FRESNO PACIFIC UNIVERSITY

moodle 3.0

Faculty Guide

COL
Center for Online Learning

Updated November 1, 2016

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Getting Started with Moodle

Welcome to Moodle, Fresno Pacific University's official **Learning Management System (LMS)** for online, blended, and web-enhanced face-to-face courses.

Browser Requirements

When performing editing functions in Moodle, we recommend using one of the following two browsers:

Google Chrome
(Free download)
www.google.com/chrome

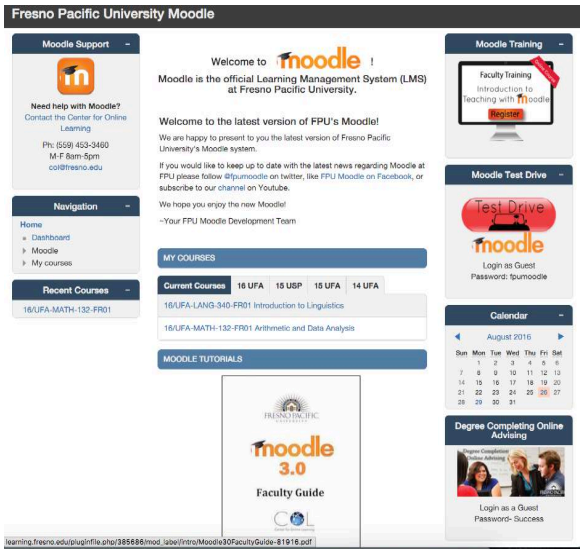
Firefox
(Free download)
www.mozilla.com/firefox

Editing features in Moodle are limited with Internet Explorer and it is therefore not recommended when editing courses in Moodle.

Moodle Sites

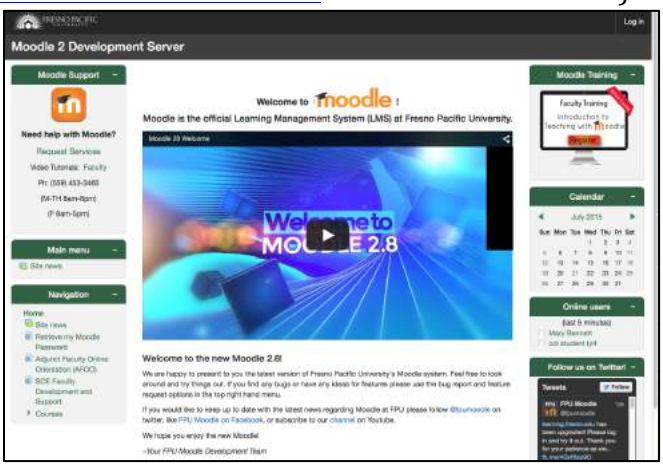
There are two different Moodle sites: a **Production** site and a **Development** site.

Moodle Production: http://learning.fresno.edu is used for teaching official courses where students are enrolled.



Moodle Development: http://moodledev.fresno.edu is used for developing NEW courses or updating existing courses. No students are enrolled.

Once developed, courses can be transferred to the Production site. (See "Transferring your Moodle Course" section for more information)

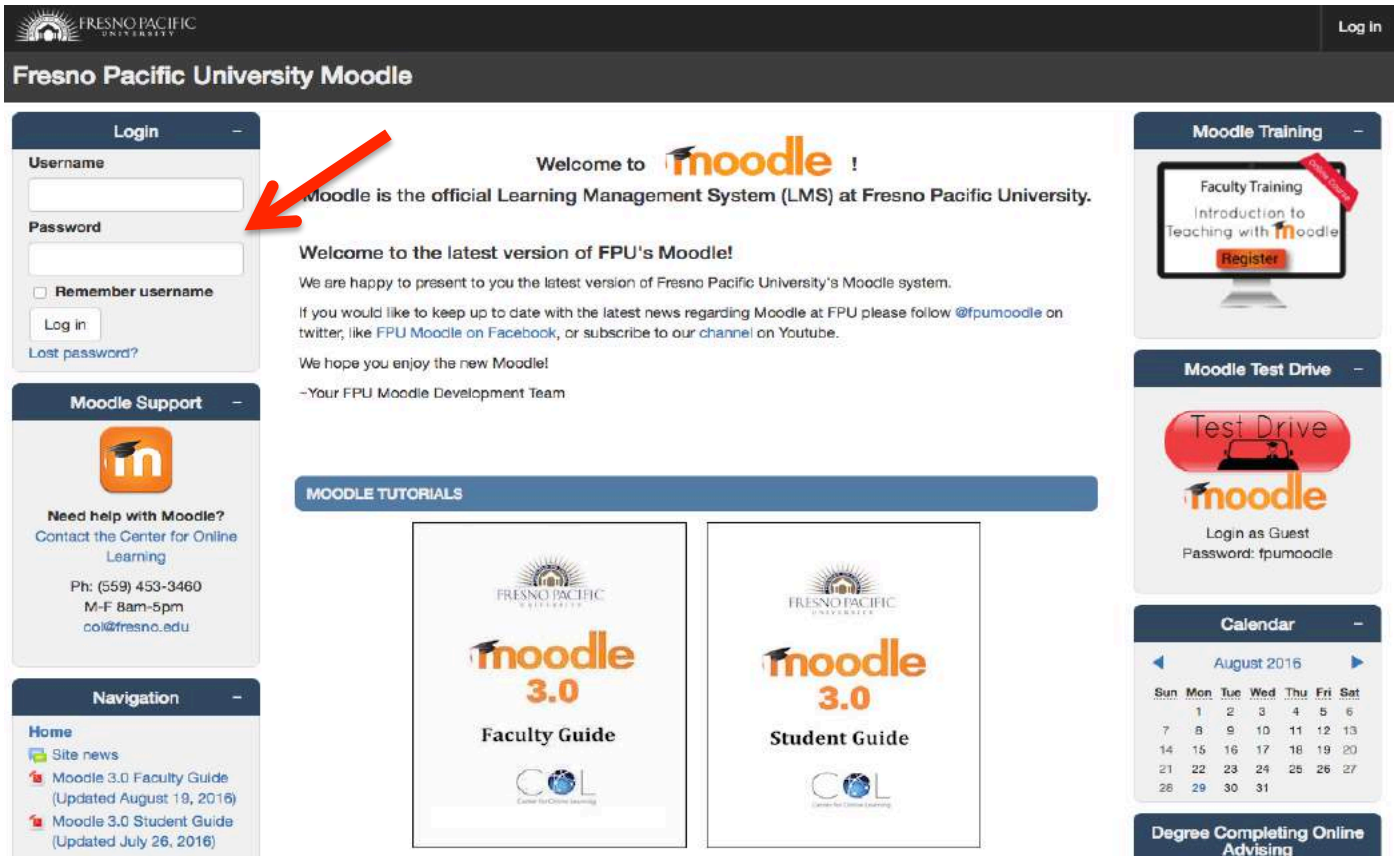


Logging into Moodle

To login to Moodle open a Firefox or Google Chrome web browser and

1. Navigate to http://learning.fresno.edu/ or http://moodledev.fresno.edu
2. Locate the login boxes at the top left corner
3. Enter your FPU Moodle username, which also is your username to access Campus Cruiser (ex. abc3)
4. Enter your Moodle password (6 digit number) – You cannot change your password
5. Click the **Log in** button

You should see this:



Retrieving Your Moodle Password

If you do not know or remember your Moodle password, you may retrieve it by following these steps:

1. Click on the "L**ost password?"** link
2. Enter your FPU Campus Cruiser email (xxx@fpu.edu)
3. Click the **Submit** button
4. Check your My.FPU Campus Cruiser email – by navigating to http://my.fpu.edu and logging in (for assistance in accessing your Campus Cruiser account contact the IT Helpdesk at (559)453-3410)
5. Look for an email from Helpdesk which will display your Moodle password

NOTE: Instructors recently hired or not yet assigned to teach a course, may not yet have been issued an FPU email, therefore not yet given access to Moodle.

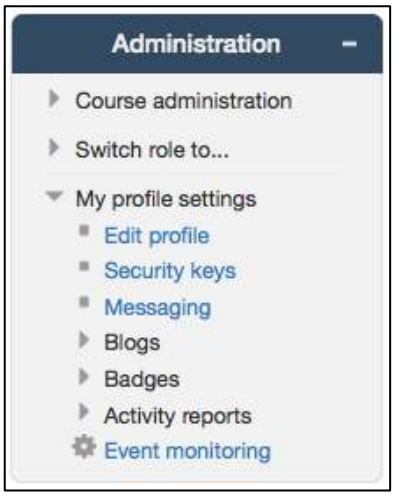
Editing Your Profile

A complete profile is very useful in building a sense of community, especially in fully online courses where students and instructors do not meet face to face. This guide focuses on two parts of the edit profile screen, adding a description and uploading a picture.

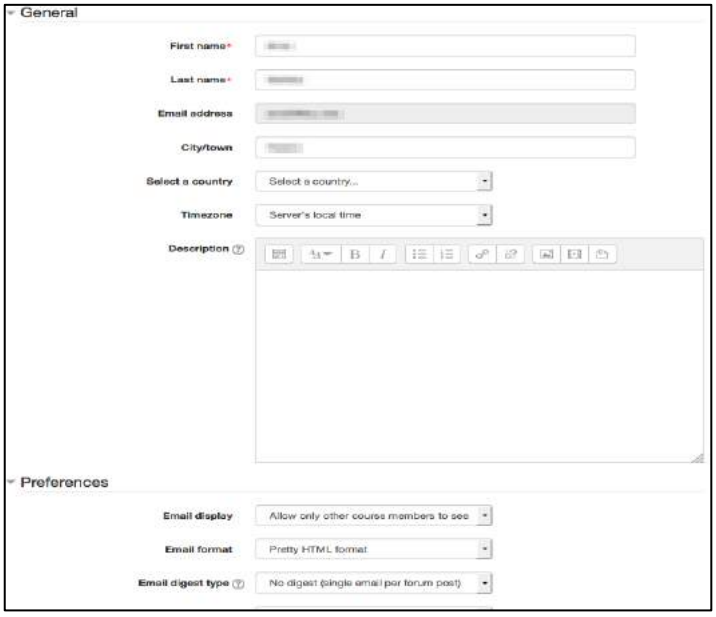
Adding a Description

You can add a description including some text about yourself, be it information about your area of expertise, hobbies, qualifications or anything else that you think necessary. To edit your profile:

1. Go to the **Settings** block on the left hand side of the screen
2. Click the **My Profile Settings** option to expand it
3. Click the **Edit Profile** option as shown below



4. Add a description of yourself in the **Description** section

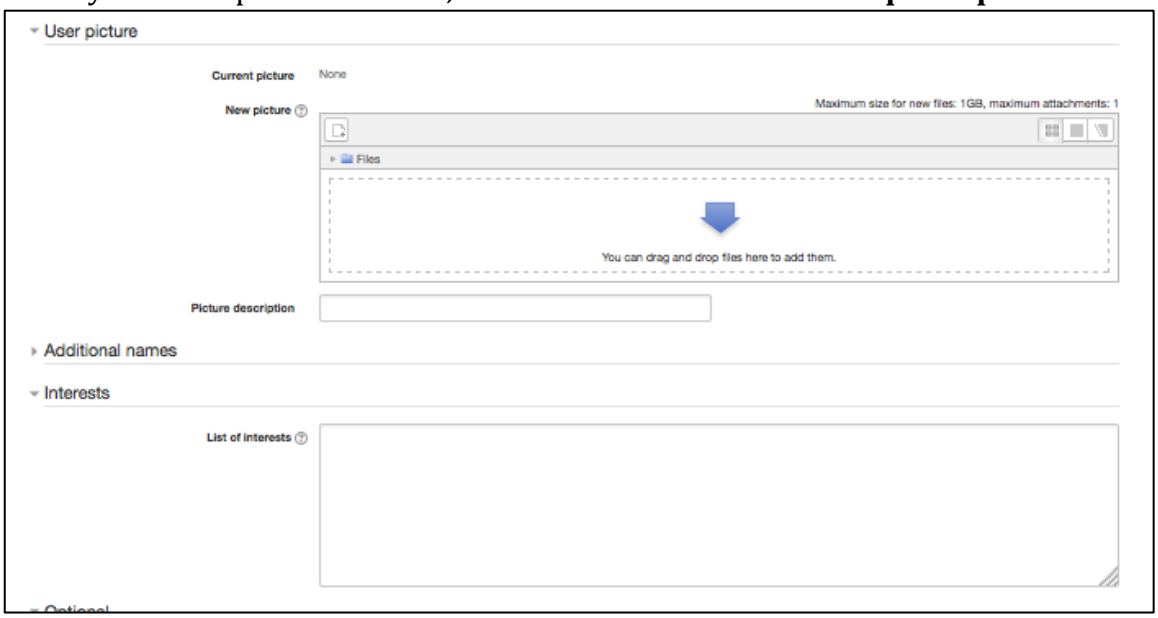


5. Scroll to the bottom of the page and click **Update Profile** to save the profile edits.

Uploading a Picture

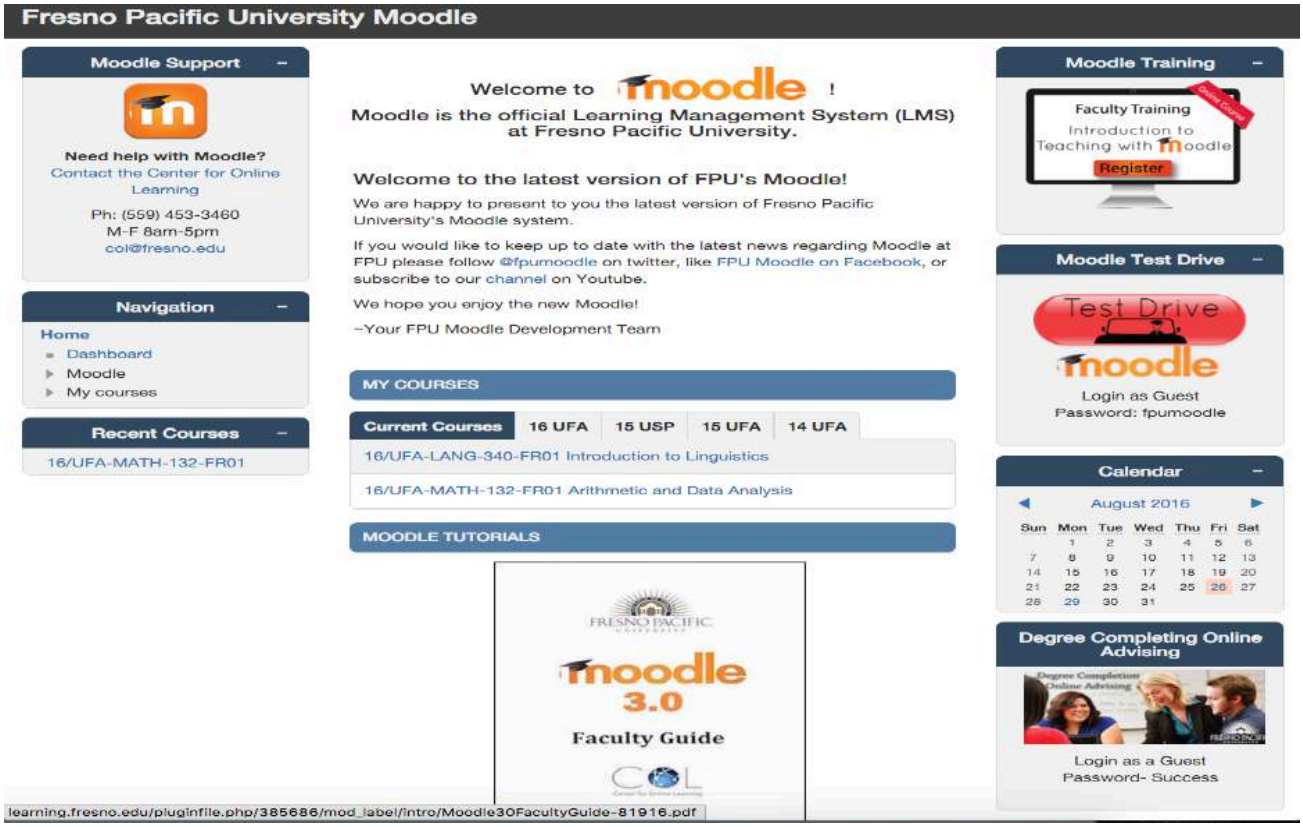
You can upload a photo of yourself or an avatar image that other users will see as part of your profile. To do this:

1. Go to the edit profile screen as shown above.
2. Scroll down to the **User Picture** section and click the **blue arrow** in the New picture box, shown below. The file picker dialog box will open to allow you to browse for a file on your computer and upload using the Upload this file button. Alternatively you can just drag a picture into the "drop in box".
3. When you have uploaded the file, scroll to the bottom and click **Update profile**.



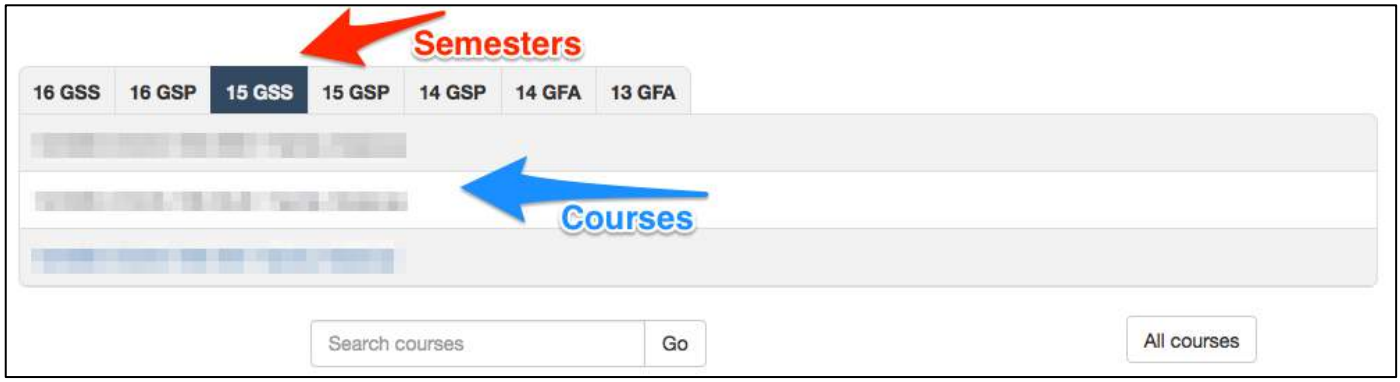
Accessing Your Course

Once you log into the system you will see the **Moodle Home Page**, which looks similar to this:

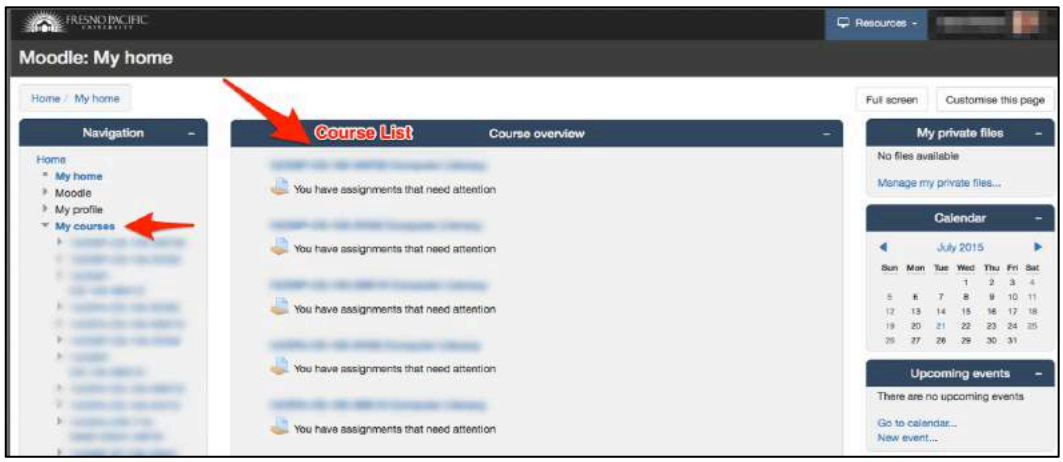


Locating Your Course

To access your courses, you will see the "My Courses" tab in the middle of the homepage. You will find that your courses are organized in tabs by semester. Your new course will most likely be listed in gray, which indicates that it is not yet available to students.



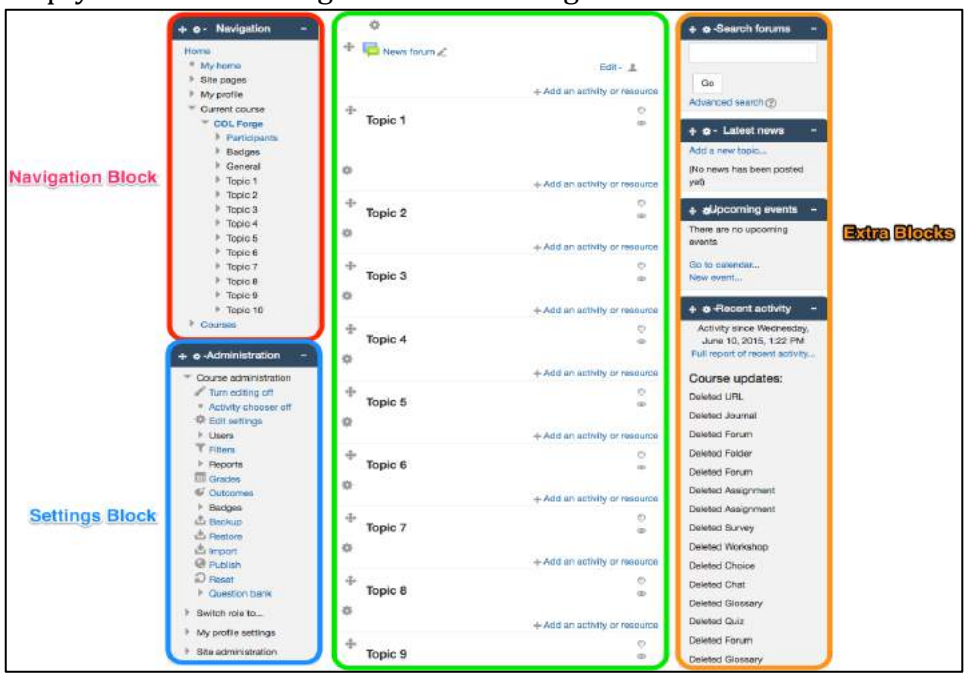
Alternately, you can find your courses in the Navigation block on the left, under the My Courses link.



Click on the course name to enter the course page. (For more information on making your course available to students, locate the "Opening Your Course to Students" section).

Navigating Your Course

Clicking on the name of the course will take you into the Moodle course shell for that course. Empty course shells might look something link this:



NOTE: If you already have an existing Moodle course and are teaching the same (or similar) course during the upcoming term, you can request a transfer of the contents of the existing course into your new course shell and then update the contents. Many programs already have existing developed courses. Faculty should contact their program directors for information on existing Moodle courses. (see the "Transferring Your Moodle Course" section)

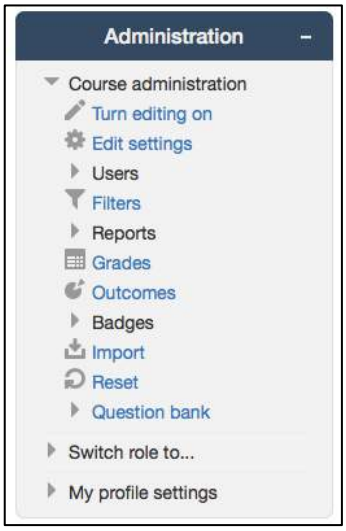
Customizing Your Course Layout

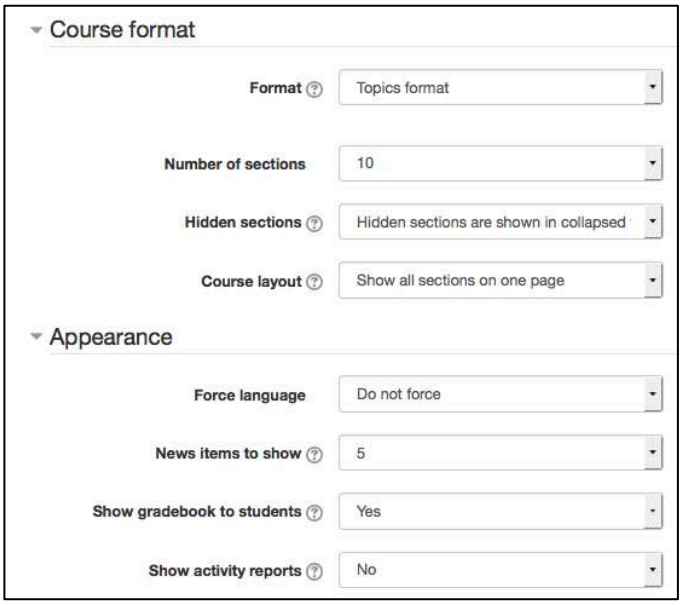
This section of the guide will provide details about how to customize the layout of your course by changing the number of topics displayed and by using blocks.

Changing Number of Topics

To change the number of topics and layout of the course by following these steps:

1. Locate the **Settings block** on the side of your course
2. Click to expand course **Administration**
3. Click the **Edit settings** link
4. On the edit settings screen, scroll down to the **Course Format** option and enter the number of modules you wish to appear in your course. You can also change this to either "Topics" or "Weeks", and the start date for the course, as shown below:





5. Once you are done, scroll to the bottom and click the **Save changes** button.

Using Blocks

Blocks are useful for displaying additional information in your course and to enhance the visual appearance for student engagement.

Existing blocks can be moved, deleted, or hidden with the editing tools:

New blocks may be added from the block while editing is turned on.

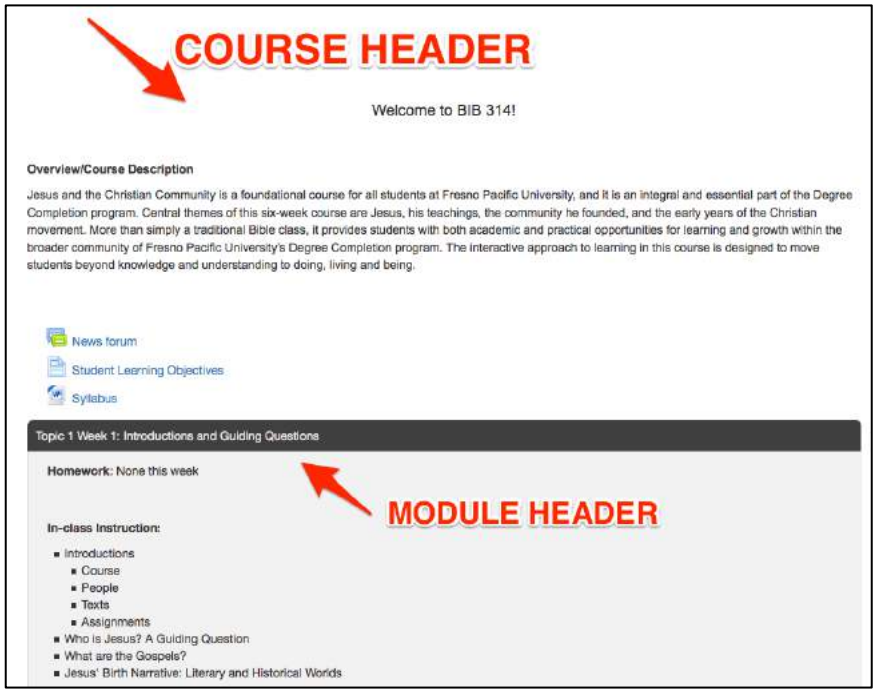
Building Your Course Content

Your Moodle course can be easily customized to suit your course content and teaching style. This section of the guide will provide details about how to create and edit content.

