



TRAINING QRG

Abstract

This training QRG covers some basic essential training software: Audacity for creating audio; Camtasia and Campro for creating videos; as well as PowerPoint animations, pictures, and SCORM packages. It also goes over an elementary understanding of the LMS, Moodle.

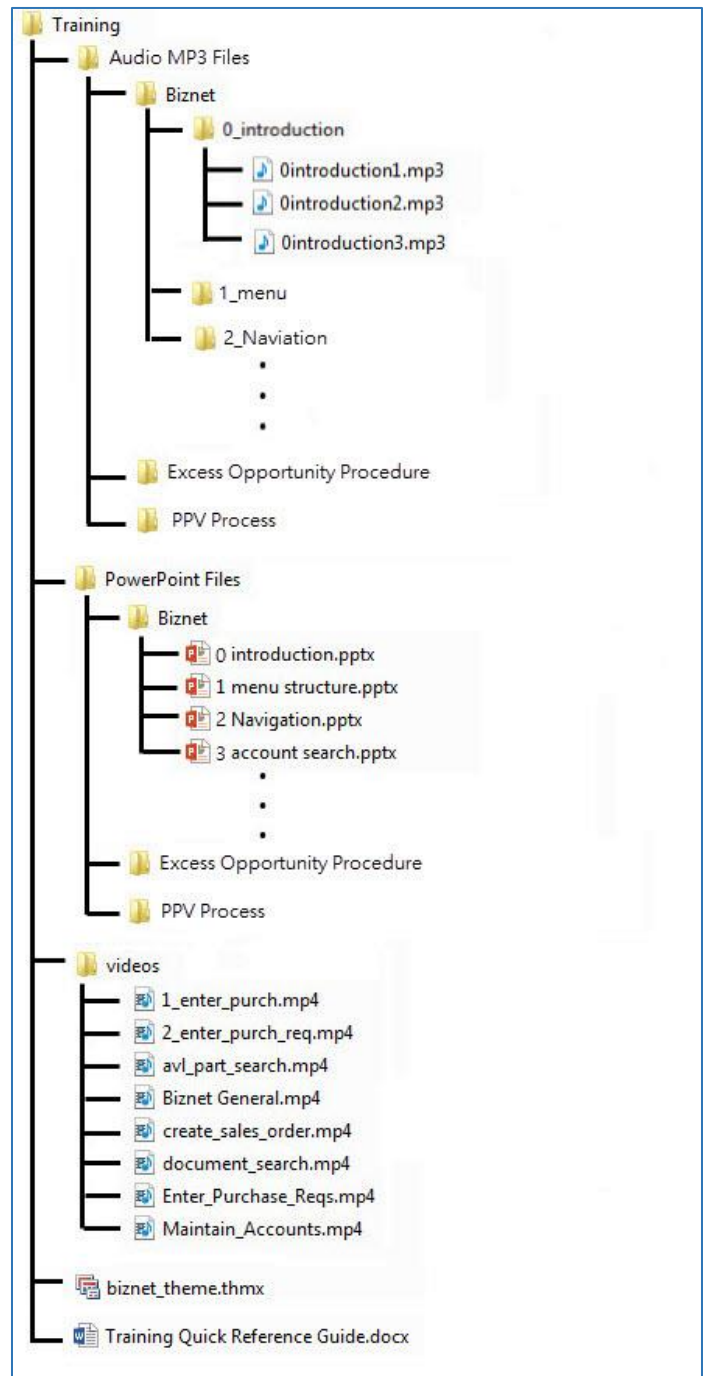
Lisa Bugayong

Contents

FILING SYSTEM	2
AUDIO WITH AUDACITY	3
CREATING AUDIO IN AUDACITY	3
IMPORTING AN MP3 FILE.....	6
CREATING A VIDEO	7
CAMTASIA	7
CAMPRO.....	14
USING POWERPOINT.....	19
ANIMATIONS.....	19
CHANGING A PICTURE	24
CREATING A SCORM ZIP FILE.....	26
MOODLE.....	30
BLOCKS AND NAVIGATION	30
ADDING USERS TO THE SYSTEM	36
ADDING USERS TO A CLASS.....	38
MANAGING COURSES AND CATEGORIES.....	39
Creating a new course.....	41
EDITING A COURSE.....	43
ADDING CONTENT TO A COURSE.....	44
Adding a SCORM package	45
Updating a SCORM package.....	48
Adding a Book	49
Adding a File.....	52
Adding a Page.....	54
QUIZZES.....	56
Quiz Settings	56
Adding Questions to Quizzes	61
Viewing Questions in Bank.....	66

FILING SYSTEM

1. The files for training are all located on the P drive under **Training**, which has the menu structure as shown to the right
 - A. **Audio MP3 files** folder – Contains a subfolder for each training class, for example **Biznet**. If the class has more than one section, each section will be another subfolder. Within each subfolder are the MP3 files for that section or class. You can import MP3 files into Audacity where they can be edited.
 - B. **PowerPoint Files** folder – Includes subfolders of each training class. Each training class folder will contain the PowerPoints for that training class.
 - C. **Videos** folder – contains training videos in mp4 format
 - D. **Biznet_theme.tmx** – Is a design file that can be imported into Powerpoint. It contains the template for the Biznet class.
 - E. **Training Quick Reference Guide** – This word file which is a reference for creating training materials



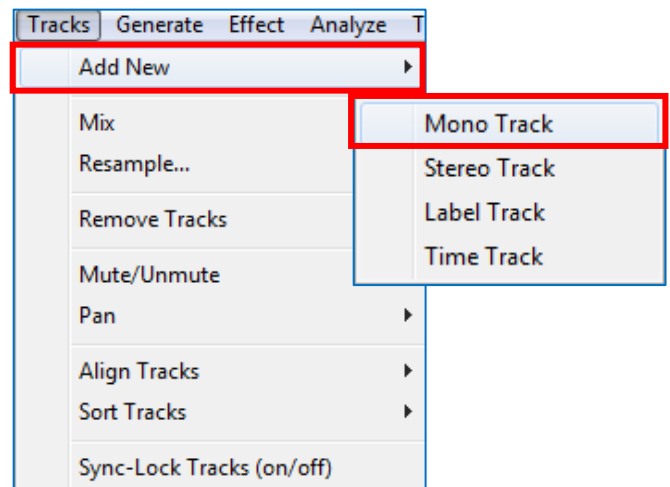
AUDIO WITH AUDACITY

Audio can be added to a PowerPoint lesson or to a video. Either way it is created in the same way in Audacity. Audacity is a free and easy to use audio editor and recorder.

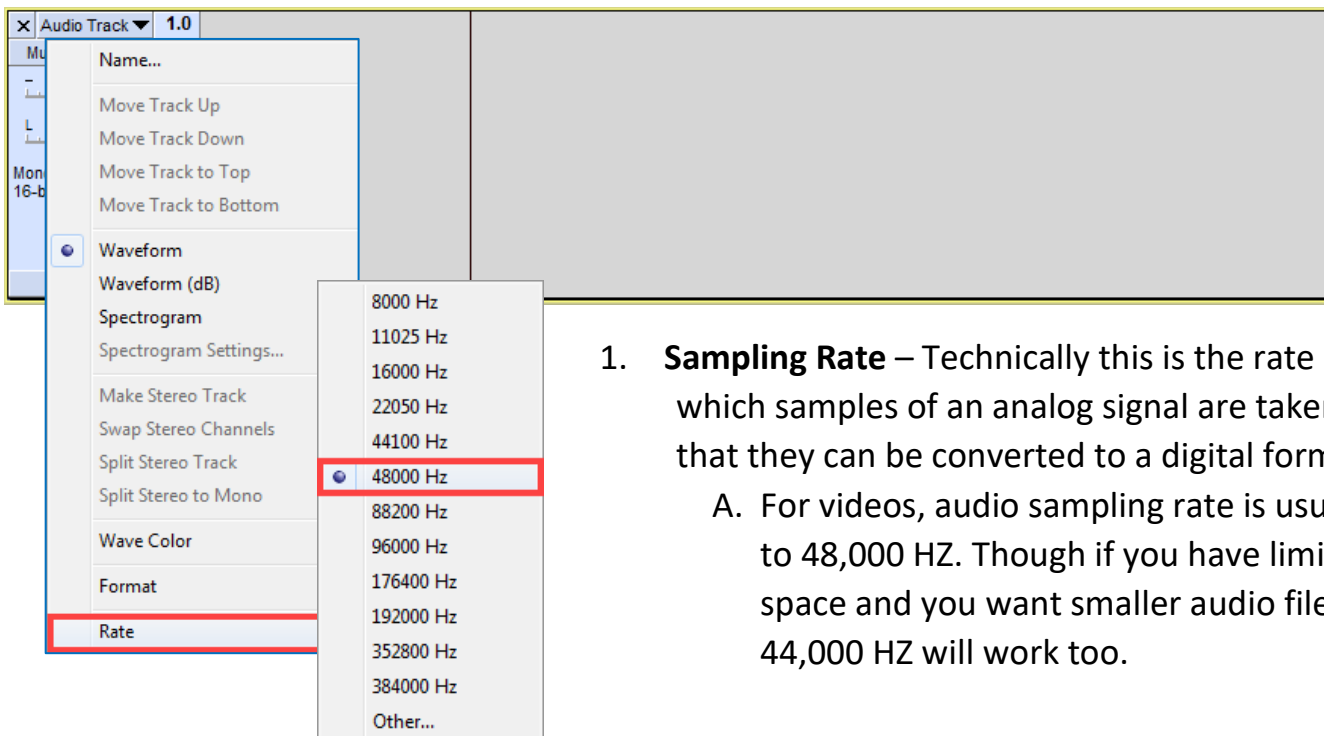
CREATING AUDIO IN AUDACITY

Before you start recording, you must first add an audio track. This track is where you will see the recorded audio and can edit it.

1. Go to **Tracks** in the Main Menu at the top of the screen and select **Add New**. Then from the Submenu, select **Mono Track**.
2. Add a *mono* track because you will be recording in mono since the microphone is set to mono



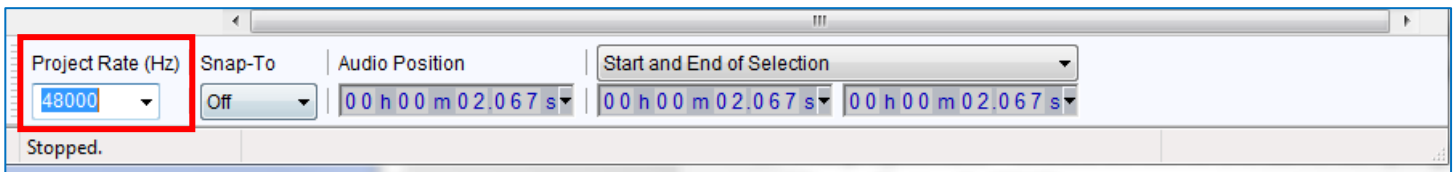
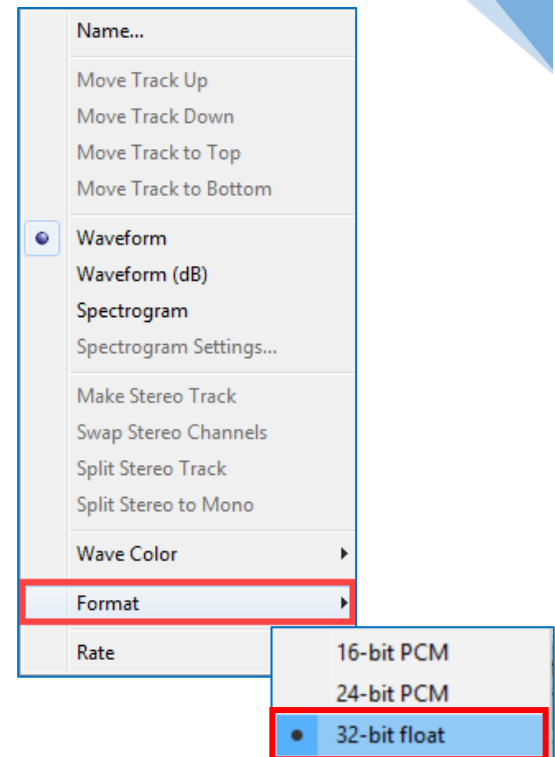
Before recording, you must enter the settings for your audio. These include:



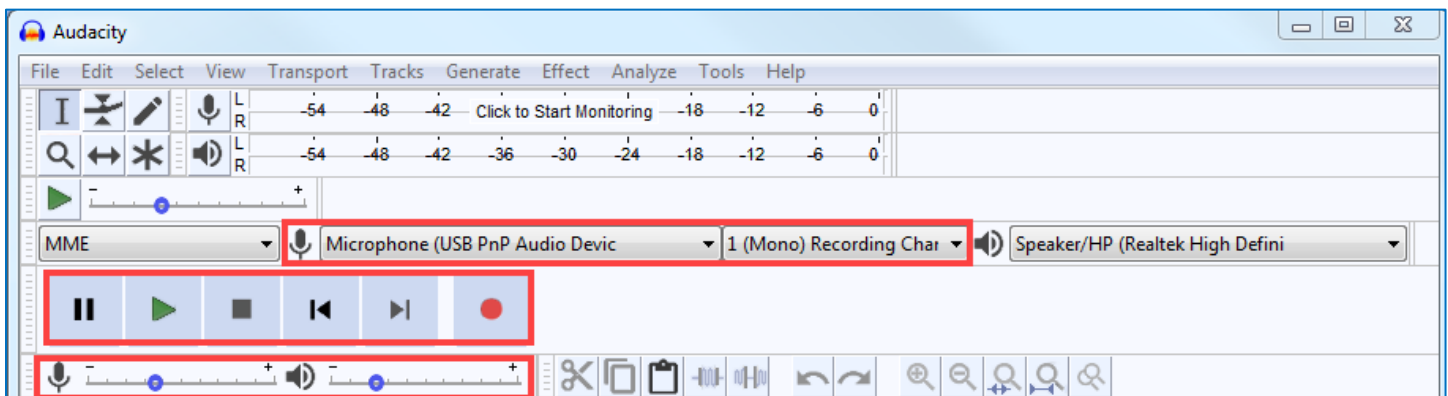
1. **Sampling Rate** – Technically this is the rate at which samples of an analog signal are taken so that they can be converted to a digital form
 - A. For videos, audio sampling rate is usually set to 48,000 HZ. Though if you have limited space and you want smaller audio files, 44,000 HZ will work too.

Audio with Audacity

- B. This is set by clicking the arrow on the Audio Track and from the menu select **Rate**. Then from the submenu select **48000 HZ** Bit rate
2. **Bit Rate** – Technically this is the number of bits used per unit of playback time. Bit rate is similar to the idea of pixels in digital images. So the higher the bit rate the better the quality, but higher bit rates mean larger files.
 - A. A Bit rate of 32 PCM (Pulse Code Modulation) provides good quality and medium sized files
 - B. Use the same menu as for Sampling rate, but this time select **Format**. Then from the submenu select **32-bit PCM**.
3. **Project rate** – Should be set to the same Sampling Rate as the audio track, **48,000 HZ**. It is set at the left bottom of the screen.



4. Above the track is the selections for the microphone. I have found that the microphone selection does not show up unless you plug in the microphone to your computer first before opening Audacity. Then make sure to select the microphone you plugged in. Also since the microphone is a mono source, you need to select **(Mono) Recording Channel** for the audio.



5. You can slide the sound markers to the left or right to set the sound for both the recording and the playback

Audio with Audacity

Now you are ready to start recording

1. Click the **Record** button, the one with the red circle
2. When you are finished recording, click the **Stop** button, the one with the black square
3. If you want to play back the recording, click the **Play** button, the one with a green triangle button

Once you are done recording, save the file. Audacity has three types of files

1. **.aup files** – These are the files that store the audio. They open in audacity where you can edit the audio.
2. **Data_folder** – Files in this folder are stored by audacity. You don't need to worry about these files except to know that they are necessary for audacity to open your .aup file.
 - A. **NOTE:** If you change the name of the .aup file then it will not be connected to the data files and your file will not open
 - B. If you need to change the name of the .aup file, do a 'Save As' and give the file a new name and then delete the original files. Remember to delete both the .aup and the _data folder.
3. **.mp3, .wav files** – Two types of audio formats that are used to play your audio. The .mp3 is used by PowerPoint, and .wav is used by Camtasia.
 - A. To save your file in one of these formats, while your file is open in audacity, go to **File** in the Main Menu and select **Export**. And then select the format you want.
 - a. For an MP3 file format, set the quality to **Standard 170-210 kbps**

Audio with Audacity

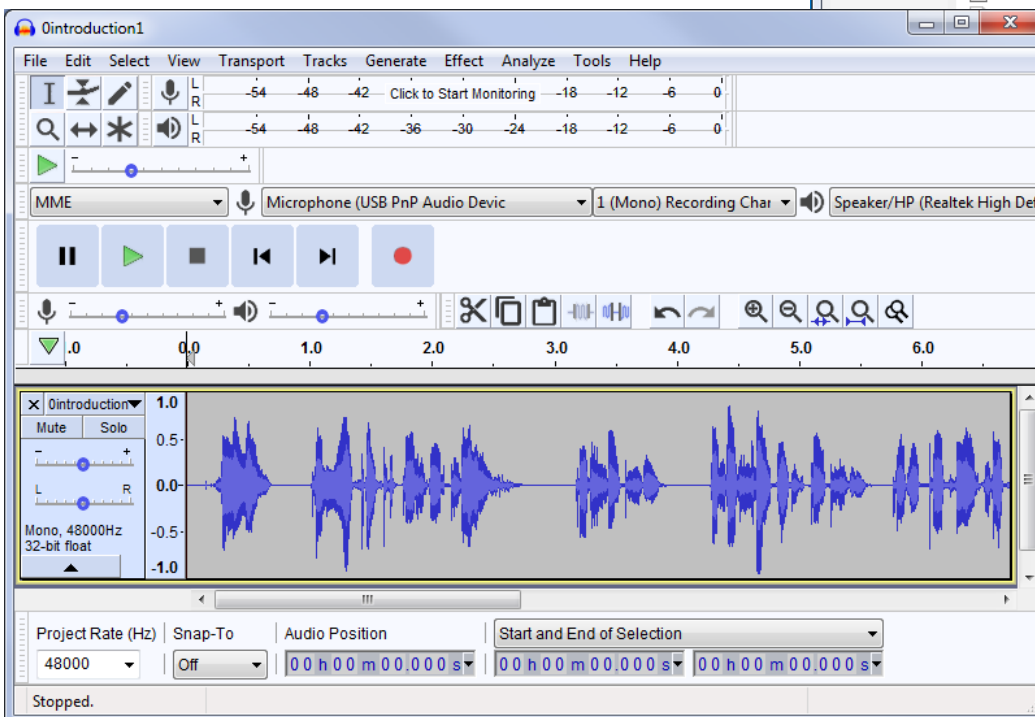
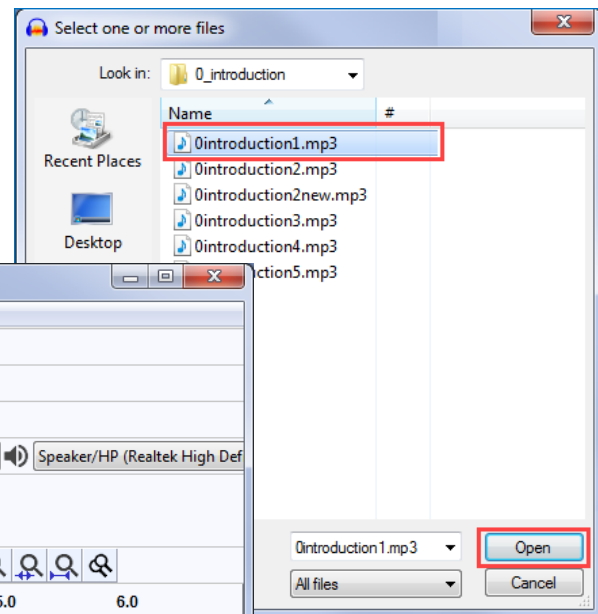
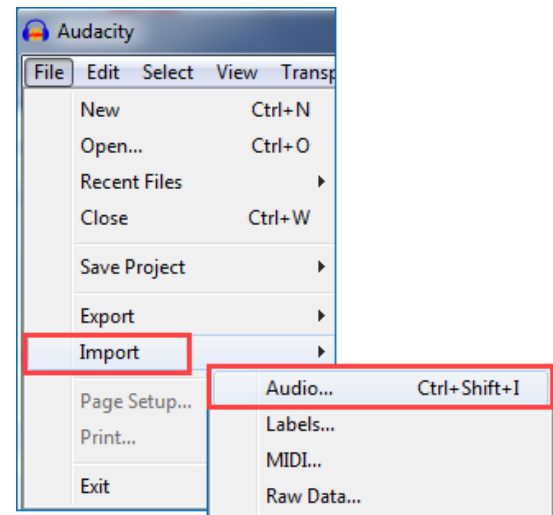
IMPORTING AN MP3 FILE

Once you have an MP3 file, it can be used to add audio to a PowerPoint slide. Also, if you do not have an audacity file, you can import an MP3 and edit it in Audacity and then once again export it as an MP3 file.

All the audio files stored in the Training directory are MP3 files. If you need to edit one of these files you will need to import it into Audacity.

To import an MP3 file into Audacity:

1. Open Audacity
2. Go to **File > Import > Audio**
3. Select an MP3 file from the selection window and click **Open**
4. The file opens in Audacity and is to be edited

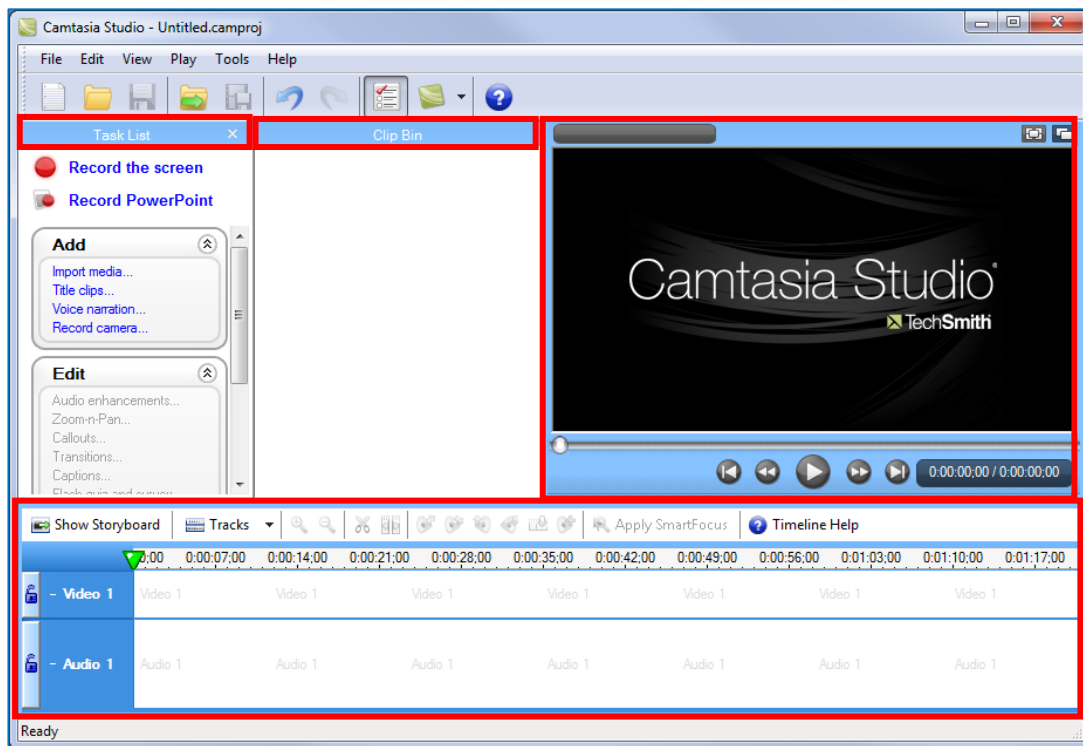


CREATING A VIDEO

CAMTASIA

Camtasia is software that is used to create videos.

