Learning Nexus VLE Site Manager

User Guide

Contents

Introduction

Aim and Objectives

To provide an overview of the Site Manager tasks for the Learning Nexus VLE, in order that courses and users can be managed and maintained.

This manual will cover the following areas:

- Create a new Course, adding resources and activities
- Manage Blocks
- Set up Question Banks for use with Quiz activities
- Manage user accounts
- Enrolments
- Create and maintain groups and groupings
- Reports and Alerts

Roles

Role definitions within this site are as follows:

- *Site Administration* – can do everything on the site – this role will be performed by Learning Nexus.
- *Site Manager* – A lesser administrator role.
- *Course Creator* – Can create courses
- *Teacher* – Can manage and add content to courses that have already been created.
- *Non-editing Teacher* – Can grade within courses but cannot edit anything.
- *Student* – Can access / enrol and participate in courses
- *Guest* – Can view courses but cannot participate in courses.
- *Authenticated User* – All logged in users have this role
- *Authenticated User on the Front Page* – A logged in user role for the front page only.

Front Page Navigation

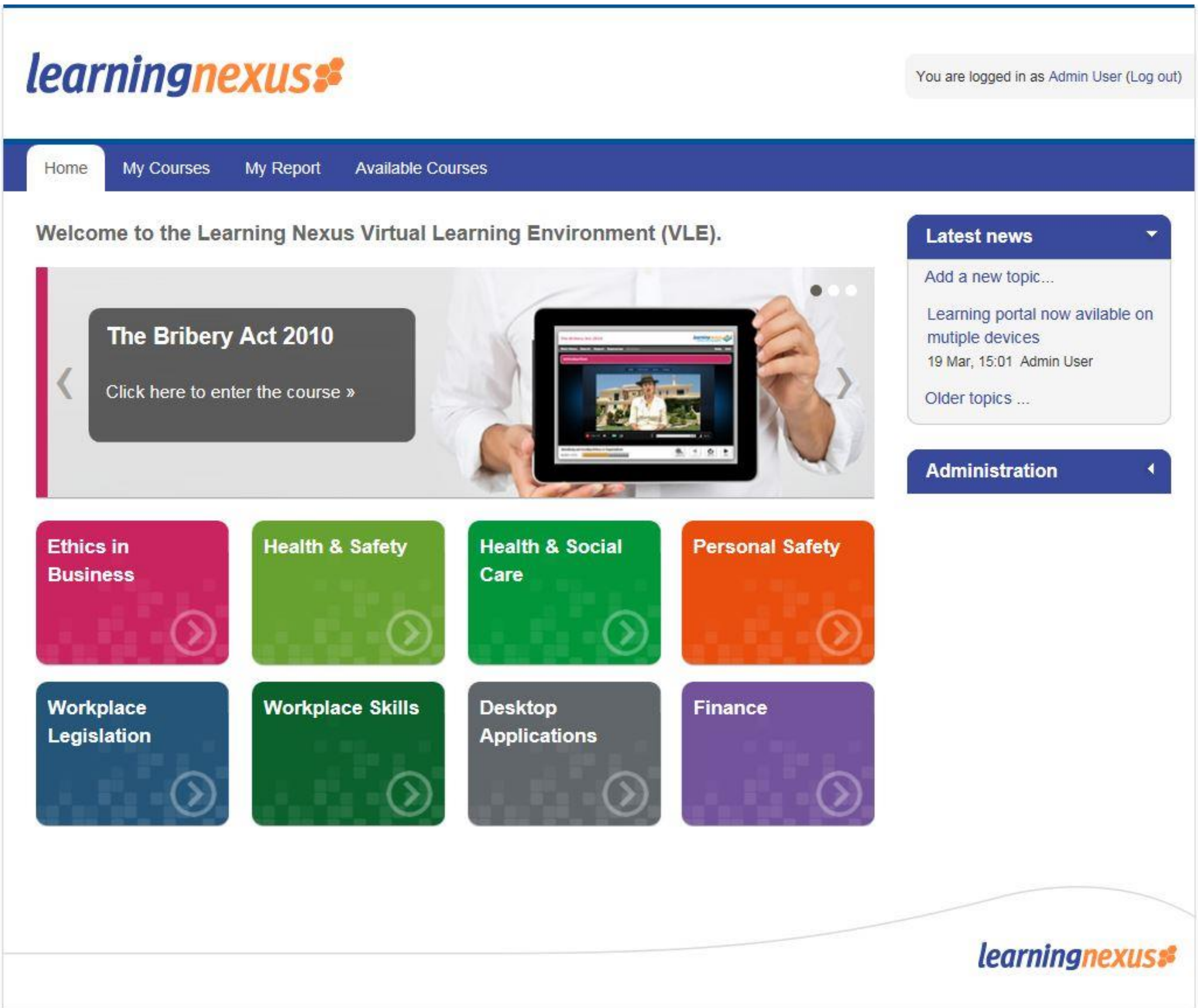
The front page of the site usually includes information about the establishment itself and can be highly customised.

The basic structure is organised around courses. These courses are areas within the site where learning resources and activities can be presented. These areas usually include a number of central sections where the materials are displayed and side blocks offering extra features or information.

What a user sees will depend on their role and permissions

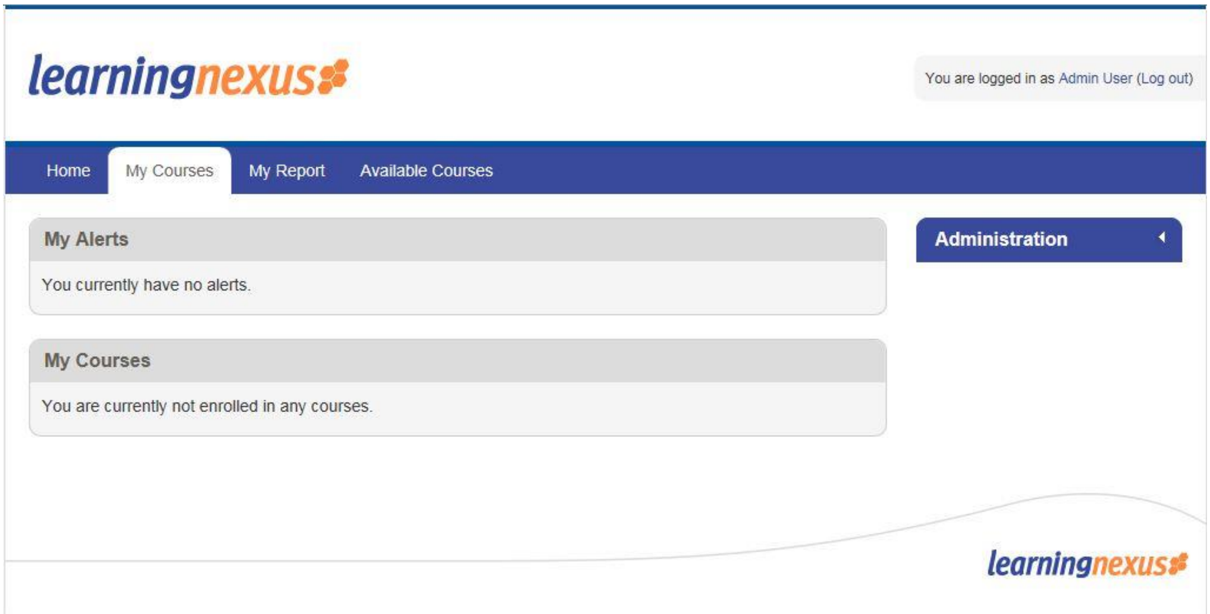
Home

This tab will always return you to the site front page.



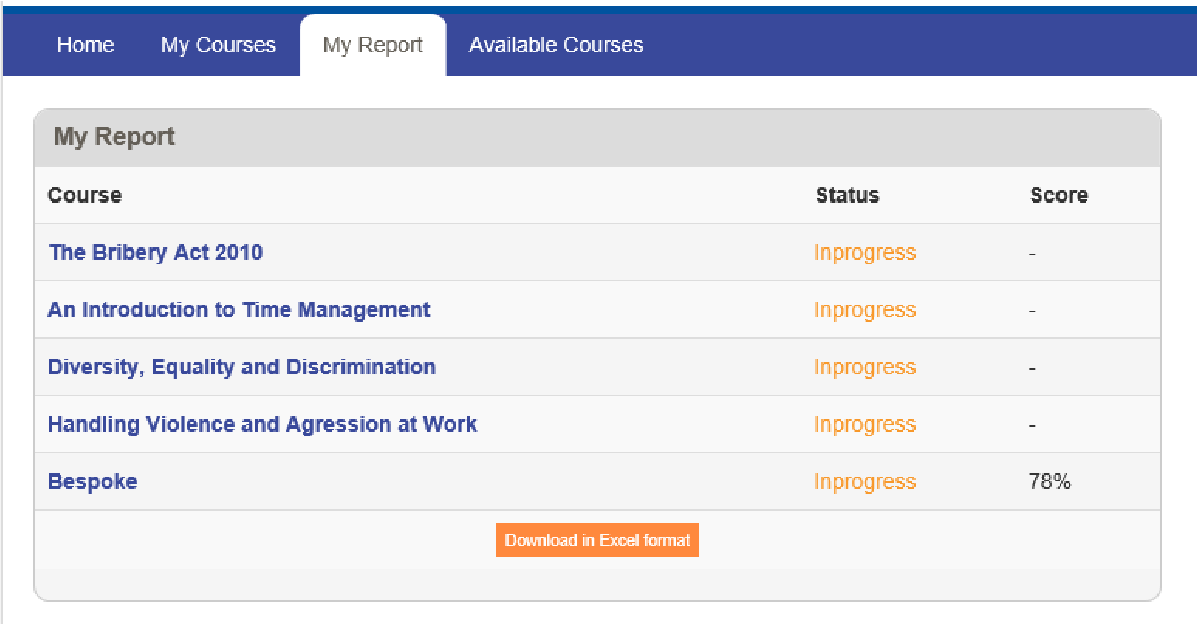
My Courses

Each user has their own page accessed from the Home page where they will see courses they are enrolled in and any alerts.



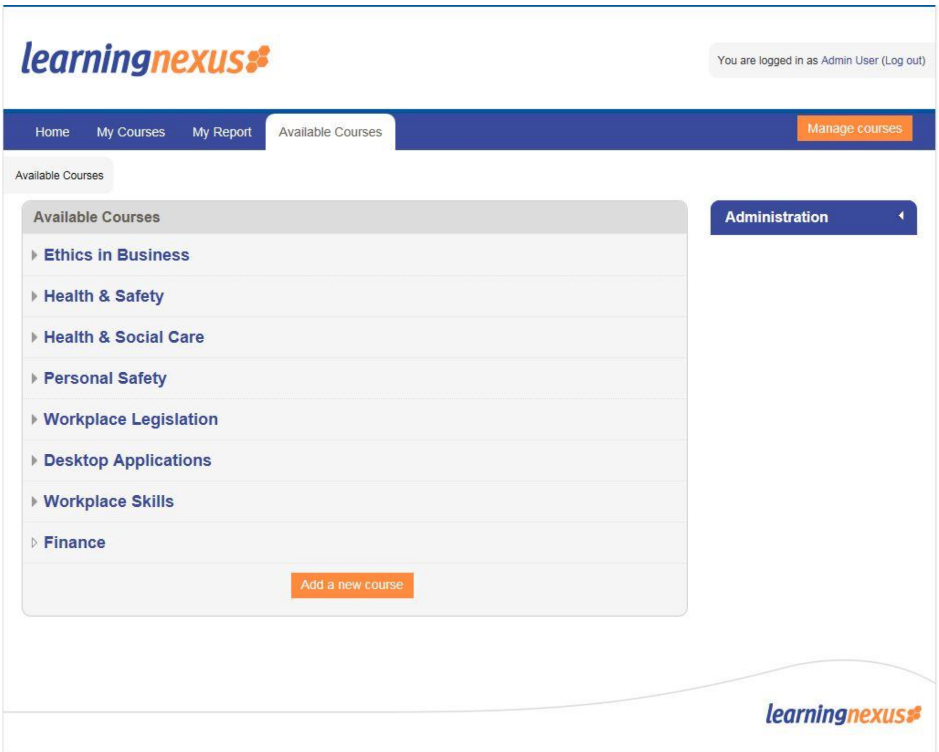
My Report

This gives an overview of all course enrolments and the current status, with completion grades if the course has been completed. This data can be downloaded to excel.



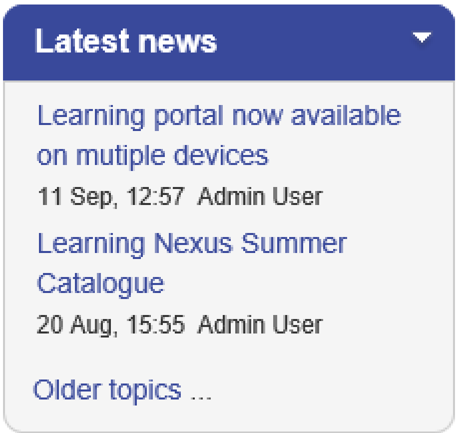
Available Courses

This will display a list of all the course categories, sub-categories and courses available to the site.



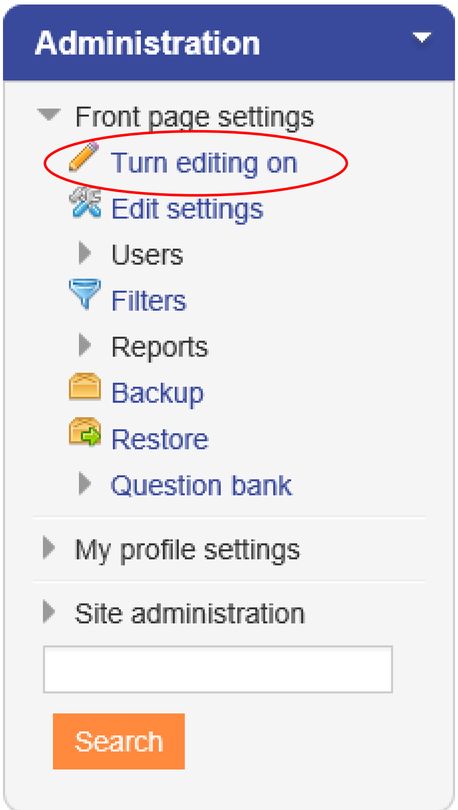
Latest News

A latest News block has been included on the front page and topics can be added to this block as required. By default, the Latest news block displays 3 news items but this can be changed by the LN Administrator. The News forum is ideal for making announcements to your users.

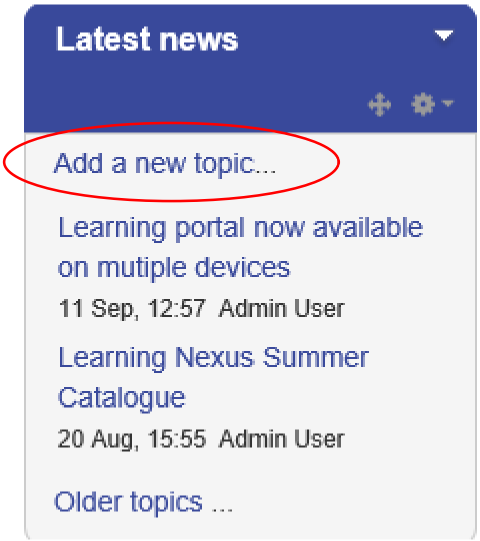


Add Latest News Item

To add a latest news item, turn editing on from the Administration block and select Front page settings> Turn editing on



From within the 'Latest News' block select '**Add a new topic'**.

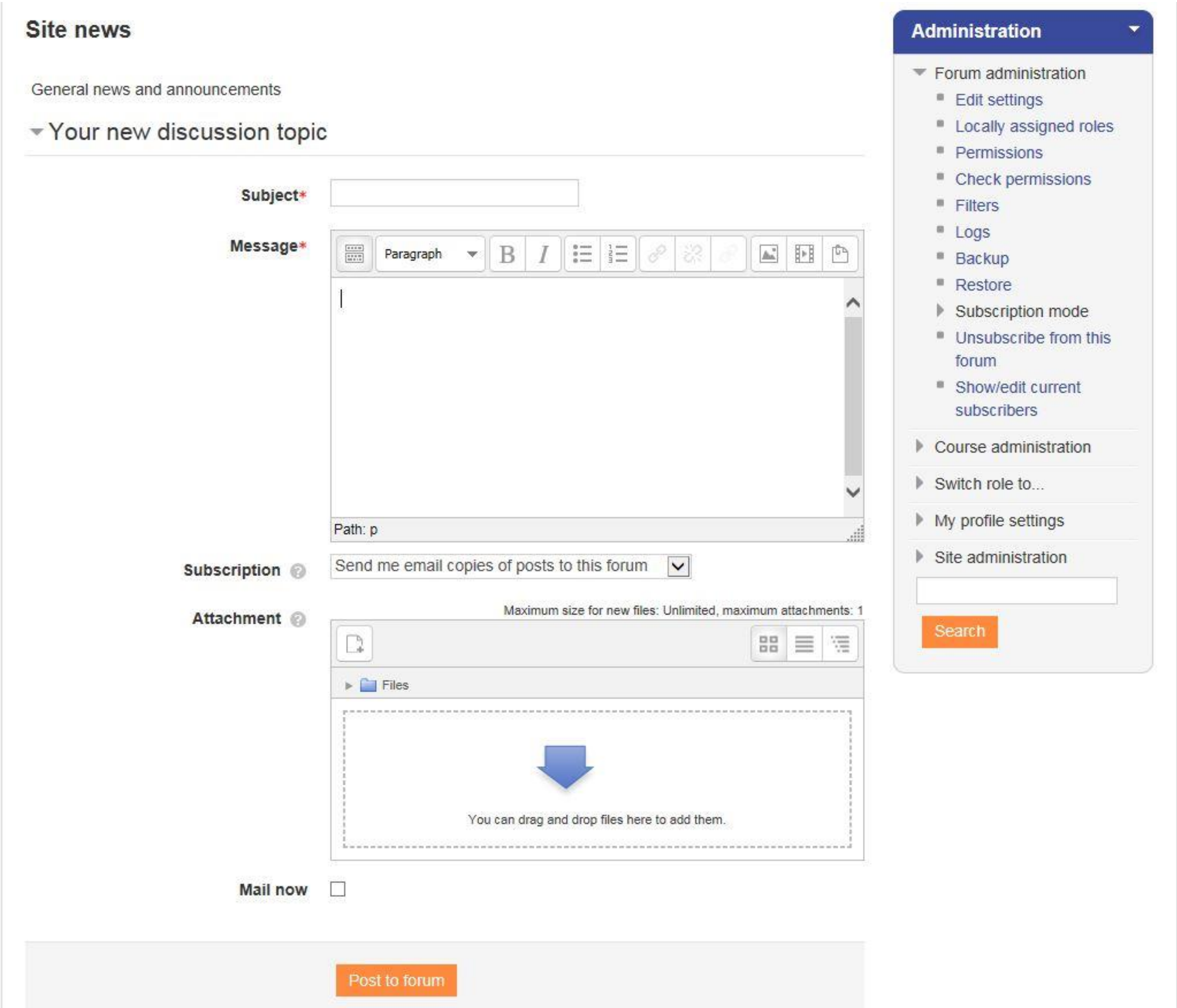


The form is the same as if adding a post to a forum. Therefore, it will be headed '**Your new discussion topic**'.

The news forum is the only type of forum that users cannot post replies to.

Complete the form:

- **Subject** – This is a mandatory field and will contain the title of the News Item.
- **Message** – This is a mandatory field and will contain the body text of the news item. The field uses the HTML editor and you can include media and links here.
- **Subscription** – Not required for a news item – leave on the default.
- **Attachment** – Not necessarily required for News Items but it is possible to attach docs here.
- **Mail now** – Tick this if you want to over-ride the 30 minute posting delay. (The 30 minute posting delay is there, should you wish to make amendments before the news item is posted).



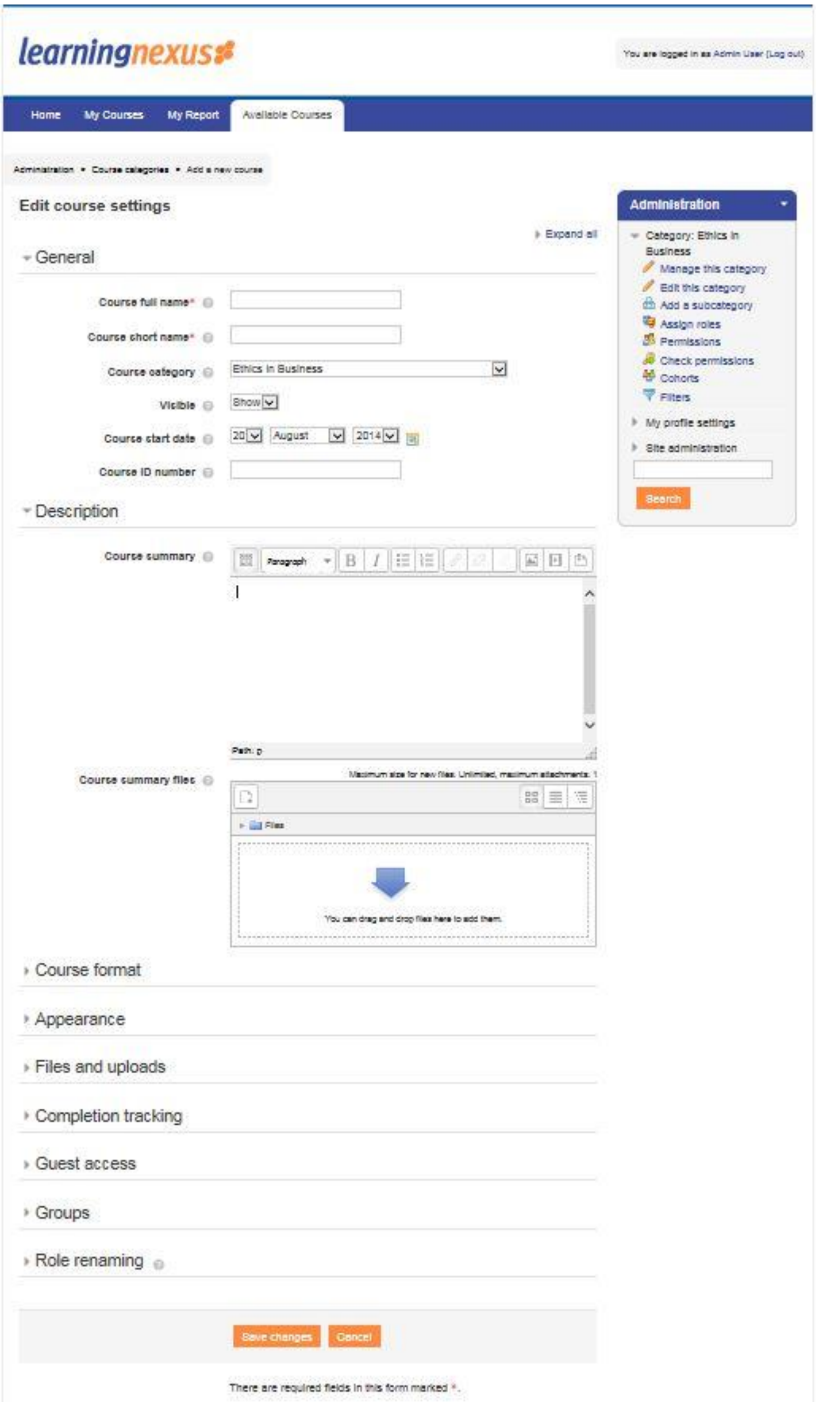
Courses

Courses sit within categories and are areas within the site that contain learning resources and activities.

Add New Course

Course Settings

Site Administration>Courses>Manage Courses & Catagories >Select Category>Create New Course



Course full name – This is mandatory and is the name of the course that the student will see.

Course short name – This will appear as a *unique* identifier for a course. E.g. you could add a date if the same course was available for specific periods. Students will see this too.

Course Category – Will display the category/sub category selected – ensure correct category/sub category has been selected.

Course start date - This setting determines the start of the first week for a course in weekly format. It also determines the earliest date that logs of course activities are available for.

Visible – Allows you to hide the course from users completely.

Course ID number - If the course has an official code name it may be entered, otherwise the field can be left blank.

Course Summary – Enter a description that explains what the course is about. This text is searchable through the course search option along with the course name. This summary uses HTML editor which also allows you to add/insert links, images, moodle media (e.g. video), tables, and HTML code

Course Summary files – An image and if enabled , files can be attached to accompany the summary. By default only jpg, gif and png files can be attached.

Format – You need to select from:

- Topics – Allows you to edit section names and is most commonly used.
- Weekly – Shows weeks in date format but you can't edit these.
- Social – Dominated by discussion forums. This is least used.
- Scorm (Single Activity) – This determines how to show the files.

Number of sections – This determines how many topic sections or weeks to show. It can be changed at any time to allow more. The default has been set to 0.

Hidden sections – Allows you to choose how hidden sections are displayed to users. There are 2 options here:

- Hidden sections would be visible in collapsed form.
- Hidden sections are completed invisible.

Course layout – Allows you to choose whether the course is on one page or split over several pages.

Force language – The interface will be applied to the language chosen if this is selected.

News items to show - This setting determines how many recent items appear in the latest news block on the course page. If set to "0 news items" then the latest news block will not be displayed. On creation of a new course it will automatically create a news item at the top which is usually used to make announcements for the course. If this is not required then set the 'news items to show' to zero..

Show gradebook to students - Many activities in the course allow grades to be set. This setting determines whether a student can view a list of all their grades for the course via a grades link in the course administration block. If no is selected then students would get feedback but no grades displayed and admins/teacher would still see grades for students.

