



Powered by TVE Department



IUT LMS

IUT Learning Management System (LMS)

Powered by TVE Department

Teacher User Manual

(An Introductory User Guide for Teachers)

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V.02

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Acknowledgment: This manual is constructed based on the available resources from moodle (https://docs.moodle.org/39/en/Adding_a_new_course) , eLearning Blog (<https://www.ispringsolutions.com/blog/getting-started-with-moodle>), teacher guide (<https://scholarlms.net/teacher-quick-guide/>) and available resources from IUT LMS. We are not claiming the authorship of this manual

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1. Managing an IUT Online Course

A course in IUT Online 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.

The course page is made up of central sections which contain the tasks and (if desired) blocks 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 a number of ways.

Students can be enrolled manually by the teacher, automatically by the administrator, or they can be allowed to enroll 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.

2. Teacher Quick Guide

In IUT Online, a teacher has responsibility for the materials in their own courses. They often also manage enrolments and are able to change the layout of the course page. This quick start guide introduces IUT Online's features to those with the Teacher role.

3. Accessing IUT Online

You can access **IUT Online** in two ways:

Step One	Step Two
<ol style="list-style-type: none"> 1. Directly go to the link (University's Homepage): http://www.iutoic-dhaka.edu/ 2. Click on My IUT 3. Click on IUT LMS from the dropdown list 	<ol style="list-style-type: none"> 1. Directly go to the link (IUT LMS's Homepage): http://lms.iutoic-dhaka.edu/

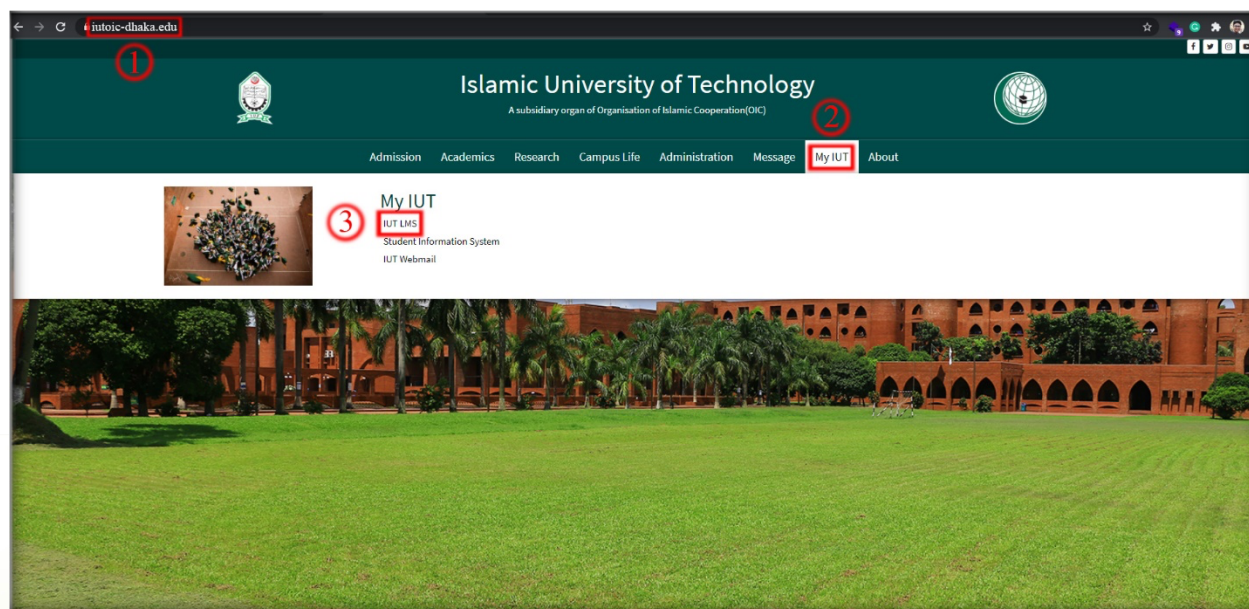


Figure 1: Find the image that looks like above

4. Login

1. Go to the link (IUT LMS's Homepage): <http://lms.iutoic-dhaka.edu/>
2. Use your **User ID** and **Password** to log in to IUT Online

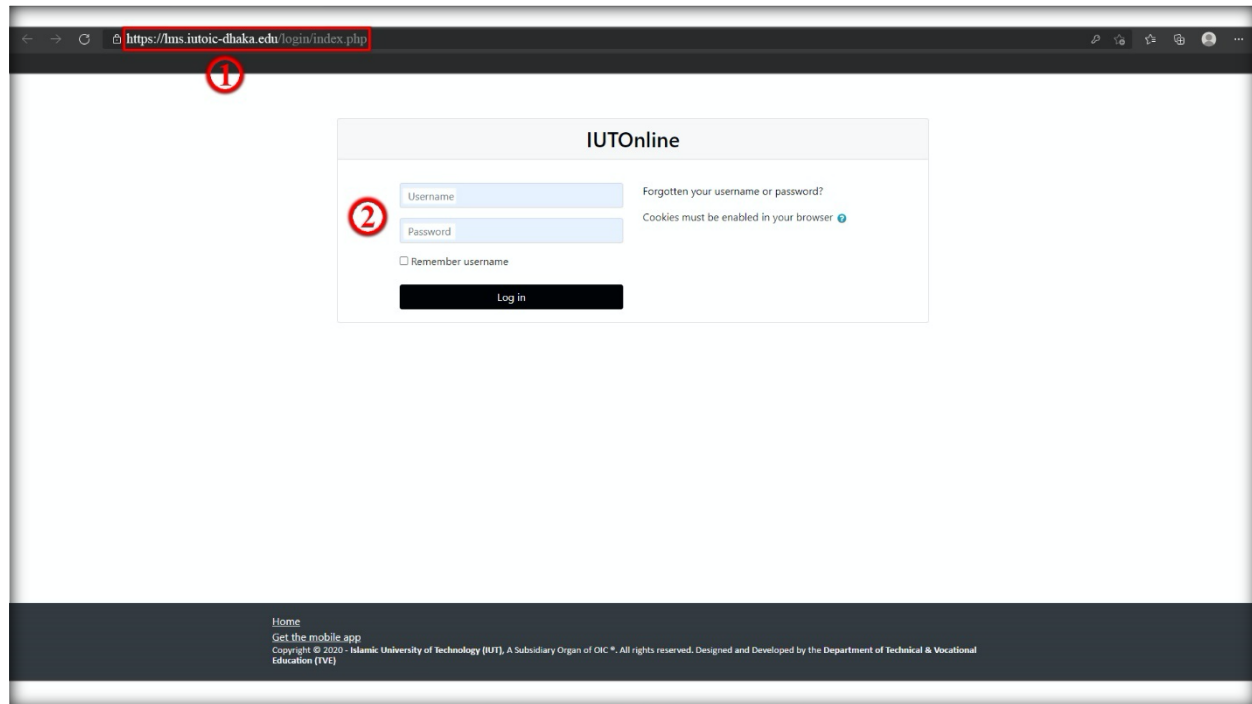


Figure 2: Find the image that looks like above

5. Editing Profile

- Log in to IUT Online
- On the top-right side of the screen, click on your user name. From the drop-down menu that appears, select **Preferences**
- This further expands the new menu. In this new menu, click on **Edit Profile**
- Adjust your information and preferences
- Press **Update profile**

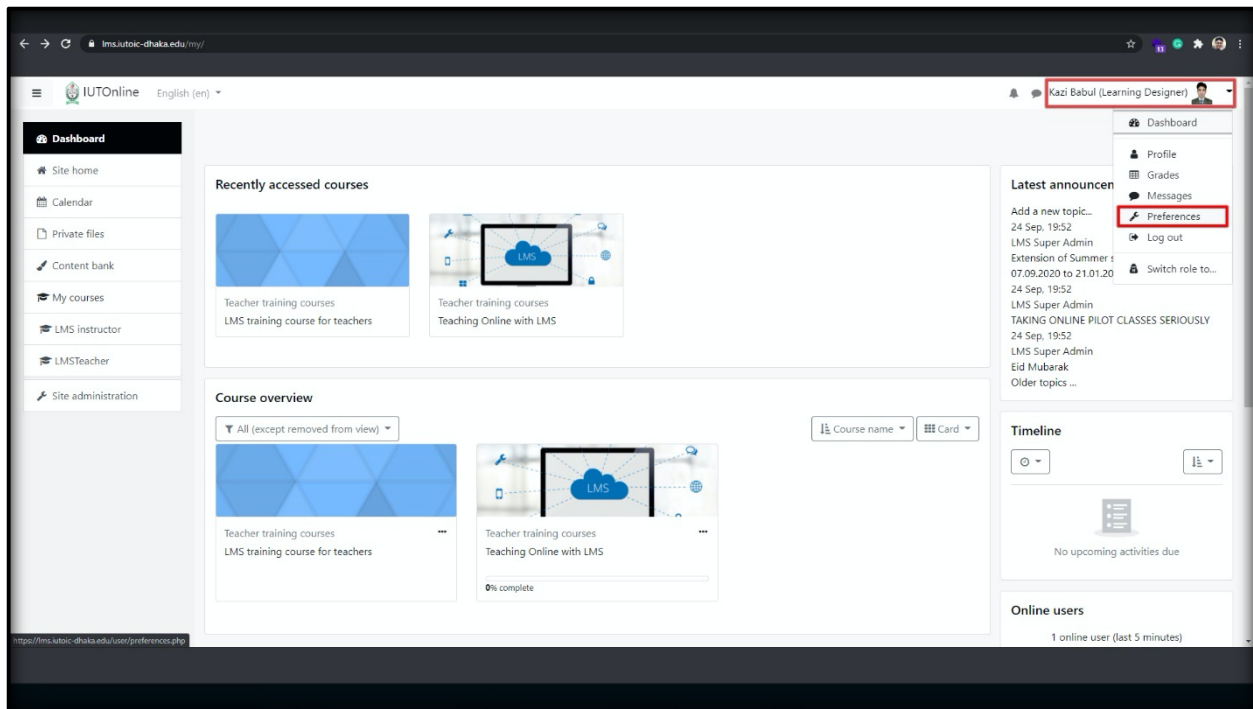


Figure 3: Find the image that looks like above

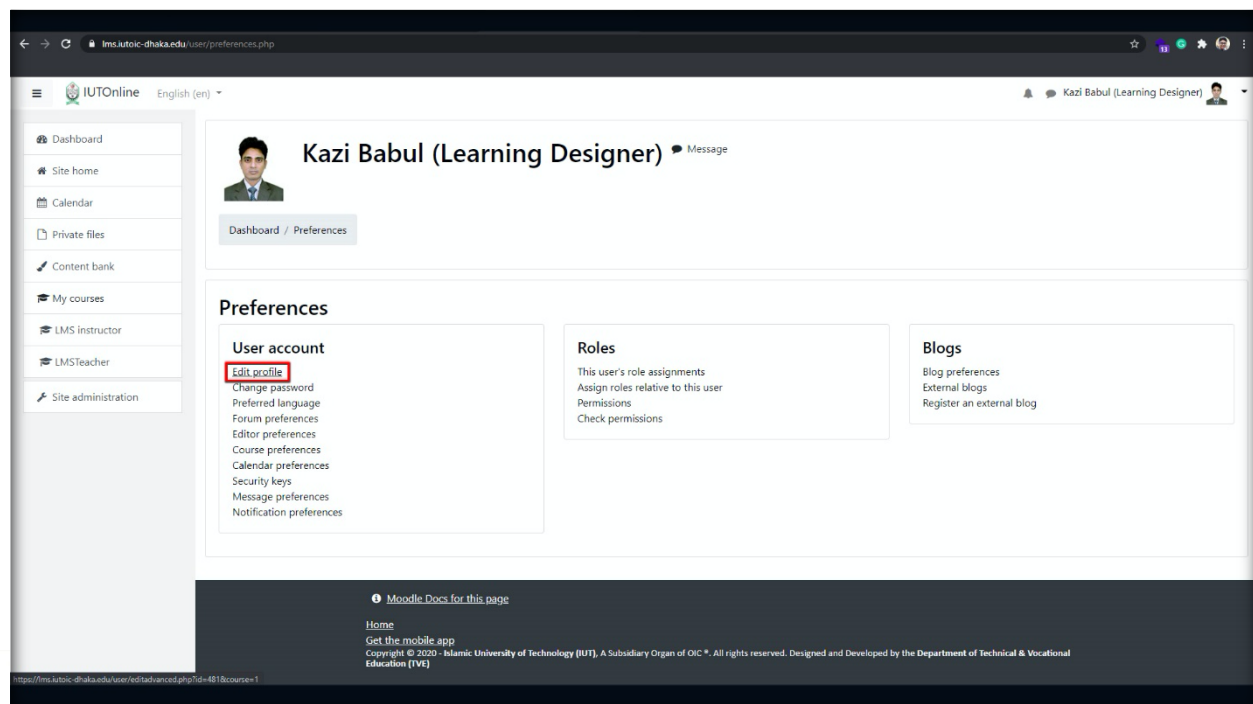


Figure 4: Find the image that looks like above

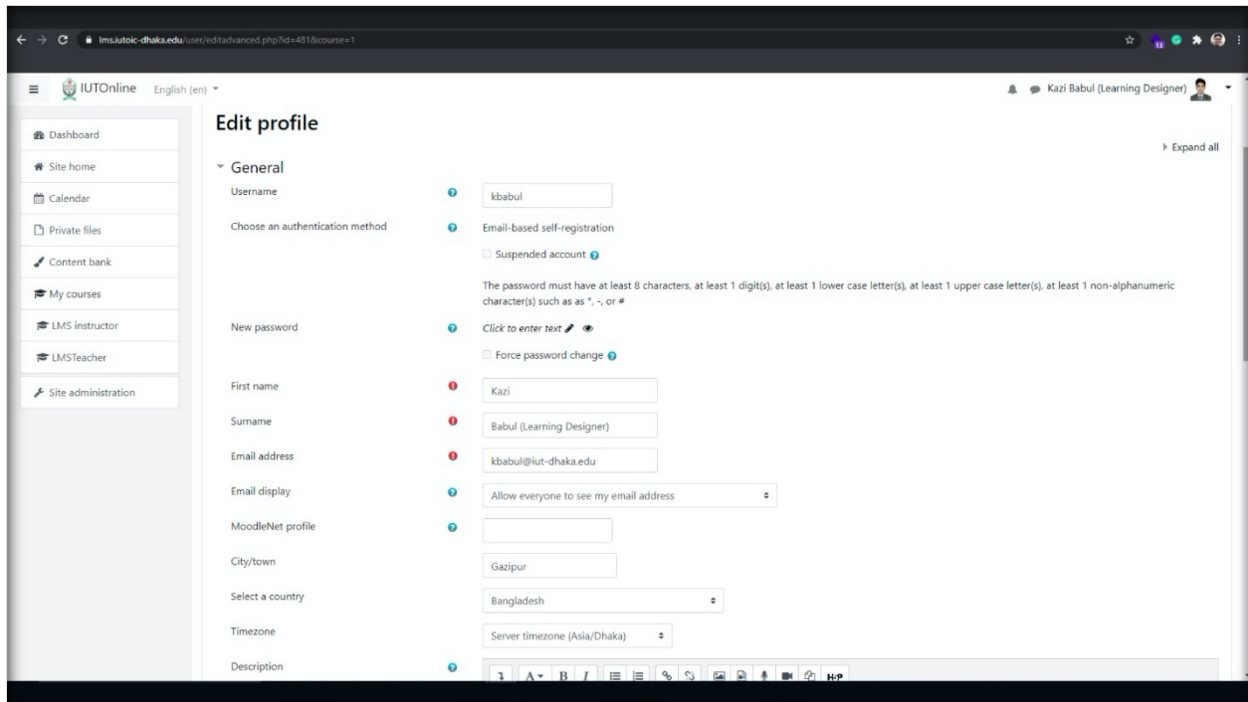


Figure 5: Find the image that looks like above

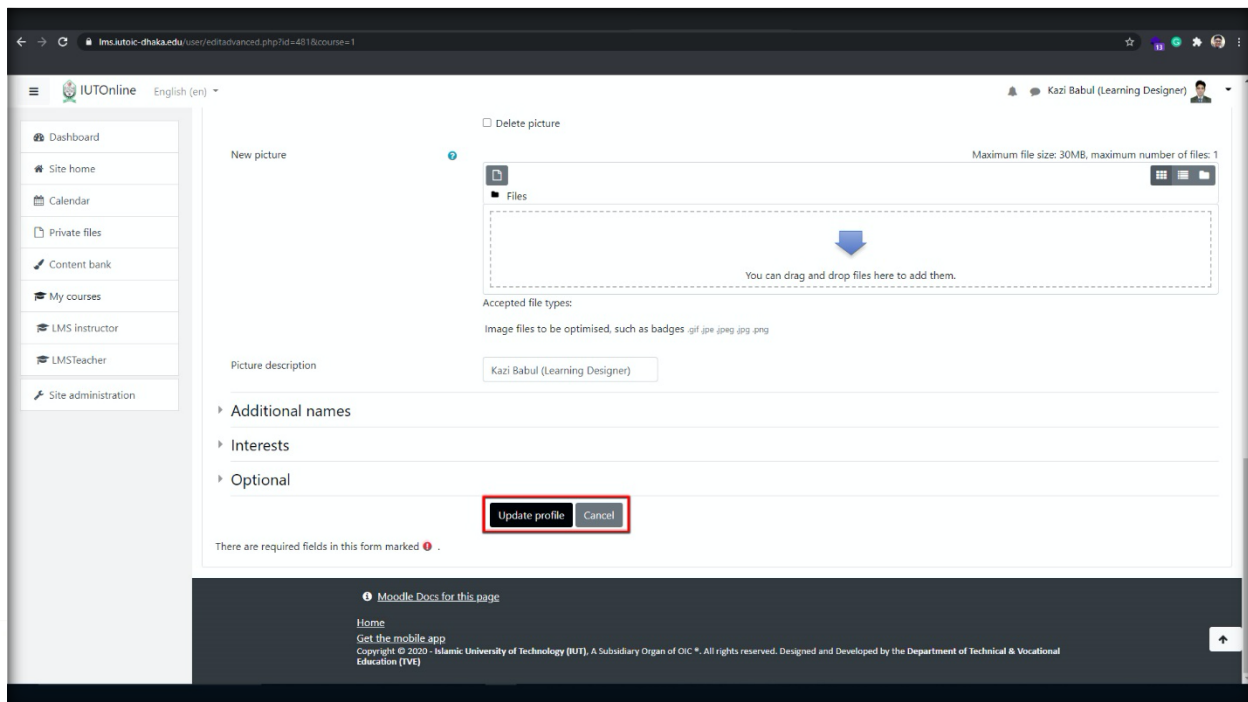


Figure 6: Find the image that looks like above

6. Uploading a profile picture

- Log in to IUT Online
- Click **Edit profile**
- Scroll down and click on **User picture** (to expand that section)
- Next to New picture, click on the add file button
- Click on **Upload a file**
- Click on **Choose File**, then select picture, and click **Open**
- Click **Upload this file**
- Press **Update profile**
- You can also drag and drop files to add picture

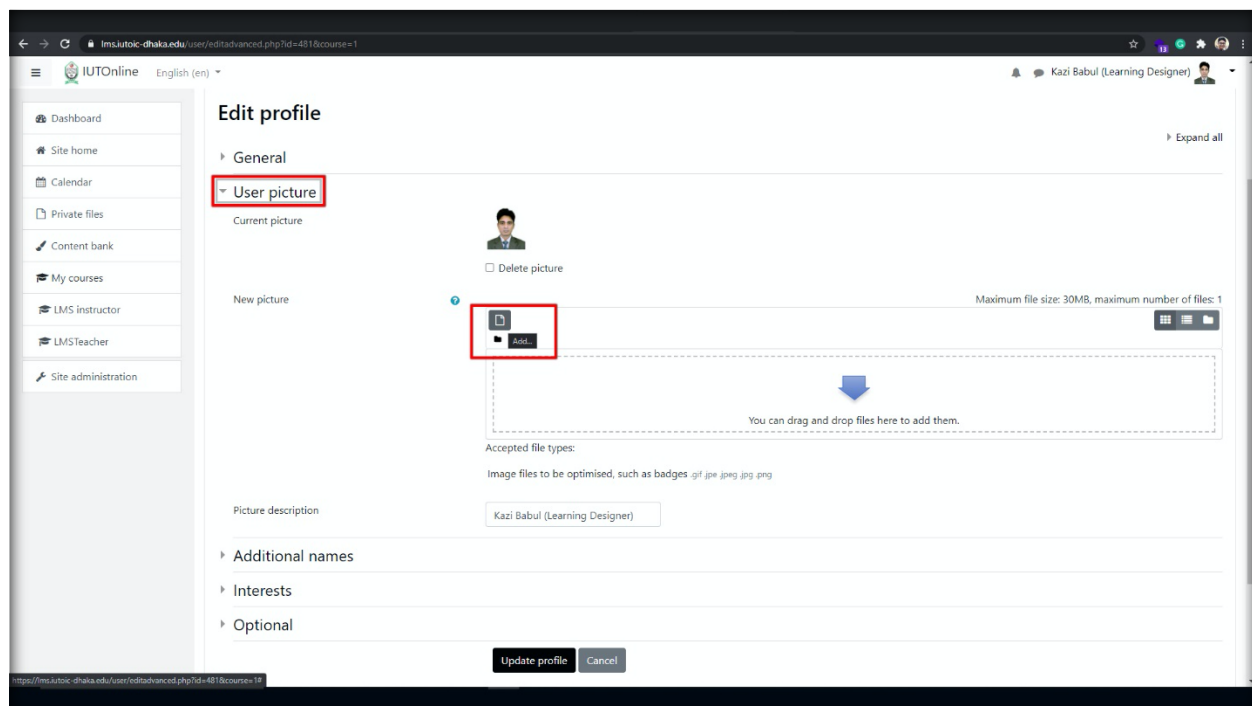


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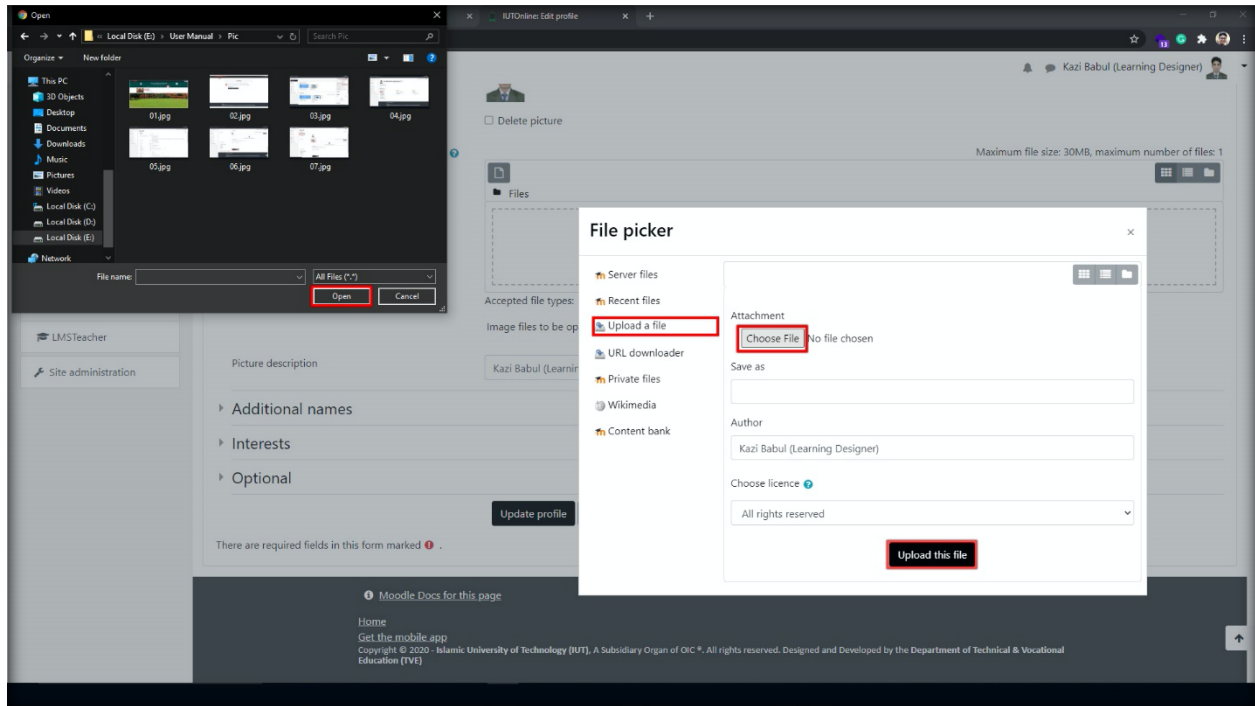