When making a video it is suggested to record your audio separate from the actual video. The reason is because it's hard to both show something on the screen while at the same time read a script. It is suggested that a script be used to get clear and concise wording.



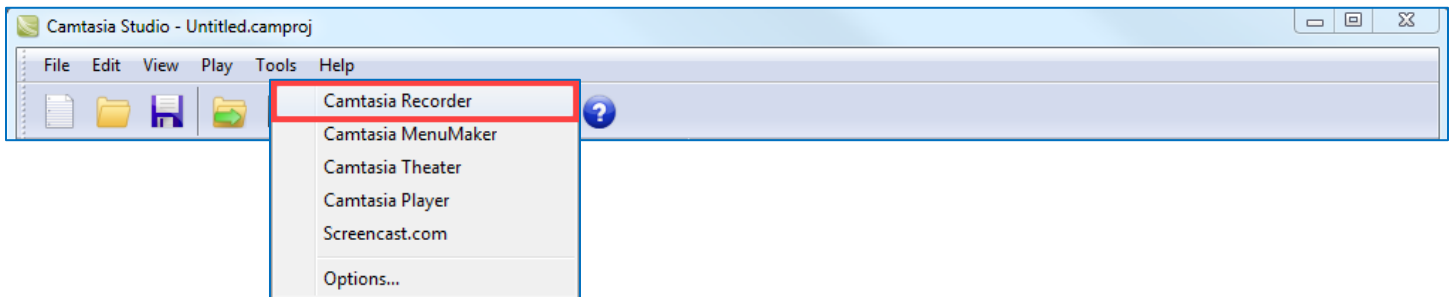
When you open Camtasia, you see four different sections to the Camtasia screen.

1. The preview window – Lets you see what you video looks and sounds like
2. The Clip Bin – Stores all the clips used to create the video
 - A. Files that end in .camrec are Camtasia recording files
 - B. Files that end in .wav are audio files. Do not use mp3 for audio files. They will work, but they are difficult to work with in Camtasia. The timing is not accurate
3. The Storyboard – This is where you can modify the video or audio. For example, you can add pan in zooms or cut out selected parts of the video
4. Task List – This is where the menus are located for actions that are most often used

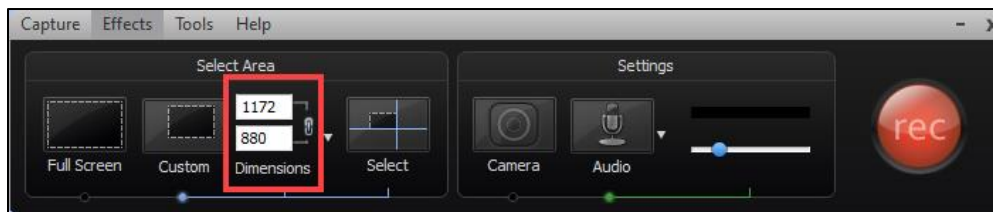
Creating a Video

To create a video:

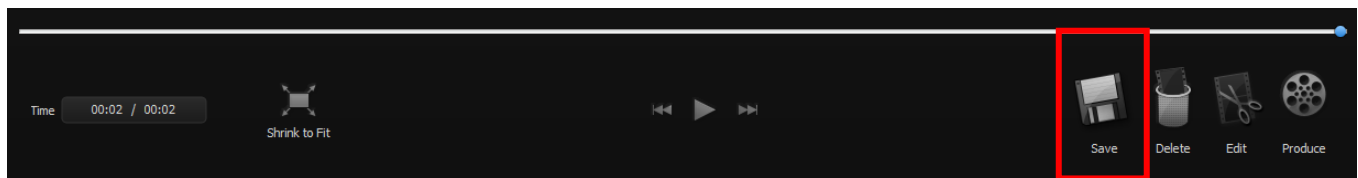
1. Select **Camtasia Recorder** from **Tools** in the Main Menu at the top of the screen



2. The Recorder window opens up separately from the Camtasia screen
3. Enter the dimensions for the recorded area, suggested dimensions 1172 x 880



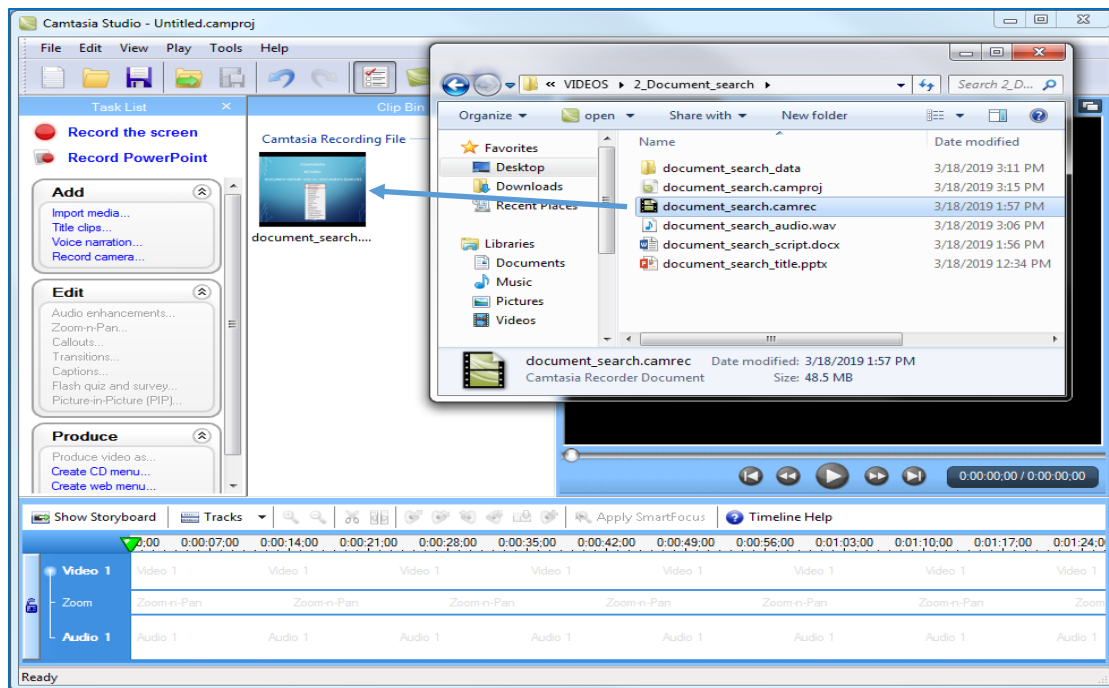
4. When the Recorder window opens, it shows you the selected area that will be used for recording with green dashed lines and greys out everything outside of this area. Make sure that whatever you are recording is inside the green dashed lines.
5. When you are ready to record, click the red circular **rec** button on the Recorder window
6. The Recorder window disappears. A countdown of 3 seconds starts, once it gets down to zero, then the recording starts.
7. When you are finished recording, press the **F10** key to stop.
8. You get a new window, showing the video. At the bottom of that screen you can click **Save** to save the video.



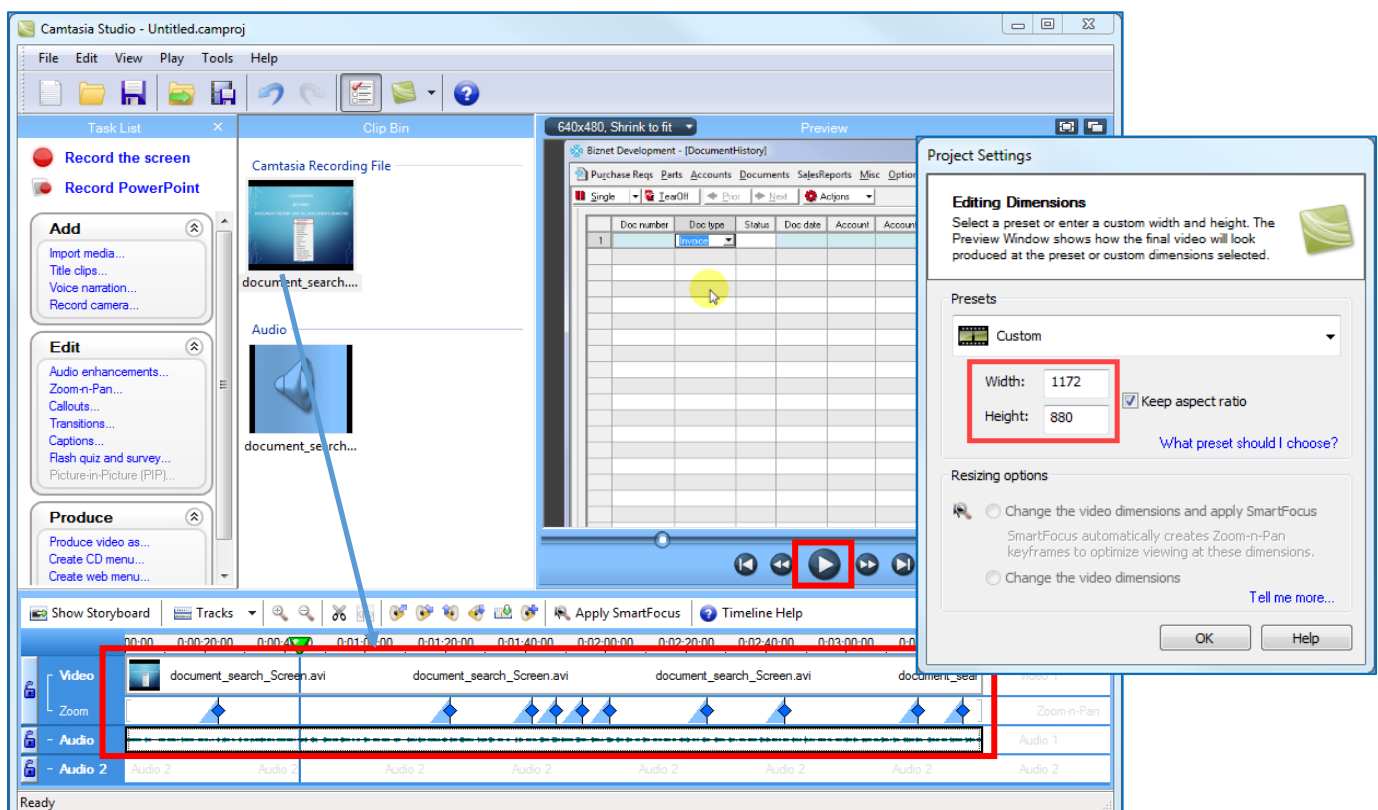
9. This saves the video as a **.camrec** file

Creating a Video

- The .camrec file can be added to Camtasia where you can view it and edit it. You can drag and drop the file into the Clip Bin area of Camtasia.



- Once the clip is in the Clip Bin, it can be added to the Storyboard area. To do this, just click on the clip and drag it into the video 1 area.



Creating a Video

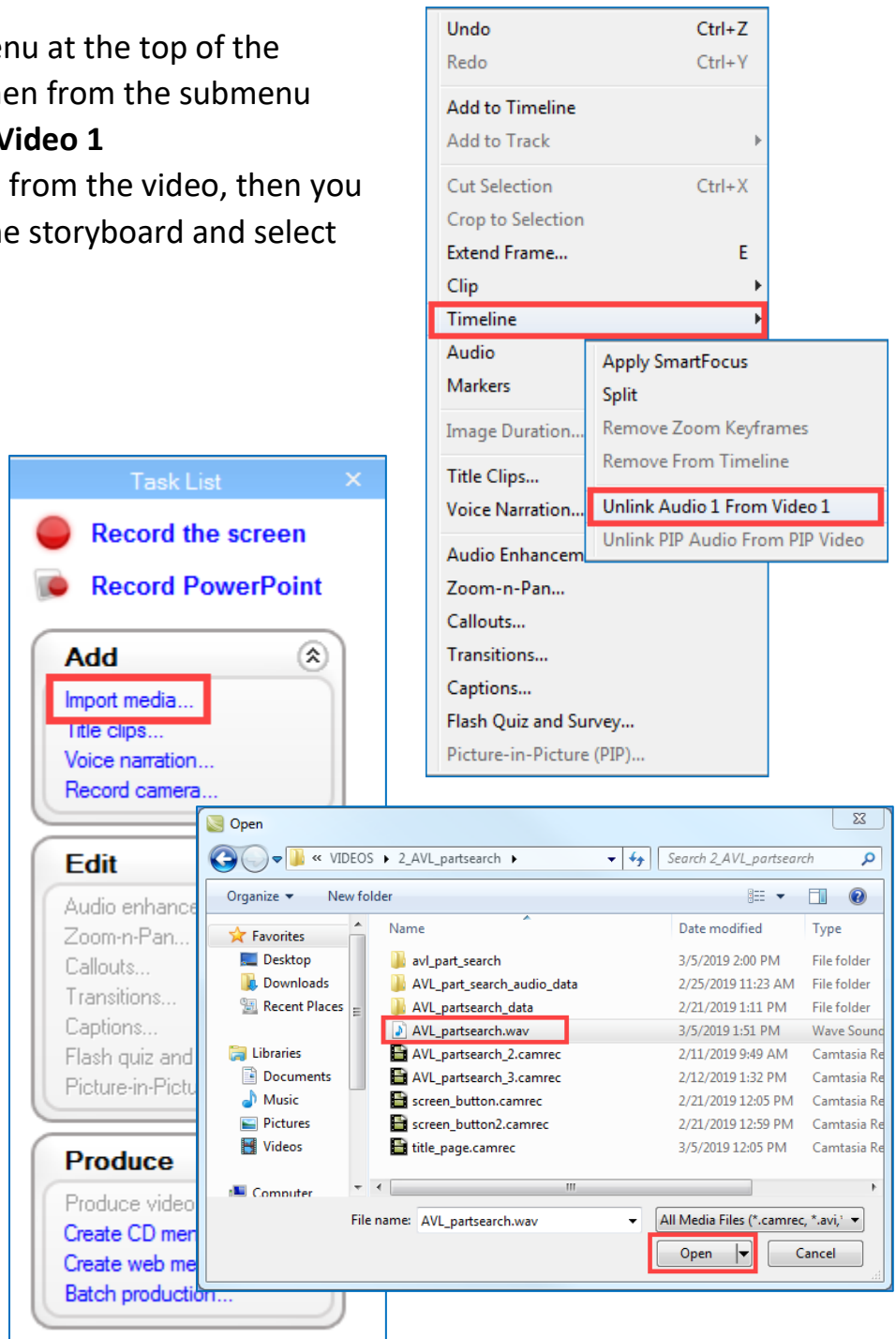
12. Before the clip is added to the Storyboard, a window pops up for you to enter the project settings for the window size. Make sure to set the window size to the same size that the video was created with. Remember the recommended size was **1172 X 880**.
13. Then the video will show up on the Storyboard and you can preview the clip by clicking the **Play** icon in the preview section of the screen

Now you need to add your audio. But before you can do that you need to delete the audio that came in with the file.

1. Under **Edit** in the Main Menu at the top of the screen, select **Timeline**. Then from the submenu click **Unlink Audio 1 from Video 1**
2. Once the audio is unlinked from the video, then you can click on the audio in the storyboard and select **Remove from Timeline**

To add your audio:

1. Click **Import Media** from the **Add** section of the task list
2. A new window appears where you can select the file you want to add.
3. Make sure you saved your audio file as a **.wav** file
4. Select the file you want to add and then click **Open**
5. The file appears in the Clip Bin area of the screen



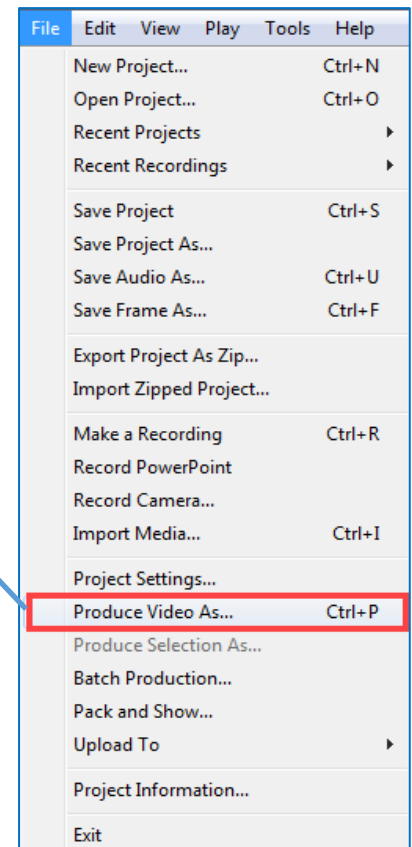
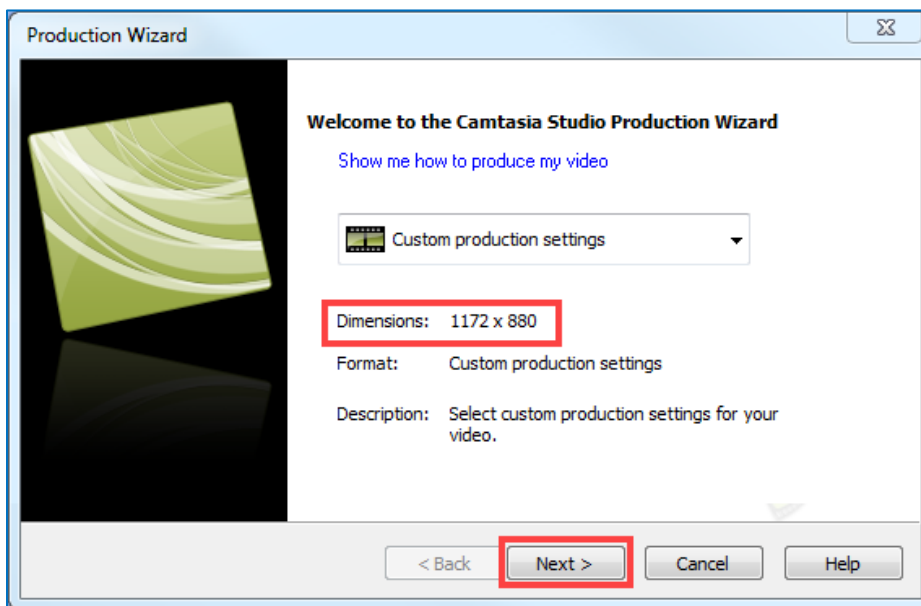
Creating a Video

How to make sure the recorded video and the audio are synced.

1. First write a script for the audio
2. Use the script to make a recording. Save as a **.aup** file in case you need to edit it.
3. Then export as a **.wav** file
4. When you record your video, listen to the .wav file. That way you can time your mouse clicks to the same pace as your audio.
5. When you add both the audio and the video recording to the story board area in Camtasia, they will match. Preview the video to make sure it looks and sounds like what you want.

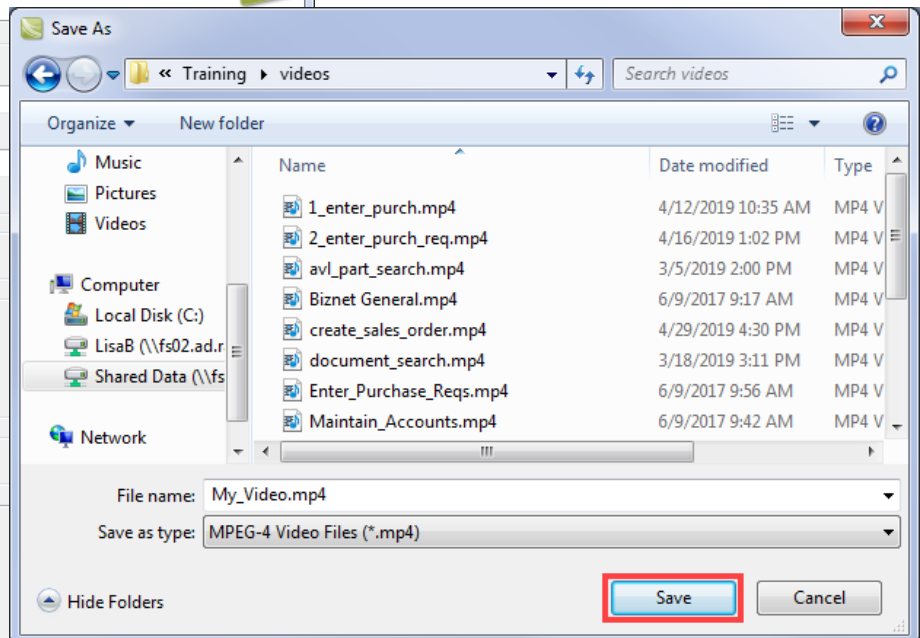
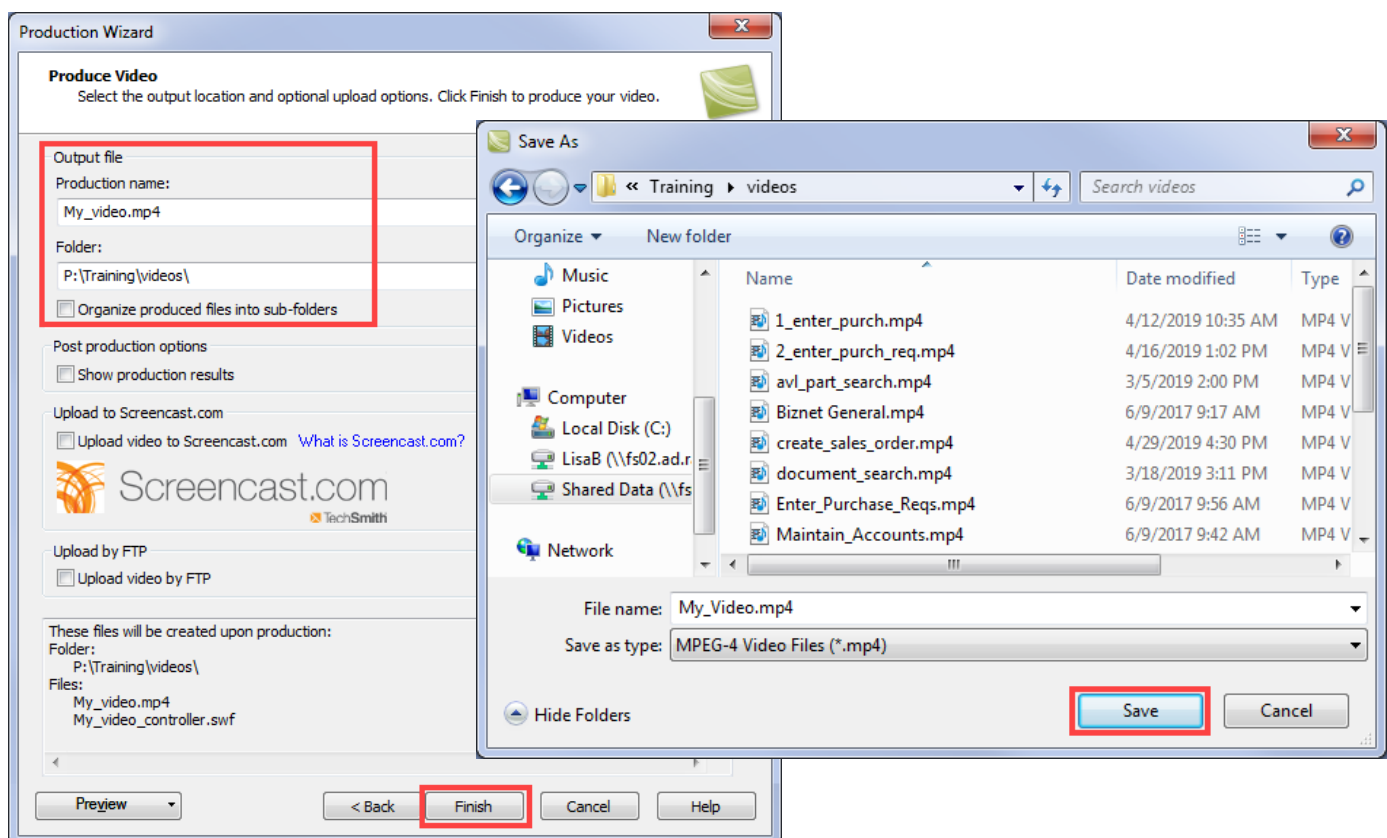
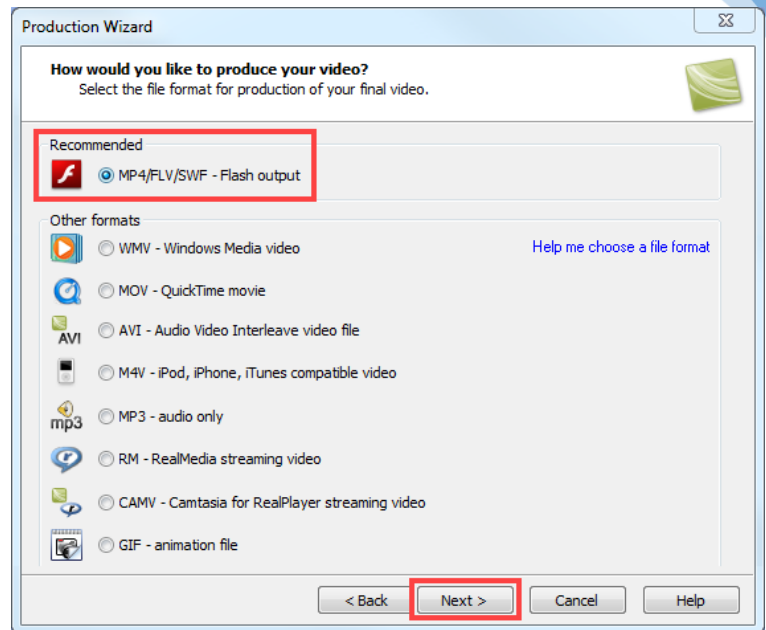
When you are satisfied with the video, then you can publish it.

