



Faculty of Undergraduate Studies

**Moodle 2.2**  
**Quick Reference Guide**  
**for**  
**eLearning Facilitators**

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## Introduction

This guide provides a brief overview of Moodle 2.2, suggesting how to set up and use some of its tools, and answering some of the most commonly asked questions posed by our elearning facilitators. Please email [degreesupport@nait.ca](mailto:degreesupport@nait.ca) if you have suggestions for improving upon it. We value your feedback!

## 1 Moodle Interface

### 1.1 Overview

Below is an example of a Moodle main page for NAIT degree courses.

The screenshot shows a Moodle course page titled "Degree Faculty Communication Lounge". The page is annotated with several labels and arrows pointing to specific features:

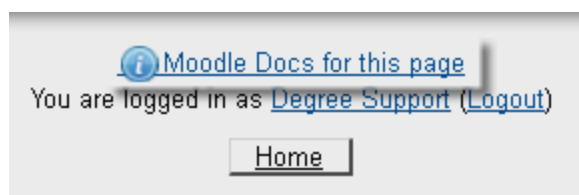
- Docked Blocks:** Points to the top navigation bar containing the NAIT logo, user name "Degree Support (Logout)", and a "Turn editing off" button.
- Navigation Breadcrumbs:** Points to the path "My home > My courses > FL001.1092." below the course title.
- Editing On/Off:** Points to the "Turn editing off" button.
- Navigation Blocks:** Points to the left-hand sidebar containing a "Course Menu" (listing Topics 1-9, Calendar, Site pages, My profile, My courses, My profile settings, Course administration) and an "Activities" section (listing Chats, Choices, Databases, Illuminate Live! Sessions, Forums).
- Edit Summary:** Points to the "Edit Summary" link in the main content area.
- Content Links:** Points to a list of links in the main content area: "Questions/Comments", "Latest News", "Contact Information", "Social Forum", and "Wiki for Moodle Tips".
- Add a resource/Add an activity:** Points to the "Add a resource..." and "Add an activity..." buttons at the bottom of the content area.
- Social Blocks:** Points to the right-hand sidebar containing a "Calendar" (for November 2011) and a "Latest news" section with recent announcements.



TIP: If you want to see a brief description of a particular item, click on the blue question mark icon beside it.

### 1.2 Moodle Docs

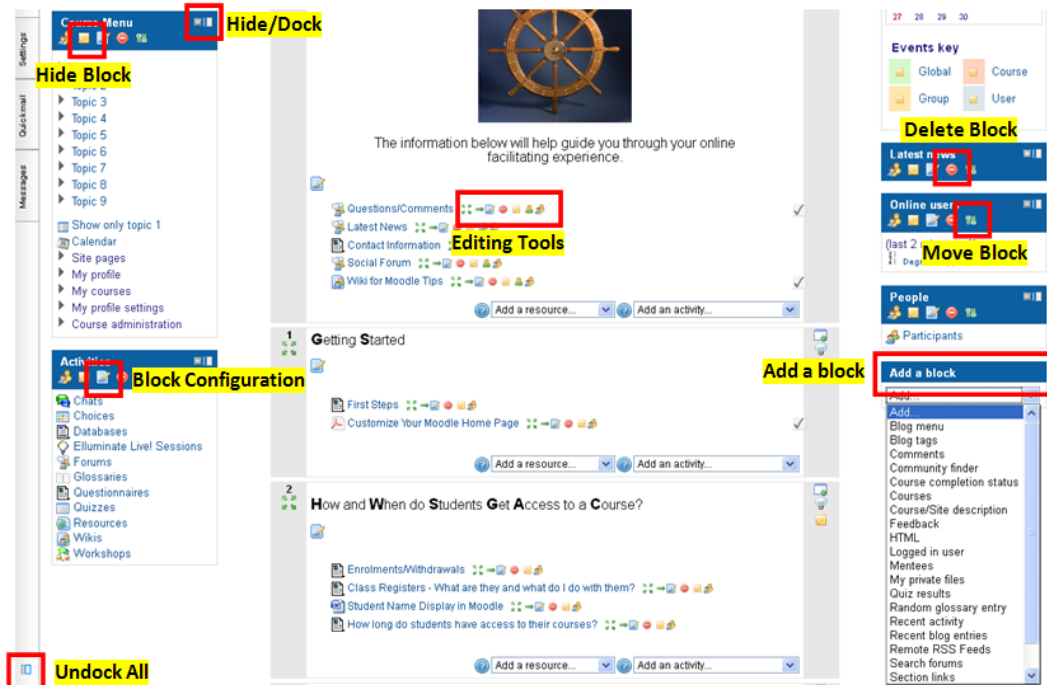
For a detailed explanation of each tool, resource, and activity in your course, or for Moodle help, go to [Moodle.org](http://Moodle.org) by clicking on the **Moodle Docs for this page** link at the bottom of any course page.



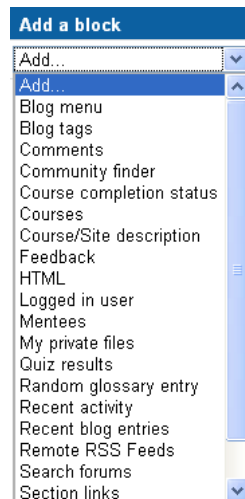
### 1.3 Blocks and Icons

Each Moodle course contains **Blocks** in the left and right columns of each page, denoted by blue headers (blocks include Settings, Course Menu, Activities, Latest News, Calendar, etc.). Blocks link to information within and navigability through a course. All course content and interactive elements students navigate through and participate in are contained in the centre sections and links within can include web pages, files, URLs, wikis, forums, assignments, etc. Some of these links are accessible through different blocks, as well. With **Editing on** (top right corner), a Block (or any course tool, link, or activity) can be deleted, edited, added, or moved.

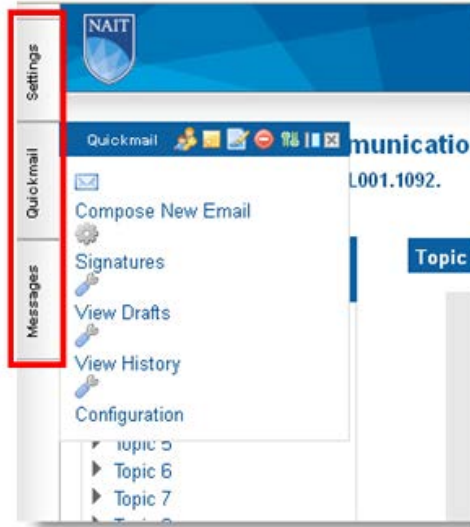
The icons at the top of each block will allow you to assign roles, hide, configure, delete, move, and dock the respective block.



You can utilize many kinds of blocks in a course. To add a block, click on the **Add a block** block on the right side of the Moodle page, and choose a block from the dropdown menu. Whichever blocks are NOT already in use in the course will show up on the menu. . If deleted, the block will revert to the **Add a block** menu.



A **Block** can also be “docked” as a tab on the left side of the screen. Click the **Dock** icon on the top right corner of any Block to remove it from the main area of the page and place it in an easily accessible tab. When the tab is clicked or moused-over, the links within appear. The screenshot below shows that three (3) **Blocks** are docked (**Messages**, **Quickmail**, and **Settings**) and **Quickmail** has been moused-over to show the links within.



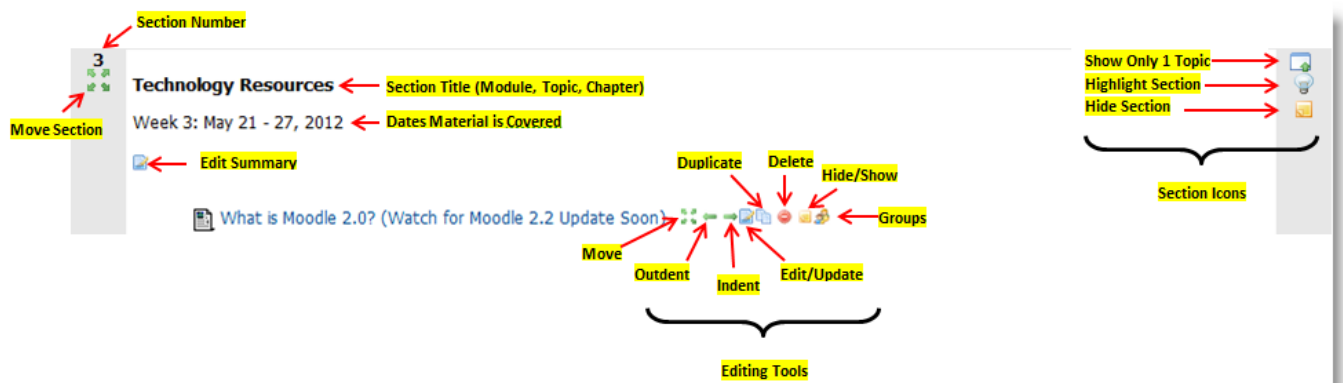
NOTE: If the Block you docked is a default Block (i.e., Settings), it will show as a tab in EVERY course you have access to. If the Block you docked is one you added yourself (i.e., People), it will show only in the specific course you docked it in.



TIP: You can also choose blocks on your MyNAIT home page by choosing **Customize this page** and picking the blocks you want to appear when you sign into Moodle. By choosing the **Courses** block rather than others, your list of courses in Moodle will load faster.

### 1.4 Editing

With **Editing on**, you can modify your course site. Beside each resource and activity link you’ll see eight (8) basic **Editing Tools**, three (3) **Section Icons**, a **Move Section** icon, and an **Edit Summary** icon. Refer to the screen capture below to review the features available in editing mode.



