

Moodle 3.3 Instructor Orientation Workshop

“Using Moodle to effectively Instruct Online”

Instructions sheet:-

Activity 1: Enrol existing system users to a course, if not yet enrolled

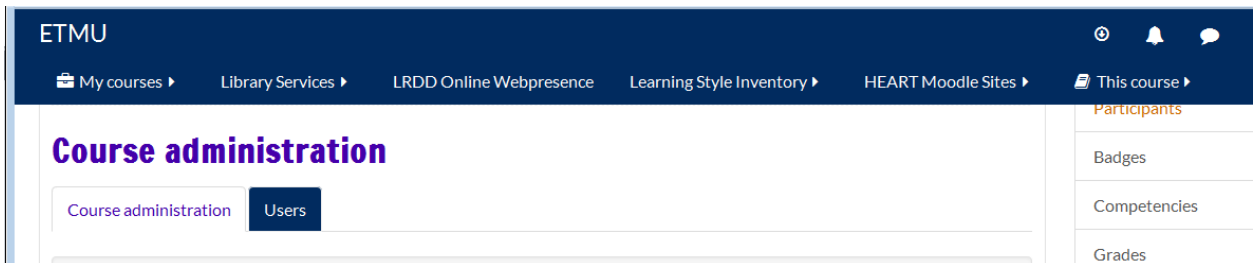
1. Enrol one user for the course from the system as a student
2. Remove that role and assign them another role as tutor
3. Delete/Unenrol the student from the course

Instructions for Activity 1:

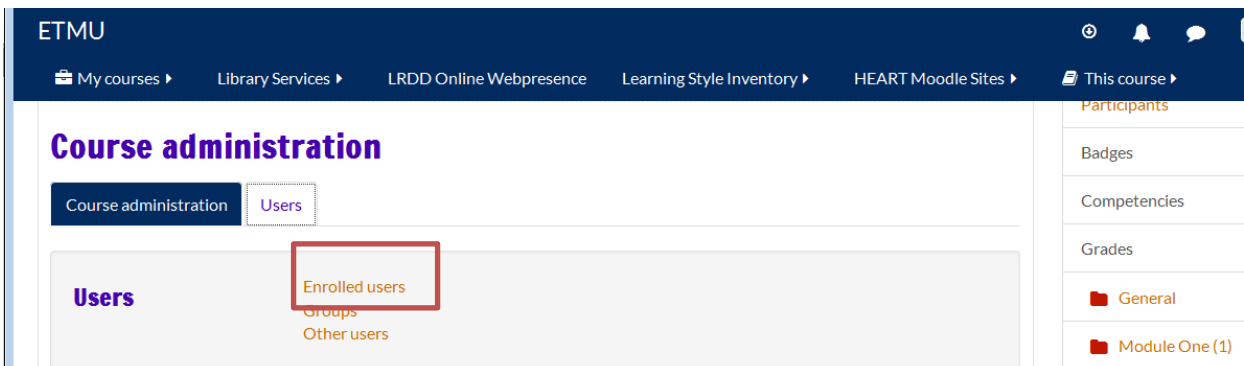
1. Go to the Course to add users
2. Select **Course Settings** (cog icon), then click **More**