1. In the Main Menu, select **File** and then **Produce Video as**.
2. A new window will appear. The dimensions should be the ones you entered earlier so you can click **Next** on this window.



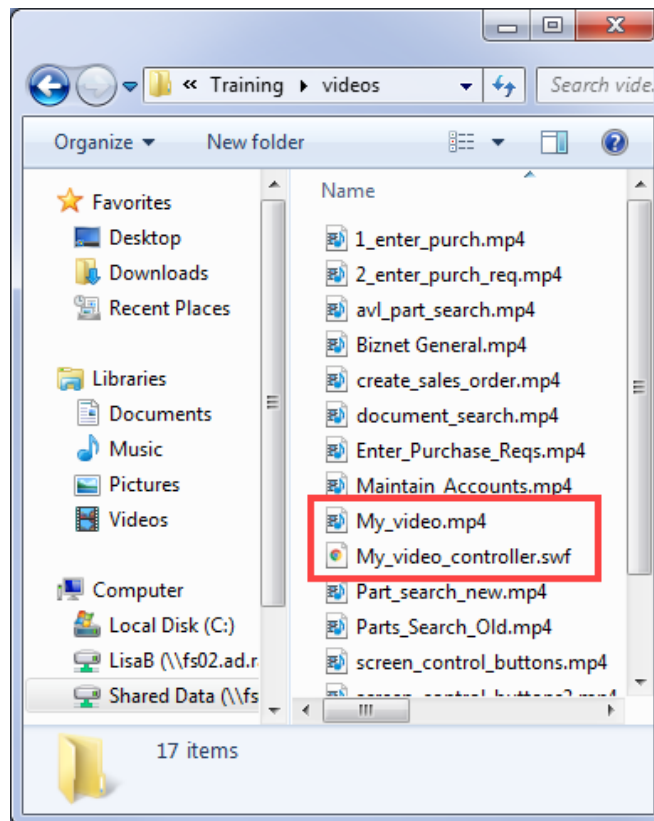
Creating a Video

3. On the next window, select at the top file type, **MP4/FLV/SWF-flash output**
4. You can click **Next** for the next two windows that appear to accept the defaults on those windows
5. On the next window that appears, do the following things:
 - A. Enter the name of your video
 - B. Click the folder icon and select **P:\Training\Videos** on the Save As window and then click **Save**
 - C. Uncheck **Organize produced files into sub-folders**
 - D. Click **Finish**



Creating a Video

- Two files will appear in the folder on the P drive. You can delete the **.swf** file.



Creating a Video

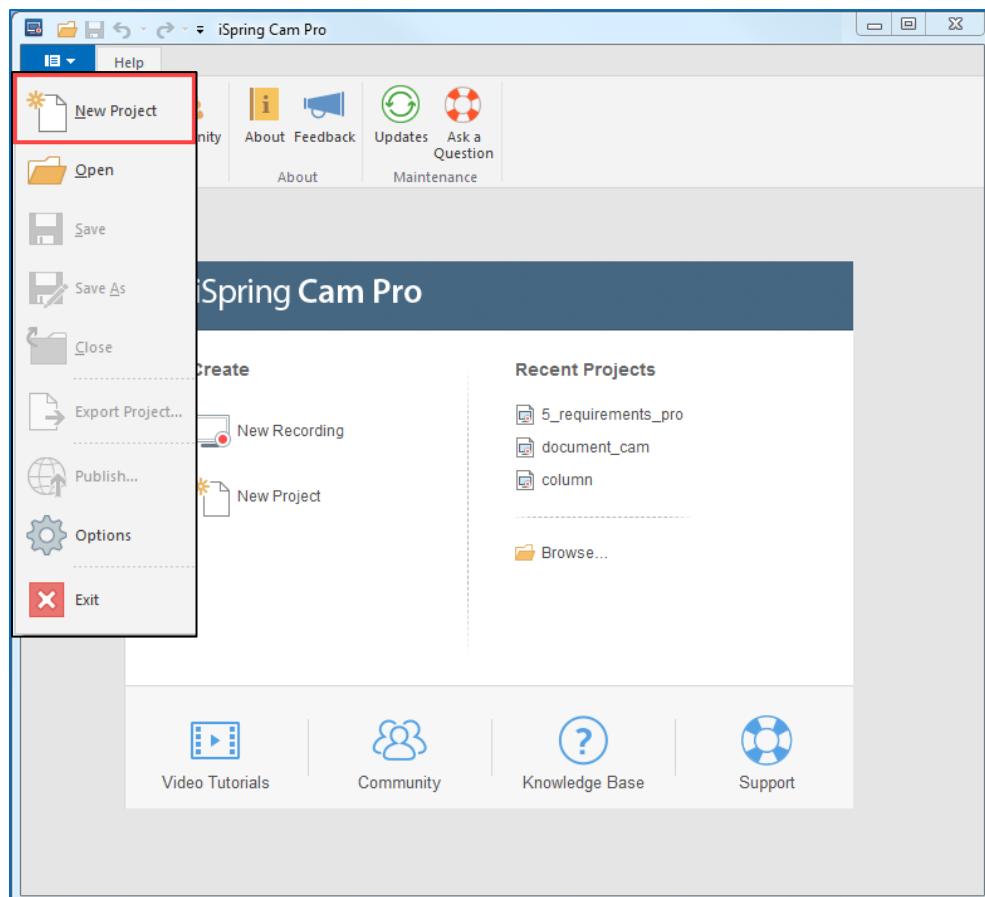
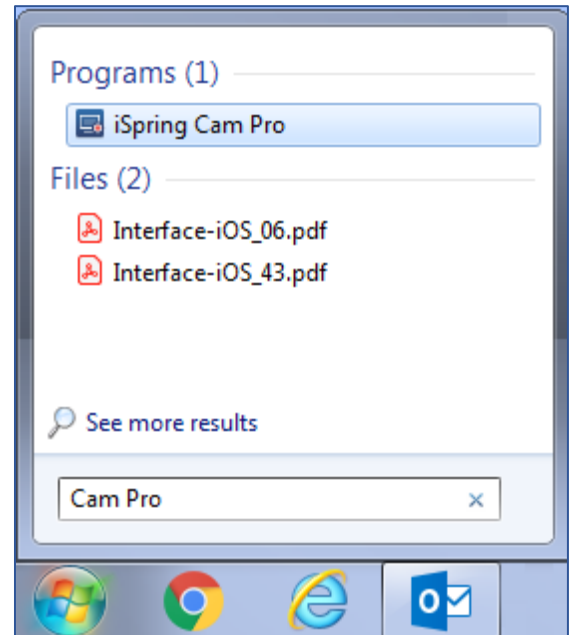
CAMPRO

Cam Pro comes as part of the iSpring suite 9. Like Camtasia it is software that creates videos. If you are creating a stand-alone video, then publishing your video in Camtasia is all you need to do. However, if you are going to embed the video into a PowerPoint lecture and create a SCORM zip file, then you will need publish the video using Cam Pro, because this will assure a smooth transition to the SCORM zip file. SCORM zip files will be discussed in the next section.

To publish a video using Cam Pro, open Cam Pro. If you have iSpring suite 9, then Cam Pro will be in your start up menu.

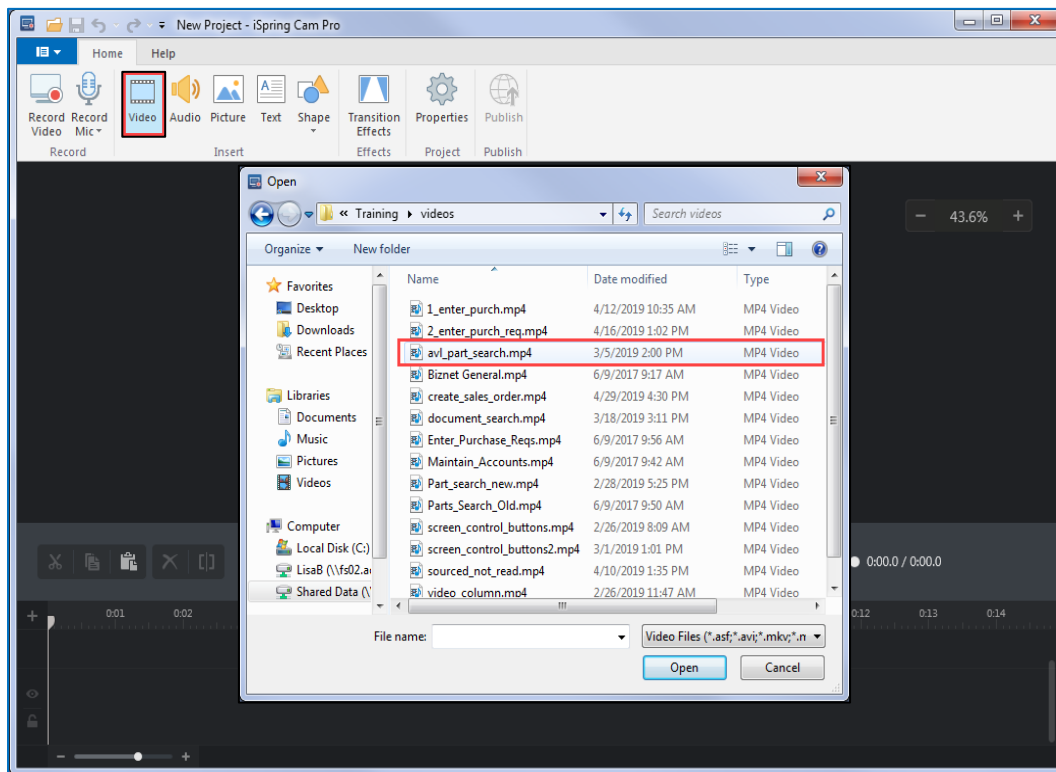
To import a video:

1. Click on the very top blue menu button and select **New Project**

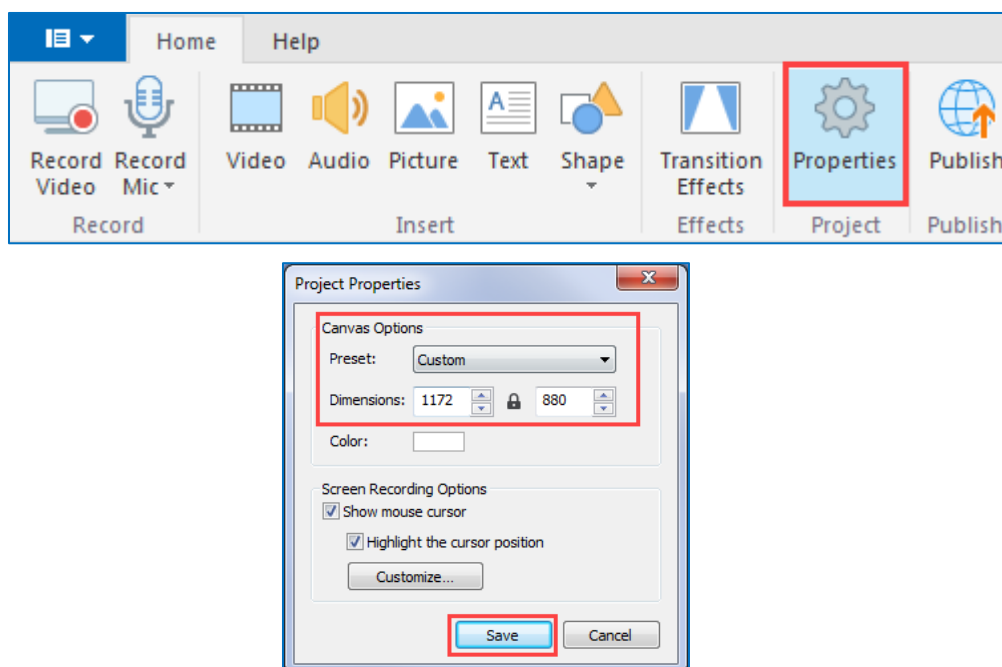


Creating a Video

- From the top icon menu, select **Video**, and then select the video (mp4 format) you want to publish with Cam Pro

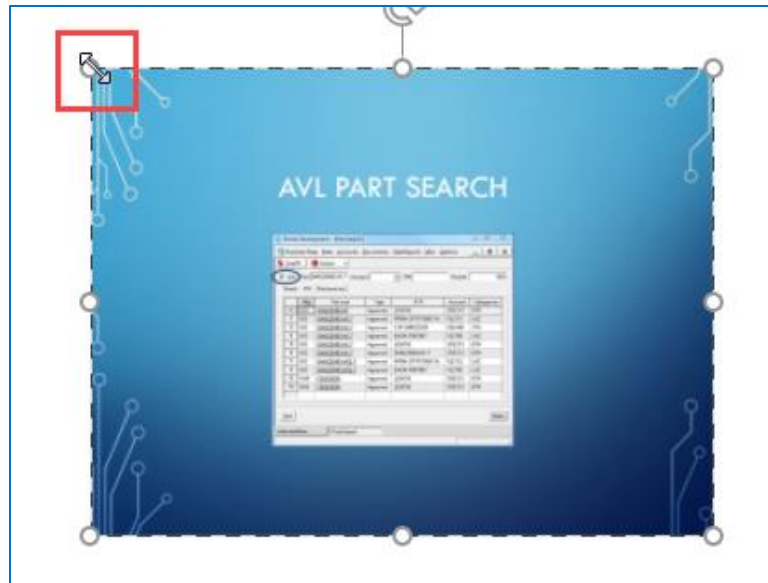


- Use **Properties** from the top icon menu and set the dimensions equal to the dimensions of the video you created in Camtasia
- Click **Save**

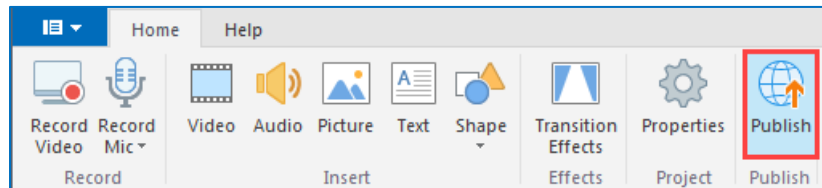


Creating a Video

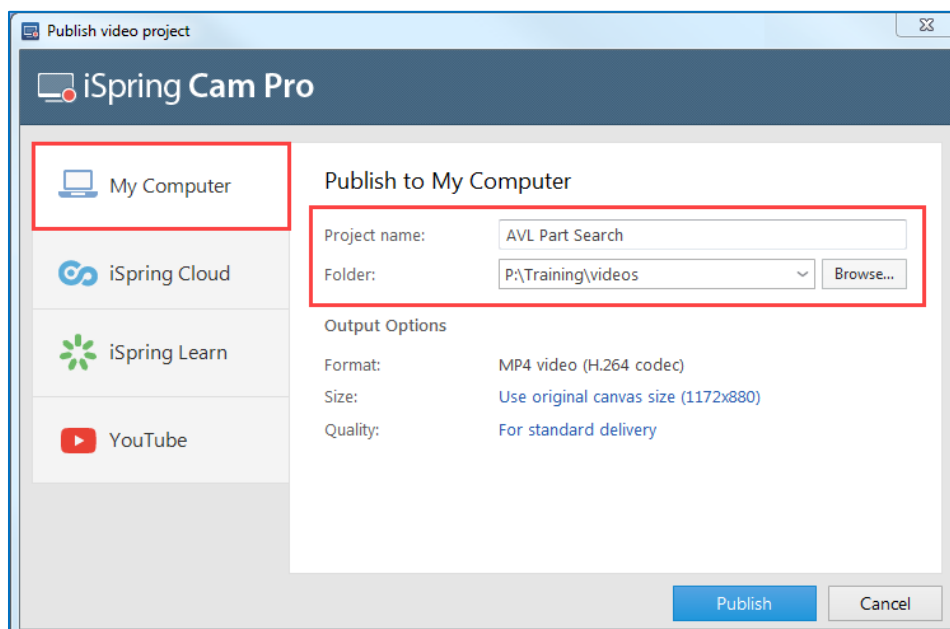
5. If you do not see the dashed lines around the video image, then click on the video image
6. Place the cursor in a corner of the video image and drag the video to fit the white area of the screen



7. Click **Publish** in the top icon menu.

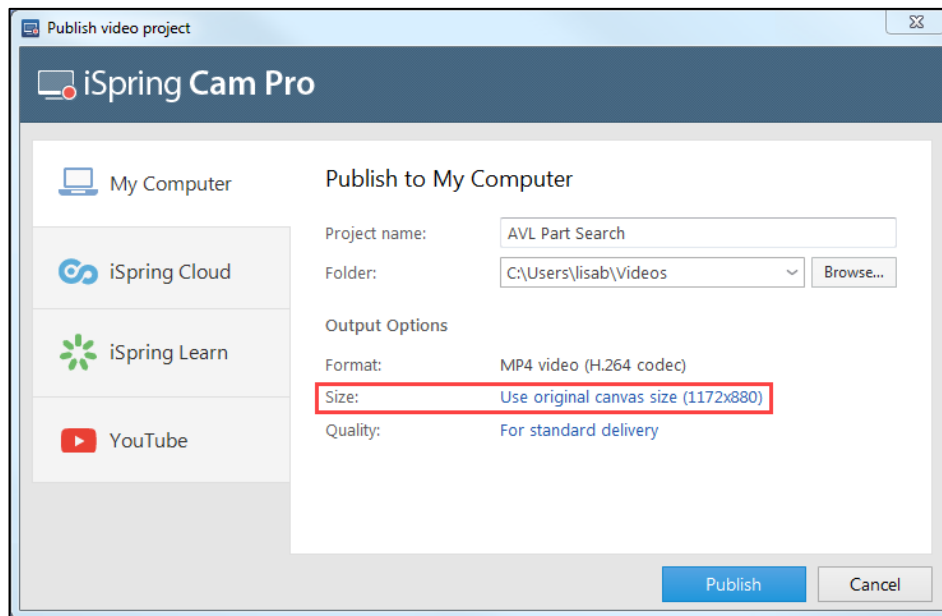


8. Make sure to select **My Computer** as the place to publish the files

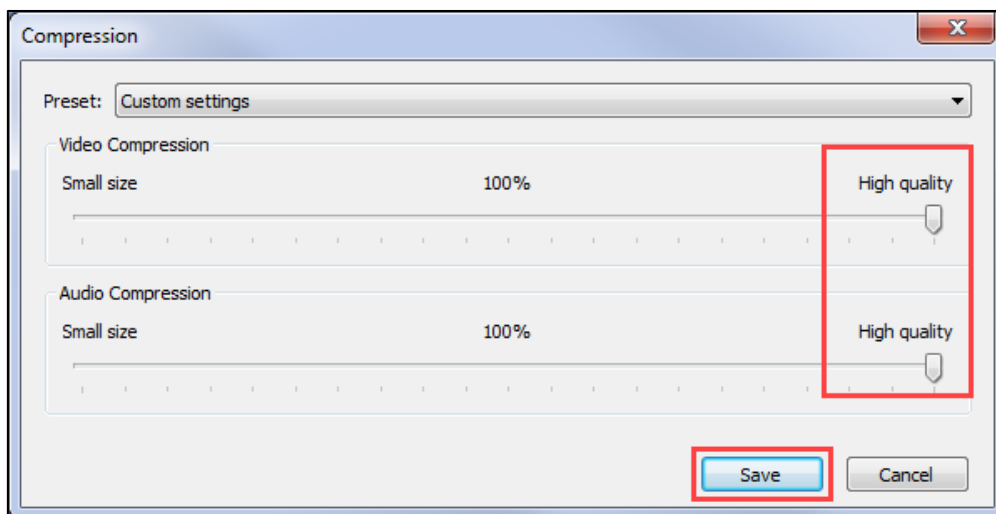


Creating a Video

9. Give the project a name and select a folder to place the file in
10. Make sure that the Size is set to **Use original canvas size (1172x880)**

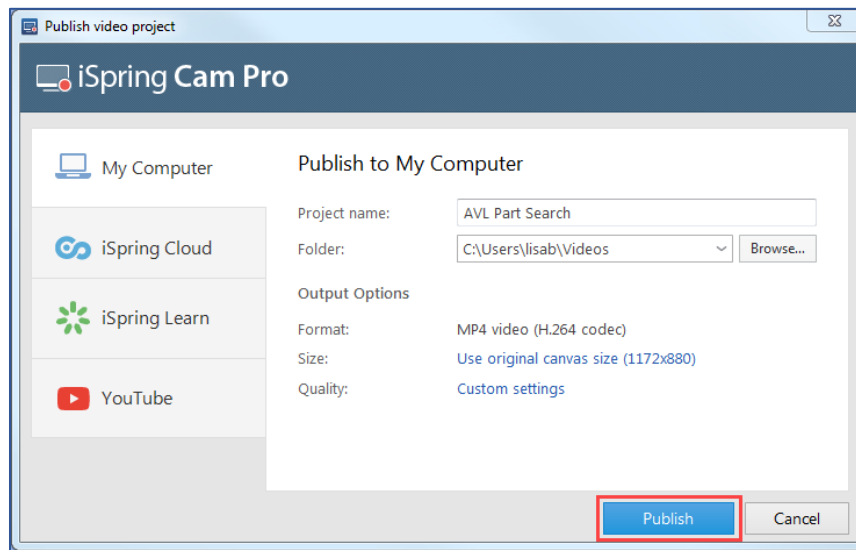


11. Change the Quality from For Standard Delivery to the settings shown below and then click **Save**



Creating a Video

12. Click **Publish**



- 13. Depending on the size of the video, publishing may take a few minutes
- 14. An mp4 file will be created
- 15. Use this file to embed the video into a PowerPoint lecture

USING POWERPOINT

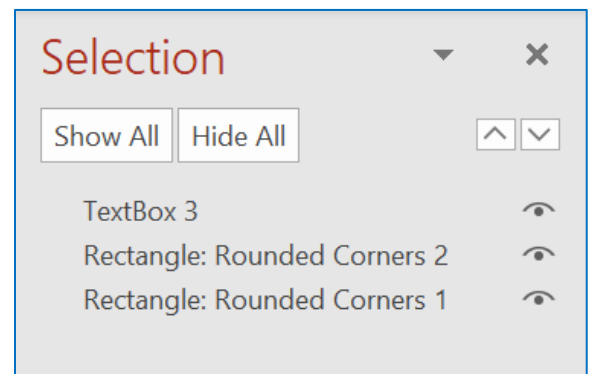
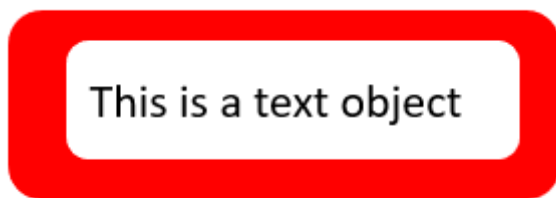
ANIMATIONS

In PowerPoint, every time you add something to the page, PowerPoint assigns that thing a type of object. Some examples of objects are Rectangles, Text Boxes, and Pictures.

