

AMERICAN UNIVERSITY *of* KUWAIT®

Moodle: A comprehensive Tutorial for Teachers
By: AUK IT Department



Moodle 3

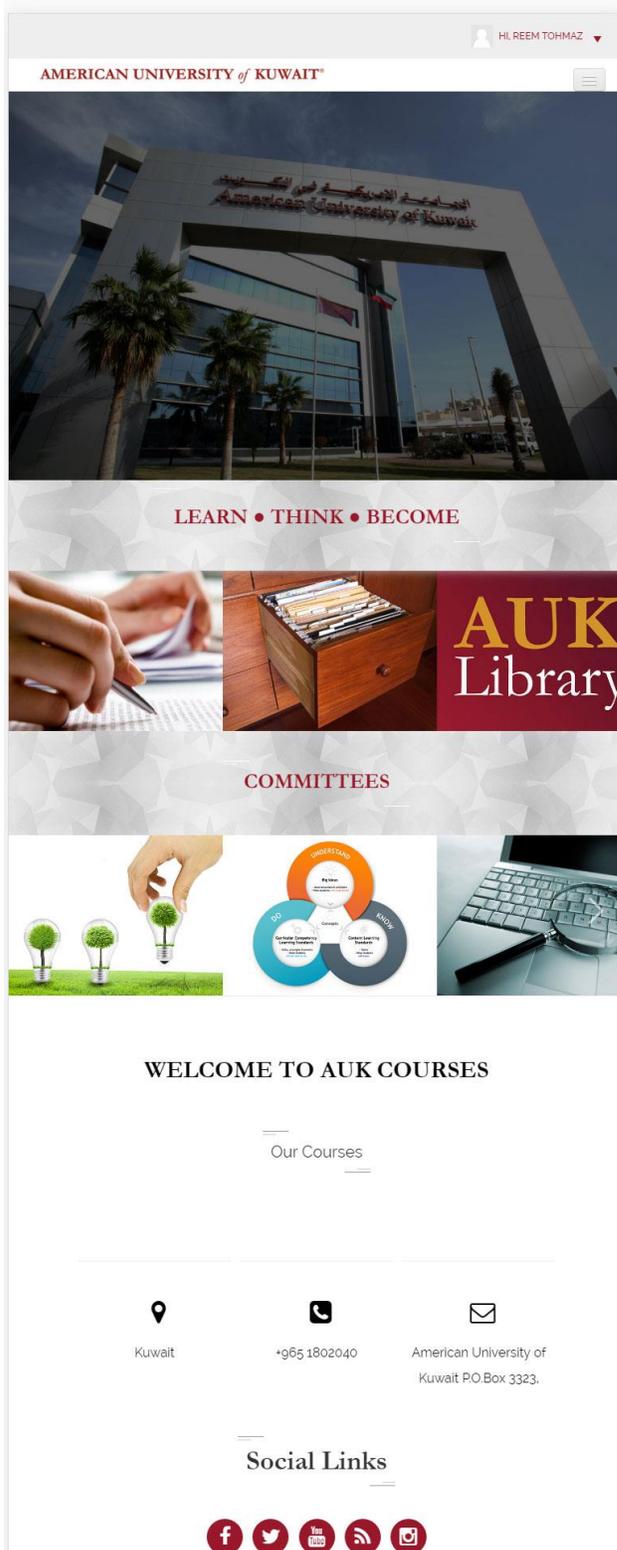
17

Table of Contents

Moodle: A comprehensive Tutorial for Teachers	0
1. Home page overview	2
2. Courses	3
2.1. Edit Settings	3
3. Turn Editing on	4
4. Enroll Users to a course	4
5. Activities and Resources	5
5.1. An Activity:.....	5
5.1.1.  Assignment	6
5.1.2.  Attendance	7
5.1.3.  Forum.....	8
5.1.4.  Glossary	8
5.1.5.  Quiz	8
5.1.6.  Turnitin Assignment 2	9
5.1.7.  Zoom meeting	10
5.2. A Resource:.....	10
5.2.1.  File	10
5.2.2.  Label	11
5.2.3.  URL.....	11
6. Gradebook	12

1. Home page overview

<https://lms.auk.edu.kw/>



User Menu:

- Edit profile
- Courses
- Logout

Moodle Menu:

