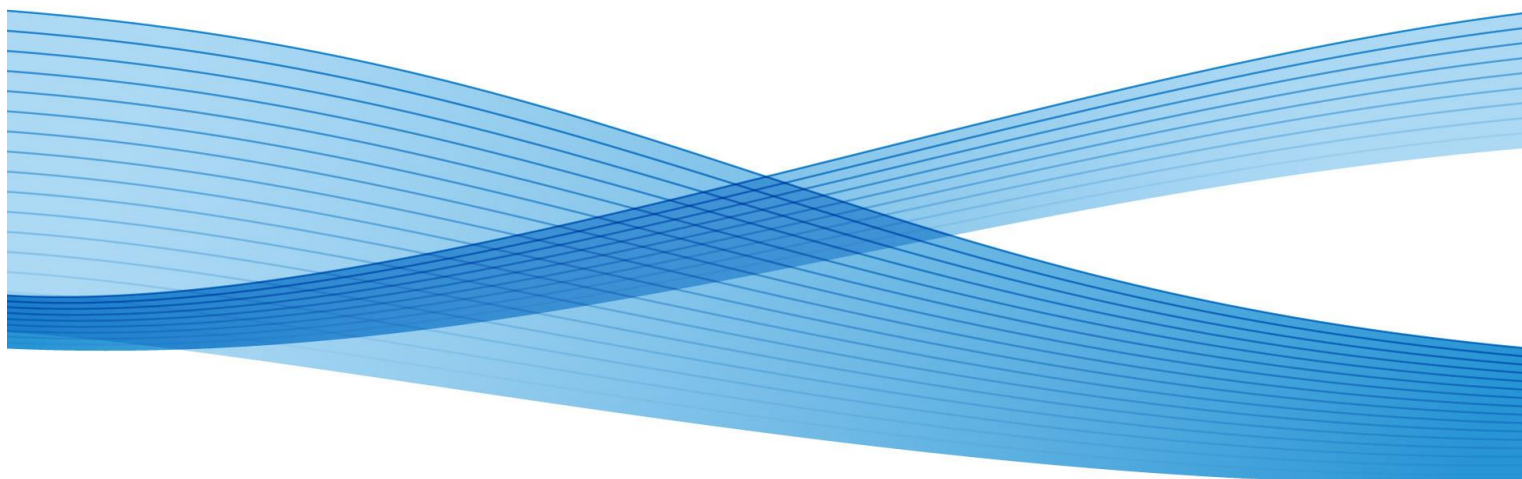


Moodle Teacher's Manual



Change History

Edition	Summary
201403	Published
20140424	Backup & Restore
20140428	How to add Turnitin Assignment: Added How to add Assignment(OnlineText): Added FrontPage, Course Create: Revised
20150330	Features of Moodle: Added Frequently Asked Questions: Added Adding a User as Teaching Assistance: Added Conceal or Sort your Courses: Added We arranged number of the chapters. This document also include minor changes form last edition.
20160322	5.4.1 "Adding YouTube videos ": Added 8.6 "Workshop": Added "Attendance: Jugyo-Shien-Box": Added to Frequently Asked Questions This document also include minor changes form last edition.
20170420	Moodle Version up 6.3 "Submit assignments instead of students": Added 8.7 "Feedback": Added 8.8 "Answer to Feedback and check results": Added 8.9 "Forum": Added
20170925	Delete "Turnitin Assignment 2"
20171204	9.2 "Self enrolment" settings when restoring a course : Deleted
20180903	9.2 Add
20200324	Moodle Version up 1.3 "Contents which will be Deleted" : Added

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Chapter 1. Features of Moodle

This chapter informs you features of Moodle. If you had not used a Moodle, please read this chapter first.

1.1 The Purpose of This Document and About Technical Support of Moodle

In this chapter we explain about overview of a Moodle. Some of the features are modified for uses of Sophia University.

Instruction part start from Chapter 2. Even though you have read this document, you had any question. Please ask to following office.

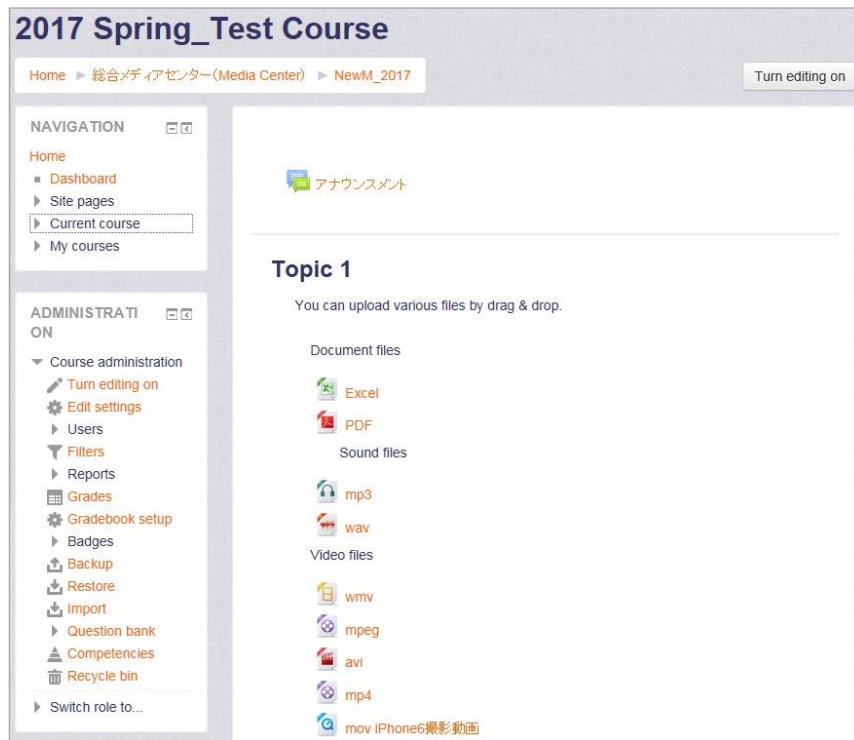
- Material Development Room (extension number: 4615)
Basement 2 of the Building 2
- Media Center (extension number: 3101)
Floor 3 of the Building 2

All we can do is to answer your question. We can't undertake your task instead of you. You need to change setting of the Moodle by yourself.

1.2 Features of Moodle

Moodle have following features.

- Create a simple website for your class and arrange it from your home. Your students watch it from their home.
- Distribute many documents immediately when you want to.
- By using Messaging function or E-mail, you can offer your students information.
- Gather assignments from your students and mark it.
- Check plagiarism of assignments.



Example of a class page.

You can upload a Word file, a PowerPoint file, an Excel file, a sound file and a video file by drag and drop. Your students can download it from your website.



You can also embed a YouTube video in your website.

Participants

My courses: NewM_2017 User list Brief

Current role: All participants

All participants: 4

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

Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		田中 誠一 / 田中 誠一	12345678	12345678@sophia.ac.jp			5 secs
<input type="checkbox"/>		田中 誠一 / 田中 誠一	12345679	12345679@sophia.ac.jp			1 day 5 hours
<input type="checkbox"/>		田中 誠一 / 田中 誠一	12345680	12345680@sophia.ac.jp	東京	Japan	1 day 5 hours
<input type="checkbox"/>		田中 誠一 / 田中 誠一	12345681	12345681@sophia.ac.jp			Never

Select all Deselect all With selected users...

Added 4 new recipients

Keep searching, or use the form below to send a message to the selected students

Message body:

Send a message.

Formatting: HTML format

Send message

Preview

Currently selected users

田中 誠一 / 田中 誠一	Email hidden	Remove
田中 誠一 / 田中 誠一	Email hidden	Remove
田中 誠一 / 田中 誠一	Email hidden	Remove
田中 誠一 / 田中 誠一	Email hidden	Remove

You can send a message to your students at once. For example you can inform your students about extra assignments.

1部分

Title	Start Date	Due Date	Post Date	Marks Available	Export
レポート作成(Turnitinチェックあり) - 1部分	2 Apr 2016 - 19:37	10 Oct 2018 - 00:00	14 Apr 2016 - 19:37	100	

Summary:
レポート作成(Turnitinチェックあり)

Peermark Assignments (1)

Title	Start Date	Due Date	Post Date	Marks Available	No. of Reviews Required
レポート作成(Turnitinチェックあり) 1部分 (Moodle TT)	13/04/14, 19:37	24/04/14, 19:37	25/04/14, 19:37	0	1

Show 10 Entries Search: Refresh Submissions Turnitin Messages Inbox (0)

Prev 1 Next

SHOWING 1 TO 6 OF 6 ENTRIES.

Student	Submission Title	Turnitin Paper ID	Submitted	Similarity	Grade	
	上智の歴史	414305125	14年 04月 8日 12:06	100%	-/100	
	hirao test	415622951	14年 04月 11日 16:45	10%	-/100	
	20140410 課題アップロードのテスト	415214287	14年 04月 10日 18:42	22%	-/100	
	修士論文	412306763	14年 04月 2日 22:39	8%	-/100	

You can set a deadline, gather assignments, download them at once and check plagiarism of the assignments.

1.3 Contents which will be Deleted

Courses which have not been used for last 3 years are deleted. Please back up courses if you need and keep the contents (movie, sound, documents, etc.) outside Moodle.

ICT Office will restore deleted contents only when you need it for grading. Please remind that there is no guarantee that the contents can be restored.

1.4 Well Known Issues

- Garble would occur when you treat a file that include Japanese name.
- It is out of guarantee that operate Moodle from smart phone or tablet.
- Loyola system and Moodle system are independent from each other. You can't synchronize data between these systems. (Ex. syllabus, enrollment data, school record)

1.5 Prohibition

Except for the purpose of teaching. You may not use the Moodle. You cannot use the Moodle

as Groupware. (Ex. sharing files with other teachers, store your private files in the Moodle)
We could stop this service in non-teaching period without notice.

Chapter 2. Frequently Asked Questions

2.1 Create a Course

Q	A	Refer to
Where can I make my course?	You can make your course on a category that is labelled your name.	4.2.1 Adding from Categories.
I need to create a course for next semester.	<p>You can duplicate your previous course for next semester.</p> <p>By following “chapter 9.2” you can make backup of a previous course and restore it.</p> <p>You need to rewrite the course name for next semester.</p> <p>(Please include “number of the year” and “which semester is” in the name.)</p>	9.2 Course Backup and Restore
Can I confirm the attendance of my class automatically?	<p>You can check the attendance automatically by using "Reaction Paper" and "Jugyo-Shien-Box"</p> <p>"Jugyou-Shien-Box" can import "Reaction Paper" written by your students to Moodle and calculate it as attendance point automatically.</p> <ul style="list-style-type: none">• You can check attendance easily even if you have large classes.• It is possible that inputting grade of handwriting reports to Moodle and reply it to students.	<p>“About Jugyo-Shien-Box”</p> <p>*another document</p>

2.2 Enroll Your Students in Your Course

Q	A	Refer to
How can my students confirm they enrolled my course?	By using “Search course” or finding your name from list of initials, they can confirm it. Please let them know they have to use Moodle on your class.	“How to use Moodle” *another document
Some students cannot enroll my course.	There is a possibility that the expiration date of the enrollment is not set properly. Please confirm the setting.	4.2.2. Setting Course Enrollment Key.
I want to publish my course against specific students.	Set “enrollment key” and inform your students it in your class.	4.2.2. Setting Course Enrollment Key.
Students in previous semester remain in my course.	If you wanted to create new course for next semester. You would rather create another course by using “Backup” and “Restore” than use old one.	9.2 Course Backup and Restore

2.3 Gather Assignments

Q	A	Refer to
Can I download assignments of my students at once?	Yes, you can.	6.3 Grading Submitted Assignments

2.4 Check Plagiarism (Turnitin)

Q	A	Refer to
How can I check plagiarism?	Create an "Assignment" activity and set "Enable Turnitin" option as yes.	6.1 Assignments (File Upload) 7 Turnitin Assignment
What does this software refer for checking Plagiarism?	Please confirm website of Turnitin.	-
"Originally Reports" does not appear.	Normally it will be generated within a day. If it did not appear although 2 or 3 days passed. Please tell Media Center your course name and the student name.	-

2.5 Others

Q	A	Refer to
How can I delete my course?	Basically you cannot delete your course. Instead of it you can conceal your courses from students and you can sort your courses. * We had permitted teachers to delete their course. However, we had some technical problems against a task of record inquiry, so we abort it.	4.7 Conceal Your Courses or Sort it

Chapter 3. Login Moodle and About the Glossary

In this chapter we explain about a basic screen layout, components and how to operate them.

3.1 Login to Moodle

Please refer to “How to Use Moodle” and log in to Moodle. When you login to the Moodle for the first time, display setting will be required.

You need to login for using Moodle of Sophia University. It means that a person who doesn't have Media Center account can't use it.

When you use a public computer, disable “Remember username” option.

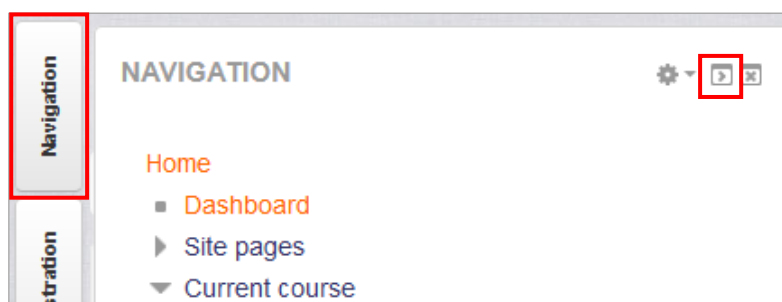
3.2 Blocks and Docks

The “Navigation” behave as shortcut for menus.

The “Navigation” appears either as BLOCK or DOCK.



Navigation Block



Navigation block is moved to the dock

You can switch them by clicking “<” “>” icon.

3.3 About Navigation block

“Navigation” block has the following five links:

- Home

You can return to Front Page from any pages in Moodle.

- Dashboard

Moves to a portal page customizable by each user. With Moodle 2.4, this was called “My Home”

- Site pages

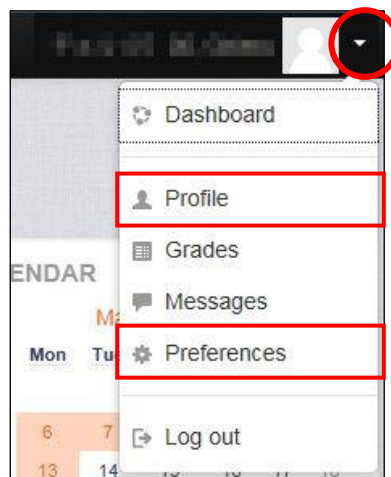
You may view news list etc. To be accessed by logged-in users only.



- My Courses

This shows the list of registered courses. Teachers will see the list of courses they teach and students the courses they are enrolled in.

* On Moodle3.1, “My Profile” button is deleted. To see each user’s profile or to send a message, please click ▼ button then select ‘Profile’ or ‘Preferences’ on upper right of the screen.



3.4 Courses

The Moodle can create a webpage for each class. The webpage is called “course”. You should set your course name same as the subject name. If these are different, students will be confused. During you have your class, please create a new course each year.

Normally the Moodle arrange folders on top page in alphabetical order. The folders are named by teacher’s name. We called it “category”. Teachers can create their course only in their own category.

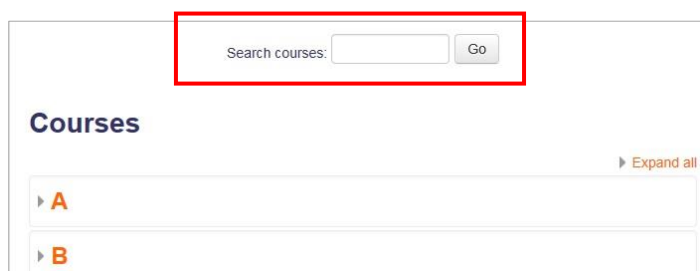


Ex. Course List in a Category

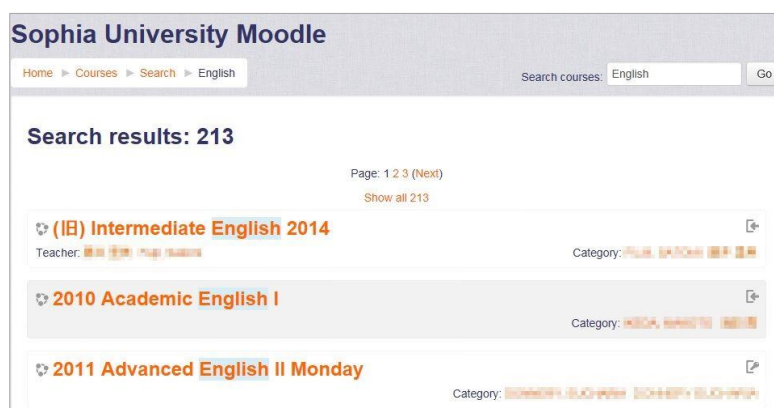
3.5 Search courses

Students can search courses by course name or teacher’s name.

Enter keyword in “Search courses” at the bottom of Moodle Home page; click “Go”.



Search results are shown as follows:



Chapter 4. Opening and setting courses

Using Moodle, teachers and enrolled students may register for courses and study programs and Web pages may be created for access allowed to registered members only. The Web pages for each course are called “Course” on Moodle.

On Courses you may post “Resources” which are static contents such as teaching texts and materials, and “Activities” which are online activities such as quiz tests, assignments, and glossary and class votes.

4.1 Let students join your course

In Sophia's Moodle students need to enroll themselves to the courses and it is called “self-enrollment”. Since Sophia Moodle is not connected to Loyola, so it is NOT that the registered students will be automatically enrolled to Moodle.

- When creating new course, please include the lecture title in the Bulletin to the Course Name so that students can find your course.
- The academic year and semester name are also recommended to be in the Course Name. Ex.) “English 2014 Spring”, “Intro to Literature 2015 Spring - Fall”

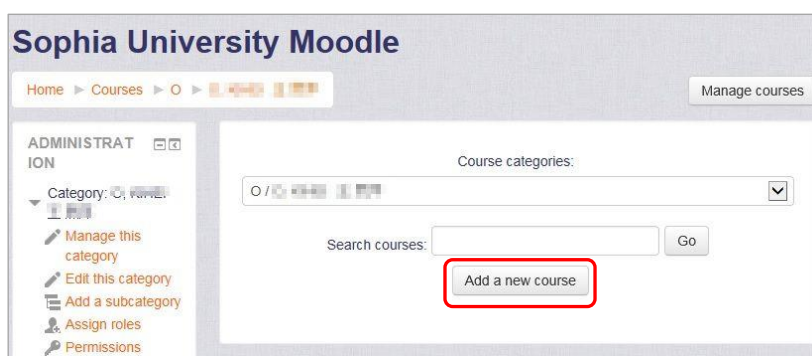
Please give students the instruction in the class to use Moodle and to enroll by themselves. Following three information are necessary.

1. Teacher's Name
2. Course Title
3. Enrolment Key (eventually if you set)

4.2 Creating Courses

4.2.1 Adding from categories

1. Log in with faculty user account
2. Scroll down the Front Page and find an alphabet list. Click on the initial of your family name, then select your name. When there are many teachers, only top 30 is displayed. If you cannot find your name, click “View More”.
3. Click on “Add a new course”



Course Categories Page

4. “Add a new course” will appear. Enter data for each setting options, click “Save changes and display”.
Just determine Course Title and go on, if you are in hurry or something is not clear.
5. For further editing, see “Add a new course” of this chapter.

Edit course settings (1/2)

The options are as follows:

“General”

Settings:	Contents of data entered
Course full name (required)	Enter official course title
Course short name (required)	Enter abbreviated name to show on breadcrumbs etc.
Course Category	Select categories of courses
Course visibility	Select whether the course appears in the list of courses for students.
Course start date	Set course start date; the date will be automatically shown in each section when you choose Weekly format.
Course ID number	ID numbers may be set for courses. Course ID numbers will allow to specify a course in block editing of courses, and user registration in block registering of users.

“General”

Settings:	Contents of data entered
Course summary	Enter texts in description column of course list.
Course summary files	Course summary files are displayed in the courses list.

“Course Format”

Settings:	Contents of data entered
Format	Select course layout to be displayed. Frequently used are Topic format and Weekly format
Number of sections	
Hidden sections	Choose either one of the below: <ul style="list-style-type: none"> • hidden sections are shown in folded form. • hidden sections are shown in collapsed form
Course layout	Choose either one of the below: <ul style="list-style-type: none"> • show all sections on one page (default) • show only one section per page

“Appearance”

Settings:	Contents of data entered
Force language	Set one specific language for the course
Number of announcements	Set number of news items to be displayed for latest news block of the course
Show gradebook to students	Set whether or not students may view the gradebook; if it is shown, enrolled students will be able to check their grade scores of assignments and status of class attendance etc.
Show activity reports	If set to “yes”, each student will be able to view activity report from his/her own profile page

“Files and uploads”

Settings:	Contents of data entered
Maximum upload size	Determines the largest size of file that can be uploaded to the course

“Completion tracking”

If enabled, completion conditions of activity and/or course may be set and teachers can monitor students’ progress.

“Groups”

Settings:	Contents of data entered
Group mode	Choose one from the three options: no groups, separate groups, visible groups
Force group mode	Overwrite group settings within each activity
Default grouping	Specify a default group setting when grouping is already defined

“Role renaming”

You can change the role names of “administrator, teacher, non-editing teacher, student”

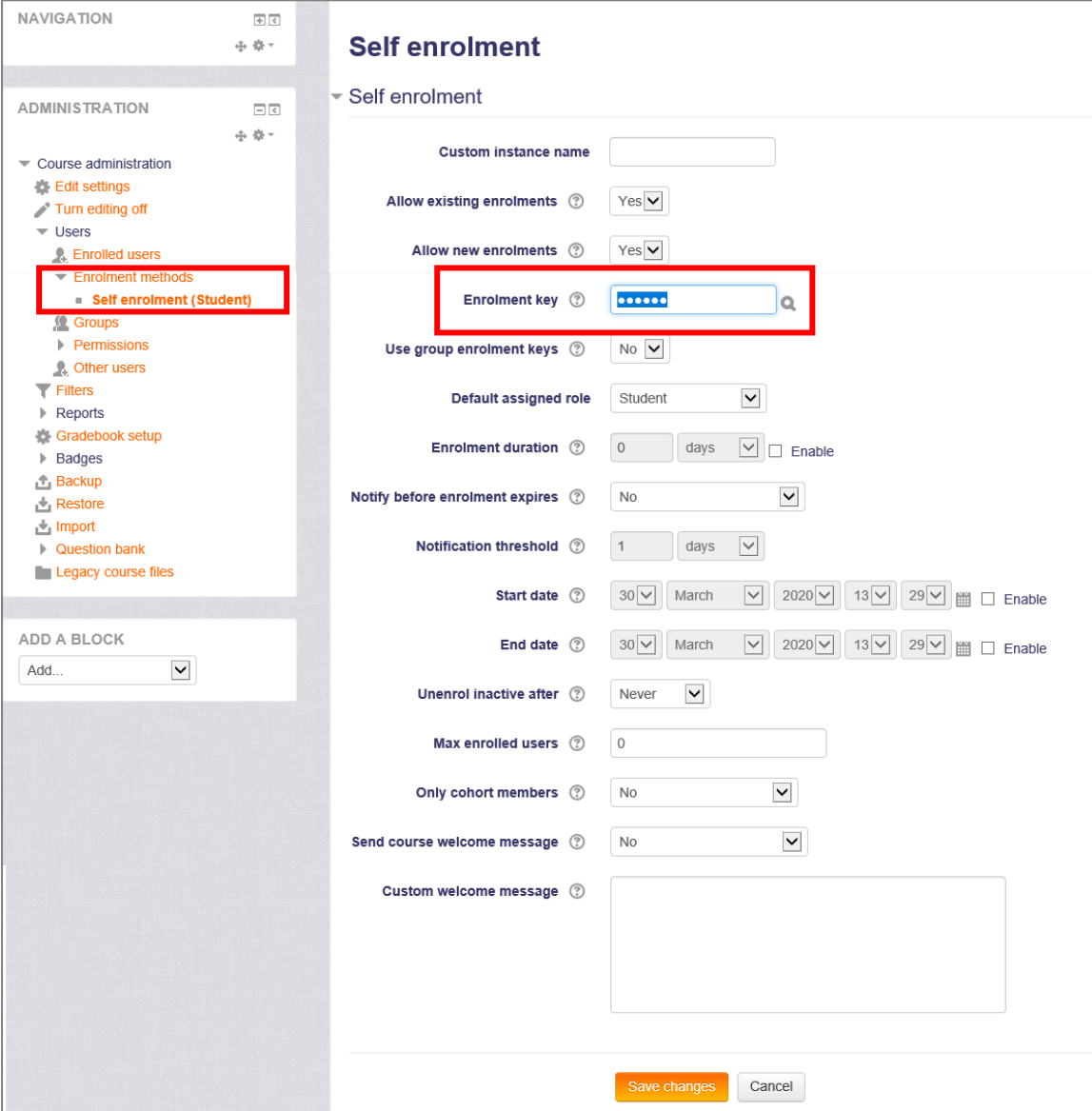
4.2.2 Setting Course Enrollment Key

Right after a course is created, any students can enroll in it.

