

**THE OPEN UNIVERSITY OF TANZANIA  
INSTITUTE OF EDUCATIONAL AND MANAGEMENT  
TECHNOLOGIES**



**INSTUCTOR USER GUIDE**

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Home > Log in to the site

U

Log in

Is this your first time here?

Username

Password

Log in

Forgotten your username or password?

Cookies must be enabled in your browser

Get Access to your Mobile device

Now you can also access this system using your smart phones tablets and ipads. All you have to do is to follow these few steps

1. Go to your App store in your phone (playstore, apple market, etc) search for Moodle Mobile
2. Download the App and install it in your phone
3. Then comes the part where you are to customize your App
4. Under enter site URL, you type http://elms.out.ac.tz
5. Type your username and password
6. Then you are done
7. You will be able to use it anywhere you go

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ll open



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7. You will be able to use it anywhere you go

2. Fill in your "Username" and "Password," and click on "Login." This will take you into the site home page.

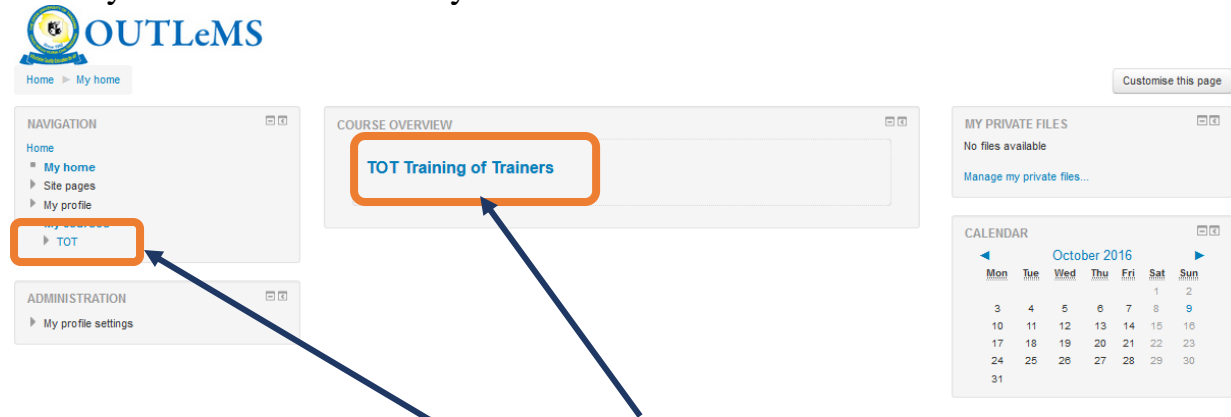
The screenshot shows the OUTLeMS home page. On the left, there is a navigation menu with items: 'My home', 'Site pages', 'My profile', and 'My courses'. The 'My home' and 'My courses' items are circled in orange. Below the navigation menu is an 'ADMINISTRATION' section with 'My profile settings'. The main content area has a 'Welcome to the OUT Learning Management System' message. Below this is a 'Course categories' section, which is also circled in orange. It lists several faculties and institutes, including 'Faculty of Science Technology and Environmental Studies (2)', 'Institute of Continuing Education', 'Faculty of Art and Social Sciences (1)', 'Faculty of Business Management', 'Faculty of Education (2)', 'Faculty of Law (1)', 'Institute of Educational and Management Technologies', 'Moodle Orientation (1)', and 'MUHAS - School of Public Health and Social Sciences (SPHSS)'. To the right of the course categories is a 'Collapse all' link. Further right, there are sections for 'VC Speech', 'CALENDAR' (showing October 2018), and 'ONLINE USERS' (last 15 minutes).

## How to find courses in Moodle

Once you are logged in you will see a list of all Faculties and Institutes and when you click on either of those links you will be directed to departmental level all the way down to a specific Course. This will show all courses available in particular department including the one which assigned as teacher and others which you don't have permission

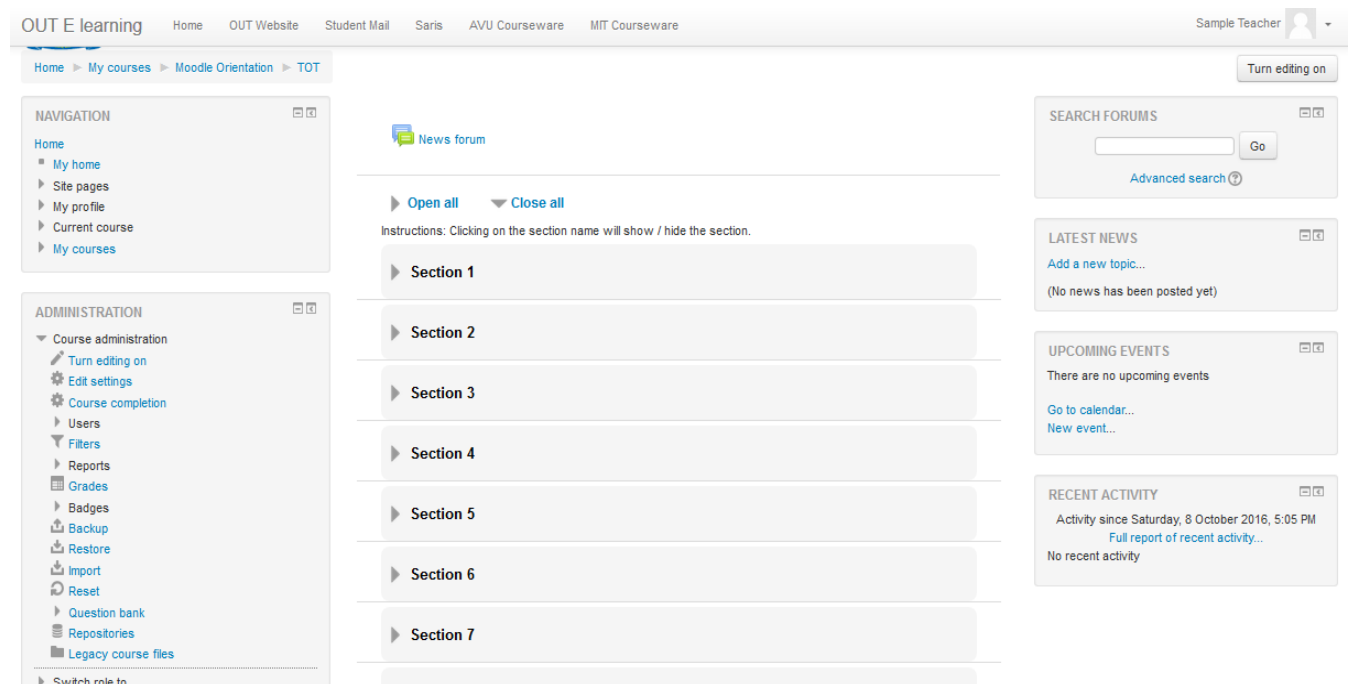
to access them. But to view courses which you have been assigned as a Teacher Click on either “My Home” or “My Courses” which is available on left side under Navigation block. This will show all courses which you have assigned as Teacher.

