

# Course layout

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## Course format

- Teachers' needs
- Students' needs

## Course organization

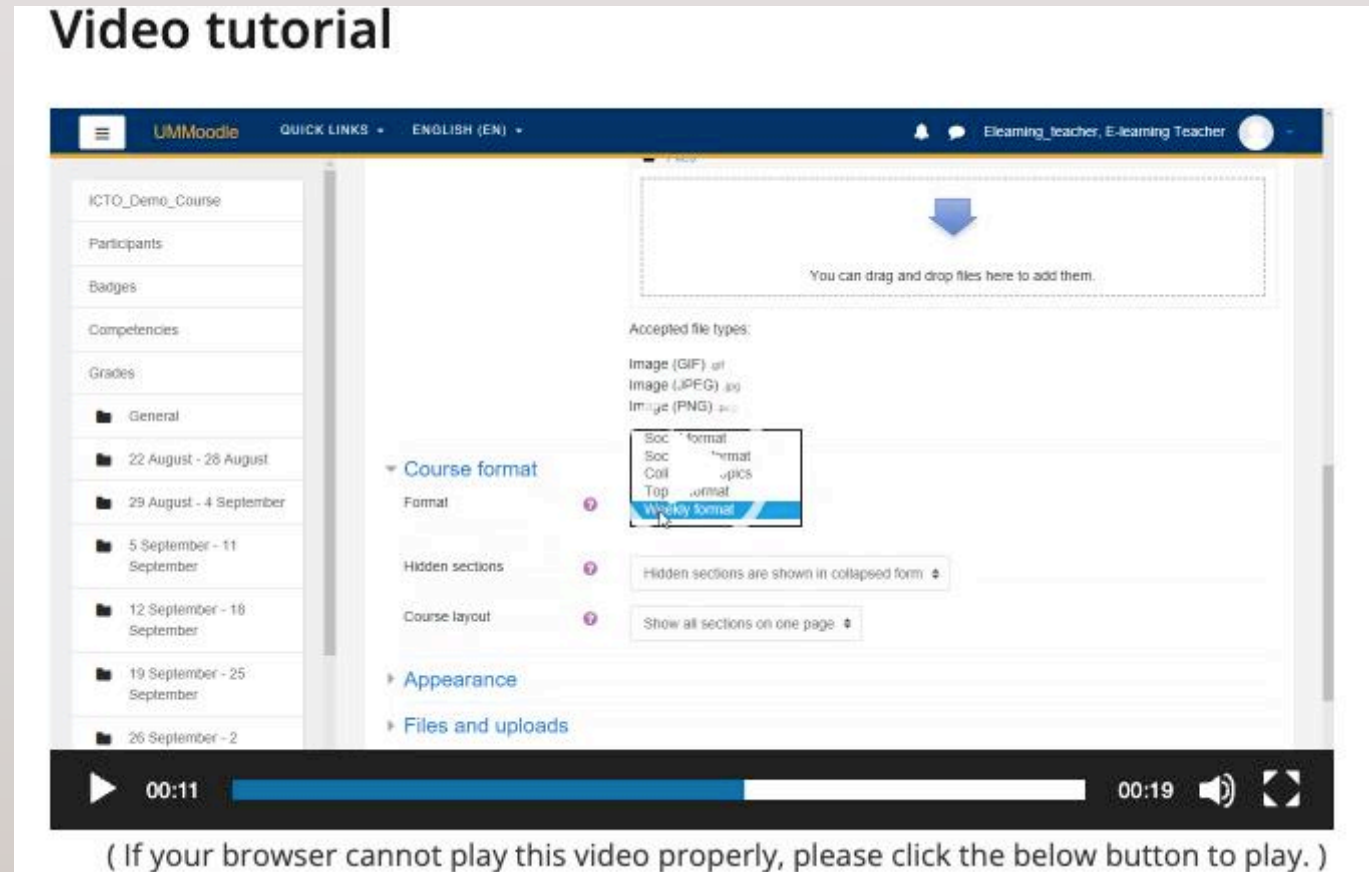
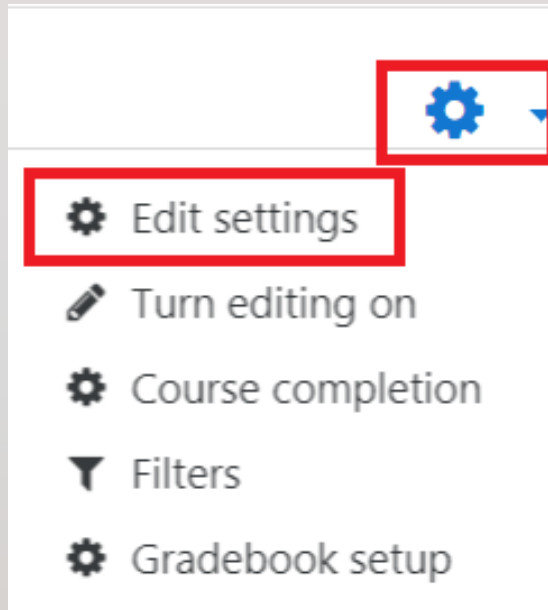
- Quickmail
- Progress blocks
- Assignments

# Course format • Teachers' needs

1. Organize course materials by
  - a) weeks or
  - b) topics
2. Hide upcoming weeks/topics
3. Move items

The screenshot displays a course management interface for 'CISC1004-001'. It features a left-hand navigation menu with items like 'Participants', 'Badges', 'Competencies', 'Grades', 'General', 'Step 1: Academic Integrity Tutorial', 'Step 2: Post-tutorial Quiz', 'Step 3: Declaration', 'Frequently asked questions and contact information', 'Dashboard', 'Site home', 'Calendar', 'Private files', 'Instructor Dashboard', and 'My courses'. A blue circle highlights the 'Grades' and 'General' items. The main content area shows 'Step 1: Academic Integrity Tutorial' with instructions and a 'Post-tutorial Quiz' link. A right-hand sidebar shows a course calendar with weeks from '22 August - 28 August' to '17 October - 23 October'. A yellow circle highlights the '22 August - 28 August' week. Below the calendar, there are course materials including 'Chapter 1 - Appendix: Numeric Syst...', 'Chapter 2: Data Manipulation', and 'How Computers Work: CPU, Memory, Code.org'.