So to set Enrollment key for your course so that only specific students are allowed to enroll in your course, click your course first, then from “Administration” move on to Course Administration>Users>Enrollment methods> Self enrolment (Student) and set Enrollment key and “save changes”.

Please don't set "Enrolment duration", "Start date" and "End date". These settings are hard to handle, so if you are not used to use them, student might become unable to see or enroll the course by mistake.

Enrollment Key Settings



The screenshot displays the 'Self enrolment' settings page in Moodle. The left sidebar contains a 'NAVIGATION' section with 'ADMINISTRATION' expanded, showing 'Course administration' and 'Users'. Under 'Users', 'Enrollment methods' is expanded, and 'Self enrolment (Student)' is highlighted with a red box. The main content area is titled 'Self enrolment' and contains various settings. The 'Enrolment key' field, which is currently empty and masked with dots, is highlighted with a red box. Below it, the 'Use group enrolment keys' is set to 'No'. The 'Default assigned role' is 'Student'. The 'Enrolment duration' is set to '0 days'. The 'Notify before enrolment expires' is set to 'No'. The 'Notification threshold' is set to '1 days'. The 'Start date' and 'End date' are both set to '30 March 2020 13:29'. The 'Unenrol inactive after' is set to 'Never'. The 'Max enrolled users' is set to '0'. The 'Only cohort members' is set to 'No'. The 'Send course welcome message' is set to 'No'. The 'Custom welcome message' field is empty. At the bottom right, there are 'Save changes' and 'Cancel' buttons.

NAVIGATION

ADMINISTRATION

- Course administration
 - Edit settings
 - Turn editing off
- Users
 - Enrolled users
 - Enrollment methods
 - Self enrolment (Student)**
 - Groups
 - Permissions
 - Other users
- Filters
- Reports
- Gradebook setup
- Badges
- Backup
- Restore
- Import
- Question bank
- Legacy course files

ADD A BLOCK

Add...

Self enrolment

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key

Use group enrolment keys No

Default assigned role Student

Enrolment duration 0 days Enable

Notify before enrolment expires No

Notification threshold 1 days

Start date 30 March 2020 13:29 Enable

End date 30 March 2020 13:29 Enable

Unenrol inactive after Never

Max enrolled users 0

Only cohort members No

Send course welcome message No

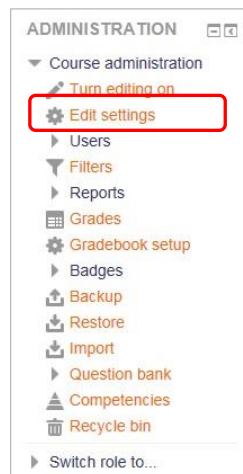
Custom welcome message

Save changes Cancel

4.3 Course Format

Moodle allows you to switch between various course formats. Most commonly used are Topic and Weekly formats. If you are starting to use Moodle, set either one of the formats.

You can select Course formats on “Edit course settings” page in “Settings > course administration > edit settings”.



Settings block



Format options on edit course settings page

2017 Spring_Test Course

Home ▶ 総合メディアセンター(Media Center) ▶ NewM_2017 Turn editing on

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - NewM_2017**
 - Participants
 - Badges
 - General
 - 12 April - 18 April
 - 19 April - 25 April
 - 26 April - 2 May
 - 3 May - 9 May
 - 10 May - 16 May
 - 17 May - 23 May
 - 24 May - 30 May
- My courses

アナウンスメント

12 April - 18 April

19 April - 25 April

26 April - 2 May

3 May - 9 May

10 May - 16 May

17 May - 23 May

24 May - 30 May

Show courses in weekly format

2017 Spring_Test Course

Home ▶ 総合メディアセンター(Media Center) ▶ NewM_2017 Turn editing on

NAVIGATION

- Home
- Dashboard
- Site pages
- Current course
 - NewM_2017**
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - Topic 7
 - Topic 8
 - Topic 9
 - Topic 10
 - Topic 11
 - Topic 12
 - Topic 13
 - Topic 14
 - Topic 15
- My courses

アナウンスメント

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

Show courses in topic format


Topic format is used to show all materials and activities for each learning content and course unit.

Weekly format is used to show course sections in the center of the page in set numbers of weeks (square contents display area) from the specified date and to post related materials and activities per week.

4.4 Moving Topics

In the course sections, “Turn editing on” and drag & drop to change display order.

For example, in the figure below, a link to “Test file” is set to Topics 1.

To move all of Topic 1 to Topic 2, drag (press down left button of mouse) the  (moving) icon to the left of section name ” Topic 1” and slide without releasing the button to the moving location and drop (release the mouse button).



Location of topic before moving

The screenshot shows a course editor interface with a list of topics. At the top is an 'Announcement' section. Below it are three topics: 'Topic 2', 'Topic 1', and 'Topic 3'. 'Topic 1' is highlighted with a red border, indicating it is being dragged. Inside 'Topic 1', there are two 'Word' documents. Each topic section has an 'Edit' button and a '+ Add an activity or resource' button.

Drag Topic 1

The screenshot shows the same course editor interface after the content of 'Topic 1' has been moved to 'Topic 2'. 'Topic 1' now only contains a 'PDF' document. 'Topic 2' now contains both the 'Word' documents that were previously in 'Topic 1'. 'Topic 3' remains unchanged with its 'sample video'.

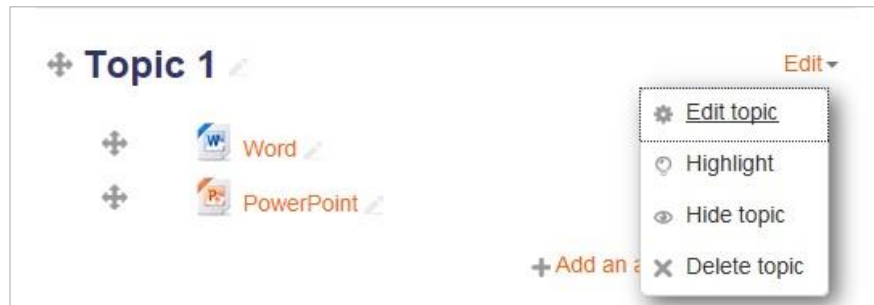
Content of Topic 1 is moved to Topic 2

Sections of Topic format and Weekly format may be moved by drag & drop.

Resources and activities within a section can be moved within the section or across sections.

4.5 Visible & Invisible of the Materials

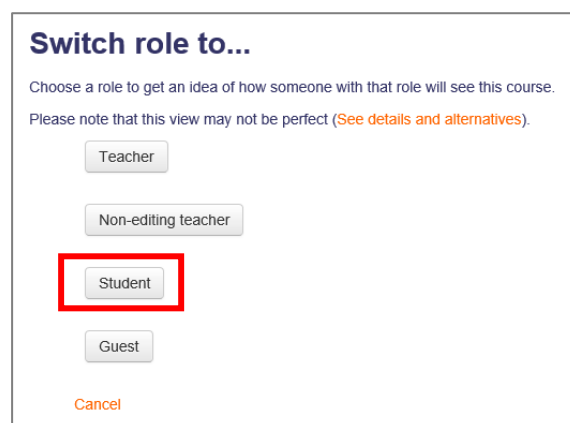
When you already started “Turn editing on”, you can select the “Edit▼” menu. Teachers can control showing or hiding the course for students by selecting “Show topic / Hide topic” on this menu.



4.6 Students' View

To check the Students' view, switch the role to student. Click your name at the upper right of the screen (user menu) and select “Switch role to” then click “Student” on the next page.

You can also try to submit assignments as one student.




Click “Return to my normal role” in the user menu to go back to teacher role.

4.7 Conceal or Sort Your Courses

You can conceal your courses that had been used for previous semester. This function is also useful against courses under construction.

Move to your course category and click “Manage courses” on the to-right on the screen, or “Manage this category” in the administration block.



Click eye icon and switch visibility. A closed eye  means the course is invisible from students. You can also arrange order of your courses from arrow icon.



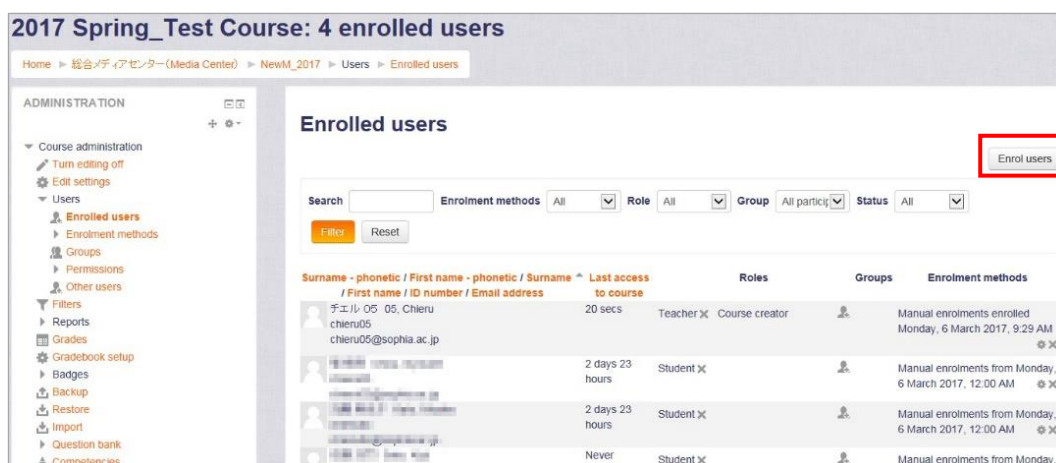
* When you would like to hide “Course categories” in the left area, select “Course” on “Viewing” option on upper right of the screen.



4.8 Add Teaching Assistant to Your Course

By adding teaching assistants to your course, you can ask them editing and marking.

1. Choose course category that you want to add teaching assistants.
2. Click “Course administration” in Administration.
3. Click “Users”
4. Click “Enrolled users”
5. Click “Enroll users” button at top right.



On the next screen, select a user and enroll him as “teacher”. You can choose a role from “Assign roles” drop-down list. You can search users by ID number. (Student ID or Faculty ID)

Chapter 5. Adding resources to courses

This chapter explains how to add materials (“Resources” in Moodle) to the course.

You can add any Resources if they are digitalized files, preferably in formats that can be displayed on various computer terminals students may use to access.

Avoid formats that can be browsed only with paid software, unless the course requires students to purchase such software. Preferably select a format that can be browsed by software available for free download.

At educational institutions the following file formats are normally used:

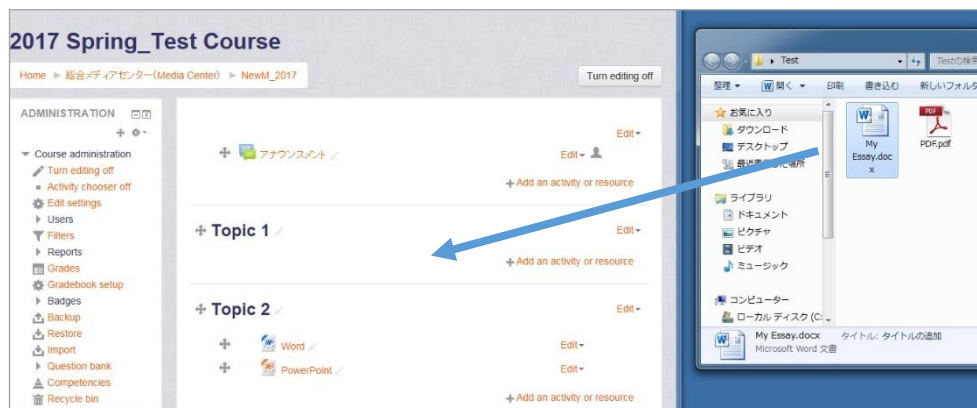
- Documents, slides, and presentations with narrations created by Adobe Presenter can be viewed by Adobe Acrobat Reader available for free download, or Preview default application of Mac OS X, iPhone, iPad, or Android terminals.
- Microsoft Office (Word, Excel, PowerPoint etc.)
- HTML files
It may be composed of multiple files.
- Video files
MPEG-4 format can be played on computers and smartphones. If intended only for computers, FLV (flash video) format with small file size is preferable.
- Audio files
MP3 format can be played on computers and smartphones.

The following shows the procedure to add a PDF format slide you created for your class to Moodle course site.

5.1 Uploading a file by drag and drop

The easiest way is using drag & drop interface pre-installed in Moodle versions 2.3 onwards.

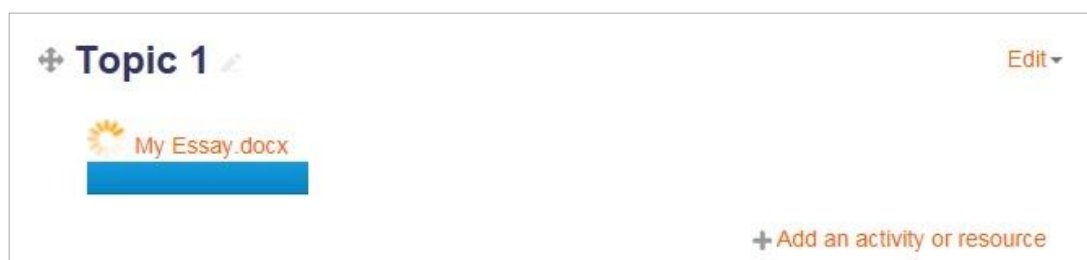
- 1) Click “Turn editing on”
- 2) Select the file on your computer, drag (move while pressing on mouse left button) the file into the section you wish to add it to.



- 3) When you see the message “Add file(s) here”, drop (release mouse left button) the file there.



- 4) The file is uploaded to the course and a link is automatically made. While the file is being uploaded, you will see a progress bar showing the percentage of the data you transferred.



Uploading the file

When the file transfer is completed, a link name is automatically made and an icon showing the file type (in this case a text file) appears at the head of the link. The link name is the file name without a file extension and the period. While working on this manual, files with Japanese names functioned properly.



File uploading is completed

This is the easiest way to add a file. Note that this may not be available with some server settings or browser types.

If you cannot add files by drag and drop, please use “Add an activity or resource” link (Activity Chooser). Please refer to the next chapter for more details.

5.2 Uploading a file by Activity Chooser

1) Editing mode

Open a course that you are allowed to edit, click on “Turn editing on” button at top right of screen.



“Turn editing on” is shown

2) Turn editing on

Click “Turn editing on”, the screen shows various icons and pull-down menus.



Clicked on “Turn editing on”

3) Sections

In Moodle the various contents in the middle shown in square areas are called 'sections'.

In these sections learning materials, assignments and activities for each course unit can be posted weekly. This will help students to prepare and revise the course contents.

Also at some universities, each section is formed to contain a set of lecture videos with tutorial material and self-tests for online education programs supported by the authors.

To design a course, first draw a layout reflecting the current course structure. To allow students to access easily, materials and activities should be collected on the section.

Also, there are various specialized books on designing courses and teaching materials that may be useful. These designing methods for courses and teaching materials are called instructional design and there are specialized programs you can learn from.

However, if you are already teaching a course, you may not want to create any more self-study materials. If so, you may start using the sections to help students with preparation and revision for the course; you can post information such as hand-outs, resumes, reference materials, and textbook references and also post links to external sites related to the course contents. This way you can start using Course Managing System without making any drastic changes to your teaching style.

Some teachers may have a misunderstanding.

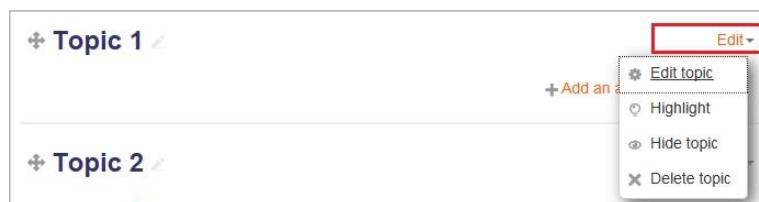
Using Course Management System ~~does not mean~~ you must create e-Learning materials.

Please keep in mind that there is no need to avoid using this system because you feel somewhat uneasy about e-Learning.

Here we will explain how to post on Moodle your files that you have saved on your computer.

Just below each section name, there is an area to show Summary (general description of the section).

To enter the summary of the section, click "Edit▼" button on the right of the topic, then select "Edit topic".



You can also show the section name you entered, instead of the date or topic number.
To do this, uncheck the box “use default section name”; enter the section name in the “Section name” in the next line of the text entry box.



Editing page for section name and description

4) Uploading files

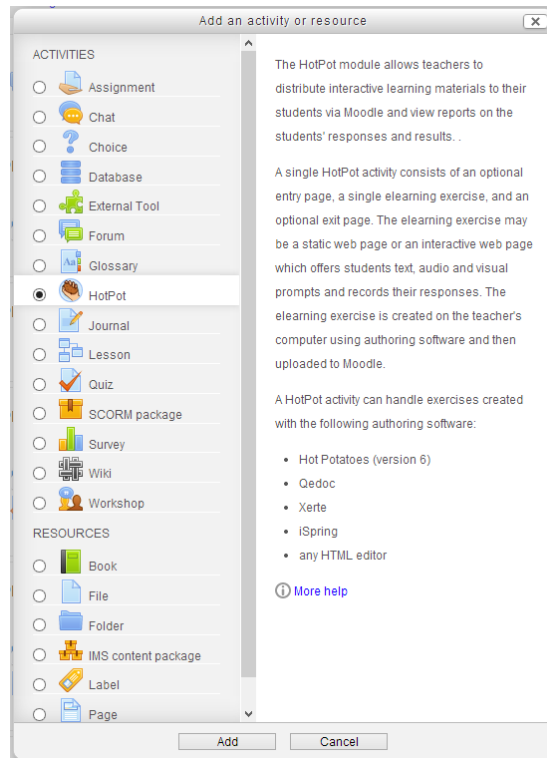
Finally, we come to uploading a file to the section.

To upload a file, click on “Add an activity or resource” link (called Activity Chooser in Moodle)

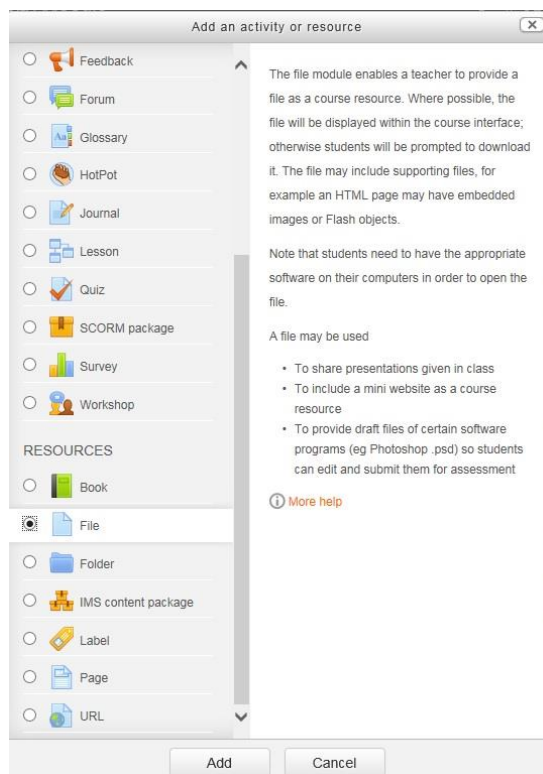


“Add an activity or resource” link


“Add an activity or resource” dialogue will open



Activity Chooser



Select the file



Adding a new File to Topic 1 [?]

[Expand all](#)

▼

General

Name* [?]

Description

Display description on course page [?]

☐

Select files

Maximum size for new files: 100MB

Files

You can drag and drop files here to add them.

▼

Appearance

Display [?]

Automatic ☒

Show size [?]

☐

Show type [?]

☐

Show upload/modified date [?]

☐

Display resource description

☒

[Show more...](#)

▼

Common module settings

Visible

Show ☒

ID number [?]

▼

Competencies

Course competencies [?]

No selection

Search ▼

Upon activity completion:

Do nothing ☒

Save and return to course

Save and display

Cancel

There are required fields in this form marked *.

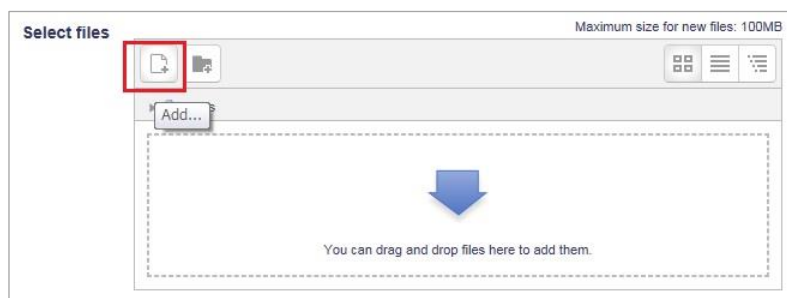
“Adding a new file” page

5) Adding files

There are two ways to add files.

The simplest way to add a file is to drag and drop a file from your computer onto the Files area shown as “You can drag and drop files here to add them” in the option “Select files”.

If your setting does not allow you to use drag and drop, and if the browser is not compatible, click “Add” menu from “Select files” option.



“File picker” (file management screen) will appear as follows:



File picker

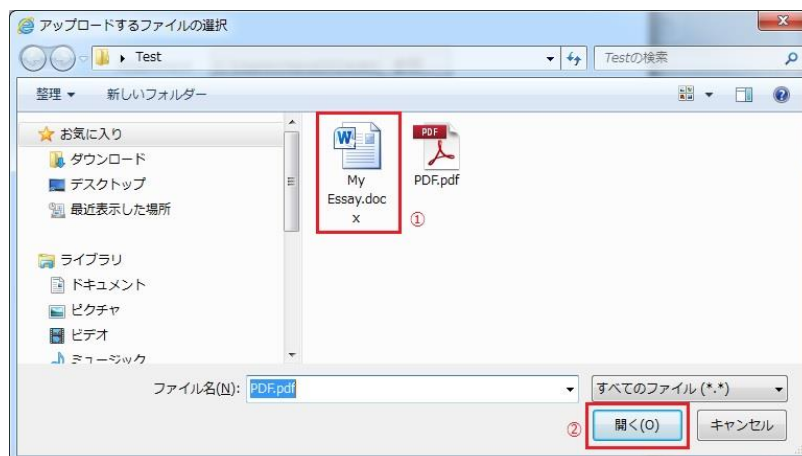
On the left you will see four menus, “Server files”, “Recent files”, “Upload a file”, “Private files”

“Server files” and “Recent files” are used when you want to create links to files already uploaded in the course site.

Also, “Private files” is used to create links to files uploaded to individual areas of the server. For example, pictures and audio files uploaded from iPhone via official Moodle application are stored in “Private files” area. You can also view/manage files uploaded in “Private files” from MyHome page shown when you click on “My Home” link in the Navigation block.C

Here you will use “upload a file” set by default. The menus will show to choose a file, set a name, select options to display copyrights.

