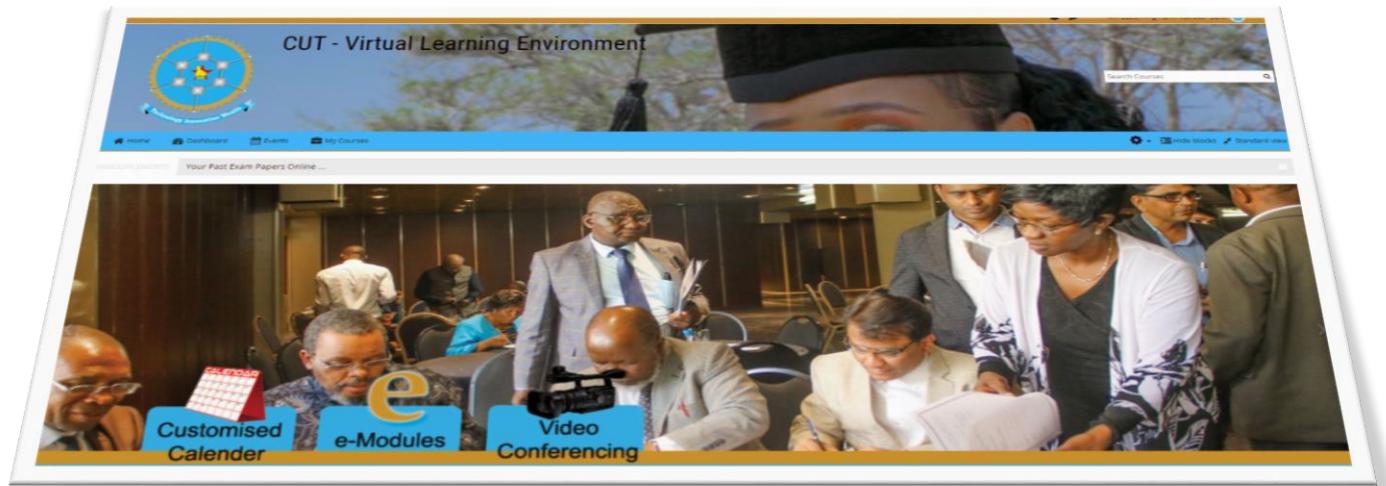


CHINHOYI UNIVERSITY OF TECHNOLOGY



**INFORMATION AND COMMUNICATION TECHNOLOGY DEPARTMENT
AND
ACADEMY OF TEACHING AND LEARNING**



Lecturer's Virtual Learning Environment Manual

Version 1.1

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1.0 Preamble

The emergence of adaptive technologies to bridge the digital divide in coming up with strategic solutions in solving unprecedented challenges require innovation. As we continuously move to online technologies, the ICT has integrated the University E-Learning Portal system with Modular Object-Oriented Dynamic Learning Environment (Moodle), a Virtual Learning Environment (VLE). This enhances access to online teaching and learning resources by both lecturers and students. You do not have to download and or install Moodle, the ICT department has already integrated Moodle to the CUT e-Portal. All configurations and settings have been made. You will only have to create your user profile by login and or creating your account if you are a first time user.

Moodle is a flexible, open source, and free to download learning management solution. Moodle is a user-friendly software package that extends the classroom onto the web via the internet. It is an e-learning platform that serves the learning and training needs of people from all types of organizations and in particular CUT.

Why CUT should take up this e-learning solution:

- This e-learning solution provides online learning in personalised environments that foster interaction, inquiry, and collaboration where lecturers can create and deliver online courses/modules so that students can meet and exceed their learning goals.
- Moodle is feature rich and highly flexible which works well to our advantage when integrating with our e-portal.
- Moving along with technology in line with the direction of going 100% online, it is necessary to embrace such advances in creating an enabling teaching and learning environment for a university community.
- Both the E-portal and Moodle will be integrated as staff and students work.

- By login to the integrated e-portal, a lecturer instructor or student may be prompted to change password according to Moodle. In turn, on successful change of credentials, a valid Moodle account will be created seamlessly.
- Upon Moodle login, instructors and facilitators can for example create assignments; quiz, upload documents and students can access assigned work and respond within the confines.
- Frequently asked questions are addressed in a different section to ease use of the virtual learning environment.
- Moodle's adaptive learning allows instructors and facilitators to deliver customized online modules and resources and manage learning activities to address the unique needs of each module where instructional design and delivery is aided with the use of technology. Moodle through Instructional Design, leads to adaptive learning through flexible module creation features such as activity access restrictions, module completion conditions, lesson activity using clusters, quiz adaptability etc.

1.2 How to use this manual

This manual is intended for instructors and staff. The following sections helps instructors to make the most of Moodle. The rest of the manual addresses the instructor. All facilitators and instructors are encouraged to go through the manual first, familiarise themselves with the contents and understand the instructions.

This manual is in ... sections. Section 1 Helps you to navigate around the CUT VLE site as an instructor. You should be familiar with the terms and actions that you will have to do. Read through the manual before you start working on your profile. You have to be clear that your modules, any forums blog entries and link to edit your profiles are set before you start using the VLE. An important feature is the Edit profile link that allows you to make certain corrections. You cannot unilaterally change your username. You have to consult your admin.

Your site allows you to view notifications. These include messages, submissions from students, new posts including graded assignments.

The second part helps you to post items, assign and collect written and submitted assignments. Moodle helps you to post resources including electronic journals.

1.2.1 Key features

- Activity- allows you to add actions you want students to work on
- Backup-This is done by the administrator
- Course- is used interchangeably for module
- Grades- allows you to grade tests, quizzes and assignment of each registered student
- Logs- ? shows you all activities in your class for a set amount of time
- Files- allow you view all files and to upload files to your class
- Help- - take you to specific sections of this manual
- Forum- exchanging thoughts, opinion and ideas by posting comments between instructors and students. The posts maybe images, audio or media files
- Gradebook- automatically collects scores and feedback from quizzes , Assignments, activities and/or manual grades from your Moodle course.
- Item- are used for grading students with the intention to set aggregate to measure to performance in the course/module activities.
- Quiz- used by instructors or lecturers to evaluates student understanding of the module/course.
- Resource- this include journal articles, lecture notes, links, assignments, quizzes and reading material etc
- Scales- Moodle allows you to create evaluation scales
- Settings- allow you to change the look of your class

- Turn editing on- this allows you to make changes to activities and resources, quizzes and assignments their appearance and functionality.
- Weighting- from a quiz or assignment they produce a total of points earned by a student.

2.0 Accessing the CUT Website

Open your favourite browser and type the following URL (www.cut.ac.zw) that will direct you to the cut website. There are various activities that you can do from the website by clicking on the selected item. In this case this manual assists the user on navigating the Chinhoyi University of Technology Virtual Learning Environment (CUT VLE).

3.0 Accessing the Staff Portal

From the menu bar click on Staff and select Portal. You will be directed to a login window where you are prompted to enter your login credentials. See Figure3.1 below



Figure 3. 1 : Accessing the Staff Portal

3.1 The login account creation process

Existing CUT account holders will fill in their username and password as prompted by the system to navigate to CUT VLE as in Figure3.2.

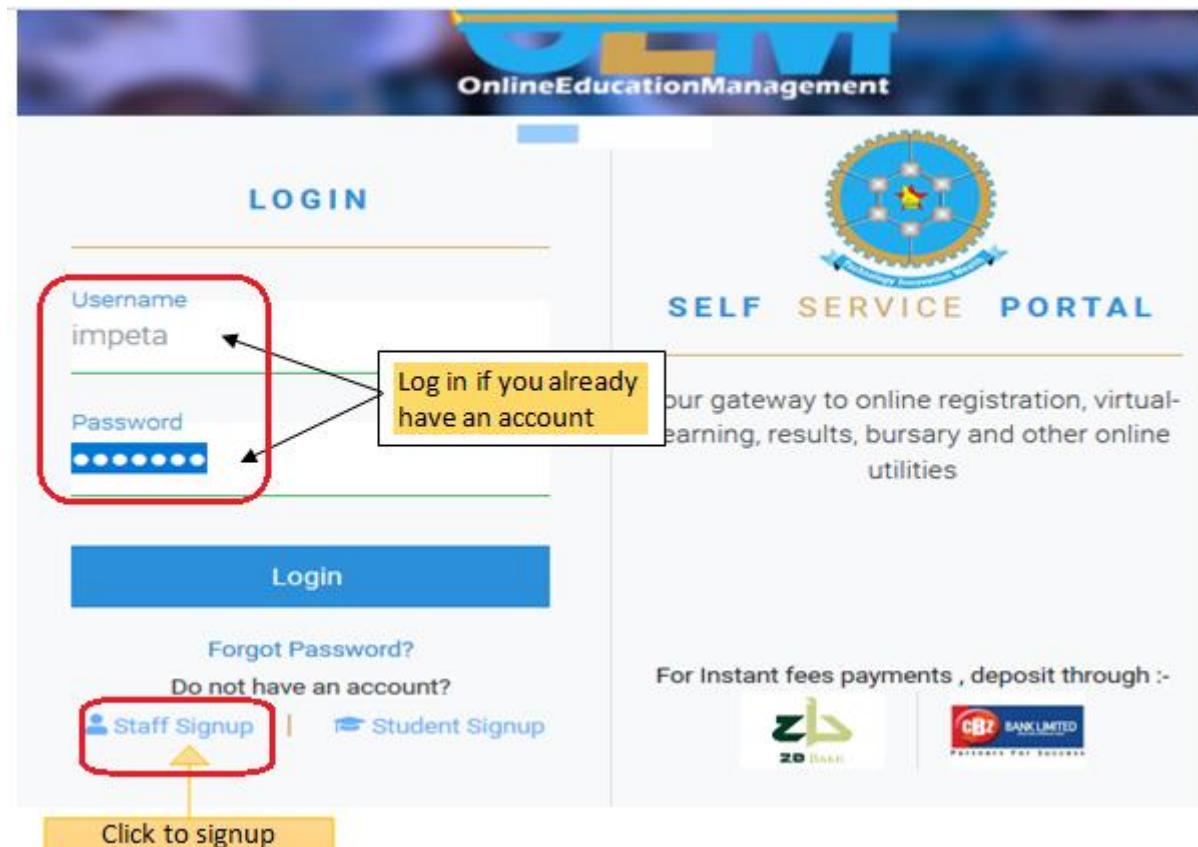
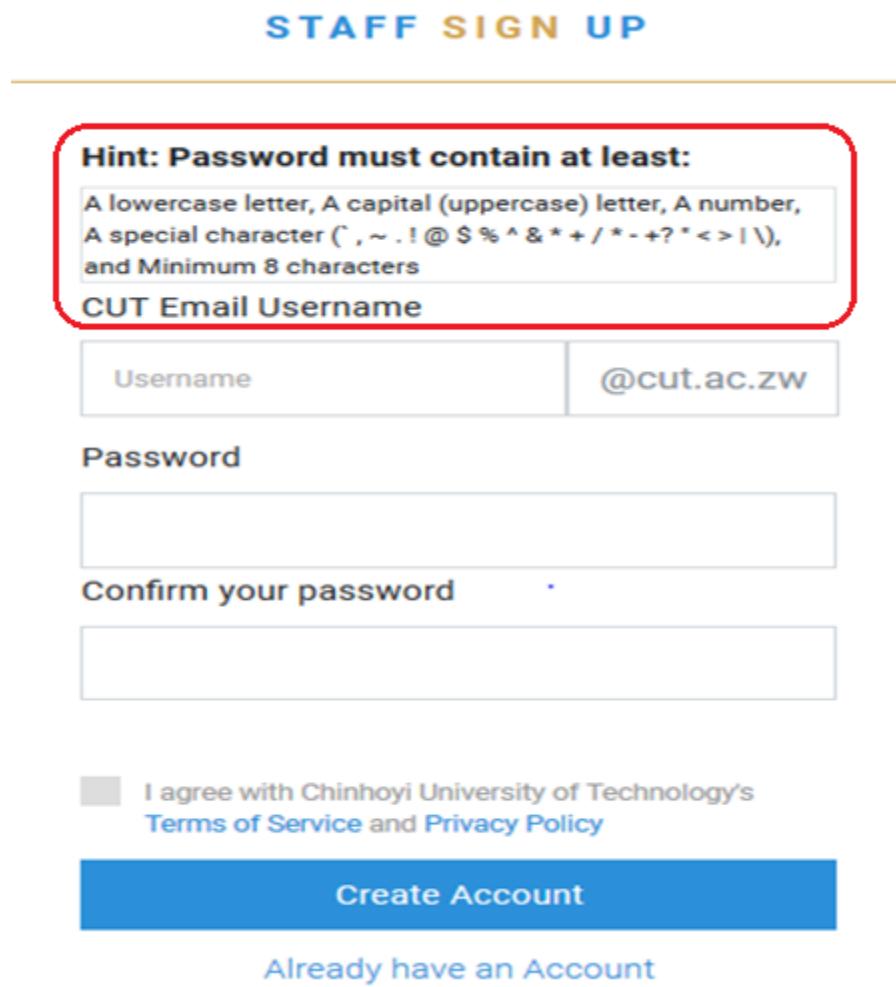


Figure 3. 2 : User Login

3.1.1 Signup

Signup is a login account creation process for non-CUT email account holders. Click on Staff Signup as indicated on figure3.2 above fill in the signup form as shown in fig 3.3



The screenshot shows a 'STAFF SIGN UP' form. At the top, there is a red-bordered box containing a password hint: 'Hint: Password must contain at least: A lowercase letter, A capital (uppercase) letter, A number, A special character (` ~ . ! @ \$ % ^ & * + / * - +? " < > | \), and Minimum 8 characters'. Below the hint is a 'CUT Email Username' field containing 'Username @cut.ac.zw'. The 'Password' and 'Confirm your password' fields are empty. There is a checkbox labeled 'I agree with Chinhoyi University of Technology's Terms of Service and Privacy Policy'. A large blue 'Create Account' button is at the bottom, and a link 'Already have an Account' is below it.

