

# Moodle Technology for Professors

## A Users Guide

### Using the Online Course Materials site (Moodle) Q & A for Professors

by Bill Junkin <[junkinwf@eckerd.edu](mailto:junkinwf@eckerd.edu)>, Eckerd College Director of  
Instructional Technology, July 1, 2010

## TABLE of CONTENTS

### A. [Basic Information](#)

- A1. [How do I get started?](#)
- A2. [What do the icons mean?](#)
- A3. [How do I get HELP!!!!?](#)
- A4. [How do I use the Easy Posting Program?](#)
- A5. [How do I Duplicate a Course?](#)
- A6. [How do I use the Easy Course Duplication Program?](#)
- A7. [How do I Duplicate a Course using the Moodle Utility?](#)
- A8. [How do I navigate around my course?](#)

### B. [Posting documents, Managing files and folders, Making files and folders available to students](#)

- B1. [How do I post documents or files?](#)
- B2. [How do I change \(edit, delete, update\) a posted document?](#)
- B3. [Can I post copyrighted material?](#)
- B4. [How can I post photos to my course page?](#)
- B5. [How do I create a lightbox \(photo\) gallery?](#)
- B6. [Do things have to be posted multiple times for different sections?](#)
- B7. [Should I use a meta course?](#)
- B8. [How can I change the name of a file I have already posted?](#)
- B9. [Can I save time and organize posted files with folders?](#)
- B10. [Can I post multiple files at the same time?](#)

## **C. Controlling access to my course**

- C1. How can prospective students see course materials?**
- C2. What can others see?**
- C3. How can I add student helpers, discussant colleagues, visitors, and other students to my course?**
- C4. How can I allow guests to access my course?**

## **D. Activities, Resources, Settings**

- D1. How do I make links in my course to resources on the Internet?**
- D2. Can I post a movie in the Moodle program?**
- D3. What is the difference between a resource and an activity?**
- D4. How do I change the look or the language for my course?**
- D5. Why doesn't an image or a link show up in a Wiki?**
- D6. When I click on a different term, why do I have to log in again?**
- D7. Why can't I see my courses for the next term?**
- D8. Which should I use, a blog, forum, discussion, chat, wiki, assignment, or quiz?**
- D9. Should I use Moodle messaging or the Eckerd email system to email students?**
- D10. Is the Firefox, Internet Explorer, or Chrome browser better for Moodle?**
- D11. Why don't the start and end dates in the site correspond to the actual course dates?**
- D12. How do I set up an on-line quiz?**

## **E. Grades**

- E1. Should I use the Moodle grade book?**
- E2. What are grade book categories and items?**
- E3. How are averages calculated in the grade book?**
- E4. Can one student see another student's grades?**
- E5. How do I hide grade averages from student view?**
- E6. Some squares in my grade book are brown. What does this mean?**
- E7. Will the grades in my course site transfer automatically into the official grades?**
- E8. Can I export grades to a spreadsheet?**

**E9. Can I upload grades from a spreadsheet into the Moodle grade book?**

**E10. How can I display letter rather than number grades?**

## **A. Basic Information**

**A1. How do I get started?** ([back to TABLE of CONTENTS](#))

1. Go to MyEckerd (<http://my.eckerd.edu>)
2. Click on the "[Course Materials](#)" link in the orange bar near the top of the page.

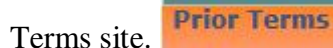


3. Check the upper right corner. If you are not logged in, click the login link and log in using your Eckerd College email user name



and password. (Your user name is the part of your email address that comes before the "@" symbol.)

4. The courses you are currently enrolled in will be listed. Click on the course you wish to access.
5. To access courses from a prior term, click on the "[Prior Terms](#)" link at the top left of the page and select the Moodle term you wish to access. You probably will have to log in again at the Prior



- Terms site.
6. To make changes at the site you will need to "Turn editing on." This is a button at the top right of the course page. When you are finished making changes, be sure and turn editing off to see the pages as others see them.
7. When you turn editing on, a number of icons will appear. If you hover over an icon, information pops up telling you what the icon does. These icons are also described in the next paragraph, [A2](#).

**A2. What do the icons mean?** ([back to TABLE of CONTENTS](#))

When you turn editing on (button at upper right of page) a number of icons appear on the page. Here are some of them that are to the left or near many things on the page and are associated with whatever they are near:

→ ↻ ✕ ✖ These are the Move right, Move, Update, Delete, and Hide icons respectively.

This is what happens when you click on one of these icons (going from left to right):

The "**Move right**" icon will move the associated material to the right.

After this happens, another icon will appear allowing you to move it to the left. You can move right or left to the edge of the page. This is useful for formatting and organizing your page.


The "**Move**" icon allows you to move material from one location to another. After you click on this icon the associated material will disappear from the page and a number of small boxes will appear throughout the page. If you click on one of these boxes, the material will reappear at this location.

When you click on the "**Update**" icon the window will change and you may then edit or change the associated material. Thus, this is a very useful icon for you to use to edit material and settings throughout the site.


When you click on the "**Delete**" icon a different window appears asking you if you really want to delete the associated material. If you click "Yes" the associated material is deleted.

When you click on the "**Hide**" icon, the little "eye" will close and go to sleep. The associated material will become gray. This material is now hidden from student view but you can see it. The icon itself changes shape to indicate a closed "eye" and is now the "**Show**" icon. If you click on this icon, the material can now be seen by students and is no longer gray. Thus, this a hide/show toggle.

There is another very useful icon that appears throughout the site, the

"**Help**" icon.  Whenever you click on this icon, a new window pops up displaying help that is specific to the choices that were listed near the "Help" icon itself.

### **A3. How do I get HELP!!!!?** [\(back to TABLE of CONTENTS\)](#)

Beside almost every option there is a "Help" button. It looks like this:  If you click on that button, a new window will open up with "Help" information about that option. This is a very good source for getting help, and most of this information is not duplicated here. However, if clicking on this button doesn't provide the help you need and if the answer to your question is not provided at this site, please let us (Eckerd College Moodle administrators) know. We will be glad to answer your questions. We will also add your question to this site to provide help for others.

### **A4. How do I use the Easy Posting Program?** [\(back to TABLE of CONTENTS\)](#)

#### **The Easy Posting Program**

**Introduction:** In every course there is a link to the Easy Posting program. It is hidden from student view and can be used only by the professor(s) teaching the course. Professors don't need to use this program since Moodle already has a very fine system for posting documents. However,

the Moodle system requires that the professor post the document and also create a link so that students can see and access the document. The Easy Posting program creates a link for the professor whenever a document is posted.

**Using the program:** Professors, go to your course and click on the link "Easy Posting for Professors". (Please keep this link hidden from student view.) The next page may ask you to log in and will check to verify that you are indeed a professor in the class. Please click on the "Browse" button, find the document on your computer, and decide who should be allowed to see the document. Please click the "Submit File" button. Repeat or click on the button to return to the course. There will be one or more links at the top of the page allowing you and your students to access the posted documents.

### **Permissions:**

1. If you select "Only students in this course" the document will be placed in a folder that only you and the students in your course can access.
2. If you select "Prospective and current students" the document will be placed in a different folder and a program will make the documents in this folder available to students outside of your class, including prospective students.
3. If you select "allow students and guests to see everything I have posted" prospective students and guests will have access to your course. they will not be able to see any of the activities, submissions, or grades of any students, but they will be able to see all the documents that you post.

The Office of Admissions encourages you to select choice 2 or 3 if it suits the structure of your course.

### **Working with the posted files**

Students can view the posted files by clicking on the "Syllabus and/or Course Materials" link at the top of the course page. However, you may wish to

- delete certain files
- rename certain files
- create links to certain files at appropriate places throughout your course.

Moodle has very good utilities to allow you to do any and all of these things. You can work with these files in exactly the same way that you

would work with any files posted without using the "Easy Posting Program."

## **A5. How do I Duplicate a Course?**

### **Introduction:**

There are two programs that allow you to transfer lots of materials and resources from one course to another. This is especially useful if you are teaching a course that you taught previously. These programs will take all your resources from the prior course and put them in the new course. They will try to match the resources, putting things from the first week into the first week in the new course. Of course you may have to make minor corrections to accommodate changes in the start and ending dates for the course and the fact that vacations and holidays may occur at different times.

One program is the [Easy Course Duplication program](#) and the other program is the [Moodle course duplication utility](#). They are very similar and both work the same way. Each is described in a section below this introduction. Here are the differences (pros and cons):

With the **Moodle course duplication utility**,

1. Con: You cannot use it if the total size of the resources in the prior course is more than 8 M.
2. Con: There are no step-by-step instructions with the utility. Step-by-step instructions are given in the Wiki below.
3. Con: You have to download and then upload the backup-data file.
4. Con: No attempt is made to set correct default values.
5. Pro or con: The backup-data files remain on the server unless you delete them by hand.
6. Pro: You have a backup-data file on your computer after the process is completed.