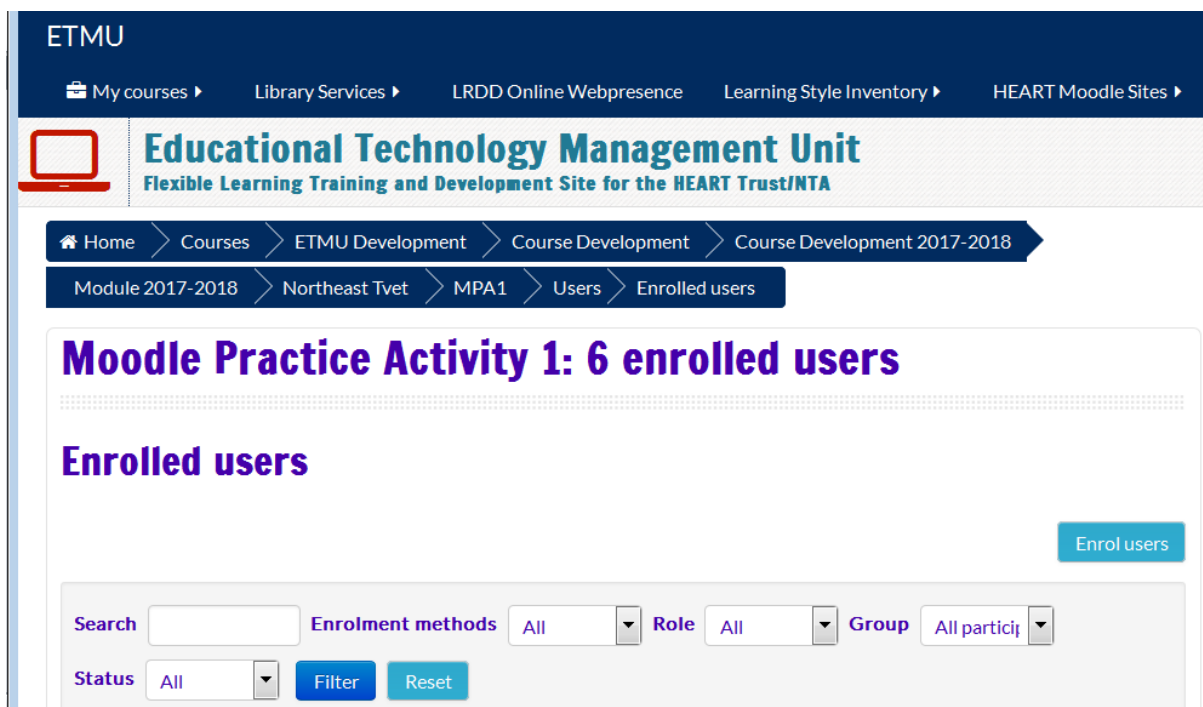
3. Choose **Users** tab



4. Choose **Enrolled Users**



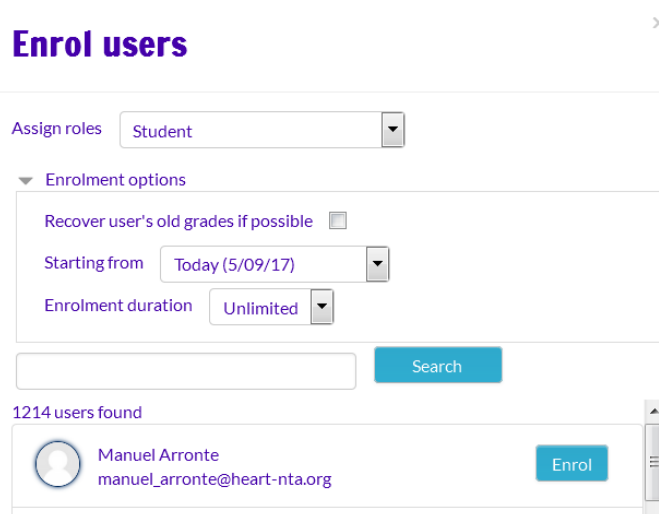
- On the screen that appears, Click the **Enrol Users** button



- From the Dialogue Box that appears, click the down arrow beside **Assign roles** and choose the role that you wish to assign on enrollment

- Then select the arrow beside **Enrolment Options** (from this choose Enrolment date and duration) – This is optional but recommended especially for students!

- Search for the students by typing their names in the **Search** area
- After inputting the name or part of the name, press the **Enter Key on your keyboard** to see all the users with similar names

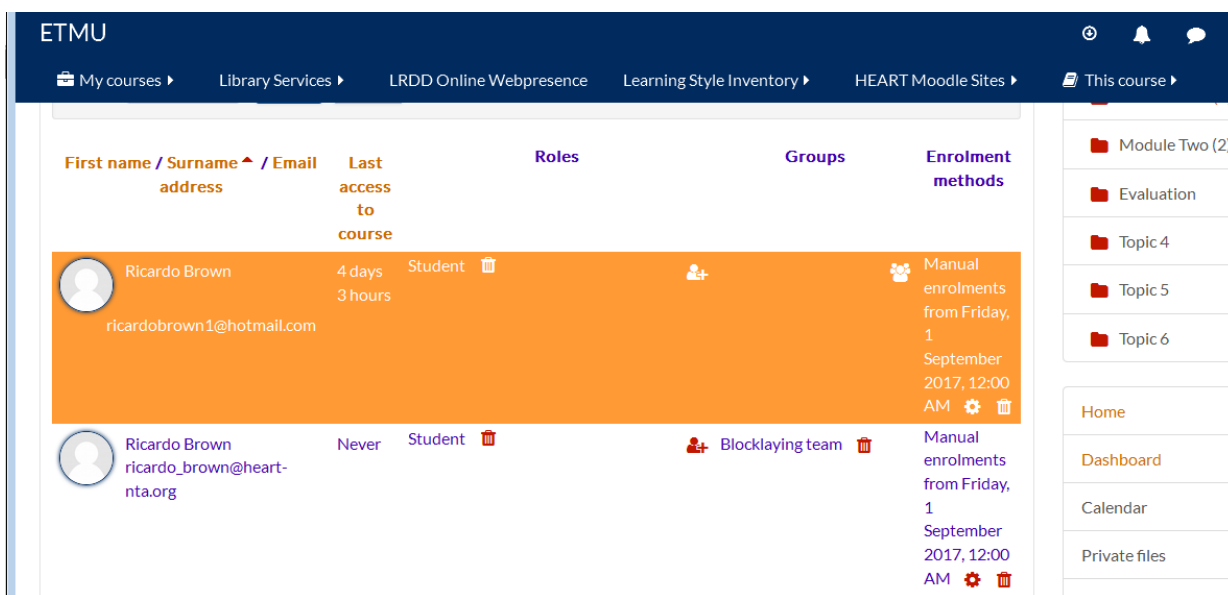


- Select **Enrol** button beside the person to be enrolled (ensure that they are assigned under the correct role!)
- When enrolling all the users, click the **Finish enrolling users** button
- They will now appear with the roles beside their names

