Learn How to Use Moodle for Teaching

1. Customizing Your Teacher Profile

Your teacher profile is available to your learners and colleagues, so it's a good opportunity to introduce yourself, prove that you're a human being and not a chatbot, and earn some trust from the students.
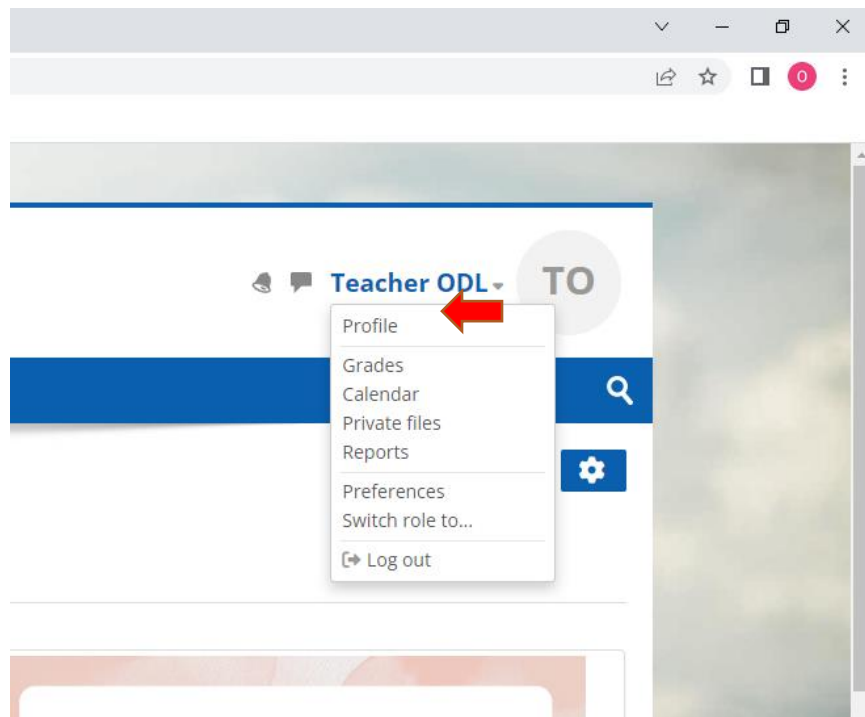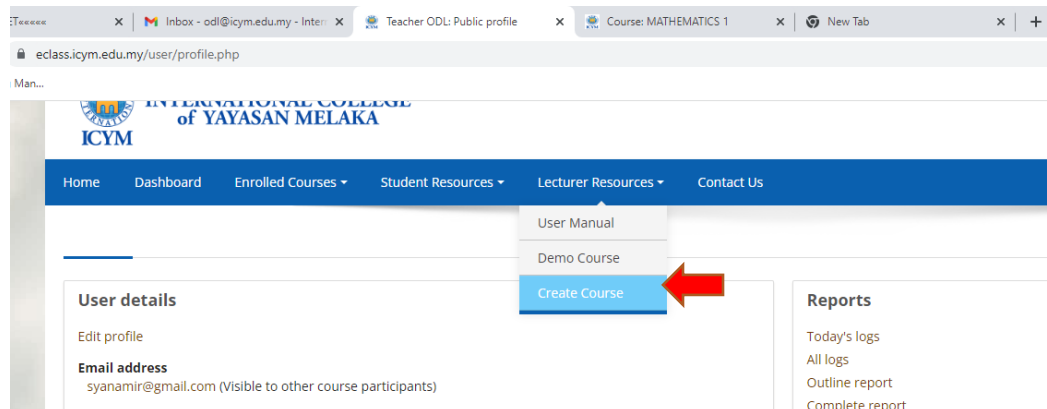

After clicking **Profile** in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo, and create an introduction. Click **Edit profile** to do this.
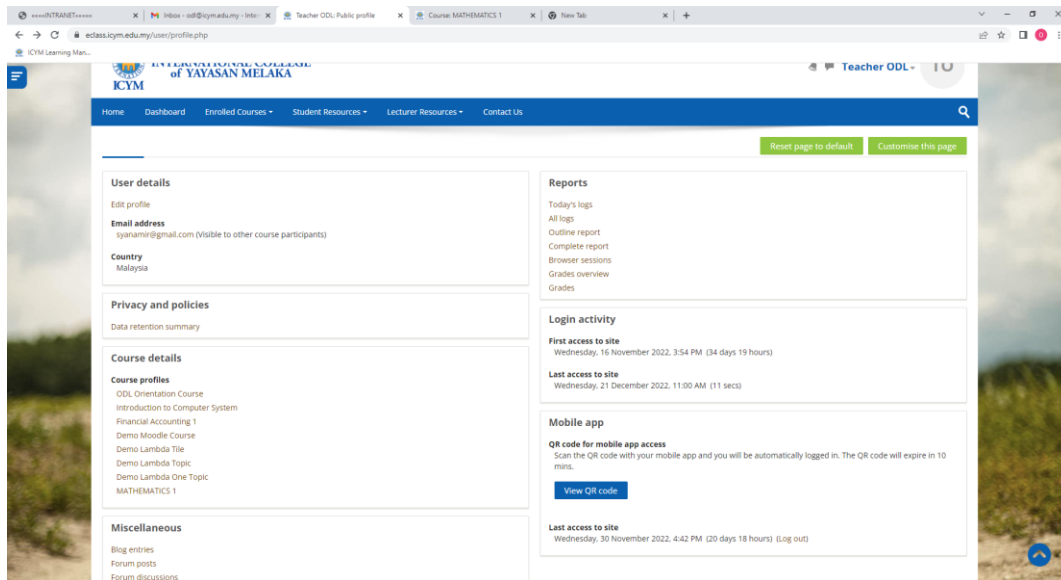
There, you can enter some text about yourself (or record a video introduction, if you like), place a photo, and leave additional contact information.

2. Creating an eLearning Course

You can create new course using **Lecturer Resources** menu.

You can create New Course within your course categories.

Categories are referred by School, however for ODL programs, ALL program will reside in ODL categories. ALL ODL courses will be created by admin.