Figure 8: Find the image that looks like above

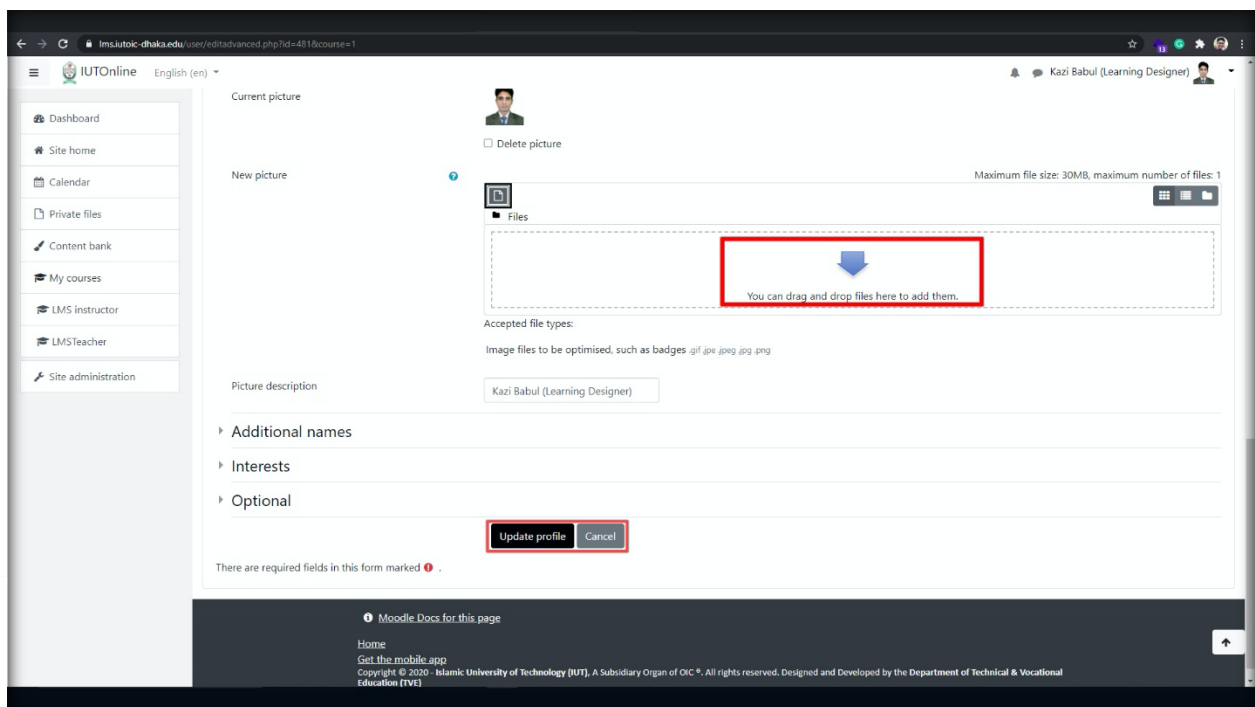


Figure 9: Find the image that looks like above

7. Locate a Course (Dashboard)

You may locate a course from Dashboard.

About the Dashboard

The Dashboard is a customisable page for providing users with details of their progress and upcoming deadlines. In the centre is the Course overview block which allows students and teachers to easily track required activities and filter courses.

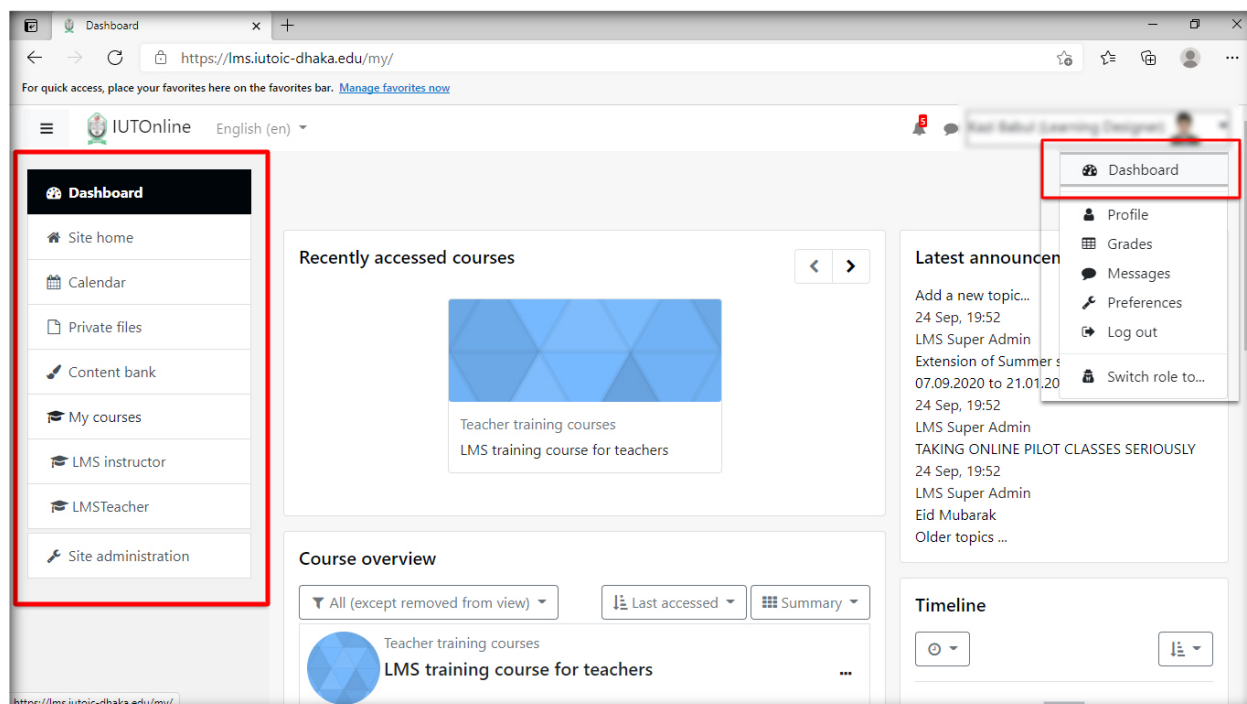


Figure 10: Courses on a dashboard

8. Course Set Up

A course is a space on an IUT Online site where teachers can add learning materials for their students. A teacher may have more than one course and a course may include more than one teacher and more than one group of learners.

A course can display its materials in a number of ways or 'formats', for example in weekly sections or named topic sections. You can show all the sections at once or just reveal one at a time.

Course sections may be renamed by turning on the editing and clicking the configuration icon underneath the section name. Sections may also be moved by drag and drop and sections added or removed by clicking the + or - underneath the bottom section.

You can also add elements, known as 'blocks', to the right, left or both sides of your central learning area, depending on your theme.

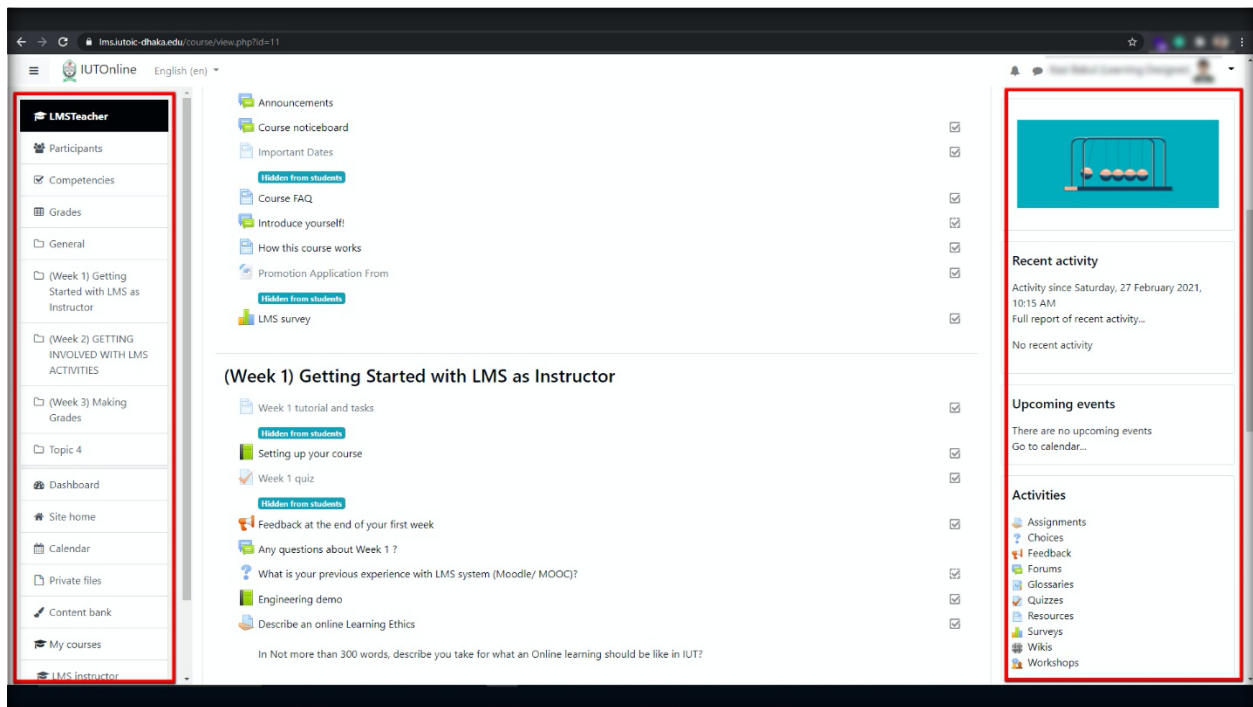


Figure 11: Example of an IUT Online course with a Navigation block and Administration block

9. Course Enrolment

Before a learner can access your course, they must first be authenticated on the site and that is the responsibility of the site administrator. There are several enrolment methods available to a teacher, depends on the site administrator.

- The admin might enroll students into course automatically, or
- The teacher might be able to let students enroll themselves.

Depending on the theme used, this can be done either by clicking

- The gear menu in the nav drawer link Participants, or
- By clicking Enrolled users from the Users link in the Course administration block.

This is the Manual enrolment method. Other options can be seen in the Enrolment methods link and include Self enrolment and Guest access.

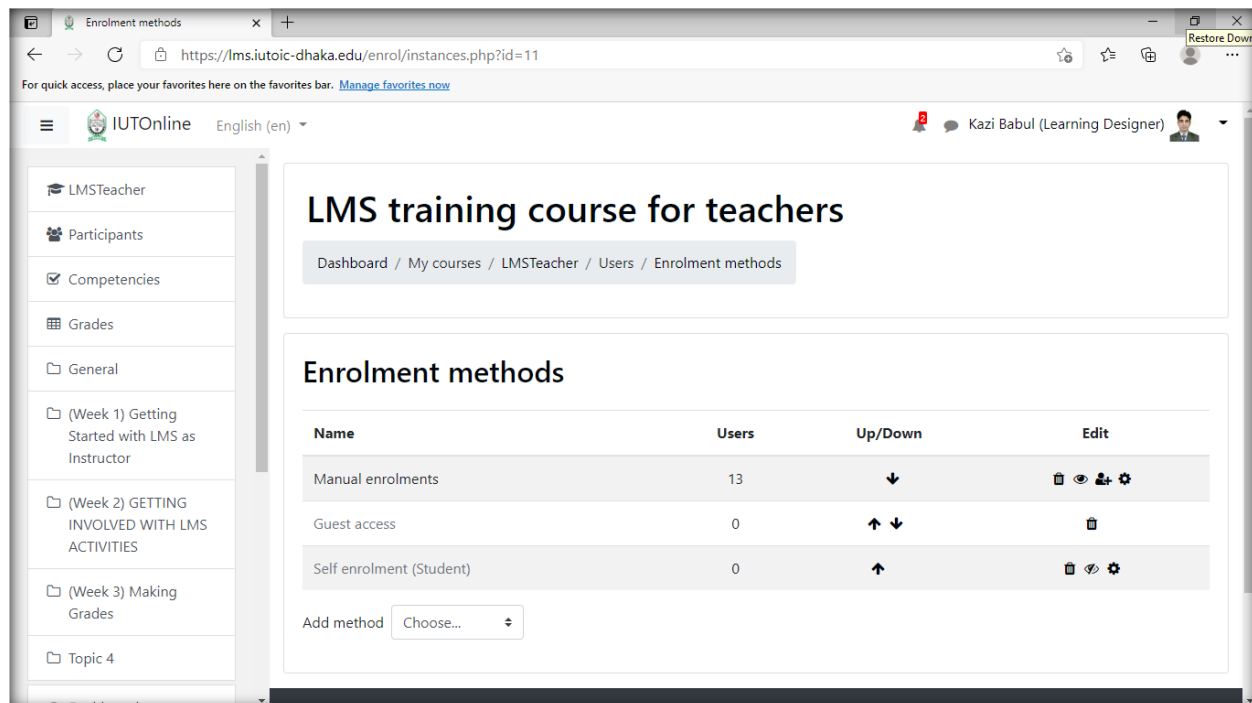


Figure 12: Enrolment methods

Direction: Log in your account > Click on a course > Click on Participants; (from the gear menu in the nav drawer) > From Course Administration block, click Settings Menu then Enrolment methods.

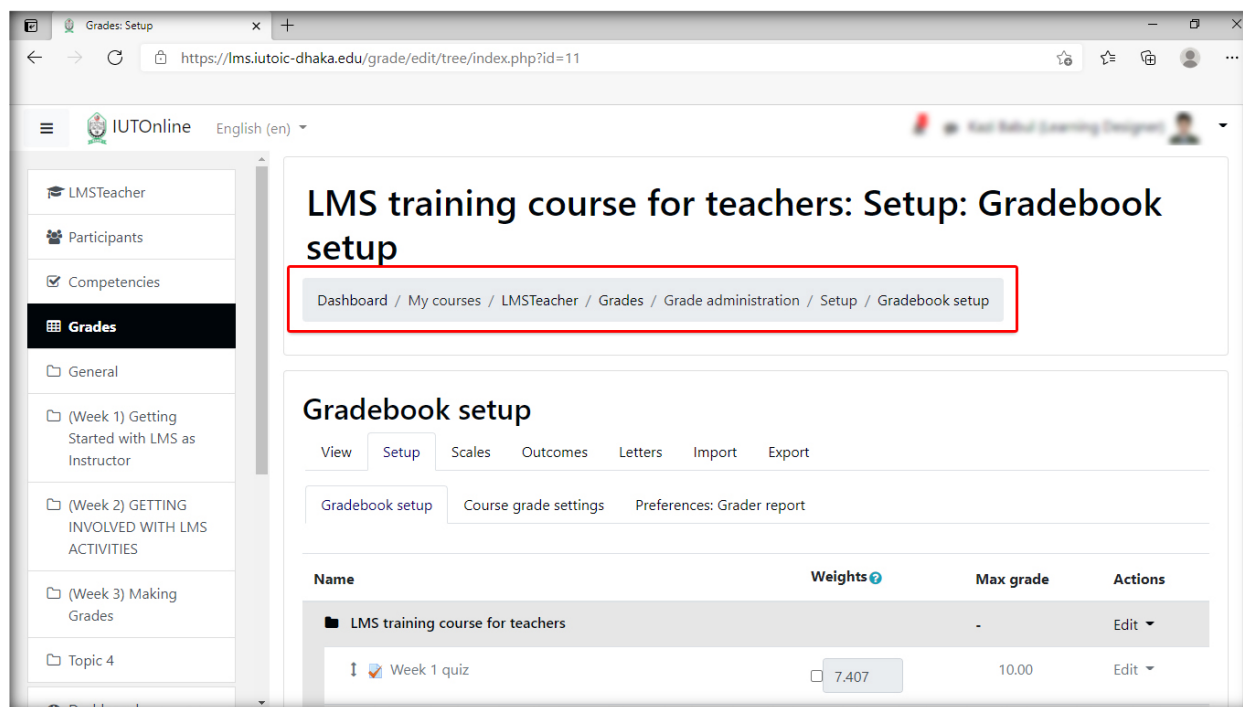
Note: Guests can only view the course and its resources; they cannot participate in any activities. An enrolment key may be set if Self enrolment is enabled so that only students with the key can enter. The screencast Enrolling learners gives more information on course enrolment. If your course looks different, watch this earlier screencast on Enrolling learners.

10. Grading

Every course has its own Gradebook which can record scores from

- Assignments;
- Quizzes;
- Peer assessment workshops;
- 'branching' lessons;
- SCORM activities, and;
- LTI learning resources.

Other activities such as forums, databases and glossaries can have ratings enabled which will also then be reflected in the gradebook. Grade items can be manually created from *Course administration > Grades > Set up > Categories and items* and it is also possible to import and export grades.



LMS training course for teachers: Setup: Gradebook setup

Dashboard / My courses / LMSTeacher / Grades / Grade administration / Setup / Gradebook setup

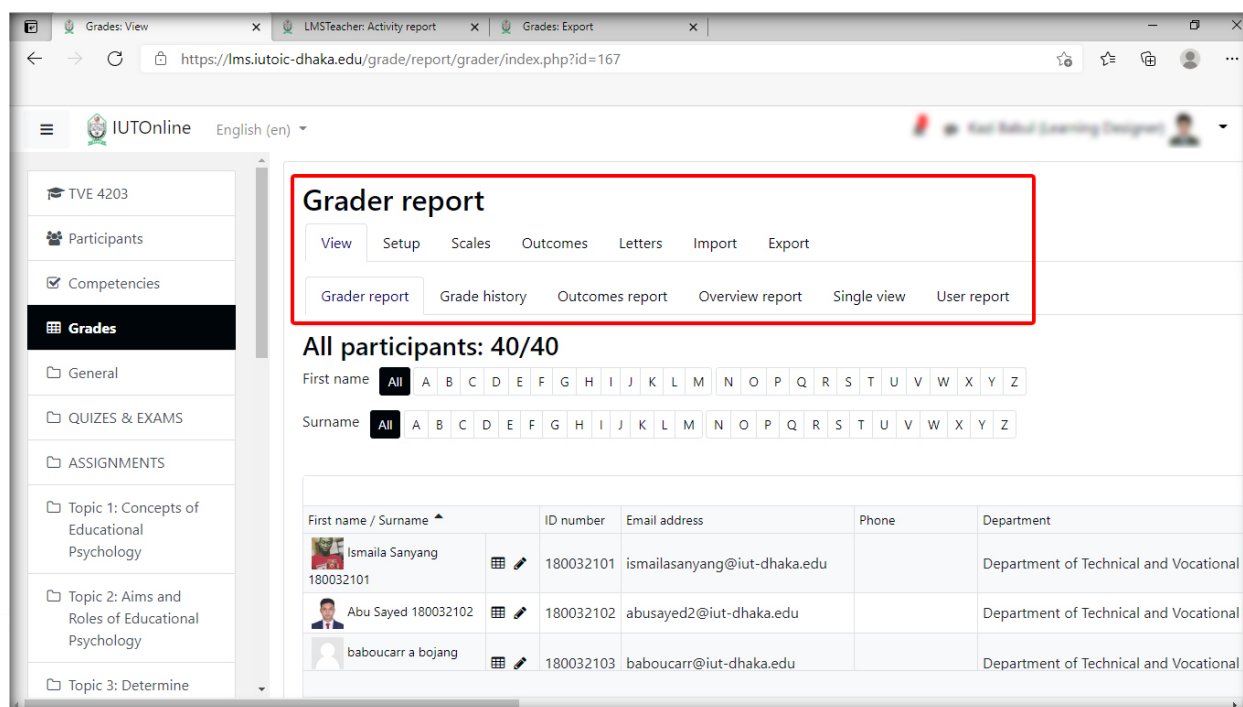
Gradebook setup

View Setup Scales Outcomes Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

Name	Weights	Max grade	Actions
LMS training course for teachers		-	Edit
Week 1 quiz	7.407	10.00	Edit

Figure 13: Gradebook setup



Grader report

View Setup Scales Outcomes Letters Import Export

Grader report Grade history Outcomes report Overview report Single view User report

All participants: 40/40

First name All 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

Surname All 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

First name / Surname	ID number	Email address	Phone	Department
Ismaila Sanyang 180032101	180032101	ismailasanyang@iut-dhaka.edu		Department of Technical and Vocational
Abu Sayed 180032102	180032102	abusayed2@iut-dhaka.edu		Department of Technical and Vocational
baboucarr a bojang	180032103	baboucarr@iut-dhaka.edu		Department of Technical and Vocational

Figure 14: Grader report

11. Tracking Progress

If Activity completion tracking has been enabled for the site and in *Course administration > Edit settings*, you can then set completion conditions in activity settings. A checkbox will appear next to the activity and a student may either be allowed to tick it manually, or a tick will display once criteria for that particular activity have been met. This feature can be combined with Course completion so that when certain activities have been completed and/or grades obtained, the course itself is marked complete. Badges can also be issued, manually or based on completion criteria to act as a motivator and record of course progress.

