Kabarak University Online

Moodle Training

Faculty

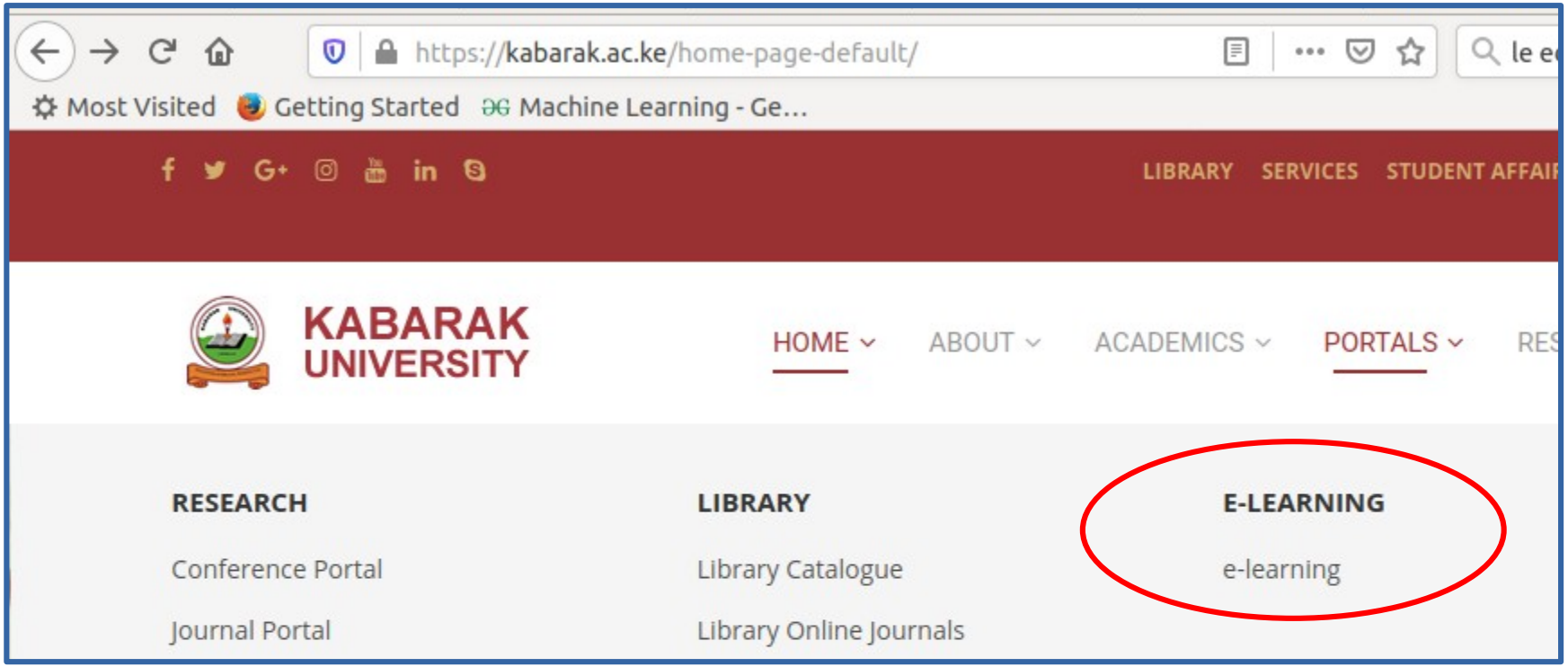
Presentation Outline

- Create **an account** and **log in**
- Create **Course Content**
- Create an **Assignment**
- Create a **Discussion**
- Create a **Quiz**

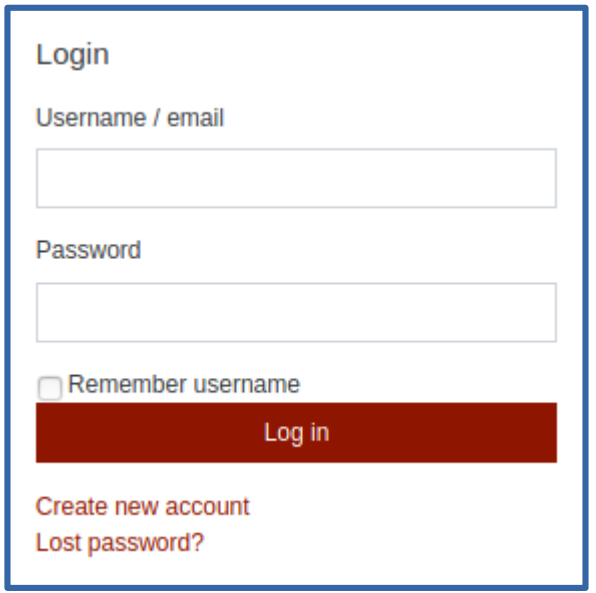
Create an Account and Log in

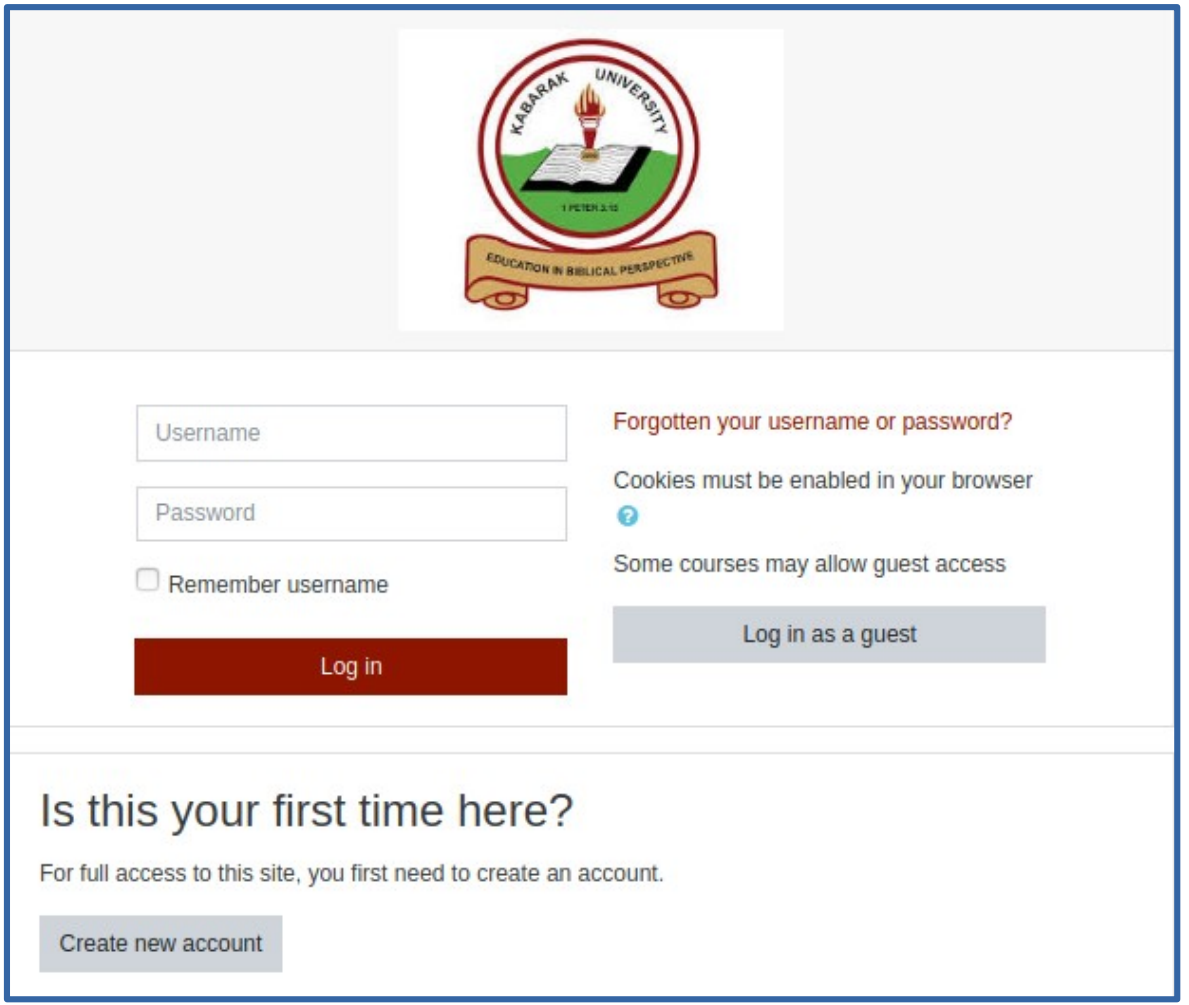
Access Moodle

http://moodle.kabarak.ac.ke/moodle/



Create an Account





Create an Account

Enter your Details

Only valid Kabarak email addresses will be accepted

Means required

New account

Collapse all

Choose your username and password

Username

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as as *, -, or #

Password

More details

Email address

Email (again)

First name

Surname

City/town

Country

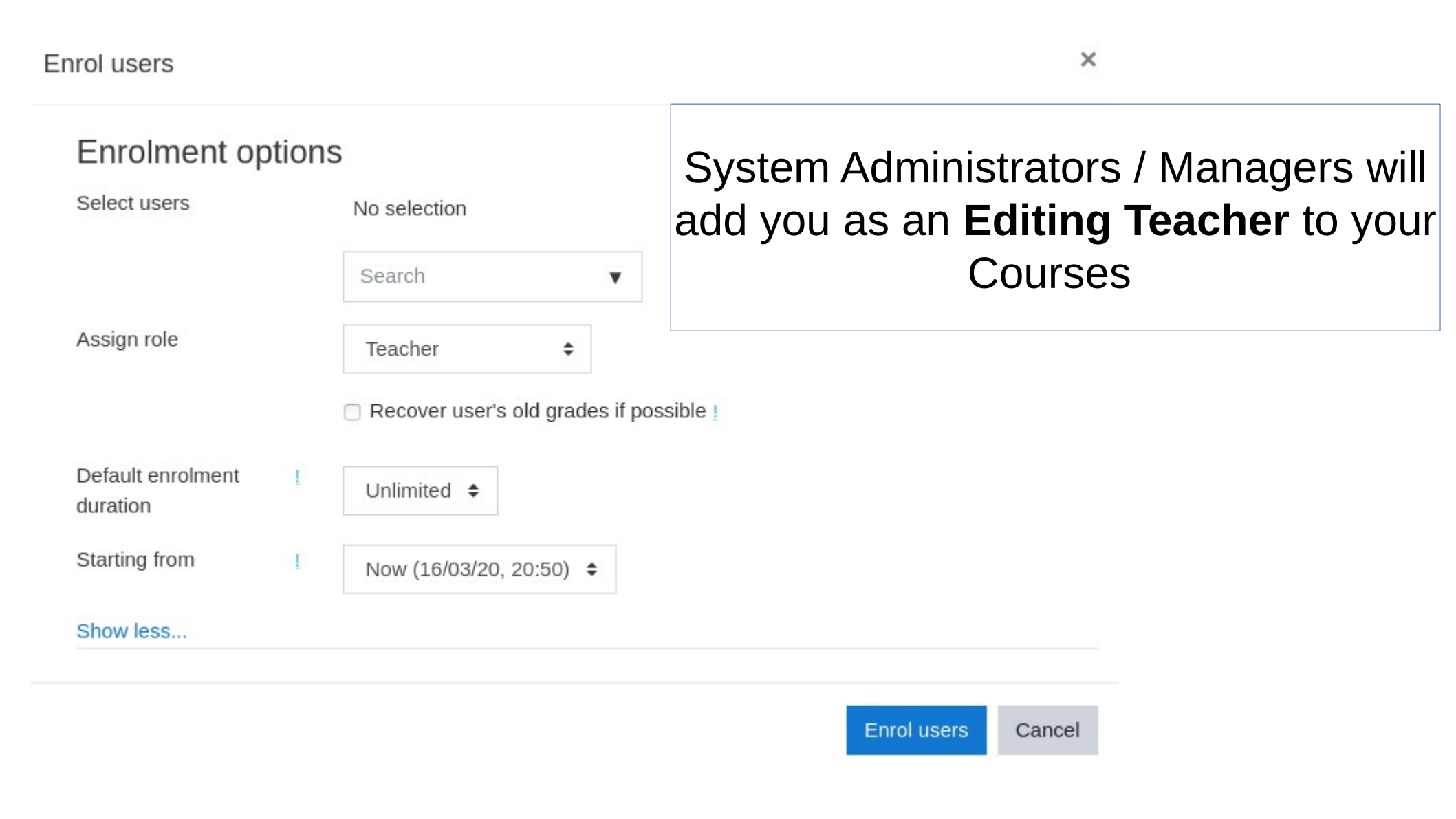
Select a country

Other fields

Student Registration or PF Number

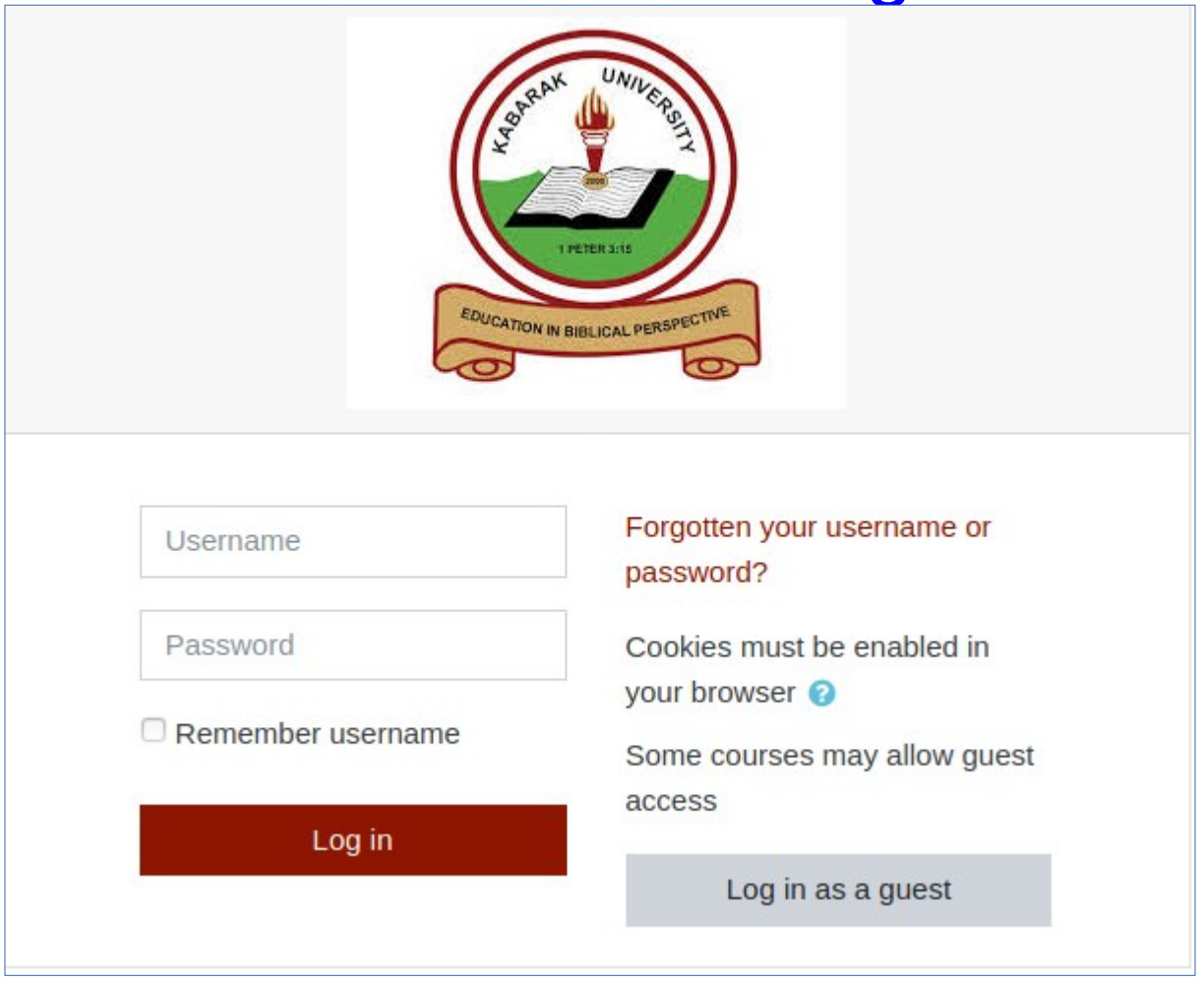
Create my new account

Cancel

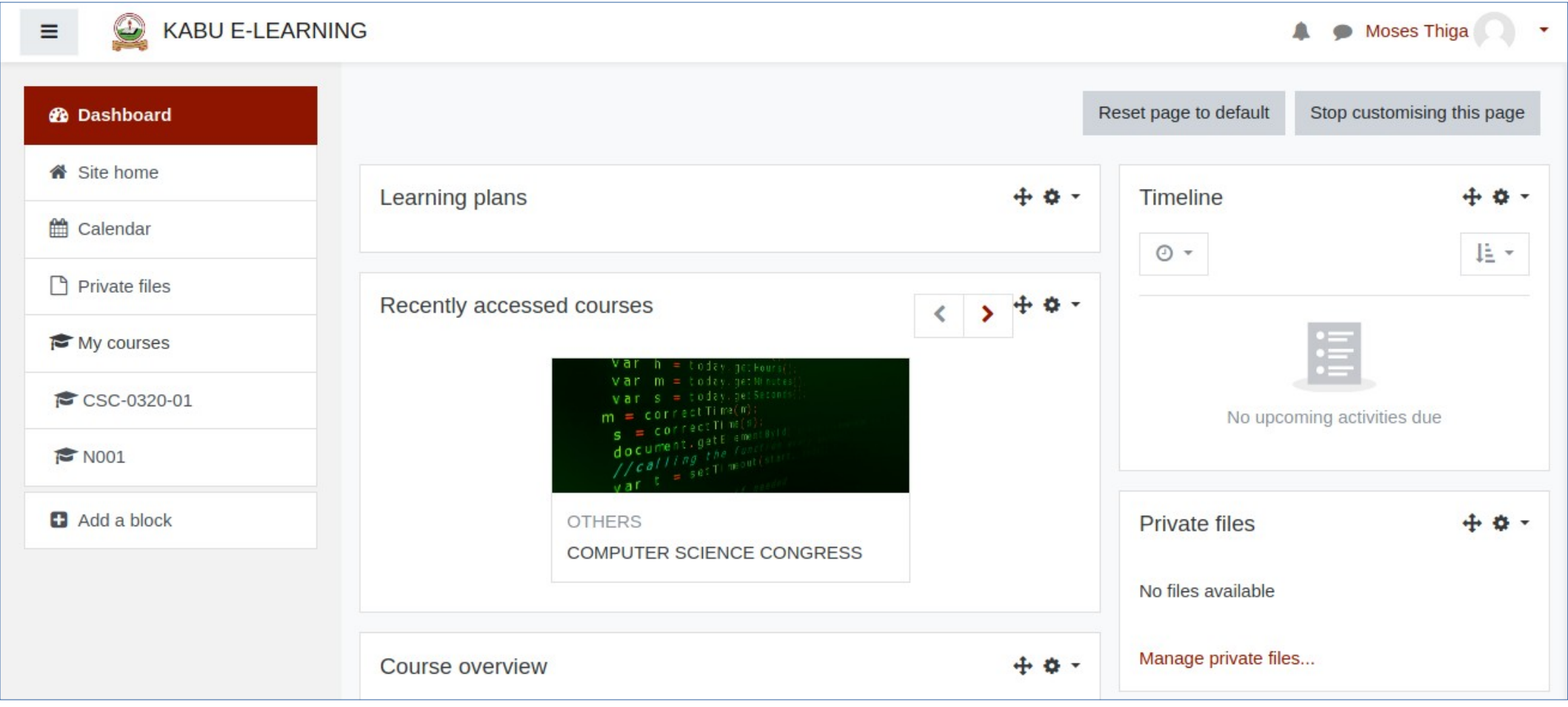

Enrol users
Enrolment options
Select users
No selection
Search
Assign role
Teacher
Recover user's old grades if possible
Default enrolment duration
Unlimited
Starting from
Now (16/03/20, 20:50)
Show less...
Enrol users
Cancel
System Administrators / Managers will add you as an **Editing Teacher** to your Courses