With the **Easy Course Duplication program**:

1. Pro: It will work regardless of the total size of the resources in the prior course.
2. Pro: There are step-by-step instructions given as you use the program.
3. Pro: No files have to be downloaded or uploaded.
4. Pro: The program tries to set the default values that you probably prefer.

5. Pro: The backup-data files are deleted from the server at the end of the program, freeing up storage space. This does not delete any of the resource files from either the prior or the new course.
6. You do not have any backup-data files on your computer. However, resources and other Moodle data are constantly backed up and can be obtained several years after a course has been used.

Default settings:

Since the students in the new course probably will be different from the students in the prior course, you probably don't want the course duplication process to enroll students from the prior course into the new course. Thus, the default values are set in the Easy Course Duplication program so that no students and no student data are transferred to the new course. The default values transfer all the other resources from the prior course to the new course, except for the News Forum (since the new course will have its own News Forum). However, if you wish to be more selective, you can pick and choose what resources are transferred.

In the Moodle course duplication utility, no attempt is made to set the default values.

## **A6. How do I use the Easy Course Duplication Program?** [\(back to TABLE of CONTENTS\)](#)

### **The Easy Course Duplication Program**

#### **Introduction:**

This program allows you to transfer lots of materials and resources from one course to another. This is especially useful if you are teaching a course that you taught previously. This program will take all your resources from the prior course and put them in the new course. It will try to match the resources, putting things from the first week into the first week in the new course. Of course you may have to make minor corrections to accommodate changes in the start and ending dates for the course and the fact that vacations and holidays may occur at different times.

Since the students in the new course probably will be different from the students in the prior course, the default values are set so that no students and no student data are transferred to the new course. The default values transfer all the other resources from the prior course to the new course, except for the News Forum (since the new course will have its own News Forum). However, if you wish to be more selective, you can pick and choose what resources are transferred. If your backed up file for the prior course is very large, this program will still work.

#### **Important note:**

At one point in the transfer process (see step #15 below) there will be several options. Be sure the "Restore to current course, adding data to it" option is selected from the drop-down menu.

### Running the [Easy Course Duplication](#) program

You can run the program by clicking on the link above. The program involves a number of steps, but the instructions are written out carefully in the heading above each window. Thus, you don't need to refer to the list below, but it is provided for your convenience.

1. Click [here](#) or above. A new tab or window will open up.
2. Choose the term for the prior course and the term for the new course from the drop-down menu and click the "Continue" button.
3. Make sure you are logged in to both Moodle sites in the boxes on the page. You may have to scroll down to see whether or not you are logged in. If you are not logged in, you will have to log in before you can proceed.
4. Select the prior course and the new course from the drop down menu and click the "Continue" button.
5. A message will appear asking you to read directions. Please click OK.
6. Please un-check the box for News Forum, since the new course already has a News Forum. Scroll down through the prior course and verify that the desired resources will be transferred. You can un-check any resources you don't want transferred. It is recommended that you leave the users and user data un-checked.
7. Scroll to the bottom of the window and click "Continue" in the window.
8. A "Notice" in red will appear in the next window stating that users are not being transferred. Don't worry about that. Scroll to the bottom of that window and click "Continue."
9. The resources that will be transferred are listed in the next window. Scroll to the bottom and click "Continue."
10. The next window shows that the backup file was created. The name of the file will begin with "backup" and end with .zip and have the name of the course and the time this was done as the title of the file. If there is more than one backup file, please delete all but the most recent one.
11. Congratulations on completing the first half. In the upper area of the web page click on the "next steps" button.
12. In the new window, the new course will appear showing that the backup file (mentioned in step 10 above) has been copied to this course. To the right of this file, under the heading "Action" there will a link with the word "Restore." Click on this link
13. The next page asks you if you want to continue. Click "yes."
14. The next page lists the files and resources that will be copied to the new course. Scroll to the bottom and click "Continue."
15. At the top of the next page in the window, there is a drop down menu for "Restore to". The options are listed below. (Current

course = new course where you want to add resources).

**Important: Choose the option "Current course adding data to it".** You can ignore the other options. The different options are:

- Current course, deleting it first
- Current course, adding data to it <-- **Use this one**
- New course
- Existing course, deleting it first
- Existing course, adding data to it

16. Scroll to the bottom and click "Continue"
17. Click "Restore this course now"
18. The files that are going to be copied into the new course are listed. Click "Continue"
19. The new course will be displayed with all the files and resources copied into it. This process produces some backup files mentioned in step 10 and 12. Please click on the "here" button to remove these backup files (and save room on our server). This does not delete any of the resources from either the prior or the new course. The new course will now be shown.

## **A7. How do I Duplicate a Course using the Moodle Utility?** [\(back to TABLE of CONTENTS\)](#)

### **Duplicating a course in Moodle using the Moodle utility**

Sometimes you will have a new section (course) in Moodle and it would be handy to bring all or part of the material into this new section from another section that already has lots of material. I have written a program, [Easy Course Duplication](#), ([http://academics.eckerd.edu/moodle\\_support/ecUser/EasyCourseDuplication.php](http://academics.eckerd.edu/moodle_support/ecUser/EasyCourseDuplication.php)) that will allow you to do this very easily. (Directions are in the Section above this section, [A5](#).) However, it is also easy to do this in Moodle if the total transferred material is less than 8M. (In either case, after you do this, you can edit the material you brought over if you wish.) There are a number of steps, but all steps are very intuitive.

Here are the steps:

1. Go to the course that already has material. Under the Administrative heading on the left, click on "Backup."
2. At the top there will be a "Bar" with "Course backup: Name of course" and under this will be a line with "Include All/None -- All/None." Since (I am assuming) you don't want any of the students or the papers they have submitted, etc., transferred over into the other course, click on the right hand "None" to remove all the check marks from "User Data"
3. Down near the bottom select "None" from the "Users" drop down menu and "No" from the User files.
4. Click on "Continue" at the bottom of the page.

5. There will be a "Notice" in red at the top of the page saying that the program is doing exactly what you wanted it to do -- omit user data and files. It then lists everything that will be included in the backup. If this looks good, click on the "Continue" button at the bottom. If you don't like what is displayed, use the back button and make changes or hit the cancel button and start over.
6. The new page will give you the file name for the backup (a zipped file). Note that it has the time (down to the minute) for the backup so that, if you do this again, you won't overwrite this file. It also lists everything that is included in the backup. It should say "Backup completed successfully." at the bottom. If it does, click on "Continue"
7. The next page will show that the backup file has been placed in a folder in your Files for this course. You need to save this file to your computer. If you are on a Windows machine, you can do this by right clicking on the file and choosing the "Save this File" or "Save link as" option. Please save it in a place where you can find it in the next steps. Some people like to save it to their desktop.
8. Now go in Moodle to the new course where you want these materials. On the left hand side under "Administration" click on "Restore"
9. In the page that comes up, click on "Upload a File". In the new page click on "Browse", locate the zipped file in the window, select it, and then click on "Upload This File."
10. The file will now appear in this window with the word "Restore" as a link to the right of the file. Click on the word "Restore."
11. In the next Window, click on "Yes" for "Do you want to continue?"
12. The next page will tell you everything that the program has done. Click on "Continue"
13. The next page has a drop-down menu at the top. **Important:** For "Restore to" **be sure the option "Current course adding data to it" is selected.** If you like what you see (you want all the checked items) click on "Continue" at the bottom.
14. The next page warns you that this can take a while. Click on "Restore this course now."
15. The next page should say "Restore completed successfully" at the bottom. Click on "Continue"
16. Check out the course to be sure that things have been brought into the course correctly. The Moodle program will try to bring materials from the first week in the prior course into the first week of this new course, etc.

These are a lot of steps, but I think that all of them are very intuitive once you get started. So, I repeat, you can do this very easily. However, if you have questions I will be happy to help you as well.

**A8. How do I navigate around my course?** [\(back to TABLE of CONTENTS\)](#)

In the Moodle program you can click on links and/or you can use the "Back" button on your browser to move from place to place. When you first log into the Course Materials site (Moodle), you will need to click on the title of your course to get into the course site. One you are in your course site, on the main page there are a number of links that you can see that students cannot see.

Under "Administration" (left side) there are links where you can control various things. Some of the most important are

- Grades**, where you control the course grade book
- Settings**, where you control the look of the course, start and stop dates, using topics or weeks, allowing guest access, etc.
- Assign roles**, where you can allow others to access the course.
- Files**, where you manage materials you have posted.