NOTE:

> If you already have an existing Moodle course and are teaching the same (or similar) course during the upcoming term, you can request a transfer of the contents of the existing course into your new course shell and then update the contents.
> (see the "Transferring Your Moodle Course" section)

The main contents of a Moodle course are located in the middle column. The course contains a series of boxes outlined in light gray. The box on top is the **Course Header** section while the remaining boxes are the **course modules.**

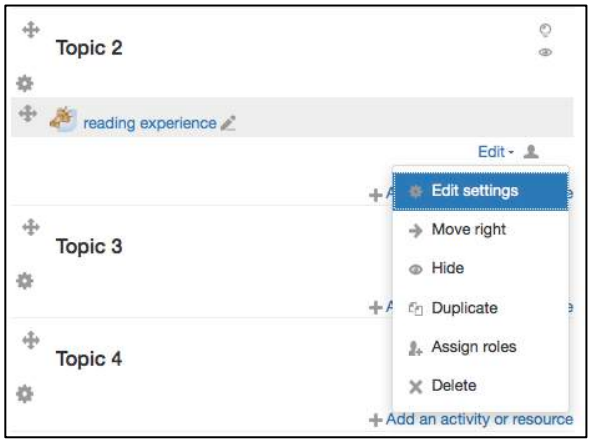


Turning Editing On

The methods used to populate the **Course Header** and **Module** areas are used by turning **editing on** and using the editing icons, post files, create a web page, insert a label, and move items.

In order to **add/edit** content within your course shell, click on **Turn editing on** at the top right corner of the Moodle screen *or* in the **Administration** block in the left column (both are highlighted in the Figure below).

Editing tools as seen below will appear



The "gear" or "cog" icon is the edit tool, which allows you to edit/update an item.

The arrows allow you to move an item (Single arrows indent/outdent, the quad-arrow lets you arrange where it is placed in the course).

The eye allow you to make an item visible/invisible to students

The "duplicate" tool allows you to create an identical activity or resource.

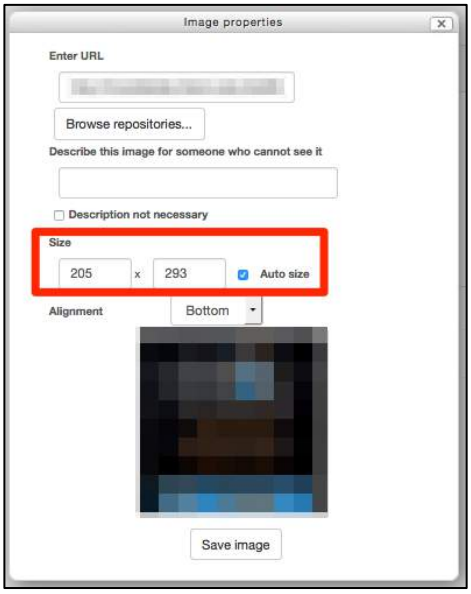
The "person plus" symbol allows you to assign roles to an item.

The "X" icon allows you to delete an activity or resources (Be careful as this can not be undone).

Course Header

The **Course Header** section in a blank course shell contains a single item called a **News forum**. The area above the News forum is where you would add the course ID and title, catalog description, and banner or image. Also in this section, you would post your syllabus and other information that students need to see before they begin working in the course or that you'd like them to have access to throughout the term.

NOTE: The image in your Course Header should be no larger than around 450 pixels wide and 100 pixels high. Otherwise, students may have to wait for the image to download and/or will need to do a lot of scrolling to see the course contents displayed below.



Course Modules

The bulk of your course is contained in the course modules. Moodle makes it easy to set up a course so that all the resources needed by students for a particular lesson are contained directly in one module. The two types of content in a Moodle course are **Resources** and **Activities**.

Adding Resources to a Module

Resources include Word documents, PDF files, external websites, web pages composed directly in Moodle, and other items that you provide for your students to view, watch, read, or listen to. This section covers how to add resources to your course.

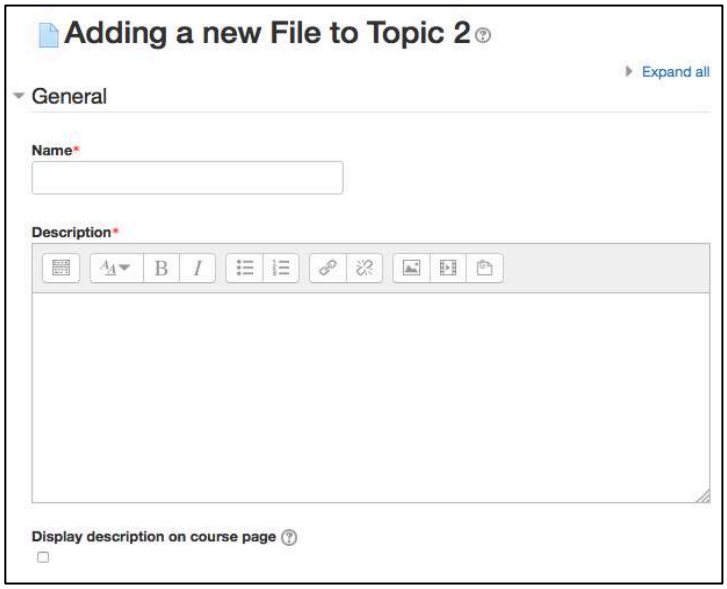
Adding a File

The 

button allows you add **activities** and **resources**, such as assignments, forums, various file types, embed videos to your page, add labels, and much more.

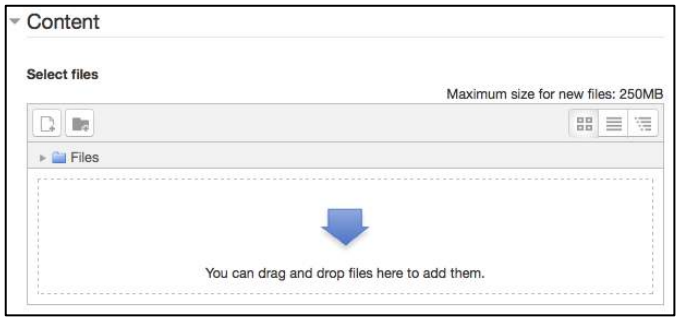
To add a file:

1. Scroll down to the "add a resource" selection
2. Select "File".
3. Type in a name and description



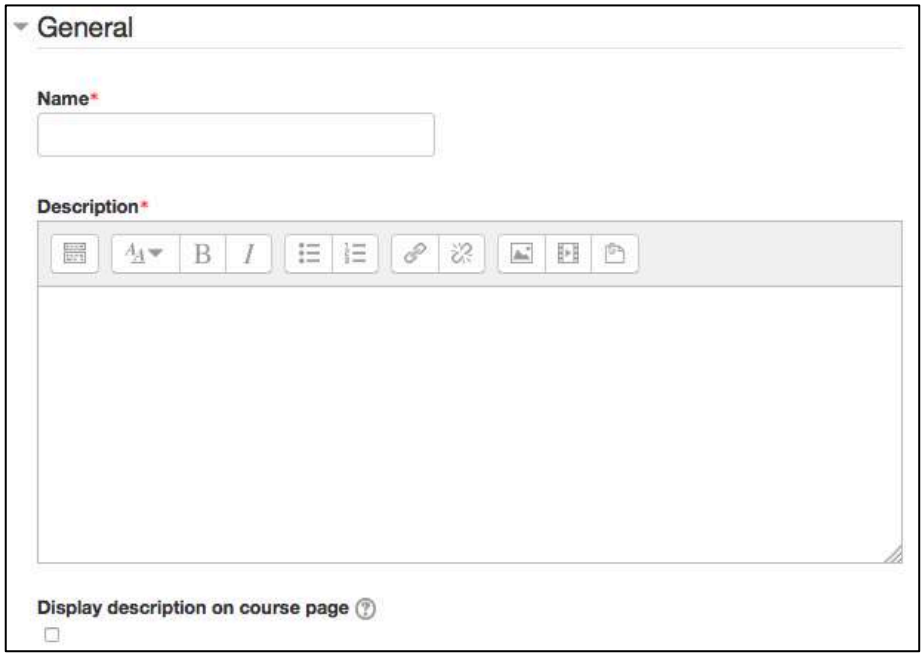
4. After typing in the desired resources name and description select which file to add to your course. Do this by clicking  , which will pull up a window to select a file from your computer. Alternatively, you can now 'drag and drop' any file from your computer into the "drop in box".

5. Once you have uploaded or found the file that you want, scroll down and save the resource. "Save and return to course" will send you back to the main page of your course. "Save and display" will show you what the resource will look like when clicked on. Always be sure to save when you add a file.



Adding a Link

To add a link to a website, use the “add an activity or resource” menu, scroll down to the resources, and select “URL”.



Type or paste a web address (URL) into the box, then scroll down and save the resource.

Adding a Label

Labels are useful for organizing your course content.

1. To add a label to a course module, use the "add an activity or resource" menu, scroll down to the resources, and select "label".

2. Type the text and/or add an image into the label editor and then scroll down and save.

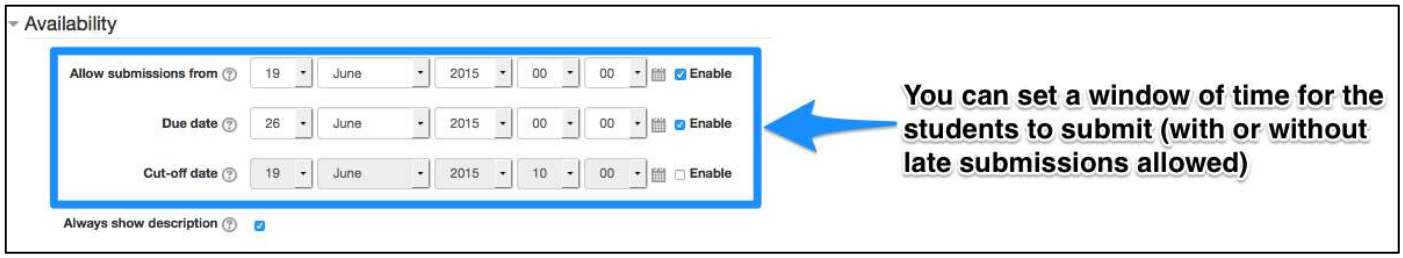
Here is an example of a block with several files, a label, a page, and a URL link: (Keep in mind that the types of file that you upload will change the icon displayed for that file, demonstrated below)

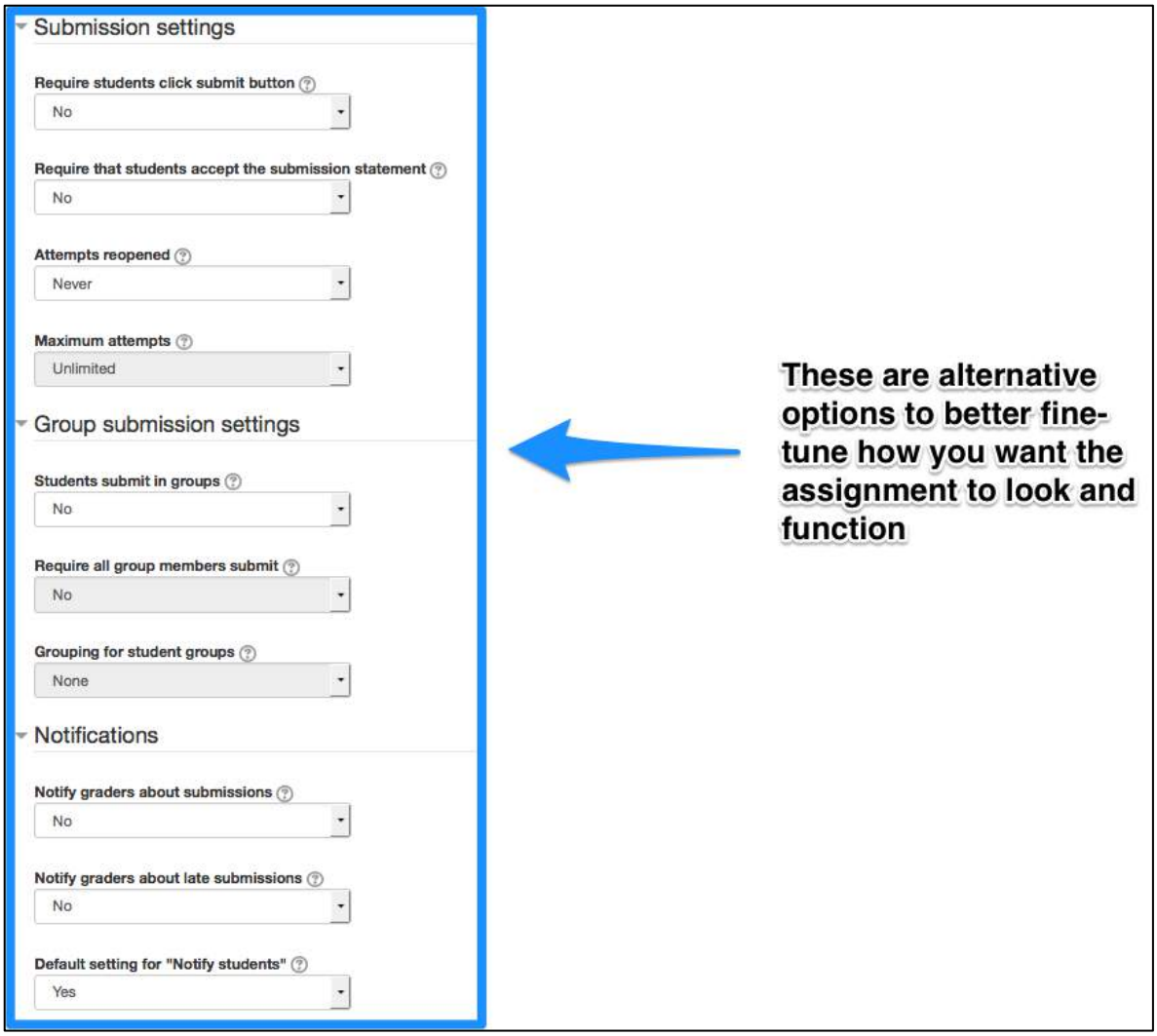
Adding Activities to a Module

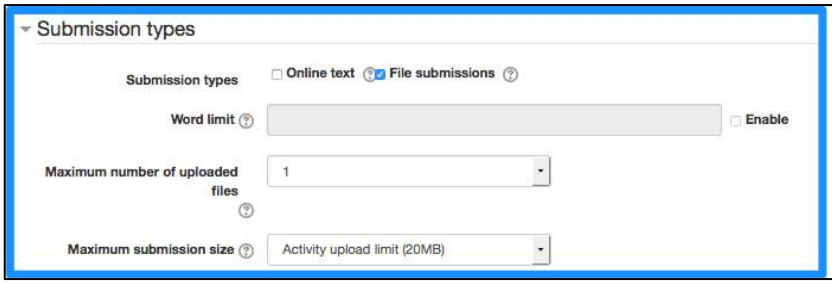
Activities include assignments, discussions, quizzes, and other items where the student creates and provides some type of content for you or other class members. Activities are usually (but not necessarily) evaluated or graded. The most commonly used activities are described below.

Adding an Assignment

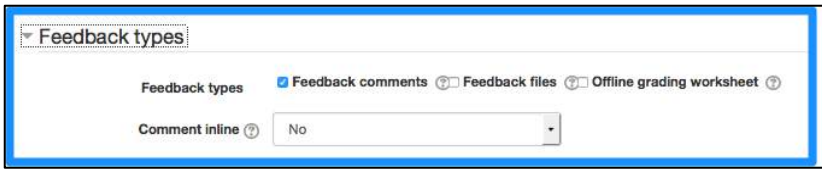
To add an assignment: use the "add an activity or resource" menu and choose the assignment type. Fill out the following page:



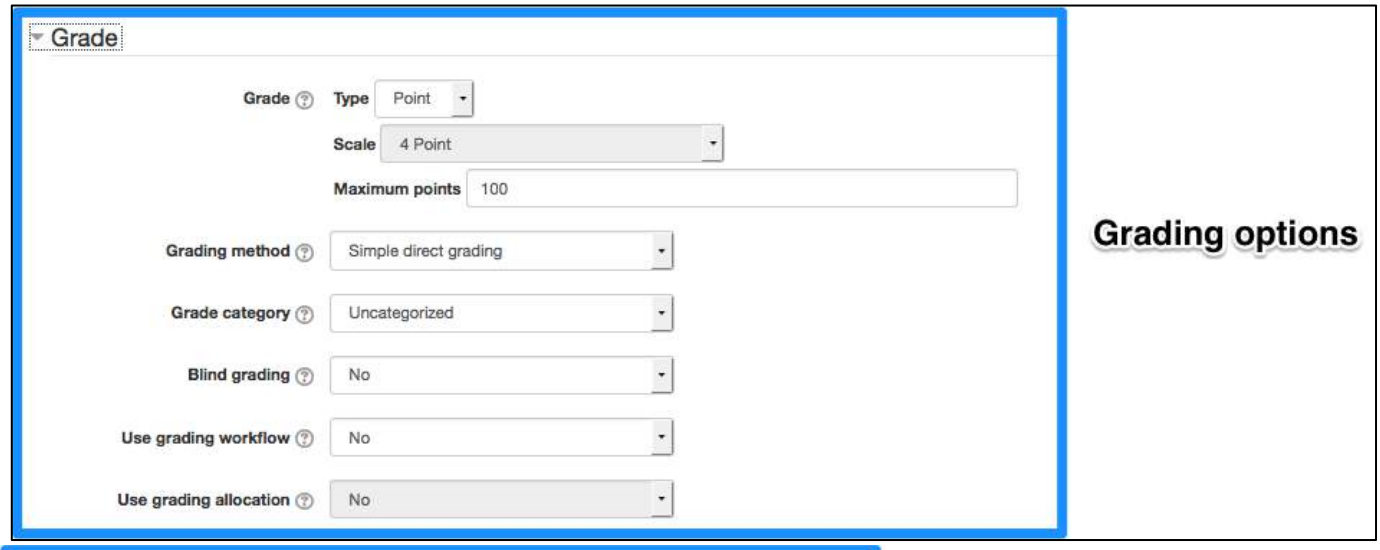


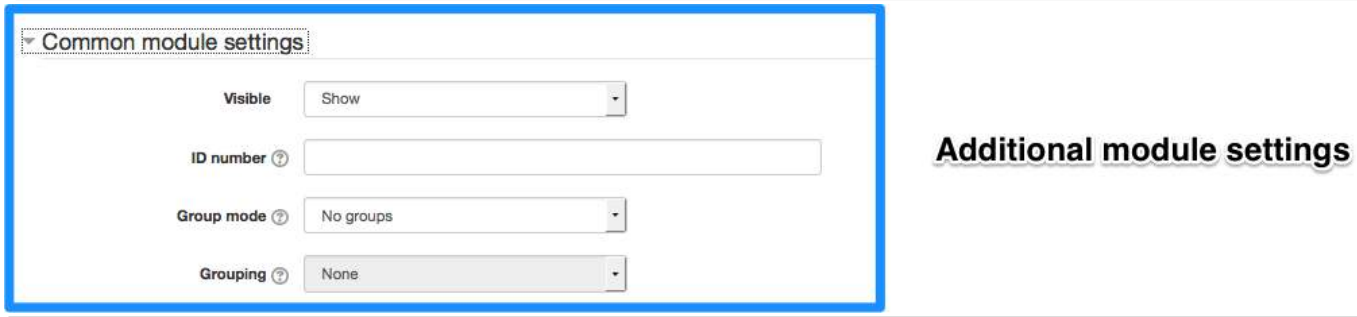


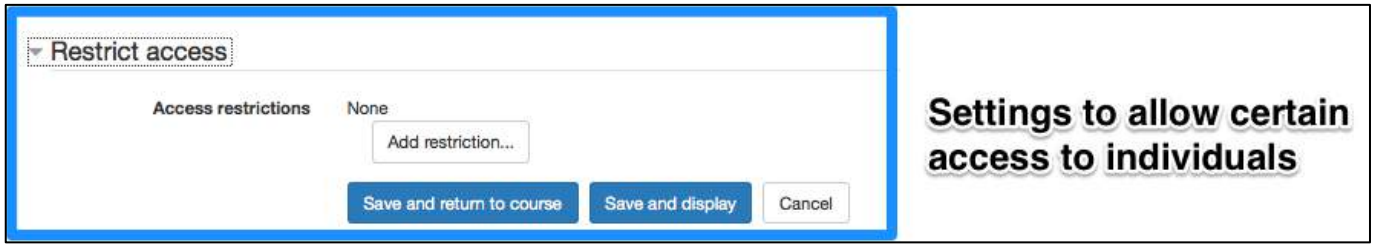
Settings for how many times, and how many files the students are allowed to submit, as well as how big the files are allowed to be



Settings to allow for feedback on the assignment







Assignment name is what will be visible and clickable to the students.

Description: Are the instructions for the assignment.

You can set a window of time for the students to submit (with or without late submissions allowed).

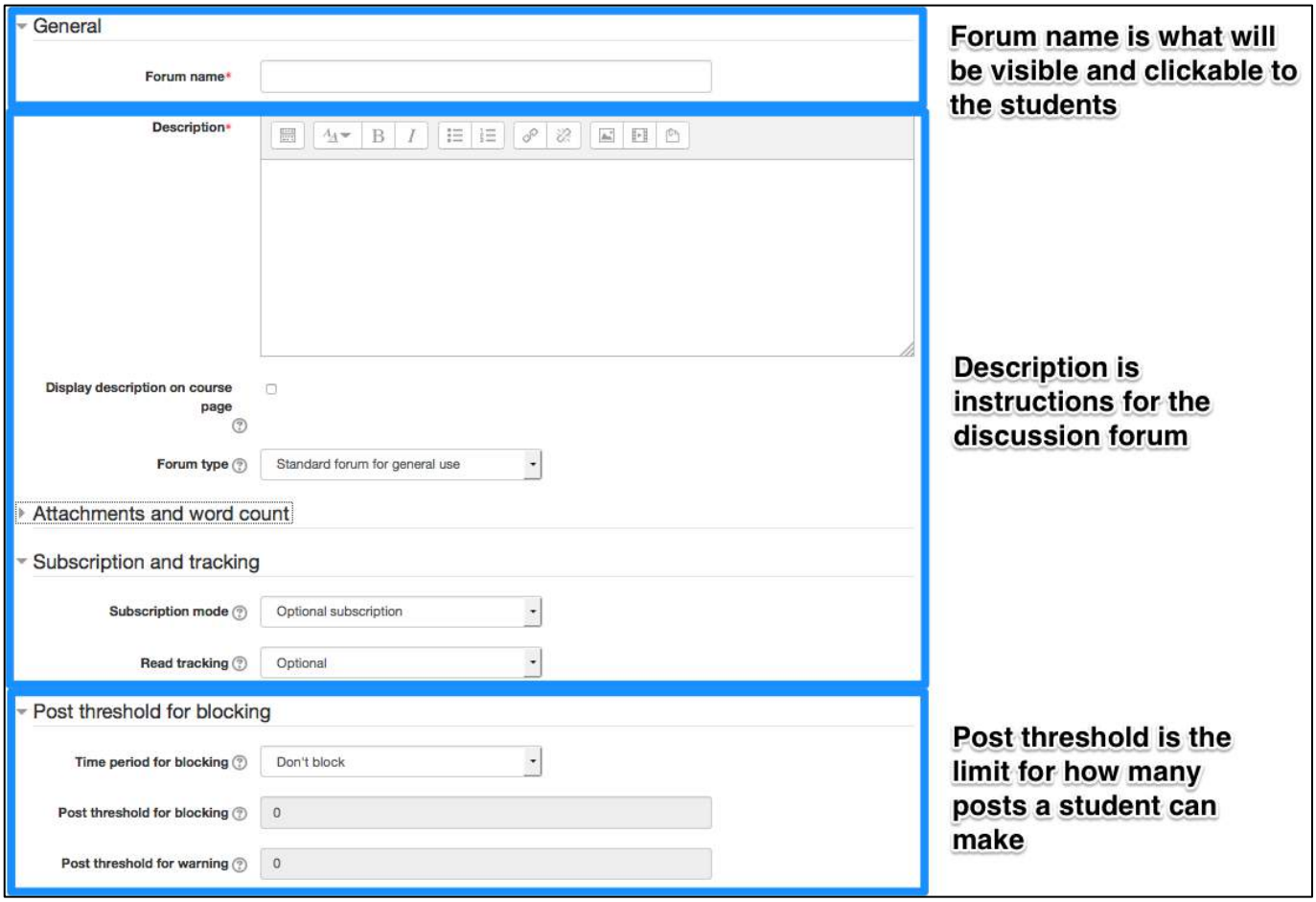
Set the **number of points** the assignment is worth.

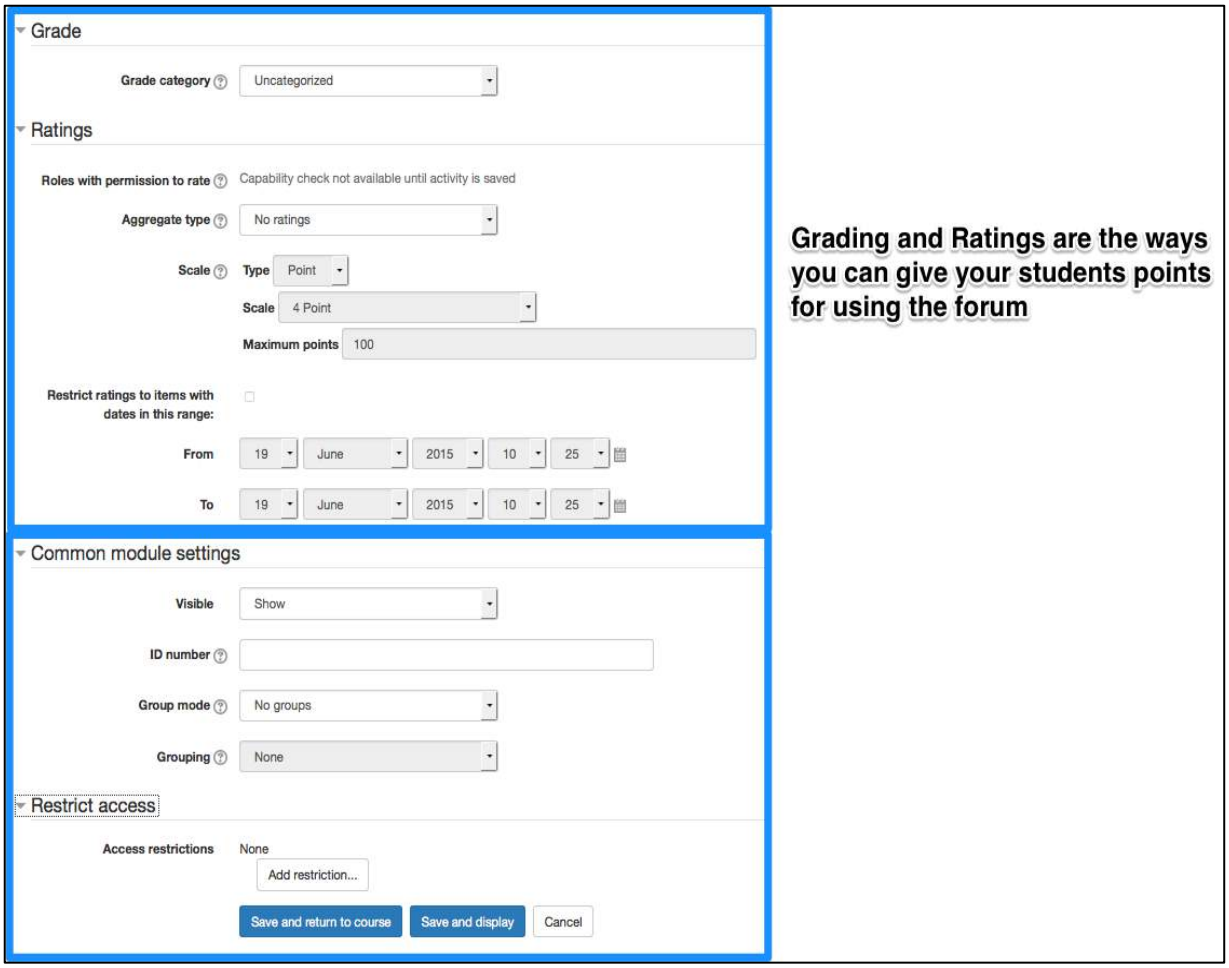
Allow resubmitting: recommend to set this to yes.

