# Moodle Tips for Teachers and TAs

By CRC, IIT Mandi

# Contents


1. Login to testmoodle
2. Create activities
3. Listed resources and activities
4. Create an assignment
5. Create a quiz
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

Test Moodle

You are not logged in. (Log in)

# Test Moodle

Login using LDAP account id and password assigned by administrator

## Available courses

IC-000 Demo Course

Demo course generated by administrator

Teacher: Pankaj Pankaj
Teacher: Padmanabhan Rajan

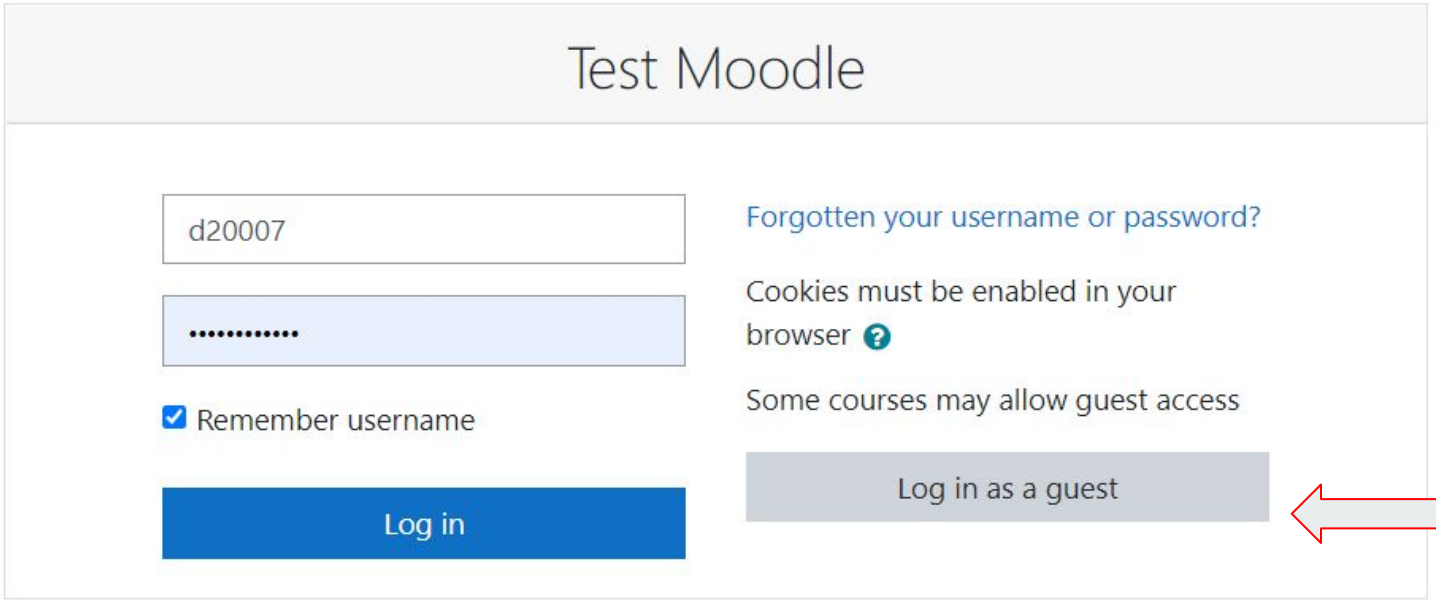
CDP lab evaluation

You are not logged in. (Log in)

