

# Moodle Teacher' s manual

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2024/3

## 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)
20240331	Revisions made due to Moodle version update (4.1) 8.3 Addition of "Questionnaire" (Chapter Adjustments)

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# 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

Test course : 2024  
Home / My courses / Test course : 2024

Administration

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

Navigation

- Home
  - Dashboard
  - Site pages
  - My courses
    - 2023講習会
    - test course0512
    - Test course : 2024
      - Participants
      - Badges
      - Grades
      - General

General

アナウンスメント

Topic 1

Worksheet No.1~No.6  
Hidden from students

Youtube link

Topic 2

Online Text

Opened: Thursday, 14 March 2024, 12:00 AM  
Dues: Thursday, 21 March 2024, 12:00 AM

### 【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.


Test course : 2024  
Home / My courses / Test course : 2024 / Topic 1 / Youtube link

Administration

- Page module administration
  - Settings
  - Locally assigned roles
  - Permissions
  - Check permissions
  - Filters
  - Logs
  - Backup
  - Restore
- Course administration

Navigation

Youtube link



Last modified: Tuesday, 26 March 2024, 12:20 PM

← Worksheet No.1~No.6 (hidden)    Jump to...    Online Text →

You can also embed a YouTube video in your website.

## 【Message】

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

### Enrolled users

Match

+ Add condition Clear filters Apply filters

3 participants found

First name  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

Last name  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

Last name - phonetic  
/ First name - phonetic  
/ Last name  
^ / First name

<input type="checkbox"/>	ID number	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	1105	chienu05@1105.com	Student	Group 1	11/05/2015	Active
<input type="checkbox"/>	1106	chienu06@1106.com	Student	Group 1	11/05/2015	Active
<input type="checkbox"/>	1107	chienu07@1107.com	Student	Group 1	11/05/2015	Active

With selected users...

Enrol users

Search

Contacts

- Starred (1)
- Group (0)
- Private (10)

Test 09:10

未読 09:11

テスト 09:30

sassss 10:58

from chieru05 1105 11:05

from 2 11:08

11 January

テスト0111 16:18

26 March

## [Assignment function, plagiarism check function (Turnitin)]

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

選択	ユーザ	姓・ヨミカナ / 名	IDナンバ	メールアドレス	ステータ	評点	編集	最終更新日時 (提出)	ファイル提出	提出コ	最終更新日時 (評定)	フィードバックコメント	PDF	最終評点
<input type="checkbox"/>		斎藤 大輔 Saijō, Daisuke	01287240	gyousei_chou@prep13a.ac.jp	評定のために提出済み	100.00	編集	2022年03月11日(金曜日) 15:50	課題レポート.docx Turnitin ID: 1781759507	コメント (0)		合格です。		
<input type="checkbox"/>		川原 了平 Kawahara, Ryōhei	01004917	ryohara_kaw@prep13a.ac.jp	提出なし	100.00	編集			コメント (0)				
<input type="checkbox"/>		佐藤 真 晴 Sato, Makiharu	01007940	trusato_sato@prep13a.ac.jp	提出なし	100.00	編集			コメント (0)				
<input type="checkbox"/>		鈴木 立やな Suzuki, Tachiana	01100365	tsukik_tachiana@prep13a.ac.jp	評定のために提出済み 評定済み	90.00 / 100.00	編集	2022年03月11日(金曜日) 15:51	Moodle課題提出.docx Turnitin ID: 1781759597	コメント (0)	2022年03月11日(金曜日) 15:52	よくできました。		90.00 / 100.00

学生に通知する  Yes

全てのクイック評定の必要を保存する

選択した行に対して...  提出をロックする

### 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



## 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	<a href="#">4.2.1 Ading from Categories</a>
I need to create a course for next semester.	You can duplicate your previous course for next semester. By following “chapter 10.2” you can make backup of a previous course and restore it. You need to rewrite the course name for next semester. (Please include “number of the year” and “which semester is” in the name.)me.	<a href="#">10.2 Course Backup and Restore</a>
Can I confirm the attendance of my class automatically?	You can check the attendance automatically by using “Reaction Paper” and “Jugyo-Shien-Box” “Jugyou-Shien-Box” can import “Reaction Paper” written by your students to Moodle and calculate it as attendance point automatically. · 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.	About Jugyo-ShienBox” *another document

### 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.	<a href="#">4.2.2 SettingCourse Enrollment Key</a>

I want to publish my course against specific students.	Set “enrollment key” and inform your students it in your class.	<a href="#">4.2.2 SettingCourse Enrollment Key</a>
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.	<a href="#">10.2 Course backup and Restore</a>

## 2.3 Gather Assignments

Q	A	Refer to
Can I download assignments of my students at once?	Yes, you can.	<a href="#">6.5 Grading Submitted Assignments</a>

## 2.4 Check Plagiarism (Turnitin)

Q	A	Refer to
How can I check plagiarism?	You can create a regular Moodle assignment and enable the Turnitin plugin setting to check for plagiarism.	<a href="#">6.1 Assignment s (File Upload)</a> <a href="#">7.Using Turnitin (Plagiarism check)</a>
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?	<p>Basically you cannot delete your course. Instead of it you can conceal your courses from students and you can sort your courses.</p> <p>* We had permitted teachers to delete their course. However, we had some technical problems against a task of record inquiry, so we abort it.</p>	<p><a href="#">4.8</a> <a href="#">Conceal Your Courses or Sort it.</a></p>

### 3. Login Moodle and About the Glossary

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

#### 3.1 Login to Moodle

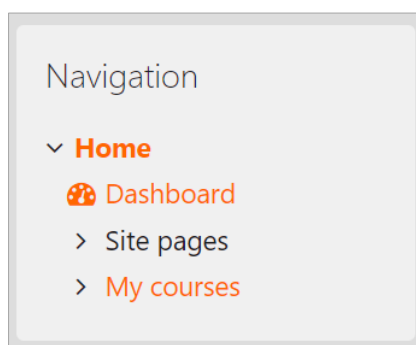
Please refer to “How to Use Moodle” and log in to Moodle. When you login to the Moodle for the first time, display setting will be required.

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 has the following four links:

- Home

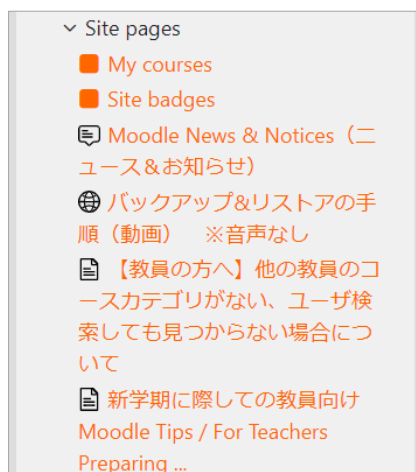
You can return to Front Page from any pages in Moodle.

- Dashboard

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

- Site pages

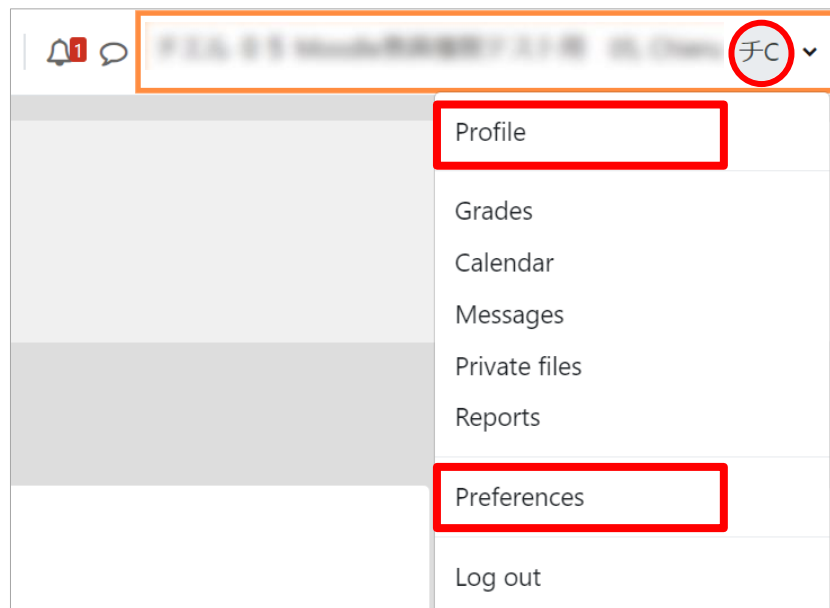
You may view news list etc. To be accessed by logged-in users only.



● 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.



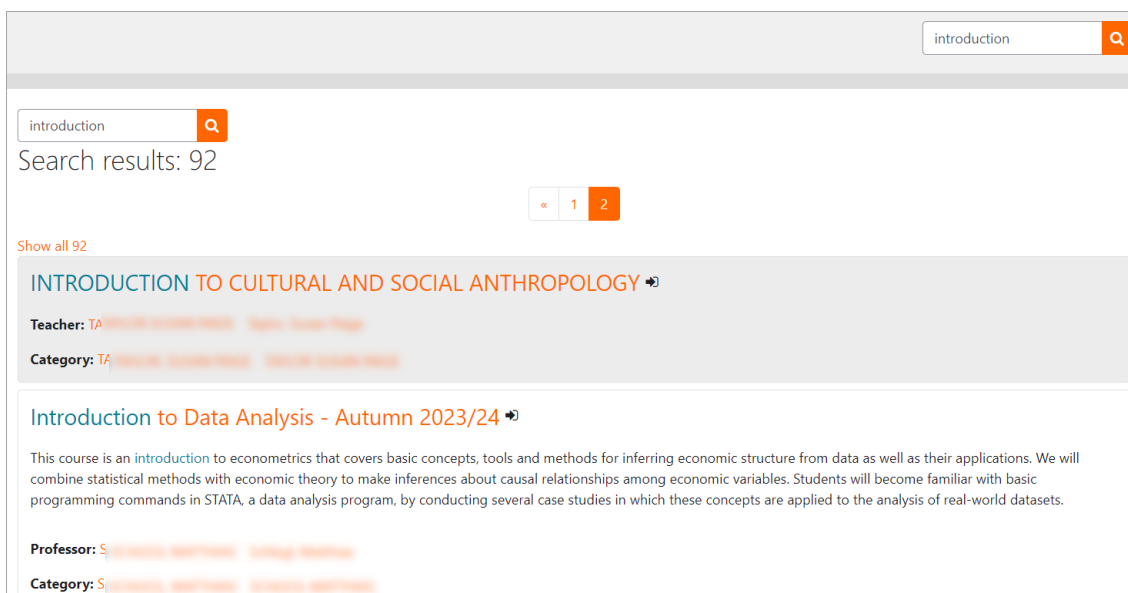
*Ex. Course List in a Category*

### 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:



## 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

#### 4.1.1 Let students self-enroll

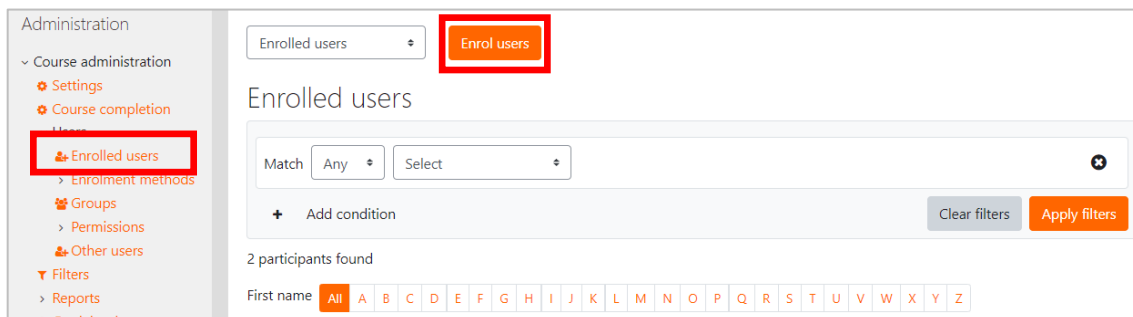
In Sophia University’s Moodle system, students usually ” enroll themselves ” in the courses they have created, but since it is not linked to Loyola (the course registration system), students do not automatically become students in Moodle.

- When creating a course, please include the name of the course in the course title. This way, students can find the course they must join.
- It is strongly recommended that you re-create the course every year, Including the year and the semester in the course name.  
You can use the Restore & Backup function to make a copy of the previous year’s course.  
(e.g., English 2023 Spring, Introduction to Literature 2024 Full semester, etc.)
- After creating the course, please instruct the students in class that they will be using Moodle and that each student must register for the course. The following three pieces of information are required.
  - Teacher name
  - Course name
  - Enrollment key(if necessary)

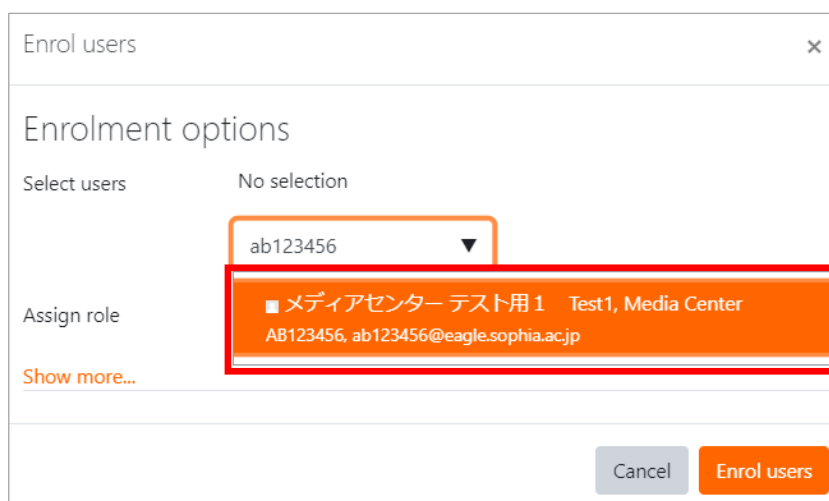
## 4.1.2 Teachers register students manually

You can add students to your own courses.

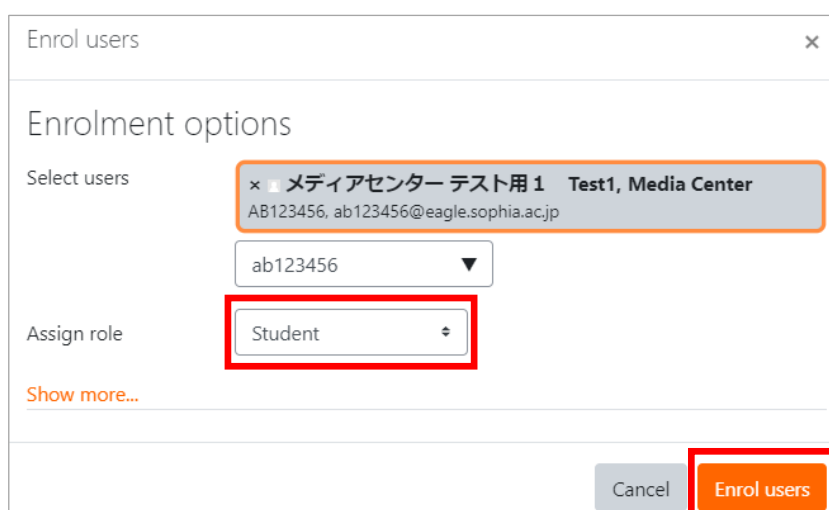
- (1) Go to the course you wish to work on and open the Administration > "Course administration" > "Users" > "Enrolled users" screen.
- (2) Select "Enrol a user" in the upper right corner.



- (3) Enter student number, name, etc. to search, then click on a user from the list of candidates.



- (4) Confirm that the selected user is highlighted in gray, then select "Student" under "Enroll users" to register.





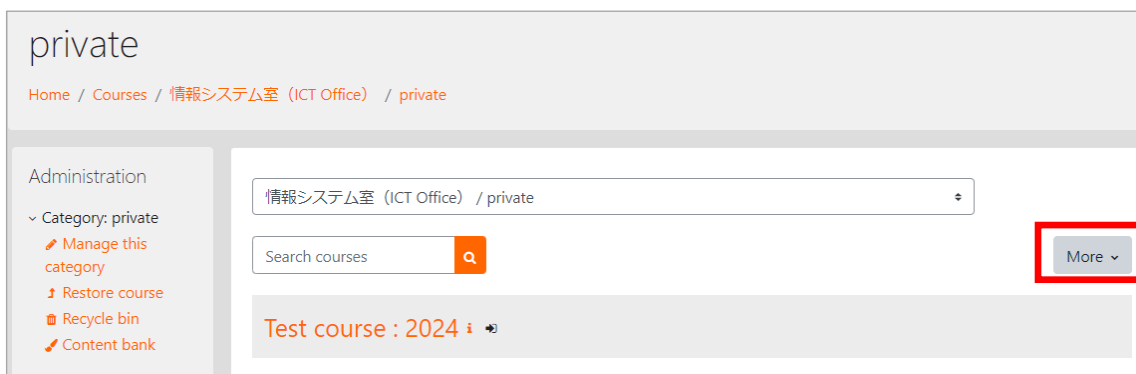
## 4.2 Creating Courses

### 4.2.1 Adding from categories

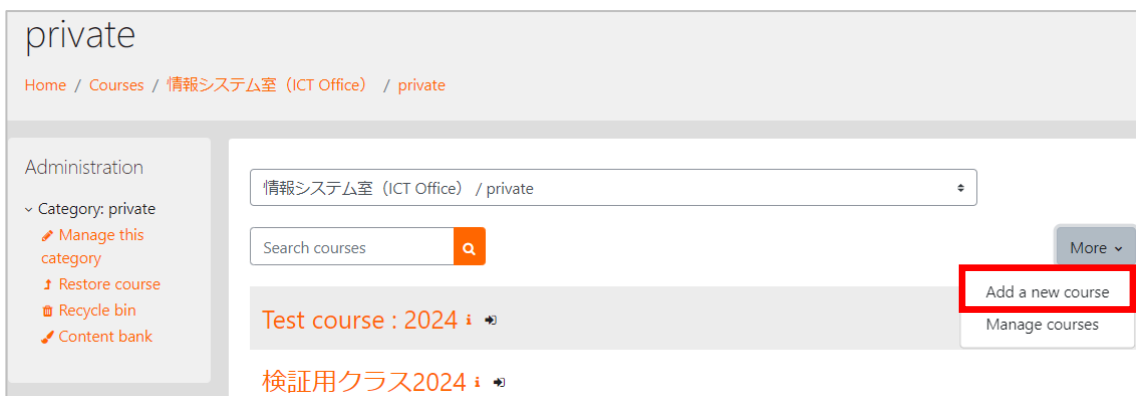
(1) Log in with faculty user account.

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”

(2) Click the “More” button.



(3) Click the “Add new course” button from the list displayed.



(4) If you are in a hurry or not sure, specify only “Course full name” and “Course short name”.

Add a new course Expand all

**General**

Course full name

Course short name

Course category

Course visibility

Course start date

Course end date

Course ID number

**Description**

Course summary

Course image  Maximum file size: 50 MB, maximum number of files: 1

Accepted file types:  
Image (GIF) .gif  
Image (JPEG) .jpg  
Image (PNG) .png

### Edit course settings (1/2)

**Course format**

Format

Number of sections

Hidden sections

Course layout

**Appearance**

Force language

Number of announcements

Show gradebook to students

Show activity reports

Show activity dates

**Files and uploads**

Maximum upload size

**Completion tracking**

Enable completion tracking

**Groups**

Group mode

Force group mode

Default grouping

**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'

Your word for '情報システム室窓口担当者'

### 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: <ul style="list-style-type: none"> <li>·hidden sections are shown in folded form.</li> <li>·hidden sections are shown in collapsed form</li> </ul>
Course layout	Choose either one of the below: <ul style="list-style-type: none"> <li>·show all sections on one page (default)</li> <li>·show only one section per page</li> </ul>

“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.

The screenshot shows the 'Self enrolment' configuration page. On the left is a sidebar with 'Administration' and 'Navigation' sections. Under 'Administration', 'Course administration' is expanded to show 'Settings', 'Users', 'Enrolled users', 'Enrolment methods', 'Self enrolment (Teacher)', 'Groups', 'Permissions', and 'Other users'. Under 'Navigation', 'Home', 'Dashboard', 'Site pages', 'My courses', and '2023講習会' are listed. The main content area is titled 'Self enrolment' and contains the following settings:

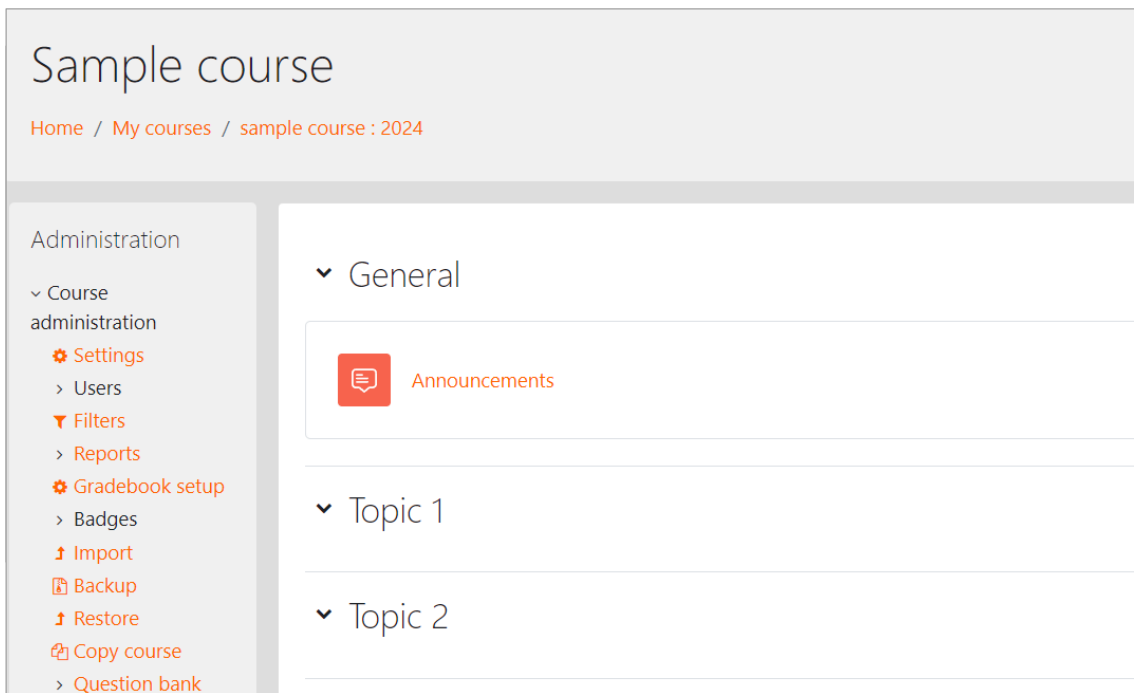
- Custom instance name:
- Keep current self enrolments active:  Yes
- Allow new self enrolments:  Yes
- Enrolment key:  (highlighted with a red box)
- Use group enrolment keys:  No
- Default assigned role:
- Enrolment duration:  days  Enable
- Notify before enrolment expires:
- Notification threshold:  days
- Start date:  Enable
- End date:  Enable

*Enrollment Key Setting*

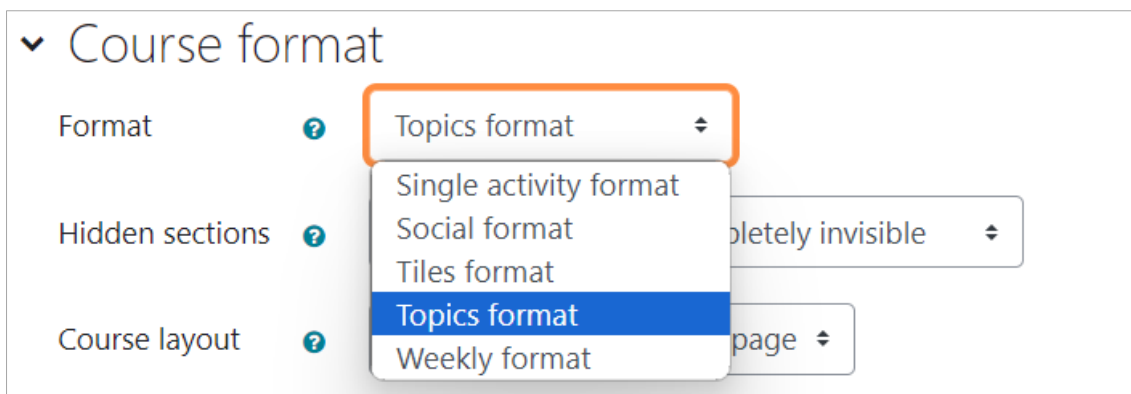
## 4.3 Course Format

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”.



*Setting block*



*Format options on edit course settings page*

Sample course

Home / My courses / sample course : 2024 Turn editing on

Administration

- ▼ Course administration
  - ⚙ Settings
  - > Users
  - ▼ Filters
  - > Reports
  - ⚙ Gradebook setup
  - > Badges
  - ↑ Import
  - 🗑 Backup
  - ↑ Restore
  - 🔄 Copy course
  - > Question bank
  - 🗑 Recycle bin

▼ General Collapse all

Announcements

▼ 9 April - 15 April

---

▼ 16 April - 22 April

---

▼ 23 April - 29 April

---

▼ 30 April - 6 May

*Show courses in weekly format*

Sample course

Home / My courses / sample course : 2024 Turn editing on

Administration

- ▼ Course administration
  - ⚙ Settings
  - > Users
  - ▼ Filters
  - > Reports
  - ⚙ Gradebook setup
  - > Badges
  - ↑ Import
  - 🗑 Backup
  - ↑ Restore
  - 🔄 Copy course
  - > Question bank
  - 🗑 Recycle bin

▼ General Collapse all

Announcements

▼ Topic 1

---

▼ Topic 2

---

▼ Topic 3

---

▼ Topic 4

*Show courses in topic format*

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

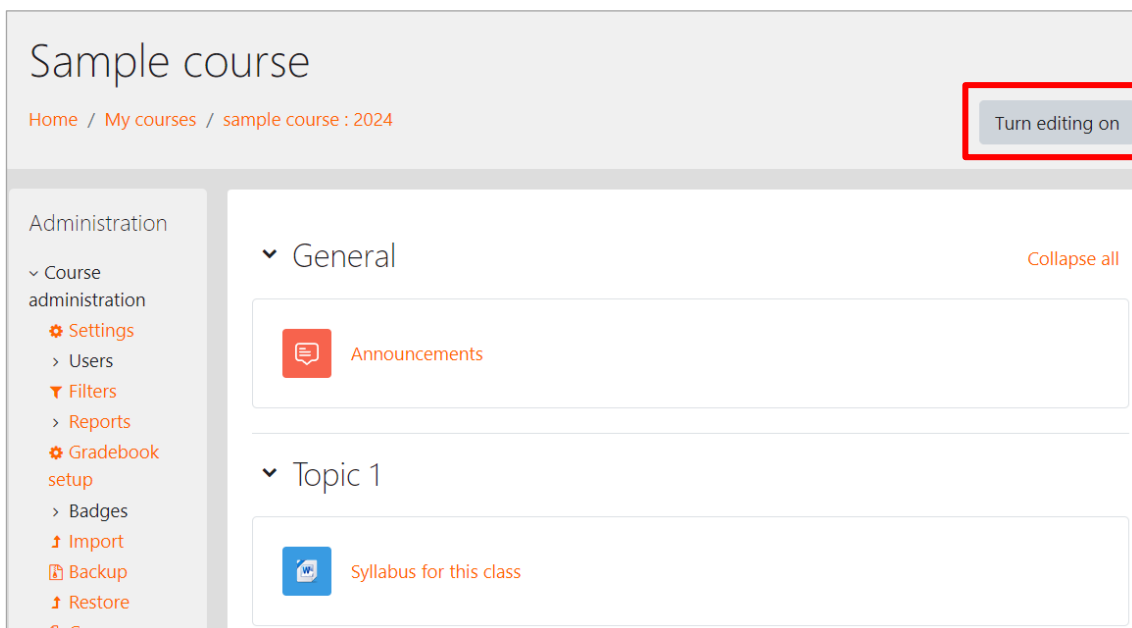
Weekly format is used to show course sections in the center of the page in set numbers of weeks (square contents display area) from the specified date and to post related materials and activities per week.

## 4.4 Moving Topics

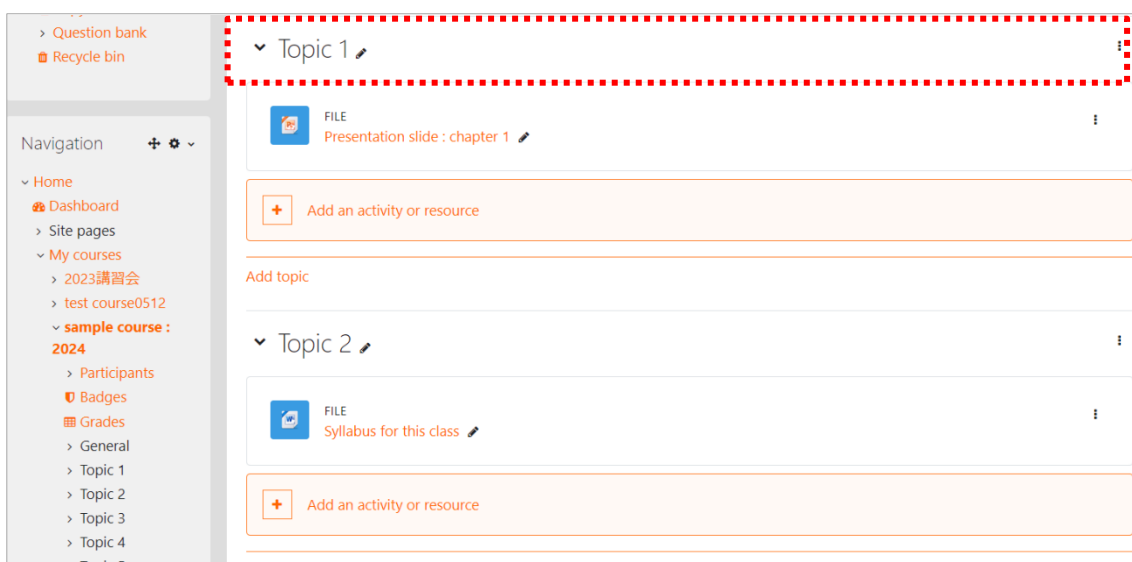
Course sections can be reordered to appear in drag-and-drop order when "Turn editing on" is activated.

Example: In the figure below, a link to a Word file is placed in Topic 1. To move this entire Topic 1 to the Topic 2 position, follow the steps below.1.

(1) Click on "Turn Editing on" in the course.

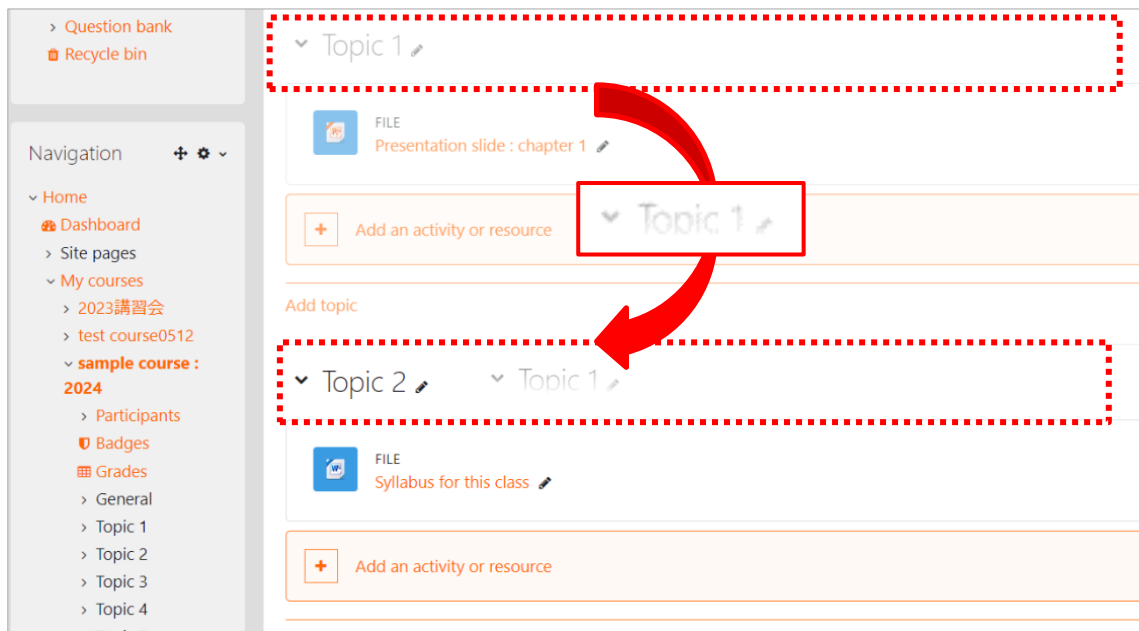


(2) Click and drag (hold down the left mouse button) the section name "Topic 1"

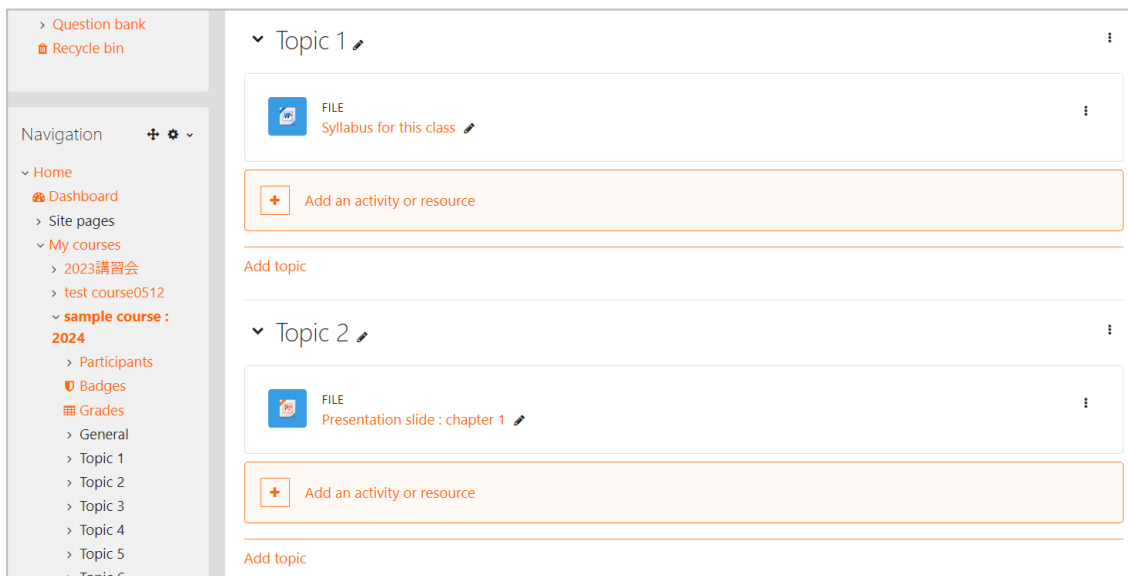




(3) Once you slide without releasing the button to the location you want to move, drop (release the mouse button)



*Content of Topic 1 is moved to Topic 2*



*Topic 1 content moved to Topic 2*

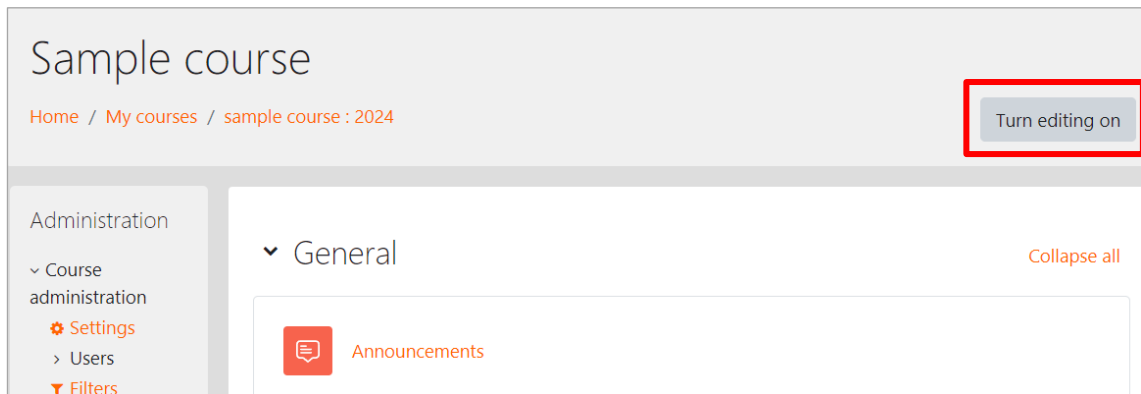
Thus, Topic Format and Weekly Format sections can be moved around by drag and drop.

Each resource or activity within a section can also be moved within or across sections.

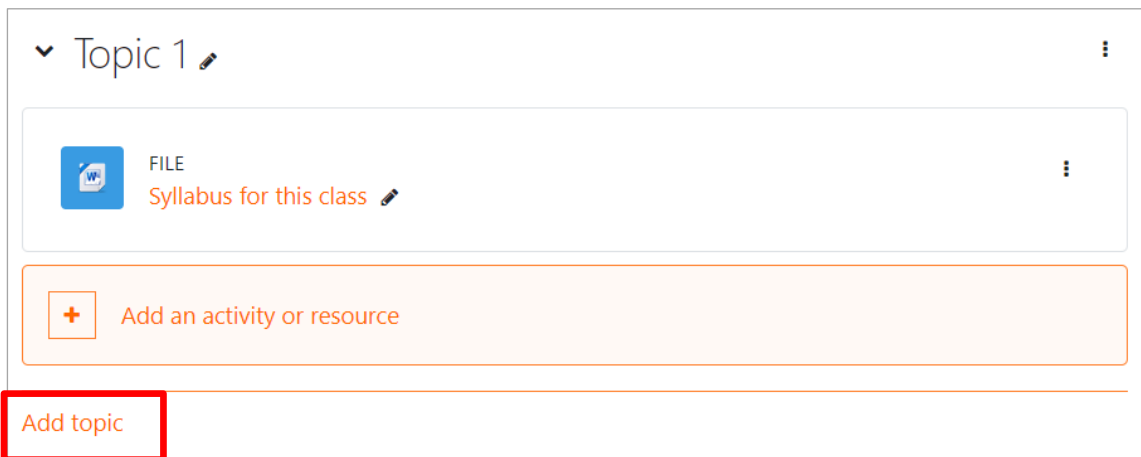
## 4.5 Add Topic

You can add new sections to the course.

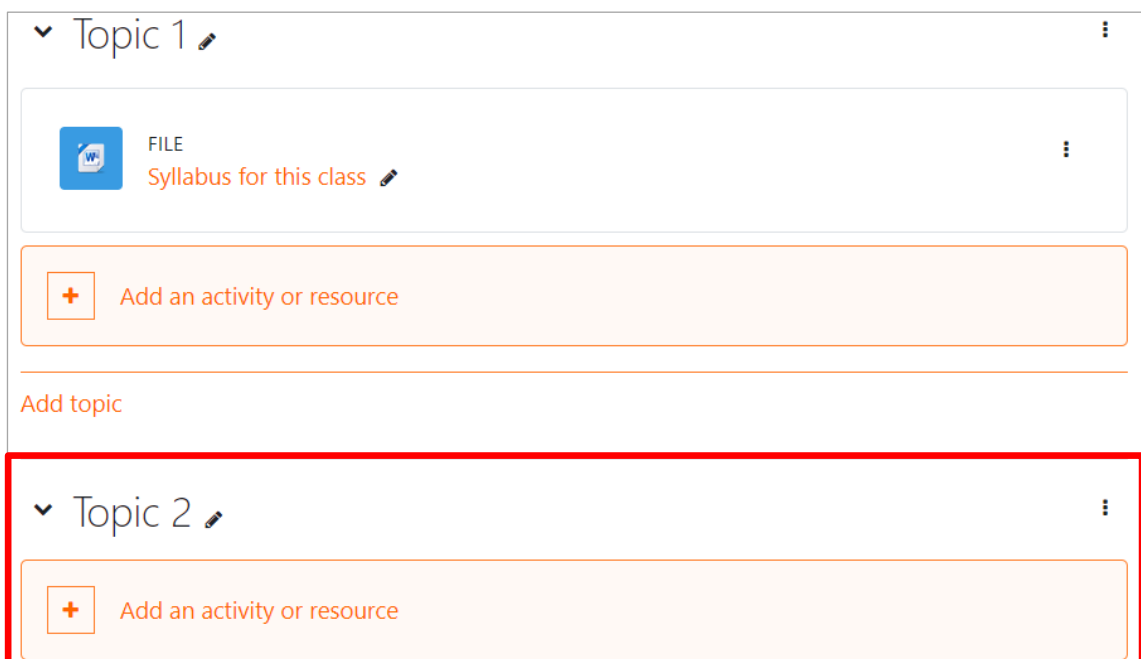
(1) Enter the course page and click the [Turn editing on] button.



