

# MOODLE TEACHER GUIDE

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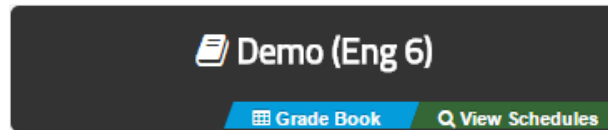
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## Understanding the Dashboard

As a teacher the Dashboard module provides a quick and easy way to access Grades and Schedules (both to setup and review).

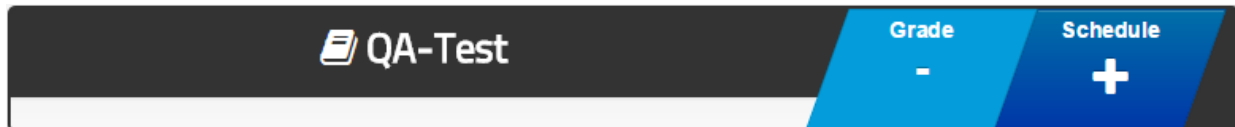
For students the dashboard provides easy feedback of their current grade and progress in the course as well as access to detailed breakdowns of both of those metrics.

### Teacher View

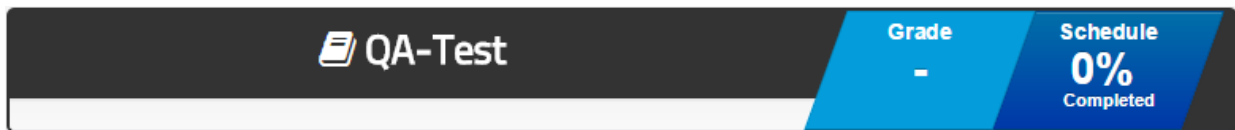


### Student View

Without Schedule Setup



With Schedule Setup



# Understanding Course Layout

## Teacher View (Editing On)

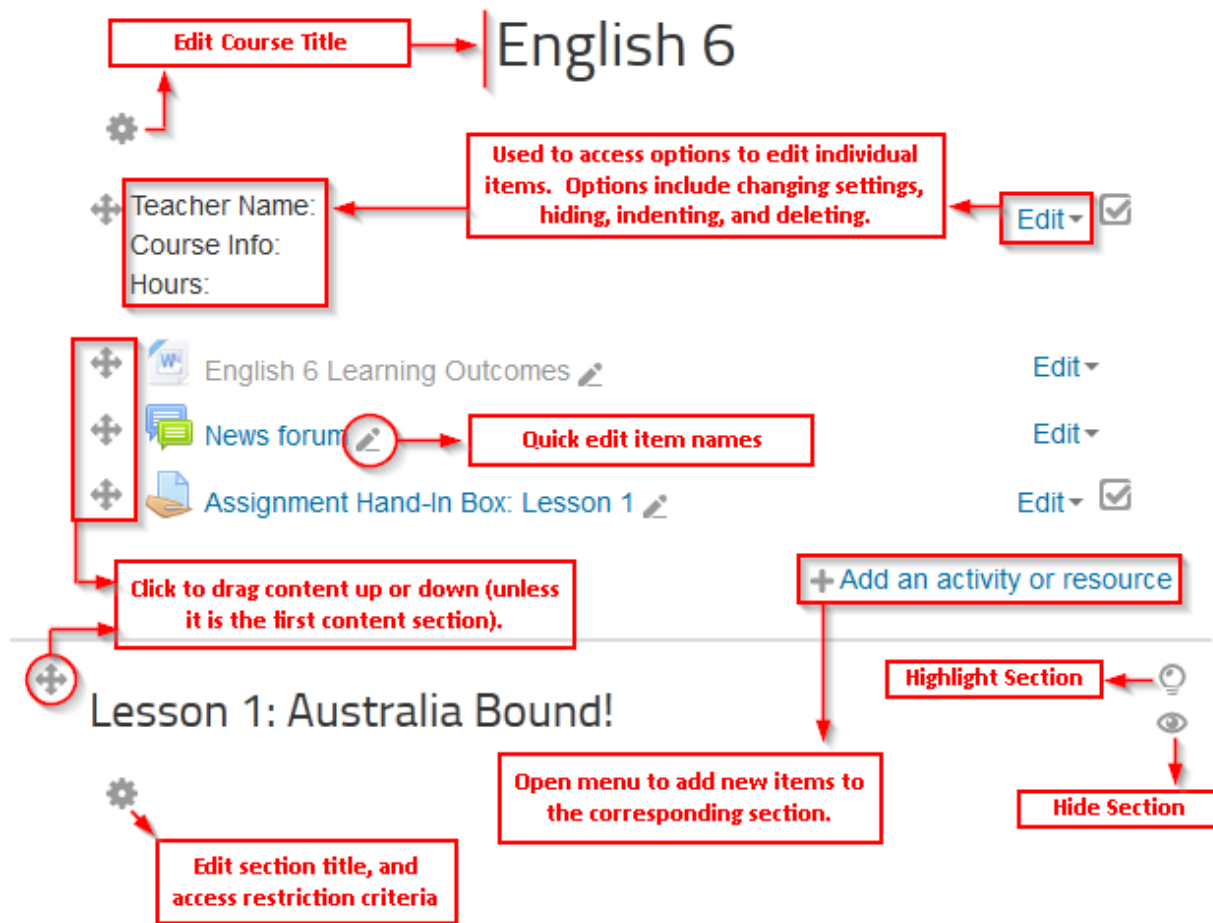