http://moodle.kabarak.ac.ke/moodle/login/

Log into your Account

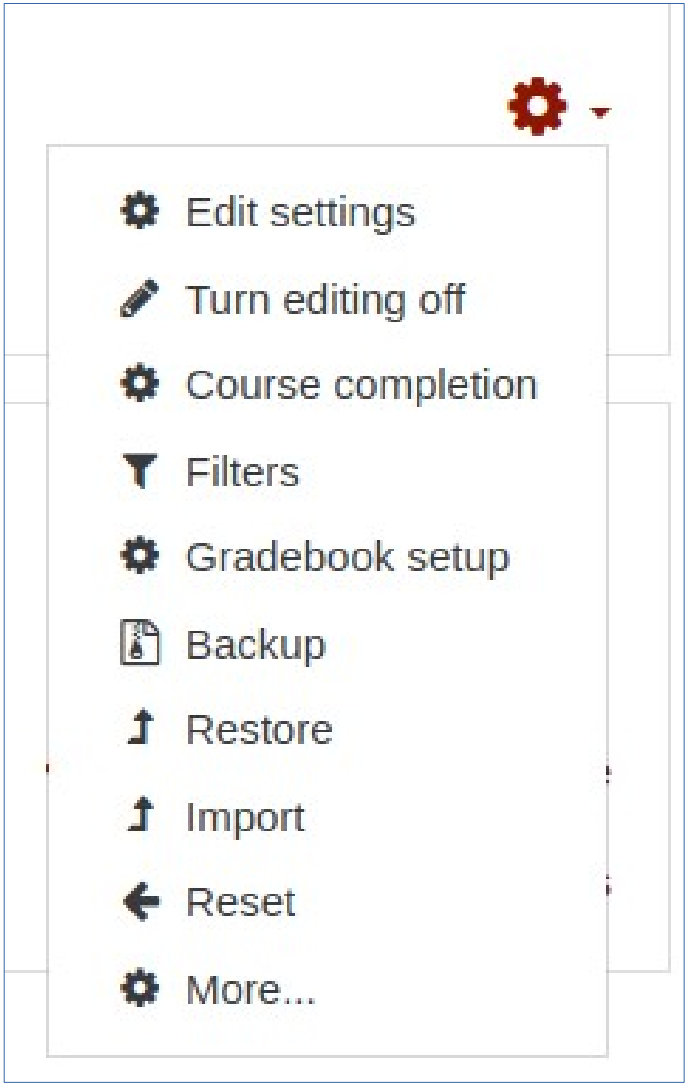


Your Home Page

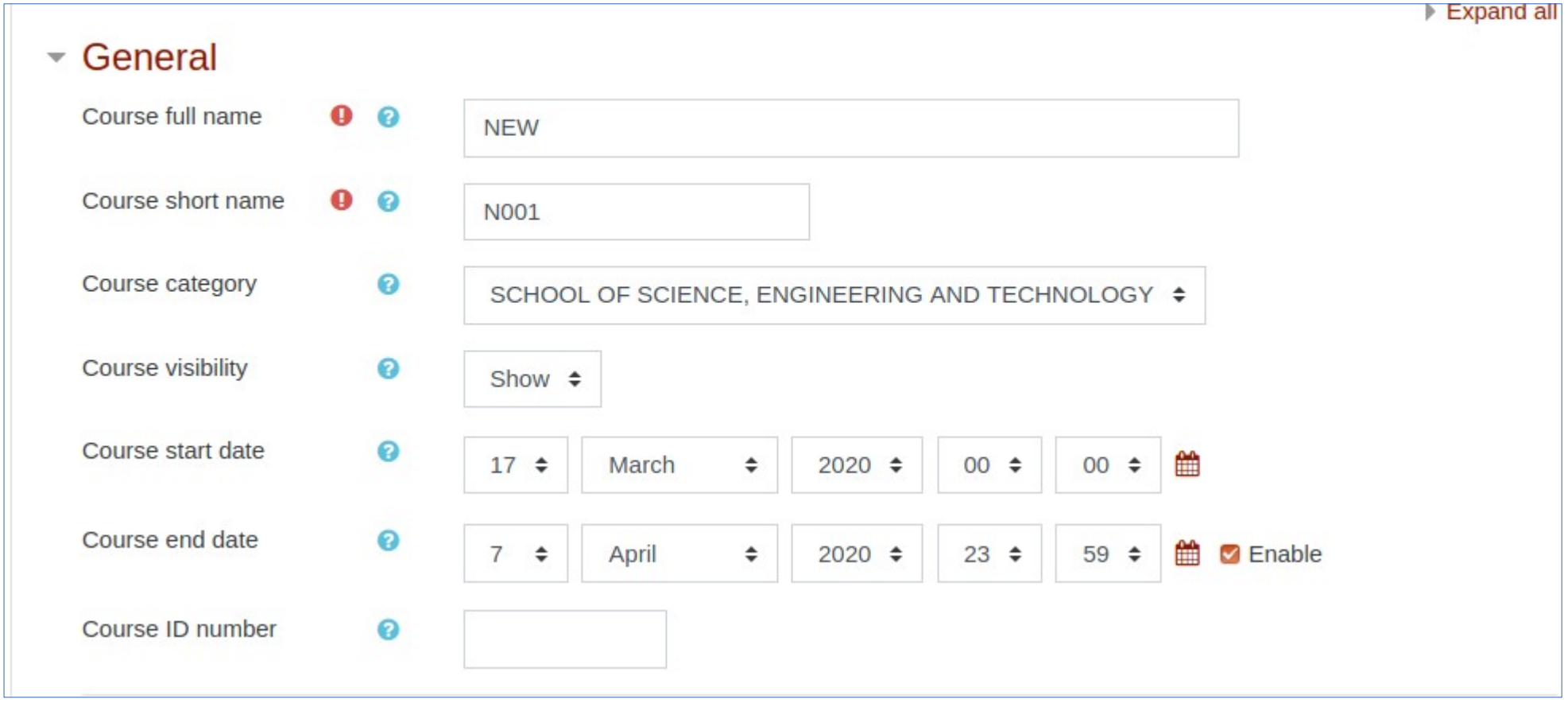


Edit Course Settings

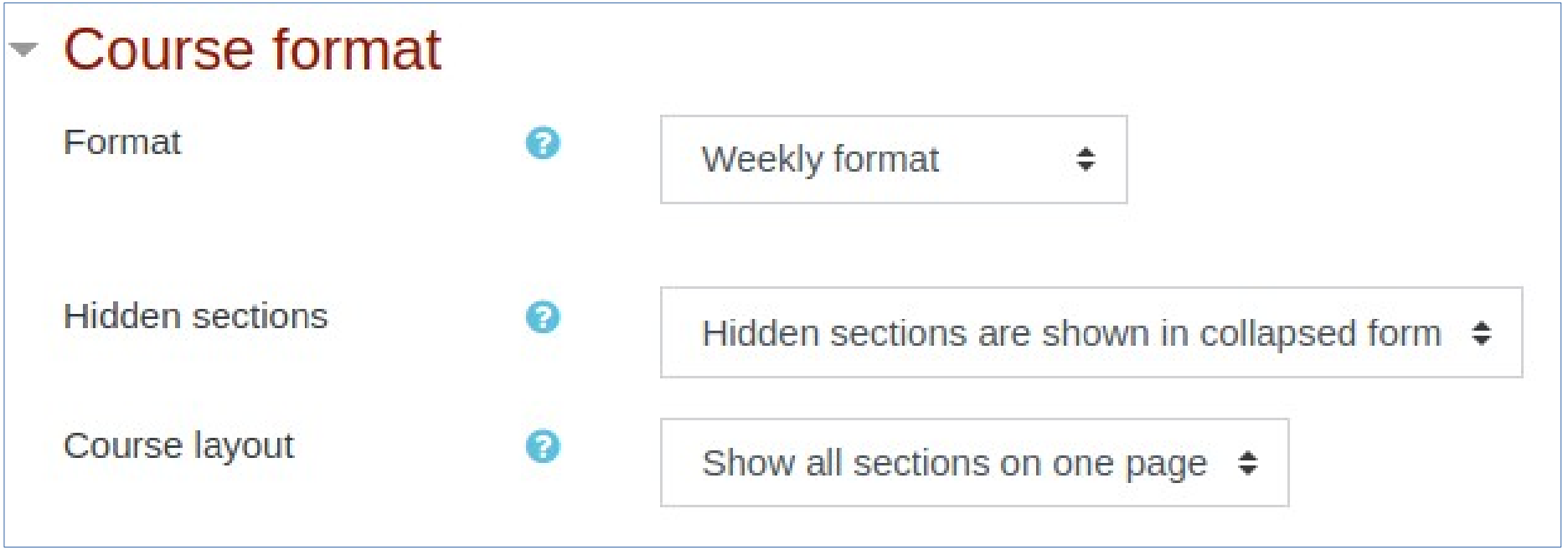
Click on Edit Settings



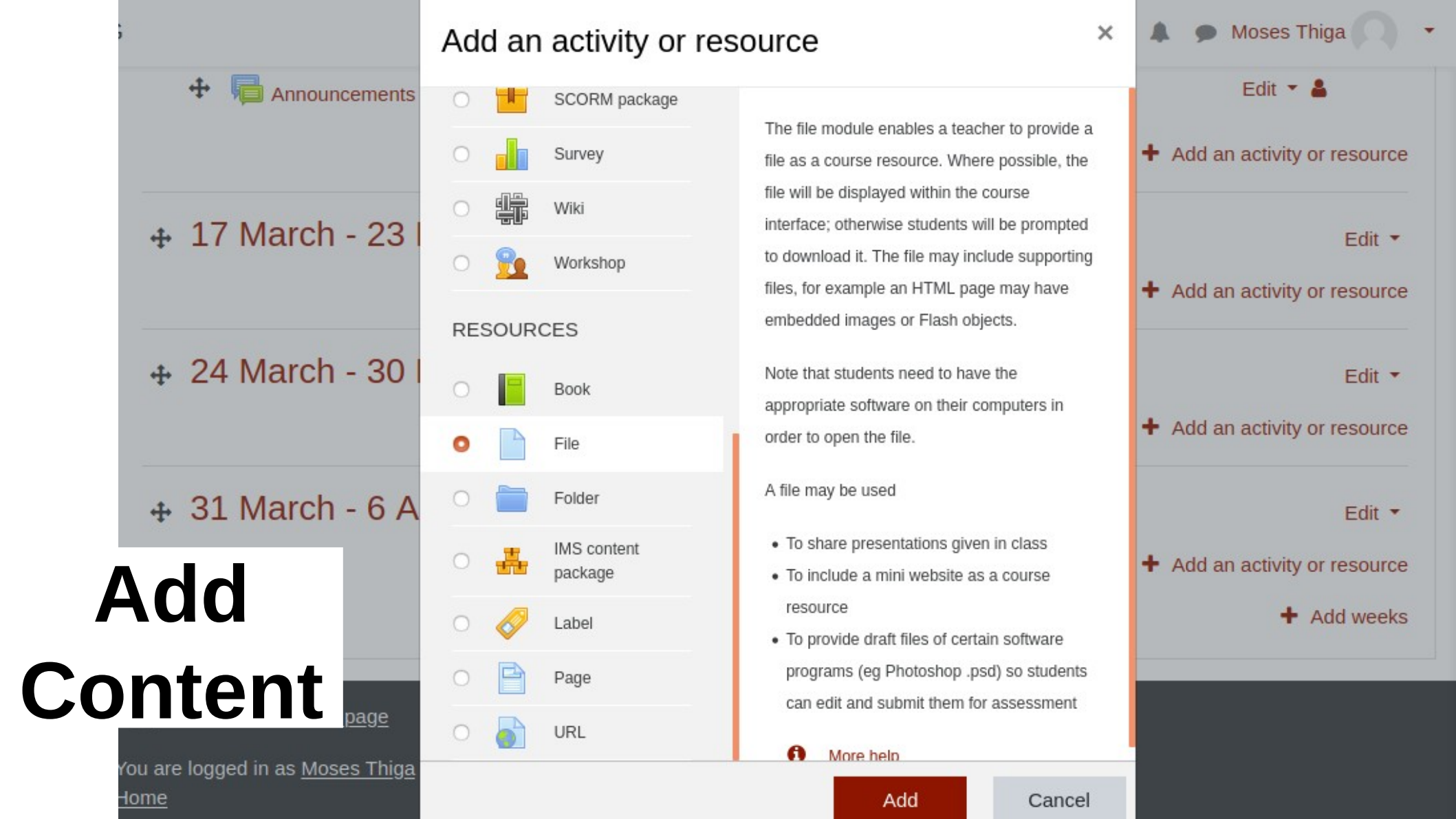
Set the Course Duration

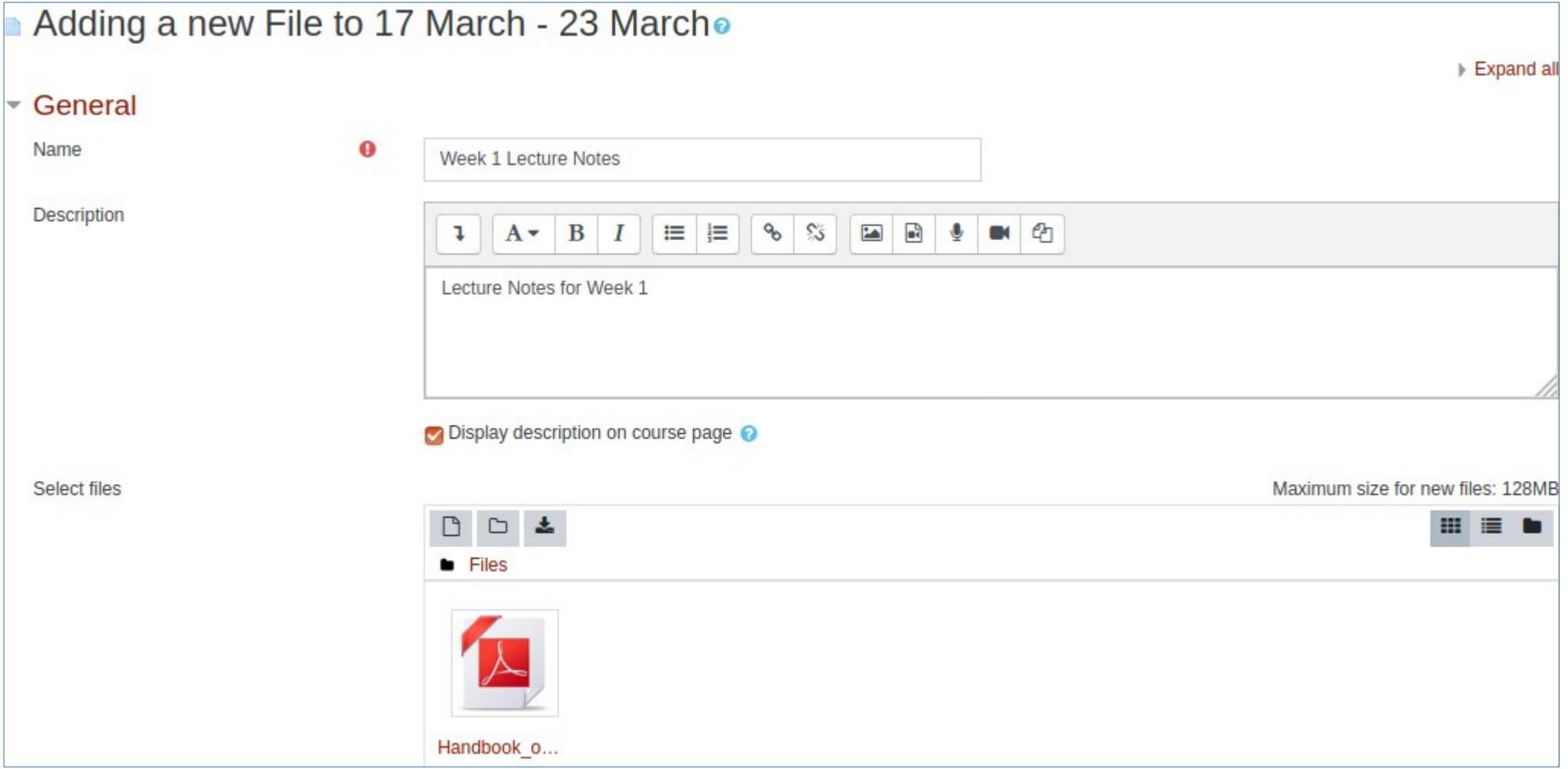


Set the Course Format - Weekly



Add Content


Add an activity or resource
SCORM package
Survey
Wiki
Workshop
RESOURCES
Book
File
Folder
IMS content package
Label
Page
URL
The file module enables a teacher to provide a file as a course resource. Where possible, the file will be displayed within the course interface; otherwise students will be prompted to download it. The file may include supporting files, for example an HTML page may have embedded images or Flash objects.
Note that students need to have the appropriate software on their computers in order to open the file.
A file may be used
To share presentations given in class
To include a mini website as a course resource
To provide draft files of certain software programs (eg Photoshop .psd) so students can edit and submit them for assessment
More help
Add
Cancel
Moses Thiga
Announcements
17 March - 23
24 March - 30
31 March - 6 A
Edit
Add an activity or resource
Add weeks
page
You are logged in as Moses Thiga
Home
Add Content