(2) Click on [+ Add Topic] in the lower right corner of the bottom section.

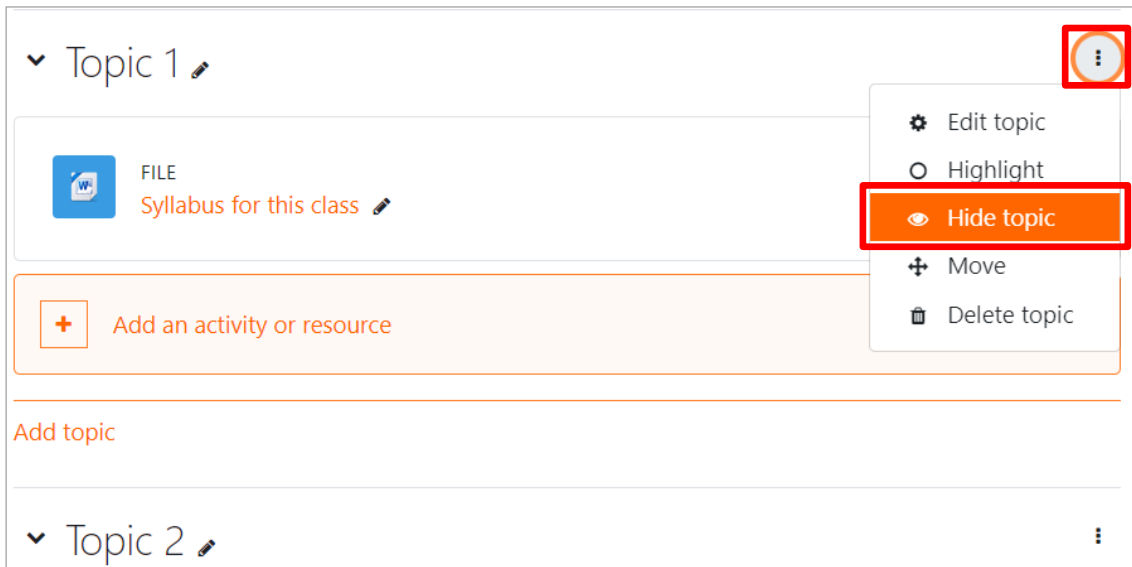


→ A new topic will be added.



## 4.6 Visible & Invisible of the Materials

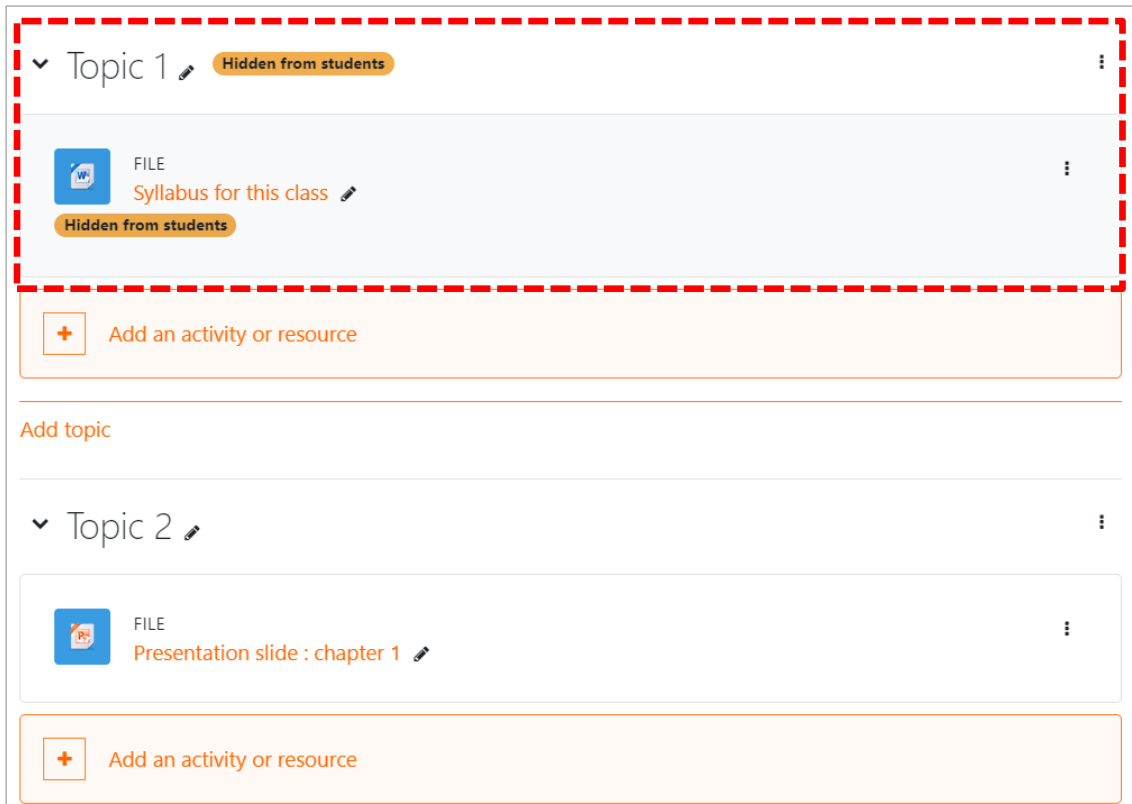
When you already started “Turn editing on”, you can select the “Edit▼” menu. Teachers can control showing or hiding the course for students by selecting “Show topic / Hide topic” on this menu.



The screenshot shows a course interface with two topics. The first topic, 'Topic 1', is expanded to show a file named 'Syllabus for this class'. A context menu is open over the file, with the 'Hide topic' option highlighted in orange. The menu also includes 'Edit topic', 'Highlight', 'Move', and 'Delete topic'. A red box highlights the three-dot menu icon in the top right corner of the topic card.



When the topic is hidden, it is marked "Hidden from students".



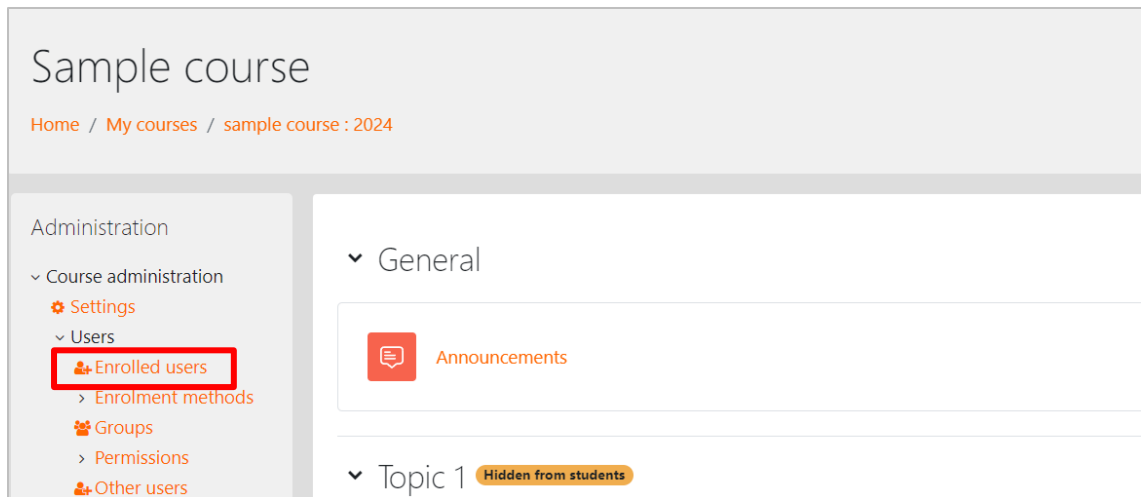
The screenshot shows the same course interface as above, but 'Topic 1' is now hidden. The topic card is shaded grey and has a yellow 'Hidden from students' label in the top right corner. The file 'Syllabus for this class' is also shaded grey and has a yellow 'Hidden from students' label. The 'Add an activity or resource' button is visible below the topic card. 'Topic 2' is visible below, containing a file named 'Presentation slide : chapter 1'.

## 4.7 Students' View

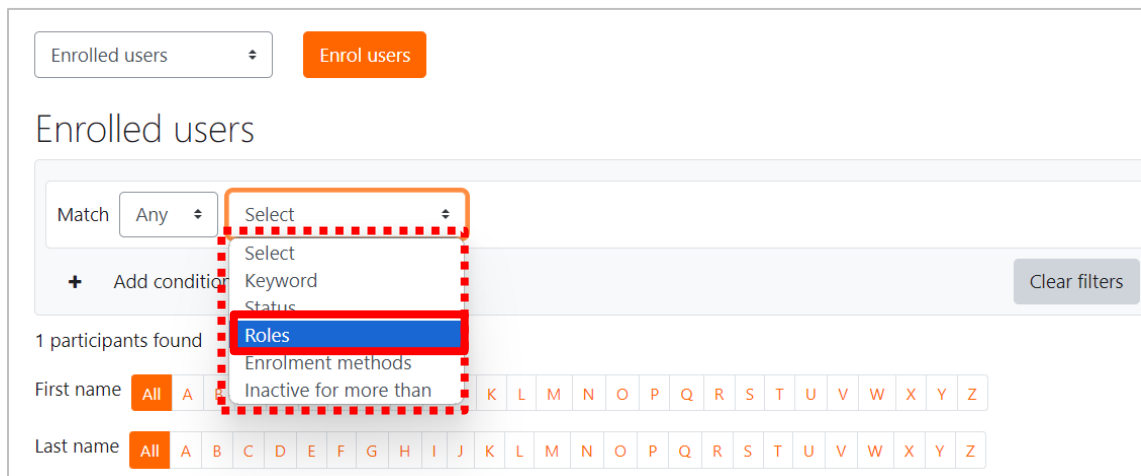
### 4.7.1 Enroll yourself as a student in the course

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

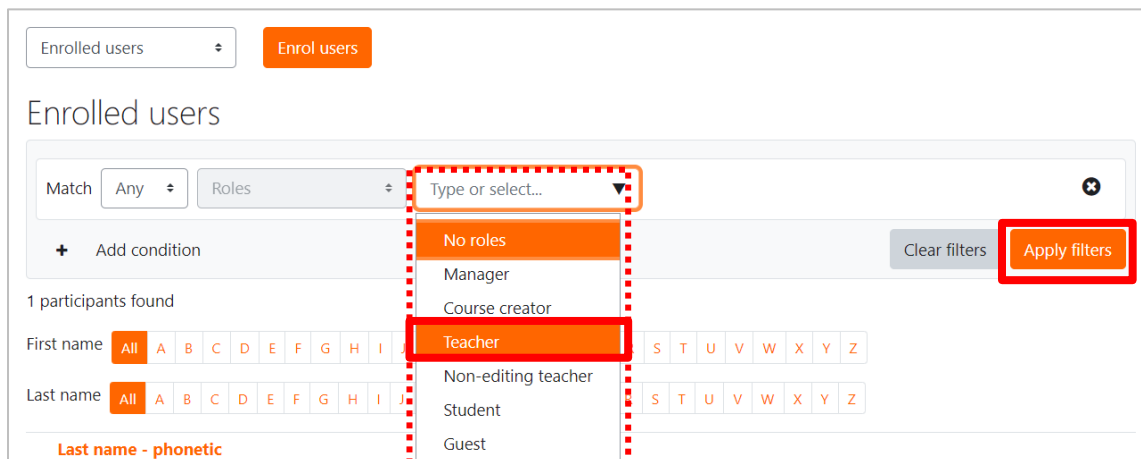
- (1) Go to the course and click "Administration" => "Course Administration" => "Users" => "Enrolled users".



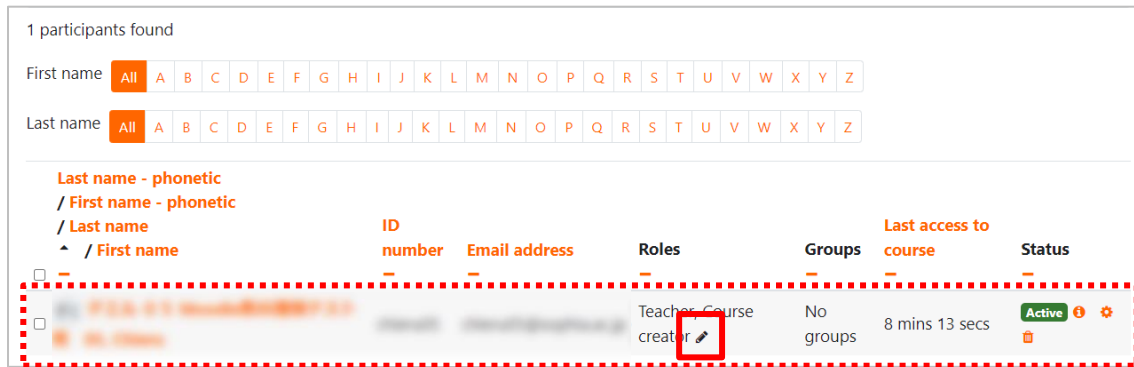
- (2) Select "Roles" from the "Select" list.



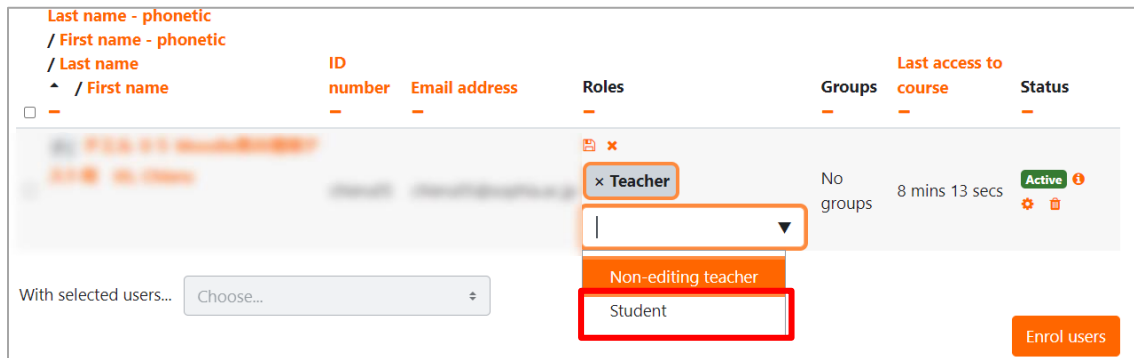
- (3) Select "Teacher" from the list of roles and click "Apply Filter".



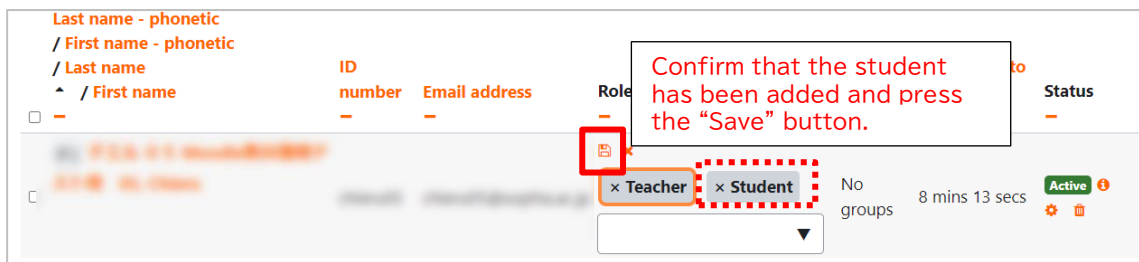
(4) Click the "✎" button in the Roles column of the displayed faculty member.



(5) Select "Student" from the list of roles.



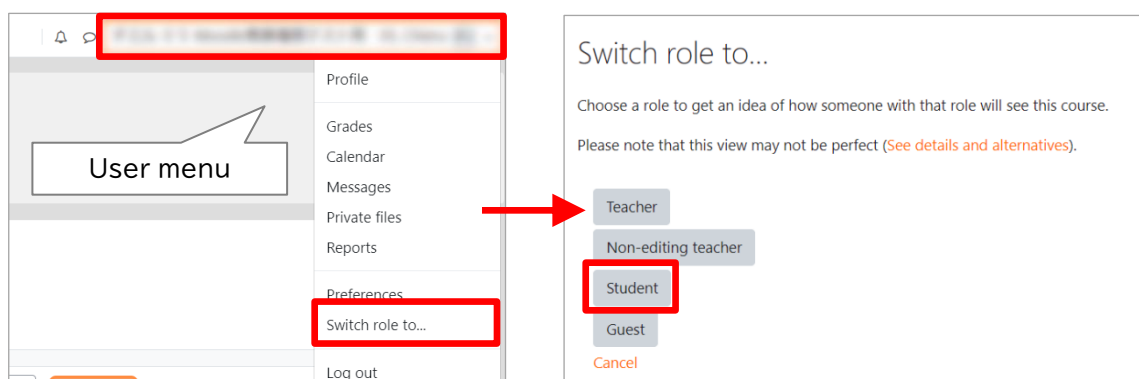
(6) With the "Student" role added, click "Save".



#### 4.7.2 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.

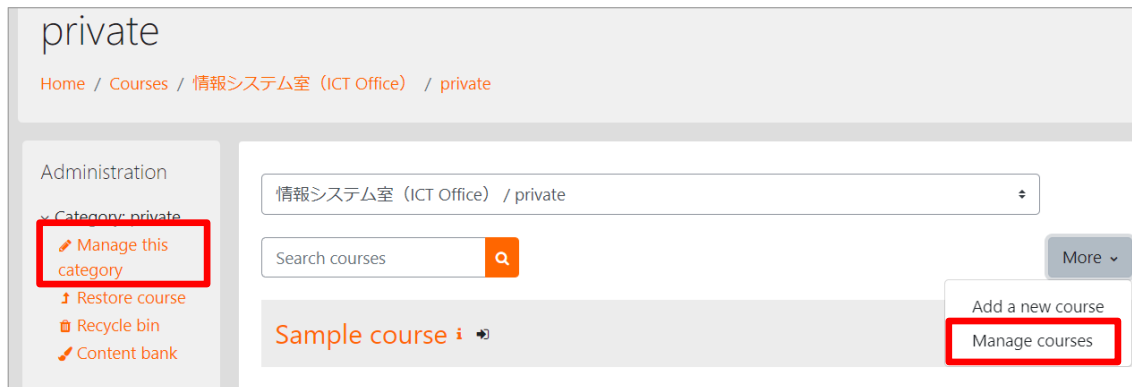


Click "Return to my normal role" in the user menu to go back to teacher role.

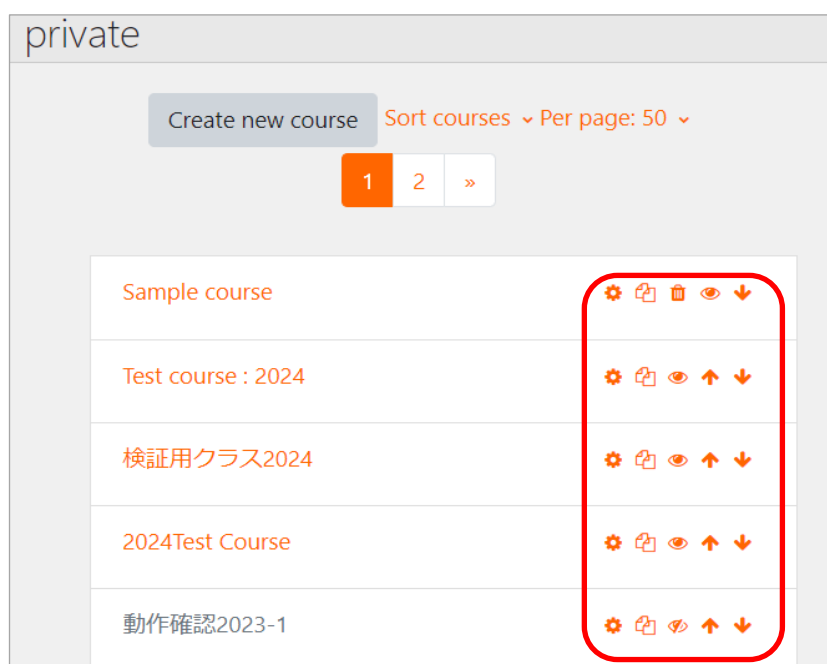
## 4.8 Conceal or Sort Your Courses

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.

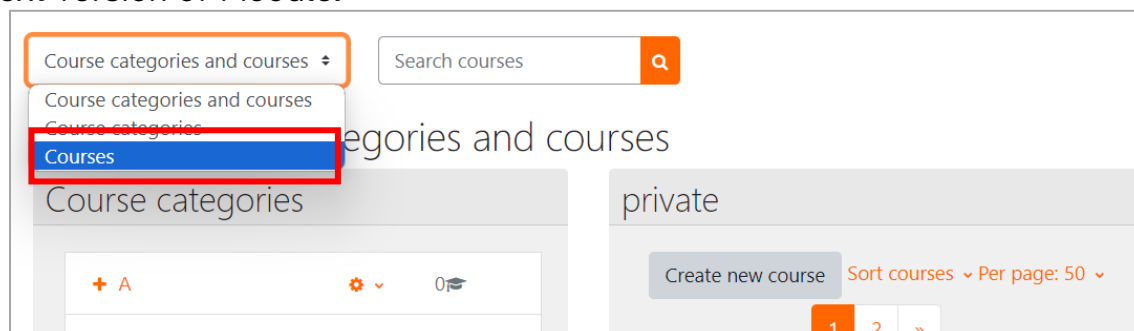


Click eye icon and switch visibility. A closed eye means the course is invisible from students. You can also arrange order of your courses from arrow icon.



\* When you select "Course" from the display options in the upper left corner of the screen, the error message will appear.

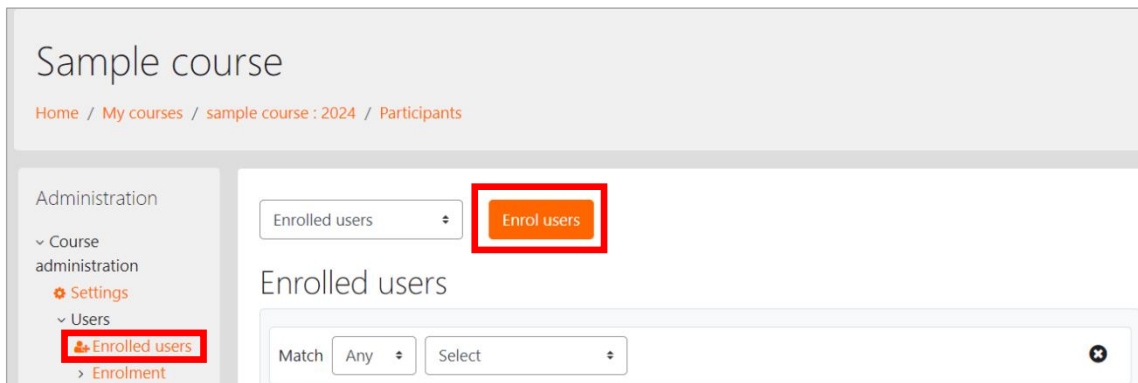
This error has been reported as a bug in Moodle ver. 4.1 and will be fixed in the next version of Moodle.



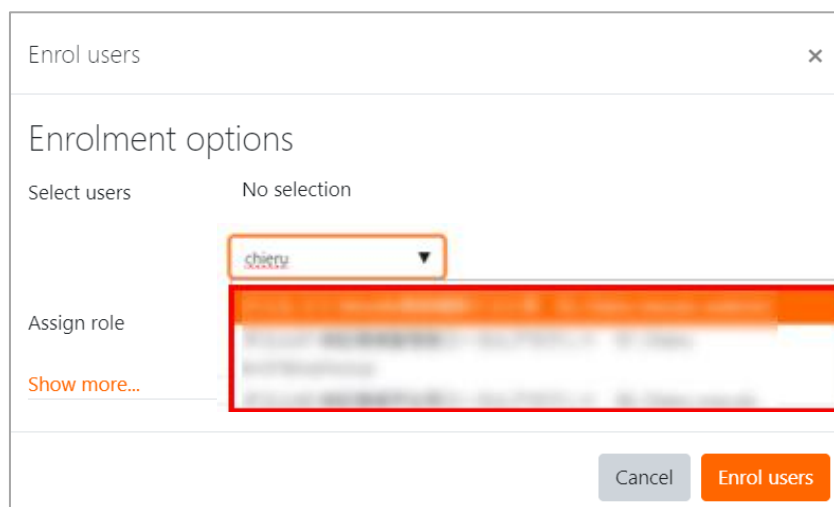
## 4.9 Add Teaching Assistant to Your Course

You can add a TA to your course and let them edit and grade it or add another faculty member for a joint course.

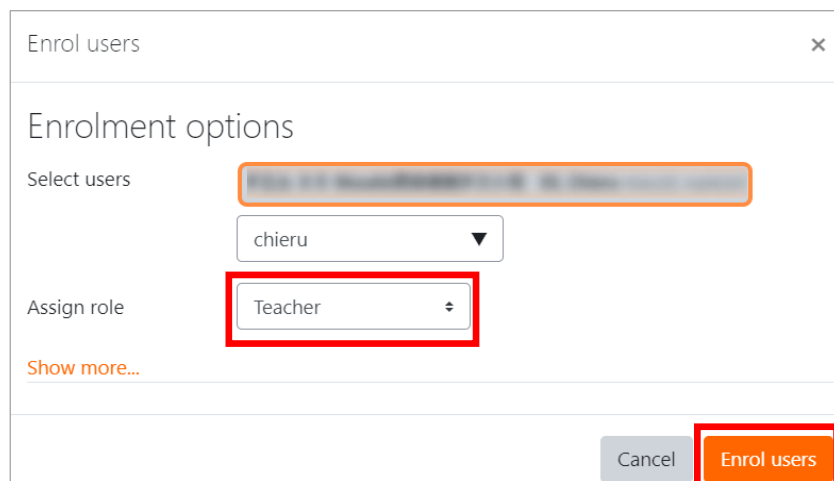
- (1) Go to the course to which you want to add a TA and click "Enroll user" in the "Administration" => "Course administration" => "Users" => "Enrolled Users" screen.



- (2) Enter a faculty/staff number, name to search, then click on a user from the list of candidates.



- (3) Confirm that the user has been selected, and under "Assign Roles" select "Teacher" to register.



## 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.

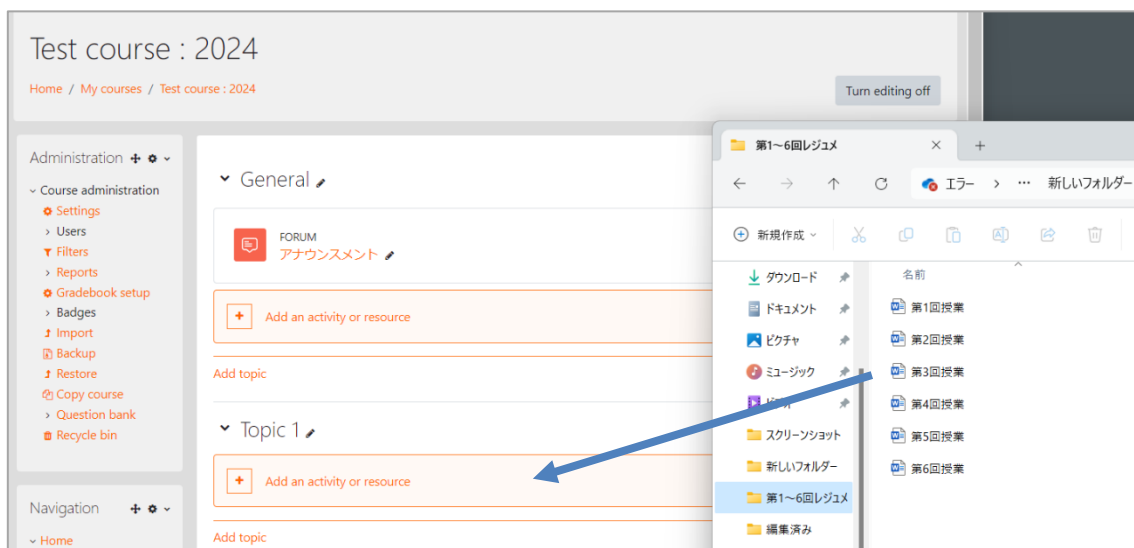
The following shows the procedure to add a PDF format slide you created for your class to Moodle course site.



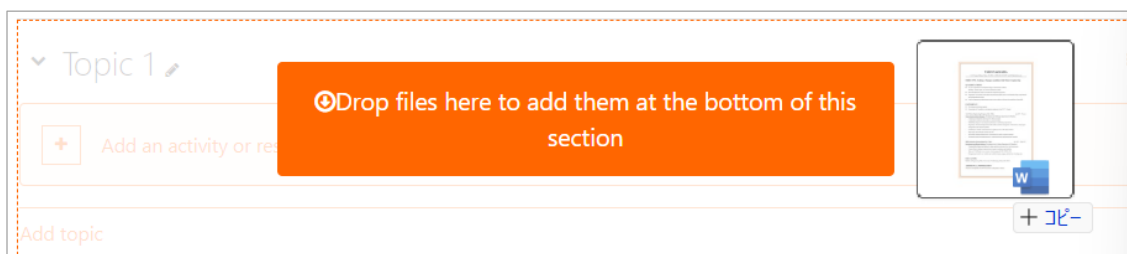
## 5.1 Uploading a file by drag and drop

The easiest way is using drag & drop interface.

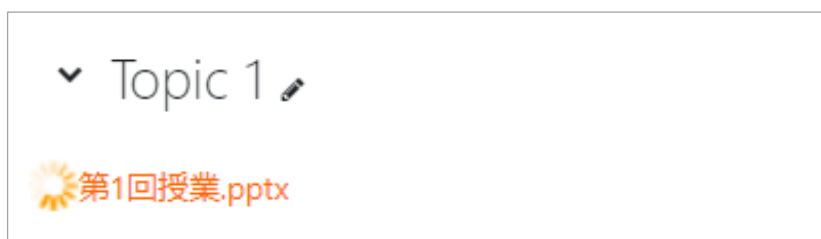
- (1) Click “Turn editing on”.
- (2) Select the file on your computer, drag (move while pressing on mouse left button) the file into the section you wish to add it to.



- (3) When you see the message “Drop files here to add them at the bottom of this section” (release mouse left button) the file there.

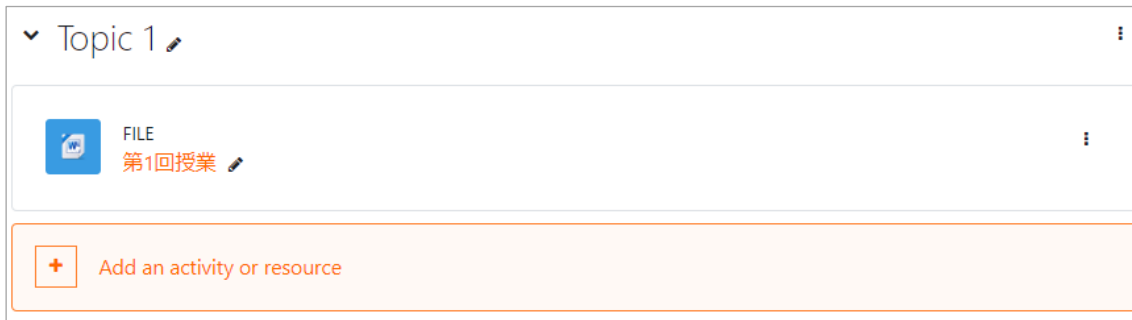


- (4) The file is uploaded to the course and a link is automatically made. While the file is being uploaded, you will see a progress bar showing the percentage of the data you transferred



*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.



*File uploading is completed*

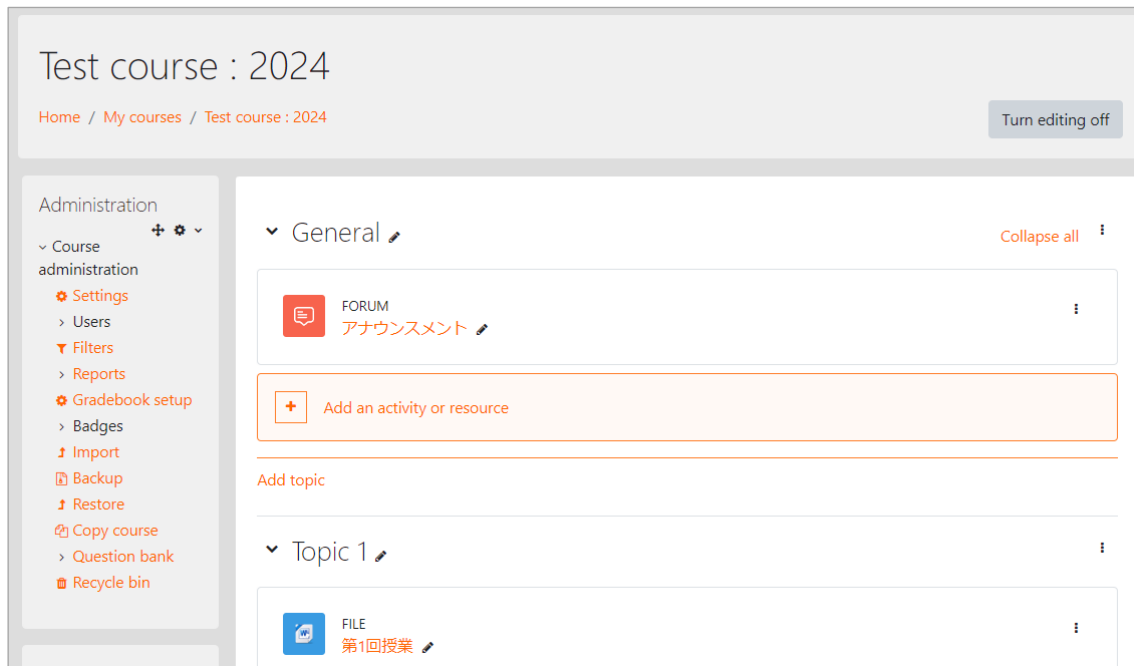
This is the easiest way to add files and folders. However, depending on your server configuration and browser type, this operation may not be possible. If drag-and-drop addition is not possible, use the "+Add Activity or Resource" link (Activity Chooser) described next.

## 5.2 Uploading a file by Activity Chooser

- (1) Open a course that you are allowed to edit, click on "Turn editing on" button at top right of screen.



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



*“Turn editing on” is shown*

### (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

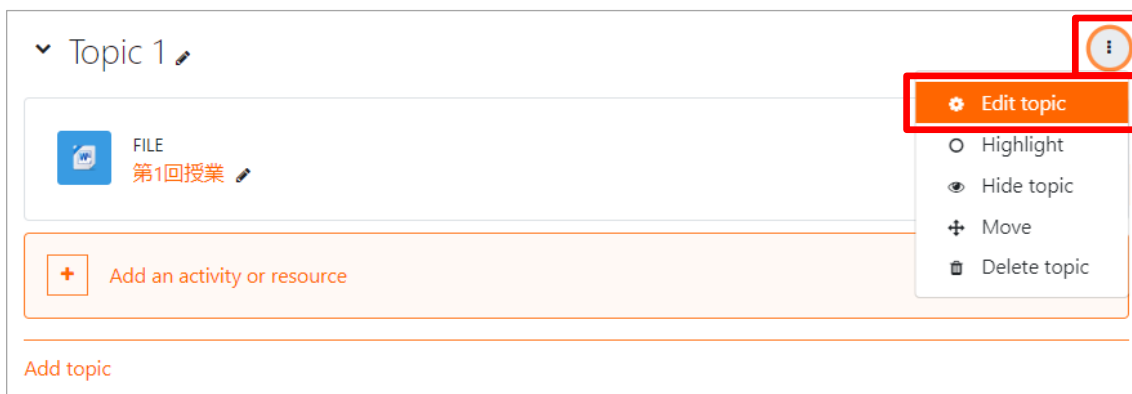
**does not mean** you must create e-Learning materials.

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.

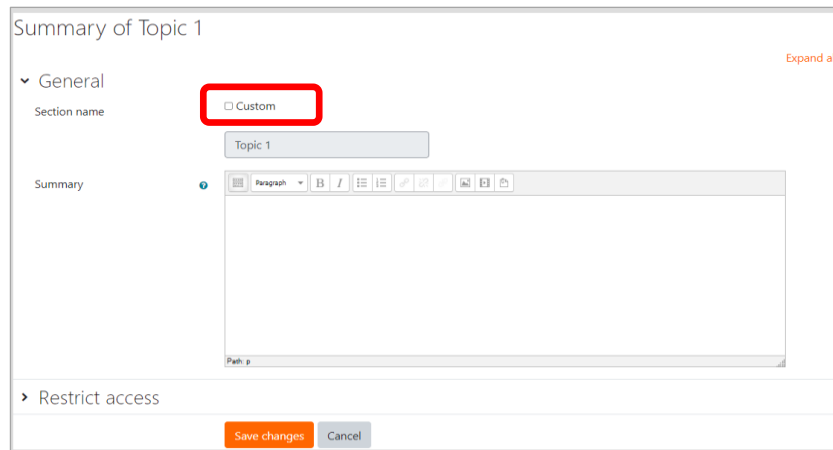
Just below each section name, there is an area to show Summary (general description of the section).

To enter the summary of the section, click “Edit :” button on the right of the topic, then select ”Edit topic”.



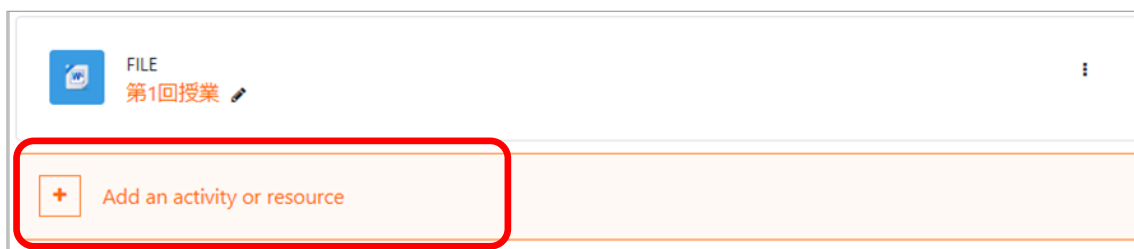
You can also show the section name you entered, instead of the date or topic number.