STAFF SIGN UP

Hint: Password must contain at least:
A lowercase letter, A capital (uppercase) letter, A number,
A special character (` ~ . ! @ \$ % ^ & * + / * - +? " < > | \),
and Minimum 8 characters

CUT Email Username

Username	@cut.ac.zw
----------	------------

Password

Confirm your password

I agree with Chinhoyi University of Technology's
[Terms of Service](#) and [Privacy Policy](#)

Create Account

[Already have an Account](#)

Figure 3. 3: New user signup form

3.1.2 Username creation

The CUT user name creation convention starts with the first name initial followed by a surname, for example cmuram@cut.ac.zw. c is the initial and muram the surname.

3.1.3 Creating effective Passwords

As a user, you are required to create a strong password that should contain letters of the alphabet (upper and lower cases), special characters excluding the hash character (#) or (! @, \$, %, ^, &, *) and numbers (1,2,3,etc). your password should be more than or ??? at least eight (8) characters as per **CUT-ICT Password Policy.**

For example,

- a. ***MuraChiZ!mb@2020it@\$***
- b. ***zAch@eG2020%***
- c. ***Dootmat@2020***
- d. ***dooRm\$15hos@A***

3.1.4 Confirm password

As a user retypes the same password as in the password step in 2.1.3. If the password fails to match you are alerted of the failure as in Figure 3.4

STAFF SIGN UP

Hint: Password must contain at least:

A lowercase letter✓, A capital (uppercase) letter✗,
A number✓,
A special character (` , ~ . ! @ \$ % ^ & * + / * - +? " < | \)✓,
and Minimum 8 characters✓

CUT Email Username

cmurambiwa	@cut.ac.zw
------------	------------

Password

.....	✓
-------	---

Confirm your password

.....	!
-------	---

Passwords do not match

Figure 3. 3: Mismatch Password

3.1.5 Matching password without agreeing to CUT terms

If you clicked Create Account button without reading and agreeing to terms of service and private policy, you will not be allowed to proceed as shown in figure 3.5 below. After reading and agreeing with the terms of service click the Grey check box followed by clicking the login button to proceed.

STAFF SIGN UP

Hint: Password must contain at least:

A lowercase letter✓, A capital (uppercase) letter✓,
A number✓,
A special character (' , ~ . ! @ \$ % ^ & * + / * - + ? * < > | \)✓,
and Minimum 8 characters✓

CUT Email Username

@cut.ac.zw

Password

*****✓

Confirm your password

*****✓

Click the grey check box

 I agree with Chinhoyi University of Technology's Terms of Service and Privacy Policy
Please agree to our terms of service

Create Account

Figure 3. 4: Agree to terms of service

3.1.6 Account Duplication

The above user exists in the system and as he tried to create an account he was alerted that he already has an account. Thus the system does not allow one to create a duplicate Account (See message in Figure 3.6 below).

The screenshot shows a 'STAFF SIGN UP' form. At the top, there is an error message in a red-bordered box: 'You already have an active account. Go to the log in page and log in'. To the right of this message is a yellow callout box with the text: 'An existing user erroneously creating a new account, directed to go to login'. Below the error message, there is a 'Hint: Password must contain at least:' section with a password complexity requirement. The form fields include 'CUT Email Username' (with 'Username' and '@cut.ac.zw' parts), 'Password' (empty field), 'Confirm your password' (empty field), and a checkbox for agreeing to terms and conditions. A large blue 'Create Account' button is at the bottom.

STAFF SIGN UP

You already have an active account. Go to the log in page and log in

An existing user erroneously creating a new account, directed to go to login

Hint: Password must contain at least:

A lowercase letter, A capital (uppercase) letter, A number,
A special character (, ~ . ! @ \$ % ^ & * + / * - +? " < > | \),
and Minimum 8 characters

CUT Email Username

Username @cut.ac.zw

Password

Confirm your password

I agree with Chinhoyi University of Technology's [Terms of Service](#) and [Privacy Policy](#)

Create Account

Figure 3. 5: An existing Signing Up

3.1.7 Upon successful account creation

Of note are the matching passwords and the agreement to terms of service by the you, the user. If the two match, then you are directed to the login window notifying you of a successful account creation as shown on Figure 3.7.

The screenshot shows the 'STAFF SIGN UP' page. A yellow box at the top provides a password hint: "Hint: Password must contain at least: A lowercase letter✓, A capital (uppercase) letter✓, A number✓, A special character (^, ~, !, @, \$, %, ^, &, *, +, /, *, -, +, ?, <, >, |, \)✓, and Minimum 8 characters✓". Below the hint, there is a 'CUT Email Username' field containing "djacobs @cut.ac.zw". The 'Password' field contains "*****" and has a green checkmark. The 'Confirm your password' field also contains "*****" and has a green checkmark. A yellow callout box points to the checkmarks with the text "Passwords match you should see two ticks". Below the password fields is a checkbox labeled "I agree with Chinhoyi University of Technology's Terms of Service and Privacy Policy". At the bottom is a large blue 'Create Account' button with a yellow callout pointing to it that says "Click this button". At the very bottom left, there is a link "Already have an Account".

Figure 3. 6: Successful Signup and agreement to terms

3.1.8 First time user logging in

The first time user can login using the credentials from signup.

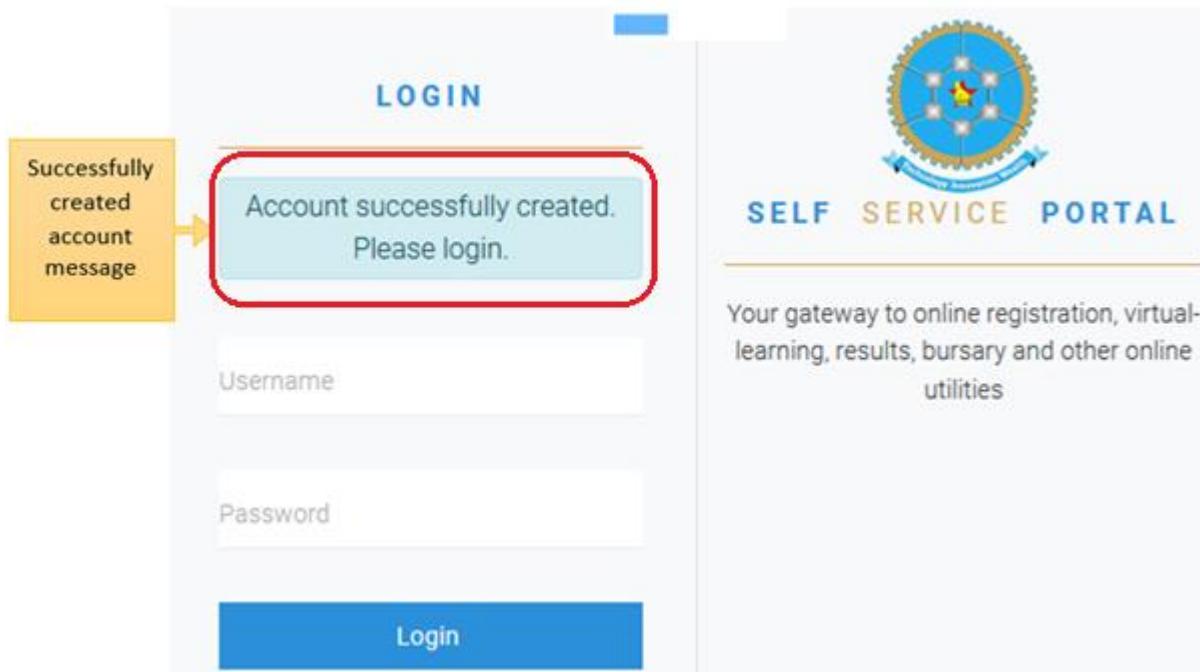


Figure 3. 7 : New Lecturer Logging In

3.1.9 The new user logged on.

After a successful login the first time user is brought to the window in Figure 3.9 and should first **select school** and click on **Save Department**.

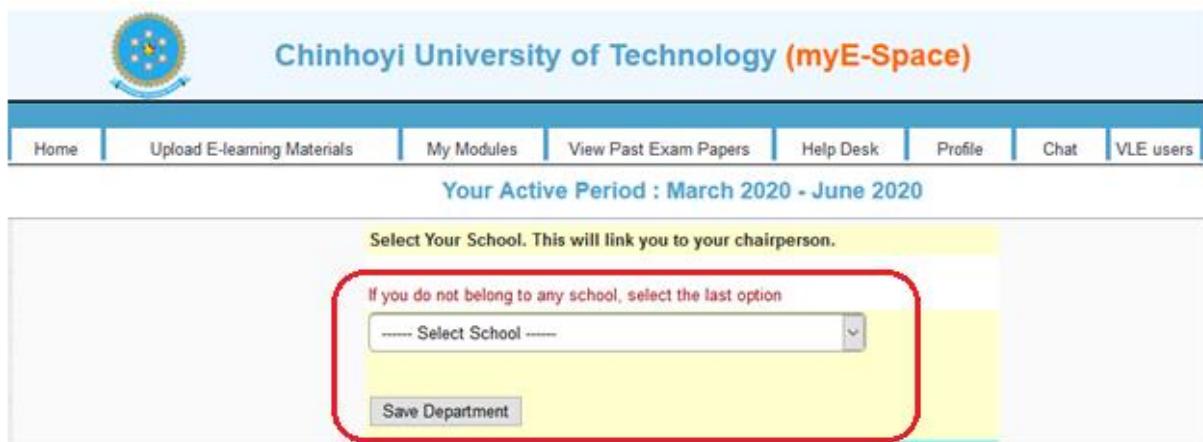


Figure 3. 8 : Select School

In the window shown in Figure 3.10below scroll down to select your school and click save department. See figure 3.11

The screenshot shows a user interface for selecting a school or institute. At the top, there is a horizontal navigation bar with links: Home, Upload E-learning Materials, My Modules, View Past Exam Papers, Help Desk, Profile, and Chat. Below the navigation bar, the text "Your Active Period : March 2020 - June 2020" is displayed. A yellow box contains the instruction "Select Your School. This will link you to your chairperson.". Below this, a red box contains the instruction "If you do not belong to any school, select the last option". A dropdown menu is open, showing the following options:

- Select School -----
- Select School -----
- INSTITUTE OF LIFELONG LEARNING
- SCHOOL OF ENTREPRENEURSHIP AND BUSINESS SCIENCES
- SCHOOL OF ENGINEERING SCIENCES AND TECHNOLOGY
- SCHOOL OF AGRICULTURAL SCIENCES AND TECHNOLOGY
- ADULT AND LIFELONG EDUCATION
- SCHOOL OF HOSPITALITY AND TOURISM
- SCHOOL OF ART AND DESIGN
- SCHOOL OF NATURAL SCIENCES AND MATHEMATICS

Figure 3. 9: Choose school/Institute

3.1.10 Selecting School and Saving Department

By selecting school and clicking on save department the system generates a message to the chairperson who in turn approves and sets up the correct period and allocates modules to the new lecturer.

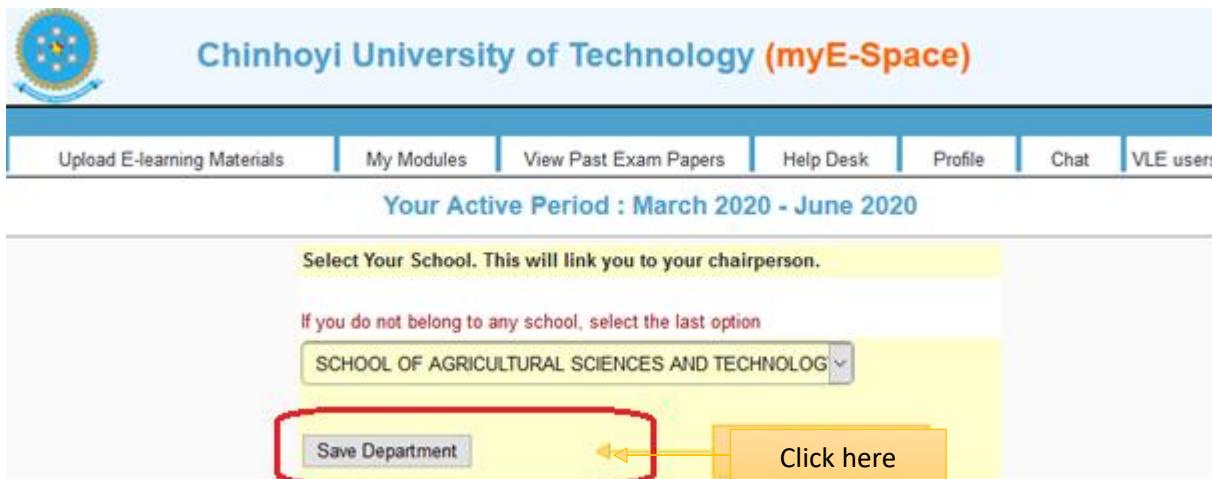


Figure 3. 10: School/Institute selected

3.2 Logging into the system

After you has been accepted, allocated modules and your period setup you can now access the CUT VLE (Moodle) by clicking on [My Modules/Course](#) then click on [CONTINUE TO CUT VLE](#), see Figure 3.12

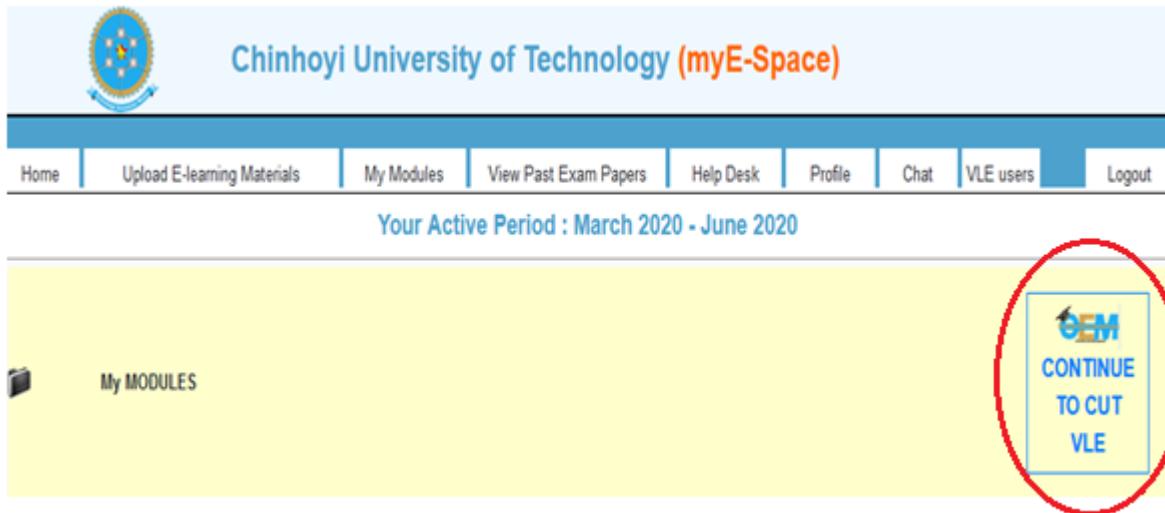


Figure 3. 11: Continue to CUT VLE

3.2.1 On successful account creation in step 3.1

The user would have agreed to the terms of service and private policy in line with the ICT policy which they are required to go through.