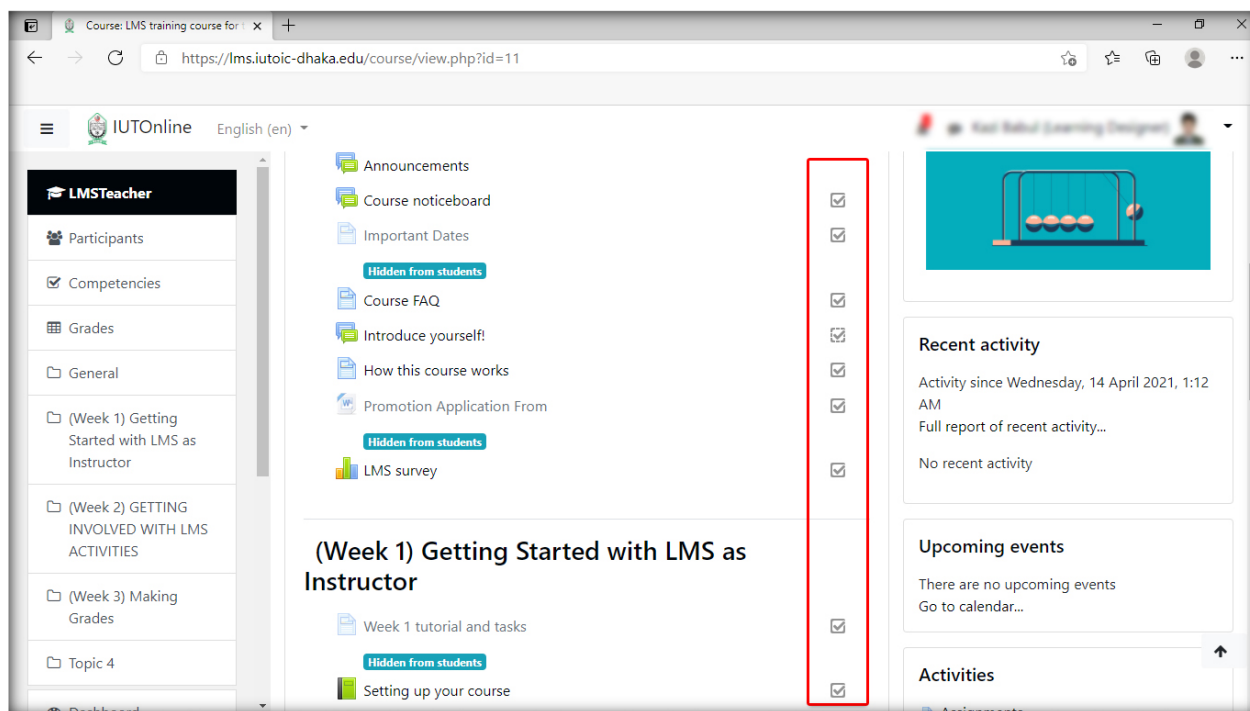


Figure 15: Completion box - Student view

12. Restricting Access

A course can be set to display everything to everyone all the time, or it can be very restrictive, displaying certain items at certain times, to certain groups or based on performance in previous tasks. Course items and sections may be manually hidden using the 'hide' icon when the editing is turned on. If Restrict access has been enabled by the administrator then a Restrict access section will display in each course activity and resource, allowing you to choose how and when this item will be revealed, and whether to hide it completely or show it greyed out with the conditions for access.

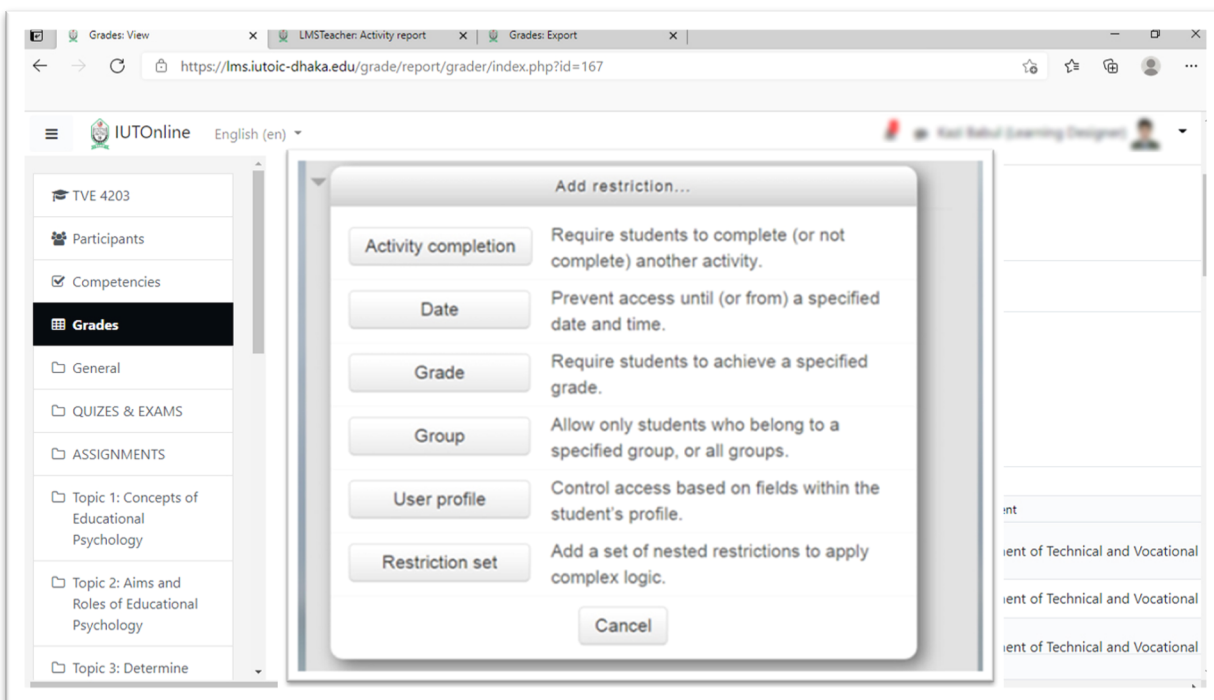


Figure 16: Options for restricting access

13. Courses

Courses are the spaces on IUT Online where teachers add learning materials and activities for their students. Courses may be created by admins, course creators or managers. Teachers can then add the content and re-organise them according to their own needs. The links below the image will provide more information about creating, organising and managing courses.

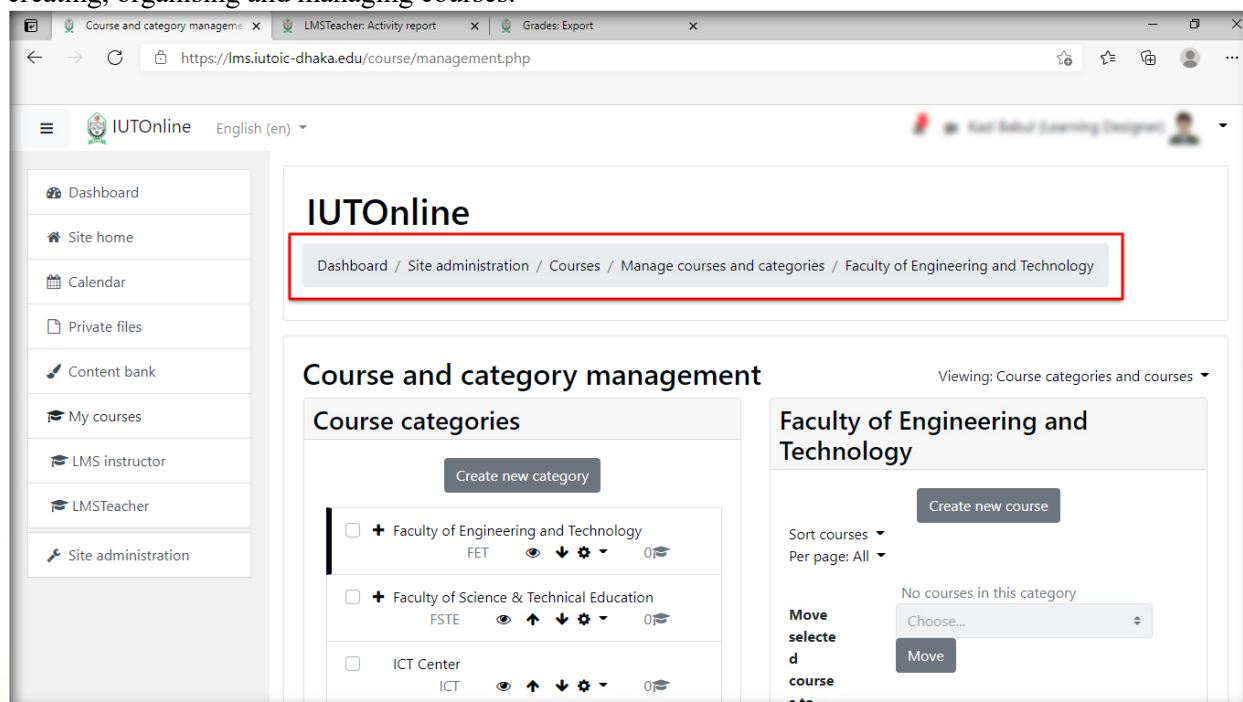


Figure 17: Creating course & course category

14. Adding a Course

By default, a regular teacher can't add a new course. To add a new course to IUT Online, you need to have either Administrator, Course Creator or Manager rights. To add a course: From the Site administration link, click Courses > Manage courses and categories.

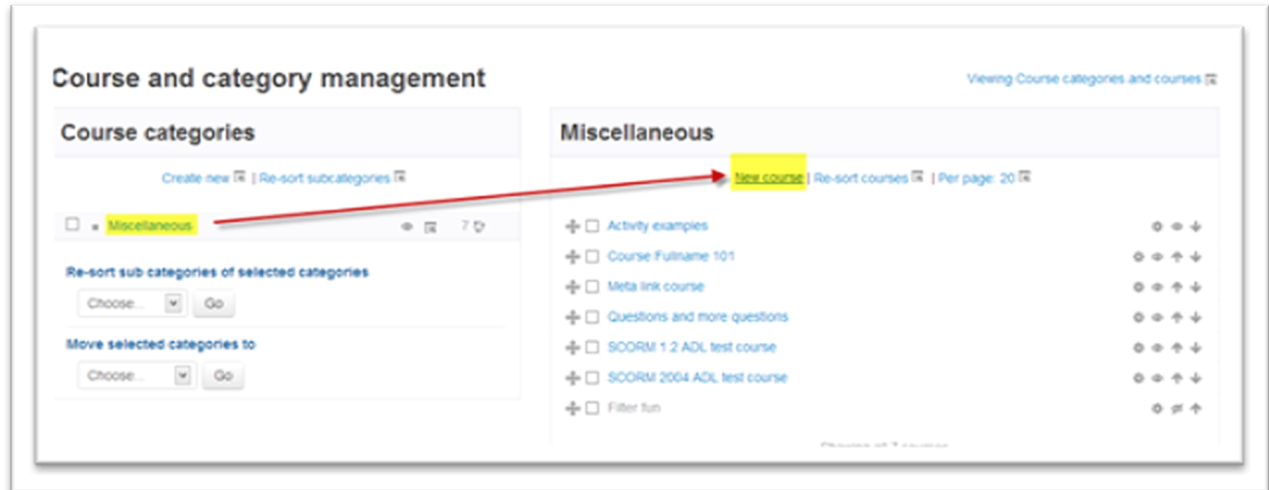
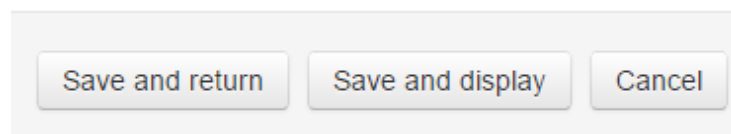


Figure 18: Adding courses

Click New course in the category page on the right. Click on the category where you want your course to be. For more information see Course categories Click the "New course" link Enter the course settings, and then choose either to "Save and return" to go back to your course, or "Save and display" to go to the next screen.



On the next screen, if you have chosen "Save and display", choose your students/teachers to assign to the course.

15. Deleting a Course

Teachers cannot delete courses. Managers can delete courses and course creators can delete courses they have created themselves, but only within 24 hours of creating the course. This is so that courses created by mistake may be deleted without needing to ask an administrator. Administrators can always delete courses. To delete a course (as an admin or manager):

- From the Site administration link, click Courses > Manage courses and categories
- Click the course's category and click the course in the screen on the right.
- Click the Delete link.

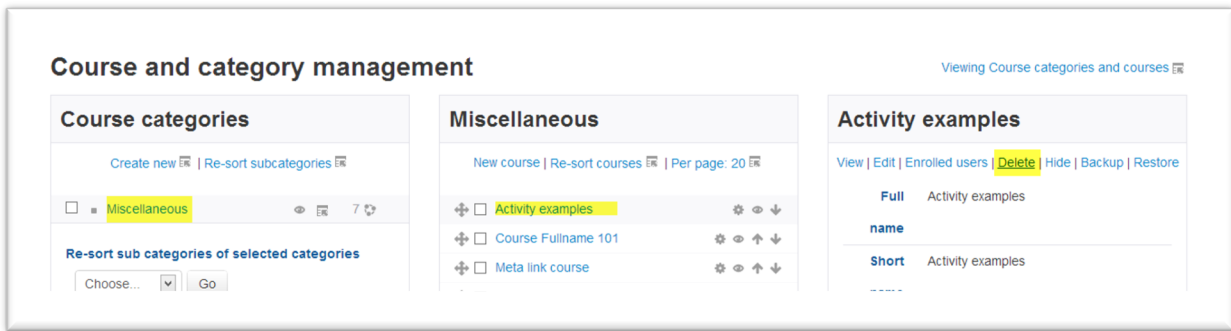


Figure 19: Deleting a course

You can delete multiple courses by:

- Creating a new (temporary) category. You can name it "To be deleted".
- Select and **move** the "About to be deleted" courses to that category ("To be deleted").
- Delete the category ("To be deleted") and choose "Delete ALL - cannot be undone".

There is no user interface for course creators to delete courses they have created; however, they can do so by editing the URL of the course from <http://yourmoodlesite.net/course/view.php?id=N> to <http://yourmoodlesite.net/course/delete.php?id=N> (replacing 'view' with 'delete').

16. Sorting Courses

Courses may be sorted by an admin or manager from Administration > Site administration > Courses > Manage courses and categories. Courses may be sorted by ascending/descending and by time created.

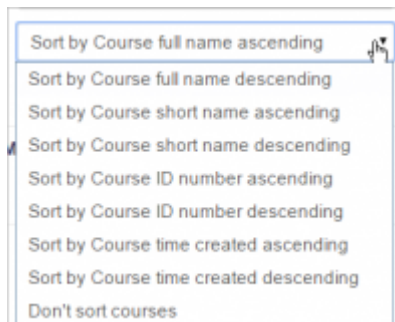


Figure 20: Deleting a course

17. Bulk Course Creation

For full details on how to bulk create courses and use course templates, see Upload courses.

- Go to *Administration > Site Administration > Courses > Upload courses*.
- Upload a CSV file either by dragging and dropping or using the button to select from the File picker.
- Select your import options and click Preview. If the settings are acceptable, click Upload.

18. Upload Courses

In addition to creating new courses, the upload courses functionality may also be used to update or delete courses, or import content from another course. For information on using this functionality to create course templates, see Adding a new course.

To upload one or more courses

- Go to *Administration > Site administration > Courses > Restore course*
- Either drag and drop the CSV file or click the 'Choose a file' button and select the file in the file picker
- Select appropriate import options carefully, then click the preview button.

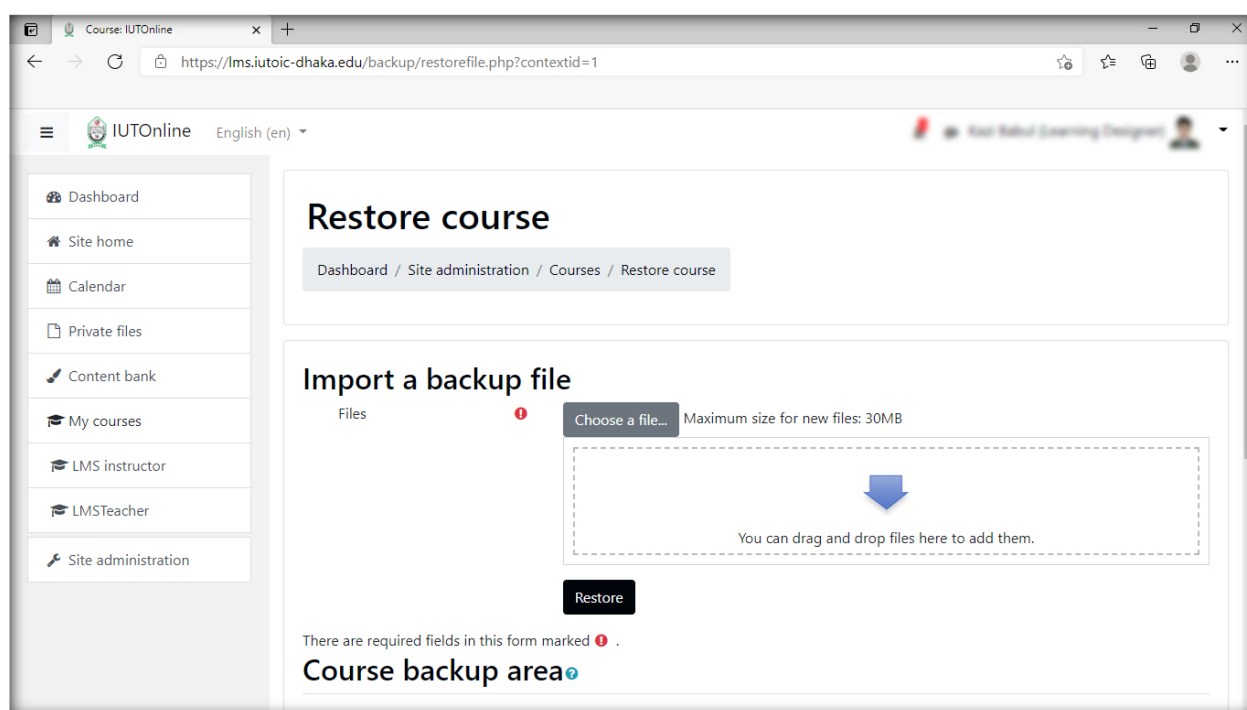
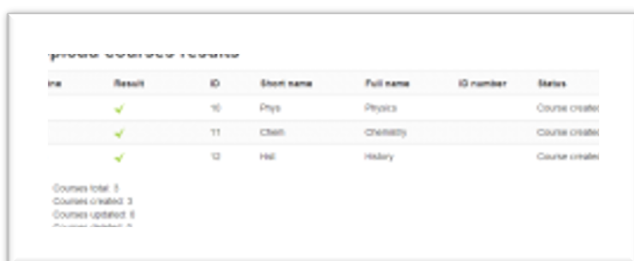


Figure 21: Upload courses admin screen



ID	Result	ID	Short name	Full name	ID number	Status
10	✓	10	Phys	Physics		Course created
11	✓	11	Chem	Chemistry		Course created
12	✓	12	Hist	History		Course created

Courses total: 3
Courses created: 3
Courses updated: 0

Figure 22: Courses successfully uploaded

Note: It is also possible to use the command-line tool `admin/tool/uploadcourse/cli/uploadcourse.php`.

When using the web interface, use the *Preview* option to see if any errors were detected in the previewed rows. If you proceed with the upload and there was something wrong detected with a course, it will be ignored.

19. Course Categories

Course categories organize courses for all IUT Online site participants. The default course category on a new IUT Online site is "Miscellaneous" (although this can be renamed). A Course creator, Administrator or Manager can put all courses in the Miscellaneous category. However, teachers and students will find it easier to find their classes if they are organized in descriptive categories.

20. Adding a Category

Most people organize their courses by department and college or by topic. Be sure to test the organizational scheme with a few users before entering a large number of courses, to save time in moving them later.

Adding categories is very simple:

- Go to *Administration > Site administration > Courses > Add a category*
- Complete the details required and click 'Create category.'
- Alternatively, you can go to *Administration>Site administration>Courses>Manage courses and categories* and click the link 'Create new category'.
- If you are on the category page (or you only have Manager rights at a Course Category level), click the 'Manage courses' button at the top-right of the page and then click the link 'Create new category'.

If the category is visible, the course category description will be displayed to users when they enter the category, above the list of courses.

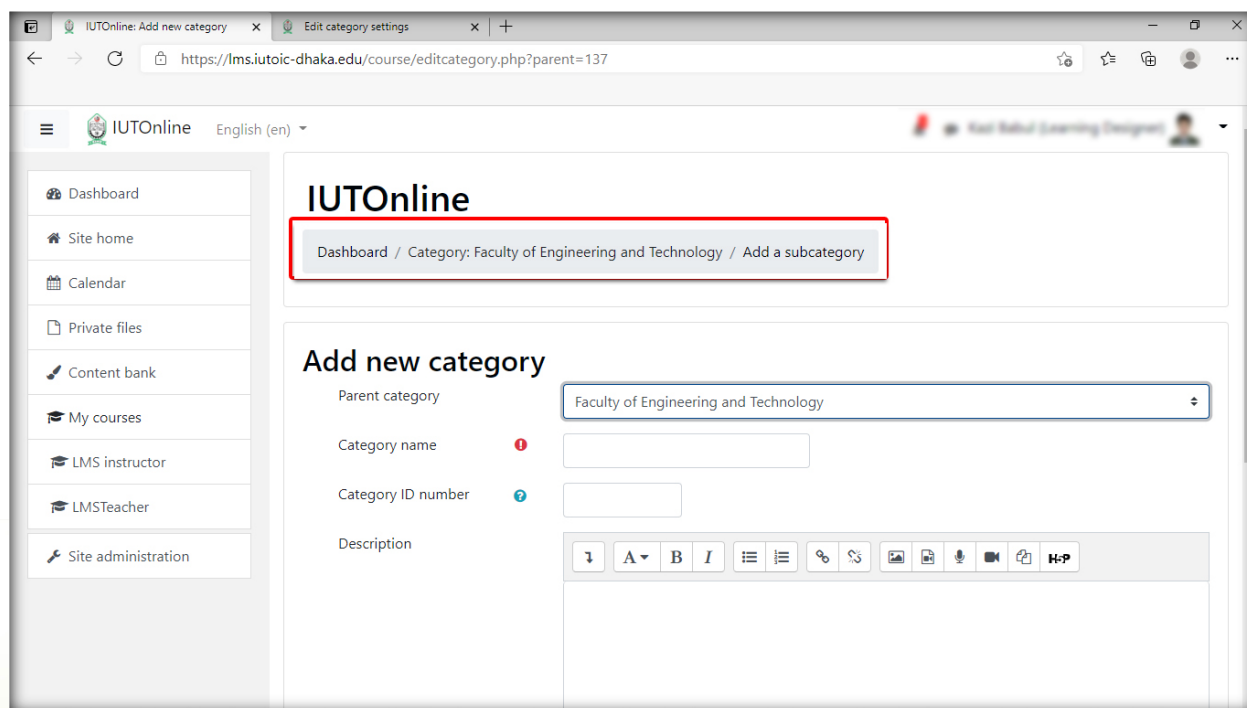


Figure 23: Adding a new course category

21. Editing or Moving a Category

- You can edit the details of a course category by clicking the actions icon next to its name in *Administration>Site administration>Courses>Manage courses and categories*. and selecting 'Edit'.
- You can move categories up or down by clicking the up/down arrow next to the category you wish to move. You can bulk move categories by checking the box to the left of their name and then by selecting from the dropdown 'Move selected categories to'

22. Adding Sub-Categories

- Sometimes it might be useful to have a sub-category of a course. For example, you might have a category "Science" and wish to have sub-categories "Biology", "Chemistry" and "Physics".
- You can make one category a subcategory of another by checking the box to the left of its name and then by selecting from the drop down menu 'Move selected categories to' You can create a new, empty sub-category by clicking the actions icon next to its name in *Administration>Site administration>Courses>Manage courses and categories*. and selecting 'Create new subcategory.'

