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- Moodle is an alternative to proprietary commercial online learning solutions, and is distributed free under open source licensing. An organization has complete access to the source code and can make changes if needed. Moodle's modular design makes it easy to create new courses, adding content that will engage learners.



- Moodle is as interactive and helpful D teaching and learning as allow it to.
- You have to think creatively to allow it to be of use to you and your students.
- Let the Moodle Learning Management System be your 365/24/7 teaching and learning aid.
- Request new Moodle courses from the VSR.

What Is Moodle??

- ***Moodle is an e-learning software.***
- ***☐ Modular***
- ***☐ Object***
- ***☐ Oriented***
- ***☐ Dynamic***
- ***☐ Learning***
- ***☐ Environment***

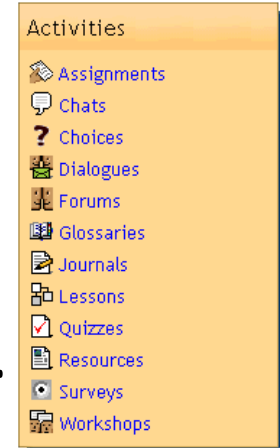
what do you want from an online learning system?

- Easy creation of courses from existing resources?
- Course content which can be re-used with different learners, including content from other vendors (Blackboard, WebCT etc.)?
- Learner involvement?
- Enrolment and learner authentication which is simple yet secure?
- Intuitive online learner and teacher management features?
- An active support community to help solve problems and generate new ideas?
- Affordability?

Getting Started

Moodle has a “modular” design so adding the Activities that form a course is a simple process:

1. Course creation privileges are assigned to the teacher.
2. Select from one of three course layout; **Topic**, **Weekly** or **Social** format.
3. Click “Turn editing on” within the blank course template.
4. Create the course!



*With editing turned on, the course creator can now **Add** activities from an intuitive drop-down list of module plug-in features.*



Course Management Features - Modules

Glossary

Create a glossary of terms used in a course. Has display format options including entry list, encyclopaedia, FAQ, dictionary style and more.

Journal

Learners reflect, record and revise ideas.

Label

Add descriptions with images in any area of the course homepage.

Lesson

Allows instructor to create and manage a set of linked "Pages". Each page can end with a question. The student chooses one answer from a set of answers and either goes forward, backward or stays in the same place in the lesson.

Glossary module allows you to create a course specific dictionary of terms. Glossary terms can be searched or browsed by students, and teachers can import/export glossary listings. Whenever a glossary term is used in a course resource it will appear in the document in highlight, allowing the student to review its definition with a single mouse click.

Search ☐ Search full text

Add a new entry	Import entries	Export entries	Waiting approval
Browse by alphabet	Browse by category	Browse by date	Browse by Author


Browse the glossary using this index

[Special](#) | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#)
[P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

H

highlight:

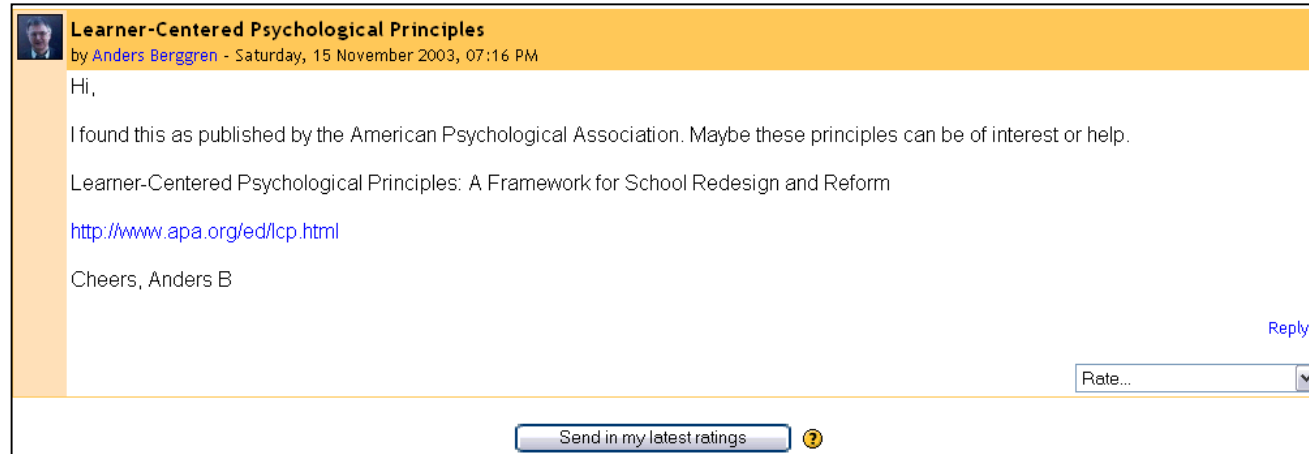
1. An area or a spot in a drawing, painting, or photograph that is strongly illuminated. 2. An especially significant or interesting detail or event. 2. a. To make prominent; emphasize. b. To be a highlight of. 3. To mark (important passages of text) with a usually fluorescent marker as a means of memory retention or for later reference. In Moodle, Glossary terms are highlighted in light grey.

X 

Course Management Features - Modules

Forums

Threaded discussion boards for asynchronous group exchange on shared subject matter. Participation in forums can be an integral part of the learning experience, helping students define and evolve their understanding of subject matter.



The screenshot shows a forum post interface. At the top, there is a yellow header bar with the title "Learner-Centered Psychological Principles" and the author "by Anders Berggren - Saturday, 15 November 2003, 07:16 PM". To the left of the text is a small profile picture of a man. The main text of the post reads: "Hi, I found this as published by the American Psychological Association. Maybe these principles can be of interest or help. Learner-Centered Psychological Principles: A Framework for School Redesign and Reform <http://www.apa.org/ed/lcp.html> Cheers, Anders B". On the right side of the post, there is a blue "Reply" link. At the bottom right, there is a "Rate..." dropdown menu. At the bottom center, there is a button labeled "Send in my latest ratings" with a question mark icon to its right.

Students can Rate a forum post, based on Scales set up by the course creator

Course Management Features - Modules

Quiz

Create all the familiar forms of assessment including true-false, multiple choice, short answer, matching question, random questions, numerical questions, embedded answer questions with descriptive text and graphics.

