UNIVERSITY OF DAR ES SALAAM

Learning Management System (LMS) Instructor's Manual

March 2025

TABLE OF CONTENTS

1. INTRODUCTION

The University of Dar es Salaam Learning Management System (UDSM LMS) is an advanced web-based platform designed to facilitate online teaching and learning. It provides a centralized space where instructors and students can access course materials, participate in discussions, submit assignments, and engage in interactive learning activities.

With a growing number of courses and users, efficient management of the LMS is crucial to ensuring a seamless experience for both instructors and students. Proper navigation, course setup, student enrollment, grading, and the use of interactive tools contribute significantly to the effectiveness of the online learning environment.

This manual serves as a comprehensive guide for instructors, covering all essential aspects of LMS usage. It provides step-by-step instructions on logging in, managing user accounts, navigating the system, setting up courses, enrolling students, grading assignments, and utilizing various learning tools such as forums, quizzes, and interactive content. Additionally, it includes guidance on course backups and restoration, ensuring data security and continuity.

By following this guide, instructors will be able to effectively manage their courses, optimize student engagement, and maximize the full potential of the UDSM LMS to enhance learning outcomes.

2. GETTING STARTED WITH UDSM LMS

2.1 Requirements for Access UDSM LMS

- Electronics Device (Computer, Laptop, Smartphone, Tablet or iPad)
- Internet connection
- Internet browser (e.g. Google Chrome, Safari, Internet Explorer, Mozilla, etc)

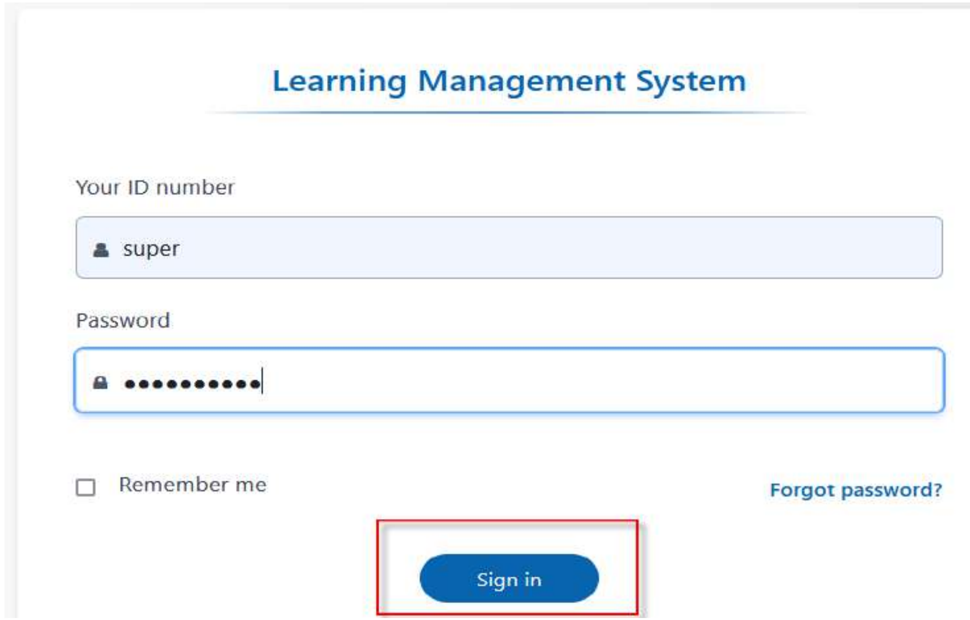
2.2 How to login into the LMS system

The steps used to login into the UDSM LMS system.

i. Open any internet browser (e.g. Internet Explorer, Mozilla, Chrome, Safari, etc).

ii. Enter UDSM LMS Uniform Resource Locator (URL) i.e. **lms.udsm.ac.tz** into address bar, press Enter key in a keyboard

iii. Enter your Username/Your ID number and Password. Then Click the "**Sign in**" button



Note that while login into LMS you will be in your Home.

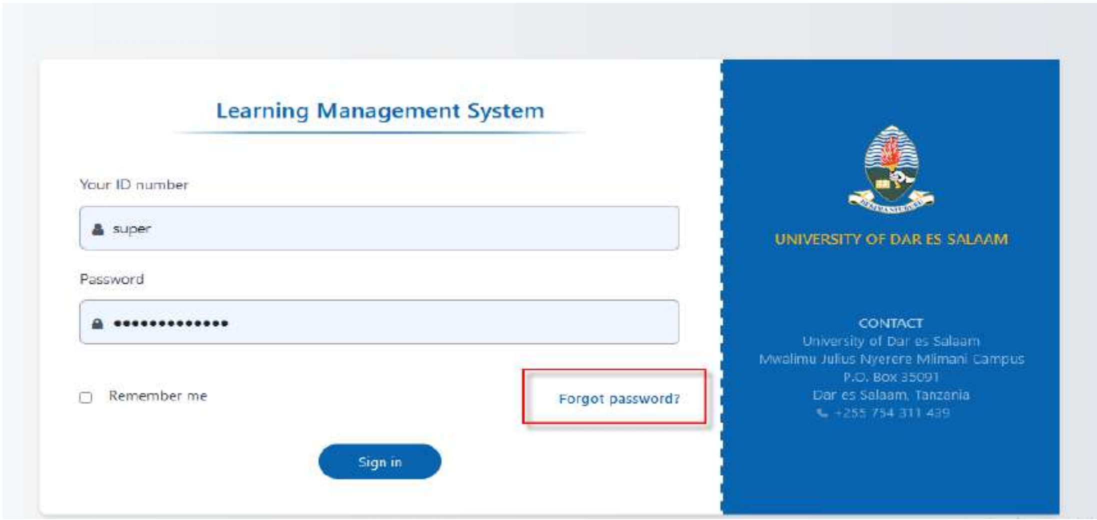
2.3 Resetting Password

Steps to reset a forgotten password for the users of UDSM LMS are

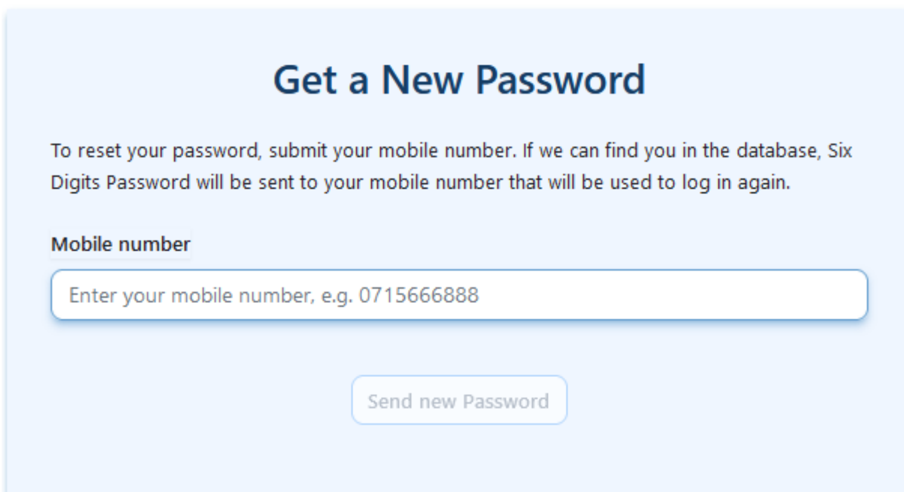
i. Open any internet browser (e.g. internet explorer, Mozilla, Chrome, Safari, etc).

ii. Enter UDSM LMS url "**lms.udsm.ac.tz**"

iii. Click the “**Forgot password?”** link, and then it will open the **Get a New Password** window.



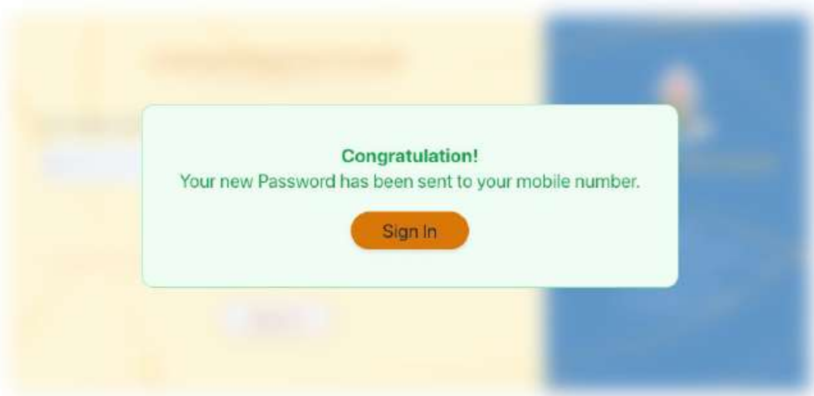
iv. Displayed **Get a New Password** window.



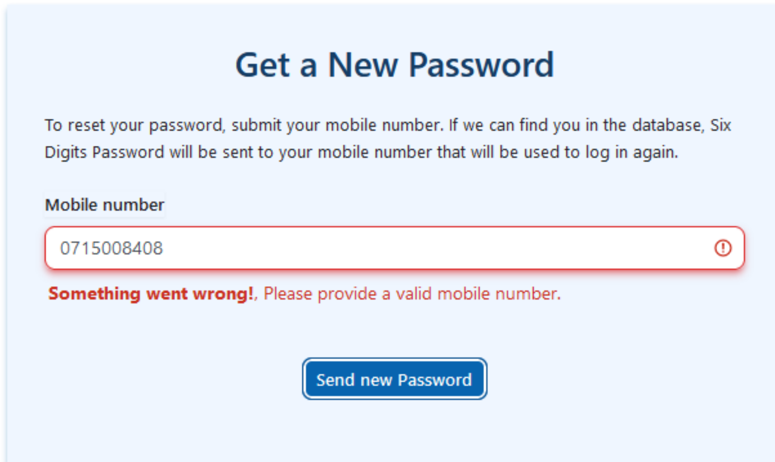
v. Enter the “**Mobile number**” and then click the “**Send New Password**” button. You will receive a new password message (six digits) on your registered mobile number in UDSM LMS. Use those numbers as a password

Note: The Notification for successful or failed to reset password will appear on the window.

a. The Notification for successfully resetting the password



b. The Notification for failure reset the password



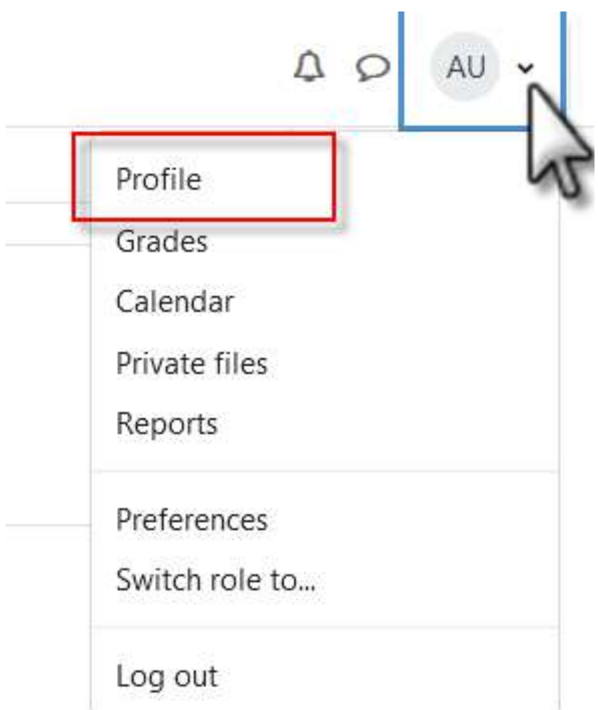
The failure happened if the mobile number entered is not registered in UDSM LMS

Note: After successful login into UDSM LMS you can change password and editing your profile

2.4 Editing Profile and Change Password

Steps to edit profile are

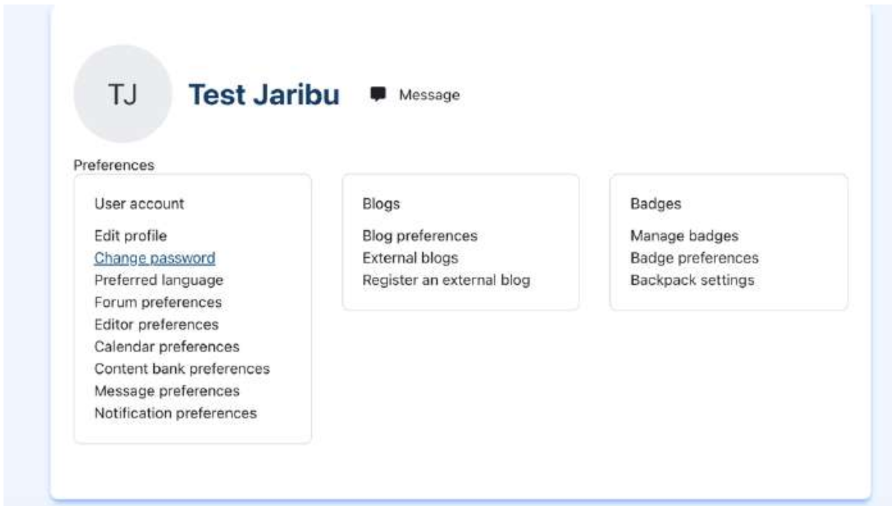
i. Click Your name, which appeared in the **Right top corner** then select **Profile** from the Dropdown menu.



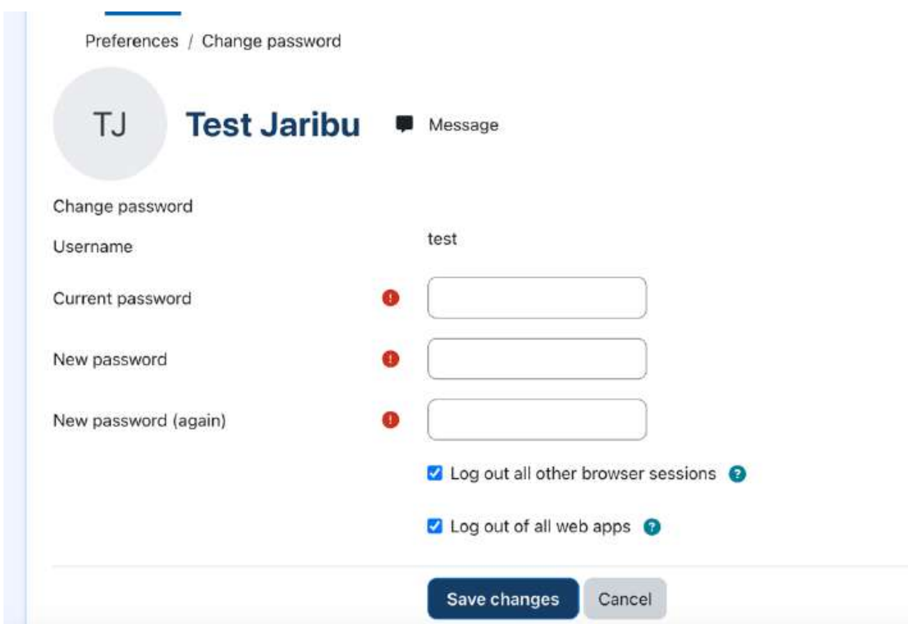
a. Under **the User Details** block click the **Edit profile** link, this will enable you to edit your information.

b. To save, Click the **Update Profile button**.

ii. To change password, click Your name, which appeared in the **Right top corner** then select **Preferences** from the Dropdown menu.



click **Change password**

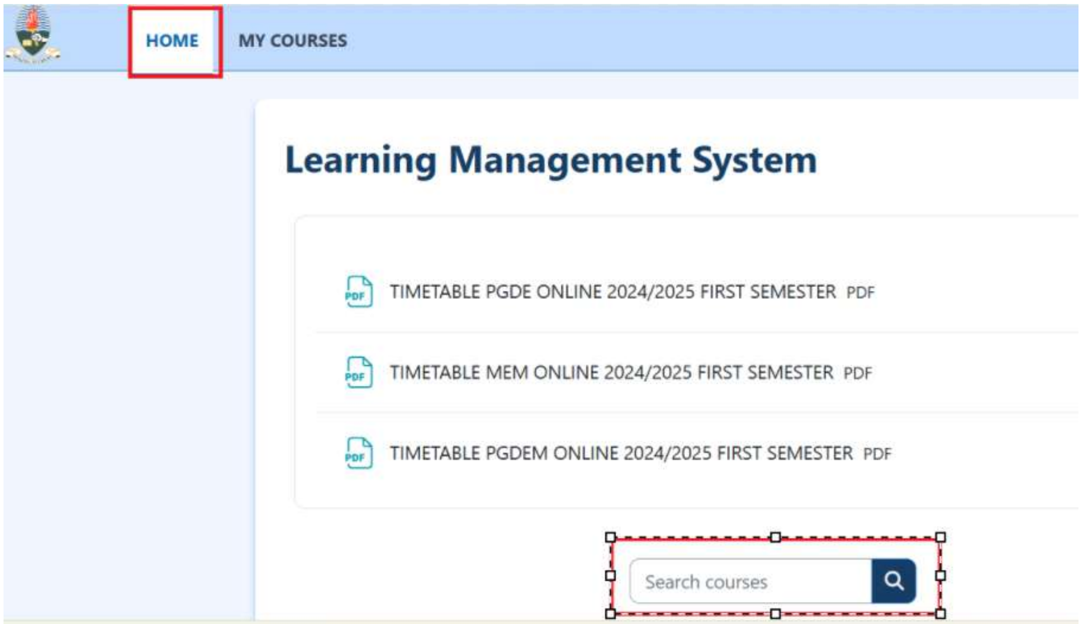


Enter **Current password**; this is the password you used to login, then enter **new password** this will replace the current password

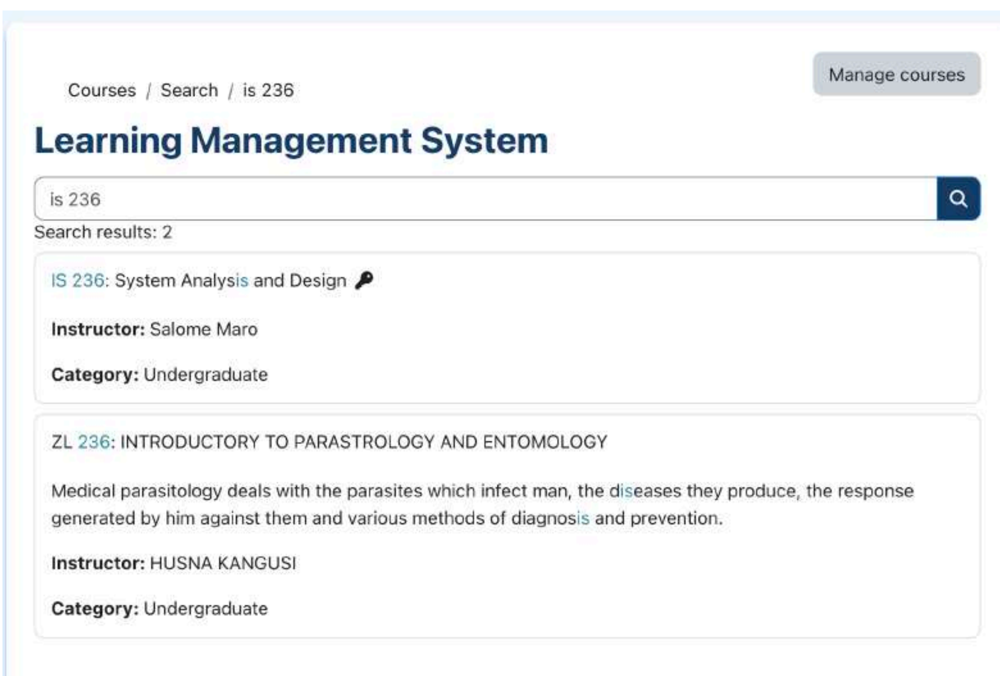
3. LMS NAVIGATION

3.1 Course Navigation

After logging in, the LMS homepage will appear as shown below:



Enter the course code to search for the course that you want to work on



Click your course to open it.

3.2 Blocks

3.2.1 Block Overview

Blocks in Moodle are small, customizable sections that appear on the side of the page, providing additional information like course details, upcoming deadlines, user profile details, links to external tools, or quick access to important features, essentially acting as a way to display supplementary content and functionality within the Moodle interface without disrupting the main course content.

