

BBChina QuickBook for Trainers

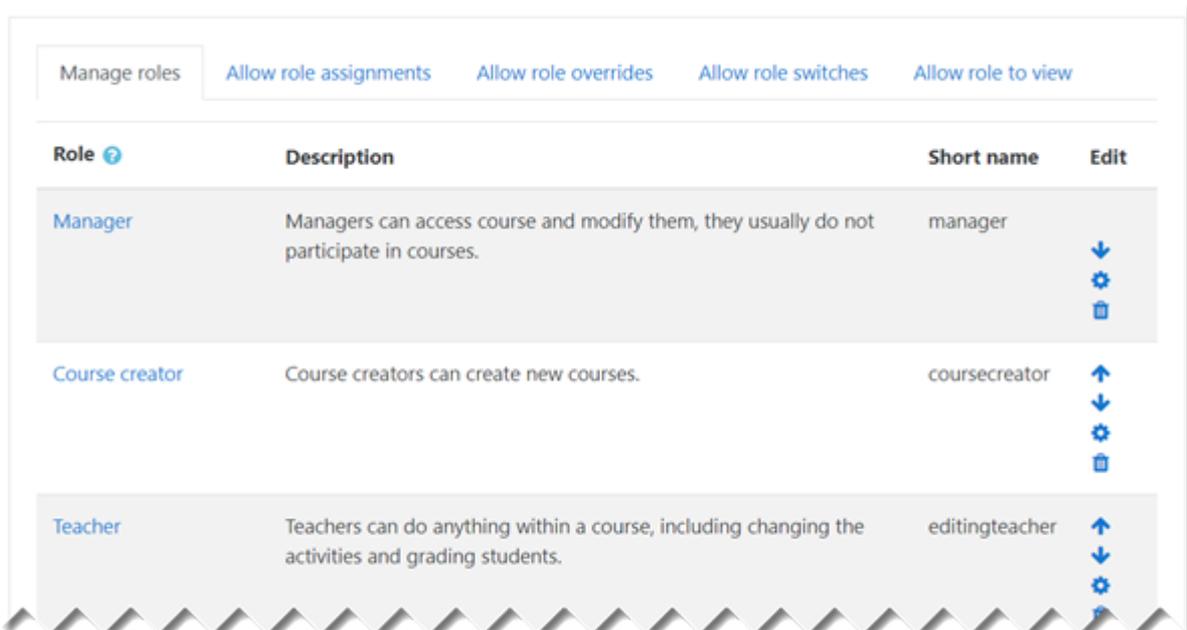
User's roles and permissions

https://docs.moodle.org/37/en/Roles_and_permissions

A role is a collection of permissions defined for the whole system that you can assign to specific users in specific contexts. The combination of roles and context define a specific user's ability to do something on any page. The most common examples are the roles of student and teacher in the context of a course.

Manage roles

The 'Manage roles' tab contains a list of roles on your site. The edit column contains icons for editing, deleting roles and copying roles, and for moving them up or down in the list (affecting the way that roles are listed around Moodle).



Role	Description	Short name	Edit
Manager	Managers can access course and modify them, they usually do not participate in courses.	manager	↓ ⚙️ 🗑️
Course creator	Course creators can create new courses.	coursecreator	↑ ↓ ⚙️ 🗑️
Teacher	Teachers can do anything within a course, including changing the activities and grading students.	editingteacher	↑ ↓ ⚙️ 🗑️

Go to *Administration > Site administration > Users > Permissions > Define roles*.

Click the edit icon opposite the role you want to edit. For example, "student".

On the editing role page, change permissions as required for each capability.

Scroll to the bottom of the page and click the "Save changes" button.

Context and roles

Apart from the manager and course creator, users do not normally have a site-wide (or system) role. Even though you may be a teacher offline, when you are in Moodle you could have a teacher role in the course you teach in but a student role in another course where you are studying for a diploma.

Because of the way Moodle works, assigning roles is done for a particular context. A site and course are examples of two different contexts. When you create a new role or tweak a pre-existing role via *Administration > Site Administration > Users > Permissions > Define roles*, you are asked in which context(s) you want the role to be assigned:

- Context types System
- where this role User
- may be Category
- assigned Course
- Activity module
- Block

Hierarchy

By assigning a role to a user in a certain context, you grant them the permissions contained in that role for the current context and all lower contexts.

The list of contexts in hierarchical order is as follows:

System (no parent)

Front page (parent = system) -
Course category (parent = parent category or system)
Course (parent = category or system)
Module (parent = course or system)
Block (parent = course or system)
User (parent = system)

Standard roles

Site administrator - can "do everything" on the site

Manager - a lesser administrator role

Course creator - can create courses

Teacher - can manage and add content to courses

Non-editing teacher can grade in courses but not edit them

Student - can access and participate in courses

Guest - can view courses but not participate

Authenticated user - the role all logged in users have



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How to register a student

Different kind of enrolment

https://docs.moodle.org/37/en/Course_enrolment

Students enrol themselves

If **Self enrolment** is enabled then students can sign up to courses themselves. The teacher can restrict enrolment to those who have been given an **Enrolment key** and, if needed, a staff member may be given the **Keyholder** role to manage enrolment keys.

