



Moodle Tips for Teachers and TAs

By CRC, IIT Mandi

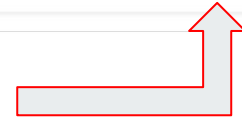
Contents



1. Login to testmoodle
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12. Messages
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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

Test Moodle

 Remember username

[Forgotten your username or password?](#)

Cookies must be enabled in your browser [?](#)

Some courses may allow guest access

Some installations may allow guest access


For demo ,we have used <https://testmoodle.iitmandi.ac.in>

Customise this page

- Dashboard
- Site home
- Calendar
- Private files
- My courses
- IC-000 Demo Course

This dashboard shows available courses and it's customizable

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

IC-000 Demo Course

Dashboard / My courses / IC-000 Demo Course



Turn editing off

+ Announcements

Edit ▾

Edit ▾

Click to add
activity or
resources



+ Add an activity or resource

+ Topic 1

Edit ▾

+ Add an activity or resource

+ Topic 2

Edit ▾

+ Add an activity or resource

+ Topic 3

Edit ▾

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



































































Listed resources and activities

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  		

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

Adding a new assignment

General

Assignment name

assignment week 1

Description

Rich text editor toolbar with icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, link, unlink, image, video, audio, help), alignment (left, center, right, justified), and other tools (undo, redo, link, unlink, help).

includes chapter 1-3

Draft saved.

Display description on course page

Attach any files related to assignment

Additional files

Maximum size for new files: 600MB

Files upload area with a dashed box and a blue arrow pointing down. Text: "You can drag and drop files here to add them."

Availability

Allow submissions from

11 December 2021 00:00 Enable

Due date

18 December 2021 00:00 Enable

Cut-off date

11 December 2021 11:17 Enable

Remind me to grade by

25 December 2021 00:00 Enable

Always show description

Submission details with time



Submission types

Online text  File submissions 

Maximum number of uploaded files 


20 

Maximum submission size

 Site upload limit (600MB) 

Accepted file types

 No



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

Grade



Type 

Maximum grade

Grading method





Grade category





Grade to pass



Anonymous submissions





Hide grader identity from students





Use marking workflow







How does it look like once an assignment is generated ?

assignment week 1

Opened: Saturday, 11 December 2021, 12:00 AM

Due: Saturday, 18 December 2021, 12:00 AM

Mark as done

includes chapter 1-3

Grading summary

Hidden from students	No
Participants	0
Submitted	0
Needs grading	0
Time remaining	6 days 12 hours

View all submissions

Grade



Here one can see all submissions and start grading

Adding a quiz to the course

IC-000 Demo Course

Dashboard / My courses / IC-000 Demo Course / Topic 1 / quiz week 1

quiz week 1

Closes: Wednesday, 15 December 2021, 12:29 PM

Mark as done

includes objective questions from chapter 1-3

Time limit: 20 mins

Grading method: Highest grade

No questions have been added yet

Edit quiz

Once quiz is generated
Edit the quiz here

Editing quiz: quiz week 1

Questions: 0 | Quiz open (closes 15/12/21, 12:29)

Repaginate

Select multiple items

Maximum grade

10.00

Save

Total of marks: 0.00

Shuffle ?

Add ▾

Here add
questions or
import from
outside

+ a new question

+ from question bank

+ a random question

Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- Calculated simple
- CodeRunner
- Drag and drop into text

Select a question type to see its description.

Add Cancel

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

IC-000 Demo Course

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Topic 1](#) / [quiz week 1](#) / [Question bank](#) / [Questions](#) / [Editing a Numerical question](#)

Adding a Numerical question

[Expand all](#)

General

Category

Question name

Question text

Rich text editor toolbar with icons for text formatting (bold, italic, underline, strikethrough), alignment, lists, links, images, tables, and other editing tools.

Editing quiz: quiz week 1

Questions: 1 | Quiz open (closes 15/12/21, 12:29)

Repaginate

Select multiple items

Maximum grade


10.00

Save

Total of marks: 5.00



Page 1

Shuffle 

Add ▾

1



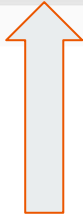
solve the followings A team of three lumberjacks cut an average of 45,000 cubic feet of timber in a...



5.00



Add ▾



Question will appear like this

Grading system overview

IC-000 Demo Course: View: Preferences: Grader report

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Grades](#) / [Grade administration](#) / [Grader report](#)

Edit grade details here

Grader report

[View](#) [Setup](#) [Scales](#) [Letters](#) [Import](#) [Export](#)

[Grader report](#) [Grade history](#) [Outcomes report](#) [Overview report](#) [Single view](#) [User report](#)

All participants: 10/10

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](#)

See participant details here

First name / Surname		Email address	IC-000 Demo Course		
			assignment week 1	quiz week 1	Course total
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	-	-	-

IC-000 Demo Course: Setup: Edit grade item

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Grades](#) / [Grade administration](#) / [Setup](#) / [Gradebook setup](#) / [Edit grade item](#)

Grade item

Item name

Show more...

Grade type

Maximum grade

Minimum grade

Hidden

Locked

Grade management

IC-000 Demo Course: Import: CSV file

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Grades](#) / [Grade administration](#) / [Import](#) / [CSV file](#)

Import CSV ?

