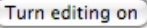


Using a Moodle Activity with Students

1. Login to Moodle <https://moodle.stpsb.org>
2. **Turn editing on**  to make changes to your course. Note: if it shows “Turn editing on” that means editing is currently turned off. If the button shows “Turn editing off” that means editing is currently turned on.

3. Click on the **Add an activity...** drop down menu.

a. There are four kinds of **Assignments**:

- (1) Advanced uploading of files
- (2) Online text
- (3) Upload a single file
- (4) Offline activity

b. Chat (disabled)

c. **Choice**

d. **Database**

e. **External Tool**

f. **Forum**

g. **Glossary**

h. **Lesson**

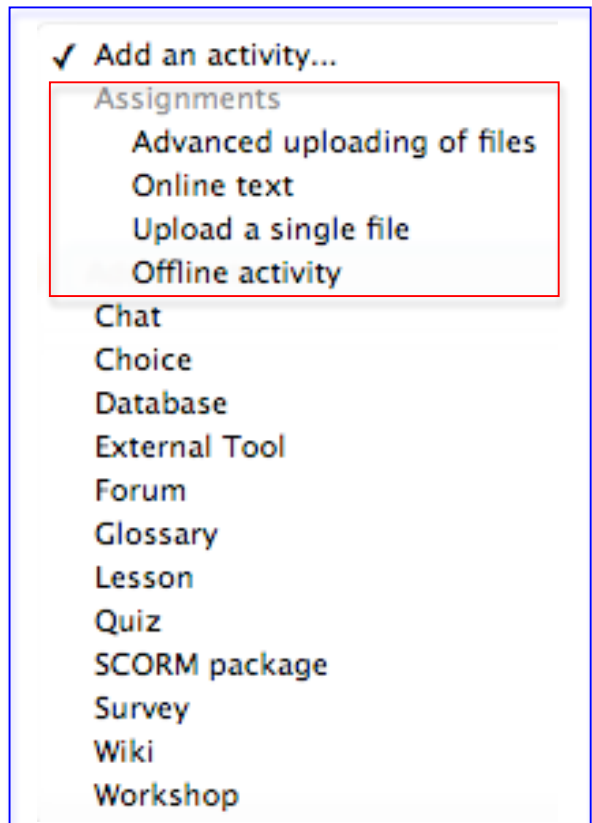
i. **Quiz**

j. SCORM package (don't use)

k. Survey (don't use)

l. **Wiki**

m. **Workshop**



4. **Advanced uploading of files** (under Assignments)

a. **General** section

- (1) Assignment name (required)
- (2) Description (required, but optional to display on course page)
- (3) Available from (default is enable), remove the check if you want to have the assignment available with no restrictions
- (4) Due date (default is enable), remove the check if you don't want a due date
- (5) Prevent late submissions (Yes or No), default is No

b. **Grade** section

- (1) Grade (100...1, Scale: Completion, Scale: Inc/Complete, Scale: Satisfactory, Scale: Separate & Connected ways of knowing, No grade), default is 100
- (2) Grading method: Simple direct grading or Rubric
- (3) Grade category: Uncategorized

c. **Advanced uploading of files**

- (1) Maximum size (10 KB... 75MB), default is 1MB
- (2) Allow deleting (Yes or No), default is Yes
- (3) Maximum number of uploaded files (1... 20), default is 3
- (4) Allow notes (Yes or No), default is No
- (5) Hide description before available date (Yes or No), default is No

c. **Advanced uploading of files (cont.)**

- (6) Email alerts to teachers (Yes or No), default is No; if you indicate yes, this allows you to receive emails when students add or update an assignment.
- (7) Enable “Send for marking” button (Yes or No), default is Yes; this allows students to indicate to the teacher that they have finished working on an assignment. The teacher may choose to revert the assignment to draft status (if it requires further work, for example.)