Enrolment options

 English studies 

Teacher: Mrs Peacock

▼ Self enrolment (Student)

No enrolment key required.

Enrol me

Teachers manually enrol students

If **Manual enrolment** is enabled (and it usually is) then teachers may add students to their course from the nav drawer Participants link by clicking 'Enrolled users' in the gear menu (or in *Course administration* > *Users* in the Administration block if you are using a theme other than Boost).

Allowing guests into a course

Guests may be allowed to view course contents, but not participate in them, if [Guest access](#) is enabled. To find out exactly what guests may and may not do in a course, see the page [Guest role](#).

Adding students in bulk

When using [Manual enrolment](#), the teacher may select and enrol several students at once.

An administrator can enrol students in bulk into a course with a CSV file. See [Bulk enrolments](#).



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Create a new course

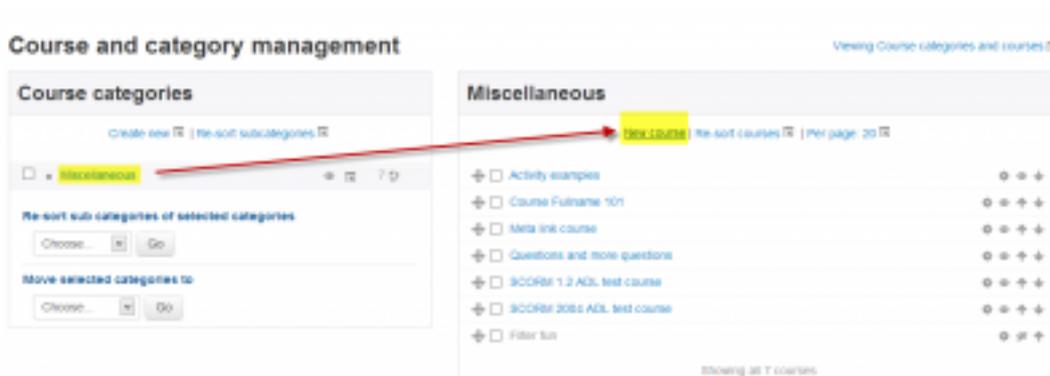
https://docs.moodle.org/37/en/Adding_a_new_course

Adding a course

By default, a regular teacher can't add a new course. To add a new course to Moodle, you need to have either **Administrator**, **Course Creator** or **Manager** rights.

To add a course:

From the Site administration link, click Courses>Manage courses and categories



Click New course in the category page on the right

Click on the category where you want your course to be. For more information see [Course categories](#)

Click the "New course" link

Enter the [course settings](#), and then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.

Save and return

Save and display

Cancel

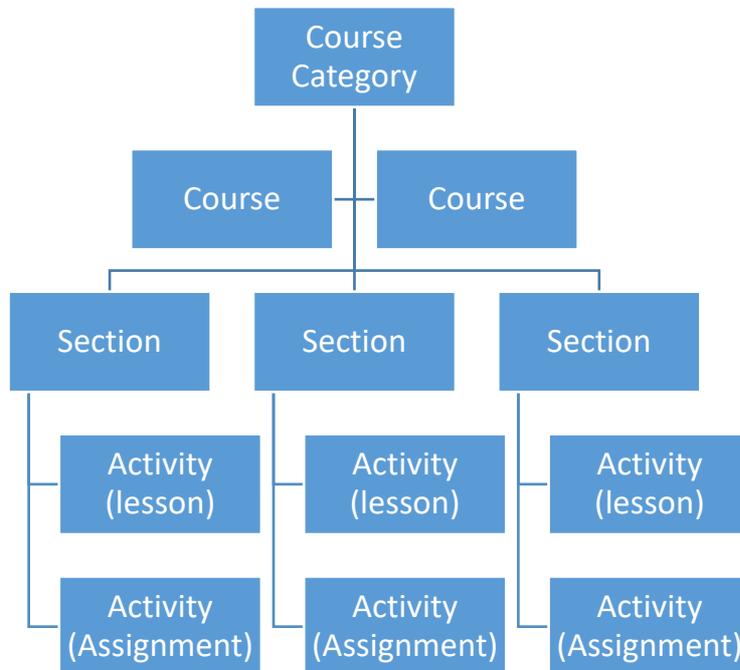
On the next screen, if you have chosen "Save and display", choose your students/teachers to assign to the course.