When you click in either links you will find screenshot below

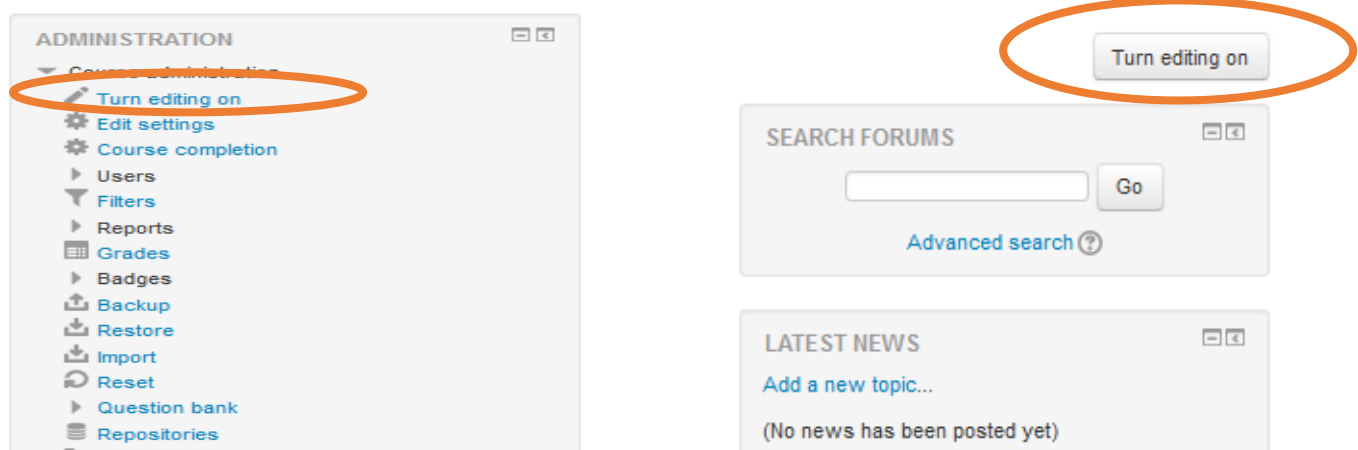


To open course click on either course code or course title.

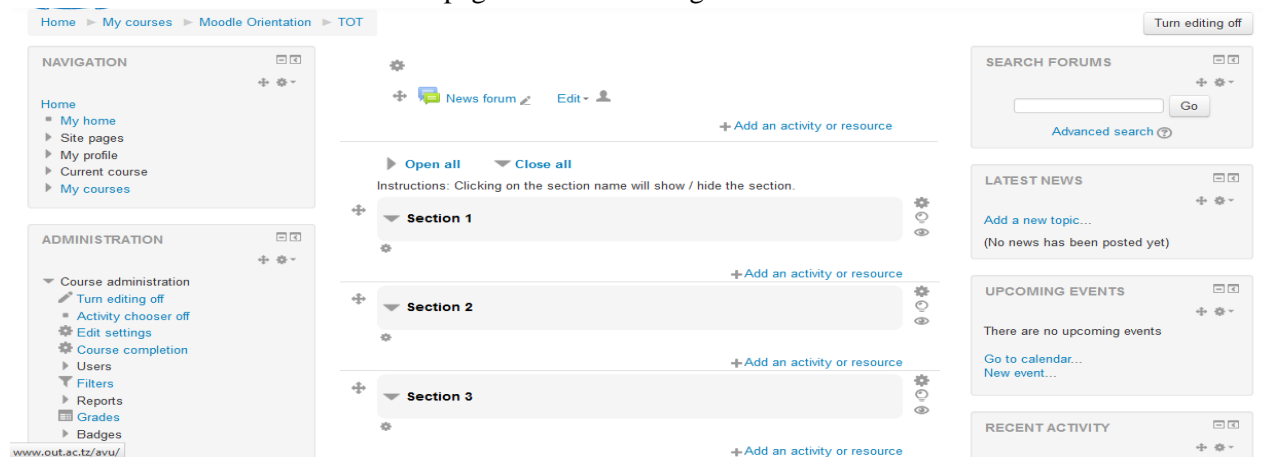
A course homepage looks like the following screenshot. Down the left and right sides are blocks which can be added to and removed, and in the middle is the "work area".



You can start work on it by turning on the editing, either with the button top right or the link in the Course Administration block:












Screenshot below show Course home page after turn editing on.

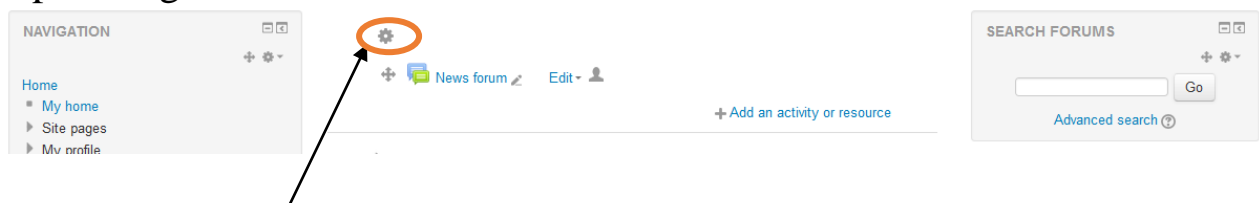


## Editing elements of your Course

With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit /move / copy/ delete/ hide.

Icon	Function
	Edit icon allows you to change the wording or settings of the item
	Show/hide icon allows an item visible or hidden to students
	Left and Right arrow icons are used to indent course elements
	Up and Down arrow icons are used to move items and blocks up or down
	"crosshairs" move icon allows you to move items or sections by dragging and dropping
	Delete icon permanently removes items or blocks from your course.
	Groups icon allows you to change between no groups or separate/visible groups
	Roles icon allows you to assign roles locally in the item.
	Highlight icon allows you to highlight a section as current

## Uploading course General Information



This icon used for adding General Information of the Course.  
i.e. Course tile, Description and Objectives

Once you click the icon it will open window like screenshot below

A screenshot of the 'Summary of General' form. The title is 'Summary of General' with an 'Expand all' link. Under the 'General' section, there is a 'Section name' field (circled in orange) and a checked checkbox 'Use default section name'. Below this is a rich text editor for the 'Summary' with a toolbar and a large text area. At the bottom, there are 'Save changes' and 'Cancel' buttons. A 'Restrict access' section is partially visible below.

Enter Course code and title

Click here to save changes

Put **Course Description** and **Objectives**,  
Note that change the heading of subtitle to be heading 3

The new appearance of a course after adding information above

The screenshot displays the OUTLeMS interface for a course titled "TOT: Training of Trainers". The page is divided into several sections:

- Navigation:** A sidebar on the left contains a "NAVIGATION" menu with options like "Home", "My home", "Site pages", "My profile", and "Current course". Under "Current course", there is a "TOT" section with sub-items for "Participants", "Badges", and "TOT: Training of Trainers", which is further divided into "Section 1" through "Section 9".
- Main Content:** The central area features a header "TOT: Training of Trainers" and two sections: "Course Description" (with a placeholder "put course description here") and "Course Objectives" (with a placeholder "put course objectives here"). Below these is a "News forum" section with "Open all" and "Close all" buttons, and instructions: "Clicking on the section name will show / hide the section." Two section boxes, "Section 1" and "Section 2", are visible.
- Right Sidebar:** Contains several utility boxes:
  - SEARCH FORUMS:** Includes a search input field, a "Go" button, and a link to "Advanced search".
  - LATEST NEWS:** Features a link to "Add a new topic..." and a message: "(No news has been posted yet)".
  - UPCOMING EVENTS:** States "There are no upcoming events" and includes links for "Go to calendar..." and "New event...".
  - RECENT ACTIVITY:** Shows "Activity since Monday, 10 October 2016, 2:41 PM" and a link for "Full report of recent activity...".
- Administration:** A bottom sidebar labeled "ADMINISTRATION" is partially visible.

## Managing your course

The Course Administration section of the Settings block allows teachers to manage different aspects of their course.