a) How to set up a course format
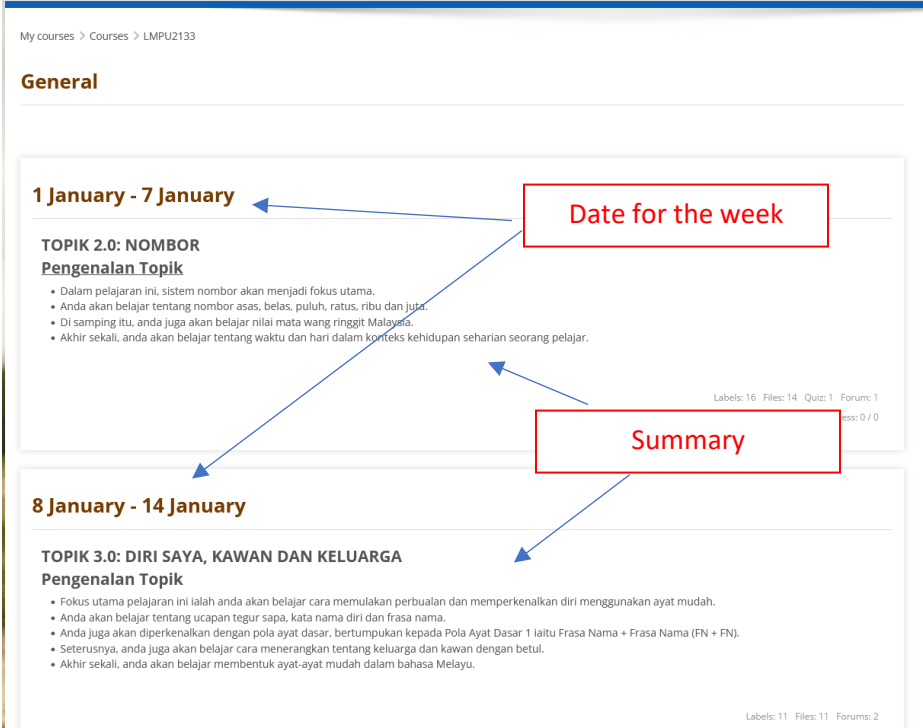
To change the course format, Click the gear and choose **Edit settings** from the drop-down menu.
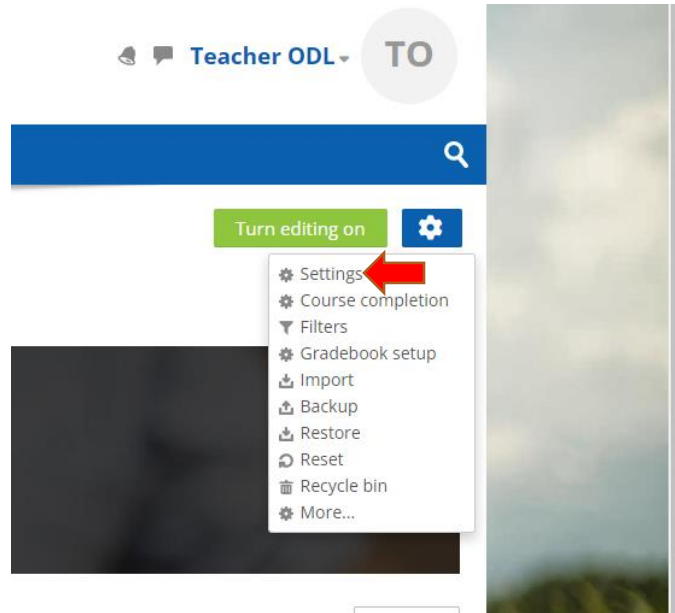
Scroll down the course settings to the **Course format** section and choose the format you'd like to proceed with. Then click **Save and display** at the bottom of the page.
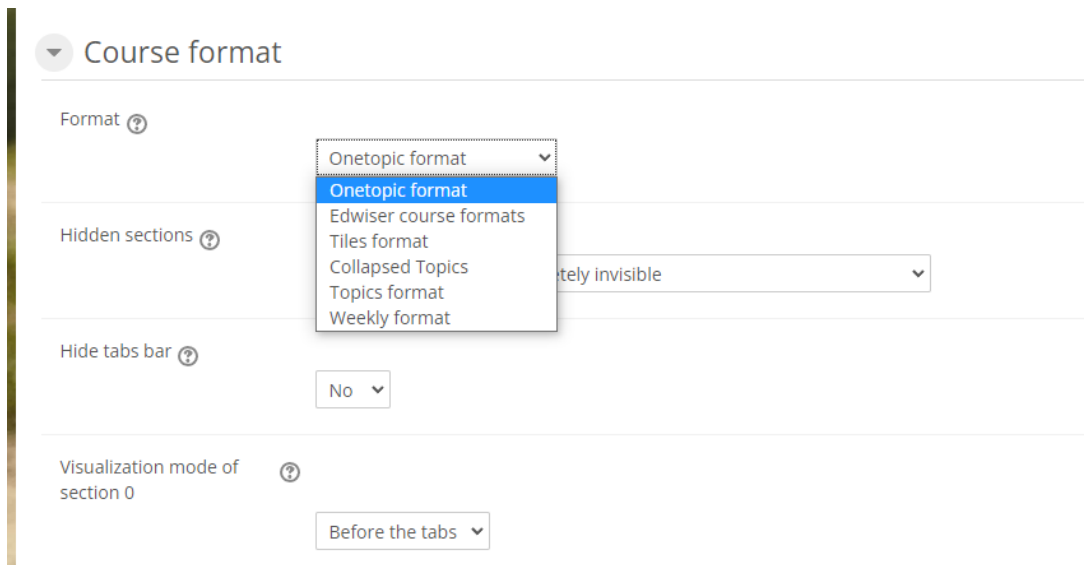
There are several formats you can choose.

Course Format	Description
Weekly format	The course is organized week by week, with each section having a date heading. Moodle will create a section for each week of your course. You can add content, forums, quizzes, and so on in the section for each week. The current week is highlighted.

Topics format	The course is organised into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels. In new installations of Moodle, this is the default format. "Show only one section" With the Weekly, Topics and any contributed format that implements the functionalty, it is possible via *Administration > Course administration > Edit settings* to "show one section per page". Here is a course with eight topics, with the third one currently shown. The links left and right lead to topics two and four:

Collapsed Topics	This is a format that is essentially the same as the standard Topic and Weekly formats but with a 'toggle' for each section except '0'. The toggles' purpose is to reduce the amount of initial information presented to the user thus reducing the 'scroll of death' that can plague courses with a lot of content. The 'state' of the toggles is remembered on a per course per user basis. For more information, please visit Collapsed_Topics_course_format.

Onetopic format	The onetopic format shows each topic in a tab, keeping the current tab between calls to resources, in such a way that when it returns from a module as the blog or the glossary it returns to tab from where you started. This format is based on the Moodle standard format: "Topics".
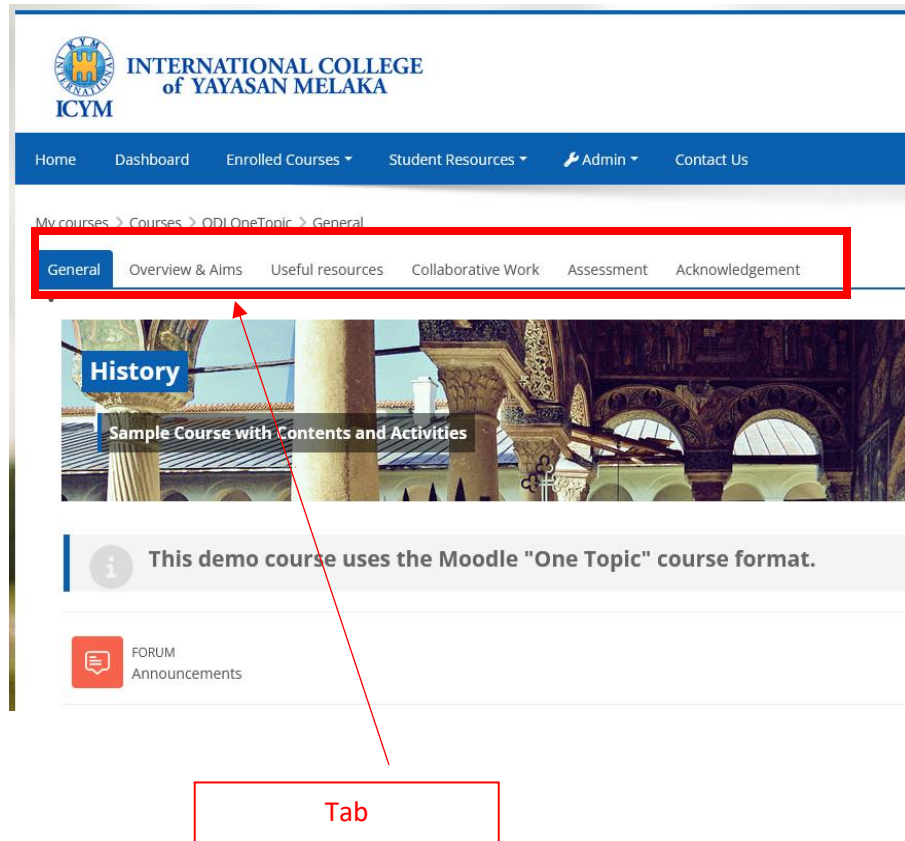
Tiles format	The [tiles format](#) displays course topics as "Tiles", rather than as a list. When clicked, tile content is displayed under the tile with an animated transition. The layout adapts to different screen sizes and orientations. Within each tile, activities can also be set to display as "sub-tiles". Icons for each tile can be selected from a predefined set (i.e. the teacher does not need to upload them).

