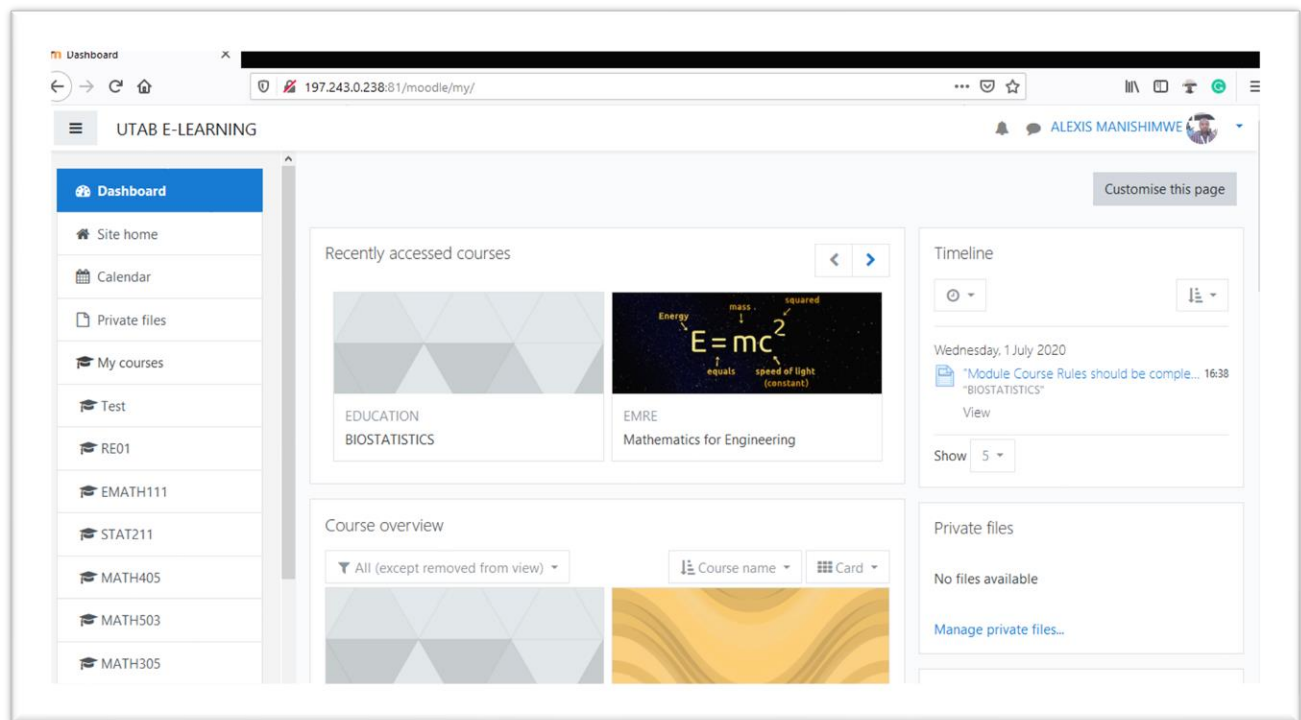


## Teaching with Moodle

Extend your classroom beyond its physical boundaries using Moodle. Moodle is the leading Open Source learning management system (LMS) and can be used to deliver online courses or to supplement traditional face-to-face courses. With Moodle, you develop dynamic course content that can be accessed over the Internet by students anywhere at any time. In this hands-on course, you will learn how to use Moodle's features to create an engaging collaborative online learning for your classroom. As part of this course, you will create your own Moodle course site that you can use in your classroom.

In Moodle, a teacher has responsibility for the materials in their own course. They often also manage enrolments and are able to change the layout of the course page. See the below figure



## Course set up

A course is a space on a Moodle site where teachers can add learning materials for their students. A teacher may have more than one course and a course may include more than one teacher and more than one group of learners