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Content Hierarchy



Create Section (Module)

https://docs.moodle.org/37/en/Course_homepage

To add course sections

Turn editing on

Click 'Add topics/weeks' underneath the bottom section

Select the number of extra sections you wish and press 'Add topics/weeks':

Add topics

Number of sections 3

Add topics Cancel

To edit a course section

Turn editing on

Click the pencil icon (1 in screenshot below) to quickly rename the section

Click the Edit menu (2 in screenshot below) to edit the description and other settings.



To move a course section

Turn editing on

Click the up/down arrow or the crosshairs icon to move the section

Drag the section to where you want to position it and let go

Activities

<https://docs.moodle.org/37/en/Activities>

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

To add an activity, ensure editing is turned on and the link 'Add an activity or resource' is clicked.

Assignments

Enable teachers to grade and give comments on uploaded files and assignments created on and off line

Chat

Allows participants to have a real-time synchronous discussion

Choice

A teacher asks a question and specifies a choice of multiple responses

Database

Enables participants to create, maintain and search a bank of record entries

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 flexible ways

Quiz

Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown



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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 to or edit

Workshop

Enables peer assessment

Lessons

https://docs.moodle.org/37/en/Lesson_activity

This page is about how to structure a Moodle lesson once you have created it with the [Lesson settings](#).

For information on how best to use a Moodle lesson and how students approach it, see [Using Lesson](#)

Planning your lesson

A lesson is made up of pages which may have content for the student to read or questions for them to answer. The questions can be created by the teacher or imported. The teacher decides the order in which these pages appear.

You need to have a clear idea beforehand of what you want to do with this lesson. Is it to be a graded, linear learning experience? Or an ungraded, non-linear practice session? Will students be able to go back and revisit areas or is it just a once-only opportunity?

Even those who are very comfortable working directly online might find it useful to note down on paper the direction they want their lesson pages to go in, rather than having to remember and visualize the navigation in their head.



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For hints and ideas about using the Lesson module, look at [Using Lesson](#) and [Lesson FAQ](#)

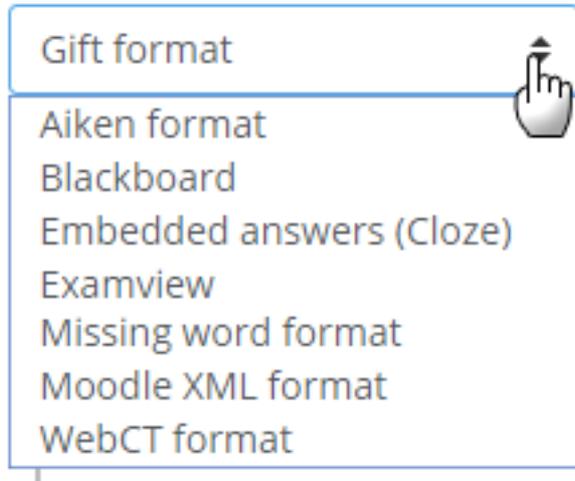
Adding content and questions to your lesson

When you have set up your lesson with the [Lesson settings](#), click "Save and display" and you will be taken to the screen in the screenshot below. If you click "Save and return to course" instead, then click the "update" icon next to the lesson on the page and click "edit" in *Administration > Lesson Administration*

The screenshot shows a user interface for lesson administration. At the top, there are four tabs: "Preview", "Edit", "Reports", and "Grade essays". Below the tabs, there are two buttons: "Collapsed" and "Expanded". The main content area displays the heading "What would you like to do first?" followed by four blue links: "Import questions", "Add a content page", "Add a cluster", and "Add a question page".

Import questions

If you have some questions in the following formats, you can import them to use in your lesson by clicking the Import questions link. For general information about these question types, see [Import questions](#)



Add a content page

This is a page where a teacher can provide information to move the lesson forward but without requiring the student to answer specific questions.

The student sees the page's title, some information and then one or more buttons at the bottom to select.

When the student clicks on a button, they go to the next page but their choice is not scored.

Page title

The title of a content page appears to the student at the top of the page. A teacher will also see the title in the collapsed edit mode when they are working on the Lesson, and they will also be able to choose the title (and hence this page) from the drop down "jump" lists.

The title in a content page is also used with the "display left menu" setting.

Page contents

This is where the teacher can add information for the student, making use of

the [Text editor](#) and its multimedia features.



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Content

Here the teacher writes the words they want the student to click on to get to the next part of the lesson.

These words will appear to the student as a button.

The teacher can check the box to have the buttons appear horizontally, or uncheck it for them to appear centred vertically.

▼ Content 1

Description*

Jump

▼ Content 2

Description

Jump

Number of options available

How many of these you have depends on your choice in the *Maximum Number of Answers* setting in [Lesson settings](#)

The Jump

Each Description in a Content page has a Jumps menu. "Jumps" take a student from one page to another.

A "relative jump" is "next page" or "end of lesson" whereas an "absolute jump" gives the actual name of a page.