Deleting Users / Editing Roles in a Course



1. Follow Steps 1- 4 on previous page
2. Look for the user to:
 - A. Remove a role, by clicking **trash can beside the role**
 - B. Add another role, by clicking the **figure with plus sign**
 - C. Delete or Edit, click **trash can to delete or cog to edit**



Activity 2: View participants for the course

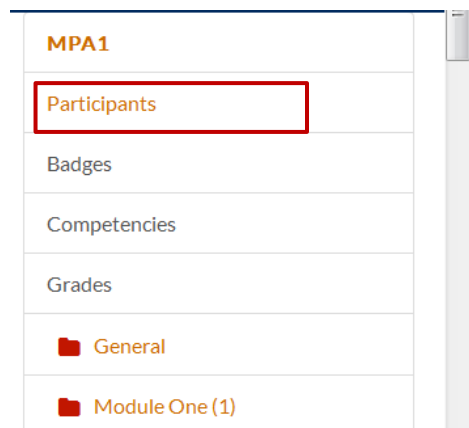
1. Check the last accessed time of each
2. Send a group message to the Trainees – Message should read

Dear Trainees, welcome to the course. We hope that you take the time to browse through the course on your own. Send a message if you have any additional questions.

Regards XXX

Instructions for Activity 2:

1. Go to the Navigation Block
2. Click on **Participants**





3. Under **Current role**, select drop down list for **All participants** or just **Trainee/Student** or **Instructor/Teacher** only

ETMU

My courses ▾ Library Services ▾ LRDD Online Webpresence Learning Style Inventory ▾ HEART Moodle Sites ▾ This course ▾

Participants

My courses ▾ ETMU ▾ Inactive for more than ▾ Select period ▾ User list ▾ Brief ▾

Current role ▾ All participants ▾

All part

First name ▾ All ▾ 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 ▾

Surname ▾ All ▾ 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 ▾

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course ▾
☐		Courtney McGeachy	courtney_mcgeachy@heart-nta.org	Beachamville	Jamaica	4 days 1 hour
☐		Ricardo Brown	ricardobrown1@hotmail.com		Jamaica	4 days 4 hours

Participants

- Badges
- Competencies
- Grades
- General
- Module One (1)
- Module Two (2)
- Evaluation
- Topic 4
- Topic 5
- Topic 6

4. To choose participants
 - a. Select specific persons using **Check box**,
OR
 - b. Click the **Select all** button
 - c. Choose **Send message**
 - d. Type message in space provided (message body)
 - e. **Remove users**, if wrong users selected
 - f. Click **Preview** button
 - g. Click **Send message**, or update (if you need to make adjustments)

Select all Deselect all ?

With selected users...

Choose... ▾

Choose...

Send a message

Add a new note

Add a common note

Activity 3: Create Groupings (Class) and groups (small groups within the Grouping)

1. Create 1 Grouping (same as a class) and 2 Groups
2. Add 3 Enrolled users to each Group
3. Put the groups in the Grouping

Instructions for Activity 3:

Create Groupings

Groupings are similar to large classes. These can be participants from different locations/institutions, campuses, or same class but different instructor. These Groupings usually share the same resources but may need to activities or assignments.

1. While in the Course, go to **Course Administration Block** and select **Users** tab
2. Click on **Groups**
3. Select the **Grouping** tab
4. Click on Groups
5. Select the Grouping tab
6. Click on Create grouping button
7. Give the Grouping/Class a name. You can create as many Groupings as you need.

Course administration

Course administration

Users

Users

Enrolled users
Groups
Other users

Moodle Practice Activity 1

Groups

Groupings

Overview

Groupings

Grouping	Groups	Activities	Edit
abcd	Blocklaying team	1	  
General Construction level 2. 2017	Blocklaying team	1	  
General construction Level 3-2017	Blocklaying team	0	  

Create grouping

MPA1

Participants

Badges

Competencies

Grades

General

Module One (1)

Module Two (2)

