

# PutraBLAST

***BLENDED LEARNING ASSISTIVE SYSTEM AND TECHNOLOGY***

## User Manual

For

# Academic Staff

Updated by 15 August 2025

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### 1. INTRODUCTION

In 2015, as part of an innovative initiative, UPM implemented an enhanced version of their Learning Management System (LMS) known as Putra Blended Learning System and Assistive Technology, widely recognised as PutraBLAST. PutraBLAST was collaboratively developed by the Center for Academic Development and Leadership Excellence (CADE-Lead) and the Centre for Development of Information and Communication (IDEC) UPM by using Moodle. Apart from its user-friendly interface, Moodle is cost free and can be customised and enhanced to align with the specific requirements of the university. The system manages learning materials, evaluations, and monitors students' progress. It seamlessly integrates with modern devices and tools for easy accessibility.

#### 1.1 WHAT IS PUTRA LEARNING HUB

Putra Learning Hub is a one-stop portal being developed as the hub of e-Learning at Universiti Putra Malaysia (UPM) and has been officially launched in April 2016. The platform aims to revolutionize the way students, faculty, and staff access educational resources and engage in the learning process.



## 2. BLENDED LEARNING

Blended Learning (BL) is formal learning where teaching and delivery of content is conducted online. Blended Learning refers to a course that has a mixture of online learning mode and learning mode on a face-to-face learning site with 30% - 79% of course content and activities conducted online either to support (*Pembelajaran Teradun Sokongan*, PTS) or replace (*Pembelajaran Teradun Gantian*, PTG) face-to-face learning (E-learning Guidelines for Malaysian HEIs, 2014 ).

Blended Learning (BL) at UPM has been readily practiced since 2015 using the UPM Learning Management System, PutraBLAST through the supported blended learning mode (PTS) which involves the use of technology to support the delivery of learning. PTS is monitored based on the provision of a minimum of 7 content elements, 3 activity elements and 2 assessment elements in the course at PutraBLAST.
























Replacement blended learning (PTG) is the implementation of virtual lectures instead of face-to-face lectures with a maximum duration of virtual lecture hours (JKM) of 7 weeks or 50% of the total face-to-face lecture hours (JJBK). PTG enables online delivery of lectures in synchronous or asynchronous mode. The implementation of PTG through a minimum number of learning items (content, activities and assessment) based on the choice of percentage (30% to 50%) from JJBK and must achieve at least one course learning outcome. From semester 2-2022/2023, the implementation of PTG is based on self-instructional materials (SIM). The SIM guide has been developed ([https://cadelead.upm.edu.my/e\\_pembelajaran\\_upm/self\\_instructional\\_materials\\_sim-14530](https://cadelead.upm.edu.my/e_pembelajaran_upm/self_instructional_materials_sim-14530)) and has been widely distributed to academics via email and website.



Scan this qr code to download SIM guideline

## 2.1 TEACHING AND LEARNING ELEMENTS

Teaching and Learning (TnL) is divided into three (3) elements which are content, activities and assessment. Therefore, the functionality/items of the PutraBLAST system has been divided according to the suitability of TnL elements to meet blended learning implementation. The functional division of PutraBLAST is as follows:

Content ( <i>Kandungan</i> )	Activity ( <i>Aktiviti</i> )	Assessment ( <i>Penaksiran</i> )
 File	 Chat	 Quiz
 Folder	 Feedback	 Assignment
 Page	 Choice	 Workshop
 URL	 Survey	
 SCORM	 Forum	
 IMS content package	 Glossary	
	 Database	
	 Wiki	
	 Lesson	
	 Book	
	 External tool	
	 H5P Interactive Content	
	 H5P	
	 Big Blue Button	

## **2.2 BLENDED LEARNING EXEMPTED COURSE**

Exemption of courses from blended learning achievements CAN ONLY BE GRANTED to the following courses:

1. Courses in the foundation program
2. Courses in the pre-diploma program
3. Courses in the executive program
4. Courses in the distance program
5. Final Year Project
6. Industrial/Clinical Training
7. Seminar
8. Scientific Project
9. Latest Topic
10. Special Topic
11. Forest Camp
12. Professional training
13. Courses under the Center for Co-Curriculum and Student Development
14. Courses under the School of Graduate Studies
15. Courses under the Language Competence Development Center

### 3. BACKUP AND RESTORE COURSE

You may wish to make a clone of a course to use in a different context, or you may wish to create a backup of your previous course and restore the same content in your current course. By creating a Backup for a MOODLE course saves all or parts of the content of that course in an archive or ZIP file. This preserves a version of a course which will not be affected by future changes, additions, or deletions. You can later restore the backup file into the same course, or into a different course. This topic covers how to:

- create a backup copy of a course
- restore a backup to a NEW blank course
- import content to a EXISTING course (recommended way to copy content from an old to new course).

#### 3.1 ACCESS TO BLAST ARCHIVING SYSTEM

BLAST ARCHIVING SYSTEM can be accessed by selecting and pressing the desired semester in the BLAST Archiving System block on the right block of the dashboard

Semester 1 [2020/2021]

Semester 2 [2020/2021]

Semester 3 [2020/2021]

Semester 1 [2021/2022]

Semester 2 [2021/2022]

Semester 1 [2022/2023]

Semester 2 [2022/2023]

Semester 3 [2022/2023]

Semester 1 [2023/2024]

Semester 2 [2023/2024]

BLASTARC

Choose your semester

- Semester 2 [2019/2020]
- Semester 1 [2020/2021]
- Semester 2 [2020/2021]
- Semester 3 [2020/2021]
- Semester 1 [2021/2022]
- Semester 2 [2021/2022]
- Semester 1 [2022/2023]
- Semester 2 [2022/2023]
- Semester 3 [2022/2023]
- Semester 1 [2023/2024]
- Semester 2 [2023/2024]
- Semester 3 [2023/2024]
- Semester 1 [2024/2025]
- Semester 2 [2024/2025]

PUTRABLAST HELPDESK

Inquiry regarding PutraBLAST please contact:

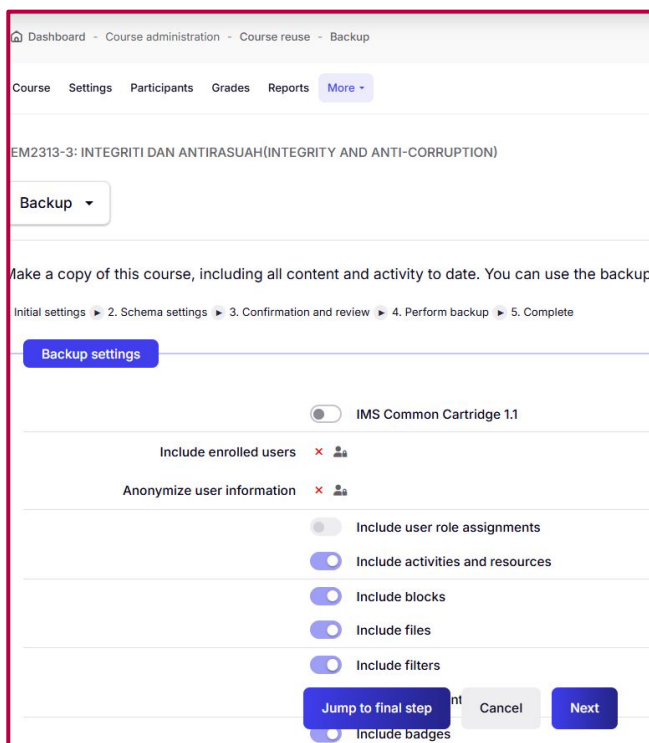
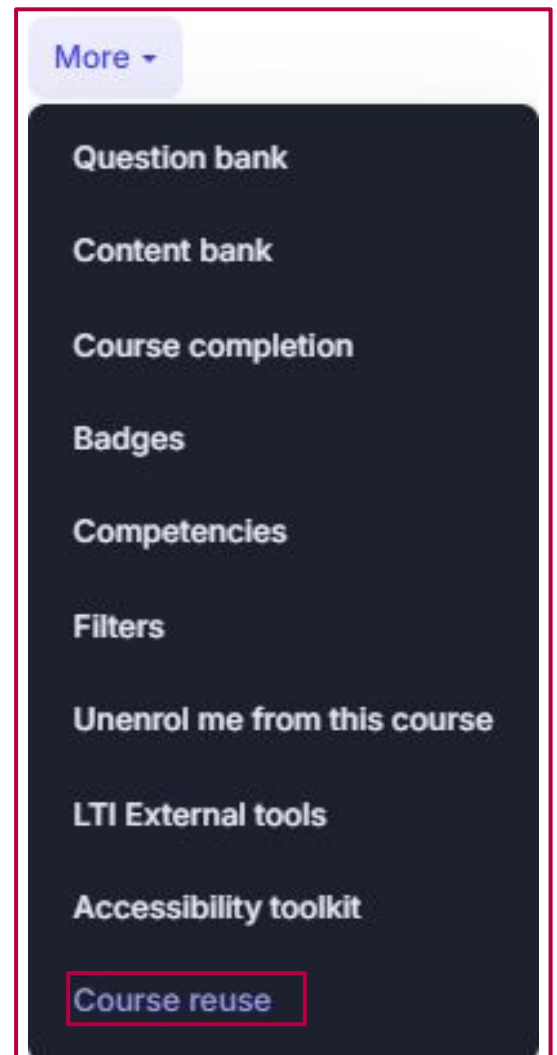
Email: [putrablast\\_admin@upm.edu.my](mailto:putrablast_admin@upm.edu.my)

Tel. No.: 03-9769 6136

(Open weekdays except for public)

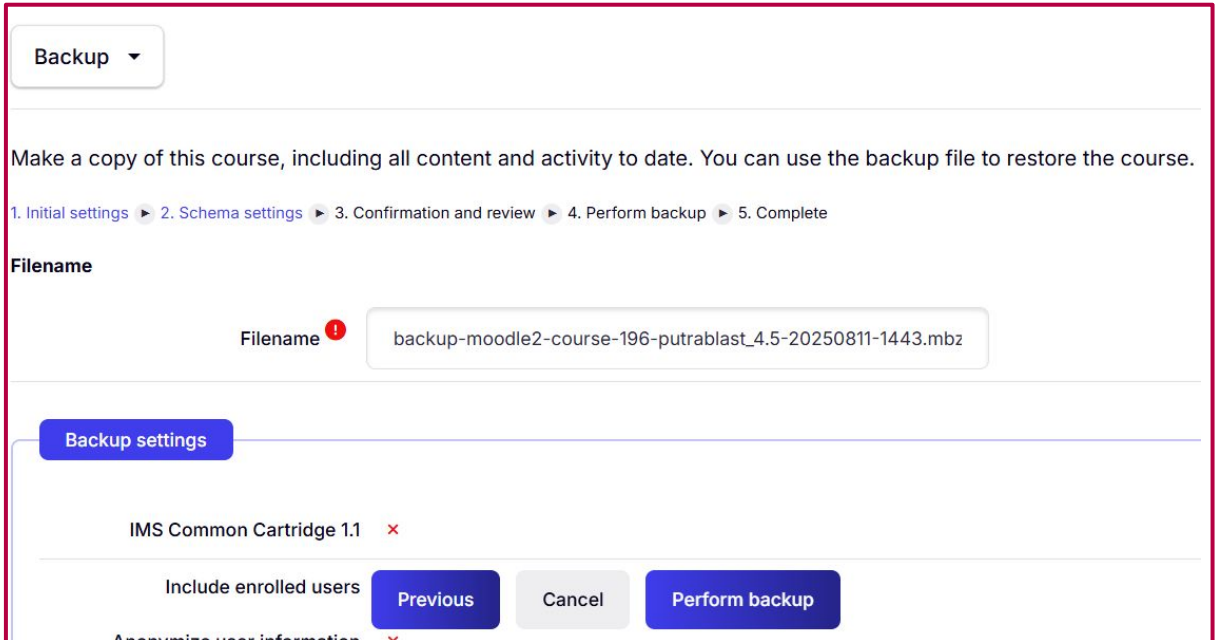
### 3.2 BACKUP THE COURSE CONTENT

1. After choosing the semester that you want to backup, login by using your UPMID and password.
2. Click on course name of course to back up (copy content FROM)
3. Click More on menu button on top of the course page.
4. Hover and click Course reuse. Then, click Backup (on the middle of screen)



5. Select the settings that you would like to backup and then click the Next button.

6. Select the settings that you would like to backup and then click the Next button.

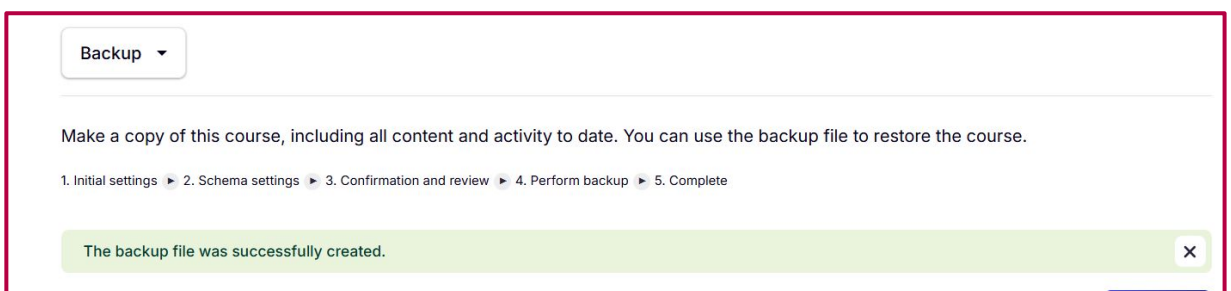


The screenshot shows the 'Backup' settings page. At the top, there is a 'Backup' dropdown menu. Below it, a message states: 'Make a copy of this course, including all content and activity to date. You can use the backup file to restore the course.' A progress indicator shows five steps: '1. Initial settings', '2. Schema settings', '3. Confirmation and review', '4. Perform backup', and '5. Complete'. The 'Filename' section has a text input field containing 'backup-moodle2-course-196-putrablast\_4.5-20250811-1443.mbz'. Below this is a 'Backup settings' section with a toggle for 'Include enrolled users' and a 'Perform backup' button. There are also 'Previous' and 'Cancel' buttons.

7. If everything looks good, click on **Perform Backup**. After the progress bar finishes you will be presented with a message stating that the backup is complete. Then, press Continue.

Note: The default file name includes the name of your course, time and date of the backup

8. You will receive a message letting you know whether or not the backup was successful. This may take a while depending upon the size of the backup files you are creating. Press the Continue button.



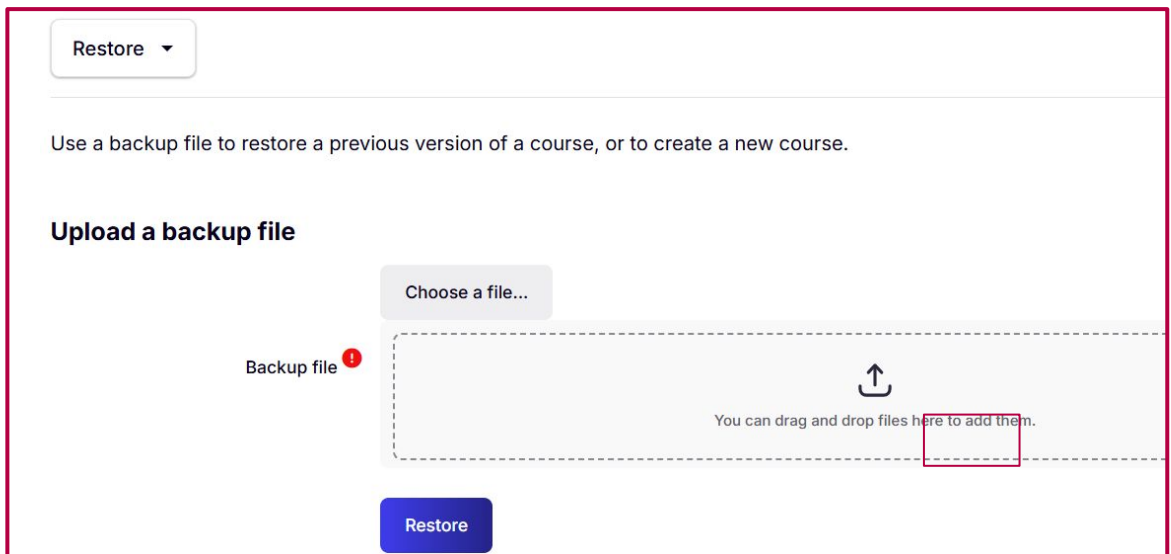
The screenshot shows the same backup settings page as before, but with a green success message at the bottom: 'The backup file was successfully created.' The message has a close button (X) on the right. The 'Perform backup' button is now highlighted in blue.

9. At this stage of the process, PutraBLAST will display the backup file that you have generated (which is in zip format). (If you do not see a screen similar to the one illustrated below, click on the Restore link in the course administration block.)

**Please download the backup file.** The file will be used in the current semester restoration process.

Any backups created will be stored in the Course backup area of your course. You can get back to this screen at any time, by clicking on the Restore link in the course Settings block of the relevant course.

Note: To delete your backup file, click Manage Backup File



### Course backup area

Backup files for this course.

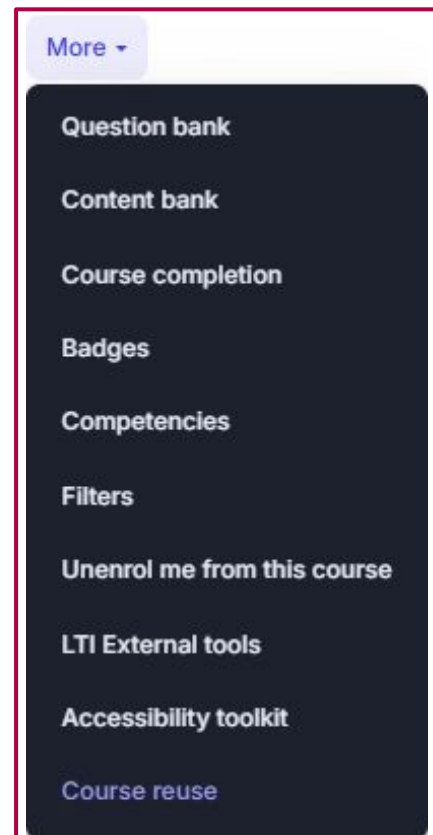
Filename	Time	Size	Download	Restore
backup-moodle2-course-196-putrablast_4.5-20250811-1357.mbz	Monday, 11 August 2025, 2:03 PM	25.4 MB	<a href="#">Download</a>	<a href="#">Restore</a>
backup-moodle2-course-196-putrablast_4.5-20250729-0957.mbz	Tuesday, 29 July 2025, 9:59 AM	7.2 MB	<a href="#">Download</a>	<a href="#">Restore</a>

[Manage course backups](#)

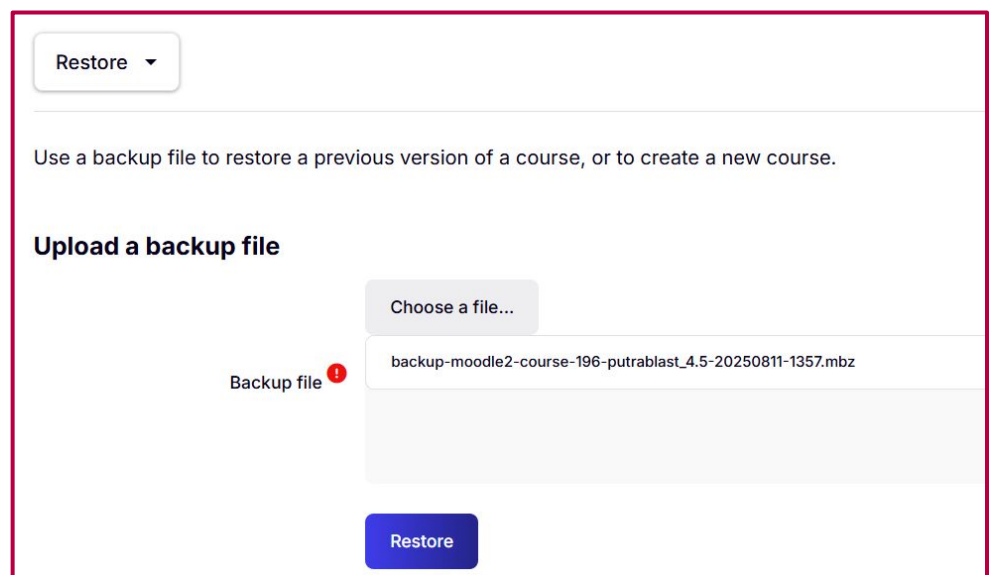
### 3.3 RESTORE THE COURSE CONTENT

1. Login to your PutraBLAST current semester
2. Click on the course name that you wish to restore
3. Click More on menu button on top of the course page.
4. Hover and click Course reuse. Then, click Restore (on the middle of screen)

Note: If performing this step to a new course with users already enrolled, ensure backed up copy excludes enrolled users



5. Drag and drop the downloaded back up file OR Click on Choose file to display the Moodle file picker Click on Upload a File (left hand side of the pop up window). Browse to location of the downloaded file and click the Upload this File button.



