

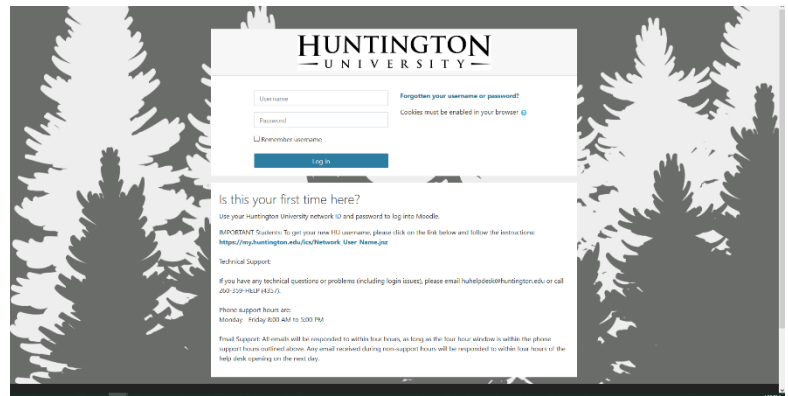
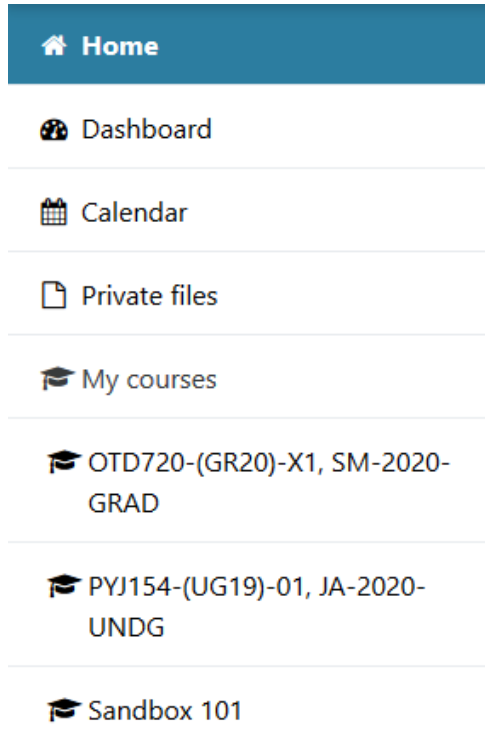
HUNTINGTON

— U N I V E R S I T Y —

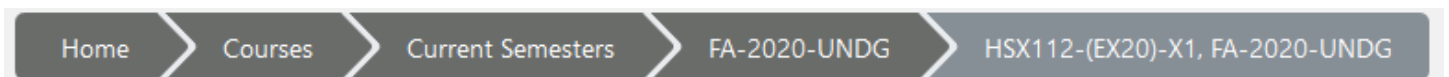
Moodle V3.8 Guidelines

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1. Go to: <http://moodle.huntington.edu>
2. Login using your HU username and password
3. Click on your course under “My Courses” (if you don’t see your course here, you can find all your courses in the Dashboard)



Use the Breadcrumb navigation bar at the top of each page; this should help remind you where you are and prevent getting lost.



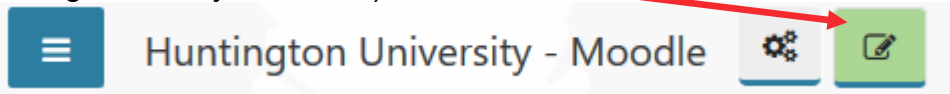
Look for the  for more information on any of the Moodle topics.

Don't be afraid to experiment:

Feel free to poke around and change things. It's hard to break anything in a Moodle course, and even if you do it's usually easy to fix it.

Turn editing on to edit your course shell.

1. Click on the green edit button on the top right of your page (it will be a red power button if editing is already turned on)