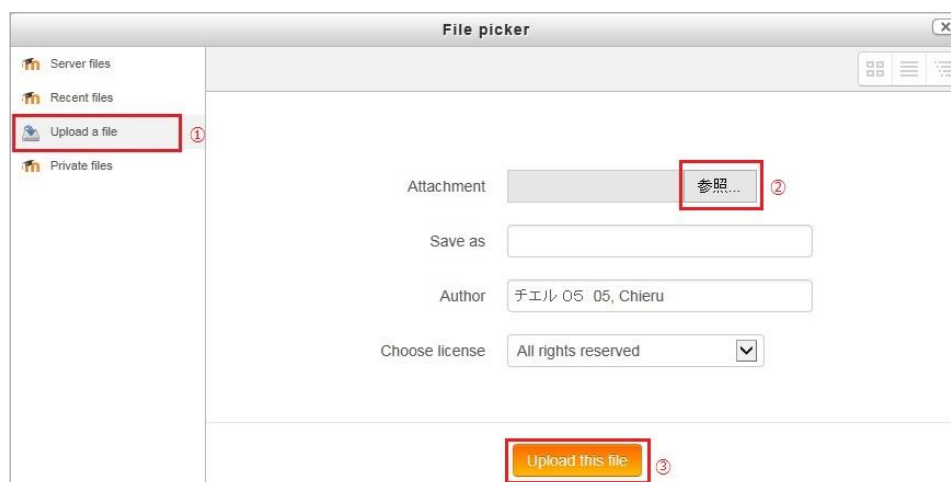
In this example, a PDF file is selected, clicked on “Open”



“Upload file” window

When you have selected a file, enter file name as required, click “Upload this file”.

If you do not want to change the file name, you do not have to enter the name.



When you have successfully uploaded a file, you will be returned to Adding a new file screen.

The file you selected will be shown in the “Content” option.



PDF file is uploaded

Updating File in Topic 1 ?

Expand all

General

Name* Upload a file

Description

testing

Display description on course page ☐

Select files

Maximum size for new files: 100MB

PDF.pdf

Name and Description entered

Enter Name (link text name on course page) and Description (describing the Resource), click "Save and return to course"; File Resource is uploaded and you will be returned to course.

Activity completion

Completion tracking Do not indicate activity completion

Require view ☐ Student must view this activity to complete it

Expect completed on 30 March 2020 15:50 Enable

Announcement

Topic 1

Upload a file

Word

PowerPoint

Add an activity or resource

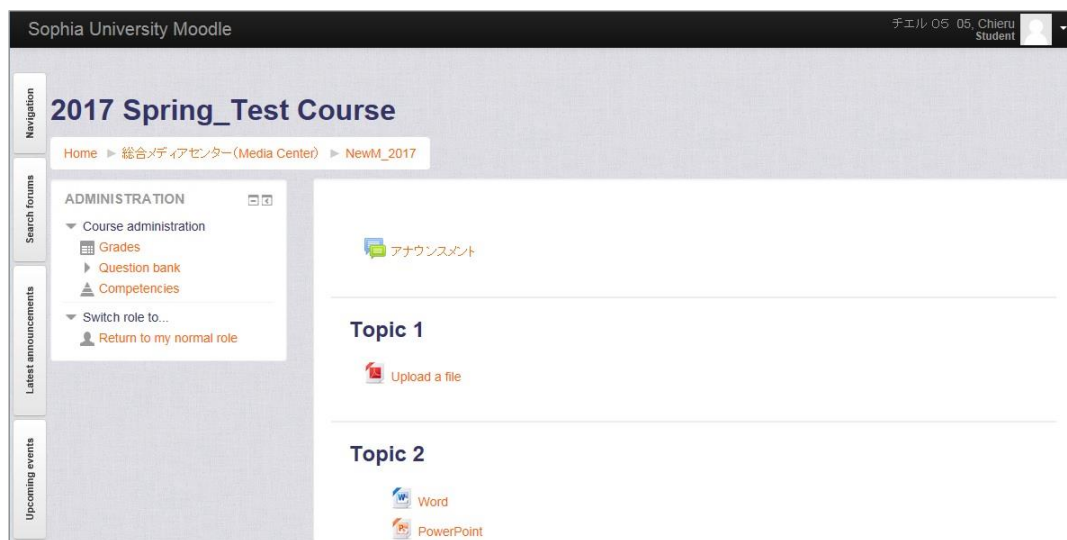
"Upload a file" is uploaded

When students access to this course and click on “About Moodle” link, the PDF file will be shown.

To check the Students’ view, switch the role to student. Click your name at the upper right of the screen (user menu) and select “Switch role to” then click “Student” on the next page.

The screen changes to display the Course which students with access permission would see; while you are logged in, you can view as a student role (permissions) would see.

Then click on link to the file you have just uploaded and check that the PDF file is displayed.

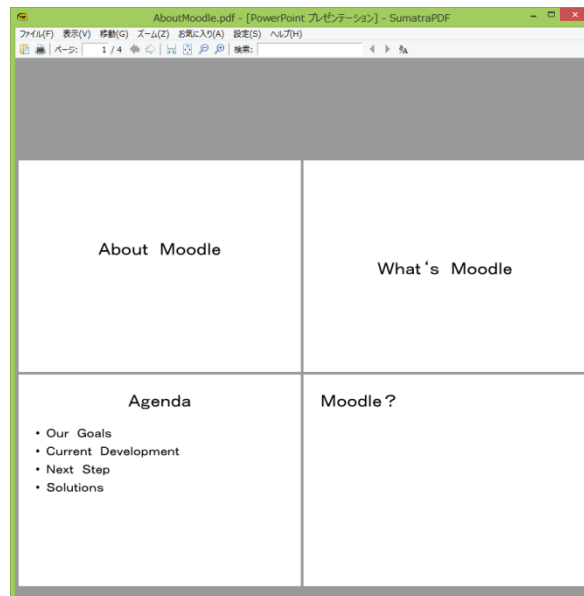


Switched to student role (permissions)

Click “Return to my normal role” in the user menu to go back to teacher role.

In this way, you can post PDF format lecture slides and show them to your students.

Try also with files other than PDF format.

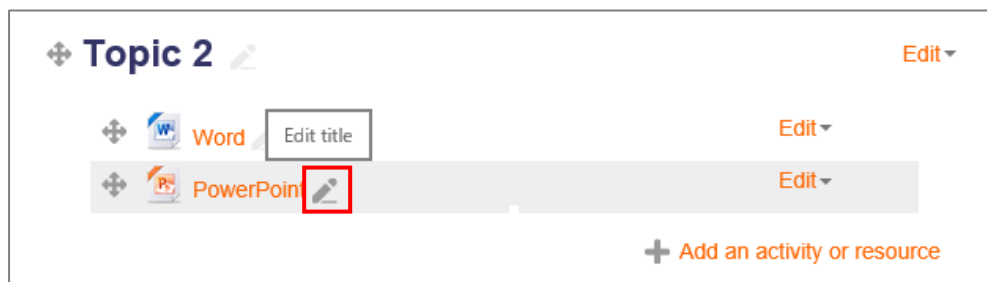


File is opened

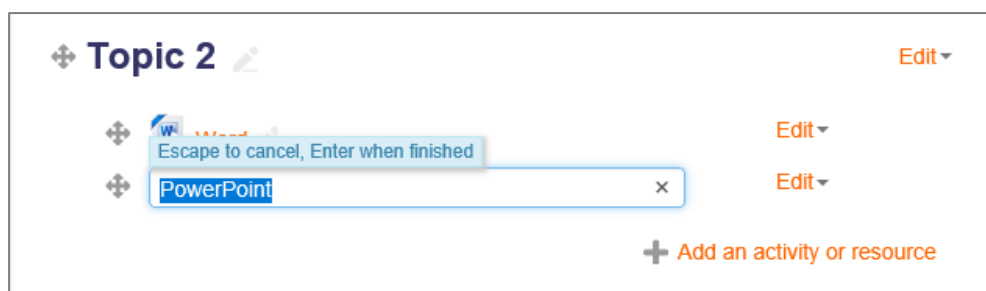
Also, if you use Moodle official iPhone application, files are stored in storage areas of iPhone or iPad using local storage function. This allows students to revise the course contents for the day or prepare for the next class while they are in buses or trains with insecure internet connection.

Here we tried the uploading of a single file, but you can also upload multiple files, create folders and show them in hierarchical structure.

5.3 Edit titles of Resource names



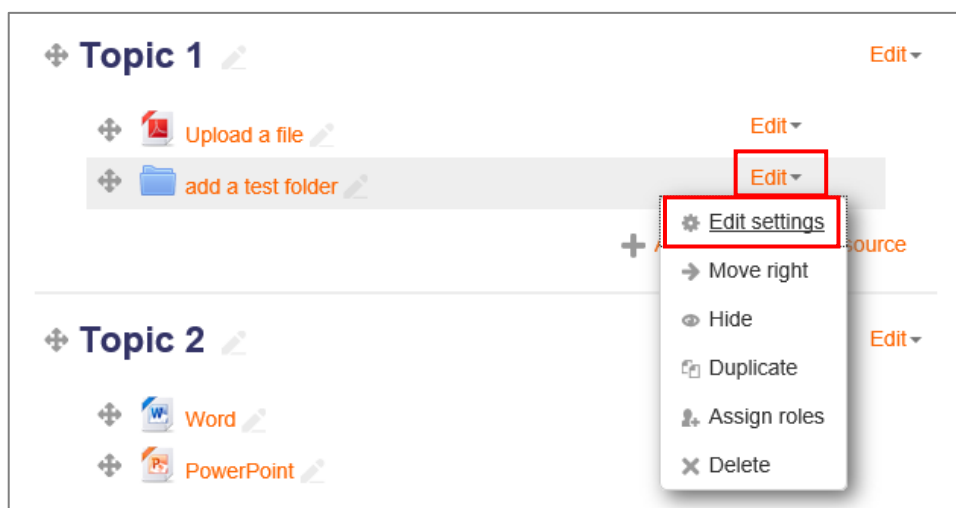
Click on “Edit title” icon (pencil shape in standard theme) which appears to the right of the Resource name, you can change the title name (link characters on course page) of Resources or Activities you added to the course page.



Clicked on "Edit title" icon

When you have completed the required editing, press "Enter" and screen returns to course. This way, you can change names of Resources and Activities on course page without opening editing screen.

To edit descriptions and various options, click "Edit▼" button right to the resource or activity, then click "Edit Settings". Screen will show the editing page that was displayed when you added them.



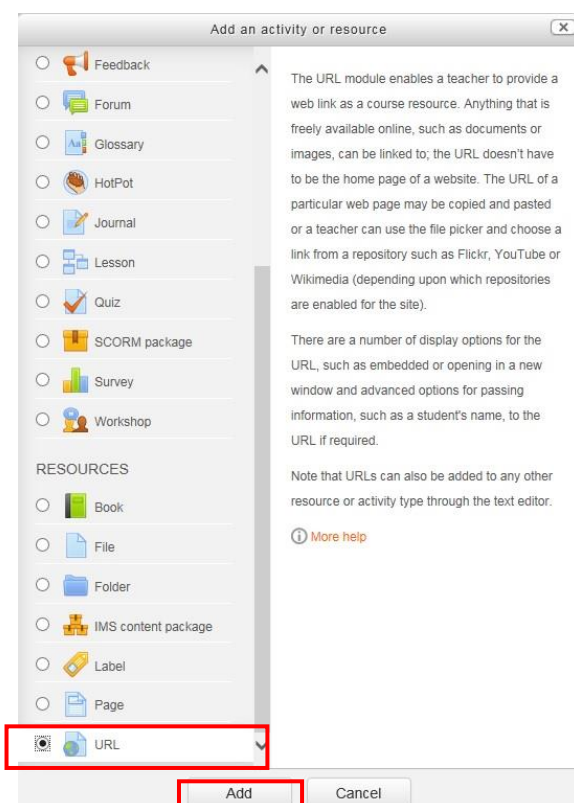
5.4 URL

Adding external links regarding your class. For instance news site or website for a certain specialty.

1. Click “Add an activity or resource” on the right bottom of the section that you want to add links.



2. Select “URL” from “Activity Chooser” and click [Add] button.



If you click [Add] button, “Adding a new URL to Topic” screen will appear. You can set Name, Description and Options on the screen.

Adding a new URL to Topic 1 Expand all

General

Name*

External URL*

[Choose a link...](#)

Description

Display description on course page ☐

Appearance

URL variables

Common module settings

Competencies

[Save and return to course](#) [Save and display](#) [Cancel](#)

There are required fields in this form marked *.

Adding a new URL

3. Enter the name (Required)
4. Enter the URL of the web site into external URL (Required)
5. Enter the description (Required)
 - * If you want to display the description on your course page, enable “Display description on course page” option.
6. Click [Save and return to course] and save settings. (Setting is done.)

The URL will be shown as below on your course.

Topic 1 [Edit](#)

[Upload a file](#) [Edit](#)

[Sophia University Media Center](#) [Edit](#)

[+ Add an activity or resource](#)

If you click the title, URL of the external link will be shown on the next screen.

Sophia University Media Center

Click <http://ccweb.cc.sophia.ac.jp/> link to open resource.

5.4.1 Adding YouTube videos (Page)

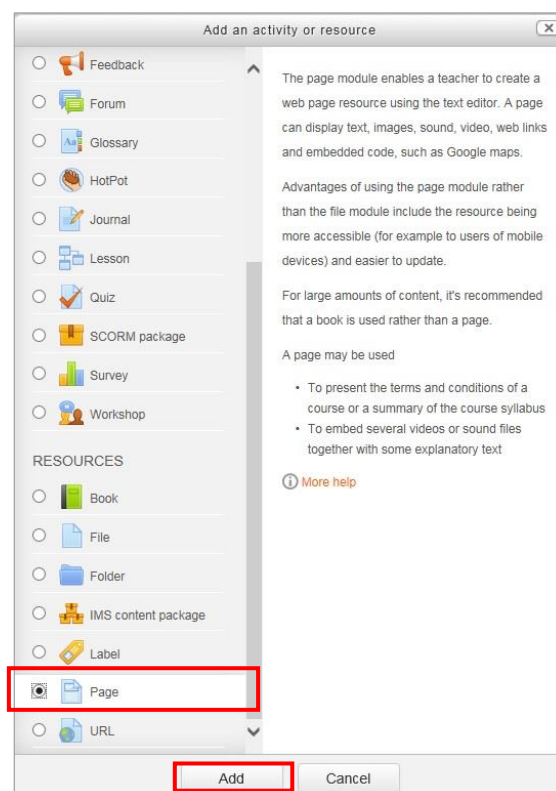
This section explain how to add YouTube videos to your course. There are several method for adding YouTube videos to your course. Instructions on 5.4 “URL” is one of the methods. On this section, we will explain the way of embedding YouTube videos to your course.

Before you start this process, “When editing text” option on the profile settings must be set as “Default”. To edit preferences, select “Preferences” > “Editor Preferences” from the menu on the right side of your name on upper right of the screen.

1. Click “Add an activity or resource” button on the right bottom of the section that you want to add videos.



2. “Activity Chooser” will be displayed. Select “Page” and click “Add” button.



“Adding a new Page” screen will appear when you click “Add” button. Fill in Name, Description, and Display Options and so on.

3. Input "Name". (Required)
 4. Input "Description".
 - * If you want to display the description on your course page, enable "Display description" option.
 5. Input YouTube address to "Page content". (Setting is done.)
 6. Click Save and return to course and save the settings. (Complete Settings)
- The title will be shown as below.

If you click the title, Embedded YouTube videos will be displayed on the next screen.

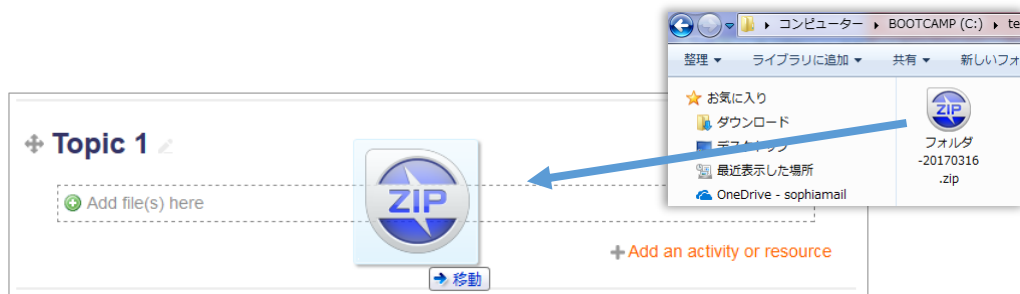
You can watch the video by clicking playing button.



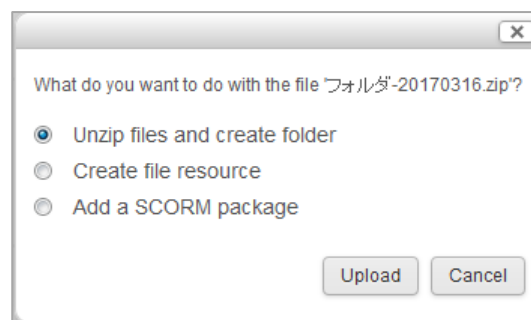
5.5 Folders

If you want to display multiple materials sorted into folders, you should use “Folder” resource type. The procedures to add “Folder” to the course are as follows:

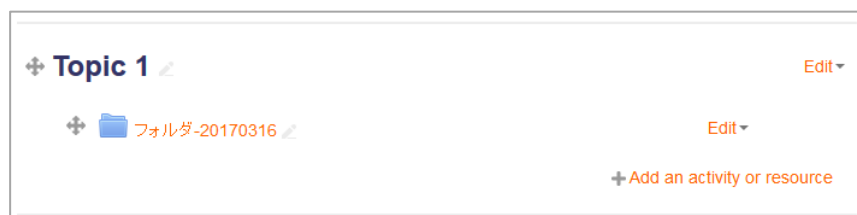
1. Create a folder on your PC. Add files into the folder, then compress the folder to a ZIP file.
2. Drag and Drop the ZIP file on to your course.



3. The screen as below will appear. Select “Unzip files and create folder”, then click “Upload”.



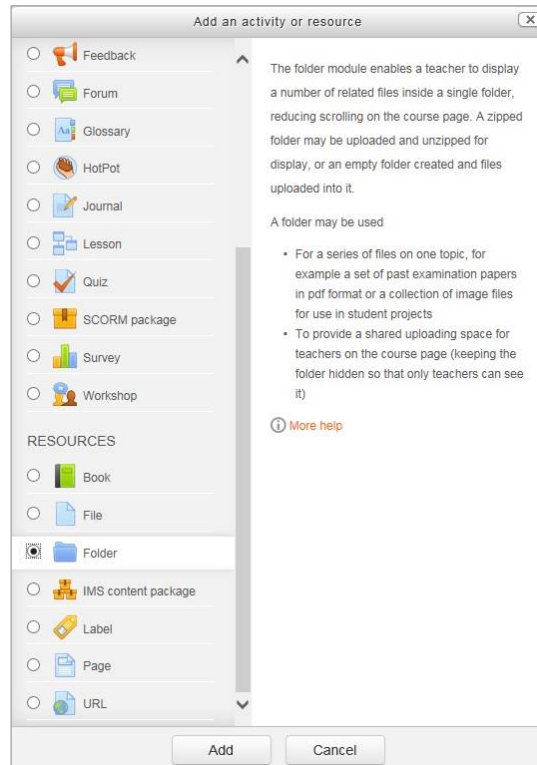
4. A new folder will be created and files will be unzipped automatically.



Unzipped file

You can also add a new folder from “Activity Chooser”.

1. Click Activity Chooser, select “Folder” from the resources list.



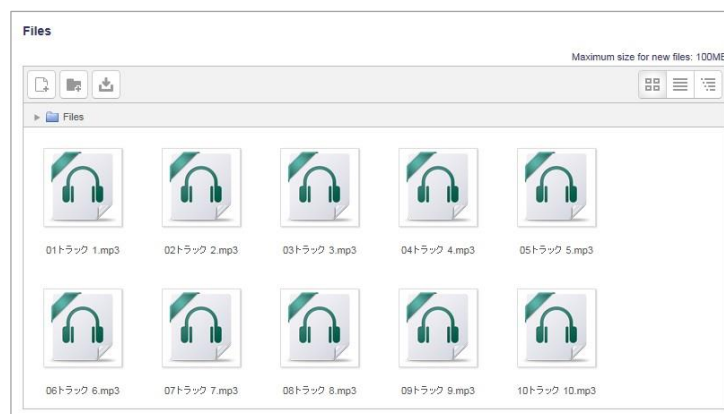
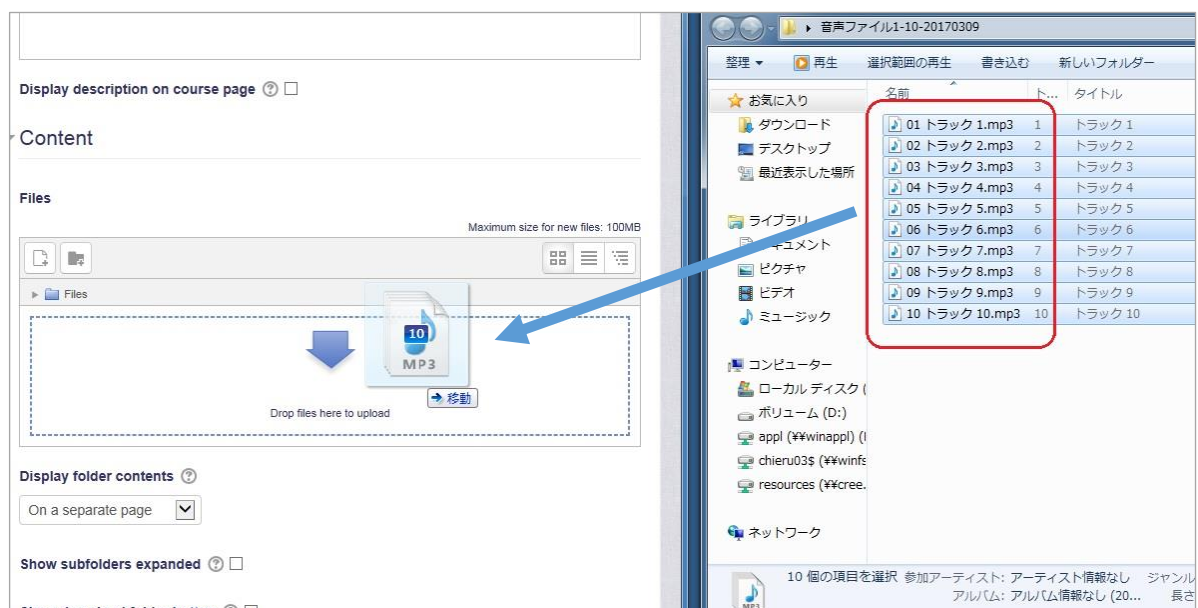
Activity Chooser

2. Check the description, click “Add”
3. “Updating folder in (section name)” screen will open.
4. Enter Name and Description for “General” options

The image shows a screen titled "Adding a new Folder to Topic 1". It has two main sections: "General" and "Content". In the "General" section, there is a "Name" field and a "Description" field with a rich text editor toolbar. Below the description field is a checkbox labeled "Display description on course page". In the "Content" section, there is a "Files" area with a note "Maximum size for new files: 100MB". Below this is a drag-and-drop interface with a large blue arrow pointing down and the text "You can drag and drop files here to add them."

