

MOODLE

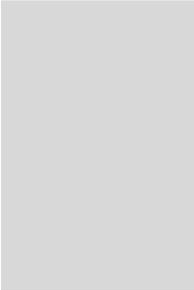
Training

-Intermediate-

List of Contents



Question Bank &
Quiz



Check Student's
Grade (Quiz)

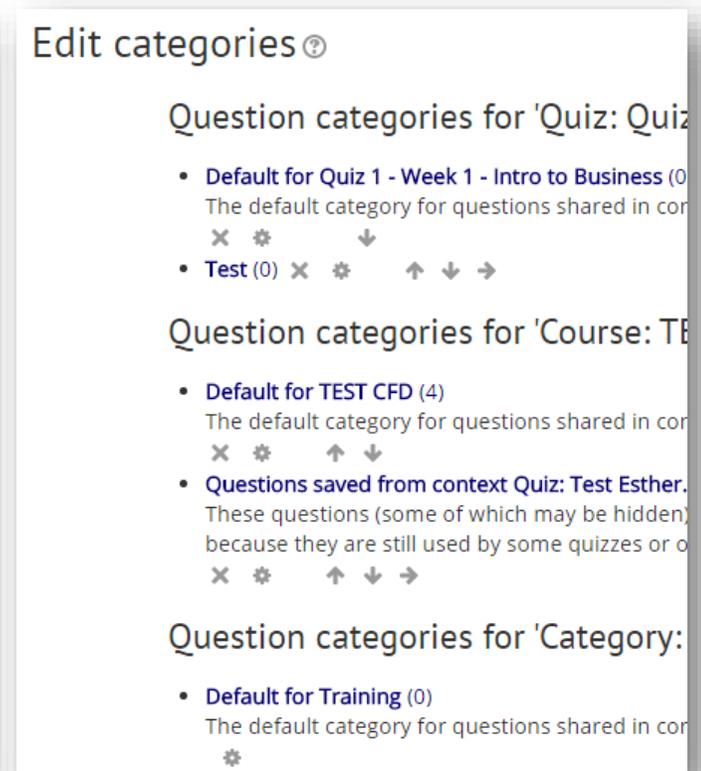
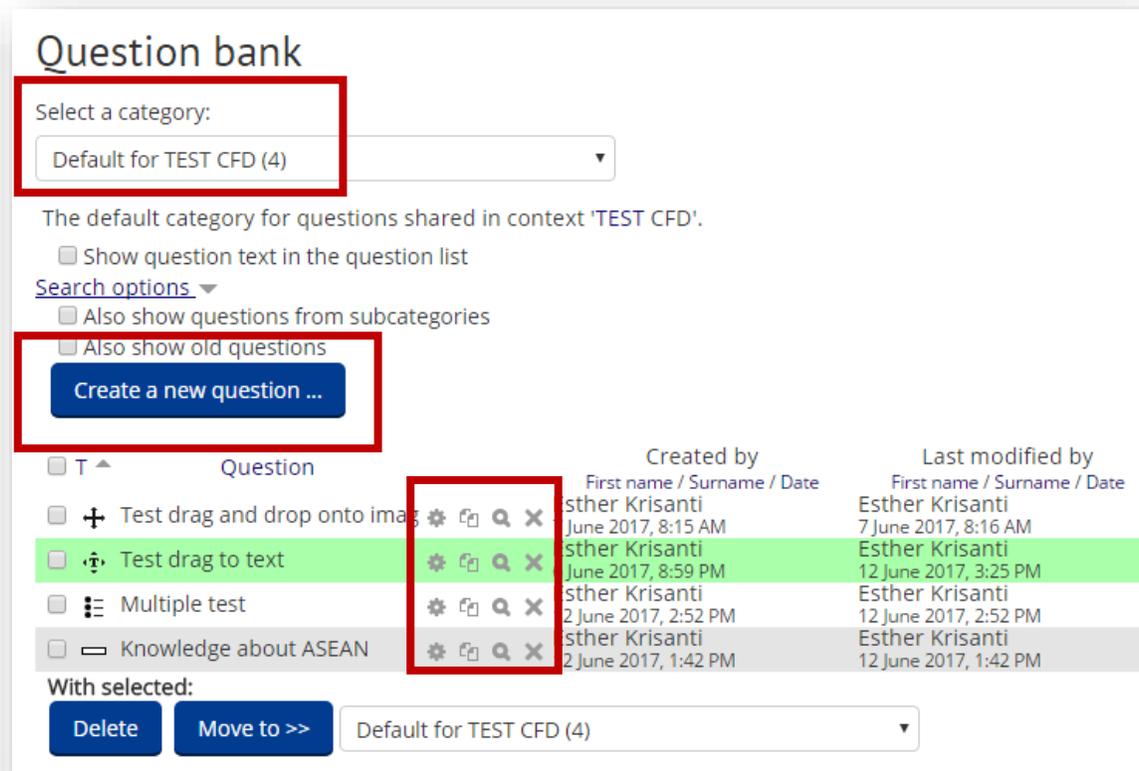
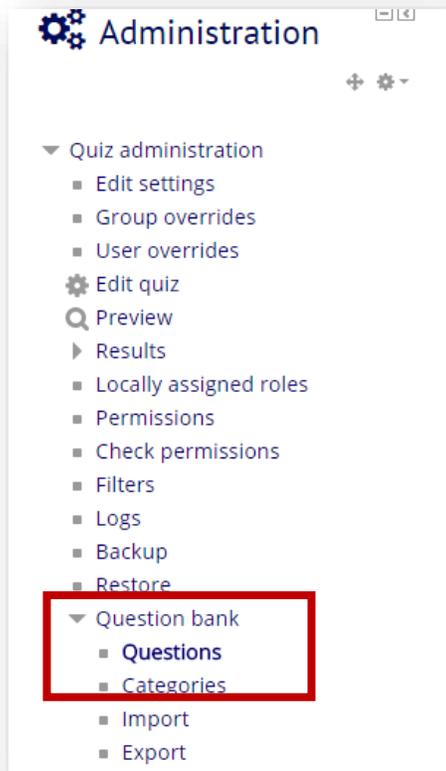


Various types of
activities

A. QUESTION BANK & QUIZ

1. Question Bank

You can make questions in the question bank without first creating a quiz. These questions may then be used in more than one course.



1. Go to **Administration** block, and choose **Question bank**.

2a. If you click **Questions**, you can create new question, or edit the existing ones.

2b. If you click **Categories**, you can create or edit the question category

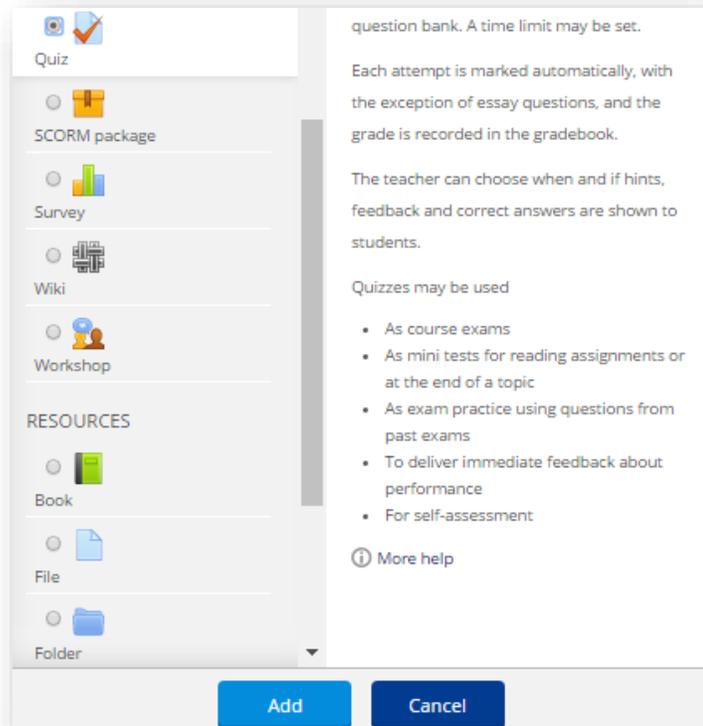
2. Quiz

Quiz may be used as:

- ✓ A course exams
- ✓ A mini test
- ✓ An exam practice
- ✓ A platform for self-assessment

How to add Quiz:

1. Choose **Quiz** and click **Add**



2. Fill the details of the quiz

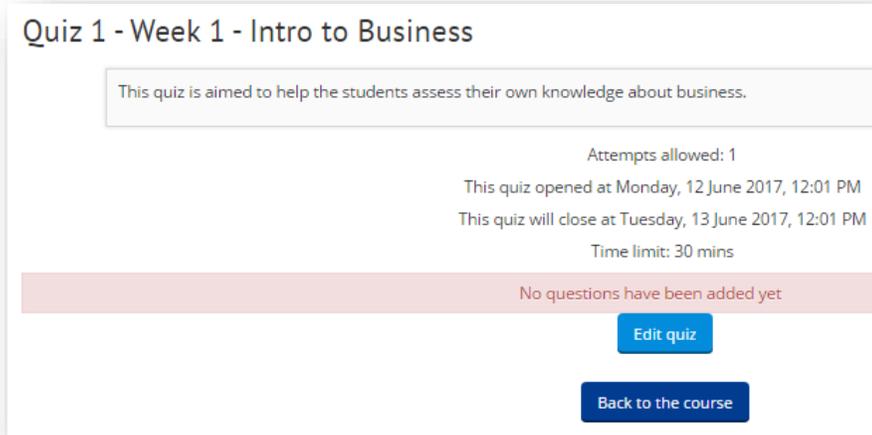
A screenshot of the 'Adding a new Quiz to Week 1' form in an LMS. The form is titled 'Adding a new Quiz to Week 1' and has a 'General' section. The 'Name' field is filled with 'Quiz 1 - Week 1 - Intro to Business'. The 'Description' field contains the text 'This quiz is aimed to help the students assess their own knowledge a...'. Below the description is a checkbox for 'Display description on course page'. The 'Timing' section includes fields for 'Open the quiz' (12 June 2017 12:01), 'Close the quiz' (13 June 2017 12:01), 'Time limit' (30 minutes), 'When time expires' (Open attempts are submitted automatically), and 'Submission grace period' (1 days). There are 'Enable' checkboxes for each of these timing options. At the bottom, there is a 'Grade' section.

3. Click **Save and display**

Some popular settings of quiz:

- **Timing** (open/close the quiz, time limit, etc)
- **Grade**
- **Questions behavior** (for example, if you want the students to get feedback after each question, choose 'interactive with multiple tries' from the dropdown list of 'how questions behave')
- **Overall feedback** (give the students customized feedback according to what grade range they obtained)

4. Click **Edit quiz**



Quiz 1 - Week 1 - Intro to Business

This quiz is aimed to help the students assess their own knowledge about business.

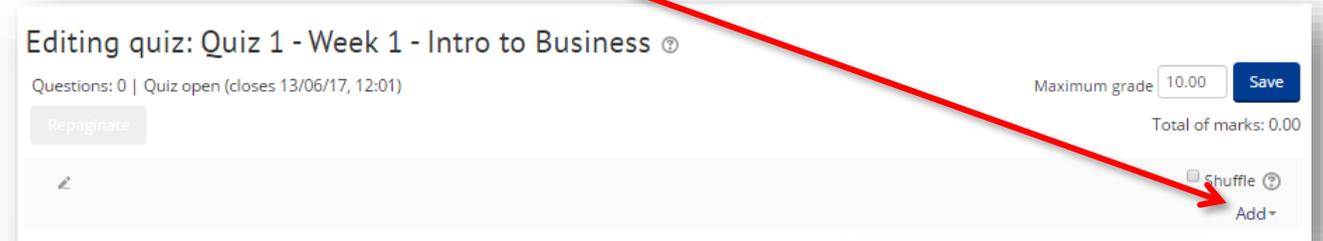
Attempts allowed: 1
This quiz opened at Monday, 12 June 2017, 12:01 PM
This quiz will close at Tuesday, 13 June 2017, 12:01 PM
Time limit: 30 mins

No questions have been added yet

[Edit quiz](#)

[Back to the course](#)

5. To add question, click **Add**



Editing quiz: Quiz 1 - Week 1 - Intro to Business

Questions: 0 | Quiz open (closes 13/06/17, 12:01)

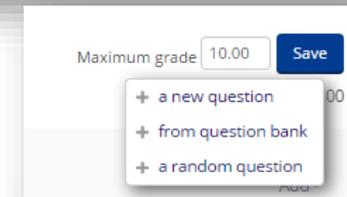
Maximum grade: 10.00 [Save](#)

Total of marks: 0.00

[Repaginate](#)

[Add](#)

You can **add new question**, or pick **from question bank**, or **random question**



Maximum grade: 10.00 [Save](#)

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

a. If you choose **add new question**, you will be asked to make a new question from scratch

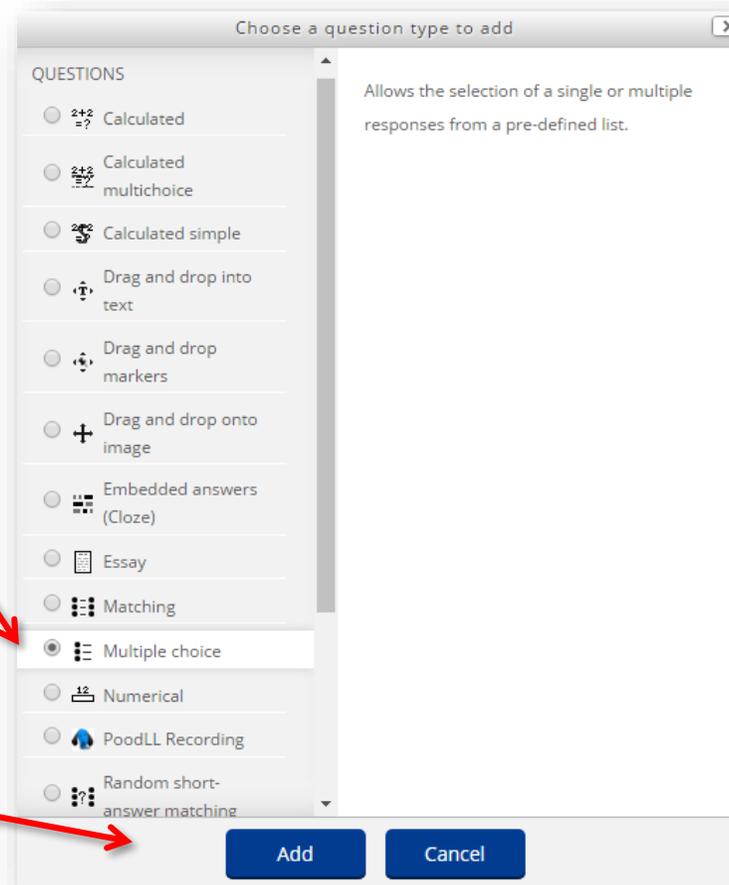
b. If you choose **from question bank**, you will be asked to choose the category and you can choose which question you want to add from your question bank.