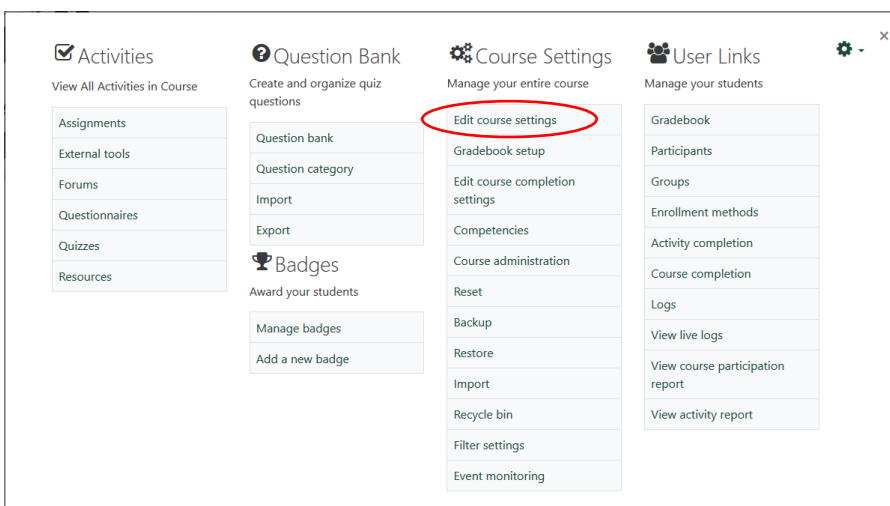
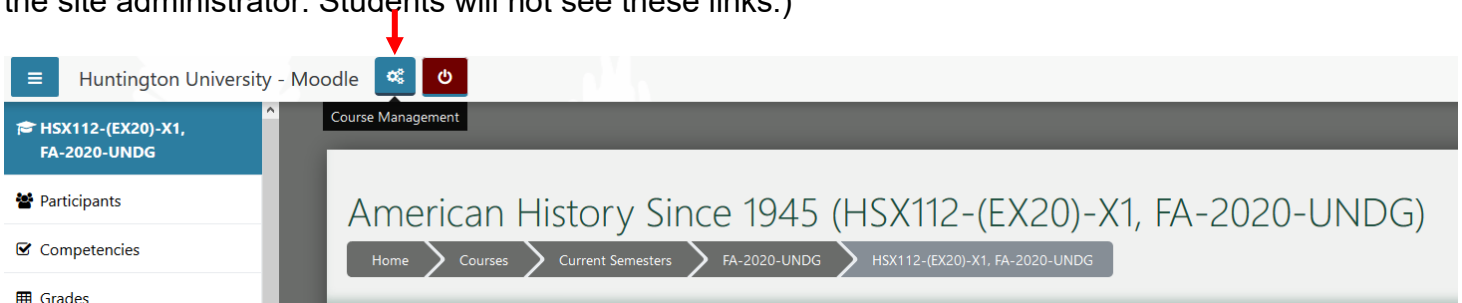
Edit drop down boxes will appear on the right side of each activity or resource. If your shell is empty, you will see the “+ Add an activity or resource” link in each section.

+ Add an activity or resource

Course settings

Setting up the course dates, # of weeks or topics, and opening the course to students.

The course settings for your course are located at the top of the page in the “course management” button. (Note that this link, and in fact the whole Administration section is only available to you and the site administrator. Students will not see these links.)



On the Settings page you can change a number of settings about your course.

The screenshot shows the 'Settings' page with three main sections: 'Course visibility', 'Course start date', and 'Course end date'. Each section has a help icon (question mark) and a dropdown menu. 'Course visibility' is set to 'Hide'. 'Course start date' is set to '1 September 2020 00:00'. 'Course end date' is set to '6 October 2020 02:00'.

1. **Course visibility:** Make sure that the course is available to students by changing the “Visible” drop down to “Show”
2. **Course Start Date:** Change the course start date as needed

Note that the weekly and topics formats are very similar in structure. The main difference is that each box in the weekly format covers exactly one week with the dates automatically set based on your course beginning date, whereas in the topic format each box can cover whatever you like. The social format does not use much content at all and is based around just one forum that is displayed on the main page.

The screenshot shows the 'Course format' section with three settings: 'Format' set to 'Topics format', 'Hidden sections' set to 'Hidden sections are shown in collapsed form', and 'Course layout' set to 'Show all sections on one page'.

3. Completion tracking (a checklist)

Completion tracking creates a check box for each activity or resource added to the course page that can be manually checked by the students or checked when certain criteria has been completed.

The screenshot shows the 'Completion tracking' section with a toggle switch labeled 'Enable completion tracking' set to 'No'.

4. Group Settings

The groups feature allows an instructor to assign students to one or more groups for the entire course or for individual activities.

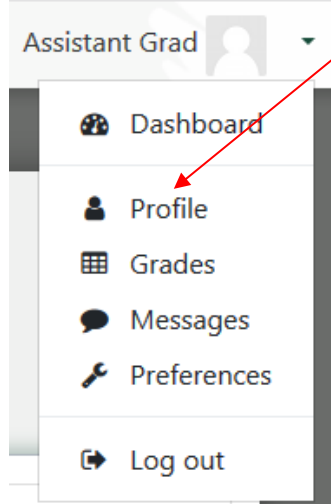
- **No groups** - There are no groups. In collaborative spaces such as *Forums* or *Wikis*, all class members can participate in the activity.
- **Visible Groups** - Group members interact with their own group but can also view work from other groups (e.g., students can read, but not reply to another group's Forum posts).
- **Separate Groups** - Group members can only see activity made within their own group.

*If you choose to use groups in your course, you will need to set up the groups and also select the type of group to use in each activity. I will be helpful to refer to [additional documentation](#).

