Moodle Exercises Workshop 1

Moodle Workshop Exercises Step-by-step.

It is recommended to follow the exercises in a chronological order.

1. Get an overview of Moodle. Click on each of the links Show me from the content list below.
   The videos are shown in a separate window. You can maximize the window for best viewing result. The videos are not more than up to 3 minutes long. Although the videos are swedish (no voice), you will be able to follow them anyway.

2. Click on each exercise link in the content list. Either you will practise with your own Course room, or you will practise in the test room you got at the Workshop. The Step-by-step instructions are general and can be used for any practise situation. The specific workshop exercise is formatted with blue text, and red text in some cases. For each exercise there is a video.

3. If you have any questions, please contact christoph.tiedtke@lnu.se

1. Navigation in Moodle

2. Preparing the Course

3. Information to the students before the Course starts

4. Course Start

5. Course administration

Practise files to
download:
pdf-document.pdf
powerpointdocument.ppt
worddocument.doc
default.png
questionbank1.xml

1. Navigation in Moodle

1.1 Access and language	
Instructions – Step-by-step	**Workshop**
1. Go to http://mymoodle.lnu.se	
2. Click on av Course category	Choose "Ekonomi (Business and economics)"
3. Click on a Sub category	Choose your department
4. Click on the course link	Choose your course
5. Log in.	User name and password
6. Click on the Navigation links to explore the Moodle pages. (Navigation, to the left)	Explore the course. Then navigate outside the course page. When finished, return to the course page.
7. Click on My profile settings - Edit profil. (Settings) The language may differ depending on the default settings.	
8. Choose between Svenska (sv) and English (en), as the preferred language.	Choose "English (en)"
9. Click on Update profile. (button, at the bottom of the page)	
10. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Access and language	
Description – Functionality:	
• Logging in is available anywhere on the mymoodle.lnu.se website.	
• The navigation bar at the top, lets you navigate back to the previos pages in the current path.	
• Navigation starts from the Navigation block.	
• "Search courses" is a free text search feature that lets you find other faculty courses on MyMoodle.	
• Guest access is useful when you want the course to be partially open for access to other users.	

2. Preparing the Course

2.1 Turn editing on/off

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	Explore the grey editing icons. Click on Update (the grey pinion) – look through the settnings page – then Save and return to course (button at the bottom of the page). Click on Update (the grey pinion) for some other objects on the course page.
2. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Turn editing on/off	
Description – Functionality	
• Turn editing on or off is also available in the Settings block (to the left)	

2.2 Topics format or Weekly format

Instructions – Step-by-step	Workshop
1. Click on Edit settings (Settings, to the left)	
2. Choose "Topics format" or "Weekly format" for the Format setting.	Choose "Topics format".
3. Click on Save changes. (button, at the bottom of the page)	If you want "Weekly format" instead, repeat step 1-3.
Show me – Video	
Topics format or Weekly format	
Description – Functionality	
• "Topics format" and "Weekly format" can also be combined.	
• "Weekly format" is useful for courses that run continously over the time period until the corse end. If the course has an interuption week, you will need to add sections that matches the full number of weeks. See also 2.3.	

2.3 Number of sections (weeks or topics)

Instructions – Step-by-step	Workshop
1. Click on Edit settings (Settings, to the left)	
2. Change "Number of sections".	Topics format: Choose 3. Weekly format: Choose 5, or the number of sections that matches the number of weeks for the full course time period.
3. Click on Save changes. (button, at the bottom of the page)	
Show me – Video	
Number of sections	
Weekly format with interuption	
Shortcut to Add or remove sections	
Description – Functionality	

- It is recommended to match the number of sections with the number of content categories for the the course, for example Course material, Communication and Examination.
- You can choose whether you want the section for the interuption week should be hidden or not. Either with Hide (grey eye icon) or by edit the course setting to "Hidden section are shown in a collapsed form".