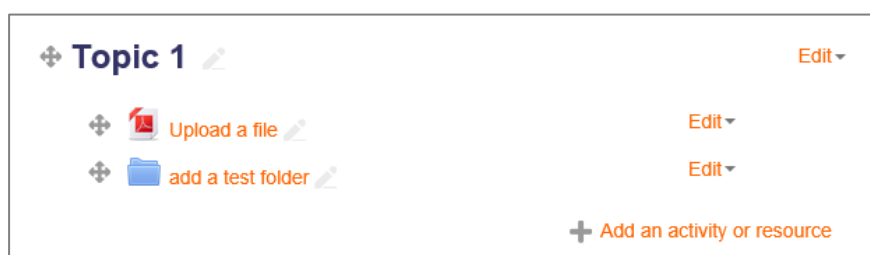
“Updating folder” screen

5. Drag and drop files to upload on to “Files” area.

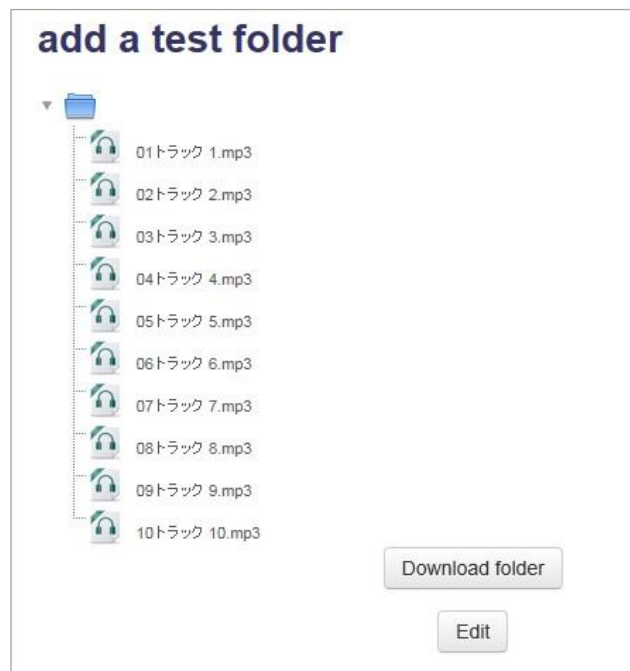


Uploading is completed

Click “Turn editing off” to check how the folder is displayed.



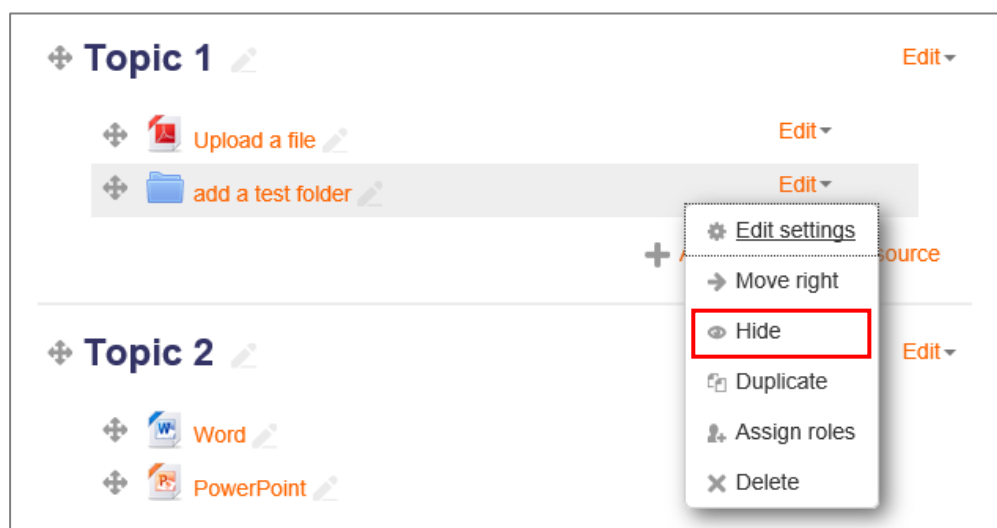
Folder is displayed in course selection



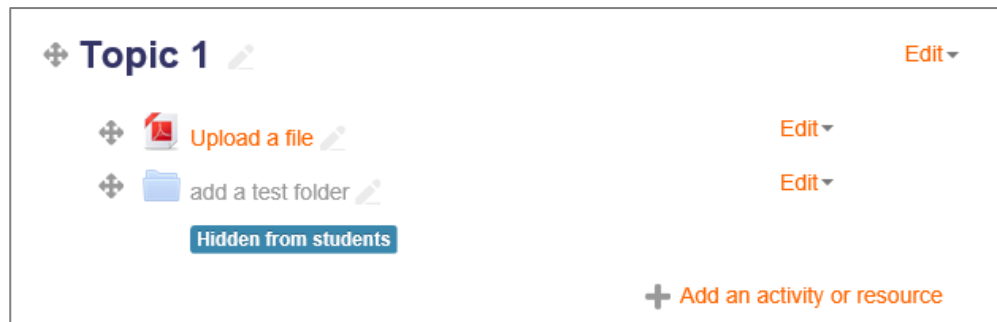
Click on folder name and contents are shown

At some universities, Moodle is used to store common teaching materials in hidden folders and to share the teaching material file among course teachers.

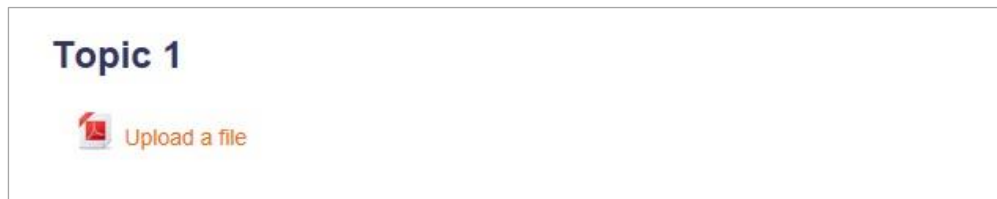
When a folder is hidden, students cannot view the folder. The folder is shown in semi-transparent form to teachers with course editing permissions.



Hide button



Folder is hidden



Switched to students' view

Using “Folder” resource, you can upload or download related materials collectively for each course unit, allowing files to be shared more easily than sending by e-mails. Restrictions on file size are less.

Moodle can be used not only by teachers and students, but among teachers or students as collaboration space.

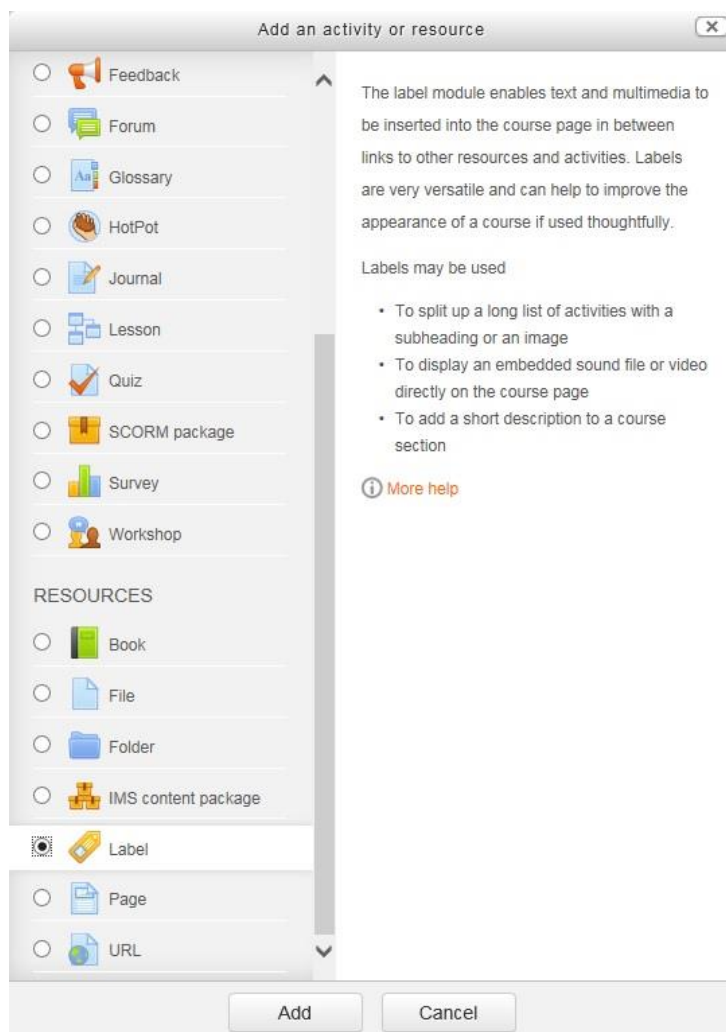
It has extremely useful functions to share files, organize and display multiple files in hierarchy.

5.6 Labels

Labels are used to post texts, images, videos and minor programs on Moodle course page.



Procedures to add labels including media files are as follows:

1. Open the course to which you want to add labels; click “Turn editing on”.
2. Click on Activity Chooser (“Add an activity or resource” link) of the section to which you want to insert a label.



“Label” resource is selected from Activity Chooser

3. Check the description, click “Add”
4. “Adding a new label (to section name)” screen will open. Enter text label to “Label text” editing area.

 **Updating Label in Topic 1** 

► [Expand all](#)

▼ **General**

Label text



Label text : test text
 assert a video : <https://youtu.be/wop3FMholGs>


► **Common module settings**

► **Competencies**

[Save and return to course](#) [Cancel](#)



5. Label is added.

 **Topic 1**  [Edit](#)

 What is Moodle? [Edit](#)

[+ Add an activity or resource](#)

6. You can also embed media files to a label. To embed media file, click on (Insert Moodle Media) icon inside HTML editor

 **Updating Label in Topic 1** 

▼ **General**

Label text

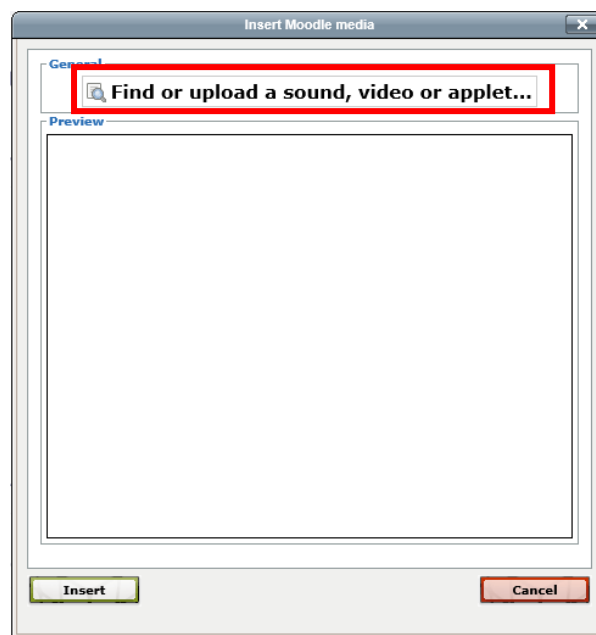
What is Moodle?

► **Common module settings**

► **Competencies**

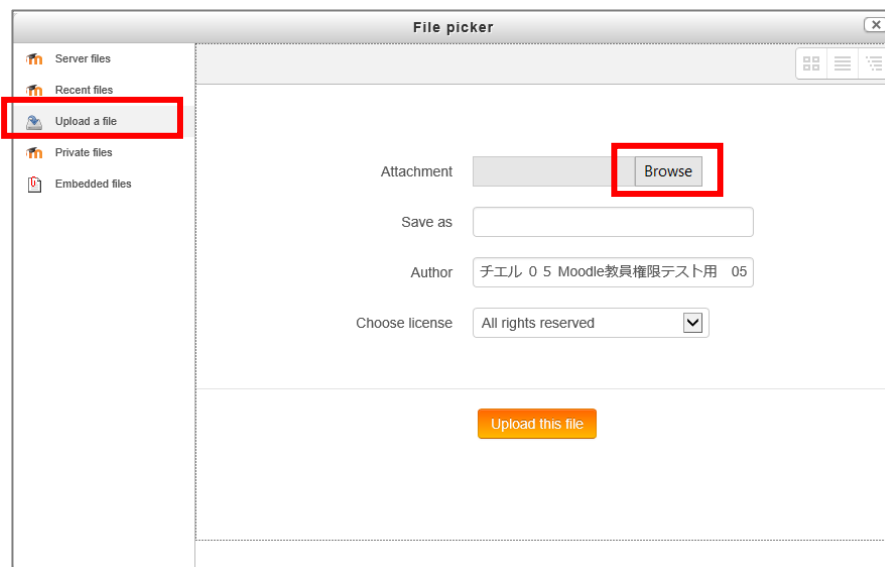
[Save and return to course](#) [Cancel](#)

7. “Insert Moodle media” dialogue will open. Click “Find or upload a sound, video or applet...”.

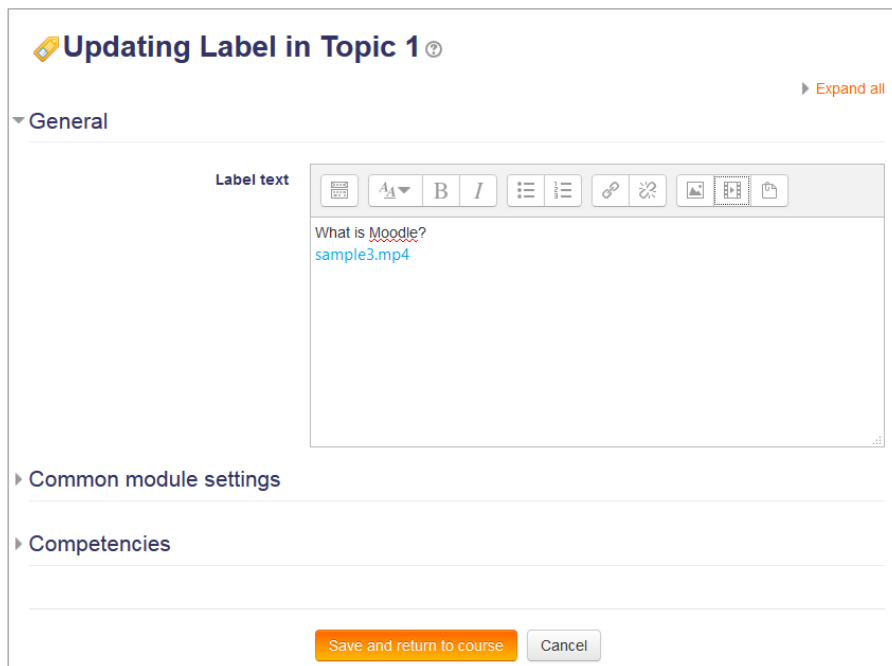


Insert Moodle media

8. Click “Upload a file” in the menu, then click “Browse” button to select a media file.




9. The link (file name) is added to label text. Click “Save and return to course”.



The screenshot shows the 'Updating Label in Topic 1' form. At the top, there is a title bar with a yellow tag icon and the text 'Updating Label in Topic 1' followed by a help icon. Below the title bar, there is a section titled 'General' with a dropdown arrow. To the right of the 'General' section, there is a link 'Expand all'. The main content area is labeled 'Label text' and contains a rich text editor. The editor has a toolbar with icons for text formatting (bold, italic, underline, link, unlink, list, indent, outdent, undo, redo) and media (image, video, audio, file). The text in the editor is 'What is Moodle?' followed by a blue link 'sample3.mp4'. Below the editor, there are two sections: 'Common module settings' and 'Competencies', both with expandable arrows. At the bottom of the form, there are two buttons: 'Save and return to course' (orange) and 'Cancel' (grey).

10. When you return to course page, you can see that the video file link is displayed on course page.



The screenshot shows the course page for 'Topic 1'. At the top, there is a title bar with a plus icon and the text 'Topic 1' followed by an edit icon. To the right of the title bar, there is a link 'Edit'. Below the title bar, there is a section titled 'What is Moodle?' with a plus icon. To the right of this section, there is a link 'Edit'. The main content area contains a video player with a play button icon. Below the video player, there is text: 'Japanese scientist Tasuku Honjo has won the 2018 Nobel Prize in physiology or medicine. He made a discovery that has resulted in a revolutionary cancer therapy.' At the bottom right of the page, there is a link '+ Add an activity or resource'.

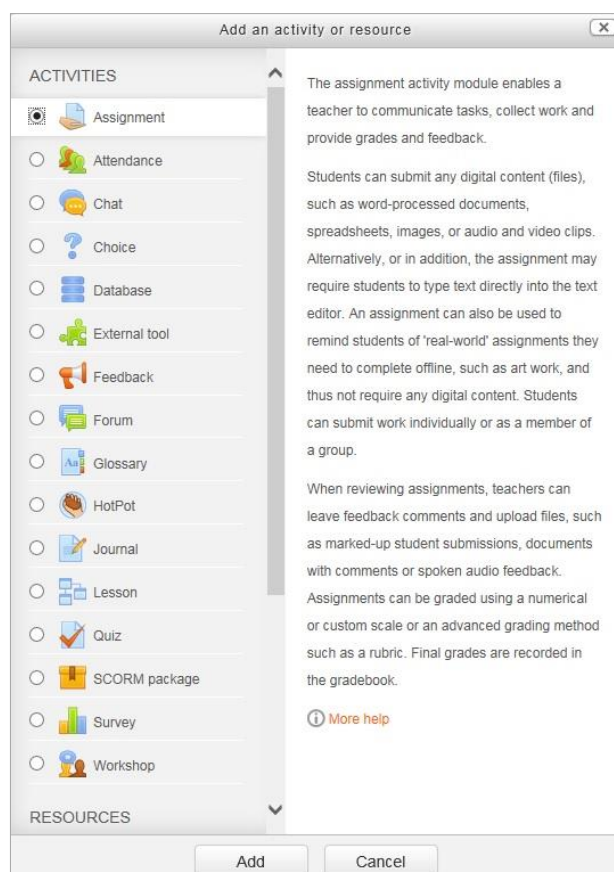
Chapter 6. Adding activities to Courses

6.1 Assignments (File Upload)

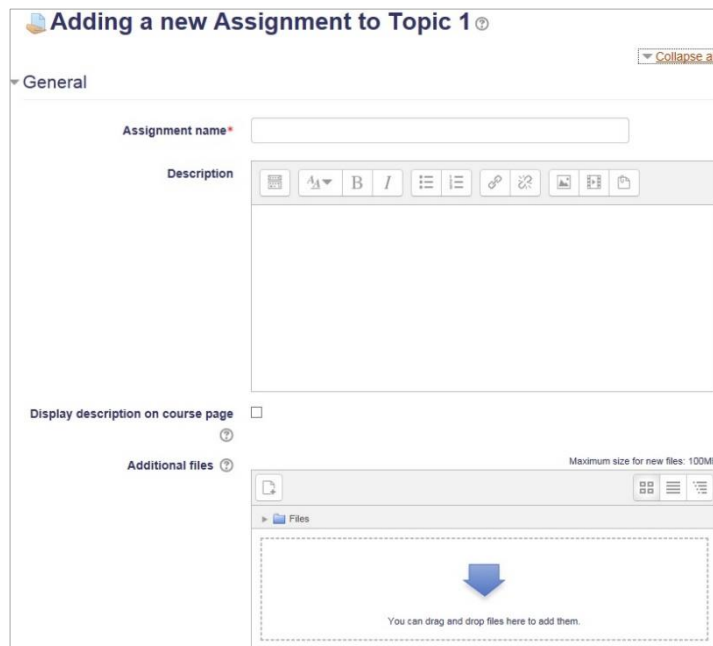
In previous versions of Moodle, assignments were divided into three types, “Upload a single file”, “advanced uploading of files” and “Online text”. From Moodle 2.3 onwards, these are merged into one and you can set assignment options for functions to use or the maximum number of uploaded files

The process flow of creating assignments is as follows:

1. Log in to Moodle, open the course to add assignment.
2. Click “Turn editing on” at top right of screen.
Click “Add an activity or resource” within the section to create an assignment.
Select “Assignment” from Activity Chooser dialogue.



3. Screen for “Adding a new Assignment” will appear.



The screenshot shows a web form titled "Adding a new Assignment to Topic 1" with a "Collapse all" button in the top right. The form is divided into sections. The "General" section is expanded and contains the following fields: "Assignment name" (a text input field), "Description" (a rich text editor with a toolbar containing icons for bold, italic, link, unlink, list, and image), "Display description on course page" (a checkbox), and "Additional files" (a file upload area with a "Files" tab and a dashed box for dropping files, accompanied by the text "You can drag and drop files here to add them." and a "Maximum size for new files: 100MB" note).

4. Just take care about only “Assignment name”, “Allow submissions from” and “Due date” if you are in hurry or not sure.

5. Enter/set following options for “General” settings

- Assignment name: enter assignment name for course page listing (e.g.: 9/25 attendance report submission)
- Description: enter directions for the assignment (e.g.: describe any questions you may have on the class content in about 1200 words)
- Display description on the course page :
Check the box and above introduction will appear on course page.

6. Select options for “Availability settings”

- Allow submissions from
Date on which submissions will be accepted
- Due date:
Final date to submit assignments
- Cut-off date
When time expires, default grace period (seconds) may be allowed if you check the box “There is a grace period when open attempts can be submitted, but no more questions can be answered.
- Always show description
The assignment description is shown all the time on screen

7. Select options for “Submission types”

- Submission types

There are three options: “Mahara portfolio”, “File submissions” or “Online text”. “File submissions” or “Online text” is usually selected.

- File submissions

Students can send one or more files to form their submission

- Online text

Students are able to compose and enter words in text area on Moodle screen.

- Site

Mahara site which your students should submit their pages from.

- Lock submitted pages

Whether submitted Mahara pages and collections will be locked.

- Maximum number of uploaded files

Maximum number of files that each student is allowed to submit.

- Maximum submission size

Files uploaded by students may be up to this size.

- Accepted file types

Accepted file types can be restricted by entering a list of file extensions.

Click “Choose”, select file types then click “Save changes”.

- Click “Expand” on the “Accepted file types” dialog when you want to select extension(s) from extension list linked to a type.

- Word limit

Maximum number of words that each student is allowed to submit.

8. Select options for “Feedback types”

- Feedback types

- Feedback comments

The teacher can leave feedback comments for each submission.

- Feedback files

The teacher will be able to upload files with feedback when marking the assignments.

- Offline grading worksheet

The teacher can download and upload a worksheet with student grades when marking the assignments.

- Comment inline

The submission text will be copied into the feedback comment field during grading,

9. Submission settings

- Require students click submit button
Students are required to make final confirmation of submission of assignment
- Require that students accept the submission statement
Students are required to agree to a submission statement when sending the assignment. The statement mainly asks students to promise the work is their own.
- Attempts reopened
Determines how student submission attempts are reopened
- Maximum attempts
The maximum number of submissions attempts that can be made by a student.

10. Group submission and Notification settings, if needed

- Notify graders about submissions
Teachers belonging to the course will receive notification whenever a student submits an assignment.
- Notify graders about late submission
If this is enabled, a message will be sent to the grader (normally the teacher) whenever a student submits an assignment late. Set options for how to have the message sent.
- Default setting for "Notify students"
Set the default value for the "Notify students" checkbox on the grading form.

11. Turnitin plugin settings, if needed

If [Enable Turnitin] option is set as "Yes", originality report will be generated. Please refer to chapter7 for checking result window and confirming meaning of terms.

12. Select options for "Grade" settings

- Grades: choose from 1 to 100, or no grade.
- Grading method
- Grade category

13. If necessary, "Common module" settings may be set, but normally this should not be necessary.

14. If necessary, "Competencies" settings may be set, but normally this should not be necessary.

6.2 Assignments (Online Text)

The Assignment Online Text enables students to write their text direct on the browser; they do not need to create document file like word file, so it is easy to submit and collect the short assignments like 200 – 500 words.

You can also use this assignment as the attendance check.

Student's view of the Online Text.



The screenshot shows a Moodle assignment submission page titled "assignment- online text". Below the title is a sub-header "submit an online text". There is a checkbox with a red asterisk next to it, labeled in Japanese and English: "この課題は私自身の作業の結果です。 This assignment is my own work, except where I have acknowledged the use of the works of other people." Below this is a text area labeled "Online text" with a rich text editor toolbar above it. The toolbar includes icons for text color, background color, bold, italic, list, link, unlink, image, and other standard rich text functions. At the bottom of the form are two buttons: "Save changes" (orange) and "Cancel" (grey).

To create Online Text assignment, follow the instruction of assignments (File Upload) and change following options for “Submission settings”

- Online Text : change to “YES”
- File Submissions: change to “NO”

6.3 Submit assignments instead of students

When students submit their assignments in a way other than using Moodle (e.g. sending by e-mail), teachers can upload the assignments to Moodle instead of students.

When a teacher uploads an assignment on behalf of a student, it looks like the assignment is uploaded by the student him/herself on the all submissions list, but the course log will be recorded that it is uploaded by the teacher.