The image displays three screenshots of the Moodle Quiz management interface:

- Quiz Configuration:** Shows settings for a quiz named "Chemistry Quiz". It includes fields for "Open the quiz" and "Close the quiz" with date and time pickers. Other settings include "Shuffle questions" (No), "Shuffle answers" (Yes), "Attempts allowed" (2 attempts), "Each attempt builds on the last" (No), "Grading method" (Highest grade), "After answering, show feedback?" (No), "In feedback, show correct answers?" (No), "Allow review" (No), and "Maximum grade" (25).
- Import questions from file:** Shows a dropdown for "Category" (Default) and a "File format" dropdown menu. The menu lists various formats: GIFT format, Aiken format, ACN format, Blackboard, Course Test Manager format, Embedded Answers (Cloze), GIFT format, IMS QTI format, Missing word format, and WebCT format. A "Browse..." button is next to the "Upload:" field.
- Question Category Selection:** A dialog box titled "The default category for questions." It shows a "Create new question:" dropdown menu with options: Choose..., Choose..., Multiple Choice, True/False, Short Answer, Numerical, Matching, Description, Random set, Random Short-Answer Matching, and Embedded Answers (Cloze). Below this is a table with columns "Select", "Question name", and "Edit". The table lists "Chemistry Question" and "Population". At the bottom are buttons for "<< Add selected to quiz" and "Select all".

Instructors have granular control in defining course assessments, and can import quiz questions from popular formats like Blackboard, IMS QTI and WebCT. Moodle also supports embedding audio into a quiz.

Course Management Features - Modules

Resource

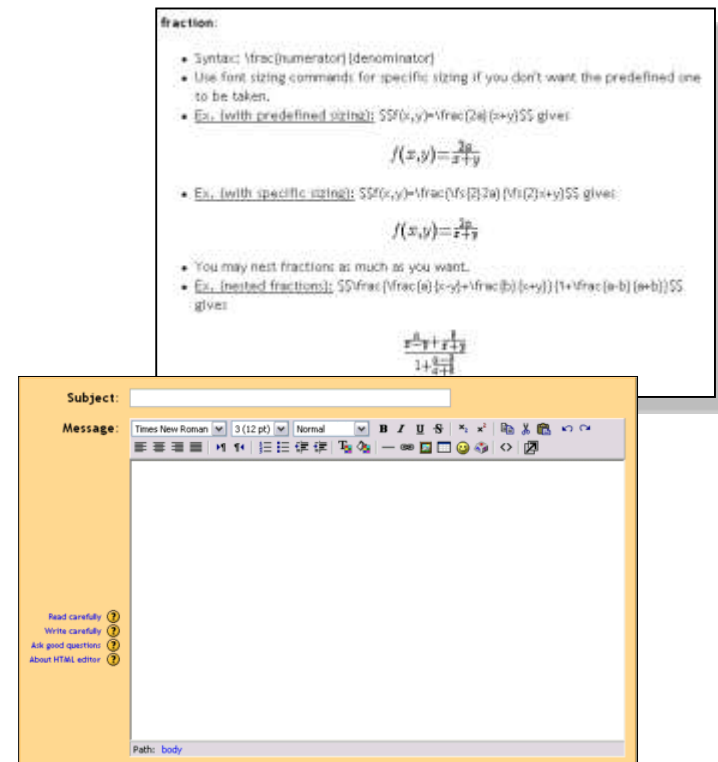
The primary tool for bringing content into a course; may be plain text, uploaded files, links to the web, Wiki or Rich Text (Moodle has built-in text editors) or a bibliography type reference.

Survey

This module aids an instructor in making online classes more effective by offering a variety of surveys (COLLES, ATTLS), including critical incident sampling.

Workshop

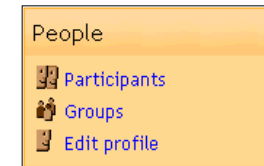
An activity for peer assessment of documents (Word, PP etc.) that students submit online. Participants can assess each other's project. Teacher makes final student assessment, and can control opening and closing periods.



Moodle supports adding math expressions to a Resource activity, using the built-in HTML editor

Learner Management Features – Participants

One click and you can view activity from all participants enrolled in the course. Learners create a personal profile that can include a picture, helping connect students socially in the online learning community.



Teachers

**Mark Burnet**
Email address: markburnet@earthlink.net
Location: Providence Forge, VA, United States of America
Last access: Never
[Activity](#)
[Unenroll](#)
[Login as](#)
[Full profile...](#)

8 Students

**Daniel Miksik**
Email address: miksik@phil.muni.cz
Location: Brno, Czech Republic
Last access: Wednesday, 17 March 2004, 12:14 PM (4 hours 21 mins)
[Activity](#)
[Unenroll](#)
[Login as](#)
[Full profile...](#)









**Diane Yeager**
Email address: dmyeager@scgglobal.net
Location: Willoughby, United States of America
Last access: Friday, 12 March 2004, 08:52 PM (4 days 19 hours)
[Activity](#)
[Unenroll](#)
[Login as](#)
[Full profile...](#)

**Floyd Collins**
Email address: floyd@gcohoio.com
Location: Fremont, United States of America
Last access: Wednesday, 10 March 2004, 01:09 PM (7 days 3 hours)
[Activity](#)
[Unenroll](#)
[Login as](#)
[Full profile...](#)

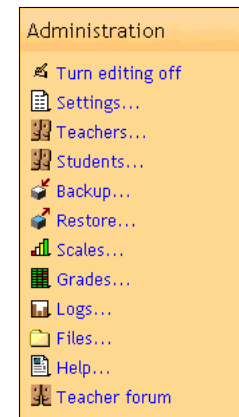
Learners complete a personal profile page that helps build the online learning community. Adding a picture and details to the profile creates a social connection.

Learner Management Features - Grades

The Grades feature in Moodle provides a quick view of all Forum, Assignment, Journal, Quiz, Lesson and Workshop grades. The grading scale applied to a learner's submission is shown, along with a cumulative total, on a single page.