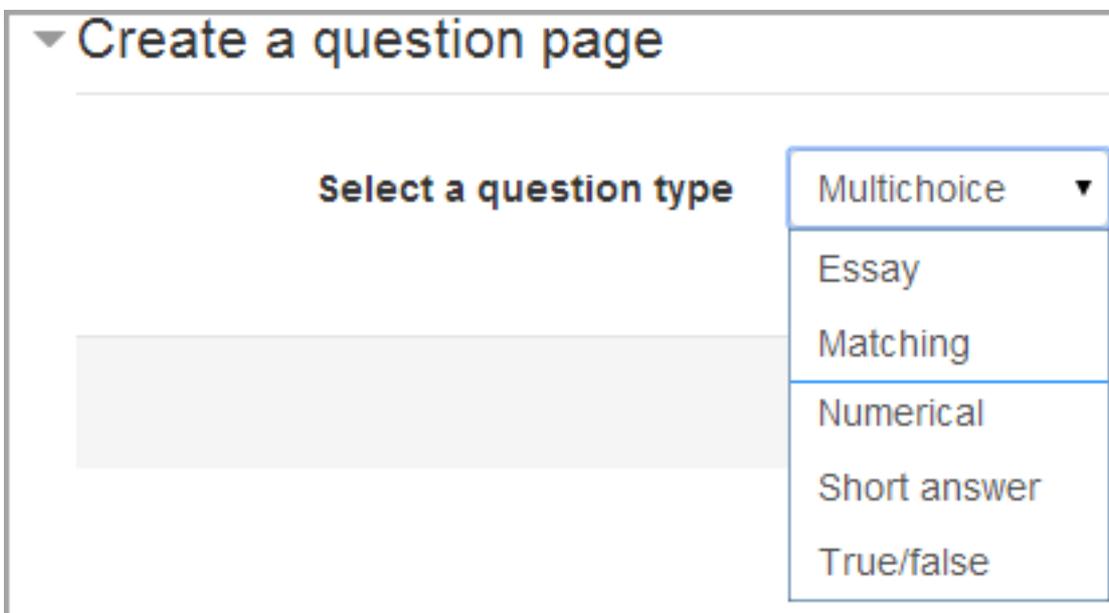
The teacher chooses from the dropdown the correct page to send the student to if they click on the button that will be made from this particular description. Any pages created by the teacher will have their titles appear in this dropdown, allowing them to be selected.

When a student clicks on a description button, they are sent to the page defined in the Jump associated with the button.

See [Jumps](#) for more detailed information.

Add a question page

From this link you can choose from a variety of question types which will then be added as pages to your lesson:



▼ Create a question page

Select a question type

- Multichoice ▼
- Essay
- Matching
- Numerical
- Short answer
- True/false

(Note: These question types are not the same as the [Quiz Question types](#) and are in no way connected with quiz questions.)

The format of question pages is similar to content pages outlined in [Section 2.4](#) above.



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A typical question page could include:

Title - the name the student sees at the top of the question page.