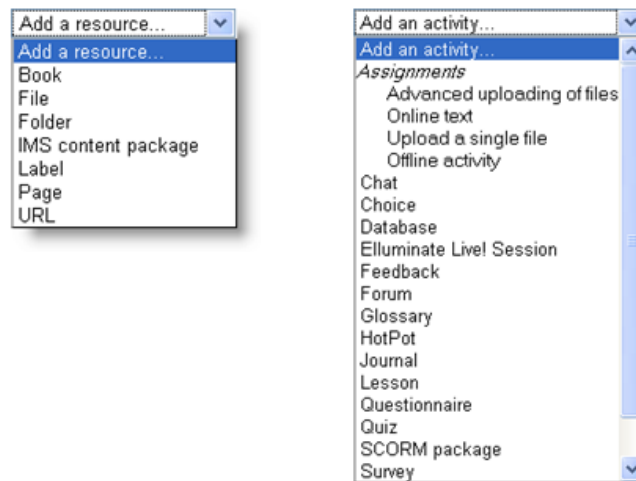
**Editing Tools** appear beside each course resource and activity.

- Move – Click this icon to drag and drop the link into any section on the main course page.
- Indent (Outdent) – Click this icon to move the link right to indent (or left to outdent).
- Edit/Update – Click this icon to change settings for that activity or resource.
- Duplicate – Click this icon to clone a resource or activity for the same course.
- Delete – Click this icon to remove the item from the course main page.
- Hide (Show) – Click this icon to hide the link from students' view.
- Groups – Click this icon to set the activity to visible or separate groups mode.

**Section Icons** appear on the right side of each section. **Move section**, a drag-and-drop utility, lets you shuffle the order of your sections. With **Edit summary**, you can add a section title (*Technology Resources* in the screenshot), dates of content delivery (*Week 3: May 21 – 27, 2012*), topic, and/or brief description/instructions.

### 1.5 Resources and Activities

With **Editing on**, you can add resources (features that relay content) and activities (features that require student interaction) to your course. Click **Add a resource...** or **Add an activity...** to access dropdown menus. Click the appropriate item for your course; the page that opens allows you to create, upload, or link that item.



#### Adding Resources

Moodle offers several options for presenting course content.

- The **Book** resource is helpful for topic/module overviews as each book contains multiple chapters of easily navigated and printable content.
- Choose **File** for any Word, PowerPoint, Excel, or .pdf file you wish students to have access to.
- A **Folder** allows students access to all materials you stored in a specific folder in the file manager.
- With a **Label**, you can add text to the content area of your course. Labels are used as headings, titles, brief instructions for or an overview of a topic, or for highly visible assignment and exam dates.
- **Page** lets you write or insert text content, format the text, and insert images, etc. using a WYSIWYG (What You See Is What You Get) editor.
- **URL** lets you link to an internal or external website.

For more information on each of these options, go to **Moodle Docs**. To view a course containing some of these items, please visit the [Degree Faculty Communication Lounge](#).

### Import Resources from another Moodle Course

You can import activities and resources into your course from any other course you have access to.

In the **Settings** block, click **Import**. To find the course you'll import from, enter the course code and term (i.e., JRSB101.1111) into the **Search** box. Click the radio button beside your chosen course and click **Continue**.

On the **Initial settings** page, check all 3 boxes. Click **Next**.

On the **Schema settings** page, check off all resources and activities you want to import to your current course. Click **Next**.

The **Confirmation and review** page will highlight the activities/resources you chose with a green check mark. If the chosen links are correct, click **Perform import**.

If there are no errors, you'll see **Import complete**. Click **Continue** to proceed to your course main page where you'll see your imported resources in the coinciding sections or in a separate section at the bottom of the course called **Orphaned activities**. Edit and/or move imported resources, as necessary.

### Adding Activities

Moodle contains several interactive and assessment tools that can be added from any **Add an activity ...** dropdown menu. The most commonly used are Assignments, Forum, Journal, and Quiz. Please see Section 5 of this guide for further details about activities.

### Icons

The course main page has many resource and activity icons. Following are some of the more common ones. The descriptions include brief instructions for how students will access and use the resources and activities.

## Resources



### BOOK

- Clicking on the text next to this icon opens multiple chapters (pages) of course information and/or core course content.
- When in a book, note the arrows in the top right corner and use these to turn the chapters forward and backward.
- Print a book or chapters within the book by clicking on **Settings** in the top left corner of the screen and selecting the appropriate print option.



### PAGE

- Clicking on the text next to this icon opens a single page of content within Moodle.



### URL

- Clicking on the text next to this icon opens a link to an online resource.
- The web page *should* open in a new window. Use caution not to close the window if it has *not* opened in a new window; use the back arrow to navigate back to Moodle.

**FILE - DOC/DOCX**

- Clicking the text next to this icon opens an MS Word file.
- Open the file on the desktop or save to the hard drive.

**FILE - PDF**

- Clicking on the text next to this icon opens an Adobe PDF. [Adobe Reader](#) (free) is required to open these files.
- Open the file on the desktop or save to the hard drive.

**FILE – PPT/PPTX**

- Clicking the text next to this icon opens an MS PowerPoint file.
- Open the file on the desktop or save to the hard drive.

## Activities

**ASSIGNMENT**

- Clicking on the text next to this icon opens an assignment description and submission ‘dropbox’.
- Upload completed assignments from your hard drive via the “Browse” link.
- Depending on the type of assignment, click “Submit” or “Send for marking” to submit the assignment and alert the facilitator that it is complete.
- NOTE: There are 4 types of assignments; see Section 5.1.

**CHAT**

- Clicking on the text next to this icon opens a description page with a link to enter the chat.
- Chat enables two or more people to communicate synchronously online.
- Click on the chat link, and then on “Click here to enter the chat now.”
- You will see the list of participants on the right.
- Type in the text box at the bottom left of the screen to begin chatting.

**CHOICE**

- Clicking on the text next to this icon opens a page with a question and possible answers.
- Click the radio button beside the preferred answer, and click “Save my choice”.
- Depending on how the activity is set up, changing a response may or may not be possible.

**ELLUMINATE LIVE! Session**

- Clicking on the text next to this icon opens an *Illuminate Live!* session containing a chat feature, whiteboard, and other tools for synchronous content delivery and interaction.
- Verify that your system is set up properly prior to opening the session.
- Click “Join Session” to enter.
- Click “Ok” and “Run” to the security prompts that may pop up.

**FORUM**

- Clicking on the text next to this icon opens a discussion forum description with a link to begin a posting.
- A forum is an online tool for asynchronous, written discussions around a topic or question chosen by the facilitator. Participating in forums helps to build community and enhance understanding of a topic or concept.

**GLOSSARY**

- Clicking on the text next to this icon opens the main glossary page with “Search” and “Browse” features, as well as an “Add a new entry” button.
- Glossary words that appear throughout the course can be linked to the glossary activity and will then be highlighted in-text.



- Students and facilitators can add words depending on settings.



### **JOURNAL**

- Clicking on the text next to this icon opens a description page for a personal journal, with a link to begin an entry.
- Journals are intended for student reflection on facilitator-posed questions and for facilitator feedback.
- Only the student and facilitator have access to journal entries.



### **QUESTIONNAIRE**

- Clicking on the text next to this icon opens a survey-like page.
- Questionnaires gather data and are not assessment tools. They may or may not be set up for anonymous responses.
- Click on the questionnaire link to view and answer the questions.
- Click “Submit questionnaire” when finished.



### **QUIZ**

- Clicking on the text next to this icon opens a quiz description including start and end times and a link to begin the quiz.
- The link to begin your quiz attempt will not appear until the set start time of the quiz.



### **WIKI**

- Clicking on the text next to this icon opens Page 1 of an individual or group wiki.
- Wiki allows the creation and editing of web pages within Moodle by one or more participants.
- Refer to “[Using Wiki](#)” on Moodle.org for detailed instructions on this useful tool.

## 2 Course Customization

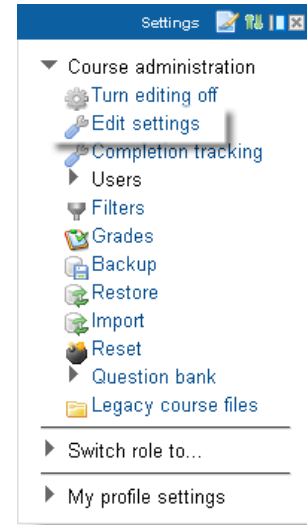
### 2.1 Settings

Customize course-level settings from **Course administration** in the **Settings** block, usually found in the left-hand column of your Moodle home and course pages. **Course administration** includes everything you need to maximize and personalize your Moodle course site.

#### Course Administration

Your course site is set up with certain default settings for accessibility, navigability, functionality, and usability. Not all of these settings will serve your purposes, so you may have to adjust them.

The most common administrative action is to edit the settings Of your Moodle course site. Click the **Edit settings** link to reach the **Edit course settings** page on which you'll find seven (7) categories for settings:





1. *General* – See screenshot and details below.
2. *Guest access* – Default is “**No**.” Only students and facilitators should have access. You can add a guest, but they will only be able to view your course and course material. They cannot post, take quizzes or submit assignments.
3. *Groups* – Default is “**No**” unless two sections share the same course site and the facilitator wants separation of students and work.
4. *Availability* – Default is “**Yes**”; your course should be available to students. The availability can be set to “**Not visible**” until you are ready for students to have access to the course site. Students will automatically have access on the start date.
5. *Language* – “**Do not force**” as students may want to translate.
6. *Student progress* – Enabling **Completion tracking** allows students to manually checkmark items they have completed. Each resource/activity must also have enabled completion tracking.
7. *Role renaming* – Moodle has default names for users which you can modify here to suit your needs—i.e., *Instructor* renamed *Facilitator*, etc.


The **General** settings will help you tailor the course site.


- **Category** should never be changed.
- **Course summary** is not a required field and is displayed only in course lists on the Moodle home page.
- **HTML** is the default format; it enables the HTML editors within the course site.


