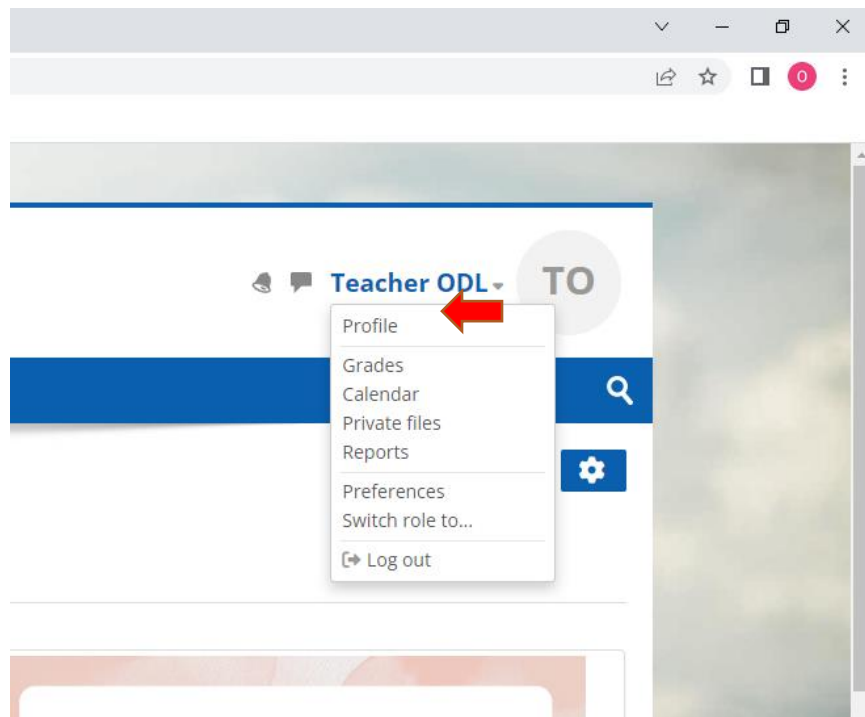


Learn How to Use Moodle for Teaching

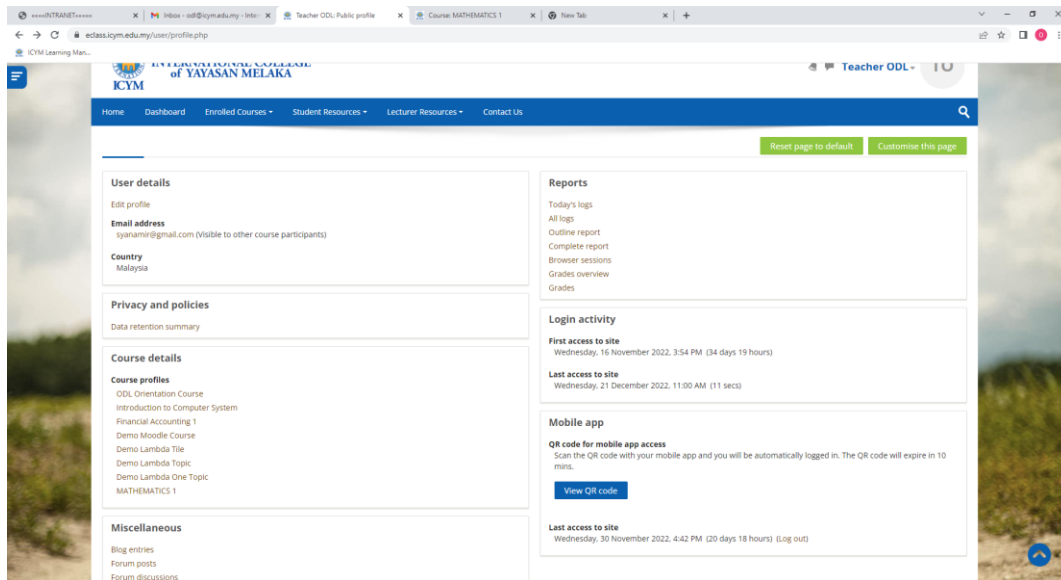
- a) [Customizing Your Teacher Profile](#)
- b) [Creating an eLearning course](#)
- c) [Adding Activities and Resources](#)
- d) [Managing Learners](#)
- e) [How to enroll students on a course](#)
- f) [How to set up a gradebook](#)
- g) [How to grade learners' assignments](#)
- h) [COURSE COMPLETION](#)

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.

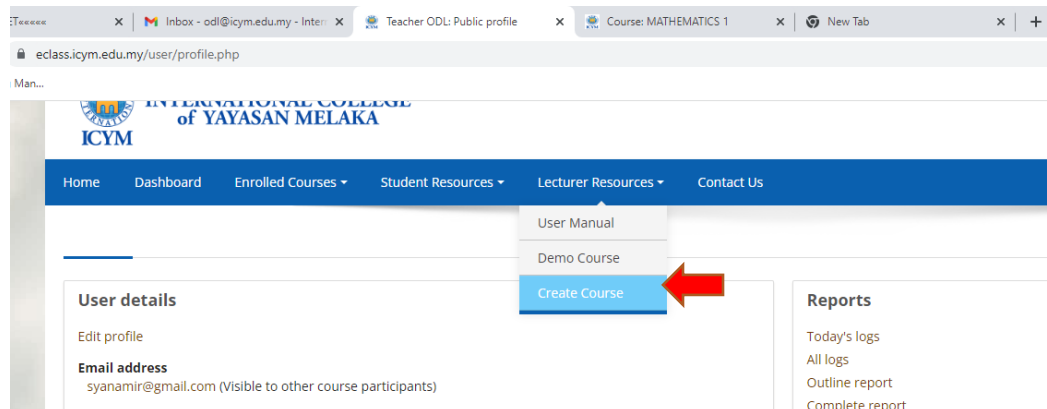


After clicking **Profile** in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo, and create an introduction. Click **Edit profile** to do this.




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.


**INTERNATIONAL COLLEGE
of YAYASAN MELAKA**

Teacher ODL - TO

Home Dashboard Enrolled Courses Student Resources Lecturer Resources Contact Us

My courses > OPEN DISTANCE LEARNING > Manage courses and categories

Course categories and courses Search courses

Manage course categories and courses

Course categories

SCHOOL OF COMPUTING AND ENGINEERING TECHNOLOGY	SCET	+	⌵
OPEN DISTANCE LEARNING	ODL	+	⌵
SCHOOL OF BUSINESS MANAGEMENT	SBM	+	⌵
CENTRE FOR LANGUAGE AND GENERAL STUDIES	CLGS	+	⌵
PROGRAM KERJASAMA UNIVERSITI TEKNOLOGI MALAYSIA	UTM	+	⌵
SCHOOL OF AVIATION AND AERONAUTIC TECHNOLOGY	SAAT	+	⌵
SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT	SHTM	+	⌵
SCHOOL OF MEDIA TECHNOLOGY AND ARTS	SMART	+	⌵
SCHOOL OF SOCIAL SCIENCES	SSS	+	⌵
DEMO COURSE		+	⌵

OPEN DISTANCE LEARNING

Create new course Per page: 20

- Computer System Architecture
- Computer Application in Accounting
- Etika dan Moral
- Isu-isu Kekeluargaan Islam
- English 1
- ODL Orientation Course
- Introduction to Computer System
- Financial Accounting 1
- Demo Collapse Topic

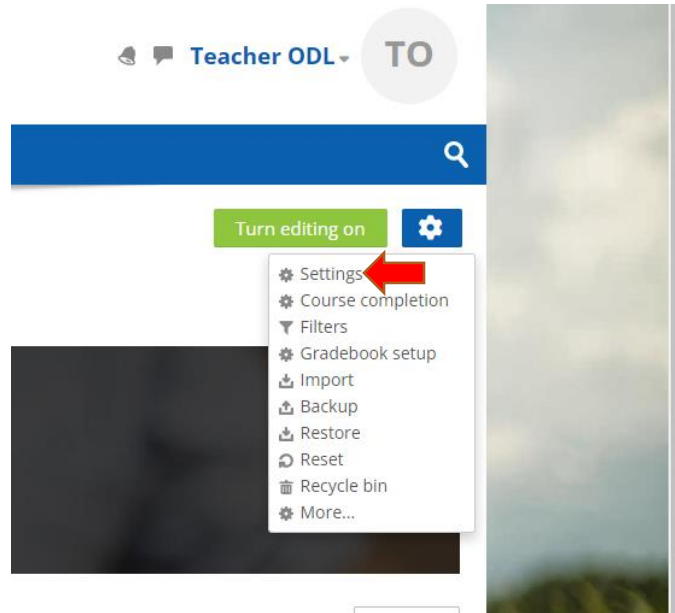
Showing all 9 courses

You can create New Course within your course categories.

