

Mpumalanga Department
of Education

2025

MOODLE MODULE

Welcome
Back to
School!

Moodle v4.1.0-0



Loyalty, Respect, Dignity and Integrity



education
DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

**MPUMALANGA DEPARTMENT
OF EDUCATION MOODLE
LEARNING & TEACHING
MANAGEMENT SYSTEM ONLINE
TUTORIAL eMANUAL
MOODLE v4.1.0-02024**

MOODLE:

**Introduction to
Online Moodle
LTMS Platform**

PCTT

eLearning Division

eManual compiled by: MDoE eLearning



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Chapter 1 Moodle Overview

1.1 Introduction

The White Paper 7 on e-Education (2004) outlined the elements of transformed teaching and learning through information and communication technology (ICT).

"e-Learning will be introduced as an integral part of an environment where teaching is transformed and where learning is an ongoing, creative process. This requires a changing teaching and learning methodology in which teachers and learners will have access to:

- high quality, relevant and diverse resources, beyond what school libraries are currently providing,
- means of communicating and collaborating with other learners and teachers; and
- opportunities to create and present new knowledge" (White Paper 7 on e-Education (p. 19, 2004).

MOODLE Learning Management System (LMS) is one of the platforms that the Department of Education (DoE) has adopted to integrate ICT into teaching and learning.

1.2 What is Moodle?

- MOODLE is an acronym which stands for:
Modular **O**bject-**O**riented **D**ynamic **L**earning **E**nvironment.
- It is a free and open-source learning management system written in PHP, a programming language that is especially suited to web development.
- It is used for blended learning, distance education, flipped classroom and other eLearning projects in many sectors.
- It enables teachers to develop the web-based learning activities that learners can access at school or remotely using their digital devices.
- It promotes the automation of the routine teaching activities including marking of learner responses and give feedback immediately, thereby sparing more time for teachers to pay attention to individual needs of the learners.

- It is a learning management system that can handle the delivery of the lessons, effective assessment, collaboration and more.
 - Assessment tasks can be developed in all cognitive levels using plugins, which are the specific application that add new functions to the computer programme without altering the host programme.
 - As a web-based programme MOODLE can run both offline and online.
 - It is not necessary to learn every aspect of MOODLE before one can use it.
-

PRE-MODULE 2

(Optional-only intended for participants who do not have Moodle LMS installed on their devices).

According to Haikidari, prior knowledge can be classified as knowledge of facts (KOF), knowledge of meaning (KOM), integration of knowledge (IOK) and application of knowledge (AOK). Participants who have already installed Moodle LMS software/Bitnami can skip the prior module 2 steps. Those who wish to upgrade or fresh install Moodle software/Bitnami, can follow the steps listed below to install and setup Moodle LMS before starting with Chapter 2. Chapter 2 is mostly practical and hands-on. Therefore, Moodle LMS software needs to be installed before starting with Chapter 2.