It is recommended to make a question bank first, so you can use the questions in any activity or other courses that you have.

c. If you choose from a **random question**, you may choose the category and Moodle will randomly choose the question from the selected category.

a. If you choose **add new question**, you will be asked to choose the question type you want to add:

1. Click the question type to get more explanation about a particular question type
2. Choose the type of question you want to add and then click **Add**



After the quiz has been set up, you can access the quiz to edit the questions by clicking **Edit quiz** in *Administration (left-side block) > Quiz administration.*

Adding a Multiple choice question

General

Category Default for TEST CFD (3)

Question name* Multiple test

Question text*

What is the currency of Indonesia?

Default mark* 1

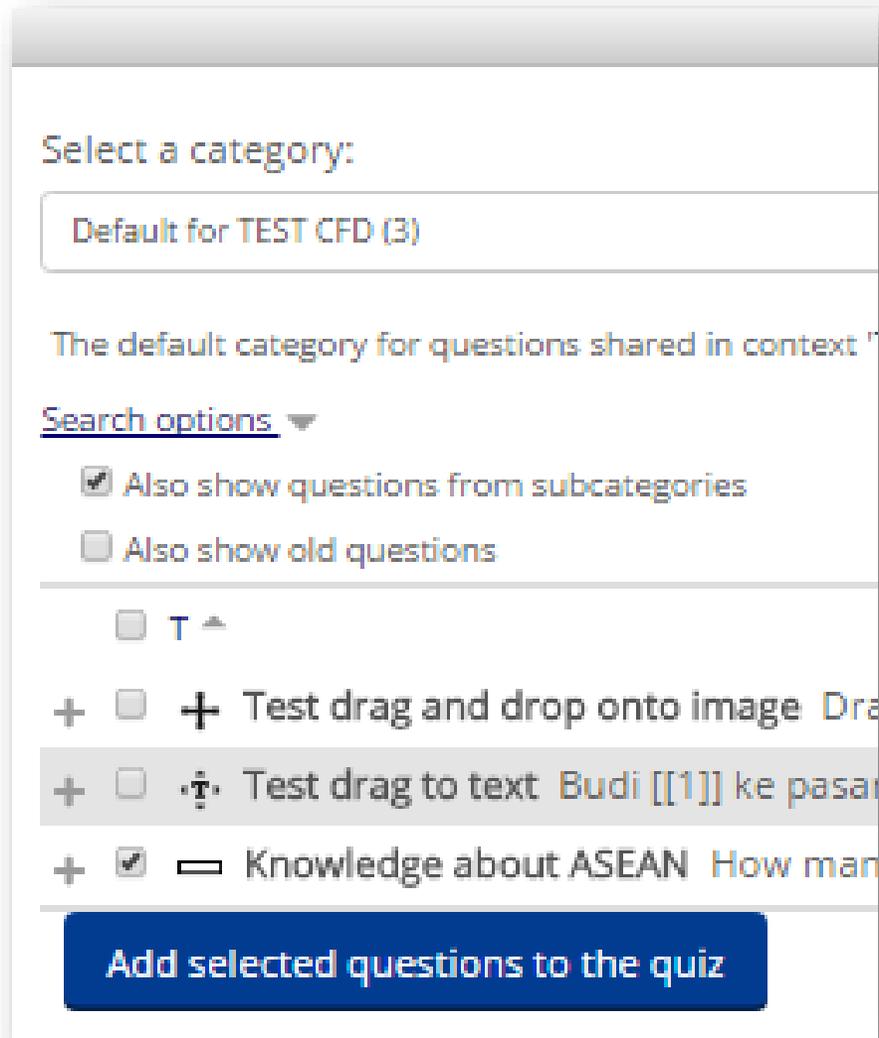
General feedback

3. Fill in the question form, make sure to give a grade to the correct answer.

(Standard name for question: Categories-Question number, e.g. KAT1-Q1, KAT-Q2)

4. Click **Save Changes**

b. If you choose from **question bank**, you will be asked to choose the category and you can choose which question you want to add.



Select a category:

Default for TEST CFD (3)

The default category for questions shared in context "...

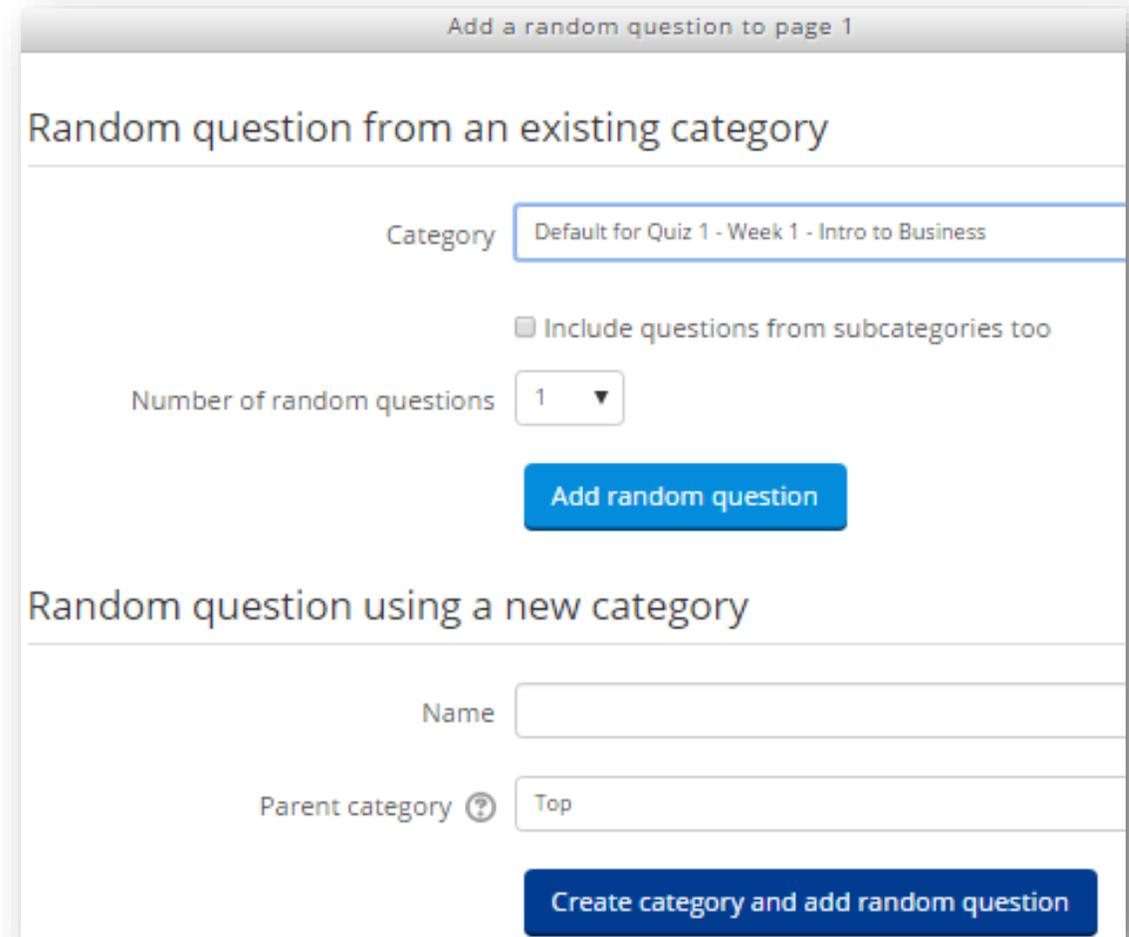
Search options ▼

- Also show questions from subcategories
- Also show old questions

- T ▲
- + + Test drag and drop onto image Dra
- + ·⋈· Test drag to text Budi [[1]] ke pasara
- + = Knowledge about ASEAN How man

Add selected questions to the quiz

c. If you choose from a **random question**, you may choose the category and Moodle will randomly choose the question from the selected category.



Add a random question to page 1

Random question from an existing category

Category: Default for Quiz 1 - Week 1 - Intro to Business

Include questions from subcategories too

Number of random questions: 1 ▼

Add random question

Random question using a new category

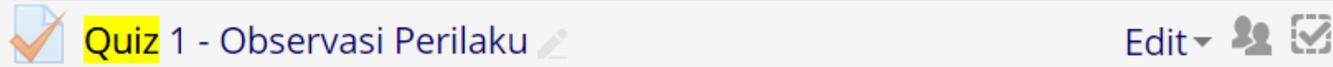
Name:

Parent category ⓘ: Top

Create category and add random question

3. Check and Download Student's Grade (Quiz)

1. Go to you course and click the quiz that you want to check



2. Click the number of attempts

Quiz 1 - Observasi Perilaku

Bacalah setiap soal dengan teliti dan kerjakan dengan sebaik-baiknya. Anda hanya memiliki satu kali kesempatan untuk mengerjakan quiz ini. Bekerjalah dengan jujur

Attempts allowed: 1

This quiz closed on Friday, 27 January 2017, 12:00 AM

Attempts: 81

Back to the course

3. See and/or download the grade

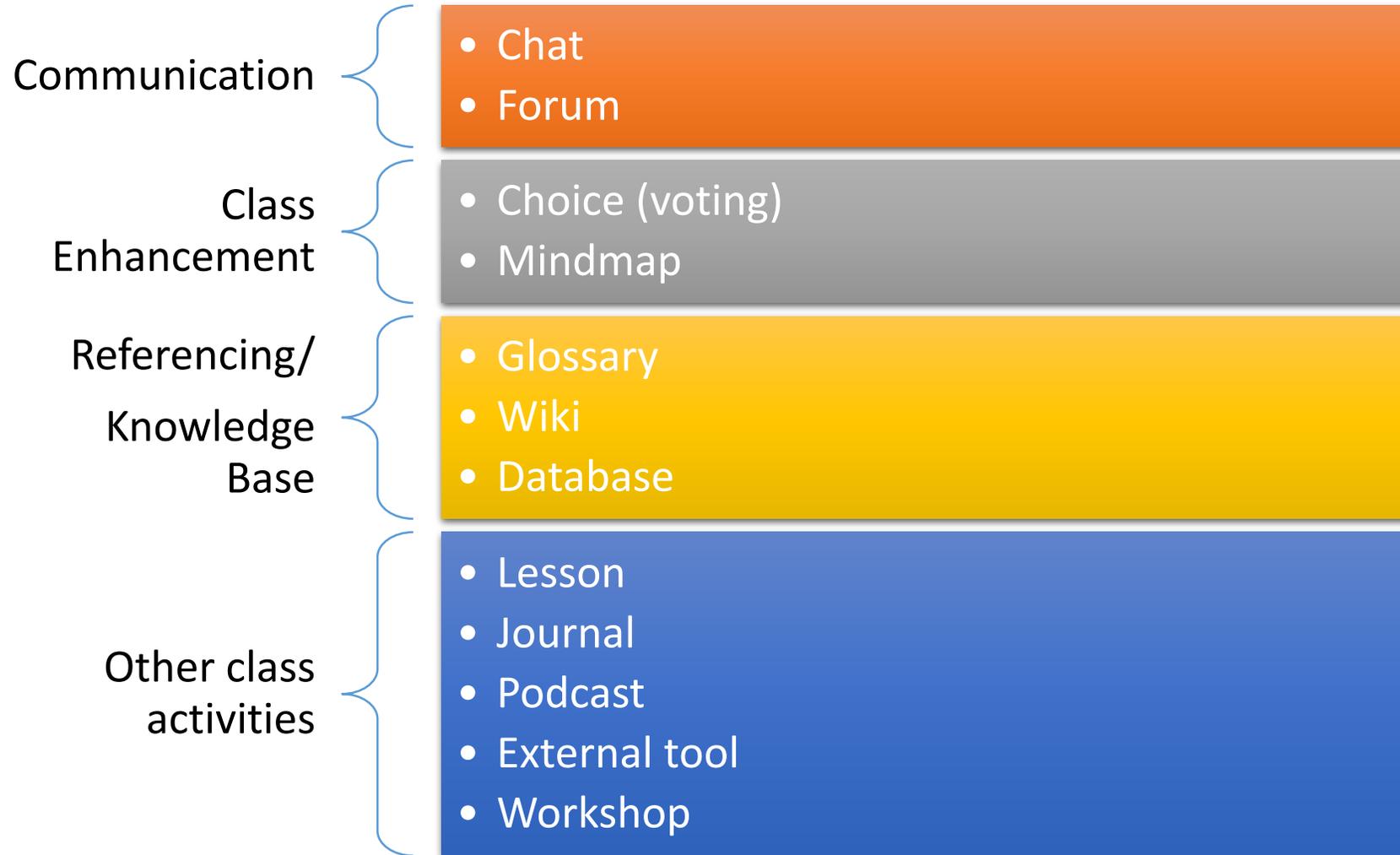
Page: 1 2 3 (Next)

Download table data as: Comma separated values text file | Download

	First name / Surname	Email address		Started on	Completed	Time taken	Grade
<input type="checkbox"/>			Review attempt	22 January 2017 12:20 PM	22 January 2017 12:46 PM	25 mins 52 secs	7.00
<input type="checkbox"/>		...@yahoo.com	Review attempt	22 January 2017 12:48 PM	22 January 2017 12:52 PM	4 mins 26 secs	6.67
<input type="checkbox"/>		steranie.toner@gmail.com	Review attempt	22 January 2017 2:47 PM	22 January 2017 3:19 PM	31 mins 8 secs	10.00
<input type="checkbox"/>		...@HOTMAIL.COM	Review attempt	22 January 2017 9:17 PM	22 January 2017 9:39 PM	22 mins 6 secs	8.00
<input type="checkbox"/>		elienoc.tavia.ro@yahoo.com	Review attempt	23 January 2017 4:26 PM	23 January 2017 4:48 PM	21 mins 15 secs	10.00

Note: quiz is automatically graded, except for essay question. Essay question has to be graded manually.