If you navigate to the selection pane (The **Editing** section of the **Home** tab under **Select**, select **Selection Pane**) then you will see a list of all the objects on the current slide.

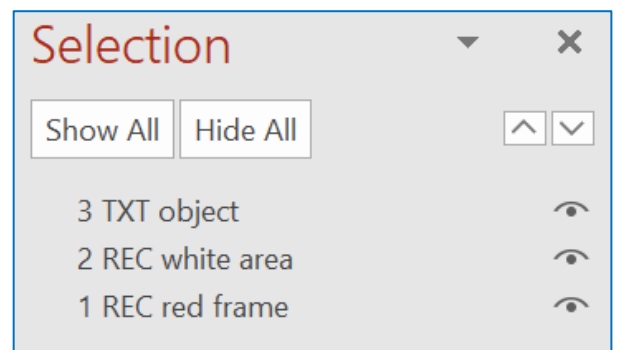
Every time you add a new object, it adds it on top of any previous objects. The newest object is always at the top of selection pane. However, in the selection pane you can move the names around by clicking on them and dragging them. When you move the name in the selection pane, it moves in the actual object on the screen as well.

In this simple example shown here, the first object added was the red rectangle with rounded corners. Then the white rectangle with rounded corners and finally the text object.



If you have a lot of animation then looking at a list filled with just this type of basic object and numbers can be confusing. Therefore, it is suggested that you number your objects depending on the order of animation and name them by an abbreviation of the type of object in all CAPS (because different objects may be animated differently so knowing the type of object is helpful) and then some name that explains what it is.

You can go into the selection pane and click on the object you want to rename to change its name. So for this example, it might look something like the Selection Pane shown here.

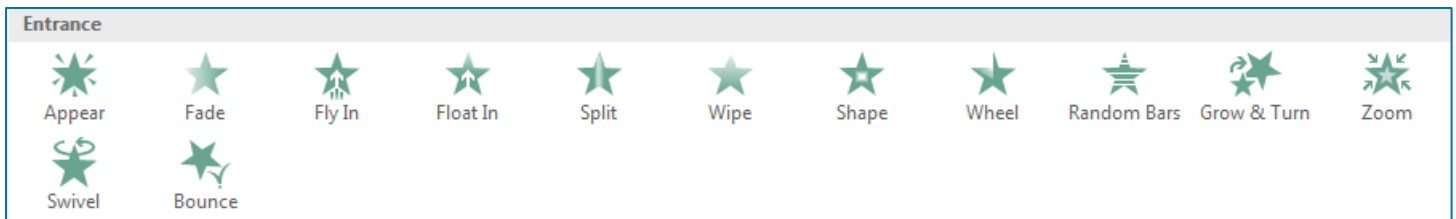


In this example, the first animated object will be the red rectangle, then the white one, and finally the text.

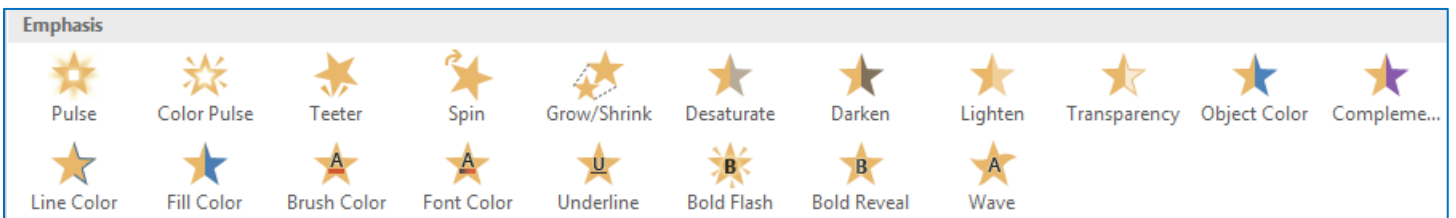
Using PowerPoint

In PowerPoint, there are four different types of animations.

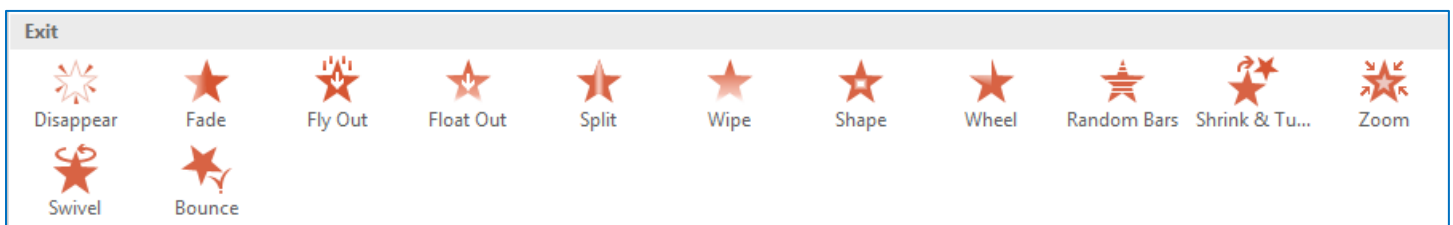
Entrance (Green icons) – how an object first appears on the screen



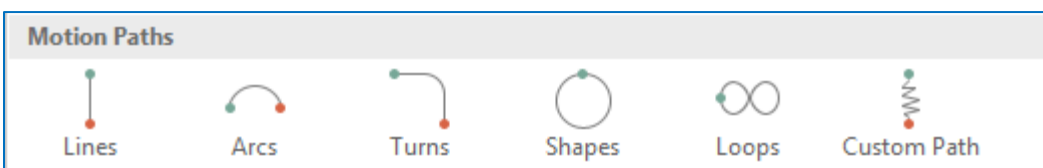
Emphasis (yellow icons) – giving emphasis to an object already on the screen



Exit (red icons) —how an object leaves the screen



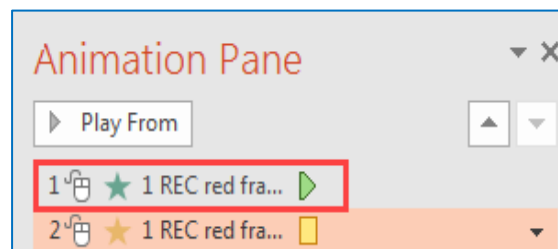
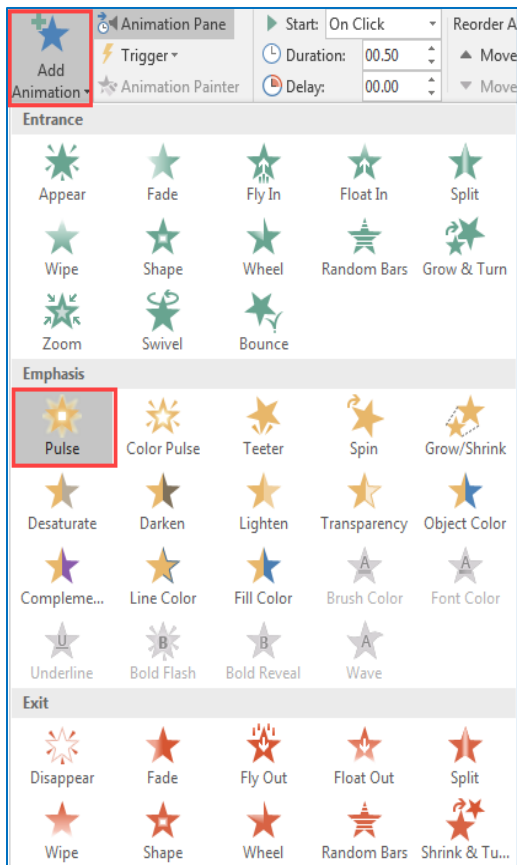
Motion Paths (green and red dots) – how an object can move on the screen



Using PowerPoint

To animate an object:

1. Go to the **Animation** tab
2. Click on the object you want to animate
3. Select the animation type you want to add to the object (in this example appear)
4. Click on **Animation Pane**
5. The object you selected will appear in the Animation pane. It will show up with the name you gave it in the Selection Pane. The icon to the left of the object will show what type of animation it is, and the color of the icon will match the type of animation as described above.
6. If you click on an object in the animation pane, you can change the type of animation by simply selecting a different animation icon.
7. If you want to add a second type of animation for the same object
 - A. Click on the object in the Animation Pane
 - B. Click add animation
 - C. Select an animation icon
 - D. You should see a second item of the same object in the animation pane as shown below

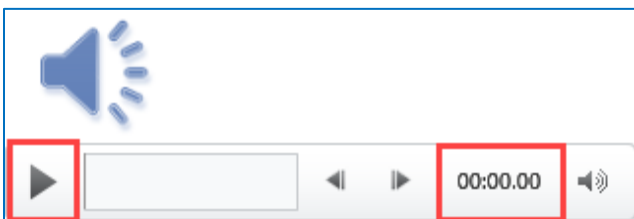
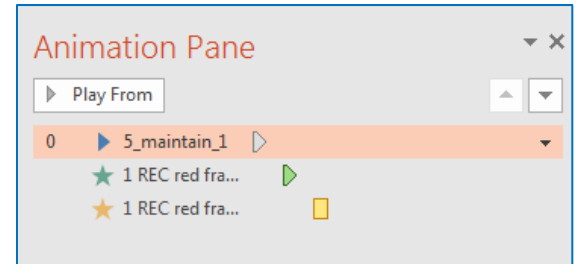
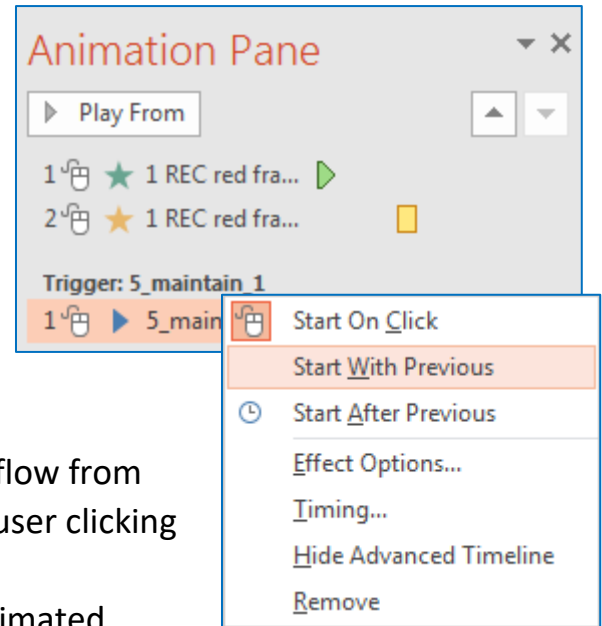


Using PowerPoint

8. You can move an animated object up or down in the animation pane by clicking and dragging it to where you want to move it.

Timing your animation to your audio

1. Your audio should already be added to the slide. It will usually come up at the bottom of the Animation Pane and set to trigger, meaning on a mouse click the audio will start to play. If you want your audio to play automatically without having to click the mouse first, then click on the name of the audio in the Animation Pane and from the menu that appears select **Start with Previous**.
2. Start with Previous means that the animation will flow from one item to the next and does not depend on the user clicking a mouse button
3. You want your audio to be the first thing that is animated, since all other animations will be dependent on the timing of the audio so move the audio to the first position in the Animation Pane. Since it starts with previous and it is the first item, then that means it will start as soon as the presentation is opened
4. Set the other animations to Start with Previous as well
5. When you add an audio object, you will have an audio icon. Click on the Audio icon and then the play triangle, to play the audio.

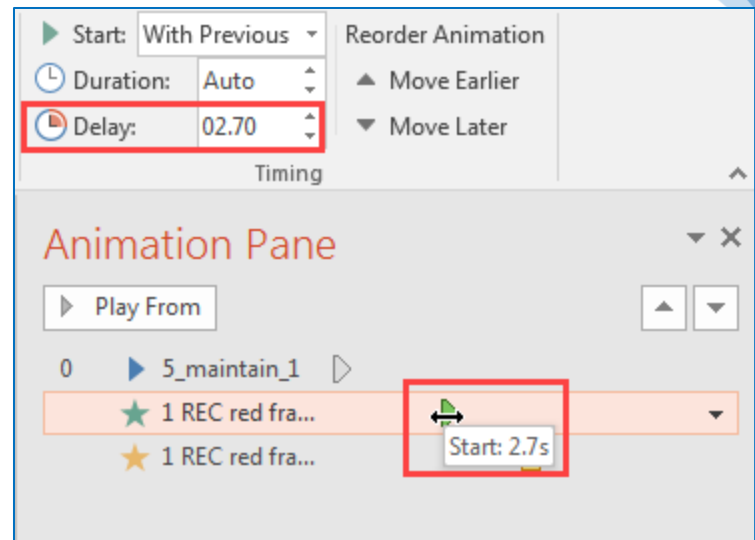


6. While the audio is playing, there is a timer showing how much time has elapsed. To synchronize the animation and audio, make a note of the time when the audio is saying something that relates to the animation you want to bring in.

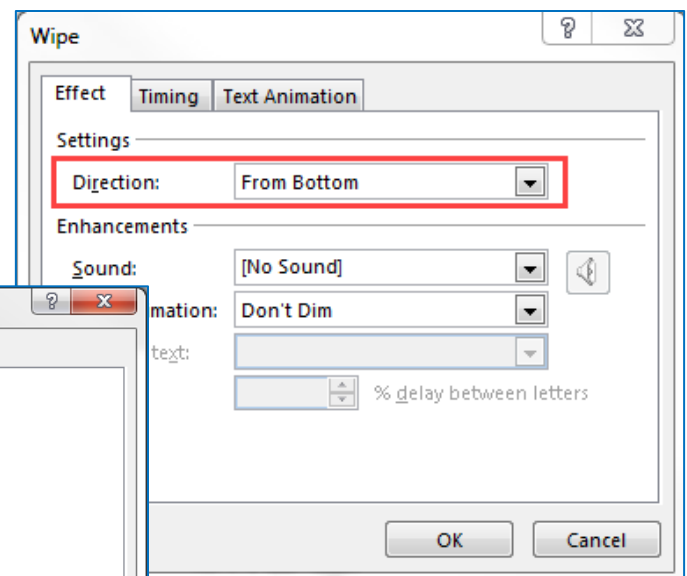
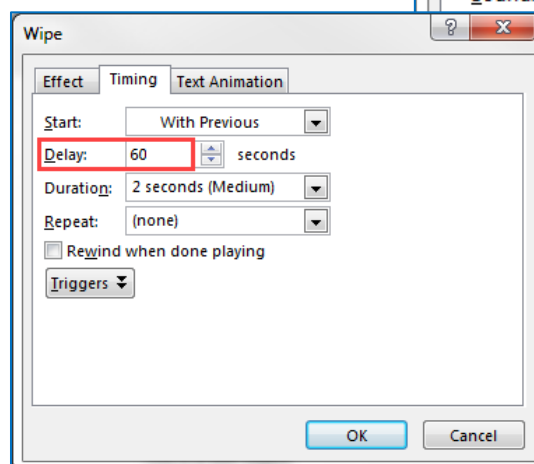
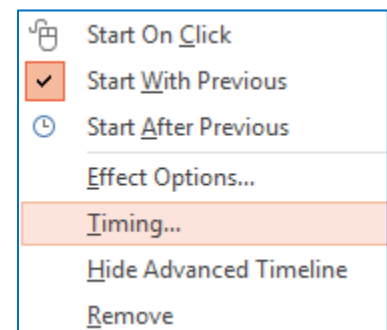
Using PowerPoint

7. Select the object to be timed.
8. Click in the delay field and enter the time you recorded from step 6.
9. **Note: the delay field makes it easy to add an exact number, but it does not work past 1 minute. In that case, you can slide the object out to the time you want by clicking and dragging.**

Duration and other timing features of animation



1. The Duration field allows you to enter how long the object will perform the selected animation type. For example an object that fades in, you can set how long the fade will last.
2. The duration and timing can also be set from the drop down menu of each object. To get the menu, right click the object you want to change the animation for.
3. Select **Timing**
4. In the Effect tab from the window that appears, you can set specific settings for the type of animation selected
5. For example, for a wipe animation, you can set the direction that the wipe starts in.
6. **NOTE: on the Timing window, 60 seconds is the maximum allowed time, similar to the Delay field in the Main Menu. When using this window it will re-set the object to 60 seconds. So make a note of the objects actual time, and reset it manually, by sliding the animation icon after you close this window.**



Using PowerPoint

CHANGING A PICTURE

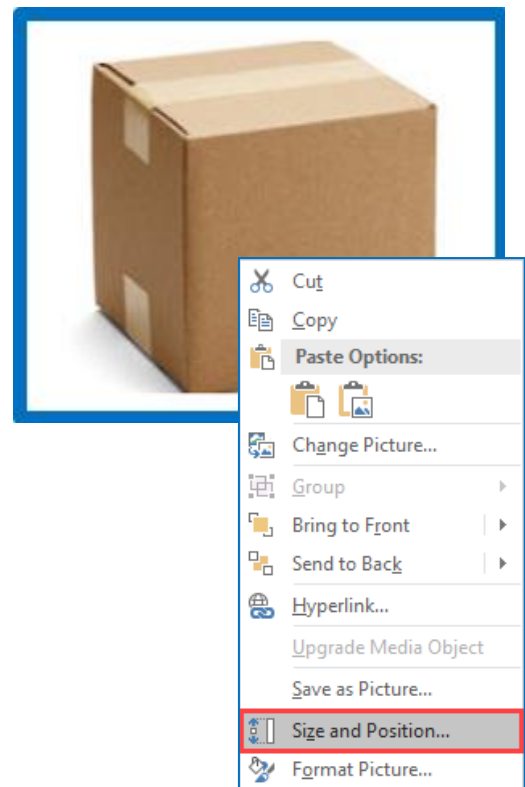
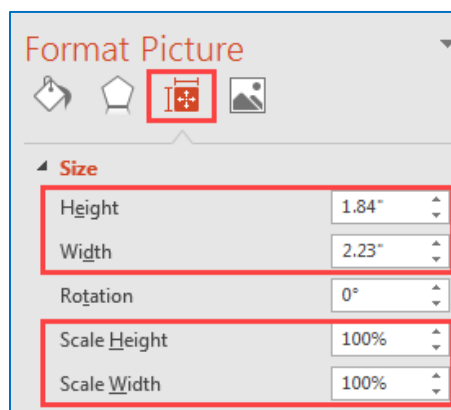
If you have a picture that has animation attached to it and that picture needs to be changed, then this can be time consuming because if you delete a picture then this also deletes any animations for the picture. Which means when you bring in the new picture you have to add the animations back in with the exact timing you had before.

To avoid this hassle, the Change Picture selection on the pictures submenu can be used. When you change a picture in this way, then the animation is not affected nor is its placement on the screen (if it is below several objects, you don't have to move it back under those objects).

Before you swap a picture, however, you want to make sure that the new picture has the same dimensions. The Change Picture action will keep the original size of the picture. So if you don't want your picture to look stretched out or shrunken, then you need to have the image captured at the same size of the original picture.

To check the size of the original image

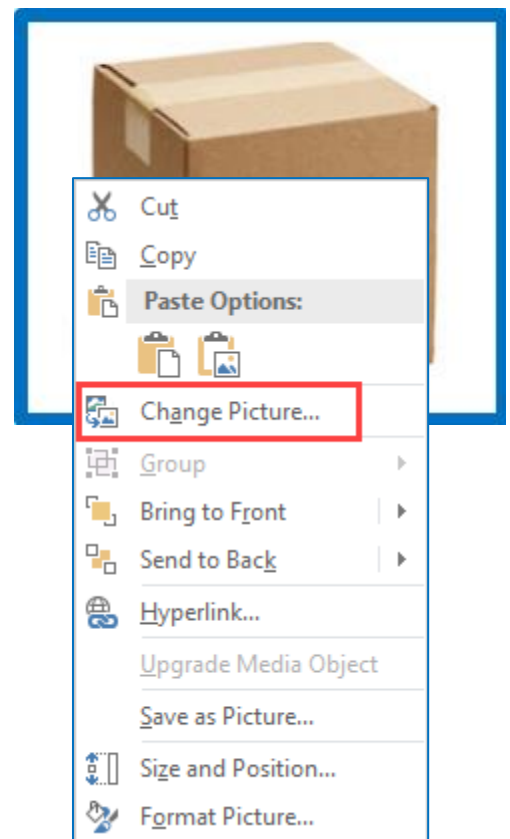
1. Click on the picture and from the pictures drop down menu select **Size and Position**. The Format Picture Pane will appear on the right of the screen, already set to the Size section.
2. Notice the Height, Width, and Scale of the picture
3. When capturing a picture on the screen, pictures are measured in pixels. PowerPoint tells you the dimensions of the picture in inches



4. To convert the height and width of the picture from inches to pixels use the following formula
5. $\text{Pixels} = (\text{inches}) * \text{PPI} / \text{scale}$

Using PowerPoint

6. PPI = pixels per inch, this is set to 96 in snag it, but can be changed if you wish
 - A. Go to the Main Menu of the Snag it Editor and select **Resize Image**
 - B. From the menu that appears, click on the triangle next to **Advanced** and the advanced settings appear
 - C. The Resolution field will show a number such as 96 DPI. For Snagit, DPI = PPI
7. Then when you capture your new picture, make sure the picture size is the height and width that you just calculated in the previous steps
8. Note: This can be easily accomplished if you have **SIZER**, free software that you can add to your computer that will show you the size of the windows
9. Save the image with an easy name to find
10. Return to PowerPoint and click on the picture you want to change
11. From the pictures menu, select **Change Picture**
12. Click **Work Offline**
13. Click **From a File** and select the picture you just saved
14. The picture is replaced with the correct dimensions and the animations have not changed nor has its placement on the screen.