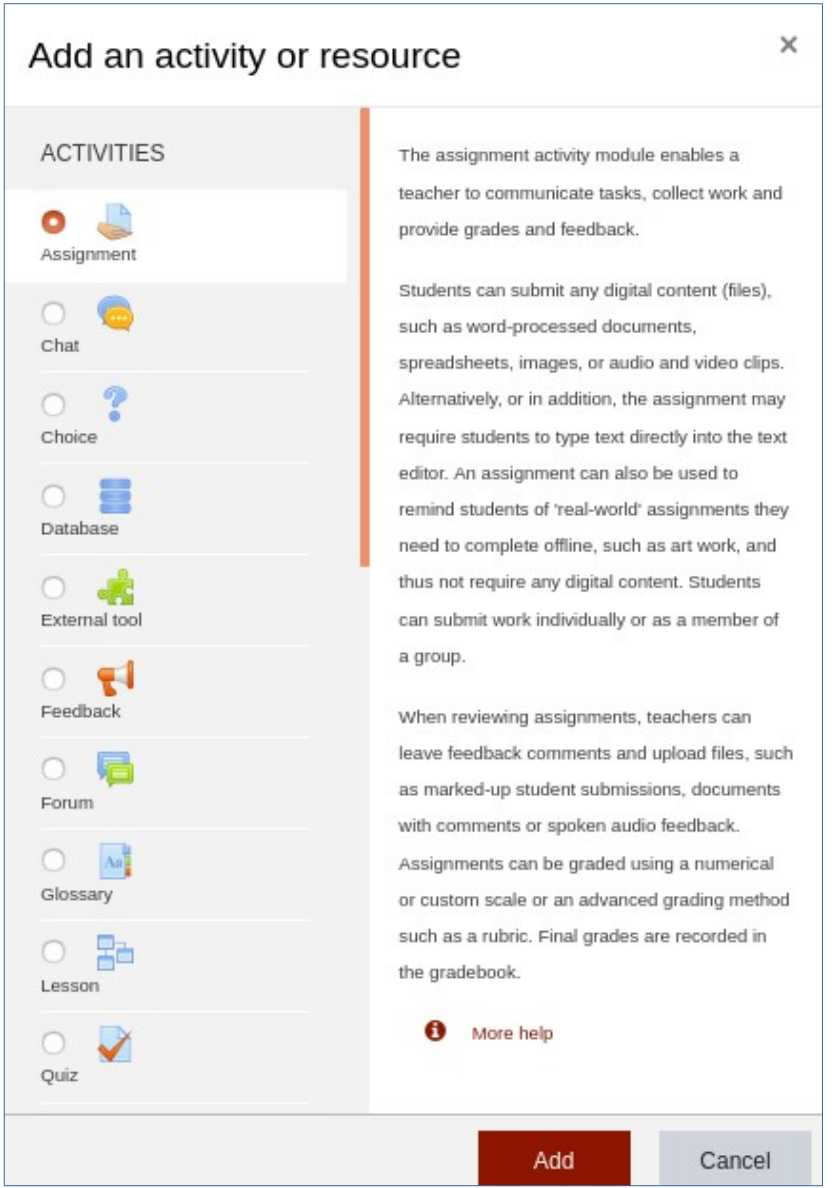

Adding a new File to 17 March - 23 March
Expand all
General
Name
Week 1 Lecture Notes
Description
Lecture Notes for Week 1
Display description on course page
Select files
Maximum size for new files: 128MB
Files
Handbook_o…

Add a file

Your Content

Create an Assignment

Create an Assignment



Adding a new Assignment to 17 March - 23 March

Expand all

General

Moses Thiga

Description

Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

Display description on course page

Additional files

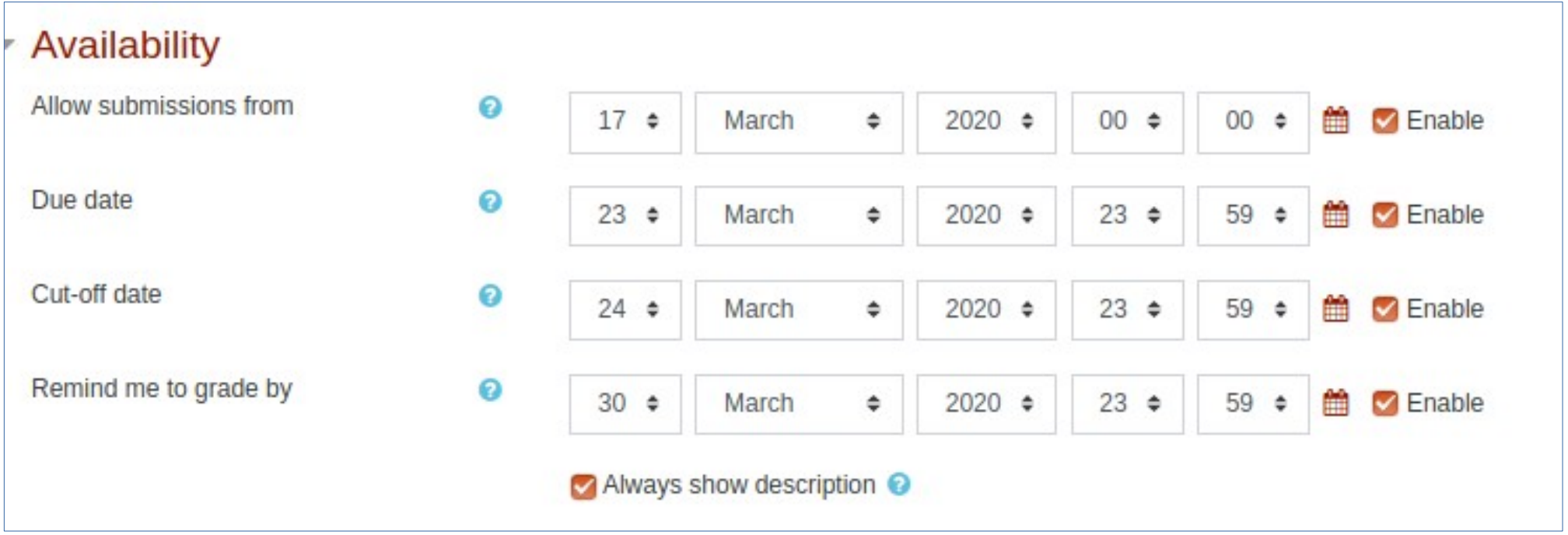
Maximum size for new files: 128MB

Files

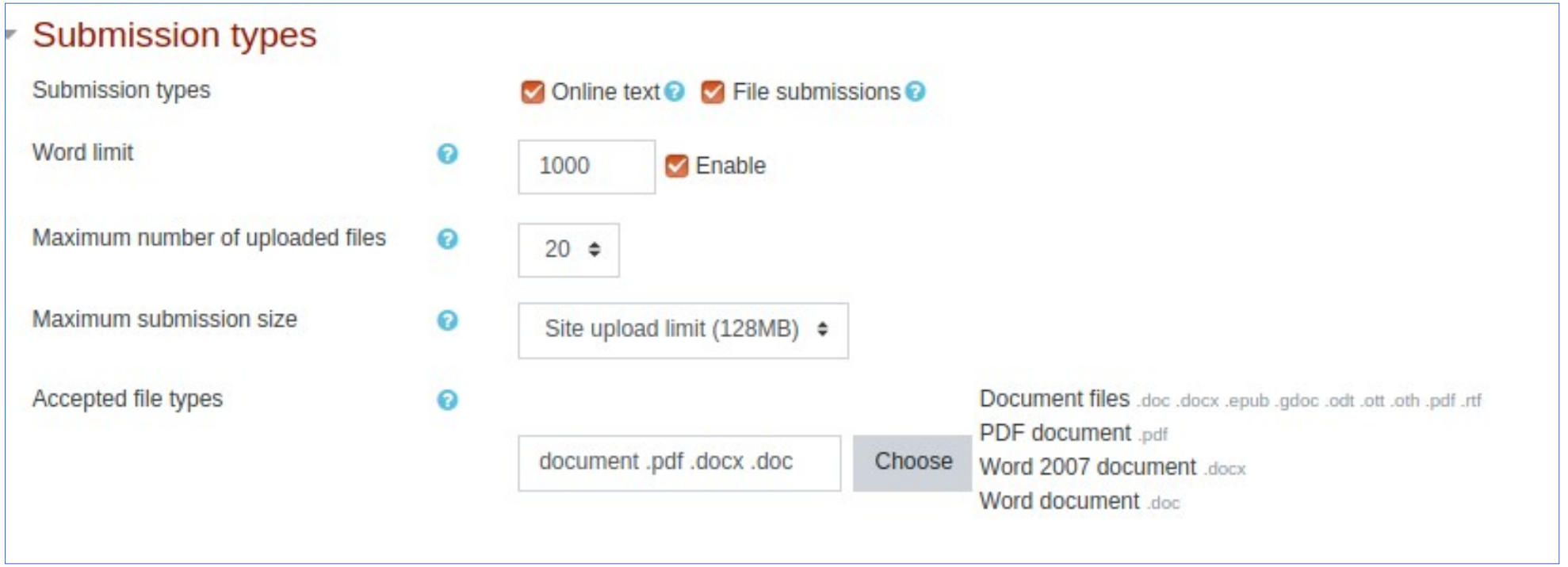
You can drag and drop files here to add them.

Assignment Details

Assignment Availability



Submission Types



Submission Settings

Anti-plagiarism - Turnitin Settings

Turnitin plagiarism plugin settings

QM Launch Quickmark Manager

Enable Turnitin	Yes
Display Originality Reports to Students	Yes
When should the file be submitted to Turnitin?	Submit file when student sends for marking
Allow submission of any file type?	Yes
Store Student Papers	Standard Repository

Note: If you do not select "Yes" for at least one of the "Check against..." options below then an Originality report will NOT be generated.

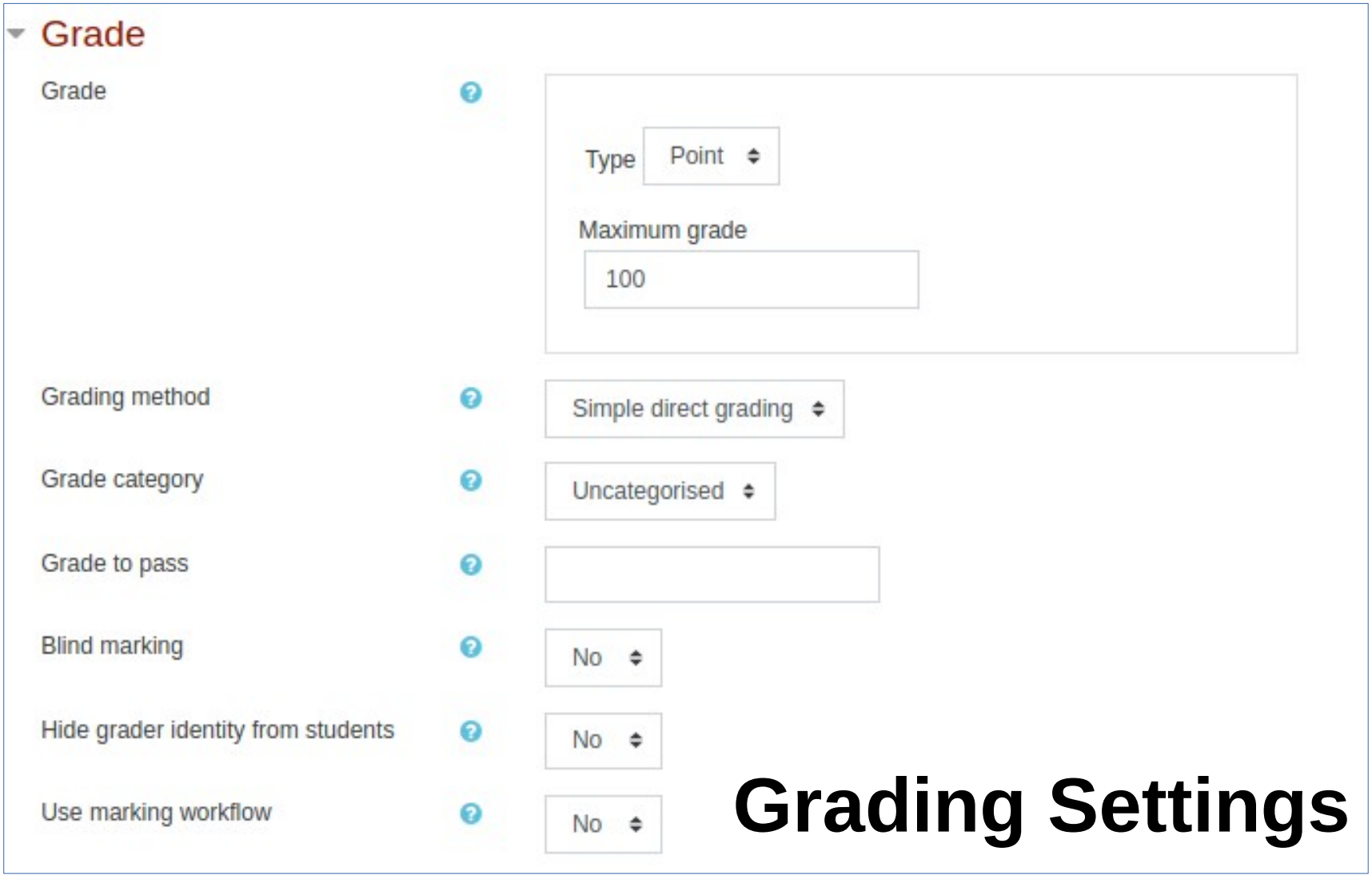
Anti-plagiarism - Turnitin Settings

Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Report Generation Speed	Generate reports immediately (students can resu
Exclude Bibliography	Yes
Exclude Quoted Material	Yes
Exclude Small Matches	No
Attach a rubric to this assignment	No rubric

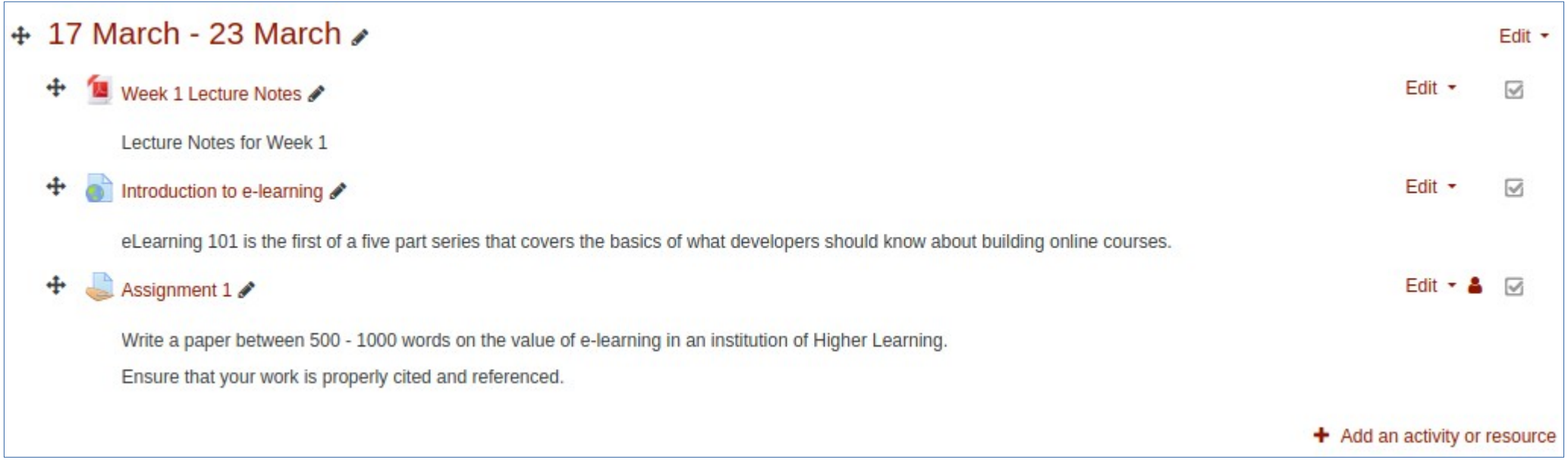
Launch Rubric Manager

Note: students will be able to view attached rubrics and their content prior to submitting.

Note: The separate Turnitin anonymous marking setting has been removed. Turnitin will use Moodle's blind marking setting to determine the anonymous marking setting.


Grade
Grade
Type
Point
Maximum grade
100
Grading method
Simple direct grading
Grade category
Uncategorised
Grade to pass
Blind marking
No
Hide grader identity from students
No
Use marking workflow
No
Grading Settings

Your Course .. So Far



Waiting for Submissions!

