



Moodle 2.9 Training Guide



Preface

This document contains Moodle Training information to guide users as to how to use the system. All the functionality which can be performed by users of Moodle 2.9 has been described in detail. There are slight changes from the previous version of 2.6. If you are familiar with the previous version. This should be a seamless change for you.



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2. Introduction

The purpose of this document is to describe how to perform tasks using Moodle 2.9. Find out what you need to know quickly to get up and running.

This document contains the following sections:

- Log in Moodle
- Site Navigation
- Make Yourself a Teacher
- Common Editing Features
- Adding a Resource
- Adding an Activity
- Assigning a Role to a Course
- Making Content Available to Students
- Adding the QPA Questionnaire
- Making a Course Visible



3. What is in the guide?

Moodle 2.9 is the latest version of Moodle available worldwide. This guide covers the most frequently used features and is a good starting point when using Moodle.

The functions are each described in detail, with a comprehensive explanation of how to carry out the different tasks within that function. Important points to note have been marked with the following image:





4. Login to Moodle

4.1. Logging in

1. To use Moodle for the first time, you need to point your browser (preferably Chrome, Firefox or the latest version of IE – Internet Explorer) to <http://learn.ukzn.ac.za> which will direct you the login page of Moodle.

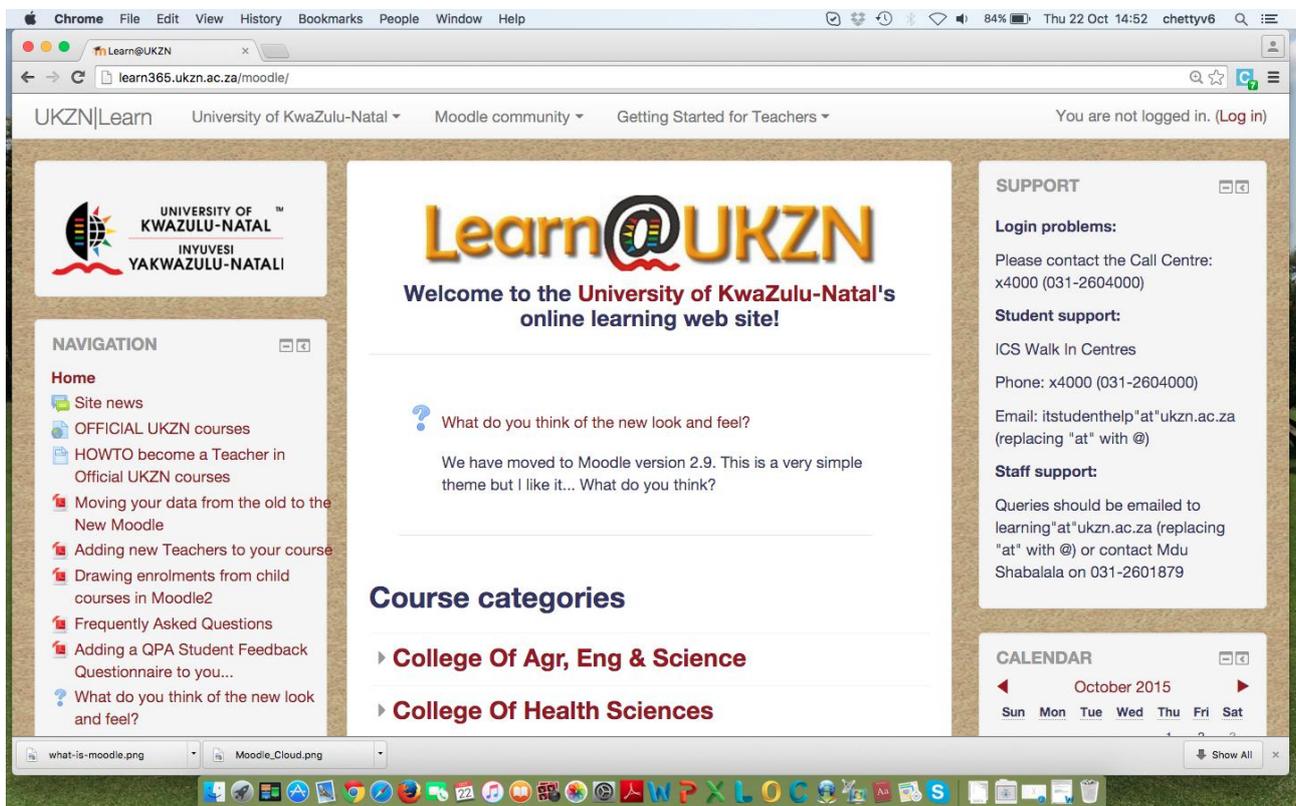


Figure: Login for the first time

2. Click on the **Log In** link on the top right hand corner. You will be redirected to a Log in page,

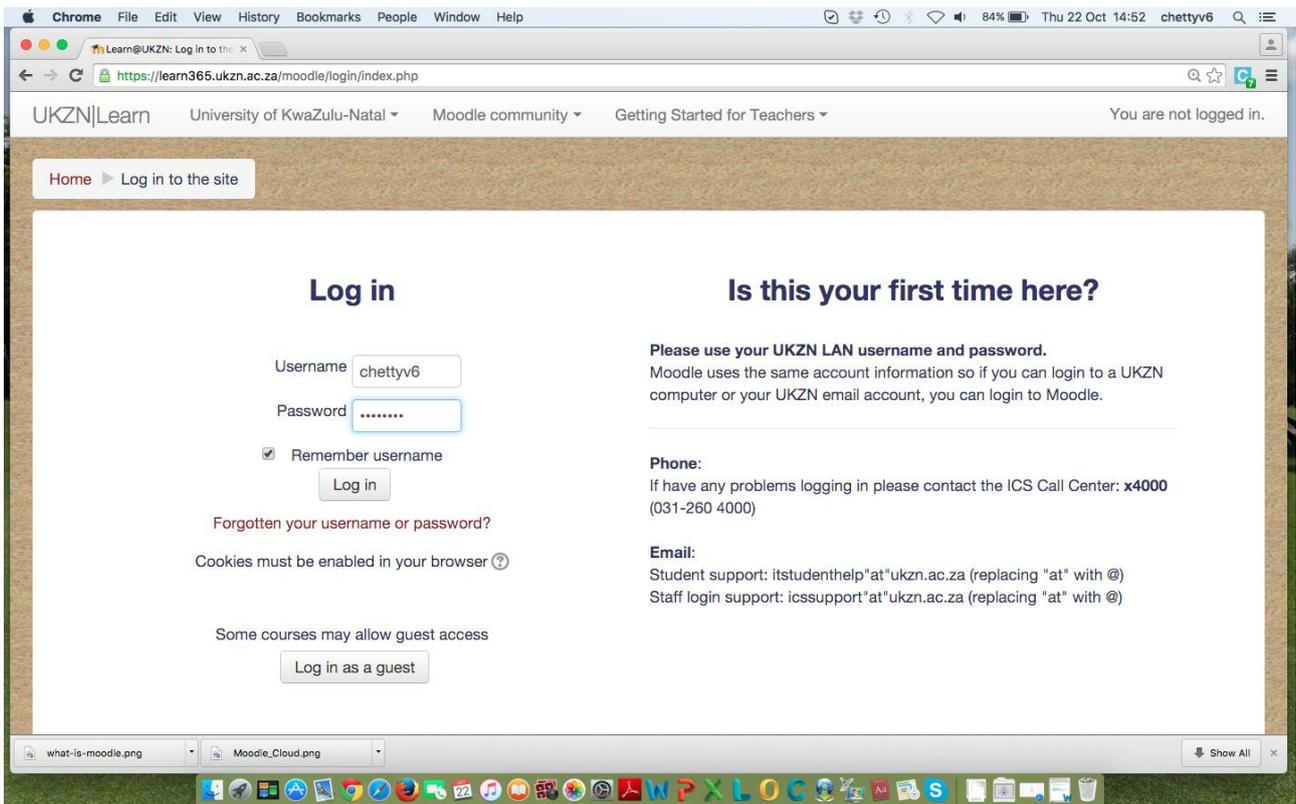


Figure: Log in Page

3. Enter your credentials in the Username field, e.g chettyv6 and your LAN password. Click on the Log In button to enter the site.