## Edit Course Settings


**General**
























Category  BBA Resources 

Course full name  Degree Faculty Communication Lounge

Course short name  FLO01.1092.flo01

Course ID number  FLO01

Course summary 

Font family  Font size  Paragraph                       

**Number of weeks/topics:** This number coincides with the number of sections you need for your content (centre column on the main course page). You can change this feature at any time to delete unused sections or add extra ones.

**Course start date:** This setting determines the start of the first week for a course in *Weekly format* as well as the earliest available date for logs of course activities. It does not necessarily determine the date that students will have access.

**Hidden sections:** This setting determines whether hidden sections are displayed to students in collapsed form (perhaps for a course in weekly format to indicate holidays) or are completely hidden from students. TIP: Choose “**Hidden sections are completely invisible**” as students may ask what is hidden or why it is hidden.

**News items to show:** This setting determines how many recent items appear in the **Latest News** block on the main course page. If set to "0," the **Latest News** block will not be displayed.

**Show gradebook to students:** Many activities in the course allow grades to be entered into the gradebook. This setting determines whether students can view a list of all their grades via the **Grades** link in the **Settings** block.

**Show activity reports:** Activity reports show each student’s activity in the course. As well as listings of students’ contributions such as forum posts or assignment submissions, these reports include access logs. This setting determines whether students can view their own activity reports via their profile page.

**Maximum upload size:** This setting determines the largest size of file that can be uploaded to the course, limited by the site-wide setting determined by an administrator. Activity modules also include a maximum upload size setting for further restricting the file size.

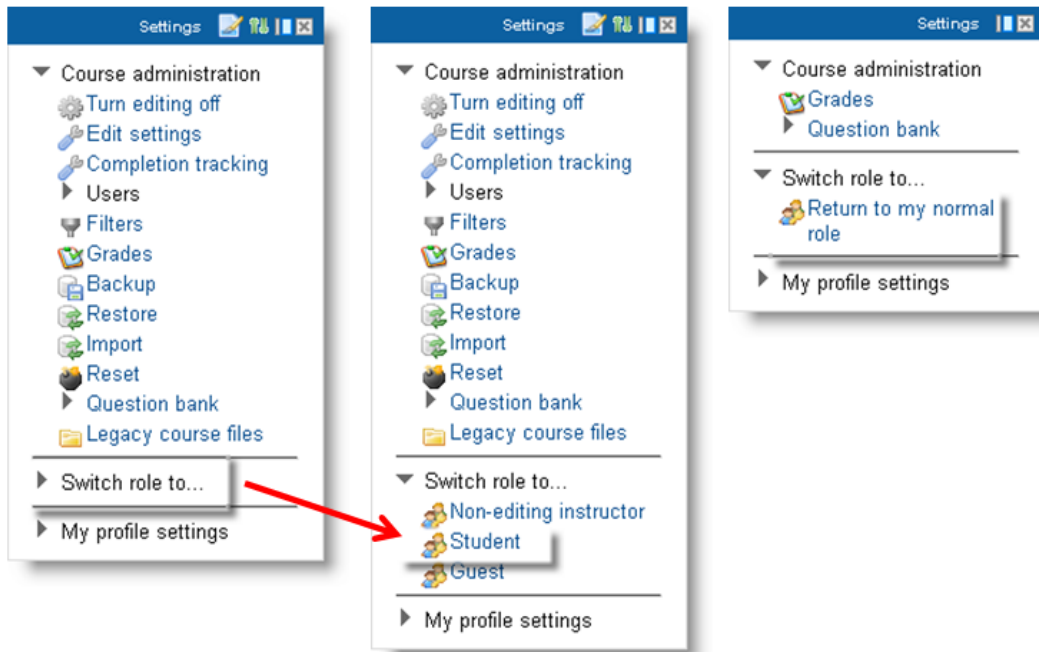
**Legacy course files: SET THIS TO “YES”.** The course files area provides some backward compatibility with Moodle 1.9 and 2.0. Files that resided and were linked in the course site prior to the upgrade to Moodle 2.2 will be housed in **Legacy files**.

Using this area to store course files exposes you to a number of privacy and security issues and the potential for missing files in backups, course imports, and shared or re-used content. *We recommend you do not use this area unless you are an experienced user of Moodle and understand how the files in this area affect your course.*

**Force theme:** The default theme is “**Do not force**” and should be kept as such unless your Moodle site is a non-NAIT course (i.e., CBU).

#### Switch Role To...

To review your course site from a student’s perspective, switch roles from *Teacher* to *Student* in the **Settings** block by using the **Switch role to...** link. Note that the features available to you as an Instructor (below, screenshot on the left) are no longer visible in the Student role (below, screenshot on the right). When you want to return to your Teacher role, click **Return to my normal role**.



### My Profile Settings

You can set your personal profile preferences from **My profile settings** in the **Settings** block. **The settings you determine here will apply to all of your Moodle courses.** To change any personal profile settings, click **Edit profile**.

[My home](#) ▶ [Site pages](#)

**General**

First name	Degree
Surname	Support
Email address	DegreeSupport@nait.ca
Email display	Hide my email address from everyone
Email format	Pretty HTML format
Email digest type	Subjects (daily email with subjects only)
Forum auto-subscribe	No: don't automatically subscribe me to forums
Forum tracking	Yes: highlight new posts for me
When editing text	Use HTML editor (some browsers only)
AJAX and Javascript	Yes: use advanced web features
Screen reader	No
City/town*	Edmonton
Select a country*	Canada
Timezone	Server's local time
Preferred language	English (en)
Description	<input type="text"/>
	Moodle auto-format

Depending on your preferences and needs, you may want to change some of the default settings.



TIP: A few settings alert you to new forum posts. **Email digest type** determines how you will receive email regarding forum posts made within your course(s), in the forums you have subscribed to. **Forum auto-subscribe** determines whether you are subscribed to forums or not. **Forum tracking** alerts you to unread posts with highlights on the main course page. You can change these settings at any time.

## 2.2 Calendar

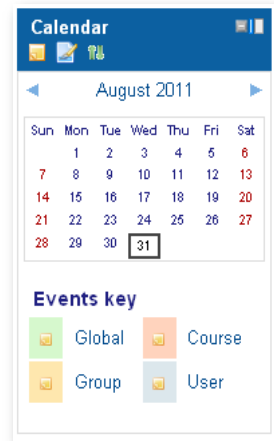
Use the calendar to inform students of important dates, due dates for activities, or events. The **Calendar** block should already be visible in your course; if it's not, insert it from **Add a block**.

The Calendar displays the following events:

- Global (event viewable in all Moodle courses - created by admin users)
- Course (event viewable only to course members - created by teachers)
- Group (event viewable only by members of a group - created by teachers)
- User (personal event a student user can create - viewable only by the user)

### Add a Calendar Event

1. Click on the month (**August 2011**, in the screenshot to the right) to get the **Detailed month view** which will open in a new browser window or tab.
2. From this view, click the **New Event** button in the top right corner.
3. On the New Event page, select the type of event.
  - A **User Event** will only be visible by the user currently logged in (i.e. the one creating the event);
  - A **Group Event** will be visible to a particular Group on the course (chosen from a dropdown list);
  - A **Course Event** will be visible to participants on the course in question. Only users with editing rights on a course can add course events;
  - A **Global Event** is visible in every course and on the calendar on the home page. *Only Moodle Administrators can add Global events.*
4. Set the event Name, Description, Date, Duration, and any additional information required.
5. Click **Save changes**.



## 2.3 Latest News

In your course site, usually in the first section, you'll notice a **News forum** (sometimes called **Instructor Announcements** or **Latest News**). This default, read-only forum appears in every course in which only the facilitator can post and all students are automatically subscribed. When the **Latest news** block is inserted into your course, this forum sends feeds to the **Latest News** block for students to see. This forum cannot be deleted, but if you choose not to use it, it can be moved or hidden.



### 3 Creating Groups



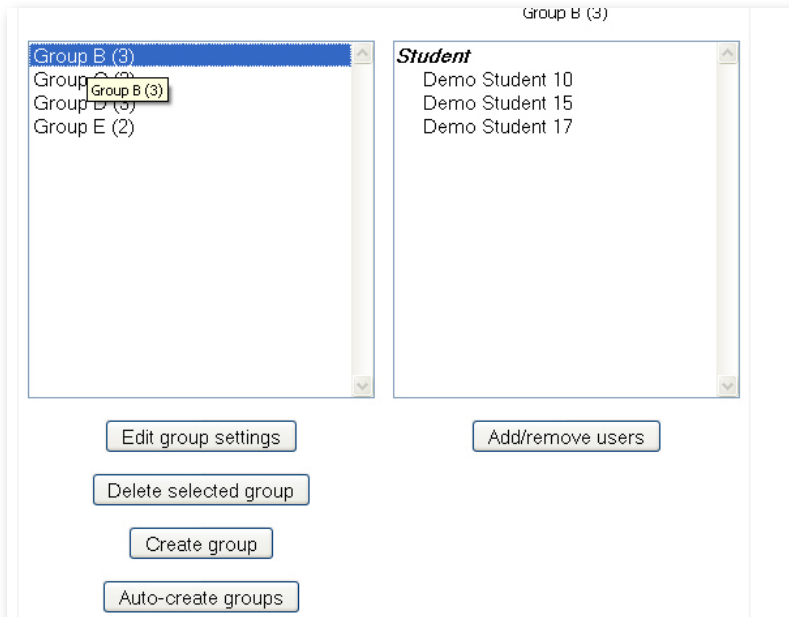
In Moodle, you can create groups (or teams) of students to enable group work in assignments, forums, wikis, and other activities. To create groups, go to the **Settings** block; select **Users** and then **Groups**.

Once on the **Groups** editing page, you can create groups either manually or automatically. To create groups automatically, choose **Auto-create groups**. Fill in all information and click **Preview** or **Submit**.

To create groups manually, select **Create group** from the Groups editing page. This takes you to the editing page where you can input the group name and description. Click **Save changes**.