Assignment 1

Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

Grading summary

Hidden from students	No
Participants	0
Drafts	0
Submitted	0
Needs grading	0
Due date	Monday, 23 March 2020, 11:59 PM
Time remaining	7 days 1 hour

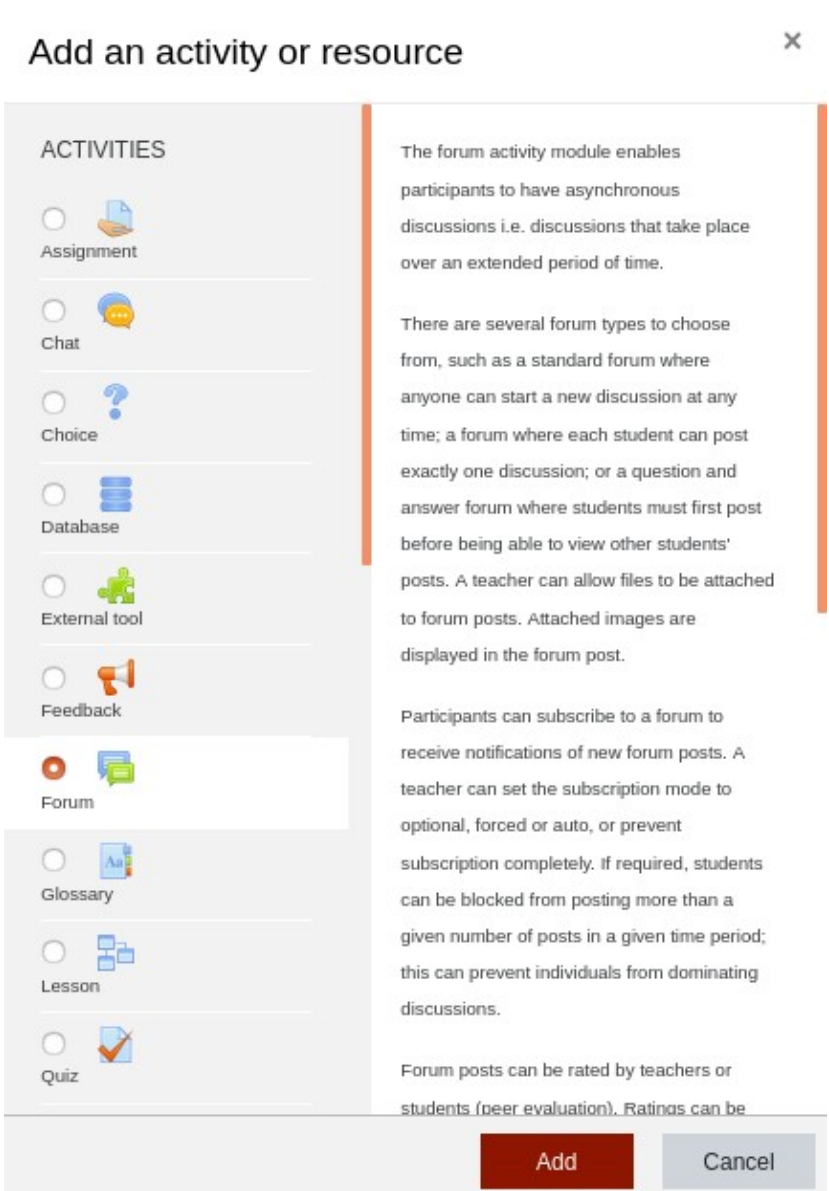
View all submissions | Grade

Create a Discussion Forum

Create a Forum

In the (default) **Standard forum for general use,** students will see an introduction text in a separate space above the list of discussions. Students see a button to start a new discussion (thread).

In a **Single, simple discussion the teachers posts a question and students are able only to reply**. They cannot start a new topic of discussion. This is useful if you wish to keep a discussion focused

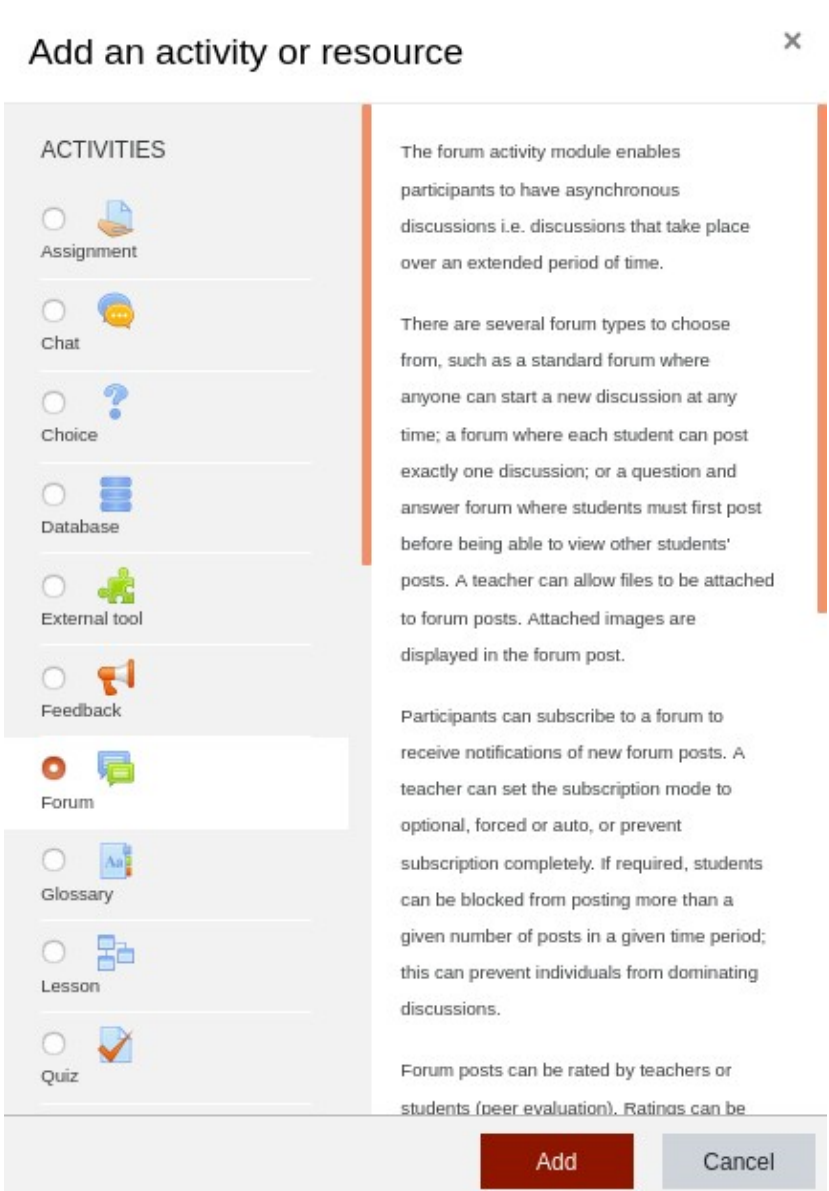


Create a Forum

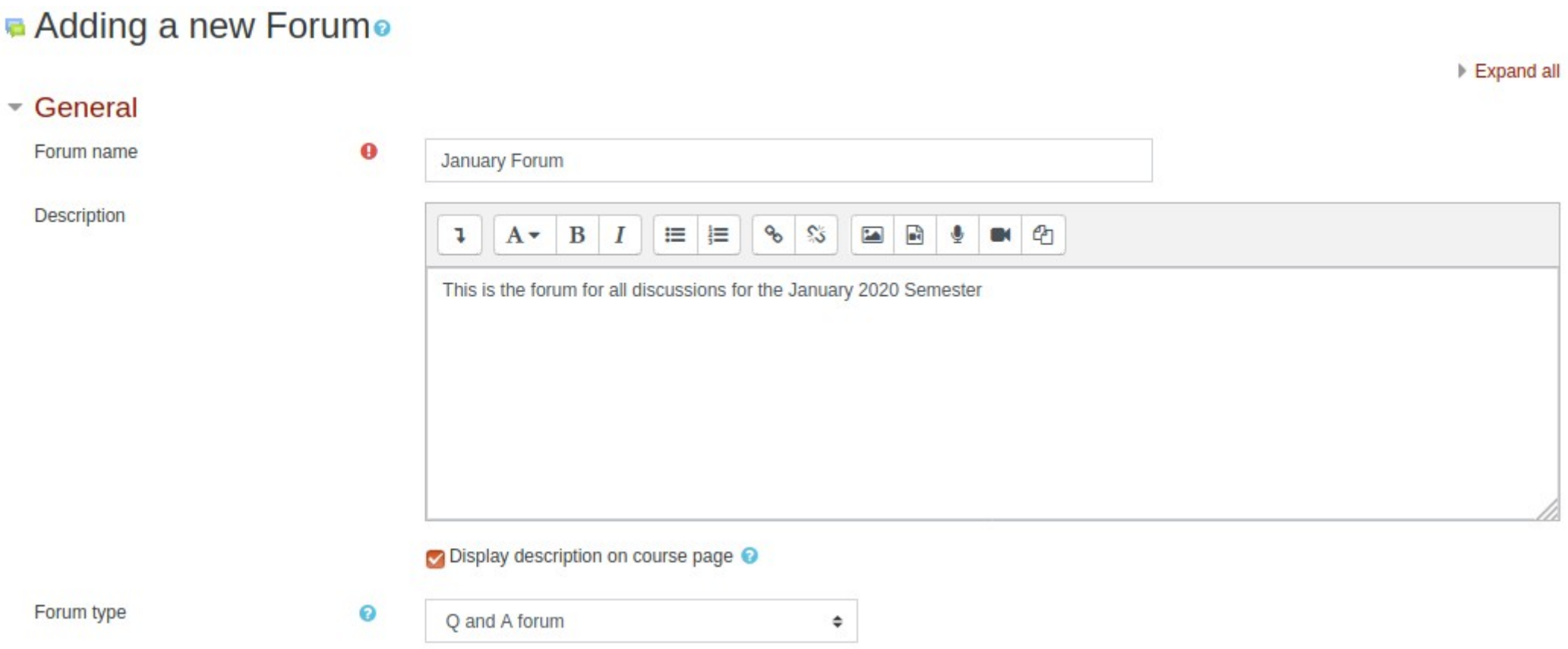
The **Question and Answer forum is best used when you have a particular question that you wish to have answered**.

The teacher posts a question and students respond with possible answers.

By default a Q and A forum **requires students to post once before viewing other students' postings**.



Add Forum Details



Add Forum Details

Availability

Due date: 16 | March | 2020 | 22 | 12 | Enable

Cut-off date: 17 | April | 2020 | 23 | 59 | Enable

Attachments and word count

Maximum attachment size: 2MB

Maximum number of attachments: 9

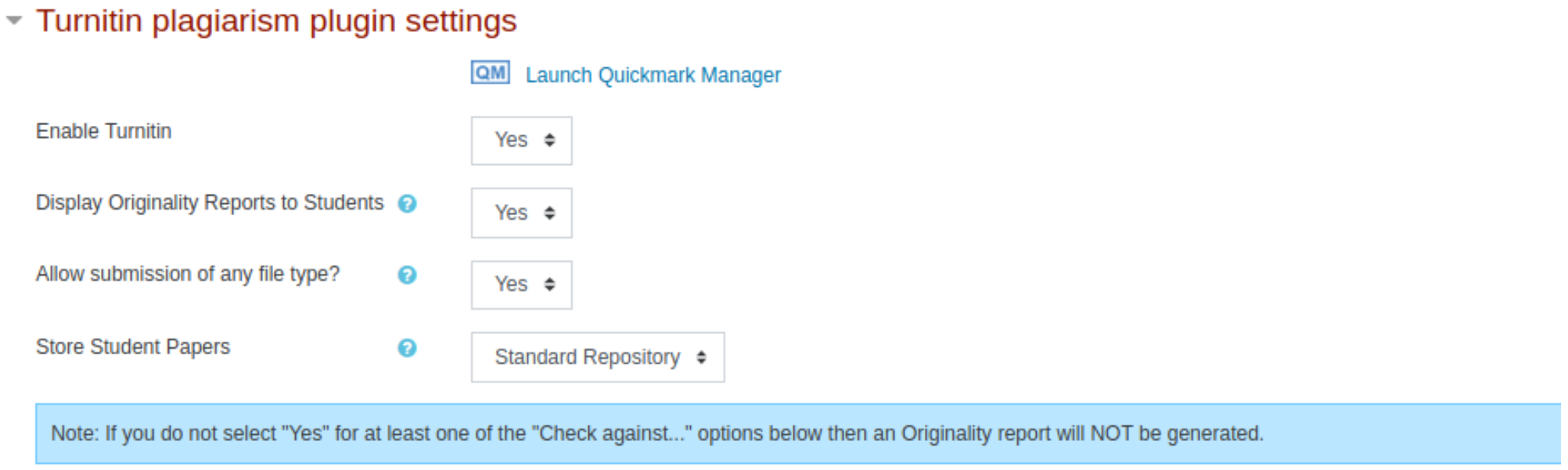
Display word count: No

Subscription and tracking

Subscription mode: Optional subscription

Read tracking: Optional

Anti-Plagiarism - TurnitIn



Anti-Plagiarism - TurnitIn

Check against stored student papers	Yes
Check against internet	Yes
Check against journals, periodicals and publications	Yes
Report Generation Speed	Generate reports immediately (students can resu
Exclude Bibliography	Yes
Exclude Quoted Material	Yes
Exclude Small Matches	Words
	5

Note: The separate Turnitin anonymous marking setting has been removed. Turnitin will use Moodle's blind marking setting to determine the anonymous marking setting.

January Forum

This is the forum for all discussions for the January 2020 Semester

The due date for posting to this forum is Thursday, 16 April 2020, 10:12 PM.

Moses Thiga

Subject: Challenges of teaching Online

Message

Discuss some challenges associated with online teaching.

A draft version of this text was automatically restored.

Post to forum | Cancel | Advanced

Add a new question

The question

January Forum

This is the forum for all discussions for the January 2020 Semester

The due date for posting to this forum is Thursday, 16 April 2020, 10:12 PM.

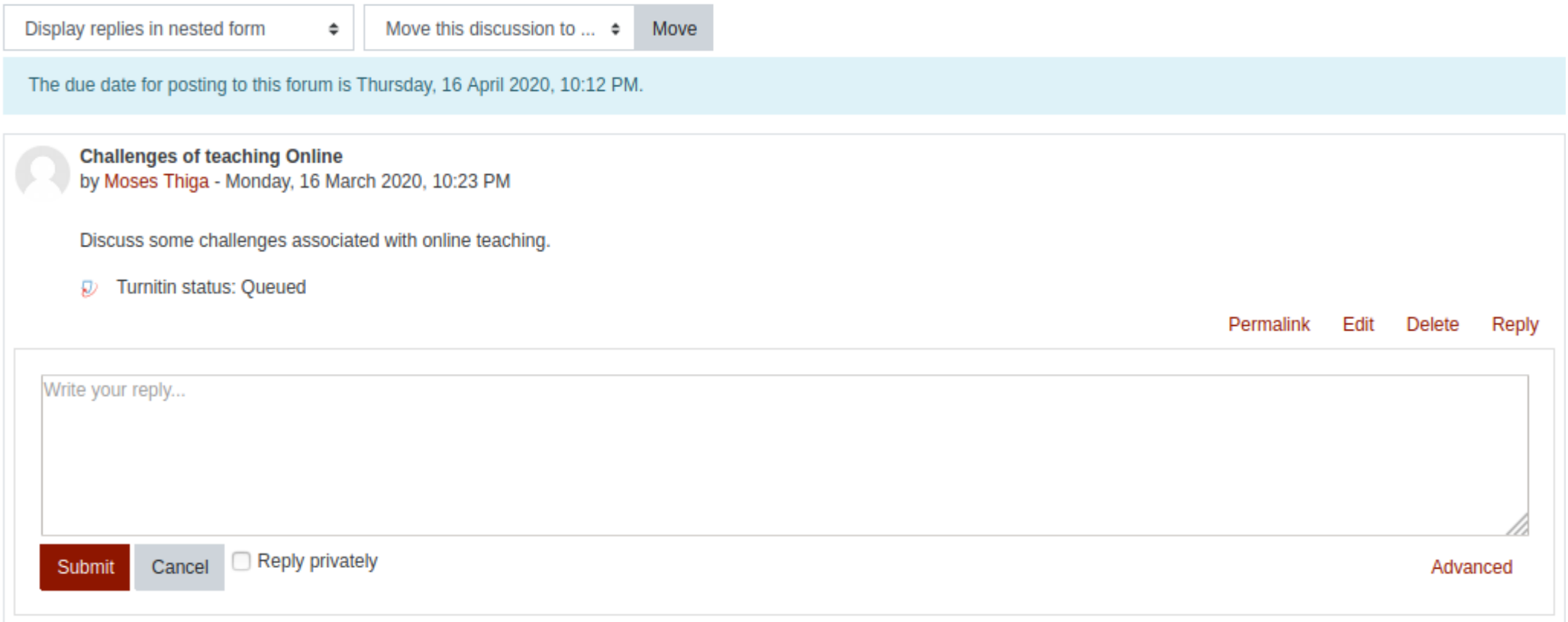
Add a new question

Discussion	Started by	Replies	Last post	Created
Challenges of teaching Online	Moses Thiga	0	Moses Thiga Mon, 16 Mar 2020, 10:23 PM	Mon, 16 Mar 2020, 10:23 PM

◄ Announcements | Jump to... | Week 1 Lecture Notes ►

Participation

(Replying to the question)