2.4 Edit section name (Weekly format or Topics format)

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	Tips for the Weekly format: Copy and paste the text before editing the summary
2. Click on Edit summary for the section (the grey pinion)	Start with Topic 1. Then follow step 2-4 för Topic 2 och Topic 3. Weekly format: Edit each summary in chronological order.
3. Disable "Use default section name", and fill in the new Section name.	Topics format: Topic 1 is renamed Course Material, Topic 2 is renamed Communication, Topic 3 is renamed Examination. Weekly format: Add the week number for the current dates (i.e. 2 september – 8 september, Week 36 etc.)
4. Click on Save changes.	Click on Save changes for each Topic 2 and Topic 3 respectively. Repeat Step 2-4.
5. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Edit section name	
Description – Functionality	

- Even if you have selected the "Weekly format", you're able to add sections with different name settings for organizing other resources and activities together with the date sections.

2.5 Drag and drop file onto the course section

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Open the folder.	Use one or some of your documents.
3. Place the windows side by side.	
4. Drag-and-drop the file onton the course section.	Topics format: Drag-and-drop the file onto the "Course Material" section. Weekly format: Drag-and-drop the file onto the section for the first course week.
5. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Drag-and-drop file onto the course section	
Description – Functionality	

- The file can be set by date and time for restricting student access. See 2.6.

2.6 Restrict access of resources and activities

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Update, for the resource or the activity. (the grey pinion)	Edit the settings for the file you uploaded in 2.5. Before you change the date and time settings, type "File with restricted access" in the Description field. Also mark "Display description on course page".
3. Mark Activate, for "Allow access from" and/or "Allow access until".	
4. Change the date and time settings.	With "Allow access from", change the time setting to 5 minutes from now. With "Allow acces until", change the time to 10 minutes from now.
5. Click on Save and return to course. (If shown, Click on "Return to the course page". (link under section))	
6. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Restrict access of resources and activities	
Description – Functionality	

- Tip: If the file size exceeds 10 Mb, mark "Show size" on the settings page.

2.7 Add Folder to organize files

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add the Folder in the "Course Material" section. Weekly format: Add the Folder in the first section, the first course week.
3. Click on Folder, and then Add.	
4. Fill in the Name, and Description. (Drag-and-drop the files, if any, at this stage, or else, do it later. See 5.1)	Type "Lectures", and copy the name to the description field.. Format the description text with Times New Roman, 5 (18pt).
5. Click on Save and return to course.	
6. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add Folder to organize files	
Description – Functionality	
• For group access of files in folders, see Workshop 2. • For restricting access of the folder, see 2.6.	

2.8 Add URL (i.e links)

Instructions – Step-by-step	Workshop
1. Click on Turn editing on. (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add the URL in the "Course Material" section. Weekly format: Add the URL in the top section of the course.
3. Click on URL, and then Add.	
4. Fill in the Name, and Description.	Type "Course syllabus", and copy the name to the description field. Format the description text with Times New Roman, 5 (18pt)
5. Fill in External URL.	Navigate to the Course syllabus at http://lnu.se/student-at-lnu/syllabi?l=en&ec_vt=English, and copy the URL (web address) for the correct syllabus file. Paste the URL in the External URL field.
6. Click on Save and return to course.	
7. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add URL	

Description – Functionality	
• For restricting access of the URL, see 2.6.	

2.9 Add text with Label (titles and short description texts)

Instructions – Step-by-step	**Workshop**
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add the Label in the "Examination" section. Weekly format: Add the Label in the first section, the first course week.
3. Click on Label, and then Add.	
4. Fill in the Label text.	Type "Assignments" - press Shift+Enter - continue typing: "- Send in your reports and papers by the dates given below at the latest." Format the text "Assignments" with Bold, 3(12pt), select text color (Grey). Format the text "- Send in your reports and papers by the dates given below at the latest." with Times New Roman, 3(12pt), select text color (Black).
5. Click on Save and return to course.	
6. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add text with Label	
Description – Functionality	
• The resource Label is useful for short text messages and labels as layout elements. • Please note! Aviod typing long text messages directly on the course page.	