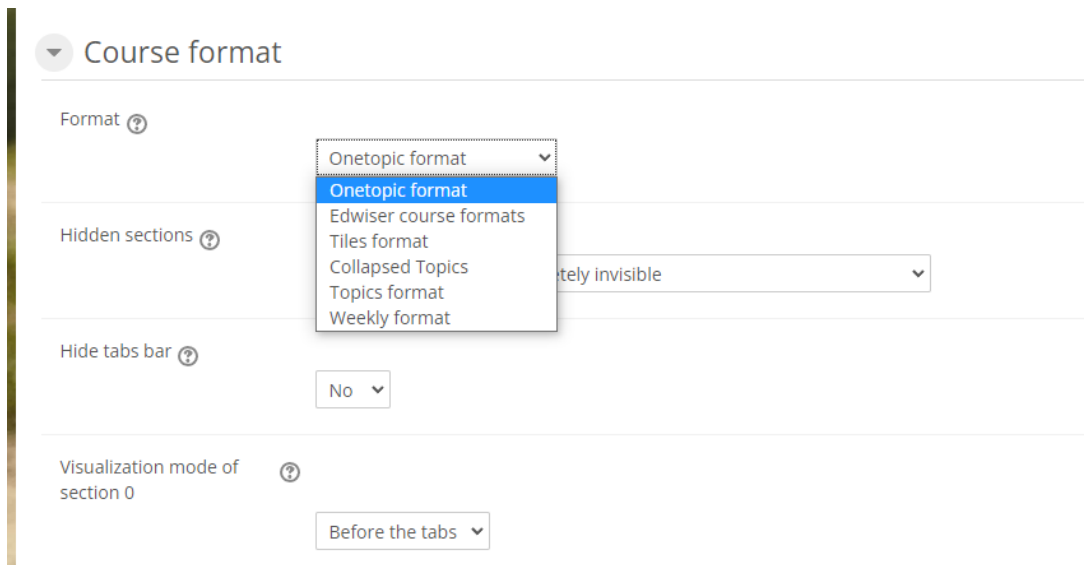
Categories are referred by School, however for ODL programs, ALL program will reside in ODL categories. ALL ODL courses will be created by admin.

a) How to set up a course format

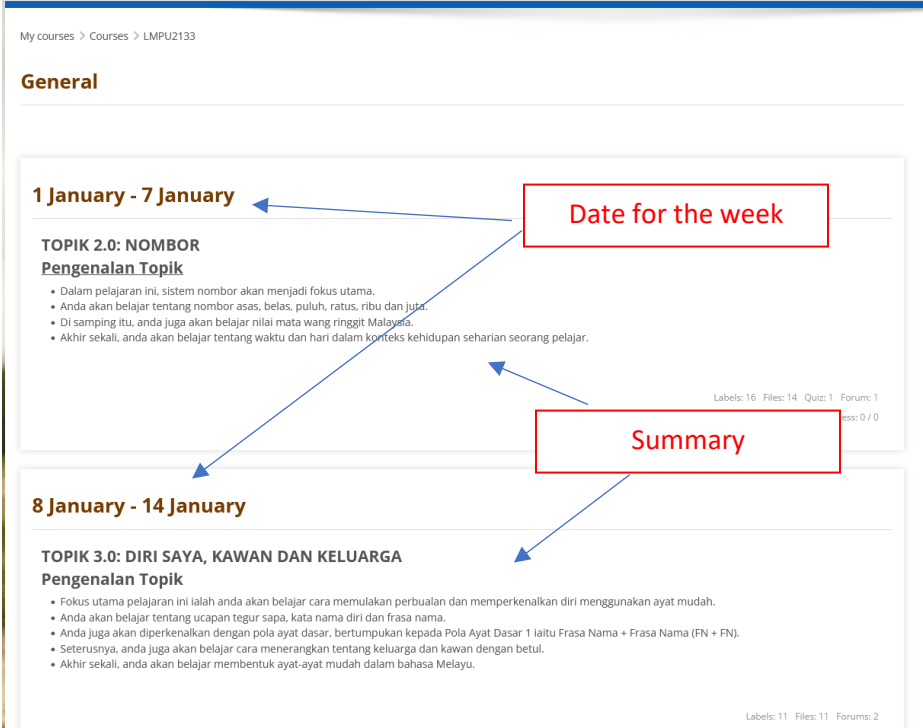
To change the course format, Click the gear and choose **Edit settings** from the drop-down menu.



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
<p>Weekly format</p>	<p>The course is organized week by week, with each section having a date heading.</p> <p>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.</p>  <p>My courses > Courses > LMPU2133</p> <p>General</p> <p>1 January - 7 January</p> <p>TOPIK 2.0: NOMBOR Pengenalan Topik</p> <ul style="list-style-type: none"> • Dalam pelajaran ini, sistem nombor akan menjadi fokus utama. • Anda akan belajar tentang nombor asas, belas, puluh, ratus, ribu dan juta. • Di samping itu, anda juga akan belajar nilai mata wang ringgit Malaysia. • Akhir sekali, anda akan belajar tentang waktu dan hari dalam konteks kehidupan seharian seorang pelajar. <p>Labels: 16 Files: 14 Quiz: 1 Forum: 1 ess: 0 / 0</p> <p>8 January - 14 January</p> <p>TOPIK 3.0: DIRI SAYA, KAWAN DAN KELUARGA Pengenalan Topik</p> <ul style="list-style-type: none"> • Fokus utama pelajaran ini ialah anda akan belajar cara memulakan perbualan dan memperkenalkan diri menggunakan ayat mudah. • Anda akan belajar tentang ucapan tegur sapa, kata nama diri dan frasa nama. • Anda juga akan diperkenalkan dengan pola ayat dasar, bertumpukan kepada Pola Ayat Dasar 1 iaitu Frasa Nama + Frasa Nama (FN + FN). • Seterusnya, anda juga akan belajar cara menerangkan tentang keluarga dan kawan dengan betul. • Akhir sekali, anda akan belajar membentuk ayat-ayat mudah dalam bahasa Melayu. <p>Labels: 11 Files: 11 Forums: 2</p>

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 functionality, 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:

Sample Course with Contents and Activities

Theme Lambda for Moodle - demo course
This demo course uses the Moodle "Topics" course format.

FORUM
Announcements

What is Moodle?

Moodle provides the most flexible tool-set to support both blended learning and 100% online courses. Configure Moodle by enabling or disabling core features, and easily integrate everything needed for a course using its complete range of built-in features, including external collaborative tools such as forums, wikis, chats and blogs.

Label: 1
Progress: 0 / 0

A Sample Course Section

In this section you will learn how to... lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Files: 2 URL: 1 Folder: 1 Label: 1 Assignment: 1
Progress: 0 / 0

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](#).

ICYM

Home Dashboard Enrolled Courses Student Resources Admin Contact Us

My courses > Courses > LMPU 2163

FORUM
News forum

SELAMAT DATANG PELAJAR !