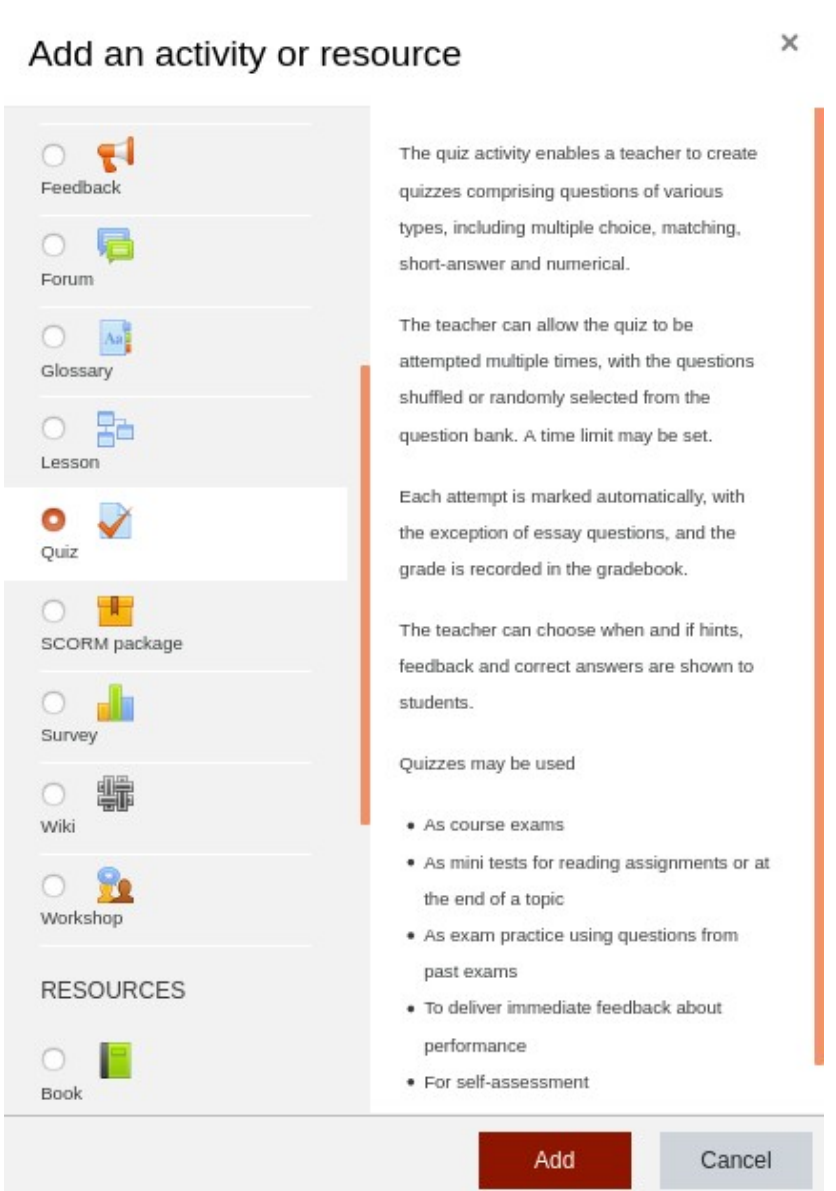


Create a Quiz

Add a quiz

- **Uses**

- As a course exam
- Checking understanding of a topic
- Exam practice
- Mini test
- Student self assessment

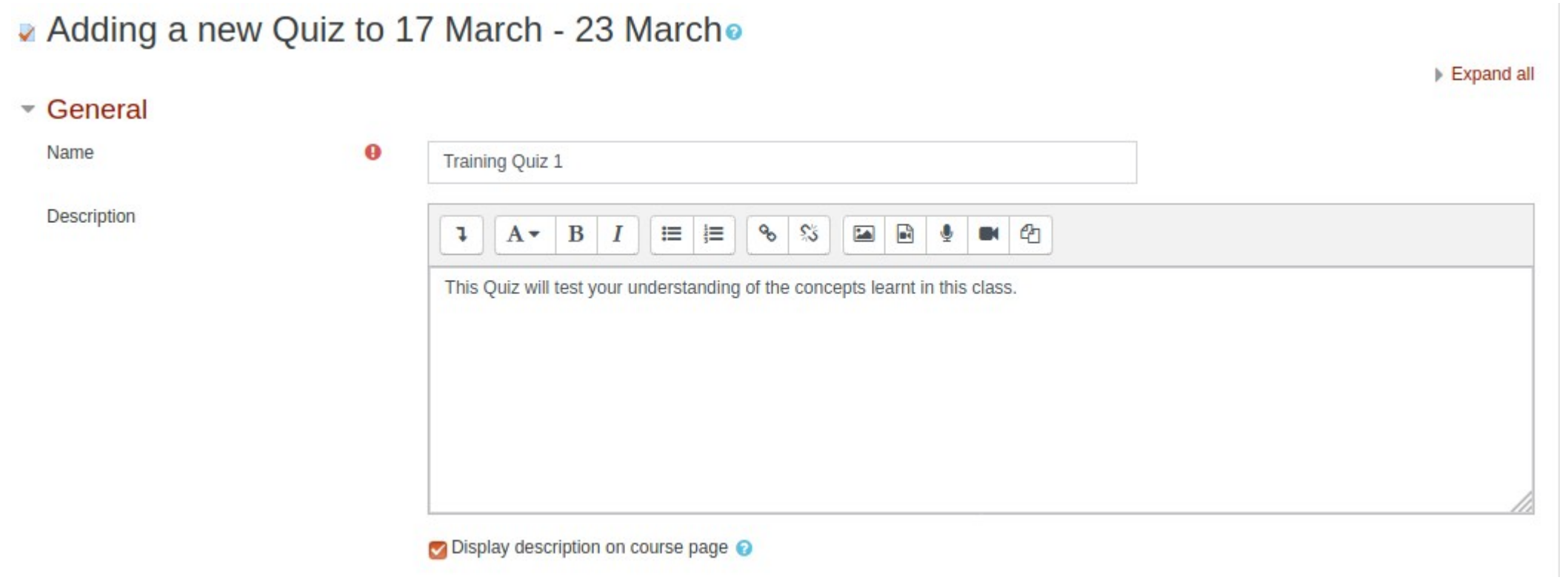


Question Types

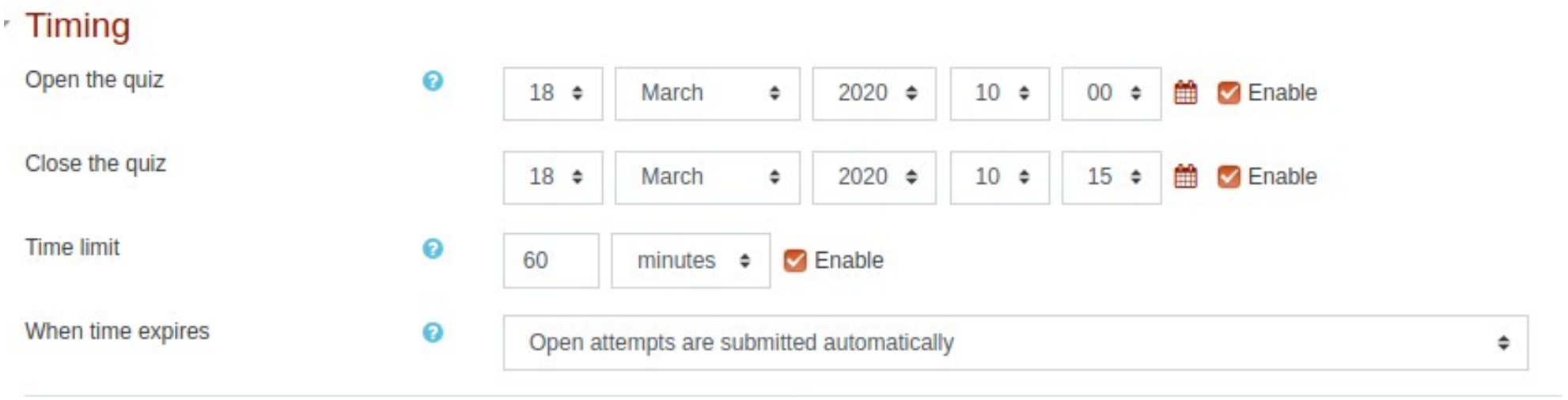
https://docs.moodle.org/37/en/Questions

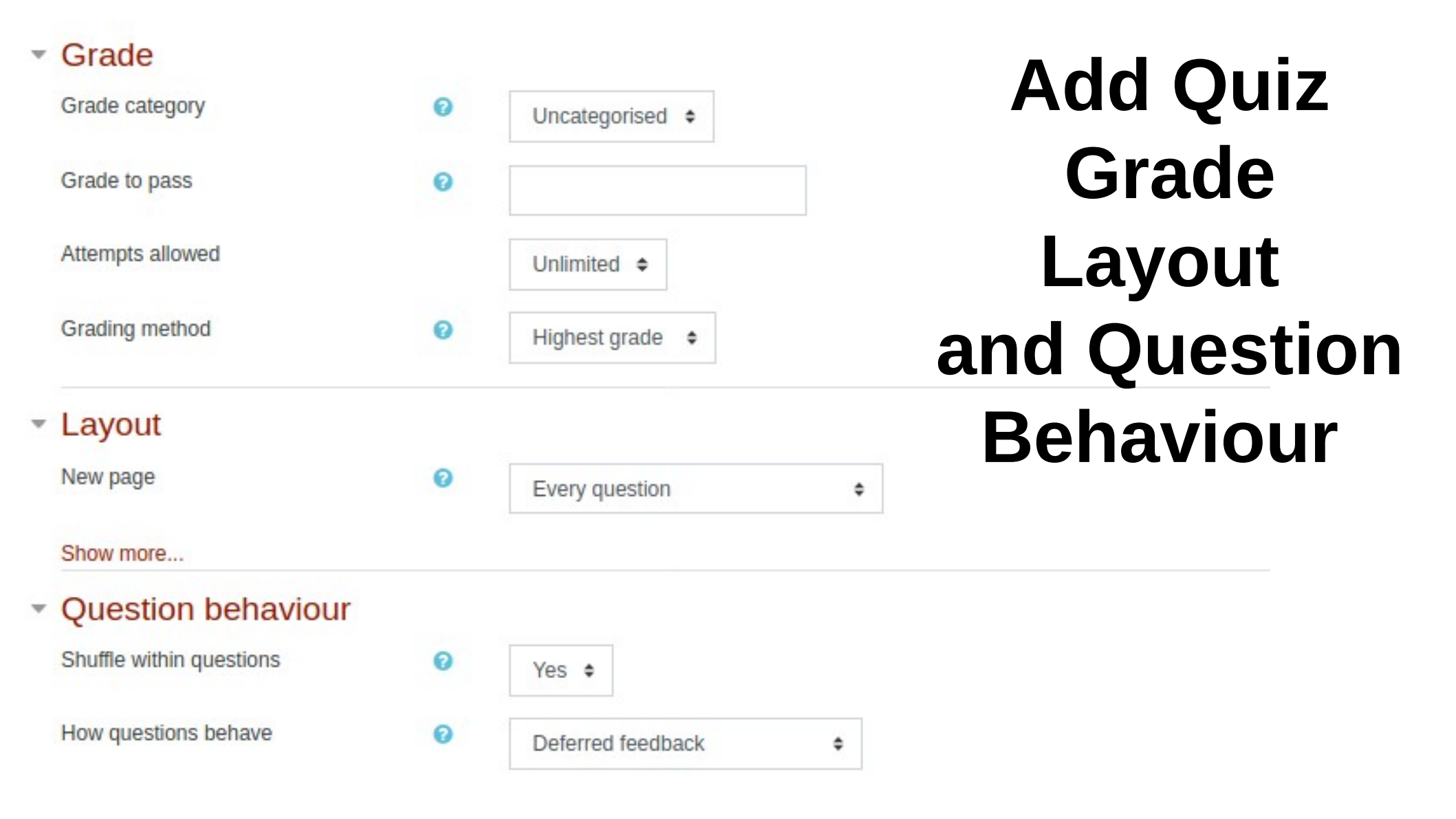
- Calculated
- Simple Calculated
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image
- Calculated Multichoice
- Description
- Essay
- Matching
- Embedded Answers (Cloze)
- Multiple Choice
- Random Short Answer Matching
- Select missing words
- Short-Answer
- Numerical
- True/False

Add Quiz Details



Add Quiz Timing




Grade
Grade category
Uncategorised
Grade to pass
Attempts allowed
Unlimited
Grading method
Highest grade
Layout
New page
Every question
Show more...
Question behaviour
Shuffle within questions
Yes
How questions behave
Deferred feedback
Add Quiz Grade Layout and Question Behaviour

Your New Quiz

Training Quiz 1

This Quiz will test your understanding of the concepts learnt in this class.

The quiz will not be available until Wednesday, 18 March 2020, 10:00 AM

This quiz will close on Wednesday, 18 March 2020, 10:15 AM.

