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Introduction to Moodle

Moodle is a learning management system that is designed to help instructors create an online classroom setting with opportunities for rich interaction and collaboration. Moodle contains various design aspects that allow instructors and students to interact, collaborate, and experience online learning in multiple ways. Moodle can be used to supplement on-ground courses or can be used to host completely online courses.

This Faculty Moodle Tutorial is designed to provide you with information on how to log in to Moodle, the basic features of Moodle, how to design and facilitate your course, and how to backup and restore your course.

A typical online course will require:

- Reading assignments
- Papers and projects
- Discussion of course concepts
- Tests
- Additional learning opportunities

This guide will provide you with the basic tools that you will need to navigate, design and facilitate a course in Moodle.
Help and Resources

Before you start designing your course, here are some general tips that will help you get started:

Experiment!

Don’t be afraid to click around, try different options, and change things in your Moodle course. Your Moodle course is meant to be edited, and there are a variety of options to change the look, feel, and function of your Moodle course. If you run into snags as you experiment with your course, contact the Help Desk or a Baker staff member for help.

Help Desk and Baker Staff Support

Keep in mind that you can always contact Baker staff members for help or support. You can also ask the Help Desk for assistance or answers to your questions regarding your course.

Baker Moodle YouTube Channel

Baker has published several videos on YouTube.com that can assist you with designing your course. To access the Baker Moodle YouTube channel, visit www.youtube.com, type “bspgs” in the Search box, and scroll through the videos that are available.

Moodle Docs

Another good resource for help and support is to use Moodle Docs at http://docs.moodle.org/ for ideas and answers. Moodle Docs is a free documentation site that anyone can have access to. Moodle Docs contains thousands of articles about the many features of Moodle and is a great resource to find answers to common questions Moodle users have. Every time you click on the icon in your course, the information that is provided comes directly from Moodle Docs.
Logging In

Visit the Baker University website at www.bakerU.edu, and click on School of Professional and Graduate Studies or School of Education. Then scroll over Faculty and Staff, and click eTools.

**Note:** This process will on take you to Moodle Live, which is where you teach your course.

Click on a link to Moodle.

Moodle Test and Moodle Live are two separate branches of Baker’s Moodle site.

**Moodle Test** is used strictly by faculty who are designing courses. Students do not have access to Moodle Test. If you are designing a course or are planning to transfer the course content you’ve created in Moodle Test to Moodle Live (this process is also known as the **Backup and Restore** process), click [here](#) for to access Moodle Test.
If this is your first time logging in to Moodle, click **Yes, help me log in**.

To retrieve your username and password, enter your entire Baker email address in the email field and click **OK**. An email containing your username and password will be sent immediately to your Baker email account. Retrieve your username and password from the email to log in to Moodle.
Once you have logged in to Moodle, you will see your Home Page, or the page that lists all the courses you are teaching or have taught. To access a particular course, click on the course name under the **My courses** section in the center or the **My courses** block on the right.
Moodle Icons

Moodle utilizes icons to distinguish certain functions. You will see the following icons within your course. These icons indicate different activities and resources:

- A forum. In the banner section of the course, this icon will also indicate the News Forum that houses course announcements.
- Text-only documents.
- Microsoft Word documents.
- Link to an external website or file.
- Folders containing other files.
- Assignments that students turn in.
- A choice activity, which is a question with a specified number of possible responses.
- A chat. These tools allow communication with the instructor or classmates in real time.
- A quiz, test, or exam in Moodle.
- A glossary.
Access to the grade book.

A list of participants in the class.

A lesson.
Course Layout and Blocks

Click [here](#) to watch a YouTube video on Moodle Course Layout and Blocks.

The image below is an example of a basic course layout in Moodle. Instructors may design their course to suit their own teaching style and course content. The sample provided below shows a basic course structure.

A. This series of links is called a **breadcrumb trail**. Click on a link in the breadcrumb trail to navigate through the course and to visit specific points in the course.

B. This is an **Activities** block within Moodle. There are sometimes multiple Activities blocks available. Use this block as a shortcut to access different activity areas in the course.

C. The **People** block allows you to access a list of all users for the course. This is a quick method for checking attendance or for sending a message to a student.

D. Use the **Search Forums** block to search for specific forum posts or keywords.
E. The **Administration Block** contains important tools to facilitate the course. Use the Administration block to change course settings, access the grade book for the course, and to backup and restore your course.

F. This **banner area** is common to every course in Moodle. Use this space to post important documents and items, like your course syllabus, the News Forum, an Ask a Question forum, a course banner image, and other course information.

G. A blank course is formatted by **weeks**. Each week receives a separate block, designated by the dates for that week. This format and the number of weeks can be changed (see the **Course Settings** section for more details).

H. The **Messages** block is where any unread messages from students will appear.

I. The **Latest News** block indicates any announcements made to the News Forum.

J. **Upcoming Events** indicates upcoming assignment due dates and any updates or changes made to the course calendar.

K. **Recent Activities** allows you to know who has been in the site and when.
Changing Your Profile

In Moodle you have the option of setting up and maintaining your faculty profile. Your profile allows students to communicate with you and to get to know you within Moodle.

Once you access your course, click on the Participants link located in the People block.

When the screen refreshes you will see a list of all the participants. Click on your name.
Your Profile offers several options:

1. You can change your password. **Note: Ensure that you keep your password in a secure, accessible location for easy retrieval if necessary.**
2. You can send messages to others within Moodle.
3. You can edit your profile.
4. You can access forum posts.
5. You can begin a blog.

Click on **Edit profile** to update your profile within Moodle.
When the page refreshes you will be able to update and edit your profile.

A. View your first and last name in these boxes.

B. Make sure you do not change your email. The email listed needs to be your Baker email address. If you change this, Moodle will not recognize you as a participant in Baker’s Moodle site, and will remove your ability to access Moodle. This needs to remain as your Baker e-mail, not an outside e-mail account.

C. You have a choice to hide your e-mail or allow everyone in Moodle to see your e-mail.
D. allow only the users in your course to see your e-mail.
E. Set your e-mail as enabled.
F. Insert your city/town and country.
G. Leave the Timezone as the server’s local time.
H. Set preferred language to English.
I. In the description section you can offer a summary about yourself.
J. You can upload a picture of yourself in the Pictures area. This will replace the yellow smiley face beside your name with a picture of your choice.
K. Briefly list any interests you would like to share.
L. Click on Update profile to save your information.
Course Settings

Use the Course Settings area to change the duration, dates, availability and other features of your course.

Click here to watch a YouTube video on Course Settings.

To access the Course Settings area, click on Settings in the Administration block.
Do not change the **Full name or Short Name of the course**. Doing so will prevent students from being enrolled in your course.

You can add a course description for your course in the **Summary** box.

You can also adjust the format, number of weeks/topics, and the start date of your course.

Click **Save Changes** at the bottom of the page to save your adjustments to the course settings.
Note: It is important that you make your course available to students by 9:00 a.m. the date your course is scheduled to begin. Click the drop down menu under the Availability section in the course settings and choose This course is available to students.

Click here to watch a video on how to make your course available to students.

Editing Your Course

Before you can start designing your course, you have to Turn Editing On. To do this, click the Turn editing on button at the top right, or the link in the Administration block.