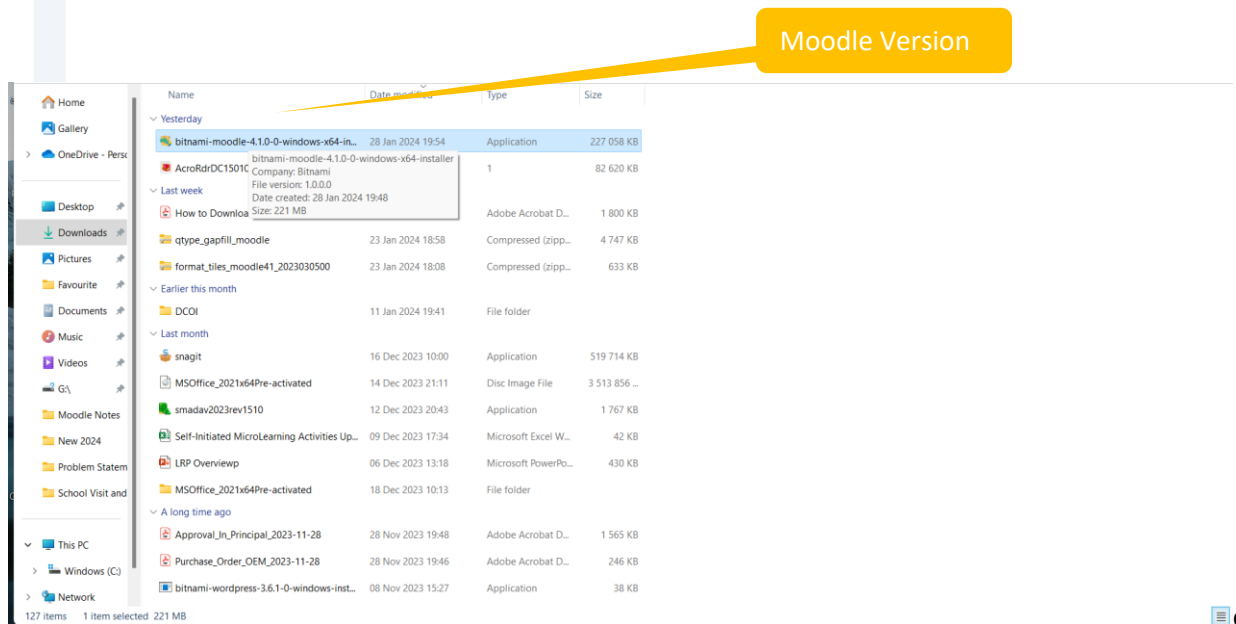


Figure 1: Pre-Chapter 2



bitnami-moodle-4.1.0
-0-windows-x64-instal

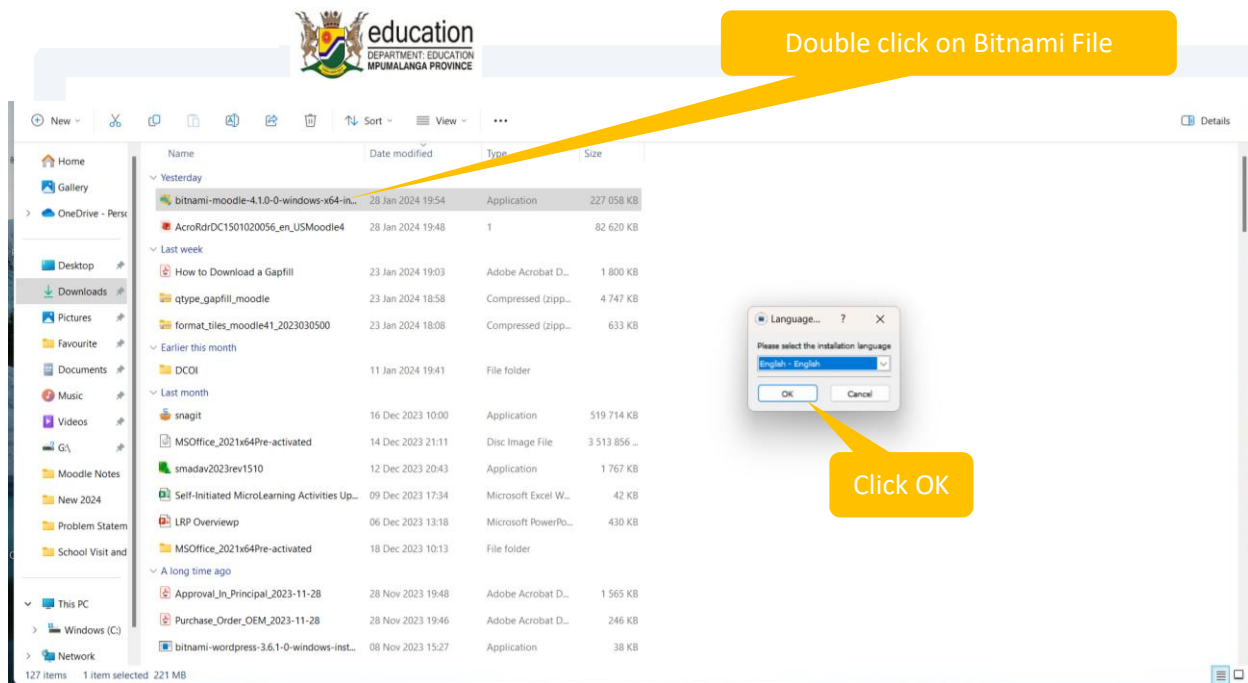


Figure 2: Pre-Chapter 2

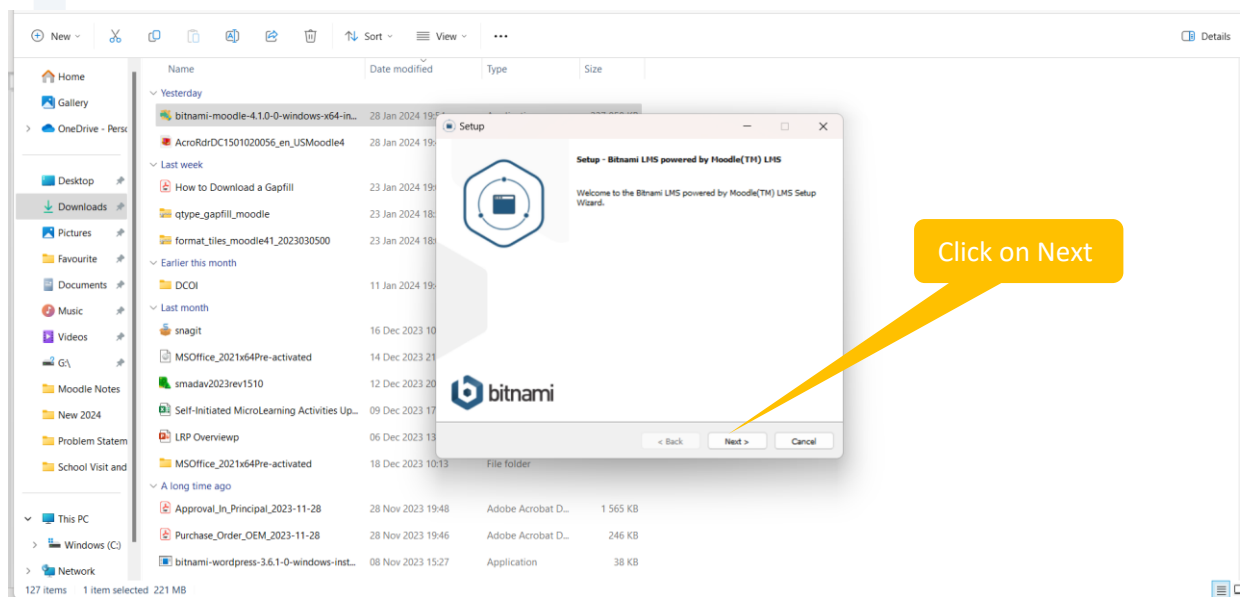


Figure 3: Pre-Chapter 2

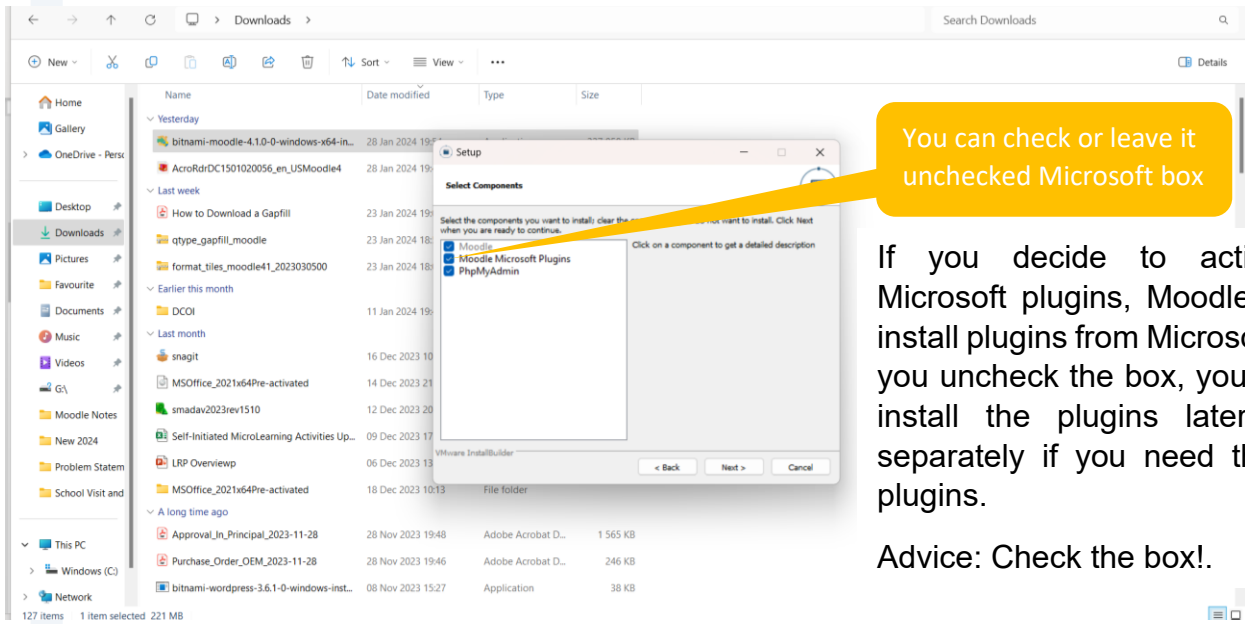


Figure 4: Pre-Chapter 2

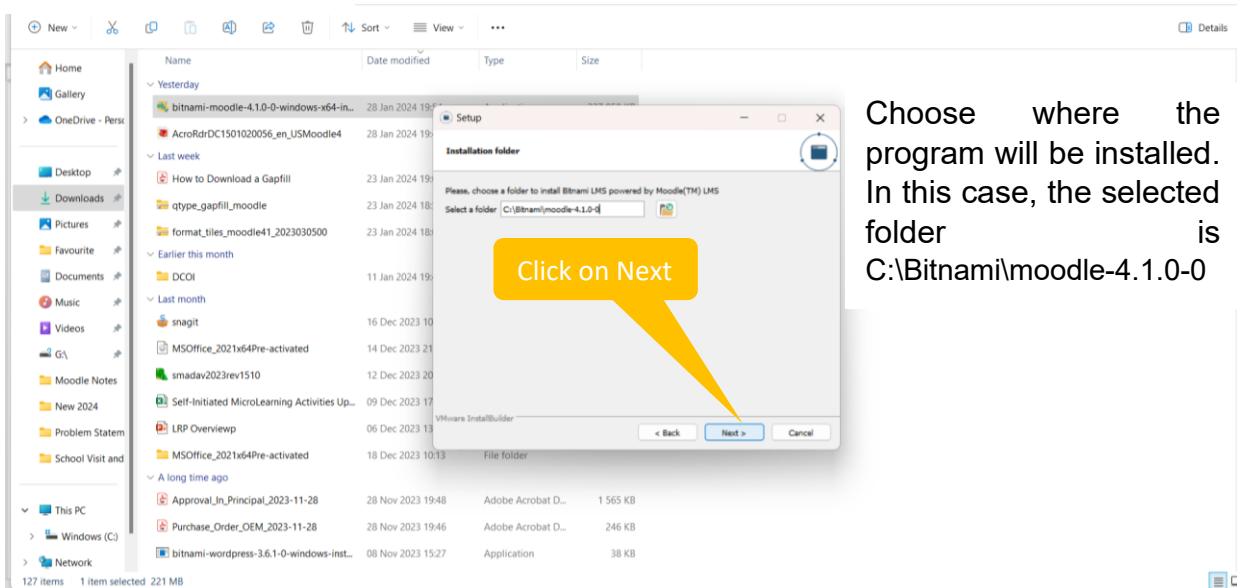
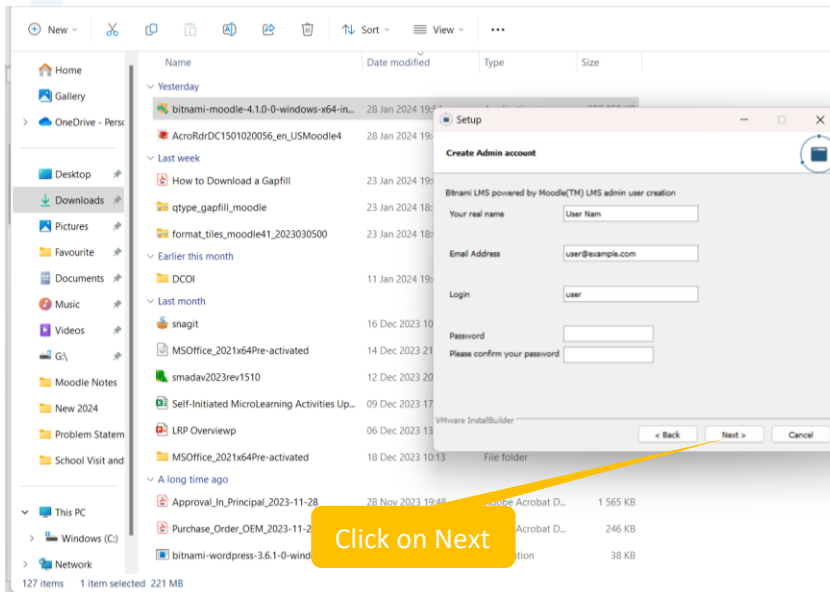


Figure 6: Pre-Chapter 2



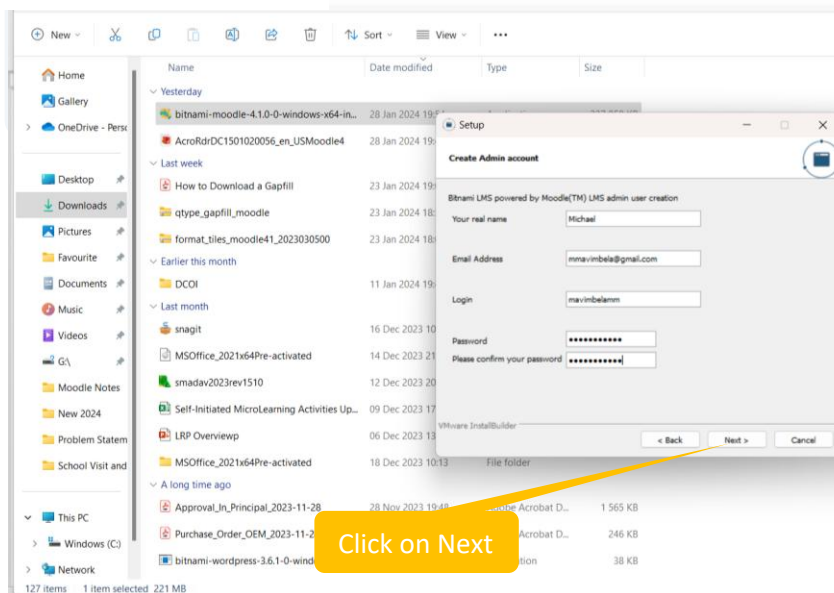
Enter your name. E.g., Angie.

Enter your correct email address. If it happens that you forget your username or password or both, Moodle LMS will need your email address to help you reset the account.

Login is Username. Small caps and no space in between the characters.

Password should be 8 or more characters. See Chapter 2 for more details on username and Password.

Figure 7: Pre-Chapter 2



TIP: Make sure you write down on a piece of paper or you take a snapshot of the username or password before clicking next.

Once you forget your login credentials, you will lose everything and may have to uninstall Moodle LMS.

Figure 8: Pre-Chapter 2

NOTE: You will see figure 10 to figure 13 if your computer has Moodle LMS installed. That means once you see figure 10 while installing Moodle LMS, your device has a Moodle LMS. It might be a different version but your device has a Moodle LMS/Bitnami installed in it. You can delete the old version or install Moodle LMS for the second time. Sometimes you forget your login credentials and you have to re-install Moodle LMS to your device again (the advice is to write down your Username/Login and Password so that you can refer to it later on). If you install Moodle LMS for the second time, the new port will be 81. For example, to go to your local Moodle, you will need to type this **-localhost:81/** and press Enter. If you have one Moodle LMS installed, you will access your Moodle by typing **localhost** and then enter. Tip: Always type on the **address bar** NOT on the **Search space**.