To upload an assignment on behalf of a student, open the assignment then click “View all submission” > “Edit submission” of the student you would like to upload on behalf of.

第1回目の課題

Grading action
Choose...

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

Select	User picture	Surname / First name - phonetic / Surname / First name - phonetic	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Online text	Last modified (grade)	Feedback
<input type="checkbox"/>		メディアセンターテスト用1 MEDIA CENTER TEST1	AA123456	aa123456@sophia.ac.jp	No submission	Grade	Edit						

Edit

Grade

Prevent submission changes

Edit submission

Grant extension

The submission screen will appear. Enter text or upload files, then click “Save changes”.

第1回目の課題

テスト

File submissions

Maximum size for new files: 100MB, maximum attachments: 1

test2.txt

Online text

TEST1

Save changes Cancel

Submission is complete. Teachers can re-upload files or edit online text by the same way.

Select	User picture	Surname / First name - phonetic / Surname / First name - phonetic	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Online text
<input type="checkbox"/>		メディアセンターテスト用1 MEDIA CENTER TEST1	AA123456	aa123456@sophia.ac.jp	Submitted for grading	Grade	Edit	Tuesday, 28 March 2017, 6:39 PM	test2.txt	Comments (0)	TEST
<input type="checkbox"/>		メディアセンターテスト用1 MEDIA CENTER TEST1	b999-inv@sophia.ac.jp		No submission	Grade	Edit				

6.4 Grading submitted assignments

To grade submitted assignments, move first to screen of submitted assignments you want to grade. Click “view/grade all submissions”; grading screen will open

Grading action
Choose...

Reset table preferences

Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Feedback comments
<input type="checkbox"/>		My Essay		<input type="text" value="Grade"/>	<input type="button" value="Edit"/>	Thursday, 9 March 2017, 10:24 AM	My Essay.docx	Comments (0)	<input type="text"/>
				/ 100.00					
<input type="checkbox"/>		My Essay		<input type="text" value="Grade"/>	<input type="button" value="Edit"/>	Monday, 6 March 2017, 3:14 PM	課題 1.docx	Comments (0)	<input type="text"/>
				/ 100.00					

Notify students Yes

With selected... Lock submissions

To check each file that students submitted, click on file name in the row of “file submissions”.



To download all assignments at once, select “Download all submissions” from the “Grading action” menu. Student ID is added to each downloaded file names automatically.

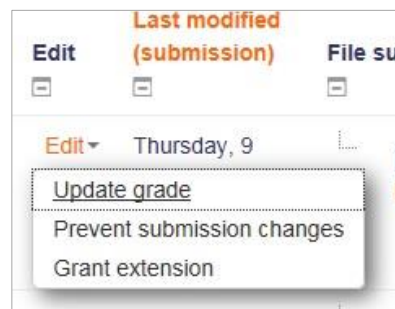
第1回目の課題

Grading action
Choose
Download all submissions
View gradebook

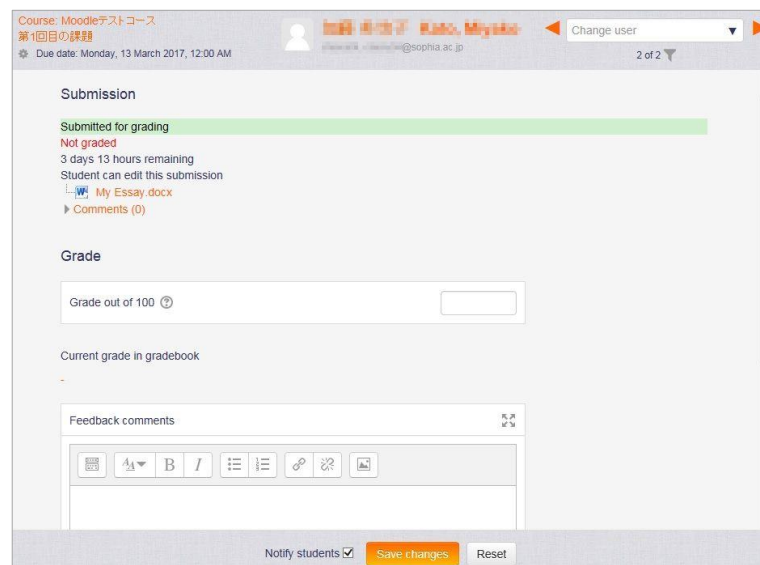
Surname: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Page: 1

Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments
<input type="checkbox"/>		My Essay			Submitted for grading	<input type="text" value="Grade"/>	<input type="button" value="Edit"/>	Thursday, 9 March 2017, 10:36 AM	My Essay.docx	Comments (0)	-	<input type="text"/>
						/ 100.00						
<input type="checkbox"/>		My Essay			No submission	<input type="text" value="Grade"/>	<input type="button" value="Edit"/>	-	-	Comments (0)	-	<input type="text"/>
						/ 100.00						

To grade each submissions, click “Edit▼” in each row, then select “Update grade”.



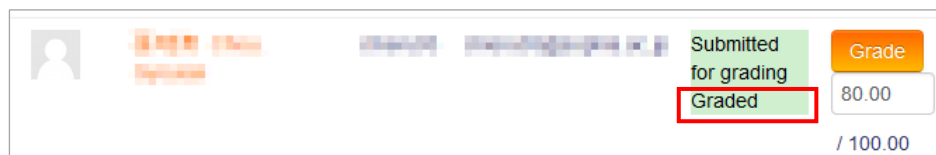
Click on icon and “update grade”, the following screen will open.



You can enter whole number scores in “Grade out of 100” box, and if you want to give further feedback to individual student, enter text in “Feedback comments”.

Lastly click “Save changes” to save the grades.

When grading is completed, “Graded” will be shown to each student as shown in the figure below.



If you want to grade collectively, “Quick grading” will be useful.

Check the “Quick grading” box in the “Options”; you can enter all grades/feedbacks directly into the listing.

Options

Assignments per page10

FilterNo filter

Quick grading

Show only active enrolments

Download submissions in folders

Enter values directly into the “Grade” boxes; you can enter grades collectively.

Select	User picture	First name	ID number	Email address	Status	Grade
<input type="checkbox"/>		John Doe	12345678	john.doe@sophia.ac.jp	No submission	<div>Grade</div> <div>40</div> <div>/ 100.00</div>
<input type="checkbox"/>		Jane Smith	87654321	jane.smith@sophia.ac.jp	Submitted for grading	<div>Grade</div> <div>80</div> <div>/ 100.00</div>

After entering grades, click “Save all quick grading changes” and grades will be saved.

Chapter 7. Using Turnitin (Plagiarism check)

7.1 What is Turnitin?

1. Checking plagiarism and feedback tool
 - Turnitin can highlight plagiarism and display similarity as %. This tool is also useful as feedback tool for students.
2. Repository
 - Several online journals and Wiki are already registered.
 - Teachers can select whether each assignment will be registered to repository or not. Once registered, the copy or the last years' will be revealed in the next year.
Recommended to register: assignment, quiz and short essay.
Recommended NOT to register: draft paper of the thesis, which is expected to be revised.
3. Features as feedback tool (GradeMark)
 - You can insert feedback comments by drag & drop to the assignment of your students.
 - You can use tags like "leap of logic" and "Citation Needed". The tool make your feedback faster than using "Track" of Microsoft Word.
4. What you cannot do on Turnitin
 - Check copy & paste parts from references which are not registered in the repository.
 - Detect picture & graph copy
 - Scanned article & documents
 - PDF without text data
 - "Similarity 0%" does not necessarily guarantee that the report is original.
5. Use turnitin for...
 - To guide how to cite in the correct way.
 - First draft check of the bachelor and master thesis (recommended not to resister to the repository. If done, similarity score of the last revision will be high rated).
6. Turnitin Terminology
 - Repository: above mentioned.
 - Originality Report: see below.
 - GradeMark: see below.
 - Peer Review: Students can check and comment each other's assignment.

Originality Report View
(It's up to the settings if students can see this view.)

Input the score here.

feedback studio

性のある資料で主なもの、ウパニシャッド¹¹、バガヴァッド・ギーター¹²、シッダータ¹³の叙事詩、物語集に加え、パーリ語仏教経典¹⁴、サンスクリット語の詩集¹⁵と考
えられている。また二次的な資料として、古代インドの社会状況等の研究¹⁶も含まれる。上記のうちのいくつかは、「シッダータ」執筆期間中に書評として言
われているほか、「シッダータ」第二部の完成直後に書かれた自伝的な小エッセイの「精
神的なインドと中国に対する私の態度について¹⁷」の中で、これらの書物が触れられ
ている。いずれもドイツ語に翻訳されたものが主であり¹⁸、例えば英語の出版物につ
いてははっきりしたことは述べられない。

「デミアン」をはじめとする「シッダータ」の前に書かれた作品について
も、インド思想が何らかの形で影響を及ぼしていると考えられるし、また及ぼしてい
ることはほぼ確実である。しかし、思想としての共通点が仮に多かったとしても、各々
の影響関係を立証するのは非常に困難であること¹⁹と、本小論において扱うことが適切
でないため、その問題には立ち入らない。

(イ) 中国思想への憧憬

ヘッセと中国古典のつながりはインド思想ほどではないが深いものである。
中国文化との最初の出会いは正確な日付を持って語ることはできないものの、シッダ

10 141 S.15. Tagebuch.
11 Deussen, Paul: Sechzig Upanishad's des Veda, aus dem Sanskrit übersetzt und mit Einleitungen und Anmerkungen versehen. Leipzig (Brockhaus) 1905.
12 Deussen, Paul: Vier philosophische Texte des Mahabharatam: Sanatsujata-parvan, Bhagavadgita, Mokshadharma, Anugita, Leipzig (Brockhaus) 1906.
13 Neumann, Karl Eugen: Die Reden Gotamo Buddhas, München. 1923.
14 Oldenberg, Hermann: Buddha: Sein Leben, sein Lehren, München. 1923.
15 Neumann, Karl Eugen: Die Reden Gotamo Buddhas, München. 1923.
16 M.1 S.339. „Über mein Leben“.
17 Deeg

Page: 7 of 62 Word Count: 26959

Match Overview

8%

Rank	Source	Percentage
1	www.gutenberg.org Internet Source	3%
2	www.iging.com Internet Source	1%
3	www.gss.ucsb.edu Internet Source	1%
4	www.ngat.de Internet Source	<1%
5	www.zum.de Internet Source	<1%
6	space.geocities.jp Internet Source	<1%
7	www.ibiblio.org Internet Source	<1%
8	malam2star.exblog.jp Internet Source	<1%

The highlighted part is suggested to similar to some sentences in the repository. The number on the sentence shows the source and percentage in the right box. It's not the question when correctly cited, even highlighted.

feedback studio

修士論文

シッダータ」を執筆する際に使用した資料などの考察から「前期の執筆」構想を提示し、その上でゴーヴィンダとの会話を挟んだ定義の変化を見ることによって、ヘッセにもたらしたものを明らかにする試みをしたい。なお、以降「河のほとりでのゴーヴィンダとの会話」と表記した場合、「河のほとりで」の章の第二次覚醒後、ゴーヴィンダを見つけた箇所、「ゴーヴィンダは彼が起きたのを見つけて喜んだ。シッダータだとはわかっていなかったが、明らかに長い間ここ⁴⁹で彼が目覚めるのを待っていたのだ。」⁴⁹と、『寝てしまったようだ』とシッダータは言った⁵⁰の間を指す。

5. 「シッダータ」初期構想

語法一句読点ミス

第一部にふくまれるテーマ設定を掘り下げることによって、ヘッセが前期執筆段階で考えていた、「シッダータ」の全体像を明らかにしたいと思う。ヘッセが「シッダータ」において、当初取り組もうとした問題意識は、以下の三つの視点から考察することができる。一、直前に執筆された作品から。二、インド関係の資料から。三、日記、書簡などにおける資料から、である。

(ア) 直前に執筆された作品から

「シッダータ」の第一部を、「⁴⁹」と「クライネンとヴァーグナー」あ

49 Siddhartha S.75. (以下S.頁教

QuickMark View

QuickMarks

Commonly Used

Search

[無題] Awk. C/S

Citation Needed

Commonly Confused Del.

Improper Citation Insert

Missing ** P/V Run-on Sp.

Support Vague WC

Weak Transition

引用一過不足

You can write feedback comments with single drag&drop from right box.

Page: 16 of 62 Word Count: 26959

Return to Turnitin Classic

7.2 How to create Assignment using Turnitin

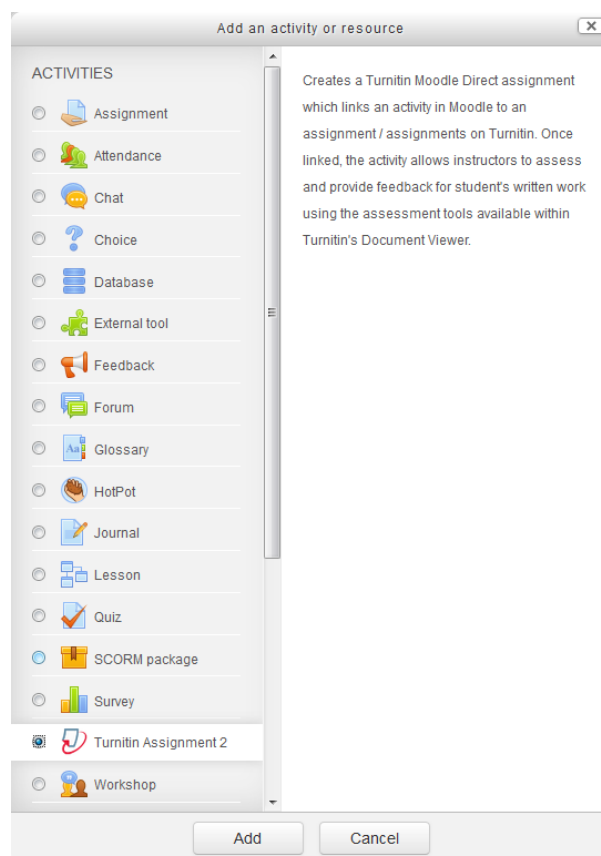
To check plagiarism using Turnitin, create “Assignment” activity and enable turnitin.

Moodle used to provide “Turnitin Assignment 2” activity to make assignments using plagiarism check. Teachers can read, edit or grade “Turnitin Assignment 2”, which they created before. However they cannot create new assignments.

1. Log in to Moodle, open the course to add assignment.
2. Click “Turn editing on” at top right of screen.

Click “Add an activity or resource” within the section to create an assignment.

Select “Turnitin assignment 2” from Activity Chooser dialogue



3. Set options for the assignment. Please refer to Chapter 6 for details of settings.

4. Set "Turnitin plagiarism plugin settings".

Items	Explanations	Samples
Enable Turnitin	Choose Yes if you check plagiarism.	Yes
Display Originality Reports to Students	If you choose YES, then students can check the originality report ¹ .	No
When should the file be submitted to Turnitin?	Normally, keep "Submit file when first upload".	
Allow submission of any file type?	Keep No ² .	No
Store Student Papers	Choose "Standard Repository" if papers should be stored ³ .	Standard Repository
Check against stored student papers	Keep it as it is.	Yes
Check against internet	Keep it as it is.	Yes
Check against journals, periodicals and publications	Keep it as it is.	Yes
Report Generation Speed	Keep it as it is.	
Exclude Bibliography	Keep it as it is.	No
Exclude Quoted Material	Keep it as it is.	No
Exclude Small Matches	Keep it as it is.	No
Attach a rubric to this assignment	You can use rubric ⁴ .	No rubric

¹ If you set "Display Originality Reports to Students" as Yes, students can re-upload their assignments after checking the score.



² If students' assignment include documents that are unable to read by Turnitin. (Ex. Scanned images, Except for word documents), turn this option as Yes. Error will occur if you set this option as NO and Turnitin failed checking assignments because the assignments include unreadable documents.


³ "No Repository" means students' assignment will not be stored. Please use this setting for test-uploading.

⁴ You need to create the rubric for the assignment and display to the students. Then after submission, if you click the place of the rubric to grade papers, the score will be automatically calculated and feed back will be sent to students. Please ask members, for this is an advanced settings.

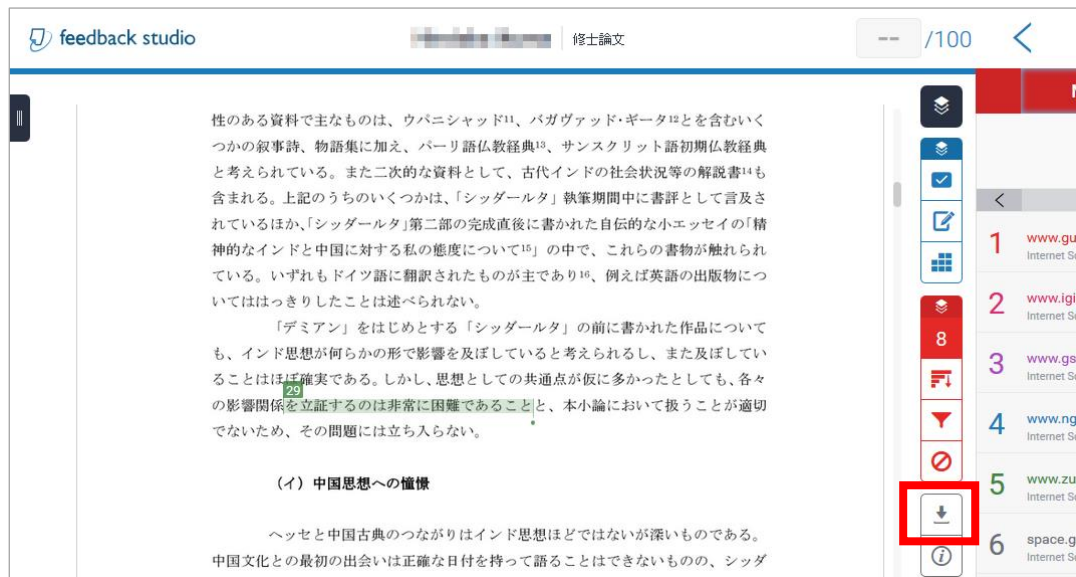
7.3 Download Assignments and Grade

1. When students finish their submission, you can see the screen as below. When “Turnitin status: Queued” is displayed under the filename, or you can see Turnitin ID but similarity is not displayed, turnitin server is now in progress to produce the originality report⁵.

Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)
<input type="checkbox"/>		メディアセンター テスト 用1 MEDIA, CENTER TEST1	AA123456	aa123456@sophia.ac.jp	Submitted for grading	Grade / 100.00	Edit	Thursday, 16 March 2017, 5:38 PM	test.txt Turnitin ID: 785338978 100%	Comments (0)	
<input type="checkbox"/>		メディアセンター テスト 用, MEDIA, CENTER TEST	b9999999	b999-lmv@sophia.ac.jp	Submitted for grading	Grade / 100.00	Edit	Tuesday, 8 August 2017, 4:16 PM	課題.docx Turnitin ID: 835828340 5%	Comments (0)	

2. Click the bar at Similarity or pen icon at Grade, to open Originality Report.
3. It is not always true that the higher score of similarity means cheating paper and low means original and valuable paper. Not only the copy but also the citation in the correct way affect similarity score. The stealing of the idea plot may deceives copy-detection process.
4. You can download the original files students submitted and Originality Report. Refer to “6.4 Grading submitted assignments” for how to download the original file. When you download originality report, open the originality report, click the  icon on the right side of the screen, then click “Current View”.

⁵ If you allow multiple submissions to students, there is a 24-hour waiting period before the next report will be processed to prevent bring down their similarity score. (Incidentally, they can confirm their score only if “Display Originality Report to Students” is set as “Yes”).



5. Required Time of Turnitin Process⁶

Submitted documents will be saved to repository within few minutes and Turnitin will be able to accept next assignment.

6. About Self-Plagiarism

If students upload their assignment repeatedly, the document would be recognized as self-plagiarism. The match does not count as the score of originality report and the match will not be displayed.⁷

Also in case of different assignments on the same class, the match will be recognized as self-plagiarism. That mean the match will be excluded from the point.

In case of different class, those rules is not applied. Therefore the assignment will be checked normally by Turnitin.

⁶ More precisely, the report will be saved to repository the when the originality report is generated. You need to select "Standard Repository". For example, if you set "Report Generate Option" as "Generate report immediately" the report will be generated within a few minutes. If you set the option as "Generate Reports on Due Date", the report will not be saved until due date.

⁷ When you set "Excluded Sources" ON, the match will be displayed.

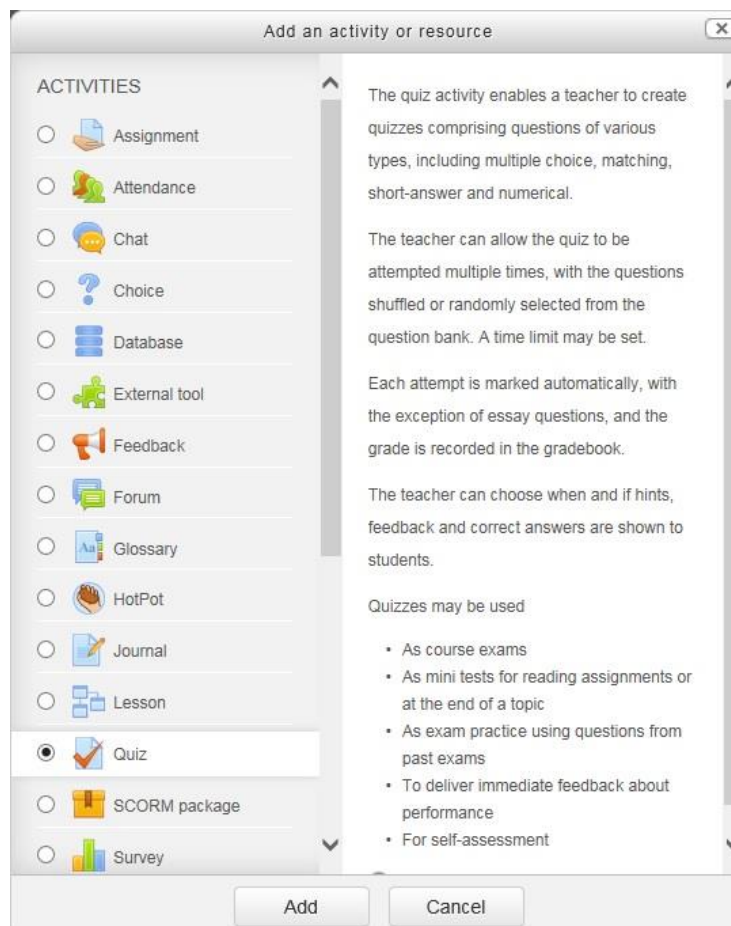
Chapter 8. Other Activities

8.1 Quiz

In Moodle, you may create quizzes with different types of questions

The process flow for creating quizzes is as follows:

1. Log in to Moodle, open the course to add the quiz
2. Click “Turn editing on”
3. Click on Activity Chooser (Add an activity or resource) within the section to create a quiz link.
Select “Quiz” in Activity Chooser.



Quiz is chosen

4 Adding a new Quiz to (Topic section name)" page will appear.













Adding a new Quiz to Topic 1 ?

[Expand all](#)

General


Name*


Description

Display description on course page ☐ ?

Timing

Open the quiz ?  ☐ Enable

Close the quiz  ☐ Enable

Time limit ? ☐ Enable

When time expires ? ☐

Submission grace period ? ☒ Enable

“Adding a new Quiz to (Topic section name)” page

5. Select options for “General” settings.

- Name: enter the title for quiz link on course page
- Description: enter overall description for the quiz.
- Display Description on course page

If you check this box, the above introduction will be shown on course page.

6. Select options for “Timing” settings

▼ **Timing**

Open the quiz ? 9 March 2017 10 47 ☐ Enable

Close the quiz 9 March 2017 10 47 ☐ Enable

Time limit ? 0 minutes ☐ Enable

When time expires ?