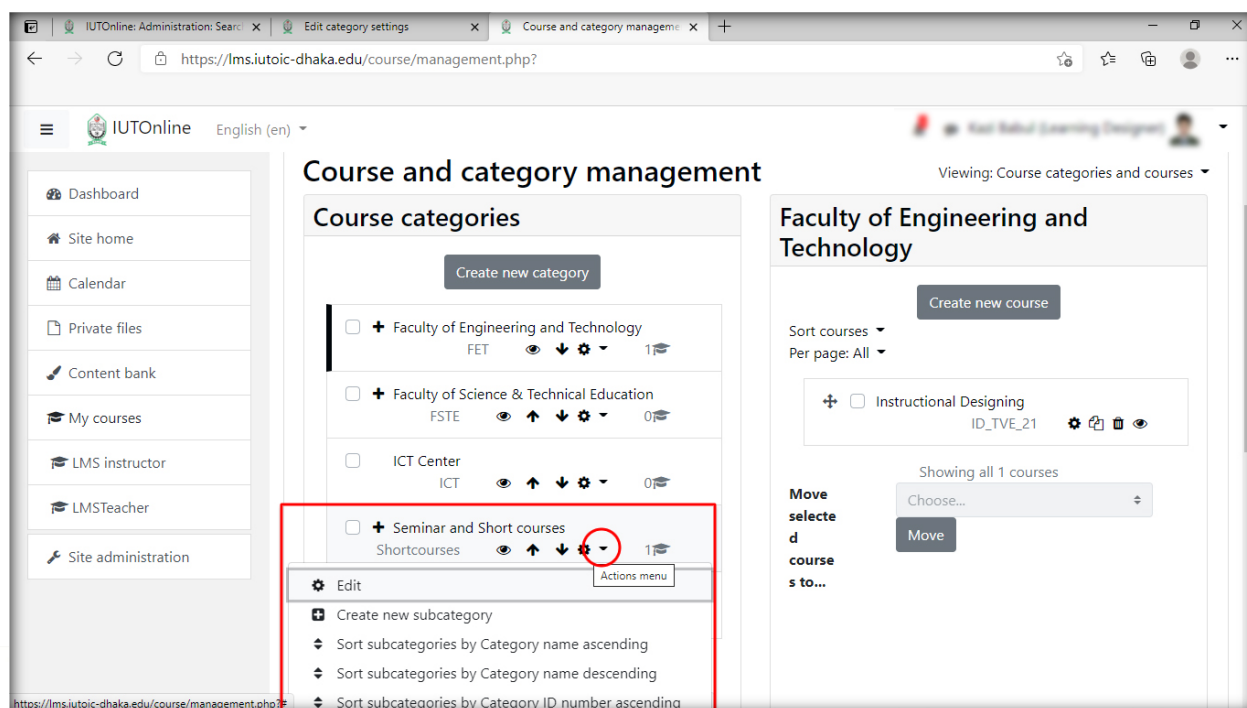


Figure 24: Adding a new course category

23. Course Settings

A teacher, or other user with the update course settings capability, can change course settings in *Administration > Course administration > Edit settings*.

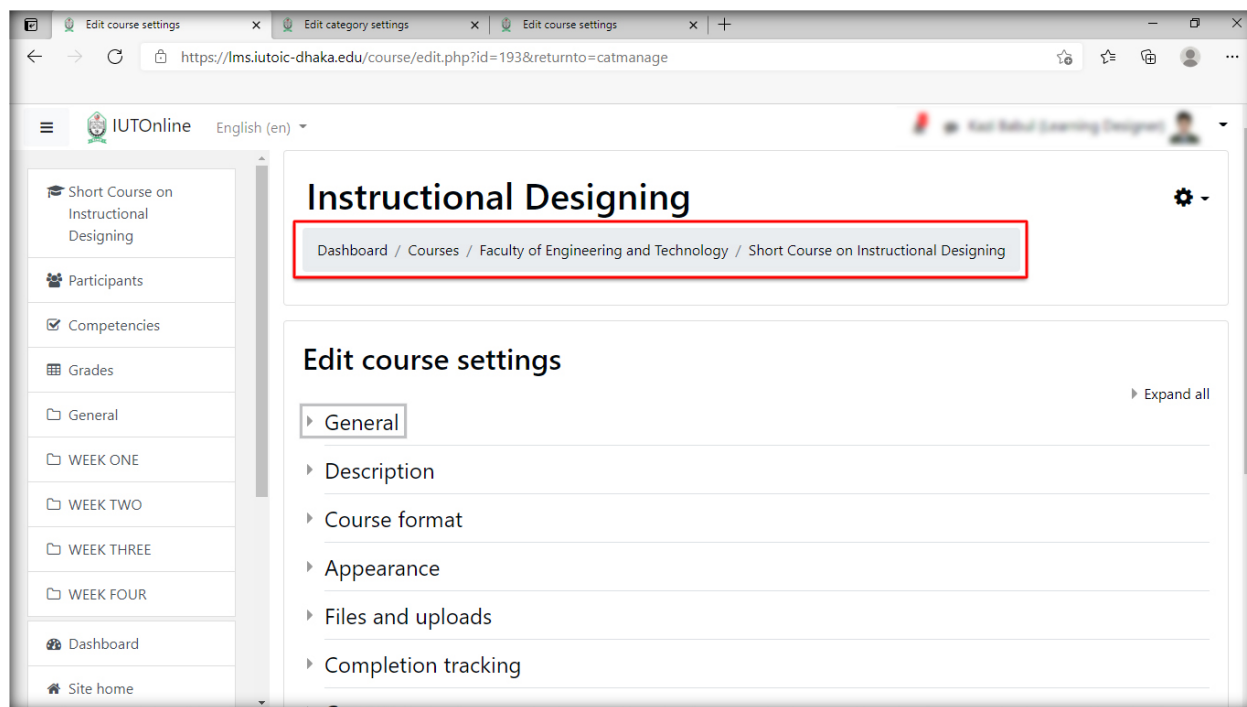


Figure 25: Edit course settings

24. Course Start Date

This setting affects the display of logs and the weekly format topic dates.

If you use the "Weekly" course format, the start date will appear in the first section of the course.

For example, selecting 27 July, will display "27 July - 2 August" in the first section (when default display is selected for that section).

This setting will have an effect on the display of logs. This will be the earliest possible date the log activity will display. This setting will **not** affect courses using the 'social' or 'topics' formats.

25. Course End Date

The course end date is used for determining whether a course should be included in a user's list of courses. When the end date is past, the course is no longer listed in the navigation block / drawer and is listed as past in the Course overview on students' dashboards.

The course end date is also used for calculating the retention period before data is deleted. It may also be used by a custom report e.g. reporting activity for the duration of a course.

Users can still enter the course after the end date; in other words, the date does not restrict access.

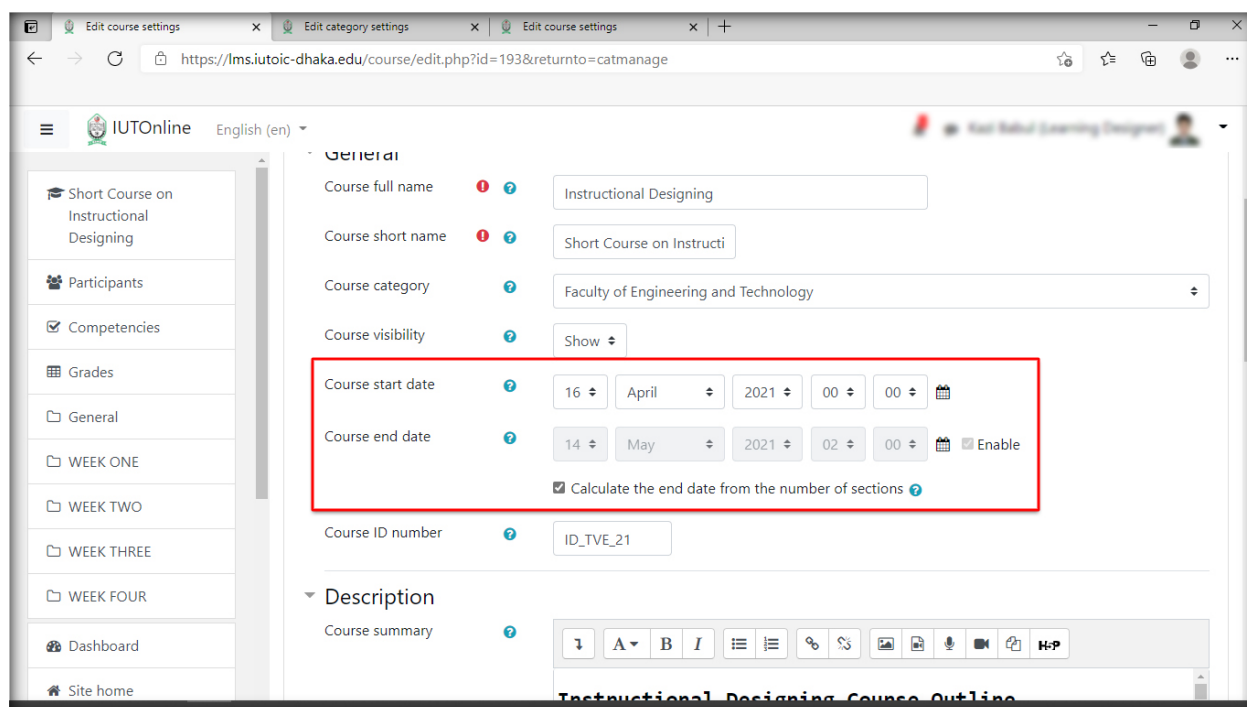


Figure 26: Course start & end date settings

26. Course Formats

A course format refers to the layout of a course. The course format can be selected in *Administration > Course administration > Edit settings*.

An administrator can enable, disable or delete course formats for courses in *Administration > Site administration > Plugins > Course formats > Manage course formats*. They can also change the order in which available course formats are displayed to teachers in the course settings.

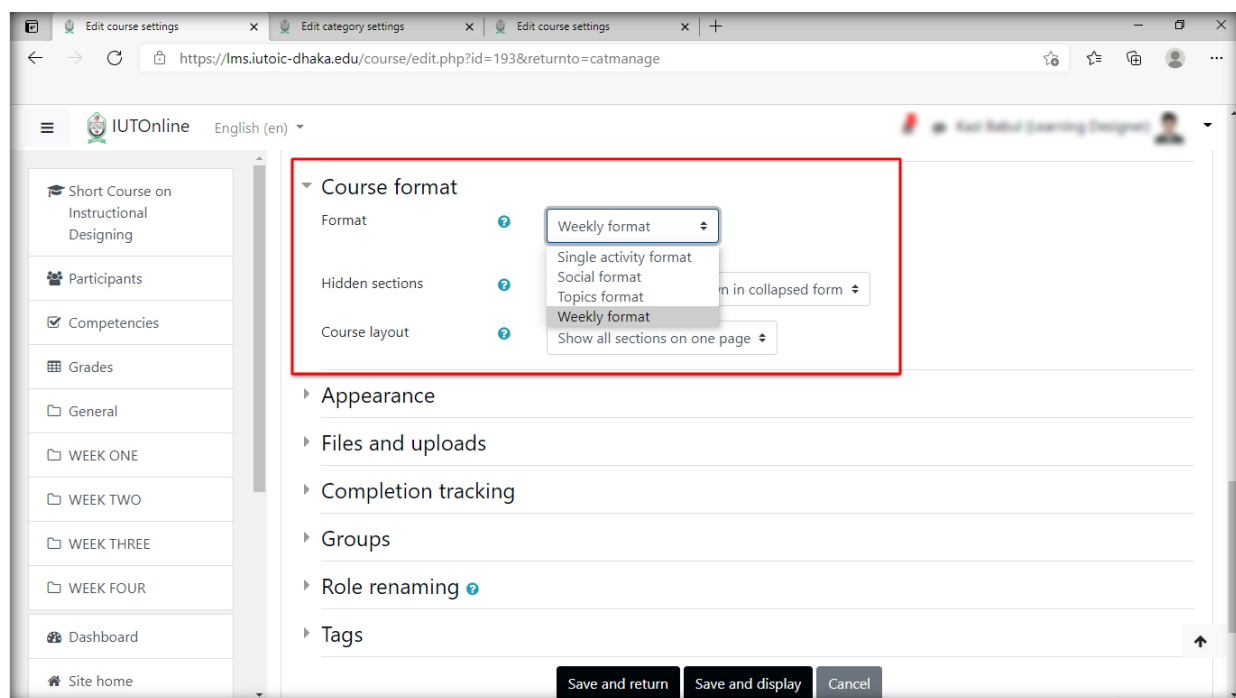


Figure 27: Manage course formats screen for admins

Standard Course Formats

(a) Weekly Format

The course is organized week by week, with each section having a date heading. Moodle will create a section for each week of your course. You can add content, forums, quizzes, and so on in the section for each week. The current week is highlighted.

TIP: If you want all your students to work on the same materials at the same time, this would be a good format to choose.

NOTE: Make sure your course start date is correct. If it is not your weeks will have the wrong date on it.

This is especially important if you are restoring a course to use with a new section of students. If you have students starting the course at different times, you can use the feature Course relative dates to display dates for each course section relative to the student's start date in the course.

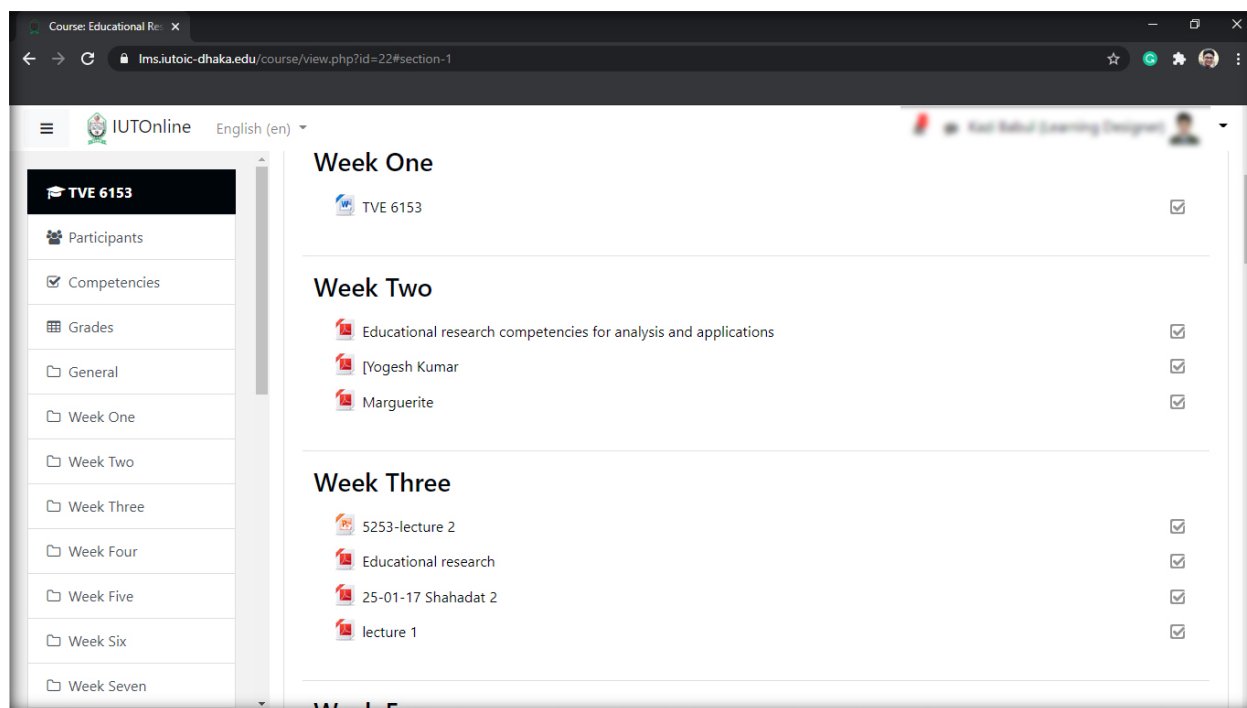


Figure 28: Weekly format example

(b) Topics Format

The course is organised into topic sections that a teacher can give titles to. Each topic section consists of activities, resources and labels. In new installations of Moodle, this is the default format.

TIP: This is great to use if your course is objective based and each objective may take different amounts of time to complete. An example of this would be scaffolding where the students are building upon the knowledge from earlier topics.

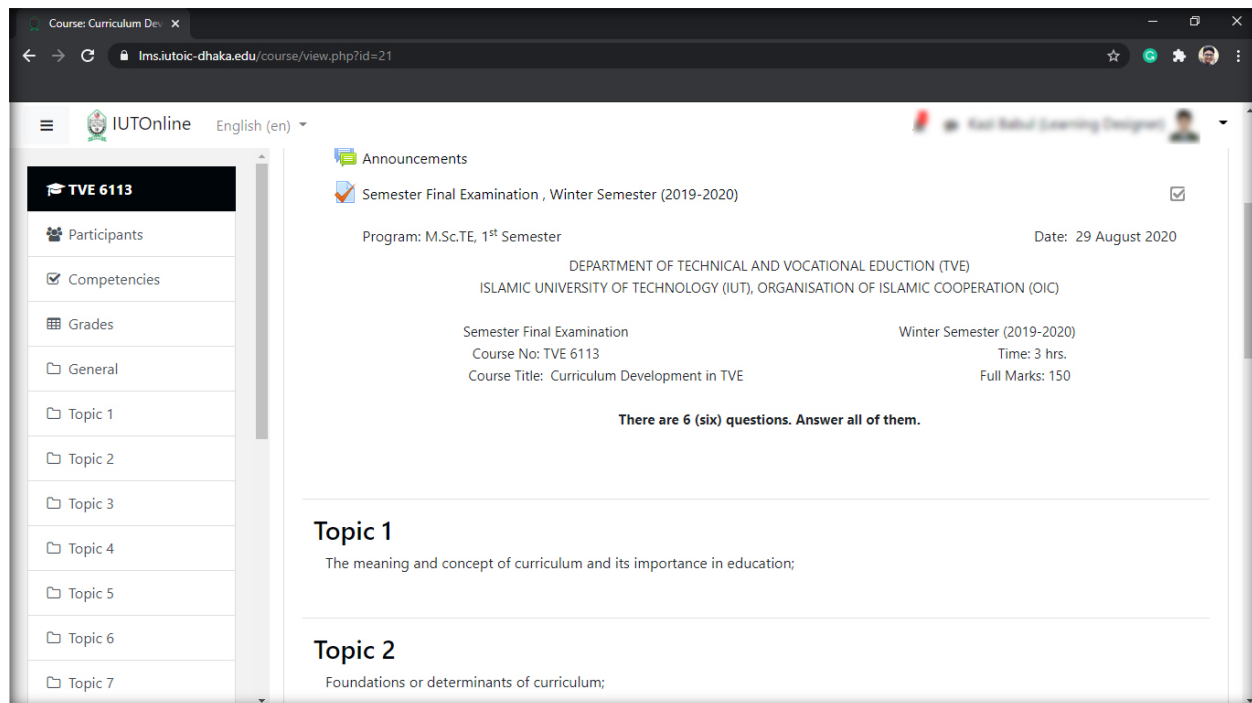


Figure 29: Topics format example

(c) Social Format

This format is oriented around one main forum, the social forum, which appears listed on the main page. It is useful for situations that are more free form. They may not even be courses.

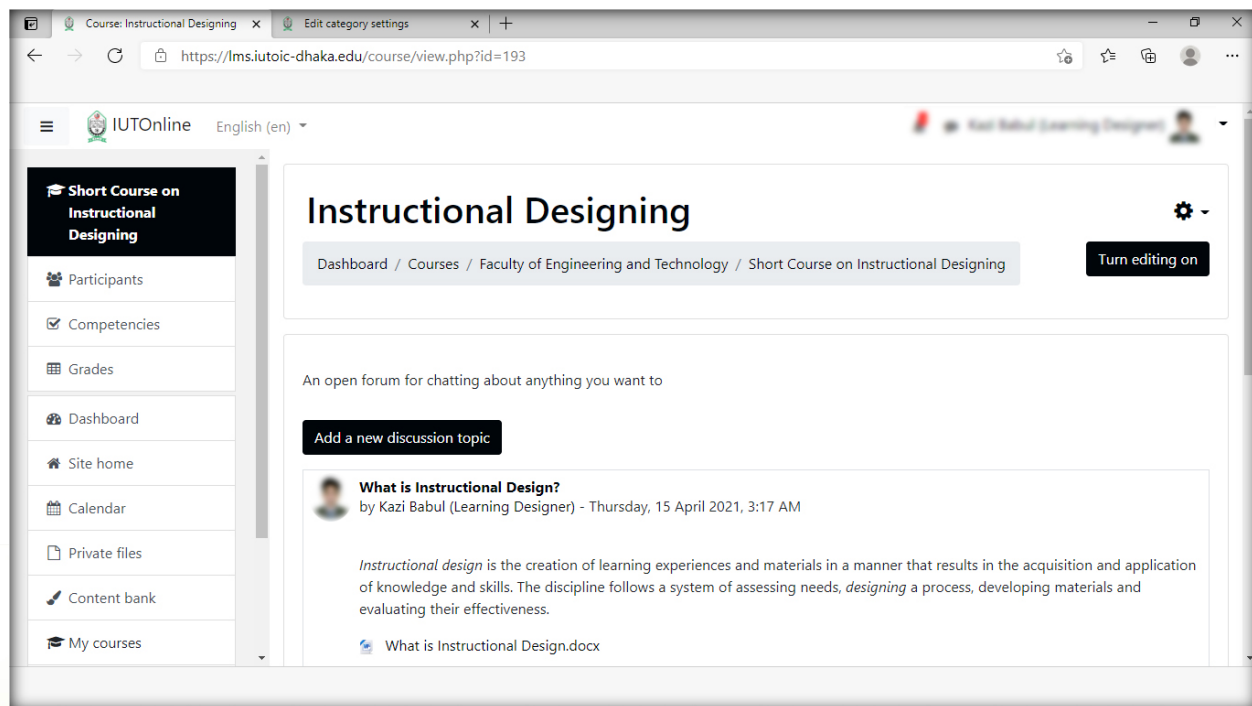
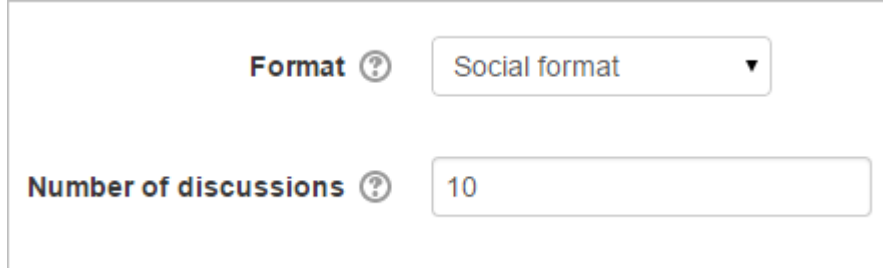


Figure 30: Social format example

When selecting the social format, it is possible to specify how many discussions you wish to display on the course page:



The social forum can be edited by clicking the 'Update this forum' button on the social forum page. The forum introduction is displayed at the top of the course page. Activities and resources can be added on the side by using the Social activities block.

(d) Single Activity Format

The single activity format only has 1 section, and allows the teacher to add one activity only to the course. When the single activity format is selected, a drop-down menu appears for the teacher to choose the activity they wish to use. See the "See also" section below for a screencast and working example of the single activity course format.

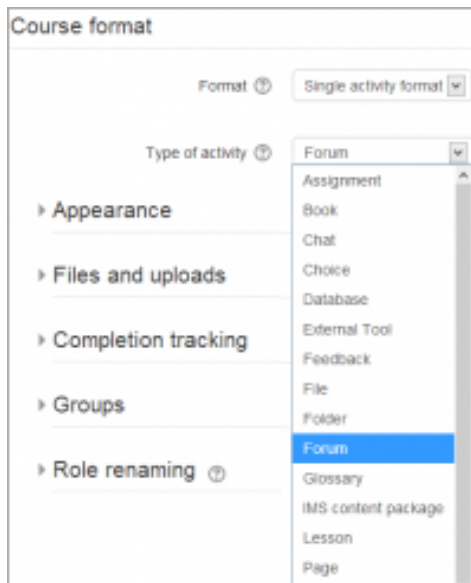


Figure 31: Selecting the Single activity format

27. Customizing Teacher Profile

Teacher profile is available to your learners and colleagues, so it's a good opportunity to introduce yourself, prove that you're a human being and not a chatbot, and earn some trust from the students.