Page contents - the actual question

▼ Create a question page

Page title*

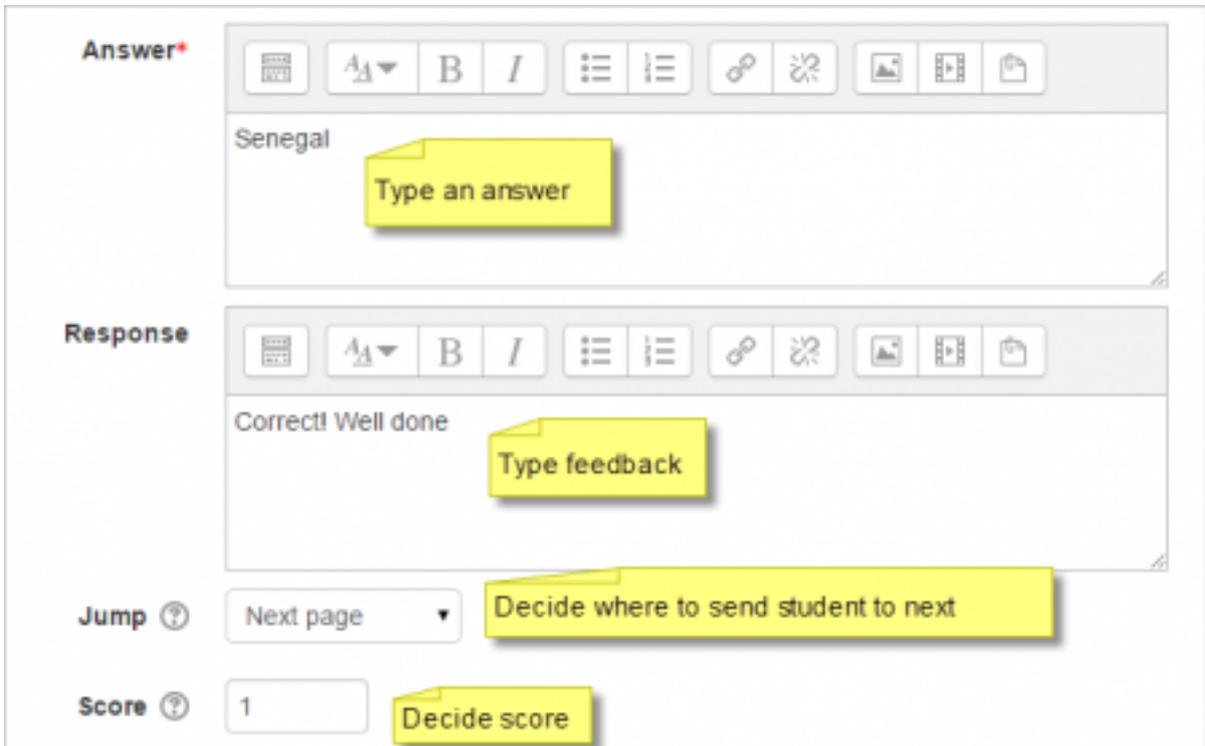
Page contents*

Paragraph ▼ **B** *I* ☰ ☷ 🔗 🌀 🔄 🖼️ 🎬 📄

Which country has the motto **One People, One Goal, One Faith?**

Path: p » strong

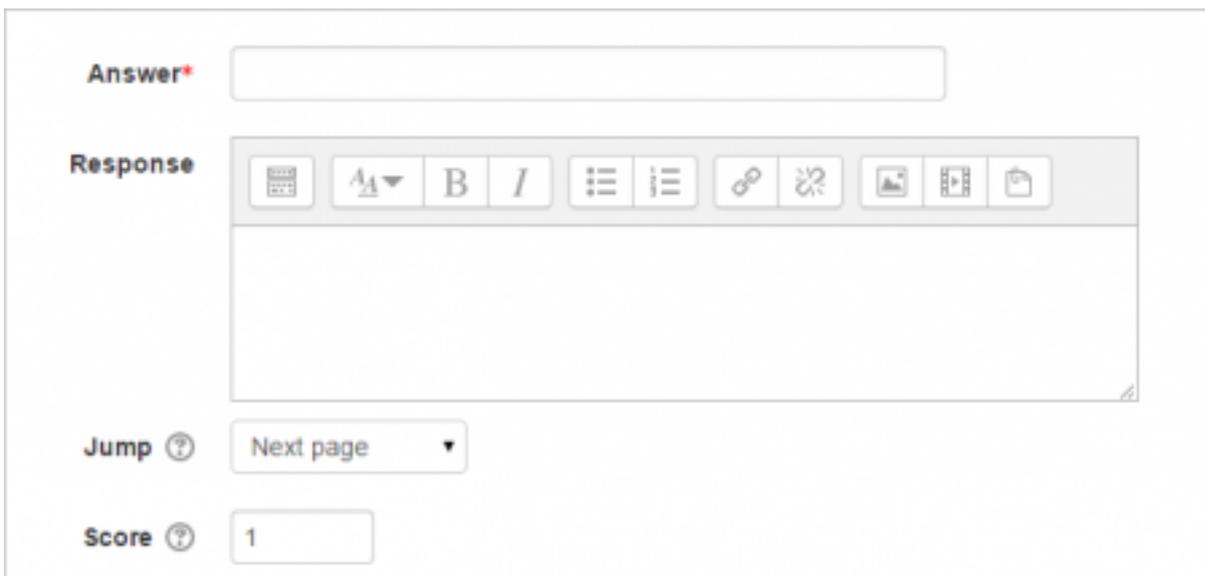
Answer/Response/Jump/Score as in the screenshot below



The screenshot displays a question editor interface with four main sections:

- Answer***: A text editor with a toolbar (font size, bold, italic, list, link, unlink, image, video, document) and the text "Senegal". A yellow callout box says "Type an answer".
- Response**: A text editor with the same toolbar and the text "Correct! Well done". A yellow callout box says "Type feedback".
- Jump**: A dropdown menu with "Next page" selected. A yellow callout box says "Decide where to send student to next".
- Score**: A text input field containing the number "1". A yellow callout box says "Decide score".

Note: Short answer questions and Numeric questions only have the plain text editor in the answer field, as below:



The screenshot displays a question editor interface for a short answer or numeric question:

- Answer***: A plain text input field.
- Response**: A text editor with a toolbar (font size, bold, italic, list, link, unlink, image, video, document).
- Jump**: A dropdown menu with "Next page" selected.
- Score**: A text input field containing the number "1".



Question types

Multichoice

The student is given a question and a list of answers. The answer list will be shuffled every time the question is view by a student. By default, they choose one answer but you can check the box "multiple answer" to allow them to choose more than one answer.