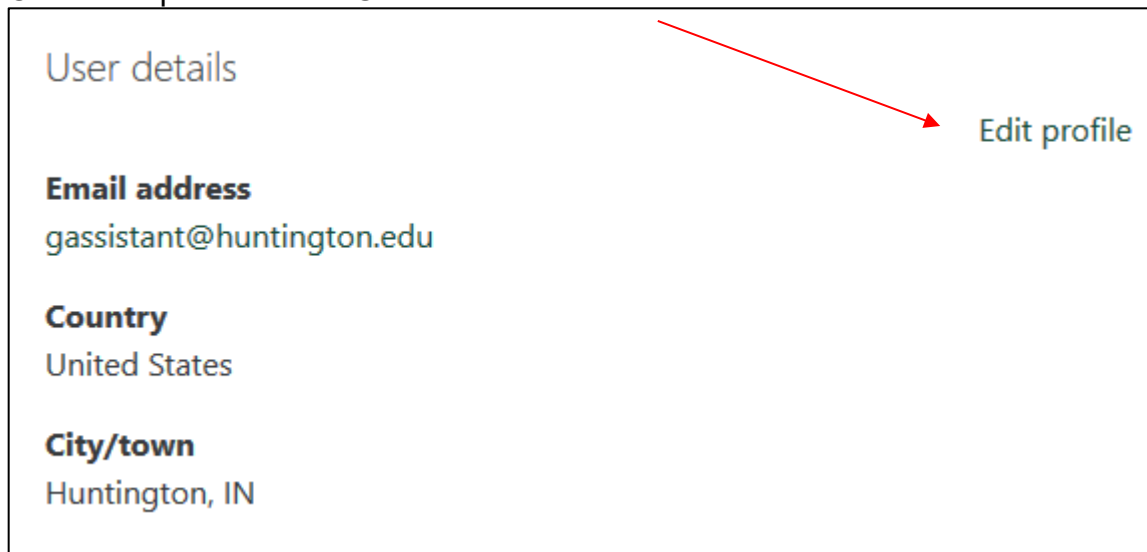
5. Save changes whenever leaving a page

Edit your profile:

1. Login to the course web site
2. Click on the drop down next to your name in the top right corner and choose "Profile"



3. Click "Edit profile" in the User detail section.



4. You can update your email display settings, your hometown, add a description of yourself, or add a profile picture (JPG or PNG format only).
5. Click "Update profile" at the bottom of the page when finished.

Communication:

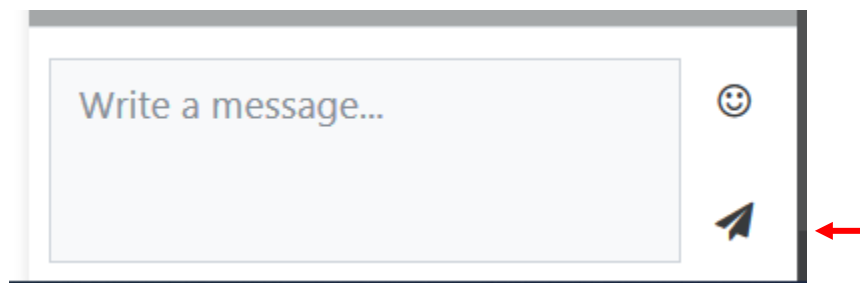
1. Announcements Forum: (Visible by all in the class)

Announcements is a unique forum that acts as an announcements tool for your Moodle course. It appears by default in the top section of your course homepage and is related to the *Latest news* block. Only the instructor may start a discussion and it automatically sends an email notification to all enrolled. This is a great way to share information with the entire class.

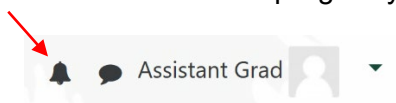
2. Messages: (Private between sender/recipient(s))

Messages are kept in Moodle and an email notification is sent to recipients.

- Click on the **Participants** in the navigation drawer (left)
- Click on your recipient's name (Note: you can select multiple recipients by using the checkbox in front of each name and then selecting **Send a Message** in the "With selected users" option.)
- Click Message
- Type a message in the message window (lower right)
- Click on the send icon



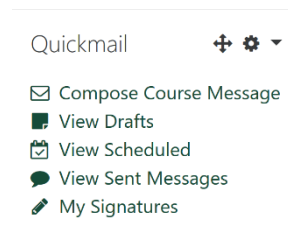
The recipient of the message will receive an email of the message and a notification (the # of messages waiting) on the bell icon in the top right by their name.




3. Quickmail: (Private between sender/recipient(s))

This option only allows you to send an email to the participants in the class.

- Click "Compose Course Message" in the Quickmail block.
- Select the student(s)/group
- Enter a subject
- Enter a Message
- Specify a date/time to send (opt)
- Choose if you would like a "send report" (opt)
- Click **Send Message**

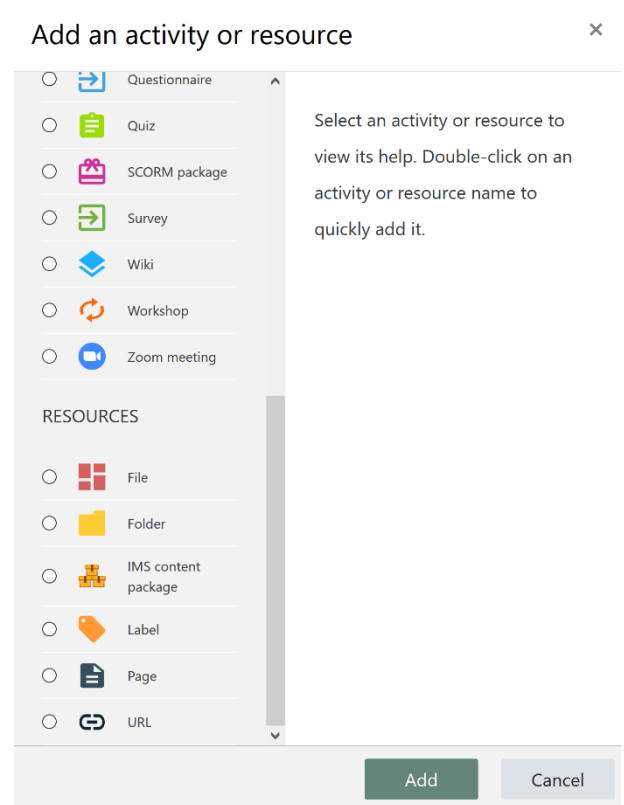


Resources:

Turn editing on (top right corner of course page).
(click  Add an activity or resource)

You can click on any activity/resource and it will give you a description in the box at the right.