moodle

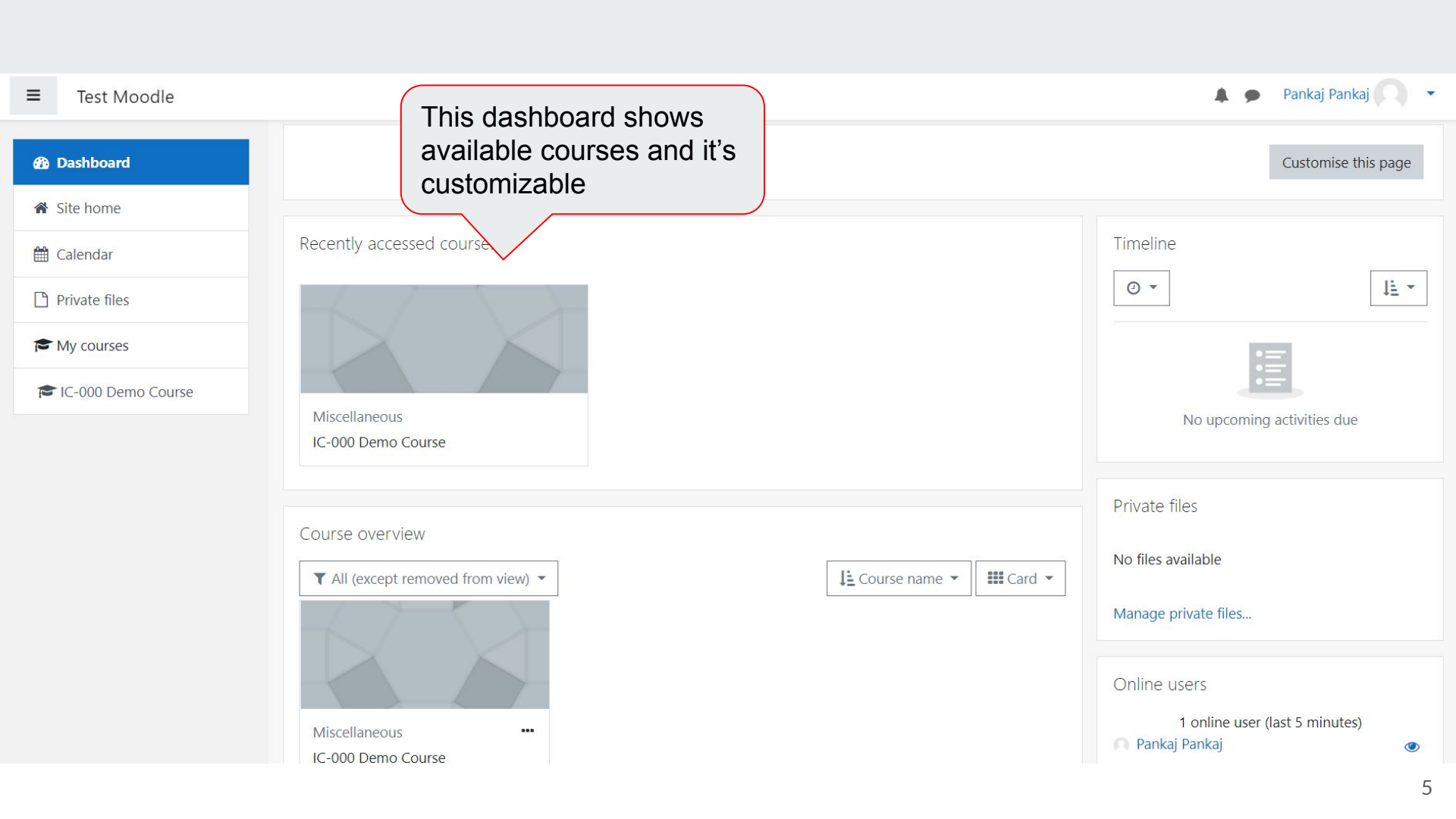
Data retention summary

Get the mobile app

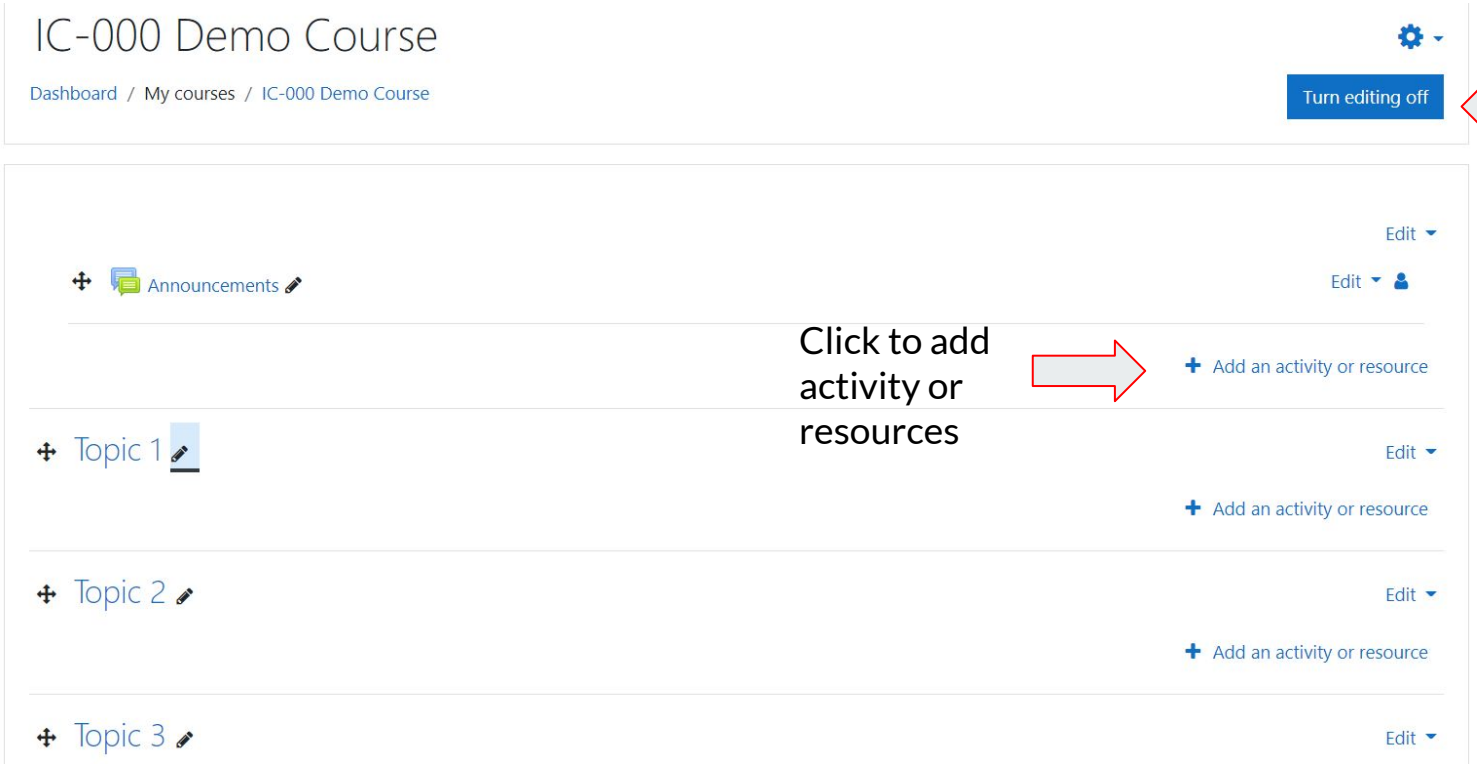



Some installations may allow guest access

For demo ,we have used [https://testmoodle.iitmandi.ac.in](https://testmoodle.iitmandi.ac.in)

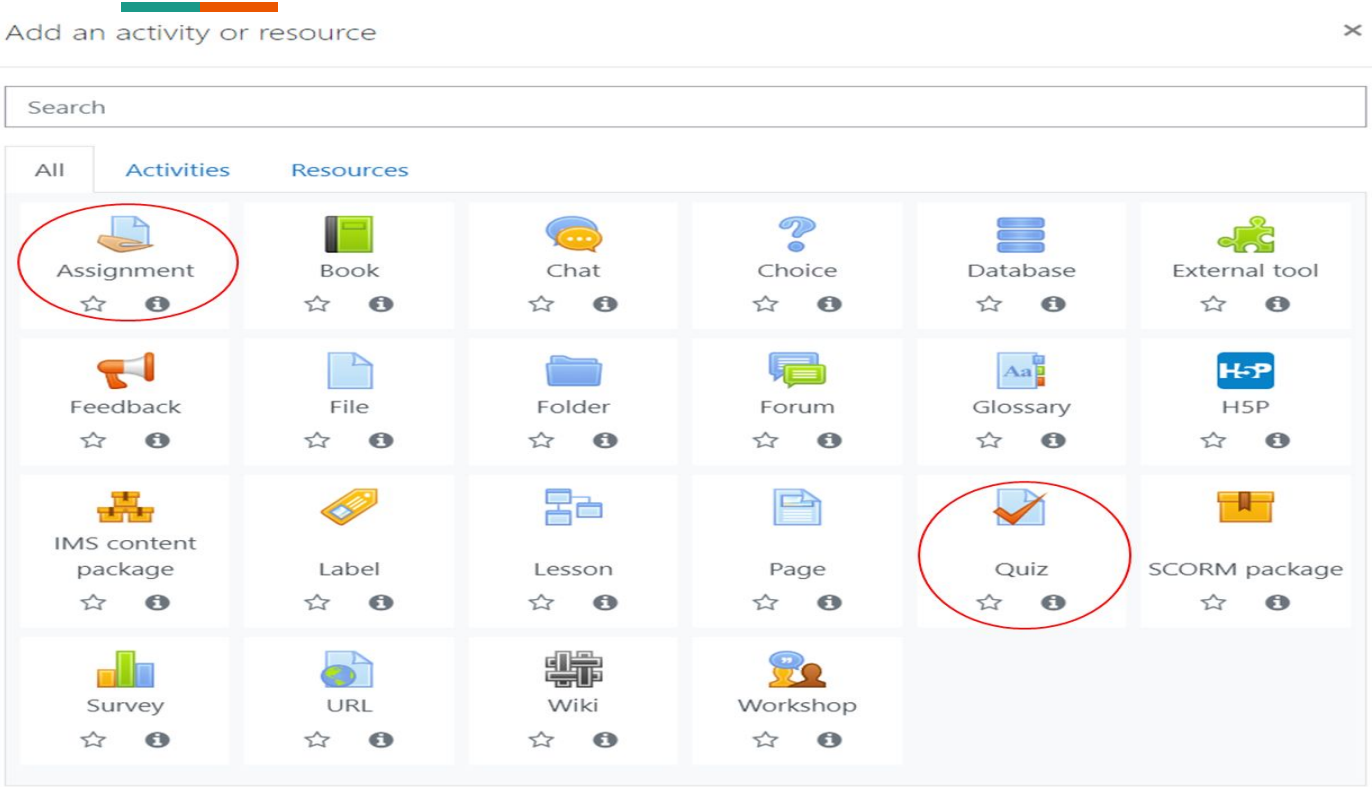

Test Moodle
Pankaj Pankaj
This dashboard shows available courses and it's customizable
Dashboard
Site home
Calendar
Private files
My courses
IC-000 Demo Course
Customise this page
Recently accessed courses
Miscellaneous
IC-000 Demo Course
Timeline
No upcoming activities due
Course overview
All (except removed from view)
Course name
Card
Miscellaneous
IC-000 Demo Course
Private files
No files available
Manage private files...
Online users
1 online user (last 5 minutes)
Pankaj Pankaj

