



Moodle Quick-Guide for Lecturer

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A. How to Access Courses in Moodle

To access Moodle, go to url : <http://moodle.uph.edu>

Login with your account

Username = NIK

Password = 12345678 (default, pls change for safety reason)

To access the courses, go to : **Faculty > Department >2013-1**

You will find your courses there.

B. How to create & Setting Course in Moodle?

To create new course, you need to contact **Mr. Masatyo** by email (masatyo.bawono@uph.edu ext 2341) or **Mr. Yushan** by email (yushan.minatajaya@uph.edu ext 2342) and give details about the course : **Course Catalog Number | Course Name | Class Code**

To setting course :

1. Go to your Course
2. Course **Administration > Edit Settings**
3. After finish setting, click : **Save Changes**

C. How to setting Groups in Course?

1. Go to your Course
2. Course **Administration > Users > Groups**
3. **Create Group > Insert Group name > Save Changes**
4. Input members to Group by **Choose the Group > Add/remove user**
5. Choose the student by **type their name** (First name) > **Add**
6. **Back to groups**

D. How to add Resources (Label, File, External Link)

To add Resources **LABEL** :

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add the resources
4. Click **Add an activity or resources**
5. Choose **Resources > Label > Click Add**
6. **Insert label text (description) in the text box**, you can format the text font, size and color, align the paragraph & space, etc.
7. Click **Save and return to course**

To add Resources **FILE** :

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add the resources
4. Directly **drag and drop the file from your PC** to the Moodle session / topic. File will automatically uploaded in the session / topic.
5. To edit the file, click **icon pencil** (update)
6. File extension : doc, xls, ppt, pdf, etc.

To add Resources **EXTERNAL LINK** :

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add the resources
4. Click **Add an activity or resources**
5. Choose **Resources > URL > Click Add**
6. Input **Name and Description** of the URL
7. **Input URL address** into Content External URL by **copy paste the URL address**.
8. Set Options **Display to In Pop-Up**
9. After finish, click **Save and Return to Course**

E. How to add Resources (Embed Video)

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add the resources
4. Click **Add an activity or resources**
5. Choose **Resources > Label > Click Add**
6. In the label's text box click **Insert Moodle media** (icon video near to icon tree)
7. In the General click **Find or Upload Audio, Video**
8. Select **Youtube video**
9. **Input the keyword** of the video in the **search videos**, then Click **Search**
10. **Choose the video**, then click **Select this file**, the video will automatically appear in the preview
11. Click **Insert**
12. After finish, click **Save and return to Course**

F. How to add Activities (Assignment & Forum Discussion)

To add Activities **ASSIGNMENT** :

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add Activities
4. Click **Add an activity or resources**
5. Choose **Activity > Assignment > Click Add**
6. **Insert Assignment Name and Description** of the Assignment / Instruction how to do the Assignment
7. Setting the Assignment Date (**Submission Date, Due Date and Cut Off Date**)
8. Setting **maximum numbers of uploaded files** and **maximum file size**
9. Set the **Grade** (score : 1-100)
10. Set the **Group Mode** (optional if class have a groups)
11. Click **Save and return to course**

To add Activities **FORUM DISCUSSION** :

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add Activities
4. Click **Add an activity or resources**
5. Choose **Activity > Forum > Click Add**
6. **Insert Forum Thread Name and Description of the Forum Thread**
7. Click **Save and return to course**
8. To add topic, in your session / topic, **click the icon forum** that has been added
9. Click **Add new discussion topic**
10. **Insert Subject topic and the Message description** in the Message text box
11. After finish, click **Post to Forum**

G. How to Create Question Bank?

1. Go to your Course
2. Course **Administration > Question Bank**
3. Course **Administration > Question Bank > Categories >** to create question categories click **Add Category**
4. To add questions click **Course Administration > Question Bank > Question**
5. Choose category, then click **Create a new questions**
6. Choose type of questions then click **Next**
7. Standard name for Quiz : **Categories-Question number**, sample : **KAT1-Q1 , KAT1-Q2, ...**
8. Create Question then click **Save Changes**

H. How to Create Online Quiz Activity?

1. Go to your Course
2. Click **Turn Editing On** (Top Right Corner)
3. Go to specific session / topic to add Quiz Activities
4. Click **Add an activity or resources > Quiz > Add**
5. Input **Quiz Name and description**
6. Setting the **Timing Quiz** (Open, Close, Time Limit)
7. Setting **Grade** (Attempt's number ,etc)
8. Setting **Layout** (shuffled questions order? Pages?)
9. Setting **Questions behavior** (shuffled options?, question behave choose : deferred feedback)
10. **Review Option** : Thick only **Marks** and **The Attempt** on **Immediately after the attempt** and **After quiz is closed**
11. Set the **Group Mode** into **Separate Group** if needed
12. Click **Save and return to course**

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

1. To see student's attempt and grade click **the Quiz**
2. Click the **numbers attempt**, student grade will appear on table.
3. You can download the grades by see the drop-down list above the table, then **choose the format (excel)** then click **Download**

J. How to mark the student's assignment (Manual)

All the Assignment Activities need to be marking manually, except for Quiz activities

1. Go to your Course
2. **Click the Assignment Activities** on specific session / topic
3. In Grading Summary click **view / grade all submissions**
4. In the specific student's grade column, click **grey icon Grade**
5. **Input the grade score** (1-100)
6. **Input the feedback** (optional)
7. **Select the student** then **Lock Submissions**, Click **Go** (Student cant resubmit the assignment)
8. Click **Save Changes**

K. How to see student's grade

All Student's activities that marked by the lecturer will appear in the Grade.

1. Go to your Course
2. Choose **Settings > Grades**

Contact Person for Edutech



For Moodle's Technical Problem contact **Mr. Masatyo** by email (masatyo.bawono@uph.edu ext 2341) or **Mr. Yushan** by email (yushan.minatajaya@uph.edu ext 2342)

For Content Problem contact **Ms. Livana** by email (livana.mamesah@uph.edu ext 2342)