The file picker is available in the editor so that images and other media may be uploaded as part of the answers and responses.

Essay

Students can write a longer answer as part of the lesson and this can be graded manually by the teacher.

Students and teachers can add files such as images and can record audio and video when submitting or grading essays.

See [Using Lesson](#) for more information on grading essays. If the main purpose of your lesson is for students to write an essay, consider the [Assignment module](#) instead.

Note: Non-editing teachers may also grade lesson essay questions, even though they cannot edit the lesson itself.

Matching

This allows you to set up lists which must be matched against other lists, for instance, words, pictures, numbers etc. The student must match all correctly to receive the score.

Numerical

This requires a number as an answer. A number within a range may also be accepted as correct. The range separator to be used is the colon : For example, to accept as correct any number between 10 and 12 (10, 11 and 12) you would type 10:12 in the answer box.

Only the plain text editor is available in the answer box.



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Short answer

A student must provide a single word or short phrase answer. The teacher must anticipate the possible answers and enter them in the answer box, using ** wild cards if appropriate. Only the plain text editor is available in the answer box.

You can include 5 or more underscores in the question text and these will be replaced for the student by the answer box. (This also means that fill in the blank questions may be imported from Blackboard and other LMS.) Including more underscores will make the answer box wider.

Moodle stands for Object Oriented Dynamic Learning Environment

True/false

The student is given a sentence and must decide if it is true or false.

Moving your lesson forward

Once you have added your first content or question page, you reach the next screen which displays your page title/type/jumps (ie where the responses take the student to) and actions you can take next:

Introductory Lesson: Dyslexics of the World Untie

Preview Edit Reports Grade essays

Collapsed Expanded

Page title	Page type	Jumps	Actions
What exactly IS dyslexia?	Content	Text or Video?	Add a new page...
Text or Video?	Content	Text 1 Movie 1	Add a new page...
Text 2	True/false	Moving on Moving on	Add a new page...

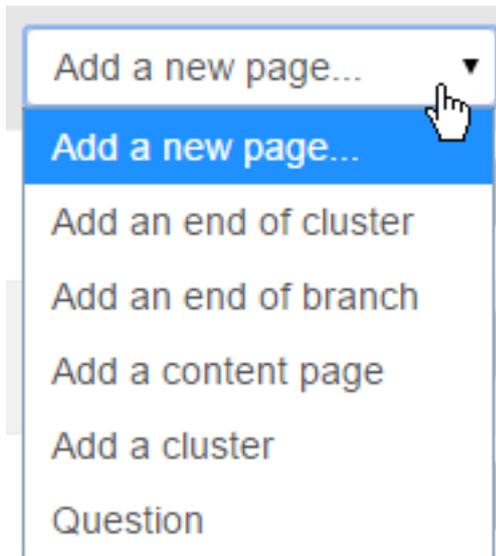


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The Actions icons allow you to move (if you have more than one), edit, preview, delete or duplicate your pages.

The drop down allows you to create another page of your choice:





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Introductory Lesson: Dyslexics of the World Untie

Preview Edit Reports Grade essays

Collapsed Expanded

Import questions | Add a content page | Add a cluster | Add a question page here

What exactly IS dyslexia? 🔍 ⌕ ✕

It's a common type of learning difficulty that primarily affects the skills involved in the reading and spelling of words. Typically dyslexics will see letters jumbled up or floating around as they try to read, and when they spell words they might swap letters around, with occasional comic effects - hence the dyslexic jokes I've used to introduce this topic.

If you prefer learning by reading, the UK National Health Service has a good summary of dyslexia [here](#)

Or if watching videos is your thing, here's a detailed video (45 minutes)



Content

Context 1: OK - test me !

Jump 1: Text or Video?

Import questions | Add an end of cluster | Add an end of branch | Add a content page | Add a cluster | Add a question page here

Text or Video? 🔍 ⌕ ✕

Ending your lesson

To bring the lesson to a close, select the "End of Lesson" option from the Jump menu on any relevant pages.

The student will then see a generic message as in the next screenshot, with a direction back to the main course page or to view their grades:

Congratulations - end of lesson reached

[Return to Biology Level 2](#)

[View grades](#)



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Assignment activity

https://docs.moodle.org/37/en/Assignment_activity

The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. This saves on paper and is more efficient than email. It 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.

Student submissions are together on one screen of your course. You can require them to submit one or several files and/or to type text essays. It is possible to have them submit work as a group and you can also choose as a teacher to grade their work 'blind' in other words not to see the identities of those who have submitted assignments. Assignments can have deadlines and cut off dates - which you can also extend if necessary.

Assignment types

Students can type directly into Moodle, upload files or add media. The options are in the Submission types section and if you don't see a particular option, get the admin to check the Site administration settings in [Assignment settings](#) documentation.