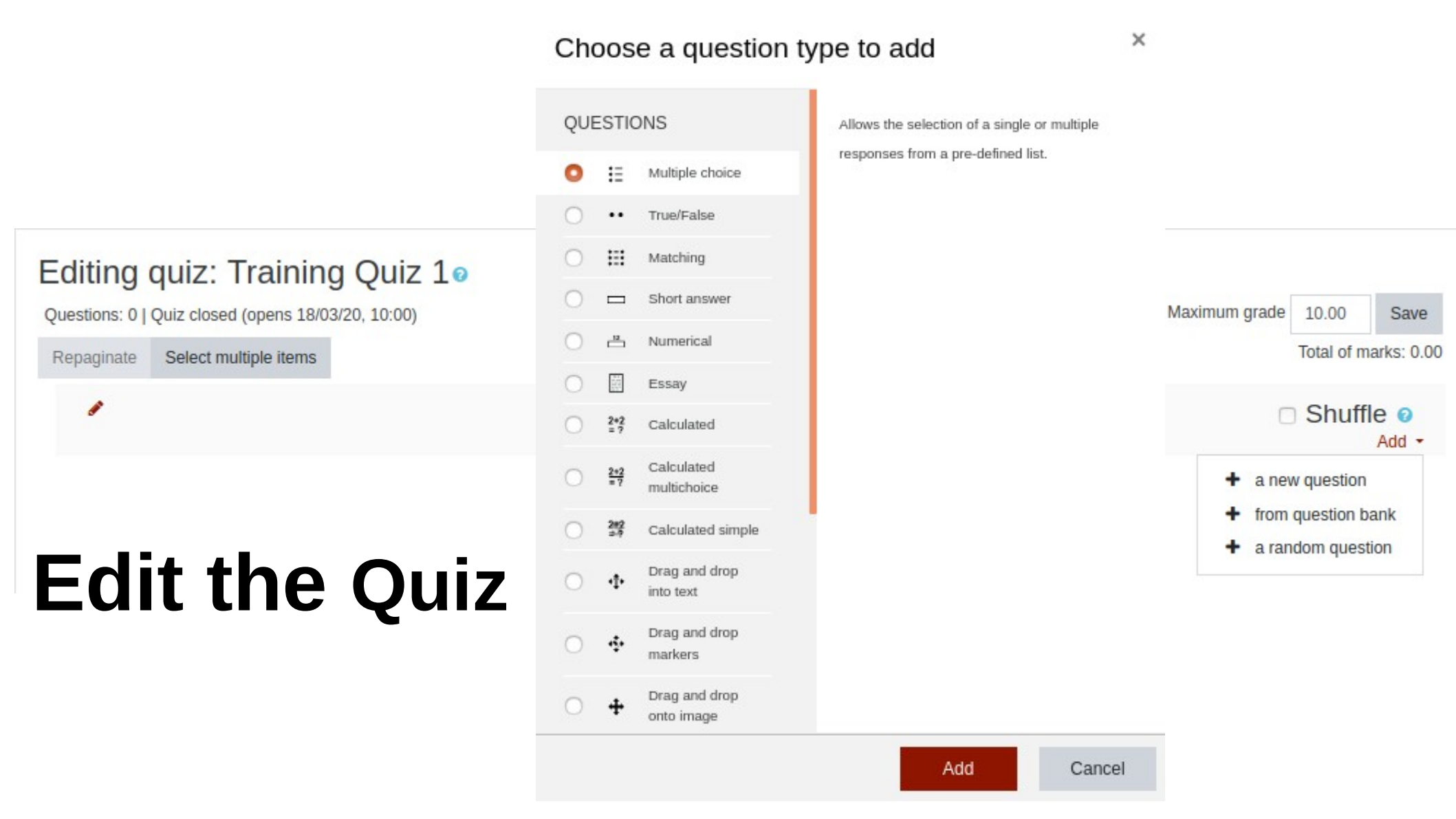
Time limit: 1 hour

Grading method: Highest grade

No questions have been added yet

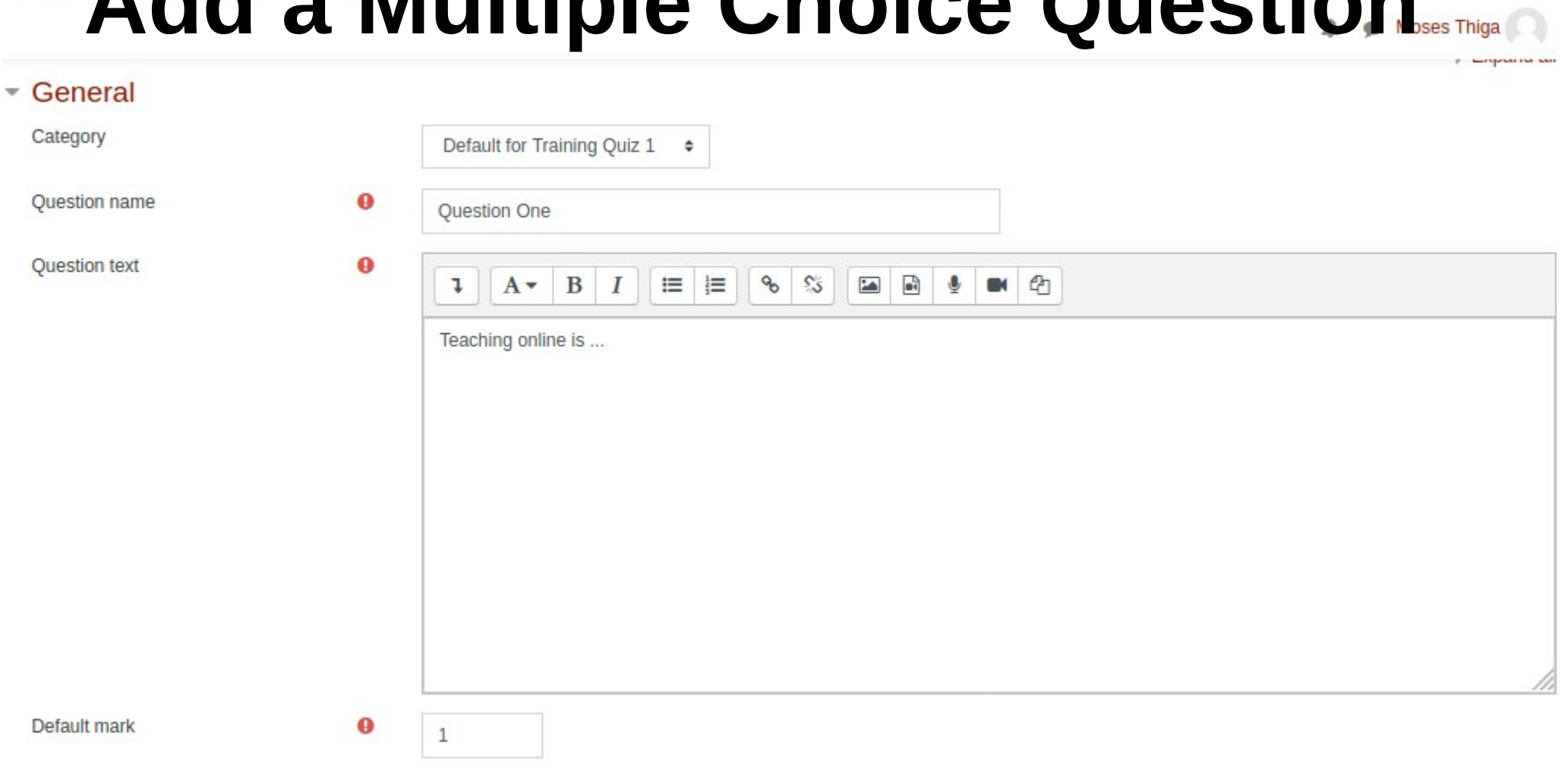
Edit quiz

Back to the course

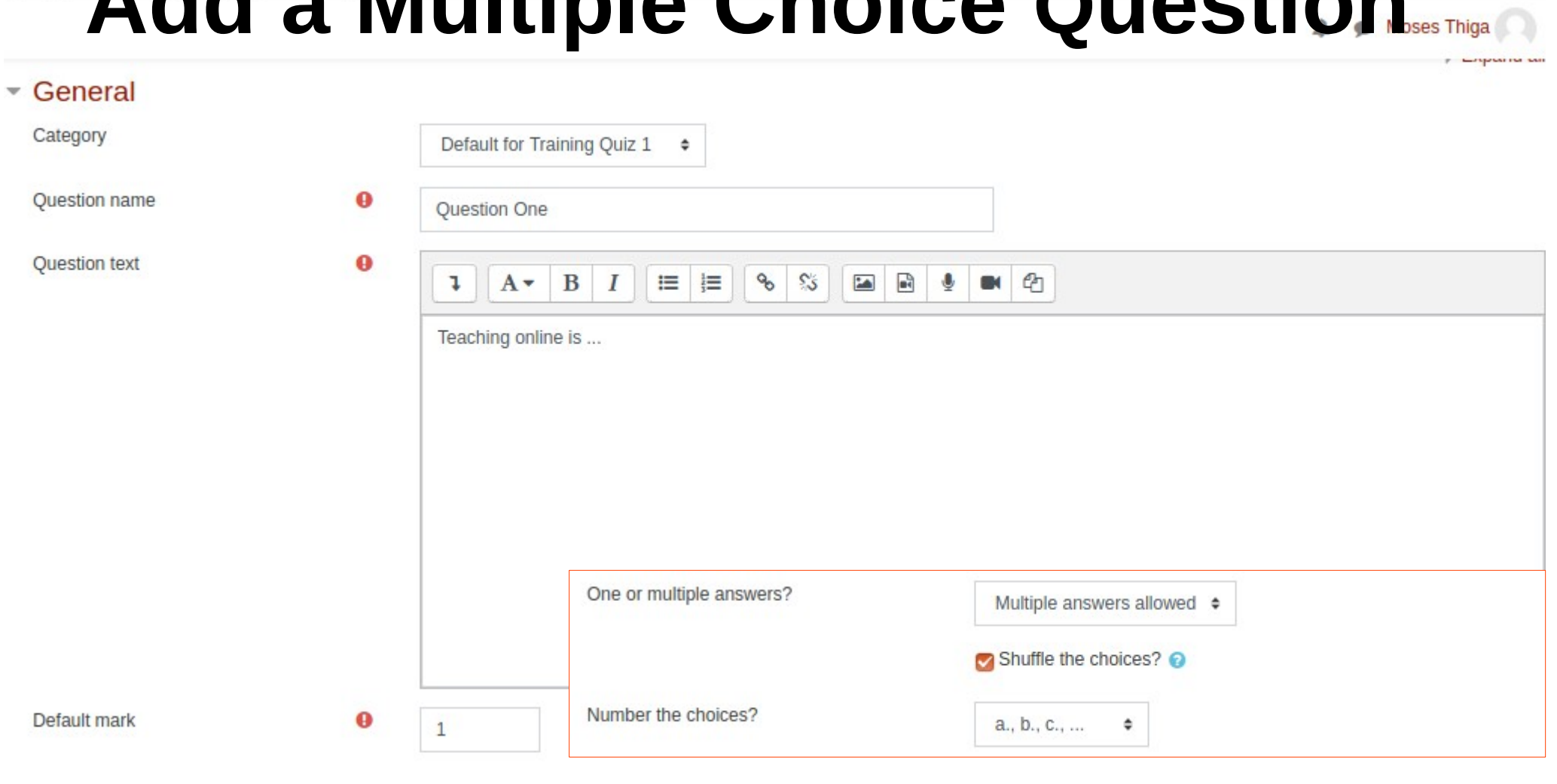


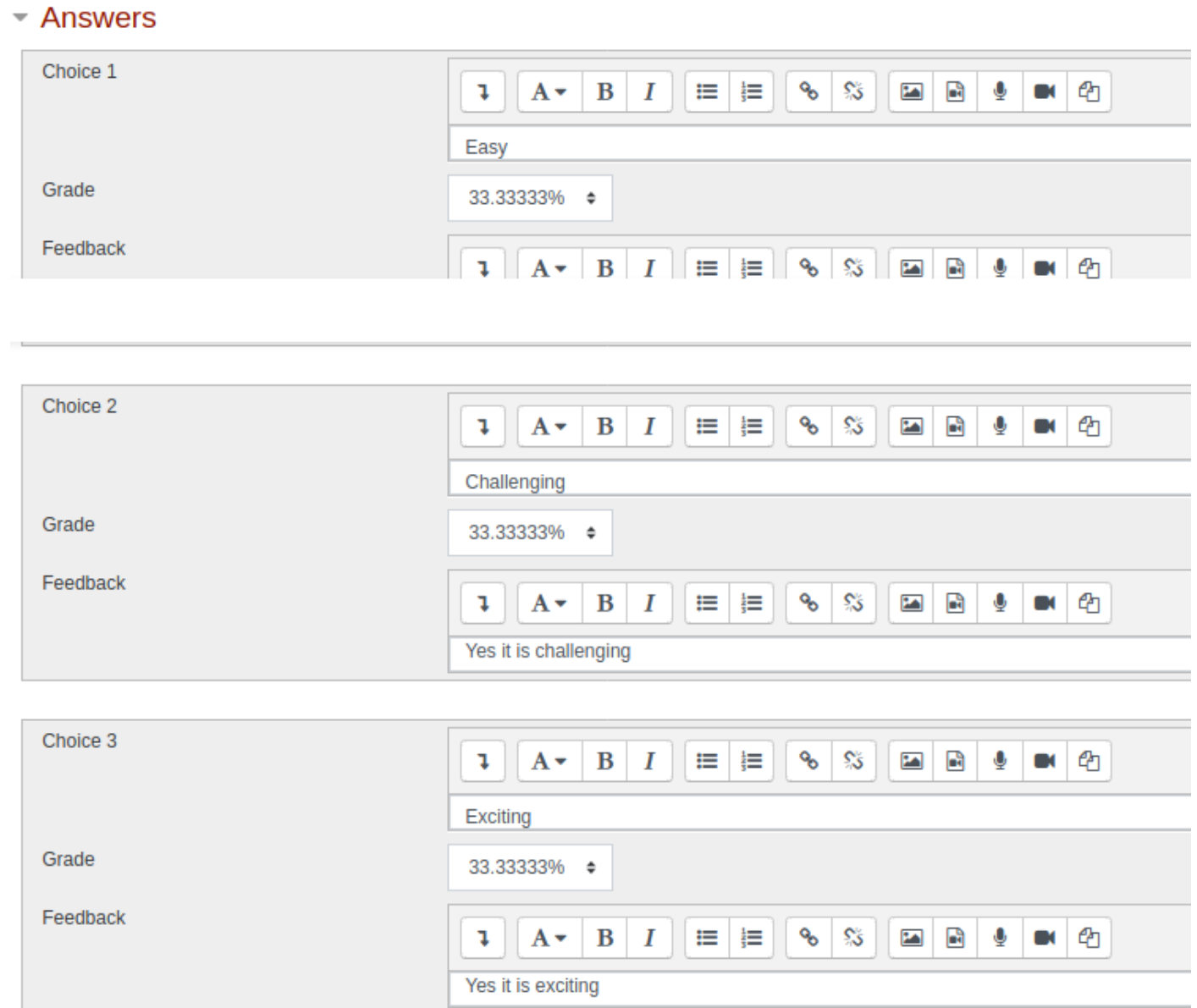
Edit the Quiz

Add a Multiple Choice Question



Add a Multiple Choice Question

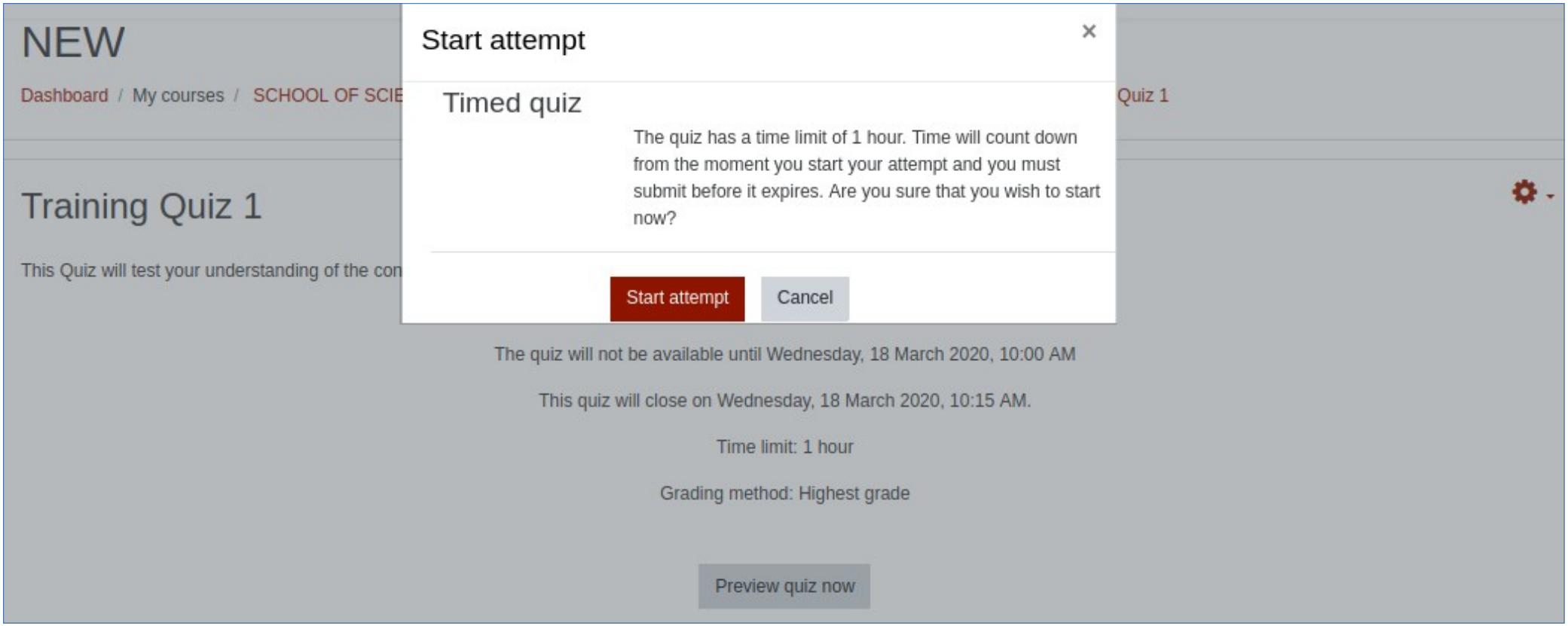



Answers
Choice 1
Easy
Grade
33.33333%
Feedback
Choice 2
Challenging
Grade
33.33333%
Feedback
Yes it is challenging
Choice 3
Exciting
Grade
33.33333%
Feedback
Yes it is exciting

