Moodle Tips for Teachers and TAs

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2. Create activities
3. Listed resources and activities
4. Create an assignment
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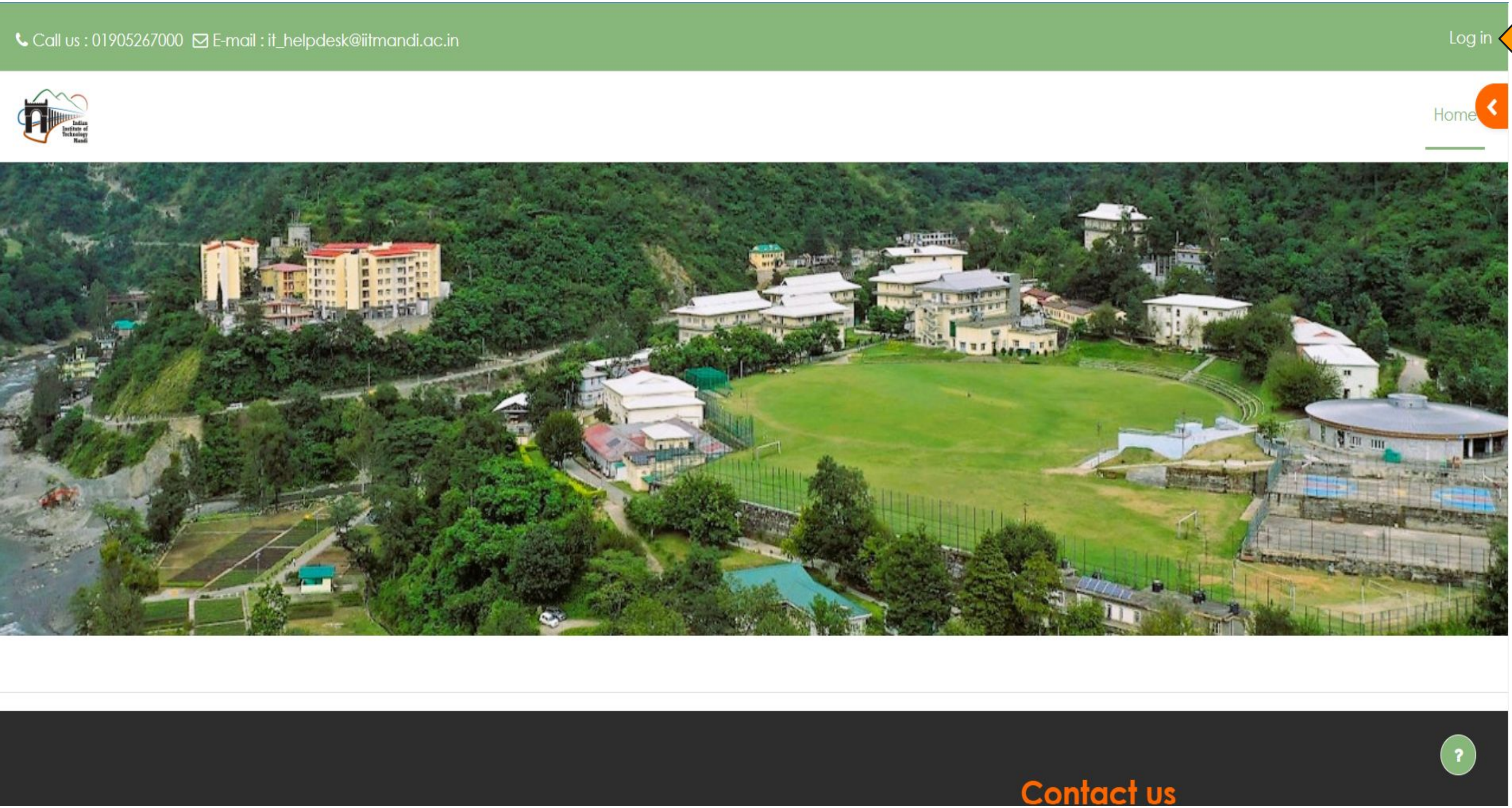
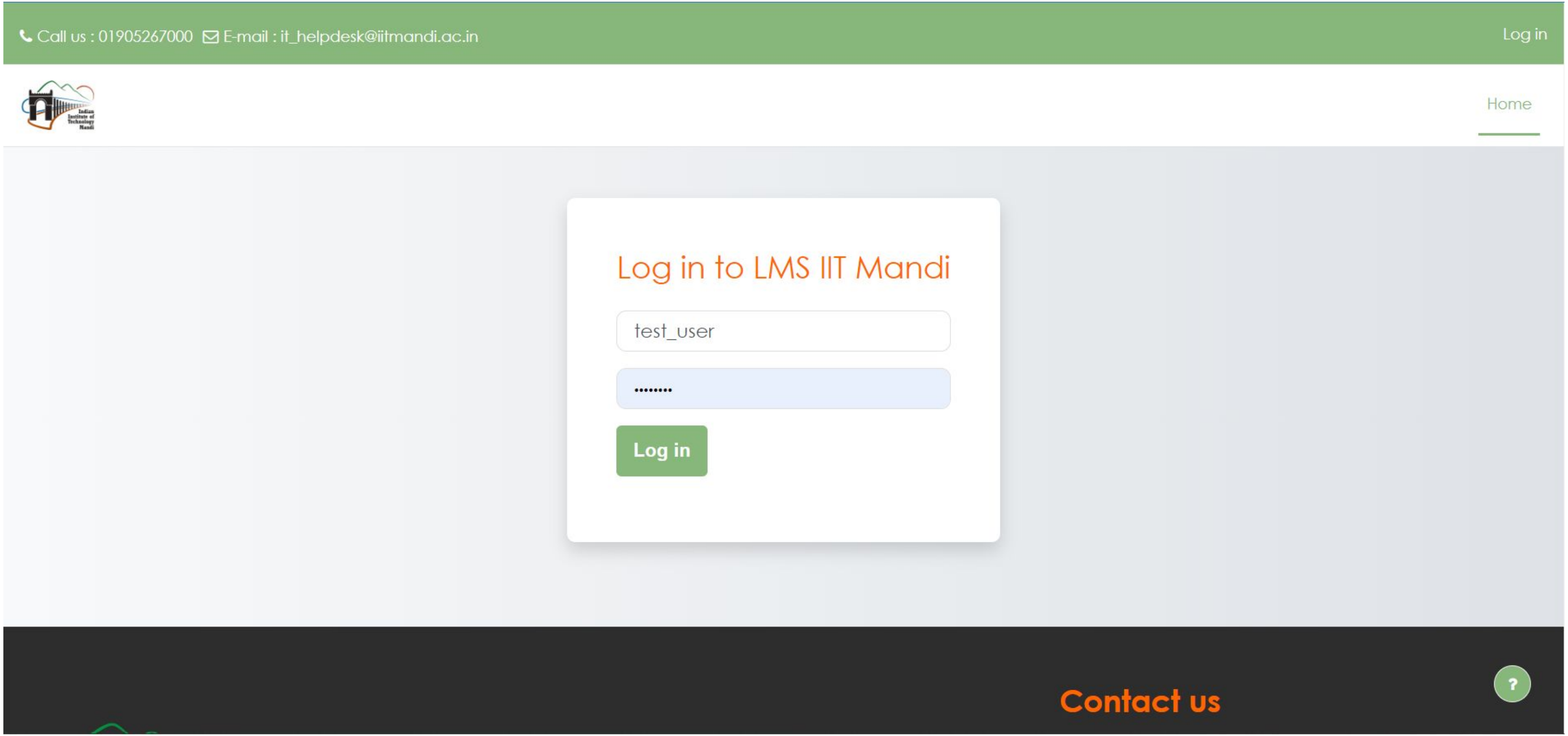
6. Grades
7. Enrolling users
8. Forum and its activities
9. Survey
10. Feedback
11. Switching Roles
12. Messages
13. Private files
14. Reports
15. Importing a course


Log in
Home
Contact us

☎ Call us : 01905267000 ✉ E-mail : it_helpdesk@iitmandi.ac.in

Login using LDAP account id and password assigned by administrator



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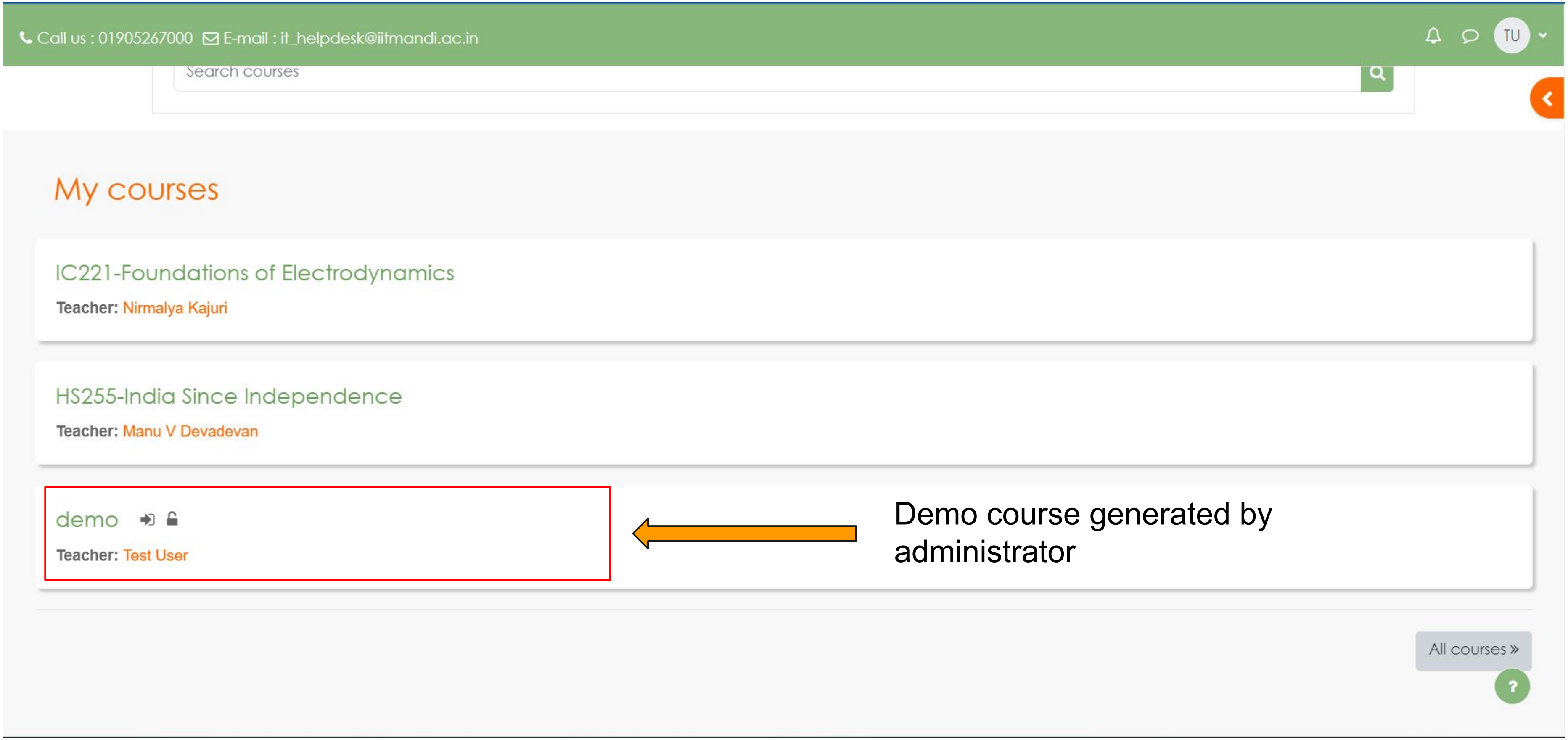
Log in to LMS IIT Mandi

test_user

•••••••••

Contact us

Log in
Home
Log in
?


Call us : 01905267000
E-mail : it_helpdesk@iitmandi.ac.in
TU
Search courses
All courses »
?