The "ADMINISTRATION" block provides a comprehensive list of tools for course management:

- Course administration:**
  - Turn editing on
  - Edit settings
  - Course completion
  - Users
  - Filters
  - Reports
  - Grades
  - Badges
  - Backup
  - Restore
  - Import
  - Reset
  - Question bank
  - Repositories
  - Legacy course files

**Edit Settings** - this takes you to the Course settings page. You can rename the course, change its format from Weekly to Topic or alter the number of sections .etc

**Users** –can enroll new users

**Filters** - can enable or disable any allowed Filters for your course.



Grades - allows to view, add and edit your students' Grades.

Backup/Restore - these links allow you to make copies of your course or bring in courses backed up elsewhere.

Import - can import activities into your course here.

Reset –allows removing all old user information at the end of an academic year or session in order to start afresh.

## Adding Resources

A *Resource* is an item that enable Teacher/Instructor to support learning by provide study material to students in form of web page, files, Url, folder or sometimes using Label.

Resource Type	Description	Where should I use it?
Adding page	The student sees a single, scrollable screen that a teacher creates with the robust HTML editor	Used for uploading <ul style="list-style-type: none"><li>• Topic Notes</li><li>• Review Questions</li><li>• References</li></ul>
Adding label	Can be a few displayed words or an image used to separate resources and activities in a topic section, or can be a lengthy description or instructions	Sometimes it will happen one section has more than one topics, therefore we use label to separate one topic to another.
File	A picture, a pdf document, a spreadsheet, a sound file, a video file	To upload lecture PPT, sound, picture or video file.
Folder	For helping organize files and one folder may contain other folders	If you have more than one related files. E.g Additional study material.
Adding URL	You can send the student to any place they can reach on their web browser, for example Wikipedia	To create links to another website.

## Adding Files

There are two ways you may add a file, of any type, to your Moodle course.

## Add a resource

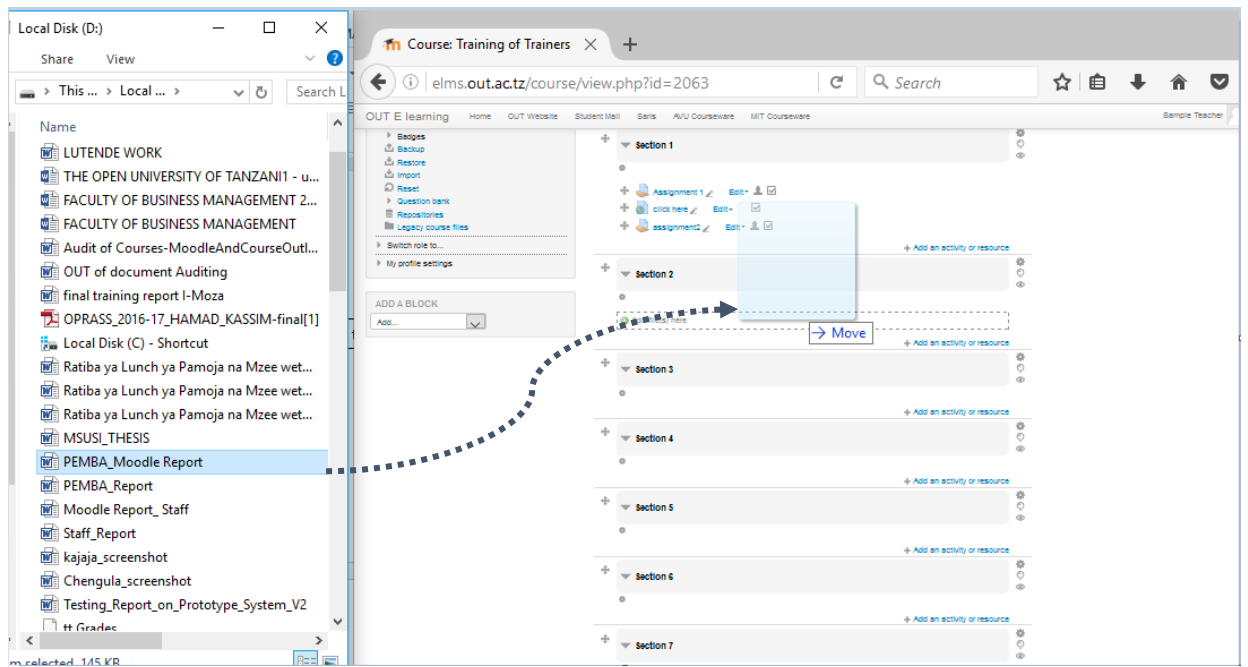
1. From the course homepage, select the **Turn editing on** button.
2. In the desired section, select the *Add an activity or resource* link.
3. Under Resources, select **File** and the **Add** button.

The screenshot shows the Moodle interface for adding a new file to a section. The 'Name' field is highlighted with an orange box and a callout box that says 'Enter the name to be displayed for the file e.g. **Lecture 1: PPT**'. The 'Description' field contains the text 'Lecture 1: PPT'. The 'Content' section has a 'Select' dropdown menu with a file icon, highlighted by a callout box that says 'Use this button to upload your'. Below this is a large dashed box with a blue arrow pointing down and the text 'You can drag and drop files here to add them', highlighted by a callout box that says 'Drag and drop your file here'. At the bottom, the 'Save and return to course' button is highlighted with an orange box.

4. In the *Name* field, enter the name to be displayed for the file on the course homepage.
6. Scroll down to the Content section. You may drag and drop the file from your computer into the indicated box OR select the *Add* link to browse your computer for the file.
7. After the file has finished uploading, scroll to the bottom and select the **Save and return to course** button.

## Drag and drop

1. After turning editing on Locate the file on your computer and drag it onto the *Course homepage* and into the section you desire. The file will begin to upload and a status bar will display.



2. When the file has completed the upload process, the file will appear on your *Course homepage*.

**Note:** Make sure you have the most recent release of the web browser you are using. Drag and drop functionality may not work with older versions of some browsers.

## Adding Page

Enable you to enter study material in the web like format.

From the *Course homepage*, select the **Turn editing on** button.



## Formating and Editing in page

### Page content\*

For create link to another website or within the page

Moodle media for uploading image, video and embedded video into the page.

The screenshot shows the Moodle rich text editor interface. The toolbar at the top contains various icons for text formatting and media insertion. Two callout boxes are present: one pointing to the link icon (a bookmark) and another pointing to the media icons (image, video, and document). The main content area displays the following text:

Lecture 1  
Introduction to Moodle

Contents

- Introduction
- objectives
- Summary

Introduction

Path: p

Annotations in blue:

- A bracket groups "Introduction to Moodle" with the label "Format text to be Heading 2".
- A bracket groups the list items with the label "Format of the text Paragraph".
- A bracket groups the list items with the label "Format of the text Heading 3".

## Adding Labels

The label is a versatile tool in Moodle that can be used for organization and to improve the overall appearance of a course site. If it happen one of your section has more than one topics, we use label to distinguish between one topics to another. See the screenshot below

▼ Plant Diversity, Classification and Nomenclature - Toggle

**Lecture 1: Preamble to Diversity of Plants** ← Label for lecture 1

- Lecture 1: Notes
- Lecture 1: PPT
- Lecture 1: Review Questions
- Lecture 1: References

**Lecture 2: Classifications of Plants** ← Label for lecture 2

- Lecture 2: Notes
- Lecture 2: PPT
- Lecture 2: Review Questions
- Lecture 2: References

**Lecture 3: Nomenclature** ← Label for lecture 3

- Lecture 3: Notes
- Lecture 3 PPT
- Lecture 3: Review Questions
- Lecture 3: References

### *Procedure for adding a Label*

1. From the *Course homepage*, select the **Turn editing on** button.
  2. In the desired section, select the **Add an activity or resource** link.
  3. From the list of available options, select **Label**.
  4. Select the **Add** button.
  5. Enter the desired information in the *Label text* field (**Usual we name it as topic title**)
- Note:** Use the *Toolbar* to customize the entry by styling the **text to be heading 3**.
6. Select **Save and return to course**
  7. You can now use the "*move tool*" indicated by a crosshair icon to move your label to where you wish it to display.

