Moodle Training

Created by: Wade Weeldreyer, 2023

Online Services > E-learning
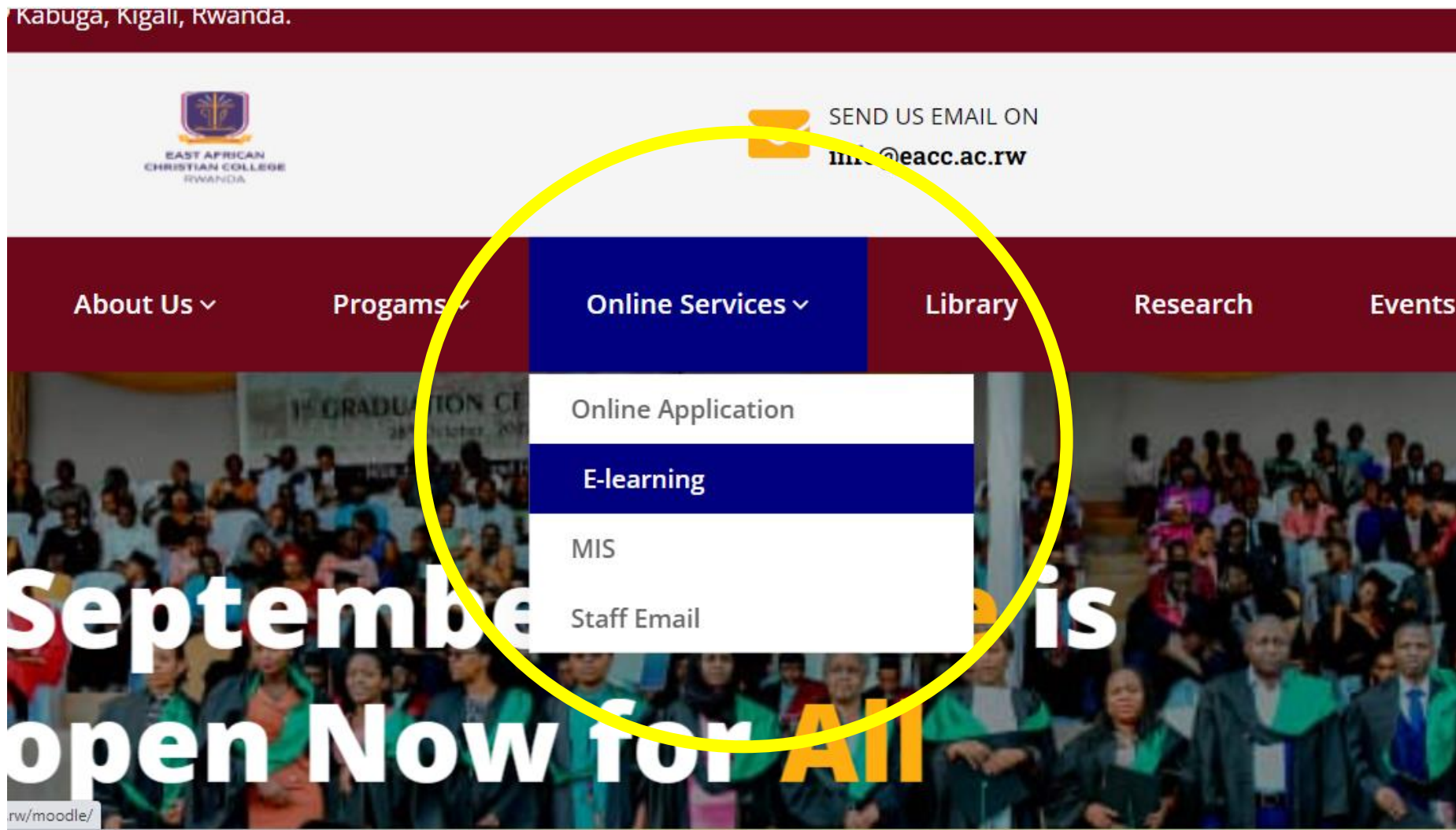
Home Page

Home Page

Faculty

Program

Level

Module

Log In

Log In

EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA

Username

Password

☐ Remember username

Log in

Forgotten your username or password?

Cookies must be enabled in your browser ❓

Some courses may allow guest access

Log in as a guest

Log In

Username: Your username is likely your email address.

Password – Must contain one lowercase letter (a,b,c…), one uppercase letter (A,B,C…), one number (1,2,3…), and one symbol (!,@,#…). Must also be at least 8 characters long.