Click to open/close
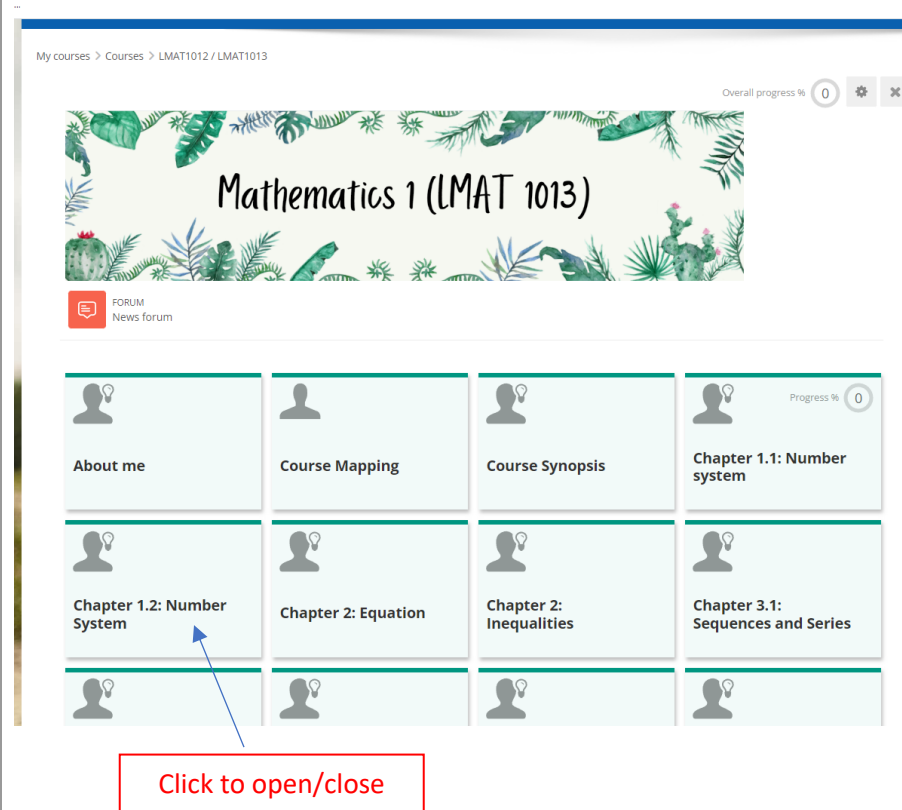
Edwiser	Same as topic format.

b) Adding Activities and Resources

In Moodle language, activities are the ways students interact with a course. Quizzes, glossaries, forums, and assignments are all generally called 'activities.'

Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as a certain video from YouTube.

To add an activity or a resource, turn on the editing mode by clicking the gear icon in the upper right. When editing is enabled, there's a + **Add an activity or resource** icon after each section of a course. Click it, and you'll see a pop-up window with the list of all available options and their descriptions. There are 14 types of activities and 7 types of resources.

1. Click **Turn Editing on**
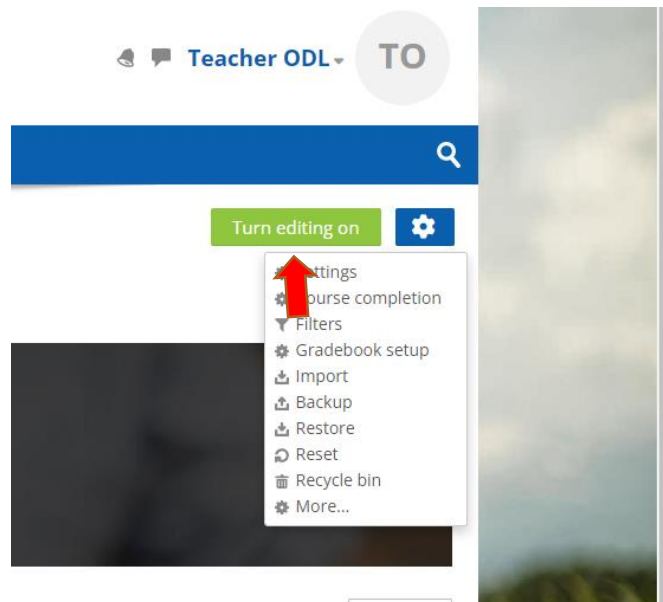
2. Click Add an activity or resource
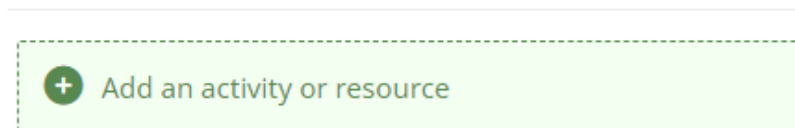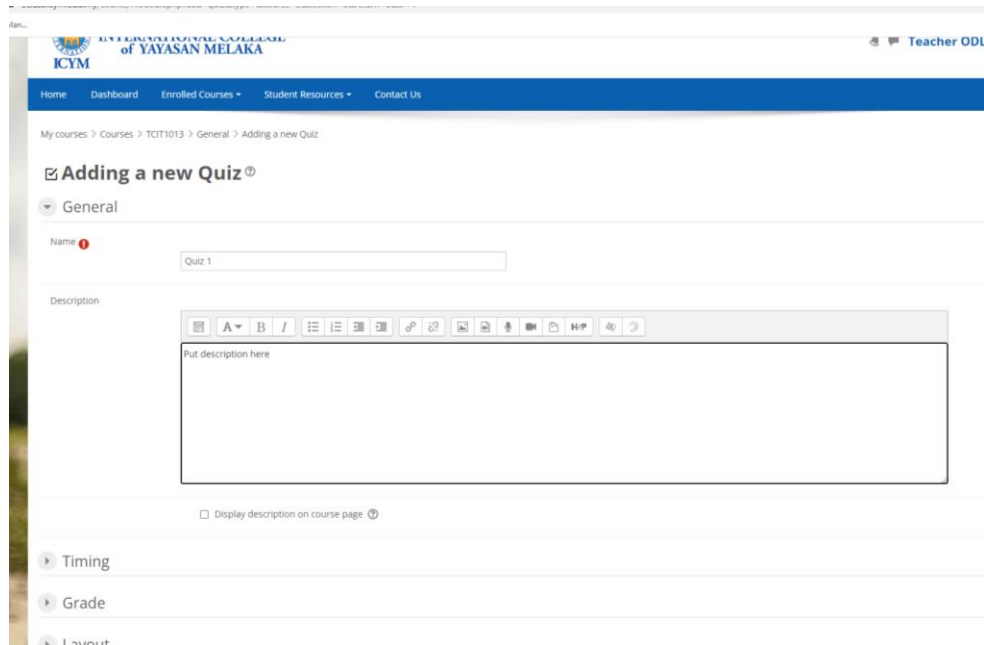
3. Choose activity or resource
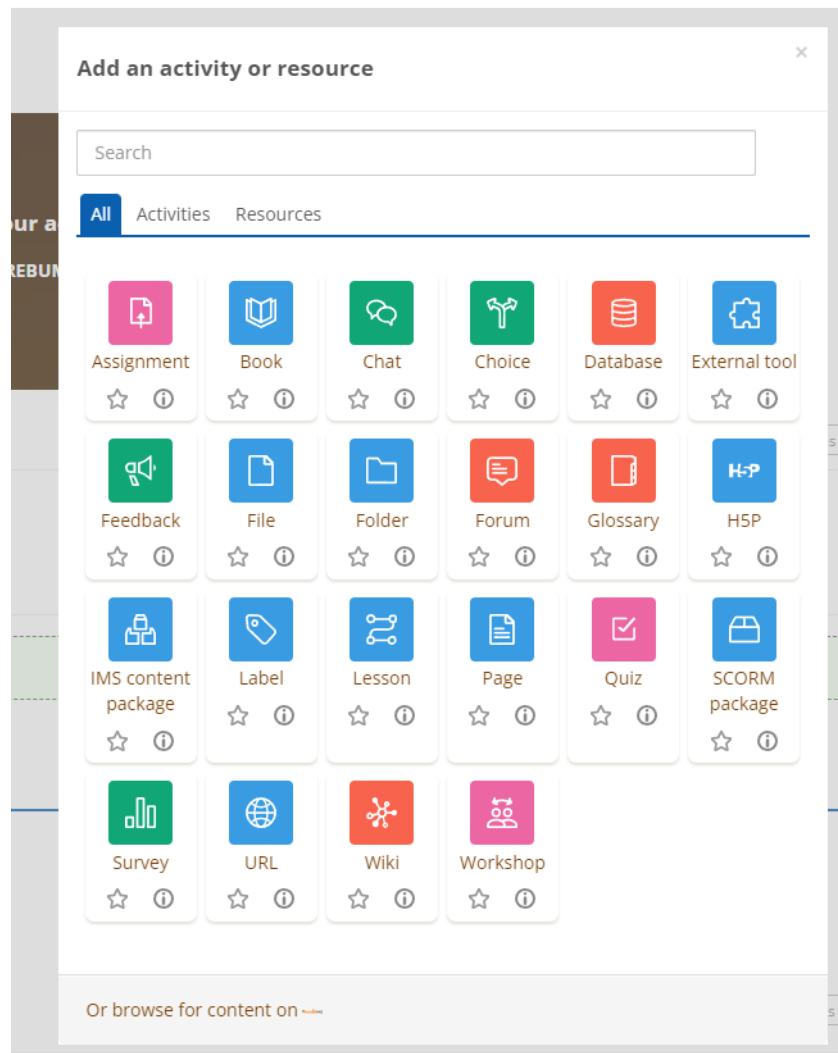
When you have chosen which type of activity or resource you'd like to use, click **Add**.