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”

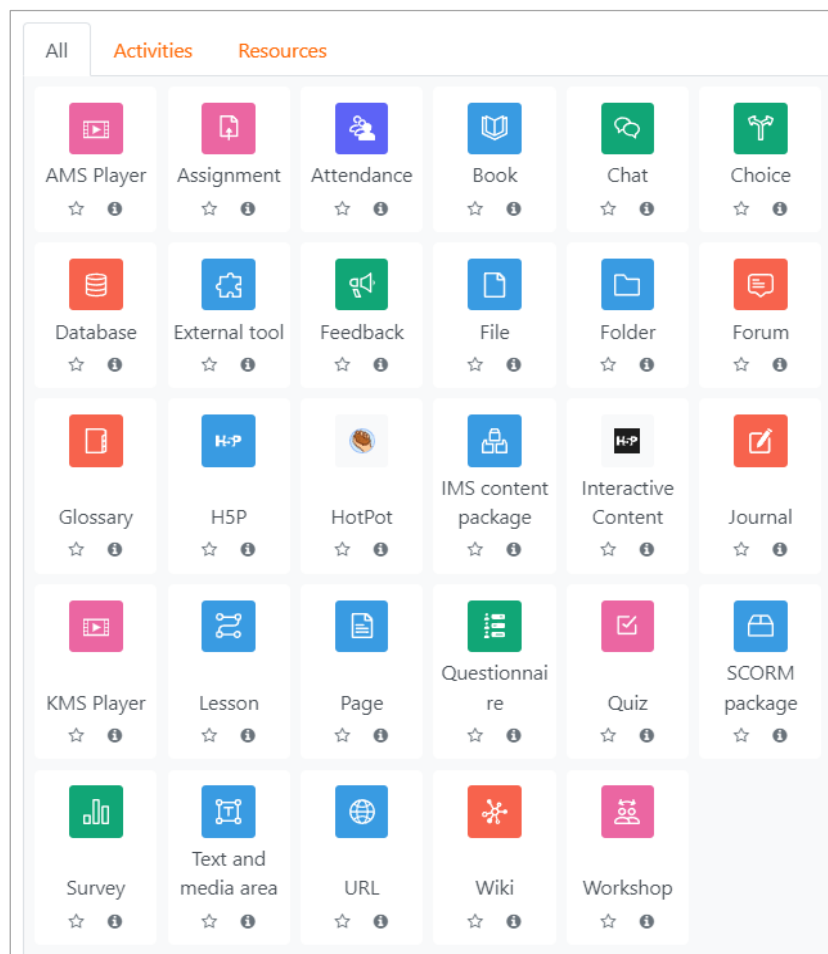


*Editing page for section name and description*

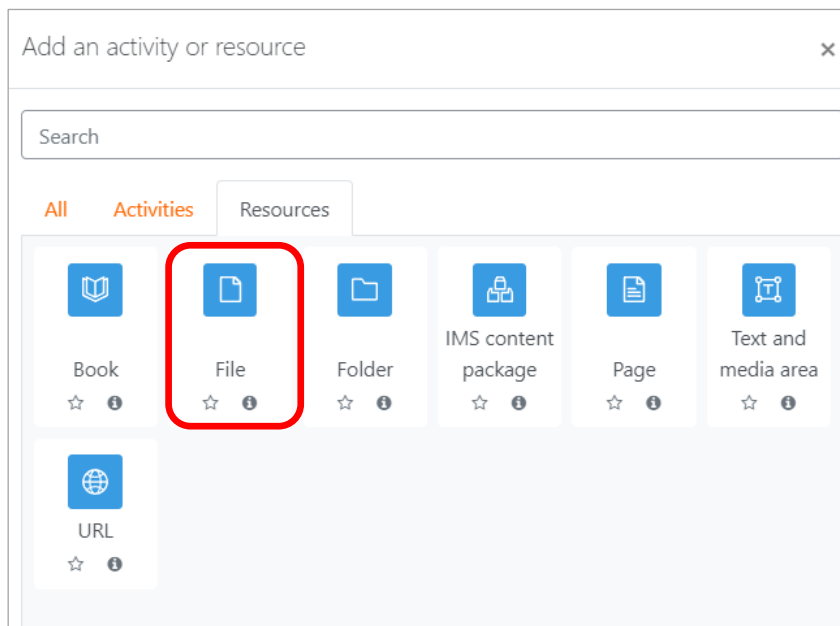
(4) To upload a file, click on “Add an activity or resource” link (called Activity Chooser in Moodle)



→ “Add an activity or resource” dialogue will open.



*Activity chooser*



*Select the file*

▢ Adding a new File to Topic 1 Expand all

▼ General

Name Required

Description

Path: p

Display description on course page ?

Select files Maximum size for new files: 20 MB

Files

You can drag and drop files here to add them.

► Appearance

► Common module settings

► Restrict access

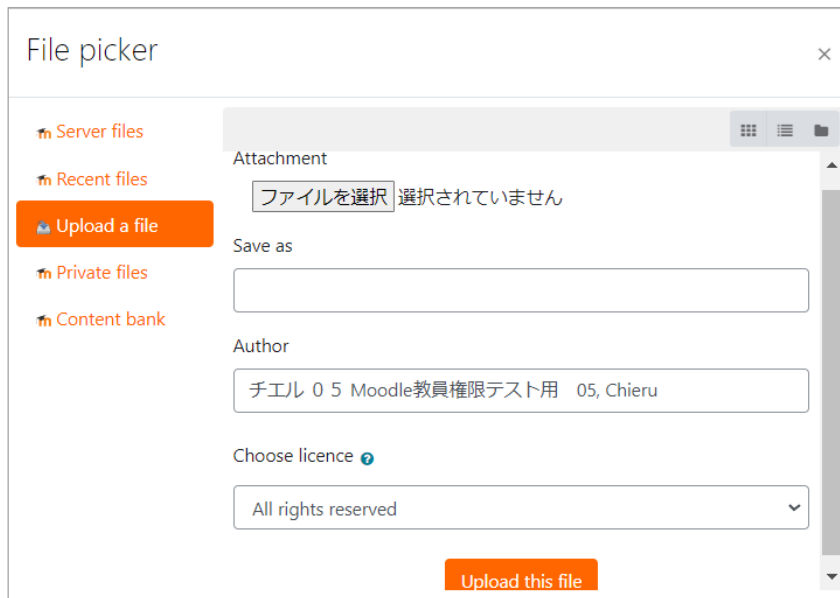
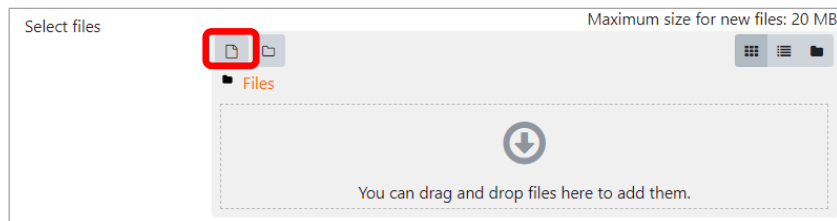
Send content change notification ?

Required

There are two ways to add files.

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

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



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

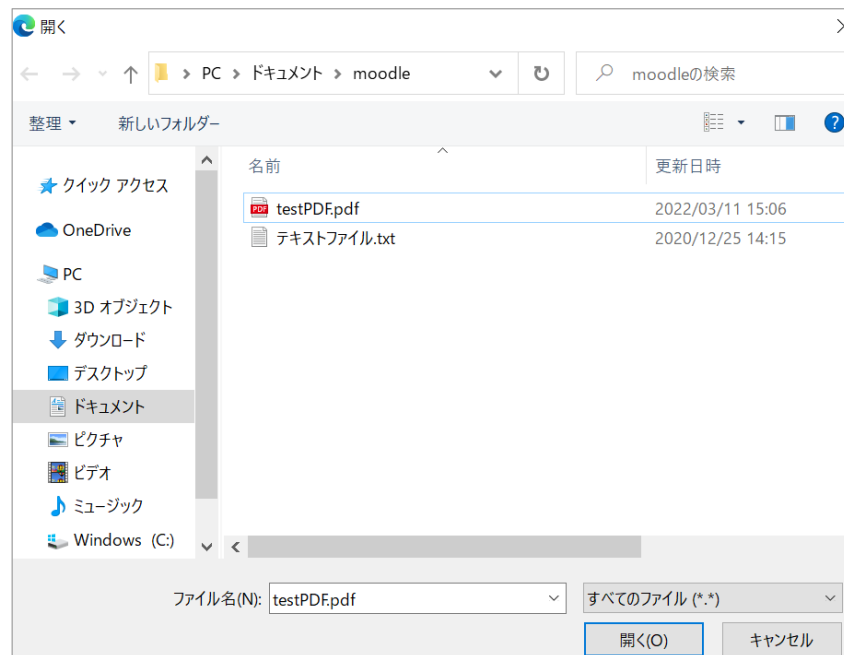
On the left you will see five menus, “Server files”, “Recent files”, “Upload a file”, “Private files”, “Content bank”.

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

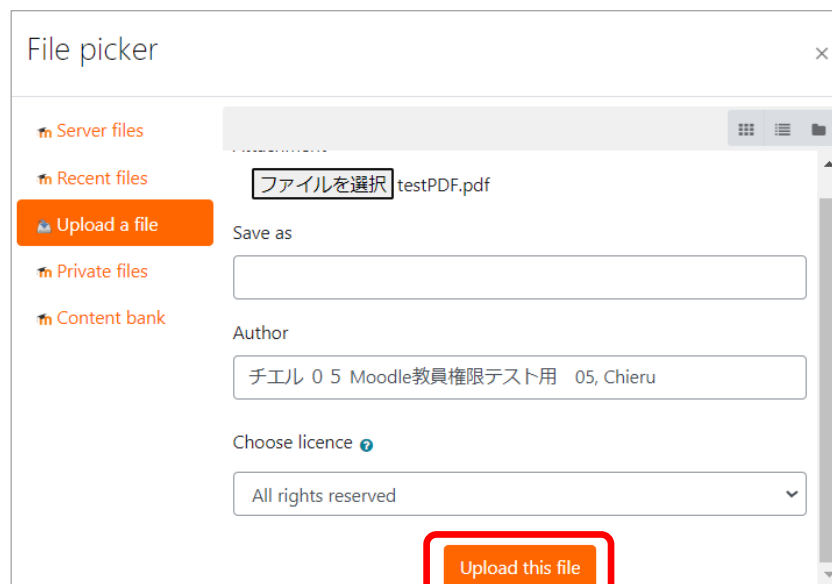
Also, “Private files” is used to create links to files uploaded to individual areas of the server. You can also view/manage files uploaded in “Private files” from Dashboard page shown when you click on “Dashboard” link in the Navigation block.

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”

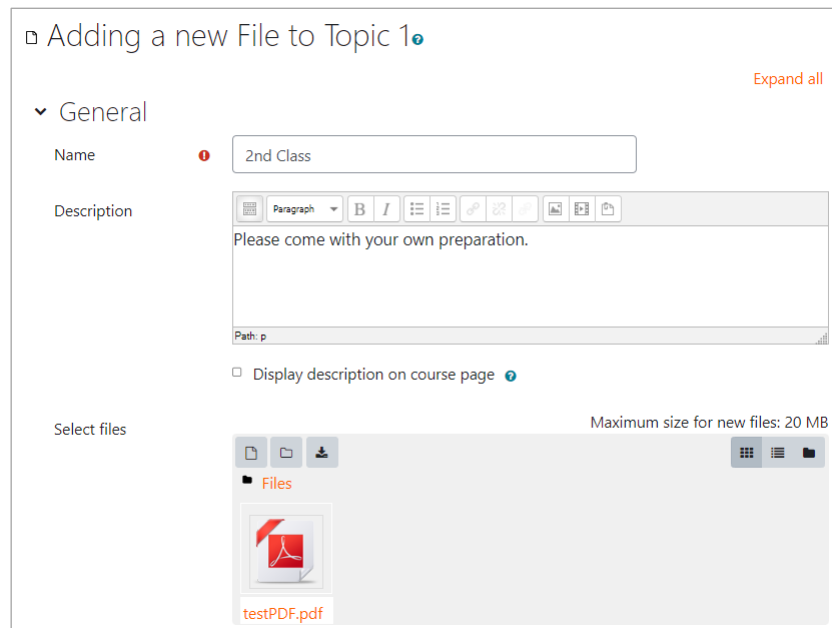


(5) When you have selected a file, enter file name as required, click “Upload this file”. If you do not want to change the file name, you do not have to enter the name.



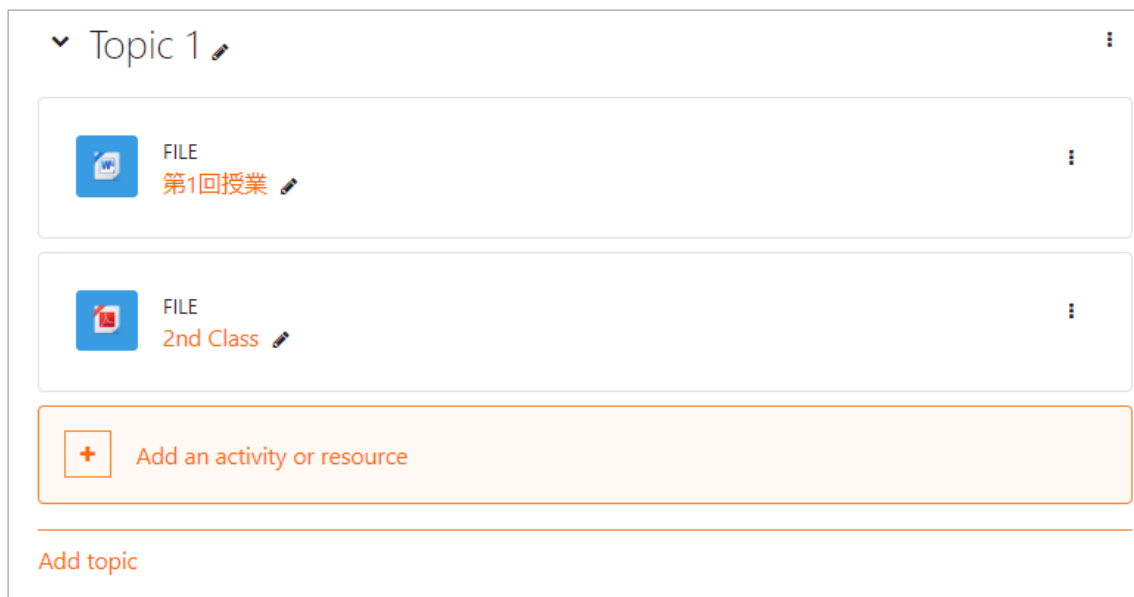


→When you have successfully uploaded a file, you will be returned to Adding a new file screen. The file you selected will be shown in the “Content” option.



The screenshot shows the 'Adding a new File to Topic 1' form. It includes a 'Name' field with the value '2nd Class', a 'Description' field with the text 'Please come with your own preparation.', and a 'Select files' section showing a file named 'testPDF.pdf' with a red icon. The form also has a 'Display description on course page' checkbox and a 'Maximum size for new files: 20 MB' notice.

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



The screenshot shows the 'Topic 1' page in Moodle. It displays two file resources: 'FILE 第1回授業' and 'FILE 2nd Class'. Below the resources is a button labeled 'Add an activity or resource' and a link labeled 'Add topic'.

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.

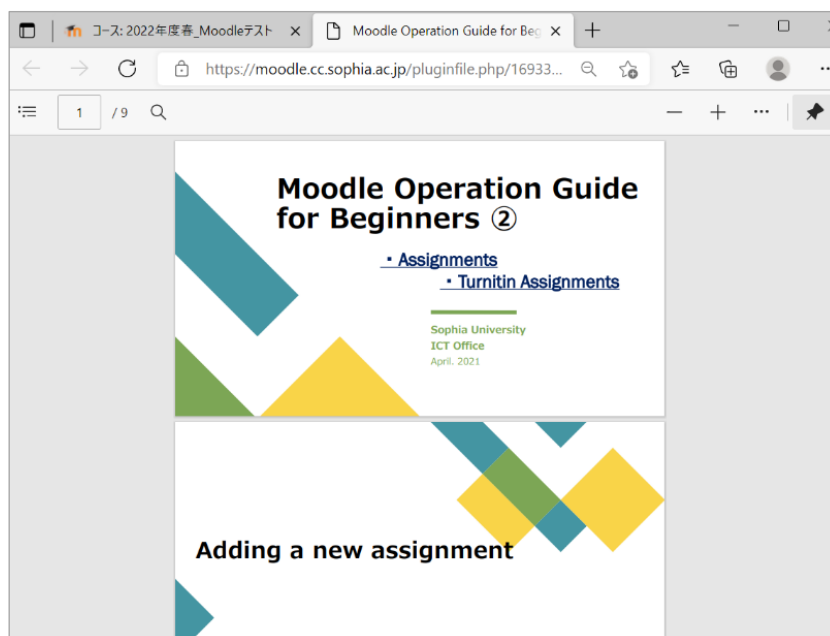
The screen changes to display the Course which students with access

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.



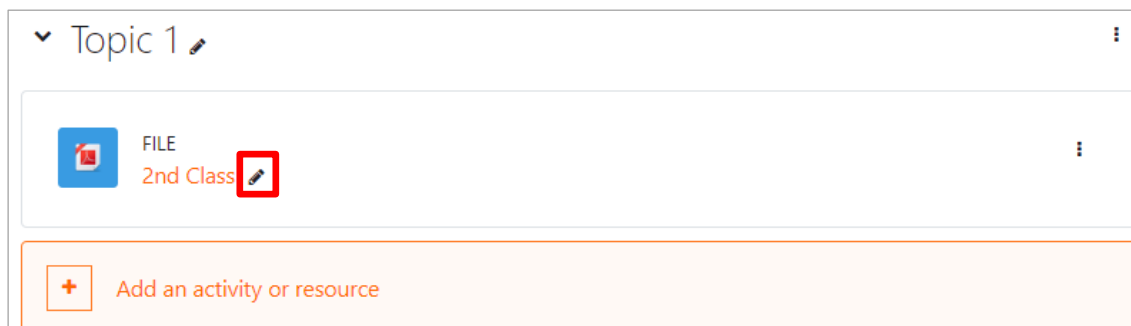
Click “Return to my normal role” in the user menu to go back to teacher role. In this way, you can post PDF format lecture slides and show them to your students. You can also post other files than in PDF format.



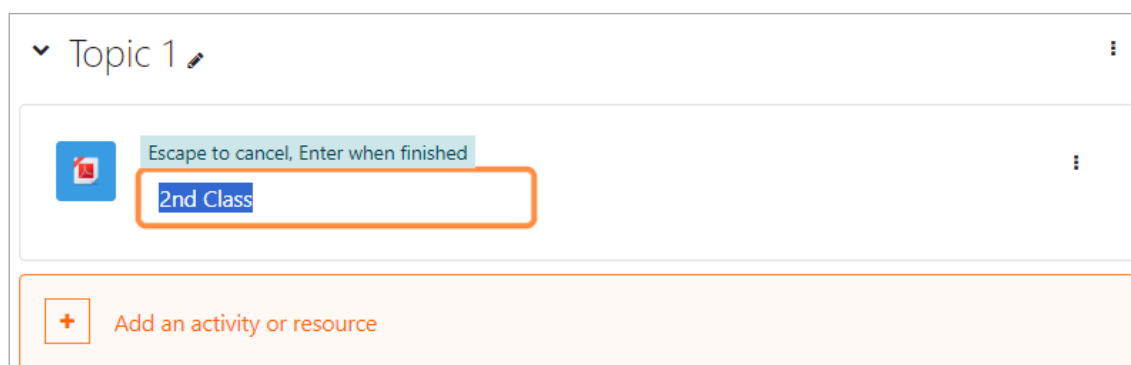
*File is opened*

Here we have performed a single file upload, but you can also upload multiple files at once or create folders to display them in a hierarchical structure.

## 5.3 Edit titles of Resource names

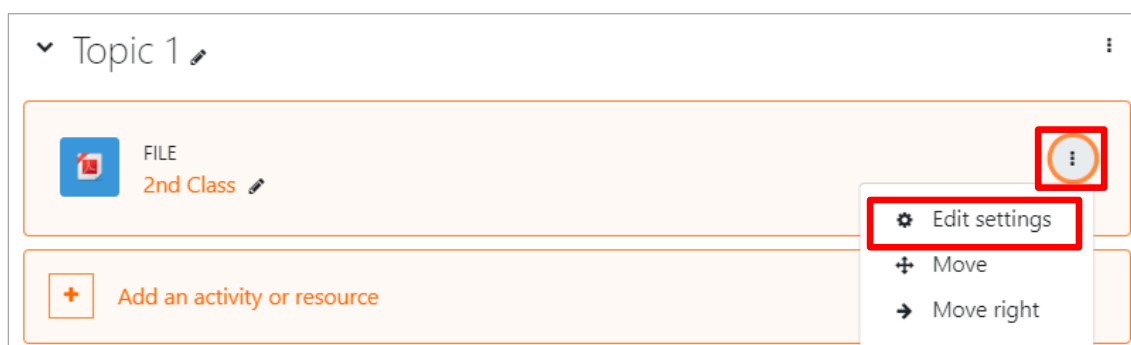


Click on “Edit title” icon (pencil shape in standard theme) which appears to the right of the Resource name, you can change the title name (link characters on course page) of Resources or Activities you added to the course page.



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.



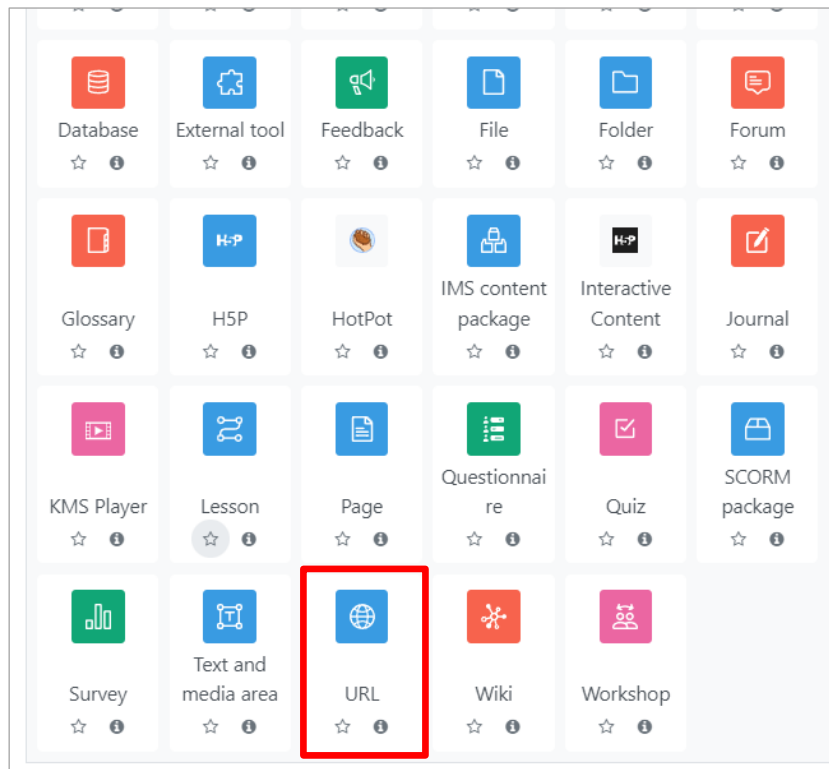
## 5.4 URL

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”.



*Select the “URL”*

- “Adding a new URL to Topic” screen will appear.  
You can set Name, Description and Options on the screen.

*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

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

### 5.4.1 Adding YouTube videos (Page)

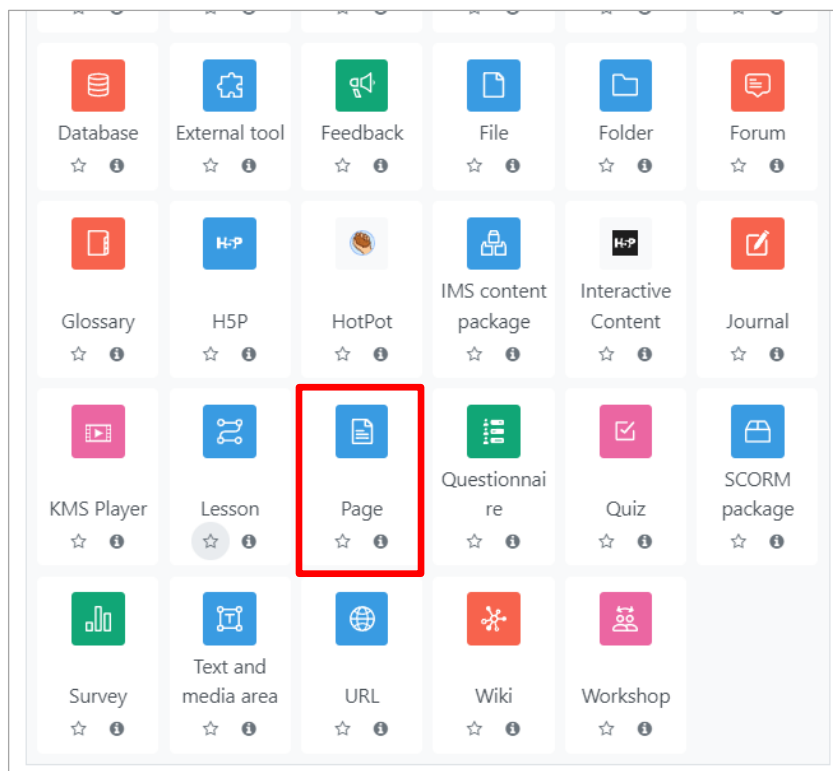
This section explains how to add YouTube videos to your course. There are several methods for adding YouTube videos to your course. Instructions on 5.4 “URL” is one of the methods. On this section, we will explain the way of embedding YouTube videos to your course.

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.



*Select the “Page”*

(3) Input “Name”. (Required)

(4) Input “Description”.

\* If you want to display the description on your course page, enable “Display description” option.

Adding a new Page to Topic 3 Expand all

▼ General

Name ❗ Youtube link

Description

Paragraph B I [List] [List] [Link] [Image] [Table] [Table]

Path: p

Display description on course page ?

▼ Content

Page content ❗

Paragraph B I [List] [List] [Link] [Image] [Table] [Table]

Fill in the name of the video

Path: p

▶ Appearance

▶ Common module settings


▶ Restrict access

Send content change notification ?

Save and return to course Save and display Cancel

❗ Required

(5) Input the name of YouTube video to “Page content”.

Select all the information you have entered and click  “Insert/Edit link”.

▼ Content

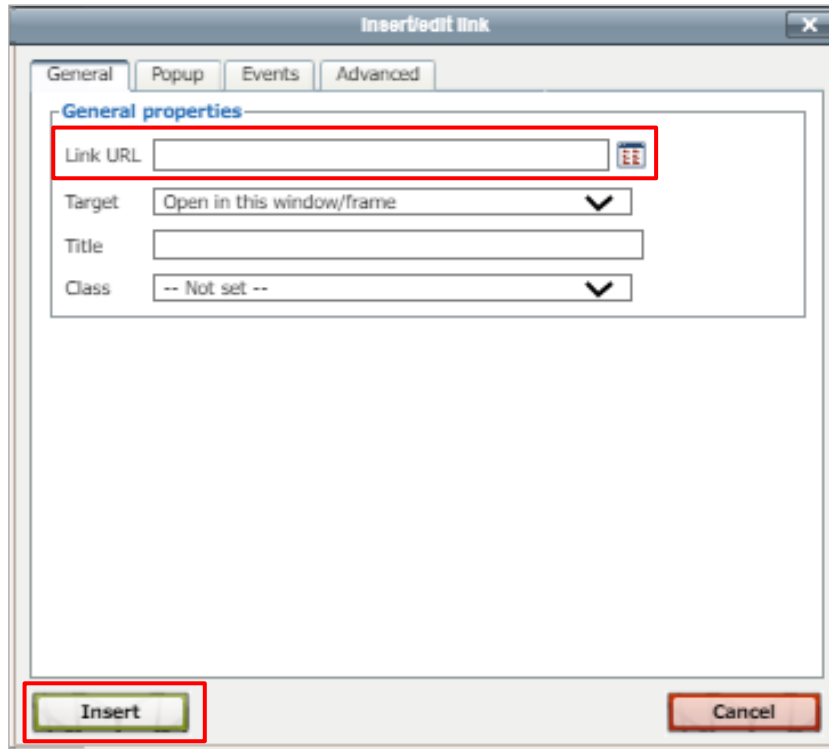
Page content ❗

Paragraph B I [List] [List] [Link] [Image] [Table] [Table]

Fill in the name of the video

Path: p

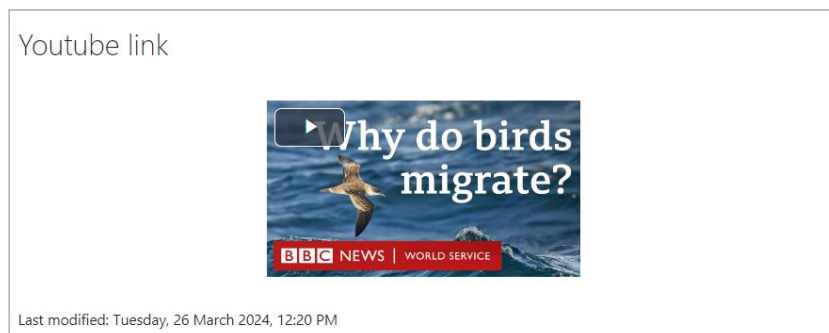
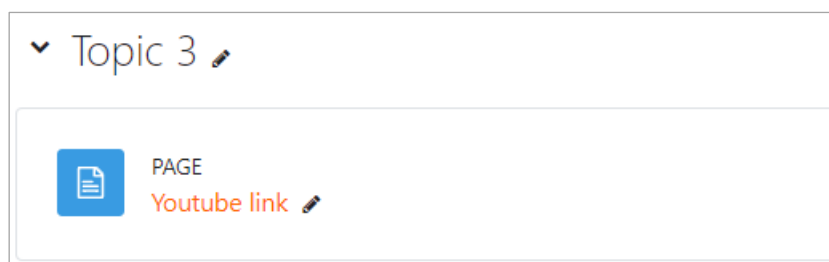
Insert/edit link



(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.

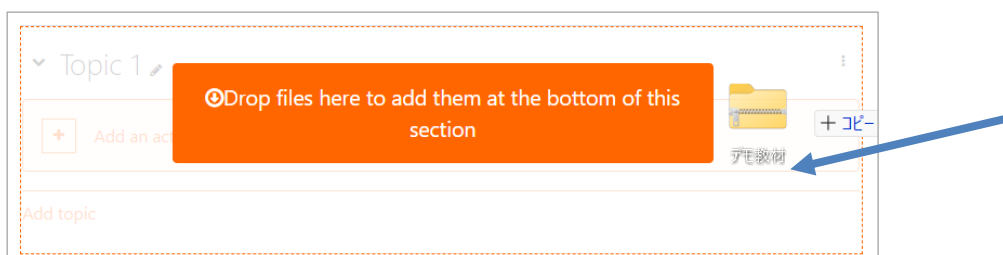




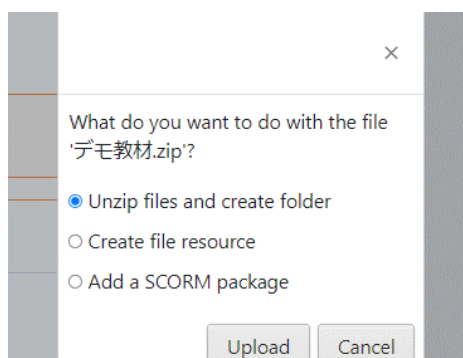
## 5.5 Folders

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:

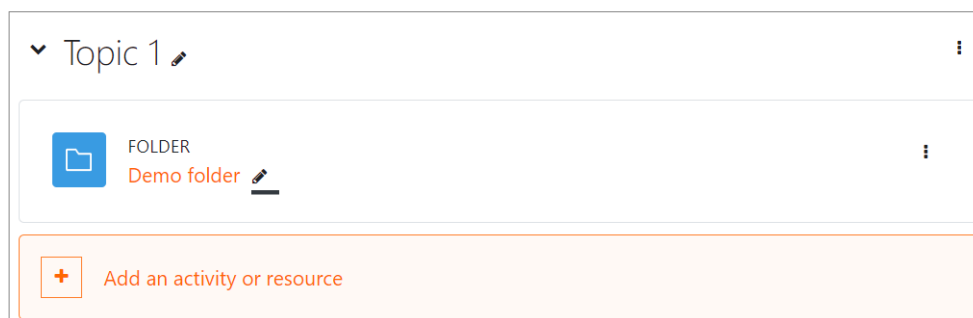
- (1) Create a folder on your PC. Add files into the folder, then compress the folder to a ZIP file.
- (2) Drag and Drop the ZIP file on to your course.



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

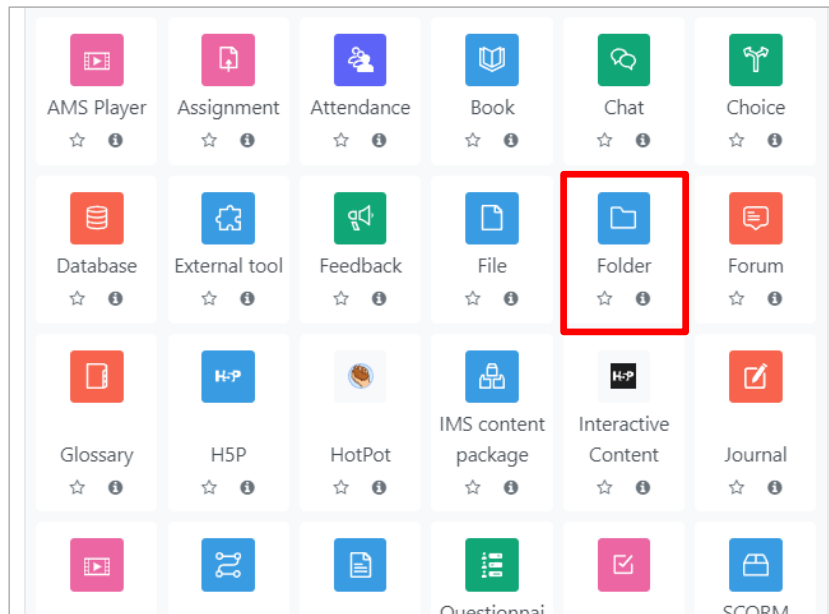


- (4) A new folder will be created and files will be unzipped automatically.



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

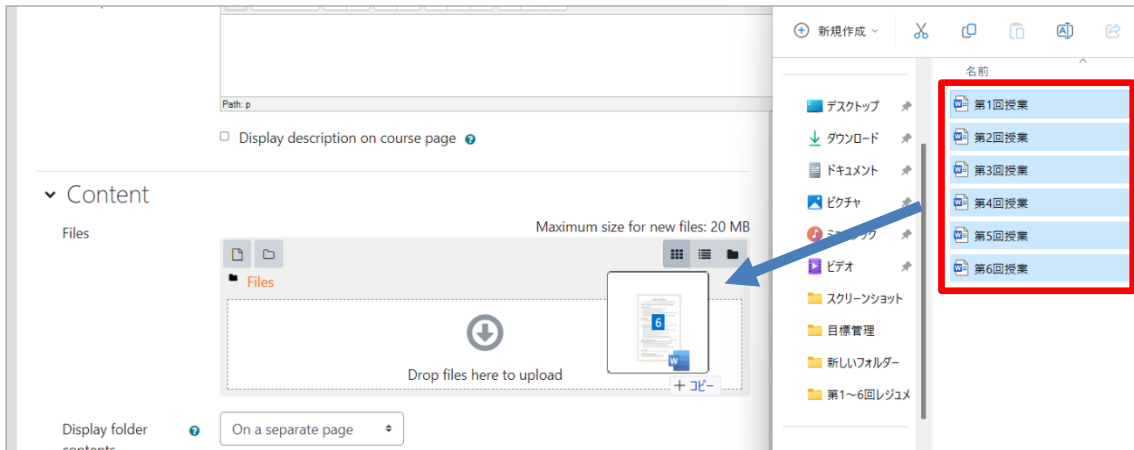
(1) Select “Folder” from Activity Chooser



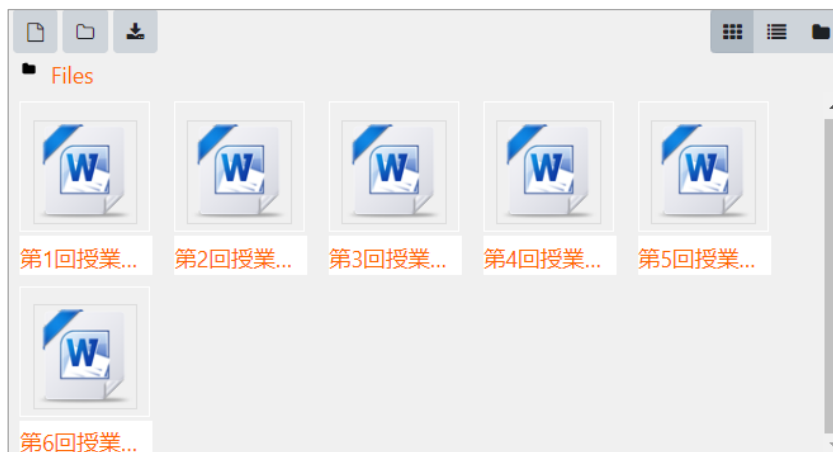
*Select the “Folder”*

(2) Enter Name and Description for “General” options.

A screenshot of the 'Adding a new Folder to Topic 1' configuration page. The page is divided into sections: 'General', 'Content', 'Common module settings', and 'Restrict access'. The 'General' section is expanded, showing a 'Name' field with a red error icon and a 'Description' field with a rich text editor. The 'Content' section is also expanded, showing a 'Files' area with a maximum size of 20 MB and a file upload interface. Below the file upload area, there are options for 'Display folder contents', including 'On a separate page', 'Show subfolders expanded', 'Show download folder button', and 'Force download of files'. At the bottom, there are three buttons: 'Save and return to course', 'Save and display', and 'Cancel'.

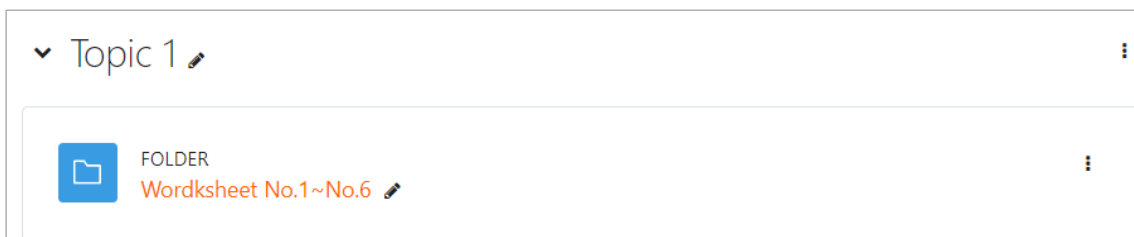


*Drag and drop files to upload on to "Files"*

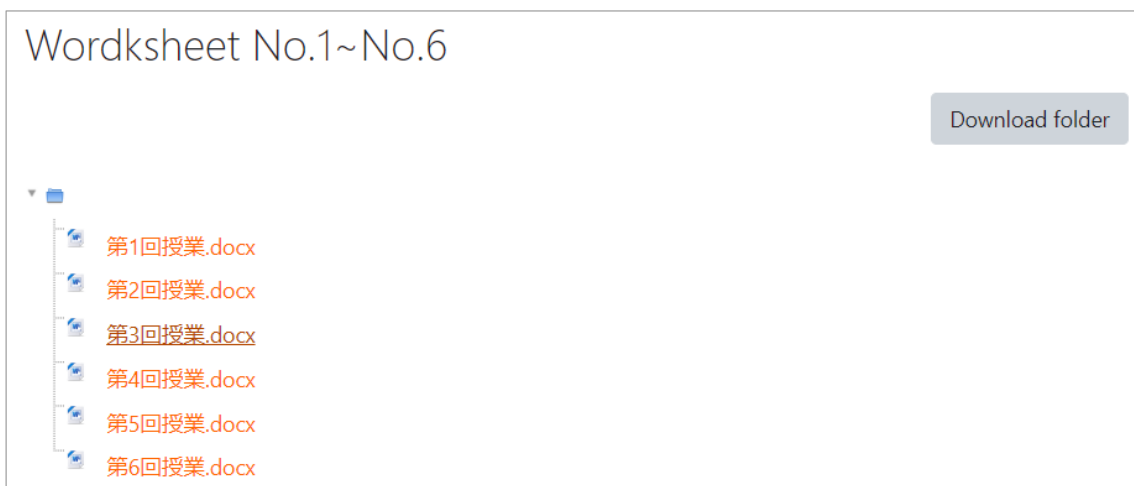


*Uploading is completed*

(3) Click "Turn editing off" to check how the folder is displayed.