# Create activities in a given course



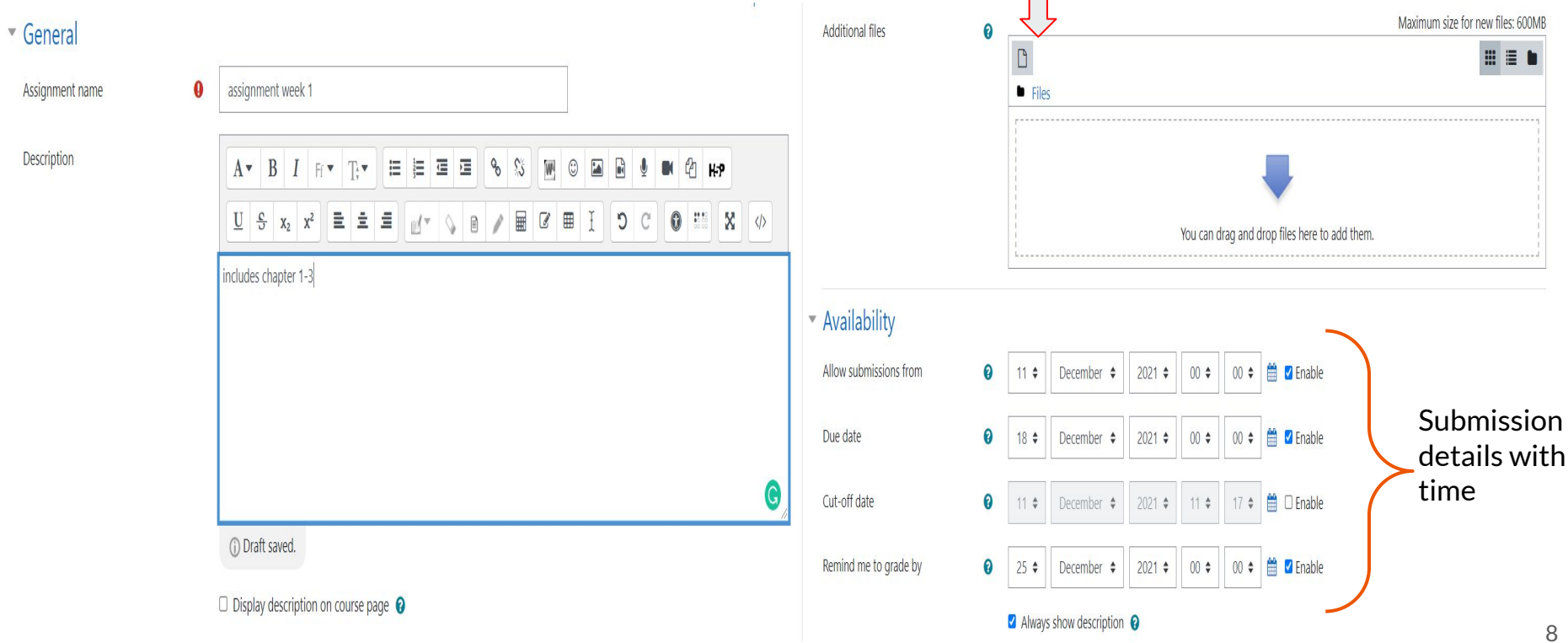

By turning on editing one can add different activities into the course

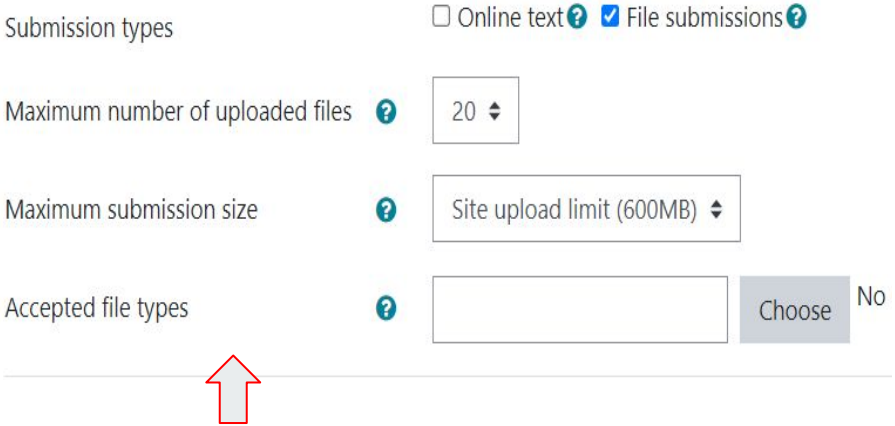
# Listed resources and activities




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

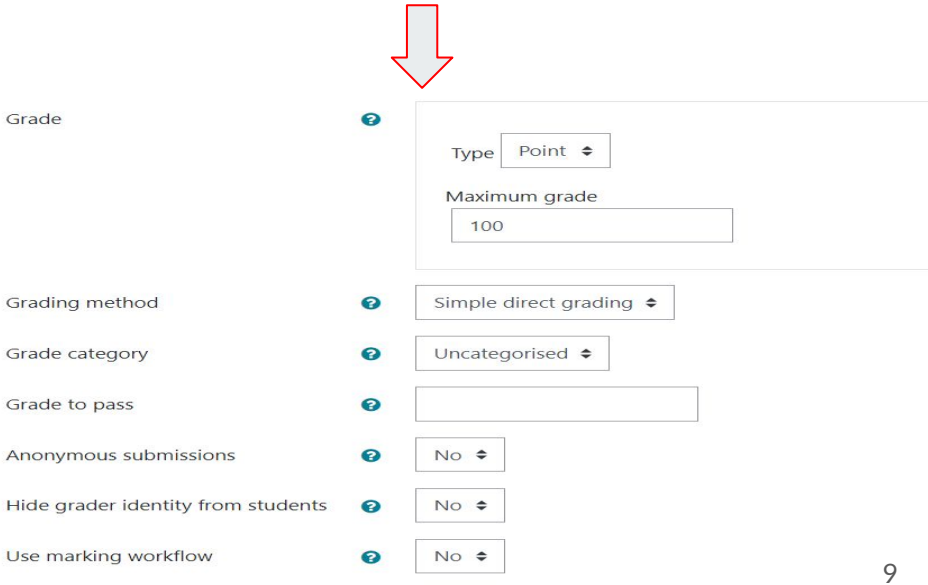
# Adding a new assignment



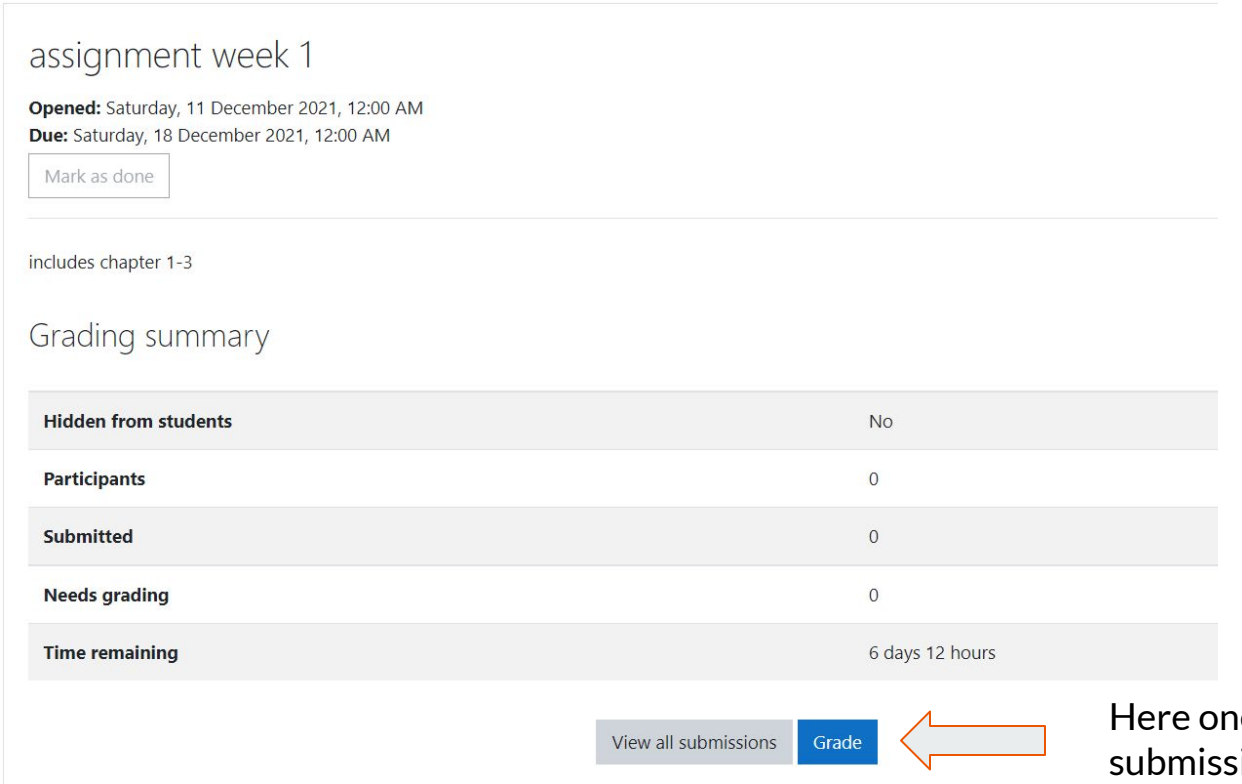



Submission details where we can edit what kind of files one need to submit,max size of files to upload,max no of pages to upload

