

Moodle Exercises Workshop 2



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

5. Course administration

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<ul style="list-style-type: none">- Make a copy of the questionbank examples- True or false- Multiple choice – one correct answer- Multiple choice – multiple correct answers- Matching- Select missing words- Drag and drop into text- Drag and drop onto image - text to image- Drag and drop onto image - image to image- Calculated	

Practice files to
download:
[pdf-document.pdf](#)
[powerpointdocument.ppt](#)
[worddocument.doc](#)
[default.png](#)
[questionbank2.xml](#)

5. Course administration

5.14 Add files to My private files	
Instructions – Step-by-step	Workshop
1. From My courses: Click on Manage my private files, (My private files, to the right) or Click on My profile – My private files. (Navigation, to the left)	
2. Create a new folder to organize the files you are about to add. Click on Create folder.	New folder name: Type "Workshop2".
3. Click on the folder name.	Open the folder "Workshop2"
4. Drag-and-drop the file/files. (or click on Add.. - Upload - Bläddra)	Add the practise files, or some of your own files.
5. Click on Save changes.	
6. Click on My courses. (Navigation, to the left)	
Show me – Video	
Add files to My private files	
Description – Functionality:	
<ul style="list-style-type: none"> • Please note! The files in My private files are only available in your MyMoodle courses. • Maximum file size: 100 Mb. 	

5.15 Add files from My private files	
Instructions – Step-by-step	Workshop
1. From the course page: Click on the folder name.	Choose the folder "Lectures".
2. Click on Edit.	
3. Click on Add.. - Private files, then navigate to the file.	Open the folder "Workshop2".
4. Click on the file.	Select one of the files in "Workshop2".
5. Mark "Make a copy of the file", or, "Create an alias/shortcut to the file".	Mark "Create an alias/shortcut to the file".
6. If any, make the necessary changes, then click on Select this file.	
7. Click on save Save changes.	
8. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Add files from My private files	
Description – Functionality:	
<ul style="list-style-type: none"> • Tip! Create a shortcut to the files when the file is used in many courses and the content needs to be 	

updated.

5.16 Send messages

Instructions – Step-by-step	Workshop
1. Click on My profile. (Navigation, to the left)	
2. Click on Messages.	
3. Type the name, click on Search people and messages, or, Select the course in the Messages navigation, list.	Type your name.
4. Click on the Users name link, or navigate to the user you want send the message.	
5. Fill in the Message, then click Send message.	Type "Hi, check your e-mail." Then check your e-mail.
6. Navigate back to the course. (Navigation – My courses, to the left)	
Show me – Video	
Send messages	
Description – Functionality:	
<ul style="list-style-type: none">• Tip! Add the user to your contact list, if you often will send messages this way.	

5.17 Create Online Book

Instructions – Step-by-step	Workshop
1. Click on Turn editing on.	
2. Click on Add an activity or resource.	Topics format: Add Book in the "Course material" section. Weekly format: Add Book in the top section.
3. Mark Book, and click Add.	
4. Fill in Name and Description.	Name: Type "Online Book". Description: Type "Online Book". Format the text "Onlinebok" with Times New Roman, 5(18pt).
5. Make necessary settings for Chapter formatting and Custom titles.	Select "Indented", skip Custom titles.
6. Make other settings, if necessary.	Skip these settings.
7. Click on Save and display.	
8. Fill in Chapter title.	Type "Chapter 1".
9. Fill in Content.	Type "Content for chapter 1.." Format the text "Content for chapter 1.." with Times New Roman, 4(14pt).
10. Click on Save changes.	
11. Click on Add new chapter. (Table of contents, to the left, the plus sign)	
12. Fill in Chapter title.	Type "Chapter 1.1".

If subchapter, click the Subchapter setting.	Mark Subchapter.
13. Fill in Content.	Type "Content of chapter 1.1." Format the text "Content of chapter 1.1.." with Times New Roman, 4(14pt).
14. Click on Save changes.	
15. Continue to add new chapters. (the plus sign)	Skip this step.
16. Click on the course name link. (Navigation, to the left)	Move "Online Book" to the right.
17. Click on Turn editing off.	
Show me – Video	
Create Book online	
Naviagation in Book online	
Description – Functionality:	
<ul style="list-style-type: none"> • The Book resource is a useful alternative for merging content in separate files. • For restricting access, see 2.6, Workshop 1. 	

5.18 Update Online Book	
Instructions – Step-by-step	
	Workshop
1. Click on Turn editing on.	
2. Click on the Book link.	Choose "Online Book".
3. Click on the editing symbols, Down/Up, Edit, Delete, Hide, or Add new chapter. (If adding a new chapter, see 5.17, step 11-14)	Add a new chapter. Chapter title: "Chapter 2". Content: "Content of chapter 2." Format the text " Content of chapter 2.." with Times New Roman, 4(14pt).
4. Click on the course name link. (Navigation, to the left)	
5. Click on Turn editing off.	
Show me – Video	
Redigera Bok	
Naviagera i Bok online	
Description – Functionality:	
<ul style="list-style-type: none"> • The Book resource is a useful alternative for merging content in separate files. • For restricting access, see 2.6, Workshop 1. 	

