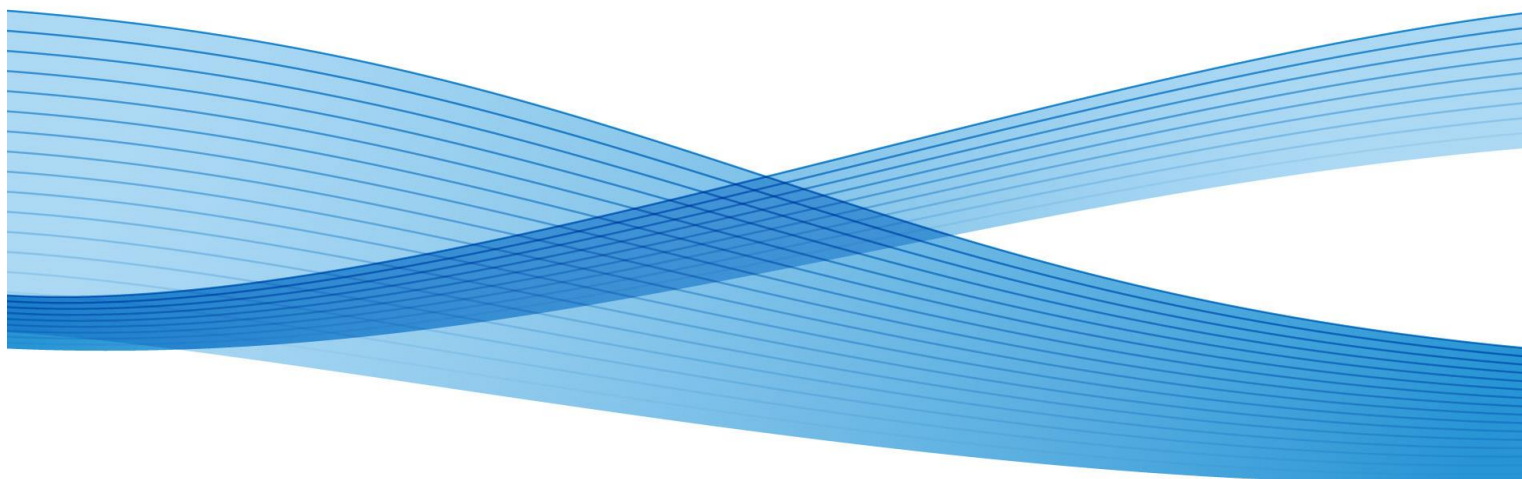


Moodle Teacher's Manual



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
20210419	Chapter 9 "Grading": Added 10. 2 "Save the backed up course to a local file": Added "Restore a course saved in a local file": Added
202205	Moodle FAQ: Added Moodle Version up (3.9)

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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.

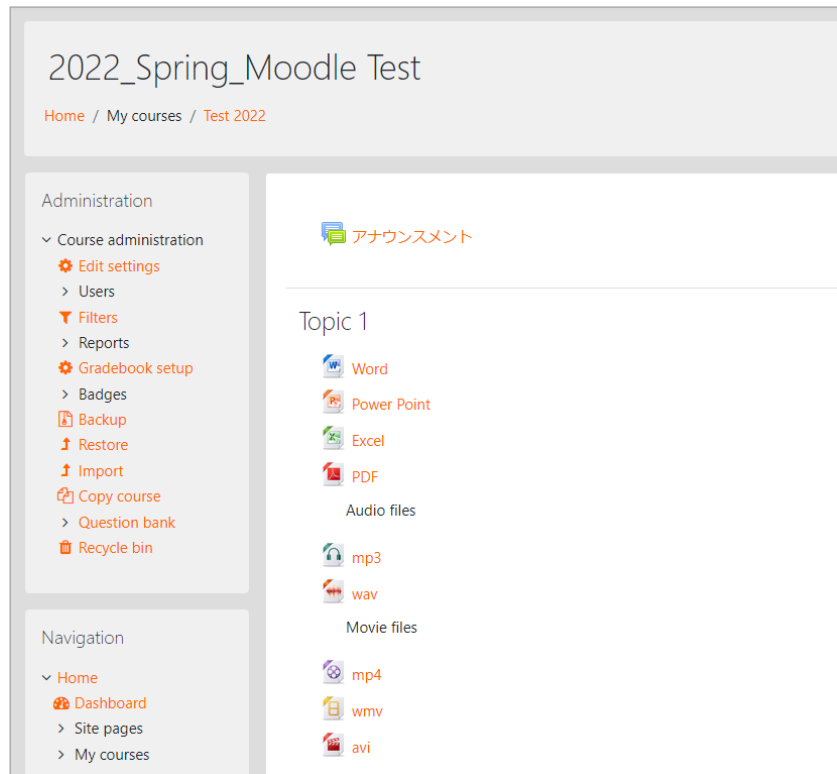
- Material Development Room (extension number: 4615)
Basement 2 of the Building 2
- Media Center (extension number: 3101)
Floor 3 of the Building 2

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

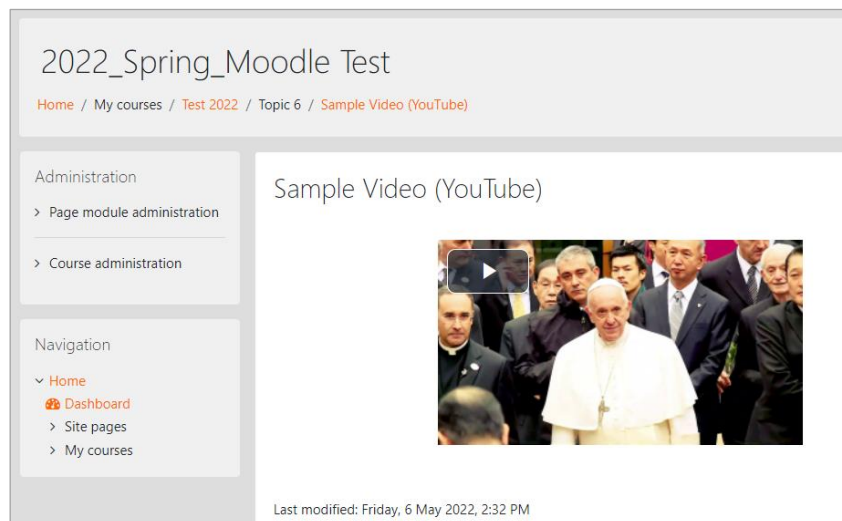
Moodle have following features.

- 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.

Administration

Course administration

Edit settings
Users
Filters
Reports
Gradebook setup
Badges
Backup
Restore
Import
Copy course
Question bank
Recycle bin

Navigation

Home

Dashboard
Site pages
My courses

Participants

Enrol users

Match

Any

Select

Add condition

Clear filters

Apply filters

3 participants found

First name

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

Surname

All

A

B

C

D

E

F

G

H

I

J

K

L

M

N

O

P

Q

R

S

T

U

V

W

X

Y

Z

	Surname - phonetic / First name - phonetic / Surname ^ / First name	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>							
<input type="checkbox"/>	田中 花子	00000001	h.tanaka@sophia.ac.jp	Student	No groups	49 days 4 hours	Active
<input type="checkbox"/>	佐藤 太郎	00000002	t.sato@sophia.ac.jp	Student	No groups	49 days 3 hours	Active
<input type="checkbox"/>	山田 太郎	00000003	t.yamada@sophia.ac.jp	Teacher, Course creator	No groups	3 secs	Active

Search

Settings

Contacts

Starred (1)

Group (0)

Private (9)

チエル 1 Chieru, 01

テスト配信

14/12/21

>

田中 花子

You: test

26/04/22

>

情報システム室 テスト, ICT Office

You: test

26/04/22

>

田中 花子

26/04/22

>

田中 花子

26/04/22

>

田中 花子

26/04/22

>

田中 花子

15/04/20

>

田中 花子

You: 一斉送信

27/04/17

>

田中 花子

27/04/17

>

田中 花子

6/01/17

>

田中 花子

Offline

...

12 April

テスト通知

12:37

20 April

遅延テストsuzuki

17:05

25 April

テストmessage

13:09

message送信

13:13

26 April

test

13:01

Write a message...

Send

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

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"/>			1087248	24.2622.2690@sophia.ac.jp	No submission	Grade / 100.00	Edit			Comments (0)		
<input type="checkbox"/>			1087248	24.2622.2690@sophia.ac.jp	Submitted for grading	Grade / 100.00	Edit	Thursday, 17 March 2022, 6:17 PM	課題レポート.docx Turnitin ID: 1786250824 34%	Comments (0)		
<input type="checkbox"/>			1087248	24.2622.2690@sophia.ac.jp	Submitted for grading	Grade / 100.00	Edit	Thursday, 17 March 2022, 6:18 PM	Moodleレポート.docx Turnitin ID: 1786250869 25%	Comments (0)		good.

Notify students

With selected...

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

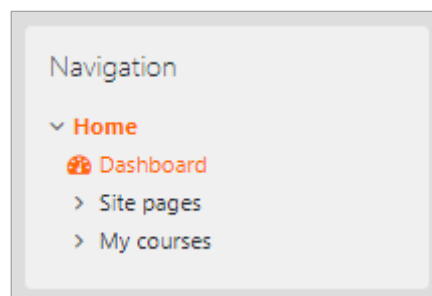
Please refer to “How to Use Moodle” and log in to Moodle. When you login to the Moodle for the first time, display setting will be required.

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 About Navigation block

The “Navigation” block is a shortcut to various menus.



Navigation block

“Navigation” block has the following four 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

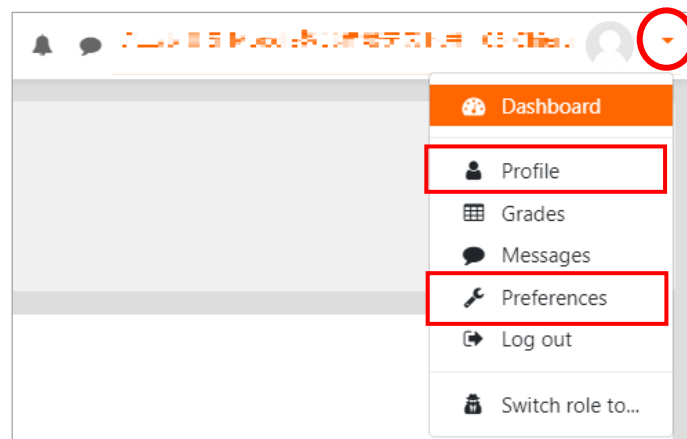
You may view news list etc. To be accessed by logged-in users only.



● 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.

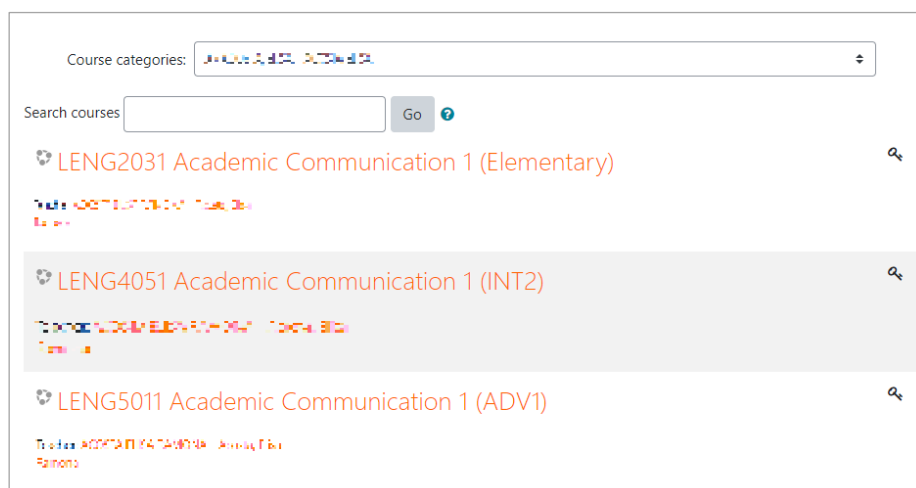
* On Moodle3.1, “My Profile” button is deleted. To see each user’s profile or to send a message, please click ▼ button then select ‘Profile’ or ‘Preferences’ on upper right of the screen.



3.3 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.



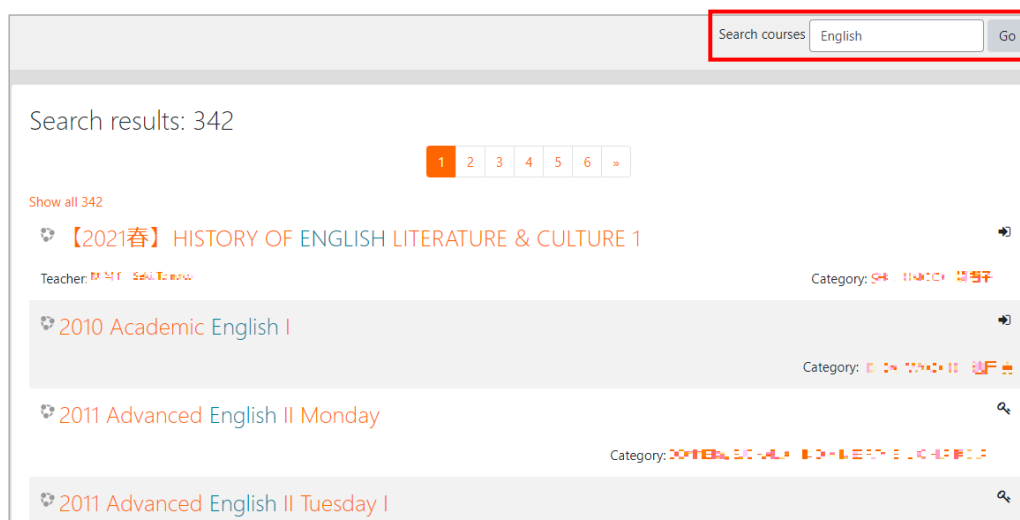
Ex. Course List in a Category

3.4 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 2022 Spring”, “Intro to Literature 2022 Sprint - Fall”

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

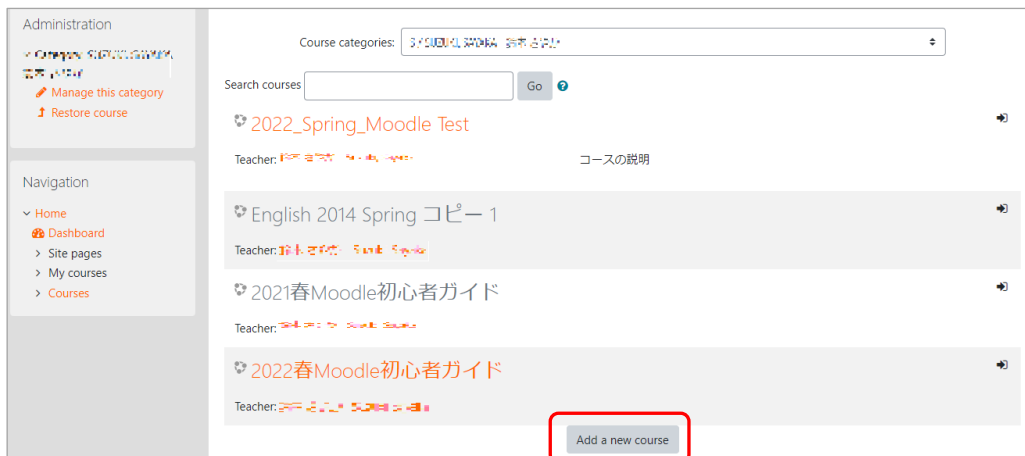
1. Teacher's Name
2. Course Title
3. Enrolment Key (eventually if you set)

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)

▼ Course format

Format

Topics format

Number of sections

10

Hidden sections

Hidden sections are shown in collapsed form

Course layout

Show all sections on one page

▼ Appearance

Force language

Do not force

Number of announcements

5

Show gradebook to students

Yes

Show activity reports

No

▼ Files and uploads

Maximum upload size

Site upload limit (20MB)

▼ Completion tracking

Enable completion tracking

No

▼ Groups

Group mode

No groups

Force group mode

No

Default grouping

None

▼ Role renaming

Your word for 'Manager'

Your word for 'Course creator'

Your word for 'Teacher'

Your word for 'Non-editing teacher'

Your word for 'Student'

Your word for 'Guest'

Your word for 'Authenticated user'

Save and return

Save and display

Cancel

Edit course settings (2/2)

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.

“Description”

Settings:	Contents of data entered
Course summary	Enter texts in description column of course list.
Course image	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: •hidden sections are shown in folded form. •hidden sections are shown in collapsed form
Course layout	Choose either one of the below: •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 enrollment (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.

Administration

Course administration

Edit settings

Users

Enrolled users

Enrolment methods

Self enrolment (Student)

Groups

Permissions

Other users

Filters

Reports

Gradebook setup

Badges

Backup

Restore

Import

Copy course

Question bank

Recycle bin

Navigation

Home

Dashboard

Site pages

My courses

Add a block

Add...

Self enrolment

Custom instance name

Allow existing enrolments

Yes

Allow new enrolments

Yes

Enrolment key

Press enter to save changes

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

12 May 2022 12 56

Enable

End date

12 May 2022 12 56

Enable

Unenrol inactive after

Never

Max enrolled users

0

Send course welcome message

No

Custom welcome message

Save changes

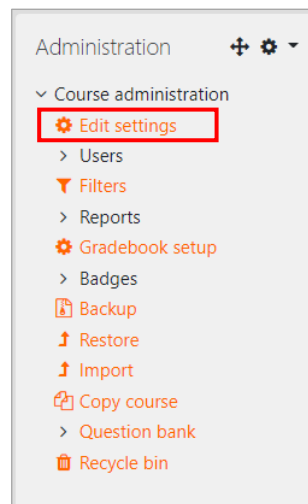
Cancel

Enrollment Key Settings

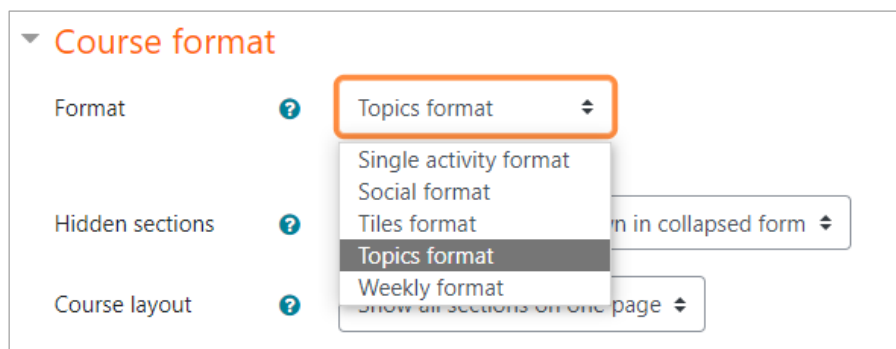
4.3 Course Format

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

Moodle_Test course

Home / My courses / test course0512

Turn editing on

Administration

- Course administration
 - Edit settings
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Copy course
 - Question bank
 - Recycle bin

Navigation

- Home
- Dashboard
- Site pages
- Site badges
- Calendar
- Content bank
- Moodle News & Notices (ニュース & お知らせ)
- バックアップ&リストアの手順 (動画) ※音声なし
- 【教員の方へ】他の教員のコースカテゴリーがない、ユーザ検索しても見つからない場合について
- 新学期に際しての教員向け Moodle Tips / For Teachers Preparing ...
- My courses
 - test course0512

Announcements

1 April - 7 April

8 April - 14 April

15 April - 21 April

22 April - 28 April

29 April - 5 May

6 May - 12 May

13 May - 19 May

20 May - 26 May

27 May - 2 June

3 June - 9 June

Show courses in weekly format

Moodle_Test course

Home / My courses / test course0512

Turn editing on

Administration

- Course administration
 - Edit settings
 - Users
 - Filters
 - Reports
 - Gradebook setup
 - Badges
 - Backup
 - Restore
 - Import
 - Copy course
 - Question bank
 - Recycle bin

Navigation

- Home
- Dashboard
- Site pages
- My courses

Announcements

Topic 1

Topic 2

Topic 3

Topic 4

Topic 5

Topic 6

Topic 7

Topic 8

Topic 9

Show courses in topic format


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

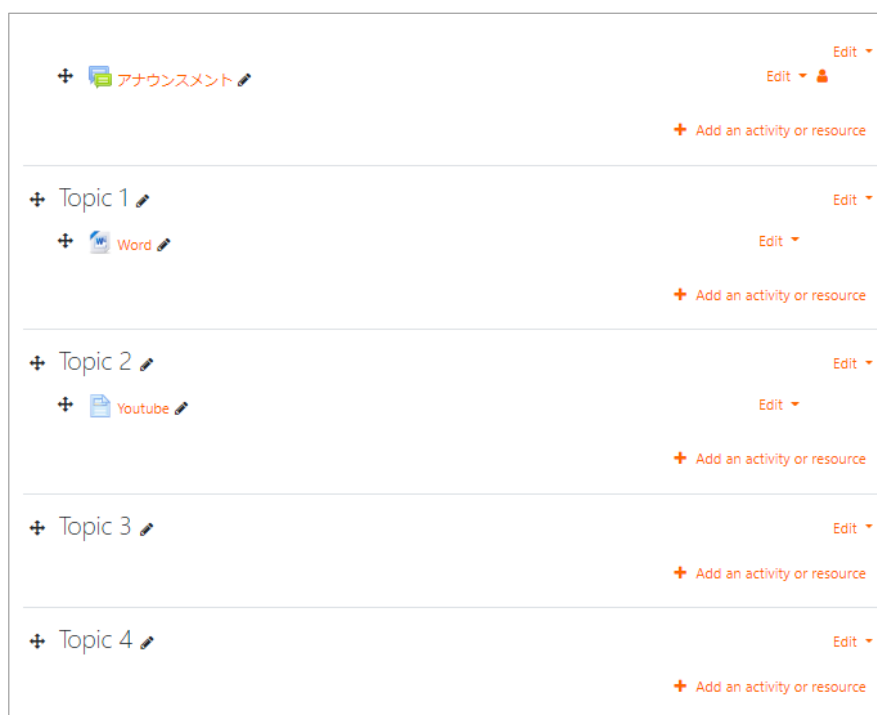
Weekly format is used to show course sections in the center of the page in set numbers of weeks (square contents display area) from the specified date and to post related materials and activities per week.

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' (アナウンスメント) section. Below it are four topics: Topic 2, Topic 1, Topic 3, and Topic 4. Topic 1 is highlighted with a red border, indicating it is being dragged. Within Topic 1, there is a 'Word' resource. To the right of each topic is an 'Edit' button and a '+ Add an activity or resource' button.

Drag Topic 1

The screenshot shows the same course editor interface after Topic 1 has been moved to Topic 2. The topics are now: Announcement, Topic 1, Topic 2, Topic 3, and Topic 4. Topic 2 now contains the 'Word' resource that was previously in Topic 1. The 'Edit' and '+ Add an activity or resource' buttons remain next to each topic.

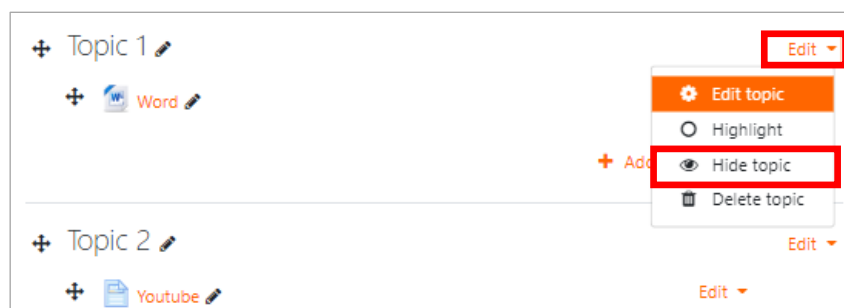
Content of Topic 1 is moved to Topic 2

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

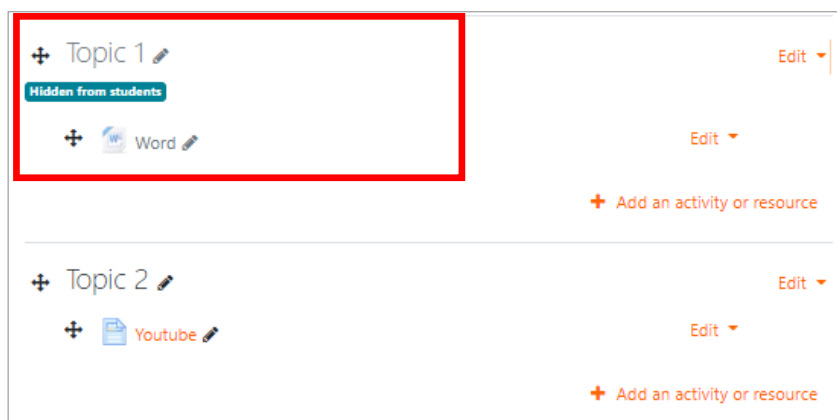
Resources and activities within a section can be moved within the section or across sections.