*Folder is displayed in course selection*

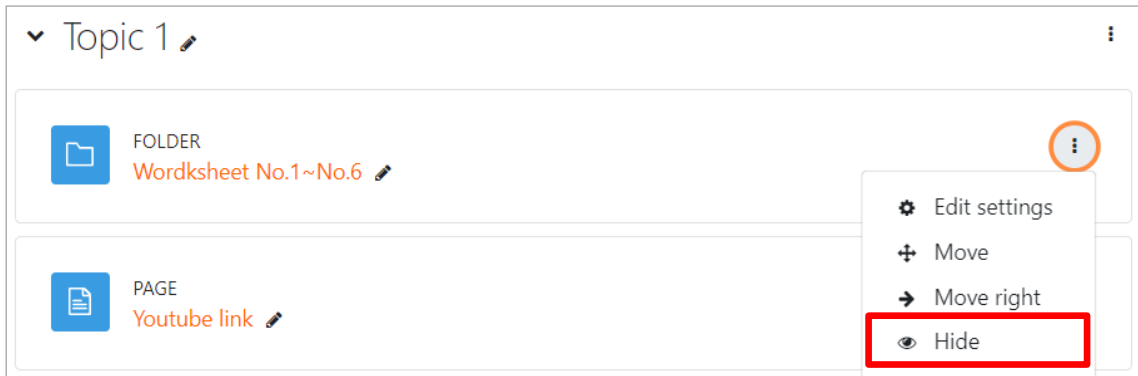


*Click on folder name and contents are shown*

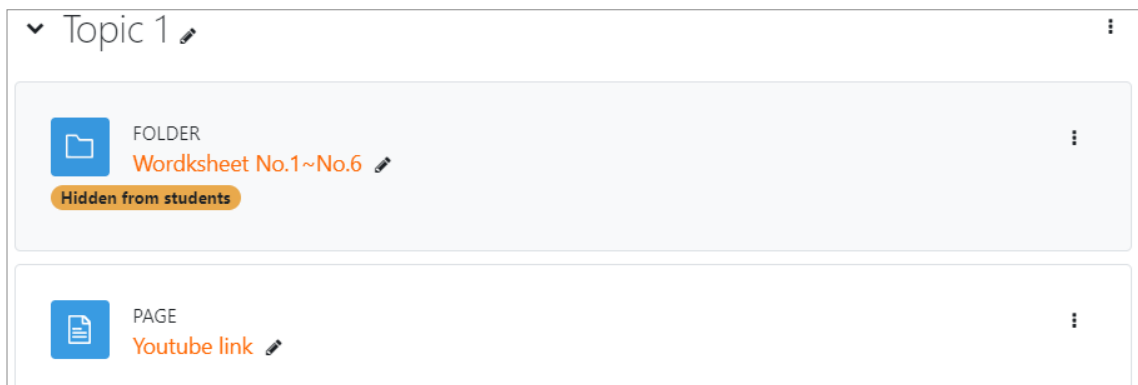
At some universities, Moodle is used to store common teaching materials in hidden folders and to share the teaching material file among course teachers.

When a folder is hidden, students cannot view the folder.

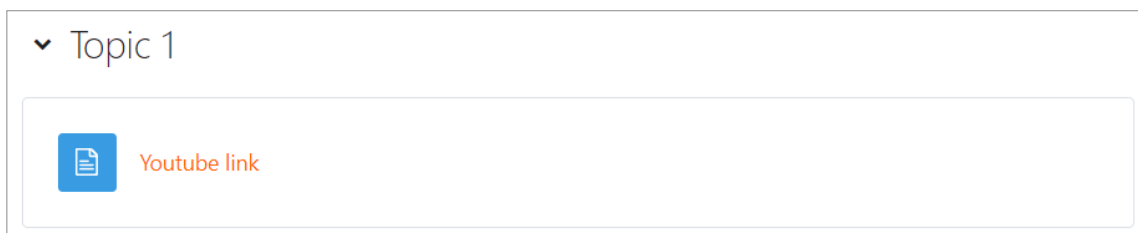
The folder is shown in semi-transparent form to teachers with course editing permissions.



Hide button



*Folder is hidden*



*Switched to student's 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.

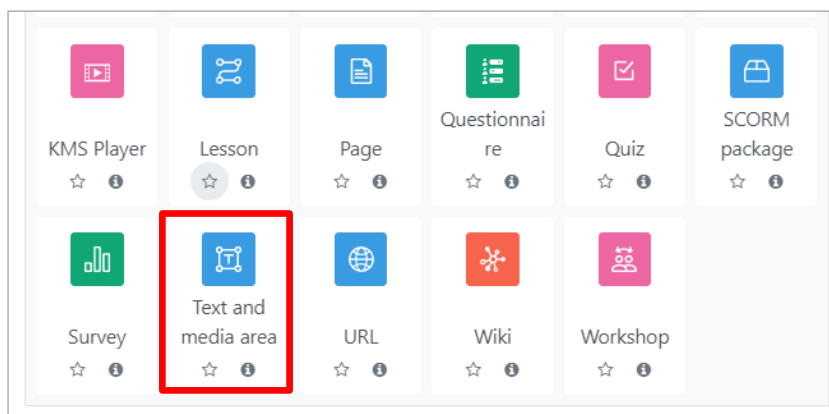
Moodle can be used not only by teachers and students, but among teachers or students as collaboration space.

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

## 5.6 Text and media area (Former function name "Label")

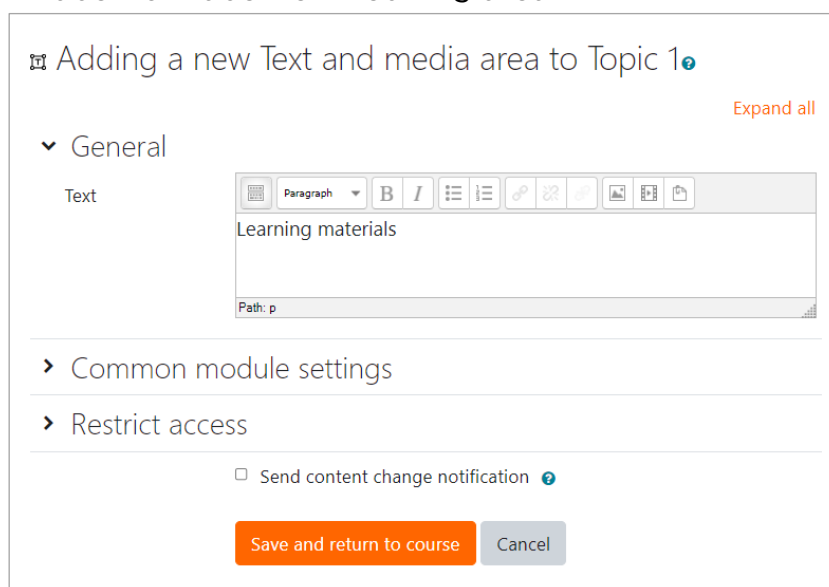
Text and media area (hereinafter referred to as "the label") are used to post texts, images, videos and minor programs on Moodle course page. Procedures to add labels including media files are as follows:

- (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.
- (3) Select "Label" from Activity Chooser.



*Select the "Text and media area"*

- (5) Adding a new label (to section name)" screen will open.  
Enter text label to "Label text" editing area.

A screenshot of the Moodle form for adding a new text and media area. The title is "Adding a new Text and media area to Topic 1". There is an "Expand all" link in the top right. The "General" section is expanded, showing a "Text" field with a rich text editor. The text "Learning materials" is entered in the editor. Below the editor is a "Path: p" field. There are sections for "Common module settings" and "Restrict access". At the bottom, there is a checkbox for "Send content change notification" and two buttons: "Save and return to course" and "Cancel".

- (6) Label is added.

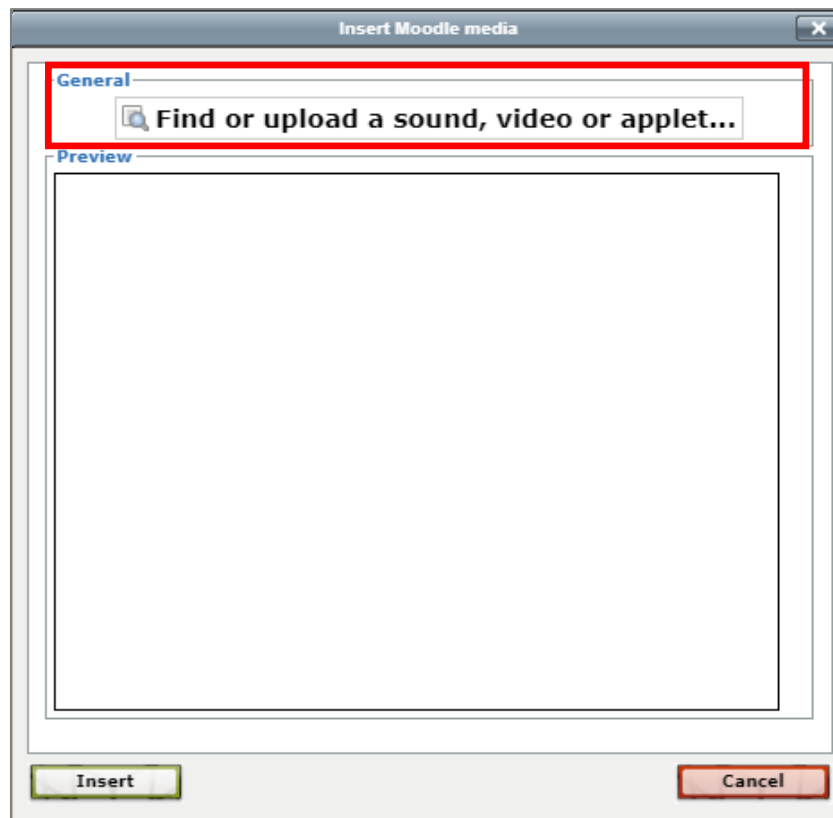


## 5.6.1 Insert audio video files in labels

(1) To embed media file, click on icon (Insert Moodle Media) inside HTML editor.

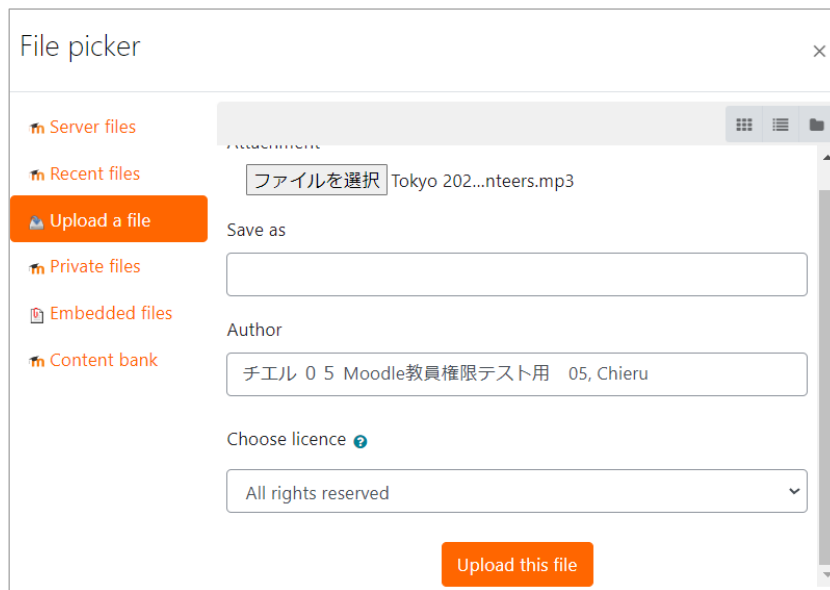


(2) "Insert Moodle media" dialogue will open. Click "Find or upload a sound, video or applet...".

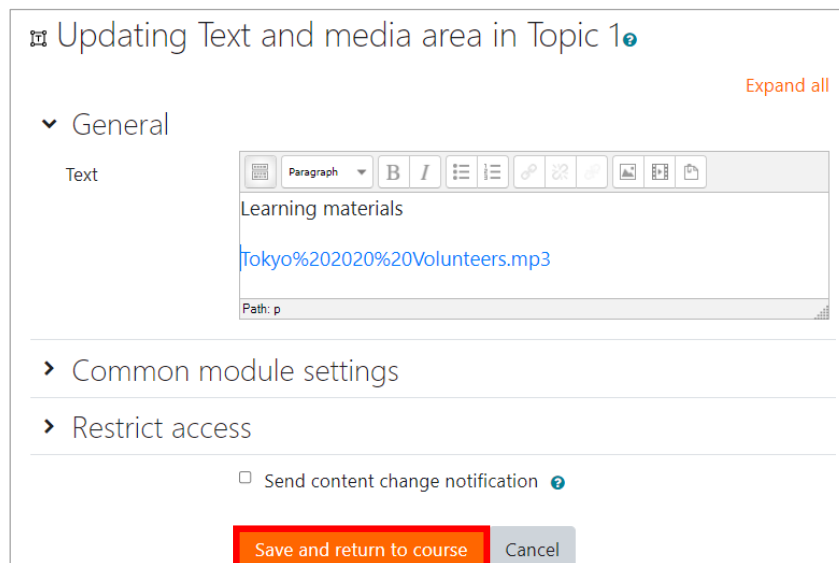


*Insert Moodle media*

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




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



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

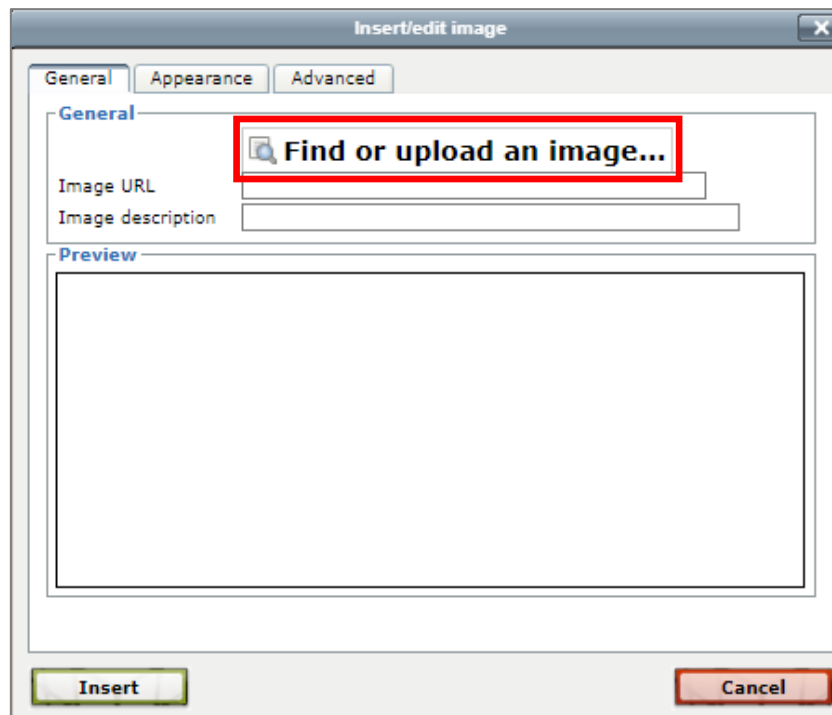


## 5.6.2 Inserting image files in labels

- (1) To insert an image file, click on the "  (Insert/Edit Image)" icon in the HTML editor.



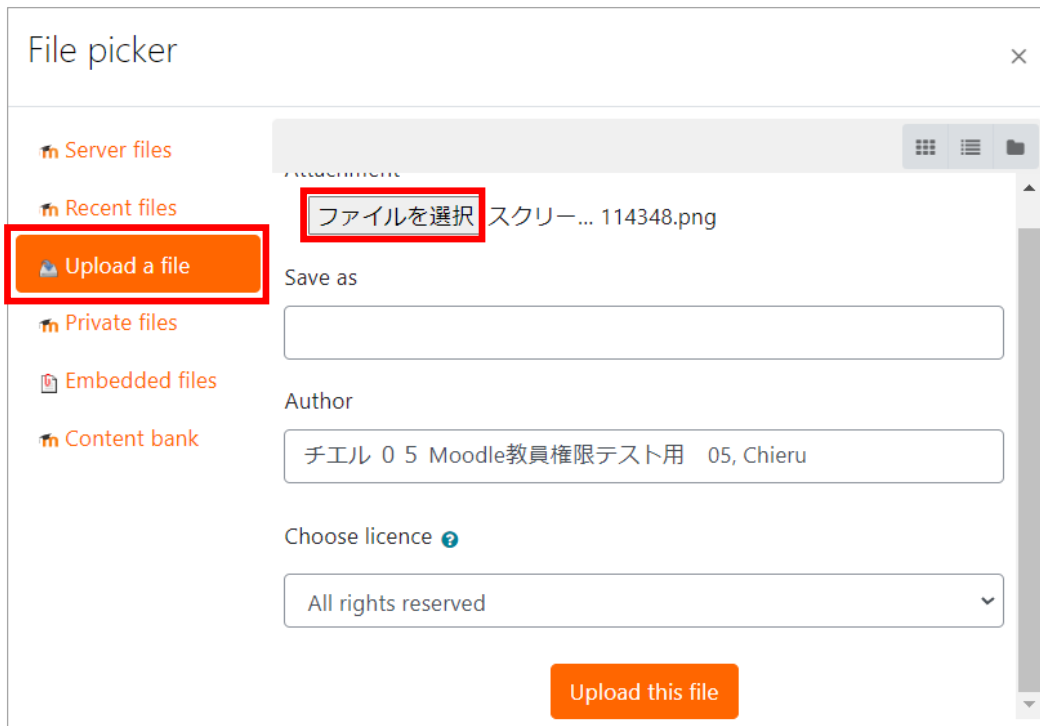
- (2) The "Insert/edit image" screen will appear.  
Click "Find or upload an image..".



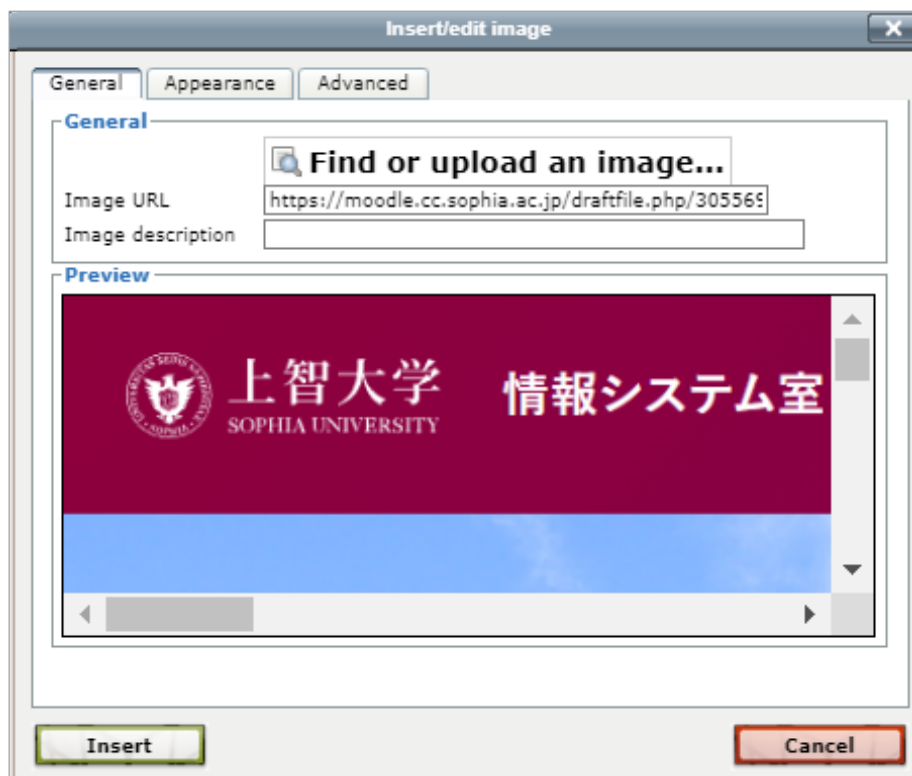
*Insert/edit image*



- (3) On the "File Picker" screen, select "Upload a file" from the menu on the left and click the "Browse(ファイルを検索)" button under "Attachment" to specify a media file.



- (4) The inserted image will appear in the preview box. To adjust the size of the image before insertion, go to "Appearance" > "Dimensions" and adjust the image size, then click "Insert" when finished.



(5) return to the course page and you will see that the image you just pasted appears on the course page.

▼ Topic 1



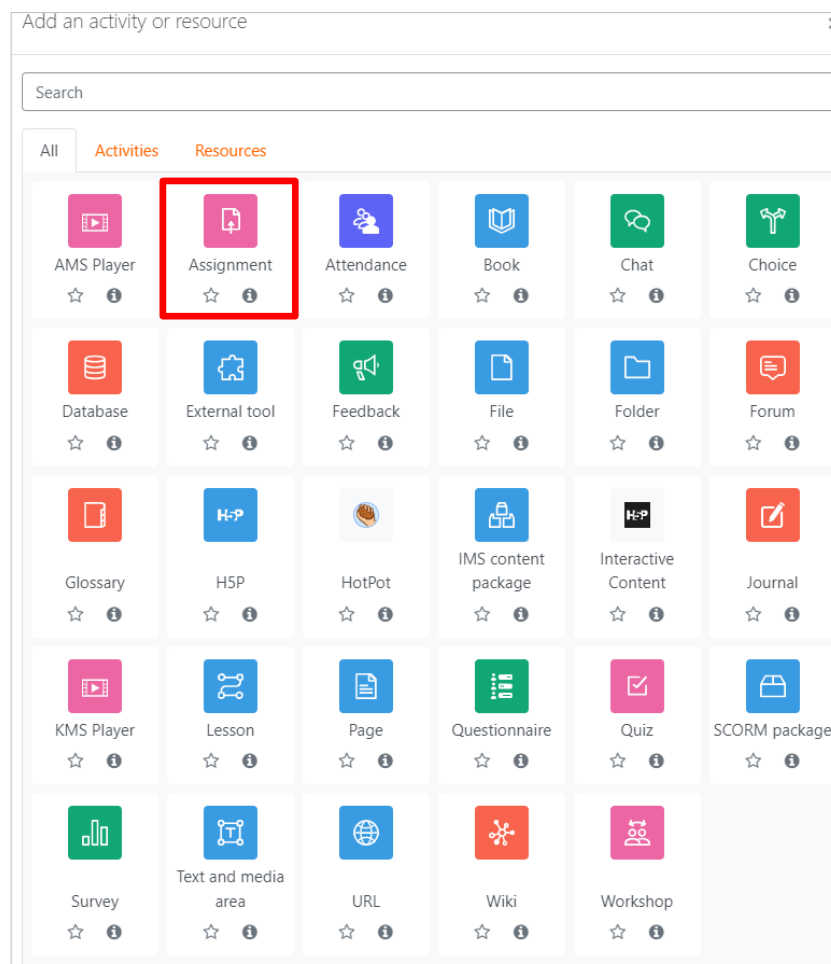
## 6. Adding activities to Courses

### 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.
- (3) Click “Add an activity or resource” within the section to create an assignment. Select “Assignment” from Activity Chooser dialogue.



*Select the “Asssignment”*

(4) Screen for “Adding a new Assignment” will appear.

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

(6) Enter/set following options for “General” setting.

- 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

(7) 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

(8) 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.

(9) 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.

(10) Select options for “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”.

(11) 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.

(12) Turnitin plugin settings, if needed

If [Enable Turnitin] option is set as “Yes”, originality report will be generated. Please refer to chapter 7 for checking result window and confirming meaning of terms.

(13) Select options for “Grade” setting.

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

(14) 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.

Online Text Assignment

**Opened:** Friday, 22 March 2024, 12:00 AM  
**Due:** Friday, 29 March 2024, 12:00 AM

▼ Add submission

他の人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

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

Path: p

Save changes Cancel

Required

Student's view of the Online Text.

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.

User picture / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	Online text
			Submitted for grading	<input type="text"/> / 100.00	Edit ▾	Friday, 22 March 2024, 12:34 PM	

- (3) Click “+” to display the full text.

**Submission**

Submitted for grading

Not graded

Assignment was submitted 6 days 11 hours early

Student can edit this submission

**+**

- (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.

Online Text Assignment

Back Download all submissions

Submissions

Grading action Choose... ▾



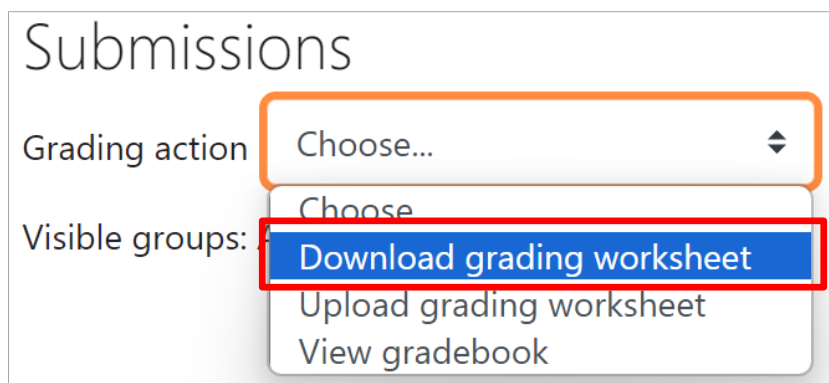
- (3) Unzip or extract the zip file.
- (4) Combine multiple files into one by using a combining application.

<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.

### 6.2.2 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.
- (3) Click the "View all submissions" button on the assignment.
- (4) Select "Download grading worksheet" from the Grading action pull-down menu, name and save the csv file.



- (5) Open the above csv file and you will see the students' submitted contents in the "Online text" row.

Identifier	Full name	ID number	Email address	Status	Grade	Maximum Grade	Grade can be changed	Last modified (submission)	Online text
Participant 69:	[blurred]	[blurred]	[blurred]@sopl	Submitted for grading		100	Yes	Friday, 22 Ma	Today's class was very interesting. The last agenda item raised some questions for me as well. I

## 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.

The screenshot shows the Moodle interface for an "Online Text Assignment". At the top, there are "Back" and "Download all submissions" buttons. Below is a "Submissions" section with a "Grading action" dropdown set to "Choose...". It indicates "Visible groups: All participants" and has a "Reset table preferences" link. There are filters for "First name" and "Last name", both set to "All" with alphabetical dropdowns. A table of submissions is displayed with the following columns: User picture, Last name - phonetic / First name - phonetic / Last name / First name, ID number, Email address, Status, Grade, Edit, Last modified (submission), Online text, File submissions, Submission comments, Last modified (grade), and Feedback comments. The first submission is highlighted. The "Edit" button for this submission is circled in red. A dropdown menu is open for the "Edit" button, showing options: "Edit submission", "Prevent submission changes", "Grant extension", and "Submission / 100.00". The second submission also has a dropdown menu open, showing "Edit submission" and "Grant extension".

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

### Online Text Assignment

**Opened:** Friday, 22 March 2024, 12:00 AM  
**Due:** Friday, 29 March 2024, 12:00 AM

▼ Add submission

Online text

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

I used thought this was about language in the past, but today's class changed my mind. I would like to produce language to describe life more clearly.

Path: p

File submissions Maximum file size: 20 MB, maximum number of files: 1

Files

Word\_report....

Save changes Cancel

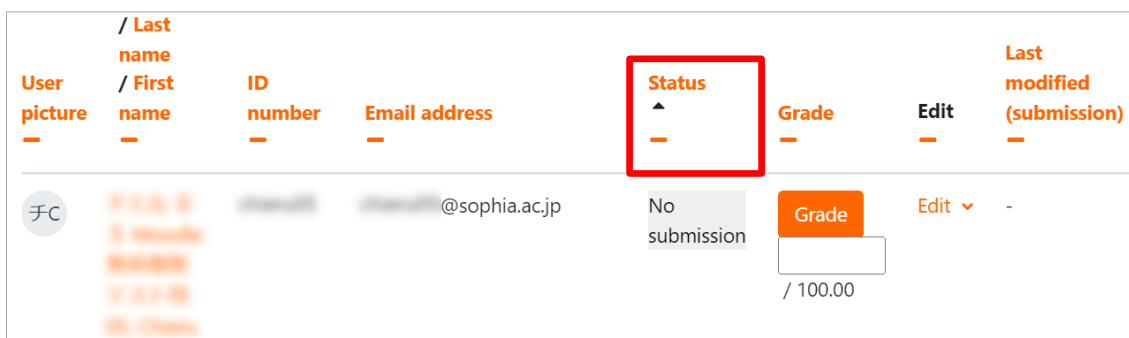
Submission is complete. Teachers can re-upload files or edit online text by the same way.

User picture	name / First name	ID number	Email address	Status	Grade	Edit	modified (submission)	Online text	File submissions
	竹M	[blurred]	[blurred]@sophia.ac.jp	Submitted for grading	Grade [input field] / 100.00	Edit	Friday, 22 March 2024, 2:33 PM	(27 words)	Word_report.docx

## 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."

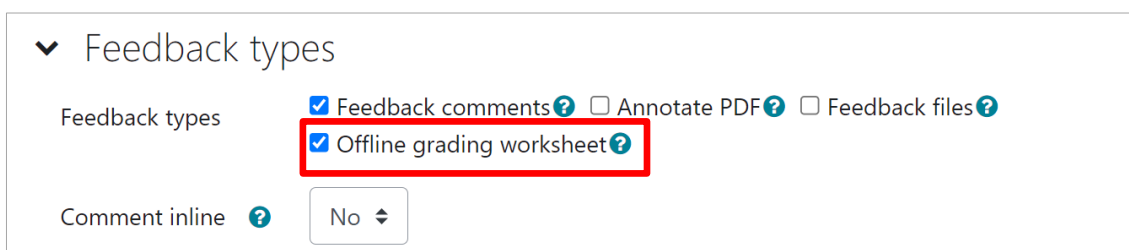


The screenshot shows a table of student submissions. The columns are: User picture, / First name, / Last name, ID number, Email address, Status, Grade, Edit, and Last modified (submission). The 'Status' column is highlighted with a red box. Below the header, a row shows a student with a 'No submission' status, a 'Grade' of 0/100.00, and an 'Edit' dropdown menu.

User picture	/ First name	/ Last name	ID number	Email address	Status	Grade	Edit	Last modified (submission)
				@sophia.ac.jp	No submission	Grade / 100.00	Edit ▾	-

### 6.4.2 Check using the offline grading worksheet

- (1) Enable the offline grading worksheet.  
Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".



The screenshot shows the 'Feedback types' section in Moodle assignment settings. The 'Offline grading worksheet' checkbox is checked and highlighted with a red box. Other options include 'Feedback comments', 'Annotate PDF', and 'Feedback files'. The 'Comment inline' dropdown is set to 'No'.

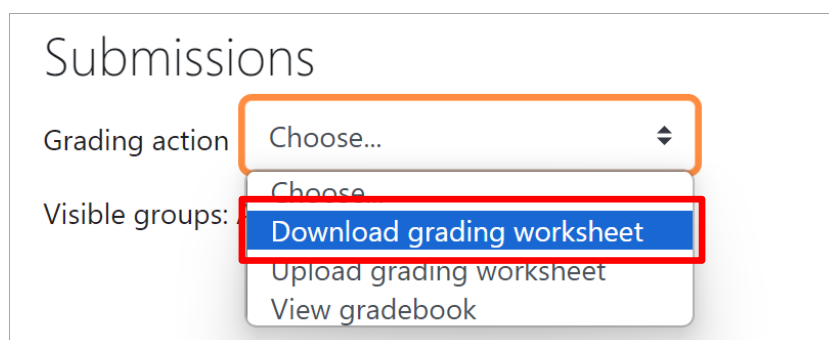
Feedback types

Feedback types  Feedback comments  Annotate PDF  Feedback files  Offline grading worksheet

Comment inline

- (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, then click Name and save the csv file.



The screenshot shows the 'Submissions' page in Moodle. The 'Grading action' dropdown menu is open, and the 'Download grading worksheet' option is highlighted with a red box. Other options include 'Choose...', 'Upload grading worksheet', and 'View gradebook'.

Submissions

Grading action Choose...

Visible groups: Download grading worksheet  
Upload grading worksheet  
View gradebook

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

Identifier	Full name	ID number	Email address	Status	Grade	Maximum Grade	Grade can be changed	Last modified (submission)	Online text	Last modified (grade)	Feedback comments
Participant 69:				Submitted for grading		100	Yes	Friday, 22 Mar			
Participant 69:				No submission		100	Yes	-			

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.

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

User picture	name / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions
			...@sophia.ac.jp	Submitted for grading	<input type="text"/> / 100.00	Edit ▼	Friday, 22 March 2024, 3:19 PM	<a href="#">Word_report.docx</a>
			...@sophia.ac.jp	Submitted for grading	<input type="text"/> / 100.00	Edit ▼	Friday, 22 March 2024, 3:18 PM	<a href="#">Word_report.docx</a>

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

Back Download all submissions

Submissions

Grading action: Choose...

Visible groups: All participants

Reset table preferences

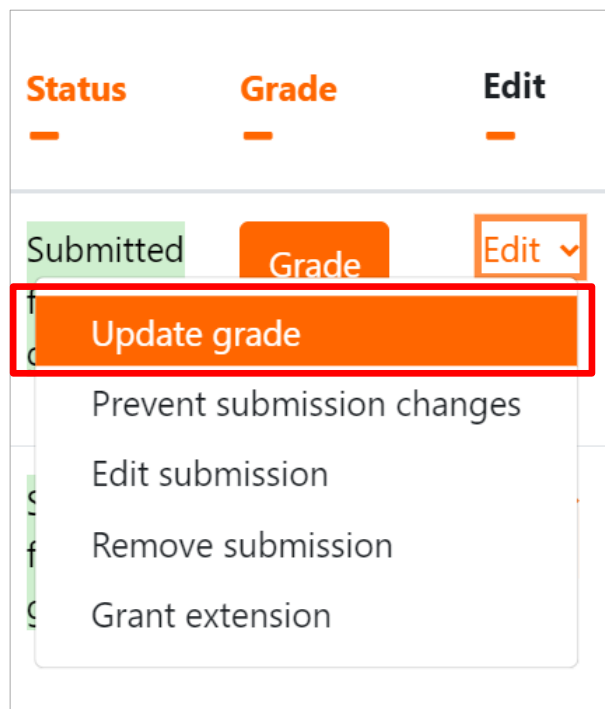
First name: All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Last 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

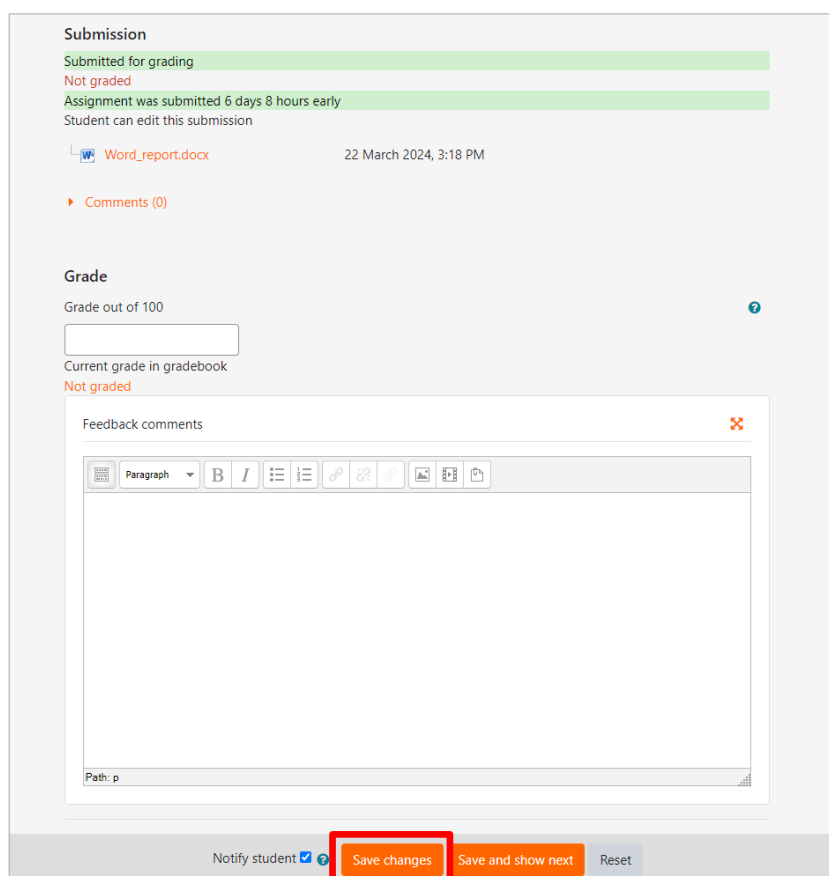
1

Email address	Status	Grade	Edit	Last modified (submission)	File submissions
...@sophia.ac.jp	Submitted for grading	<input type="text"/> / 100.00	Edit ▼	Friday, 22 March 2024, 3:19 PM	<a href="#">Word_report.docx</a> 22 Mar

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



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



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

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

User picture	First name	number	Email address	Status	Grade
	[Redacted]	[Redacted]	[Redacted]	Submitted for grading Graded	Grade 80.00 / 100.00

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.

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

phonetic / Last name / First name	ID number	Email address	Status	Grade	Edit	Last modified (submission)	File submissions	Submission comments	Last modified (grade)	Feedback comments
[Redacted]	[Redacted]	[Redacted]@sophia.ac.jp	Submitted for grading Graded	Grade 80 / 100.00	Edit	Friday, 22 March 2024, 3:18 PM	Word_report.docx 22 March 2024, 3:18 PM	Comments (0)	Friday, 22 March 2024, 3:37 PM	comments
[Redacted]	[Redacted]	[Redacted]@sophia.ac.jp	Submitted for grading Graded	Grade 70 / 100.00	Edit	Friday, 22 March 2024, 3:19 PM	Word_report.docx 22 March 2024, 3:19 PM	Comments (0)	Friday, 22 March 2024, 3:44 PM	comments



## 6.6 Feedback on submitted assignments

### 6.6.1 Feedback individual

- (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 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.

## 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.

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

Input the score here.

The screenshot shows the 'feedback studio' interface. The main content area displays a document with Japanese text. A specific sentence is highlighted in pink. To the right, a sidebar titled '一致の概要' (Summary of Similarities) shows a list of sources and their similarity percentages. A score of '8' is shown in a red box on the sidebar. A callout box points to the highlighted text, stating: '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.'

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

The screenshot shows the 'feedback studio' interface with a 'QuickMark' sidebar. The main content area displays a document with Japanese text. A specific sentence is highlighted in pink. To the right, a sidebar titled 'QuickMark' lists various feedback comments that can be dragged and dropped onto the text. A callout box points to the highlighted text, stating: 'You can write feedback comments with single drag&drop from right box.'

QuickMark sidebar items:

- Commonly Used
- (無題)
- Awk.
- C/S
- Citation Needed
- Commonly Confused
- Del.
- Improper Citation
- Insert:
- Missing \*\*
- P/V
- Run-on
- Sp.
- Support
- Vague
- WC
- Weak Transition

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

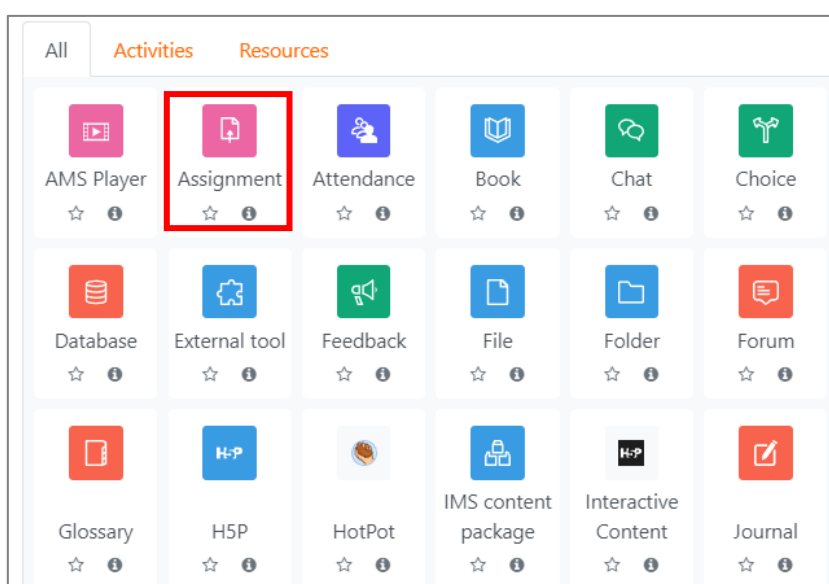
## 7.2 How to create Assignment using Turnitin

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.
- (3) Click “Add an activity or resource” within the section to create an assignment. Select “Assignments” from Activity Chooser dialogue.



*Click “Assignment”*

- (4) Set options for the assignment. Please refer to Chapter 6 for details of settings.

(5) 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 <sup>1</sup> .	No
When should the file be submitted to Turnitin?	Normally, keep “Submit file when first upload”.	keep
Allow submission of any file type?	Keep No <sup>2</sup> .	No
Store Student Papers	Choose “Standard Repository” if papers should be stored <sup>3</sup> .	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 <sup>4</sup> .	No rubric


<sup>1</sup> If you set “Display Originality Reports to Students” as Yes, students can re-upload their assignments after checking the score.