Open attempts are submitted automatically
There is a grace period when open attempts can be submitted, but no more questions answered
Attempts must be submitted before time expires, or they are not counted

Submission grace period ? 1 days ☒ Enable

- Open the Quiz:

Specify starting dates/times, check on “yes”, and students can access to answer the quiz from the set dates/times.

- Close the Quiz

Specify ending dates/times, check on “yes”, and students may make attempts until the set dates/times.

● Time limit :

If you set the time limit, a timer window is shown and students can make attempts before time expires.

● When time expires :

Choose between the following three types.

- Open attempts are submitted automatically
- There is a grace period when open attempts can be submitted, but no more questions can be answered
- Attempts must be submitted before time expires, or they are not counted (default)

● Submission grace period:

When the submission time has expired and the option is set for “There is a grace period when open attempts can be submitted, but no more questions can be answered”, a default grace period (seconds) is permitted.

7. Select options for “Grade” settings

● Grade category :

Grades may be grouped into categories. Create grade categories from menu “Grade” in “Course administration” block. If categories are not created, you do not need to set options.

● Attempts allowed :

Specify number of attempts you allow from 1 to 10 or no limits.

● Grade to pass :

This setting determines the minimum grade required to pass. In the gradebook, where pass grades are highlighted in green and fail grades in red.

● Grading method :

Choose one out of four options: Highest grade, Average, First attempt, or Last attempt .

8 Select options for “Layout” settings

● New page:

Limit number of questions per page and specify where you wish to have a page break.

You can choose from “Never, all questions on one page” or from “Every question” to “Every 50 question”.

● Navigation Method:

When sequential navigation is enabled a student must progress through the quiz in order and may not return to previous pages nor skip ahead.

9. Select options for “Question behavior” settings

▼ Question behaviour

Shuffle within questions ? Yes ▼

How questions behave ?

- Adaptive mode
- Adaptive mode (no penalties)
- Deferred feedback
- Deferred feedback with CBM
- Immediate feedback
- Immediate feedback with CBM
- Interactive with multiple tries

Options for “Question behavior”

● Shuffle within questions :

If set to “yes”, questions within the quiz will be shuffled and shown in a random order.

● Question behavior

- Adaptive mode
- Manual grading
- Immediate feedback
- Immediate feedback (CBM)(Certainty-based marking)
- Deferred feedback: students must enter an answer to each question, submit the entire quiz, before anything is graded or they get any feedback
- Deferred feedback (CBM)
- Interactive with multiple tries: Students receive immediate feedback as they submit each question; if they do not answer correctly, they can try again for a lower score.

10. Select options for “Review options” settings

Options are set to show right answers, marks, feedback. You can set what and when the students can view by choosing “During the attempt / Immediately after the attempt / Later, while the quiz is still open / After the quiz is closed, when the quiz is still open (after the attempts, before closing date for the quiz only) / After the quiz is closed (after the period attempts may be made)

▼ Review options ?

During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt ?	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct ?	<input checked="" type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks ?	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input type="checkbox"/> Specific feedback ?	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback	<input type="checkbox"/> Specific feedback
<input type="checkbox"/> General feedback ?	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback	<input type="checkbox"/> General feedback
<input type="checkbox"/> Right answer ?	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer	<input type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback ?	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback	<input type="checkbox"/> Overall feedback

Review options

11. Select options for “Appearance” settings



“Appearance” options

- Show the user's picture :
Set option to display the user's profile picture for grades (grade sheet)
- Decimal places in grades :
Sets the number of decimal points used in displaying the Quiz grades

12. Extra restrictions on attempts

- Require Password :
Students must enter a password specified by the teacher before they are allowed to make an attempt on the quiz. The password is notified verbally to prevent any cheating.
- Unmask password :
Password is shown on the page. By default, password is shown at page top masked with asterisks
- Require network address :
You can restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers.
This is especially useful for a quiz, where you want to be sure that only students in a certain computer lab room are able to access the quiz.

For example: you can specify 192.168., 231.54.211.0/20, 231.3.56.211, 231.3.56.10-20

There are four types of numbers you can use (you cannot use text based domain names like example.com)

- 1) Full IP addresses, such as 192.168.10.1 which will match a single computer (or proxy)
- 2)) Partial addresses, such as 192.168 which will match anything starting with those numbers
- 3) CIDR notation, such as 231.54.211.0/20 which allows you to specify more detailed subnets
- 4) IP address range, such as 231.3.56.10-20. The range applies to the last part of the IP address. In this example, this means a range of 231.3.56.10 to 231.3.56.20.

- Enforced delay between 1st and 2nd attempts :
If enabled, students are allowed to make a 2nd attempt following their 1st only after the specified time between the attempts.
- Enforced delay between later attempts :
If enabled, students must wait for the specified time to make subsequent attempts after their 2nd attempt.

13. Overall feedback

Different feedback texts may be shown depending on the grade a student gets for the entire quiz.

You can specify the score range in the Grade boundaries for each feedback text.

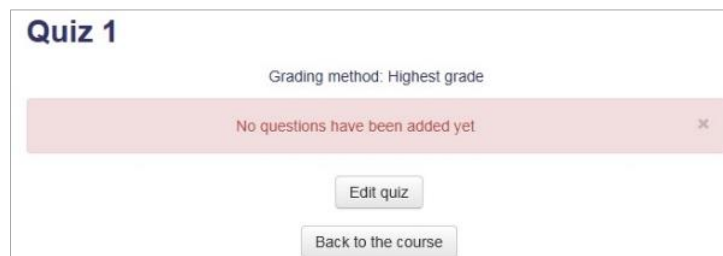
Feedback for each question may be made on editing question page.

14. Select options for “Common module settings”

- Availability
- Group mode
- ID number

15. Select and set the required options and click “Save and display”

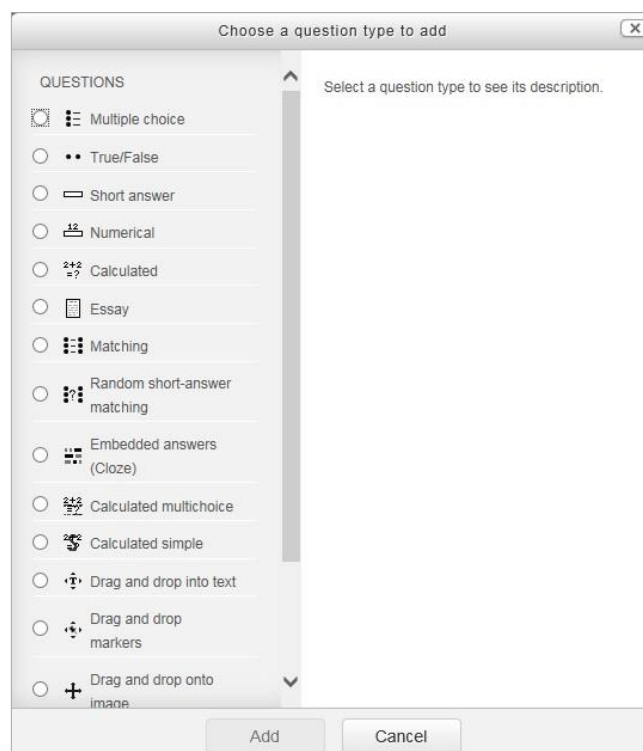
You will see the following page; click “Editing quiz”, and “Edit quiz” page will appear. On this page, you can add questions to the quiz or set the page breaks.



- a new question
- from question bank
- a random question



Click “a new question”, you can choose a question type to add as follows:



Select “add random questions”, and questions will be added randomly out of question groups stored in Question bank organized into Categories you have created.

8.2 Grading Quiz

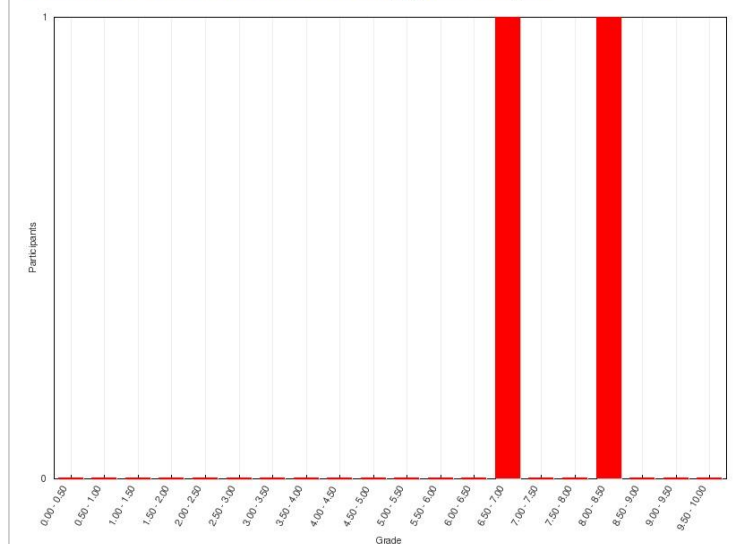
Quizzes will be graded automatically from the correct answers entered when the questions were made.

In this case, 2.00 is scored automatically for Q.1 of the student above.

	First name	ID number	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /2.00	Q. 2 /2.00	Q. 3 /2.00	Q. 4 /2.00	Q. 5 /2.00
<input type="checkbox"/>	 田中 太郎	12345678	tanaka.taro@sophia.ac.jp	Finished	9 March 2017 11:00 AM	9 March 2017 11:00 AM	22 secs	6.50	✓ 2.00	✓ 0.50	✓ 2.00	✗ 0.00	✓ 2.00
<input type="checkbox"/>	 田中 太郎	12345678	tanaka.taro@sophia.ac.jp	Finished	9 March 2017 11:01 AM	9 March 2017 11:01 AM	18 secs	8.00	✓ 2.00	✓ 2.00	✓ 2.00	✗ 0.00	✓ 2.00
Overall average								7.25 (2)	2.00 (2)	1.25 (2)	2.00 (2)	0.00 (2)	2.00 (2)

Select all / Deselect all Regrade selected attempts Delete selected attempts

Overall number of students achieving grade ranges



Correct answers are shown with green check marks; incorrect answers with red crosses.

Q. 1	Q. 2	Q. 3	Q. 4	Q. 5
/2.00	/2.00	/2.00	/2.00	/2.00
✓ 2.00	✓ 0.50	✓ 2.00	✗ 0.00	✓ 2.00

8.3 Glossary

“Glossary” activity module allows you to create and maintain a dictionary on Moodle course page. You can attach images to the entries for each Concept word or phrase and show them with the descriptions. Entries may be browsed by alphabet, category, date, and author or searched by keyword.

If Glossary auto-linking filter is enabled, it sets individual entries to be automatically linked when the concept words or phrases appear in the course pages.

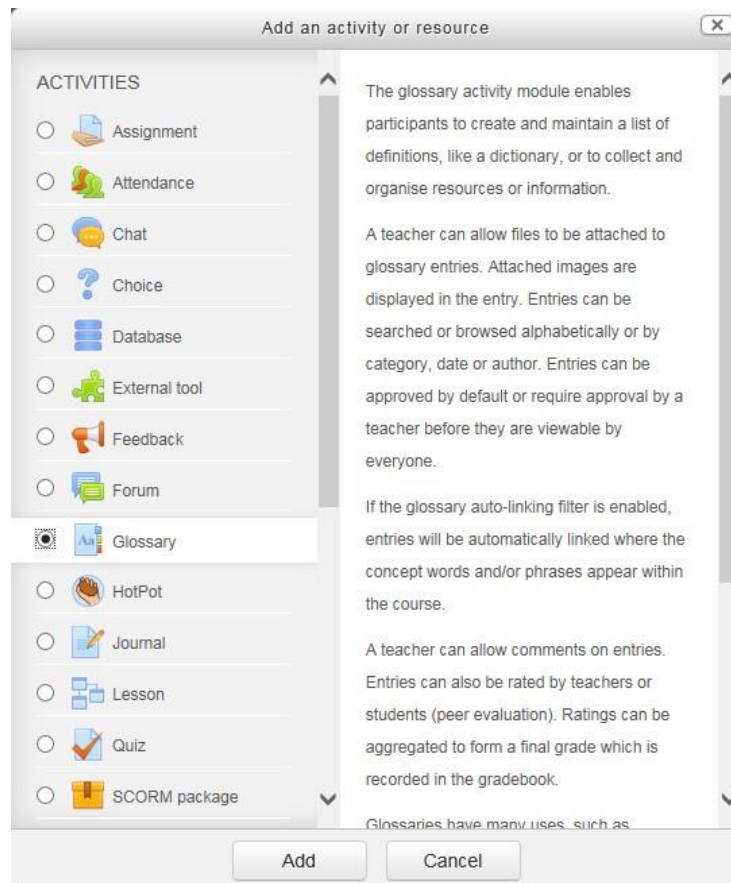
Students and teachers can leave comments on entries in Glossary. Glossary also can be rated by teachers or students. Ratings can be aggregated to form a final grade which is recorded in a grade book.

“Glossary” activity modules can be used to:

- Create a database of key terms related to the course
- Offer a space to post profiles of students to get to know each other
- Create hints resource (TIPS) of best practice in a practical subject
- Create database of videos, images and sound files
- Create database for preparation of tests

Now this is how you can add a “Glossary”:

1. Click “Turn editing on” for the course you want to add a “Glossary”
2. Click Activity Chooser (“Add an activity or resource” link) for the section to set a “Glossary”
3. Click “Glossary” from activities list
4. Check the description as required and click on “Add a glossary”



“Add a new glossary to (section name)” screen will open

Adding a new Glossary to Topic 1 ? ▶ Expand all

▼ General

Name*

Description

Display description on course page ☐

Glossary type ? Secondary glossary ▼

▶ Entries

▶ Appearance

▶ Grade

“Adding a new glossary” page

5. Select options for “General” settings

● Name (required)

Enter a name for “Glossary”

● Description

Enter description. Provide instructions on how to use the “Glossary”, and to add new entries.

● Display description on course page

If you check the box, the description will be shown on course page

● Glossary type



Pull down menu for glossary types

For each Moodle course, you can have a main glossary. You can export entries from any secondary glossary to the main one of the course.

6. Select options for “Entries” settings

● Approved by default

Select options to make new entries added by students automatically available to everyone. If “No”, the teacher will have to approve each entry.

● Always allow editing

By default, you can re-edit within 30 minutes, but if you set to “Yes” you can edit without any restrictions.

● Duplicate entries allowed

Set to “Yes”, this allows the entry of more than one definition for a given word.

● Allow comments on entries

Set to “Yes”, students can leave comments on glossary definitions. By default, only teachers are allowed to leave comments.

● Automatically link glossary entries

Set to “Yes”, individual entries in the glossary will be automatically linked whenever the concept words and phrases appear throughout the same course. Note that setting this to “Yes” does not turn on linking for each entry; linking needs to be set for each entry individually.

7. Select options for “Appearance” settings

● Display format

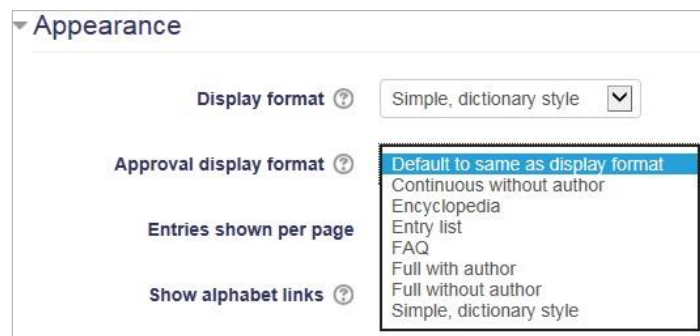
Set the number of entries shown per page. Default is ten.



Pull down menu for Display format

Display format	Display contents
FAQ	For each “Entry”, “Definition”, labels “Question”, “Answer”
Entry list	“Entry” will be shown in a list as link
Simple, Dictionary style (* default)	Author is not shown, attachments shown as link
Full with Author	Shown in Forum style with information on Author; attachments shown as link
Full without Author	No information on Author, shown in Forum style; attachments shown as link
Encyclopedia	Style is “Full with Author”; attached images (pictures) are shown inline
Continuous without Author	Entry shown continuously without no information on Author

- Approval display format



Entries that are approved may be shown in display format with different layout to that specified by “Display format”. By using this teachers can easily see which entries were made before his/her approval.

- Entries shown per page

Set the number of entries shown per page. Default is ten.

- Show alphabet links

Select options to search glossary by alphabet.

- Show ‘ALL’ link

If enabled, all links will be shown in one page.

- Show ‘Special’ link

Select options to allow @ or # etc.

- Allow print view

If enabled, students are provided with a link to a printer-friendly version of the glossary. The link is always available to teachers.

8. Specify other options

- Grade category

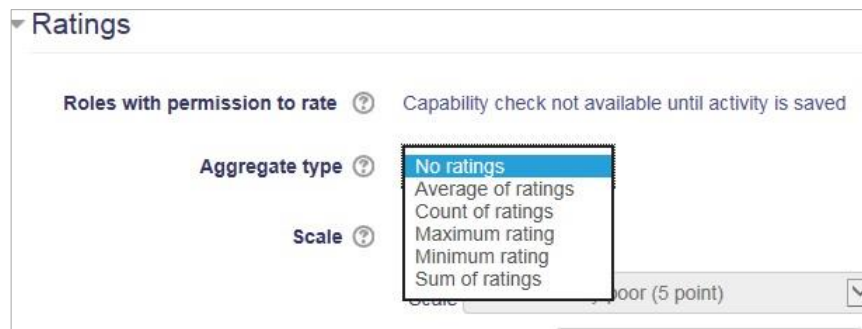
If you wish to sort by categories on grade book, select categories. Categories should be set in advance.

- Ratings

- Roles with permissions to rate: specify roles that can be rated.

- Aggregate type:

Select grading types from No ratings, Average of ratings, Count of ratings, Maximum rating, Minimum rating, Sum of ratings.



- Scale: select the method of rating

- Restrict ratings to items with dates in this range: you can allow only posts within a certain date range to be rated.

- Common module settings

- Availability: set hide/show

- ID Number: You can set an ID number to identify the activity for grade calculation

9. Set options as required, click on “Save and return to course” button; new glossary link is created within the section.



New glossary is added

10. Click to show the new glossary link

The screenshot shows the 'New Glossary' interface. At the top, there's a search bar with a 'Search' button and a checkbox for 'Search full text'. A link for 'Printer-friendly version' is in the top right. Below the search bar is an 'Add a new entry' button. Further down are two tabs: 'Browse by alphabet' (selected) and 'Browse by category'. A message says 'Browse the glossary using this index'. Below that is a navigation bar with links: 'Special', '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', and 'ALL'. At the bottom, it says 'No entries found in this section'.

New glossary is shown

11. Click “Add a new entry” and add an entry.

The screenshot shows the 'New Glossary' form. The title 'New Glossary' is at the top left, and a 'Collapse all' link is at the top right. The form is divided into two main sections: 'General' and 'Auto-linking'.
In the 'General' section, there are four fields: 'Concept*' (a text input), 'Definition*' (a rich text editor with a toolbar containing icons for bold, italic, list, link, unlink, image, video, and document), 'Keyword(s) ?' (a text input), and 'Attachment ?' (a file upload area with a dashed box and a blue arrow pointing down, with the text 'You can drag and drop files here to add them.'). A note above the attachment field says 'Maximum size for new files: 100MB, maximum attachments: 99'.
In the 'Auto-linking' section, there are three checkboxes: 'This entry should be automatically linked' (unchecked), 'This entry is case sensitive ?' (unchecked), and 'Match whole words only ?' (unchecked).
At the bottom of the form are two buttons: 'Save changes' (orange) and 'Cancel' (grey).

12. When you repeat adding new entries, a new glossary is created. Glossary provides an opportunity not only for the teacher but also for the students to post entries, elevate sense of participation and check the course contents. We recommend all of you to use it in your course.

New Glossary

☐ Search full text

[Printer-friendly version](#)

Add a new entry

Browse by alphabet

Browse by category

Browse the glossary using this index

Special | [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](#) | [ALL](#)

A

add a new entry

When you repeat adding new entries, a new glossary is created. Glossary provides an opportunity not only for the teacher but also for the students to post entries, elevate sense of participation and check the course contents. We recommend all of you to use it in your course.

G

Glossary

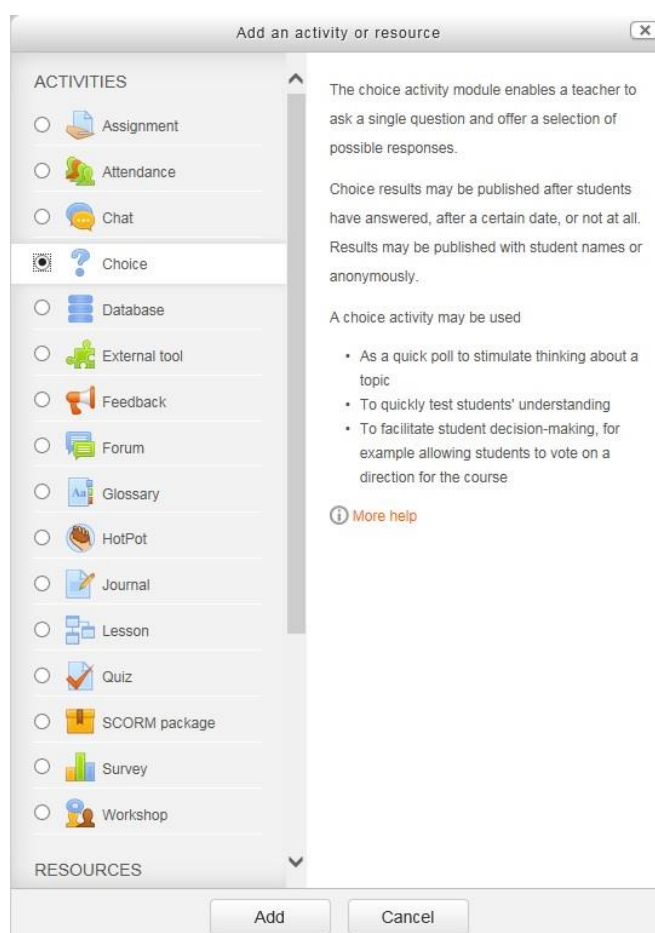
"Glossary" activity module allows you to create and maintain a dictionary on Moodle course page. You can attach images to the entries for each Concept word or phrase and show them with the descriptions. Entries may be browsed by alphabet, category, date, and author or searched by keyword.

8.4 Choice

“Choice” activity module allows you to add a poll to the course page asking a single question, using it as a real-time survey in class to see the level of understanding or to stimulate thinking about a certain topic.

“Choice” is added on as follows:

1. Open the course you wish to add the choice to, click “Turn editing on”.
2. Click on Activity Chooser (add an activity or resource) of the section you wish to add the “Choice” link to, and click “Choice”.



“Choice” is added by Activity Chooser

-

“Adding a new choice (to section name)” page

6. Select options for “Options” settings
 - Allow choice to be updated
 - Allow more than one choice to be selected
 - Limit the number of responses allowed

You can limit the number of students who can respond (No, by default)

Set to “Yes”, you can set the maximum number of choices for each option
 - Options 1 to 5
 - Option: enter options
 - Limit of the number of responses allowed: Set maximum number of choices allowed for the option
 - Add 3 fields to form

Click on this and three options are added.
7. Select options for “Availability” settings
 - Allow responses from

If you check this box, you can set the start dates/times.
 - Allow responses until

Start date/time: set the end date/time for the choice
 - Show preview

Allow students to preview the available options before the choice is opened when you set the start date/time.
8. Select setting options for “Results”
 - Publish results: select whether or not the results will be open to everyone.
 - Do not publish results to students
 - Show results to students after they answer
 - Show results to students after they answer.
 - Always show results to students
 - Privacy of results
 - Publish anonymous results, do not show student names
 - Publish full results, showing names of students and their choices.
 - Show column for unanswered

Set to “Yes”, a column can be displayed in the results showing how many students have not answered the choice activity yet. The default is “No”.
 - Include responses from inactive/suspended users

Set to “Yes”, users can vote several times. The default is “No”: users can vote only once.
9. Select options for “Common module settings”
 - Availability: you can choose to hide the choice activity.
 - ID number: you can choose to set an ID number to identify the activity for grade calculation purposes.