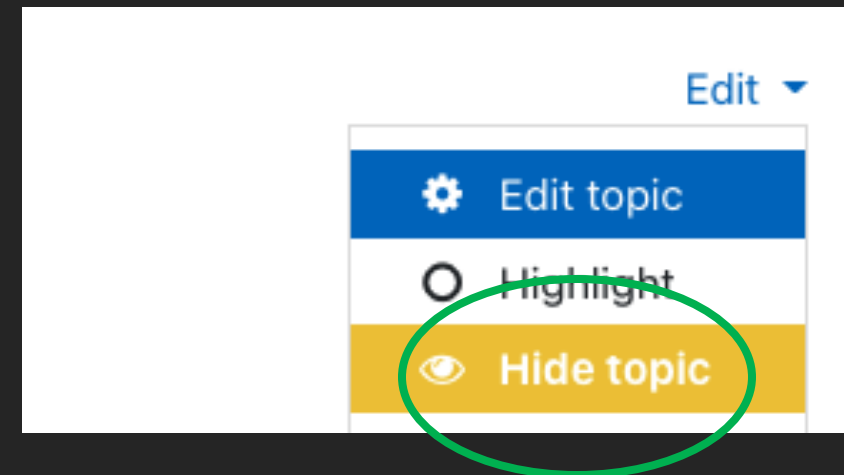
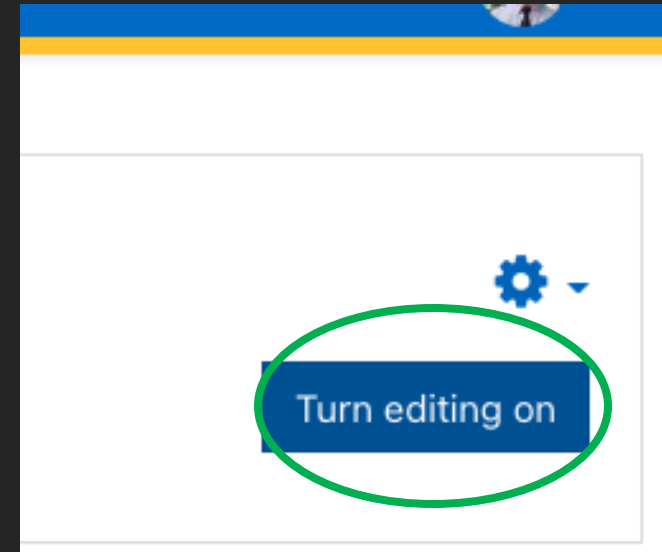
# How to change course format to Weekly Format or Topics Format in UMMoodle?



( If your browser cannot play this video properly, please click the below button to play. )

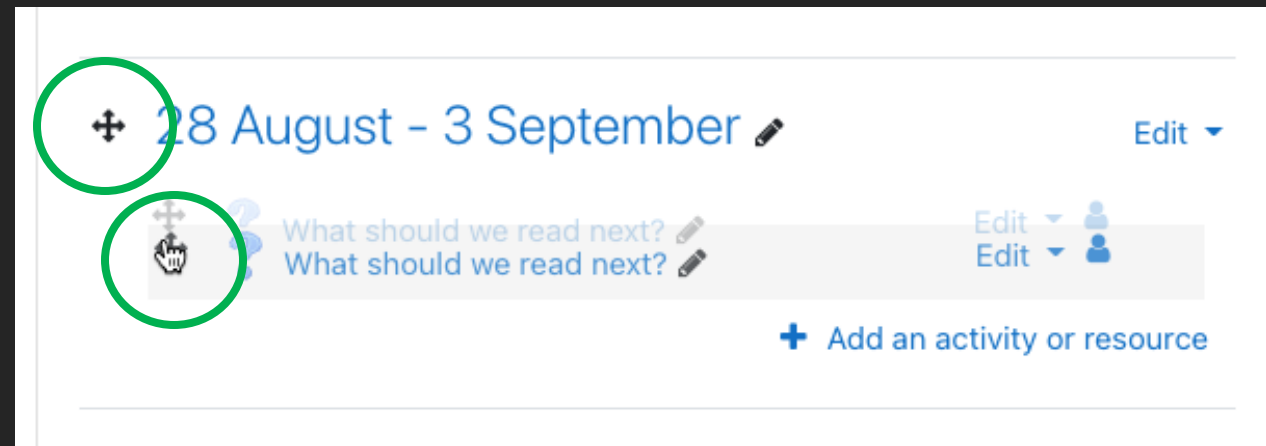
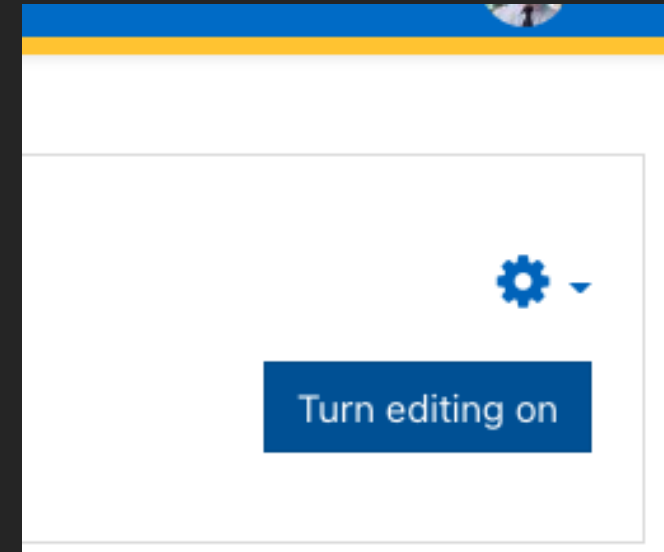
# Hide weeks / topics