Grading details involves grading method,max grade,grading category

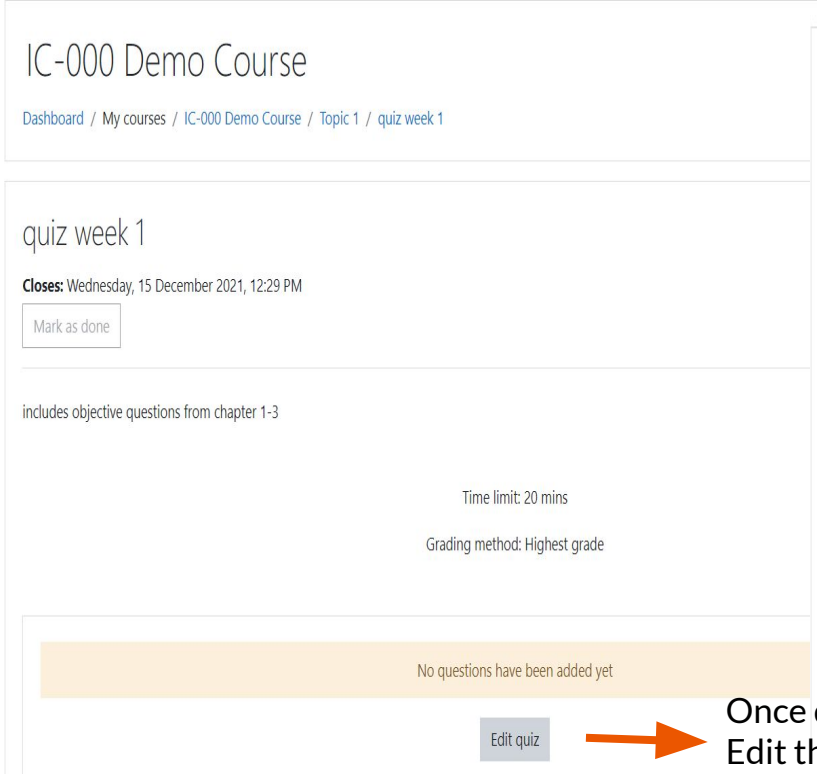


# How does it looks like once an assignment is generated ?

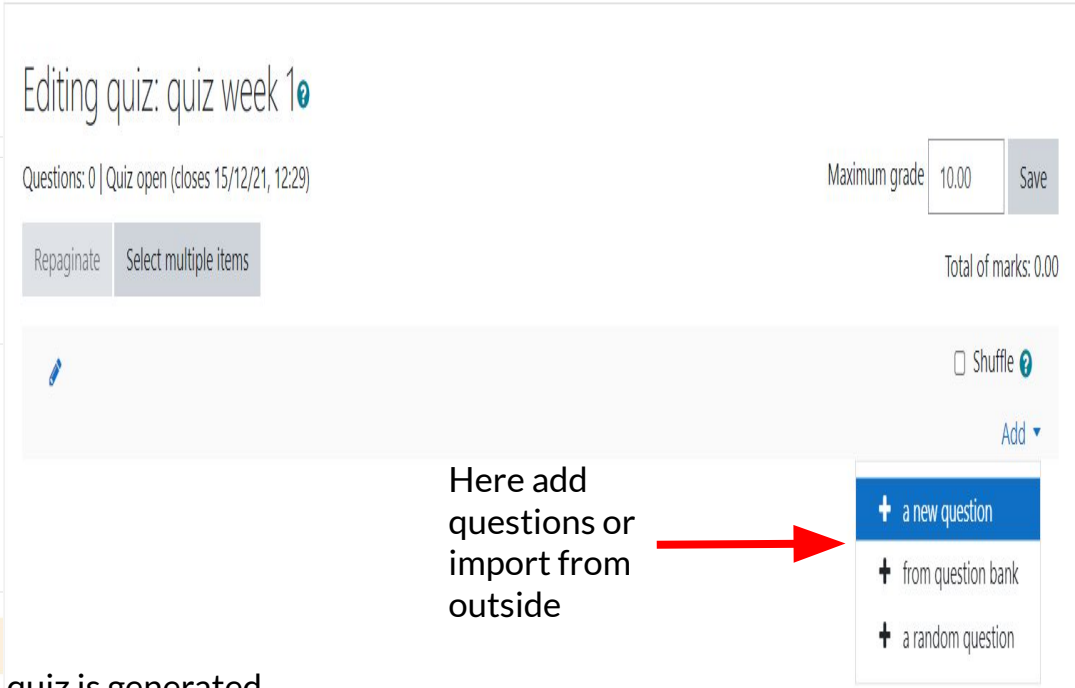



Here one can see all submissions and start grading

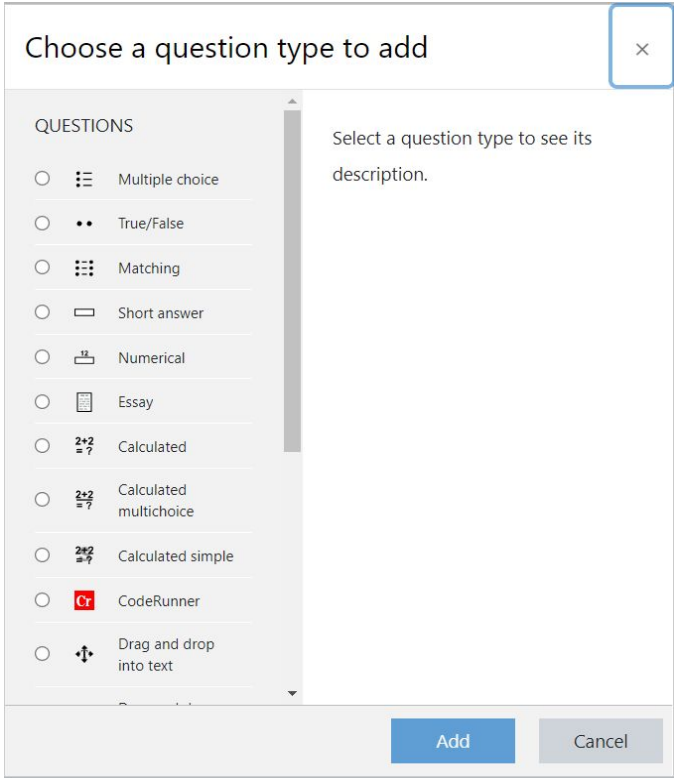
# Adding a quiz to the course



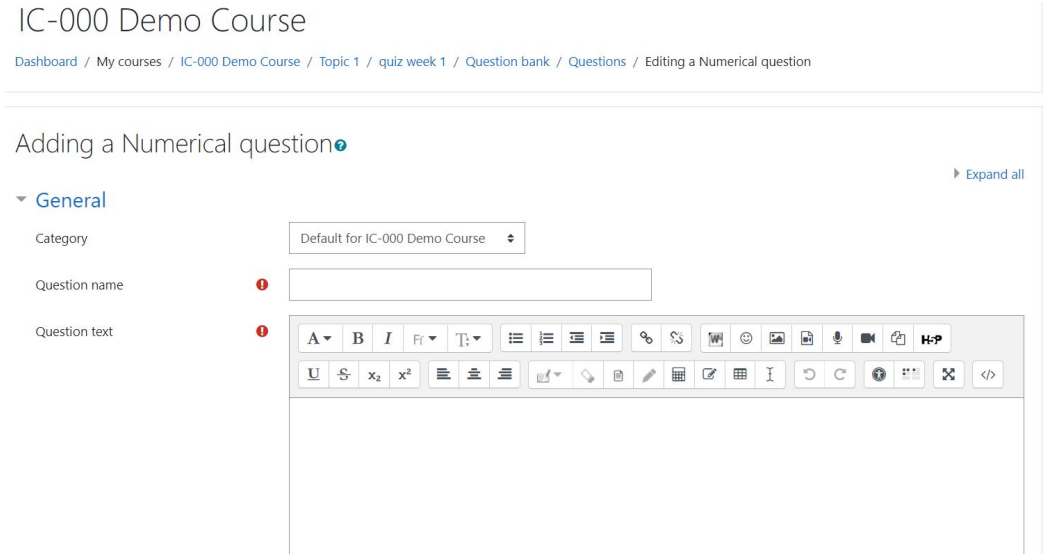

Once quiz is generated
Edit the quiz here

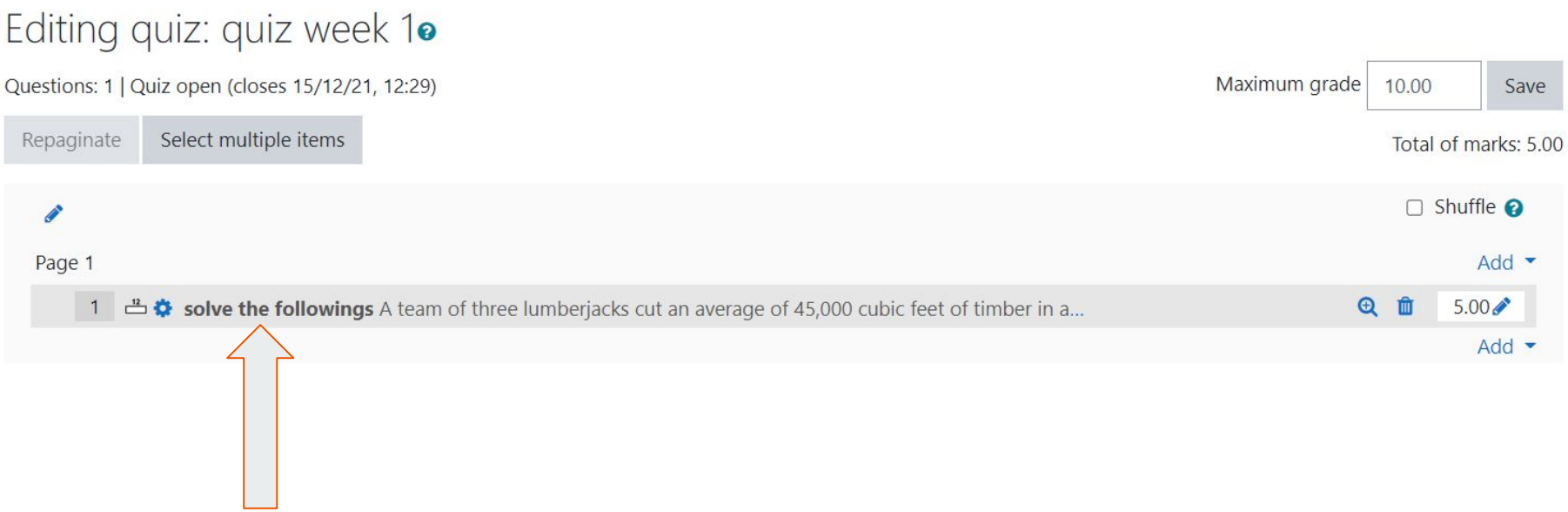



Here add questions or import from outside



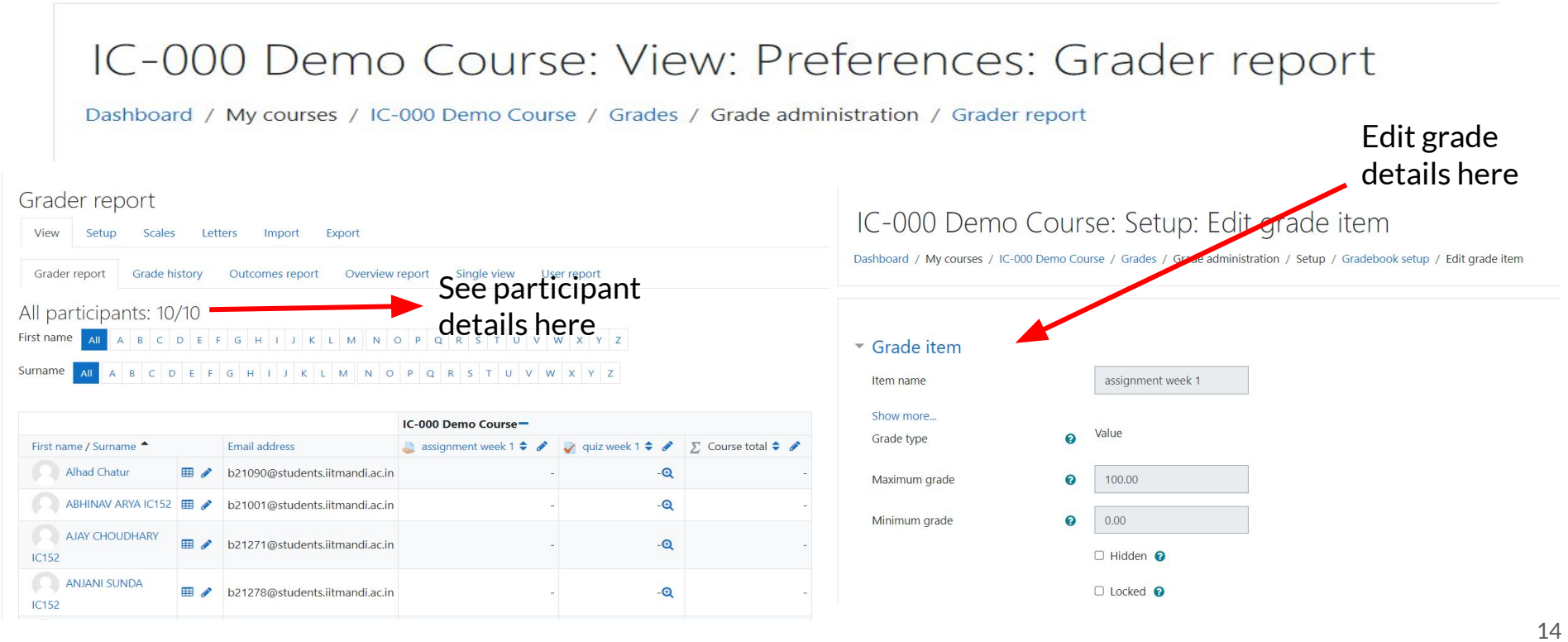

1. Varieties of question types are available here like MCQ,Numerical etc as given in the snapshot
2. Select one specific type and add to proceed