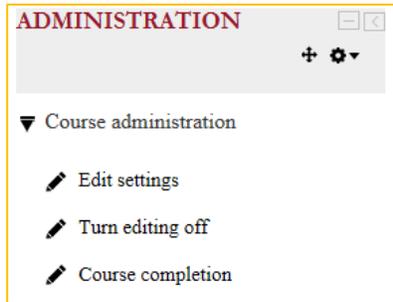
- Home
- Dashboard
- Blogs
- Forum

Quick Links, Visible to all

Committees visible only for registered Staff

Students and teachers courses

2. Courses



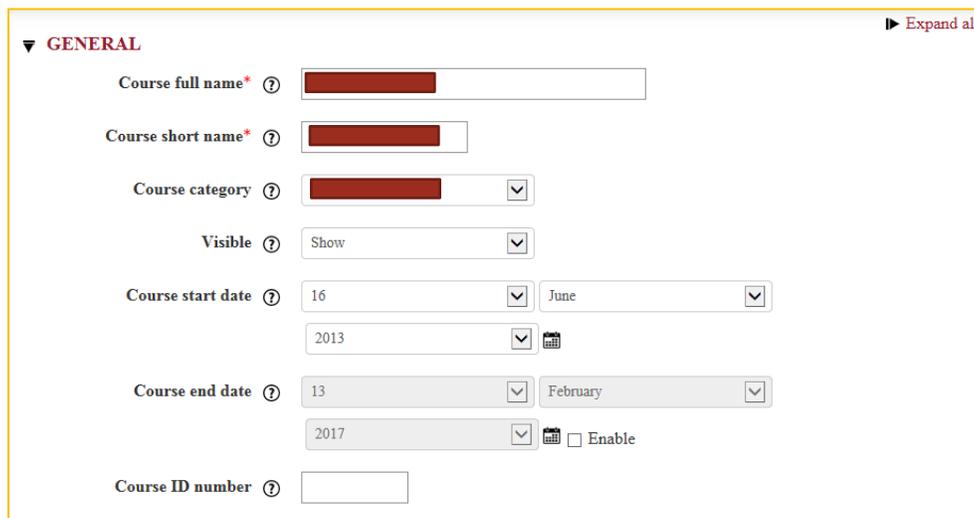
Courses are the virtual spaces on Moodle where teachers add learning materials for their students.

Course are imported from “Banner”. Teachers can then add the content and re-organize them according to their own needs.

2.1. Edit Settings

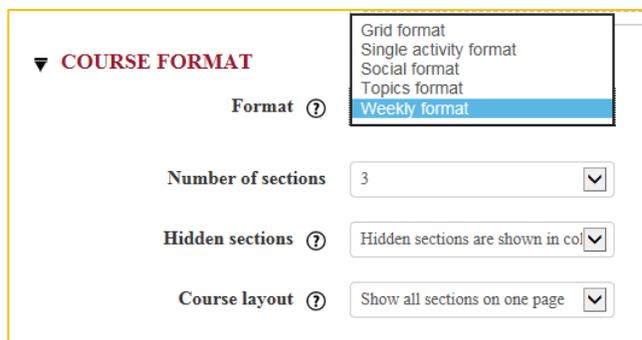
GENERAL Settings

To determine “Course start date” & “Course end date”

A screenshot of the Moodle Course General Settings form. The form is titled 'GENERAL' and has an 'Expand all' button. It contains several fields: 'Course full name*' (text input), 'Course short name*' (text input), 'Course category' (dropdown menu), 'Visible' (dropdown menu set to 'Show'), 'Course start date' (date picker set to 16 June 2013), 'Course end date' (date picker set to 13 February 2017 with an 'Enable' checkbox), and 'Course ID number' (text input).

