

Students Procedures Manual



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Chama

Students Manual on Moodle

Zambia Open University

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3/3/2015

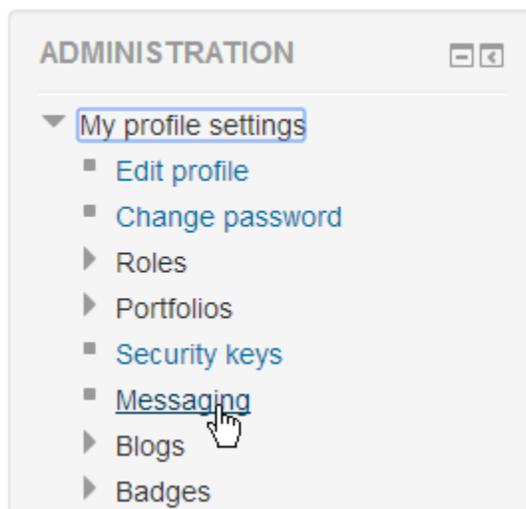
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Messaging

"Messaging" refers both to automatic alerts from Moodle about new forum posts, assignment submission notifications etc., and also to conversations using the instant messaging feature

Message alerts

- Users can receive message alerts from Moodle in a number of ways and for a number of reasons: users may for instance receive instant messages via the [Messages block](#); students may be messaged by their course tutor via the [People block](#); teachers might receive automatic notifications of assignment submissions and admins might receive notification of problems with the site.
- How these messages and others are received can be set by each user from the Messaging link in their profile. Check boxes allow the user to select how they wish to be notified of incoming messages. See [Messaging settings](#) for more information.



Instant messaging

If enabled for the site, users in Moodle have the option to send each other messages. Messages can be sent from the following places:

- as a teacher from the [People block](#)
- as any logged in user from the [Messages block](#) or [Online Users block](#)

- as any logged in user by clicking on the profile of another user (if admin has allowed profiles to be viewed)

Martin Blackforest



The profile card for Martin Blackforest includes a cartoon avatar of a man with blonde hair and glasses, wearing a suit and tie. To the right of the avatar, the following information is displayed:

Country:	United Kingdom
City/town:	Southport
Email address:	mbf@[REDACTED].co.uk
Course profiles:	[REDACTED]
First access:	Never
Last access:	Never

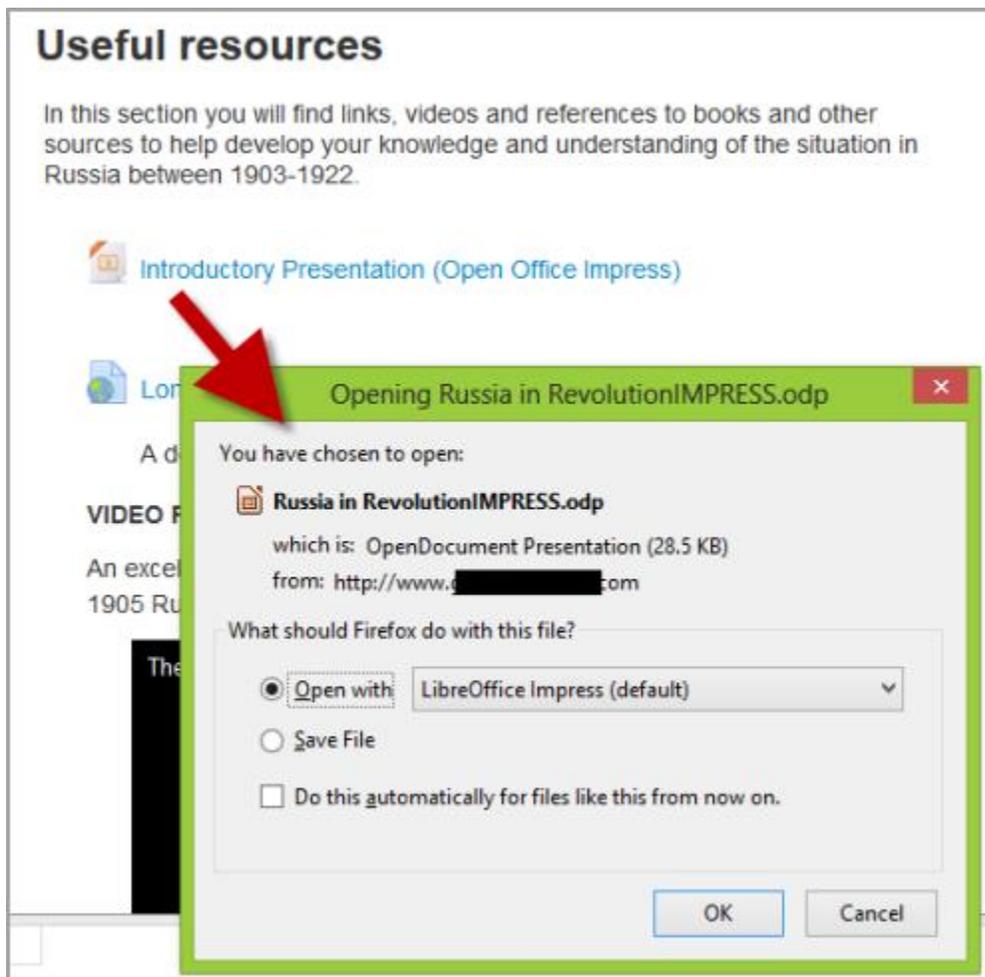
At the bottom of the profile card, there is a button labeled "Send a message". A red arrow points to this button, and it is highlighted with a red rectangular border.