Users can add, rearrange, and configure these blocks to suit their needs depending on the block type. Blocks in Moodle are items which may be added to the left or right or center column of any page in Moodle. By default Moodle will include these standard blocks apart from the contributed blocks in the Moodle plugins database:

- Accessibility Review
- Activities
- Activity Results
- Admin Bookmarks
- Blog Menu
- Blog Tags
- Calendar
- Comments
- Completion Progress
- Course Completion Status
- Latest Announcements
- Latest Badges
- Learning Plans
- Logged in User
- Mentees
- Navigation Buttons
- Online Users
- Private Files
- Random Glossary Entry

- Recent Activity
- Recent Blog Entries
- Search Forums
- Tags
- Text
- Upcoming Events

3.2.2 Managing blocks

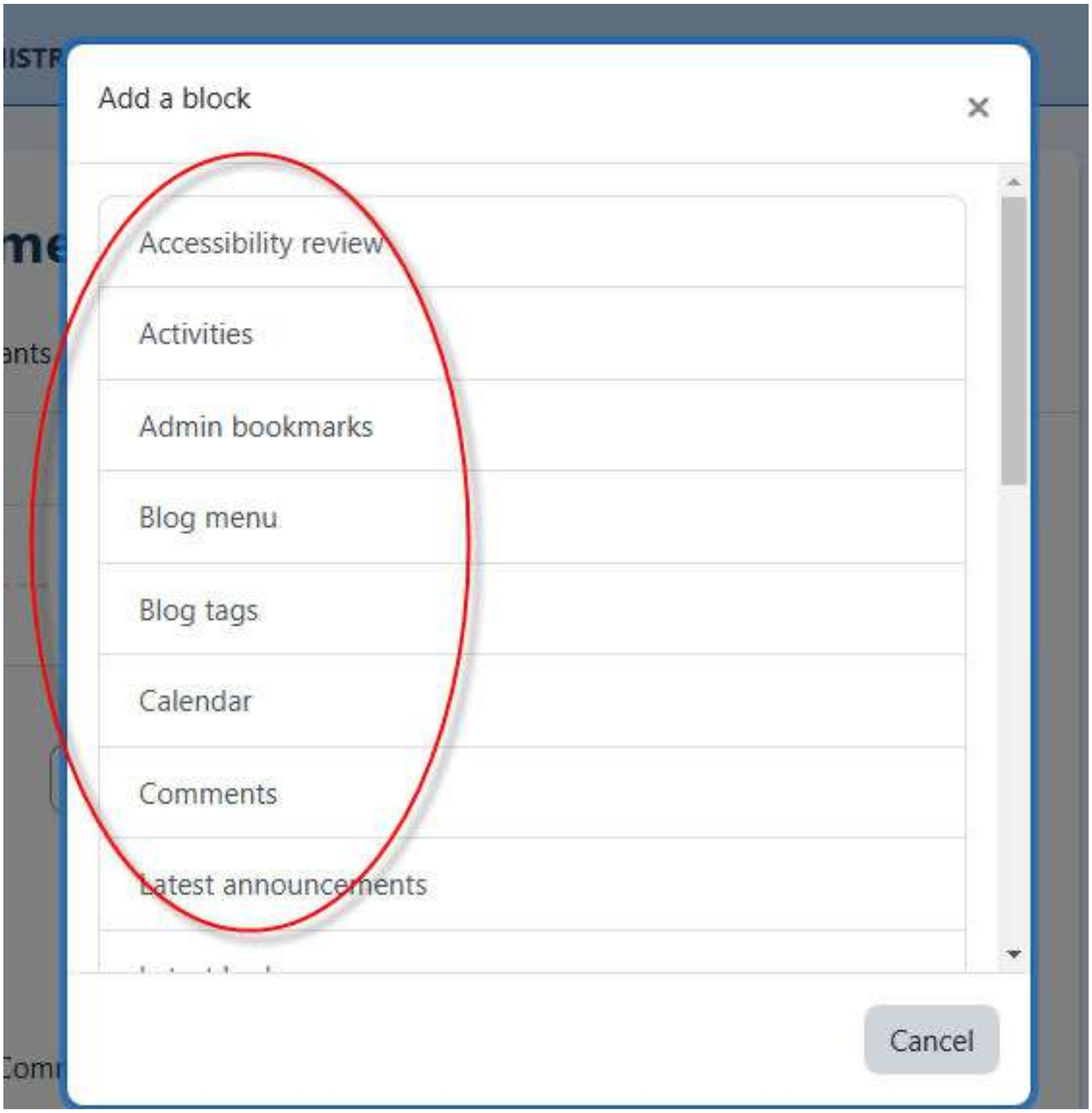
Steps to add blocks

Add a block to a Moodle space

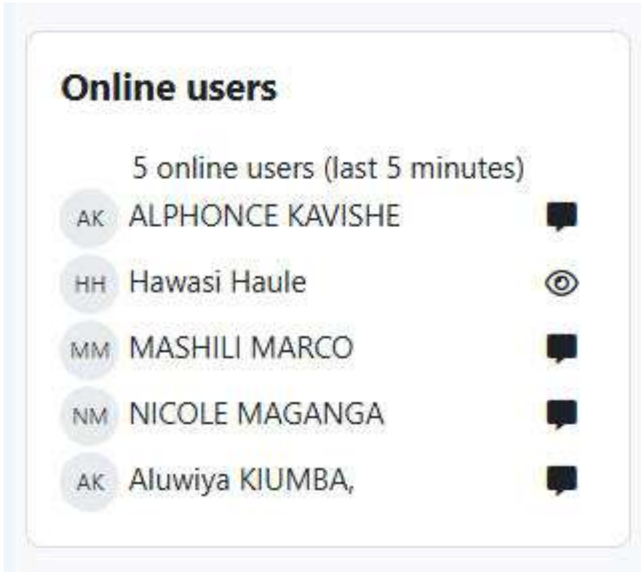
i. Enable Edit mode, Right top corner

ii. Click Add **a block** at the top of the block drawer.

iii. Choose the required block from the list.



iv. The block will appear in the block drawer on the right-hand side of your Moodle space (e.g. Online Users Block).

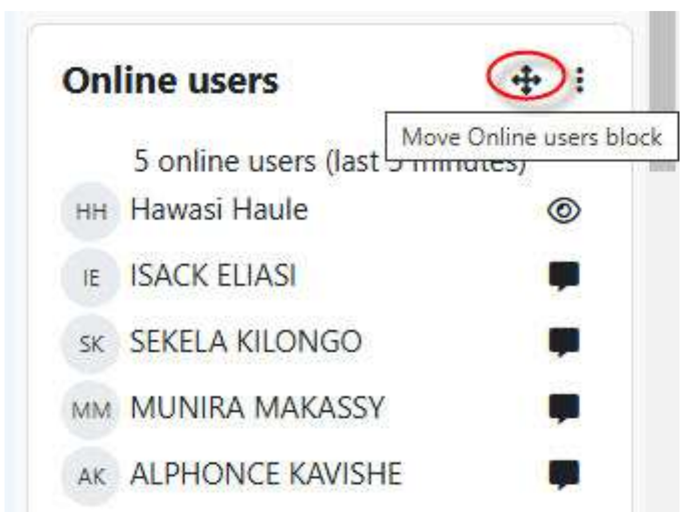


Steps to Move, delete, hide, and show block

i. Enable Edit mode, Right top corner

ii. To move an item:

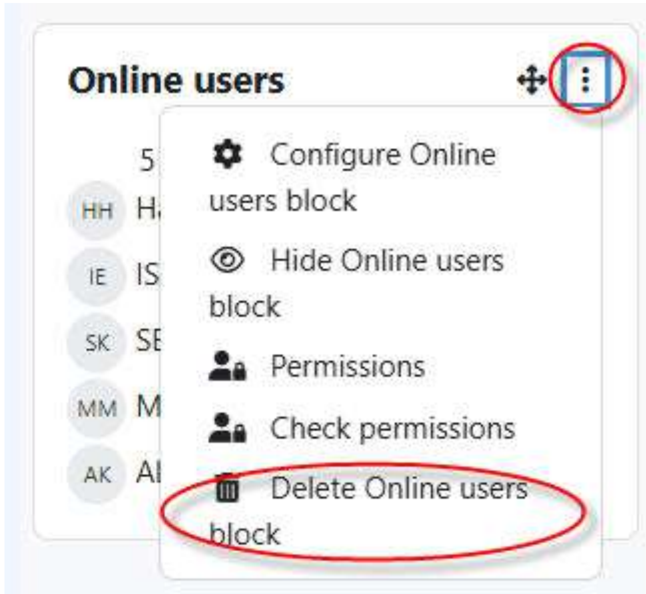
a) Hover the mouse pointer over the Move icon and an alt text popup appears with the text 'Move *item name*'. (e.g Move Online users block)



b) Press and hold the mouse button, as you drag and drop the item into its new location.

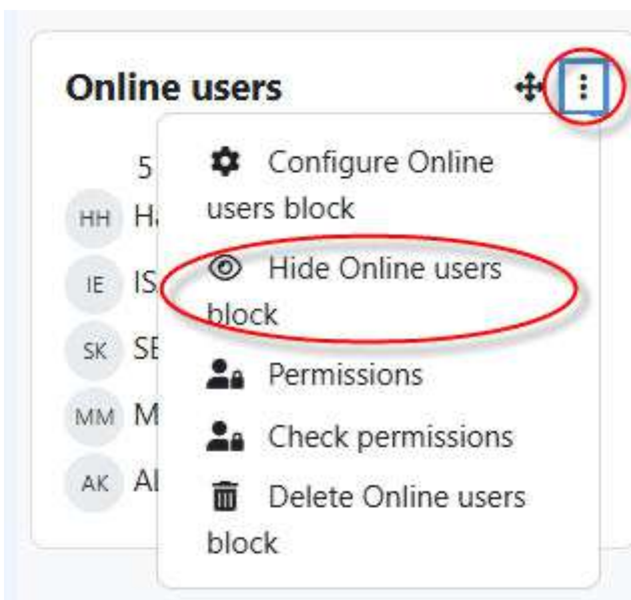
iii. To delete an item:

a) Click on the Actions menu next to an item (block, and select 'Delete *item name*' from the action menu.

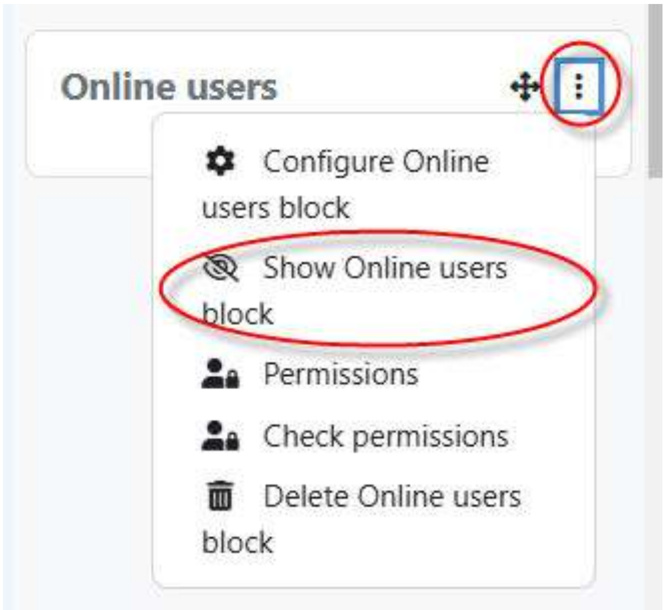


iv. Hide / Show Block

a) **To hide an item**: Click the block's Actions menu and click on **Hide [block type] block**.



b) **To show an item**: Click the block's Actions menu and click on **Show (The show will appeared after hide the block)**



3.3 Calendar

The calendar feature in Moodle LMS helps users manage events and deadlines found in the Block.

3.3.1 Uses of Calendar in Moodle LMS

- **Track upcoming events:** Students can use the calendar to keep track of upcoming due dates and events for their courses.
- **Organize learners:** The calendar can help organize learners by highlighting important dates and activities.
- **Display events from different sources:** The calendar can display events from different sources, including sites, courses, groups, users, and categories.

3.3.2 How the calendar works

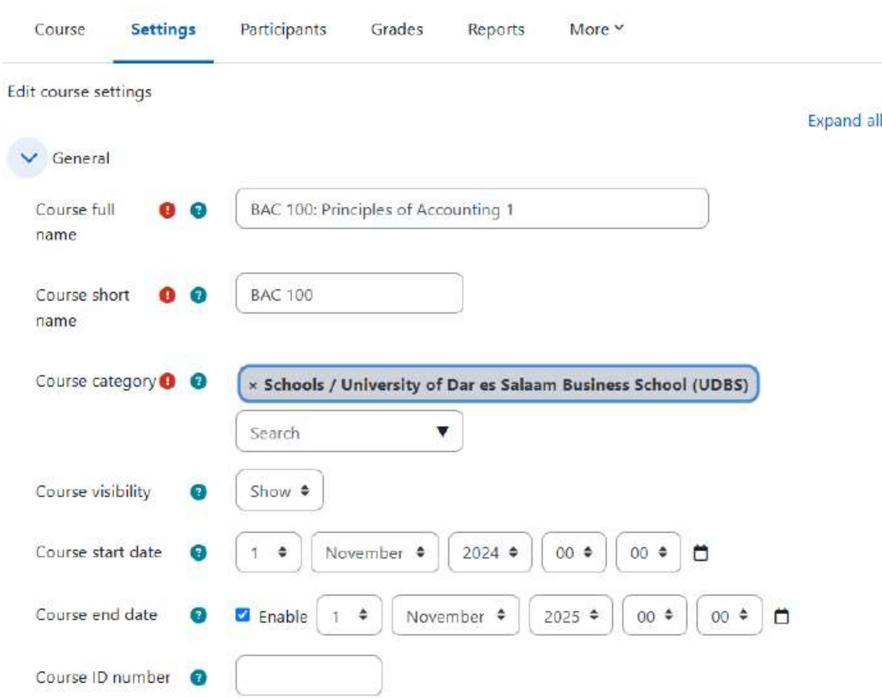
- The calendar block is available in the Dashboard by default, or you can add the calendar from the block.
- The calendar is automatically updated when activities with due dates are added to the course.
- Events are color-coded to help educators and learners understand the event at a glance.

- Users can add new events by clicking the button or by clicking into an empty space in the desired day in the calendar.

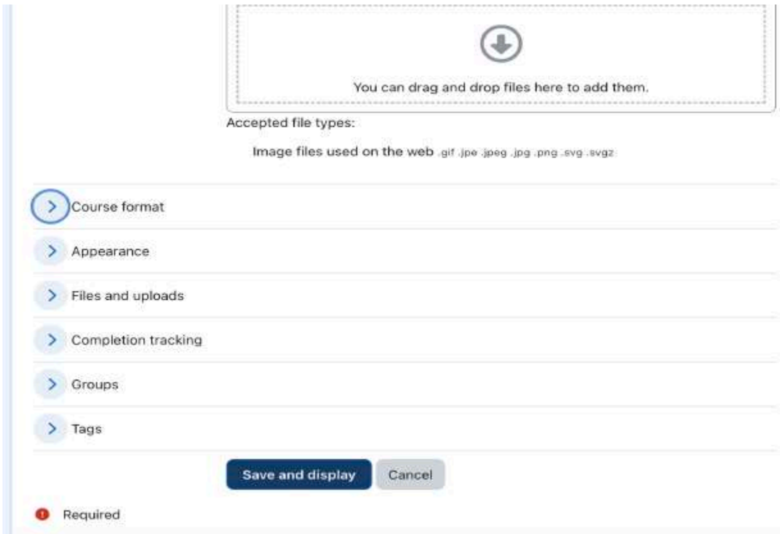
4. COURSE MANAGEMENT

4.1 Course setup/Setting

Click Settings to edit settings of your course. Make sure full name of your course and course short name are written correctly.



Check course start date and any other course setting as required, then finish by clicking Save and display button.

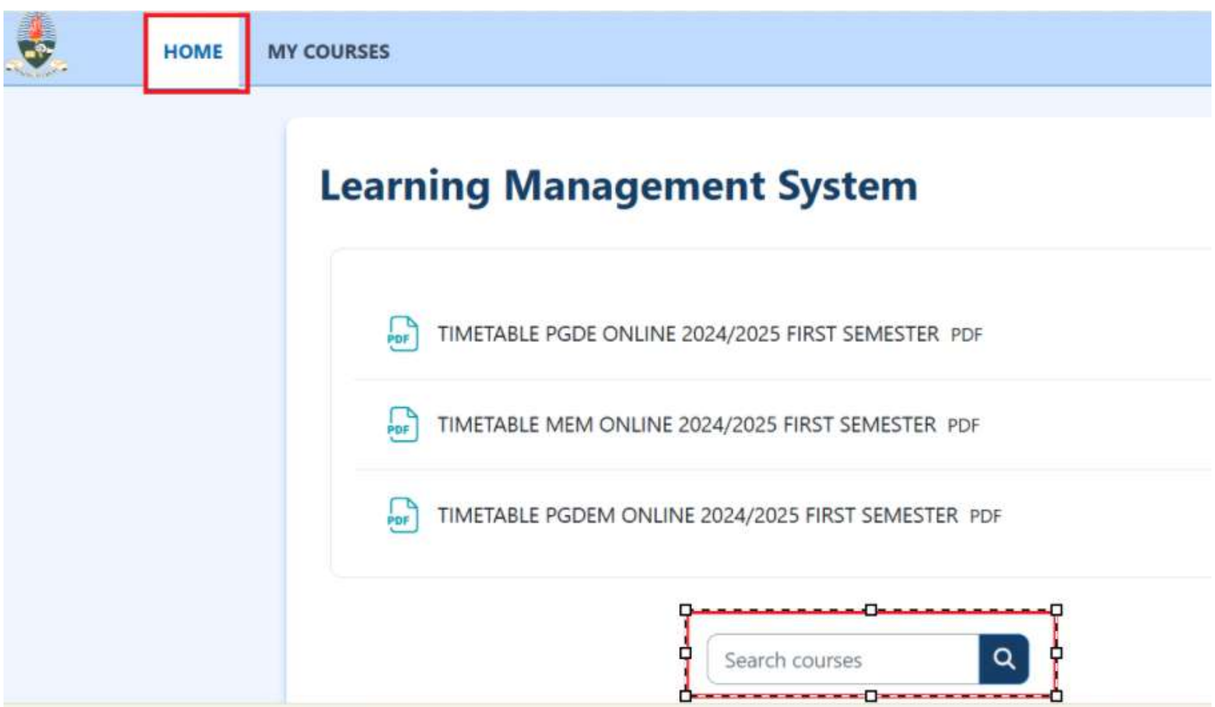


4.2 Manage Participants

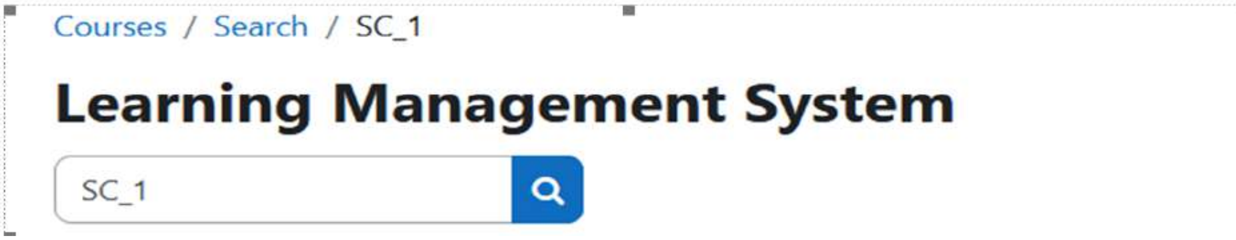
Assign a Role in a course

4.2.1 Manual enrolment

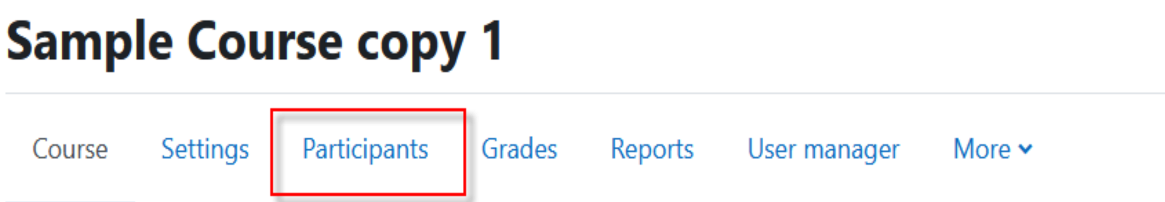
i. Search for the course in the search box by using the Course code.



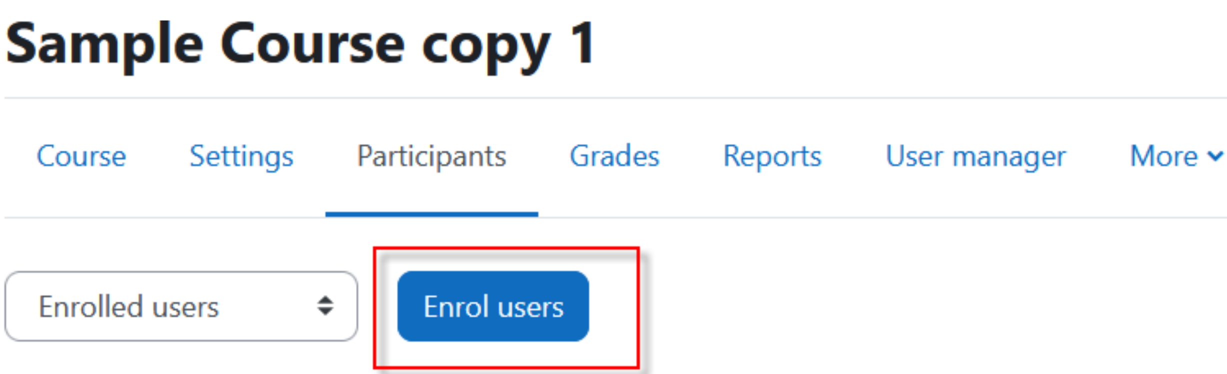
ii. Enter the course Code in the search button then click search



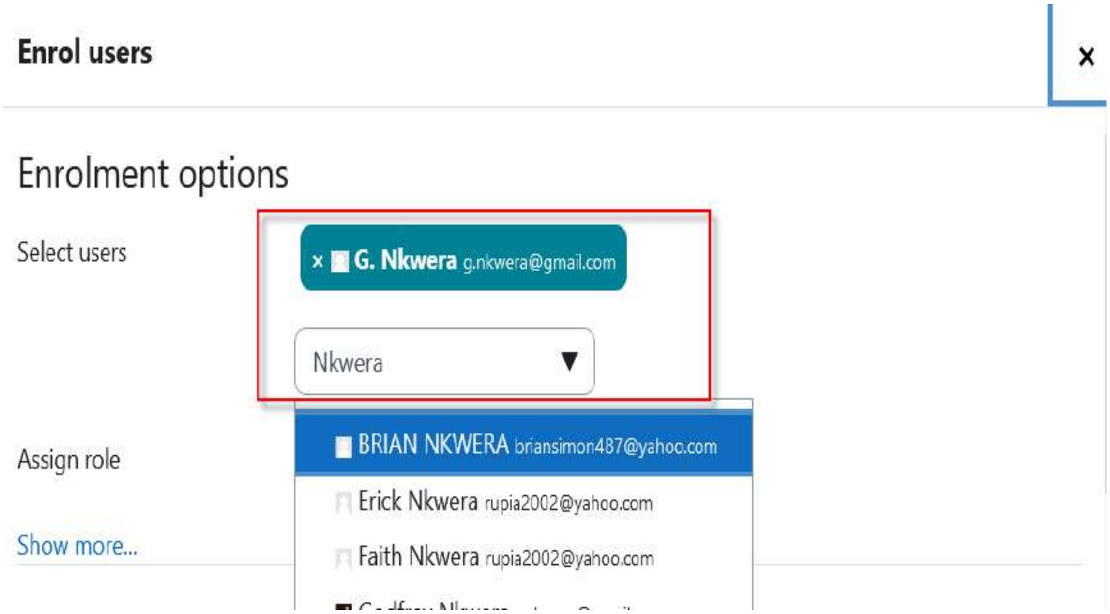
iii. Click the Participants tab to view participants in a course.