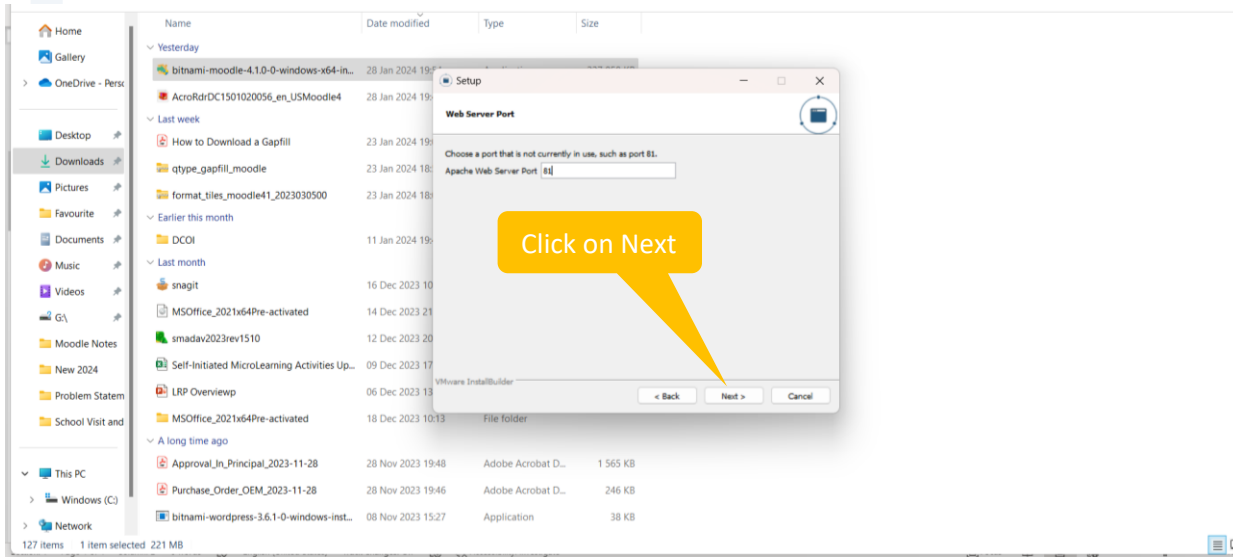


Figure 10: Pre-Chapter 2

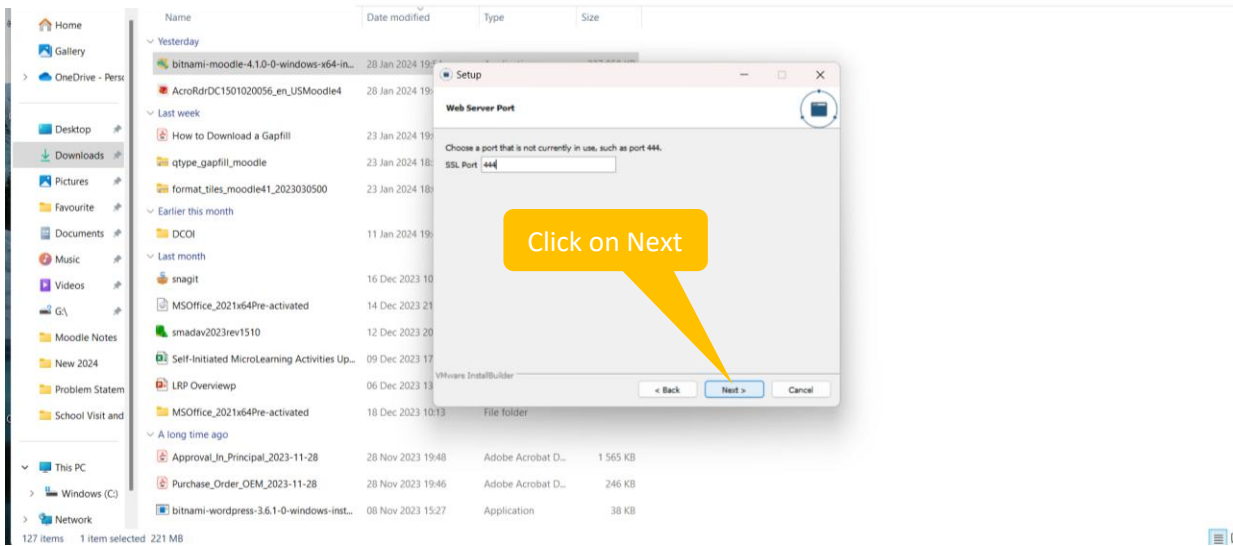


Figure 11: Pre-Chapter 2

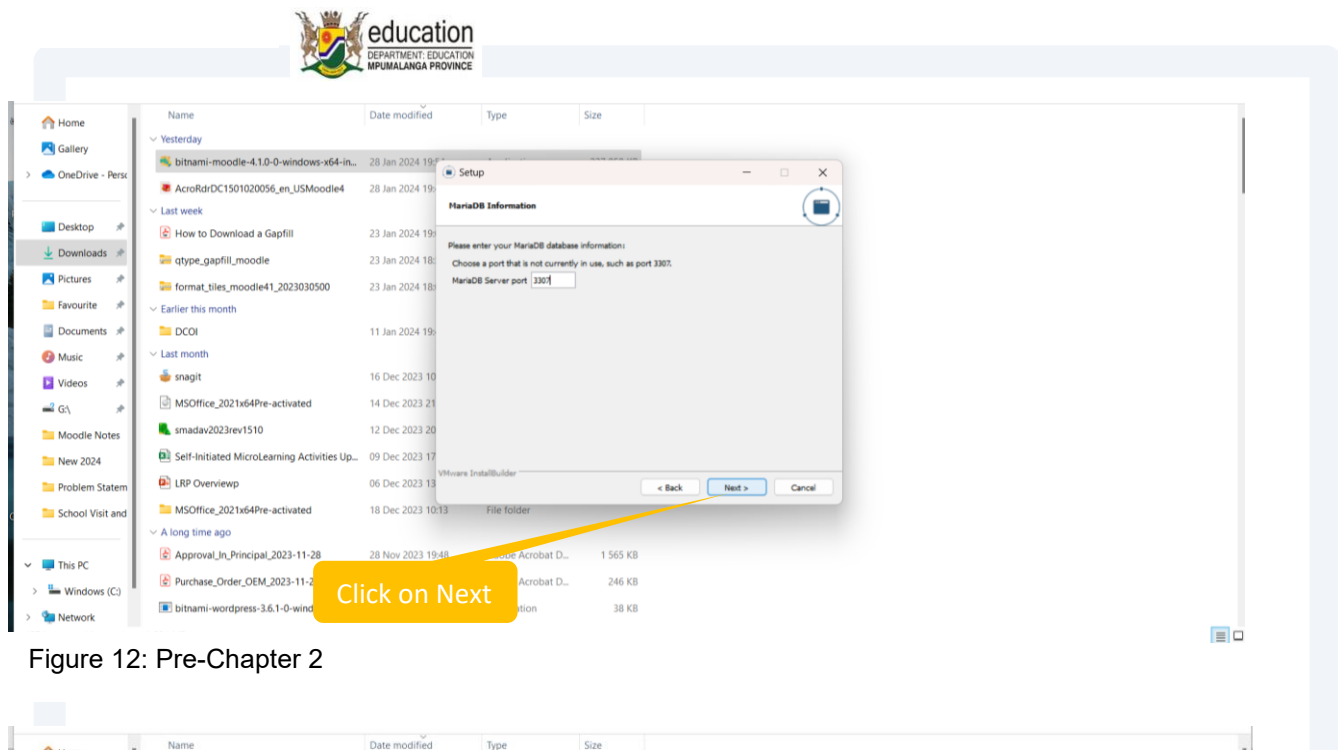


Figure 12: Pre-Chapter 2

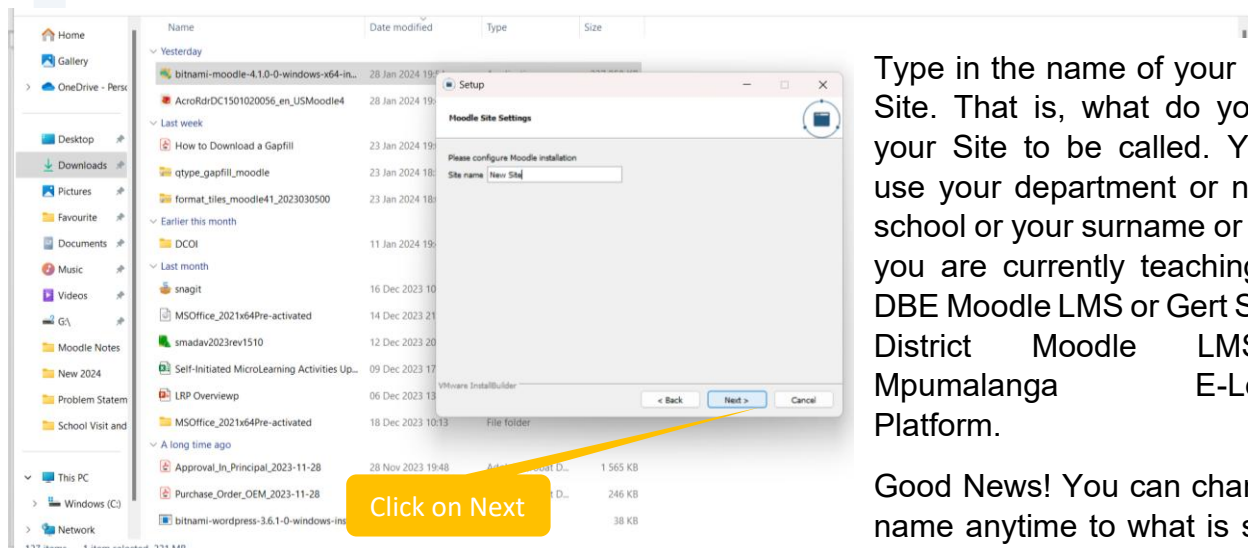
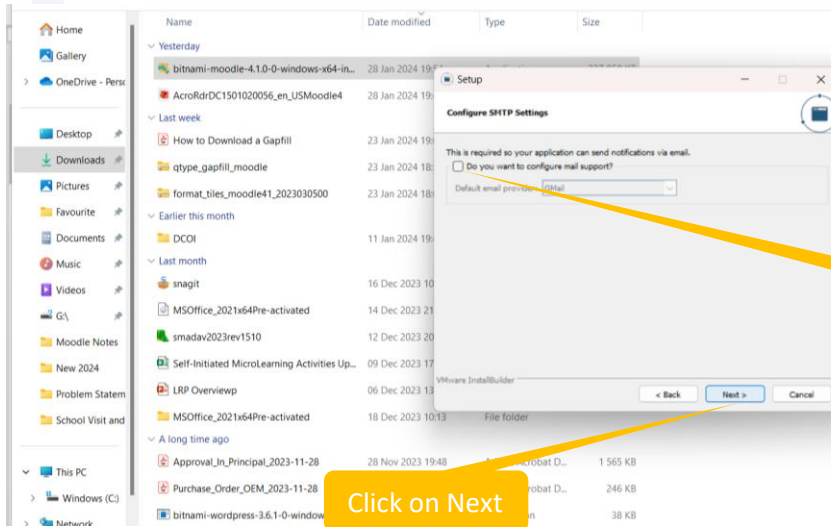


Figure 13: Pre-Chapter 2

Type in the name of your Moodle Site. That is, what do you want your Site to be called. You can use your department or name of school or your surname or subject you are currently teaching. E.g., DBE Moodle LMS or Gert Sibande District Moodle LMS or Mpumalanga E-Learning Platform.

Good News! You can change the name anytime to what is suitable later on. More on this later on.

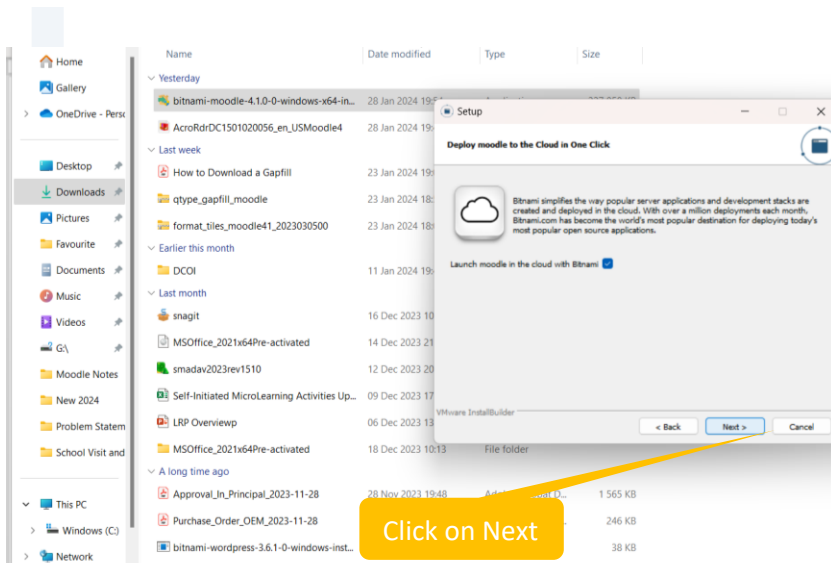


Leave the box unchecked.
Click next and do not make
any changes here.

Do not click. Leave as is

Click on Next

Figure 14: Pre-Chapter 2



If you click on the box,
Moodle will launch
automatically once finish
installing. You can click to
check on this box. Even if
you leave it unchecked, is
okay.

Click on Next

Figure 15: Pre-Chapter 2

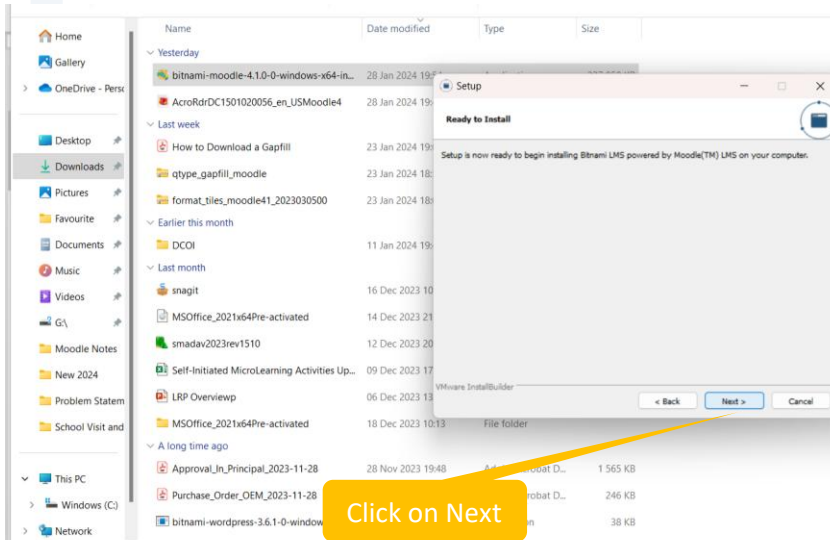


Figure 17: Pre-Chapter 2

Moodle is ready to start installing once you click on Next.

NOTE: The download depends on how fast your device is. Some devices might take few minutes while overloaded or devices with lower specs will surely take longer. Just relax until the process is finalized.

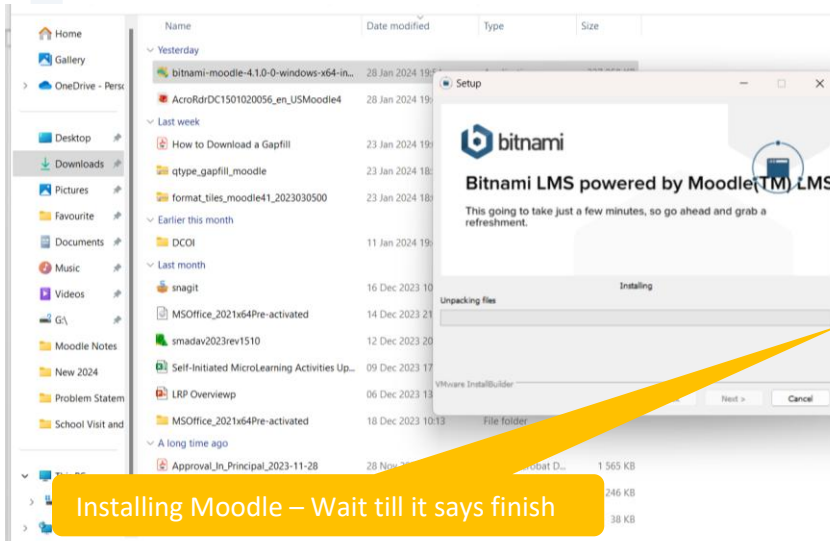


Figure 18: Pre-Chapter 2

Now, sit back and relax until the installation is complete.

Go get some refreshments or take a walk. Let the program run on its own.

Note: The installation takes time towards the end. It is completely normal.