See [Using Messaging](#) for more details.

To set how you receive instant messages, see [Messaging settings](#).

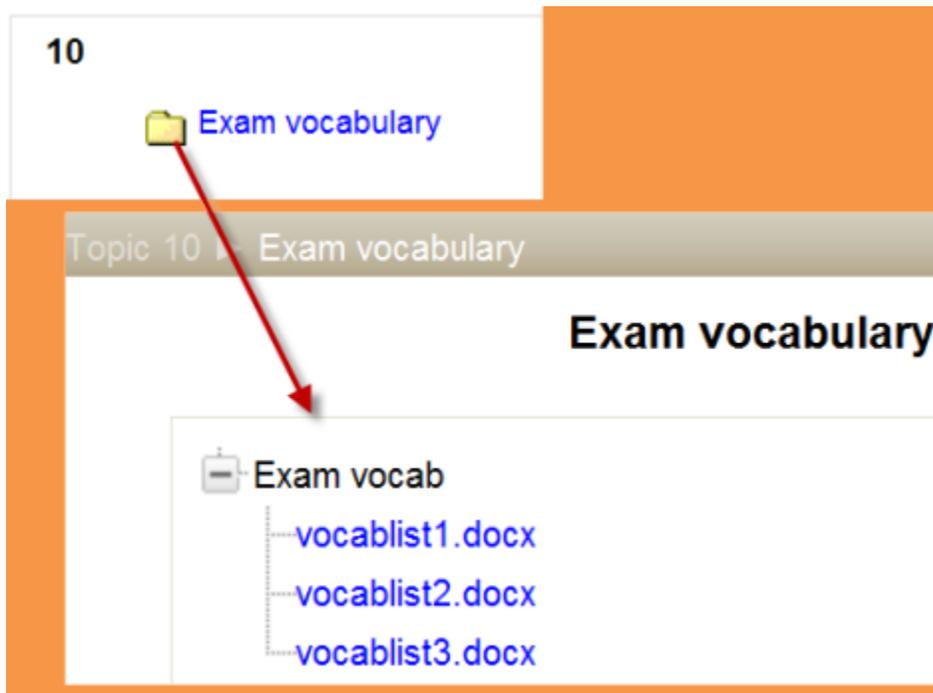
File resource

When you wish to share with your students a simple file such as a Word-processed document or slideshow (eg created in MS Word, Powerpoint, or Open Office) you use the file resource type. It allows you to upload and display a variety of resources on your course. How your students access them depends on your choices in File resource settings. Note also that they will only be able to open your files if they have the appropriate software on their own computers.



Folder resource

A folder allows a teacher to display several course resources together. The resources may be of different types and they may be uploaded in one go, as a zipped folder which is then unzipped, or they may be added one at a time to an empty folder on the course page.