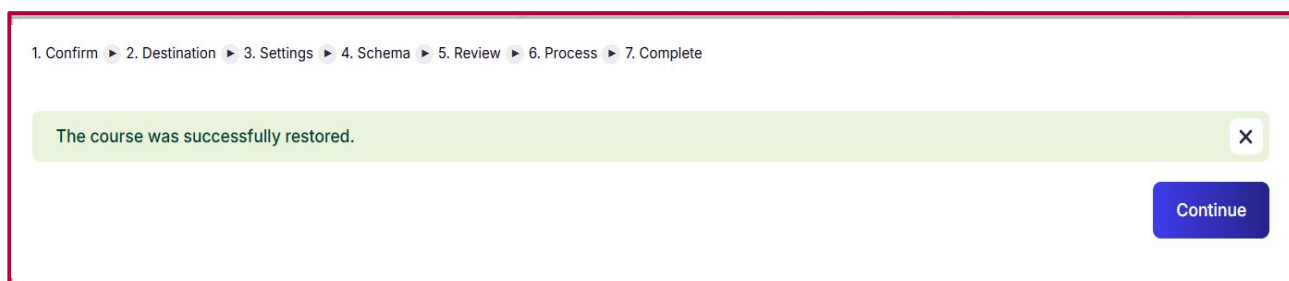
6. Click **Restore**. You will now be taken through the Restore process.
7. On the first restore screen scroll to the bottom and click Continue
8. Scroll to second boxed option 'Restore into this course'. As restoring into the current course there are two options:
  - **Merge the backup course into this course OR**
  - **Delete the contents of this course and then restore**
9. Once a selection has been made, click on Continue.



Note: Remember, restoring will delete any existing content and; if you choose to merge, content may have duplicates with the existing content.

10. Select the items that you would like to restore and click the Next button.
11. On Schema you can pick and choose which content you want to restore. Make sure to exclude any News / Forums since these are not recommended. Once you are ready, click on Next.

12. The next step Review, will have you confirm the content which you have decided to restore. Review your settings and click the Perform restore button.
13. A confirmation message will appear when the process has been completed. Press the Continue button to return to review the course. The course should now be copied into your course in the same order as the original downloaded course.



### Backup and Restore FAQ

[https://docs.moodle.org/405/en/Backup\\_and\\_restore\\_FAQ](https://docs.moodle.org/405/en/Backup_and_restore_FAQ)

### Tutorial Video

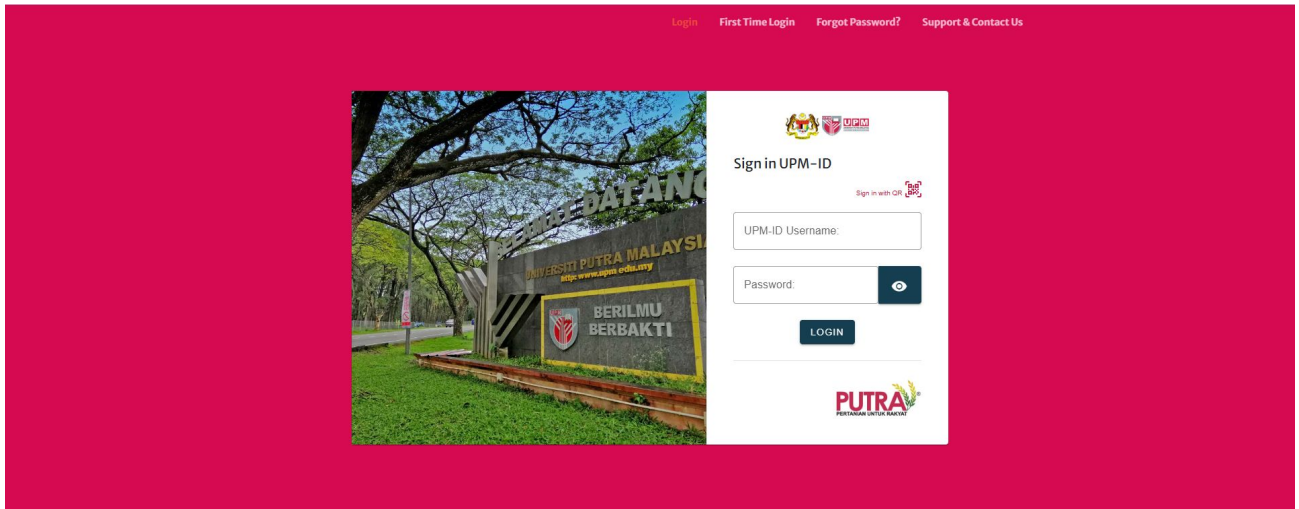
Backup - <https://www.youtube.com/watch?v=DnKA95x3DWI>

Restore - <https://www.youtube.com/watch?v=jXDnr-uJY4U>

## 4. BUILD UP COURSE

### 4.1 LOGIN UPMID

All users are required to use **UPMID to log into the PutraBLAST** platform.



all information about UPM ID, such as how to register, how to reset the password and so on can be found at:

<https://upm-id-portal.upm.edu.my/sso/login>

Support

Self Help FAQ (Malay)  
Self Help FAQ (English)

Inquiry regarding PutraBLAST

- >> Please contact: 03-9769 6136 (Open weekdays except for public holidays/weekend from 9.00 am until 12.30 pm, continue at 2.00 pm until 5.00 pm)
- >> If you have any issues regarding the content or profile in Putra Blast, please email to [putrablast\\_admin@upm.edu.my](mailto:putrablast_admin@upm.edu.my) (All inquiries will be answered not later than 3 working days)

iDEC Helpdesk

Tel : 03-97691990 (Mon - Thu : 8.30am - 12.30pm, 2.30pm - 4.30pm | Fri : 8.30am - 12.30pm, 2.45pm - 4.30pm).

Email : [idec\\_helpdesk@upm.edu.my](mailto:idec_helpdesk@upm.edu.my) || Tel: +603 97691990

## 4.2 DASHBOARD

- Once in Moodle, the dashboard can be accessed by clicking on 'Dashboard' in the breadcrumbs or in the navigation drawer. The Moodle dashboard consists of three columns - left, middle, and right. The middle column contains the Course Overview. The left column is the Navigation Drawer (see next page). The right column contains various other blocks (see next page).
- **Timeline block** - provides an overview of deadlines
- **Calendar block** - displays events such as activity dates
- **PutraBLAST Helpdesk Block** - displays helpdesk information
- **BLAST Archiving Block** - shows the PutraBLAST system for the past semester
- **Course Overview**- shows the current enrolled course in the system

### Dashboard page view

The screenshot displays the PutraBLAST dashboard interface. At the top, there is a header with the PutraBLAST logo and navigation icons. The main content area is titled 'COURSE OVERVIEW' and features a central message: 'You're not enrolled in any courses. Once you're enrolled in a course, it will appear here.' Below this message are two buttons: 'Manage courses' and 'Create course'. To the left, there is a 'CALENDAR' section with a dropdown menu set to 'All courses'. The calendar shows the month of July 2025, with a grid of dates. The 24th is highlighted in blue. At the bottom of the calendar, there are several tabs: 'Site events', 'Category events', 'Course events', 'Group events', 'User events', and 'Other'. A 'New event' button is located in the top right corner of the calendar section.

## 4.2 DASHBOARD

- Includes various course information that students have taken. The information is such as course code name, course name, course completion percentage, calendar, timeline and others.
- User also can open or hide using the left icon for page **navigation** and right icon for **block drawer** based on the icon shown below respectively.

Navigation icon

1

The screenshot displays the PutraBLAST dashboard interface. At the top left, the PutraBLAST logo is visible. A red circle highlights a hamburger menu icon (three horizontal lines) in the top navigation bar, with a red arrow labeled '1' pointing to it. On the top right, there is a '0' icon in a blue circle, with a red arrow labeled '2' pointing to it. The main content area is titled 'COURSE OVERVIEW' and contains a message: 'You're not enrolled in any courses. Once you're enrolled in a course, it will appear here.' Below this message are two buttons: 'Manage courses' and 'Create course'. The lower section is titled 'CALENDAR' and features a dropdown menu set to 'All courses' and a 'New event' button. A calendar for July 2025 is shown with columns for days of the week (Mon to Sun) and rows for dates. The date 24 is highlighted in blue. At the bottom of the calendar, there are tabs for 'Site events', 'Category events', 'Course events', 'Group events', 'User events', and 'Other'.

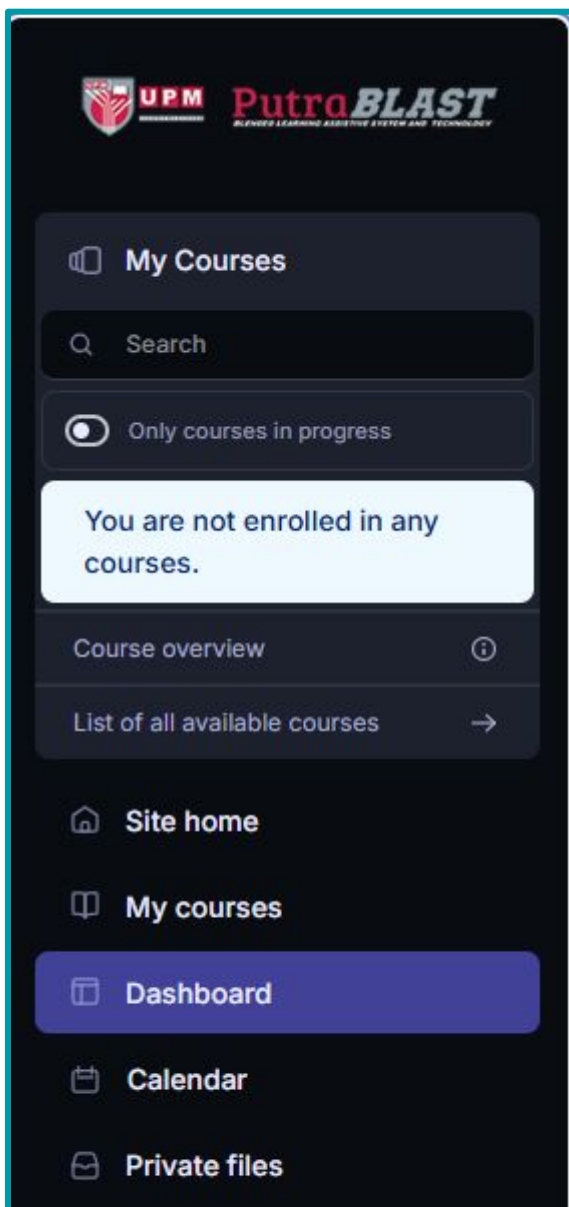
Block drawer icon

2

## 4.2 DASHBOARD

### 4.2.1 SIDEBAR AND BLOCK DRAWER

There are one sidebars on the left and a block drawer on the right. First, the right drawer block show information such as PutraBLAST archiving list and PutraBLAST helpdesk info. For the left sidebar, it show navigation to course overview, my courses, dashboard, calendar, and private files.



Left





Right



## 4.2 DASHBOARD

### 4.2.1 SIDEBAR AND BLOCK DRAWER

- On the top of the PutraBLAST page, click double line button next to the PutraBLAST logo and semester name.
- After clicking the button, a left sidebar will be shown with several buttons. The table shows the description for each button

Button	Description
 My courses	<ul style="list-style-type: none"><li>• To see course that the user enrolled to</li></ul>
 Dashboard	<ul style="list-style-type: none"><li>• Go back the default dashboard includes a Timeline, Calendar and from the Block drawer, the Recently accessed items block</li></ul>
 Site home	<ul style="list-style-type: none"><li>• Go to the home page</li></ul>
List of all available courses	<ul style="list-style-type: none"><li>• To see all courses, also can filter by cluster</li></ul>
 Content bank	<ul style="list-style-type: none"><li>• For any stored content by user</li></ul>

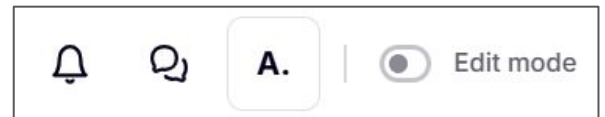
### 4.3 TOP RIGHT MENU BUTTON

In PutraBLAST 4.5, the right-top menu provides quick access to essential tools: notification, message, profile menu and edit mode. These buttons will be explained in more detail below.

 **Notification** button: **1**

 **Message** button: **2**

 **Profile** button: **3**



Right-top button view

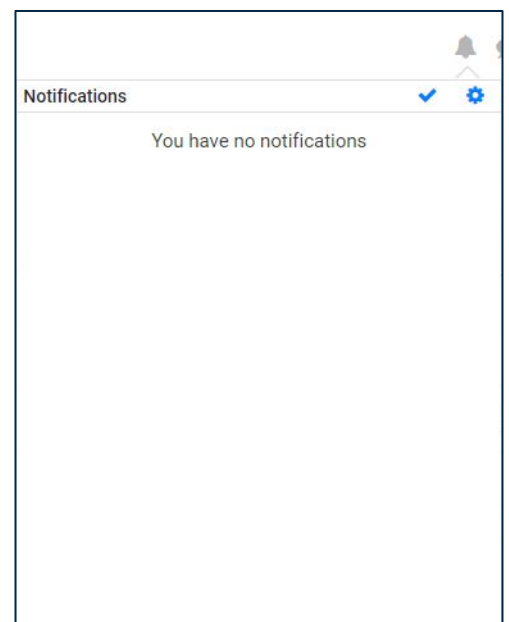
 **Edit Mode** button: **4**

#### 1 Notification

- Notifications alert teachers, students and other users about events in Moodle such as new forum posts, assignments needing grading or badges awarded.
- New notifications are highlighted with a number in the notifications menu at the top of the screen:

#### → Receiving notifications

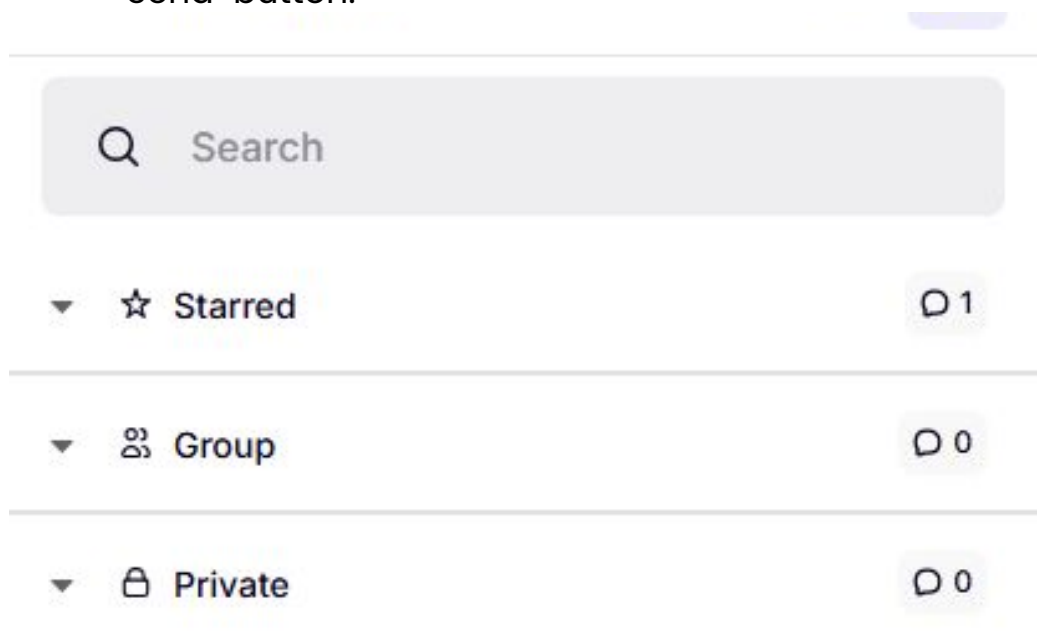
- Along with a visible alert to new events in the notifications menu, users can configure how they are notified of new events from their notification preferences page accessed from the user menu or from the gear icon in the notifications menu.
- Notifications may be sent via the web (when logged in to Moodle), email and mobile (for Moodle Mobile-enabled sites).
- Web offline options are for setting whether a user is notified when they next log in to Moodle.



## 2 Message

### i. A teacher can send a message to course participants as follows:

1. Go to the Participants page.
2. Select participants from the list or use the "Select all" button at the bottom of the list.
3. Choose "Add/send message" from the "With selected users..." drop-down menu.
4. Assuming you are satisfied with the message, click the "Send" button.

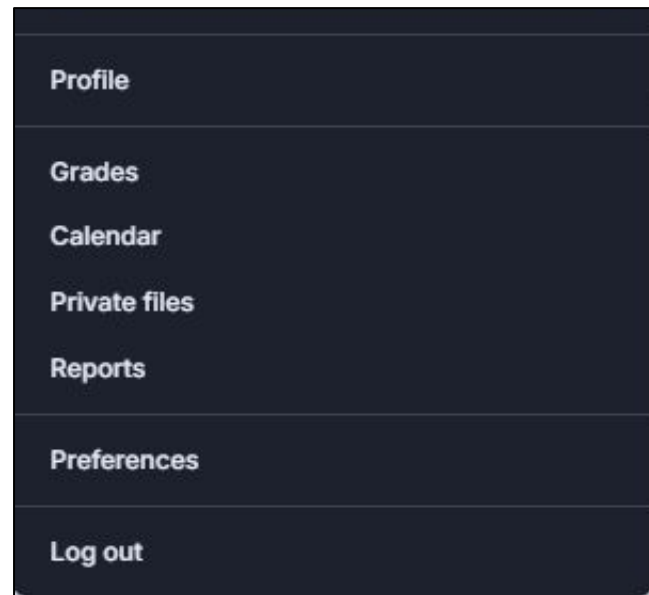
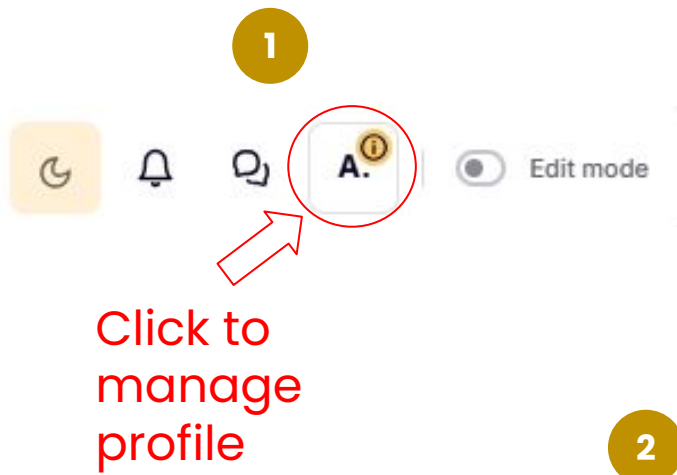


### ii. Group messaging

- A teacher or user with the capability can enable group messaging when setting up a course group. The group will then appear in the group messaging section of the messaging drawer. The teacher or other user should be a member of the group in order to see the group messages.

### 3 Profile

Click the profile icon to manage profile, calendar, Reports, preferences or log out PutraBLAST account.



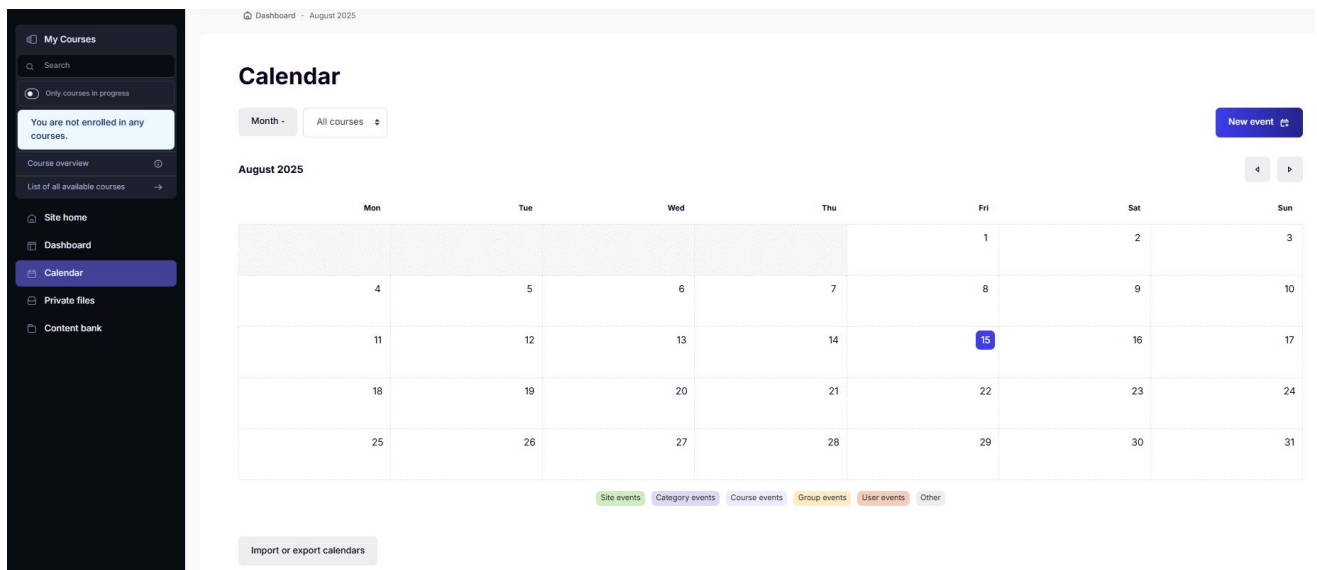
#### i. Profile:

- **Personal Information:** The Profile section allows users to view and edit their personal information. This includes details such as name, email address, contact information, and profile picture. Users can update their profile information to ensure accuracy and keep it up to date.
- **Preferences and Settings:** Moodle offers various preferences and settings that users can customize according to their preferences. The Profile section provides options to configure settings related to notification preferences, display preferences, language preferences, and more. Users can adjust these settings to personalize their Moodle experience.

- **Privacy and Visibility:** Moodle allows users to manage their privacy and visibility settings. In the Profile section, users can control what information is displayed to others within the Moodle platform. They can choose to show or hide specific profile fields or determine who can view their profile information.
- **Messaging and Communication:** The Profile section may include messaging and communication options. Users can access their messaging settings, choose how they want to receive notifications, manage message preferences, and control their messaging privacy options.
- **Course and Site Preferences:** In Moodle, users can set preferences specific to individual courses or the entire Moodle site. The Profile section allows users to configure these preferences, such as choosing the default view of course content, setting the number of items displayed per page, or customizing the course format.
- **User Roles and Permissions:** Depending on the Moodle instance and user's role, the Profile section may provide information about the user's role within the platform. It may display the user's current roles and permissions, allowing them to understand their level of access and capabilities.
- **Badges and Certificates:** If the Moodle instance supports badges or certificates, the Profile section may include a section where users can view and manage their earned badges or certificates. Users can see their achievements, download or share digital badges, or access certificates they have been awarded.