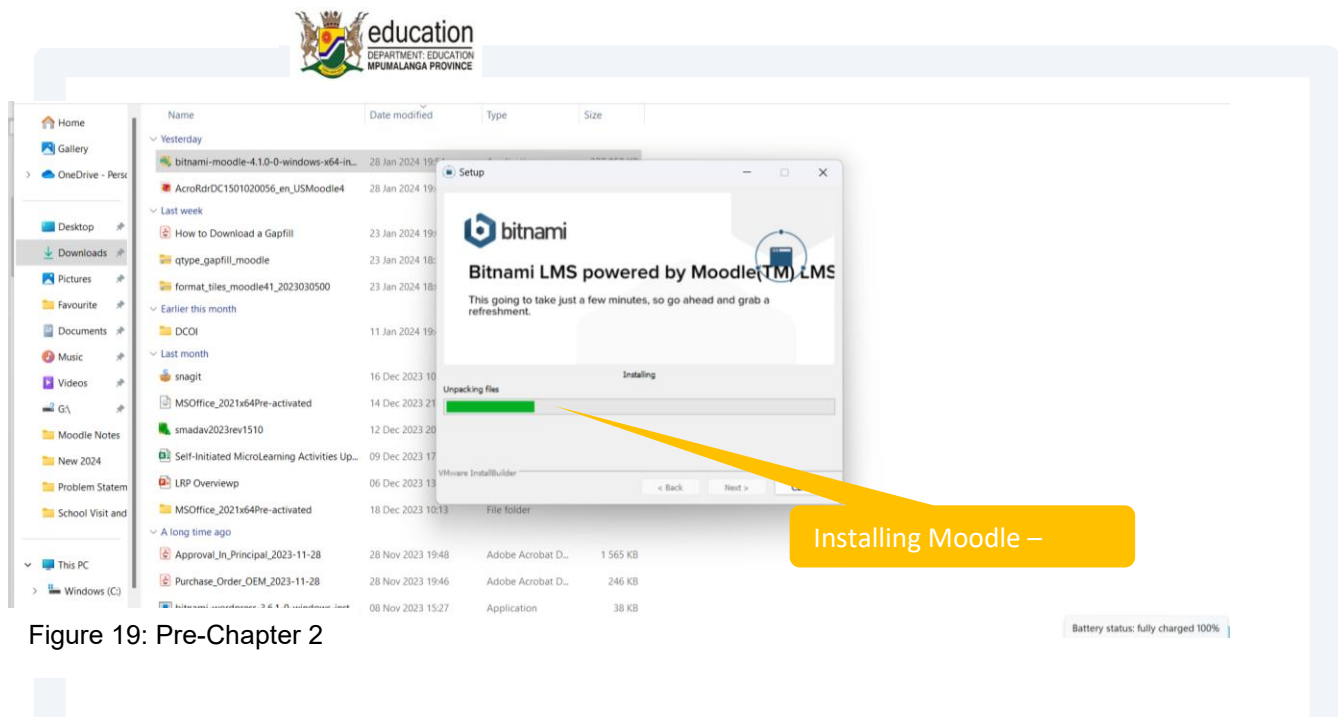


Figure 19: Pre-Chapter 2

Make sure that Antivirus software is disabled before you start. Antivirus may block the installation. For example, to disable Smadav from blocking the installation click on **show hidden icons** > **right click on Smadav** > click or check **“Disable Protection (Until Restart)”**. The Antivirus will temporarily be inactive until the device restarts and the Antivirus will be active again.

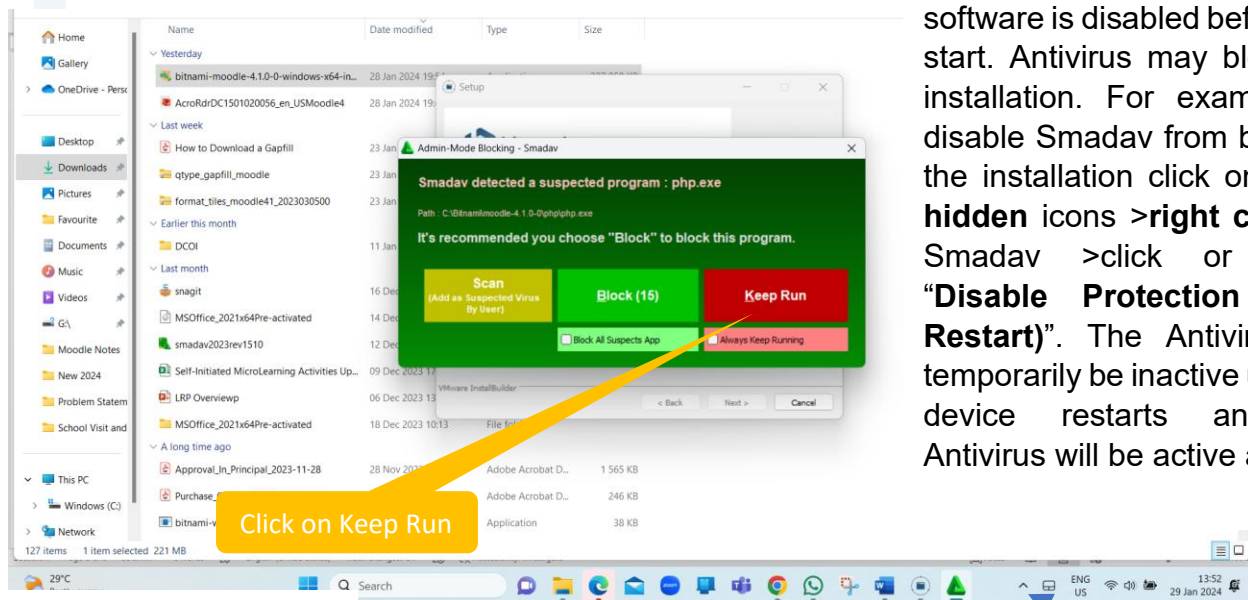
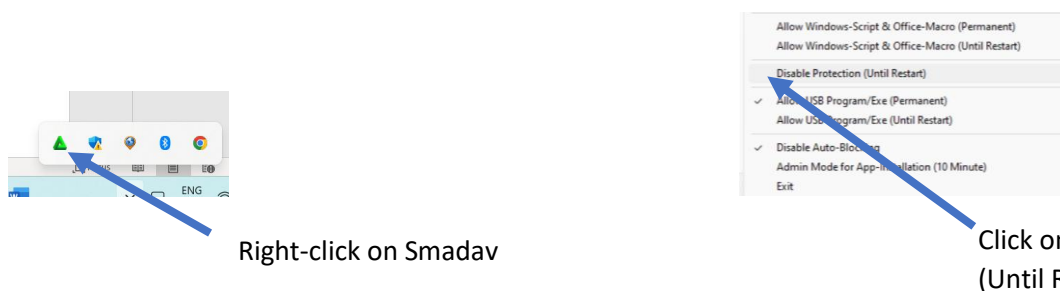


Figure 20: Pre-Chapter 2

Show Hidden Icons



Right-click on Smadav

Click on Disable Protection (Until Restart)

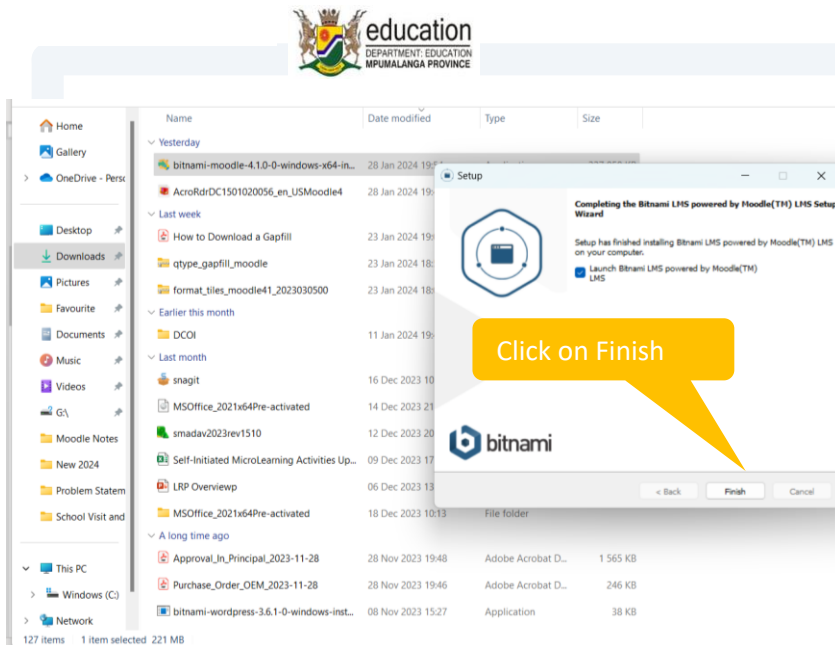


Figure 21: Pre-Chapter 2

CONGRATULATIONS!!!

Moodle has finished installing the Bitnami. You are ready to go!

Now click on **Access Moodle**. Go to **Login**. Use your login/Username and password to login into Moodle front page.

TIP: Save your password to if prompted to do so.



Awesome! Moodle is now installed.

Access Moodle

You just installed Moodle using Bitnami - the fastest, easiest and most secure way to deploy your favorite app.



- Visit the Bitnami Moodle [documentation page](#) for more information on managing your installation.
- Access the built-in management tool [phpMyAdmin](#). For security reasons it is only accessible when using 127.0.0.1 as the hostname.
- Find answers to common questions or pose a new question on our [community forum](#).

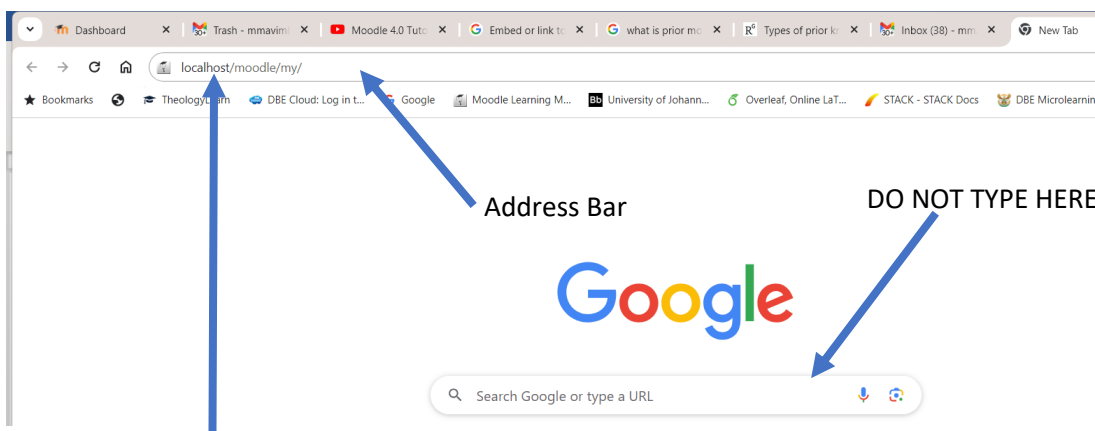
Thanks for using Bitnami!

Figure 22: Pre-Chapter 2

If you click on Finish as shown in figure 21 and nothing happens. Do the following:

Go to your browser (Chrome, Edge, Firefox) and on the address bar, type localhost and press enter.

Your will then be directed to figure 22. Click on Login and user your credentials.



Type here – ***localhost/moodle/my/***

Then press enter.