SELAMAT DATANG KE KURSUS
PENGAJIAN MALAYSIA II
(LMPU 2163)

KENALI PENSYARAH ANDA

SIPNOSIS KURSUS

BAB 1 : SEJARAH AWAL NEGARA

VIDEO BAB 1

BAB 1 : MAPPING COURSE

NOTA POWERPOINT BAB 1

SELF -ASSESSMENT : TUTORIAL 1

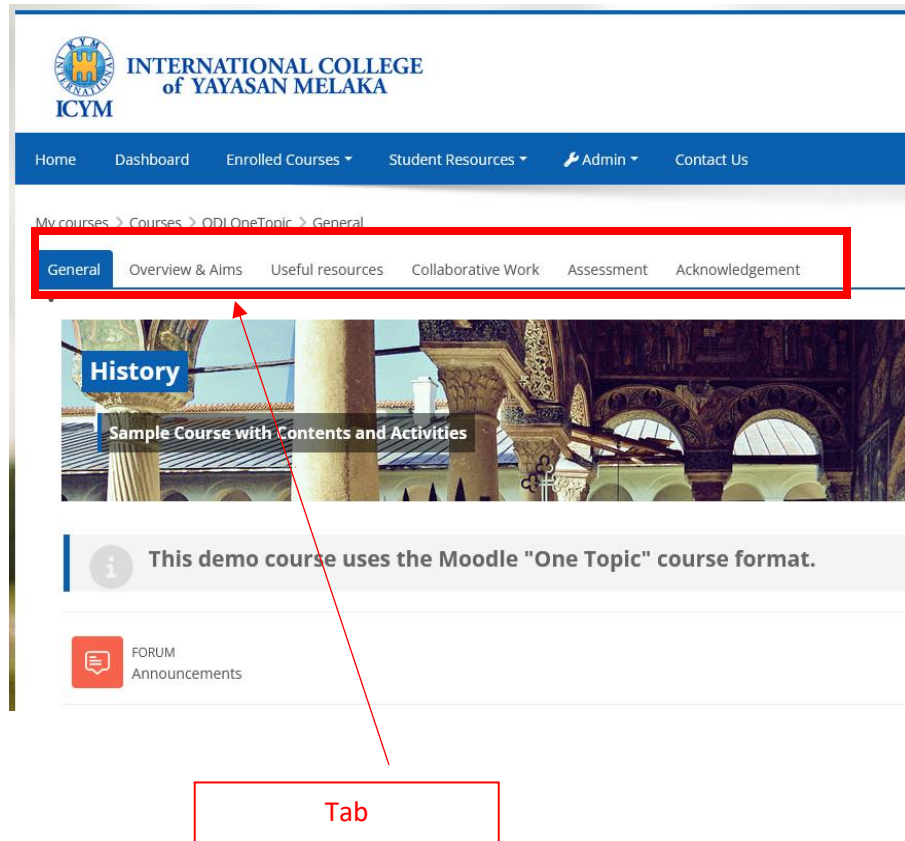
Click to open/close

Opened topic

Closed topic

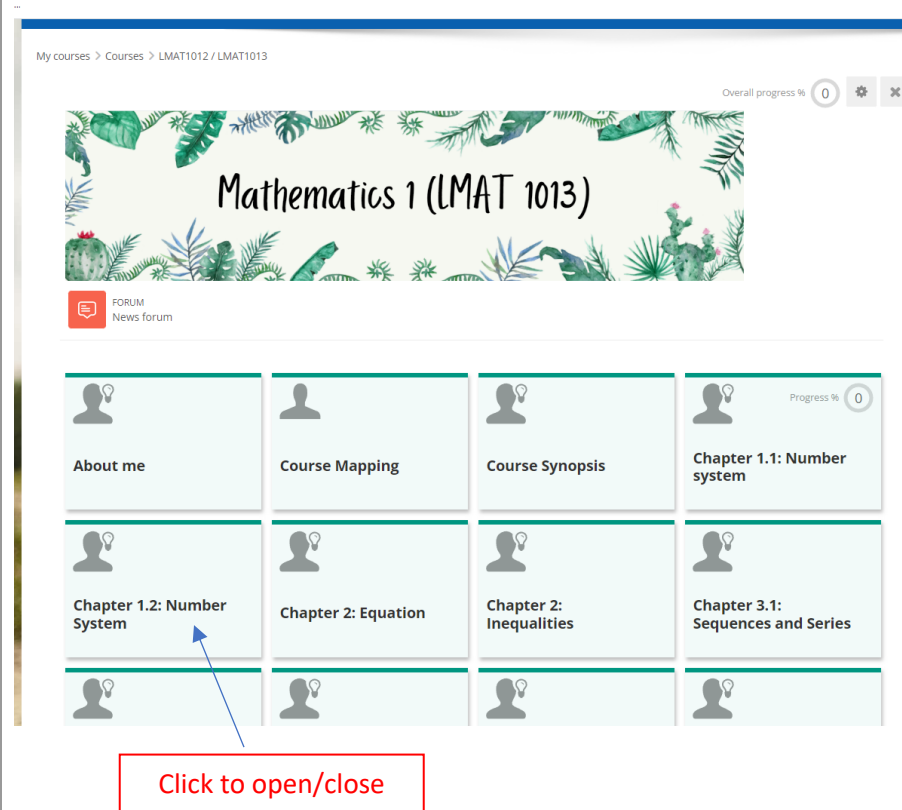
Onetopic format

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).



Edwiser

Same as topic format.

The screenshot displays a web browser window with the URL <https://www.edclass.igm.edu.my/course/view.php?id=11>. The browser's address bar and tabs are visible at the top. Below the browser, a video player is shown with a progress bar at 0:00 / 0:30 and a 'Share' button. The main content area features four modules, each with a title, a description, and a list of resources.

MODULE 1
Welcome to programming language today!
This module starts you on your path to a successful career in ...
1 Page, 1 Quiz, 1 File

MODULE 2
Welcome to Program Development!
This module provide the components of program, such as keyw...
1 Page, 1 Quiz, 2 Files, 1 Assignment, 1 Lesson

MODULE 3
Welcome to Program Coding and Simple Input/Output.
...
1 Page, 1 File, 1 Lesson

MODULE 4
Welcome to Mathematical Expressions!
Relational Operators and Logical Operators. Before we write prog...
1 Page, 3 Files, 1 Lesson

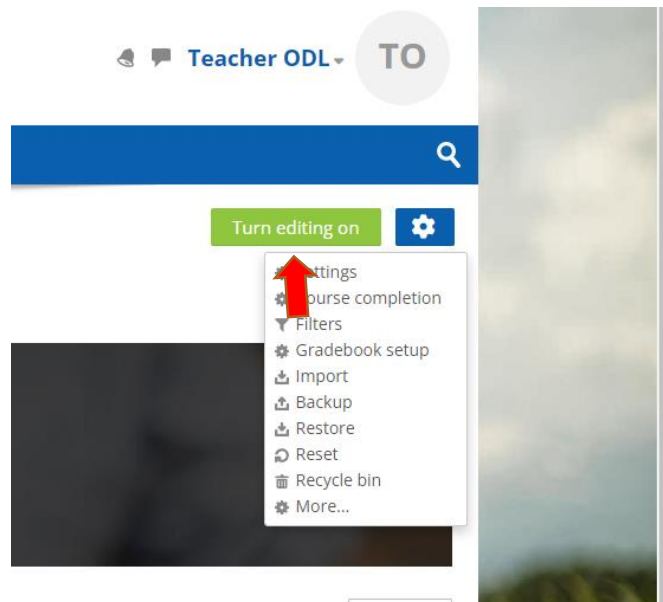
b) Adding Activities and Resources

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

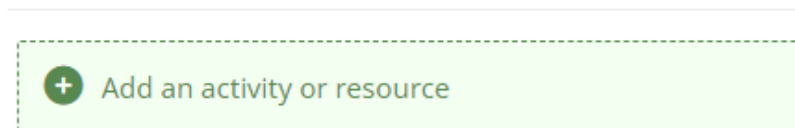
Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as a certain video from YouTube.

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.