### ii. Calendar

- The calendar can display site, course, group, user and category events in addition to assignment and quiz deadlines, chat times and other course events. Note the colour coding on the screenshot below.



- New events may be added either by clicking the button or by clicking into an empty space in the desired day in the calendar.
- When adding, editing or deleting events, the event displays in a pop-up window.
- Those with permissions to edit categories may also add category events as here:

**New event** [X]

Event title <sup>1</sup>

Date 15 August 2025 11 05

Type of event User

Show more...

<sup>1</sup> Required

Save

- Events created manually may be dragged and dropped to different dates, as can Feedback activity, Assignment activity and Choice activity events. (For activities, the dates will then change in the activity itself when dragged to a different date on the calendar.)

- Moodle resources: <https://docs.moodle.org/405/en/Calendar>

### iii. Reports

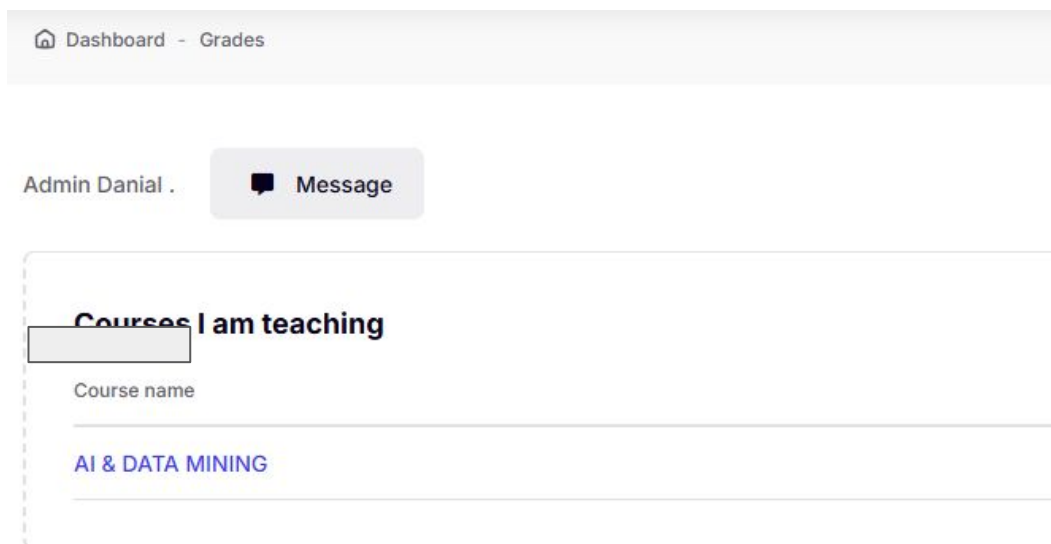
- Reports feature provides valuable insights and data regarding various aspects of course participation, performance, and activity.

### iv. Preferences

- The Preferences page gives users quick access to various settings they might wish to edit. It can be accessed directly from the user menu in the top, right corner of Moodle.
- If the theme being used does not include a user menu (which pops up when you click your name in the top, right corner of Moodle), users will need to go to their Profile page by clicking their name, click 'Edit profile;' and then use the breadcrumb trail to go back to the 'preferences' page.
- The preferences of another user may be accessed from a link on their Profile page, for those who have access to it.
- What is displayed on the Preferences page may vary according to the permissions of each individual

### v. Grades

- Grades feature provides direct access to users grade report across all courses if users are managing multiple courses in a semester.
- It allows users to quickly switch between courses gradebook to view and manage student performance.

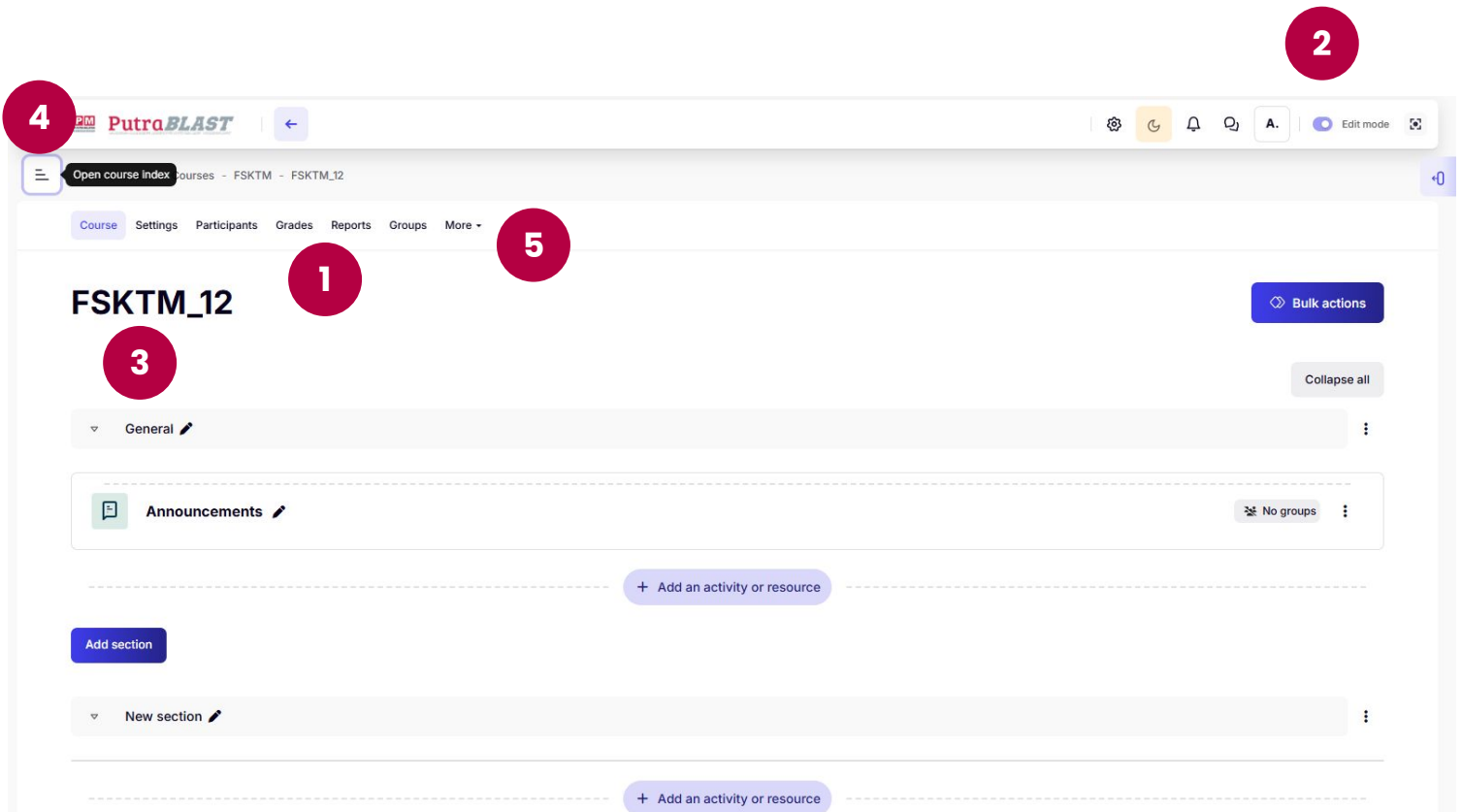


### 4 Edit Mode

- The Edit Mode toggle (found at the top-right corner of the screen) allows users to switch between viewing and editing a course.
- When Edit Mode is turned on, additional editing tools and options appear, enabling users to customize the course layout, add resources, and manage activities.

### 4.4 COURSE INTERFACE

- Before editing a course content, users must know functional button
- Click the button number to see the detail function

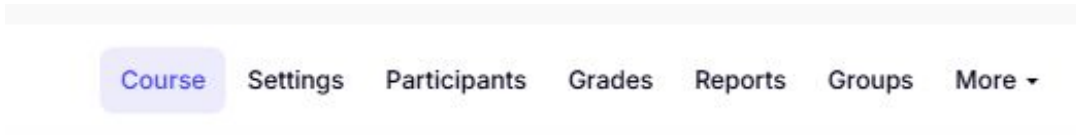


**IMPORTANT: Click button number on above to dive on detail**

- |   |                        |   |                          |
|---|------------------------|---|--------------------------|
| 1 | Button menu            | 4 | Table of Contents        |
| 2 | Turn editing on button | 5 | Course management button |
| 3 | Topic course           |   |                          |

### 1 Button menu

- Choose function in the menu by according to user intention



- Table below show the description of function button menu

Button	Description
Course	<ul style="list-style-type: none"><li>• Navigate to main course page</li></ul>
Settings	<ul style="list-style-type: none"><li>• To edit Title course, learning outcome, learning time</li></ul>
Participants	<ul style="list-style-type: none"><li>• To see course that student apply</li></ul>
Grades	<ul style="list-style-type: none"><li>• To search student progress in the course</li></ul>
Reports	<ul style="list-style-type: none"><li>• To retrieve report of students like logs, live logs and activity</li></ul>
More ▾	<ul style="list-style-type: none"><li>• To access to more function provided to course such as <b>question bank, content bank, badges, course completion, LTI External tools</b> and <b>course reuse</b></li></ul>

# PutraBLAST User Manual (Academic Staff)

BUILD UP COURSE | Course interface | Edit Mode button

## 2 Turn editing on

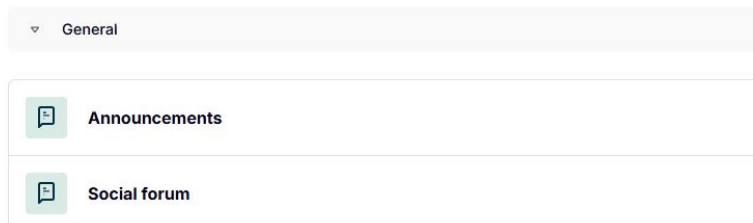
- As an instructor, in order to make edits in your course, you need to turn on the editing icons by clicking the **Course management** button and selecting **Turn editing on**. You should now see that all the editing icons have appeared
- Pop up block appear with 6 categories which is **Activities**, **Question bank**, **Badges**, **Course**, **Students** and **Reports**
- Each categories block has own functionality



Course Settings Participants Grades Reports Groups More -

CCS3200-6: ORGANISASI DAN SENI BINA  
ORGANIZATION AND ARCHITECTURE))

Before editing  
mode on



Course Settings Participants Grades Reports Groups More -

New section

CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER (ORGANIZATION AND ARCHITECTURE))

Bulk actions

After editing mode on

General

Announcements

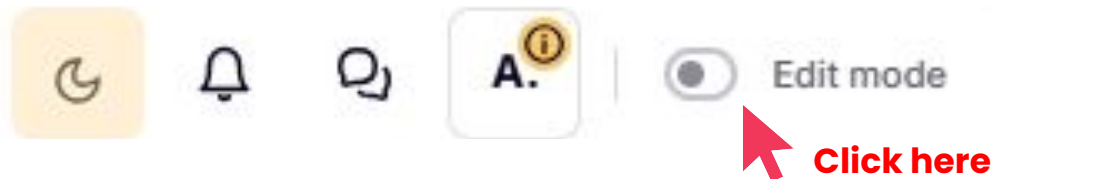
Social forum

+ Add an activity or resource

Add section

### 3 Topic course

- On the topic course, the default has been provide 1 General and 4 Section panel.
- Teacher can add more topic panel by clicking **turn editing on > add section**



- Teacher can change the section name only after activating edit mode.

**Note:** Course name can only be edited through setting function

#### Default topic course

#### After add course name and Topic/module

Course Settings Participants Grades Reports Groups Mo

Course Settings Participants Grades Reports Groups More ▾



## TEST1



## AI & DATA MINING

▶ General ✎

▶ New section ✎

▶ New section ✎

▶ New section ✎

▶ New section ✎

▶ General ✎

▶ TOPIC 1: MACHINE LEARNING ALGORITHMS ✎

▶ TOPIC 2: DATA PREPROCESSING & FEATURE ENGINEERING ✎

▶ TOPIC 3: PATTERN RECOGNITION & CLASSIFICATION ✎

▶ TOPIC 4: DEEP LEARNING FOR DATA MINING ✎

Add section

Add section

### 4 Table of contents

- Under the PutraBLAST logo, there is a 3-Line icon that can be clicked to open course index.
- Course index will show the table of content of a course to ease user navigating a course.

**Note:** To go page to the main course page, just click the course name under the Putrablast logo.

**1** Course index icon

**2** Close course index

**3** Main course page navigation

UPM PutraBLAST Diploma Semester 1 2025/2026

Open course index Courses - Category 1 - CCS3200-6

Course Settings Participants Grades Reports Groups More -

## CCS3200-6: ORGANISASI DAN SENI BINA K (ORGANIZATION AND ARCHITECTURE))

Close course index

- General
  - Announcements
  - Social forum
- New section
- New section
- Week 1
  - C1 : COMPUTER SYSTEM
  - ASSIGNMENT 1
  - Quiz 1: Computer System
  - Topic 1: Computer System
  - Topic 2: Numbering System
  - Topic 3: Boolean Algebra and Logic Gate
  - Topic 4: Computer Memory System

UPM PutraBLAST Diploma Semester 1 2025/2026

Dashboard - Courses - Category 1 - CCS3200-6

Course Settings Participants Grades Reports Groups More -

## CCS3200-6: ORGANISASI DAN SENI ORGANIZATION AND ARCHITECTUI

General

Announcements

Social forum

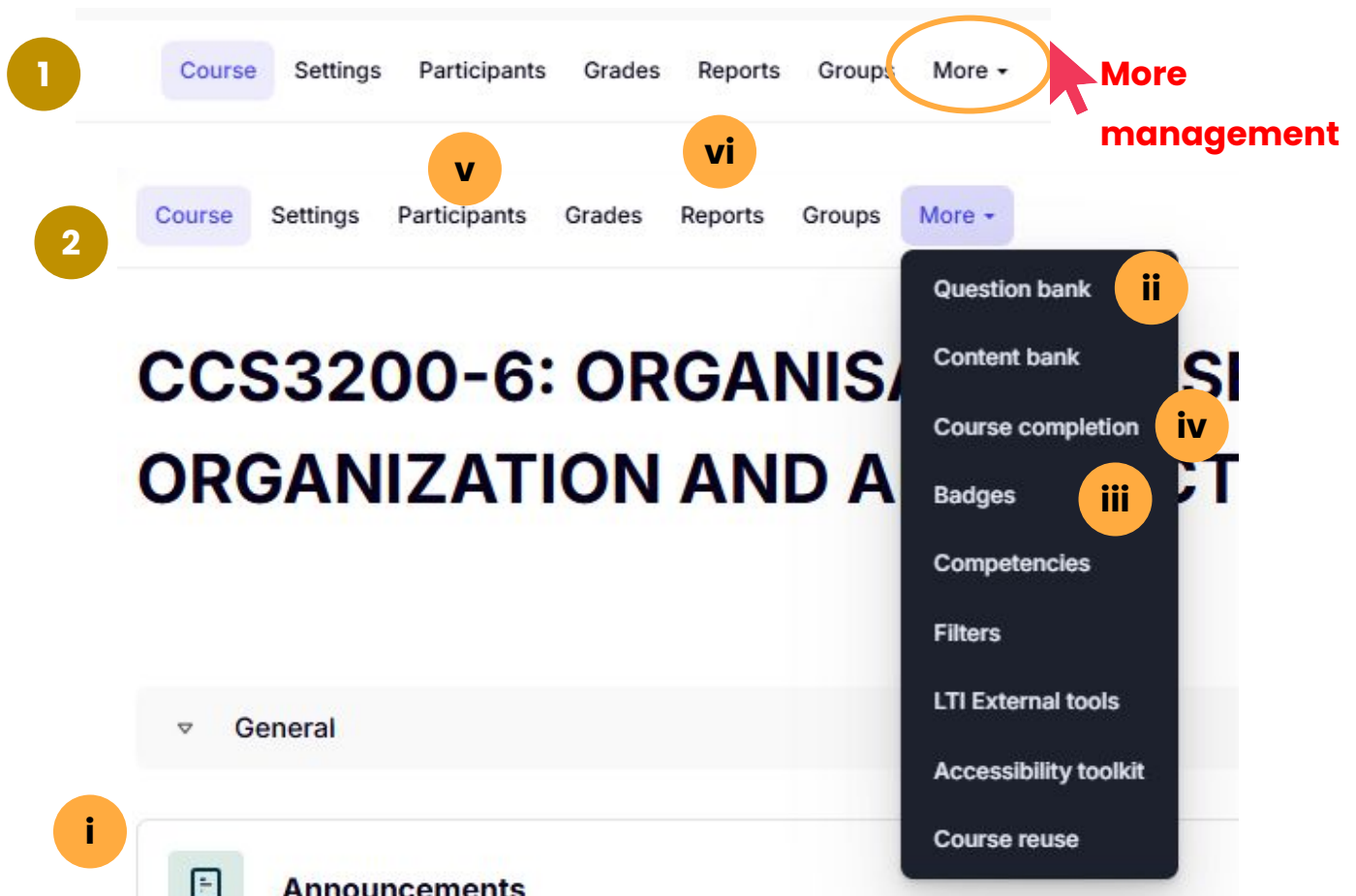
New section

New section

Week 1

### 5 Course management Menu

- As an instructor, in order to make edits in your course, you need to turn on the editing icons by clicking the **Course management** button and selecting **Turn editing on**. You should now see that all the editing icons have appeared
- Pop up block appear with 6 categories which is **Activities**, **Question bank**, **Badges**, **Course**, **Students** and **Reports**
- Each categories block has own functionality

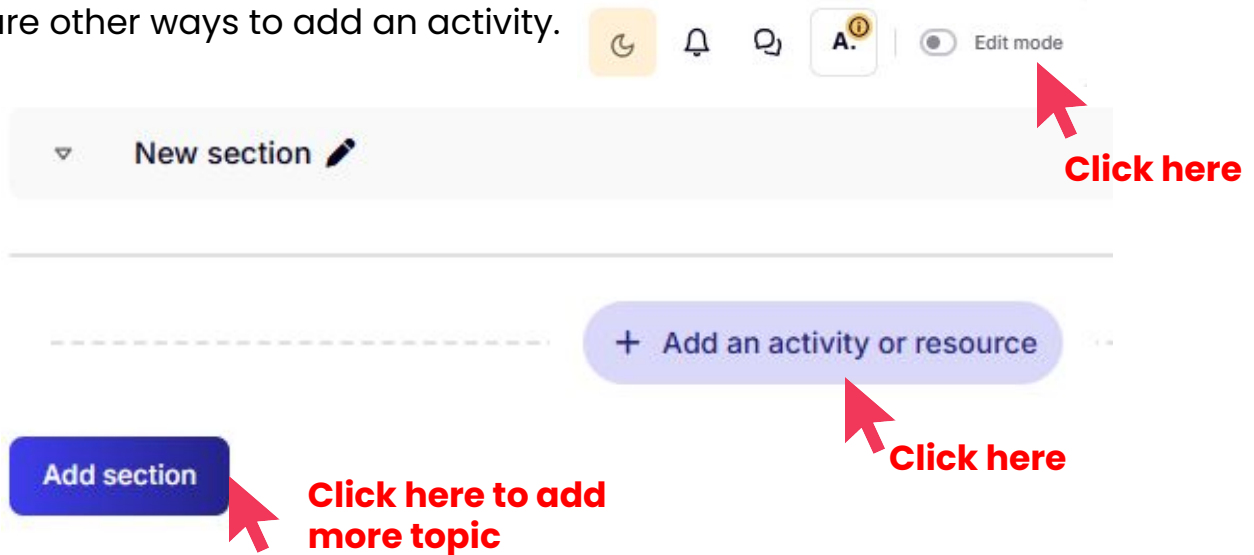


**IMPORTANT: Click button number on above to dive on detail**

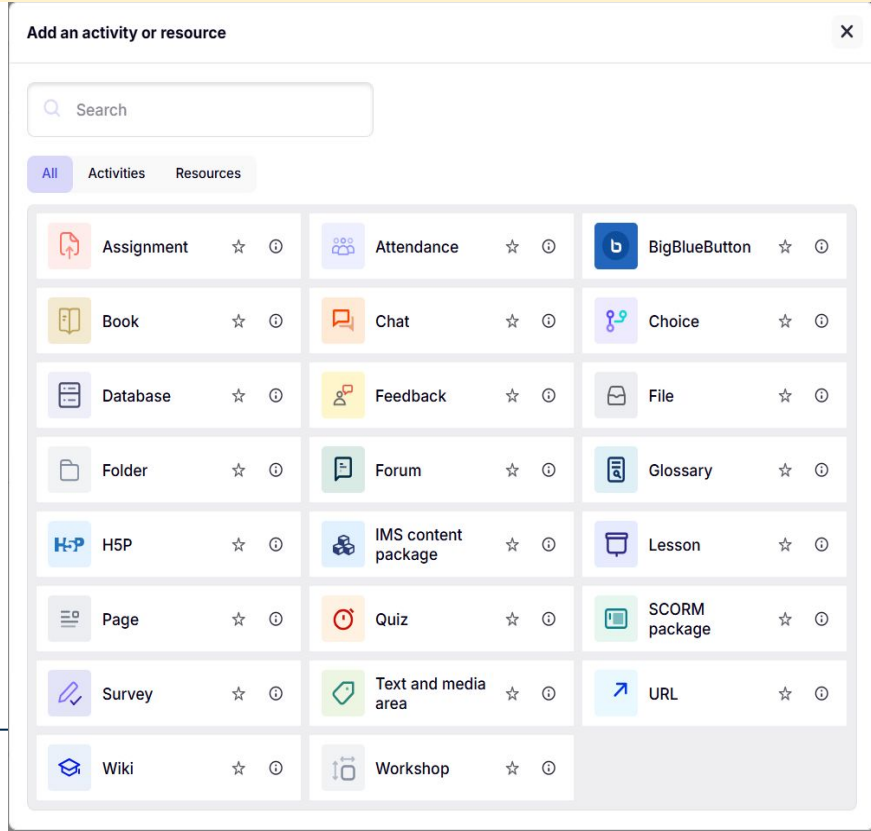
- |            |                |           |          |
|------------|----------------|-----------|----------|
| <b>i</b>   | Activity Panel | <b>iv</b> | Course   |
| <b>ii</b>  | Question bank  | <b>v</b>  | Students |
| <b>iii</b> | Badges         | <b>vi</b> | Reports  |

### **i** Activity panel

- ❑ An activity is a general name for a group of features in a Moodle course. Usually, an activity is something that a student will do that interacts with other students and or the teacher.
- ❑ The teacher can add an activity, when editing is turned on by using the "**Add an activity**" in a course (see Getting started for teachers or Adding resources and activities for more help). There are other ways to add an activity.