2.10 Add text with Page (long text)

Instructions – Step-by-step	**Workshop**
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add the Page in the "Course Material" section. Weekly format: Add the Page in the top section, beneath the News forum.
3. Click on Page, and then Add.	
4. Fill in the Name, och Description.	Type "Course description", copy and paste the name in the description field. Format the text with Times new Roman, 5(18pt).
5. Fill in the Page content.	Type your course description text, or just type a simple text to test the Page resource. Format the text with Times New Roman, 4(14pt),

	select text color (Black). (Recommended text format).
6. Click on Save and return to course.	
7. Click on Turn editing off (upper button to the right)	
Show me – Video	
Add text with Page	
Description – Functionality	

- Page is a useful alternative for adding too many documents on the course page.
- The Book resource is useful for binding pages together with clear navigation between the pages.

2.11 Copy resource and activity	
Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Duplicate, for the resource or activity. (grey copy icon)	Copy the label "Assignments".
3. Click on Continue, and then click on Edit the new copy.	
4. Edit the necessary settings.	Update the text "Assignments" to "Quiz and Exam" and delete the remaining text.
5. Click on Save and return to course.	
6. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Copy resource and activity	
Description – Functionality	

- Duplicating resources and activities is only available within the course.
- Import is used for copying resources and activities between two courses. See 2.12

2.12 Import resources and activities (i.e recorded lectures and videos)

Instructions – Step-by-step	Workshop
1. Click on **Turn editing on** (upper button, to the right)	
2. Click on **Import.** (Settings, to the left)	
3. Select the course in the list, or Search for the course, then click Continue.	Type "video" and click on Search, then choose the course "Videoföreläsningar".
4. Unmark activities, blocks or filters if necessary, then click on Continue.	Discard changes and click on Continue.
5. Unmark the resourses and activities not to be imported, or.. click on Select None. , and mark the resources and activities to be imported.	Click on Select None, mark one of section names, and mark one of the video lectures.
6. Click on **Next.** (button at the bottom of the page)	
7. Click on **Perform import.** (button at the bottom of the page)	
8. Click on Continue.	
9. Click on **Turn editing off** (upper button, to the right)	
Show me – Video	
Import resources and activities	
Description – Functionality	
• Please note! Resources and activities will be placed in corresponding sections order of the course page. Corresponding section names will therefore be overwritten. • For restricting access of the imported resources and activities, see 2.6.	

2.13 Move resource or activity

Instructions – Step-by-step	Workshop
1. Click on **Turn editing on** (upper button, to the right)	
2. **Drag-and-drop with Move.** (grey four-point arrow to the right of resource or activity)	Topics format: Move the imported video into the "Course Material" section. Weekly format: Move the imported video to the position over the folder "Lectures".
3. Click on **Turn editing off** (upper button, to the right)	
Show me – Video	
Move resource or activity	
Description – Functionality	
• The right arrow and left arrow moves the resource and activity horizontally on the course page. This useful when arranging the page layout.	

2.14 Add user (i.e teachers and other participants)

Instructions – Step-by-step	Workshop
1. Click on Participants. (Navigation, to the left)	
2. Click on Edit. (the grey pinion above the list)	
3. Click on Enrol users. (the upper button)	
4. Select role, in the Assign role list.	Choose the role "Lärare".
5. Type the name and click Search.	Type the name of your colleague.
6. Click Enrol, for the user.	Enrol the colleague.
7. Click on Finish enrolling users, or repeat step 4-6.	Add more colleagues if necessary.
8. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Add user	
Description – Functionality	

- Enrolment options is useful when adding users in advance: The users will not have access until the course starts.
- **Please note!** Do not add students manually. Please contact the student administrator.