### Step 1: Create a New Course in Moodle

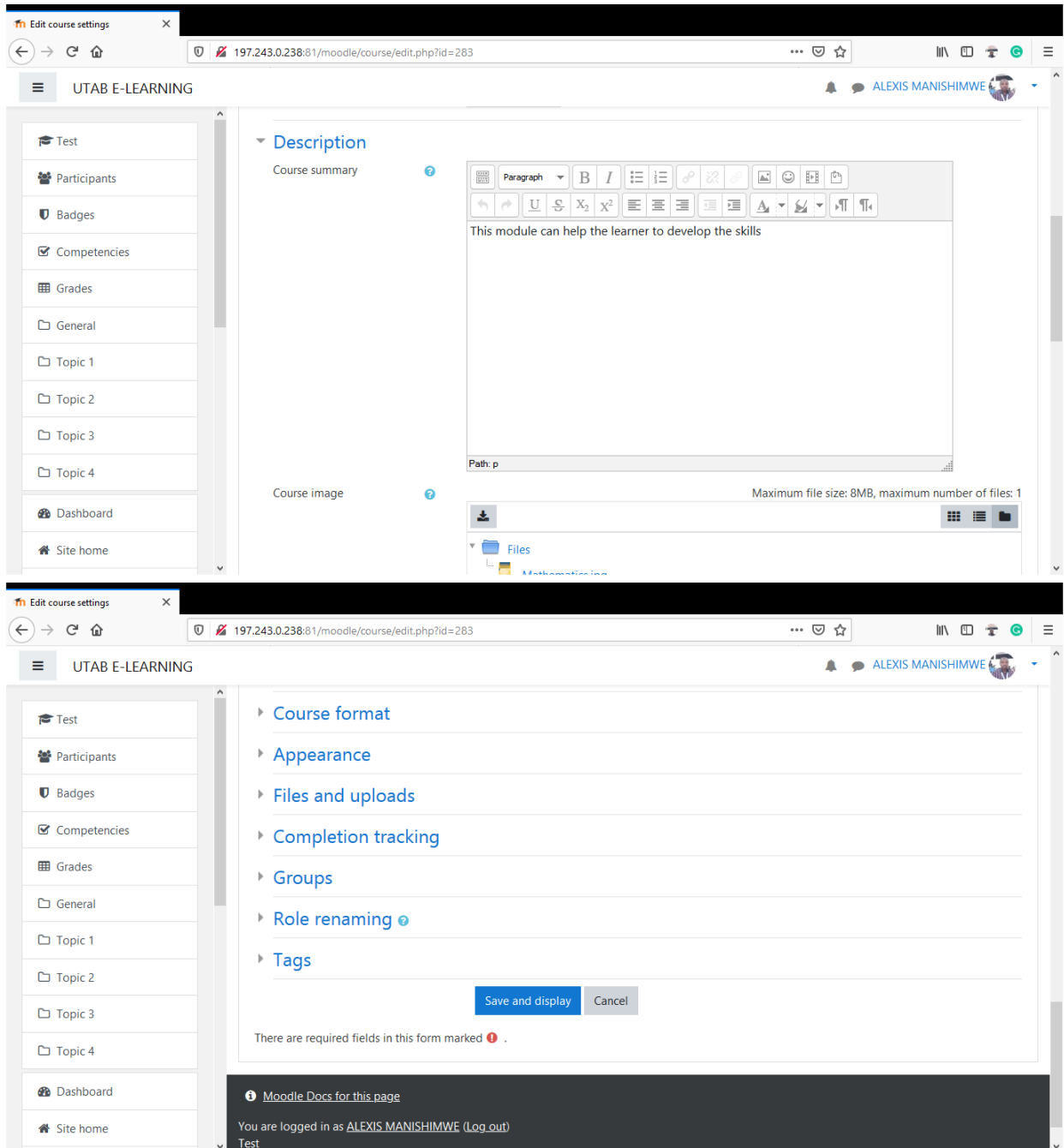
Creating a course and filling it with content are two different functions. To create a new, blank course follow the given steps:

1. Log in now. Use the **Login** link in the upper-right corner of the page.



2. From the **Administration** menu on the left side of the page, click **Site Administration | Courses | Manage courses and categories**. This displays the **Course categories** page.
3. Click the **Create new course** link. The **Edit course settings** page is displayed.
4. Enter a **Full name** and a **Short name** for the course
5. Enter a **Course summary**
6. Select a format for the course. Among your choices are the following:
  - Topics
  - Weekly (unless this is changed by the site administrator, this is the default format for a new course)
  - Social
  - Single Activity Format
7. If you want to use different terms for the roles in your course, you can use **Role Renaming**. Moodle inserts your term for a teacher or student into its standard messages. You can substitute the term teacher with anything like instructor, leader, and facilitator. For students, you could use terms like participant or member.
8. At the bottom of the page, click the **Save Changes** button.

A screenshot of a web browser displaying the Moodle 'Edit course settings' page. The browser's address bar shows the URL '197.243.0.238:81/moodle/course/edit.php?id=283'. The page title is 'Edit course settings'. On the left, there is a navigation menu with options like 'Test', 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Topic 1', 'Topic 2', 'Topic 3', 'Topic 4', 'Dashboard', and 'Site home'. The main content area is titled 'Edit course settings' and has an 'Expand all' link. Under the 'General' section, there are several fields: 'Course full name' (Test course), 'Course short name' (Test), 'Course category' (EMRE), 'Course visibility' (Show), 'Course start date' (5 May 2020 00:00), 'Course end date' (5 May 2021 00:00) with an 'Enable' checkbox, and 'Course ID number'. The 'Description' section is partially visible at the bottom.