B. ACTIVITIES

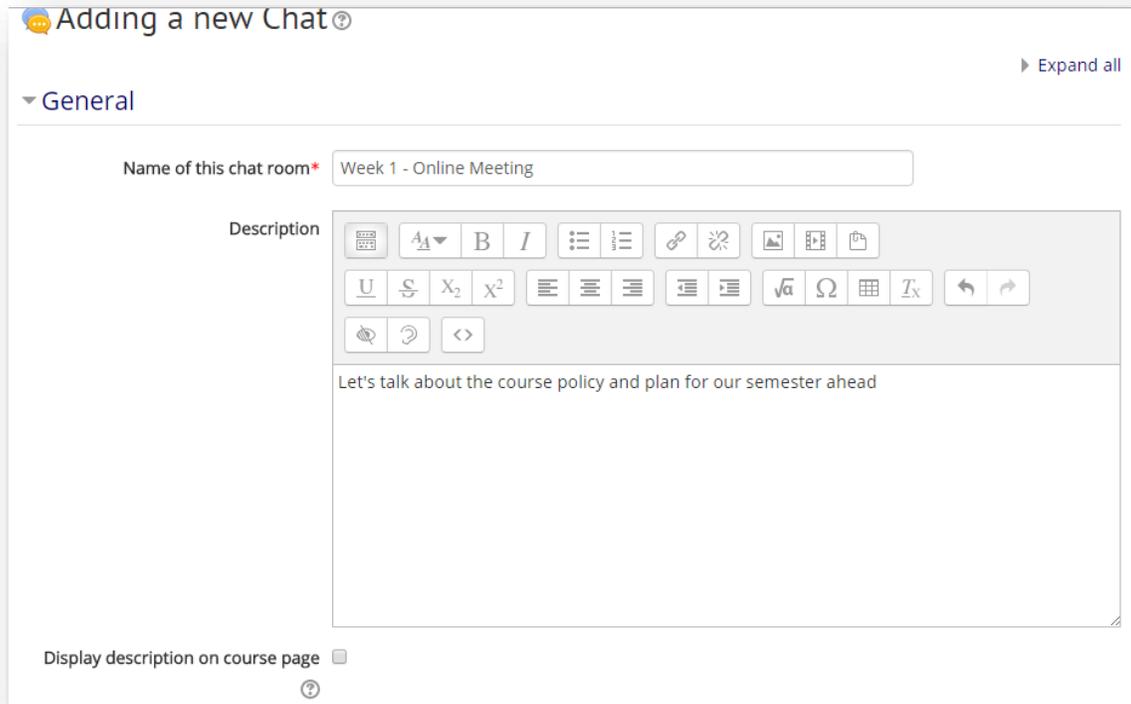


1. CHAT

A text-based, real-time synchronous discussions. It may help in online courses so the students can share experiences or discuss in the chat room.

How to add Chat:

1. Choose **Chat** and click **Add**
2. Fill the details. Give a descriptive name so students can understand the purpose of the chat.



Adding a new Chat

Expand all

General

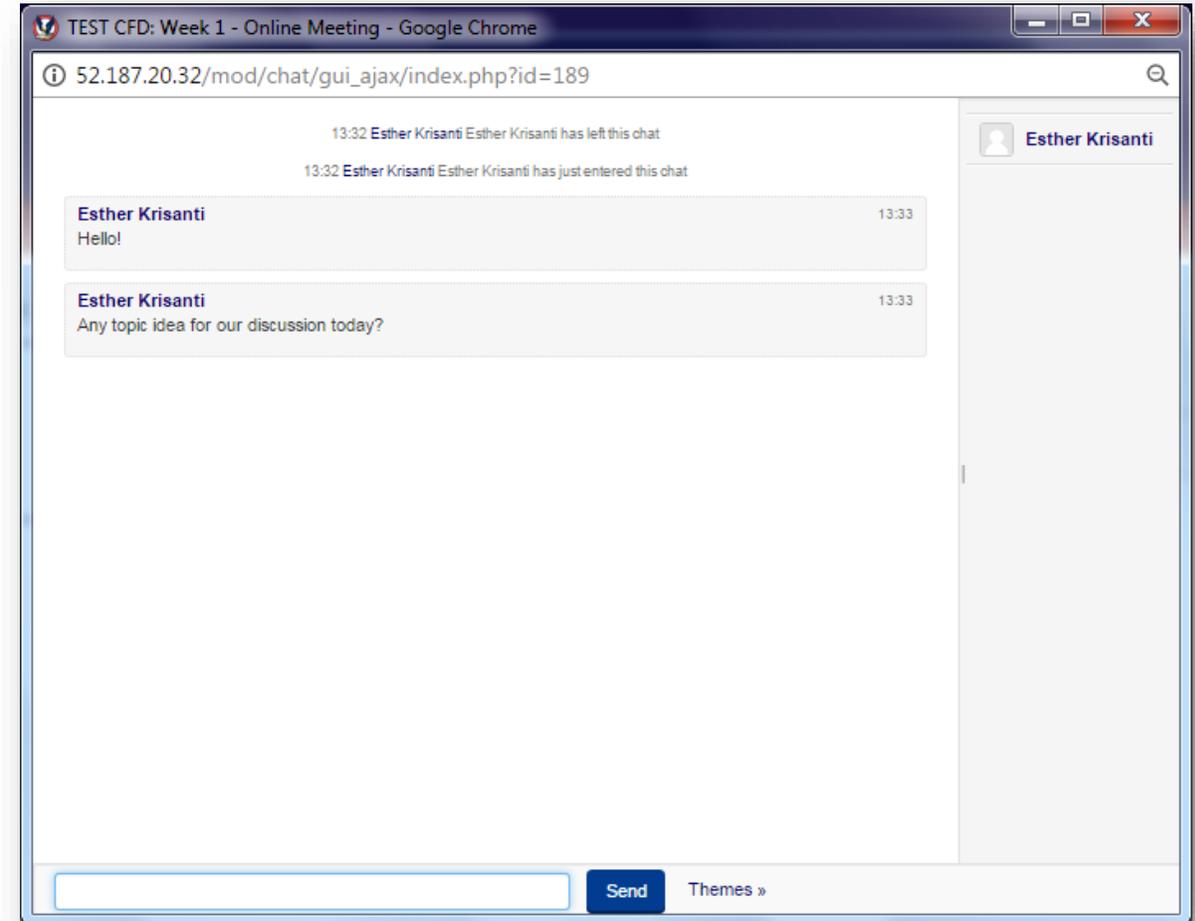
Name of this chat room* Week 1 - Online Meeting

Description

Let's talk about the course policy and plan for our semester ahead

Display description on course page

3. Click **Save and display**
4. Click **Here to enter the chat now**
5. The chat room will appear in a pop-up window



2. CHOICE

Enables a teacher to ask a single question and offer a selection of possible responses. It may be used to:

- ✓ Provide a quick poll to stimulate thinking about a topic
- ✓ Quickly test students' understanding
- ✓ Facilitate student decision-making, for example allowing students to vote on a direction for the course

How to add Choice:

1. Choose **Choice** and click **Add**
2. Fill the details and set the options

Options

Allow choice to be updated

Allow more than one choice to be selected

Limit the number of responses allowed

Option 1*

Limit 1

Option 2

Limit 2

Option 3

3. Click **Save** and return to course.

Example:

Course direction

What would you prefer to do in this session?

Discuss in some groups Role play Summarize journals

Adding a new Choice

General

Choice name*

Description

3. DATABASE

Allows the teacher and/or students to build, display and search a bank of record entries about any conceivable topic. It can be used to:

- ✓ Display student-created photos, posters, websites or poems for peer comment and review
- ✓ Provide a collaborative collection of web links, books, book reviews, journal references etc

How to add Database:

1. Choose **Database** and click **Add**
2. Fill the details and other settings

Adding a new Database

General

Name* Food Database

Description

Add your favourite receipt here!

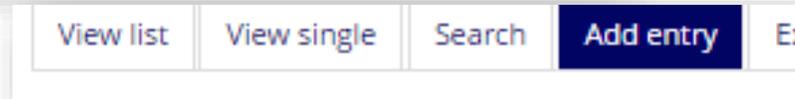
Display description on course page

Entries

3. Click **Save and display**
4. Define the fields (what you will save in your database)

Field name	Field type	Required	Field description	Action
Name	Text	Yes	What is the name of your ...	⚙️ ✕
Description	Textarea	No	Describe your beautiful place	⚙️ ✕
Picture	Picture	Yes	Add a picture of your ...	⚙️ ✕

5. Add entry



6. Click **Save and view**
- The database will appear like this:

Database: Food for Moodlers

Share your favourite meal or recipe with others here.

View list View single Search Add entry

Page: (Previous) 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 ...21 (Next)

Mole Poblano

Chicken in a mole sauce (not moles!)

Type: Meat
Recipe

Record added by Anthony Ramirez - Thursday, 19 December 2013, 4:43 PM

4. EXTERNAL TOOL

This module enables us to interact with learning resources and activities on other website. You may find plenty of external tools available on the internet that can be connected to Moodle.

How to add External Tool:

1. Choose **External Tool** and click **Add**
2. Fill the details and other settings. You can use global preconfigured tools or add a new preconfigured tool by yourself.

Adding a new External tool

General

Activity name: Code Challenge - Programr

Preconfigured tool: Automatic, based on launch URL

Launch/cartridge URL: [empty]