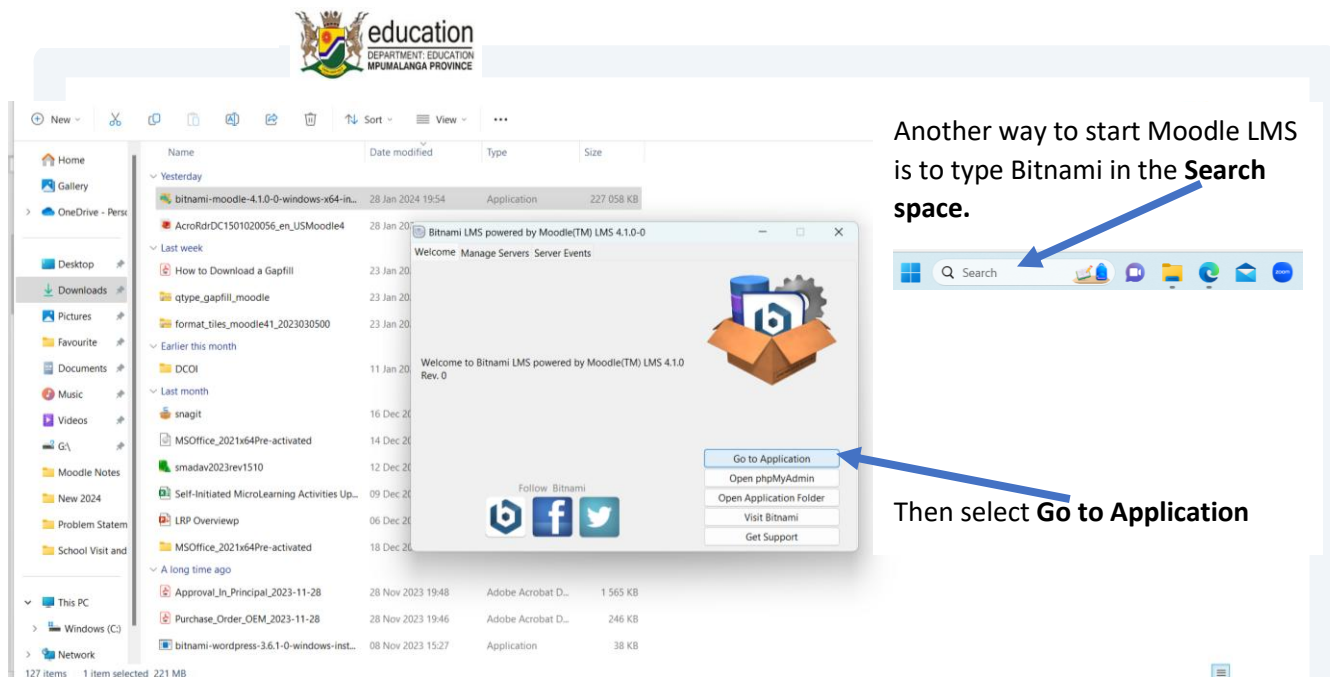


Figure 23: Pre-Chapter 2

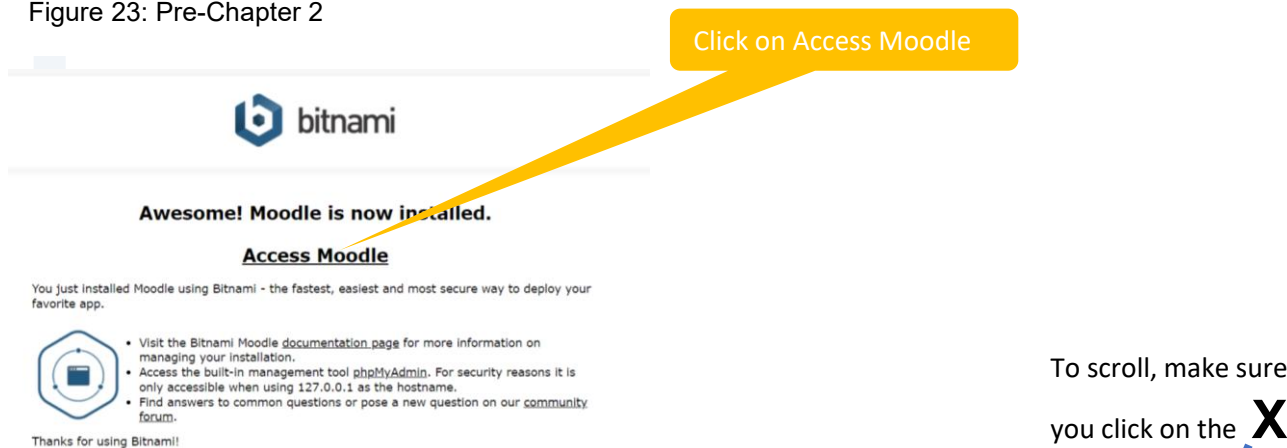


Figure 24: Pre-Chapter 2

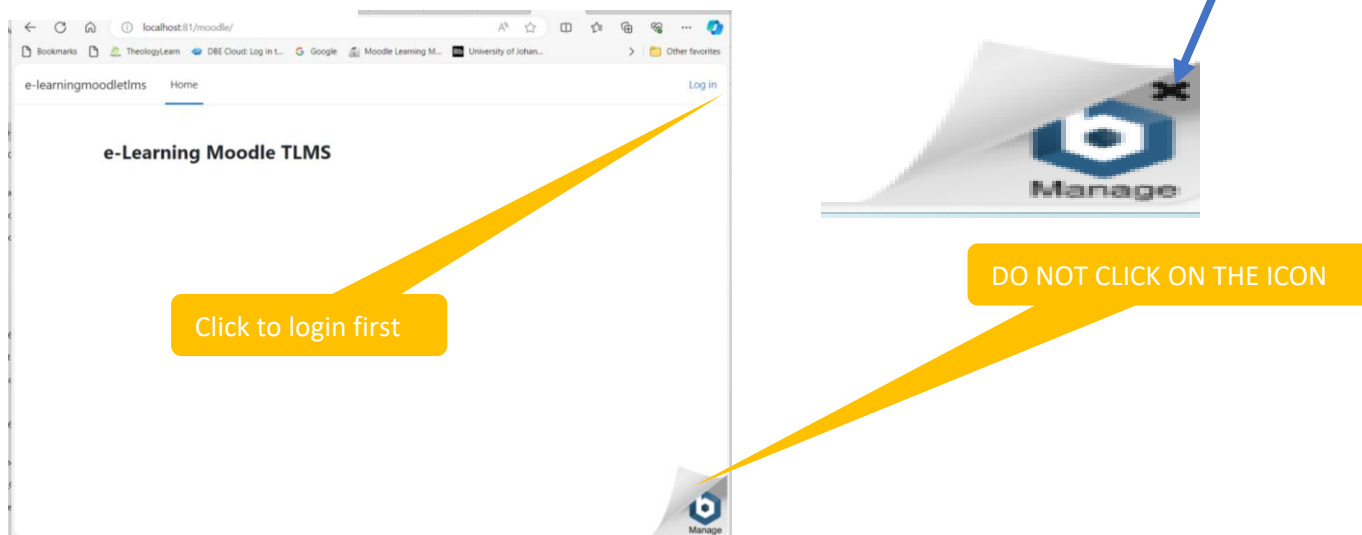


Figure 25: Pre-Chapter 2

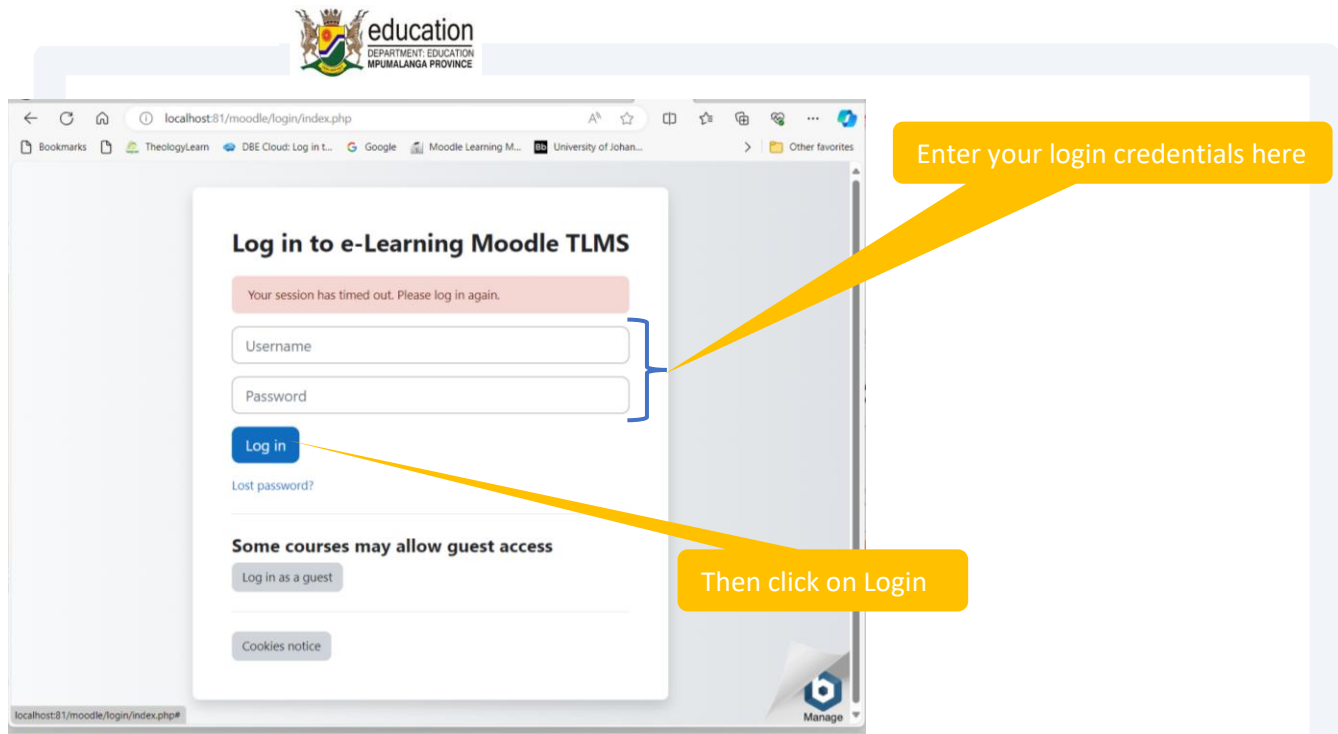


Figure 26: Pre-Chapter 2

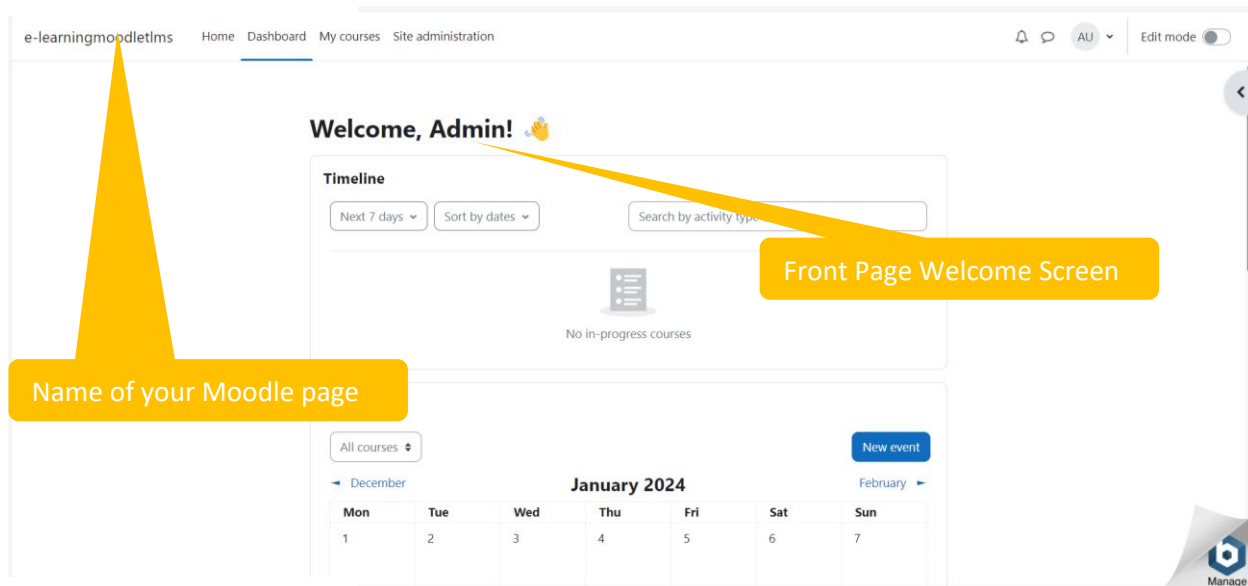


Figure 27: Pre-Chapter 2

Chapter 2 Navigation Pane Menu

Introduction: In this module, you will learn how to use the Moodle Navigation Pane Menu.

The Home Page is the initial page seen by someone reaching a Moodle site after login. The default Dashboard includes a side pane, recent access courses, activities, resources, calendar, timeline and items blocks

The Dashboard is a customisable page for providing users with details of their progress and upcoming deadlines.

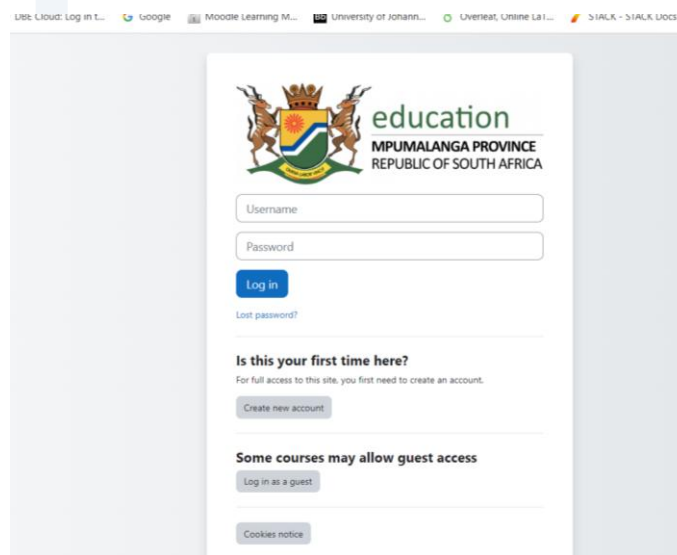


Figure 2.1 Username & Password

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

USERNAME

Username is the same as **Login details**. The Username/Login should be **All Small Caps**, **No Space** in between the characters e.g., **potatochips** or **ndlovuyw** (that is, surname and initials) or **08214759836** (cell phone number).