Once you turn editing on, you are presented with a series of icons and options throughout the course. Notice that icons have appeared on the different blocks in the course.
Each icon indicates a different editing function you can use to design your course:

- The arrow icon indicates that you can indent the item or move it horizontally on the page.
- The up and down arrows icon indicates that you can move the item up and down vertically on the page.
- The hand with a pencil icon indicates that you can modify the item.
- The X icon indicates that you can delete the item.
- The open eye icon indicates that you can choose to hide the item from student view. If you click the eye, the item becomes hidden from students, and a closed eye appears.
- The person icon indicates that you can choose to set up student groups to use the item. You might use this option if you have a discussion forum or assignment that is limited to one or more student groups.
The last editing function you should be aware of before you design your course is that you can choose to view the course from a student’s perspective. To see what the course would look like to a student, choose the **Student** option from the **Switch role to**… drop down box.

To view the course from a Teacher’s view, click **Return to my normal role**.

**Adding Resources**

There are two basic categories for items that you can use to design your Moodle course: resources and activities.
Resources are non-interactive items that you can use to distribute information to your students. Commonly used resources include labels, web pages, and links to files or websites.

**Insert a Label**

Labels are text or images that are embedded in your main course page. Use labels to direct students to information and to organize the layout of your course.

Click [here](#) to watch a video on how to Insert a Label.

To insert a label, **Turn Editing On** by clicking the **Turn Editing On** button.

Scroll to where you want to insert a label and select **Insert a Label** from the **Add a resource...** drop down box.
If you would like to insert a text label, type the text for the label in the **Label text** box and click **Save and return to course**.
If you would like to insert an image label, select the image icon in the toolbar.

Click here to watch a video on how to insert an image or picture.

An Insert Image popup box will appear. Click the Browse button at the bottom of the box and locate the image you would like to upload to your label. The image must be saved on your computer hard drive. Once you’ve selected the file, click Upload.
Click the link to the image you’ve uploaded, and the image will appear in the panel on the right side.

Enter an Alternate text in the text field, and click OK. The alternate text is required, in case the image becomes unavailable or the link becomes broken.

Click Save and return to course.

If you would like to embed a video select the icon in the tool bar.

Faculty Moodle Tutorial  
© 2010 Baker University School of Professional & Graduate Studies
When the screen refreshes your toolbar will be grayed out except for the icon.

Next you will need to retrieve the embed code of the video you are using.

**Note:** The example used here is from YouTube. Regardless of the internet site you are using you will need the **embed code**.

Copy or cut the embed code of the video you will be using by double clicking on the embed code with your mouse. The code should highlight in blue.
Next, right click with your mouse and choose Copy.

Go back to your Moodle course.

Place your cursor behind <br /> and right click your mouse.
Click on **Paste**.

The entire code will appear.
Next click **Save and return to course** located toward the bottom of the screen.

The video can now be viewed and played directly from Moodle.

Click [here](#) to watch a YouTube video on how to **Embed a video**.
Compose a Web Page

Click here to watch a YouTube video on how to Compose a Web Page.

Web pages are pages that can be created and linked from your main course page. Use web pages to provide detailed information to students. Using web pages prevents your course from being wordy or over-textual in appearance.

To compose a web page, Turn Editing On by clicking the Turn Editing On button.

Scroll to where you want to add a web page and select Compose a web page from the Add a resource... drop down box.
Type in the name of your web page, write a short summary of what the page will entail, and compose the web page.

Web pages are pages that can be created and linked from your main course page.

Use Web Pages to provide detailed information to students.

Using Web Pages prevents your course from being wordy or over-textual in appearance.
If you would like your web page to appear in the same window as the course, click **Same Window**. If you would like your web page to appear in a popup window, click **New Window**.

Then click **Save and return to course**.
Linking to a File or Website

Click [here](#) to watch a YouTube video on how to Link to a File or Website.

You can link to external files like Microsoft Word™, Excel™, or PowerPoint™ documents or other websites in your Moodle course. Use external files and websites to direct students to external course content or to supplement your course with outside material.

To link to a file or website, **Turn Editing On** by clicking the **Turn Editing On** button.

Scroll to where you want the link to the website or file to appear and select **Link to a file or website** from the **Add a resource...** drop down box.
If you would like to link to a website, type the name of the link, write a short summary of where the link will take students, and type the name of the web address in the **Location** box.

**General**

*Name*: Baker Website

**Summary**

Use this link to access the Baker website.

**Link to a file or web site**

*Location*: http://www.bakeru.edu

Search for web page...
If you would like to link to a file, type in the name of the link, write a short summary of what the file is, and click **Choose or upload a file** to browse and upload the file in the **Location** box.

If you would like the website/file to appear in the same window as the course, click **Same Window**. If you would like the website/file to appear in a popup window, click **New Window**.

Then click **Save and return to course**.
Adding Activities

Activities are the second basic category that you can use to add elements to your Moodle course.

Activities are interactive or graded items. Commonly used activities include assignments and forums.

Creating Assignments

There are a variety of assignment types that you can use in your course:

- **Advanced Uploading of Files**: Allows students to upload more than one file. Once students have submitted these assignments, they drop directly into your grade book for grading.

- **Online text**: Allows students to type in a text box and submit it. Once students have submitted these assignments, they drop directly into your grade book for grading.

- **Upload a Single File**: Allows students to upload a single file. Once students have submitted these assignments, they drop directly into your grade book for grading.

- **Offline Activity**: These are ungraded assignments. These assignments do not drop directly into your grade book for grading.

Click [here](#) to watch a YouTube video on how to Upload a Single File.

The most common form of assignment type is **Upload a Single File**. To create this type of assignment, **Turn Editing On** by clicking the **Turn Editing On** button.
Scroll to where you want the link to the assignment to appear and select **Upload a single file** from the **Add an activity...** drop down box.
A. Type the name of the assignment.

B. Write a short description of the assignment.

C. Designate how many points the assignment is worth and when it is due.

D. Choose if you will allow resubmissions.

Then click **Save and return to course**.
Creating Forums

Click here to watch a YouTube video on how to Create a Forum.

Discussion boards in Moodle are called forums. You can use forums to discuss topics related to the course content.

This icon represents a forum: 🗣️

In every Moodle course, there is a specialized forum called the News Forum. The News Forum essentially acts as an Announcements area, where you can make class announcements. The News forum will always appear in the top section of your course.

News forum

When a new post is made to the News forum an update appears in the Latest News block.

Posting to Forums

To post to a forum, access the forum you would like to post to.

Ask a Question
Click the Add a new discussion topic button to add your post.
A. Enter the subject of your post.

B. Compose your message.

C. Set this option to **I do not want email copies of posts to this forum**. Otherwise your Baker email account will be flooded with a new email every time anyone posts to this forum.

D. The attachment box allows you to upload necessary documents.

E. Click on **Post to forum** to post your message.
If your post was successfully added, an information page will appear:

Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.

Click the Continue link. You are returned to the Forum page where you will see your post.

Editing or Replying to a Post

To edit a post, click on your post in the discussion column. Note: your post link is also the subject title you gave it when you prepared your post.

When the screen refreshes click Edit to edit your post.
A. Edit the post you have made.

B. If you are reading someone else’s post you can reply to the post.

Grading Forums

Moodle offers a variety of options for grading forums. You can adjust the forum to be graded either in the initial set up process or after the forum has been created.

Click the links provided to watch YouTube videos illustrating how to set up forums to be graded as **Sum of ratings** or **Maximum grade**.