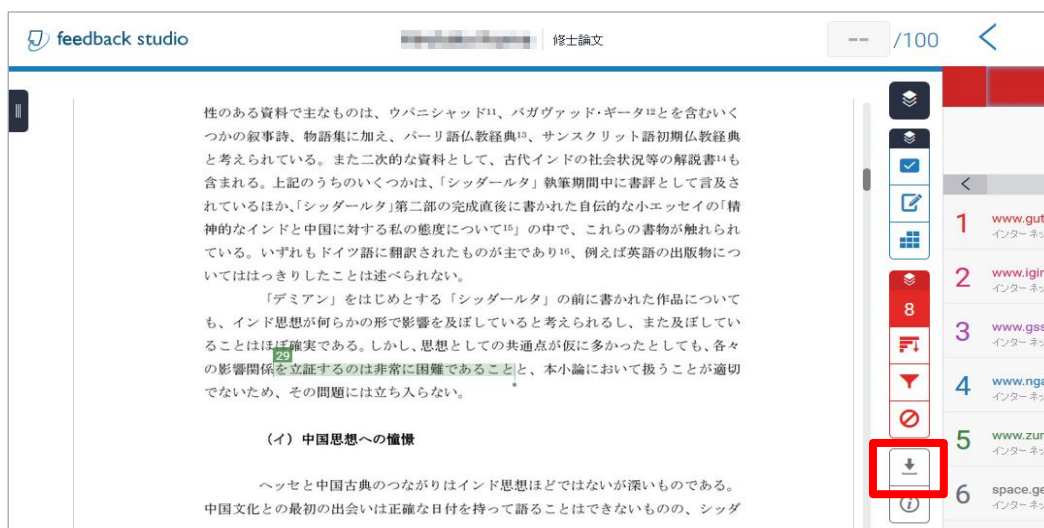
<sup>2</sup> If students’ assignment includes documents that are unable to read by Turnitin. (Ex. Scanned images, Except for word documents), turn this option as Yes. Error will occur if you set this option as NO and Turnitin failed checking assignments because the assignments include unreadable documents.

<sup>3</sup> “No Repository” means students’ assignment will not be stored. Please use this setting for testuploading.

<sup>4</sup> 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

## 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 report<sup>5</sup>.
- (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”.



score will be automatically calculated and feed back will be sent to students. Please ask members, for this is an advanced settings.

<sup>5</sup> 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 Process<sup>6</sup>

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<sup>7</sup>.

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.

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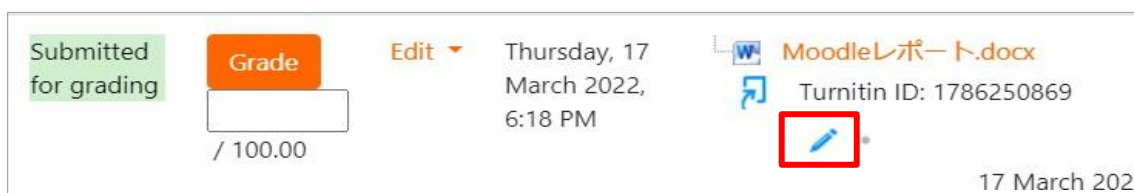
<sup>6</sup> More precisely, the report will be saved to repository the when the originality report is generated. You need to select "Standard Repository". For example, if you set "Report Generate Option" as "Generate report immediately" the report will be generated within a few minutes. If you set the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

<sup>7</sup> 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.



## 8. Other Activities

### 8.1 Quiz

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

#### 8.1.1 Creating questions in the question bank

You can create questions in the question bank to be included in the quiz. Questions can also be created when creating a quiz, in which case, please follow the instructions from 8.1.2 Adding a quiz.

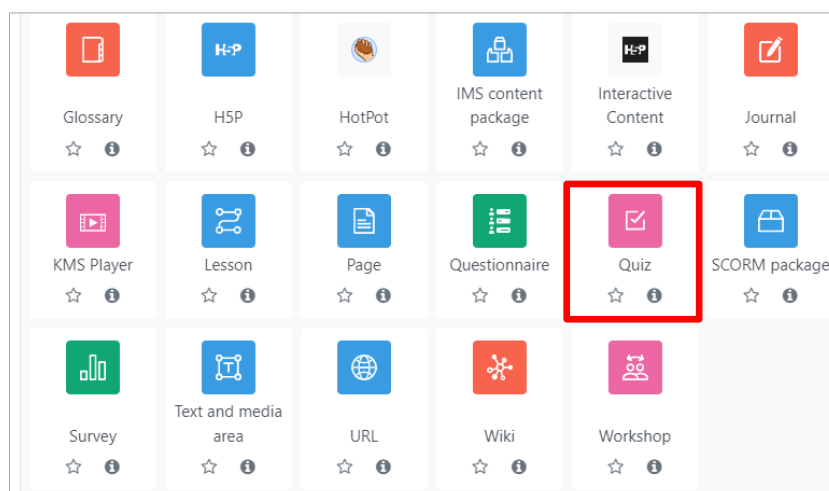
- (1) Log in to Moodle and open the course you want to add the quiz to.
- (2) Click “Administration Block” -> “Problem Bank”
- (3) On the “Question Bank” screen, click “Create New Question”.
- (4) Click “Add” when prompted to select the question type to be added.

Please check “8.1.3 Adding Quiz Questions” for details on how to set up questions.

#### 8.1.2 Add Quiz

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.



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

The screenshot shows a form titled "Adding a new Quiz to TOPIC3" with an "Expand all" link in the top right. The "General" section is expanded and contains a "Name" field with a red warning icon, a "Description" field with a rich text editor toolbar (Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Image, Video, Audio, Embed), and a "Path: p" field. Below the description field is a checkbox labeled "Display description on course page" with a help icon. Other sections are collapsed: "Timing", "Grade", "Layout", "Question behaviour", and "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.

The screenshot shows the "Timing" section of the quiz settings. It includes "Open the quiz" and "Close the quiz" options, each with an "Enable" checkbox and a date/time picker (22, March, 2024, 16, 18). The "Time limit" is set to 0 minutes with an "Enable" checkbox. The "When time expires" dropdown is highlighted with an orange border and shows the selected option "Open attempts are submitted automatically". A blue tooltip is visible below the dropdown, containing the text: "Open attempts are submitted automatically", "There is a grace period when open attempts can be submitted, but no more questions answered", and "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)

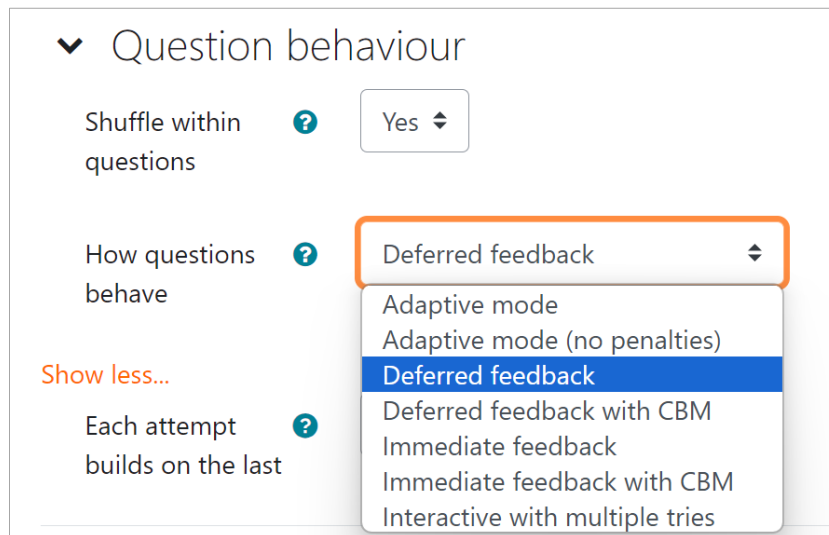
(7) Select options for “Grade” settings

- 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 ?

<p>During the attempt</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The attempt ?</li> <li><input checked="" type="checkbox"/> Whether correct ?</li> <li><input checked="" type="checkbox"/> Marks ?</li> <li><input type="checkbox"/> Specific feedback ?</li> <li><input type="checkbox"/> General feedback ?</li> <li><input type="checkbox"/> Right answer ?</li> <li><input type="checkbox"/> Overall feedback ?</li> </ul>	<p>Immediately after the attempt</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The attempt</li> <li><input checked="" type="checkbox"/> Whether correct</li> <li><input checked="" type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul>
<p>Later, while the quiz is still open</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The attempt</li> <li><input type="checkbox"/> Whether correct</li> <li><input checked="" type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul>	<p>After the quiz is closed</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> The attempt</li> <li><input type="checkbox"/> Whether correct</li> <li><input checked="" type="checkbox"/> Marks</li> <li><input type="checkbox"/> Specific feedback</li> <li><input type="checkbox"/> General feedback</li> <li><input type="checkbox"/> Right answer</li> <li><input type="checkbox"/> Overall feedback</li> </ul>

(11) Select options for “Appearance options” settings

- 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.

Appearance

Show the user's picture ?

Decimal places in grades ?

Decimal places in marks for questions ?

“Appearance” options

## (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 :

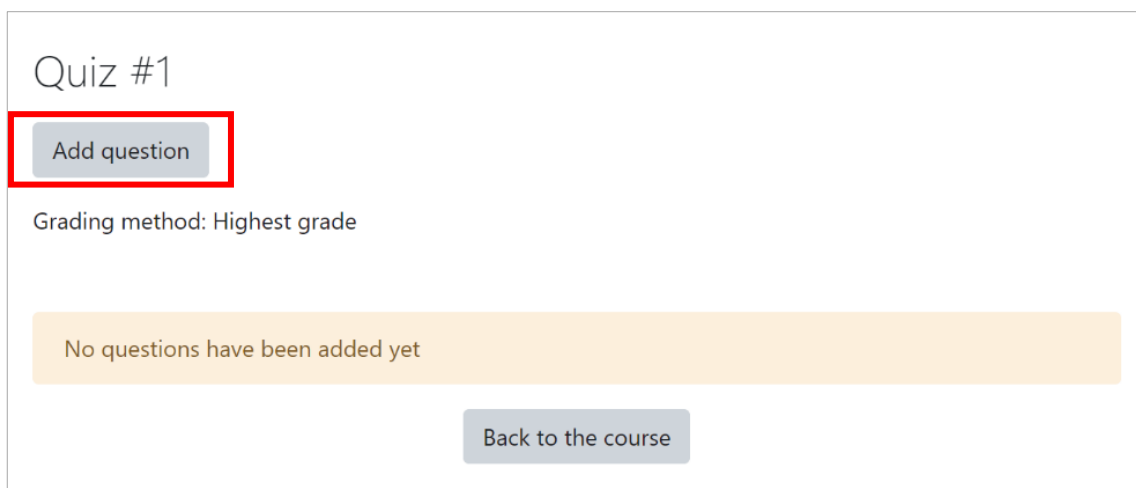
Set an identifier for this activity in case you want to refer to it in the grading calculation.

- 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 “Add question”.



Quiz #1

Add question

Grading method: Highest grade

No questions have been added yet

Back to the course

→ Add question page will appear.

On this page, you can add questions to the quiz or set the page breaks.

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

Questions

Questions: 0 | This quiz is open

Maximum grade

Total of marks: 0.00

Shuffle

- 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)

Select a question type to see its description.

*Dialogue shown by “add a question”*

By selecting “From Question Bank,” you can also select questions created in the Question Bank or in a previous quiz and add them to the quiz.

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

## 8.1.3 Adding quiz questions

### ■ Multiple Choice

This is a multiple-choice question type in which the answer is selected from a list of multiple choices. You can create questions with single or multiple answer choices.

Read the news in Unit4 and answer the following questions.

How much is the Rembrandt painting worth?

- a. 1400 million dollars
- b. 14 million dollars
- c. 140 million dollars
- d. 40 million dollars

*Multiple Choice question sample*

(1) Enter a problem name.

Adding a Multiple choice question [?](#) Expand all

▼ General

Category

Question name !

Question text !

Paragraph **B** *I*

Read the news in Unit4 and answer the following questions.

How much is the Rembrandt painting worth?

Path: p

Question status

Default mark !

(2) Enter the question text in the “Question Text” field.

(3) Enter a score in the “Default mark” field.

(4) Specify single or multiple answers.

The screenshot shows a settings panel for a question. The 'One or multiple answers?' dropdown is highlighted with an orange box and is currently set to 'One answer only'. Below it, the 'Shuffle the choices?' checkbox is checked. Other settings include 'ID number' (empty), 'Number the choices?' (set to 'a., b., c., ...'), and 'Show standard instructions' (set to 'No').

(5) Specify numbering for the choices.

The screenshot shows the 'Number the choices?' dropdown highlighted with an orange box. The dropdown menu is open, showing options: 'a., b., c., ...' (selected), 'A., B., C., ...', '1., 2., 3., ...', 'i., ii., iii., ...', 'I., II., III., ...', and 'No numbering'. The 'One or multiple answers?' dropdown is set to 'One answer only' and 'Shuffle the choices?' is checked. A 'Answers' section is visible at the bottom left.

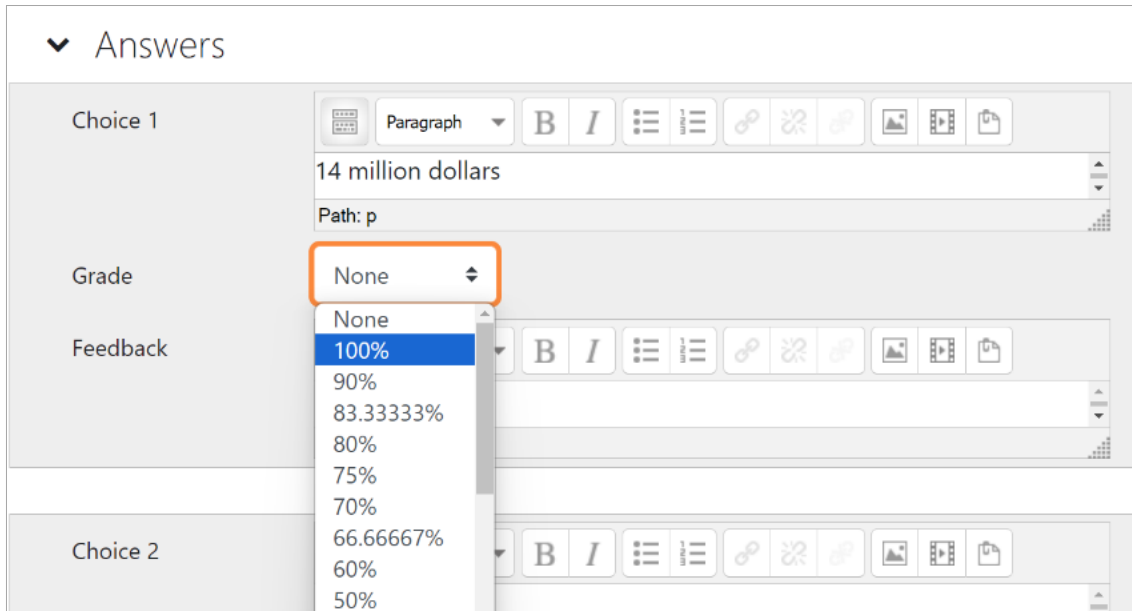
(6) “Show standard instructions” specifies whether “Select One” or “Select One or More” instructions should be shown for the question.

(7) Enter a choice for each “Choice X” in the “Answer” column.

The screenshot shows the 'Answers' column in a question editor. It has a dropdown menu set to 'Answers'. Below it, there are two rows for 'Choice 1' and 'Feedback'. Each row has a rich text editor with a 'Paragraph' dropdown, bold and italic buttons, and a 'Path: p' field. The 'Choice 1' row contains the text '14 million dollars'.

(8) The "Grade" allows you to specify the score according to the choices you have made. The "default mark" specifies the percentage of the score that will be given. For incorrect answers, specify "None".

\*If the default grade is "10", 100% = 10 points, 50% = 5 points.



(9) Save change.

## ■ True/False

You can create questions that require the user to choose between "0 (correct)" and "X (incorrect)" for the correctness of the question text.

To make "I am happy." past tense, I rewrote it as follows

→ I was happy.

True

False

*True/False question sample*

(1) Enter a question name.

Adding a True/False question [?](#) Collapse all

▼ General

Category

Question name !

Question text !

Paragraph **B** *I*

- ☰
- ☰

[🔗](#) [🔄](#) [📷](#) [📄](#)

To make "I am happy." past tense, I rewrote it as follows

→ I was happy.

Path: p

Question status

Default mark !

(2) Enter the question text in the "Question Text" field.

(3) Enter a score in the "default mark" field.

(4) In "Correct answer" select the correct answer of 0 or X.

ID number ?

Correct answer

Show standard instructions ?

(5) Save changes.

## ■ Short answer

You can create questions that require the learner to type and answer.

Fill in the blanks in the following sentence.

During the election champaign, one of the main  was education.

*Short answer question sample*

(1) Enter a question name.

Adding a short answer question [?](#) Expand all

▼ General

Category

Question name !

Question text !

Paragraph **B** *I*

- ☰
- ☰
- ☰

[🔗](#) [🔗](#) [🔗](#) [🖼️](#) [📄](#)

Fill in the blanks in the following sentence.

During the election champaign, one of the main \_\_\_\_ was education.

Path: p

Question status

(2) Enter the question text in the "Question Text" field.

(3) Enter a score in the "Default mark" field.

(4) Specify case sensitivity.

ID number ?

Case sensitivity

Correct answers

(5) Enter the correct answer in each "Answer" field. You can specify more than one correct answer.

\*The "\*" can be used as a wildcard to match any character.

▼ Answers

Answer 1  Grade

Feedback

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File]

Path: p

- (6) The "Grade" allows you to specify the score according to the choices you have made. The "default mark" specifies the percentage of the score that will be given. For incorrect answers, specify "None".  
 \*If the default grade is "10", 100% = 10 points, 50% = 5 points.

▼ Answers

Answer 1  Grade

Feedback

Paragraph **B** *I* [List] [List] [Link] [Image] [Video] [File]

Path: p

- None
- 100%
- 90%
- 83.33333%
- 80%
- 75%
- 70%
- 66.66667%

- (7) Save changes.



## ■ Numerical

This is a question type where answers are entered numerically. It is possible to set the acceptable error range of correct answers, units, etc., and the answers can be set.

Answer the numerical value of the population of Tokyo. (Unit : million)

Answer:

### *Numerical question sample*

(1) Enter a question name.

Adding a Numerical question [?](#) Expand all

▼ General

Category

Question name !

Question text !

**B** *I*

Answer the numerical value of the population of Tokyo. (Unit : million)

Path: p

Question status

(2) Enter the question text in the “Question Text” field.

(3) Enter a score in the “Default mark” field.

(4) Enter the correct numerical value for the answer in the “Answers” column.

▼ Answers

Answer 1  Error

Grade

Feedback

**B** *I*

Path: p

\*If there is an error in the correct answer, you can also specify an acceptable range value in the “Error” field.

Error: Enter the acceptable range as the correct answer.

If [Difference between the examinee’s answer and the correct answer] ≤ [Error range], the answer is considered correct.

If you do not set an acceptable range, enter 0.

(5) The “Grade” allows you to specify the score according to the choices you have made. The “default mark” specifies the percentage of the score that will be given. For incorrect answers, specify “None”.

\*If the default grade is “10”, 100% = 10 points, 50% = 5 points

Answers

Answer 1: 14 Error: 1

Grade: None

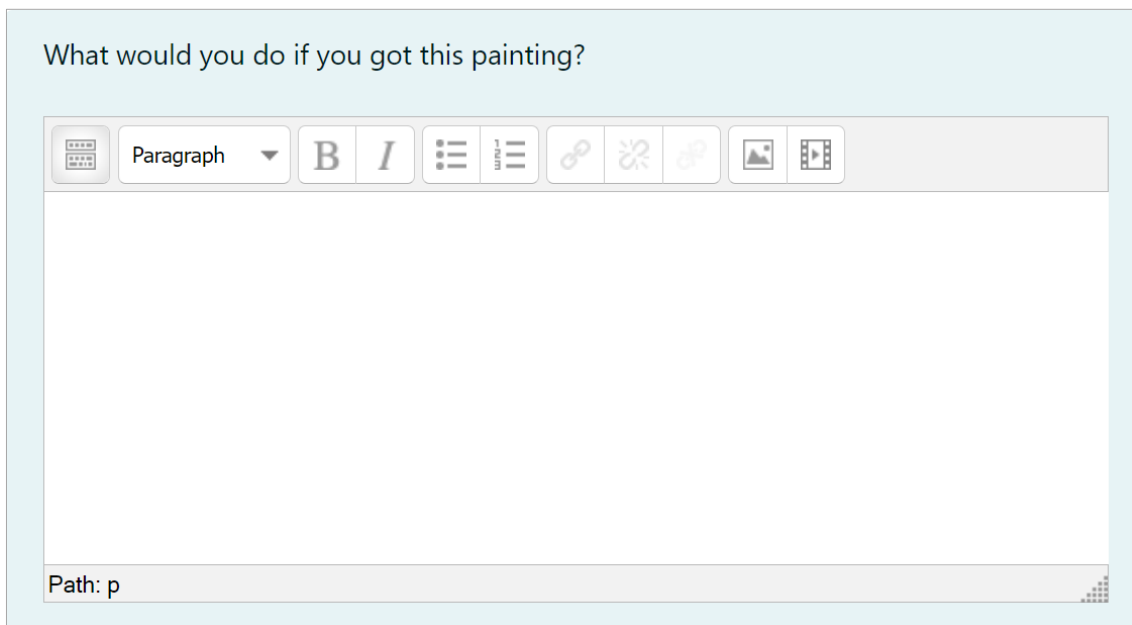
Feedback: [Rich text editor with icons for bold, list, link, unlink, image, video, and document]

Path: p

(6) Save changes.

## ■ Essay

The essay question is a descriptive question type that allows the user to enter a more open-ended response than a written question. They can be answered by file upload or online text. Essay questions require manual grading.



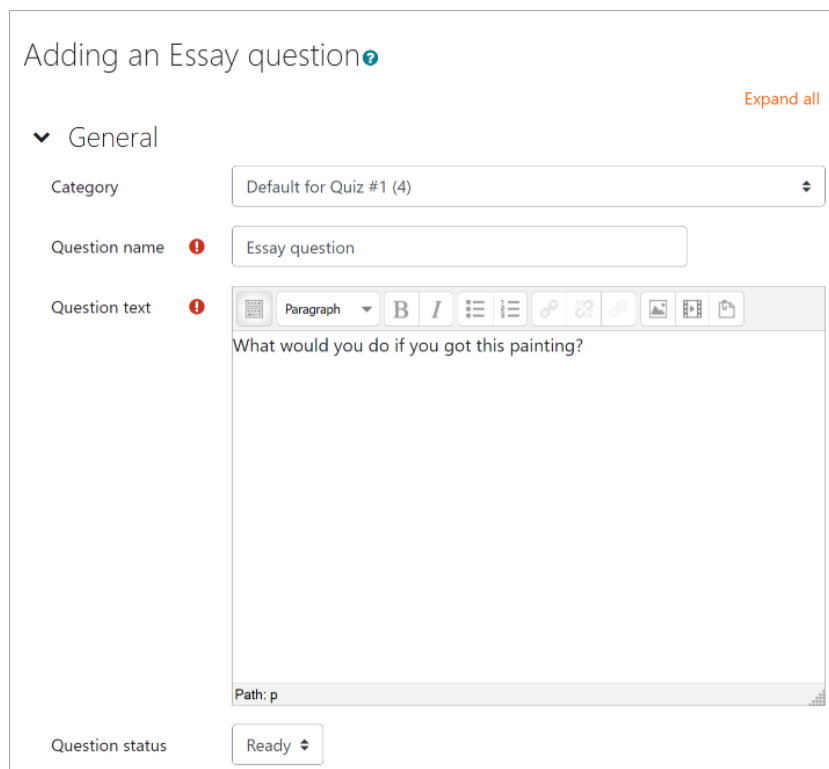
What would you do if you got this painting?

Paragraph **B** *I* [Bulleted list] [Numbered list] [Link] [Unlink] [Image]

Path: p

*Essay question sample*

(1) Enter a question name.



Adding an Essay question [?](#) Expand all

▼ General

Category: Default for Quiz #1 (4)

Question name:

Question text:  [Rich text editor toolbar]

Path: p

Question status: Ready

(2) Enter the question text in the "Question Text" field.

(3) Enter a score in the "Default mark" field.

(4) Specify the Response options.

Response options

Response format: HTML editor

Require text: HTML editor with file picker

Input box size: Plain text

Minimum word limit:  Enable

Maximum word limit:  Enable

Allow attachments: No

(5) If you want to allow file attachments, specify the number in “Allow attachments.”

Allow attachments: 1

Require attachments: 1 are optional

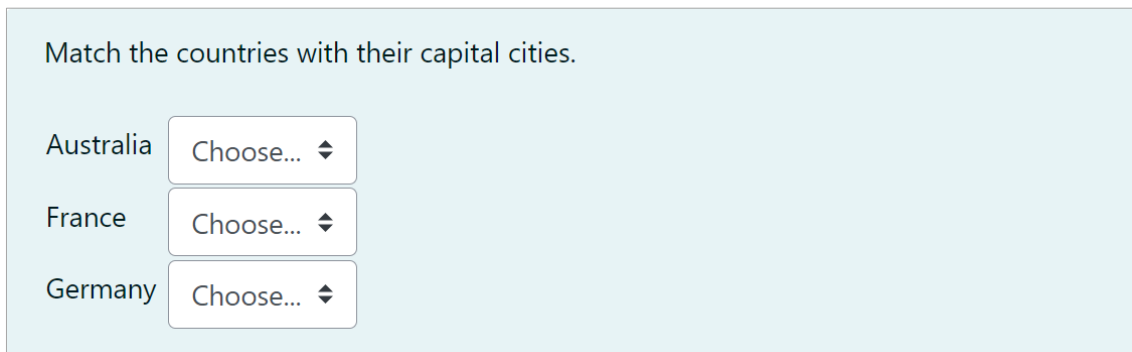
Accepted file types:  Choose No selection

Maximum file size: Course upload limit (20 MB)

(6) Save changes.

## ■ Matching

Combination questions can be created where the correct answer is selected from multiple choices to be the correct combination.



Match the countries with their capital cities.

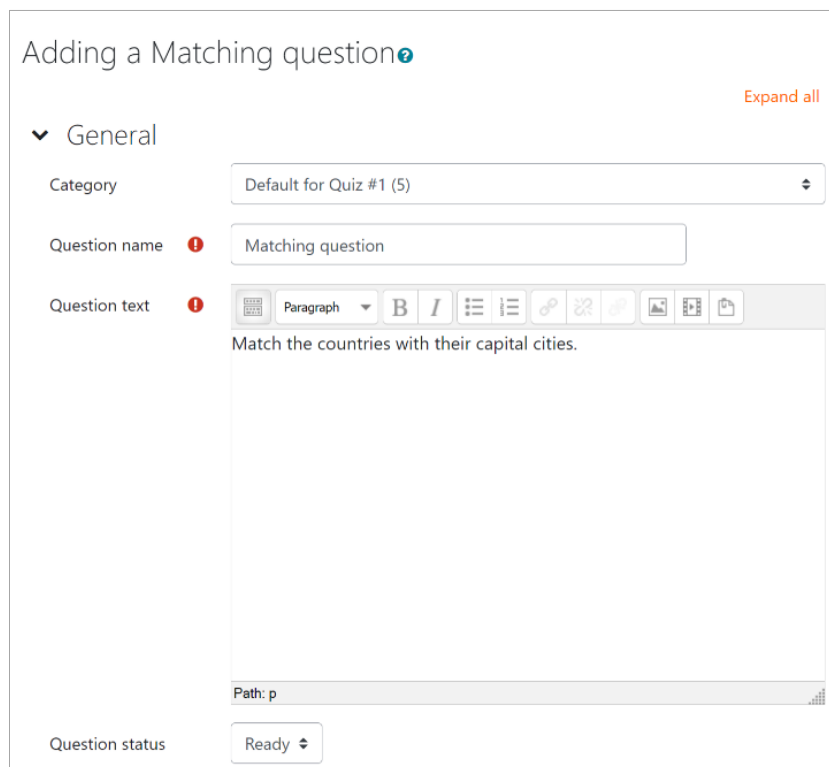
Australia Choose... ▾

France Choose... ▾

Germany Choose... ▾

*Matching question sample*

(1) Enter a question name.



Adding a Matching question ⓘ

[Expand all](#)

▼ General

Category Default for Quiz #1 (5) ▾

Question name ⓘ Matching question

Question text ⓘ

Paragraph B I [List icons] [Link icon] [Image icon] [Table icon]

Match the countries with their capital cities.

Path: p

Question status Ready ▾

(2) Enter the question text in the “Question Text” field.

(3) Enter a score in the “default mark” field.

(4) Enter the correct combination of questions and answers in the “Answers” column.

▼ Answers

Available choices

You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

Question 1	<p>Paragraph B I [List] [List] [Link] [Image] [Table]</p> <p>France</p> <p>Path: p</p>
Answer	<p>Paris</p>
Question 2	<p>Paragraph B I [List] [List] [Link] [Image] [Table]</p> <p>Germany</p> <p>Path: p</p>
Answer	<p>Berlin</p>

(5) Save changes.

## ■ Drag and drop onto image

Drag-and-drop image questions allow users to create questions that are answered by dragging and placing the image that will be the answer to the question in the drop zone of the background image.

Drag and drop the words in the correct columns.

Nouns	Verbs
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

skyscraper      supplier

endorse      curtail

*Drag and drop onto image question sample*

(1) Enter a question name.

Adding drag and drop onto image [?](#) Expand all

▼ General

Category

Question name !

Question text !

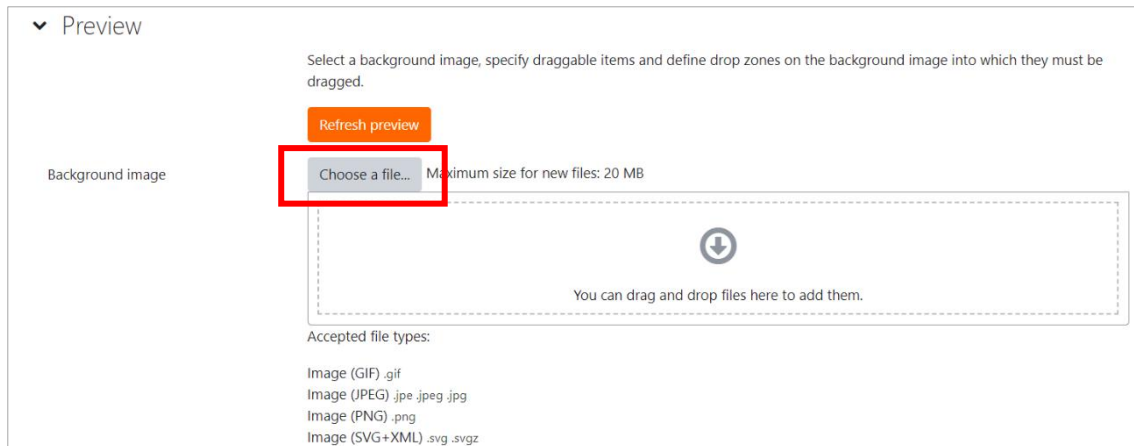
Paragraph **B** *I*

Drag and drop the words in the correct columns.

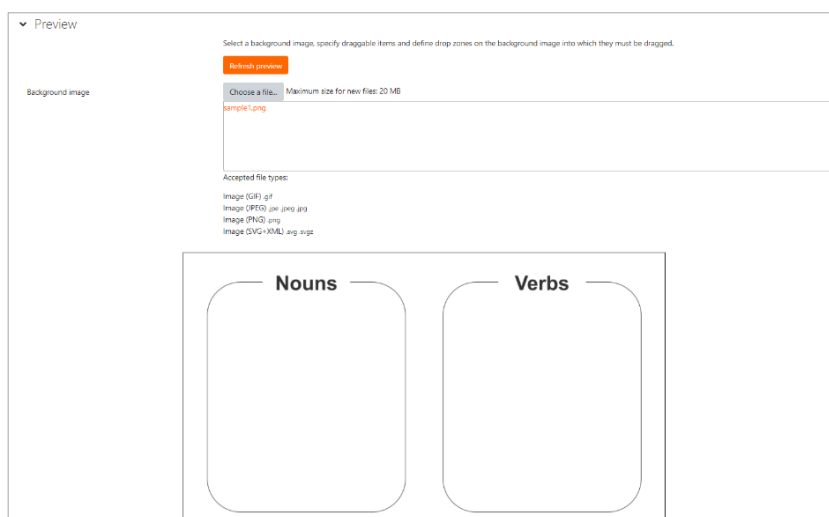
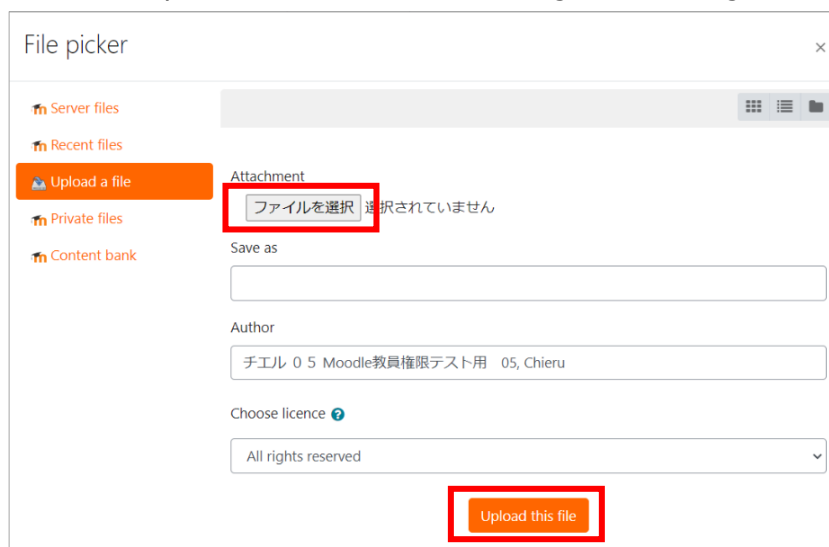
Path: p

Question status

- (2) Enter the question text in the "Question Text" field.
- (3) Enter a score in the "Default mark" field.
- (4) Under "Background Image" in the "Preview" column, specify a background image to drag and drop the image onto. Click "Choose a file".



- (5) On the "File Picker" screen, select the image to be used as the background image and click "Upload this file". The background image will be loaded.





(6) Specify each image to be dragged and dropped in the “Draggable items” field.

▼ Draggable items

Shuffle drag items each time question is attempted

Draggable item 1

Type: Draggable image Group: A Unlimited

Choose a file... Maximum size for new files: 20 MB

noun1.png

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpe .jpeg .jpg
- Image (PNG) .png
- Image (SVG+XML) .svg .svgz

Text

(7) Specify each of the “Draggable items” in the “Drop zone” column. Then the specified image will appear on the background image in the “Preview” column.

▼ Drop zones

Drop zone 1	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text"/>	Text <input type="text"/>
Drop zone 2	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text" value="1. (noun1.png) 2. (noun2.png) 3. (verb1.png) 4. (verb2.png)"/>	Text <input type="text"/>
Drop zone 3	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text"/>	Text <input type="text"/>
Drop zone 4	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text"/>	Text <input type="text"/>
Drop zone 5	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text"/>	Text <input type="text"/>
Drop zone 6	Left <input type="text"/>	Top <input type="text"/>	Draggable item <input type="text"/>	Text <input type="text"/>

Blanks for 3 more drop zones

▼ Preview

Select a background image, specify draggable items and define drop zones on the background image into which they must be dragged.

Refresh preview

Background image

Choose a file... Maximum size for new files: 20 MB

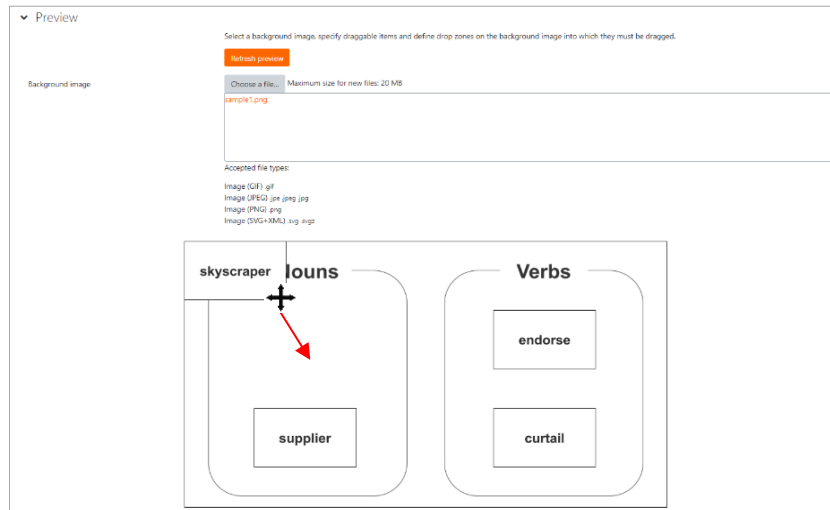
sample1.png

Accepted file types:

- Image (GIF) .gif
- Image (JPEG) .jpe .jpeg .jpg
- Image (PNG) .png

skyscraper Nouns Verbs

(8) Drag the displayed image to the position where you want to drag and drop it.



(9) Save changes.

## ■ Drag and drop into text

Drag-and-drop into text questions allow you to create questions in which you drag and sort text choices such that they are sorted in the correct word order.

Rearrange the words to complete the sentence.

		.		
was	one hundred	about	taken	ago
years	This picture			

*Drag-and-drop into text questions sample*

(1) Enter a question name.

Adding a drag and drop into text Expand all

▼ General

Category: Default for Quiz #1 (7)

Question name: Drag and drop into text

Question text: Rearrange the words to complete the sentence.  
[[1]] [[2]] [[3]] [[4]] [[5]] [[6]] [[7]].

Question status: Ready

Default mark: 1

(2) Enter the question text in the "Question Text" field. Fill in the blanks for the choices with numbered double square brackets [[n]].

(3) Enter a score in the "default mark" field.

(4) In the "Choices" column, enter the text corresponding to the blank number in double square brackets [[n]] in the "Answer" column for choice [[n]].

▼ Choices

Shuffle

Choice [[1]]	Answer: This picture	Group: A	<input type="checkbox"/> Unlimited
Choice [[2]]	Answer: was	Group: A	<input type="checkbox"/> Unlimited
Choice [[3]]	Answer: taken	Group: A	<input type="checkbox"/> Unlimited
Choice [[4]]	Answer: about	Group: A	<input type="checkbox"/> Unlimited
Choice [[5]]	Answer: one hundred	Group: A	<input type="checkbox"/> Unlimited

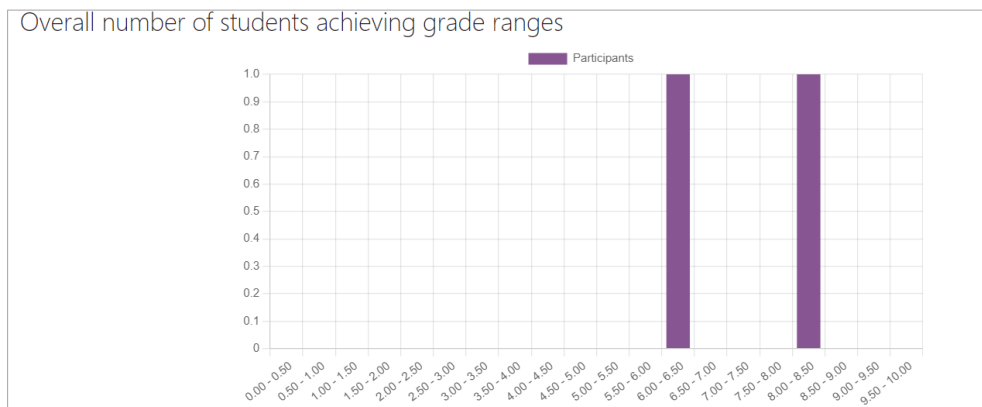
(5) Save changes.