5.19 Make notes	
Instructions – Step-by-step	
	Workshop
1. Click on Participants. (Navigation, to the left)	
2. Select the participant or participants.	Select yourself.
3. With selected users, Choose "Add a new note".	
4. Type the note in Content.	Skriv "Remember to..".

5. Select Context.	Choose "personal".
6. Click on Save changes.	
7. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Make notes	
Show notes	
Description – Functionality:	
<ul style="list-style-type: none"> • Notes is useful for making quick notes when administrating the course. • Participants – Notes is a summary of all of your notes i MyMoodle. 	

5.20 Start a Student to Teacher dialogue	
Instructions – Step-by-step	Workshop
	Prepare this exercise by adding Demo Students, Demo Student 1 - 6. (See 2.14, Workshop 1)
1. Click on the Dialogue link.	Choose " Private Dialogue between Student and Teacher"
2. Click on Open a Dialogue.	
3. Select the student in the Open a Dialogue with, list.	Choose Demo Student 6.
4. Fyll i Ämne och Första inlägget.	Subject: Type "About the first assignment". Type the first entry here: Type "Dear Student,..." Hoppa över.
5. If any, Add attachment files.	
6. Click on Submit dialogue.	
7. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Start a Student to Teacher dialogue	
Description – Functionality:	
<ul style="list-style-type: none"> • Both the Student and the Teacher can start a dialogue 	

5.21 Grading students in forums

Instructions – Step-by-step	Workshop
	<p>Add a forum "Topic discussion". See also 5.3, Workshop 1.</p> <p>Forum name: Type "Topic discussion".</p> <p>Introduction to forum: Type "Topic discussion", press Shift+Enter, and type the text "- All discussion topics and replies will be graded"</p> <p>Format the text " Topic discussion" with Times New Roman, 5(18pt).</p> <p>Format the text " - All discussion topics and replies will be graded" with Times New Roman, 4(14pt).</p>
1. Click on Turn editing on.	
2. Click on Update, for the forum.	Choose "Topic discussion".
3. In the Ratings section, select Aggregate type, and then select Scale.	Choose "Average of ratings" Choose "Scale: ECTS"
4. If necessary, make setting for Restrict ratings to items with dates in this range:	Skip this setting.
5. Click on Save and return to course.	
6. Click on Turn editing off.	
Show me – Video	
Grading students in forums	
Example - Student grading	
Description – Functionality:	
<ul style="list-style-type: none"> The grading is displayed individually for each student.. 	

5.22 Activate URKUND in Assignment

Instructions – Step-by-step	Workshop
1. Click on Turn editing on.	
2. Click on Update for the assignment.	Choose "Assignment, - Report, September 8, 23:55".
3. Select Yes for Enable URKUND . Fill in your URKUND e-mail address.	
4. If necessary, change the settings for reporting the URKUND results to the students, Common module settings and/or Restrict access. Read the Help description if needed. (question sign)	Skip these settings.
5. Click on Save and return to course.	
6. Click on Turn editing off.	
Disable URKUND after this exercise.	
Show me – Video	
Activate URKUND in Assignment	
Description – Functionality:	

- The similarity score is the percentage of the submission that has been matched with other content.
- The similarity report gives a breakdown on what parts of the submission were plagiarised and the location that URKUND first saw this content

5.23 Assignment administration (grading)

5.23 Assignment administration (grading)	
Instructions – Step-by-step	Workshop
	Preparation: Login as Demo Student 1. (User: student1, Password: st4d01) 1. Click on "Assignment - Report, September 8, 23:55" 2. Click on Add submission. 3. Mark " This assignment is my own work.." 4. Add one of your practise files. (drag-and-drop) 5. Click on Save changes. 6. Logout "student1", and login as yourself.
1. Click on the Assignment link.	Choose " Assignment - Report, September 8, 23:55".
2. Click on View/grade all submissions.	
3. Select the student/students in the list, then click Go, for With selected...Lock submissions.	Lock the submission for Demo Student 1.
4. Open or save the submission file.	Skip this step.
5. Click on the Grade symbol for the student.	Choose "Grade Demo Student 1".
6. Fill i Grade out of 100, and Feedback comments.	Grade out of 100: Type 100. Feedback comments: Type "Approved. Looks good."
7. If any, attach Feedback files.	Skip this step
8. Click on Save changes, or, Click Save and show next.	Click on Save changes.
9. Click on the course name link. (Navigation, to the left)	
Show me – Video	
Student submit assignment	
Assignment administration (grading) – example: approved	Note. The teacher locks the submission after the Assignment Due date. The students can edit the assignment until the submission is locked.
Assignment administration (grading) – example: not approved, additional submission	Note. The teacher unlocks the submission.
Student checks the result	Note. The assignment is approved.
Student completes the assignment	
Administer completed assignment	
Description – Functionality:	
<ul style="list-style-type: none"> • The Options section enables you to control the Assignments per page, Filter, and Quick grading, in the submissions table. 	