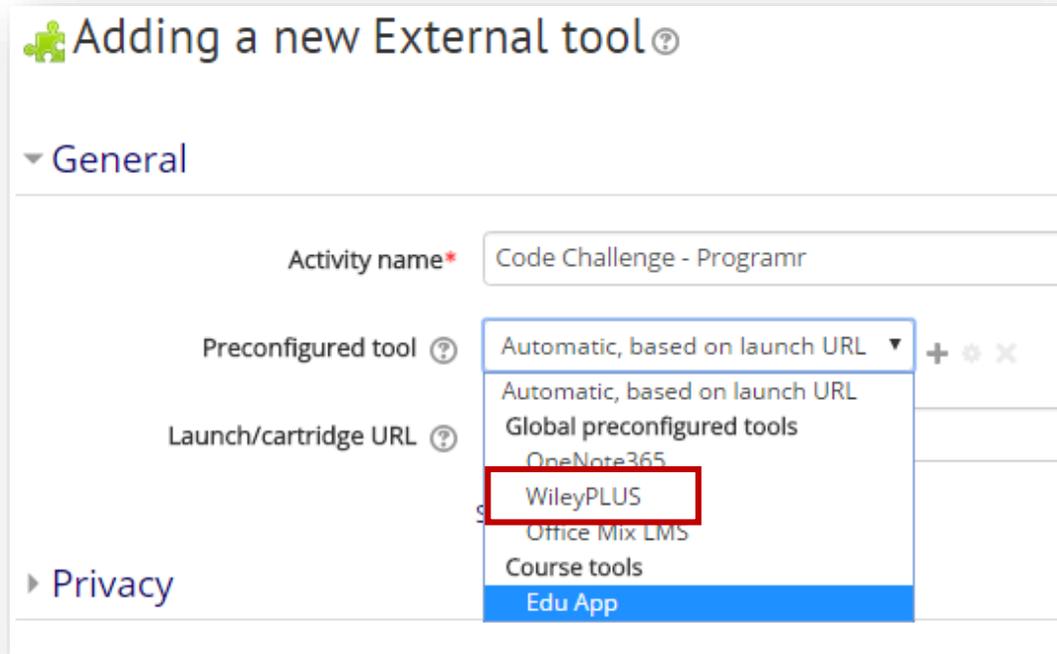
Privacy

1st option: Choose the available global preconfigured tool

2nd option: You can add new preconfigured tool, you can add it by click +

4.1 Global preconfigured tools (Intermediate)

1. Choose one of global preconfigured tools. For example, WileyPlus.

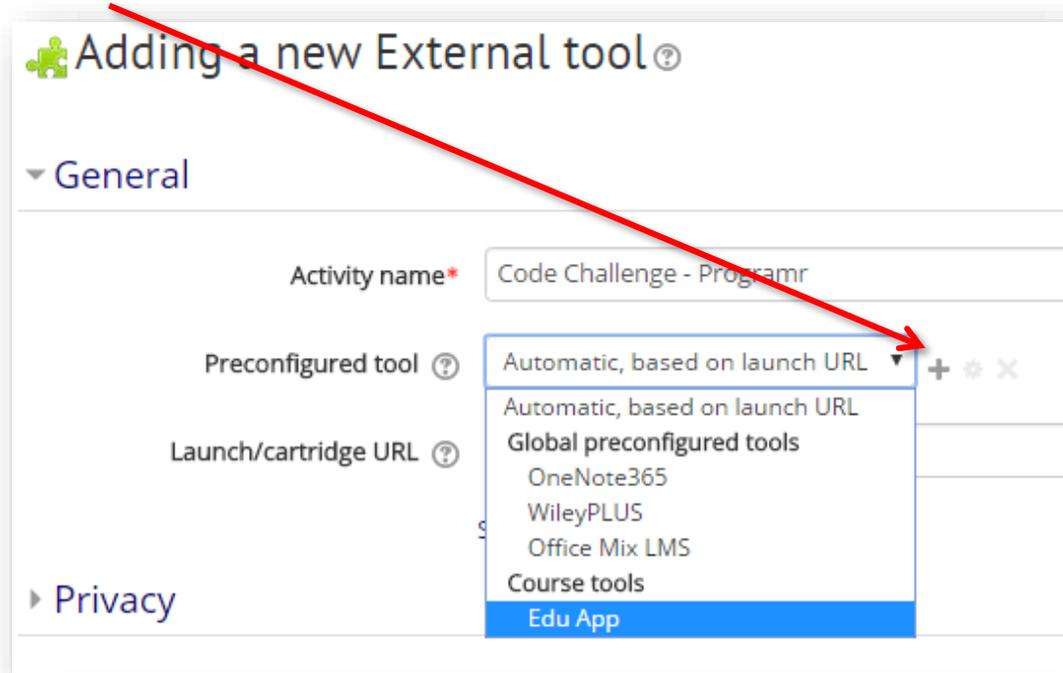


The screenshot shows the Moodle interface for adding a new external tool. The title is "Adding a new External tool" with a puzzle piece icon. Under the "General" tab, the "Activity name" field contains "Code Challenge - Programr". The "Preconfigured tool" dropdown menu is open, displaying a list of options: "Automatic, based on launch URL", "Global preconfigured tools", "OneNote365", "WileyPLUS" (highlighted with a red box), "Office Mix LMS", "Course tools", and "Edu App". The "Launch/cartridge URL" field is empty. The "Privacy" tab is visible at the bottom left.

2. Set the other necessary settings and click **Save and display**.
3. Moodle will open WileyPlus using parameters sent by Moodle.

4.2 Add preconfigured tools (Advanced)

1. Click + sign



Adding a new External tool ?

General

Activity name* Code Challenge - Programr

Preconfigured tool ? Automatic, based on launch URL + - x

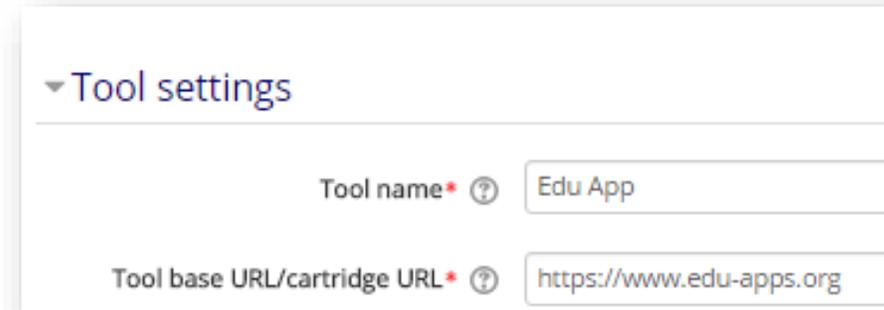
Launch/cartridge URL ?

Global preconfigured tools

- OneNote365
- WileyPLUS
- Office Mix LMS
- Course tools
- Edu App**

Privacy

2. After click + sign, you will be asked to fill the tool name and tool base URL.



Tool settings

Tool name* ? Edu App

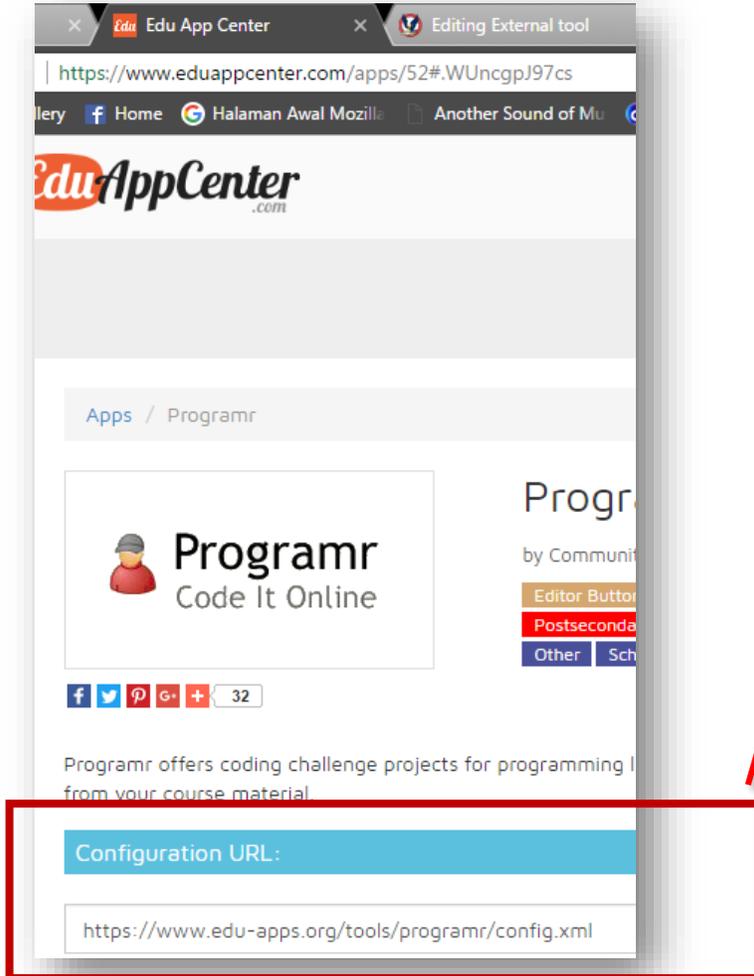
Tool base URL/cartridge URL* ? https://www.edu-apps.org

For example, you can visit <https://www.edu-apps.org> to find many external tools/LTI apps. In this tutorial, we will see the example of **Programr** that is available in edu-apps.org. Programr is a programmer's playground to try coding challenge projects. You can provide this kind of activity in your course to improve the student's learning experience.

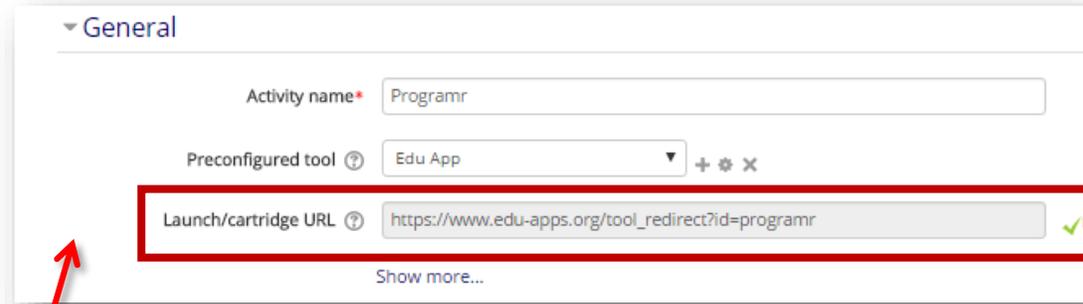
In this example, you can input any tool name and fill the tool base URL by copy paste the external tool provider website (in this case we use <https://www.edu-apps.org>)

3. click **Save changes**.

4. Open the external tool provider website (for example: <https://www.edu-apps.org>), find the program that you want and copy the configuration URL.

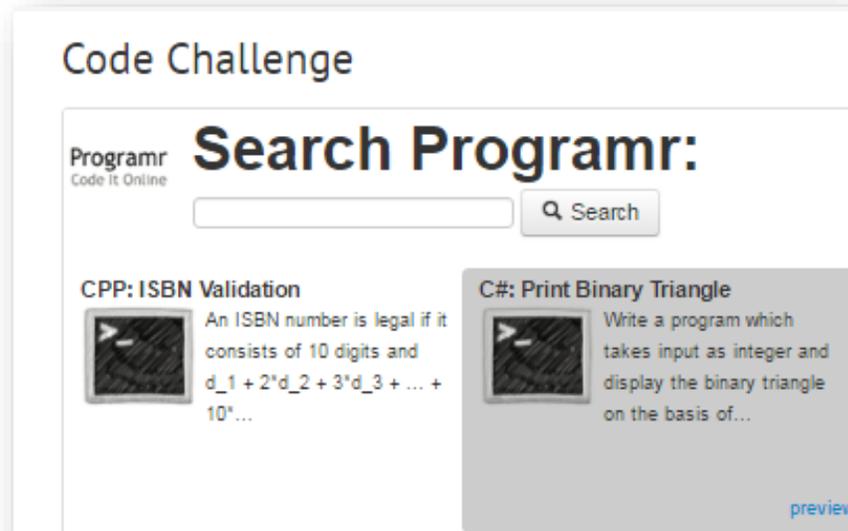


5. Back to your Moodle, and paste the configuration URL



6. Click **Save and display**

7. Depend on the external tool that you choose, you will be asked to choose what item that you want to use as your external tool. For example, if you choose Programr, you can choose code challenge that you want to show.



For students, the external tool (*Programr* in this example), may appear like this:

Print Binary Triangle

Language:	<i>C#</i>
Difficulty Level:	<i>Medium</i>
Questions:	<i>1</i>
Attempts allowed:	<i>Unlimited</i>
Available:	<i>Always</i>
Time limit:	<i>0:30:00</i>

START CHALLENGE

Write a program which takes input as integer and display the binary triangle on the basis of input integer.

Example:

1.If user gives input 5 then the binary triangle should be like this :

1

01

Students can start the code challenge provided by Programr directly from their Moodle.

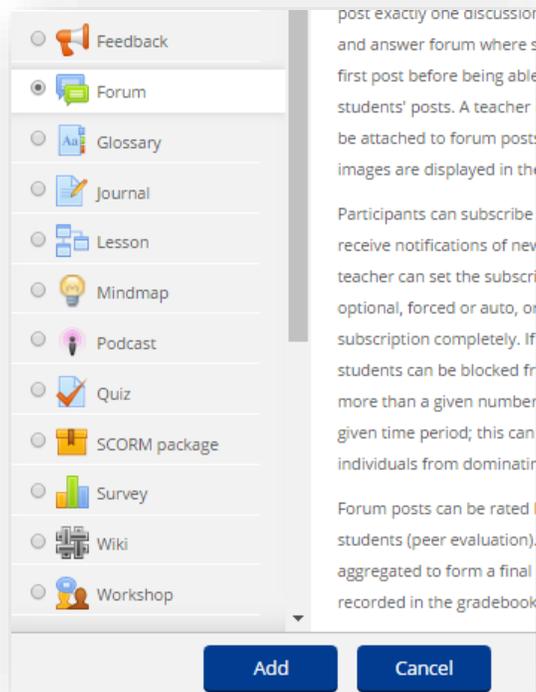
You can try to explore other external tools which may help you to improve the student's learning experience.

5. FORUM

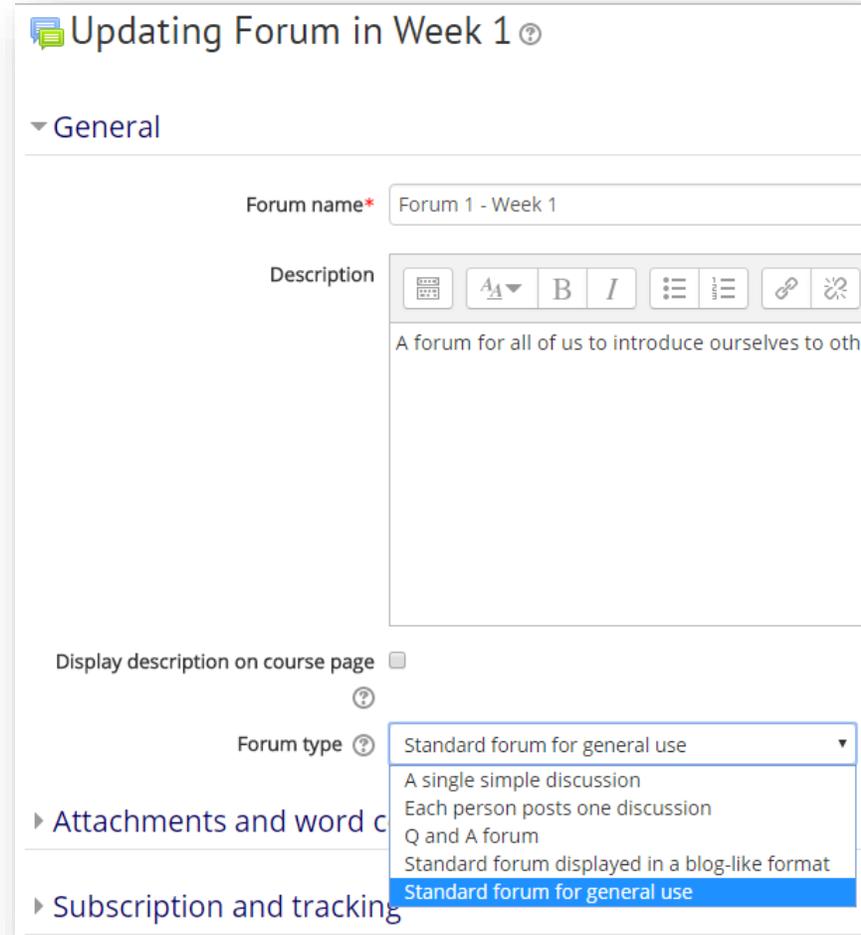
A place for lecturers and students to exchange ideas by posting comments as part of 'thread'. The teacher can choose to rate forum posts and it is also possible to give students permission to rate each others' posts.