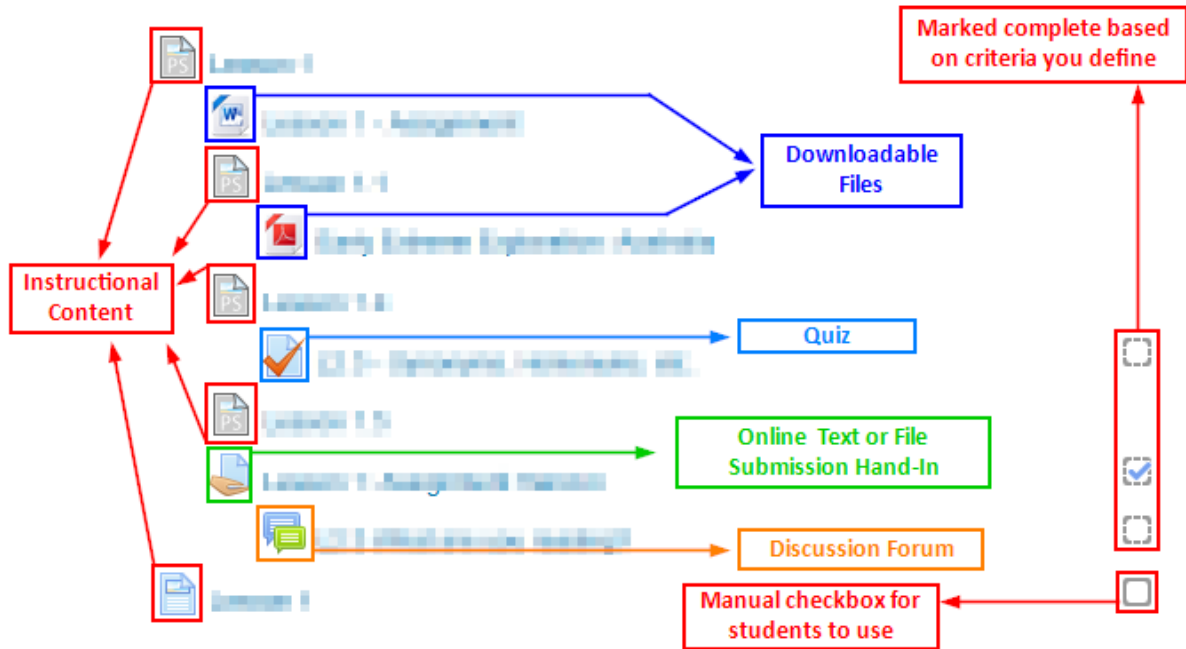


Figure Items allowing for editing (moving, adding, changing) are only available if editing is turned on (button in top right corner [not shown])

## Lesson 1: Australia Bound!



## Adding Teacher Information


The screenshot shows the 'English 6' course page. At the top right, a red box with a '1' contains the text 'Make sure editing is turned on'. Below it is a 'Turn editing off' button. The main content area displays 'English 6' and a settings panel with fields for 'Teacher Name:', 'Course Info:', and 'Hours:'. A red box with a '2' contains the text 'Click Edit and select Edit Settings'. To the right of the settings panel is an 'Edit' button with a checkmark icon. Below the settings panel is an 'Edit settings' button with a gear icon.