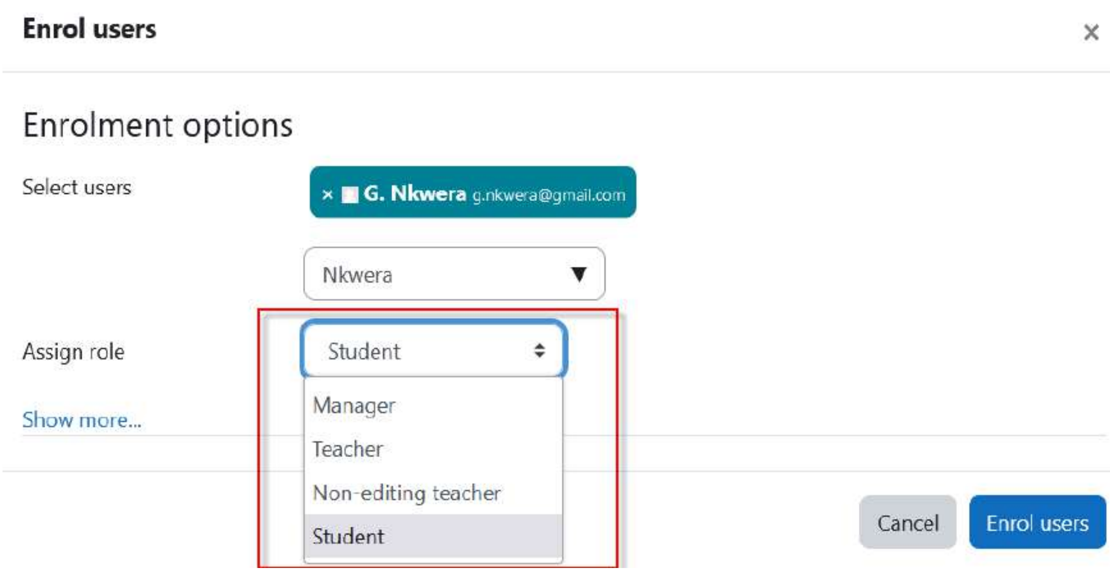
iv. Then click the "Enroll users" button.



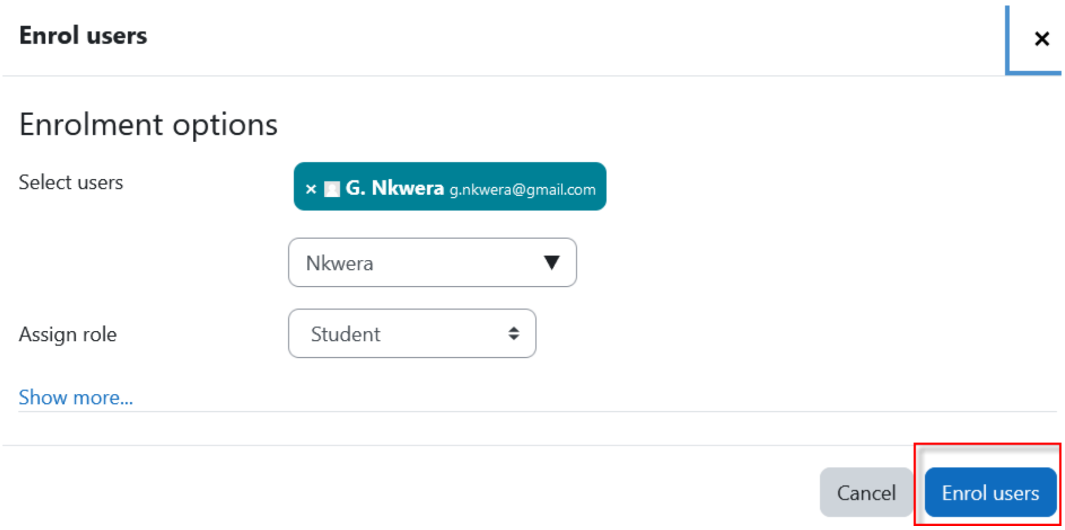
v. Search for a user by typing the name of the user and then select a user from the displayed list.



vi. Assign the role to the user by selecting the role from the dropdown menu.

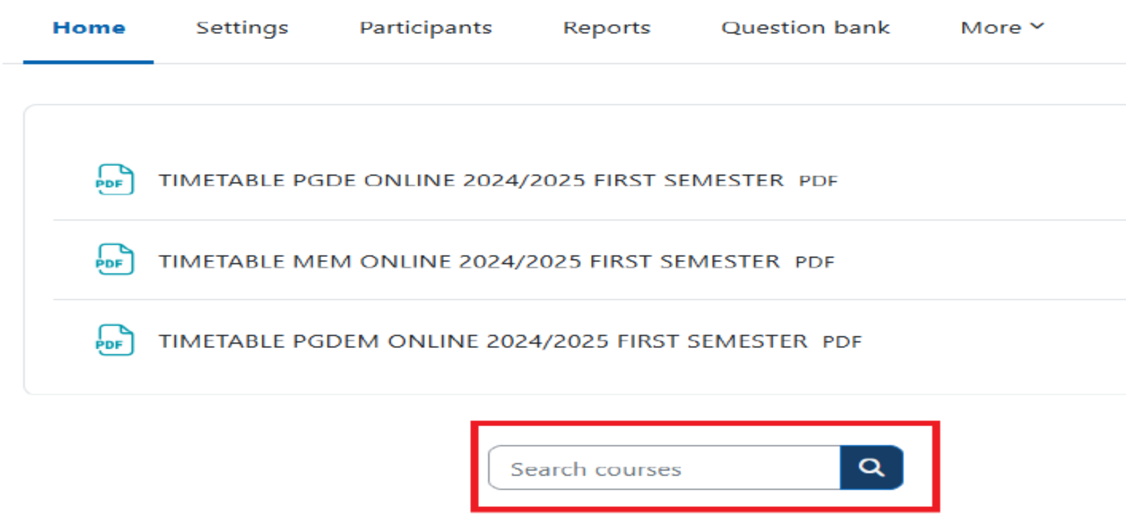


vii. Final click Enroll users button.

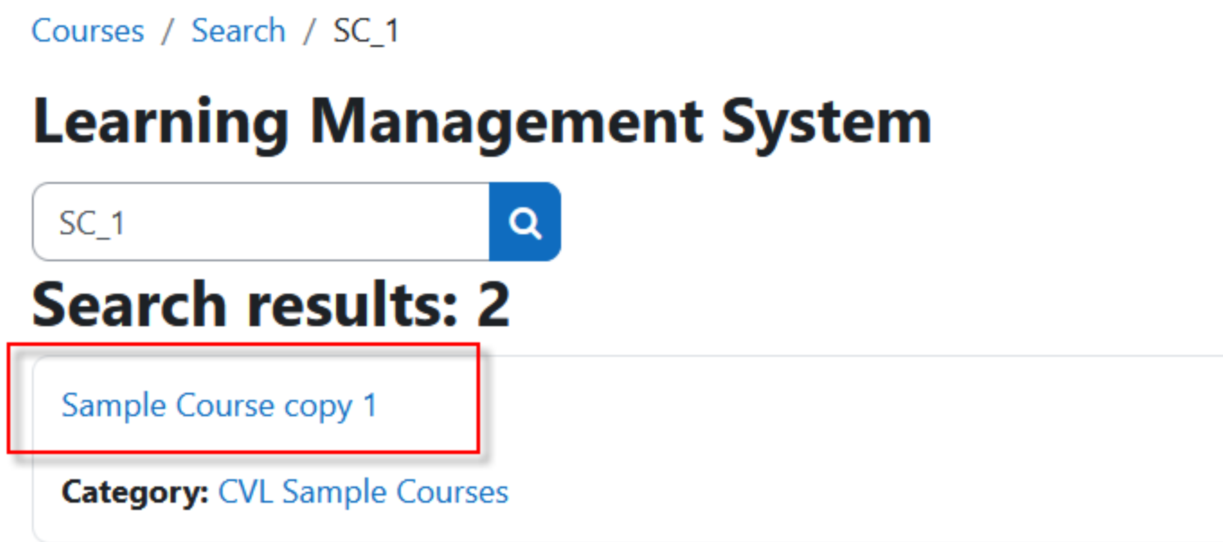


4.2.2 Self enrolment

i. Search for the course in the **Search box** by using the Course code.

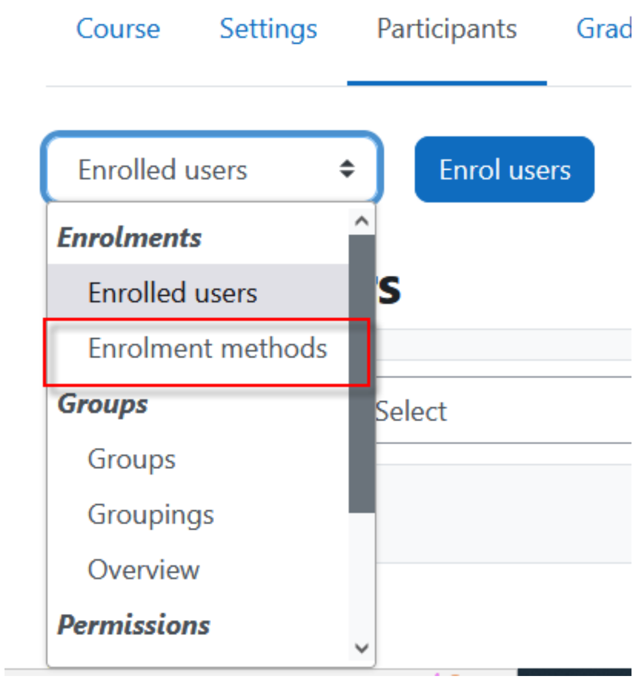


ii. Click the Course title to enter the course.



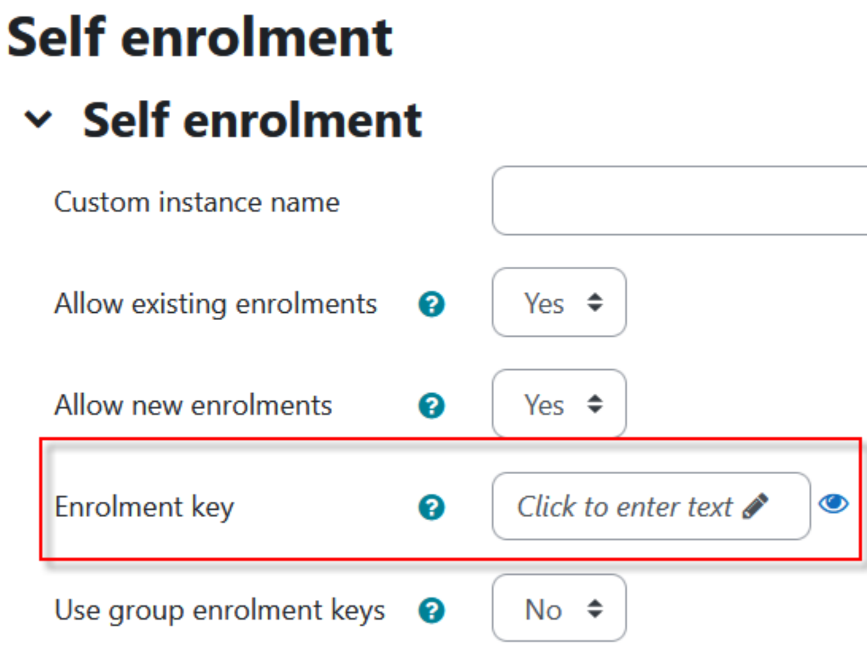
iii. Click the Participants tab to view participants in a course.

iv. On the left of Enroll users button, select "Enrollment method" from the dropdown menu.



v. Select the setting icon in front of Self enrolment (student) option

vi. Enter the enrollment key in the Enrollment key box provided.



vii. Click the “Save changes” button to save changes.

Note: This enrolment key should be shared to your students in order for then to enrol themselves to your course. The enrolment key is case sensitive, should be shared as it is written

4.3 Course Report

Over the years online education progressed with advanced analytics to help educators improvise their learning as well as students’ progress. In Moodle, a number of Course reports are available to the teacher in their course to help them track the progress of their students. In this chapter we will have a look at the different course reports available.

To access the available course reports, navigate to Course > Reports (To view the list of available course reports in LMS).

Competency breakdown

The competency breakdown report allows teachers to view the competencies of each student in their course, along with their ratings. Teachers can click a 'Not rated' link and rate a competency.

Course completion

Course completion report shows if a course has been completed. It can show the progress a student is making towards finishing the course according to specific criteria. The criteria can include meeting an activity's grade level or a manual checking "complete" by either the student and/or teacher. The report can also show if the student has completed another course(s) that is marked as a "completion dependent" course.

Logs

Logs in Moodle are activity reports. Logs are available at site and course level. To generate a log, select any combination of group, student, date, activity, actions and level, then click the "Get these logs" button. Examples of log entries include:

- logging in or out
- accessing a course
- updating a course
- viewing an activity within a course

- viewing a forum discussion
- creating a new forum discussion
- replying to an existing post in a forum discussion
- completing an activity

Live logs

Live logs are available for a course from Course > Reports > Live logs.

Activity report

A course activity report shows the number of views for each activity and resource by all students.

Course participation

A participation report for a particular activity can be generated by a manager, teacher or non-editing teacher. Participation reports:

- Generate a list of who has participated in a given activity, and how many times.
- Can be filtered by role, group, and action (View or Post).
- Allow individuals or groups students (e.g. those who have not participated) to be easily messaged.

Activity completion

Activity completion info can be viewed by managers, teachers and non-editing teachers. Teachers can mark activities completed on behalf of students by clicking into the relevant completion boxes.

Statistics

If statistics are enabled for the site, graphs and tables of user activity may be generated. The statistics graphs and tables show how many hits there have been on various parts of your site during various time frames. They do not show how many distinct users there have been. They are processed daily at a time you specify.

Event Monitoring rules

Event monitoring allows admins and teachers to receive notification when certain events happen in Moodle. To do this, a 'rule' needs to be created for the event to be monitored and then a user, such as the admin or teacher will need to subscribe to it to be notified. From this page you can create a new Event monitoring rule.

Insights

If your Moodle site administrator has enabled Analytics, you may receive special notifications called "insights" sent by learning analytics models. These will vary based on the models enabled on your site. Insights may be predictions about future performance or may detect current, hidden aspects or processes of learning. They may apply to students, courses, cohorts, or any other entity in Moodle. To access insights as a teacher, Navigation > Reports > Insights.

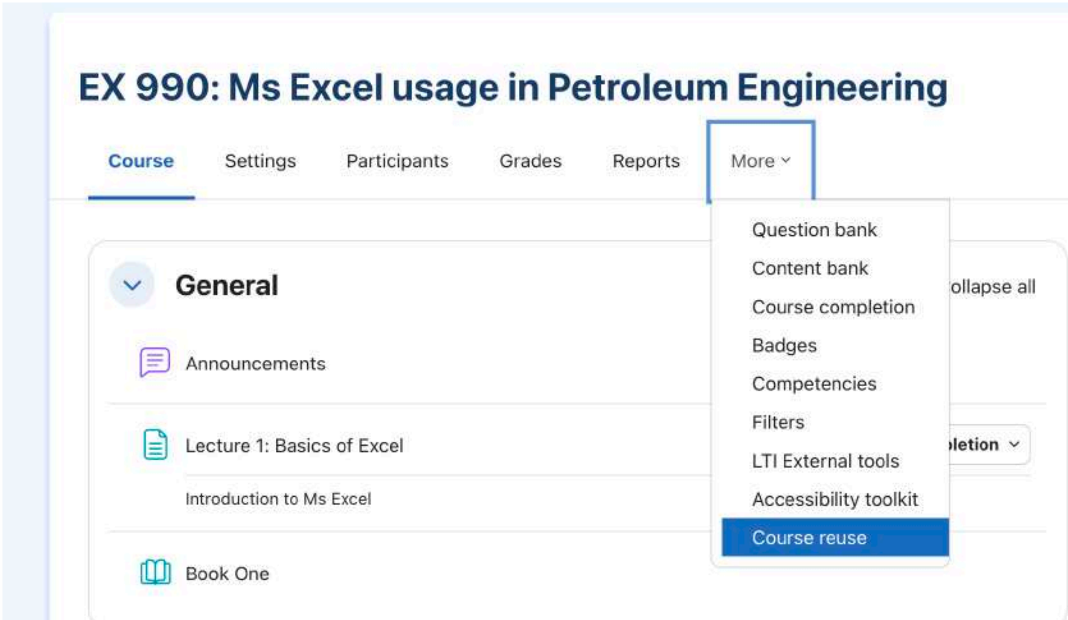
4.4 Course Backup and Restore

We advise instructors to take responsibility for backing up and restoring their courses in Moodle LMS to ensure smooth management of their course content and safeguarding educational resources. Instructor can reuse backed-up courses in subsequent academic terms, saving time by restoring all resources, activities, and structures instead of building a new course from scratch. Restoring from a backup also allows instructors to modify content while keeping the original version safe, supporting continuous course improvement.

4.5.1 Course Backup

Steps to Create a Course Backup

i. Go to your course and click **More** link the select **Course reuse**



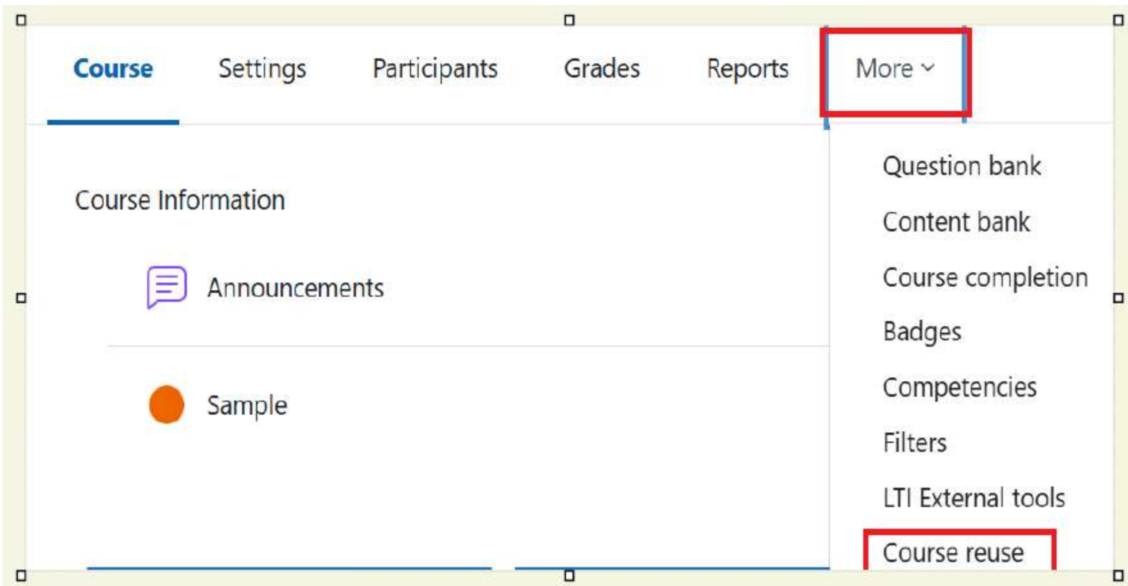
Click Backup and follow all the steps. Your file will be saved within the system with the name start with **"backup-"** and file extension **.mbz** as shown in the figure below.

Click Download to download file and save to your local machine or any external harddisk.