c) How to add a quiz

Choose a section where you'd like to add a quiz, click + **Add an activity or resource**, and choose **Quiz** in the pop-up window. After doing this, you get a quiz settings menu.

In our example, we've simply put "Unit 1 Quiz", but you can be more specific.

1. Fill in the name of the quiz. Then you can click **Save and return** to course since Name is the only field required for creating a shell for a quiz. However, feel free to explore other settings in this menu. For example, you can set time frames for assessment or limit the number of attempts allowed.

2. The next step is to fill this empty quiz shell with some questions. Click **Edit quiz** and, in a new window, click **Add → + a new question**.
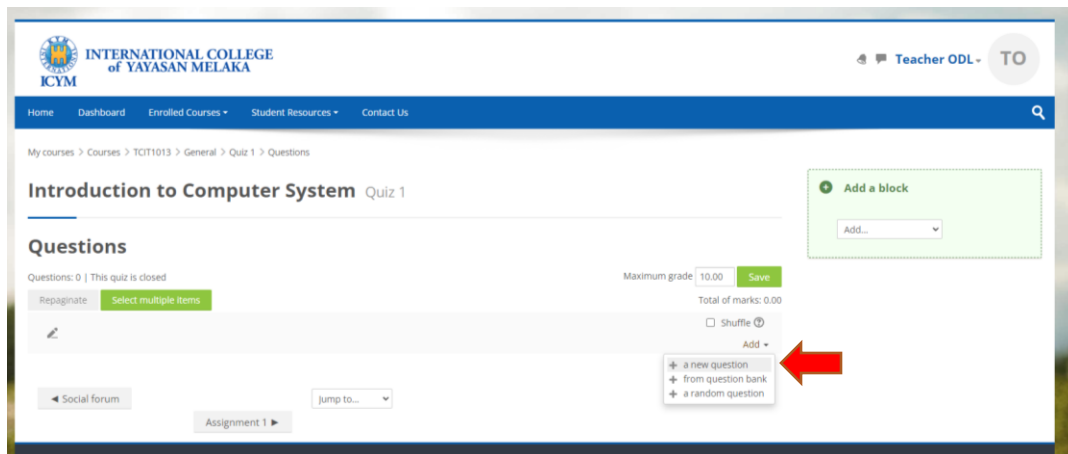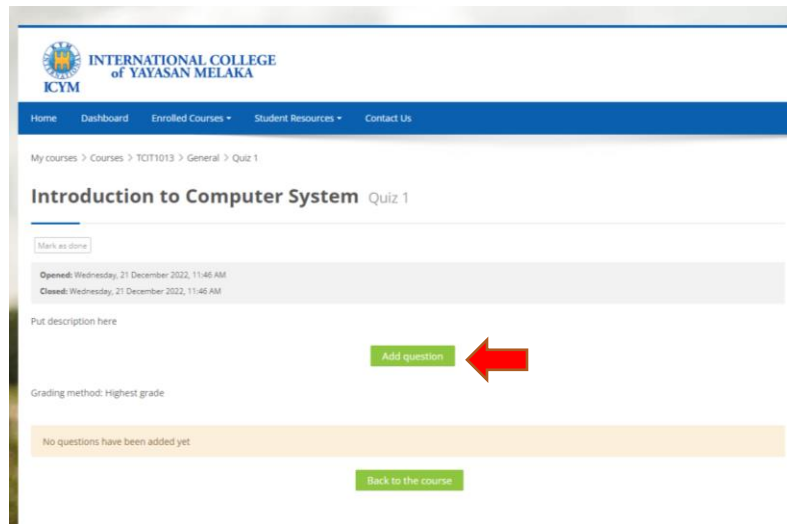
In Moodle, there are 15 types of questions you can use, such as multiple choice, matching, and drag and drop. Choose the type you'd like to use and click **Add**.

In a new window, you'll need to fill out the details of the question: its name, question text, answers, and feedback. The interface is quite self-explanatory, but in case you have trouble, there are detailed step-by-step instructions on how to create quizzes in Moodle.
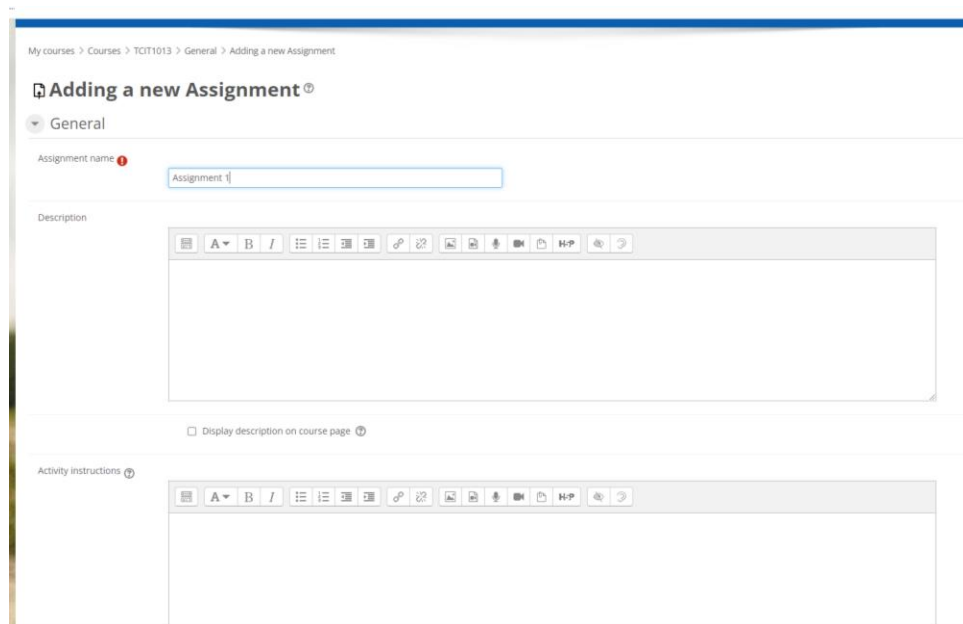
3. When you're ready, click **Save changes**. Again, you'll find yourself in a quiz editing menu where you can repeat the same sequence of action and add as many questions as you need.