Online text: Text typed into the [Atto editor](#) is automatically saved and the teacher can set a Word limit which will display a warning if students exceed it.

File submissions: Students can upload files of any type the teacher specifies. The teacher can specify the maximum number of files which may be uploaded and a maximum size for each file.

Students may be able to add a note (comment) to their teacher when they submit their work.



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Pushing your course further

Course completion and Grading a student

Activity completion

https://docs.moodle.org/37/en/Activity_completion

Completion tracking

Depending on the type of activity, there are different completion requirements. For example, a [Page](#) might have the requirement to *require view*; a [Quiz](#) might have the requirement to *require grade* while a [Forum](#) might have the requirement to *require posts/discussions/replies*.

Require grade

When this option is ticked, students have to get a grade on the activity in order to complete it. For example, a quiz would be marked completed as soon as the user submits it (so long as it doesn't contain any "essay" questions).

It does not matter how well the student did. Getting any grade will mark the activity completed.

Setting a grade to pass for a quiz

It is possible to distinguish between 'pass' and 'fail' grades so that a quiz becomes 'completed, passed' or 'completed, not passed' instead of just 'completed'. These results show a different icon and alternative text in the [Activity completion report](#).



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First name / Surname	Email address	Factual recall test
Frances Banks	francesbanks231@example.com	✓
Mark Ellis	markellis267@example.com	✓
Brian Franklin	brianfrankli228@example.com	✓
Barbara Gardner	barbaragardner249@example.com	✓
Amanda Hamilton	amandahamilto205@example.com	✓
Joshua Knight	joshuaknight196@example.com	✓
George Lopez	georgelopez271@example.com	✗
Anthony Ramirez	anthonyramirez359@example.com	✗
Donna Taylor	donnataylor203@example.com	✗
Brenda Vasquez	brendavasquez355@example.com	✓
Gary Vasquez	garyvasquez366@example.com	✓

To set this up, you need to specify the pass value for the quiz activity's individual grade:

1. Go to the Quiz settings and in the Grade section, locate the 'Grade to pass' field.
2. Enter a grade value (e.g. 5.0)
3. Click the 'Save changes' button

'Completed, passed' shows a green tick and 'Completed, not passed' shows a red cross.

Once you have done this, anybody submitting the quiz will receive either the pass or fail completion icon. If the quiz can be taken multiple times, the completion icon will automatically update whenever the grade does.

There is one limitation: this only works if grades are immediately visible to students. The grade must be neither permanently hidden, nor hidden until a certain date. If a grade is hidden then only the standard

'completed' state will be displayed - even once the hidden date has passed.

Require passing grade

If a grade to pass is set for the quiz then it will be marked complete once the student obtains this grade.

If a certain number of attempts are allowed, the quiz may be marked complete once the student has done them all (even if, for example, they did not achieve the passing grade.)

Note that *Require grade* must be ticked as well as "Require passing grade".

Lesson completion settings

The following settings are specific to the Lesson activity (in addition to the standard ones)

Require end reached	<input type="checkbox"/>	Student must reach the end of lesson page to complete this activity
Require time spent	<input type="checkbox"/>	Student must do this activity at least for <input type="text" value="0"/> <input type="text" value="minutes"/>

Require end reached

In order for the lesson to be marked complete, the student must go to the very last page of the lesson.



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Restriction access

https://docs.moodle.org/37/en/Restrict_access_settings

Activities could be restricted, until a student complete another activity (e.g., a final quiz)

Enabling or disabling specific restrictions

In *Site administration > Plugins > Availability restrictions > Manage restrictions* you can enable or disable (Hide/Show) any of the individual restriction types for use throughout the site.

Manage restrictions

Plugin	Version	Hide/Show
Restriction by activity completion	2019052000	
Restriction by date	2019052000	
Restriction by grades	2019052000	
Restriction by group	2019052000	
Restriction by grouping	2019052000	
Restriction by profile	2019052000	



Grades

Grading from the Assignment page

If grading an assignment that has the student submit items to Moodle (file/online text etc.), the best place to enter grades is from the assignment itself. From the assignment, click on View/Grade All Submissions.

Assignment 1

Grading summary

Participants	0
Submitted	0
Needs grading	0
Due date	Tuesday, 27 October 2015, 12:00 AM
Time remaining	6 days 9 hours

[View/grade all submissions](#)

On the following page, you will see where you can edit grades/add feedback and review the students' work. At the top of the page is a dropdown list. Here you have the option to download all student submissions. This is very useful if the students have submitted essays or other files.

Grading action

Choose...
Choose...
Download all submissions
View gradebook

First name : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname : **All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Page: 1 2 3 (Next)



Finding the submissions that are ready to be graded

The table of students can be sorted by clicking on the column headings. If you click on the Status column title twice, it will put all of the assignments that need to be graded at the top of the page.