NOTE: Any Username/Login detail you type in, please write down before typing. ***Failure to remember your username and password, you will lose everything. Be warned!***

PASSWORD

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s) such as *, -, or #

E.g., **Moodle@123** or **Ndlovuyw**.

Note: We will deal with “**force password**” later on the chapters

Test your knowledge

What is the password policy in Moodle?

See the answer at the end of Chapter 2

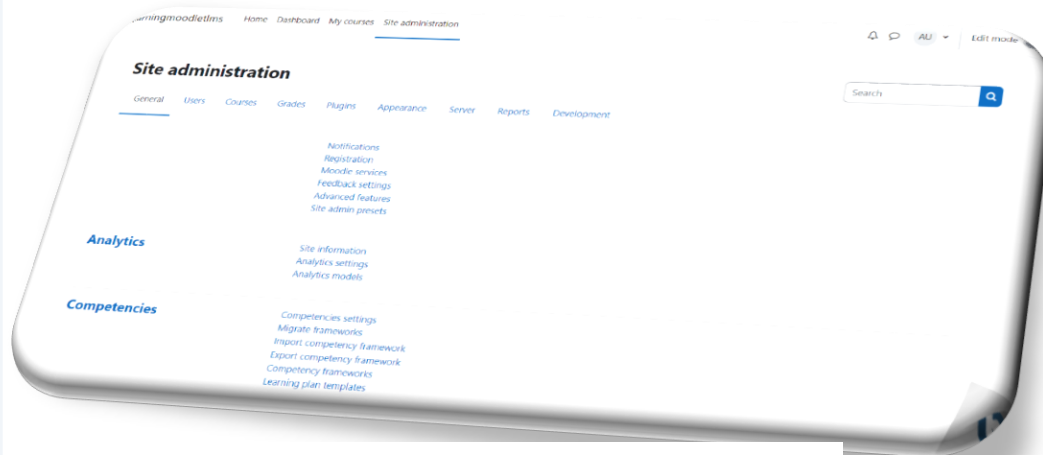


Figure 2.2 General Settings

Source: <https://www.youtube.com/watch?v=Ma-rio4ugUs>

Once you click on Site Administration tab, the second menu is **Users** to create Users' Accounts, Permissions, Privacy and Policy settings.

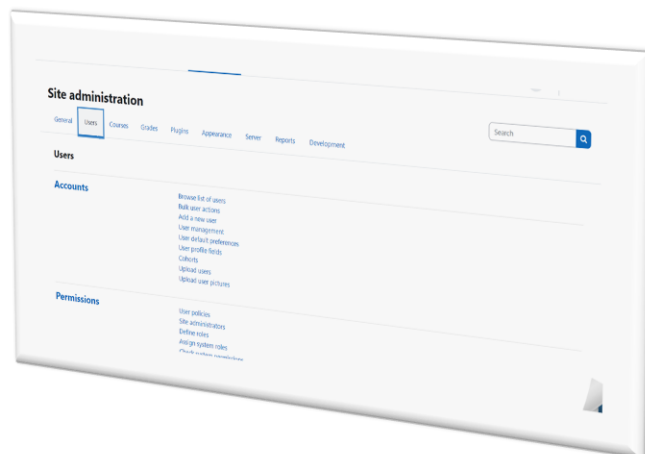


Figure 2.3. Creating Users

Source: <https://www.youtube.com/watch?v=mplFuXnH-do>

- **Browse list of users** - how to search for, find and edit user accounts
- **Bulk user actions** - how to message, confirm, download or perform other actions on a large group of users globally
- **Add a new user** - how to create one individual user account
- **User default preferences** - for email display, format and digest type, and for forum auto-subscribe and forum tracking
- **User profile fields** - how to create customised profile fields
- **Cohorts** - how to create cohorts of users
- **E-Mail flag for users** - how to enable or disable sending an email to users
- **Upload users** - how to bulk create new user accounts
- **Upload user pictures** - how to bulk upload profile pictures for users

Everyone using your site must have an account. You can allow people to create their own account using email-based self-registration or add new users individually or bulk create accounts via CSV file. For more information on adding users in your Moodle Platform, see chapter 6 about Registering Users.

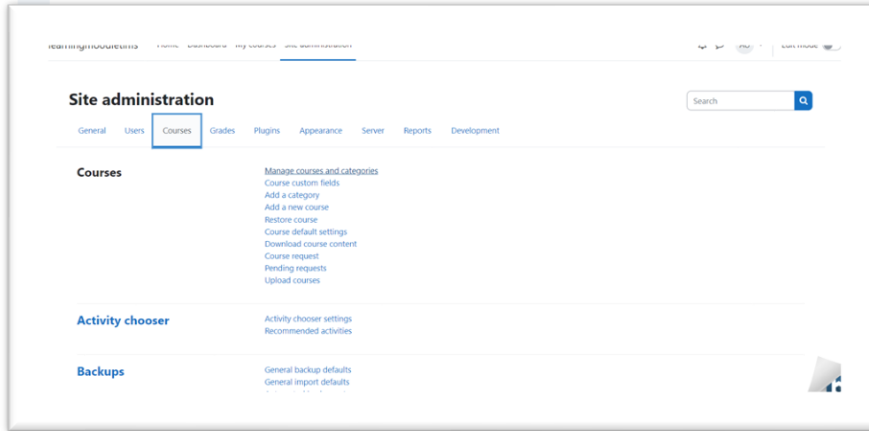


Figure 2.4 Creating a Course in Moodle

Source: <https://www.youtube.com/watch?v=bGhhkmilZm4>

What is a Course? A course in Moodle is a space on Moodle Site where one can add learning resources or activities for learners/participants or users. Course categories organize courses for all Moodle site participants. The default course category on a new Moodle site is "Miscellaneous".

To create a Category - *Site administration > Courses > Manage courses and categories* and click the link 'Create new category'. More on course and category creation later.

Working with Grades

Grades

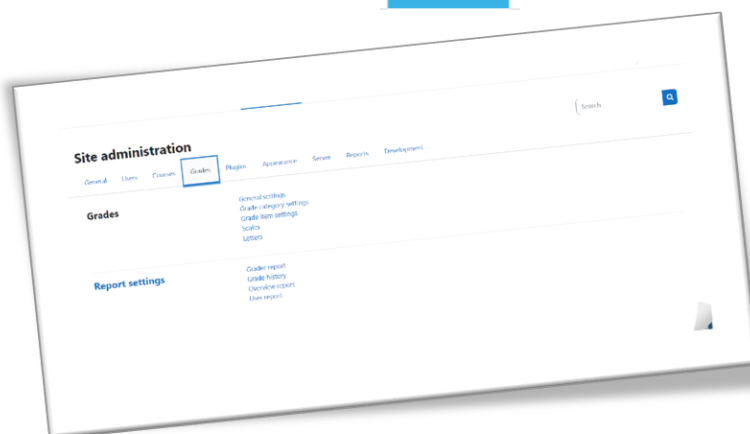


Figure 2.5. Gradebook

Source: <https://www.youtube.com/watch?v=NLkzWNN-MyA&t=4s>

Course grade settings determine how the gradebook appears for all participants in the course.

Teachers can set their preferences for the grader report via the gradebook 'My preferences' tab. These settings will apply to all courses for that teacher. The teacher may change them at any time.

Site administration > Grades > General settings. The settings will affect all gradebooks used by all teachers.

Scales can be included as numbers in all aggregated grades across all gradebooks in all courses.

Working with plugins

Plugins

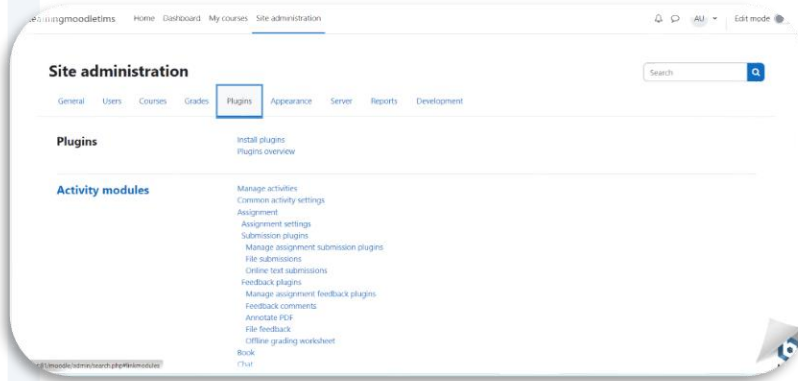


Figure 2.6. Plugins

Source: <https://www.youtube.com/watch?v=Sxy6H54kX9g>

TIP: As a newbie Administrator, it is easy to get overwhelmed with all the different things available, useful plugins and extra blocks and so on, but the majority of those things are third-party made, not Moodle.org in origin. Be aware that, as a rule of thumb, the further you move away from the standard Moodle, the greater your risks of things going wrong. This does not mean the plugins are badly written, and some are really handy, just sometimes things go wrong. If you are going to use them, be deliberate in your choice, do not use them just because it might be a good idea.

A plugin is a software component (add-on software) written in PHP that adds a specific feature to an existing computer program. When a program supports plugins, it enables customization of the program. Moodle LMS has many plugins to make your Moodle Site perform many functions like a new program.

Plugins have unique capabilities. They add a specific feature to an existing program.

For an example, if you want to have Mathematical functions, you might have to download a plugin called Stack.

Plugins can make your software either more powerful or better targeted to your specific requirements.

Most plugins are available as free downloads.

Working with **Appearance** in site administration menu.

There are many ways to customise the appearance of your Moodle site so that it blends in with, for example, your school site or your department brand. The links below provide more information on personalising the appearance of Moodle:

In this training, we will spend time customizing or personalizing the appearance of our Moodle Site using Themes.

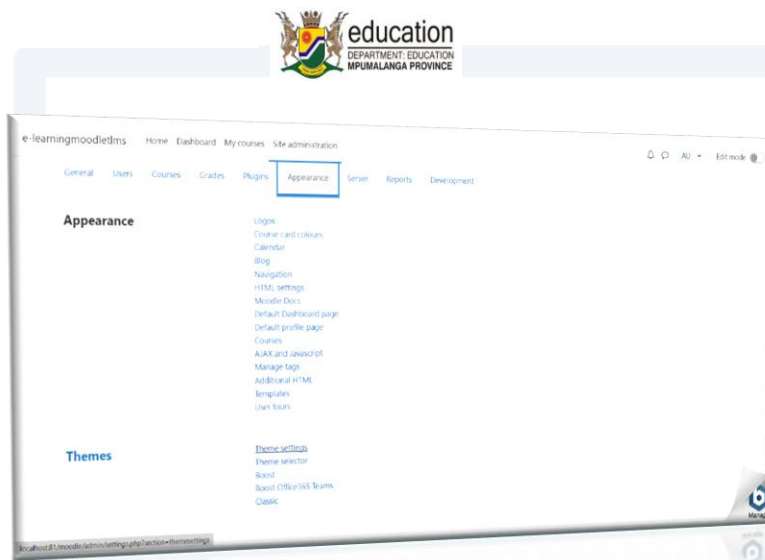


Figure 2.7. Appearance

Source: <https://www.youtube.com/watch?v=wkvTye28ej0>

Site Administration > Appearance > Themes > Themes selector.

Moodle has two standard themes: Boost and Classic. Now, Moodle contains a basic theme with built in color schemes. And if that doesn't suit your fancy, you can always browse through available free or buy to pick a theme according to your liking.