Evaluation

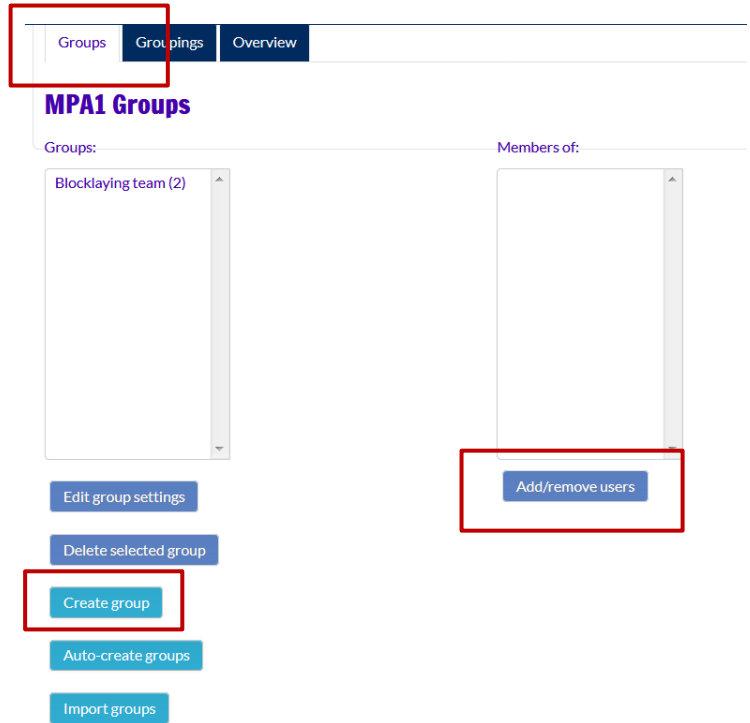
Topic 4

Create Groups into Groupings

1. Click on the **Groups** tab
2. Click the **Create group** button
3. Give the group a name, you can create as many groups as you want

Add Members to Groups

1. Select the group that you want to add members to
2. Click the **Add/remove users** button
3. Look for the name of the user to add
4. Click **Add**
5. Click **Back to groups** button to return to the group's page



Put Groups to Groupings

1. Click on **Groupings** tab
2. Select the icon beside the Grouping that is called **Show groups in groupings**

Groups

Groupings

Overview

Groupings

Grouping	Groups	Activities	Edit
abcd	None	1	  
General Construction level 2. 2017	Blocklaying team	1	  
General construction Level 3-2017	Blocklaying team	0	  

Create grouping

Participants

Badges

Competencies

Grades



General



Module Two (2)



Evaluation

Show groups in grouping

One (1)

3. Look for the groups(s)
4. Select it/them and click **Add**
5. Click **Back to groupings** button to return to the grouping's page



7. Assign grouping, if needed (If it is an open session for all persons in class, chose none grouping)
8. Choose **Save and display**
9. Click to enter chat session

Common module settings

Availability ?

Show on course page ▼

ID number ?

Group mode ?

Visible groups ▼

Grouping ?

abcd ▼

Add group/grouping access restriction

Restrict access

Tags

Competencies

There are required fields in this form marked !

Edit

Footer (Left)

Save and return to course

Save and display

Cancel

10. Click **Save and display**
11. Then choose from the screen below

Online Chat for Wednesday June 10, 2015 - Kingston

Please use this link to ask questions regarding the assignments. What is constructivism etc

Visible groups (K McKenzie - Kingston Group1) All participants ▼

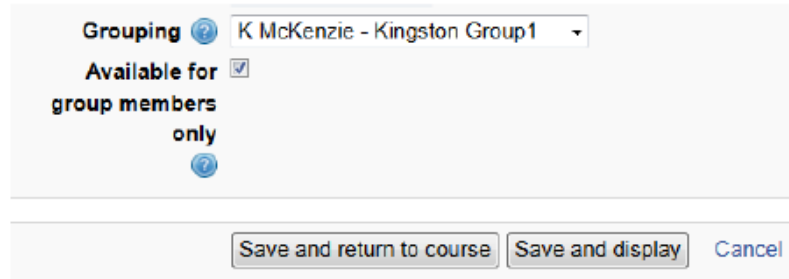
[Click here to enter the chat now](#)

[Use more accessible interface](#)

[View past chat sessions](#)

Activity 5: Assign activities (also assignments / resources) to specific Groupings (same as class)

1. For each activity, go to **Administration** of the activity
2. Then, click **Edit Settings**
3. Scroll down to bottom of page
4. Choose the **Grouping** for the activity from the drop down list
5. Check **Available for group members only**
6. Click **Save and return to course** button



Grouping  K McKenzie - Kingston Group1

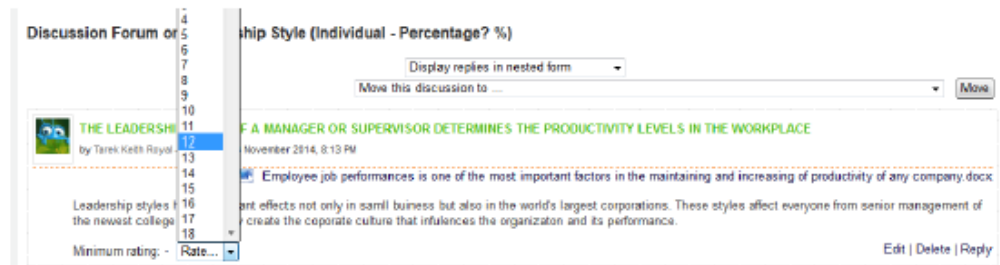
Available for group members only ☒ 

Save and return to course Save and display Cancel

Activity 6: View discussions, Reply to someone and rate the discussion

You can allow trainees to add a discussion or you can one and have the trainees reply to it.