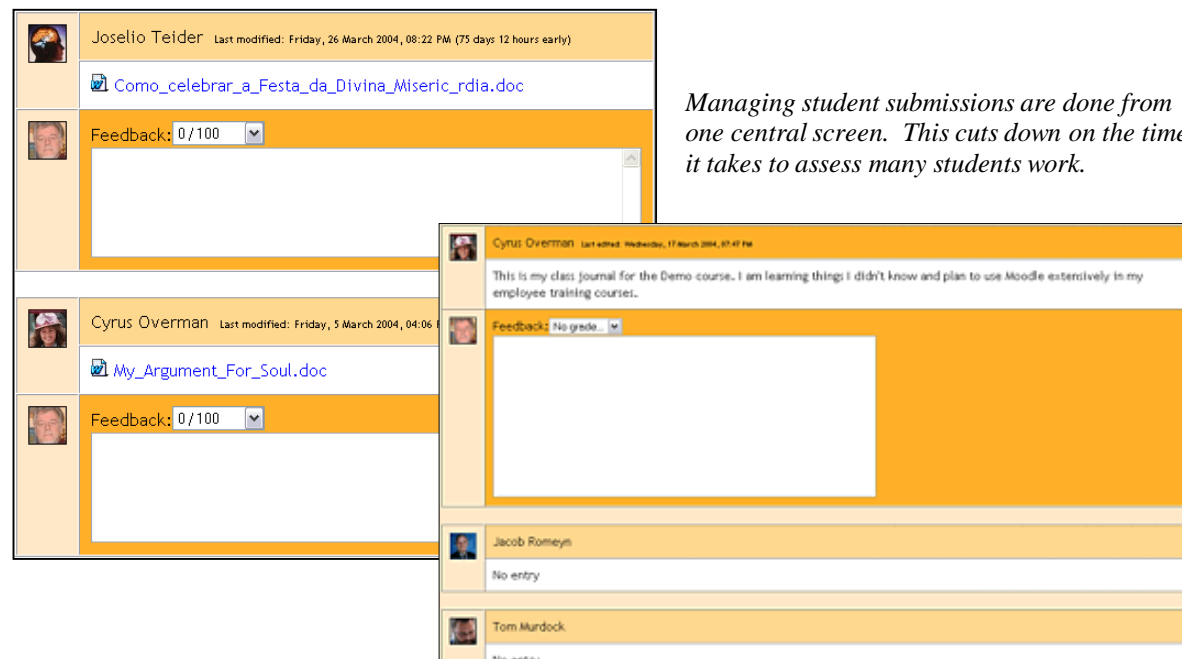
Grades									
Download in Excel format Download in text format									
Given name	Surname	News forum	Assignment #1: PowerPoint example Max: 15	Journal Module Max: 10	Lesson example Max: 5	Quiz example with audio Max: 5	Workshop example	Total	
	Floyd Collins							0	
	Verhulst Eric							0	
	Daniel Miksik							0	
	Tom Murdock							0	
	Cyrus Overman	Shows mostly SEPARATE knowing 1/0/0	15	5		5		25	
	P. Stencel							0	
	ger tielemans							0	
	Diane Yeager							0	

Grades can be downloaded in Excel or plain text for inclusion into an existing electronic gradebook



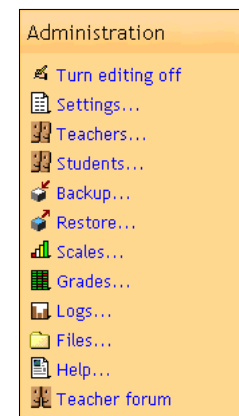
Learner Management Features - Grades

Viewing Assignment and Journal submissions, and adding Grades and comments, are done from a single page that displays all enrolled students.



The screenshot displays the Moodle Grades page for a course. It shows a list of students with their profile pictures, names, and last modified dates. Below each student's name, there is a section for their submission, including a document icon and the filename. A feedback section is visible for each student, showing a 'Feedback' label, a grade (e.g., '0/100'), and a large text area for comments. The students listed are Joselio Teider, Cyrus Overman, Jacob Romeyn, and Tom Mundock. The interface is designed to allow teachers to manage student submissions and provide feedback from a single central screen.

Managing student submissions are done from one central screen. This cuts down on the time it takes to assess many students work.



The screenshot shows the Moodle Administration menu, which is a vertical list of links for managing the course. The links include: Turn editing off, Settings..., Teachers..., Students..., Backup..., Restore..., Scales..., Grades..., Logs..., Files..., Help..., and Teacher forum. The menu is designed to provide quick access to various administrative functions.

Learner Experience - Login

Learners find it easy to navigate a Moodle course homepage in their browser; intuitive “breadcrumb” links are always present. Login occurs on a familiar screen. Initial account set up may be handled by the learner or administrator.



Returning to this web site?	Is this your first time here?
<p>Login here using your username and password: (Cookies must be enabled in your browser) ⓘ</p> <p>Username: <input type="text" value="hplindiller"/> <input type="button" value="Login"/></p> <p>Password: <input type="password" value="*****"/></p> <hr/> <p>Some courses may allow guest access:</p> <p><input type="button" value="Login as a guest"/></p> <hr/> <p>Forgotten your username or password?</p> <p><input type="button" value="Send my details via email"/></p>	<p>Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrollment key", which you won't need until later. Here are the steps:</p> <ol style="list-style-type: none">1. Fill out the New Account form with your details.2. An email will be immediately sent to your email address.3. Read your email, and click on the web link it contains.4. Your account will be confirmed and you will be logged in.5. Now, select the course you want to participate in.6. If you are prompted for a "enrollment key" - use the one that your teacher has given you. This will "enroll" you in the course.7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in. <p><input type="button" value="Start now by creating a new account!"/></p>

[Home](#) -> [Math](#) -> [Forums](#) -> [News forum](#)

Navigation bar provides breadcrumb links from course homepage to activities

Moodle's has its own authentication system, but will integrate with an external database, POP3, IMAP, LDAP or NNTP, allowing domain wide login.

Manage your course

- Set up your course
- Add students
- Track progress
- Upload files

Course homepage

- **Classic theme**

1. Navigation block

- Normally visible on all pages, this block helps you find your way around the course and site.