Question will appear like this

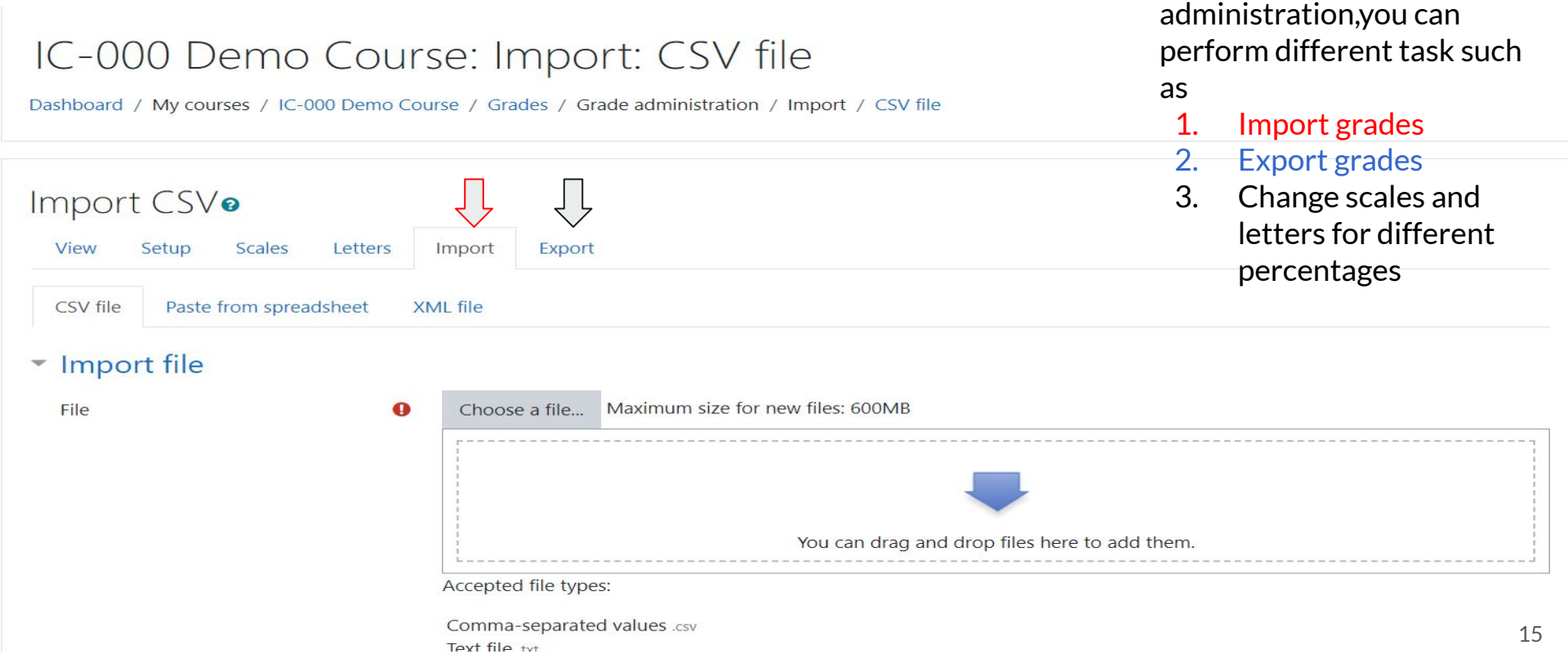
# Grading system overview



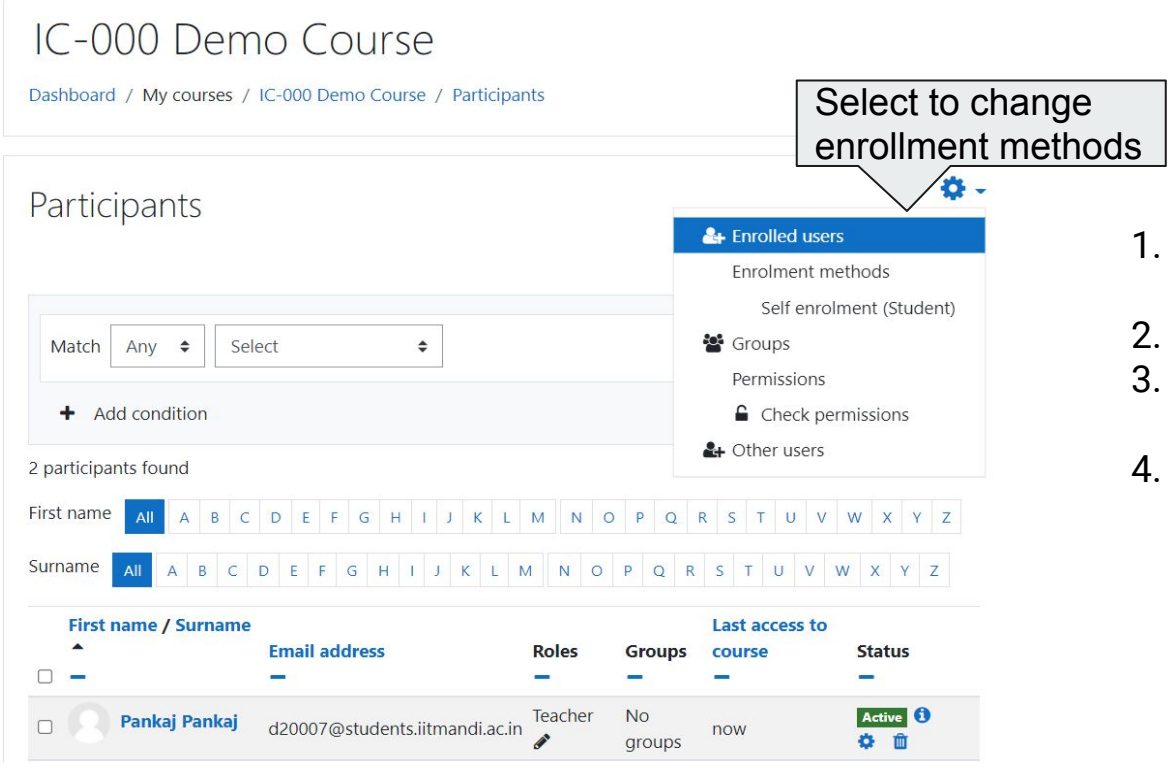
# Grade management

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



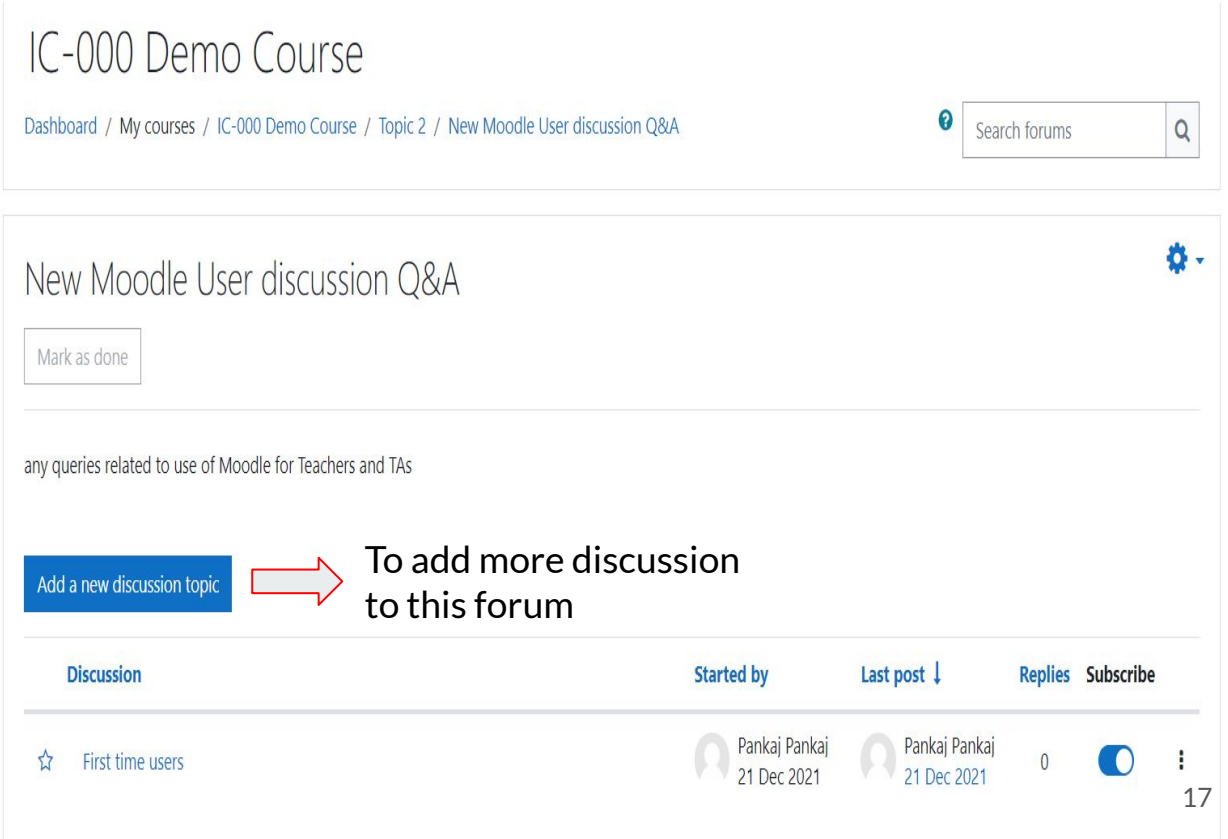
# Enroll users in a specific course

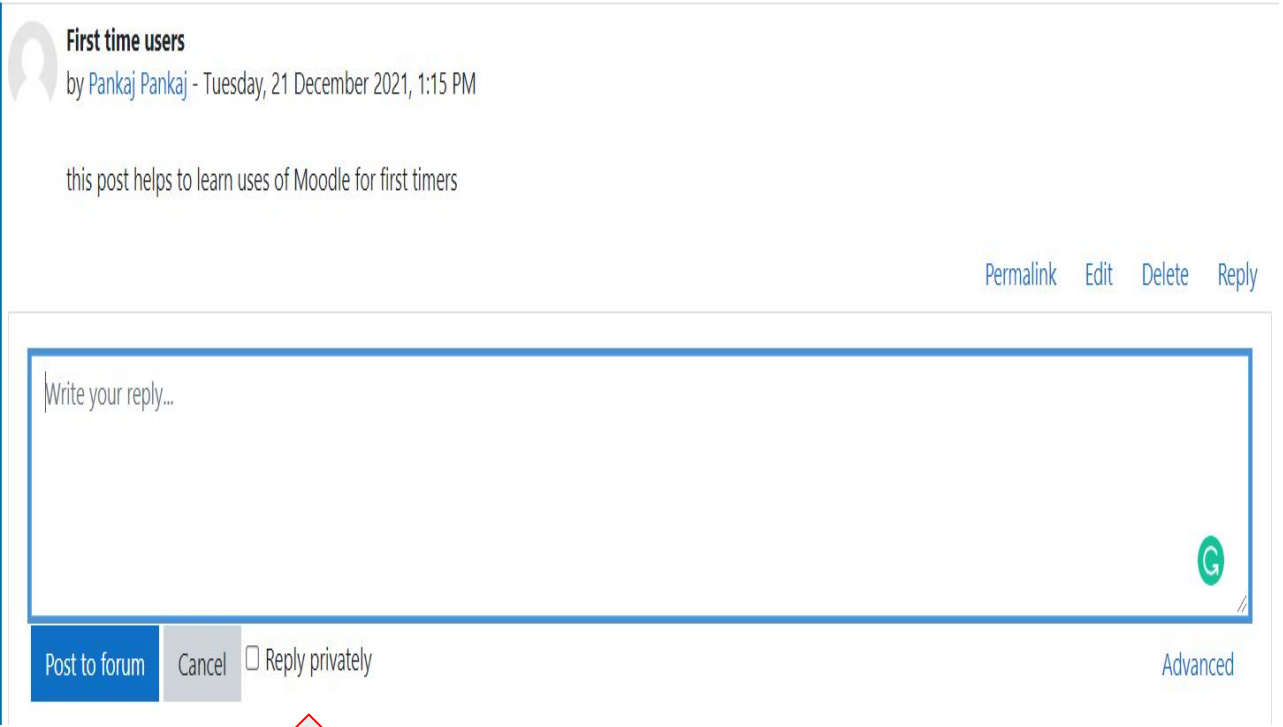



1. Students can be enrolled manually by the teacher,
2. Automatically by the administrator
3. They can be allowed to enrol themselves.
4. Students can also be added to groups if they need to be separated from classes sharing the same course or if tasks need to be differentiated.

# Adding a New Forum and Activities

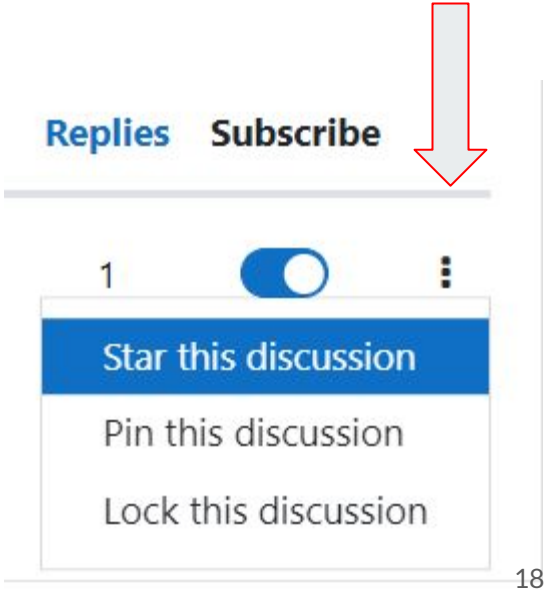
1. In a course, with the editing turned on, choose 'Forum' from the activity chooser.
2. Give it a name and, if needed, a description.
3. Choose your Forum type, clicking the question mark (?) icon for descriptions of each type. If you're unsure, use the default Standard forum for general use.
4. Expand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






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.



# Survey on a specific topic

Go to a topic and add SURVEY activity