To set up a forum for grading click on the edit icon associated with the forum you are grading.

Remember, the edit icon only appears once you have clicked **Turn editing on**.
Under the section titled **Grade** choose the drop down menu next to **Aggregate type**.

The two main choices are **Maximum rating** and **Sum of ratings**.

This example sets up a forum for **Maximum rating**.
Next set the maximum number of points available using the drop down menu next to Grade.

Click on Save and return to course at the bottom of the screen when you are finished.

To grade the forum click on the forums name from the initial interface of the course.

Week One:
After completing this class, you should be able to
1. Discuss information relevant to Baker University, your program, and this course
2. Explain the role and benefits of Learning team interaction
3. Identify the web resources available to Baker students
4. Locate, select, and cite academic resources that will be beneficial in your degree program
5. Use style conventions as outlined in the MLA Formatting and Style Guide for written work at Baker University
6. Identify personal Myers Briggs Type Indicator (MBTI) scores

Individual Assignments
- Individual Assignments for Week One
- Choose a Company
- Baker Lesson One
- Baker Lesson Two

Learning Team Assignments
- Learning Team Assignments for Week One
- Form a Learning Team
Next, click on the title of the forum.

In the bottom right corner of the post there will be a drop down menu that provides the options for rating the forum post.

Click the drop down menu titled **Rate** and choose the appropriate score.

Once you’ve chosen the appropriate score the click on **Send in my latest ratings** at the bottom of the screen.
The grade will appear in the gradebook under the forums title and next to the corresponding student.

![Talent is Overrated Forum](image)

10.00
Creating a Wiki

A wiki is a collection of collaboratively authored web pages. You will begin the wiki with an initial front page and add pages through links. Depending on the setting you choose, students will be able to create original work, edit and collaborate over activities and view what has been done. Wikis will track the history of users, making it easier for instructors to determine who has been contributing.

Click on the links below for a series of video tutorials on creating a wiki in Moodle:
Moodle Wiki Part I
Moodle Wiki Part II
Moodle Wiki Part III

Turn editing on.

Click the Add an activity…menu.

Then click Wiki.
Name your wiki.

Note: The name you give your wiki is not something that can be altered later. Make sure to consider this when naming your wiki.

Provide a Summary for your wiki. The summary section is where you will want to describe the content that outlines the wiki’s purpose and any specific directions students will need for the wiki activity.

Choose your wiki Type.

There are nine potential types of wikis; they are based upon which Type and Group setting you choose.

By clicking on the help icon within Moodle (②) the listing as shown below appears.

Here are your choices for which Type of wiki to use:

<table>
<thead>
<tr>
<th>Type</th>
<th>No Groups</th>
<th>Separate Groups</th>
<th>Visible Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teacher</td>
<td>There is only one wiki which only the teacher can edit. Students can view the contents.</td>
<td>There is one wiki per group which just the teacher can edit. Students can view the wiki of their group only.</td>
<td>There is one wiki for every group which just the teacher can edit. Students can view the wikis for all groups.</td>
</tr>
<tr>
<td>Groups</td>
<td>There is only one wiki. The teacher and all students can view and edit this wiki.</td>
<td>There is one wiki per group. Students can view and edit the wiki of their own group only.</td>
<td>There is one wiki per group. Students can change the wiki of their own group only. They can view the wikis for all groups.</td>
</tr>
<tr>
<td>Student</td>
<td>Every student has their own wiki which only they and their teacher can view and edit.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.</td>
</tr>
</tbody>
</table>
Note: An instructor can always edit every wiki in a course.

After you determine which **Type** of wiki you need, click on the drop down menu and choose the correct one.

Choose whether or not you wish to have the wiki’s name on each created page.

You will want to leave **HTML Mode** set to **HTML only**.

If you want to allow students to attach files or images then choose **Yes** for **Allow binary files**.

Disable **CamelCase linking**. Do this by checking the box next to **Disable CamelCase linking**.

If you check any of the boxes next to **Student admin options** you will give students the same access and capabilities to the chosen function as the instructor (not recommended).
Next, if you enter information for **Page Name** the first page of the wiki will carry that name, if you leave it blank it will adopt the **Name** for the wiki from the first item in this section.

**Page Name**

**Group Modes**
Depending on what you have chosen for **Type**, you will need to determine your **Group mode**.

Your options are **No Groups**, **Separate Groups** and **Visible Groups**:

<table>
<thead>
<tr>
<th>Teacher</th>
<th>No Groups</th>
<th>Separate Groups</th>
<th>Visible Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>TThere is only one wiki which only the teacher can edit. Students can view the contents.</td>
<td>There is one wiki for every group which the teacher can edit. Students can view the wiki of their group only.</td>
<td>There is one wiki for every group which the teacher can edit. Students can view the wikis for all groups.</td>
<td></td>
</tr>
<tr>
<td>Groups</td>
<td>There is only one wiki. The teacher and all students can view and edit this wiki.</td>
<td>There is one wiki per group. Students can view and edit the wiki of their own group only.</td>
<td>There is one wiki per group. Students can change the wiki of their own group only. They can view the wikis for all groups.</td>
</tr>
<tr>
<td>Student</td>
<td>Every student has their own wiki which only they and their teacher can view and edit.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of other students in their group.</td>
<td>Every student has their own wiki, which only they and their teacher can edit. Students can view the wikis of all other students in the course.</td>
</tr>
</tbody>
</table>

Click **Save and return to course** at the bottom of the page.

You are then taken back to your course’s initial interface. The wiki and its name will appear; you will see the name you have given it next to Moodle’s wiki icon (wik).
Adding Content
Begin adding content to your wiki by clicking on its title from the course’s interface.

This is how the initial wiki interface appears:
Below is a breakdown of the main functions within the wiki’s interface.

A. This is the **Summary** section for your wiki. This will remain at the top of each page created within a wiki.

To update this section, click on **Update this Wiki** in the top right hand corner.
Then change the information in the **Summary** section.

When you are finished, click on **Save and display** at the bottom to return to your wiki.

**B.** These are tabs within the wiki that assist with its creation, navigation, and layout.

**View:** By clicking on **View** you will be able to see how the wiki appears. Every page is displayed in view mode.

**Edit:** Clicking on **Edit** allows you to create, add, or edit content in the text box provided. You will know you are in edit mode because you will have a toolbar across the top of the text box.
**Links:** Clicking on the Links tab will display the pages that have links pointing to the page you are viewing. You can use this to backtrack and see where the page is referenced elsewhere in the wiki.

**History:** The History tab gives you access to the version history of the page. Whenever anyone clicks the Save tab they create a new version of the wiki page. Moodle tracks all these versions until you clear them out.

Within the History tab there are three versions you can view:

- **Browse:** Views every version of a page
- **Fetch-back:** This brings back an old version of the page for editing. Once you save your changes it becomes the newest version of the page.
- **Diff:** This highlights the difference between consecutive versions of a page. Additions have a + symbol next to them and deletions have a – symbol next to them.
Attachments: Remember, this feature is only available if in the initial wiki set up you checked the box next to Allow binary files. Binary files are graphics, audio, video, and other non-text resources.

Click on Attachments.

Click on Browse.

Find the file you wish to upload and double click on it, or click Open once it appears in the horizontal space provided.
The name of the file will appear in the horizontal space provided.

Click **File upload**.