**KINDLY DO NOT CHANGE “COURSE FULL NAME” OR “COURSE SHORT NAME” OR “COURSE CATEGORY”*

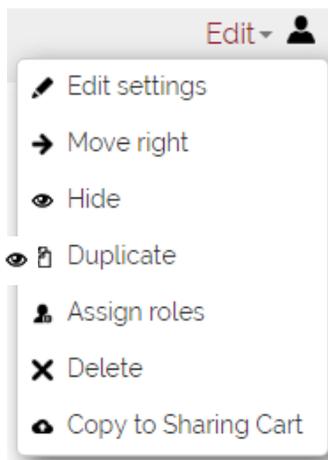
COURSE FORMAT

A screenshot of the Moodle Course Format settings form. The form is titled 'COURSE FORMAT' and has a dropdown menu for 'Format' with options: 'Grid format', 'Single activity format', 'Social format', 'Topics format', and 'Weekly format'. Below the dropdown are three other settings: 'Number of sections' (text input set to 3), 'Hidden sections' (dropdown menu set to 'Hidden sections are shown in col'), and 'Course layout' (dropdown menu set to 'Show all sections on one page').

For course format, we recommend the “weekly format” as it is the easiest for AUK students to the follow the syllabus. However, you are free to choose what you see fit.

3. Turn Editing on

The **Turn editing on** Button can be found at the top right of a course homepage. This option is only available to **teachers** of the course who also have editing rights or to those users who are assigned **site administration rights**. Turn editing on allows teachers to change the appearance and functionality of the course.



Click the “down arrow” next to “Edit” and choose one of the listed settings.

- - This icon will move the block to the bottom of the right column
- The open-eye icon means an item is visible to students. It will close when you click on it
- ✕ - clicking this icon will remove the block from the course