## Updating: Label

▶ [Expand all](#)

### ▼ General

#### Label text\*



Teacher Name:  
Course Info:  
Hours:

**1** Enter the information you want students to have.

### ▶ Common module settings

### ▶ Restrict access

### ▶ Activity completion

**2** Click Save to return to the course page.

Save and return to course

Cancel

## Working with Assignments

### Adding/Editing an Assignment/Settings

#### ▼ General

##### Assignment name\*

Name you want students to see on the course homepage

##### Description\*

Paragraph ▼ B I [List icons] [Link icon] [Image icon] [Smiley icon] [Video icon] [Attachment icon]

Brief description seen by students when they enter the assignment

Path: p

Display description on course page ? Places the description beneath the link on the course home page

#### ▼ Availability

##### Allow submissions from ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon]  Enable

##### Due date ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon]  Enable

##### Cut-off date ?

27 ▼ March ▼ 2015 ▼ 11 ▼ 40 ▼ [Calendar icon]  Enable

Always show description ? Determines whether the description shows prior to the Allow Submissions date.



## ▼ Submission types

### Submission types

Online text <sup>?</sup>  File submissions <sup>?</sup>

Allows students to submit files for assessment. These can be files provided by you or ones they create.

### Word limit <sup>?</sup>

Enable

Uses Moodle text editor to allow students to submit there assignment. No files required.

### Maximum number of uploaded files <sup>?</sup>

1

### Maximum submission size <sup>?</sup>

Course upload limit (2MB)

Per file submission size limit

## ▼ Feedback types

### Feedback types

Feedback comments <sup>?</sup>  Feedback files <sup>?</sup>  Offline grading worksheet <sup>?</sup>

### Comment inline <sup>?</sup>

No

Allows teacher to submit files back to the student for feedback

Provides field to provide comment for students on marking page or Quick Grade table.

Copies Online Submission text into Feedback field to allow inline commenting

Allows teachers to download a file, grade assignments and then upload the file to import grades and comments for students.


## ▼ Submission settings

---

**Require students click submit button** 

No 

If set to Yes, students will submit drafts of assignments that will not notify the teacher of submission.

**Require that students accept the submission statement** 

No 


Submission statements require students acknowledge ownership and creation of the content is solely theirs.

**Attempts reopened** 

Never 


Controls how the assignment is closed based on student submissions. By default a student can resubmit once.

**Maximum attempts** 

Unlimited 


## ▼ Group submission settings


---


**Students submit in groups** 

No 

**Require all group members submit** 

No 

**Grouping for student groups** 

None 

## ▼ Notifications

---

Notify graders about submissions [?](#)

Notify graders about late submissions [?](#)

Default setting for "Notify students" [?](#)

**Default setting for notifying students of marks being posted. Can be disabled per student during marking.**

## ▼ Grade

---

### Grade ?

Type

Scale

Maximum points

### Grading method ?

### Grade category ?

### Blind marking ?

### Use marking workflow ?

### Use marking allocation ?

Allows the creation of a marking workflow such as TA's marking and getting marks approved by a teacher or breaking down markers to specific students, groups, etc.

## ▼ Common module settings

---

### Visible

 ▼

Show/Hide from students

### ID number ?

### Group mode ?

No groups

Disabled if set to Forced in course settings

### Grouping ?

 ▼

Available for group members only ?

## ▼ Activity completion

---

**Completion options unlocked** When you save changes, completion state for all students will be erased. If you change your mind about this, do not save the form.

**Completion tracking** ?  ▼

**Require view**  Student must view this activity to complete it

**Require grade** ?  Student must receive a grade to complete this activity

Student must submit to this activity to complete it

**Expect completed on** ?  ▼  ▼  ▼  Enable

## Lesson 1: Australia Bound!

The screenshot shows a vertical list of course items. A red callout box with a white number '1' and the text 'Access the Assignment' points to the item 'Lesson 1: Assignment Hand-In'. To the right of the list are four empty square checkboxes, with the top one aligned with the callout box.

## Grading summary

Participants	1
Submitted	1
Needs grading	1

**1** Access the submissions [View/grade all submissions](#)

# Lesson 1: Assignment Hand-In

Grading action

Choose...

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Fi
<input type="checkbox"/>		Toni Staark	moodle@ackermann.ca	Submitted for grading		Edit	Friday, 14 November 2014, 8:28 AM	

Access individual assignment grading page

With selected...

Lock submissions

## Options

Assignments per page

10

No filter  
Submitted  
Not Submitted  
Requires grading

Filter

No filter

Allows grading on this page. Useful for marking many assignments at once (participating marks, etc.)