4.5.2 Restore Course

Steps to Restore Course

1. Go to your course and click More then Select **Course Reuse,** then click **Restore** link



2. **Drag** in or **Upload** the backup course file .mbz into the space **Import a backup file** and then click the **Restore button**

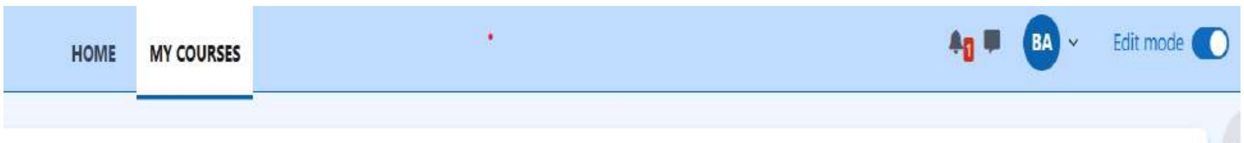
3. Scroll down and click **Continue** In the section of **Restore as a new course**, either select **Miscellaneous**" OR select the **button of the category** where to upload the

backup course and then **Press Continue**

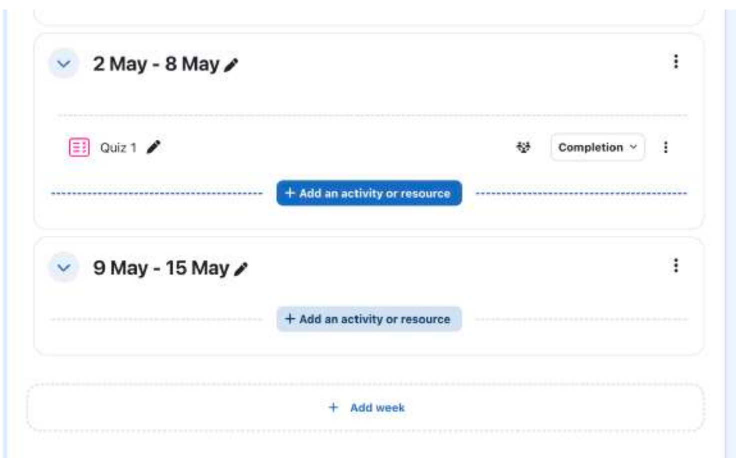
4. Click the **Next button** at the bottom of the next two pages
5. Click **Restore** on the final page and the course will then be displayed.

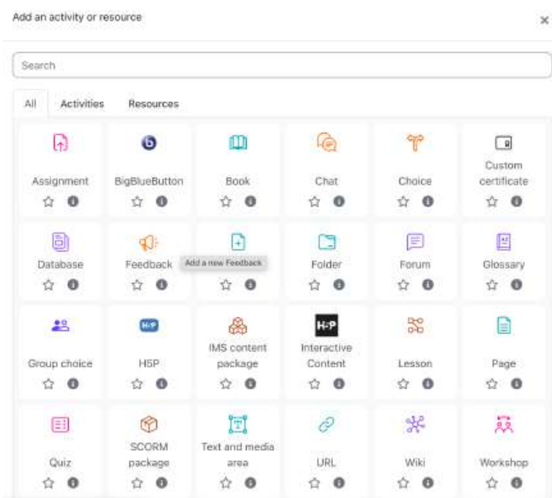
5. ADDING RESOURCES

To add course resources into your course first must turn **editing ON** by Click **Edit mode** button on right-hand corner.



Make sure you are in a specific course that you want to add contents. Navigate to the specific Topic/Week, click Add an activity or Resource link to show activities and resources.





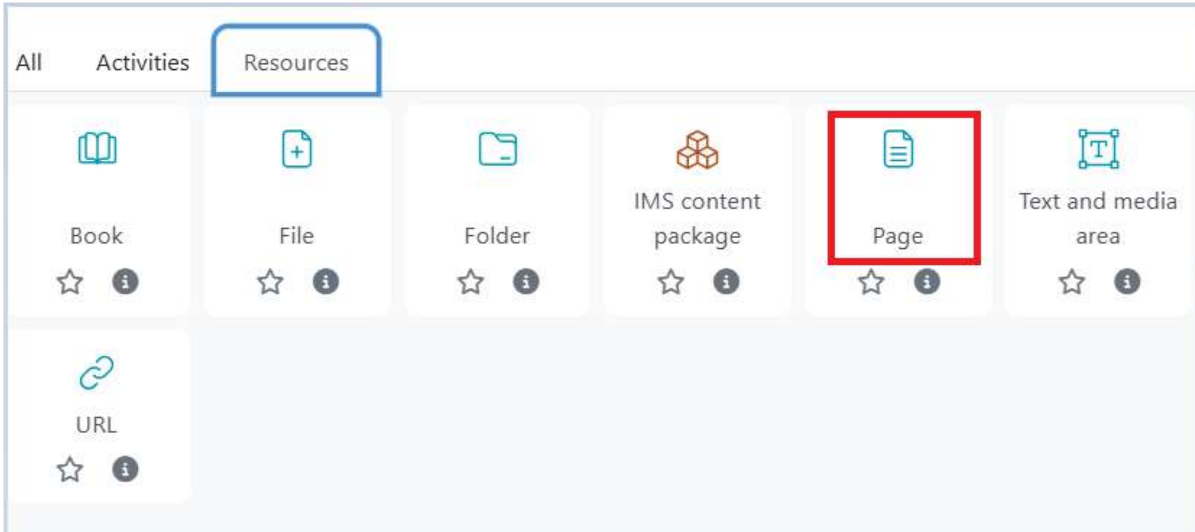
In Moodle LMS, **Resources** are used to add course content and materials for learners. Course content can be presented in various formats, including:

- Standard text documents (Word, PPT or PDF files)
- External links to websites
- Embedded or downloadable file attachments

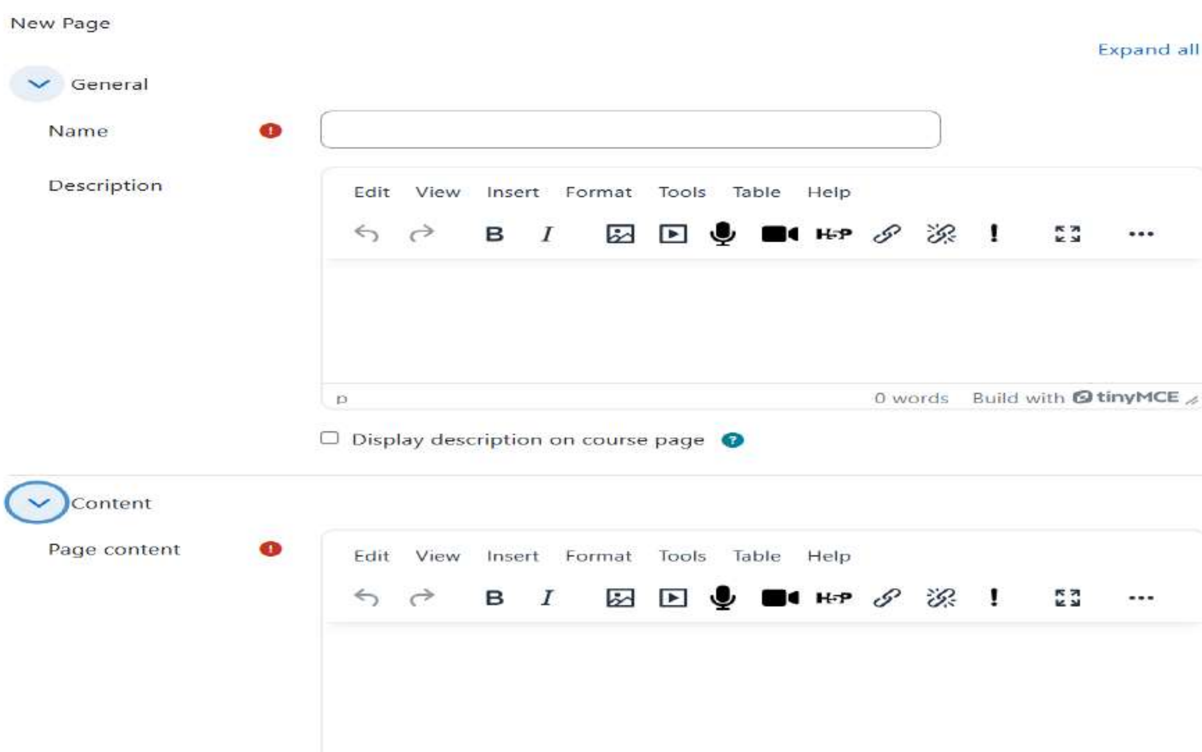
Instructors can use resources to share reading materials, reference guides, and multimedia content to enhance learning. Resources are easy to customize and can be organized in sections to improve the flow of course content.

5.1 Page

Page: A page resource creates a link to a screen that displays the content created by the teacher. The Text editor allows the page to display many different kinds of content such as plain text, images, audio, video, embedded code or a combination of all these. Pages are more accessible than uploading word-processed documents, particularly if the document just contains text to be read and not downloaded.



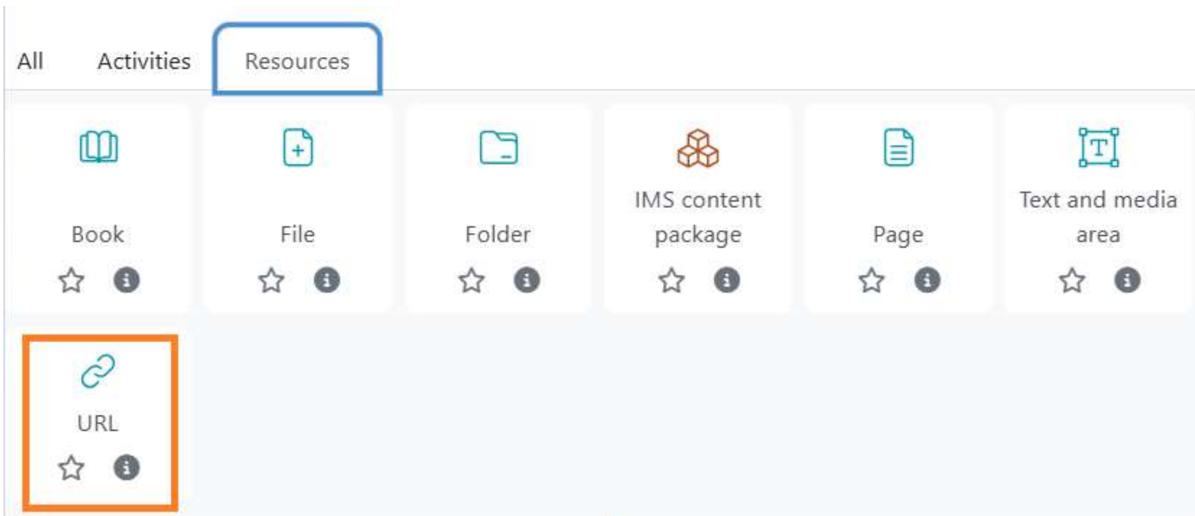
Add **Page** if you have notes in Microsoft Word and you want your notes to be like web page in appearance.



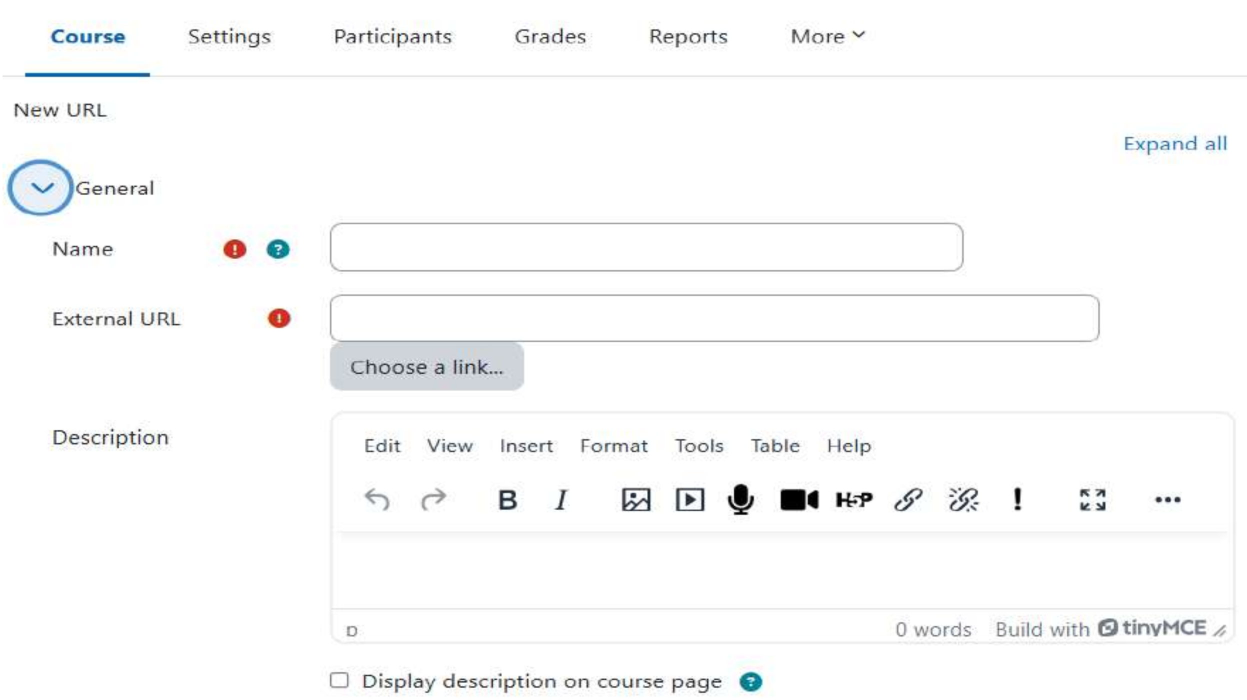
Type the name of your content. Under **Page content**, paste your contents that you have copied from Microsoft Word OR click **W** sign (Import Word File) to browse your Microsoft Word file on your computer. Then finish up by **Clicking Save and Return to Course**

5.2 Link

URL: A URL (Uniform or Universal Resource Locator) 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.

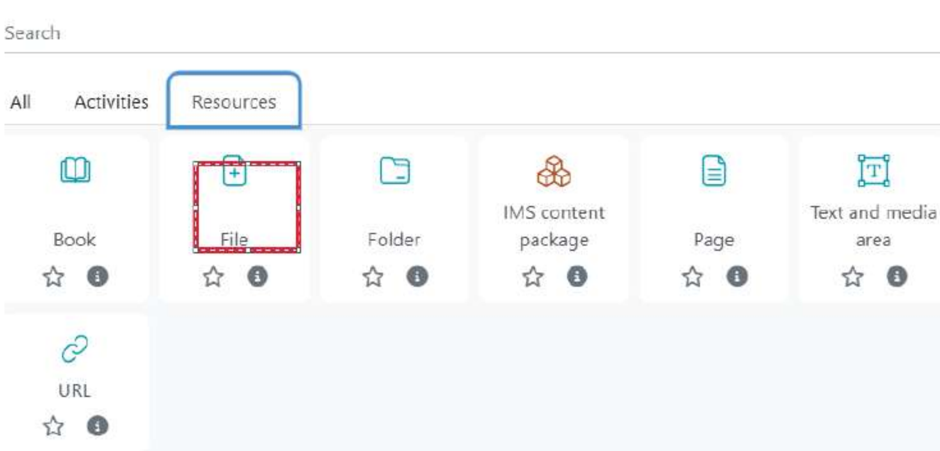


Type the name that refer your link. Under External URL paste the URL of the video or web page that you have copied, the finish by Clicking Save and Return to Course

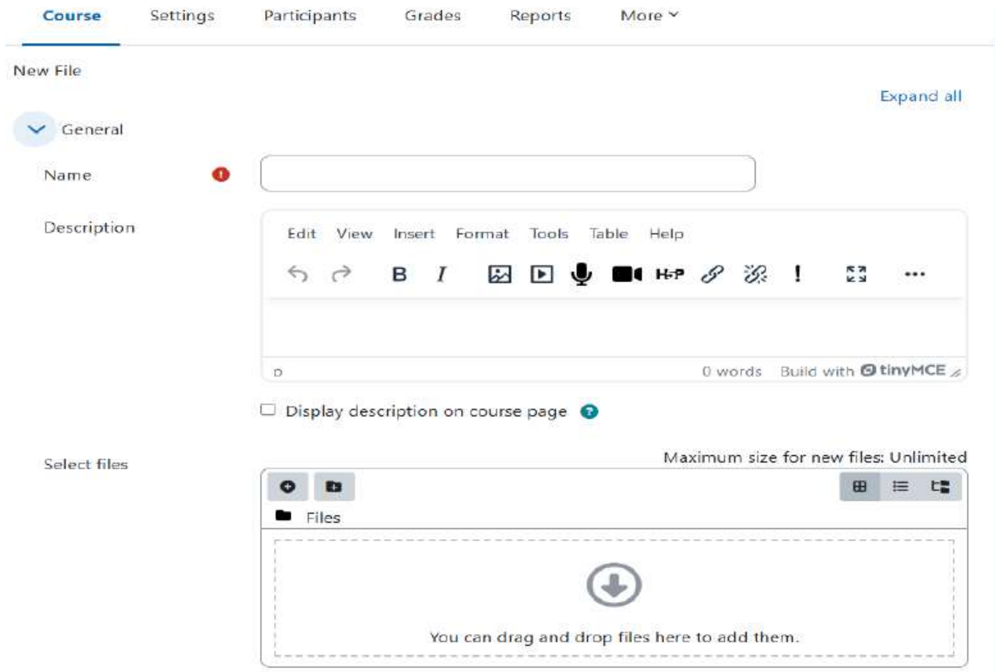


5.3 File

File: The file module enables a teacher to provide a file as a course resource. The file will be displayed within the course interface; students will be prompted to download it. With file teachers can share presentation and other file formats.



Type name of the **File** that you want to identify your attachment

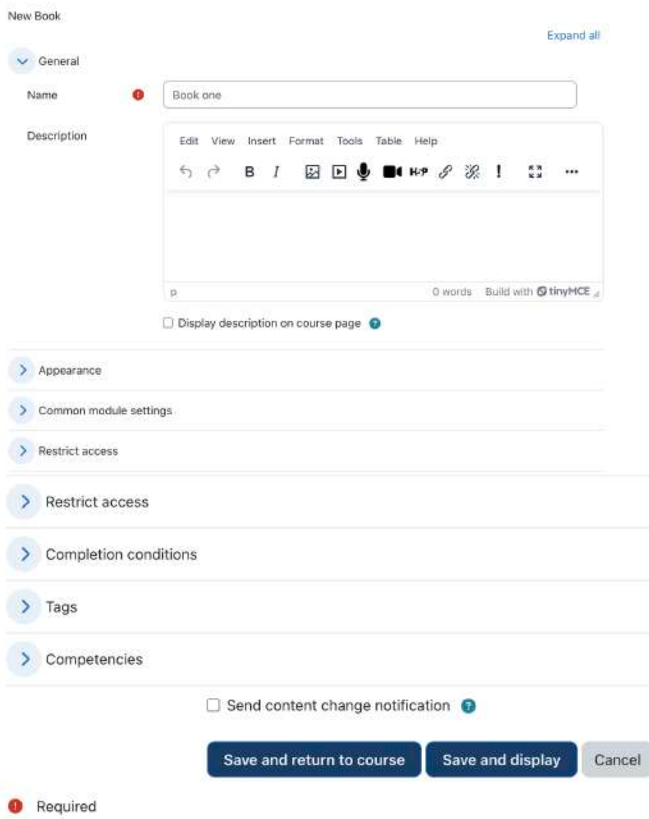


Click **Add** to browse the file on your computer. The attachment can be any file like PDF, PowerPoint, Excel or any other file format Then **Click Save and Return to Course**

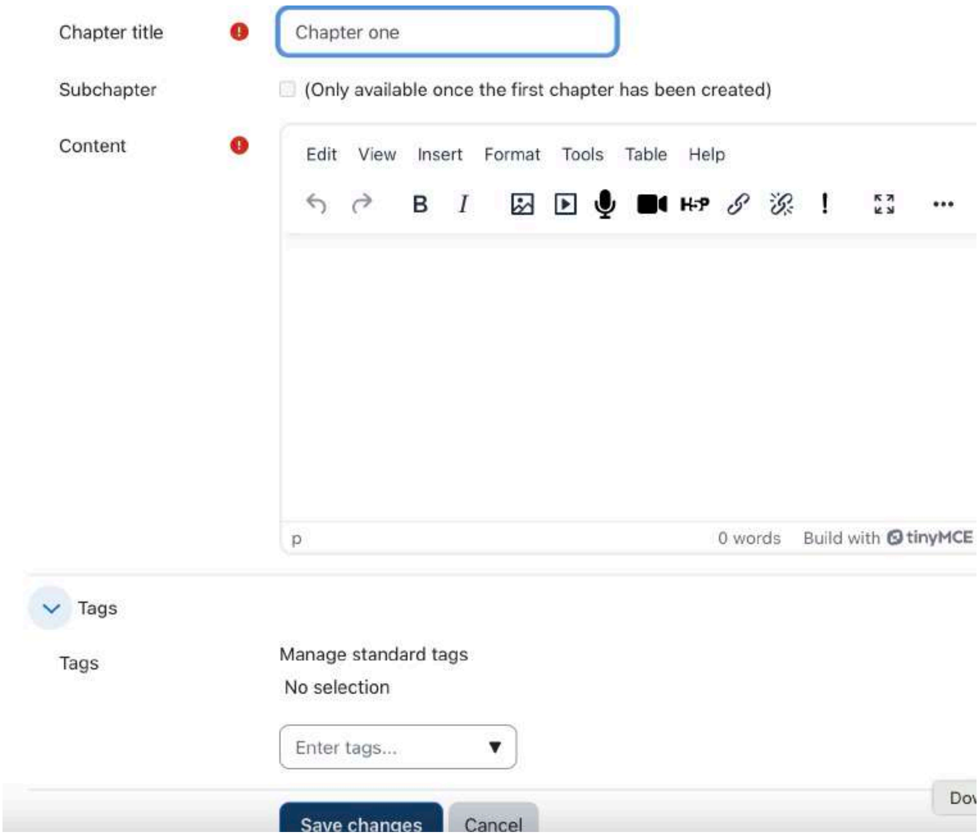
5.4 Book

Book: Book module enables a teacher to create a multi-page resource in a book like format, with chapters and sub chapters. Book can contain media files as well as text and are useful for displaying lengthy pages of information which can be broken down into sections

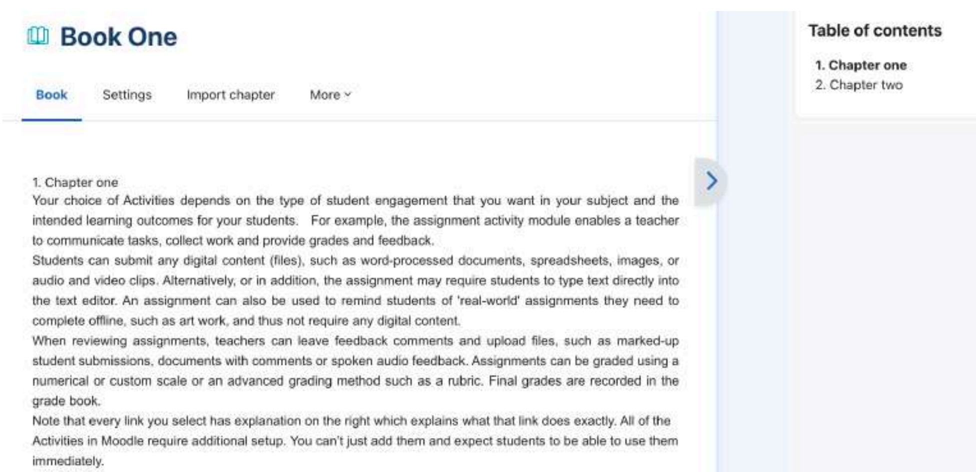
Type the name of your book, this name will appear at course home page as a link



After set up, click **Save and display** button to navigate to another page for chapters setup



Type (or paste) the contents of your chapter in the Content text box then click **Save changes** button.