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# Move weeks / topics

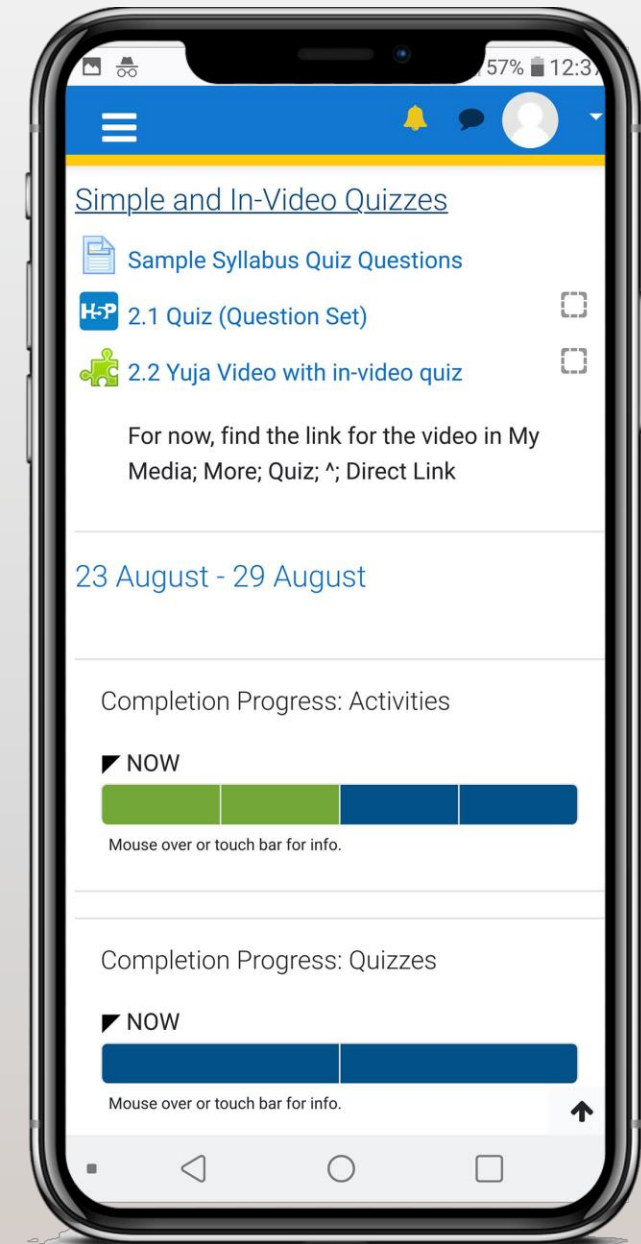
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# Course format - Students' needs

## Make Moodle more mobile friendly

1. Keep document titles and labels short
2. Check to see what your course looks like on a mobile phone
3. If you have many resources for a week, add the resources, e.g., links and videos to a Page



# Make Moodle more mobile friendly

Keep document titles and labels short

## Essay Writing

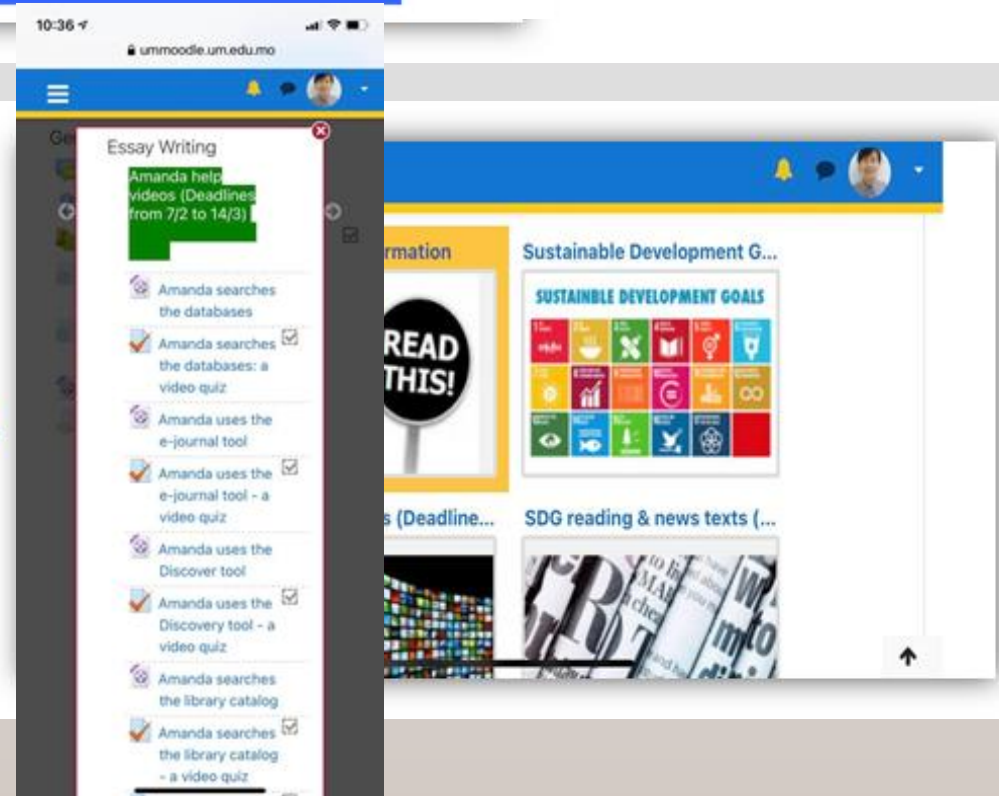
Amanda help videos (Deadlines from 7/2 to 14/3)

- Amanda searches the databases
  - Amanda searches the databases: a video quiz
- Amanda uses the e-journal tool
  - Amanda uses the e-journal tool - a video quiz
- Amanda uses the Discover tool
  - Amanda uses the Discovery tool - a video quiz
- Amanda searches the library catalog
  - Amanda searches the library catalog - a video quiz
- Using Google Scholar

APA Help

Desktop


Mobile



# Make Moodle more mobile friendly

Add resources, links and videos to Pages

## Resources

 [Extra help on APA style](#)

The links here will help you if you have questions about APA style.