Quick grading


Show only active enrolments

# Lesson 1: Assignment Hand-In




Toni Staark (moodle@ackermann.ca)

## Submission status

Submission status	Submitted for grading
Grading status	Not graded
Editing status	Student can edit this submission
Last modified	Friday, 14 November 2014, 8:28 AM
File submissions	 Chapter2-Notes.pdf → <a href="#">Download student submission</a>
Submission comments	▶ <a href="#">Comments (0)</a>

## Entering Grades: Simple Direct Grading

### Grade

Grade out of 100 

[Enter student's grade](#)

Current grade in gradebook

- [If a grade has already been entered \(manually in the gradebook for example\) this field will reflect that grade. This may also reflect the previous grade you gave if you are regrading.](#)



## Entering Grades: Rubric Marking

### Grade:

Showcasing rubric use for marking assignments.

1

Click the appropriate box for scores.  
Enter comments in far right column.

<b>Visual Aesthetic</b>	My eyes are in pain <i>0 points</i>	Best seen in low light conditions <i>1 points</i>	The Mona Lisa of our time <i>2 points</i>	
<b>Grammar</b>	None. Very Sad <i>0 points</i>	Close, but no quite. <i>1 points</i>	You wrote the book on grammar <i>2 points</i>	
<b>Research</b>	None. Very Sad <i>0 points</i>	Wikipedia doesn't really count. <i>1 points</i>	Did you go back in time to interview Sir John A. Macdonald? <i>2 points</i>	

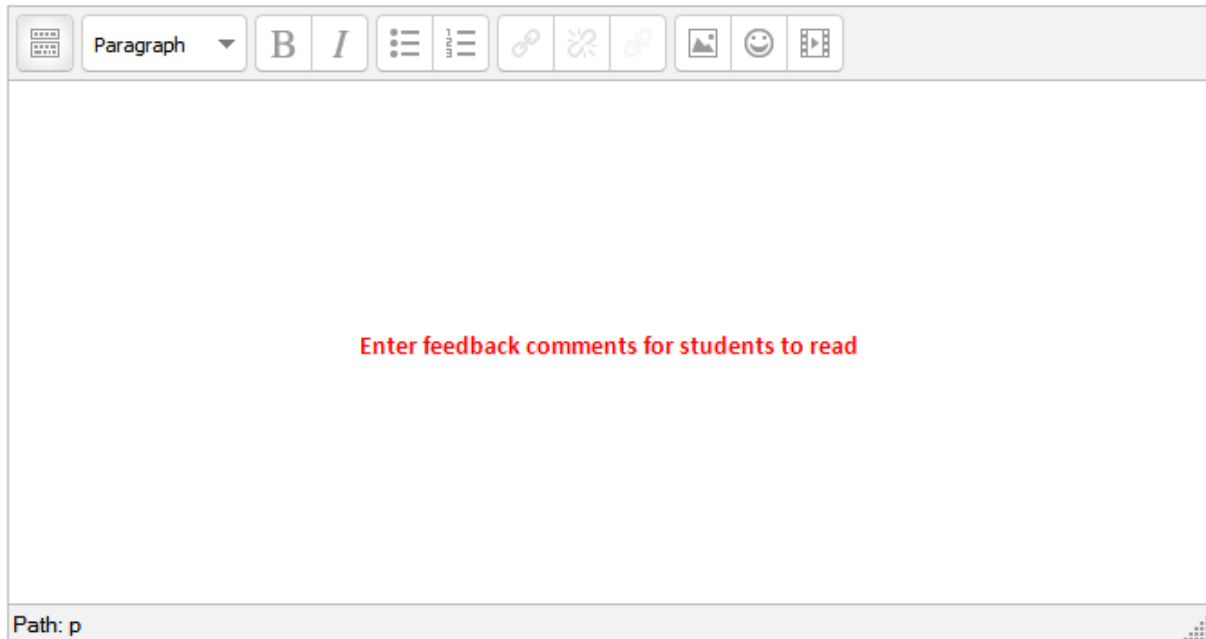
### Current grade in gradebook

- If a grade has already been entered (manually in the gradebook for example) this field will reflect that grade. This may also reflect the previous grade you gave if you are regrading.