Show activity reports - Activity reports are available for each participant that shows their activity in the course. As well as listings of their contributions, such as forum posts or assignment submissions, these reports also include access logs. This setting determines whether a student can view their own activity reports via their profile page.

Maximum upload size – Determines the size of any files that can be uploaded.

Completion tracking - Student progress is a group of settings that will enable students to track their progress. This must be enabled before the Activity completion settings will appear in any activity in this specific course. This setting can also be used by the Course completion feature.

Group mode - This setting has 3 options:

- No groups and everyone is part of one big community.
- Separate Groups – each group member can only see their own group. All others are invisible.
- Visible groups – each member works within their own group but they can see the other groups.

Force group mode - If group mode is forced, then the course group mode is applied to every activity in the course. Group mode settings in each activity are then ignored.

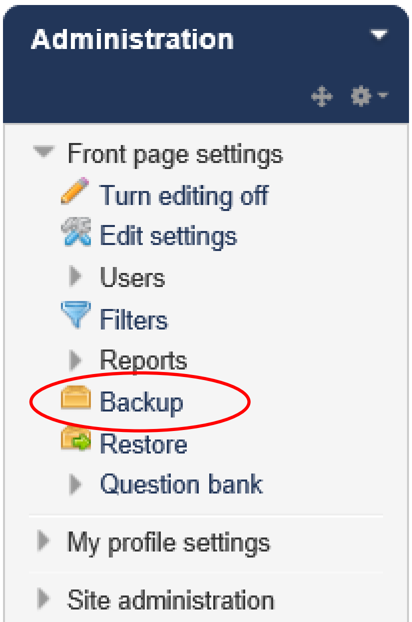
Role renaming – You can specify alternative words for roles used within the course.

Creating Course Backup

This backup option can be used to take a copy of a course and all its settings and enrolled users and completion data. It can also be used to take a backup of a course format and all its settings to use again as a shell for future courses.

View the course page for the course you wish to backup.

From the **Administration Block**, select **Backup**



The backup settings will display.

A number of options to include will be selected as a default – but check this and make sure you untick anything you don't want included. For example, untick 'Include enrolled users' if you are making a backup to use as a frame for new courses that may not necessarily have the same people enrolled on it.

Select Next

The next screen will allow you to select what activities you want to include. All the activities that currently exist on the course you are backing up will be listed and ticked. Untick any that you don't want to include if you are using this backup as a frame for future courses.

Select Next

All the backup settings will then be displayed for you to check.

Select Perform Backup

A screen will appear to say 'The backup file was successfully created'

Select Continue

The backed up file will now appear in the list of 'User private backup area'

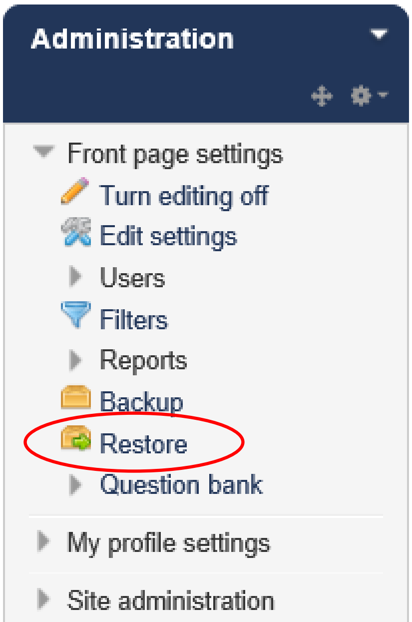
Course Restore

To add new courses to the site using the Course Restore option:

If you have created a back up file of an existing course it will show on this page. You can then choose to restore this back-up file and it will create a new course for you based on the settings you chose when you created the back-up file.

For instructions on creating a back-up file see page **

Go to the Home or a Course page - From the **Administration Block**, select **RESTORE**



Select **restore** alongside the required file. Or, import the required file.

User private backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-225-dcchr2-20140714-1059-nu.mbz	Monday, 14 July 2014, 11:00 AM	10.8MB	Download	Restore
general_courses_backup_main_v1.mbz	Wednesday, 16 April 2014, 4:35 PM	208.2KB	Download	Restore
desktop_courses_backup_main_v1.mbz	Wednesday, 16 April 2014, 4:04 PM	244.5KB	Download	Restore

Select **CONTINUE (**at bottom of page**)**

Restore as a new course by selecting the category you wish the new course to be in (use the search field if the category you want is not displayed)

Restore as a new course

Restore as a new course ◉

Select a category

	Name	Description
○	Ethics in Business	
○	Health & Safety	
○	Health & Safety Courses	
○	Health & Safety Risk Assessments	
○	Working with Children, Adults and Families	
○	Personal Safety	
○	Workplace Legislation	
○	Desktop Applications	
○	MS Office 2003 Range	
○	MS Office 2007 Range	

There are too many results, enter a more specific search.

Search

Continue

Then select **CONTINUE**

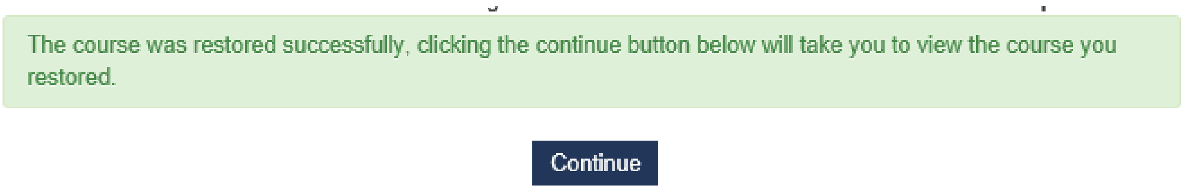
Restore Settings - Scroll to the bottom and select **NEXT**

Course Settings – Overtype the Course name and course short name with the details of the new Course and its unique short name.

Select **NEXT**

Back Up Settings and Course settings will display – scroll to the bottom and select **PERFORM RESTORE**

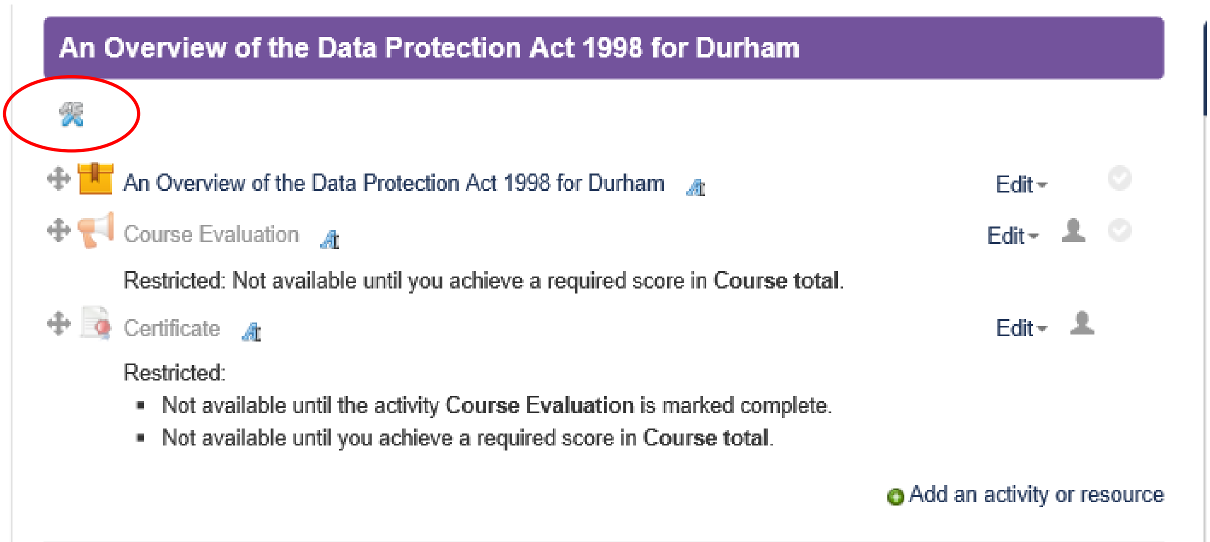
The following message will display:



Select CONTINUE

The new course page will display. (Note: The label at the top of the course page will still show the title and summary of the course used to create the back-up file – This will need to be amended – *instructions follow).*

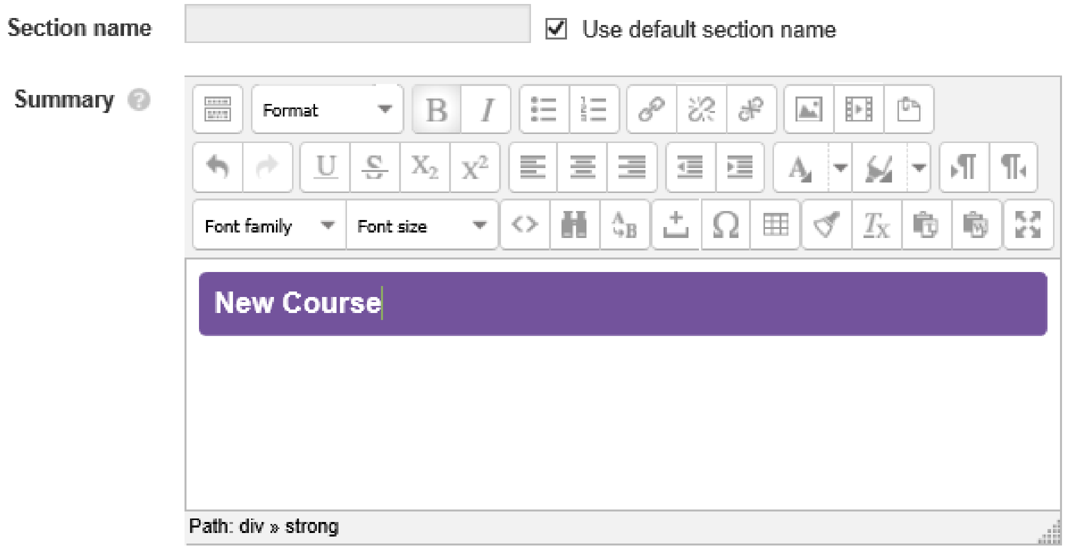
YOU NOW NEED TO AMEND THE COURSE TITLE AND DESCRIPTION



Ensure 'Editing is Turned on'

First select the Edit Summary option (The tool icon – top left)

OVERTYPE THE TITLE and SAVE CHANGES

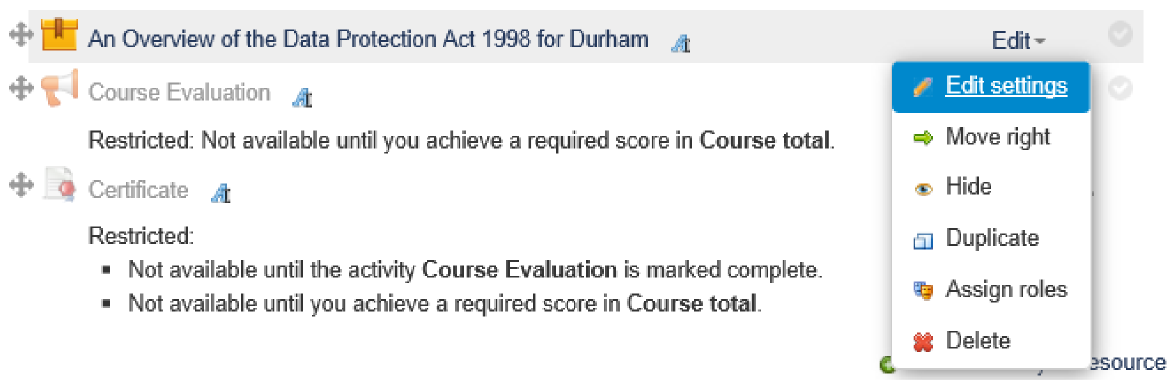


You will also need to edit the activities and resources for your course. To do this make sure 'editing is turned on'

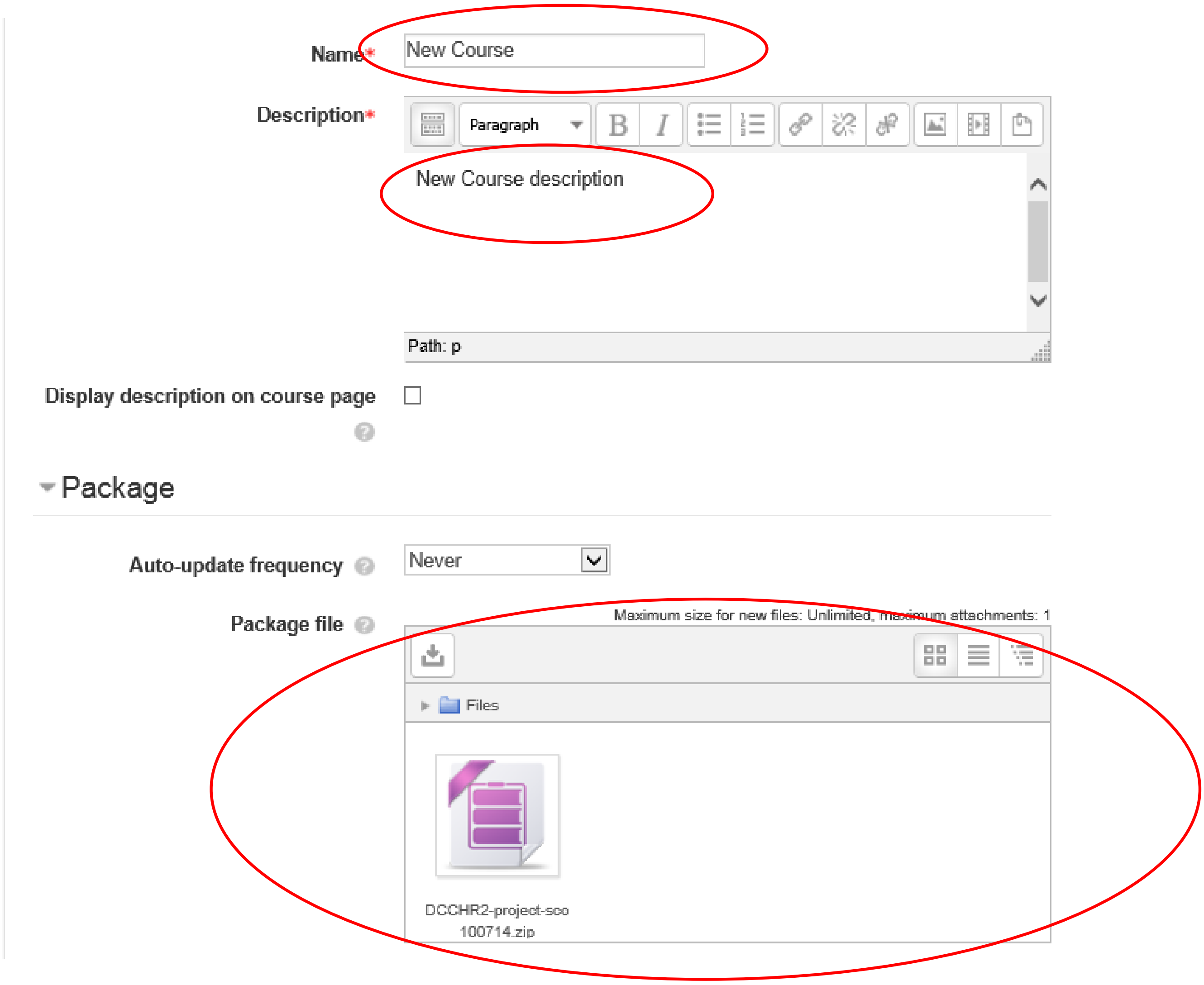
You can add new activities/resources by selecting Add an activity or resource

You can also edit existing activities and resources:

SELECT EDIT ALONGSIDE THE SCORM ACTIVITY AND EDIT SETTINGS



UPDATE THE COURSE TITLE AND DESCRIPTION AND REPLACE THE SCORM FILE WITH THE NEW COURSE SCORM ZIP.



SAVE AND RETURN TO COURSE

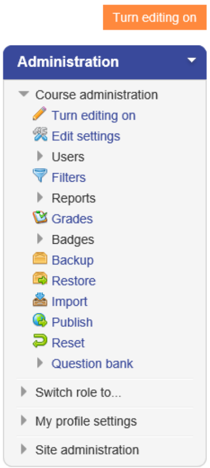
Finally, remember to select the 'Edit Settings for the whole course from the Admin block on the right.

Here you can amend the course description and summary that appears alongside the course title in the catalogue of 'Available Courses'.

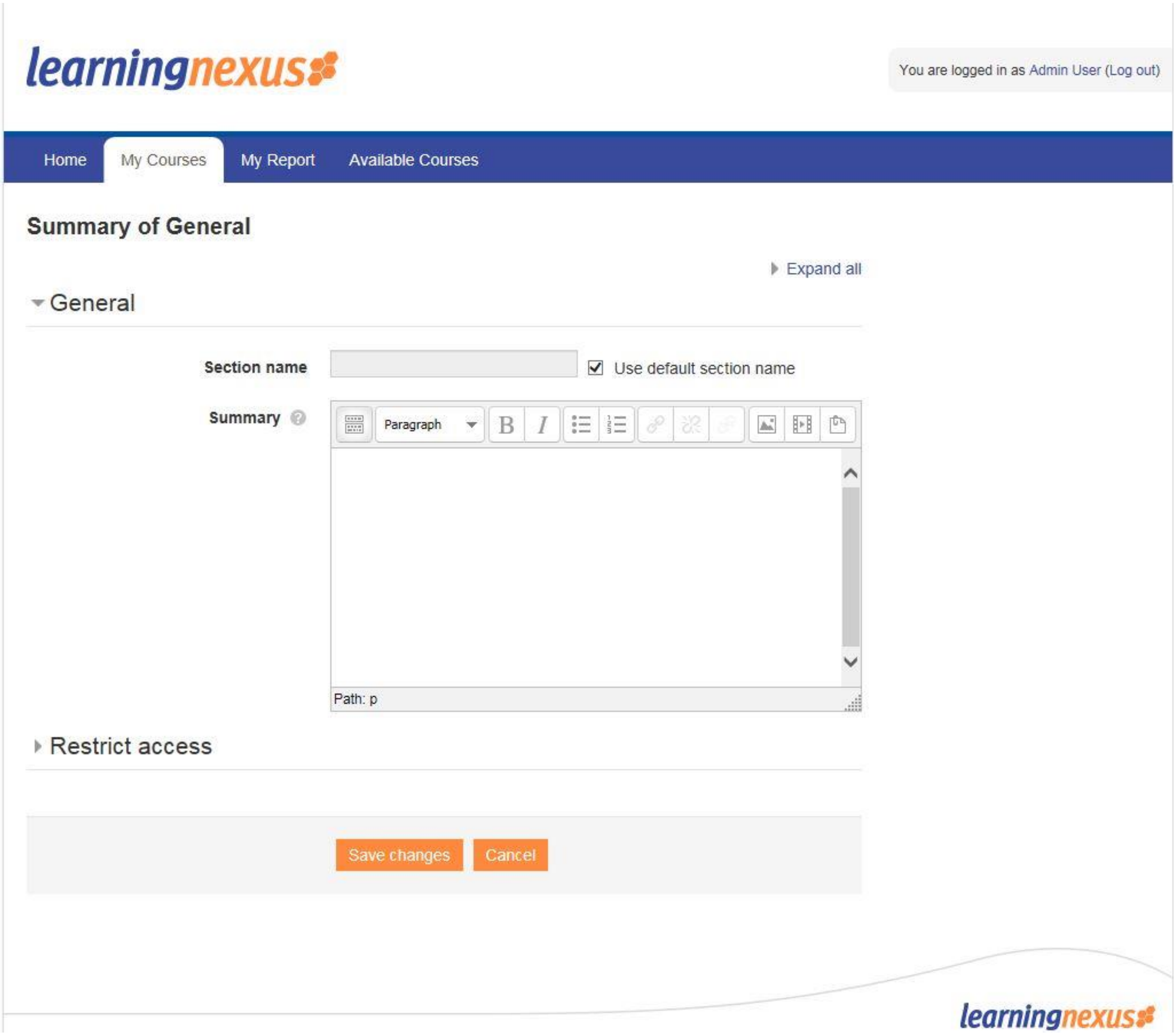
Course Page

Having completed the course settings, you will now have a course page.

With your course selected you will see an Administration block, select **Administration** > **Course Administration** > **Turn Editing On**



Select the ‘Tool’ icon - There are 3 fields to complete:



Use default section name – Tick if a default section name has been set up.

Section name – Enter the name for the section

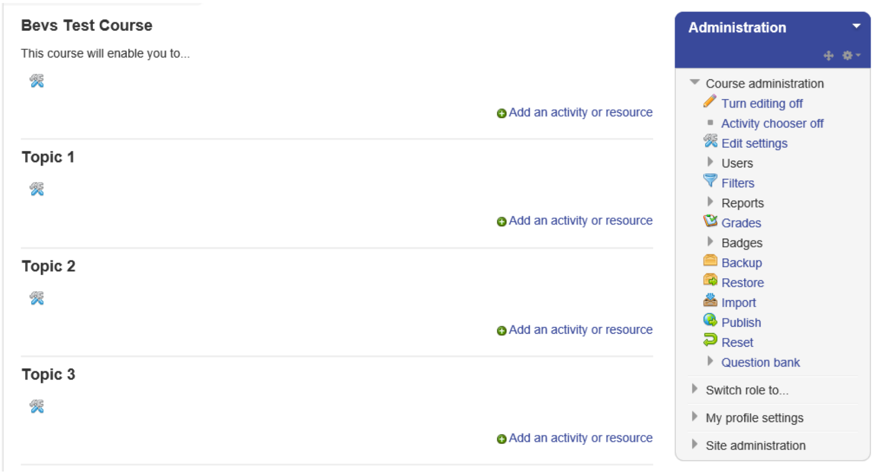
Summary - The idea of a summary is a short text to prepare students for the activities within the topic or week. The text is shown on the course page under the section name. This summary uses HTML editor which also allows you to add/ insert links, images, moodle media (e.g. video), tables, and HTML code

Course Page Sections

Having created a course and edited the course page. You can now update the sections (Topics).

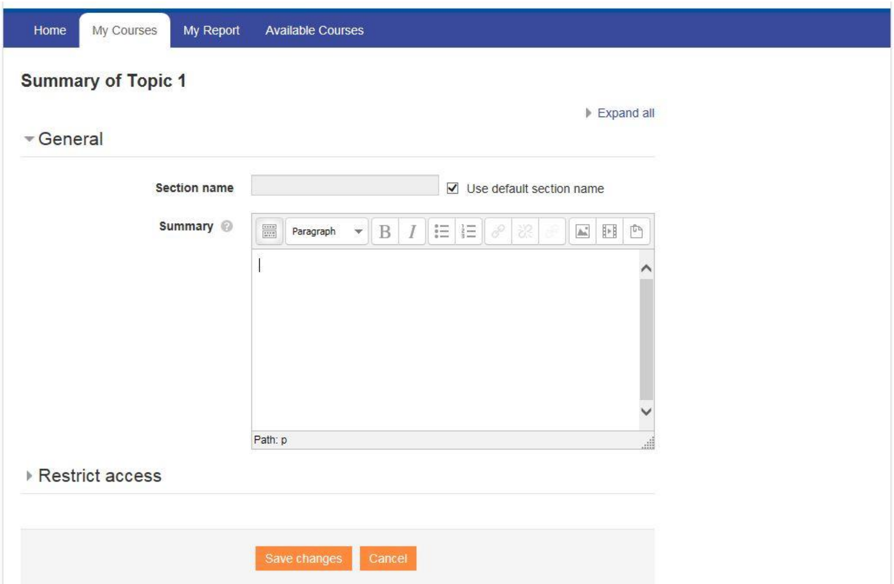
With your course selected you will see an Administration block, select **Course Administration** > **Turn Editing On**

When creating a new course – one of the settings was N**umber of sections** – This determines how many topic sections or weeks to show. It can be changed at any time to allow more. The default has been set to 0. The following illustration shows a course with three sections:



Select the Tool icon for each section topic

By naming the sections it helps the students make sense of the page – especially if using the format of one section per page.