d. **Crot (plagiarism check)**

- (1) Enable Crot (Yes or No), default is No
- (2) Compare submitted files with other student files (Yes or No), default is Yes
- (3) Compare submitted files with Internet (Yes or No), default is No

e. **Common module settings**

- (1) Group mode (**No** groups – everyone is part of the course; **Separate** groups – each group member can only see their own group, others are invisible; **Visible** groups – each group member works in their own group, but can also see other groups.)
- (2) Grouping (If a grouping is selected, students assigned to groups within the grouping will be able to work together). All courses with more than one period of that course have groups by period.
- (3) Visible (Show or Hide)
- (4) ID number (Setting an ID number provides a way of identifying the activity for grade calculation purposes.) Not recommended for use.

f. **Restrict access**

- (1) Allow access from (determines the date when students can access the activity); default is not Enable
- (2) Allow access until from (determines the date until students can access the activity); default is not Enable
- (3) Grade condition (use not recommended)
- (4) Activity completion condition (use not recommended)
- (5) Before activity can be accessed (use not recommended)

g. **Activity completion**

- (1) **Completion tracking** (Activity completion allows the teacher to set completion criteria in a specific activity's settings. A check (tick) appears against the activity when the student meets this criteria. The criterion might be viewing, receiving a certain score or a student marking it as complete.
- (2) **Require view** (Student must view this activity to complete it); default is unchecked
- (3) **Require grade** (Student must receive a grade to complete this activity); default is unchecked
- (4) **Expect completed on** (optional to have a date); default is unchecked

5. **Online text**
 - a. **General** (same as above)
 - b. **Grade** (same as above)
 - c. **Online text**
 - (1) Allow resubmitting (Yes or No), default is No
 - (2) Email alerts to teachers (same as above)
 - (3) Comment inline (If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline (using a different color, perhaps) or to edit the original text.)
 - d. **Common module settings** (same as above)
 - e. **Restrict access** (same as above)
 - f. **Activity completion** (same as above)
6. **Upload a single file**
 - a. **General** (same as above)
 - b. **Grade** (same as above)
 - c. **Upload a single file**
 - (1) Allow resubmitting (Yes or No), default is No
 - (2) Email alerts to teachers (same as above), default is No
 - (3) Maximum size (10 KB... 75MB), default is 1MB
 - d. **Crot** (same as above)
 - e. **Common module settings** (same as above)
 - f. **Restrict access** (same as above)
 - g. **Activity completion** (same as above)
7. **Offline activity**
 - a. **General** (same as above)
 - b. **Grade** (same as above)
 - c. **Offline activity** (this allows you to create an activity *outside* of Moodle – like a presentation or project with directions and information about that assignment, and it creates a spot in the gradebook.)
 - d. **Common module settings** (same as above)
 - e. **Restrict access** (same as above)
 - f. **Activity completion** (same as above)
8. **Chat** (disabled)

9. **Choice** – a simple way to poll students about one specific question, default is 5 choices, but you can add more in groups of 3.
 - a. **Choice name** – short name to describe what will be asked of the student
 - b. **Introduction text** – type the question you are asking the students; be sure to click the display box
 - c. **Limit** – enable this if you want to limit the number of responses for a particular choice
 - d. **Options 1-5** – type the possible choices for students to pick from; you can add more if necessary
 - e. **Restrict answering to this time period** – set the dates for students to select their choice
 - f. **Miscellaneous settings**
 - (1) **Display mode** - display choices horizontally or vertically (use when you have a lot of choices)
 - (2) **Publish results** - choose if students can see the results and when
 - (a) Do not publish results to students
 - (b) Show results to students after they answer
 - (c) Show results to students only after the choice is closed
 - (d) Always show results to students
 - (3) **Privacy of results** – if students are allowed to see results, they get them anonymously or with names
 - (4) **Allow choice to be updated** – allows students to change their minds after their initial selection
 - (5) **Show column for unanswered** – use if you want to see how many participants haven't answered
 - g. **Common module setting** – use this if you want to divide your students into groups
 - h. **Restrict access** – (same as above)
 - i. **Activity completion** – (same as above)
10. **Database** – participants can create, maintain, and search a bank of record entries, which can be almost unlimited, including images, files, URLs, numbers and text among other things.
11. **External tool** – not enabled
12. **Forum** – 5 forum types
 - a. **Single simple discussion** – single topic everyone can reply to; good for limited time discussions
 - b. **Each person posts one discussion** – each student can post exactly one new discussion topic, which everyone can then reply to
 - c. **Q & A forum** – students must first post their perspectives before viewing other students' posts
 - d. **Standard forum displayed in a blog-like format** – an open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with “Discuss this topic” links
 - e. **Standard forum for general use** – an open forum where anyone can start a new discussion at any time
13. **Glossary** – enables participants to create and maintain a list of definitions, like a dictionary. Glossary entries may be automatically linked wherever the concept words and phrases appear in the course.
14. **Lesson** – enables the teacher to create an adaptive learning experience consisting of a series of pages containing questions. Student's answers determine what page they see next.