How to add Forum:

1. Choose **Forum** and click **Add**



2. Set the forum



3. Click **Save and display**

Several types of forum type:

- **A single simple discussion:** students are only able to reply. They cannot start a new topic of discussion.
- **Each person posts one discussion:** each student can post exactly one discussion.
- **Q and A forum:** is best used when you have a particular question to be answered. By default, Q&A forum requires students to post once before viewing other students' postings.
- **Standard forum:** anyone can start a new discussion at any time

Add a new topic:

Forum 1 - Week 1

A forum for all of us to introduce ourselves to others.

Add a new discussion topic

Discussion	Started by	Replies
Introduction	Esther Krisanti	0

Click this button if you want to add a new topic

Click the topic if you want to join the discussion

Introduction Subscribed

Display replies in nested form

Move this discussion to ... Move

Pin ***New:** You can pin a particular topic so it will always appear on top of the list (only teacher/lecturer role can do this)

Introduction

by Esther Krisanti - Monday, 12 June 2017, 4:05 PM

Hello, I am Annie.
Class of Management 2017.

Permalink Edit Delete Reply

6. GLOSSARY

Allows you to create and maintain a list of definitions, like a dictionary. It can be used as:

- ✓ A collaborative bank of key term
- ✓ A sharing area of useful videos or files

How to add Glossary:

1. Choose **Glossary** and click **Add**
2. Fill the details and the setting

Adding a new Glossary

General

Name* IT Glossary

Description

Description of words that are used in IT area.

Display description on course page

Is this glossary global?

Glossary type

3. Click **Save and display**
4. Click **Add a new entry** and fill the details

Add a new entry

General

Concept* Syntax

Definition*

The set of rules that defines the combinations of symbols that are considered to be a correctly structured language.

5. You can set whether your entry (word) should be linked automatically or not. The benefit of auto-link is to help student get the definition wherever the concept words and phrases appear throughout the rest of the course.

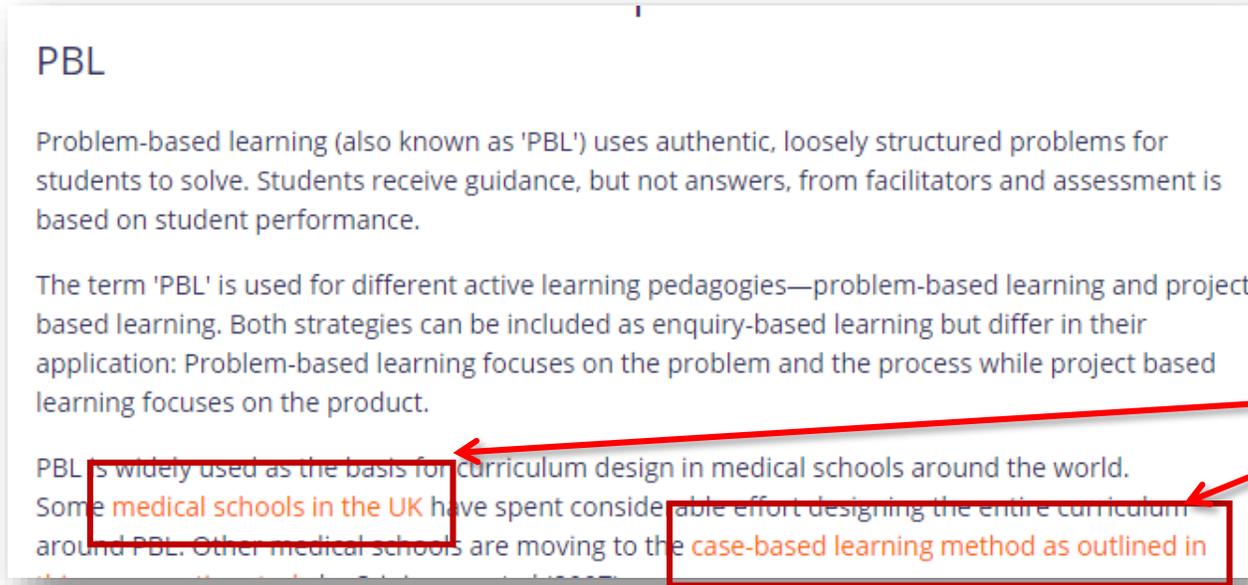
Auto-linking

This entry should be automatically linked

This entry is case sensitive

Match whole words only

The auto-link will appear like this:



PBL

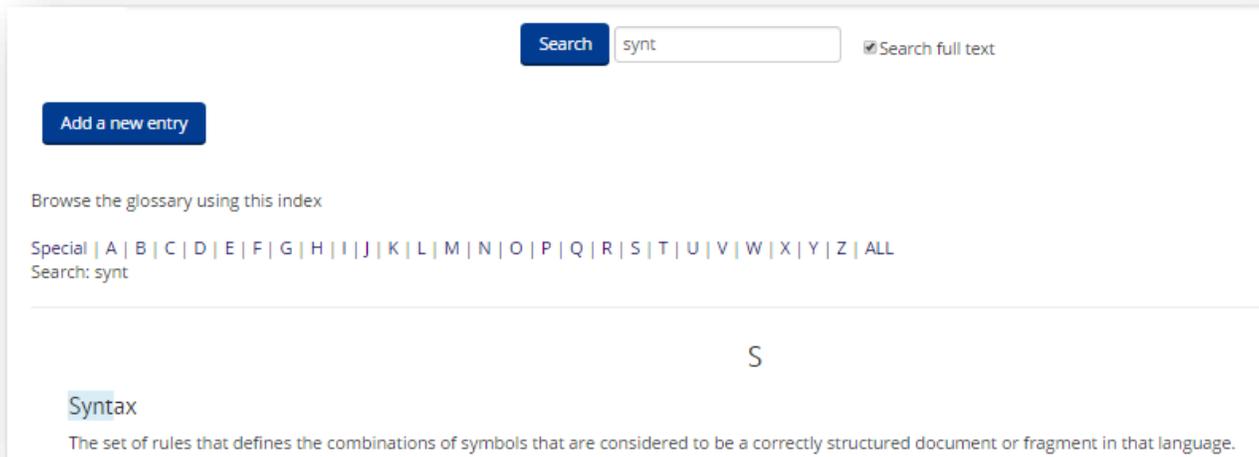
Problem-based learning (also known as 'PBL') uses authentic, loosely structured problems for students to solve. Students receive guidance, but not answers, from facilitators and assessment is based on student performance.

The term 'PBL' is used for different active learning pedagogies—problem-based learning and project based learning. Both strategies can be included as enquiry-based learning but differ in their application: Problem-based learning focuses on the problem and the process while project based learning focuses on the product.

PBL is widely used as the basis for curriculum design in medical schools around the world. Some [medical schools in the UK](#) have spent considerable effort designing the entire curriculum around PBL. Other medical schools are moving to the [case-based learning method as outlined in](#)

Students can click the words and Moodle will open the definition of those particular words.

5. Set the necessary settings in your glossary and click **Save changes**
6. You can try to find your word by typing the word in the search textbox



Search Search full text

[Add a new entry](#)

Browse the glossary using this index

Special | [A](#) | [B](#) | [C](#) | [D](#) | [E](#) | [F](#) | [G](#) | [H](#) | [I](#) | [J](#) | [K](#) | [L](#) | [M](#) | [N](#) | [O](#) | [P](#) | [Q](#) | [R](#) | [S](#) | [T](#) | [U](#) | [V](#) | [W](#) | [X](#) | [Y](#) | [Z](#) | [ALL](#)

Search: synt

S

Syntax

The set of rules that defines the combinations of symbols that are considered to be a correctly structured document or fragment in that language.

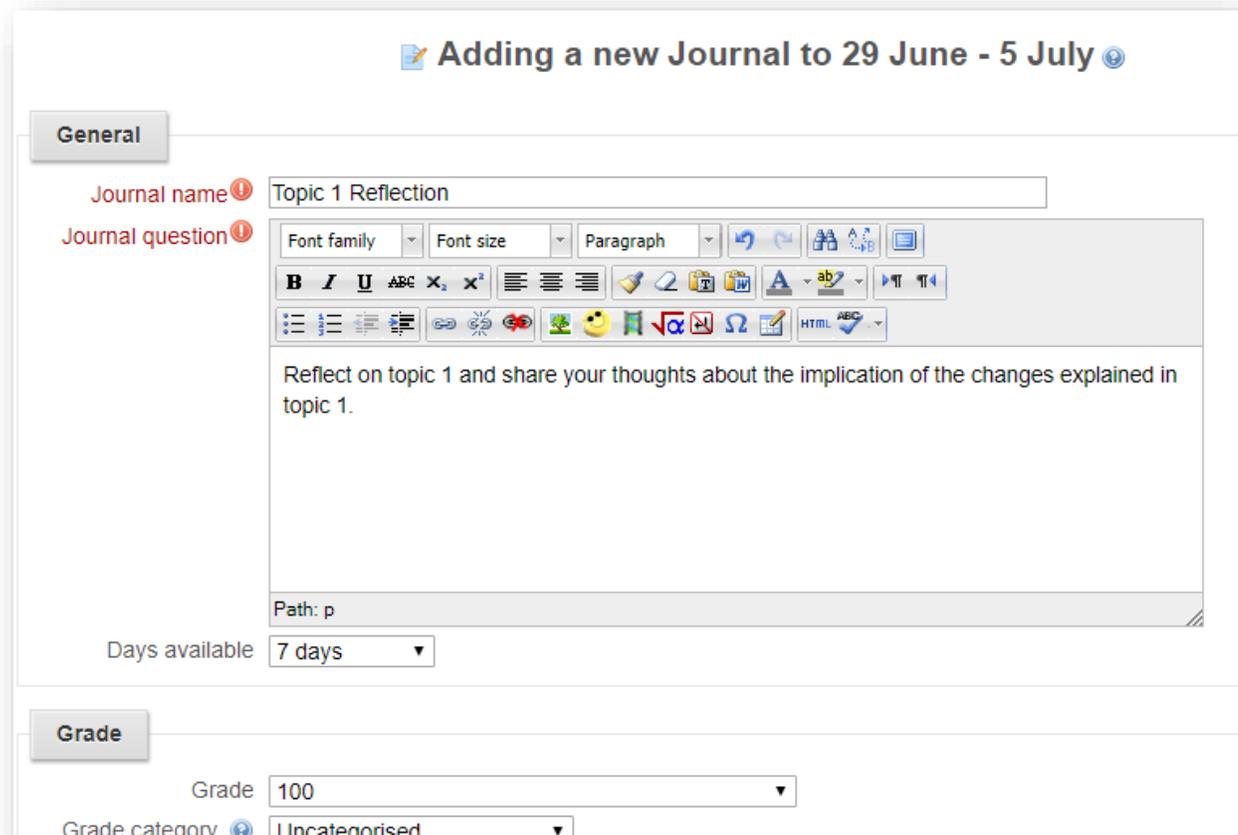
7. JOURNAL

Allows you to ask students to reflect on a particular topic.

The students can edit and refine their answer over time. The work students submit is visible only to the teacher and not to the other students.

How to add Journal:

1. Choose **Journal** and click **Add**
2. Fill the details and the setting
3. Click **Save and return to course**



The screenshot shows a form titled "Adding a new Journal to 29 June - 5 July". The form is divided into two sections: "General" and "Grade".

General Section:

- Journal name:** Topic 1 Reflection
- Journal question:** Reflect on topic 1 and share your thoughts about the implication of the changes explained in topic 1.
- Path:** p
- Days available:** 7 days

Grade Section:

- Grade:** 100
- Grade category:** Uncategorized

The form includes a rich text editor with various formatting options like bold, italic, underline, font color, background color, and text color. There are also icons for bulleted and numbered lists, indentation, and linking.

You and your students can start and edit your journal entry by clicking the journal and click **Start or edit my journal entry**.

Topic 1 Reflection

[View 2 journal entries](#)

Reflect on topic 1 and share your thoughts about the implication of the changes explained in topic 1.

Start or edit my journal entry

Click **View (n) journal entries** to view the students' responses

Entries



Test Stud Last edited: Saturday, 1 July 2017, 3:36 PM

Student Response - Santi



Feedback: 77 / 100

Good, but need to be more elaborated.



You can give feedback directly to each student's response



Esther Krisanti Last edited: Saturday, 1 July 2017, 3:33 PM

Student response 1 - Esther



Feedback: 100 / 100

Great!

8. LESSON

A linear set of content pages or instructional activities. You can give a variety of questions. Depending on the student's answers and how you develop the lesson, students may progress to the next page, or be taken back to the previous page, or redirected to a different path.