1. Go to the SPECIFIC POST
2. Click **Reply** under the post
3. Add your comment/ reponse
4. Click **Post to Forum** (decide if you want to Mail to forum)
5. Select **Rate / Rating** and choose grade for each post. Wait 2 seconds for grade to apply



Discussion Forum or Leadership Style (Individual - Percentage? %)

Display replies in nested form

Move this discussion to ... 

 **THE LEADERSHIP** by Tarek Keith Rayan

November 2814, 8:13 PM

Employee job performances is one of the most important factors in the maintaining and increasing of productivity of any company.docx

ant effects not only in samll business but also in the world's largest corporations. These styles affect everyone from senior management of

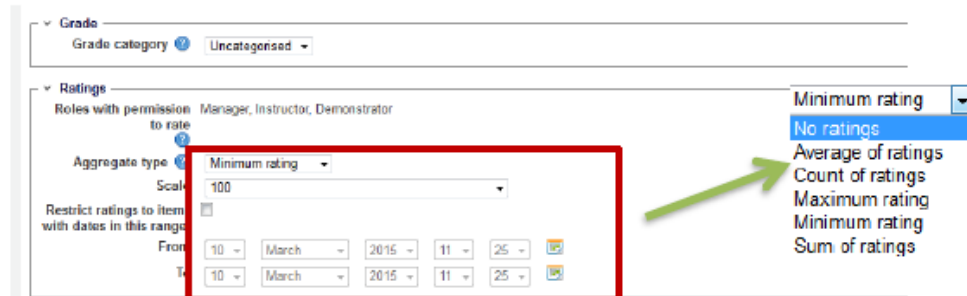
create the coporate culture that infulences the organization and its performance.

Minimum rating: - 

Edit | Delete | Reply

REMEMBER: In Forum Edit Settings

Moodle will give each person a grade based on what was in Forum setting, that is, Average of ratings, count of ratings, maximum/minimum, sum of ratings .. we usually choose **Average of ratings**



Activity 7: View assignments, Grant extensions, Grade Assignments and provide feedback

1. View assignments
2. Grant extensions
3. Apply grades
4. Provide feedback/comments

Instructions for Activity 7:

1. Click on the link for the assignment on the Moodle course page
2. At the bottom of the page, under submission status you will see if assignments have been submitted and/or graded and the due date
3. If there are assignments submitted, click on the **View all submissions** button

Grading summary

Participants	5
Submitted	3
Needs grading	1
Due date	Thursday, 20 April 2017, 12:00 AM
Time remaining	Assignment is due

[View all submissions](#)
[Grade](#)
[Return to: Module One \(1\) ➔](#)

4. Click **Edit** to update grade, prevent submission changes or grant extension

Grading action Choose...									
Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	Online text	Sub con
☐		Kenniesha Larmond	kenniesha_larmond@heart-nta.org	Submitted for grading 134 days 7 hours late Graded	Grade 80 % (80)	Edit	Friday, 1 September 2017, 7:24 AM	I am writing my assignment for you to grade... thank you	Cor (0)
☐		Ricardo Brown	ricardo_brown@heart-nta.org	No submission Assignment is overdue by: 139 days 10 hours	Grade	Edit	-		+ Cor (0)

5. Across from each trainee, click **Grade** to grade.

Submission

No attempt

Not graded

Assignment is overdue by: 139 days 10 hours

Student can edit this submission

[+ Comments \(0\)](#)

Grade

Grade out of 100 ?