As per the Course Page format – each section (topic) will have three fields:

- **Use default section name**
- **Section name**
- **Summary**

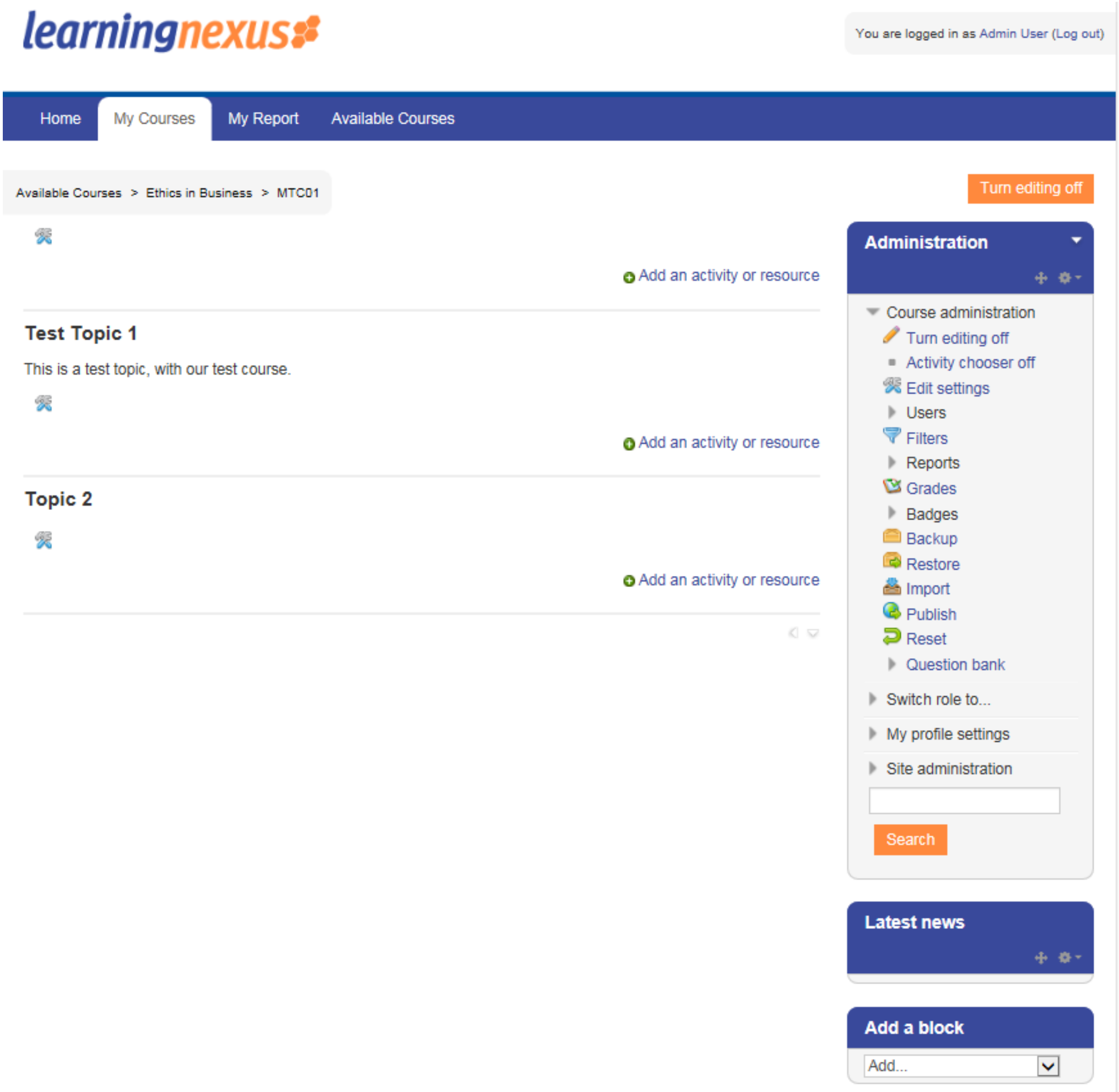
Arranging Blocks

Blocks are tools that provide specific information or functionality and appear throughout the site. There are more than 16 types of block available. They will vary depending on the page within the site you are looking at. They will appear down the right hand side of the page and can be moved around.

Available Courses > Select Category > Select Course

Turn editing on

You will see the **Latest News** block has automatically been created when you created your course. This can be moved or hidden as required.



A number of edit icons will appear within a block and will allow you to **move** them, **edit** /**configure** them, **delete** them, **hide** them and in certain blocks you can assign roles.

A number of different blocks can be added to your course but not all will be available to you:

- Activities – Lists the activities available within the course.
- Search Forums – Search word or phrase within all the course forums.
- Administration – Tools to manage students, enrolments, course settings etc.
- Course Categories (or Courses) – Lists the categories (and/or courses) within the site.
- Latest News – Posts made to the News Forum within the course.
- Upcoming Events – When you post events to the calendar they appear here.
- Recent Activities – Lists the activities you post as well as updates to resources.
- Blogs Tags – List of keywords or tags for Blog entries.
- Calendar – Events and activities will show in the calendar and can be colour coded.
- Global Search – Allows a search of the complete course.
- HTML – Allows you to create a block with links to external sites and/or add media.

- Loan Calculator – A basic calculator.
- Online Users – Shows a list of all users logged into your course
- Quiz Results – The block enables you to choose a quiz from withn the course and show the highest and/or lowest grades.
- Random Glossary Entry – This can be used alongside a glossary resource to show random entries. It changes every time the page is refreshed.
- Remote RSS Feeds – Enables you to add news feeds from external resources.
- Section Links – gives quick access to weeks or topic sections within a course

The LN System Administrator can make any of these blocks available, if required.

To Add a block – go to the '**Add a block'** block (bottom right)

- Select the required block type from the drop down menu
- Position the block where you want it to appear in the right hand column.
- Select the cog and choose edit/configure block
- Complete the fields as required for the information to be displayed.
- Save changes

Resources

A resource is an item that a teacher can use to support learning, such as a file or a link. Each resource will appear within a topic section (or week depending on course format chosen) of a course, preceded by a file icon depicting the file type e.g. pdf, word, PowerPoint etc. or other resource type e.g. folder, page, label etc.

Resources can be moved, hidden and edited by administrators and teachers, but can only be viewed by students.

The available resources are:

- **File** – A file that a student can down load (pdf, spreadsheet, word doc, audio file, video file etc.)
- **Folder** – You can place multiple files (as above) into a folder.
- **IMS content package** – Upload and post content packaged in IMS format. (i.e. text or static content as opposed to SCORM packages which are added as activities).
- **Label** – Allows you to add sub-headings, annotations, images to section topics or weeks. Keep label content short so that the course page doesn't become too long.
- **Page** – If you wish to display a large amount of text / content (i.e. more than a few lines) then use the 'Page' resource. You can use the HTML editor to add text, images, videos etc. You can drag boxes out to make them bigger and you can also toggle to full screen mode.
- **Book** - This allows a set of multiple pages to be placed into a book. This could be used for a step by step process or maybe a mix of content text / videos .
- **URL** – A link that will take the student to any place that can be reached on their web browser.

To add a resource to a course page, go to the course page and '***turn editing on***'. Select the ***'Add an activity or resource'*** option, within the section of the page you wish the resource to appear.

Adding a Label

Label content is visible on the course page. – Keep the label content short so that the course page doesn't become too long.

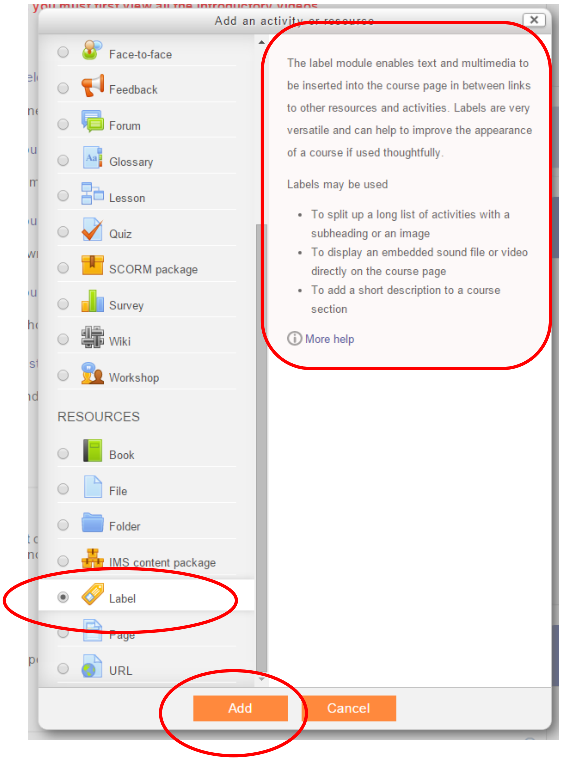
Labels can be moved to be positioned between resources and activities.

In the following example you will see how the 'Label' resource has been used to place a heading into the first topic area of this course:

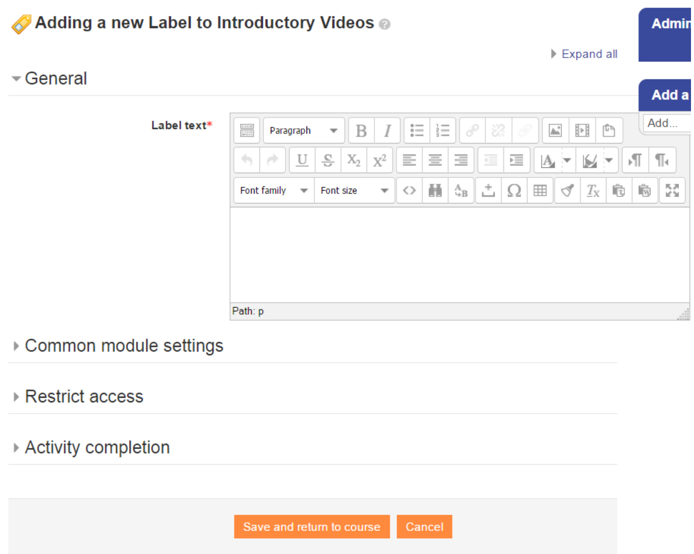
Turn editing on

Select the **option for Add an activity or resource** in the section/topic where you want the label to appear and select '**label'**

You will see '**help'** information appear to the right hand side which gives a full explanation of what this resource can do.



Select Add and complete the fields:



Label text – is the only mandatory field and it uses the HTML editor. Be creative and use colour for headings or create bullet lists for an outline.

Common Module Settings – Select either ‘show’ or ‘hide’ this will determine if the label can be seen by the learners. ‘Hide’ means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

Restrict Access and **Activity Completion** setting will display if conditional activities and activity completion have been enabled in the site and the course.

__NB__: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.

Save and return to course – returns to the course page where you can see the new label.

Adding a Page

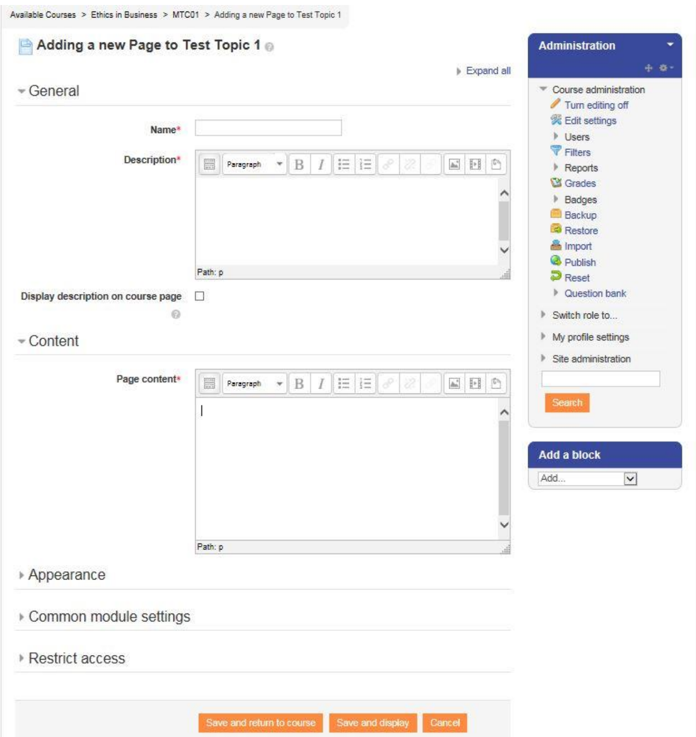
A page resource creates a link to a screen that can display larger amounts of text. It uses the HTML editor and therefore can display a combination of many different kinds of content such as text, images, audio, video, embedded code etc. It displays a single scrollable page.

When to use a **Page** rather than a **File** :

- Use a page resource if it doesn't need to be printed
- If you need to make regular updates to it.
- No strict controls on appearance.
- Students may need to refer to it via multi platforms including mobile devices.

Turn editing on

Select the **option for Add an activity or resource** in the section/topic where you want the Page to appear and select '**Page**'



Complete the fields:

Name – This is a mandatory field and must contain the name of the Page.

Description – This contains the description of your page. (Can be made mandatory by Site Admin if required).

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the page.

Content – Add your page content here using the HTML editor tools to add media, images, links etc.

Appearance – Expand to see settings – Choose whether to display the page description along with the page content when a user clicks on the page. If 'open' and 'pop-up' have been allowed by the administrator then further display settings will show here.

Common Module settings

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

Adding a URL

A URL is a link on the internet to a website or online file. Teachers can use the URL resource to provide their students with web links for research, saving the student time and effort in manually typing out the address. The URLs can be displayed in various ways – for example opening in a new window so that a student can access and use the URL, then close it and return to their original course page in the VLE.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the URL to appear and select '**URL'**

Complete the fields:

Name – This is a mandatory field and must contain the name of the URL.

Description – This contains the description of your URL. (Can be made mandatory by Site Admin if required).

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the URL.

Content – Either enter the UR in the external URL field or click the 'Choose a link' button to open the file picker and choose a URL, You Tube, Picasa etc. *This will be dependent on the which respositories are enabled for the site.*

Appearance – Expand to see all settings –

Display - Choose from either Automatic (will make best guess at what should happen), Embed (Shows the moodle page with heading and footer and blocks), Open (No moodle heading, footer or blocks just the file in the current web browser) or In pop-up (opens in a new web browser window).

Pop-up width/height – If pop up display is chosen then specifiy the width and height.

Display URL name/description – Check box if name and or description to be displayed when accessing the URL..

Parameters (URL variables) – This allows you to pass internal information as part of the URL. It can be useful if the URL is actually an interactive web page that takes parameters, and you want to pass something like the name of the current user, for example.

Common Module settings :

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

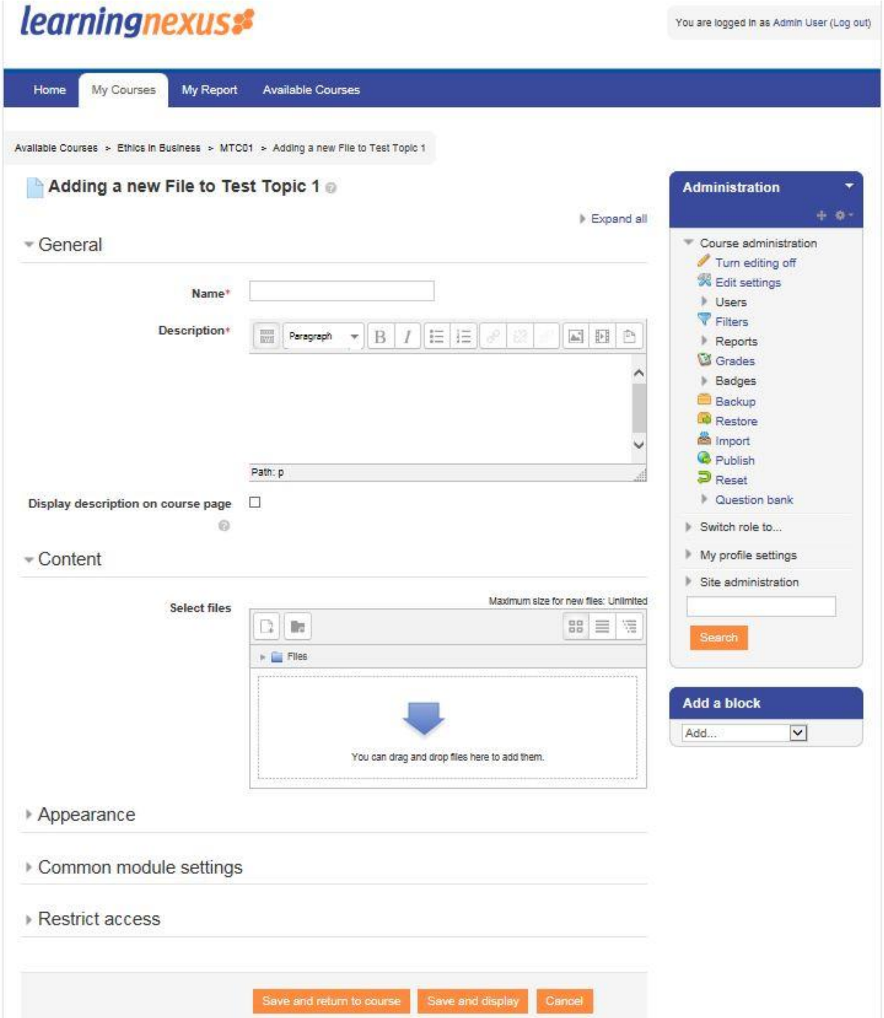
Save and return to course

Adding a File

A File is a useful resource if you wish to share a simple file with your students such as a word document, or PowerPoint etc. It allows you to upload and display a variety of resources on your course. The way the students access these resources will depend on the settings you choose. Also, they will need the appropriate software installed on their device in order to open the files.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the file to appear and select '**File**'



Complete the fields:

Name – This is a mandatory field and must contain the name of the File.

Description – This contains the description of your File. (Can be made mandatory by Site Admin if required).

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the File.

Content – Either drag and drop your file onto the arrow if you are using an appropriate browser or click on 'Add' and use the file picker to upload your file.

Appearance – Expand to see all settings –

Display - Choose from either:

- Automatic (will make best guess at what should happen),
- Embed (Shows the moodle page with heading and footer and blocks)
- Force download (user clicks on the file, then the web browser pops up with the 'where do you want to save this file' box).
- Open (No moodle heading, footer or blocks just the file in the current web browser)
- In pop-up (opens in a new web browser window without menus and address bar).
- In frame (if enabled by Site Admin) - *not recommended*.
- New Window (if enabled by Site Admin) – similar to in pop up but has full menus and address bar.

Show size.type – To show the file size and/or type on the course page, tick the appropriate box.

Display File name/description – Check box if name and or description to be displayed when accessing the File.

Pop-up width/height – If pop up display is chosen then specifiy the width and height.

Use filters on file content (only visible when 'Show more' is selected) – Allows you to embed media into the file by selecting 'all files' or 'HTML files only' (according to your file type).

Common Module settings :

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

NB*: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

Adding a Folder

A Folder allows you to display several course resources together. The resources can be of different types and 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.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Folder to appear and select '**Folder'**

Complete the fields:

Name – This is a mandatory field and must contain the name of the Folder.

Description – This contains the description of your Folder. (Can be made mandatory by Site Admin if required).

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the File.

Content :

If you already have a folder of files you would like to display:

Either drag and drop a compressed zipped folder into the box with an arrow or click the 'add' button to open the file picker to upload your files. When the folder thumbnail appears, click on it and select 'unzip'

If you want to create a folder on your Moodle course and then upload files to it:

- Select the 'create folder' link
- Choose a name for your folder and click 'Create Folder'
- Click INTO the folder
- You can then add individual files into the folder either by dragging and dropping into the box or clicking the 'Add' to upload files from the file picker.

Common Module settings :

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

Adding a Book

This resource is useful for creating a multi-page resource in book-like with chapters and sub-chapters. Books can contain media files as well as text and are useful for displaying lengthy passages of information which can be broken down into sections. An example of the use pf a book would be a 'student handbook' for a course that contains everything the student needs to know in order to complete the course.

To add a book to a course page:

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Book to appear and select '**Book'**

Complete the fields:

Name – Give the book a title

Description – Add a description of the book.

Display description on course page - You can choose to place a tick in the box underneath the description field to include the description on the course page.

Appearance – Here you can choose the

Chapter Formatting:

- Numbers
- Bullets
- Indented
- None

Custom Titles:

Normally the chapter title is displayed in the table of contents (TOC) AND as a heading above the content.

If the custom titles checkbox is ticked, the chapter title is NOT displayed as a heading above the content. A different title (perhaps longer than the chapter title) may be entered as part of the content.

Common Module settings :

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

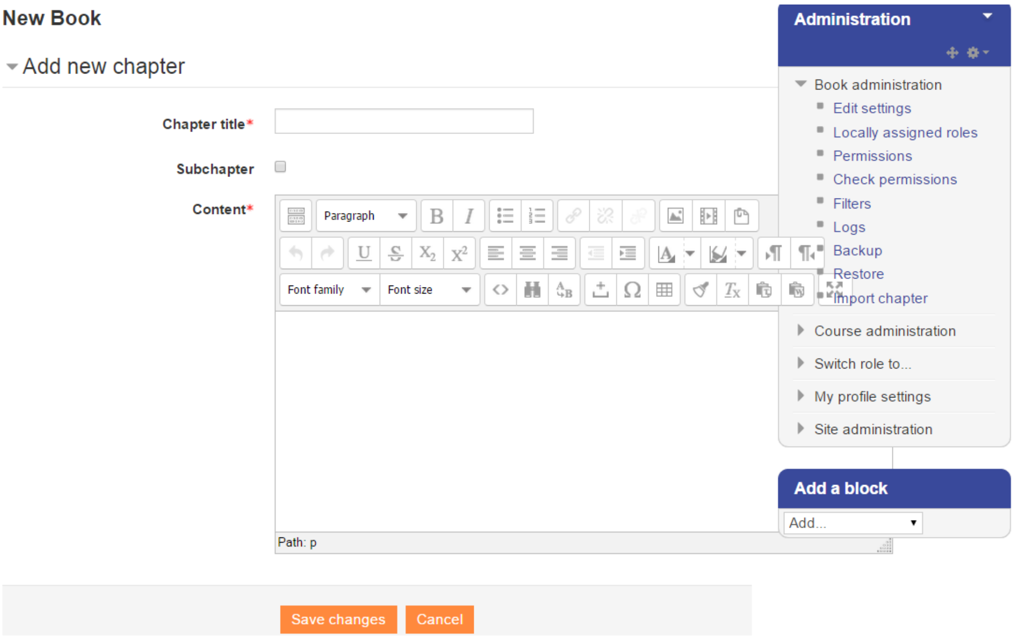
Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

You will see your Book resource on the course page.

To add pages to your book, **select the Book Title**.



Complete the fields:

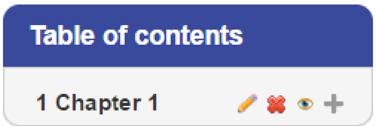
Chapter Title – Enter the title of the Chapter (For Example ‘Introduction’ or ‘Chapter 1’)

Content – This is a standard HTML editing box where you can add text, media files, links as required.

Save Changes

When you have saved the first Chapter you will notice an additional block appears above the Administration block called ‘**Table of contents’.** This will grow as you add further chapters/subchapters to your book.

To add/edit or delete chapters in your book select the options from the Table of contents block as indicated below:



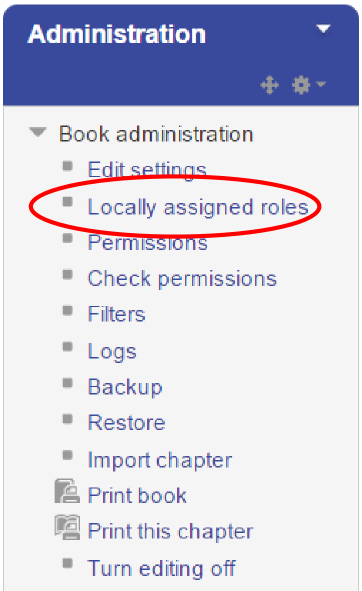
The pencil icon allows you to edit an existing chapter.

The red x allows you to delete an existing chapter.

The eye icon allows you to hide an existing chapter.

The plus sign allows yo to add new chapters/subchapters.

You will also notice the **Administration block** now contains the option for ***Book administration***:



Here you have options to give a student specific access to this resource only as a teacher or non-editing teacher by using the 'Locally assigned roles' option.

You can import chapters from other books.

You can also print the book or chapter.

Activities

You can add a number of separate activities to your course. Each can be set up to work with an individual student, a group or everyone enrolled on the course.

The activities available are:

- **Assignments –** These enable a teacher/assessor to grade and give comments on uploaded files and assignments that have been created both on and off line.
- **Chat** – Allows participants to have a real time synchronous discussion
- **Choice** – Allows you to ask a question and specifies a choice of multiple responses.
- **Database** – Enables participants to create, maintain and search data.
- **External tool** – Allows interaction with LTI compliant learning resources and activities on other web sites.
- **Feedback** – For creating and conducting surveys to collect feedback.
- **Forum** – Allows participants to have asynchronous discussions.
- **Glossary –** Enables participants to create and maintain a list of definitions, like a dictionary.
- **Lesson** – For delivering content in a more flexible way.
- **Quiz** – Allows the design of set quiz tests, which may be automatically marked and feedback shown.
- **SCORM/AICC** – Enables SCORM packages (i.e. on-line learning courses) to be included as course content.
- **Survey** – For gathering data from students to help teachers learn about their class and reflect on their own teaching.
- **Wiki** – A collection of web pages that anyone can add and edit.
- **Workshop** – Enables Peer assessment.
- **Face to Face** – Allows the scheduling of classroom sessions that participants can book. Can also include manager approval and email notifications.

Adding a SCORM

A SCORM package is a collection of files which are packaged according to an agreed standard for learning objects. The SCORM activity module enables SCORM packages to be upload as a zip file and added to a course. Content is usually displayed over several pages with navigation between the pages. There are various options for displaying content in pop-up window, with a table of content, with navigation buttons etc. SCORM activities generally include questions set in assessments, with grades being recorded in the gradebook.

SCORM activities may be used for presenting multimedia content and animations or as an assessment tool.

To add a SCORM activity to a course page

Turn Editing On:

Select the **option for Add an activity or resource** in the section where you want the SCORM package to appear and select '**SCORM'**

Complete the fields:

GENERAL

Name – Whatever you type here will form the link learners' click on to access the SCORM package, so it's helpful to give it a name that suggests its purpose.

Description – Add a description of the SCORM package.

Display description on course page – Choose whether to display the description on the course page. If enabled, this will appear on the course page just below the SCORM activity name.

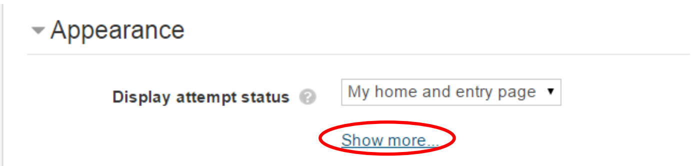
PACKAGE

Auto –update frequency – if you access your SCORM packages from a repository or private files you can choose to create an alias/shortcut to it and then set an update frequency to set how often the site should check to see if there is an updated zip. – The default is currently set to '**Never'**.