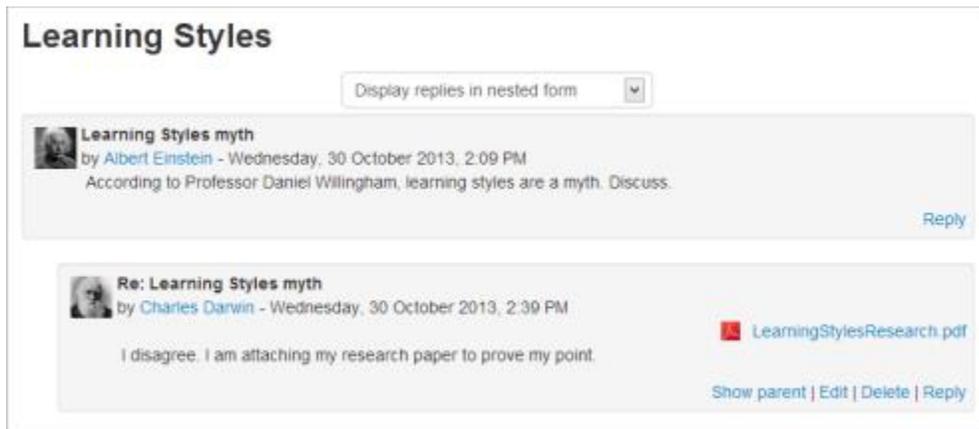


Using a folder to display resources is neater than displaying files one by one in a list. It takes up less space on the course page.

The downside is that at present you are forced to download files stored in a folder resource. You cannot have (for example) a folder of pictures where the user can view the pictures in Moodle without a download.

Forum module

The forum module is an activity where students and teachers can exchange ideas by posting comments. There are four basic forum types. Forum posts can be graded by the teacher or other students.



A forum can contribute significantly to successful communication and community building in an online environment. You can use forums for many innovative purposes in educational settings, but teaching forums and student forums are arguably the two more significant distinctions.

Views

A single simple discussion

Students will see the text you have placed in the Forum introduction setting as the first post of the discussion. Below you will find the replies that have been posted. In the example below, the student sees that their reply was rated.



Student view of "A single simple discussion" forum type

Each person posts one discussion

The view will be basically the same as in the previous case, the only difference being the 'Add a new discussion' option. Viewing a forum page, the student will see the text you have written at the 'Forum introduction' space while creating the forum, and, if there are any, the discussions that have been started.

Lake Poets forum

Please post one discussion topic which must be different from everybody else's and then feel free to reply to others' posts. **NOTE: you will only be able to add ONE discussion topic** 😊

This forum allows each person to start one discussion topic.

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Wordsworth's sister	 Mark Ellis	0	Mark Ellis Mon, 20 Jan 2014, 10:22 AM
Coleridge	 Peter Wallace	1	Mark Ellis Mon, 20 Jan 2014, 10:21 AM

Student view of "Each person posts one discussion" forum type

Standard forum for general use

In this forum type, students will see the introduction text in a separate space above the discussion field, in which you will see the information such as the title of the discussion (which means the forum's title), its author, the number of replies and the date of the last post.

Class discussions

Add your response to each forum post by clicking "Reply" at the bottom. Don't write the first thing that comes into your head: think a little first!

[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Saving the revolution	Jeffrey Sanders	1	Barbara Gardner Mon, 20 Jan 2014, 10:05 AM
Most important factor	Jeffrey Sanders	0	Jeffrey Sanders Fri, 22 Nov 2013, 5:53 PM

Administration

- Forum administration
 - Optional subscription
 - [Unsubscribe from this forum](#)
- Course administration
- My profile settings

Student view of "Standard forum" type

Question and Answer forum

The Q & A forum is best used when you have a particular question that you wish to have answered. In a Q and A forum, teachers post the question and students respond with possible answers. By default a Q and A forum requires students to post once before viewing other students' postings.

[More details here](#)

This is a question and answer forum. In order to see other responses to this post your answer

Olympics Q & A forum

Discussion	Started by	Replies	Last p
Combining the Games	Mary Cooch	1	

Combining the Games
by [Mary Cooch](#) - Thursday, 13 September 2012, 9:58 PM
Do you think the Olympics and Paralympics should be combined? If yes

Subject (hidden)
Author (hidden)
This post cannot be viewed by you, probably because you have not maximum editing time hasn't passed yet.