Now we turn our attention to

Server

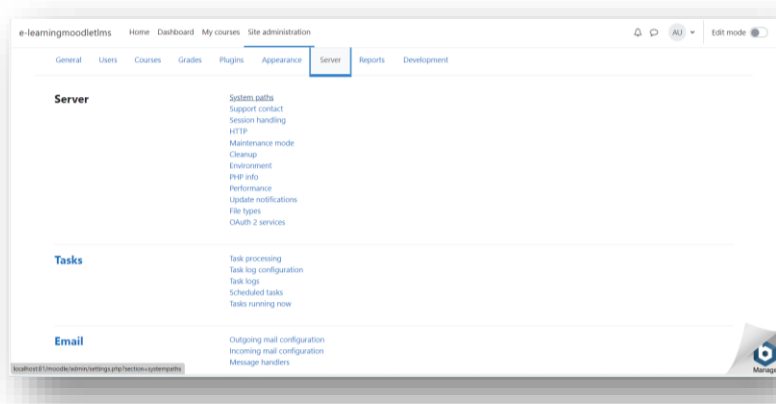


Figure 2.8. Server

Source: <https://www.youtube.com/watch?v=R5aLYopD-Q>

On Moodle, the display of your content is decided by the theme you use. The theme decides the layout for various pages, such as **homepage, dashboard, blog page** and so on. It also decides the styling, such as the colors, the font type, font size that will be used across your **Moodle LMS**.

A Moodle theme allows the user to change the look and feel of a Moodle site.

Whether you're designing a new online course or upgrading an existing Moodle site, choosing the right theme is an important first step.

An administrator can set the following system paths in *Site administration > Server > System Paths*. Here GD is a graphics library that manipulates graphics.

Messaging settings - Users can receive message alerts for a number of different reasons and can also send and receive instant messages with one or more users.

Maintenance mode is for preventing any users other than administrators from using the site while maintenance is taking place,

An administrator can check that their site meets all system requirements for the current and future versions of Moodle in *Site administration > Server > Environment*. It is important to check system requirements prior to upgrading.

Now let us look at the

Reports

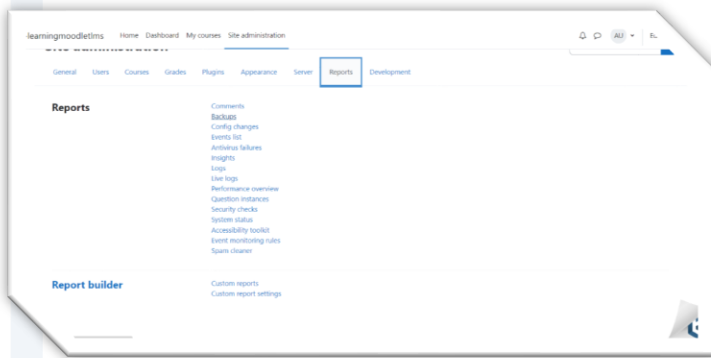


Figure 2.9. Reports

Source: <https://www.youtube.com/watch?v=5InHkTYT4wk>

Standard reports for administrators

In addition to reports available at both site and course level, the following site-wide reports are available for administrators:

- **Custom reports** - this feature allows administrators to create and share custom reports relating to the site, courses and/or users.
- **Config changes** - Shows changes made by an administrator to the site configuration
- **Course overview** - You can choose to view reports of the most active courses or the most participatory courses over a certain time period.
- **Events list** - to view a list of all types of events
- **Question instances** - Reports where particular question types are used on the site
- **Comments** - See all comments created on the site.

- **Backups** - displays a list of all course backups made, the time taken to create them, their status, and the next scheduled automated backup execution time
- **Logs** - Activity reports for course or site
- **Live Logs** - Live logs from the past hour as a table

Performance overview - overview of settings that may impact site performance such as Theme Designer Mode or Debugging

- **Security overview** - overview of security related settings such as Allowing EMBED and OBJECT tags or No Authentication.
- **Spam cleaner** - helpful tool for rooting out spam users if you do not have **Captcha** required as part of authentication.

The last part of the Site Administration Menu is

Development

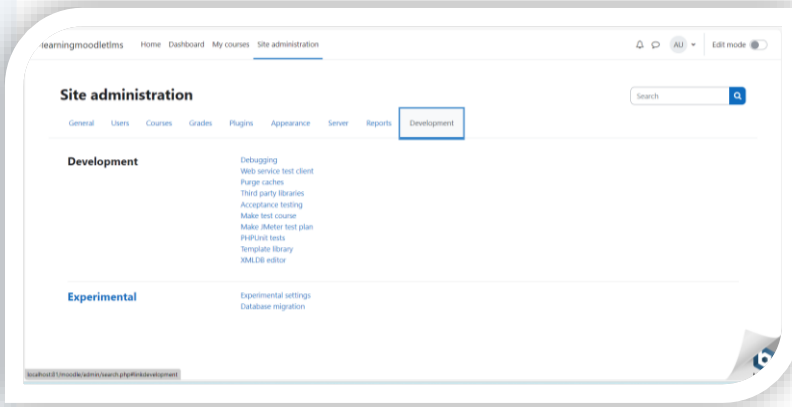


Figure 2.10. Development

Source: https://www.youtube.com/watch?v=-R_Q0PUjaHs

Development Tools

- **Debugging messages** - are intended to help diagnose problems and/or help Moodle developers.
- **Experimental settings** - An administrator can enable certain experimental features from the Experimental settings page of Site administration.
- **Test course generator** - this tool is for developer use only and should not be used on a live site.
- **Template library** - is a tool designed to help theme designers and developers build great themes, and easily customizable plugins.

Test your knowledge - Answer

What is the password policy in Moodle?

The password policy includes option to set the minimum length of the password, the minimum number of digits, the minimum number of lower-case characters, the minimum number of upper-case characters and the minimum number of non-alphanumeric characters. The password policy is enabled by default.

Chapter 3 Plugins

Introduction: In this module, you will learn how to install plugins into Moodle LMS. For a detailed discussions on what plugins are and what do they do, please refer to chapter 2. Now we are going to install plugins to improve the feel of our Moodle Page. As a rule of thumb, please follow the steps given below.

How to Download and Install the Tiles Format Plugin

- 1 Click "Moodle" as shown below.

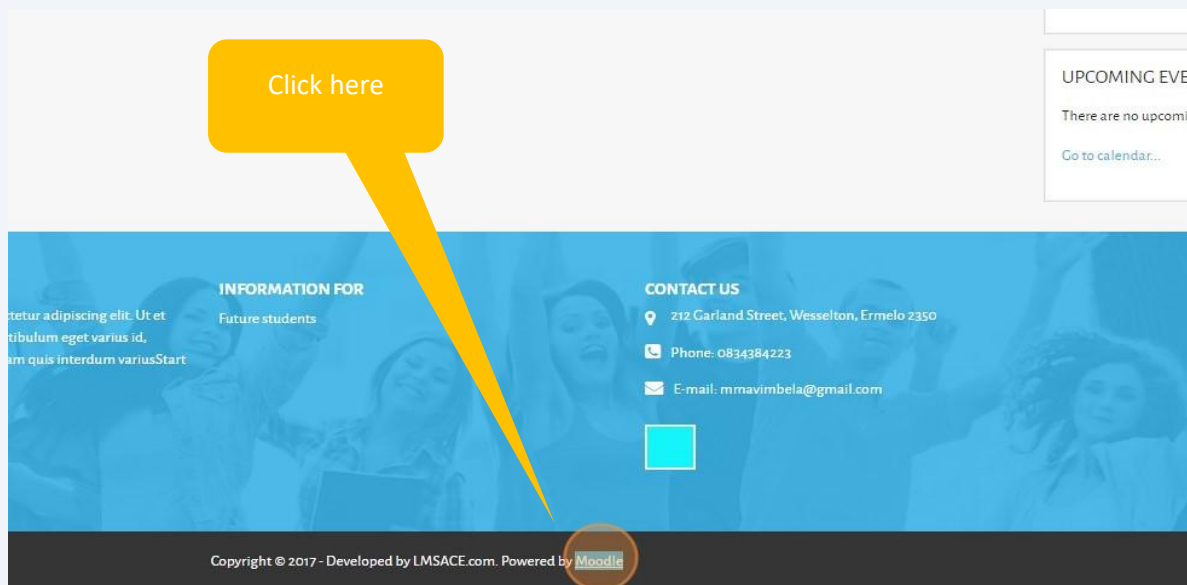


Figure 3.1. Plugins

2 Click "Plugins"

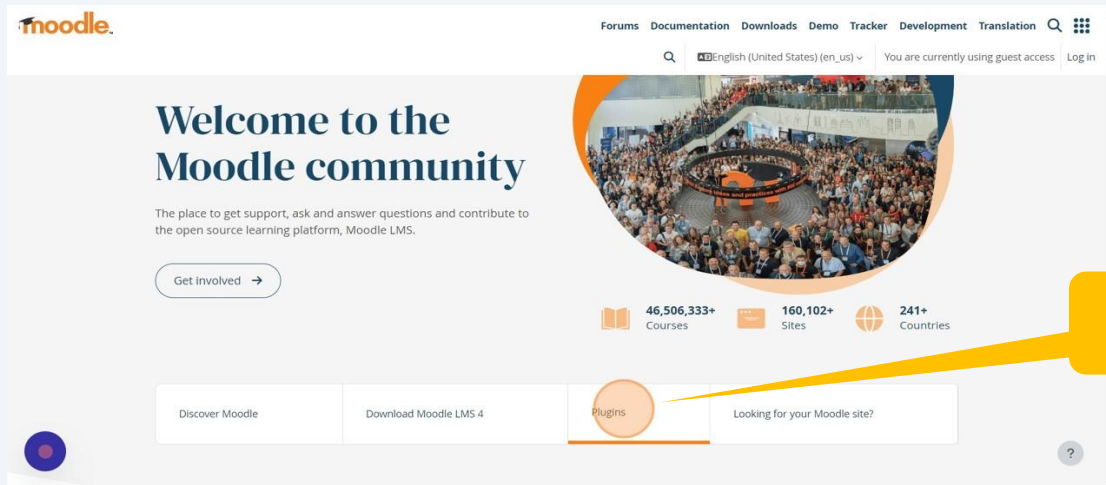


Figure 3.2. Plugins

3 Click the "Search" field and search for the plugin that you want. In this case, we want a plugin called Tiles Format. (Type Tiles Format and click on search)

