Import complete**. Click **continue** to return to the course." message, or an error message indicating that the import process did not take place



## CONTACT EDUCATIONAL TECHNOLOGY

If you have any questions or need assistance, please don't hesitate to send email to [ed-tech@onu.edu](mailto:ed-tech@onu.edu) or contact us.

**Joseph Blankson, PhD**  
Educational Technology Manager  
Phone: 419-772-2823  
[j-blankson@onu.edu](mailto:j-blankson@onu.edu)

**Chandra Dunbar**  
Instructional Designer and Technologist  
Phone: 419-772-2494  
[c-dunbar@onu.edu](mailto:c-dunbar@onu.edu)

## CONTACT HELP DESK

If you are experiencing problems with technology on campus, please call the IT Help Desk, email or create a ticket.

- Phone: 419-772-1111
- E-mail: [help-desk@onu.edu](mailto:help-desk@onu.edu)
- Submit a Ticket: <https://onusw02.onu.edu/portal/page/21-create-new-ticket>

The help desk is opened from **8 a.m. to 5 p.m., Monday - Friday** (excluding holidays)