### Pop up panel add an activity or resource



## i Activity panel

There are 15 different types of activities in the standard Moodle that can be found on the "add an activity" pull down menu.

- Assignments** - Enable teachers to grade and give comments on uploaded files and assignments created on and offline
- BigBlueButton** - Run live video conferencing sessions within Moodle
- Chat** - Allows participants to have a real-time synchronous discussion
- Choice** - A teacher asks a question and specifies a choice of multiple responses
- Database** - Enables participants to create, maintain and search a bank of record entries
- Feedback** - For creating and conducting surveys to collect feedback
- Forum** - Allows participants to have asynchronous discussions
- Glossary** - Enables participants to create and maintain a list of definitions, like a dictionary
- H5P activity** - Enables H5P content created in the Content bank or on h5p.com or with the lumi App to be easily added to a course as an activity.
- Lesson** - For delivering content in flexible ways
- LTI External tool activity** - Allows participants to interact with LTI compliant learning resources and activities on other web sites.
- Quiz** - Allows the teacher to design and set quiz tests, which may be automatically marked and feedback and/or to correct answers shown
- SCORM** - Enables SCORM packages to be included as course content
- Survey** - For gathering data from students to help teachers learn about their class and reflect on their own teaching
- Wiki** - A collection of web pages that anyone can add to or edit
- Workshop** - Enables peer assessment

A site may add other activities which have been developed as contributed code and found in Moodle.org's Modules and Plugins database for adding to a site.

- Moodle resources: <https://docs.moodle.org/405/en/Activities>

ii

### Question bank panel

- ❑ Questions are stored in the course Question bank in **Administration > Course administration > Questions**.
- ❑ Questions can be organized into Question categories and shared with other teachers.
- ❑ Moodle has a number of different formats that can be used to import or export questions.

The screenshot shows the Moodle Question bank interface. At the top, there is a search bar. Below it, the text 'Question bank' is displayed. Underneath, there is a 'Match' section with a dropdown menu set to 'All' and the text 'of the following:'. Below this, there is another 'Match' section with a dropdown menu set to 'Category', a 'Type or select...' dropdown, and a button labeled 'Default for CCS3200-6'. Below this, there is an 'AND' section with a 'Match' dropdown set to 'Show hidden questions' and a 'No' dropdown. At the bottom, there is a button labeled 'Add condition' and a button labeled 'Create a new question ...'.

- Moodle resources:  
[https://docs.moodle.org/405/en/Question\\_bank](https://docs.moodle.org/405/en/Question_bank)

### Question bank

- ❑ The Question bank allows a teacher to create, preview and edit questions in a database and use them in the Quiz (or selected ones in a Lesson) activity. Questions are organized in categories and subcategories similar to the way files are stored in folders and subfolders. These categories may be limited to being used on the site, course or quiz level.

### Question category

- ❑ A question category can contain individual questions or other question categories. They can be found by using the Question bank or when building a quiz.

### Import

- ❑ Moodle has a number of different formats that can be used to import questions into Question bank categories and as lesson question pages. These include some proprietary quiz software formats, as well as text files and Moodle formats.

## Export

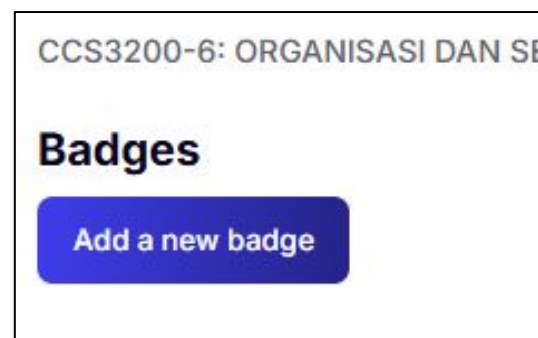
- ❑ Questions may be exported from the Quiz module and the Question bank in any one of 4 formats:
  - ❑ Aiken format
  - ❑ GIFT format
  - ❑ Moodle XML format
  - ❑ XHTML format
- ❑ Questions may be exported into Word format using a contributed plugin, Word table format. These can then be easily used to support offline review and editing of all components of a set of questions, or to create paper tests. Questions may also be exported into an alternative HTML tabular format using another contributed plugin, HTML table format. This format displays all components of a question, for easier offline review.

### iii Badge panel

- ❑ Badges are a good way of celebrating achievement and showing progress. Badges may be awarded based on a variety of chosen criteria and may be displayed on a user's profile or pushed to their Badgr backpack and public badge collections in their backpack will display in their Moodle profile.

#### There are two categories of badges:

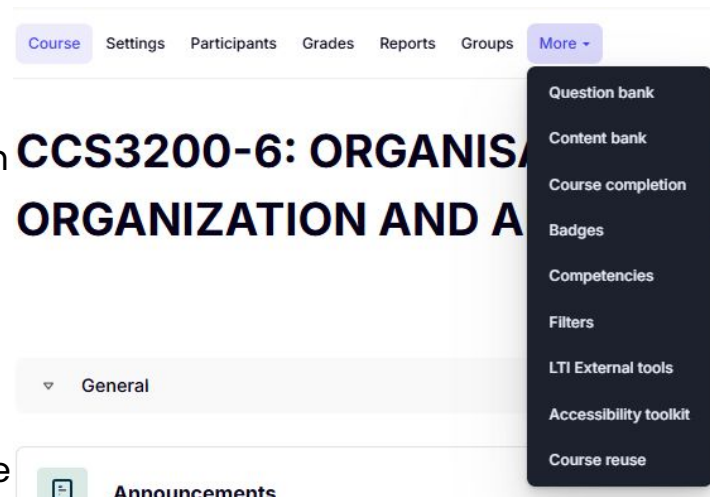
- ❑ **Site badges** - available to users' site-wide and related to the site wide activities, like finishing a set of courses.
- ❑ **Course badges** - available to users enrolled in the course and related to the activities that happen inside the course.



- Moodle resources:  
<https://docs.moodle.org/405/en/Badges>

### iv Course panel

- ❑ A course in Moodle is an area where a teacher will **add resources and activities** for their students to complete. It might be a simple page with downloadable documents, or it might be a complex set of tasks where learning progresses through interaction. See the screencast *What is a course in Moodle?* for an example.
- ❑ The course page is made up of central sections which contain the tasks, the course index and (if desired) blocks inside the block drawer to the side. The course teacher has control over the layout of the course homepage and can change it at any time. Progress can be tracked in several ways.
- ❑ Students can be enrolled manually by the teacher, automatically by the administrator or they can be allowed to enrol themselves. Students can also be added to groups if they need to be separated from classes sharing the same course or if tasks need to be differentiated.

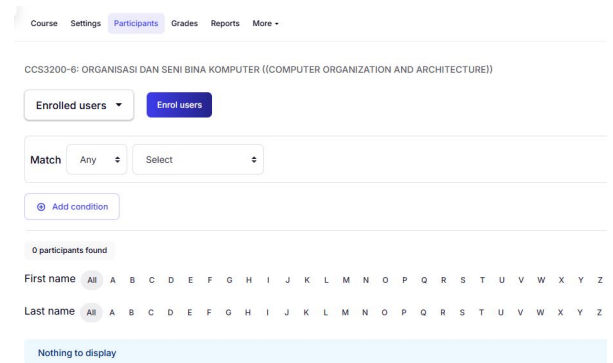


- Moodle resources: [https://docs.moodle.org/405/en/Managing\\_a\\_Moodle\\_course](https://docs.moodle.org/405/en/Managing_a_Moodle_course)

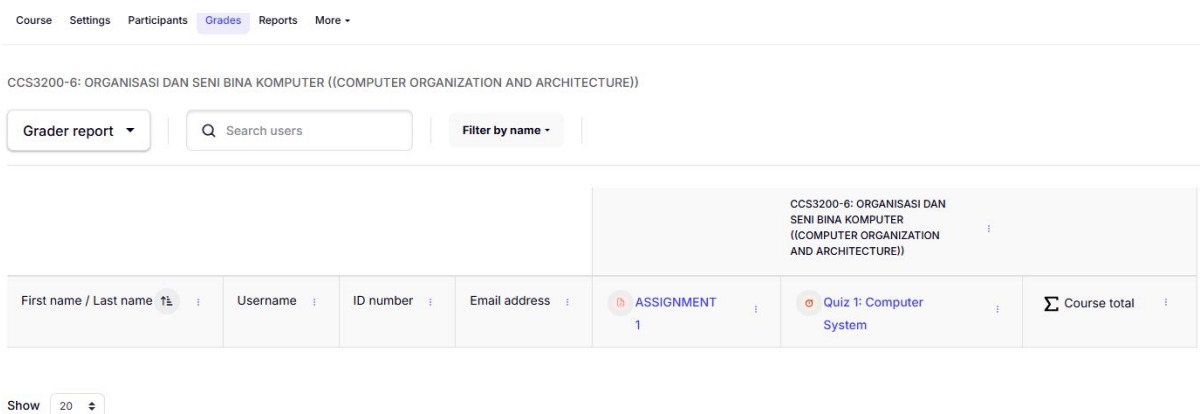
### v

## Student panel

❑ The student panel in Moodle provides various features and options that allow students to access and interact with their courses. Here's a description of some key elements you'll find in the student panel:



❑ **Grades:** The Grades section in the students panel allows teacher to view their grades and progress in the course. It provides a comprehensive overview of the assignments, quizzes, exams, and other assessments, along with the grades received for each. Students can also access detailed feedback provided by instructors.



❑ **Participants:** The Participants section allows teacher to see a list of all the participants in the course, including instructors and fellow students. It provides an opportunity for students to connect with their peers, send messages, and collaborate on course-related activities.

# PutraBLAST User Manual (Academic Staff)

BUILD UP COURSE | Course interface | Course management button

The screenshot shows the 'Participants' tab in a Moodle course interface. At the top, there are navigation tabs: 'Course', 'Settings', 'Participants' (selected), 'Grades', 'Reports', and 'More'. Below the tabs, there is a search bar and a dropdown menu for 'Enrolled users' with an 'Enrol users' button. A 'Match' section contains two dropdown menus: 'Any' and 'Select'. Below this is an 'Add condition' button. A status indicator shows '2 participants found'. The main area displays a list of participants with columns for 'First name', 'Last name', 'Email address', 'Roles', 'Groups', 'Last access to course', and 'Status'. Two participants are listed: one with first name 'N.' and last name '...', role 'Teacher', and another with first name 'A.' and last name '...', role 'Student'. Each row has a checkbox, a status button ('Active'), and icons for information, edit, and delete.

❑ **Groups:** In Moodle, instructors can create groups within a course to facilitate collaborative work or discussions. The Groups section in the **Participants** panel enables teacher to view the groups they are assigned to, interact with group members, and access group-specific activities or resources.

The screenshot shows the 'Groups' management interface in Moodle. At the top, there are navigation tabs: 'Course', 'Settings', 'Participants' (selected), 'Grades', 'Reports', and 'More'. Below the tabs, the course name 'CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))' is displayed. A 'Groups' dropdown menu is visible. Below this, there are two main sections: 'Groups' and 'Members of:'. The 'Groups' section shows a single group named 'GROUP 1 (0)'. Below the group name, there are buttons for 'Edit group settings', 'Disable messaging', 'Enable messaging', and 'Delete'. The 'Members of:' section is currently empty. At the bottom, there is a 'Manage' section with buttons for 'Create group', 'Auto-create groups', and 'Import groups'. A button labeled 'Add/remove users' is also present.

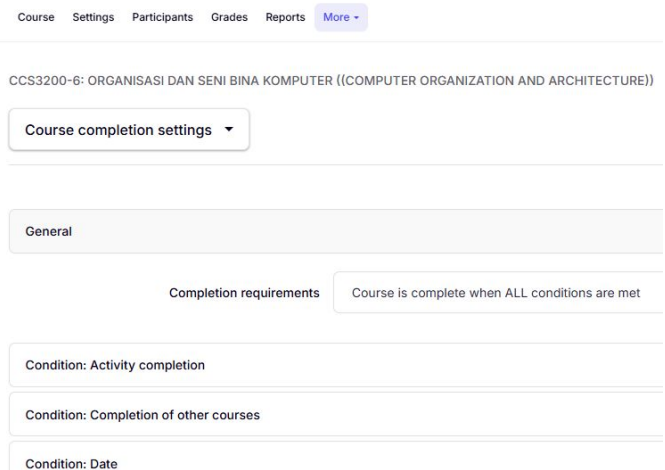
### iv

## Report panel

- ❑ The Reports panel in Moodle provides valuable insights and data related to course activities, participation, and completion. Here's an overview of the key elements you'll find in the Reports panel:



- ❑ **Activity Completion:** The Activity Completion report provides information on the completion status of individual activities within the course. It allows instructors to see which activities, such as assignments, quizzes, or forum posts, have been completed by students. This report helps track student progress and engagement with the course materials.



- ❑ **Course Completion:** The Course Completion report gives an overview of the overall course completion status. Instructors can see which students have completed all required activities or met specific criteria for course completion. This report helps monitor the progress of students towards meeting the course objectives.

 No completion criteria set for this course

[More information about this error](#)

[Continue](#)

- ❑ **Logs:** The Logs report captures a detailed record of user activity within the course. It tracks actions such as logins, resource views, quiz attempts, and forum participation. Instructors can use this report to analyze student engagement, identify patterns, and gain insights into the usage of course materials.

CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))

Logs ▾

### Choose which logs you want to see:

CCS3200-6: ORGANISA: ▾ All groups ▾ All participants ▾ All days ▾ All activities ▾ All actions ▾ All sources ▾ All events ▾

[Get these logs](#)


- ❑ **Live Logs:** The Live Logs report provides real-time monitoring of user activity within the course. Instructors can see the current activity of students, including the pages they are accessing, their logins, and recent actions. This report allows instructors to observe student behavior and identify any issues or challenges in real-time.

Course Settings Participants Grades Reports More ▾

CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))

Live logs ▾

Live logs from the past hour (Updates every 60 seconds)

[Pause live updates](#) 

Time	User full name	Affected user	Event context	Component	Event name	Description
12 August 2025, 3:48:46 PM	Admin Danial .	-	Course: CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))	System	User list viewed	The user v with id '2'.
12 August 2025, 3:48:41 PM	Admin Danial .	-	Course: CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))	Grader report	Grader report viewed	The user v gradebook

- ❑ **Course Participation:** The Course Participation report offers a comprehensive view of student participation and engagement within the course. It includes information such as the number of logins, time spent in the course, contributions to discussions, and completion of activities. This report helps assess student involvement and identify areas where additional support or intervention may be required.

CCS3200-6: ORGANISASI DAN SENI BINA KOMPUTER ((COMPUTER ORGANIZATION AND ARCHITECTURE))

Course participation ▾

Activity module Choose... ▾ Look back Choose... ▾ Show only adminptj ▾ Show actions All actions ▾ Go






Groups All participants ▾

- ❑ **Activities:** The Activities report provides detailed information on specific activities within the course. It offers insights into student engagement and performance for each activity, such as quiz results, assignment submissions, or forum participation. Instructors can use this report to evaluate individual student progress and provide targeted feedback or interventions.

Activity report ▾

Filter

Computed from logs since Tuesday, 15 July 2025, 4:18 PM.

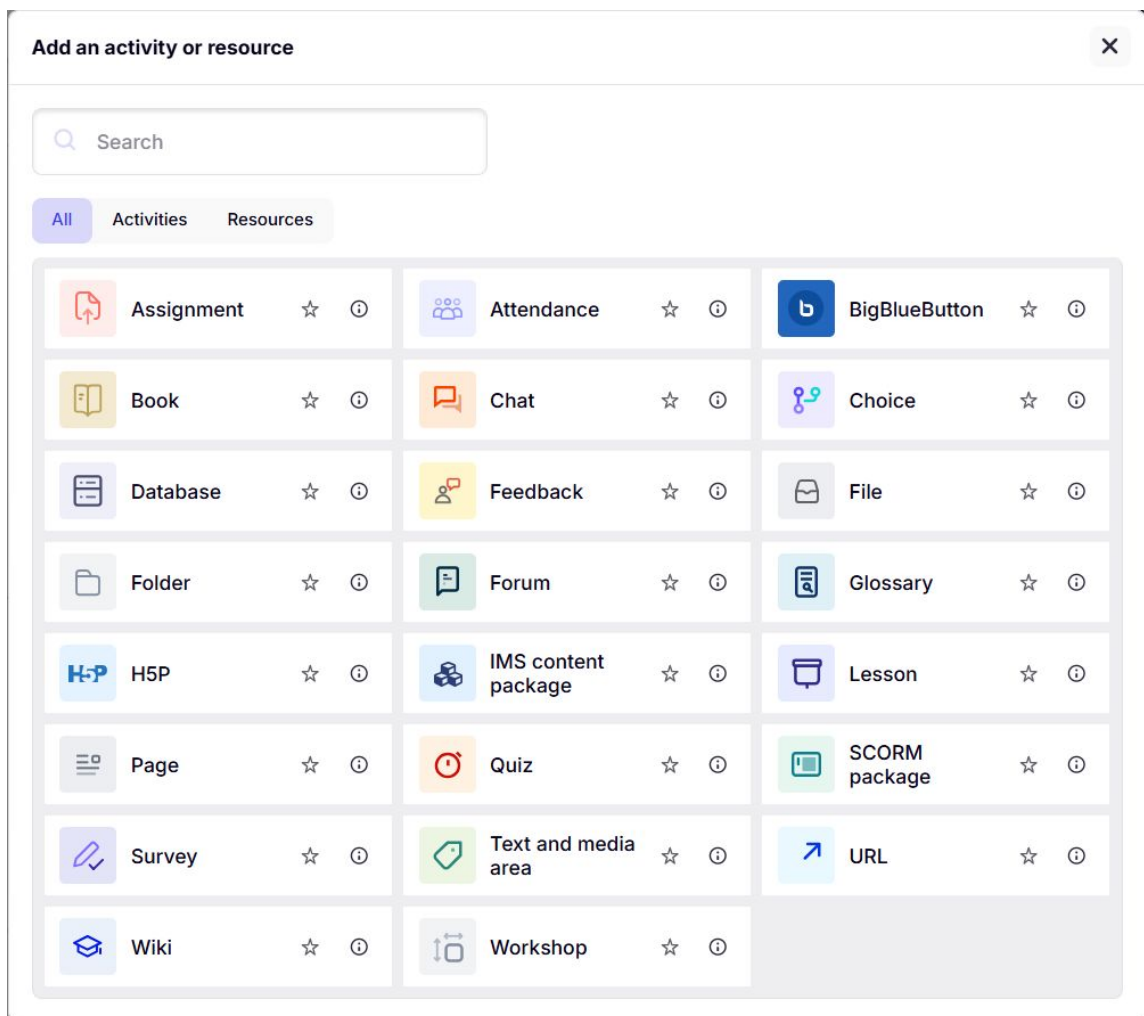
Activity	Views	Related blog entries	Last access
 Announcements	11 views by 2 users	-	Wednesday, 16 July 2025, 9:18 AM (27 days 6
 Social forum	-	-	
<b>Week 1</b>			
 C1 : COMPUTER SYSTEM	7 views by 2 users	-	Wednesday, 16 July 2025, 9:21 AM (27 days 6
 ASSIGNMENT 1	22 views by 3 users	-	Monday, 11 August 2025, 3:25 PM (1 day)
 Quiz 1: Computer System	22 views by 2 users	-	Monday, 11 August 2025, 3:25 PM (1 day)

### → Edit/rename topic title

- Click icon pencil and type title topic > press enter on keyboard

### → Add an activity or resource

- Moodle supports a range of different resource types that allow you to insert almost any kind of web content into your courses.
- Click Add an activity or resource button. It will show the button and every each has functionality



- PutraBLAST using 3 divided category to use **Add an activity or resource** on platform. Refer to page 5

## → COURSE INTERFACE (CONTENT)

- Common use activity or resource by teacher:



### File

- Adding a File allows you to add any file from your own computer or storage device to use in your course
- Step 1:** From within your course in Moodle, click the Course management button and select turn editing on, then in the topic area you'd like to add a file to, click the **Add an activity or resource** link at the bottom.
- Step 2:** Select **File** and then click the Add button at the bottom.
- Step 3:** Enter a Name in the text areas provided.
- Step 4:** In the Content area you can either drag and drop your file into the text area where the blue arrow is, or click the Add file (piece of paper with corner folded) icon in the left corner of the menu box to browse for the file you would like to attach

New File

General

Name !

Edit View Insert Format Tools Table Help

← → B I [Link] [Unlink] [Video] [Audio] [Help] [List] [List]

Description

Display description on course page ?