d) How to add an assignment

Creating assignments is a feature that you'll likely use very often as a teacher. With its help, you can ask your students to submit their homework and check how well the unit is being digested and provide feedback.
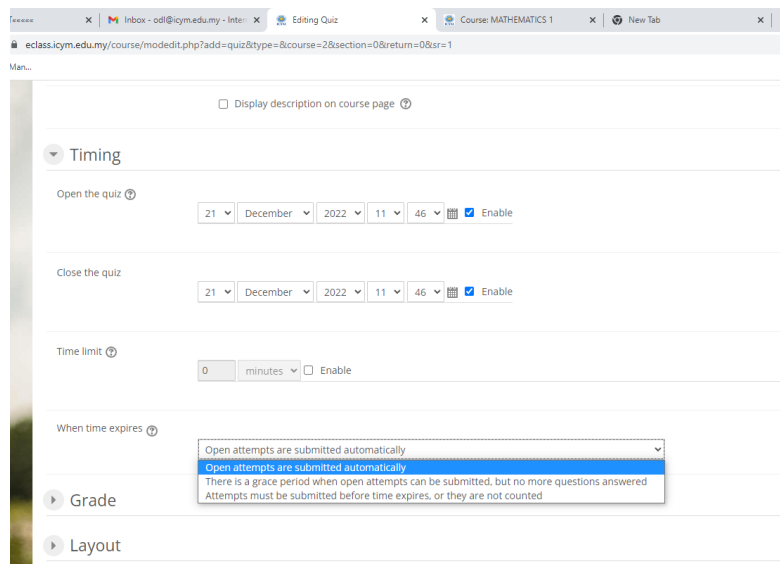
Just like with quizzes, choose the section where you'd like to add the activity, click + **Add an activity or resource**, and choose **Assignment** in the pop-up window.

In a new window, give the assignment a name and specify what you expect your students to do in a description field. For instance, you can ask them to watch a video and share their opinion on the topic or ask them to edit a text and submit an improved version, as we did in our example.

There are also several useful settings that are worth playing with. We'll mention just a few basic ones.

Availability

In this section, you can set time frames for submitting assignments or set a reminder to check students' work before a certain date for yourself.

Submission types

In this section, you'll need to specify in what format you expect the students to submit their work. Choose Online text if you want them to type their responses right in Moodle, File submissions if you want them to attach a file, or both options at the same time.

You can also specify certain formats of files and the number of words in essays for the Online text option.

Click **Save and return to course** when you're done.

e) Managing Learners

Now, when your course is ready, it's time to invite some learners to explore the content.

First, let's set up the enrolment methods. Within a course, choose the **Participants** tab in the left menu, then click a **gear icon** in the upper right and select **Enrolment methods** from a drop-down menu.
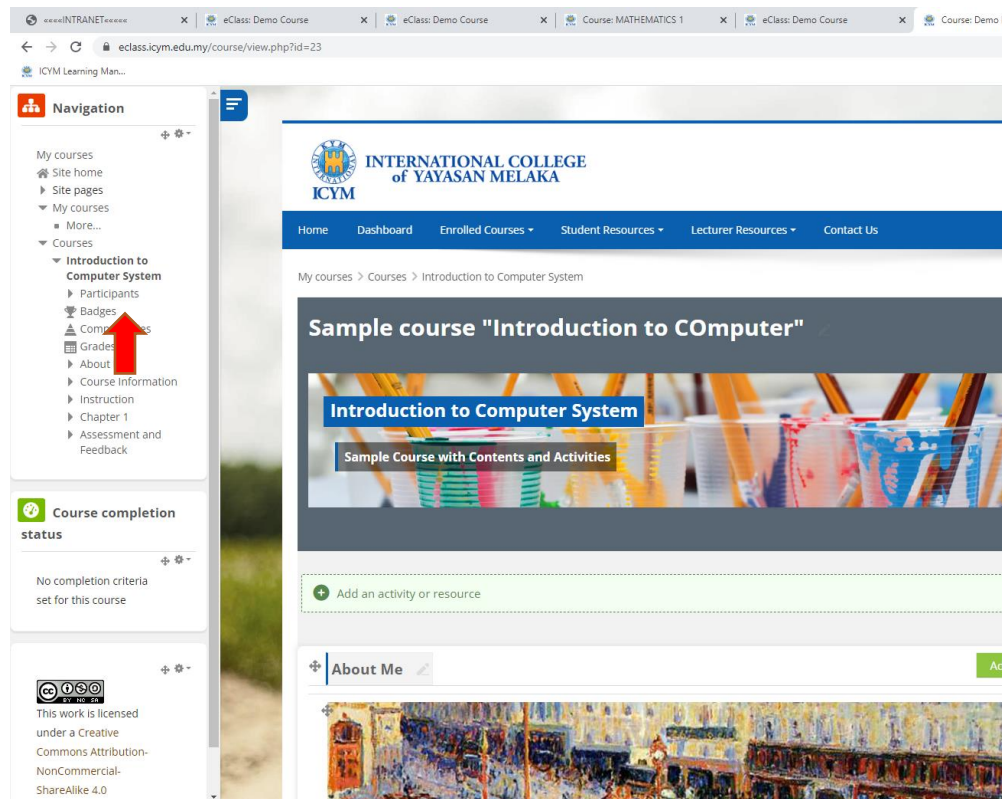
There are three enrolment methods available:

- Manual enrolment
- Guest access
- Self enrolment

By default, the only option enabled is manual enrolment. If you'd like to activate self enrolment or guest access, click the eye icon. If you also click the gear icon next to the eye, you'll be able to set up some additional settings such as enrolment duration, enrolment password, or a maximum number of users.

f) How to enroll students on a course

Usually, teachers don't have to add users to the system, because the list of users is pre-loaded by an admin or a manager. So, to enroll students on your course, choose the **Participants** tab in the left menu. From there, click **Enrol users** in the upper right area and then, in a pop-up window, select users or groups of users from the drop-down lists.

When you have finished, click **Enrol selected users and cohorts**.

Click enrol users

Type student's name and click at the name to add into course

g) How to set up a gradebook

A gradebook is a Moodle feature that helps you collect scores for graded activities from your course. With its help, you can collect and view marks and manually enter grades for offline activities.

To set up a gradebook for a course, click on the gear icon in the upper right and select **Gradebook setup**. On a new page, you'll see the full list of graded items for the course.

For each item, there's a Weights column. The bigger the number, the more important the grade for performing this task (more on that in a minute).