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.



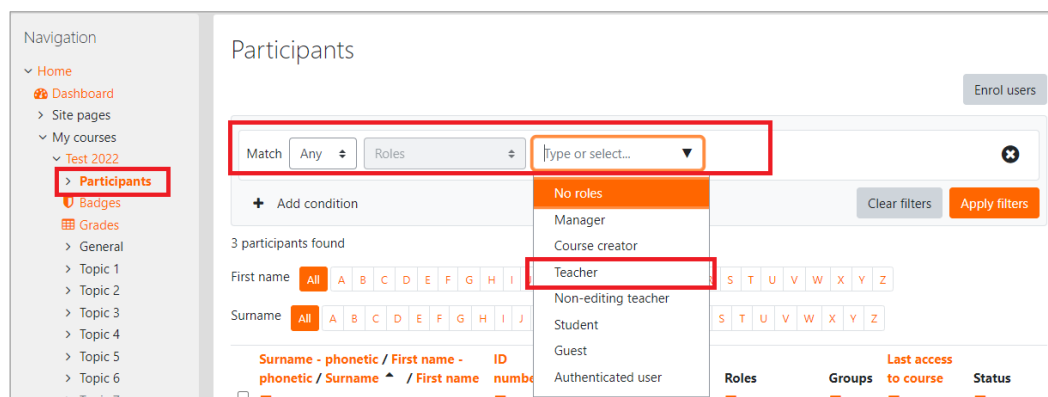
When the topic is hidden from students



4.6 Students' View

4.6.1 Enroll yourself as a student in the course

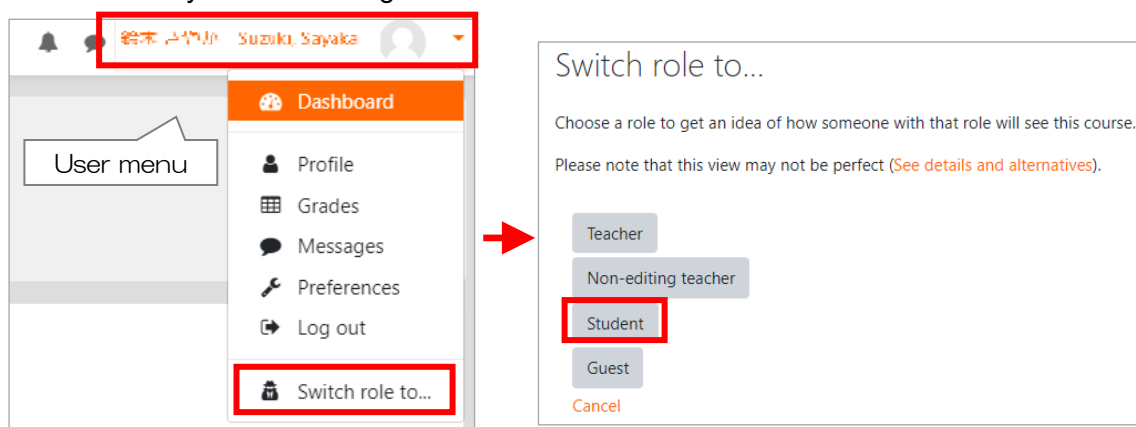
You can see your own user when the list of participants is filtered by "Teacher Role" and assign a "Student Role" to it.





4.6.2 Switch to student role

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.

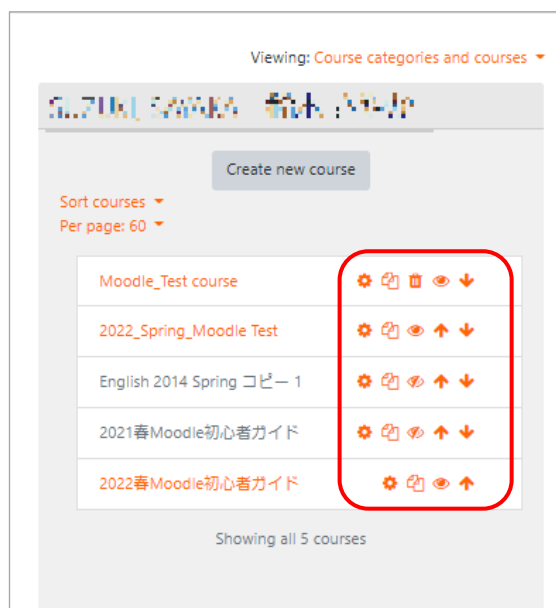
4.7 Conceal or Sort Your Courses

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

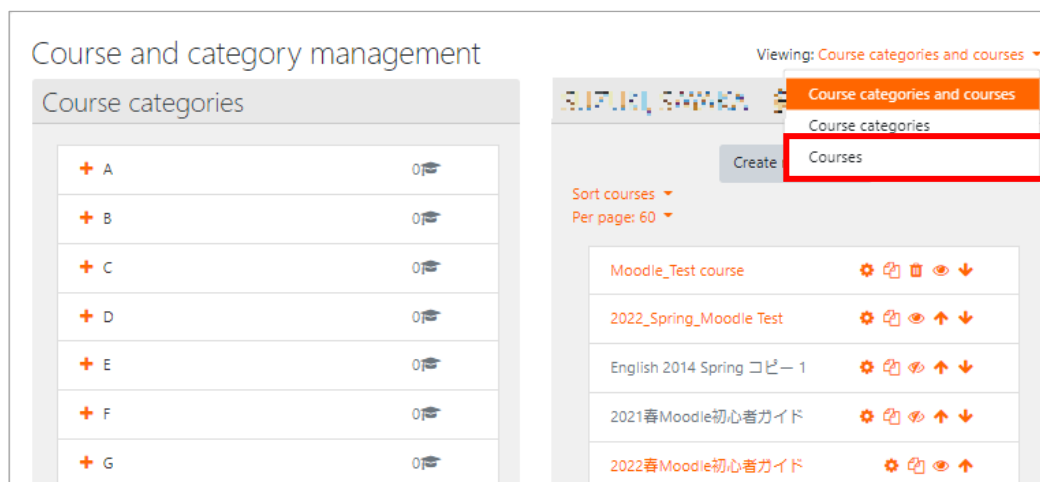
Move to your course category and click "Manage courses" on the to-right on the screen, or "Manage this category" in the administration block.



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.

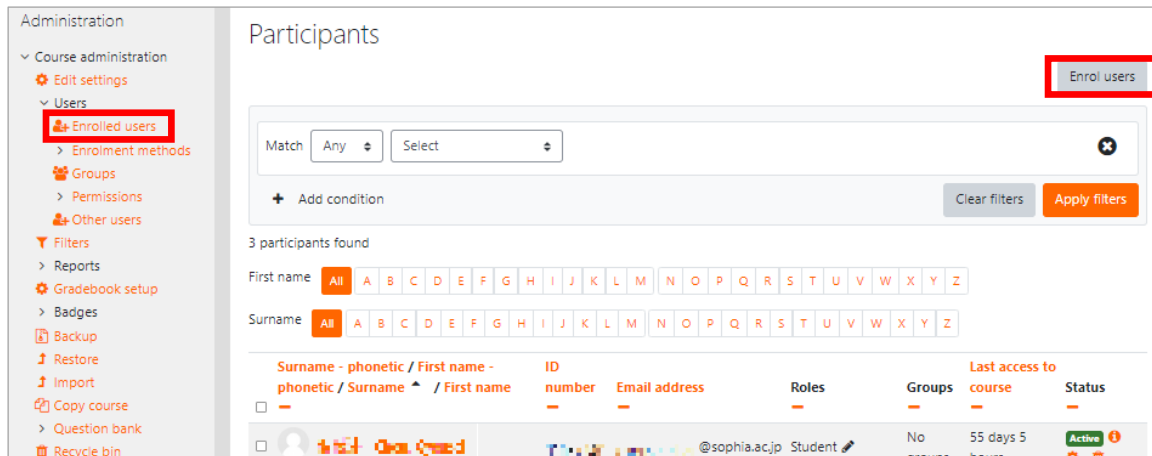


4.8 Add Teaching Assistant to Your Course

You can add a TA to your own course to edit and grade submissions or add another teacher for a joint course.

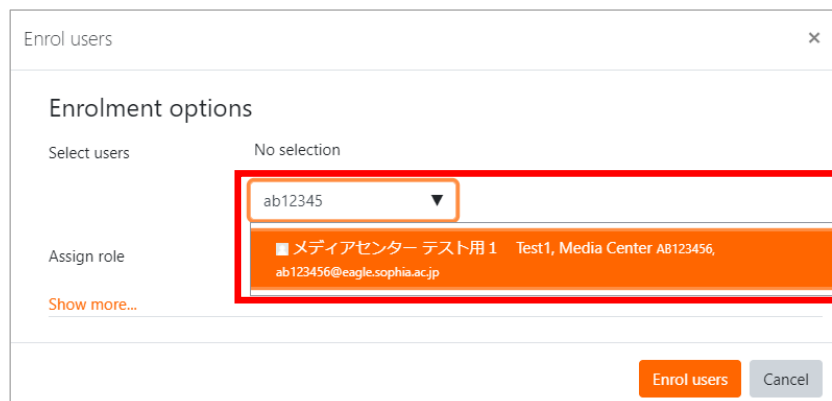
1. Choose course category that you want to add teaching assistants.
2. Click “Course administration” in Administration.

3. Click "Users" > "Enrolled users"
4. Click "Enroll users" button at top right.

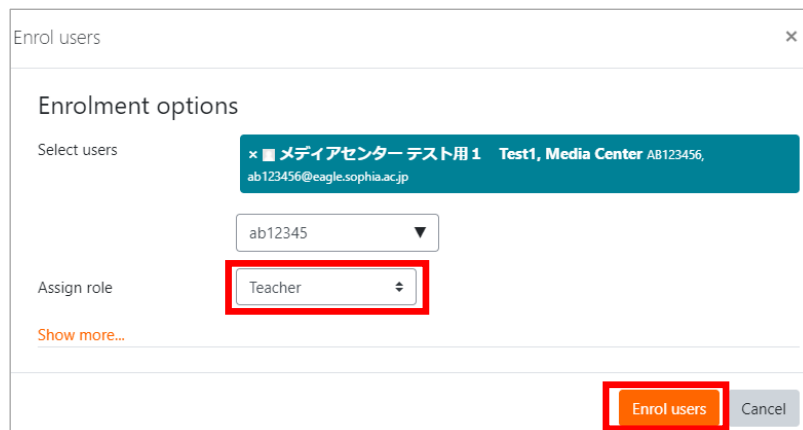


On the next screen, select a user and enroll him/her as "teacher". You can choose a role from "Assign roles" drop-down list. You can search users by ID number. (Student ID or Faculty ID)

Enter a faculty number, name, etc. to search, then click on a user from the list of candidates.



Make sure the selected user is highlighted in blue, then select "Teacher" in "Enroll users Roles" to register.



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:

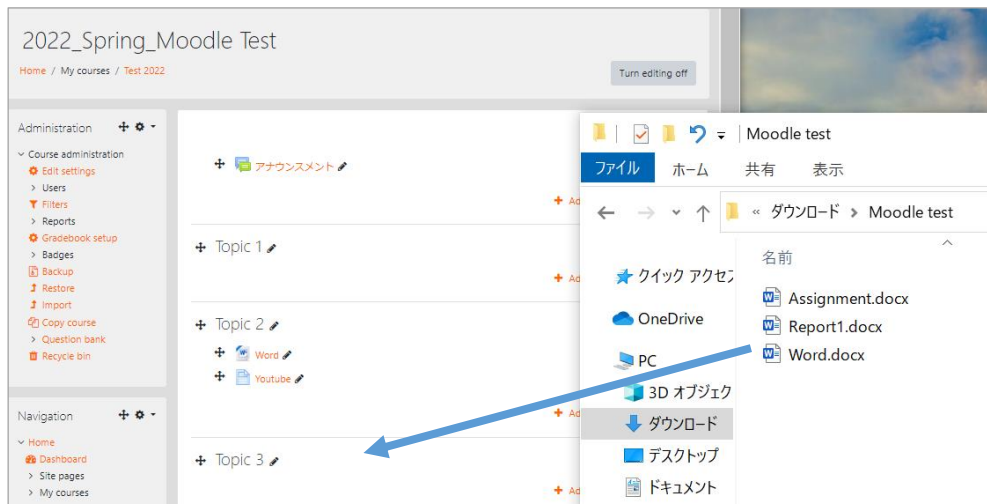
- Documents, slides, and presentations with narrations created by Adobe Presenter can be viewed by Adobe Acrobat Reader available for free download, or Preview default application of Mac OS X, iPhone, iPad, or Android terminals.
- Microsoft Office (Word, Excel, PowerPoint etc.)
- HTML files
It may be 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.

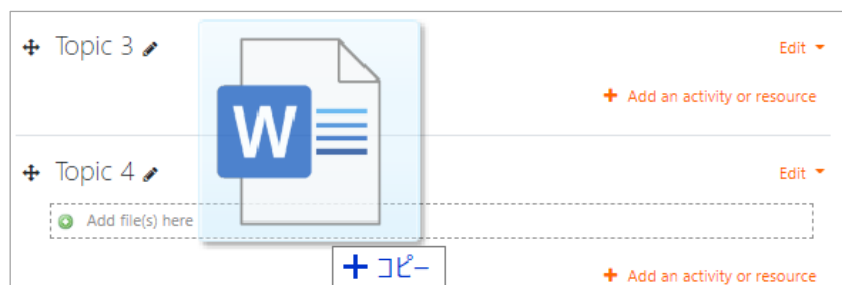
5.1 Uploading a file by drag and drop

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

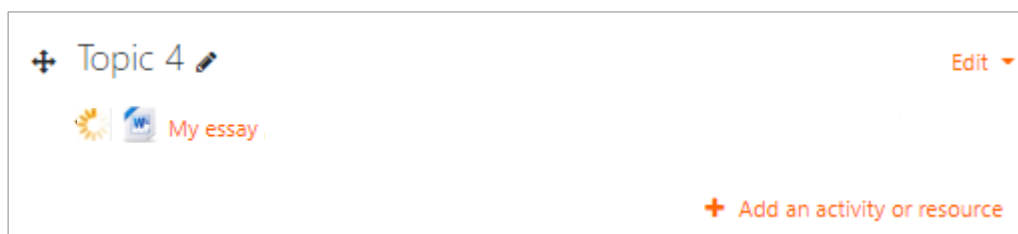
- 1) Click “Turn editing on”
- 2) Select the file on your computer, drag (move while pressing on mouse left button) the file into the section you wish to add it to.



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

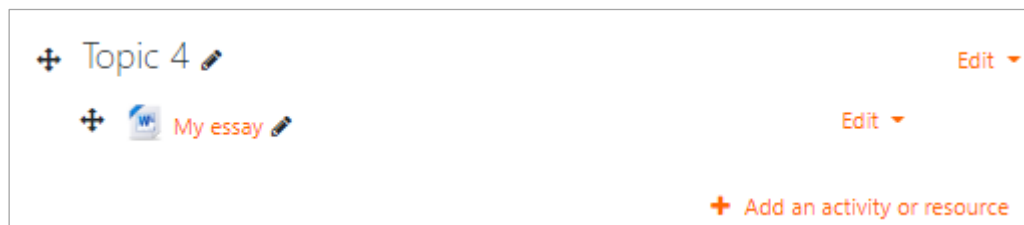


- 4) The file is uploaded to the course and a link is automatically made. While the file is being uploaded, you will see a progress bar showing the percentage of the data you transferred.



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

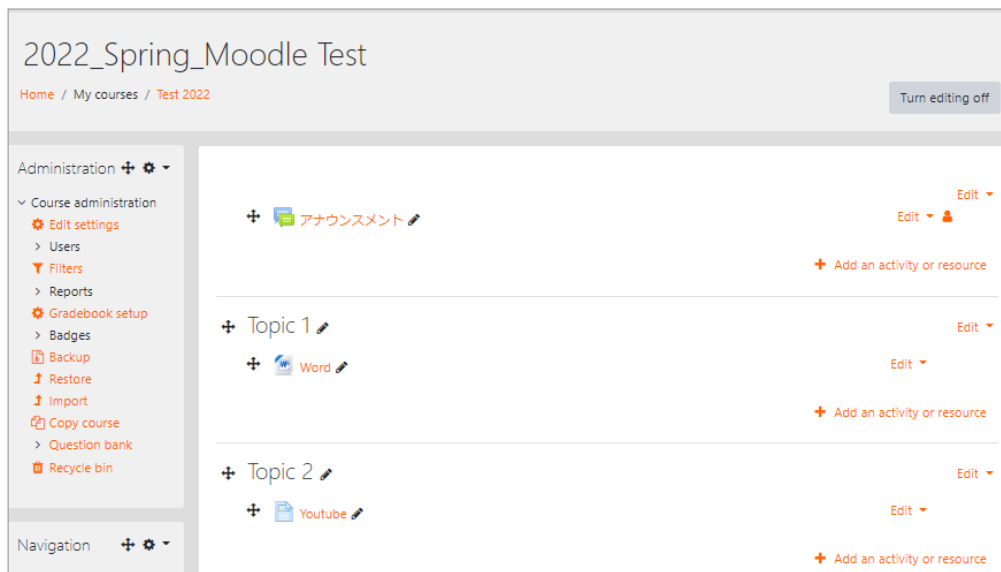
Open a course that you are allowed to edit, click on “Turn editing on” button at top right of screen.



“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.

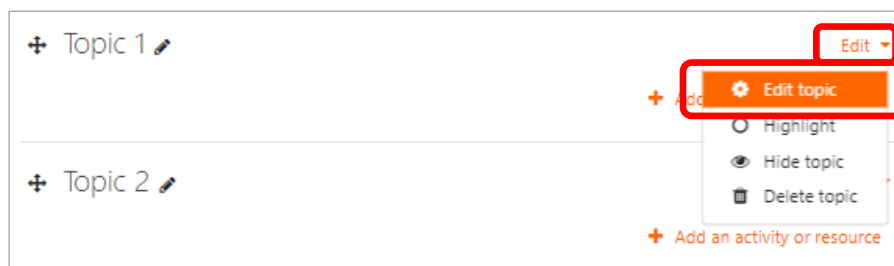
Using Course Management System ~~does not mean~~ you must create e-Learning materials.

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.

In this case, on the summary edit screen, check the “Custom” and enter the name of the section you want to display in the next line “Section name”.

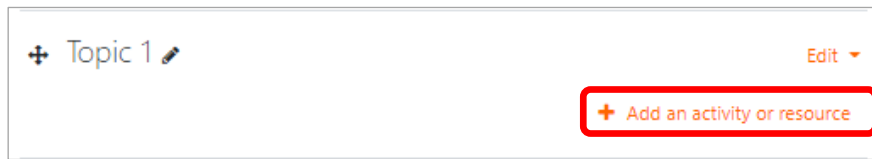
A screenshot of the 'Summary of Topic 1' edit screen. The 'General' tab is selected. Under 'Section name', the 'Custom' checkbox is checked and highlighted with a red box. The text 'Topic 1' is entered in the field below. The 'Summary' field has a rich text editor with a toolbar. At the bottom, there are 'Save changes' and 'Cancel' buttons.

Editing page for section name and description

4) Uploading files

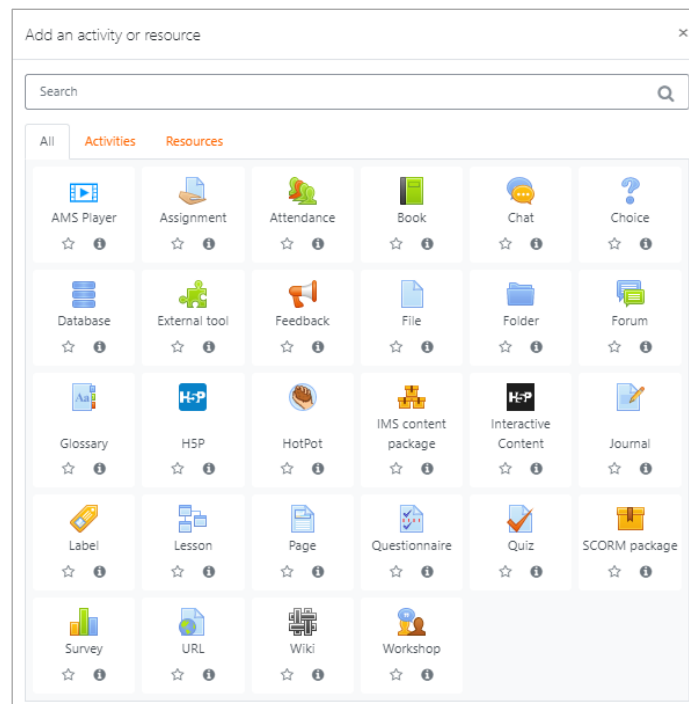
Finally, we come to uploading a file to the section.

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

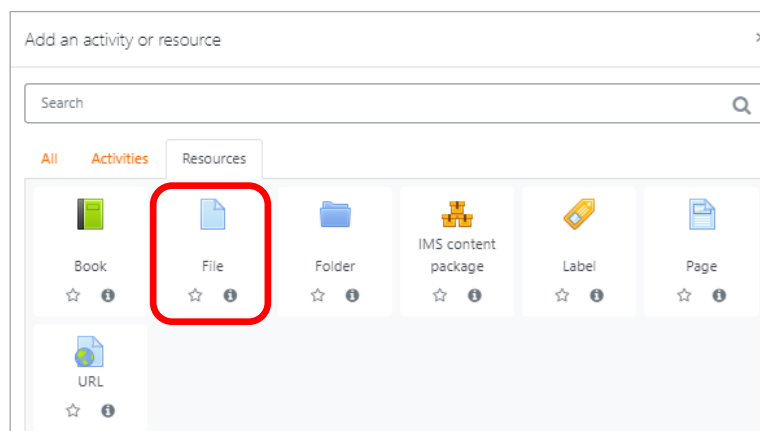


“Add an activity or resource” link

“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

Paragraph **B** *I* ☰ ☷ 🔗 📎 🖼️ 📄 📁


Path:

☐ Display description on course page ?

Select files Maximum size for new files: 20MB

📁 📁 📁

Files



You can drag and drop files here to add them.

Appearance

Common module settings

Restrict access

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.

Select files Maximum size for new files: 20MB

📁 📁 📁

Files



You can drag and drop files here to add them.

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



File picker

On the left you will see five menus, “Server files”, “Recent files”, “Upload a file”, “Private files”, “Content bank”.

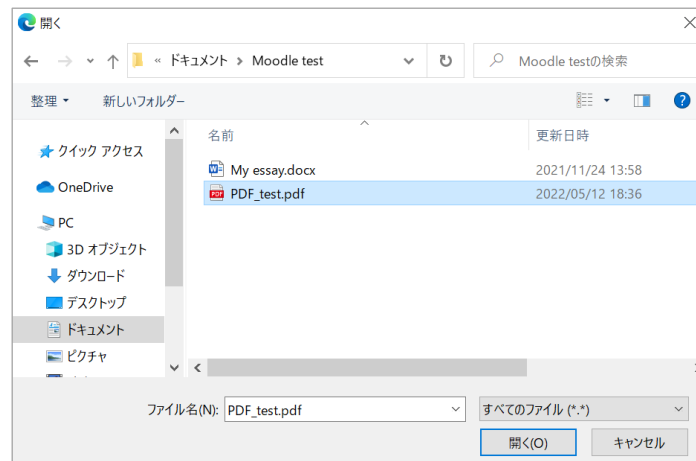
“Server files” and “Recent files” are used when you want to create links to files already uploaded in the course site.