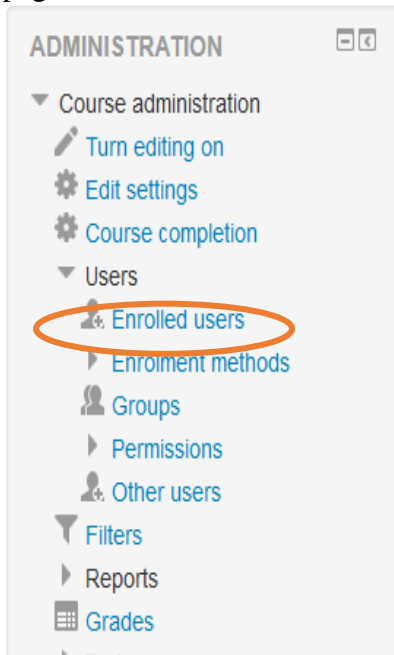
## Creating and Modifying Groups

Moodle allows instructors to create groups of students. Groups may be created manually or automatically, and can include students, instructors, teaching assistants, etc.

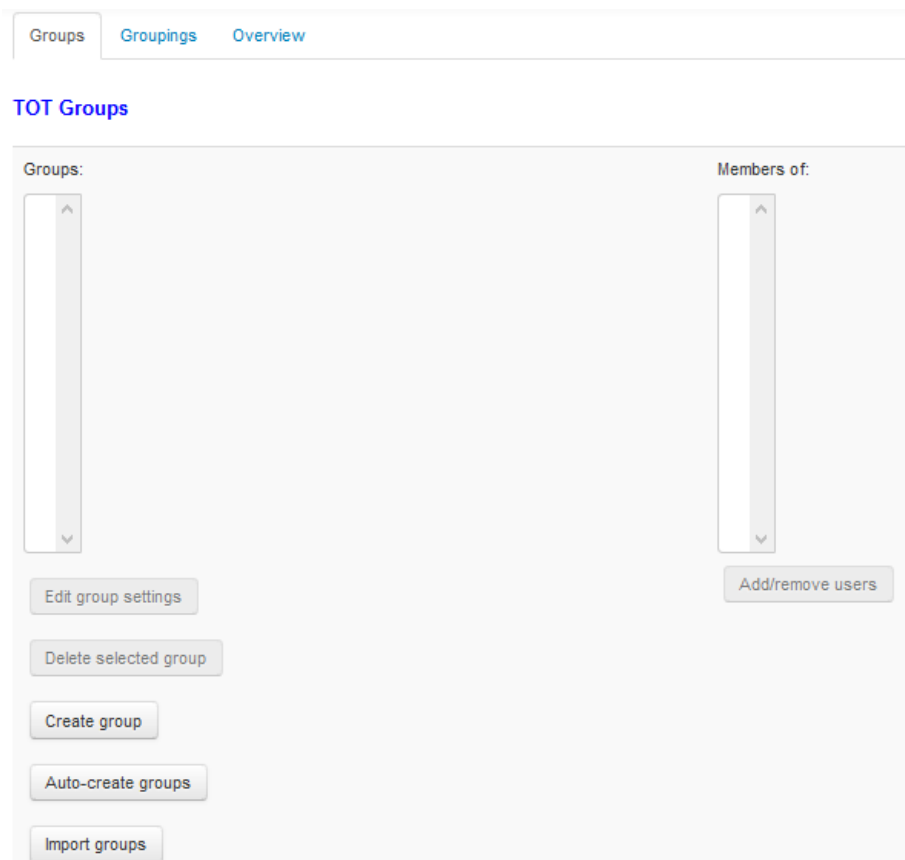
### Managing Groups

1. Select **Users** under the *Course administration* block. The Users menu will expand.

2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.



3. On the Groups page, you may (1) Edit group settings (e.g, group name, description), (2) Delete groups, (3) Create group(s), and (4) Auto-create groups.




### Editing Group Settings

1. Select **Users** under the *Course administration* block. The Users menu will expand.
2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.
3. On the Groups page, select the group you want to edit from the Groups list.
4. Select **Edit group settings**. You will be redirected to the *Edit group settings* page.
5. Make any changes you would like.
6. Select **Save changes**.

General

Group name\*

Group ID number


Group description   
**This group for first year students**

Path: nz

Enrolment key   Unmask

Hide picture

New picture

  
 You can drag and drop files here to add them.

### Deleting Group(s)

1. Select **Users** under the *Course administration* block. The Users menu will expand.
2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.
3. On the Groups page, select the group you want to delete from the Groups list.
4. Select **Delete selected group**. You will be redirected to the *Delete group* page.
5. Select **Yes** to confirm deletion of the group.

### Creating Groups

1. Select **Users** under the *Course administration* block. The Users menu will expand.
2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.
3. On the Groups page, select **Create group**. You will be redirected to the group creation page.



- On the group creation page, enter a *Group name*. Optional: You may also enter a group description.
- Select **Save changes**.

## Adding/Removing group members

- Select **Users** under the *Course administration* block. The Users menu will expand.
- Select **Groups** from the expanded User menu. You will be redirected to the Groups page.
- On the Groups page, select the group you want to add members to from the Groups list.
- Select **Add/remove users**. You will be redirected to the *Add/remove users* page.
- Adding members
  - On the Add/remove users page, under the **Potential members** list, select the user(s) (e.g. student, teaching assistant, teacher) you would like to add to the group.
  - Select the < **Add** button (located at the center).
  - When done adding members, select the **Back to groups**.

## 6. Removing members

- On the Add/remove users page, under the **Group members** list, select the user(s) (e.g. student, teaching assistant, teacher) you would like to remove from the group.

2. Select the **Remove** > button (located at the center).
3. When done adding members, select the **Back to groups**.

## Auto-creating groups

1. Select **Users** under the *Course administration* block. The Users menu will expand.
2. Select **Groups** from the expanded User menu. You will be redirected to the Groups page.
3. On the Groups page, select the **Auto-create groups** button. You will be redirected to the *Auto-create groups* page.
4. On the *Auto-create groups* page, enter a group naming scheme for **Naming scheme**. For example, entering *Group @* will generate groups named Group A, Group B, Group C, etc; whereas entering *Group #* will generate groups named Group 1, Group 2, Group 3, etc.
5. For *Auto create based on*, select **Number of groups** or **Members per group**.
6. For *Group/member count*, depending on your selection in Step 5, enter either the number of groups you would like auto-created (e.g. 4) or members per group (e.g. 5).
7. When done, select **Save changes**

**Auto-create groups** ▶ Expand all

▼ General

Naming scheme\*

Auto create based on

Group/member count\*

▼ Group members

Select members with role

Select members from group

Allocate members


Prevent last small group

Ignore users in groups

▶ Grouping

There are required fields in this form marked \*.