Finally your book will be arranged with table of contents like shown in the above picture

Note: In all **Resources**, the **Description** field is optional. However, if you check the **Display description on course page** checkbox, the **description** will be visible on the course page before the user opens the specific resource. This feature allows students to see brief details about the resource at a glance.

6. ADDING ACTIVITIES

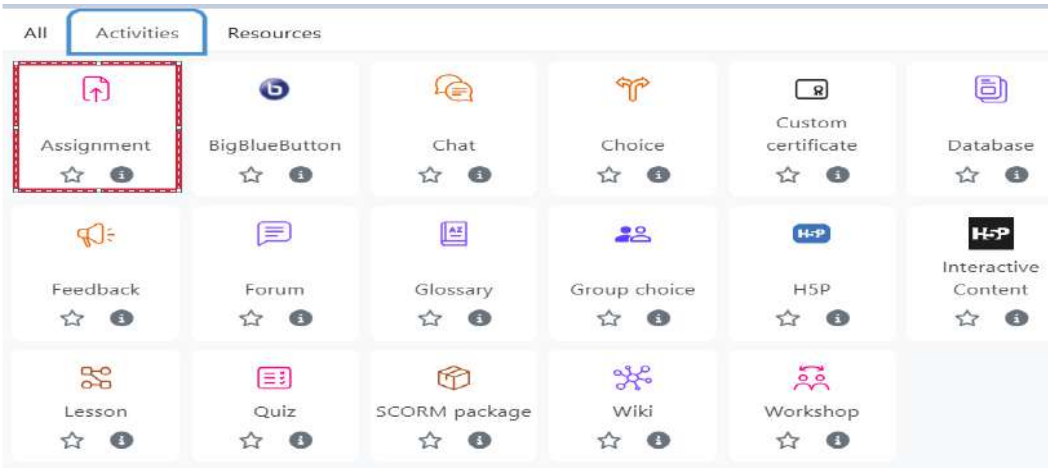
The choice of activities in LMS depends on the type of student engagement that you want in your subject and the intended learning outcomes for your students. For example of activities are assignment, Test, Quiz, Discussion (Forum and Chat).

6.1 Assignment

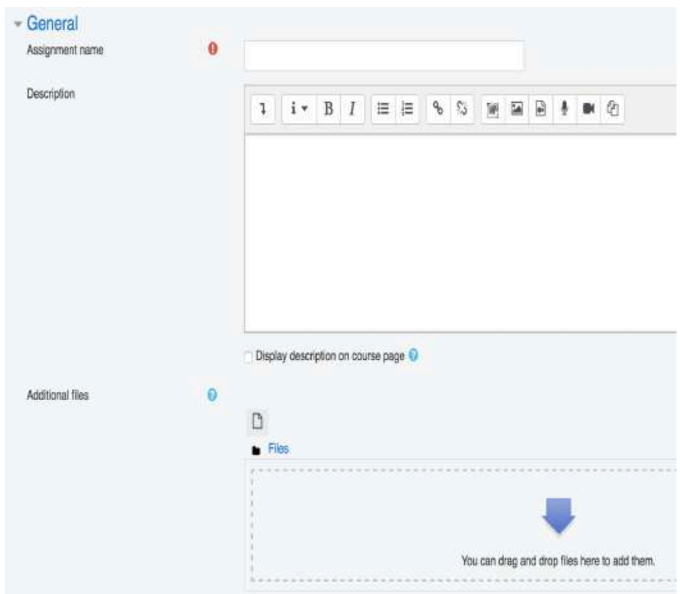
The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

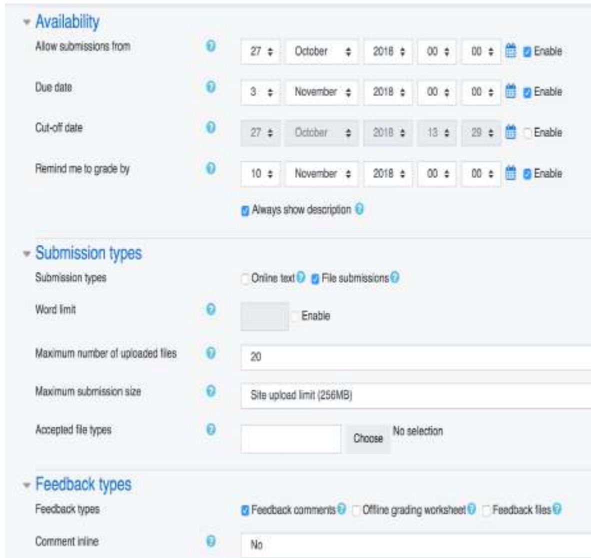
Students can submit any digital content (files), such as word-processed documents, spreadsheets, images, or audio and video clips. Alternatively, or in addition, the assignment may require students to type text directly into the text editor. An assignment can also be used to remind students of 'real-world' assignments they need to complete offline, such as art work, and thus not require any digital content. When reviewing assignments, teachers can leave feedback comments and upload files, such as marked-up student submissions, documents with comments or spoken audio feedback. Assignments can be graded using a numerical or custom scale or an advanced grading method such as a rubric. Final grades are recorded in the grade book.

Set up an Assignment



After clicking **Add an Activity or resource** as shown above, click on **Assignment** Then **Add**.





Type the name of Assignment under **Assignment name**. If your assignment is short, just type the question(s) on the **Description** box BUT if your assignment is too long and you have it as Microsoft Word or PowerPoint of PDF format in your computer. Click file symbol next to Additional files and browse your assignment file on your computer.

Set Assignment availability (Date and Time) as shown on the figure above (Remember to tick **Enable** check box if you want to set Date and Time).

Set Submission Types

If your assignment is just for students to type few text, Tick on Online text (this will provide text box to type text) and you can limit number of word for student to type.

BUT, if your assignment need a student to attach file, tick on File submission check box and you can limit number of files to upload.

Set Feedback types

If you tick **Feedback comments** you will be provided with the box where you can comment on the submitted assignment and if you tick **Feedback files** you will be provided provision to attach back student file after marking.

After you have done with all setting Click **Save and return to course** button.

6.2 Quiz

Quiz is the tool in Moodle LMS used to prepare Quiz, Test and Exam. The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical. The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set. Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the gradebook.

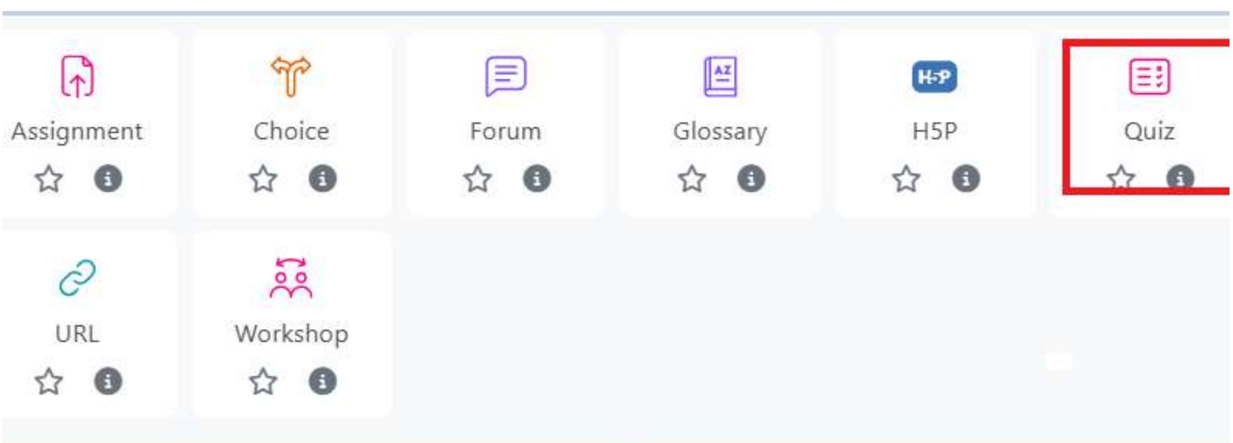
The teacher can choose when and if hints, feedback and correct answers are shown to students.

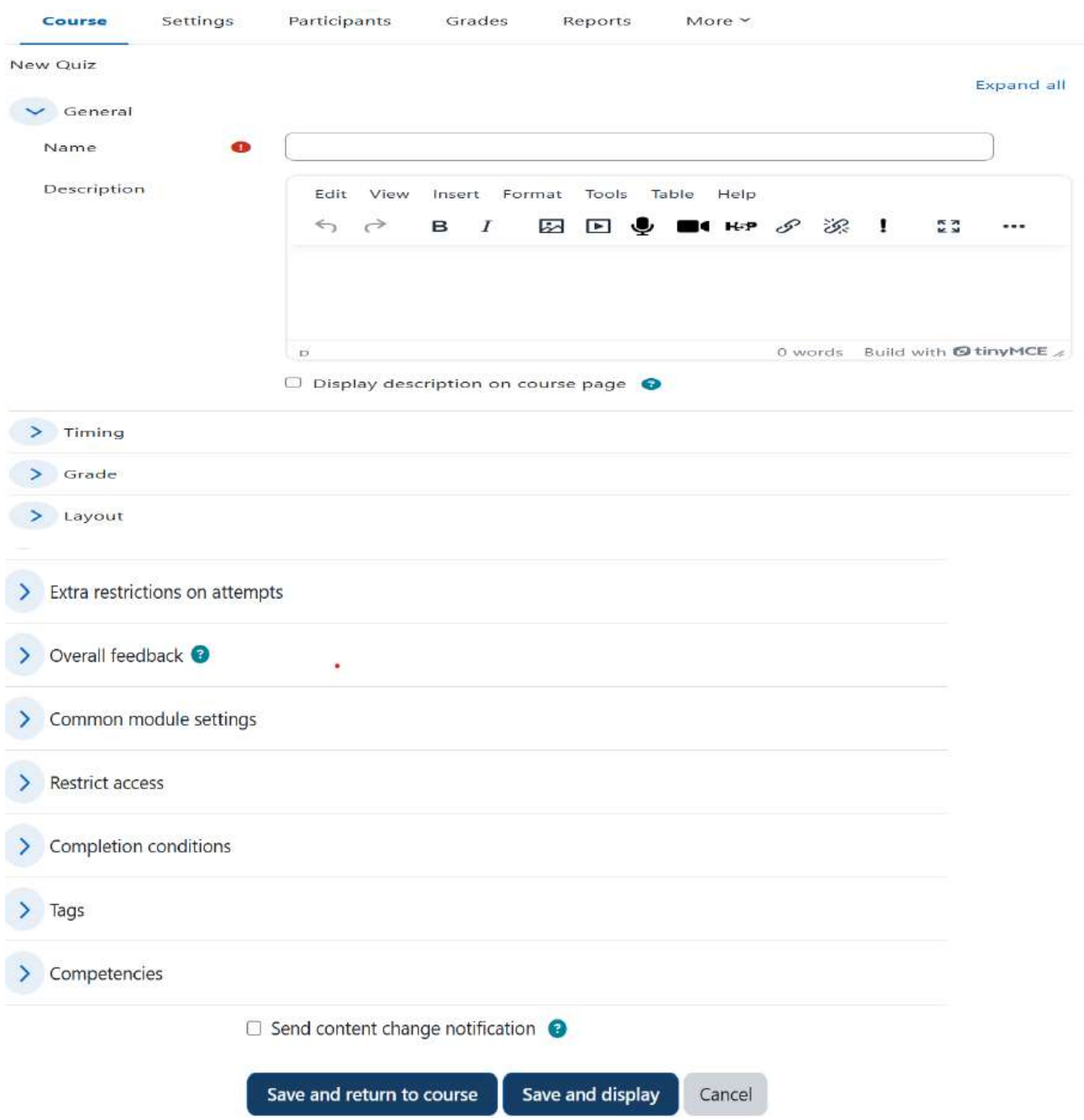
Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

Quiz Setup

After clicking Add an **Activity or resource** as shown above, click on Quiz Then **Add**.





Complete the fields:

Name: Mandatory. Enter the quiz name.

Description: Optional. Enter short introduction about the quiz.

Timing

Open and Close the quiz: Mandatory if **Enable** check box selected for this line. Students can only start their attempt (s) after the open date and time and must complete their attempts before the close date and time.

Deselect the check box if not relevant.

Time limit: Mandatory if **Enable** check box selected for this line. The time limit is stated on the initial quiz page and a countdown timer is displayed in the quiz navigation block. Deselect the check box if not relevant.

When time expires: This setting control what happens if the Student fails to submit their quiz attempt before time expires. If the student is actively working on the quiz at the time, then the countdown timer will always automatically submit the attempt for them, but if they have logged out, then this setting control what happens.

Submission grace period: If what to do when time expires is set to 'Allow a grace period to submit, but not change any responses', the amount of extra time that is allowed.

Layout: Select how many question should appear per page.

Require Password: If a password is specified, a student must enter it in order to attempt the quiz

Require network address: Quiz access may be restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of parARUl or full IP address numbers. This can be useful for an invigilated (proctored) quiz, to ensure that only people in a certain location can access the quiz.

Enforced delay between 1st and 2nd attempts: Mandatory if enabled; a student must wait for the specified time to elapse before being able to attempt the quiz a second time.

Enforced delay between later attempts: Mandatory if enabled; a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

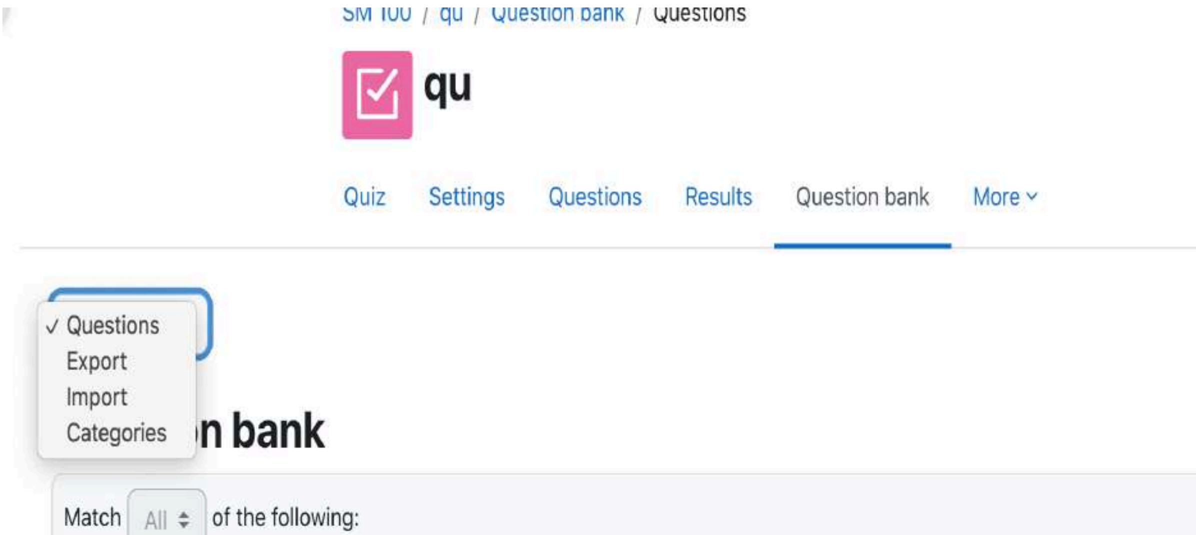
Browser security: If "Full screen pop-up with some JavaScript security" is selected,

- The quiz will only start if the student has a JavaScript-enabled web-browser
- The quiz appears in a full screen popup window that covers all the other windows and has no navigation controls
- Students are prevented, as far as is possible, from using facilities like copy and paste

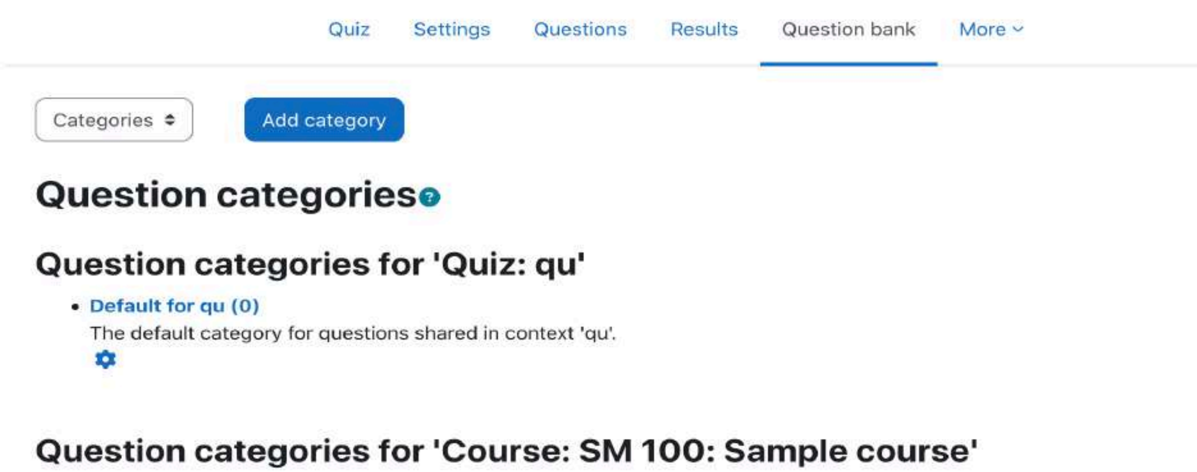
After all setup Click **Save and display** button to display quiz information

Add question category

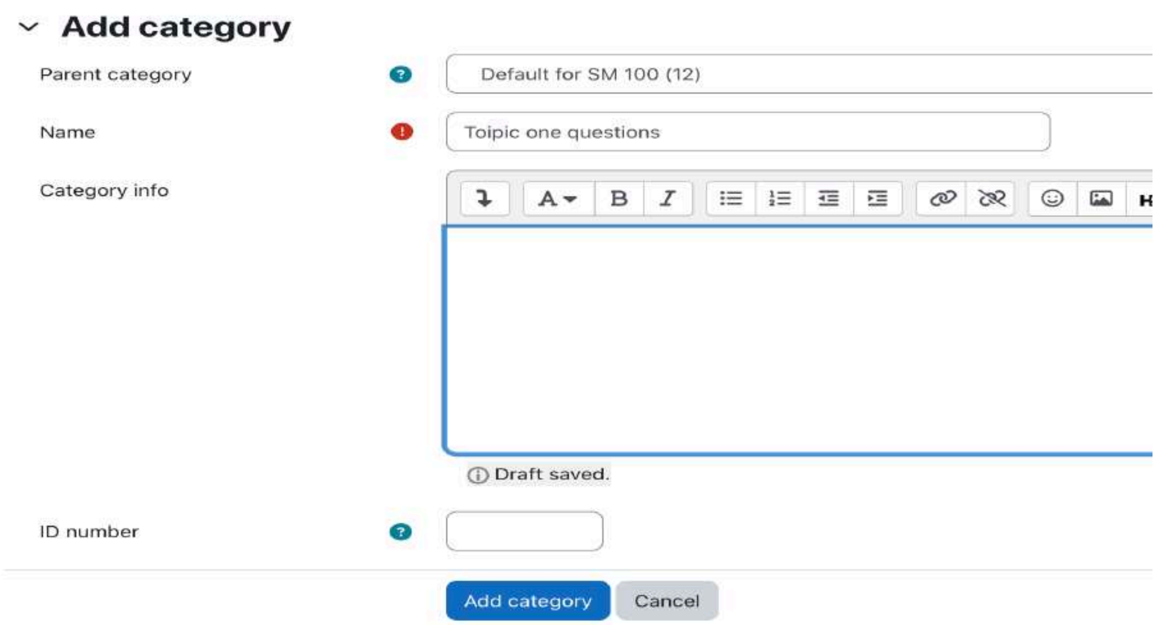
Click a quiz that you have set, then click **Question bank** tab.



On your left drop down menu, click it and select **Categories,** Then click **Add category** button



Type the name of category, this should be a logical name as it will save the bulk of related question. You can use the name of a topic that you have planned to created questions.