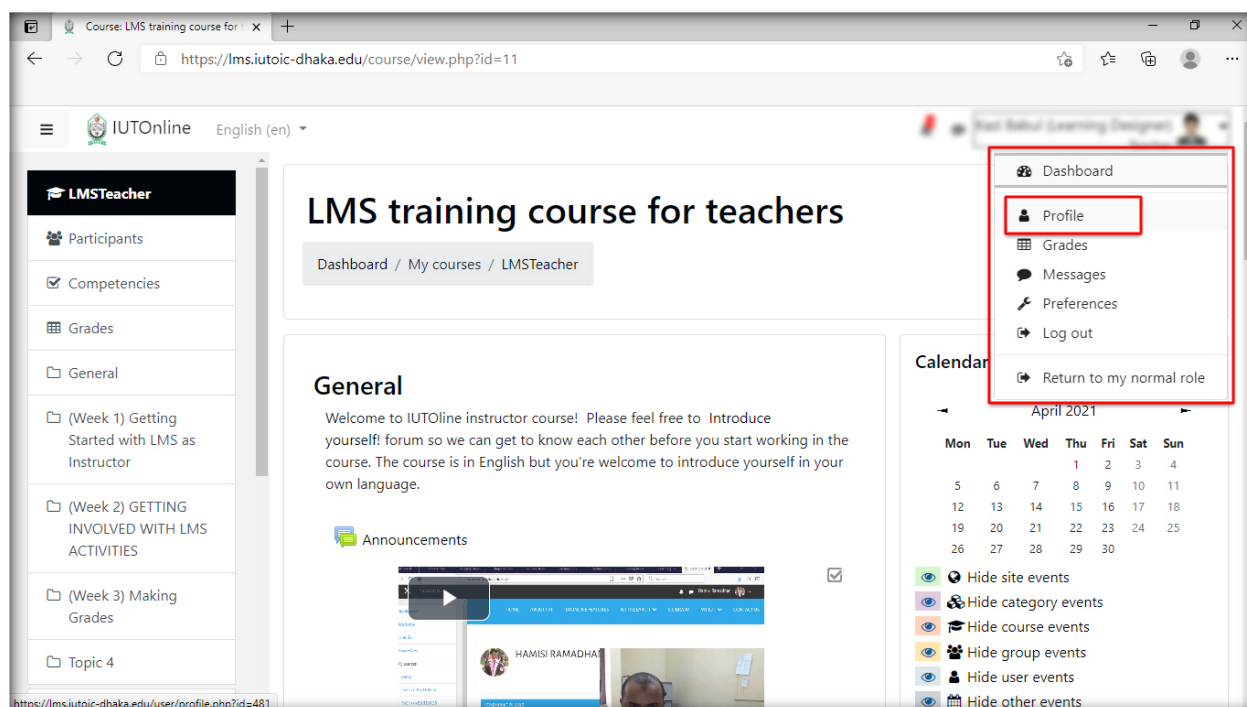


Figure 32: Customizing Teacher Profile

After clicking **Profile** in the upper right corner, you'll get to your personal page where you can edit personal information, add a photo, and create an introduction. Click **Edit profile** to do this.

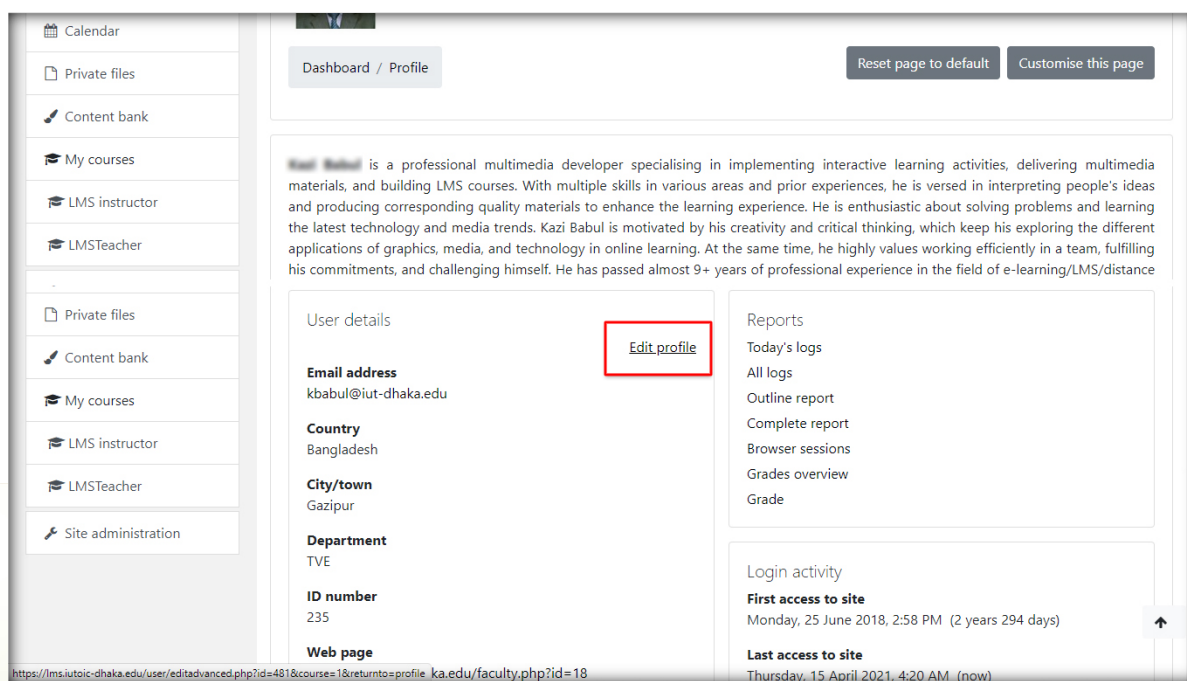


Figure 33: Edit teacher profile

There, you can enter some text about yourself (or record a video introduction, if you like), place a photo, and leave additional contact information.

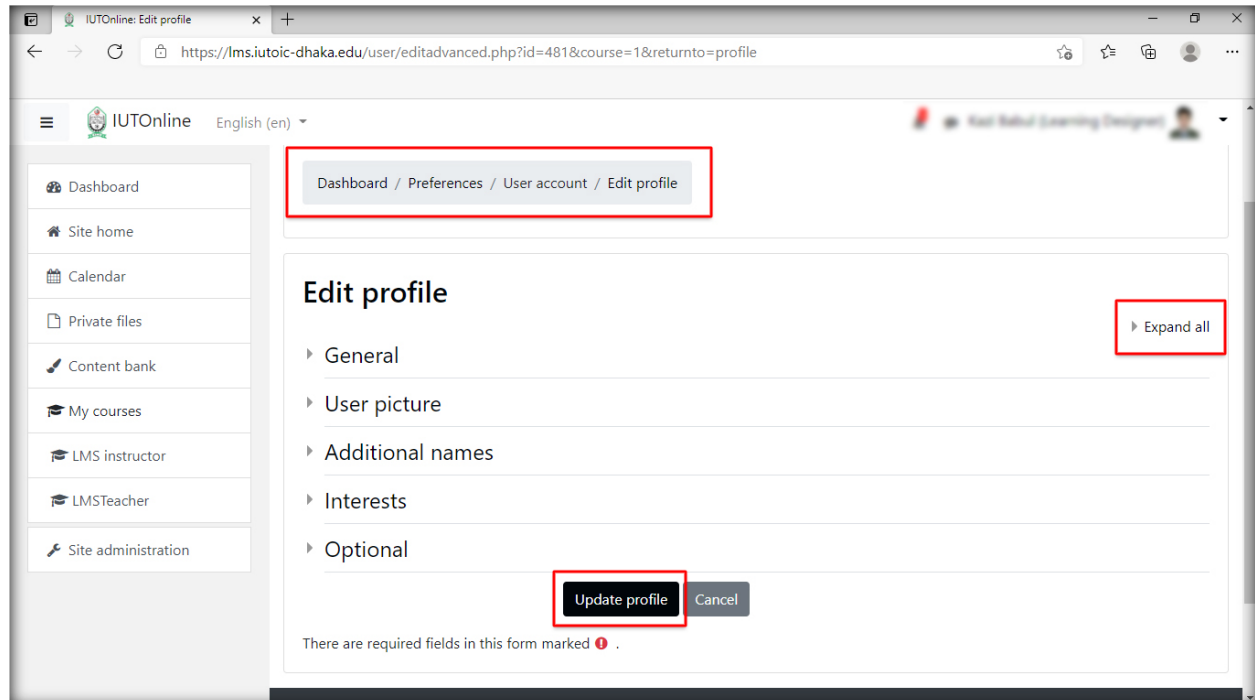


Figure 34: Teacher profile updating

28. Adding Activities & Resources

In IUT Online language, activities are the ways students interact with a course. Quizzes, glossaries, forums, and assignments are all generally called ‘activities.’

Resources are items that you can use to augment training. They can be documents or presentations, or even an external web page such as a certain video from YouTube.

To add an activity or a resource, turn on the editing mode by clicking the gear icon in the upper right. When editing is enabled, there’s a + **Add an activity or resource** icon after each section of a course. Click it, and you’ll see a pop-up window with the list of all available options and their descriptions. There are 14 types of activities and 7 types of resources.

When you have chosen which type of activity or resource you’d like to use, click Add.

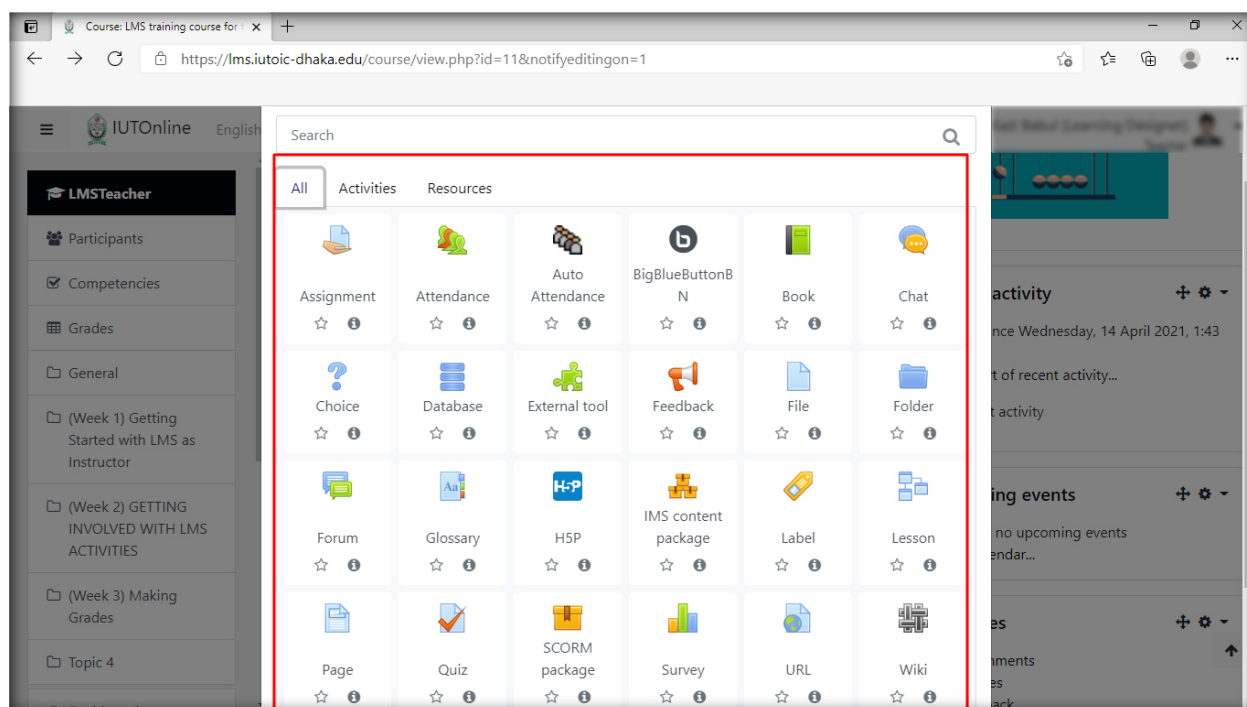


Figure 35: Adding activities & resources

29. Add a Quiz

Choose a section where you'd like to add a quiz, click + **Add an activity or resource**, and choose **Quiz** in the pop-up window. After doing this, you get a quiz settings menu.

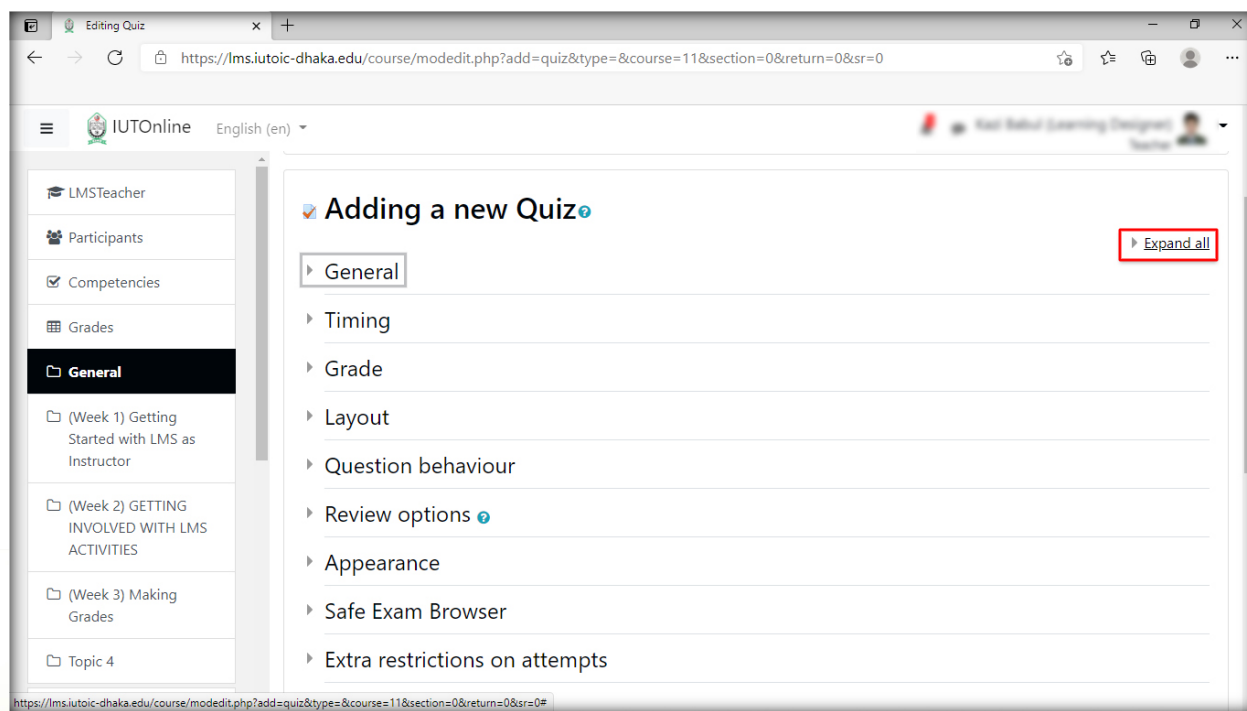


Figure 36: Adding a new quiz

In our example, we’ve simply put “Unit 1 Quiz”, but you can be more specific. Fill in the name of the quiz. Then you can click **Save and return** to course since Name is the only field required for creating a shell for a quiz. However, feel free to explore other settings in this menu. For example, you can set time frames for assessment or limit the number of attempts allowed. The next step is to fill this empty quiz shell with some questions. Click **Edit quiz** and, in a new window, click **Add** → **+ a new question**.

In IUT Online, there are 15 types of questions you can use, such as multiple choice, matching, and drag and drop. Choose the type you’d like to use and click **Add**. In a new window, you’ll need to fill out the details of the question: its name, question text, answers, and feedback. When you’re ready, click **Save changes**. Again, you’ll find yourself in a quiz editing menu where you can repeat the same sequence of action and add as many questions as you need.

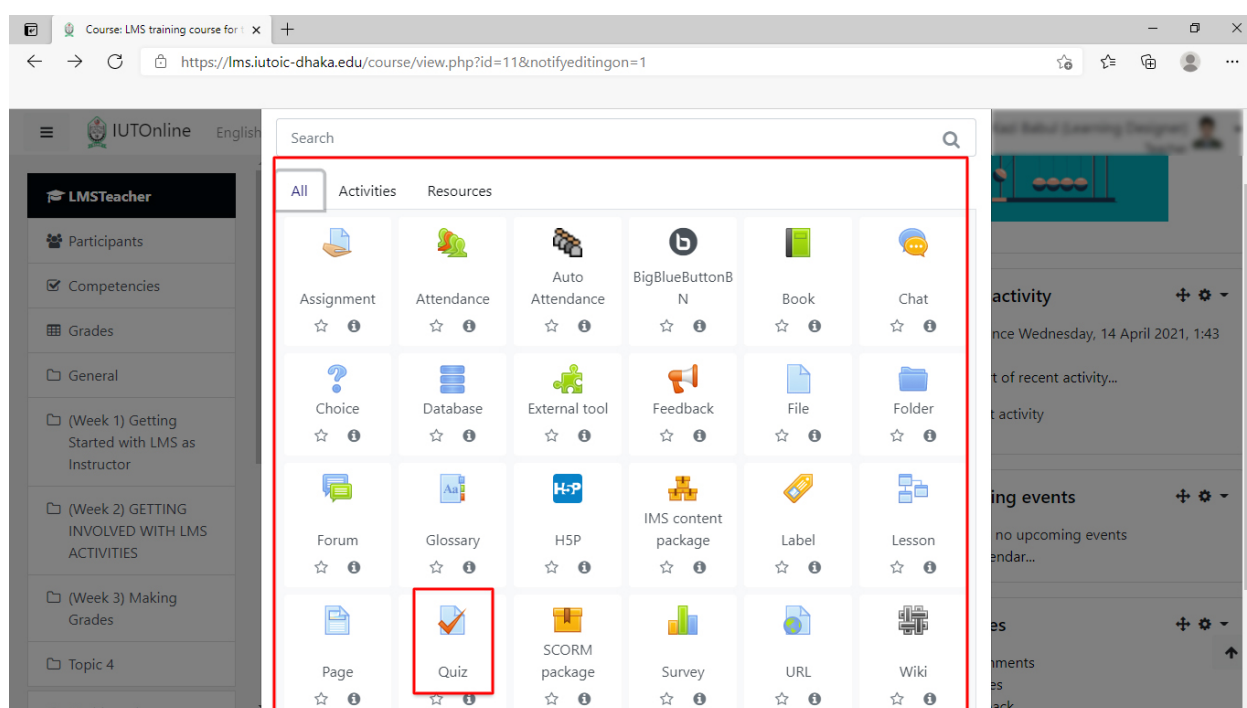


Figure 37: Adding quiz

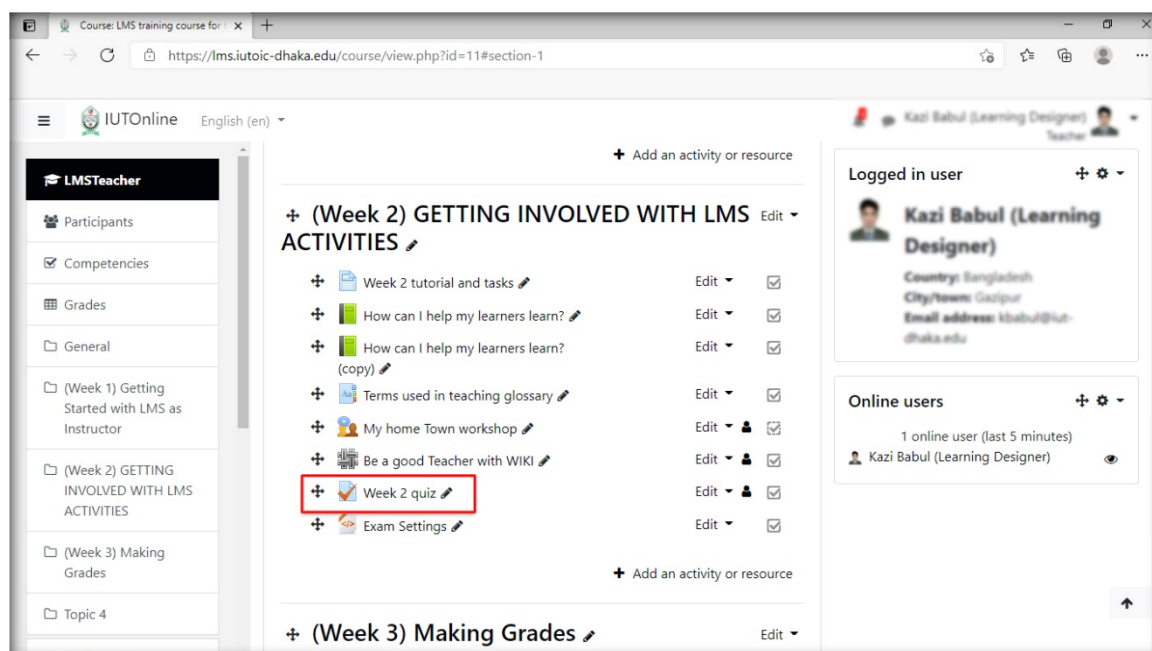


Figure 38: Adding quiz on your course

30. Add an Assignment

Creating assignments is a feature that you'll likely use very often as a teacher. With its help, you can ask your students to submit their homework and check how well the unit is being digested and provide feedback. Just like with quizzes, choose the section where you'd like to add the activity, click + **Add an activity or resource**, and choose **Assignment** in the pop-up window.

In a new window, give the assignment a name and specify what you expect your students to do in a description field. For instance, you can ask them to watch a video and share their opinion on the topic, or ask them to edit a text and submit an improved version, as we did in our example.