- File: Makes a link to a file such as a PDF, PowerPoint, or Word document.
- Folder: Create a place to display multiple files that will be used in a course or lesson rather than making individual links.
- Label: A label helps with structure and organization by giving a short description of topics to be covered or instructions. Labels can be placed anywhere but should be very brief.
- Page: Create a page of information such as weekly overview, lecture, rubrics or directions. Streamed files can be placed in a page.
- URL: Link to another web site.

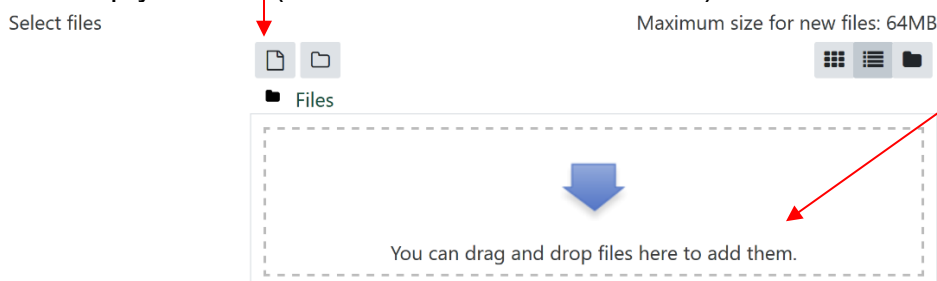



Moving Resources/Activities:

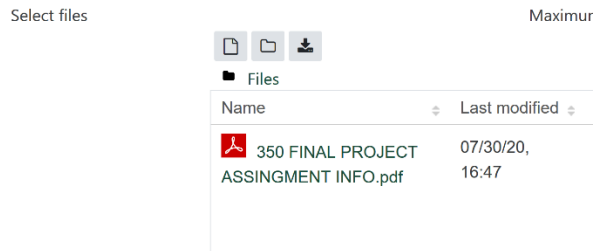
Once you have added a resource/activity, click on the icon  and drag to desired spot.

Adding a file or folder to your course page:

1. Click  (if editing is not already on)
2. In the topic area that you would like to add the resource, click on the “Add an Activity or Resource”
3. Choose **File** under the “Resources” section
4. Give your Resource a name (i.e., Syllabus, Assignment Name) and description
5. You have a choice to Click “Add...” icon (Continue on to instruction #6) or you can drag and drop your files (continue on to instruction #10).

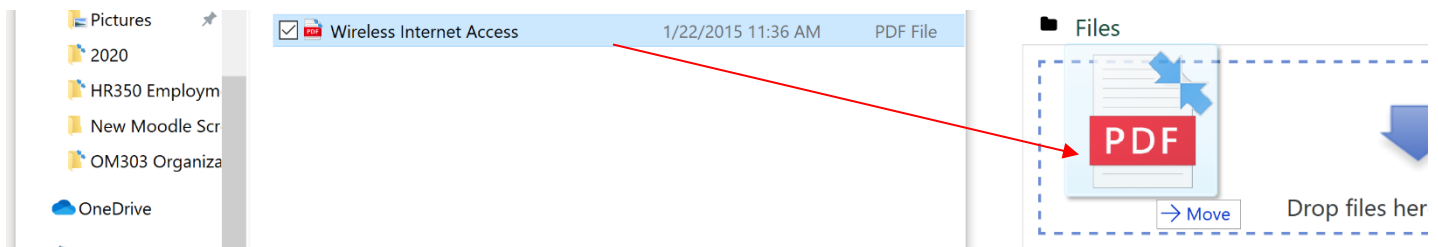


6. Click  (left).
7. Click “Browse” and navigate to the file to be included.
8. Select your file and click “Open”.
9. Click “Upload this file”. Your file should show up in the select files box. Skip to step 11.




* If you need to delete a file, click on the file, choose “delete,” then choose OK.

10. The Alternate option to browsing for a file is to simply drag the file into the upload area from your File Explorer.



11. Click “Save and return to course” or “Save and display”


Adding a Link to a web site outside of Moodle:

1. Click  (if editing is not already on)
2. In the topic area that you would like to add the resource, click on the “Add an Activity or Resource”
3. Choose **URL**
4. Give your Resource a name (e.g., web site, article name).
5. Enter web address in “External URL”. You may copy/paste from the web site.
6. Click “Save and return to course” or “Save and display”

Activities:



Adding an Assignment:

1. Click  (if editing is not already on)
2. In the topic area that you would like to add the resource, click on the “Add an Activity or Resource”
3. Choose **Assignment** from the list and click “Add”.