2.15 Change your user picture

Instructions – Step-by-step	Workshop
1. Click on My profile settings. (Settings, to the left)	
2. Click on Edit profile.	
3. Drag-and-drop the picture file from the folder on your computer, to the dropbox New picture, or click on Add.. - Upload - Bläddra – Upload this file.	Use your picture from Lnu.se, or use the practise file default.png.
4. Click on Update profile. (button at the bottom of the page)	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Change your user picture	
Description – Functionality	

- Please avoid pictures > 1 Mb.

2.16 Delete objects, resources and activities	
Instructions – Step-by-step	**Workshop**
1. Click on Turn editing on (upper button, to the right)	
2. Click on Delete, for the resource, activity, or block. (grey cross)	Delete the file you uploaded in 2.5.
3. Click OK to confirm.	
4. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Delete objects, resourses and activities	
Description – Functionality	
• It is recommended to do backup for the course. See Workshop 2.	

3. Information to the students before the Course starts

3.1 Preparing information to the students before the Course starts	
Instructions – Step-by-step	Workshop
1. Click on Edit settings. (Settings, to the left)	
2. Fill in the Course summary.	Type a short welcome with time and place for the Course Start. Format the text with Times New Roman, 4(14pt).
3. Click on Save changes. (button at the bottom of the page)	
4. Click Logout – Search for the course to see the course summary – then click the course to login.	When finished, remove the Course summary, if necessary. Step 1 – delete the text – Step 3.
Show me – Video	
Course summary	
Description – Functionality	
• Please contact the Moodle administrator for more advanced features, such as adding attachments and videos.	

4. Course Start

4.1 Adjusting News forum to Announcements – Latest news	
Instructions – Step-by-step	**Workshop**
1. Click on Turn editing on (upper button, to the right)	
2. Click on Update, for the News forum. (the grey pinion above the list)	
3. Make the necessary changes.	Forum name: Change the text to "Announcements – Latest news". In Description: Change the text to "Announcements – Latest news" - press Shift+Enter – then continue typing "Important news and messages". Format the text " Announcements – Latest news" with Times New Roman, 5(18pt). Format the text "- Important news and messages" with Times New Roman, 4(14pt). Change "Maximum number of attachments", to 9.
4. Click on Save and return to course.	
5. Click on Turn editing off (upper button, to the right)	
Show me – Video	
[Adjusting News forum](#)	
Description – Functionality	
• Read tracking for this forum is recommended for this forum. • Default setting for the forum subscription is Forced subscription. • For restricting access, see 2.6.	

4.2 Add announcement	
Instructions – Step-by-step	**Workshop**
1. Click on the News forum link.	Click on Announcements - Latest news.
2. Click on Add a new topic.	
3. Fill in the Subject, and Message. If any, drag-and-drop files for attachment, or click Add.. – Upload – Bläddra.	Subject: Type "Welcome to this course!" Messages: Type "The Course Start continues with a Lecture, 11:00-12:00 a.m." Skip file attachment.
4. Click on Post to forum.	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
[Add announcement](#)	
Description – Functionality	
• Read tracking for this forum is recommended.	

- It is recommended to get the students to type their course questions in a another forum, for example a Course forum.

4.3 Remove students and other participants	
Instructions – Step-by-step	Workshop
1. Click on Participants. (Navigation, to the left)	
2. Click on Edit. (the grey pinion above the list)	
3. Click on Unenrol, for the user in the participants list. (grey cross)	Remove the colleague/colleagues that you added in 2.14. (Pease note! One user at a time. Repeat Step 3-4)
4. Click on Continue.	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Remove students and other participants	
Description – Functionality	
- The Enrolment methods setting, is useful for listing students automatically enroled via ladok, or listing students who were enroled manually. - Please contact the Moodle administrator before removing students from the participants list.	

