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Snap is a theme designed to increase learner engagement and make Moodle easier to use. Designed with learning in mind, Snap presents courses in a modern and intuitive layout. With Snap's clear workflows, you and your students can focus on the learning that matters. No more time spent learning to use the system. Snap is responsive. You and your students can get the most out of your courses from any device.

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://www.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.

   Welcome to BIZ 2511 Marketing for Business Planning!

   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@ou.edu. I will generally respond to questions within 24 hours, except weekends and holidays.
FINDING YOUR WAY AROUND SNAP

The structure of Snap 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 start 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.

Snap hides the Administration block 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.

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**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 top 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 no 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

Snap's activity chooser now mimics the app selection screen found on mobile devices. It is quicker and more straightforward for Moodle instructors to add activities, without lots of scrolling, with a single click.

To create a learning activity, the option that used to be Add an Activity or Resource, 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. This makes it easier to add content on touchscreen devices.

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
This will display Course Settings, Gradebook, Participants and Edit block button. Click on **Edit block**

2. Click on **Add** to Add a block

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

4. When done click on **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.

**SENDING MESSAGE TO STUDENTS**

1. Select Course Dashboard

2. Click on Participants

3. Click Message

4. Compose and send message
RECOMMENDED BROWSERS AND VERSIONS

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.

HOW TO UPDATE FIREFOX TO THE LATEST VERSION

Click on link to Update Firefox to the latest version or follow instructions below

1. Open Firefox
2. Click Help menu
3. Select About Firefox.
4. The About Firefox window will open and Firefox will begin checking for updates and downloading them automatically.

5. When the updates are ready to be installed, click Restart to Update

**Important:** If the update didn’t start, didn’t complete or there was some other problem, please download and install a fresh copy. Use the steps above to update Google Chrome.

BROWSER SETTINGS

The following browser settings should be selected;

- **ENABLE JAVASCRIPT IN YOUR BROWSER**

  Almost all web pages contain JavaScript, a scripting programming language that runs on visitor's web browser. It makes web pages functional for specific purposes and if disabled for some reason, the content or the functionality of the web page can be limited or unavailable (Example
drag-n-drop features in Moodle).

Instructions on how to enable (activate) JavaScript in five most commonly used browsers are available at [http://www.enable-javascript.com/](http://www.enable-javascript.com/).

- **ENABLE COOKIES IN YOUR BROWSER**

  Cookies are small files which are stored on a user's computer. They are designed to hold a modest amount of data specific to a particular user to allow a server to deliver a page tailored to a particular user.


**BROWSER ADD-ONS**

You may find it useful to install the following add-ons if your browser does not already have them:

- **A PDF Reader**

  To view PDF files, you need a PDF reader to be installed on your computer. A PDF browser plugin will let you view PDFs in a browser window without opening a separate program.


- **APPLE QUICKTIME**

  Apple Quicktime provides easy access to multiple audio and video formats your instructors may post. Macintosh computers come with Quicktime already installed. **Note:** Windows users should install Quicktime.


- **ADOBE FLASH PLAYER**

  The Adobe Flash Player plugin for your browser will allow you to access Flash video and rich interactive media which may be posted by some instructors.

  - Most browsers require you to enable the Flash Player before you can access Flash media. See [How to Enable Flash in Your Web Browser](http://get.adobe.com/flashplayer/).

  **Note:** Adobe Flash Player is not available for many mobile devices. Adobe is ending support for Flash in 2019.
BROWSER TROUBLESHOOTING IN MOODLE

1. **Check supported browser versions.**
   Check to see if your problem is related to known issues with your browser version.

2. **Clear your browser's cache.**
   Clearing your browser's cache may help to resolve problems such as trouble using drag-and-drop features, or viewing the gradebook.


3. **Try a different browser and/or move to a different computer.**
   You may find it helpful to have more than one browser installed on your computer. If you run into problems using Moodle, moving to another browser may resolve your issues. You can also try moving to a different computer to see if the problem persists. This may help to discern whether your issue was a problem with your browser or computer, or with Moodle.

4. **Still having problems?**

   If the issue persists in several browsers, and on different computers, please report your problem to the ONU Help Desk for assistance.