Also, “Private files” is used to create links to files uploaded to individual areas of the server. You can also view/manage files uploaded in “Private files” from Dashboard page shown when you click on “Dashboard” link in the Navigation block.

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.

Click the “Select” button to specify the file on your computer.

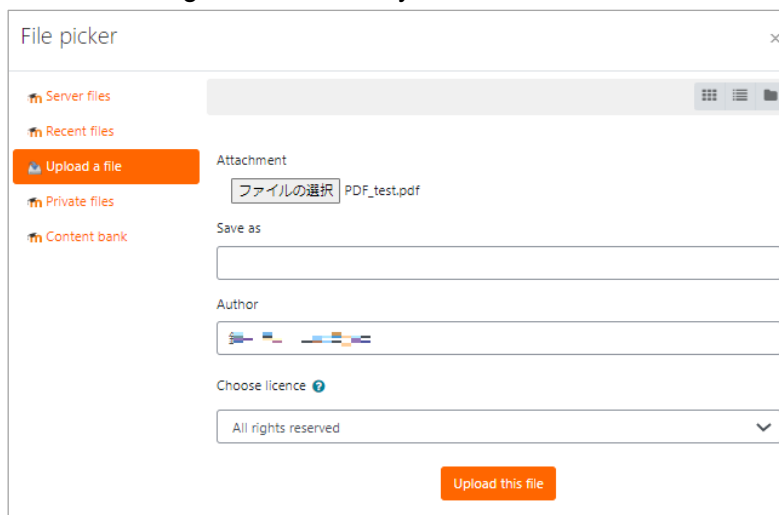
In this example, a PDF file is selected, clicked on “Open”



“Upload file” window

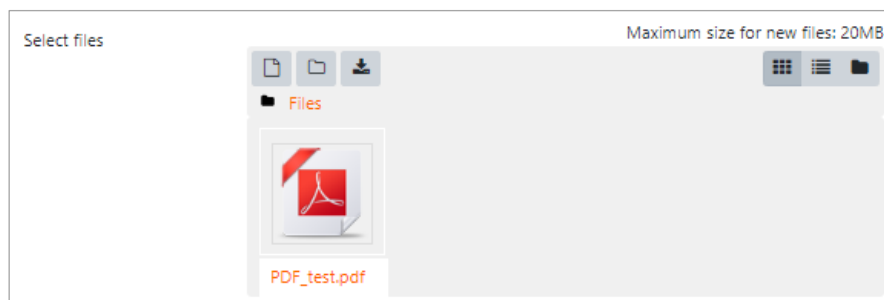
When you have selected a file, enter file name as required, click “Upload this file”.

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.



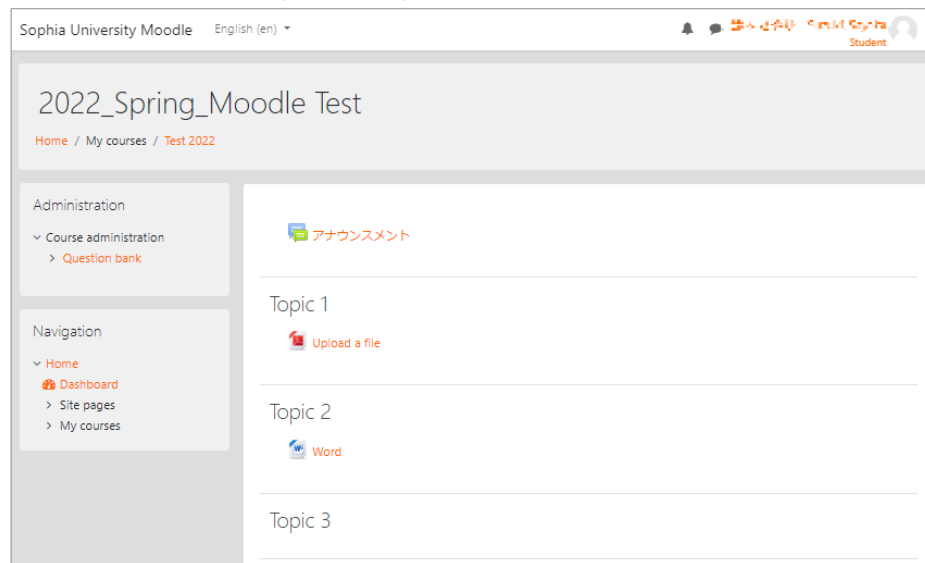
PDF file is uploaded

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.

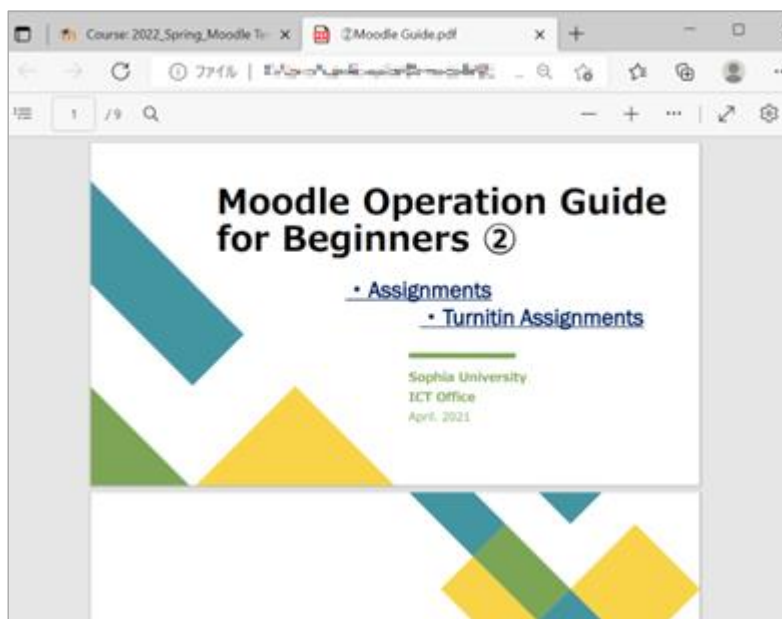
Then click on link to the file you have just uploaded and check that the PDF file is displayed.



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.
You can also post other files than in PDF format.

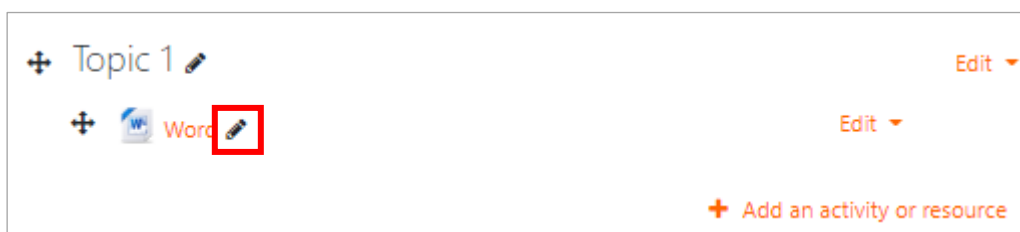


File is opened

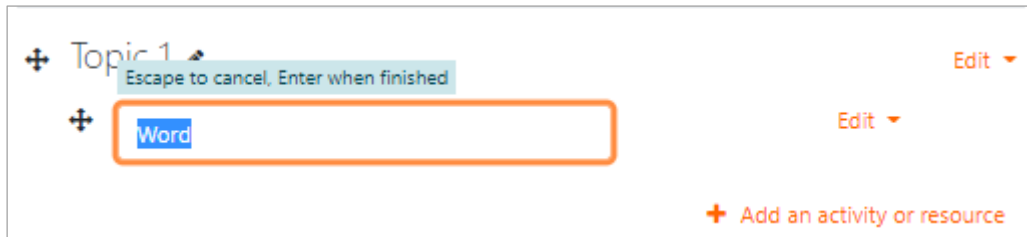
Also, if you use Moodle official iPhone application, files are stored in storage areas of iPhone or iPad using local storage function. This allows students to revise the course contents for the day or prepare for the next class while they are in buses or trains with insecure internet connection.

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



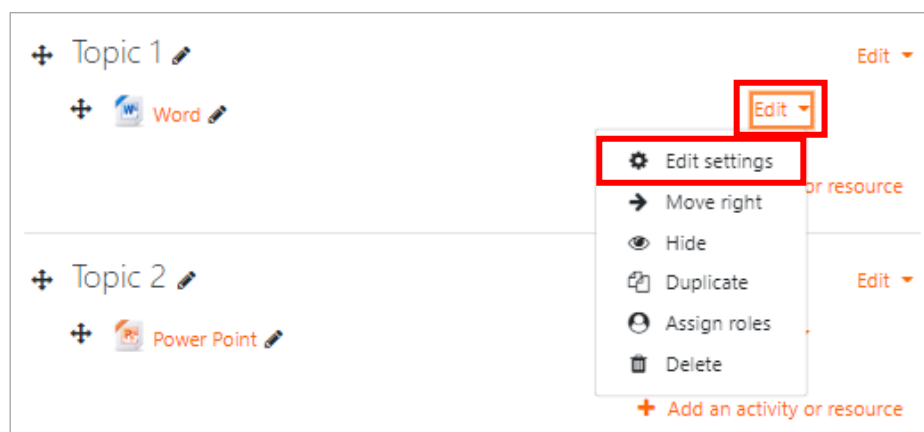
Click on “Edit title” icon (pencil shape in standard theme) which appears to the right of the Resource name, you can change the title name (link characters on course page) of Resources or Activities you added to the course page.



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.

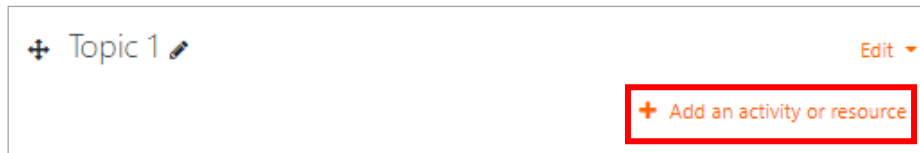
To edit descriptions and various options, click “Edit▼” button right to the resource or activity, then click “Edit Settings”. Screen will show the editing page that was displayed when you added them.



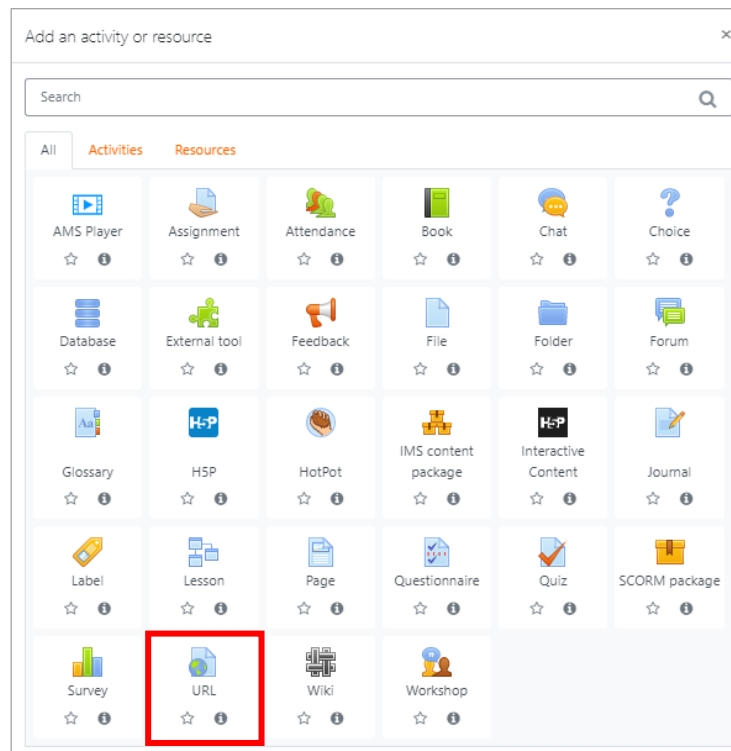
5.4 URL

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”.



If you click “URL” 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 ⓘ Sophia ICT Office

External URL ⓘ <https://ccweb.cc.sophia.ac.jp/>
 Choose a link...

Description

Paragraph **B** *I* ☰ ☷ 🔗 🔗 🔗 🖼️ 📄

Sophia ICT Office Home page

Path: p

☒ Display description on course page ⓘ

Appearance

URL variables

Common module settings

Restrict access

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

Word Edit

Sophia ICT Office Edit

Sophia ICT Office Home page

+ Add an activity or resource

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

Sophia ICT Office

Sophia ICT Office Home page

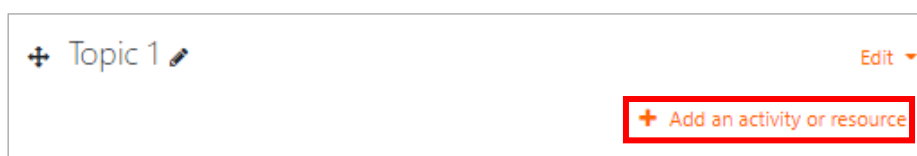
Click <https://ccweb.cc.sophia.ac.jp/> link to open resource.

5.4.1 Adding YouTube videos (Page)

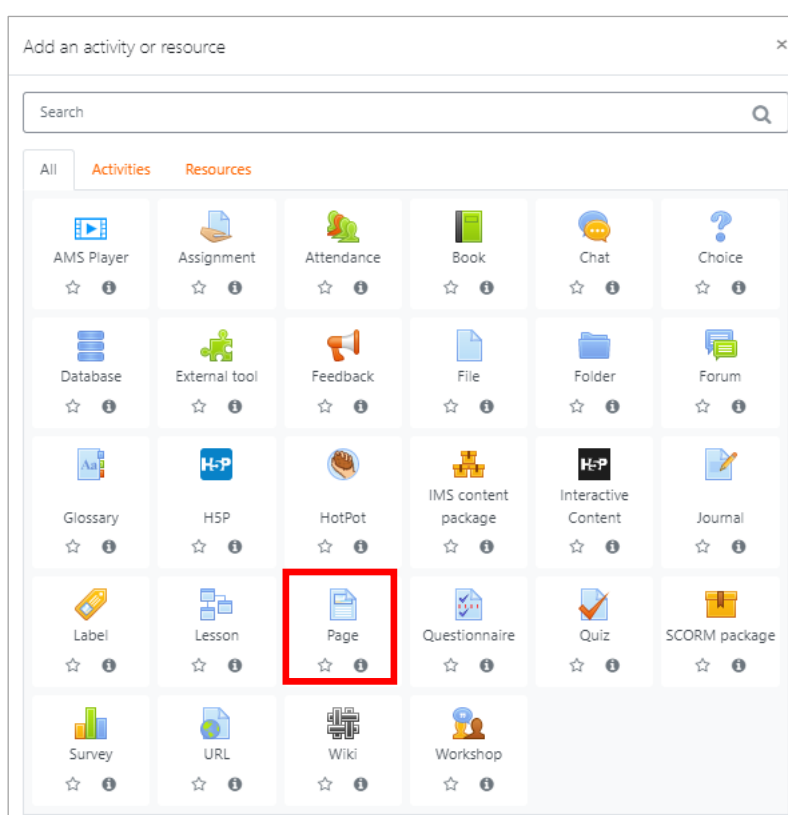
This section explains how to add YouTube videos to your course. There are several methods for adding YouTube videos to your course. Instructions on 5.4 “URL” is one of the methods. On this section, we will explain the way of embedding YouTube videos to your course.

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. Select “Page” from “Activity Chooser”.



“Adding a new Page” screen will appear when you click “Page” 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 the name of YouTube video to “Page content”.
Select all the information you have entered and click  “Insert/Edit link”.

6. Enter the URL of the Youtube address in the “Link URL” field and click the [Insert] button.

7. 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.



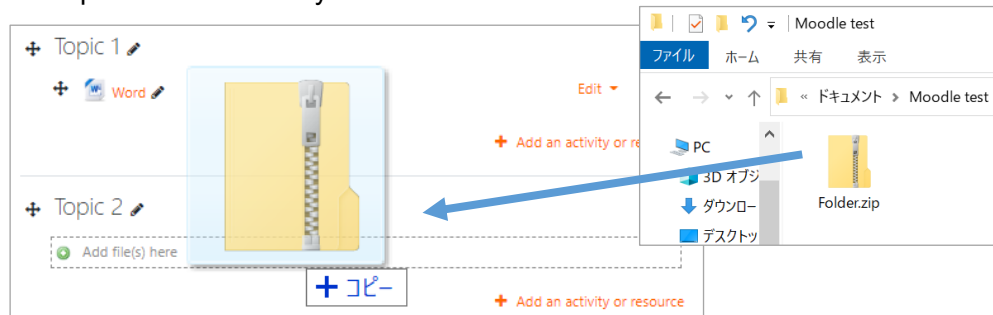
You can watch the video by clicking playing button.



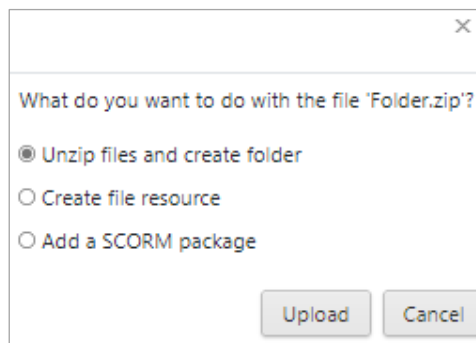
5.5 Folders

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:

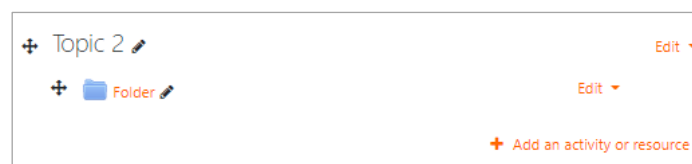
1. Create a folder on your PC. Add files into the folder, then compress the folder to a ZIP file.
2. Drag and Drop the ZIP file on to your course.



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



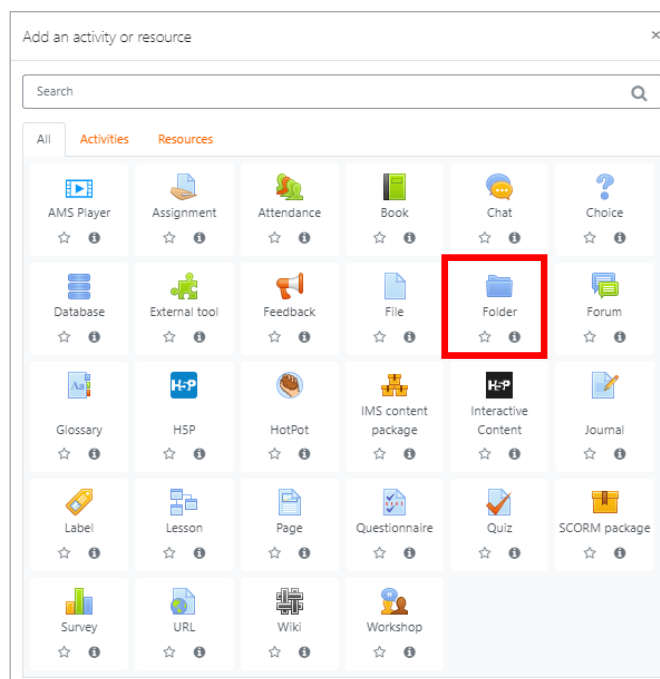
4. A new folder will be created and files will be unzipped automatically.



Unzipped file

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

1. Select “Folder” from Activity Chooser.

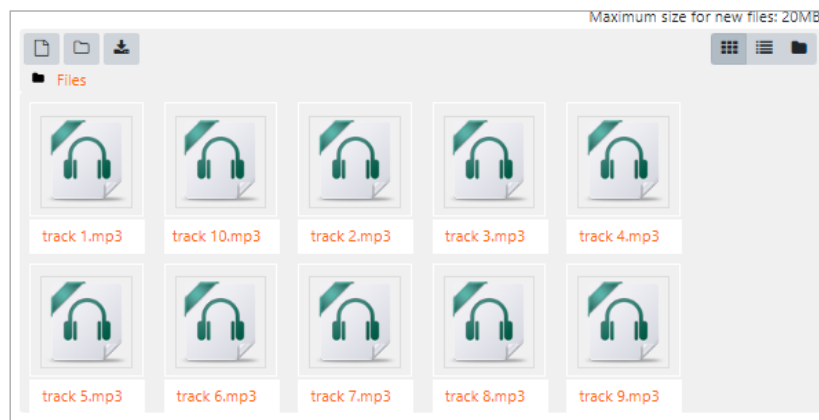
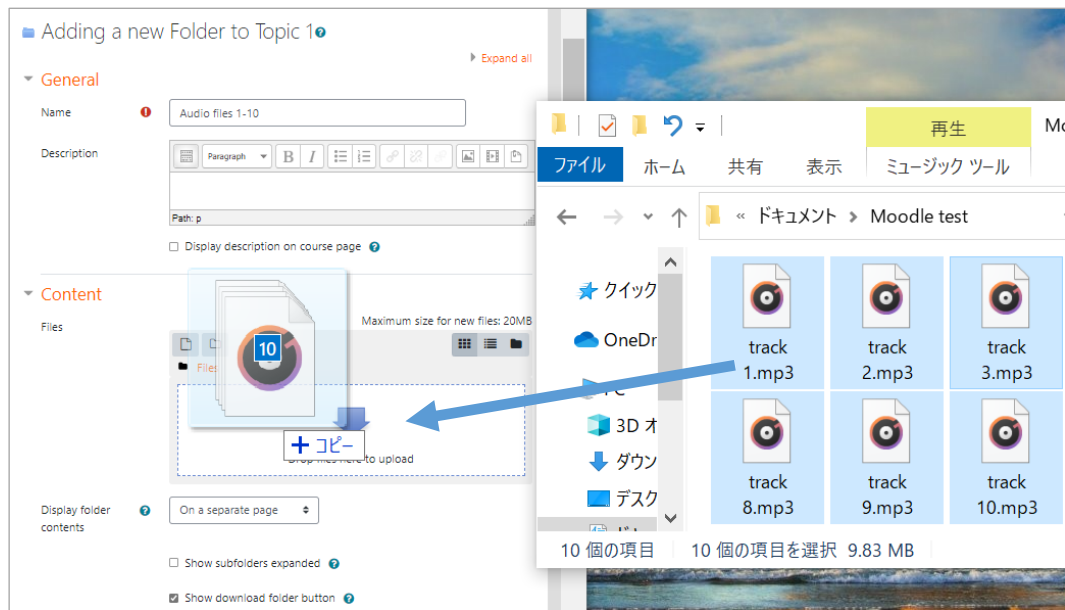


Activity Chooser

2. “Updating folder in (section name)” screen will open.
3. Enter Name and Description for “General” options

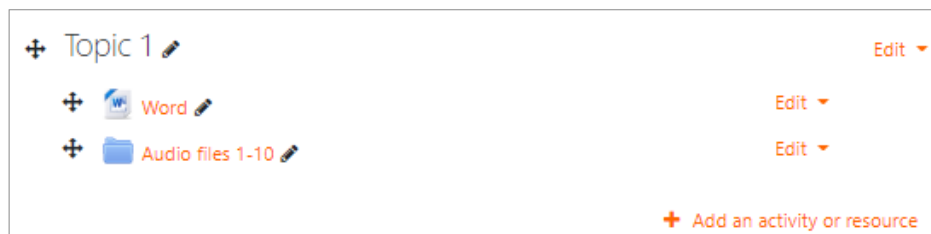
“Updating folder” screen

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

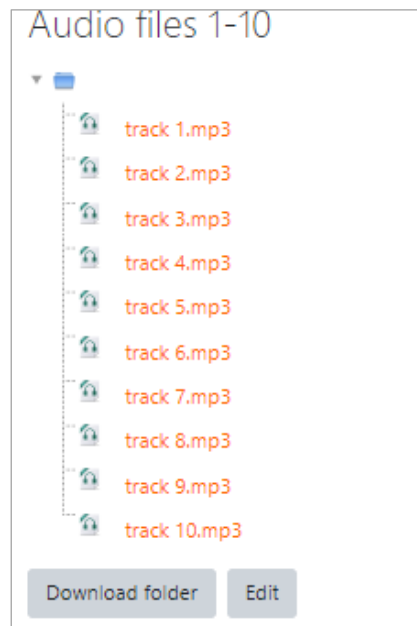


Uploading is completed

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



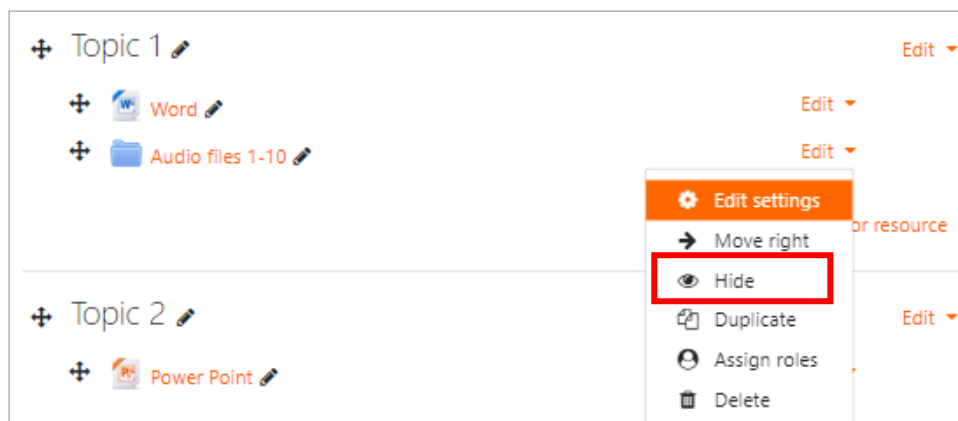
Folder is displayed in course selection



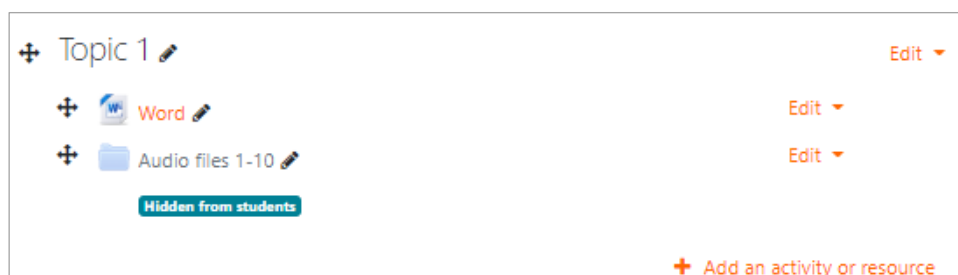
Click on folder name and contents are shown

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

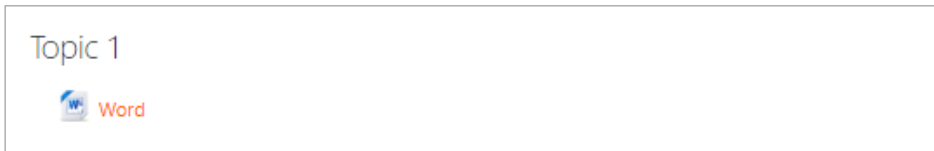
When a folder is hidden, students cannot view the folder. The folder is shown in semi-transparent form to teachers with course editing permissions.