Drag and drop or click the add file icon (top left corner) to upload the SCORM package (***NB: you must not unzip the package before upload***).

APPEARANCE

In the appearance section select the 'show more' option



Display package – Choose 'current window' or 'new window' (*see important note below*) – if you choose 'new window' pop ups must be enabled for the learners.

Important Note: If your SCORM package has been downloaded from the Learning Nexus CAS (Content Access System) this setting should be set to '**Current Window**'. If you are uploading a SCORM package that has been created (or edited) yourself using the Learning Nexus authoring tool or a third party authoring tool then use the '**New Window**' option.

Width and Height – Set the stage size. Default is 100% (500 pixels)

Options – A series of check boxes to allow windows to be resized, scrolled, display directory links, location bar, menu bar, toolbar, and/or status.

Student skip content structure page – Choose from never, first access or always. Default is 'Never'

Disable preview mode – default is 'Yes' – if enabled it allows the learner to browse the activity before attempting it. This can cause confusion if they then try and complete the activity in browse mode.

Display course structure on entry page – This allows the table of contents of the package to be displayed when the students click to access the package. The default is 'NO' However, this should be set to ‘Yes’ if your SCORM package is a multiple SCO. This will allow students to see the various objects/modules/units within the SCORM, select each and track progress.

Display course structure in player – Determines how the course structure is displayed in the SCORM player. – The default of ‘disabled’ is recommended.

Show Navigation – leave on default of ‘No’ – or choose where to show the navigation buttons.

Display attempt status – Choose where to display a summary of the learner’s attempts.

<u>AVAILABILITY</u>

Available from/Available to – Choose the dates you wish the SCORM package to be available to learners.

<u>GRADE</u>

Grading method - defines how the grade for a single attempt of the activity is determined. There are 4 grading method options:

- Learning objects – shows the number of completed/passed objects for the activity. The max value is the number of packages’ learning objects.
- Highest grade – The grade page will display the highest score obtained by the learner in all passed objects
- Average grade – Will calculate and display the average grade of all scored objects.
- Sum grade – all scores for all scored objects will be added together.

Maximum grade – NA if grading method of learning objects has been selected. Usual and default setting is 100.

<u>ATTEMPTS MANAGEMENT</u>

Number of attempts - defines the number of attempts permitted. Not to be confused with number of accesses - If only 1 attempt is permitted that attempt can be re-visited any number of times.

Attempts grading – when you permit multiple attempts, you can choose how to record the result in the gradebook by first, last, average or highest. The default is ‘Highest’

Force new attempt – If this is enabled, then every time the learner accesses the package, it will count as a new attempt.

Lock after final attempt – If this is enabled then once a learner has used up all their permitted attempts, they can no longer access the package.

<u>COMPATABILITY SETTINGS</u>

Force completed – If this is enabled then the status of the current attempt is set to ‘complete’. (Scorm 1.2 only).

Auto-continue - If set to yes, when each learning object is completed the next available learning object will launch automatically. If set to no, then the learner must use the continue button to move on.

COMMON MODULE SETTINGS

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

RESTRICT ACCESS

You can choose to restrict the access to an activity or resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

ACTIVITY COMPLETION

This allows you to set whether the activity will display as complete and can be determined by specified conditions being met.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when **ALL** conditions are met.*

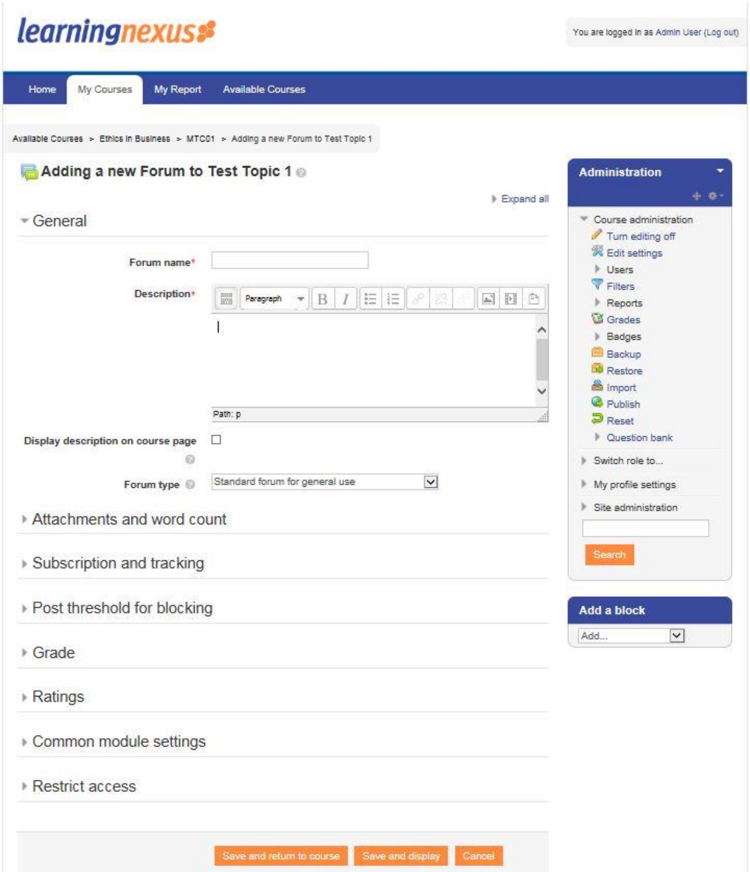
Save and return to course

Adding a Forum

This is an activity where students and teachers can post comments to participate in discussions.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Forum to appear and select '**Forum'**



Complete the fields:

Forum Name – A short name for the forum (e.g. Favourite Colour). This will be diaplayed on the course page.

Forum Type – There are five forum types**:**

Single simple discussion - A single topic discussion held on one page, which is useful for short focused discussions (cannot be used with separate groups). Whatever is entered in the description field is the prompt for the discussion.

Standard forum for general use – This is most commonly used. It provides an open forum where anyone can start a new topic at any time. It is the best general-purpose forum.

Each person posts one discussion - This allows each participant to post just one discussion which can be replied to by everyone. It can be useful for peer reviews.

Q and A Forum – Instead of a discussion, participants pose a question. Others can then reply/answer but cannot see replies/answers from anyone else until they post a reply themselves.

Standard Forum displayed in blog-type format – Like the standard forum for general use it provides an open forum where anyone can start a new topic at any time. However, the discussion topics are displayed on one page with 'Discuss this topic' links.

***NB**: The News Forum is a special type of forum that is automatically created within a new course. Participants cannot reply to a 'News Forum'*

Description – This could be instructions for your students/participants so that they are clear about what they need to do. (E.g. Welcome to our course forum. Anyone can start, join or reply to this forum. Simple Rule – No spam, abuse and bad language allowed).

Display description on the course page – If this is ticked then the description will appear on the course page just below the link to the Forum.

Subscription mode – When a user is subscribed to a forum it means they will receive notification (via pop-up and/or email dependent on setting preferences) of each posting. By default, posts are recorded about 30 mins after the post was first written. Participants can usually choose whether or not they want to be subscribed to each forum. However, you can choose to force subscription ona particular forum then all course participants will be subscribed automatically, even those that enrol at a later time.

There are 4 subscription mode types:

- **Optional subscription** – Participants can choose whether to be subscribed.
- **Forced subscription** – Everyone is subscribed and cannot unsubscribe.
- **Auto subscription** – Everyone is subscribed initially but can choose to unsubscribe at any time.
- **Subscription disabled** – Subscriptions are not allowed.

Read tracking for this forum – allows users to track read and unread forum posts.

There are three options:

- Optional – Students can turn tracking on or off
- Off – It's not possible to track unread posts
- Forced (new for 2.6)– Tracking is always on.

Attachments and word count:

- **Maximum attachment size** – The max file size that may be attached to a post. Available limits are set by the Site Administator.
- **Maximum number of attachments** – The max number of attachments to a post (0 – 100).
- **Display word count** – If enabled will appear at the bottom of each post.

RSS feed for activity – If disabled for the site then this setting will not show.

If enabled, choose between:

- **None** – RSS will be disabled for this forum
- **Discussions** – RSS feed will send out new discusions
- **Posts** – RSS feed will send out new posts.

Number of RSS recent articles – sets the number of articles that go out via RSS.

Post Threshold for Blocking:

- **Time period for blocking –** Choose the time period in which a user can be blocked from posting more than a given number of posts.
- **Post threshold for blocking –** Set the nuber of posts a user may add before they are blocked.
- **Post threshold for warning –** Set the number of posts here after which users will be warned that they are about to be blocked.

Grade – If ratings are enabled then choose the category in which this forum will appear.

Ratings:

- **Roles with permission to rate –** Forum posts can be rated using a scale. By default, only teachers can rate but students can be given permission if required. *(Administration>Forum Administration>Permissions).*
- **Aggregate type –** How all the ratings given to posts are combined to form a final grade.
- **Restrict ratings to items with dates in this range –** Can allow only posts within a certain date range.

Common Module Settings:

Group Mode – Choose from the three group mode settings**:**

- **No groups**
- **Separate groups –** each group can only see their own group.
- **Visible Groups –** each group works in their own group but can also see other groups.

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

NB*: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

NB: A student can be given Forum moderator access by assigning them the role of non-editing teacher within the forum:

- *Settings > Forum Administrator > Locally Assigned Roles > click on the student.*

- *Select the student from the potential users list on the right and use the add button to add them to the existing users list on the left.*

Archiving a forum

A forum can be archived so that students may no longer start new discussions, nor add replies, but they can still read existing discussions and posts:

With the forum on display > Settings > Permissions > Click the prevent icon (red X) for the student role for the capabilities 'Start new discussion' and 'Reply to posts'

Adding a Choice

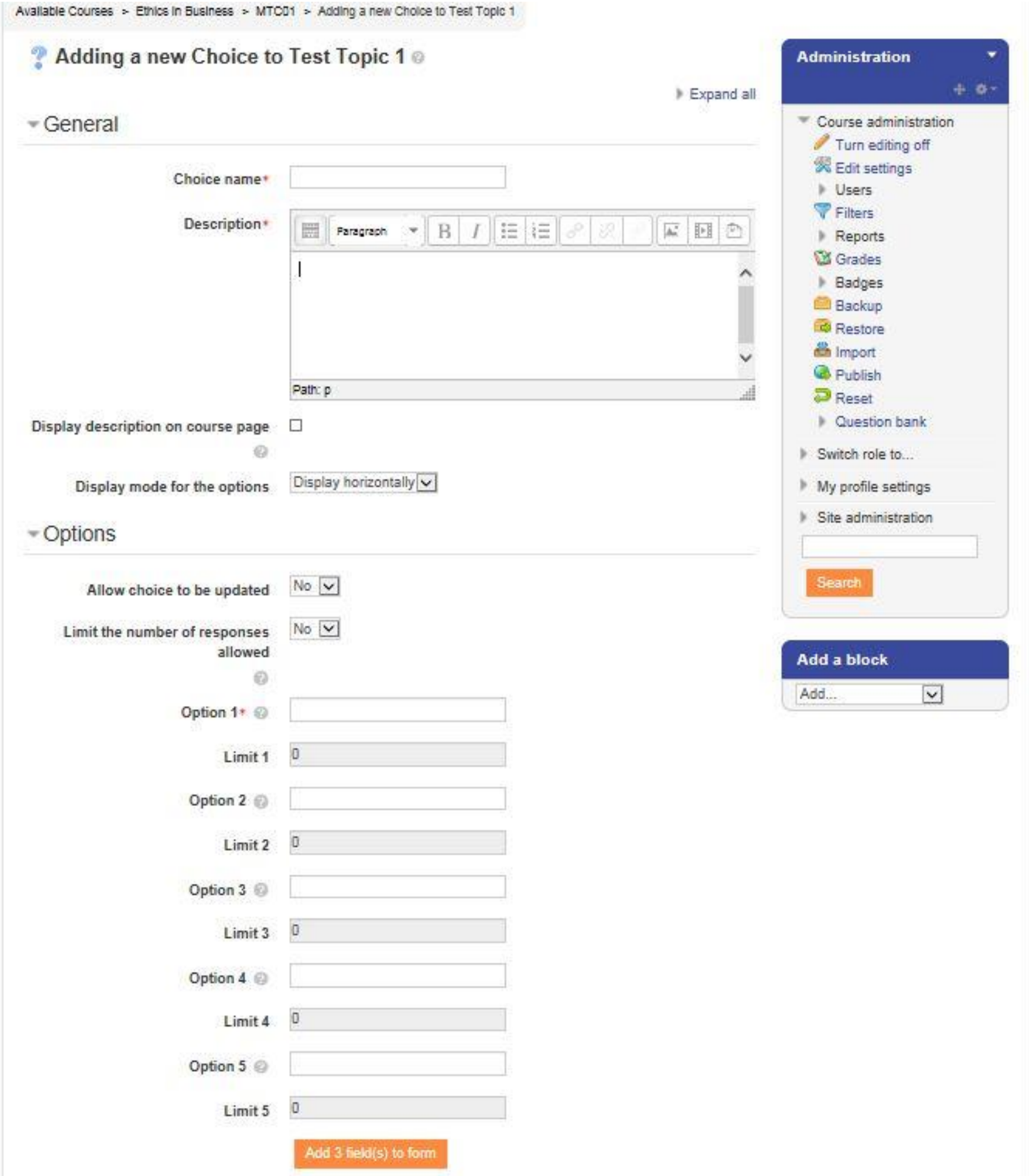
This is an activity that enables you to ask a question and specify a set of multiple choice responses. For example: It can be useful as a quick 'poll' or to allow a group of participants to vote on a specific direction.

There are a number of options within the settings of this activity which for example, allow you to determine how many responses a user can submit, whether they can change their mind and select a different choice, if and when they can view responses by other users etc.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Choice to appear and select '**Choice'**

The following image will show you the choice activity settings:



Complete the required fields:

Choice Name – A short name for the choice activity. This will be displayed on the course page.

Description – The question text that you want the participants to answer.

Display mode for options:

- Horizontally – If you only have 3 or 4 choice responses, select this option.
- Vertically – If you have a large number of choice responses, select this option.

Options:

Allow choice to be updated – If this is set to 'yes' then students can change their mind after they have voted. If set to 'no' then they cannot change their choice.

Limit the number of responses – Enabling this allows you to set a limit on the number of responses for a specific choice. Once that number has been reached, no one else can select that response.

Option – Specify here the detail (text) of the response that the participant can choose.

Limit – if you have enabled the 'limit the number of responses' as described above then enter here the limit number you wish to apply to that response.

Availability:

Restrict answering – You can set open and close dates for your choice. If left then they can respond at any time.

Results:

Publish Results – This determines whether (and when) the student will be able to view the results of the choice activity:

- Never see the results.
- See the results only after they have responded themselves.
- See the results only after the closing date.
- Always see the results

Privacy of results – If 'publish' was chosen then you can decide whether to show student names or merely the number who responded without names.

Show column for unanswered – If enabled a column showing how many participants have not responded will be displayed. If disabled then only those who have responded will be displayed.

Common Module Settings:

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

NB: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.

Adding a Chat

The chat activity allows participants to have a real time discussion in a course.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Chat to appear and select '**Chat'**

Complete the required fields:

Chat Name – A short name for the chat activity. This will be displayed on the course page and will form the link learners' click on to enter the chat so it is helpful to give it a name that suggests its purpose.

Description – The description of the chat should include precise instructions for students regarding the subject of the chat.

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the chat.

Chat Sessions:

Next Chat time:

- The day and hour of the next chat session. This will appear in the calendar so students know the schedule but it doesn't stop them accessing the chatroom at any other time.
- If you don't want them in the chatroom at other times, then hide it (with the eye icon).
- If you don't want to schedule chat times then ignore this and choose from the next settings.

Repeat / Publish sessions:

- **Don't publish any chat times –** There are no set times and students are welcome to chat at any time
- **No repeats – publish the specified time only –** only the next chat time will be published.
- **At the same time every day –** Daily chats are useful for scheduling daily office hours or work sessions with learners.
- **At the same time every week –** This will schedule a chat for the same day and time every week.

Save past chat sessions – Choose from the drop down menu, the number of days to save or save everything by selecting *Never delete messages.*

Everyone can view past sessions – Teachers can always view past sessions but you can choose whether to allow everyone to view past chat sessions or not.

Common Module Settings:

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
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Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

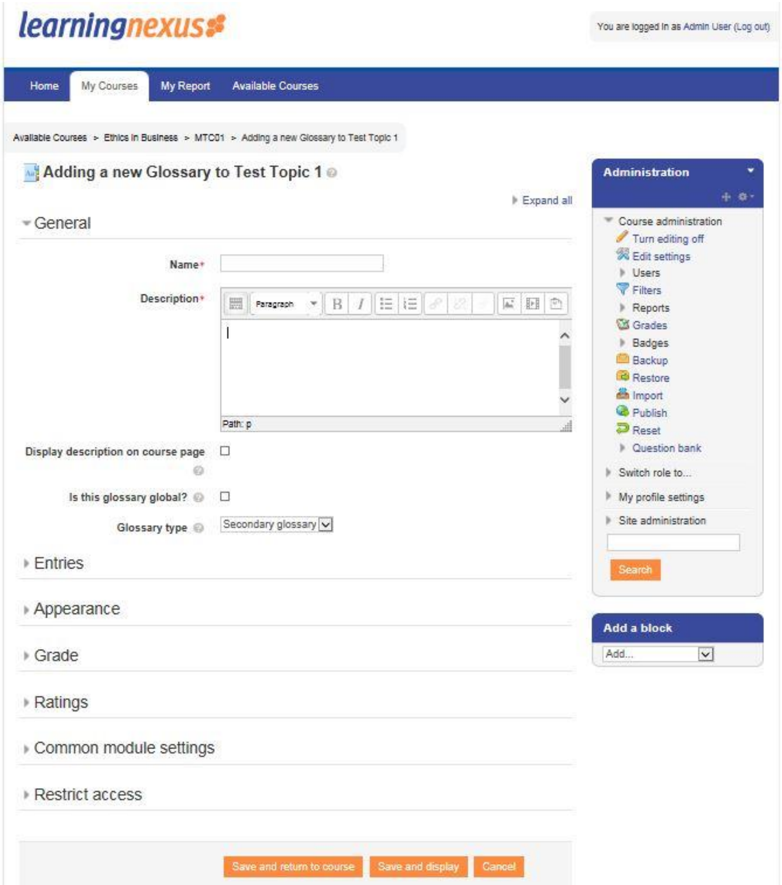
Locally Assigned Roles – an additional role can be given to students for this activity such as the capability to delete chat logs. *Administration > Chat Administration > Locally Assigned roles.*

Adding a Glossary

The Glossary activity allows participants to create and maintain a list of definitions, like a dictionary. It can be used in a number of ways. The entries can be searched or browsed in different formats. Glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. There is also an auto-linking feature which will highlight words in the course that have been added to the glossary.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Glossary to appear and select '**Glossary'**



Complete the required fields:

Name – A short name for the Glossary.

Description – Describe the purpose of the glossary and provide instructions or background information, links etc.

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the glossary.

Is this glossary global? – Administrators can make a global glossary, with entries linking throughout the whole moodle site. Any course may contain a global glossary, though the best practice is to place a global glossary on the site front page.

Glossary type – You can decide if the glossary will be 'main' or 'secondary'. The system allows you to export entries from any secondary glossary to the main one of the course. In order to do this, you should specify which glossary is the main one. You can only have one main glossary per course.

Entries:

- **Approved by default** – If set to 'yes' then new entries appear automatically. If not, then the teacher must approve each one first.
- **Always allow editing** – If set to 'yes' students can edit their entries at any time. If not then they can only edit for a certain period (defined in *Site Policies*)

- **Duplicate entries allowed** – This allows the entry of more than one definition for a given word.
- **Allow comments on entries** – Students and teachers can leave comments on glossary definitions. The comments are available through a link at the bottom of the definition.
- **Automatically link glossary entries** – If the 'Glossary auto-linking filter' is enabled by an administrator, then turning this on allows individual entries in this glossary to be automatically linked whenever the concept words and phrases appear throughout the rest of the same course. This includes forum postings, internal resources, section/topic/week summaries and so on.

Appearance:

- **Display format** – choose one of the styles from the drop list.
    - **Simple dictionary style –** No authors are displayed and attachments are shown as links.
    - **Continuous without author –** Entries are displayed one after the other without any separation
    - **Full with author –** A forum like format showing the author's details and attachments shown as links.
    - **Full withour author –** A forum like format without author details but with attachments shown as links.
    - **Encyclopedia** – Same as 'Full with Author' but attached images are shown inline.
    - **Entry List** – Terms are listed as links.
    - **FAQ** – the words QUESTION and ANSWER are appended to the terms and definition respectively.

Approval display format – It's possible to set an alternative display format for when entries are approved that can differ from the display format on the course page.

Entries shown per page – Decide how many entries to display per page.

Show alphabet links – If set to 'Yes' users can browse the glossary by letters of the alphabet.

Show 'ALL' link – If set to 'YES' users can browse all entries at once.

Show 'Special' link – If set to 'YES' users can browse the glossary by special characters, such as @ and #

Allow print view – This provides a printer friendly version link.

RSS :

RSS feed for this activity – This turns RSS on or off. When set to '***None'*** the RSS feed is disabled. When set to '***Concepts with authors'*** the RSS feed will send out the glossary entries with the name of the author. When set to '***Concepts without author'*** the RSS feed dends out glossary entries without the name of the author.

Number of RSS recent articles – This number sets the number of entries that go out via RSS.

Grade – If ratings are enabled then choose the category in which this glossary will appear.

Ratings:

- **Roles with permission to rate –** Glossary entries can be rated using a scale. By default, only teachers can rate but students can be given permission if required. *(Administration>Glossary Administration>Permissions).*
- **Aggregate type –** How all the ratings given to posts are combined to form a final grade.
- **Restrict ratings to items with dates in this range –** Can allow only posts within a certain date range.

Common Module Settings:

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and return to course

Adding an Assignment

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.

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.

To add an assignment activity,

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the Assignment to appear and select '**Assignment'**

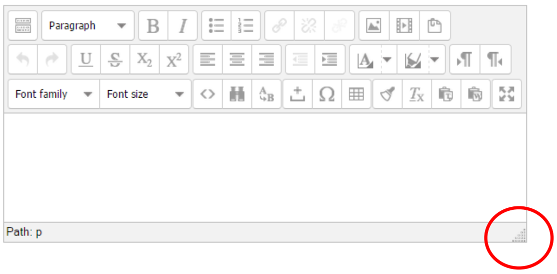
The following options are available when creating or editing an Assignment activity. Only the '**General'**, '**Availability'** and '**Submission'** sections are open by default, the others are collapsed. To expand everything, click the "**Expand all**" link top right.

GENERAL

The General section allows you to give your assignment a name and description.

Assignment name - Give your Assignment a name (e.g. "Assignment based on Topic 1 Content"). The title entered here will be the name that the learner sees in the course content area. Learners will click on this name to view the details of the assignment and, if applicable, submit their work.

Description - Provide instructions for your students here so they are clear what they have to do. Click the icon top left to expand the toolbar:



The box can be made bigger by dragging the bottom right hand corner out

You can also provide information or resources related to the assignment, such as a video clip, an image, or a link to a url/webpage.

Display description on course page - Enabling this will display the description on the course page just below the assignment name.

AVAILABILITY

Availability settings for an assignment

Allow submissions from - The Allow submissions from setting prevents students from submitting their assignment before the shown date. A teacher can to set a day, month, year and time (24 hour clock) from which learners can begin to submit their assignments. Please note that this setting does not hide the activity from the learners. Instead, the learner will see the activity, be able to view the instructions and use any materials you have included in the description, but the learner will not be able to submit or complete the assignment until the 'Allow submissions from' date is reached.

This setting is enabled (ticked/checked) by default and is set at the day and time you added the assignment. To disable this, remove the tick/check.

Due date - The Due date setting establishes when the assignment is due. Submissions will still be allowed after this date, but any assignments submitted after this date are marked as late.

This option allows a teacher to set a day, month, year and time (24 hour clock) before which learners must submit their assignment.

By default the Due date is Enabled (ticked) and is set at 7 days ahead of the day and time you selected Add Assignment. To disable this feature, simply ensure the Enable checkbox is not marked.

Cut-off date - The Cut-off date is the date beyond which students will not be able to send in their assignment as the button for doing so will no longer be displayed. After that date (or time) a teacher/administrator may, on request, grant an extension by going to the class assignment grading screen, clicking the "Edit" column and choosing "grant extension" for the relevant student.

Always show description - If the **'Always show description'** checkbox is ticked, the assignment description is always shown. If the checkbox is not ticked, the assignment description will be hidden until the 'Allow submissions from' date.

If 'Allow submissions from' is disabled, then this setting has no meaning: the assignment description will always be visible to students.

<u>SUBMISSION TYPES</u>

Here you can decide how you wish students to submit their work to you.

Note: If Submission comments are enabled by the System Administration then students will be able to add a note to their teacher on submitting work. If Blind marking is enabled, student comments display as from "Participant 01 etc" to avoid revealing identities. These comments will appear in the grading table in the Submission comments column.

There are two types of file submissions:

- **Online text**

  Learners can type their response directly into the VLE using the text editor. The text is automatically saved at regular intervals.

- **File submissions**

  Learners can upload and edit one or more files of any type that the teacher can open (e.g. MS Word, PDF etc.)