5. Course administration

5.1 Add files in a folder	
Instructions – Step-by-step	Workshop
1. Click on the folder link.	Topics format: Click on Lectures, in the "Course Material" section. Weekly format: Click on Lectures, in the section for the first course week.
2. Click on Edit.	
3. Drag-and-drop the file/files, or click on Add.. – Upload – Bläddra.	Add some of the practise files, or some files from your computer.
4. Click on Save changes.	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Add files in a folder	
Description – Functionality	
• The Grouping settings enables access for specific groups of students. See Workshop 2.	

5.2 Send e-mail to participants from the participants list	
Instructions – Step-by-step	Workshop
1. Click on Participants. (Navigation, to the left)	
2. Mark the participant or the participants in the list. (check box, to the right in the list)	Select yourself.
3. Choose "Send message" in the With selected users.. list.	
4. Type the message.	Type "This e-mail is sent from Moodle."
5. Click on Preview.	
6. Click on Send message.	
7. Click on Back to participants list.	
8. Click on the course name link. (Navigation, to the left)	Check your mailbox.
Show me – Video	
Send e-mail to participants	
Description – Functionality	
• This feature is useful for sending immediate notification messages to the students.	

5.3 Add forum

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add the forum in the "Communication" section. Weekly format: Add the forum in the top section.
3. Click on Forum, then Add.	
4. Fill in the Forum name, and Description.	Forum name: Type "Course Forum". Description: Type "Course Forum" – press Shift+Enter – then type "- Common questions and answers about the course". Format the text "Course Forum" with Times New Roman, 5 (18pt). Format the text " - Common questions and answers about the course" with Times New Roman, 4(14pt).
5. Choose the appropriate subscription setting. Read the Help description if needed. (question sign)	Keep the setting Optional subscription.
6. Choose setting for Read tracking for this forum. Read the Help description if needed. (question sign)	Keep the setting Optional.
7. Make other necessary settings, for example Group mode, Grouping or Restrict access.	Skip these settings.
8. Click on Save and return to course.	
9. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add forum	
Description – Functionality	
• The Grouping settings enables access for specific groups of students. See Workshop 2. • For restricting access, see 2.6.	

5.4 Add a new discussion topic

Instructions – Step-by-step	Workshop
1. Click on the forum link.	Click on Course Forum.
2. Click on Add a new discussion topic.	
3. Fill in the Subject, and Message. If any, drag-and-drop files for attachment, or click Add.. – Upload – Bläddra.	Subject: Type "Question 1" Message: "Hur can I..?" Attach one or more files.
4. Click on Post to forum.	
5. Click on the course name link. (Navigation, to	

the left)	
Show me – Video	
Add a new discussion topic	
Description – Functionality	

- The discussion topic can also be sent as an e-mail. This setting is useful for notifying students about the new post.
- Search forum is a free text search feature.

5.5 Reply to a discussion topic

Instructions – Step-by-step	Workshop
1. Click on the forum link.	Click on Course Forum.
2. Click on the discussion topic.	Click on ”Question 1”.
3. Click on Reply.	
4. Fill in the Message. If any, drag-and-drop files for attachment, or click Add.. – Upload – Bläddra.	Type ”You have to..” .
5. Click on Post to forum.	
6. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Reply to a discussion topic	
Description – Functionality	

- The reply can also be sent as an e-mail. This setting is useful for notifying the student about the new post if it's very important.

5.6 Edit discussion topics and replies

Instructions – Step-by-step	Workshop
1. Click on the forum link.	Click on Course Forum.
2. Click on the discussion topic.	Click on ”Question 1”.
3. Click on Edit, for the post. (link, to the right)	Click on Edit for ”Re: Question 1”.
4. Edit the text or the settings. If any, drag-and-drop files for attachment, or click Add.. – Upload – Bläddra.	Update the text ”You have to..” to ”You can..”. Skip file attachment.
5. Click on Save changes.	
6. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Edit discussion topics and replies	

Description – Functionality	
• If you are subscribed to a forum it means you will receive email copies of forum posts. Usually you can choose whether you wish to be subscribed, though sometimes subscription is forced so that everyone receives email copies of forum posts.	