Max file size: set to a reasonable size for the type of file
Word 1-5 MB
PowerPoint 5-20 MB
Multimedia (video) 50-100 MB

Adding a Discussion Forum

Using the "add an activity or resource" menu select the forum. Fill in the following:





- Forum name will be visible and clickable for the students.
- Subscription mode allows users to receive email copies of forum posts/or not.
- Read tracking will highlight which forum posts users have not clicked on (presumably read).
- Attachment size: may be adjusted if attachments are required.
- Number of attachments: also may be customized.
- Ratings are a way to give points/grades to forum posts
- If the teacher is the only one who can "rate" a forum post, then Maximum, Minimum, or Average ratings will all give the same value. Set the scale for the maximum points possible.

NOTES:

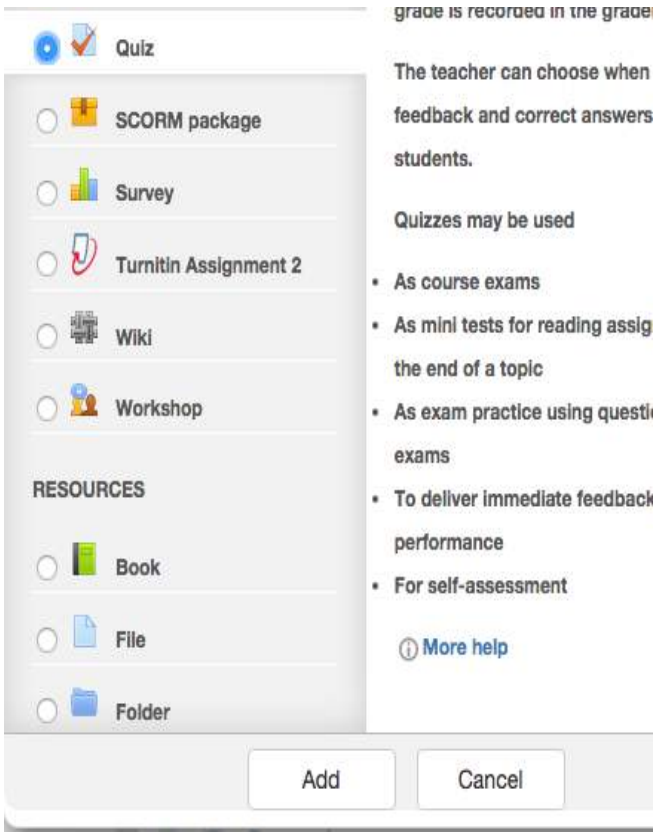
- **Gradable activities** are automatically entered in the grade book as you create them
- For each activity type that a course contains (e.g., Quizzes or Assignments), a corresponding link will appear in the **Activities** block in the left column of the course page. Opening this link will display a list of all the currently posted activities of that type. This provides a quick way to open an activity regardless of its location. Reviewing the items in this list also serves as the best way to verify that you have created the specific type of activity that you wished to post, especially assignment links and discussion forums.
- As a reminder to students, **items with due dates** will show up in the **Upcoming Events** block in the right column (if this block is turned on). The items will also be added to the student's calendar with the due date highlighted. (refer to the "Using Blocks" section for more information on blocks)

Adding a Quiz

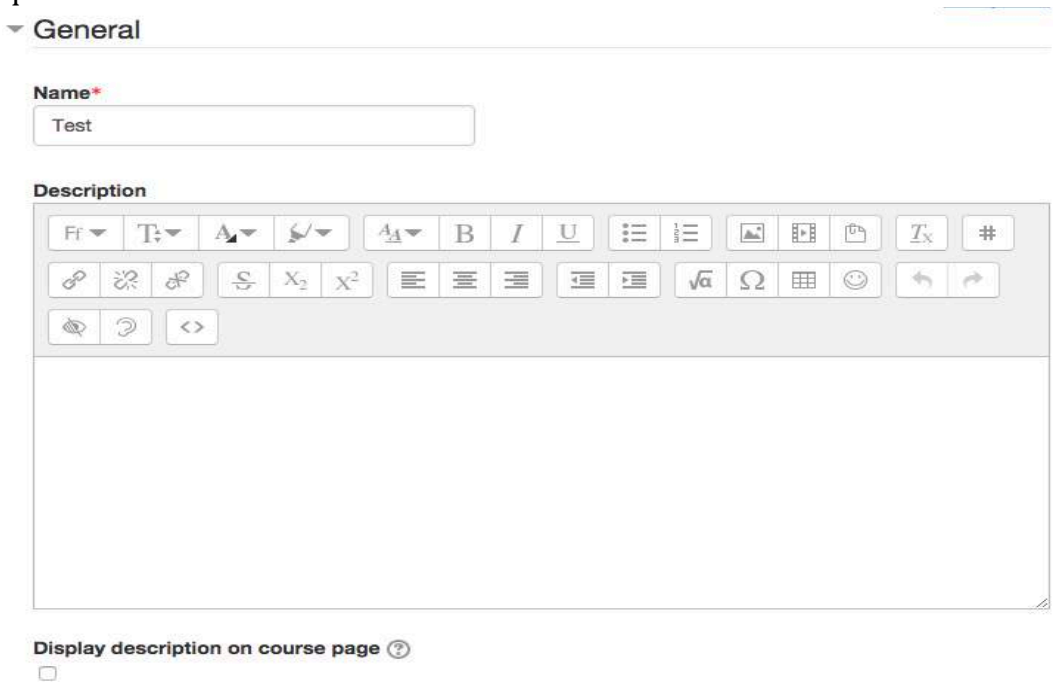
Adding a quiz consists of two parts: A) Setting up the quiz and B) adding questions to the quiz. To add a quiz, use the "add an activity or resource" menu and choose the assignment type.
Fill out the following page:
When adding a quiz to your course turn your editing on and then select the "+ add an activity or resource" button at the bottom of the module you wish to add a quiz.

Creating the Quiz

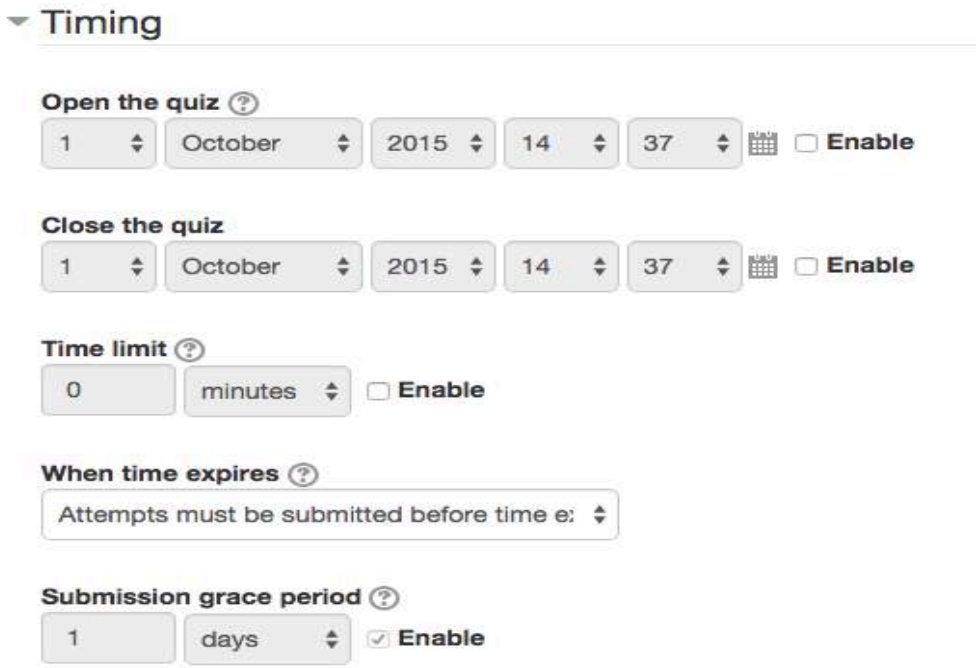
A small screen will pop up and from there you choose the option for a quiz and click the "Add" button.



You will be directed to a new page and from there you will be able to set up all components of your quiz.

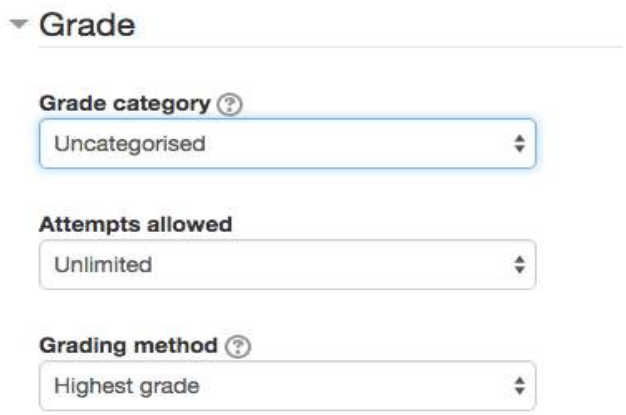


First, name your quiz and if it is preferred you can write a description of the quiz. Next, you can decide if you would like to add a start and end date or a time limit on a quiz.

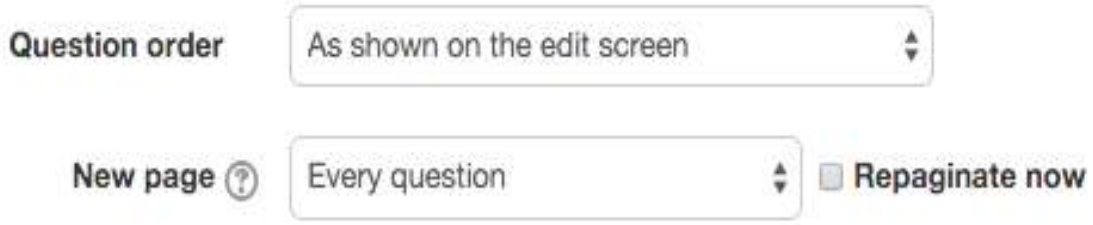


If you choose to set a date when the quiz is opened or closed click on the “enable” box. From there pick the start and end date.

If wanted, there is an option to allow for students to have more than one attempt. There is also an option to add a grade category and you can decide the grading method you would like for your quiz. All of this can be found under the “Grade” tab in the settings.

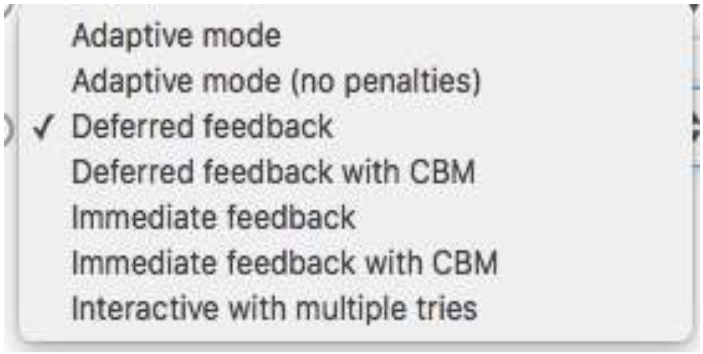


Under the “Layout” tab there is an option to set up the question order and how many questions you would like per page.

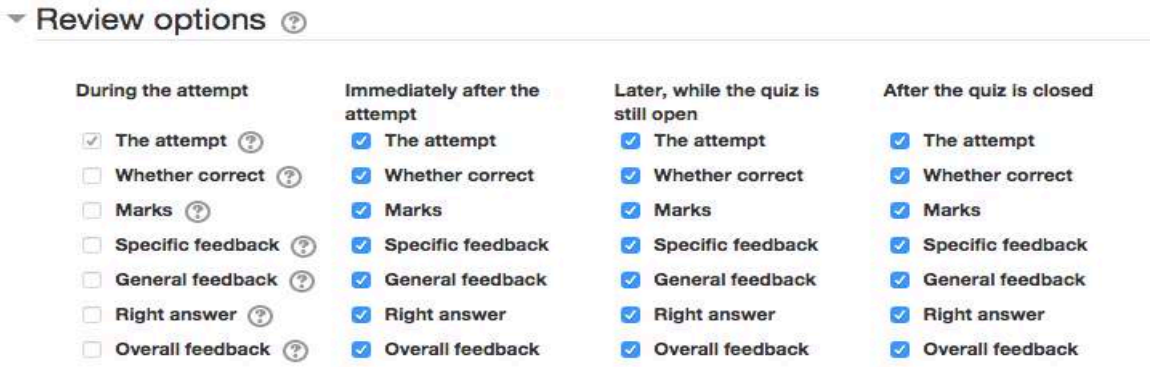


Under the “Layout” tab is the “Question Behavior” tab. Here you can decide whether to shuffle within questions and how the questions should behave.

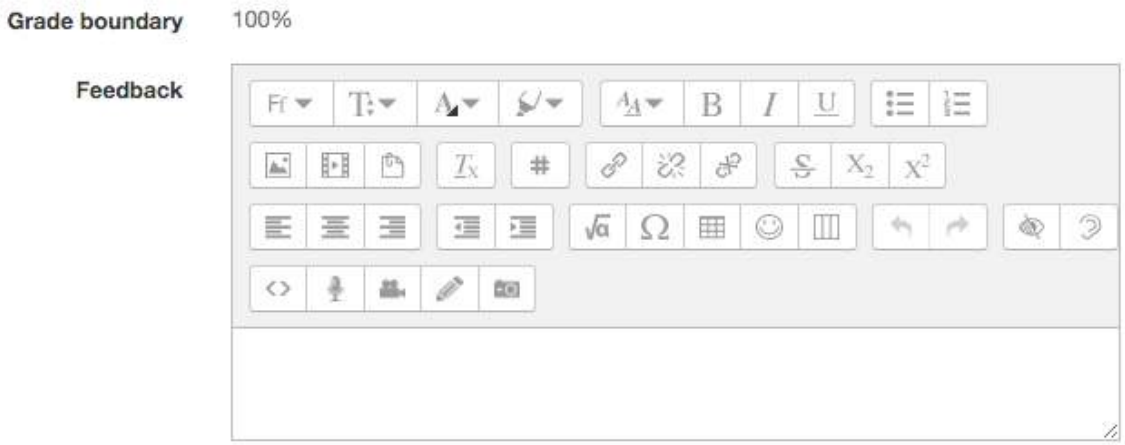
The options for how a question behaves are shown below:



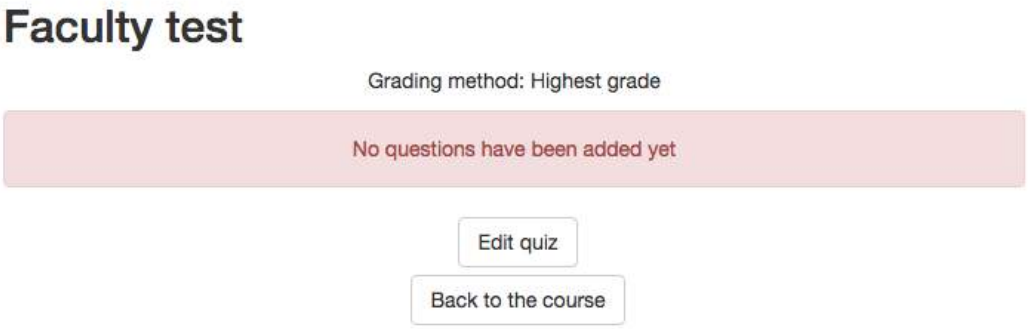
There are several review options available to choose from. There are options for “During the attempt”, “Immediately after the attempt”, “Later, while the quiz is still open”, and “After the quiz is closed”. As a default all boxes for “Immediately after the attempt”, “Later, while the quiz is still open”, and “After the quiz is closed”. These allow you to set up when and how students can review their test/quiz. The options depend on when you would like students to review their quiz. The default allows students to review their test/quiz indefinitely after their attempt. If you wish to change these settings uncheck the boxes under which category you do not want. Review the image on the top of the next page to see the options.



As you continue to set up your quiz you will see the “Overall Feedback” tab. Under this tab you can set up your quiz to give feedback when your students receive a certain grade on a test.

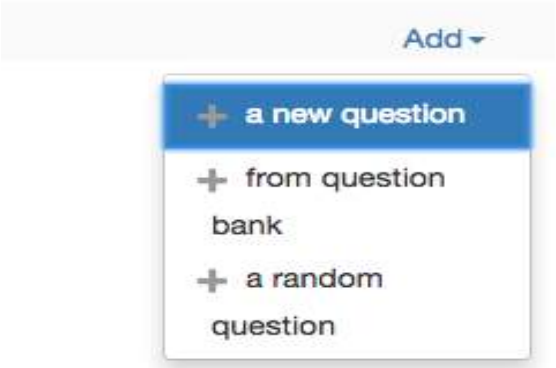


Once all settings are approved click on “Save and display”. The next step is to add questions to your quiz. You will be directed to an empty quiz page. Click on ‘Edit quiz” (This is different from “Edit Settings).

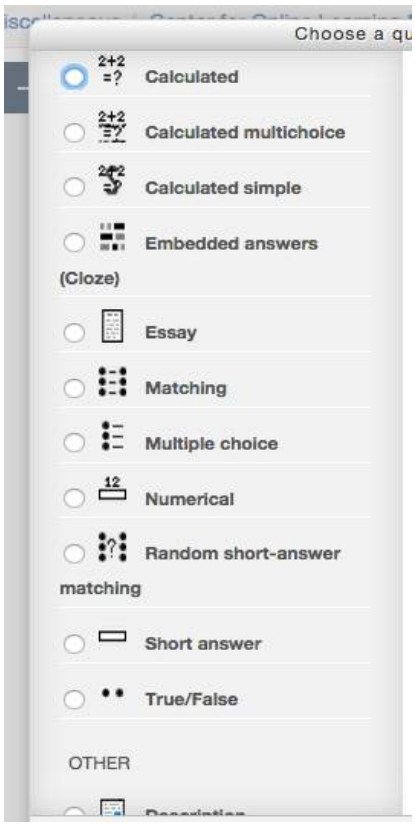


Creating Quiz Questions

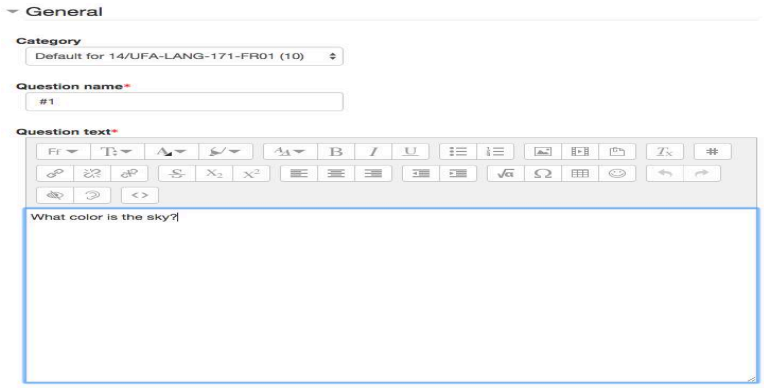
After you click Edit quiz you will be directed to a new screen. On the right hand side you will see an “Add” button. Click on that and then from there you will choose from options on a drop down menu.



If you choose to add a new question, then you can create you own questions, individually, through Moodle. You can choose from several types of questions including Multiple Choice, Short Answer, Essay, True/False, Matching, etc. Here are the list of options:

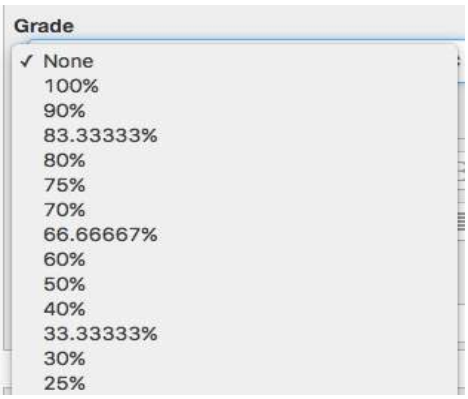


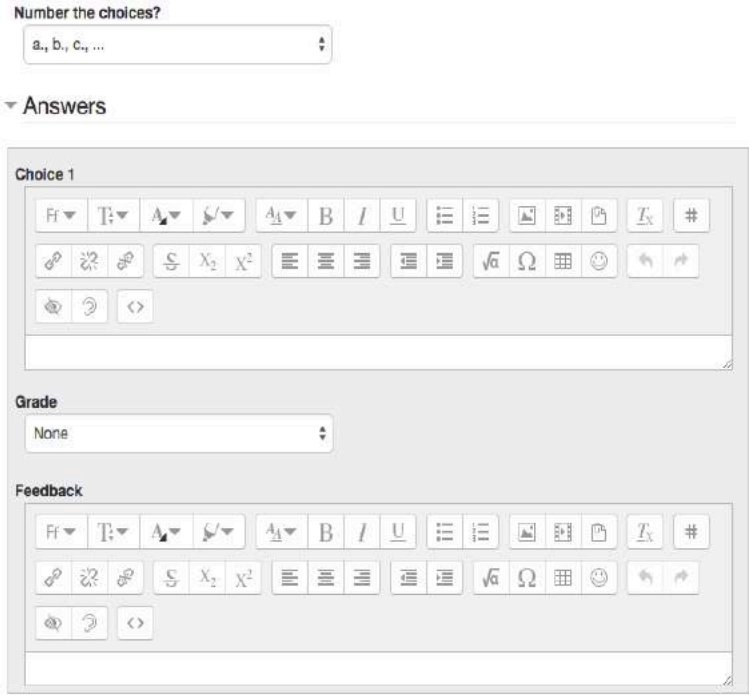
It is very simple to create any type of question on Moodle. Once you have selected the type of question you would like to add you can then begin to create your question.



Then you can choose how to number your answers. (ie. A,B,C or 1. 2. 3., etc.). This is for a **multiple-choice question**.

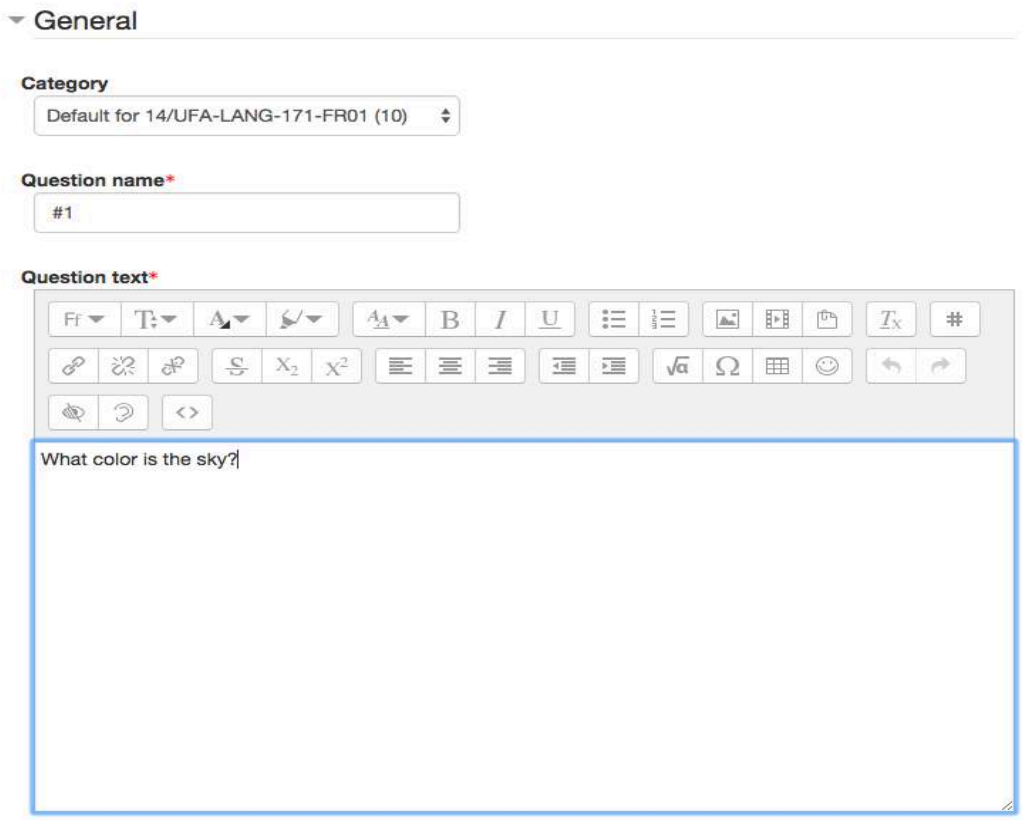
The next step is to add the answers to that question. You can write the answers and then assign the grade for each one if there is more than one right answer. The options for the grades are listed at the top of the next page. And underneath is an example of the answer set up.



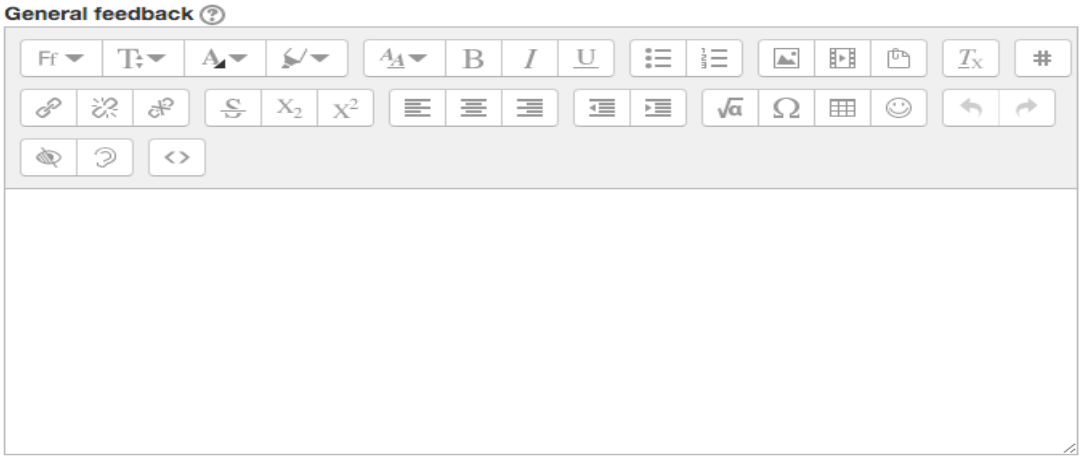


Once the question and answers are all filled out click on “Save Changes”. Repeat this process until all of the questions are added to the quiz.