Separate groups

Reset table preferences

First name : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Surname : All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Page: 1 2 3 (Next)

Select	User picture	First name / Surname	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback
<input type="checkbox"/>		[Redacted]	[Redacted]	Submitted for grading	-	Edit	Thursday, 13 March 2014, 9:41 am	Average quiz grades 3-11-14.docx	Comments (0)	-	
<input type="checkbox"/>		[Redacted]	[Redacted]	Submitted for grading	-	Edit	Thursday, 20 March 2014, 12:35 pm	study spanish quizzes.docx	Comments (0)	-	
<input type="checkbox"/>		[Redacted]	[Redacted]	Submitted for grading	-	Edit	Tuesday, 18 March 2014, 3:52 pm	I got an average of 95.docx	Comments (0)	-	

Entering grades

Then use the pencil icon in the Grade column or click on Edit and Edit Grade to get the to grading page for that particular student.

1	Submitted for grading		Edit	Thursday, 20	study spanish quizzes.docx
	Submitted for grading		Edit	Tuesday, 18 March 2014, 3:52 pm	I got an average of

On the following page, you can enter a grade, enter feedback, and select whether to notify the student or not. When finished, be sure to click on



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Save. The Save and Show Next button will save the grade for this student and move to the grading page for the next student.

Submission status

Submission status	Submitted for grading
Grading status	Not graded
Editing status	Student can edit this submission
Last modified	Thursday, 13 March 2014, 9:41 am
File submissions	Average quiz grades 3-11-14.docx
Submission comments	Comments (0)

Grade

Grade

Grade out of 100

Current grade in gradebook -

Grading student 1 out of 22

Feedback comments

Notify students

Grading from the Grader Report

Accessing the Grader Report

The grader report is the main overview of the grade-book, showing all grades in a grid for the entire course. It can be accessed from the Administration menu under Course Administration.



The screenshot shows the Moodle Administration interface. At the top, the title 'ADMINISTRATION' is displayed in a grey box with window control icons on the right. Below this, a list of administrative options is shown. The 'Grades' option, which includes a grid icon, is highlighted with a red rectangular box. Other visible options include 'Grade administration', 'Course administration' (with sub-options like 'Turn editing on', 'Edit settings', 'Users', 'Filters', 'Reports', 'Gradebook setup', 'Badges', 'Backup', 'Restore', 'Import', 'Publish', 'Reset', and 'Question bank'), 'Switch role to...', and 'Site administration'. At the bottom of the menu, there is a search input field and a 'Search' button.

Entering grades

To add grades directly into the grader report, Editing needs to be turned on (button is in the top right hand corner.) Once Editing is turned on, each cell in the grid will have one or two entries boxes depending on how



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your grade-book is set up. The box to the left surrounded by a solid border line is for the grade, the second box with a dashed border line is for feedback.

In most sites, grades are saved automatically as they are entered but the page might need to be refreshed to see the Course Total update with the new grades. In some sites, there will be a Save button in the bottom left hand corner of the page.

Overridden grades

When grades are entered on this page, the cell will be shaded yellow or orange. This means that the grade has been overridden from the gradebook directly and any changes made from the Assignment Grading page will not be reflected in the grade-book.

7.1 References: Grader report

Grader report

View Setup Scales Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

Separate groups All participants

All participants: 22/22

First name :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname :
All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname	First name	Email address	Course total	Participation Quiz					
			1955.71	100.00	100.00		100.00	100.00	100.00
			2038.43	100.00	100.00		100.00	100.00	
			1971.43	100.00	100.00		100.00	100.00	100.00
			2245.71	100.00	100.00		100.00	100.00	100.00
			2249.05	100.00	100.00		100.00	100.00	100.00
			1978.43	100.00	100.00		100.00	100.00	100.00
			1871.43	100.00	100.00		100.00	100.00	100.00
			1801.43	100.00	100.00		100.00	100.00	100.00
			1987.71	100.00	100.00		100.00	100.00	100.00



Grader report

https://docs.moodle.org/37/en/Grader_report

All the grades for each student in a course can be found in the course gradebook, or 'Grader report'.

Scrolling through the gradebook

The gradebook allows for smooth and stable scrolling horizontally and vertically through grades. It uses the whole window, making it accessible on all platforms. (Note: horizontal scrolling is at the bottom of the browser window, and there is no horizontal scrollbar at the top.)

Psychology in Cinema					
Analysis					Colle
Surname First name		From Concept to Reality: ...	Course discussion	Category total	G
Amanda Hamilton	com	95.00	Excellent point	95.10	
Gary Vasquez	m	75.00	-	75.00	
George Lopez		75.00	Good point	74.51	
Brenda Vasquez	com	65.00	Excellent point	65.69	
Mark Ellis		55.00	-	55.00	
Joshua Knight	m	-	-	-	
Anthony Ramirez	com	-	-	-	
Barbara Gardner	1	-	-	-	
Overall average			Good point	60.88	