- Group mode
 - No groups: all students make their choice in one area.
 - Separate groups: students make their choice within a separate group and view the results.
 - Visible groups: students make their choice within a group and can view the results, but can also view results of other groups.
- Grouping
 - If a grouping is selected, students assigned to groups within the grouping will be able to work together.

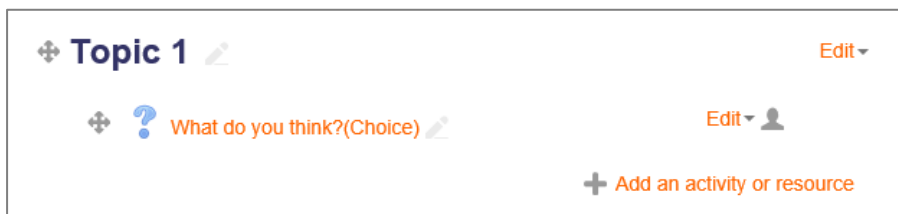
10. Click “Save changes and show”

11. The following screen will open. When students make their choice, you can view the results.



Example of Choice display

12. On the course page it will be shown as a link with “?” icon.

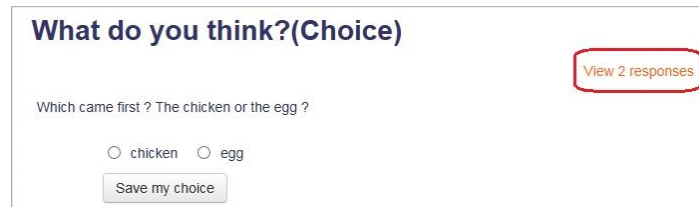


Example of “Choice” display on course page

“Choice” activity module can be useful to get students participate when giving the introduction of class contents for the day, stimulate their class participation and increase interest in topics. Please use it effectively.

8.5 Checking Choice responses

The results of choice activity can be checked from each choice response screen. Click “View (number) responses” link at screen top right.



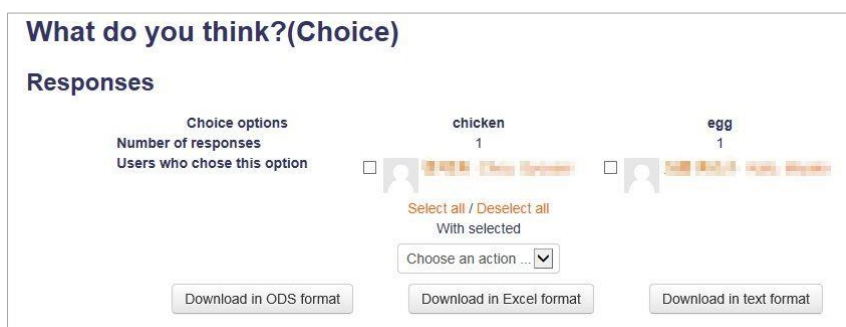
What do you think?(Choice)

Which came first ? The chicken or the egg ?

☐ chicken ☐ egg



[View 2 responses](#)

Choice responses are shown as below. The “number of user” and “user chose this option” will be shown.



What do you think?(Choice)

Responses

Choice options	chicken	egg
Number of responses	1	1
Users who chose this option		

[Select all / Deselect all](#)

With selected

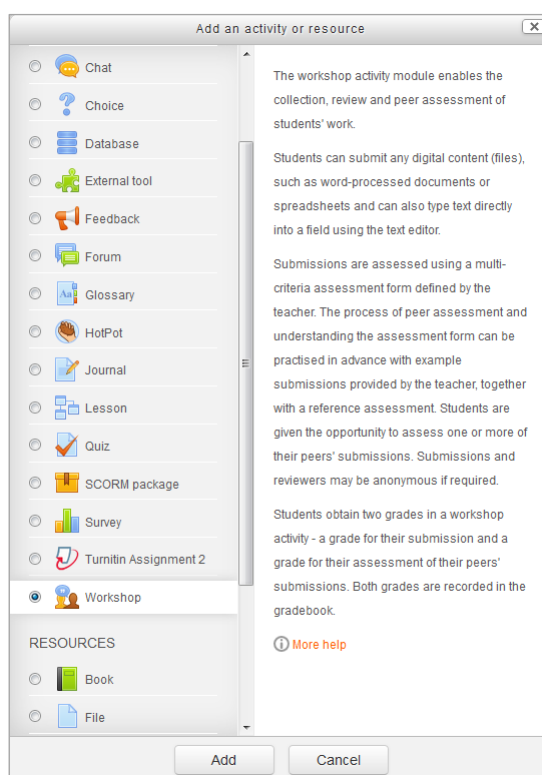
8.6 Workshop

By using workshop, you can collect students' work and review it. You can also let your students assess their works each other.

Setup phase

Instructions

1. Click on Activity Chooser (add an activity or resource) of the section you wish to add the "Choice" link to, and click "Choice".



Click "Workshop"

2. Select options for "General" settings.
 - Workshop Name (*required)
Enter title of link to "Workshop" on the course page.
 - Description (* required)
Enter the description and instructions of the workshop activity
 - Display description on course page Help with Display description on course page
If enabled, the description above will be displayed on the course page just below the link to the activity or resource.

The screenshot shows a web form titled "Adding a new Workshop to Topic 1" with a help icon. In the top right corner, there is a link "Expand all". The "General" tab is selected and expanded. It contains a "Workshop name*" text input field. Below it is a "Description" section with a rich text editor toolbar (including icons for text color, bold, italic, bulleted list, numbered list, link, unlink, image, table, and document) and a large text area. At the bottom of the form, there is a checkbox labeled "Display description on course page" with a help icon.

“Adding a new Workshop (to section name)” page – “General” option

3. Select options for “Grading” settings.

- Grading strategy

The grading strategy determines the assessment form used and the method of grading submissions. There are 4 options:

- Accumulative grading - Comments and a grade are given regarding specified aspects
- Comments - Comments are given regarding specified aspects but no grade can be given
- Number of errors - Comments and a yes/no assessment are given regarding specified assertions
- Rubric - A level assessment is given regarding specified criteria

- Grade for submission Help with Grade for submission

This setting specifies the maximum grade that may be obtained for submitted work.

- Submission grade to pass

This setting determines the minimum grade required to pass.

- Grade for assessment

This setting specifies the maximum grade that may be obtained for submission assessment.

- Assessment grade to pass

This setting determines the minimum grade required to pass.

- Decimal places in grades

▼ Grading settings

Grading strategy ? Accumulative grading ▼

Grade for submission ? 80 ▼ Uncategorised ▼

Submission grade to pass ?

Grade for assessment ? 20 ▼ Uncategorised ▼

Assessment grade to pass ?

Decimal places in grades 0 ▼

“Adding a new Workshop (to section name)” page – “Grading Settings” option

4. Select options for “Submission” settings.

- Instructions for submission
- Maximum number of submission attachments
- Submission attachment allowed file types
- Maximum submission attachment size
- Late submissions Help with Late submissions

If enabled, an author may submit their work after the submissions deadline or during the assessment phase. Late submissions cannot be edited though.

▼ Submission settings

Instructions for submission

Maximum number of submission attachments 1 ▼

Submission attachment allowed file types

Maximum submission attachment size Site upload limit (100MB) ▼

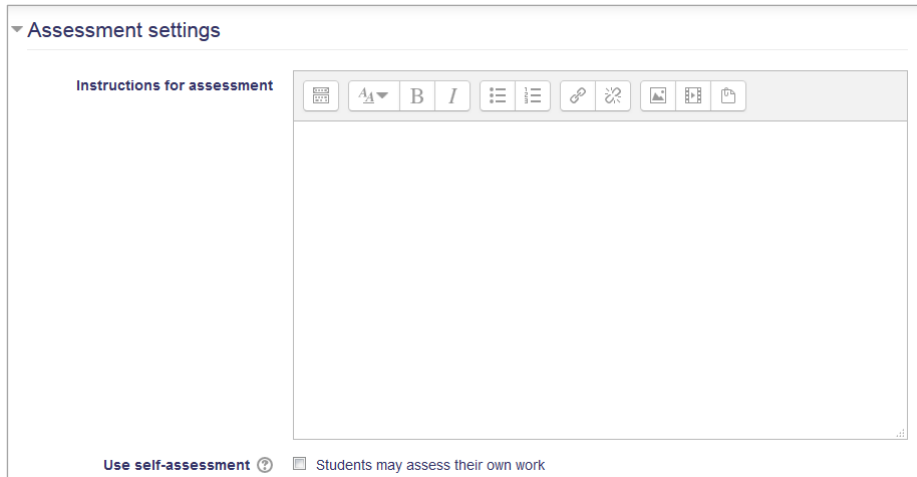
Late submissions ? ☐ Allow submissions after the deadline

“Adding a new Workshop (to section name)” page – “Submission Settings” option

5. Select options for “Assessment” settings

- Instructions for assessment
- Use self-assessment Help with Use self-assessment

If enabled, a user may be allocated their own submission to assess and will receive a grade for assessment in addition to a grade for their submission.



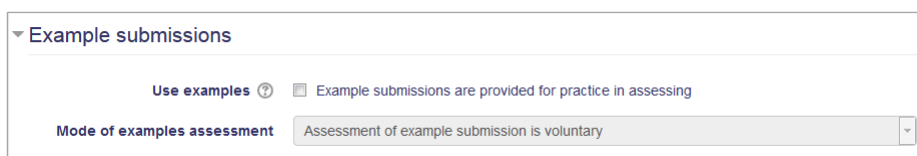
“Adding a new Workshop (to section name)” page – “Assessment Settings” option

6. Select options for “Example submissions” settings.

- Use examples Help with Use examples

If enabled, users can try assessing one or more example submissions and compare their assessment with a reference assessment. The grade is not counted in the grade for assessment.

- Mode of examples assessment



“Adding a new Workshop (to section name)” page – “Example submissions” option

7. Select options for “Availability” settings.

- Open for submissions from
- Submissions deadline
- Switch to the next phase after the submissions deadline

If the submissions deadline is specified and this box is checked, the workshop will

automatically switch to the assessment phase after the submissions deadline.

- Open for assessment from
- Deadline for assessment

Availability

Open for submissions from

22 March 2017 15 05

Enable

Submissions deadline

22 March 2017 15 05

Enable

Switch to the next phase after the submissions deadline

☐

?

Open for assessment from

22 March 2017 15 05

Enable

Deadline for assessment

22 March 2017 15 05

Enable

“Adding a new Workshop (to section name)” page – “Availability” option

8. Select options for “Turnitin plagiarism plugin settings” settings.

If [Enable Turnitin] option is set as “Yes”, originality report will be generated. Please refer chapter7 for checking result window and confirming meaning of terms. You can also use “Turnitin Assignment” mentioned in Chapter 7.

9. Click “Save and display”, then setup phase of workshop will appear. Click “Edit assessment form” to create assessment form.

Workshop No.1

Setup phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<div> <div>Set the workshop description</div> <div>Provide instructions for submission</div> <div>Edit assessment form</div> </div>	<div> <div>Provide instructions for assessment</div> <div>Allocate submissions</div> <div>expected: 1</div> <div>submitted: 0</div> <div>to allocate: 0</div> </div>		<div> <div>Calculate submission grades</div> <div>expected: 1</div> <div>calculated: 0</div> <div>Calculate assessment grades</div> <div>expected: 1</div> <div>calculated: 0</div> <div>Provide a conclusion of the activity</div> </div>	

Accumulative grading ▶ Expand all

▼ Aspect 1

Description

Table A₁ B I List Link Image Video File

Best possible grade / Scale to use

Type: Point

Scale: Excellent/Very poor (5 point)

Maximum grade: 10

Weight: 1

▶ Aspect 2

▶ Aspect 3

Blanks for 2 more aspects

Save and continue editing Save and preview Save and close Cancel

“Accumulative grading” page

10. Click submission phase and enable submission.

Workshop No.1 ?

Setup phase

Setup phase	Submission phase ?	Assessment phase ?	Grading evaluation phase ?	Closed ?
<ul style="list-style-type: none"> ✓ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form 	<ul style="list-style-type: none"> ✓ Provide instruction assessment ✓ Allocate submissions <p>expected: 1 submitted: 0 to allocate: 0</p>	<p style="text-align: center;">Switch phase</p>	<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 1 calculated: 0 ✓ Calculate assessment grades expected: 1 calculated: 0 ✓ Provide a conclusion of the activity 	

Submission phase

Instructions for students


1. Submit work.

Workshop No.1

Submission phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work	✓ Assess peers total: 1 pending: 0		

Your submission ▼

 03 submission by メディアセンター テスト用1 MEDIA, CENTER TEST1
submitted on Wednesday, 22 March 2017, 3:28 PM

[Edit submission](#)

Instructions for teachers

1. After the submission, click “Allocate submissions” and decide who evaluate whom work.

Workshop No.1


Submission phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
✓ Set the workshop description ✗ Provide instructions for submission ✗ Edit assessment form	✓ Provide instructions for assessment Allocate submissions expected: 1 submitted: 0 to allocate: 0 ⓘ There is at least one author who has not yet submitted their work		✓ Calculate submission grades expected: 1 calculated: 0 ✓ Calculate assessment grades expected: 1 calculated: 0 ✓ Provide a conclusion of the activity	

Your submission ▼
You have not submitted your work yet

[Start preparing your submission](#)

Workshop submissions report ▼
Submitted (0) / not submitted (1)

First name / Surname	Submission / Last modified
 メディアセンター テスト用1 MEDIA, CENTER TEST1	No submission found for this user

Showing 10 items per page

[Change ...](#)

Allocation page

Workshop No.1

Manual allocation Random allocation Scheduled allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer <input type="text" value="Choose user..."/>	メディアセンター テスト用1 03 submission No grade yet	Self-assessment disabled Add reviewee <input type="text" value="Choose user..."/>
Add reviewer <input type="text" value="Choose user..."/>	メディアセンター テスト用, 04 No grade yet	Self-assessment disabled Add reviewee <input type="text" value="Choose user..."/>

Showing 10 items per page

Change ...

- Click “Assessment phase” and enable assessment.

(You can skip this sequence by setting.)

Workshop No.1

Submission phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
✓ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✓ Allocate submissions expected: 2 submitted: 3 to allocate: 1	Switch phase	Calculate submission grades expected: 2 calculated: 2 ✓ Calculate assessment grades expected: 2 calculated: 2 ✗ Provide a conclusion of the activity	

Assessment phase

Instructions for students.

- Assess work which is allocated.

Workshop No.1

Assessment phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work	✓ Assess peers total: 1 pending: 1		

Your submission

Assigned submissions to assess


03 submission by メディアセンター テスト用1 MEDIA, CENTER TEST1
 submitted on Wednesday, 22 March 2017, 3:28 PM
 No grade yet

Assess


Assessment screen

Workshop No.1

Assessed submission

**03 submission**
by メディアセンター テスト用1 MEDIA, CENTER TEST1
submitted on Wednesday, 22 March 2017, 3:28 PM

03 submission

**Your assessment**
by メディアセンター テスト用, MEDIA, CENTER TEST
Not assessed yet

Assessment form ▼
Aspect 1

Aspect 1

Grade for Aspect 1

Comment for Aspect 1

The assessment screen will be shown for teachers as below.

Workshop grades report ▼			
First name ▲ / Surname ▼	Submission ▲ / Last modified ▼	Grades received	Grades given
 メディアセンター テスト用1 MEDIA, CENTER TEST1	03 submission modified on Wednesday, 22 March 2017, 3:28 PM	72 (-) <  メディアセンター テスト用, MEDIA, CENTER TEST	56 (-) >  メディアセンター テスト用, MEDIA, CENTER TEST
 メディアセンター テスト用, MEDIA, CENTER TEST	04 modified on Wednesday, 22 March 2017, 3:29 PM	56 (-) <  メディアセンター テスト用1 MEDIA, CENTER TEST1	72 (-) >  メディアセンター テスト用1 MEDIA, CENTER TEST1

Showing 10 items per page

Change ... ▼

For teachers

*Teachers can assess those submissions by clicking the link.

Grading evaluation page

Instructions for teachers.

1. Click “Grading evaluation phase” and exit “Assessment phase”.
(You can skip this sequence by setting.)
2. Click “Re-calculate grades” and calculate grades.

Workshop No.1 ⓘ

Grading evaluation phase

Setup phase ⓘ	Submission phase ⓘ	Assessment phase ⓘ	Grading evaluation phase	Closed ⓘ
✓ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✗ Provide instructions for assessment ✗ Allocate submissions expected: 2 submitted: 3 to allocate: 1		✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✗ Provide a conclusion of the activity	

Grading evaluation method
 ⓘ Comparison with the best assessment ▾

▼ Grading evaluation settings

Comparison of assessments ⓘ fair ▾

Re-calculate grades

Workshop grades report ▼

First name / Surname	Submission / Last modified	Grades received	Grade for submission (of 80)	Grades given	Grade for assessment (of 20)
メディア センター テスト用 1 MEDIA, CENTER TEST1	03 submission modified on Wednesday, 22 March 2017, 3:28 PM	72 (-)< 1 メディアセンター テスト用, MEDIA, CENTER TEST	-	56 (-)> 1 メディアセンター テスト用, MEDIA, CENTER TEST	-
メディア センター テスト 用, MEDIA, CENTER TEST	04 modified on Wednesday, 22 March 2017, 3:29 PM	56 (-)< 1 メディアセンター テスト用1 MEDIA, CENTER TEST1	-	72 (-)> 1 メディアセンター テスト用1 MEDIA, CENTER TEST1	-

Showing 10 items per page
Change ... ▾

3. Click “Closed” and exit workshop.

Workshop No.1 ⓘ

Grading evaluation phase

Setup phase ⓘ	Submission phase ⓘ	Assessment phase ⓘ	Grading evaluation phase	Closed ⓘ
✓ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✗ Provide instructions for assessment ✗ Allocate submissions expected: 2 submitted: 3 to allocate: 1		✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✗ Provide a conclusion of the activity	Switch phase

After closing, grade will be shown on the student.

Workshop No.1

Closed

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work	✓ Assess peers total: 1 pending: 0		

Your grades

Grade for submission
72.00 / 80.00

Grade for assessment
20.00 / 20.00

Your submission

 03 submission by メディアセンター テスト用1 MEDIA, CENTER TEST1
submitted on Wednesday, 22 March 2017, 3:28 PM

Assigned submissions to assess

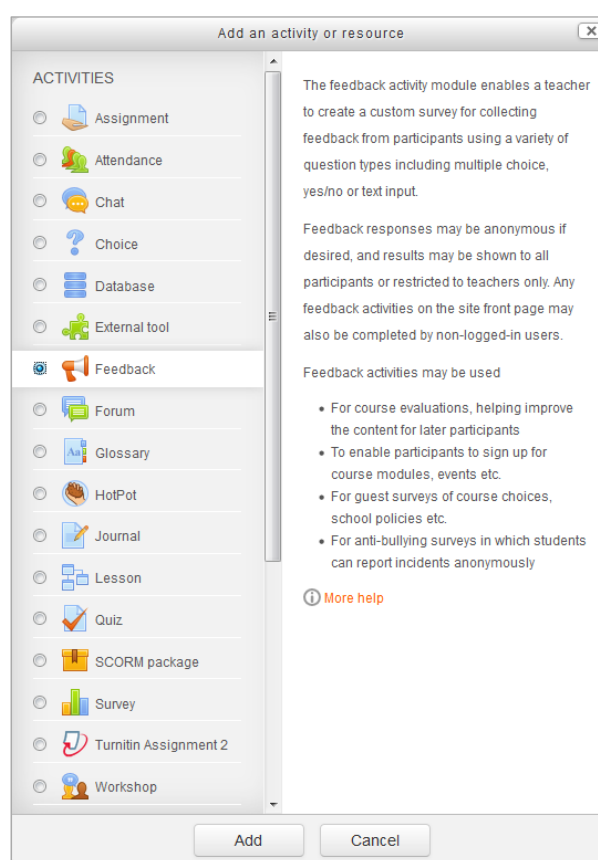
 04 by メディアセンター テスト用, MEDIA, CENTER TEST
submitted on Wednesday, 22 March 2017, 3:29 PM

8.7 Feedback

“Feedback” activity module allows you to make various type of questionnaire questions. By creating and implementing questionnaires, you can grasp the situation of the students and use them for the management of classes.

“Feedback” is added on as follows:


1. Open the course you wish to add the choice to, click “Turn editing on”.
2. Click on Activity Chooser (add an activity or resource) of the section you wish to add the “Feedback” link to, and click “Feedback”.



Click “Feedback”

3. Check the description and click “Add”
4. “Adding a new Feedback (to section name)” screen is open.
5. Select options for “General” settings
 - Name (*required)
Enter title of link to “Feedback” on the course page.
 - Description (* required)
Enter the description and instructions of the feedback activity

- Display description on the course page
If you check the box, the “Description” above will be displayed on course page.
- 6. Select options for “Availability” settings
 - Allow answers from
When you set date and time and switch on the “Enable” checkbox, users will be able to answer from the specified date/time.
 - Allow answers to
When you set date and time and switch on the “Enable” checkbox, users will be able to answer until the specified date/time.
- 7. Select options for “Question and submission” settings
 - Record user names
When you select “Anonymous”, user’s name will not be added to the answer data.
When you select “User’s name will be logged and shown with answers”, user’s name will be added to the answer data.
 - Allow multiple submissions
When “Record user names” is set to “User’s name will be logged ...” and this option is set to ‘Yes’, users can answer many times. If this option set to ‘No’, users can answer only once.
When ‘Record user names’ is set to “Anonymous”, all users can answer many times.
 - Enable notification of submissions
Notification mail is sent to the teacher when an answer is posted.
 - Auto number questions
When you select “Yes”, number is automatically added to each question.
- 8. Select options for “After submission” settings
 - Show analysis page
When you select “Yes”, the result of analysis will be shown to the participants.
 - Completion message
Set a message which will be displayed after users send answer.
 - Link to next activity
When you set URL, page will be moved to the URL after users send answer.


Adding a new Feedback to Topic 7
?
▼ Collapse all

General

Name*

Description

A

B

I

Display description on course page
☐
?

Availability

Allow answers from

15
March
2017
11
35

☐
☐
Enable

Allow answers to

15
March
2017
11
35

☐
☐
Enable

Question and submission settings

Record user names

Anonymous

Allow multiple submissions

No

Enable notification of submissions

No

Auto number questions

No

After submission

Show analysis page

No

Completion message

A

B

I

Link to next activity

Common module settings

Visible

Show

ID number

Group mode

No groups

Grouping

None

Competencies

Course competencies

No selection

Search

Upon activity completion:

Do nothing

Save and return to course

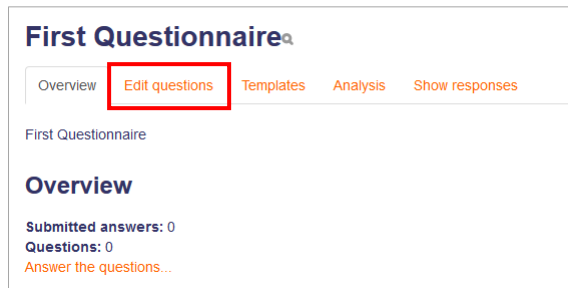
Save and display

Cancel

“Adding a new feedback (to section name)” page

Click “Save changes and display”. The following screen will open.

By clicking “Edit questions”, you can add questions and specify the page break position.



The screenshot shows the 'First Questionnaire' interface. At the top, there are five tabs: 'Overview', 'Edit questions', 'Templates', 'Analysis', and 'Show responses'. The 'Edit questions' tab is highlighted with a red rectangular box. Below the tabs, the text 'First Questionnaire' is displayed. Underneath, the word 'Overview' is shown in bold. Further down, the statistics 'Submitted answers: 0' and 'Questions: 0' are listed, followed by a link 'Answer the questions...'.

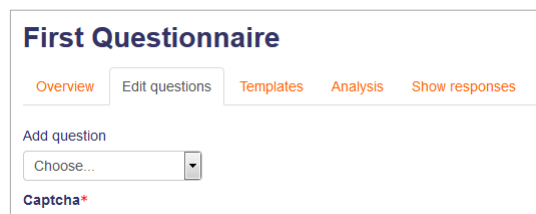
9. Question types are as follows:

- Add a page break : Page break is added.