15. **Quiz** – enables the teacher to design and set quizzes consisting of multiple choice, true-false, matching and other question types. Each attempt is automatically marked, and the teacher can choose whether to give feedback and/or show correct answers. Questions are kept in a question bank. Note: Exam View test questions can be imported into Moodle.

a. **General**

- (1) **Name** – it’s a good idea to use the word “quiz” in the name as a reminder to students
- (2) **Introduction** – use for a description of the quiz or any special instructions
- (3) **Open the quiz** – optional date to enable
- (4) **Close the quiz** – optional date to enable
- (5) **Time limit** – optional to enable, default is not time limit
- (6) **Attempts allowed** – Unlimited, 1-10
- (7) **Grading method** – can be changed based on number of attempts allowed

b. **Grade** – uncategorized unless you are using the gradebook

c. **Layout**

- (1) **Question order** – as shown on the edit screen or shuffled randomly
- (2) **New Page** – good to use more than one page for longer quizzes

d. **Question behavior**

- (1) **Shuffle within questions** – allows you to shuffle the parts of the multiple choice or matching questions
- (2) **How questions behave** – allows you to have immediate feedback on each question or at the end of the quiz
- (3) **Each attempt builds on the last** – can only be used if multiple attempts are allowed

e. **Review options** – see choices below

Review options ?	
<p>During the attempt</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input type="checkbox"/> Overall feedback <p>Later, while the quiz is still open</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback 	<p>Immediately after the attempt</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback <p>After the quiz is closed</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> The attempt <input checked="" type="checkbox"/> Whether correct <input checked="" type="checkbox"/> Marks <input checked="" type="checkbox"/> Specific feedback <input checked="" type="checkbox"/> General feedback <input checked="" type="checkbox"/> Right answer <input checked="" type="checkbox"/> Overall feedback

These options control what information students can see when they review a quiz attempt or look at the quiz reports. “Immediately after the attempt” means within 2 minutes of the attempt being finished. “Later, while the quiz is still open” means after this, and before the quiz close date. “After the quiz is closed” means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.

f. **Display** – best to leave defaults

- (1) **Show the user’s picture** – not available
- (2) **Decimal places in grades** – default is 2, can be 0-5
- (3) **Decimal places in question grades** – default is “Same as for overall grades” or 0-7
- (4) **Show blocks during quiz attempts** – No (default) or yes

- g. **Extra restrictions on attempts** - best to leave defaults
 - h. **Overall feedback** – text that is shown after a quiz has been attempted. By specifying additional grade boundaries (as a % or number), the text shown can depend on the grade obtained. Ex. A grade from 92-100 could have feedback of “great job!” A grade below 70 could have feedback of “study harder.”
 - i. **Common module settings** - use this if you want to divide your students into groups
 - j. **Restrict access** (same as above)
 - k. **Activity completion** (same as above)
16. **SCORM Package** (Sharable Content Object Reference Model) – not enabled
17. **Survey** – will only survey questions about online learning, not useable
18. **Wiki**
- a. **General**
 - (1) **Wiki name** – recommended to put the word “wiki” as part of the name
 - (2) **Wiki description** – state the purpose of the wiki and what you want the students to contribute; should be displayed
 - b. **Wiki settings**
 - (1) **First page name** – represents the title of the first page of the wiki, required
 - (2) **Wiki mode** – can be collaborative (recommended) or an individual
 - (3) **Default format** – HTML (default, recommended), Creole, or NWiki
 - (4) **Force format** – used to force one of the above formats
 - c. **Common Module settings** - use this if you want to divide your students into groups
 - d. **Restrict access** (same as above)