3.2.2 Conditions leading to unsuccessful login

Invalid user name (not in conformity with CUT username convention)

The user would have logged on with wrong credentials or would have made an error on typing the user name or password.

3.2.3 Invalid password input

The error is associated with wrong password entered and the user is reminded to refer to ICT Policy with emphasis on password policy.

3.2.4 Change/Password reset

For security reasons, you are encouraged to change your password (how often?). For more information, read the ICT policy. and hyperlink ICT

3.2.5 Successful login this should come first the issues later

Overall objective was to create a staff login profile and also how to address issues during login process.

4.0 Chinhoyi University of Technology Virtual Learning Environment (CUT VLE) Portal

This is a system for delivering learning materials to students via the web. The system functions include student assessment, student tracking, collaborating and communication tools. It is accessed both by registered Chinhoyi University of Technology students and staff who are privileged to be having CUT VLE accounts

4.1 Moodle Course

It is a platform for instructors; lecturers add learning materials, resources or activities for their students. The courses maybe created by administrator with access rights. Instructors or lecturers can add content or modify to suit his/her needs. Under course they are other supporting functionality such as editing text, activity chooser, activities, resources, grades and tracking progress.

4.2 Accessing the Portal

On CUT website click on staff and then select portal from the menu bar. You will be directed to a login window where you are prompted to enter your login credentials or signup if you don't have an account with Chinhoyi university of Technology. The steps are shown in above

5.0 Accessing modules/courses

After successful creation of a CUT account in step 3.1 the lecturer (who at some point is referred to as user) can navigate through the CUT VLE. From the window below the user should click on My Course/Modules as indicated to navigate to the next window as in Figure 5.1

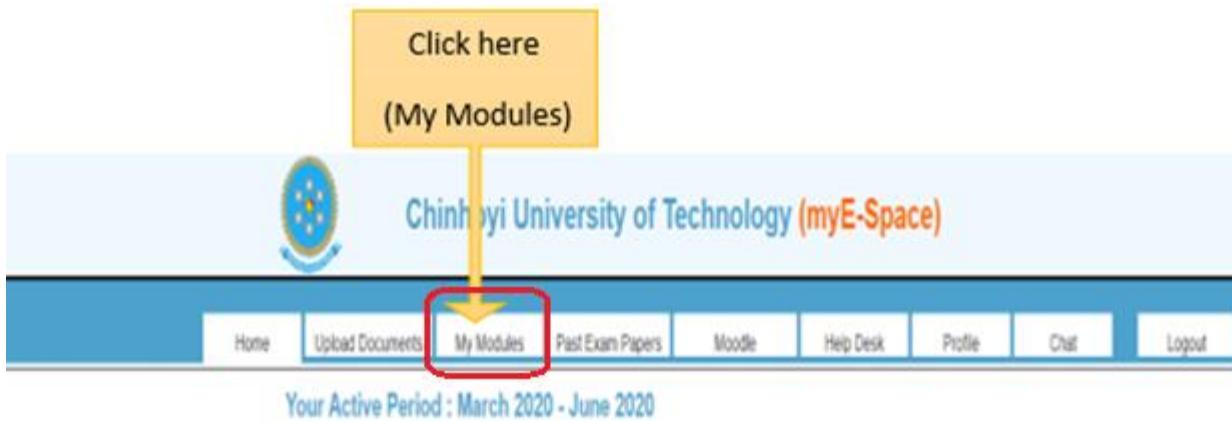


Figure 5. 1: My Modules

In Figure 5.2 the Lecturer views Moodle classes that are activated. Click **CONTINUE TO CUT VLE** to go to the **Virtual Learning Environment** window.

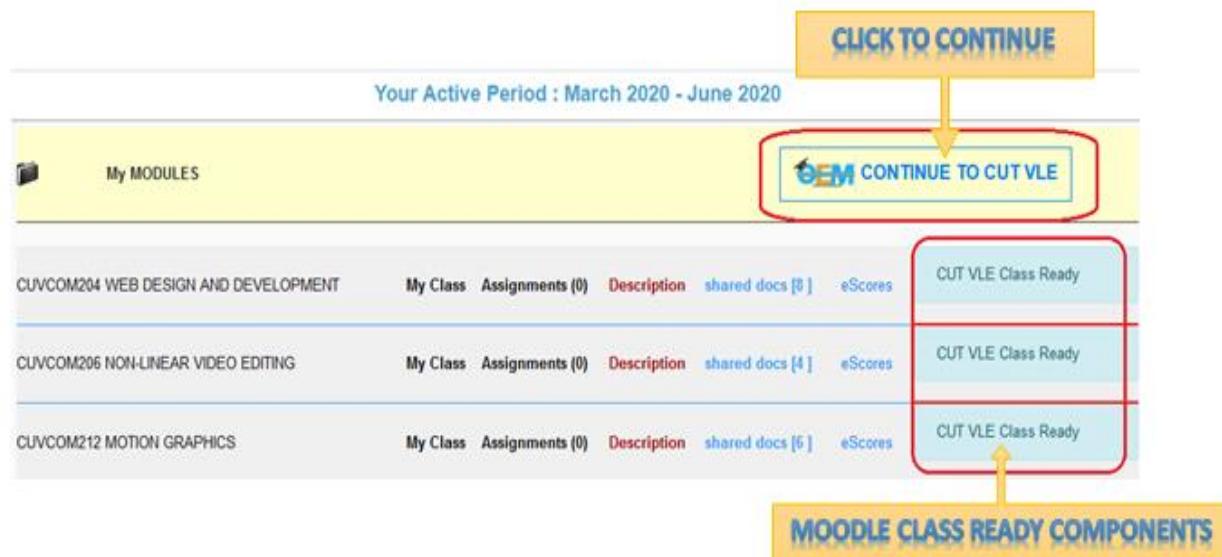


Figure 5. 2: Continue to VLE

5.1 Accessing My Course/Modules

The clicked button above links you to the window below. On this interface you required to click on My Course/module menu. You will see all your course/modules in a drop-down format as indicated here in **Figure 5.3 above.**

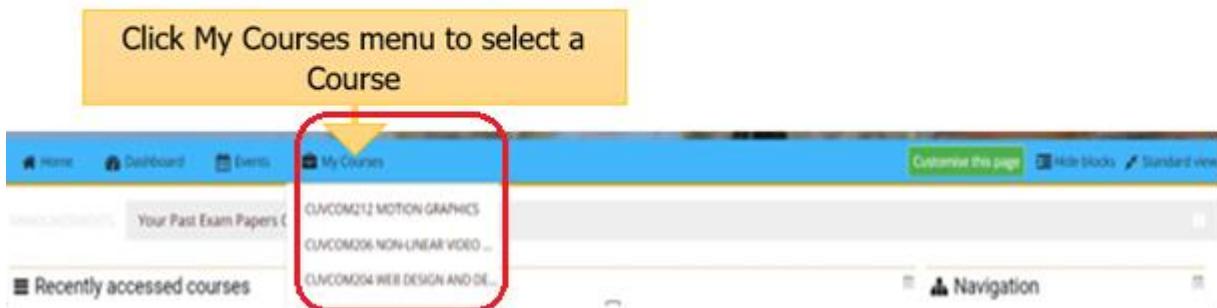


Figure 5. 3: My Course/Modules

5.1.2 Turn editing on

After selecting your course from **My Modules**, a new window comes up that will be showing the selected course in bold and a menu bar with an additional menu item called **This Course** and a green **Turn on editing** button. Click on the green button. The purpose of this action (**Turn editing on**)is to enable the user/ lecturer to add modules/course and make changes to assignments, quizzes, grades, upload reading material, etc. and should be switched off after all the changes have been done. Check the highlighted items in figure 5.4.



Figure 5. 4: Turn editing on

5.1.2.1 Turn editing off

The **Turn editing off** button turns orange after having been turned on as shown in figure 5.4 below. After all the changes done for that particular course the lecturer should make sure that the Turn editing on is turned off. The purpose of **Turn editing off** is not to enable the an intruder to temper with the lecturer's changes done for that particular course. See highlighted in figure 5.5.



Figure 5. 5: Turn editing off

5.1.3 The selected module

The selected module is shown below the menu bar being bold in the Navigation menu as is indicated in the interface below.



Figure 5. 6: Module Selection

5.1.4 The selected Course/Module (This Course/Module)

You can then click on “**This Course/module**” menu (i.e. the selected course/module from the previous activity) to how many students are enrolled for the module/course, their grades and of module/course the forums. Note; The following three (3) screens are a result of **This Module/Course** Menu.



Figure 5. 7: This Course/ Module

5.1.5 Viewing active Students for the Course/module

To view the number of active students the lecturer should select and click on participants from the drop-down menu in Fig. 5.8. The following interface comes up showing roles of participants (You and your students). From this interface you can determine how many students or groups have seen the course/module.

The screenshot shows the Moodle 'Participants' page for the module 'CUVCOM204 WEB DESIGN'. The page header includes links for Home, Dashboard, Events, My Courses, This course, Hide blocks, and Full screen. The main content area displays a table of participants with the following data:

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Gabriel Innocent Mpeta MR	impeta@cut.ac.zw	Teacher, Non-editing teacher	No groups	4 secs	Active
<input type="checkbox"/>	NOREEN SHANTIE TENGENDE	c19137394@student.ac.zw	Student	No groups	33 mins 1 sec	Active
<input type="checkbox"/>	SHYLET TEPANI	c19136007y@student.ac.zw	Student	No groups	Never	Active

Below the table are buttons for 'Select all', 'Deselect all', 'Choose...', and 'With selected users...'. To the right, a navigation sidebar lists course pages and specific participant details for Gabriel Innocent Mpeta MR.

Figure 5. 8: Active Students for the module

5.1.6 Viewing Grader report

The lecturer can view the grader report pertaining to the selected module from this interface. Also, the interface shows the number of participants being students only.

The screenshot shows a Moodle-based interface for viewing a grader report. At the top, there's a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and a gear icon for settings. Below that is a breadcrumb trail: My courses > CUVCOM204 WEB DESIGN AND DEVELOPMENT > Grades > Grade administration > Grader report. The main title is "Grader report". Below it is a menu with options: View, Setup, Scales, Letters, Import, Export. A sub-menu is open under "View" with items: Grader report (which is selected and highlighted in blue), Grade history, Outcomes report, Overview report, Single view, and User report. To the right of this menu, a yellow callout box contains the text "All Students for this course participants". Below the menu, there are two search fields: "First name" and "Surname", each with a dropdown arrow and a grid of letters A through Z. The "First name" field has a small blue square icon next to the letter "A".

Figure 5. 9: Viewing grader report

5.1.7 Viewing Forums for “This Course/Module”

The last part of the “This Module” menu is the forums which has this interface below. In this interface forums, their descriptions and discussions held are shown on this interface. In this case no announcements where done

The screenshot shows the Moodle interface for the 'This course' section. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and a gear icon. Below the navigation bar, the course name 'CUIT201 DATABASE SYS ...' is displayed. On the left, a red box highlights the 'Announcements' section. Under 'Announcements', it says 'General news and announcements' and 'Add a new topic'. A table lists one announcement:

Discussion	Started by	Last post ↓	Replies
☆ CUIT201-DATABASE SYSTEMS	Chinofunga S MR 27 Aug 2020	Chinofunga S MR 27 Aug 2020	0

A red circle highlights the 'Replies' column for the announcement. An orange box at the bottom right of the table area contains the text: 'No replies to Announcements posted'.

Figure 5. 10: Viewing Forums

5.1.8 Quick check on forums

The following interface in Figure 5.10 shows how the lecturer can quickly see if he has posted any announcements by clicking the purple icon. If they were any announcements an window like in figure 5.10 will appear.

The screenshot shows the Moodle interface for the 'This course' section. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and a gear icon. Below the navigation bar, the course name 'CUIT201 DATABASE SYS ...' is displayed. On the left, a red box highlights the 'Announcements' icon (a purple speech bubble with a white arrow). A callout box with an orange arrow points from this icon to another callout box. The text in the callout box says: 'Click the purple icon to view announcements for'. The main interface shows the same table as Figure 5.10, indicating no announcements have been posted.

Figure 5. : Quick Forums check

5.1.9 Adding a topic to This Course/Module

After clicking the purple icon, the lecturer is informed that no announcements were posted and to upload or add a topic click the “Add a new topic” button as indicated below.

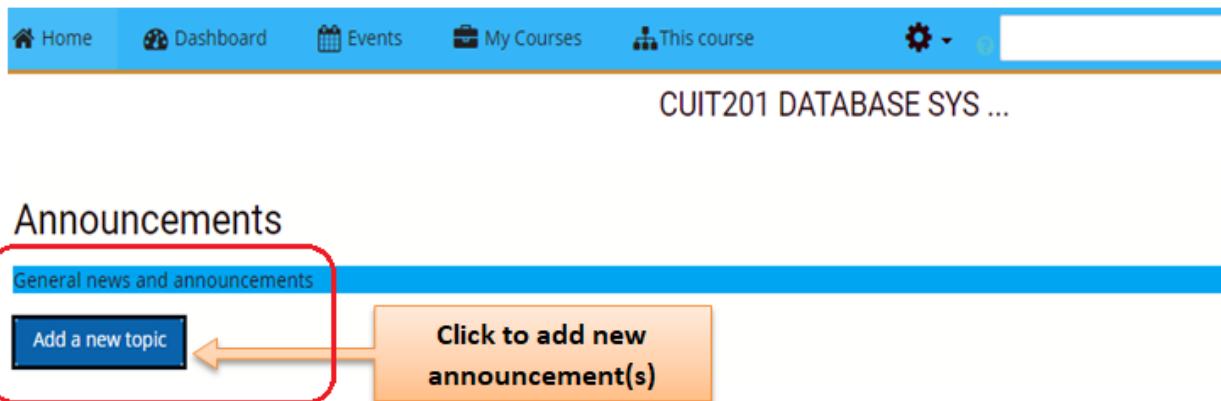


Figure 5. 11: Adding a Topic

5.1.10 Mandatory fields

In this interface you can add a new topic. You type the subject name against “**subject**” and type your announcement in the message space provided. Note that these are mandatory hence the red circled exclamation marks. You can post your announcement to the forum through the “Post to forum”.