## Providing Feedback

## Submitting Feedback: Text Comments

### Feedback comments

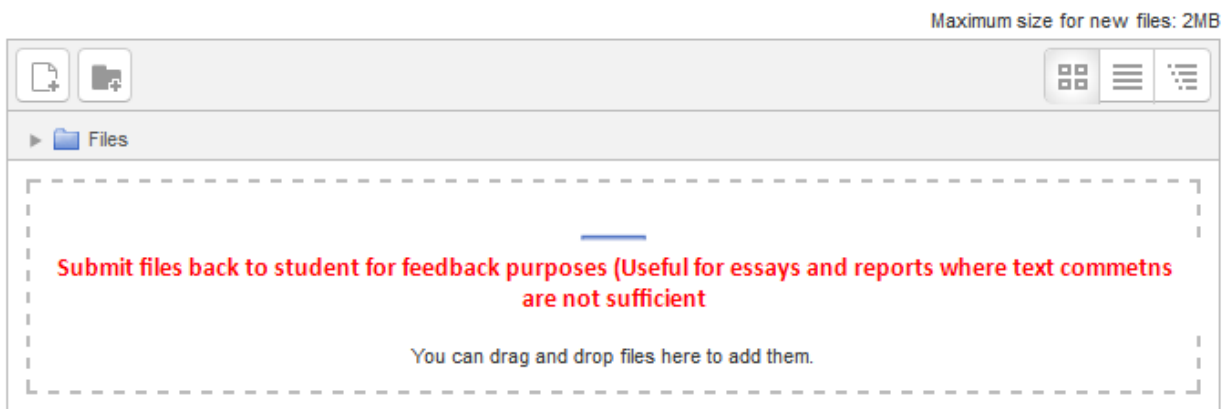


The screenshot shows a rich text editor for submitting feedback comments. At the top, there is a toolbar with various icons: a list icon, a paragraph dropdown menu, bold (B) and italic (I) buttons, bulleted and numbered list icons, link, unlink, and refresh icons, and image, smiley, and video icons. Below the toolbar is a large text area with the red text "Enter feedback comments for students to read" centered. At the bottom left of the text area, it says "Path: p".

## Submitting Feedback: Files

### Feedback files

Maximum size for new files: 2MB



The screenshot shows a file upload interface. At the top right, it says "Maximum size for new files: 2MB". Below this is a toolbar with icons for adding a file, adding a folder, and view options (grid, list, and compare). Below the toolbar is a folder icon labeled "Files". A large dashed box contains the red text "Submit files back to student for feedback purposes (Useful for essays and reports where text comments are not sufficient)" and the text "You can drag and drop files here to add them." below it.

## Finalizing Assessment

### Notify students

Click "Save changes" to finalize and notify the student of your assessment. If multiple assignments require marking a "Save and show next" option will be available.

## Working with Quizzes








### ▼ General

---

#### Assignment name\*

Name you want students to see on the course homepage

#### Description\*

Paragraph ▼ B I       

Brief description seen by students when they enter the assignment

Path: p


Display description on course page 

Places the description beneath the link on the course homepage


## ▼ Timing

---

### Open the quiz <sup>?</sup>

27 ▾ March ▾ 2015 ▾ 12 ▾ 28 ▾   Enable

### Close the quiz

27 ▾ March ▾ 2015 ▾ 12 ▾ 28 ▾   Enable

### Time limit <sup>?</sup>

0 minutes ▾  Enable

### When time expires <sup>?</sup>

Attempts must be submitted before time expires, or they are not counted ▾

### Submission grace period <sup>?</sup>

1 days ▾  Enable

Controls the submission behaviour if a student is not logged in and active when the time limit expires. Students active and logged in will have it submitted for them by the system.

## ▼ Layout

---

### Question order

As shown on the edit screen ▾

As shown on edit screen/Shuffle randomly

### New page <sup>?</sup>

Every question ▾

Specify number fo questions per page. It is recommended to keep this low to allow for quiz saves as students progress to other pages.

### Navigation method\* <sup>?</sup>

Free ▾ Free/Sequential

Show less...

## ▼ Question behaviour

### Shuffle within questions ?

Yes  Shuffles multiple choice options within the question

### How questions behave ?

Deferred feedback  For detailed information visit <http://bit.ly/1Buc6Rm>

### Each attempt builds on the last\* ?

No

Show less...

## ▼ Review options ?

**Determines when a student is allowed to go back and review a quiz after submitting. Note, the final two options are only relevant if you have included an Open and Closed date in the Timing section**

#### During the attempt

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

#### Immediately after the attempt

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

#### Later, while the quiz is still open

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

#### After the quiz is closed

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

## ▼ Appearance

---

Show the user's picture ?

No image ▼

These settings control how the page the quiz is on is displayed to students. In most cases it is best to leave with these settings to avoid extra content mistakenly showing on the quiz.

Decimal places in grades ?

2 ▼

Decimal places in question grades ?

Same as for overall grades ▼

Show blocks during quiz attempts\* ?