## Extra help on APA style

From APA Style Manual

<https://apastyle.apa.org/apa-style-help>

From Purdue University Online Writing Lab

[https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa)

From Murdoch University Library

<https://libguides.murdoch.edu.au/APA>

From Scribbr

<https://www.youtube.com/watch?v=c0e9DKDxUYU>

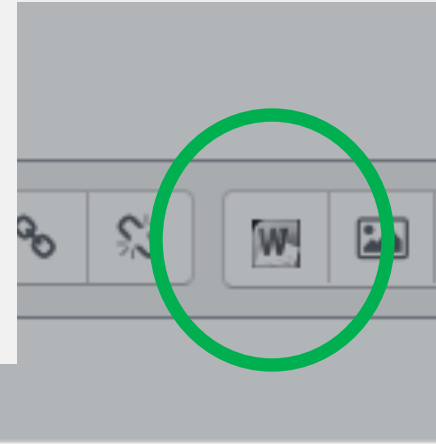


Usual practice:  
Turn editing on

Add a resource or activity, e.g., Page.

The image shows a Moodle interface. On the left, a dialog box titled "Add an activity or resource" is open. It features a search bar containing the word "Page". Below the search bar, it states "11 results found". A grid of activity icons is displayed, including Book, Feedback, File, Folder, HotPot, Label, Lesson, Page, URL, Wiki, and Zoom meeting. The "Page" icon is circled in red, and a tooltip "Add a new Page" is visible over it. On the right, a portion of the main page is visible, showing a "Turn editing off" button circled in red, along with a gear icon and a plus sign.

Tip:  
Add text or links from a  
*simple Word document .docx*  
to a new *forum post*, page, or most fields.



- In the editor, click on the Word icon.
- Then upload (choose file) and save.
- The image, links, and formatting are usually kept. (Page, forum post, etc.)

## File picker

 Server files

 Recent files

 Upload a file

 Private files

Attachment

No file

Save as



Questions or comments |

# Quickmail

<https://faq.icto.um.edu.mo/?s=quickmail>

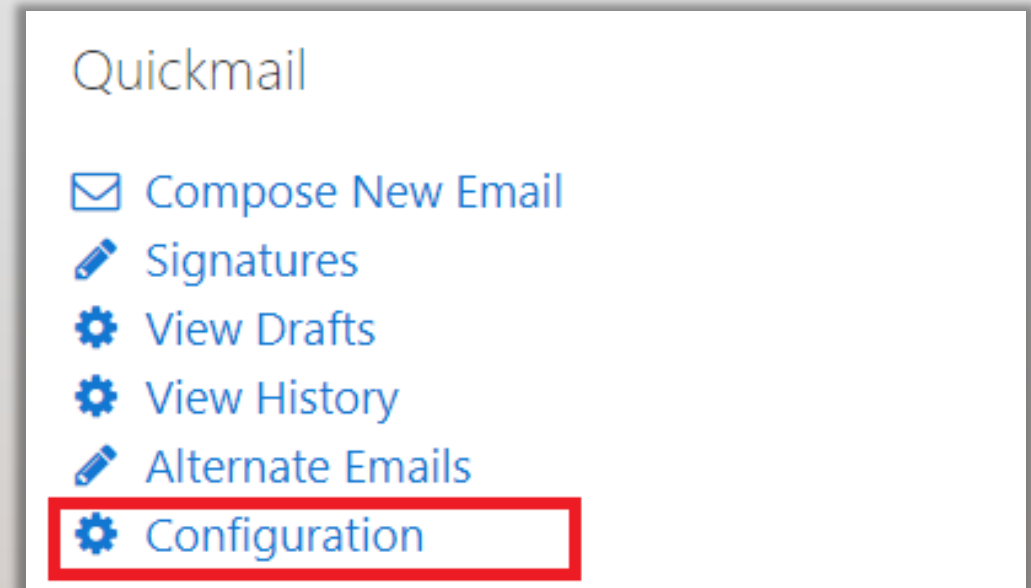
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- allows you to communicate with all or a select group of students via email.
- a forum may be an alternative in large courses.

How to allow students to use “Quickmail” in UMMoodle?

Turn editing on.

Add a block



[https://sites.up.edu/moodle/kbe\\_knowledgebase/email-your-students-with-quickmail/](https://sites.up.edu/moodle/kbe_knowledgebase/email-your-students-with-quickmail/)

<https://www.mylmstips.com/how-to-use-moodle-quickmail>

# There's a block for that...

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Announcements

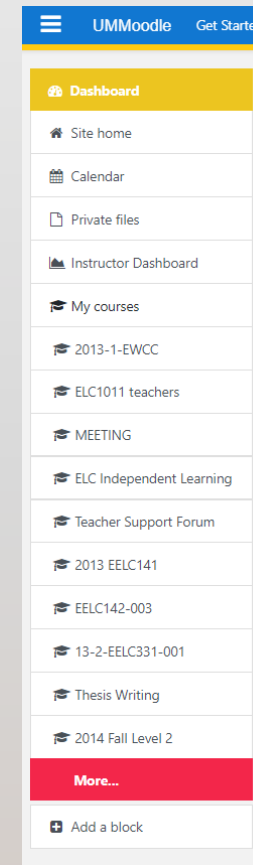
Attendance

Calendar / Recent Activity

Completion Progress (needs to be configured)

Quickmail (needs to be configured)