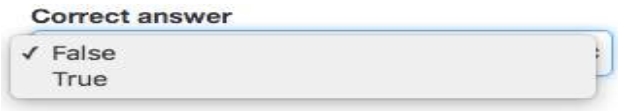
If you want to add a **True/False question** to your quiz select the True/False option when selecting the question type. Repeat the process of naming your question and then type your question.



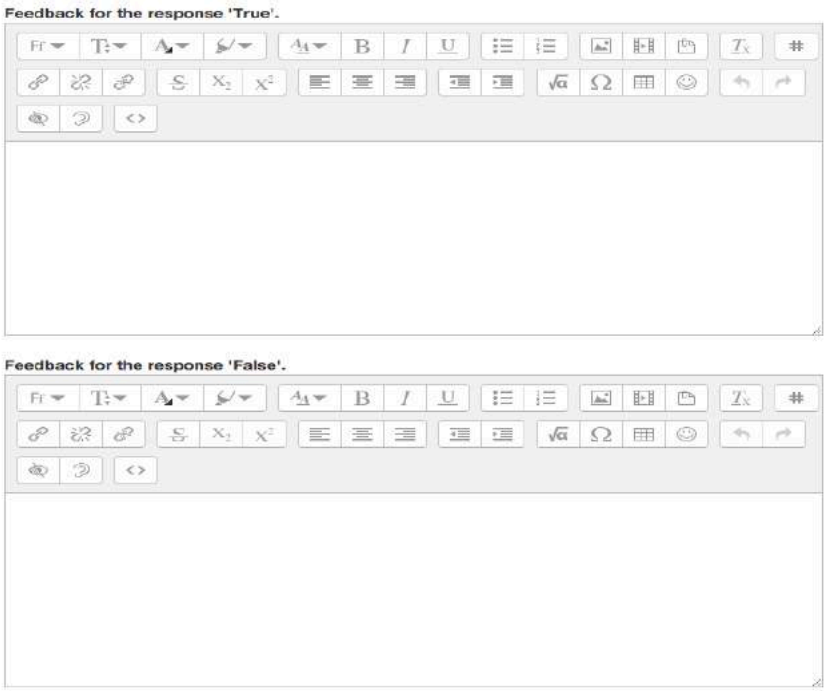
You can also provide general feedback, but this is not required.



The next step is to choose whether the question is true or false.



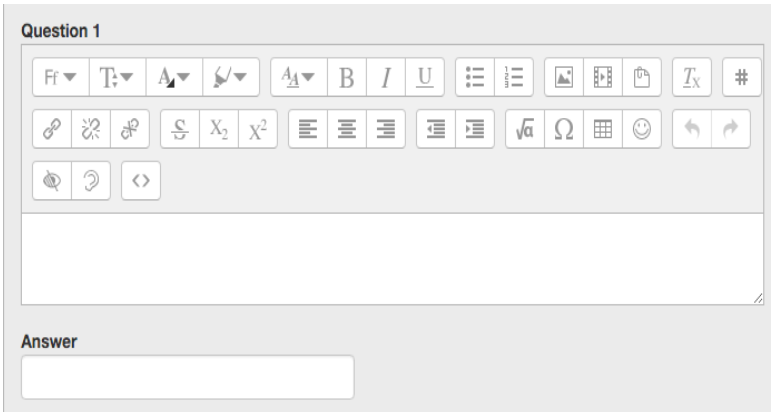
After you select the correct answer, you can provide feedback for either the true or false answer or both.



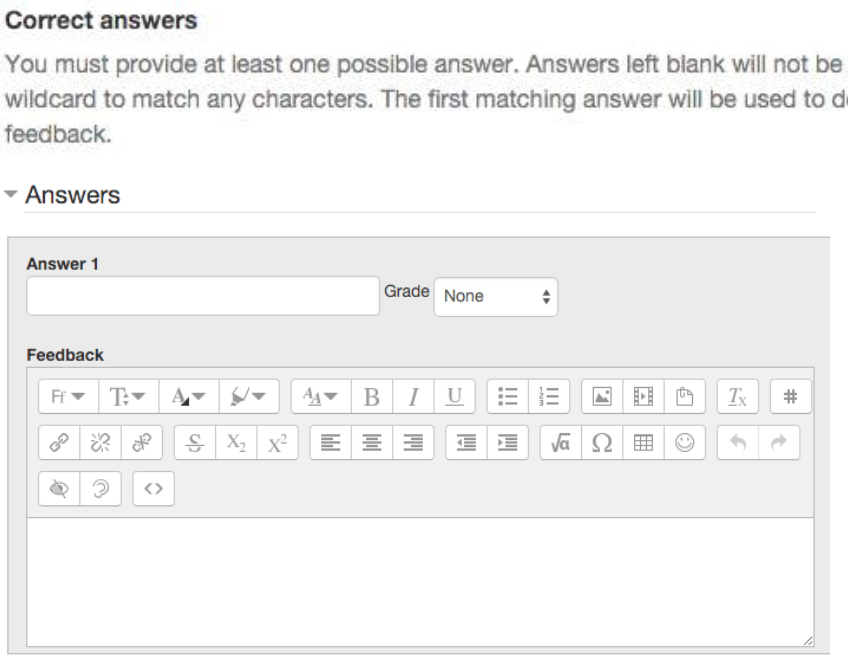
Another popular option for quizzes on Moodle is **Matching**. The first step is to add the question name and the question text like the previous questions. The next step is to add the questions.

Available choices

You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.



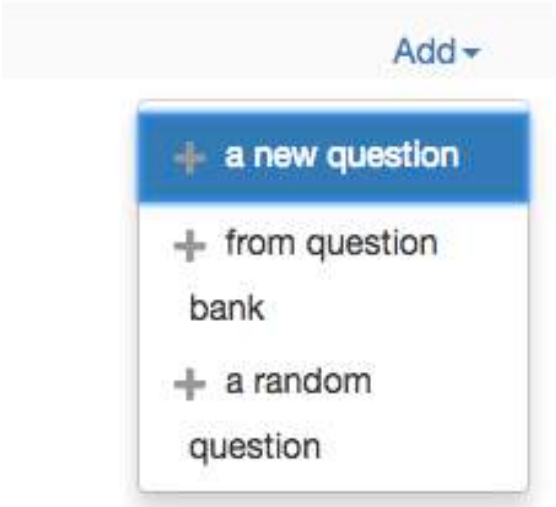
Another option for a question type is a **Short Answer question**. Like the previous question types give your question a name and then write the question in the question text box. The next step is to write your answers.



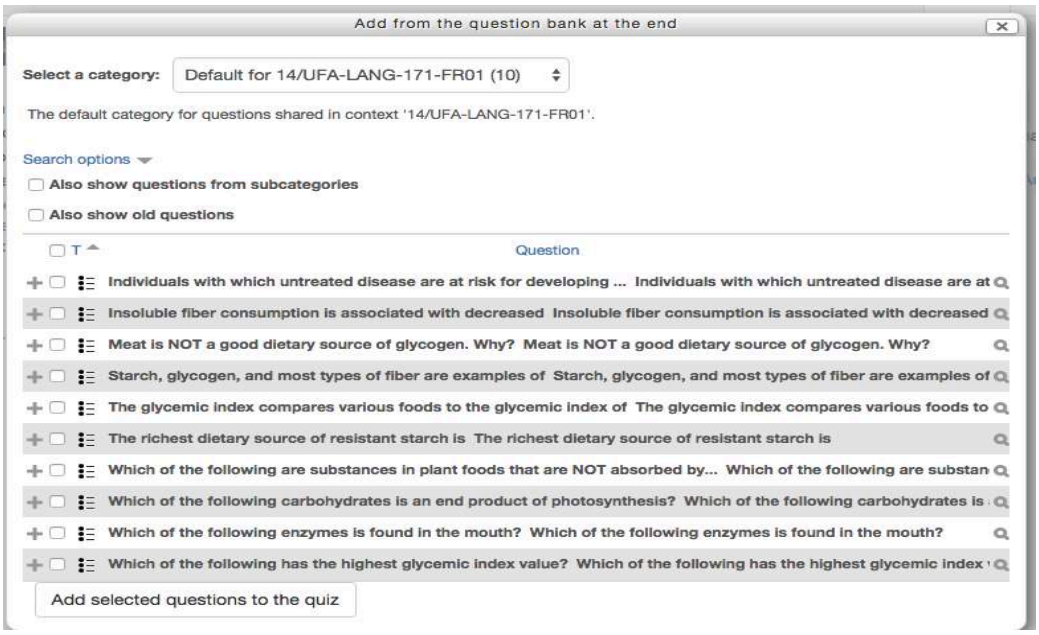
Save the changes like any other question option.

Adding a Question from Question Bank

There is another method of adding questions to your quiz. You can choose to add questions from the "Question Bank", which is located under the Administration Block. The "Question Bank" contains all questions created or imported. To add a question from the question bank go to Edit quiz, then click on the Add drop down, and then click on "+ from question bank".



Choose what category you would like the questions to come from and then pick which questions you would like to add to your quiz.



Importing Quiz Questions

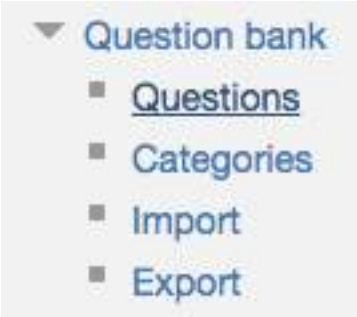
If questions are on a Word document and wanted to be put into a quiz on Moodle there is a way to import the questions. The first step is to format the questions correctly. The correct format is referred to as Aiken. An example is below.

What color is the sky?
A. White
B. Green
C. Pink
D. Blue
ANSWER: D

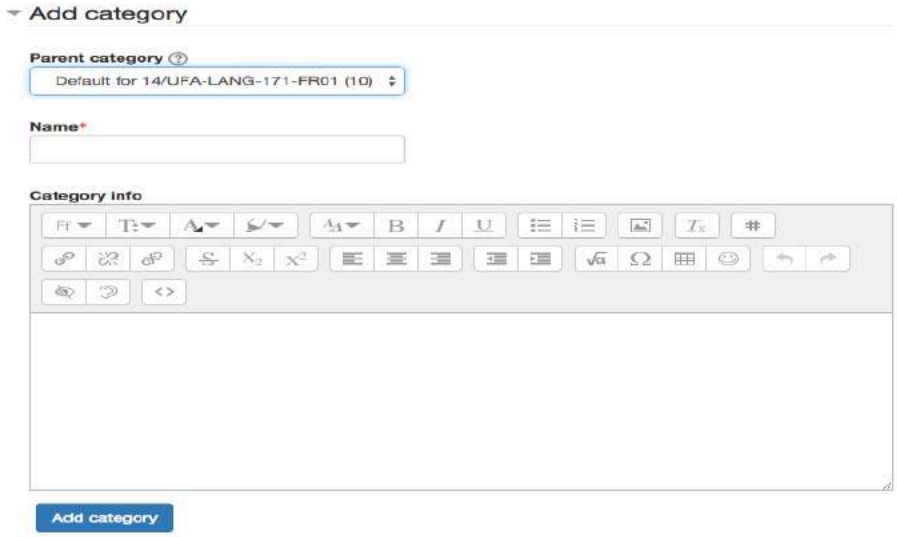
What color is the grass?
A. Blue
B. Pink
C. Green
D. White
ANSWER: C

It is very important to format the questions this way because this is how the Moodle system reads them when they are imported. The Aiken format must be saved as a plain text document (.txt) NOT a regular word document (.doc or .docx).

The next step is to add a category to the question bank for the quiz. This makes it easier to keep questions for different tests/quizzes separate. To add a category click on “Question Bank”, under the Administration block, and the click on “Categories”.

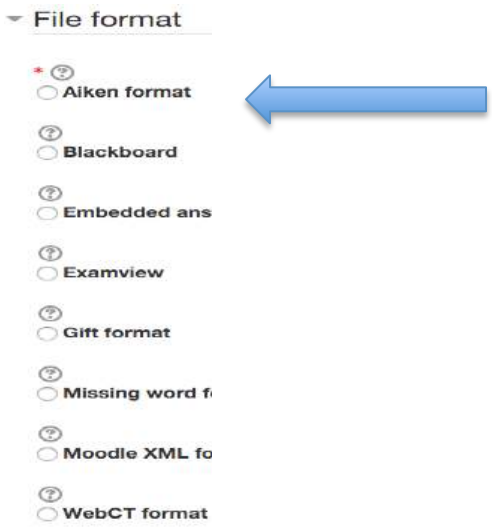


Name the category and then give a brief description of the category if preferred.

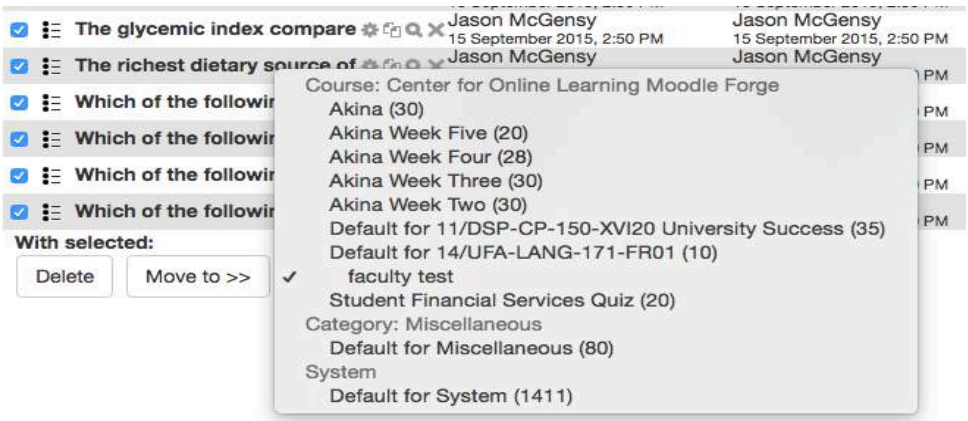


Once the category is created, the next step is to import the quiz questions. Under Question Bank, in the Administration block, click on “Import”.

Under file format click on “Aiken” format and then upload your file.



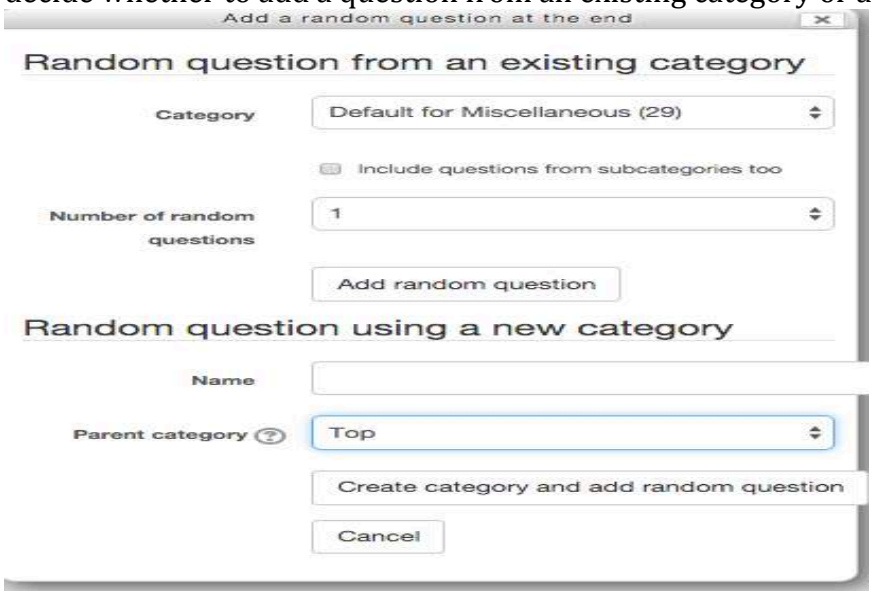
Once all the questions are imported they will be added to the question bank. The next step is to move the imported questions into the category that was created.



The last step is to add the questions to the quiz from the categories. Refer back to [Adding a Question from Question Bank.]

Adding a Random Question

It is possible to add a random question to your quiz. You can create a random question or you can choose a question from the question bank. To add a random question click on “edit quiz” and then click on “add” in the upper right hand corner. Then select “+ a random question”. From there you can decide whether to add a question from an existing category or a new category.



Adding, Removing, Moving, Hiding, and Deleting Modules

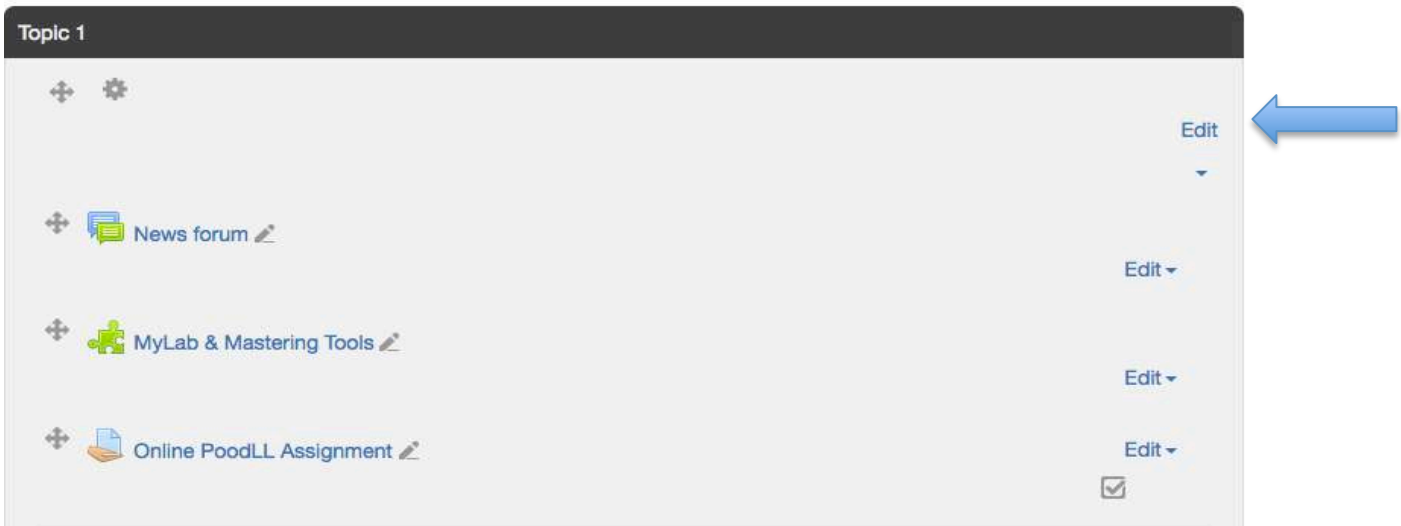
Hiding modules from student view is helpful when you want to establish a certain pacing in your course. For instance, you might want to hide upcoming modules so students focus on the current week or module.

1. To **add or remove** modules, click on **Settings** in the **Administration** block and adjust the number of modules
2. **Move** a module up or down by using the drag and drop icon. (On some browsers you will see an up-down arrow instead.)
    a. **Tip**: Look for a pale gray horizontal line as you move items in Moodle – the item will end up where you see the line. See page 8 for more instructions on moving items.
3. To **hide** a module from students, click on the "Eye" icon. Click on the closed eye to make it visible.

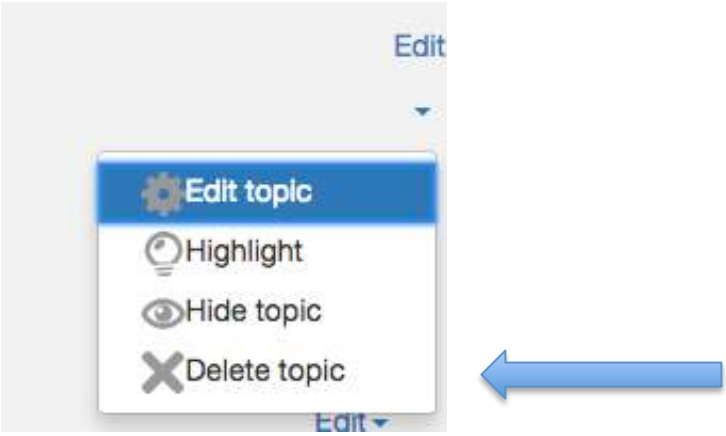
Deleting an Entire Module

Moodle 3.0 now gives professors the ability to delete an entire module rather than deleting each individual assignment within it.

1. Start by turning editing on in your course (reference page 11).
2. Then click on the first edit drop down in the specific module you would like to edit.



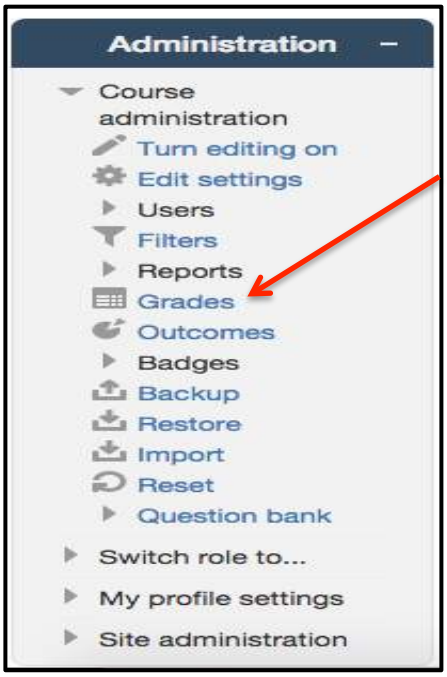
3. Click delete topic.



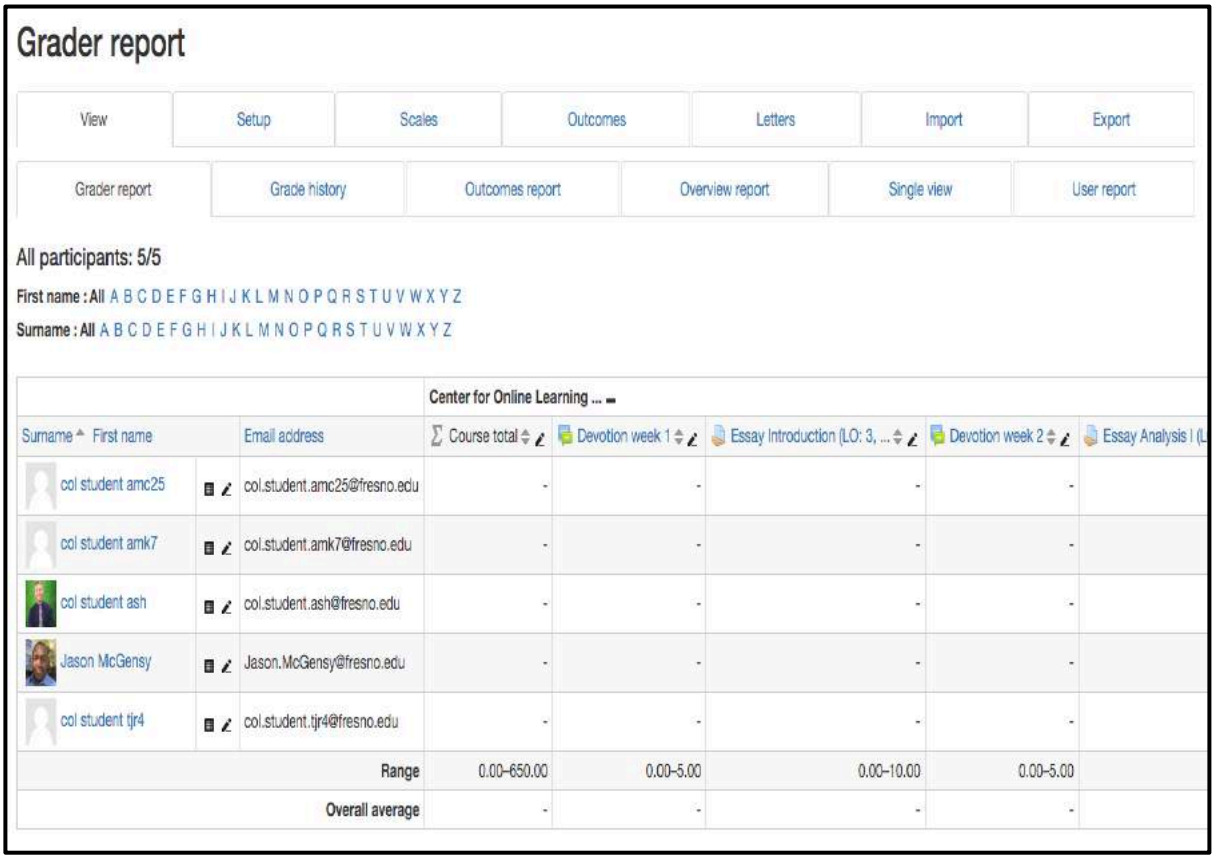
4. The entire module will be successfully deleted from your course.

Gradebook

- To access and make changes to the Gradebook go to the Administration block and click on "Grades"



- Once you click on grades you are taken to the "Grader Report". This is the page you constantly refer back to so you can adjust your grading structure.

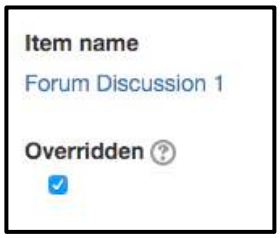


Grading Assignments in Moodle

- When grading assignments, forums, or journals grades should be directly given in the specific assignment. Grades should not be directly inputted into the gradebook for these assignments because they will essentially override any grading that has or will be done directly within the assignment. Overriding grades can incorrectly reflect a student's grade in the gradebook. SO DO NOT OVERRIDE GRADES. If your gradebook has yellow boxes, that means that assignment has been overridden for that specific student.