- ✓ For self-directed learning of a new topic
- ✓ For simulations/decision-making exercise

How to add Lesson:

1. Choose **Lesson** and click **Add**
2. Fill the details and the setting

The screenshot shows the 'Adding a new Lesson' form. The 'Name' field is filled with 'Lesson 1 - Decision Making'. The 'Description' field is empty. There is a 'Display description on course page' checkbox which is currently unchecked. The form has a 'General' section header and a help icon.

3. Click **Save and display**
4. You may choose to import or add cluster/page.
For example, if you want to add a question page:

The screenshot shows the 'Create a question page' form. The 'Page title' field is filled with 'What will you choose?'. The 'Page contents' field contains the following text:
Aria can choose between two options for her salary
Option 1: A monthly salary of \$2,900 plus 4% of sales
Option 2: A monthly salary of \$2,300 plus 5.5% of sales
If she expects sales to be about \$12,000 a month, which option is better and by how much?
a. Option 1 by \$420.00
b. Option 2 by \$420.00
c. Option 2 by \$420.00
d. Option 1 by \$420.00
The 'Options' field is set to 'Multiple-answer'. The 'Answer 1' field is empty.

Or if you want to add content page:

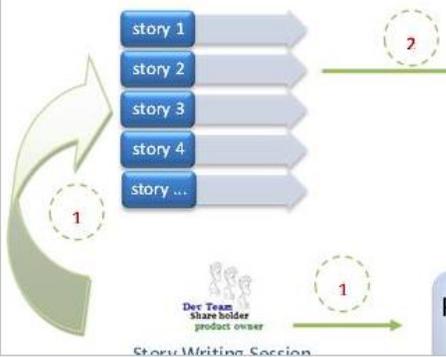
Scrum Methodology ⓘ

▼ Add a content page

Page title* Steps 1 & 2: User Story Writing and Estimation

Page contents

many details. Usually User stories are written in
As a <User> I want to <Perform a function> to <



Arrange content buttons horizontally?
 Display in menu?

▼ Content 1

Description* Next

Jump Next page

This will be showed as button that will open the **next page**.
(You can choose to jump to specific page as well)

5. Click **Save page**
6. Manage your page in the “Edit” tab

Scrum Methodology ⓘ

Preview Edit Reports Grade essays

Collapsed Expanded

Inserted page: Do you want to continue the project?

Page title	Page type	Jumps	Actions
Steps 1 & 2: User Story Writing and Estimation	Content	Next page	⋄ ⚙ 🔍 ✕ Add a new page... ▼
Do you want to continue the project?	Multichoice	Next page This page	⋄ ⚙ 🔍 ✕ Add a new page... ▼
Steps 3 & 4: Story Prioritization in the backlog	Content	Next page Previous page	⋄ ⚙ 🔍 ✕ Add a new page... ▼
Step 5: Sprint Iteration	Content	End of lesson Steps 1 & 2: User Story Writing and Estimation	⋄ ⚙ 🔍 ✕ Add a new page... ▼

Navigation between page

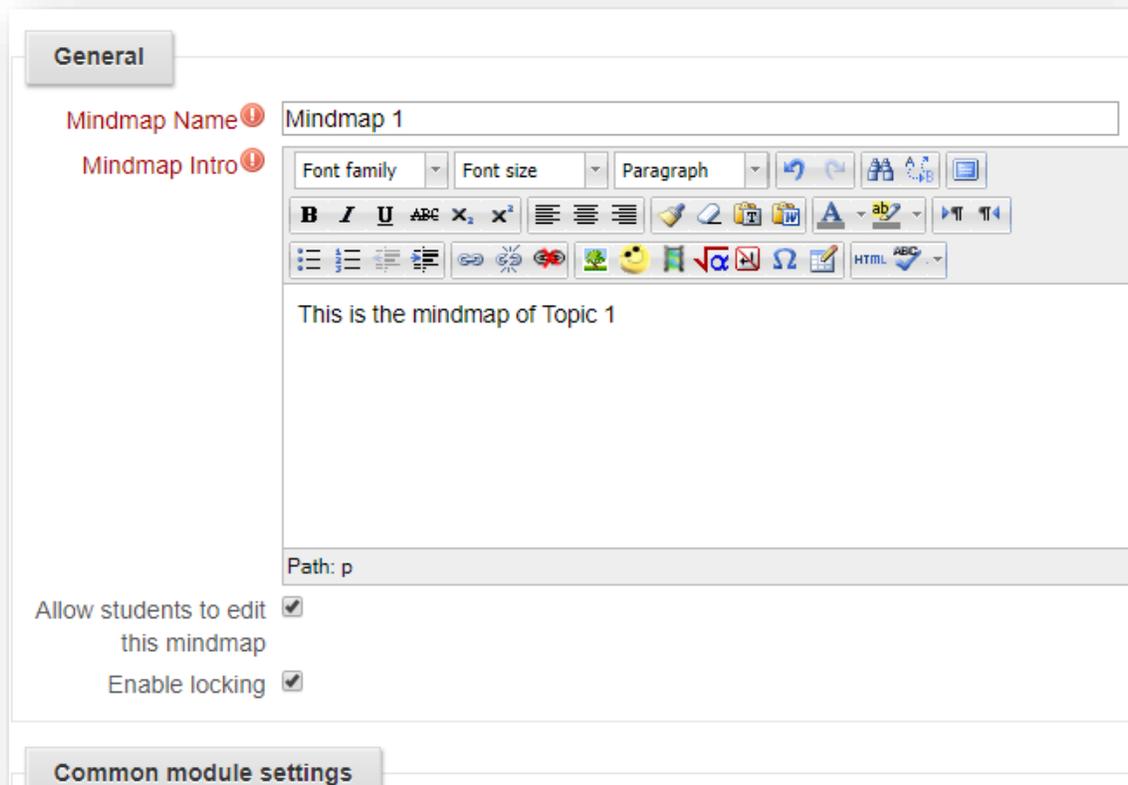
Your actions

9. MINDMAP

Allows you to create and save simple mindmaps.

How to add Mindmap:

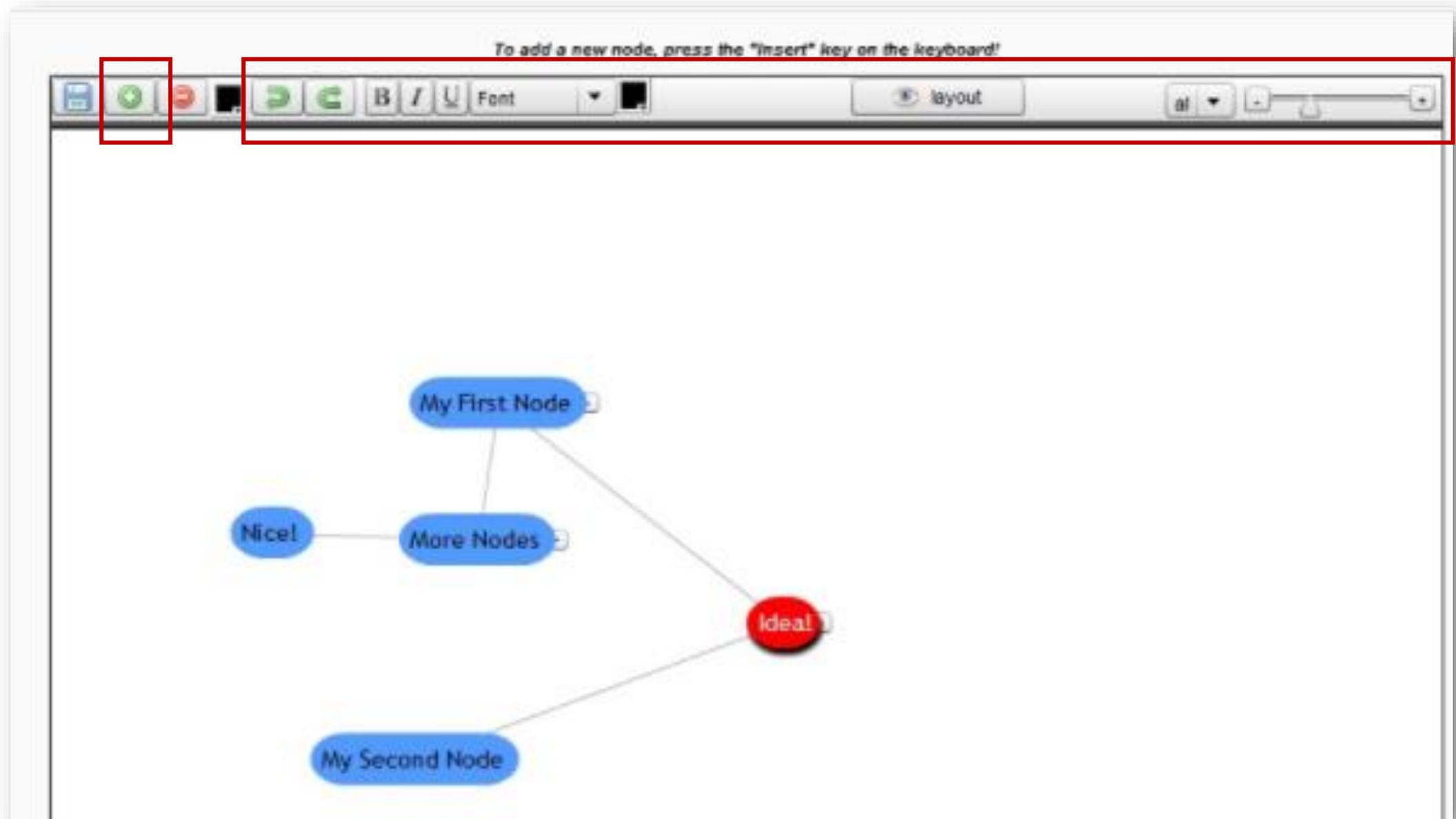
1. Choose **Mindmap** and click **Add**
2. Fill the details and the setting



The screenshot shows a configuration window for a mindmap. At the top, there is a 'General' tab. Below it, the 'Mindmap Name' field is set to 'Mindmap 1'. The 'Mindmap Intro' field contains the text 'This is the mindmap of Topic 1'. Below the text field is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, font color, background color), alignment, and other editing functions. At the bottom of the configuration window, there are two checkboxes: 'Allow students to edit this mindmap' and 'Enable locking', both of which are checked. The 'Path' field is set to 'p'. At the very bottom, there is a 'Common module settings' tab.

3. Click **Save and display**

4. Add node by pressing the insert key or clicking + sign. Edit the text in the node with the editor.



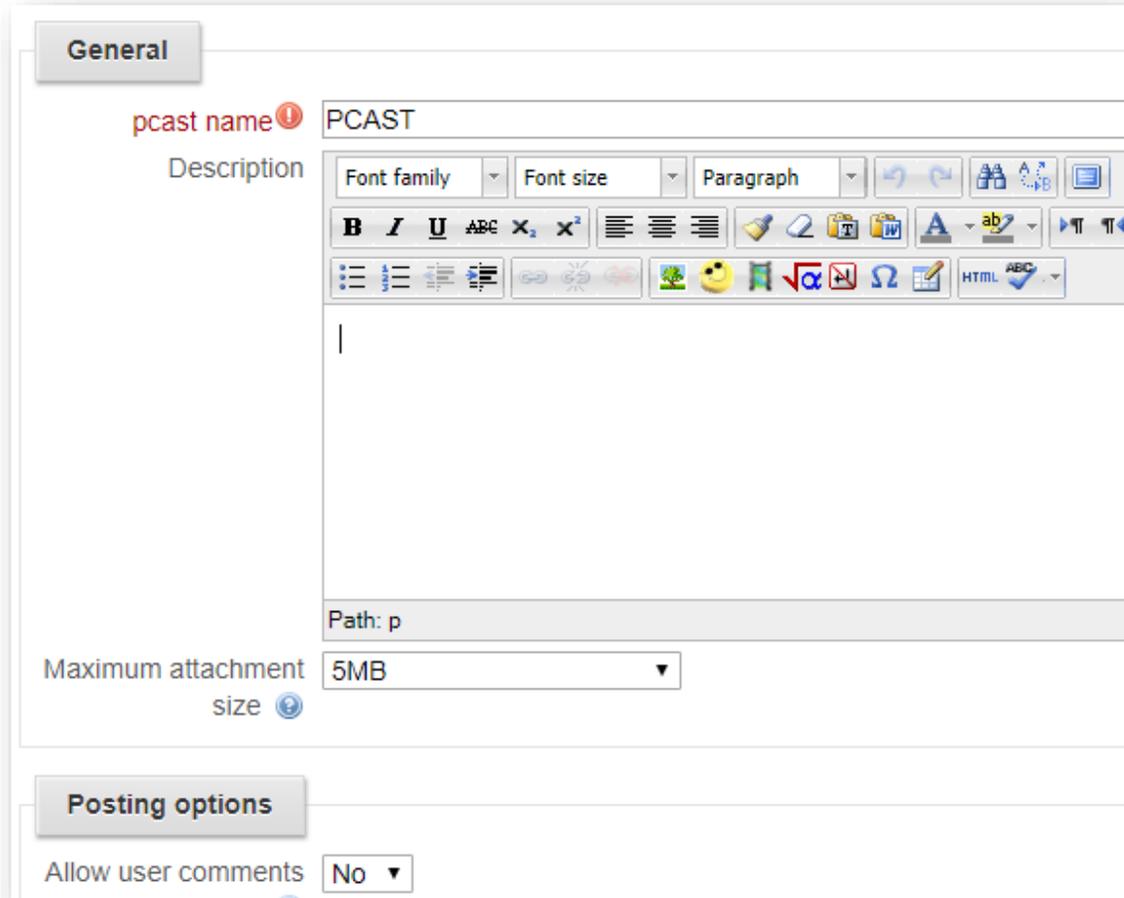
10. PODCAST

Allows you to create a podcast and publish episodes consisting of video and/or audio files.