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

**FOR ASSISTANCE**

Please contact any of the educational technology staff or email ed-tech@onu.edu

- Joseph Blankson, PhD, 419-772-2823  j-blankson@onu.edu
- Sharyn Zembower, 419-772-2311  s-zembower@onu.edu
- Chandra Dunbar, 419-772-2494  c-dunbar@onu.edu
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**.
   
   This displays all the activities and resources to select from

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**

**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.
To add a file;
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.

Longer Method

1. Click on Create learning activity

2. Click on Resources
3. Select Folder
4. Provide a Name and Description
5. Drag and drop files into the Files area

6. Set Display follow content to Inline on a course page

7. Click Save and return to course
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

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**
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.

   This displays all the activities and resources to select from

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

13. Leave Visibility to 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.

17. **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.

Submission Types

- **Online text**
- **File submissions**

- **Word limit**: Enables setting a word limit.
- **Maximum number of uploaded files**: Limits the number of files that can be uploaded.
- **Maximum submission size**: Limits the size of the submission.
- **Accepted file types**: Allows selecting file types that are accepted.

[No selection]
18. **Online text**: students can type response directly in Moodle using the text editor.

19. **File submission**: Students can upload and edit one or more files. Instructors can annotate PDF files submitted.

20. **Maximum number of upload file**: Select number of files to be uploaded by each student.

21. **Maximum submission size**: Recommended to set at highest of 500 MB

**Feedback types**

22. **Feedback comments**: If enabled, instructors will be able to leave feedback comments for each submission.

23. **Feedback files**: If enabled, instructors will be able to upload files with feedback when grading the assignments.

24. **Offline grading worksheet**: If enabled, instructors will be able to download and upload a worksheet with student grades when grading the assignments.

25. **Comment inline**: If enabled, the students’ text will be copied into the feedback field for easier inline commenting or editing.

**Submission settings**
26. **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.

27. **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.

28. **Attempts reopened**: Allows instructor to decide how submissions are reopened. Default is never, allowing students to only submit once.

29. **Maximum attempts**: Allows instructors to decide on how many resubmissions are allowed.

**Group submission settings**

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

**Notifications**

31. **Notify graders about submissions**: If set to Yes instructor receive email upon submission.

32. **Notify graders about late submissions**: If set to Yes, instructor will receive email upon late submission.

33. **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.
Grade

34. **Grade**: Allows instructor to specify maximum grade or scale to be applied to assignment

35. **Grading method**: Select method of grading such as direct or rubric

36. **Grade category**: Select category if categories have already been preset

37. **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

38. **Use marking workflow**: If set to **Yes**, instructors will be able to specify the stage of grading of individual assignments

39. **Use marking allocation**: If set to **Yes**, instructors can be selected to grade assignments of specific students

Common module settings

40. **ID number**: Provides a way of identifying the activity for grade calculation. **Recommended**: Leave textbox blank

41. **Group mode**: **No groups** and **separate groups** used to hide work with groupings from other groups, **visible groups** allow visibility among groups

42. **Grouping**: Groups within the grouping will be able to work together

43. **Additional files** for assignment may be added. Download links for files will be displayed on assignment page.
44. Setting will also block release to Gradebook, use carefully

### 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**
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

1. **Click on Create learning activity.**
   - This displays all the activities and resources to select from

2. **Under Activities select Quiz**

3. **Provide Name for the quiz**
4. **Provide description instructions, purpose or background of quiz**

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

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

7. **Leave Visibility to Show on course page**
Timing

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

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

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

55. **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)

56. 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.
Grade

57. **Grade category**: Select Grade category (if your Gradebook is set up)

58. **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.

59. **Attempts allowed**: Select number of multiple attempts allowed

60. **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*

Layout

61. **New page**: Choose how many questions to display per page

62. **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
Question behavior

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

64. **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 and 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

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

66. **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
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.

### 67. 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.
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

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.
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

 Gradebook setup

<table>
<thead>
<tr>
<th>View</th>
<th>Setup</th>
<th>Scales</th>
<th>Letters</th>
<th>Import</th>
<th>Export</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradebook setup</td>
<td>Course grade settings</td>
<td>Preferences: Grader report</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **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
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.

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**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**

![Image](image1.png)

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**C. HOW TO EDIT COURSE LEVEL LETTER GRADES**

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

![Image](image2.png)
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

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E. HOW TO IMPORT GRADES FROM (.CVS) 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**

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**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**
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
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

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 or contact us.

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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
- 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)