When you want to make changes to your course page, you will want to "Turn editing on" (upper right or a link under "Administration").

A link showing all of the participants in the course usually appears near the upper left of the page.

A drop-down menu at the upper right allows you to see your course as others see it.

Sometimes you may want to jump back to a main page or you may become confused about where you are. On most pages near the top there are "breadcrumbs" indicating your current location. On one page the "breadcrumbs" at the top look like this:

**Permanent ► Tech4Profs ► Wikis ► How do I navigate around my course site?**

This would show that right now you were

In the "Permanent" Moodle site.

In that site you are in the course called "Tech4Profs."

In that course you are in one of the Wikis.

In the Wiki area, you are in the Wiki called "How do I navigate around my course site."

(To see this on the actual "Permanent" Moodle site, click [here](#).)

If you want to go back to the main page for the course, you can click on the "Tech4Profs" link in the breadcrumb.

In the Online Course Materials sites (Moodle sites) for various terms, there will be a link at the top left that will allow you to access sites from "Prior Terms." At times there may also be a link that allows you to access a future term. The link on the MyEckerd page always takes you to the site for the current term.

## **B. Posting documents, Managing files and folders, Making files and folders available to students**

### **B1. How do I post documents or files?** [\(back to TABLE of CONTENTS\)](#)

You can post documents using the "Easy Posting" program written by Bill Junkin or you can post documents using the utilities that come with the Moodle program. Both ways produce the same result, but the Moodle utility offers greater flexibility.

#### **The Easy Posting Program**

**Introduction:** In every course there is a link to the Easy Posting program. It is hidden from student view and can be used only by the professor(s) teaching the course. Professors don't need to use this program since Moodle already has a very fine system for posting documents. However, the Moodle system requires that the professor post the document and also create a link so that students can see and access the document. The Easy Posting program creates a link for the professor whenever a document is posted.

**Using the program:** Professors, go to your course and click on the link "Easy Posting for Professors". (Please keep this link hidden from student view.) The next page may ask you to log in and will check to verify that you are indeed a professor in the class. Please click on the "Browse" button, find the document on your computer, and decide who should be allowed to see the document. Please click the "Submit File" button. Repeat or click on the button to return to the course. There will be one or more links at the top of the page allowing you and your students to access the posted documents.

#### **Permissions:**

1. If you select "Only students in this course" the document will be placed in a folder that only you and the students in your course can access.
2. If you select "Prospective and current students" the document will be placed in a different folder and a program will make the documents in this folder available to students outside of your class, including prospective students.
3. If you select "allow students and guests to see everything I have posted" prospective students and guests will have access to your course. They will not be able to see any of the activities, submissions, or grades of any students, but they will be able to see all the documents that you post.

The Office of Admissions encourages you to select choice 2 or 3 if it suits the structure of your course.

### **Working with the posted files**

Students can view the posted files by clicking on the "Syllabus and/or Course Materials" link at the top of the course page.

However, you may wish to

- delete certain files
- rename certain files
- create links to certain files at appropriate places throughout your course.

Moodle has very good utilities to allow you to do any and all of these things. You can work with these files in exactly the same way that you would work with any files posted without using the "Easy Posting Program."

### **Posting using the Moodle utility**

There are several ways to post documents using the Moodle utility.

The following set of steps seems to be the easiest:

Use a two step process to post: A) Post the material and B) Show it to students.

#### **A) Posting material**

1. Click on the "Files" link (left side under Administration)
2. Click on the "Upload a file" button.
3. Click on "Browse", find the file on your computer and click "OK" or "Save" or something similar.
4. Click on "Upload this file" button.

The file will now be in your "Files" folder.

#### **B) To show the file to students:**

1. Turn editing on for the course.
2. Go to the location where you want the students to see the file and select "Link to a file or web site" from the "Add a resource" drop-down menu.
3. Enter a name to display for the file (required) and you may enter a description (optional).
4. Click on "Choose or Upload a File". A new window will appear.
5. In the new window, the files will be listed with the word "Choose" beside the files. Click on the one that you want.
6. The window disappears and the name of the file is filled into the box.
7. You can modify the default settings if you wish. (Force download works better with some browsers)
8. Click "Save and Return to Course."

## **The Differences between "Easy Posting" and the Moodle utility**

The "Easy Posting" program puts all posted files in the same folder and displays this link to the students.

The Moodle utility puts the documents in the files folder, but you have to do the second step to make the files visible to students.

With the "Easy Posting" method:

1. All posted files are visible by students.
2. You can make some posted files visible to prospective students, but they still can't see other parts of your course.
3. If you want a link for a given file to be displayed at a certain time in the course, you will need to do step B) given above (in the section, Posting using the Moodle utility).

With the Moodle utility:

1. The students won't be able to see the posted materials unless you do part B) above -- make the documents visible to students.
2. You can choose to hide or make visible posted files.
3. You can choose to have the students download the files. (This is recommended, since "Force Download" works better with some browsers.)
4. You can set other parameters if you wish.

Posting with either program, you can then use the Moodle Utility to display files at various places throughout the course site and move files around once they are posted. You can create folders to manage files better, and delete, edit, and/or rename posted files.

If you want to post a file that you have created in the Microsoft suite of programs (Word, PowerPoint, Excel) Microsoft has an Add-in that allows you to do this easily. It is still an experimental program, but it seems to work very smoothly. However, after you post the document, you will still have to do step B) above to make the posted documents visible to students.

## **B2. How do I change (edit, delete, update) a posted document?**

[\(back to TABLE of CONTENTS\)](#)

Once you have posted a file (a PDF, a PowerPoint, an Excel document, another type of document, a photo, etc.), it is easy to remove the file. If you used the "Easy Posting" program, click on the link that says "Syllabus and/or Course Materials." If you used the Moodle utility, click on the "Files" link and find the file. Then, click on the "Edit files" button (top right) and a little box will appear in front of each file. Put a check mark in front of each file you want to remove. Select "Delete completely" from the "With selected files ..." drop-down menu. The next page asks you if you

really want to do this, so click on "Yes." The file(s) is/are now deleted.  
**Please note:** If you have created a link on the course page to this file, the Moodle program will not allow you to delete the file until you have first deleted the link.

To edit a file make sure you have a copy of the file on your own computer. After you have edited the file and saved the revised version on your computer, it is best to delete the file (as described above) that is posted in the course site and then post the revised file once again.

Please note: When you post an edited version of a file and then go to the course site to examine this new version, it is possible that your computer will remember and display the old version of the file. (Everyone else will see the new version.) If this happens, here is a way to examine the new version: Go to the file on the course site and right click the file and ask the computer to save the file with a slightly different name on your computer. When you now open this file (that you have saved on your computer) you will be able to see what the current file on the course site looks like.

If the file that you are editing is one created in the Microsoft suite of programs (Word, Excel, PowerPoint), Microsoft has an Add-in that allows you to edit the file directly in Moodle. This is still an experimental program, but it seems to work very nicely and save a lot of time when you want to edit files.

### **B3. Can I post copyrighted material?** [\(back to TABLE of CONTENTS\)](#)

If access to copyrighted material is restricted to the students enrolled in the course, it may be legal to post some material. However, every case is different and there are a number of situations when posting copyrighted material is illegal. Please check with members of the library staff before posting copyrighted material, since every case is different. If there is copyrighted material that is on a web site it is legal to post a link to that material on your course site. So, if you want your students to access an article, a movie (including movies posted in YouTube), a picture or diagram on a web site, etc., just post a link to that material on the course page. Sometimes there are pictures/images on web sites which you may want to include in a page or document in your course page. If there is no copyright notice on the web page, it usually is legal to copy the image to your computer, upload it to the course site in Moodle, and then use the Moodle utility to include it in the desired web pages or Moodle documents. However, if the picture comes from a web page where there is a copyright notice, it may not be legal for you to copy and use the picture. However, you can usually find the web address (URL) for the picture and have it appear in a Moodle document by using the link. If you create PDF documents or scanned images that are copies of copyrighted materials

check with the library staff to find out if posting these is legal. PowerPoint presentations that include copyrighted material provided by the publisher of the course textbook can usually be posted in the course site as long as access is restricted to the students in the class. For PowerPoint presentations that include other copyrighted material, please check with the library staff.

#### **B4. How can I post photos to my course page?** ([back to TABLE of CONTENTS](#))

An image that is visible in the Course Materials site (the Moodle program) must be posted into the Moodle program or else be posted on-line somewhere else.