Using PowerPoint

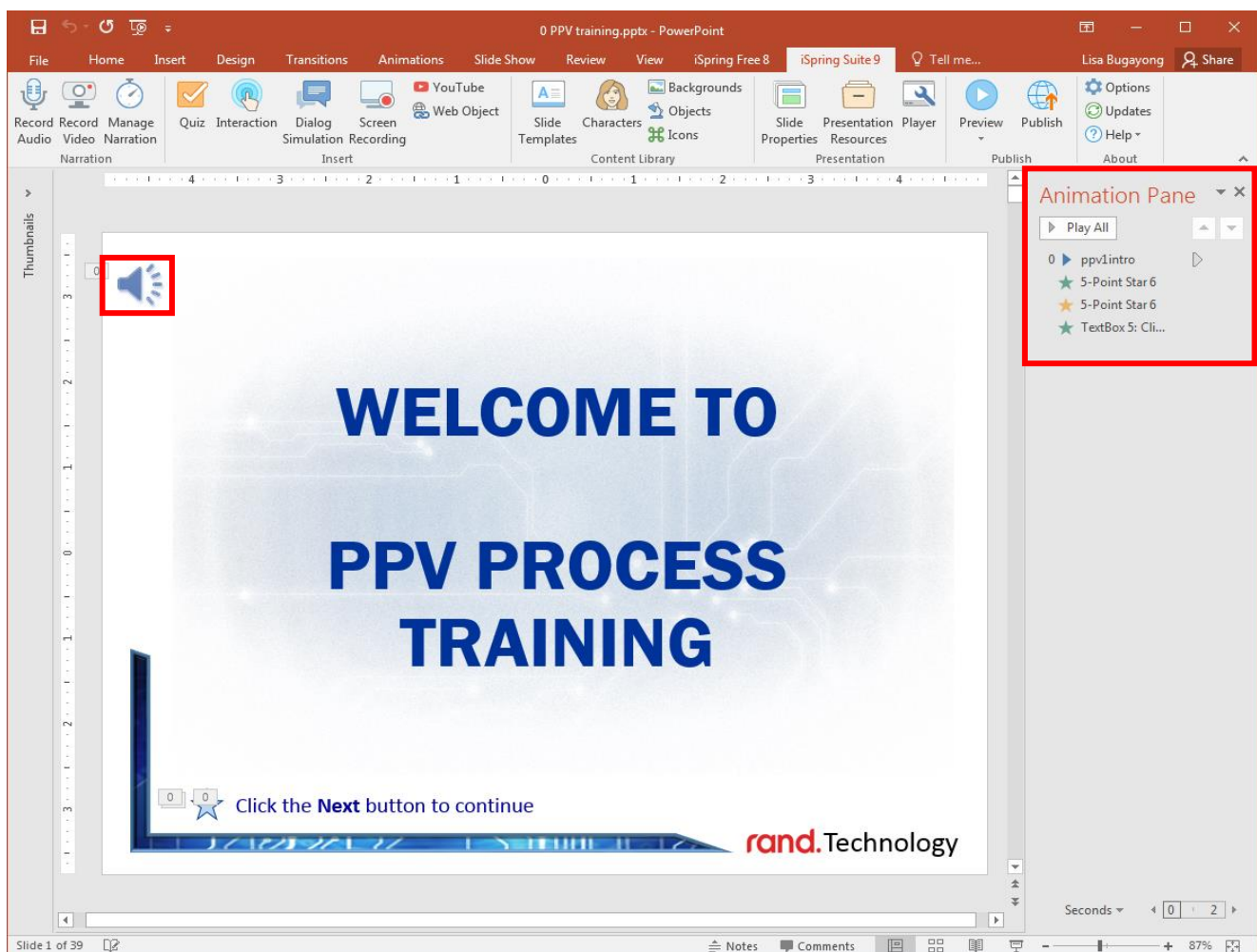
CREATING A SCORM ZIP FILE

SCORM is an abbreviation which stands for Shareable Content Object Reference Model. It governs how files from PowerPoint communicate with the Learning Management System (LMS). Without SCORM, the LMS could only show you what you see on a page in a PowerPoint file, but with SCORM, you have the capability of adding audio, animation, video, and interactive learning. The LMS is where E-learning classes are viewed. Rand uses Moodle for its LMS which means that all the training classes are available on Moodle.

iSpring is an add on to PowerPoint. With iSpring, you can publish a PowerPoint file as a SCORM zip file that can then be added to Moodle.

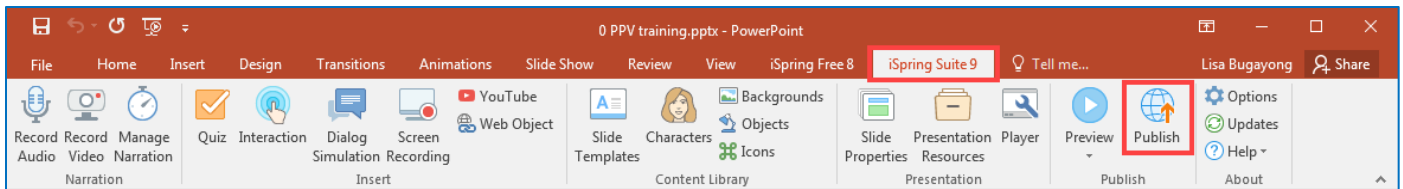
Use the following steps to convert a PowerPoint file to a SCORM zip file.

1. First create your lesson in PowerPoint

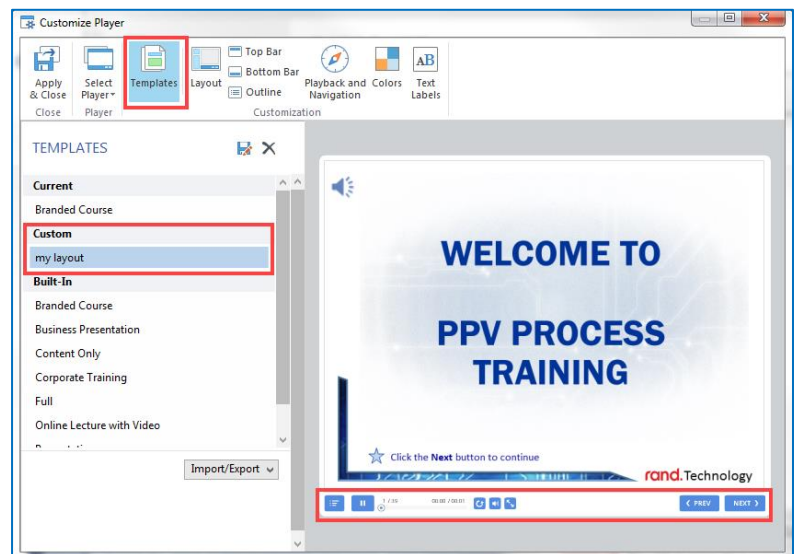
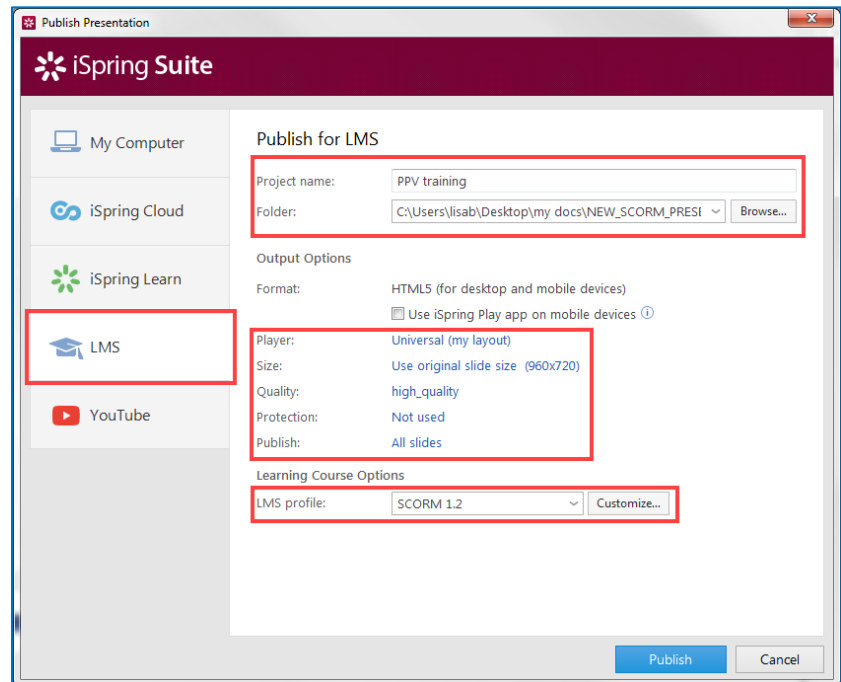


Using PowerPoint

- Notice that this PowerPoint page has audio and animation which would not play unless it is converted to a SCORM file

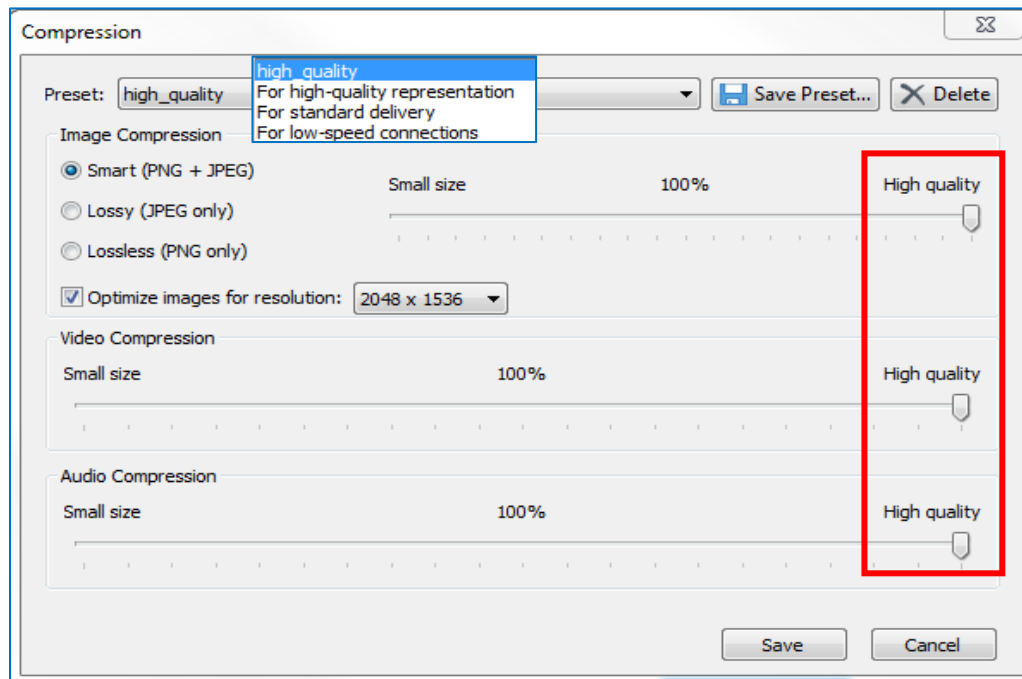


- Click the **iSpring** tab
- Click the **Publish** icon
- On the iSpring Suite Window that appears do the following:
 - On the left side of the window, make sure to select **LMS**
 - At the top, give the file a name and select the folder where you want to save the file
 - The Learning Course Options will default to SCORM 1.2. Do not change this
 - The settings should be:
 - Player – my layout
 - To set this, click the blue link to the right of Player
 - A new window opens up. Click **Templates** in the top menu
 - Under Custom, select **my layout**. This will keep the layout consistent for all the training classes. It sets up the navigation buttons at the bottom of the window.
 - Click **Apply & Close**



Using PowerPoint

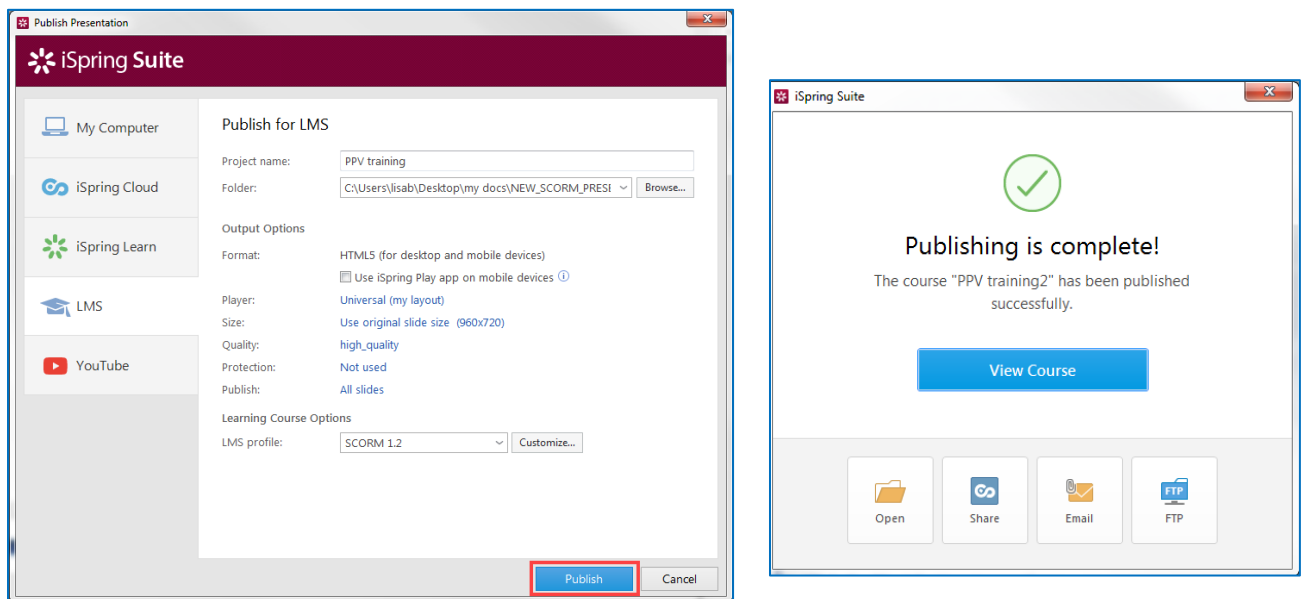
- b. Size – Use the default, **Use original size (960 X72)**
- c. Quality – set to high quality
 - 1. To set this, click the blue link to the right of Quality
 - 2. The Compression window opens up. Use the drop down menu to set the Preset to **high_quality**
 - 3. The settings should look like the ones shown below. That is the markers should be all the way on the right on high quality



- 4. Click **save**
- d. Protection – Use default, not used
- e. Publish – Make sure it reads **All Slides**

Using PowerPoint

E. To publish the file, click the blue **Publish** button on the iSpring Suite Window



F. It may take a few minutes for the system to publish the SCORM zip file

G. When it's finished, you will get the window shown above and to the right. The zip file will be located in the directory that you selected on the iSpring window.

MOODLE

BLOCKS AND NAVIGATION

Blocks – are specific areas where information, activities, or menus are located.

Within the blocks if an item has an arrow next to it, then it means it has a submenu beneath it. The arrow is a toggle, so click on it to either show/or not show the menu. If the arrow is pointing down, then the menu will be shown, and if it is pointing to the right, the menu will not be shown.

When Moodle opens, it opens to the dashboard. The dashboard is made up of several blocks. You can add more blocks or delete blocks from the dashboard. Currently it is set up to contain the blocks shown below 1 through 8

The screenshot shows the Moodle dashboard interface with several blocks highlighted by red boxes and numbered 1 through 8. The blocks are:

- 1**: NAVIGATION block, containing links for Site home, Site pages, My courses, Excess Opportunity, Biznet, and PPV Process.
- 2**: ADMINISTRATION block, containing a link for Site administration.
- 3**: RECENTLY ACCESSED COURSES block, displaying a list of courses with progress bars (Biznet training, PPV Process Training).
- 4**: COURSE OVERVIEW block, displaying a list of courses with progress bars (Biznet training, Excess Opportunity, PPV Process Training).
- 5**: ONLINE USERS block, displaying the number of online users (1 online user) and the user's name (Lisa Bugayong).
- 6**: CALENDAR block, displaying a calendar for August 2019.
- 7**: UPCOMING EVENTS block, displaying a message that there are no upcoming events and a link to Go to calendar...
- 8**: ADD A BLOCK block, containing an Add... button.

The dashboard also includes a top navigation bar with links for Reset page to default and Stop customising this page, and a bottom navigation bar with a Show 12 dropdown menu.

1. NAVIGATION

A. Site Home – Takes you out of the dashboard. It contains **All** the available courses. Click **Dashboard** in Navigation to return to the Dashboard or click on a class link to go to the class.

B. Site Pages – Brings up a list of links: Participants (for all classes), Site blogs (none), Site Badges (none), Notes (none), and Tags (none)

a. Tags – are a way for Moodle to connect users, courses,

[Dashboard](#) ▶ [Site pages](#) ▶ [Tags](#)

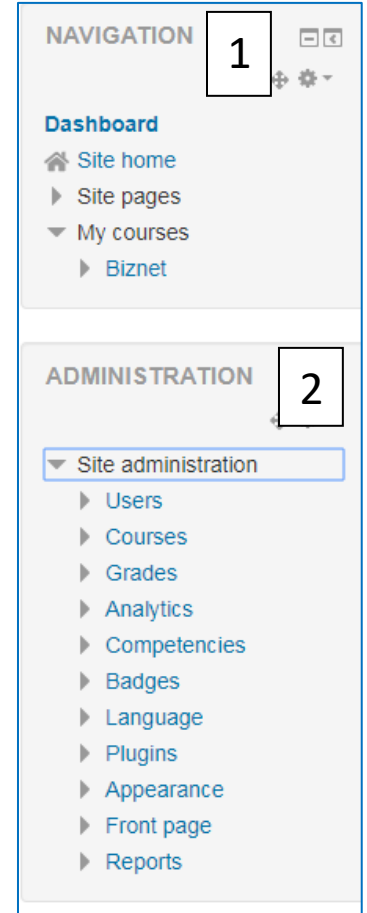
blogs, etc. It is a way of matching people's

interest to courses they may be interested in taking.

Each tag has a page associated with it that shows its description and associated links. Currently we are not using tags.

C. My courses – Brings up a menu of links to classes that you are enrolled in

[Dashboard](#) ▶ [My courses](#) ▶ [Biznet](#)



2. **ADMINISTRATION** – The selections in the Administration block depend on what is selected in the Navigation block, except for Site Administration.

A. *Site Administration* – Always shows up in the Administration block regardless of the selection from Navigation. It is for general settings for the site.

a. Users – You can check user accounts and permissions

b. Courses – You can manage courses and categories, such as add a category or a new course

c. Grades – We are not using grades

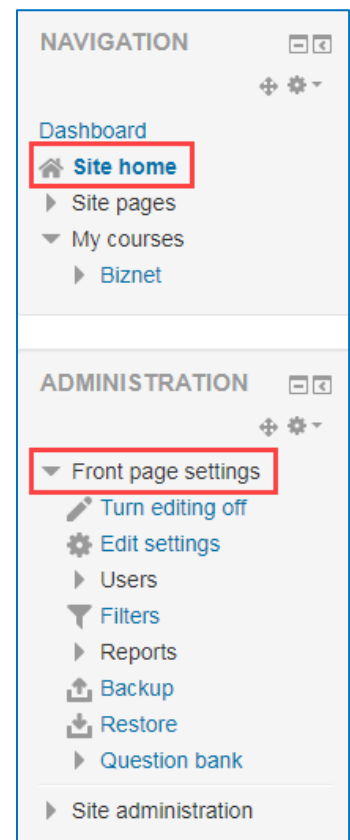
d. Analytics – We are not using analytics

e. Competencies – Are the proficiency of a learner in certain types of skills. These competencies or skills can be learned in one or more courses. We do not have any competencies set up.

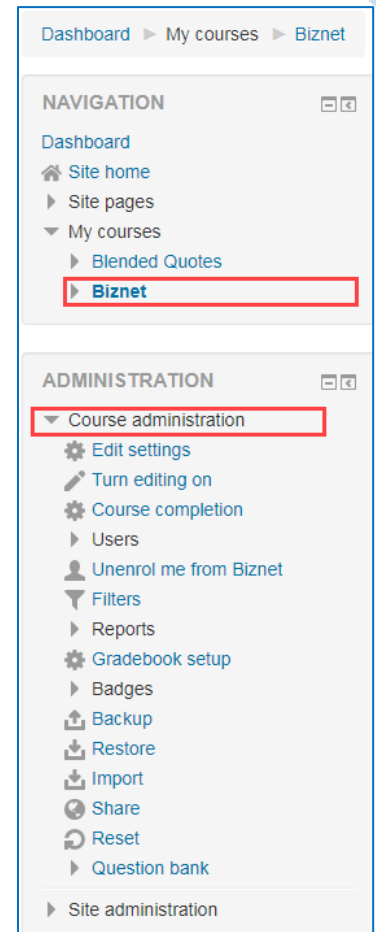
f. Badges – Are awards that students can collect when certain expectations have been met. We currently have no badges set up.

g. Language – We are not using Language

- h. Plugins – We are not using plugins
 - i. Appearance – You can set defaults for dashboard and profile page. You can also manage tags, however, we have no tags.
 - j. Front page – You can set defaults for the site home
 - k. Reports – These are for all classes and are advanced reports for security, back up, and things we are not currently using
- B. *Front page settings*. **NOTE: Front page is the same as Site Home.** Therefore, when you are on the Site Home in Navigation, then you get the front page settings in administration.
- a. Turn on editing – You can add/edit front page name. Currently front page has no name. Also you can add an activity here. For example a video, using the **File** selection for the activity.
 - b. Edit settings – You can edit how the front page looks. Currently it is set up to show all the available courses.
 - c. Users – You can set up cohorts (groups for easy enrollment), assign roles, and permissions for roles
 - Filters – Advanced settings for filters on front page
 - d. Reports – Administrative reports not currently used
 - e. Backup – Back up settings
 - f. Restore – Import a backup file
 - g. Question bank – Not used, only for front page and system. Questions have typically been saved under the quiz they belong to.
- C. *Course Administration* – **NOTE: this menu only shows up if you have selected a course**

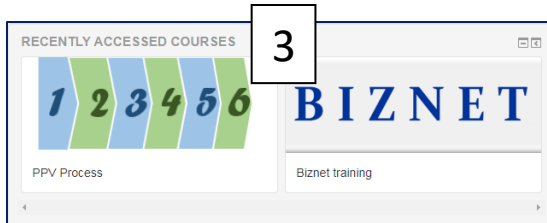


- a. Edit settings – General settings of course name, format, appearance, groups. (this is only external structure of course)
- b. Turn editing on – This is a toggle to turn on or off the editing for the course Main Menu page
- c. Course completion – (how a student gets credit for course) You can edit the course completion set up
- d. Users – You can add a user to the class. This will be described in more detail later.
- e. Unenrol me from this course – Takes you off the role for that course
- f. Filters – Advanced filter settings
- g. Reports – List of reports to be discussed in detail under Report section.
- h. Gradebook setup – We are not using grades
- i. Badges – We are not using badges
- j. Backup – Backup settings for courses
- k. Restore – Import a backup file
- l. Import – Find a course to import data from
- m. Share – Not set up
- n. Reset – Can empty course data
- o. Question bank – Not used questions are at quiz level

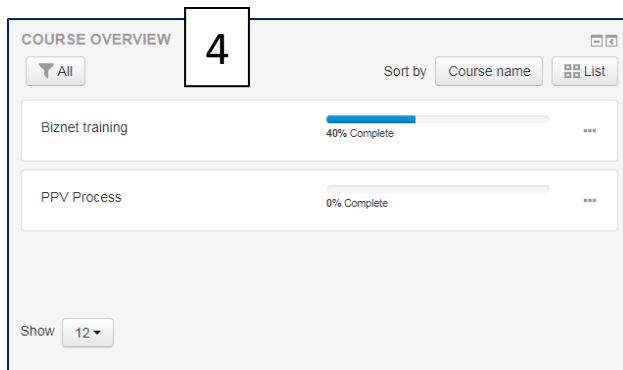


Moodle

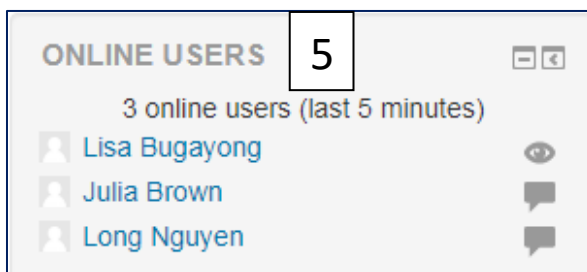
3. **RECENTLY ACCESSED COURSES** – Shows icons for all courses you recently accessed



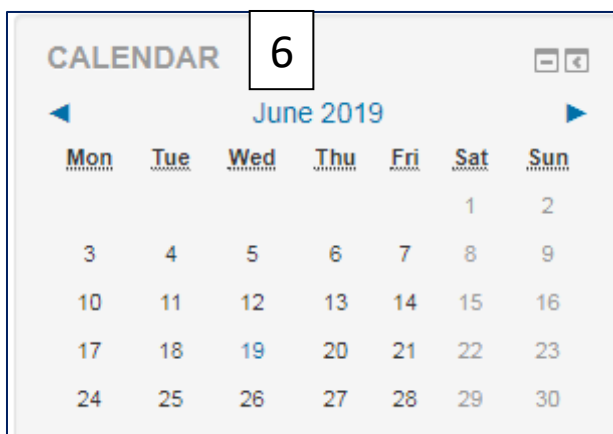
4. **COURSE OVERVIEW** – Shows how much of the course you have completed