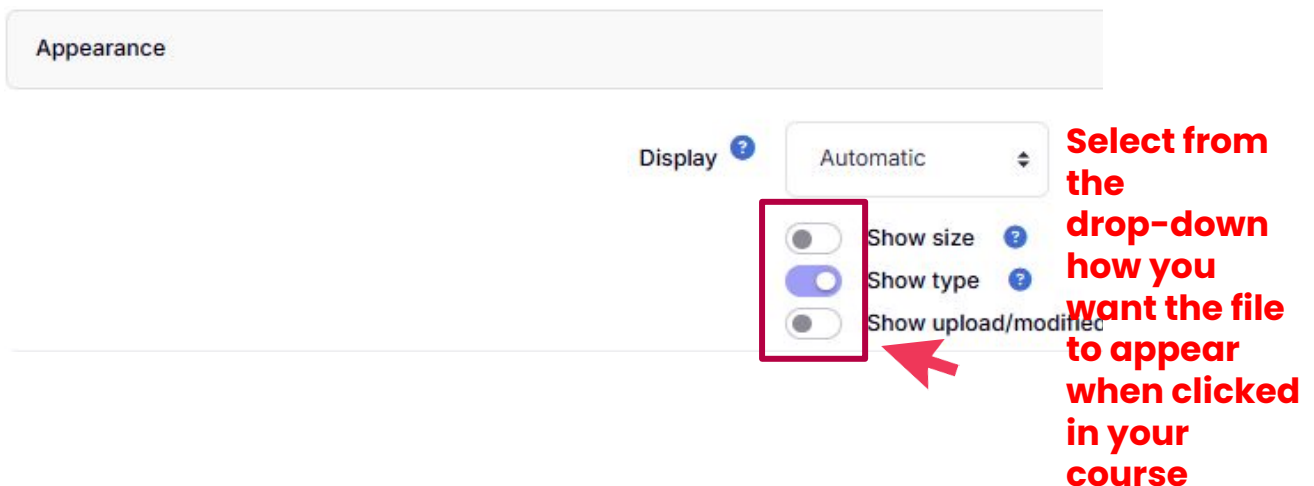
Files

Select files

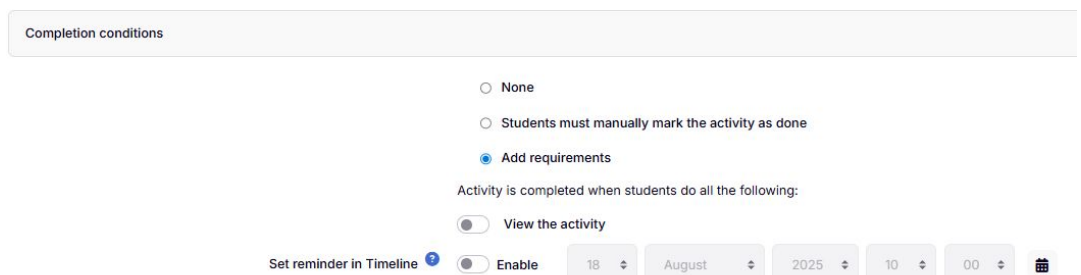
Save and return to course Save and display Cancel



- ❑ **Step 5:** Under **Appearance**, using the **Display** drop down menu, select how you would like the File to open, such as in a new window, a pop-up, or embedded.
- ❑ **Step 6:** Also under **Appearance**, If you do not want the size and type of the file to show on your course page, make sure to uncheck the **Show size** and **Show type** checkboxes.



- ❑ **Step 7:** Under Activity completion, please choose on completion tracking: **Show activity as complete when conditions are met.** This section to record student to completed activity will be mark

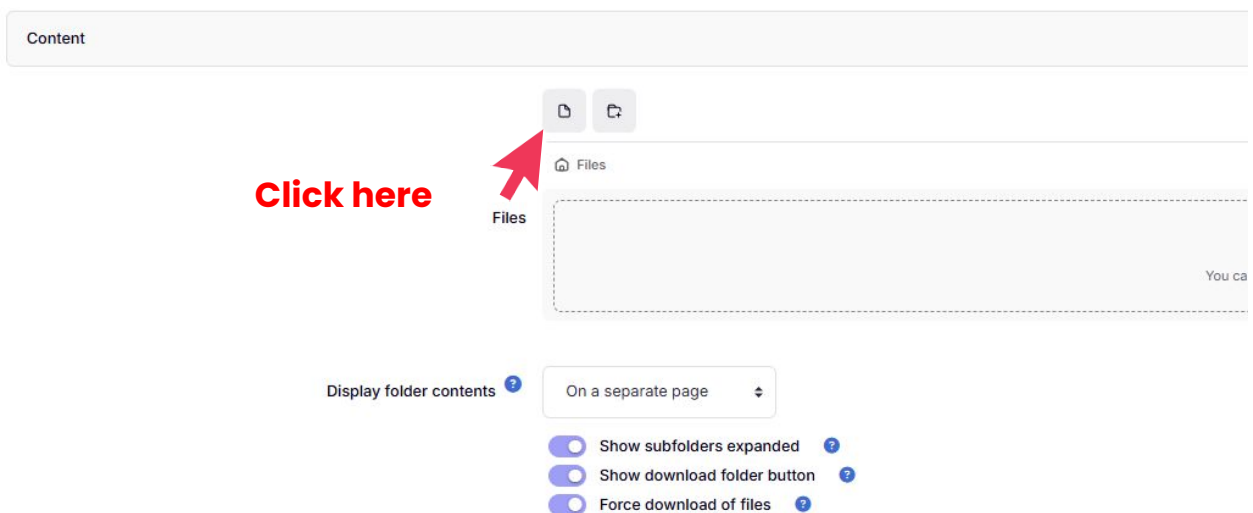


- ❑ **Step 8:** When finished, click the Save and return to course button at the bottom



### Folder

- ❑ A **Folder** helps organize several files that pertain to the same subject matter by organizing them in one folder. This saves space on the course homepage by not having the files all listed individually.
- ❑ **Step 1:** From within your course in Moodle, turn editing on, then in the topic area you'd like to add a Folder to, click the **Add an activity or resource** link.
- ❑ **Step 2:** click **Folder** button.
- ❑ **Step 3:** Enter a **Name** in the text area provided.
- ❑ **Step 4:** In the **Content** area you can either drag and drop your files into the text area where the blue arrow is, or click the **Add files** (piece of paper with corner folded) icon in the left corner of the menu box to browse for the files you would like to attach.

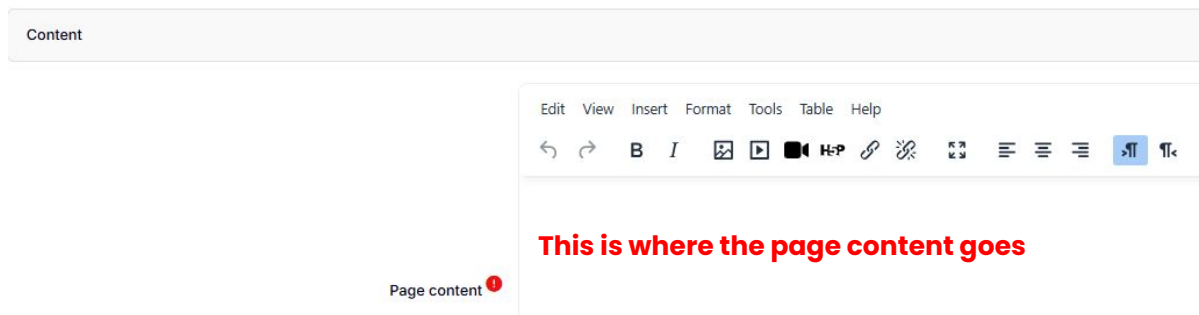


- ❑ **Step 5:** When you have all your files added, click the **Save and return to course** button at the bottom. The **Folder** is created and now appears on your course homepage.

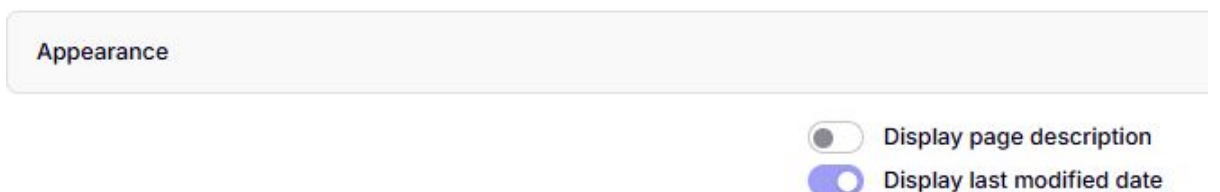


## Page

- ❑ A **Page** can display text, images, sound, video, web links, and embedded code. It's great for (page-long) information that you plan on updating such as schedules, lists of resources, instructions, and more.
- ❑ **Step 1:** From within your course in Moodle, **Turn editing on**, then in the topic area you'd like to add a **Page** to, click the **Add an activity or resource** link at the bottom.
- ❑ **Step 2:** Select **Page** and then click the **Add** button at the bottom.
- ❑ **Step 3:** Enter the **Name** in the text area provided.
- ❑ **Step 4:** In the **Content** area add your information in the **Page content** text box provided.



- ❑ **Step 5:** Under **Appearance**, tick **Display page description** and **Display last modified date** for the page to display right in Moodle.



- ❑ **Step 6:** Under **Activity completion**, please choose on completion tracking: **Show activity as complete when conditions are met**. This section to record student to completed activity will be mark





## SCORM

- ❑ The **SCORM** activity allows teachers to upload any SCORM or AICC package to a course.
- ❑ **SCORM** (Sharable Content Object Reference Model) is a collection of specifications that enable interoperability, accessibility and re-usability of web-based learning content.

### ❖ How is it set up?

- In a course, with the editing turned on, choose '**SCORM Package**' from the activity chooser.
- Give it a name and, if required, a description.
- In the Package section, upload your **SCORM package**
- Expand the other sections to select the settings you want, in particular the Appearance and Attempts management sections. For more information, see SCORM settings
- Click **Save and return to course**.

Package

Files

Package file ?

You can drag and drop files here to add them.

Accepted file types:

- application/xml .xml
- Archive (ZIP) .zip

Auto-update frequency ? Never

Maximum file size: Unlimited, maximum number of files: 1

## Package

- ❑ Drag and drop or click the icon top left to upload your SCORM package. (Note that you must not unzip the package before upload.)
- ❑ If your admin has added additional options in Site **administration > Plugins > Activity modules > SCORM** package then these will be available in a dropdown menu. See the section on Site settings below.



## IMS Content Package

- ❑ For instructions on how to add an IMS Content Package to your course, view Moodle: Activities & Resources: Add an IMS Content Package

### General Settings:

- ❑ Designate a name or title for the IMS Content package, enter a description (optional), and decide if you want the description displayed on the main course page.

New IMS content package

Expand all >

General

Name !

Description

Edit View Insert Format Tools Table Help

← → B I ...

### Content Settings:

- ❑ Drag and drop your IMS Content area, or use the 'Choose a file' button to locate it on your desktop.

Content

Choose a file...

Package file

You can drag and drop files here to add them.

Accepted file types:

Archive (IMSCC) .imsc .imsc .zip

Archive packages 1

## Common Module Settings:

- ❑ These settings specify the visibility of the SCORM activity for students (Hide/Show), and the group mode and grouping can be designated. See Common Activity Settings: Common Module Settings for more details.

Common module settings

Availability ? Show on course page ⌵

ID number ?

Force language Do not force ⌵

## Restrict Access Settings:

- ❑ The activity can be restricted based upon a date, group, activity completion of another activity/resource in the course, etc. See Common Activity Settings: Restrict Access for more details, but note that only the section on the Add Restriction button applies. If more than one restriction is added, students must meet EACH of the requirements before the activity becomes available.

Restrict access

Access restrictions

None

Add restriction...

### Activity Completion Settings:

- ❑ By default, students can manually mark the IMS activity as complete, but an instructor can change this require a view. See Common Activity Settings: Activity Completion for activity completion details.

Completion conditions

None

Students must manually mark the activity as done

Add requirements

Activity is completed when students do all the following:

View the activity

Set reminder in Timeline ?  Enable

18 August 2025 10 28

### Tags Settings:

- ❑ Tags are keywords that can be added to an activity or resource. See Common Activity Settings: Tags for more details.

Tags

Manage standard tags

Tags

### Click Save and Display

## → COURSE INTERFACE (ACTIVITY)



### Chat

- The Chat activity allows course members to hold real-time, text-based conversations with other course members. Different chat rooms can be set up for the same course. For example, a course may have some chats where meeting times are scheduled, and others that are always available. Chat sessions can also be logged for reference, with instructor control over who can see the logs.

#### ❖ Set up a Chat Room

- **Step 1:** On your course page, click **Turn editing on** (green pencil icon Turn editing on (green pencil icon). Editing icons and links will appear.
- **Step 2:** At the bottom right of the Section, click + **Add an activity or resource**. The Add an activity or resource window will open. Click **Chat** button.
- **Step 3:** On the Adding a new Chat page, enter an informative **name** in the Name of this chat room field.

#### New Chat

Expand all ▶

General

Name of this chat room !

Edit View Insert Format Tools Table Help

↶ ↷ B I ...

Description

- ❑ **Step 4:** In the **Description** box, enter a description that lets your students know the purpose of the chat, and your expectations for their participation. For a structured discussion, you could include a specific list of questions you would like addressed. This is also a good place to let your students know whether or not you plan to make the archive of chat logs available to the entire class.
- ❑ **Note:** It is generally advisable to leave Display description on course page unchecked, to avoid clutter on the main course page.

Chat sessions

Next chat time: 18 August 2025 10:33

Repeat/publish session times: Don't publish any chat times

Save past sessions: Never delete messages

Everyone can view past sessions: No

Common module settings

Restrict access

Completion conditions

Tags

Competencies

Send content change notification

**Save and return to course** **Save and display** Cancel

- ❑ **Step 5:** Configure other settings for the assignment. For more information on these options, see Configure Chat Options below.
- ❑ **Step 6:** Click **Save and return to course**.



## Feedback

- ❑ **Feedback** allows you to create a survey with various types of questions (multiple choice, short-answer, long-answer, and numerical).

### ❖ How to set it up?

- ❑ **Step 1:** From within your course in Moodle, **Turn editing on**, then in the topic area you'd like to add a **Feedback** activity to, click the **Add an activity or resource** link.
- ❑ **Step 2:** Click **Feedback** button.
- ❑ **Step 3:** Enter a **Name** in the text area provided.
- ❑ **Step 4: Availability:** select the date range you'd like to receive feedback between.
- ❑ **Step 5:** Under **Question and submission settings:** using the **Record user names** drop down menu select to have feedback remain anonymous or show students names with their answers; select if you would like to **Allow multiple submissions**; and if you would like to be notified of submissions.

#### Question and submission settings

Record user names

Anonymous

Allow multiple submissions

No

Enable notification of submissions

No

Auto number questions

No



### Feedback

- ❑ **Step 6:** Under **After submission** settings: using the **Show analysis page** drop down menu, select if you would like students to see an analysis after they submit their input, and/or type in any message you would like to give them upon completion in the **Completion message** text box.

After submission

Show analysis page

Completion message

Edit View Insert Format Tools Table Help

← → B I [Image] [Video] [Audio] [Link] [Unlink] [List] [List] [List] ...

- ❑ **Step 7:** Under **Activity completion**, please choose on completion tracking: **Show activity as complete when conditions are met**. This section to record student to completed activity will be mark

Completion conditions

None

Students must manually mark the activity as done

Add requirements

Activity is completed when students do all the following:

View the activity

Submit feedback

Set reminder in Timeline  Enable      [Calendar icon]


- ❑ **Step 8:** When finished, click the **Save and return to course** button at the bottom.



## Feedback

### ❖ Adding Questions

- ❑ **Step 1:** Click on the **Feedback** activity title to open it, and then click the **Edit questions** tab at the top.

Click here  **Overview**

Submitted answers: **0**

Questions: **0**

Jump to...

- ❑ **Step 2:** Under **Add question**, using the drop down menu, select what type of question you would like to add.

**Edit questions**

Add question

Add a page break

Captcha

Information

Longer text answer

Multiple choice

Multiple choice (rated)

Numeric answer

Short text answer

Text and media area

Jump to...

Semester 1, 2025/2026 putrablast\_admin@upm.edu.my



### Feedback

#### ❖ Adding Questions

- ❑ **Step 3:** Checkmark whether the question is **Required** for them to answer, and then type in the **Question** in the textbox provided

The screenshot shows the 'Feedback' form interface. At the top, there is a header with a 'FEEDBACK' label and a 'Feedback' title. Below this, the form is titled 'Multiple choice'. A 'Required' toggle switch is currently turned on. The 'Question' field is an empty text input box. Below it is a 'Label' field, also empty. The 'Multiple choice type' is set to 'Multiple choice - single answer'. The 'Adjustment' is set to 'Vertical'. The 'Hide the "Not selected" option' and 'Omit empty submits in analysis' are both set to 'No'. The 'Multiple choice values' field is a large empty text area. Below this, there is a note: 'Use one line for each answer!'. The 'Position' is set to '1'. At the bottom, there are two buttons: 'Save changes' (in blue) and 'Cancel' (in grey).

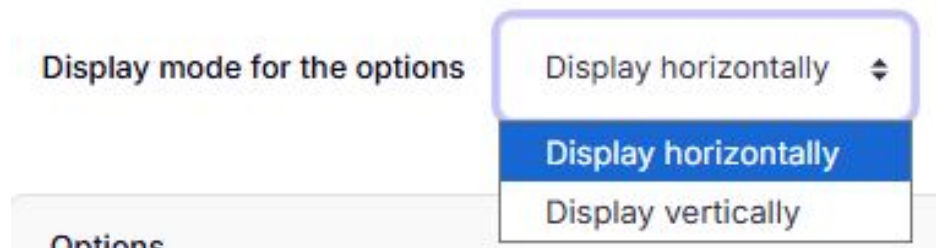
- ❑ **Step 4:** Work through other applicable settings to the question. When finished, click the **Save question** button at the bottom.
- ❑ **Step 5:** Continue adding the questions you would like for the activity. Once you have all your questions entered, the **Feedback** activity is ready.



### Choice

#### ❑ Creating a Choice Activity for Choosing Project/Research Topics

- ❑ In this example we will create a **Choice** activity where students select which state they would like to research and present on, limiting the choices to 2 students per state:



- ❑ **Step 1:** Within your course in Moodle, **Turn editing on**, and in the topic area you want the activity click **Add an activity or resource**, click **Choice**.
- ❑ **Step 2:** Enter the **Choice** name and **Description** (which would be your instructions).
- ❑ **Step 3:** Using the **Display mode for the options** drop down menu, select if you want the choices listed horizontally or vertically on the page.
- ❑ **Step 4: Options:** Using the **Allow choice to be updated** drop down menu, choose if you want to allow students the ability to update their choice. You can allow students to make more than one choice by selecting **Yes** for **Allow more than one choice to be selected**. For this example use the **Limit the number of responses allowed** drop down menu to set this to **Yes**.

Options

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed

Option 1

Option 2

Option 3

Option 4

Option 5

Add 3 field(s) to form

Fill in the options (in this case the states students choose from) and the response limit number (in this case 2)

- ❑ **Step 5:** Under **Availability** you can choose to restrict the window of time students make their selections. Checkmark **Enable** check boxes and set your dates accordingly.
- ❑ **Step 6:** Make selections under **Results** as to how you want things to show or not show for students. In this example we are allowing students to see the going list of choices with names once they make their selection

Results

Publish results

Show column for unanswered

Include responses from inactive/suspended users

- ❑ **Step 7:** When finished, click the **Save and return to course** button at the bottom.

## ❖ **Creating a Choice Activity for Project Progress Check-in**

- ❑ Have students go in and change their selection according to what stage of the project they are in. You can then watch the progression of your students and note if anyone is really far behind.
- ❑ Option Settings:
  - ❑ Allow choice to be updated = **yes**.
  - ❑ Limit the number of responses = **no**.
- ❑ Availability Settings:
  - ❑ You can set these for when the project starts and is due if you wish.
- ❑ Results Settings:
  - ❑ Publish results = **Do not publish results to students**.



### Survey

- ❑ The Survey activity offers a number of verified survey instruments, including COLLES (Constructivist On-Line Learning Environment Survey) and ATTLS (Attitudes to Thinking and Learning Survey), which have been found useful in assessing and stimulating learning in online environments. Teachers can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.
- ❑ Note that the Survey is not customisable; if you want to create your own survey questions, then explore the Feedback activity.



SURVEY

The purpose of this questionnaire is to help us evaluate your attitudes towards thinking and learning. There are no 'right' or 'wrong' answers; we are interested only in your opinion. Please be assured that your responses will be treated with a high degree of confidentiality, and will not affect your assessment.

Only enrolled users are able to submit surveys



All questions are required and must be answered.

#### Attitudes Towards Thinking and Learning

Responses	Not yet answered	Strongly disagree	Somewhat disagree	Neither agree nor disagree	Somewhat agree	Strongly agree
In discussion ...						
1 In evaluating what someone says, I focus on the quality of their argument, not on the person who's presenting it.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2 I like playing devil's advocate - arguing the opposite of what someone is saying.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3 I like to understand where other people are 'coming from', what experiences have led them to feel the way they do.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4 The most important part of my education has been learning to understand people who are very different to me.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5 I feel that the best way for me to achieve my own identity is to interact with a variety of other people.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### How is it set up

- ❑ In a course, with the editing turned on, choose '**Survey**' from the activity chooser.
- ❑ Give it a **name** and, from the dropdown, choose your **Survey type**. Click the question mark ? icon for information about each Survey type.
- ❑ Add a **description** if required.
- ❑ Expand the other sections to select the settings you need.
- ❑ Click **Save and return to course**.