4. Give a name, description, due date, maximum grade, and any other desired information
5. Under Submission types, you can choose
 - a. if the assignment will be a(n)
 - i. Online text – Yes means the students will not upload a file but will type text directly into a box for submission.
 - ii. File submissions – the students will be able to upload one or more files as their submission.
 - b. Word limit – a limit can be enabled for use with Online text
 - c. Maximum number of uploaded files – default is set at 1 file to upload. Many assignments may require more than one file. You can set this maximum higher for the convenience to students.

Submission types

Submission types ☐ Online Poodll ☒ File submissions ☒ Online text

Maximum number of uploaded files

Maximum submission size

Accepted file types No selection

Word limit

6. Click Save changes

Giving Grades and Comments on Assignments:

In order for Moodle to calculate grade % accurately, all activities that are set up with a grade need to have a grade entered. Instructors should enter zero for activities that are not submitted. However, once a grade is entered, students cannot change/add to their submission. If you have a student who needs to re-submit, make sure to remove the grade for that student.

There are 2 ways to grade inside the assignment. You can choose Grade (grade one student at a time) or View all Assignments (to grade multiple students at once). You can also use **Grading with Single View (pg. 16)**.

Grade:

If you plan to comment on student assignments or give additional documents (rubrics), use the Grade option.

1. Click on the assignment

2. You will see a summary of the grades and submitted assignments below your directions.

Grading summary

| | |
|----------------|---------------------------------|
| Participants | 11 |
| Submitted | 3 |
| Needs grading | 3 |
| Due date | Monday, July 31, 2017, 11:55 PM |
| Time remaining | 13 hours 13 mins |

[View all submissions](#)

[Grade](#)

3. Click on **Grade**.
4. You will go immediately to the first student. You can change or filter the students with the buttons on the top right.

5. Using the icons in the lower right corner, faculty can switch from the default view (with both Review and Grade Panels), to show either the Review or Grade Panel.

Using the Review Panel – A preview of the submitted assignment is shown. Tools allow faculty to add notes/corrections to the student assignment.



Using the Grade Panel

Submission

No attempt

Not graded

Student can edit this submission

+ Comments (0)

Grade

Grade out of 100

Current grade in gradebook

-

Feedback comments

Feedback files

Maximum size for new files: 100MB

You can drag and drop files here to add them.

Feedback PoodLL

1. Enter the grade

2. Enter feedback comments in the box below the grade. Students will see anything in this box when they click on grades. If you upload feedback files (below), it is a good idea to put a comment here telling students to go back to the original submission area to see your feedback.

3. Feedback files allow faculty to upload a copy of student assignments with comments, rubrics or other files. Students will see these files when they go back to where they submitted the original assignment.

4. Add audio feedback using Poodle (optional)

5. Click on “Save changes”

View all assignments:

If you don't have much feedback to give, a quick way to grade all student submissions is to choose the **View all submissions** option.

1. Go into the assignment you want to grade.

Grading summary

| | |
|----------------|---------------------------------|
| Participants | 11 |
| Submitted | 3 |
| Needs grading | 3 |
| Due date | Monday, July 31, 2017, 11:55 PM |
| Time remaining | 13 hours 13 mins |

[View all submissions](#)

[Grade](#)

2. Click on the **View all submissions** link next to the Grade button.

Note: You can download all the file submissions in this section in the drop down at the top of the page titled "Grading action". Click on the drop down and choose "download all submissions".

3. Scroll to the bottom of the student submissions and check the "quick grading" box. This allows boxes to open up above the grades for easy and fast grade input. (This only needs to be done once.)

☒ Quick grading ?

☒ Download submissions in folders ?

4. Click on the student's assignment to view it.

5. Enter the Grade and Comments

Julie Student Submitted for grading 42 days 14 hours late / 100.00

Assignment 1.docx March 3 2020, 2:56 PM Comments (0)

Notify students Yes

Save all quick grading changes

6. Click "Save all quick grading changes" at the bottom when finished.



Choice

A choice activity is very simple - you ask one question and specify a choice of responses. Students can make their choice, and you have a report screen where you can see the results. It can be used for quick polls or class votes.

1. Click on "Add an activity or resource"
2. Click on Choice (on the left) and select Add (at the bottom)
3. Enter a short choice name
4. Enter instructions for completing the choice (the question)
5. Enter individual choices (and limit if applicable)
6. Availability - Choose the availability (open date and close date). You can restrict answering to that period or leave it open by checking the box.
7. Results - You can choose to publish the results or make them anonymous.
8. Click Save



Discussion Forum

This is where class discussion takes place in an asynchronous format.

Forum Type:

- **A single simple discussion** - is just a single topic, all on one page. Useful for short, focused discussions.
- **Each person posts one discussion** - Each person can post exactly one new discussion topic (everyone can reply to them though). This is useful when you want each student to start a discussion about, say, their reflections on the week's topic and everyone else responds to these.
- **Q and A Forum** - The Q & A forum requires students to post their perspectives before viewing other students' postings. After the initial posting, students can view and respond to others' postings. This feature allows equal initial posting opportunity among all students, thus encouraging original and independent thinking. **Instructors need to start the first post and have students reply to that post.**
- **Standard forum displayed in a blog-like format** – An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links.
- **Standard forum for general use** - is an open forum where anyone can start a new topic at any time. This is the best general-purpose forum and is the default setting.