<https://docs.moodle.org/39/en/Blocks>



# Student view: Completion progress block

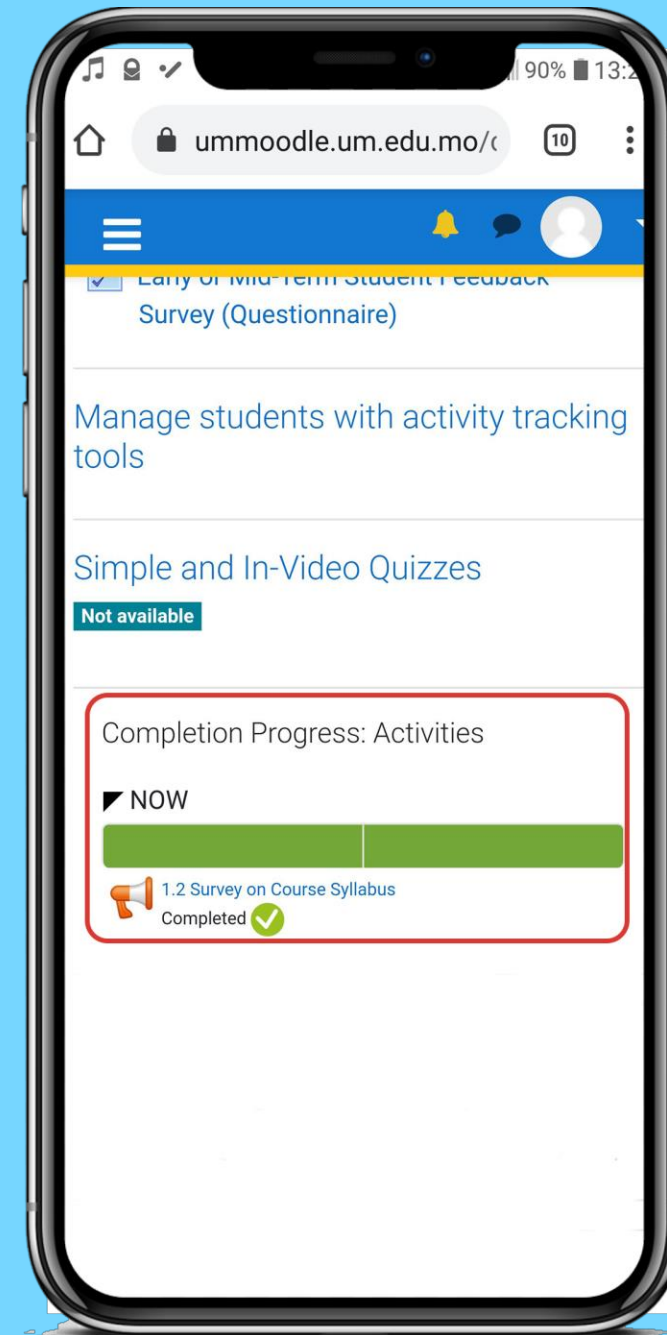
Tip:

Remind students to scroll to the bottom of the page on their phones.

Green = completed

Red = overdue

Blue = upcoming





Questions or comments

# Collect student's work with **Assignments**

Tip: show students how to upload a  
file.

## Selected features:

- Collecting students' work
- Grading with a rubric
- Providing feedback from TA or Teacher
- Checking for originality

<https://www.monash.edu/learning-teaching/teachhq/moodle/assignment/how-to/assignments>

<https://its.sites.haverford.edu/the-moodle-assignment-collect-and-grade-submitted-work/>

<https://techdocs.blogs.brynmawr.edu/9617>

<https://inside.sou.edu/assets/cis/distanceeducation/docs/moodle/assignments-for-faculty.pdf>



## Assignment with file submissions

Students upload one or more files

Edit settings

Actions

### Submission types

Submission types

Mahara portfolio  File submissions  Online text

Site

Home - Mahara

Lock submitted pages

Yes, keep locked

Maximum number of uploaded files

1

Maximum submission size

Activity upload limit (200MB)

Accepted file types

document, jpeg, jpg, png

Choose

Document files .doc .docx .epub .gdoc .odt .oth .ott .pdf .rtf  
Image (JPEG) .jpeg .jpg  
Image (PNG) .png