My courses

IC221-Foundations of Electrodynamics

Teacher: Nirmalya Kajuri

HS255-India Since Independence

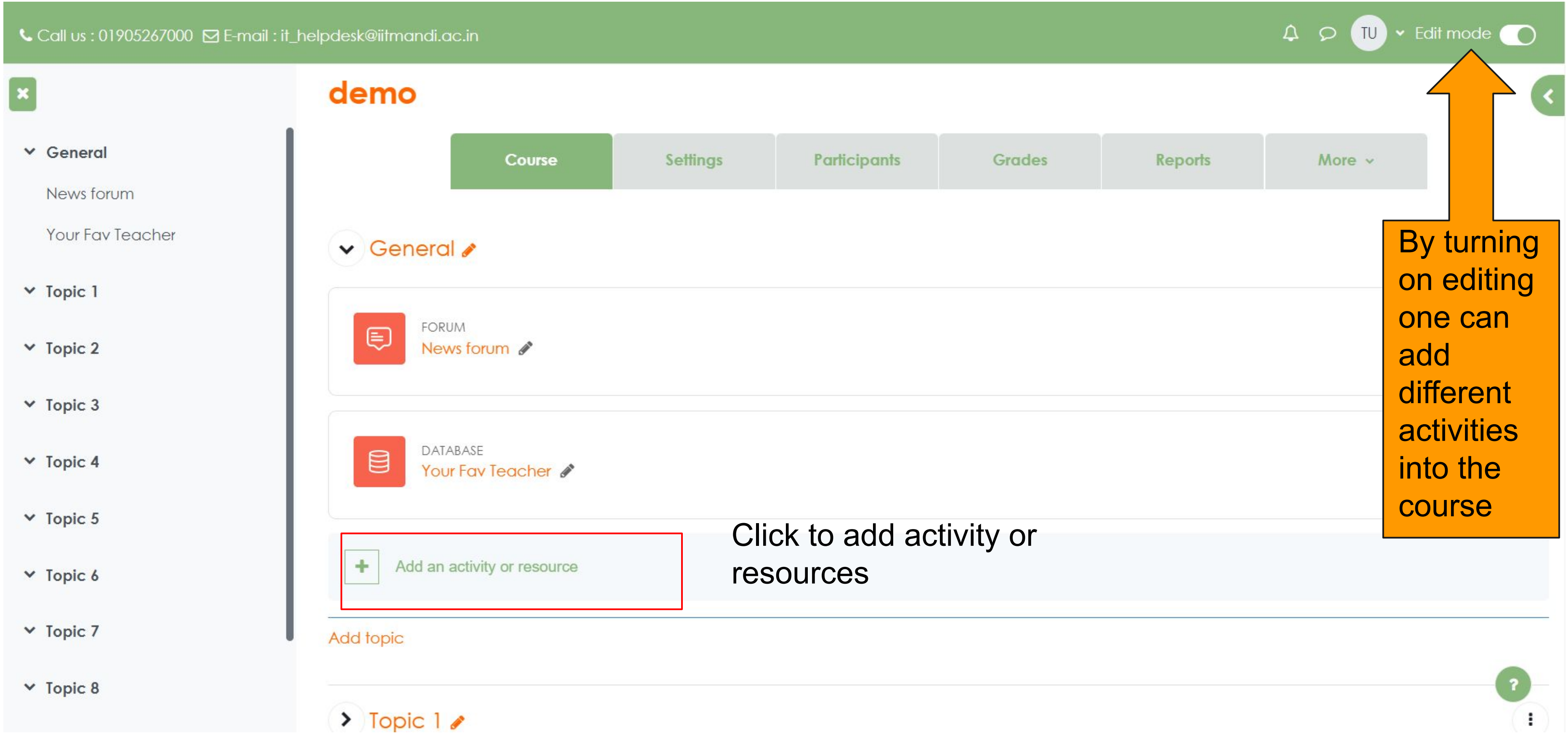
Teacher: Manu V Devadevan

demo

Teacher: Test User

Demo course generated by administrator

Create activities in a given course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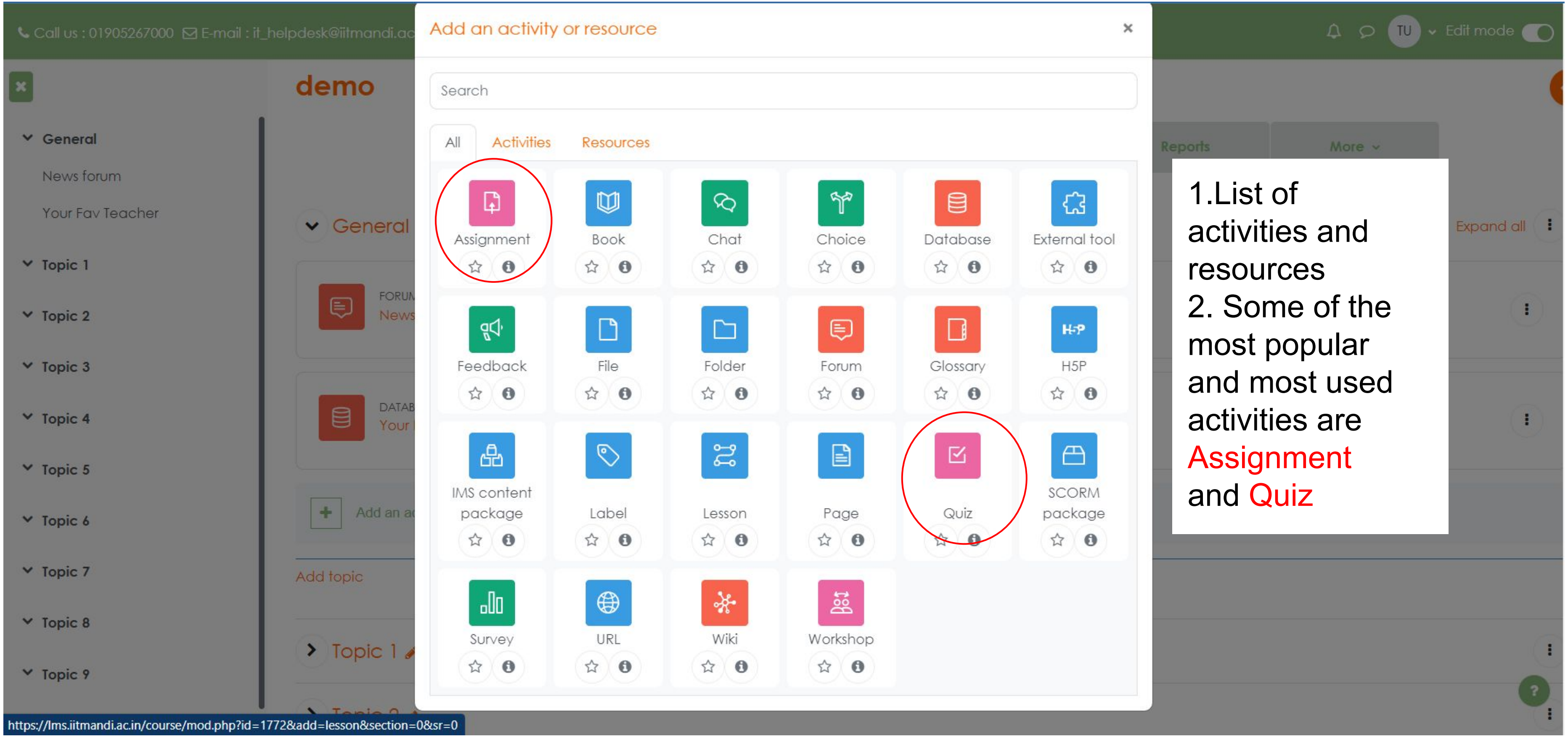
TU
Edit mode
demo
Course
Settings
Participants
Grades
Reports
More
General
News forum
Your Fav Teacher
Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6
Topic 7
Topic 8
General
FORUM
News forum
DATABASE
Your Fav Teacher
Add an activity or resource
Add topic
Topic 1

Click to add activity or resources

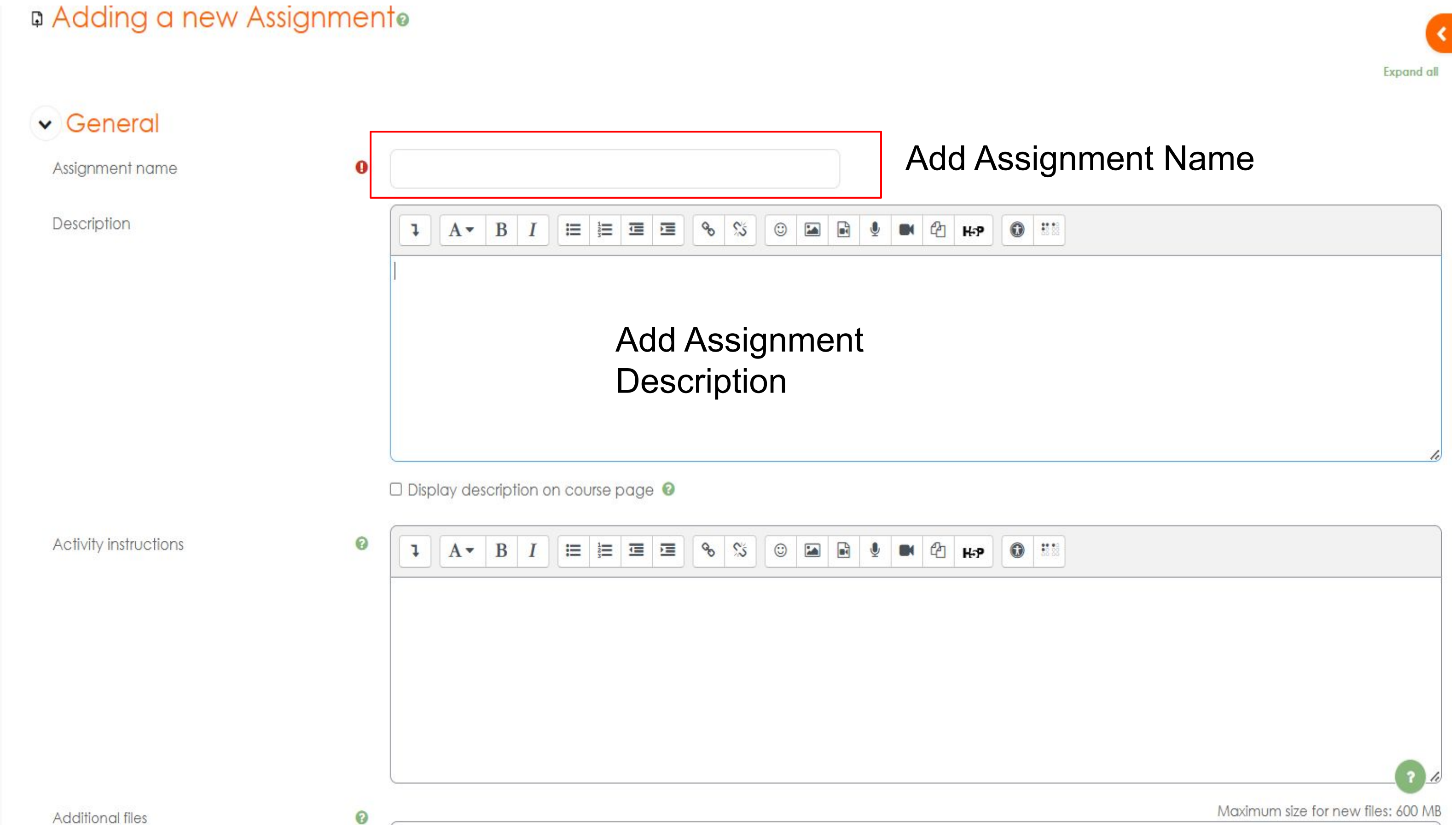
By turning on editing one can add different activities into the course

Listed resources and activities


Call us : 01905267000 E-mail : it_helpdesk@iitmandi.ac
Edit mode
TU
demo
General
News forum
Your Fav Teacher
Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6
Topic 7
Topic 8
Topic 9
Add an activity or resource
Search
All
Activities
Resources
Assignment
Book
Chat
Choice
Database
External tool
Feedback
File
Folder
Forum
Glossary
H5P
IMS content package
Label
Lesson
Page
Quiz
SCORM package
Survey
URL
Wiki
Workshop
Reports
More
Expand all
Add topic
https://lms.iitmandi.ac.in/course/mod.php?id=1772&add=lesson&section=0&sr=0

1. List of activities and resources
2. Some of the most popular and most used activities are Assignment and Quiz

Adding a new assignment



Adding a new Assignment

Expand all

General

Assignment name

Description

☐ Display description on course page

Activity instructions

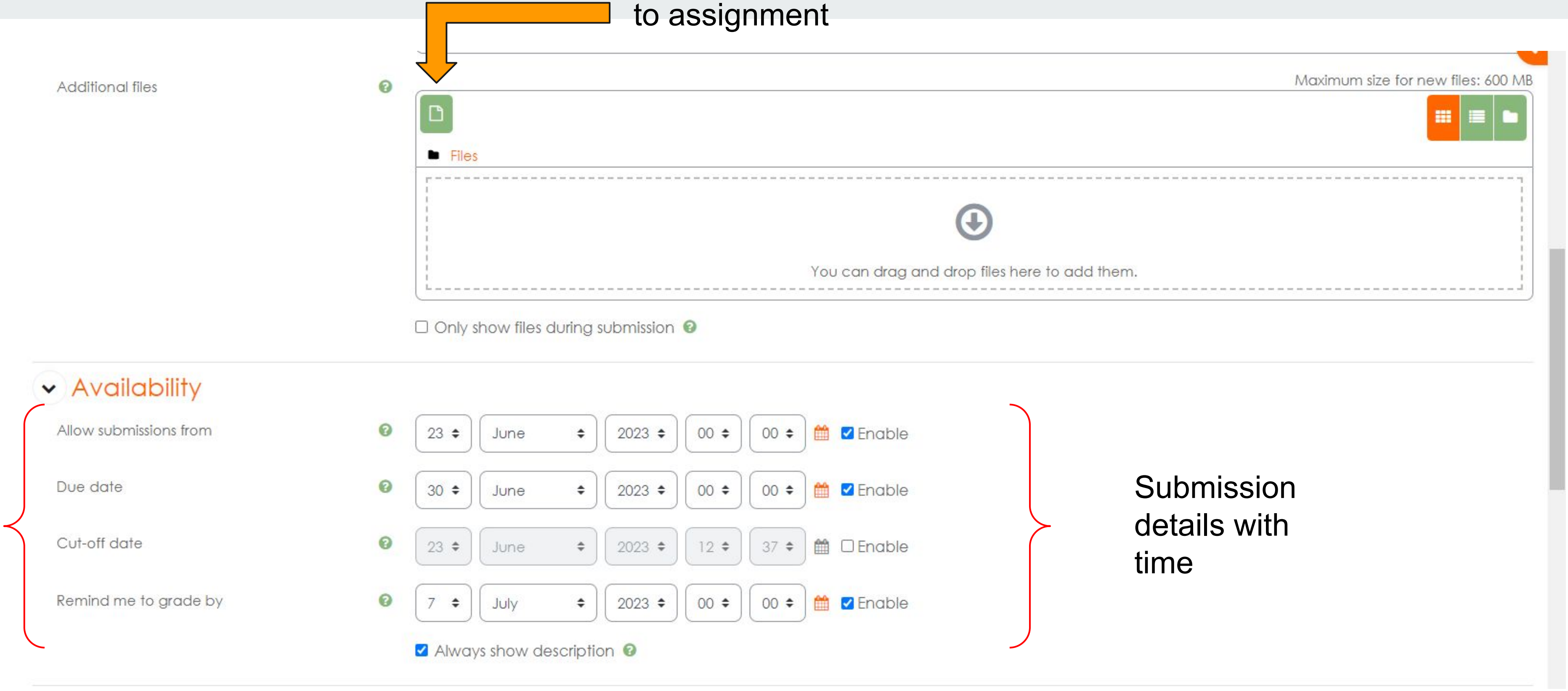
Additional files

Maximum size for new files: 600 MB

Add Assignment Name

Add Assignment Description

Attach any files related to assignment



Additional files

Maximum size for new files: 600 MB

Files

You can drag and drop files here to add them.

☐ Only show files during submission

Availability

Allow submissions from: 23 June 2023 00 00 ☑ Enable

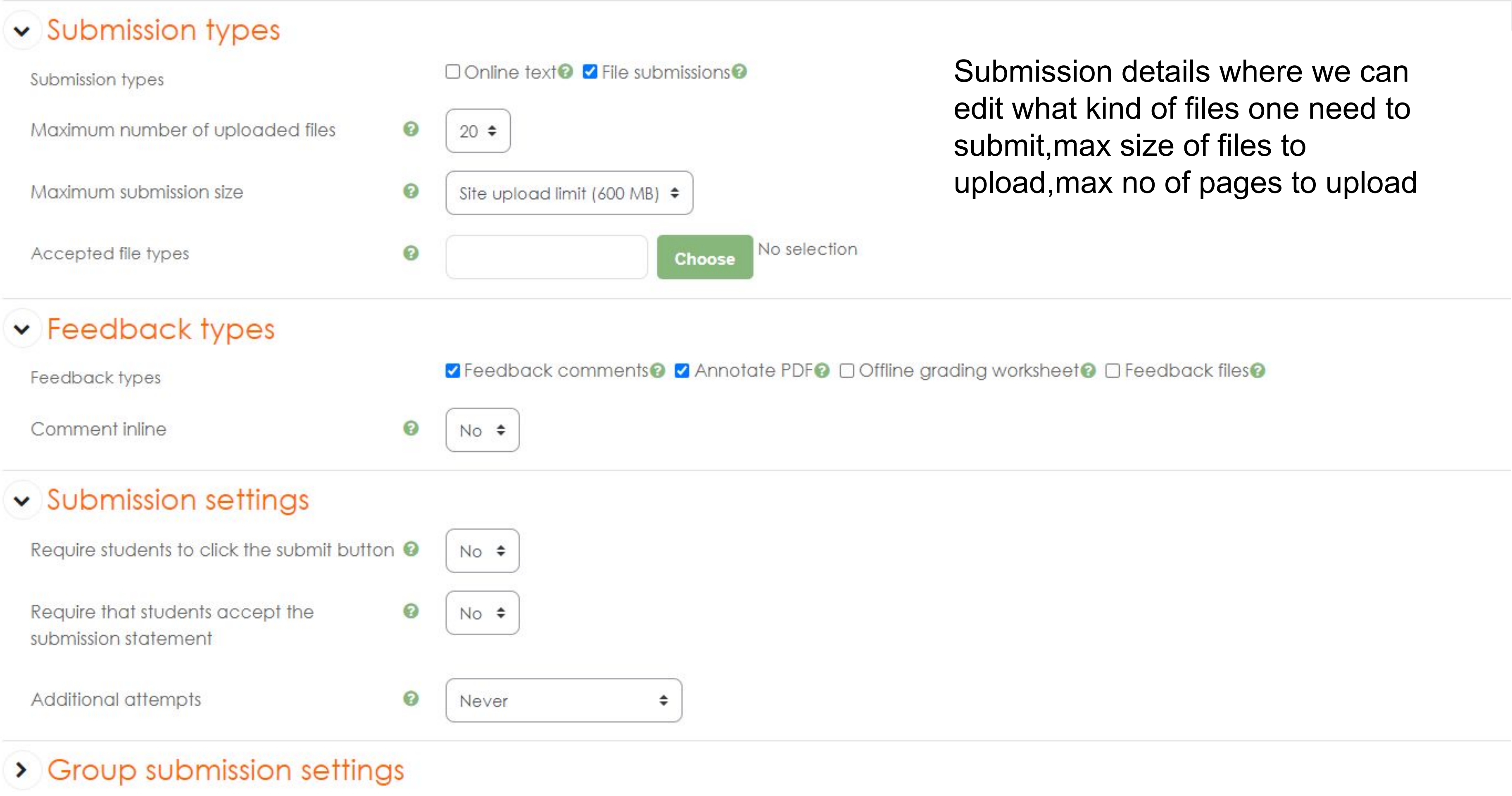
Due date: 30 June 2023 00 00 ☑ Enable

Cut-off date: 23 June 2023 12 37 ☐ Enable

Remind me to grade by: 7 July 2023 00 00 ☑ Enable

☑ Always show description

Submission details with time



Submission details where we can edit what kind of files one need to submit,max size of files to upload,max no of pages to upload

Submission types

Submission types: ☐ Online text ☑ File submissions

Maximum number of uploaded files: 20

Maximum submission size: Site upload limit (600 MB)

Accepted file types: Choose No selection

Feedback types

Feedback types: ☑ Feedback comments ☑ Annotate PDF ☐ Offline grading worksheet ☐ Feedback files