2. Administration block

- Again, normally visible on all pages, this block gives different levels of access to teachers and students.

3. Turn editing on A clearly visible button allows you to turn editing on and off.

4. Course sections

- Here is where the learning materials are displayed. This element may be arranged in one or multiple weeks, topics, forums or other (non-standard) layouts.

5. New feature

in **Moodle 4.0**! Collapse all. Sections can be collapsed and expanded individually or you can use the Collapse all link to collapse them all at once.

6. Side blocks

- Side blocks can be added when the editing is turned on.
- Which blocks you see depend on what the administrator has selected and what you as teacher choose to add.

To edit a course section

- Enable Edit mode/turn editing on
- Quickly rename sections from the pencil icon.

If Restrict access is enabled for the site, access to the section (including all activities and resources within it) may be restricted.

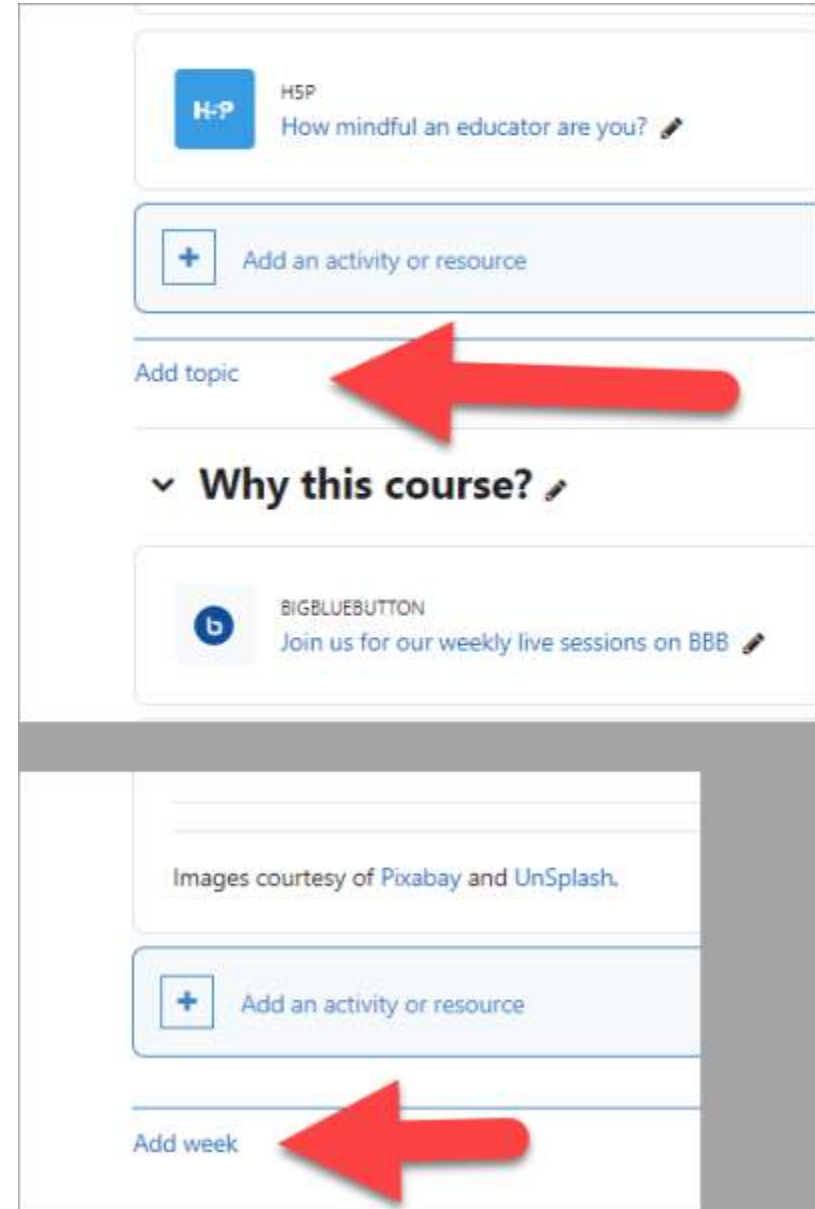
To move a course section

- (Note: The ability to move course sections is controlled by the capability moodle/course:move_sections, which is allowed for the default role of teacher.)
- Enable edit mode/turn editing on.
- Drag and drop the section either from the course central area or the Course index to your chosen location.
- If your course is long you can also drag from the central area to a location in the Course index, and/or you can click the three dots next to a section, select Move and choose the location to move it to.



To add course sections

- Enable edit mode/turn editing on.
- If you are using Topics then find the location you want to add a new section and click Add topic.
- If you are using Weeks then go to the bottom of the course page and click Add week.



To delete a course section

- With the editing turned on, click the 'Edit' link to the right of the course section you wish to delete and then, from the menu that displays, click 'X Delete'. You will be prompted to confirm your wish to delete the section and its contents. Note that all activities inside the section and their user data will also be deleted. Use the Recycle bin to reverse this if you do it by mistake.

To link course sections

- An admin setting *Always link course sections* can be enabled from *Site administration > Appearance > Navigation* and will link course sections so that when a course section name is clicked in the navigation block or the central content area, it will go directly to that section.

Blocks

- The Boost and Classic themes only displays blocks on the right, although contributed themes might display them on the left.
- To add a block to the course page
- Enable Edit mode top right.
- Expand the block drawer and click Add block. Select your block.
- To move a block
- With Edit mode on, click the crosshair icon on a block.
- While keeping the block selected, drag it to where you want to position it and let go.