Maximum number of uploaded files - Here you can decide the maximum number of files which may be uploaded by each learner. (It might be helpful to display the number in the assignment description.)

Maximum submission size - This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission. This maximum upload size may only be equal to or less than the course limit (which in turn may only be equal to or less than the site limit). The maximum size of each file is displayed to students at the point where they upload files

FEEDBACK TYPES

There are three options for Feedback Types:

- **Feedback comments -** Setting this to yes means that markers can leave feedback comments for each submission. It enables the Feedback Comments column in the grading table.(To access the grading table, click on the assignment activity and then *View/Grade all Submissions*). Feedback comments are also accessible by clicking on the green tick in the grade column on the grading table.
- **Offline grading worksheet -** If set to yes, the teacher will have a link to download the grading list as a spreadsheet. They will then be able to enter grades and feedback comments offline. When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred over into Moodle's gradebook.
- **Feedback files -** This allows markers to upload files with feedback when marking. These files may be the marked up student assignments, documents with comments, a completed marking guide, or spoken audio feedback. It enables the Feedback Files column in the grading table. (To access the grading table click on the assignment activity and then *View/Grade all Submissions*)To upload feedback files, click on the green tick in the grade column on the grading table and then upload either with drag and drop or using the File picker.

Feedback is displayed to students on the assignment submission page.

SUBMISSION SETTINGS

Require students click submit button

Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment.

Once they select the '**submit button**' they can no-longer edit their submission. If they need to change it, they must contact the teacher for the course, who can revert the assignment to draft status.

Note: *To revert to the draft stage, click on the assignment activity and then View/Grade all Submissions. Locate the student and click the action icon in the Edit column. Select 'Revert the submission to draft'.*

If this setting is No, then students do not have to click a submit button and are able to make changes to uploaded files at any time.

Note: *If this setting is No but the teacher wishes to grade students work, then you can stop students from making further changes by using 'Prevent submission changes'. Prevent submission changes can also be used in cases where students have neglected to click the Submit button and grading has commenced. To prevent submission changes, click on the assignment activity, then click on the View/Grade all submissions button. On the grading table, locate the student and click the action icon in the Edit column. Select 'Prevent submission changes'.*

To do either of these with a number of students, use the 'With selected' menu at the bottom of the grading table.

Require that students accept the Submission statement – The system administrator can define a "Submission statement", i.e. a statement where a student promises the work is their own and which they must agree to before submitting their work. The default statement is '*This assignment is my own work, except where I have acknowledged the use of the works of other people*.' Should any changes be required to this statement, please contact the Learning Nexus Support Desk at support@learningnexus.co.uk.

When this setting is enabled, students will have to check a button before they can submit their assignment.

Attempts reopened - This setting allows the teacher to decide how submissions are reopened. The default is "Never", in that students may only submit once. However, a teacher can set this to "Manually" and reopen it themselves for the student to resubmit, or to "Automatically until pass". The student must then keep trying and resubmitting until they get a pass grade.

Maximum attempts - If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed!)

GROUP SUBMISSION SETTINGS

Students submit in groups - If this box is ticked, then students are able to collaborate on an assignment. This might involve for example, working in the same online text area, or one student uploading an MS PowerPoint which another student downloads, improves and re-uploads to the common assignment area.

When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.

If no groups have been made, then Moodle will make a default group of every student in the course. (Note also that if a student is in more than one group then their submission will be made to the default group.)

Require all group members submit - This setting will only appear if the teacher has ticked the "Require students click submit button" earlier. The assignment will not be classed as "submitted" until all members of the group have made a contribution. When one student has submitted, the other members of the group will be able to see who still has to submit.

Grouping for student groups - If a particular grouping is selected here, then the gradebook will display any other groups and non-grouped students in the "default group", while naming the group(s) that are in the chosen grouping. If "none" is selected, then the gradebook will display the names of all groups and put any non-grouped students in the "default group". See this forum post on grouping for student groups for examples of how this might be used.

NOTIFICATIONS

Notify graders about submissions - Teachers will receive a message (of a type they choose) whenever a student submits an assignment.

Notify graders about late submission - Teachers will receive a message (of a type they choose) whenever a student submits a late assignment. Please note if you are using the assignment in Groups Mode (eg Separate or Visible Groups), the teacher will need to be a member of the group in order to receive the submission notification.

Important note: *Any teacher must be enrolled on the course with the 'teacher' role in order to receive notifications.*

*Also**,** if you are using the assignment in Groups Mode (eg Separate or Visible Groups), the teacher will need to be a member of the group in order to receive the submission notification.*

GRADE

Grade - Select the maximum grade or scale to be applied. If you will not be giving a grade for the assignment, choose No Grade.

Grading method - There are 3 options:

- Simple direct grading (entering a grade or scale item) – ***this is the default setting.***
- Marking guide – this is an advanced grading method where a teacher enters a comment per criterion and a mark up to a maximum. If you require further information on this please refer to https://docs.moodle.org/26/en/Marking_guide#Duplicating_the_Marking_guide.
- Rubric – these are advanced grading forms used forcriteria-based assessment. If you require further information on this please refer to https://docs.moodle.org/26/en/Rubrics.

Grade Category – This setting controls the category in which this activity's grades are placed in the gradebook. – ***The default is 'Uncategorised'***.

Blind marking - If this setting is enabled, then a teacher will not see the names of students who have submitted their assignments. Instead, they will see randomly generated Participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on "Reveal student identities" in the Assignment settings.

Use marking workflow - When set to Yes, teachers will be able to specify the stage they are at in their grading of individual assignments

One advantage of using marking workflow is that the grades can be hidden from students until they are set to 'Released'. The actual list of steps are:

- Not marked (the marker has not yet started)
- In marking (the marker has started but not yet finished)
- Marking completed (the marker has finished but might need to go back for checking/corrections)
- In review (the marking is now with the teacher in charge for quality checking)
- Ready for release (the teacher in charge is satisfied with the marking but wait before giving students access to the marking)
- Released (the student can access the grades/feedback)

NOTE*: *Example use case

Marker wants to release all grades at the same time

- *Marker enables "Use marking workflow"*
- *Marker marks each submission and moves the grading to "Marking completed" as each submission is graded.*
- *Marker then uses the batch operations to move all grades to "Released" at the same time.*

Use marking allocation - If marking workflow (see above) is set to ***Yes***, it is possible to enable marking allocation. This means that teachers can be selected to grade or review the submitted work of specific students. Colleagues can monitor progress through the displayed marking workflow states.

COMMON MODULE SETTINGS

Visible - Select either 'show' or 'hide' this will determine if it can be seen by the learners. 'Hide' means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Group Mode – Choose from the three group mode settings**:**

- **No groups**
- **Separate groups –** each group can only see their own group.
- **Visible Groups –** each group works in their own group but can also see other groups.

Grouping - A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.

Restrict Access - You can choose to restrict the access to an activity or resource by either:

- Setting dates the activity/resource is available
- Specifying a certain grade that must be achieved before the activity/resource is available
- Specifying a particular user group that can access the activity/resource
- Specifying a particular activity must be completed before theactivity/resource is available.

Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when **ALL** conditions are met.*

Save and return to course

***Note**: There are a number of assignment module settings available to the system administrators. If you require any changes to the default settings for Submissions or Feedback, please contact support@learningnexus.co.uk.*

Adding a Quiz

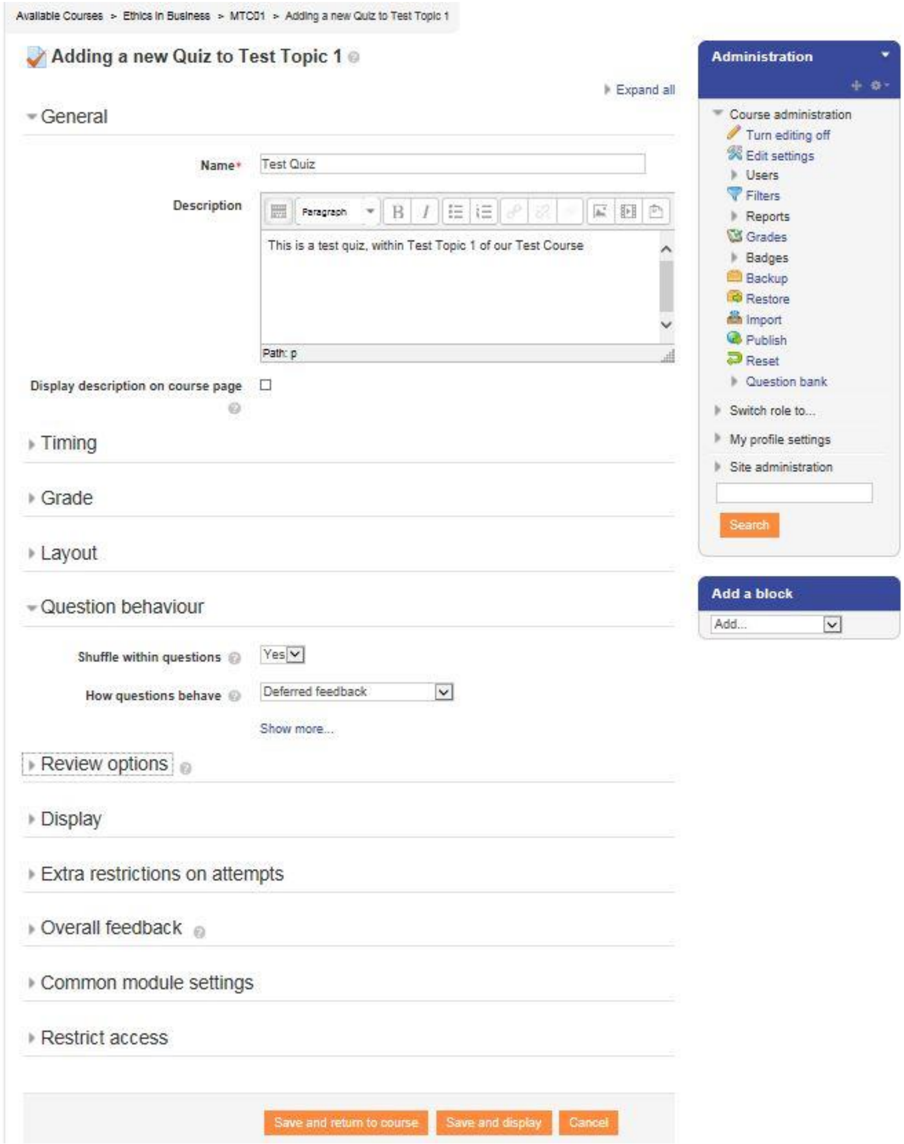
The **Quiz** activity module allows the teacher to design and build quizzes consisting of a large variety of Question types, including multiple choice, true-false, and short answer questions. These questions are kept in the **Question bank** and can be re-used in different quizzes.

Creating a new quiz is a two step process.

1. Create the quiz activity, setting the options which specify the rules for interacting with the quiz.
2. Add questions to the quiz.

Turn Editing On

Select the **option for Add an activity or resource** in the section where you want the quiz to appear and select '**Quiz'**



Complete the required fields:

Name – This is the name of the quiz that will appear on the course page.

Introduction - write an introduction that will include a description and any special instructions for users.

Display description on the course page – If this is ticked then the description will appear on the course page just below the name of the Quiz.

Open the quiz – You can specify times when the quiz is accessible.

Close the quiz – After the closing time, students will still be able to see the quiz description and review their attempts but cannot start a new attempt.

Time Limit – By default, quizzes do not have time limits If you do specify a time limit, several things are done to try and ensure the quizzes are completed within that time:

- A countdown timer is shown in the quiz navigation block.

- When the timer runs out the quiz is submitted automatically with whatever answers have been filled in so far.
- If a student goes over the allotted time, no marks are awarded for any answers entered after the time ran out.

Attempts allowed – Students may be allowed to have multiple attempts at a quiz.

Grading Method – If multiple attempts have been selected then you can decide how to calculate the final grade for the quiz.

- Highest grade – The final grade will be the best grade achieved from all attempts.
- Average grade - The final grade will be the average grade achieved from all attempts.
- First Grade - The final grade will be the first grade achieved from all attempts.
- Last grade - The final grade will be the last grade achieved from all attempts.

Layout:
Question order – If shuffled randomly is selected, then the order of questions in the quiz will be randomly shuffled each time a student starts a new attempt at the quiz.

New page – For longer quizzes it makes sense to stretch the quiz over several pages by limiting the number of questions per page.

Question Behaviour:

- Shuffle within questions – For multiple choice and matching questions type, this would shuffle the order of the choices.
- How questions behave :
  - **Deferred feedback** - Students must enter an answer to each question and then submit the entire quiz.
  - **Adaptive mode/Adaptive mode (no penalties)** – Allows students to have multiple attempts at a question before moving to the next question. The question can adapt itself to the student's answer, for example by giving some hints before asking the students to try again.
  - **Manual grading** – Used for essay questions but you can choose to have every question manually graded.
  - **Interactive mode** – After submitting one answer, and reading the feedback, the student has to click 'Try again' before they can try a new response. Once the question is answered correctly they cannot change their response. Once they have reached the maximum number of wrong attempts the question will be graded as wrong or partially correct. There can be different feedback after each attempt.
  - **Immediate feedback** – Similar to interactive mode in that student can submit response immediately and get it graded. However, they can only submit one response.
  - **Deferred feedback or Immediate feedback with Certainty based marking (CBM)** – With CBM the student does not only answer the question, but they also indicate how sure they are that they have got the question right. The grading is adjusted by the choice of certainty.

Review Options:
This controls what information students will be shown when they review their past attempts and during the attempt in adaptive mode.

Note: ‘*During the attempt’* is only available when question behaviour is set to ‘*immediate feedback’*, ‘*immediate feedback with CBM’* and ‘*Interactive with multiple tries’*.

Display:

Decimal places in grades – determines how many digits will be shown after the decimal point when the grade is displayed.

Decimal places in question grades – how many digits will be shown after the decimal point when the grade is displayed for each question.

Extra restrictions on attempts:

Require password – This is optional. If you specify a password then students must enter the same password for each attempt.

Require network address – This is optional. You can restrict access to a particular subnet (set of users on the network) by using a .csv list of partial or full IP address. For example it could be a set of PCs in a particular room.

Overall feedback – This is shown to a student after they have completed an attempt. The text shown can depend on the grade achieved.

For example:

- Grade Boundary - 100%
- Feedback – Well Done
- Grade boundary – 40%
- Feedback – Please study this topic again.
- Grade 0%

You can set as many or as few grade boundaries as you wish. The form allows 5 at first but you can add more by clicking the ‘Add 3 fields to form’ option.

Common Module Settings:

Group Mode – Choose from the three group mode settings**:**

- **No groups**
- **Separate groups –** each group can only see their own group.
- **Visible Groups –** each group works in their own group but can also see other groups.

Visible - Select either ‘show’ or ‘hide’ this will determine if it can be seen by the learners. ‘Hide’ means it will be hidden from learners until you are ready for it to be shown. You can make it visible later by clicking on the closed eye to open it from the editing toolbar.

ID Number – can be used to identify the resource for grade calculations. Can be left blank.

Restrict Access - You can choose to restrict the access to a resource by either:

- Setting dates the resource is available
- Specifying a certain grade that must be achieved before the resource is available
- Specifying a particular user group that can access the resource
- Specifying a particular activity must be completed before the resource is available.

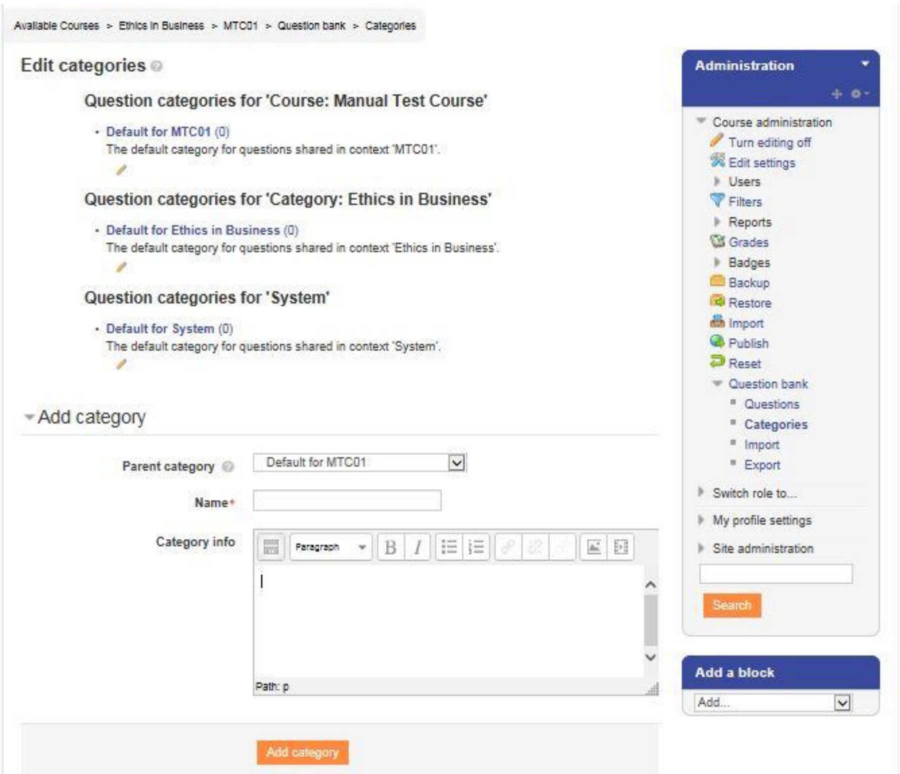
Activity Completion - this allows you to set whether the activity will display as complete.

***NB**: If enabled, the activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired. The activity will only be considered complete when ALL conditions are met.*

Save and display

Adding a Question Bank

Once you have set up the Quiz Body the next stage is to create the Question Bank. With a course selected, go to ***Course Administration> Question Bank>Categories***



You will need to set up Parent Categories and sub categories as required for your questions to sit within.

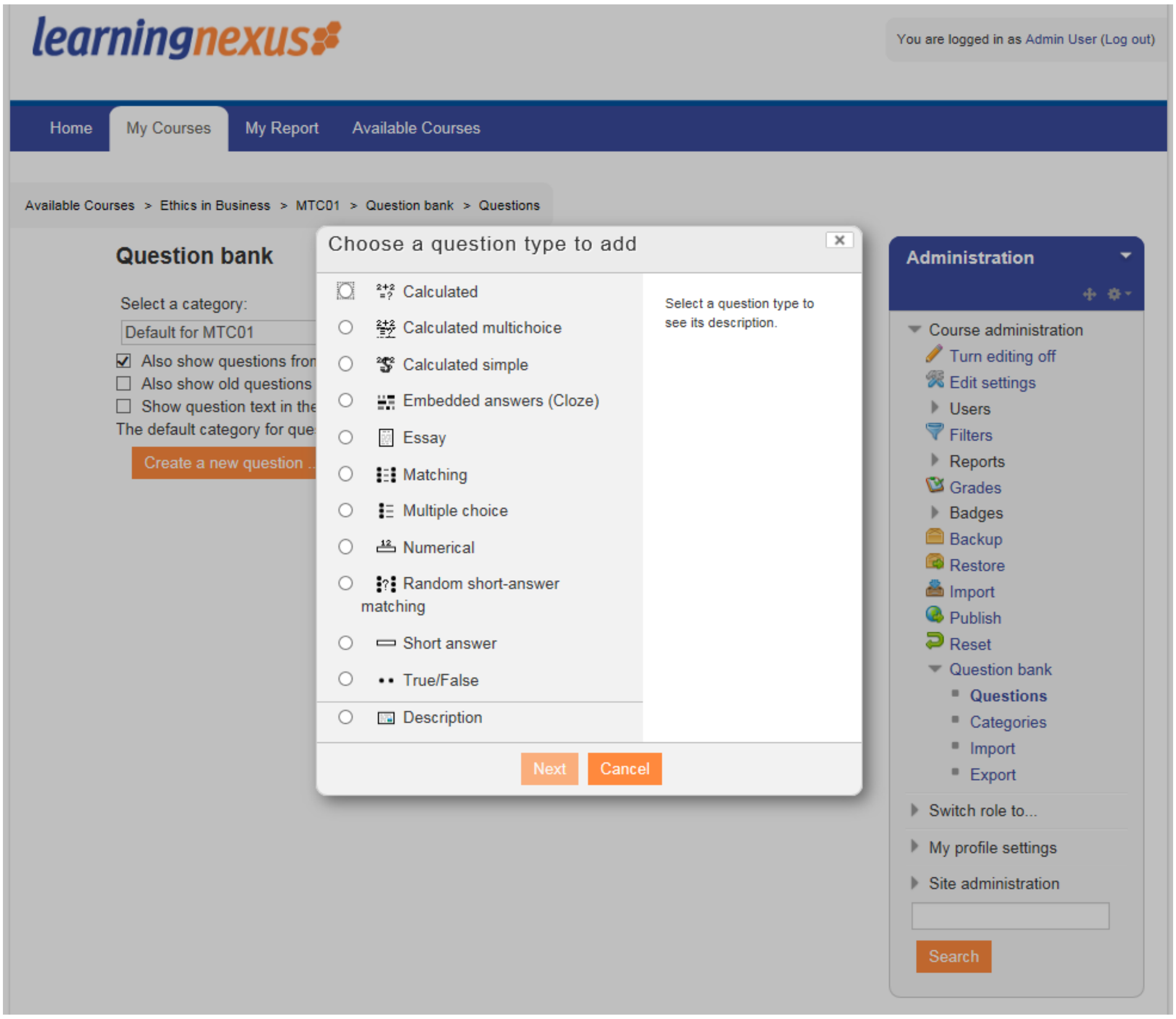
Complete the fields by selecting the Parent Category from the list, entering the name of the sub category and any accompanying info then select the 'Add Category' button at the bottom.

Once you have added your category and sub category you can use the arrows to move the categories and sub categories around, the spanner will allow you to amend the category name and info, there is also an option to delete the category.

Now that you have your Question Categories, you need to add the questions to the question bank.

Select ***Course Administration>Question Bank>Questions***

Select the category that you wish to add a question to and then select the '**Create a new question'** button



Choose the question type you wish to add.

Depending on the type of question you have selected a number of fields will display that need to be completed. Those marked with a red asterisk are mandatory fields.

Multiple Choice Question Type

When completing the fields to create a multiple choice question, consider the following:

Question name: This is the id for your question. You may wish to consider a naming convention that is consistent across all questions you build.

Question text: Wording of actual question. You can include images, videos etc here.

Default mark: Decide how many marks will be awarded to this question. The default is set as 1.

General feedback: This will always appear whether the question is answered correctly or not. You can also include urls, images etc. or an ideal example answer.

One or multiple answers: Select the appropriate option for either one answer only or multiple answers.

Shuffle the choices: If selected this will cause the order of the answers to be randomly shuffled for each attempt, provided that 'shuffle within questions' has also been set within the quiz activity settings.

Number the choices: This allows different styles to choose.

Choices: Enter the answer text to be displayed, the grade (i.e. 100% if only one choice to be selected, 50% if 2 choices, 25% if 4 choices etc.) and the feedback text to accompany each answer/selection.

Settings for multiple tries: You can set a penalty for each multiple attempt.

Hint: You can add a hint for multiple attempts.

Once all fields have been completed, select '**save changes'**

Your question will be added to the bank.

Preview your question - by selecting the preview icon from the tool bar alongside each question.

You can continue adding questions this way, clicking the 'Add a question' button each time.

You can also use an existing question and make a copy of it changing the Question Name – the settings would then remain the same. To do this use the **spanner** icon to open the settings for an existing question – **change the question name** and select '**make copy'** at the bottom.

Short Answer Question Type

In a short answer question, the student types in a word or phrase in response to a question (that may include a image). Answers may or may not be case sensitive. The answer could be a word or a phrase, but it must match one of your acceptable answers exactly. It's a good idea to keep the required answer as short as possible to avoid missing a correct answer that's phrased differently.

You can use the asterisk character (*) as a wildcard to match any series of characters.

Essay Question Type

The essay question type is intended for short answers of a paragraph or two or as much as can be typed into one box. The settings for this question type allows you to determine the box size by number of lines. You can allow attachments and there is a response template where you could add headings for an answer to be added.

This question type is not marked automatically by the system. It will display a grade of 0 until manually graded.

When manually grading an essay question it is possible to enter a custom comment in response to the essay and assign a score.

Numerical Question Type

From the student perspective, a numerical question looks just like a short-answer question. The difference is that numerical answers are allowed to have an accepted error.

For example, if the answer is 30 with an accepted error of 5, then any number between 25 and 35 will be accepted as correct.

Matching Question Type

Matching questions have a content area and a list of names or statements which must be correctly matched against another list of names or statements. For example "Match the Capital with the Country" with the two lists "Canada, Italy, Japan" and "Ottawa, Rome, Tokyo". In the Quiz Module, each match is equally weighted to contribute towards the grade for the total question.

The default mark will need to match the number of matches that are required.

If there are 4 Questions – 4 Answers - to add a 5th answer/choice as a red herring, then add it at the bottom of the list of choices but without a question.

Description Question Type

This is not really a question. It is just a place holder / label to put text into quiz. For example 'This is the last question' or 'Watch the following video then answer the questions that follow'.

Cloze Question Type

This allows you to embed content into a question. For example: The speed limit of ☐ is set to slow motorists in built up areas. You would then need to add some code to provide the options to be chosen.