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.

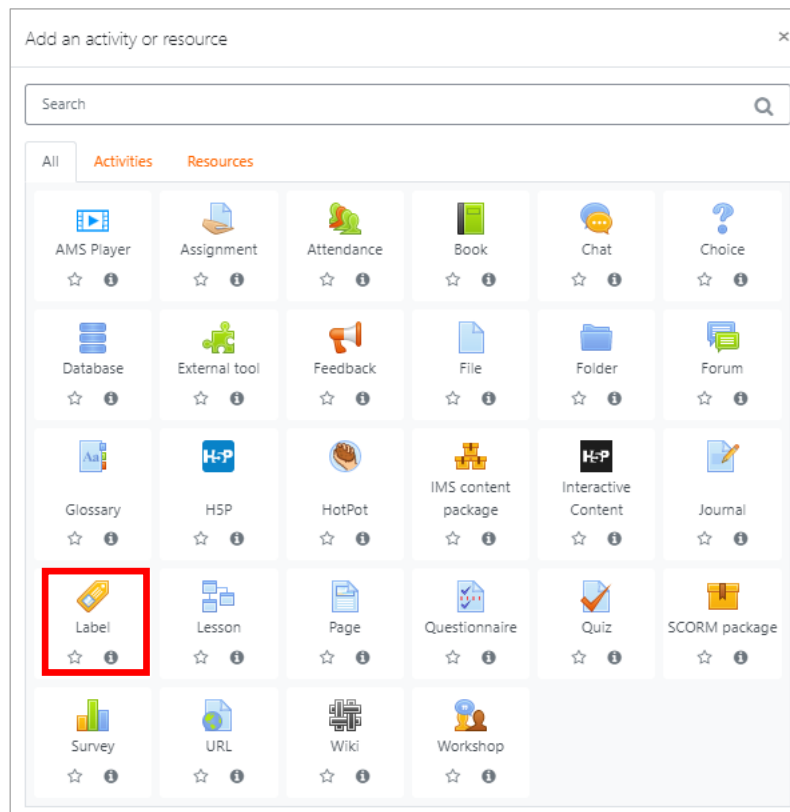
It has extremely useful functions to share files, organize and display multiple files in hierarchy.

5.6 Labels

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

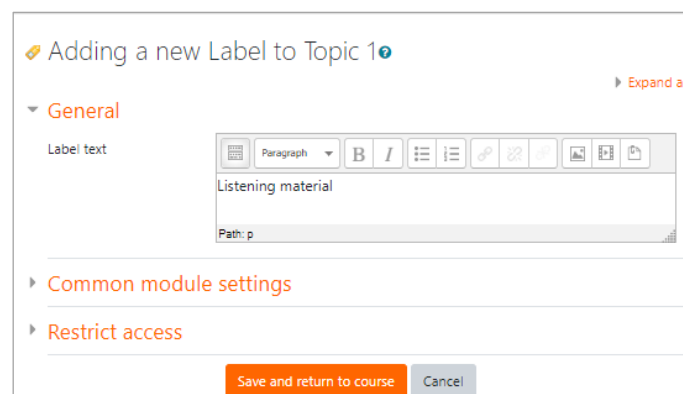
Procedures to add labels including media files are as follows:

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.

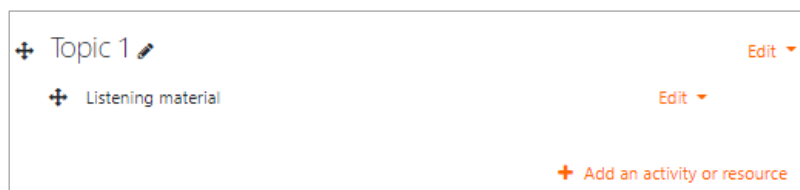



“Label” resource is selected from Activity Chooser

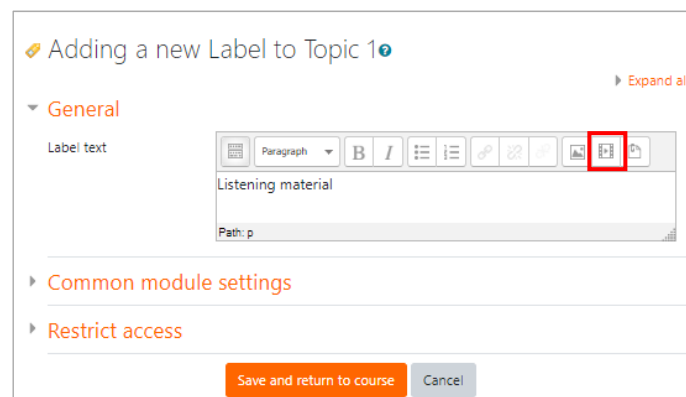
3. Select “Label” from Activity Chooser.
4. “Adding a new label (to section name)” screen will open. Enter text label to “Label text” editing area.



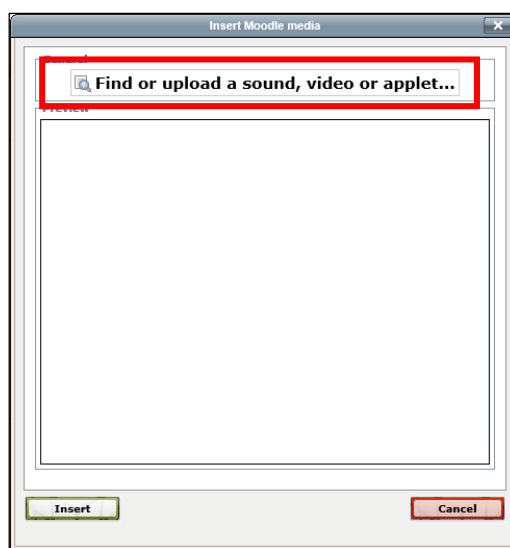
5. Label is added.



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

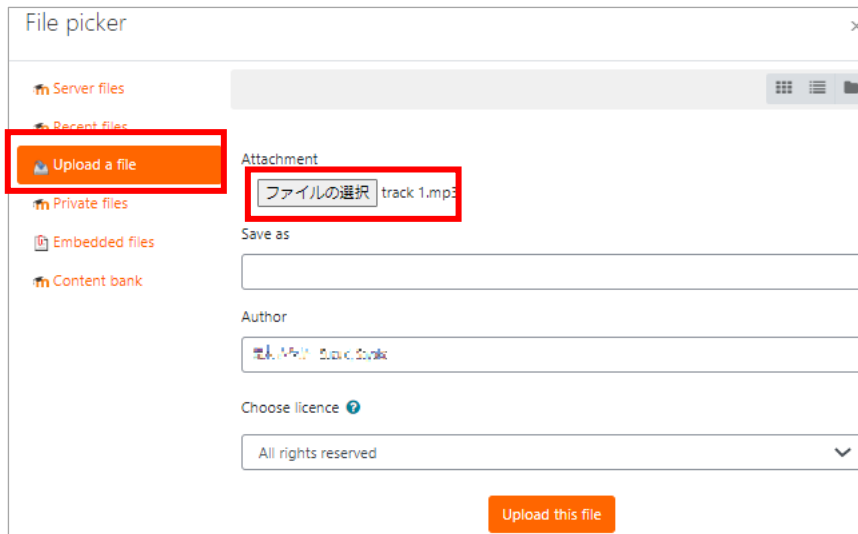


7. “Insert Moodle media” dialogue will open. Click “Find or upload a sound, video or applet...”.



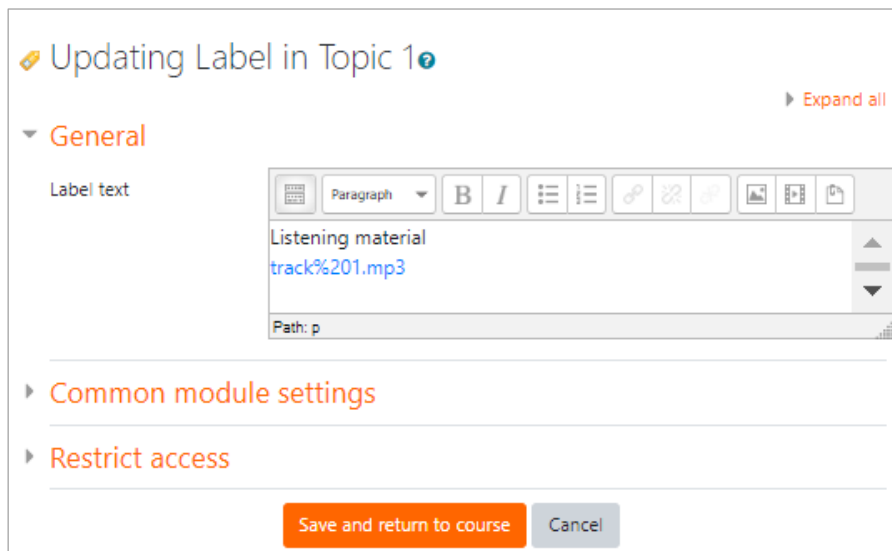
Insert Moodle media

8. Click “Upload a file” in the menu, the click “Browse” button to select a media file.
※If the file name contains Japanese characters, it will be garbled.

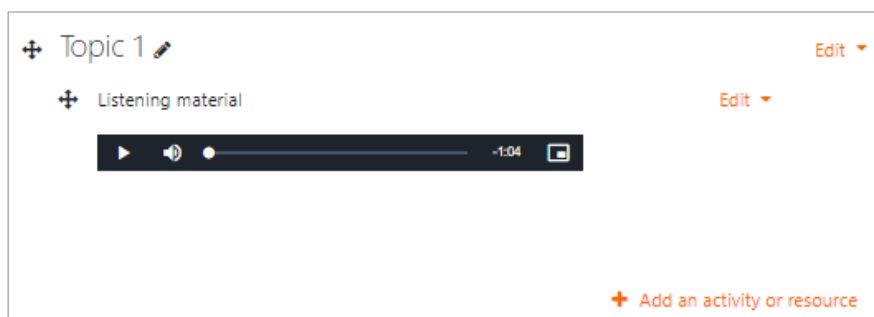


File picker

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



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



Chapter 6. Adding activities to Courses

6.1 Assignments (File Upload)

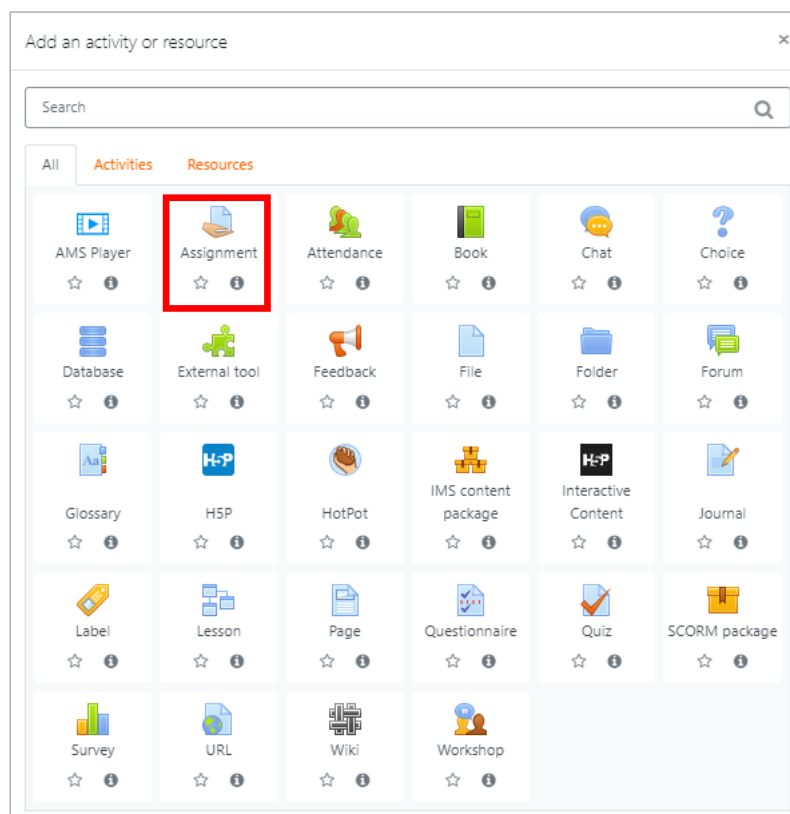
In previous versions of Moodle, assignments were divided into three types, “Upload a single file”, “advanced uploading of files” and “Online text”. From Moodle 2.3 onwards, these are merged into one and you can set assignment options for functions to use or the maximum number of uploaded files

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.

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 two options: “File submissions” or “Online text” is 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.

- 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.

- Annotate PDF

The teacher will be able to create annotated PDF files when marking assignment submissions. This allows the teacher to add comments, drawing and stamps directly on top of the student’s work.

- Feedback files

The teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to, marked-up student submissions, documents with comments or spoken audio feedback.

- 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, making it easier to comment inline or to edit the original text.

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.

- Additional attempts

This setting determines whether a student can make additional attempts at the assignments. For each attempt, the grade and feedback are saved, and can be viewed by the teacher and the student. The available options are “Never”, “Manually”, “Automatically until pass”.

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.

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.

Assignment (Online Text)

☐ 他の方の作品であると私が認めたものを除き、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.

Online text

Path: p

Save changes Cancel

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

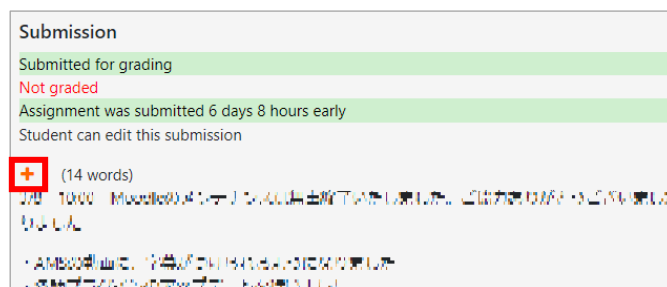
- Online Text : change to “YES”
- File Submissions: change to “NO”

6.2.1 View submitted online texts in full and review them one by one

1. Select options for “Availability settings”.
2. Click on "Grades" in the student row to open the Grades screen for that student.

039566	>ayaka_suzuki@sophia.ac.jp	Submitted for grading	Grade	Edit	Thursday, 17 March 2022, 3:50 PM	(14 words)
		/ 100.00				

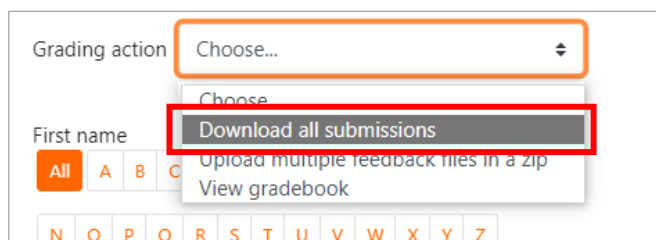
3. Click "+" to display the full text.



4. Click "►" in the upper right corner of the screen or "Save and show next" at the bottom of the screen to open the next student grading.

6.2.2 Download all student submissions and combine them into one PDF file

1. Click on the "View all submissions" button for the assignment.
2. Select "Download all submissions" from "Grading action" in the upper left corner of the screen to download and save all submissions to a zip file.



3. Unzip or extract the zip file.
4. Combine multiple files into one by using a combining application.

<User warning>

- ①File merging applications such as CubePDF Page, Adobe pro, Just PDF, etc. are required.
- ②It is not opened on Moodle, so it takes a bit of time and effort to assign a grade.
- ③Need to have students fill in their names and student numbers in the text.
- ④Errors may occur during the process of combining files depending on the file format and PC performance.

*If errors occur, it is recommended to combine 50 to 100 pieces at a time.

6.2.3 Download the content of the assignments in an offline grading worksheet.

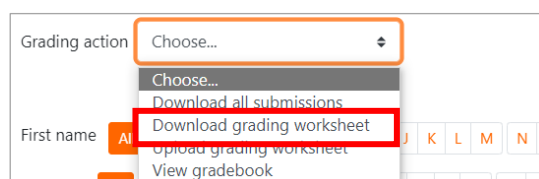
1. Enable the offline grading worksheet.

Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".

2. Download the Offline Grading Worksheet.

Click the "View all submissions" button on the assignment.

Select "Download grading worksheet" from the Grading action pull-down menu, name and save the csv file.



3. Open the above csv file and you will see the students' submitted contents in the "Online text" row.

C	D	E	F	G	H	I	J	K
ID number	Email address	Status	Grade	Maximum Grade	Can be graded	Last modified	Online text	Last modified
1037941	gyousei	No submission		100	Yes	-		
1037948	tsunawa	Submitted for grading		100	Yes	Tuesday	<p><p>The Assignment Online Text enables students to write their text direct on the browser; they do not need to create document</p> <p><div class="informationDetail"></p> <p><div class="post"></p> <p><p>3/8 10:00 Moodle test.</p>	Tuesday, 4

<User warning>

It is in HTML format, so extra tags go into the text and are downloaded together.

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.

Select	User picture	name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	Online text	File submissions	
<input type="checkbox"/>		田中 花子	123456789	tanaka_hana@sophia.ac.jp	No	Grade	Edit	-			
					<div>Update grade</div> <div>Prevent submission changes</div> <div>Edit submission</div> <div>Remove submission</div>						
<input type="checkbox"/>		田中 花子	123456789	tanaka_hana@sophia.ac.jp	Submitted for grading	90.00 / 100.00		Thursday, 17 March 2022, 4:33 PM		課題レポート	

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

Assignment1

Online text

Paragraph

B

I

U

Link

Image

Table

Fullscreen

File submissions

Maximum file size: 20MB, maximum number of files: 20

Files

Report.docx

Save changes

Cancel

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


Select	User picture	name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	Online text	File submissions
<input type="checkbox"/>		田中 花子	123456789	tanaka_hana@sophia.ac.jp	Submitted for grading	Grade	Edit	Friday, 13 May 2022, 4:19 PM		Report.docx
						90.00 / 100.00				
<input type="checkbox"/>		田中 花子	123456789	tanaka_hana@sophia.ac.jp	Submitted for grading	Grade	Edit	Thursday, 17 March 2022, 4:33 PM		課題レポート.docx
						90.00 / 100.00				

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6.4 Check if the assignment has been submitted

6.4.1 Check on the Moodle screen

1. Click on the "View all submissions" button for the assignment.
2. Click on "Status" and sort and review students in order of "no submission" or "submitted for grade."

User picture	First name	ID number	Email address	Status	Grade
	松本 大輔 Matsuda Daisuke	01037940	daisuke.matsuda@sophia.ac.jp	No submission	<div>Grade</div> <div></div> <div>/ 100.00</div>

6.4.2 Check using the offline grading worksheet

1. Enable the offline grading worksheet.

Feedback types

Feedback types ☒ Feedback comments ☐ Annotate PDF ☐ Feedback files ☒ Offline grading worksheet

Comment inline

Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".

2. Download the offline grading worksheet.

Grading action

Choose...

First name

All

Download grading worksheet

Click on the "View all submissions" button for the assignment.

Select "Download grading worksheet" from the Grading action pull-down menu, then click Name and save the csv file.

3. Open the above csv file and check the status row.

ID number	Email address	Status	Grade	Maximum	Grade can	Last modified	Online text	Last modified
1037840	gyousei_	No submission		100	Yes	-		-
1037948	tsutsumi_	Submitted for grading		100	Yes	Tuesday,	<p>The Assignment Online Text enables students to write their text direct on the browser; they do not need to create document <div class="informationDetail"><div class="post">	Tuesday,

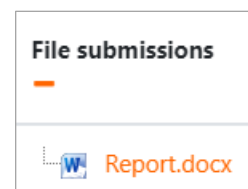
Submitted: Submitted for grading Not submitted: No submission

6.5 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.

Select	User picture	name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	Online text	File submissions
<input type="checkbox"/>		山田 花子 YAMADA Hanako	123456789	hanako.yamada@sophia.ac.jp	Submitted for grading	<input type="text" value=""/>	Grade	Friday, 13 May 2022, 4:19 PM		Report.docx
<input type="checkbox"/>		田中 太郎 Tanaka Tarou	987654321	tarou.tanaka@sophia.ac.jp	Submitted for grading Graded	<input type="text" value="90.00"/>	Grade	Thursday, 17 March 2022, 4:33 PM		課題レポート.docx

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.