For now, let's make gradebook items look more organized and divide activities into categories. Scroll down the page and click **Add category**. In the demo course we use, there are three types of graded items, so we can create three categories for them:

- Assignment
- Quiz
- Simulation
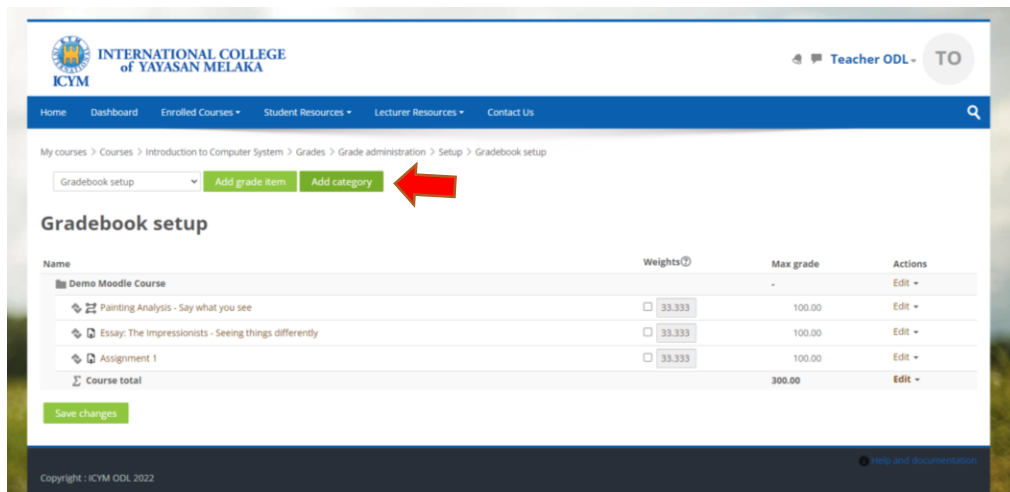
In your course, you can create any number of graded item types and as many categories as you need. After clicking Add category, give each created category a name and click **Save changes**.

Now, move the items to their category by clicking the arrow icon on the left of the item's name.

Now, when your items are organized, it's easier to assign the weights to each category. Let's say, we believe Assignment to be the most important category, so we'd like to give it the largest weights. For example, it's 50. We tick a checkbox for Assignment and enter 50.

All the other weights are automatically adjusted, so the sum is 100, but you can define weights for the rest of the categories too — in our example, we put 30 and 20 for Quiz and Simulation correspondingly.

If you like, you can also manually define weights for each item within a category.

When everything is ready, click **Save changes** in the left bottom.

h) How to grade learners' assignments

To grade assignments, you need to choose the one you'd like to begin with. You can do this in several ways, but let's go the most direct way and choose **Grades** in the left menu and then find an activity you'd like to grade in the row and click on it.

You'll get in the Grading summary page with two options: **View all submissions** or **Grade**.
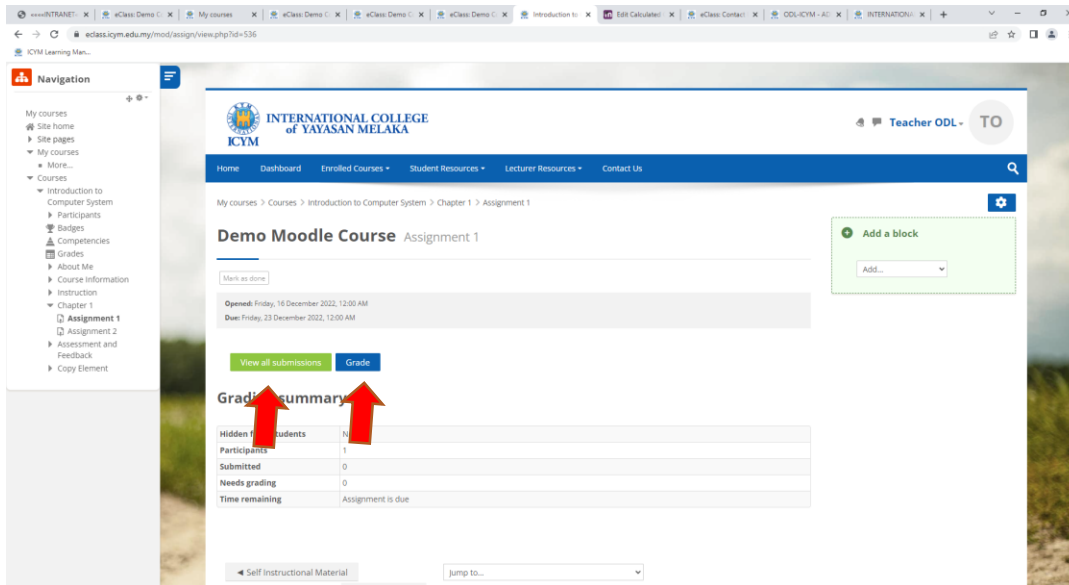
Click **View all submissions**, to begin with. After doing so, you'll see the list of all enrolled users and their submissions (or lack thereof). For more convenience, you can assign statuses, so it's always clear for you which work still needs marking or review.
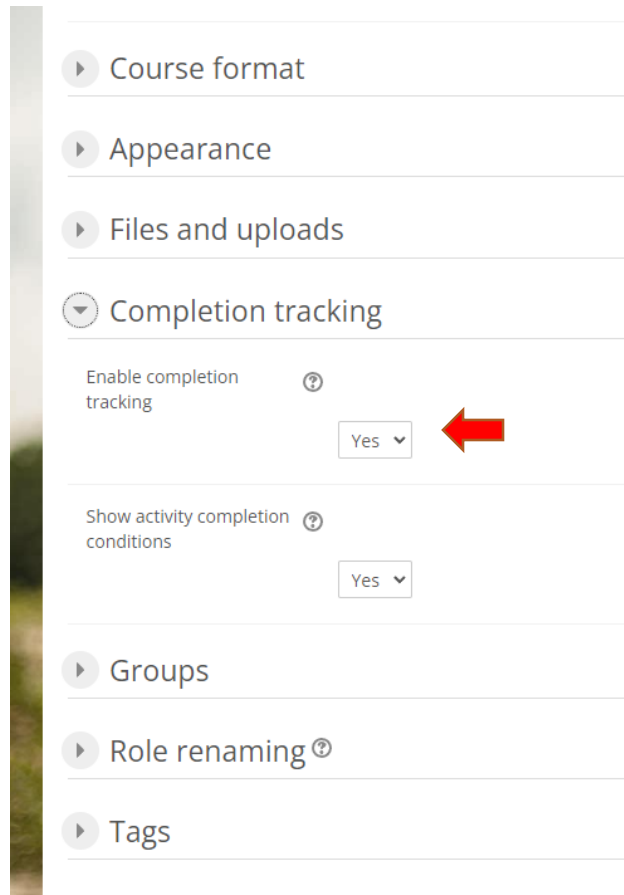
Click **Grade** if you're ready to begin reviewing some students' assignments.

The gradebook's interface allows you to leave annotations, text comments, mark with colors, and put various stamps as feedback. **Enter the grade** for the student's submission in the right panel, change the status, and then click **Save changes** to quit or **Save and show** next to proceed.

3. COURSE COMPLETION

a) Enable Course Completion Tracking

A teacher can then enable course completion for their course by setting *Enable completion tracking* to 'Yes' in the *Edit course settings* page for their course.