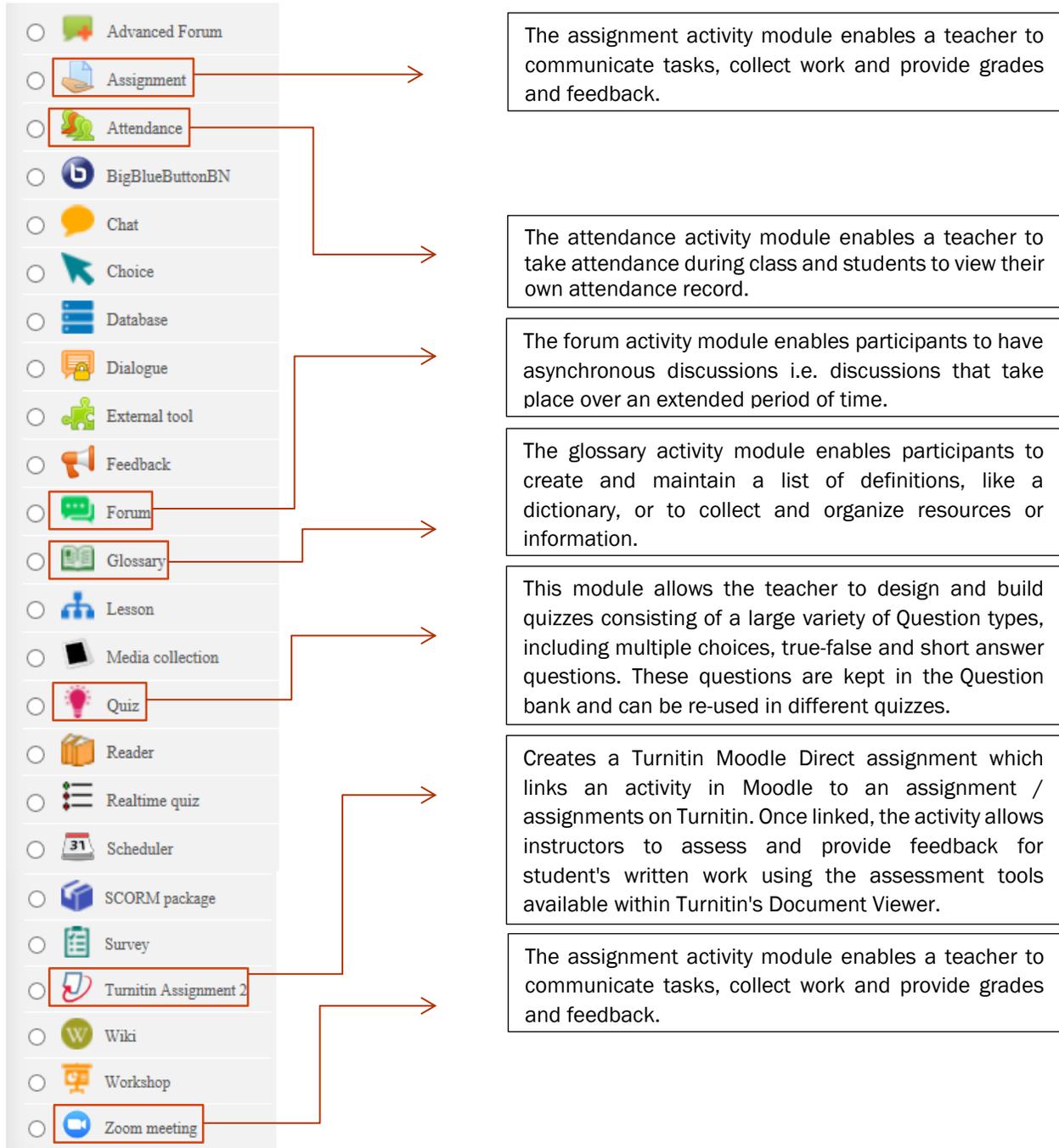
4. Enroll Users to a course

Every day, AUK Moodle Team will synchronize Moodle with Banner. Enrolling users will be automatically done for you.

5. Activities and Resources + Add an activity or resource

5.1. An Activity:

It is a general name for a group of features in a Moodle course. Usually an activity is something that a student will do that interacts with other students and or the teacher.



The image shows a list of Moodle activities with red boxes highlighting specific ones and red arrows pointing to descriptive text boxes on the right. The activities listed are: Advanced Forum, Assignment, Attendance, BigBlueButtonBN, Chat, Choice, Database, Dialogue, External tool, Feedback, Forum, Glossary, Lesson, Media collection, Quiz, Reader, Realtime quiz, Scheduler, SCORM package, Survey, Turnitin Assignment 2, Wiki, Workshop, and Zoom meeting. The highlighted activities and their descriptions are: Assignment (enables a teacher to communicate tasks, collect work and provide grades and feedback), Attendance (enables a teacher to take attendance during class and students to view their own attendance record), Forum (enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time), Glossary (enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information), Quiz (allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choices, true-false and short answer questions. These questions are kept in the Question bank and can be re-used in different quizzes), Turnitin Assignment 2 (Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment / assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer), and Assignment (enables a teacher to communicate tasks, collect work and provide grades and feedback).

Activity	Description
Assignment	The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.
Attendance	The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.
Forum	The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.
Glossary	The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.
Quiz	This module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choices, true-false and short answer questions. These questions are kept in the Question bank and can be re-used in different quizzes.
Turnitin Assignment 2	Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment / assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.
Assignment	The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

5.1.2. 🧑🏫 Attendance

The teacher can create multiple sessions and can mark the attendance status as "Present", "Absent", "Late", or "Excused" or modify the statuses to suit their needs. Reports are available for the entire class or individual students.

- **Turn editing on** → **+ Add an activity or resource** → 🧑🏫 Attendance → add
- Click over the created attendance →

Add session →

Attendance for the course :: Example Course

Sessions **Add session** Report Export Settings Temporary users

▼ ADD SESSION ▼ Collapse all

Type ⓘ All students

Date 14 February 2017

Time from: 00 to: 00

Allow students to record own attendance

Description

Path:

▼ MULTIPLE SESSIONS

Repeat the session above as follows

Repeat on Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Repeat every 1 week(s)

Repeat until 14 February 2017

Add **Cancel**

Sessions →

113 sessions were successfully generated

Sessions **Add session** Report Export Settings Temporary users

All All past Months Weeks Days

#	Type	Date	Time	Description	Actions
1	All students	07/20/16 (Wed)	12:05pm	Regular class session	<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>

To take attendance to this session, click over the green circle.

** Teachers need to create one attendance activity for each course

5.1.3. Forum

- Turn editing on → + Add an activity or resource → Forum → add
- Click over the created Forum → Add a new discussion topic

** Once the user creates a forum, an email to all enrolled users will be sent.

5.1.4. Glossary

- Turn editing on → + Add an activity or resource → Glossary → Add.
- Click over the created Glossary → Add a new entry.

5.1.5. Quiz

- Turn editing on → + Add an activity or resource → Quiz → Add.
- Click over the created Quiz → Add a new entry.