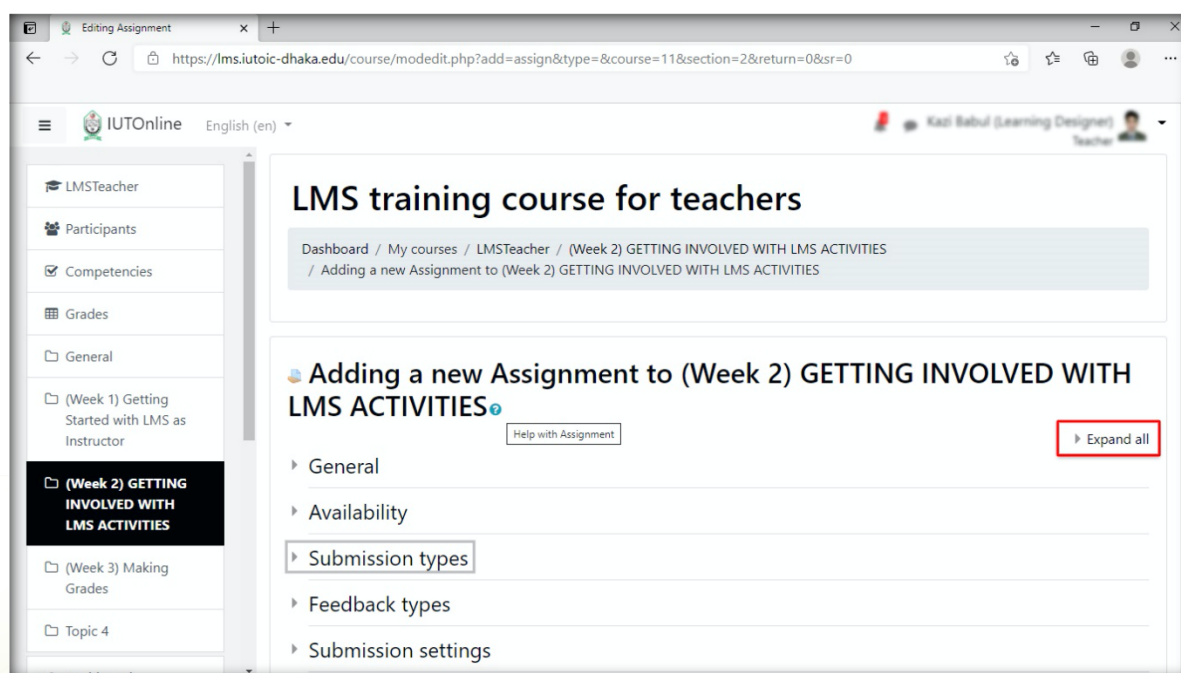


Figure 39: Adding a new assignment

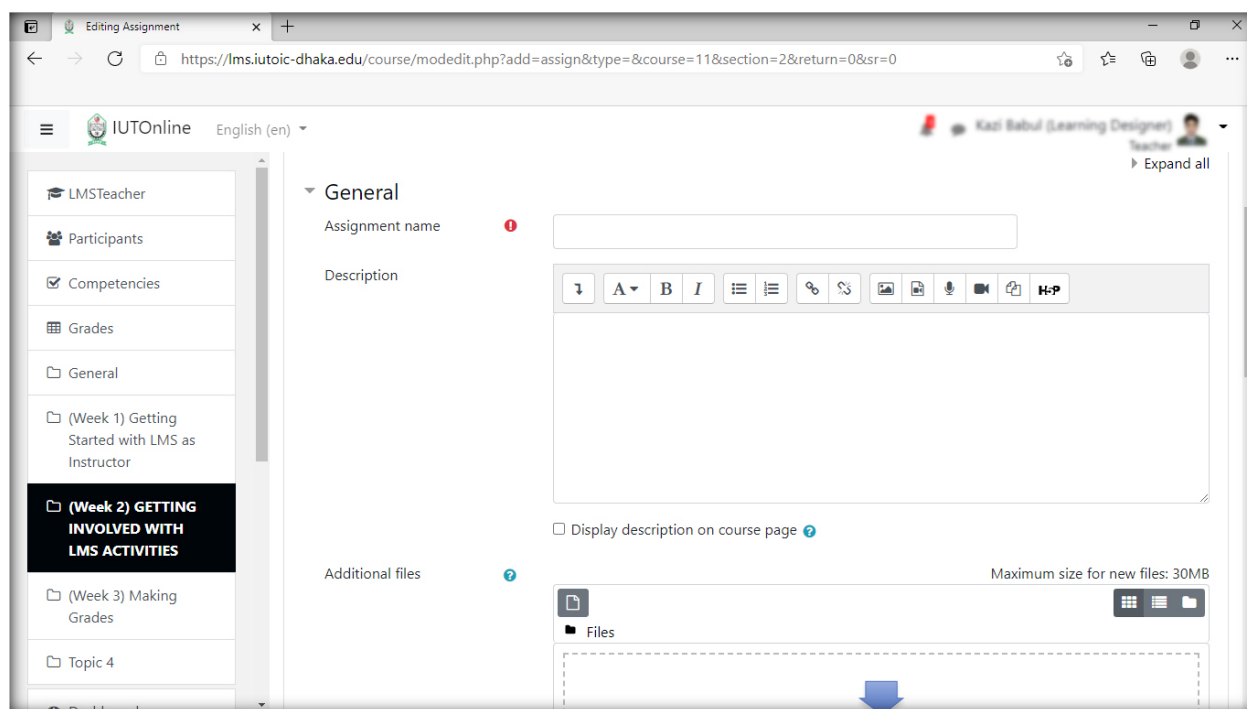


Figure 40: Adding a new assignment

There are also a number of useful settings that are worth playing with. We'll mention just a few basic ones.

31. Availability

In this section, you can set time frames for submitting assignments or set a reminder to check students' work before a certain date for yourself.

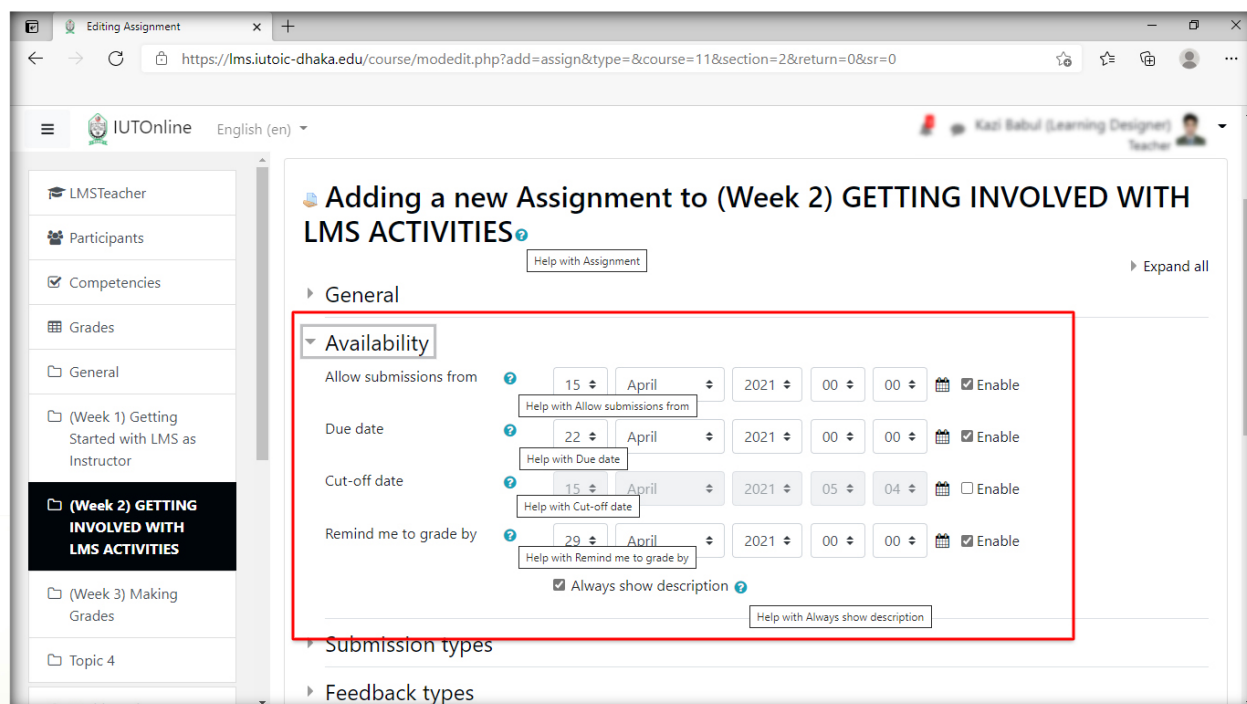


Figure 41: Assignment availability

32. Submission Types

In this section, you'll need to specify in what format you expect the students to submit their work. Choose Online text if you want them to type their responses right in Moodle, File submissions if you want them to attach a file, or both options at the same time.

You can also specify certain formats of files and the number of words in essays for the Online text option. Click **Save and return to course** when you're done.

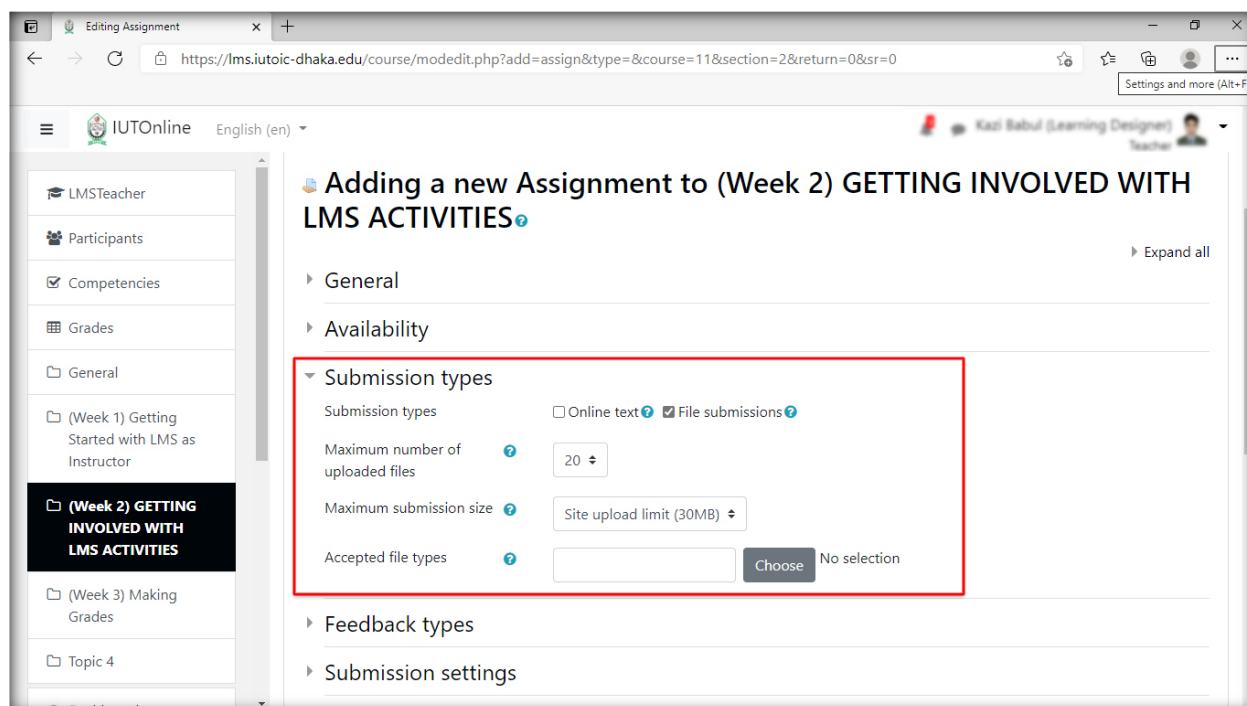


Figure 42: Submission types of assignment

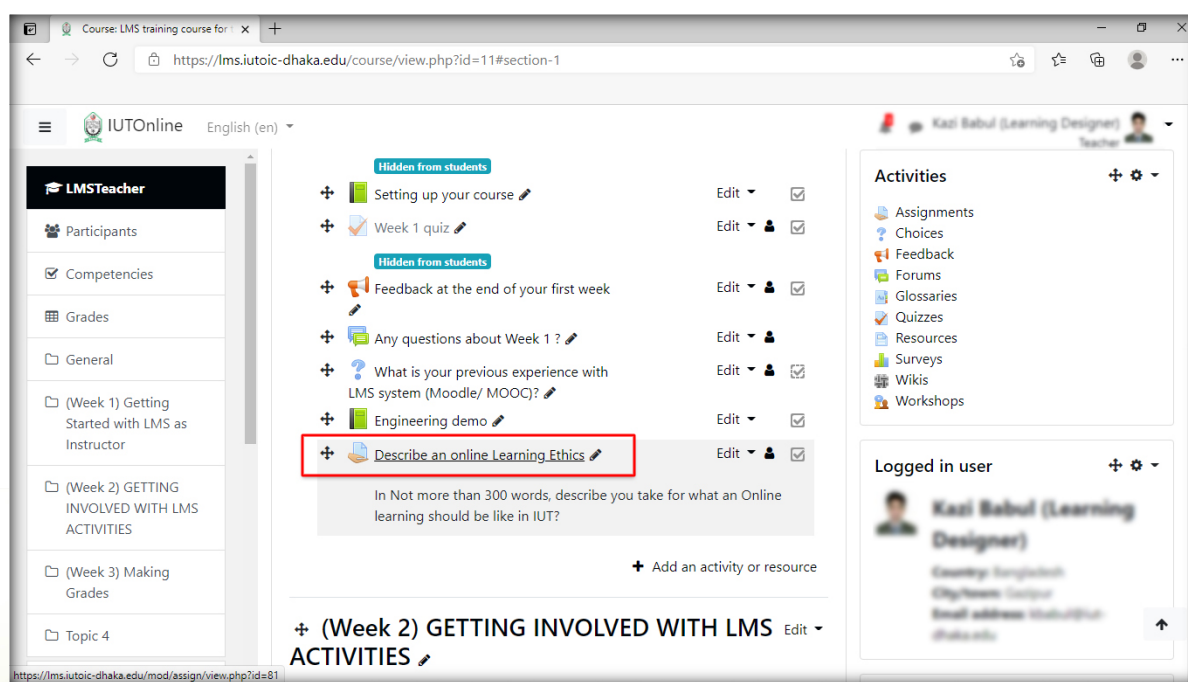


Figure 43: Submission types

33. Managing Learners

Now, when your course is ready, it's time to invite some learners to explore the content. First, let's set up the enrolment methods. Within a course, choose the **Participants** tab in the left menu, then click a **gear icon** in the upper right and select **Enrolment methods** from a drop-down menu.

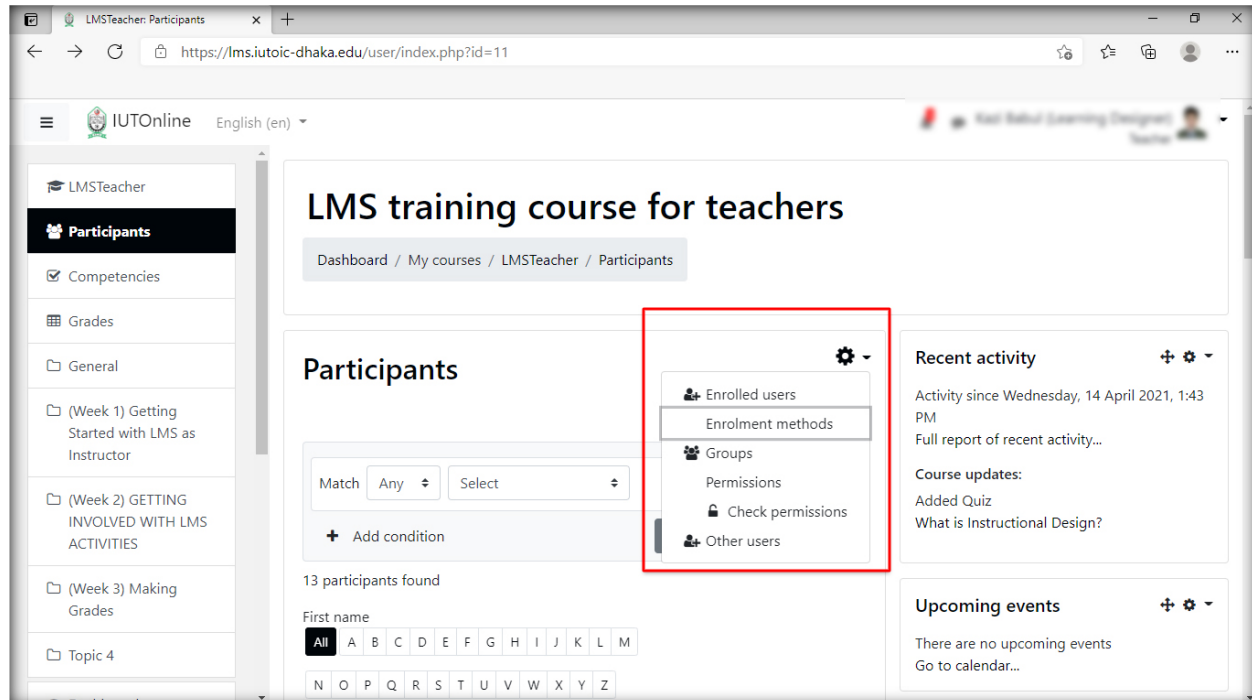


Figure 44: Managing participants / learners

There are three enrolment methods available:

- Manual enrolment
- Guest access
- Self-enrolment

By default, the only option enabled is manual enrolment. If you'd like to activate self-enrolment or guest access, click the eye icon. If you also click the gear icon next to the eye, you'll be able to set up some additional settings such as enrolment duration, enrolment password, or a maximum number of users.

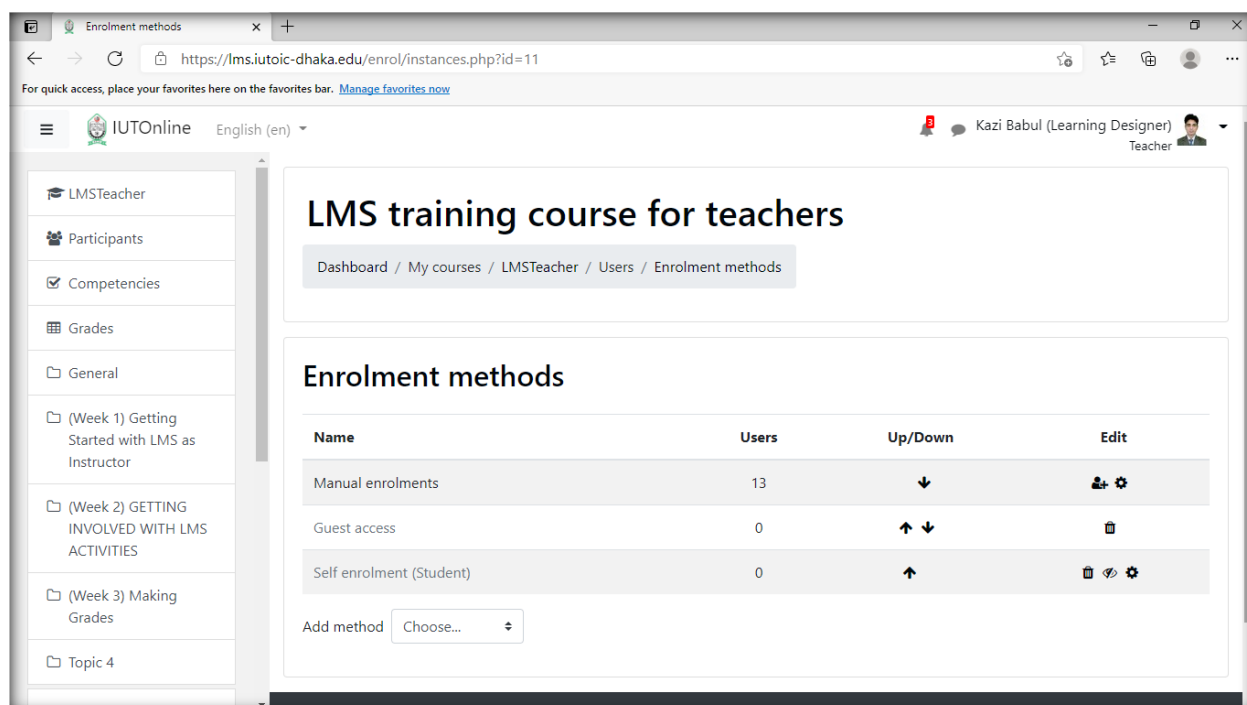


Figure 45: Methods of enrolment

34. Enrolling Students on a Course

Usually, teachers don't have to add users to the system, because the list of users is pre-loaded by an admin or a manager. So, to enroll students on your course, choose the **Participants** tab in the left menu. From there, click **Enrol users** in the upper right area and then, in a pop-up window, select users or groups of users from the drop-down lists.

When you have finished, click **Enrol selected users and cohorts**.