> { start the cloze sub-question with a bracket
> 1 define a grade for each cloze by a number (optional). This used for calculation of question grading.
> :SHORTANSWER: define the type of cloze sub-question. Definition is bounded by ':'.
> ~ is a separator between answer options
> = marks a correct answer
> # marks the beginning of an (optional) feedback message
> } close the cloze sub-question at the end with a bracket (AltGr+0)

{grade:question_type:options} For example: {1:MC:option1~=option2~option3}

Question type must be CAPITAL LETTERS i.e. MULTIPLECHOICE or MC, SHORTANSWER or SA

The correct answer is always preceeded by the equals sign and each option is separated by a tilde ~

Adding a Question to a Quiz

Once you have created your Quiz Activity (Quiz Body) and you have a Question Bank, you are ready for the final stage which is to add your questions to your quiz.

Display the quiz activity by selecting it from the course and then select 'Edit Quiz'

Select the 'Show the Question Bank contents' option (top right)

You will be presented with a list of the questions available in your question bank. Choose the Category/Catagories from your question bank that contains the questions you want and select the questions you wish to include in your quiz from the list. Then choose 'Add to Quiz'

You can choose to add random questions from the category to your quiz.

Preview your Quiz by selecting the Quiz Activity then go to ***Administration >Quiz Administration>Preview***

Adding a Scorm Activity

This enables you to upload any **SCORM 1.2 or AICC package** to include in your course.

SCORM (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and reusability of web-based learning content. It is basically a set of industry standards. SCORM content can be delivered to learners via any SCORM-compliant LMS/VLE using the same version of SCORM.

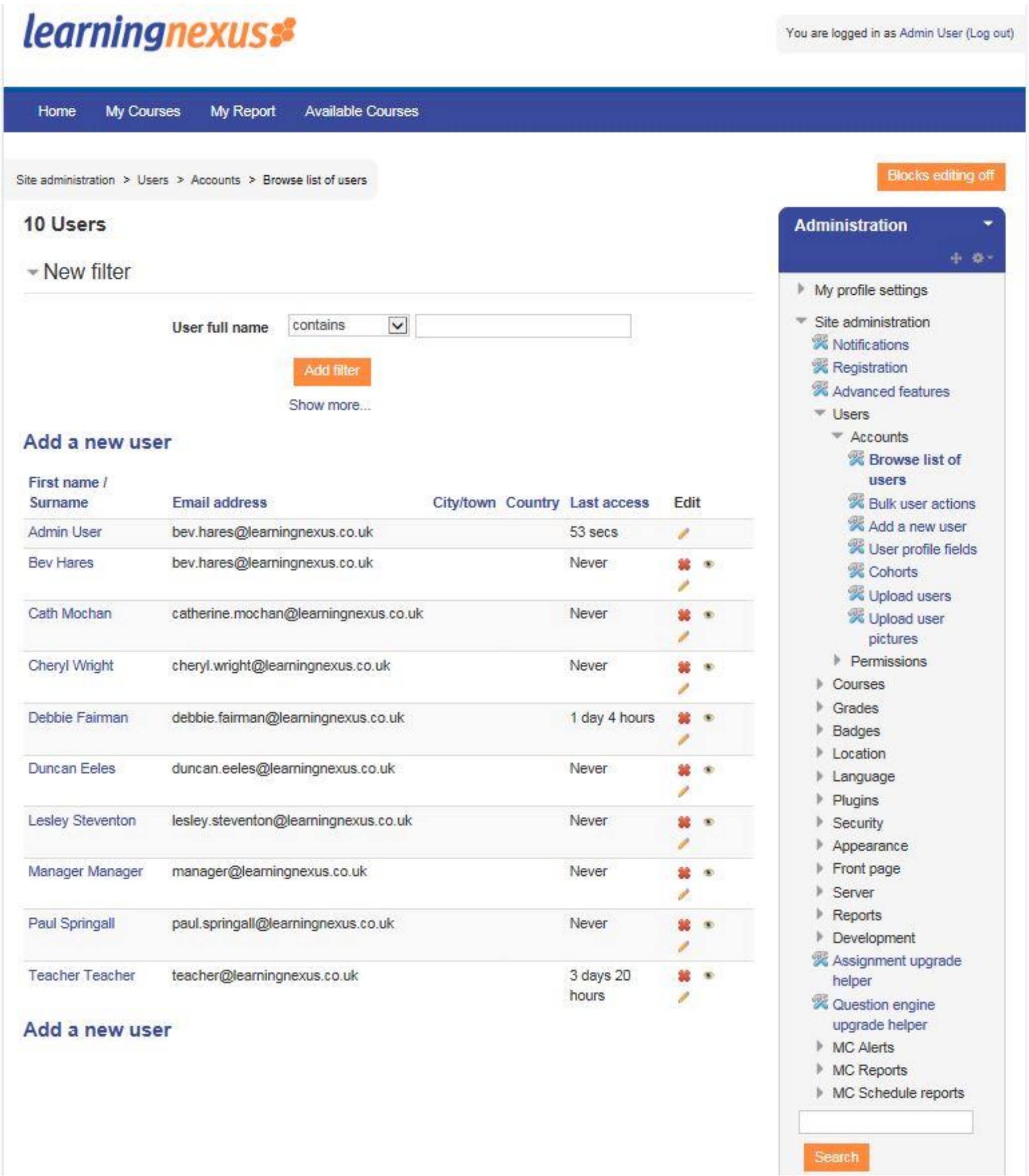
User Accounts

An administrator can perform various tasks relating to user accounts in ***Administration>Site Administration>Users>Accounts***

- Browse list of users – Search, find and edit user accounts
- Bulk user actions – message, confirm, download or perform other actions on a large group of users globally.
- Add a new user – create one individual user account
- Upload users – bulk create new user accounts

Browse List of Users

To browse a list of users go to *Site Admin>Users>Accounts>Browse list of users*



Administrators can search for a particular user, using their name or email address as the search term.

Table sorting - All columns in the browse list may be sorted in alphabetical (or numerical) order either ascending or descending, by clicking on the column heading. The first column click will sort the user data A-Z, the second click will sort the data Z-A.

Filters – You can also search for users, using particular criteria for filters. For example if you wanted to search for all users with the name John as their first name or last name you would enter 'John' in the full name filter and select 'contains' as the limit. To run the filter select the 'Add Filter' button.

Show Advanced – By selecting this you will be provided with additional search filters and data limiters. You will also be able to include any custom profile fields that have been created.

Bulk User Actions

To use the bulk user action feature go to *Site Admin>Users>Accounts>Bulk User Actions*

This feature will enable administrators to select users by creating a filter and then perform any of the following:

- Confirm user accounts (those created through email based self registration) which are not yet confirmed.
- Send a message (only if messaging has been enabled)
- Delete user accounts
- Display a list of users on a page
- Download user data in text, ODS or excel file format
- Force users to change their passwords
- Add users to a cohort

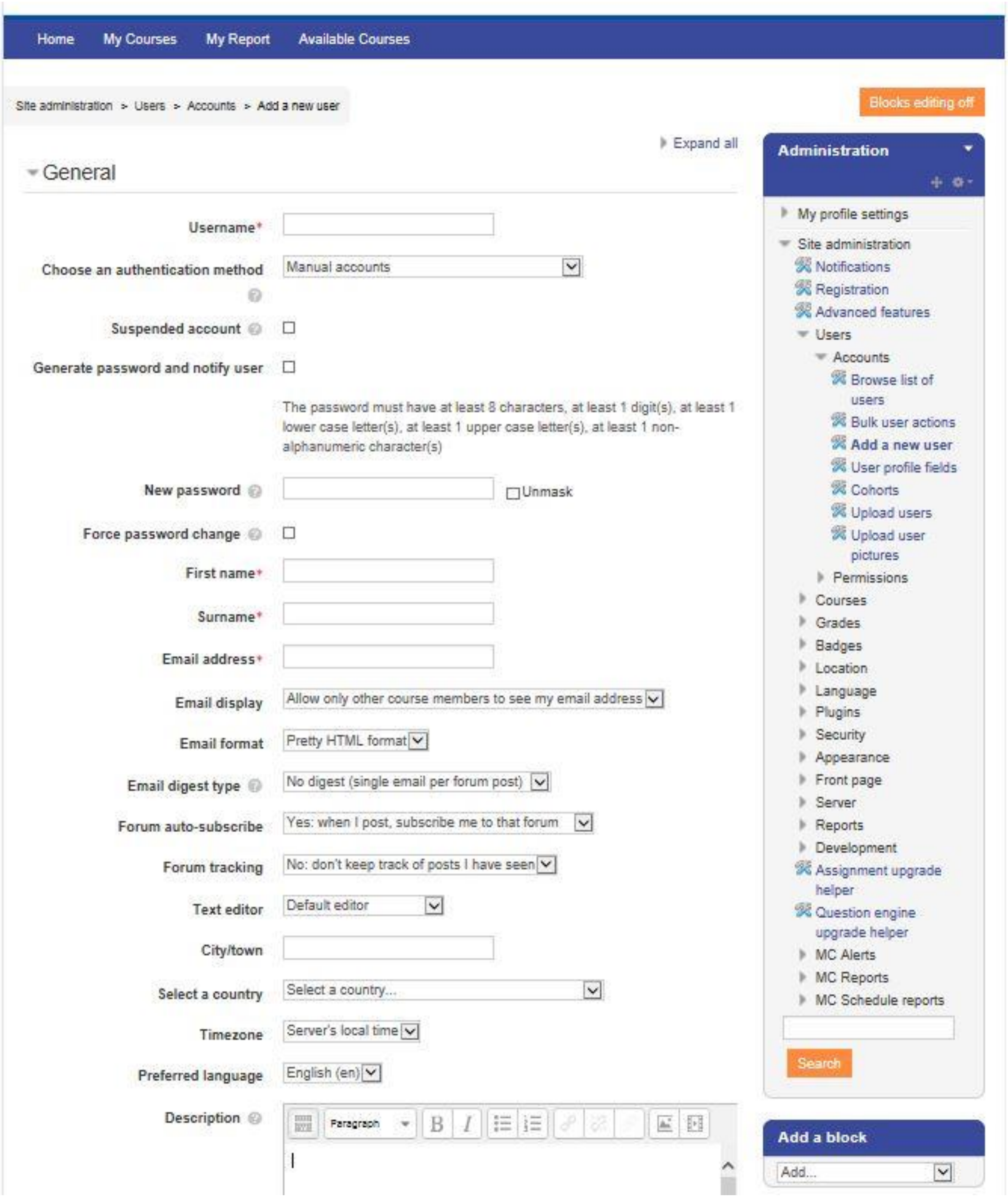
To perform a bulk user action:

- Choose users from the available list (or select *Show Advanced* to create a filter).
- Users can be filtered according to full name, surname, firstname, email address, city/town, country, confirmed, first access, last access, last login, username, authentication.
- Custom profile fields are available from the '*profile'* field drop down list.
- Select the *Add Filter* button
- Select users from the list on the left and add them to the list on the right
- Choose an action from the drop down menu
- Select *Go*

Add a New User

To add a single new user go to *Site Admin>Users>accounts>add new user*

Complete the form displayed. Mandatory fields will be indicated with an asterisk.



Username – The user will use this to log in to the system. It must be unique. It can only contain alphabetical letters in lower case, numbers, hyphen, underscore, fullstop or the @ character. (Other characters can be used if they have been enabled by an administrator)

Authentication method – The setting will specify how the system will check whether the user's specified password is correct.

Accounts created by an administrator use the *Manual Accounts* method. Accounts created by the user themselves - if using self-registration - use the *email based self-registration* method. Accounts created for systems using Single Sign On will use a method specified for the process/plugin installed.

Suspended Account – Users will be suspended when set to 'YES'. Suspended accounts cannot log in but administrators can still report on their data.

Generate password and notify user – This will generate a temporary password and email the user with instructions on how to log in and change it. The email can be customised by the LN system administrator contact support@learningnexus.co.uk).

Password – This is the user's password and is subject to the password policy set in *Site policies* created by the LN System Administrator.

First Name – The user's first name

Surname – The user's last name

Email address – This email address is used for password resets, forums, messages and notifications. The email address must be unique.

Email digest type – set for the user to receive an email for each new forum post in subscribed forums, or if new posts should be sent once per day in a digest and then which type of digest.

Forum auto-subscribe – If a user subscribes to a forum, new posts will be sent in the digest as specified. This setting dictates if the user is automatically subscribed to forums or if a manual click is required.

Forum tracking – specifies whether new posts since the users last visit should be highlighted as such.

Text editor – Sets the type of text editor the user will see.

City/Town – Users city/town (default can be set by sys admin)

Country – User's country (default can be set by sys admin)

Timezone – used to adjust the times of messages and assignment / quiz due dates to match users local time.

Preferred Language – Will cause interface to display in specified language.

Description – Information about the user that others can see.

User Picture – A picture can be displayed next to the user's name and next to any content he/she posts in activities such as forums.

Interests – list of user's interests

Optional – There are several optional fields. These can include web page, ICA number, Skype ID, AIM ID, ID number, Institution, Department, Phone, Mobile Phone, and Address

NB : A System Administrator (role performed by Learning Nexus Support staff) can hide some fields, add other fields and make some fields mandatory.

If the 'Generate password and notify user' checkbox is ticked when creating a new user account, an email will be sent to the user providing logon details. The wording of this email notification can be customised by LN support staff contact support@learningnexus.co.uk).

User Upload

The user upload function is used to bulk upload any number of users to the VLE. There are a number of steps to follow to ensure this import process runs smoothly and accurately.

The upload file needs to be a .csv file and encoded correctly. To ensure a successful operation, it is recommended that the following best practice is used which includes the use of a **google drive** account.

Step 1

Create an Excel spreadsheet using the following column headings which must all be in **lowercase**:

username (required field)

password (optional field) - if no password is specified then the system will send all users an auto-generated email containing their login details and a temporary first use password. ***However, please note that this auto-generated email can only be sent once during the initial upload. Therefore if you are doing this ahead of a launch date you may not want to use this facility.***

Instead, we recommend that your initial user upload uses this password column populated with a default password for all users which they will be required to change on first login.

email (required field)

firstname (required field)

lastname (required field)

profile_field_xxxxxxx (where x is the unique shortname for the field)

NOTE: The custom profile fields must be created by the LN system administrator BEFORE importing the users. The "shortname" for your custom field is xxxxx (NB the shortname must be all lowercase, otherwise it won't be recognised). Please contact support@learningnexus.co.uk for any custom user profile fields to be created.

course1 (this column can be included if users are to be enrolled onto a course as part of the upload – it should contain the course short name.)

course2 (include this column if users to be enrolled on further courses)

cohort1 (this column can be included if users are to be added to a cohort as part of the upload.

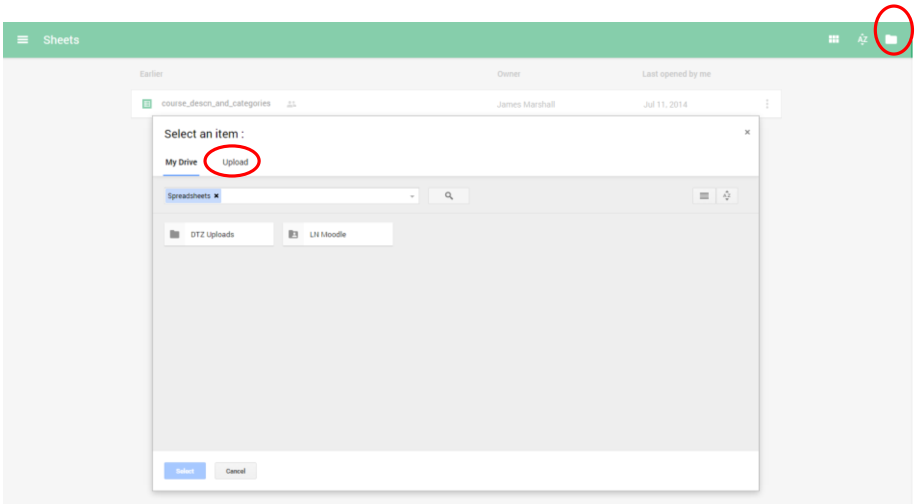
Save this spreadsheet as an excel document in your directory

Step 2

Open up Google sheets in your Google Docs account using Google Chrome

https://docs.google.com/spreadsheets/u/0/

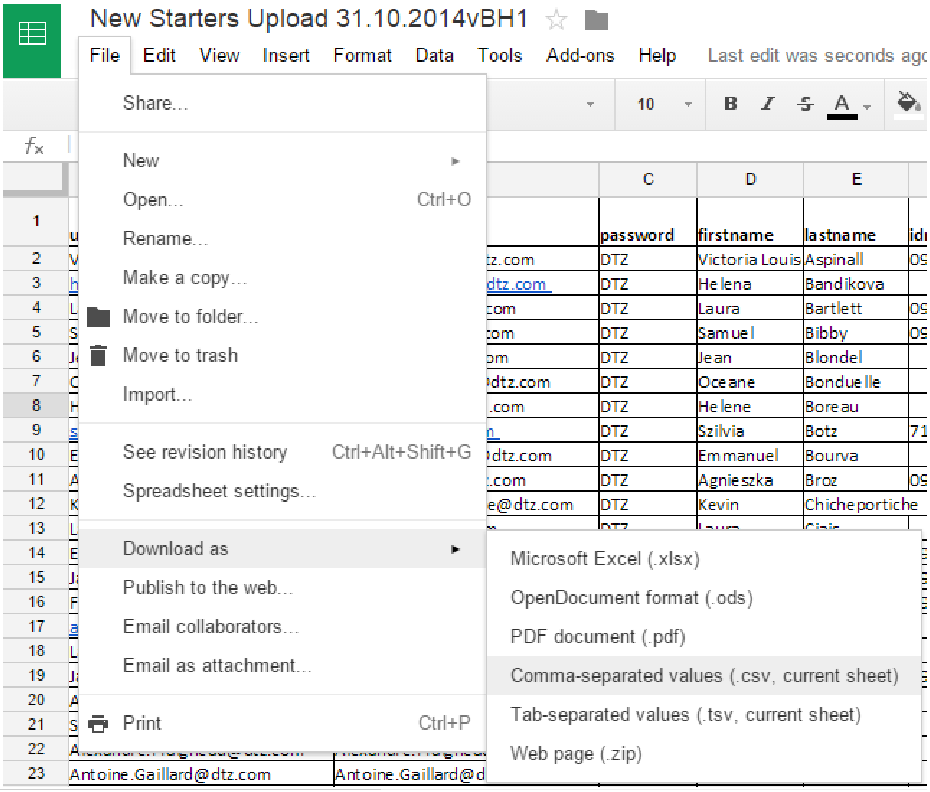
Open the file picker (top right) and then select 'Upload'



Drag or select the excel spreadsheet from your directory to google sheets.

The document will open, once uploaded.

Go to **FILE** and **DOWNLOAD AS** then SELECT .CSV (Comma Separated values), current sheet.

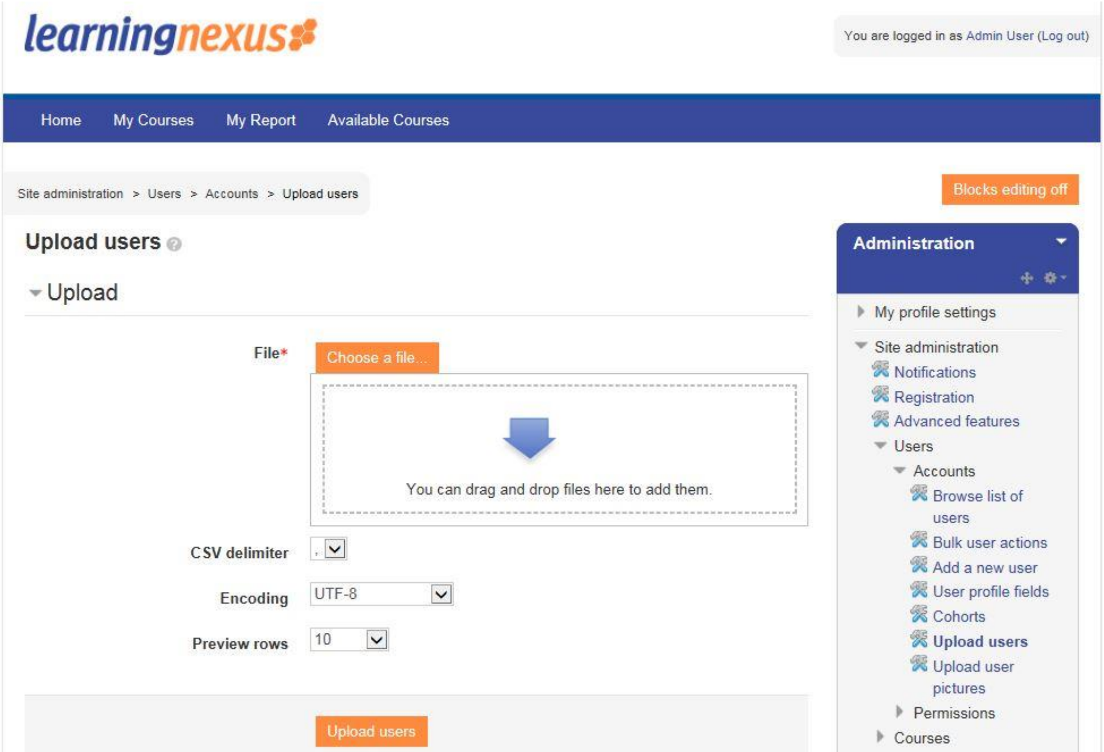


This .csv file will now be stored in your 'Downloads' folder (if using Google Chrome as recommended at beginning of Step 2). Save the .csv file to the chosen place in your directory.

You will now have both an excel spreadsheet and a .csv file containing the data.

Step 3
Logon to the VLE as a Manager and go to:

Site Administration > Users > Accounts > Upload Users



Drag or choose the .csv file from the 'downloads' folder to the 'File' box

CSV delimiter should be set to ,

Encoding should be set to UTF-8

Preview rows as required**.**

Select 'Upload Users' button

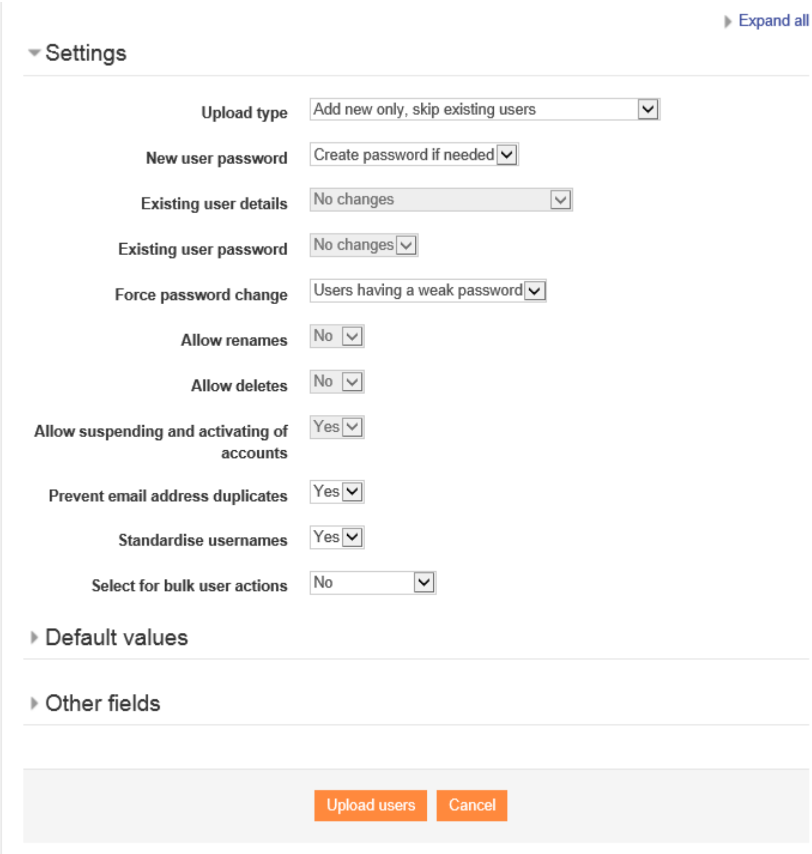
Upload users preview will display.

Note: The preview will state if there are any errors within your .csv file.

With the .csv file previewed and no errors to prevent progression of the upload, you will be able to select from the Settings menu:

<u>SETTINGS</u>

A set of drop down setting options will display:



Upload Type – By default the setting will be to add new user accounts and skip existing user lines where the username matches an existing account. However, you can choose from the following options:

- Add new only, skip existing users – use this option if you are only adding new users and you do not want to update any existing user profile fields.
- Add all, append number to usernames if needed
- Add new and update existing users – this option will allow you to add new user accounts and update exiting user accounts with amendments to the specified profile fields all in one action.
- Update existing users only

New user password – The option to **'create password if needed'** will auto-generate a temporary password and email the new users with their login details. This notification can only be sent once for the initial upload. If you do not want users to receive this email notification, it is recommended that you select the alternative option of '**Field required in file'** which will then use the data from the password column in your .csv file.

Existing user details – If you have chosen an option in the 'Upload type' to update existing users then the options here will be available to select:

- No changes – if selected, then no changes will be made to existing user profile fields
- Override with file – The existing user profile fields will be updated with the data provided in the .csv file

- Override with file and defaults – As above plus it will change any user field that has a specified default value back to that default value. Default values are set by the LN system administrator.
- Fill in missing from file and defaults – this will populate any blank profile fields with the values specified in the .csv file and any default values.