Once you have created the groups, the second step is to add students to the groups. On the **Add/remove users** editing page, highlight a name in the right column; click **Add** to make that person a group member. Continue adding the students you wish to be in that group. When finished with one

group, highlight the next group in the left column to add students. Continue until all students are in groups.



**NOTE:** Once students are in groups and their work has been submitted, they cannot be changed to different groups, or the work will be deleted.



TIP: To set an activity to be group-enabled, click on the **Groups icon** beside that activity link on the main course page (see screenshot on Page 5). Alternately, group mode is available within the settings of each activity as it is created.



## 4 File Management

In Moodle 2.2, uploaded files are connected to specific resources and/or activities, and not kept in a central file manager as they were in previous versions of Moodle. These legacy files are stored in areas called repositories. The term repository refers to internal storage (i.e., server files, private files); it also refers to external storage (i.e., YouTube). These repositories are accessible through all courses; therefore, the same files will be available to you no matter which course you have access to.

### 4.1 Legacy Course Files

The **Legacy course files** menu is located in a course's **Settings** block. Here you can find legacy files (files in the course site prior to the course being migrated or copied) and upload new files. The files area can contain PDFs; HTML; multimedia; word processing; presentations; or any digital content for inclusion in an activity, resource, course section, or link or for direct download by students.

The **Legacy course files** link shows a list of files and folders that have been uploaded or created for the course. The list contains the filename, size, and the last time modified.

Filename	Size	Modified
Course Resources		Wednesday, 31 August 2011, 09:59 AM
Exam Regs		Wednesday, 31 August 2011, 09:59 AM
Images		Wednesday, 31 August 2011, 09:12 AM
Moodle		Wednesday, 31 August 2011, 09:59 AM
Outlook		Wednesday, 31 August 2011, 09:59 AM
Course Site Checklist v2.docx	21.2KB	Wednesday, 31 August 2011, 12:37 PM
Course Site Checklist.docx	21.3KB	Wednesday, 31 August 2011, 12:35 PM

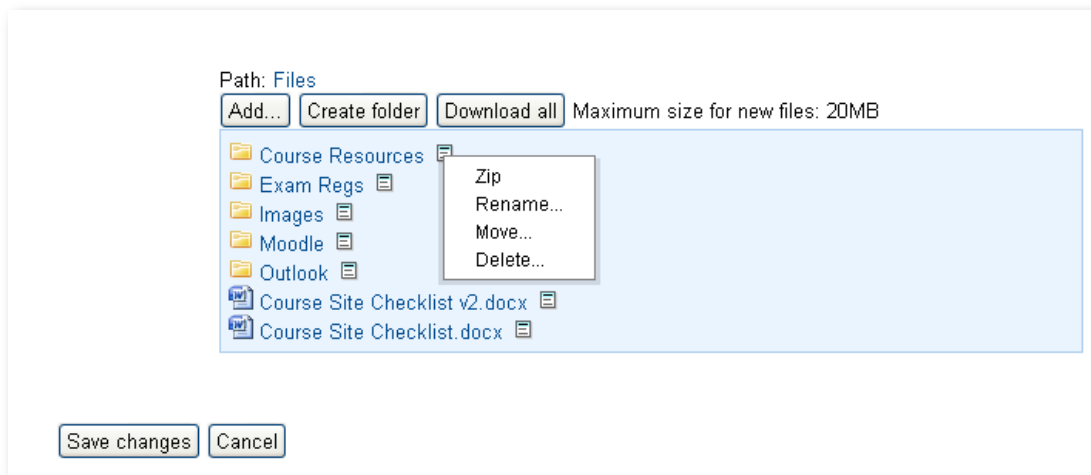
[Edit legacy course files](#)

To preview any file or drill down a folder, click on its name. Your web browser will display either the file or a download box.

To upload files, click **Add...** and follow prompts.



**TIP:** By first zipping a group of files or a folder of files on your computer, you can upload that .zip file, and Moodle will give you an unzip action link. The unzip action creates the files and/or folders and places them in that spot in the administrative files section. Once unzipped, delete the empty .zip file.



#### 4.2 Zip, Rename, Move, Delete

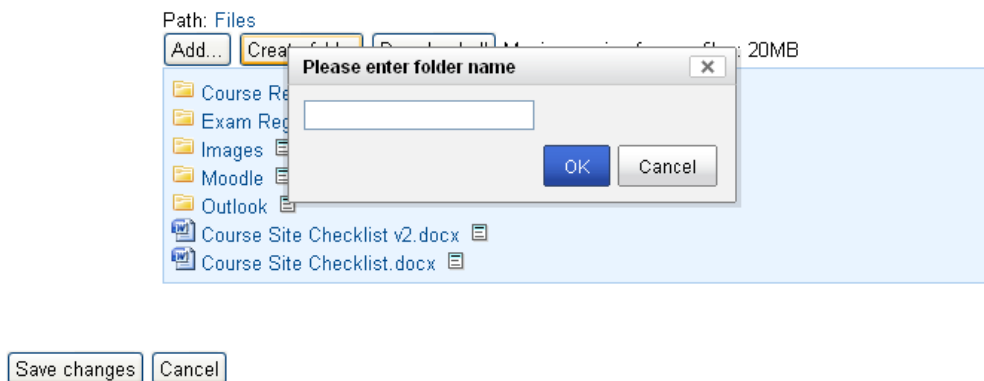
Click **Edit legacy course files**. You will see your list of folders and files with icons next to each to zip, rename, move, or delete. Follow prompts when you select the action you want to perform.

#### 4.3 Download All Course Files

To download the complete contents of your course files in a .zip file, click **Download all**.

#### 4.4 Create a Folder

Click **Create folder**, enter the folder name, and click **OK**. You now have an empty folder to either move current files into, or upload new files to.
























#### 4.5 Editing Files

HTML and text files are editable within Moodle itself, from the HTML or WYSIWYG editor within those specific resource or activity links. Other files (like .docx, .pptx, .pdf, .xlsx, etc.) will need to be edited on your computer and uploaded again. Ensure that the filename differs from the original file.

##### HTML Editor Icons

The text editor (HTML editor) is available in every resource and activity for adding content, descriptions, instructions, images, links, media, tables, equations, and other features.



-  **UNDO** – Reverse an action.
-  **REDO** – Repeat an action.
-  **FIND** – Search for specific text within the editor.
-  **FIND/REPLACE** – Search for specific text within the editor and replace all instances with different text.
-  **FULLSCREEN MODE** – Enlarge the text editing box to full screen size. Click again to return to the main editing page with the small editing box.
-  **BOLD** – Bold highlighted text.
-  **ITALIC** – Italicize highlighted text.
-  **UNDERLINE** – Underline highlighted text.
-  **STRIKETHROUGH** – Places a horizontal line through highlighted text.
-  **SUBSCRIPT** – A small number, letter, or symbol appears below the normal line of text.
-  **SUPERSCRIPT** – A small number, letter, or symbol appears above the normal line of text.
-  **ALIGN LEFT** – Text aligns to the left margin.
-  **ALIGN CENTER** – Text aligns in the center of the page.
-  **ALIGN RIGHT** – Text aligns to the right margin.
-  **CLEANUP MESSY CODE** – Before pasting from an external source, click this icon to clean up extraneous HTML code.
-  **REMOVE FORMATTING** – Returns highlighted text to default font, size, and color.
-  **PASTE AS PLAIN TEXT** – Removes all formatting and messy code so that content is pasted in Moodle default font.
-  **PASTE FROM WORD** – Removes messy code when pasting from Word format, retains some formatting.
-  **TEXT COLOR** – Change the color of your text.
-  **BACKGROUND COLOR** – Highlight text in a different color.
-  **UNORDERED LIST (BULLETED)** – Standard Moodle default bullets.



**ORDERED LIST (NUMBERED)** – Standard Moodle default numbers.



**INDENT** – Moves blocks of text to the right.



**OUTDENT** – Moves blocks of text to the left.



**INSERT/EDIT LINK** – Hyperlink highlighted text to a file or URL.



**UNLINK** – Remove a hyperlink from text.



**PREVENT AUTOMATIC LINKING** – This is useful in an activity like a quiz in which automatically linked items (i.e. glossary words) would be distracting to the main content.



**INSERT/EDIT IMAGE** – Tool to upload and insert images (direct copy/paste of images into the editor is possible in Moodle 2.2).



**INSERT EMOTICON** – Offers a list of ‘smileys’ to insert into text.



**MOODLE MEDIA** – Add audio or video files.



**INSERT EQUATION** – Create equations within this editing tool.



**CUSTOM CHARACTER** – Find special characters and symbols.



**NEW TABLE** – Inserts new table according to parameters chosen (default shows no border so fill out all parameters carefully).



**EDIT HTML SOURCE** – Opens HTML editing mode.

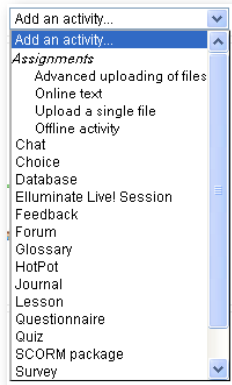


**SPELLCHECKER** – After inputting text, toggle spellchecker to highlight misspelled words.



TIP: It is advisable to avoid copying and pasting directly from MS Word, but if you do, make sure to click on the **Paste as plain text** (will remove all messy code and formatting) or **Paste from Word** (will remove some messy code) icon first.

## 5 Activities



An **Add an activity...** dropdown menu is available in the lower right corner of every section on your course home page when editing is on. Clicking on any of the choices takes you to that activity's editing page where you can enter a title, description, instructions, settings, open dates, duration, grading, visibility, group mode, and any other applicable parameter.

**NOTE:** For detailed help on any aspect of creating, modifying, or grading activities, go to the **Moodle Docs** page for that item.

Below is a brief introduction to the most commonly used items: Assignments, Choice, Elluminate Live! Session, Forum, Journal, Quiz, and Wiki.

### 5.1 Assignments

The assignment activity module lets you collect students' work, review it, grade it, and provide feedback.