Announcements

General news and announcements

Add a new topic

Mandatory fields

Subject !

Message !

The screenshot shows a user interface for creating a new announcement. At the top, there's a blue header bar with the text "General news and announcements". Below it is a dark blue button labeled "Add a new topic". To the left, an orange callout box contains the text "Mandatory fields" and has an arrow pointing towards the "Subject" and "Message" fields. Both of these fields have red exclamation marks next to them, indicating they are required. The "Subject" field is currently empty. To the right of the "Subject" field is a large text area with a toolbar above it, featuring icons for bold, italic, underline, lists, and other rich text options. The entire interface is set against a white background.

Figure 5. 12: Mandatory fields

6.0 Entering grades

You should first select the module to enter grades. Click on “My Course/module” and select course/module. After selecting and clicking the module a new window opens up where you are required to do the necessary setup. See highlighted areas in figure 6.1.

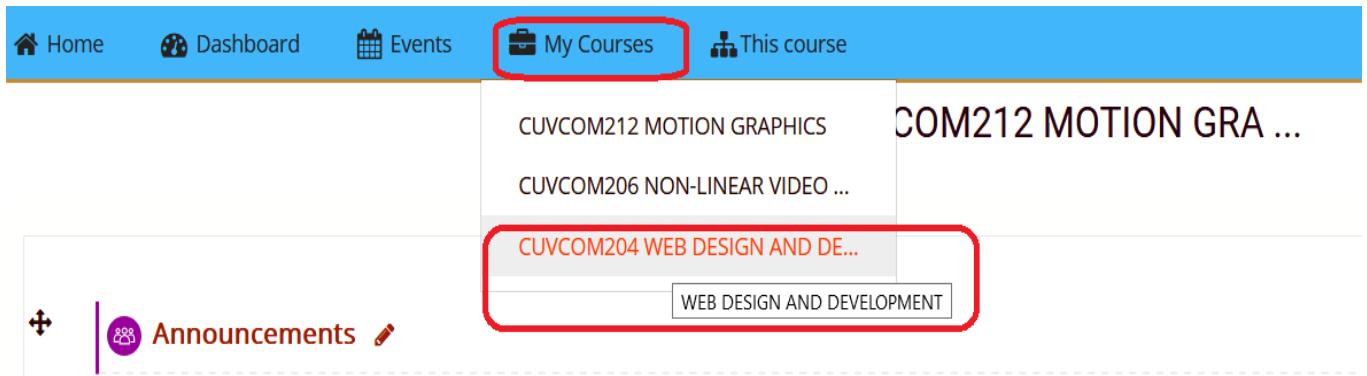


Figure 6. 1: Selecting course to enter grades

6.1 To turn on editing

Always make sure that editing is turned on to enable you to carry out all activities required of a lecturer. Click the green button ref figure 5.3.

6.1.1 How to set up a gradebook is this one word?

A gradebook is a CUT VLE feature that helps the lecturer to collect scores for graded activities from your course/module. Before the lecturer grade the assignments, module weighting must be set by clicking gradebook setup. To set up a gradebook for a course/module, click on the **gear** icon in the upper right and select **Gradebook setup**.

In the Gradebook set the lecturer can add grade item, add category and save changes. To carry out these actions, click on “setup” and choose “Gradebook setup”. For each course/module, there’s a Weights column, the bigger the number, the more important the grade for performing this task. On our screen below, there is type of graded course/module, for which we can create two categories. They can be Assignment and Quiz. To do this, Click“Add category”. In any course/module, a lecture 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**.

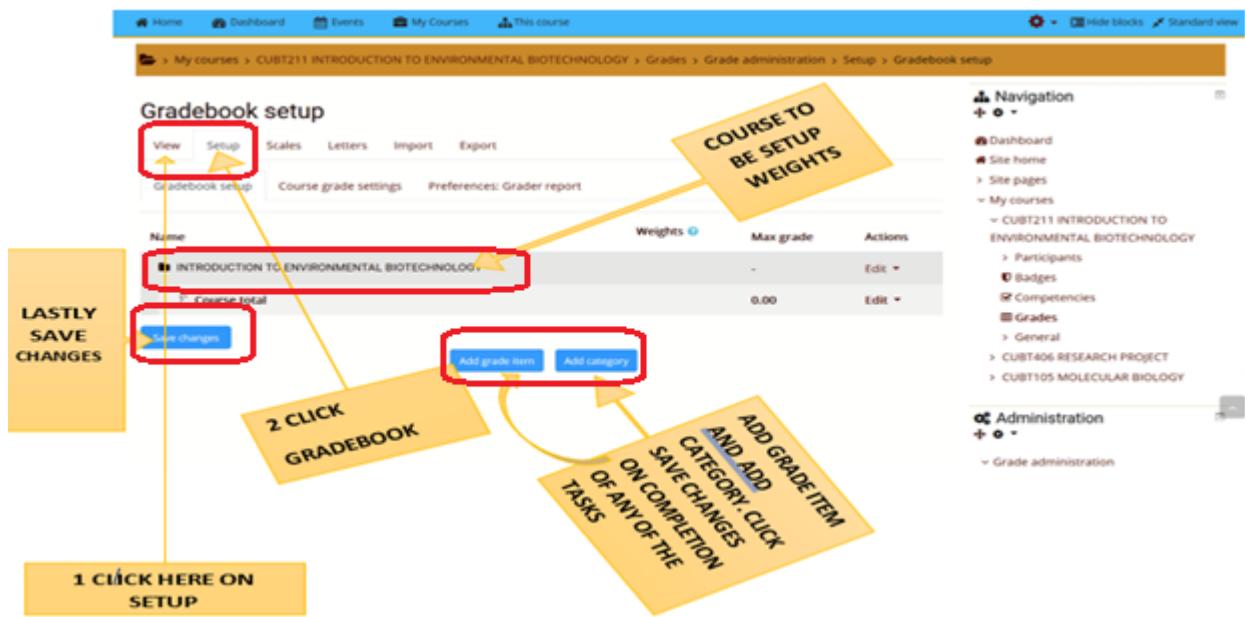
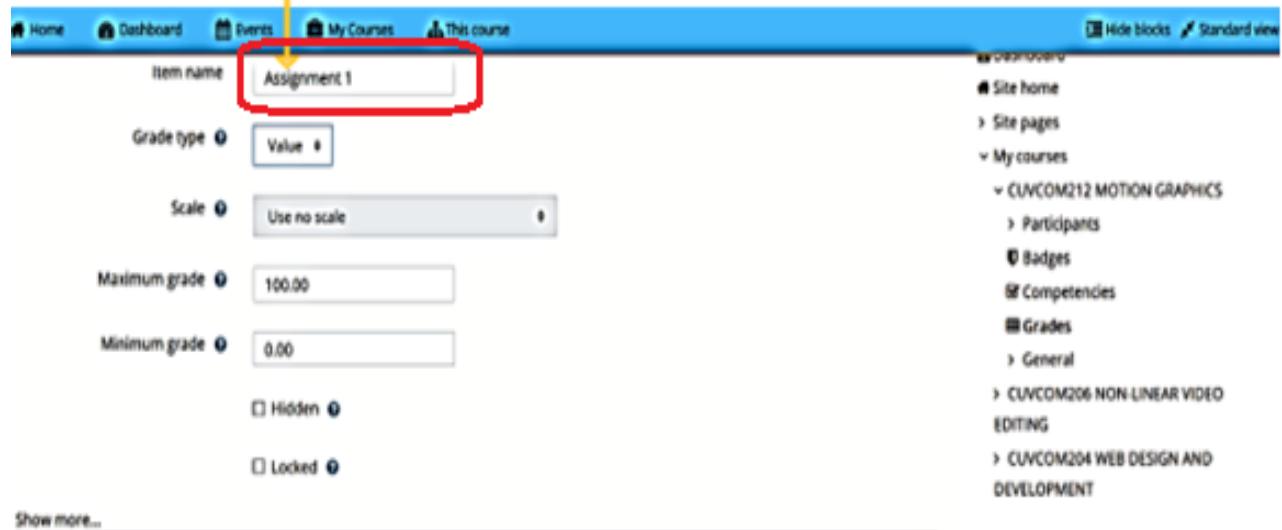


Figure 6. 2: How to set up gradebook

Click on add grade item to add an item e.g Assignment 1.

Figure 6.3 shows an item name called Assignment 1 has successfully been created

A GRADE ITEM SUCCESSFULLY CREATED



The screenshot shows a Moodle interface for creating a grade item. At the top, there's a yellow banner with the text "A GRADE ITEM SUCCESSFULLY CREATED". Below it is a navigation bar with links like Home, Dashboard, Events, My Courses, This course, Hide blocks, and Standard view. The main form has fields for Item name (containing "Assignment 1", which is highlighted with a red box), Grade type (Value), Scale (Use no scale), Maximum grade (100.00), Minimum grade (0.00), and checkboxes for Hidden and Locked. On the right, there's a sidebar with course navigation and a list of grades.

Figure 6. 3: Grade item

Assignment 1 added and click save changes. The same is done for Quiz item creation.

After setting the items click on setup and Gradebook setup the screen below (Figure 6.5) comes up with default weights and max grade. The lecture can change these to the required weight and max grade standards. The course/module and the activity the lecturer is doing are always in the golden menu strip.

The screenshot shows the Moodle Gradebook setup page. At the top, there is a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and Grade administration. Below the navigation bar, a breadcrumb trail indicates the current location: My courses > CUVCOM212 MOTION GRAPHICS > Grades > Grade administration > Setup > Gradebook setup. On the left, there is a navigation sidebar with links for Dashboard, Site home, Site pages, My courses (expanded), CUVCOM212 MOTION GRAPHICS (expanded), Participants, Badges, Competencies, Grades (selected), General, CUVCOM206 NON-LINEAR VIDEO EDITING, CUVCOM204 WEB DESIGN AND DEVELOPMENT, Administration (expanded), and Grade administration. The main content area is titled "Gradebook setup" and has tabs for View, Setup, Scales, Letters, Import, Export, Gradebook setup (selected), Course grade settings, and Preferences: Grader report. A message box at the top states "Your weights have been adjusted to total 100." Below this, a table lists grade items:

Name	Weights	Max grade	Actions
MOTION GRAPHICS	-	-	Edit
Assignment 1	50.0	100.00	Edit
Quiz	50.0	100.00	Edit
Course total		200.00	Edit

At the bottom left of the table, there is a blue "Save changes" button. To the right of the table, there are buttons for "Add grade item" and "Add category". A yellow callout box with a black border and text "THE CREATED GRADE ITEMS, ASSIGNMENTS AND QUIZ WITH DEFAULT WEIGHTS AND MAX GRADE" points to the "Assignment 1" and "Quiz" rows in the table.

Figure 6. 4: Grade items weights adjusted

6.2 Changing the weighting of an item

There are two options of changing item weighting.

Option one

When your items are organized, it's easier to assign the weights to each category. Let's say, we consider Assignment 1 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 and save changes.

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 assignment 2

The screenshot shows the Moodle Gradebook setup page. At the top, there are tabs for View, Setup, Scales, Letters, Import, and Export. The Setup tab is selected. Below the tabs, there are three buttons: Gradebook setup, Course grade settings, and Preferences: Grader report. A message box says "Your weights have been adjusted to total 100." The main table lists items under the category "MOTION GRAPHICS". The table has columns for Name, Weights, Max grade, and Actions. The "Assignment 1" row has a checked checkbox in the "Weights" column and the value "50" entered. The "Quiz" row has an unchecked checkbox and the value "33.333". The "Assignment 2" row has an unchecked checkbox and the value "33.333". At the bottom of the table, there is a row for "Course total" with a value of "300.00". Below the table are buttons for "Save changes", "Add grade item", and "Add category". On the right side of the page, there is a navigation sidebar with sections for Site home, Site pages, My courses (with CUVCOM212 MOTION GRAPHICS expanded), Administration (with Grade administration, Grader report, and Grade history), and a gear icon for settings.

Name	Weights	Max grade	Actions
MOTION GRAPHICS	-	-	Edit ▾
Assignment 1	<input checked="" type="checkbox"/> 50	100.00	Edit ▾
Quiz	<input type="checkbox"/> 33.333	100.00	Edit ▾
Assignment 2	<input type="checkbox"/> 33.333	100.00	Edit ▾
Σ Course total	300.00		Edit ▾

Save changes Add grade item Add category

Figure 6. 5: Changing weighting item option 1

6.2.1 Save the changes.

The screenshot shows the Moodle Gradebook setup page. At the top, there is a navigation bar with links: Home, Dashboard, Events, My Courses, This course, and a gear icon for settings. To the right of the gear icon are options to 'Hide blocks' and 'Full screen'. On the left, there is a sidebar titled 'Navigation' with links to Site home, Site pages, My courses (which is expanded to show CUVCOM212 MOTION GRAPHICS), Participants, Badges, Competencies, Grades (which is expanded to show General), and other course categories like CUVCOM206 NON-LINEAR VIDEO EDITING and CUVCOM204 WEB DESIGN AND DEVELOPMENT. Below the sidebar, the main content area is titled 'Gradebook setup' and has tabs for View, Setup (which is selected), Scales, Letters, Import, and Export. Under the 'Setup' tab, there are three sub-tabs: Gradebook setup (selected), Course grade settings, and Preferences: Grader report. A message box at the top of the content area says 'Your weights have been adjusted to total 100.' Below this, a table lists items under the category 'MOTION GRAPHICS'. The table columns are Name, Weights, Max grade, and Actions. The items listed are Assignment 1 (weight 33.333, max grade 100.00), Quiz (weight 33.333, max grade 100.00), Assignment 2 (weight 33.333, max grade 100.00), and Course total (max grade 300.00). At the bottom of the table are buttons for 'Save changes', 'Add grade item', and 'Add category'.