survey

This survey aims at opinions from participants of this course for feedback

All questions are required and must be answered.

Relevance

| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| 1 my learning focuses on issues that interest me. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 2 what I learn is important for my professional practice. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 3 I learn how to improve my professional practice. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 4 what I learn connects well with my professional practice. | ◉ | ○ | ○ | ○ | ○ | ○ |

Reflective thinking

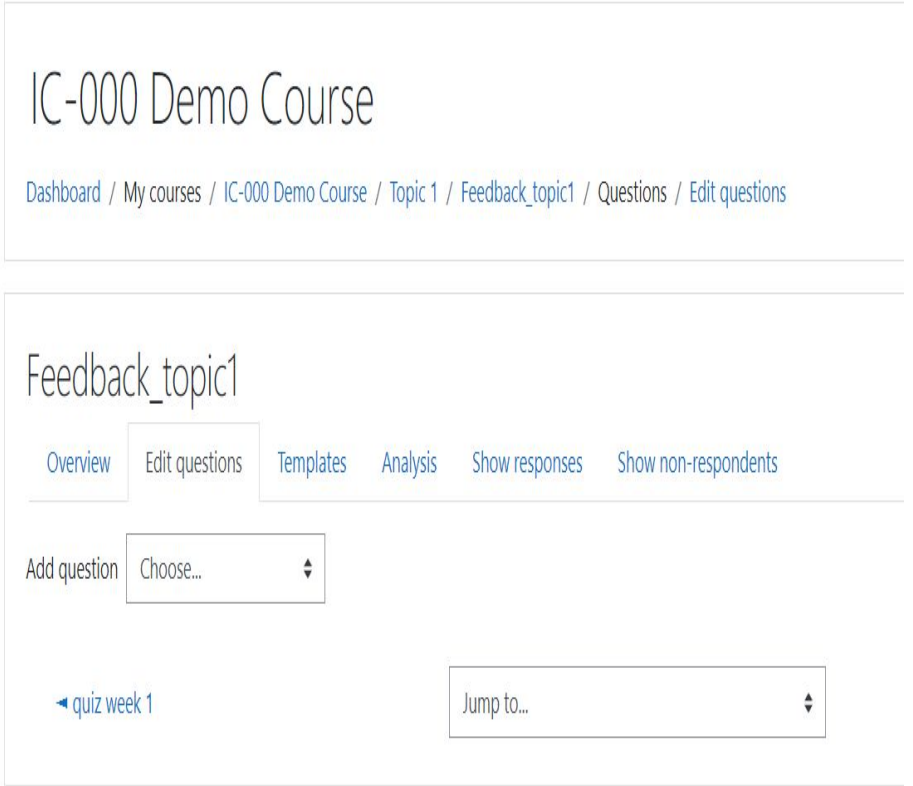
| Responses | Not yet answered | Almost never | Seldom | Sometimes | Often | Almost always |
|---|---|---|---|---|---|---|
| In this online unit... | | | | | | |
| 5 I think critically about how I learn. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 6 I think critically about my own ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 7 I think critically about other students' ideas. | ◉ | ○ | ○ | ○ | ○ | ○ |
| 8 I think critically about ideas in the readings. | ◉ | ○ | ○ | ○ | ○ | ○ |

The Survey activity types;