Assignment1										
Grading action: Choose...										
<div>Choose...</div> <div>Download all submissions</div> <div>Upload multiple feedback files in a zip</div> <div>View gradebook</div>										
<div>First name: [A-Z]</div> <div>Surname: [A-Z]</div>										
Select	User picture	Surname - phonetic / First name - phonetic / Surname / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	Online text	File submissions
<input type="checkbox"/>		山田 花子 YAMADA Hanako	123456789	hanako.yamada@sophia.ac.jp	Submitted for grading	<input type="text" value=""/>	Grade	Friday, 13 May 2022, 4:19 PM		Report.docx
<input type="checkbox"/>		田中 太郎 Tanaka Tarou	987654321	tarou.tanaka@sophia.ac.jp	Submitted for grading Graded	<input type="text" value="90.00"/>	Grade	Thursday, 17 March 2022, 4:33 PM		課題レポート.docx
<input type="checkbox"/>		佐藤 一郎 Sato Ichiro	567890123	ichiro.sato@sophia.ac.jp	Submitted for grading Graded	<input type="text" value="75.00"/>	Grade	Thursday, 17 March 2022, 5:17 PM		課題レポート.docx

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

Status	Grade	Edit	Last modified (submission)	Online text	File submissions
Submitted	<input type="text" value=""/>	Edit ▼	Friday, 13 May 2022, 4:19 PM		Report.docx
<div>Update grade</div> <div>Prevent submission changes</div> <div>Edit submission</div> <div>Remove submission</div>					
Submitted for grading	<input type="text" value="90.00"/>		Thursday, 17 March 2022, 4:33 PM		課題レポート.docx

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

Submission

Submitted for grading
Not graded
Student can edit this submission

Report.docx 13 May 2022, 4:19 PM

Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Feedback comments

Paragraph B I [Rich Text Editor Icons]

Notify students ☒ Save changes Save and show next Reset

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.

Report.docx 13 May 2022, 4:19 PM

Submitted for grading
Graded

Grade 90.00 / 100.00

Grade

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 page

10

Filter

No filter

☒ Quick grading

☒ Show only active enrolments

☒ Download submissions in folders

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

Status	Grade	Edit	Last modified (submission)	Online text	File submissions	Submission comments	Last modified (grade)	Feedback comments
Submitted for grading	Grade 80 / 100.00	Edit	Friday, 13 May 2022, 4:19 PM		Report.docx	13 May 2022, 4:19 PM Comments (0)	-	comment
Submitted for grading Graded	Grade 85 / 100.00	Edit	Thursday, 17 March 2022, 4:33 PM		課題レポート.docx	17 March 2022, 4:33 PM Comments (0)	Thursday, 17 March 2022, 5:52 PM	good!
Submitted for grading Graded	Grade 90 / 100.00	Edit	Thursday, 17 March 2022, 5:17 PM		課題レポート.docx	17 March 2022, 5:17 PM Comments (0)	Thursday, 17 March 2022, 5:52 PM	feedback

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

6.6 Feedback on submitted assignments

6.6.1 Feedback individually

1. To return feedback as a file, open the Edit Settings screen for the assignment, check the "Feedback Files" box for the Feedback type, and save the changes.
2. Click on the assignment name and click on the "View all submissions" button.
3. Click on the orange "Grade" button that appears in the student row.
4. On the grading screen that appears, you can assign a grade to the students' submissions and return feedback comments and feedback files to them.

6.6.2 Feedback all together

1. Enable the offline grading worksheet on the edit settings for the assignment.
2. View all submissions > Grading action > Option "Download submissions in folder". Check the box. After that, download all submissions at once.
3. Open the downloaded zip file, copy the contents folder, and save it in a new folder A.
4. Correct and overwrite each student's submission file saved in A, or put in the file you want to give feedback on.
5. Compress A to zip.
6. Select "Upload grading worksheet" from the grading action, and upload the zip file compressed in step 5.

6.7 Due and cut-off date for Moodle assignment submission

When setting a cutoff date and time, please give at least one day's leeway between the end date and the cutoff date and time, if possible. It is not recommended to set the same values for the cutoff date and time as for the end date and time.

The end date/time is the so-called deadline and if this date/time is exceeded, the student will be marked as a "Late Submission". The cutoff date/time is set to close the assignment submission and stop accepting any submissions.

If there is an immediate concentration of submissions to Moodle, delays of a few seconds to a few minutes or less may occur. In order to be able to accept assignments in such cases, there must be enough time between the end date/time and the cutoff date/time.

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.

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、
つかの叙事詩、物語集に加え、パーリ語仏教経典¹³、サンスクリット語
と考られている。また二次的な資料として、古代インドの社会状況等の
含まれる。上記のうちのいくつかは、「シッタールタ」執筆期間中に書評として言
れているほか、「シッタールタ」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¹⁴」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¹⁵、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「シッタールタ」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
ダー

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.
14 Oldenberg, Hermann: Buddha: Sein Leben, sein Lehren, München.
15 Neumann, Karl Eugen: 1923.
16 M.1 S.339. „Über mei
17 Deeg

Page: 7 of 62 Word Count: 26959

Match Overview		
8%		
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.

修士論文

QuickMark View

「シッタールタ」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。シッタールタだ
とはわかっていなかったが、明らかに長い間ここにおいて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』とシッタールタは言った⁵⁰の間を指す。

5. 「シッタールタ」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、「シッタールタ」の全体像を明らかにしたいと思う。ヘッセが「シ
ッタールタ」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

「シッタールタ」の第一部を、「⁴⁹」と「クラインとヴァーグナー」あ

⁴⁹ Siddhartha S.75. (以下S.頁教

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

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

Return to Turnitin Classic

7.2 How to create Assignment using Turnitin

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

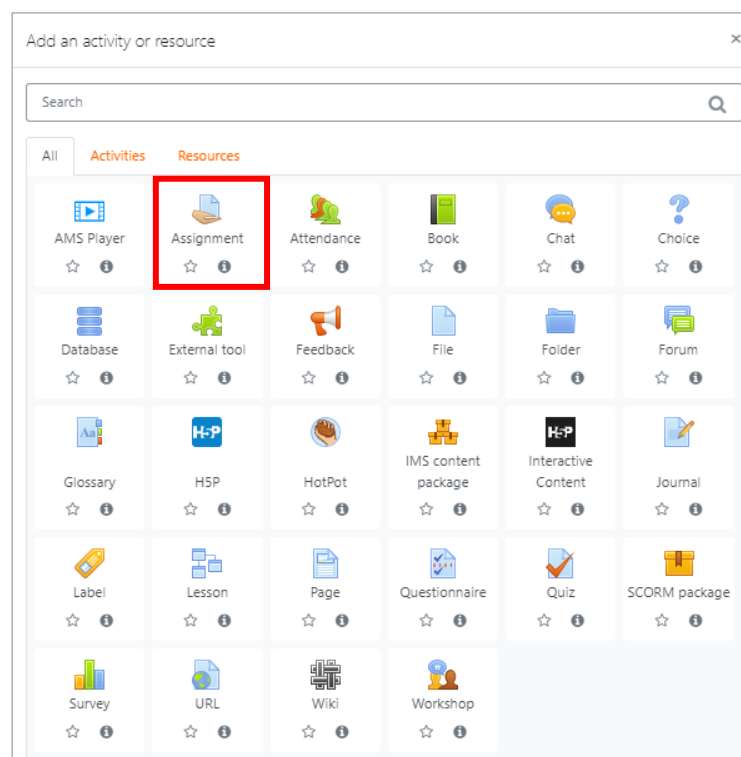
Moodle used to provide “Turnitin Assignment 2” activity to make assignments using plagiarism check. Teachers can read, edit or grade “Turnitin Assignment 2”, which they created before. However, they cannot create new assignments.

In order to use Turnitin, the student’s submission must contain text data of at least 20 characters in Japanese and 100 characters in English. If the content is less than this number of characters, an error will be displayed. In addition, text contained in scanned images will not be included in the analysis. Please do not use the Turnitin when submitting primarily images or short reaction papers.

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. ※This must be set when the assignment is created. If set to Yes after the submission has been made, the submitted assignment must be resubmitted before it can be sent to Turnitin.	Yes
Display Originality Reports to Students	Keep No. 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.	Generate report immediately
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	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 includes 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.

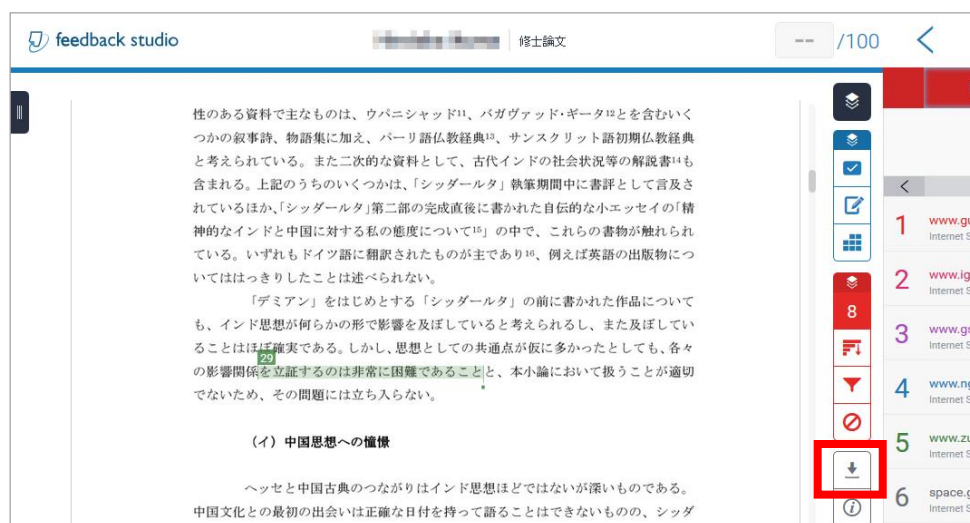
7.3 Download Assignments and Grade

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.

First name	ID number	Email address	Status	Grade	Edit	modified (submission)	File submissions
	123456789	example@example.sophia.ac.jp	Submitted for grading	<div>Grade</div> <div></div> <div>/ 100.00</div>	<div>Edit</div>	Thursday, 17 March 2022, 6:17 PM	<div> 課題レポート.docx</div> <div> Turnitin ID: 1786250824</div> <div><div>54%</div></div> <div>17 March 2022, 6:17 PM</div>
	987654321	example@example.sophia.ac.jp	Submitted for grading	<div>Grade</div> <div></div> <div>/ 100.00</div>	<div>Edit</div>	Thursday, 17 March 2022, 6:18 PM	<div> Moodleレポート.docx</div> <div> Turnitin ID: 1786250869</div> <div><div>25%</div></div> <div>17 March 2022, 6:18 PM</div>

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 affects similarity score. The stealing of the idea plot may deceive copy-detection process.
 - It is evenly matched with one or two sources from the introduction to the conclusion.
 - Search the web for “source (citation)” or keywords in the report.
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 are not applied. Therefore, the assignment will be checked normally by Turnitin.

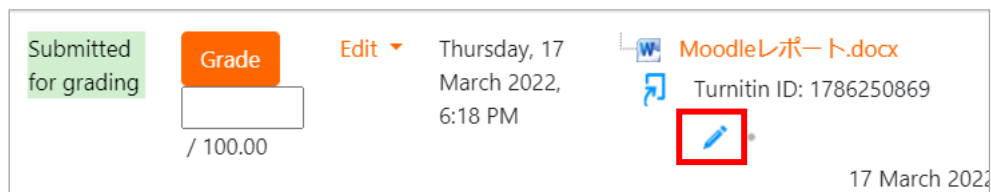
⁶ More precisely, the report will be saved to repository the when the originality report is generated. You need to select "Standard Repository". For example, if you set "Report Generate Option" as "Generate report immediately" the report will be generated within a few minutes. If you set the option as "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.

7.4 If Turnitin's similarity does not appear

Even though the analysis is completed on the Turnitin side, the results may not be reflected due to a problem with the linkage with Moodle.

If a Turnitin ID has been assigned to a student's submission, but the similarity does not appear after a certain amount of time, click on one of the GradeMark icons (the pencil that appears below the Turnitin ID) to bring up the Feedback Studio screen. This triggers the linkage, and in many cases the similarity of all submissions is displayed on Moodle in around 10 to 20 minutes.



Chapter 8. Other Activities

8.1 Quiz

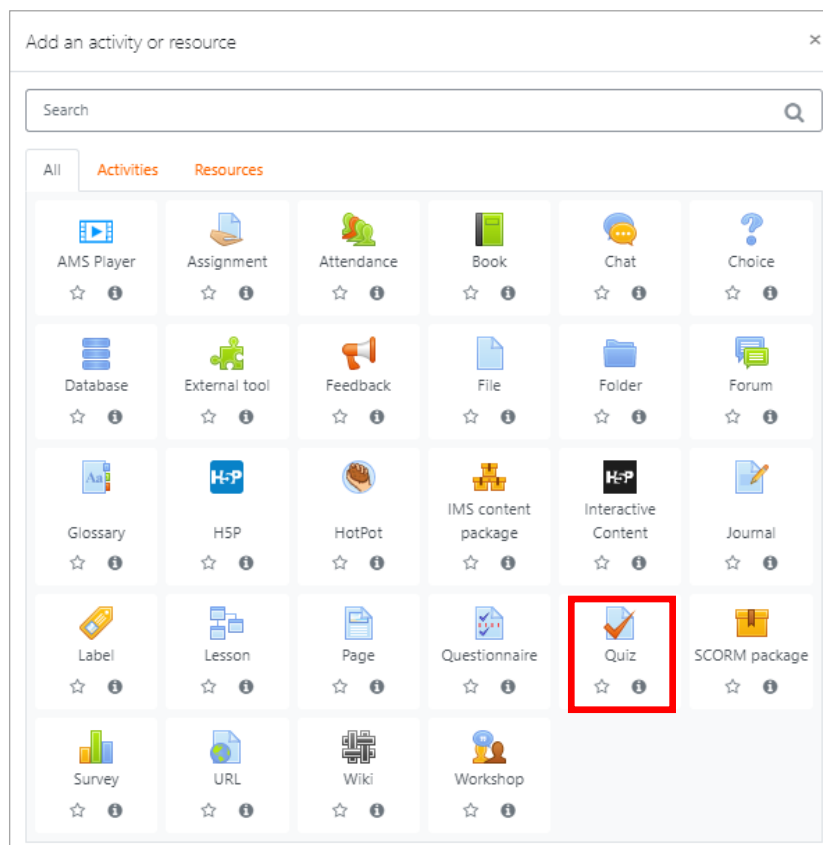
On Moodle, you can create quizzes consisting of questions in a variety of formats.

8.1.1 Add a 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

Paragraph B I [list icons]

Path: p

☐ Display description on course page ?

Timing

Grade

Layout

Question behaviour

Review options ?

“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 ? 18 May 2022 14 36 ☐ Enable

Close the quiz 18 May 2022 14 36 ☐ Enable

Time limit ? 0 minutes ☐ Enable

When time expires ? Open attempts are submitted automatically

Grade

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

- 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)

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.

- 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.

- Attempts allowed:

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

- Grading method:

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

8 Select options for “Layout” settings

- New page:

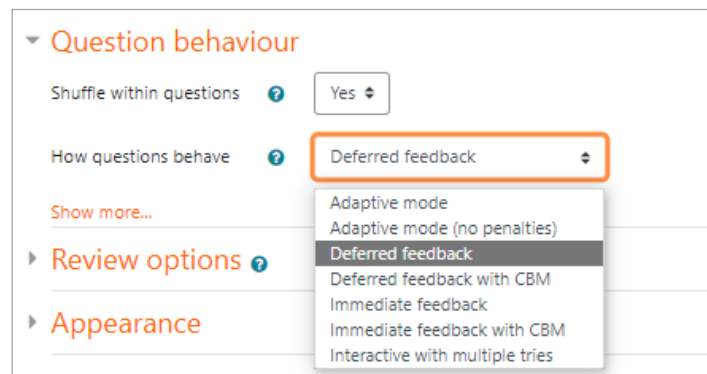
Limit number of questions per page and specify where you wish to have a page break.

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



Options for “Question behavior”

● Shuffle within questions :

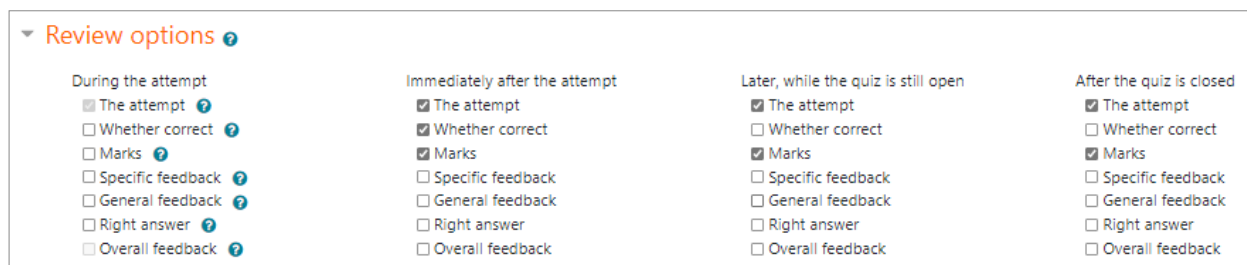
If set to “yes”, questions within the quiz will be shuffled and shown in a random order.

● Question behavior

- Adaptive mode
- Adaptive mode (no penalties)
- Immediate feedback
- Immediate feedback with 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 with 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.

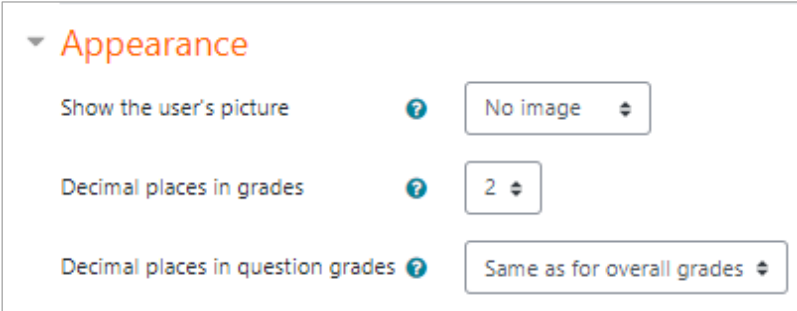
10. Select options for “Review options” settings

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, 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

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
- Decimal places in question grades:
Specify how many decimal places should be displayed when showing grades for individual questions.

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.
- 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.
- Browser security:
Only browsers where students have JavaScript enabled can initiate the quiz attempt. This ensures that, where possible, functions such as copy and paste are not available to students.

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.

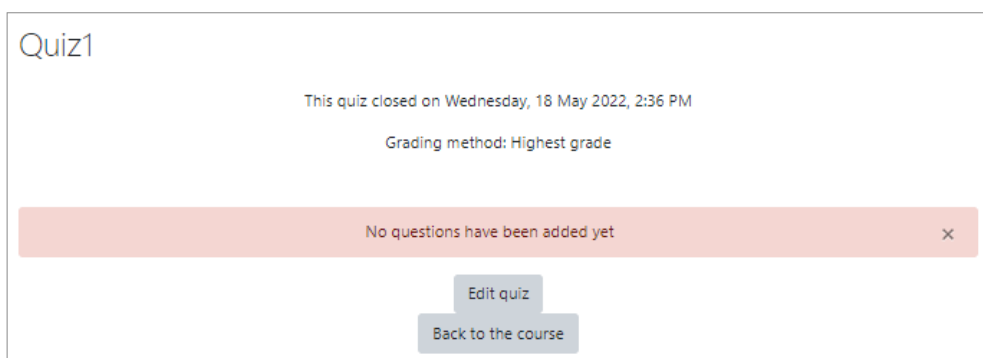
Feedback for each question may be made on editing question page.

14. Select options for “Common module settings”

- Availability : Set hide / show.
- Group mode :
Set an identifier for this activity in case you want to refer to it in the grading calculation.
- ID number :
Three options: “no groups”, “separate groups” that can only be viewed within a group, or “visible groups” that can also be viewed by other groups.

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.



Editing quiz: Quiz1

Questions: 0 | This quiz is closed

Maximum grade 10.00 Save

Repaginate Select multiple items

Total of marks: 0.00

☐ Shuffle

Add

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

+ a new question

+ from question bank

+ a random question

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

Choose a question type to add

QUESTIONS

☐ Multiple choice

☐ True/False

☐ Short answer

☐ Numerical

☐ Calculated

☐ Essay

☐ Matching

☐ Random short-answer matching

☐ Embedded answers (Cloze)

☐ Calculated multichoice

Select a question type to see its description.

Add Cancel

Dialogue shown by “add a question”

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

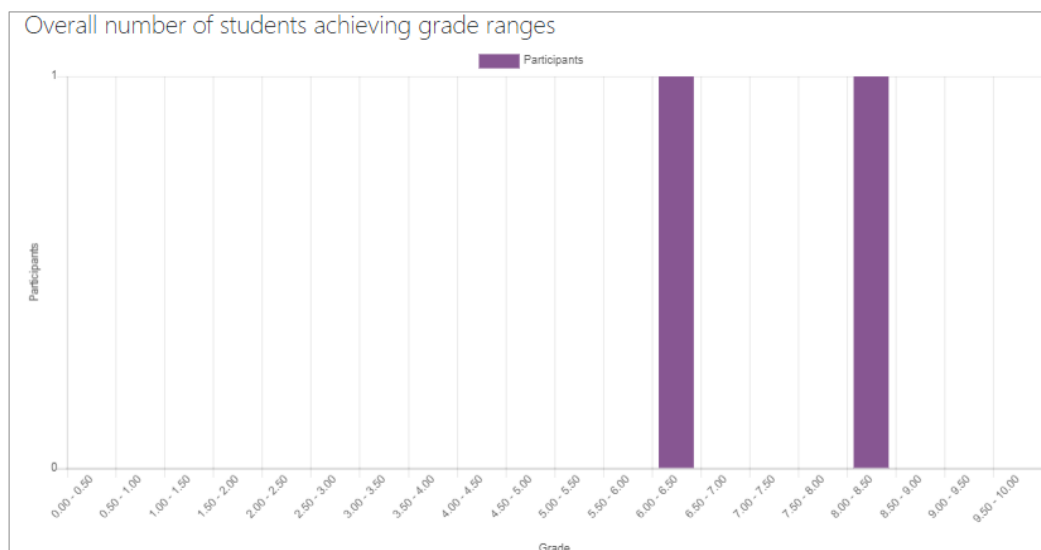
8.1.2 Grading Quiz

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"/>					17 March 2022 7:20 PM	17 March 2022 7:20 PM	20 secs	6.00	✗ 0.00	✓ 2.00	✓ 2.00	✓ 2.00	✗ 0.00
<input type="checkbox"/>					17 March 2022 7:23 PM	17 March 2022 7:23 PM	19 secs	8.00	✓ 2.00	✓ 2.00	✓ 2.00	✗ 0.00	✓ 2.00
Overall average									7.00 (2)	1.00 (2)	2.00 (2)	2.00 (2)	1.00 (2)

Regrade selected attempts Delete selected attempts



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

	Q. 1 /2.00	Q. 2 /2.00	Q. 3 /2.00	Q. 4 /2.00	Q. 5 /2.00
6.00	✗ 0.00	✓ 2.00	✓ 2.00	✓ 2.00	✗ 0.00
8.00	✓ 2.00	✓ 2.00	✓ 2.00	✗ 0.00	✓ 2.00

8.1.3 Best practices for using quizzes with relatively heavy scoring

1. Set the number of student quiz attempts at least two and with limited accessibility time to the test.
(e.g., set the start and end of the quiz period to no more than one hour and the exam time to 60 minutes, with 30-45 minutes required for the questions.)
The environment of the test administrator is different when using a web browser, and the expectation that the test will be completed successfully is not very high. This is also to eliminate the time it takes to hand a question to someone else to solve. (which goes against server load reduction.)
2. For multiple choice and fill-in-the-blank quizzes, the review option is set to not show the correct answers and grades after the exam. (See the figure below).
3. Students may take the test several times, and the highest score will be taken.
4. Instruct students to save their answers to a notepad on their computers at the same time.
5. If there are multiple questions, the page is divided into multiple pages so that written content is not lost. At the time of a page transition, the answers at that point are temporarily stored on the Moodle server.
6. If you require students to write longer texts, avoid using quizzes and use normal assignment submission + plagiarism check (file submission). Even for normal assignment submissions, shortening the time between the presentation of the assignment and the due date helps the student concentrate on solving it and reduces the chance of receiving advice from others.