Name	Weights	Max grade	Actions
MOTION GRAPHICS	-		Edit ▾
Assignment 1	33.333	100.00	Edit ▾
Quiz	33.333	100.00	Edit ▾
Assignment 2	33.333	100.00	Edit ▾
Course total		300.00	Edit ▾

Figure 6. 6: Save Changes

6.2.2 Option two changing the weighting of an item
Click the actions and edit settings as indicated below.

The screenshot shows the Moodle Gradebook setup page. At the top, there is a navigation bar with links like Home, Dashboard, Events, My Courses, This course, Grade administration, Hide blocks, Full screen, Grade report, Grade history, Outcomes report, Overview report, Single view, User report, Setup, Gradebook setup, Course grade settings, Preferences: Grader report, Import, Export, Letters, and Scales. Below the navigation bar is a table titled 'MOTION GRAPHICS' showing assignment weights and maximum grades. The table includes rows for Assignment 1 (weight 33.333, max grade 100.00), Quiz (weight 8.334, max grade 100.00), Assignment 2 (weight 8.334, max grade 100.00), Assignment 1 (weight 50.0, max grade 100.00), and Course total. To the right of the table is a sidebar with 'CLICK ACTIONS' and 'EDIT SETTINGS' callouts. The 'Actions' button for the first assignment row is circled in red, and a yellow arrow points from it to the 'Edit settings' option in the dropdown menu, which is also circled in red. Other options in the dropdown include Edit calculation, Delete, and Hide. Buttons at the bottom of the page include Save changes, Add grade item, and Add category.

Name	Weights	Max grade	Actions
MOTION GRAPHICS			Edit
Assignment 1	33.333	100.00	Edit
Quiz	8.334	100.00	Edit
Assignment 2	8.334	100.00	Edit
Assignment 1	50.0	100.00	Edit
Σ Course total			

CLICK ACTIONS

EDIT SETTINGS

Figure 6. 7: Option Two

Click on the check box **weight adjusted**, enter the correct figure and save changes.

The screenshot shows the Moodle assignment configuration page for 'Assignment 1'. The page includes fields for Item name (Assignment 1), Grade type (Value), Scale (Use no scale), Maximum grade (100.00), Minimum grade (0.00), and checkboxes for Hidden and Locked. A 'Show more...' link is present. A yellow callout box points to the 'Weight adjusted' checkbox, which is highlighted with a red border. The 'Weight' field contains the value 50. At the bottom are 'Save changes' and 'Cancel' buttons.

Item name: Assignment 1

Grade type: Value

Scale: Use no scale

Maximum grade: 100.00

Minimum grade: 0.00

Hidden

Locked

Show more...

Parent category:

Weight adjusted

Weight: 50

Extra credit

Save changes **Cancel**

Click the check box weight adjusted to able to enter weight

Figure 6. 8: Option two continues

Weighting adjusted and save changes.

The screenshot shows the Moodle Gradebook setup page. At the top, there is a blue header bar with links for Home, Dashboard, Events, My Courses, This course, and a navigation menu. Below the header, the title "Gradebook setup" is displayed, along with tabs for View, Setup, Scales, Letters, Import, and Export. The "Setup" tab is selected. Underneath, there are three sub-tabs: Gradebook setup (selected), Course grade settings, and Preferences: Grader report. A yellow box on the left labeled "WEIGHTING ADJUSTED MESSAGE" has an arrow pointing to a red box around a message stating "Your weights have been adjusted to total 100." Below this, there is a table with columns for Name, Weights, Max grade, and Actions. The table contains entries for Assignment 1 (50.0), Quiz (25.0), Assignment 2 (25.0), and Course total (300.0). At the bottom of the table, a blue "Save changes" button is highlighted with a red box and an arrow from the "WEIGHTING ADJUSTED MESSAGE" box. To the right of the "Save changes" button are two other buttons: "Add grade item" and "Add category".

Name	Weights	Max grade	Actions
MOTION GRAPHICS			Edit
Assignment 1	50.0	100.00	Edit
Quiz	25.0	100.00	Edit
Assignment 2	25.0	100.00	Edit
Course total		300.00	Edit

Figure 6. 9: Save Changes

You may choose to delete an item or hide it. Always save changes you make. Follow the steps to delete an item

6.2.3 Editing a Course/Module

Step 1

Select My course/module and select course.



Figure 6. 10: Course/Module

Step 2

The window below comes up .Choose and click **Grades**.

A screenshot of a Moodle course editing interface. The top navigation bar includes 'Home', 'Dashboard', 'Events', 'My Courses', 'This course', 'Turn editing on' (with a gear icon), 'Hide blocks', and 'Star'. The main title 'CUIT404 COMPUTER SEC ...' is displayed. In the center, there's a list of course sections like 'Announcements' (marked with a plus sign) and 'Edit' buttons. To the right is a 'Navigation' sidebar with a tree view. An orange arrow points from the text in Step 2 to the 'Grades' link under the 'Competencies' section of the sidebar, which is also highlighted with a red rectangle.

Figure 6. 11: Click Grades

Step 3

Click **Setup** as indicated in red circle in the figure below

The screenshot shows a Moodle interface. At the top, there is a blue header bar with links for Home, Dashboard, Events, My Courses, This course, and navigation icons. To the right of the header are buttons for Turn editing on, Hide blocks, and Standard view. Below the header, a breadcrumb trail shows the path: My courses > CUIT404 COMPUTER SECURITY > Grades > Grade administration > Grader report. The main content area has a title 'Grader report' and a menu with options: View, Setup (which is circled in red), Scales, Letters, Import, and Export.

Figure 6. 12: Click Setup

Step 4

The grade book window below in figure shows up and select the item you wish to edit e.g. Assignment 1 for the Computer Security course. Click on edit as indicated below in red circle.

The screenshot shows the 'Gradebook setup' page for the 'CUIT404 COMPUTER SECURITY' course. The left sidebar shows a navigation tree with 'My courses' expanded, showing 'CUIT404 COMPUTER SECURITY' and its sub-items: Participants, Badges, Competencies, Grades, and General. The main content area shows a table for 'Assignment 1'. The table has columns: Name, Weights, Max grade, and Actions. The 'Actions' column for Assignment 1 has an 'Edit' button, which is circled in red. A green box highlights the entire table row for Assignment 1. At the bottom of the table, there is a 'Save changes' button.

Figure 6. 13: Editing Assignment

Step 5

You can choose any of the editing actions as listed;

1. Edit Calculation
2. Delete
3. Duplicate or
4. Hide an activity. See the red boxed actions in the figure below.

The screenshot shows the Gradebook setup page for a course. At the top, there's a breadcrumb navigation: Home > My courses > CUIT404 COMPUTER SECURITY > Grades > Grade administration > Setup > Gradebook setup. Below the navigation, there are tabs: View, Setup (which is selected), Scales, Letters, Import, and Export. Under the Setup tab, there are three sub-links: Gradebook setup (selected), Course grade settings, and Preferences: Grader report. The main content area displays a table for managing assignments. The columns are Name, Weights (with a help icon), Max grade, and Actions. There are two rows: one for 'COMPUTER SECURITY' containing 'Assignment 1' with a weight of 100.0 and a max grade of 100; and another for 'Course total' with a max grade of 100.0. To the right of the table is a 'Actions' menu with five options: Edit settings (selected), Edit calculation, Delete, Duplicate, and Hide. This menu is highlighted with a red box. On the far right, there's a navigation sidebar with links like Dashboard, Site home, Site pages, My courses, Participants, Badges, Competencies, Grades, General, and another section for CUIT104 VISUAL LANGUAGES CONCEPTS. A 'Save changes' button is located at the bottom left of the main content area.

Figure 6. : Editing Options

Step 6

Save changes. (Edited)

The screenshot shows the 'Gradebook setup' page for the 'COMPUTER SECURITY' course. The navigation bar at the top includes links for Dashboard, Site home, Site pages, My courses, CUIT404 COMPUTER SECURITY, Participants, Badges, Competencies, Grades, General, CUIT104 VISUAL LANGUAGES, and CONCEPTS. The main content area displays the gradebook structure with columns for Name, Weights, Max grade, and Actions. An assignment named 'Assignment 1' has a weight of 100.0 and a max grade of 100. The 'Actions' column for this assignment shows a context menu with options: Edit settings (selected), Edit calculation, Delete, Duplicate, and Hide. A red circle highlights the 'Save changes' button located at the bottom left of the page.

Figure 6. 14: Saving Changes

7.0 How to add an assignment

Creating assignments is a feature that you'll likely use very often as a user. 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 the activity e.g. **Assignment** in the pop-up window. In the new window, give the assignment a name and specify what you expect your students to do in the 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.

Always make sure that that you have permissions by clicking on "Turn editing on" as was done in our earlier activities.

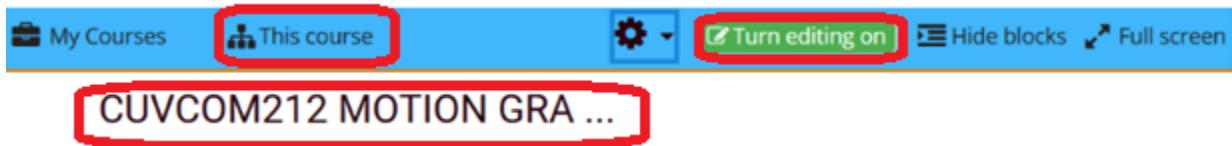


Figure 7. 1: Turn editing on

7.1 Adding an activity

Scroll down and, click **+ Add an activity or resource**, and choose **Assignment** in the pop-up window in Figure 7.2.



Figure 7. 2: Adding an activity

7.1.1 Adding an Assignment

After clicking on the **+ Add an activity or resource** the following window in Figure 7.3 pops up.

Choose **Assignment** as indicated in figure 7.3. (Red circle).

Add an activity or resource

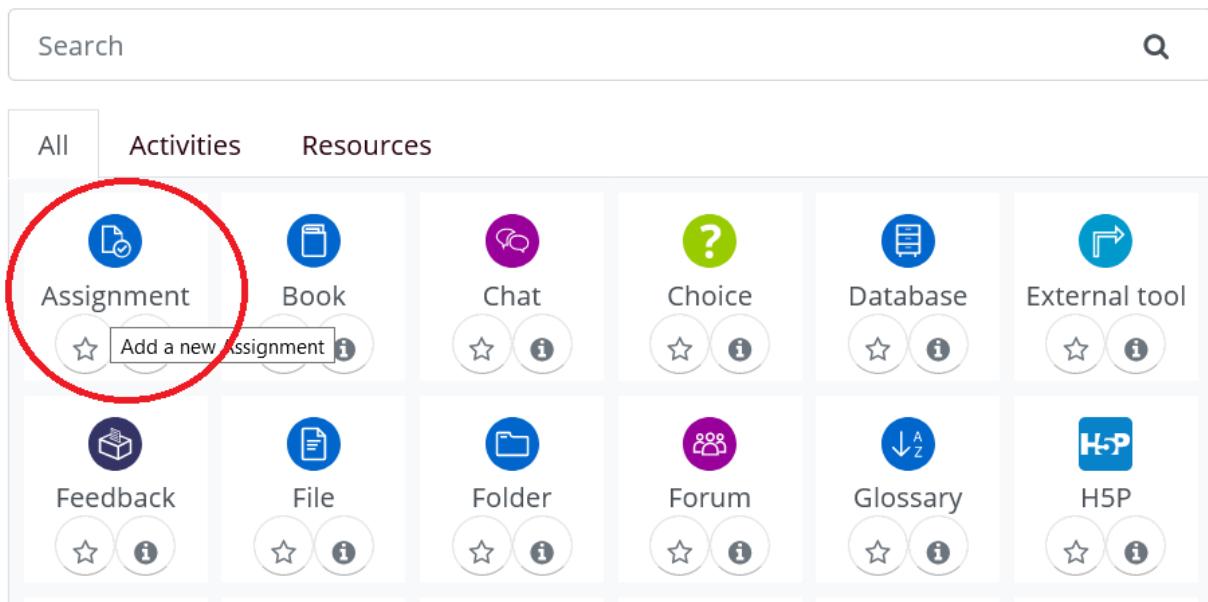


Figure 7.3 : Selecting an activity

7.1.2 Filling the Assignment name

You should note that the **red circled exclamation** mark denotes a mandatory item that should not be left blank.

Enter assignment name for example, **Assignment 1** and for description e.g. **Answer all**.

The screenshot shows the Moodle control panel with a blue header bar containing links for Home, Dashboard, Events, My Courses, This course, Hide blocks, and Full screen. Below the header is a breadcrumb trail: My courses > CUVCOM204 WEB DESIGN AND DEVELOPMENT > General > Adding a new Assignment. On the left, there's a navigation tree with sections like General, Site home, Site pages, and My courses expanded. The main content area has a title 'Adding a new Assignment'. Under 'General', there's a form with 'Assignment name' (containing 'Assignment 1') and a red circle around the exclamation mark. Below it is a 'Description' field with a rich text editor toolbar. A yellow box with the text 'THE MANDATORY ITEM' is overlaid on the 'Description' section. The right side of the page shows a sidebar with navigation links for various courses.

Figure 7. 4 : Fill the mandatory fields

7.2 Uploading an assignment for a student

Scroll down the page, click **file picker**, in the window click **Browse** to find the assignment from its location and click on **Upload this file**. The uploaded assignment file will be visible to students after the upload.