Activities and resources

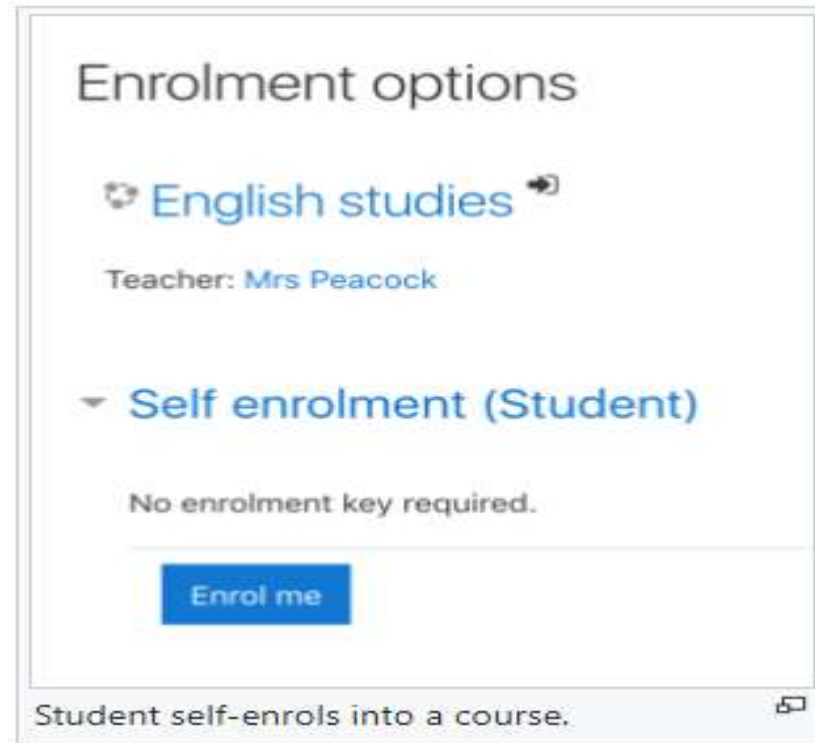
- To add an activity or resource to the course
- Enable Edit mode.
- Click 'Add an activity or resource' to open the activity chooser. Double-click to add an activity or resource; click the i for more information and click the star icon to add it to a separate, starred tab.
- Alternatively, certain resources and activities may be added using drag and drop:
- To add a file, simply drag and drop it onto the course section where you'd like it to appear
- To add a folder of files, simply zip the folder then drag and drop it onto the course section where you'd like it to appear, answer 'Unzip files and create folder' to the popup dialogue, then click the upload button
- To add a SCORM package, simply drag and drop it onto the course section where you'd like it to appear, answer 'Add a SCORM package' to the popup dialogue, then click the upload button

Course Add students

- The process of adding students to courses is called Enrolment. This is different from adding users to the site, which is known as Authentication. There are various methods of enrolling students into courses, once they have logged in to Moodle.
- A teacher can view, activate, add and remove the enrolment methods within their course from the Enrolment methods link accessed either from the gear menu in the nav drawer Participants link, or from the More link in the course gear menu (or in *Course administration > Users* in the Administration block if you are using a theme other than Boost). It may also be the case that the students are automatically enrolled into the course by an administrative process, and the teacher does not need to do anything.

Students enroll themselves

- If Self enrolment is enabled then students can sign up to courses themselves. The teacher can restrict enrolment to those who have been given an Enrolment key and, if needed, a staff member may be given the Keyholder role to manage enrolment keys.



Teachers manually enrol students

- If Manual enrolment is enabled (and it usually is) then teachers may add students to their course from the nav drawer Participants link by clicking 'Enrolled users' in the gear menu (or in *Course administration* > *Users* in the Administration block if you are using a theme other than Boost).

Tracking progress


- Grades
- Every course has its own Gradebook which is accessible from *Course administration > Gradebook setup*. Some activities such as Assignment and Quiz send grades back to this gradebook. It is also possible for teachers to enter grades directly into the gradebook.


Competencies


- Competencies describe the level of understanding or proficiency of a learner in certain subject-related skills. Competency-based education (CBE), also known as Competency-based learning or Skills-based learning, refers to systems of assessment and grading where students demonstrate these competencies.


Activity completion

- If Activity completion is enabled by the administrator and in the course settings, teachers can indicate for each course item how they wish it to be registered as complete. A tick/checkmark will then appear against the activity. Students may either mark it complete manually or the item will automatically be registered as complete once a student has met the specified criteria. These may be viewing a resource, submitting an assignment, posting in a forum or other conditions. The teacher can see an overview of who has completed what in the activity completion report in *Course administration > Reports > Activity completion*.


Announcements from your tutor


Prior Knowledge assessment


Factual recall test


Course chat

☒
☒
☒
☐

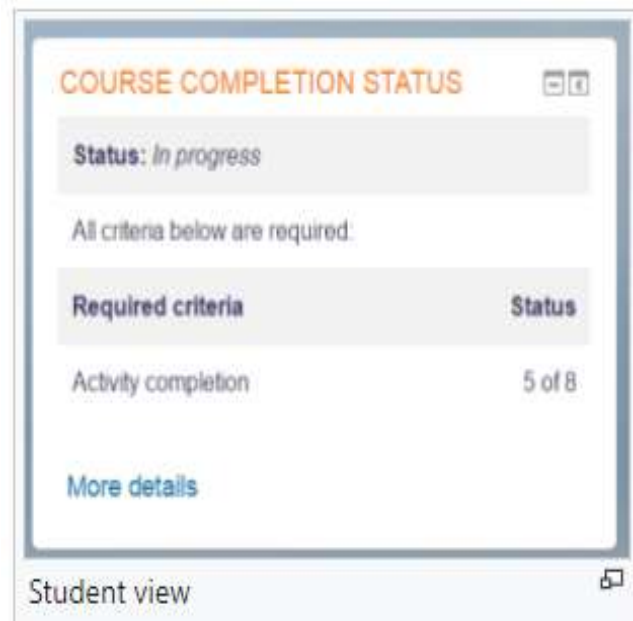
Student view

	Announcements from your tutor	Prior Knowledge assessment	Factual recall test	Course chat
First name / Surname				
Frances Banks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mark Ellis	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brian Franklin	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Barbara Gardner	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amanda Hamilton	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Joshua Knight	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
George Lopez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Anthony Ramirez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Donna Taylor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Brenda Vasquez	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Teacher view

Course completion

- As an extension of activity completion, enabling Course completion allows for a course to be officially marked as finished, either manually or automatically according to specified criteria. If the Course completion status block is added, students can see their progress during the course. Teachers can view the overall progress of students towards course completion from *Course administration>Reports>Course completion*.