Click **Add category** button

Adding questions to the quiz

Adding many questions to question bank with Aiken format

Steps

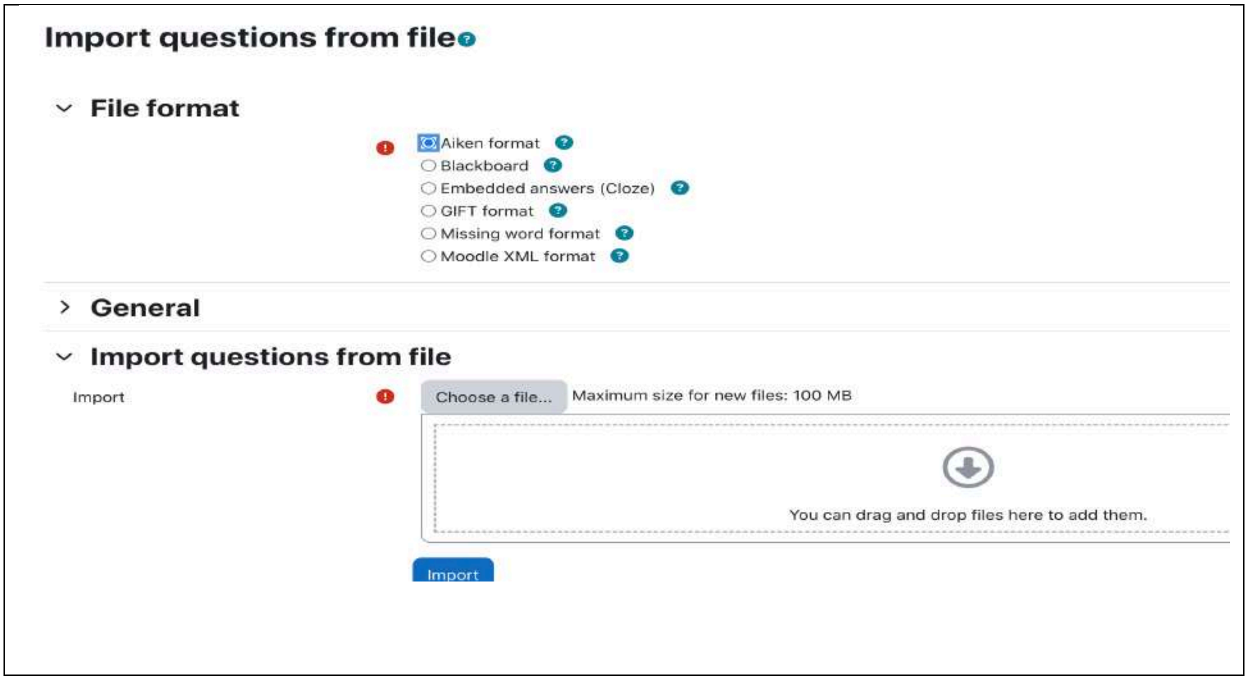
Write your questions in a word-processing application (e.g., MS Word) or a text editor such as Notepad (Windows) or Text Edit (Mac OS X), and format as follows:

- Each answer must start with a single uppercase letter, followed by a period "." or a right parenthesis ")", then a space.
- The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.

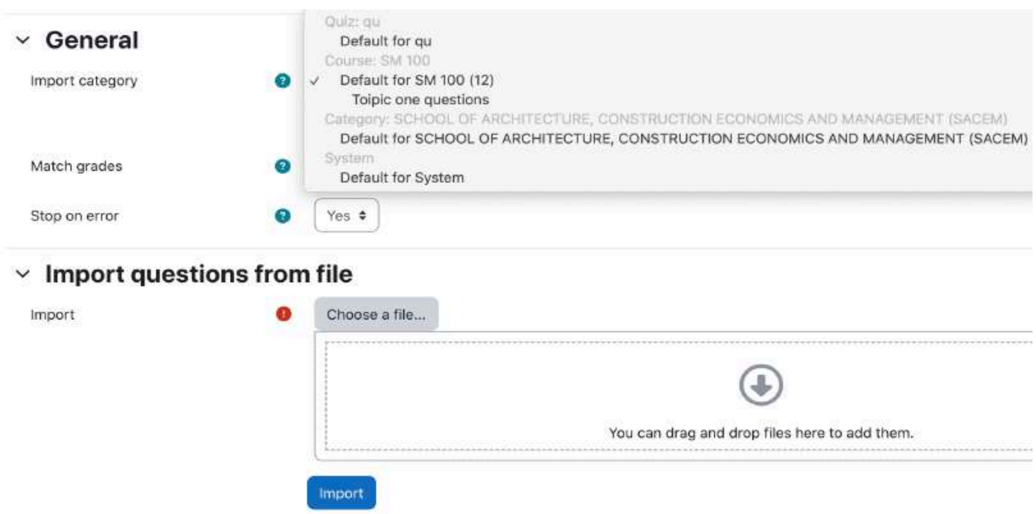
  Note: The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized, otherwise the import will fail.
- Use **Save As** and save your questions as a **.txt** (plain text) file in **UTF-8 format**.

Go back to your course page, click on the Quiz that you have already format.

Click **Question bank** tab, at the left corner, click drop down menu the select **Import**



Under File format, Click **Aiken format**. Click the arrow next to General, under Import category select the category you want to add your questions.



Click **Choose a file** to upload saved quiz questions with **.txt** format file. Then click **Import** button. You will see all imported questions click **Continue** button and your questions are already saved into question bank.

Go back to your quiz that you want to **add question** button

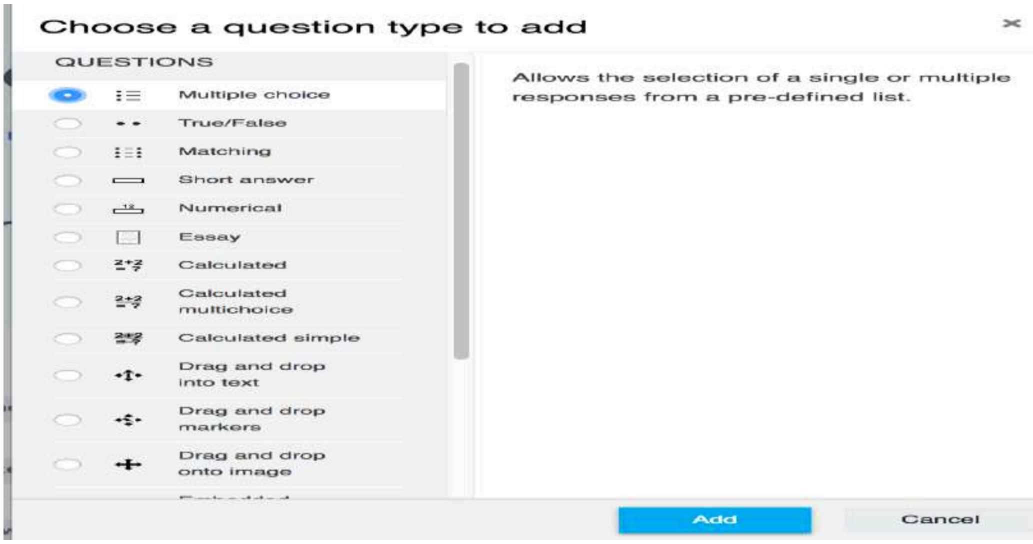
If you have questions already on question bank use “**from question bank**” and if you want to add one question after another use “**a new question**”.

+ from question bank

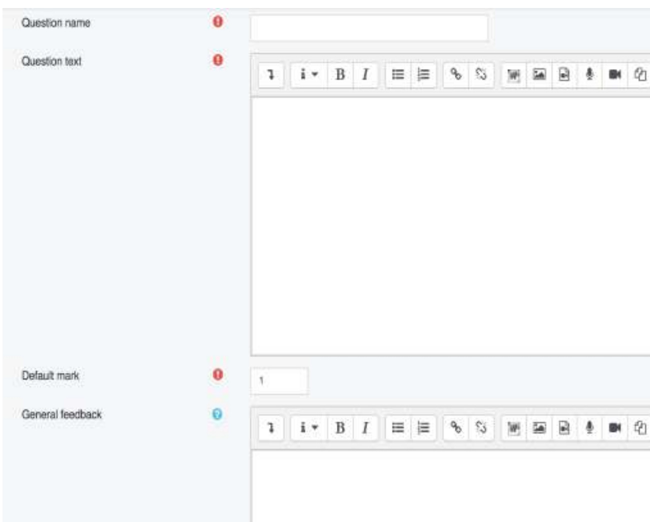
Click it, then you will see your added questions, choose the question you want to add on this quiz and click **Add selected question to the quiz** button. Click Shuffle and under Maximum grade type the number you want and click Save.

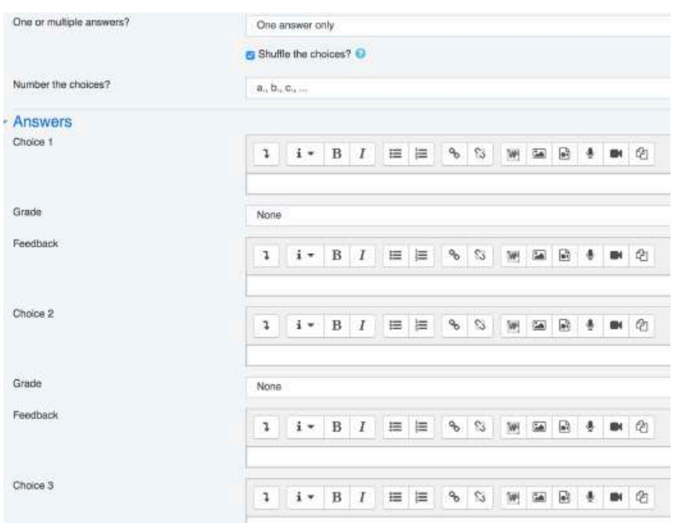
+ a new question

Click it and select type of question you want to add.



Then Click **Add**





Fill in required field.

Question name can be number of the question and **Question text** is the question itself.

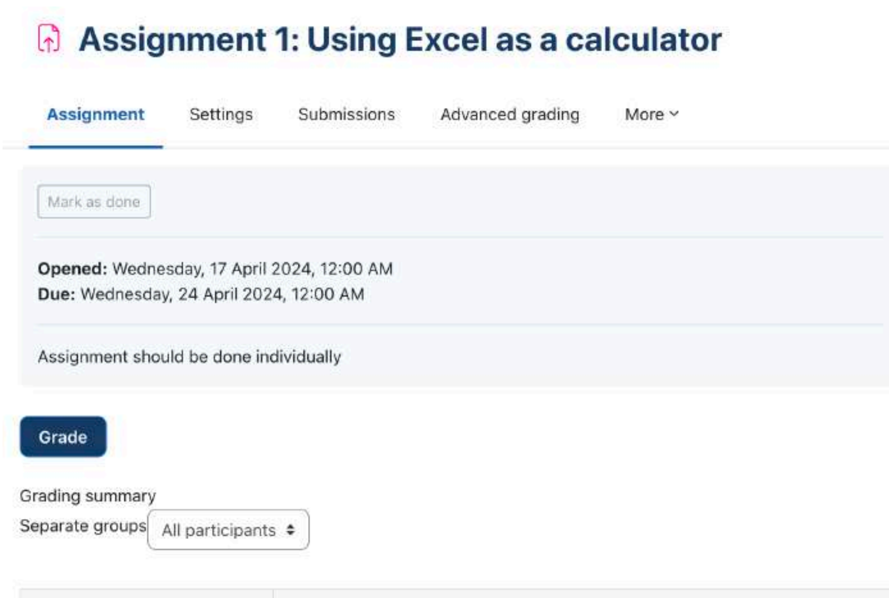
Under Answers; Choices you type answers to be selected on multiple choices, on the correct answer change the Grade from **None** to **100%**. Other which is not correct answers leave it with None.

Finish up with clicking **Save Changes** button and continue to other questions.

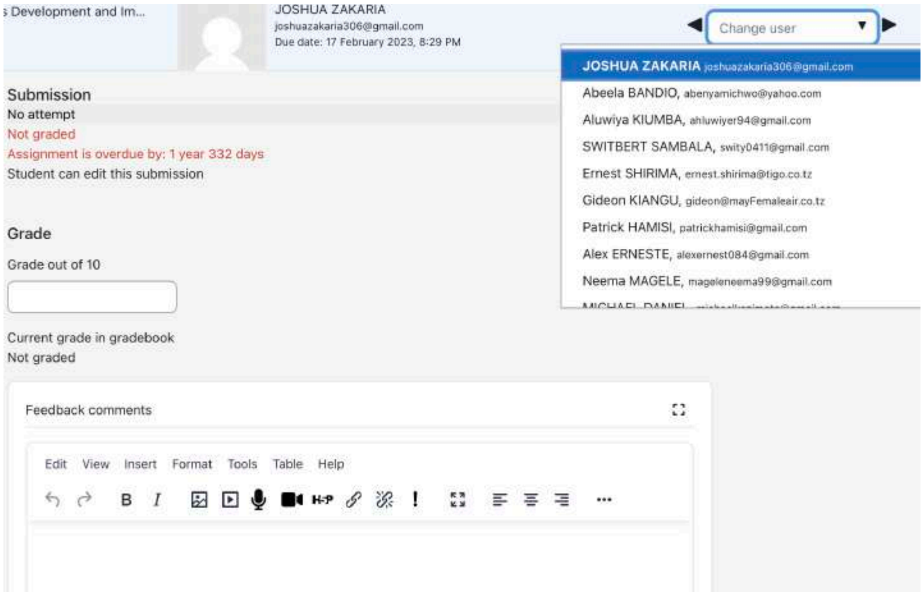
6.3 Grading

6.3.1 Assignment

Marking assignments in Moodle involves reviewing student submissions, providing grades, and offering feedback. Make sure you are in the course where assignment is located. Click on the assignmet you want to mark.



Click Grade button to view and mark submittion of each student.

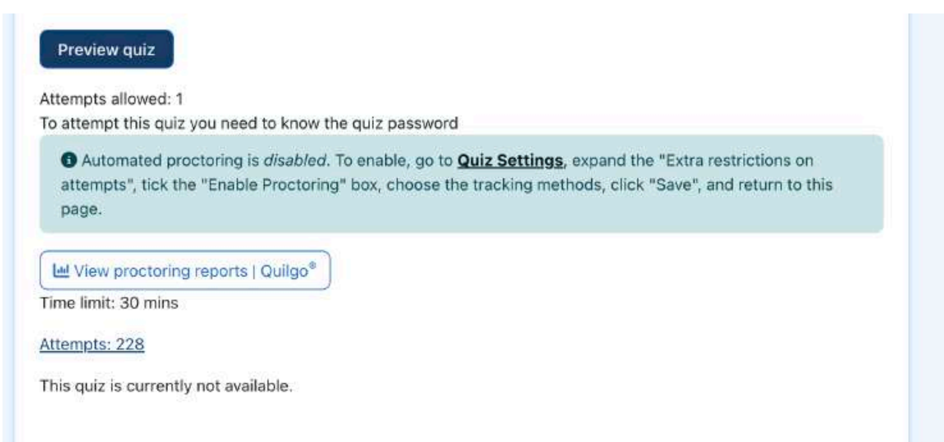


Write grade scored and feedback comments (if any) in the boxes provided. You can move to another student using the arrows OR you can choose specific students in the **change user** dropdown menu

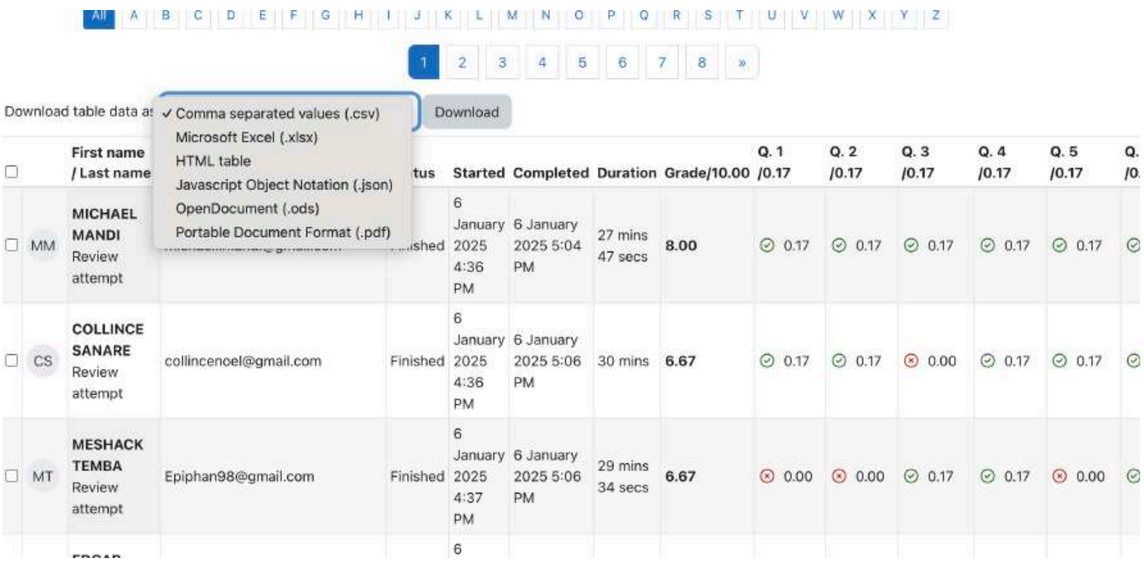
6.3.2 Quiz

Grading quizzes in Moodle can be automatic or manual, depending on the question types and settings. Most of the multiple choice, matching items and true and false questions can be martked automatically by the system. Other type of questions such as essay format teacher should mark it manually. Make sure you are in the course where quiz is located. Click on the quiz you want to mark.

For Automatic marking by the system, just click **Attempts** link after the completion of the quiz. The attempts link will indicate number of students attempted your quiz

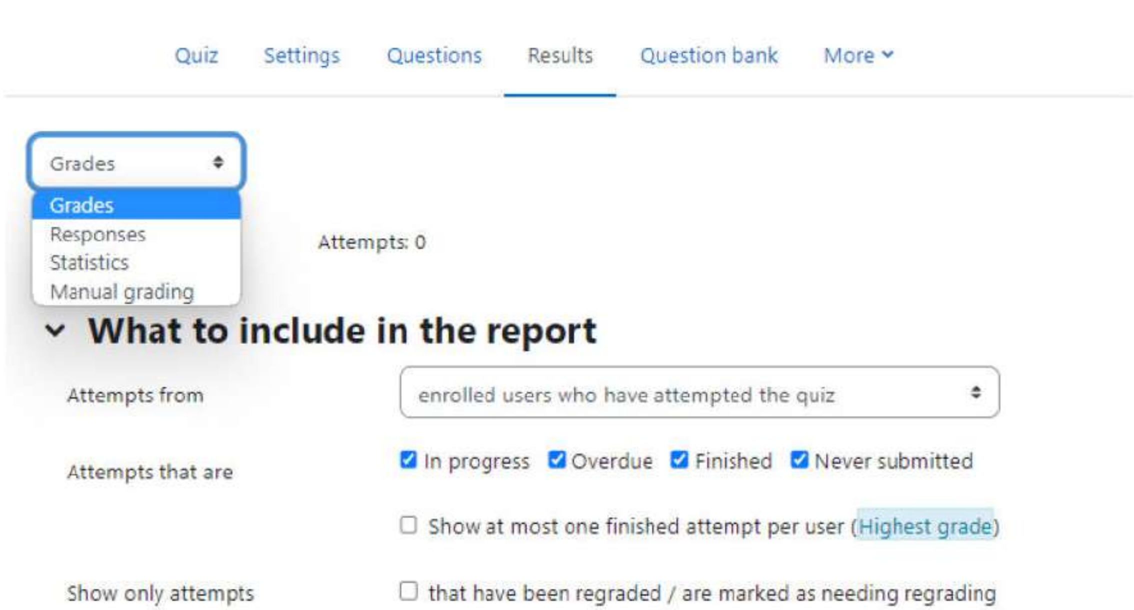


The system will show time started, completed and duration of the quiz to every student. It also allow to download excel file for the marks.



6.2.3 Quiz Report

Once students start to take the quizzes, you'll have a lot of data available. When attempts have been made on the quiz, the teacher can click the quiz name and access the reports from the 'Results' tab.