Comment inline: No

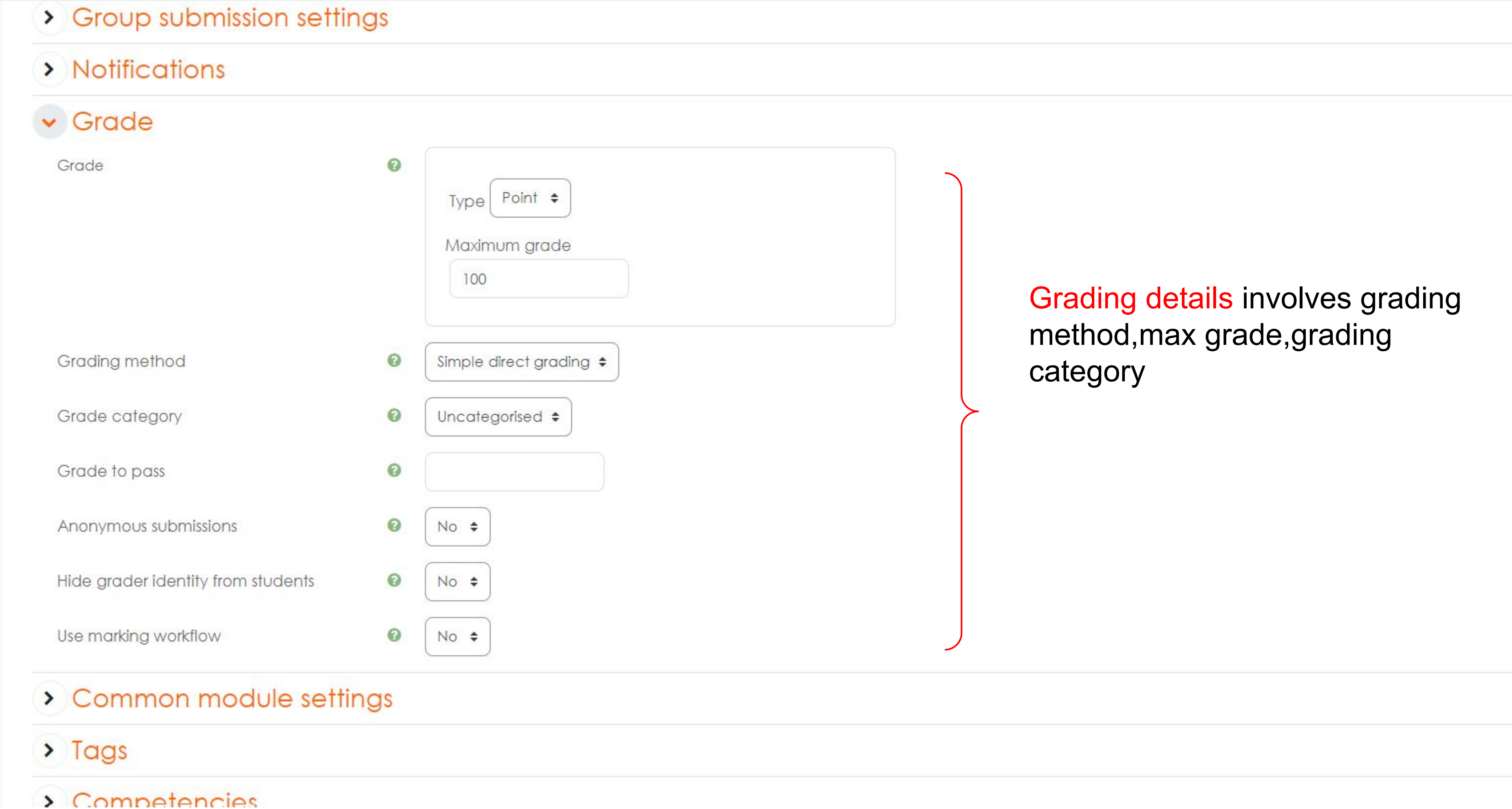
Submission settings

Require students to click the submit button: No

Require that students accept the submission statement: No

Additional attempts: Never

Group submission settings



› Group submission settings
› Notifications
⌄ Grade

Grade
Type: Point
Maximum grade: 100

Grading method: Simple direct grading

Grade category: Uncategorised

Grade to pass:

Anonymous submissions: No

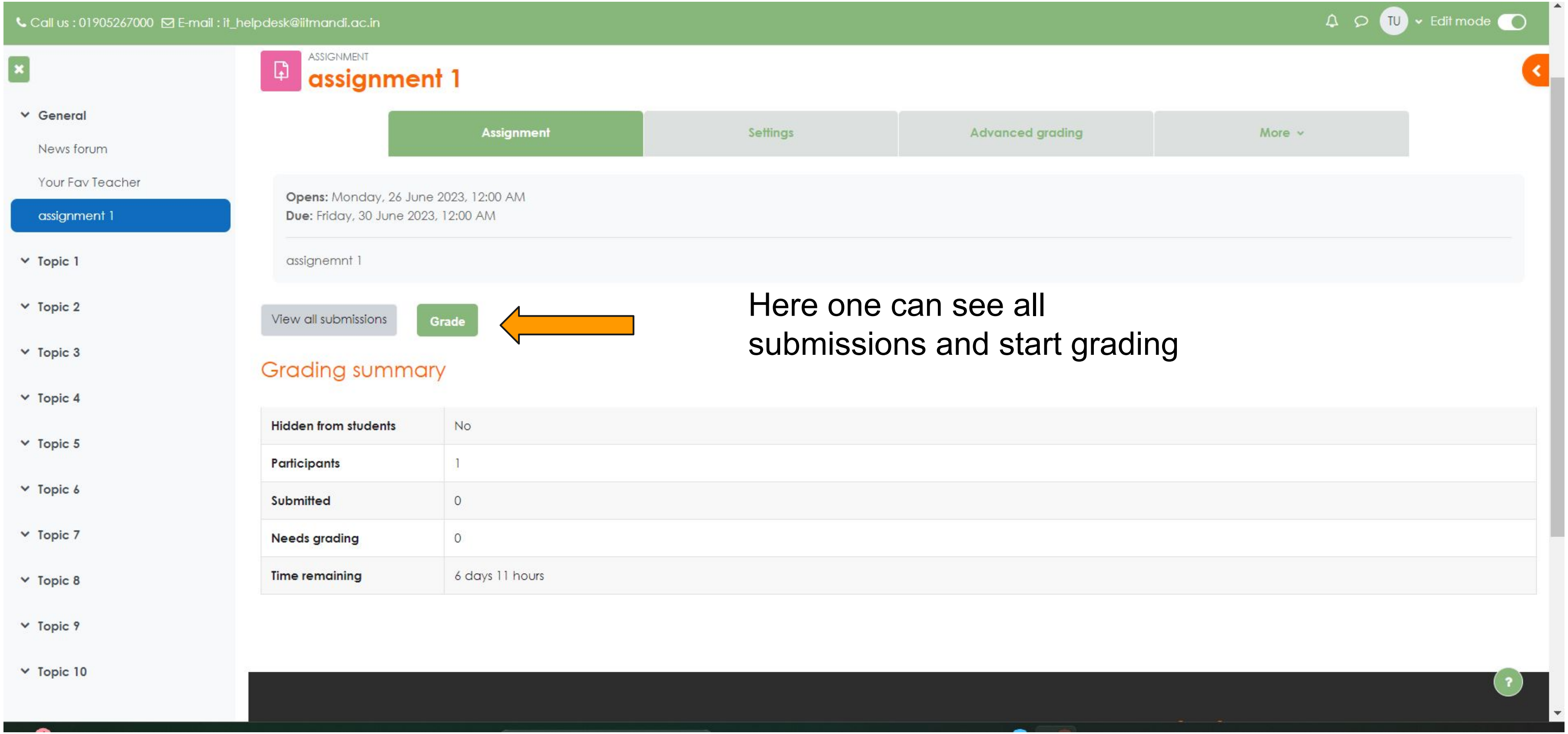
Hide grader identity from students: No

Use marking workflow: No

› Common module settings
› Tags
› Competencies

Grading details involves grading method,max grade,grading category

How does it looks like once an assignment is generated ?



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TU
Edit mode
General
News forum
Your Fav Teacher
assignment 1
Topic 1
Topic 2
Topic 3
Topic 4
Topic 5
Topic 6
Topic 7
Topic 8
Topic 9
Topic 10
ASSIGNMENT
Assignment
Settings
Advanced grading
More
View all submissions
Grade

assignment 1

Opens: Monday, 26 June 2023, 12:00 AM
Due: Friday, 30 June 2023, 12:00 AM

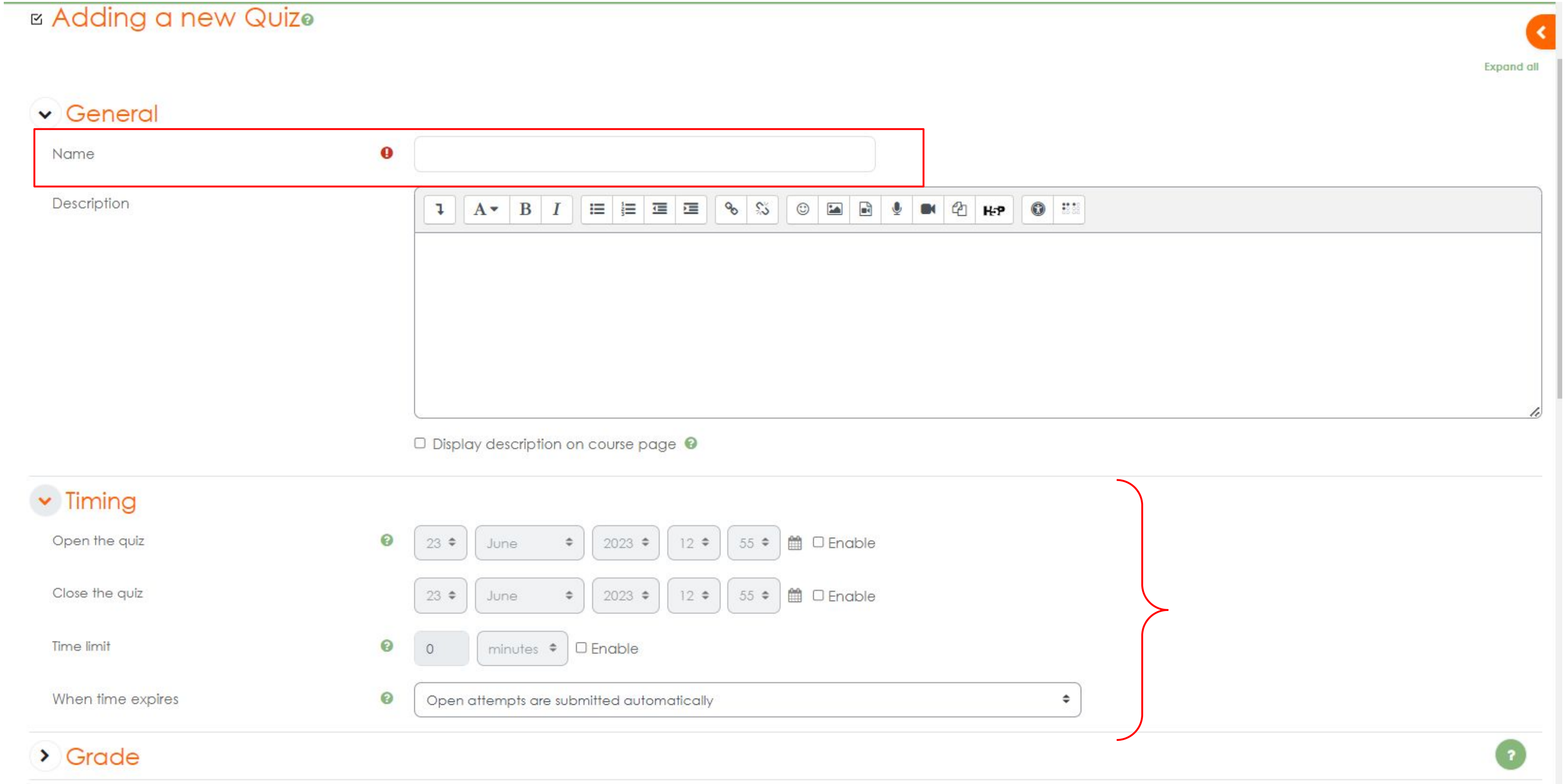
assignemnt 1

Here one can see all submissions and start grading

Grading summary

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Time remaining	6 days 11 hours

Adding a quiz to the course



Adding a new Quiz

General

Name

Description

☐ Display description on course page

Timing

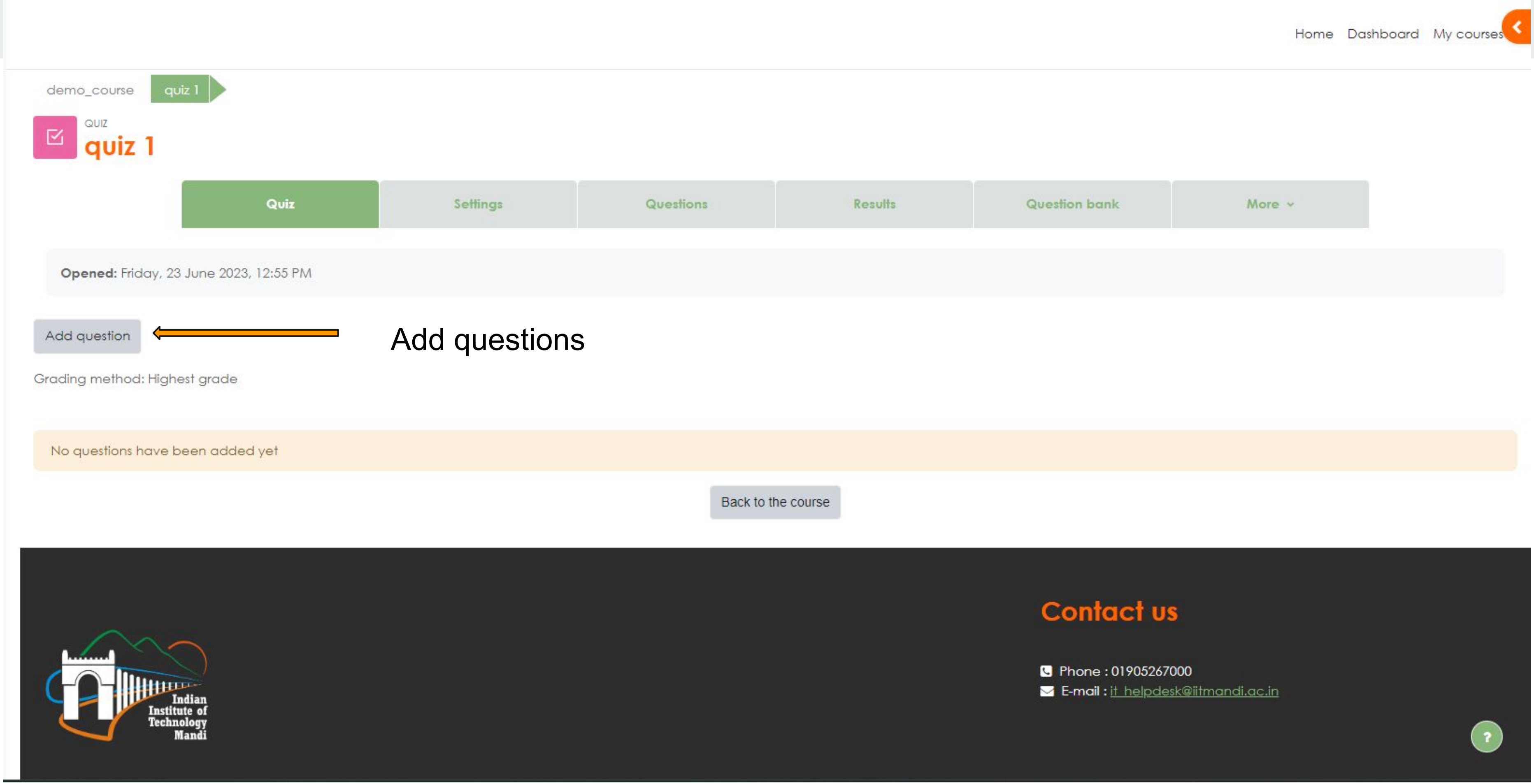
Open the quiz 23 June 2023 12 55 ☐ Enable

Close the quiz 23 June 2023 12 55 ☐ Enable

Time limit 0 minutes ☐ Enable

When time expires Open attempts are submitted automatically

Grade


Home
Dashboard
My courses
demo_course
quiz 1
QUIZ
quiz 1
Quiz
Settings
Questions
Results
Question bank
More
Add question
Back to the course
Indian Institute of Technology Mandi