** Now you need to add the quiz settings (i.e. date, time, time limit, attempts allowed)

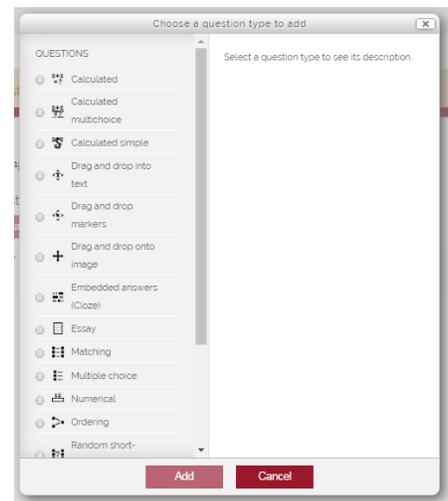
- Administration → Quiz administration → Edit quiz



We can choose to add either “a new Question” or “from question bank”

- Add → a new question

** Here you have to specify the question name (e.g. Q1), question text, and the grade (default points).



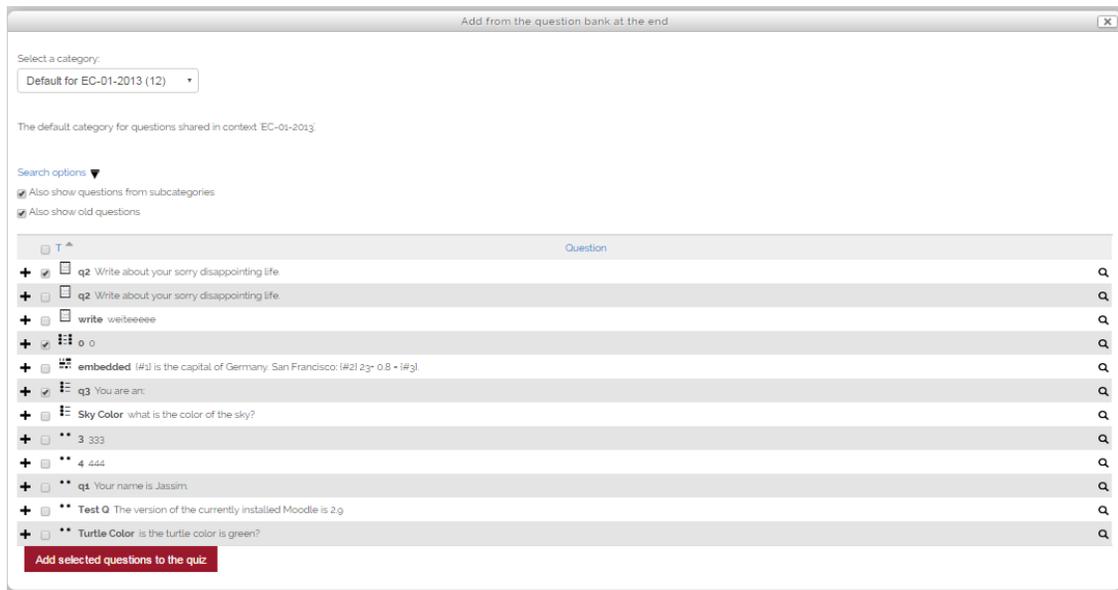
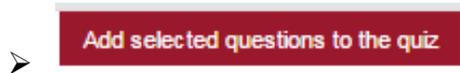
- Question Bank

To add question to the bank:

- Administration → Course Administration → Question bank → Questions
- Create a new question ...
- Select a question type

To select question from the bank and add it to your quiz or exam

- Select a Category (i.e. Course Name)
- Select a question



5.1.6. Turnitin Assignment 2

A Turnitin Moodle Direct assignment links an activity in Moodle to an assignment(s) on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.

- Administration →  Turnitin Assignment 2 → add

** Students will upload assignment to check it against Turnitin.

5.1.7. Zoom meeting

- Go to → <https://zoom.us>
- Create account (sign up)
-  →  Add an activity or resource →  Zoom meeting → add
- Give subject to your meeting then save and display.