5.24 Create groups and groupings

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Instructions – Step-by-step	Workshop
	Prepare this exercise by adding Demo Students, Demo Student 1 - 6. (See 2.14, Workshop 1)
1. Click on Users - Groups. (Settings, to the left)	
2. Click on Create group.	
3. Fill in Group name.	Type "Group Kalmar".
4. Make other settings, if necessary.	Skip this step.
5. Click on Save changes.	
6. Click on Add/remove users.	
7. Select Potential members. (press Ctrl + mouse click)	Select Demo Student 1, 3 and 5.
8. Click on Add.	
9. Click on Back to groups.	
10. Continue to create groups, or click on the Groupings tab.	Repeat step 2-9 for "Group Växjö" with members Demo Student 2,4 and 6. Then continue with step 11.
11. Click on the Groupings tab.	
12. Click on Create grouping.	
13. Fill in Grouping name.	Type "Group Kalmar"
14. Click on Save changes.	
15. Click on Show groups in grouping. (Edit symbol to the right)	
16. Select Potential members. (press Ctrl + mouse click)	Select "Group Kalmar"
17. Click on Add.	
18. Click on Back to groupings.	
19. Continue to create groupings, or click on the course name link.	Repeat step 12-18 for "Group Växjö". Then continue to the course page.
Show me – Video	
Create groups and groupings	
Group access: File – resource	
Group access: Forum – activity	
Group access: Assignment	
Description – Functionality:	
<ul style="list-style-type: none"> • Groupings is useful when restricting access for the students. • The Overview tab shows a summary list of all of the groupings and the members. 	

5.25 Auto-create groups

5.25 Auto-create groups	
Instructions – Step-by-step	Workshop
	Prepare this exercise by adding Demo Students, Demo Student 1 - 6. (See 2.14, Workshop 1)

1. Click on Users - Groups. (Settings, to the left)	
2. Click on Auto-create groups.	
3. Select members from role.	Select "Student".
4. Specify, Number of groups or Members per group.	Select "Members per group".
5. Fill in Group/member count.	Type the value: 1. (one group per student)
6. Allocate members, "Randomly", "Alphabetically, by first name, last name", "Alphabetically, by last name, first name", or "Alphabetically, by ID number".	Välj "Alfabetiskt enligt efternamn, förnamn"
7. Type Naming scheme. The @ symbol create groups with names containing letters. The # symbol create groups with names containing numbers..	Type the # symbol.
8. Create in grouping, or not.	Select "No".
9. Click on Submit.	
10. Continue to auto-create groups, or click on the course name link.	
Show me – Video	
Auto-create groups	
Private forum, student to teacher - example	
Forum for individual assignment followed by student peer review – Step 1, example	
Forum for individual assignment followed by student peer review – Step 2, example	
Description – Functionality:	
<ul style="list-style-type: none"> • Auto-create groups is useful for large student classes. • Useful application for Auto-create groups: <ul style="list-style-type: none"> - Private dialogue between student and teacher in forums. - Individual assignment followed by student peer review. • The Overview tab shows a summary list of all of the groupings and the members. 	

5.26 Create Questionbank

Instructions – Step-by-step	
	Workshop
	Preparation: 1. Save the file questionbank2.xml in your computer. Watch video: Firefox / Google Chrome 2. Click on Questionbank - Import (Settings, to the left) 3. Select the File format: Moodle XML-format. 4. Drag-and drop the file questionbank2.xml to Import questions from file. 5. Click on Import. 6. Click on Continue. 7. Click on the course name link. (Navigation, to the left)
1. Click on Questionbank. (Settings, to the left)	

2. Select a question bank category. (Select a category)	
3. Click on Create a new question.	Check the videos below. Then try on your own. Also watch this video, how to make a copy of a question in a question bank.
4. Fill in the question settings. Watch the videos below.	
5. Click on Save changes.	
6. Continue to create new questions, or click on the course name link.	
Show me – Video	
Create Questionbank	
Useful question types	
Copy a questionbank question	
- True or false	Tip! Use Multiple choice – one correct answer, for other text answer options.
- Multiple choice – one correct answer	
- Multiple choice – multiple correct answers	Tip! The setting ”Penalty for each incorrect try”, reduces the risk of the student selecting all of the answers in hope of getting full score.
- Matching	
- Select missing words	
- Drag and drop into text	
- Drag and drop onto image – text to image	Tip! It is useful to know the size in pixels of the background image. (Height and width) Step 1. Upload the background image. Step 2. Type the Draggable text. Step 3. Type the coordinates for the Drop zones. Step 4. Match the Draggable text to the Drop zone.
- Drag and drop onto image – image to image	Tip! See tips above.
- Calculate	Tip! MS Excel is useful when designing the formula, and deciding the relevant interval for the coefficients ($\{k\}$, $\{x\}$ och $\{s\}$). (See questionbank example).
Description – Functionality:	
<ul style="list-style-type: none"> • Questions can be shared between courses in different categories. • Please contact your Moodle administrator for questions about questionbank administration. 	