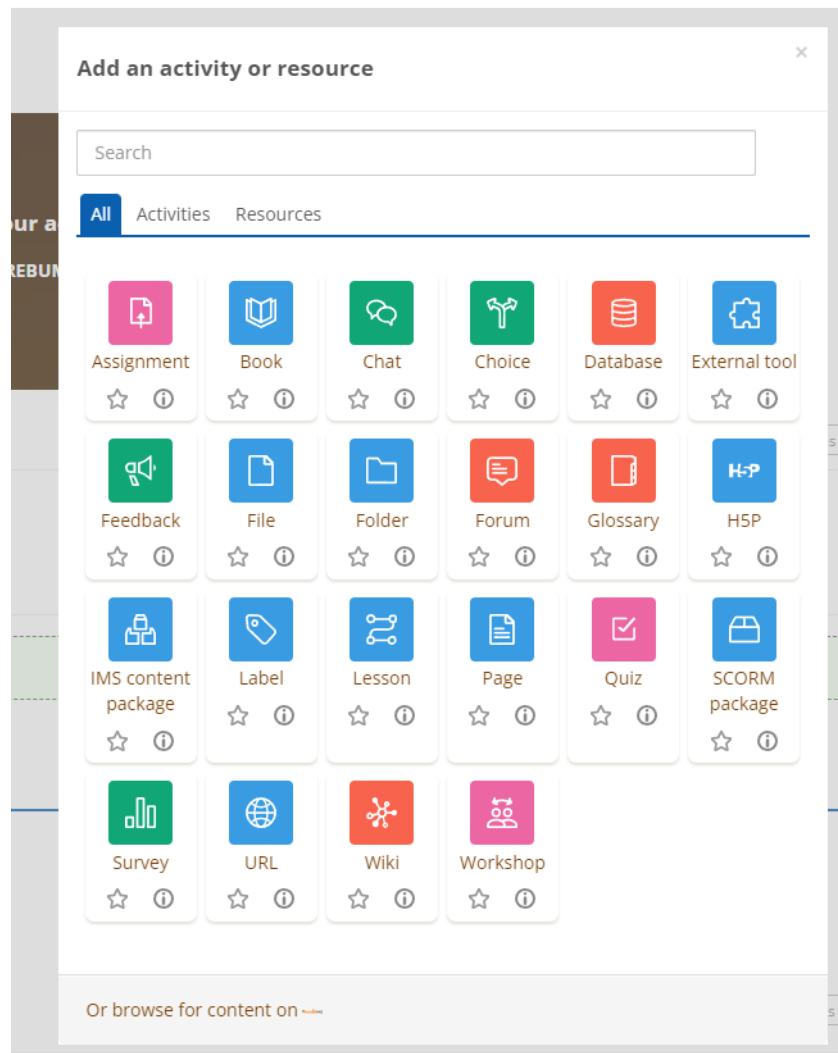
1. Click **Turn Editing on**



2. Click Add an activity or resource



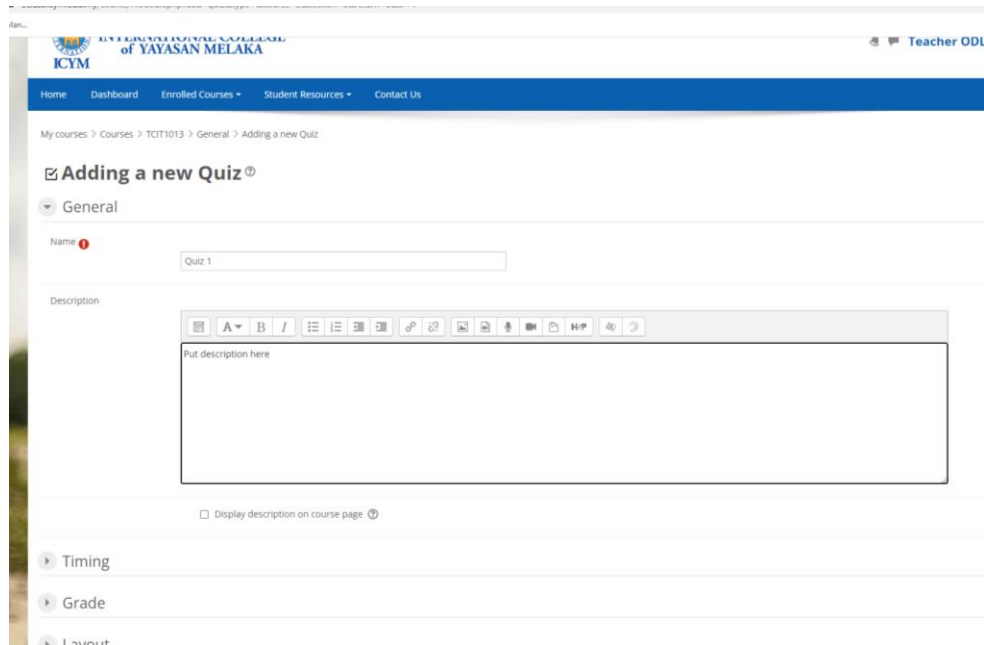
3. Choose activity or resource



When you have chosen which type of activity or resource you'd like to use, click **Add**.

c) How to add a quiz

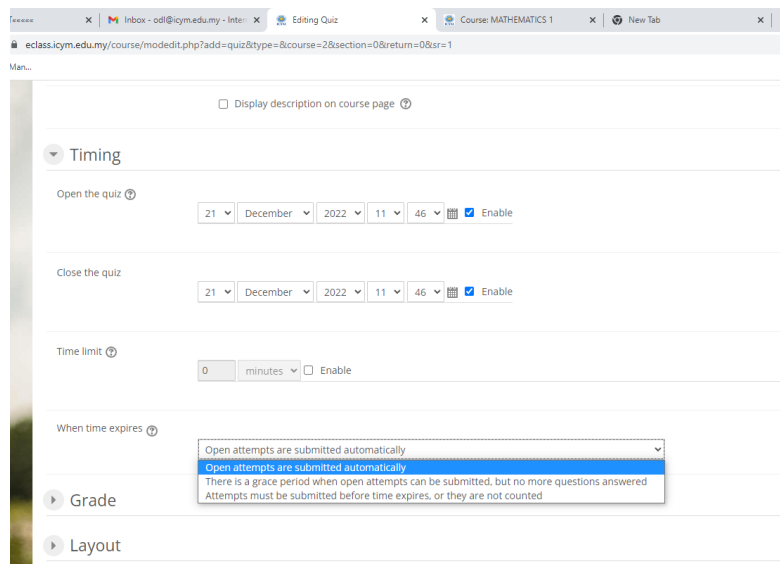
Choose a section where you'd like to add a quiz, click + **Add an activity or resource**, and choose **Quiz** in the pop-up window. After doing this, you get a quiz settings menu.



The screenshot shows the 'Adding a new Quiz' form in the ICMY system. The form is titled 'Adding a new Quiz' and has a 'General' tab selected. The 'Name' field contains 'Quiz 1'. The 'Description' field is a rich text editor with a toolbar and a text area containing 'Put description here'. There is a checkbox 'Display description on course page' which is unchecked. Below the description field are tabs for 'Timing', 'Grade', and 'Layout'.

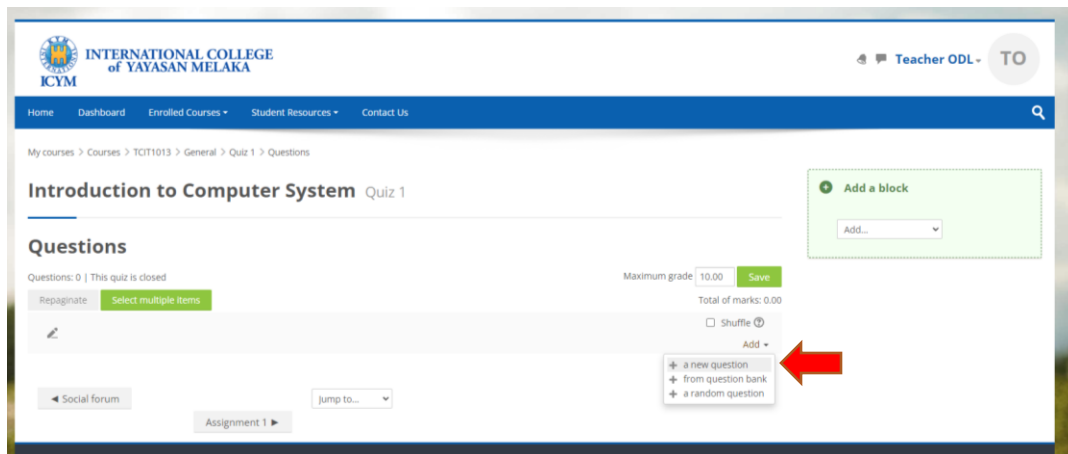
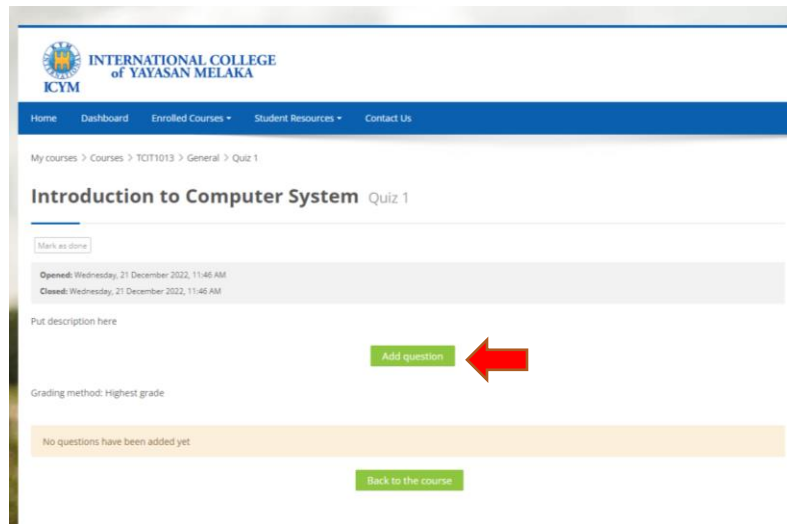
In our example, we've simply put "Unit 1 Quiz", but you can be more specific.