Opened: Friday, 23 June 2023, 12:55 PM

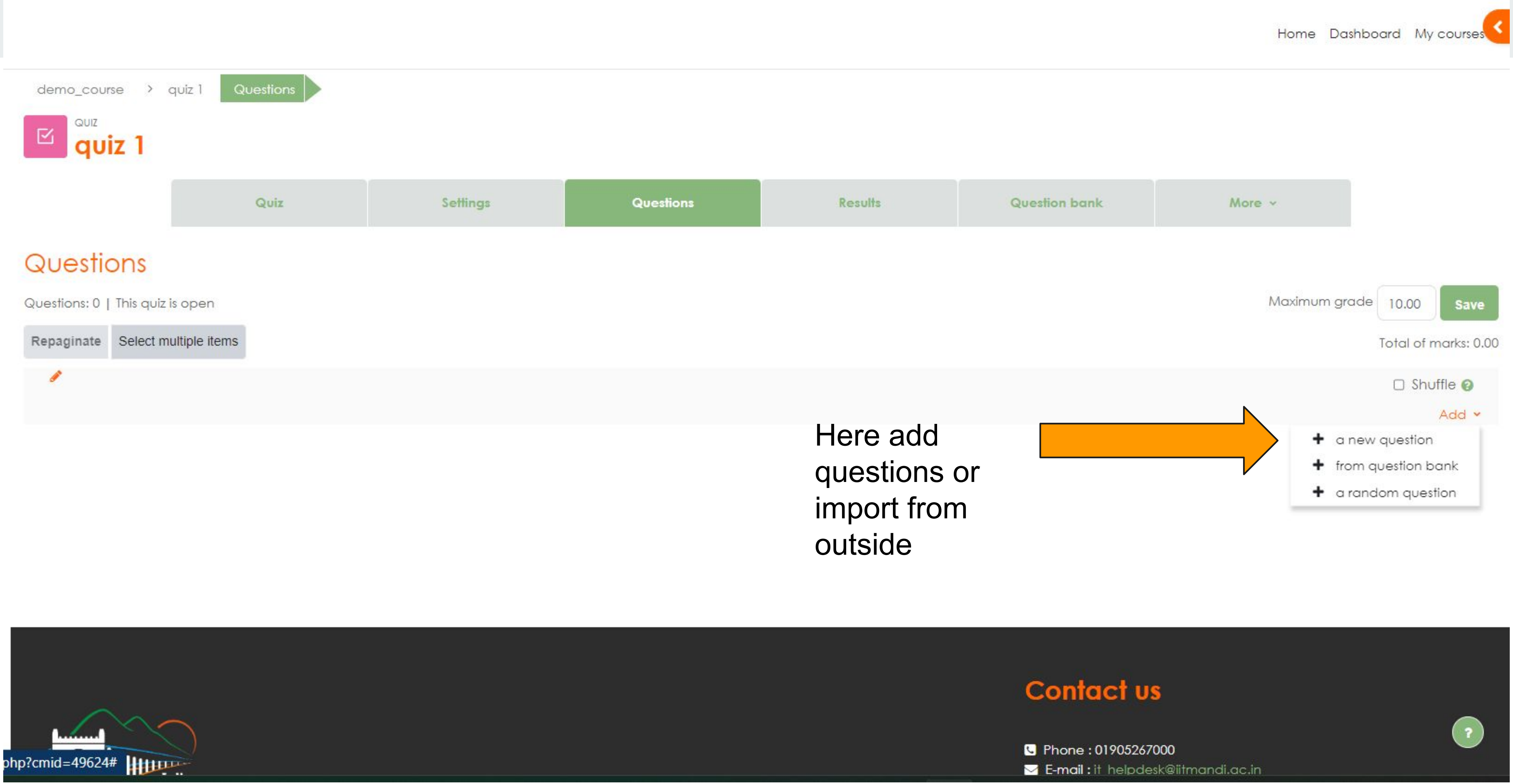
Grading method: Highest grade

No questions have been added yet

Contact us

Phone : 01905267000
E-mail : it_helpdesk@iitmandi.ac.in

Add questions


Home
Dashboard
My courses
demo_course
quiz 1
Questions
QUIZ
quiz 1
Quiz
Settings
Questions
Results
Question bank
More
Repaginate
Select multiple items
Save
☐ Shuffle
Add
a new question
from question bank
a random question
Contact us
php?cmid=49624#

Questions

Questions: 0 | This quiz is open

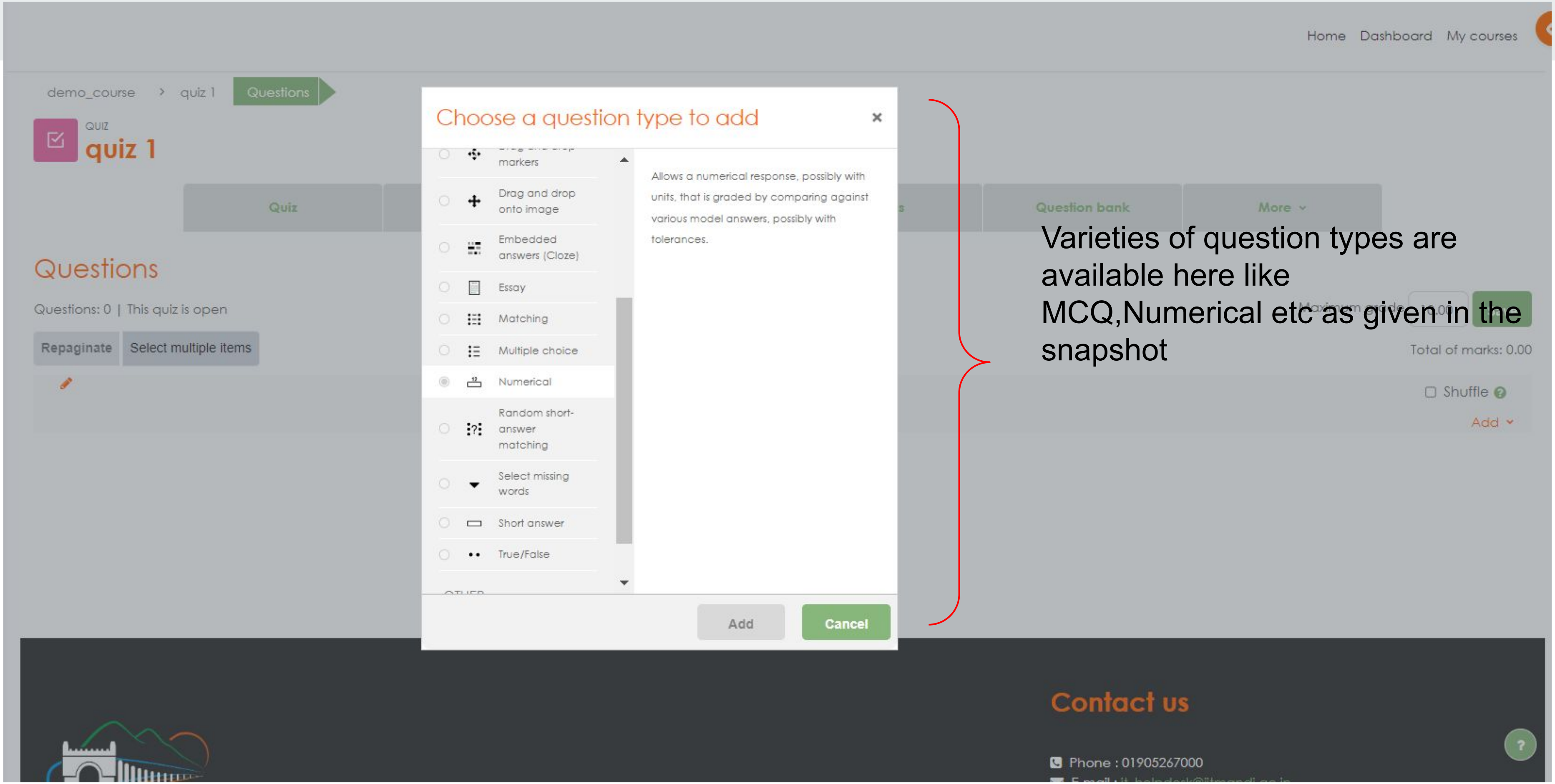
Maximum grade 10.00

Total of marks: 0.00

Phone : 01905267000

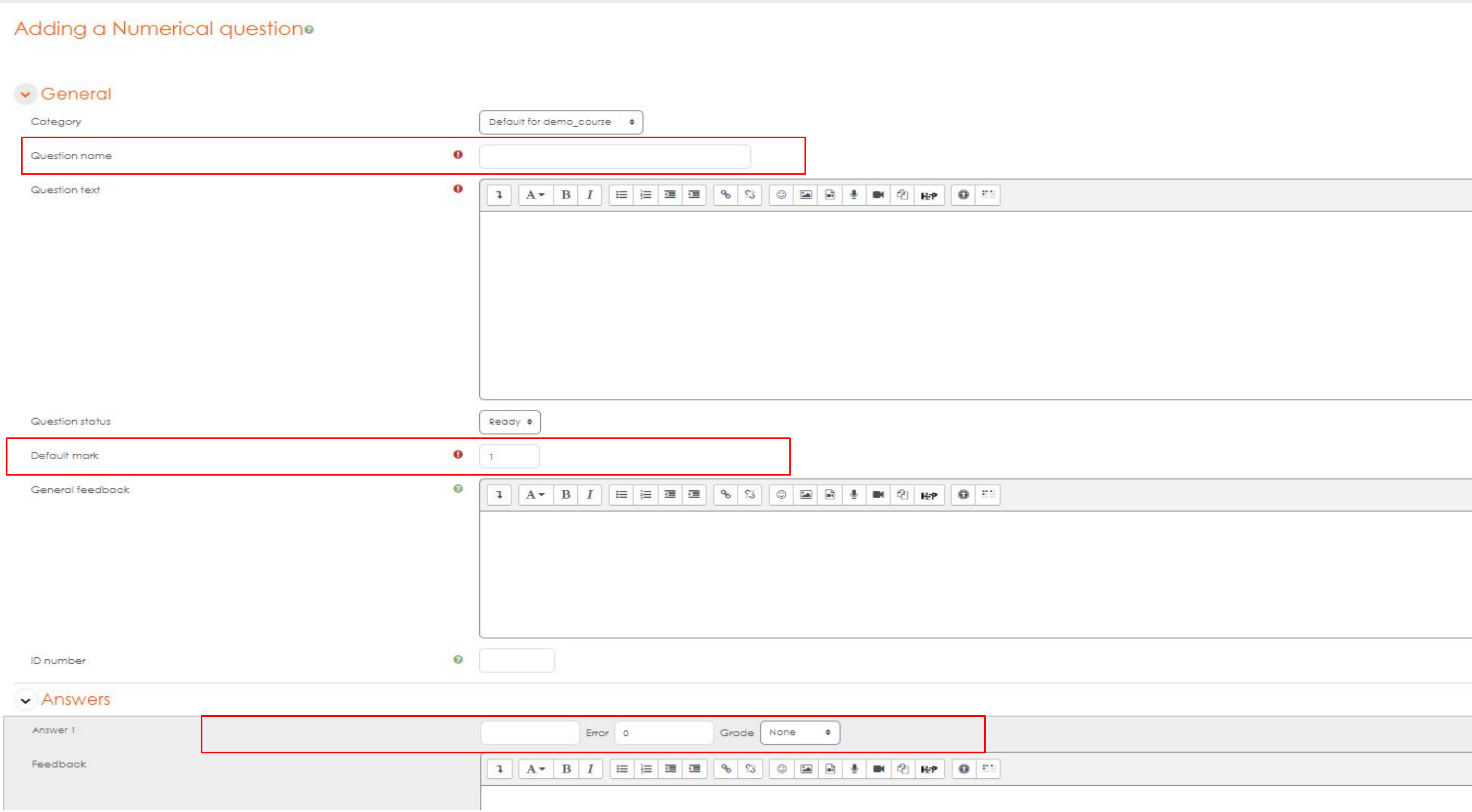
E-mail : it_helpdesk@iitmandi.ac.in

Here add questions or import from outside


Home
Dashboard
My courses
demo_course
quiz 1
Questions
QUIZ
quiz 1
Quiz
Question bank
More
Questions
Questions: 0 | This quiz is open
Repaginate
Select multiple items
Total of marks: 0.00
☐ Shuffle
Add
Choose a question type to add
×
Drag and drop markers
Drag and drop onto image
Embedded answers (Cloze)
Essay
Matching
Multiple choice
● Numerical
Random short-answer matching
Select missing words
Short answer
True/False
OTHER
Add
Cancel
Contact us
Phone : 01905267000

Allows a numerical response, possibly with units, that is graded by comparing against various model answers, possibly with tolerances.

Varieties of question types are available here like MCQ,Numerical etc as given in the snapshot



Adding a Numerical question

General

Category: Default for demo_course

Question name

Question text

Question status: Ready

Default mark: 1

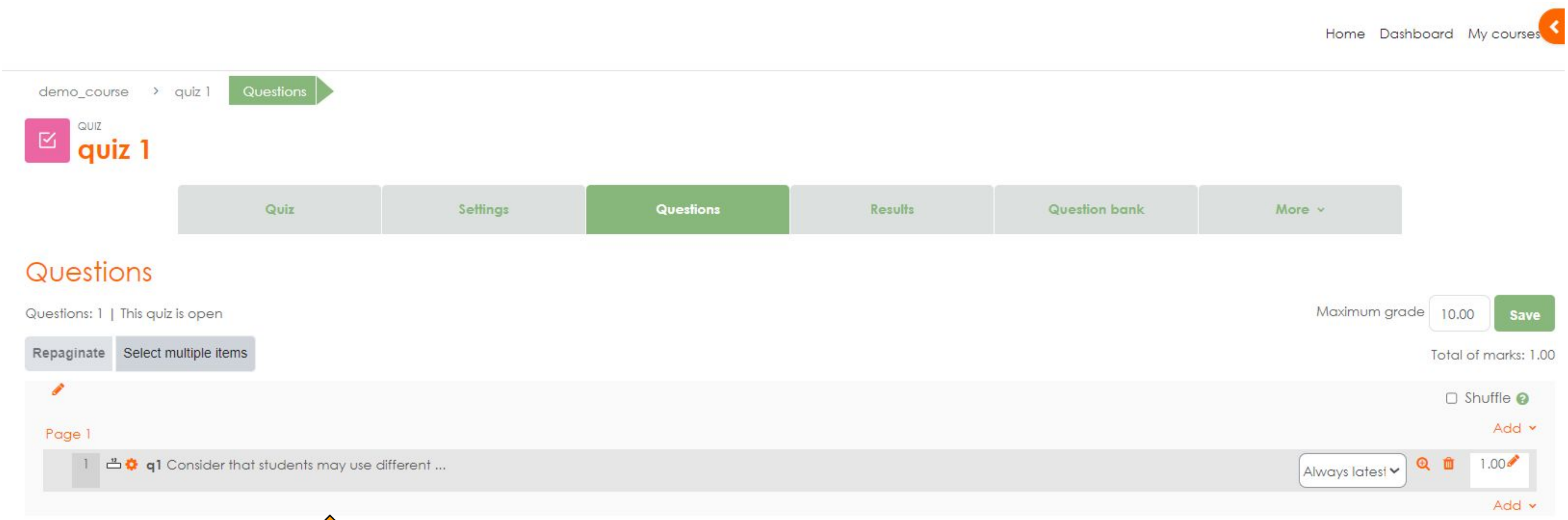
General feedback

ID number

Answers

Answer 1 — Error: 0 — Grade: None

Feedback



Home
Dashboard
My courses
demo_course
quiz 1
Questions
QUIZ
quiz 1
Quiz
Settings
Questions
Results
Question bank
More
Repaginate
Select multiple items
Save
Shuffle
Page 1
Add
Always latest
Add