- Episodes can be browsed alphabetically or by category, date or author.
- Episodes can be approved by default or require approving from lecturer.
- Episodes can be rated.
- Comments can be allowed or restricted.
- Students can subscribe to the podcast.

How to add Podcast:

1. Choose **Podcast** and click **Add**
2. Fill the details and the setting



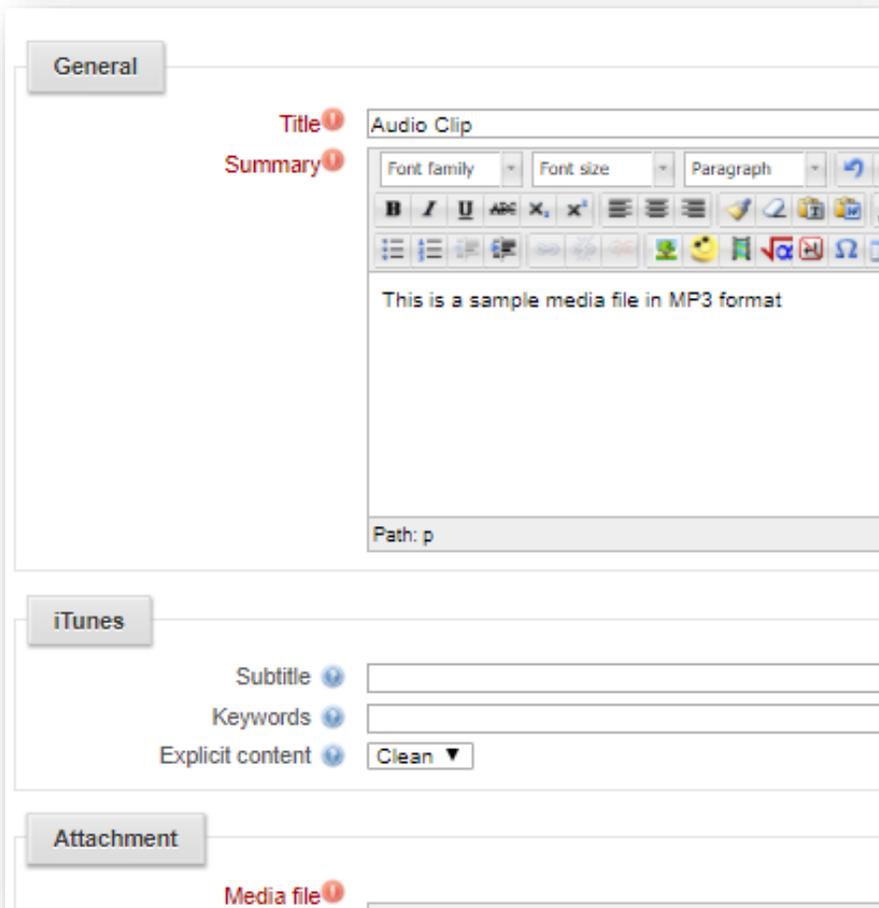
The screenshot shows the 'General' tab of a podcast creation form. The 'pcast name' field is set to 'PCAST'. Below it is a 'Description' field with a rich text editor toolbar. The 'Path' field is set to 'p'. The 'Maximum attachment size' is set to '5MB'. The 'Posting options' section shows 'Allow user comments' set to 'No'.

3. Click **Save and display**

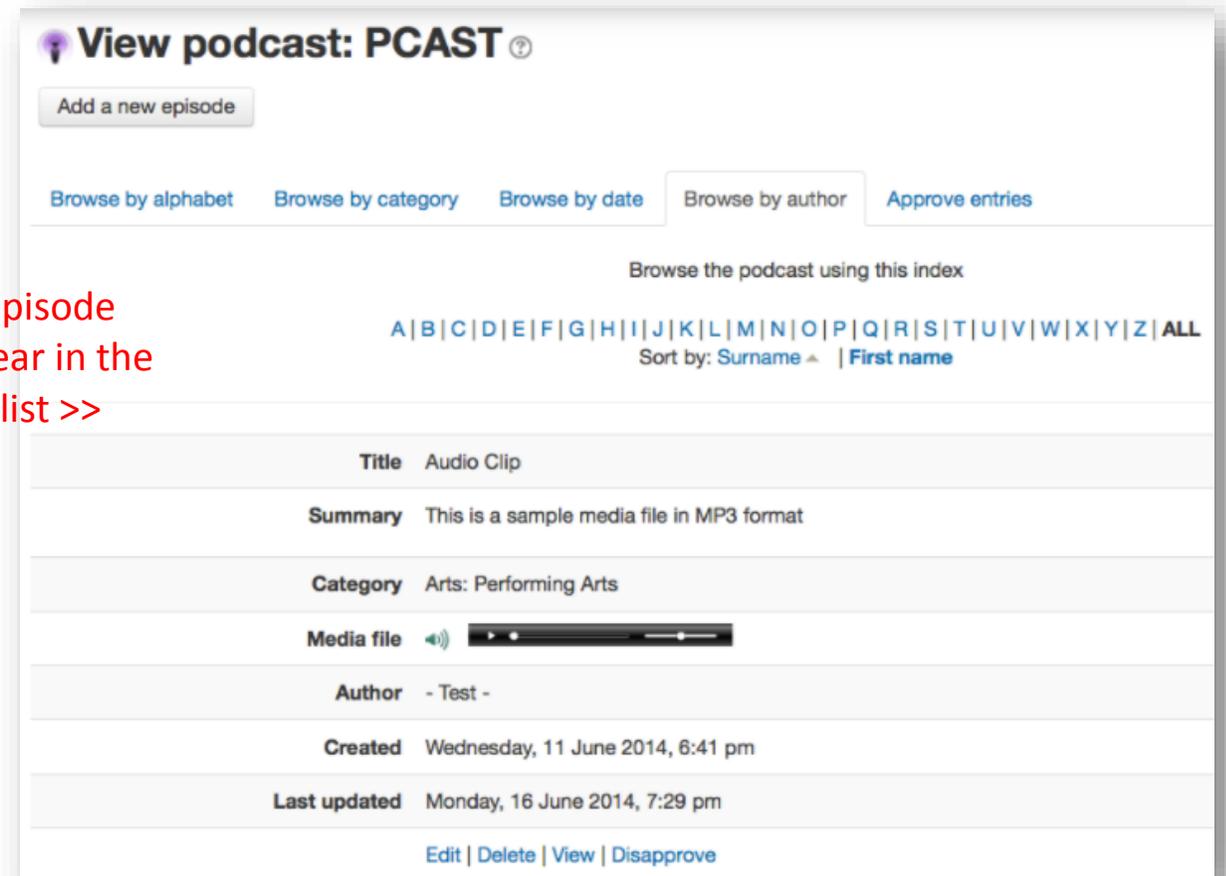
4. Click **Add** a new episode to add a new one.



5. Fill the setting of the episode and add the audio attachment.



>> The episode will appear in the podcast list >>



11. WIKI

Wiki enables participants to add and edit a collection of web pages. It can be collaborative or individual.

- ✓ Plan a scheme of work or agenda together
- ✓ For students to collaboratively author an online book or topic content

How to add Wiki:

1. Choose **Wiki** and click **Add**
2. Fill the details and set the wiki settings

Updating Wiki in 14 June - 20 June

General

Wiki name* SCRUM Roles

Description

Let's discuss about scrum roles, and make a role play.
Decide who will be the candidates for every role in a s

Display description on course page

Wiki mode Collaborative wiki

First page name The three roles

Fill the name of your first page

3. Click **Save and display**
4. Edit your first page

SCRUM Roles

Let's discuss about scrum roles, and make a role play.
Decide who will be the candidates for every role in a scrum methodology for our class project.

View Edit Comments History Map Files Administration

The three roles

Editing this page 'The three roles'

HTML format

- **[[Product Owner]]**: The Product Owner should be a person with v
- **[[Scrum Master]]**: The Scrum Master acts as a facilitator for the Pr
- **[[Team]]**: According to Scrum's founder, "the team is utterly self m responsible for self organizing to complete work.

To set up links to make up the other pages, you can add the double square bracket, then click **Save**
Example: `[[the name of page]]`

5. Click the specific words that you want to describe further in an additional page

SCRUM Roles

Let's discuss about scrum roles, and make a role play.

Decide who will be the candidates for every role in a scrum methodology

View

Edit

Comments

History

Map

Files

Administration

Product Owner

- **Product Owner:** The Product Owner should be a person with vision, authority, a
- *Scrum Master:* The Scrum Master acts as a facilitator for the Product Owner and
- *Team:* According to Scrum's founder, "the team is utterly self managing." The de

6. You will be prompted to create it in the same way you create the first page

▼ New page

New page title*

Format ?

- * HTML format
- * Creole format
- * NWiki format

12. WORKSHOP

This module enables the collection, review and peer assessment of students' work.

Students can submit any digital content (files), such as word-processed documents or spreadsheets and can also type text directly into a field using the text editor.

Workshop consists of 5 phases:

1. Setup phase

The lecturer sets the workshop.

2. Submission phase

Students submit their works.

3. Assessment phase

Students will do peer-review (assess other student's submission).

4. Grading evaluation phase

Lecturer will check the grade

5. Closed

The workshop will be marked complete and the students can see two types of their grades (one grade for their work and one other grade for how accurate their assessments of other participants)

What the lecturer will see:

Basic UI Design

Setup phase

Setup phase	Submission phase 	Assessment phase 	Grading evaluation phase 	Closed 
<ul style="list-style-type: none">✓ Set the workshop description✓ Provide instructions for submission✓ Edit assessment form	<ul style="list-style-type: none">✓ Provide instructions for assessment✓ Submit your work✓ Allocate submissions <p>expected: 2 submitted: 0 to allocate: 0</p>		<ul style="list-style-type: none">✓ Calculate submission grades expected: 2 calculated: 0✓ Calculate assessment grades expected: 2 calculated: 0✓ Provide a conclusion of the activity	

Description

Submit your UI design here and let others review it!

What the students will see:

Submission phase

My home country workshop

Submission phase

Setup phase	Submission phase Current phase ●	Assessment phase	Grading evaluation phase	Closed
	<p>✓ Submit your work</p> <p> Submissions deadline: Wednesday, 5 July 2017, 4:00 PM (11 days left)</p>	<p> Assessment deadline: Wednesday, 12 July 2017, 4:00 PM (18 days left)</p>		

Assessment phase

My home country workshop ?

Assessment phase

Setup phase	Submission phase	Assessment phase Current phase ●	Grading evaluation phase	Closed phase
	<p>✓ Submit your work</p> <p>ⓘ Submissions deadline: Wednesday, 5 July 2017, 4:00 PM (11 days left)</p>	<p>ⓘ Assessment deadline: Wednesday, 12 July 2017, 4:00 PM (18 days left)</p>		

Grading evaluation phase

My home country workshop

Grading evaluation phase

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed
	<p>✓ Submit your work</p> <p> Submissions deadline: Wednesday, 5 July 2017, 4:00 PM (11 days left)</p>	<p> Assessment deadline: Wednesday, 12 July 2017, 4:00 PM (18 days left)</p>	<p>Grading evaluation phase</p> <p>Current phase ●</p> <p> Please wait until the assessments are evaluated and the grades are calculated</p>	

Closed phase

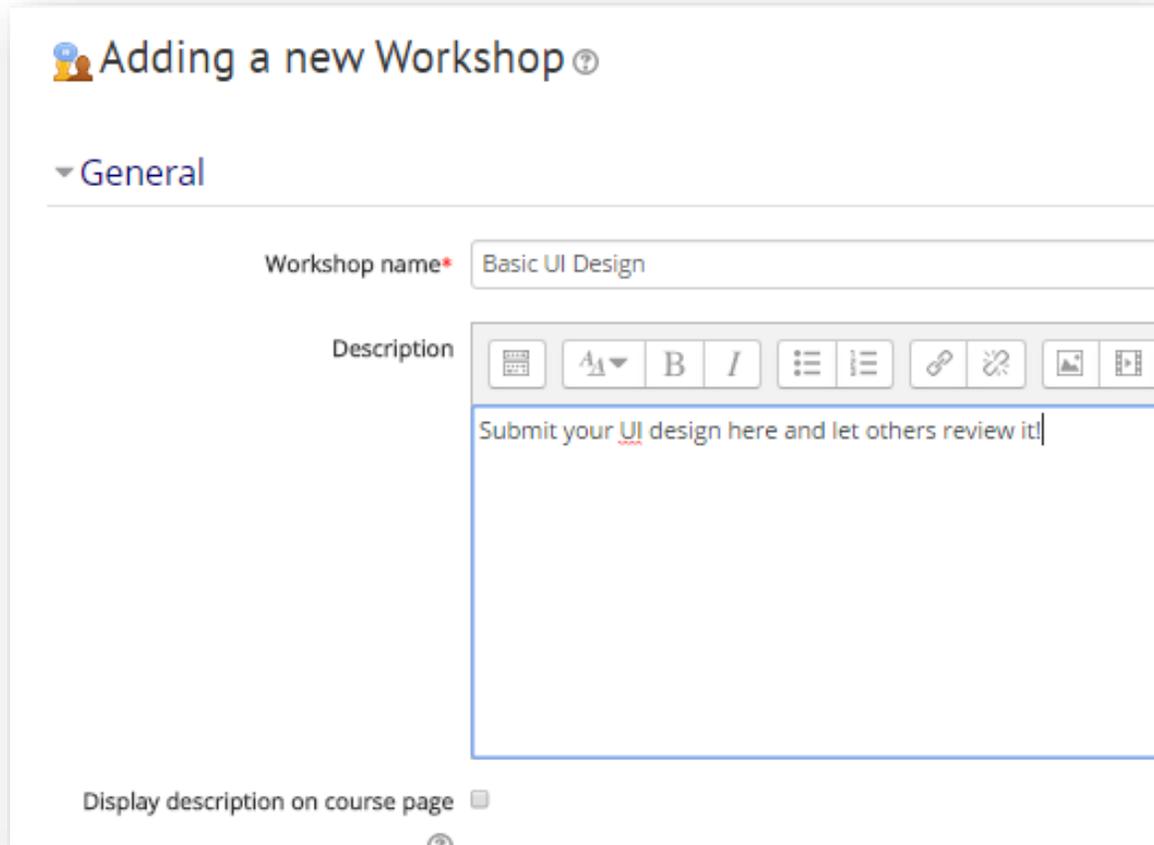
My home country workshop

Closed

Setup phase	Submission phase	Assessment phase	Grading evaluation phase	Closed Current phase 
	 Submit your work  Submissions deadline: Wednesday, 5 July 2017, 4:00 PM (11 days left)	 Assessment deadline: Wednesday, 12 July 2017, 4:00 PM (18 days left)		

How to add Workshop:

1. Choose **Workshop** and click **Add**
2. Fill the details and set the workshop settings.
You have to fill at least: the workshop name, workshop description, instruction for submission and assessment form.