## Step 2: Enrolling teachers and students

According to the logic of Moodle, you cannot create a lesson or add an Activity / Resource without creating a course first. To create a new course, go to **Site Administration** → **Courses** → **Add a New Course**. Enter full and short course names and click **Save and Display**.



Now enroll yourself in the course; this way, it will appear in the list of available courses. Click on "participants" (top left) → **Enroll users**, enter your name in the pop-up window, and choose **Teacher** from the dropdown menu. Then click **Enroll users**.

The screenshot shows the Moodle interface for a course titled "Test course". On the left is a sidebar with a menu including "Test", "Participants", "Badges", "Competencies", "Grades", "General", "Topic 1", "Topic 2", "Topic 3", "Topic 4", "Dashboard", and "Site home". The "Participants" menu item is highlighted. The main content area is titled "Test course" and "Participants". It shows "No filters applied" and an "Enroll users" button. Below this is a search field and a list of participants. The list has columns for "First name", "Surname", "Email address", "Roles", "Groups", "Last access to course", and "Status". One participant is listed: ALEXIS MANISHIMWE, manishmwe@utab.ac.rw, Lecturer, Co-Lecturer, No groups, 1 sec, Active.

### How to enroll a teaching assistant?

*The role you will choose for your assistants depends of the rights you wish to give them. The role Teacher will allow them to edit the page; it has the same rights as the role Professor. The role Non-editing Teacher, will only allow them to manage groups and to see hidden documents.*

Click on "participants" (top left) →  
on enroll users > enter the name in the search field > enroll users

### Step 3: Layout and Add an Activity or resource to the Course

Every Moodle course is organized into sections of information in the center of the page and blocks on the left and right columns. The top section is a header area. If your course is organized by Topic, it is possible to label each section with date by going to **Gear Icon** (top right of page) → **Edit settings** → **Course format** and switching "Format" from Weekly format to Topics format.

To add more sections (whether topics or weeks) showing in the course, make sure Turn Editing On is selected. Go to **Gear Icon** (top right of page) → **Turn Editing On**. Then scroll down to the very last section and click where it says "**Add Topics**."



A screenshot of a Moodle course page. The browser address bar shows the URL: 197.243.0.238:81/moodle/course/view.php?id=283&amp;notifyeditingon=1. The page title is 'Course: Test course'. The user is logged in as 'ALEXIS MANISHIMWE'. The left sidebar is titled 'UTAB E-LEARNING' and has a 'Test' menu item selected. The main content area shows a list of course items: 'Announcements', 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. Each item has an 'Add an activity or resource' button and an 'Edit' button.

## Setting Up Weighted Grading

First, you must set up your entire course folder for weighted grading. After which, graded assignments and activities can be added to grade categories and assigned weights. Follow the steps below.

1. Click the big gear icon and select "Gradebook Setup"
2. Next to your course name folder at the very top, click the "Edit" button on the right-hand side and select "Edit Settings"
3. Under the "Grade Category" section, next to "Aggregation" select "Weighted mean of grades" from the drop-down menu
4. Scroll down to the bottom of the page and select "Save Changes"

Now you should see a "Weights" column show up on the page.



## Gradebook setup

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights ?	Max grade	Actions	Select
Active Learning Classroom Kohlberg 116 2017-2018		-	Edit ▾	All / None
Homework	20.0	-	Edit ▾	All / None
Homework total Simple weighted mean of grades.		100.00	Edit ▾	
Quizzes	15.0	-	Edit ▾	All / None

Course Folder Edit Settings

## Creating Grade Categories

Now that you've set up your course for weighted grading, you can create "Grade Categories" and assign them the correct percentage according to your syllabus.

1. On the gradebook setup page, scroll down to the bottom of the page and select "Add category"
2. Type in a category name such as "Homework"
3. Click "Show More" to change settings for excluding empty grades or dropping the lowest grades.
4. Scroll to the bottom of the page and select "Save Changes"
5. You will now see the category folder listed on the gradebook setup page. Fill in the percentage this category should have and click save changes.

Repeat these steps for setting up the rest of your categories.



Gradebook setup		Course grade settings	Preferences: Grader report
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Name	Weights ?	Max grade	Actions	Select
Active Learning Classroom Kohlberg 116 2017-2018		-	Edit ▾	All / None
Homework	20.0	-	Edit ▾	All / None
<b>Homework total</b> Simple weighted mean of grades.		100.00	Edit ▾	
Quizzes	15.0	-	Edit ▾	All / None
<b>Quizzes total</b> Simple weighted mean of grades.		100.00	Edit ▾	
Papers	25.0	-	Edit ▾	All / None
<b>Papers total</b> Simple weighted mean of grades.		100.00	Edit ▾	
Exams	40.0	-	Edit ▾	All / None

Grade

Grade ?

Type

Maximum grade

Grading method ?

Grade category ? 