Examples: Moodle1!   Mute$i2023   #Eacc1234

Activity 1

- Make sure you have a valid username and password
- Log into EACC's Moodle website
- Navigate to Moodle Resources > Moodle Example Course
- Enroll in the course—enrollment key is **Moodle1**

Course Homepage

Course Content

Move Item

Question Submission (Forum)

Edit

Do you have a question about how to use Moodle, or are you encountering an issue? Please submit your questions to this forum, and the ICT team will do their best to answer your question. Please note that everyone enrolled in this course will be able to read your submission.

Question Submission (Assignment)   **< Activity**

Edit

If you would prefer to submit your question privately, you may submit it using this assignment portal.

Add New Activity >   + Add an activity or resource

General Moodle Resources   **< Topic**

Edit

Moodle Manual: Table of Contents

Edit

This link will take you to Moodle's online manual. This online manual provides step-by-step instruction for managing the Moodle website and for designing and managing course pages. If you have a question about Moodle, this should be your first resource for help.

< Edit Activity Name

Presentation Notes

Edit Activity >   Edit

This slide presentation will introduce you to the basics of using Moodle.

Activity 2

- Navigate to your Moodle practice room
- Moodle Resources > Moodle Practice Rooms > Moodle Practice Room #
- Enroll yourself using the enrollment key – Room1, Room2, etc.
- Turn editing on
- Edit the course topic names

Adding an Activity

| All | Activities | Resources |

Assignment ☆ ⓘ	Attendance ☆ ⓘ	BigBlueButtonBN ☆ ⓘ	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 ☆ ⓘ

428&add=assign&section=0&sr=0

Important Activity Types

- **File** – Upload a PDF document, Word document, PowerPoint presentation, image, or other resource for student access

- **URL** – Upload a link to direct students to an online resource (or to a Zoom meeting)

- **Assignment** – Create a portal for students to submit either a document or text to fulfill an assignment for the module

- **Forum** – Create a platform for students to present information, and to discuss that information with one another

- **Quiz** – Create, administer, and mark a quiz online

- **Big Blue Button** – Present information using video lecture

Adding a File Resource

Adding a new File ⊘

▶ Expand all

▼ General

Name ❗   Type Name Here

Description

Type Description Here

☐ Display description on course page ⊘

Adding a File Resource

Select files

Maximum size for new files: Unlimited

< Search from computer

Files

You can drag and drop files here to add them.
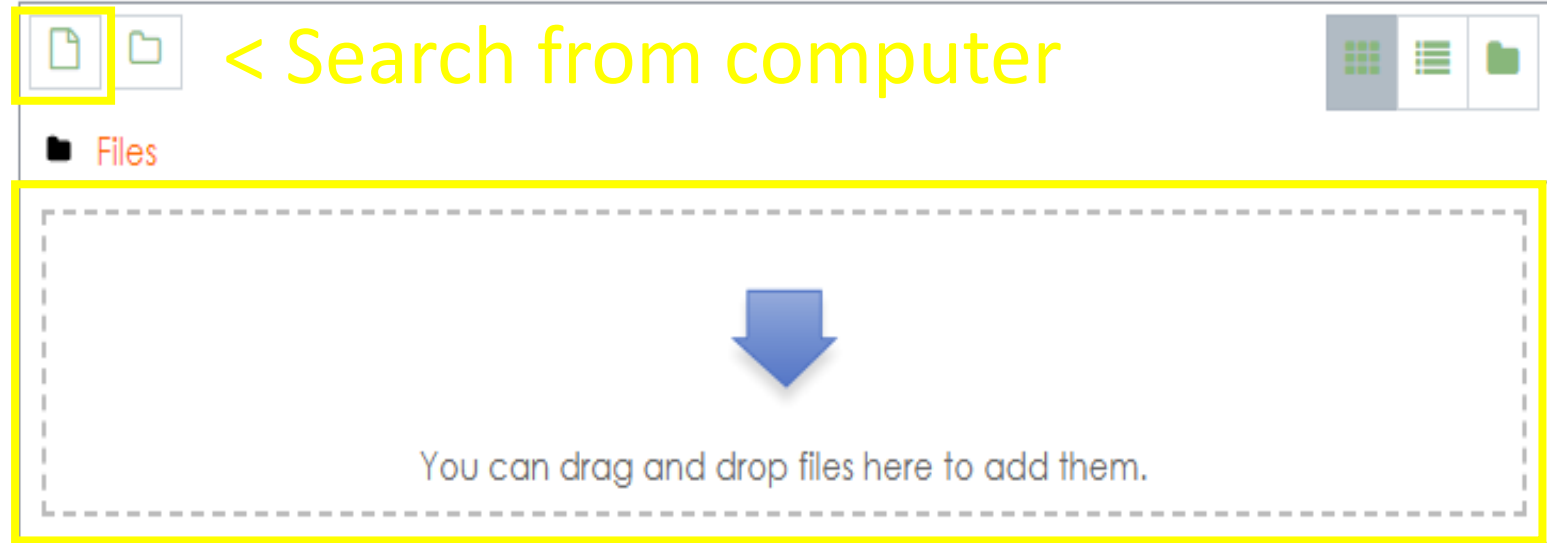
▶ Appearance