No ▼

[Show less...](#)

## ▼ Extra restrictions on attempts

---

Require password ?

Unmask

Require network address ?

Restrict attempts to a specific physical location (e.g. a campus school)

Enforced delay between 1st and 2nd attempts ?

0  minutes ▼  Enable


Enforced delay between later attempts ?

0  minutes ▼  Enable

Browser security ?

None ▼

Be careful using this setting. Students may run into issues if their browser is not able to read the JavaScript used to disable copy and paste functionality.










▼ Overall feedback 

**Grade boundary**

100%

All students will receive this general feedback after submitting their quiz unless you specify further breakpoints below.

**Feedback**

Paragraph **B** *I*         










Feedback for student.

Path: p

**Grade boundary**

Customize feedback by grade range by adding new breakpoints to differentiate what feedback is seen by students. This boundary will act with the one below to create a range. If nothing is specified below the range is considered 0%-[This entry].

**Feedback**

Paragraph **B** *I*         

Feedback for student.

Path: p



## ▼ Common module settings

---

### Visible

Show/Hide from students

### ID number ?

### Group mode ?

No groups

Disabled if set to Forced in course settings

### Grouping ?

Available for group members only ?

## ▼ Activity completion

---

### Completion options unlocked

When you save changes, completion state for all students will be erased. If you change your mind about this, do not save the form.

#### Completion tracking ?

Students can manually mark the activity as completed

#### Require view ?

Student must view this activity to complete it

#### Require grade ?

Student must receive a grade to complete this activity

#### Expect completed on ?

27  March  2015   Enable

## Viewing Results

### L2.3 - Synonyms, Homonyms, etc.

If you have multiple courses using the same quizzes you can select the appropriate course here

Separate groups

lms.onlineschool.ca-English 06A - [14/15]-600

Attempts: 40 (29 from this group)

▼ Collapse all

#### ▼ What to include in the report

##### Attempts from

enrolled users who have attempted the quiz

Available option will vary depending on quiz setup.

##### Attempts that are

In progress  Overdue  Finished  Never submitted

Show at most one finished attempt per user (Highest grade)

Show only attempts  that have been regraded / are marked as needing regrading

#### ▼ Display options

##### Page size

10

Number of attempts to show on a page

##### Marks for each question

Yes ▼

Should each question of the quiz be shown on this page?

Show report

Full regrade for group 'lms.onlineschool.ca-English 06A - [14/15]-600'

Dry run a full regrade for group 'lms.onlineschool.ca-English 06A - [14/15]-600'

Showing graded and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is Highest grade.

First name : AllABCDEFGHIJKLMNOPQRSTUVWXYZ  
Surname : AllABCDEFGHIJKLMNOPQRSTUVWXYZ

Filter students by name

Sort results

Page: 1 2 3 (Next)

Download table data as Comma separated values text file Download

First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /0.21
<input type="checkbox"/> <a href="#">Review attempt</a>		Finished	3 September 2014 9:17 AM	3 September 2014 9:33 AM	16 mins 6 secs	7.92	✓
<input type="checkbox"/> <a href="#">Review attempt</a>				September 14 19 AM	34 mins 34 secs	Not yet graded	✓
<input type="checkbox"/> <a href="#">Review attempt</a>		Finished	8 September 2014 10:53 AM	8 September 2014 11:05 AM	11 mins 23 secs	9.79	✓

Access student's attempt to mark/review

Used to select students for actions available at the bottom of the table (next figure)

Select all / Deselect all Regrade selected attempts Delete selected attempts

Selected refers to attempts you have checked off (left most column) in the table above.

Marking Quizzes  
Navigating a Quiz

**Quiz navigation**

i 1 2 3 4 5

i 6 7 8 9 10

i 11 12 13 14 15

i 16 17 18 19 20

i 21 22 23 24 25

26 27 28 29 30 i

31 32 33 34 35 36

37 38 i 39 40 41

42 43 44 45 46

[Show all questions on one page](#)

[Finish review](#)

Marking a Question

**Question 1**  
Correct  
Mark 1.00 out of 1.00

If you start your work quickly, we can go for a bike ride before dinner.

Select one:

a. finish

b. begin ✓

The correct answer is: begin

**1** [Make comment or override mark](#)

**Response history**

Step	Time	Action	State	Marks
1	30/03/15, 14:19	Started	Not yet answered	
2	30/03/15, 14:20	Saved: begin	Answer saved	
3	30/03/15, 14:22	Attempt finished	Correct	1.00

<b>Quiz</b>	L2.3 - Synonyms, Homonyms, etc.
<b>Question</b>	If you start your work quickly, we can go for a bike ride before dinner.