Forum Discussion 1	Forum Discussion 2	Forum Discussion 3
5.00	5.00	5.00
5.00	5.00	5.00
5.00	5.00	5.00
2.50	5.00	5.00
5.00	5.00	5.00
0.00	5.00	5.00
5.00	5.00	5.00
0.00–5.00	0.00–5.00	0.00–5.00
3.93	5.00	5.00

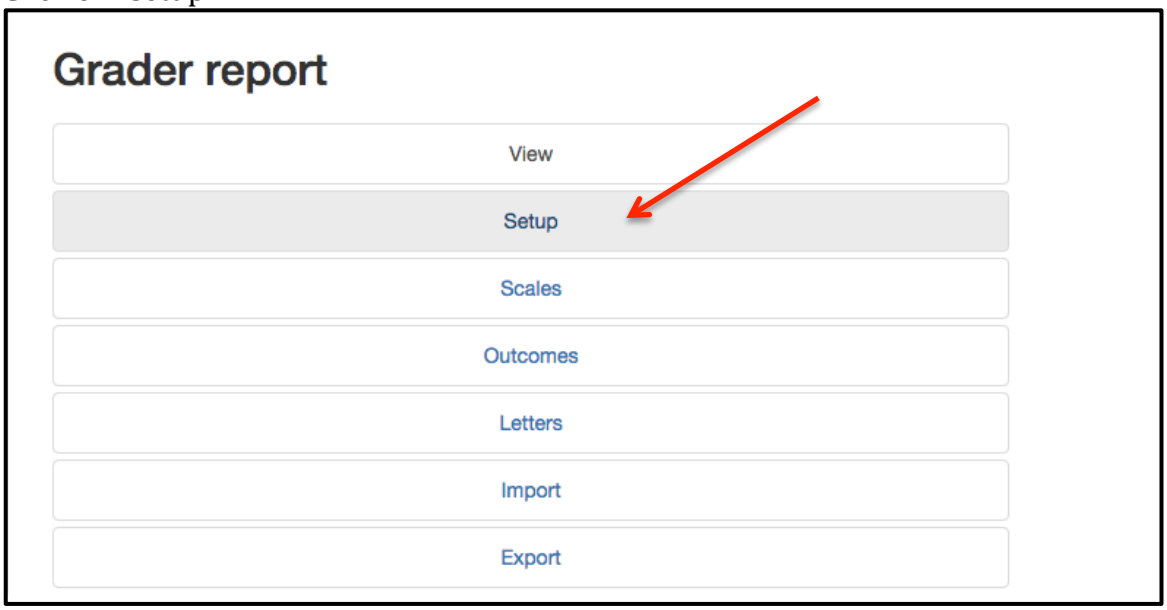
- If your Gradebook does look like this, it can be reversed.
    - First, you must turn editing on (this is located at the top right hand side of your screen)
    - Second, click on the black gear icon next to the overridden grade box and unclick the overridden box



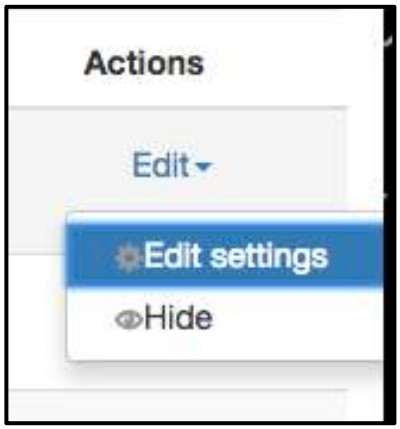
    - Third, go back into your Moodle assignment and give the students a grade directly in the assignment
        - This process will change the box from yellow to white and the grades will be properly reflected in the gradebook

To adjust the grade category or category total

- Click on "setup"

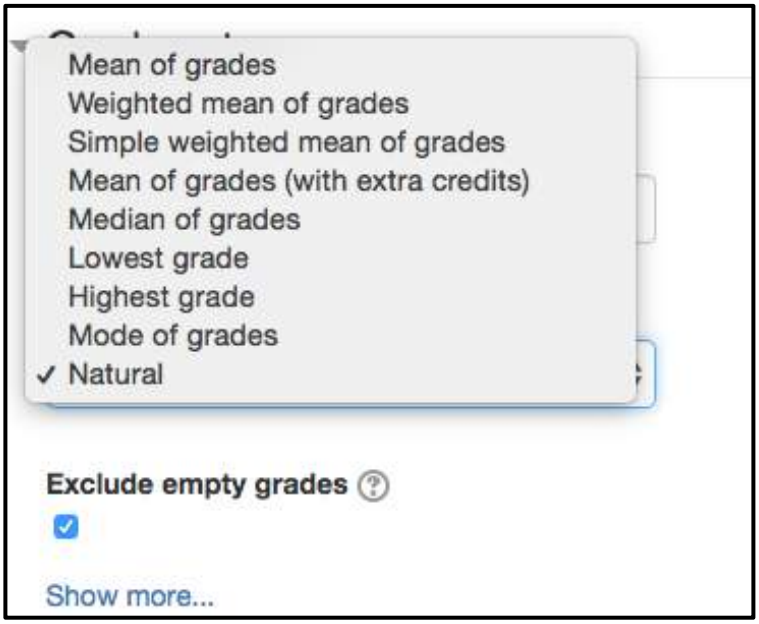


- Scroll down to "Actions"
    - Click "Edit"
        - Click "Edit settings"

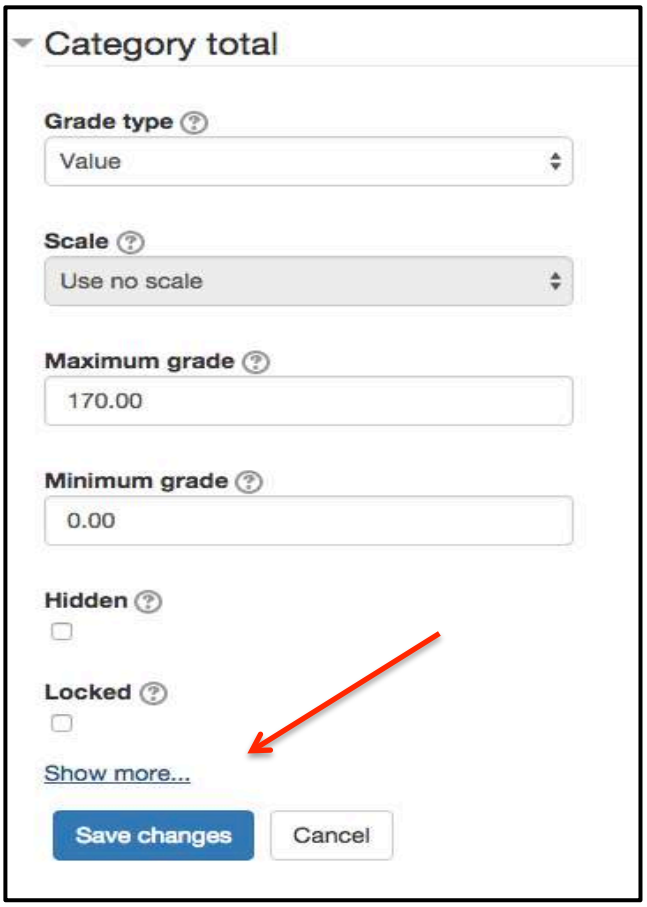


- Under "Grade Category" there are several categories under "Aggregation":
    - Mean of grades - The sum of all grades divided by the total number of grades
    - Median of grades - The middle grade when grades are arranged in order of size
    - Lowest grade
    - Highest grade
    - Mode of grades - The grade that occurs the most frequently
    - Natural - The sum of all grade values scaled by weight

(In the Moodle 2.8 update, "Sum of Grades" was changed to "Natural". They perform the same function)

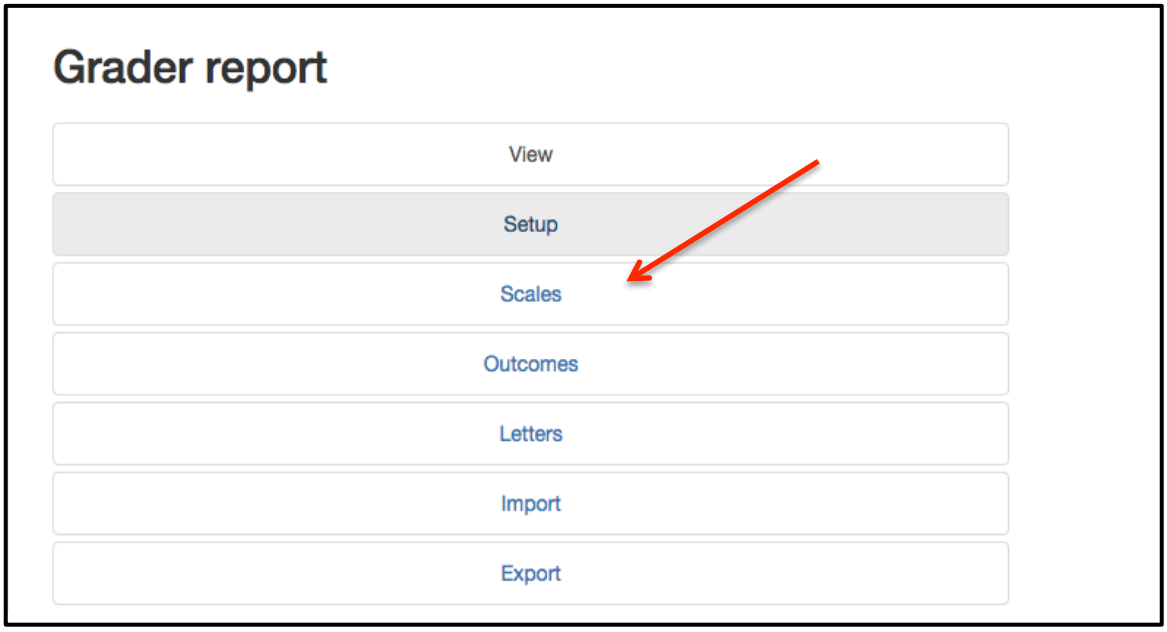


- Under "Grade Category " there is "Category Total" with:
  - Grade type
  - Scale
  - Maximum and minimum grade
  - Hidden and locked options
- If you click "Show more" more options are provided such as:
  - Item info
  - Grade to pass
  - Grade to display type
  - Overall decimal points

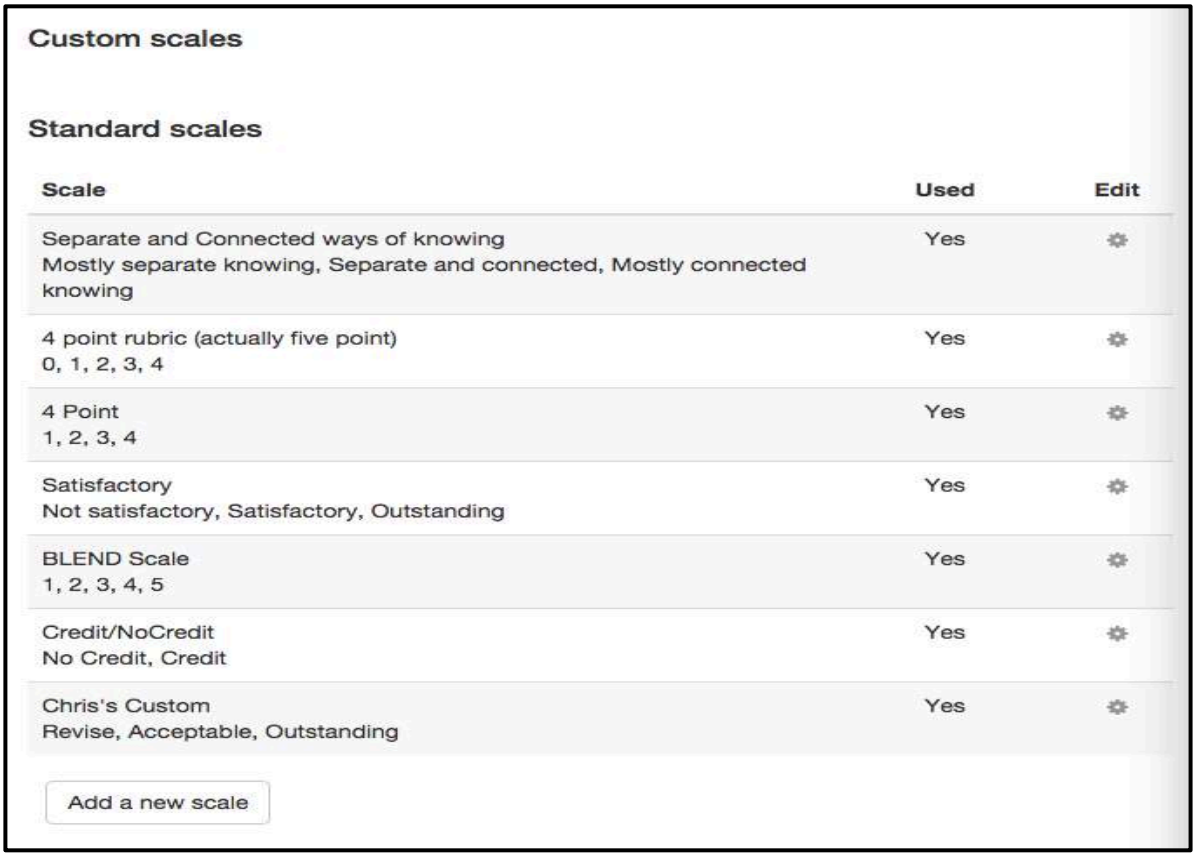


To adjust the grading scale

- Click on "Scales"



- Various adjustments to the course's grading scale can done



Custom scales

Standard scales

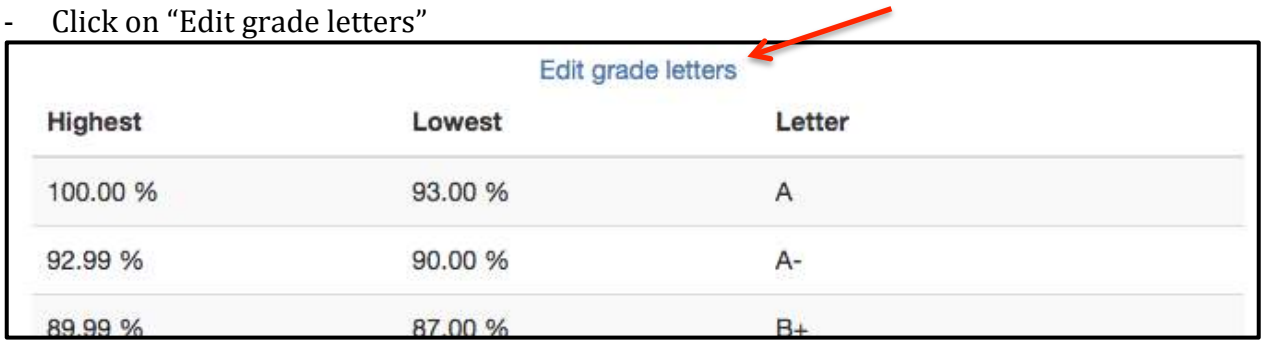
Scale	Used	Edit
Separate and Connected ways of knowing Mostly separate knowing, Separate and connected, Mostly connected knowing	Yes	
4 point rubric (actually five point) 0, 1, 2, 3, 4	Yes	
4 Point 1, 2, 3, 4	Yes	
Satisfactory Not satisfactory, Satisfactory, Outstanding	Yes	
BLEND Scale 1, 2, 3, 4, 5	Yes	
Credit/NoCredit No Credit, Credit	Yes	
Chris's Custom Revise, Acceptable, Outstanding	Yes	

Add a new scale

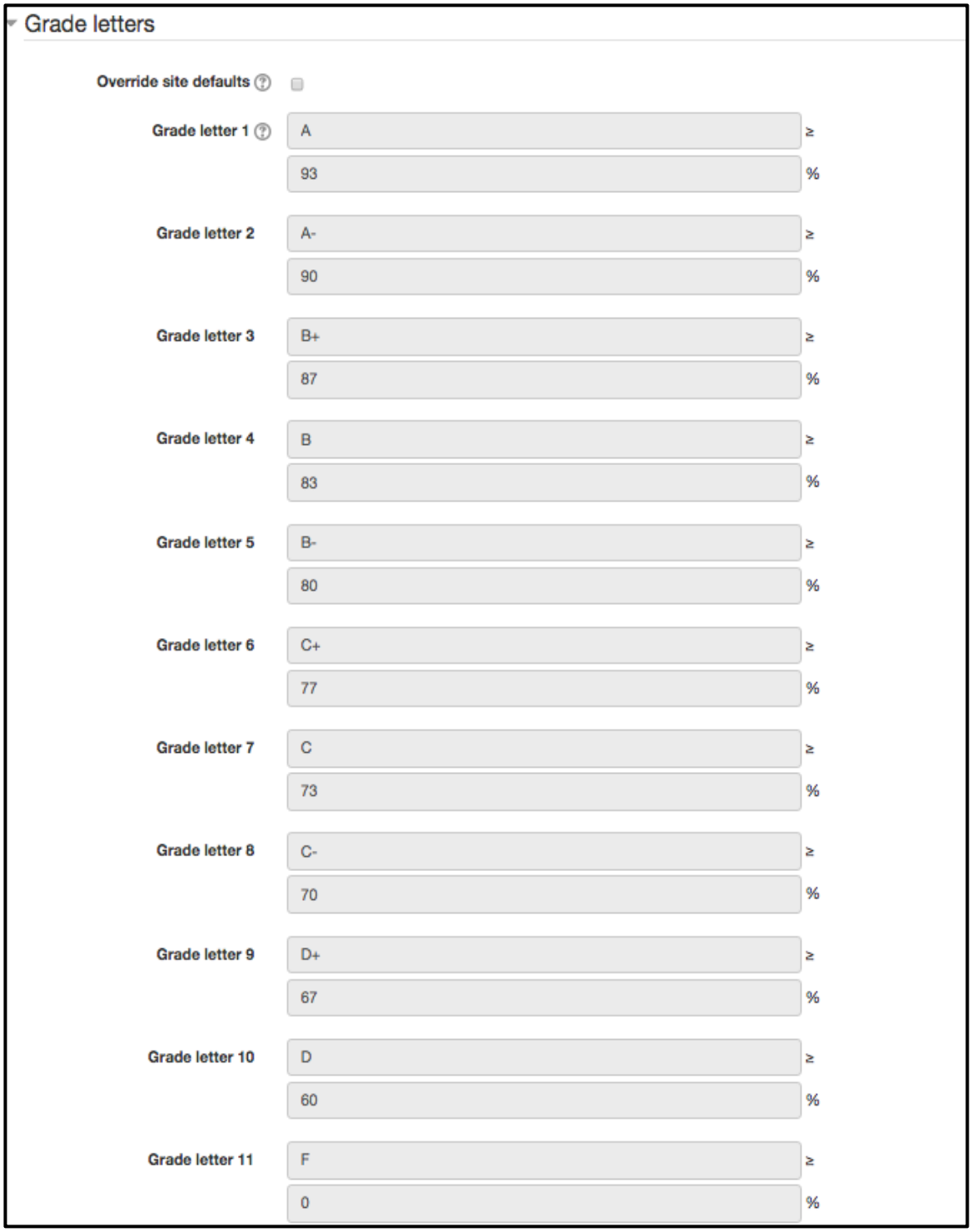
To adjust the percentages and letter grades

- Click on “Letters”

- Click on “Edit grade letters”



- Then adjust grading scale

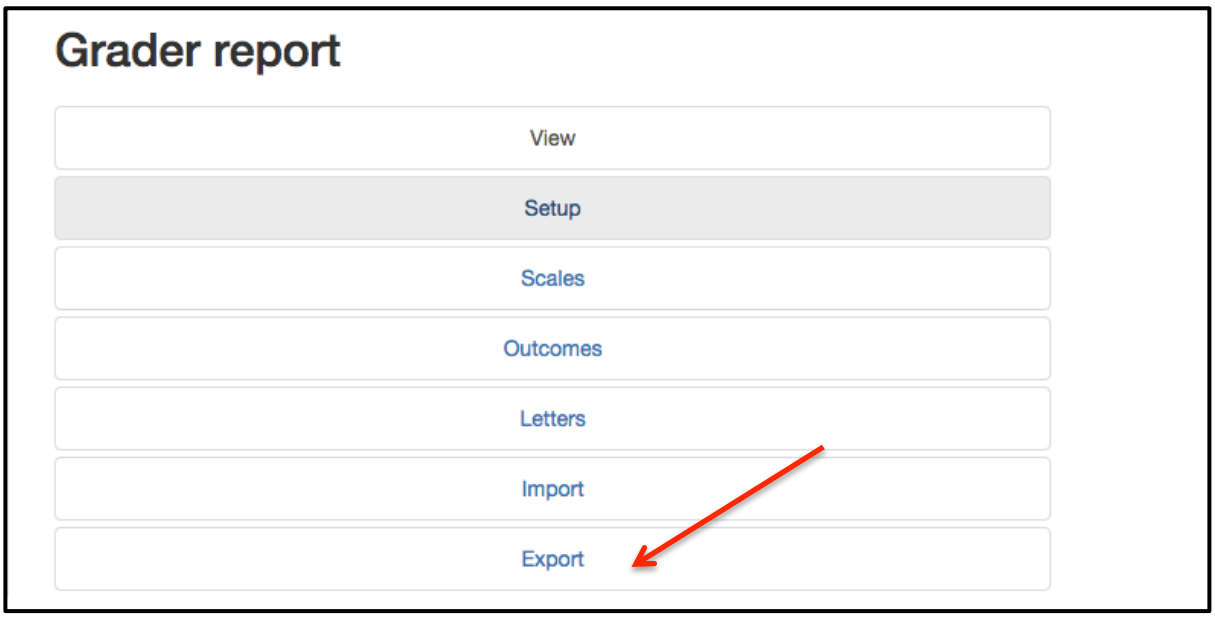


Grade letters

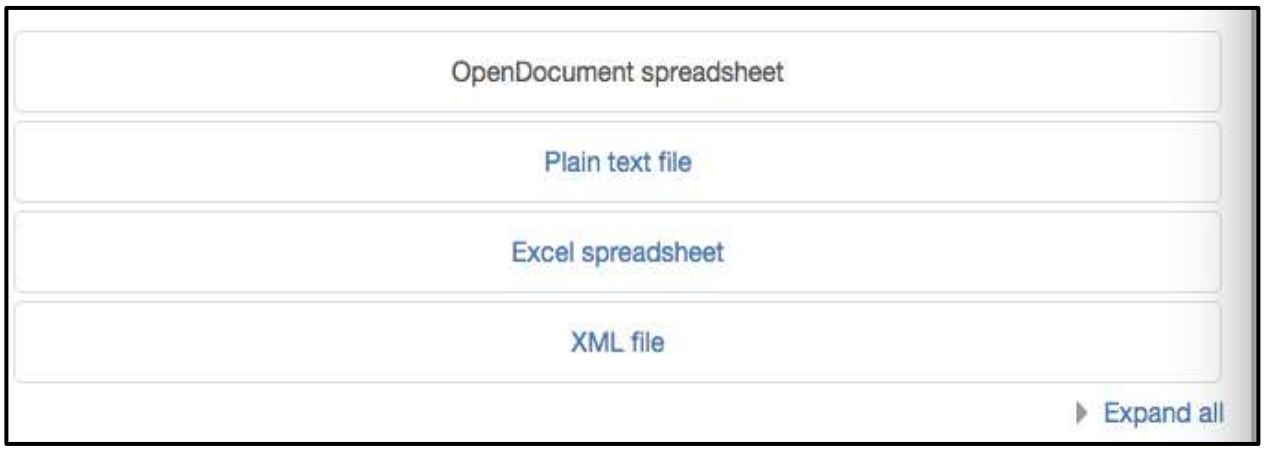
Override site defaults		
Grade letter 1	A	≥
	93	%
Grade letter 2	A-	≥
	90	%
Grade letter 3	B+	≥
	87	%
Grade letter 4	B	≥
	83	%
Grade letter 5	B-	≥
	80	%
Grade letter 6	C+	≥
	77	%
Grade letter 7	C	≥
	73	%
Grade letter 8	C-	≥
	70	%
Grade letter 9	D+	≥
	67	%
Grade letter 10	D	≥
	60	%
Grade letter 11	F	≥
	0	%

Export Gradebook to a source outside of Moodle

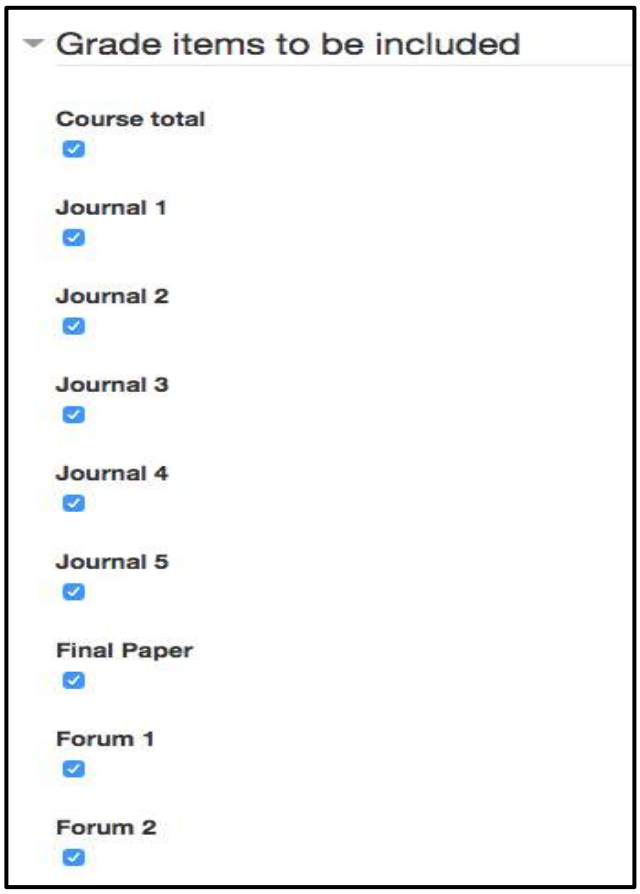
- Click on "Export"



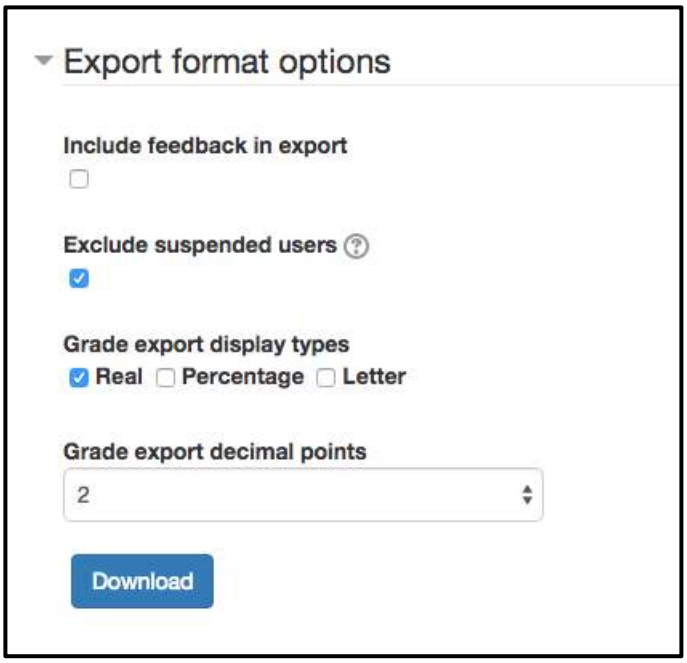
- Verify where this file is being exported to by clicking one of the three options:
  - Plain text file
  - Excel spreadsheet
  - XML file