Current grade in gradebook

Feedback comments

Paragraph

B I

Path: p

Notify students ☒

[Save changes](#) [Reset](#)

6. Then click **Save changes**



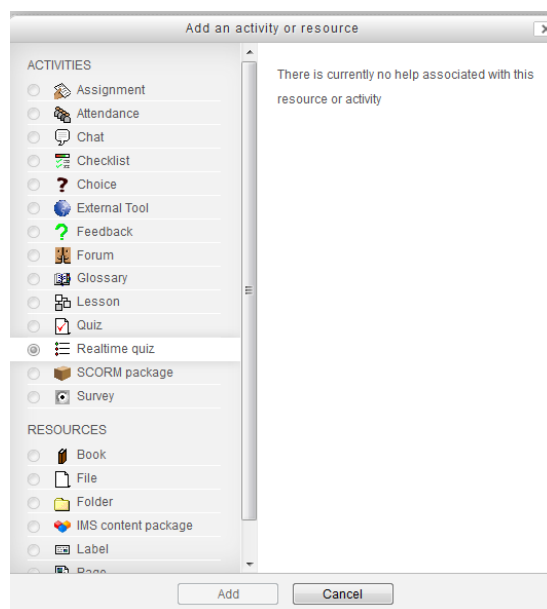
Activity 8: Create and use Real Time Quiz to determine achievement of class objectives

1. Select 4 simple questions with possible answers (they can be multiple choice or True or False)

Instructions for Activity 8:

Create a Real Time Quiz

1. Click the **Turn Editing On** button
2. Select **Add an Activity**
3. Under Activities, choose **Realtime quiz**
4. Click **Add button**
5. Under Adding a new Realtime quiz to Topic., Add **Realtime Quiz** name
6. In the **Introduction area**, Add Your main Quiz Instructions
7. Under **Realtime Quiz settings**, choose how many seconds each question will be displayed.
8. Under **Common module settings**, choose which grouping should see this, if there are groupings
9. Click **Save and Display**
10. Select the **Edit quiz** tab
11. Click **Add Questions**
12. In space provided answer Question , then expected answers beside radio buttons ([select radio button beside right answer](#)!)
13. Click **Save question and add another** or **Save Question** ,if there is no more to add



To view Quiz Click View quiz tab, you and the learners will see the screen below.

Facilitator will **Start Quiz** and learners will **Join quiz** --- **BUT BEFORE YOU DO THIS.. GO to Activity 9!**

Test Realtime Quiz

[View quiz](#)
[Edit quiz](#)
[View responses](#)

Each participant MUST contribute to this quiz at the same time under directive of the facilitator

[Start quiz](#)

Use this to start a quiz for the students to take

Use the textbox to define a name for this session (to help when looking through the results at a later date).

[Join Quiz](#)

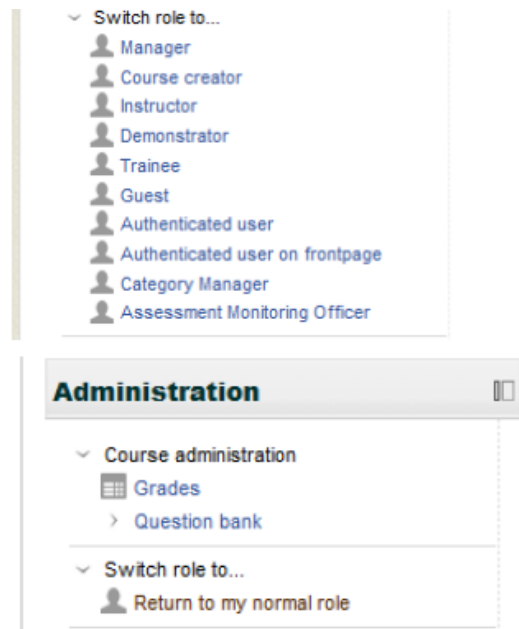
Use this if you want to try out a quiz yourself
(you will also need to start the quiz in a separate window)

Activity 9: Switch your role to the trainees role or any role with less priviledges

1. One person will choose their quiz to view and be the teacher
2. The rest of the participants will act as the students in the class
3. Teacher will click the START QUIZ button and wait on class
4. Students, follow Instructions for Activity 8 THEN join the quiz

Instructions for Activity 9:

1. Go to the **Administration** block
2. Click arrow beside **Switch role to...**
3. Select any role to switch to
4. Review the course page to see how that users sees it
5. Click **Return to my normal role**



HOW DID YOU LIKE THE REAL TIME QUIZ?

Discuss the possibilities!

Activity 10: Create a simple multiple choice quiz

USE OTHER INSTRUCTIONS SHEET FOR THIS ACTIVITY!

Activity 11: Manually mark quiz questions – essay type

1. Open the quiz link to be graded
2. Click cog to go to quiz administration
3. Select **Results**

HEART MOODLE SITES ▾

Module 1 Quiz 1

Instructions-: Duration: 45 minutes

This quiz consists of sixteen (16) questions: fourteen (14) Multiple Choice and two (2) Short Answer Questions for you to add a question.

DO ALL QUESTIONS.

Click **next button** to do all questions, and then **Submit All and Finish** when you are done.