Moodle will notify you that your file has been uploaded successfully.
Click on View at the top.

Click on This page has attachments to view attachments.

This will take you back to view the uploaded file. Simply click on the file’s name.
C. This is the text area where you and students can provide the necessary content.

There is a full toolbar available.

Type content into the space provided and click **Save**. The wiki will update and save any changes that have been made.

If you click **Preview** above the toolbar, it will display how your wiki appears. You are still able to make edits in this view if you wish. When you are finished click **Save**.
How to Create a New Page

**Edit** mode allows you to create links to separate pages from within the space provided.

Type the name of a page. Then enclose the name within squared brackets (look for thses on your keypad [ ]).

Here is an example of what the name should appear as: `[Example of a link].`

Then click **Save** at the bottom.
You will see a question mark (?) behind the name you have typed. This will remain until someone has clicked on it, added content to the page, and then saved it. Once that happens, the name will turn into an underlined blue link.

Once you have clicked on the question mark, add content, then click **Save** at the bottom.

The name of the page will now appear underlined and as a hyperlink to that page.
D. Within the -Choose Wiki Links- drop down menu you will find resources to help navigate and evaluate the wiki’s use.

-Choose Wiki Links- Options:

1. **Sitemap**: Clicking on sitemap will take you to a screen that reveals all the various pages within the wiki.

   **Note**: If a page appears indented this means that it is linked to the page listed above it.

2. **Page Index**: This function provides a similar list as the –Choose Wiki Links- menu does.

3. **Newest Pages**: This function reveals the name of the newest pages created, plus the date and time the pages were last changed and/or updated.
4. **Most Visited Pages**: This function lists the name of the most visited pages and includes the number of hits on each page listed.

- Test 19 hits
- Example of a link 12 hits
- Type your page's name between hard brackets 2 hits

5. **Most Often Changed Pages**: This function lists the name of pages that have been changed often and the number of changes that have been made.

- Test 7 changes
- Example of a link 3 changes
- Type your page's name between hard brackets 1 changes

6. **Updated Pages**: This function reveals pages that have been updated along with the date and time of the last update.

- Type your page's name between hard brackets Last changed on Wed 21 Jul 2010 10:19:36 EDT
- Test Last changed on Wed 21 Jul 2010 10:16:09 EDT
- Example of a link Last changed on Wed 21 Jul 2010 10:14:23 EDT
7. **Orphaned Pages**: This function reveals a list of pages that were created and had all the links to them deleted.

**Note**: When creating subpages within a wiki, if you change any of the information within the hard brackets it breaks the original link, causing the page to fall under the Orphaned Page.

8. **Wanted Pages**: This function allows users to list pages they wish to see within the wiki.

9. **Wiki Export**: This function allows you to save all your wiki pages as a zip file and save it to your computer.

If you wish to include all **binary files** and/or **Wiki-Links** click on the boxes behind each option.

Choose which format to export to by clicking on the drop down menu next to **Export to**:

When you have chosen your options click on **Export**.
10. **File download**: If files have been added to your wiki as binary files this option will reveal which files have been downloaded by the wiki’s users and how many times.

![Baker Logo.jpg, 12K](image)

**Download section**: Example of a link

- **File is of type**: image/jpeg
- **Uploaded on**: Tuesday, 20 July 2010, 03:15 PM, by Clint McDuffie
- **Downloaded 0 times**

---

**E. Administration**: This drop down menu provides options to help facilitate the wiki, especially if multiple pages are being created.

![Administration options]

You are given three main options within the **Administration** drop down menu:

1. **Set page flags**: Page flags are properties you can set on a per-page basis. Each page can be set with different permissions.
You have six different permission options to set. You set the option by clicking the corresponding box next to the setting you wish to use.

When you have made all your choices click on **Set page flags**.

<table>
<thead>
<tr>
<th>Page name</th>
<th>Flags</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test / Version: 7</td>
<td>TXT □ BIN □ OFF □ HTM □ RO □ WR</td>
</tr>
<tr>
<td>Type your page's name between hard brackets / Version: 1</td>
<td>TXT □ BIN □ OFF □ HTM □ RO □ WR</td>
</tr>
<tr>
<td>Internal:/Baker_Logo.jpg / Version: 1</td>
<td>□ TXT □ BIN □ OFF □ HTM □ RO □ WR</td>
</tr>
<tr>
<td>Example of a link / Version: 3</td>
<td>TXT □ BIN □ OFF □ HTM □ RO □ WR</td>
</tr>
</tbody>
</table>

- **TXT** indicates whether the page contains text
- **BIN** flag for allowing binary (graphics) content
- **OFF** stands for “offline.” It cannot be read by anyone that does not have editing permissions.
- **HTM** allows HTML content instead of wiki content (you could use this setting to embed a video)
- **RO** stands for “read-only.” You and the students can only read the file and not make any changes
- **WR** stands for writable and anyone in the course can make changes to the wiki page
2. **Remove pages**: This option allows you to remove “orphaned” wiki pages that cannot be reached through the ordinary interface.

Check the box next to the entry you wish to remove.

Then click **Remove selected pages**.

![Remove pages](image)

Next, click **Yes**.

![Remove selected pages confirmation](image)

3. **Strip Pages**: Because the wiki tracks changes, old versions are stored in a database. To remove the clutter of old pages from time to time delete the old ones and just keep the new one.

Check the box next to the page name you wish to strip.

Then enter the number of versions you wish to delete in the space provided under **Delete how many last versions**. You will need to indicate a range of pages to delete (ex. 1-3 or 5-6, etc…).
Then click **Strip pages**.

Next, click **Yes**.

**F. Other Wikis:** Depending on the **Type** and **Group mode** settings, this drop down menu will allow you to navigate to other wikis.

In this illustration the **Type** is **Student** and the **Group Mode** is **Visible groups**.

You can access any wiki from the drop down menu by clicking on the wiki’s name.

Once you click on the wiki’s name you will be able to add content.
Creating a Blog

Click here to view a video on creating blogs in Moodle.

The word blog is short for weblog. Blogs are a forum used for writing; they are viewed as an online journaling tool. Blogs are another form of communication being implemented in many facets of everyday life. Utilizing the blog feature in Moodle will offer another option or variety for assignments and activities that promote critical thinking, communication, and writing.

Blogs in Moodle are user-based, which means that they are non-course specific. Each user has a Blog tab on their profile page. It is important to note that all site users can access blogs through the View site entries option on the Blogs page. This section of the tutorial will show how to begin a blog entry and how to manage or facilitate blogs in your course.

Begin blogging by accessing the blog tab through your profile page.

You can access your profile page by clicking on your name in the upper right hand corner of Moodle.
Next, click on Blog.

Click on the Add a new entry link.

In the space provided enter the title.
In the next section type the body of your blog.

If you wish, you can attach a file by clicking on **Browse**.

Next, locate the file you wish to upload on your computer.

Then click on the file you wish to upload. Once its name appears in the rectangle next to **File name:** click on **Open**.

The file’s name will appear next to the **Browse** tab.
Once you click on **Save changes** the file will be attached to your blog posting.

Choose how you wish to publish the posting. You have two choices:
1. **Yourself** *(or Draft)*- Only you and an administrator can see the entry.
2. **Anyone on this site** - Anyone who is registered in Moodle will be able to read the posting.

Next, you can assign a **Tag** to your post.

