UCPS Phase III Moodle Guide
Union County Public Schools
For additional Moodle help, visit http://docs.moodle.org

Glossary

A glossary can be created in any topic box on your Moodle course page. There are many settings to choose when creating a glossary. If a setting is not explained here, remember that the yellow question mark can always help!

To set up a glossary:
1. While in edit mode select *Glossary* from the activity drop down menu in the topic box where you would like the glossary to appear.
2. On the next page, name the glossary and then write a description of the glossary and give directions to your students in the description area.
3. General options:
    a. Decide how many *entries shown per page* you want students to see.
    b. Do not select *Is this glossary global*
    c. *Glossary type*: a teacher can only edit a main glossary. Students can edit a secondary glossary.
    d. If *Duplicate entries allowed* is selected more than one definition can be created for each word.
    e. *Automatically link glossary entries* will automatically highlight any words on your Moodle page that appear in the glossary and link them to the definition.
    f. *Display format* lets you choose how the glossary will appear to students. Click on the yellow question mark to display descriptions of each style.
    g. *Edit Always* is useful if you always want the glossary entries to be editable.

To enter words into the glossary:
1. The glossary link will look like this: To add and entry, click the link and select the *Add a new entry* button on the next page.
2. Enter the word you want to define in the *Concept* line. Add the definition. If there are synonyms you want to include, add them to the *Keyword* text area (one per line). Add an attachment if needed. Scroll down and save changes.
3. Categories can be created in a glossary by clicking the *Browse by Category* tab on the main page of the glossary. Once there, select *Edit Categories* on the left side of the page and then *Add Category*. Give the category a name and save changes.

Autolinking means any time the term is used on your Moodle page it will be a hyperlink to its definition.

Quiz

There are two steps to creating a quiz in Moodle: the quiz body and the question pool. The body is the container for the questions. Question pools are created by you and can be reused in multiple quizzes. You can also make questions public so that other teachers can use them.

To create a quiz body:
1. Turn editing on and select *Quiz* from the "Add an activity" menu of a specific topic box.
2. On "Adding a new quiz page" title and describe the quiz. Include any special instructions here too.
3. *Timing Options*: Choose opening/closing dates for the quiz, give students a time limit, or force a delay between multiple attempts of the quiz.
4. *Display options*: Set your questions per page, decide to shuffle questions and answers.

5. *Attempts*: Set the number of times a student can take the quiz. If you select "Each attempt builds on the last" students will be able to see their answers from the last attempt. Do not mess with adaptive mode.
6. Decide your *grading* and *review* options. Moodle will automatically grade the quiz.
7. *Security:* put a password on the quiz if needed.
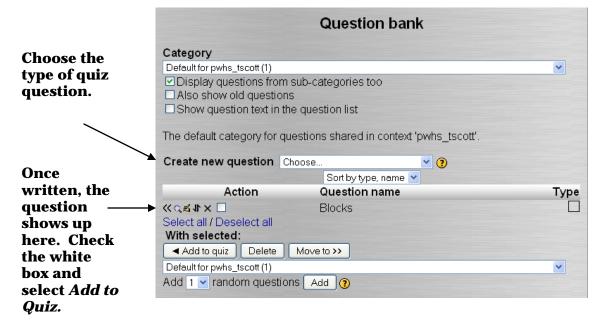   Skip *Common Module Settings ...*
8. *Overall Feedback*: Decide to add feedback for certain grades students achieve.
9. Select "Save and return to course".

To add questions to the quiz:
Select the link for your quiz to add questions to the quiz. On the next screen you can add existing questions or create new ones.

1. To create a new question, select the type of question from the drop down menu on the right side. A new screen will open. Type the title of your question, the question, and any feedback (students do not see the question name).
2. Scroll down and "save changes".
3. Your question will appear on the right side. Select the question and click the "Add to quiz" button.
4. Continue this process for each new question.
   - The quiz updates with each question. To preview the quiz, select the "preview" tab above the question bank.
   - Reorder questions by clicking the arrow buttons in the "Order" column on the left side of the list of quiz questions.

Creating a new question

Choose the type of quiz question.

Once written, the question shows up here. Check the white box and select *Add to Quiz.*

- Set the number of points for each question in the grade column. You can weight certain questions more. Questions will be weighted to match the total number of points possible for the quiz.

Once students start to take quizzes, you will be able to view their data. Click on the quiz link and the number of quizzes the student has taken will show. Click on the results tab to see more options.

Assignment

This activity allows students to upload assignments to a teacher's Moodle page. Instead of printing a paper and turning it in, the teacher can view the paper through Moodle. It is also possible for students to upload a PowerPoint (under 64 MB), spreadsheet, voice recording ... the possibilities are almost endless!

To create an assignment:
1. Turn editing on and select *Assignment* from the "Add an Activity" drop down menu of a specific topic box. The types of assignments are:
   a. Upload a Single File – This allows each student to upload a single file in any format.
   b. Offline Activity – The is useful when the assignment is performed outside of Moodle. Students see a description of the assignment, but <u>cannot upload any files</u>.
   c. Online Text – This allows students to input text online. The teacher can grade the assignment online and add comments or changes.
   d. Advanced Uploading – Each student is allowed to upload one or more files in any format. The teacher can also upload one or more files for each student, either at the start of the assignment or in response to their submission.
2. On the *Adding a New Assignment* page, name the assignment and enter a description. **The description is the assignment.**
3. Set the *Available From* and *Due Date* for your assignment. You can also choose to disable this feature, which means the student can upload the assignment at any time.
4. Choose the options for the type of assignment you have chosen. Most of the time the default options will be fine. Change options if:
   a. Students will be uploading large files like a PowerPoint or voice recording.
   b. Students will be allowed to turn in an assignment multiple times.
   c. You would like an email alert each time an assignment is submitted.
5. Once created, students click on the assignment name to upload their file.

The assignment description.

Notification of how many assignments were uploaded. Students do not see this.

No attempts have been made on this assignment

Write a response to the following prompt:
"How can Moodle be integrated into the classroom to promote 21st century learning?"

Available from: Wednesday, March 11, 2009, 10:50 AM
Due date: Wednesday, March 18, 2009, 10:50 AM

Due date for the assignment is posted here.

Upload a file (Max size: 64MB)

Browse...
Upload this file

Student browses for the file, then selects *Upload this file.*