Existing user password – If you have chosen an *upload type* which includes '*update existing*' and the *existing user details* option includes '*override with file*' then you will be able to choose from the options of:

- No changes – this means no changes will be made to the existing users password
- Update – this means the password will be updated to the value specified in the .csv file

Force password change – You can choose from the following options:

- **Users having a weak password** – if your site has a specified password policy, then any user from this .csv file whose password does not meet the minimum requirements will be forced to change their password on next login
- **None** – no users from this .csv file will be required to change their password on next login
- **All** – All users on this .csv file will be required to change their password on next login

Allow renames – recommended default setting is 'No'

Allow deletes – recommended default is 'No' – Note: if a user is deleted then their usage data will also be deleted.

Allow suspending and activating of accounts – When a suspend column has been included in your .csv file to suspend (retire) any existing users from your site then you will need to use the default setting of 'YES'

Prevent email address duplicate – The default setting is 'YES' as the site requires the email address to be a unique value. However, there are occasions during user uploads that it is necessary to include a default email address in the .csv file for users who have no email address or you cannot ascertain the email address. In this case you will need to choose the option of 'No'.

Standardise usernames – The default setting is 'YES' which will allow usernames to be standardised according to the system requirements. i.e. lowercase letters and no illegal characters.

Select for bulk user actions – The default is 'NO'. If set to one of the other options (i.e. New Users, Updated users or All users, then those users will be added to a bulk user action list and displayed when you complete the upload. *See 'Bulk User actions' page xx*

<u>**DEFAULT VALUES**</u>

These options allow you to set default user field values, if not included in the .csv file.

OTHER FIELDS

Any custom user profile fields that have been added to your site will appear here and if not already included in your .csv file, you can set default values to be used for all uploaded users from this .csv file here.

Having checked and selected the required options select '**Upload Users'**

Once all users have been uploaded you will see a summary at the bottom of the page showing how many users were created/updated and how many errors.

Note: If there were any errors, before leaving this page you will need to scroll through the list on the screen to see which ones resulted in an error and why.

Enrolments

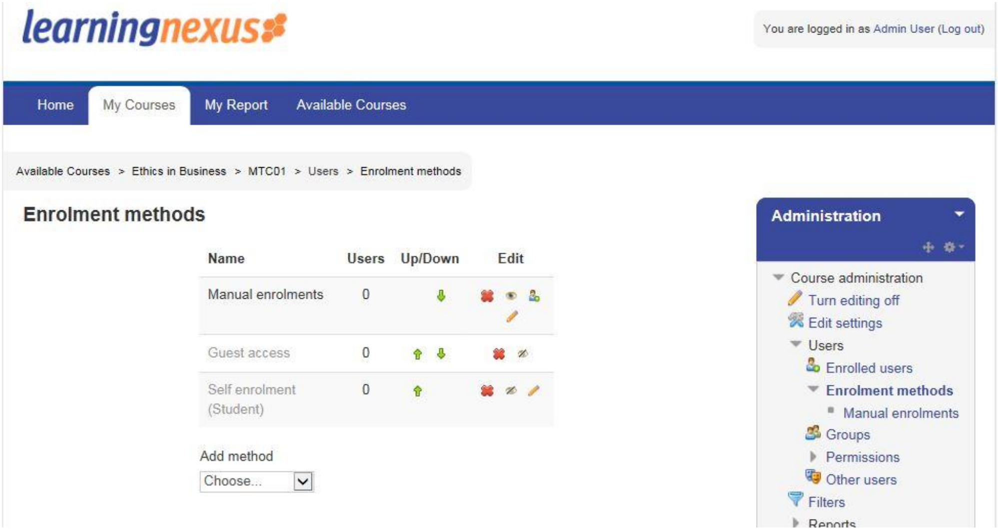
Enrolment is the process of marking users as participants in the course, which includes students and managers. Users are given a role in the course which specifies what they are allowed to do.

Manual Enrolment

This is where the Administrator, Site Manager (or teacher) adds users manually via a link in the course administration settings.

Course Settings

To check you have manual enrolment in your course go to ***Administration > Course Administration > Users > Enrolment methods***

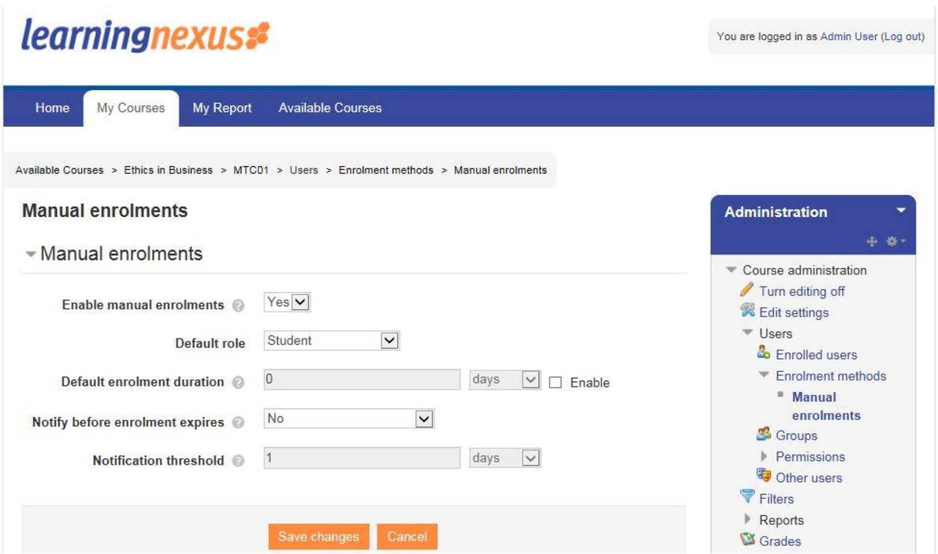


Check that the Manual Enrolments has its 'eye' icon open.

Editing Manual Enrolment Settings

Managers can edit the manual enrolment method within a course and set the default enrolment period and also the default role:

Go to *Settings > Course Administration > Users > Enrolment methods>Manual enrolments*



Enable manual enrolments – Set this to either Yes or No

Default Role - This is normally ‘student’

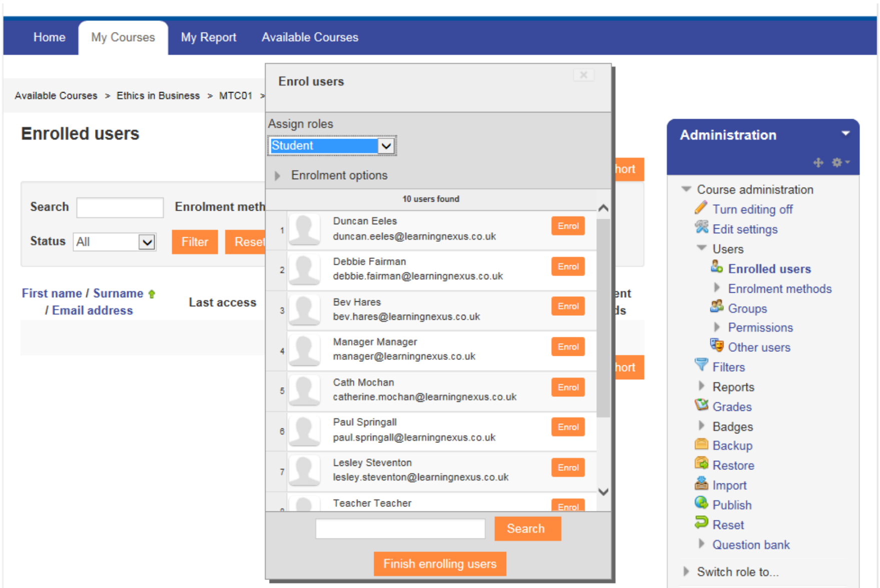
Default enrolment duration – This sets the default length of enrolment in a new course. If enabled you can then specify the number of days a student is able to participate.

Notify before enrolment expires – This specifies if a manager or student should be notified before the expiration.

Notification threshold – Specify the number of days before the enrolment expires, that the notification should be sent.

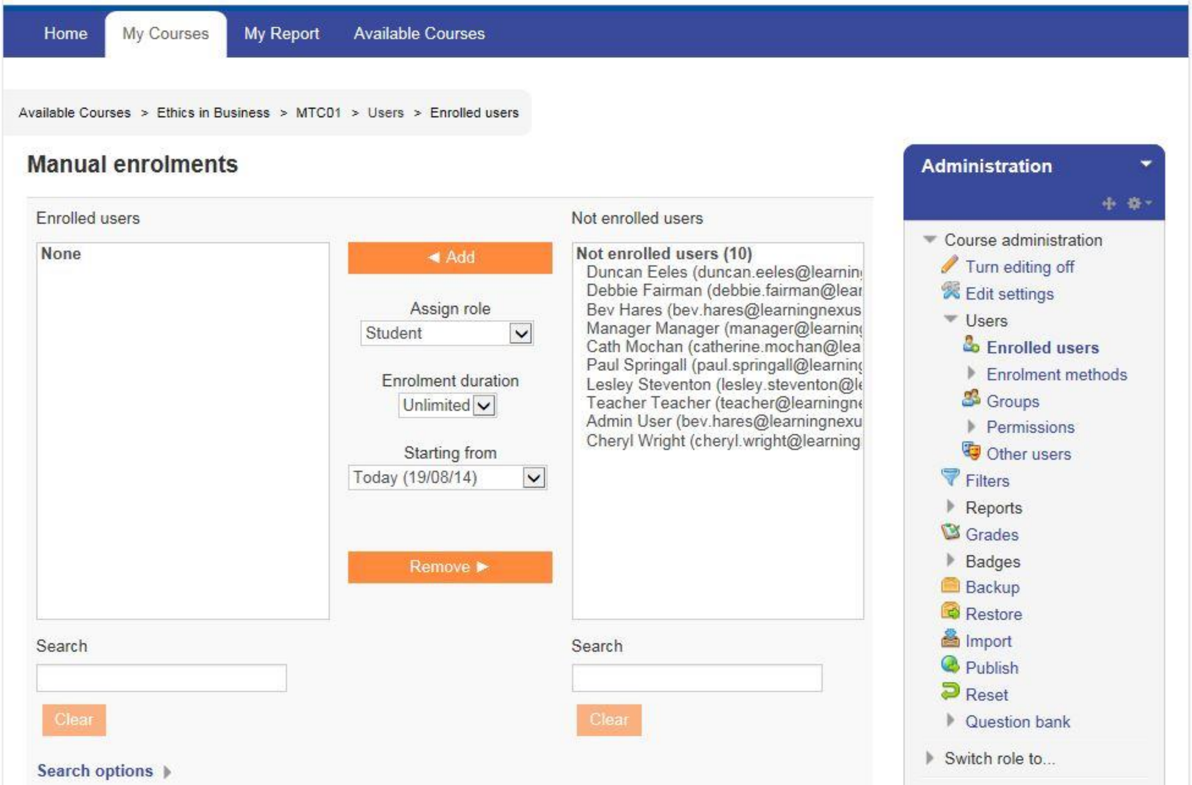
Enrolling Users

Method 1



- With your course selected go to *Settings > Course Administration> Users>Enrolled Users*
- Click the ‘Enrol users’ button at the top right/bottom left of the page
- Use the ‘Assign roles’ dropdown if you need to change the role for this users enrolment to this course.
- Select enrolment options as appropriate (recover user’s old grades is not ticked by default and is easy to miss)
- Browse or search for the user/users to be enrolled
- Click the ‘enrol’ button to the right of the user’s name. The user will be indented and the enrol button will disappear, indicating that the user is enrolled.
- Click the ‘Finish enrolling users’ button

Method 2



- With your course selected go to *Settngs>Course Administration>Users>Enrolment Methods*
- Click the 'Enrol Users' icon in the edit column opposite manual enrolment
- Select users from the not enrolled users list, using Ctrl + Click to select multiple users
- Click the add button to add the users to the enrolled users list.

Editing Individual enrolment start and end dates

Enrolment start and end dates can be edited for individual students as follows:
Go to *Settings > Course administration>users>enrolled users*

- Click the edit icon in the enrolment methods column for a particular user.
- Edit the dates as required
- Save changes

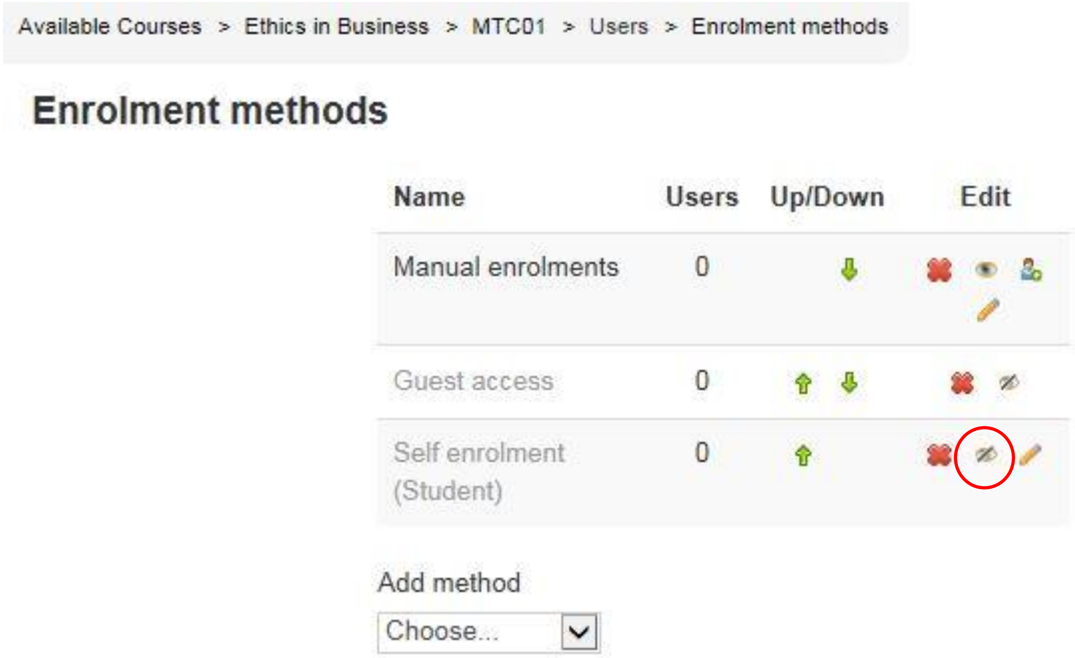
Self-Enrolment

Self-enrolment is the method for users to enrol themselves into a course either immediately by clicking 'enrol me in this course' or by typing in an enrolment key they have been given.

Course Settings

To check you have self-enrolment in your course go to *Settings > Course Administration > Users > Enrolment methods*

Check that the 'eye' icon is open for Self Enrolment



Enrolment Key

Adding an enrolment key to a course

If you wish only a certain group of users to self-enrol then you can set an enrolment key which you then tell them to use when they access the self-enrolment screen.

The enrolment key is one method of restricting self-enrolment to a smaller group. The default setting is not to set a key and allow anyone to enrol themselves into the course.

- From the course go to ***Administration>course administration> Users>Enrolment Methods***
- Make sure the self-enrolment is enabled and click on the edit button alongside self-enrolment
- Add your enrolment key in the box provided
- Save changes

Setting a group enrolment key

This allows you to enrol students into a course and also directly into groups by using a group enrolment key.

- Add an enrolment key to the course (as described above).
- Users in groups do not need to know the master course c=enrolment key, only their own group enrolment key. (Users not in a group can use the master course enrolment key as usual).
- Change the seeting 'Use group enrolment keys' to YES
- Save the changes
- Now go to *Settings>Course Administration>Groups>Create Groups*
- Add an enrolment key to the group.

***NB**: If the course settings have 'No' or a 'Date Range' for course availability then the enrolment key will be disabled (even if it has been set).*

Unenrolment

This is the process of removing users from a course. It is controlled by:

- The enrolment duration, which suspends students after the specified time has elapsed.
- For self-enrolment, the 'Unenrol inactive after' setting which can be accessed from *Administration>course administration>Users>enrolment methods>self enrolment – then specify a time after which a student is automatically unenrolled from a course if they haven't accessed it in time.*
- Users who may have appropriate permissions can unenrol themselves from a course.

Manual unenrolment – It is recommended that **if** individual users are required to be unenrolled from a course then you use the 'suspend option' by selecting the ***course***, then from the ***Administration block*** select c*ourse administration > Enrolled users > select the edit icon (pencil) >* select the *status* of '***suspended'*** and **SAVE CHANGES**

Using this method the grade history is <u>**not**</u> deleted.

IMPORTANT NOTE: NEVER DELETE AN <u>INDIVIDUAL</u> USER'S ENROLMENT USING THE <u>RED X</u> AS THIS <u>WILL</u> <u>DELETE</u> ANY USAGE DATA.

Groups

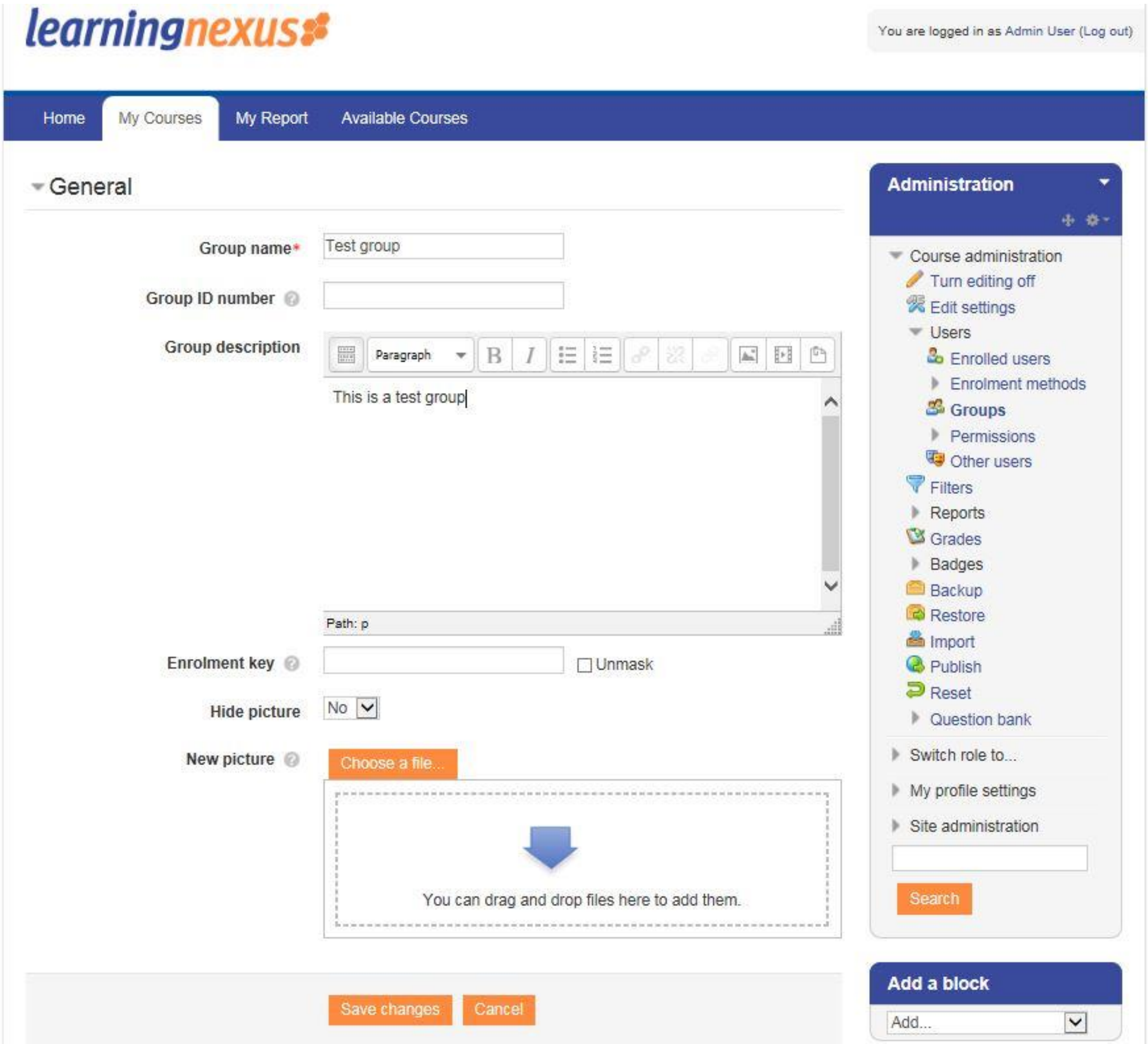
There are three different Group modes to choose from:

- **No group** (default) – Everyone in a course is aware of everyone else.
- **Separate Groups** – Group members are only aware of each other but not those in other groups.
- **Visible Groups** – Group members can only engage with members of the same group but are aware of those in other groups.

Within the course you can assign a user to one (or more) groups and you can assign an activity to a group.

Creating a Group

To create groups within a course, select the course and then go to ***Administration>Course administration> Users>Groups***



- Select the 'Create Group' button
- Add a Group name , optional description, enrolment key (if required) and picture (if required).
- Save changes
- Select the group to which you want to add participants and click the Add/Remove users button
- In the 'Potential members' list, select the users you want to add to the group. Multiple users may be selected using the Ctrl key.
- Click the Add button to add the users to the group.

An optional Group ID number (in advanced settings) can be added for matching the group against external systems. Group ID numbers are not displayed anywhere on the site. Within a course, all group ID numbers must be unique.

Auto-create Groups

Groups can be created automatically via the 'Auto-create groups' button.

With the course displayed go to ***Administration>Course Administration>Users>Groups>Auto-Create Groups***

To view all the settings select the 'Expand all' – top right

General

Naming scheme – This can be created automatically. # is replaced by a sequential number and @ by letters. For example:

- Group @ will create groups with a naming scheme of Group A, Group B, Group C etc.
- Group # will create groups with a naming scheme of Group 1, Group 2, Group 3 etc.

Auto create based on - You can also specify if you would like to create

- X number of Groups

Or

- Each group contains x number of students.

When selecting 'Members per Group', the 'Prevent last small group' will allocate additional members to an existing group rather than create a new group with fewer members than x.

Group Members

Select members with role – Allows you to choose from the roles available for the course.

Allocate members – Randomly, alphabetically by name or ID number

Grouping

A grouping is a collection of groups. This feature allows you to create a new grouping and allocate the new auto-created groups to it.

Import Groups

This provides a simple way to create groups from a spreadsheet (.csv file).

To import groups go to the course you wish to import groups to and select ***Administration>Course administration>Users>groups>import groups***

Upload the pre-prepared .csv file and click 'import groups' button

The .csv file should have just one required fieldname (*groupname*), but can include default and/or optional fieldnames (*idnumber*, *coursename*, *description*, *enrolmentkey*)

- Each line of the file contains one record
- Each record is a series of data separated by commas
- The first record of the file is special and contains a list of fieldnames (i.e. column headings)

If *groupingname*e is included then the imported groups will be allocated to the specified grouping.

Groupings

A grouping is a collection of groups. A single grouping can consist of one group or several groups. If an activity is assigned to a grouping then only the group / grouping that is selected will be able to see and do the activity. It will be invisible to othr groups / groupings within the course.

***NB**: this only applies to activities within a course not resources.*

Creating a Grouping

To add groups to a grouping in a course go to ***Administration>course administration>users>groups***

Select the '*Groupings* 'tab

If necessary, create a grouping by clicking the 'create grouping' button.

Grouping name - mandatory field and must be unique

Grouping ID number –optional and must be unique. This is an optional field and may be added for matching the grouping against external systems. Grouping ID numbers are not displayed anywhere on the site.

Grouping description – optional

Save changes

Select the 'show groups in grouping' people icon in the edit column alongside the grouping name and then add the groups required to this Grouping.

Reports and Alerts

A number of reports and alerts have been made available for the system and can be accessed by any user with the 'Manager' role.

MC Alerts

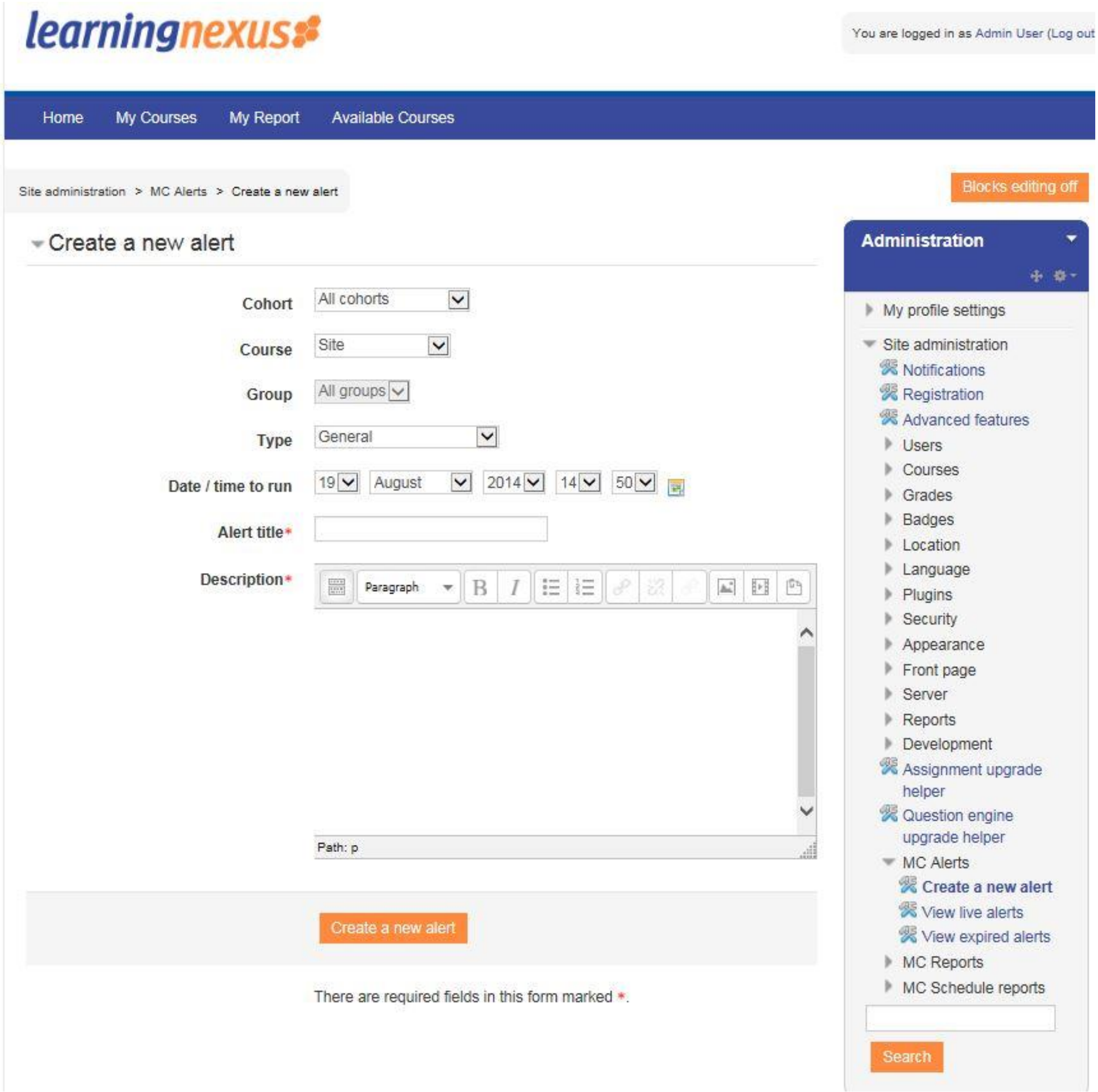
A number of alert types have been developed for this site which will allow Managers to set up alerts to be sent to users.