A tag is a relevant key word associated with a blog entry. Tags allow for classification and identification of a blog.

**Official Tags** are set by the site administrator, no need to worry about this feature.

**User defined tags** are added to make your blog searchable or identifiable by that word.

Separate multiple tags with a comma.
When you are finished click **Save changes** at the bottom.

![Save changes button](image)

Your blog post will appear.

![Blog post example](image)

You will see who posted the blog, the date and time the blog was posted, and the profile picture of the person who posted the blog.

![Blog post example](image)

Tags associated with the blog are posted below the body of the blog.

![Blog post example](image)
The type of publication is shown to the right of the blog.

You can edit or delete the blog posting by clicking on **Edit** or **Delete** in the lower right corner of the blog.

**Permalink** allows you to directly link to your blog post or access it for editing.

In order to better manage the use of blogs within your course, Moodle offers add-ons. The two common blog add-ons are the **Blog Menu** and **Blog Tags**.

From the initial interface of your course turn editing on.

Go to **Blocks** in the right hand column (you may have to scroll down to be able to see it).
Click on the drop down menu that has **Add** at the beginning.

Click on **Blog Menu**.

![Add drop down menu](image)

When your screen refreshes a blog menu will appear.

![Blog Menu](image)

The menu provides five options:

1. **Add a new entry** will allow a user to begin a new blog post.
2. **View my entries** allows a user to see the postings they have made, add a new entry, and edit their postings.
3. **Blog preferences** allow users to set how many blog entries they wish to view for their course or site entries.
4. **View course entries** allow users to view blog postings from those in their course.
5. **View site entries** allow users to view blog postings from everyone with an account in Moodle, regardless of what course they are in.

To add the **Blog Tags** option, turn editing on.

Go to **Blocks** in the right hand column (you may have to scroll down to be able to see it).

Click on the drop down menu that has **Add** at the beginning.

Click on **Blog Tags**.

When the screen refreshes the **Blog Tags** block will appear.

The **Blog Tags** block displays a “tag cloud,” meaning a list of tags appears where more frequently used tags are in a larger font size.

Depending on how the **Blog Tags** block is configured, tags can be listed in alphabetical order or by the date last used. One way to establish access to your course’s blog postings is to ask students to assign the same tag phrase, causing the phrase to appear in bold within the **Blog Tags** menu.
Click on the edit icon (⟲).

When the screen refreshes you will be able to edit your **Blog Tags** block’s settings.

**Configuring a Blog Tags block**

- **Blog tags block title:** Blog Tags
- **Number of tags to display:** 20
- **Display tags used within this many days:** 90 days
- **Sort the tag display by:** Tag text

Editing **Blog tags block title** will allow you to rename the Blog Tags block in your course.

The **Number to display** option sets how many tags are displayed at once within the block.
The **Display tags used within this many days** gives the option to set date parameters, eliminating out of date or unused blog tags.

Your final option is the **Sort the tag display**. Here you have two options:
1. **Tag text** will display the word or phrase chosen for a tag.
2. **Date tag was last used** will sort tags by most recent dates.

Click **Save changes** at the bottom when you are finished.
Creating a Glossary

Glossaries are a way to build and maintain course specific terminologies and meanings. There is a main glossary that only the instructor can edit, but you can create secondary glossaries to allow students to comment, enter new terms, and auto-link.

Click on the links below to view a series of video tutorials on creating a glossary in Moodle.
Creating a Glossary Part I
Creating a Glossary Part II

Turn editing on.

Under **Add an activity** click on **Glossary**.

When the screen refreshes provide a name (keep in mind this name is what will appear in the course).
Next, provide a description of the Glossary.

Then you will determine the various functions and settings available.

**Entries shown per page** determine how many terms are displayed on one page.

**Is this glossary global** is something that site administrators set. Any course may contain a global glossary. The difference is that any links created are automatic throughout all of Moodle.

For Glossary type your options are **Main glossary** and **Secondary glossary**.
1. **Main glossary** is only edited by the instructor; keep in mind you can always export entries from a **Secondary glossary** to a **Main glossary**.
2. **Secondary glossary** is a glossary that students and course users can add, edit, and develop content for.

**Duplicate entries allowed** enables users to enter more than one definition for a given word.
Allow comments on entries enables students and instructors to leave comments on glossary definitions. The comments are accessible via a link at the bottom of the definition.

Allow print view provides a printer friendly version.

Automatically link glossary entries will highlight any word added to the glossary, no matter where it appears in the course. Users in the course are able to click on the highlighted word and are linked back to the glossary and the definition.

Approved by default is a safety feature for instructors. If the glossary is Secondary and you allow students to add entries they can automatically be approved and added to the glossary, or they can require your approval before other students are able to see them.

Display format provides six options:

1. Simple, dictionary style: Looks like a conventional dictionary with separate entries. No authors are displayed and attachments are shown as links.

2. Continuous without author: Shows the entries one after other without any kind of separation but the editing icons.

3. Full with author: A forum-like display showing the author's data. Attachments are shown as links.

4. Full without author: A forum-like display that does not show the author's data. Attachments are shown as links.

5. Encyclopedia: Like 'Full with author' but attached images are shown inline.

6. Entry list: This lists the concepts as links.
7. **FAQ**: Useful for displaying lists of Frequently Asked Questions. It automatically appends the words QUESTION and ANSWER in the concept and definition respectively.

![Glossary options](image)

- **Show ‘Special’ link** allows users when they browse the glossary to select the first character of a word from a list. This will also display special characters such as @, *, #, etc…

![Show 'Special' link](image)

- **Show alphabet** will display the alphabet for easier browsing within the glossary.

![Show alphabet](image)

- **Show ‘All’ link** will allow the students to see all the glossary entries at once.

![Show 'ALL' link](image)

- **Edit always** will always make entries editable.

![Edit always](image)

Next is the **Grade** section.

You have the option to allow students to rate entries or only the instructor.

If you wish to grade entries click on the box directly behind **Allow entries to be rated**?
Next, select **Users**, which is who will be allowed to grade the entries. You have two options:
1. **Only teachers can rate entries**
2. **Everyone can rate entries**

![Users dropdown menu](image)

Next to **Grade** enter the scale, or the point value, by clicking on the drop down menu next to the phrase **Scale: Satisfactory**.

![Grade dropdown menu](image)

If you click on the box behind the phrase **Restrict ratings to entries with dates in this range:** you can determine specific date ranges that entries are graded. Clicking the box will cause the date and time option to become available.

**Note:** The time option is in military time.

![Restrict ratings to entries with dates in this range](image)

When finished click on **Save and return to course** at the bottom of the screen.

![Save and return to course](image)

Your glossary will appear with its title next to this icon:
Add a Glossary Entry

Once you have created a glossary and set up its functionality you can begin entering terms.

**Remember:** Depending on whether or not you set the glossary as Main or Secondary will determine if students are able to add entries.

Click on the glossary link on your course’s interface.

The main view of the glossary offers options on how you search or sort through entries.

Keep in mind some of the options available will depend on how you configure the setting options when creating the glossary.
You can always change the settings by clicking on **Update this Glossary** in the middle of the screen at the top.

The description you provide for the Glossary is located at the top.

Typing a word into the search box provided at the top will search all entries and display the ones with that word in them.

Type the word into the space provided directly behind the **Search** tab, then either click enter or the **Search** tab.

Entries will appear below.
Click **Add a new entry** to enter a new word and its definition.