**Question 1**  
 Complete  
 Mark 1.00 out of 1.00

If you start your work quickly, we can go for a bike ride before dinner.

Select one:

a. finish

b. begin

**Comment**

Enter comment text for students

**Mark**  
 1.00 out of 1.00

Modify the grade if necessary

**Response history**

Step	Time	Action	State	Marks
1	30/03/15, 14:19	Started	Not yet answered	
2	30/03/15, 14:20	Saved: begin	Answer saved	
3	30/03/15, 14:22	Attempt finished	Complete	1.00

Save Cancel Save or Cancel your changes

User Overrides

**Administration**

- ▾ Quiz administration
  - Group overrides
  - User overrides
- 🔍 Preview
- Results
- Permissions

---

- My profile settings

Quiz Name

Add user override

1

# Quiz Name

▼ **Override**

**Override user\***

Search

[Blurred student list]

Select the student from the list of students enrolled in the course

**Require password** ?

Unmask

**Open the quiz**

27 March 2015 14:17  Enable

**Close the quiz**

27 March 2015 14:17  Enable

**Time limit** ?

1 hours  Enable

**Attempts allowed**

3

Revert any changes to the quiz defaults

Make the necessary changes

Save and finish or start a new one for another student.

There are required fields in this form marked \*.

## Working with Forums

### ▼ General

#### Forum name\*

Name you want students to see on the course homepage

#### Description\*

Paragraph ▼ **B** *I* [List] [List] [Link] [Image] [Smiley] [Video] [Attachment]

Description of what students should be doing in this forum. This is a good opportunity to provide clear and concise instructions to students to avoid the forum going off course and detracting from its intended purpose.

Path: p

Display description on course page ?

Displays the description beneath the link on the course page. Avoid using if you have a long description.

#### Forum type ?

Standard forum for general use ▼

Specify the type of forum you want this to be. For a detailed explanation of each type visit [https://docs.moodle.org/27/en/Forum\\_module](https://docs.moodle.org/27/en/Forum_module)

### ▼ Attachments and word count

#### Maximum attachment size ?

500KB ▼

#### Maximum number of attachments ?

9 ▼

#### Display word count ?

No ▼



## ▼ Subscription and tracking

---

### Subscription mode ?

Optional subscription ▼

Subscriptions dictate whether or not students receive updates when posts are made to the forum. This can lead to large numbers of emails being sent to students in heavily active forums. Be careful with this setting.

### Read tracking ?

Optional ▼

Allows for tracking Read and Unread forum posts.

## ▼ Post threshold for blocking

---

### Time period for blocking ?

Don't block ▼

Specifies the period during which the numbers below apply

### Post threshold for blocking ?

0

Number of posts allowed during the period specified above.

### Post threshold for warning ?

0

Determines how many posts can be posted before a student is warned

## ▼ Grade

---

### Grade category ?

Uncategorised ▼

Specify the Gradebook category to use for this forum.

## ▼ Ratings

---

### Roles with permission to rate ?

Capability check not available until activity is saved

### Aggregate type ?

No ratings ▼

**Average of ratings** - The mean of all ratings  
**Count of ratings** - The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.  
**Maximum** - The highest rating becomes the final grade  
**Minimum** - The smallest rating becomes the final grade  
**Sum** - All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

### Scale ?

Type Point ▼

Scale Separate and Connected ways of knowing ▼

Maximum points 100

**Restrict ratings to items with dates in this range:**

#### From

27 ▼

March ▼

2015 ▼

13 ▼

50 ▼



#### To

27 ▼

March ▼

2015 ▼

13 ▼

50 ▼



## ▼ Common module settings

---

### Visible

 ▼

Show/Hide from students

### ID number ?

### Group mode ?

No groups

Disabled if set to Forced in course settings

### Grouping ?

 ▼

Available for group members only ?