At UKZN we use single sign-on, this means that you can use your LAN login to log into multiple systems. If you cannot login, it's possible there is a problem with your account and you need to contact the Expert Desk on X4000. If you are able to login to other systems, like your e-mail, the Internet and other systems then let the Expert desk know of the exact problem.



5. Site Navigation

- The most efficient way to navigate the site is the by clicking on the My Courses Link located in the Navigation Block. This will show all the courses that you are currently a Teacher in. Click on the required course to open up the course.

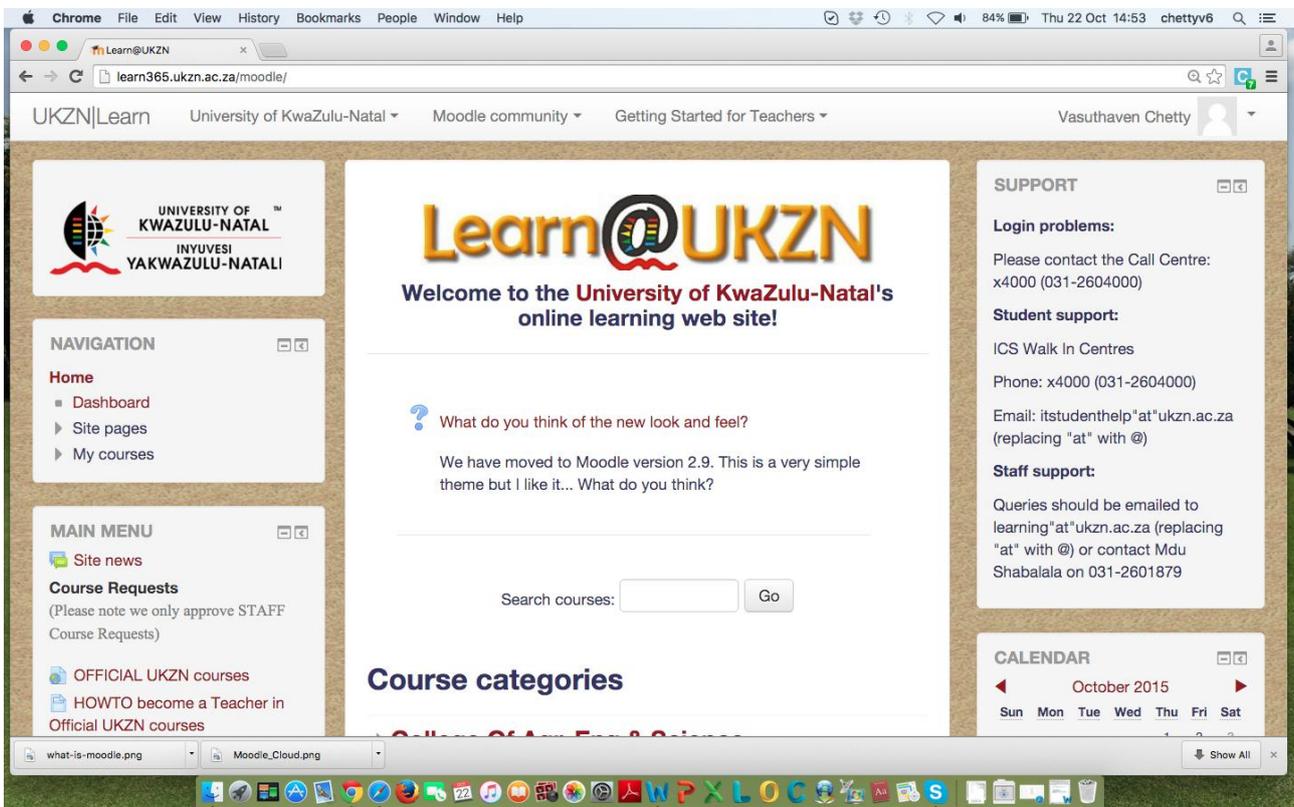


Figure: Home Page (Showing My Courses)



If you don't see My Courses and only the word Courses, this implies that you are currently not a "Teacher" in Moodle. Once you 'make' yourself a Teacher in Moodle, that link will change to My Courses.



6. Making Yourself a Teacher

This is the first step to getting started with using Moodle. Only when you make yourself a Teacher in a course, can you start editing/uploading content/ conversing with students, etc. This is an automated process and once it is completed, only the following day will that course/s be made available (visible only to you and not to students) to you.

1. From the Home Page, on the left hand side of the site, locate the **Main Menu Block**, click on the [HOWTO become a Teacher in Official UKZN courses](#) link.
2. You will be directed to the following page:

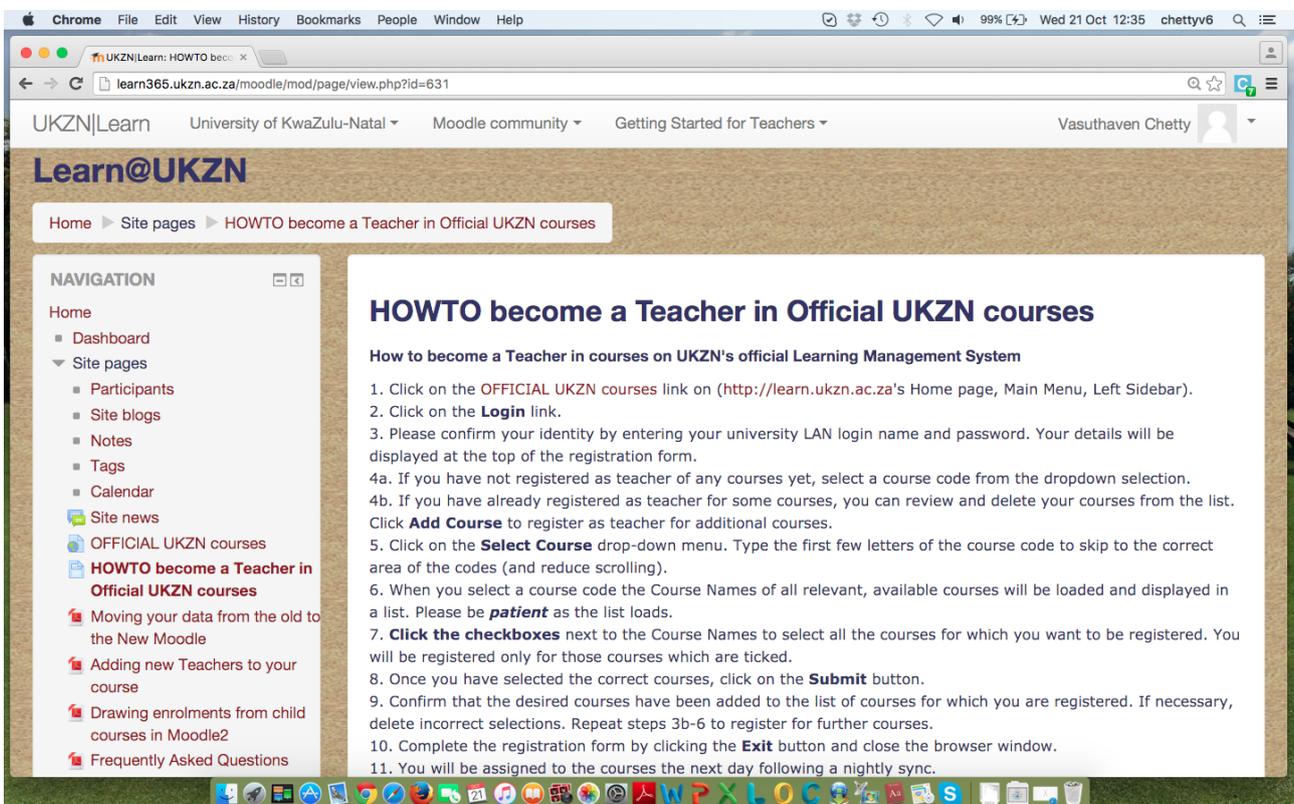


Figure: HOWTO become a Teacher Page



3. Click on the link [OFFICIAL UKZN courses](#)
4. This will redirect you to the ITS LOGIN Page.
5. Click on the **Login** link and then enter your UKZN credentials
6. Once directed to the new page, either click on **ADD Course** or click on the down arrow to navigate to the required Course code. (HINT: Press the first letter of your Course code for quick navigation to the relevant Course Code. Only the first letter works)
7. Click on the Course code and several options will be available to you.
8. Please select all options that are pertinent to the module you lecture. Below is an example of the option screen:

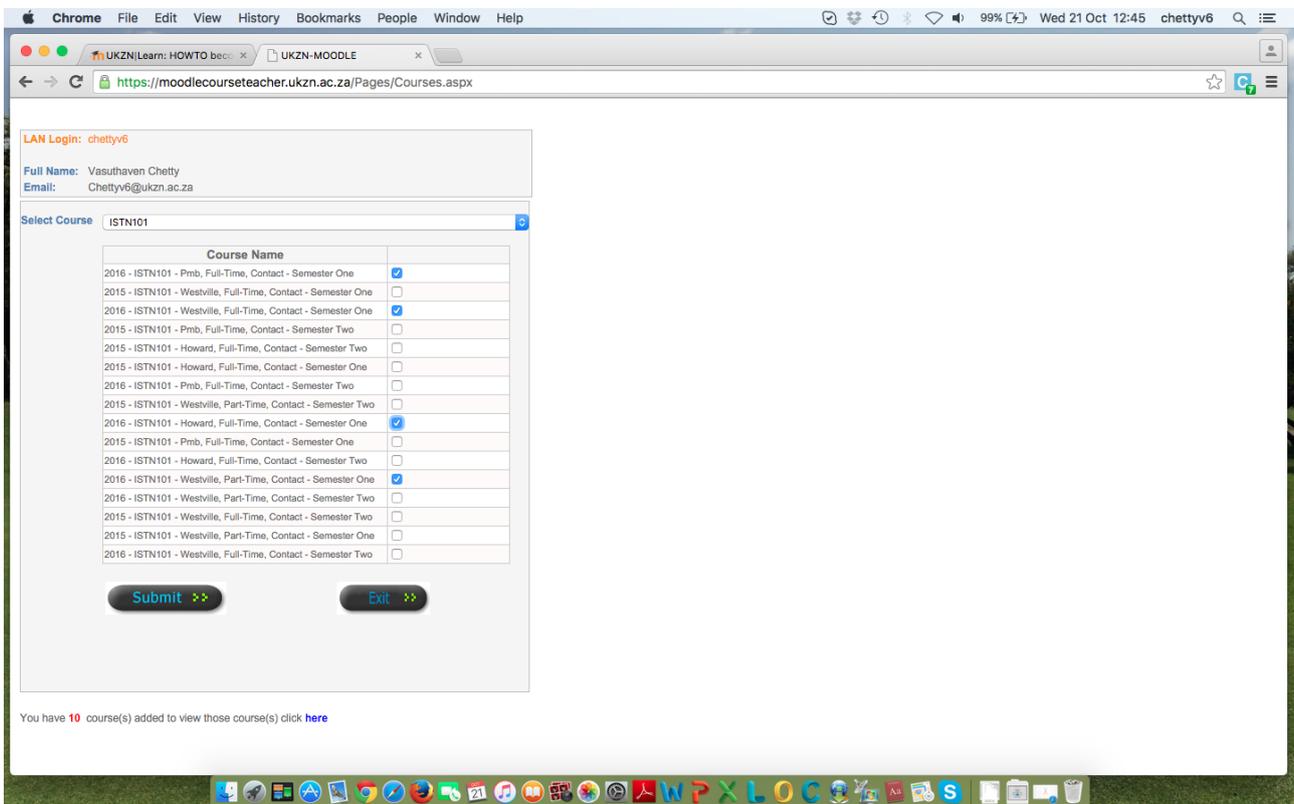


Figure: ITS Course Code Selection Screen



9. Click Submit and if you require to make yourself a Teacher on more modules, click **Add Course** again, if not, click Exit.
10. The course that you have selected will only be available to you the following day.



In the screen above, it is assumed that I am a lecturer for ISTN101 on all the Campuses for 2016 and semester 1. Please note, select all the options that are relevant to you on the course you lecture in. If you select the Full Time option, that will automatically include in the Part Time module too.

If some of your modules are not offered in the correct semester/incorrect course code, please contact the ITS office, these changes cannot be made on Moodle.



It is very important to ensure that you 'make' yourself a Teacher in the correct course code. If you make yourself a Teacher in 1 course code and your students have registered in another course code, the students will not be able to see the content that you have uploaded for them.



7. Common Editing Features

7.1. When adding an Activity or Resource to your Course

- These features will only be active once you click on the **Turn Editing On** link. This is located on the top right hand corner of the page in the **Administration Block**.
- When you click on **Turn Editing On**, this enables you to add and change the content on your course.
- There are common features which will pop up when you click on **Turn Editing On**, these will be “**Add a Resource**,” “**Add an Activity**” and an “**Edit**” screen will appear below. Below is a typical screen when **Turn Editing On** is activated.

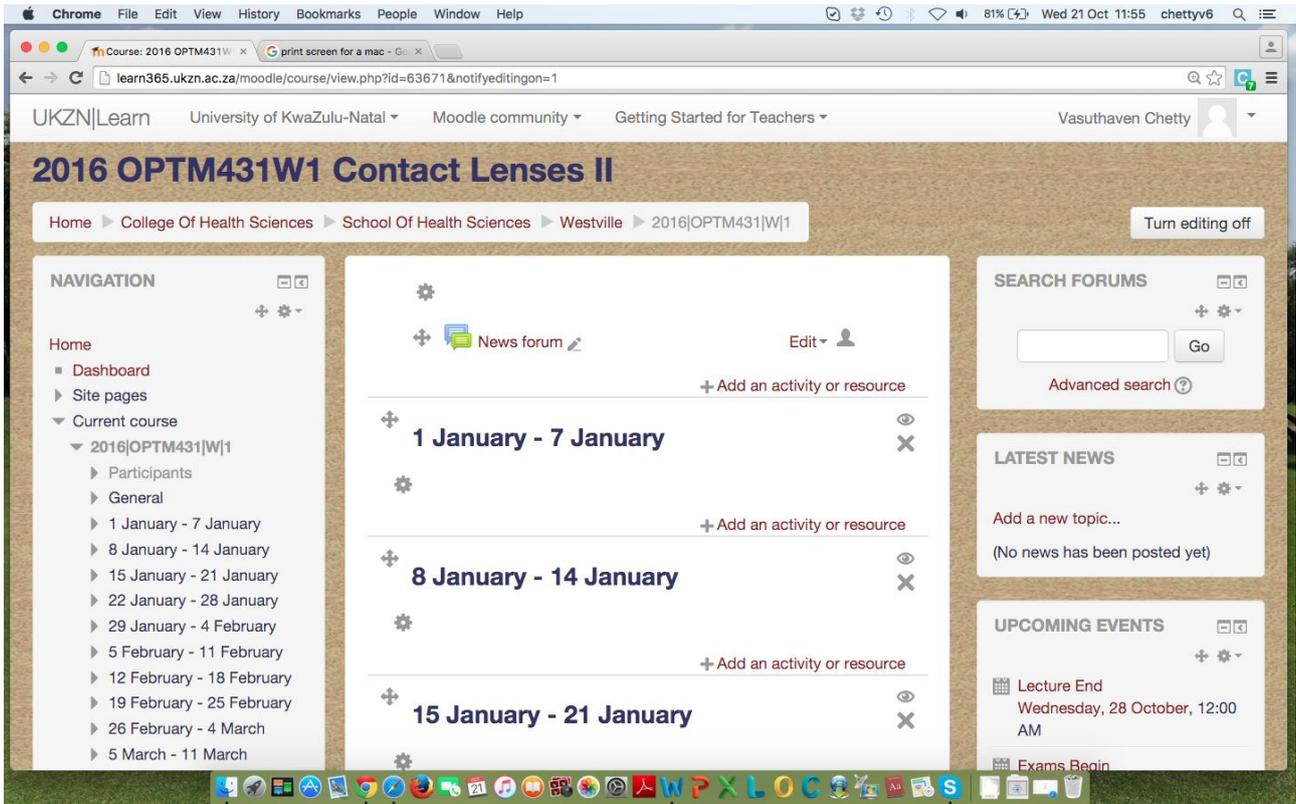


Figure: Page set for Editing (Editing turned on)



8. Adding a Resource on Moodle (File, Folder, URL, etc)

8.1. Adding a File

1. The File resource option allows the Teacher to upload content to a course. The File may include Word Documents, PowerPoint Presentations, PDF's etc.
2. The Home page of the course has to be in **Editing mode** (Turn Editing On) before you begin.
3. Click on the **Add an Activity** or **Resource link**, in the week you intend to upload the file.
4. Scroll down to Resources, Select File, click Add.