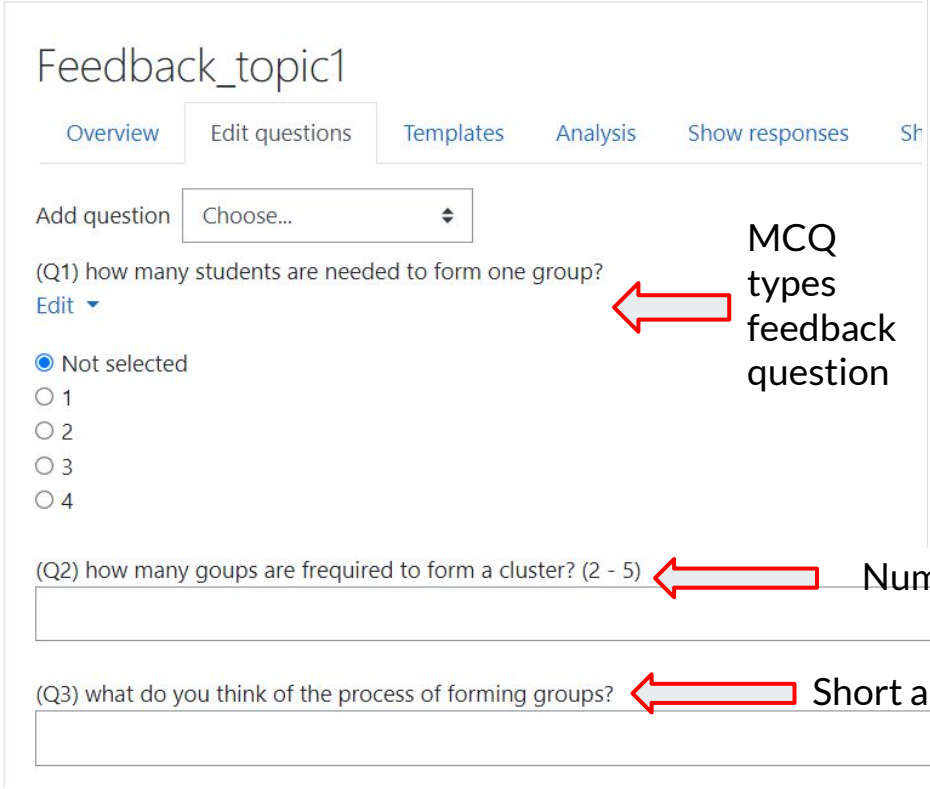
1. COLLES (Constructivist On-Line Learning Environment Survey)
2. ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments.
3. Note that the Survey is not customisable; if you want to create your own survey questions,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

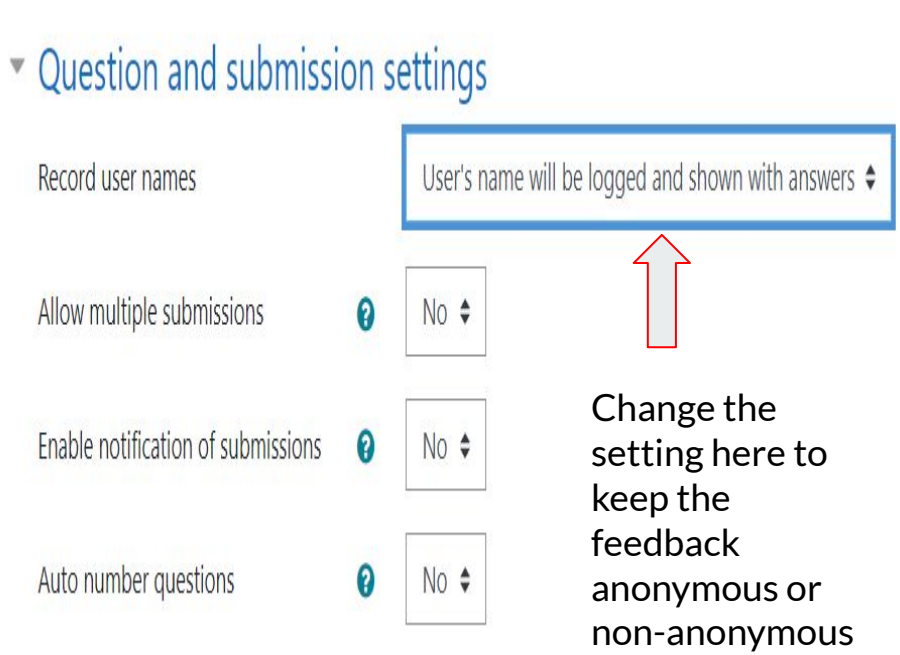
# Feedback

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, or
    b. Non-anonymous
3. Feedback activities may be used
    1. For course evaluation: helping improve the content for later participants
    2. To enable participants to sign up for course modules, events etc.
    3. For guest surveys of course choices, school policies etc.
    4. For anti-bullying surveys in which students can report incidents anonymously

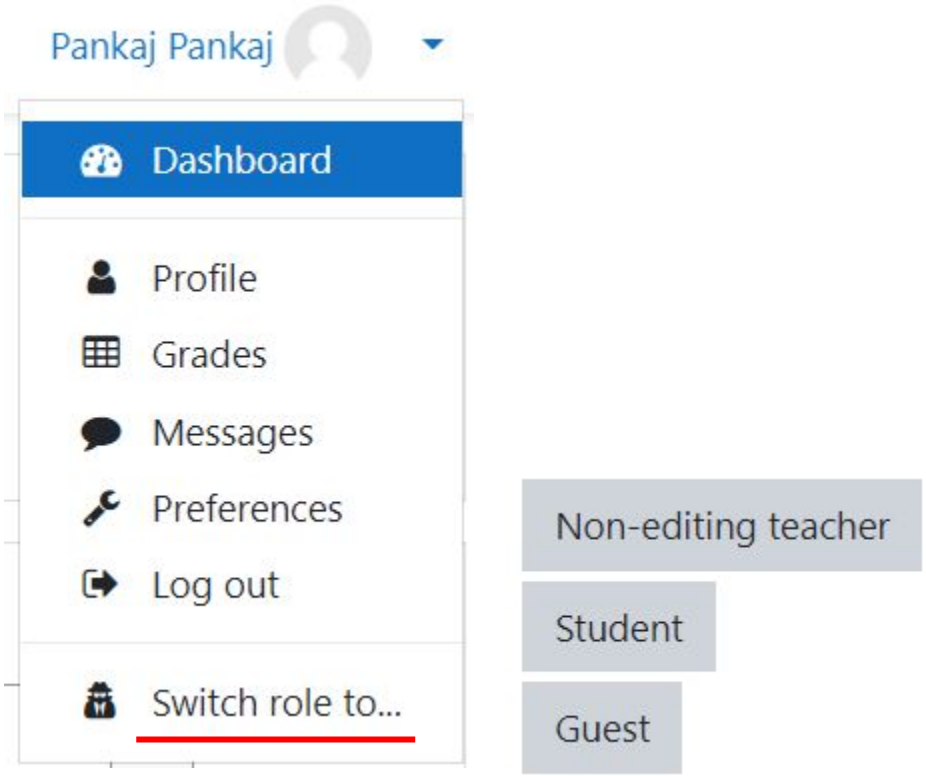


# Feedback details



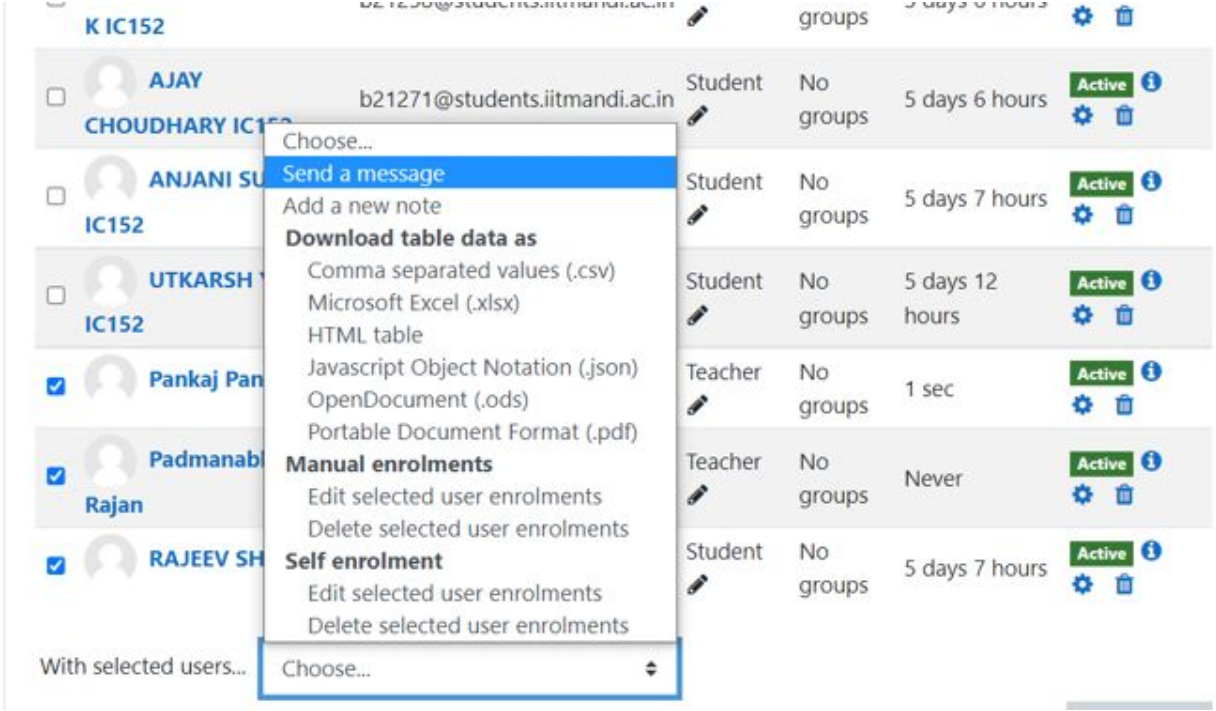



# Switching roles




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.