The screenshot shows the 'Teacher view' of the course completion status. It displays a table with columns for various criteria and rows for individual students. The criteria include 'Course completion', 'Reflective journal', 'Group Project', 'Course evaluation', 'Video resources', 'Useful links', 'Practical report test', 'Prior knowledge assessment', and 'Assessments from your unit'. The students listed are Frances Banks, Mark Ellis, Brian Franklin, Barbara Gardner, and Amanda Hamilton. The table shows progress for each student across these criteria.

Criteria	Frances Banks	Mark Ellis	Brian Franklin	Barbara Gardner	Amanda Hamilton
Course completion	0/1	0/1	0/1	0/1	0/1
Reflective journal	0/1	0/1	0/1	0/1	0/1
Group Project	0/1	0/1	0/1	0/1	0/1
Course evaluation	0/1	0/1	0/1	0/1	0/1
Video resources	0/1	0/1	0/1	0/1	0/1
Useful links	0/1	0/1	0/1	0/1	0/1
Practical report test	0/1	0/1	0/1	0/1	0/1
Prior knowledge assessment	0/1	0/1	0/1	0/1	0/1
Assessments from your unit	0/1	0/1	0/1	0/1	0/1

Teacher view

Badges

- Badges can be awarded either manually or using activity completion settings in a course and are a popular way to motivate students. Students may be awarded badges at different stages of the course for different levels of progress.

Course reports

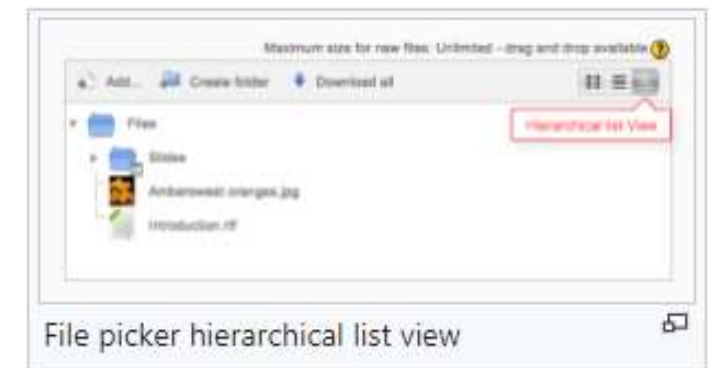
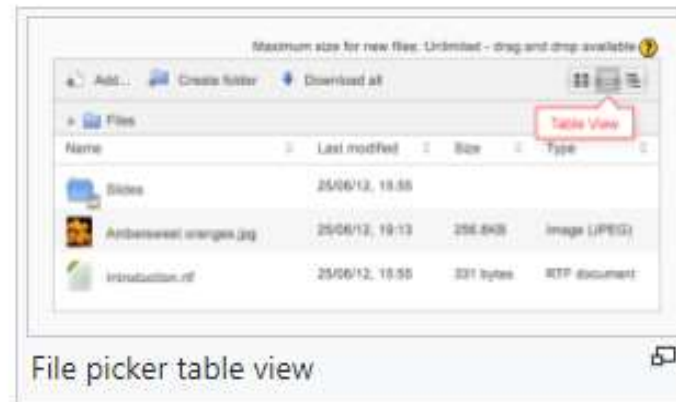
- A number of Course reports are available to the teacher in their course to help them track the progress of their students. In addition to the activity and course completion reports mentioned above (which are only available if these settings are enabled) there are also activity reports, participation reports and general course logs.

Add a resource or activity

- Instead of drag and drop, you can click the link 'Add an activity or resource' and select either File or Folder from the activity chooser.

Viewing uploaded files

- Once uploaded, files appear as thumbnails in the file manager for easy recognition.
- Files view can be easily toggled between icons view or a table view with sizes and dates, or a hierarchical list view.



Editing or updating uploaded files

- Clicking on the name of an uploaded file opens up a pop up dialogue box which allows file details quickly to be altered.

Manage your site

- Add users
- Add courses
- Change the look and feel
- Install plugins

Add users

- Users may be added to a Moodle site in several ways. When user accounts are created on a site, the process is called Authentication, and when users join a course, the process is called Enrolment. Normally only the administrator is allowed to add users to a site. Course teachers can only add students to their course and do not have permission to add users to the site. (If you're a teacher looking for instructions on how to add students to your course, read [Add students](#).)

Users sign up to the site themselves

- If you wish people to create their own accounts on your site, you must enable Email-based self-registration. This feature is disabled by default because of the possibility of spammers accessing your site.

Log in

Username

Password

☐ Remember username

[Forgotten your username or password?](#)


Cookies must be enabled in your browser ⓘ

Some courses may allow guest access

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will 'enrol' you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Signing up for an account 

The admin creates accounts manually

- This process is called Manual authentication and is enabled by default on a site. You can lock certain fields, set password expiry dates, and configure other settings from *Site administration > Plugins > Authentication > Manual accounts*.
- As an administrator, you can add users one at a time from *Site administration > Users > Accounts > Add a new user*. See the documentation *Add a new user* for more details.
- You can also upload users in batches with a CSV file from *Site Administration > Users > Accounts > Upload users*. See the documentation *Upload users* for more details.
- The CSV file will also upload users directly into courses and groups within those courses. In the example below, new students are added to the site and enrolled in specified groups in two courses, English and Mathematics. (The courses need to exist already, but if the groups do not already exist, Moodle will create them on upload.)

Adding a course

- By default a regular teacher can't add a new course. To add a new course to Moodle, you need to have either Administrator, Course Creator or Manager rights. To add a course:
- From the Site administration link, click Courses>Manage courses and categories.
- Click on the category where you want your course to be. For more information see Course categories
- Click the "New course" link



- Enter the course settings, and then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.
- On the next screen, if you have chosen "Save and display", choose your students/teachers to assign to the course.

Deleting a course

- Teachers cannot delete courses. Managers (i.e. users with a role for which the capability moodle/course:delete is allowed) can delete courses and course creators can delete courses they have created themselves, but only within 24 hours of creating the course. This is so that courses created by mistake may be deleted without needing to ask an administrator.
- Administrators can always delete courses.
- To delete a course (as an admin or manager):
 - From the Site administration link, click Courses > Manage courses and categories
 - Click the course's category and click the course in the screen on the right.
 - Click the Delete link.