## ▼ Activity completion

---

### Completion tracking ?

Show activity as complete when conditions are met ▼

**Require view**  Student must view this activity to complete it

**Require grade** ?  Student must receive a grade to complete this activity

**Require posts**  Student must post discussions or replies:

**Require discussions**  Student must create discussions:

**Require replies**  Student must post replies:

### Expect completed on ?

▼  ▼  ▼  Enable

---

Posting

Replying

Rating

## Working with Grades

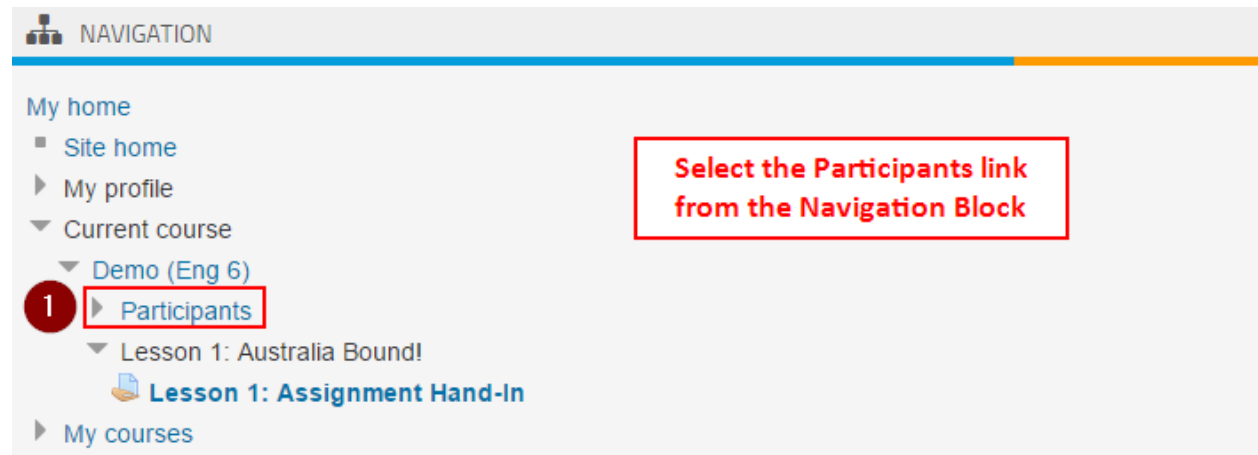
Setting up the Gradebook

Class Report

Individual Report

Exporting Grades

## Accessing Logs



The screenshot shows a navigation menu with the following items:

- My home
  - Site home
  - My profile
  - Current course
    - Demo (Eng 6)
      - 1** Participants
      - Lesson 1: Australia Bound!
        - Lesson 1: Assignment Hand-In
  - My courses

A red box highlights the 'Participants' link, and a callout box contains the text: **Select the Participants link from the Navigation Block**

Overview

Complete

Adding Content

Book

Page

URL

File

## Setting up the Schedule Block

Background

Preparing the course activities/resources

### Access Restriction

#### Planning Access Restriction

Access Restriction can pose a serious problem to an asynchronous student's progress if not planned and executed properly. Before proceeding with this make sure you have accounted for any possible scenarios where a student may submit or progress through the course in a non-standard method that might result in them not having access to content further into the course.

This should only be implemented in a new course with no student's currently in progress.

# Implementing Access Restriction

The screenshot shows a user interface for managing content. At the top, there is a 'Home' header and a navigation bar with 'My home' and 'Demo (Eng 6)'. A 'Turn editing off' button is visible in the top right, with a red circle '1' next to it and a callout box stating 'Ensure that editing is turned on.' Below this, the main content area is titled 'English 6' and contains a list of items: 'Lesson 1: Assignment Hand-In', 'L2.3 What are you reading?', and 'Lesson 1'. A red circle '1' is next to the 'Edit' button for the first item. A red circle '2' is next to the 'Edit settings' option in a dropdown menu that is open for the first item. A callout box points to this menu with the text 'Choose Edit Settings for the item you want to restrict access to.' Below the list, there is a section for 'Lesson 2: Tibet!' and a 'Restrict access' section. Under 'Restrict access', there is an 'Access restrictions' section with a 'None' button and an 'Add restriction...' button. A red circle '1' is next to the 'Add restriction...' button, and a callout box points to it with the text 'Scroll to the Restrict Access section on the Settings page'. Below this, there is a table of restriction types:

Restriction type	Description
Activity completion	Require students to complete (or not complete) another activity.
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.

At the bottom of the restriction selection area, there is a 'Cancel' button. A red circle '1' is next to the 'Grade' button, and a callout box points to it with the text 'Select the type of criteria you want to use.'

▼ Restrict access

Define the criteria you would like to use

Access restrictions

Student must match any of the following

Date from 27 March 2015 00 : 00 × 1

or

Grade Choose...  must be ≥ %  must be < % × 2  
Please set

or

Activity completion Choose... must be marked complete × 3  
Please set

or

User profile field Choose... is equal to × 4  
Please set

Add restriction...

(Not Shown) Restriction Set allows the creation of multiple restrictions within a singular restriction.