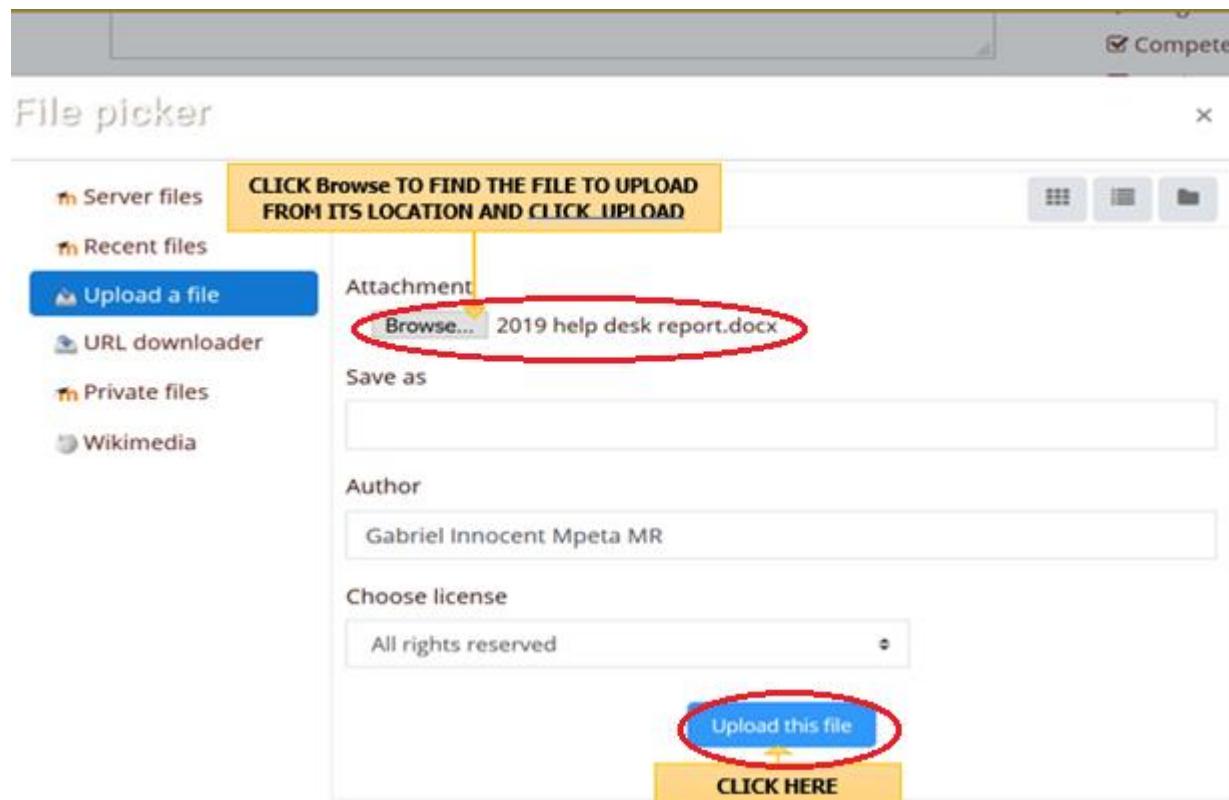


Figure 7.5 : Uploading a file

7.2.1 Setting submission time

This window shows the uploaded assignment. You are required to set up submission date, the due date and the cut-off date for the assignments by first clicking in check boxes. If the check boxes are not clicked you won't be able to do the set up.

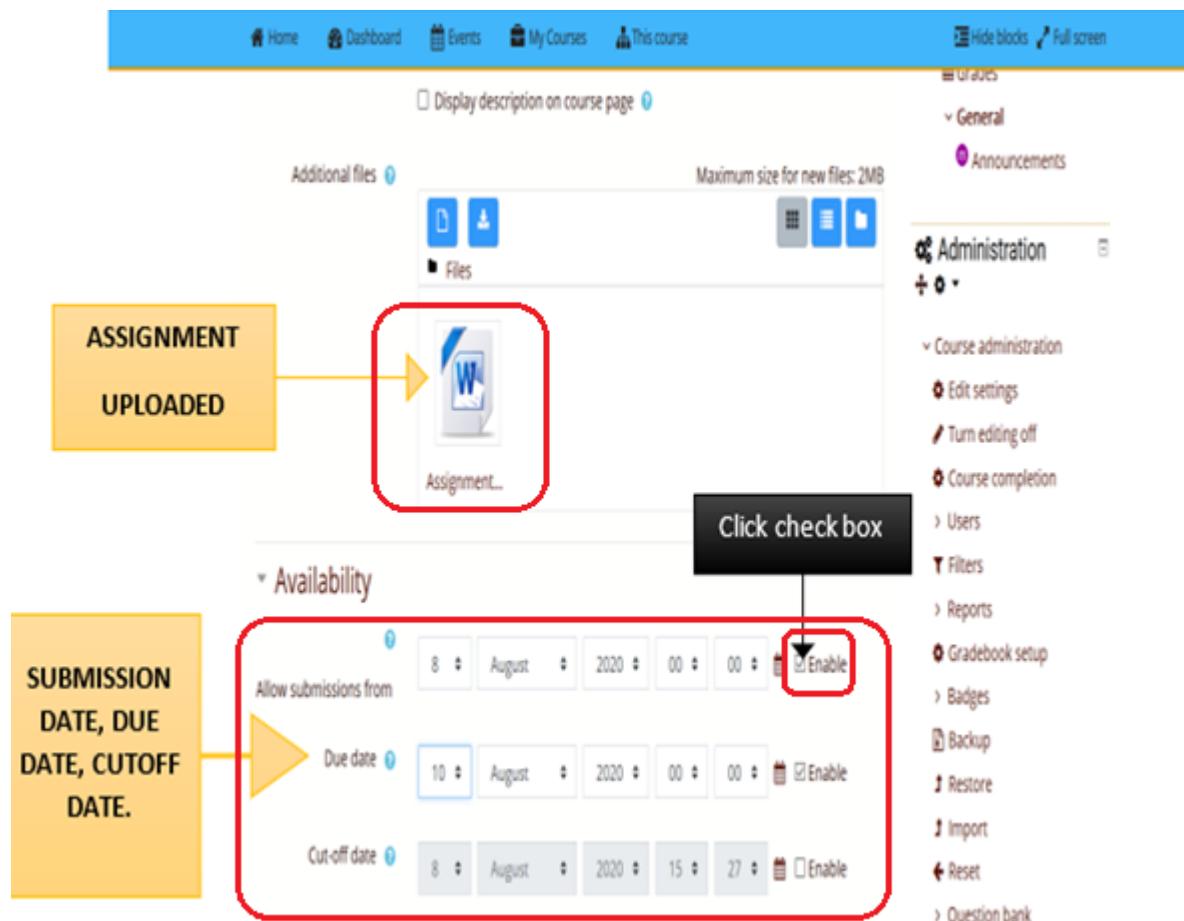


Figure 7. 6 : Setting assignment submission time

7.2.2 Viewing submissions, locking assignment submission period and granting extension

You can lock submission period and or grant your students an extension. To lock submission, download selected submissions and grant extension for the assignments. There are options for you to do quick grading, show active enrolments only, and can download submitted assignments into folder. As shown below in Figure 7.7 you are able to see who has not submitted an assignment.

The screenshot shows a Moodle assignment submission page. At the top, there are navigation links: Home, Dashboard, Events, My Courses, This course, and a user icon. On the right, there are course links for CUEDO203, CUEDO202, CUCAD403, CLVCOM403, CLVCOM203, Participants, Badges, Competencies, Grades, General, Announcements, and Assignment 2. Below the navigation, a table lists student submissions for Assignment 2. The columns include Select, User picture, First name / Surname, Email address, Status, Grade, Edit, modified (submission), and File submissions. Two rows are visible: one for SHYLET TEPANI (status: Submitted for grading) and one for NOREEN SHANTIE TENGENDE (status: No submission). A dropdown menu titled 'With selected...' is open, showing options: Lock submissions (highlighted with a red box and yellow arrow), Download selected submissions, and Grant extension. A yellow callout box with a yellow border and text 'THE LECTURER CAN DO ANY OF THE INDICATED ACTIONS' points to the dropdown menu. At the bottom left, a yellow box contains the text 'SELECT OPTIONS BY CLICKING ON THE CHECK BOXES'. On the left side, there are sections for Options (with checkboxes for Assignments per page and Quick grading), Filter (No filter), and checkboxes for Show only active enrolments and Download submissions in folders.

Figure 7.7 : Uploading a file

7.2.3 How to view the assignment

Click on My Module/course and select a module/course to view uploaded work for the students.



Figure 7. 8 : View assignments

Remember to Turn editing on ref figure 5.3.

After the lecturer has uploaded assignments for the students, they check their accounts and do their assignments. The students then upload their work. The lecturer can view the uploaded assignments as indicated in figure 7.10 below.

The window below in Figure 7.10 shows uploaded assignment and their due dates.

A screenshot of a Moodle course page titled "CUVCOM204 WEB DESIGN ...". The page includes a navigation bar with links to Home, Dashboard, Events, My Courses, This course, and a user icon. A yellow callout box labeled "UPLOADED ASSIGNMENTS" points to a list of assignments. One assignment is highlighted with a red border and a yellow arrow pointing to it from the "UPLOADED ASSIGNMENTS" box. A yellow oval labeled "Submitted assignment" is positioned above the highlighted item. The list shows two assignments:

Assignment	Due Date	Status
Assignment 1	Due 18 August 2020	1 of 2 Submitted, 1 Ungraded
Assignment 2	Due 18 August 2020	0 of 2 Submitted

The right sidebar contains a "Navigation" menu with links to Dashboard, Site home, Site pages, My courses, CUVCOM212 MOTION GRAPHICS, CUVCOM206 NON-LINEAR VIDEO EDITING, and CUVCOM204 WEB DESIGN AND DEVELOPMENT.

Figure 7. 9 : Uploaded assignment

7.2.4 Viewing grading summary

If you scrolled down and clicked on submitted, in the window in Figure 7.10 uploaded assignment (above) ungraded assignment will be displayed in summary as in figure 7.11 below. The number of students for that module/course, the number of students who submitted their assignments, the assignments that need grading, and the due date are displayed in this window. Of note is a time counter that calculates and tells you the number of days and hours left for the student to submit their assignments as well as for the lecturer to lock submissions.

The screenshot shows a Moodle course page for 'CUVCOM204 WEB DESIGN ...'. At the top, there's a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and user info for 'Gabriel Innocent Mpeta MR'. Below the navigation is a banner for an uploaded assignment titled 'Web introduction' with a CSV file named 'users.csv' and a submission date of '8 August 2020, 3:33 PM'. To the right is a 'Navigation' sidebar with links for Dashboard, Site home, Site pages, My courses (expanded to show CUVCOM212 MOTION GRAPHICS, CUVCOM206 NON-LINEAR VIDEO EDITING, and CUVCOM204 WEB DESIGN AND DEVELOPMENT), Participants, Badges, Competencies, Grades (expanded to show General), and Announcements. The main content area displays a 'Grading summary' table with the following data:

Hidden from students	No
Participants	2
Submitted	1
Needs grading	1
Due date	Saturday, 15 August 2020, 12:00 AM
Time remaining	6 days 7 hours

At the bottom of the summary table are two buttons: 'View all submissions' and 'Grade'.

Figure 7. 10 : Uploaded assignment

7.2.4.1 Viewing student/s whose assignments were not graded

In Figure 7.11 (Above) if the lecturer Clicked on **Grade** the window below Figure 7.12 pops up. **Note** the not graded indicator in red. The lecturer will view the name of the module/course which is not graded, the name of the student and the assignment submission due date. The lecturer can choose to view all submissions if he desires to.

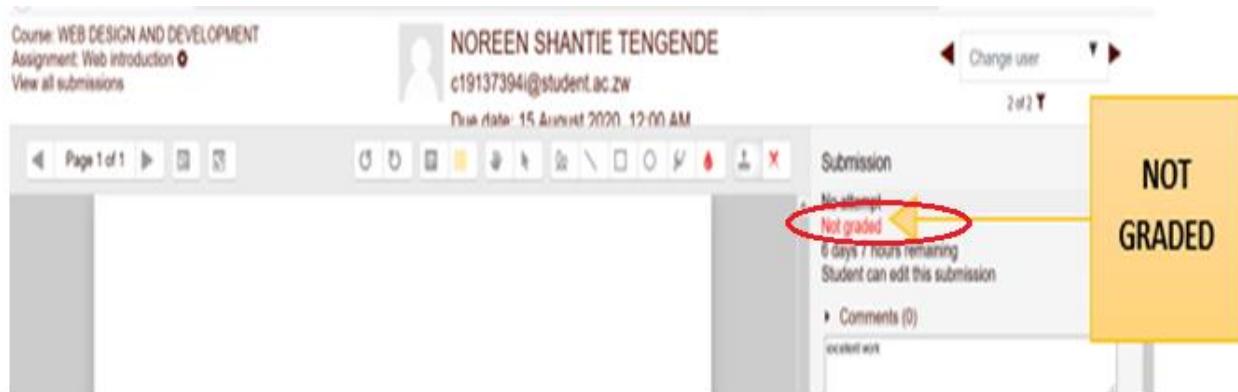


Figure 7. 11 : Viewing ungraded assignments

Enter grade for example, 90 and feedback comments and click on "Save changes".