There are four types of reports available which are:

- Grades report

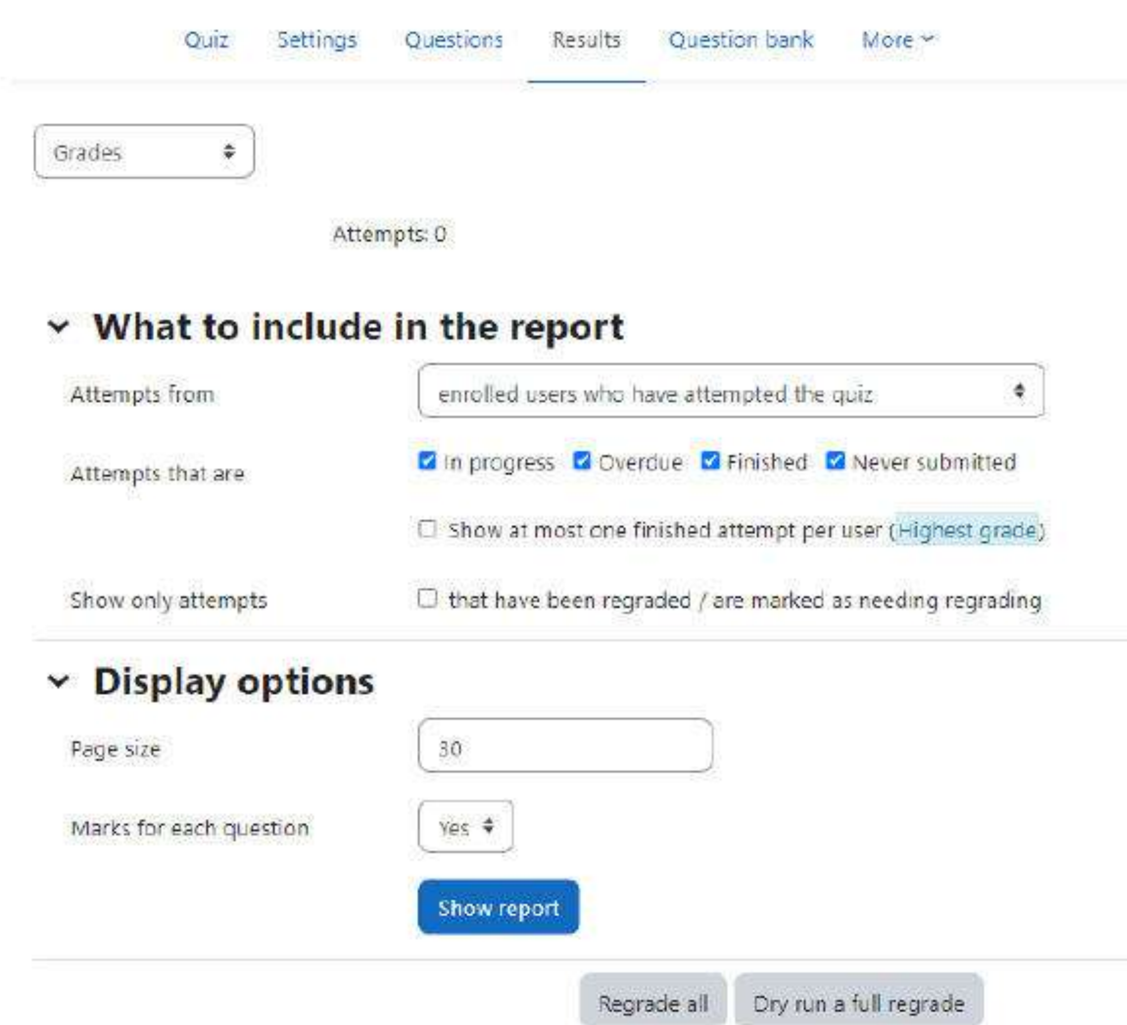
- Responses report
- Statistics report
- Manual grading

Let’s see each one of them below:

Grades Report

Grade reports show all the students' quiz attempts, with the overall grade, and the grade for each question. There are links to review all the details of a student's attempt, just as the student would see it.

The results can be downloaded in a variety of formats. At the bottom of the page is a graph showing the distribution of scores.



The results can be downloaded in a variety of formats. At the bottom of the page is a graph showing the distribution of scores. There are check boxes to allow you to individually regrade or delete the selected attempts. By clicking on the score link, you are able to look at an individual student exam.

The teacher can select from:

- enrolled users who have attempted the quiz;
- enrolled users who have not attempted the quiz;
- enrolled users who have, or have not, attempted the quiz;
- all users who have attempted the quiz

Deleting attempts

The grading report can be used to delete selected quiz attempts, which may sometimes be necessary.

Responses Report

This is very similar to the Grades report, except that it shows the responses the students gave, rather than the marks they earned. It is also possible to show the question text or the right answer, to compare with the student's response. This is helpful when the question is randomized.

For quizzes with interactive question behavior, it is possible to display responses for the first, last or all tries a student makes.

Statistics Report

Statistics report gives a statistical (psychometric) analysis of the quiz, and the questions within it.

The front page of this report gives a summary of the whole test. There are then links to drill down into a detailed analysis of a particular question. The last section of this report is a bar graph of the percentage of correct answers (Facility index) and the Discriminative efficiency index.

The full report (overview, and detailed analysis of all questions) can be downloaded in a variety of formats, as can the quiz structure analysis table.
The Quiz statistics report can be useful in:

- Finding 'broken' questions
- Ensuring that random variants are fair
- Understanding how students are responding to a particular question

Manual grading report
The Quiz manual grading report makes it easy to manually grade questions in the quiz.

The first screen of the report lists all the questions in the quiz that need to be, or have been, manually graded (for example essay questions) with the number of attempts. There is an option to also show the questions that have been automatically graded, which is useful if you ever need to edit the grades by hand.

6.4 Forum, Chat and Messaging

6.3.1 Chat

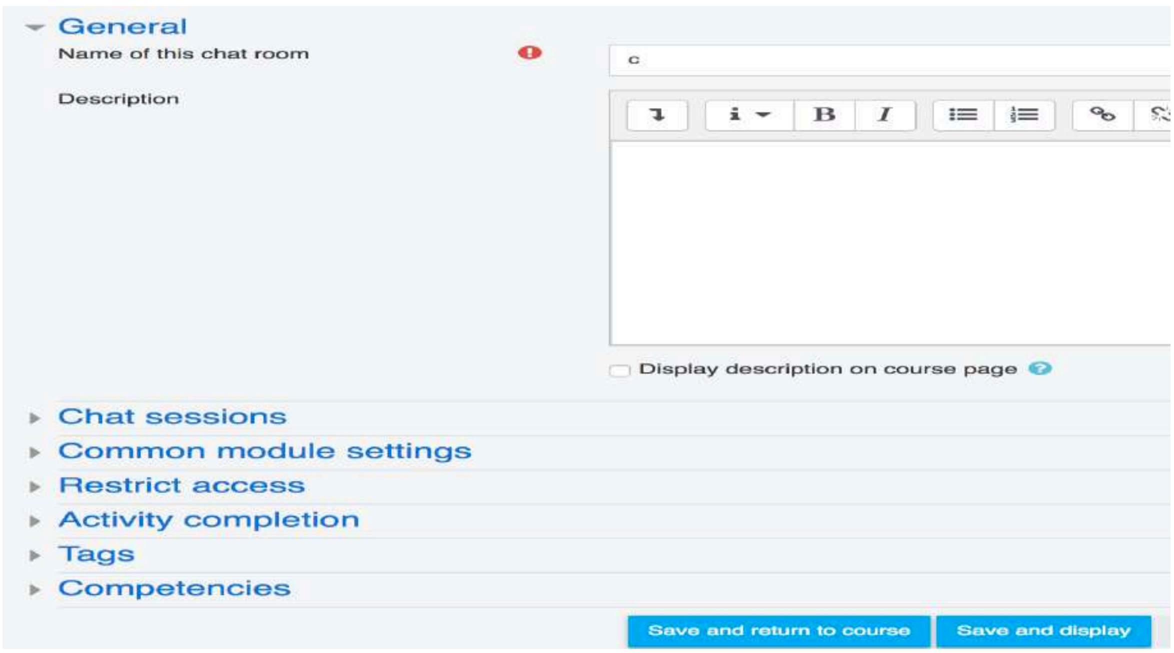
The chat activity module enables participants to have text-based, real-time synchronous discussions.
The chat may be a one-time activity or it may be repeated at the same time each day or each week. Chat sessions are saved and can be made available for everyone to view or restricted to users with the capability to view chat session logs.
Chats are especially useful when the group chatting is not able to meet face-to-face, such as

- Regular meetings of students participating in online courses to enable them to share experiences with others in the same course but in a different location
- A student temporarily unable to attend in person chatting with their teacher to catch up with work

- Students out on work experience getting together to discuss their experiences with each other and their teacher
- Younger children using chat at home in the evenings as a controlled (monitored) introduction to the world of social networking
- A question and answer session with an invited speaker in a different location
- Sessions to help students prepare for tests where the teacher, or other students, would pose sample questions

Chat Setup

Click **Add Activity or resource**, then under activity click **chat** the **Add**.



Fill on the required field and click **Save and return to course** button.

6.3.2 Forum

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

There are several forum types to choose from, such as a standard forum where anyone can start a new discussion at any time; a forum where each student can post exactly one discussion; or a question and answer forum where students must first post before being able to view other students' posts. A teacher can allow files to be attached to forum posts. Attached images are displayed in the forum post.

Participants can subscribe to a forum to receive notifications of new forum posts. A teacher can set the subscription mode to optional, forced or auto, or prevent subscription completely. If required, students can be blocked from posting more than a given number of posts in a given time period; this can prevent individuals from dominating discussions.

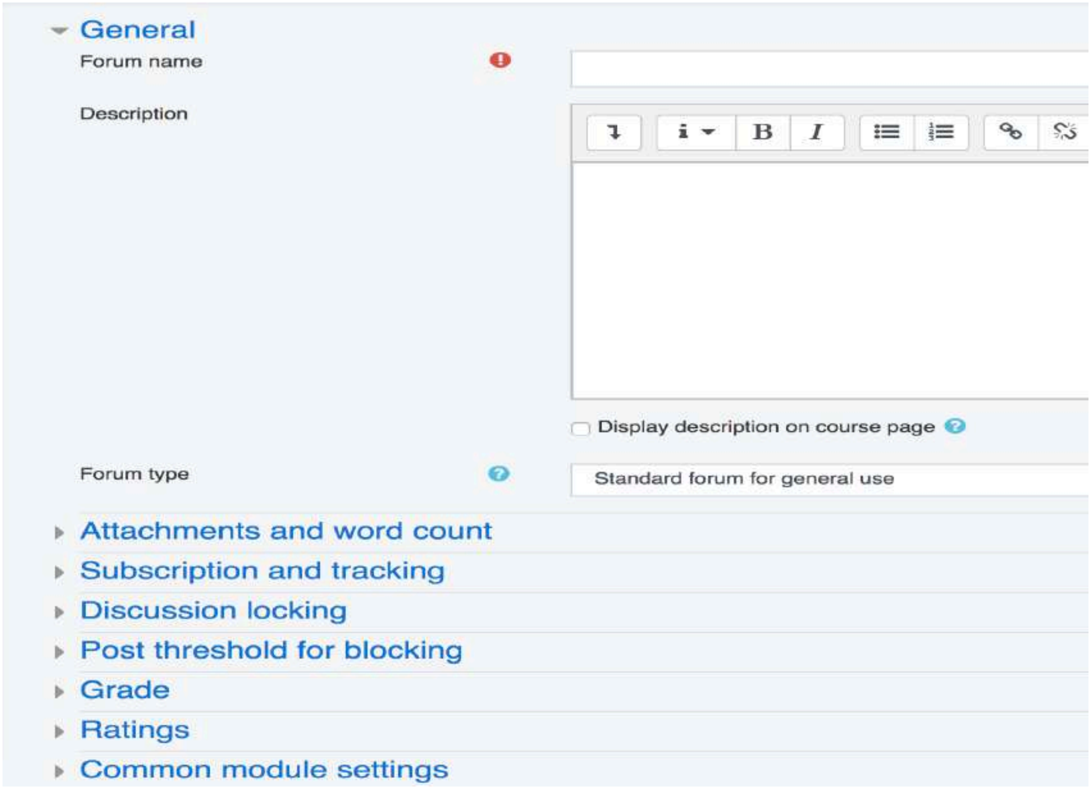
Forum posts can be rated by teachers or students (peer evaluation). Ratings can be aggregated to form a final grade which is recorded in the gradebook.

Forums have many uses, such as

- A social space for students to get to know each other
- For course announcements (using a news forum with forced subscription)
- For discussing course content or reading materials
- For continuing online an issue raised previously in a face-to-face session
- For teacher-only discussions (using a hidden forum)
- A help centre where tutors and students can give advice
- A one-on-one support area for private student-teacher communications (using a forum with separate groups and with one student per group)
- For extension activities, for example ‘brain teasers’ for students to ponder and suggest solutions to

Forum Setup

Click **Add Activity or resource**, then under activity click **Forum** the **Add**.



Complete the required fields. Under Forum type there are 5 types as described below. Select the type of forum that is relevant to your need. After finish the setup click **Save and return to the course** button.

6.3.3 Messaging

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

Message alerts:

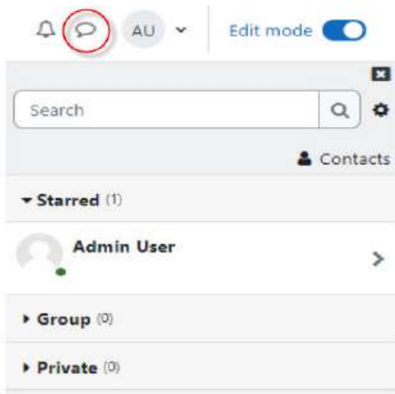
- Users can receive message alerts from LMS in several ways and for some reasons: users may for instance, receive instant messages via the Messages block; students may be messaged by their course tutor via the People block; teachers might receive automatic notifications of assignment submissions and admins might receive notification of problems with the site.

- How these messages and others are received can be set by each user from the Messaging link in their profile. Check boxes allow the user to select how they wish to be notified of incoming messages

Instant messaging

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

- The message button is now next to the user's picture.
- as admin in Bulk user actions
- as a teacher from the People block
- as any logged in user from the Messages block or Online Users block
- as any logged in user by clicking on the profile of another user.



A. To send a message to an individual:

- **From the Messages block or your profile**
    - Click on the blue link *Messages* in the Messages block or click the *Messages* link from *Navigation>My profile* and then type a name into the *Search people and messages* box. To narrow the search down further, click the blue *Advanced* link to search for a person "only in my courses" or with keywords in messages
    - Type the message in the box and click the *Send a message* button
- **From the Online users block**
    - Click the name of one of the people currently online and click the *Send message* link in their profile.

- Type the message in the box and then click on the *Send a message* button.

B. read and reply to a message

- If the Messages block shows you have a message, click the envelope icon (with the number of messages)
- Type your reply into the box and then click on the *Send a message* button.
- If you receive a popup notification of a message, click *Go to message* to read and reply to it.

C. To send a message to selected course participants:

- Click on the Participants link in the People block on the course page.
- Select participants from the list or use the "Select all" button at the bottom of the list.
- Choose "Add/send message" from the "With selected users..." drop-down menu.
- Type the message then click the "Preview" button.
- Assuming you are satisfied with the message, click the "Send" button.

D. Managing contacts:

- People may be added to your list of contacts (or blocked from contacting you) by clicking the *Add contact*(or *Block contact*) icon under their name in the Messages window.
- By default, the contact list is empty. To send a message or to create a shortcut to the person you are sending it to, search for them in the search box.

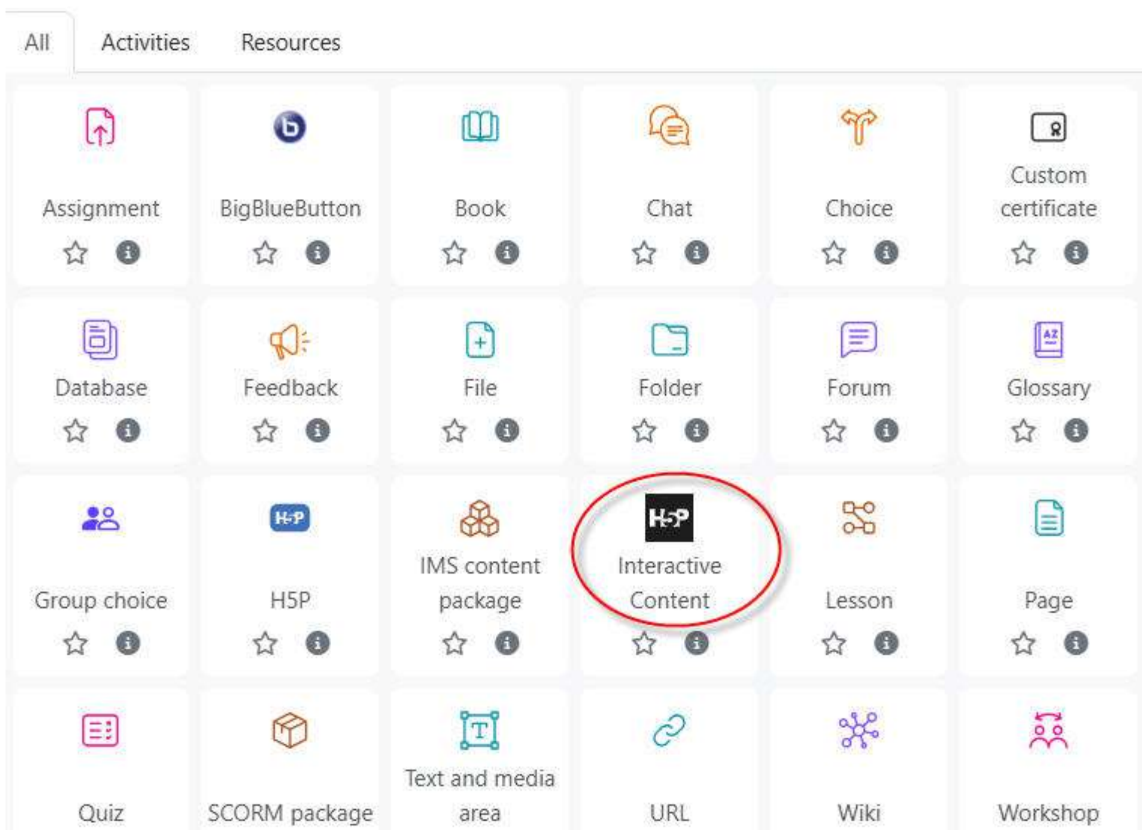
6.5 Interactive Content (H5P)

Steps to add Interactive Content using H5P

i. Navigate your course and enable Edit mode, Right top corner

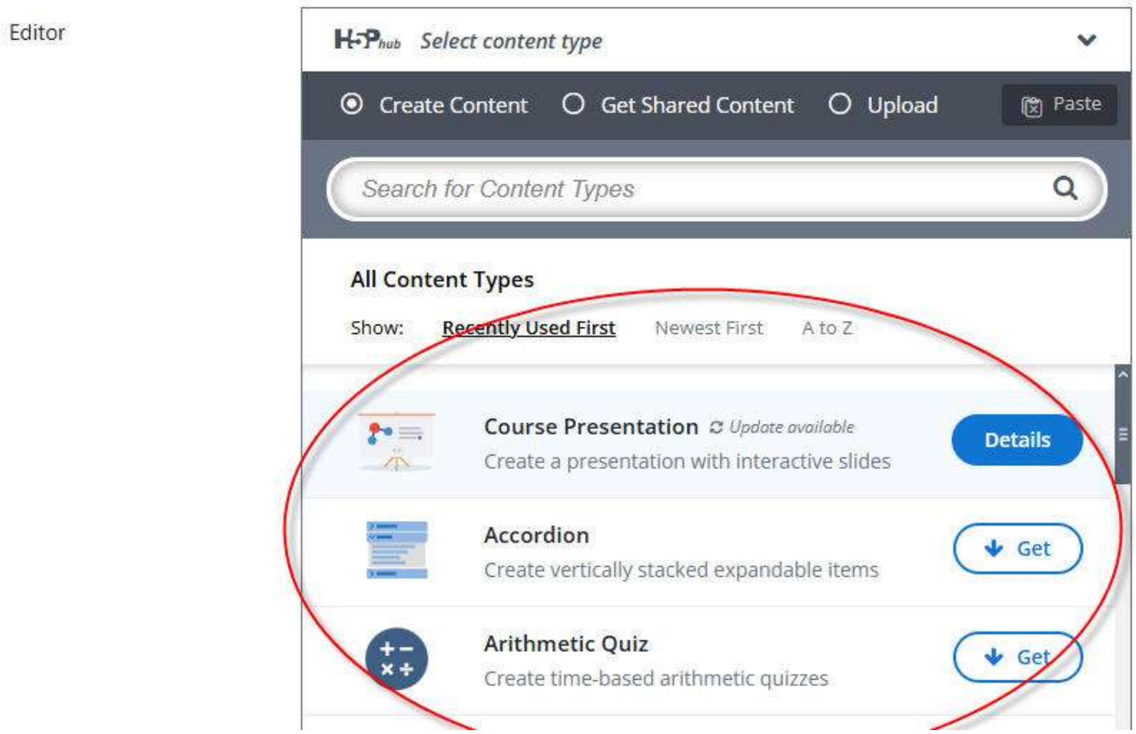
ii. Select the topic to which you wish to add the Interactive Content resource, at the bottom of the topic, click the Add an activity or resource button/link.

iii. From the list of available activities, select Interactive Content, then click Add button



iv. Enter a name and description for the activity in the Name and Description fields for New Interactive Content

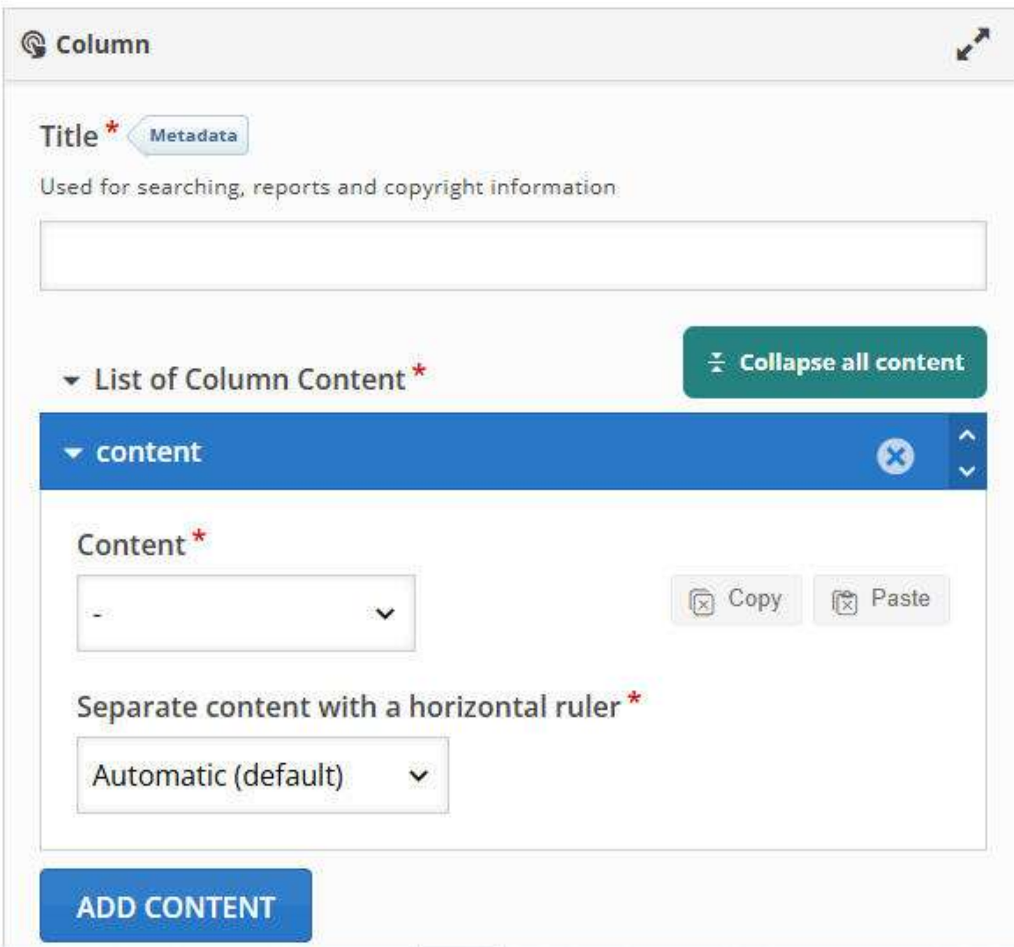
v. In the Editor menu, select the content type to load in the course.