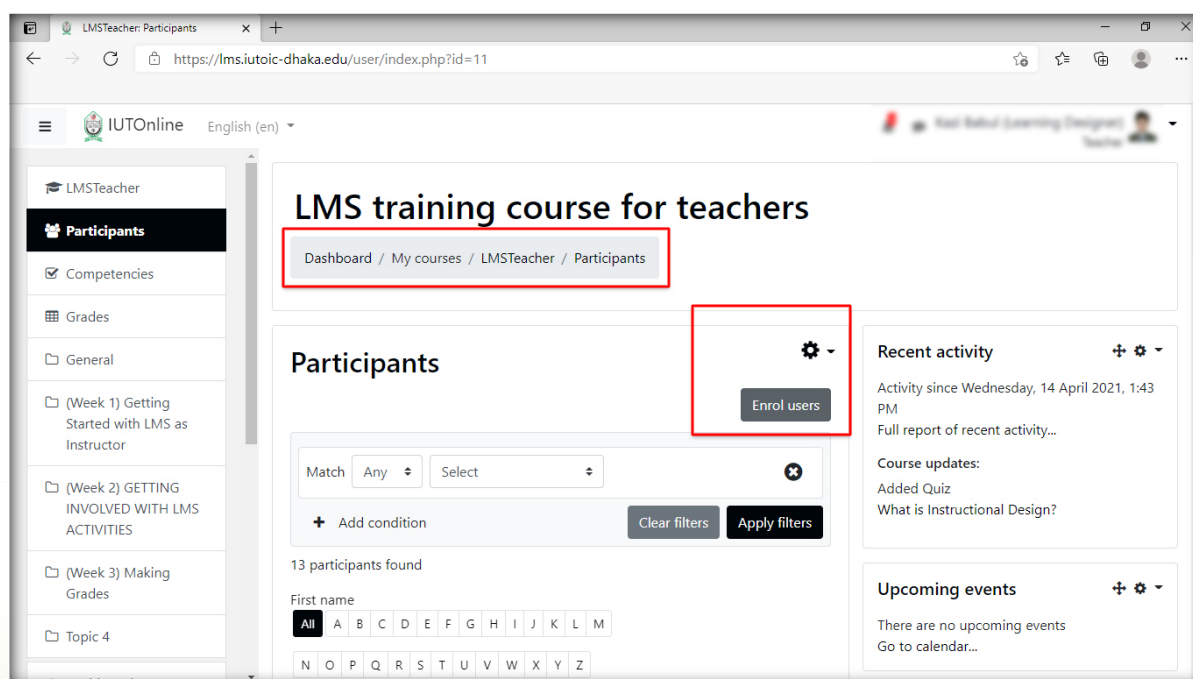


Figure 46: Enrolling Students on a Course

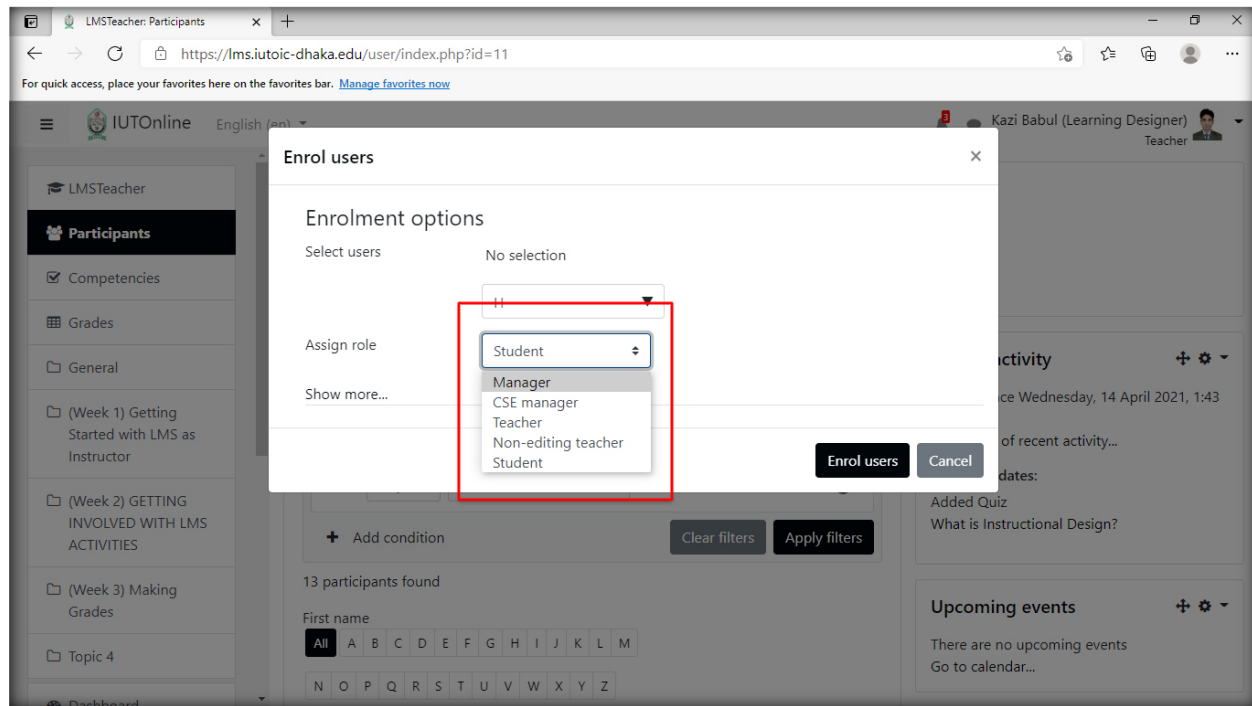


Figure 47: Enrollment options

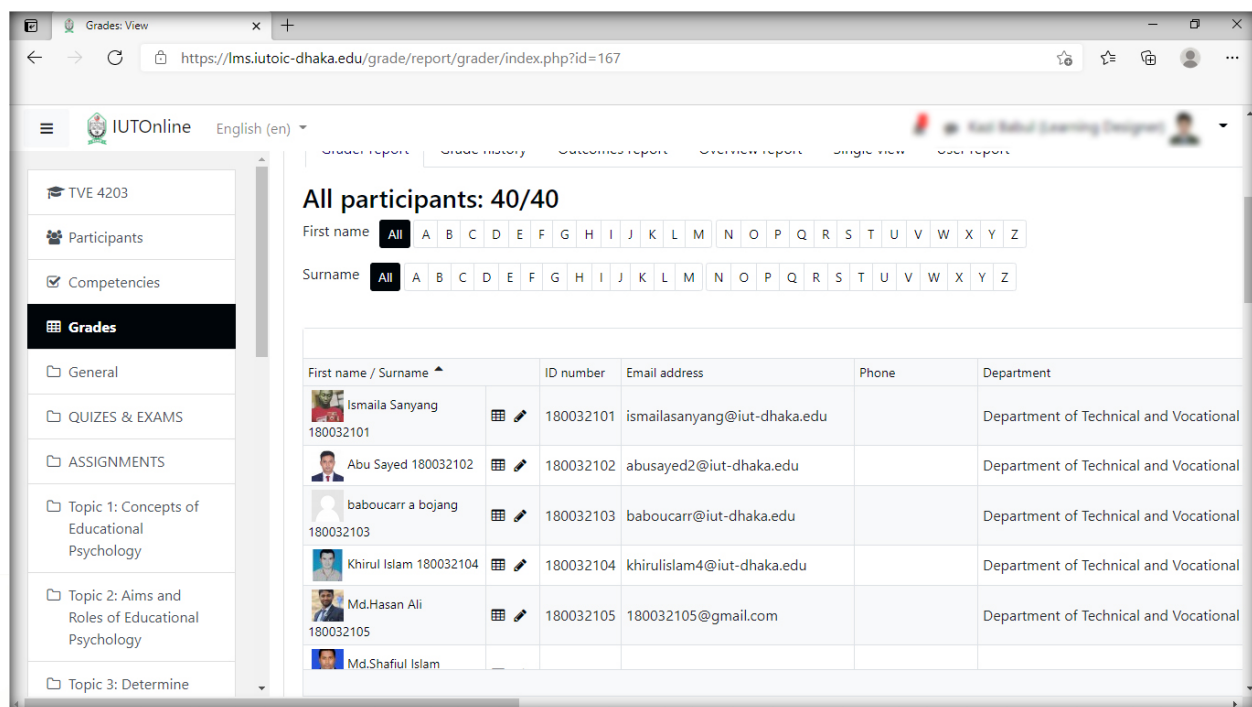


Figure 48: Enrollment of all participants

35. Create Groups

For more convenience, you can also divide the enrolled users into groups. It's especially useful when you have different classes that study the same course, or there's another teacher assigned to this course, so you would like to split the learners.

To create a group, click on the **gear icon** in the upper right and select **Groups** from the drop-down menu. By the way, you may have noticed that in Moodle, you have to click this gear icon like, well, all the time! Think of it as a benefit: you'll definitely remember where it is.

In a new window, scroll down the page and click **Create group**. After that, name the group, set a picture, and enable group messaging if you like, and click **Save changes**.

Again, in a new window, select the group from the list and click **Add/remove users** from the right. You'll see the list of users enrolled in the course; select those who you'd like to add to the group and click **Add** in the middle.

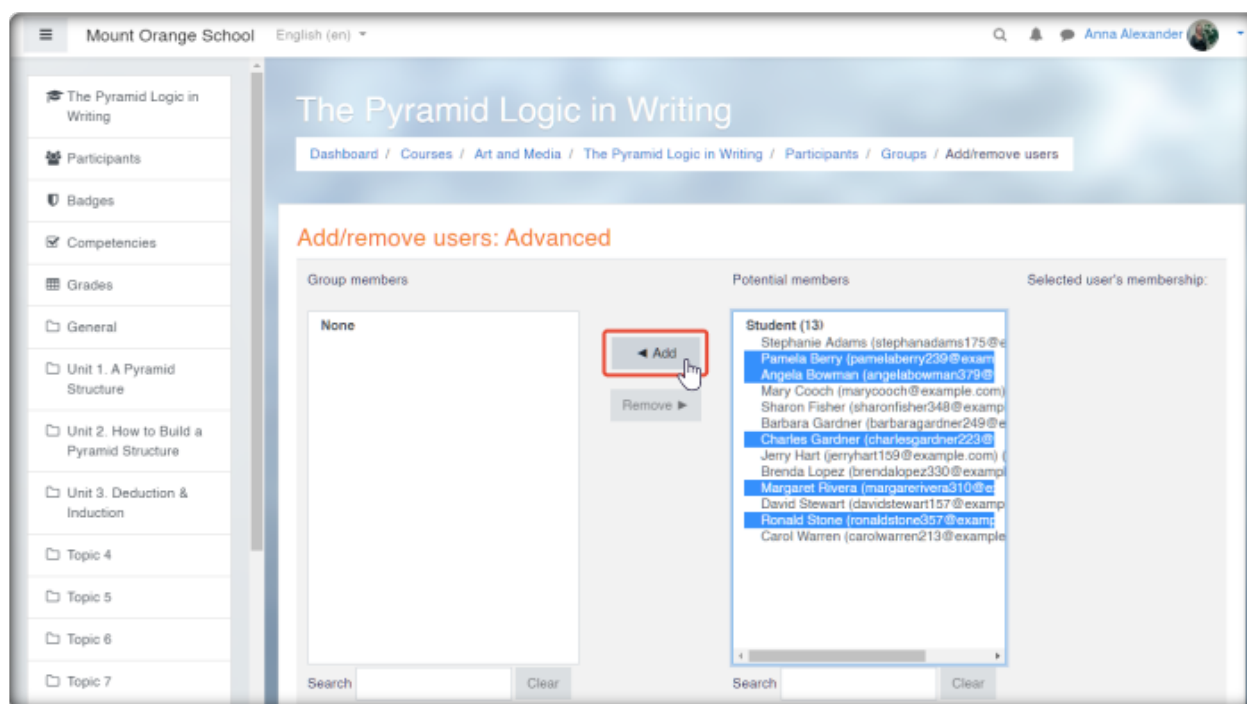


Figure 49: Creating groups

36. Messaging Students

In Moodle, you can communicate with your learners and colleagues, just like in WhatsApp. In the upper ribbon, there's a bubble icon that opens the list of your contacts.

You can send private messages to users as well as group messages, which is a very convenient feature when you need to quickly discuss something, inform, or share an insight.

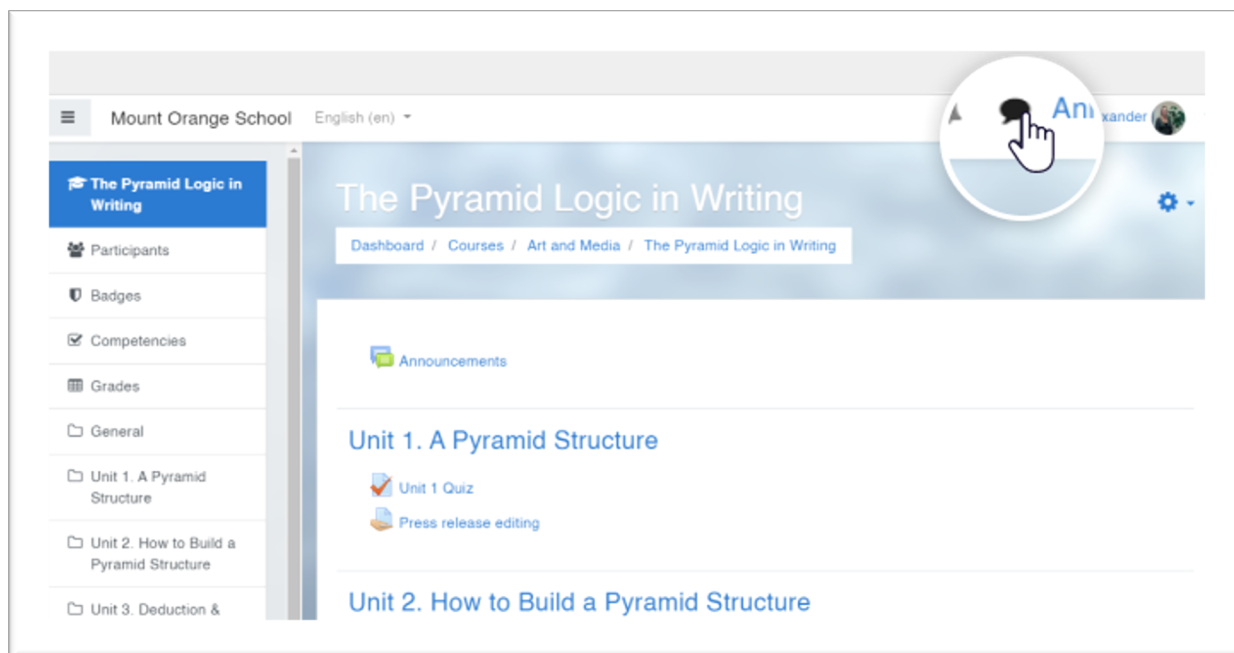


Figure 50: Messaging Students

37. Set up a Gradebook

A gradebook is a Moodle feature that helps you collect scores for graded activities from your course. With its help, you can collect and view marks and manually enter grades for offline activities.

To set up a gradebook for a course, click on the gear icon in the upper right and select **Gradebook setup**. On a new page, you'll see the full list of graded items for the course.

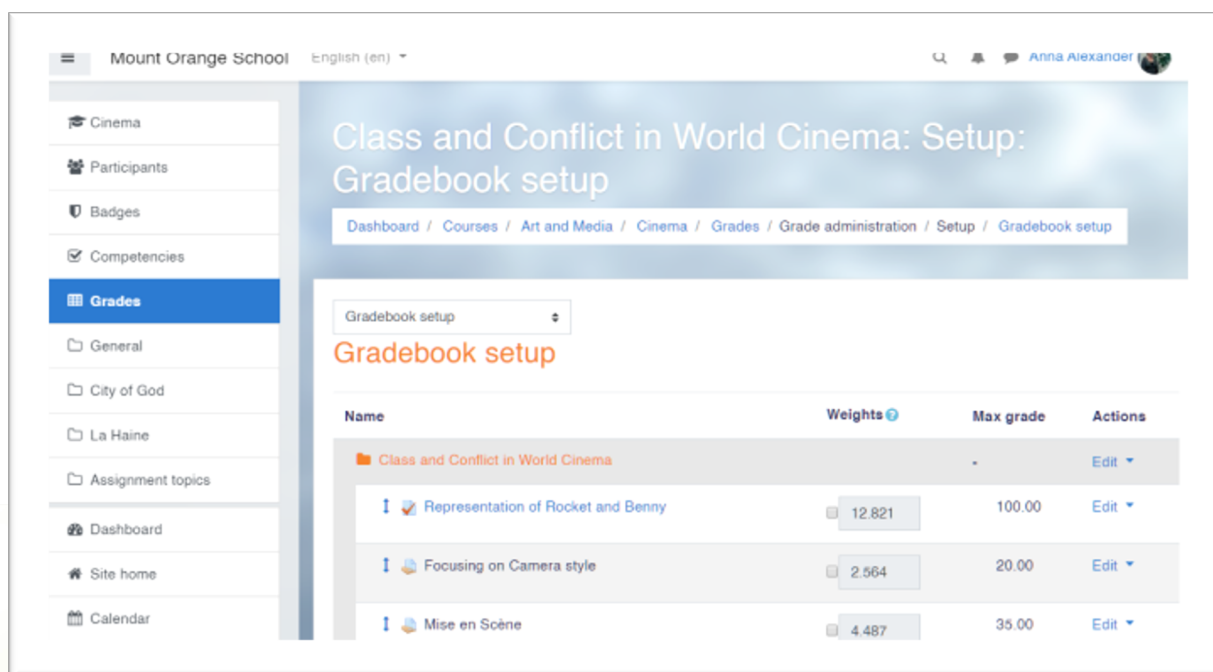


Figure 51: Gradebook setup for the participants

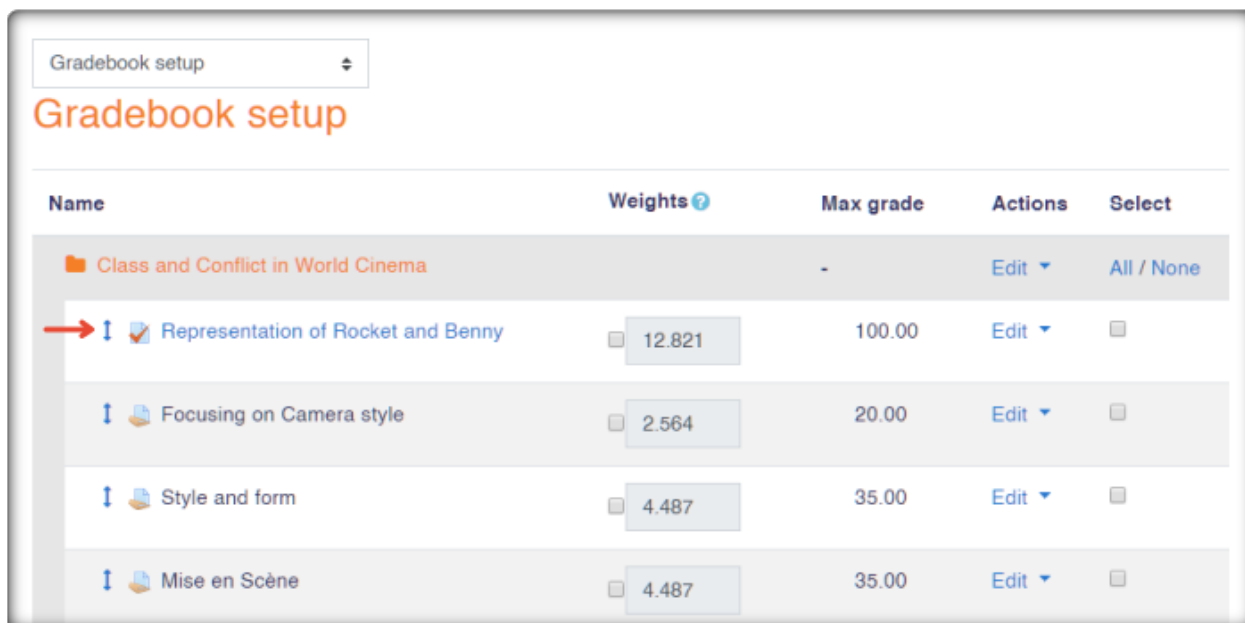
For each item, there's a Weights column. The bigger the number, the more important the grade for performing this task (more on that in a minute).

For now, let's make gradebook items look more organized and divide activities into categories. Scroll down the page and click **Add category**. In the demo course we use, there are three types of graded items, so we can create three categories for them:

- Assignment
- Quiz
- Simulation

In your course, you can create any number of graded item types and as many categories as you need. After clicking Add category, give each created category a name and click **Save changes**.

Now, move the items to their category by clicking the arrow icon on the left of the item's name.



Name	Weights ?	Max grade	Actions	Select
Class and Conflict in World Cinema	-	-	Edit ▾	All / None
→ Representation of Rocket and Benny	12.821	100.00	Edit ▾	<input type="checkbox"/>
Focusing on Camera style	2.564	20.00	Edit ▾	<input type="checkbox"/>
Style and form	4.487	35.00	Edit ▾	<input type="checkbox"/>
Mise en Scène	4.487	35.00	Edit ▾	<input type="checkbox"/>

Figure 52: Gradebook setup

Now, when your items are organized, it's easier to assign the weights to each category. Let's say, we believe Assignment to be the most important category, so we'd like to give it the largest weights. For example, it's 50. We tick a checkbox for Assignment and enter 50.

All the other weights are automatically adjusted, so the sum is 100, but you can define weights for the rest of the categories too — in our example, we put 30 and 20 for Quiz and Simulation correspondingly. If you like, you can also manually define weights for each item within a category.

When everything is ready, click **Save changes** in the left bottom.

Gradebook setup

Name	Weights	Max grade	Actions	Select
Class and Conflict in World Cinema	-	-	Edit	All / None
Focus on Camera Style	10.0	100.00	Edit	<input type="checkbox"/>
Assignment	50.0	-	Edit	All / None
La Mise en Scene	50.0	100.00	Edit	<input type="checkbox"/>
Style and form	50.0	100.00	Edit	<input type="checkbox"/>
Assignment total		200.00	Edit	

Figure 53: Gradebook setup

38. Grade Learners' Assignment

To grade assignments, you need to choose the one you'd like to begin with. You can do this in several ways, but let's go the most direct way and choose **Grades** in the left menu and then find an activity you'd like to grade in the row and click on it.

Celebrating Cultures: View: Preferences: Grader report

Dashboard / Courses / Society and Environment / Celebrating Cultures / Grades / Grade administration / Grader report

Grader report Grader report

All participants: 21/21

First name: All 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

Surname: All 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

Celebrating Cultures		Workshop: My home cou...		Database: Food for Moo...		Assignment: My dream d...		Quiz: Know y...	
First name / Surname	Email address								
Frances Banks	francesbanks231@example.com	26.40	Nice						
Angela Bowman	angelabowman379@example.com	59.60	Nice						
Lao Cai	laocai154@example.com	80.00	Really tasty						
Paul Castillo	paulcastillo270@example.com	19.80	OK						

Figure 54: Grade learners' assignment

You'll get in the Grading summary page with two options: **View all submissions** or **Grade**.

Click **View all submissions**, to begin with. After doing so, you'll see the list of all enrolled users and their submissions (or lack thereof). For more convenience, you can assign statuses, so it's always clear for you which work still needs marking or review.

Figure 55: Grade learners' assignment

The gradebook's interface allows you to leave annotations, text comments, mark with colors, and put various stamps as feedback. **Enter the grade** for the student's submission in the right panel, change the status, and then click **Save changes** to quit or **Save and show** next to proceed.

Figure 56: Grade learners' assignment

39. Attendance Activity

- The Attendance activity is designed for teachers to be able to take attendance during class, and for students to be able to view their own attendance record;
- A teacher can mark the attendance status of a student as "Present", "Absent", "Late", or "Excused";
- The teacher adds Attendance as an activity of a course, and then sets up the sessions for which attendance is to be tracked;
- The Attendance activity can generate reports for either the entire class or for individual students

An Attendance activity can be added to a course in the same way as any other activity:

- Turn editing on
- Click 'Add an activity or resource'
- Select Attendance and click Add