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.



The screenshot shows the 'Timing' settings for a quiz. The 'Timing' tab is selected. The 'Open the quiz' field is set to '21 December 2022 11:46' with an 'Enable' checkbox. The 'Close the quiz' field is also set to '21 December 2022 11:46' with an 'Enable' checkbox. The 'Time limit' field is set to '0 minutes' with an 'Enable' checkbox. The 'When time expires' dropdown menu is open, showing options: 'Open attempts are submitted automatically' (selected), 'Open attempts are submitted automatically', 'There is a grace period when open attempts can be submitted, but no more questions answered', and 'Attempts must be submitted before time expires, or they are not counted'.

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](#).

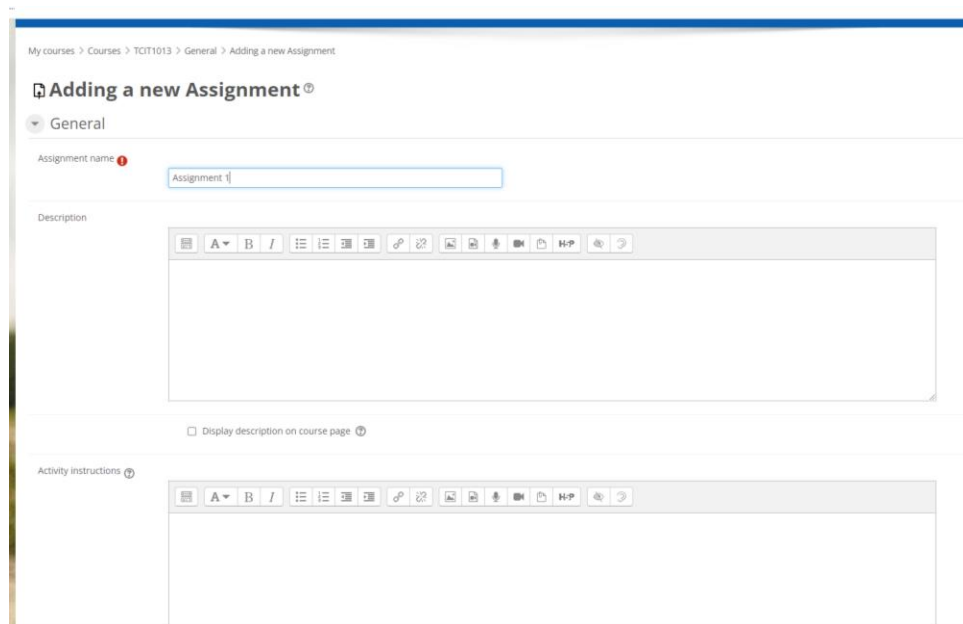
3. When you're ready, click **Save changes**. Again, you'll find yourself in a quiz editing menu where you can repeat the same sequence of action and add as many questions as you need.

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.



The screenshot shows the 'Adding a new Assignment' form in a learning management system. The breadcrumb trail at the top reads: 'My courses > Courses > TC11013 > General > Adding a new Assignment'. The form title is 'Adding a new Assignment'. Under the 'General' tab, there is an 'Assignment name' field with a red error icon and the text 'Assignment 1'. Below this is a 'Description' field with a rich text editor toolbar. A checkbox labeled 'Display description on course page' is present. At the bottom, there is an 'Activity instructions' field, also with a rich text editor toolbar.

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.

▼ Availability

Allow submissions from ?

27 ▼ December ▼ 2022 ▼ 00 ▼ 00 ▼  ☒ Enable

Due date ?

3 ▼ January ▼ 2023 ▼ 00 ▼ 00 ▼  ☒ Enable

Cut-off date ?

27 ▼ December ▼ 2022 ▼ 09 ▼ 56 ▼  ☐ Enable

Remind me to grade by ?

10 ▼ January ▼ 2023 ▼ 00 ▼ 00 ▼  ☒ Enable

☒ Always show description ?

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.

▼ Submission types

Submission types

☐ Online text

?

☒ File submissions

?

Maximum number of
uploaded files ?

20 ▼

Maximum submission
size ?

Site upload limit (2 GB) ▼

Accepted file types ?

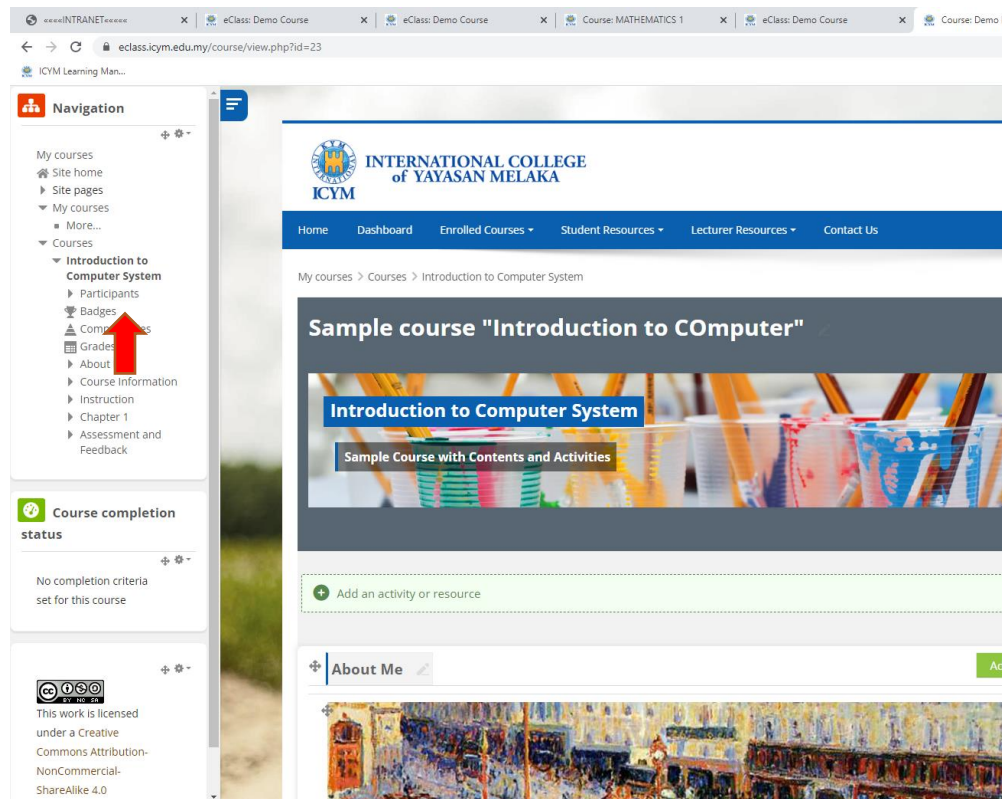
No selection

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**.

The screenshot displays the ICYM Learning Management System interface. The left navigation menu shows the 'Participants' tab selected under 'My courses'. The main content area shows the 'Demo Moodle Course' page with an 'Enrol users' button highlighted by a red arrow and a text box saying 'Click enrol users'. Below this, the 'Enrolled users' section shows a list of 98 participants found. A second screenshot shows the 'Enrol users' pop-up window with the 'Enrolment options' section. The 'Select users' dropdown is open, showing a list of students. A red arrow points to the search input field with the text 'Type student's name and click at the name to add into course'. The list of students includes names like NOOR SITI MUNIRA BINTI MUSTAFAH, SITI AIDATUL AKMAR BINTI MOHAMAD KHALIL, and SITI AIDIL SUHAILAH BT MAT RAZI. At the bottom of the pop-up, there are 'Cancel' and 'Enrol selected users and cohorts' buttons.