#### New Survey

Expand all ▶

General

Name <sup>!</sup>

Survey type <sup>!</sup> <sup>?</sup>

- Choose...
- ATTLS (20 item version)
- Critical incidents
- COLLES (Actual)
- COLLES (Preferred and Actual)
- COLLES (Preferred)

Description

0 words Build with tinyMCE



## Forum

### ❖ Types of Forums


- ❑ **A single simple discussion:** Students are limited to replying to only one topic. Useful forum to keep the focus of the discussion on a single theme.
- ❑ **Each person posts one discussion:** Each student can post exactly one new discussion topic that everyone can reply to. Once a student creates a new discussion topic, the **Add a new discussion topic** button disappears from their forum view
- ❑ **Q and A forum:** Students must post their reply first before they are allowed to view other students' posts. Instructors must first post a question for students to respond to
- ❑ **Standard forum displayed in a blog-like format:** This is an open forum where anyone can start a new discussion at anytime, and in which discussion topics are displayed on one page with **Discuss this topic** links
- ❑ **Standard forum for general use:** This is the default forum where anyone can start a new discussion at any time. Students can add multiple discussion topics and can reply to any of the posts in the forum



## Forum

### ❖ Creating a Forum

- ❑ **Step 1:** From within your course in Moodle, **Turn editing on**, then in the topic area where you'd like your forum, click **Add an activity or resource**, click **Forum**.
- ❑ **Step 2:** Fill in the **Forum Name**, and in the **Description** box area, type in your instructions for the students. Using the drop down menu for **Forum type**, choose the type you are using.

Forum type 

- Standard forum for general use
- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

- ❑ **Step 3:** Make selections to your settings. Here are descriptions of a few of the more common options:
  - **Attachments and word count**, this is where you can allow students to attach files to their posts and turn on a word count if you are requiring them to respond in so many words
  - **Whole forum Grading** allows you to grade student forum postings from a forum grading interface that allows you to see a students entire contributions to the forum on one page (for more on **Whole forum grading**, see the next section)
  - **Ratings** allows users to rate each other's forum posts, and it can also be used as another method for graded assessment. Use the drop down menu for **Aggregate type** to choose how you (and potentially other students) will rate students' forum posts

Ratings

Roles with permission to rate ? Capability check not available until activity is saved

Aggregate type ?

- No ratings
- No ratings**
- Average of ratings
- Count of ratings
- Maximum rating
- Minimum rating
- Sum of ratings

Common module settings

Restrict access

Completion conditions

- ❑ **Step 4:** Under **Activity completion**, please choose on completion tracking: **Show activity as complete when conditions are met**. This section to record student to

Completion conditions

None

Students must manually mark the activity as done

Add requirements

Activity is completed when students do all the following:

View the activity

Start discussions or post replies

Start discussions

Post replies

Receive a grade

Set reminder in Timeline ?  Enable      📅

- ❑ **Step 5:** When you are finished with your settings, click on the **Save and return to course** button at the bottom

### ❖ Setting up Whole Forum Grading

- ❑ Whole forum grading allows instructors to assess student forum postings from an intuitive grading interface that collects all of each student's postings on one page. Here's how to set it up:

## ❖ Setting up Whole Forum Grading

- ❑ **Step 1:** From within your course in Moodle, click on the forum to open it.
- ❑ **Step 2:** Click **Edit settings** from the navigation block on the left. On the next page, scroll down to the **Whole forum grading** section and select a grade type (points or scale) from the drop down
- ❑ **Step 3:** Adjust the grade settings to your preference. The options featured in **Whole forum grading** are the same as they are for assignments. You can select the grade type, point value, as well as the grading method and grade category.

### Whole forum grading

Grade ?	Type	Point	Maximum grade	100
Grading method ?	Simple direct grading			
Grade category ?	Uncategorised			
Grade to pass ?				
Default setting for "Notify students" ?	No			

Select how many points you want the assignment worth

Select if you want "Simple direct grading," "Grading guide" or "Rubic"

## ❖ Grading with Whole Forum Grading

❑ If you have Whole forum grading set up in your discussion forum, you can assess each student from the forum grading interface. Here's how:

❑ **Step 1:** Open the forum

❑ **Step 2:** Click on the **Grade users** icon to the immediate right of the **Discussion topic** icon

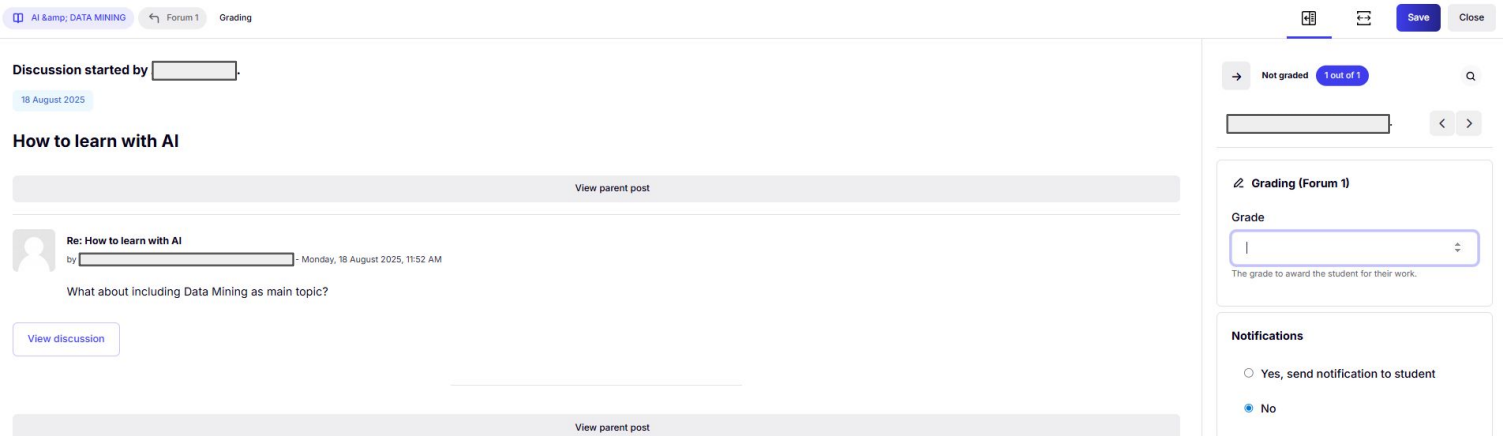
The screenshot shows a Moodle forum interface. At the top, there is a 'Forum 1' header. Below it, a green notification box says 'Done: Make forum posts: 1'. There is a search bar with 'Search forums' and a blue 'Add discussion topic' button. To the right is a 'Subscribe to forum' button. Below these is a 'Grade users' button with a pencil icon, which is highlighted with a red arrow and the text 'Click here'. Below the 'Grade users' button, there are tabs for 'Discussion', 'Started by', 'Last post', 'Replies', and 'Subscribe'. The 'Discussion' tab is selected. Below the tabs, there is a list of forum posts. The first post is titled 'How to learn with AI' and has two user avatars, each with a name and the date '18 Aug 2025'. To the right of the avatars, there is a '0' and a blue toggle switch.

❑ **Step 3:** On the next page, you will see one student's entire collection of forum postings (including responses) on the left. On the right, you will see the student's name and a place to enter a grade (or a rubric or grading guide if either option was selected when you set up the forum).

❑ **Step 4:** Enter your grade for the student and click the "next" arrow to view another student's submissions. Continue until you have entered a grade for each student. When finished, click the **Save** button at the top. To return to the forum, click **Close**. These grades will be automatically added to your Moodle gradebook.

### ❖ Grading with Ratings

- ❑ Forum grades can also be administered through ratings. NOTE: grading forums through the ratings feature does not offer the intuitive grading interface featured in Whole forum grading.
- ❑ To grade a standard forum within the Rating settings:
- ❑ **Step 1:** From within your course in Moodle, click on the forum to open it.
- ❑ **Step 2:** Open the post you wish to grade by clicking on the **Discussion** title for that student. Using the **Rate...** drop down menu, select the grade points you are assigning. The grade is automatically saved and populated into the grade book.



The screenshot shows a Moodle forum page with a grading sidebar. The forum post is titled "How to learn with AI" and was started by a user on 18 August 2025. The sidebar on the right shows the "Grading (Forum 1)" section with a "Grade" dropdown menu set to "Not graded" (1 out of 1). Below the grade dropdown is a "Notifications" section with radio buttons for "Yes, send notification to student" and "No" (selected).



## Glossary

- ❑ The **Glossary** enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organize resources or information.

### ❖ Creating

- ❑ **Step 1:** From within your course, **Turn editing on**, then in the topic area you'd like to add a Glossary, click the **Add an activity or resource** link at the bottom. Click **Glossary**.
- ❑ **Step 2:** Enter the **Name** and **Description** information in the text areas provided.
- ❑ **Step 3:** Review the settings available and set according to how you plan to use the **Glossary**.
  - **Is this glossary global?** Should **NOT** be checked.
  - **Automatically link glossary entries:** if set to **Yes** will create links and highlight words throughout your entire
  - **Ratings:** allows you to grade glossary entries.
- ❑ **Step 4:** When finished, click the Save and return to course button at the bottom. The Glossary is created and now appears on your course homepage.



### Database

- ❑ The Database activity allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. The format and structure of these entries can be almost unlimited, including images, files, URLs, numbers and text amongst other things.
- ❑ **Step 1:** In a course, with the editing turned on, choose '**Database**' from the activity chooser.
- ❑ **Step 2:** Give it a **name** and, if needed, a **description**.
- ❑ **Step 3:** Expand the other sections to define the settings you want, in particular the Entries section.
- ❑ **Step 4:** Click **Save and Display**
- ❑ **Step 5:** From the next page, click to either create new fields, import a preset or use a preset.
- ❑ **Step 6:** Once your fields are set up, click the Templates tab to edit and save templates. For more help, see Database templates

#### New Database

[Expand all ▶](#)

General

Name !

Description

Edit View Insert Format Tools Table Help

↶ ↷ **B** *I* ...



### Wiki

- ❑ The Wiki activity allows students to create a collaborative document by building pages together, similar to Wikipedia. Unlike other collaborative editing programs (such as Google docs) the Wiki is a standard Moodle activity and so no extra permissions or logins are needed.
- ❑ Although Wikis are usually collaborative, it is possible to allow each student to create their own Wiki for individual use.
- ❑ **Step 1:** In a course, with the **turn editing on**, choose '**Wiki**' from the activity chooser.
- ❑ **Step 2:** Give it a **name** and, if required, a **description**.
- ❑ **Step 3:** For Wiki mode, choose **Collaborative** if you want students to work together in the same wiki, or Individual if you want them to each have their own wiki.

#### New Wiki

Expand all ▶

General

Wiki name <sup>!</sup>

Description

Edit View Insert Format Tools Table Help

← → B I H:P ...

0 words Build with tinyMCE

Display description on course page <sup>?</sup>

Wiki mode <sup>?</sup> Collaborative wiki ▾

First page name <sup>!</sup> <sup>?</sup>

- ❑ **Step 4:** Choose the First page name carefully, as it cannot be changed.
- ❑ **Step 5:** For Format, leave it as the default if you are not sure what the others mean.
- ❑ **Step 6:** Expand the other sections to select the settings you want and click Save and display.
- ❑ **Step 7:** Click the Create page button and helpfully add text and/or create new pages by adding double square brackets around their titles

New page

New page title ! Data Mining

Format ?

- HTML format !
- Creole format !
- NWiki format !

Create page

- ❑ **Step 8:** Click **Save and display** and, if you want to start the pages yourself, click a link, add some **text** and click **Create page**.

## Data Mining

Editing this page 'Data Mining'

Edit View Insert Format Tools Table Help

← → **B** *I* [Link] [Unlink] [Image] [Video] [Audio] [Help] [Undo] [Redo]

HTML format ?

## ❖ General

- ❑ Give the Wiki a name and a description if required, checking the box if you want the description to display on the course page.

## ❖ Wiki mode

- ❑ Choose between "**Individual wiki**" where each student gets their own, or "**Collaborative wiki**" where students work together on a single wiki. (Group mode may also be used along with a collaborative wiki.)



## ❖ Format

- ❑ Set the default type of editing your wiki will use. If you are at all unsure, select HTML. Choose from:
  - HTML - editing using the normal text editor such as Atto
  - Creole - a popular wiki editing language.
  - NWiki - a wiki editing language similar to Mediawiki.



### Lesson

- ❑ The Moodle Lesson activity allows staff to create self-paced learning modules with interactive content and assessments. It enables the creation of branching scenarios where students progress through the lesson based on their choices and performance. The Lesson activity also provides real-time feedback to students and allows staff to track their progress.
- ❑ **Step 1:** Click **Turn editing on**, click on **Add an activity or resources**
- ❑ **Step 2:** Choose "**Lesson**" from the activity picker.
- ❑ **Step 3:** Add a **name** to the activity and, optionally, add the **description**.

Expand all ▶

General

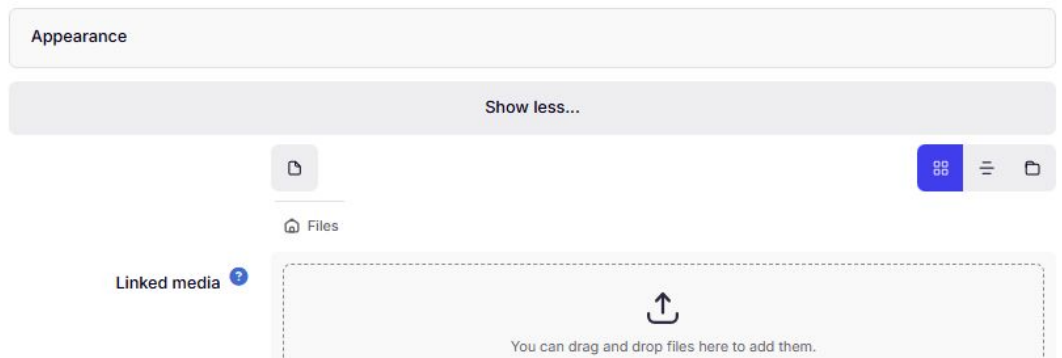
Name !

Edit View Insert Format Tools Table Help

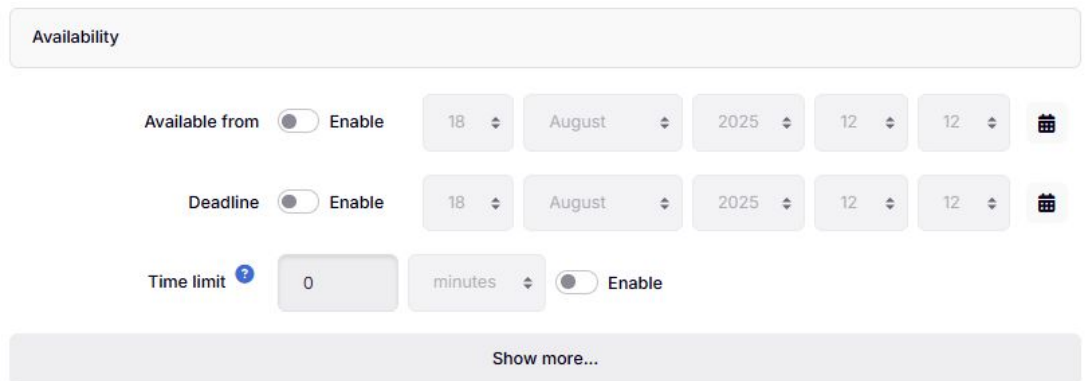
↶ ↷ **B** *I* ...

Description

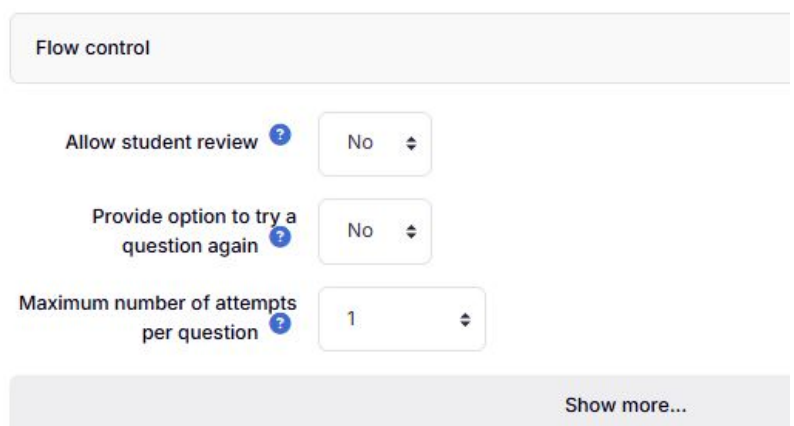
- ❑ **Step 4:** The "**Appearance**" section controls the way the Lesson will be presented to students. This includes linking media (to show in a media slide), enabling the progress bar, and showing a menu of the lesson structure on the right-hand side of the screen.



- ❑ **Step 5:** The "**Availability**" section controls the dates the Lesson will remain open for students to complete, as well as setting a time limit and password to access the Lesson.



- ❑ **Step 6:** The "**Flow control**" section controls how the student progresses through the lesson. Here you can allow students to "Review" or navigate through the Lesson multiple times, permit students to try questions again after answering incorrectly (the first answer they provide is recorded), and set a maximum amount of attempts for each question.



- ❑ **Step 7:** The "**Grade**" section controls how the Lesson activity interacts with the Moodle Gradebook. Here you can set a maximum grade, include the Lesson in a Gradebook category, and set a grade to pass.

Grade

Grade <sup>?</sup> Type  Maximum grade

Grade category <sup>?</sup>

Grade to pass <sup>?</sup>

Practice lesson <sup>?</sup>

Show more...

Re-takes allowed <sup>?</sup>

- ❑ **Step 8:** Click "**Save and return to course**" to confirm changes

Send content change notification <sup>?</sup>

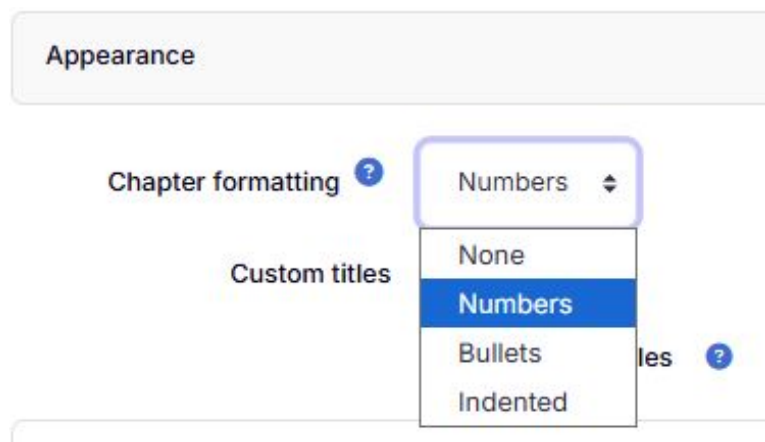


### Book

- ❑ A **Book** is used to display larger amounts of information that can be broken down into sections. It can display text, images, sound, video, web links, and embedded code. Information in a **Book** is displayed in chapters or subchapters, can be edited directly in Moodle, and is instantly updated.

#### ❖ Creating

- ❑ **Step 1:** From within your course in Moodle, turn editing on, then in the topic area you'd like to add a **Book** click the **Add an activity or resource** link.
- ❑ **Step 2:** Select **Book** and then click the **Add** button at the bottom.
- ❑ **Step 3:** Enter a **Name** in the text area provided.
- ❑ **Step 4:** Under **Appearance**, choose from the **Chapter formatting** drop down menu how you would like your chapters to be organized (numbered, bulleted, indented, or none).



- ❑ **Step 5:** When finished, scroll down and click the **Save and return to course** button. The **Book** is created and now appears on your course homepage

## ❖ Adding Content

- ❑ **Step 1:** Make sure you have editing turned on, then click on the **Book** title to open it. The **Add new chapter** window will open
- ❑ **Step 2:** Fill in the **Chapter title** and add your **Content** in the text area provided. When finished, click the **SAVE CHANGES** button at the bottom.

Add new chapter

Chapter title !

Subchapter  (Only available once the first chapter has been created)

Edit View Insert Format Tools Table Help

↶ ↷ B I

Content !

- ❑ **Step 3:** To continue adding chapters, from the **Table of contents** block on the right **Block Drawer**, click the plus (+) sign icon listed next to the chapter you'd like to add a new one after.

### TABLE OF CONTENTS

1. What is AI?

- ❑ **Step 4:** The **Add new chapter** window opens, add the **Chapter title** and desired **Content**.
- ❑ **Step 5:** When finished, click the **SAVE CHANGES** button at the bottom. Each chapter is automatically added to the **Table of contents** block.

## ❖ Editing Content

- ❑ Use the up/down arrows in the **Table of contents** block located after each chapter title to change the order of your information.
- ❑ To edit a chapter, click the **Edit** (Pen) icon for that chapter. The **Editing chapter** window opens, make your edits, when finished click the **SAVE CHANGES** button at the bottom.
- ❑ Use the **Delete** (Trash) icon to delete a chapter or the **Hide** (eye) icon to hide a chapter.