Questions

Questions: 1 | This quiz is open

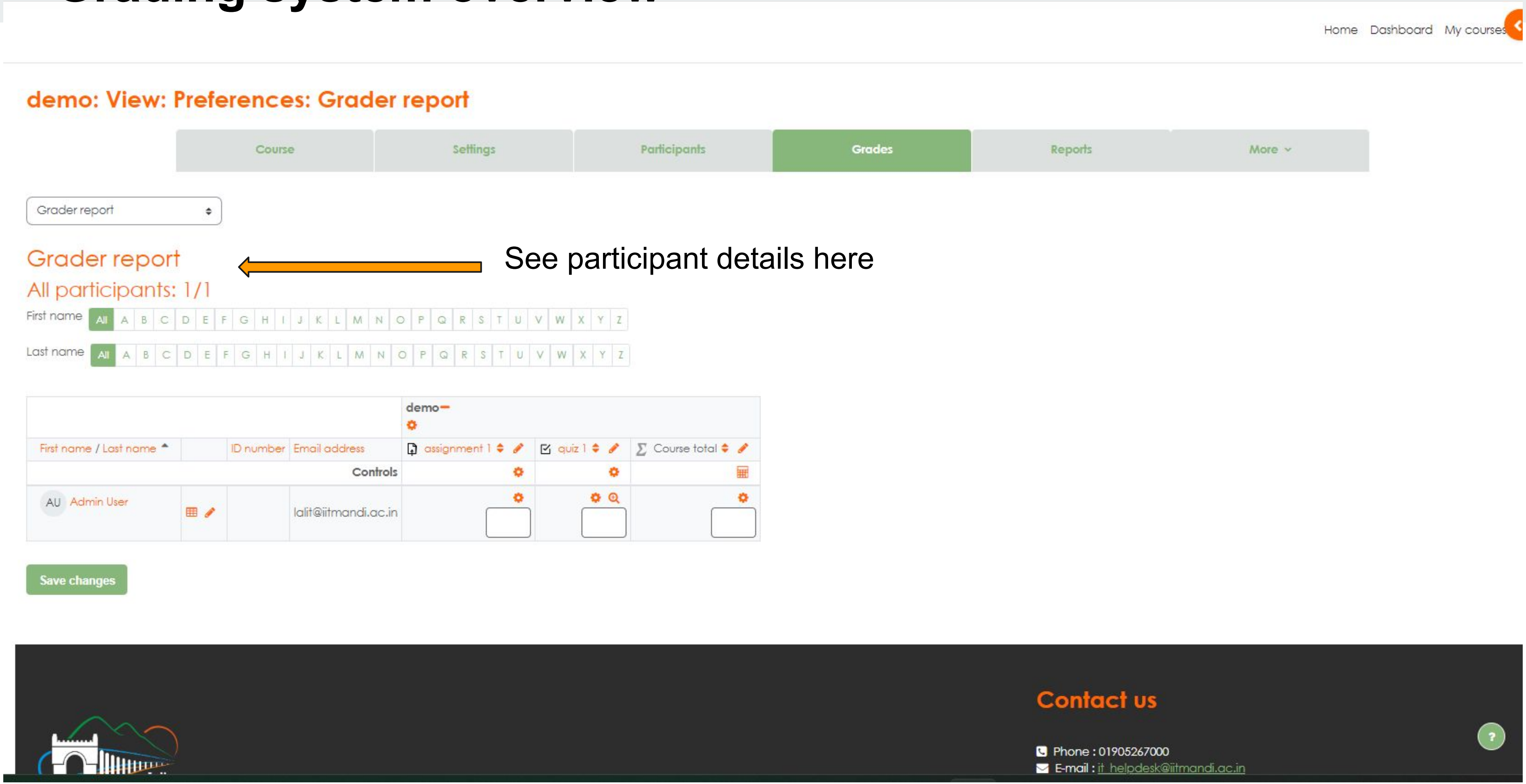
Maximum grade 10.00

Total of marks: 1.00

1 **q1** Consider that students may use different ... 1.00

Question will appear like this

Grading system overview


Home
Dashboard
My courses
Course
Settings
Participants
Grades
Reports
More
Grader report
Save changes
?

demo: View: Preferences: Grader report

Grader report

All participants: 1/1

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

Last 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

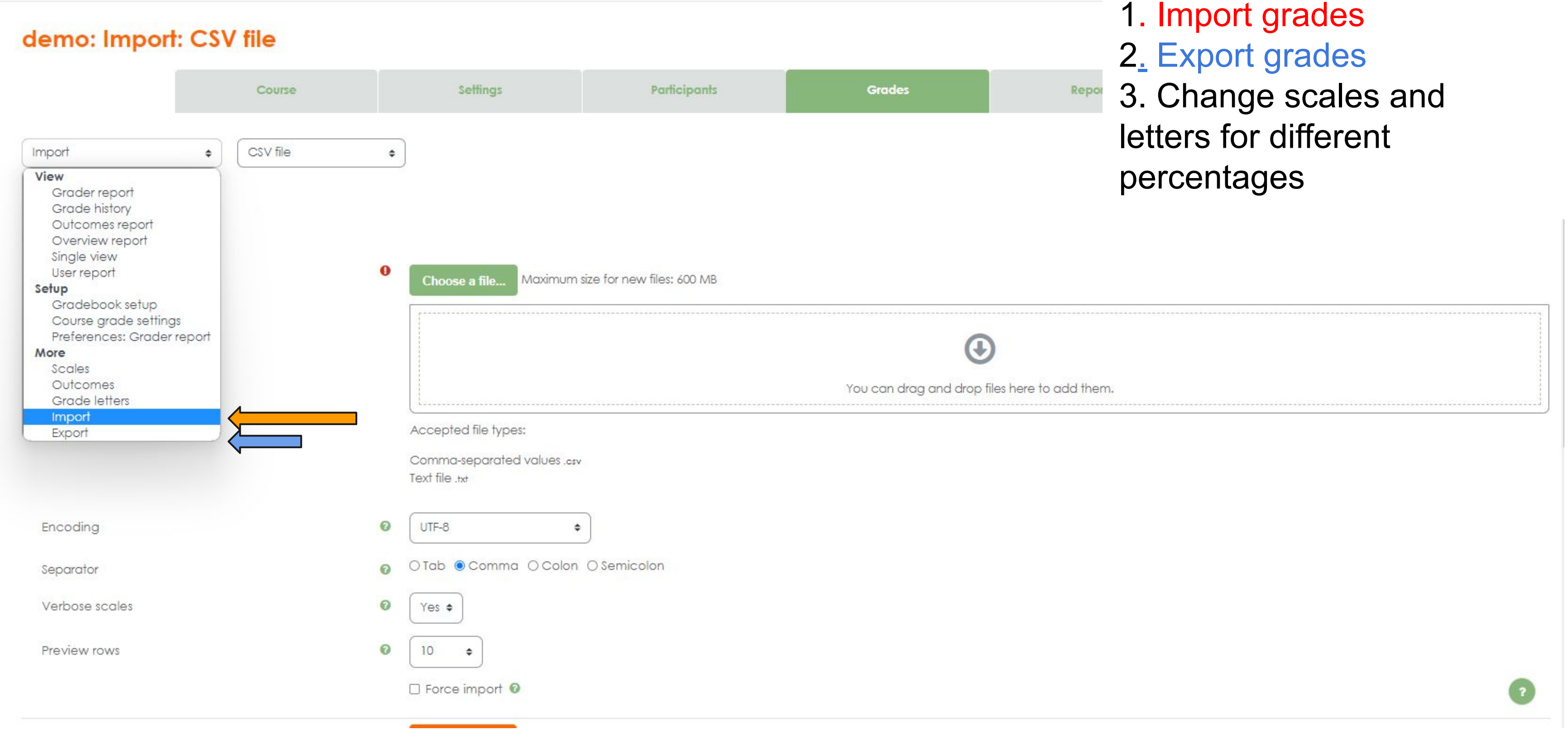
				demo		
First name / Last name		ID number	Email address	assignment 1	quiz 1	Course total
			Controls			
AU Admin User			lalit@iitmandi.ac.in			

Contact us

Phone : 01905267000
E-mail : it_helpdesk@iitmandi.ac.in

See participant details here

Grade management


demo: Import: CSV file
Course
Settings
Participants
Grades
Repo
Import
CSV file
View
Grader report
Grade history
Outcomes report
Overview report
Single view
User report
Setup
Gradebook setup
Course grade settings
Preferences: Grader report
More
Scales
Outcomes
Grade letters
Import
Export
Choose a file...
You can drag and drop files here to add them.
?

Maximum size for new files: 600 MB

Accepted file types:

Comma-separated values .csv
Text file .txt

Encoding: UTF-8

Separator: ○ Tab ● Comma ○ Colon ○ Semicolon

Verbose scales: Yes

Preview rows: 10

☐ Force import

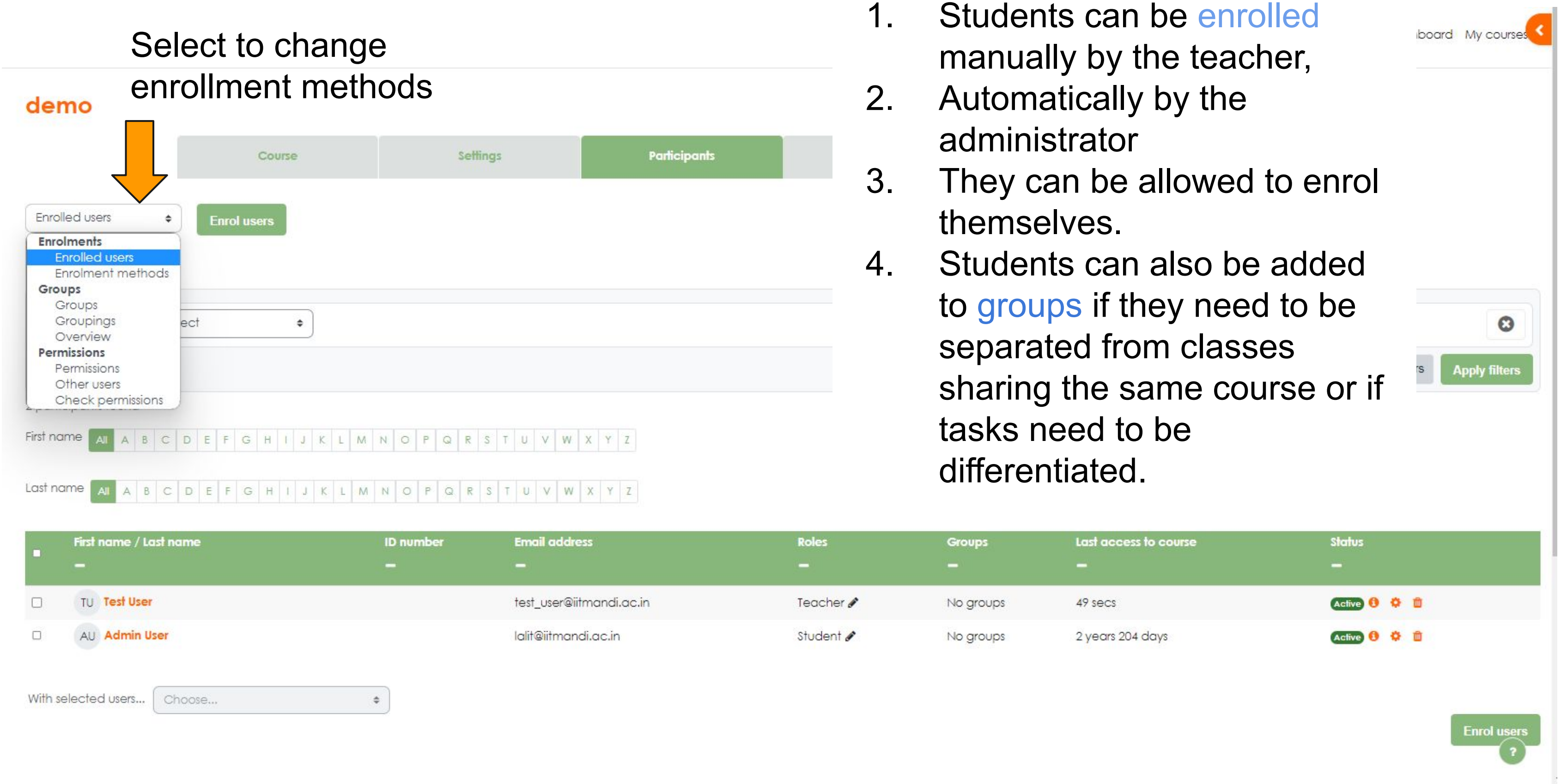
When you go to grade administration,you can perform different task such as

1. Import grades
2. Export grades
3. Change scales and letters for different percentages

Enroll users in a specific course

Select to change enrollment methods

1. Students can be enrolled manually by the teacher,
2. Automatically by the administrator
3. They can be allowed to enrol themselves.
4. Students can also be added to groups if they need to be separated from classes sharing the same course or if tasks need to be differentiated.



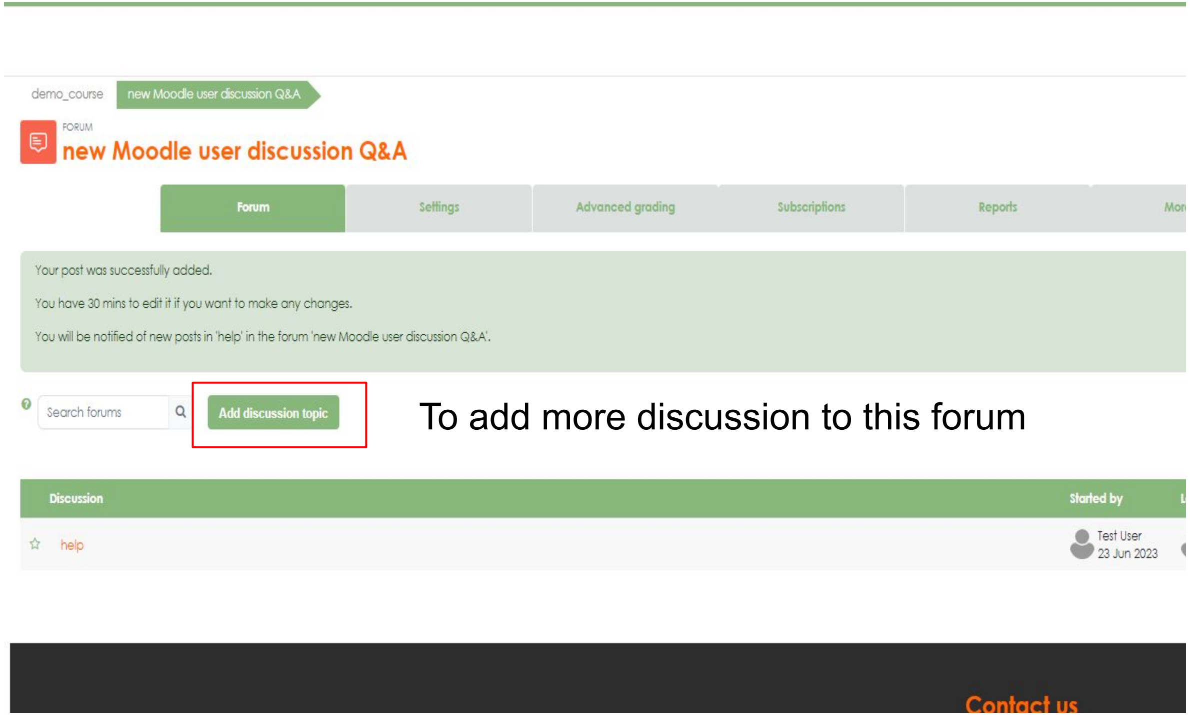
board My courses
demo
Course
Settings
Participants
Enrolled users
Enrol users
Enrolments
Enrolled users
Enrolment methods
Groups
Groups
Groupings
Overview
Permissions
Permissions
Other users
Check permissions
ect
Apply filters
First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Last name 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

☐	First name / Last name	ID number	Email address	Roles	Groups	Last access to course	Status
☐	TU Test User		test_user@iitmandi.ac.in	Teacher	No groups	49 secs	Active
☐	AU Admin User		lalit@iitmandi.ac.in	Student	No groups	2 years 204 days	Active

With selected users... Choose...
Enrol users

Adding a New Forum and Activities

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

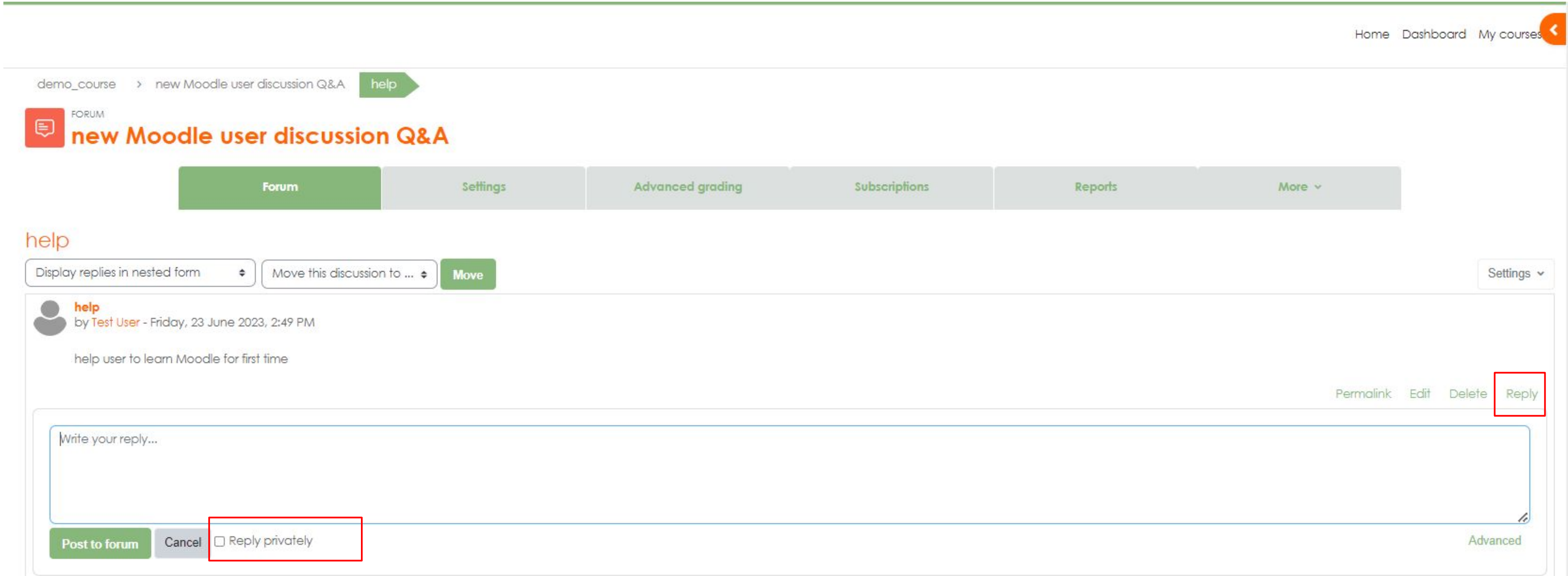

demo_course
new Moodle user discussion Q&A
FORUM
new Moodle user discussion Q&A
Forum
Settings
Advanced grading
Subscriptions
Reports
Search forums
Add discussion topic
Discussion
Started by
help
Test User
23 Jun 2023
Contact us

Your post was successfully added.