To go back to any question, select the number of the question to the left under **Quiz Navigation Block**

Attempts allowed: 1

To attempt this quiz you need to know the quiz password

Time limit: 1 hour

Attempt quiz now



- > Edit settings
- > Group overrides
- > User overrides
- ⚙ Edit quiz
- 🔍 Preview
- 📊 Results**
- Grades
- Responses
- Statistics
- Manual grading
- > Locally assigned roles

4. Grade each based on their responses and specified marks.

Also show questions that have been graded automatically

Q #	Question name	To grade	Already graded	Total
21	Label the indicated parts on the rack and pinion steering system below. (8 marks)	12 grade	0	12 grade all
22	Write the names of the five (5) indicated parts beside the arrow. (5 marks)	12 grade	0	12 grade all
23	If the ball joints of a front suspension are suspected of being worn, how can they be checked?	11 grade	0	12 grade all
24	Name three (3) types of springs used on vehicle suspension. (3 marks)	12 grade	0	12 grade all

5. You can then give your comments. State what was done right etc.
6. Assign mark
7. Save your grade and response

Activity 12: View gradebook

1. Go to Course page
2. Click Grades under course navigation block

Moodle Practice Activity 1

General

--- INSERT COURSE BANNER HERE ---

NOTE: MOODLE WORKS BEST IN MOZILLA FIREFOX!

Instructor (s): Course Duration: XXX

Email Address: Office Contact Hrs: XXX

Contact Number:

MPA1

Participants

Badges

Competencies

Grades

General

Module One (1)

Module Two (2)

Evaluation

3. You will see the grades for all trainees
4. Choose the drop down list beside Visible or Separate groups to see grades only for specific groups

Visible groups: All participants

Surname	First name	Email address	Introduction to e-Learning	Assessment 1: PPT on ...	Module 1 - Main Assessment ...
Tyrone Bailey		tbailley_08@hotmail.com			
Tyrone Bailey		tbailley-08@hotmail.com			
Shiron Barnett		sadyshin@yahoo.com			
Patricia Burnett		p_burnett20@hotmail.com			
Williams Glen		glenwilli22@yahoo.com			
Tiffany Henry		tiffanyini@yahoo.com			
Tiffany Henry		tiffany1n16@yahoo.com			

Activity 13: Review activity reports, logs, course participation and send reminders

To view ALL course reports:

1. Go to **Course Administration**
2. Beside **Reports:**

Course administration

Course administration

Users

Edit settings
Filters
Gradebook setup
Outcomes
Backup
Restore
Import
Reset

Reports

Competency breakdown
Logs
Live logs
Activity report
Course participation

Badges

Manage badges
Add a new badge

Badges

Competencies

Grades

General

Module One (1)

Module Two (2)

Evaluation

Topic 4

Topic 5

Topic 6

Home

Dashboard

- A. Select **Logs** to get links to all activities by course, or to view all activities or specific activity by each user.

Each field can be selected with the down arrows, and then click **Get these logs**

Logs appear below based on the selections made.

MOODLE Orientation August 2016: Kadian Martin, All days (UTC-5)

MOODLE Orientation August 2016

Kadian Martin

All days

All activities

All actions

Display on page

Get these logs

Displaying 4 records

Time	IP address	User full name	Action	Information
Thu 16 February 2017, 11:12 AM	10.51.12.120	Kadian Martin	forum view forum	Discussion Forum on Workplace Safety Rules (Individual – 10 Marks)
Thu 16 February 2017, 11:12 AM	10.51.12.120	Kadian Martin	forum add discussion	Workplace Safety - Martin
Thu 16 February 2017, 11:11 AM	10.51.12.120	Kadian Martin	forum view forum	Discussion Forum on Workplace Safety Rules (Individual – 10 Marks)
Thu 16 February 2017, 11:10 AM	10.51.12.120	Kadian Martin	course view	MOODLE Orientation August 2016

- B. Select **Activity Report** to get links to main activities and a quick view of how many views and actions each activity had.

Activity	Views	Related blog entries	Last access
 Update your profile (Instructions)	6	-	Wednesday, 19 April 2017, 9:55 AM (9 days 11 hours)
 Meet Your Facilitator and Classmates	4	-	Wednesday, 19 April 2017, 1:01 PM (9 days 8 hours)
 Drive Thru! - Ask Your Facilitator!	3	-	Wednesday, 19 April 2017, 1:07 PM (9 days 8 hours)
Sample MODULE for Trainees			
 Module One (1) Learning Objectives	7	-	Wednesday, 19 April 2017, 1:09 PM (9 days 8 hours)
 Employability Skills	4	-	Wednesday, 15 February 2017, 10:53 AM (72 days 10 hours)
 Cluster / Module Summary	4	-	Tuesday, 23 August 2016, 11:40 AM (248 days 10 hours)
 Module One (1) Learning Resources	7	-	Thursday, 16 February 2017, 3:19 PM (71 days 6 hours)
 Upload type Assignment - Case study on Workplace Hazards - (Individual - 8 Marks)	193	-	Tuesday, 25 April 2017, 12:51 PM (3 days 8 hours)

C. Select **Course Participation** to see the participation report for each activity for a specific period.

You can view specific activity

You can view teachers', students' etc. participation.