The screenshot displays the Moodle Quiz settings interface, organized into several sections:

- Timing**
 - Open the quiz:** Date and time set to 6 April 2022 at 15:30. ☒ Enable.
 - Close the quiz:** Date and time set to 6 April 2022 at 16:30. ☒ Enable.
 - Time limit:** 60 minutes. ☒ Enable.
 - When time expires:** Open attempts are submitted automatically.
- Grade**
 - Grade category:** Uncategorized.
 - Grade to pass:** 100.
 - Attempts allowed:** 2.
 - Grading method:** Highest grade.
- Question behaviour**
 - Shuffle within questions:** Yes.
 - How questions behave:** Deferred feedback.
- 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 type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct	<input type="checkbox"/> Whether correct
<input type="checkbox"/> Marks	<input type="checkbox"/> Marks	<input 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

8.2 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.

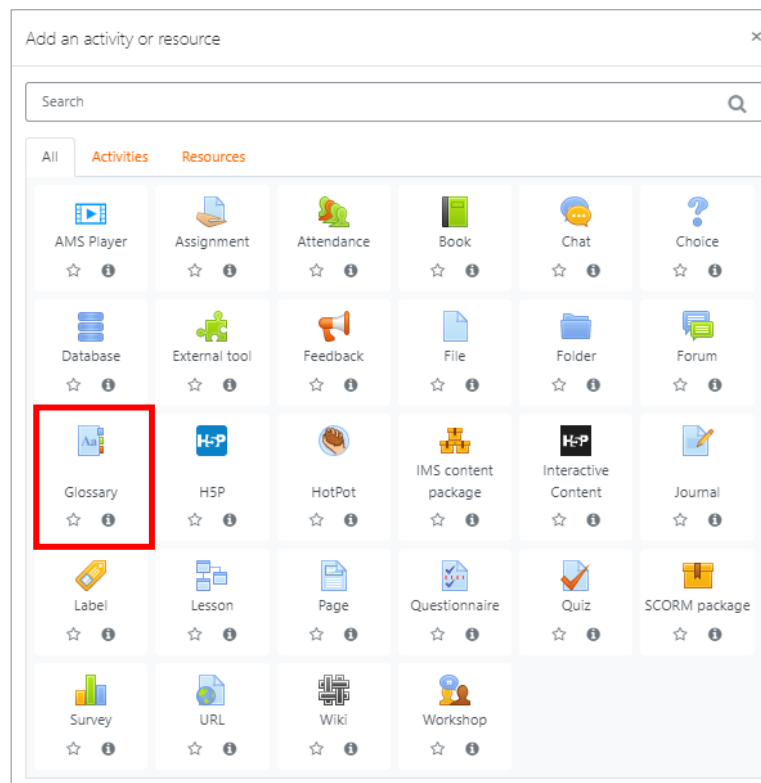
Students and teachers can leave comments on entries in Glossary. Glossary also can be rated by teachers or students. Ratings can be aggregated to form a final grade which is recorded in a grade book.

“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.



Activity Chooser

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

Adding a new Glossary to Topic 1

General

Name

Description

Paragraph

B *I* U **Code** **Table** **Image** **Link** **Unlink** **More**

Path

☐ Display description on course page

Glossary type

Entries

Appearance

Ratings

Common module settings

Restrict access

There are required fields in this form marked ❗.

“Adding a new glossary” page

4. 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 courses.

5. 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.

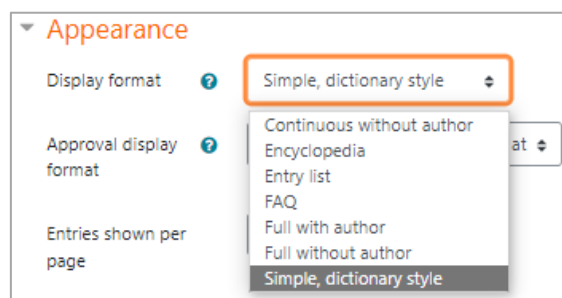
- Automatically link glossary entries

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.

6. Select options for “Appearance” settings

● Display format

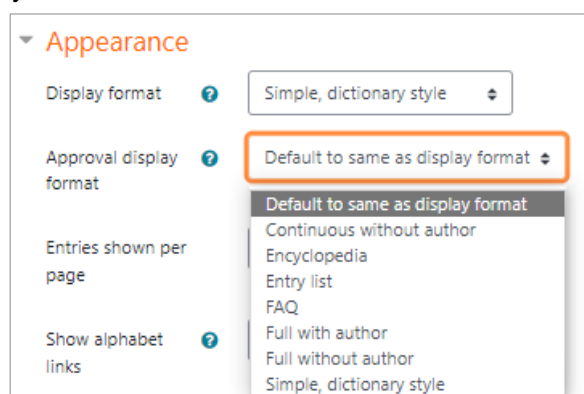
Set the number of entries shown per page. Default is ten.



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



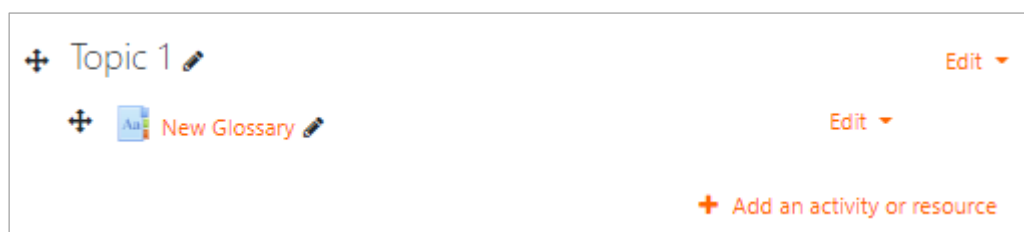
Entries that are approved may be shown in display format with different layout to that specified by “Display format”. By using this teachers can easily see which entries were made before his/her approval.

- 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.

7. Specify other options

- 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.
- Common module settings
 - Availability: Set hide/show
 - ID Number: You can set an ID number to identify the activity for grade calculation.

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



New glossary is added

9. Click to show the new glossary link.

New Glossary

[Printer-friendly version](#)

Search ☒ Search full text

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](#)

No entries found in this section

New glossary is shown

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

New Glossary

[Collapse all](#)

▼ **General**

Concept ❗

Definition ❗

Paragraph **B** *I*

Path: p

Keyword(s) ?

Attachment ?

Maximum file size: 20MB, maximum number of files: 99

Files

You can drag and drop files here to add them.

▼ **Auto-linking**

☐ This entry should be automatically linked ?

[Save changes](#) [Cancel](#)

There are required fields in this form marked ❗.

11. 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.

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

F

File

Files can be posted on the course screen by drag-and-drop.

Keyword(s): Posting




  

T

Turnitin Assignment

Tool that checks against a database, highlights copied and quoted material and displays a 'similarity' in %. Also used as a tool for giving back feedback.

Keyword(s): Turnitin

An entry is added to the Glossary

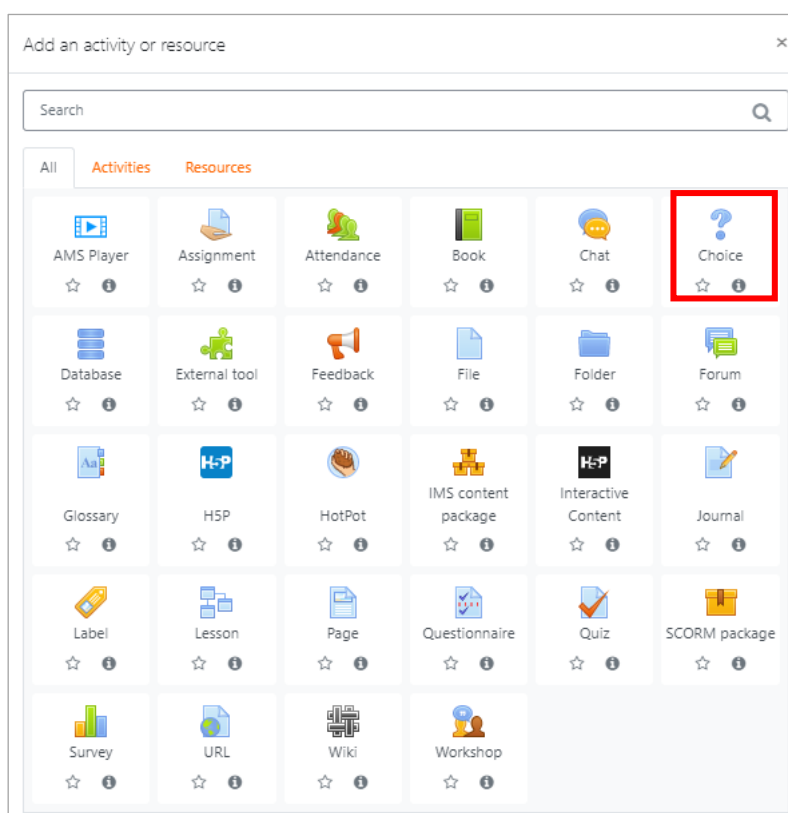
8.3 Choice

“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.

8.3.1 Add a choice

“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

3. “Adding a new choice (to section name)” screen will open.
4. Select options for “General” settings
 - Choice name (*required)
Enter title of link to “Choice” on course page.
 - Description
Enter the description and instructions of the choice activity

- Display description on course page
If you check the box, the above “Introduction text” will be displayed on course page.
- Display mode for the options
Select “Display horizontally” or “Display vertically”.

Adding a new Choice to Topic 1 ? [Expand all](#)

General

Choice name !

Description

Paragraph **B** *I*

Path: p

☐ Display description on course page ?

Display mode for the options: Display horizontally

Options

Availability

Results

Common module settings

Restrict access

Save and return to course Save and display Cancel

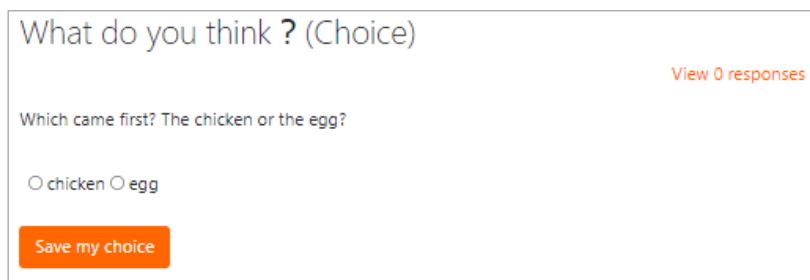
There are required fields in this form marked !.

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

5. Select options for “Options” settings
 - Allow choice to be updated (Default : No)
 - Allow more than one choice to be selected (Default : No)
 - Limit the number of responses allowed (Default : No)
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.

6. 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.
7. 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
 - 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.
8. 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.

9. Click “Save changes and show”
10. The following screen will open. When students make their choice, you can view the results.



What do you think ? (Choice)

View 0 responses

Which came first? The chicken or the egg?

☐ chicken ☐ egg

Save my choice

Example of Choice display

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



Topic 1 Edit

What do you think ? (Choice) Edit

+ Add an activity or resource

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.

8.3.2 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)

[View 2 responses](#)

Which came first? The chicken or the egg?

☐ chicken ☐ egg

Save my choice

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 <input type="checkbox"/>	egg <input type="checkbox"/>
Number of responses	1	1
Users who chose this option		

Select all

With selected

Choose an action ...

Download in ODS format

Download in Excel format

Download in text format

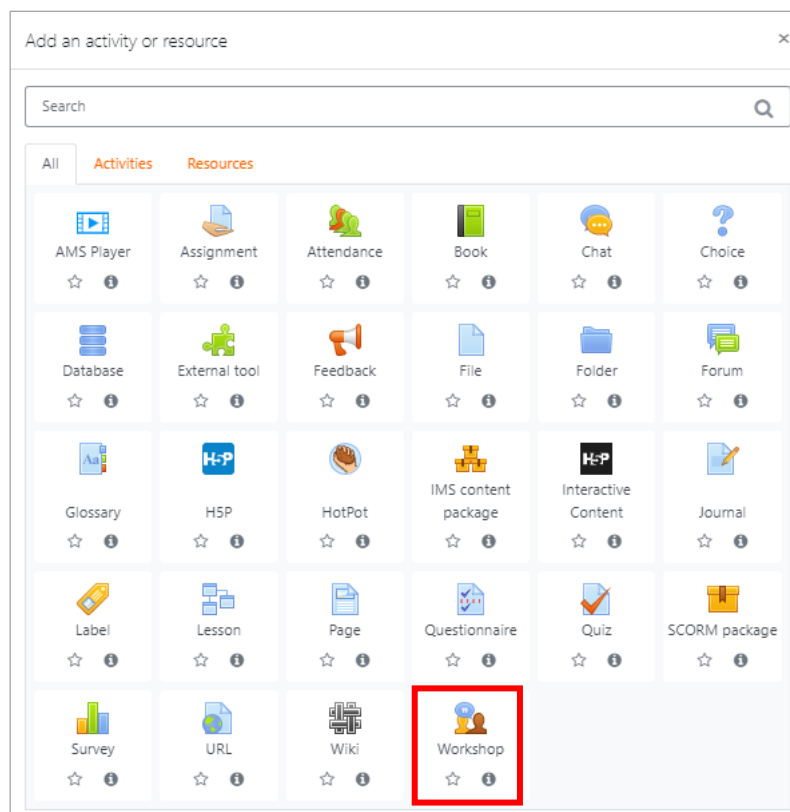
8.4 Workshop

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 “Workshop” link to and click “Workshop”.



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.

Adding a new Workshop to Topic 1 [?](#)

General [Expand all](#)

Workshop name !

Description

Paragraph **B** *I*

-

-

[Link](#) [Unlink](#) [Undo](#) [Redo](#) [Image](#) [Table](#) [Print](#)

Path: p

☐ Display description on course page [?](#)

“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	

“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

Paragraph

B

I

Path: p

Submission types

☒ Online text ☐ Required
☒ File attachment ☐ Required

Maximum number of submission attachments

1

Submission attachment allowed file types

Choose No selection

Maximum submission attachment size

Site upload limit (20MB)

Late submissions

☐ Allow submissions after the deadline

“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.

“Assessment Settings” option

6. Select options for “Feedback” settings.

- Overall feedback mode
- Maximum number of overall feedback attachments
- Conclusion

A text field appears at the bottom of the evaluation form. The evaluator can enter there the overall rating of the submission or an additional description of the evaluation.

Displayed to the students at the end of the activity.

7. 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

“Example submissions” option

8. 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

20 May 2022 11:59

Enable

Submissions deadline

20 May 2022 11:59

Enable

Switch to the next phase after the submissions deadline

Open for assessment from

20 May 2022 11:59

Enable

Deadline for assessment

20 May 2022 11:59

Enable

“Availability” option

9. 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.

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

Workshop

Setup phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
<div>Current phase</div> <div> <div>Set the workshop description</div> <div>Provide instructions for submission</div> <div>Edit assessment form</div> <div>Switch to the next phase</div> </div>	<div>Switch to the submission phase</div> <div> <div>Provide instructions for assessment</div> <div>Allocate submissions</div> <div>expected: 2 submitted: 0 to allocate: 0</div> </div>	<div>Switch to the assessment phase</div>	<div>Switch to the evaluation phase</div> <div> <div>Calculate submission grades</div> <div>expected: 2 calculated: 0</div> <div>Calculate assessment grades</div> <div>expected: 2 calculated: 0</div> <div>Provide a conclusion of the activity</div> </div>	<div>Close workshop</div>

Workshop

Accumulative grading ▶ Expand all

▼ Aspect 1

Description

Paragraph **B** *I* [List Icons] [Link Icon] [Image Icon] [Table Icon]

Path: p

Best possible grade / Scale to use

Type: Point

Maximum grade:

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

11. Click submission phase and enable submission.

Workshop

Setup phase

Setup phase Current phase ●	Submission phase Switch to the submission phase ○	Assessment phase Switch to the assessment phase ○	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
<div style="background-color: #d9ead3; padding: 5px;"> ✗ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form ✓ Switch to the next phase </div>	<div style="background-color: #d9ead3; padding: 5px;"> ✓ Provide instructions for assessment ✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0 </div>	<div style="background-color: #d9ead3; padding: 5px;"> ✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✓ Provide a conclusion of the activity </div>	<div style="background-color: #d9ead3; padding: 5px;"> (Empty) </div>	<div style="background-color: #d9ead3; padding: 5px;"> (Empty) </div>

Submission phase

Instructions for students

1. Submit work.

Workshop

Submission phase

Setup phase	Submission phase Current phase ●	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work			

Your submission ▼

You have not submitted your work yet

Add submission

Instructions for teachers after students' submission

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

Workshop

Submission phase

Setup phase Switch to the setup phase ○	Submission phase Current phase ●	Assessment phase Switch to the assessment phase ○	Grading evaluation phase Switch to the evaluation phase ○	Closed Close workshop ○
✗ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form	✓ Provide instructions for assessment ✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0 ⓘ There is at least one author who has not yet submitted their work ✓ Switch to the next phase		✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✓ Provide a conclusion of the activity	

Workshop submissions report ▼

Submitted (0) / not submitted (2)

First name ▲ ▼ / Surname ▼	Submission ▲ ▼ / Last modified ▲ ▼
	No submission found for this user
	No submission found for this user

Allocation page

Workshop

手動割り当て ランダム割り当て スケジュール割り当て

参加者がレビューされる 評価者を追加する ユーザを選択する ...	参加者 Work1 未評価	参加者がレビューする 自己評価は無効にされています。 評価対象者を追加する ユーザを選択する ...
評価者を追加する ユーザを選択する ...	 Work2 未評価	自己評価は無効にされています。 評価対象者を追加する ユーザを選択する ...

- Click “Assessment phase” and enable assessment.
(You can skip this sequence by setting.)















Workshop ⓘ

Submission phase

Setup phase Switch to the setup phase ⓘ	Submission phase Current phase ●	Assessment phase Switch to the assessment phase ⓘ	Grading evaluation phase Switch to the evaluation phase ⓘ	Closed Close workshop ⓘ
<ul style="list-style-type: none"> ✗ Set the workshop description ✗ Provide instructions for submission ✓ Edit assessment form 	<ul style="list-style-type: none"> ✓ Provide instructions for assessment ✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0 ✓ Switch to the next phase 		<ul style="list-style-type: none"> ✓ Calculate submission grades expected: 2 calculated: 0 ✓ Calculate assessment grades expected: 2 calculated: 0 ✓ Provide a conclusion of the activity 	

Workshop submissions report ▼

Submitted (2) / not submitted (0)

First name ▲ / Surname ▼	Submission ▲ / Last modified ▲
      	Work1 modified on Friday, 20 May 2022, 12:39 PM
      	Work2 modified on Friday, 20 May 2022, 12:40 PM

Assessment phase

Instructions for students

- Assess work which is allocated.

Workshop ⓘ

Assessment phase

Setup phase	Submission phase	Assessment phase Current phase ●	Grading evaluation phase	Closed
	<ul style="list-style-type: none"> ✓ Submit your work 	<ul style="list-style-type: none"> ✓ Assess peers total: 1 pending: 1 		

Your submission ▶

Assigned submissions to assess ▼

Work1
submitted on Friday, 20 May 2022, 12:39 PM
No grade yet

Assess

Workshop
Assessed submission

Work1
submitted on Friday, 20 May 2022, 12:39 PM

• [Report.docx](#)

Your assessment
by Not assessed yet

Assessment form ▾

Aspect 1
アスペクト

Grade for Aspect 1

Comment for Aspect 1

Assessment screen

The assessment screen will be shown for teachers as below.

Workshop grades report ▾			
First name ▴ / Surname ▾	Submission ▴ / Last modified ▴	Grades received	Grades given
	Work1 modified on Friday, 20 May 2022, 12:39 PM	- (-) <	- (-) >
	Work2 modified on Friday, 20 May 2022, 12:40 PM	- (-) <	- (-) >

Showing 10 items per page

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.)

Workshop

Assessment phase

Setup phase Switch to the setup phase	Submission phase Switch to the submission phase	Assessment phase Current phase ●	Grading evaluation phase Switch to the evaluation phase	Closed Close workshop
<ul style="list-style-type: none">✗ Set the workshop description✗ Provide instructions for submission✓ Edit assessment form	<ul style="list-style-type: none">✗ Provide instructions for assessment✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0	<ul style="list-style-type: none">✓ Switch to the next phase	<ul style="list-style-type: none">✓ Calculate submission grades expected: 2 calculated: 0✓ Calculate assessment grades expected: 2 calculated: 0✓ Provide a conclusion of the activity	

Workshop grades report

First name / Surname	Submission / Last modified	Grades received	Grades given
	Work1 modified on Friday, 20 May 2022, 12:39 PM	- (-) <	- (-) >
	Work2 modified on Friday, 20 May 2022, 12:40 PM	- (-) <	- (-) >

2. Click “Re-calculate grades” and calculate grades.

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)
	Work1 modified on Friday, 20 May 2022, 12:39 PM	72 (-) <	-	64 (-) >	-
	Work2 modified on Friday, 20 May 2022, 12:40 PM	64 (-) <	-	72 (-) >	-

Showing 10 items per page

3. Click “Closed” and exit workshop.

Workshop

Grading evaluation phase

Setup phase Switch to the setup phase	Submission phase Switch to the submission phase	Assessment phase Switch to the assessment phase	Grading evaluation phase Current phase ●	Closed Close workshop
<ul style="list-style-type: none">✗ Set the workshop description✗ Provide instructions for submission✓ Edit assessment form	<ul style="list-style-type: none">✗ Provide instructions for assessment✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0		<ul style="list-style-type: none">✓ Calculate submission grades expected: 2 calculated: 2✓ Calculate assessment grades expected: 2 calculated: 2✗ Provide a conclusion of the activity✓ Switch to the next phase	

After closing, grade will be shown on the student.

Workshop

Closed

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

Your grades ▾

Grade for submission
72.00 / 80.00

Grade for assessment
20.00 / 20.00

Your submission ▶

Assigned submissions to assess ▾

Work2
submitted on Friday, 20 May 2022, 12:40 PM

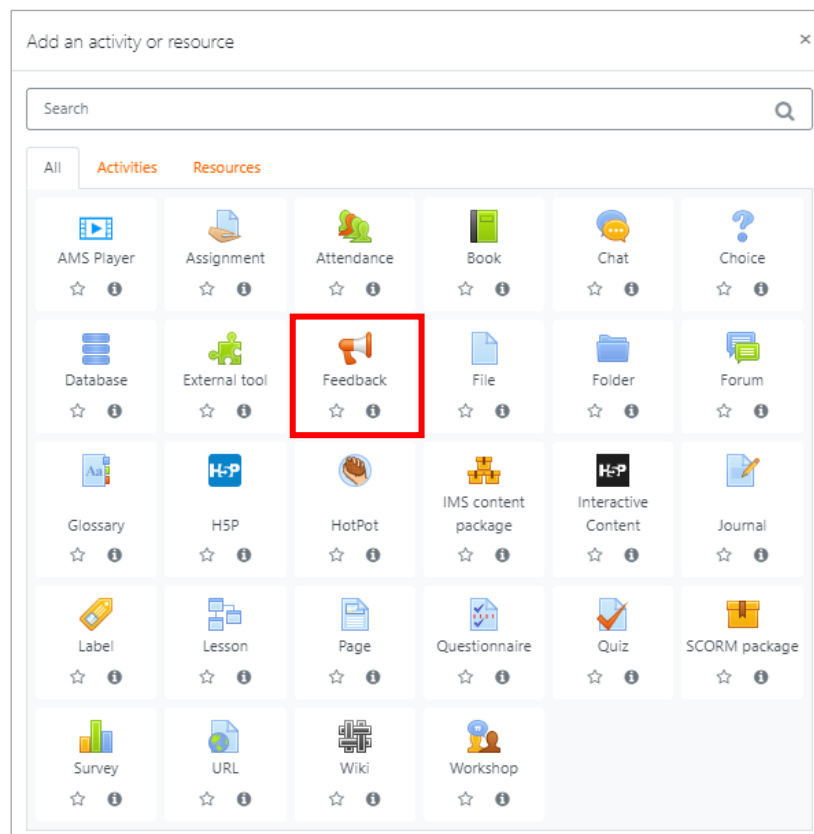
8.5 Feedback

“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.