You have 30 mins to edit it if you want to make any changes.

You will be notified of new posts in 'help' in the forum 'new Moodle user discussion Q&A'.

To add more discussion to this forum

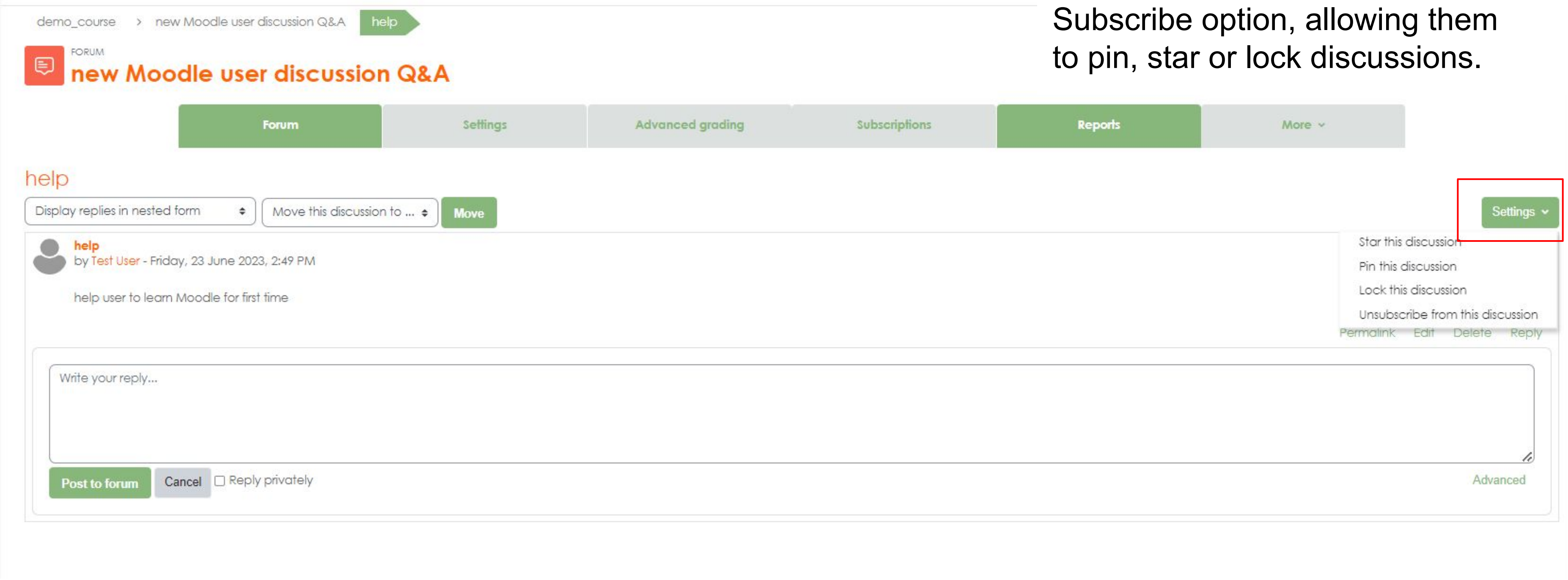

Home
Dashboard
My courses
demo_course
new Moodle user discussion Q&A
help
FORUM
new Moodle user discussion Q&A
Forum
Settings
Advanced grading
Subscriptions
Reports
More
help
Display replies in nested form
Move this discussion to ...
Move
Settings
Permalink
Edit
Delete
Reply
Write your reply...
Post to forum
Cancel
☐ Reply privately
Advanced

help
by Test User - Friday, 23 June 2023, 2:49 PM

help user to learn Moodle for first time

Teachers and TAs can reply privately here to a specific student but student can't do that.

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



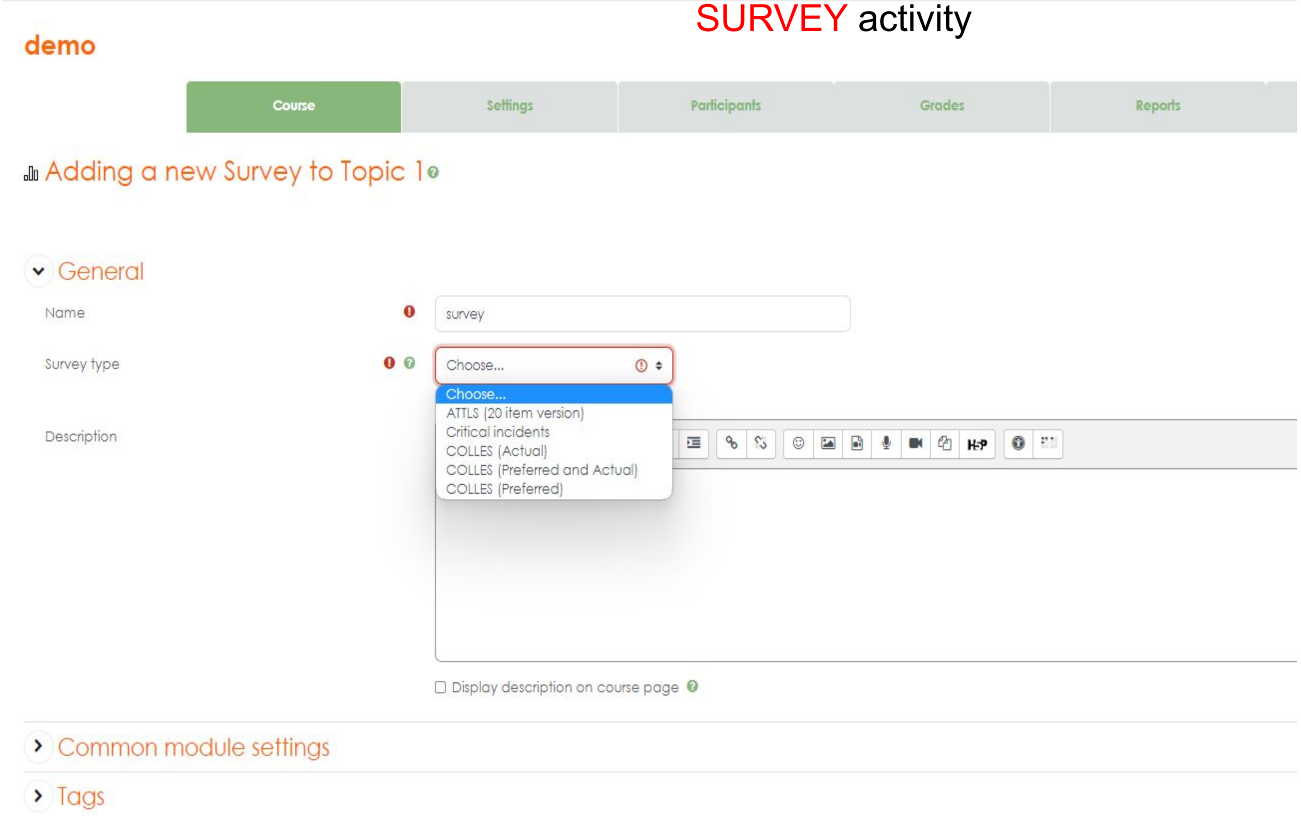
demo_course
new Moodle user discussion Q&A
help
FORUM
new Moodle user discussion Q&A
Forum
Settings
Advanced grading
Subscriptions
Reports
More
help
Display replies in nested form
Move this discussion to ...
Move
Settings
Star this discussion
Pin this discussion
Lock this discussion
Unsubscribe from this discussion
Permalink
Edit
Delete
Reply
Write your reply...
Post to forum
Cancel
Reply privately
Advanced

help
by Test User - Friday, 23 June 2023, 2:49 PM

help user to learn Moodle for first time

Survey on a specific topic

Go to a topic and add
SURVEY activity



demo

Adding a new Survey to Topic 1

General

Name: survey

Survey type: Choose...

- Choose...
- ATTLS (20 item version)
- Critical incidents
- COLLES (Actual)
- COLLES (Preferred and Actual)
- COLLES (Preferred)

Description

☐ Display description on course page

Common module settings

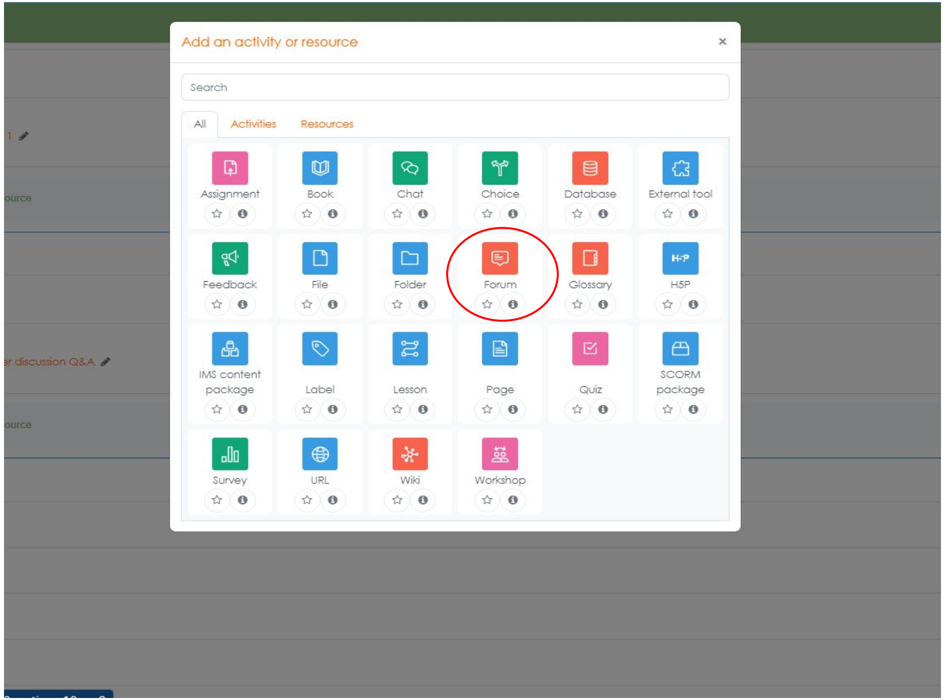
Tags

The Survey activity types;

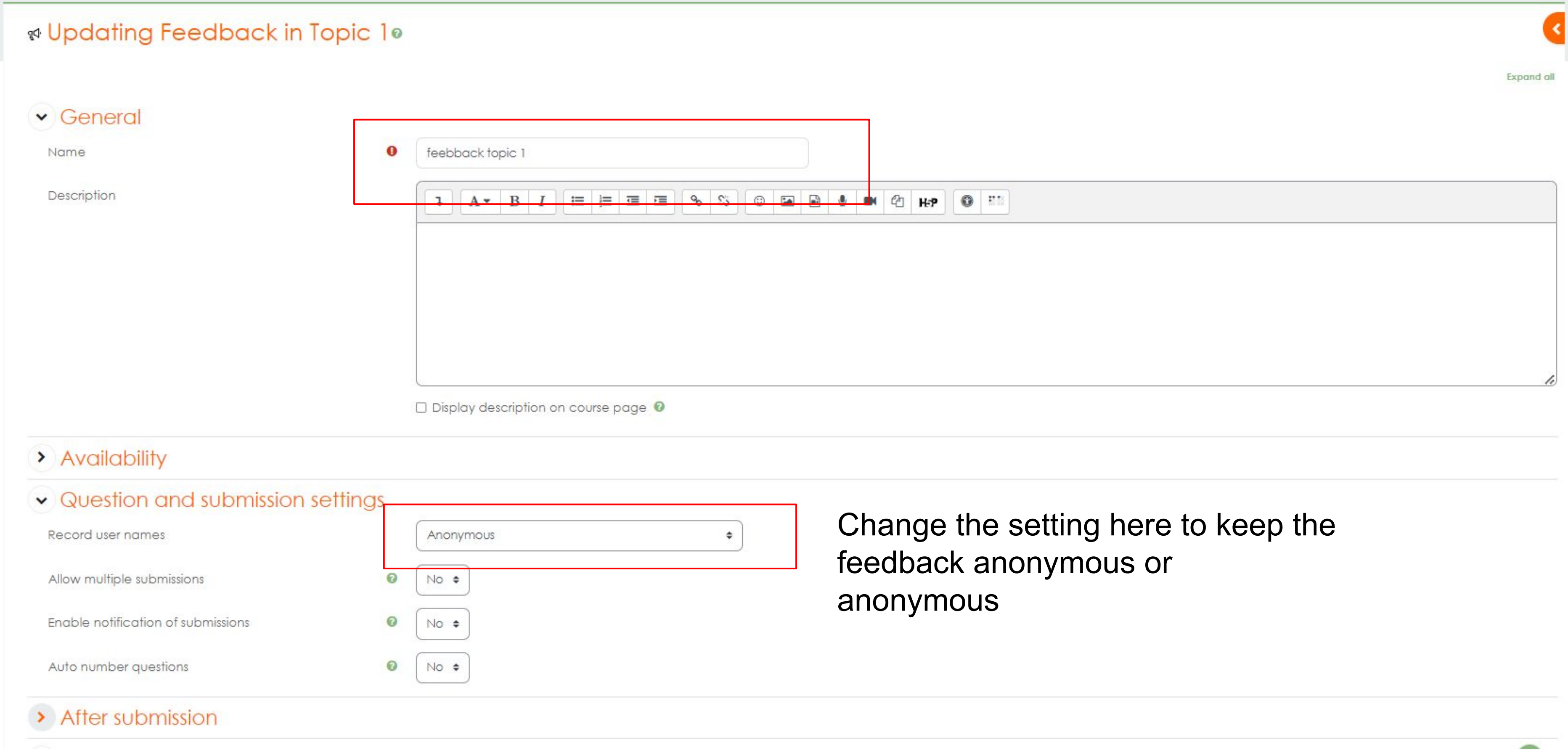
1. COLLES (Constructivist On-Line Learning Environment Survey)
2. ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments.
3. Note that the Survey is not customisable; if you want to create your own survey questions, then explore the Feedback activity.