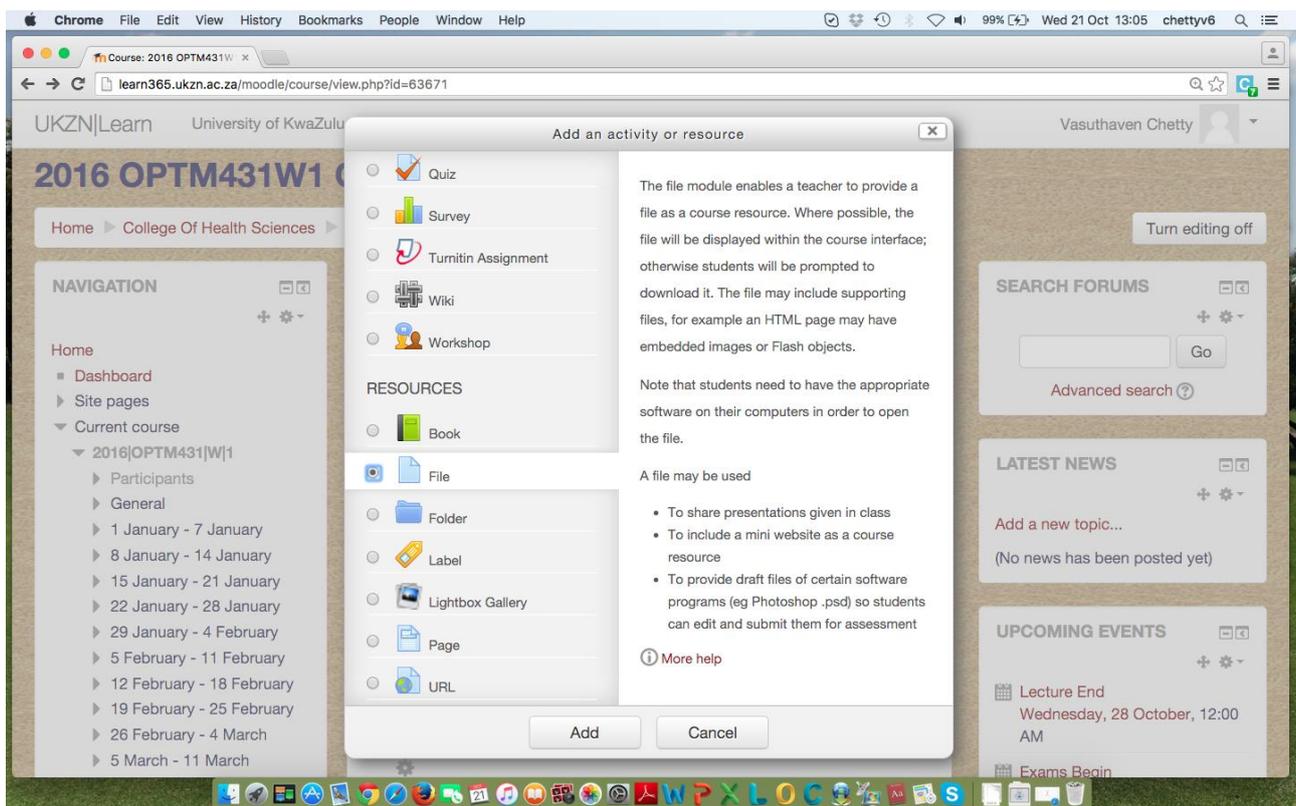


Figure: Add an Activity or Resource (File)



5. The next screen is the Adding a New File screen. Fill in all the required details.
6. The Name field is mandatory and is depicted by a red asterisk. A description can be filled in, to provide more information on the **Content**, if required.
7. Navigate to the Content section and under the Select Files link. One of 2 options can be followed
 - o Find the Add Icon (as displayed below)

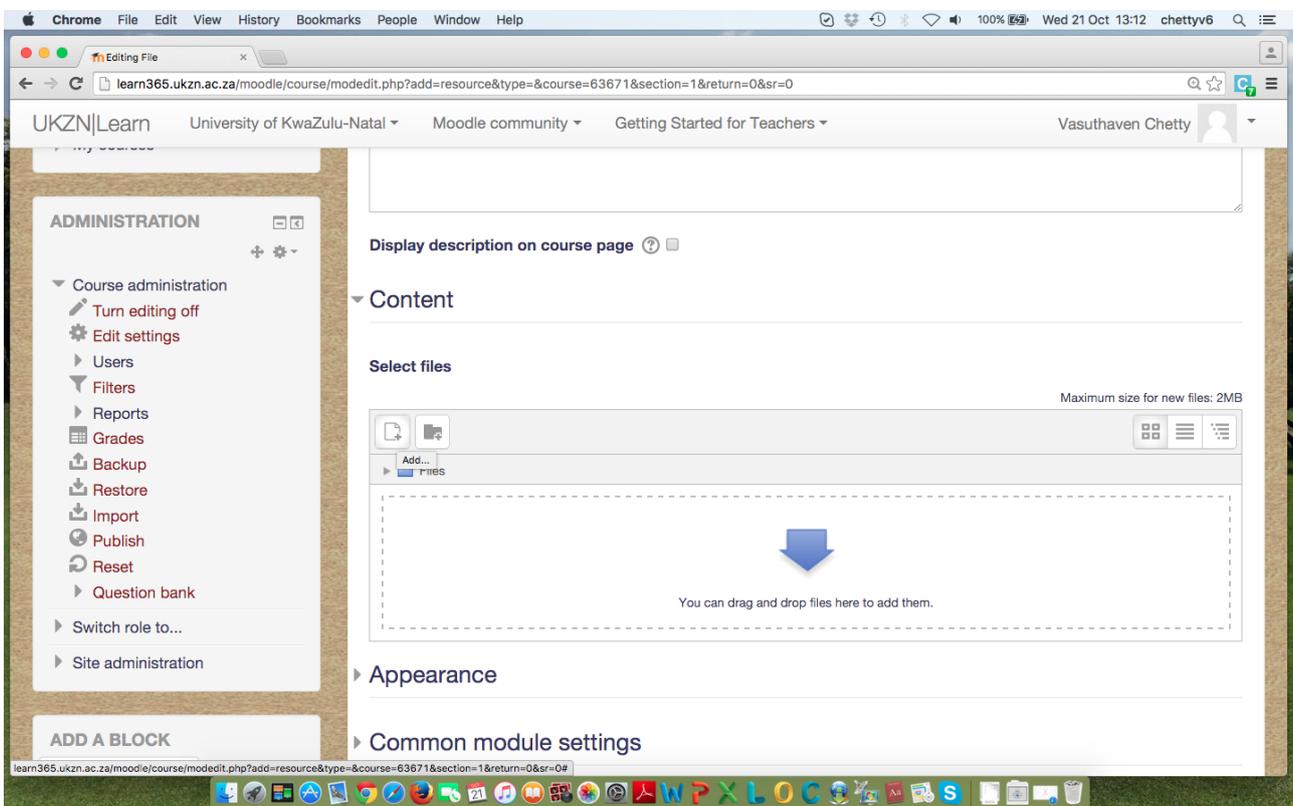


Figure: Add File Icon

- o Or drag files to the Drag Area and drop in files (Hint: This is only allowed for single files – should you require multiple files to be uploaded, the Add Folder option must be chosen (located next to the Add file Icon))



8. When clicking on the Add File Icon, Choose Upload a File or click on the Choose File option for Attachment.
9. Navigate into your device until the file is located, click Open, select Upload this File.
10. Select Save and Return to Course.