[More information on discussion forums](#)

Add a Discussion Forum:

1. Click on "Turn editing on" (Upper right corner of the window)
2. In the topic area that you would like to add the resource, click on the "Add an Activity or Resource"
3. Choose **Forum** from the list and click "Add".
4. Enter a Forum Name
5. Enter a Description. This is the discussion prompt for students.
6. Set maximum Attachments and Word Count (opt)
7. Choose Whole Forum Grading or Ratings (see below)
 - a. Whole Forum grading allows faculty to select points or a scale for the entire discussion in one place.

- b. Ratings allow faculty to use a rating scale as a grade on every discussion post. The grade is then aggregated based on the type selected (average, count, maximum, minimum or sum)
8. Set maximum grade
9. Grade Category (opt)
10. Restrict access (opt)
11. Click "Save and return to course"

Viewing individual student activity in the forums:

1. Click on Participants located in the left column
2. Click on one student's name
3. Choose one of the following in the Miscellaneous or Report section:
 - **Forum posts** shows all the messages that a student has posted: both initial and responses.
 - **Forum discussions** shows the initial posts started by the student.
 - **Complete Report** shows everything the student has looked at or submitted.

Note: You have the option to view the discussion posts in context from the discussion forum link.

Grading Discussion Forums:

If using Whole Forum grading:

1. Click on the discussion
2. Click on Grade Users

Whole Grading Discussion

Please enter your name and major

Separate groups

Add a new discussion topic

Grade users

Discussion

☆ My subject










3. Enter the grade
4. Select Yes, send notification to student (opt)
5. Use the Arrows in the top right corner to navigate to the next student to grade.

Note: Moodle automatically saves the grades you entered.


If using Ratings:


1. Click on the discussion
2. Select the individual topic to review

Add a new discussion topic

| Discussion | Started by | Last post ↓ | Replies | Subscribe |
|--------------------|--|--|---------|---|
| My Response |  Washington G... 24 Aug 2020 |  Washington G... 24 Aug 2020 | 0 |  |
| ☆ Video in Moodle |  Goetz Julianne 30 Jul 2020 |  Goetz Julianne 30 Jul 2020 | 0 |  |
| ☆ My video |  Goetz Julianne 30 Jul 2020 |  Goetz Julianne 30 Jul 2020 | 0 |  |

- Choose a rating for each post you wish to rate


My Response
 by Washington George - Monday, August 24, 2020, 3:59 PM


 Here is my discussion post.

Sum of ratings: - Rate...

Note: Moodle automatically saves the rating you selected.







Grading with Single View:

Single view grading can be used on any type of activity. It allows faculty to override a grade that was given somewhere else in Moodle.

- Click on Grades (left column)
- Select "Grader Report" from top left drop down box
- Click on the pencil icon next to the activity you want to grade

| | |
|-----------------------------|---------------------------------------|
| Graduate student to do list | |
| First name / Last name | Course total Access database with IDs |
| Controls | Controls |
| Grad Assistant | |
| Amber Prather | |

- Select the student(s) to grade by checking the Override box
- Enter the grade
- Enter Feedback (opt)

| First name (Alternate name) Last name | Range | Grade | Feedback | Override All / None | Exclude All / None |
|---|---------------|--------|---------------------------------------|-------------------------------------|--------------------------|
|  Doron Ella | 0.00 - 100.00 | | | <input type="checkbox"/> | <input type="checkbox"/> |
|  Jefferson Thomas | 0.00 - 100.00 | | <p>This is a feedback comment </p> | <input type="checkbox"/> | <input type="checkbox"/> |
|  Prather Amber | 0.00 - 100.00 | | | <input type="checkbox"/> | <input type="checkbox"/> |
|  Speakman Wendy | 0.00 - 100.00 | | | <input type="checkbox"/> | <input type="checkbox"/> |
|  Student Julie | 0.00 - 100.00 | 100.00 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|  Washington George | 0.00 - 100.00 | | | <input type="checkbox"/> | <input type="checkbox"/> |

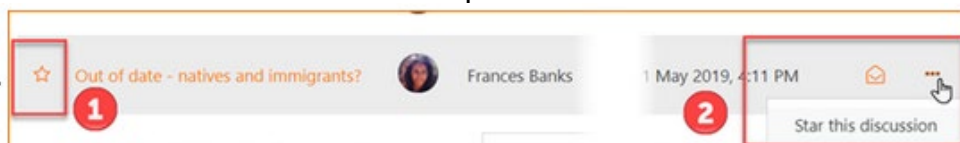
☐ Perform bulk insert
 For Empty grades Insert value 0

- Click **Save**

NOTE: Do not put grades in the course or category totals. This will override the adding of the categories and course totals. (If there is a shaded grade in the Grader Report, it has been manually overridden.)