- Select which grade items you want to include in the export process

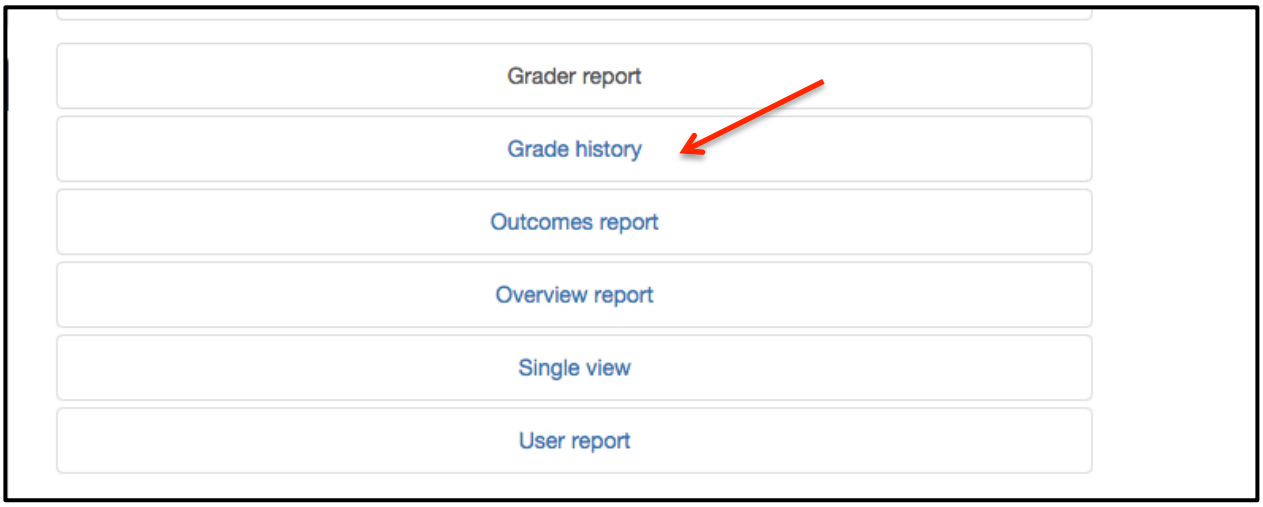


- Under "Export options" select your preferred format

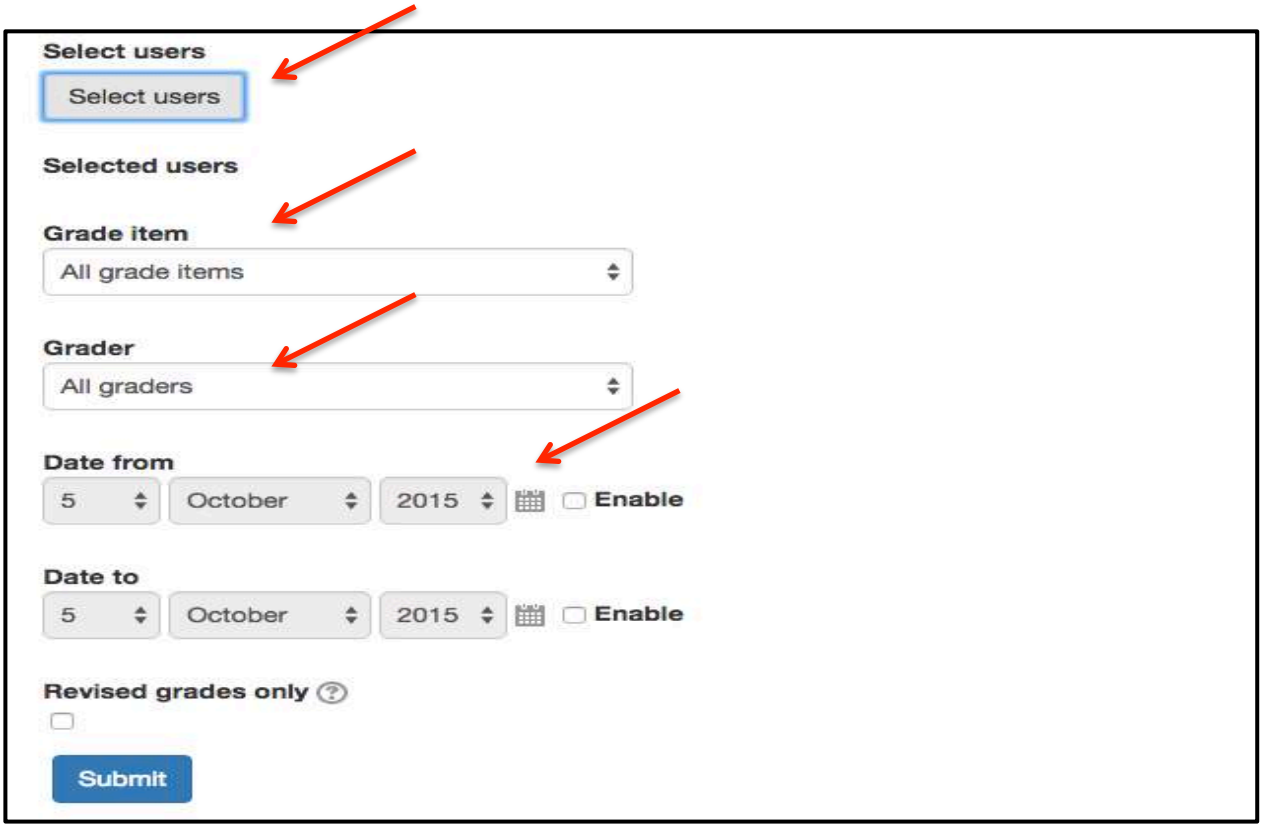


Look up Grade History on a Student

- Click on "Grader History"

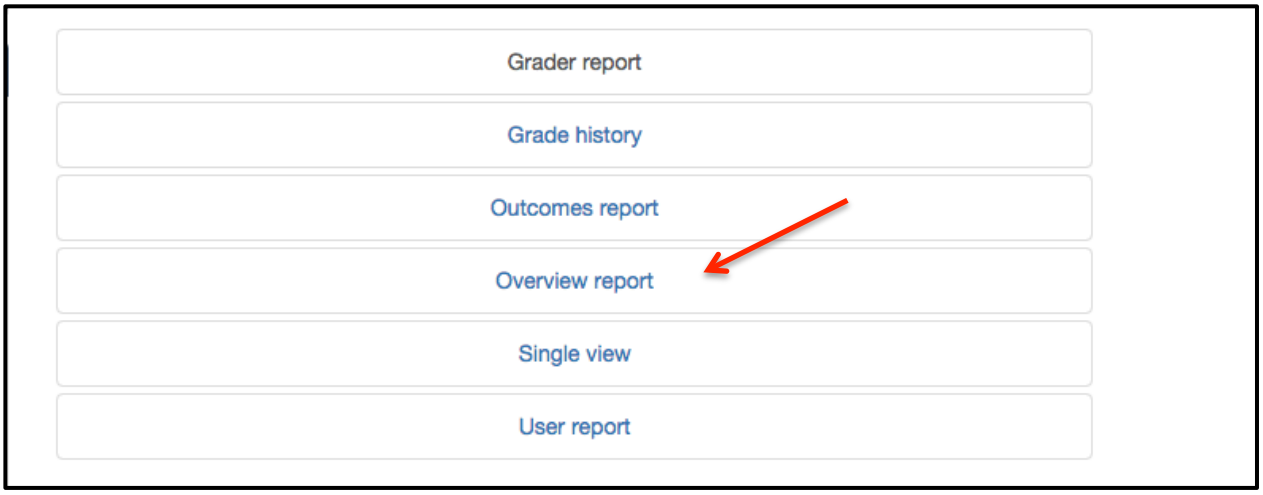


- Select the appropriate information:
  - The user of interest
  - Which assignment
  - The specific grader
  - The time frame

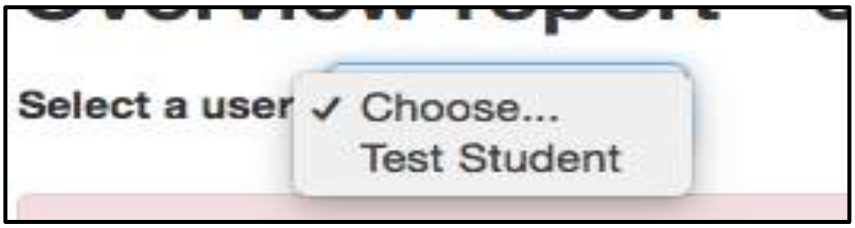


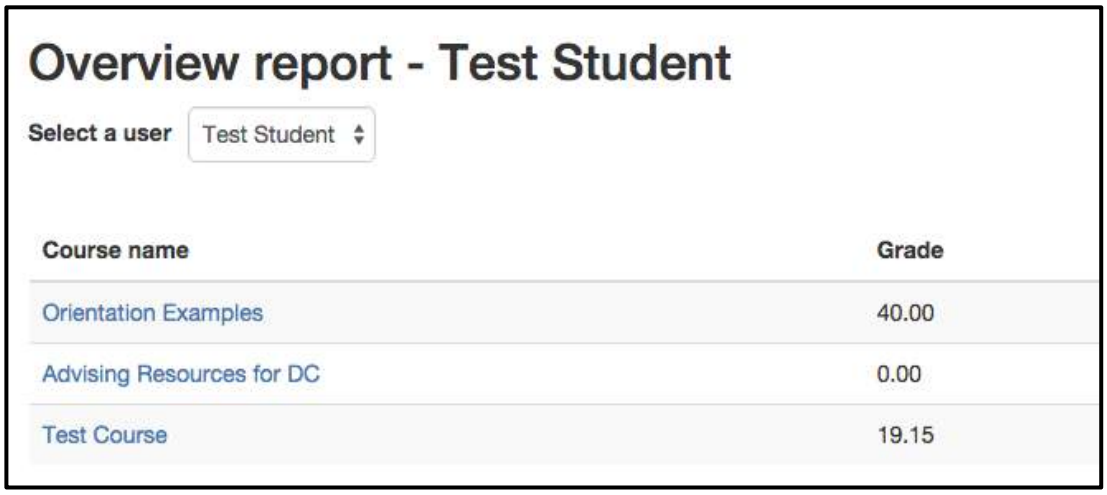
Look up a student's Overview Report

- Click on "Overview report"



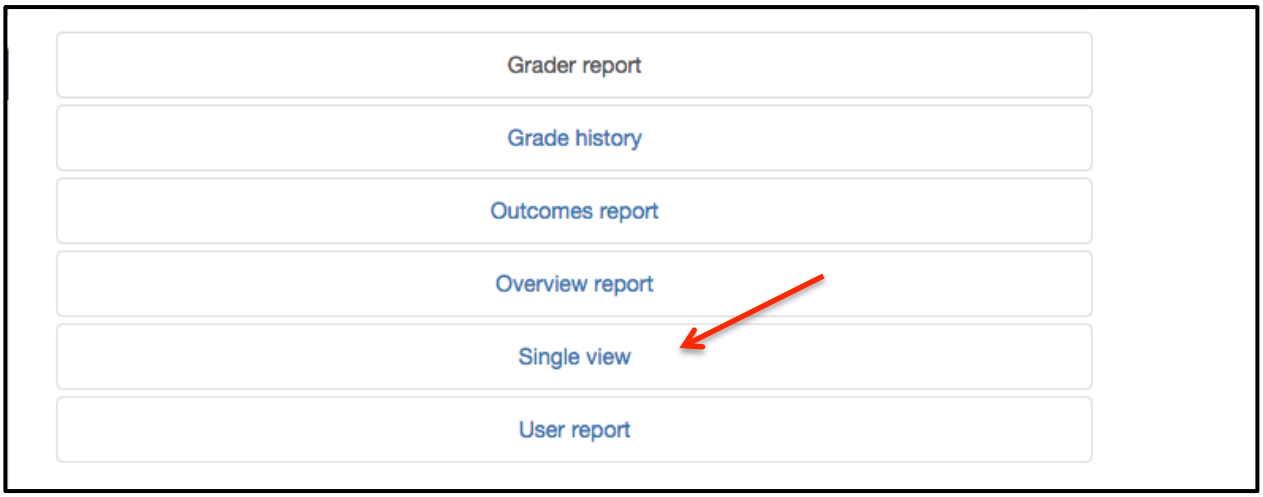
- Select a student from the "Select a user" pull down
    - This will access information on the students grades on their other courses in progress and completed



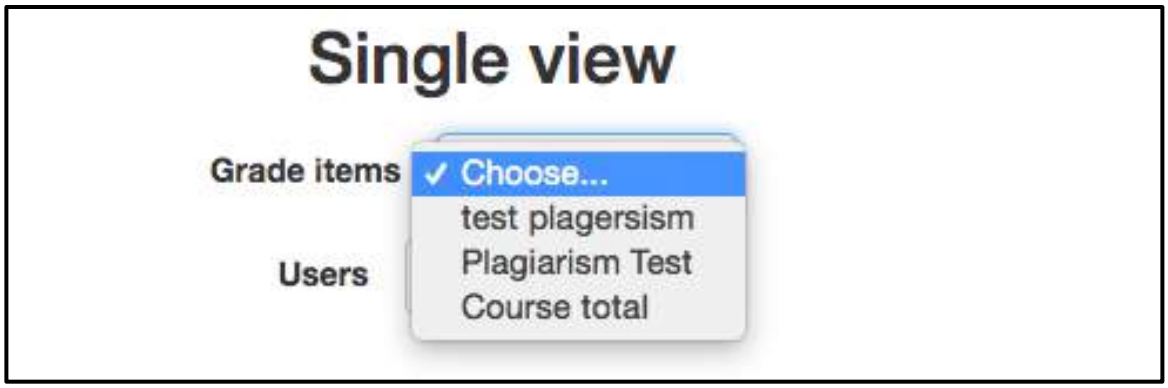


Look up single graded assignments

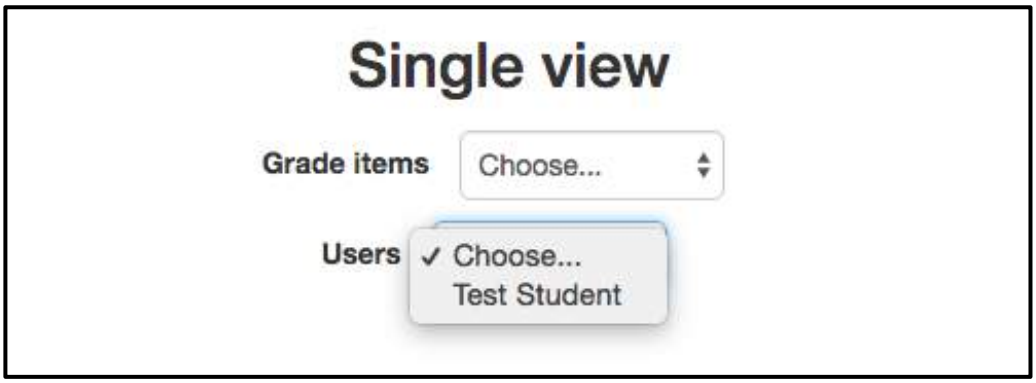
- Click on "Single View"
  (This category allows professors to select one assignment and even limit their search to a single student)



- Under "Grade Items" choose the assignment of interest

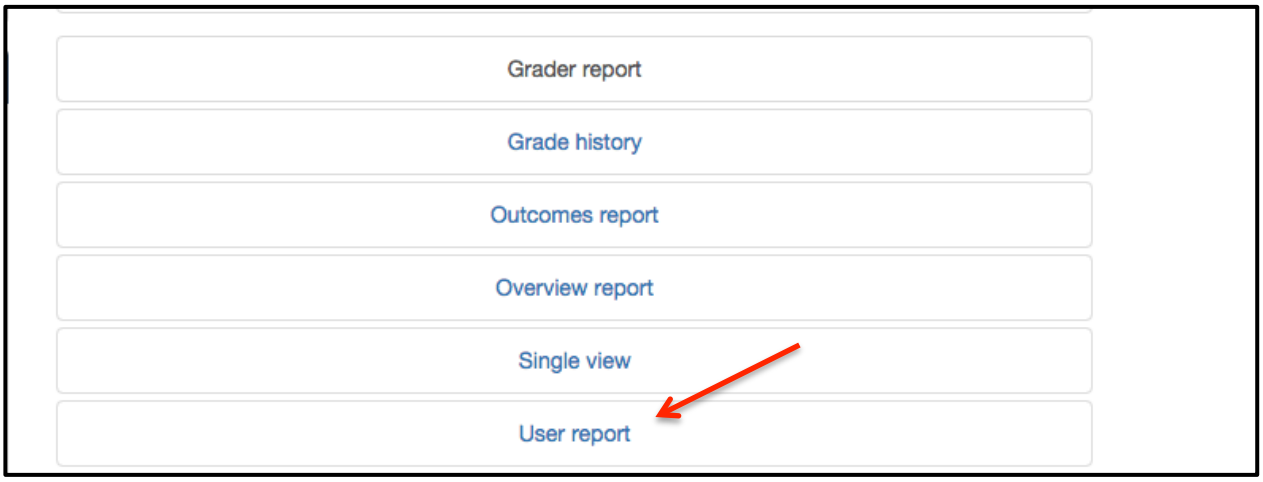


- Under "Users" select the desired student



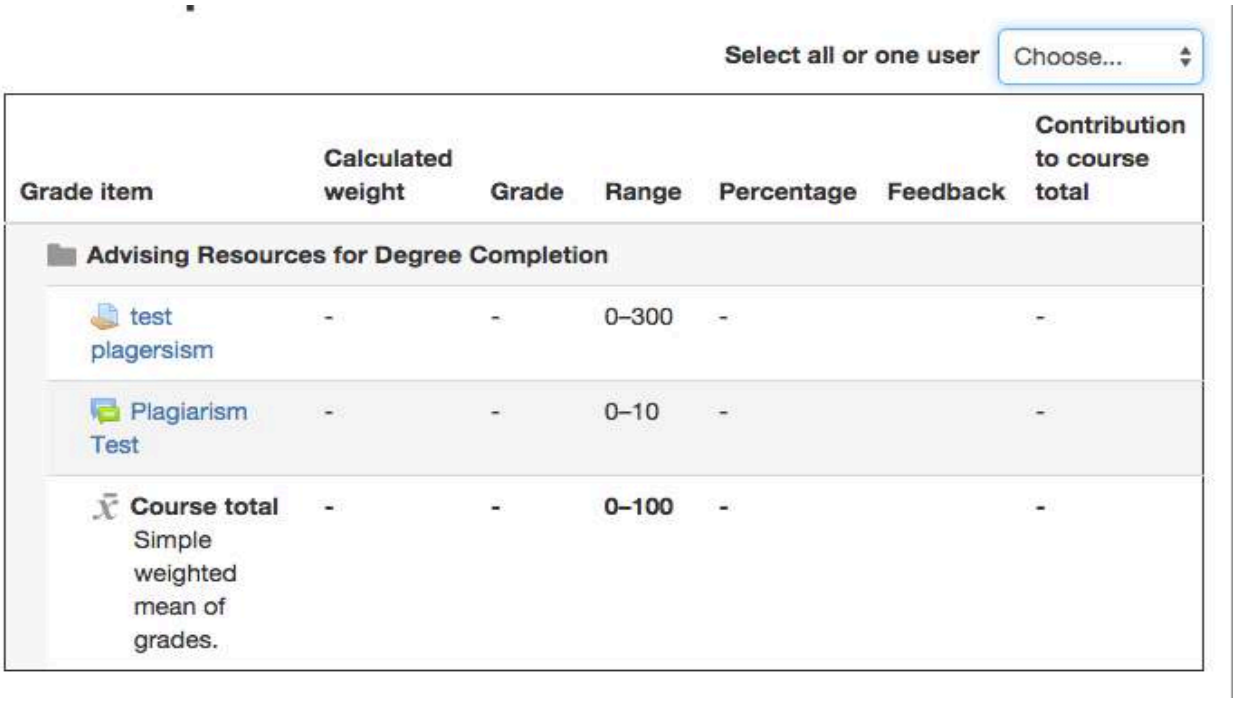
Look up individual or entire class Overview Report for your course

- Click on "User Report"



- Under "Select all or one user" choose your preferred choice

- Information on all assignments and their current grade throughout this course will appear



Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Advising Resources for Degree Completion						
test plagersism	-	-	0–300	-		-
Plagiarism Test	-	-	0–10	-		-
Course total Simple weighted mean of grades.	-	-	**0–100**	-		-

Turnitin

Turnitin integrates with Moodle in two different ways. The primary way to incorporate Turnitin functionality into your online course is the **Turnitin Assignment 2**. This is a specific Moodle activity that when added to a course, will allow the instructor to set up, view, grade and manage student assignments within a Turnitin interface. It is also possible to add Turnitin **plagiarism checking** to forums and workshop activities. In this second use, student posts will be checked for originality and can be opened in a GradeMark document viewer, but student ratings or grades entered through the GradeMark viewer do not transfer to the Moodle activity or gradebook so ratings and grades must be entered into Moodle manually.

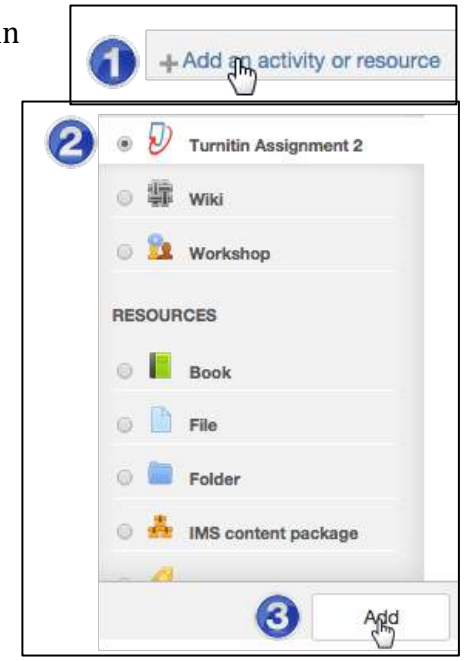
Create a Turnitin Assignment 2 within your Moodle course

1. Once on the main course home page, a Turnitin assignment can be added clicking on the *Add an activity or resource link* in the bottom right corner of each of the center modules.

2. Select the Turnitin Assignment 2

3. Click the Add button at the bottom.

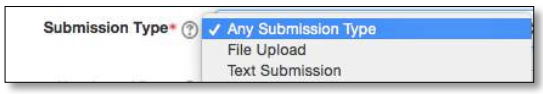
4. Enter the title and summary on the assignment creation page, however, the title must include **alpha-numeric characters only**, punctuation and special characters are not supported by Turnitin.



Select Assignment Settings

Submission Types

Choose the Submission Type for the assignment. You can restrict submissions to either *Text submission*, which allows student to type or paste content directly into a text box in Moodle, or *File Upload.* If you want to allow students to choose between the two, leave the default setting, *Any Submission Type*.



Number of Parts

Turnitin allows for up to five part assignments to support a draft and revision process. By default, the number of parts in an assignment is 1. In other words, students will make one submission to complete the assignment. If you would like to have students submit their work in stages, such as draft and final, choose 2 through 5 in this setting.

Maximum File Size

The values in this field are set by the Moodle course settings, however, please be aware that the maximum file size allowed by Turnitin is 40 MB for text with graphics which is usually less than the default course maximum upload settings.

Overall Grade

Choose the type of grading and enter to the total point value for assignment here. This value sets the maximum possible grade for the overall assignment. If you have set multiple parts, each part will have a maximum mark allocated and that will be used to distribute the grades proportionately within this overall total.

Allow submission of any file type?

This is set to no by default and recommended since the functionality within Turnitin, such as originality checking and GradeMark may not available with every file type.

Display Originality Reports to Students

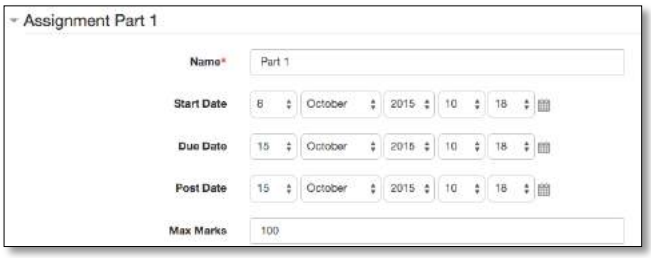
Changing the setting to yes will allow students to see their originality reports within this assignment. It is set to no by default.

Auto Refresh Grades/Scores

The default setting in this field will keep the data synchronized. If you change to the manual option, you should manually refresh the data between Turnitin and Moodle often to avoid problems.

Assignment Part Settings

This section will allow you to name each of the assignment parts (e.g. draft, final), set the start, end and final post dates and enter the maximum marks, or points for each.



Originality Report Options

Allow Submissions after the Due Date

This is set to no by default but can be changed to yes.

Report Generation Speed

Choose the option in this setting that fits best with your grading procedures. Here is how they differ.

Generate reports immediately (resubmissions are not allowed) will generate the Originality Report immediately when a student makes a submission but they will not be able to resubmit unless their first submission is manually removed by the instructor.

To allow resubmissions, select the next option, **Generate reports immediately (resubmissions are allowed until due date**. This allows students to continuously resubmit papers to the assignment until the due date. Be aware that It may take up to 24 hours after a resubmission to process Originality Reports.

With the last option, **Generate reports on due date (resubmissions are allowed until due date,)** will only generate an Originality Report on the assignment's due date. This allows all papers submitted to the assignment to be compared against each other when the Originality Reports are created.

*IMPORTANT NOTE: This choice may have implications if students are also using TaskStream. If you choose to store the papers in the TurnitIn Repository, then it can become part of the Originality Report if this paper is also submitted through TaskStream.

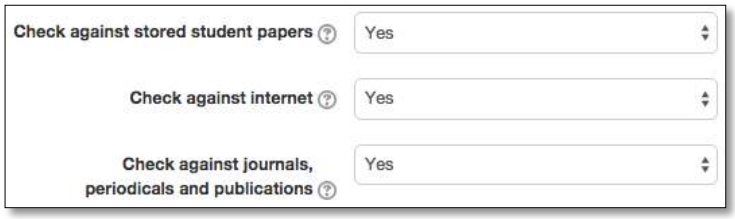
Store Student Papers

By default student papers will be stored in a Turnitin repository.

Once it is part of the student paper repository it can be checked against other students' submissions within current and previous classes. If you select "no repository", papers will not be stored.

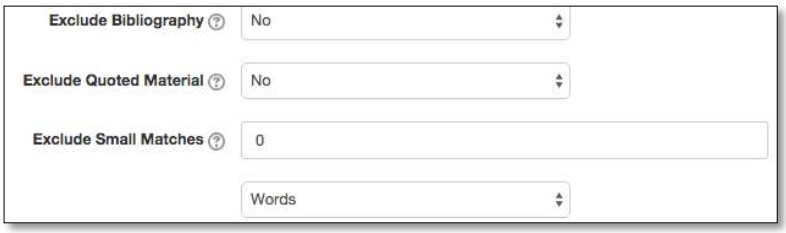
Check Against ...Repository Sources for Originality Reports

This series of options allows an instructor to disregard a source type if the comparison against this type of source is not desired. There are three database search options: Check against stored student papers*, Check against the internet, and Check against the journals, periodicals and publications . The default for each of these search options is set to Yes.



Exclusion Options

By default, the bibliography, quoted material, and small matches are included in the Originality Report. Any or all of these can be excluded from reports anytime before students papers checked.



GradeMark Options

Click on the GradeMark Options link to expand the GradeMark assignment settings where you can choose to attach a rubric to the assignment. To attach a rubric, click on the drop down menu and choose an available rubric by name. To view a listed rubric, click on the icon to the right of the menu. If one has not been created, click on the Launch Rubric Manager link to bring up the rubric creation window.

Common Module Settings

The Turnitin Assignment 2 supports the use of groups in the same way as Moodle.

TaskStream

Step 1: Creating a Taskstream Assignment in Moodle

Taskstream is the university's learning outcomes assessment system that integrates with Moodle, allowing students to submit their **Signature Assignment** and receive a grade directly within Moodle.