[View](#) [Setup](#) [Scales](#) [Letters](#) **Import** [Export](#)

CSV file [Paste from spreadsheet](#) [XML file](#)

Import file

File ! Maximum size for new files: 600MB



Accepted file types:

Comma-separated values .csv
Text file .txt

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

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

Enroll users in a specific course

IC-000 Demo Course

Dashboard / My courses / IC-000 Demo Course / Participants

Participants

Match

+ Add condition

2 participants found

First name

Surname

	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	Pankaj Pankaj	d20007@students.iitmandi.ac.in	Teacher	No groups	now	Active

Select to change enrollment methods

- Enrolled users
- Enrolment methods
 - Self enrolment (Student)
- Groups
- Permissions
 - Check permissions
- Other users

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.

IC-000 Demo Course

Dashboard / My courses / IC-000 Demo Course / Topic 2 / New Moodle User discussion Q&A

Search forums

New Moodle User discussion Q&A

Mark as done

any queries related to use of Moodle for Teachers and TAs

Add a new discussion topic → **To add more discussion to this forum**

Discussion	Started by	Last post ↓	Replies	Subscribe
☆ First time users	Pankaj Pankaj 21 Dec 2021	Pankaj Pankaj 21 Dec 2021	0	<input type="checkbox"/>

17



First time users

by Pankaj Pankaj - Tuesday, 21 December 2021, 1:15 PM

this post helps to learn uses of Moodle for first timers

[Permalink](#) [Edit](#) [Delete](#) [Reply](#)

Write your reply...



Post to forum

Cancel

Reply privately

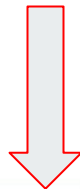
Advanced



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.

Replies **Subscribe**



1



Star this discussion

Pin this discussion

Lock this discussion

Survey on a specific topic

Go to a topic and add **SURVEY** activity

IC-000 Demo Course

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Topic 3](#) / [survey on this topic](#)

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

survey

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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 what I learn is important for my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I learn how to improve my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 what I learn connects well with my professional practice.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6 I think critically about my own ideas.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7 I think critically about other students' ideas.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8 I think critically about ideas in the readings.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

IC-000 Demo Course

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Topic 1](#) / [Feedback_topic1](#) / [Questions](#) / [Edit questions](#)

Feedback_topic1

[Overview](#)

[Edit questions](#)

[Templates](#)

[Analysis](#)

[Show responses](#)

[Show non-respondents](#)

Add question

Choose...

◀ [quiz week 1](#)

Jump to...

Feedback details

Feedback_topic1

Overview

Edit questions

Templates

Analysis

Show responses

Sh

Add question

Choose...

(Q1) how many students are needed to form one group?

Edit

Not selected

1

2

3

4

MCQ
types
feedback
question

(Q2) how many groups are required to form a cluster? (2 - 5)

(Q3) what do you think of the process of forming groups?

Numerical answer type

Short answer text type

Question and submission settings

Record user names

User's name will be logged and shown with answers

Allow multiple submissions

Enable notification of submissions


Auto number questions

Change the
setting here to
keep the
feedback
anonymous or
non-anonymous

Switching roles

Pankaj Pankaj




 Dashboard

 Profile

 Grades

 Messages

 Preferences

 Log out

 Switch role to...

Non-editing teacher

Student

Guest

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

The screenshot displays a course management interface for course 'K IC152'. A list of participants is shown with columns for name, email, role, group status, and last activity. A context menu is open over the first participant, 'AJAY CHOUDHARY IC152', with the 'Send a message' option highlighted. The menu also includes options for adding notes, downloading data, and managing enrolments. At the bottom, a 'With selected users...' dropdown is visible.

Name	Email	Role	Groups	Last Activity	Status
AJAY CHOUDHARY IC152	b21271@students.iitmandi.ac.in	Student	No groups	5 days 6 hours	Active
ANJANI SU IC152		Student	No groups	5 days 7 hours	Active
UTKARSH IC152		Student	No groups	5 days 12 hours	Active
Pankaj Pan		Teacher	No groups	1 sec	Active
Padmanab Rajan		Teacher	No groups	Never	Active
RAJEEV SH		Student	No groups	5 days 7 hours	Active

With selected users... Choose...

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](#)

[Dashboard](#) / [Site pages](#) / [Private files](#)

Files

Maximum size for new files: 100MB, overall limit: 100MB



Files

You can drag and drop files here to add them.

Save changes

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ABHINAV ARYA IC152	b21001@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AJAY CHOUDHARY IC152	b21271@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ANJANI SUNDA IC152	b21278@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DHRUV YADAV IC152	b21044@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KISHAN KUMAR IC152	b21053@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRAJWAL ERAPPA K IC152	b21258@students.iitmandi.ac.in	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
RAHUL ANTIL IC152	b21063@students.iitmandi.ac.in	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SARANSH DUHARIA IC152	b21021@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UTKARSH YADAV IC152	b21326@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RAJEEV SHARMA	b21064@students.iitmandi.ac.in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Course participation ▾

Activity module Choose... ▾ Look back Choose... ▾ Show only Teacher ▾ Show actions All actions ▾ Go

Groups: All participi

- Choose...
- Assignments**
 - assignment week 1
- Feedback**
 - Feedback_topic1
- Forums**
 - Announcements
 - New Moodle User discussion Q&A
- Quizzes**
 - quiz week 1
- Surveys**
 - survey on this topic

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

How to import a course details

IC-000 Demo Course

[Dashboard](#) / [My courses](#) / [IC-000 Demo Course](#) / [Import](#)

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

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](#)