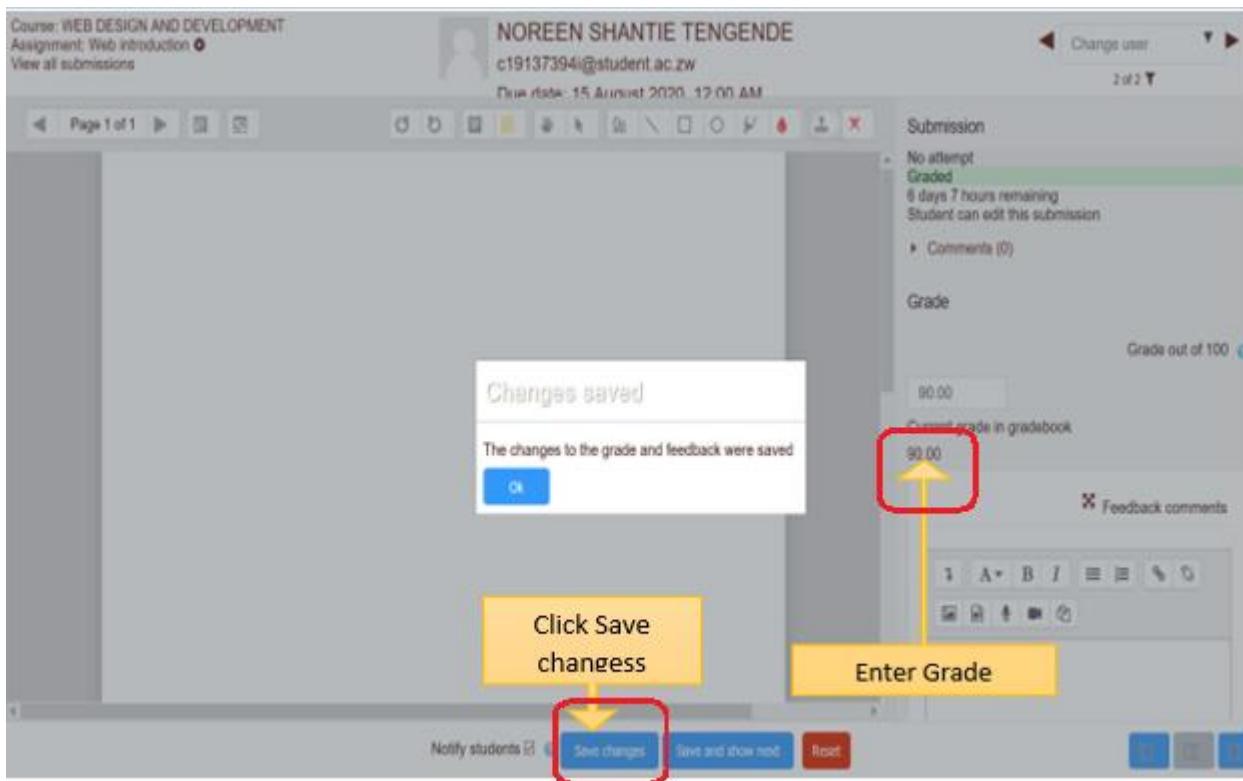


Figure 7. 12: Saving entered grade

8.0 Quick grading

Quick grading allows the lecturer enter grades without getting into grade setup. Usually it is done when changes in grades for a particular module/course per students.

Enter grading and save. **CLICK HERE & ENTER GRADE IN WHITE BOX BELOW**

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	modified (submission)	File submissions	my courses
<input type="checkbox"/>		SHYLET TEPEANI	c19136007y@student.ac.zw	Submitted for grading	<input type="button" value="Grade"/> 90 / 100.00	<input type="button" value="Edit"/>	Saturday, 8 August 2020, 4:59 PM	Assignment 2. 8	> CUEDO203 AUDIO AND VISUAL PROCESSING > CUEDO202 EVENT LIGHTING DESIGN AND TECHNOLOGIES > CUCAD403 CONTEMPORARY ISSUES IN CREATIVE ART AND L... > CUVCOM403 CONTEMPORARY ISSUES IN VISUAL COMMUNICAT... > CUVCOM203 TRANS-MEDIA: PHOTOGRAPH AND VIDEO > Participants Badges Competencies Grades General Announcements
<input type="checkbox"/>		NOREEN SHANTIE TENGENDIE	c19137394@student.ac.zw	No submission	<input type="button" value="Grade"/> <input type="button" value="Edit"/>				

Notify students Yes

SAVE QUICK GRADINGCHANGES

Save all quick grading changes

Figure 8. 1: *Quick grading*

The window below Figure 8.2 confirms saved changes to grade. To proceed with Quick grading click continue.

A screenshot of a Moodle course page for 'CUVCOM203 TRANS-MEDI ...'. The page title is 'Assignment 2'. A blue bar at the top left says 'Quick grading' and 'The grade changes were saved'. A yellow box in the center says 'GRADE CHANGES EFFECTED SUCCESSFULLY'. At the bottom, a yellow box says 'CLICK TO CONTINUE WITH QUICK GRADING'. A red box highlights the 'The grade changes were saved' message, and another red box highlights the 'Continue' button. A yellow arrow points from the 'Grade changes effected successfully' message down to the 'Continue' button. The right side shows a navigation menu with items like 'Dashboard', 'Site home', 'Site pages', 'My courses' (with 'CUVCOM203 TRANS-MEDIA; PHOTOGRAPH AND VIDEO' expanded), 'CUEDO202 EVENT LIGHTING DESIGN AND TECHNOLOGIES', 'CUCAD403 CONTEMPORARY ISSUES IN CREATIVE ART AND I...', 'CUVCOM403 CONTEMPORARY ISSUES IN VISUAL COMMUNICAT...', 'CUVCOM203 TRANS-MEDIA; PHOTOGRAPH AND VIDEO' (under My courses), 'Participants', 'Badges', and 'Communication'.

Figure 8. 2: Quick grading continues

After Clicking continue with quick grading, window below Figure 8.3 shows up. Repeat the process above

The screenshot shows a Moodle assignment grading interface. At the top, there's a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and a user profile for 'Batsirai Chivhanga DR'. Below the navigation is the course title 'CUVCOM203 TRANS-MEDI ...'. On the left, a sidebar titled 'Navigation' lists various course links like Site home, Site pages, and My courses.

The main content area is titled 'Assignment 2'. It features a table with student information and their assignment submissions:

First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
SHYLET TEPANI	c19136007y@student.ac.zw	Submitted for grading Graded	Grade	Edit ▾	Saturday, 8 August 2020, 4:59 PM	Assignment 2.doc 8 August 2020, 4:59 PM
NOREEN SHANTIE TENGENDE	c19137394i@student.ac.zw	No submission	Grade	Edit ▾		 / 100.00

A horizontal scrollbar is visible at the bottom of the table area. The right side of the page has a vertical scrollbar.

Figure 8. 3: Quick grading continues

The window in Figure 8.4 shows all the students who submitted their assignment 1. Their names, emails addresses, grade status, and grades acquired also shown. The grade status is shown in light green indicating that grading was done.

The screenshot shows a Moodle assignment submission page for 'Assignment 1' in the course 'CUVCOM204 WEB DESIGN ...'. The page lists two student submissions:

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modi (subr)
<input type="checkbox"/>		SHYLET TEPANI	c19136007y@student.ac.zw	No submission Graded	<button>Grade</button> 80.00 / 100.00	<button>Edit</button>	
<input type="checkbox"/>		NOREEN SHANTIE TENGENDE	c19137394i@student.ac.zw	No submission Graded	<button>Grade</button> 75.00	<button>Edit</button>	

A yellow box at the bottom center contains the text 'INDICATING GRADING WAS DONE'. A red box highlights the 'Graded' status for the second student's submission. The right sidebar shows a navigation menu with various course links.

Figure 8. 4: Submitted assignments graded

8.2 Viewing Grade history

Grade history shows all marked and graded assignments and quizzes for students. If the chairperson requests for all marked and graded student assignments and quizzes, the lecturer clicks on [view](#), selects [Grade history](#) and sets the start and end dates of the period requested. To set the period the lecturer should first click the [Enable](#) check as indicated in the figure below box otherwise the dates fields will not respond. Then click on [Download](#) to get the summary of the assignments and quizzes downloaded to Excel. The lecturer can then send the excel document to the chairperson. The downloaded excel document example is seen in Figure 8.6

GRADE HISTORY

The screenshot shows the 'GRADE HISTORY' page. At the top, there's a navigation bar with links for Home, Dashboard, Events, My Courses, and This course. Below that is a toolbar with View, Setup, Scales, Letters, Import, Export, and a dropdown menu. A yellow arrow points from the text 'Click on view' to the 'View' link. The main content area has tabs for Grader report, Grade history (which is selected), Outcomes report, Overview report, and Single view. A blue box highlights the 'Grade history' tab. Another yellow arrow points from the text 'Select Grade history' to this tab. Below this, there's a section for 'User report' with a 'Select users' button, which is highlighted with a blue box and an orange arrow pointing to it from the text 'Click on Select users (Students) users are students. You select the number of students whose marks are required.' Further down are sections for 'Selected users' (listing SHYLET TEPANI, NOREEN SHANTIE TENGENDE), 'Grade item' (set to Assignment 2), 'Grader' (set to All graders), and date ranges ('Date from' and 'Date to'). A red box highlights the 'Enable' checkbox in the date range section, with an orange arrow pointing to it from the text 'Click Enable check box. The small clear box against the word **Enable** is called a Check box, if enabled a tick appears inside the small box. Then set your dates.' At the bottom, there's a 'Submit' button and a 'Download' button. A blue box highlights the 'Download' button, with an orange arrow pointing to it from the text 'Click Download, The Download button exports the summary to excel'. Additionally, there's a note about 'Revised grades only' with a small checkbox.

Click on [view](#)

Select [Grade history](#)

Click on [Select users](#) (Students) users are students. You select the number of students whose marks are required.

Click [Grade item](#). [Grade item](#) list all marked assignment and quizzes from which the lecturer select the requested items marks (Item refers to assignments or quizzes)

Click [Enable](#) check box. The small clear box against the word **Enable** is called a Check box, if enabled a tick appears inside the small box. Then set your dates.

Click [Submit](#). Submit extracts the requested summary and displays it on the screen for view. If satisfied then click on [Download](#)

Click [Download](#), The Download button exports the summary to excel

Figure 8. 5: Grade history

8.2.1 Grading history

After clicking on submit button in Figure 8.5, you can view the summary report. To export the summary to excel, click on Download button and you will automatically view the history summary in excel document formst.

The screenshot shows the Moodle Grade History page. At the top, there are navigation links: Home, Dashboard, Events, My Courses, This course, a gear icon for settings, a 'Hide blocks' button, and a 'Full screen' button. Below the navigation is a toolbar with 'Download table data as' dropdown set to 'Comma separated values (.csv)', a 'Download' button, and a 'More' button represented by three vertical dots.

The main content area displays a table of student grades:

Date and time	First name / Surname	Email address	Grade item	Original grade	Revised grade	Grader
Sunday, 9 August 2020, 2:32 PM	SHYLET TEPANI	c19136007y@student.ac.zw	Course total	240.42	320.42	
Sunday, 9 August 2020, 2:32 PM	SHYLET TEPANI	c19136007y@student.ac.zw	Assignment 1	80.00		Gabriel Innocent Mpeta MR
Sunday, 9 August 2020, 2:26 PM	NOREEN SHANTIE TENGENDE	c19137394i@student.ac.zw	Assignment 1	75.00	75.00	Gabriel Innocent Mpeta MR
Sunday, 9 August 2020, 2:20 PM	NOREEN SHANTIE TENGENDE	c19137394i@student.ac.zw	Course total	256.55	331.66	
Sunday, 9 August 2020, 2:20 PM	NOREEN SHANTIE TENGENDE	c19137394i@student.ac.zw	Assignment 1	75.00		Gabriel Innocent Mpeta MR

To the right of the table is a sidebar with various course administration options:

- Overview report
- Single view
- User report
- Setup
- Import
- Export
- Letters
- Scales
- Course administration
 - Edit settings
 - Turn editing off
 - Course completion
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Reset
- Question bank

Figure 8. 6: Grading history

9.0 Setting up a Quiz

Step 1

Always make sure that editing is turned on to enable you to carry out all the activities you require to do suppose you have logged out of the system.

Step 2

Click **Add an activity or resource** as shown in Figure 9.1.



Figure 9. 1: Add an activity or Resource

Step 3

Select and click the quiz option as indicated in red in figure 9.3

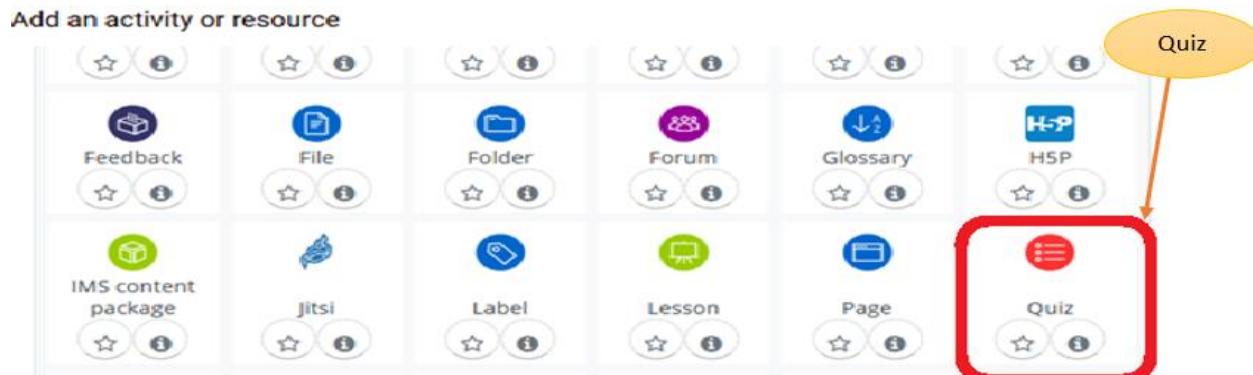


Figure 9. 1: Adding a quiz

9.1.2 Setting quiz time

After clicking on add, the window below shows up. This is a setup window where the lecturer sets up start time and end time for the quiz, grade for the quiz etc. Quiz name is mandatory and should be filled. You can give it any name for example Quiz (1).The description is optional and can be left blank. The lecturer should first click on the check boxes to enable the setting of Quiz opening time and end time. Grades for the quiz can be set as well. After all the settings the click on **Save and return to module** as shown in Figure 9.3 below.

The screenshot shows the 'Adding a new Quiz' page. At the top, there are navigation links: Home, Dashboard, Events, My Courses, This course, Hide blocks, and Full screen. Below the title 'Adding a new Quiz' is a 'General' section with a 'Name' field containing 'Quiz 2'. A 'Description' field contains the text 'Take this quiz in time'. There is a rich text editor toolbar above the description field. Below the description is a note 'Draft saved.' and a checkbox 'Display description on course page'. Under the 'Timing' section, there are fields for 'Open the quiz' (set to August 20, 2020, 14:04) and 'Close the quiz' (set to August 20, 2020, 14:04), both with the 'Enable' checkbox checked. A 'Time limit' slider is also present. On the right side, a sidebar lists various course modules and activities, including 'Dashboard', 'Site home', 'Site pages', 'My courses' (with 'CUVCOM212 MOTION GRAPHICS' and 'CUVCOM206 NON-LINEAR VIDEO EDITING'), 'Participants', 'Badges', 'Competencies' (checked), 'Grades', 'General' (with 'Announcements', 'Web introduction', 'Assignment 1', 'Assignment 2', 'Assignment 1', 'Assignment 1', and 'Quiz 1').