5.7 Delete discussions topics and replies

Instructions – Step-by-step	**Workshop**
1. Click on the forum link.	Click on Course Forum.
2. Click on the discussion topic.	Click on "Question 1".
3. Click on Delete, for the post. (link to the right)	Click on Delete for " Question 1".
4. Click on Continue.	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Delete discussions topics and replies	
Description – Functionality	
• If the discussion topic is deleted, all of the replies will be deleted.	

5.8 Add Online Chat

Instructions – Step-by-step	**Workshop**
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add Chat in the "Communication" section. Weekly format: Add Chat in the top section.
3. Click on Chat, then Add.	
4. Fill in the Name, and Introduction.	Name: Type "Online Chat, 6 September, 13:00-14:00". Introduction: Type "Online Chat" – press Shift+Enter – then type " – Online Seminar, 6 September, 13:00-14:00". Format the text " Online Chat" with Times New Roman, 5 (18pt). Format the text " – Online Seminar, 6 September, 13:00-14:00" with Times New Roman, 4(14pt).
5. If necessary, change General settings, Common module settings and/or Restrict access. Read the Help description if needed. (question sign)	Skip these settings.
6. Click on Save and return to course.	
7. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add Online Chat	

Description – Functionality	

- The Grouping settings enables access for specific groups of students. See Workshop 2.
- For restricting access, see 2.6.
- If you will have recurring chat sessions you can set the start date and time, and then set the Repeat sessions setting for every day or every week.

5.9 Start a chat session

Instructions – Step-by-step	Workshop
1. Click the chat link.	Click on Online Chat.
2. Click on Click here to enter the chat now. (link)	
3. Type your message, then press Enter. (or click on Send)	Type "At Workshop 2, I will learn how to delete this chat session."
4. Close the chat window.	
5. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Start a chat session	
Description – Functionality	

- Chat sessions is useful when the students don't have access to neither microphone or webcam.

5.10 Add a Student to Teacher Dialogue

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Add Chat in the "Communication" section. Weekly format: Add Chat in the top section.
3. Click on Dialogue, then Add.	
4. Fill in the Dialogue name, and Dialogue Introduction.	Dialogue name: Type "Private Dialogue between Student and Teacher". Introduction: Type "Private Dialogue between Student and Teacher" – pres Shift+Enter, then type " – Both the Student and the Teacher can start a dialogue". Format the text " Private Dialogue between Student and Teacher" with Times New Roman, 5 (18pt). Format the text " – Both the Student and the Teacher can start a dialogue" with Times New Roman, 4(14pt)
5. Make the necessary settings for the Dialogue. Read the Help description if needed. (question sign)	Skip these settings.
6. Click on Save and return to course.	
7. Click on Turn editing off (upper button, to the	

right)	
Show me – Video	
[Add a Student to Teacher Dialogue](#)	
Description – Functionality	

- There are three types of Dialogue settings, Teacher to Student (both can start dialogue), Student to Student (both can start dialogue), and Everybody (everybody can start a dialogue).
- The Grouping settings enables access for specific groups of students. See Workshop 2.
- For restricting access, see [2.6](#).

5.11 Add Assignment

Instructions – Step-by-step	Workshop
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Click on Lectures in the "Examination" section. Weekly format: Click on Lectures in the section for the first course week.
3. Click on Assignment, then Add.	
4. Fill in the Assignment name, and Description.	Assignment name: Type "Assignment - Report, September 8, 23:55". Description: Type " Assignment - Report, September 8, 23:55" - press Shift+Enter - and type "- Report Course Week 1". Format the text " Assignment - Report, September 8, 23:55" with Times New Roman, 5 (18pt). Format the text "- Report Course Week 1" with Times New Roman, 4(14pt).
5. Make the necessary settings for the Assignment. Read the Help description if needed. (question sign)	Disable Allow submissions from. (Unmark Enable) Set Due date: 8 september, 2013, 23:55. Disable Cut-off date. (Unmark Enable) Skip other settings.
6. Click on Save and return to course.	When finished: Move the assignment in between the label "Assignments" and the label " Quiz and Exam". (See step-by-step 2.13)
7. Click on Turn editing off (upper button, to the right)	
Show me – Video	
[Add assignment](#)	
Description – Functionality	

- The Assignment can be linked to Urkund, a web based tool to check for plagiarism. See Workshop 2.
- For Grades settings, see Workshop 2.
- The Grouping settings enables access for specific groups of students. See Workshop 2.
- For restricting access, see [2.6](#).