▶ Common module settings

Adding a File Resource

Adding a File Resource
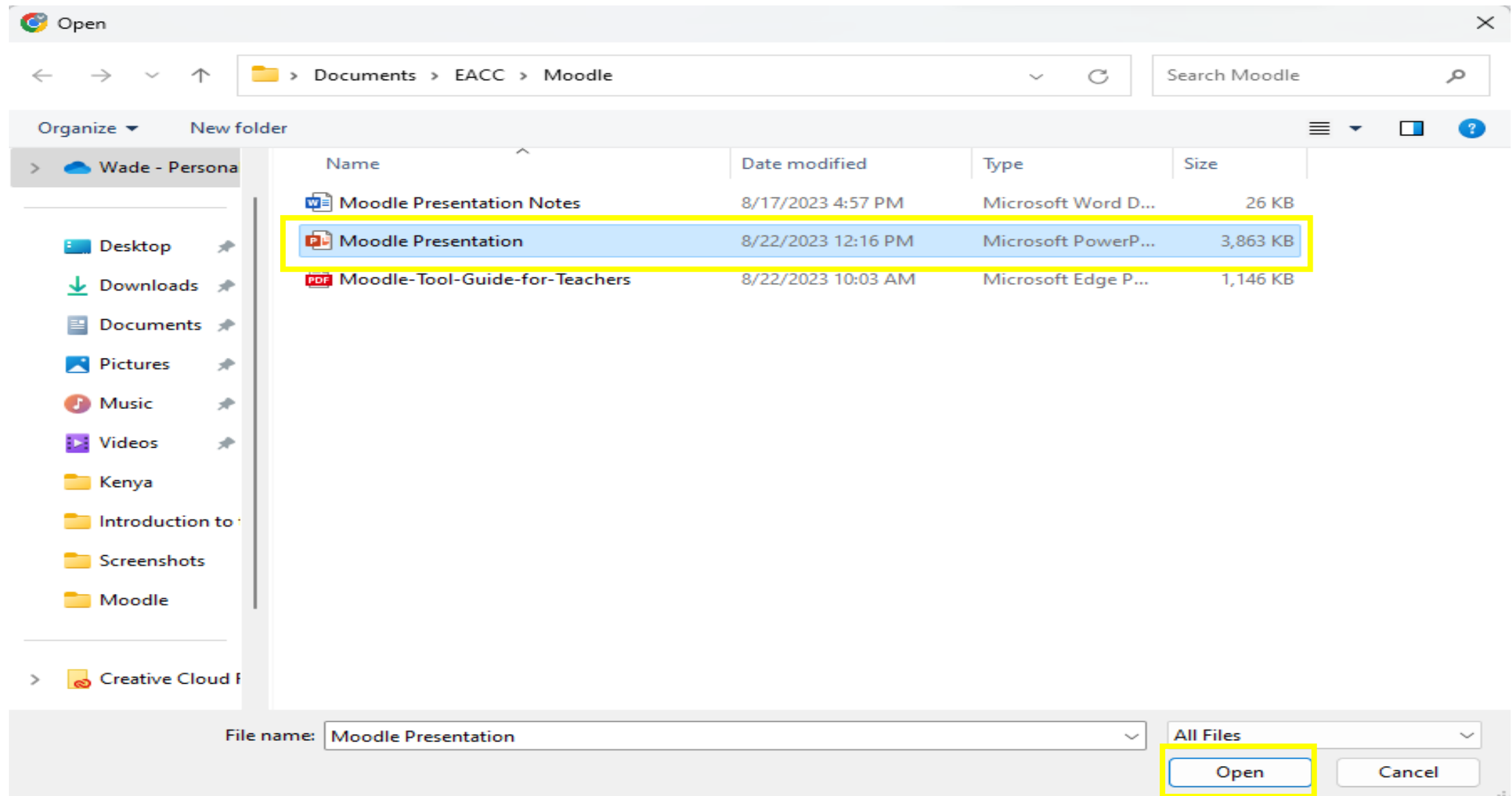
Adding a File Resource

Moodle-To...