## 8.1.4 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.

	/ Last 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"/>	子C			Finished	28 March 2024 5:07 PM	28 March 2024 5:08 PM	1 min 2 secs	8.00	✗ 0.00	✓ 2.00	✓ 2.00	✓ 2.00	✓ 2.00
<input type="checkbox"/>	竹M		ia.ac.jp	Finished	28 March 2024 5:13 PM	28 March 2024 5:14 PM	58 secs	6.00	✓ 2.00	✗ 0.00	✓ 2.00	✓ 2.00	✗ 0.00
<b>Overall average</b>								<b>7.00 (2)</b>	1.00 (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	Q. 2	Q. 3	Q. 4	Q. 5
Grade/10.00	/2.00	/2.00	/2.00	/2.00	/2.00
<b>8.00</b>	✗ 0.00	✓ 2.00	✓ 2.00	✓ 2.00	✓ 2.00
<b>6.00</b>	✓ 2.00	✗ 0.00	✓ 2.00	✓ 2.00	✗ 0.00

### 8.1.5 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.

▼ **Timing**

Open the quiz ?  Enable 29  March  2024  13  00

Close the quiz ?  Enable 29  March  2024  14  00

Time limit ?    Enable

When time expires ?

---

▼ **Grade**

Grade category ?

Grade to pass ?

Attempts allowed

*sample setting(1/2)*

▼ **Question behaviour**

Shuffle within questions ?

How questions behave ?

[Show more...](#)

---

▼ **Review options** ?

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

*sample setting(2/2)*

## 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.

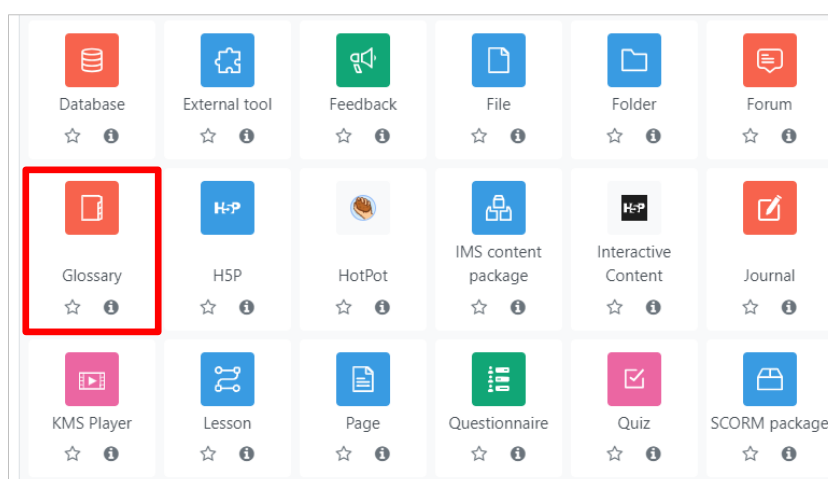
Students and teachers can leave comments on entries in Glossary. Glossary also can be rated by teachers or students. Ratings can be aggregated to form a final grade which is recorded in a grade book.

“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.



*Click “Glossary”*

(4) “Adding a new glossary to (section name)” screen will open.

Adding a new Glossary to TOPIC2 Expand all

▼ General

Name !

Description

Path: p

Display description on course page ?

Glossary type ? Secondary glossary ▾

› Entries

› Appearance

› Ratings

› Common module settings

› Restrict access

*“Adding a new glossary” page*

(5) Select options for “General” settings.

- Name (required)

Enter a name for “Glossary”

- Description

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

- Display description on course page

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

- Glossary type : 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.

Glossary type ? Secondary glossary ▾

› Entries

Main glossary

Secondary glossary



(6) Select options for “Entries” settings

- Approved by default

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

- Always allow editing

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

- Duplicate entries allowed

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

- Allow comments on entries

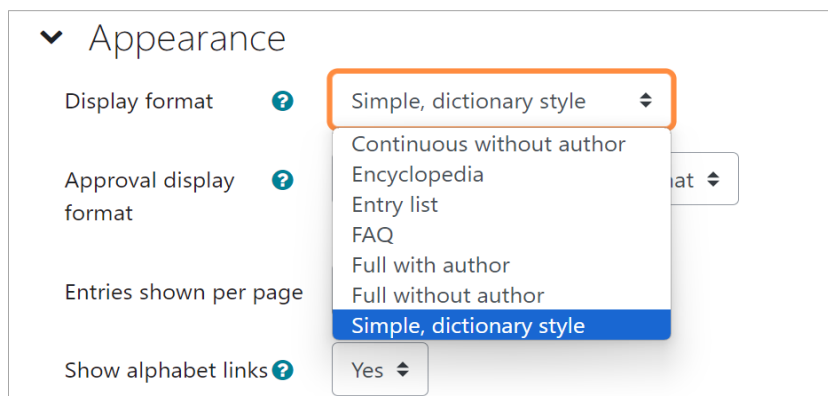
Set to “Yes”, students can leave comments on glossary definitions. By default, only teachers are allowed to leave comments.

- Automatically link glossary entries

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

(7) Select options for “Appearance” settings

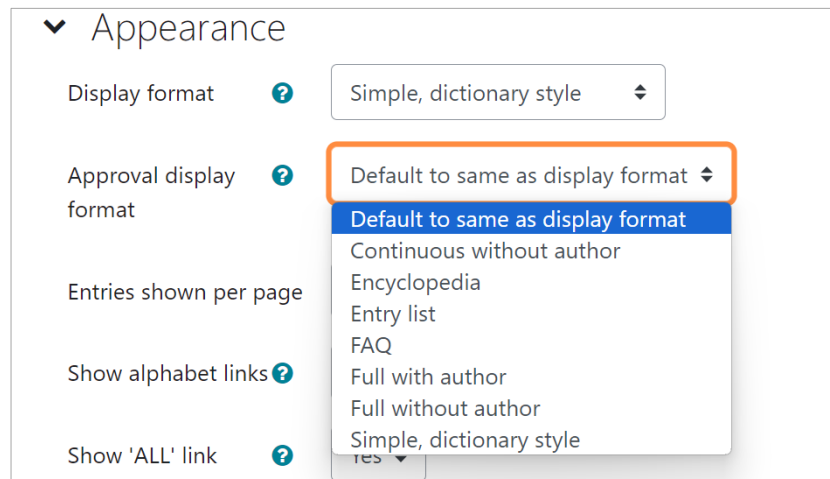
- Display Formats: The glossary has seven display formats



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

Encyclopedia	Style is “Full with Author”; attached images (pictures) are shown inline
Continuous without Author	Entry shown continuously without no information on Author

- Approval display format



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

- Entries shown per page

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

- Show alphabet links

Select options to search glossary by alphabet.

- Show ‘ALL’ link

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

- Show ‘Special’ link

Select options to allow @ or # etc.

- Allow print view

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

(8) Specify other options

- 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.

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

The screenshot shows a Moodle course section titled "TOPIC2". Inside this section, a new activity has been added, which is a "Glossary" titled "NEW Glossary". Below the activity, there is a button with a plus sign and the text "Add an activity or resource".

(10) Click to show the new glossary link.

The screenshot shows the "NEW Glossary" page. At the top left is an orange "Add entry" button. At the top right are "Import entries" and a dropdown menu. Below these is a search bar with a "Browse by alphabet" dropdown, a search input field, a search icon, and a checked "Search full text" checkbox. Underneath is the text "Browse the glossary using this index" followed by an alphabetical 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". At the bottom, it says "No entries found in this section".

(11) Click “Add entry” and add an entry.

NEW Glossary  
Add entry Collapse all

▼ General

Concept !

Definition !

Paragraph **B** *I*

Path: p

Keyword(s) ?

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

**Files**

You can drag and drop files here to add them.

▼ Auto-linking

This entry should be automatically linked ?

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

## NEW Glossary

[Add entry](#) [Import entries](#) ...

Browse by alphabet   Search full text

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 placed on the course screen by dragging and dropping.

[Link](#) [Delete](#) [Settings](#)

---

T

Turnitin

Turnitin can highlight plagiarism and display similarity as %. This tool is also useful as feedback tool for students.

[Link](#) [Delete](#) [Settings](#)

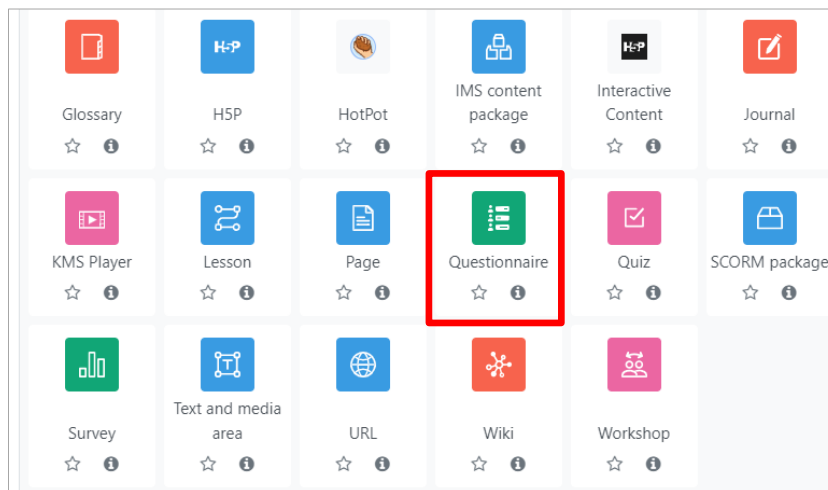
## 8.3 Questionnaire

The " Questionnaire" activity module allows you to add various forms of questionnaires to your course page and administer them in real time during the class. The results of the survey can also be easily viewed in aggregate, as the number of votes and averages are listed

### 8.3.1 Adding a Questionnaire

Now this is how you can add a "Questionnaire"

- (1) Click "Turn editing on" for the course you want to add a "Questionnaire".
- (2) Click Activity Chooser ("Add an activity or resource" link) for the section to set a "Questionnaire".



*"Crick "Questionnaire"*

(3) “Adding a new Questionnaire to (section name)” screen will open.

Adding a new Questionnaire to TOPIC2 [?](#) Expand all

▼ General

Name !

Description

Path: p

Display description on course page [?](#)

▶ Availability

▶ Response options

▶ Content options [?](#)

▶ Common module settings

▶ Restrict access

Send content change notification [?](#)

Save and return to course Save and display Cancel

! Required

(4) 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.

(5) Select options for “Availably” settings.

- Allow response from:  
To specify the date and time to start accepting survey responses, check the “Enable” checkbox and specify the date and time.
- Allow response until:  
If you wish to specify the date and time when the survey will stop accepting responses, check the “Enable” checkbox and specify the date and time.

(6) Select options for “Response” settings.

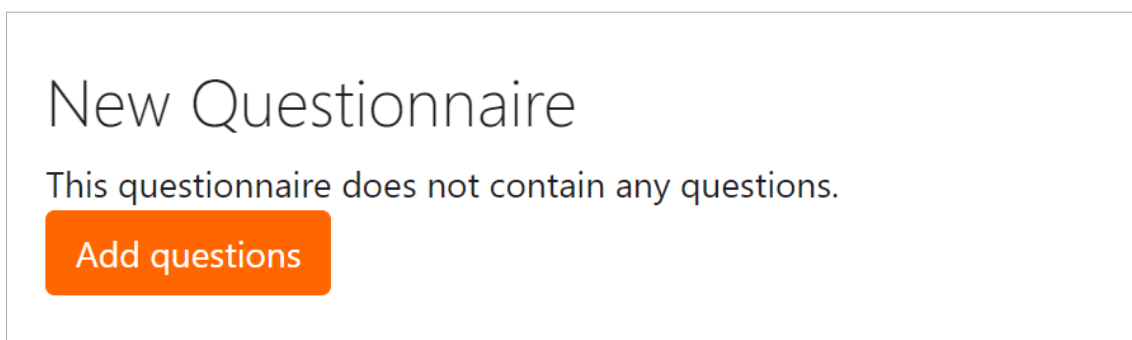
- Type: you can choose the number of times a student can respond.  
You can choose to answer as many times as you want (unlimited), once only, daily, weekly, or monthly.

- Respondent Type: If "anonymous" is selected, the respondent can be hidden from the results. The default is "full name".
- Students can view ALL responses: You can control when students can view the results of submitted surveys. You can set this to "Not Allowed" to hide the results from students. The default is "after the questionnaire has been completed".
- Save/Resume responses: If set to "Yes", students can temporarily save their responses before submitting the questionnaire results.
- Allow branching questions: If set to "Yes", respondents can be diverted to different pages depending on their choice of answer to the "Yes/No", "drop-down box", or "radio button" question.

(7) Select options for the "Common module settings" settings.

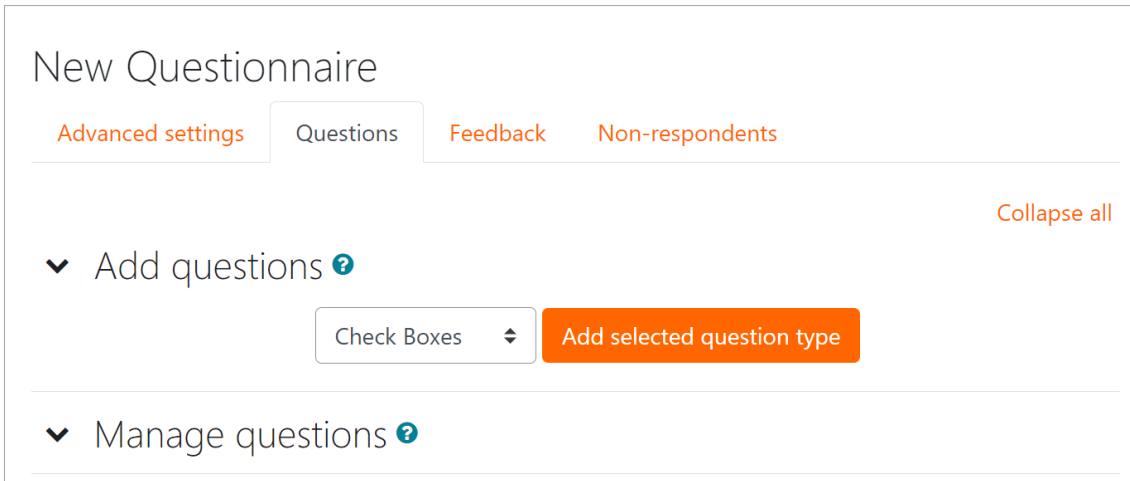
- Available: Allows you to hide voting.
- ID number: Allows you to set an identification to refer to in the grading table formulas.
- Group mode
  - No groups: all students make their choice in one area.
  - Separate groups: students make their choice within a separate group and view the results.
  - Visible groups: students make their choice within a group and can view the results, but can also view results of other groups.

After completing the settings, click "Save and display". A page similar to the one below will appear.



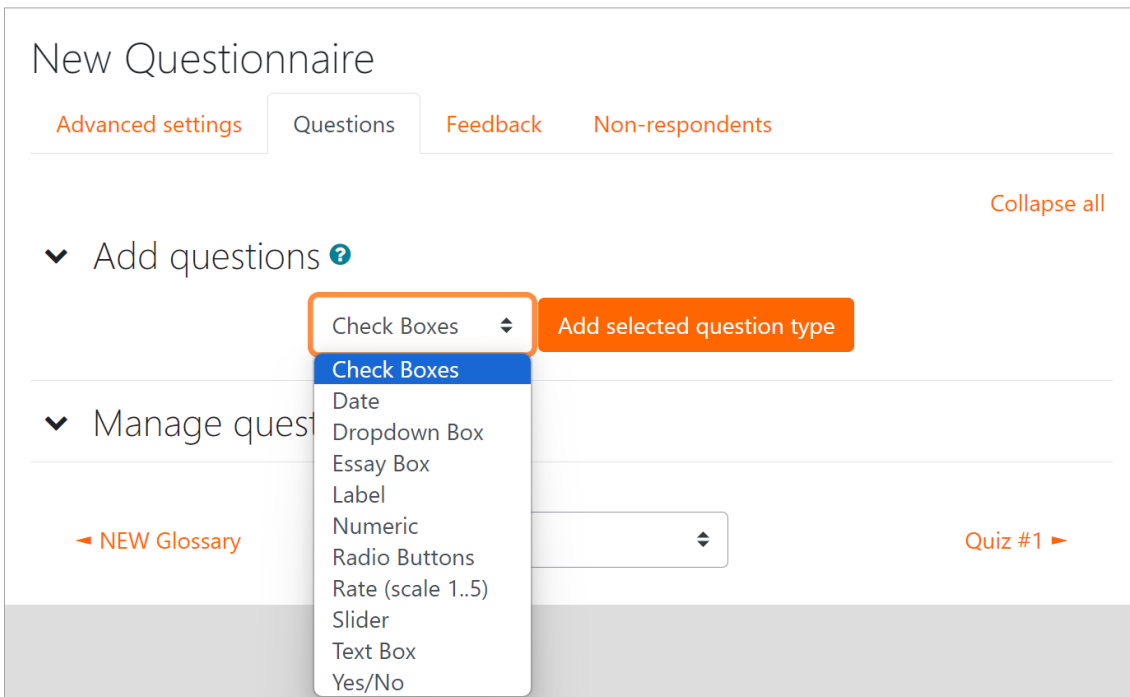
Click "Add Question" to go to the Edit Questionnaire page. You can add questions, specify page break positions, etc.





### 8.3.2 Adding questions to Questionnaire

(1) Select a question type from the pull-down menu on the Edit Questionnaire page and click "Add selected question type".



(2) You will be redirected to the Edit Question page.

(The edit screen varies depending on the question type.)

▼ Adding Yes/No question ?

Question Name ?

Response is required ?  Yes  No

Question Text ! 

Paragraph **B** *I*

Path: p

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

(3) When you are finished editing, click "Save Changes" to go to the Edit Questionnaire page.

(4) Under "Manage Questions," you will see the questions you have added to your questionnaire.

[Advanced settings](#) [Questions](#) [Feedback](#) [Preview](#) [Non-respondents](#)

[Collapse all](#)

▼ Add questions ?

[Add selected question type](#)

▼ Manage questions ?

**position 1** [Yes/No] (agree/disagree)

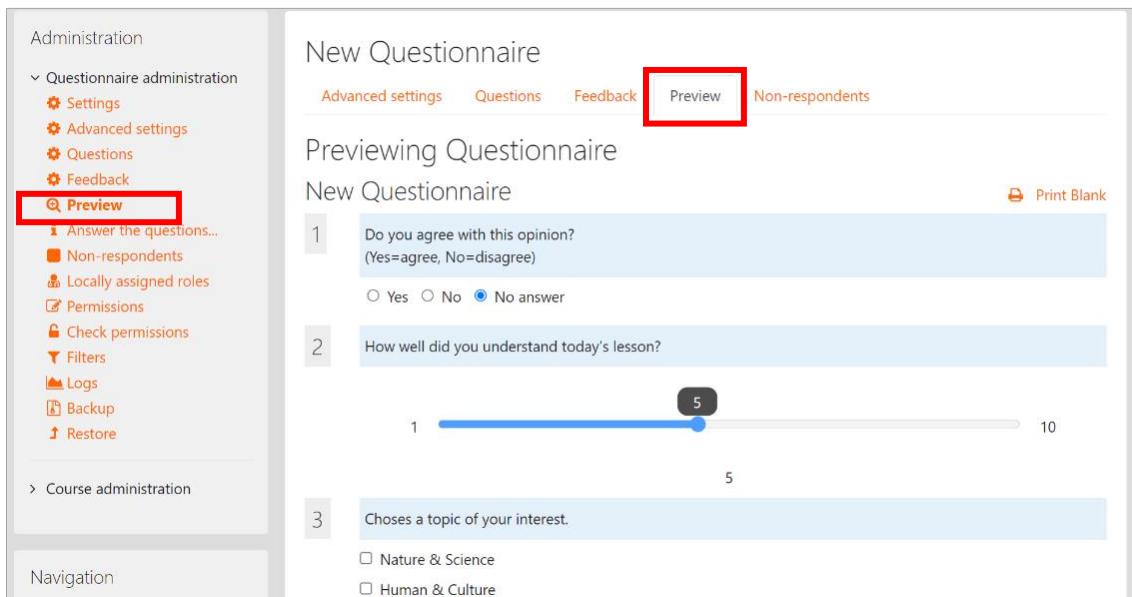
1 Do you agree with this opinion?  
(Yes=agree, No=disagree)

**position 2** [Slider] (Level of understanding)

2 How well did you understand today's lesson?

**position 3** [Check Boxes] (Topic Selection)

- (5) You can preview your questionnaire from the "Preview" tab at the top of the screen or from the Manage Questionnaire menu on the left side of the screen.



- Yes/No: Answer with Yes or No.

Do you agree with this opinion?  
(Yes=agree, No=disagree)

Yes  No  No answer

- Slider: Drag the slide from the specified numerical value range to answer the numerical value.

How well did you understand today's lesson?

1  10  
5

- Checkboxes: Answer with checkbox choices that allow multiple responses.

Choses a topic of your interest.

Nature / Science  
 Human / Culture  
 Politics / Economics  
 International / Domestic Affairs  
 Industry / Technology  
 Health / Medicine  
 Sports / Entertainment

- Textbox: This is a text input response format. You can set the width of the input box and the maximum number of characters to be entered in the text.

Choses a topic of your interest.

- Drop-down box: This is a question method in which you select a choice from a drop-down list.

Write a topic of your interest.

Choose... ▾

- Choose...
- Nature / Science
- Human / Culture
- Politics / Economics
- International / Domestic Affairs
- Industry / Technology
- Health / Medicine
- Sports / Entertainment

- Radio button: select one of the radio button choices.

興味のあるトピックを一つ選択してください。

自然・科学  
  人間・文化  
  政治・経済  
  国際・国内社会  
  産業・技術  
 健康・医療  
 スポーツ・芸能  
 未回答

- Label : Descriptions, images, etc. can be added as labels. (Not in a format that allows responses)

6 Choose a topic of your interest.

Nature / Science  
 Human / Culture  
 Politics / Economics  
 International / Domestic Affairs  
 Industry / Technology  
 Health / Medicine  
 Sports / Entertainment  
 No answer

Read the questions carefully and answer them.  
 Subsequent questions are optional answers.

7 Enter a number.

*Do not use thousands separators.*

- **Numeric:** You can add a question with a numerical answer format. You can also set the number of digits for the numerical value.

Enter a number.

*Do not use thousands separators.*

- **Date:** This is a format question that asks the user to enter "year/month/day".

Select your preferred date for the presentation.

Enter the date using the date picker below.

年/月/日

2024年(令和6年) 3月 ↑ ↓

日 月 火 水 木 金 土

25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

削除 今日

- **Rate:** You can specify the format in which a number is assigned to the measurement object.

Choose frequency of Electronic Device Usage from 1 to 4.  
(1:almost never use/not in possession ~ 4:Use very often)

	1	2	3	4
Laptops	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Desktops	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smartphone	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tablets	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- **Essay box:** descriptive (multiple line) question.

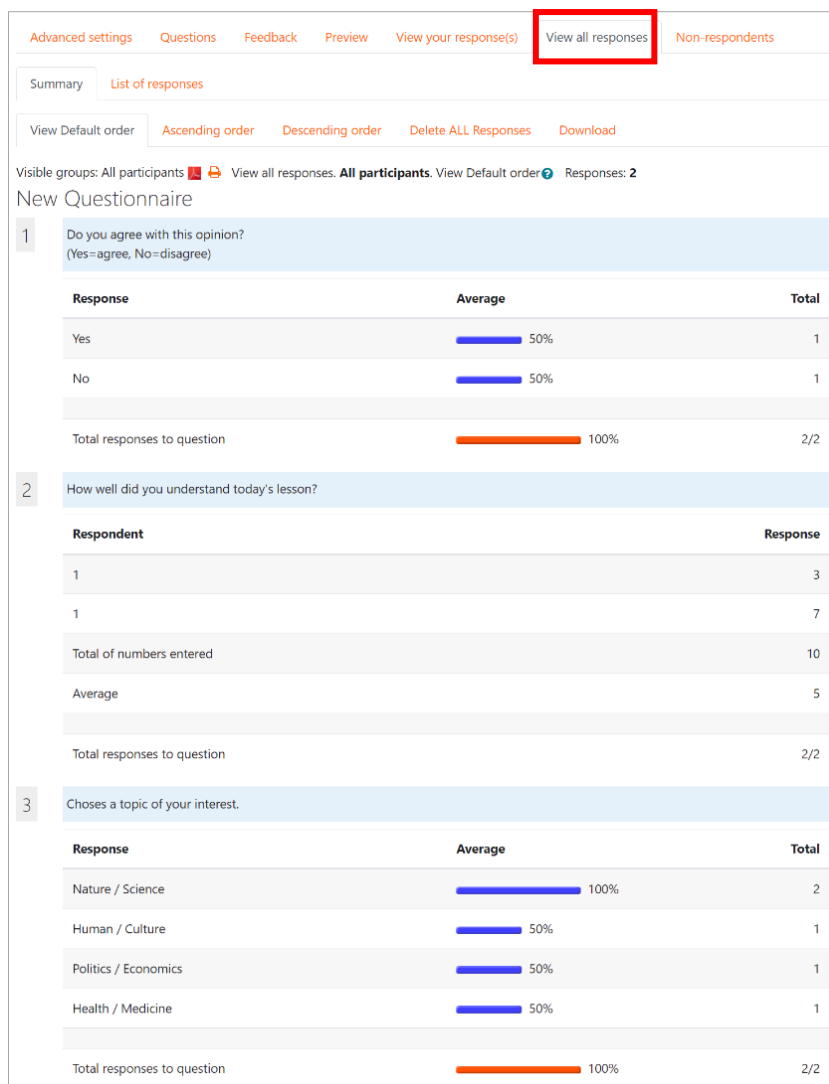
Write your impressions of today's class.

Paragraph B I

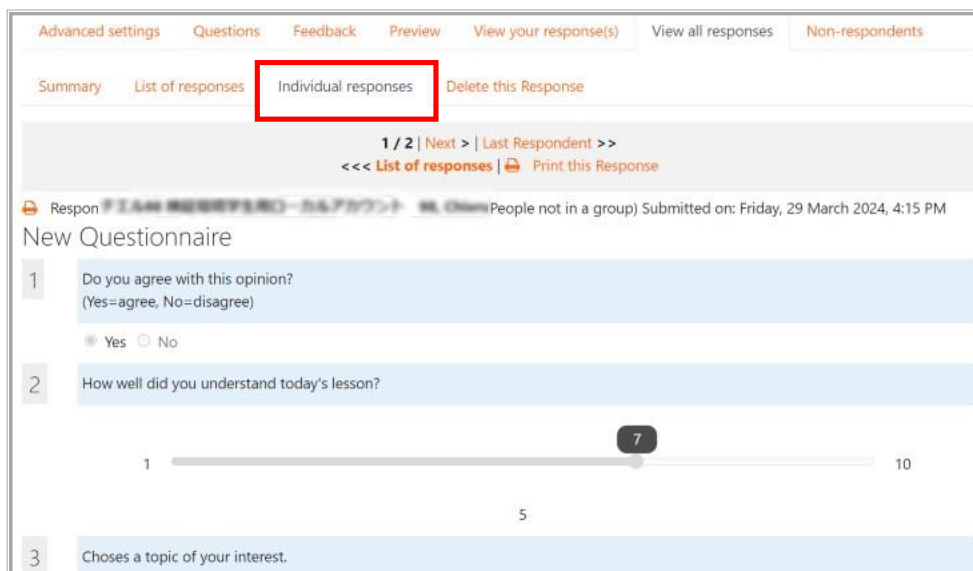
Path: p

### 8.3.3 Confirmation of questionnaire results

(1) Clicking on "View all responses" will take you to the "Summary" page of the questionnaire results.



Click on "List of responses" and then click on the student's name to see individual responses.



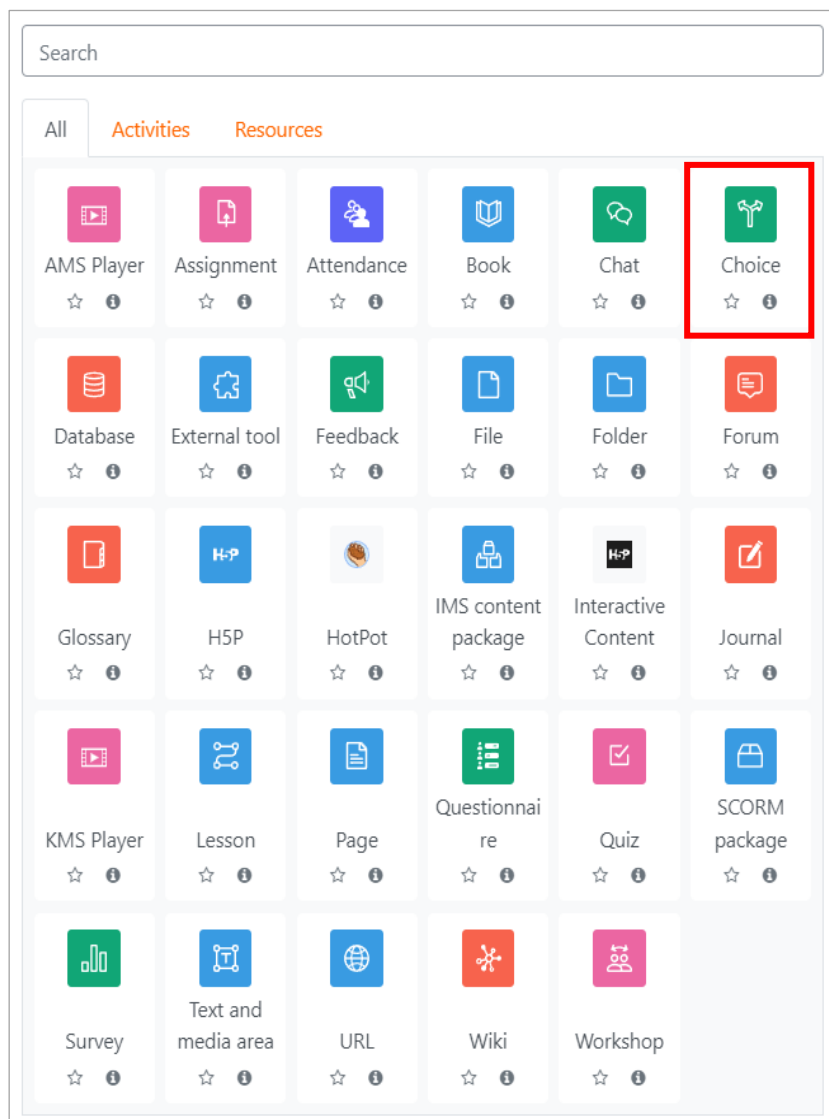
## 8.4 Choice

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

### 8.4.1 Add the 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”.



*Crick “Choice”*

(2) “Adding a new choice (to section name)” screen will open.

Adding a new Choice to Topic 1 Expand all

▼ General

Choice name ❗

Description 

Paragraph **B** *I*

- ☰
- ☰

[Link](#) [Unlink](#)

Path: p

Display description on course page ℹ

Display mode for the options Display horizontally ▾

---

› Options

---

› Availability

---

› Results

---

› Common module settings

---

› Restrict access

Send content change notification ℹ

Save and return to course Save and display Cancel

❗ Required

(3) 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”

(4) 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.

(5) Select options for “Availability” setting

- 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.

(6) Select setting options for “Results” setting

- 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.

(7) Select options for “Common module settings”

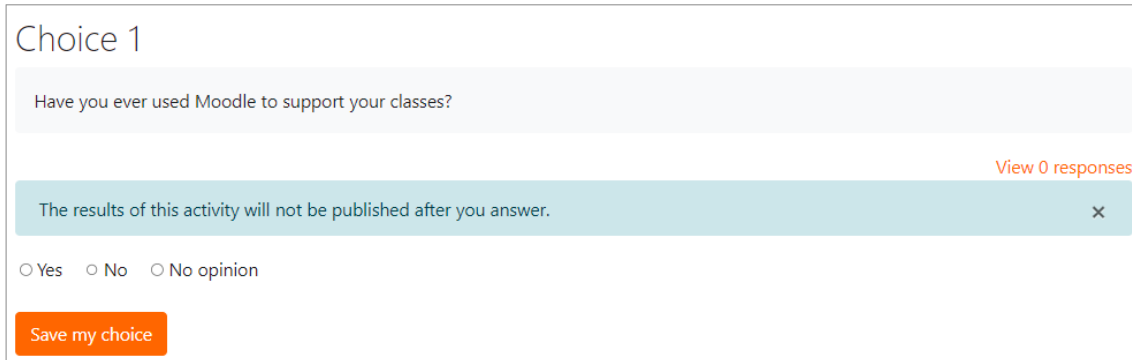
- Availability: you can choose to hide the choice activity.
- ID number: you can choose to set an ID number to identify the activity for grade calculation purposes.
- Group mode
  - No groups: all students make their choice in one area.
  - Separate groups: students make their choice within a separate 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.

(8) Click “Save and display”.

(9) The following screen will open.

When students make their choice, you can view the results.



The screenshot shows a Moodle Choice activity interface. At the top, it says "Choice 1". Below that is a question: "Have you ever used Moodle to support your classes?". To the right of the question, it says "View 0 responses". Below the question is a light blue notification bar that says "The results of this activity will not be published after you answer." with a close button (X). Below the notification bar are three radio button options: "Yes", "No", and "No opinion". At the bottom left, there is an orange button labeled "Save my choice".

*Example of Choice display*

“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.

## 8.4.2 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.

### Choice 1

Have you ever used Moodle to support your classes?

[View 2 responses](#)

The results of this activity will not be published after you answer. ×

Yes  No  No opinion

[Save my choice](#)

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

### Choice 1

#### Responses

	Yes	No	No opinion
<b>Choice options</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Number of responses</b>	1	1	0
<b>Users who chose this option</b>			

Select all With selected Choose an action ... ▾

[Download in ODS format](#) [Download in Excel format](#) [Download in text format](#)

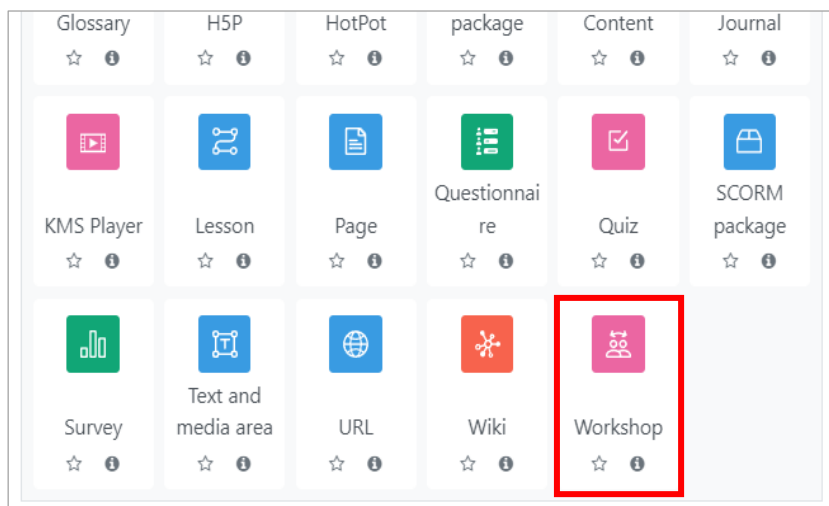
## 8.5 Workshop

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

### Setup phase

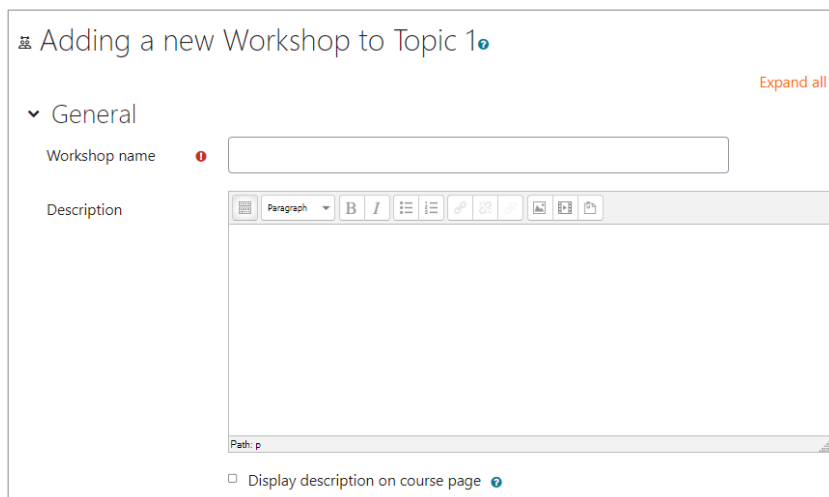
<Instruction>

- (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.

A screenshot of the 'Adding a new Workshop to Topic 1' page. The 'General' settings section is expanded, showing a 'Workshop name' text input field with a red error icon, a 'Description' rich text editor with a toolbar, and a 'Display description on course page' checkbox. The page title is 'Adding a new Workshop to Topic 1' and there is an 'Expand all' link in the top right corner.

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

- 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.

### (3) Select options for “Grading” settings

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

*“Grading Settings” option*

#### ● 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

(4) Select options for “Submission settings”.

Submission settings

Instructions for submission

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

20 MB

- 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.

(5) Select options for “Assessment settings”.

Assessment settings

Instructions for assessment

Path: p

Use self-assessment

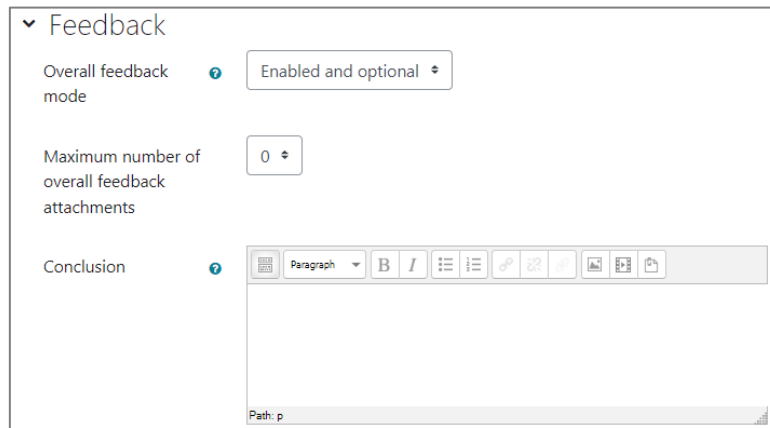
Students may assess their own work

*“Assessment Settings” option*

- 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.

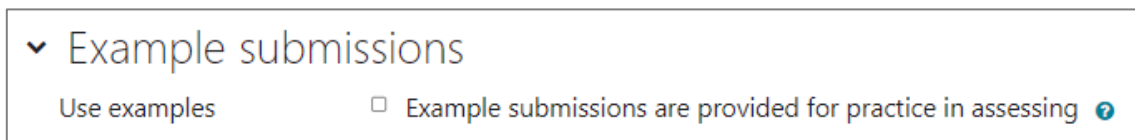
(6) Select options for “Feedback” settings



*“Example Feedback option*

- Overall feedback mode  
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.
- Maximum number of overall feedback attachments
- Conclusion  
Displayed to the students at the end of the activity.

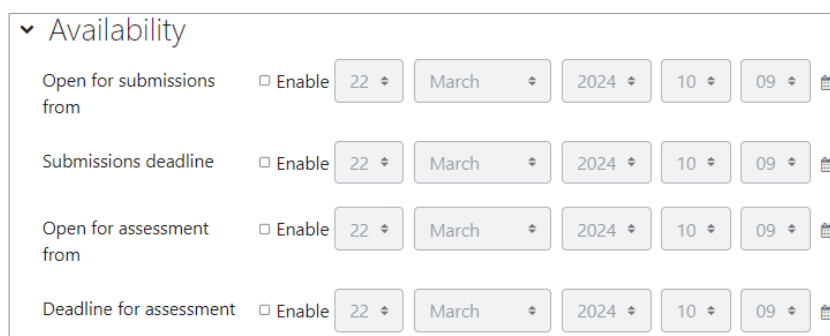
(7) Select options for “Example submissions” settings.



*“Example submissions” option*

- 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.

(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

(9) Select options for “Turnitin plagiarism plugin settings” settings.

If [Enable Turnitin] option is set as “Yes”, originality report will be generated. Please refer “[7. Using Turnitin\(Plagiarism check\)](#)” for checking result window and confirming meaning of terms.

(10) Click “Save and display”, then setup phase of workshop will appear.

Click “Edit assessment form” to create assessment form.