(If you have a number of photos to display, the Moodle program has a very nice feature, the lightbox feature, that allows the display of a very nice photo gallery. The lightbox feature is described in the next section, [B5.](#))

##### **Posting into the Moodle program:**

First go to the course where you want the image to appear. Then use the "Easy Posting" program or else the Moodle way of posting to post (upload) the desired image from your computer. These two methods of posting files are described in the prior sections, [A4](#) and [B1](#). (It is a good practice to make sure that the resolution of the image is not extremely high and that its dimensions are not too big. Big images with very high resolution will take a long time to load and will use up a lot of memory space on the Eckerd College servers. A maximum size of 800x600 is recommended.)

Next, go to the place on the course page where you want the image to be displayed. Select the "Insert a label" from the "Add a resource" drop-down menu.

Inside the textbox for the label, click on the "Insert Image" icon from the list of formatting icons. (The icon is probably in the second row, 7th from the right). Find the icon that you want to use and click on it. You probably will need to supply some text describing the image for people who are visually handicapped and can't see the screen.

You can change the size and alignment of the image by clicking on it and dragging one of the "boxes" or using an option from the format bar.

Save the "label" you have just created and check to verify that everything looks the way you want it to look.

##### **Using an image that is on-line on another web page:**

Find the URL (web address) of the image. This address will be different from the web address of the page displaying the image. This can usually be done by going to the web site and (if your mouse has right and left click) right-clicking on the image and selecting "Copy image location."

Go to the place on the course page where you want the image to be displayed. Select the "Insert a label" from the "Add a resource" drop-down

menu.

Inside the textbox for the label, click on the "Insert Image" icon from the list of formatting icons. (The icon is probably in the second row, 7th from the right). Paste the image location into the line for the image URL. You probably will need to supply some text describing the image for people who are visually handicapped and can't see the screen.

You can change the size and alignment of the image by clicking on it and dragging one of the "boxes" or using an option from the format bar.

Save the "label" you have just created and check to verify that everything looks the way you want it to look.

## **B5. How do I create a lightbox (photo) gallery?** [\(back to TABLE of CONTENTS\)](#)

The Moodle program has a very nice feature or utility that displays a series of photos in a photo gallery that (in Moodle) is called a lightbox gallery. You may include as many of these as you desire in any course.

To use this feature, you must first create a folder/directory for the images. You must have a separate folder for each lightbox gallery.

- 1) Go to Administration --> Files (left side of course page) and create a folder there.
- 2) Return to the course page and turn editing on if it is not already turned on.
- 3) In the place where you want the link to this resource to appear, select "lightbox gallery" from the "Add a resource" drop down menu. Fill in the information. Be sure the "Image Directory" is the one that you created for this purpose. It is recommended that you resize photos as you add them. This can be done as you add the photos or you can have the program do this automatically. To do this automatically, click on the "Show advanced" button and uncheck the "Disable" check mark beside the "Automatically Resize" option. "Screen & upload" is a good option and a resize of 800x600 is a good selection that gives adequate resolution, loads quickly, and doesn't take up a lot of storage space.
- 4) When you save and return to the course, you can now click on the lightbox link and start uploading pictures.

When others click on the lightbox link, they will see thumbnails of the images you have uploaded. When they click on one image, it will be displayed in a nice format and have (near each side) an arrow allowing the viewer to move smoothly from one photo to another.

If you want to allow students to upload photos to a lightbox gallery, you will need to contact the Moodle administrator so that the setting for the lightbox gallery can be changed appropriately.

## **B6. Do things have to be posted multiple times for different sections?** [\(back to TABLE of CONTENTS\)](#)

No, you don't have to post things several times, especially if the same material is being posted for different sections of the same course. In this case, using a meta course usually will work very well. The meta course option is described in the next section, [B7](#).

If you prefer not to use a meta course, you can post (FTP) the files to the academics server and then in each course you can put links that allow students easily to access the material.

## **B7. Should I use a meta course?** [\(back to TABLE of CONTENTS\)](#)

A meta course is very useful, especially if multiple sections are being taught for the same course in the same term.

A meta course (this is the Moodle term for this course) is a course that has "child" courses. The "child" courses are the various course sections in the registrar's list of courses. All the students and teachers that are participants in any of the child courses are also students and teachers (respectively) in the meta course. Suppose several section sites in Moodle are child courses of a meta course. Once this is set up, a document can be posted (one time) in the meta course by any of the teachers and all of the students in all sections can then see and access the document. This has been useful when a professor is teaching two or more sections of the same course. This is also useful when several different professors are teaching different sections of the same course and are coordinating efforts and posting many of the same documents for all sections.

The Moodle administrator will have to set up the meta course, but this can be done very quickly and easily.

Whenever students are added or dropped (by the registrar) to or from one of the sections, they are automatically added or dropped to or from the meta course as well.

Many professors have found it useful to hide the individual sections when a meta course is being used so that the students won't be confused and not know which place to go (section site or meta course site) to see course materials. If you want to have an activity (grades, forum, chat, quiz, assignment, wiki) restricted to students in one of the sections, this can be done rather easily using groups in the meta course or by leaving the individual sections visible.

## **B8. How can I change the name of a file I have already posted?** [\(back to TABLE of CONTENTS\)](#)

If you have created a link on the course to a posted file, you can change the text in the link by going to the course page and turning editing on, clicking on the Update (Edit) icon beside the link, and change the text in

the link.

If you want to change the name of the file itself, go to "files" under "Administration" (left side) and find the file. There will be a "Rename" link to the right of the file. Click on the link, rename the file, and save the change. None of the content in the file will be changed.

**B9. Can I save time and organize posted files with folders?** ([back to TABLE of CONTENTS](#))

**Yes!!**

If you go to "Files" under "Administration" (left side) you can then create folders (directories) and sub-folders. You can move documents to and from folders.

1. When you are in "Files" turn editing on.
2. Put a check mark in front of the file(s) you want to move.
3. Click into the folder where you want the files to end up.
4. Click on the button that says "Move files here."

On the course page, if you have turned editing on, one of the options under "Add a resource" is to add a folder. If you make the folder visible to students through the link you are creating, students will be able to see any files or folders within this folder.

This can save you a lot of time if you are not using the "Easy Posting" program and can also help you organize the files that you post so that it is easier for you and your students to find the posted materials.

**B10. Can I post multiple files at the same time?** ([back to TABLE of CONTENTS](#))

**Yes!!**

You can post several files at the same time if you first zip up these files on your computer. You then post these files in the usual way that you would post any regular file. Then find the file (go to Files under Administration or click into a folder where the files are) and be sure editing is turned on. To the right of the zipped file there will be the option to "unzip" the file. When you unzip it, all the files will appear there, separated into their individual files.

Students will not be able to see these individual files unless you create links to the files or have the files located in a folder that they can see.

Warning: be sure the size of the zipped file doesn't exceed the maximum size of files that you can post. Currently the maximum size is 8M.

## **C. Controlling access to my course**

## C1. How can prospective students see course materials? [\(back to TABLE of CONTENTS\)](#)


If you use the [Easy Posting program](#), allow guest access, or use the AcademicWiki with guest access allowed, prospective students will be able to see the materials that you allow them to see. To see what they can see, please go to <http://www.eckerd.edu/academics/coursematerial>

If you use the [Easy Posting program](#), every time you post a document the program will ask you if you want the document restricted to students in the class or available to prospective students or if you want to allow guests to access your course. You can select students only for some files and prospective students for other files. The program will put the files in separate folders and prospective students will only be able to see the files that you are allowing them to see. If you choose to allow guests to view your site, they can see all the posted documents as well as content posted in discussions (forums) and Wikis, but they will not be able to post or edit anything. Here is a snapshot of these options:

Allow these people to view this document:

Only students in this course

OR Prospective and current students

OR  allow students and guests to see everything I have posted.

You can allow guest access without using the Easy Posting program. Just click on "Settings" under "Administration" on the left side



and select "Allow guests without key" from the "Guest Access" drop down menu.

If you use the AcademicWiki site for your course we will put a link into the Course Materials site (Moodle) that will allow students to find this resource easily. If you allow guests to access your AcademicWiki site, a link to this site will appear on the list of sites available for prospective students.

## C2. What can others see? [\(back to TABLE of CONTENTS\)](#)

By default the Course Material site only allows teachers and students enrolled in a course to see what is posted in a course. This means that anyone who goes to the entry page for this site can see the list of courses, the course description, and who the teacher is. By default the course description is taken from the catalog, but the teacher can change the course description.

You may want to allow others to see some or all of the postings in your course. This is encouraged by the Eckerd College Office of Admissions. A site has been set up so that prospective students (and others) can see some aspects of some of the excellent courses taught here. You can check out the site at <http://www.eckerd.edu/academics/coursematerial> and see what others can see about courses taught in your discipline. To get on this list, you either have to go to settings to allow guest access or use the Easy Posting option in your course.