▶ Appearance

▶ Common module settings

▶ Restrict access

▶ Activity completion

▶ Tags

▶ Competencies

Save and return to course   Save and display   Cancel

Adding a URL Resource

Adding a new URL ⊘

▶ Expand all

▼ General

Name ❗ Course Homepage Resource

External URL ❗ URL > https://docs.moodle.org/402/en/Course_homepage   Choose a link...

Description

☷ | A ▾ | B *I* | ☰ ☰ ☰ ☰ | % ⅍ | ☺ 🖼 🖻 🎤 🎥 ⎘ H₅P

This is a resource for navigating the course homepage.

☑ Display description on course page ❓

Adding a URL Resource
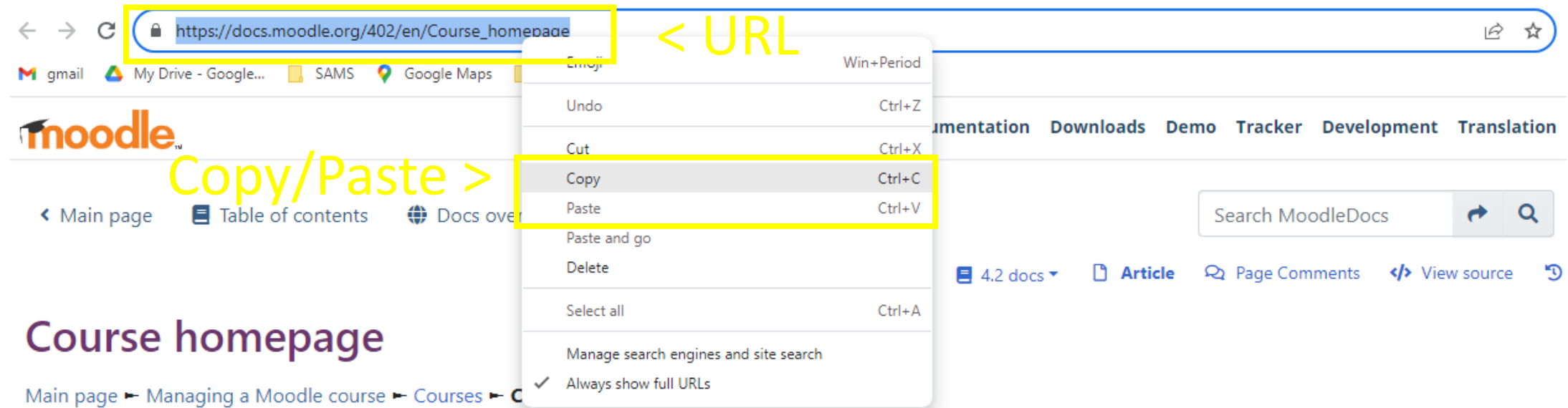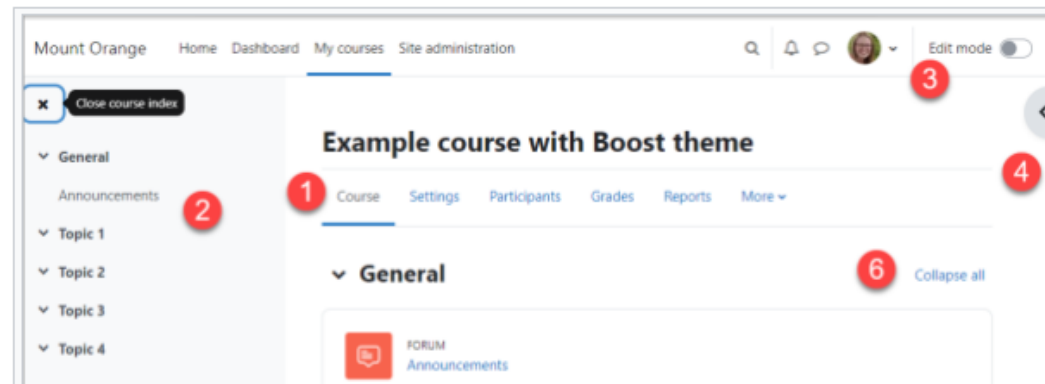
Activity 3

- Add a file resource under your first topic
- Add a URL resource under your second topic

Adding an Assignment

- **Name**
- **Description**
- **Additional files** – Files for the student to access, which may give additional instructions or be used during the assignment (use the same process as when adding a file for a file resource)
- **Availability** – When can the assignment be submitted?
- **Submission types** – What format will be accepted?