In the Adding a New File Screen, there are 2 more options that can be selected. The Appearance, which allows for some customization and the Common Module Settings, which allows for the file to be hidden if required.



9. Adding an Activity (Assignment, Chat, Questionnaire, Quiz, Survey, etc)

9.1. Adding an Assignment

1. The **Assignment Activity** option allows the Teacher to set up an assignment for the students and to allow them to make on-line submissions.
2. The Home page of the course has to be in Editing mode (Turn Editing on) before you begin.
3. Click on the **Add an Activity** or **Resource link**, in the week you intend to set up the assignment.
4. Under the Activity section select Assignment, click Add.
5. Fill in all the required details.
6. The Name field is mandatory and is depicted by a red asterisk. A description can be filled in, to provide more information on the content, if required.
7. You have 2 options,
 - A. Fill in the description and tick the Display on Course Page or
 - B. Or click on the Add Icon to upload a document version of the assignment
 - C. Click on the **Choose File** option
 - D. Navigate through your PC to locate the file
 - E. Click Open
 - F. Click **Upload this File**
8. The Availability Option –
 - o “Allow Submission from” If you enable this option, your students won’t be able to submit before the chosen date. If disabled, students will be able to start submitting at any time. The Date, Month, Year and exact Time is set by you.



- “Due Date” This is the actual date that the assignment is due. Any assignments that the students submit after this date will be considered as a late submission.
- “Cut-off Date” This date is the final date for accepting submission, no submissions will be accepted past this date, without an extension.

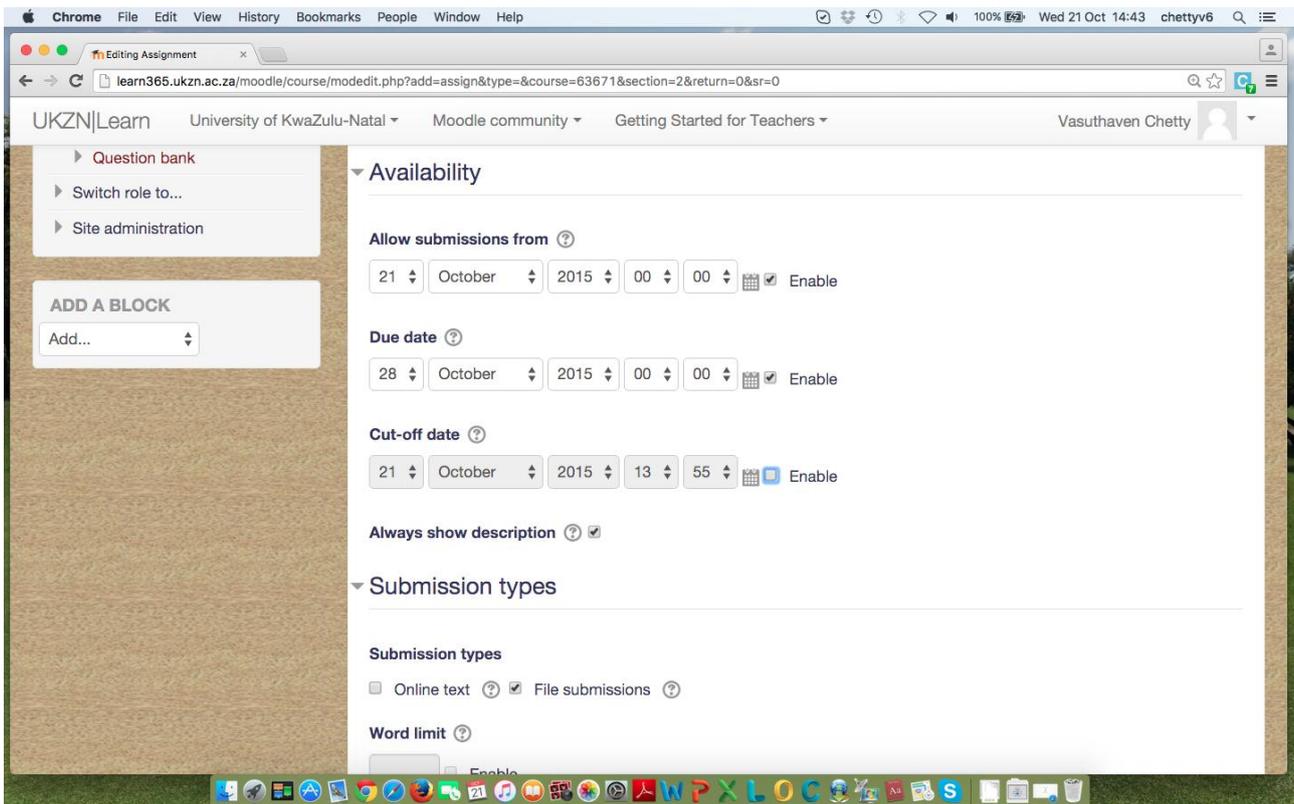


Figure: Assignment: Availability

- Submission Types – Are **Online Text** and **File Submissions**. If you enable online text, students are able to type text directly on the course as their submissions. File Submissions allows for the student to upload a file/assignment that has already been created. If the File Submission option is selected, the maximum number of uploaded files and maximum submission size is automatically selected.



- "Maximum Number of Uploaded Files" assists in choosing the number of files that a student can upload.
- "Maximum Submission Size" restricts the size of the document the student can upload.

9. Feedback Types –

- Feedback Comments – You are able to provide feedback for each of the submissions
- Offline Grading Worksheet – You are able to upload and download a worksheet with the student's grades when marking the assignment.
- Feedback Files – enables you to upload files with feedback when marking the assignments. These files could be the student submissions, documents with comments or feedback etc.

10. Submission settings

- "Require students click submit button" means that your students will have to click a Submit button to declare their submission as final. If this setting is changed from "No" to "Yes" after students have already submitted those submissions will be regarded as final.
- "Require the students accept the submission statement" with this setting your students have to accept the submission statement for all submissions to this assignment.
- "Attempts reopened" lets you decide how many student submission attempts are reopened. There are three options that are available to you are "never", "manually" and "automatically until pass". When you select



never, it means that the student's submission can't be reopened. If you select manually then you can reopen the assignment. Automatically until pass means that the students are opened until the student receives a pass mark that is set in the grade book.

- "Maximum attempts" refers to the maximum number of submission attempts that can be made by a student. The numbers range from 1 to 30. After the student has exceeded the number of attempts then the assignment will not re-open. You will also notice that if you selected "never" for attempts reopened then you won't be able to select from the number of attempts.

11. *Group submission settings*

- "Students submit in groups" If you enable this option then the students will be divided into groups. These will be the groups that you've divided your students into and only the members of that particular group will be able to see each other's marks.
- "Requires Group to make a Submission" If enabled, users who are not members of a group will be unable to make submissions.
- "Require all group members submit" This means that all the group members will have to click the submit button before the assignment is considered as submitted. If this option is disabled then the moment one of your students clicks on the submit button, the assignment is submitted.
- "Grouping for Student Groups" This is the grouping that the assignment will use to find groups for student groups. If not set – the default set of groups will be used.



12. Notifications

- “Notify graders about submissions” When you enable this option, you will receive a message when one your students submit an assignment. You will also find out if students sent the assignment early, late or on time.
- “Notify graders about late submissions” This means that you will receive a submission when students submit an assignment late.
- “Default setting for ‘Notify Students’” Set the default value for the “Notify Students” checkbox on the grading form.

13. Grade

- Grade – Select the type of grading used for this activity. If “scale” dropdown. If using “point” grading, you can then enter the maximum grade available for this activity.
- Leave the “grading method”, “grade category”, “blind marking” at the default settings.
- Grade to Pass – This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the Gradebook, where pass grades are highlighted in green and fail in red.
- The “use marking work flow” and “use marking allocation” can be left as default.

14. Common Module Settings

- All settings can be set to default.



15. Save and Return to Course

- o After you've saved the assignment activity, right on top of the page will be the assignment name and description. It will also show your grading summary and the submission status. It will look like a summary of the whole assignment settings.