### Feedback types

Feedback types

Feedback comments  Annotate PDF  Feedback files  Offline grading worksheet

Comment inline

Yes

### Submission settings

### Group submission settings

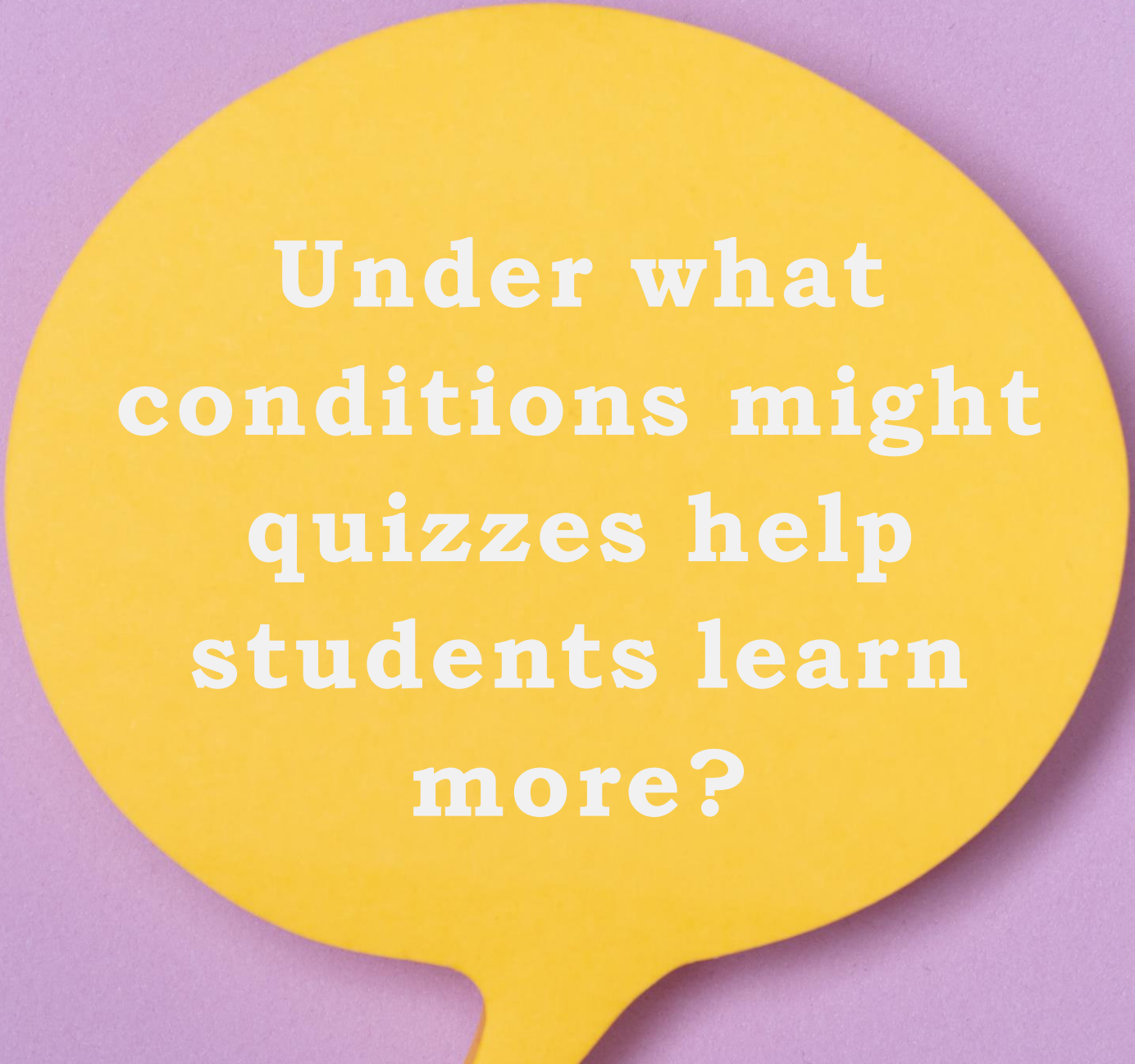
### Notifications

### VeriGuide parameters

Enable VeriGuide



Questions or comments |

A yellow speech bubble with a tail pointing towards the bottom center, set against a solid purple background. The text inside the bubble is white and bold.

**Under what  
conditions might  
quizzes help  
students learn  
more?**



# Effective retrieval practice...

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- Low-stakes
- Frequent
- Immediate feedback
- Delayed feedback
- other
- ?

Resource:

<https://cft.vanderbilt.edu/guides-sub-pages/test-enhanced-learning-using-retrieval-practice-to-help-students-learn/>



# Retrieval practice (the “testing effect”)

<https://openlearning.mit.edu/mit-faculty/research-based-learning-findings/retrieval-practice-testing-effect>

The ability to recall and remember knowledge increases if it is periodically retrieved. The act of retrieval solidifies learning, particularly when feedback is provided.

Implications

**Examples**

References

**8.01, 8.02 Physics | Michelle Tomasik:**

Dr. Michelle Tomasik implemented alternative assessments and assignments in her 8.01 and 8.02 courses, giving students bi-weekly low-stakes quizzes in MITx. This approach to frequent low-stakes testing allowed students the opportunity to pause and reflect on their learning over the previous two weeks. Read more about these assessments and the associated outcomes [here](#).

**6.341 Electrical Engineering & Computer Science | Alan Oppenheim:**

# Quizzes in Moodle

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## Exploring the Activity

- <https://www.umass.edu/it/support/moodle/overview-quizzes-moodle>
- <https://www.concordia.ca/ctl/digital-teaching/using-moodle/quizzes.html>
- [https://docs.moodle.org/400/en/Quiz\\_activity](https://docs.moodle.org/400/en/Quiz_activity)



# Tips

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Explore the quiz tool:




1. In-class exercise / tutorial - instant answers and feedback
2. Assignment - longer deadlines, more complex questions
3. Homework / Class Preparation – MCs, FIBs, and matching for checking understanding.

## General



### Assignments

-  Assignment #01
-  Assignment #02
-  Assignment #03
-  Assignment #04

### Quizzes

-  Quiz #01 - Chapter #00 & #01
-  Quiz #02 - Chapter #02.
-  Quiz #03 - Chapter #03

## 3 January - 9 January

-  Ch 01 - Introduction
-  Tutorial #01



# Suggested steps (1 / 2)

1. Turn *Editing On*, click **Add an activity or resource**, click on activity **Quiz** (slide 25).
2. Give it a name and a description (optional).
3. Expand the other sections to select the Quiz settings such as timing, question behavior, review options and layout.
4. Click **Save and display**.

Adding a new Quiz to 16 August - 22 August

General

Name

Description

Display description on course page

Timing

Grade

Layout

Question behaviour

Review options

Appearance

Safe Exam Browser

Extra restrictions on attempts

Overall feedback

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

Adapted from:

[https://docs.moodle.org/310/en/Quiz\\_activity](https://docs.moodle.org/310/en/Quiz_activity)