Workshop 1

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 ○
<ul style="list-style-type: none"> <li>✗ Set the workshop description</li> <li>✗ Provide instructions for submission</li> <li>✓ Edit assessment form</li> <li>✓ Switch to the next phase</li> </ul>	<ul style="list-style-type: none"> <li>✓ Provide instructions for assessment</li> <li>✓ Allocate submissions expected: 2 submitted: 0 to allocate: 0</li> </ul>		<ul style="list-style-type: none"> <li>✓ Calculate submission grades expected: 2 calculated: 0</li> <li>✓ Calculate assessment grades expected: 2 calculated: 0</li> <li>✓ Provide a conclusion of the activity</li> </ul>	



## “Accumulative grading” page

Workshop 1  
Accumulative grading Expand all

▼ Aspect 1

Description

Best possible grade / Scale to use

Type

Maximum grade

Weight

► Aspect 2

► Aspect 3

Blanks for 2 more aspects

Save and continue editing Save and preview Save and close Cancel

(11) Click submission phase and enable submission.

Workshop 1 ?


Setup phase

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

## Submission phase

### Instructions for students

(1) Submit works.

Workshop 1 

**Add submission**

Submission phase


Setup phase	<b>Submission phase</b> Current phase ●	Assessment phase	Grading evaluation phase	Closed
	✓ Submit your work			

**Your submission** ▾

You have not submitted your work yet

### Instructions for teachers after students' submission

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

Workshop 1 

Submission phase

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

**Workshop submissions report** ▾

Submitted (2) / not submitted (0)

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

Last 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

**[Allocation page]**

Workshop 1

Manual allocation

Manual allocation

Participant is reviewed by	Participant	Participant is reviewer of
Add reviewer Choose user...	[Participant Name]	Self-assessment disabled Add reviewee Choose user...
Add reviewer Choose user...	[Participant Name]	Self-assessment disabled Add reviewee Choose user...

Showing 10 items per page Change ...

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

Workshop 1

Submission phase

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

**Workshop submissions report** ▾

Submitted (2) / not submitted (0)

## Assessment phase

### Instruction for students

(1) Assess work which is allocated.

Workshop 1 [?](#)

Assessment phase

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

**Your submission** ▸

**Assigned submissions to assess** ▾

My opinion  
submitted on Friday, 22 March 2024, 10:50 AM  
No grade yet

Assess

Workshop 1

Assessed submission

My opinion  
submitted on Friday, 22 March 2024, 10:50 AM

I am against the existing system. Because ~~

1

**Assessment form** ▾

Overall feedback

Feedback for the author

Paragraph B I [List Icons]

Path: p

Save and close Save and continue editing Cancel

*Assessment screen*

**Workshop grades report** ▾

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

Showing 10 items per page Change ... ▾

The assessment screen will be shown for teachers as below.

## 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 1  
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"><li>✗ Set the workshop description</li><li>✗ Provide instructions for submission</li><li>✓ Edit assessment form</li></ul>	<ul style="list-style-type: none"><li>✗ Provide instructions for assessment</li><li>✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0</li></ul>	<ul style="list-style-type: none"><li>✓ Switch to the next phase</li></ul>	<ul style="list-style-type: none"><li>✓ Calculate submission grades expected: 2 calculated: 0</li><li>✓ Calculate assessment grades expected: 2 calculated: 0</li><li>✓ Provide a conclusion of the activity</li></ul>	

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

Grading evaluation settings

Comparison of assessments

**Re-calculate grades**

**Workshop grades report**

First name  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

Last name  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


First name / Last name	Submission / Last modified	Grades received	Grade for submission (of 80)	Grades given
佐T 佐藤 翼 Sato, Tsubasa	Toipic 1 modified on Friday, 22 March 2024, 10:53 AM	48 (-) @ 5 < 詔Y 詔岡 侑都 Tateoka, Yuto	-	59 (-) @ 5 > 詔Y 詔岡 侑都 Tateoka, Yuto
詔Y 詔岡 侑都 Tateoka, Yuto	My opinion modified on Friday, 22 March 2024, 10:50 AM	59 (-) @ 5 < 佐T 佐藤 翼 Sato, Tsubasa	-	48 (-) @ 5 > 佐T 佐藤 翼 Sato, Tsubasa

- (3) Click “Closed” and exit workshop.

Workshop 1  
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"><li>✗ Set the workshop description</li><li>✗ Provide instructions for submission</li><li>✓ Edit assessment form</li></ul>	<ul style="list-style-type: none"><li>✗ Provide instructions for assessment</li><li>✓ Allocate submissions expected: 2 submitted: 2 to allocate: 0</li></ul>		<ul style="list-style-type: none"><li>✓ Calculate submission grades expected: 2 calculated: 0</li><li>✓ Calculate assessment grades expected: 2 calculated: 0</li><li>✗ Provide a conclusion of the activity</li><li>✓ Switch to the next phase</li></ul>	

After closing, grade will be shown on the student screen.

Workshop 1 

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

**58.67 / 80.00**

Grade for assessment

**20.00 / 20.00**

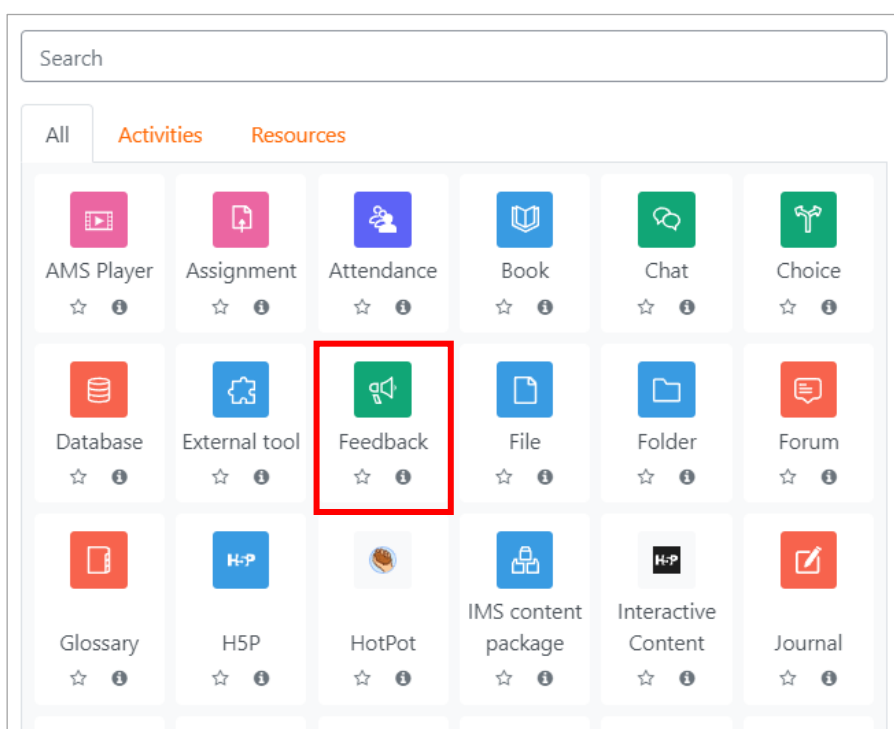
## 8.6 Feedback

“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.

### 8.6.1 Add a feedback

“Feedback” is added 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

Path: p

Display description on course page ?

▶ Availability

▶ Question and submission settings

▶ After submission

▶ Common module settings

▶ Restrict access

Send content change notification ?

Save and return to course Save and display Cancel

❗ Required

(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.

The image shows a screenshot of a settings interface. It is divided into two main sections: 'Question and submission settings' and 'After submission'.  
Under 'Question and submission settings':

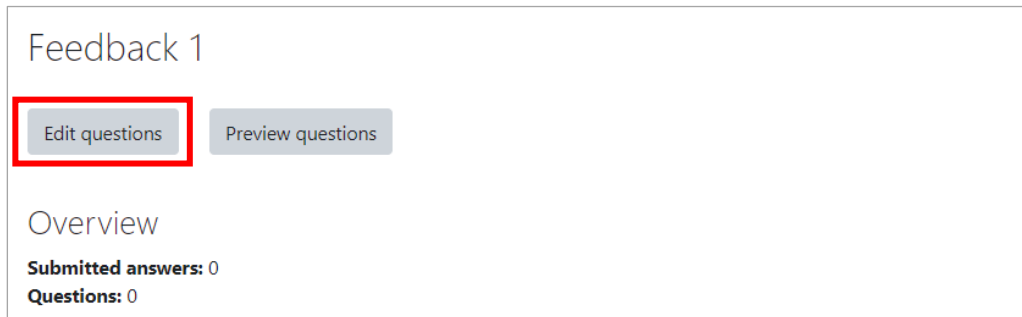
- 'Record user names' is set to 'Anonymous' in a dropdown menu.
- 'Allow multiple submissions' is set to 'No' in a dropdown menu.
- 'Enable notification of submissions' is set to 'No' in a dropdown menu.
- 'Auto number questions' is set to 'No' in a dropdown menu.

Under 'After submission':

- 'Show analysis page' is set to 'No' in a dropdown menu.
- 'Completion message' is a rich text editor with a toolbar containing options like Paragraph, Bold, Italic, Bulleted list, Numbered list, Link, Unlink, Undo, Redo, Image, Table, and Print. The text area is currently empty.
- 'Link to next activity' is a text input field with a question mark icon to its left.

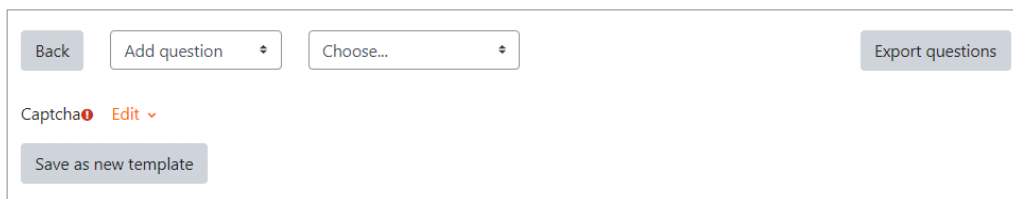
After completing the settings, click "Save and display".

You will then see the following page, and click "Edit Question" to go to the "Edit Question" page. This page allows you to add survey questions, specify page break positions, etc.

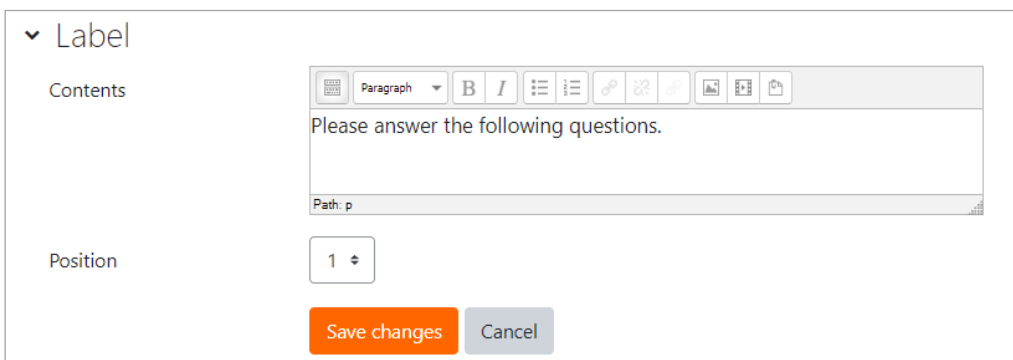


(8) Question types are as follows :

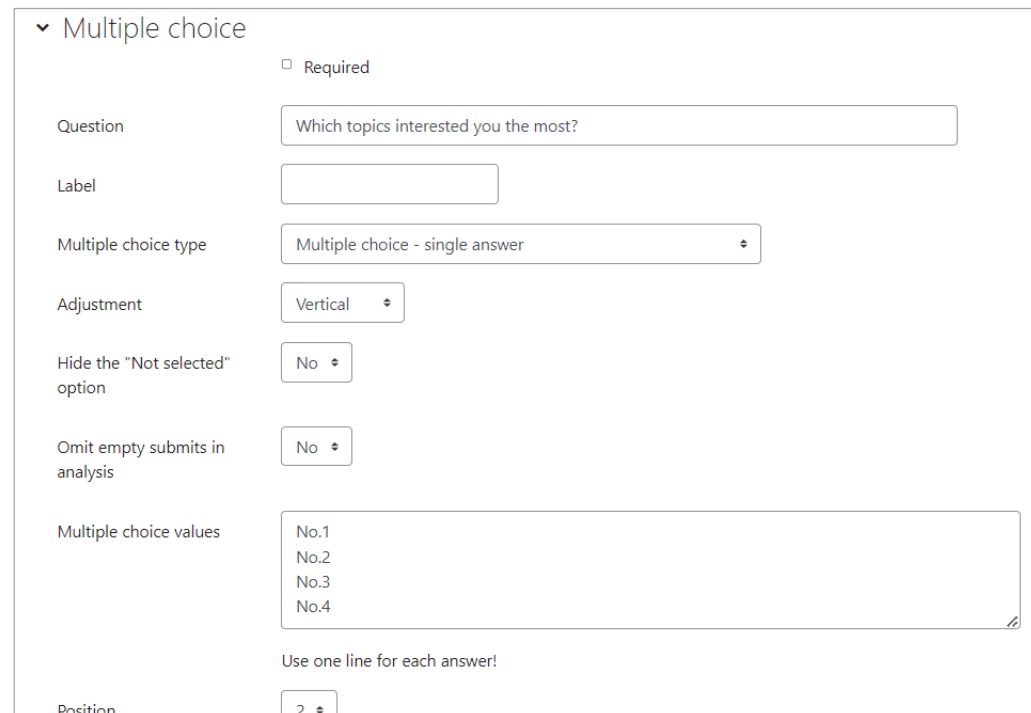
- **Captcha:**Show a question to make sure the respondent is not a computer



- **Label:**Show caption or text



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



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

Multiple choice (rated)

Required

Question

Label

Multiple choice type

Adjustment

Hide the "Not selected" option

Omit empty submits in analysis

Multiple choice values

Use one line for each answer!

Position

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

Information

Question

Label

Information type

Position

- Add a page break: Page break is added.

No.3

No.4

How satisfied are you with this class?

Not selected

(1)Very satisfied

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

▼ Numeric answer

Required

Question

Label

Range from

Range to

Position

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

▼ Short text answer

Required

Question

Label

Textfield width

Maximum characters accepted

Position

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

▼ Longer text answer

Required

Question

Label

Width

Number of lines

Position

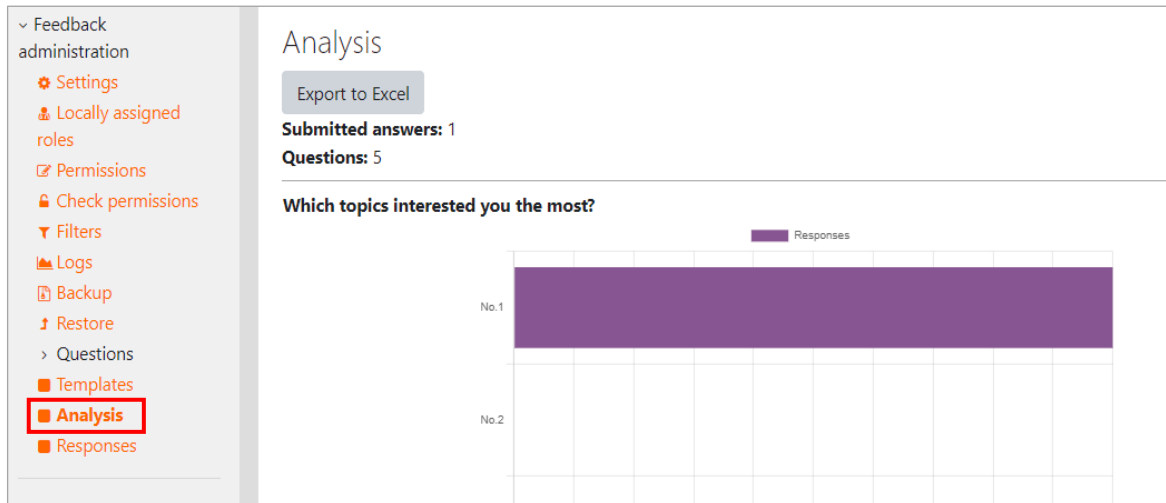
When you finish to add questions, click “Back”.

Edit ▼

Please answer the following questions.

## 8.6.2 Answer to Feedback and check results

- (1) Click on "Analysis" under Administration > Feedback Administration to see the results of all responses in aggregate.

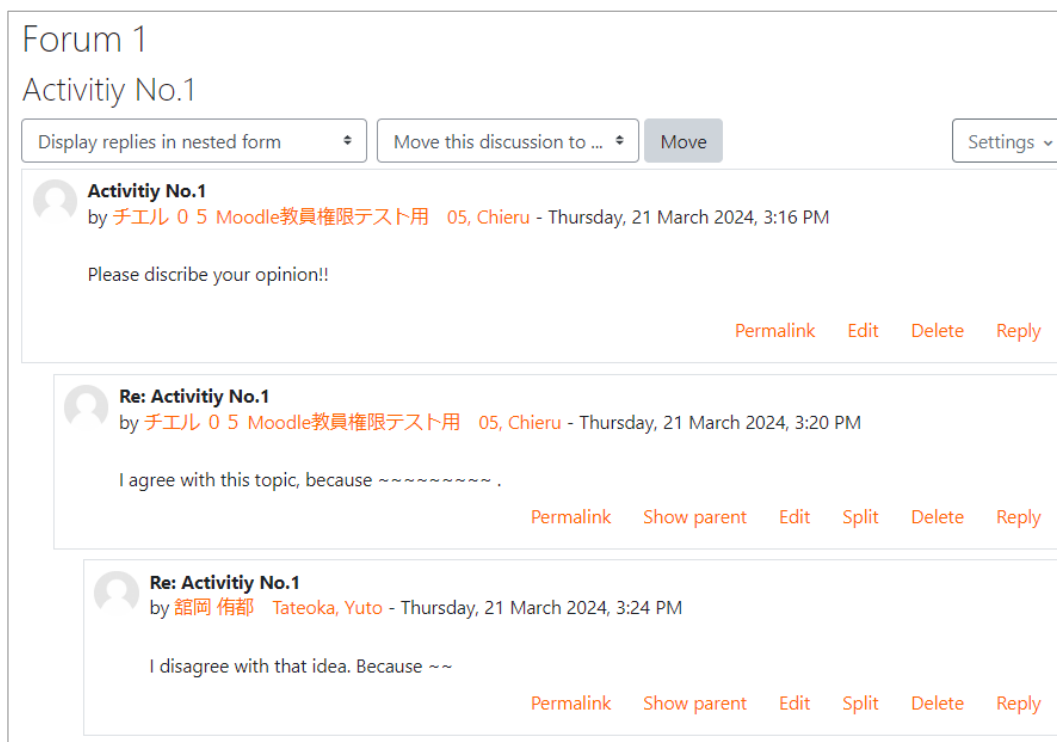


- (2) Click on "Responses" to see the contents of each response.

The screenshot shows the 'Responses' page. On the left is a sidebar with navigation options: Administration, Feedback administration, Settings, Locally assigned roles, Permissions, Check permissions, Filters, Logs, Backup, Restore, Questions, Templates, Analysis, and Responses (highlighted with a red box). The main content area is titled 'Feedback 1' and includes a 'Show responses' button. Below this, it states 'Anonymous entries (1)'. There is a 'Download table data as' dropdown menu set to 'Comma separated values (.csv)' and a 'Download' button. The main table has the following columns: Response number, Which topics interested you..., How satisfied are you with..., How many hours a day do you..., What is your favorite season?, and Please enter... The table shows one response with the following data: Response number: 1, Which topics interested you...: No.1, How satisfied are you with...: Satisfied, How many hours a day do you...: 2, What is your favorite season?: summer, Please enter...: I wou slowe. At the bottom, there is a 'Forum 1' link and a 'Jump to...' dropdown menu.

## 8.7 Forum

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

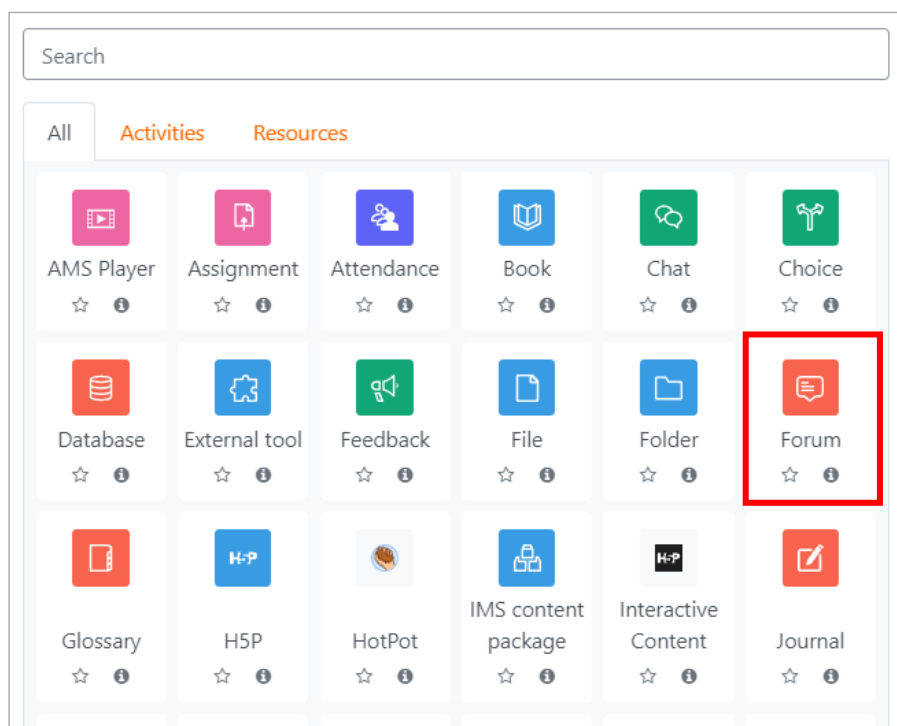


The screenshot shows a Moodle Forum activity page titled "Forum 1" with "Activity No.1". At the top, there are controls for "Display replies in nested form", "Move this discussion to ...", "Move", and "Settings". The main content area displays three posts:

- Activity No.1** by 子エル 0 5 Moodle教員権限テスト用 05, Chieru - Thursday, 21 March 2024, 3:16 PM  
Please discribe your opinion!!  
Permalink Edit Delete Reply
- Re: Activity No.1** by 子エル 0 5 Moodle教員権限テスト用 05, Chieru - Thursday, 21 March 2024, 3:20 PM  
I agree with this topic, because ~~~~~ .  
Permalink Show parent Edit Split Delete Reply
- Re: Activity No.1** by 舘岡 侑都 Tateoka, Yuto - Thursday, 21 March 2024, 3:24 PM  
I disagree with that idea. Because ~~  
Permalink Show parent Edit Split Delete Reply

“Forum” is added on as follows:

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



The screenshot shows the Moodle Activity Chooser interface. At the top is a search bar. Below it are tabs for "All", "Activities", and "Resources". A grid of activity icons is displayed, including AMS Player, Assignment, Attendance, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, H5P, HotPot, IMS content package, Interactive Content, and Journal. The "Forum" icon, which is a red square with a white speech bubble, is highlighted with a red rectangular border.

*Click “Forum”*

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

Adding a new Forum to Topic 1 Expand all

▼ General

Forum name \*

Description

Display description on course page ?

Forum type ?

► Availability

► Attachments and word count

► Subscription and tracking

► Discussion locking

► Post threshold for blocking

► Whole forum grading

► Ratings

► Common module settings

► Restrict access

► Turnitin plagiarism plugin settings

Send content change notification ?

\* Required

(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”.

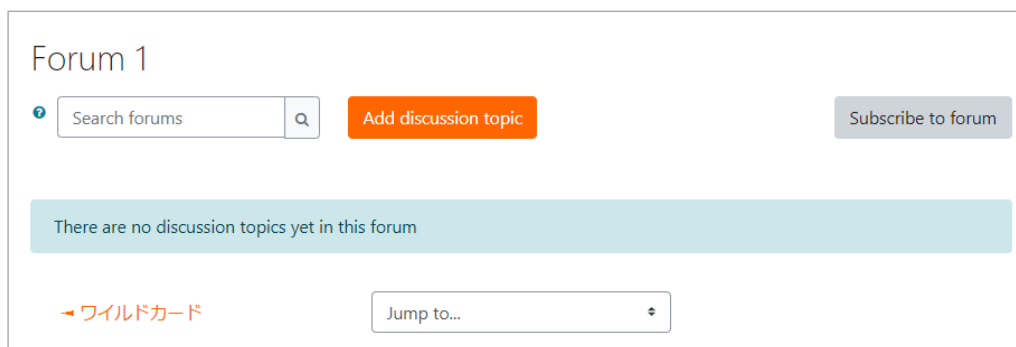
● Read tracking

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

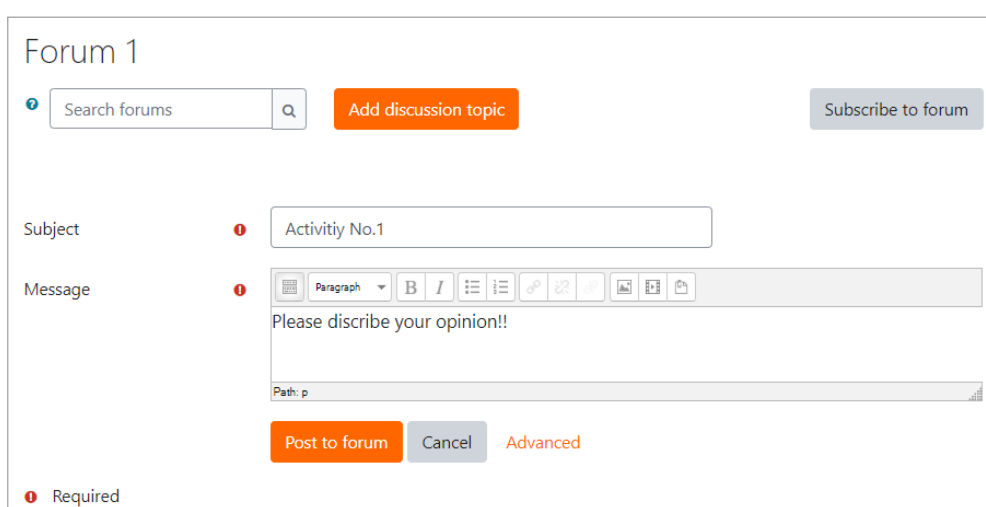
When you select “Optional”, participants can enable/disable their read tracking by themselves.



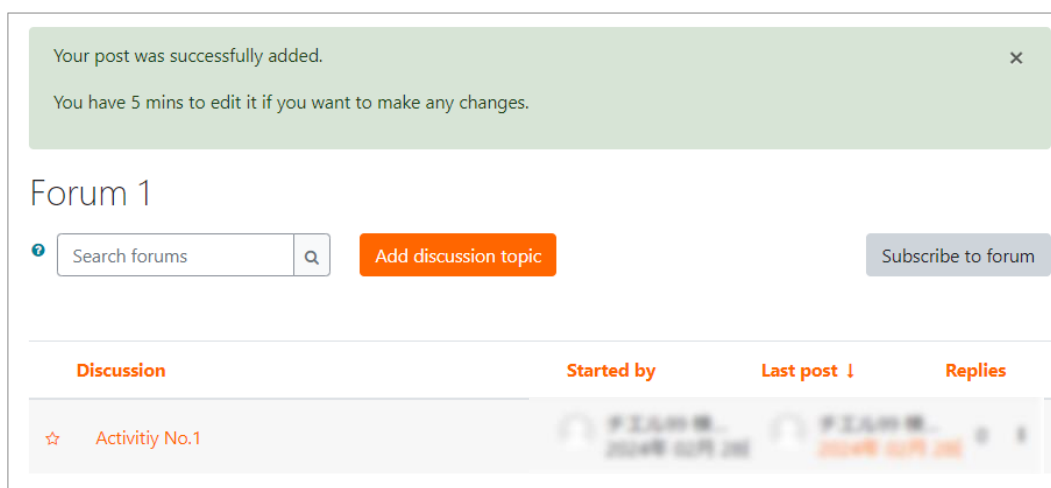
Click “Save and display”. The following screen will open.  
By clicking “Edit questions”, participants can create topic.



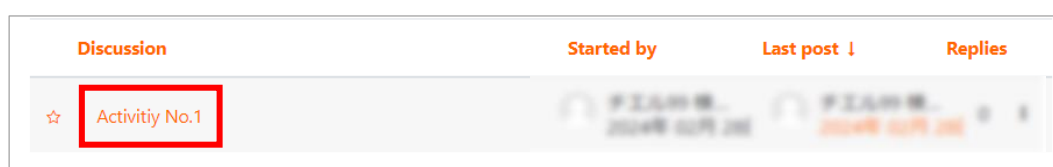
(8) To add a new topic, click “Add a discussion topic”, write a topic then click “Post to forum”



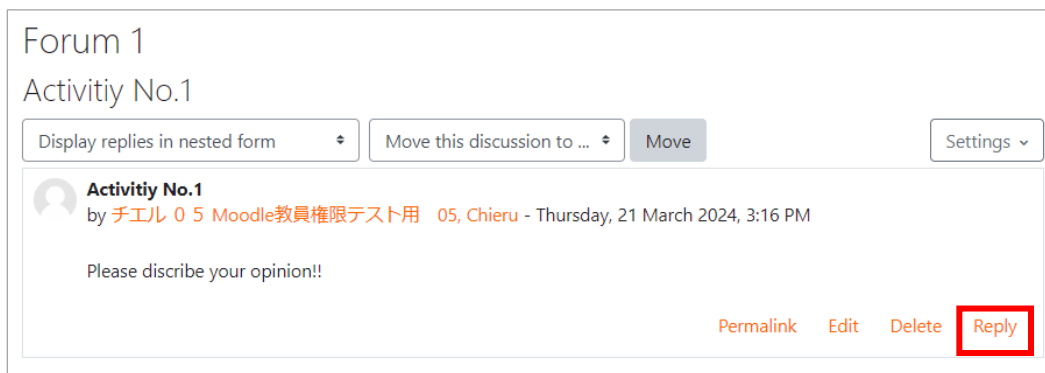
A message as below will appear, and you can see your topic is in the list. You can re-edit your topic within **30 minutes** of your posting.



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



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



Forum 1  
Activity No.1

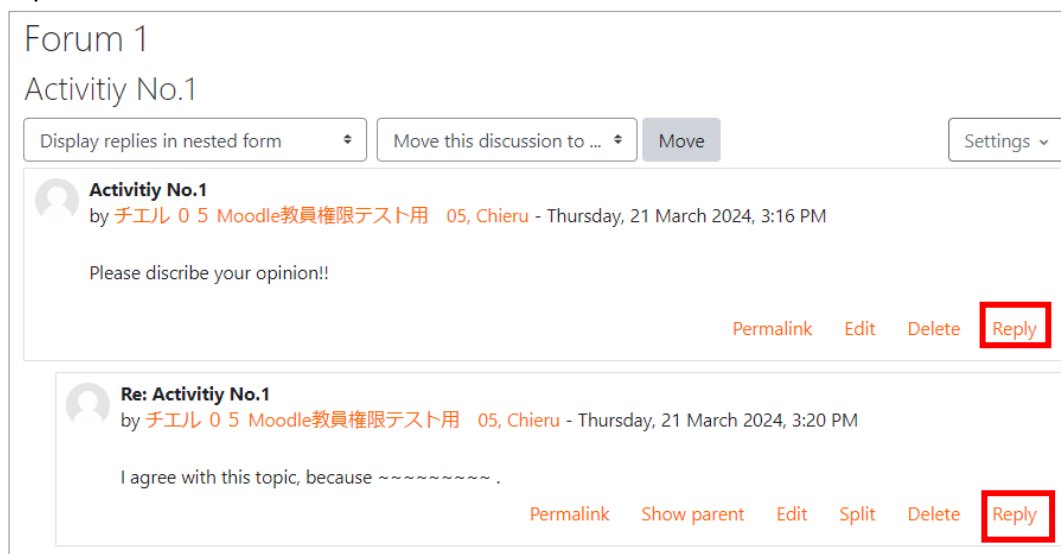
Display replies in nested form ▾ Move this discussion to ... ▾ Move Settings ▾

**Activity No.1**  
by チエル 0 5 Moodle教員権限テスト用 05, Chieru - Thursday, 21 March 2024, 3:16 PM

Please discribe your opinion!!

Permalink Edit Delete **Reply**

\*Replies may be made to parent articles and to articles submitted by other participants.



Forum 1  
Activity No.1

Display replies in nested form ▾ Move this discussion to ... ▾ Move Settings ▾

**Activity No.1**  
by チエル 0 5 Moodle教員権限テスト用 05, Chieru - Thursday, 21 March 2024, 3:16 PM

Please discribe your opinion!!

Permalink Edit Delete **Reply**

**Re: Activity No.1**  
by チエル 0 5 Moodle教員権限テスト用 05, Chieru - Thursday, 21 March 2024, 3:20 PM

I agree with this topic, because ~~~~~ .

Permalink Show parent Edit Split Delete **Reply**

## 8.8 KMS

KMS 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 KMS, please check the ".KMS プレイヤー取扱説明書-教員操作編.pdf" available on the Moodle top page. (Only Japanese)

### 8.8.1 Best Practices for KMS 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 'Grading' (評点) settings for a video in Moodle. The settings are as follows:

Setting	Value
最大評点 (Maximum grade)	100.00000
評定方法 (Grading method)	再生範囲の割合による自動評価 (Automatic evaluation based on playback range ratio)
再生範囲の割合 (%) (Playback range ratio (%))	80
受講可能回数 (Number of attempts allowed)	無制限 (Unlimited)
最終評定 (Final grading)	全ての受講の再生範囲の割合による評価 (Evaluation based on playback range ratio of all attempts)
1秒未満の視聴履歴 (Viewing history less than 1 second)	採点しない (Do not grade)

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".

## 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

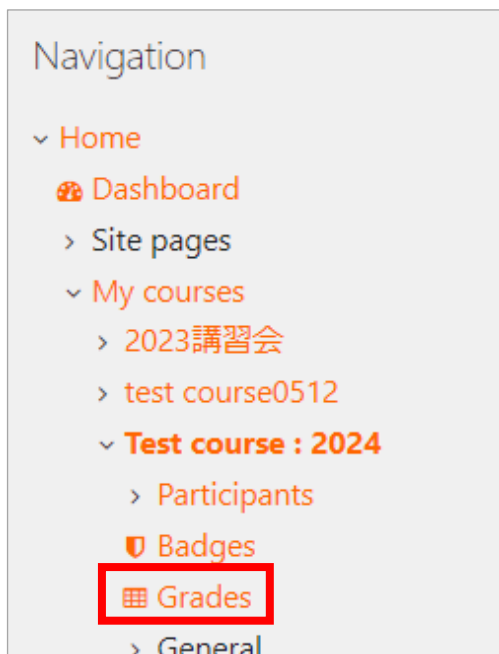
- (1) From the "Navigation" menu on the left side of the screen, click on the name of the course for which you want to download grades > "Grades".
- (2) You can check the submission status and grade of the assignment.

## 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: 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

				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
Surname - phonetic / First name - phonetic / Surname	/ First name	ID number	Email address					
G				75.00	100.00	-Q	80.00	75.00
N				80.00	80.00	-Q	-	60.00
S				70.00	60.00	-Q	-	80.00
S				70.00	80.00	-Q	-	90.00
S				65.00	85.00	9.09Q	65.00	60.00
Overall average				72.00	81.00	9.09	72.50	73.00

(3) Click "Export" from the pull-down menu in the upper left corner of the screen.

The screenshot shows the 'Grader report' menu open. The 'Export' option is highlighted with a red box. The background shows a table with columns for 'Last name', 'First name', 'ID number', and 'Email address', and a row for 'Overall average'.

Last name	First name	ID number	Email address
		01037948	tsubasa_sato@sophia.ac.jp
		01043905	yuto_tateoka@sophia.ac.jp
Overall average			-

(4) Select "Excel Spreadsheet" from the pull-down menu, then select the grades you wish to download under "Grades to include in export" and click the "Download" button.

→The list of grades can be viewed in an Excel spreadsheet and edited accordingly in Excel.

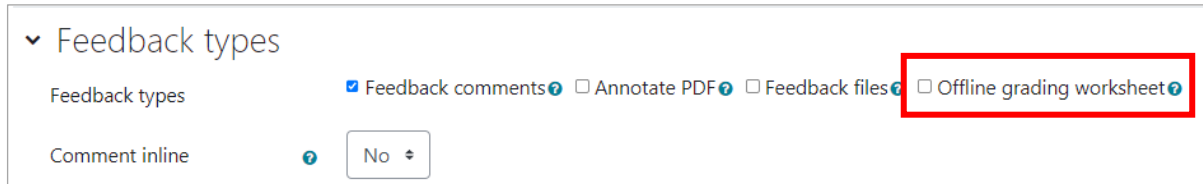
The screenshot shows the 'Export' dialog box. The 'Export as' dropdown is set to 'Excel spreadsheet'. The 'Grade items to be included' section has checkboxes for '課題 1', 'オンラインテキスト', 'ワイルドカード', and 'Course total', all of which are checked. The 'Export format options' section is visible at the bottom, with a 'Download' button highlighted by a red box.

### 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.

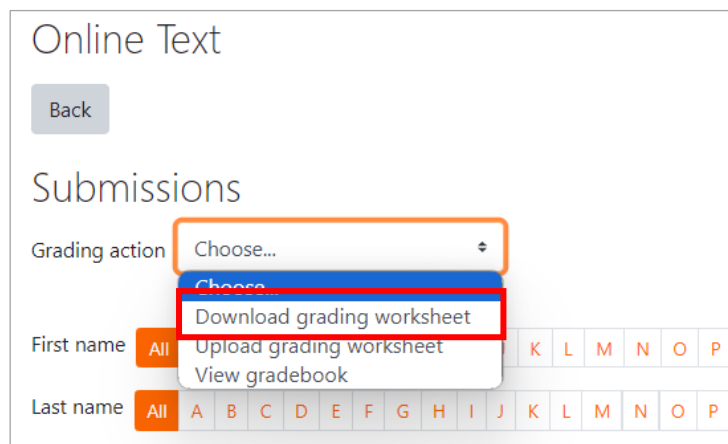


Open assignment settings, select the Feedback types > Offline grading worksheet checkbox and press "Save & display".

(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

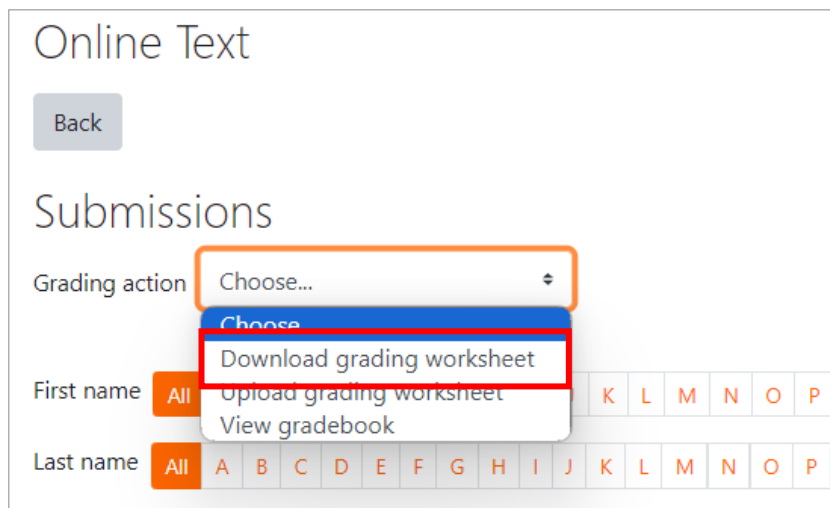
(1) Enable the offline grading worksheet.

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 modified	Online text	Last modified
1037940	gyousei	No submission		100	Yes	-		
1037948	tsu	Submitted for grading		100	Yes	Tuesday,	<p>&lt;p&gt;The Assignment Online Text enables students to write their text direct on the browser; they do not need to create document</p> <p>&lt;div class="informationDetail"&gt;</p> <p>&lt;div class="post"&gt;</p> <p>&lt;p&gt;3/8 10:00 Moodle test.</p>	Tuesday, 5



## 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 > Settings > Appearance > Set "Show gradebook to students" to Yes.  
→ Students can see their "Grades" from the course
- (2) From the "Course administration" > "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.