The Sidebar can be hidden away if you need more real estate on your screen. This can be useful when you are trying to view a large report for instance. To hide the side menu click the icon with the three horizontal lines just above it. To show it, click the icon again.



10. Assigning a Role to a Course

1. When you are required to assign a Role to a Course, i.e., Student, Teacher, Non-Editing Teacher, navigate to the Administration Block
2. Click on Users, click on Enrolled Users:

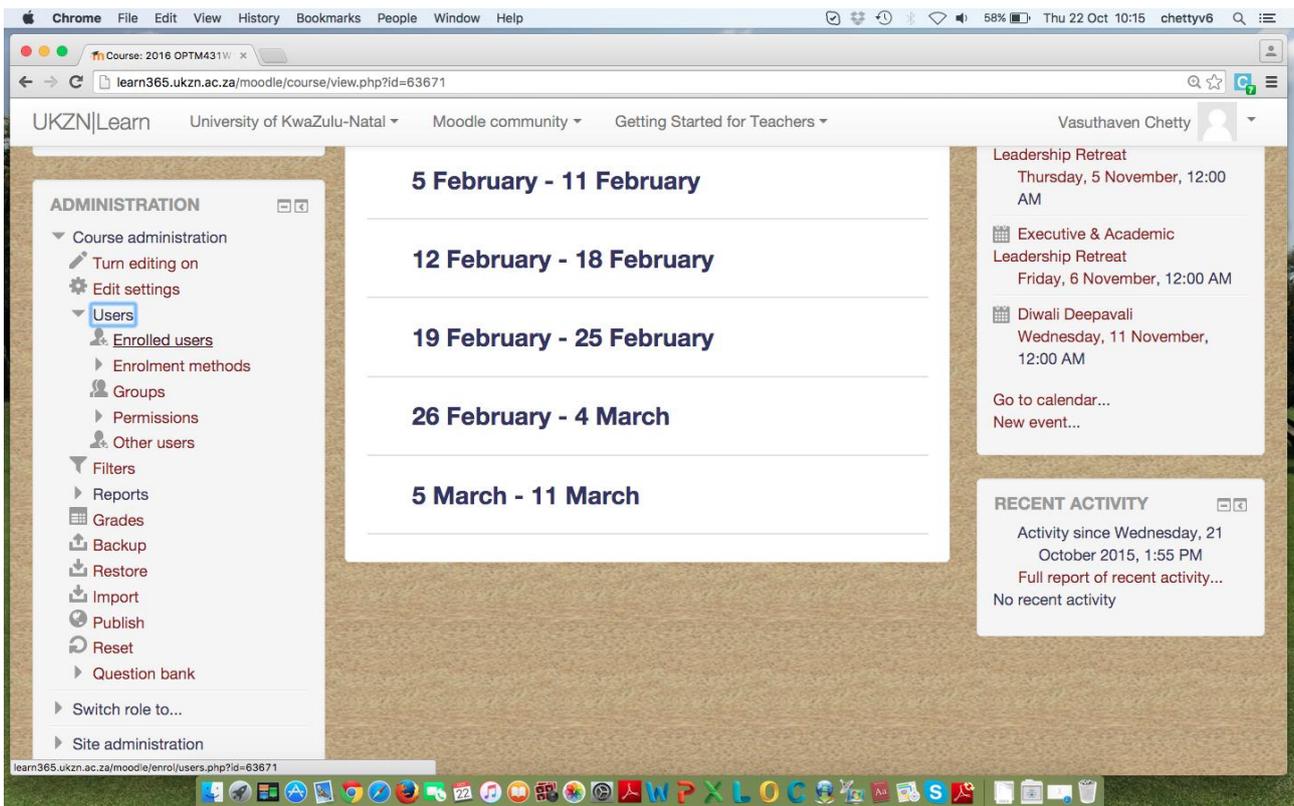


Figure: Enrolling Users

3. The next picture displays all students and Teachers enrolled for a course (in this example, there are no students enrolled in this course).