Figure 9. 2: Setting quiz time

Click on **Save and return to module.**

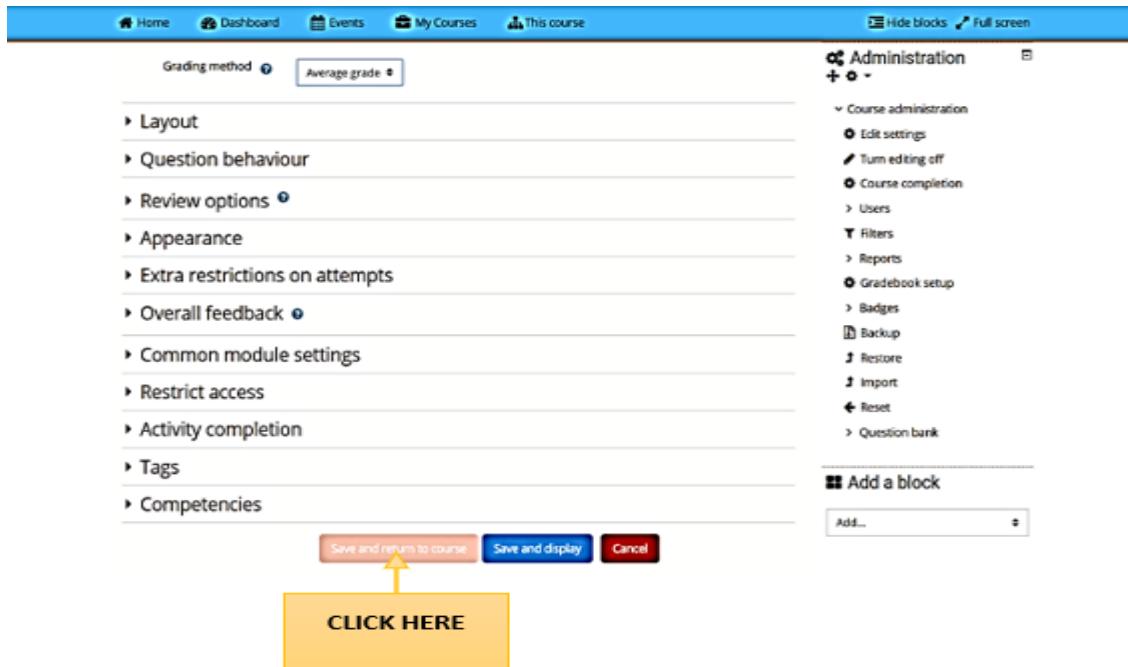


Figure 9. 3: Saving

9.1.3 Setting quiz

This window is shown after clicking Save and return to module. In previous window you set up parameters for the quiz and here you are to add a quiz. The quiz can be derived from the quiz bank. A quiz bank is repository of questions asked before that can be selected for a new quiz. They can be from different pages to avoid duplications or can be picked randomly by the system if you choose to. In our example we chose the multiple-choice type of quiz. Click on **Select multiple items** choice then Click **Add**. Select **+ a new question** to add a quiz.

Clicking Add, gives you 3 choices which are **+ a new question**, **+ from the question bank** and **+ a random question**. Select **+ a new question**.

The screenshot shows the Moodle quiz editing interface. At the top, there's a navigation bar with links for Home, Dashboard, Events, My Courses, This course, and a user profile. Below the navigation is a banner for 'CUVCOM204 WEB DESIGN ...'. The main area is titled 'Editing quiz: Quiz 2'. It displays a message 'Questions: 0 | This quiz is closed.' and a 'Select multiple items' button, which is highlighted with a red box and an arrow pointing to it from a yellow box containing the text 'CLICK SELECT MULTIPLE ITEMS FIRST THE ADD'. To the right of the button are fields for 'Maximum grade' (set to 10.00) and a 'Save' button. Below these are 'Total of marks: 0.00' and a 'Shuffle' checkbox. On the far right is a 'Navigation' sidebar with links for Dashboard, Site home, Site pages, and a expanded section for 'My courses' which includes 'GRAPHICS', 'VIDEO EDITING', and 'CUVCOM204 WEB DESIGN AND'.

Figure 9. 4: Editing quiz

Remember to fill in the mandatory spaces as done in Figure 9.7 below. Question name is notation to a question for example Question 1a, qtn1, etc. Question text is the description of the question spelling out what is being asked, for example how many wheels does a bicycle have? A human being is an animal true/false, etc. See Figure 9.7 below for illustration.

The screenshot shows the Moodle quiz creation interface. At the top, there is a blue header bar with navigation links: Home, Dashboard, Events, My Courses, This course, and a gear icon for settings. To the right of the gear icon are options to 'Hide blocks' and 'Full screen'.

The main content area has a title 'Adding a Multiple choice question ?' and a 'General' category dropdown set to 'Default for CUVCOM204 WEB DESIGN AND DEVELOPMENT (1)'. Below this, the 'Question name' field contains 'Q2'. The 'Question text' field contains the question 'how many wheels does a bicycle have?' with a rich text editor toolbar above it. The 'Default mark' field is set to '3'.

To the right of the main form is a 'Navigation' sidebar. It includes links to 'Dashboard', 'Site home', 'Site pages', 'My courses' (which is expanded to show 'CUVCOM212 MOTION GRAPHICS', 'CUVCOM206 NON-LINEAR VIDEO EDITING', and 'CUVCOM204 WEB DESIGN AND DEVELOPMENT'), 'Participants', 'Badges', 'Competencies' (which is checked), 'Grades', 'General' (which is expanded to show 'Announcements', 'Web introduction', 'Assignment 1', 'Assignment 2', 'Assignment 1', and 'Assignment 1'), and 'Announcements'.

Figure 9. 5: Adding quiz questions

The following window is a continuation of the above. Scroll down and enter the multiple answers the student will to be chosen from. Click on save changes to post the question to the student dashboard.

The screenshot shows the Moodle Quiz editor interface. At the top, there are navigation links: Home, Dashboard, Events, My Courses, This course, and a gear icon for settings. To the right of the gear icon are options to 'Hide blocks' and 'Full screen'. A sidebar on the right contains links for Permissions, Check permissions, Filters, Competency breakdown, Logs, Backup, Restore, Question bank (with sub-links for Questions, Categories, Import, and Export), and Course administration.

The main area displays two answer choices for a question:

- Choice 1:** Value 1, Grade 5%, Feedback (empty). The feedback field has a rich text editor toolbar.
- Choice 2:** Value 3, Grade -5%, Feedback (empty). The feedback field has a rich text editor toolbar.

Below the choices are three collapsed sections: Combined feedback, Multiple tries, and Tags.

A callout box with an orange arrow points to the 'Save changes' button at the bottom right, with the text: "Click Save Changes to post the question".

At the bottom right of the main area is a blue button labeled "Save changes and continue editing". Below it are two buttons: "Save changes" (blue) and "Cancel" (red).

Figure 9. 6: Adding quiz questions continued

9.1.4 Setting a Safe Exam Browser

The safe exam browser is meant to control student from accessing other sites when taking a quiz. It controls access to resources like system functions, other websites and applications and prevents unauthorized resources being used during an **exam**.

Step 1

Click on Safe Exam Browser.

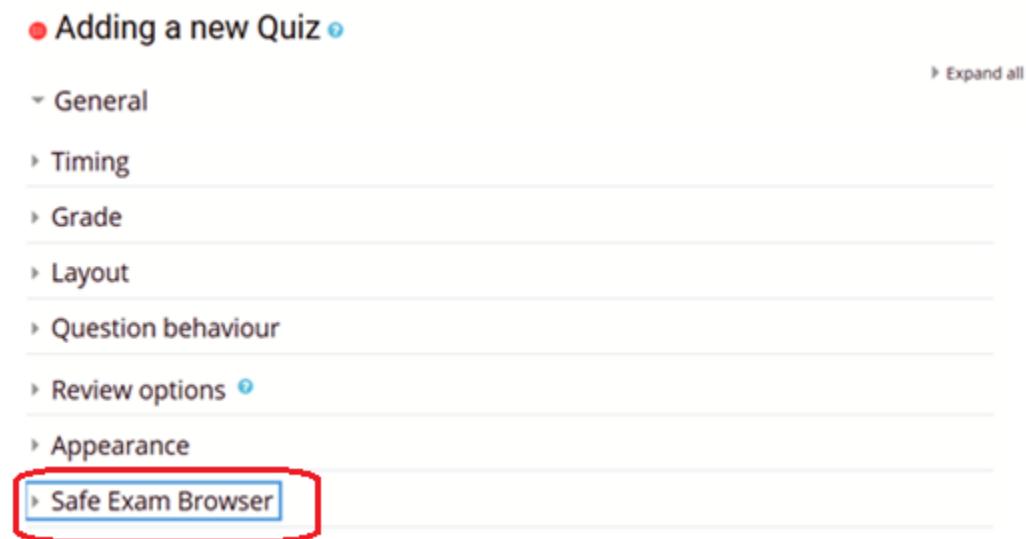


Figure 9. 7: Click Safe Exam Browser

Step 2

Against the “Require the use of Safe Exam Browser”, option choose “Yes- Configure manually”.

The screenshot shows the configuration page for a Moodle quiz. On the left, there's a sidebar with links like 'Question behaviour', 'Review options', 'Appearance', and 'Safe Exam Browser'. The 'Safe Exam Browser' link is highlighted with a red box. Below it, there's a section titled 'Require the use of Safe Exam Browser' with a dropdown menu. The dropdown menu has four options: 'No', 'Yes – Configure manually' (which is highlighted with a blue box), 'Yes – Upload my own config', and 'Yes – Use SEB client config'. To the right of the configuration page is a vertical navigation bar under 'Administration' with links for 'Quiz 2', 'Quiz 3', 'Quiz 4', 'Course administration', 'Edit settings', 'Course completion', 'Users', 'Filters', and 'Reports'.

Figure 9. 8: Click Yes Configure manually

Step 3

Go to Enable URL filtering and set it to "Yes". See the red boxed option as in figure

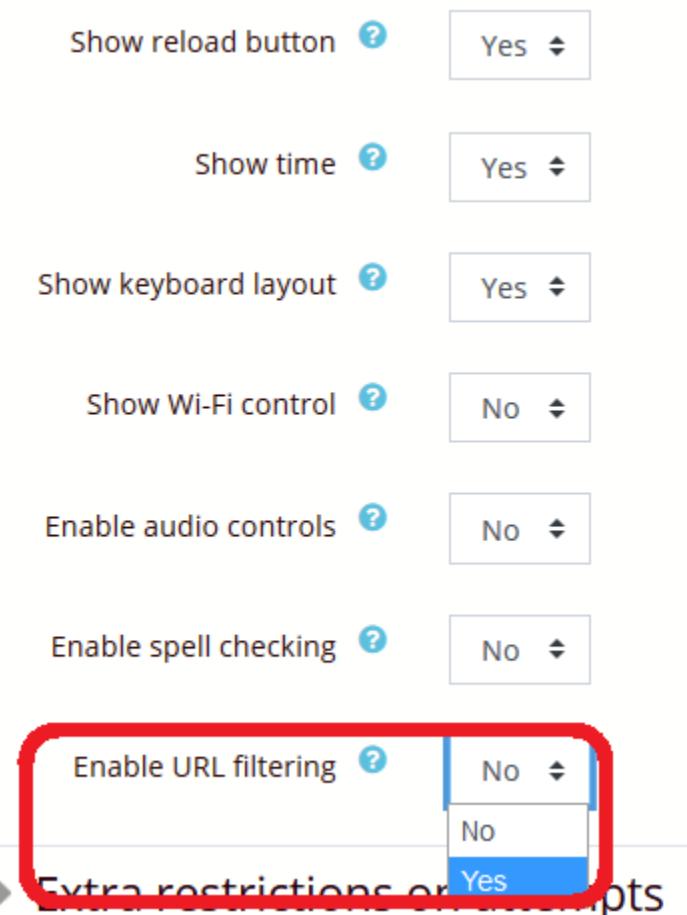


Figure 9. 9: Click Yes

The following two are set to yes as you would have chosen "Yes – Configure manually".

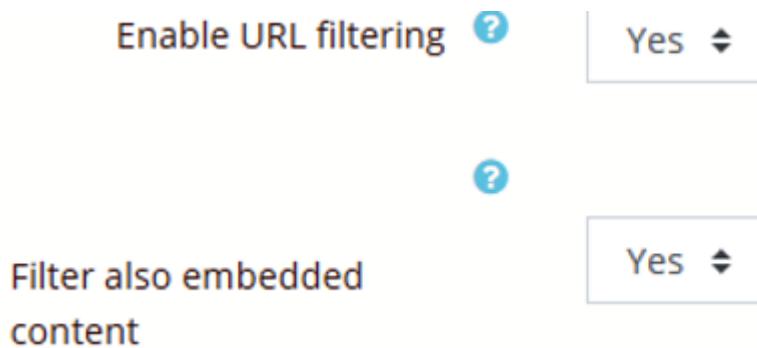


Figure 9. 10: Enable URL filtering

Expressions allowed

In the space provided against **Expressions allowed**, you can insert a set of simple expressions URL that are tested against and allowed for accessing during an exam.



Figure 9. 11: Expressions allowed

Regex allowed

In the space provided against **Regex allowed**, you can insert a set of simple expressions URL that are tested against and allowed for accessing during an exam.

Regex allowed ?

Figure 9. 12: Regex Allowed

Expressions blocked

In the space provided against **Expressions blocked**, you can insert a set of simple expressions URL that are tested against and blocked for accessing during an exam.

Expressions blocked ?

Figure 9. 13: Expressions blocked

Regex blocked

In the space provided against **Regex blocked**, you can insert a set of simple expressions URL that are tested against and blocked for accessing during an exam.

Regex blocked 

Figure 9. 14: Regex blocked

9.2 Logging out

On the golden menu bar at the top right most is an icon against the logged-on lecturer. Click onto select an activity or log out of the CUT VLE.



Figure 9. 15: Log out