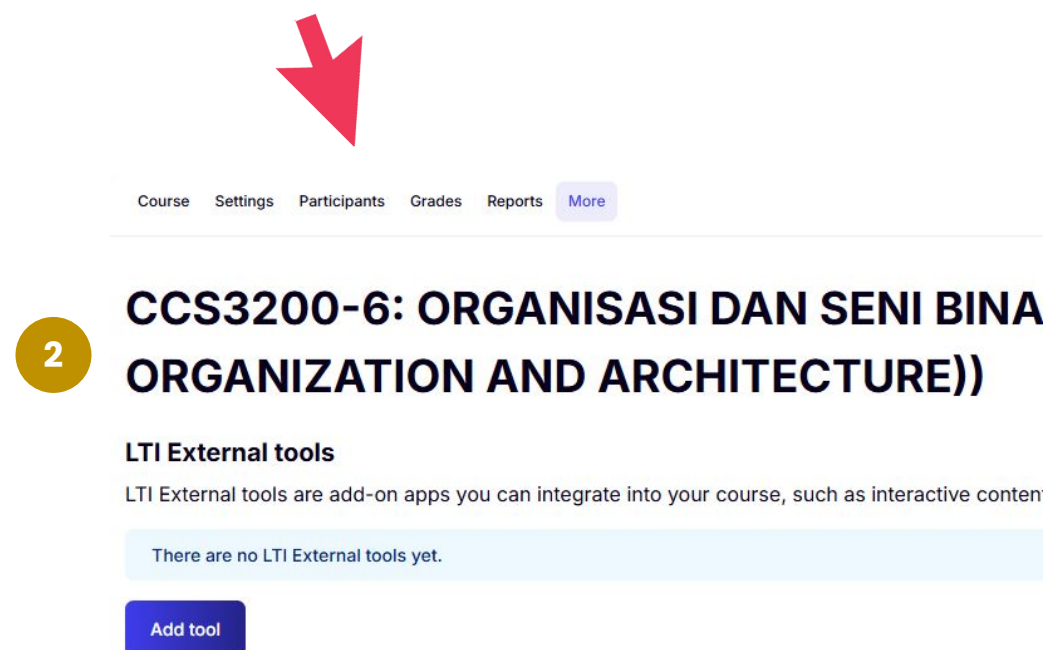
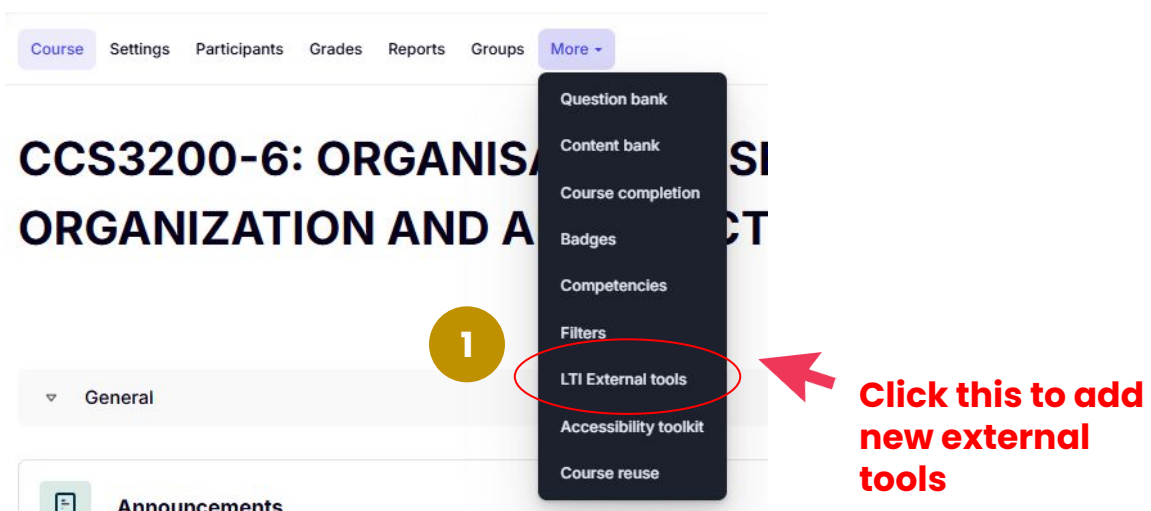
### TABLE OF CONTENTS

1. What is AI?	↓	✎	🗑️	👁️	+
2. What is Data Mining?	↑	✎	🗑️	👁️	+



## External tool

- ❑ This page explores in more detail the settings for the External tool once you have added it to your course and also covers the Site administration settings.
- ❑ To use external tool, you must add first through LTI external Tools in More function menu.



- Tool URL** – This is the URL for connecting to site. If your moodle site uses SSL (is on HTTPS) you will only be able to use a tool that also uses SSL. Make sure the tool URL has HTTPS before attempting to use it or you may get a blank page.

## Privacy

- Share launcher's name with the tool** – this means that the student's name will be displayed on the connected site as in this example
- Share launcher's email with the tool** – this means that the student's email will be displayed on the connected site as in this example
- Accept grades from the tool** – if this is checked, the connecting site will send back grades to Moodle's gradebook. See Using External tool for more information on this.

Privacy

Share launcher's name with tool ?

Share launcher's email with tool ?

Accept grades from the tool ?

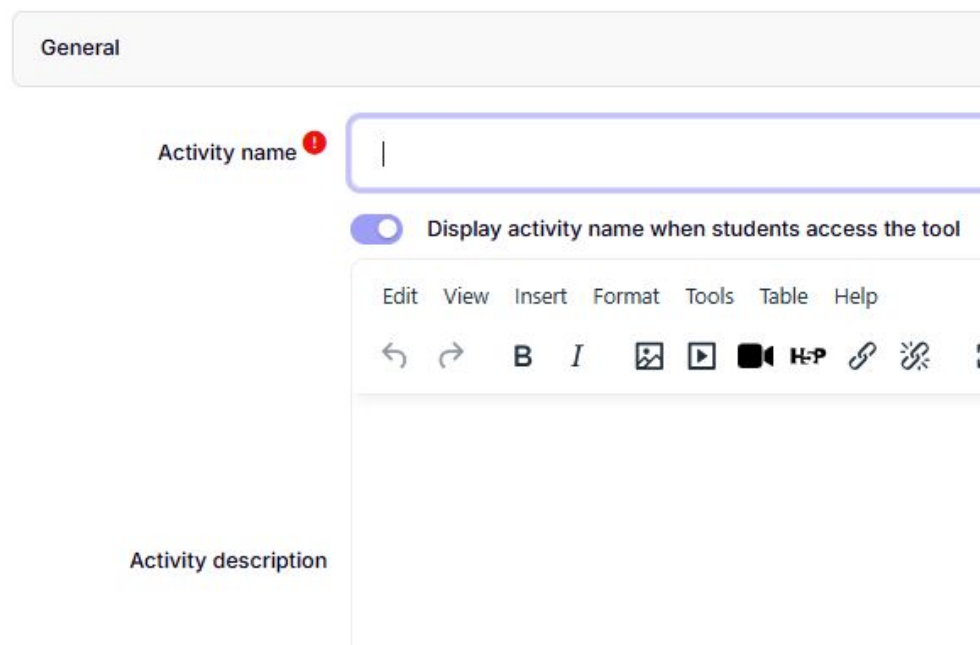
Force SSL ?

- Click Save and display**



## External tool

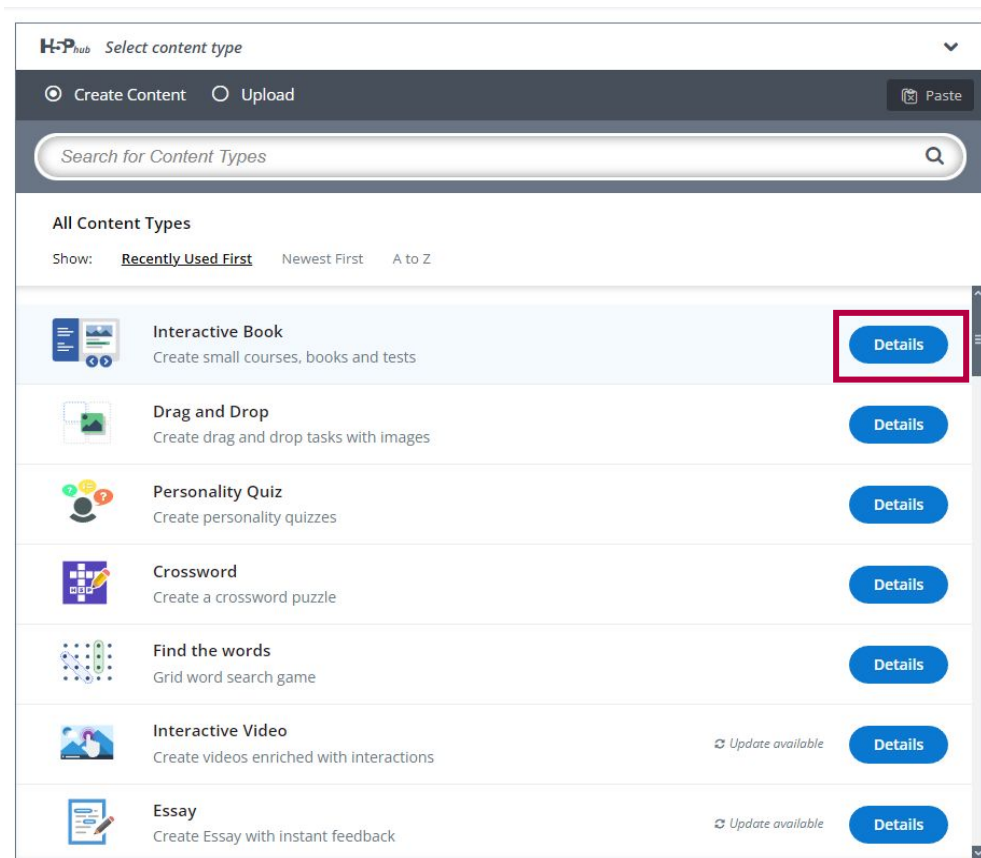
- ❑ Once you have added your external tool, you can add the external tool through the **add activity or resource button** for learning purposes.
- ❑ **Activity name** – add a title, description if required, with your choice of display.
- ❑ **Preconfigured tool** – this is how Moodle communicates with the tool provider. If in doubt, leave as default. If your administrator has made a tool available site-wide, you will be able to select it here:

A screenshot of the Moodle activity configuration form. At the top, there is a tab labeled 'General'. Below it, the 'Activity name' field is highlighted with a red circle and a red exclamation mark. To the right of this field is a toggle switch labeled 'Display activity name when students access the tool', which is currently turned on. Below the toggle is a rich text editor with a menu bar containing 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The editor toolbar includes icons for undo, redo, bold, italic, link, unlink, and other text formatting options. The 'Activity description' field is visible below the rich text editor.

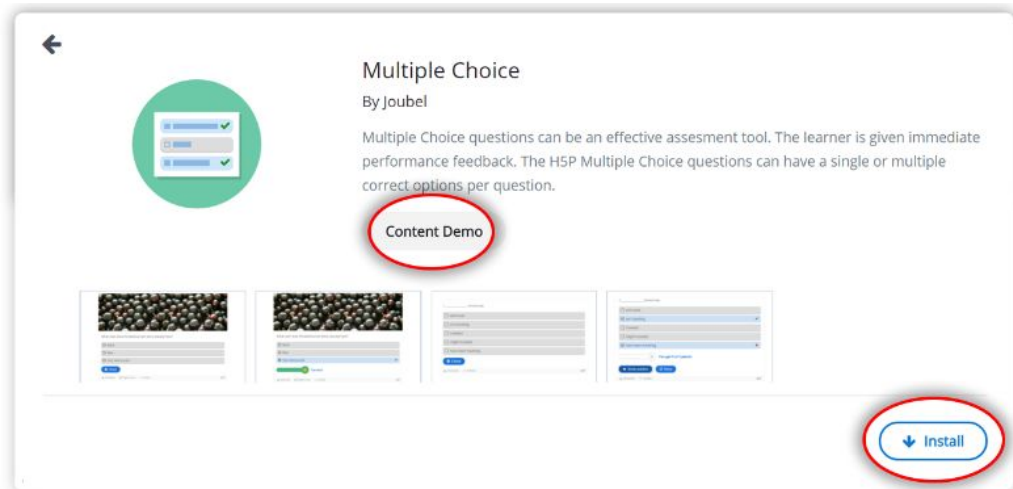


### H5P Interactive Content

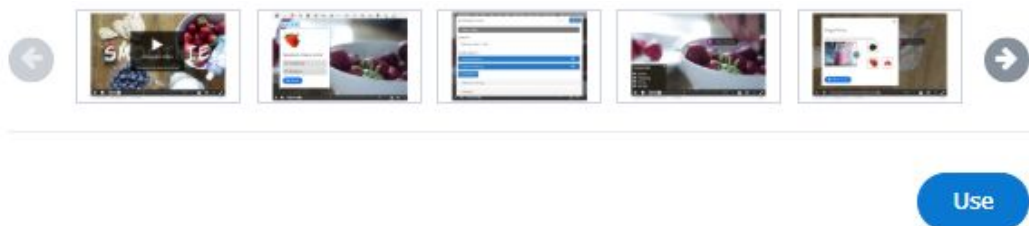
- ❑ Click "**Select Content Type**" to open the H5P Hub
- ❑ Once you open the H5P Hub - you will get the **list of all content types** that are available for installing. Click "**Details**" on any content type to proceed to the Content type details page.



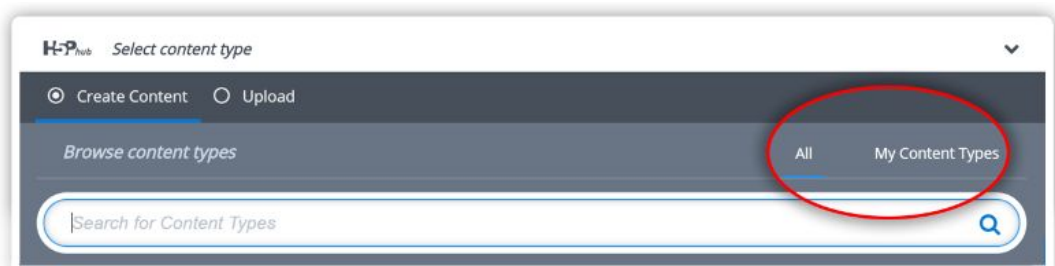
- ❑ On **Content type** details page, you can read the details about each content type, see the screenshots and examples of use. Click "**Install**" to install the selected content type.



- ❑ The content type is now installed and ready for use. Click **"Use"** to open the editor and start creating the content.



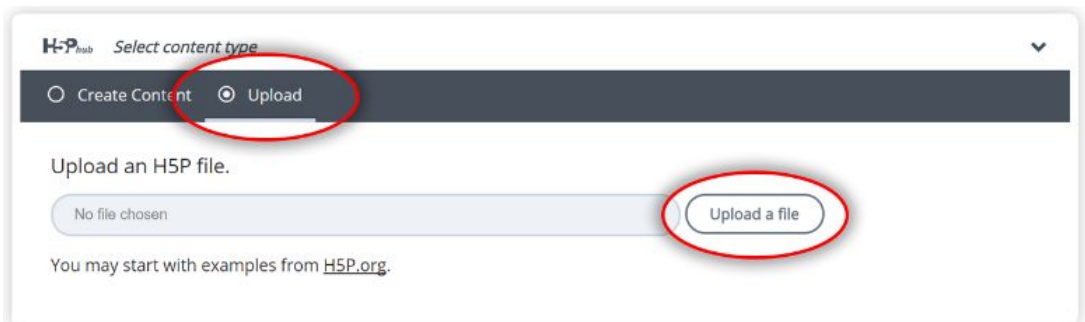
- ❑ There are two lists of content types to choose from: **"All"** and **"My content types"**.
- ❑ **"My content types"** will give you the list of all content types you have installed on your site.
- ❑ **"All"** will give you the list of all H5P content types that are available. All new content types we release are available here for installation.



- ❑ When there is a "**Updates available**" label next to the content type - we released updates for it.
- ❑ Click "**Update**" button on Content type details page to get the latest updates!



- ❑ Using the H5P Hub you can upload existing h5p content. Click "**Upload**" tab at the top to upload an existing .h5p file.



- ❑ Finish creating or uploading your H5P content
- ❑ Save the activity at the bottom of the form

Send content change notification [?](#)

Save and return to course

Save and display

Cancel

### **\*Important:**

There are many interactive content, you should try it. Here H5P link to see more

<https://h5p.org/content-types-and-applications>

## → COURSE INTERFACE (ASSESSMENT)



### Quiz

- There are two parts to creating a **Quiz** in Moodle:
  1. Creating the Quiz shell
  2. Adding the questions

#### ❖ **Creating the Quiz Shell**

- **Step 1:** In your course, click on **Course management** and select **Turn editing on** from the pop-up, then in the topic area you would like to place a **Quiz** activity, click the **Add an activity or resource** link located at the bottom. Click **Quiz**.
- **Step 2:** Enter a **Name** for the quiz and work through the possible quiz settings.
  - **Timing:** If you wish, set a date for when the quiz opens, closes, how long students have to take the quiz, and what happens to a quiz attempt when the time allotted expires.
  - **Grade:** Select the **Grade category** the quiz should be listed in your grade book, how many attempts the students are allowed, and your **Grading method**.
  - **Layout:** Change the order questions appear in the quiz by selecting to shuffle them. Select start a **New page** to place each question on its own page. Note: it is recommended to break your quiz up into pages of at least 5 questions a page. Every time a student clicks the **Next** button to go to another page, their answers are saved.

- **Question behavior:** these settings control whether you shuffle the answers around in multiple choice type questions, if each attempt builds on the last, and when feedback is given for each question.
- **Review Options:** These settings are important—they control what information students can see when they review a quiz attempt. At the very minimum it is suggested that you have **The attempt, Whether correct**, and Points check marked under **Immediately after the attempt** and **Later, while the quiz is still open**. For **After the quiz is closed** all should be check marked.

Review options

During the attempt

- The attempt
- Whether correct
- Maximum marks
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Immediately after the attempt

- The attempt
- Whether correct
- Maximum marks
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

Later, while the quiz is still open

- The attempt
- Whether correct
- Maximum marks
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

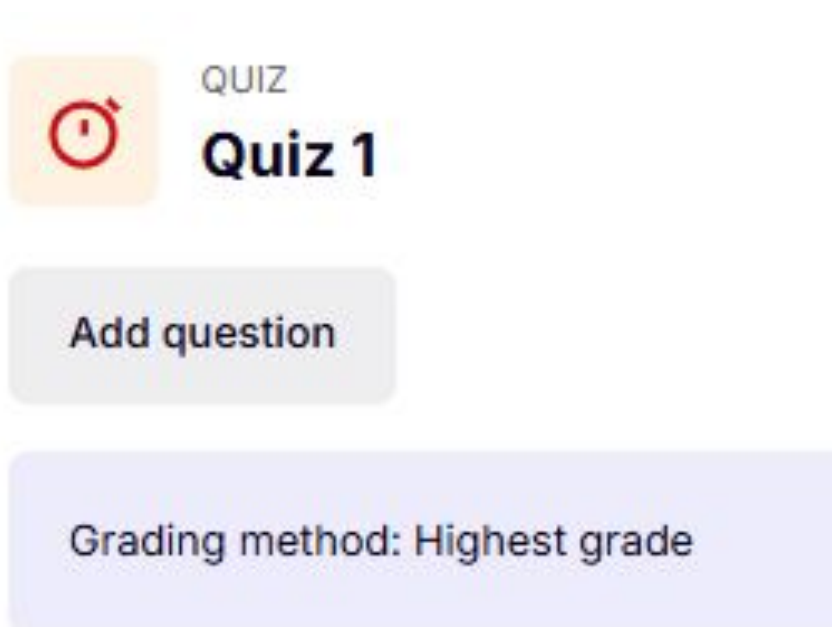
After the quiz is closed

- The attempt
- Whether correct
- Maximum marks
- Marks
- Specific feedback
- General feedback
- Right answer
- Overall feedback

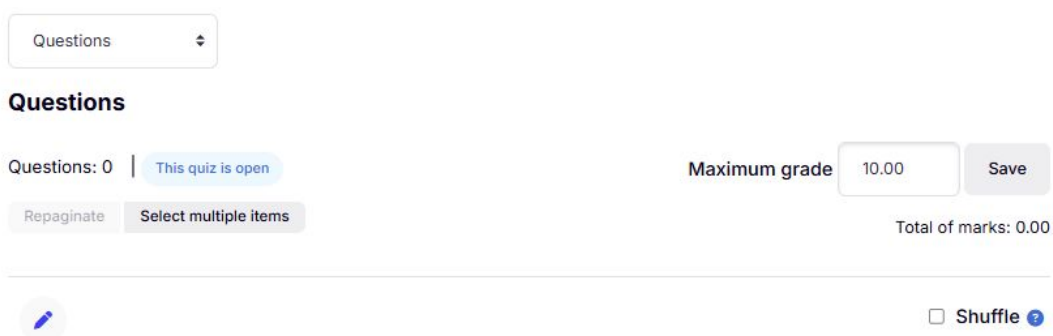
- **Step 3:** When you are finished with your settings, click the **Save and return to course** button at the bottom of the page.

### ❖ Adding Quiz Questions

- ❑ **Step 1:** Click on the quiz to open it, and then click the **Add question** button.



- ❑ **Step 2:** Enter the **Maximum grade** points for the quiz and click **Save**.



- ❑ **Step 3:** Click the **Add** drop down menu located in the lower right of the **Editing quiz** window and select whether you want to + **a new question**, + **from question bank**, or + **a random question**.

### Questions

Questions: 0 | This quiz is open

Maximum grade 10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



Shuffle ?

Add

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

Jump to...

### ❖ Adding Quiz Questions

Adding a **new question** is the **Add** activity that allows you to create your own questions.

**Step 1:** Once you select + **a new question**, the **Choose a question type to add box** opens, select the question type and click the Add button at the bottom.

**Step 2:** Under **Category**, use the drop down menu to select the category to save the question in. Enter the **Question name**, and then enter your question in the **Question text** box provided.

Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- Calculated simple

Select a question type to see its description.