Four types of assignments can be set up.

1. **Advanced Uploading of Files** – Allows multiple file submission, permitting students to add a note to their submission or to revise and re-upload, and instructors can return a response file with feedback.
2. **Online Text** – Asks students to compose and edit text using the normal editing tools. The online text assignment can be set up either to allow learners to compose, revise, and edit over time or to allow learners only one opportunity to enter a response. Furthermore, with the online assignment, instructors can grade the work online and even edit and/or provide comments within the learner's work. The online text assignment is ideal for journaling and composition work.
3. **Upload a Single File** – Students can upload a single file such as a Word document, spreadsheet, or anything digital. Multiple files can be zipped and submitted. After learners upload their files in this format, the instructor can open the submission and use the Moodle interface to assign a grade and offer feedback.
4. **Offline Activity** – Useful when the assignment is performed outside of Moodle. It could be something elsewhere on the web or face-to-face. Students can see a description of the assignment, and a column is created in the Grader Report for instructor use, but files are not directly uploaded. Grading works normally, and students receive notification of their grades.

### 5.2 Choice

The **Choice** activity is very simple—the facilitator asks a question and specifies a choice of responses. This activity is useful as a quick poll to stimulate thinking about a topic, to allow the class to vote on a direction for the course, to pick presentation times or due dates, or to gather research consent.

**Choice** requires some preparation time for creating an activity and thinking about what results you would like to achieve, but your participation within the activity itself is likely to be minimal; instead, you'll view results.

### 5.3 Elluminate Live! Session

**Elluminate Live!** is a webinar that provides a virtual environment for synchronous learning, allowing two-way audio, multipoint video, shared whiteboards, application sharing, interactive recording, and breakout rooms. To add an **Elluminate Live!** session directly into Moodle, go to an **Add an activity...** dropdown menu and choose **Elluminate Live! Session**.

The **Elluminate Live!** parameters (including a description, dates/times, grading of attendance or participation, and recording preferences) are set in this window. Set the options you require and click on **Save and return to course**.

Once you create an Elluminate Session, you'll see it as a course activity, denoted by the *light bulb* icon.



Once the start time of the session has arrived, click on the session link to go to the Elluminate session start page, below. As a moderator (all instructors have moderator privileges in their courses if they have set up the sessions themselves – **add yourself as a moderator if someone else has added the session to your course**), you can choose to add students as moderators (if they need that access for a presentation or for their own group session). Click **Edit moderators for this session** for a list of course participants to choose from. You can also click **Add a preload file** if you plan to present any materials to students.

**Test Elluminate Session**

**Name:** Test Elluminate Session

**Session Name:** Session 1

**Description:**

**Session begins:** Thursday, 1 September 2011, 11:15 AM

**Session ends:** Thursday, 1 March 2012, 12:15 PM

[Edit moderators for this session](#)

[Add a preload file](#)

Recording is manually controlled

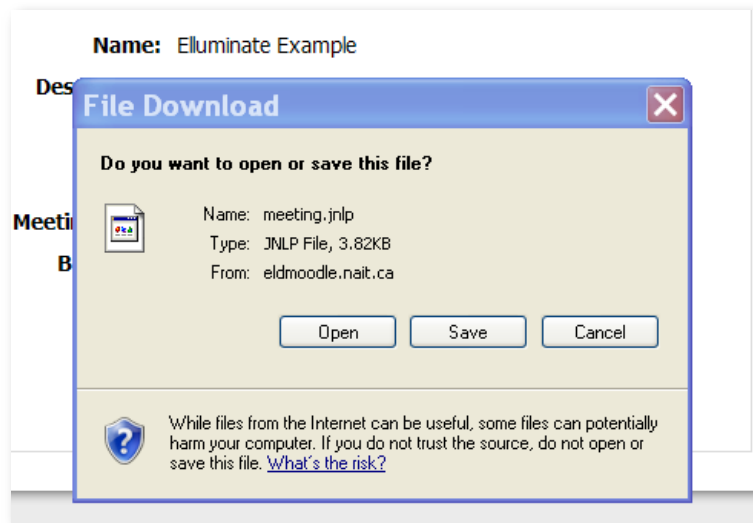
**Join Session**

Verify your system is setup properly [here](#)

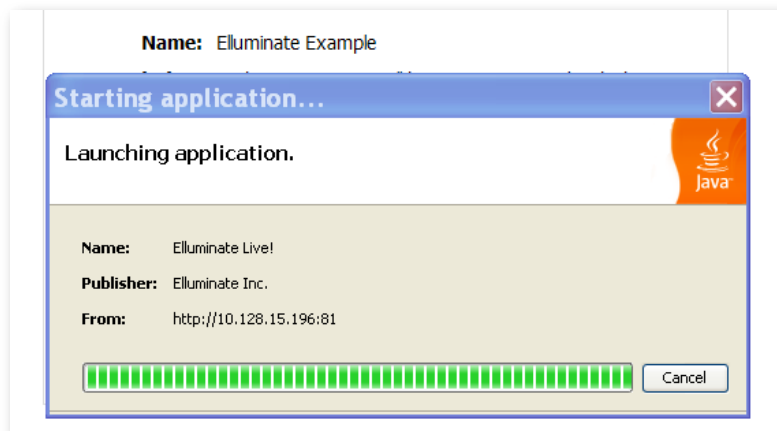
Click **Join Session**. The **Join session** link will be available for students 15, 30, 45, or 60 minutes prior to the scheduled session start time, depending on how you set up your session.

Pop-ups must be enabled for your browser for the session to load.

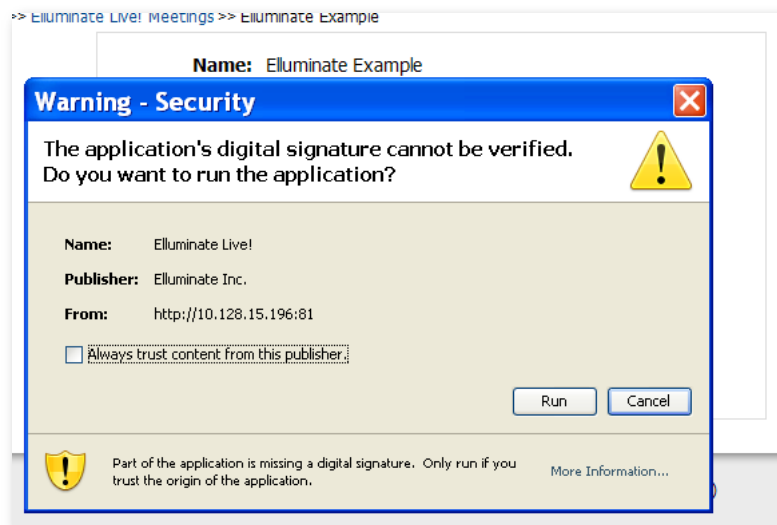
When you click **Join Session**, you may receive a File Download box, like this:



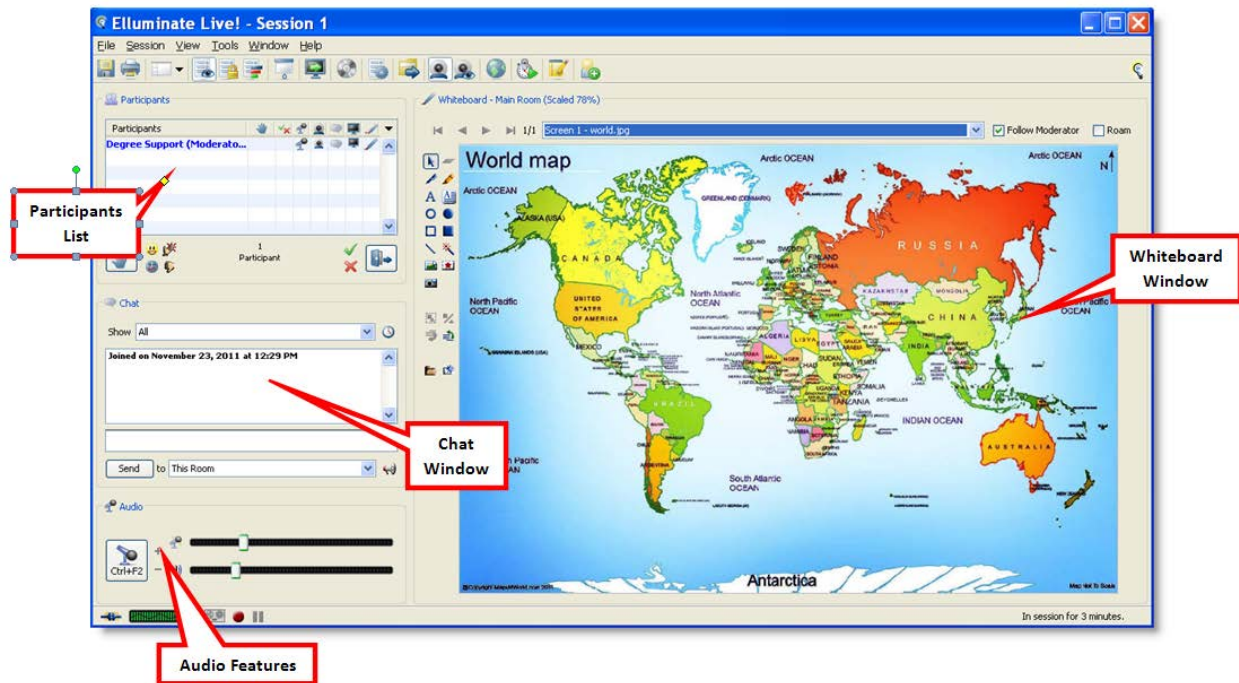
Click **Open**. A Java Web Start box will open to launch the application as follows:



Next, a Security box will ask if you want to run or cancel the launch. Click **Run**.