Feedback

1. Enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.
2. Feedback responses may be
   a. Anonymous,
   b. Non-anonymous
3. Feedback activities may be used
   a. For course evaluation: helping improve the content for later participants
   b. To enable participants to sign up for course modules, events etc.
   c. For guest surveys of course choices, school policies etc.
   d. For anti-bullying surveys in which students can report incidents anonymously



Add an activity or resource
×
Search
All
Activities
Resources
Assignment
Book
Chat
Choice
Database
External tool
Feedback
File
Folder
Forum
Glossary
H5P
IMS content package
Label
Lesson
Page
Quiz
SCORM package
Survey
URL
Wiki
Workshop



Updating Feedback in Topic 1

General

Name: feebback topic 1

Description

☐ Display description on course page

Availability

Question and submission settings

Record user names: Anonymous

Allow multiple submissions: No

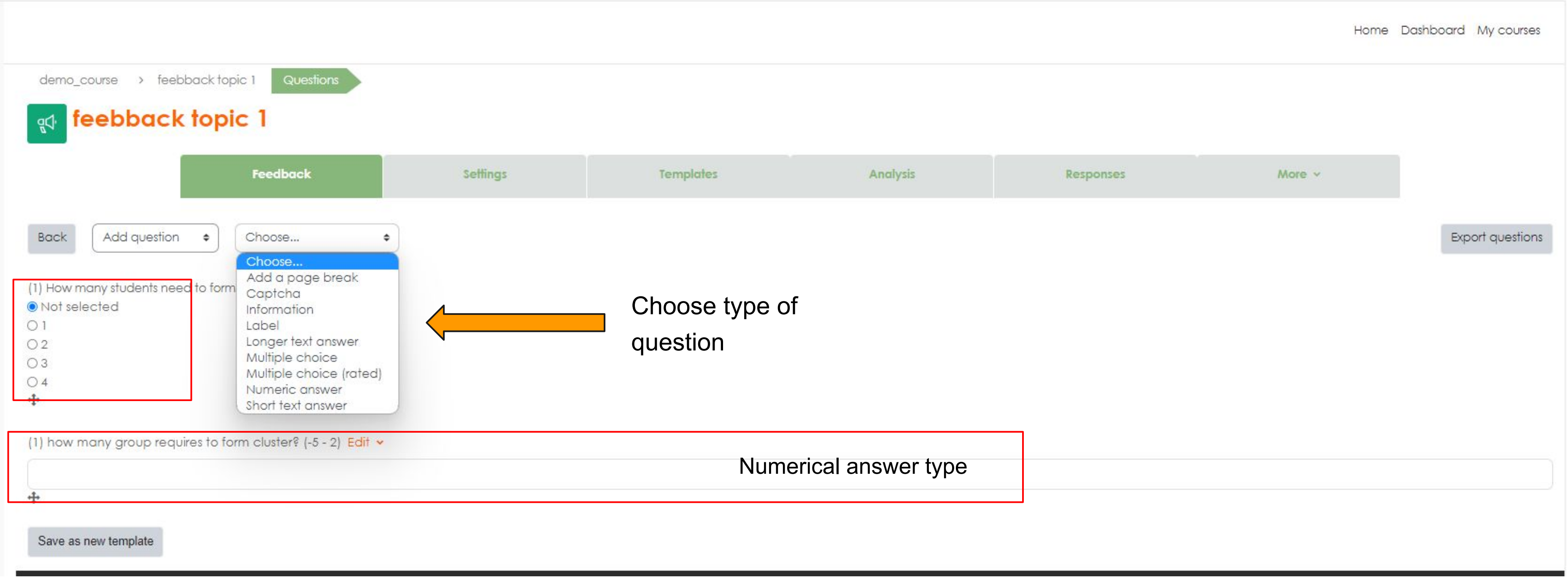
Enable notification of submissions: No

Auto number questions: No

After submission

Change the setting here to keep the feedback anonymous or anonymous

Feedback details


Home
Dashboard
My courses
demo_course
feebback topic 1
Questions
feebback topic 1
Feedback
Settings
Templates
Analysis
Responses
More
Back
Add question
Choose...
Export questions
Choose...
Add a page break
Captcha
Information
Label
Longer text answer
Multiple choice
Multiple choice (rated)
Numeric answer
Short text answer
Edit
Save as new template

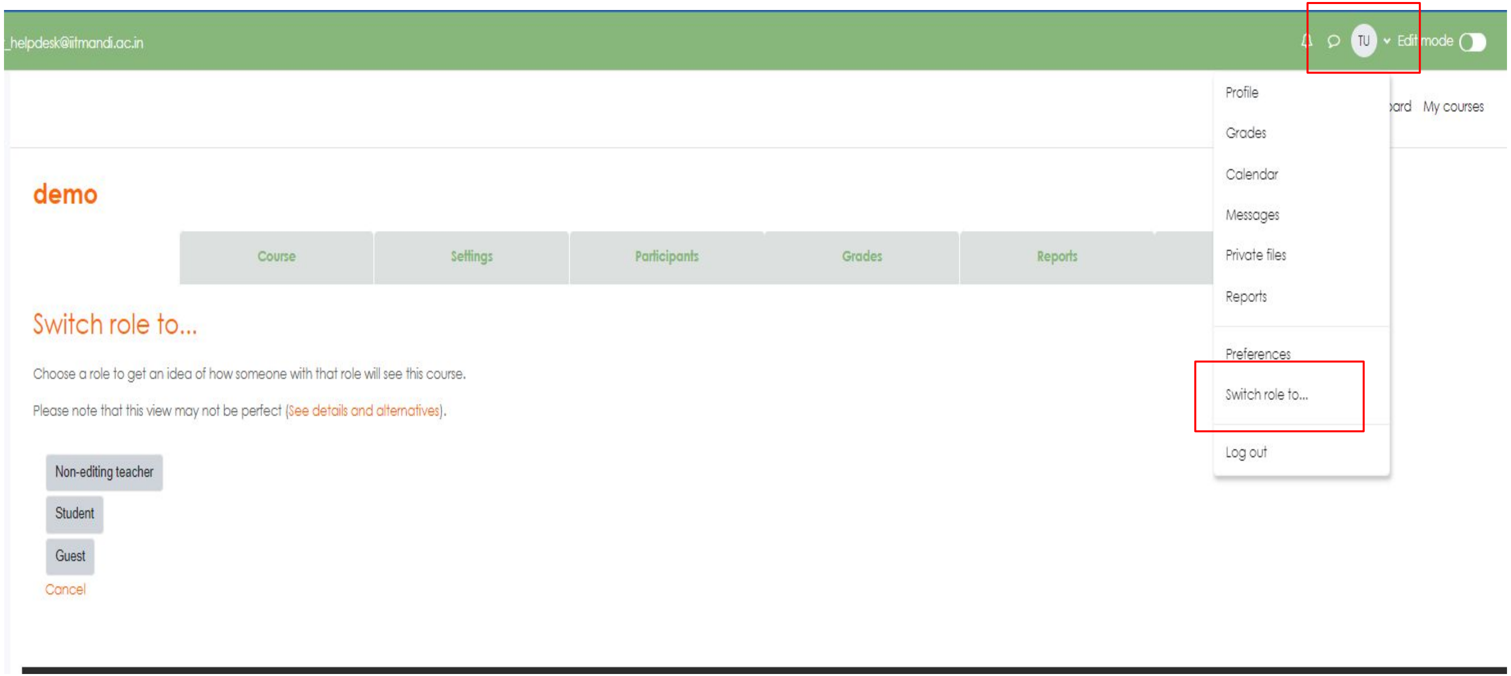
(1) How many students need to form

● Not selected
○ 1
○ 2
○ 3
○ 4

(1) how many group requires to form cluster? (-5 - 2)

Choose type of question

Numerical answer type


_helpdesk@iitmandi.ac.in
TU
Edit mode
Profile
Grades
Calendar
Messages
Private files
Reports
Preferences
Switch role to...
Log out
ard
My courses
Course
Settings
Participants
Grades
Reports
Non-editing teacher
Student
Guest
Cancel

demo

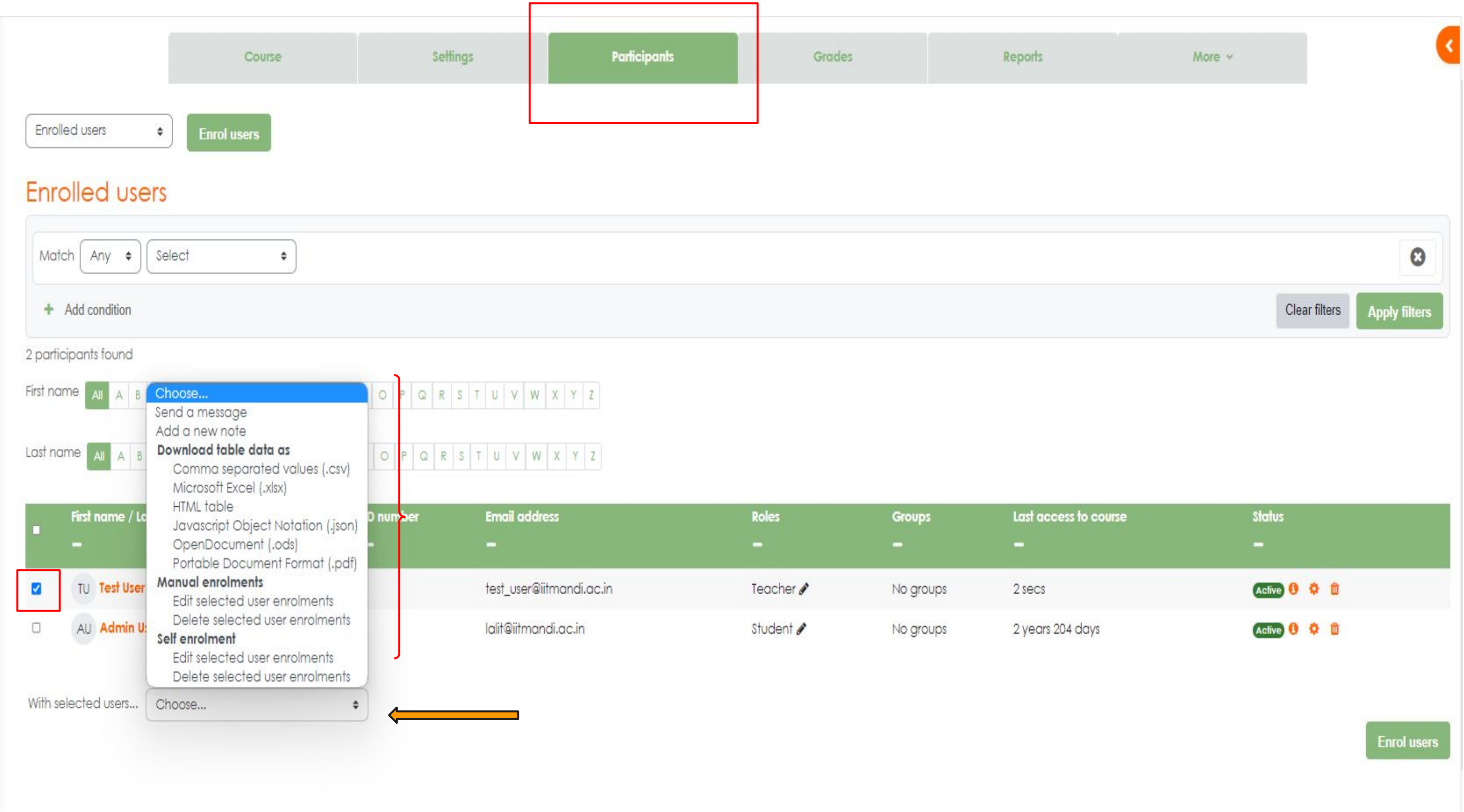
Switch role to...

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect (See details and alternatives).

1. The switch roles feature allows a user to switch temporarily to another role from the user menu 'Switch role'
2. Can see what the course would look like to someone with that role.

Send messages to course participants

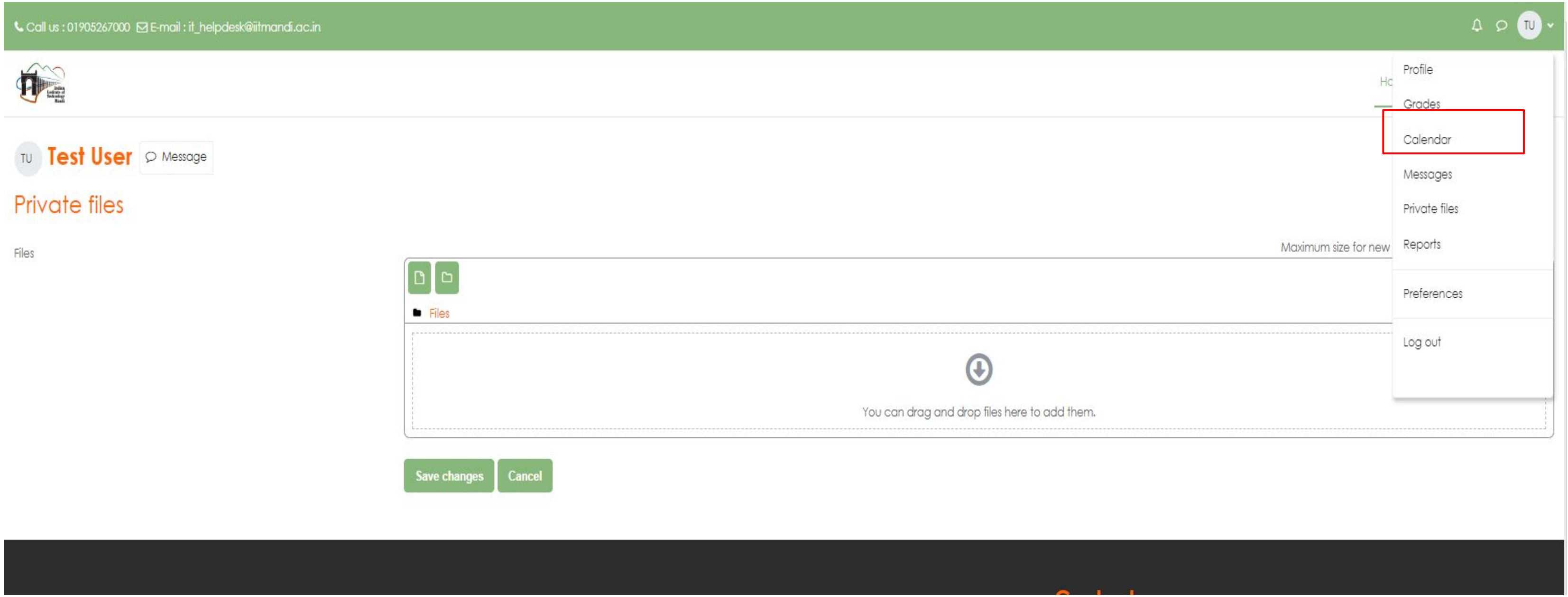

Course
Settings
Participants
Grades
Reports
More
Enrolled users
Enrol users
Enrolled users
Match
Any
Select
Add condition
Clear filters
Apply filters
2 participants found
First name
All A B
O P Q R S T U V W X Y Z
Last name
All A B
O P Q R S T U V W X Y Z
Choose...
Send a message
Add a new note
Download table data as
Comma separated values (.csv)
Microsoft Excel (.xlsx)
HTML table
Javascript Object Notation (.json)
OpenDocument (.ods)
Portable Document Format (.pdf)
Manual enrolments
Edit selected user enrolments
Delete selected user enrolments
Self enrolment
Edit selected user enrolments
Delete selected user enrolments
With selected users...
Choose...
Enrol users

☐	First name / L	D number	Email address	Roles	Groups	Last access to course	Status
☑	TU Test User		test_user@iitmandi.ac.in	Teacher	No groups	2 secs	Active
☐	AU Admin U		lalit@iitmandi.ac.in	Student	No groups	2 years 204 days	Active

1. Go to Participants
2. Select the user by ticking the checkbox
3. Go to “with selected user” There you can send a message to the selected participants and/or add a note

Private Files

1. File limit is upto 100mb per file and total limit is 100mb too
2. Good alternative of dropbox/drive
3. Can be accessed even if internet link is down



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Test User

Private files

Files

Maximum size for new

You can drag and drop files here to add them.

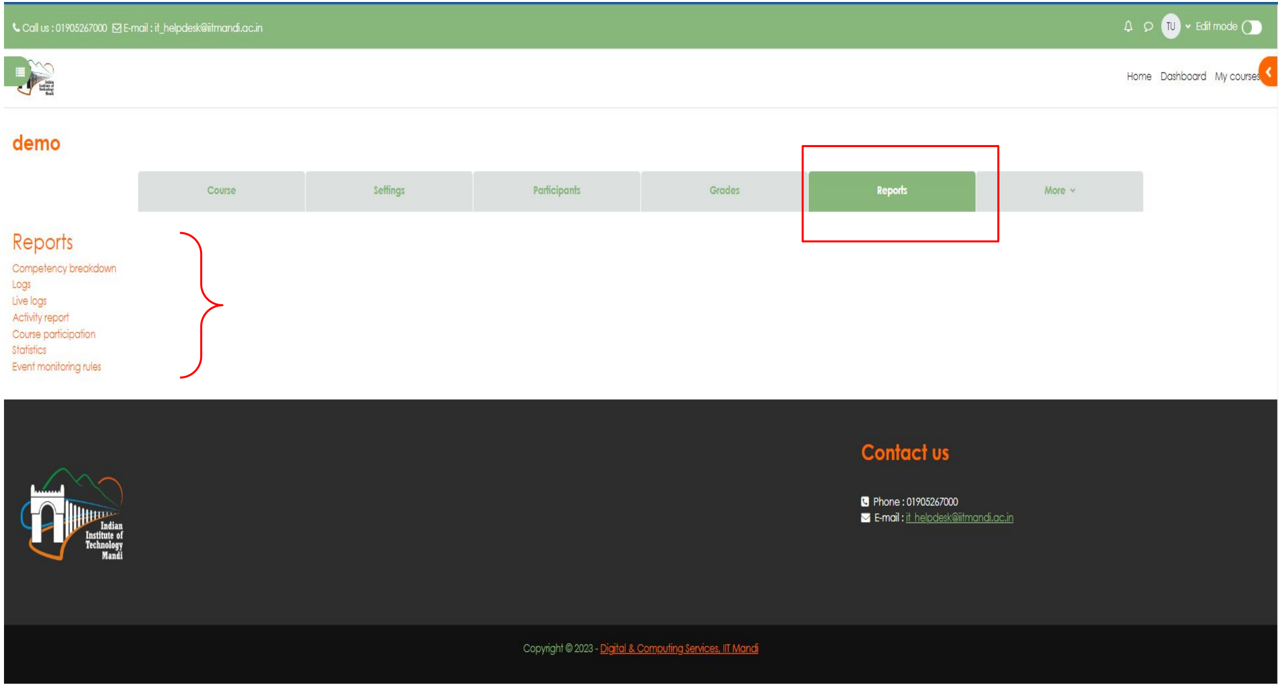
TU
Message
Files
Save changes
Cancel
Profile
Grades
Calendar
Messages
Private files
Reports
Preferences
Log out