There are three types of alerts:

- **General** – these can be created to make announcements to users
- **Completion** – these can be scheduled for a date and time to show which users have completed a course.
- **Non-completion** – these can be scheduled for a date and time to show who has not completed a course.

Create a New Alert

To create a new alert go to the administration block and select *Site Admin > MC Alerts > Create a new alert*



Cohort – Select a specific cohort or choose all cohorts.

Course – select the course you wish this alert to be activated for all select Site for all courses.

Type – Choose the alert type (i.e. General, Completion or Non-Completion)

Date/time to run – Select the date and time that the alert is to run

Alert Title – This is a mandatory field - give the alert a unique title

Description – This is a mandatory field – Type the text you wish to be sent with this alert. This is the text that the user will see.

Create new alert

Alerts will be sent to users via an email and will also appear under the 'My courses' tab of the Moodle LMS site.

View Live Alerts

To view the live alerts for your site go to the Administration block and select *Site Admin > MC(LN) Alerts > View live alerts*

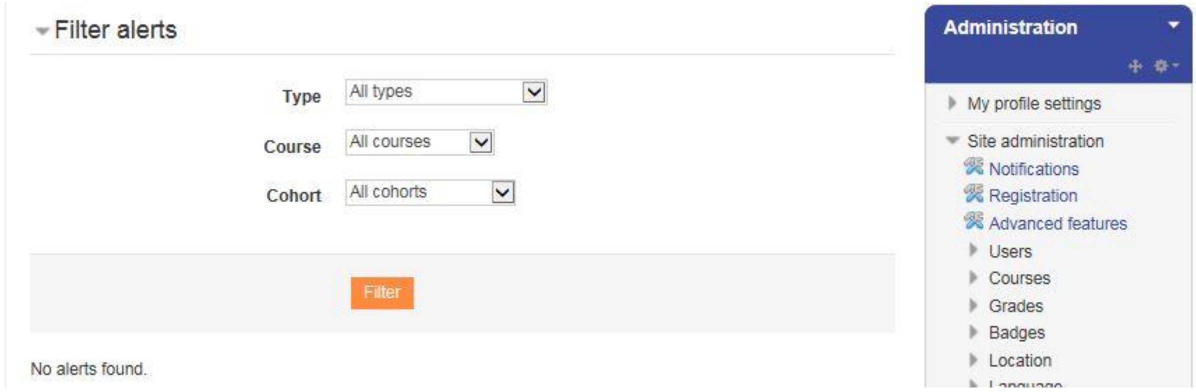
You can filter the alerts you wish to see by **Type** or by **Course**

You will then see a list of the current live alerts with three options:

- **Edit** – allows you to make amendments to the alert
- **Delete** – allows you to delete the alert
- **View Details** – Allows you to view the details of the alert and a list of the users that this alert was sent to by selecting the appropriate tab.

View expired alerts

To view the alerts that have expired for you site, go to the Administration block and select *Site Admin > MC(LN) Alerts > View expired alerts*



You can filter the alerts you wish to see by **Type** or by **Course**

You will then see a list of the expired alerts with the option to 'view the details'.

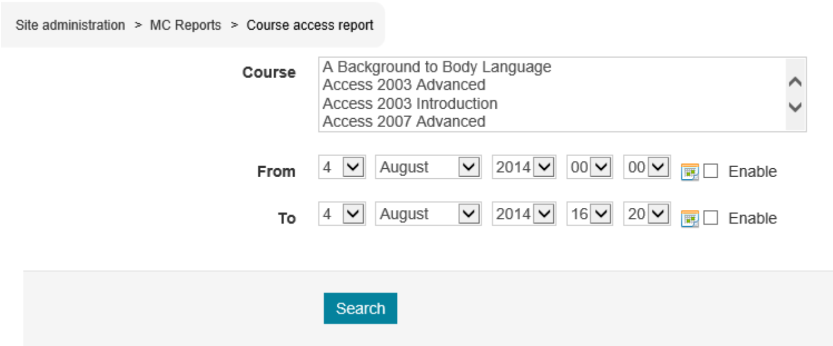
View Details – Allows you to view the details of the alert and a list of the users that this alert was sent to by selecting the appropriate tab

MC Reports

A further suite of reports have been developed which allows a 'Manager' to run reports to show course access, course completions/non-completions, and course enrolments. There reports can be downloaded to a .csv file.

Course access report

To run a course access report go to *Administration>Site Admin>MC reports>Course access report*



Course – select the course or courses you wish to run the report for (Ctrl key and select will allow you to select multiple courses). If you don't select any then it will include all courses in the report.

From/To – select the dates that you wish the report to use.

Search

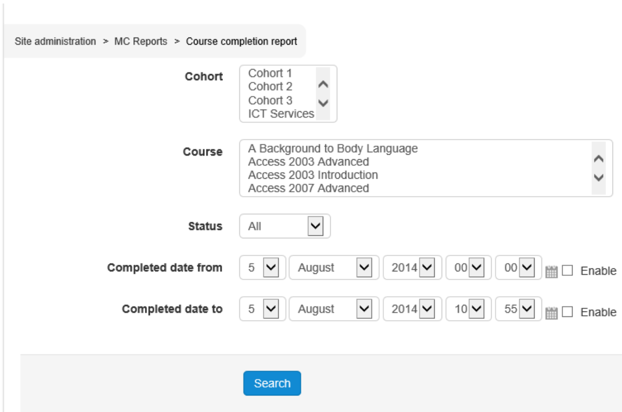
The report will appear on your screen

You will see a summary first and then a breakdown of the information requested.

Scroll to the bottom of the screen to download the report to .csv

Course completion report

To run a course completion report go to *Administration>Site Admin>MC reports>Course completion report*



Cohort – If none selected then all cohorts will be included or select the cohort/s you wish to include. (use Ctrl key and select to pick multiple cohorts).

Course - If none selected then all courses will be included or select the course/s you wish to include. (use Ctrl key and select to pick multiple courses).

Status – Select All/Not Started/In progress/Completed

Date from/to – Select the dates you wish to report on and **tick the 'enable' box to activate**.

Search

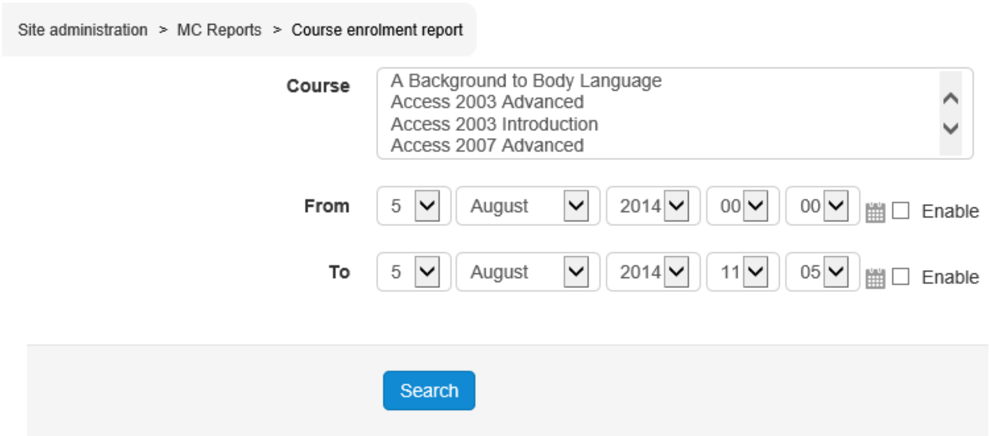
The report will appear on your screen

You will see a summary first and then a breakdown of the information requested.

Scroll to the bottom of the screen to download the report to .csv

Course enrolment report

To run a course enrolment report go to *Administration>Site Admin>MC reports>Course enrolment report*



Course - If none selected then all courses will be included or select the course/s you wish to include. (use Ctrl key and select to pick multiple courses).

From/to - Select the dates you wish to report on and **tick the 'enable' box to activate**

Search

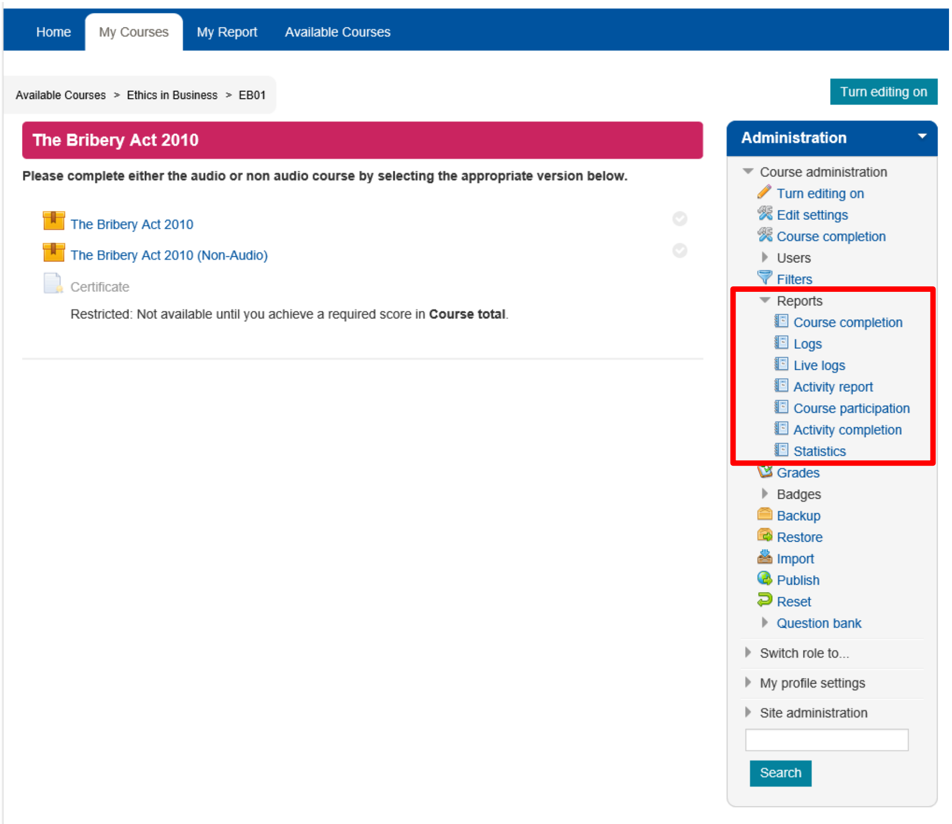
The report will appear on your screen

You will see a summary first and then a breakdown of the information requested.

Scroll to the bottom of the screen to download the report to .csv

Standard System Reports

With a course selected you will see the Administration Block which will display the '**Course Administration'** menu and an option for **Reports** which lists a selection of different types of reports that are available within a course:



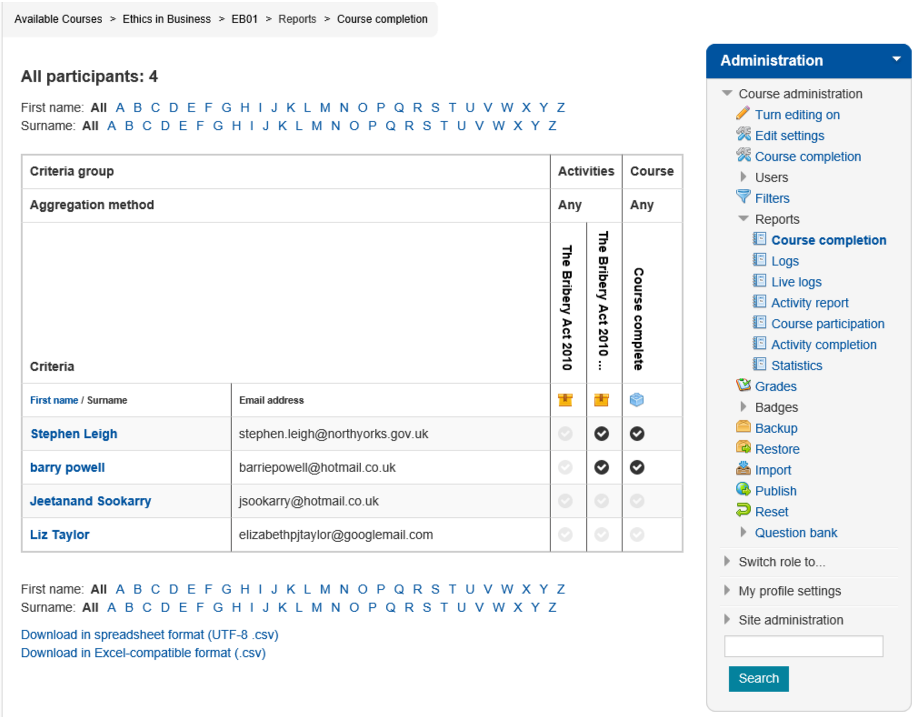
These report options allow you to view a selection of ‘Course completions’, ‘Activity completions’ and ‘Logs’.

Course Completions

(Course Page>Course Administration>Reports>Course Completion)

Course completions will show a list of the users enrolled on the course and will display a tick against the activity or activities completed and a tick in the course complete column for those that have subsequently completed the course. There is also an option to download these results to excel.

If there are a large number of users in the list there is also an option to filter by first name and/or surname.



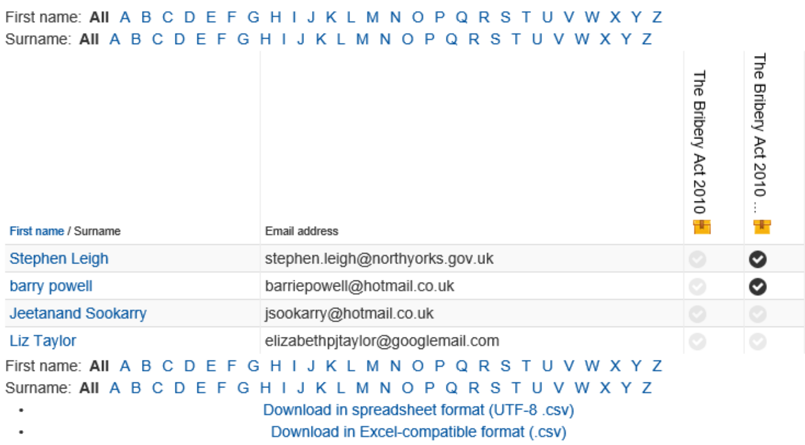
Course Completion Report

Activity Completion

*(**Course Page>Course Administration>Reports>Activity Completion**)*

Similarly to the course completion report, this activity completion report will show a breakdown of the activities within this course and will display a tick against any activities that have been completed for the users that have been enrolled on this course. This information can be downloaded to excel.

If there are a large number of users in the list there is also an option to filter by first name or surname.

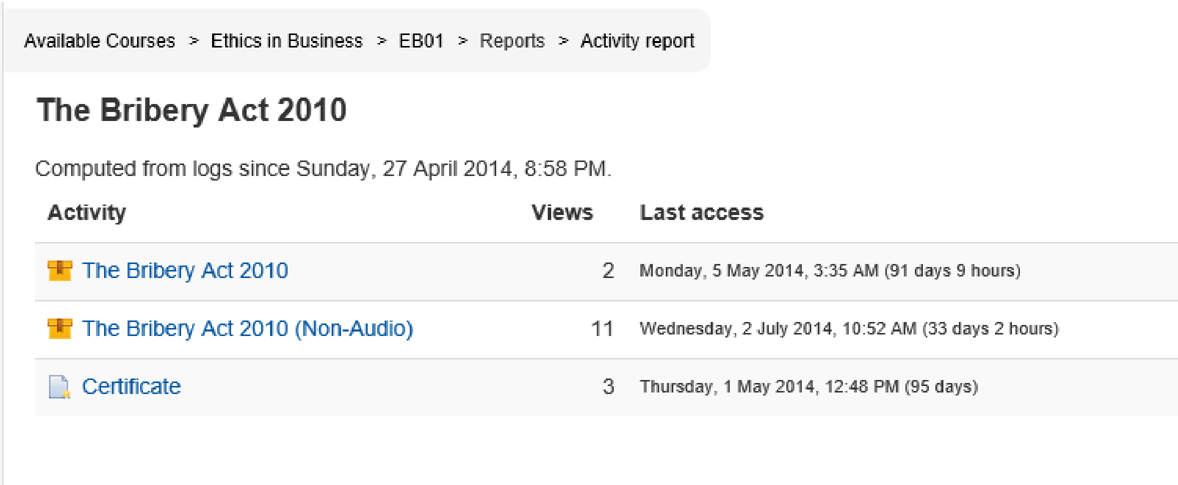


Activity Completion Report

Activity Report

(Course Page>Course Administration>Reports>Activity Report)

The activity report provides further information regarding the activities that have been accessed within the course. In the example below you will see there are 3 activities for the Bribery Act 2010 course. This report will display the number of views for each activity and the date and time the activity was last accessed.


Available Courses > Ethics in Business > EB01 > Reports > Activity report

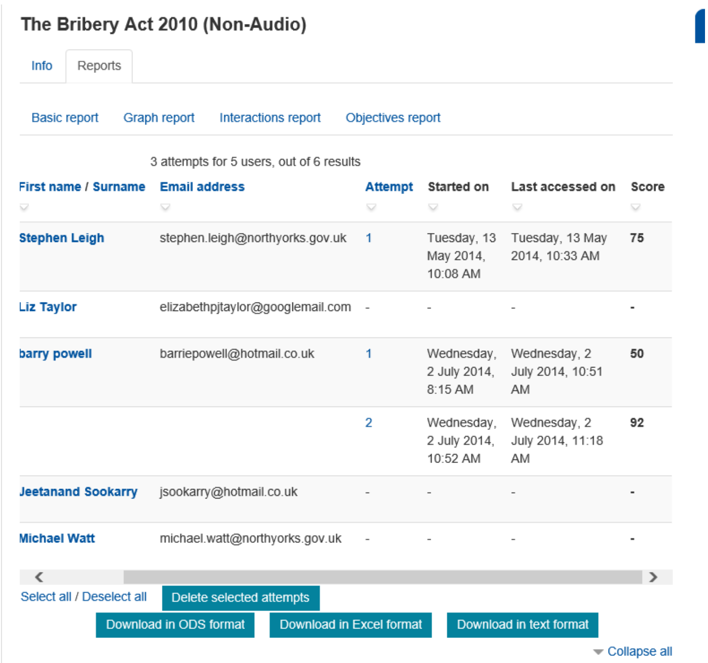
The Bribery Act 2010

Computed from logs since Sunday, 27 April 2014, 8:58 PM.

Activity	Views	Last access
The Bribery Act 2010	2	Monday, 5 May 2014, 3:35 AM (91 days 9 hours)
The Bribery Act 2010 (Non-Audio)	11	Wednesday, 2 July 2014, 10:52 AM (33 days 2 hours)
Certificate	3	Thursday, 1 May 2014, 12:48 PM (95 days)

Activity Report

By selecting one of these activities, you can then select another option for '**Reports'** from within the activity itself.


The Bribery Act 2010 (Non-Audio)

Info Reports

Basic report Graph report Interactions report Objectives report

3 attempts for 5 users, out of 6 results

First name / Surname	Email address	Attempt	Started on	Last accessed on	Score
Stephen Leigh	stephen.leigh@northyorks.gov.uk	1	Tuesday, 13 May 2014, 10:08 AM	Tuesday, 13 May 2014, 10:33 AM	75
Liz Taylor	elizabethpjtaylor@googlemail.com	-	-	-	-
barry powell	barriepowell@hotmail.co.uk	1	Wednesday, 2 July 2014, 8:15 AM	Wednesday, 2 July 2014, 10:51 AM	50
		2	Wednesday, 2 July 2014, 10:52 AM	Wednesday, 2 July 2014, 11:18 AM	92
Jeetanand Sookarry	jsookarry@hotmail.co.uk	-	-	-	-
Michael Watt	michael.watt@northyorks.gov.uk	-	-	-	-

Select all / Deselect all Delete selected attempts

Download in ODS format Download in Excel format Download in text format

Collapse all

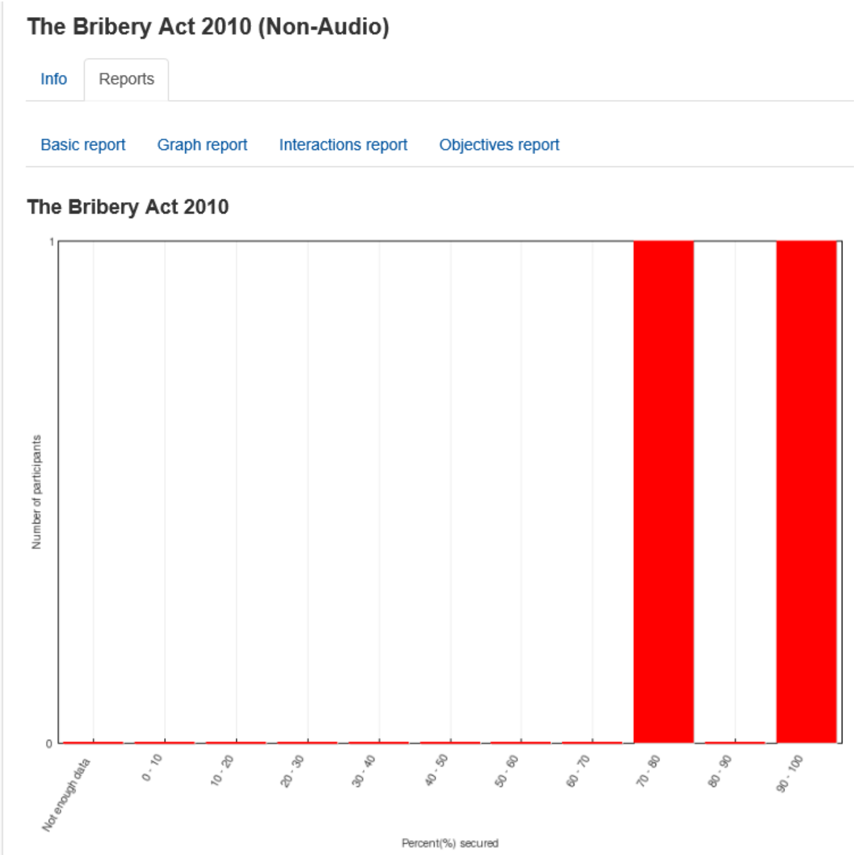
Activity Report – Basic Report

This report option has a number of display options:

Basic report, Graph report, Interactions report and Objectives report.

Basic report: This will show you the name, email address, number of attempts, date started, last accessed and any score achieved. This report can be downloaded to excel.

Graph report: This report displays the information in graph format.



Activity Report - Graph Report

Interactions and Objectives Reports: These provides very similar data to the basic report but include pass/fail indication in the form of a green tick or red cross along with the score achieved and will also indicate if an activity has ‘not been attempted’. This data can be downloaded to excel.

The Bribery Act 2010 (Non-Audio)

Info | Reports

Basic report | Graph report | Interactions report | Objectives report

3 attempts for 5 users, out of 6 results

Email address	Attempt	Started on	Last accessed on	Score	The Bribery Act 2010
stephen.leigh@northyorks.gov.uk	1	Tuesday, 13 May 2014, 10:08 AM	Tuesday, 13 May 2014, 10:33 AM	75	75
elizabethpjtaylor@googlemail.com	-	-	-	-	Not attempted
barriepowell@hotmail.co.uk	1	Wednesday, 2 July 2014, 8:15 AM	Wednesday, 2 July 2014, 10:51 AM	50	50
	2	Wednesday, 2 July 2014, 10:52 AM	Wednesday, 2 July 2014, 11:18 AM	92	92
jsookarry@hotmail.co.uk	-	-	-	-	Not attempted
michael.watt@northyorks.gov.uk	-	-	-	-	Not attempted

Select all / Deselect all | Delete selected attempts

Download in ODS format | Download in Excel format | Download in text format

Collapse all

Activity Report – Interactions report