Adding an Assignment

Availability

Allow submissions from | 22 | August | 2023 | 00 | 00 | ☑ Enable

Due date | 29 | August | 2023 | 00 | 00 | ☑ Enable

Date and Time >

< Turn feature on or off

Cut-off date | 22 | August | 2023 | 12 | 58 | ☐ Enable

Remind me to grade by | 5 | September | 2023 | 00 | 00 | ☑ Enable

☑ Always show description

Adding an Assignment

- **Allow submissions from** – No assignment can be submitted before this date.

- **Due date** – This communicates to the students when their assignment is due.

- **Cut-off date** – No assignment can be submitted after this date.

- **Remind me to grade by** – Moodle will send you a notification reminding you to mark the assignment.

- If you do not understand a feature or do not plan to use it, then turn that feature off.

Adding an Assignment

▼ Submission types

Submission types   ☑ Online text ❓   ☑ File submissions ❓   **< Allow Submission Types**

Word limit   ❓   ☐ Enable   **< Word limit for Online text**

Maximum number of uploaded files   ❓   20 ⬍

Maximum submission size ❓   Site upload limit (78.1GB) ⬍

Accepted file types   ❓   **Choose**   No selection

< Limits for file types and sizes

Adding an Assignment

- **Online text** – The student types his or her answer directly into the assignment portal.
  - **Word Limit** – Limits the number of words that the student can use in their "online text" answer
- **File submission** – The student creates a document or some other file (PowerPoint presentation, image, etc.) and uploads the file to the assignment portal.
  - **Maximum number of files** – Limits the number of files the student can upload
  - **Maximum submission size** – Limits the size of files that can be uploaded
  - **Accepted file types** – Limits what kind of file types that can be uploaded (PDF, PowerPoint presentation, Word document, etc.)

Activity 4

- Add an assignment under your third topic

Enrolment

- **Administrators** – Deans, HODs, and others who facilitate Moodle usage. These users can access and edit all courses. They are responsible for enrolling lecturers in their appropriate Moodle courses, and for creating new Moodle user accounts.

- **Lecturers** – These users can only access courses in which they have been enrolled. They are not a "teacher" of a course until an administrator enrolls them. Once they are enrolled in a course, they can enroll students and edit the course content.

- **Students** – Students can only access courses in which they have been enrolled. They can never enroll others or edit course content.

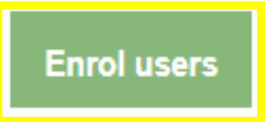# Enrolment

Moodle Example Course

Home / My courses / Moodle Example Course / Participants

Participants

Enrolment Options > ⚙️▾

Manual Enrolment > [Enrol users]

Match [Any ▾] [Select ▾] ❌

➕ Add condition   [Clear filters] [Apply filters]

3 participants found

Manual Enrolment

Manual Enrolment

Manual Enrolment

- **Teacher** – Teachers can access the course, edit the course content, view and mark submitted assignments, and enroll others.
- **Non-editing teacher** – Non-editing teachers can access the course and view and mark submitted assignments, but they cannot edit the course content.
- **Student** – Students can access the course and submit assignments, but they cannot edit the course content nor view other students' assignments.
- Administrators do not need to be enrolled. It is the role of the administrators to enroll teachers in the appropriate courses. Deans and HODs are administrators.