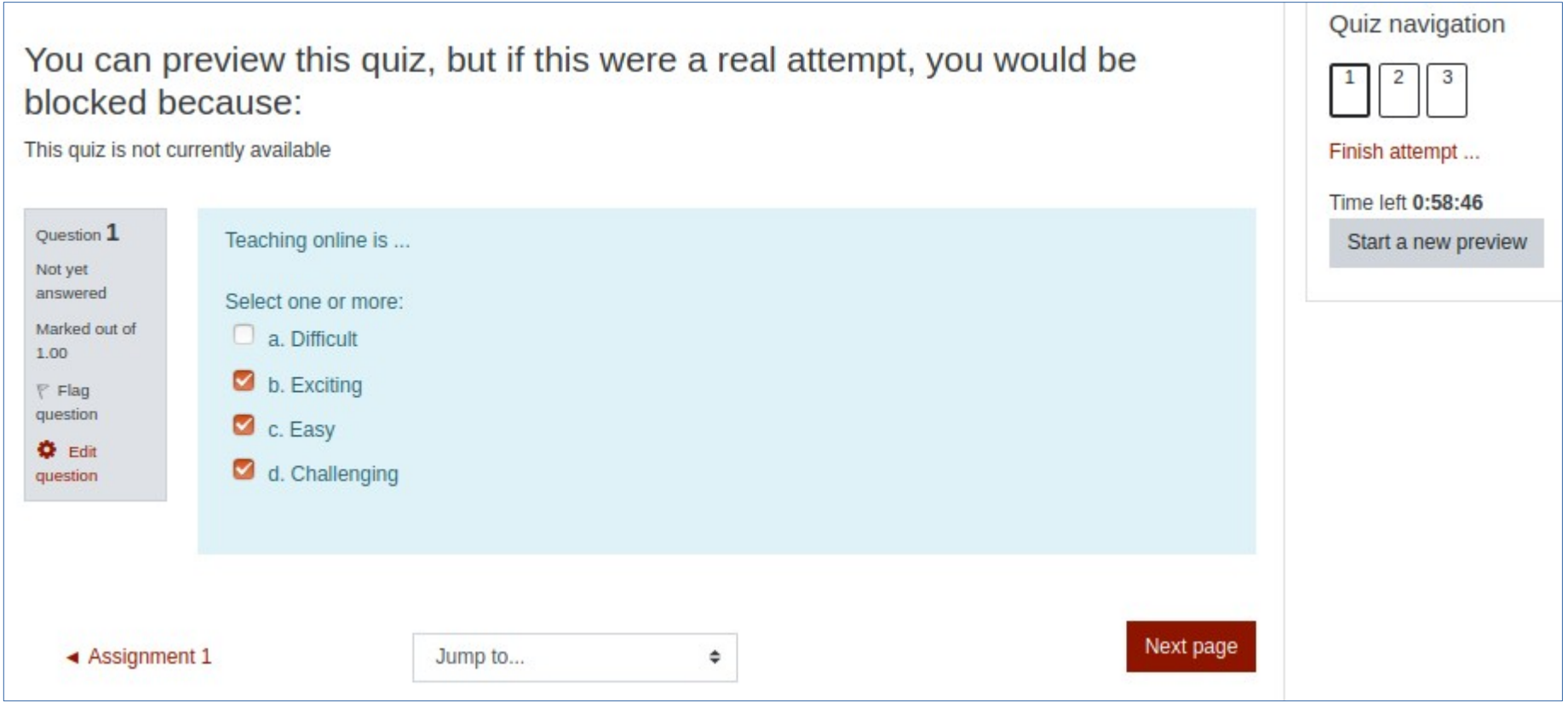
Answers

A quiz with three questions

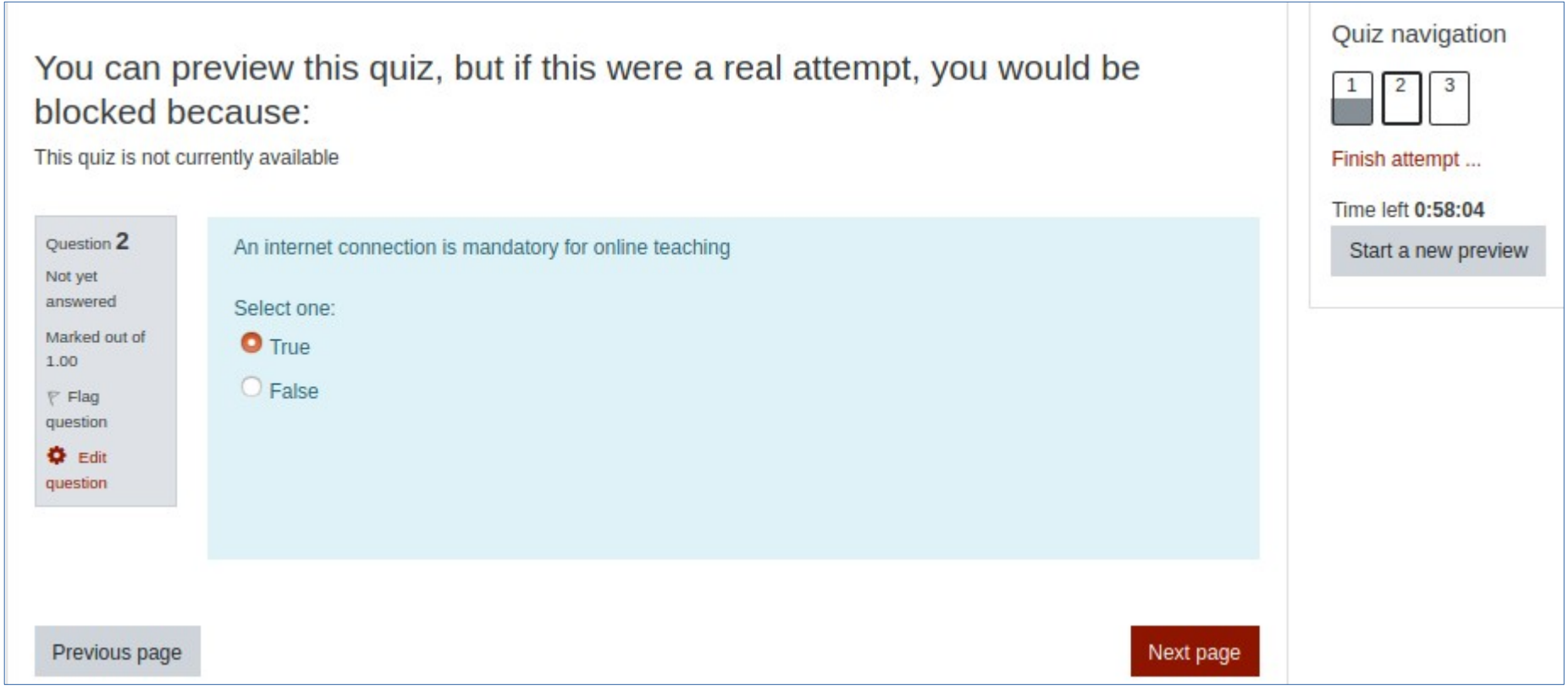
Preview the quiz



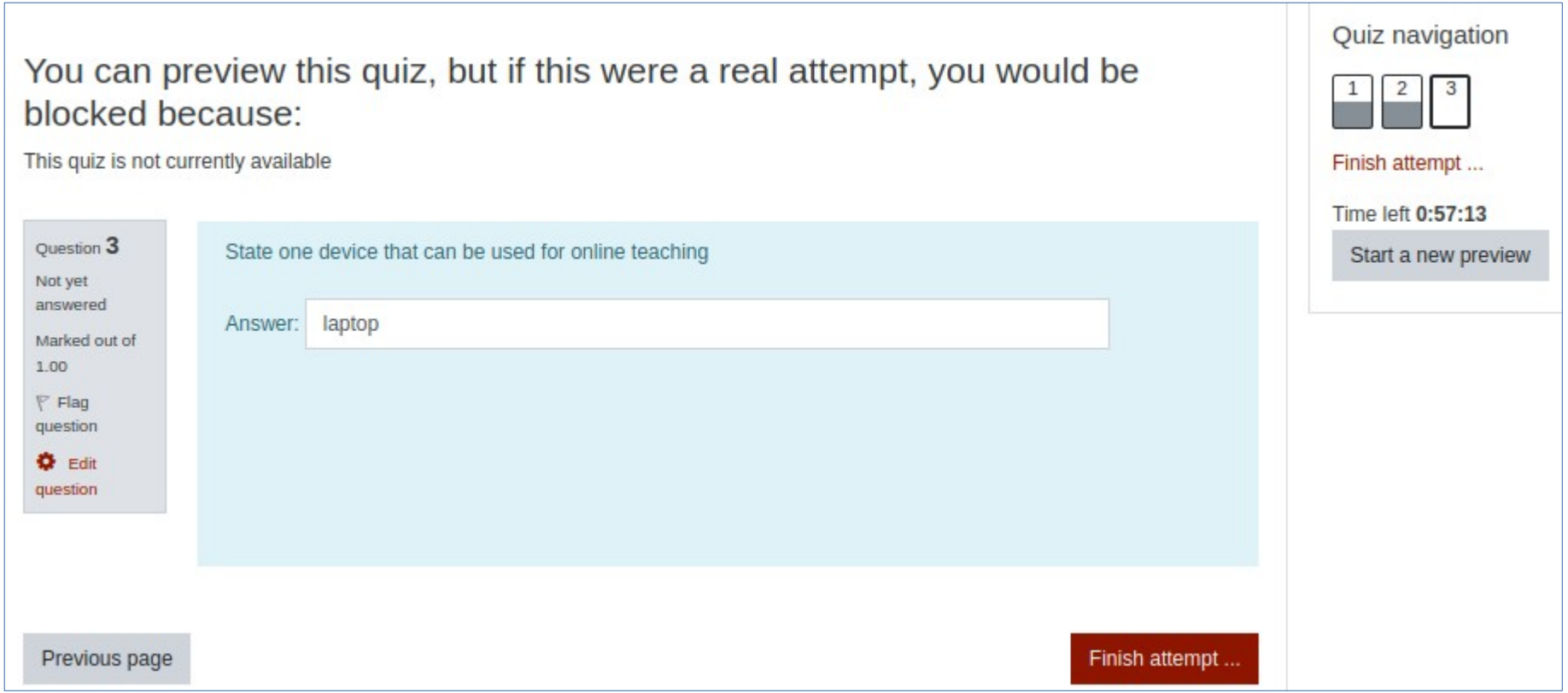
Preview the quiz



Preview the quiz



Preview the quiz



Quiz Attempt Summary

Training Quiz 1

Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved

Return to attempt

Time left **0:48:01**

This attempt must be submitted by Tuesday, 17 March 2020, 12:27 AM.

Submit all and finish

Confirmation

Once you submit, you will no longer be able to change your answers for this attempt.

Submit all and finish | Cancel

Quiz Results

Started on	Monday, 16 March 2020, 11:27 PM
State	Finished
Completed on	Monday, 16 March 2020, 11:42 PM
Time taken	14 mins 46 secs
Marks	3.00/3.00
Grade	**10.00** out of 10.00 (**100**%)

Question **1**

Correct

Mark 1.00 out of 1.00

Flag question

Edit question

Teaching online is ...

Select one or more:

- a. Difficult
- b. Exciting ✔ Yes it is exciting
- c. Easy ✔ Yes it is easy
- d. Challenging ✔ Yes it is challenging

Your answer is correct.

The correct answers are: Easy, Challenging, Exciting

Question **2**

Correct

Mark 1.00 out of 1.00

Flag question

Edit question

An internet connection is mandatory for online teaching

Select one:

- (•) True ✔
- ( ) False

Yes, online teaching cannot happen without the internet

The correct answer is 'True'.

Question **3**

Correct

Mark 1.00 out of 1.00

Flag question

Edit question

State one device that can be used for online teaching

Answer: laptop

The correct answer is: Laptop

Your Course by now!

Edit

Announcements Edit

January Forum Edit

Moses Thiga

Add an activity or resource

17 March - 23 March

Edit

Week 1 Lecture Notes Edit

Lecture Notes for Week 1

Introduction to e-learning Edit

eLearning 101 is the first of a five part series that covers the basics of what developers should know about building online courses.

Assignment 1 Edit

Write a paper between 500 - 1000 words on the value of e-learning in an institution of Higher Learning.

Ensure that your work is properly cited and referenced.

Training Quiz 1 Edit

This Quiz will test your understanding of the concepts learnt in this class.

Add an activity or resource

Create an Enrolment Key

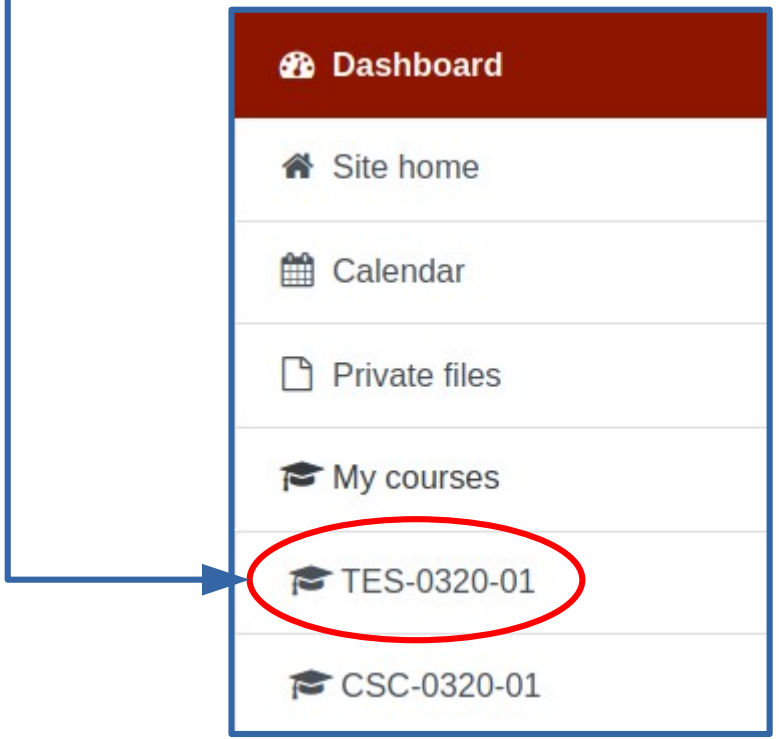
Enrolment Key for jointly taught courses

If you are part of a team of lecturers teaching the same course to the same or different groups …

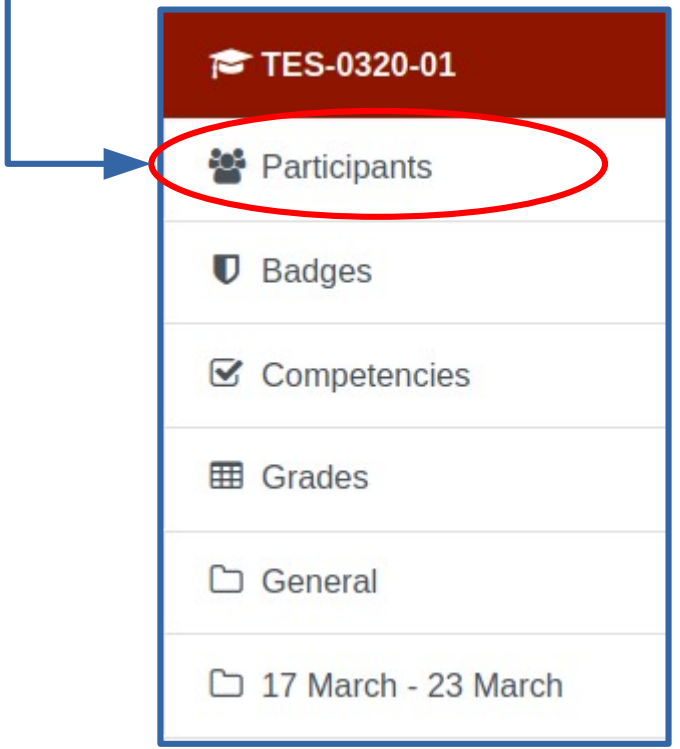
1) Elect one among the team to create the enrolment keys.
2) Get in touch with us to assign the rest of the team to the various groups…

Enrolment Key

Select your course



Select ‘Participants’

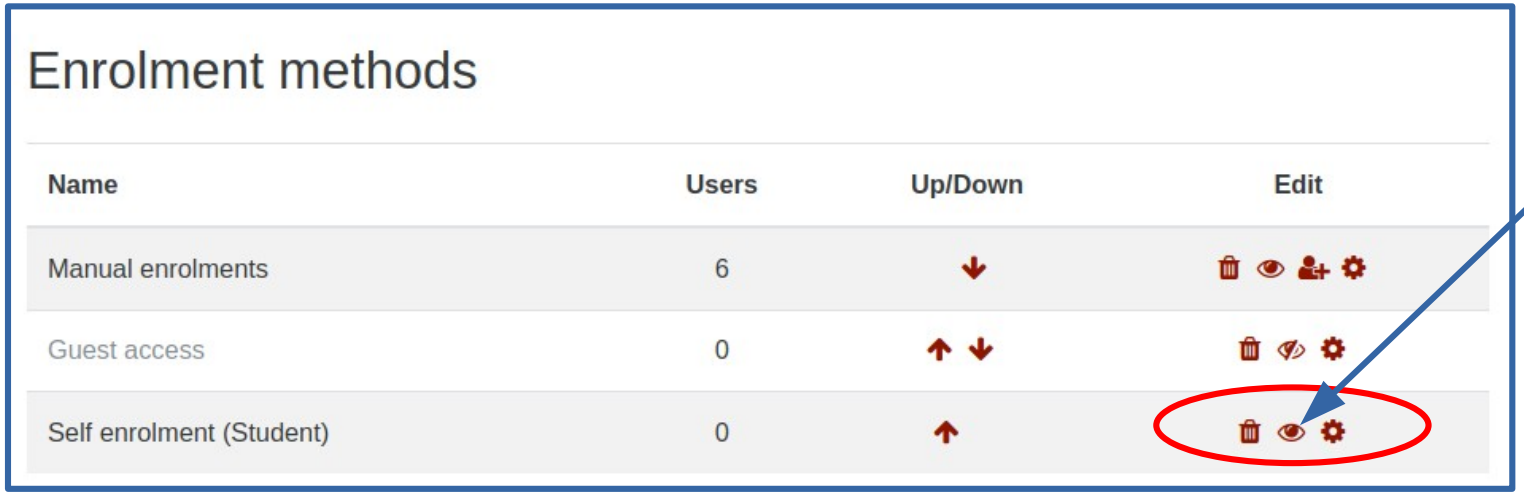


Enrolment Key

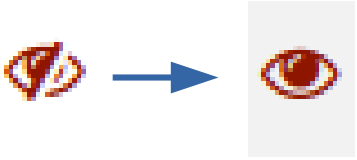
Click on the settings icon (‘*the Gear*’)

And then click on Enrolment Methods

Enrolment Key



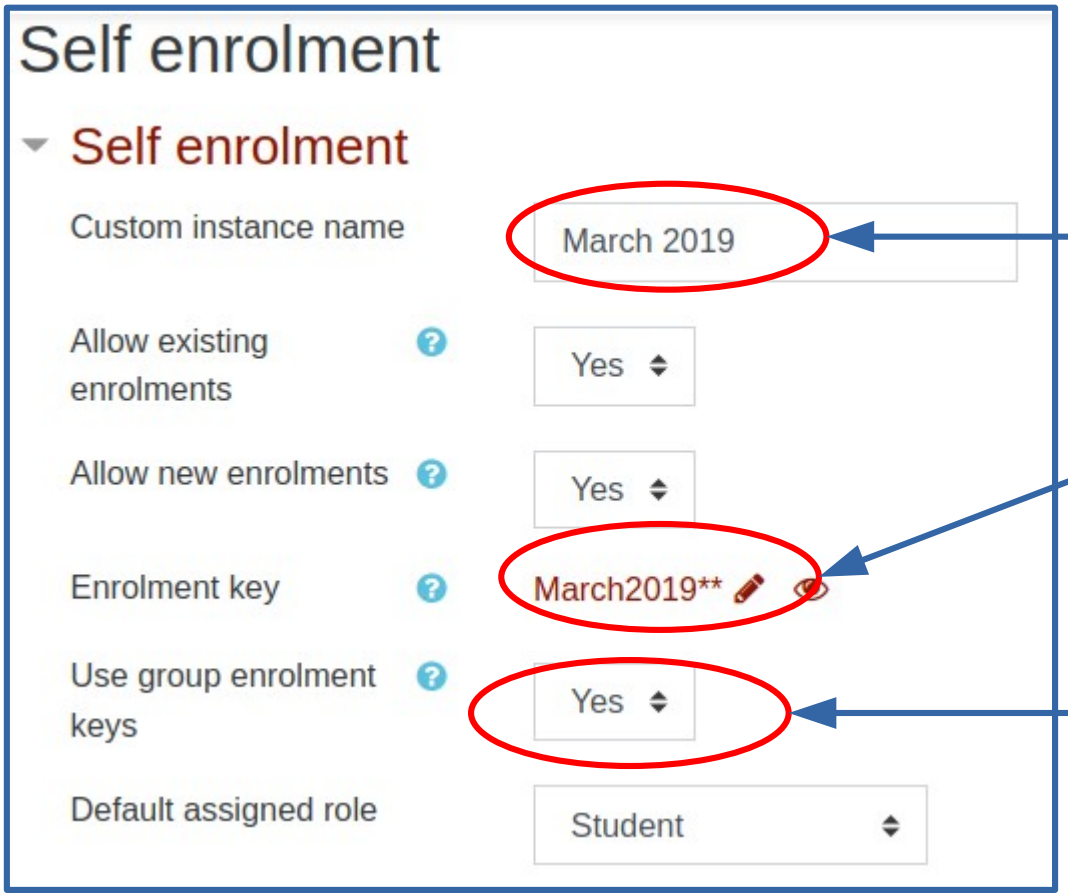
Enable ‘Self enrolment (student)’



Disabled - Enabled

Click on ‘**Settings**’ in the ‘Self enrolment (student)’