Course and category management

Course categories

[Create new](#) | [Re-sort subcategories](#)

☐ **Miscellaneous** 7

[Re-sort sub categories of selected categories](#)

Miscellaneous

[New course](#) | [Re-sort courses](#) | [Per page: 20](#)

<input type="checkbox"/>	Activity examples	Settings View Down Arrow
<input type="checkbox"/>	Course Fullname 101	Settings View Up Arrow Down Arrow
<input type="checkbox"/>	Meta link course	Settings View Up Arrow Down Arrow
<input type="checkbox"/>	Questions and more questions	Settings View Up Arrow Down Arrow

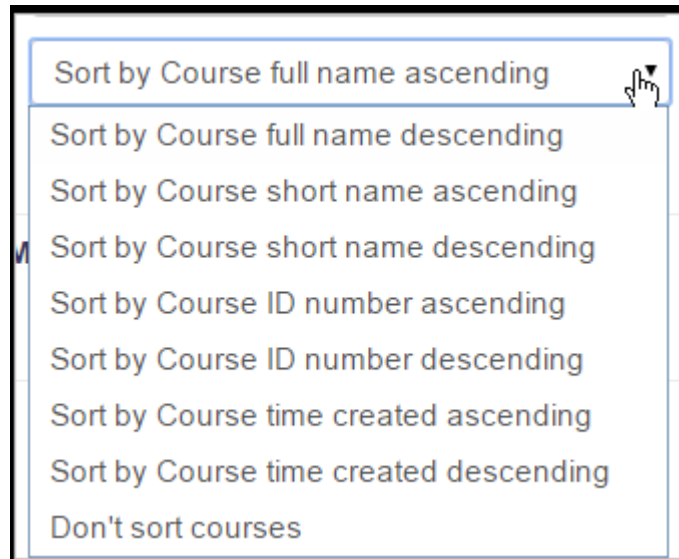
Activity examples

[View](#) | [Edit](#) | [Enrolled users](#) | **Delete** | [Hide](#) | [Backup](#) | [Restore](#)

Full	Activity examples
name	
Short	Activity examples
name	

Sorting courses

- Courses may be sorted by an admin or manager from *Administration>Site administration>Courses>Manage courses and categories*.
- Courses may be sorted by ascending/descending and by time created.



Teacher view:

- Once students have submitted work, click on the assignment and click “Grades”

Here, the submission may be annotated (1) and/or downloaded (2); a grade entered (3) and individual feedback given (4). The teacher saves the changes (5) and moves to the next student (6)

The screenshot shows the teacher's interface for reviewing student submissions. At the top, the assignment title 'Assignment: Safety when solo climbing' is displayed, along with a link to 'View all submissions'. The current user is 's4@example.com' and the due date is '1 May 2021, 11:59 pm'. The interface is divided into two main sections: the submission content on the left and the grading/feedback tools on the right.

Submission Content (Left):

- A large orange circle with the number '1' is positioned above the submission text, indicating where the teacher can annotate.
- The submission text is titled 'Safety considerations when climbing' and contains several paragraphs of text and a bulleted list of questions.
- A large orange circle with the number '5' is positioned at the bottom of the submission content, indicating where the teacher can save changes.

Grading and Feedback Tools (Right):

- A 'Change user' dropdown menu shows '6' as the selected user, with a large orange circle with the number '6' next to it.
- The submission file 'SoloClimbingSafety.pdf' is listed with a large orange circle with the number '2' next to it, indicating where the teacher can download the file.
- The 'Export to portfolio' link is visible.
- The 'Comments (0)' section is empty.
- The 'Grade' section shows 'Grade out of 100' and a text input field for the grade, with a large orange circle with the number '3' next to it, indicating where the teacher can enter the grade.
- The 'Feedback comments' section has a rich text editor with various formatting options (bold, italic, link, etc.) and a large orange circle with the number '4' next to it, indicating where the teacher can provide feedback.

Bottom Navigation:

- Buttons for 'Notify students', 'Save changes', 'Save and show next', and 'Reset' are located at the bottom.

What is the Forum activity?

- The Forum activity allows students and teachers to exchange ideas by posting comments as part of a 'thread'. Files such as images and media maybe included in forum posts. The teacher can choose to grade and/or rate forum posts and it is also possible to give students permission to rate each other's posts.

How is it set up?

- In a course, with the editing turned on, choose 'Forum' from the activity chooser.
- Give it a name and, if needed, a description.
- Choose your Forum type, clicking the question mark (?) icon for descriptions of each type. If you're unsure, use the default Standard forum for general use.
- Expand the other sections to define the settings you want. For more help, see Forum settings.
- Click Save and display and, optionally, add a post to get started.

How does it work?

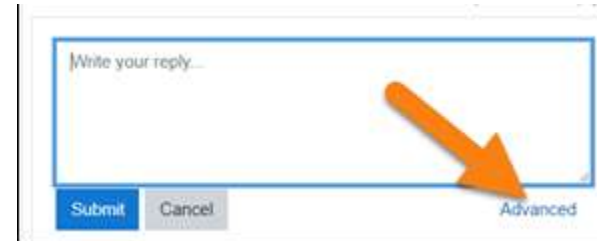
Student view

- Students access the forum by clicking the icon on the course page and depending on the forum type selecting, will typically be see a button to start a new discussion topic. They can sort discussions, subscribe to discussions from the toggle button, and favorite/bookmark discussions from the star icon on the left. This moves the discussion to the top of the list, under any discussions pinned by the teacher.



cont....

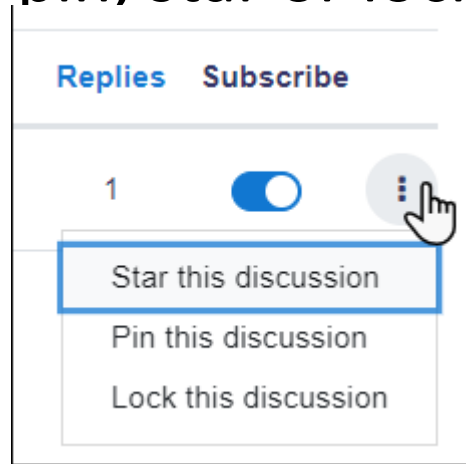
- When starting a new discussion or replying If they click into a discussion, they have a link to reply and a 'Permalink'.
- When replying, a basic text editor is available. Clicking the link Advanced displays the full editor and options such as uploading attachments.



