Workshop Agenda

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2. Editing Basics
3. Enrolling students
4. Gradebook
5. Activities
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6. Resources
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7. Linking to outside resources
   a. IT Upload Server
   b. Linking to Library Database Articles in Moodle
8. Deleting a Moodle course
Creating a course

1. Point your browser to moodle.greensboro.edu

2. Login using the same credentials that you use for your Pride Mail. Leave off the @greensboro.edu.

3. In the Administration block click Site administration, Courses, Add/edit courses.

4. In the center column select the category under which your new course will appear.

5. Click Add a new course. If you don’t see Add a new course contact me at will.ritter@greensboro.edu

6. Fill out the information about your new course on the Edit course settings screen.
1. To edit your newly created Moodle course **Turn editing on** in the top right-hand corner.

2. With editing on you can alter the course in many ways.

3. Using the tools you see in various places within your course, you can manipulate the course. For example: The tools beside each item edit the item. The pencil edits the name of the item, the arrow indents the item, the cross moves it around, and the gear takes you to the item’s settings. The eye toggles the visibility to the students in the course. The X deletes the item.

   - **Edit the title of this item.**
   - **Indent the item.**
   - **Move the item around within the course.**
   - **Go to item settings.**
   - **Hide this item.**
   - **Delete this item.**
   - **Duplicate this item.**
Enrolling students

1. Under the **Administration** block click **Users** and then **Enrollment methods**.

2. On the **Enrollment methods** screen you have two options. You can choose **Self enrollment** to set-up how students enroll themselves in your course and **Manual enrollments**. Manual enrollments will give you the ability to enroll students.

3. It seems that Self enrollment, allowing students to enroll themselves is the most popular choice. Lets go with that one. To select Self enrollment click the small gear icon under **Edit**.

### Enrollment methods

<table>
<thead>
<tr>
<th>Name</th>
<th>Users</th>
<th>Up/Down</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self enrollment (Librarian)</td>
<td>0</td>
<td></td>
<td><img src="edit_icon.png" alt="Edit icon" /></td>
</tr>
<tr>
<td>Manual enrollments</td>
<td>2</td>
<td><img src="up_down_icon.png" alt="Up/Down icon" /></td>
<td><img src="edit_icon.png" alt="Edit icon" /></td>
</tr>
<tr>
<td>Guest access</td>
<td>0</td>
<td><img src="up_down_icon.png" alt="Up/Down icon" /></td>
<td><img src="edit_icon.png" alt="Edit icon" /></td>
</tr>
</tbody>
</table>
4. Within the Self enrollment options you have many choices. The most popular options include setting a password for your course beside of Enrollment key and setting up the Enrollment duration. The Enrollment duration, when enabled will dictate how many seconds/minutes/hours/days/weeks that the enrollment is valid. If you wanted a student’s enrollment to expire after a certain time, this may be very useful.

**Note:** Anything you type in the **Enrollment key** box is case sensitive. Send the students in your course EXACTLY what you put in the Enrollment key box or they may be unable to get into the course.

5. Also in the Self enrollment options you can set how long enrollment is open. You can also have inactive users booted after a certain length of time using the **Unenroll inactive after** option.

6. When you are finished click **Save changes**. If you set an Enrollment key (password) for your Moodle course, be sure to email that password to the students in your course.
Gradebook

1. From within your Moodle course under **Administration > Course administration** click **Grades**.

2. Within the Grades section of Moodle you will see a list of the students in your course as well as any assignments/activities you’ve created.

3. Notice the tab across the top titled Categories and items. You want to click this tab.
4. The categories and items tab will direct you to a simple view of your current Gradebook.

![Image of Gradebook interface]

5. Provide a name for your new category of grades. Then choose an Aggregation method. The default method is **Simple weighted mean of grades**. Simple weighted mean of grades computes a course grade based on the total number of points (or marks) earned, divided by the number of points possible. Moodle calls this Aggregation method of computing course grades Simple weighted mean of grades because items are weighted based simply on their maximum point value. See descriptions for all other aggregation options below:

![Image of Aggregation options]

**Mean of grades** gives all items equal weight. For example, a 10 point essay might be worth just as much as a 20 point essay. This method converts each item to a percentage value and averages the percentages in computing the course total. Moodle calls this Aggregation method Mean of grades because the average is computed by giving the same weight to each item.