5.12 Add Quiz activity

Instructions – Step-by-step	Workshop
	Preparation: 1. Save the File, questionbank1.xml on your computer. See video Firefox / Google Chrome 2. Click on Question bank - Import (Settings, to the left) 3. Mark Moodle XML-format. 4. Drag-and-drop the file questionbank1.xml. 5. Click on Import. 6. Click on Continue. 7. Click on the course name link. (Navigation, to the left)
1. Click on Turn editing on (upper button, to the right)	
2. Click on Add an activity or resource.	Topics format: Click on Lectures in the "Course Material" section. Weekly format: Click on Lectures in the section for the first course week.
3. Click on Quiz, then Add.	
4. Fill in the Name, and Description.	Name: Type "Diagnostic test, September 8, 08:00-17:00". Description: Type "Diagnostic test, September 8, 08:00-17:00" - press Shift+Enter - and type "– The test consist of two random questions. You will have 1 minute to answer the questions. Good luck!". Format the text " Diagnostic test, September 8, 08:00-17:00" with Times New Roman, 5 (18pt). Format the text "– The test consist of two random questions. You will have 1 minute to answer the questions. Good luck!" with Times New Roman, 4(14pt).
5. Make the necessary settings for the Assignment. (Timing, Grade, Layout and Question behaviour) Read the Help description if needed. (question sign)	Enable Open the quiz – then set the date and time: 10 minutes from now. Enable Close the quiz – then set the date and time: 15 minutes from now. Enable Time limit – then set the time to 1 minute. Choose "Last attempt" as the Grading method. Choose "Sequential" as the Navigation method.
6. Unmark / Mark the settings for how the result will be presented.	Unmark The attempt and Overall feedback, for all three settings, Immediately after the attempt, Later, while the quiz is still open, After the quiz is closed. (Note! Marks only).
7. Make the necessary settings for: Display, Extra restrictions on attempts, Overall feedback, Common module settings, and Restrict access.	Select "1" for the Decimal places in grades.
8. Click on Save and show. (button at the bottom of the page)	
9. Click on Edit quiz.	
10. Select a Question bank category. (Question bank contents, to the right)	Choose the category "Förinställt standardvärde för Ekonomi (Business and economics) (3).
11. **Alternative 1:** Mark the questions – then Add to quiz.	Add 2 random questions to the quiz.

Alternative 2: Add random questions from category: Select the number of questions – then Add to quiz.	
12. Set the value of Maximum grade, then click Save.	Set the value to 2,0
13. Click on the course name link. (Navigation, to the left)	
14. Click on Turn editing off (upper button, to the right)	
Show me – Video	
Add quiz activity	
Description – Functionality	

- More information about Grades settings, see Workshop 2.
- The Grouping settings enables access for specific groups of students. See Workshop 2.
- For restricting access, see 2.6.

5.13 Switch role to Student and run the quiz	
Instructions – Step-by-step	Workshop
1. Click Switch role to.. – Student. (Settings, to the left)	
2. Click on the quiz link.	Choose "Diagnostic test, September 8, 08:00-17:00".
3. Click on Start quiz attempt now.	
4. Follow the instructions. Answer the questions and test the navigation. Then Save the quiz.	
5. Click on Return to my normal role. (Settings, to the left)	
6. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Switch role to Student and run the quiz	
Description – Functionality	

- Skip step 1 for quiz preview only.