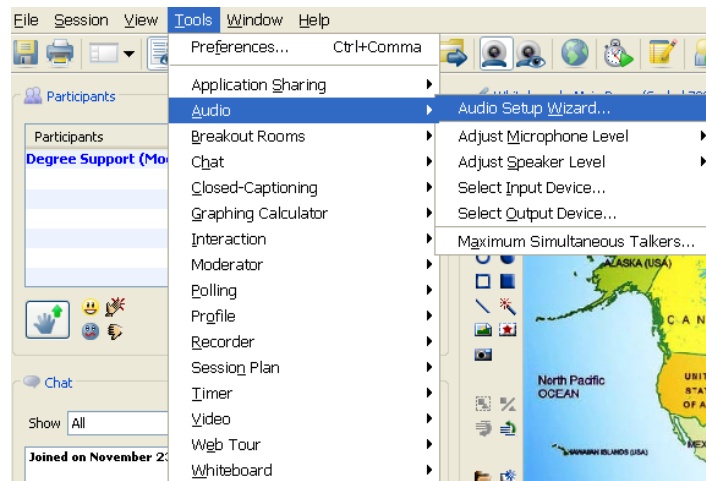


Your Elluminate session now opens; the screen that appears (the participants interface) looks similar to the one below (if you have a file loaded onto the whiteboard).




You'll see a Participants list, whiteboard, chat screen, and tools available for use.

Using your microphone and headset, set up the audio wizard so that participants can hear you.



You can also use your web cam so that participants can see you.

If you have enabled *recording* (either when you created your session or when it opened by clicking the red icon at the bottom of the screen ) , the recorded session will be available approximately 30 minutes after the scheduled end time and once everyone has left the session. A link to **Play Recording** will be available via the original meeting link and will replace the original **Join session** link.

Please take a look at "[How to Use Elluminate](#)" for more information. Additional training videos will be made available through FUS.



## 5.4 Forum

Discussion forums can contribute significantly to successful communication, community-building, and cooperative and collaborative learning in an online environment.

### Add a Forum

1. Click **Turn editing on** and go to the topic or week section in which you want to create the forum.
2. From the dropdown menu labeled **Add an activity...**, select **Forum** to go to the forum settings page titled **Adding a new forum**.
3. In an existing forum, click on the **Update this forum** icon to see the forum settings page.

## 5.5 Journal

The **Journal** activity module allows you to ask students to reflect on a particular topic. Students submit private journal entries to you, and you provide feedback. Students do not see each other's entries.

When adding a new Journal, include **Journal name**, **Journal question(s)**, and all other pertinent parameters. You can choose to grade (by weight or scale) or not grade, add journals for group submissions, and/or **Restrict access** between certain dates. You can also set **Activity completion**.

## 5.6 Quiz

The **Quiz** activity module allows you to create quizzes consisting of a large variety of question types, including multiple-choice, true-false, and essay questions. These questions reside in the course **Question bank** and can be re-used within and between courses.

### Add a Quiz

A quiz is added to a course by clicking the **Add an activity...** dropdown box in the respective course section on the main page and selecting **Quiz**.

Adding a new quiz and editing an existing quiz both begin with the **Updating Quiz** page where you can enter a **Name** and **Introduction** (summary) for the quiz. You will be asked for open and close times, time limit, attempts allowed, grading method, grade category, layout, question behaviour, review options, display, extra restrictions, feedback, common module settings, restrict access, and activity completion. **Always remember to add comprehensive instructions for students.**

**NOTE:** Under **Question behaviour**, "**How questions behave**," always set **Adaptive** mode to "**No**." If it is set to "**Yes**," students will get immediate feedback if their multiple-choice response is incorrect; they'll then be able to keep changing their answer until they get the right one. **Deferred feedback** is the default and should fit most instructors' needs.

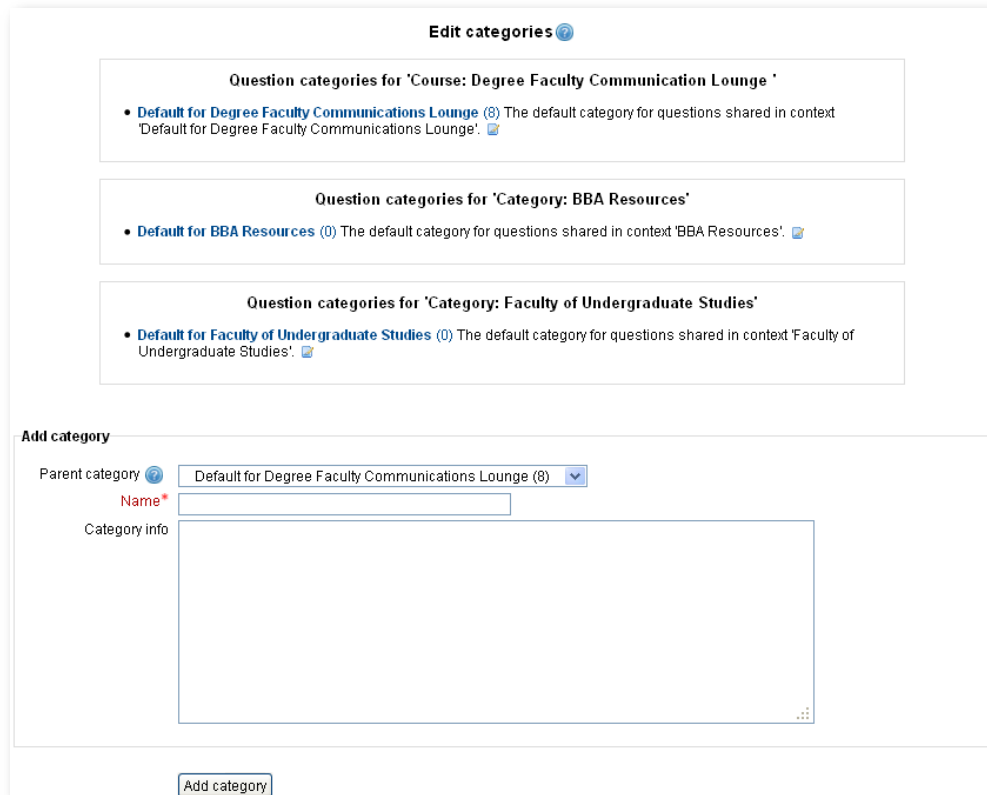
As well, choose only **Shuffle within questions** if NONE of the responses has specific references to A, B, C, or D; All of the above; None of the above; etc.

Click on **Save and display** to continue to the **Quiz** page.

### Create Question Categories

You can create question categories and organize all of your questions into topics, chapters, modules, etc. The questions in these categories will be available for any quiz that you make. It is easier to create all of your necessary categories, and then populate them with questions, either manually or through the import function.

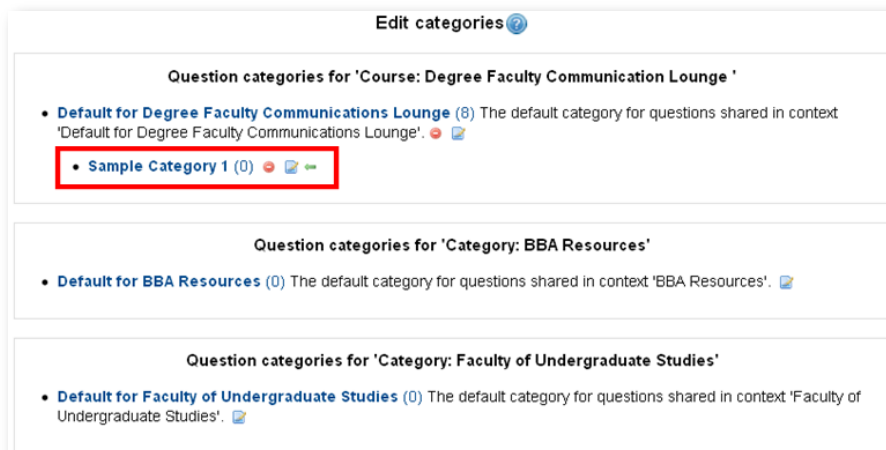
You can create new categories from the **Settings** block on your main course page. Click on **Question bank**, and then **Categories**. Now you can **Edit categories**.



You can see in the screenshot above that all eight (8) of the questions previously uploaded (manually and imported) reside in the **Default for Degree Faculty Communications Lounge** parent (course-level) category. When you add categories, they will become sub-categories of the parent.

Ensure that your specific course is chosen from the **Parent category** dropdown.

Enter a **Name** for your category (Chapter 1, Topic, etc.; whatever naming convention makes sense for your purposes). Click **Add category**. Your new category now shows up beneath your parent category.



Questions can now be manually created or imported from a file, as previously mentioned, or moved into this category from another existing category.

To move the questions from your parent category to the new category, go to the **Settings** block. Click **Question bank**, and then **Questions**.

**Question bank**

Select a category: Default for Degree Faculty Communications Lounge (8)

Include questions from sub-categories too  
 Also show old questions  
 Show question text in the question list

The default category for questions shared in context 'Default for Degree Faculty Communications Lounge'.

<input type="checkbox"/>	T	Question	Created by First name / Surname	Last modified by First name / Surname
<input checked="" type="checkbox"/>		Essay Question 1	Degree Support	Degree Support
<input checked="" type="checkbox"/>		ChemConnect is a good example of w	Degree Support	
<input checked="" type="checkbox"/>		Priceline.com is an example of which	Degree Support	
<input checked="" type="checkbox"/>		Roboshopper is an example of which	Degree Support	
<input checked="" type="checkbox"/>		There are a large number of brokerag	Degree Support	
<input checked="" type="checkbox"/>		Which of the following is one of the eb	Degree Support	
<input checked="" type="checkbox"/>		Which of the following statements is tr	Degree Support	
<input checked="" type="checkbox"/>		Which of the following would be appro	Degree Support	

**With selected:**

Sample Category 1

**Course: FL001.1092.**  
 Default for Degree Faculty Communications Lounge (8)

**Sample Category 1**

**Category: BBA Resources**  
 Default for BBA Resources

**Category: Faculty of Undergraduate Studies**  
 Default for Faculty of Undergraduate Studies

The **Select a category** dropdown at the top of the page will be where you move questions *from*. You then check off the questions you'd like to move. From the **Move to >>** dropdown, choose the category you want to move the questions *to*, and then click **Move to >>**. Your chosen questions now populate your chosen category.