5. **ONLINE USERS** – shows all people currently logged into Moodle

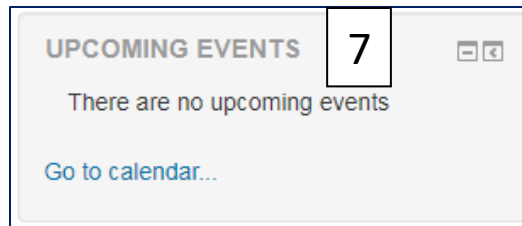


6. **CALENDAR**

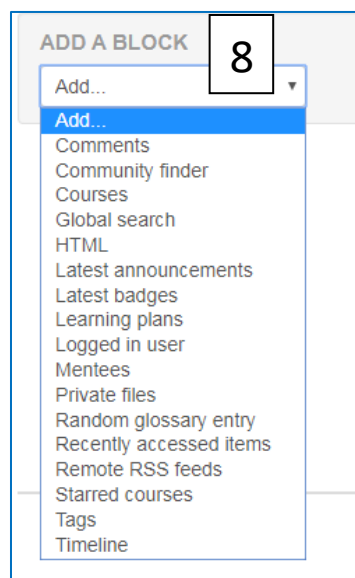


Moodle

7. UPCOMING EVENTS

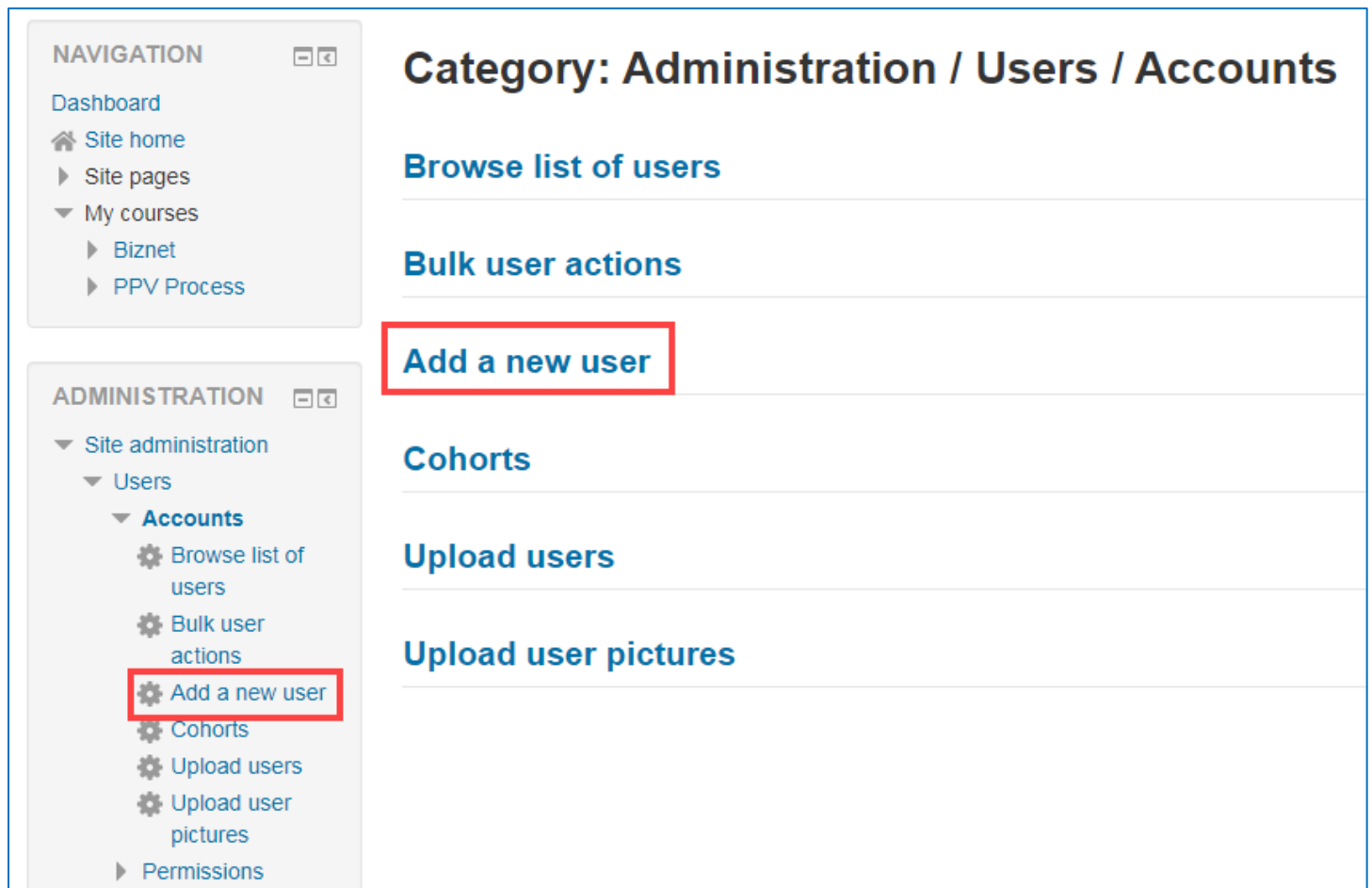


8. **ADD A BLOCK** – Shows what other blocks you could add to the dashboard. This only shows up when editing mode is turned on.



ADDING USERS TO THE SYSTEM

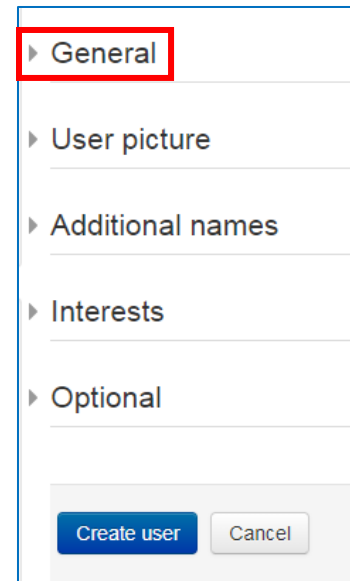
1. In the **Navigation** block, make sure you select **Dashboard**
2. In the **Administration** block located just below the Navigation one, go to the **Site Administration** and open that menu.
3. From the **Site Administration** menu, open **Users**
4. Then open **Accounts**



5. In the menu, click the gear icon for **Add a New User**. Or on the page, you can select **Add a New User** under Category: Administration/Users/Accounts

Moodle

- A. Fill in the information in the **General** section
- Username – Must be in all small letters. It is the first name and the last initial of the user. No period or space between them.
 - Choose an Authentication Method – The Authentication Method is **LDAP server**
 - First name
 - Surname – Last name
 - E-mail Address
 - Email display – Select '**Allow everyone to see my e-mail address**'
 - That is all the required fields. Click the blue button **Create User** at the bottom of all the settings menu.



The screenshot shows a Moodle user creation form. The 'General' section is highlighted with a red box. Below it are sections for 'User picture', 'Additional names', 'Interests', and 'Optional'. At the bottom, there are two buttons: 'Create user' (blue) and 'Cancel' (grey).

▶ General
▶ User picture
▶ Additional names
▶ Interests
▶ Optional
<input type="button" value="Create user"/> <input type="button" value="Cancel"/>

ADDING USERS TO A CLASS

1. In the **Navigation** block, click on the class you want the user to be added to such as **Biznet**
2. In the **Administration** block, open the **Course Administration** menu
3. Open the **Users** menu
4. Click on **Enrolled Users** and you get a list of everyone in the class

Participants

No filters applied

Search keyword or select filter

Number of participants: 97

First name: All 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

Surname: All 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

1 2 3 4 5 »

Select	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Aleida Osorio	Aleida.Osorio@randtech.com	Student	No groups	11 days 17 hours	Active
<input type="checkbox"/>	Alejandro Jacquez	Alejandro.Jacquez@randtech.com	Student	No groups	27 days 18 hours	Active
<input type="checkbox"/>	Alex Tsoi	Alex.Tsoi@randtech.com	Student	No groups	Never	Active
<input type="checkbox"/>	An Ly	an.ly@randtech.com	Student	No groups	Never	Active
<input type="checkbox"/>	Andy Murphy	Andy.Murphy@randtech.com	Student	No groups	Never	Active
<input type="checkbox"/>	Anthony Nguyen	anthony.nguyen@randtech.com	Student, Manager, Course creator	No groups	55 days 17 hours	Active
<input type="checkbox"/>	Bao Truong	bao.truong@randtech.com	Student	No groups	Never	Active
<input type="checkbox"/>	Beatrix Farkas	Beatrix.Farkas@randtech.com	Student	No groups	Never	Active
<input type="checkbox"/>	Ben Wan	ben.wan@randtech.com	Student	No groups	Never	Active

5. At the top of this screen is a button that reads **Enrol Users**, click it
6. On the new window, click in the **Search** box. You can type in a person's name or click the down arrow in the search box to see a list of people you can choose from to add to the class.
7. Select the assigned role for the user using the down arrow in the box. Most users will be assigned as **Students**
8. Click the blue **Enrol Users** button

Enrol users

Enrolment options

Select users: No selection

Search

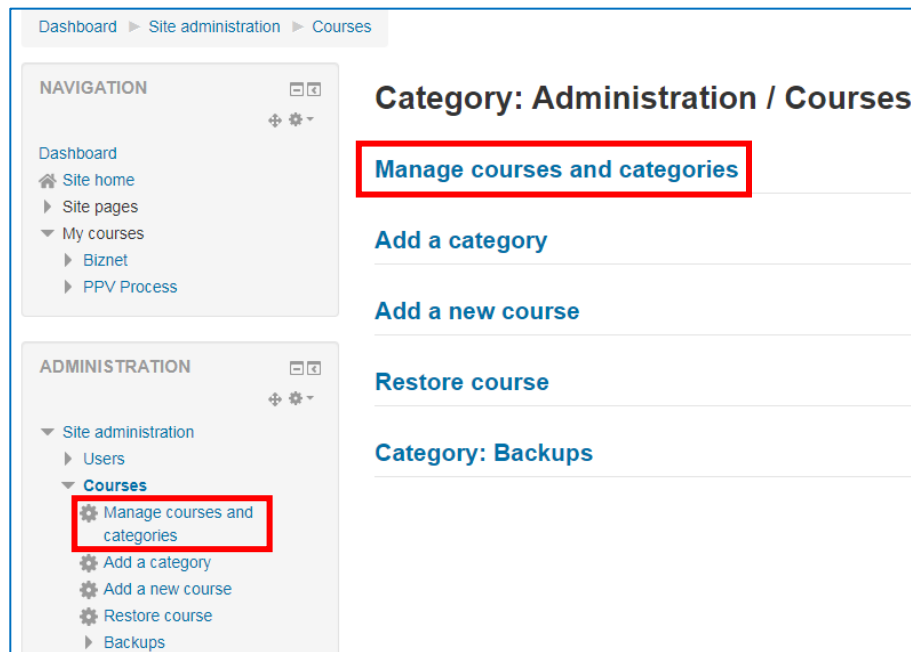
Assign role: Student

Show more...

Enrol users Cancel

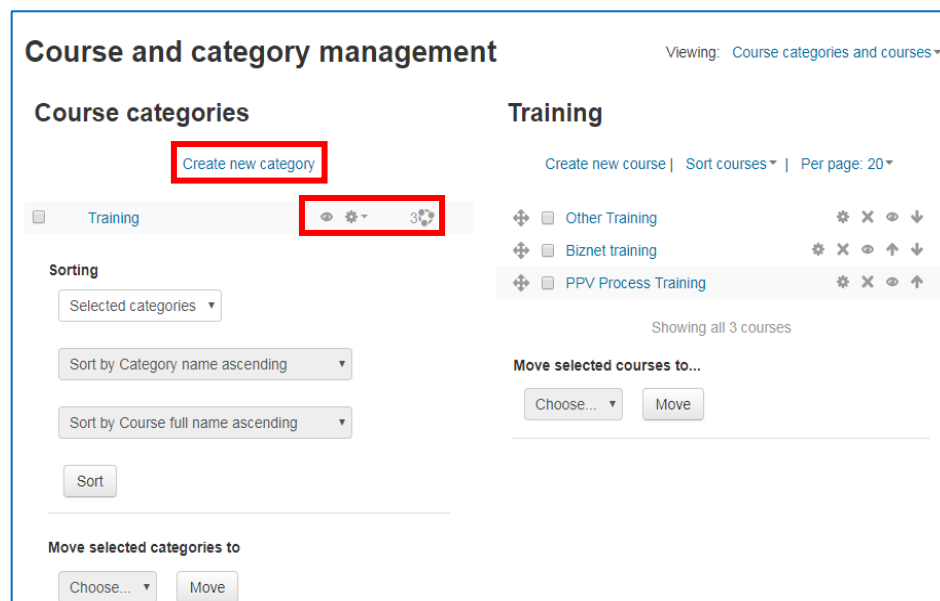
MANAGING COURSES AND CATEGORIES

1. In the **Administration** block, open the **Site Administration** menu
2. Open the **Courses** menu
3. Select **Manage Courses and Categories** from either the menu or on the page that opens



A. Categories

- a. On the left side of the page, the categories are shown. We have only one category, Training



- b. Just above the Training category, you can click **Create new Category** to create a new category
 - c. The editing icons are to the right of the category
 1. Hide (eye icon) – Hides the category
 2. Settings (gear icon) – Change the category settings
 3. Number of classes (circle with 3 dots icon) – shows the number of classes in the category
 4. Below the categories are sorting options
- B. Courses
- a. On the right side, the courses are listed under their category
 - b. From here you can edit (gear icon), delete (X icon), change position in the list (up or down arrows), or hide (eye icon) a course
 - c. Edit icon – Click it and you get a list of settings. (**this is external structural editing only**)

Creating a new course

Click the **Create a New Course** link, to create a new course. You get the same list of edit settings from “3 – B – c” above to fill in for a new class. To create a course, Leave all the defaults settings, and just change the selections to the choices shown in red in this guide. (**This will create a course’s external structure only**)

1. **General – Name, category, start and end dates. A course full name and a short name must be entered. Select the correct category for the class**
 - A. Optionally – set a course start and end date. The start date will automatically be set to the current date, but you can change this. You can enable an end date.

The screenshot shows the 'Add a new course' form in Moodle. The 'General' tab is selected and highlighted with a red box and a blue arrow. The 'General' tab contains the following fields:

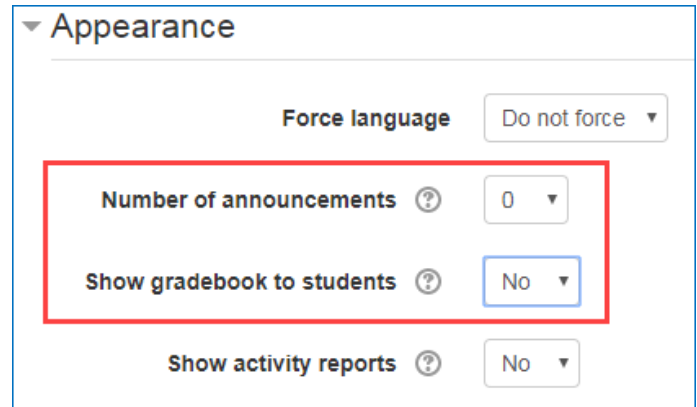
- Course full name * (required)
- Course short name * (required)
- Course category (Training)
- Course visibility (Show)
- Course start date (24 August 2019 00:00)
- Course end date (23 August 2020 00:00) with an 'Enable' checkbox
- Course ID number

The right sidebar shows a list of tabs: 1. General, 2. Description, 3. Course format, 4. Appearance, 5. Files and uploads, 6. Completion tracking, 7. Groups, 8. Role renaming, 9. Tags. The bottom of the sidebar has buttons for 'Save and return', 'Save and display', and 'Cancel'.

2. Description – You can add a short description of the class. You can also add a picture file for link to the class
3. Course format
 - A. **Topics – Course is structured by topics. You choose how many topics. You can always add more topics later if needed.**
 - B. Single Activity
 - C. Social format – Course is set up like a discussion format
 - D. Weekly format – Course is structured by a weekly outline

Moodle

4. Appearance – How the class will appear to the students
 - A. Number of Announcements – set to 0
 - B. Show Gradebook to Students – set to NO
 - C. Show Activity Reports – This means to the student. Leave the default setting at NO
5. Files and uploads – Controls the upload limit for class (100MB)
6. Completion tracking – Enables completion tracking (yes/no). Leave the default of Yes.
7. Groups – Not currently using any groups
8. Role naming – You can rename the titles of the different roles (manager, teacher, student) for the class you are editing/creating
9. Tags – Not being used
10. Save and Display



▼ Appearance

Force language Do not force ▼

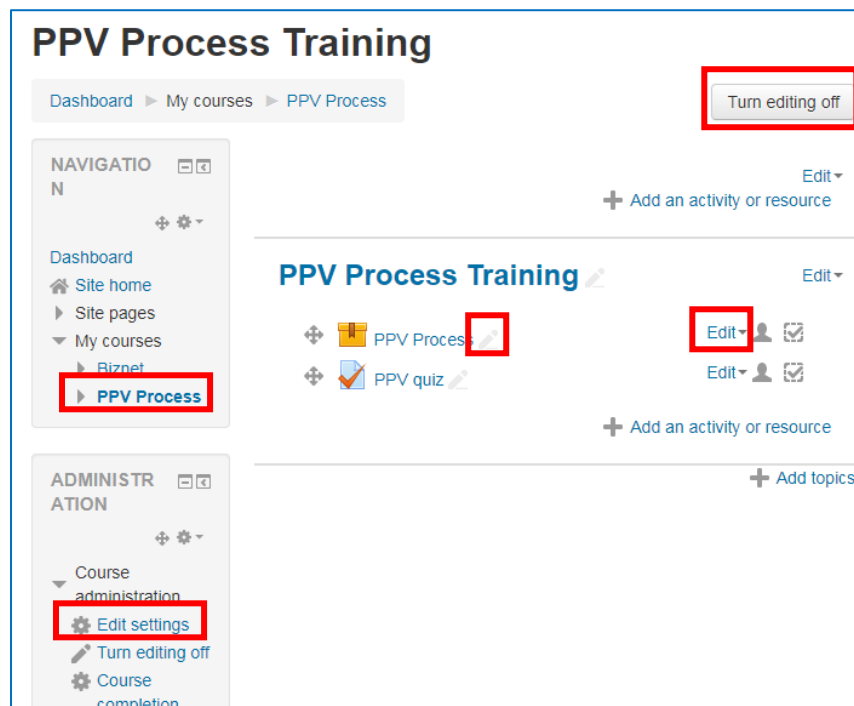
Number of announcements ? 0 ▼

Show gradebook to students ? No ▼

Show activity reports ? No ▼

EDITING A COURSE

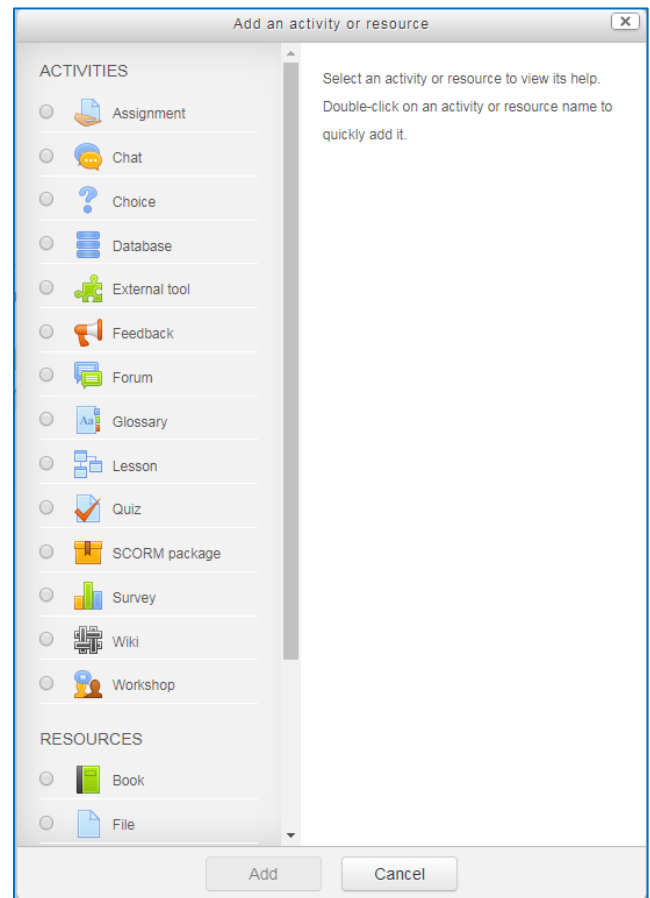
1. Select a course from the **Navigation menu** to edit
2. If the button in upper right corner reads – **Turn Editing On** – then click it. If it reads – **Turn Editing off** – then editing features are already on.
3. To edit external settings for the entire class, click **Edit Settings** from the **Course Administration** menu.



- A. The settings menu that appears is the same as for editing a class. (see above Managing Courses and Categories 3:B:c and d)
4. To edit specific lecture settings, click **Settings** to the right of the lecture. The menu that comes up is the same as the one you get when you add an activity. We will go over this menu in the next section.
 5. The pencil icons next to topics, lectures, and quizzes indicate that you can edit the titles for those items

ADDING CONTENT TO A COURSE

1. In the **Navigation** menu, click on the course that you want to add content to. If you are not enrolled in the course yet, you could also go to **Site Home** and there will be links to all the courses that have been created.
2. Once you click on the course, then the course's Main Menu appears. On this page as described in the previous section, there is an edit button in upper right corner of the course's Main Menu. The button toggles between turning editing off and turn editing on. If the editing is off, then click the button to turn it on.
3. To add an activity to the course, click **+Add an Activity or Resource** link inside the topic that you want to add the activity to. A list of activities appears as shown here.



Adding a SCORM package

This is a PowerPoint file that has been converted to a SCORM zip file. It is used for lectures that include embedded audio, animation, or videos. Once you click this item from the list of activities, you get a list of settings. To add a SCORM package, leave all the defaults settings, and just change the selections to the choices shown in red in this guide.

1. General – Name, description, display description on course page. This is a required field, you must at least enter a name.
2. Package – Add the SCORM zip file. You can drag and drop a file into the package file area. It must be a SCORM zip file.
3. Appearance – the settings to change in appearance are the boxed items shown above

Package

Package file ?

Maximum size for new files: 100MB, maximum attachments: 1

Files

You can drag and drop files here to add them.

Accepted file types:
application/xml .xml
Archive (ZIP) .zip

Appearance

Display package: Current window

Width: 100

Height: 500

Options (Prevented by some browsers):

- ☐ Allow the window to be scrolled
- ☐ Show the directory links
- ☐ Show the location bar
- ☐ Show the menu bar
- ☐ Show the toolbar
- ☐ Status

Display activity name: ☒

Student skip content structure page: Always

Disable preview mode: Yes

Display course structure on entry page: No

Display course structure in player: Disabled

Show Navigation: Under content

From left: -100

From top: -100

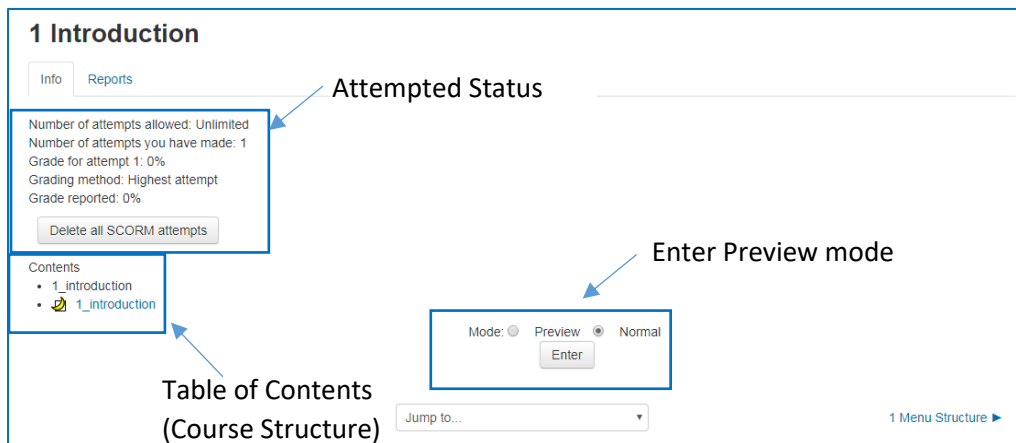
Display attempt status: No

Adding a new SCORM package

- 1 General
- 2 Package
- 3 Appearance
- 4 Availability
- 5 Grade
- 6 Attempts management
- 7 Compatibility settings
- 8 Common module settings
- 9 Restrict access
- 10 Activity completion
- 11 Tags
- 12 Competencies

Save and return to course Save and display Cancel

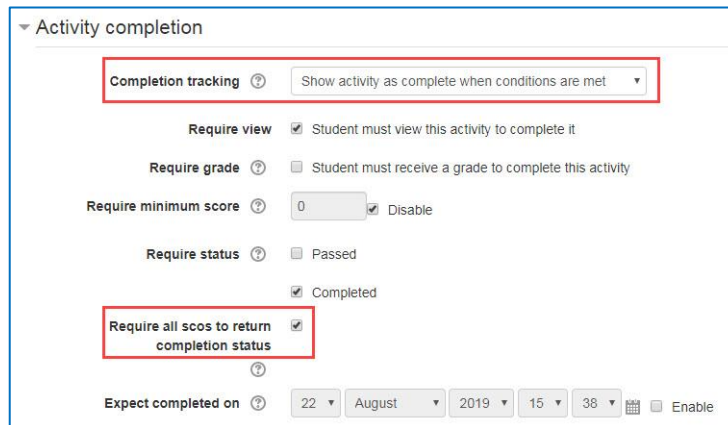
- A. Display Package – This is how the lecture will be displayed, either in the current window or a new one.
- B. Width, height – You can set the width and height of the display window. This is greyed out for the current window because you can only change it for a new window.
- C. Options – Not used. Check none of them. These are things that are set in the SCORM package so you don't need to set anything here.
- D. Display activity name – This gives you the option of whether to display the activity's name above the SCORM player
- E. Student skip content structure page – Always. The **Content Structure page** is shown below. It is an added page that shows up before you enter the class. It can show Table of Contents, Preview mode, and Attempted status.