## Adding a link to a website/URL resource

1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the link.
3. Select **URL Resource**  and click **Add**.
4. Give the link a **Name**. (This will be displayed on the course site homepage.)
5. Type or copy and paste the URL into the **Content > External URL** text box. (Note: The "Choose a link..." is non-functional and will give an error message if used.)
6. Expand the **Appearance** menu and choose **New Window** in the **Display** option.
7. Review the rest of the settings and change if desired.
8. Click the **Save and return to course** button at the bottom.

## Adding Activities

### Adding a Forum

1. Go to the course homepage and click **Turn editing on**.
2. Click **Add an activity or resource** in the section where you want to add the [item].
3. Select **Forum** or **Forum+ (beta)** and click **Add**.
4. In the **Forum name** text box, enter the name of the forum.
5. In the **Forum Description** text box enter a description and instructions for the activity.
6. For **Forum type**, choose one of the following:
  - **Single simple discussion** –The instructor can create only one discussion. This keeps the conversation focused on one topic. Users are allowed to post replies but cannot to start new discussion topics.
  - **Each person posts one discussion** – Each person in class can start only one discussion. This forum type can be useful if each student needs to post one question or choose only one topic from a reading. Each discussion can have multiple replies.
  - **Q and A Forum** – Use to present a question and answer format that requires students to post their answers before viewing other student postings. Once a student sends a post, they must wait 15 minutes (the allotted time to edit their own post) before viewing and responding to other posts.
  - **Standard forum displayed in a blog-like format** - Anyone can start a new discussion at any time. Discussion topics are displayed on one page with a snippet of the discussion included.

- **Standard forum for general use** – Anyone can start a new discussion at any time. Each discussion is on a separate page.
7. Select and complete additional options (see **Commonly Used Settings** below).
  8. Scroll down and click **Save and display**.

#### ○ *Commonly used forum settings*

- **Subscription and tracking: Subscription mode** - Controls whether emails are sent from the forum when posts are made. Note: Students can also choose through their profile whether they receive an email every time someone posts or whether they receive an email at the end of each day with a compilation of all that day's posts.
  - **Optional:** Students can choose to subscribe to the forum or not.
  - **Forced:** Everyone is subscribed and cannot unsubscribe (not recommended)
  - **Auto:** Everyone is subscribed initially, but can unsubscribe
  - **Disabled:** subscriptions are not allowed
- **Post threshold for blocking** - Sets a maximum number of posts allowed for students during a particular time period, e.g., no more than three posts per day.
- **Ratings** - To grade a discussion, select an **Aggregate** type and **Scale**. If the scale is numeric, it will be calculated as part of the grade. If the scale is non-numeric, it will not be calculated. To allow only certain posts to be rated, select a date range.
- **Restrict access** - Select the dates for allowing access. When the activity can't be accessed, you can choose to show it grayed-out, or hide the activity entirely. You can also restrict access according to criteria that you define.

#### ○ *Setting up rating options for a discussion forum*

By default, discussion **Forums** in Moodle have no grade associated with them. However, forums have a ratings option which, when enabled, allows instructors and teaching assistants to rate student forum posts.

There are two basic ways to rate posts.

- Use a set number of points, for example 1-5.
- Use a preset scale with a variety of text options, for example pass/fail. Some scales also have points associated with them, for example Excellent/Very Poor (4 points).

Both types of ratings will appear in the **Gradebook**, but only ratings with a point value will contribute to a **Course total** grade.

#### ○ *Procedures on Setting up rating options for a discussion forum*

1. While you are setting up your discussion forum scroll down to the Rating place.

## ▼ Ratings

Roles with permission to rate ⓘ Capability check not available until activity is saved

Aggregate type ⓘ No ratings ▼

Scale ⓘ Type Point ▼

Scale new scale ▼

Maximum points 100

Restrict ratings to items with dates in this range:

From 17 ▼ October ▼ 2016 ▼ 09 ▼ 05 ▼ 📅

To 17 ▼ October ▼ 2016 ▼ 09 ▼ 05 ▼ 📅

2. Scroll down and click **Ratings** to see the options above.
3. Choose an **Aggregate type**. *The aggregate type defines how ratings are combined to form the final grade in the gradebook.*
  - **Average of ratings** - The mean of all ratings.
  - **Count of ratings** - The number of rated posts becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
  - **Maximum rating** - The highest rating becomes the final grade.
  - **Minimum rating** - The smallest rating becomes the final grade.
  - **Sum of ratings** - All ratings are added together for a total score. Note that the total cannot exceed the maximum grade for the activity.

**Note:** No aggregation method can exceed the maximum point value of the numeric scale chosen for rating.

    - Example: If you set Maximum points = 10, and Aggregate type = Sum of ratings, a student who has four separate posts that are all rated at 3 points each will still only receive 10 points total for the forum.
4. Choose a **Scale Type**:
  - For **Scale**, choose a Scale from the drop-down list. *Scales that include point values will appear in the gradebook, scales with no point value will not.*
  - For **Point**, enter a point value in **Maximum points**. *Rating values will appear in the gradebook.*
  - **Note:** In Moodle 2.6, there is one list including both scales and point values.
5. Scroll down and click **Save and display**.

### ○ *Rating an individual post*

1. Find the post you want to rate.

2. Choose a rating from the **Rate** drop-down menu at the bottom of the post.
  
3. View the student's score.
  - Instructors see the rating, as well as the aggregation method, the student's current score, and the Rate menu.
  - Students see their own rating and the aggregation of their scores in this forum. Students only see their own ratings and scores.
  
4. Rate other posts as necessary.
  
5. When you are done return to your course homepage.

## Assignments

Assignments are used when you want your students to hand in some work through Moodle (except the offline activity assignment type). When the work has been submitted you can mark it and give feedback in Moodle. Marks are stored in the course gradebook. There are four types of assignment. Your choice of 'assignment type' depends on what you want your students to do.

- Online text  
Students type into a box in Moodle – they have the Moodle WYSIWYG editor and can therefore use the tools included; linking to websites, displaying images, etc.
- Upload a single file  
Students have to upload a file. The teacher determines the maximum file upload size when setting the assignment.
- Advanced uploading of files  
The teacher can allow more than one file to be uploaded. With this assignment type students can delete work already uploaded and resubmit work.

- *Steps for setting up an assignment*

Setting up an assignment is the same for all assignment types except that there is a dedicated section with settings specific to the assignment type chosen.

- *General Settings (common to all assignment types)*

- With editing turned on in your course, go to the section where you would like the assignment to appear and click ‘add an activity...’
- Choose the desired activity type
- Give the assignment a name (this becomes a link that your students will click on)
- In the description box give your students the instructions they need to complete The task.

#### ▼ General

**Assignment name\***

**Description\***

Paragraph **B** *I* [List] [Link] [Image] [Video] [File]

Type Instruction and Questions here...|

Path: p » strong

- Determine how you want to mark the task using the ‘grade’ drop down menu.
- Decide whether you want to limit when your students can start submitting their work to you. You can also set when it’s due to be handed in or disable this functionality altogether (using the tick boxes).
- Decide whether you are going to let students submit work late or not using the ‘prevent late submissions’ setting (if you chose to use a due date in the first place).

The next section of settings is specific to the assignment type you chose.

### ○ *Online text*

#### ▼ Submission types

**Submission types**  Online text  File submissions

**Word limit**   Enable

**Maximum number of uploaded files**

**Maximum submission size**

- Allow resubmitting: If ‘yes’ students can resubmit their work. If ‘No’ and a student submit work by accident and there’s no way back.

- Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Comment inline: If 'yes' you will be able to type in amongst the text that your student submits. Choose 'No' and your feedback is kept separate.