If you allow guests to access your course, the guests can see everything that you post and everything entered into discussions (forums) and wikis. Guests cannot see a list of any of the students in the class, cannot access any of the quizzes or assignments, and cannot access the grade book. To check this out, you may want to log out and then log back in as a guest.

If you do not allow guest access, then logged in people cannot enter your course either, unless they are enrolled in your course. Regular students, auditing students, non-editing teachers, and teachers are all people who are enrolled in your course.

Moodle administrators can see everything in your course and can help you out if anything goes wrong.

### **C3. How can I add student helpers, discussant colleagues, visitors, and other students to my course?** [\(back to TABLE of CONTENTS\)](#)

#### **How can I add student helpers, discussant colleagues, visitors, and other students to my course?**

**When you click on the “Participant” link at the top left of your course page, the Moodle program displays the list of all participants in the course. This includes the following categories: “Teacher”, “Non-editing teacher”, “Student”, and “Auditing student.” Each category has different permissions. You, in the “Teacher” category have permission to and see more than people in other categories. To see what other categories can do and see, you can “Switch role to” (drop-down menu in upper right of course page) another role and examine capabilities in that role.**

Each night a program runs that synchronizes the Moodle “Student” roster for each course with the official registrar's roster. If you add a person not on the roll as a “Student,” the person will be removed. If you remove a “Student” still on the roll, the “Student” will be added back.

However, if the person has successfully logged into the MyEckerd page you can add that person as an "Auditing student." The person can see and do everything that a regular “Student” can do. Names entered as “Auditing student” will remain on the list unless manually removed.

## Directions:

1. Click on "Assign roles" in the left area under "Administration."



2. Click on "Auditing student"
3. Under the names on the right, enter the person's last name and "Submit"
4. Select the desired name and click on the arrow to transfer the person to the left box.

If the person does not have an Eckerd College email address (and password), has not logged in to the MyEckerd page successfully, or needs to be assigned another role in the course, you will have to contact a Moodle administrator for help.

Many professors allow guests to access their courses. If you want to do this for specific people who can log in to the Course Materials site (Moodle) you can do this by following the steps above and click on "Guest" rather than "Auditing student." If you want to let anybody access your course, this can be done by going to the course settings and changing the "Guest access" setting. This is described in the next section, C4.

A guest can see everything that teachers post and can see what is posted in Wikis and in discussions, but cannot see grades, nor which students are in the course, nor post or edit anything, nor make any other changes. This is especially helpful for prospective students and students who are currently enrolled who may be interested in taking the course you are teaching. Guests do not need an Eckerd College email account.

## **C4. How can I allow guests to access my course?** [\(back to TABLE of CONTENTS\)](#)

If you go to "Settings" under "Administration" (left side) one of the options under "Availability" is a "Guest Access" drop-down menu. By default, guests cannot see anything about your course except for the course name, the course description, and who is teaching the course. If you allow guest access, guests can see things that you post for students and they can also see most material posted in Forums (discussions) and Wikis. They cannot see grades, any quizzes or assignments students have turned in, or the names of students in the class. However, if you allow guest access, guests can see the names of students as they participate in Forums (Discussions) unless you limit the view of these items to a group of the

participants. To check on what guests can see, you can log out of the site and then choose "Log in as guest" and find your course and see what guests can see.

If you allow "Guest Access" (and this is encouraged by the admissions office if your course site doesn't contain copyrighted material) anyone can see the material you have posted. If you allow "Guest Access with a Key," anyone who knows the key can enter your course as a guest but other guests cannot. If you choose the "key" option, you will be asked to assign the key for the course.

## **D. Activities, Resources, Settings**

### **D1. How do I make links in my course to resources on the Internet?** [\(back to TABLE of CONTENTS\)](#)

You can provide links to web sites that are on the Internet. These web sites can be movies, documents, and web sites for your course provided by textbook publishers as well as a web site for your course that you create outside of the Moodle program. (If your course has an AcademicWiki web site, within a few days of this site being active, the Moodle administrator will go to your Moodle site and add a link to the AcademicWiki site.)

Here are the steps to create such links:

- 1) Find or copy the URL (the web address) of the site. It must start with http
- 2) Go to your course in the Course Materials program (Moodle), turn editing on if it is not already on, and find the place where you would like for this link to appear.
- 3) Select "Link to a file or web site" from the "Add a resource" drop down menu.
- 4) Give this resource a name. The description is not very important.
- 5) Type or paste the URL into the "Location" text box. Be sure there is not a double http at the beginning of this box.
- 6) Select "New window" from the "Window" drop down menu if you want to have the link open up in a new window or tab (thus leaving the course website open as well). Otherwise select the "Same Window" option (and when a person clicks on the link, the web site at the link will replace the Course Materials site in the browser.
- 7) Click "Save and return to course" at the bottom of the page.
- 8) Check out the link to verify that it works as desired.

### **D2. Can I post a movie or audio clip in the Moodle program?** [\(back to TABLE of CONTENTS\)](#)

No, not usually.

There is a maximum size for each file that is posted in Moodle. (Currently the limit is 8M.) Almost all movies and audio clips are larger than this file size. However, a link to the movie or audio clip can be displayed in Moodle. This allows easy access for your students to the resource. If the movie is on a site like YouTube or Hulu, just copy the web address and use the information provided in the previous section, [D1](#), to create a link to the movie site. If the movie or audio clip is one that you created or someone created for you, you need to put that movie on some server, make sure that it will play in a browser from that server, and then obtain the URL (web address) and then add it to your course site as a link.

### **D3. What is the difference between a resource and an activity?**

[\(back to TABLE of CONTENTS\)](#)

When you go to your course and turn editing on (button on the upper right), two drop down menus appear at many places throughout the course page. These headings are "Add a resource" and "Add an activity," respectively.

**Resources** provide information for students. Resources can be:

**labels** -- material that appears on your course page

**lightbox gallery** -- sets of images

**text page** -- a text document that appears when students click on the link

**web page** -- a document that appears when students click on the link. The document can have images and/or formatting.

**link to a file that you have posted in Moodle** (see the instructions in the posting sections, [A4](#) and [B1](#))

**link to a web site** -- a link to a site that exists outside of the Moodle program

**link to a directory** -- a link that displays a folder (directory) in the Files area of your course. Without such a link, students cannot see the contents of a folder (directory).

**Activities** require student participation and submission of information.

**Each activity automatically creates an entry in the Moodle gradebook program.** Activities include the following:

**Assignments:** Only the teacher(s) can see what students submit in assignments. There are 4 types of assignments:

**Online text** -- Students type responses directly into a web page.

**Upload a single file** -- Students are expected to post one file

(a Word, PDF, Excel, image, music file, etc.)

**Off-line activity** -- Students will not submit anything electronically. They will submit a paper, give a presentation, etc. A description of the assignment and an entry in the grade book will be made by the professor on the course site.

**Advanced uploading of files** -- Allows students to upload multiple files for one assignment.

**Attendance** -- An entry in the grade book allows teachers to keep a record of attendance. The Moodle program automatically records (and makes available for the teacher in the course) every time a student accesses any part of the course site. However, the program has no way to know when the student shows up in class. The “Attendance” activity provides a place in the program where the teacher can mark students that are present, tardy, and absent and (if the teacher desires) assign a grade in the grade book automatically based on the attendance record.

**Chat** -- An on-line chat involving students and, if desired, teachers. The default settings allow everyone to see everyone's comments in chronological order. Chats usually involve synchronous participation.

**Forum** -- This is the Moodle term for discussions on various topics. With the default settings all students can see all comments and can reply to all comments and the comments are shown in nested form in chronological order with the name of the comment's author beside each comment. There are several different types depending on how many different topics are being discussed in one forum and who can introduce new topics. Forums usually involve asynchronous participation. Forums can be set so that email messages are sent every time there is a new entry in the forum (and this should be used sparingly). Each comment in a forum can have one document submitted as an attachment to the comment. Thus, forums can be used to allow students to see other students' work.

**Quiz** -- Each quiz consists of one or more questions that students answer. Only the teacher(s) can see the students' answers.

**Wiki** -- By default all students and teachers can see **and edit** everything that is entered into a wiki. It is good to use a wiki if you want students to collaborate on a document. The names of those that enter the material do not appear in the text displayed in the wiki. There is another part of the wiki which only the teacher can see. This part (wiki “History”) gives all the past versions and the history of all the submissions, including who is the author of each submission. The teacher can revert the wiki back to any prior version.