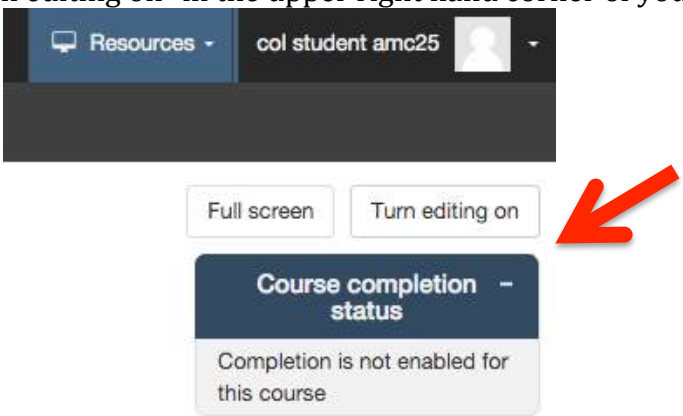
There are **three steps** to setting up and grading a Signature Assignment through Moodle.

1. Setting Up the Taskstream Wizard Block
2. Setting Up the Taskstream Assignment
3. Grading the Signature Assignment in Taskstream

Step 1: Setting Up the Taskstream Wizard Block

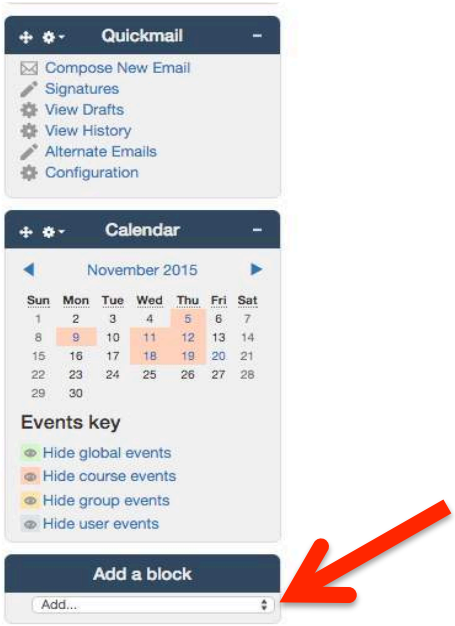
If your course requires a Signature Assignment, a TaskStream Wizard block will need to be added to your Moodle course. To set up the Taskstream Wizard block, follow these steps:

Click "Turn editing on" in the upper right hand corner of your course.

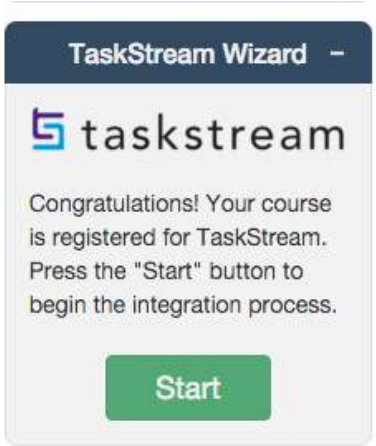


Scroll to the bottom of your blocks on the left hand side of your screen.

Select TaskStream Wizard from the "Add a Block" drop down menu



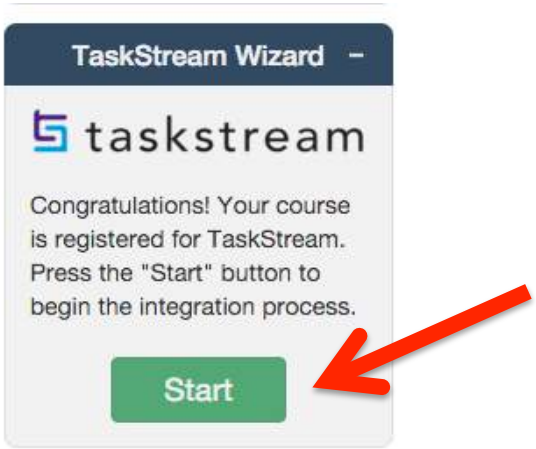
*A **Taskstream Wizard** block will be added to your course, like the one below.*



***NOTE:** If your course does **not** require a Signature Assignment, it is **not** designated as a TaskStream course in Moodle. You will see an **error message** in the TaskStream Wizard block, directing you to contact your Program Director.*

Step 2: Setting Up the Taskstream Assignment

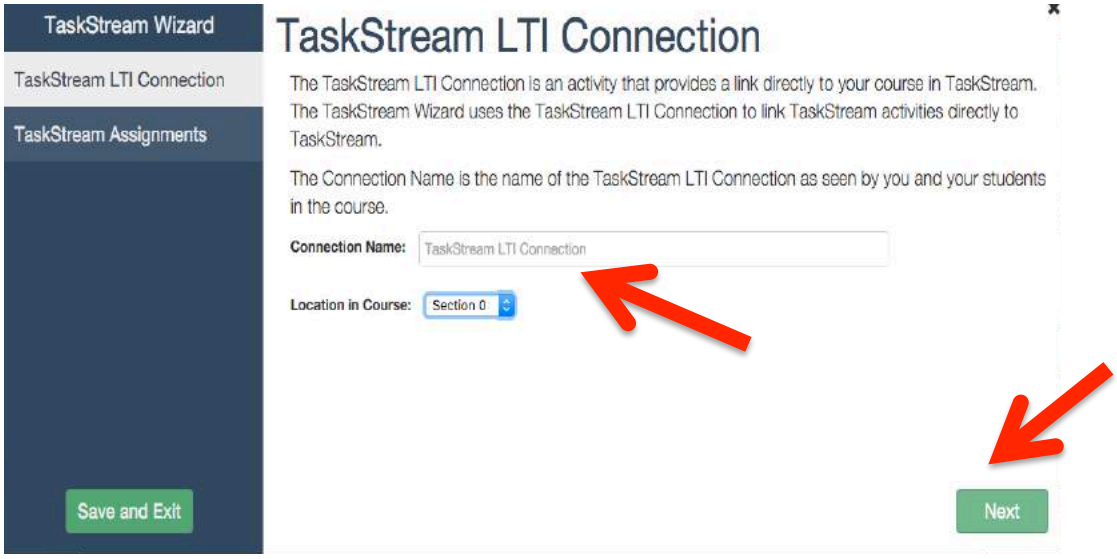
Click "Start" on the TaskStream Wizard block to begin setting up your TaskStream assignment.



NOTE: *Once you click 'Start', you will be taken to the* ***TaskStream LTI Connection*** *window. The LTI connection establishes a connection between your Moodle course and your course in Taskstream.*

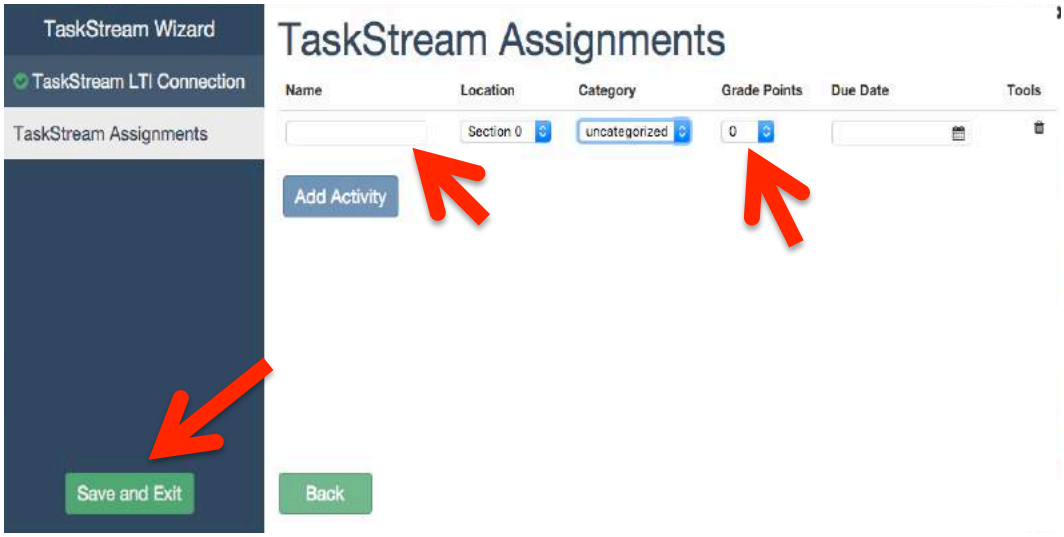
Enter in the name of your Signature Assignment (*example: Research Paper*) in the Connection Name field.

(While this field appears to be pre-filled, the text is suggested - You will need to enter a connection name).



Click "Next" when finished - *you will be taken to the* ***TaskStream Assignments*** *window.*

Enter the standard settings for each assignment (name, location/module number, grade points, due date)



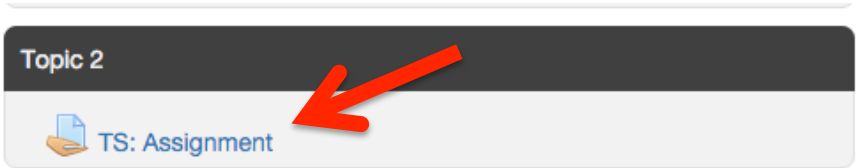
Click 'Save and Exit' when finished.

Please wait *for the TS Wizard to process the creation of* ***both*** *- the LTI connection link and the assignment link on your Moodle course page - similar to the one below.*

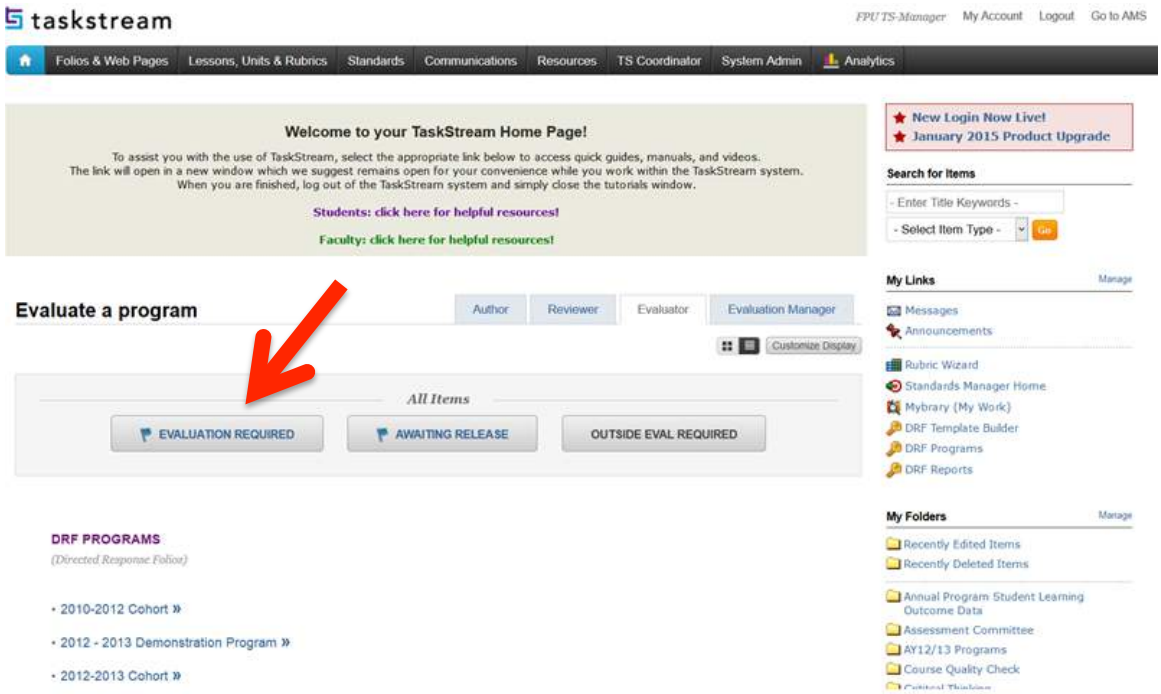
NOTE: *The Wizard will append the prefix "****TS:"*** *to your assignment name.*
Please ***DO NOT change or remove the 'TS' prefix;*** *it is required for the assignment to properly link to TaskStream. Do not hide the LTI connection link (the one with the puzzle icon) – both links are necessary for functionality.*

Step 3: Grading the Signature Assignment in Taskstream

Click on the TaskStream assignment link on the Moodle course page. This will take you to the TaskStream interface.

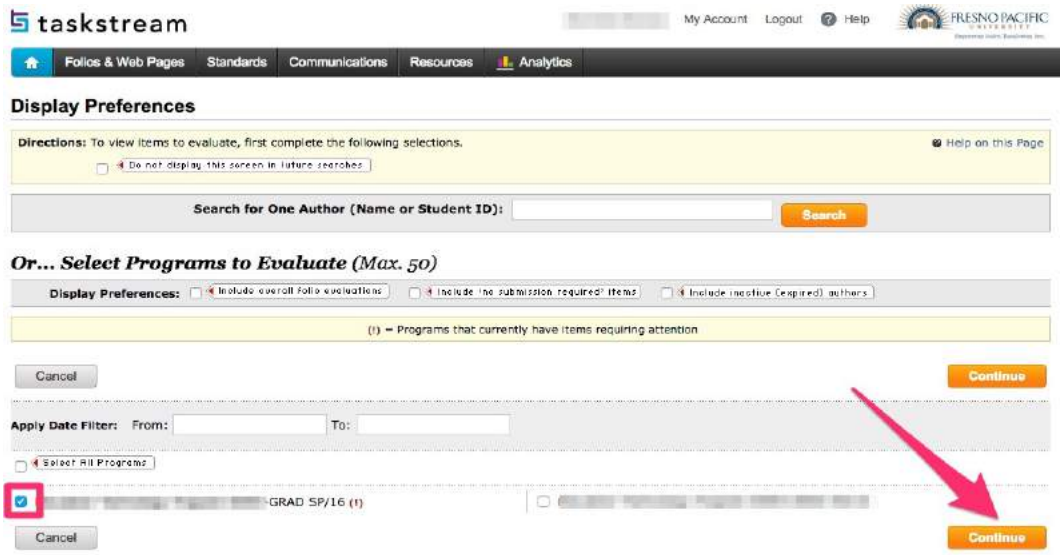


Click on the 'Evaluation Required' tab

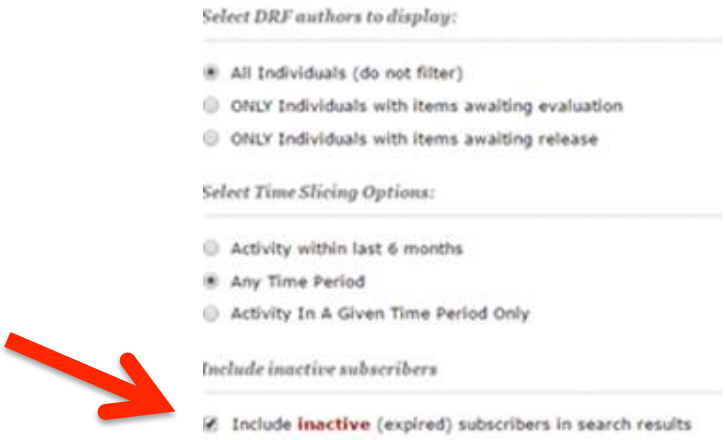


Select the course semester and program you wish to evaluate.

Click 'Continue' - This will take you to the evaluator page.

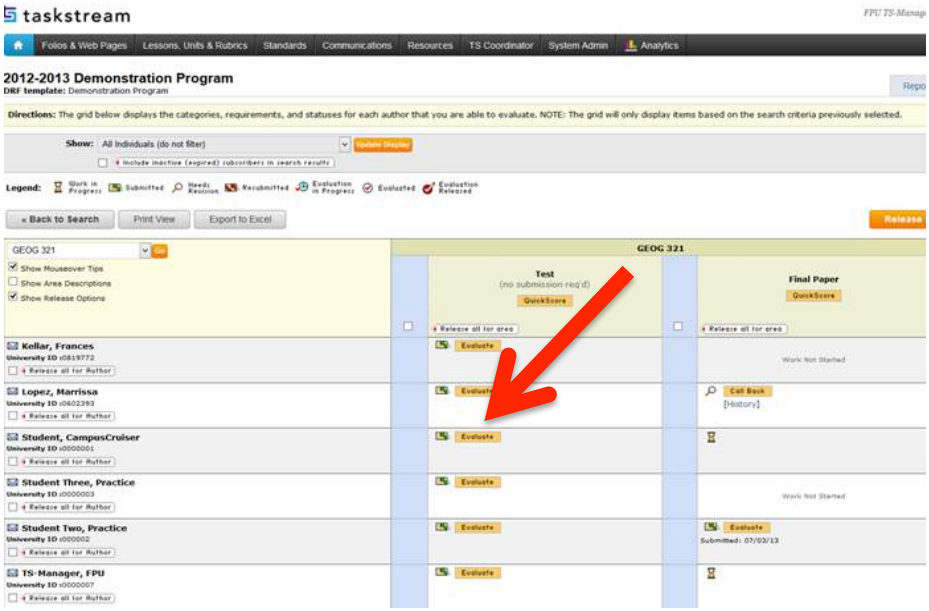


Select the option "Include inactive (expired) subscribers in search results."

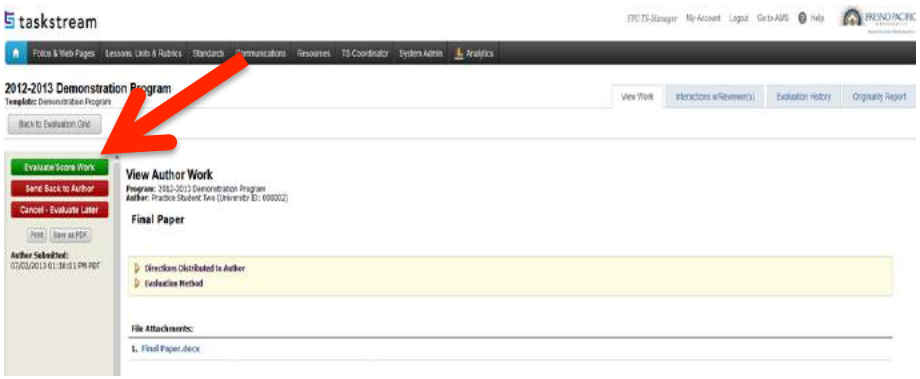


Click 'Evaluate' to select a student's assignment.

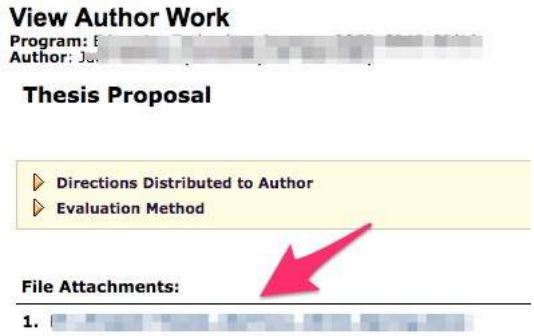
(*NOTE: An hourglass pictured next to the 'Evaluate' button indicates that a student has uploaded an assignment, but has not clicked to "submit").*



Click 'Evaluate/Score Work' – this will open up the rubric evaluation screen.



Click on the link under 'File Attachments' to download (or open) the student's submitted document from the *View Author Work* window.



Enter a score (0-4) for <u>each rubric criteria</u> in the rubric window.

NOTE: *Once a score has been entered for each rubric criteria, a* ***Rubric Average Score*** *will appear in the* ***Final Score*** *area (lower left) of the rubric window.*
You are now ready to ***convert and enter*** *the final grade percentage.*

Locate the 'Rubric Average' score in the rubric window – *this is the score Taskstream has calculated based on the individual scores entered for each rubric criteria.*

Convert the average score into a percentage grade – using the chart below

Example: Average score of **2.63 = 91%**

*Use this chart to **convert** the **Average Rubric Score** in Taskstream into a percent equivalent. This ensures that both, the **rubric score** in Taskstream and the **point value** in Moodle are equivalent and representative of a student's performance on the Signature Assignment.*

Sample TaskStream Average Score and Grade Conversion Scales

Level	Average Rubric Score	Logical Percentage Equivalent	Grade Conversion
Exceeds 3.01 to 4	4.00	100	A
	3.90	99	A
	3.80	98	A
	3.75	97	A
	3.70	96	A
	3.65	95	A
	3.60	94	A
	3.55	93	A-
	3.50	92	A-
	3.48	91	A-
	3.45	90	A-
	3.43	89	B+
	3.40	88	B+
	3.35	87	B+
	3.30	86	B
	3.25	85	B
	3.20	84	B
	3.15	83	B-
	3.10	82	B-
	3.05	81	B-
Meets 2.01 to 3	3.00	80	B-
	2.90	79	C+
	2.80	78	C+
	2.70	77	C+
	2.60	76	C
	2.50	75	C
	2.40	74	C
	2.30	73	C-
	2.20	72	C-
	2.10	71	C-
Approaches 1.01 to 2	2.00	70	C-
	1.90	69	D+
	1.80	68	D+
	1.70	67	D+
	1.60	66	D
	1.50	65	D
	1.40	64	D
	1.30	63	D-
	1.20	62	D-
	1.10	61	D-
Does Not Meet 0 to 1	1.00	60	D-
	<.99	0-59	F

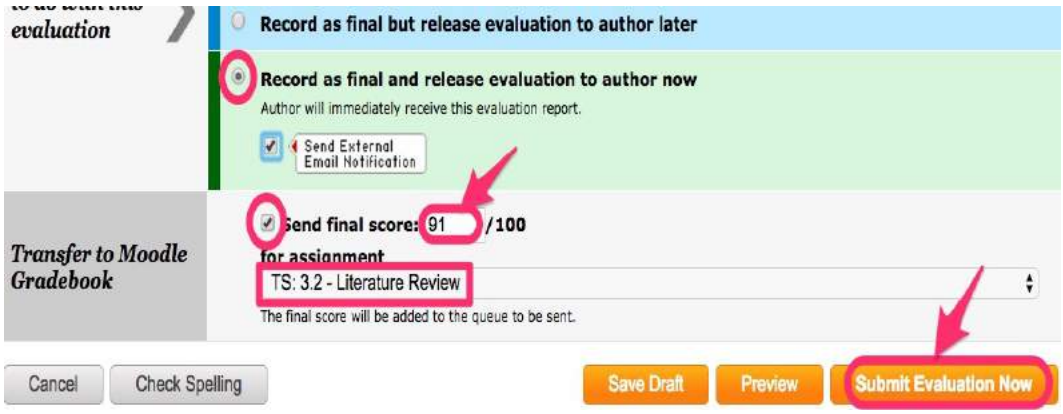
NOTE: To calculate points for gradebook, multiply the logic percentage equivalent by the number of points in the assignment, e.g. average rubric score was 3.65 so multiply .95 x 60 = 57 points.

Check the box next to 'Record as final and release evaluation to author now'

Check the box next to 'Send final score for assignment'

Enter the <u>converted</u> percentage value (eg. 91/100) into the 'Send final score' field

Select the assignment name from the drop-down menu



Click 'Submit Evaluation Now' – *this will send the assignment grade to Moodle and a 'real' point value for the assignment will appear in the Moodle grade book.*

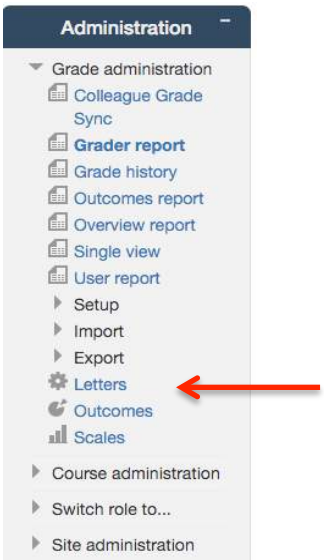
Submitting Final Grades

It is now possible to submit **Official Final Grades** via the Moodle gradebook.
Prior to generating final grades, it is important that the ***percentage-to-letter grade*** in Moodle matches the one outlined in your syllabus.

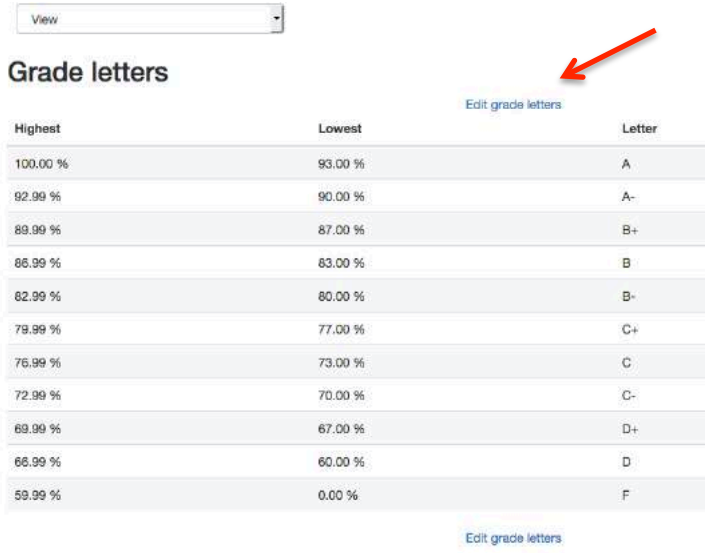
Setting up the Percentage-to-Letter Grades Scale

The **"Letters"** setting in the Moodle gradebook determines the ***percentage-to-letter grade*** scale. Make sure the Moodle ***percentage-to-letter-grade*** scale matches the one in your syllabus. If the default percentage-to-letter grade scale in Moodle does not match your syllabus grading scale, the Moodle scale can be customized for your course by following these steps:

1. Click "**Letters**" in the Administration Block of the gradebook.

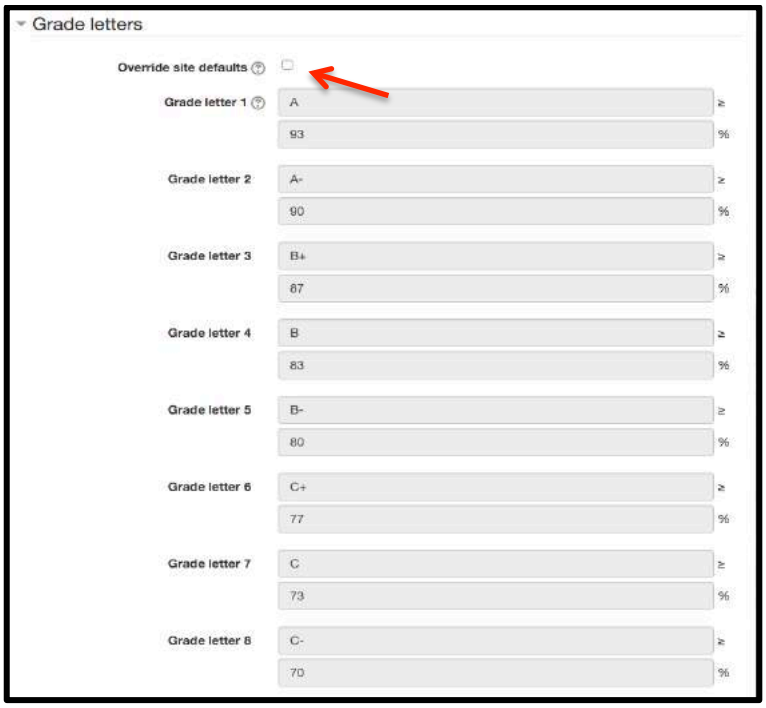


2. Click "**Edit Grade letters**".

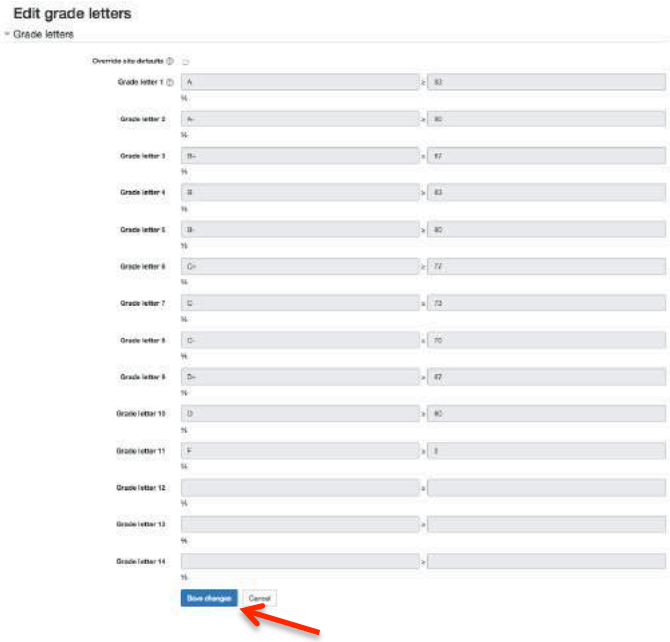


Highest	Lowest	Letter
100.00 %	93.00 %	A
92.99 %	90.00 %	A-
89.99 %	87.00 %	B+
86.99 %	83.00 %	B
82.99 %	80.00 %	B-
79.99 %	77.00 %	C+
76.99 %	73.00 %	C
72.99 %	70.00 %	C-
69.99 %	67.00 %	D+
66.99 %	60.00 %	D
59.99 %	0.00 %	F

3. Click the "**Override site defaults**" checkbox and enter the grade percentages corresponding to the letter grades from your syllabus.