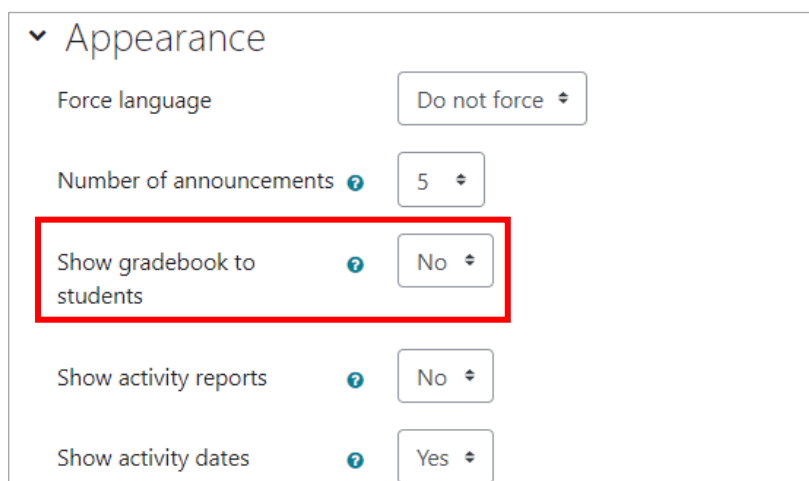
Once the grade is made and saved, the student will be notified by email. (Not immediate).

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

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 > Course administration > Settings > Appearance > Set "Show gradebook to students" to No.  
→ Students cannot see their "Grades" from the course.



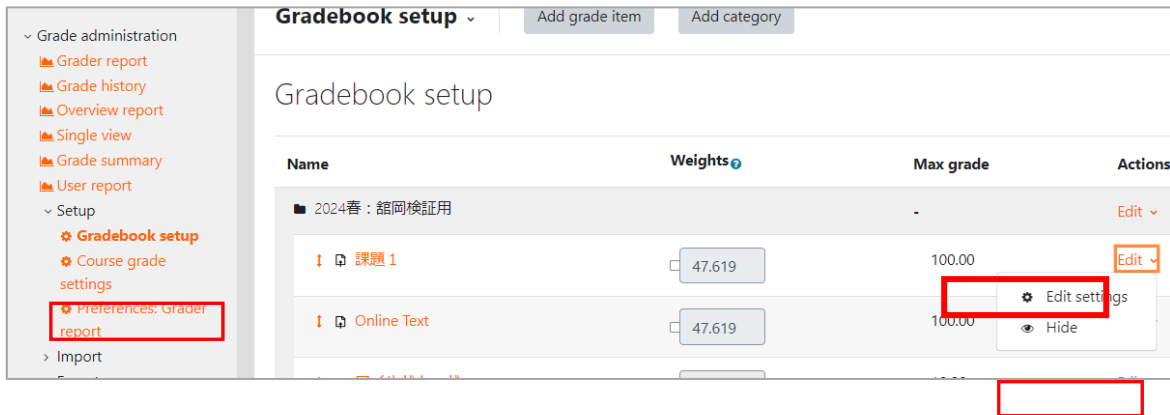
The screenshot shows the 'Appearance' settings section. It includes several options with dropdown menus:

- Force language: Do not force
- Number of announcements: 5
- Show gradebook to students: No (highlighted with a red box)
- Show activity reports: No
- Show activity dates: Yes

\*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 “Course administration” > “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.

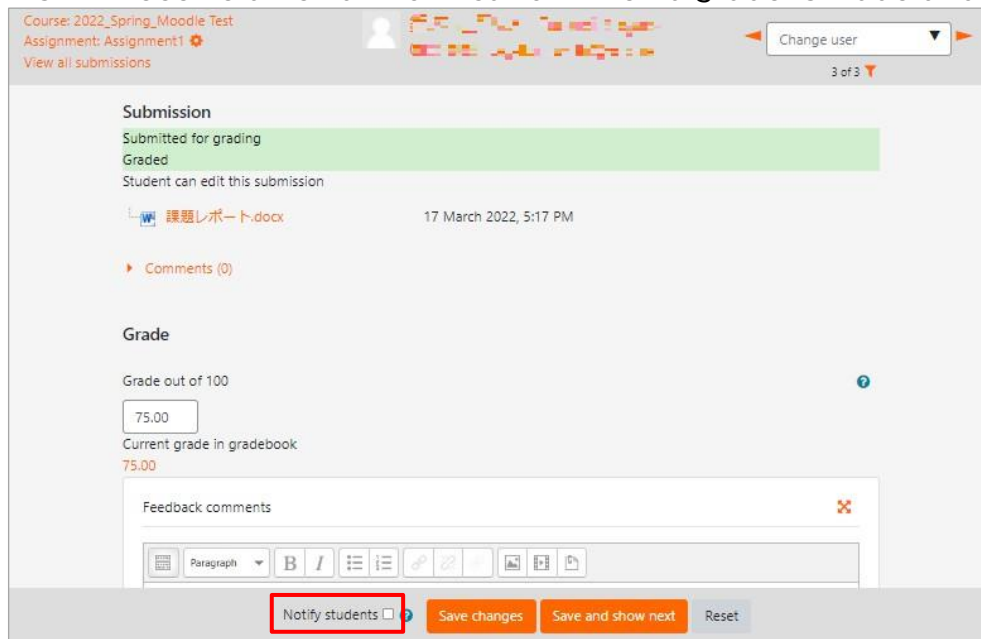
\*Quiz grades cannot be hidden from the Gradebook setup. Please set up separately from the quiz’s “Edit settings” > “Review options”.

\*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 for Notify Students” to 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.



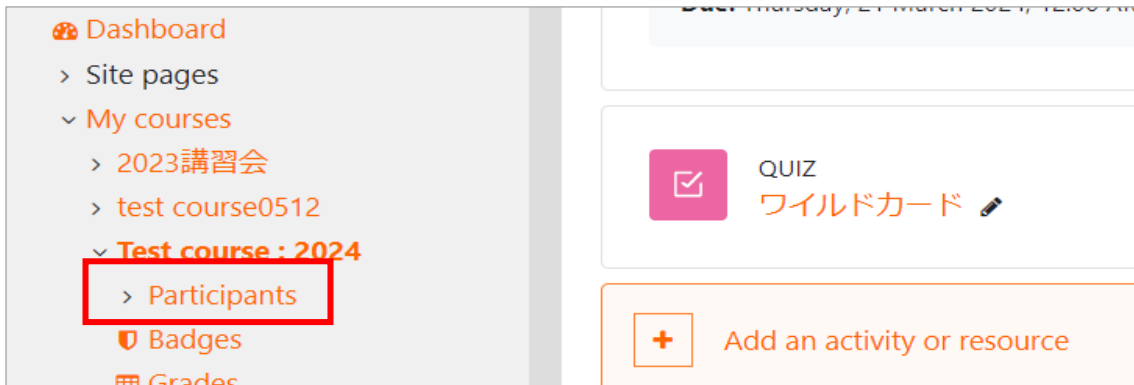
The screenshot displays the Moodle submission interface for a course titled "2022\_Spring\_Moodle Test" and an assignment named "Assignment1". The submission is in a "Submitted for grading" state, indicated by a green bar. The document is titled "課題レポート.docx" and was submitted on 17 March 2022 at 5:17 PM. The current grade is 75.00 out of 100. At the bottom of the page, the "Notify students" checkbox is highlighted with a red box, and it is currently unchecked. Other buttons visible include "Save changes", "Save and show next", and "Reset".

# 10. Useful ways for courses

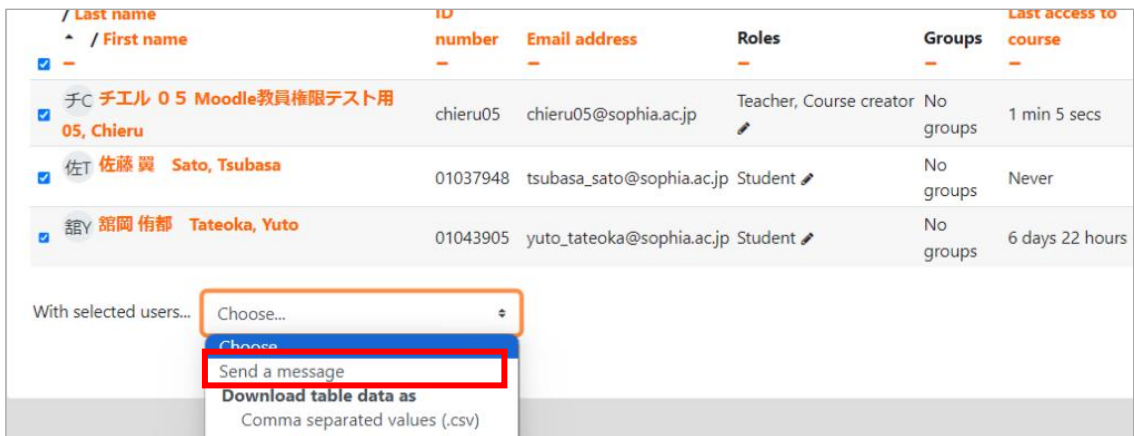
## 10.1 Sending message to all participants collectively

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

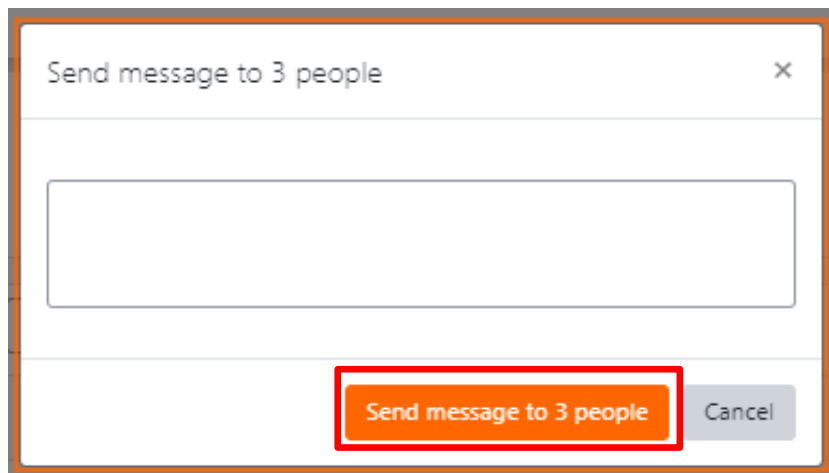
- (1) Log in with faculty user account or administrator user account.
- (2) Choose the course, then Click “Participants” in Navigation block.



- (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".

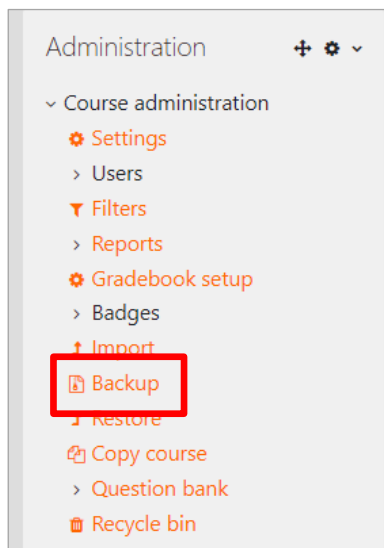


## 10.2 Use the course the following year (Course backup and restore)

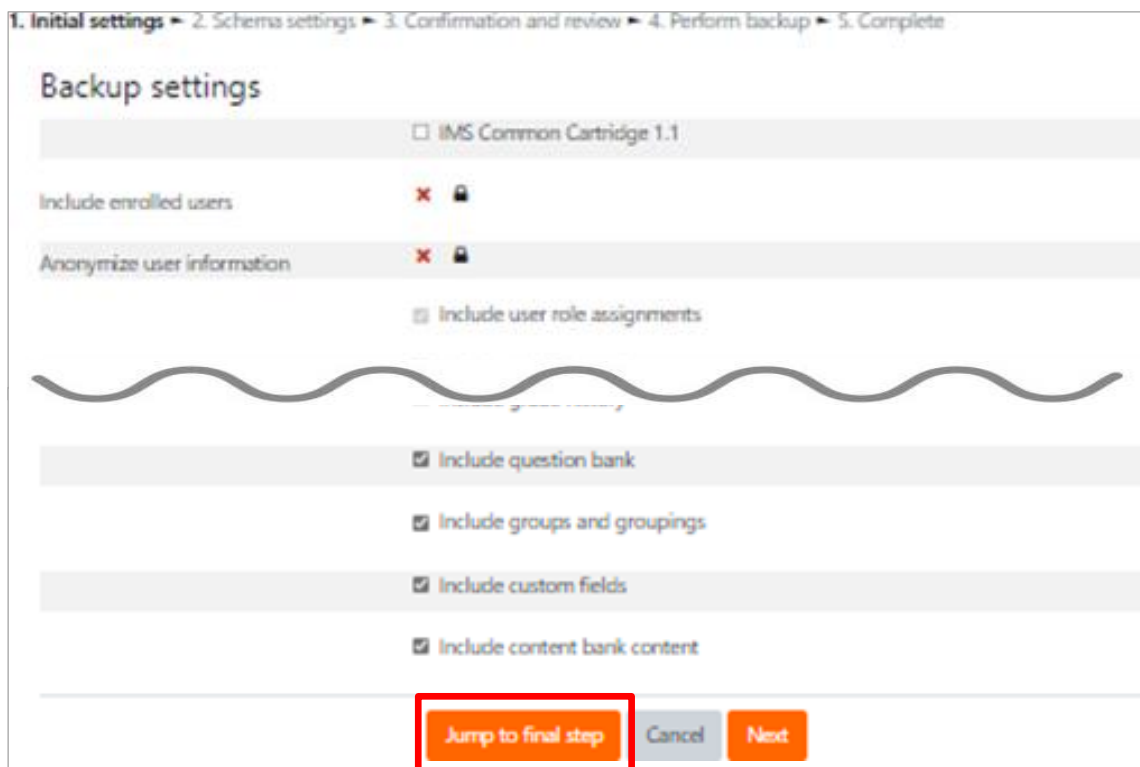
Course Backup function enables you to reuse your course again as a new one by deleting students' information from your current course.

### ■ Course backup

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



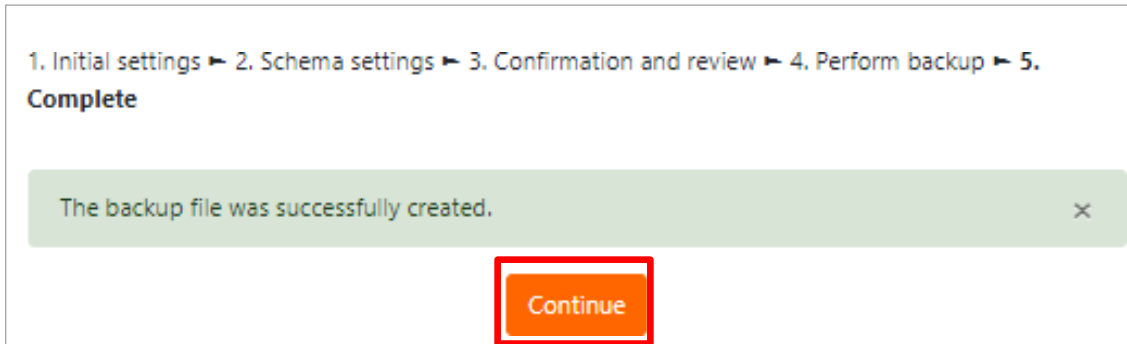
(2) When the following screen is displayed, click on "Jump to final step".



(3) Backup will start.

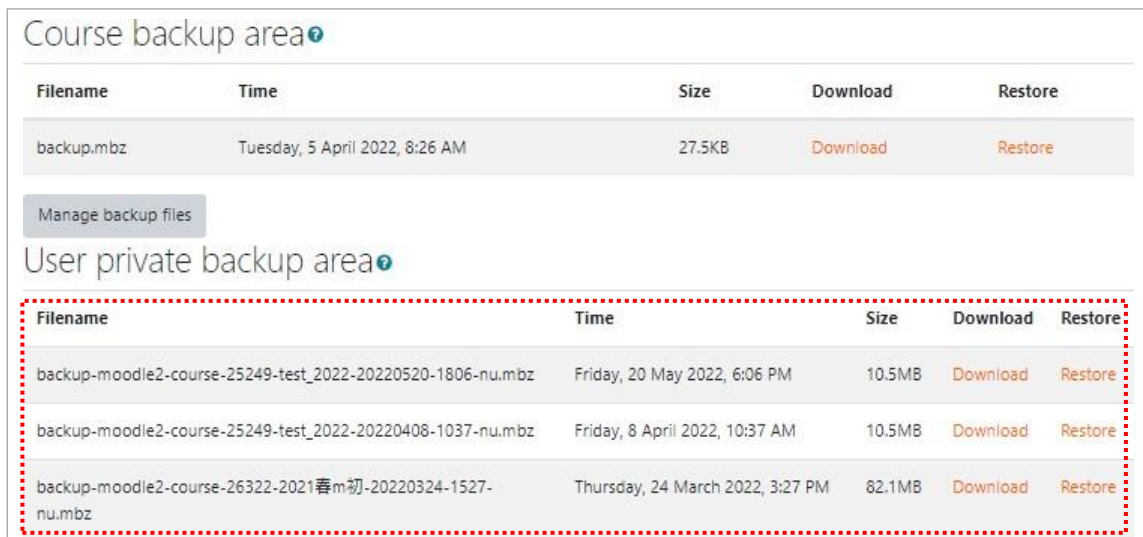
\* Backup may take long, so wait for a while

(4) When Backup is completed, a message is displayed. Click on “Continue”.



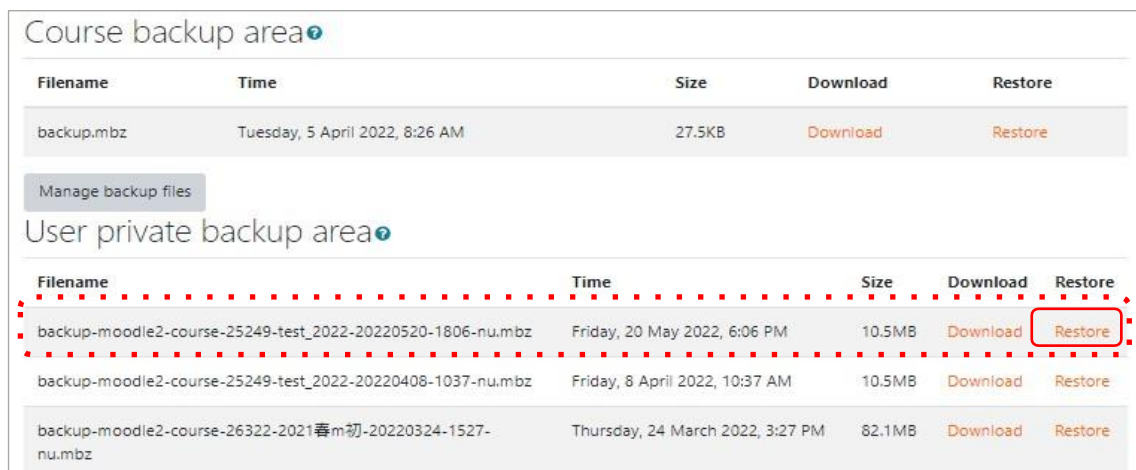
(5) The following screen is displayed. Backup files will be displayed in “User private backup area”.

\*For downloading Backup files, click on ”Download.

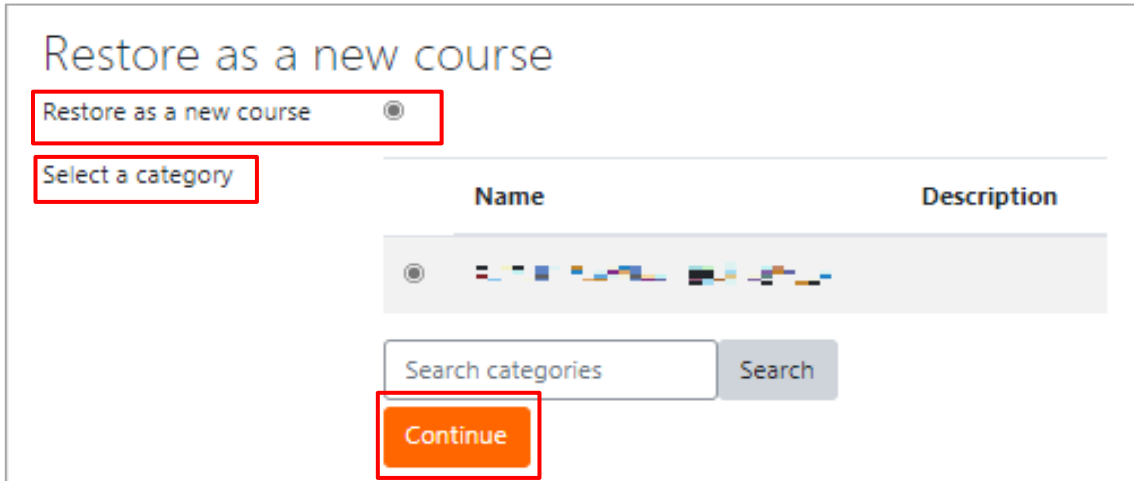


## ■ Restore of Backup course

(1) Click on “Restore” of Backup file.

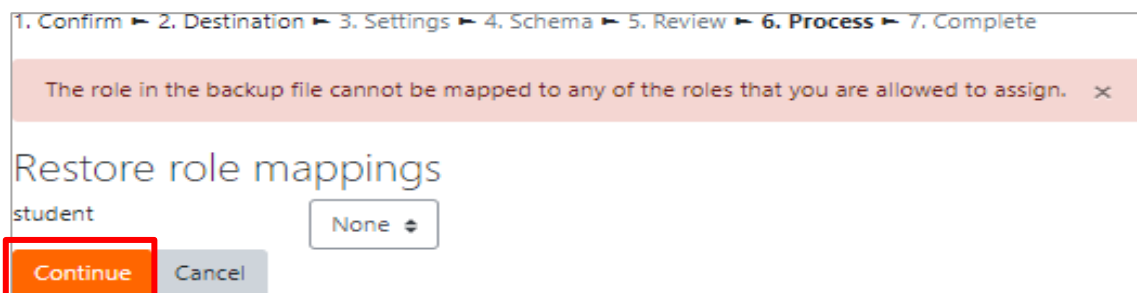


- (2) Next, the screen to confirm “Backup details”, “Backup settings” and “Course Details” is displayed. Scroll down and click on “Continue” at the bottom of the screen.
- (3) On the next screen, select a category in “Restore as a new course”, and click on “Continue”.

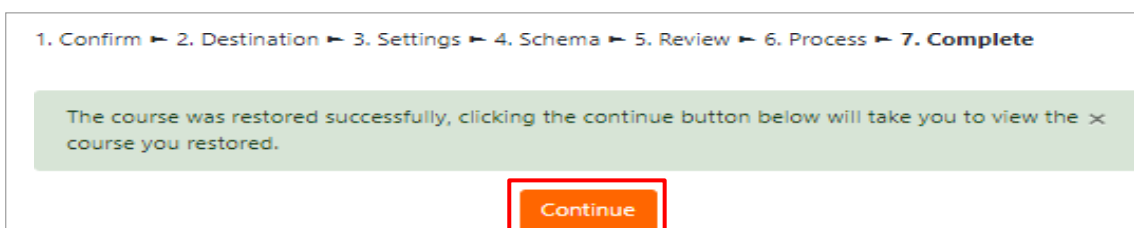


- (4) Restore settings” screen is displayed, then click on “Next”.
- (5) Course settings screen is displayed, then click on “Next”.
- (6) On the next screen, restore contents can be confirmed. Scroll as it is and click on “Perform restore” at the bottom right on the screen.  
→Restore will start.

- (7) While restoring, the following message is displayed, and click on “Continue”.  
\*Restoring may take long, so wait for a while.



- (8) 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”

Edit course settings

Expand all

General

Course full name: 2022\_Spring\_Moodle Test copy 1

Course short name: Test 2022\_1

Course category: [Color selection]

Course visibility: Show

Course start date: 1 April 2022 00:00

Course end date: 20 May 2022 18:22

Enable

(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”.

Administration

Course administration

Settings

Users

Enrolled users

Enrol users

Enrolled users

Match: Any Select

Add condition

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

Last 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

Last name - phonetic

First name - phonetic

ID

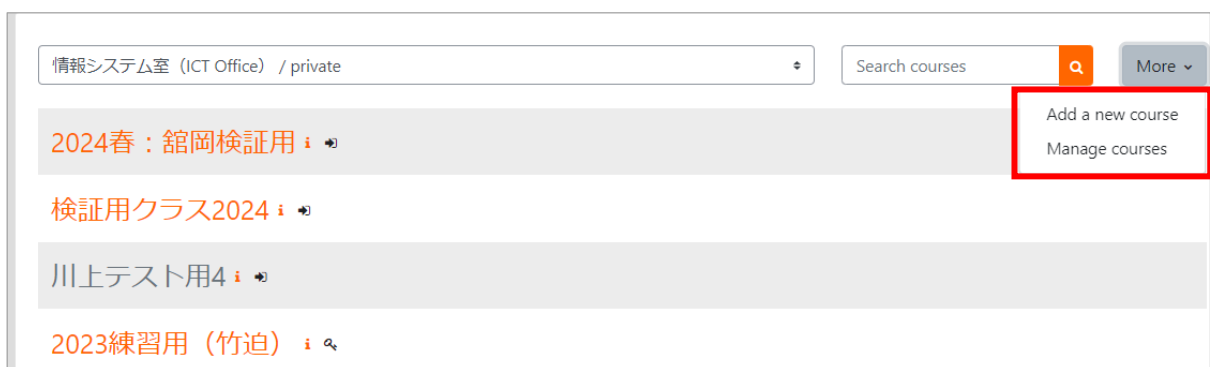


- (2) Click on “Enroll users” button at top.
- (3) On the next screen, select yourself by searching by your faculty ID number, and enroll you as “teacher”. You can choose a role from “Assign roles” drop-down list.

#### ■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) Navigate to the course category, click the “More” button, and then click “Manage Courses.”



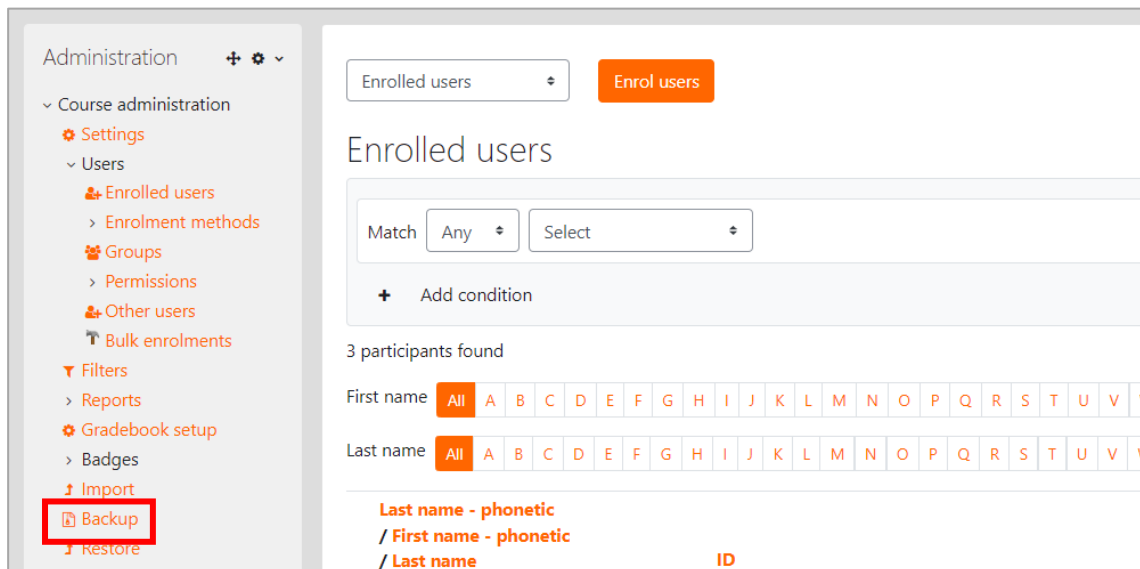
- (2) Close the eye icon of the course you want to hide from students to hide the course.



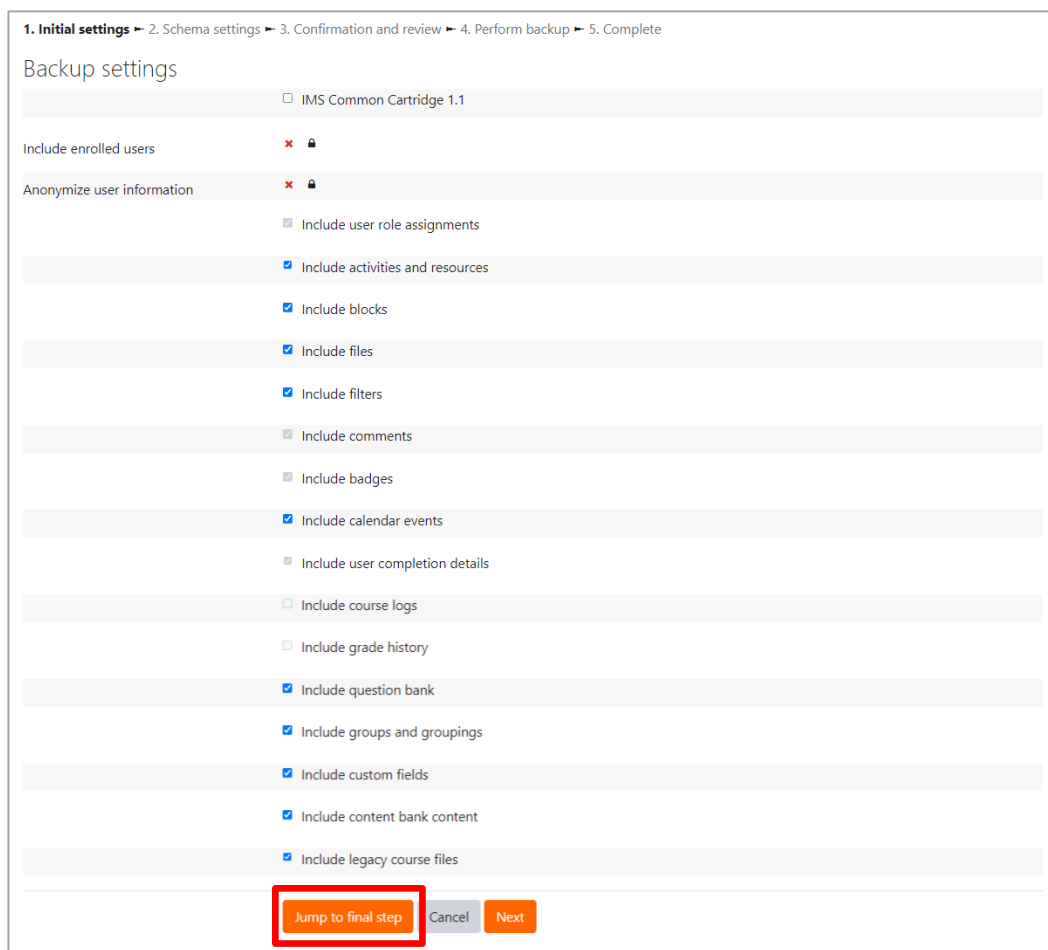
■ Save the backed-up course to local file

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".



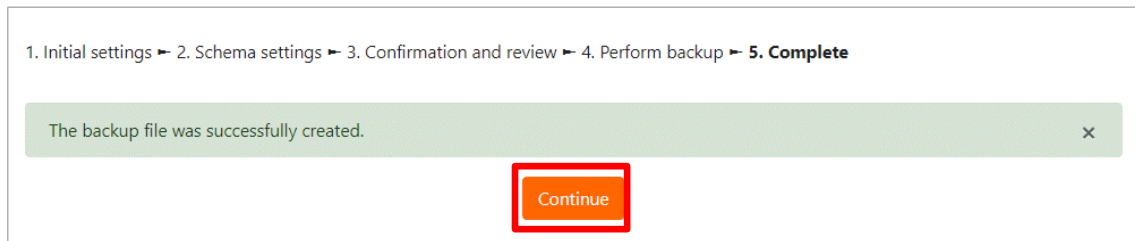
(2) Click "Jump to final step" when the following screen appears. (Default setting)



(3) Backup will start.

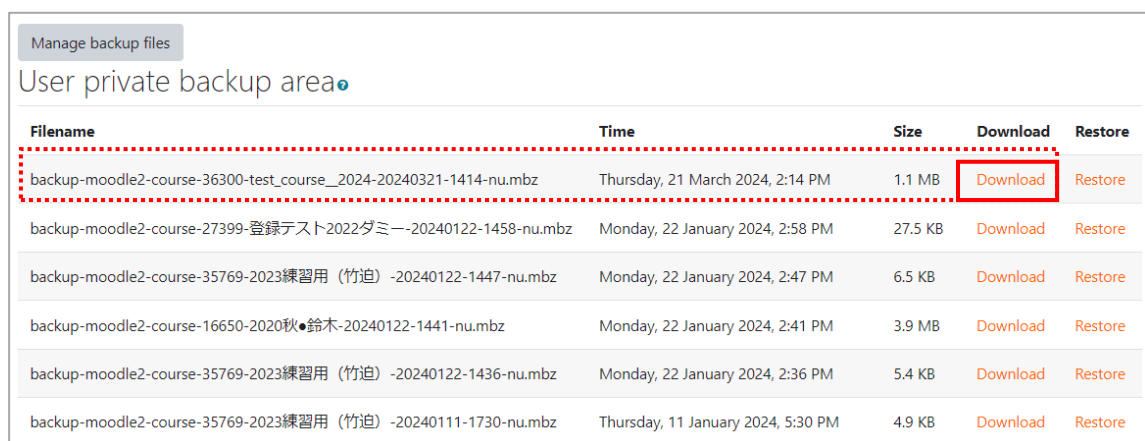
\*Backup may take some time, but please wait a moment.

(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".

(6) Click "Download" on the backup file you want to download.



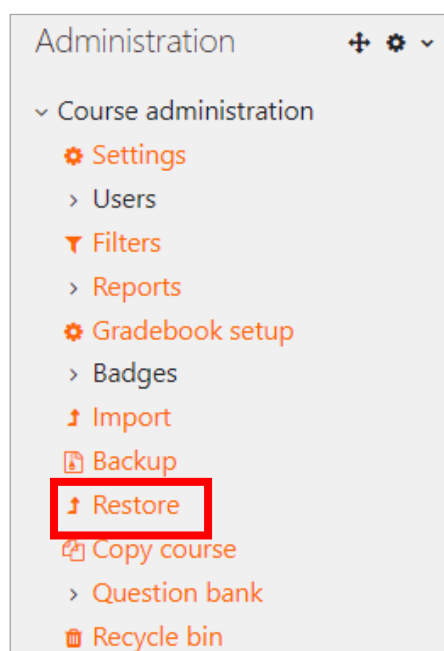
A screenshot of the "User private backup area" showing a table of backup files. The table has columns for Filename, Time, Size, Download, and Restore. The first row is highlighted with a red dashed border, and the "Download" button in that row is also highlighted with a red box.

Filename	Time	Size	Download	Restore
backup-moodle2-course-36300-test_course_2024-20240321-1414-nu.mbz	Thursday, 21 March 2024, 2:14 PM	1.1 MB	Download	Restore
backup-moodle2-course-27399-登録テスト2022ダミー-20240122-1458-nu.mbz	Monday, 22 January 2024, 2:58 PM	27.5 KB	Download	Restore
backup-moodle2-course-35769-2023練習用 (竹迫) -20240122-1447-nu.mbz	Monday, 22 January 2024, 2:47 PM	6.5 KB	Download	Restore
backup-moodle2-course-16650-2020秋●鈴木-20240122-1441-nu.mbz	Monday, 22 January 2024, 2:41 PM	3.9 MB	Download	Restore
backup-moodle2-course-35769-2023練習用 (竹迫) -20240122-1436-nu.mbz	Monday, 22 January 2024, 2:36 PM	5.4 KB	Download	Restore
backup-moodle2-course-35769-2023練習用 (竹迫) -20240111-1730-nu.mbz	Thursday, 11 January 2024, 5:30 PM	4.9 KB	Download	Restore

→ 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".

Import a backup file

Files ❗ Choose a file... Maximum size for new files: 20 MB

You can drag and drop files here to add them.

Restore

❗ Required

- (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.

Module	Incl	User info
Text and media area	テキストおよびメディア領域	❗
Section: 3	Included in backup (no user information)	
Section: 4	Included in backup (no user information)	
Section: 5	Included in backup (no user information)	
Section: 6	Included in backup (no user information)	
Section: 7	Included in backup (no user information)	
Section: 8	Included in backup (no user information)	
Section: 9	Included in backup (no user information)	
Section: 10	Included in backup (no user information)	

Continue

- (4) 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
private	

Search category

Continue

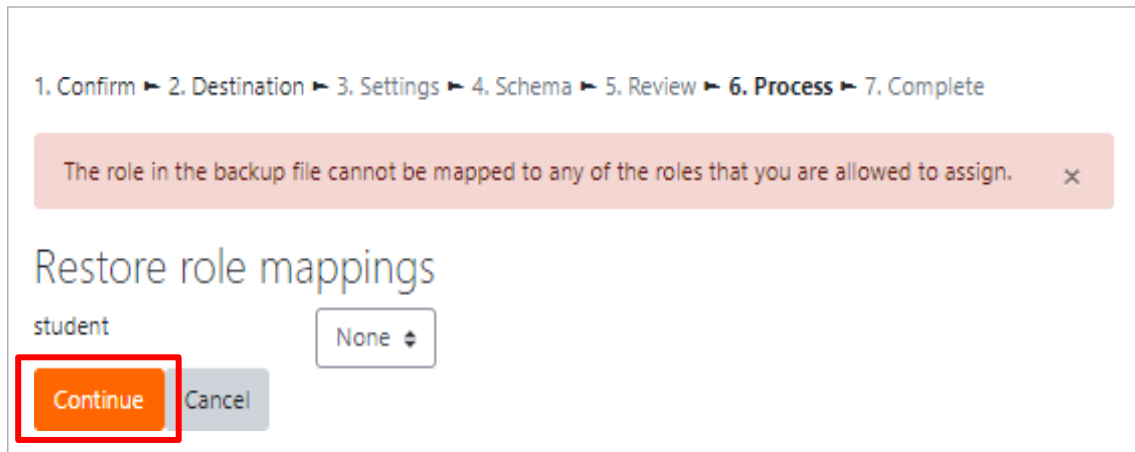
(5) When “Restore settings” screen appears, click ”Next”

(6) When “Course settings” screen appears, click “Next”.

(7) Check the next screen to see the contents to be restored. Scroll down and click on ”Perform restore” at the bottom of the screen.

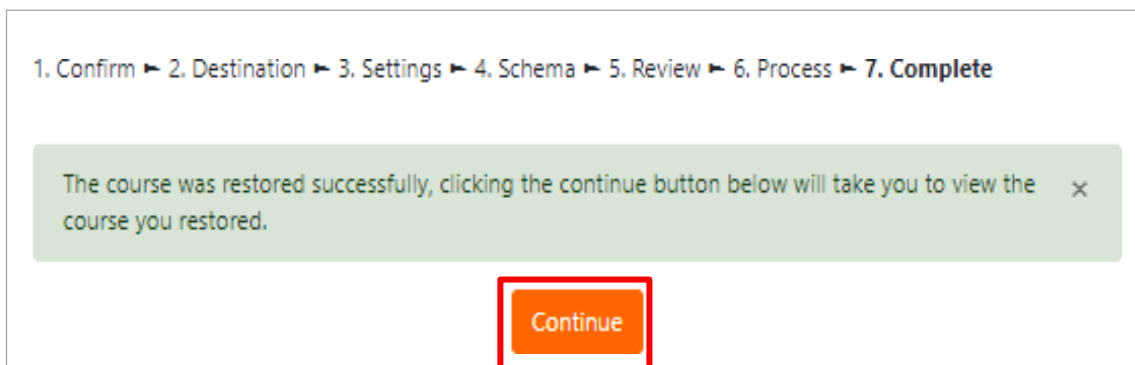
→ Restore will start.

(8) During the restore, click “Continue” when the following message is displayed.



\*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)
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