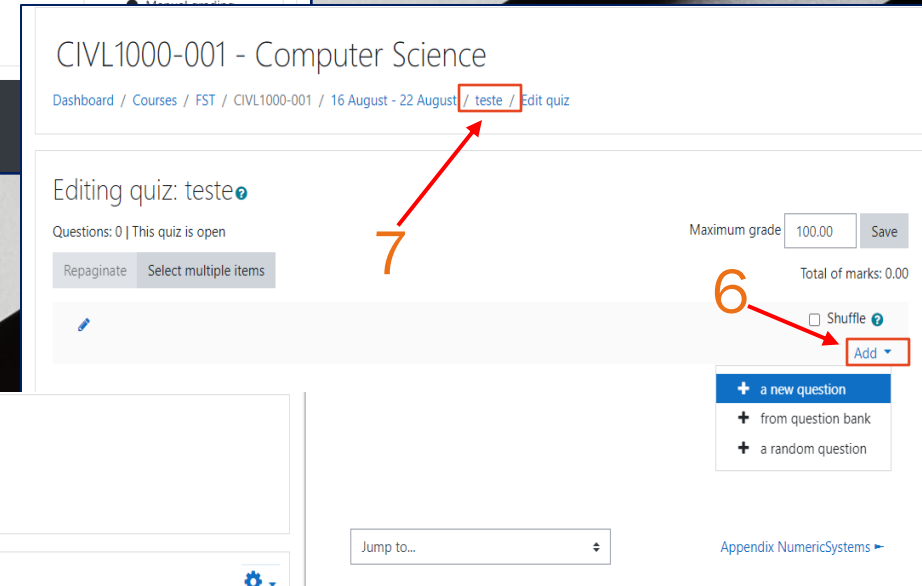
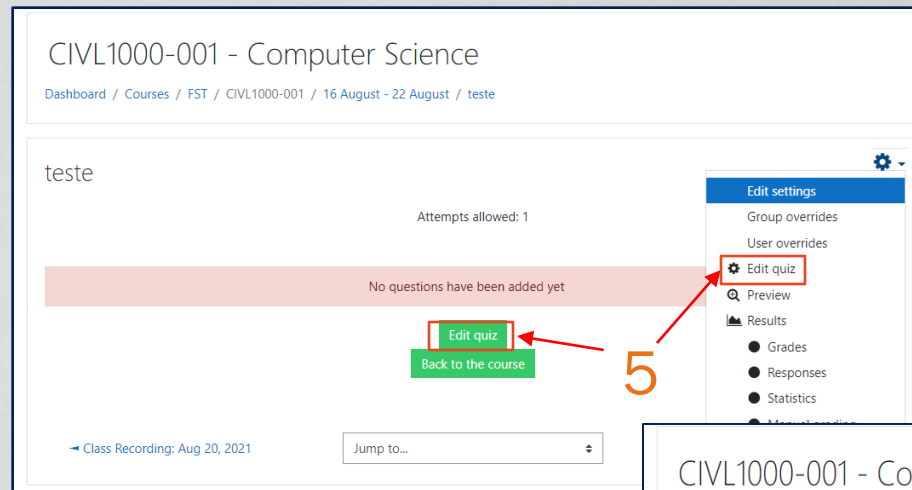
# Suggested steps (2/2)

5. Click Edit quiz.

6. Click Add and then click **+ a new question** or (if you already have created questions) click **+ from question bank** or click **+ a random question** (if you wish to add a random question).

7. When finish adding, click on the quiz name.

8. Preview the quiz. (You may switch to "student" role and take the quiz)

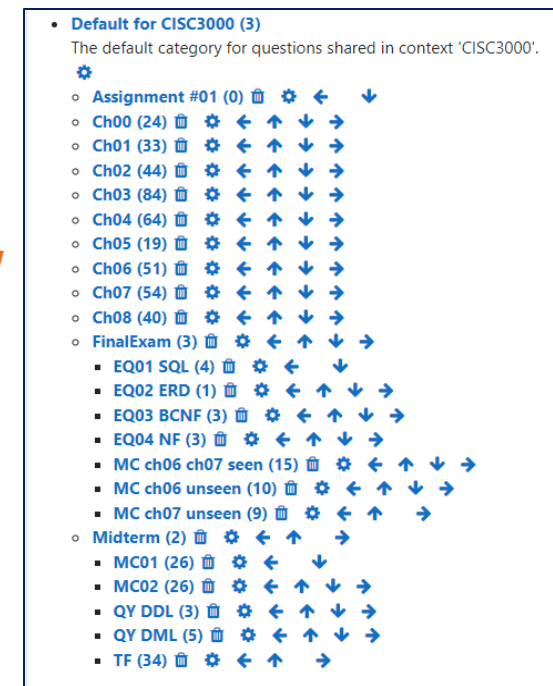
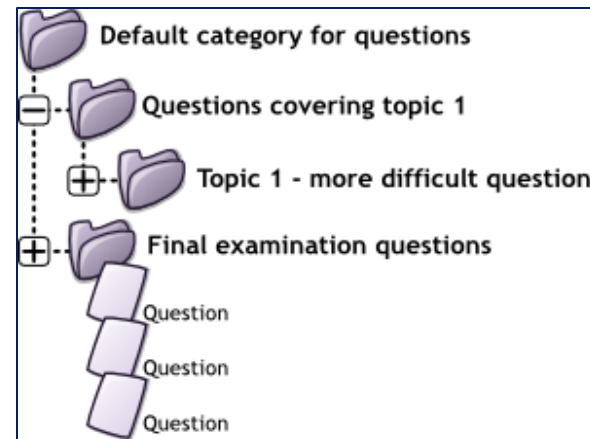
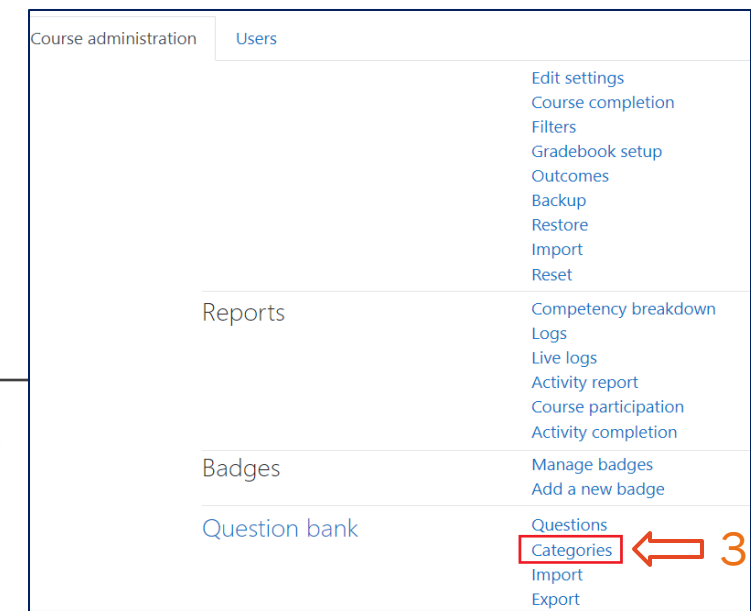
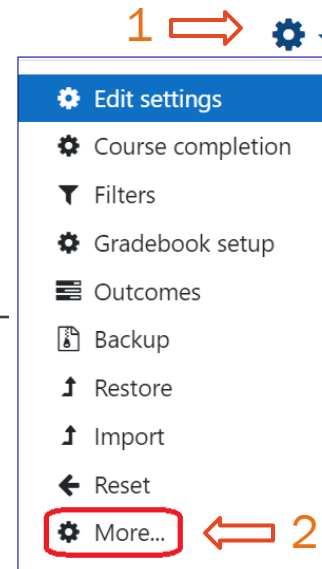