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.

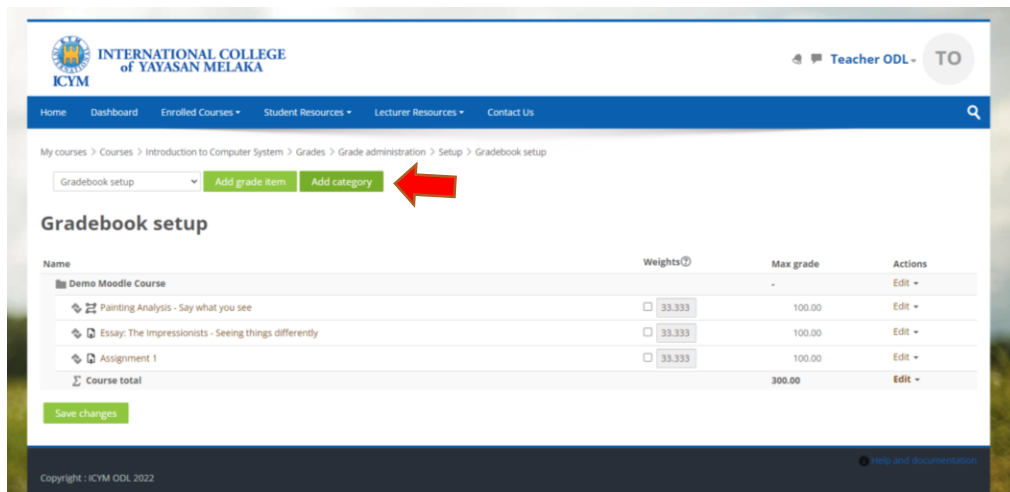
To set up a gradebook for a course, click on the gear icon in the upper right and select **Gradebook setup**. On a new page, you'll see the full list of graded items for the course.

The screenshot shows the Moodle interface for the 'Introduction to Computer System' course. On the left is a navigation menu with 'Grades' highlighted. The main content area shows the 'Grade administration' page with a 'Grader report' dropdown menu. A red arrow labeled '1' points to 'Grades' in the navigation menu. A red arrow labeled '2' points to the 'Grader report' dropdown. A red arrow labeled '3' points to the 'Gradebook setup' option in the dropdown. The page displays a table with columns for 'First name / surname', 'Email address', and 'Controls'. The table lists a user named 'HASLINDA MOHD DESA' with email 'haslinda@icym.edu.my'. The 'Overall average' is shown as '-'. A 'Save changes' button is at the bottom.

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.

The screenshot shows the 'Gradebook setup' page in a web browser. The page has a navigation menu on the left and a main content area. The main content area displays a table with the following columns: Name, Weights, Max grade, Actions, and Select. The table lists various course items and their weights. A red arrow points to the 'Weights' column for the 'Assignment' category, which has a value of 25.0. The table also shows the 'Max grade' for each item, with a total of 300.00 for the 'Course total'. At the bottom left, there is a 'Save changes' button.

Name	Weights	Max grade	Actions	Select
Demo Moodle Course		-	Edit -	<input type="checkbox"/> All
Assignment	<input checked="" type="checkbox"/> 25.0	-	Edit -	<input type="checkbox"/> Assignment
Essay: The Impressionists - Seeing things differently	<input type="checkbox"/> 33.333	100.00	Edit -	<input type="checkbox"/>
Assignment 1	<input type="checkbox"/> 33.333	100.00	Edit -	<input type="checkbox"/>
Assignment 2	<input type="checkbox"/> 33.333	100.00	Edit -	<input type="checkbox"/>
Assignment total		300.00	Edit -	
Test2	<input checked="" type="checkbox"/> 20.0	-	Edit -	<input type="checkbox"/> Test2
Test2 total		0.00	Edit -	
Quizzes	<input checked="" type="checkbox"/> 25.0	-	Edit -	<input type="checkbox"/> Quizzes
Quizzes total		0.00	Edit -	
Final Examination	<input checked="" type="checkbox"/> 30.0	-	Edit -	<input type="checkbox"/> Final Examination
Final Examination total		0.00	Edit -	
Course total		300.00	Edit -	

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.

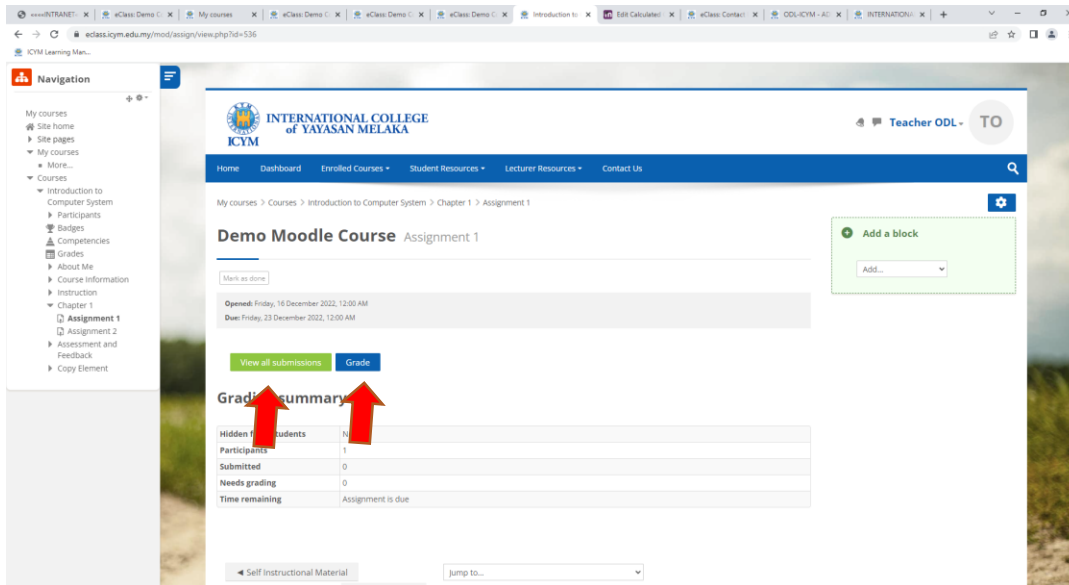
If you like, you can also manually define weights for each item within a category.

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.

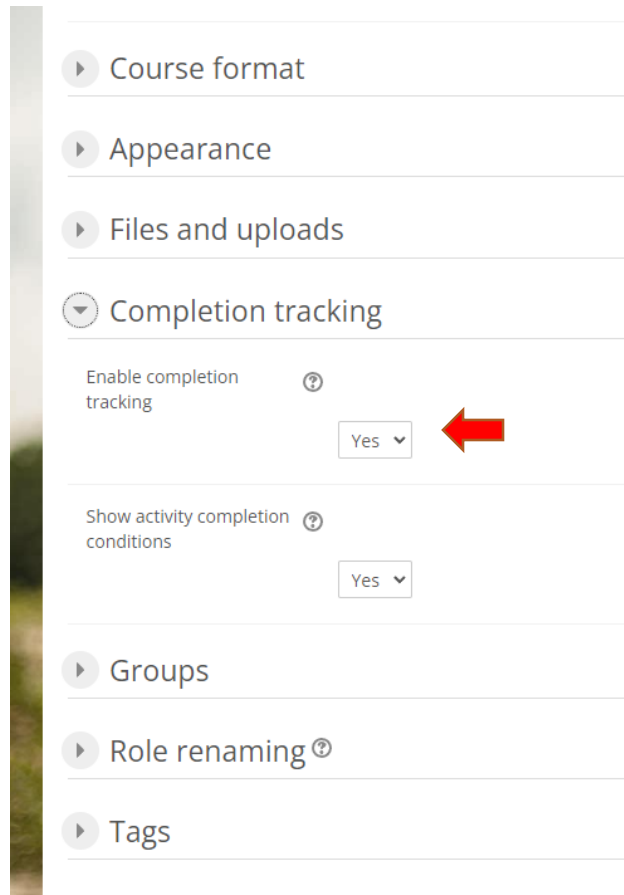
Click **Grade** if you're ready to begin reviewing some students' assignments.