- Maximum Size: Choose the maximum file size for any single file uploaded by the students.
- Allow deleting: Can a student delete a submitted file or not?
- Maximum number of uploaded files: Decide how many files should be submitted for the task.
- Allow notes: Do you want to provide your students with a place to write some notes, e.g. to explain which file is which.
- Hide description before available date: If you choose to do this, the task instructions will be hidden and replaced by: 'Sorry, this assignment is not yet available. Assignment instructions will be displayed here on the date given below.'
- Email alerts to teachers: If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Enable Send for marking: If you choose yes the student clicks a button which says 'Send for marking' when they are uploaded the finished files. If no, the work appears as submitted as soon as a file has been uploaded by the student.



○ *Upload a single file*

**Upload a single file**

Allow resubmitting ? No ▾

Email alerts to teachers ? No ▾

Maximum size 1MB ▾

- Allow resubmitting: If ‘yes’ students can resubmit their work. If ‘No’ and a student submit work by accident and there’s no way back.
- Email alerts to teachers: This is the same as in the other assignment types above. If Moodle knows your email address and you choose yes you will receive an email each time a student submits work to you.
- Maximum size: Same as in advanced uploading of files. Choose the maximum file sizes for the file students upload.

○ *Marking Assignments*

When students submit work you can access it by clicking on the assignment and following the link in the top right hand corner which says ‘View submitted assignments’ or ‘No attempts have been made on this assignment’. This link takes you to a list of students enrolled on the course.

**assignment2**

Write about yourself

**Grading summary**

Participants	2
Drafts	0
Submitted	1
Needs grading	0
Due date	Thursday, 20 October 2016, 12:00 AM
Time remaining	2 days 14 hours

[View/grade all submissions](#)

Grading action

Choose...

Select	User picture	First name / Surname	Email address	Status	Marker	Grade	Edit	Last modified (submissi
<input type="checkbox"/>		Hamad Kassim	hamadk.55010_t11@ug.out.ac.tz	No submission Not marked		-	Edit	Thursday, October 2016, 9:06 AM
<input type="checkbox"/>		test dent	test.dent@out.ac.tz	Submitted for grading Not marked		5.00 / 10.00	Edit	Thursday, October 2016, 9:06 AM

When you are ready to start grading there are two options. The procedure is same for both:

1. Give a grade and some feedback,
2. Decide whether you want the student to receive an email telling them you've marked their work
3. Move to the next student.

Which of the grading options you use is up to you. Depending on what you are marking, you may prefer one over the other:

Default grading:

1. Click 'Grade' in the status column for the first student, this brings up a new window
2. Give a grade and fill in the feedback
3. Click 'save and show next' to see the next student

Grade

Grade out of 10

Marking workflow state

Allocated Marker

Current grade in gradebook -

Grading student 1 out of 2

Feedback comments

**B** *I*

Path: p

Feedback files Maximum size for new files: 600MB

You can drag and drop files here to add them.

Notify students

### ○ *Quick grading:*

1. Input the grade and a comment directly onto the page where you can see a list of all the students.
2. Quick grading will not allow you to provide feedback within the text of an online text assignment. However, quick grading is probably preferable when inputting grades and feedback for uploaded files or offline activities.
3. To switch quick grading on you tick the box 'Allow quick grading' (bottom right) and then click 'Save preferences'

Visible groups: sacb | First name: All ABCDEFGHIJKLMNOPQRSTUVWXYZ | Surname: All ABCDEFGHIJKLMNOPQRSTUVWXYZ | See all course grades

☺	First name / Surname ↓	Grade ☺	Comment ☺	Last modified (Student) ☺	Last modified (Teacher) ☺	Status ☺	Final grade ☺
☺	:	No grade ▾				Grade	-
☺	:	No grade ▾				Grade	-

Send notification emails  ?

Save all my feedback

Submissions shown per page 10 ?

Allow quick grading  ?

Save preferences

## Moodle Guidebook

### GRADES

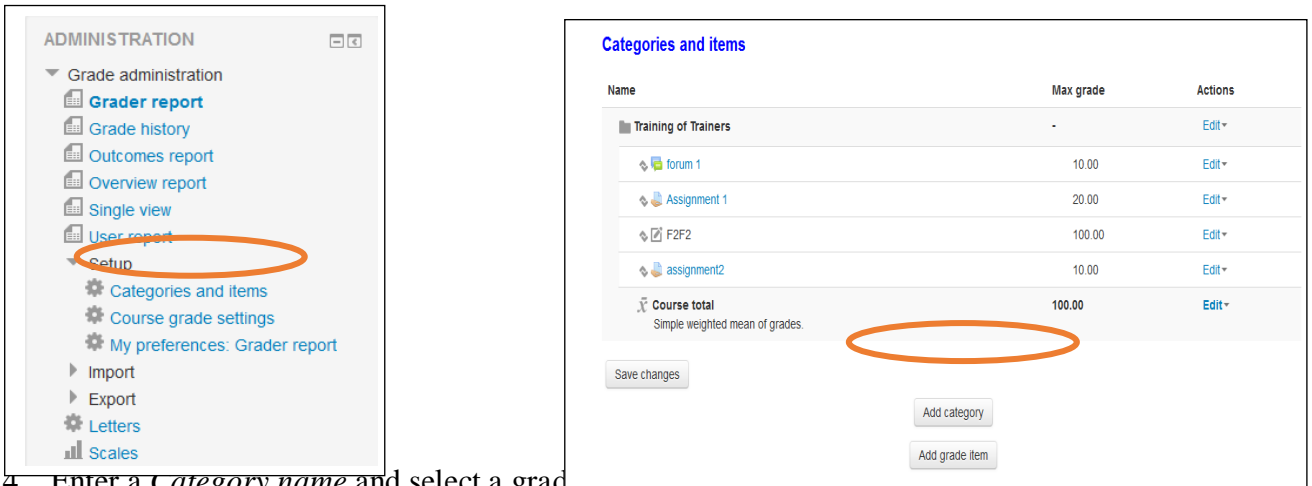
Moodle's Gradebook can help organize and manage grades for students in your course.

- Activity and grade item scores will automatically display in the gradebook.
- Students are able to view their grades. Each student only sees his/her own grade. The instructor can control what grades are visible/hidden.
- Grades can be exported and imported, allowing instructors to use Excel for computing grades.

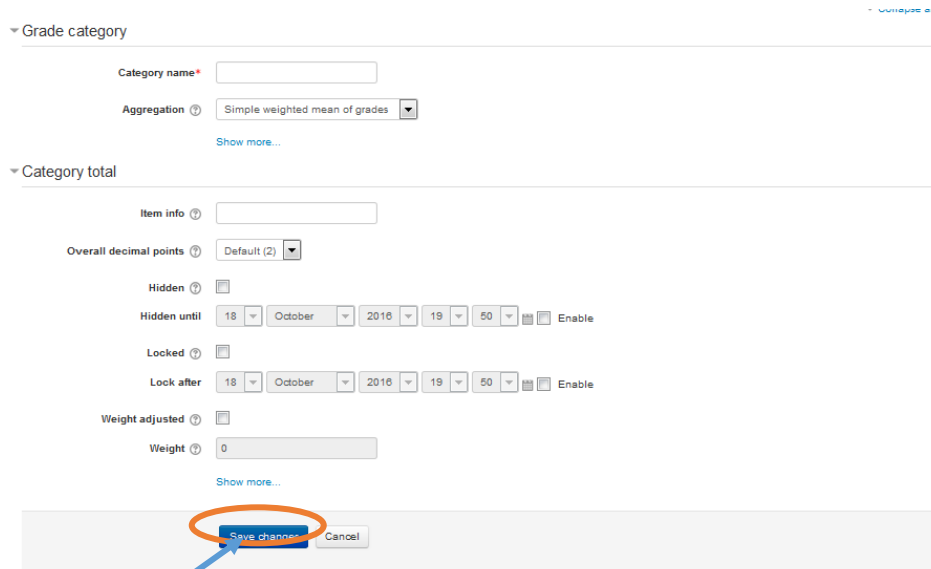
### ○ *Create a Category*

1. Select **Grades** from the *Course administration* block (on the left side of the page). You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page (e.g. 'quizzes', 'assignments', 'homework', etc.) Each category will then have its own total column in the gradebook. It will calculate all of the items in the category.