Combining the Games
by [Mary Cooch](#) - Thursday, 13 September 2012, 9:58 PM
Do you think the Olympics and Paralympics should be combined? If yes

Re: Combining the Games
by [David Beckham](#) - Thursday, 13 September 2012, 10:05 PM
I think in an ideal world they should be combined but in reality I of organizational problems and create so many more categories! unmanageable.

Re: Combining the Games
by [Bradley Higgins](#) - Thursday, 13 September 2012, 10:07 PM
Absolutely! Yes! Bring it on!

Initial view of Q&A forum

Students cannot see posts until they post

Other posts visible when editing time is over

Standard forum displayed in blog-like format



Blog like forum

In the upper right corner of the home forum screen (above the introduction), the student may see the options the teacher has set for subscriptions to the forum, and the 'Jump to' field, with which you can 'jump' to any part of the course. This is also place where the teacher will find the "Update this forum" button.

Assignment module

The assignment module allows teachers to collect work from students, review it and provide feedback including grades. The work students submit is visible only to the teacher and not to the other students unless a group assignment is selected.

Wikis and their use in teaching and learning

For this assignment you need to write a 3,000 word essay on wikis and how they can be used in teaching and learning.

Watch the video below and read this article - [Everything you should know about wikis](#), Educause Learning Initiative.

[Wikis in Plain English](#)

Submission status

Submission status	Nothing has been submitted for this assignment
Grading status	Not graded
Due date	Saturday, 30 June 2012, 2:20 PM
Time remaining	14 days 23 hours

[Edit my submission](#)

Students can submit any digital content (files), including, for example, word-processed documents, spreadsheets, images, audio and video clips. Assignments don't necessarily have to consist of file uploads. Alternatively, teachers can ask students to type directly into a text field in Moodle. Or they can ask student to do both, upload a file or files and type text directly into Moodle. An assignment activity can also be set up to not accept any student submissions and serve as a reminder to students of a 'real-world' assignment they need to complete and to record grades in Moodle for activities that don't have an online component.

An assignment has an 'available from' date before which no students can submit anything, and a due date, after which teachers can choose not to accept submissions any more.

Markers can choose to be notified every time a student submits an assignment, or only for late submissions. Markers can choose to give students feedback in the form of text or uploaded files.

Working with files

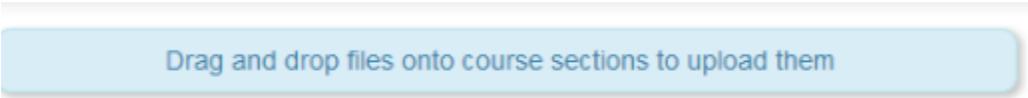
- Moodle provides an easy way for a teacher to present materials to their students. These materials may take the form of files such as word-processed documents or slideshow presentations. The materials can be displayed on the page either as individual items or bundled together inside folders. One teacher might for instance wish to share a single research document in pdf format; another might have a folder of sample past examination papers for students to download.
- Most types of files can be uploaded and accessed through Moodle but the student needs to have the correct software to be able to open them.

Adding files

To add files to a Moodle course, you must first ensure you have the editing turned on.

Drag and drop

- If you are using a modern browser, you can simply click, hold and drag and drop a file directly onto your course page. You will know if drag and drop is available to you because you will (briefly) see a message at the top of your screen:

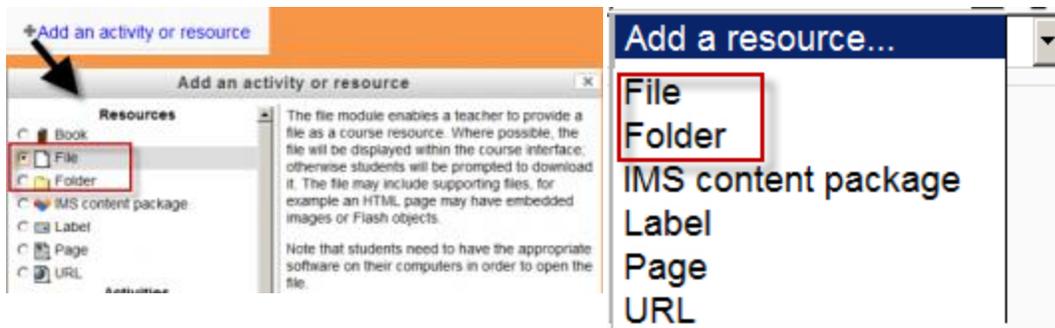


Drag and drop files onto course sections to upload them

To drag and drop a folder, you must first compress/zip it using whichever program your computer has.

Add a resource or activity

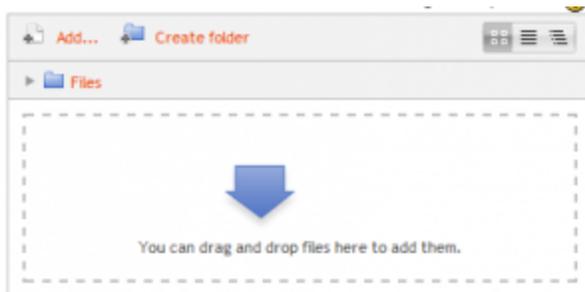
- Instead of drag and drop, you can click the link 'Add an activity or resource' and select either [File](#) or [Folder](#) from the activity chooser (or choose from the 'Add a resource' drop down menu, if this is present instead).



Selecting a file or folder in the activity chooser

The "Add a resource" drop down menu

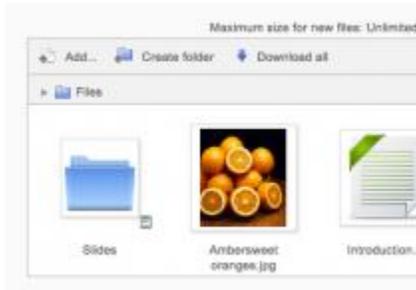
- The screen for uploading and displaying a file (or folder of files) includes an "add" button. Clicking on this button takes you to the File picker which is the name given to the file storage and access area within Moodle. Find out more about the places you can upload or add files from in the File picker page.
- There is also a block (with an arrow) into which you can drag and drop a file straight from your desktop into Moodle.(Note that this currently doesn't work with Internet Explorer.)



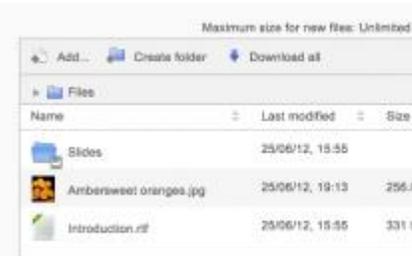
Area for dragging and dropping files into

Viewing uploaded files

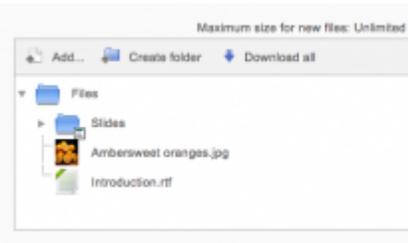
- Once uploaded, files appear as thumbnails in the file manager for easy recognition.
- Files view can be easily toggled between icons view or a table view with sizes and dates, or a hierarchical list view.



File picker icon view



File picker table view

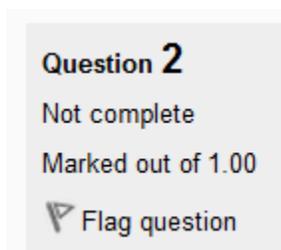


File picker hierarchical list view

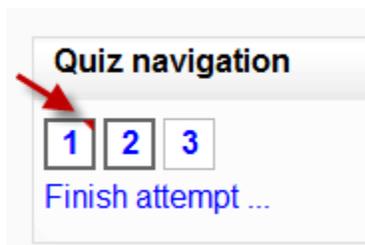
Using Quiz

How students take a quiz

- Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
- Click on "Attempt quiz now" button.
- Click on the "Next" button at the bottom of the page to see the next page of questions
- Click on the "flag" in the box next to the question to put a temporary marker on it