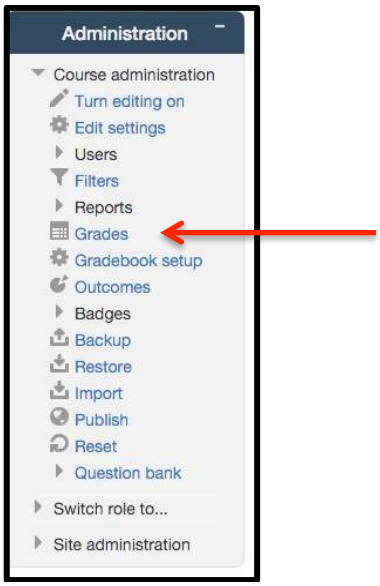
4. Click "**Save Changes**".



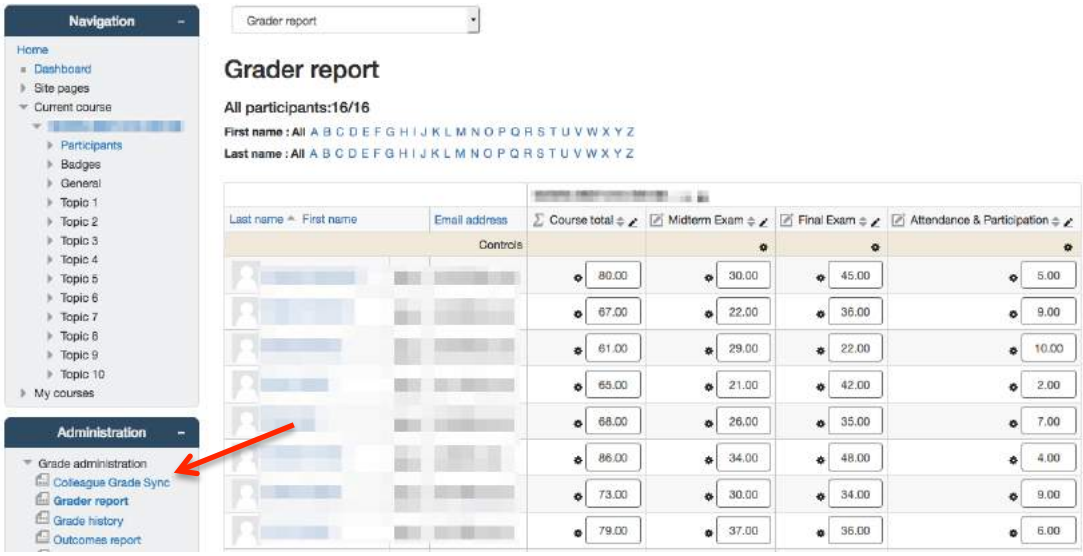
Generating Final Grades for Submission

Once all assignments have been graded in the Moodle gradebook, submit final student grades by following these steps:

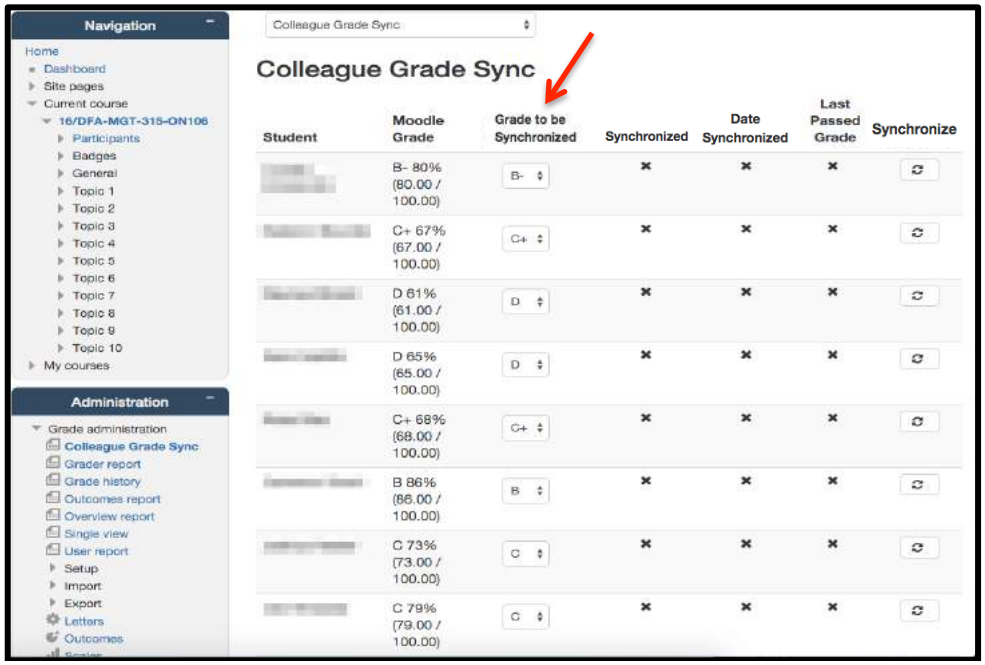
1. Click "**Grades**" in the "Administration" block of your course.



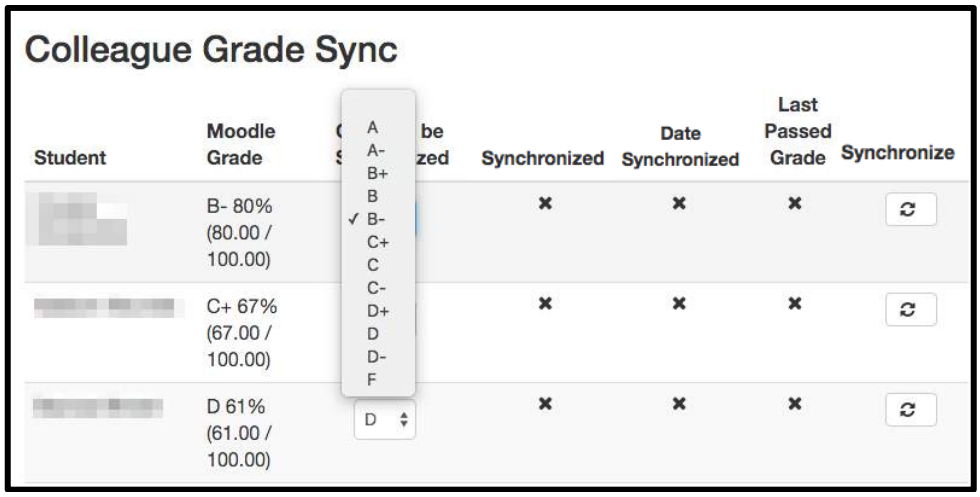
2. Click "**Colleague Grade Sync**" in the Administration block on the Grader Report screen.



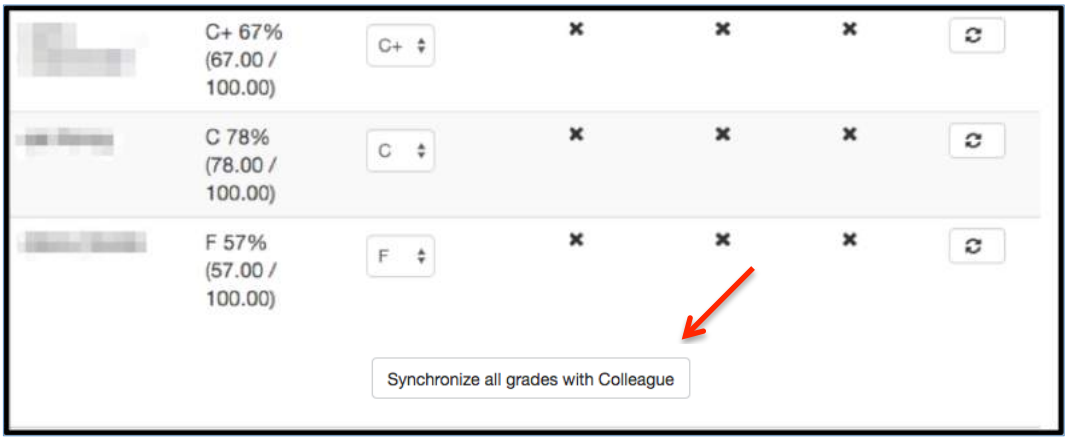
3. A letter grade will be generated in the ***Grade to be Synchronized*** column based on the student's current grade in Moodle.



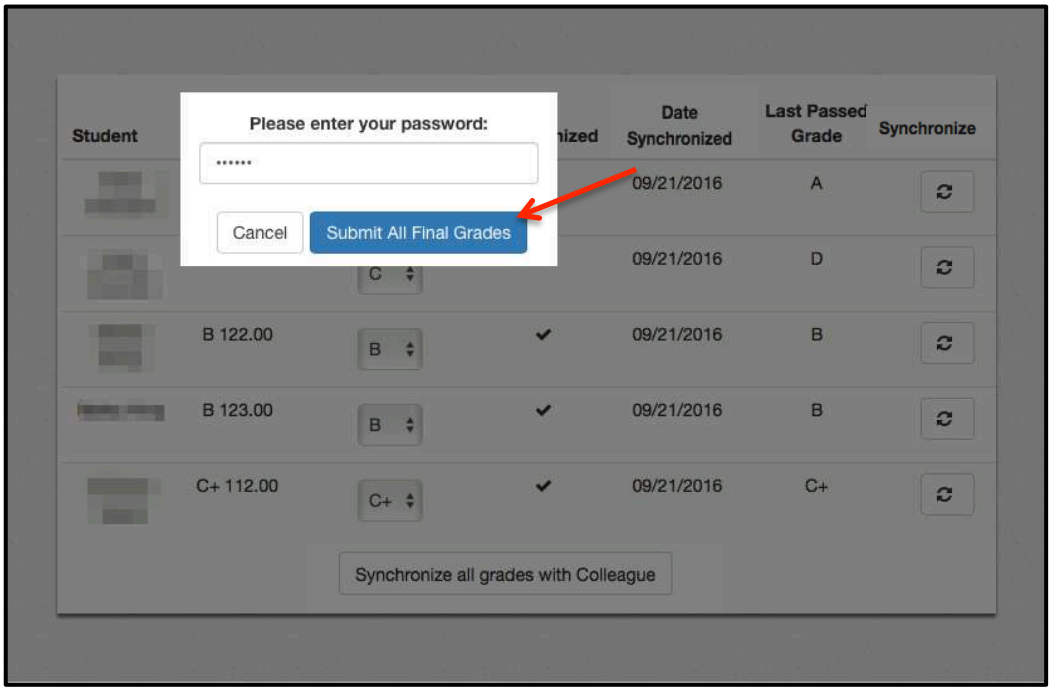
4. To adjust a student's final letter grade, click the drop down menu for the corresponding student in the ***Grade to be Synchronized*** column and select the accurate final letter grade for the student.



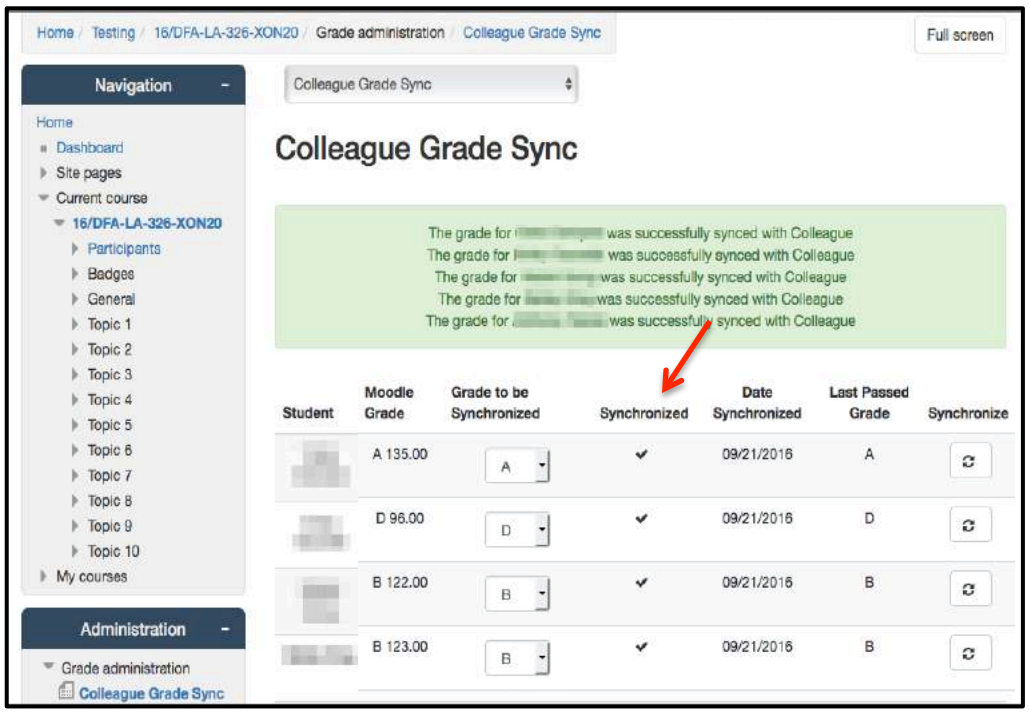
5. Click ***Synchronize all grades with Colleague*** once all of the grades are accurate and ready to submit.



6. Enter your Moodle password in the box and click ***Submit All Final Grades***.
   Note: *It may take a few minutes if you are submitting grades for a large class.*



7. Once the page re-loads, there will be green check marks in the "**Synchronized**" column for each student whose grades were successfully synchronized and submitted.



Opening Your Course to Students

This section of the guide provides details about how to make your course available to students.

Switching to Student View

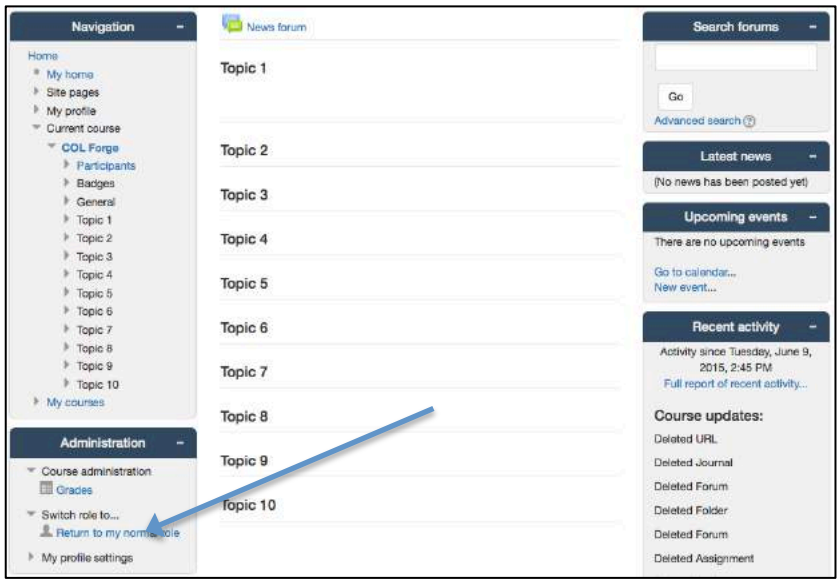
Certain items in your course may be visible to you because you have instructor rights, but they might not be visible to your students. As you are building your course, it is helpful to see exactly how your course appears to students. To do this:

1. Click on the **Switch role to…** from the left menu block.
2. Select **Student** from the list
3. When done, click on **Return to my normal role** in the top right corner. Otherwise, you will be unable to perform any instructor functions.

Tip: You'll probably want to turn editing back on again after you resume your normal role.

Expand "**Switch role to…**" then click student to view the course as a student

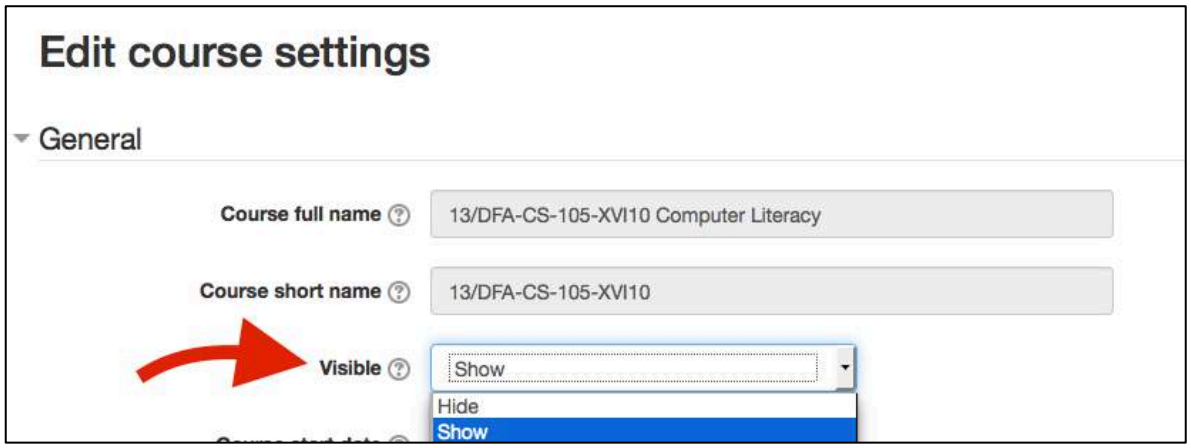
You are now viewing the course as a student. To change back to your instructor role, click **Return to my normal role** either in the settings block, or by using the link in the top right corner of the screen.



Making Your Course Available to Students

Course sites are created as **'unavailable'** to students. This is indicated by courses appearing in light gray color. When your course is ready, you can make it available to students by taking the following steps:

1. In the **Administration** block in the left column, click on **Edit Settings**
2. In the Visible box, choose **Show**
3. Click on **Save changes** at the bottom of the page



Transferring Your Moodle Course

This section of the guide provides details about how to request a transfer of your Moodle course.

Requesting a Course Transfer

If you already have an existing Moodle course and are teaching the same (or similar) course during the upcoming term, contents of the existing course can be transferred into your new course shell and updated.

To **request a course transfer**, please submit an online request to the *Center for Online Learning* at http://col.fresno.edu/contact/request-services.
To ensure accuracy, be sure to provide the complete course ID, semester term, and location numbers of the course sections you wish to combine.

Example: **15/DFA-ECD-483-EVI77** and **15/DFA-ECD-483-EON78**

NOTE about Existing Courses:

- In many cases a developed course may already exist (developed by another instructor). Please consult your program director about any existing courses or MASTER courses (see requesting a MASTER Moodle Shell later in this guide).

Requesting a META course

A **META course** allows for two cross-listed course sections, taught the same semester with the same instructor to be combined into one.

> **IMPORTANT NOTE:** To create a META course, the original course sections must already exist in the system. META courses must be set up **PRIOR** to the course launch date when students have not yet submitted any work.

To **request a META course**, please submit an online request to the *Center for Online Learning* at http://col.fresno.edu/contact/request-services.
To ensure accuracy, be sure to provide the complete course ID, semester term, and location numbers of the course sections you wish to combine.

> **Example:** **16/DFA-BUS-441-BVI78** and **16DFA-BUS-441-OV104**

When a META is requested a third course shell will be created, this will be your META. The two original courses, called child courses, will be closed to students, and all participants will access their course content in the META. Naming conventions for METAs are as follows.

Example:

Child course A: 16/DFA-BUS-441-BVI78 **Child Course B: 16DFA-BUS-441-OV104**

META shell: 16/DFA-BUS-441-BVI78/ OV104-META

Requesting a MASTER Moodle Shell

A **MASTER shell** is a course developed on the **Moodle Development site** from which content can be transferred into multiple course sections with the same Course ID. Several programs use MASTER shells to ensure consistency across the program and multiple course sections. Program Directors may request the creation of META shells for their program on the Moodle Development site by submitting an online request at: http://col.fresno.edu/contact/request-services.

The **naming convention** for MASTER shells is as follows:

- Online Courses: **BIB-436-MASTER-ONL** (Program ID, Course ID, MASTER, Instructional Method)
- Blended Courses: **BIB-436-MASTER-BLD** (Program ID, Course ID, MASTER, Instructional Method)

HELP! I Don't See My Moodle Course

If after logging in to Moodle you are not able to see your course, the following are possible reasons:

1. You were recently hired to teach a course and the course assignment has not yet been completed in the system (please contact your program director)
2. The course has not yet been set up in the system's course schedule and therefore does not appear in Moodle (please contact your program director)
3. You are using an incorrect Username and Password (please contact the IT Helpdesk, helpdesk@fresno.edu)

Getting Help with Moodle

For assistance with logging into or using Moodle, faculty and students should contact the Center for Online Learning at (559) 453-3460 or visit http://col.fresno.edu. Please refer your students to the Moodle Student Guide on the Moodle home page for instructions on using Moodle.

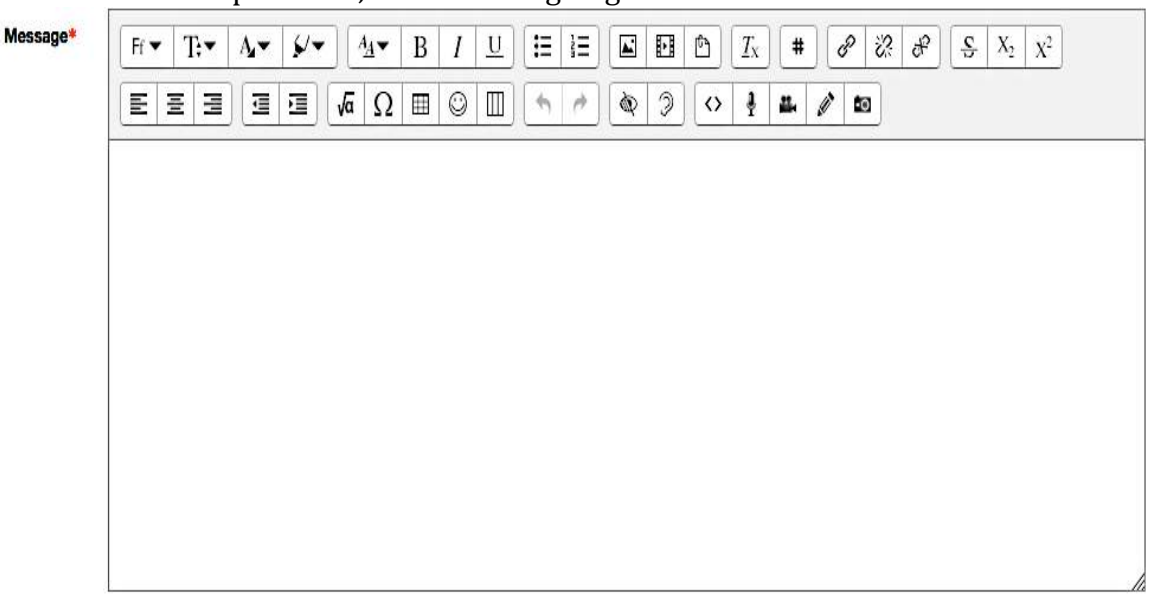
COL

Center for Online Learning

(559) 453-3460
http://col.fresno.edu
col@fresno.edu

Appendix A: Using The Text Editor

Typing in Moodle has just gotten easier; meet your new best friend, Atto. Atto is a javascript text editor built specifically for Moodle and has some very useful capabilities, which we're going to cover in this tutorial.



Across from the word "Message", you'll see multiple icons. Lets examine what each of these icons allows you to do and how you can use them to enhance your Moodle experience!

These buttons allow you to:

Change your font

Adjust the size of your text.

Change the color of your text

Change the background color of your text

Change the paragraph styles of your text.

Bold your text

Italicize your text

Underline your text

Create a bulleted list

Create a numbered list

Insert an image into your text box

Insert a video into your text box

Manage your files

Clear the formatting of your text

Show the word count of your text

Add a link to your text

Unlink an already existing link within your text

Prevent auto-linking within your text

Add a ~~strikethrough~~ to your text

Add a subscript to your text

Add a superscript to your text

Left align your text

Center your text

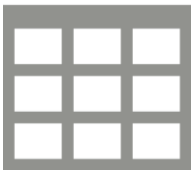
Right align your text

Add an outdent to your text

Add an indent to your text

Add an equation to your text

Add a special character to your text



Insert a table into your text box

Create a columned grid

Insert an emoticon into your text box

Undo your last action

Redo your last action

Do an accesibility check with your text

Enable the screen reader helper

Make a recording from your computer's microphone

Record a video into your text box from your webcam

Insert a drawing into your text box

Insert an image into your text box from your webcam

Appendix B: Best Practices for Naming Your Files

Files uploaded to Moodle will be viewed by numerous users with a variety of operating systems (Mac, PC, and Linux for instance) and devices (desktops, laptops, tablets, and smartphones). Therefore, it is essential to play it safe in naming your files and avoid special characters that may cause errors that make files inaccessible.

Do your best to avoid use any of these common illegal characters/symbols in your file names:

! exclamation point @ at sign # pound/hashtag $ dollar sign % percent sign ^ caret & ampersand + plus sign	* asterisk ( ) parenthesis [ ] bracket { } curly bracket / \ slash ‘ apostrophe “ quotation mark — em dash	= equal sign ~ tilde < > greater than/less than : colon ; semicolon , comma . period | pipe

Also, keep these rules in mind:

- Don’t start or end your filename with a space, period, hyphen, or underscore.
- Keep your filenames to a reasonable length and be sure they are under 31 characters.
- Most operating systems are case sensitive; always use lowercase.
- Avoid using spaces and underscores; use a hyphen instead.
- Avoid non-English alphabet characters.