The Moodle program keeps a record of when each student participates in each activity and, for most of the resources, when the student looks at each

resource. The teacher(s) can see this activity log for each student in his or her class.

#### **D4. How do I change the look or the language for my course?**

[\(back to TABLE of CONTENTS\)](#)

##### **How do I change the look of my course page in Moodle?**

The Eckerd College theme is the default look or theme for courses. Its colors match the colors in the MyEckerd site. However, you may want to change the look (theme) for your course. On the left hand side of the main page, go to Administration --> Settings. When the settings page comes up, the top area is "General" with the next area being "Enrollments". The next-to-the-last item in "General" is "Force Theme." The default setting is "do not force." However, you can force a theme just by selecting a theme from the drop-down menu. If you don't see what you want, there are lots of other themes available on the Internet. If you find a free one that you like, a Moodle Administrator can probably load it on the system for you.

##### **How can I change the course web site from English to another language?**

English is the default language, but other languages are available. If you go to "Administration" and "Settings" you will find near the bottom of the list a section called "Language." The default setting is "Force language= Do not force." However, you can change the language to another language by selecting a language listed in the drop-down menu. (If the language you want to use does not appear in the drop-down list, please let me know and I can add it to the site.) All the Moodle titles of sections, days of the month, navigation tools, etc., in your course site will be changed if you change this setting. It will not affect the Moodle program outside of your course. If you want your course web site in a language that is not listed, please contact a Moodle administrator.

#### **D5. Why doesn't an image or a link show up in a Wiki?**

[\(back to TABLE of CONTENTS\)](#)

##### **When I save the Wiki why are some images missing or some links not working?**

If an image or the web address in a link has a word that is a combination of upper and lower case letters (such as MyPhoto.jpg or <http://academics.eckerd.edu/MyWebSite.html>) the image probably won't show up or the link probably won't work with the default Wiki settings. Such "words" have CamelCase spelling (the tops of the letters go up and down like the humps of a camel). For Moodle Wikis, this type of word has a special meaning. If you change the setting on the Wiki to "Disable CamelCase linking," this problem probably will disappear.

## **D6. When I click on a different term, why do I have to log in again?** [\(back to TABLE of CONTENTS\)](#)

Each term we use an updated version of Moodle. This means that each term the program that is running is really a different program and thus requires that you provide a new user verification when you move to a new term. (We take very seriously the privacy and security of all the information in Moodle.) In the near future, we hope to make one log in work throughout the various terms and various Moodle sites, but we have not been able to do that so far.

## **D7. Why can't I see my courses for the next term?** [\(back to TABLE of CONTENTS\)](#)

Soon after the registrar starts putting courses for the next term into the official database, a Course Materials site (Moodle) is created for the new term. Once this site is created a new link is placed in the top left area of the current site and clicking on this link will get you to the site for the future courses. There is a program that is run that adds courses, professors, and students to this site for the new term. However, this program is not run every day, so there may be a day or two delay after the registrar adds a course before it appears on the new site. Once the new term becomes the current term, this synchronizing program runs every night.

A professor cannot be added to the new site until the professor is listed by the registrar as being the professor for the course and the professor has an Eckerd College email user name and password.

To access courses from a prior semester, please click on the link to "Prior Terms" that is found near the top left of most Course Material (Moodle) sites.

## **D8. Which should I use, a blog, forum, discussion, chat, wiki, assignment, or quiz?** [\(back to TABLE of CONTENTS\)](#)

### **Blog, forum, discussion, chat, wiki, assignment, or quiz?**

Depending on the nature of the course and the specific activity, one of these activities will be better than the others in meeting your goals.

#### **Blog:**

The author of a blog is the only one who can edit or comment on the blog. By default, everyone with an Eckerd College email account who logs into the Course Materials site (not just members of the class) can read everything posted in the blog. I don't recommend making frequent use of the blog.

#### **Forum and Discussion:**

The Moodle word for a **Discussion** is a **Forum** so these two are essentially the same. (Technically, a Forum can have several Discussions or be limited to just one discussion.) There are several

different settings for a forum and these are set by the teacher. A forum will have one or more topics (discussions) with one or more responses per topic. No one can change the responses that have been entered, and (usually) everyone in the class can see all the topics and all the responses. The responses are nested below each topic. One nice feature about a Forum is that it allows students (teachers) to enter a file/document as part of the response. Thus, a Forum is a good way to allow students in the class to see work done by other students. Any kind of document can be entered, including images and small audio files. Only one can be entered per comment, but a person can enter several comments if they wish, each with its own attached file.

Settings for a Forum can be chosen so that an email message is generated every time there is an entry in a Forum. This should be used with care to avoid creating too many email messages.

**Chat:**

A chat is a series of responses or comments. Those participating in a chat are usually on-line while the chat is going on, while people participating in a Forum (Discussion) often will be away from their computers for hours or even days. The chat entries will be listed chronologically even if the comments are referring to different topics. A chat is designed for synchronous interaction while a Forum is designed for asynchronous interaction.

**Wiki:**

A Wiki is designed to be a document where several people can collaborate. The teacher and students can add material. In addition, each person can edit or delete or rearrange material entered by anyone. If the editing is restricted to a group of students, the teacher can still use a setting that allows everyone to see the edited document. The teacher can see all versions of the document and a history of who entered or edited what.

**Assignment:**

Only the teacher can see the comments and/or attached files that a student enters in an assignment.

**Quiz:**

A quiz consists of one or more questions that a student answers. Usually the student cannot submit an attached file. Only the teacher can see the answers that each student gives to the questions.

**D9. Should I use Moodle messaging or the Eckerd email system to email students? [\(back to TABLE of CONTENTS\)](#)**

Both the Moodle messaging and the Eckerd email system will usually work to send messages to students in your classes. However, the Eckerd

email system is almost always better. With the Eckerd email system you will have a record of the message in your "Sent" folder and you will receive a message if the email is not delivered, and neither of these will happen if you use the Moodle messaging system. In the Eckerd college email system an email alias is created for each course. Using that alias will send a message to the Eckerd College email address of every student officially registered in the course. This utility is only available when the course is active. It is turned off within a few days after the term ends. The Moodle messaging sends the email to the email address that the student has chosen in his or her Moodle profile. Moodle messaging is not available before the term begins and may be turned off shortly after the course ends.

### **D10. Is the Firefox, Internet Explorer, or Chrome browser better for Moodle?** [\(back to TABLE of CONTENTS\)](#)

All browsers seem to work well with the Moodle program. There are two small quirks that seem to exist as of June, 2010, between these browsers.

- 1) If you are copying and pasting from MS Word into a text area in the Moodle program, the MS Word material will have a lot of formatting (strange characters and text) associated with it. It does not appear as you create the material but sometimes does appear when the finished entry is viewed. The text boxes have a formatting icon (top row third from the right) that is the icon for an MS Word document and if you hover your mouse over the icon it is a "Clean Word HTML" icon. If you are using the Internet Explorer browser and click on this icon, it will remove the messy formatting, but this currently doesn't seem to work in other browsers.
- 2) Currently the Chrome browser doesn't seem to display the formatting icons when a person is typing into a text box in the Moodle program. This means that it is difficult to format the material or add images or links in these entries.

### **D11. Why don't the start and end dates in the site correspond to the actual course dates?** [\(back to TABLE of CONTENTS\)](#)

By default the weeks in courses for a term start on Sunday, and courses have the same number of weeks. Since Eckerd courses start and end on different days the actual start and end dates for each course may not correspond exactly to the default dates.. You, the teacher, can change these settings if you wish.

### **D12. How do I set up an on-line quiz?** [\(back to TABLE of CONTENTS\)](#)

If you are using the Moodle grade book and plan to give more than one quiz, it probably is easiest if you go to the grade book and add a grade category for your quizzes before you start to set up an on-line quiz.

There are two steps to setting up an on-line quiz, 1) creating the quiz, and 2) creating the questions that will be in the quiz.


1) You turn editing on, decide where you want the link to the quiz to appear in the course page, and then, from the "Add an activity" drop down menu, you select "Quiz." Once you have given the quiz a title, the default values will usually be OK (but you can change them as desired). However, there are two things that may be confusing.

A) When creating a Quiz, the Moodle program provides a space called "Introduction." Some teachers want to insert one or more of the quiz questions into this space (especially if there is only one question in a quiz). The question(s) used in the quiz should not be put in the "Introduction." Adding the questions to the quiz is discussed in #2 below.

B) If you have a quiz category in your grade book, be sure and select that category from "Common Module Settings" --> Grade category as you create the quiz.

When the information has been entered, click on the "Save and return to course" button at the bottom.