Participants

3 participants found

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

☐ First name / Surname —	Email address —	Roles —	Groups —	Last access to course —	Status —
☐ Geoffrey GAKUMBA	gakumbageoffrey@gmail.com	Teacher ✎	No groups	Never	Active ⓘ ⚙ 🗑
☐ Chris KANAKUZE	chradre@gmail.com	Student ✎	No groups	Never	Active ⓘ ⚙ 🗑
☐ Wade Weeldreyer	wwweeldreyer@gmail.com	Teacher ✎	No groups	19 mins 45 secs	Active ⓘ ⚙ 🗑

With selected users... [Choose... ▾]

[Enrol users]

Self Enrolment

Self Enrolment

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	3	↓	🗑 👁 👤+ ⚙
Guest access			Activate/Deactivate > 🗑 👁 ⚙
Self enrolment (Student)	0	↑	🗑 👁 ⚙ < Edit

Add method Choose... ▾

Self Enrolment

Self enrolment

▼ Self enrolment

Custom instance name		
Allow existing enrolments ❓	Yes ⇕	
Allow new enrolments ❓	Yes ⇕	
Enrolment key ❓	Moodle1 👁	< Type Enrolment Key
	Press enter to save changes	
Use group enrolment keys ❓	No ⇕	
Default assigned role	Student ⇕	< Select Correct Role

Activity 5

- Navigate to Participants
- Manually enroll Wade Weeldreyer as a student
- Create a self-enrolment with an enrolment key

Quiz

- **Timing** – Determine when the quiz will be accessible, and how much time students receive to complete the quiz.

- **Grade** – Set the grade students need to achieve to pass. Also determine how many times a student can attempt the quiz.

- **Review options** – Determine if and when the student can review their answers and see their marks after completing the quiz.

- **Safe Exam Browser** – Set limitations to what the student can access on the internet for the duration of the quiz.

Quiz

When is quiz accessible?

< Time to complete quiz

What happens when time expires?

Quiz

Grade

Grade category	❓	Uncategorised ⬍
Grade to pass	❓	50 < What is a passing score?
Attempts allowed		5 ⬍ < Can the student retake the quiz?
Grading method	❓	Highest grade ⬍

Quiz

General Moodle Resources ✏️   Edit ▾

Moodle Manual: Table of Contents ✏️   Edit ▾

This link will take you to Moodle's online manual. This online manual provides step-by-step instruction for managing the Moodle website and for designing and managing course pages. If you have a question about Moodle, this should be your first resource for help.

Presentation Notes ✏️   Edit ▾

This slide presentation will introduce you to the basics of using Moodle.

Example Quiz ✏️   **< Open quiz to create questions**   Edit ▾

This is an example quiz. Take the quiz to explore the quiz function.

➕ Add an activity or resource

Quiz

Example Quiz

This is an example quiz. Take the quiz to explore the quiz function.

This quiz opened at Wednesday, 23 August 2023, 11:09 AM

This quiz will close on Thursday, 23 August 2040, 11:09 AM.

Time limit: 20 mins

Grading method: Highest grade

No questions have been added yet

Edit quiz   < Add or edit questions

Back to the course

Quiz

Editing quiz: Example Quiz ❓

Questions: 0 | Quiz open (closes 23/08/40, 11:09)

Total Marks Possible > Maximum grade [10.00] **Save**

Repaginate | Select multiple items

Total of marks: 0.00

✏️

☐ Shuffle ❓

Add ▾

Add a new question > + a new question

+ from question bank

+ a random question

◀ Presentation Notes   Jump to... ⇕   Course Homepage Information ▶

Quiz

Quiz

Question name ❗ | Question 1

Question text ❗

| ↴ | A ▾ | B | I | ☰ | ☷ | ⮜ | ⮞ | 🔗 | ✂ | ☺ | 🖼 | 🎞 | 🎤 | 🎥 | ⧉ | H5P |

What is Moodle?

Type question here

Default mark ❗ | 1 | **< How many marks is this question worth?**

Quiz

ID number ❓ [   ]

One or multiple answers? [One answer only ⬍]   < How many answers can be chosen?

☑ Shuffle the choices? ❓   < Shuffle answer choices so each student's quiz is different

Number the choices? [a., b., c., ... ⬍]

Show standard instructions ❓ [No ⬍]

Quiz

None = Incorrect

100% = Correct

▼ Answers

Choice 1

Type answer choice here

A type of dog

Grade

None

Feedback

Type feedback for students

Incorrect

Choice 2

An online learning management system

Grade

100%   < Is this the correct answer?

Feedback

Correct

Activity 6

- Create a quiz under your fourth topic
- Use the multiple choice, true/false, matching, numerical, and essay question types

Activity 7

- Navigate to an actual module that you have taught or will teach.

- Enroll as a teacher if possible, or have an administrator enroll you.

- Begin creating your Moodle page:
  - Divide the course into the appropriate topics
  - Create file and/or URL resources
  - Create assignments
  - Create forums
  - Set up self enrollment or manually enroll students
  - Create a quiz