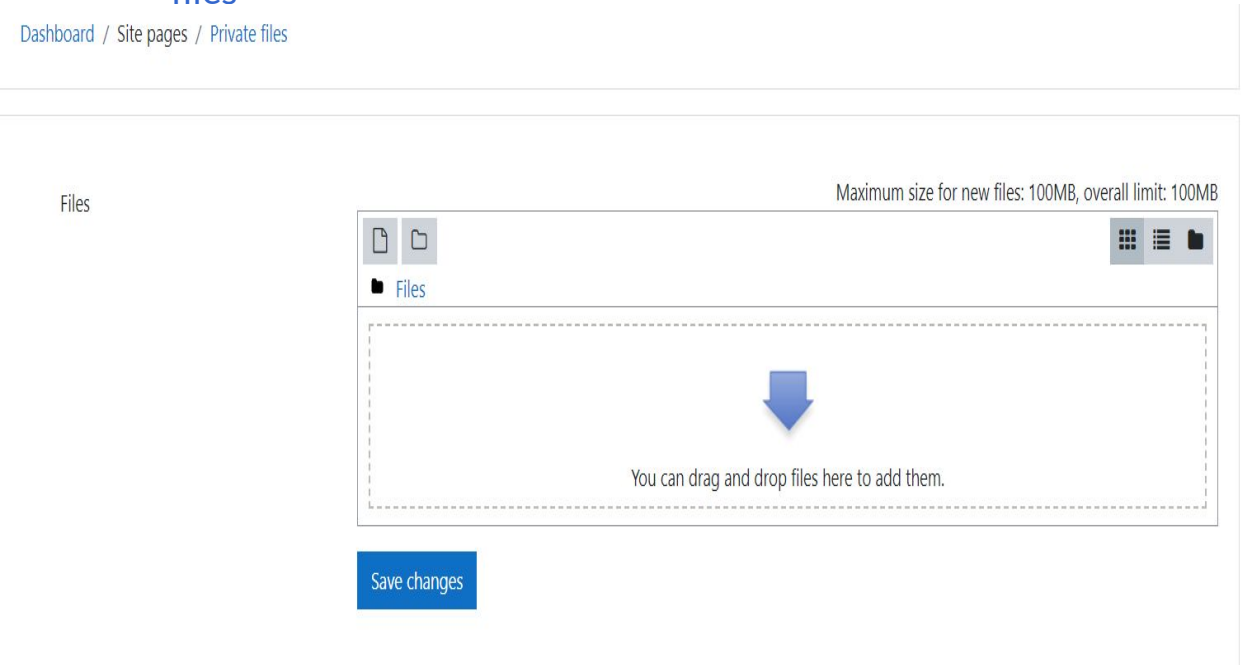
# Send messages to course participants




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

# Private Files

Users can upload private files to moodle by going to navigation→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

# 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

## Activity Completion report

| First name / Surname | Email address | assignment week 1 | quiz week 1 | Feedback_topic1 | New Moodle User discussion ... | survey on this topic |
|---|---|---|---|---|---|---|
| Alhad Chatur | b21090@students.iitmandi.ac.in | ☑ | ☐ | ☐ | ☑ | ☐ |
| ABHINAV ARYA IC152 | b21001@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| AJAY CHOUDHARY IC152 | b21271@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| ANJANI SUNDA IC152 | b21278@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| DHRUV YADAV IC152 | b21044@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| KISHAN KUMAR IC152 | b21053@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| PRAJWAL ERAPPA K IC152 | b21258@students.iitmandi.ac.in | ☑ | ☑ | ☐ | ☑ | ☐ |
| RAHUL ANTIL IC152 | b21063@students.iitmandi.ac.in | ☑ | ☐ | ☐ | ☐ | ☐ |
| SARANSH DUHARIA IC152 | b21021@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| UTKARSH YADAV IC152 | b21326@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |
| RAJEEV SHARMA | b21064@students.iitmandi.ac.in | ☐ | ☐ | ☐ | ☐ | ☐ |

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

Activity completion report shows details of completed activities by course participants in this way

Choose which logs you want to see:

IC-000 Demo Course | All participants | All days | All activities | All actions | All sources | All events

Get these logs

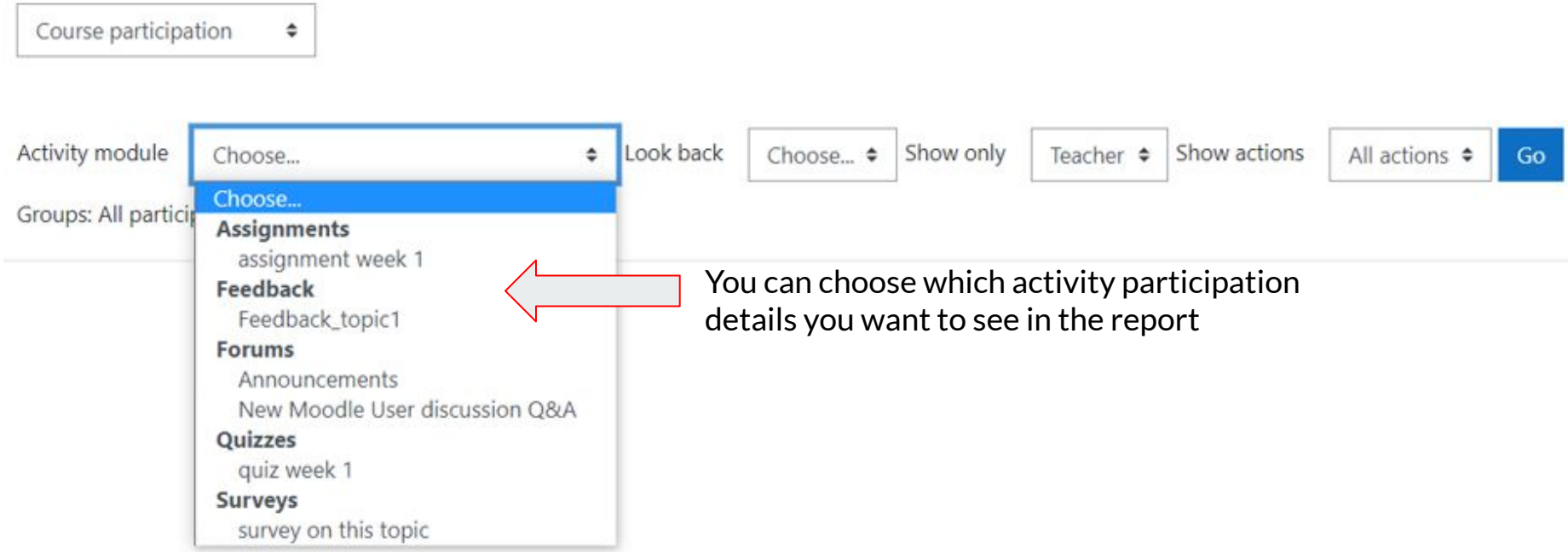
Select filters from the dropdown menu to set what kind of details you want to see in the LOG

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

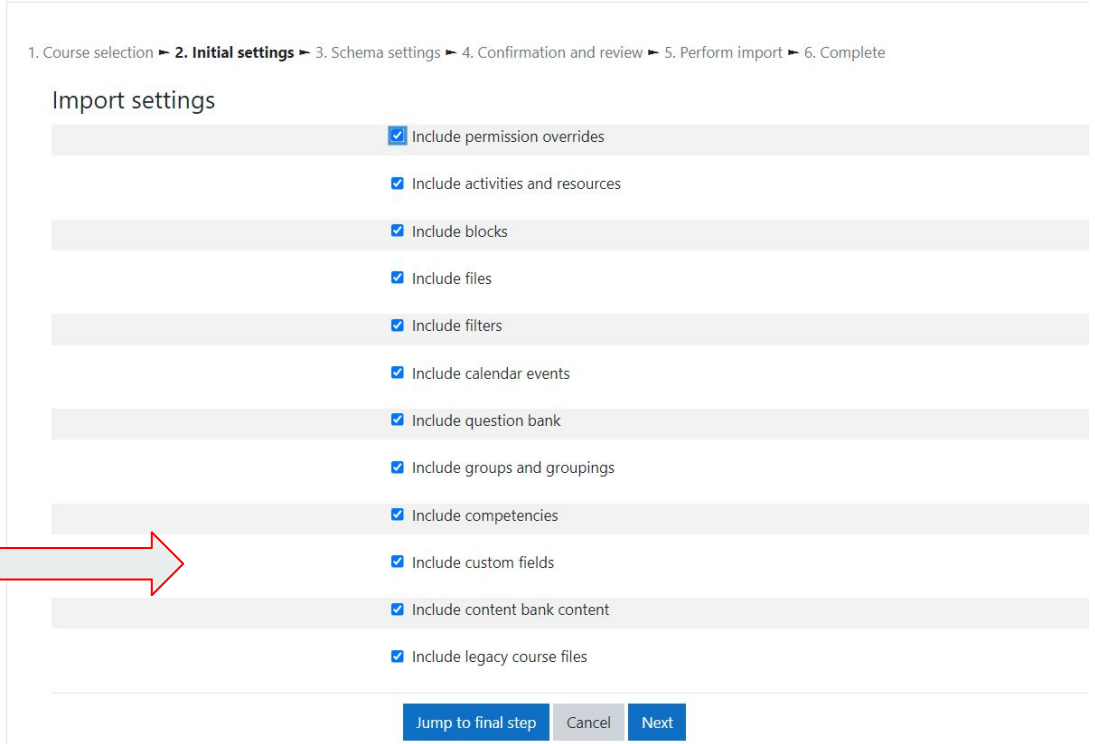
LOG report

| Time | User full name | Affected user | Event context | Component | Event name | Description | Origin | IP address |
|---|---|---|---|---|---|---|---|---|
| 1 January 2022, 7:48 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | Activity report | Activity report viewed | The user with id '11132' viewed the outline activity report for the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:45 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | Logs | Log report viewed | The user with id '11132' viewed the log report for the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:44 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:42 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:21 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:20 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:20 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |
| 1 January 2022, 7:19 AM | Pankaj Pankaj | - | Course: IC-000 Demo Course | System | Course viewed | The user with id '11132' viewed the course with id '86'. | web | 14.139.34.43 |

# Course participation report




You can choose which activity participation details you want to see in the report

# How to import a course details

1. Moodle automatically shows a list of possible courses to import from
2. We can also choose what to import and what to omit