- Posts can be edited for a limited time, usually 30 minutes, dependent on the administrator's settings.

Teacher view

- Teachers additionally have three dots to the right of the Subscribe option, allowing them to pin, star or lock discussions.



- When replying to a forum post, teachers also optionally can send a Private reply which is only seen by that particular student. Students cannot reply to this private reply.



What is the Quiz activity?

- The Quiz is a very powerful activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.
- Questions are created and stored separately in a Question bank and can be reused in different quizzes.
- When creating a Quiz you can either make the questions first and add them to the Quiz, or add a Quiz activity (as below) and create the questions as you go along.

How is it set up?

- In a course, with the editing turned on, choose Quiz *from the activity chooser*.
- Give it a name and, if required, a description.
- Expand the other sections to select the settings you want. With the default settings, students can repeat the quiz, moving freely between questions, each on a different page. There is no time limit and scores and feedback display once they have completed the quiz.
- To change any of these defaults, and for more information on configuring your quiz, see Quiz settings.
- Click Save and display.
- Click Edit quiz
- Click Add and then click '+ a new question' (If you already made questions in the question bank, then click '+ from question bank' or if you wish to add a question randomly picked from a category of questions, click '+ a random question'.)

Maximum grade

Total of marks: 0.00

☐ Shuffle ?

Add ▾

- + a new question
- + from question bank
- + a random question

cont..

- Choose the type of question you want to add and then click 'Add' at the bottom:
- Add your question. For help, see the documentation [Question types](#).
- Click Save changes and repeat the steps for as many questions as you need.
- Click 'Save changes' when you have made your question.
- If you want, change the maximum grade for your quiz to reflect the number of questions.



How does it work?

- Student view
- Quizzes are visible on the page once you add them so if you don't want them to see it as you are creating questions, hide it until you are ready.
- Depending on the settings, students may see questions all on one page or on separate pages. There will be a block linking to each question.

Question 1

Not yet answered

Marked out of 2.00

Flag question

What is the significance of the little girl in the film A Beautiful Mind?

Select one:

☐ a. She served to remind Nash that he was getting older

☐ b. She was the catalyst for the later scientific discoveries Nash made.

☐ c. She was the key to Nash realising the people he saw were not real

Quiz navigation

1 2 3 4 5 6 7

[Finish attempt ...](#)

cont...

- Students can flag questions to alert the teacher to possible queries.
- In order to finish the quiz and potentially see their scores (depending on the settings) students must click 'Submit all and finish' when they reach the Summary of attempt page:

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved
6	Answer saved
7	Answer saved

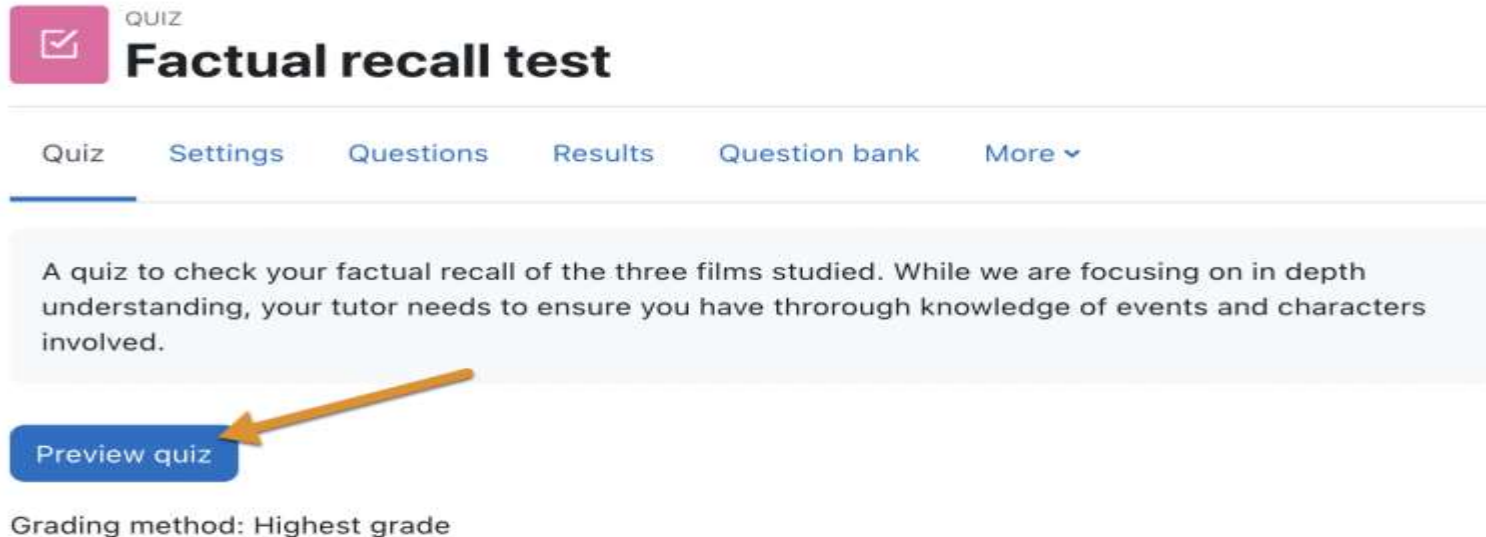
Return to attempt

Submit all and finish



Teacher view

- Teachers should preview the quiz to ensure it displays as desired for students:



- Grades can be viewed either by clicking the quiz and the link 'Attempts' when students have attempted the quiz, or from the Actions menu top right > Results (as in the above screenshot).

Questions?

- 1) What is moodle ?
- 2) *What do you want from an online learning system?*
- 3) *How to add new course using moodle ?*
- 4) *What are the different course management features ?*
- 5) *How to add quiz for students ?*
- 6) *What are different learner management features ?*
- 7) *Explain various features of homepage ?*
- 8) *Explain how to Add, Delete, Modify courses ?*
- 9) *What is a Forum Activity ?*
- 10) *What are the activities of managers site ?*

THANK YOU