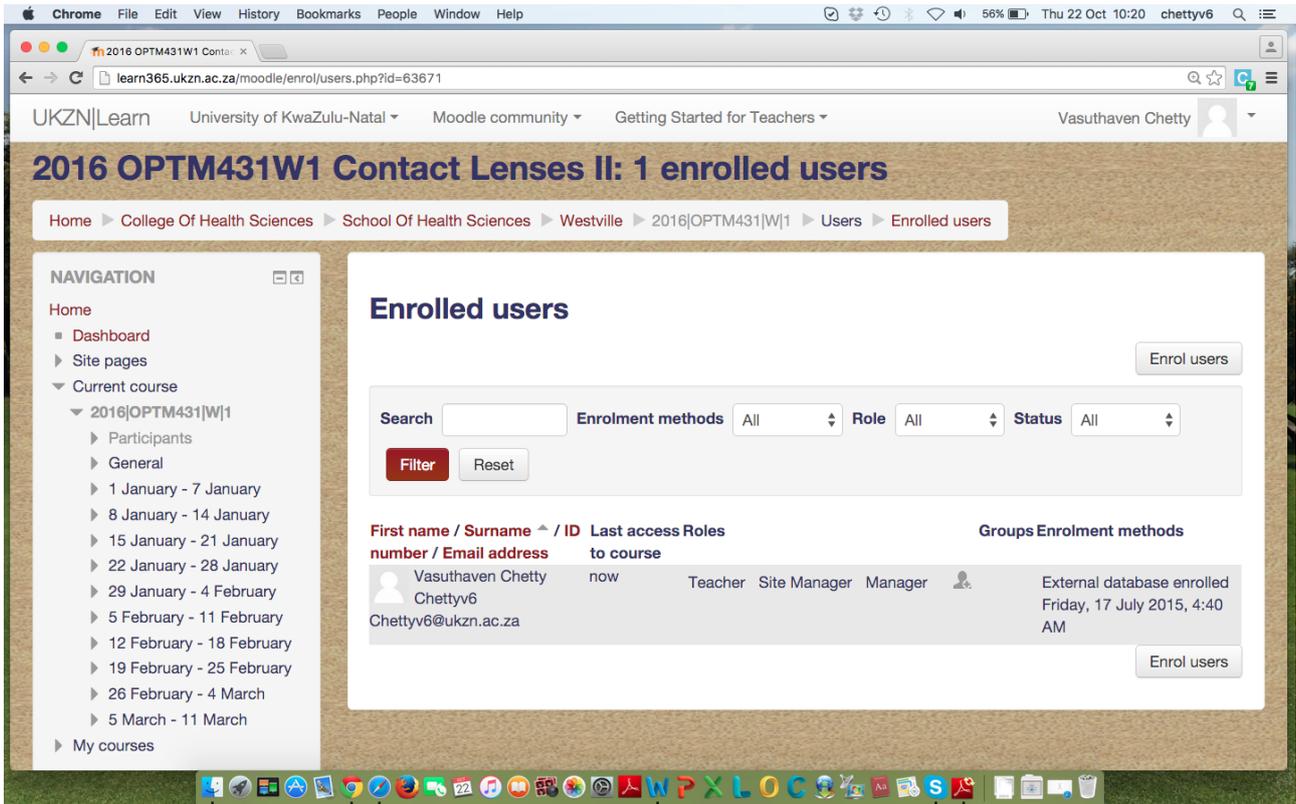


Figure: Enrolled Users

4. Click on Enroll Users on the right hand side. And the following screen appears:

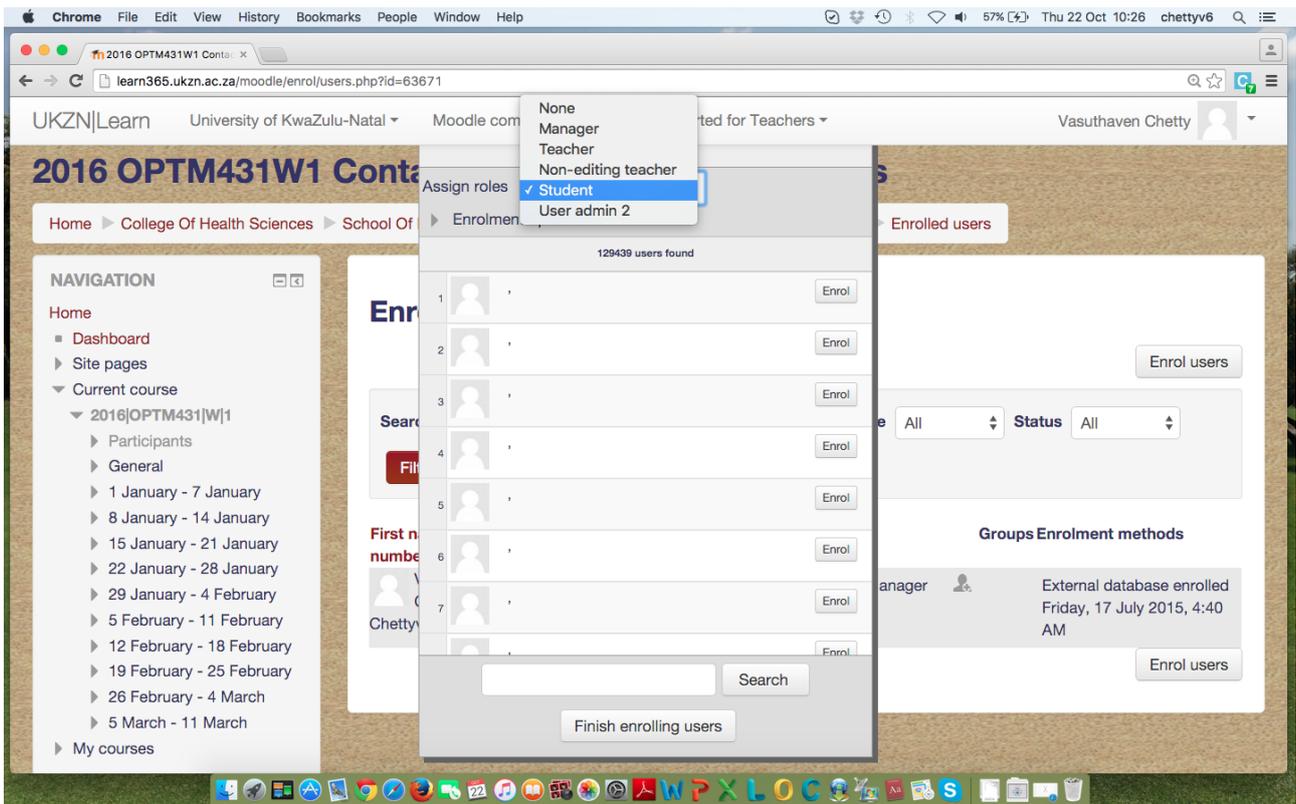


Figure: Selecting Role and Search

5. Select the role that is required from the Assign Roles drop-down.
6. In the Search Bar below type in the username or student number and click search.
7. Once the person has been identified, click Enrol next to the name.
8. Click Finish Enrolling Users.



Please note, all students that are registered for a module are automatically populated into Moodle upon successful registration. If a student is not on a course, their registration process needs to be investigated. The activity of allowing Teachers to add students to a module is available, in the event of a student's bursary not being processed on time, the Teacher on the module has the ability to add that student in order to not disadvantage that student.



11. Making Content Available (visible or invisible) to Students

- When editing is turned on, clicking the **Edit** link provides several options as seen below.
- For example, making an item visible or invisible to students you find an option “**Hide**” and “**Show**” within **Edit** link option.

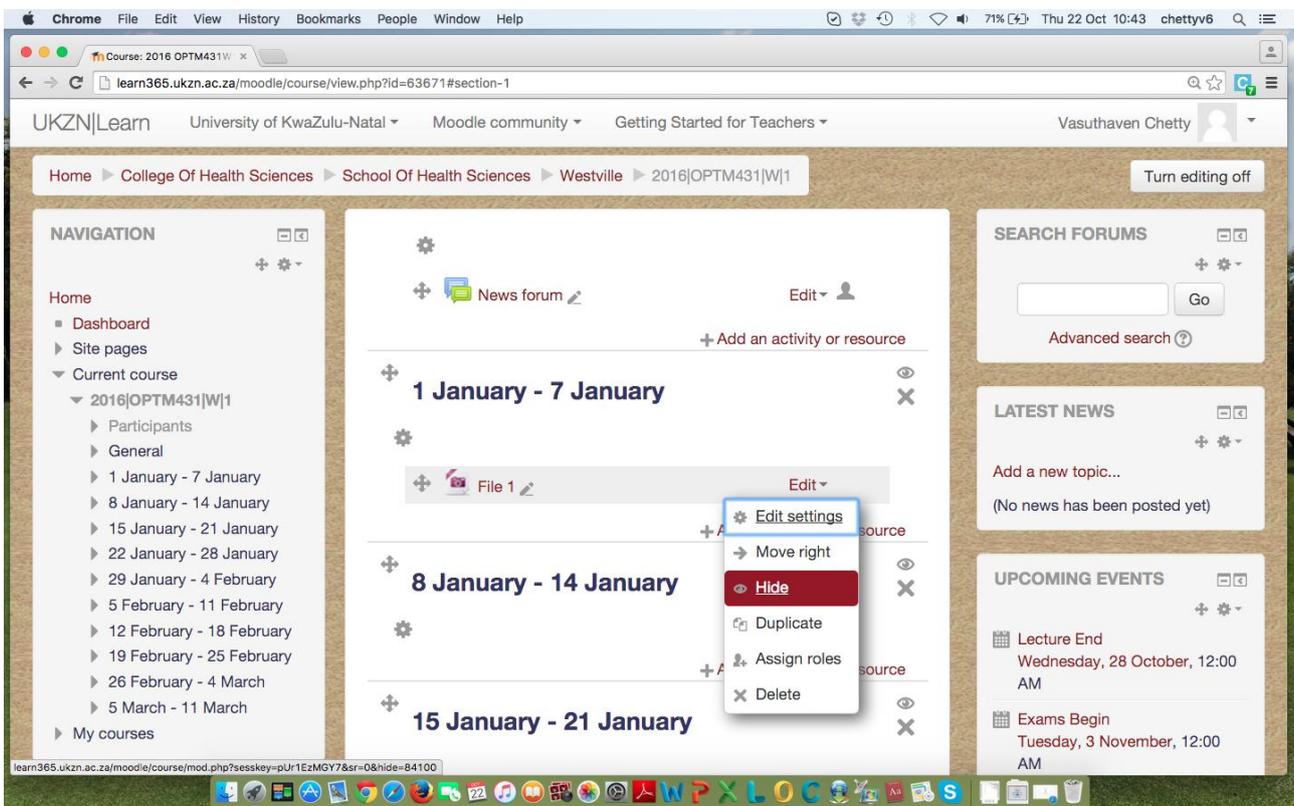


Figure: Making Content Unavailable

- Just as content is hidden, content can be made available again. Once the content is hidden, follow the same process and the words **SHOW** will appear instead of Hide.



11.1. Making an Entire Week Invisible to Students

1. When editing is turned on, in the right hand corner of that week, (above the X) is a symbol of an 'Eye' Clicking on that 'Eye' will either make that week Invisible or visible to students. A slash through the eye indicates the eye is closed – meaning that week is invisible to students.
2. If there is no slash through the eye, just the eye – that indicates that week is visible to students.



This feature could be useful if a Teacher wants to add a Quiz during the semester. The Quiz can be added but made invisible to the students.



12. Adding a QPA Questionnaire to your Moodle Course

12.1. Getting Started

1) The Lecturer being evaluated MUST be a Teacher in the Moodle course.

(For assistance with this, please refer to HowTo become a Teacher in Official UKZN courses / Adding new Teachers to your course or contact learning@ukzn.ac.za for an introduction to using Moodle).

2) You need to arrange a UKZN LAN account for Lecturers who are to be evaluated.

3) For data integrity the QPA Student Evaluation questionnaire should be added to OFFICIAL UKZN courses (i.e. modules that exist in ITS - if your Moodle course is a Metacourse the QPA Questionnaire should be added to the child courses).

12.2. HowTo

1) Navigate to <http://learn.ukzn.ac.za/my>, login and click on your course name to enter your course.