An *Edit course completion settings* link will then appear in the course's Course Management page under *Course Settings*.
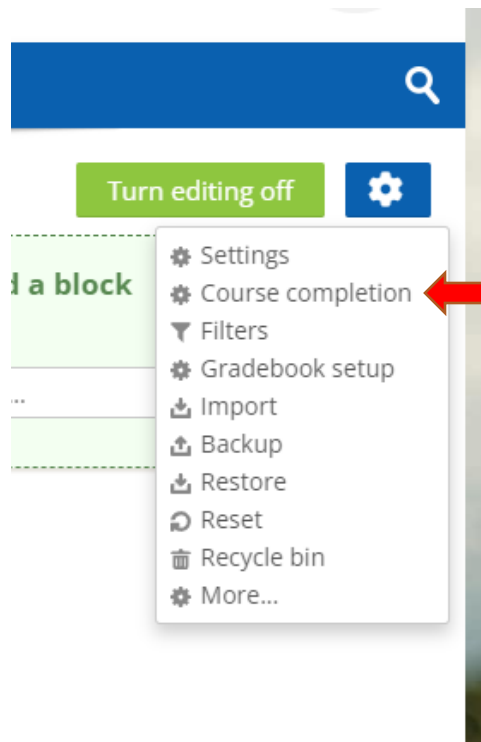
Selecting this link will open the "*Edit course completion settings*" page with options:

1. *Course completion*
2. *Default activity completion*
3. *Bulk edit activity completion*

b) Course Completion Settings

General	Choose here how you wish to mark the course complete -whether you want *Any* or *All* of the requirements that follow to count towards completion.

Completion requirements

Course is complete when ALL conditions are met

Course is complete when ALL conditions are met
Course is complete when ANY of the conditions are met

▼ Condition: Activity completion

Condition: Activity Completion	Select the boxes of the activities you wish to count towards completion of the course.

You need to have *Activity completion* enabled to be able to do this. You can decide whether *ALL* of the activities must be completed or *ANY* one of them. |

▼ Condition: Activity completion

Select all/none

☐ File - Course Information

☐ Label -

☐ URL - A Guide to Impressionism from the National Gallery

☐ Page - Youtube - A history of Impressionism

☐ Label -

☐ Label -

☐ Assignment - Assignment 1

☐ Label -
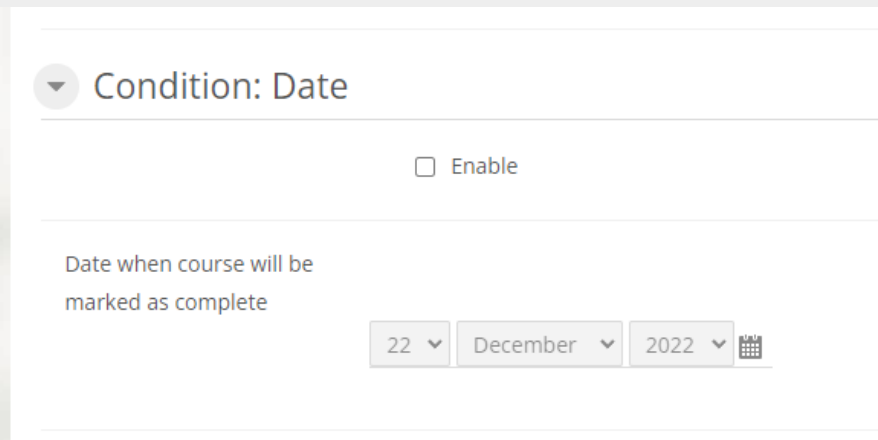
Condition: Completion of other courses	This setting allows you to make "the completion of another course" as a condition for completing the course you are currently working in. This does not block the student from your current course; it simply means that the current course will not be marked complete until the first course has been marked complete. Thus, completion of the current course is dependent upon completion of an earlier course. Just select one or more courses in the "Courses available box". **Note**: *To remove a course from the list if it is not required, press CTRL+click on the highlighted course and it will be deselected.*
Condition: Date	If you select the *Enable* box you can then set a date after which the course will be declared complete. ▼ Condition: Date ☐ Enable Date when course will be marked as complete 22 ∨ December ∨ 2022 ∨ 📅
Condition: Enrolment duration	If you select the *Enable* box you can then choose a number of days after enrolment upon which the course will be marked complete. ▼ Condition: Enrolment duration ☐ Enable
Condition: Unenrolment	If you select "*Enable*" here then the course will be marked complete once the student is unenroled. ▼ Condition: Unenrolment ☐ Enable
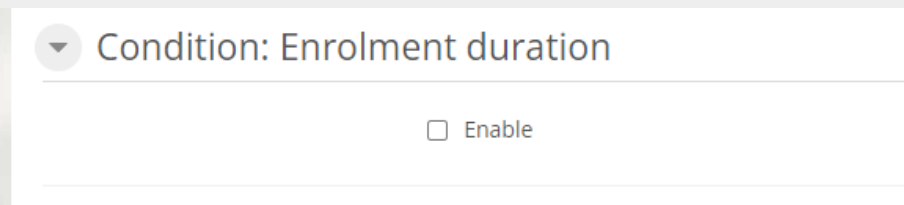
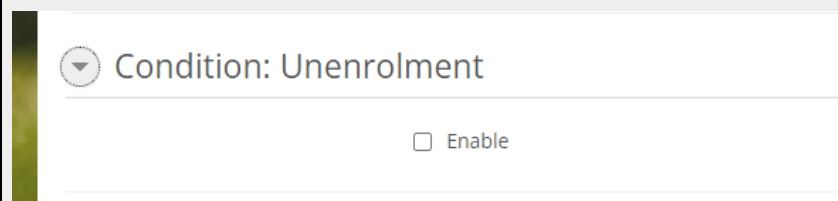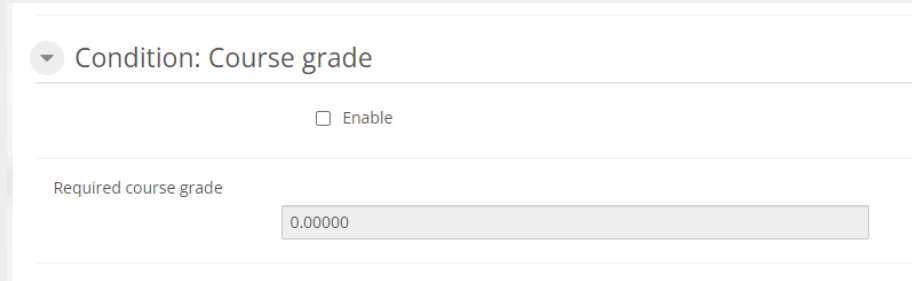|	
Condition: Course grade	If you select the *Enable* box, you can set a passing grade for the course. Please note that course grade in *Completion status* is looking at total of points (rawgrade) rather than a percentage. Condition: Course grade ☐ Enable Required course grade 0.00000
Condition: Manual self-completion	If this is enabled then a student can mark the course complete themselves from the *Self completion block*. Condition: Manual self completion ☐ Enable Note: The self completion block should be added to the course if manual self completion is enabled.
Condition: Manual completion by others	Users with selected roles may mark the course as complete if their role is selected here. The roles listed are ones for which the capability *Mark users as complete in course completion* is allowed. *ALL* means that each role must mark the course complete before; *ANY* means that it will be classed as complete once one role has marked it complete. Condition: Manual completion by others ☐ Non-editing teacher ☐ Teacher ☐ Manager Note: The capability moodle/course:markcomplete must be allowed for a role to appear in the list. Condition requires ALL selected roles to mark when the condition is met ∨
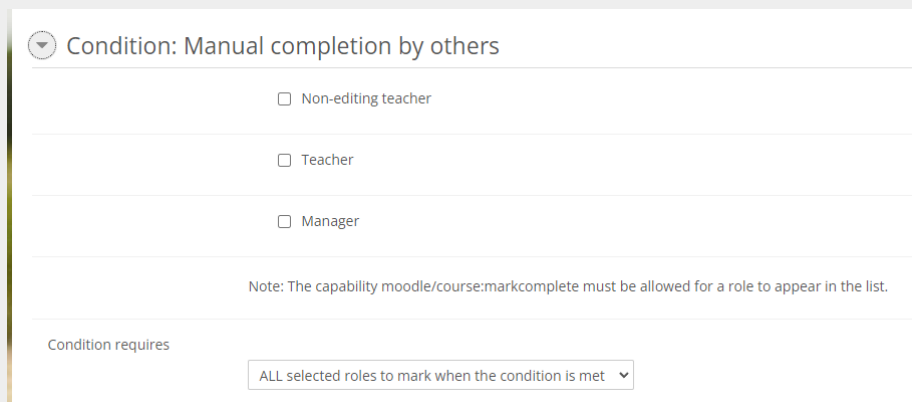
c) Default Activity Completion