### Add Questions Manually

To manually input questions into your quiz, go to the **Settings** block, and click **Edit quiz**.

**Choose a question type to add**

- Multiple choice
- True/False
- Short answer
- Numerical
- Calculated
- Essay
- Matching
- Random short-answer matching
- Embedded answers (Cloze)
- Calculated multichoice
- Calculated simple
- Description

Allows a response of a few sentences or paragraphs. This must then be graded manually.

**Types of Questions:** The following are the types of questions you can add to your quiz.

<b>Multiple Choice</b>	In response to a question (that may include an image), the respondent chooses from multiple answers. There are two types of multiple-choice questions – single answer and multiple answers.
<b>True/False</b>	In response to a question (that may include an image), the respondent selects from two options: True or False.
<b>Short Answer</b>	In response to a question (that may include an image), the respondent types a word or phrase. There may several possible correct answers, with different grades. Answers may or may not be sensitive to case.
<b>Numerical</b>	From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error. This allows a continuous range of answers to be set.
<b>Calculated</b>	Calculated questions offer a way to create individual numerical questions by the use of wildcards substituted with individual values when the quiz is taken.
<b>Essay</b>	In response to a question (that may include an image), the respondent writes an answer in essay format.
<b>Matching</b>	A list of sub questions is provided, along with a list of answers. The respondent must “match” the correct answers with each question.
<b>Random Short-Answer Matching</b>	From the student perspective, this looks just like a Matching question. The difference is that the sub questions are drawn randomly from Short Answer questions in the current category.
<b>Embedded Answers (Cloze)</b>	These very flexible questions consist of a passage of text (in Moodle format) that has various answers embedded within it, including multiple choice, short answers and numerical answers.
<b>Calculated Multichoice</b>	Calculated multichoice questions are like multichoice questions with the additional property that the elements to select from can include formula results with numeric values that are selected randomly from a set when the quiz is taken.
<b>Calculated Simple</b>	Simple calculated questions offer a way to create individual numerical questions whose responses are the result of a numerical formula which contain variable numerical values by the use of wildcards (i.e. {x} , {y}) that are substituted with random values when the quiz is taken.
<b>Description</b>	This is not a question; it’s some text (and possibly graphics) that requires no answer and can be used to provide information to answer, for example: here is a case study to answer the following group of questions.




**TIP:** Choose **Essay** for short- or long-answer questions. Choosing **Short answer** allows students to answer with only a word or a phrase.

Choose the type of question you want to create and click **Next**.











Now you’re on the question creation page. Fill in all applicable fields (Question name, Question text, Default question grade, Feedback) and click **Save changes**. Your question will show up in the centre column and in the right-hand **Question bank contents** column on the **Editing quiz** page.




Now you are on the **Import questions from file** page.

**Import questions from file** 


**File format**


-  Aiken format
-  Blackboard
-  Blackboard V6+
-  Embedded answers (cloze)
-  Examview
-  GIFT format
-  Learnwise format
-  Missing word format
-  Moodle XML format
-  WebCT format

**General**

Import category 

Get category from file  Get context from file


Match grades 

Stop on error 







**Import from this file**


Import


Determine the format of the file in which your questions reside. For information and upload help for any of the formats, click the blue question mark icon (to the left of each choice), and then click **More help**.


**Import questions from file** 

**File format**


- \*   Aiken format
-  Blackboard
-  Blackboard V6+
-  Embedded answers (cloze)
-  Examview
-  GIFT format

**GIFT format** 


 GIFT format enables multiple-choice, true-false, short answer, matching, missing word, numerical and essay questions to be imported or exported via text file.


[More help](#) 

**General**

Import category 

Get category from file  Get context from file

Match grades 

Stop on error 

**Import from this file**

Import

Choose your **File format**. For this example, **GIFT format** is used, as it allows one to use a text editor to write multiple-choice, true-false, matching, and essay questions in a simple format that can be imported. The GIFT format is also an export file format available in **Question bank**.

Review formatting requirements for GIFT format at [http://docs.moodle.org/22/en/GIFT\\_format](http://docs.moodle.org/22/en/GIFT_format) to ensure the questions in your text file are configured properly. GIFT examples include:

#### **Multiple-choice**

```
::Question 1::Which of the following would be appropriate when defining a business model? {
=the manner in which a business organizes itself so as to achieve its objectives
~a business model typically refers to the traditional "push system" of conducting business
~traditional business models have usually revolved around a number of products and or services
so as not to limit the business
~the accounting standards which are used
~all of these choices are correct
}
```

#### **True-false**

```
::Question 2::The White House is red. {
~True
=False
}
```

#### **Short-answer or Essay**

```
::Question 3::Describe in detail your favourite vacation destination. {}
```

### **FORMATTING SUMMARY**

- Double colons (:: ::) enclose the question filename that will appear in the question bank
- An equal sign (=) denotes the correct answer
- A tilde (~) denotes an incorrect answer
- Squiggly brackets ( { } ) enclose the possible answers (left empty for short and long-answer questions)
- Any horizontal space is a delimiter for a new question, so there should not be any open spaces within each question, only between questions

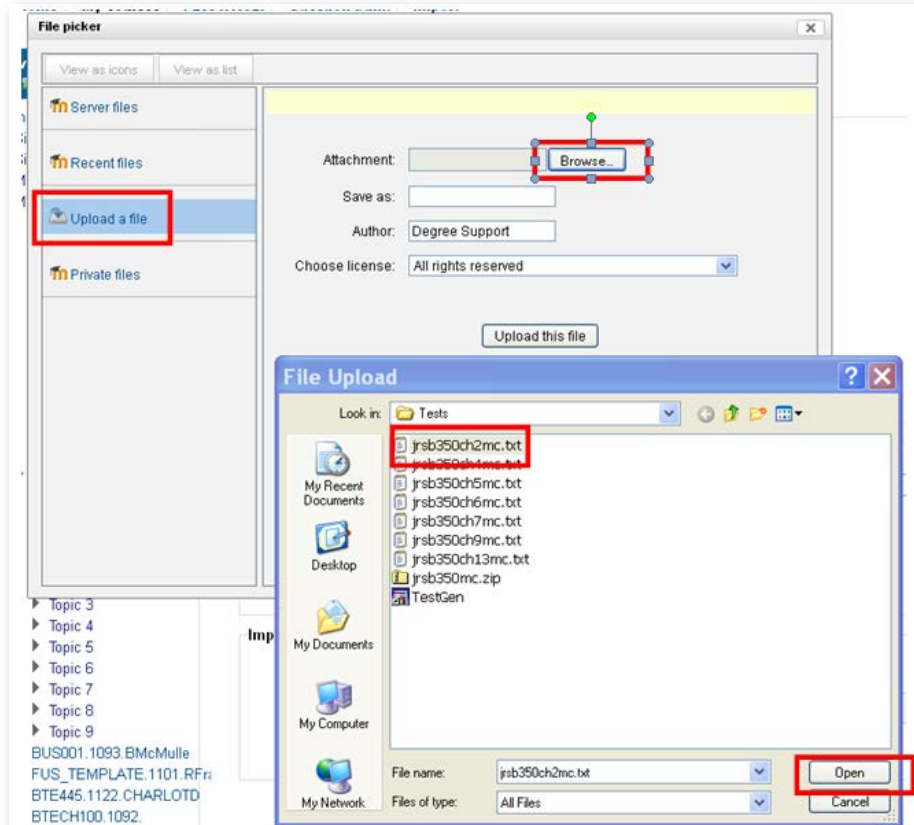
**NOTE:** If you have not chosen a compatible format for your question file, the questions will not load into your course. Likewise, a plain text file will not load questions if the question formatting is not accurate (questions properly numbered, answers indicated properly, spacing consistent, etc.)

If you have created categories for your questions, pick the appropriate one from the **Import category** dropdown menu. Otherwise, questions are stored at the course-level (default) category and not in a specified sub-category.

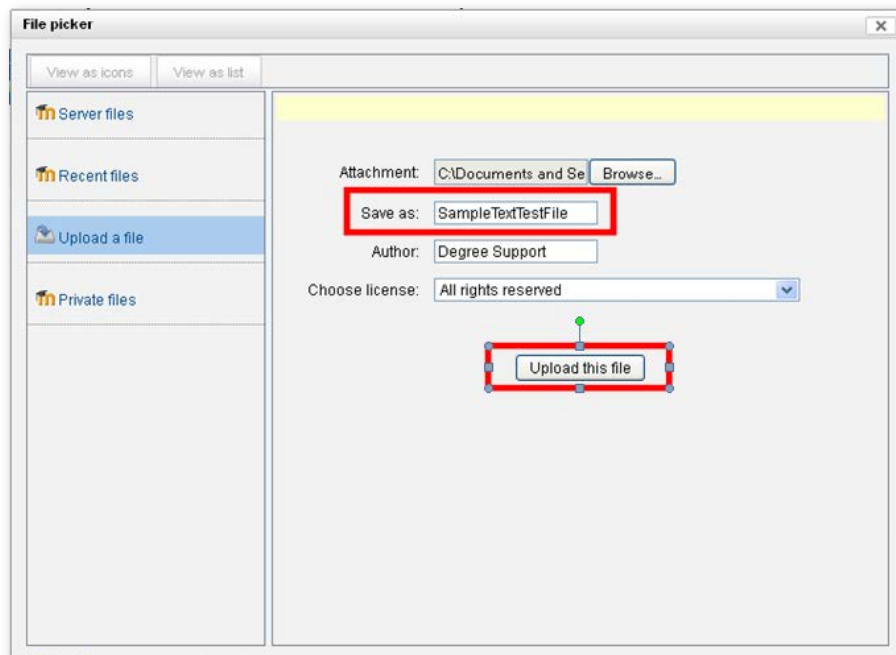
Check the **Get category from file** and **Get context from file** boxes. **Match grades** is relevant only when grades are attached to the questions. Set the **Stop on error** dropdown to **Yes**.