2) The second step is to create the question(s) that will be used in the quiz and add these questions to the quiz. The Moodle program allows you to use a variety of types of questions. If you use multiple choice, true/false, calculated, numerical, or matching question types, the program will grade the quiz question for you. If you use the "essay" type of question, you will have to grade the question by hand. If you expect the student to give a text answer to a question, I advise using the "essay" type of question even if you only expect one word as the answer. If you designate other question types, the computer may grade the text answers for you and slight differences, such as putting a space after the answer, may result in a different grade than what you would give if you were grading the

question. The help button  beside the "question type" drop down menu gives very useful information.

Once you have chosen the question type and put in the text for the question, the question will appear in the list of questions on the right side of the page. You must then select the question(s) and add them to the quiz which is displayed on the left side of the page. Click on "Save changes."

You can use the same question on several different quizzes.

If you have a lot of questions, you may want to organize them into different categories so that it is easier for you to find specific questions. You can create different categories by clicking on the "Categories" tab on the page where you make questions.

It is always wise to preview the quiz. I recommend that you do this with

every quiz you create to be sure that students see what you want them to see.

## **E. Grades**

### **E1. Should I use the Moodle grade book?** ([back to TABLE of CONTENTS](#))

You do not have to use the Moodle grade book unless you want.

When we started using the Moodle program at Eckerd College and surveyed students about its good and bad features, one common response indicated delight in being able to access their grades easily and quickly. Most students seem to like (and feel it is important) to know what their grades are on assignments and what their current average is in the course.

The grade book can be an important communication tool between the professor and the student. If grades are missing from the grade book this can alert students that they may have forgotten to take a paper out of their backpack. It can also alert them that their paper has been misplaced by the professor or been placed erroneously into a different pile of papers.

In some courses a professor will wait until almost half of the course has been completed before starting to post grades. In these cases almost always there are a few students whose prior low performance in the course shows a marked improvement once the grades are posted. For some of these students, the improvement seems to come when they see some individual low grades, while for others the improvement seems to come when they see how a series of low grades is impacting their overall average in the course.

The grades in the Moodle program are secure, backed up, and can be retrieved even if a professor's personal record is lost. The grades in the Moodle program are not official grades. The only grade that is entered into the official record of the student is the grade that the professor enters on the official grade site (in ECWeb) at the end of the course.

If a graded assignment is turned in electronically, the Moodle program has a record of when the assignment was submitted, when it was graded, and, if the grade was changed, when this change was made.

A personal note:

When I teach I long for the students who want to learn the fascinating information in the course. I resent the importance that students place on grades. Later in life, how well they learn to think and what they learn will be so much more important than the grades that they get in the course.

And then I remember a semester in graduate school. I chose to audit a course that I was very interested in taught by an excellent professor. At the end of the semester I had learned much more in all my other courses -- courses where I was less interested in the material and taught by professors whose ability to teach and explain material wasn't quite as good. For me, grades were important motivating factors that encouraged me to learn, and I didn't learn as much or work as hard in a course where I wasn't being graded.  
Bill Junkin

## **E2. What are grade book categories and items?** ([back to TABLE of CONTENTS](#))

"Things" that receive grades are called Items.

Every "Activity" that you add to your course automatically generates a Grade Item in the course grade book. Every grade Item is placed in some Category.

If you don't specify the category, the grade item, by default, is placed in the main category for the course. However, you probably will want to have several grade items of the same type all in their own category. If so, you will need to create a sub-category for these items. So, if there are several "things" of the same type, such as several quizzes or several written assignments, you will probably want to have a category for quizzes and/or a category for assignments. If there is only one "thing" of that type, such as a final exam, you probably will not want to place it in a category.

You can create "Categories" in your grade book by going to Administration → Grades and then clicking on the "Categories and Items" tab. Near the bottom of the page is a "Create Category" tab. The default values will work well, except that most teachers prefer to use the "Aggregation" method or "Mean of grades" or "Weighted mean of grades." The "Aggregation" is discussed in section [E3](#). In addition, some professors want letters or no grade to be displayed in some places in the grade book. These options are discussed in sections [E5](#) and [E10](#).

You can create a grade item by going to the main course page, turning editing on, and adding an "Activity" to your course. If you want to have a grade item for something that is not submitted electronically, such as an assignment or test that is handed in on paper or a class presentation, you can do this in one of two ways. First, you can create an "off-line" activity. Or, second, you can go to the area to control "Categories and Items" and add a grade item. I find the latter way to be easier.

If you want to have a grade item appear in a certain category, it is best to create the category first. However, grade items can be moved from one

category to another very easily, so the order of creating the item and the category is not very important. It is important that you check to be sure the grade items are in the correct categories.

These ideas may be clearer by considering an example grade book. Here is a picture of some grade items and categories. (To get to this page, I went to the course, clicked on "Grades" under "Administration" and then clicked on the "Categories and Items" tab and the "Simple View" link. You can also get to the same place using the drop-down menu at the upper left of the grade site.)

View Categories and items Scales Letters Import Export Settings My preferences					
Simple view Full view					
Name	Aggregation ?	Extra Credit ?	Max grade	Actions	Select
JunkinTest	Simple weighted mean of grades		-		All None
Quizzes	Mean of grades	<input type="checkbox"/>	-		All None
Test quiz 1	-		10.00		<input type="checkbox"/>
quiz 2	-		100.00		<input type="checkbox"/>
Category total	-		100.00		
Final exam	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Course total	-		100.00		

This picture shows the grade book from the course JunkinTest. JunkinTest is the main category in the grade book and it is shown in pink. There is a sub-category "Quizzes" (in blue) and a grade item "Final Exam" in this grade book. Both are part of the JunkinTest category. The grade for the course (the "Course Total") is based on the grade for the item ("Final Exam") and the grade for the sub-category ("Quizzes"). The grade for the sub-category "Quizzes" ("Category total") is based on the grades of the items (quizzes) in the category.


You can create, edit, and delete items and categories. You can move items and categories from one location to another. It may be easiest to do this by using the icons beside the different items or categories.

The "Categories and Items" location also allows you to change the way that the Moodle program calculates the averages for categories. (The

calculation of averages is called "Aggregation" in the Moodle program.)

### **E3. How are averages calculated in the grade book?** ([back to TABLE of CONTENTS](#))

The Moodle program has several different ways that can be used to calculate the averages of the grades in the course and grades in sub-categories. These different ways of calculating the grades are called different aggregation methods.

There is a help button  beside the place where you choose the aggregation (averaging) method. Clicking on this button will give very useful information. Three aggregation methods are mentioned here.

1) **Mean of grades.** This aggregation method will do a straight average of all the grades in the category. If all the grades items are graded on the same scale (for example, out of a possible 100 points) and all items are worth the same amount, this is the aggregation method you should use.

2) **Weighted mean of grades.** This aggregation method allows you to select how much weight (how important) each item in the category should receive. If you have several grade items, but some are more important than others (count for a bigger percentage of the grade) this is the aggregation that you should use. If you create a grade item or a sub-category in a category where the "Weighted mean of grades" is the aggregation method, the program will ask you for the weight that should be given to the item or the sub-category. Be sure you fill in something if it should count in the overall average, since if you don't fill in anything (or leave the weight as zero) the item will not count for or against the student.

For example, if you have a quiz and a final exam, and the quiz counts 25% and the final exam counts 75%, then you can give the quiz a weight of 25 and the final exam a weight of 75.

If a student makes 50% on a quiz and 100% on the final exam, if the aggregation method is "Mean of grades" the Moodle program will calculate an aggregate grade of 75%. However, if the weighted mean of grades is used (with the weightings given above) then the aggregate grade will be 87.5 (75% of 100 = 75 plus 25% of 50=12.5 = 87.5).

The weights do not have to add up to 100%. Thus, giving the quiz a weight of 10 and the final exam a weight of 30 (3 times as much) will produce the same result. Thus, in the example given above, the weights of 10 and 30 would still produce an average grade of 87.5.

Please note that if the maximum grade on the quiz is 20 and the student

gets 10 out of 20 on the quiz and the student gets 100 out of 100 on the exam, then the grades would be the same as those calculated above, since 10 out of 20 is still 50%. Thus, specifying the maximum grade that can be received on an assignment is important. If you want to give extra credit and the maximum extra credit is 10 points, don't specify that the maximum grade is 110. (The program tries to protect you by not letting you put more than 100 points for the maximum grade.) If you did specify a maximum of 110, the Moodle program would calculate the average for that person as being 90.9% even though they made 100 on the test (since they only got 100 out of a possible 110 points).