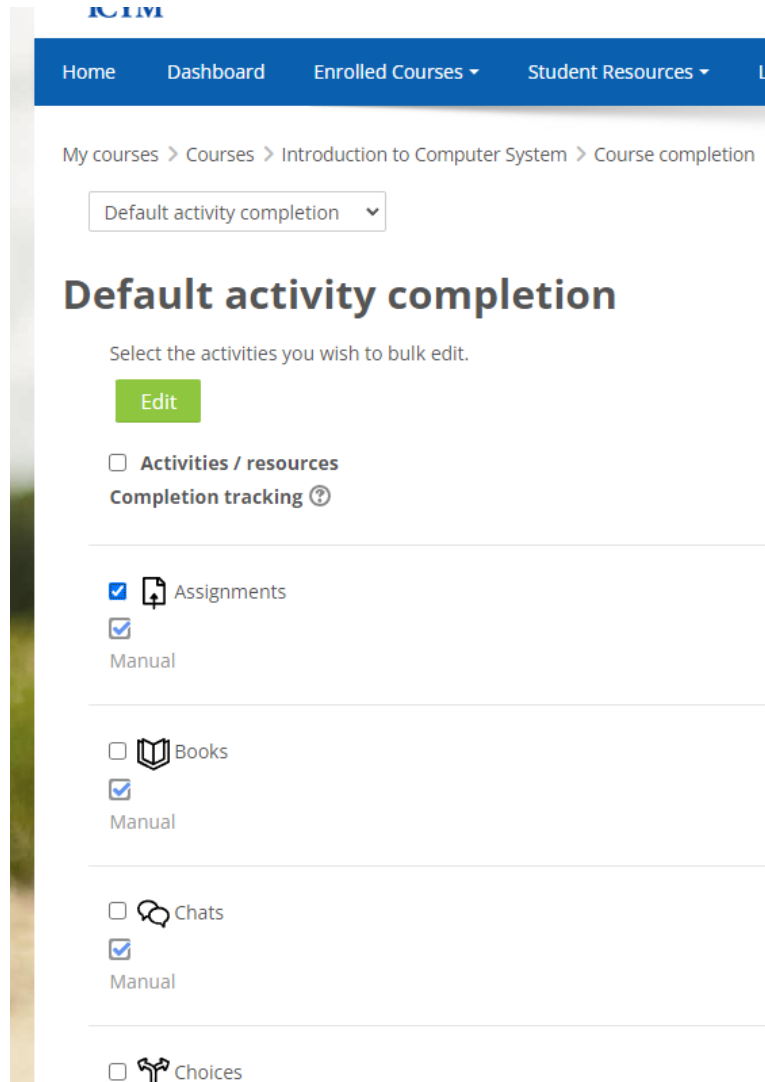*Default activity completion* allows you to select one or more course activities or resources and change their default settings (usually 'manual') to a setting of your choice. For example, if you always want your quizzes to be completed with a specific passing grade, you can specify this here. If you always want assignments to be completed when submitted, you can specify this here. Note that the altered settings only apply to items added after the change, not to existing items on the course page.

d) Bulk Edit Activity Completion

Bulk edit activity completion allows you to change the completion requirements of one or several existing activities in one step. For example, if you have four quizzes with manual activity completion, you can bulk edit them so that all four require a grade to be marked complete.

e) Enable Activity Completion

One of the most useful parts of *Course Completion* is the ability to add Activity Completion to your course. You can set up what is considered "completed" for all activities and resources. When turned on, your learner will also see a check-box next to each included activity or resource. When the activity completion criteria has been met, the box will be checked.

Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick) ☑ appears against the activity when the learner meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete.

Depending on the type of activity, there are different completion requirements. For example, a *Page* might have the requirement to *require view*; a *Quiz* might have the requirement to *require grade,* while a *Forum* might have the requirement to *require posts/discussions/replies*.

To add completion tracking to your activities:

1. Navigate to the course you want to track for completion.
2. Click '*Turn editing on*'.
3. Either add a new activity or enter the settings of an already existing assignment.
4. At the bottom of the activity's settings, expand the "*Activity completion*" section.
5. Add completion settings as desired depending on what you want to be considered "completed." There are three options:

   -
     - *Do not indicate activity completion* - this will not show checks (ticks) next to the activity
     - *Students can manually mark the activity as completed* - students press the check the completion box to change it. (Note: they can do this even without doing the activity!)
     - *Show activity as complete when conditions are met* - the selected completion criteria must be met before the check mark appears in the completion box.
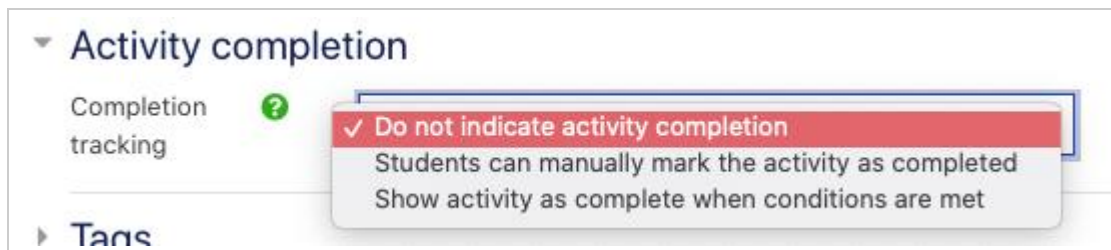
STEP 4: ACTIVITY COMPLETION TRACKING CONDITIONS

Activity completion allows the course creator (CC) or instructional designer (ID) to set completion criteria in a specific activity's settings. A check (tick) ☑ appears against the activity when the learner meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete. For a summary of the completion tracking settings you can use for the standard activities included in Lambda Learn, download Table of Activity Completion Conditions.

A teacher may mark an activity complete on behalf of a student from the *Activity completion report* if they have the capability *Override activity completion* (which is enabled by default.)

There are three options for activity completion tracking:

1. *Do not indicate activity completion* - this will not show checks (ticks) next to the activity
2. *Students can manually mark the activity as completed* - students press the check (tick) to change it. (Note: they can do this even without doing the activity!)
3. *Show activity as complete when conditions are met* - the selected completion criteria must be met before the check (tick) will change style

Conditions for *"Show activity as complete"* Setting

Require View

> When this option is selected for resources such as Files, Pages, Links, etc, learners are *required to view* the activity i.e. click the link in order to complete it.

Require Grade

> If you have set up a grade setting for your activity, you can require your learners to either receive any grade to get a completion check, or to receive a passing grade (if it has been determined).

Require Submission

> This condition can be used in a variety of activities, like Assignment, Quiz, Forum, and Feedback. Though it may mean different things in each context, it effectively means that the user must provide some sort of interaction with the activity.
>
> An example might be a user submitting a document, posting a reply to a forum, or providing their feedback.

Expect Completed On

When a date is entered here for a Forum activity, or for a resource, such as a Page or Folder, the expected completion date will be displayed on the new Course overview block.

Add a date to display to students.