Now, **Choose a file** to upload from your hard drive.

The **File picker** opens in a pop-up window. Select **Upload a file** and then **Browse**. Find your file and click **Open**.



Give your file a name (**Save as**) and click **Upload this file**.





Your chosen file is now ready for upload to your course. Click **Import** at the bottom of the page.

Import from this file

Import

SampleGIFTTest.txt

**Import**

If there are no errors in choice of format or in the file/question formatting itself, your questions will be visible on the next page. (If there ARE errors, you will have to troubleshoot your file format, import file type option, etc. Contact [degreesupport@nait.ca](mailto:degreesupport@nait.ca) for assistance.)

Parsing questions from import file.

Importing 3 questions from file

1. Which of the following would be appropriate when defining a business model?
2. The White House is red.
3. Describe in detail your favourite vacation destination.

**Continue**

Click **Continue** at the bottom of the page. The questions will be visible on the following page, ordered alphabetically according to *type* of question. They will reside in the **Question bank**, but won't be attached to any specific quiz; they can be added to any quiz at any time.

### Question bank

Select a category:

Include questions from sub-categories too  
 Also show old questions  
 Show question text in the question list

The default category for questions shared in context 'Default for Degree Faculty Communications Lounge'.

<input type="checkbox"/>	<b>Question</b>	<b>Created by</b> <small>First name / Surname</small>	<b>Last modified by</b> <small>First name / Surname</small>
<input type="checkbox"/>	Question 3	Degree Support	Degree Support
<input type="checkbox"/>	Question 1	Degree Support	
<input type="checkbox"/>	Question 2	Degree Support	

**With selected:**



**TIP:** From this page, questions can be edited, previewed, moved, or deleted, as indicated by the icons beside each question.

## Editing a Quiz

Once your quiz is created and in need of updating, click on the specific quiz link on your main course page. Go to the **Settings** block and choose **Edit quiz** to return to the **Editing quiz** page. From here, you can delete questions from the quiz (red circle icon) or add new ones (green arrow icon).

## Editing Questions within a Quiz

If you created a quiz which has no attempts made on it, you can edit the text in a couple of ways.

Click on the quiz link; in the **Settings** block under **Quiz administration**, choose **Preview**.

On the **Preview Quiz** page, you can view your questions. Beside each question's number is a blue edit icon.

Click on the edit icon to be taken to the **Edit question** page. Make your changes to question name, question text, default question grade, or answers. Click **Save changes** for the edited question to be saved.

## 5.7 Wiki

The **Wiki** activity is a collection of collaboratively authored web documents. A wiki is a web page (or multiple linked web pages) everyone in a class/group can create together, contribute to, and edit, right in the browser, without knowing HTML. A wiki starts with one front page. Each author can either add content to the main page or add new pages.

### Create a Wiki

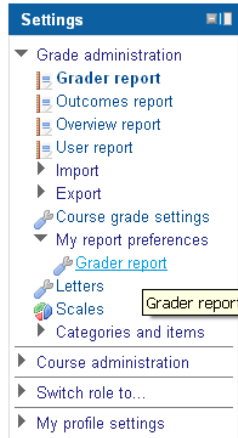
1. **Turn editing on.**
2. Select **Wiki** from an **Add an activity...** dropdown menu in the course section where you would like the wiki to appear.
3. On the **Adding a new wiki** page, give the wiki a name and detailed description (expectations, instructions, etc).
4. Give the first page a name.
5. Select the **Wiki mode** - Collaborative or Individual.
6. Click the **Show advanced** button to display all of the **Common module settings**.
7. Determine all **Common module settings** including **Group mode**.
8. Choose an **ID number** for the wiki if you need it to factor into the Grader report. (The ID number is used in weighting calculation formulae.)
9. Fill in the **Restrict access** section if you want the wiki open during specific times only.
10. Click **Save and display**. The wiki is now available for any student or group that has access.

## 6 Grades

Since the **Grades** tool is extensive and can be used in a multitude of variations, this reference guide will not attempt to explain it in detail. Please find help resources at <http://docs.moodle.org/22/en/Grades> and [http://docs.moodle.org/22/en/Grades FAQ](http://docs.moodle.org/22/en/Grades_FAQ) or email [degreesupport@nait.ca](mailto:degreesupport@nait.ca) for assistance on specific topics not covered here.



**TIP:** Set up **Grades** preferences PRIOR to students having access to the course or completing graded activities to ensure neither instructional time nor course site are disrupted due to changes or inaccuracies that may arise as changes are made.



Access **Grades** in the **Settings** block. Grades can be calculated, aggregated, and displayed in a variety of ways.

To begin, set your Grader report preferences. Click **Grades**; from the **Grader report page**, select **My report preferences** (in the **Settings** block). Click **Grader report** below **My report preferences**.

From this page (screenshot below), indicate how your report will appear and function.

The screenshot shows the 'Grader report' settings page. At the top, there is a dropdown menu for 'Grader report'. Below this, the page is organized into three main sections:

- Showhide toggles:** This section contains several settings, each with a dropdown menu:
  - Show calculations: Yes
  - Show showhide icons: Yes
  - Show column averages: Report default (Yes)
  - Show locks: Report default (No)
  - Show user profile images: Report default (Yes)
  - Show user ID numbers: Yes
  - Show activity icons: Report default (Yes)
  - Show ranges: Yes
- Special rows:** This section contains two settings:
  - Grades selected for column averages: Report default (Non-empty grades)
  - Show number of grades in averages: Report default (No)
- General:** This section contains four settings:
  - Quick grading: Report default (Yes)
  - Show quick feedback: Yes
  - Students per page: 10
  - Enable AJAX: Yes

At the bottom of the page, there are two buttons: 'Save changes' and 'Cancel'.

### 6.1 Strategy 1: Simple Weighted Mean of Grades

By default, Moodle computes a course grade based on the total number of points (or marks) earned, divided by the number of points possible. Therefore, if your course has two midterm tests, each worth 50 points, and a final exam worth 100 points, the final exam counts twice as much as each of the midterm tests.

This aggregation method of computing course grades is called **Simple weighted mean of grades** because items are weighted based simply on their maximum point value.

By default, items are not computed into the grade until a score is assigned. In other words, you can create your gradable activities as far in advance as you wish; students always see a grade based only on what has been marked.

### 6.2 Strategy 2: Mean of Grades

In some courses, the number of points (or marks) given to an item is arbitrary and not a factor in deciding its weight in computing the course grade. In this case, each assignment is given equal weight, so a 10-point essay might be worth just as much as a 20-point essay. With this grading strategy, you would first convert each item to a percentage value and then average the percentages in computing the course total.

This aggregation method of computing grades is called **Mean of grades** because the average is computed by assigning the same weight to each item. This method can also be applied to categories.

**TIP:** In the process of testing your Grader Report, change various scores and confirm that Moodle is computing the course grade in the way you want. If not, you might want to make additional changes to your Grader Report setup.

### 6.3 Strategy 3: Sum of Grades

If you prefer to show a sum of points rather than a percentage, change the course items or categories aggregation method to **Sum of grades**. Each gradable activity/category will be created with the actual point value (not a percentage), and the gradable activities' total points will add up to 100.

## Moodle Quick Tips

Here are some handy suggestions to improve user-friendliness and functionality and avoid some Moodle bugs.

- Use Firefox or Chrome as an internet browser and encourage students to do the same. Moodle appears to function more effectively with these browsers (free downloads at <http://www.mozilla.org> and <https://www.google.com/chrome>).
- If using Internet Explorer 8 or later, go to **Tools** and turn on **Compatibility View**.
- Set course, activity, and grades preferences before starting the course.
- Copy/paste into HTML/WYSIWYG editors from plain text (Notepad) not Word format.
- If using Word to copy/paste from, always use the Paste from Word (the “W”) icon.
- Most settings pages have a **Show advanced/Hide advanced** toggle. Click on **Show advanced** to make all settings visible.
- Set maximum download size to at least 10MB.
- When adding URLs to the course, ensure that “http://” is included.
- Always set **Adaptive Mode** in quiz settings to “**No.**” (Moodle 2.2 now has the correct default setting so this should not be an issue.)
- Set the number of questions per quiz page to 10 or fewer.
- When grading assignments, use the “**Save**” option (not the “**Save and view next**”) to avoid losing grading and comments.
- Comments can be added only to Grader Report items with an attached grade or scale.
- Use blank labels to create spacers between resource and activity links on your main page.
- To change the HTML editor to a WYSIWYG editor, click **HTML format** in the dropdown box beneath the editing window. Click **Save changes**; when you reload the editing page, the WYSIWYG editor appears.
- If something doesn’t seem to work or “stick” the first time, try again. Second time is usually the charm.
- Use **Quick grading** in the Grader Report or export your Grades to Excel to add comments/feedback before saving as a .csv file and importing back to Moodle with changes intact.
- Moodle.org student tutorials can be found at [http://docs.moodle.org/20/en/Student\\_tutorials](http://docs.moodle.org/20/en/Student_tutorials)
- Direct students to NAIT’s live, facilitated [Introduction to Online Learning in Moodle](#) tutorial for hands-on practice navigating and using Moodle. Students self-enrol.
- **Students** requiring technical help should contact the Student Success Contact Centre (SSCC), [asknait@nait.ca](mailto:asknait@nait.ca) (780-471-6248 or 1-877-333-6248).
- **Instructors** requiring technical help should contact Information Services (ISD), [helpline@nait.ca](mailto:helpline@nait.ca) (780-471-8624).

*For personalized Moodle help, please contact [degreesupport@nait.ca](mailto:degreesupport@nait.ca)*