**3. Simple weighted mean of grades.** With this aggregation method, you don't specify the weight to be given to an assignment; rather, the Moodle program will assign different weight to different assignments based on the maximum number of points that can be earned for the assignment. Making 10 out of 20 on the quiz and 100 out of 100 on the exam yields the following calculation. A total of 120 (20+100) points are possible, and this student earned 10 quiz points and 100 exam points, or 110 points in all. The simple weighted mean =  $110/120=90.2\%$  or an aggregate grade of 90.2. This aggregation is useful for some people who set up their courses with a certain number of points for certain assignments. This aggregation also allows you to give extra credit by adding in extra credit as an additional grade item.

For whichever aggregation method you use, it is recommended that you check at least one or two of the grades in the class to be sure that the Moodle program is calculating the grades the way that you want them calculated.

If you are using the default setting, the averages that are given are based on the assignments that have been submitted so far. Thus, the program helps give students an indication about their current standing in the course. However, the failure of students to turn in an assignment does not hurt their grade until you give them a zero (or some similar low grade).

The Moodle program does aggregation by doing calculations with the numbers that you enter for various assignments. However, if you wish you can have the program display letter grades (rather than numbers) for any items or categories. That option is explained in a section below, [E10](#).

There seem to be over 100 different ways that Eckerd professors use to assign the final grades in courses. If one or more of the standard ways of aggregating the grades doesn't do what you would like for it to do, or if you have questions, or if you want for me to check and verify that the calculation is being done the way you want for it to be done, please contact me and I will be glad to help you.

#### **E4. Can one student see another student's grades?** [\(back to TABLE of CONTENTS\)](#)

No. A student can only see his or her own grades. You, as the teacher, can see all the grades of all the students in your class, but, unless a student knows the user name and password of another student or comes to a computer where another student has not logged out, a student cannot see another student's grades.

If you want to see the grades the way a student sees his or her grades, go to "Grades" under Administration (left side of course page). Click on the "View" tab and select the "User Report" link. The right hand side of the page will have a drop-down menu where you can select any (or all) of the students in your course. This will give you a page that displays what the students see when they look at their grades.

#### **E5. How do I hide grade averages from student view?** [\(back to TABLE of CONTENTS\)](#)

The Moodle program will average the grades that are entered into the grade book. With the default settings, this average is an average of the grades that have been entered so far and thus gives students an indication of their current standing in the course. If no grade has been entered (usually an assignment that is not yet graded or due) it does not count for or against the student. **Warning:** If a student has failed to turn in an assignment, you must enter a grade (such as a zero) for that assignment or the student will not be penalized for failing to turn in the assignment.

If you do not want an average to appear in any particular category, go to "Grades" in Administration (left side of course page) and change the grade type for that category to "Text." No grade will appear. If later you want the Moodle program to calculate the average, you can change the grade type back to "Value." If you want a grade to be displayed but don't want the Moodle program to calculate the average for you, you can go to Grades and select "View" and "Grader Report." If you turn editing on (upper right) you can enter grades into the boxes that are provided.

**Warning:** When you go to the "Categories and Items" part of the grade program there is a "Hide/Show" icon beside each category and the category totals. Clicking on this icon to hide the category total does not hide the category and leave the individual grades displayed! If you hide a category, the average is hidden, but all the grades in that category are also hidden. Thus, if you hide the "Course total" category, the student will not be able to see any of the grades in the course.

#### **E6. Some squares in my grade book are brown. What does this mean?** [\(back to TABLE of CONTENTS\)](#)

The Moodle program will average all the grades in various categories and will also calculate a final (course) average. However, when you turn editing on, you have the ability to type values into the spaces where the average values are displayed. (Each of these columns has the Averaging symbol,  $\bar{x}$ , at the top of the column.) If you do type a value into one of these spaces, the Moodle program lets you override the calculated average and **the values in that box no longer represent an average**, even after you add additional grades in that category. The Moodle program turns that box brown to warn you that averaging has been turned off.

If you want to turn averaging back on, go to that box and click on the "Edit grade" icon for that box. There will be a check mark for "Overridden." If you uncheck that box, the Moodle program will average grades once again and the color of that box will be normal again.

### **E7. Will the grades in my course site transfer automatically into the official grades?** [\(back to TABLE of CONTENTS\)](#)

No. Currently there is no way to automatically transfer the grades in the Moodle program into the grades requested by the Registrar. The grades in Moodle are unofficial grades. At the end of the course you must go to the site for entering the official grades (the ECWeb site) and enter the grades there.

### **E8. Can I export grades to a spreadsheet?** [\(back to TABLE of CONTENTS\)](#)

Yes. In the Moodle program it is easy to export grades to a spreadsheet. The Moodle program is backed up regularly and is available for several years after the course is finished. However, you may want to have your own "hard copy" of the grades, do your own calculations on the grades, make graphs of the grade distributions, or have the grades in your own spreadsheet for some other reason.

To export grades to a spreadsheet, go to "Grades" under "Administration" (left side of course page) and click on the Export tab. If you want the grades to go into an Excel spreadsheet, click on the Excel link. The default options are good, but you can modify these as desired. Click on the "Submit" button and then the "Download" button and then either open or save the file.

### **E9. Can I upload grades from a spreadsheet into the Moodle grade book?** [\(back to TABLE of CONTENTS\)](#)

Yes, it is easy to upload or post or import grades from a spreadsheet into the Moodle grade book. However, you have to do three steps in preparation.

(In case there is a problem, if you already have grades in the Moodle grade book, it is recommended that you first export the grades that you have as a back-up copy while you import the new grades.)

1) The students in your spreadsheet have to match up with the students in your Moodle course. You can't have an extra student or be missing one student. It probably will cause a problem if you have any blank rows in the spreadsheet. You can only have one "top row" on the spreadsheet giving the information about each column. (For example, the top row might have the words "first name," "last name," "email address," "quiz 1," .... "final grade.") You should not have a blank space between the top row and other rows where all the information is.

2) You need to have one column that will allow the Moodle program to match up its roll with the students in the spreadsheet. I recommend using the students' user name (the part of their names before the @eckerd.edu in their Eckerd College email address). Their email address or name may cause a problem because they may have changed either or both of these as they modify their profile and put in another email address and/or a nickname.

3) You need to save your spreadsheet as a CSV file. All spreadsheet programs have this ability if you use the "Save As" option. Please note if it is comma delimited or tab delimited and note where the file is saved.

Once this is done, go to the Moodle grade book and click on the "Import" tab, the CSV link, and the Browse button. Find the file, make sure the correct separator is checked, and click on the Upload grades button.

If you use the user name (as suggested above) to match everything between the spreadsheet and the Moodle grade book, you will want to map from "user name" into "username."

You can ignore everything expect for the grades that you want to appear in the Moodle grade book. You can have some or all of the spreadsheet grades go into grade items already in the Moodle grade book. You can have some or all of the spreadsheet grades go into new grade items in the Moodle grade book. This is determined by using the drop down menus. Click on the Upload grades button.

You will either get a message, "Grade import success" (and if you do, Congratulations.) or you will get an error message. Usually the error message is pretty clear and indicates the changes that you must make to your spreadsheet to make the grades import smoothly.

When you are successful it is important to examine your revised grade book carefully to be sure that the new grades are in the correct places and that the averaging is being done correctly. If something needs to be changed, this can usually be done pretty easily by clicking on the

"Categories and Items" tab and editing some things, especially the way that grades are averaged. However, if there is a big problem, you can always delete the grades you added and start over again.

**E10. How can I display letter rather than number grades?** ([back to TABLE of CONTENTS](#))

The grade program in Moodle is set by default to average the grades that you post. Unless you want to change all of these default settings, it is best for you to enter number grades for your students even when you want letter grades to be displayed. In this manner, Moodle will average the grades correctly. If you enter something other than numbers when you want letters to be displayed, the averages that students will see will not be correct.

So, here is a list of the numbers you should enter when you want Moodle to display the corresponding letter:

95	A
91	A-
88	B+
85	B
81	B-
78	C+
75	C
71	C-
68	D+
65	D
55	F

(If you need to display a D- grade, please contact me and I will help you edit the "Letters" table to display this grade correctly.)

Of course, if the student did not hand in anything, you might want to enter a zero. Anything between 59 and 0 will be displayed as an F. Similarly, anything between 93 and 100 will be displayed as an A.

By default when you enter a number grade, it is displayed as a number. However, it is easy to get the number grade displayed as a letter. Click on the "Categories and Items" tab in the grade book and click on the "Edit" icon for that item. Click on the "Show advanced" button on the right of the page. The grade type should be "Value" but the "Grade display type" should be "Letter."

Once you have made this change it is a good idea to go to the grade book, click on the "View" tab and User report link and select one or two students to be sure that they see what you want them to see.