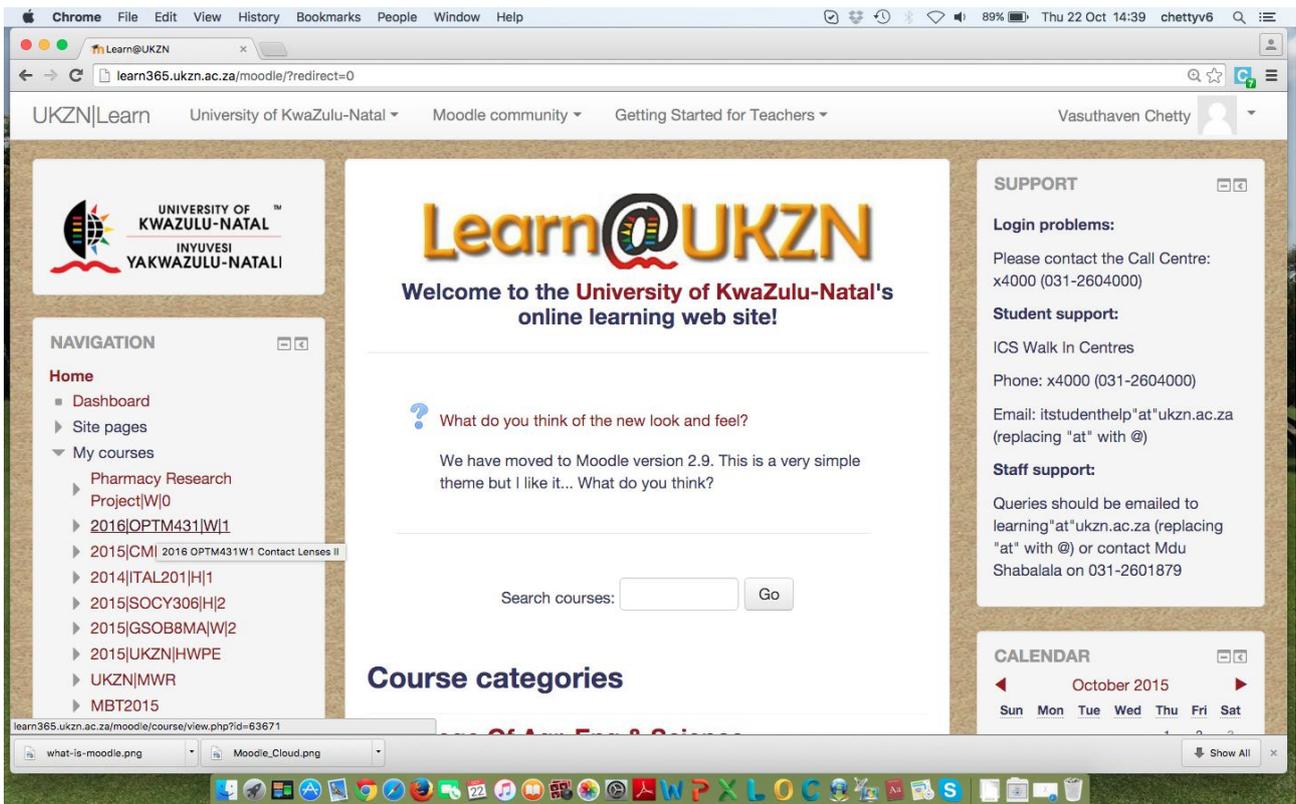


Figure: Select Course for QPA Questionnaire

- 2) Turn **Editing on** (page top, right) and click on **Add an Activity or Resource**.
- 3) Scroll down, Select then Add the **QPA Questionnaire** activity.
- 4) Select the Lecturer and QPA template from the dropdown menu, Save and return to course.

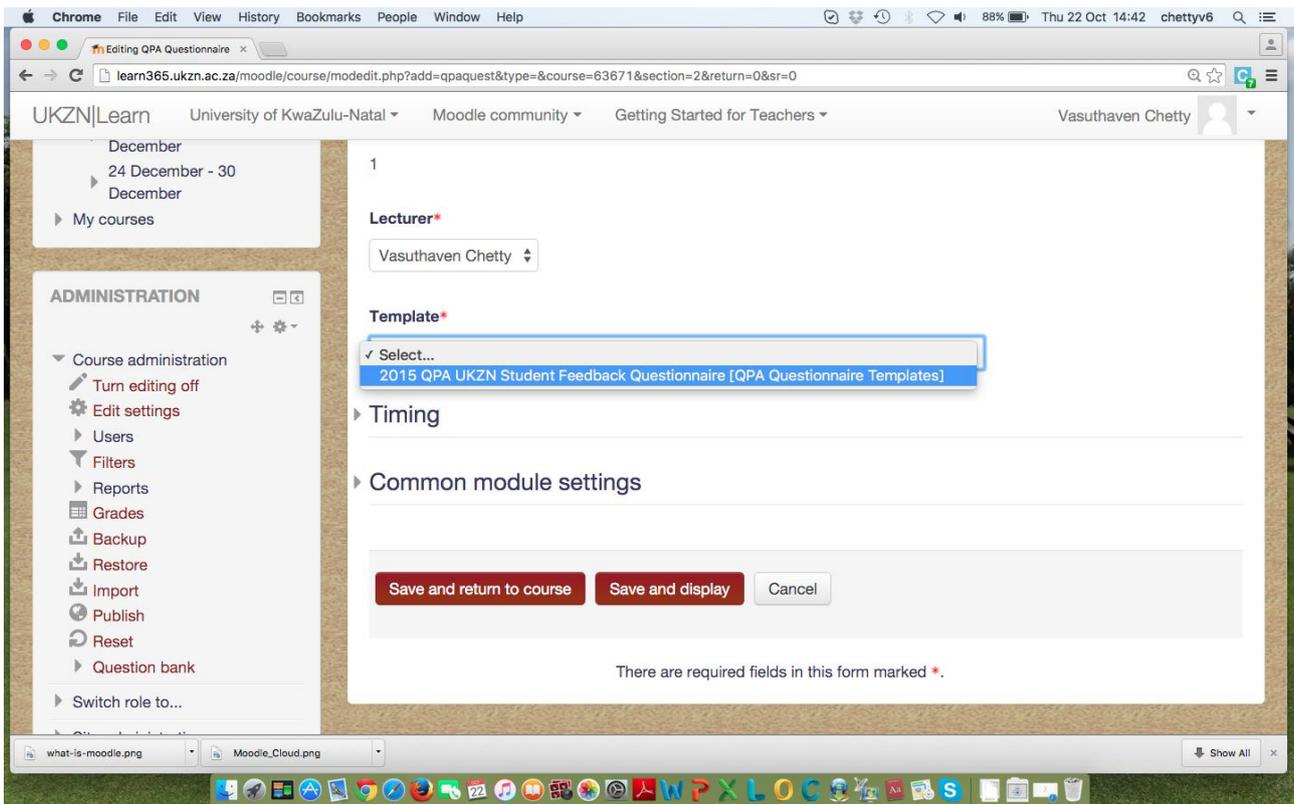


Figure: Select Lecturer & Template

5) And you're done!



The QPA Questionnaire is only available for Student completion. However, you can Preview the questions and send reminder emails to Non-respondents. These options are available in the Administration block (left sidebar) after you click on the activity.



Additional information

Currently you cannot edit the settings of the QPA Questionnaire. If you made a mistake selecting the lecturer you will need to delete the questionnaire and start again.

- The QPA Questionnaire responses are anonymous.
- Teachers cannot see results from within Moodle.
- Lecturers' feedback will be available on the Institutional Intelligence Reports website (<http://ii.ukzn.ac.za>).
- Lecturers will be able to login to this site, download their reports and forward them to their relevant line managers.
- The QPA Questionnaire does **NOT** work with Metacourses.



13. Make Courses Visible to Students

- Click on the course that you require working on.
- Navigate to the **Administration** Block.
- Click **Edit Settings**.
- Scroll down to **Visible**.
- Click on the drop-down and change **Hide** to **Show**.
- Scroll to the bottom of the page and click **Save and Display**.



All courses by default are invisible to students, this is depicted by a soft grey colour. Only after you change the Course Setting to Show, will that course be available to students. Courses that are visible to students are depicted by a maroon colour (previously it was blue in colour).