Adding a new Workshop ?

General

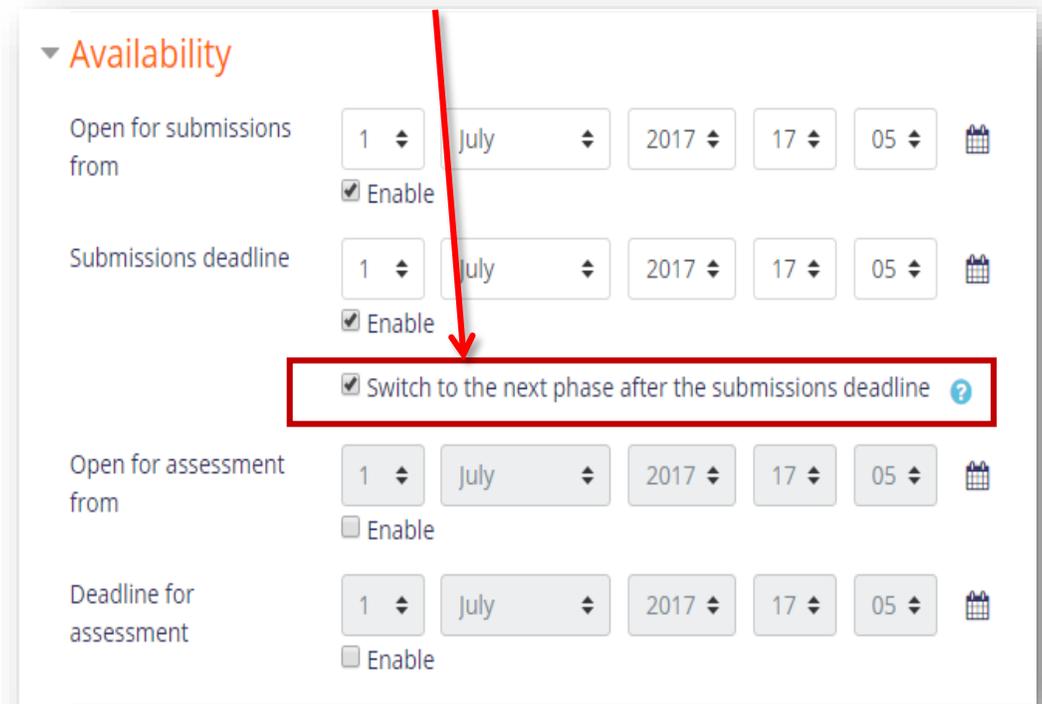
Workshop name* Basic UI Design

Description

Submit your UI design here and let others review it!

Display description on course page

You can set whether the next phase will be automatically switch to the assessment phase after the submission deadline in the **Availability** section



Availability

Open for submissions from 1 July 2017 17 05 Enable

Submissions deadline 1 July 2017 17 05 Enable

Switch to the next phase after the submissions deadline ?

Open for assessment from 1 July 2017 17 05 Enable

Deadline for assessment 1 July 2017 17 05 Enable

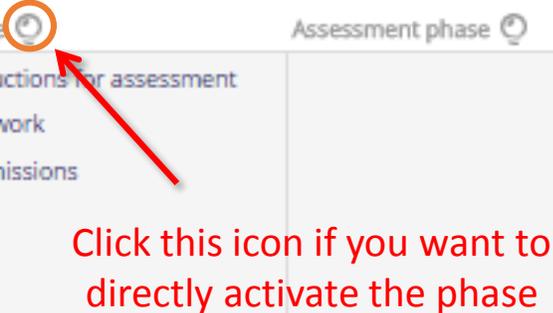
3. Click **Save and display**.
4. Complete the setup phase

Basic UI Design ?

Setup phase

Setup phase	Submission phase ?	Assessment phase ?	Grading evaluation phase ?	Closed ?
<ul style="list-style-type: none">✓ Set the workshop description✓ Provide instructions for submission✓ Edit assessment form	<ul style="list-style-type: none">✓ Provide instructions for assessment✓ Submit your work✓ Allocate submissions <p>expected: 2 submitted: 0 to allocate: 0</p>		<ul style="list-style-type: none">✓ Calculate submission grades expected: 2 calculated: 0✓ Calculate assessment grades expected: 2 calculated: 0✓ Provide a conclusion of the activity	

Description ▾
Submit your UI design here and let others review it!



In the assessment phase, the students can assess their peer's work.
The assessment page will look like this:



[Instructions for assessment](#) ▾
Assess your peer's work!

 Your assessment
by Esther Krisanti
Grade: 68 of 80

[Assessment form](#) ▾

Aspect 1

Give your score about the tone! (Max: 10)

Grade for Aspect 1

Comment for Aspect 1

Aspect 2

Give score about the clarity! (Max: 10)

Grade for Aspect 2

Usage Example of Resources and Activities

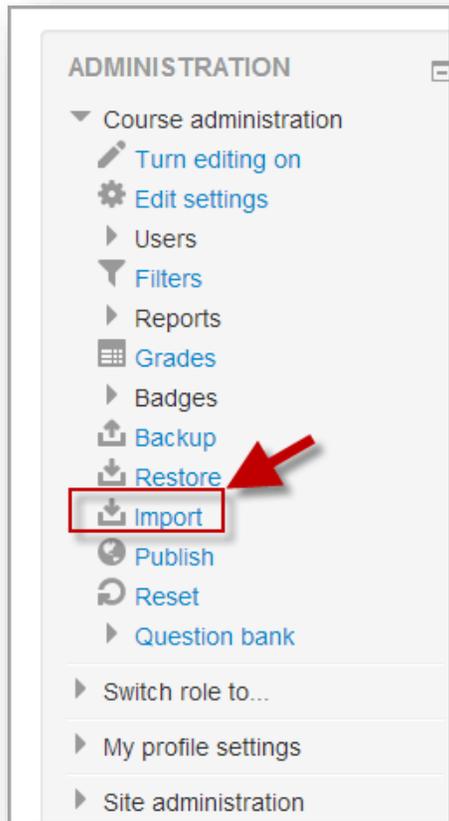
Learning Dynamics	Usage Example	Use:
Lecturer as presenter	<ul style="list-style-type: none"> • I want to put up all PPT and Word docs • I want my class to watch videos or hear podcasts • I want my class to read information • I want my class to access useful websites 	Resources: <ul style="list-style-type: none"> ✓ File ✓ Folder ✓ Label ✓ Page ✓ Book ✓ URL
Lecturer as facilitator, students as active learners. Lecturer guide the students to be more engaged and independent.	<ul style="list-style-type: none"> • I want my class to work and learn together 	<ul style="list-style-type: none"> ✓ Chat ✓ Database ✓ Forum ✓ Glossary ✓ Wiki
	<ul style="list-style-type: none"> • I want to assess my students and grade them 	<ul style="list-style-type: none"> ✓ Quiz ✓ Assignment
	<ul style="list-style-type: none"> • I want my students to reflect on their own progress 	<ul style="list-style-type: none"> ✓ Survey (Advanced Training)
	<ul style="list-style-type: none"> • I want my class to direct or give feedback on the learning 	<ul style="list-style-type: none"> ✓ Choice ✓ Forum ✓ Feedback (Advanced Training)

C. RE-USE RESOURCE/ACTIVITY

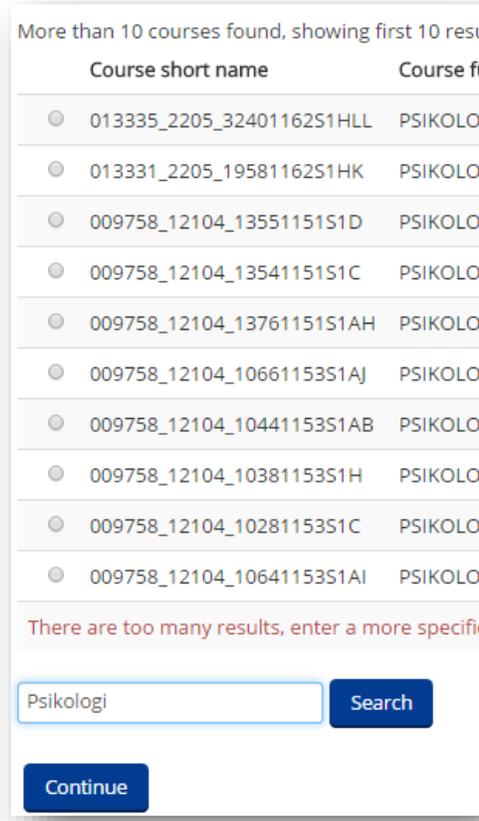
1. Import resource/activity

You can import resource/activity from other course.

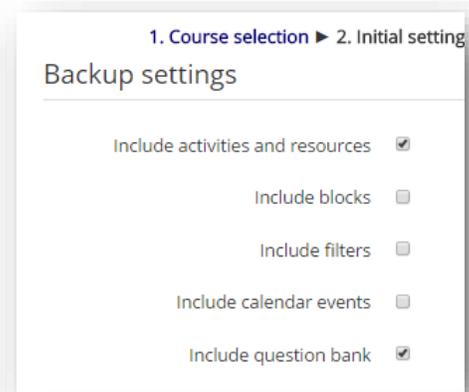
This function may help you to re-use instead of re-creating one or more activities or resources.



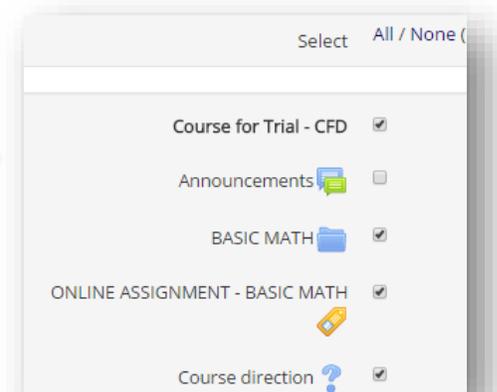
1. Click **Import** on Course administration section



2. Search the course and click **Continue**



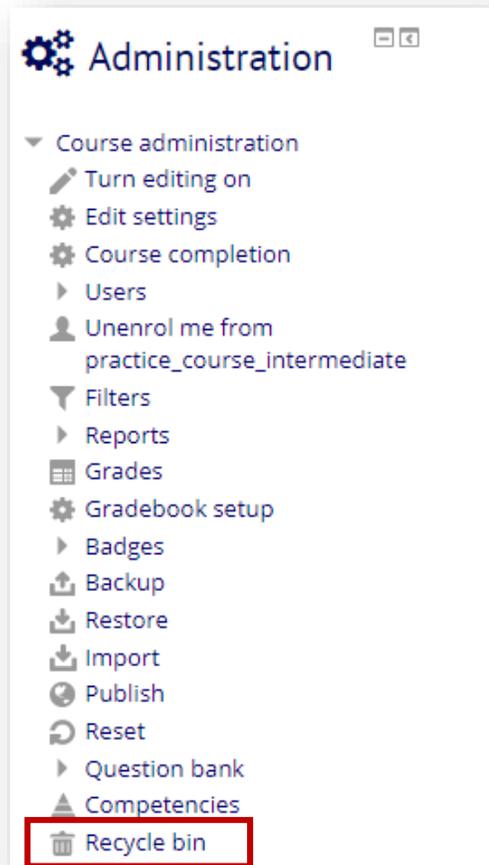
3. Select course data that you want to import



4. Click **Next** until you reach final step and click **Perform Import**

2. Restore item from recycle bin ***New**

If you accidentally delete your resource/activity, you can restore it from **recycle bin** in your **Administration** block.



1. Click **Recycle Bin** on Course administration section



2. Click **Restore** to restore the activity or **Delete** to permanently delete it

☐ If you need assistance, you may contact

Mr. Masatyo : masatyo.bawono@uph.edu - ext 2341

Ms. Esther : esther.krisanti@uph.edu – ext 2342

Happy Moodling!