**Weighted mean of grades** allows you, the teacher, to assign weights to categories of grades like the category we are creating above. This is the same as Mean of grades, except for the fact that you’re able to define the weights instead of everything being weighted the same. Note that category weights do not have to add up to
100. If you have two categories with weights of 1 and 2, the second is given twice as much value in computing the course grade.

**Mean of grades (with extra credits)** offers the option to enter a number in the Extra Credit column. A value in the Extra Credit column that’s greater than 0 treats a grade item's grades as extra credit during aggregation. The number is a factor by which the grade value will be multiplied before it is added to the sum of all grades, but the item itself will not be counted in the division. For example: If Item 1 is graded 0-100 and its "Extra credit" value is set to 2 and item 2 is graded 0-100 and its "Extra credit" value is left at 0.0000 and item 3 is graded 0-100 and its "Extra credit" value is left at 0.0000, and all 3 items belong to Category 1, which has "Mean of grades (with extra credits)" as its aggregation strategy, then a student gets graded 20 on Item 1, 40 on Item 2 and 70 on Item 3 the student's total for Category 1 will be 95/100 since 20*2 + (40 + 70)/2 = 95.

**Median of grades** takes the middle grade (or the mean of the two middle grades) when grades are arranged in order of size. The advantage over the mean is that it is not affected by outliers (grades which are uncommonly far from the mean).

**Lowest grade** results in the smallest grade after normalisation. It is usually used in combination with Aggregate only non-empty grades.

**Highest grade** results in the highest grade after normalisation.

**Mode of grades**

**Sum of grades** takes the values provided for all assignments and adds them all together. The sum is recorded in the course total column. This method does not average and convert the course total to a percentage. Use this when you do not want Moodle to average grades.

6. When you’ve named your category and chosen a grade aggregation method, click **Save changes**.

7. Notice your new category in the gradebook.
8. If you haven’t already, turn on editing. You can do this on the left-hand side of the screen within the Administration block, under Course administration.

9. Scroll the window containing your gradebook view all the way to the right and look for the little up-down arrowed icon on one of your quizzes. This icon will give you the option to move grade items.

10. After clicking the icon, you’ll be able to click where you wish to place the grade item.
11. This results in the item, in the case our quiz, being moved to the Quizzes category.

![Image of Moodle gradebook interface showing quizzes and aggregate settings]

<table>
<thead>
<tr>
<th>Name</th>
<th>Aggregation</th>
<th>Weight</th>
<th>Max grade</th>
<th>Aggregate only non-empty grades</th>
<th>Aggregate including subcategories</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Addison Jones Library</td>
<td>Weighted mean of grades</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 2</td>
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<td>1.0</td>
<td>10.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quizzes</strong></td>
<td>Weighted mean of grades</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quiz 1</strong></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Category total</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Course total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Activities

Assignments

1. Turn editing on in the top right-hand corner.

2. From the Add an activity menu select Assignment.

3. You'll be directed to the assignment settings page to set up your assignment.

4. You can determine when the assignment is available to students and for how long using the Availability section. The Due Date is the date after which the assignment will be marked as late by Moodle. The assignment will still be available however. Assignments become unavailable to students after the Cut-off Date has passed. If you uncheck the Enable checkboxes, you can leave the assignment open indefinitely.

5. Under Submission types you can select how your students will submit the assignment.

- Online text will provide your students with a textbox to type in an answer.
- File submissions provides an upload box for the students to upload a file.
- Submission comments allows students to leave comments on their own submission.
6. Feedback types are your options for providing feedback to the students on their assignment submissions.

- **Feedback comments**, if checked, allow you to leave comments for the student when grading the assignment.
- **Offline grading worksheet** will allow you, the grader to download the students grades for an assignment. The grades will download into an Excel readable file. You can then add comments and make changes in excel. After you have made the desired changes, you can upload your updated file and Moodle will replace out the data.
- **Feedback files** are just what the name suggest. If checked, Feedback files allows you to upload an entire file as feedback instead of just text comments.