Star Discussions

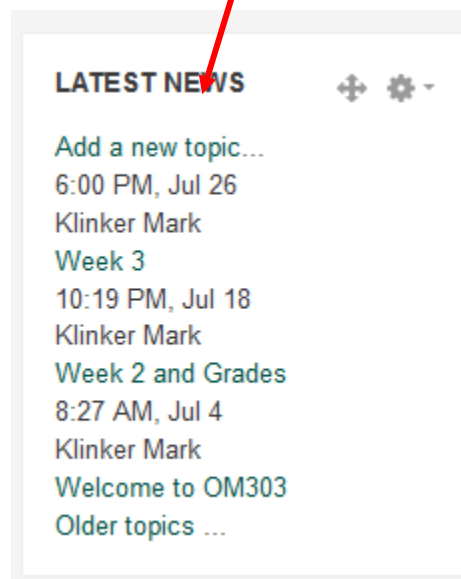
Discussions may be favored or “starred” by either clicking on the three dots to the right of the discussion or by clicking directly on the star to the left of the discussion. This setting is individual and will move the discussion to the top of the discussion list.



Latest News:

Moodle creates a “News” area (located in a block on the right) for your students to monitor any new and important information at the top of each course page. Only teachers can begin a discussion here and it is automatically sent to all students via email and it is kept on the course web site in the **Announcements** at the top of your Moodle page (may be called **Course Announcements** for Grad and Professional Program courses).

1. Click Add new topic. (You can also go directly into the Announcements forum to start a topic)



2. Type in the title for your News.
3. You also have a larger message area to enter the full details of your news.
4. Attaching a file is optional.
5. Click Post to Forum

*Your post will go out to all students enrolled in the class as an e-mail as well as being posted on the course web site. When students click on the “more” behind your news title, they will see your news as a forum.

Glossary:

A glossary can be displayed in a variety of ways. It allows both teachers and students to contribute to a list of terms with explanations, definitions, or supplemental information.

Creating a glossary:

1. Click on add an activity
2. Choose glossary
3. Give your glossary a name and description (which can include directions for the students)
4. Set the following:
 - a. Entries section: Automatically link glossary entries: Setting this feature to “yes” will allow individual entries in this glossary to be automatically linked whenever the concept words and phrases appear throughout the rest of the same course. This includes forum postings, internal resources, week summaries, and so on.
 - b. Appearance section: **Display format:**
 - **Simple, dictionary style:**
Looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.
 - **Continuous without author:**
Shows the entries one after another without any kind of separation but the editing icons.
 - **Full with author:**
A forum-like display format showing author's data. Attachments are shown as links.
 - **Full without author:**
A forum-like display format that does not show author's data. Attachments are shown as links.
 - **Encyclopedia:**
Like 'Full with author' but attached images are shown inline.
 - **Entry list:**
This lists the concepts as links.
 - **FAQ:**
Useful for displaying lists of Frequently Asked Questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively
 - c. Appearance section: **Show Special link:** Enable or disable browsing by special characters like @, #, etc.
 - d. Appearance section: **Show Alphabet:** Enable or disable browsing by alphabetic letters.
 - e. Appearance section: **Show 'All' link:** Enable or disable browsing of all entries at once.
5. Click Save

Adding to a glossary:

1. Click on the glossary
2. Click on "Add a new entry"



Technology Services Department > Miscellaneous > F2F101 > 27 July - 2 August > Glossary

Test Glossary

Search ☒ Search full text

Add a new entry

Browse by alphabet Browse by category Browse by date Browse by Author

rowse the glossary using this index

pecial | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

No entries found in this section

3. Enter a concept name
4. Enter a description/definition
5. Enter Keywords to help other find this concept (one entry per line)
6. Add an attachment if desired
7. Set Linking preferences
8. Save

Note: Teachers may edit any glossary post, but students can only edit their own posts.

Wiki:

A wiki allows teachers and students to collaborate on a project.

Creating a Wiki:

1. Click add an activity
2. Choose wiki
3. Give your wiki a name and a description
4. Click Save

Adding to a Wiki:

1. Click on the desired wiki
2. Click on the Edit tab
3. Make desired changes
4. Click Save

Note: If you want to create a supporting wiki, use [] around the content area. Moodle will automatically create a sub-wiki by that name. You can create that wiki by clicking on the ? next to the name. Once the sub-wiki has been created, you can access it by clicking on the linked text. Moodle will provide a link back to the original wiki.

Quizzes:

Creating a quiz in Moodle can be confusing. There are two parts to create: a quiz shell and quiz questions. For a quick guide, go to: https://docs.moodle.org/32.en/Quiz_quick_guide

For assistance, undergrad faculty may contact helpdesk (260-359-4357).

Graduate and Professional Program faculty may contact Amber Prather (Online Course Designer) in the Grad office (260-359-4228).

Quiz questions can be in the following format:

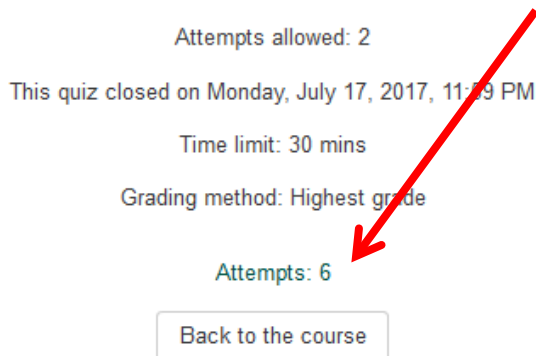
- True/False
- Multiple Choice
- Matching
- Short or long answer (Essay)

Moodle will grade all except the short/long answer questions.