3. Select the **Add Category** button (located at the bottom of the page).



4. Enter a *Category name* and select a grade aggregation method in the next section for aggregation methods explanations.



5. Select the **Save changes** button.

### ○ *Selecting a Grade Aggregation Method*

#### *Selecting a Grade Aggregation Method*

Moodle offers 3 methods of aggregating grades. Due to the number of options available and their complexity, it is recommended to use the *Natural* aggregation method.

#### *Natural*

The Natural aggregation method is the newest and recommend option. Natural initially sets up weighting based on grade item point values. If needed, weights can be overridden for categories or grade items. This method allows grade items to be marked as Extra Credit, and allows Categories to use the **Drop the lowest** option when specific criteria are met.

#### *Other Aggregation Methods*

- **Simple Weighted Mean of Grades**

The Simple Weighted Mean of Grades method will weigh grade items based on the item's maximum possible points. Due to this reason, this method WILL NOT allow weights to be set for grade items. For example, if the course total is 1,000 points, a grade item worth 100 will be weighed at 10%.

- **Weighted Mean of Grades**

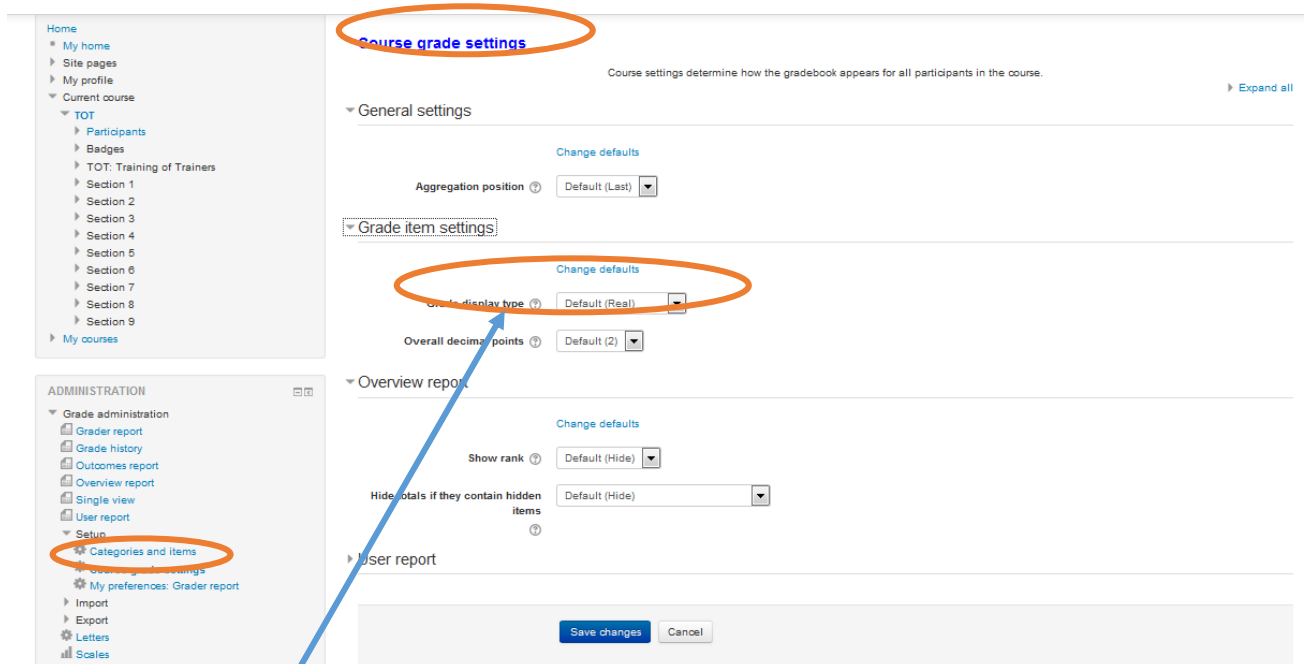
The Weighted Mean of Grades method will weigh grade items based on the weight set in the 'Weights' box on the *Categories and Items* page. This method does not take into account the number of maximum points for a grade item. All grade item weights MUST add up to 100. For example, when the weight of a grade item is set to '10', it will be weighed at 10% regardless of the number of maximum points.

- *Setting Grade Preferences*

### ***Setting Grades to Show as Percentages or Points***

This setting determines how grades are displayed in the grader and user reports to students.

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, select the "**Course grade settings**" tab.



4. Select a **Grade display type**. This setting determines how grades are displayed to students. Instructors can select one or a combination (limited to two) of the following three display types:

- - Real - Actual grades (points)
  - Percentage

- Letter

### ○ *Entering and Editing Grades*

Editing grades in the gradebook only edits the grades. None of the available operations bear any relationship to editing the main course page (i.e. the appearance of your course page will not be influenced by anything you do in the gradebook). The 'Turn editing on' button functions separately from that on the main course page, so editing can be on in the gradebook, but simultaneously off on the course page. This is because editing grades and editing the course page are separate capabilities.

### *Tips on Grading*

There are two options for grading in Moodle:

1. Grade in the Activity (e.g. assignment, quiz, forum)
  - This is the recommended method.
  - Allows viewing of assignment submissions, quiz answers, forum posts of student.
2. Grade in the Gradebook
  - View and/or enter multiple grades for a single student.
  - View and/or enter multiple grades for a single activity.
  - View and/or enter grades for all students.

**IMPORTANT:** If entering grades directly into the gradebook, the ability to grade and enter feedback from within the activity will be locked.

### *Entering grades in the Gradebook*

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the *Grader report*, select **Turn Editing On** (located at top-right).

Grade administration > Grader report

Grader report

**Grader report**

Separate groups: All participants

All participants: 3/3

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

Surname	First name	Email address	forum 1	Assignment 1	F2F2	assignment2	Course total
test.dent		test.dent@out.ac.tz	15.00	10.00	12.00		20.00
Hamad Kassim		hamadk.55010_t11@ug.out.ac.tz	4.00	4.00	7.00		11.54
Sample Teacher		sample.teacher@out.ac.tz	10.00		13.00		20.00
Overall average			9.7	7.0	10.0		11.4

Save changes

30

3. **Grade cells** will display, allowing you to manually enter/change grades for students.
4. Select the **Save changes** button to save changes when done entering/changing grades.  
**NOTE:** If editing/changing a grade for a Moodle activity (i.e. not manually created grade item), the activity's cells will be highlighted in orange color to show that the grade has been overridden.

### ○ 5.5 Add New Grade Item

There may be some instances where you wish to manually create a column/grade item. For example, you may wish to create one for an activity completed outside of Moodle.

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, scroll to the bottom of the page and select **Add grade item**.