7. **Submission settings** decide what happens after a student has completed an assignment and is about to turn it in. You can require that the students click a submit button or require them to accept a statement of some kind that you write--maybe some sort of integrity policy or honor code? You also have the option to decide how many times that students reopen an assignment.

8. Under **Group submission settings** you can set the assignment so that students are divided into groups. This will allow every student within a group to submit an assignment together.

9. In the **Notifications** section you are able to choose to be notified (or not) about assignment submissions.
10. Using the **Grade** section you will select the maximum possible score for the assignment from the drop-down menu. You can also set the assignment to No grade or to a custom scale.

**Grading method** allows you to use Moodle’s default grading scale, a marking guide, or a rubric.

**Grade category** links to Gradebook and will put this assignment in a specific category in gradebook, if you have your gradebook setup in Moodle.

**Blind marking** hides student identities while you're grading the submissions to this assignment.

11. Once you have selected the right settings for this assignment click Save and display to see the assignment.
1. To add a quiz to your Moodle course, select **Quiz** from the **Add an activity** dropdown menu.

2. On the settings page for the quiz, name and describe the quiz. As with any added activity or resource, name the Quiz and provide a description. If the **Display description on course page** is ticked, the description will show on the course page.

3. You have the ability to decide when the quiz will become available to students for them to make attempts and when student will no longer be able to make new attempts. This is under **Timing**.

   - **Open the quiz**: Specifies when the quiz becomes accessible for students to make attempts.
   - **Close the quiz**: After the closing time, the students will not be able to start new attempts.
4. The **Time limit** option allows you to decide how long the students have to complete attempt.

   ![Time limit option](image)

   By default, quizzes do not have a time limit, however, if you specify a time limit students will have to finish the quiz within the specified time.

5. Once time expires on an attempt you can choose exactly what occurs using the **When time expires** dropdown. If you select the option, **There is a grace period when open attempts can be submitted, but no more questions answered**, then you will have the option to add a time to **Submission grace period**. This grace period will be the time where students are allowed to submit their quiz late, but not answer additional questions.

   ![Submission grace period](image)

   There are three options beside **When time expires**: (1) Open attempts are submitted automatically, (2) There is a grace period when open attempts can be submitted, but no more questions answered, and (3) Attempts must be submitted before time expires, or they are not counted (default).

6. If you have categories set up in gradebook, you can specify which Grade category this quiz will be located within using the dropdown beside of **Grade category**.

   ![Grade category dropdown](image)

7. **Grading method** allows you to select how the quiz is graded. Maybe you limit the student’s attempts to 2 or 3 and you take the **Average grade** received, or you can have Moodle automatically take the **Highest**, **First**, or **Last grade** received among the times a student attempted the quiz.

   ![Grading method options](image)
8. Layout allows you to decide pagination of the questions as well as to set the questions to shuffle with each time the quiz is open.

9. **Question behavior** dictates how the students interact with the questions in the quiz. The most popular ways include **Deferred feedback** and **Interactive with multiple tries**. Deferred feedback is where students answer all the questions and submit the quiz. Interactive with multiple tries gives students feedback with each question as they answer it.

10. If you were to select Interactive with multiple tries beside **How questions behave**, you can manipulate the Review options to dictate how and when the students interact with the questions.

11. Once you’ve finished choosing your settings for your quiz, click **Save and display**.
Quiz Questions

12. After hitting **Save and display**, you'll have the option to add questions. Click **Edit quiz** to add questions.

**Quiz 2**

Grading method: Highest grade

No questions have been added yet

[Edit quiz]

[Back to the course]

13. On the **Editing quiz** you'll be able to add questions. The **Question bank** on the right stores your questions. If you click **Add a random question**, Moodle will add a random question from your bank.

You can add new questions by clicking either of the above buttons. Moodle saves all the questions from all the quizzes you have in the course in the Question bank to the right.
14. Add a question provides a dialog box with options for the type of question you’d like to add. Select a questions type.

15. Fill in the basic question information.
16. If you selected multiple choice as your question type, fill in the answers.