- Notice the Quiz navigation block in the upper right corner. You can use it to jump to any question. Question boxes for the current page are in bold. Flagged questions will have a "red corner" in their box



- To finish the exam, click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
- The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

Summary of attempt

Question	Status	Marks
1	Not complete	
2	Not complete	
3	Not complete	

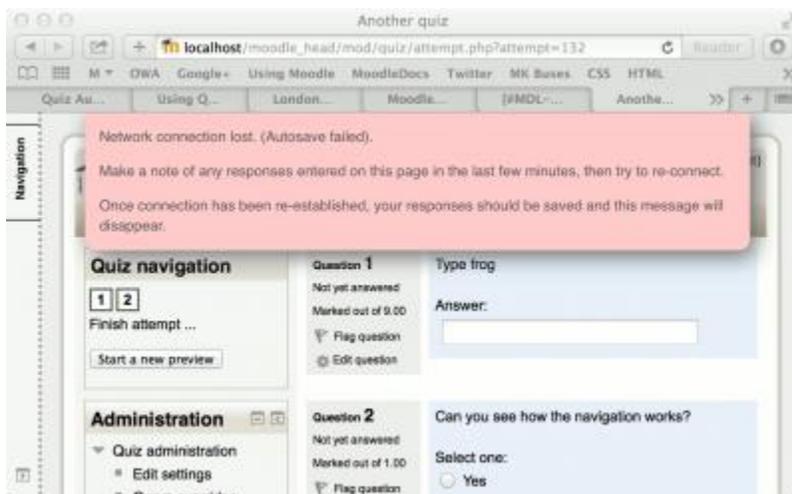
[Return to attempt](#)

[Submit all and finish](#)

- Click on any question page number or "Return to attempt" to go back to the quiz.
- Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.

Autosave

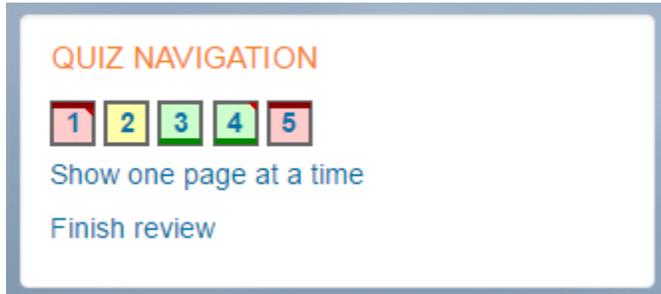
If Moodle detects that the student's Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.



New in 2.8: Quiz autosave is enabled by default, with the default time period set to 2 minutes. This autosave period can be changed, or the setting disabled completely.

How students review a quiz

- In the quiz navigation block incorrect answers are RED: partially correct answers are YELLOW and correct answers are GREEN. The flags are still visible:



- In the questions themselves, correct answers will be in green with a check mark. Incorrect answers will be in red with a cross. will have a green check mark next to your correct answer
- According to your teacher's settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.
- Although the quiz may have been split into multiple pages, the review will show all the questions on a single page to make it easier to navigate. You can chose to review the quiz with separate pages as it was when you took the quiz.

Results in a quiz using CBM (Certainty-based marking)

Quizzes using CBM provide detailed feedback relating to accuracy and certainty:

Started on	Monday, 21 October 2013, 1:09 AM
State	Finished
Completed on	Monday, 21 October 2013, 1:10 AM
Time taken	1 min 41 secs
Marks	21.00/10.00
Grade	210.00 out of 100.00
For the entire quiz (10 questions)	
Average CBM mark	2.10
Accuracy	80.0%
CBM bonus	9.0%
Accuracy + Bonus	89.0%
Break-down by certainty	
C=3	Responses: 5. Accuracy: 100%. (Optimal range 80% to 100%). You were OK using this certainty level.
C=2	Responses: 3. Accuracy: 100%. (Optimal range 67% to 80%). You were a bit under-confident using this certainty level.
C=1	Responses: 2. Accuracy: 0%. (Optimal range 0% to 67%). You were OK using this certainty level.

For more information on how CBM works and how students may benefit from it.

Saving questions and returning later to a quiz

- If you answer a number of questions and then want to complete the quiz at a later time,click "Finish attempt".
- When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz

If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.