Add Cancel

General

Category: Default for AI & DATA MINING

Question name

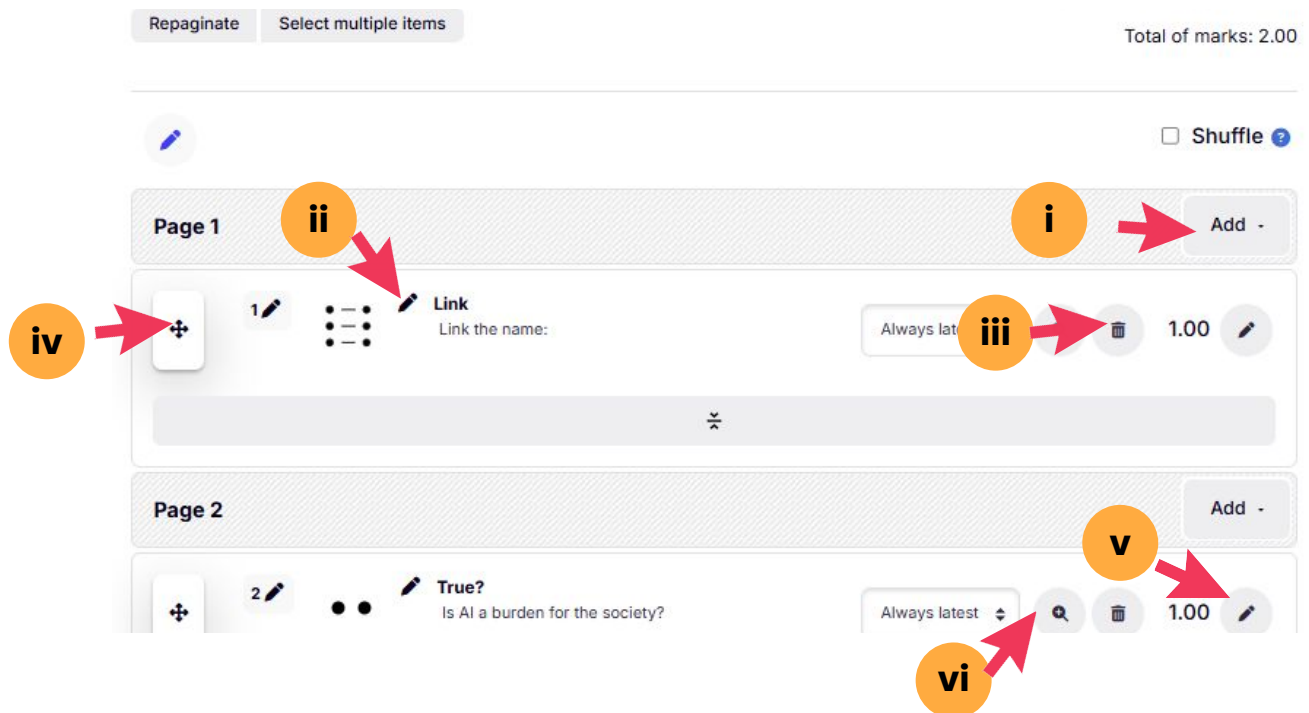
Question text

- ❑ **Step 3:** From here, depending on the question type you are setting up, follow through putting in your possible answers and noting the correct answer, and any feedback.
- ❑ **Step 4:** When you are finished, click the **Save changes** button at the bottom of the page. You are returned to the **Editing quiz** window and your new question is now listed.

### ❖ Adding a question from a bank

- ❑ Adding **from question bank** is the **Add** activity that allows you to add questions from a pre-created (or uploaded) question bank.
- ❑ **Step 1:** Once you select + **from question bank**, the **Add from the question bank** window opens, then from the **Select a category** drop down menu, select the category/bank you want to choose questions from.
- ❑ **Step 2:** For an individual question click the plus (+) sign located next to the question to add it the quiz.

- ❑ **Step 3:** If you want multiple questions, scroll through the list and check the check box for each question, when finished click the **Add selected questions to the quiz** button at the bottom.
- ❑ **Step 4:** If you need to preview a question, click on the magnifying glass icon located to the right of the question.
- ❑ **Step 5:** Once you click to add selected questions or click a plus sign to add a question, you will be returned to the **Editing quiz** window.



**IMPORTANT: Click button number on above to dive on detail**

- |            |                       |           |                           |
|------------|-----------------------|-----------|---------------------------|
| <b>i</b>   | Add question          | <b>iv</b> | Move question up and down |
| <b>ii</b>  | Setting/edit question | <b>v</b>  | Maximum grade             |
| <b>iii</b> | Delete question       | <b>vi</b> | Preview question          |

### ❖ Adding a question from a bank

- ❑ Adding a **random question** is the **Add** activity that allows you to add questions from a pre-created (or uploaded) question bank randomly.
- ❑ **Step 1:** Once you select + **a random question**, the **Add a random question** window opens. To add random questions from an existing category, click the Category drop down menu and select the bank of questions.
- ❑ **Step 2:** Using the **Number of random questions** drop down menu, select how many random question you want. Click the **Add random question** button. You are now back at the **Editing quiz** window.

The screenshot shows a dialog box titled "Add a random question at the end". It features two tabs: "Existing category" (active) and "New category". Under "Existing category", there is a "Match" section with a "Category" dropdown menu. Below this is a search input field with the placeholder "Type or select...". A search result is displayed: "Default for AI & DATA MINING (2)". There is a checkbox labeled "Also show questions from subcategories". Below this section are three buttons: "Add condition", "Clear filters", and "Apply filters". The second section is titled "Question" and contains a list of questions. The first question is "Link" with a search icon. The second question is "True?" with a search icon. Below the list is a dropdown menu for "Number of random questions" set to "1". At the bottom are two buttons: "Add random question" and "Cancel".

- ❑ **Step 3:** When you are finished building your quiz return to your course home page and click on the quiz to preview it.

### ❖ Grading

- ❑ Quizzes are automatically graded except if you use essay questions, which need to be manually graded.
- ❑ **Step 1:** In your course, click on the quiz to open it.
- ❑ **Step 2:** Click on the **Attempts** link.

#### Your attempts

ATTEMPT 1					
Status	Started	Completed	Duration	Marks	Grade
Finished	Monday, 18 August 2025, 2:39 PM	Monday, 18 August 2025, 2:40 PM	26 secs	1.00/2.00	5.00 out of 10.00 (50%)

[Review](#)

- ❑ **Step 3:** The screen that opens lists all the student's attempts for the quiz. You can review each individual attempt, open and review each answer per question, delete attempts, and if needed, **Regrade** attempts.
- ❑ Review attempt: While reviewing a quiz attempt you can see when the student took the quiz, how long it took them to take it, their grade, each question and the answer they gave, and the correct answer. You can also add comments and/or change the mark they received for each question.

QUIZ					
Quiz 1					
Status	Started	Completed	Duration	Marks	
Finished	Monday, 18 August 2025, 2:39 PM	Monday, 18 August 2025, 2:40 PM	26 secs	1.00/2.00	
Grade					
5.00 out of 10.00 (50%)					

#### Question 2

Incorrect

Mark 0.00 out of 1.00

Is AI a burden for the society?

True

False ❌



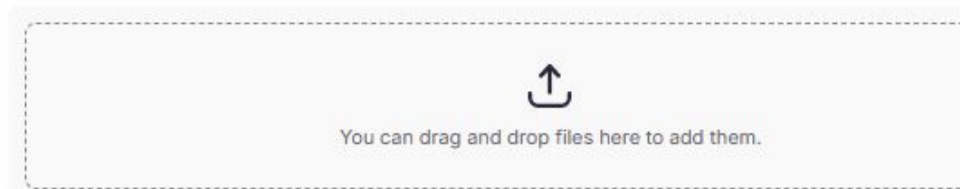
### Assignment

- ❑ An **Assignment** allows you to communicate tasks, collect work, and provide grades and provide graded feedback to your students.

#### ❖ Creating the Assignment Activity

- ❑ **Step 1:** In your course, with editing turned on and in the topic area you would like to place the **Assignment** activity, click the **Add an activity or resource** link.
  - ❑ **Step 2:** Select **Assignment** and click the **Add** button.
  - ❑ **Step 3:** For **General** settings, fill in the **Assignment Name** and **Description** areas. The **Description** is where you provide the student with instructions about the assignment.
- 
- ❑ **Additional files** is for you to include files needed to complete the assignment. You can either drag and drop your files into the text area where the blue arrow is, or click the **Add...** (piece of paper with right corner folded) icon in the left corner of the menu box to browse for the files.

Additional files 



Maximum size for new t

- ❑ **Availability** settings, you can choose to set a date for when you will start accepting assignment submissions, an assignment **Due date**, and a final **Cut-off date** after which students will no longer be able to submit work. If you create a due date, it will appear on the course page underneath the assignment.

The screenshot shows the 'Submission types' configuration interface. At the top, there is a header 'Submission types'. Below it, there are two toggle switches: 'Online text' (disabled) and 'File submissions' (enabled). Underneath, there are three input fields: 'Maximum number of uploaded files' with a value of 20, 'Maximum submission size' with a value of 'Site upload limit (80 MB)', and 'Accepted file types' which is currently empty. To the right of the 'Accepted file types' field are two buttons: 'Choose' and 'No selection'.

- ❑ **Submission types**, choose **Online text** if you would like students to type their response in a provided text box and submit, **File submissions** to have students upload and submit a file to you, **Online PoodLL** to have students submit an audio recording, or choose all three. For **File submission**, don't forget to select the **Maximum number of uploaded files** you will allow.
- ❑ **Feedback types**, this is how you prefer to leave students feedback. You can check one or all of the choices. Choosing **Yes to Comment inline** will copy the student's online text submission into the feedback comment area during grading, allowing you to comment inline or edit the original text.

- ❑ **Submission settings**, we suggest that the **Require students click submit button** setting be set at **No**. When set to **Yes**, it requires the student to go through an extra step to submitting, which they often miss.
- ❑ **Group submission settings**, applicable if you are using groups.
- ❑ **Notifications, Notify graders about submissions** if set to **Yes** will send an email to you letting you know when a student submits and an email to the student telling them they submitted, **Notify graders about late submissions** will send you an email when a late assignment submission has been made, and **Default setting for "Notify students"** if set to **Yes** will send an email to students each time you enter a grade for them in the grade book, if set to **No** then students will not receive an email that there has been an update to their grade book.
- ❑ **Grade**, select your points, and what **Grade category** you would like to place the **Assignment** in your grade book.
- ❑ When finished making your selections, click the **Save and return to course** button at the bottom of the page.

### ❖ Grading Assignments

- ❑ You can grade assignments directly in the grade book or from within the assignment area.

## ❖ Grade Book Interface

- ❑ **Step 1:** From within your course, open your grade book by selecting **Grades** from the **Course Management** pop-up.
- ❑ **Step 2:** Click **Grade** and click the **student name**. Enter grades.



ASSIGNMENT

### Assignment 1

→ **Opened:** Monday, 18 August 2025, 12:00 AM ... **Due:** M

Grade

#### Grading summary

Hidden from students	No
Participants	1
Submitted	0
Needs grading	0
Time remaining	6 days 9 hours

Course: AI & DATA MINING Assignment: Assignment 1

2025, 12:00 AM

#### Submission

- No attempt
- Not graded
- 6 days 9 hours remaining
- Student can edit this submission
- Comments (0)

Grade

Grade out of 100

Current grade in gradebook

Not graded

Feedback comments

Edit View Insert Format Tools Table Help



### Workshop

- ❑ The first step in setting up the Workshop activity for a peer assessment task is to add the link to the activity and select the settings and options.
- ❑ **Step 1:** In Moodle, **turn Editing on** and go to the section you want to add the Workshop activity to.
- ❑ **Step 2:** Click **Add an activity or resource**. Click **Workshop**.
- ❑ **Step 3:** On the Workshop settings page, click **Expand** all at the upper right to open all setting.

General

Workshop name !

Edit View Insert Format Tools Table Help

← → B I ...

Description

#### ❖ General Setting

- ❑ The general category provides general information to students about the activity and displays it on the site page.
- ❑ **Workshop name** (required): will be the link the students will see to start the activity. The name should suggest the purpose e.g. Assessment 1 Peer Review.
- ❑ **Description:** is a brief description of the activity that you can choose to show to the students.
- ❑ **Display description on site page:** displays the description of the activity to the students.

### ❖ Grade settings

- ❑ The grading settings determine the grading strategy and weightings for the submission and assessment marks allocated. If the instructor is marking the submissions elsewhere e.g. in Turnitin, and only the peer reviews are being marked in Workshop, the weighting for submissions would be 0/100. The grade settings can be changed at any phase of the activity



### ❖ Grading Strategy




- ❑ Determines the assessment form students will use and the method of grading submissions. There are four options. Click the Help icon next to the item for more information.
- **Accumulative grading:** comments and a grade are given regarding specific aspects.
- **Comments:** comments are given regarding specific aspects but no grade can be given. For example, use Comments for a non-assessable, process-oriented item.
- **Number of errors:** comments and a yes/no assessment are given regarding specific assertions.
- **Rubric:** a level assessment is given regarding specified criteria


The screenshot shows the 'Grading settings' interface. The 'Grading strategy' dropdown menu is open, displaying four options: 'Accumulative grading' (highlighted), 'Comments', 'Number of errors', and 'Rubric'. Other settings visible include 'Grade for submission' (set to 20), 'Submission grade to pass' (set to Uncategorised), 'Grade for assessment' (set to 20), 'Assessment grade to pass' (empty), and 'Decimal places in grades' (set to 0).




- **Grade for submission:** sets the maximum grade a student can obtain from an instructor for a given submission. It is scaled between 0 – 100.
- **Submission grade to pass:** This setting determines the minimum grade required to pass. The value is used in activity and site completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red
- **Grade for assessment:** sets the maximum grade a student can receive for assessing other students' work. It is scaled between 0 – 100.
- **Assessment grade to pass:** With the field above, this setting determines the minimum grade required to pass. The value is used in activity and site completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red


Grading settings


Grading strategy  Accumulative grading 

Grade for submission  80  Uncategorized 

Submission grade to pass 

Grade for assessment  20  Uncategorized 

Assessment grade to pass 

Decimal places in grades  

## ❖ Submission settings

- ❑ Submission settings will be applied in the submission phase.
- ❑ **Instructions for submission:** explains what students must submit. Provide instructions and any other information students need to know to submit their work for peer review.
- ❑ **Maximum number of submission attachments:** if the submission is a file that students will upload, select the number of files up to a maximum of 7. Include in the submission instructions, how many files are allowed and what format they should be. If you leave it at 0 then students will not have the option to upload files. They will need to paste their submission directly into a Moodle text field and, since Workshop does not have autosave, students should be instructed to create a draft elsewhere and paste into Moodle.
- ❑ **Submission attachment allowed file types:** Submission attachment allowed file types can be restricted by entering a comma-separated list of file extensions, for example 'mp4, mp3, png, jpg'. If the field is left empty, then all file types are allowed.
- ❑ **Maximum submission attachment size:** decide the maximum size of the file the students can upload. The maximum limit for UOW is 200MB per file.

## ❖ Submission settings

- ❑ **Late submissions:** ticking this checkbox will allow students to submit after the deadline for submissions or during the assessment phase. If late submissions are allowed there is no way to automatically allocate peer markers to them. You will need to manually allocate markers to these late submissions, or mark them yourself. A late submission cannot be edited by the student because the submission deadline has passed. Late submissions may delay the review process

The screenshot shows the 'Submission settings' interface. At the top, there is a header 'Submission settings'. Below it is a rich text editor for 'Instructions for submission' with a menu (Edit, View, Insert, Format, Tools, Table, Help) and a toolbar (undo, redo, bold, italic, link, unlink, video, image, table, list, indent, outdent, more). The editor content is 'p' and the word count is '0 words'. Below the editor are several settings:

- Submission types:** 'Online text' (checked), 'Required' (unchecked), 'File attachment' (checked), 'Required' (unchecked).
- Maximum number of submission attachments:** 1 (dropdown).
- Submission attachment allowed file types:** (empty field), 'Choose', 'No selection'.
- Maximum submission attachment size:** Site upload limit (80 MB) (dropdown).
- Late submissions:**  Allow submissions after the deadline (circled in red).

## ❖ Feedback settings

- ❑ Feedback options apply to the elements on the assessment page that will display to the instructor and students.
- ❑ **Overall feedback mode:** if this is enabled, a text box appears at the bottom of each assessment form for reviewers to post an overall comment about the submission. Depending on whether it is set to Enabled and optional or Enabled and required, reviewers will either have the choice of leaving overall feedback or they will be required to do so.
- ❑ **Maximum number of overall feedback attachments:** this may be set to none. Decide how many files you want reviewers to attach to their overall feedback, up to a maximum of 7. Attachments are useful for example if you want students to comment directly onto the work. You can also use this for peer reviewers to upload a completed marking sheet but the Workshop activity provides an online marking sheet (assessment form) that you can create and make available to all reviewers.
- ❑ **Feedback attachment allowed file types:** Feedback attachment allowed file types can be restricted by entering a comma-separated list of file extensions, for example 'mp4, mp3, png, jpg'. If the field is left empty, then all file types are allowed.

### ❖ Feedback settings

- ❑ **Maximum overall feedback attachment size:** this is the maximum feedback file size students can upload up to the institutional (UOW) maximum of 200MB per file.
- ❑ **Conclusion:** some text can be added here that will display to students after the activity has closed, i.e. when they collect their feedback and marks. This might be a general thank you to the students and/or suggestions on what happens next, such as writing a blog post to reflect on the peer assessment experience.

The screenshot shows the 'Feedback' settings interface. At the top, there is a 'Feedback' header. Below it, there are two settings: 'Overall feedback mode' set to 'Enabled and optional' and 'Maximum number of overall feedback attachments' set to 0. Below these settings is a rich text editor for the 'Conclusion' section. The editor has a menu with 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Table', and 'Help'. The toolbar includes icons for undo, redo, bold, italic, image, video, link, unlink, and list. The 'Conclusion' label is visible at the bottom left of the editor area.

### ❖ Example submissions

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

### ❖ Example submissions

- ❑ Assessment of example submission is voluntary
- ❑ Examples must be assessed before own submission
- ❑ Examples are available after own submission and must be assessed before peer assessment.

Example submissions

Use examples  Example submissions are provided for practice in assessing

Mode of examples assessment

Assessment of example submission is voluntary

Assessment of example submission is voluntary

Availability

Examples must be assessed before own submission

Examples are available after own submission and must be assessed before peer assessment

### ❖ Availability

- ❑ **Open for Submission /Assessment from and deadline dates** - This is when students can start submitting as well as the deadline for submitting, and the time peer reviews start and finish.
- ❑ All dates selected for Availability will be shown in the Calendar Availability lets the instructor decide if the activity should have a final completion date or left open and ongoing.
- ❑ To set the opening time and deadline for either submissions or assessments, click the enable button next to the option you want to set to activate the date and time drop down selections.

### **Switch to the next phase after the submissions**

**deadline:** this begins the Assessment phase automatically at the Submission deadline (the alternative is to manually switch phases when you're ready). If this option is enabled, it is recommended to set up the scheduled allocation method as well. If the submissions are not allocated to reviewers, the assessment can't be done when the activity switches to the assessment phase. or block if available on the site.

Availability

Open for submissions from	<input checked="" type="checkbox"/> Enable	18	August	2025	15	01	
Submissions deadline	<input checked="" type="checkbox"/> Enable	18	August	2025	15	01	
Open for assessment from	<input checked="" type="checkbox"/> Enable	18	August	2025	15	01	
Deadline for assessment	<input checked="" type="checkbox"/> Enable	18	August	2025	15	01	

### ❖ **Save settings**

- Save and return to site:** save your settings and return to the site homepage.
- Save and display:** save your settings and display the Workshop Planner.
- Cancel:** cancel your changes/settings and return to the site homepage.

## 5. Resources

### □ Managing a Moodle course

→ **Courses** - how to set up your courses.

Resources Moodle:

<https://docs.moodle.org/405/en/Courses>

→ **Editing text** - how to use the text editor and what the icons mean.

Resources Moodle:

[https://docs.moodle.org/405/en/Editing\\_text](https://docs.moodle.org/405/en/Editing_text)

→ **Activities** - how to involve students actively in their learning.

Resources Moodle:

<https://docs.moodle.org/405/en/Activities>

→ **Resources** - how to add static materials to your course.

Resources Moodle:

<https://docs.moodle.org/405/en/Resources>

→ **Blocks** - how to add extra items and information to the sides of your course page.

Resources Moodle:

<https://docs.moodle.org/405/en/Blocks>

→ **Questions** - how to create questions for use in quizzes and

Moodle's lesson module

Resources Moodle:

<https://docs.moodle.org/405/en/Questions>

→ **Course enrolment** - how to give students access to your course.

Resources Moodle:

[https://docs.moodle.org/405/en/Course\\_enrolment](https://docs.moodle.org/405/en/Course_enrolment)

→ **Grouping users** - how to put students into groups and why this is useful.

Resources Moodle:

[https://docs.moodle.org/405/en/Grouping\\_users](https://docs.moodle.org/405/en/Grouping_users)

## 5. Resources

### □ Managing a Moodle course

- **Grades** - how to use the gradebook, scales and advanced grading methods.

Resources Moodle:

<https://docs.moodle.org/405/en/Grades>

- **Tracking progress** - how to control and display progress through a course.

Resources Moodle:

[https://docs.moodle.org/405/en/Tracking\\_progress](https://docs.moodle.org/405/en/Tracking_progress)

- **Reusing activities** - how to copy or recycle elements of your course.

Resources Moodle:

[https://docs.moodle.org/405/en/Reusing\\_activities](https://docs.moodle.org/405/en/Reusing_activities)

- **Course backup** - The traditional way (along with Restore) to take all or parts of a course and duplicate it on the current site or on a different Moodle site.

Resources Moodle:

[https://docs.moodle.org/405/en/Course\\_backup](https://docs.moodle.org/405/en/Course_backup)

- **Course restore** - Allows taking all or parts of a course backup and adding it to an existing course or creating a new course.

Resources Moodle:

[https://docs.moodle.org/405/en/Course\\_restore](https://docs.moodle.org/405/en/Course_restore)

- **Course copy** - Those with the relevant capabilities can copy a course within the same Moodle site.

Resources Moodle:

[https://docs.moodle.org/405/en/Course\\_copy](https://docs.moodle.org/405/en/Course_copy)