8.5.1 Add a feedback

“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. “Adding a new Feedback (to section name)” screen is open.

Adding a new Feedback to Topic 1 Expand all

General

Name ❗

Description

Paragraph **B** *I*

-

-

[Link](#) [Unlink](#) [Undo](#) [Redo](#) [Image](#) [Video](#) [File](#)

Path: p

☐ Display description on course page ?

Availability

Allow answers from ☐ Enable

Allow answers to ☐ Enable

4. Select options for “General” settings

- Name (*required) : Enter title of link to “Feedback” on the course page.
- Description : 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.

5. 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.

6. 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.

7. 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.

▼ Question and submission settings

Record user names

Allow multiple submissions

Enable notification of submissions

Auto number questions

▼ After submission

Show analysis page

Completion message

Paragraph

B I

Path: p

Link to next activity

▼ Common module settings

Availability

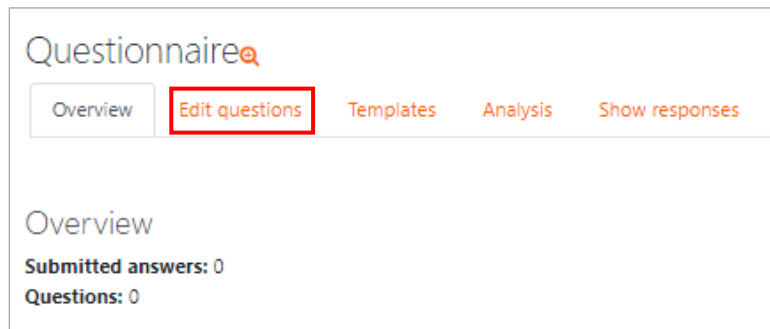
ID number

Group mode

Add group/grouping access restriction

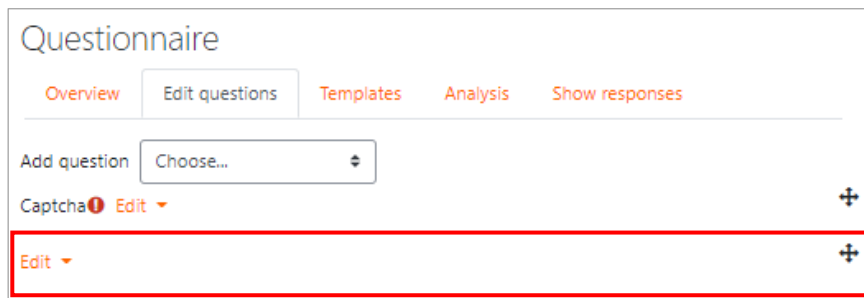
Click “Save changes and display”. The following screen will open.

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

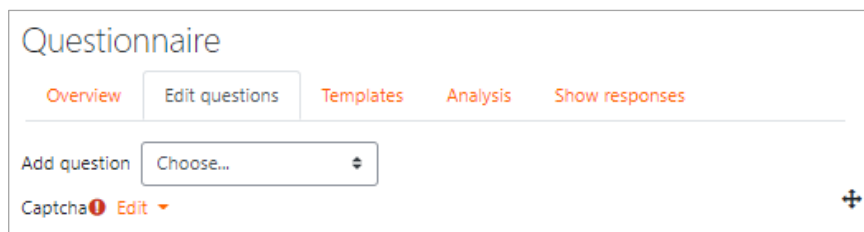


8. Question types are as follows:

- Add a page break : Page break is added.



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



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

Questionnaire

Overview Edit questions Templates Analysis Show responses

▼ Information

Question

Label

Information type

Position

Save question Cancel

- Label: Show caption or text.

Questionnaire

Overview Edit questions Templates Analysis Show responses

▼ Label

Contents

Path: p

Position

Save question Cancel

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

▼ Longer text answer

☐ Required

Question

Label

Width

Number of lines

Position

Save question Cancel

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

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.

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.

The screenshot shows the 'Questionnaire' interface with the 'Edit questions' tab selected. Under the 'Numeric answer' section, there is a 'Required' checkbox. Below it are input fields for 'Question', 'Label', 'Range from', 'Range to', and 'Position'. The 'Range from' and 'Range to' fields contain a hyphen '-'. The 'Position' field contains the number '3'. At the bottom are 'Save question' and 'Cancel' buttons.

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)

The screenshot shows the 'Questionnaire' interface with the 'Edit questions' tab selected. Under the 'Short text answer' section, there is a 'Required' checkbox. Below it are input fields for 'Question', 'Label', 'Textfield width', 'Maximum characters accepted', and 'Position'. The 'Textfield width' field contains the number '30'. The 'Maximum characters accepted' field contains the number '255'. The 'Position' field contains the number '3'. At the bottom are 'Save question' and 'Cancel' buttons.

Questionnaire

Overview Edit questions Templates Analysis Show responses

▼ **Short text answer**

☐ Required

Question

Label

Textfield width

Maximum characters accepted

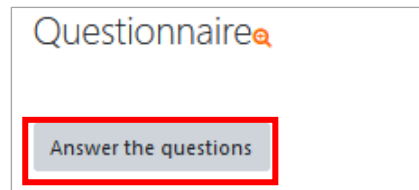
Position

Save question Cancel

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

8.5.2 Answer to Feedback and check results

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



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



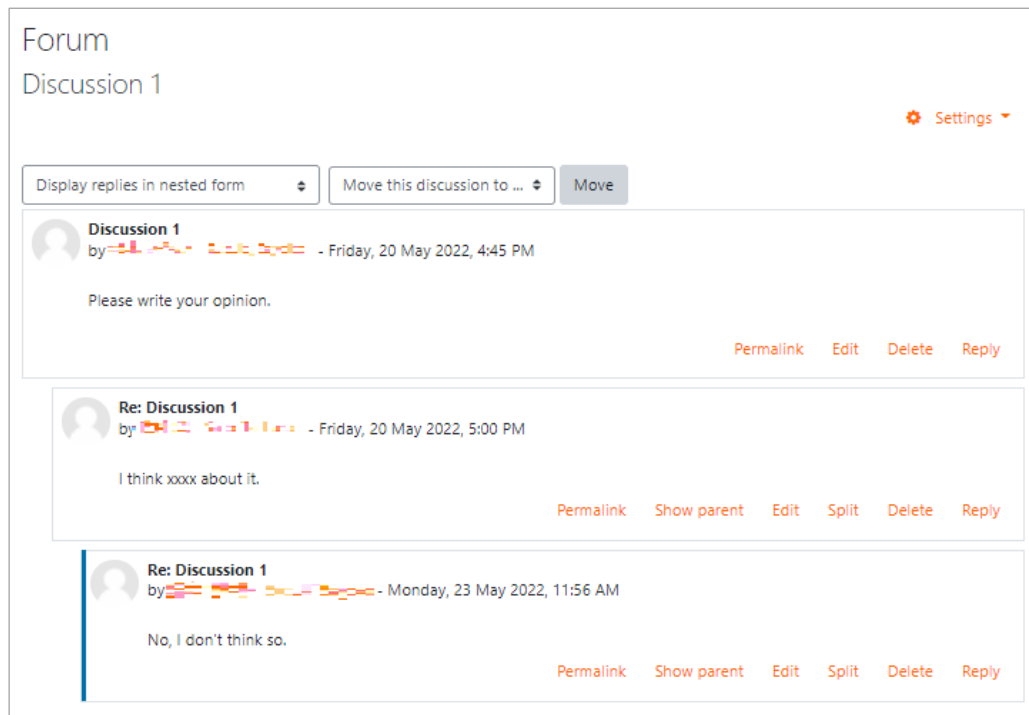
Each answer is displayed on “Show responses” tab.

The image shows the 'Show responses' tab of the questionnaire interface. It displays a table of anonymous entries. The table has three columns: 'Response number', 'How is the weather?', and 'Evaluation'. There are two entries listed. The first entry has a response number of 1, a weather response of 'sunny', and an evaluation of '40-60'. The second entry has a response number of 2, a weather response of 'sunny', and an evaluation of '60-80'. Each entry has a small trash icon to its right.

Response number	How is the weather?	Evaluation
Response number: 1	sunny	40-60
Response number: 2	sunny	60-80

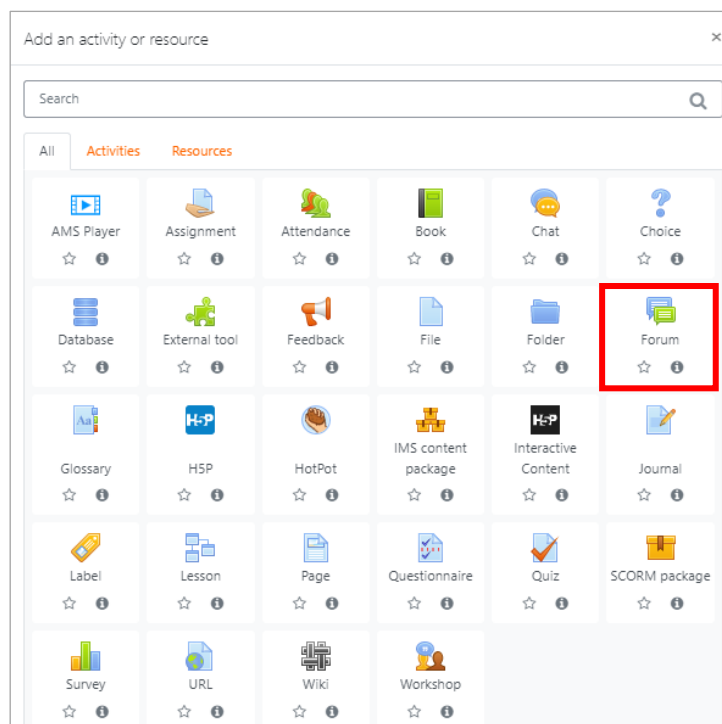
8.6 Forum

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



“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”.



3. “Adding a new Forum (to section name)” screen is open.

Adding a new Forum to Topic 1

General

Forum name

Description

Paragraph B I [icons]

Path: p

☐ Display description on course page

Forum type

▶ Availability

▶ Attachments and word count

▶ Subscription and tracking

▶ Discussion locking

▶ Post threshold for blocking

▶ Turnitin plagiarism plugin settings

▶ Whole forum grading

▶ Ratings

▶ Common module settings

▶ Restrict access

4. 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.

5. Select options for “Availability”.

● Due date : Set the due date date. Posting will still be allowed after this date, so if you want to prevent posting after a specific date, set the forum cut-off date.

● Cut-off date : If you set it, after this date the forum will not accept submissions.

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”.

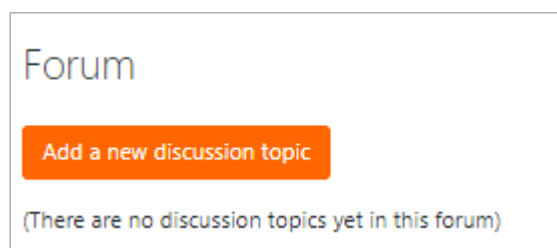
● Read tracking

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”.

Forum

Add a new discussion topic

Subject ⓘ Discussion 1

Message ⓘ

Paragraph B I

First forum

Path: p

Post to forum Cancel Advanced

There are required fields in this form marked ⓘ .

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.

Your post was successfully added. You have 5 mins to edit it if you want to make any changes.

Forum

Add a new discussion topic

Discussion	Started by	Last post ↓	Replies
☆ Discussion 1		20 May 2022	0

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

Forum

Add a new discussion topic

Discussion	Started by	Last post ↓	Replies
☆ Discussion 1		20 May 2022	0

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

Forum
Discussion 1

⚙ Settings ▾

Display replies in nested form ▾

 **Discussion 1**
by     - Friday, 20 May 2022, 4:45 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 5 mins to edit it if you want to make any changes.

Forum
Discussion 1






⚙ Settings ▾

Display replies in nested form ▾

 **Discussion 1**
by     - Friday, 20 May 2022, 4:45 PM

Please write your opinion.

Permalink **Reply**

 **Re: Discussion 1**
by     - Friday, 20 May 2022, 5:00 PM

I think xxxx about it.

Permalink Show parent Edit Delete **Reply**

8.7 AMS

AMS is a system for uploading videos to Moodle for viewing by students.

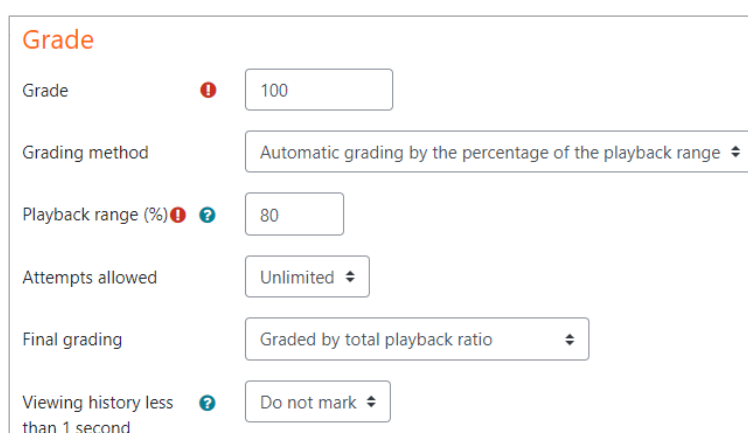
You can upload videos larger than the Moodle file size limit (20 MB).

Students can view the videos on demand and keep a record of their viewing.

For more information about AMS, please check the " AMS プレイヤー教員操作編.pdf " available on the Moodle top page. (Only Japanese)

8.7.1 Best Practices for AMS to set a grade for video viewing

Recommended setting: "Graded total playback ratio " and set the viewing percentage to about 80-90%.



The screenshot shows the 'Grade' settings for AMS. The form includes the following fields and options:

- Grade:** A text input field containing the value '100'.
- Grading method:** A dropdown menu with the selected option 'Automatic grading by the percentage of the playback range'.
- Playback range (%):** A text input field containing the value '80'.
- Attempts allowed:** A dropdown menu with the selected option 'Unlimited'.
- Final grading:** A dropdown menu with the selected option 'Graded by total playback ratio'.
- Viewing history less than 1 second:** A dropdown menu with the selected option 'Do not mark'.

The above settings will enable students to browse repeatedly.

• In the case of "Graded by total playback ratio" when students finish watching 0-50 minutes the first time and 60-100 the second time out of a 100-minute video, they have viewed 90% of the video in total.

However, as a precaution, if this setting is used, when students repeat a viewing multiple times, there is a timing when it appears to students that their past viewing history has been "lost". Although the viewing history is not actually disappearing, we are discussing this with our developer because this behavior seems unsettling to students.

• If you choose "Graded with best grade in all attempts" for "Final grading," please keep the "Playback range(%)" as low as possible. For example, if the percentage of the playback range is set at 80%, the student must watch 80% at a time to receive a grade.

This can be quite overwhelming depending on the length of the video. Once the program is finished due to poor networking conditions or the need for interruption, it will be reviewed from the beginning.

When this setting is selected, it does not appear to students that their past viewing history has been "lost".

Chapter 9. Grading

9.1 Moodle's grading function

The grades assigned to student submissions in the assignment function are reflected in the "Gradebook" in Moodle, and the grades can be viewed in the student list for each assignment. You can also enter and correct grades on the gradebook. (Note that the grades entered from the gradebook are not reflected in the assignment.)

Moodle's grading functions may not all work well together and reflect the results. Therefore, it is not always efficient to grade assignments using only the Moodle functions.

It may be possible to produce the data as desired by only grading the assignments on Moodle and downloading the grades using the following method and processing them in an Excel spreadsheet.

9.2 Checking the grading results

9.2.1 How to check all grades at once

1. From the "Navigation" menu on the left side of the screen, click on the name of the course for which you want to download grades > "Grades".
2. The "Grader report" will appear, which you can check here.
※The vertical line is the student and the horizontal line is the content of the evaluation.

9.2.2 How to check the grade for each student

1. From the "Navigation" menu on the left side of the screen, click on the name of the course for which you want to download grades > "Grades".
2. Open the pull-down and select "Overview report".
3. Open the pull-down to the right of "Select a user" and choose the name of the student you want to check.
4. You can check the current grade assigned to the student.

9.2.3 How to check the grade for each assignment

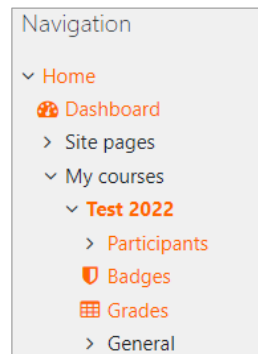
1. From the "Navigation" menu on the left side of the screen, click on the name of the course for which you want to download grades > "Grades".
2. You can check the submission status and grade of the assignment.

9.3 Download the grader's report

9.3.1 Download the grader's report

If you have graded assignments, you can download a list of grades for each assignment and student in the course.

1. Click on Navigation > My Courses "Grades".



2. The "Grader report" appears listing the student's grade for each assignment.

Grader report

Grader report

All participants: 5/5

First name

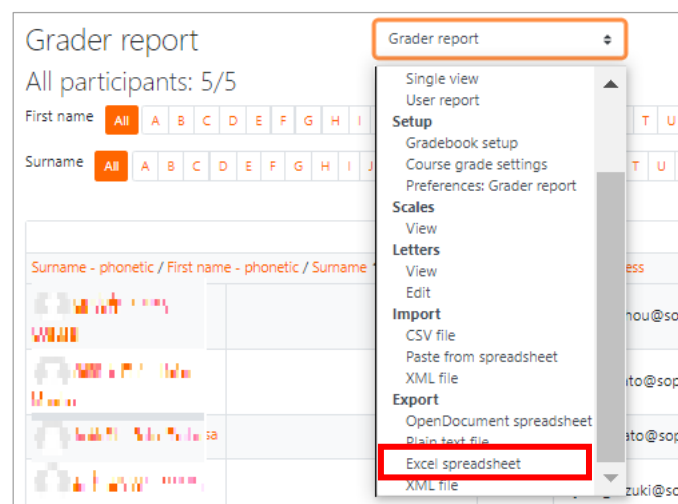
AB C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname

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

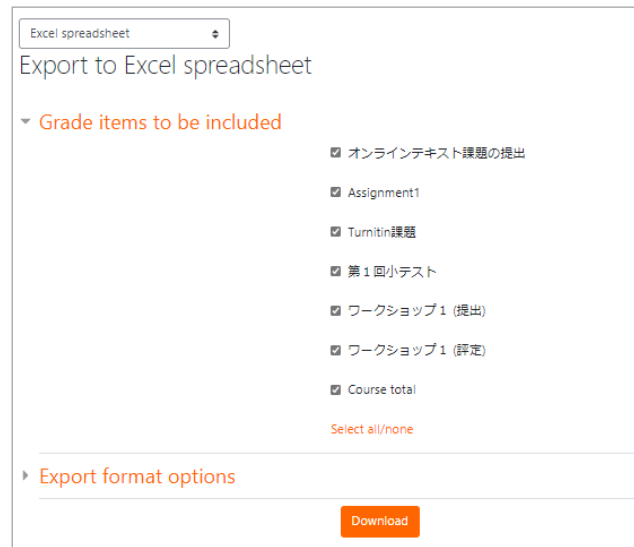
Surname - phonetic / First name - phonetic / Surname				2020春学期練習 (鈴木)				
				課題1	テスト0417	小テスト	通常課題	Turnitin課題
G				75.00	100.00	-	80.00	75.00
H				80.00	80.00	-	-	60.00
I				70.00	60.00	-	-	80.00
J				70.00	80.00	-	-	90.00
S				65.00	85.00	9.09	65.00	60.00
Overall average				72.00	81.00	9.09	72.50	73.00

3. Click "Export" > "Excel spreadsheet" from the top left pull-down.



4. Select the grades you want to download under "Grade items to be included" and click the "Download" button.

→You can see the list of grades in the Excel spreadsheet. Edit as needed on Excel.

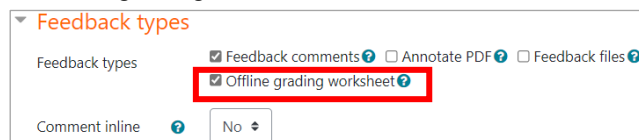


9.3.2 Using the offline grading sheet

For each assignment, you can check whether the students have submitted it or not, and download the contents of the Online Text.

■ Check if the assignments have been submitted

1. Enable the offline grading worksheet.

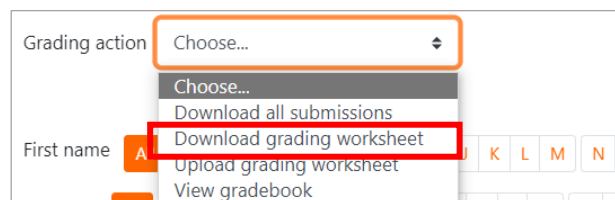


Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".

2. Download the offline grading worksheet.

Click on the "View all submissions" button for the assignment.

Select "Download grading worksheet" from the Grading action pull-down menu, name and save the csv file.



3. Open the above csv file and check the status row.

【 Submitted: Submitted for grading Not submitted: No submission 】

■ Download the content of the Online Text

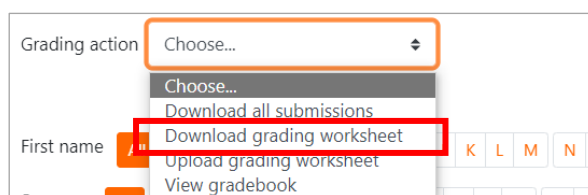
1. Enable the offline grading worksheet.

Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".

2. Download the Offline grading worksheet.

Click the "View all submissions" button on the assignment.

Select "Download grading worksheet" from the Grading action pull-down menu, name and save the csv file.



3. Open the above csv file and you will see the students' submitted contents in the "Online text" row.

C	D	E	F	G	H	I	J	K
ID number	Email address	Status	Grade	Maximum Grade	Can last modify	Online text	Last modified	
1007948	gyousei	No submission		100	Yes	-		
1007948	tsubasa	Submitted for grading		100	Yes	Tuesday		Tuesday
						<p><p>The Assignment Online Text enables students to write their text direct on the browser; they do not need to create document</p> <p><div class="informationDetail"></p> <p><div class="post"></p> <p><p>3/8 10:00 Moodle test.</p>		

<User warning>

It is in HTML format, so extra tags go into the text and are downloaded together.

9.4 Settings for showing/not showing gradebooks and grades to students

9.4.1 When showing the gradebook and grades to students

By default, when a quiz or assignment is graded, the score is displayed to the student.

1. Administration > Edit Settings > Appearance > Set "Show gradebook to students" to Yes.
→ Students can see their "Grades" from the course.
2. From the "Gradebook setup" screen > "Edit" for the assignment > "View" .
→ Students can view their grades and feedback from the submission check screen for each assignment.
3. Assignment administration > Edit settings > Notifications > Check "default setting of "Notify

Students".

→ Go to Assignment administration > Edit Settings > Notifications > Check Default setting for "Notify Students".

The box is checked by default.

Once the grade is made and saved, the student will be notified by email. (Not immediate).

9.4.2 When you do not want students to see the gradebook and grades

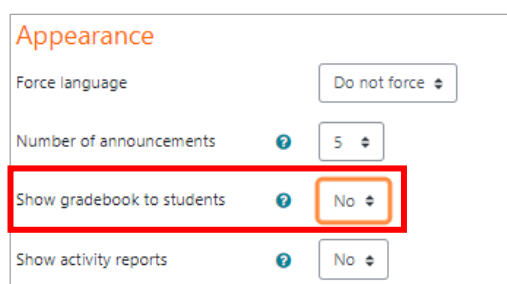
By default, when you grade a quiz or assignment, the scores are displayed to the student.