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

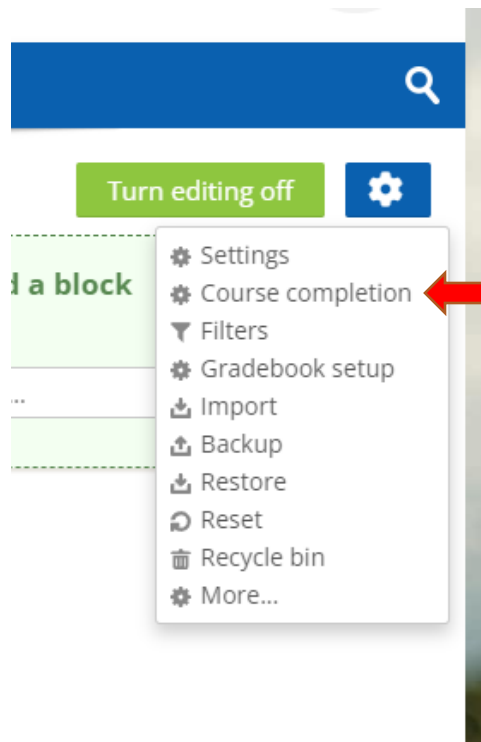
A teacher can then enable course completion for their course by setting *Enable completion tracking* to 'Yes' in the *Edit course settings* page for their course.



The screenshot shows the 'Edit course settings' page with a sidebar on the left and a main content area on the right. The sidebar contains links to 'Course format', 'Appearance', 'Files and uploads', 'Completion tracking', 'Groups', 'Role renaming', and 'Tags'. The 'Completion tracking' link is selected and highlighted. The main content area shows the 'Completion tracking' settings. The 'Enable completion tracking' dropdown is set to 'Yes', and a red arrow points to it. The 'Show activity completion conditions' dropdown is also set to 'Yes'.

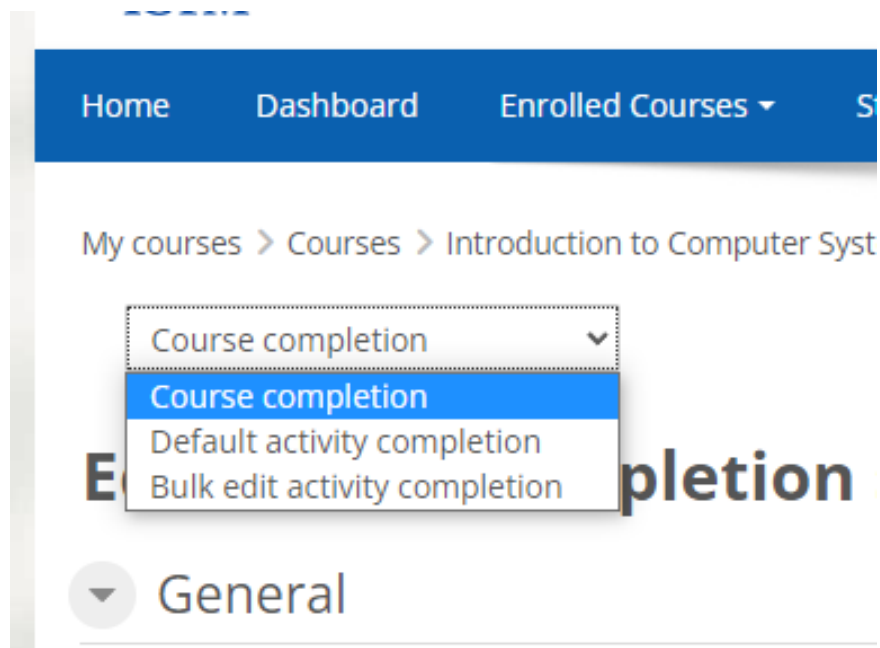
Setting	Value
Enable completion tracking	Yes
Show activity completion conditions	Yes

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	<p>Choose here how you wish to mark the course complete -whether you want <i>Any</i> or <i>All</i> of the requirements that follow to count towards completion.</p>
Condition: Activity Completion	<div data-bbox="537 432 1411 625"><p>Completion requirements</p><div data-bbox="842 480 1360 573"><p>Course is complete when ALL conditions are met</p><p>Course is complete when ALL conditions are met</p><p>Course is complete when ANY of the conditions are met</p></div><p>▼ Condition: Activity completion</p></div> <p data-bbox="534 659 1430 722">Select the boxes of the activities you wish to count towards completion of the course.</p> <p data-bbox="534 768 1430 873">You need to have Activity completion enabled to be able to do this. You can decide whether <i>ALL</i> of the activities must be completed or <i>ANY</i> one of them.</p> <div data-bbox="537 911 1393 1612"><p>▼ Condition: Activity completion</p><p>Select all/none</p><div data-bbox="842 1089 1049 1110"><input type="checkbox"/> File - Course Information</div><div data-bbox="842 1159 919 1180"><input type="checkbox"/> Label -</div><div data-bbox="842 1228 1284 1249"><input type="checkbox"/> URL - A Guide to Impressionism from the National Gallery</div><div data-bbox="842 1297 1183 1318"><input type="checkbox"/> Page - Youtube - A history of Impressionism</div><div data-bbox="842 1367 919 1388"><input type="checkbox"/> Label -</div><div data-bbox="842 1436 919 1457"><input type="checkbox"/> Label -</div><div data-bbox="842 1505 1062 1526"><input type="checkbox"/> Assignment - Assignment 1</div><div data-bbox="842 1575 919 1596"><input type="checkbox"/> Label -</div></div>

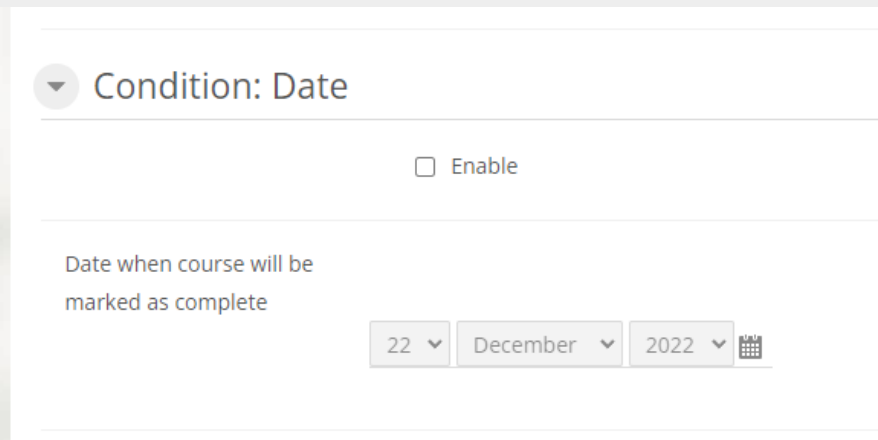
**Condition:
Completion of
other courses**

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.*

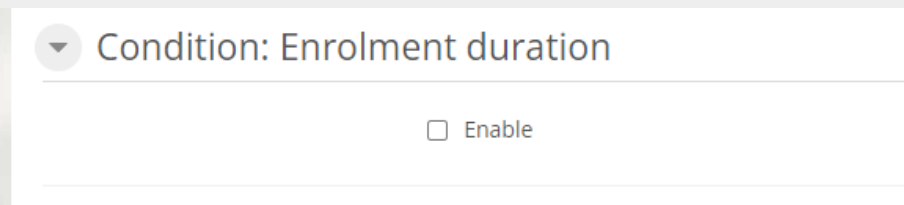
**Condition:
Date**

If you select the *Enable* box you can then set a date after which the course will be declared complete.



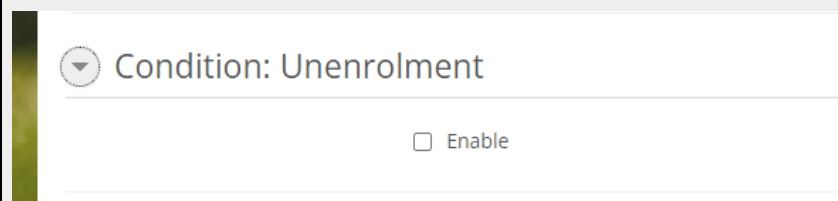
**Condition:
Enrolment
duration**

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:
Unenrolment**

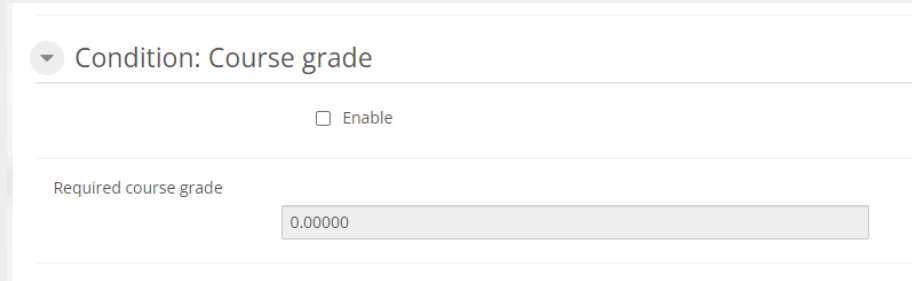
If you select "*Enable*" here then the course will be marked complete once the student is unenrolled.