Add the new term next to **Concept**.

In the space provided under **Definition** enter the term’s meaning.
Next, if you allowed for the creation of categories in the settings, enter the associating term with the correct category.

Simply click on the name of a category provided. In the illustration below there have not been any categories created.

![Categories](image)

Each entry in the glossary can have an associated list of Keywords (or aliases).

**Enter each alias on a new line** (not separated by commas).

The aliased words and phrases can be used as alternative ways to refer to the entry.

![Keyword(s)](image)

If you wish, you can attach a file by clicking on **Browse**.

![Attachment](image)

Next, locate the file you wish to upload on your computer.
Then click on the file you wish to upload. Once its name appears in the rectangle next to File name: click on Open.

The file’s name will appear next to the Browse tab.

Once you click on Save changes at the bottom the file will be attached.

Choose the Auto-linking settings next (if this was enabled in the Glossary settings in the initial setup).

1. Clicking on the box behind This entry should be automatically linked enables that whenever the concept’s words and/or phrases appear throughout the rest of the same course users are able to link to the glossary.

The auto-linking will happen whenever the words or phrases are used in a forum, assignment, web or text page, and a description field.

Faculty Moodle Tutorial
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Once a user clicks on the word a new window with the glossary entry will pop up.

**Note:** The other two options for **Auto-linking** will be made available if you have selected **This entry should be automatically linked**.

2. Checking the box behind **This entry is case sensitive** specifies whether matching exact upper and lower case is necessary when performing automatic linking to these entries.

3. If automatic linking is enabled, then turning on **Match whole words** by clicking on the box behind the phrase will force only whole words to be linked.

For example, a glossary entry named "demo" will not create a link inside the word "demonstration".

When finished click **Save changes** at the bottom.

When the screen refreshes the entry will be shown.

If you have **attached a document** it will be found on the right hand side of the entry.

**Keywords** will be located in the drop down menu in the middle of the entry.

You are able to **delete** the entry by clicking on the X in the bottom right corner of the entry.

You are able to **edit** the entry by clicking on the edit icon in the bottom right corner of the entry.
Add Categories

Categories can assist with organizing glossary terms. If you have enabled auto-linking, category names can be linked along with individual entries.

Create a category by clicking on the **Browse by category** tab in the main page of the glossary.

Click the **Edit categories** tab on the left side of the page.

Click the **Add Category** button.
Give the category a name.

You can specify if you want the category to be automatically linked or not.

**Note:** Categories are linked based on case sensitivity or whole match.

Then click **Save changes**.

You will be taken back to the Add Category option to repeat the process; when you are finished click on **Back**.

To check the entries of the categories you have created click on the drop down menu titled **All Categories** on the right hand side.

The name(s) of the categories you have created will appear.

Click on the name of the category you wish to access and the page will refresh, taking you to that category’s entry(s).
Creating a Quiz

Click the links below to watch YouTube videos on how to Create a Quiz.

Part I
Part II

Moodle offers the option of creating a quiz that can either be scored and calculated to your gradebook automatically or manually graded. Creating a quiz in Moodle is a two step process; first, you create the body of the quiz; second, you create the questions.

First Turn editing on.

In the week you would like the test to appear click on the drop down menu under Add an activity.

Click on Quiz.
When the screen refreshes you will be asked to enter information about the set up of the quiz.
A. General
1. Enter the **Name** of the quiz.
2. In the space provided for the **Introduction** provide the instructions for the quiz.

B. Timing
1. Set the release dates for the quiz.
   - By clicking the **Disable** box at the end the quiz is left available.
2. By clicking the **Enable** box you can determine set the amount of time students will have to take the quiz.
3. If you allow multiple attempts for a question you can set the delay between the first and second attempt by clicking on the drop down menu.
4. If you allow three or more attempts you can set the delay between those attempts by clicking on the drop down menu.
C. Display
1. Decide how many questions will appear at one time for students.
2. Determine if you want Moodle to shuffle the order of questions.
3. If you choose yes Moodle will shuffle the choices within a question.

<table>
<thead>
<tr>
<th>Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Questions per page: Unlimited</td>
</tr>
<tr>
<td>2. Shuffle questions: No</td>
</tr>
<tr>
<td>3. Shuffle within questions: Yes</td>
</tr>
</tbody>
</table>

D. Attempts
1. Set how many attempts students will have.
2. If multiple attempts are allowed and this setting is set to Yes, then each new attempt contains the results of the previous attempt.
3. If you choose Yes for this option then the student will be allowed multiple responses to a question even within the same attempt at the quiz. So for example if the student's response is marked as incorrect the student will be allowed to try again immediately. However, a penalty will usually be subtracted from the students score for each wrong attempt (the amount of penalty is determined by the penalty factor, set by the options under the Grades section).

<table>
<thead>
<tr>
<th>Attempts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attempts allowed: Unlimited</td>
</tr>
<tr>
<td>2. Each attempt builds on the last: No</td>
</tr>
<tr>
<td>3. Adaptive mode: No</td>
</tr>
</tbody>
</table>

E. Grades
1. Determine whether the quiz is recorded as Highest grade, Average grade, First attempt or Last attempt.
2. If a quiz is run in Adaptive Mode then a student is allowed to try again after a wrong response. In this case you may want to impose a penalty for each wrong response to be subtracted from the final mark for the question. The amount of penalty is chosen individually for each question when setting up or editing the question.
3. This sets the amount of decimal points displayed for students after their grade.

<table>
<thead>
<tr>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Grading method: Highest grade</td>
</tr>
<tr>
<td>2. Apply penalties: Yes</td>
</tr>
<tr>
<td>3. Decimal digits in grades: 2</td>
</tr>
</tbody>
</table>
F. Review Options
This setting determines the type and when responses are given during and after a quiz. You will be able to set feedback for specific questions when you create the questions; overall feedback for the quiz is set under the Overall feedback section.

Checking the options provided will provide students with information:
1. Immediately after they’ve attempted a question.
2. Provide responses after the questions, while the quiz is still open.
3. Provide responses once the quiz is closed.

G. Security
1. It is best to set this to None.
2. Set a password to control access to the quiz.
   Note: Students will not be able to access the quiz until you provide them with the password.
   Note: If you’ve set the password but forgot it clicking the Unmask box will reveal it.
H. Overall Feedback

The overall feedback is shown to a student after they have completed the quiz.

1. Setting the grade boundary determines the score needed for that particular response.
2. Information provided here will appear to the students after the quiz and if their score matches up with the corresponding grade boundary.
3. Clicking **Add 3 more feedback fields** will provide more fields to set grade boundaries and feedback.

Click **Save and return to course** at the bottom of the screen.

**Note:** You can always come back and adjust the quiz settings up to the point a student takes the quiz.
Creating Quiz Questions

Once the body of the quiz is created you will need to create each individual question.

Click the links below to watch YouTube videos on how to Create Quiz Questions.

- Question Bank Layout
- True False Questions
- Essay Questions
- Matching Questions
- Multiple Choice Questions
- Numerical Questions
- Short Answer Questions

Begin by clicking on the name of the quiz from the interface.

Click on Categories at the top and in the middle.
Click [here](#) to watch a YouTube video on how to **Create Categories In a Quiz**.

Under **Add category** provide a category name. It is important to name the category so you will be able to identify it later.