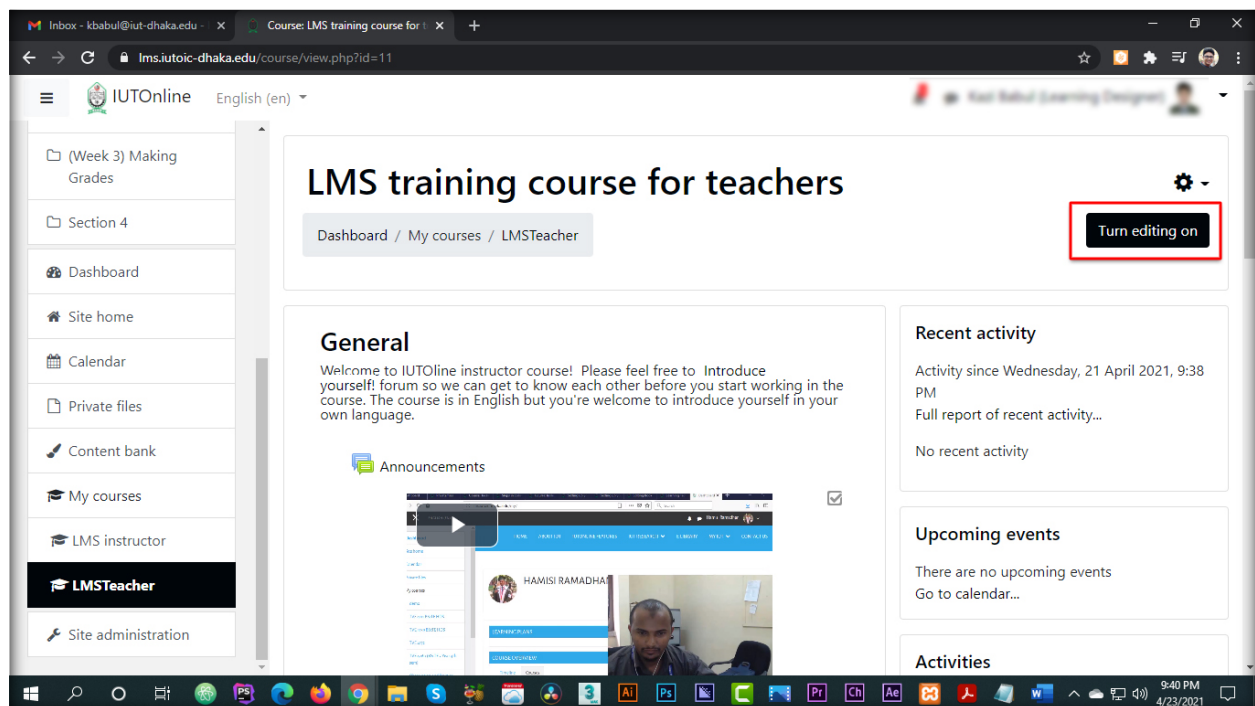


Figure 57: First select turn editing on

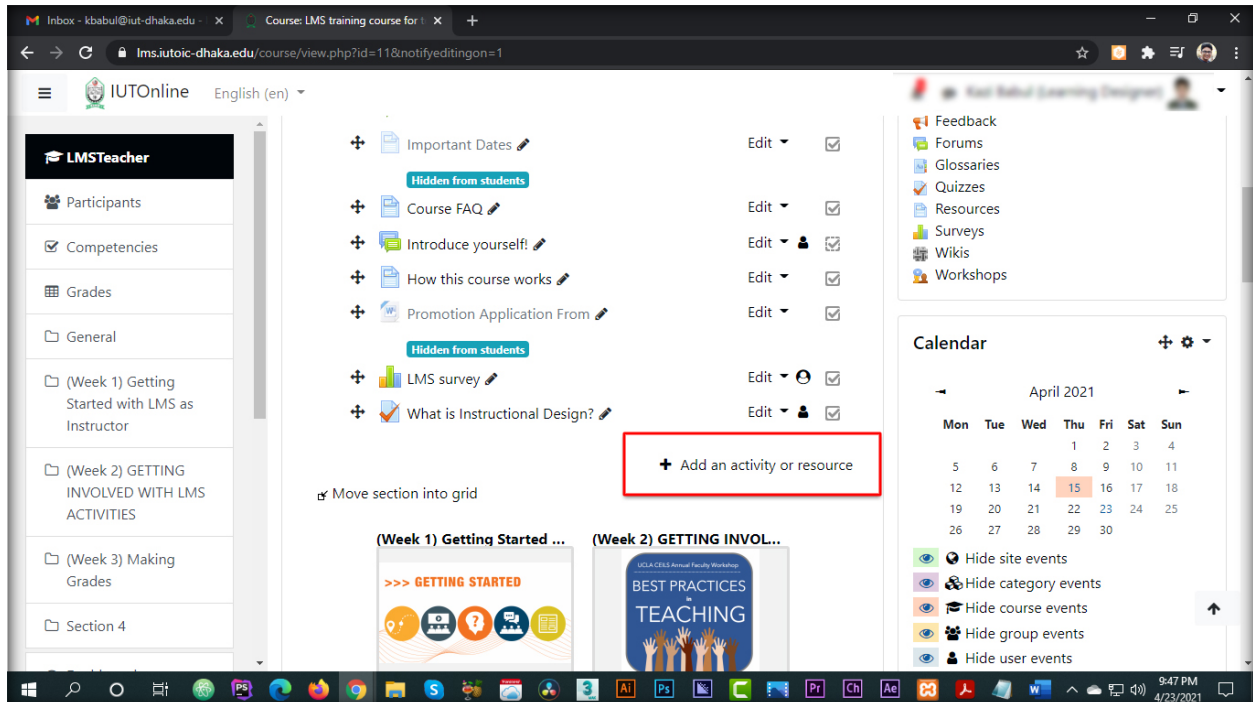


Figure 58: Select add an activity or resource

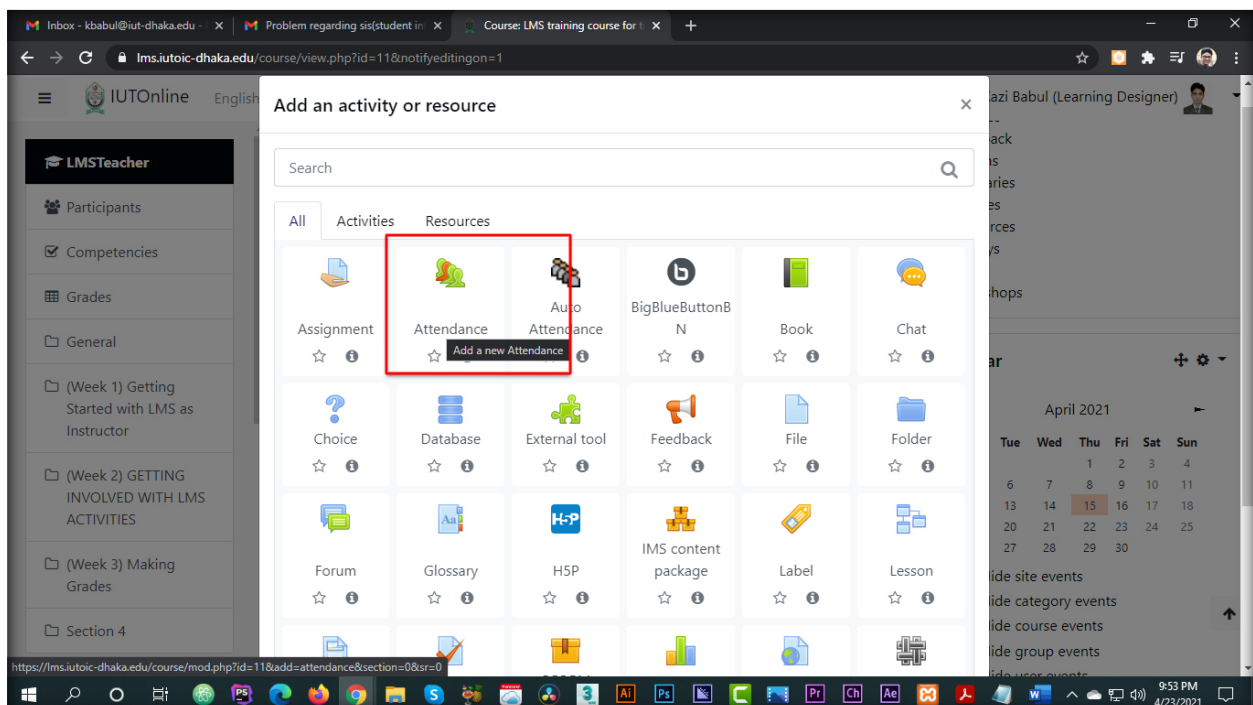


Figure 59: Select attendance and click add

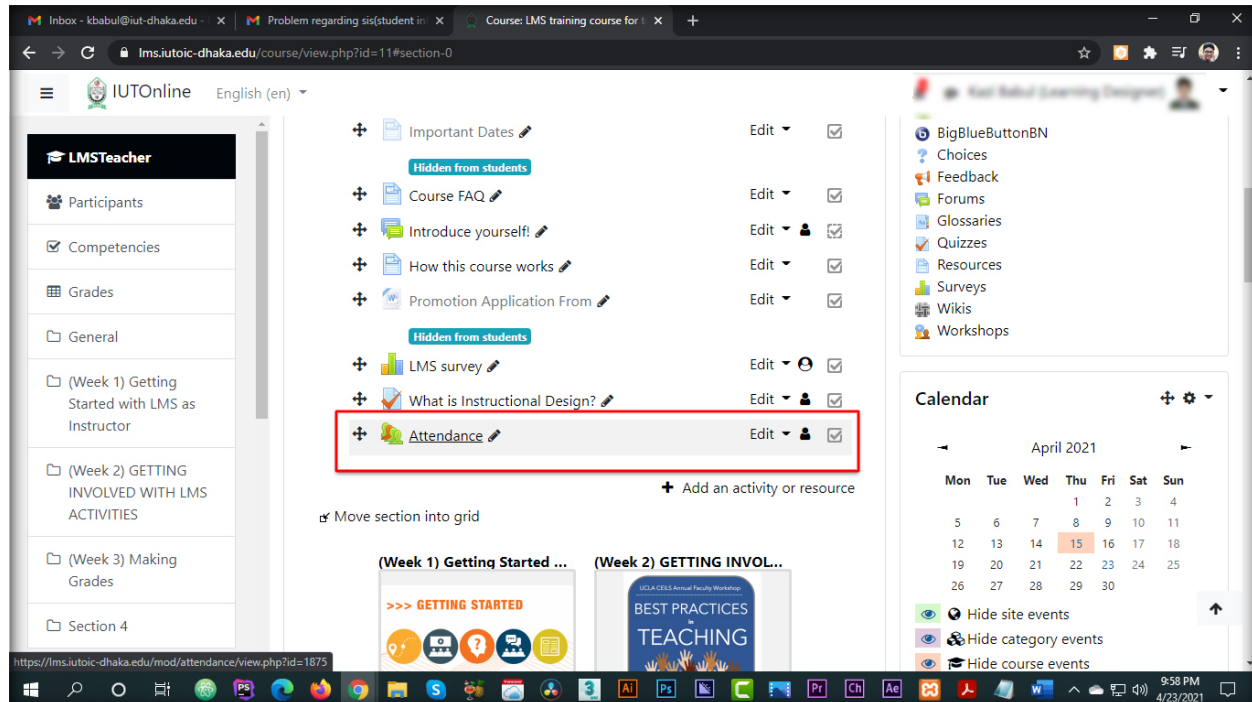


Figure 60: Attendance activity

40. Course Backup

Usually, the site administrator will set a schedule of automated course backups for the whole site. A teacher can create a backup or download an existing backup for safe keeping.

To backup a course

Step 1:

- Go into the course;
- Click on the course;
- Scroll down and you will find the Backup button, click on it;
- Initial settings - Schema settings - Confirmation and review - Perform backup - Complete
- Click the Continue button

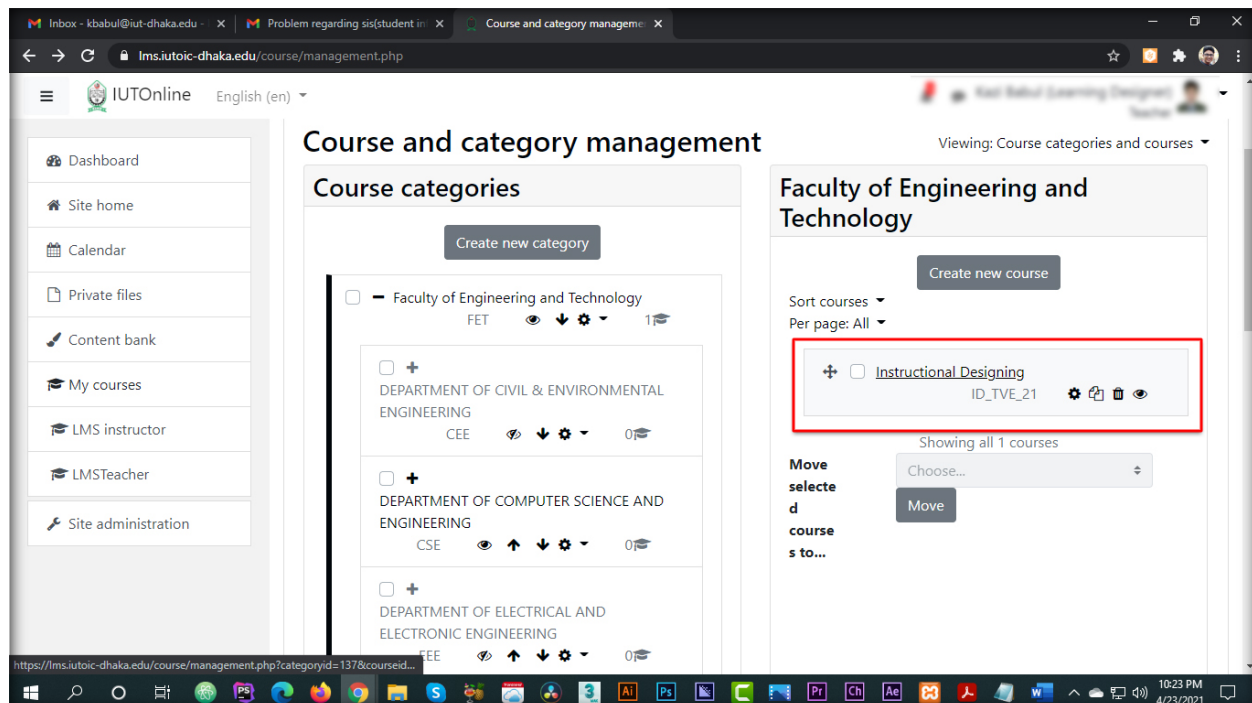


Figure 61: Backup a course

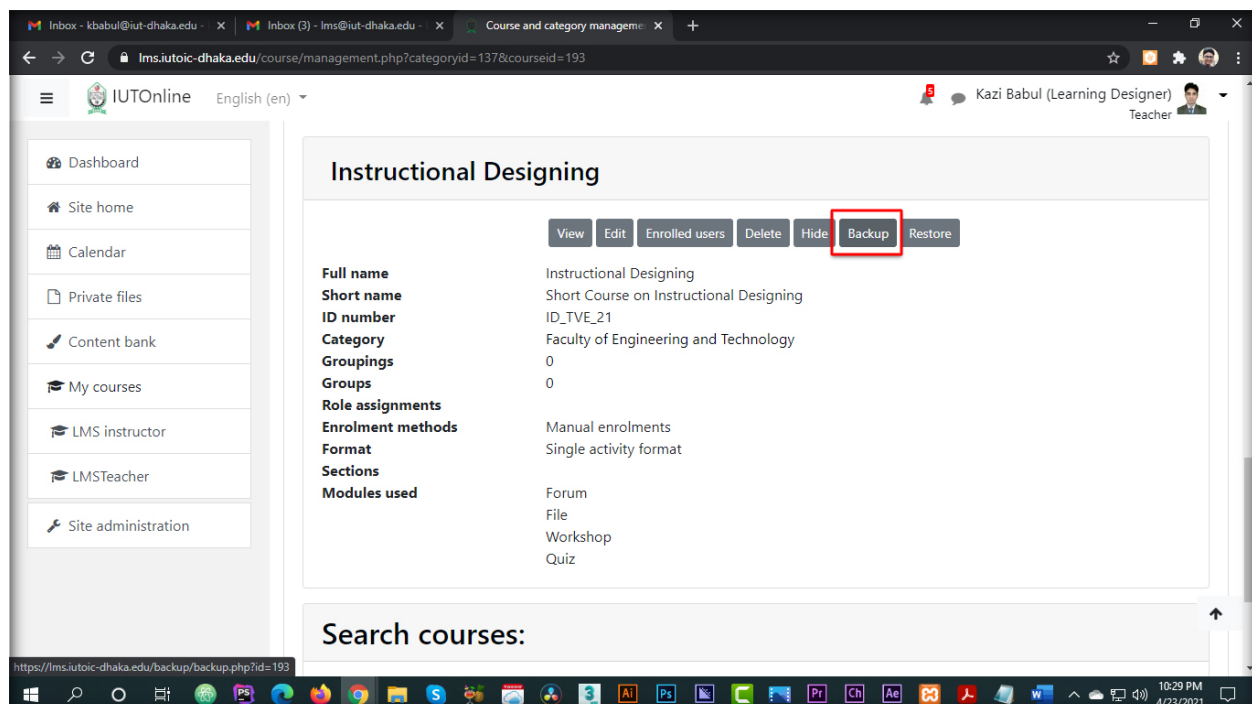


Figure 62: Backup a course

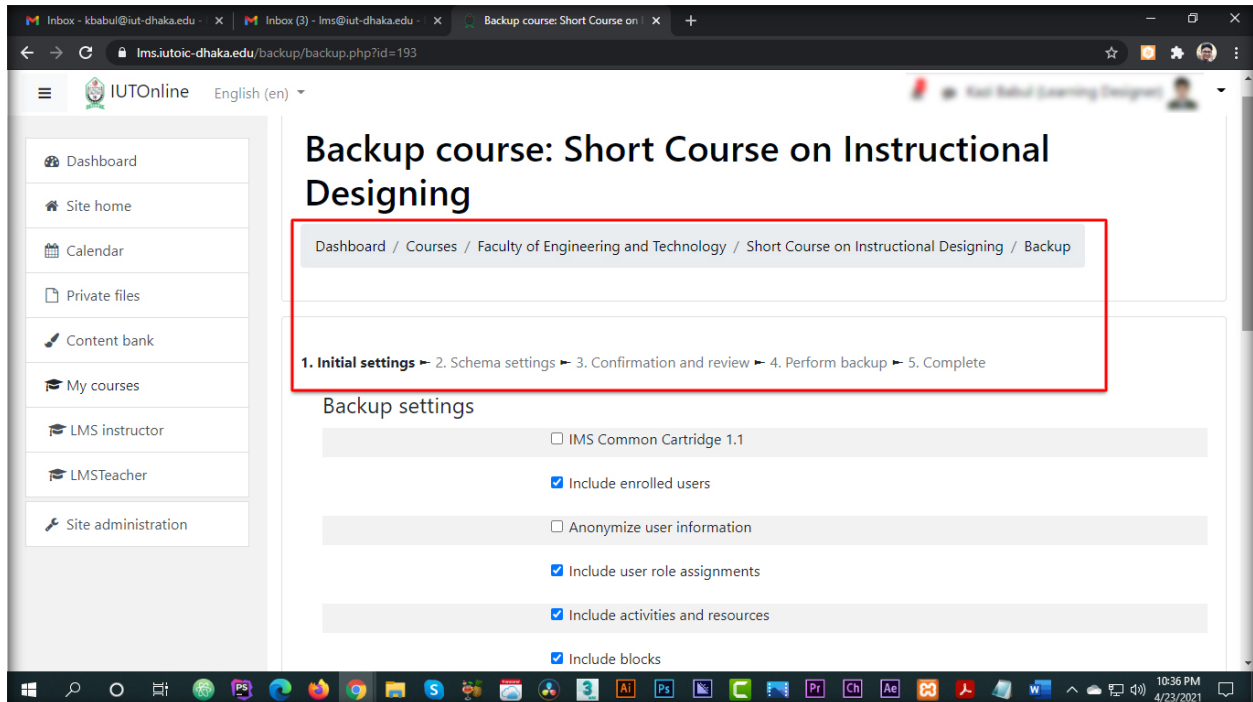


Figure 63: Backup settings

Step 2:

- Go into the course;
- Click the Backup from the gear menu or the Administration block;
- Initial settings - Select activities, blocks, filters and other items as required then click the Next button;
- Schema settings - Select/deselect specific items to include in backup, then click the Next button;
- If desired, select specific types of activity to be backed up by clicking the link 'Show type options';
- Confirmation and review - Check that everything is as required;
- Click the 'Perform backup' button;
- Complete - Click the Continue button

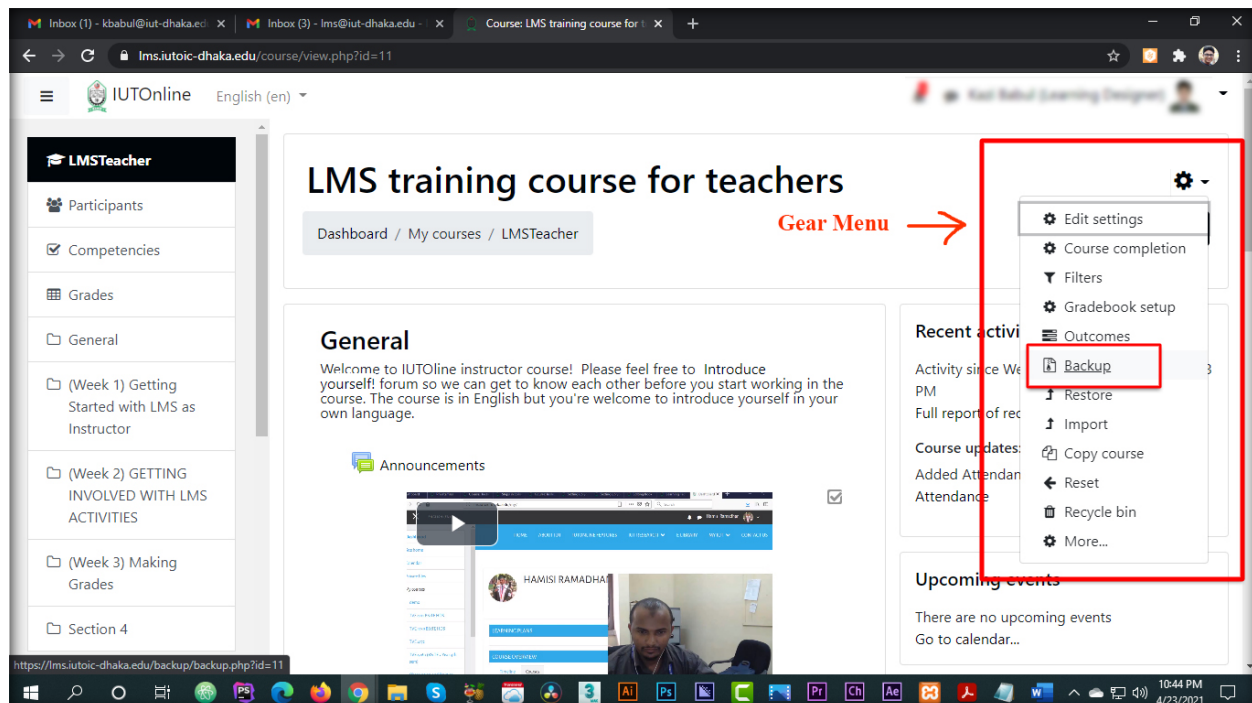


Figure 64: Backup settings

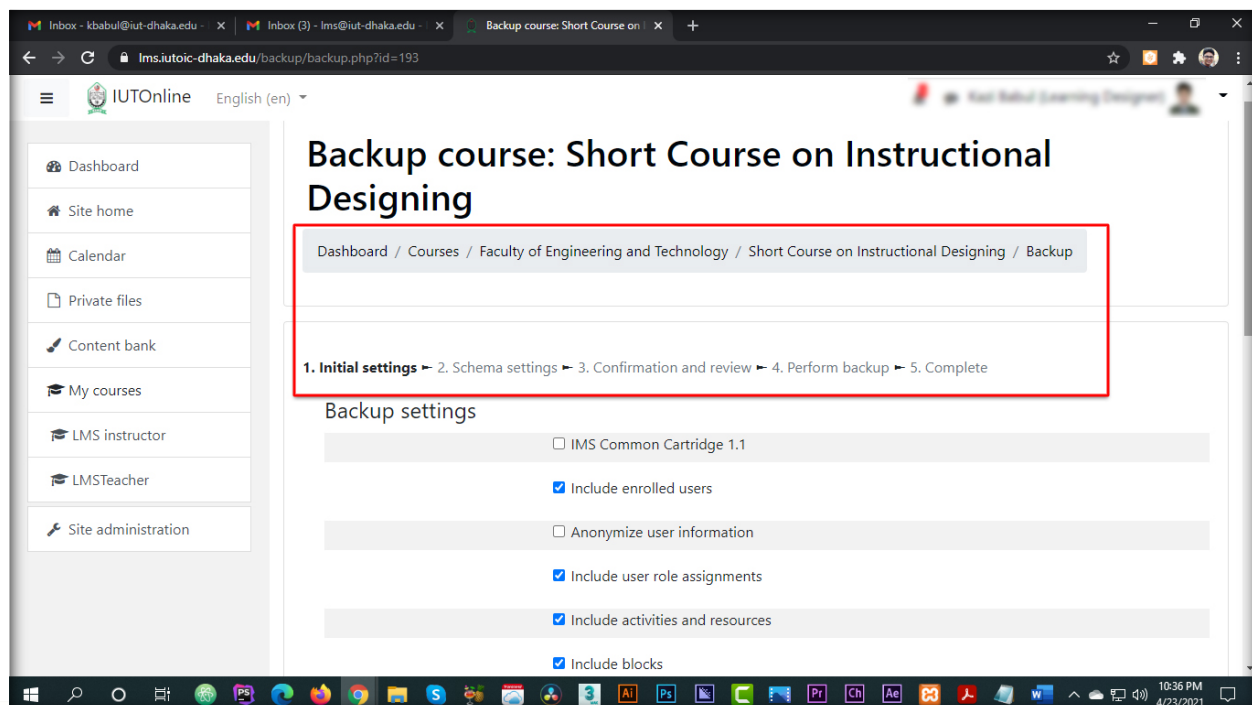


Figure 65: Backup settings