**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

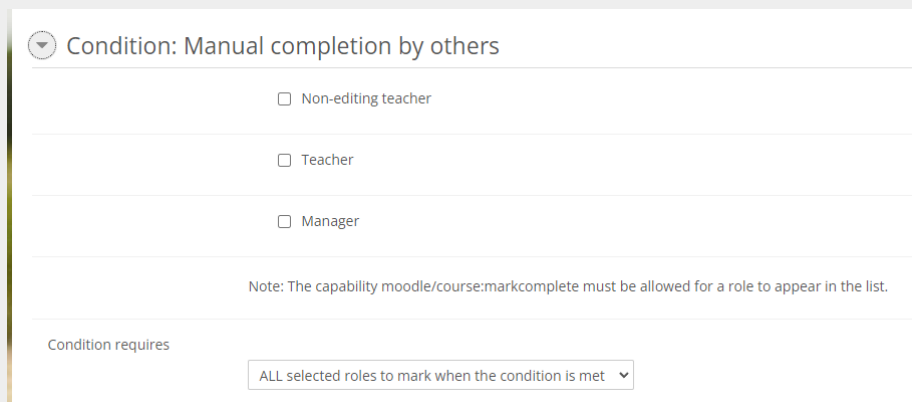
☐ Enable

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

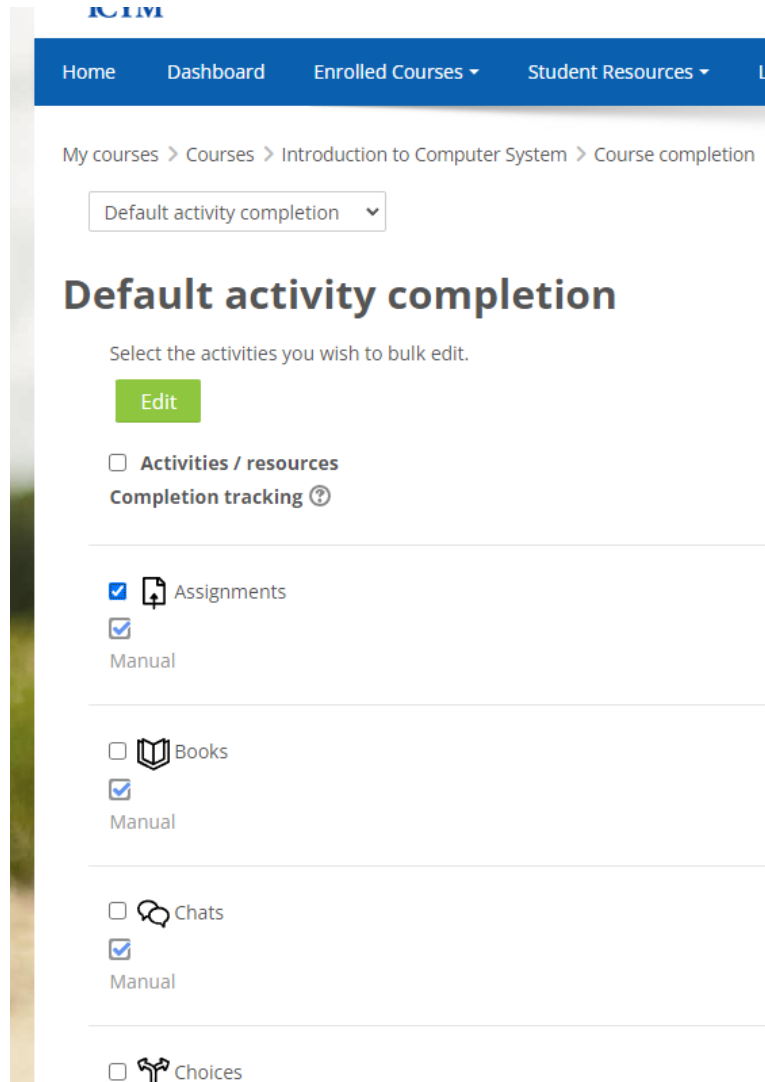
Note: The capability moodle/course:markcomplete must be allowed for a role to appear in the list.

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.



The screenshot shows the 'Default activity completion' page in a learning management system. At the top, there is a blue navigation bar with links: Home, Dashboard, Enrolled Courses, Student Resources, and a partially visible 'L'. Below the navigation bar, a breadcrumb trail reads: 'My courses > Courses > Introduction to Computer System > Course completion'. A dropdown menu labeled 'Default activity completion' is visible. The main heading is 'Default activity completion'. Below it, a text prompt says 'Select the activities you wish to bulk edit.' followed by a green 'Edit' button. A checkbox labeled 'Activities / resources' is checked, and a link for 'Completion tracking' with a help icon is present. The page lists four activity types: 'Assignments', 'Books', 'Chats', and 'Choices'. Each activity type has a checked checkbox and a 'Manual' completion setting. The 'Assignments' section also shows a small icon of a document with an upward arrow.

My courses > Courses > Introduction to Computer System > Course completion


Default activity completion ▾


Default activity completion


Select the activities you wish to bulk edit.


Edit

☒ **Activities / resources**
Completion tracking ?

☒  Assignments
☒
Manual

☐  Books
☒
Manual

☐  Chats
☒
Manual

☐  Choices

INTERNATIONAL COLLEGE of YAYASAN MELAKA

Teacher ODL

Home Dashboard Enrolled Courses Student Resources Lecturer Resources Contact Us

My courses > Courses > Introduction to Computer System > Course completion

Default activity completion

Modify the actions you wish to bulk edit

Completion tracking ⓘ

- Students can manually mark the activity as completed
- Do not indicate activity completion
- Students can manually mark the activity as completed
- Show activity as complete when conditions are met

Require view

☒ Student must view this activity to complete it

Require passing grade

☐ Require grade Student must receive a grade to complete this activity ☐ Require passing grade Student must receive a passing grade to complete this activity

☒ Student must make a submission

Expect completed on ⓘ

21 December 2022 14 51 ☐ Enable

Save changes Cancel

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.

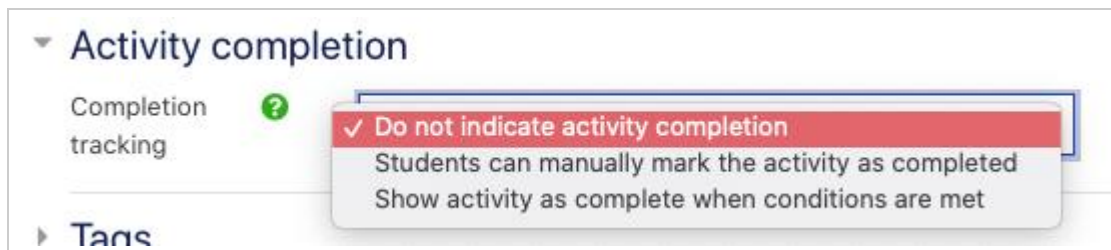
Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick) ☒ appears against the activity when the learner meets this criterion. The criterion might be viewing, receiving a certain score or a student marking it as complete.

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](#).

?

Show activity as complete when conditions are met

⌵

☒ Student must view this activity to complete it

?

15

⌵

May

⌵

2017

⌵

📅

Enable

1

Today

👤

Peer assessment workshop (submission...

Psychology in Cinema

9 May, 20:40

View workshop summary

Next 7 days

?

Choice Health and Safety closes

Workplace induction

10 May, 20:35

View choices

📄

Expected completion for 'File' activity 'Le...

Résumé Writing

15 May, 08:00

View

2

Add a date to display to students.