You can view the period to review

You can view specific actions

You can send messages to students who have done nothing

Activity module
Upload type Assignment - Case study on Workplace Hazards - (Individual - 8 Marks)
Look back
7 weeks
Show only
Student

Show actions
All actions
Go

Groups
All participants
Assignment Views: view submission, view feedback
Assignment Posts: upload, submit, submit for grading

13

First name / Surname	All actions	Select
Sybil Tarrant	No	☐
Sansia Scott	No	☐
Antoniet McKinley	No	☒
Kadian Martin	No	☐
Nadine Ledger	No	☐
Venice Johnson	No	☐
Rayan Dawson	No	☐
Teika Hitchman	No	☐
Fabian Gabay	No	☐
Peta-Gay Forrester	No	☒
Kerry-Ann Duhaney-Palmer	No	☐
Stacy- Ann Davis	No	☐
Manuel Arronte	No	☐

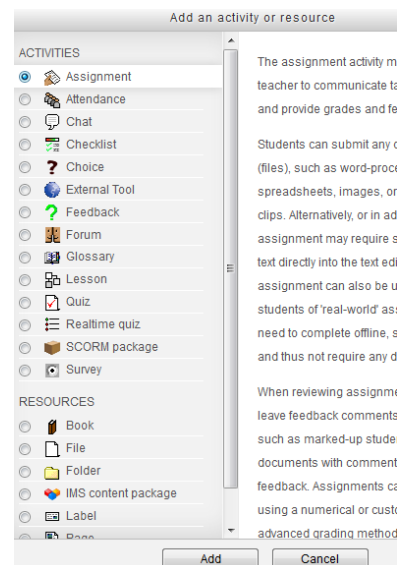
Select all
Deselect all
Select all 'No'

With selected users...
Choose...
Choose...
Send a message
OK

WHAT'S BEHIND THE ASSIGNMENTS AND DISCUSSION – Looking at settings!

Create Assignments

1. Click the **Turn editing on** button
2. Under each Topic etc., select **Add an activity or resource**
3. Check **Assignment**, then click **Add** (at the bottom of the dialogue box)
4. Under **Category Settings**, choose **Assign Roles**
5. Under **Adding a new Assignment to Topic** add an **Assignment Name**
6. Add **Description** (this is a must, as Instructions will be placed here)
7. Under **Assignment Settings** (explanation):
 - a. Date for Allow Submission [Date when learners will be able to submit assignment]
 - b. Date for Due Date [Date when learners must submit by or they will no longer see submit/upload feature]
 - c. Yes for Always show description [allows learner to see Instructions]
8. Under **Submission Settings** (explanation):
 - a. Online Text [If you want the learners to type in their responses online instead of uploading / submitting their file/project]
 - b. Maximum number of uploaded files [If yes was selected for File Submission, then each student will be able to upload up to this number of files for their submission]
 - c. Maximum submission size [Files uploaded by students may be up to this size]
 - d. Submission Comments [If enabled, students can leave comments on their own submission. This can be used to let students alert the marker about which files the master file is in cases of inter-linked files, for instance]
9. Under **Feedback Settings** (explanation):
 - a. Feedback Comments [Facilitator can leave feedback comments for each submission]
 - b. Feedback Files [Facilitator will be able to upload files with feedback when marking the assignments. Files include, learners assignment with comments, other documents or even audio feedback]
10. Click **Save!**



Create a Discussion Forum

1. Click the **Turn Editing On** button to the top right
2. Under **Adding a new Forum to Topic...**
3. Add the **Forum Name**
4. Add **Forum introduction** [This is the initial overview of what the forum is about, including general Instructions]
5. Do not check the **Display Description on Course Page**
6. Decide on the **Subscription Mode**
 - a. Checking this means that persons will receive email copies of forum posts.
 - i. **Optional subscription** - Participants can choose whether to be subscribed
 - ii. **Forced subscription** - Everyone is subscribed and cannot unsubscribe
 - iii. **Auto subscription** - Everyone is subscribed initially but can choose to unsubscribe at any time
 - iv. **Subscription disabled** - Subscriptions are not allowed
7. Decide if you want the participants to **Read Tracking for this Forum**
 - a. If this is enabled, participants can track read and unread messages in the forum and in discussions.
8. Under **Ratings** [Decide on how you want participants of the forum to be graded]
 - a. **Average of ratings** – All grades given will be average, this will be the final grade for the forum
 - b. **Count of ratings** - The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
 - c. **Maximum** - The highest grade becomes the final grade
 - d. **Minimum** - The smallest grade becomes the final grade
 - e. **Sum** - All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.
9. The **Scale** represents the amount that each post will be marked out of
10. Choose the **type of groups** [**Separate or Visible or No Group**] and identify, if needed, which groupings will be attached to forum