If you do not want students to see the grade results, you can hide them from students.

However, feedback files and feedback comments will also be hidden, so you will not be able to provide feedback.

1. Administration > Edit Settings > Appearance > Set "Show gradebook to students" to No.

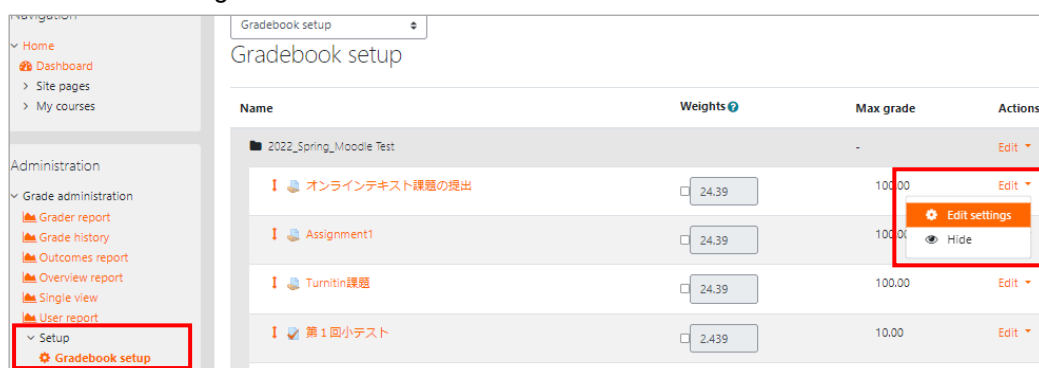
→ Students cannot see their "Grades" from the course.



※Even with this setting, students can still see their grades from the assignment submission check screen. To hide this, please follow the settings described in section 2 below.

2. From the "Gradebook setup" screen > "Edit" for the assignment > "Hide".

→ Students cannot view their grades and feedback from the submission check screen for each assignment.

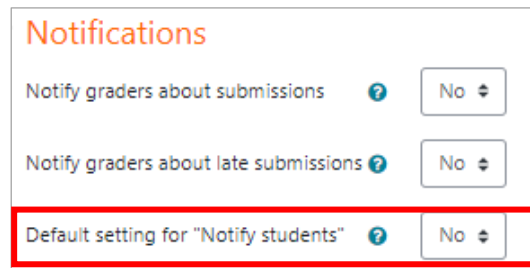


※View/Hide can also be set for each assignment.

※Quiz grades cannot be hidden from the Gradebook setup. Please set up separately from the quiz's "Edit settings" > "Review options".

※Grades for each forum post cannot be hidden. The students themselves can see how many points were added to any given post.

3. Assignment administration > Edit settings > Notifications > Set "default setting of "Notify Students" to No.



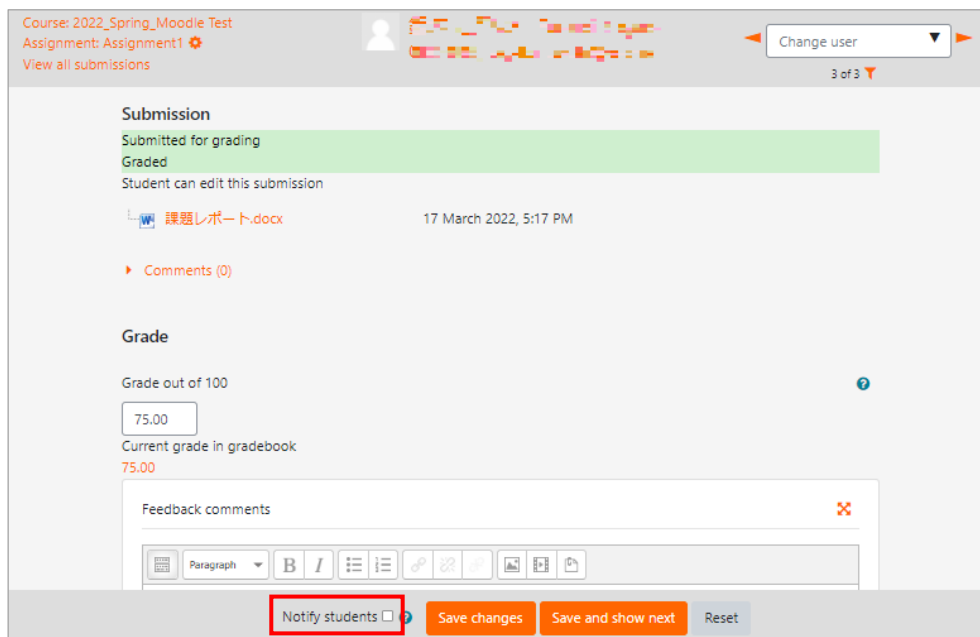
Notifications

Notify graders about submissions ? No

Notify graders about late submissions ? No

Default setting for "Notify students" ? No

→ On the screen where the teacher gives feedback on the assignment, the "Notify students" checkbox is unchecked by default. If this is checked, the students will receive an email notification when a grade is made and saved.



Course: 2022_Spring_Moodle Test
Assignment: Assignment1
View all submissions

Change user
3 of 3

Submission
Submitted for grading
Graded
Student can edit this submission
課題レポート.docx 17 March 2022, 5:17 PM
Comments (0)

Grade
Grade out of 100
75.00
Current grade in gradebook
75.00

Feedback comments

Paragraph B I [list icons] [link icon] [image icon] [upload icon]

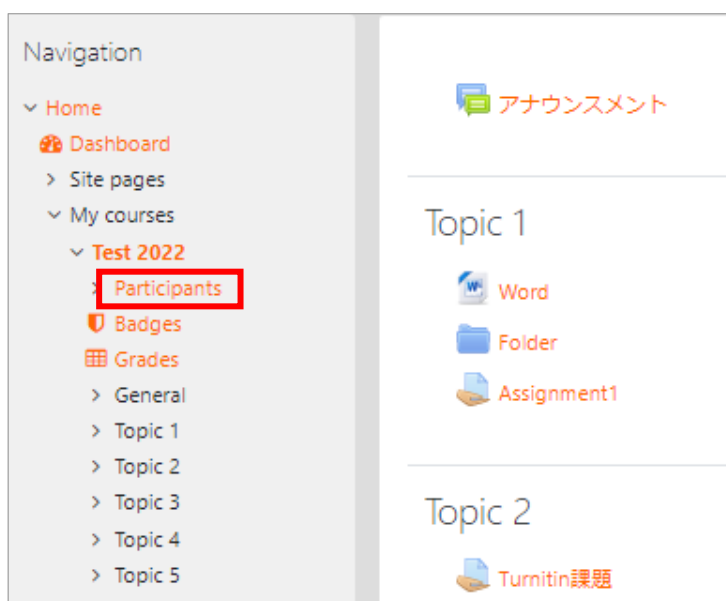
Notify students ☐ Save changes Save and show next Reset

Chapter 10. Useful ways for courses

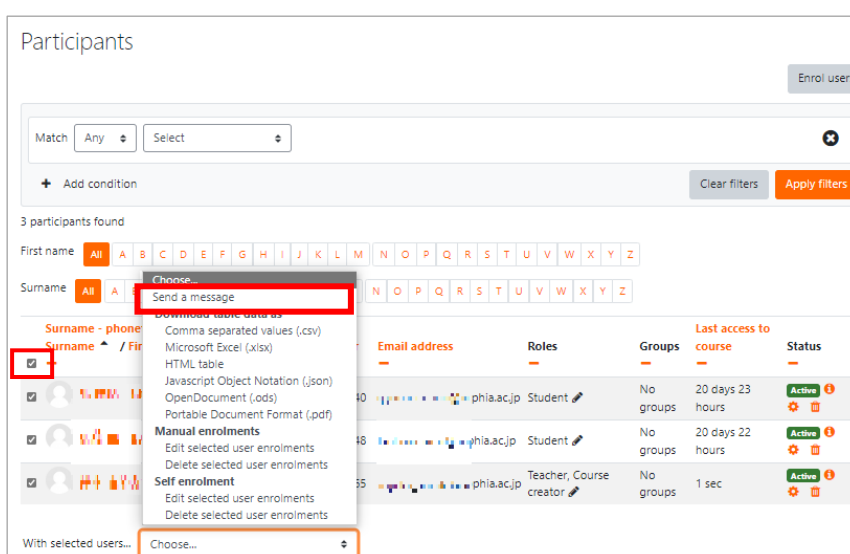
10.1 Sending emails to all participants collectively

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

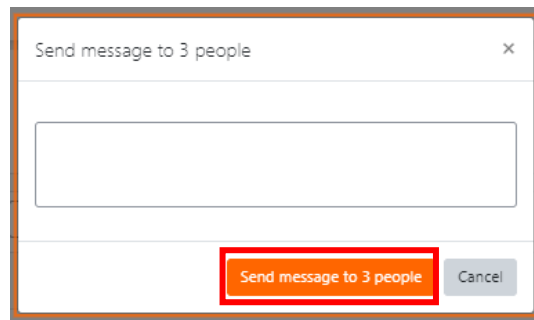
1. Log in with faculty user account or administrator user account.
2. Choose the course, then Click "Participants" in Navigation block



3. Select all students by using the check boxes at the top of the list of participants, then select "Send a message" from the pull-down menu at the bottom of the page.



4. The "Send a message" screen appears with the number of people selected. Enter your message and click "Send message to X person".



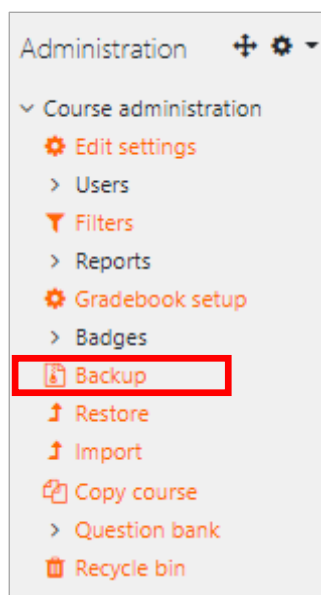
A screenshot of a web-based dialog box titled "Send message to 3 people" with a close button (X) in the top right corner. The dialog box contains a large, empty text input field for entering a message. At the bottom right, there are two buttons: an orange button labeled "Send message to 3 people" and a grey button labeled "Cancel". The orange button is highlighted with a red rectangular border.

10.2 Course Backup and Restore

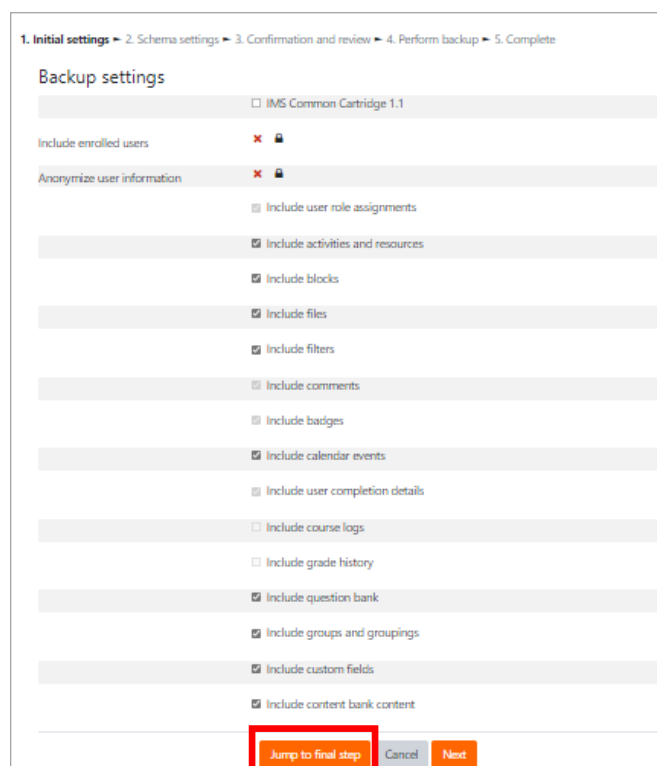
Course Backup function enables you to reuse your course again as a new one by deleting students' information from your current course.

■ Course Backup

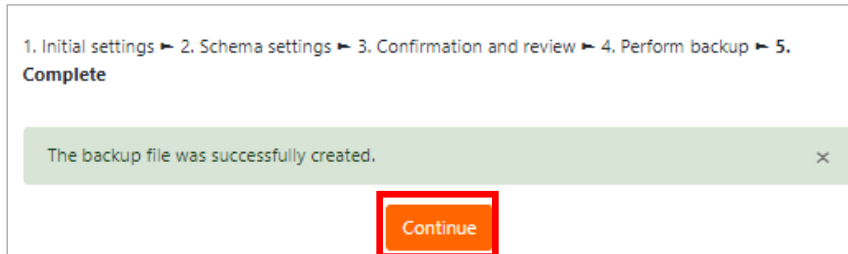
1. Settings > Course administration > click on "Backup".



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

A screenshot of the 'Backup settings' screen. At the top, a progress bar shows five steps: '1. Initial settings' (active), '2. Schema settings', '3. Confirmation and review', '4. Perform backup', and '5. Complete'. The main section is titled 'Backup settings' and contains a list of options with checkboxes. The first two options, 'Include enrolled users' and 'Anonymize user information', have red 'X' icons and are disabled. The remaining options are enabled with checked boxes: 'Include user role assignments', 'Include activities and resources', 'Include blocks', 'Include files', '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 custom fields', and 'Include content bank content'. At the bottom, there are three buttons: 'Jump to final step' (highlighted with a red rectangle), 'Cancel', and 'Next'.

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



- 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
backup.mbz	Tuesday, 5 April 2022, 8:26 AM	27.5KB	Download	Restore

Manage backup files

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-25249-test_2022-20220520-1806-nu.mbz	Friday, 20 May 2022, 6:06 PM	10.5MB	Download	Restore
backup-moodle2-course-25249-test_2022-20220408-1037-nu.mbz	Friday, 8 April 2022, 10:37 AM	10.5MB	Download	Restore
backup-moodle2-course-26322-2021春m初-20220324-1527-nu.mbz	Thursday, 24 March 2022, 3:27 PM	82.1MB	Download	Restore

■ Restore of Backup course

- Click on “Restore” of Backup file.

Course backup area ⓘ

Filename	Time	Size	Download	Restore
backup.mbz	Tuesday, 5 April 2022, 8:26 AM	27.5KB	Download	Restore

Manage backup files

User private backup area ⓘ

Filename	Time	Size	Download	Restore
backup-moodle2-course-25249-test_2022-20220520-1806-nu.mbz	Friday, 20 May 2022, 6:06 PM	10.5MB	Download	Restore
backup-moodle2-course-25249-test_2022-20220408-1037-nu.mbz	Friday, 8 April 2022, 10:37 AM	10.5MB	Download	Restore
backup-moodle2-course-26322-2021春m初-20220324-1527-nu.mbz	Thursday, 24 March 2022, 3:27 PM	82.1MB	Download	Restore

- Next, the screen to confirm “Backup details”, “Backup settings” and “Course Details” is displayed. Scroll down and click on “Continue” at the bottom of the screen.
- On the next screen, select a category in “Restore as a new course”, and click on “Continue”.

- “Restore settings” screen is displayed, then click on “Next”.
- Course settings screen is displayed, then click on “Next”.
- 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.
- While restoring, the following message is displayed, and click on “Continue”.

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

- When restore is completed, the following message is displayed, and click on “Continue”.

→A restored course is displayed.

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

1. Course administration > click on “Edit Settings”.
2. 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 2022 Spring”, “Intro to Literature 2022 Sprint - Fall”

3. Enter course starting date.
4. 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”.

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

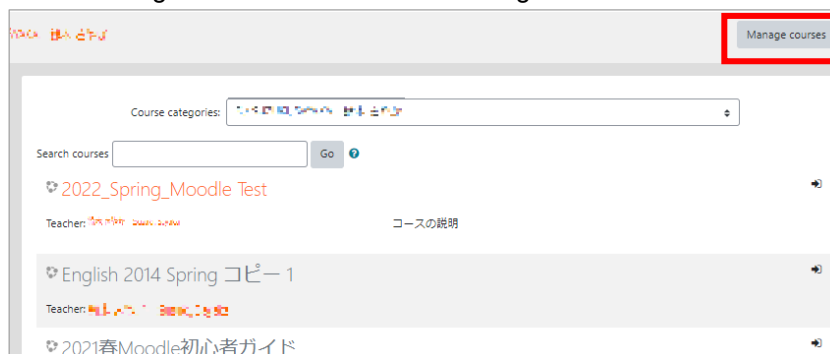
Click “Enroll users” button at top right.

2. 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.

■Hide the previous year's course

Backing up and leaving old courses that are no longer needed can cause problems, such as students enrolling in the wrong course or students removing themselves from last year's courses, which can erase their past records.

1. Click on "Manage courses" in the Course categories.



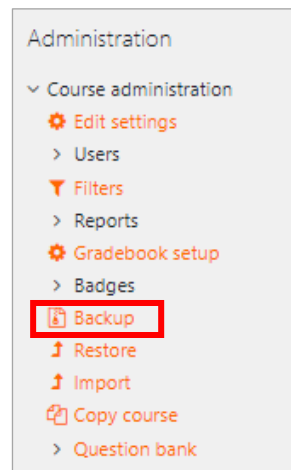
2. Close the eye icon of the course you want to hide from students to hide the course.



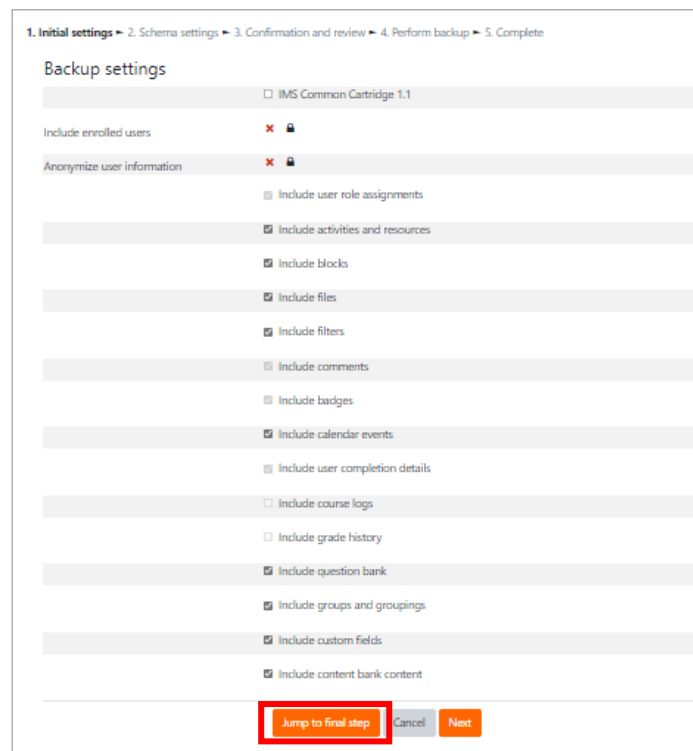
■ Save the backed-up course to local file

Sophia Moodle periodically deletes courses of teachers who have not logged in for a long period of time (about 3 years). Therefore, we recommend that part-time teachers and others download the course to their own local files.

1. From Administration > Course administration block, click on "Backup".



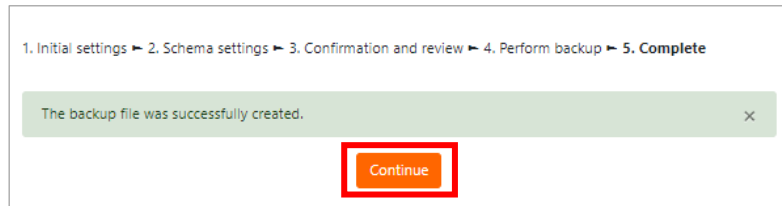
2. Click "Jump to final step" when the following screen appears. (Default setting)



3. Backup will start.

※Backup may take some time, but please wait a moment.

4. The message appears when the backup is complete. Click on "Continue".



5. The following screen will appear. Backup files are displayed in the "User private backup area".

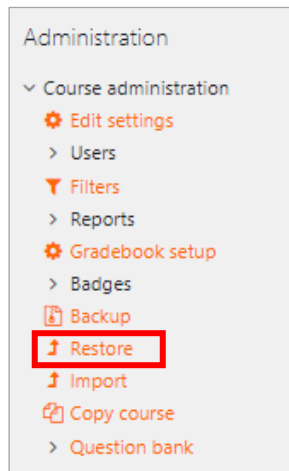
A screenshot of a web interface titled "Manage backup files" and "User private backup area". It displays a table with two backup files. The first row is highlighted with a red dashed border, and its "Download" button is also highlighted with a red rectangular border. The second row is not highlighted.

Filename	Time	Size	Download	Restore
backup-moodle2-course-25249-test_2022-20220408-1037-nu.mbz	Friday, 8 April 2022, 10:37 AM	10.5MB	Download	Restore
backup-moodle2-course-26322-2021春m初-20220324-1527-nu.mbz	Thursday, 24 March 2022, 3:27 PM	82.1MB	Download	Restore

6. Click "Download" on the backup file you want to download.
The backed-up course file will be saved on your computer.

■Restore the course saved in local file

1. From Administration > Course administration block, click on "Restore".



2. Import the backup file to be restored from your own computer.
Browse to the file from "Choose a file" or drag and drop the file and click "Restore".

The screenshot shows the 'Import a backup file' form. The 'Choose a file...' button is highlighted with a red box. Below it is a dashed box for dragging and dropping files. The 'Restore' button is also highlighted with a red box. A message states: 'There are required fields in this form marked with a red dot.' Below the form is a table titled 'Course backup area'.

Filename	Time	Size	Download	Restore
backup.mbz	Tuesday, 5 April 2022, 8:26 AM	27.5KB	Download	Restore

Manage backup files

3. Next, a screen will appear to check "Backup details", "Backup settings", and "Course details".
Scroll down and click "Continue" in the bottom of the screen.

The screenshot shows the 'Backup details' screen. It lists the contents of the backup, including files and labels. The 'Continue' button at the bottom is highlighted with a red box.

Module	Title	Userinfo
File	Power Point	×
File	Excel	×
File	PDF	×
Label	音声ファイル	×
File	mp3	×
File	wav	×
Label	動画ファイル	×
File	mp4	×
File	wmv	×
File	avi	×

Continue

- On the next screen, select a category from "Restore as a new course" and click "Continue".

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

Restore as a new course

☒ Restore as a new course

Select a category

Name	Description
...	...

Search categories Search

Continue

- When "Restore settings" screen appears, click "Next".
- When "Course settings" screen appears, click "Next".
- Check the next screen to see the contents to be restored. Scroll down and click on "Perform restore" at the bottom of the screen.
→ Restore will start.
- During the restore, click "Continue" when the following message is displayed.

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. ✕

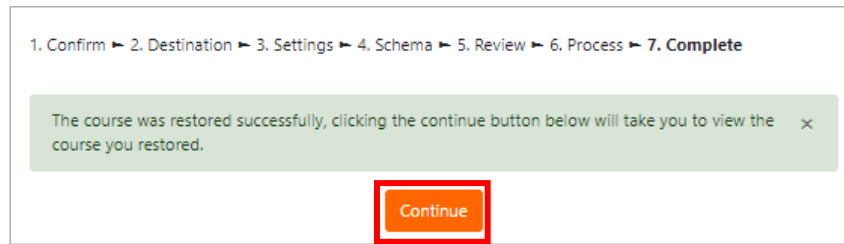
Restore role mappings

student None

Continue Cancel

※It may take some time to restore, but please wait a moment.

9. When completed, the following message will appear and click "Continue".



→ The restored course will be displayed.

※When restoring from a backup file, please follow the same procedure for “■Change the name and course start date of the restored course” and “■Add yourself to your course”.

Moodle Teacher's Manual

- November 2013 (Third Edition) (Print 200)
- April 2014 (Revised)
- June 2015 (Revised)
- May 2016 (Revised)
- April 2017 (Revised)
- December 2017 (Revised)
- September 2018 (Revised)
- March 2020 (Revised)
- April 2021 (Revised)
- May 2022 (Revised)

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