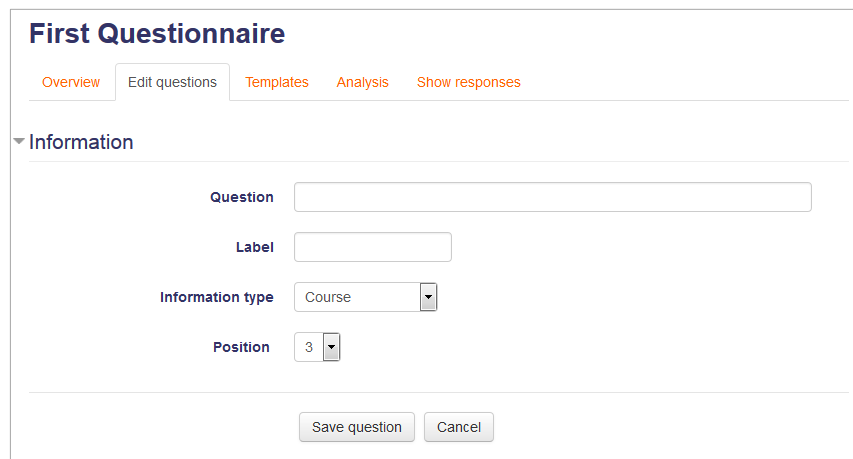
The screenshot shows the 'First Questionnaire' interface with the 'Edit questions' tab selected. Below the tabs, there is a section titled 'Add question' which contains a dropdown menu with 'Choose...' selected. Below the dropdown, there is a 'Captcha*' option with a plus icon and a close icon. A red rectangular box highlights the area below the 'Captcha*' option, showing a horizontal line with a plus icon on the left and a close icon on the right.

- Captcha : Show a question to make sure the respondent is not a computer,



The screenshot shows the 'First Questionnaire' interface with the 'Edit questions' tab selected. Below the tabs, there is a section titled 'Add question' which contains a dropdown menu with 'Choose...' selected. Below the dropdown, the 'Captcha*' option is selected and highlighted.

- Information : Get the system information automatically such as the course name and the response date/time at the time of answer.



The screenshot shows the 'First Questionnaire' interface with the 'Edit questions' tab selected. Below the tabs, there is a section titled 'Information' which contains four fields: 'Question' (a text input field), 'Label' (a text input field), 'Information type' (a dropdown menu with 'Course' selected), and 'Position' (a dropdown menu with '3' selected). At the bottom of the section, there are two buttons: 'Save question' and 'Cancel'.

- Label : Show caption or text.

First Questionnaire

[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

▼ Label

Contents

A ▼

B

I

Position

3 ▼

Save question

Cancel

- Longer text answer : Free description type questionnaire (multiple-line text)

First Questionnaire

[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

▼ Longer text answer

Required

☐

Question

Label

Width

30 ▼

Number of lines

5 ▼

Position

3 ▼

Save question

Cancel

- Multiple choice : Users select an answer from multiple choices.

First Questionnaire

[Overview](#)
[Edit questions](#)
[Templates](#)
[Analysis](#)
[Show responses](#)

Multiple choice

Required ☐

Question

Label

Multiple choice type

Multiple choice - single answer

Adjustment

vertical

Hide the "Not selected" option

No

Do not analyse empty submits

No

Multiple choice values

Use one line for each answer!

Position

3

Save question

Cancel

- Multiple choice (rated) : Users select an answer from multiple choices. You can set a score for each choice.

First Questionnaire

[Overview](#)
[Edit questions](#)
[Templates](#)
[Analysis](#)
[Show responses](#)

Multiple choice (rated)

Required ☐

Question

Label

Multiple choice type

Multiple choice - single answer

Adjustment

vertical

Hide the "Not selected" option

No

Do not analyse empty submits

No

Multiple choice values

0/

Use one line for each answer!

Position

3

Save question

Cancel

- **Numeric answer** : Users answer numbers. You can set the range of numbers.

First Questionnaire

[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

▼ **Numeric answer**

Required ☐

Question

Label

Range from

Range to

Position

Save question

Cancel

- **Short text answer** : Free description type questionnaire (single-line text)

First Questionnaire

[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

▼ **Short text answer**

Required ☐

Question

Label

Textfield width

Maximum characters accepted

Position

Save question

Cancel

When you finish to add questions, click “Save and display”.

8.8 Answer to Feedback and check results

Click “Answer the questions” to make and send your answer.

First Questionnaire

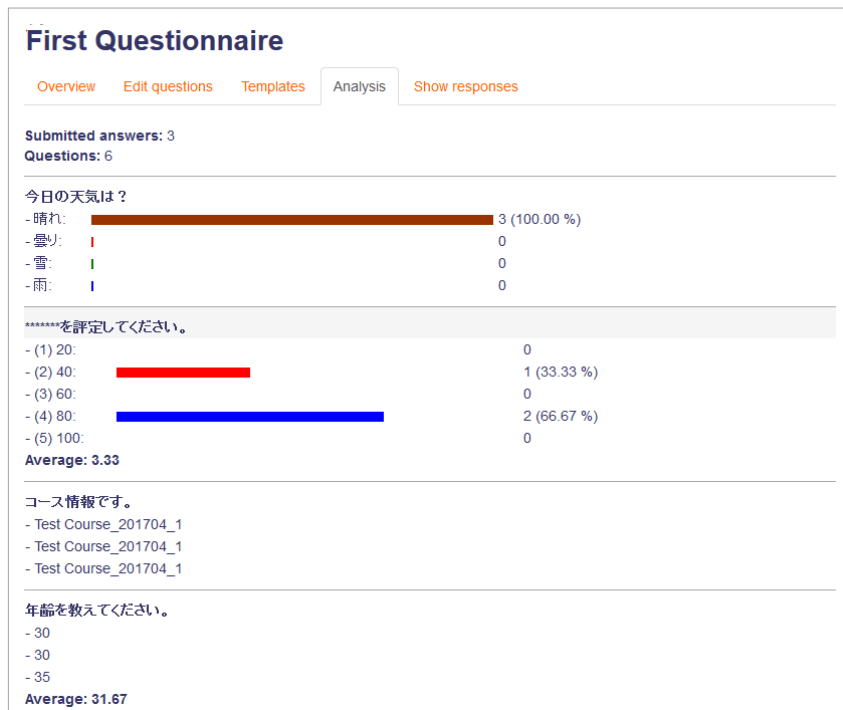
[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

First Questionnaire

Overview

Submitted answers: 0
Questions: 0
[Answer the questions...](#)

The results of feedback activity are shown on “Analysis” tab.



Each answer is displayed on “Show responses” tab.

First Questionnaire

[Overview](#) [Edit questions](#) [Templates](#) [Analysis](#) [Show responses](#)

Anonymous entries (3)

Download table data as Comma separated values (.csv) Download

Response number	今日の天気は？	*****を評価してください。	コース情報です。	年齢を教えてください。(15 - 40)	****質問を答えください。(255文字以内)	課題レポート概要を書いてください。
Response number: 1	晴れ	80	Test Course_201704_1	35	回答できません。	概要A 概要B 概要C ✕
Response number: 2	晴れ	40	Test Course_201704_1	30	テストテストテスト	課題概要1 課題概要2 課題概要3 ✕
Response number: 3	晴れ	80	Test Course_201704_1	30	回答します。	概要1 概要2 ✕

8.9 Forum

“Forum” activity module allows you to make BBS or online discussion.

First Forum

Discussion1



☒ Subscribed



Display replies in nested form



Move this discussion to ...

Move

Pin

 **Discussion1**
by  - Wednesday, 15 March 2017, 5:53 PM
Please write your opinion.
[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

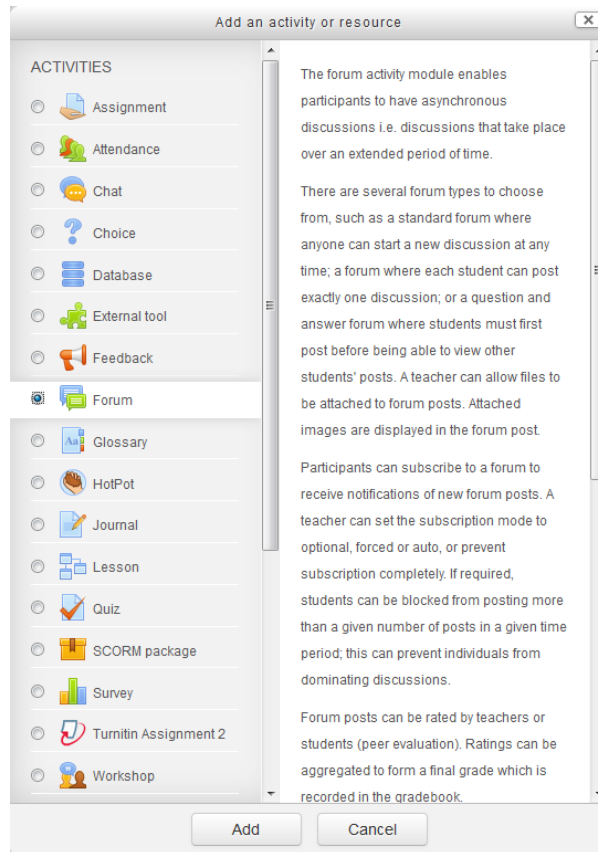
 **Re: Discussion1**
by  - Wednesday, 15 March 2017, 5:56 PM
I think xxxxx about it.
[Permalink](#) | [Show parent](#) | [Delete](#) | [Reply](#)

 **Re: Discussion1**
by  - Wednesday, 15 March 2017, 6:09 PM
No, I don't think so.
[Permalink](#) | [Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#)

“Forum” is added on as follows:

1. Open the course you wish to add the choice to, click “Turn editing on”.
2. Click on Activity Chooser (add an activity or resource) of the section you wish to add the “Forum” link to, and click “Forum”.

106



“Forum” is added by Activity Chooser

3. Check the description and click “Add”
4. “Adding a new Forum (to section name)” screen is open.
5. Select options for “General” settings
 - Forum Name (*required)
Enter title of link to “Forum” on course page.
 - Description
Enter the description and instructions of the feedback activity
 - Display description on course page
If you check the box, the above “Description” will be displayed on course page.
 - Forum Type: Select from the 5 options:
 - A single simple discussion
The forum has only one topic. All participants answer to the topic.
 - Each person posts one discussion
Each participant can create only one topic one by one and reply to each other.
 - Q and A forum
Participants are required to post their opinions before reading other opinions.
 - Standard forum displayed in a blog-like format
Participants can post many topics. Titles and texts of each topic are displayed in the topic list.

- Standard forum for general use

Participants can post many topics. Titles of each topic are displayed in the topic list.

6. Select options for “Attachments and word count”

● Maximum attachment size

The largest size of file that can be attached to a forum post.

● Maximum number of attachments

The maximum number of files that can be attached to a forum post.

● Display word count

When you select “Yes”, the word count of each post is displayed.

7. Select options for “Subscription and tracking” settings

● Subscription mode

Set participants receive / don't receive post notifications.

Unless you have any special reason, please set “Subscription disabled” (participants will not receive notifications). Especially when the forum has many participants, large number of notification mail may be sent. In that case, please make sure to set to “Subscription disabled”.

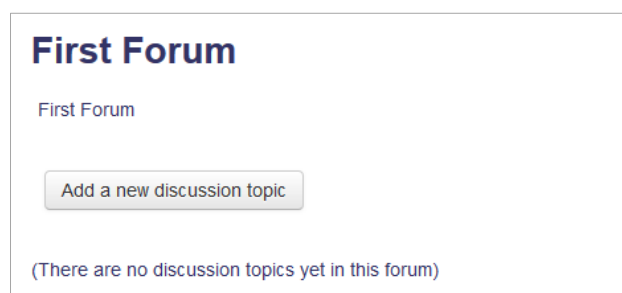
● Read tracking

When you select “Off”, read tracking is disabled.

When you select “Optional”, participants can enable/disable their read tracking by themselves.

Click “Save changes and display”. The following screen will open.

By clicking “Edit questions”, participants can create topic.



8. To add a new topic, click “Add a new discussion topic”, write a topic then click “Post to forum”

The screenshot shows the 'First Forum' interface for creating a new discussion topic. It includes a 'Subject*' text input field, a 'Message*' text area with a rich text editor toolbar (containing icons for bold, italic, list, link, image, etc.), a 'Discussion subscription' checkbox which is checked, an 'Attachment' section with a file upload area (showing a dashed box and a blue arrow with the text 'You can drag and drop files here to add them.'), a 'Pinned' checkbox, and a 'Send forum post notifications with no editing-time delay' checkbox. At the bottom are 'Post to forum' and 'Cancel' buttons.

A message as below will appear and you can see your topic is in the list. You can re-edit your topic within 30 minutes of your posting.

This block contains two screenshots. The top one is a green confirmation message: 'Your post was successfully added. You have 30 mins to edit it if you want to make any changes. [Usernames] will be notified of new posts in 'Discussion1' of 'First Forum''. The bottom screenshot shows the 'First Forum' topic list. It has a table with columns: Discussion, Started by, Replies, and Last post. The first row shows 'Discussion1' started by a user, with 0 replies and a last post on 'Wed, 15 Mar 2017, 5:49 PM'. There is an 'Add a new discussion topic' button above the table.

9. To reply to a topic, click the topic which you want to reply.

This screenshot shows the 'First Forum' topic list, identical to the one above. The 'Discussion1' entry in the table is highlighted with a red rectangular box, indicating it is the selected topic for replying.

10. Click “Reply”, then post your opinion.

First Forum

Discussion1





☒ Subscribed

Display replies in nested form

Move this discussion to ...

Move

Pin

 **Discussion1**
by    - Wednesday, 15 March 2017, 5:53 PM
Please write your opinion.

[Permalink](#) [Reply](#)

You can reply to the parent topic, or other participant's post.

Your post was successfully added.
You have 30 mins to edit it if you want to make any changes.

First Forum

Discussion1





☒ Subscribed

Display replies in nested form





Move this discussion to ...

Move

Pin

 **Discussion1**
by    - Wednesday, 15 March 2017, 5:53 PM
Please write your opinion.

[Permalink](#) | [Edit](#) | [Delete](#) | [Reply](#)

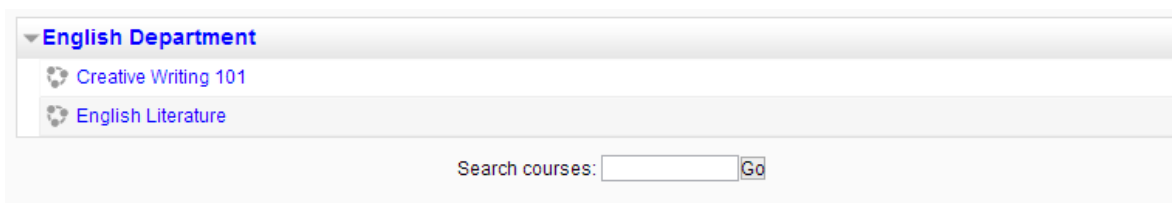
 **Re: Discussion1**
by    - Wednesday, 15 March 2017, 5:56 PM
I think xxxxx about it.

[Permalink](#) | [Show parent](#) | [Edit](#) | [Reply](#)

Chapter 9. Useful ways for courses

You can search courses by course name, category name or teacher's name.

Enter search keyword in the "Search courses" box at the bottom of Moodle Home screen.



9.1 Sending emails to all participants collectively

Procedures of sending emails to all course participants at once are as follows:

1. Log in with faculty user account or administrator user account.
2. Choose the course, then Click "Participants" in Navigation block



3. On the screen, click “Select all”; from pull-

Participants

My courses
Test Course_201704

User list
Brief

Current role
All participants

All participants: 3

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

Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Email address	City/town	Country	Last access to course
<input checked="" type="checkbox"/>		田中 明子	123456789	amachi@sophia.ac.jp			1 sec
<input checked="" type="checkbox"/>		田中 明子	123456789	amachi@sophia.ac.jp	東京	Japan	1 hour 39 mins
<input checked="" type="checkbox"/>		田中 明子	123456789	amachi@sophia.ac.jp			3 hours 11 mins

Select all Deselect all ?

With selected users...

Choose
Send a message

4. “Send message to X person” (X : the number of selected students) screen will open. Enter your message and click “Send message to X person”.

Send message to 1 person

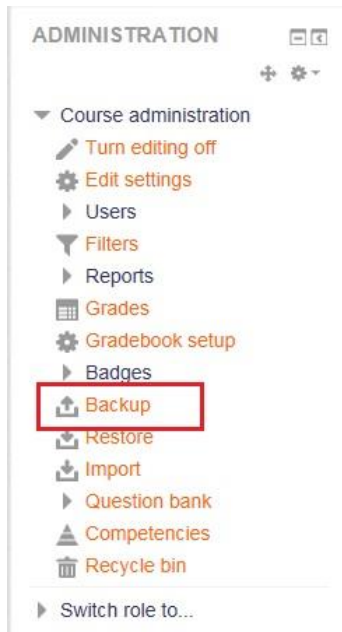
Send message to 1 person Cancel

9.2 Course Backup and Restore

Course Backup function enables you to reuse your course again as a new one by deleting students' information from your current course.

■ Course Backup

1. Settings > Course administration > click on "Backup".



2. When the following screen is displayed, click on “Jump to final step”.

The screenshot shows a 'Backup settings' screen with a progress bar at the top indicating five steps: 1. Initial settings (active), 2. Schema settings, 3. Confirmation and review, 4. Perform backup, and 5. Complete. Below the progress bar, the title 'Backup settings' is displayed. The main area contains a list of settings with checkboxes and icons. 'IMS Common Cartridge 1.1' has an unchecked checkbox. 'Include enrolled users' and 'Anonymize user information' are both unchecked and marked with a red 'X' and a user icon. Other settings include 'Include user role assignments' (unchecked), 'Include activities and resources' (checked), 'Include blocks' (checked), 'Include filters' (checked), 'Include comments' (unchecked), 'Include badges' (unchecked), 'Include calendar events' (checked), 'Include user completion details' (unchecked), 'Include course logs' (unchecked), 'Include grade history' (unchecked), 'Include question bank' (checked), 'Include groups and groupings' (checked), and 'Include competencies' (checked). At the bottom, there are three buttons: 'Cancel', 'Jump to final step' (highlighted with a red box), and 'Next'.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Backup settings

IMS Common Cartridge 1.1 ☐

Include enrolled users ☒

Anonymize user information ☒

Include user role assignments ☐

Include activities and resources ☒

Include blocks ☒

Include filters ☒

Include comments ☐

Include badges ☐

Include calendar events ☒

Include user completion details ☐

Include course logs ☐

Include grade history ☐

Include question bank ☒

Include groups and groupings ☒

Include competencies ☒

Cancel Jump to final step Next

3. Backup will start.
* Backup may take long, so wait for a while.
4. When Backup is completed, a message is displayed. Click on “Continue”.

The screenshot shows the 'Complete' screen, which is the fifth step in the process. The progress bar at the top shows steps 1 through 4 as completed and step 5 as the current step. A green message box at the top states 'The backup file was successfully created.' with a close button (X) on the right. Below the message box, there is a 'Continue' button, which is highlighted with a red box.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

The backup file was successfully created.

Continue

5. The following screen is displayed. Backup files will be displayed in “User private backup area”.

*For downloading Backup files, click on "Download".

Course backup area ?

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

Manage backup files

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-7616-moodle_2016秋-20170207-1425-nu.mbz	Tuesday, 7 February 2017, 2:25 PM	139.8MB	Download	Restore
backup-moodle2-course-7616-moodle_2016秋-20170207-1424-nu.mbz	Tuesday, 7 February 2017, 2:25 PM	139.8MB	Download	Restore
backup-moodle2-course-7263-新コース-20160418-1159-nu.mbz	Monday, 18 April 2016, 11:59 AM	53.1KB	Download	Restore
backup-moodle2-course-6808-test2016s-20160407-1557-nu.mbz	Thursday, 7 April 2016, 3:58 PM	20.3MB	Download	Restore

Manage backup files

■ Restore of Backup course

6. Click on "Restore" of Backup file.

Course backup area ?

Filename	Time	Size	Download	Restore
----------	------	------	----------	---------

Manage backup files

User private backup area ?

Filename	Time	Size	Download	Restore
backup-moodle2-course-7616-moodle_2016秋-20170207-1425-nu.mbz	Tuesday, 7 February 2017, 2:25 PM	139.8MB	Download	Restore
backup-moodle2-course-7616-moodle_2016秋-20170207-1424-nu.mbz	Tuesday, 7 February 2017, 2:25 PM	139.8MB	Download	Restore
backup-moodle2-course-7263-新コース-20160418-1159-nu.mbz	Monday, 18 April 2016, 11:59 AM	53.1KB	Download	Restore
backup-moodle2-course-6808-test2016s-20160407-1557-nu.mbz	Thursday, 7 April 2016, 3:58 PM	20.3MB	Download	Restore

Manage backup files

7. Next, the screen to confirm “Backup details”, “Backup settings” and “Course Details” is displayed. Scroll down and click on “Continue” at the bottom-right of the screen.

8. On the next screen, select a category in “Restore as a new course”, and click on “Continue”.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

Restore as a new course

① ☒ Restore as a new course

② **Select a category**

Name	Description
<input checked="" type="radio"/> 総合メディアセンター (Media Center)	
<input type="radio"/> 2009年度第1回 FDフーク ショップ Vol.2	2009年度第1回 FDフーク ショップ専用カテゴリ
<input type="radio"/> メディアセンターテスト用	
<input type="radio"/> メディアセンターテスト用 (コース作成者)	
<input type="radio"/> Turnitin Test	
<input type="radio"/> Moodle説明会(Moodle Instruction)	
<input type="radio"/> 短期大学部テスト用	

Search

③

9. “Restore settings” screen is displayed, then click on “Next”.

10. Course settings screen is displayed, then click on “Next”.

11. On the next screen, Restore contents can be confirmed. Scroll as it is and click on “Perform restore” at the bottom right on the screen.

→Restore will start.

12. While restoring, the following message is displayed, and click on “Continue”.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The role in the backup file cannot be mapped to any of the roles that you are allowed to assign. ✕

Restore role mappings

None

※Restoring may take long, so wait for a while.

13. When Restore is completed, the following message is displayed, and click on “Continue”.

1. Confirm ▶ 2. Destination ▶ 3. Settings ▶ 4. Schema ▶ 5. Review ▶ 6. Process ▶ 7. Complete

The course was restored successfully, clicking the continue button below will take you to view the course you restored. ✕

→A restored course is displayed.

■ Change the name and course start date of the restored course.

14. Course administration > click on “Edit Settings”.

15. Rename “Course full name” and “Course short name”.

The academic year and semester name are also recommended to be in the Course Name.

Ex.) “English 2014 Spring”, “Intro to Literature 2015 Sprint - Fall”

16. Enter course starting date.

17. Click “Save and display”.

■ Add Yourself to Your Course.

When you restore a course, no user is enrolled in the course. You need to add yourself to the course.

*If you don't follow this step, your name will not be displayed on a course list, and the course will not be displayed in your “My course”.

18. Course administration > Users > click on “Enrolled users”

19. Click “Enroll users” button at top right.

Surname - phonetic / First name - phonetic / ID number / Email address	Last access to course	Roles	Groups	Enrolment methods
チエリ 05 05, Chieru chieru05 chieru05@sophia.ac.jp	20 secs	Teacher ✕ Course creator		Manual enrolments enrolled Monday, 6 March 2017, 9:29 AM ✕
	2 days 23 hours	Student ✕		Manual enrolments from Monday, 6 March 2017, 12:00 AM ✕
	2 days 23 hours	Student ✕		Manual enrolments from Monday, 6 March 2017, 12:00 AM ✕
	Never	Student ✕		Manual enrolments from Monday,

On the next screen, select yourself by searching by your faculty ID number, and enroll you as “teacher”. You can choose a role from “Assign roles” drop-down list.

Moodle Teacher's Manual

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