Note: The first option in the Select Content Type menu allows you to create or upload the content.

vi. Next, click the detail button and select Use next to the type of content you wish to create.

Note: After selecting a content type, the editor window will load the editor dropdown which contain all of the options used to create the selected interaction content type (E.g. Column type).



vii. Then, select and enter the setup of the interaction content type e.g. column. The setup options in the H5P interactive content, like the Title, content, etc.

viii. After setting these options as desired, save your changes to complete the H5P interactive content setup.

6.6 BigBlueButton

BigBlueButton (BBN) is a fresh integration in Moodle core which allows you to link to real-time on-line classrooms from within Moodle. You can specify conference times, which are then added to the calendar, and, if allowed by your admin, the sessions may be recorded for viewing later.

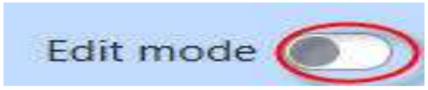
Please note that Moodle core includes a free tier of BigBlueButton which is currently restricted to:

- The maximum length for each session is 60 minutes;
- The maximum number of concurrent users per session is 25;
- Recordings expire after seven (7) days and are not downloadable; and
- Viewers' (student) webcams are only visible to the moderator.

6.5.1 Add BigBlueButton activity in LMS

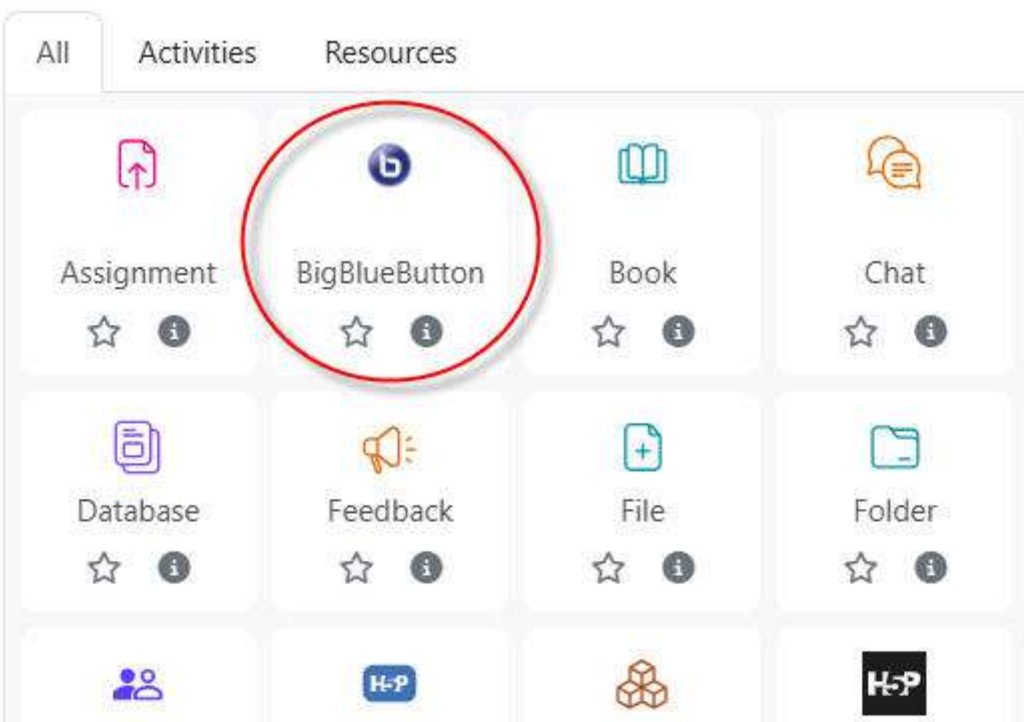
Steps to add a new BigBlueButton activity to the course

i. Navigate your course and enable Edit mode, Right top corner



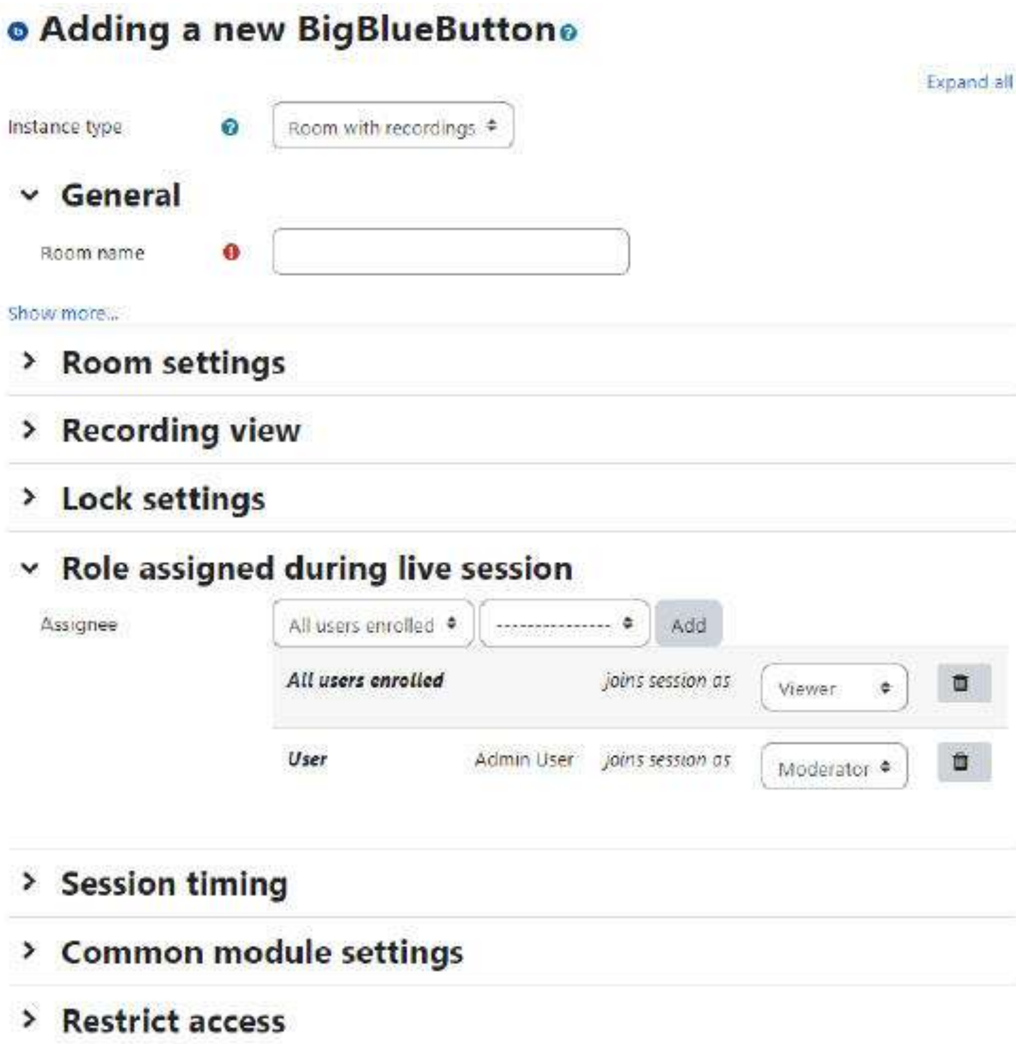
ii. Select the topic to which you wish to add the BigBlueButton activity at the bottom of the selected topic/week, click the Add an activity or resource button/link.

iii. Select BigBlueButton from Add an activity. This will take you to the 'Adding a new BigBlueButton' page.



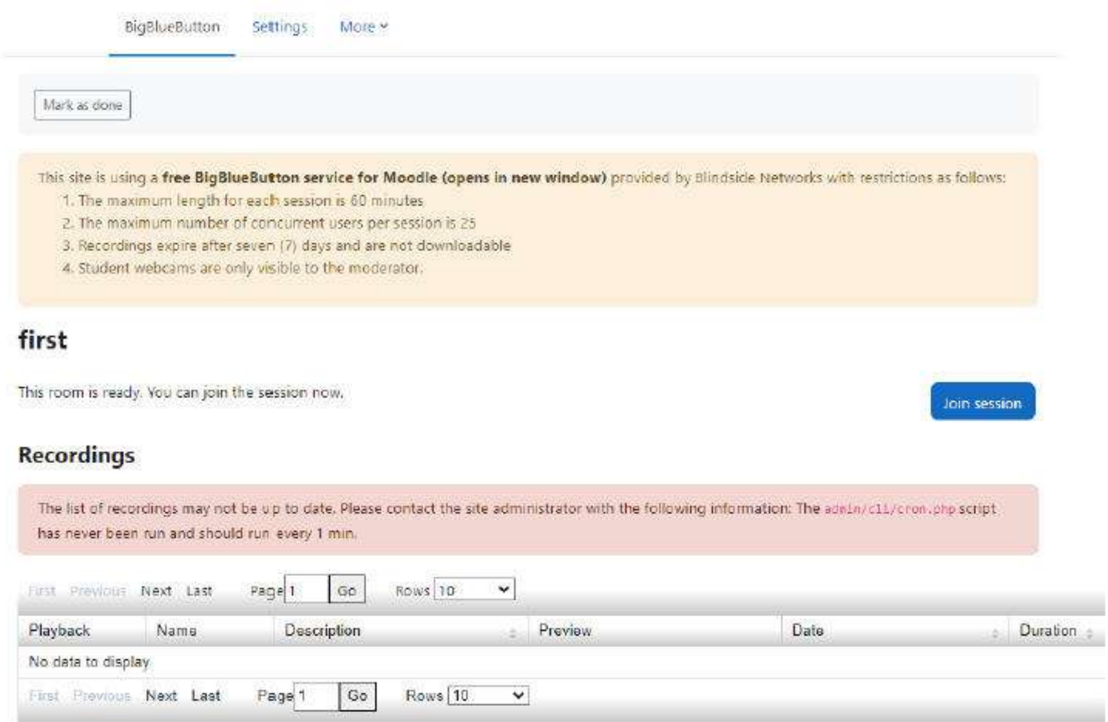
iv. Then, enter the BBB setting

- Instance Type - if a session is to be recorded then select ‘Room with recordings’, otherwise choose ‘Room only’. After a session is recorded, if there are no more sessions, select ‘Recordings only’.
- In the General Section:
    - Room Name - Enter a descriptive name for the BigBlueButton activity room.
    - Description - Enter the description for the activity.



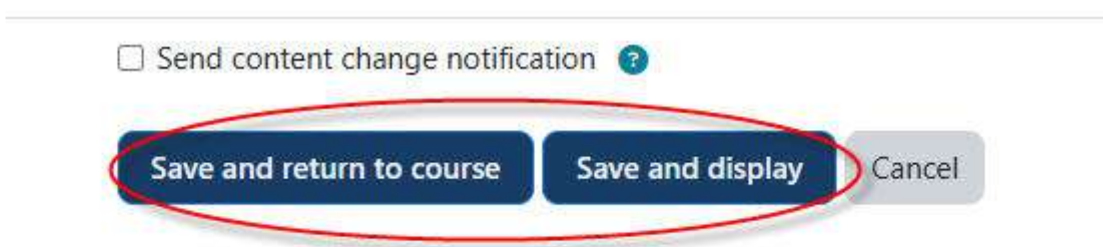
- In the Room Settings section:

    - Welcome Message - The welcome message is displayed when the participants enter the room. If you leave it blank, it will show a default message set by the site administrator.
    - Wait for Moderator - Check this box if the participants are allowed by a moderator before they can enter a room.
    - The session may be recorded - Check this if you want the users to record the session
- In the Lock Settings section:
    - Disable webcams - Select this checkbox if you want to disable the participants' webcams.
    - Disable Microphones - Select this checkbox if you want to disable the participants' microphones.
    - Disable Private Chat - Select this checkbox if you want to disable the private chat among participants.
    - Disable Public Chat - Select this checkbox if you want to disable the public chat among participants.
    - Disable Shared notes - Select this checkbox if you want to disable the option to record shared notes by participants.
    - Hide User List - Select this checkbox if you want to hide the list of participants.



- In the Role assigned during live session section:
  - In this section you can define the role assigned to the users. You can choose the roles for All users enrolled, Role or a specific User and assign them a Viewer or Moderator role.
- In the session timing section:
  - You can define the Open & Close timings for the session in this section after which students will not be able to enter the room.
- In the common Module section: Choose the common module settings as we have covered in the earlier section of the book.

v. Click ‘Save and Display’ to view the BigBlueButton activity.



6.5.2 Using BigBlueButton

i. Once set up, the activity appears with a link to join when the time is correct. (Before then, or if a moderator is required first. a message appears saying the conference has not yet started.)
ii. To use BigBlueButton activity, click the link
iii. On entering the room, a message will appear asking if you want to use your microphone or just listen. The central area can display presentations, polls, screen sharing or an interactive whiteboard.
iv. There is also a chat option with public and private chat depending on the configuration in the previous section.

Note, the BigBlueButton activity allows the teachers to invite external guests into the BigBlueButton room.

6.7 Feedback

The Feedback activity in Moodle allows you to create and conduct surveys to collect feedback from your students.

The Feedback activity allows you to create your own questions, unlike the Survey tool. Where the Choice tool is restricted to one question, Feedback allows multiple questions and unlike the Quiz activity, feedback questions are not gradable.

Feedback activities can also allow students to see each other's responses, either anonymously or identifiable.

6.6.1 Use feedback activities

- Collecting subject specific data prior to a lecture to discuss in the lecture.
- Collecting evaluations on resources, specific lectures or learning etc.
- Determine what students would like to learn or how they would like a lecture to run.
- Recreate questions from weekly readings as feedback questions, and adjust lecture content to address the answers collected.
- Create a questionnaire for students to use in research exercises, and analyse the collected data from the whole cohort.

6.6.2 Create a feedback activity

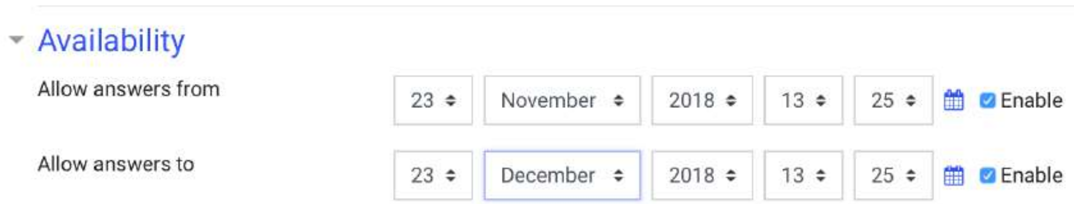
i. Navigate your course and enable Edit mode, Right top corner

ii. In the section where you would like to add a resource or activity, click **+Add an activity or resource**.

iii. Select Feedback.

iv. In the Name and Description fields, give your feedback a title and an introduction.The Description will be displayed when students open the feedback activity.

v. Use the Allow answers from and Allow answers to fields to restrict student access to the feedback activity. Check the Enable checkbox next to each property to set each date/ time accordingly.



vi. Select other feedback settings as required.

Note: Beside each field, you can click on the help icon for a description of each option provided.

vii. Once complete, click Save and return to unit.

viii. Question and submission settings:

- Record user names | This may be toggled from Anonymous to User's name will be logged and shown with answers.
- Allow multiple submissions | If enabled, unlimited attempts of the Feedback are permitted.
- Enable notification of submissions| If enabled, administrators receive email notification of Feedback submissions.
- Autonumber questions | If enabled, automated numbers will be set for each question.

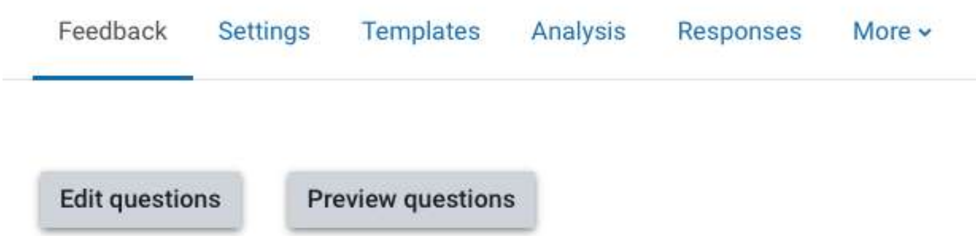
ix. After submission settings:

- Show analysis page | If enabled, an analysis page is displayed after a Feedback submission to all respondents.
- Page after submit | Enter a message which will be viewed after feedback submissions.
- Link to next activity | Following a feedback submission, (and the Page after submit if selected) by default, the continue button will forward students to the unit page. By putting a web address here, you can direct respondents to another page.

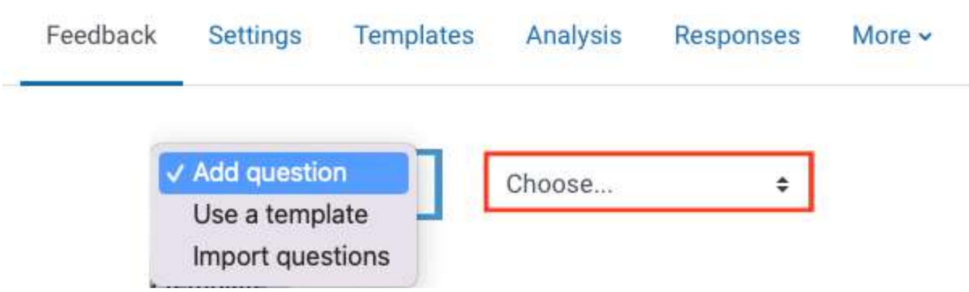
6.6.3 Feedback questions

i. Click on the name of the feedback activity.

ii. Select the **Edit Questions** button.

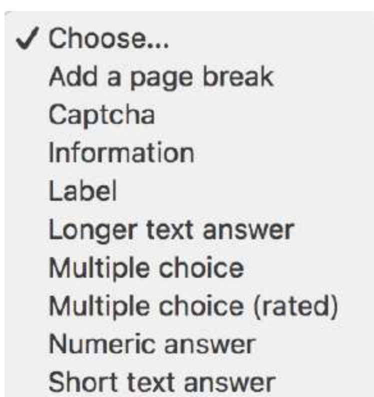


iii. Click the **Add question** drop down list to add a new question, use a template or import questions.



iv. To add a new question:

a) Click **Choose** to select the type of question you would like to add to your feedback activity from the dropdown list.



b) Once selected, enter the contents as required. The content will be determined by the type of question you have selected.

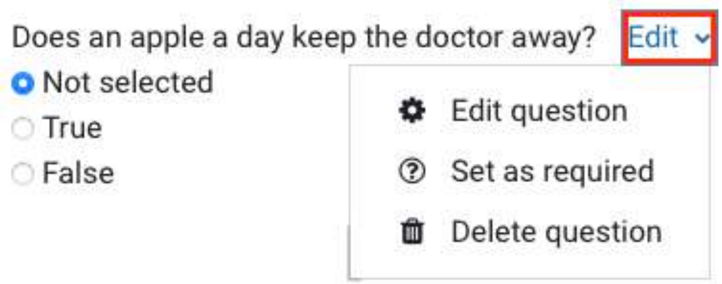
Example: Multichoice question type

- Select the **Required** checkbox if you require your students to respond to the question.
- In the **Question** field, enter your question.

- In the **Multiple choice values** field, enter the list of possible answers.
- Select other settings as required.
- Click **Save question**.

Note: There are several options for you to use in setting up a question.

v. To edit a question, beside the question you would like to edit, click on **Edit**.



You can:

a) Click on **Edit question** to edit the question. Make the required changes and click **Save changes to question**. You can also choose to save the question as a new question.

b) Click on **Delete question** to delete the question. Click **Yes to confirm**.

c) Click on **Set as required** to require students to respond to the feedback question.

d) You can click and drag the move ( ) icon to change the order of the questions. Once moved, your changes will automatically be saved.

6.6.4 Feedback analysis and responses

i. Click on the feedback activity.

ii. To view feedback analysis, click on the **Analysis** tab.

iii. You can choose to export the feedback analysis. Click the **Export to Excel** button.

iv. To view responses, click on the **Show responses** tab and click **Show responses**.

v. To view an individual attempt, click on the **Show response** link beside the desired **Name and/or Response number**.