Also, make sure the **Parent** category is the default for your course. Your course’s name should appear in the title.
When you are finished click **Add category**.

Click the name of the quiz in the bread crumb trail at the top of the screen to go back to the quiz.

In the section titled **Question Bank** click on the drop down menu next to **Category**.

Choose the name you have just provided for your category.
Begin to add questions to this category by clicking on **Create new question** under the **Question bank** section.

This is an illustration for a multiple choice question.

Click the link [here](#) to view videos on how to create other questions.

Click on Multiple Choice from the drop down menu.
When you the screen refreshes you are able to develop the question.

**General**
1. Type the name of the question. Choose a name that you will be able to associate with for future classes.
2. Enter the question as you need it to appear to students.

Below the text box are more options.

1. If you have uploaded an image to your file folder and need it displayed in the question click the drop down menu and click the name of the file.
2. **Default question grade** sets the amount of points each question is worth for the quiz.
3. **Penalty factor** only matters if you run your quiz in Adaptive mode. It sets the fraction amount of points reduced for each attempt.

4. **General feedback** will be sent to all students once they’ve completed the question.

5. **One or multiple answers** allows for more than one correct answer for a question.

6. If you check the box for **Shuffle choices** the order of choices will be different for each student.

7. **Number the choices** determines how the sequence of choices will display for students.

<table>
<thead>
<tr>
<th>Number the choices?</th>
<th>a, b, c, ...</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>a, b, c, ...</td>
</tr>
<tr>
<td></td>
<td>A, B, C, ...</td>
</tr>
<tr>
<td>Answer</td>
<td>1, 2, 3, ...</td>
</tr>
<tr>
<td>No numbering</td>
<td></td>
</tr>
</tbody>
</table>

**Choice**

In the Choice section you will provide the possible answers, determine the point value, and possible feedback.

1. In the column for **Answer** provide a possible choice.

2. **Grade** determines the point value of this answer. Typically if it is the correct answer choose 100% and if it is the incorrect answer choose **None**.

3. If you fill in **Feedback** it will only display to the student if this is the answer they choose.
You can fill in as many choices as you wish. For instance, if you only want to then fill in two choice and Save changes at the bottom of the screen.

If you need more choices than Moodle originally provides scroll down under Choice 5 and click Blanks for 3 More Choices.

Overall Feedback

Filling in the text boxes for overall feedback will appear every student depending on their how they answer. Your choices are For any correct response, For any partially correct response, and For any incorrect response.
Providing feedback is an important aspect for students. Use these options to clarify, explain and illustrate what the correct response should or could have been. Also, when student perform well it is important to enforce that as well. Use the feedback option to compliment their work.

When you are finished click **Save changes** at the bottom of the screen.

Adding Questions to the Quiz

Next you will need to add the question(s) to the quiz.

Go back to the **Editing Quiz view**.
Your question will now appear under the **Question bank** section.

**Note:** Remember, the question will appear as long as you have the correct **Category** chosen.

Check the box under **Action**.

Click Add to quiz.
The question will now appear under the **Question in this quiz** section.

Once the question appears in under the **Questions in this quiz** section you can edit the score by changing the number under the topic **Grade**.

To preview the question click on ✍️ under **Action**.

To edit the question click on 🔧 under **Action**.

To move the question out of the quiz and back to the question bank click on ⏺️ under **Action**.
When you are finished click **Save changes**.

<table>
<thead>
<tr>
<th>Order</th>
<th># Question name</th>
<th>Type</th>
<th>Grade</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test</td>
<td>☑</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Total: 1

Maximum grade: 10

- Show page breaks
- Show the reordering tool

Save changes

Go
Grades

This section will discuss the various options you have to grade an assignment once it has been submitted through Moodle.

Access the gradebook by clicking on Grades in the Administration Block.

To grade an assignment click on the assignment’s name.

To grade a submitted assignment click on Grade.
You will know if an assignment has been submitted if under **Last Modified (Student)** there is a document with the date and time for when it was submitted.

After you click on **Grade** a pop-up window appears.

**Note:** When uploading a document with feedback for students in the gradebook upload the document first, then enter the grade and/or comments. If you upload the document after you enter a grade and/or comments that information will be lost.
A. Drop down the grade scale to choose which grade to assign.
B. In this box you can type in feedback for students.
C. Any edits or updates made you will need to click Save Changes to keep them.
D. Clicking Save and show next will save any edits or changes made to that student and automatically move you to the next student in the gradebook.
E. Clicking on Next will take you to the next student in your gradebook.
F. If you have chosen the assignment type as Advanced uploading of files you will be able to make edits or comments on the document students have submitted and upload it here for students to review.

Once you have Save changes made the pop-up window will close.

Moodle will now show the Status as Update instead of Grade and Last modified (Teacher) will have the date you made changes. Grade will show the points you assigned Final Grade will display the final total for that assignment.

If you wrote comments they will appear under Comment (you can write as long of a response as you would like. Students will be able to view and read lengthy comments).

Click here to watch a YouTube video on how to provide Assignment Feedback.

Quick Grading

Click here to watch a YouTube video on Quick Grading.

With quick grading allowed you will be able to add comments and grade directly from the Submissions screen.

Note: You are not able to upload a document for students to review.

Check the box to Allow quick grading. Then click Save preferences.
When the screen refreshes you will be able to type in the **Comment** section and have the grading scale under **Grade** for assigning a grade.

When you are finished remember to click **Save all my feedback**.

**Order of Assignments**

Click [here](#) to watch a YouTube video on **Ordering Assignments**.

Moodle adds assignments to the gradebook as they are created. To adjust the sequence of items in the gradebook use the **Choose an action** drop down menu from the **Grader Report** screen and select **Simple view**.
Click on the up down arrows (↑) next to the assignment you wish to move.

Choose the dashed box (——) you want to move the assignment to.
Activities Block

You can access assignments to grade from the Activities block.

Click on the activity’s title (it needs to be an activity that you have set to be graded, such as Assignments, Forums, or Lessons).
Under **Submitted** you will see how many assignments have been submitted. Click on **View # submitted assignments** to be taken to the gradebook page that allows you to grade the assignment.

When the screen refreshes you will be in the screen that allows you to grade the assignment, provide feedback and upload any documents for students to access.
Backing Up Your Course

Click [here](#) to watch a YouTube video on Backing up Your Course.

In order to complete the **Backup and Restore** process, you must backup your course first. As you are designing your course in Moodle Test, or when you are finished teaching your course in Moodle Live, you need to save a backup of the course.

To start the **Backup and Restore** process in Moodle Test log in to your Test site.

Click [here](#) to link to Moodle Test.

Once you are logged into Moodle Test, access the course you wish to **Backup**.

![Moodle Interface](image)
All of the boxes in that column should no longer have a checkmark next to them.

<table>
<thead>
<tr>
<th>Include</th>
<th>All/None</th>
<th>All/None</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Assignments</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Weekly Article Review</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Forums</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ News forum</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Questions?</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Media Bias in Regards to Political Elections</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Newspaper Discussion</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
<tr>
<td>□ Discussion - Ted</td>
<td>□ User Data</td>
<td>□ User Data</td>
</tr>
</tbody>
</table>
Moodle will provide you with a Course Backup screen, where you choose the specific elements of your course.

Click **None** at the top of the column above **User Data**.

All of the boxes in that column should no longer have a checkmark next to them.
Drop the menu down next to **Users** and choose **None**.