- F. Disable preview mode – Set to **Yes**, since we don't need the preview mode
 - G. Display course structure (table of contents) on entry page – This gives you the option of whether to display the table of contents on the Content Structure page.
 - H. Display course structure in player – Set to **Disabled** (this is things like table of contents inside the training window. We have the structure set up in the SCORM package per iSpring, not Moodle)
 - I. Show navigation – This is not used. It is greyed out as the navigation is done from SCORM package
 - J. Display attempt status – Set to **No**. If it is displayed it will show up on the Content Structure Page
4. Availability – You can set the start and end date of the class
 5. Grading – You can set the grading method and the highest grade possible
 6. Attempts Management – You can set a limit on how many attempts a student has to successfully complete the activity

Moodle

7. Compatibility Settings – Specific settings for SCORM packages that deal with completion status and navigating to the next lecture. The default settings are fine.
8. Common module settings - settings that deal with groups and ID numbers. There is nothing here that needs changing.
9. Restrict access – You can set up some restrictions such as a prerequisite for a class
10. Activity Completion



Activity completion

Completion tracking ⓘ Show activity as complete when conditions are met ▼

Require view ⓘ ☒ Student must view this activity to complete it

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

Require minimum score ⓘ 0 ☒ Disable

Require status ⓘ ☐ Passed ☒ Completed

Require all SCOs to return completion status ⓘ ☒

Expected completed on ⓘ 22 ▼ August ▼ 2019 ▼ 15 ▼ 38 ▼ ☐ Enable

- A. Completion tracking – Set how the completion tracking will work. Set to **Show activity as complete when conditions are met**
 - B. Require view – Means students must view this activity to complete it. Default is checked.
 - C. Require grade – If checked then a specific grade is required for the completion of the activity.
 - D. Require minimum score – This is the minimum score required for the completion of the activity
 - E. Require status – It can be passed which needs a certain grade or completed. Completed is the default.
 - F. Require all SCOs to return completion status – SCOs are SCORM packages, so check this box in order to track the completion of lectures
 - G. Expected completed on – This is an end date which you can add if you check the enable check box.
11. Tags – You can tag other courses or activities
 12. Competencies – You can set which competencies are improved after completing this class.
 13. Click **Save and update** (at bottom under all the settings)

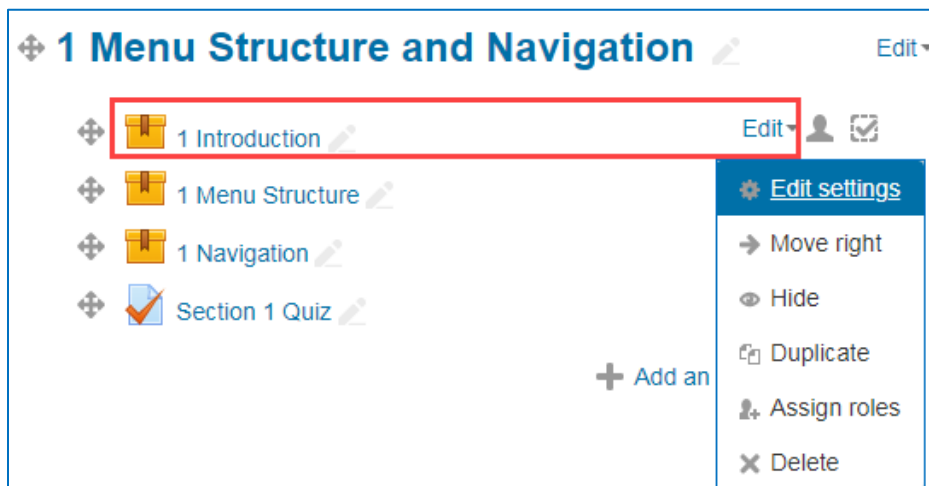
Moodle

Updating a SCORM package

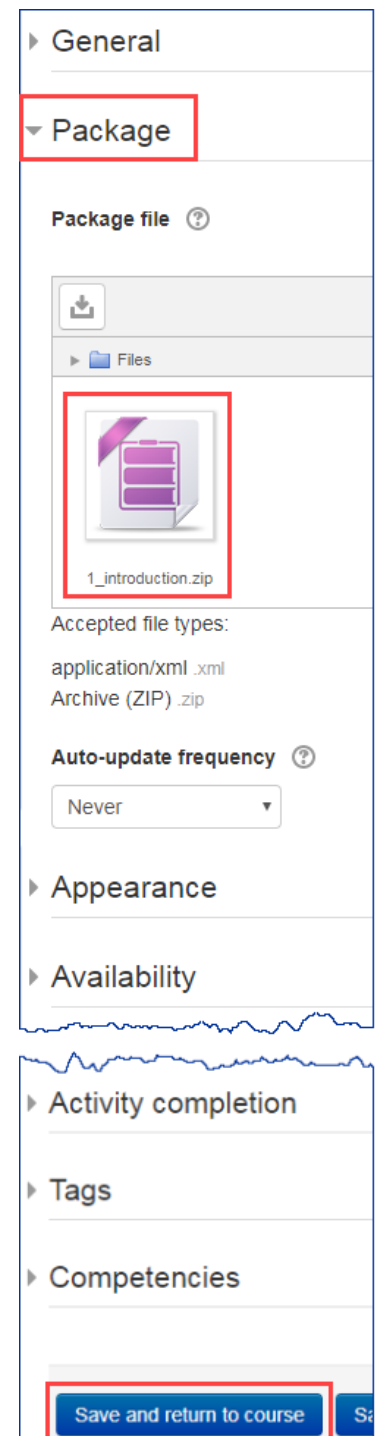
If you delete a lecture from a class, then you will lose all the students' activity completion information. In order to update a lecture without losing this information never delete one; instead, go its settings and change the SCORM zip file.

To change a SCORM zip file

1. Open the class in which you want to change the SCORM zip file
2. Make sure that the editing is turned on. If it is not, then click the **Turn Editing on** button
3. Click **Edit** for the lecture that you want to change
4. From the drop down menu select **Edit Settings**



5. In the Settings menu, scroll down to **Package**
6. Delete the old file and insert the new SCORM zip file
7. Scroll down to the bottom of the Settings menu and click **Save and Return to Course**



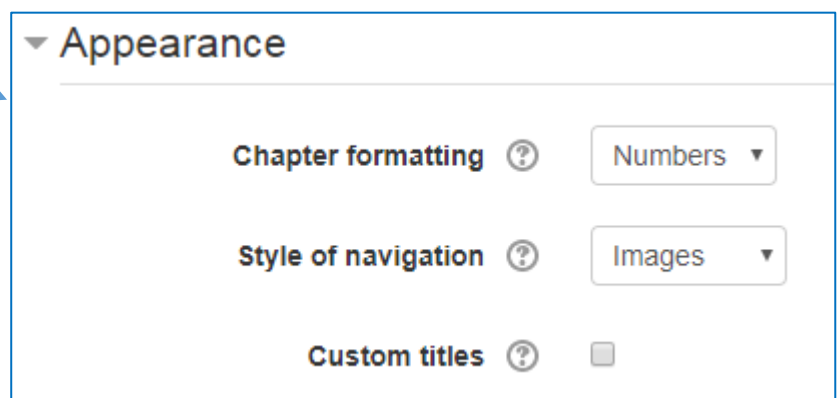
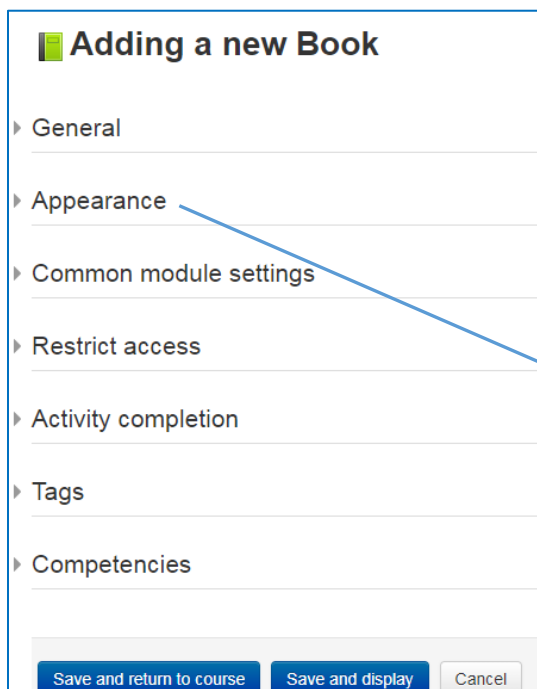
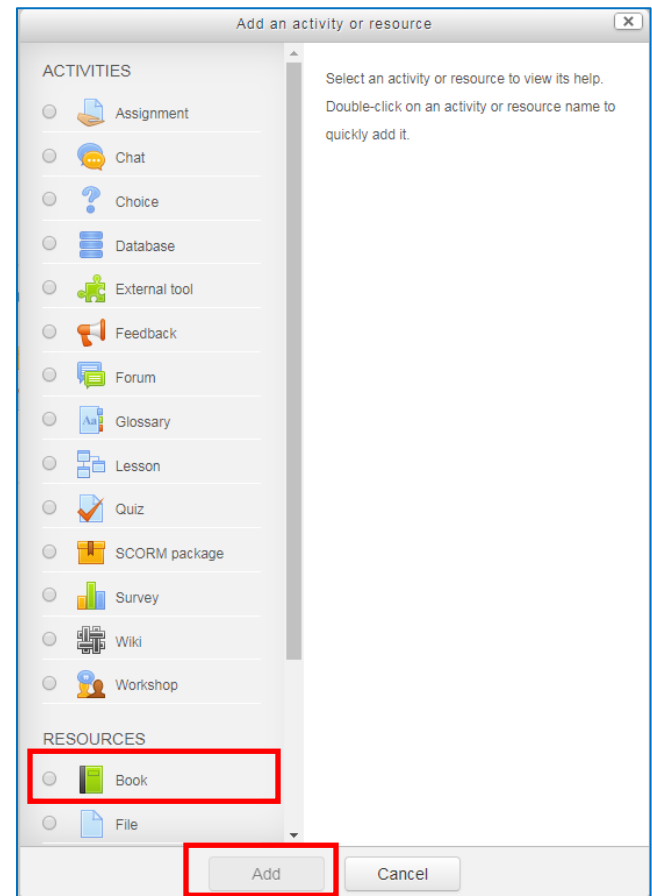
Moodle

Adding a Book

A book is a multipage resource added in Moodle that has a book like format.

To add a book:

1. In the **Navigation** Block, click on the course that you want to add the book to.
2. Make sure the editing button is on
3. Click **+Add an Activity or Resource** link for the topic that you want to add the activity to. Once you click this item you get a list of settings for the external format of the book.
 - A. General – Add a name and description for the book
 - B. Appearance – Set up chapter formatting and style of navigation
 - a. Chapter formatting – This can be numbers, bullets, or indentation
 - b. Style of navigation – This can be Table of Contents (TOC), images, or text



- C. Common module settings – Show or hide the course

Moodle

- D. Restrict access – Default is none, no need to change it
- E. Activity Completion

▼ Activity completion

Completion tracking ?

Show activity as complete when conditions are met ▼

Require view

☒ Student must view this activity to complete it

Expect completed on ?

25 ▼

June ▼

2019 ▼

10 ▼

20 ▼

☐ Enable

- a. Set to **Show activity as complete when condition are met**
- b. Check the **Require view** box
- c. Do no enable an expected completion date

- F. Tags – Leave as default which is no tags
- G. Competencies – Do not select anything as we are not using competencies
- H. Save – one of the blue buttons at the bottom (note: this created only the external structure of the book)

4. Book – adding a chapter

- A. The book now shows up as an item under the topic that you added to
- B. Make sure editing is turned on
- C. Click the book that you just create

D. The **Table of Contents** block shows up **above** the Navigation block.

TABLE OF CONTENTS

1. Blocks and Navigation
2. Adding Users to a Class
3. Adding Users to the System

NAVIGATION

- Dashboard
- Site home
- Site pages
- My courses
 - Biznet
 - PPV Process
 - Courses

ADMINISTRATION

- Book administration
 - Edit settings
 - Locally assigned roles
 - Permissions
 - Check permissions
 - Filters
 - Logs
 - Backup

Moodle QRG

▼ Editing chapter

Chapter title *

Blocks and Navigation

Subchapter

☐ (Only available once the first chapter has been created)

Content *

Blocks – are specific areas where information, activities, or menus are located. Within the blocks if an item has an arrow next to it, then it means it has a submenu beneath it. The arrow is a toggle, so click on it to either show/or not show the menu. If the arrow is pointing down, then the menu will be shown, and if it is pointing to the right, the menu will not be shown.

When Moodle opens, it opens to the dashboard. The dashboard is made up of several blocks. You can add more blocks or delete blocks from the dashboard. Currently it is set up to contain the following blocks:

1. **NAVIGATION**
 - a. Site Home – Takes you out of the dashboard. Contains **All** the available courses. Click Dashboard in Navigation to return to the Dashboard or click on a class link to go to the class.
 - b. Site Pages – Brings up a list of links: Participants (for all classes), Site blogs (none), Site Badges (none), Notes (none) , and Tags (none)
 - c. My courses – Brings up a list of links to classes that you are enrolled in.
2. **ADMINISTRATION**

E. Use the editing icons to edit the book

- a. Gear icon – Opens up an editing page where you can change the Chapter Title or add content to the chapter. The row of editing icons for the content allow you to add videos and images

1. Images can only be placed in certain locations making embedded images difficult to handle. **Note: For a book with lots of embedded images it is suggested that you make a PDF file and add using the File selection.**

- b. Up or down arrows – Moves chapter up or down in the table of contents. The chapter number automatically updates when changes are made.
- c. X icon – Deletes a chapter
- d. Eye icon – Hides a chapter
- e. + icon – Adds a new chapter below the selected one

B. Once all the chapters have been added, click the **Save and return to course** button. Click the book to view it in Moodle.

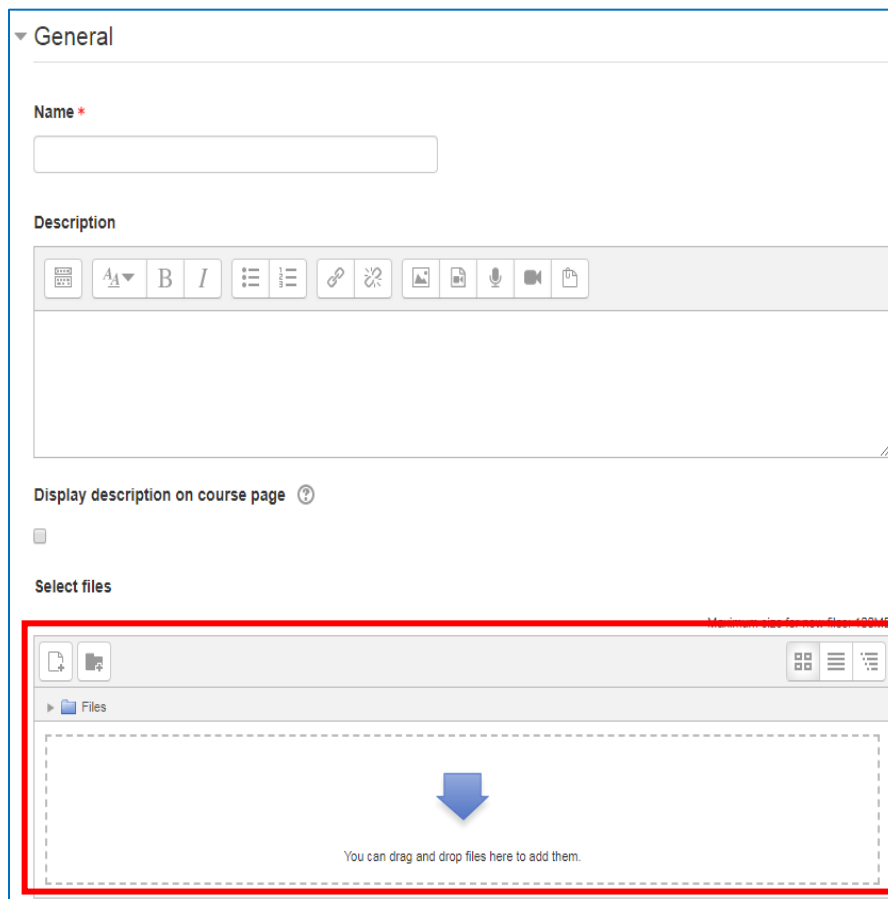
Moodle

Adding a File

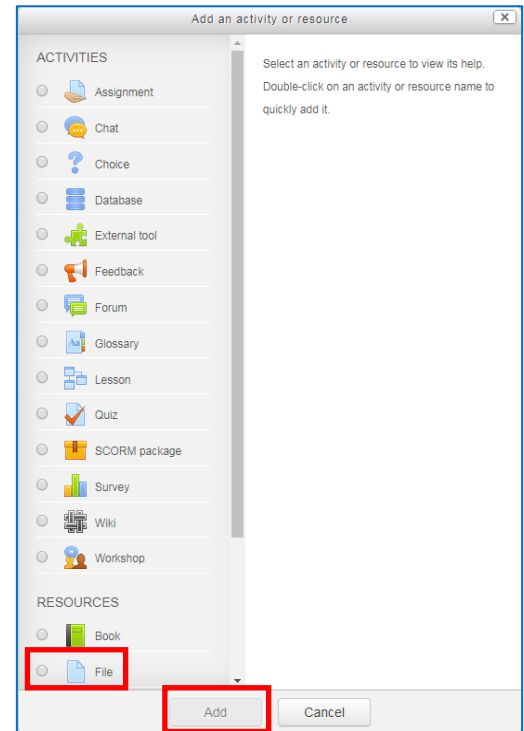
There are two types of files that can be useful: videos and PDFs. For both the procedure is the same, only the settings may vary.

To add a file, make sure that editing is turned on and click **Add activity or resource link** in the topic that you want to add the file to.

1. Click the circle next to **File** and then click the **Add** button
2. Enter the settings and add the file
 - A. General – Set the name and description of file. Drag and drop the file into the appropriate box.

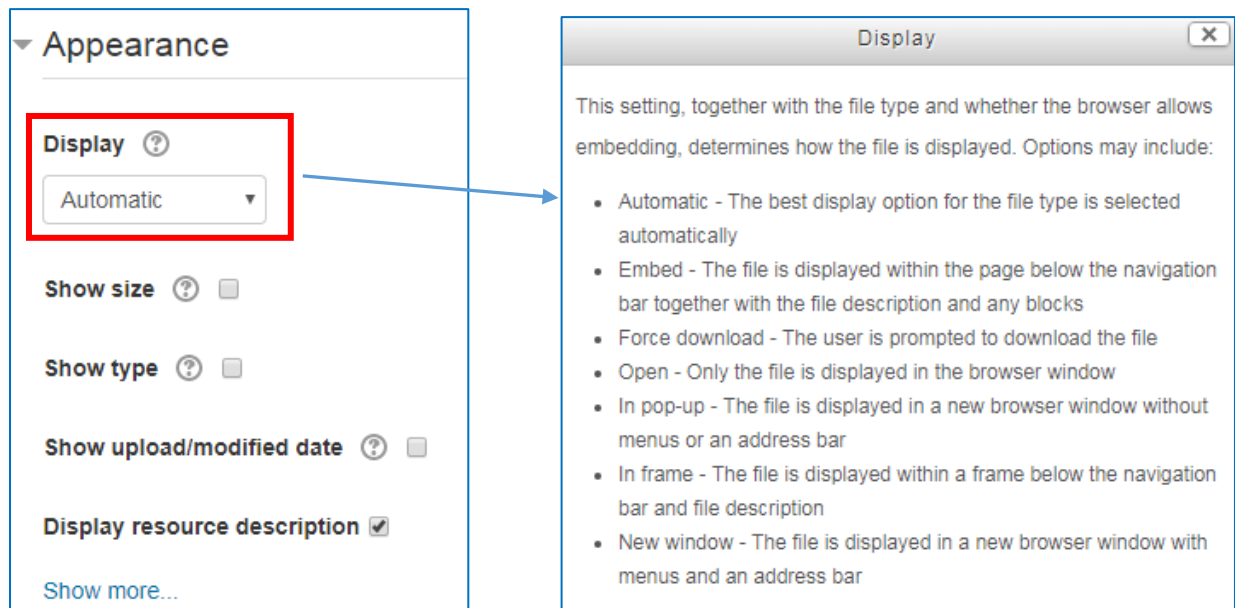


The screenshot shows the 'General' settings form for adding a file. It includes a 'Name' field with a red asterisk indicating it is required. Below it is a 'Description' field with a rich text editor toolbar. A checkbox for 'Display description on course page' is present. The 'Select files' section is highlighted with a red box and contains a large dashed box with a blue arrow pointing down, indicating where to drag and drop files. A small text at the bottom of this box says 'You can drag and drop files here to add them.'



B. Appearance

a. Display – How the file will be displayed



C. Common module settings – You can show or hide the course

D. Restrict Access – Defaults to None, and there is no need to change this.

E. Activity Completion – Set to the following selections

a. **Show activity complete when condition are met**

b. Check **Require view**, so that students must view this activity to complete it

c. Do not enable the 'Expect completed on date'

F. Tags – We have no tags

G. Competencies – We have no competencies

H. Click the blue button, **Save and return to course**

I. The file shows up under the topic you added it to. Click the file name to view it.

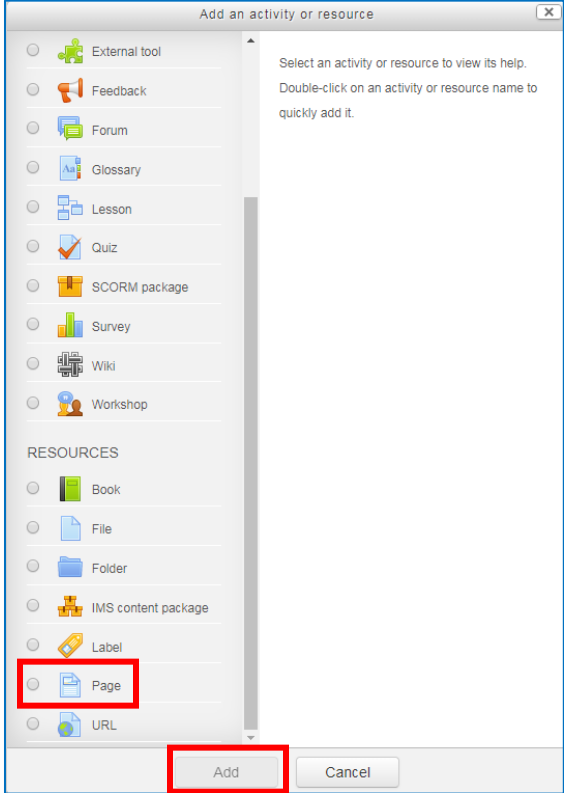
Moodle

Adding a Page

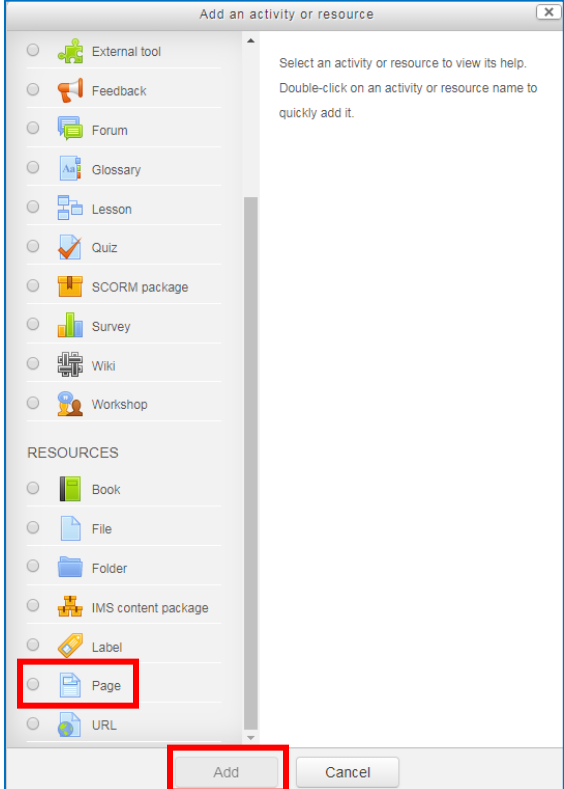
A page is a single scrollable screen where text or images can be added.