Adapted from:

[https://docs.moodle.org/27/en/Building\\_Quiz](https://docs.moodle.org/27/en/Building_Quiz)

# 3. Create a question bank

- Create a question bank and organize it using categories
- A question category is like a folder on your computer.
- It may contain individual questions or other question categories.
- Categories and subcategories are powerful when using random questions.



## 2. Import questions to a question bank

- Moodle has several different formats that can be used to import questions.
- [https://docs.moodle.org/310/en/import\\_questions](https://docs.moodle.org/310/en/import_questions)

Questions Categories Import Export

### Import questions from file ?

▶ Expand all

▼ File format

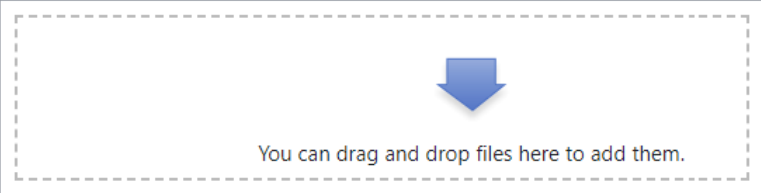
- Aiken format ?
- Blackboard ?
- Embedded answers (Cloze) ?
- Examview ?
- GIFT format ?
- Missing word format ?
- Moodle XML format ?
- WebCT format ?

▶ General

▼ Import questions from file

Import

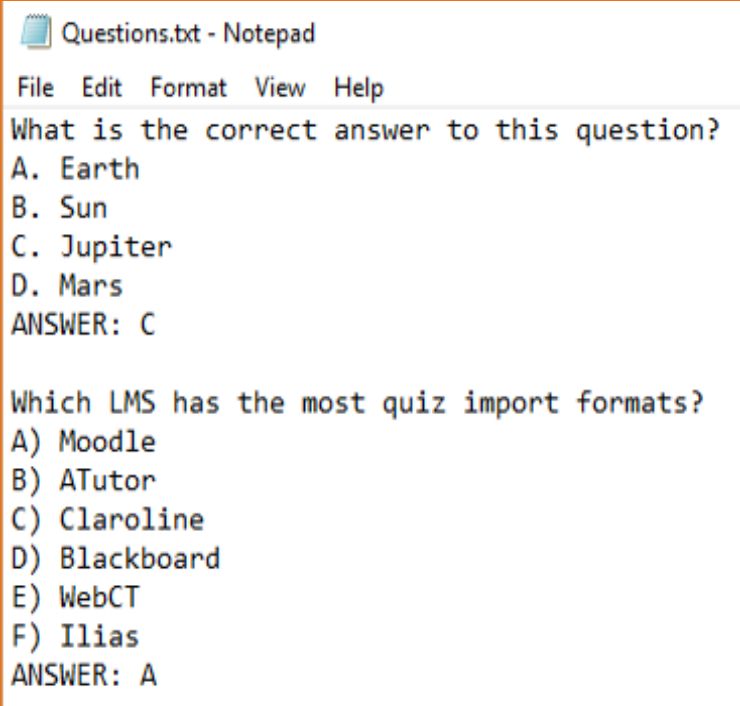
! Choose a file... Maximum size for new files: 250MB



There are required fields in this form marked ! .

## 2. Import questions to a question bank - The Aiken format example

1. The question must be all *on one line*.
2. Each answer must start with a single uppercase letter, followed by a period '.' or a bracket ')', then a space.
3. The answer line must immediately follow, starting with "**ANSWER:**" (*NOTE the space after the colon*) and then giving the appropriate letter.
4. The answer letters (A, B, C etc.) and the word "ANSWER" must be capitalized as shown beside.
5. Save the file in a *text UTF-8 format*, otherwise the import will fail.



```
Questions.txt - Notepad
File Edit Format View Help
What is the correct answer to this question?
A. Earth
B. Sun
C. Jupiter
D. Mars
ANSWER: C

Which LMS has the most quiz import formats?
A) Moodle
B) ATutor
C) Claroline
D) Blackboard
E) WebCT
F) Ilias
ANSWER: A
```

# Switching roles allows to see what the course would look like to someone with that role.

**SWITCH FROM THE TEACHER'S VIEW TO THAT OF A STUDENT**

**RETURN TO NORMAL ROLE**

Dr. Christopher Allen Fulton

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

**Switch role to...**

Choose a role to get an idea of how someone with that role will see this course.

Please note that this view may not be perfect ([See details and alternatives](#)).

- Teaching Assistant (TA)
- Non-editing teacher
- Student
- Guest User
- Guest

Cancel

Dr. Christopher Allen Fulton

Student

- Dashboard
- Profile
- Grades
- Messages
- Preferences
- Log out

**Return to my normal role**



Questions or comments

Thank you


Resources &  
support

## Related guides and slides

<https://ctle.um.edu.mo/event/ctle-teaching-with-technology-training/>

## ICTO Help Desk

...provides technical support and services to all staff and students of the University on the computing facilities, applications and network services provided by ICTO.

 9 am – 5:45 pm

 E5-2085

 8822 8600

 icto.helpdesk@um.edu.mo