- ✓ Uncategorised
- Exams
- Homework
- Papers
- Quizzes

Grade to pass ?

Blind marking ?

Note

If you created the assignments before you added the categories, simply go back to each assignment and select the appropriate category under the "Grade" section.

After you've created the assignment, it will now appear under the selected category on the Gradebook setup page. Repeat these steps for the rest of your graded assignments.



Exams	40.0	-	Edit	All / None
Mid-Term		100.00	Edit	<input type="checkbox"/>
<b>Exams total</b> Simple weighted mean of grades.		100.00	Edit	
<b>Course total</b> Weighted mean of grades.		100.00	Edit	

## Forum settings

Create a Moodle forum by turning editing on and adding the "Forum" activity. There are several settings to be aware of. The following sections cover the most important settings.

### Forum Type

There are a variety of forum types. Clicking on the help button next to the "Forum type" setting shows a brief overview of each. From the Moodle documentation:

#### Moodle Forum Types

There are five different types of Moodle Forums:

- **A Single Simple Discussion:** A single discussion topic in which everyone can reply to (cannot be used with separate groups).
- **Each person posts one discussion:** Each student can post exactly one new discussion topic, which everyone can then reply to.
- **Q and A Forum:** Students must first post their perspectives before viewing other students' posts.
- **Standard Forum Displayed in a Blog-like Format:** An open forum where anyone can start a new discussion at anytime, and in which discussion topics are displayed on one page with "Discuss this topic" links.
- **Standard Forum for General Use (Default):** An open forum where anyone can start a new discussion at any time.

## Subscriptions

Subscribing to a forum means that you will receive an email every time there is a new post to the forum. Instructors can change the default behavior of subscriptions to a variety of settings. From the Moodle documentation:

#### Moodle Forum Subscriptions





There are 4 subscription mode options:

- Optional subscription - Participants can choose whether to be subscribed
- Forced subscription - Everyone is subscribed and cannot unsubscribe
- Auto subscription - Everyone is subscribed initially but can choose to unsubscribe at any time
- Subscription disabled - Subscriptions are not allowed

To see who is subscribed to the forum, enter the forum and click **Gear Icon** (top right of page) → **Show/edit current subscribers**.

## Grade and Ratings

It is possible to generate a grade for students based on their participation in the forum. The grades can be derived from a rating for the student's posts and can be calculated in a variety of ways (ask your Academic Technologist for more details).

## Announcements

The Announcements forum is a special forum used for class news. Only instructors can post to this forum and everyone is forced to subscribe to this forum.

## Set Up Assignment in Moodle

Go to your course and turn editing on. Add an "Assignment" activity.

**General:** Give the assignment a name and fill in information about the activity in the description.

**Assignment settings:** set up the due date and optional opening date cut-off dates. If you enable the cut-off date, students will not be able to submit their work after that time. There are lots of other options here. You can click on the question marks next to the choices to get more information on what each control does.

**Submission settings:** Select what type of assignment you want. The main choice is whether you want students to enter online text in a box in Moodle or upload a file or files (or both).

**Feedback Settings:** Enable feedback comments or files here. An instructor can send a feedback message to a student or upload a response to the student. For example, it is possible to download a student's MS Word document, turn on track changes, enter feedback right into the file, then upload the marked-up file as feedback to the student.



**Grade:** If using the online gradebook, can set up grade information here. If you are not using the Moodle gradebook, but will be providing feedback, select something other than "No grade" so that the grading and feedback screen appears.

**Common Module Settings and Restrict Access:** usually no changes required

## Student Submissions

Students will see the assignment link from the front page of Moodle. They will be able to click on the assignment and enter their text or upload their files. Moodle will give the student information about the due date and the current status of their submission (not yet submitted, submitted, graded, etc).

## Grading and Providing Feedback for Student Work

After students have begun to submit their assignments, instructors can click on the assignment from the Moodle course page, and click on "View/grade all submissions." To provide feedback or grade individual students, click on the "Grade" icon or link in the corresponding column for each student's record. Here you can see information about the submission, enter a grade, make annotations on the student's work, write feedback comments, or upload a feedback file.

It is also possible to download all the assignments from the "View/grade all submissions" page by selecting "Download all submissions" from the "Grading action" pulldown menu at the top of the page. You can also download individual files from within the assignment grade submissions screen.

When feedback is entered, students will receive an email notification. If you will be completing the feedback over a period of days, it may be best to upload or enter the feedback all at once to avoid some students getting their feedback days before other students.

## Changing the total number of points for an assignment

If you need to alter the point value of an existing assignment, make the change by editing the settings of the assignment itself. It isn't possible to change the point totals from within the gradebook.

## Extensions



It is possible to grant an extension to a student by going to View/Grade all assignments and clicking on the icon in the Edit column of the student. You can then select a new due date. The new due date is shown on the status column when viewing all assignments.