To add a page, make sure that editing is turned on and click **Add activity or resource link** in the topic that you want to add the file to.

1. Click the circle next to **Page** and the click **Add** button
2. Enter the settings



The screenshot shows the 'Add activity or resource' dialog box in Moodle. On the left, a list of activities and resources is shown. Under the 'RESOURCES' section, the 'Page' option is selected and highlighted with a red box. At the bottom of the dialog, the 'Add' button is also highlighted with a red box. On the right side of the dialog, there is a text area with the instruction: 'Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.'



The screenshot shows the 'Add activity or resource' dialog box in Moodle. On the left, a list of activities and resources is shown. Under the 'RESOURCES' section, the 'Page' option is selected and highlighted with a red box. At the bottom of the dialog, the 'Add' button is also highlighted with a red box. On the right side of the dialog, there is a text area with the instruction: 'Select an activity or resource to view its help. Double-click on an activity or resource name to quickly add it.'

- A. General – Name and description
- B. Content – Enter the lesson information
- C. Appearance – Select what to display with the page
 - a. Page Name
 - b. Page Description
 - c. Last modified date
- D. Restrict Access – Defaults to none

Moodle

- E. Activity Completion – Set to the following selections
 - a. **Show activity complete when conditions are met**
 - b. Check **Require view**, so that students must view this activity to complete it
 - c. Do not enable the 'Expected completed on date'
- F. Tags – No tags
- G. Competencies – No competencies
- H. Click the blue button **Save and return to course**
- I. The page shows up under the topic you added it to. Click the page and the content appears.

QUIZZES

One important thing to remember when creating a quiz is that once a student has completed the quiz, then you will get the following note:

You cannot add or remove questions because this quiz has been attempted. (Attempts: 1)

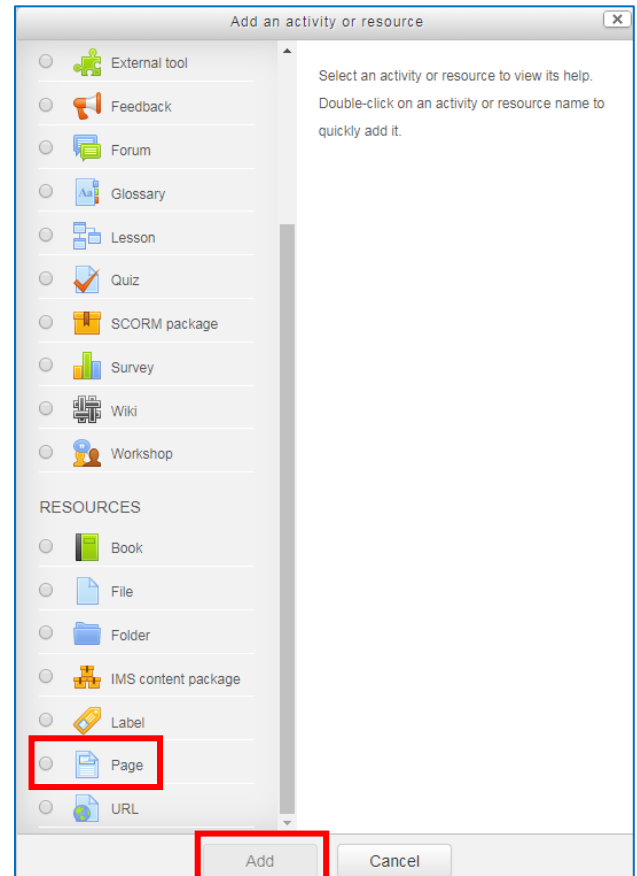
Not only will you not be able to add or remove questions from a quiz but also the types of questions are set and cannot be changed. However, you will still be able to edit the questions if there are grammar errors.

My suggestion is that when you set the quiz settings, you enable a quiz start date and you select a start day, such as the next day, so that you have time to create the quiz without students accidentally taking the quiz before it's completed.

For the quiz settings leave them as default, except for the ones shown in red in this training guide. The settings with a red asterisks next to them are required, they also will be shown in red in the training guide.

Quiz Settings

1. In the **Navigation** block, click on the title of the class that you want to create the quiz for. This action will open up the Main Menu for the class.
2. If Editing features are off, then click the button in upper right corner to turn them on
3. For the topic that you want to create the quiz for, click **+add activity or resource**.
 - A. Click on the circle next to **quiz** and click **Add**
 - B. A settings menu appears. Leave all the defaults settings, and just change the selections to the choices shown in red in this guide.
 - a. **General – Name and description. You must enter at least a name.**



- b. Timing – Use this if you want to put a time limit on the quiz. You can also use this setting to set a start date. This is important because you may not want the students to start taking the quiz until after you have made sure it is all correct. Remember if a student has taken a quiz, it becomes locked to certain editing.

1. Check the Enable box

The image shows two screenshots of the Moodle Quiz settings interface. The top screenshot is the 'Timing' section, which includes fields for 'Open the quiz' (date, time, and 'Enable' checkbox), 'Close the quiz' (date, time, and 'Enable' checkbox), 'Time limit' (minutes and 'Enable' checkbox), 'When time expires' (a dropdown menu), and 'Submission grace period' (minutes and 'Enable' checkbox). The 'Open the quiz' section is highlighted with a red box. The bottom screenshot is the 'Layout' section, which includes a 'New page' dropdown menu set to 'Never, all questions on one page' and a 'Show more...' link. To the right of these screenshots is a vertical list of settings categories labeled 'a' through 'n'. The 'Timing' category (labeled 'b') and the 'Layout' category (labeled 'd') are highlighted with red boxes. Blue arrows point from these red boxes to the corresponding sections in the screenshots.

a ▶ General

b ▶ Timing

c ▶ Grade

d ▶ Layout

e ▶ Question behaviour

f ▶ Review options ?

g ▶ Appearance

h ▶ Extra restrictions on attempts

i ▶ Overall feedback ?

j ▶ Common module settings

k ▶ Restrict access

l ▶ Activity completion

m ▶ Tags

n ▶ Competencies

2. Enter the start date for the quiz

- c. Grade – Use this if you want to grade the quiz
- d. Layout – You can set how the questions appear in Moodle. Set New Page to Never, all questions on one page.
- e. Question behavior
1. Decide to shuffle or not
 2. How the questions behave

- a. Deferred feedback – Students answer all questions and submit the quiz before anything is graded or there is any feedback
- b. Deferred feedback with CBM – same as above except CBM is added
 - i. CBM (certainty based marking) – students must indicate how sure they are that they got the right answer. Then grading is adjusted by the choice of certainty.
- c. Adaptive mode – Students can have multiple attempts at questions before moving on. Feedback is given right away.
 - i. This mode requires that the ‘Whether Correct’ box is checked under ‘During Attempt’ in the ‘Review Options’ setting (covered below)
- d. Adaptive mode no penalties – same as above except there is no penalty for number of attempts
- e. Immediate feedback – Feedback about correctness and grading is given as soon as question is answered
- f. Immediate feedback with CBM – same as above only CBM is added
- g. **Interactive with multiple tries – Multiple attempts are allowed. Hints are given for each attempt, and number of hints determines number of attempts**
- f. **Review options – Set them as shown in the table below**

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback ?	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer ?	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback

1. This section has four timeframes to it
 - a. During the attempt – This is the period of time that the student is taking the quiz. The selections under this time frame are only available if the *How questions behave* has been set to *Immediate Feedback*, or *Interactive with Multiple Tries*.
 - b. Immediately after the attempt – means within 2 minutes of the student clicking the *Submit all and Finish* button.

- c. Later while the quiz is still open – Means after 2 minutes but before the close date of the quiz. If the quiz does not have a close date, then this time period never ends
- d. After the quiz is closed – Means after the close date of the quiz. This time period will never be available if there is no close date.
- 2. The selections for each column are as follows:
 - a. The attempt – Shows how the student responded to each question
 - b. Whether correct – Shows whether the student's response to each question is correct or incorrect.
 - c. Marks – Reveals the marks awarded to the student and the grade for the quiz
 - d. Specific feedback – Shows the feedback for the response to the answer as set when adding the questions to the quiz. Each response to a question can have feedback for both correct and incorrect answers.
 - e. General feedback – Shows the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background about what knowledge the question was testing.
 - f. Right answer – Reveals the correct answer to each question, whether the student answered correctly or not.
 - g. Overall feedback – Shows feedback for the entire quiz as set in the quiz settings
- g. Appearance
 - 1. You can select to show user's picture
 - 2. Select decimal places for grading
- h. Extra restrictions on attempts – We are not using any extra restrictions
- i. Overall feedback
 - 1. Set grade boundary
 - 2. Enter any overall feedback
- j. Common module settings – Show or hide the quiz, you can also enter group information.
- k. Restrict Access – Leave the default of none
- l. Activity Completion – set to:
 - 1. **Show activity as complete when conditions are met**
 - 2. Check **require view**, so students must view this activity to complete it
 - 3. Do not enable 'expect completed on date'

4. Do not check require grade

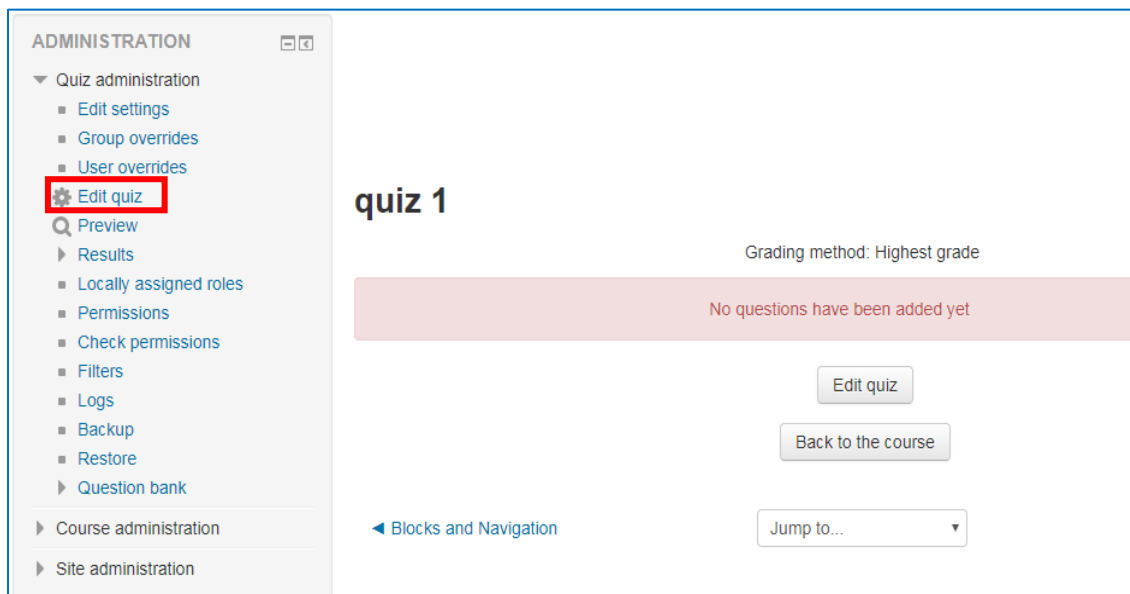
- m. Tags – We have no tags
- n. Competencies – We have no competencies
- o. Click **Save and Return to Course**. These settings only define the exterior settings for the quiz.

Moodle

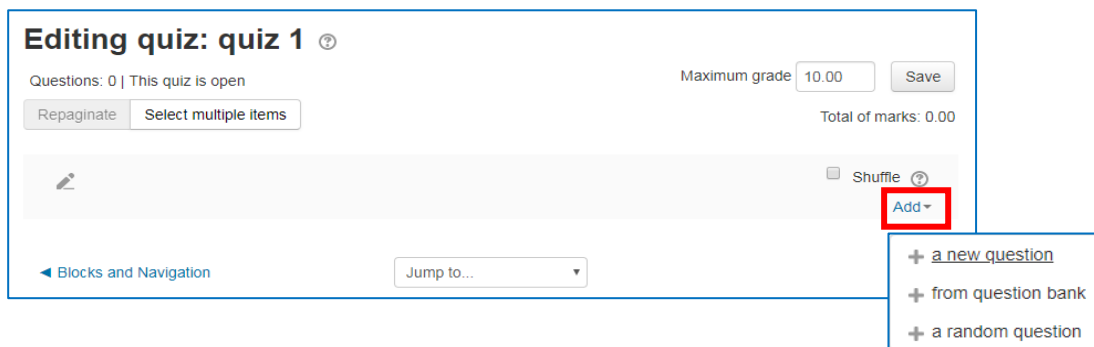
Adding Questions to Quizzes

Now you still need to add the questions. To do this:

1. Click on the quiz in the Main Menu of the class
2. In the **Administration** block, you will now get a **Quiz Administration** menu. From this menu click **Edit quiz**. Note: the *edit settings* in the Quiz Administration menu will bring up all the external settings you set when you created the quiz.



3. To add a new question, click **Add**
4. From the menu select **New Question**



Moodle

5. Then select what type of question you want to add such as Multiple Choice and click **Add**
6. Enter the settings for question

Adding a Multiple choice question ?

▶ General

▶ Answers

▶ Combined feedback

▶ Multiple tries

▶ Tags

Save changes and continue editing

Save changes Cancel

Choose a question type to add

QUESTIONS

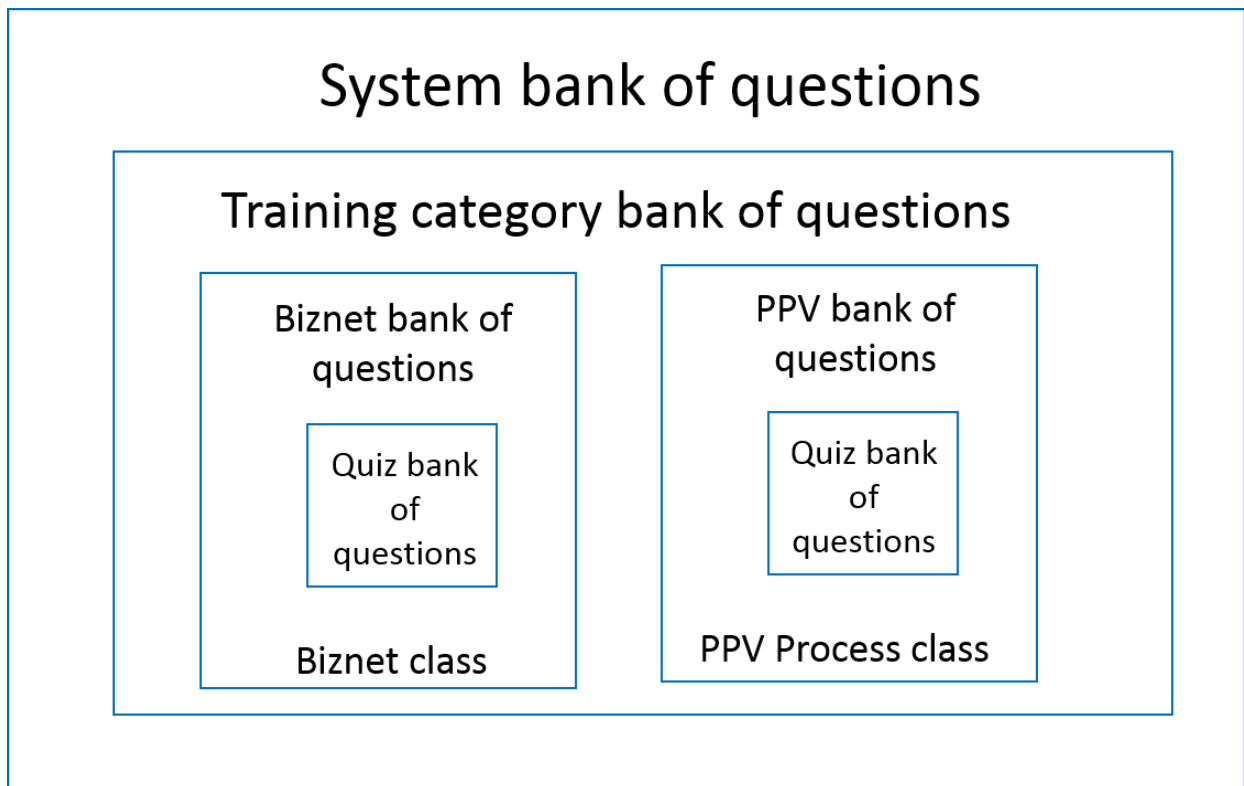
Select a question type to see its description.

- ☒ Multiple choice
- ☐ True/False
- ☐ Matching
- ☐ Short answer
- ☐ Numerical
- ☐ Essay
- ☐ Calculated
- ☐ Calculated multichoice
- ☐ Calculated simple
- ☐ Drag and drop into text
- ☐ Drag and drop markers
- ☐ Drag and drop onto image
- ☐ Embedded answers (Cloze)
- ☐ Random short-answer matching

Add Cancel

A. General














- a. Category – Questions can be set in one of four different levels
 1. System level – Questions that are put in the Systems Bank of questions. They can be used for any class.
 2. Category level – Questions that are put in the Category Bank of questions. Any classes within that category can use that question.
 3. Class level – Questions that are put in the Class Bank of questions. Only that class can use these questions.
 4. Quiz level—Questions are put in the Quiz bank of questions. Only the quiz can use these questions. **Note this is the level where the previously created questions have been stored.**



- b. Question name – Enter a name. This is a required field. Student does not see the name.
 - c. Question text – This is the question itself
 - d. Default mark – This is how much the question is worth. If set to 10, then a quiz with 10 questions will be a quiz with a total of 100 points
 - e. General feedback – Feedback shown to students after the question is answered.
 - f. One or multiple answers? – Indicates if multiple answers are allowed.
 - g. Shuffle choices? – Check this box to shuffle, or you can leave unchecked if you don't want the choices shuffled
 - h. Number the choices? – This is where you select how you want the choices to be numbered. (1,2,3 or a,b,c)
- B. Answers
- a. Enter the choices to the multiple choice question
 - b. Set the grade to 100% for the correct answer. All other answers set to none.
 - c. Enter any feedback for the choice
 - d. Repeat steps a through c for all the choices for the question

▼ Answers














Choice 1

Grade














None ▼

Feedback

- C. Combined feedback – Enter feedback for correct, incorrect or partially correct responses. Defaults to feedback shown below.

For any correct response














            

Your answer is correct.

Options














☒ Show the number of correct responses once the question has finished

For any incorrect response

Your answer is incorrect.

For any partially correct response

Your answer is partially correct.

- D. Multiple tries – This is where you enter a hint for any question which will have multiple tries. You can enter a penalty amount. The number of hints you enter here will determine the number of attempts allowed for the question.



Penalty for each incorrect try ?

33.33333% ▼

Hint 1

Rich text editor toolbar with icons for text formatting, lists, links, images, and media.

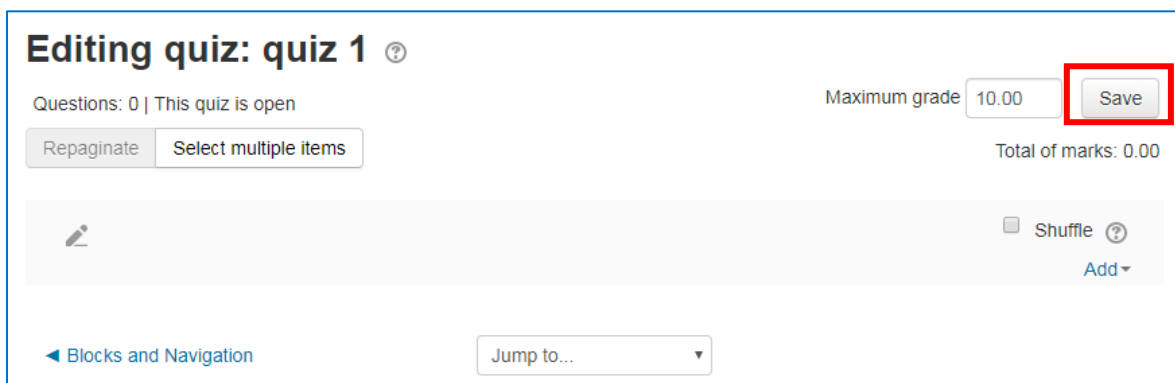
Hint 1 options

☐ Clear incorrect responses ☐ Show the number of correct responses

- E. Tags – We have no tags

- F. Click the blue **Save Changes** button to save the question

7. Continue adding as many questions as you want
8. When finished adding questions to the quiz. Click the **Save** button. **Remember once you save the quiz and a student takes it, then it becomes locked to adding and removing questions.**



Editing quiz: quiz 1 ?

Questions: 0 | This quiz is open

Maximum grade 10.00 **Save**

Repaginate Select multiple items

Total of marks: 0.00

Shuffle ? Add ▼

◀ Blocks and Navigation Jump to... ▼

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Viewing Questions in Bank

To view the questions in the question bank. You have to select a quiz, and then the Quiz Administration menu appears in the Administration block.

1. In the **Quiz Administration** menu, click **Question Bank**

The screenshot shows the Moodle Quiz Administration interface. On the left, the 'ADMINISTRATION' block is visible, with the 'Question bank' option highlighted in red. The main area displays the 'Question bank' page for 'Quiz: Section 1 Quiz'. A dropdown menu is open, showing the hierarchy: 'Quiz: Section 1 Quiz' > 'Top for Section 1 Quiz' > 'Quiz 1 (5)' > 'Course: Biznet' > 'Category: Training' > 'System'. The main table lists questions with columns for 'Question', 'Created by', and 'Last modified by'. The first question is 'quiz 1, number 1' with a tag icon, a gear icon, and a duplicate icon. Below the table, there are buttons for 'Delete', 'Move to >>', and a dropdown menu for 'Quiz 1 (5)'.

2. A new page appears. On this page, select the category. This category is the bank from which you want to view the questions. Since all the questions are currently at the quiz level, select **Top for (name of quiz)**
3. The questions stored in that bank will appear as shown above
4. To left of each question name will be a symbol showing what type of question it is. The array of dots is multiple choice, and two dots represent a true false question.
5. To the right of each question will be a list of icons to manage the question
 - A. The tag icon – Opens up a Tags window where you can search for tags. We don't have any tags.
 - B. The gear icon – Allows you to edit the question
 - C. Two pages icon – Allows you to duplicate the question

Moodle

- D. The magnifying glass icon – Previews the question. That is you can view it as if it was in the quiz
- E. The X icon – Allows you to delete the question