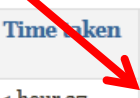
Instructors need to decide how long students have to take a quiz, how many points each question is worth, provide instructions and feedback.

Manually grading a quiz question

1. Click on the quiz
2. Click on **Attempts** to view the students' quiz attempts



3. Click on the question to be graded

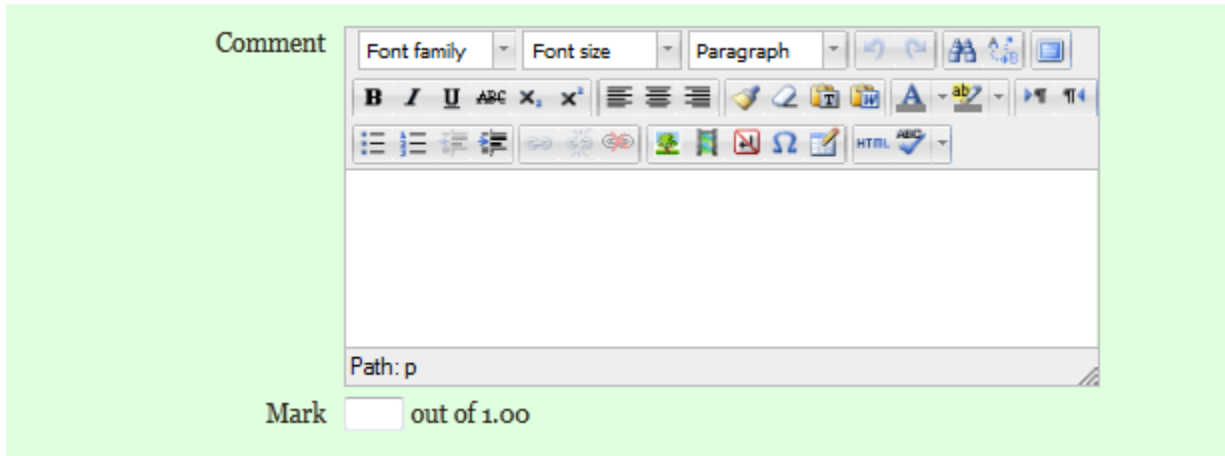


| Started on | Completed | Time taken | Q. 1 /0.96 ↓ | Q. 2 /0.96 | Q. 3 /48.08 |
|-------------------------------|-------------------------------|--------------------|---------------------|---------------------|---------------------|
| 16 September 2012 11:42 PM | 17 September 2012 01:10 AM | 1 hour 27 mins | Requires grading | Requires grading | Requires grading |
| 17 September 2012 09:02 PM | 17 September 2012 09:32 PM | 29 mins 49 secs | Requires grading | Requires grading | Requires grading |

4. Click on "Make comment or override mark" (located below the question in the pop up)

Make comment or override mark

5. Enter your feedback and assign a grade (mark). The points available for each question are shown.



The screenshot shows a quiz question interface. On the left, there is a green box labeled "Comment". To its right is a rich text editor with a toolbar containing options for font family, font size, paragraph, bold, italic, underline, text color, background color, bulleted list, numbered list, link, unlink, insert image, insert video, insert audio, insert HTML, and a "Path" field. Below the comment box, there is a "Mark" field with a dropdown menu and the text "out of 1.00".

6. Click Save

Manually overriding a graded item on a quiz

1. Go to the quiz
2. Click on the "Attempts"

Attempts allowed: 2

Grading method: Highest grade

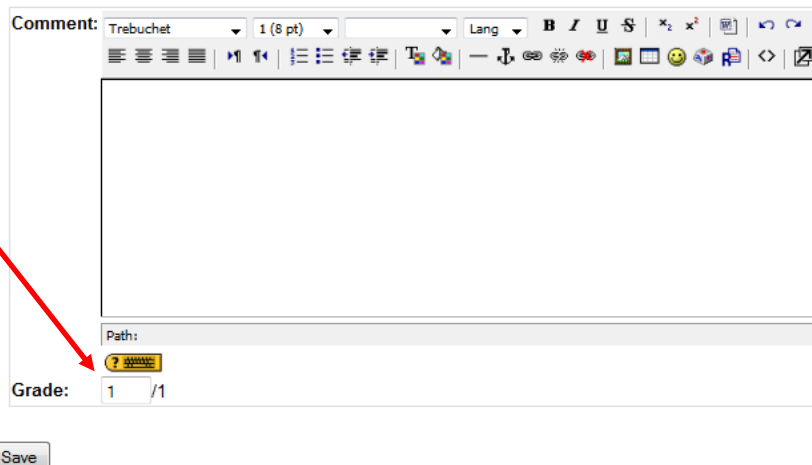
This quiz closed on Monday, 9 April 2012, 11:55 PM

Attempts: 7

Continue

3. Click on the student grade. You now have the option to override a grade if the system did not give proper credit.
4. Enter the number of points the student should receive (you can do partial credit)
5. Save

Random Question (Quiz 4 SA)



The screenshot shows a quiz question interface titled "Random Question (Quiz 4 SA)". It features a comment box with a rich text editor. Below the comment box, there is a "Path:" field. At the bottom, there is a "Grade:" field with a dropdown menu showing "1 /1". A red arrow points to the "Grade:" field, and another red arrow points to the "Save" button.