▶ Expand all

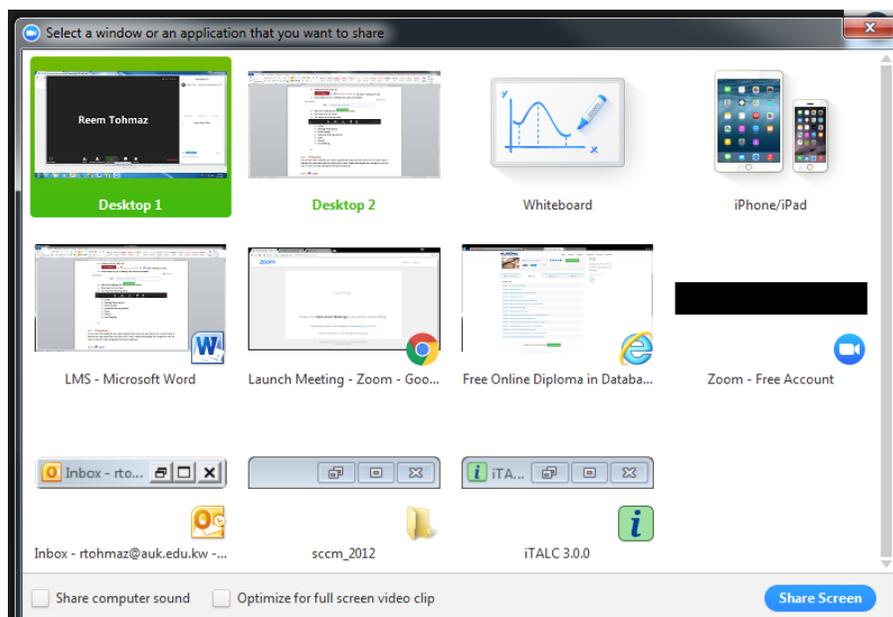
▼ GENERAL

Topic*

- Start the meeting click  button.
- Download and run zoom
- You have the following tools:



- Invite
- Manage Participants
- Share Screen



- Advanced sharing options
- Chat
- Record
- End Meeting

5.2. A Resource:

It is an item that a teacher can use to support learning, such as a file or link. In edit mode, a teacher can add resources via a drop down menu. Resources appear as a single link with an icon in front of it that represents the type of resource.

5.2.1. 🧑🏫 File

The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.

Note that students need to have the appropriate software on their computers in order to open the file.

A file may be used to:

- share presentations given in class
- include a mini website as a course resource
- provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment

To upload a file:

- **Turn editing on** → **+ Add an activity or resource** → 🧑🏫 **File** → add

The screenshot shows the 'GENERAL' section of the Moodle interface for adding a file resource. At the top right, there is an 'Expand all' link. The 'Name*' field contains the text 'test'. Below it is a rich text editor for the 'Description' field, with a toolbar showing options like Paragraph, Bold (B), Italic (I), Bulleted list, Numbered list, Link, Unlink, and Insert. Below the description field is a 'Path' field with the value 'p'. The 'Display description on course page' checkbox is unchecked. The 'Select files' section shows a file manager interface with a 'Files' folder and a large dashed box containing a blue downward arrow and the text 'You can drag and drop files here to add them.' The maximum size for new files is set to 'Unlimited'.

5.2.2. 📄 Label

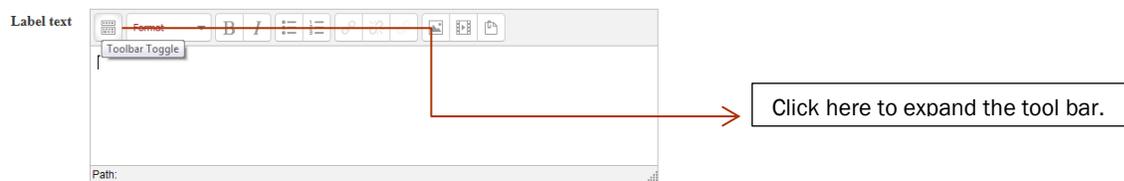
The label module enables text and multimedia to be inserted into the course page in between links to other resources and activities. Labels are very versatile and can help to improve the appearance of a course if used thoughtfully.

Labels may be used to:

- Split up a long list of activities with a subheading or an image
- Display an embedded sound file or video directly on the course page
- Add a short description to a course section

To add label:

- **Turn editing on** → **+ Add an activity or resource** → Label → Add.



5.2.3. 🔗 URL

IT enables a teacher to provide a web link as a course resource. Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website.

The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

There are a number of display options for the URL, such as embedded or opening in a new window and advanced options for passing information, such as a student's name, to the URL if required.

Note that URLs can also be added to any other resource or activity type through the text editor.