17. Once you click Save changes a new question is added.

18. Continue adding questions until you’re finished creating the quiz. You can use the Marked out of field to tell Moodle how much each question is worth. Use the Maximum grade field at the top to say how many total points a student could receive.
Resources

1. In order to have the option to add a resource click the Turn editing on button in the top right-hand corner.

Adding a link

1. From the Add a resource menu select URL.

2. It’s pretty self explanatory. Add a name of the link and a description. Both of these will be visible to students.

3. You may want to set the Display option under the Appearance section to Open. This will force the link to open in the current browser window instead of using the student’s default browser settings.
4. Click **Save and return to course**. Your resulting link will look as follows.

**Library Hours & Staffing**

- Jones Library Hours Calendar
- Library Staffing Calendar (Login Required)

### Adding a file

1. From the **Add a resource** menu select **File**.

2. Add a name of the link and a description. Both of these will be visible to students.
3. Under the Content section you will add the file either by going through the file browser after clicking Add... or by dragging a file from the desktop of your computer and dropping it in the box beside of Select files.

**Forums**

1. **Turn editing on** in the top right-hand corner.

2. From the **Add an activity** menu select **Forum**.

3. Forums allow for discussions. By selecting a **Forum type** under **General** on the Forum settings screen you can set up how the discussion will work.
4. For example: If I make the Forum type **A single simple discussion**, I am the only one who can start a thread, but everyone can reply to my thread as well as reply to anyone else’s reply to my thread (See picture).

5. In your Forum settings you can allow attachments. You can adjust what size of attachment you want them to be able to upload and how many attachments they may upload under **Attachments and word count**.
6. Allowing attachments means that your students will not only see a text field, but also an upload box when they reply to your discussion thread.
Linking to outside resources

IT Upload Server

IT created a self-service, web-based file server for uploading and downloading large files.

1. Go to the following address in a browser:

   http://gcfilestore.greensboro.edu/

2. Once there, you will find an introductory page with two links, one for faculty/staff, and another for any GC user. As faculty, you may click the link to upload files.

   Faculty and staff may upload large files to this fileserver. Greensboro College users may access the files.

   If you are a Greensboro College faculty or staff, click this the following link to upload files.

   Upload Files

3. Sign in with your GC college e-mail username and password. You will see the upload page.

   Please try to perform your uploads on campus from a wired Internet connection.

   If your files are very large, the upload could take an hour or so.

4. Once you have uploaded your files, you will be given a sample link to your folder on the viewing page. You may ask students to select files from the index, or you may provide a link in Moodle to a particular file using the personalized sample link provided.

Notes:
This upload site is available from on and off campus.
File size is limited to 1GB.

All GC users can view all uploaded files.
Linking to Library Database Articles in Moodle

If you copy a database link from your Internet browser into Moodle, that link will eventually stop working. This is due to the fact that it is a dynamic and non-static link.

To remedy this problem most databases now offer persistent links or permalinks, or persistent URLs. These links are stable and will consistently take students to a particular full-text article in a library database.

However, to ensure access by Greensboro College’s off-campus users, all persistent links should include Greensboro College proxy information in the first segment of the URL. The proxy information is: http://darwin.greensboro.edu:2048/login?url=

For example, if you wanted to link to the following persistent URL (noted in **bold**) from Moodle, then it should be preceded by proxy information and look like this:


Some databases will populate the proxy information automatically – just be sure it is included.

If you have further questions about which library databases have persistent URLs or how to set up your link in Moodle, please contact the library:

**Contact:**
The public service desk at 336-272-7102 x5241

Olivia Miller  
*olivia.miller@greensboro.edu*  
336-272-7102 x5378

Anna Pinks  
*anna.pinks@greensboro.edu*  
336-272-7102 x5315

Will Ritter  
*will.ritter@greensboro.edu*  
336-272-7102 x5377
Deleting a Moodle course

1. Under the **Administration** block click **Edit Settings**.

2. On the **Edit Settings** screen change the course category to **To Be Deleted**.

3. Click **Save changes**.

4. Under the Administration block click Unenroll me from this course.

Unenroll yourself from the course. This will make the course disappear from your home screen.