Reports

Reports are mainly for the following cases;

1. Logs
2. Live Logs
3. Course participation
4. Activity
5. Activity completion
6. Competency breakdown

Reports can be downloaded in .CSV or excel format



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demo

Reports

- Competency breakdown
- Logs
- Live logs
- Activity report
- Course participation
- Statistics
- Event monitoring rules

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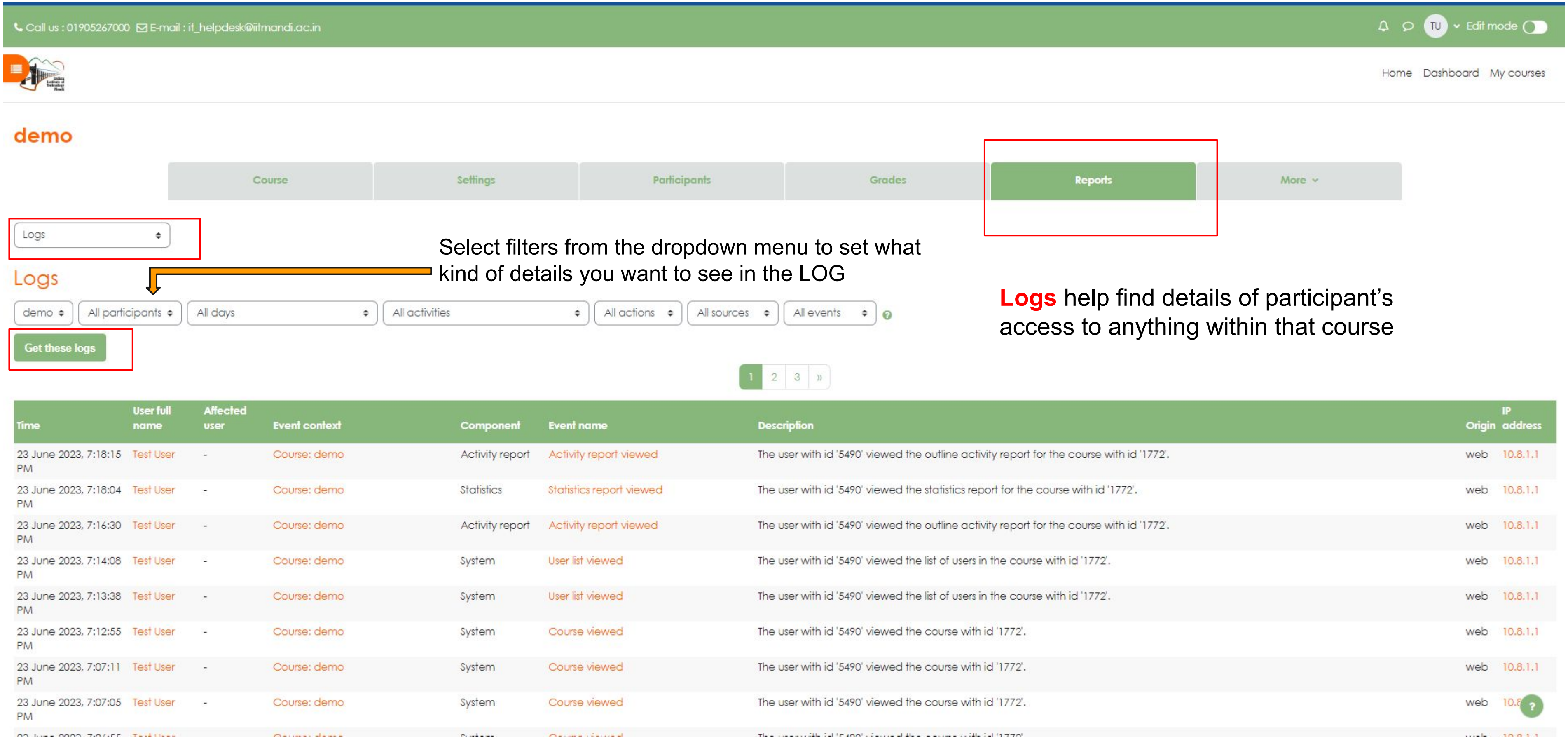
LOG report



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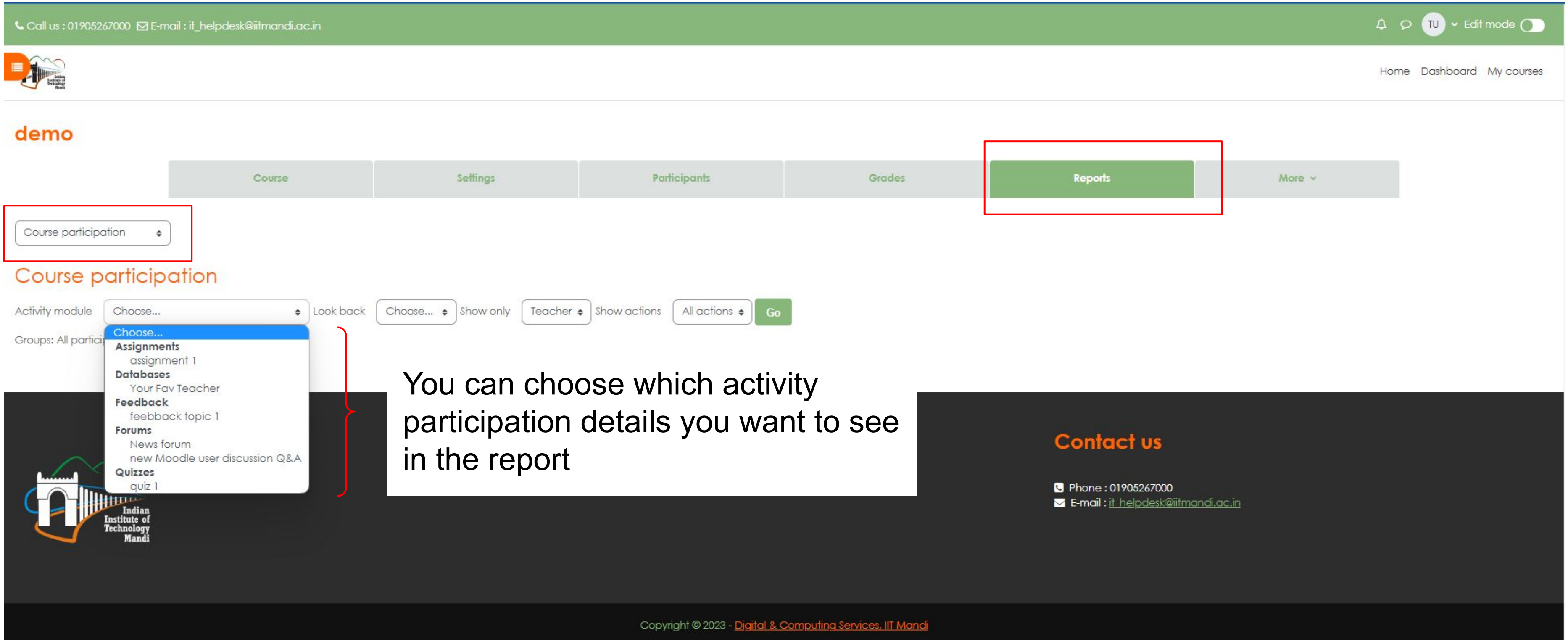
Logs
Logs
demo
All participants
All days
All activities
All actions
All sources
All events
Get these logs
1
2
3
»

Select filters from the dropdown menu to set what kind of details you want to see in the LOG

Logs help find details of participant's access to anything within that course

Time	User full name	Affected user	Event context	Component	Event name	Description	Origin	IP address
23 June 2023, 7:18:15 PM	Test User	-	Course: demo	Activity report	Activity report viewed	The user with id '5490' viewed the outline activity report for the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:18:04 PM	Test User	-	Course: demo	Statistics	Statistics report viewed	The user with id '5490' viewed the statistics report for the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:16:30 PM	Test User	-	Course: demo	Activity report	Activity report viewed	The user with id '5490' viewed the outline activity report for the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:14:08 PM	Test User	-	Course: demo	System	User list viewed	The user with id '5490' viewed the list of users in the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:13:38 PM	Test User	-	Course: demo	System	User list viewed	The user with id '5490' viewed the list of users in the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:12:55 PM	Test User	-	Course: demo	System	Course viewed	The user with id '5490' viewed the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:07:11 PM	Test User	-	Course: demo	System	Course viewed	The user with id '5490' viewed the course with id '1772'.	web	10.8.1.1
23 June 2023, 7:07:05 PM	Test User	-	Course: demo	System	Course viewed	The user with id '5490' viewed the course with id '1772'.	web	10.8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Choose...
Look back
Choose...
Show only
Teacher
Show actions
All actions
Go
Groups: All partici
Choose...
Assignments
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Your Fav Teacher
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feebback topic 1
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News forum
new Moodle user discussion Q&A
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quiz 1
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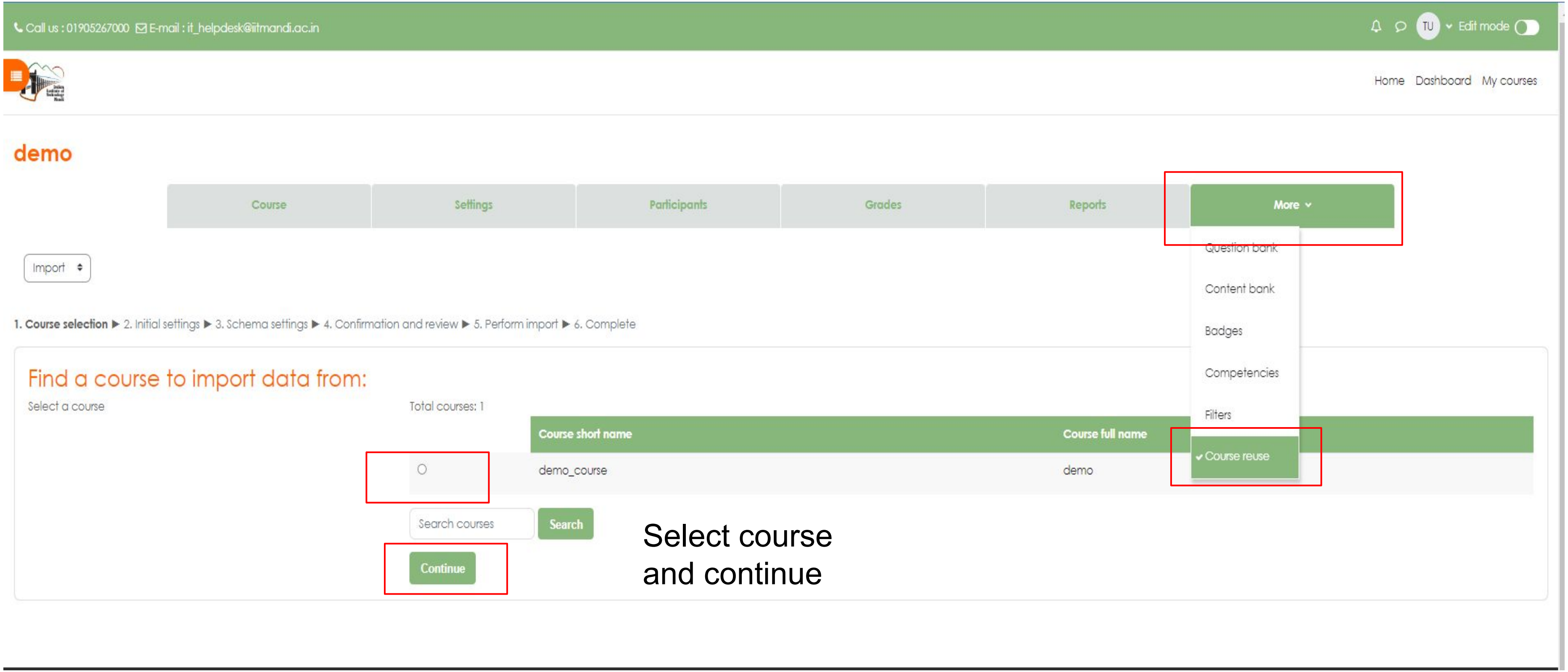
You can choose which activity participation details you want to see in the report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Content bank
Badges
Competencies
Filters
✓ Course reuse
Import
Search courses
Search
Continue

demo

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

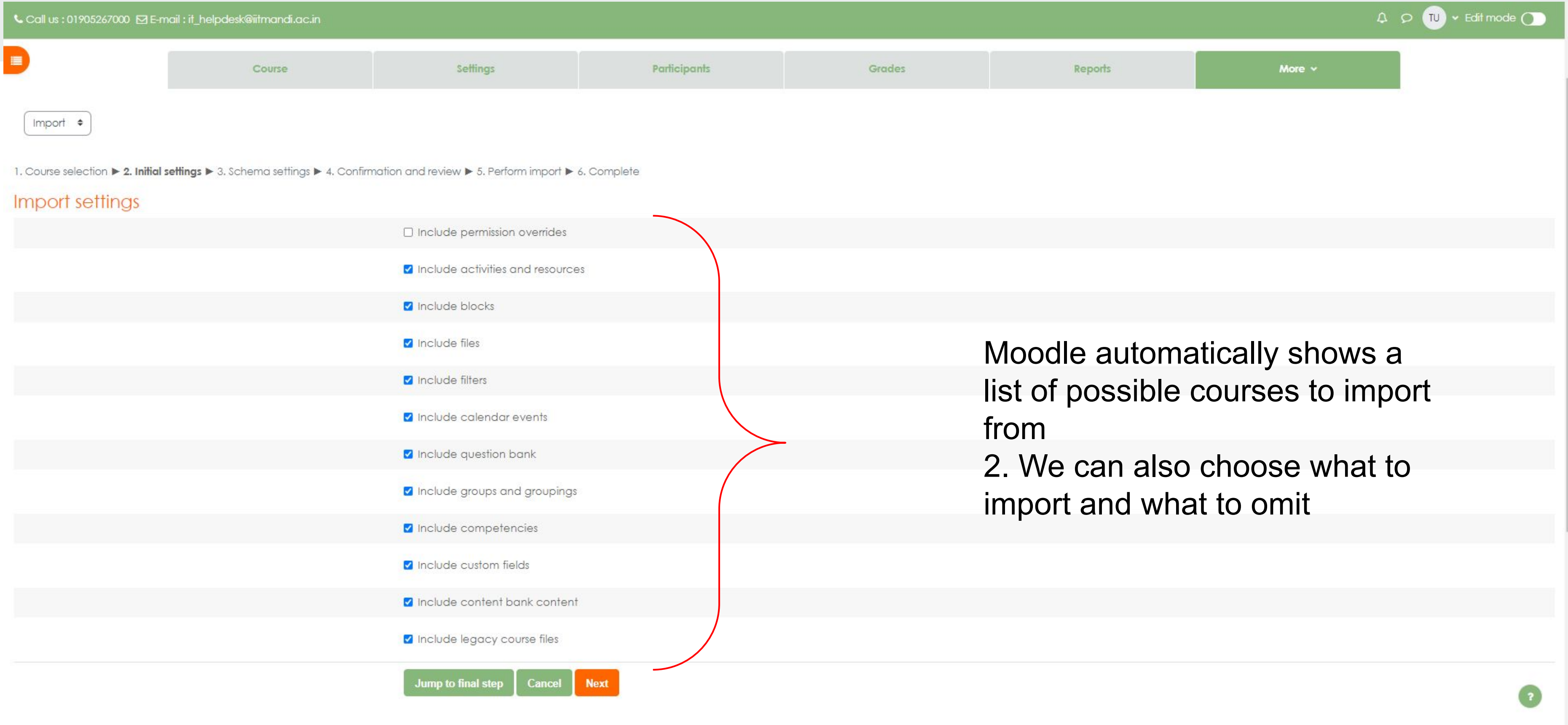
Find a course to import data from:

Select a course

Total courses: 1

	Course short name	Course full name
○	demo_course	demo

Select course
and continue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More
Import

1. Course selection ▶ **2. Initial settings** ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

Import settings

☐ Include permission overrides

☑ Include activities and resources

☑ Include blocks

☑ Include files

☑ Include filters

☑ Include calendar events

☑ Include question bank

☑ Include groups and groupings

☑ Include competencies

☑ Include custom fields

☑ Include content bank content

☑ Include legacy course files

Jump to final step
Cancel
Next
?

Moodle automatically shows a list of possible courses to import from

2. We can also choose what to import and what to omit