The screenshot shows the Moodle 'Categories and items' page. On the left, the 'ADMINISTRATION' menu has 'Categories and items' highlighted in orange. The main area displays a table of grade items for the 'Training of Trainers' category. The table has columns for 'Name', 'Max grade', and 'Actions'. The items listed are 'forum 1' (10.00), 'Assignment 1' (20.00), 'F2F2' (100.00), and 'assignment2' (10.00). A 'Course total' row shows a 'Simple weighted mean of grades' with a max grade of 100.00. At the bottom of the page, the 'Add grade item' button is circled in orange.

Name	Max grade	Actions
<b>Training of Trainers</b>		
forum 1	10.00	Edit
Assignment 1	20.00	Edit
F2F2	100.00	Edit
assignment2	10.00	Edit
<b>Course total</b>	<b>100.00</b>	<b>Edit</b>
Simple weighted mean of grades.		

Grade item

Item name

Item info

Overall decimal points

Hidden

Hidden until       Enable

Locked

Lock after       Enable

Weight adjusted

Weight

[Show more...](#)

4. If you wish to enter a numerical grade, set *Grade type* to **Value**.
4. Enter a **Maximum grade** (e.g. 100).

5. Select **Save changes** button.

### ○ 5.6 User Report View

The User Report view displays a grade report for a single or all students. It is useful for reviewing what students see when viewing their grades.

The User Report displays students' grades in the current course. It includes:

- A breakdown of grades for each activity/grade item in the course.
- The calculated weight of each activity/grade item.
- Any feedback for an activity/grade item.
- The overall grade for the course (i.e. course total).

**NOTE:** Any activities and/or grade items that are italicized on the User Report page are hidden from students (i.e. students are unable to see it).

### How to access User Report

1. Under the *Course administration* block, select **Grades**. You will then be redirected to the *Grader Report* page.

**Grader report**

Separate groups: All participants

All participants: 3/3

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

Surname	First name	Email address	forum 1	Assignment 1	F2F2	assignment2	Course total
test.dent		test.dent@out.ac.tz	15.00	10.00	12.00	-	
Hamad Kassim		hamadk.55010_111@ug.out.ac.tz	4.00	4.00	7.00	-	
Sample Teacher		sample.teacher@out.ac.tz	10.00	-	13.00	-	
Overall average			9.67	7.00	10.67	-	

3. On the *User Report* page, you may select one student or all students to view their grades.

**User report - Sample Teacher**

Separate groups: All participants

Select all or one user: Sample Teacher

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
<b>Training of Trainers</b>						
forum 1	100.00 %	10.00	0-10	100.00 %		100.00 %
Assignment 1	0.00 % ( Empty )	-	0-20	-		0.00 %
F2F2	0.00 % ( Empty )	13.00	0-100	13.00 %		0.00 %
assignment2	-	-	0-10	-		-
Course total	-	20.00	0-100	20.00 %	Overridden: -	-
Simple weighted mean of grades.						



### ○ 5.7 *Extra Credit*

An activity/grade item may be set as extra credit to not count toward a category and/or course total. The grade of the activity/grade item will be added to the category or course total after all non-extra credit items have been calculated. Extra credit may only be set up on the Categories and Items page, under the Setup tab in the Gradebook. We recommend using the extra credit functionality with the *Natural grade aggregation* method.

#### ***Setting an Activity/Grade Item as Extra Credit***

1. Select **Setup**. You will then be redirected to the Categories and Items page.
2. On the *Categories and Items* page, locate the activity/grade item to set as extra credit.
3. Select **Edit** under the *Actions* column.
4. Select **Edit settings**.
5. Check the *Extra Credit* box (located under the *Parent category* header).

### ○ 5.8 *Dropping the Lowest Grade(s)*

Moodle allows instructors to drop the lowest grade(s) from a category containing activities/grade items in the gradebook. The activities/grade items in a category must be the same maximum value. It is recommended to implement this feature at the end of a semester or after all activities/grade items in a category have grades to ensure accurate calculation.

#### ***Dropping the lowest grade(s)***

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and items* page, locate the category to drop the lowest grade in.
4. Select **Edit** under the *Actions* column.
5. Select **Edit settings**. You will be redirected to the *Edit category* page.

6. On the *Edit category* page, select **Show more...** under the *Grade category* header.
7. Enter the number of lowest grades you wish to drop in the **Drop the lowest** box.
8. Select **Save changes**

### ○ 5.9 Custom Grade Total Calculation

Moodle automatically calculates totals for grades. However, Moodle allows instructors to setup custom grade calculations for a category, manually created grade item, and/or course total. A custom grade calculation is a formula used to determine grades based on another grade items. This may be useful for example if you want to take the average of 3 grade items from one category, double it, and add it to the average of another category.

#### *Enabling custom calculations*

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. Select **Preferences: Grader report**.
4. Set *Show calculations* to **Yes**.
5. Select **Save changes**.

#### *Creating custom calculations for a Category*

1. In the Gradebook, select **Setup** tab.
2. Select **Categories and items**.
3. Locate the category for which you would like to set
4. Locate the item for which you would like to create a calculation, and under Actions, select **Edit Calculation** ( Edit Calculation Icon ). The Edit calculation page will open.  
**Note:** The *Edit Calculation* icon will only be appear next to category totals, manually created grade items, and the Course total.

### ○ 5.10 Hiding Grades

Activity/Grade item grades may be hidden from students in the Gradebook. While a category or grade item may be hidden in the Gradebook, an activity/grade item must be hidden on the course page to not appear in the Gradebook. The hidden activity/grade item is still visible to you as the instructor in a italicized grey color. The grade of the hidden activity/grade item will not be included in the calculation of grades.

#### *Hiding a Category or Grade Item in the Gradebook*

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. Select **Setup**. You will then be redirected to the Categories and Items page.
4. On the *Categories and Items* page, locate the category or grade item to hide.
5. Select **Edit** under the *Actions* column.

6. Select **Hide**.

### ***Hiding an Activity in the Gradebook***

1. On your course page, select **Turn editing on** (located at the top-right corner).
2. Located the activity to hide.
3. Select **Edit** (located to the right of the activity)
4. Select **Hide**

#### ○ ***5.11 Hiding the Course Total***

Moodle allows instructors to hide the course total from students.

### ***Hiding the Course Total***

1. Select **Grades** under the *Course administration* block. You will be redirected to the gradebook.
2. In the gradebook, select the **Setup** tab. You will be redirected to the *Categories and items* page.
3. On the *Categories and Items* page, scroll to the bottom of the page and locate *Course total*.
4. Under the *Actions* column, select **Edit**
5. Select **Hide**. The page will reload and the course total will be hidden.

#### ○ ***5.13 Export and Import Grades***

### ***Exporting Grades***

1. Select **Grades** under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the **Export** tab. You will be redirected to the *Export* page.
3. On the *Export* page, select **Excel spreadsheet**. You will be redirected to the *Export to Excel spreadsheet* page.
4. The *Export to Excel spreadsheet* page will list all activities/grade items available in your course. Check the box next to those activities/grade items and category/course totals you wish to export.
5. Select **Download**.

### ***Importing Grades***

1. Select **Grades** under the Course administration block. You will be redirected to the gradebook.
2. In the gradebook, select the **Import** tab. You will be redirected to the *Import* page.
3. On the *Import* page, upload the CSV file of grades to import by selecting the **Choose a file...** button and uploading the CSV file.
4. Once the CSV file is uploaded into the *File* box, select the **Upload grades** button. You will be redirected to the *Import preview* page, allowing you to review the grades to be uploaded.
5. Under the *Identify user by* header, set *Map from* and *Map to* as **Email address**.

6. Under the *Grade item mappings* header, map any grade item(s) you are importing to the desired grade item(s) by selecting the name.
7. Select **Upload grades**.