Click **None** at the bottom of the section titled **Backup role assignments for these roles**.

All of the boxes in this section should be unchecked.
Then click **Continue**.

Once Moodle has finished processing your Backup request, you will see a confirmation screen noting that your Course Backup has been successful or unsuccessful. Check the bottom of the confirmation screen to verify if your Course Backup has been successful. Then click **Continue**.

You should see the message below, in red, if you left off the user data properly.

**Note:** This backup contains no users and so all activities have been switched to "without user data" mode. Exercise and Workshop activities will not be included in the backup, since these modules are not compatible with this type of backup.
Course backup: SPGS Master Business Template copy 1 (SPGS Master_1)

Name: SPGSMasterBusinessTemplate.zip

- Creating temporary structures
- Deleting old data
- Creating XML file
  - Writing header
  - Writing general info
  - Writing course data
    - Course info
    - Blocks
    - Sections
  - Writing users info
  - Writing categories and questions
  - Writing scales info
  - Writing groups info
  - Writing groupings info
  - Writing groupings-groups info
  - Writing events info
  - Writing gradebook info
  - Writing modules info
    - Forums
    - Labels
    - Resources
  - Course format data
  - Copying user files
  - Copying course files
  - Copying site files used in course
  - Zipping backup
  - Copying zip file
  - Cleaning temp data

Backup completed successfully

Continue
Moodle will return you to your File storage area.

Note that the backup file (.zip) and a restore log (.html) have been saved to your Files.

To complete the Backup process, you have to save the .zip file to your computer hard drive.

To save the backup .zip file to your computer, click on the file name. Select Save File and click Okay to download the backup file to your personal computer.

It is a good idea to save a backup file of your course in case you want to reuse the course content for a future course. For more information on reusing course content, visit Restoring Your Course.
Restoring Your Course

Click [here](#) to watch a YouTube video on how to Restore Your Course in Moodle.

At least two weeks before your course starts, you need to complete the Backup and Restore process, which is taking the course content you created in the Moodle Test site and transferring it to the Moodle Live site. Remember that students do not have access to Moodle Test, so you have to transfer your content to Moodle Live in order to teach your actual course.

The Backup and Restore process, in short, takes the backup file you saved of your course content and populates the blank course assigned to you in Moodle Live. The process of populating your course with content is also known as **Restoring Your Course**.

To begin the Restore process, you must have a backup file of your course saved to your personal computer hard drive. Visit [Backing Up Your Course](#) if you have not already completed this step.

To start the process, logout and close Moodle test. Log in to Moodle live by clicking **Teach your course in Moodle live**.

Visit the Baker University website at [www.bakerU.edu](http://www.bakerU.edu), and click on **School of Professional and Graduate Studies** or **School of Education**. Then scroll over **Faculty and Staff**, and click **eTools**.

**Note:** This process will on take you to Moodle Live, which is where you teach your course.

Click on a link to **Moodle**.
After you login to Moodle Live, access the blank course assigned to you.

By default, your blank course will be in Weekly outline and contain the dates for your course.

To start restoring content to your course, click **Restore** on the Administration Block.
Click **Upload a File** to access the backup .zip file you have saved on your computer hard drive.

Click **Browse** and select the .zip file you want to upload from your hard drive. Click **Open**, and then **Upload this file**.
Click **Restore** next to your uploaded file to start the restore process.

File uploaded successfully

<table>
<thead>
<tr>
<th>Name</th>
<th>Size</th>
<th>Modified</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent folder</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intro_to_Mgmt_Concepts.zip</td>
<td>1.4MB</td>
<td>26 Jan 2009, 01:38 PM</td>
<td>Unzip List, Restore, Rename</td>
</tr>
</tbody>
</table>

With chosen files...  
Make a folder  
Select all  
Deselect all  
Upload a file

Moodle will provide you with a confirmation screen, asking you if you want to continue restoring your course. Click **Yes** to continue.

You are about to start the restore process for:

Intro_to_Mgmt_Concepts.zip

Later in this process you will have a choice of adding this backup to an existing course or creating a completely new course.

Do you want to continue?  
Yes  
No
A screen will appear summarizing the content of the zip file you want to restore to your course. Click **Continue** to move forward with the restore process.

<table>
<thead>
<tr>
<th>Course restore: Intro_to_Mgmt_Concepts.zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Creating temporary structures</td>
</tr>
<tr>
<td>• Deleting old data</td>
</tr>
<tr>
<td>• Copying zip file</td>
</tr>
<tr>
<td>• Unzipping backup</td>
</tr>
<tr>
<td>• Checking for BlackBoard export</td>
</tr>
<tr>
<td>• Checking backup</td>
</tr>
<tr>
<td>• Reading info from backup</td>
</tr>
</tbody>
</table>

**Course:**

- **Name:** SPGS Master Business Template (SPGS Master)
- **Summary:** This shell is to be used as the master template for creating all MBA, BBA, AAB, EBIS, and BBL course shells.

**Backup:**

- **Backup Name:** SPGSMasterBusinessTemplate.zip
- **Moodle Version:** 1.9 (Build 20080430) (2007101909)
- **Backup Version:** 1.9 (2008030300)
- **Backup Date:** Thursday, 22 January 2009, 12:46 PM

**Backup Details:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Included with user data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forums</td>
<td></td>
</tr>
<tr>
<td>Class Announcements</td>
<td></td>
</tr>
<tr>
<td>Q&amp;A</td>
<td></td>
</tr>
<tr>
<td>Labels</td>
<td></td>
</tr>
<tr>
<td>Assignments</td>
<td></td>
</tr>
<tr>
<td>Resources</td>
<td></td>
</tr>
<tr>
<td>Course Information</td>
<td></td>
</tr>
<tr>
<td>Course Assignments</td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td></td>
</tr>
<tr>
<td>Metacourse</td>
<td>No</td>
</tr>
<tr>
<td>Users</td>
<td>Course</td>
</tr>
<tr>
<td>Logic</td>
<td>No</td>
</tr>
<tr>
<td>User Files</td>
<td>Yes</td>
</tr>
<tr>
<td>Course Files</td>
<td>Yes</td>
</tr>
<tr>
<td>Site Files</td>
<td>Yes</td>
</tr>
<tr>
<td>Grade histories</td>
<td>No</td>
</tr>
</tbody>
</table>

[Continue]
At the top of the next screen, you need to change the Restore drop down box to read **Restore to: Existing Course, deleting it first.** If you do not select this option, you will not complete the Restore process successfully.

Select **Existing course, deleting it first.**
Before you click Continue, make sure each User Data box is unchecked, or click None to uncheck all the User Data boxes. Removing the check mark from these boxes will prevent any old student assignment information, forum posts, and grades from being transferred to your new course.

Click Continue when you are ready to complete the Restore process.
Keep in mind that depending on the amount of content you are restoring to your blank course, it may several minutes for Moodle to process your restore request.

Click **Restore this course now!** to complete the restore process.
Once Moodle has finished processing your Restore request, you will see a confirmation screen noting that your Course Restore has been successful or unsuccessful. Check the bottom of the confirmation screen to verify if your course has successfully been populated with content. Then click Continue.
Moodle returns you to the main page of your course. Check to make sure that all of your course content has been populated into your course.

You are now ready to start preparing your course for your new students. Make sure to check throughout your course to confirm that all dates and information are current.