Enrolment Key



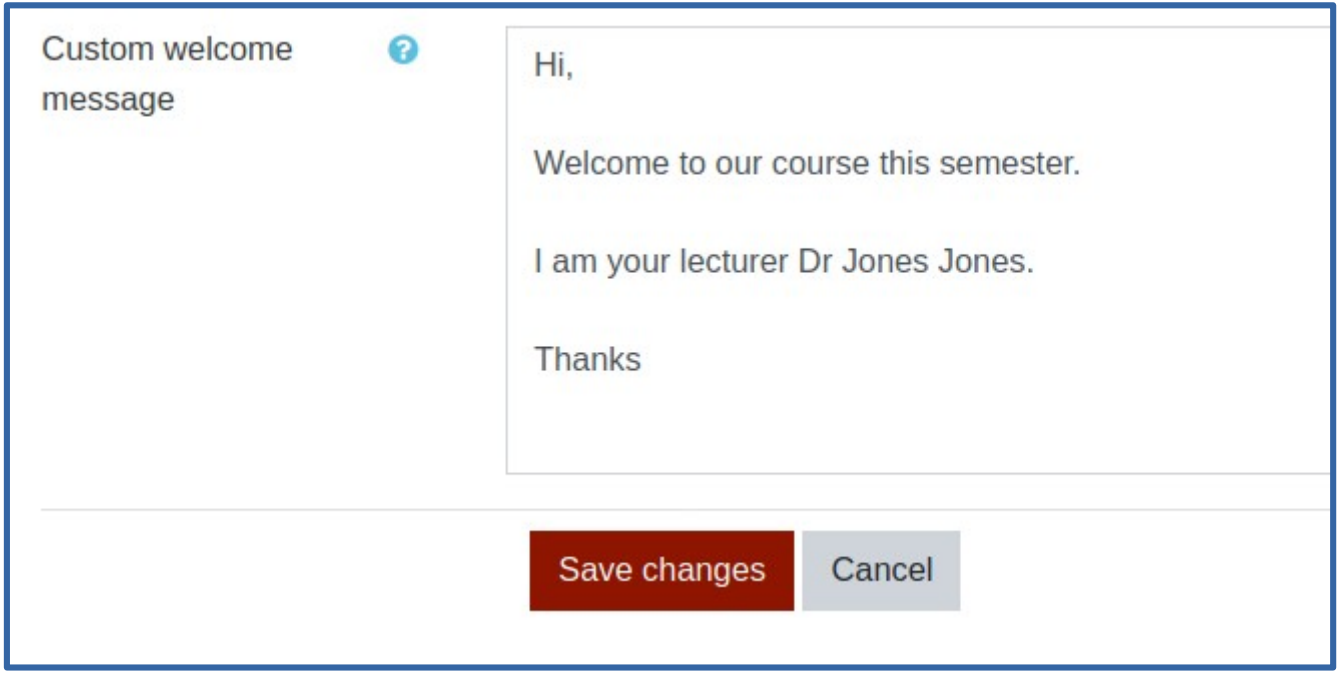
Type in an Instance Name

Type in an Enrolment Key

If you are teaching several groups and would like to handle them differently … Select ‘Yes’ here

Enrolment Key

Key in a course welcome message and save your changes



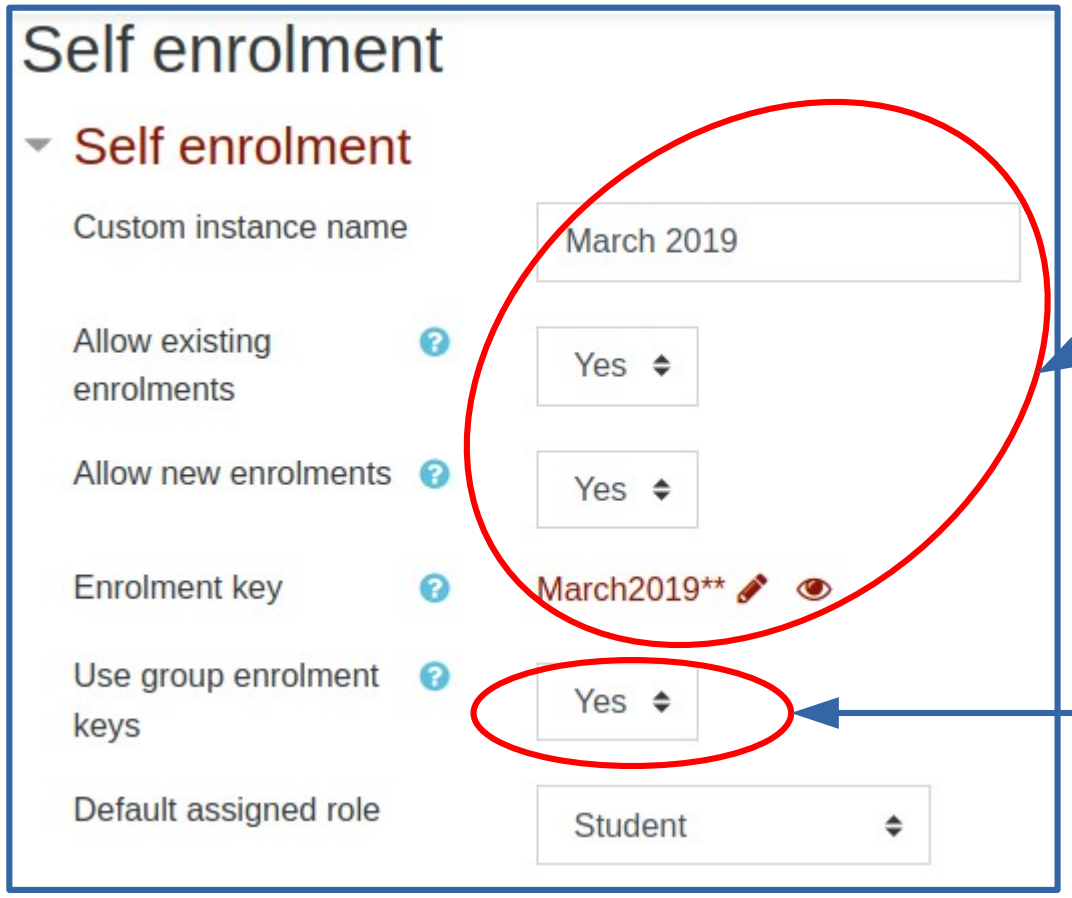
Send the Enrolment Key to your Students

If you are teaching several groups … You need to create the groups and the group Enrolment Keys First!

Send the Enrolment Key to your Students

If you are teaching a single group … (*No need for groups*) … Proceed to send the enrolment key!

Create Groups and Group Enrolment Keys

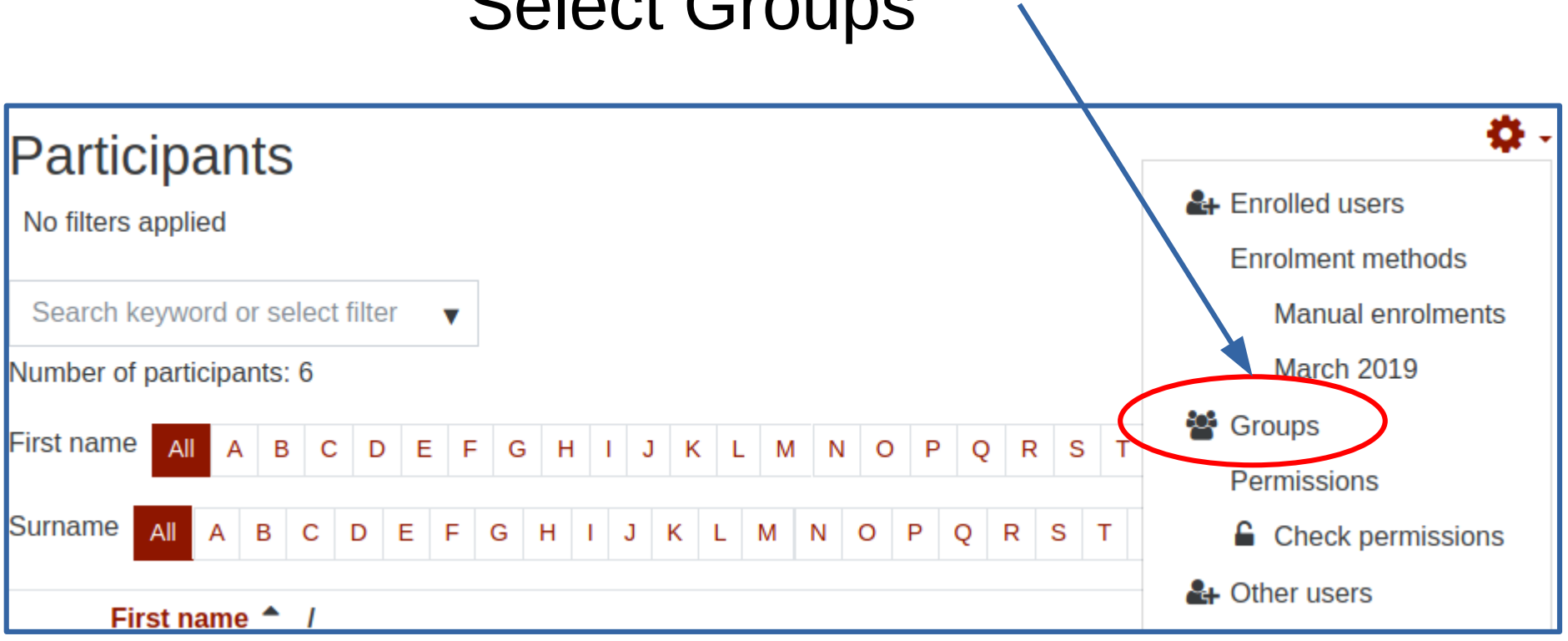


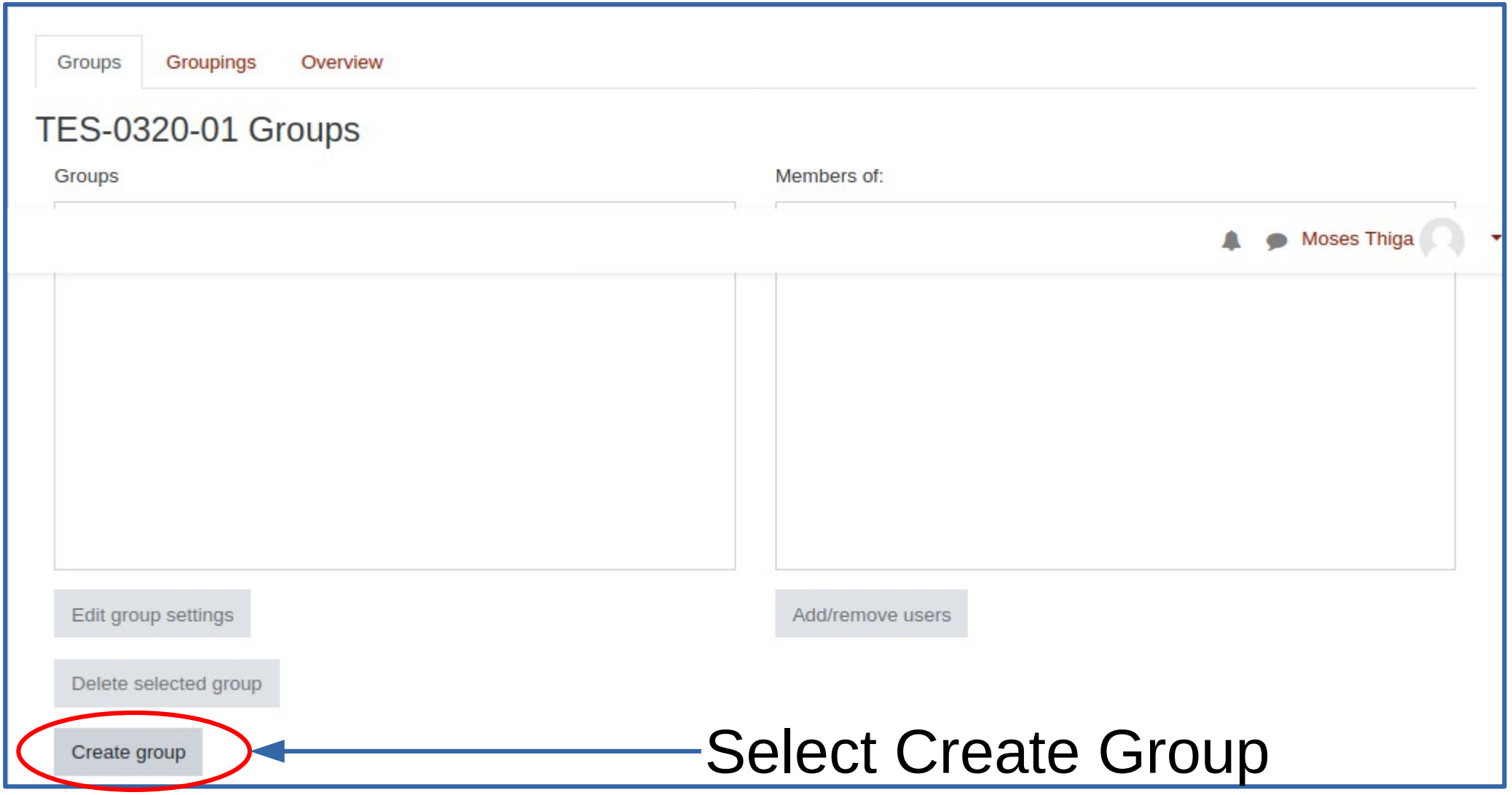
You should have set the instance name and Course Enrolment Key here!

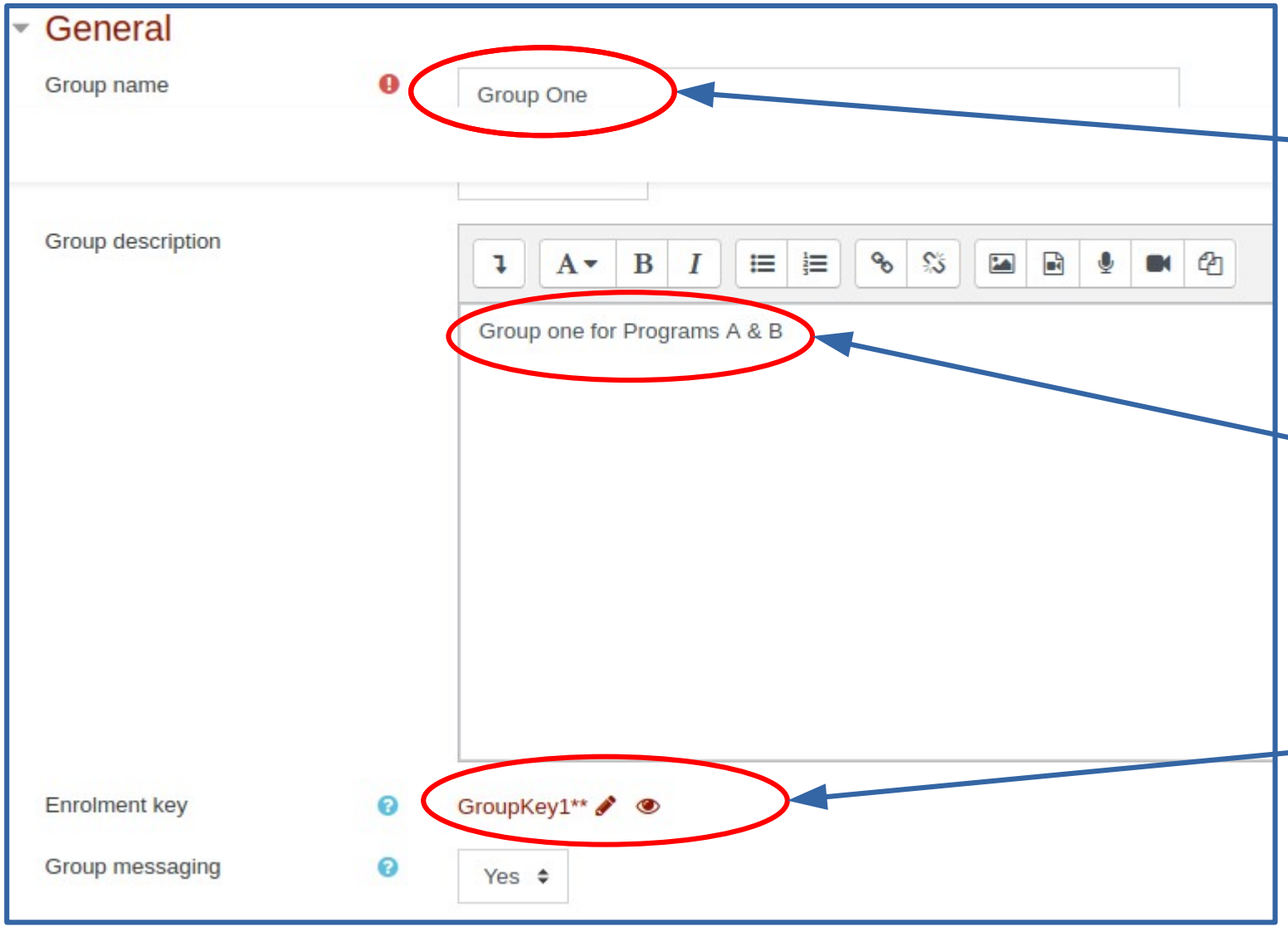
You should have selected ‘Yes’ here

Create Groups and Group Enrolment Keys

Select Groups




Groups
Groupings
Overview
TES-0320-01 Groups
Groups
Members of:
Moses Thiga
Edit group settings
Add/remove users
Delete selected group
Create group
Select Create Group



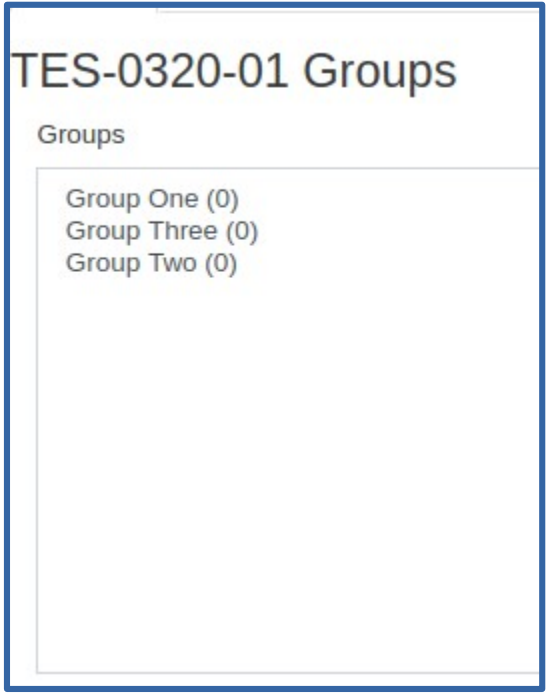
Key in a group name

Key in a group description

Key in a group enrolment key … & Save Changes

This is what you will send to the students to join this group

Create Groups and Group Enrolment Keys



Your groups will display as shown

Send the Group Enrolment Keys to your Students

Ensure that your communication is clear;

Group One Enrolment Key – Group1Key**

Group Two Enrolment Key – Group2Key**

Group Three Enrolment Key – Group3Key**

Contact Us

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