

Moodle Quick-Guide for Lecturer (Intermediate)

A. How to Manage Question Bank

1. Go to your course
2. Go to **Administration** block > **Course Administration** > **Question bank**
3. To add category:
4. Choose **Question bank** > **Categories** > fill the details > click **Add category**
5. To add questions:
6. Choose **Question bank** > **Questions**
7. Select a category > click **Create a new question**
8. Choose question type > click **Add**
9. Fill the details (standard name for quiz: Categories-Question number. For example: KAT1-Q1, KAT1-Q2, ...)
10. After finish, click **Save Changes**

B. How to Set Up a Quiz

1. Go to your course and click **Turn Editing On**
2. Go to specific session/topic to add the quiz. Click **Add an activity/resource**.
3. Choose **Quiz** and click **Add**
4. Fill the details (name, description). Some popular settings in quiz:
 - Timing (open, close, time limit)
 - Grade (you can add the grade category in the gradebook setup menu on the administration panel on the left side)
 - Layout
 - Question behavior (e.g. shuffle questions)
 - Review options (e.g. what will appear when the students do the attempt or after the attempt)
 - Overall feedback, if any.
5. After finish, click **Save and return to course**.

C. How to Check and Download Student's Grade for Quiz

1. Click the Quiz that you want to check
2. Click the **Attempts: [number of attempts]**
3. You can see the grades and download the table data as csv, excel, and other provided formats.

D. Activities: Chat

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Chat** and click **Add**
3. Fill the details
4. Click **Save and display**

E. Activities: Forum

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Forum** and click **Add**
3. Fill the details and choose the most appropriate forum type for you
4. Click **Save and display**
5. Click **Add a new discussion topic** to start the discussion

F. Activities: Choice

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Choice** and click **Add**
3. Fill the details and set the choice options
4. Click **Save and return to course**

G. Activities: Mindmap

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Mindmap** and click **Add**
3. Fill the details and the setting
4. Click **Save and display**
5. Add node by pressing the **insert** key or clicking + sign. Edit the text in the node with the editor.

H. Activities: Glossary

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Glossary** and click **Add**
3. Fill the details and the setting
4. Click **Save and display**
5. Click **Add a new entry** and fill the details
6. Set the necessary setting (such as auto-link or not)
7. Click **Save changes**

I. Activities: Wiki

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Wiki** and click **Add**
3. Fill the details and the setting
4. Click **Save and display**
5. **Edit your first page**. Add the **double square bracket** to make a link to other pages. For example: [[Introduction]], [[History]]
6. Click **the specific words** that you want to describe further in an additional page
7. Create the additional page in the same way you create the first page

J. Activities: Database

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Database** and click **Add**

3. Fill the details and the setting
4. Click **Save and display**
5. Define the fields (what you will save in your database)
6. Click **Add entry** and input the first entry
7. Click **Save and view**

K. Activities: Lesson

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Lesson** and click **Add**
3. Fill the details and the setting
4. Click **Save and display**
5. **Add cluster/page** and fill the details for that new page
6. Click **Save page**
7. Manage your page in the **Edit** tab

L. Activities: Journal

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Journal** and click **Add**
3. Fill the details and the setting
4. Click **Save and return to course**
5. You or your students can start and edit your journal entry by clicking the journal and click **Start or edit my journal entry**.
6. Click **View (n) journal entries** to view the students' responses
7. Give feedback directly to each student's response

M. Activities: Podcast

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Podcast** and click **Add**
3. Fill the details and the setting
4. Click **Save and display**
5. Click **Add a new episode**
6. Fill the setting of the episode and add the audio attachment

N. Activities: External Tool

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **External Tool** and click **Add**
3. Fill the details and the setting
4. You can use **global preconfigured tools** *or* **add a new preconfigured tool** by yourself.
(Additional note: if you want to add a new preconfigured tool, click + sign, then fill the tool name and the tool base URL, then paste the configuration URL from the external tool provider. After those steps, usually you will be prompted to choose specific item to be presented in your external tool.)
5. Fill the other setting and click **Save and display**

O. Activities: Workshop

1. Go to specific session/topic to add the resources. Click **Add an activity/resource**.
2. Choose **Workshop** and click **Add**
3. Fill the details and the setting. You have to fill at least: the workshop name, workshop description, instruction for submission and assessment form.
4. Click **Save and display**
5. Make sure you complete the setup phase and click the submission phase if you want to directly activate the phase (or you can set the time to open the submission phase automatically)
6. Follow the phases:
 - a. **Setup phase** (step 1-5)
 - b. **Submission phase**: your students will submit their works (your student will be called authors).
 - c. **Assessment phase**: your students will assess their peer's work (your students will be called reviewers).
 - d. **Grading evaluation phase**: you as lecturer can calculate the final grades for submissions and for assessments and provide feedback for authors and reviewers.
 - e. **Closed**: the final grades are pushed into gradebook.

P. Re-use Resource/Activity

1. Go to **Course Administration** block
2. Click **Import**
3. Search the course and click **Continue**
4. Select course data that you want to import
5. Click **Next** until you reach final step
6. Click **Perform Import**

Q. Restore Item from Recycle Bin

1. Go to **Course Administration** block
2. Click **Recycle Bin**
3. Click **Restore** to restore the activity or **Delete** to permanently delete it

If you need assistance, you may contact

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