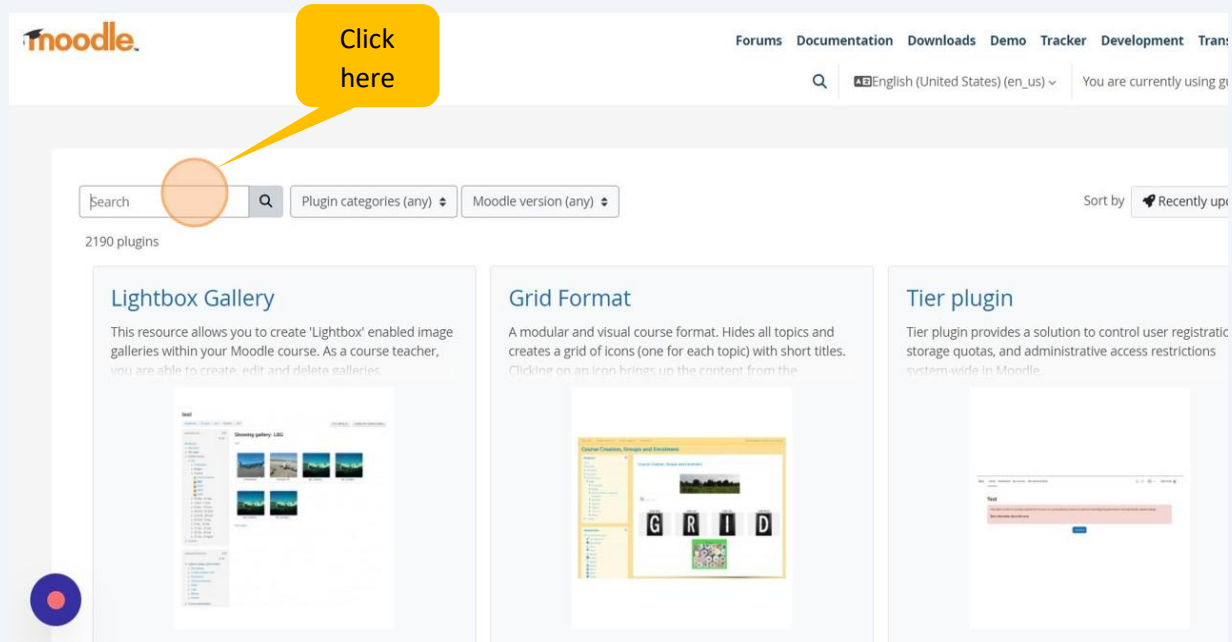


Figure 3.3. Plugins

4 Type "Tiles Format"

5 Click here. Click Search as shown below.

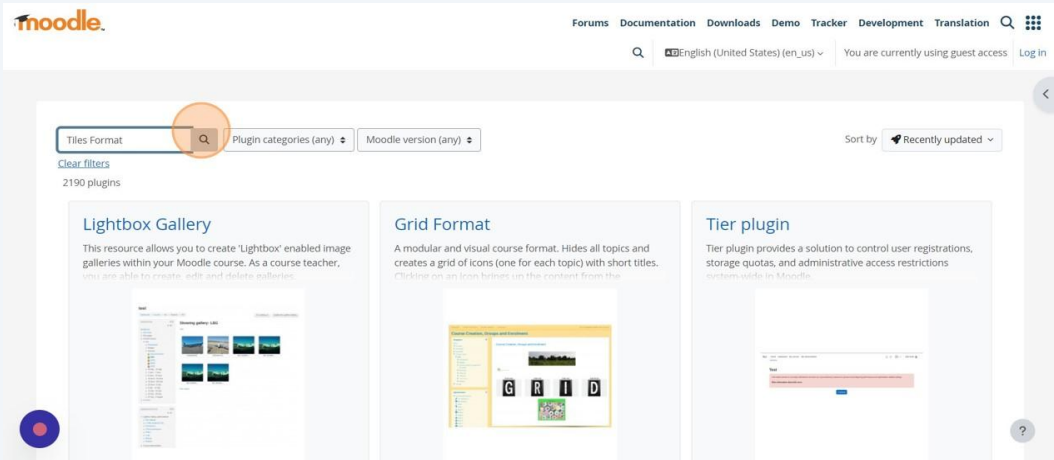


Figure 3.4. Plugins

6 Click "Tiles format" This is the Tile we want, so go ahead and click on it.

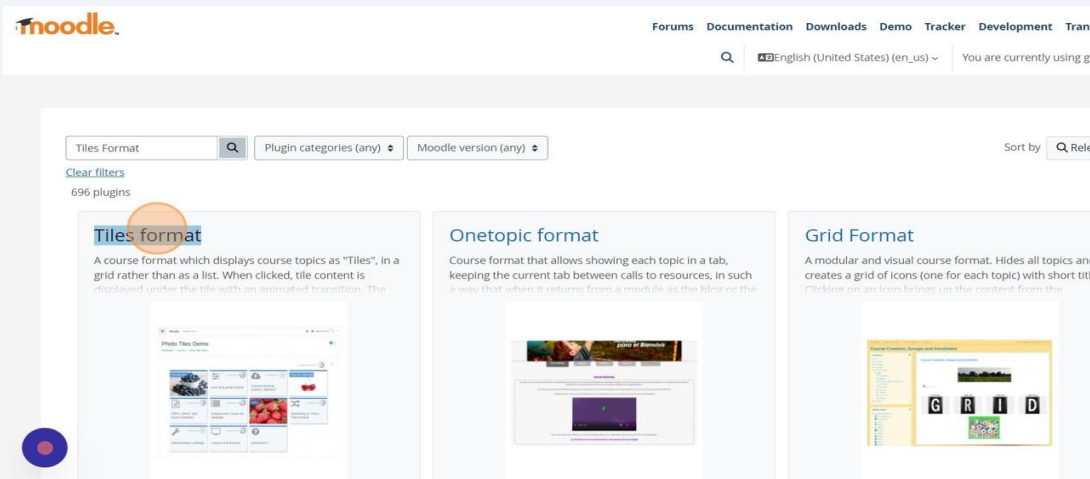


Figure 3.5. Plugins

7 Click "Download" to download the plugin to your computer or server.

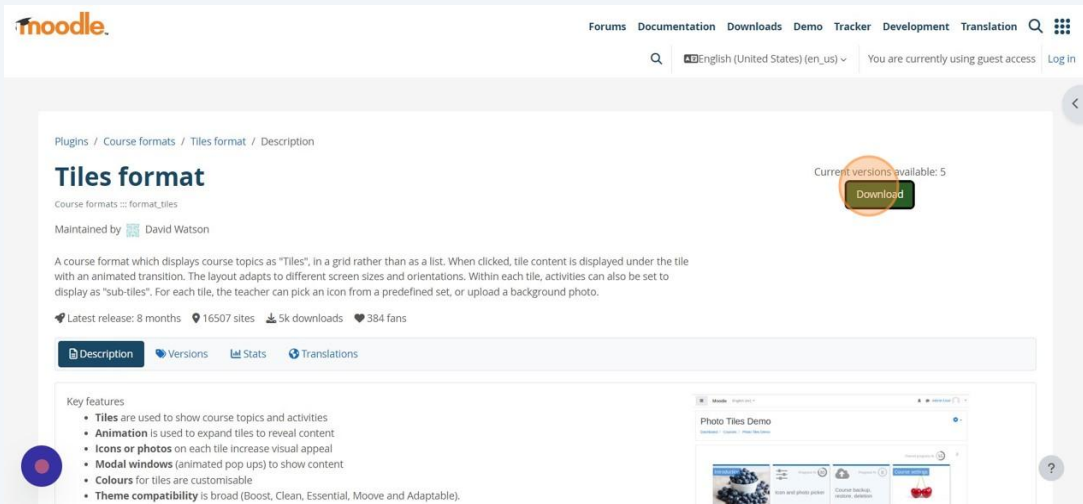


Figure 3.6. Plugins

8 Click "Download" TIP: Choose a plugin compatible with the version of your Moodle LMS. Here the Second download is selected because it 4.1 Version. The plugin will be downloaded to "Download" or if you want, you can download to "My Document" or "Desktop". You can also rename it so you can find the plugin quickly. It does not matter where you save it, what matters is you must remember when you need to install it.

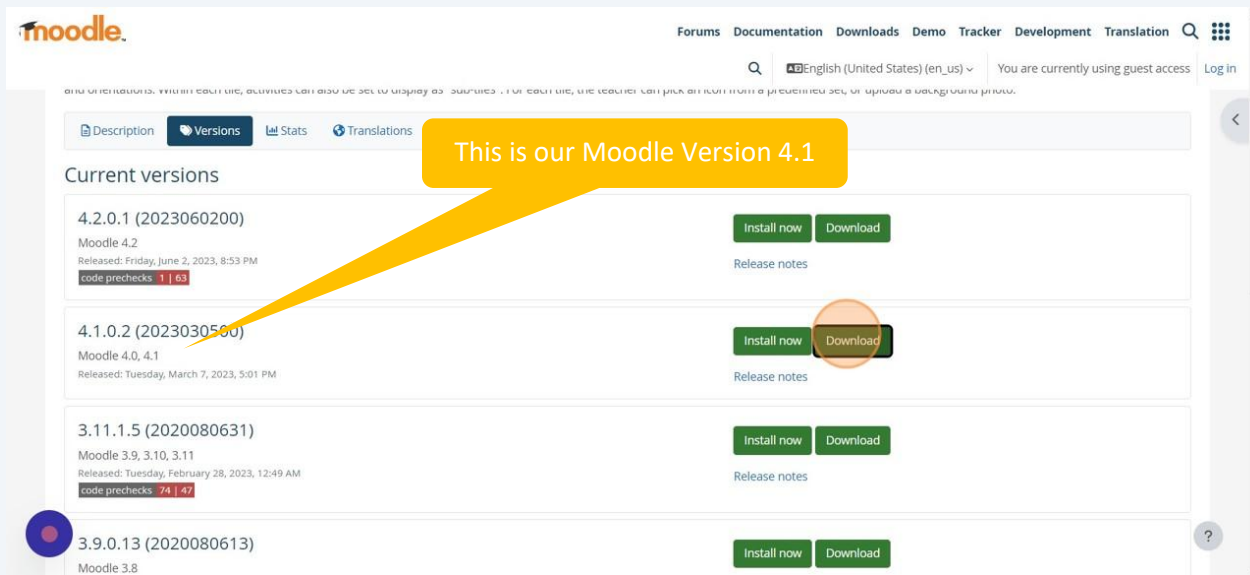


Figure 3.7. Plugins

INDIVIDUAL ACTIVITY

Follow step 1 to 8 as shown above to search for a plugin called “Gapfill”. Save the plugin in the Download.

If you are struggling, it is okay, do not give up. Just ask two more of your colleagues/fellow participants for help before asking trainers. We will gladly help!!

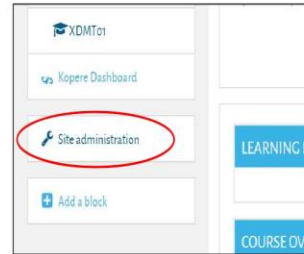
The steps are at the end of the Chapter

Now, it is that time where we learn how to install the downloaded plugins (Tiles Format & Gapfill) to your Moodle Platform.

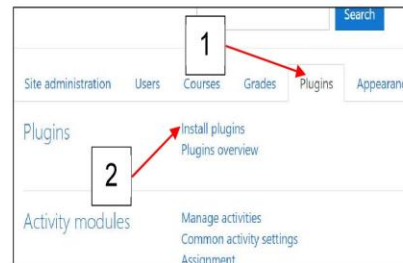
Department of Basic Education
MOODLE TRAINING

INSTALL A PLUGIN

- 1
 - Log into Moodle as an Administrator.
 - Click **Site Administration**.



- 2
 - In Site administration:
 - Click the **Plugins** tab.
 - Under this tab, click **Install plugins**.



- 3
 - In the **Plugin installer** screen:
 - Click **Choose a file**.
 - Your **File Explorer** window will open. Select the plugin you wish to install.
 - Click **Open**.

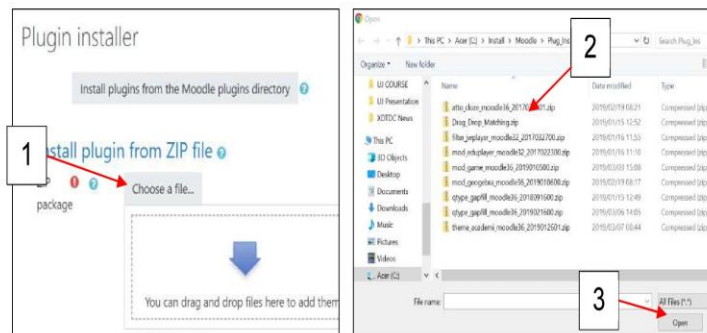
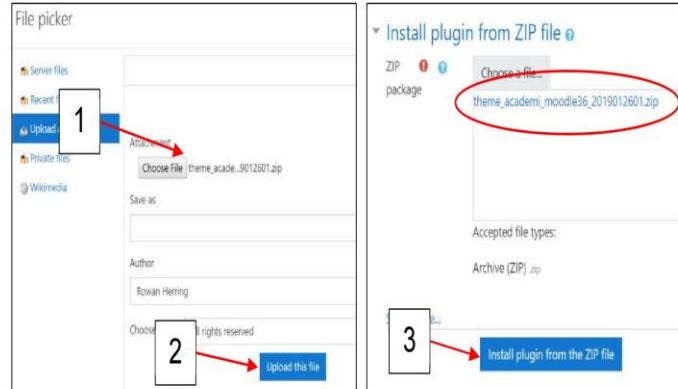


Figure 3.8 Plugins

- 4 In the **File picker** window:
- Ensure the name of the plugin you selected is displayed.
 - Click on **Upload this file**.
 - The **Plugin installer** window will return with the name of the plugin displayed under the Choose a file button.
 - Click Install plugin from the ZIP file.



- 5 In the following screen:
- Moodle has **validated** the plugin file.
 - If the file is uncorrupted, Moodle will declare the validation of the file successful.
 - Click **Continue** to proceed with the plugin installation.

REMEMBER!!

Your computer is upgrading your Moodle database, so please be patient and wait for the next screen.

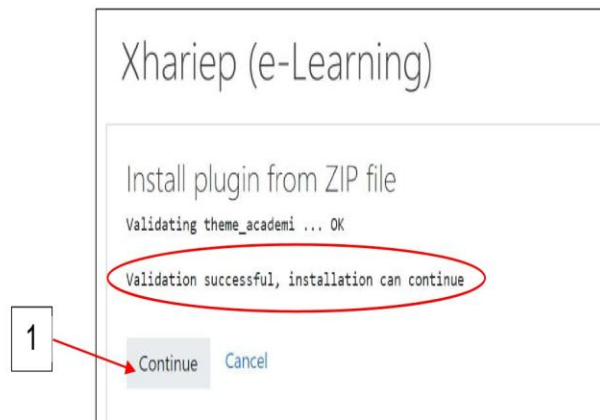
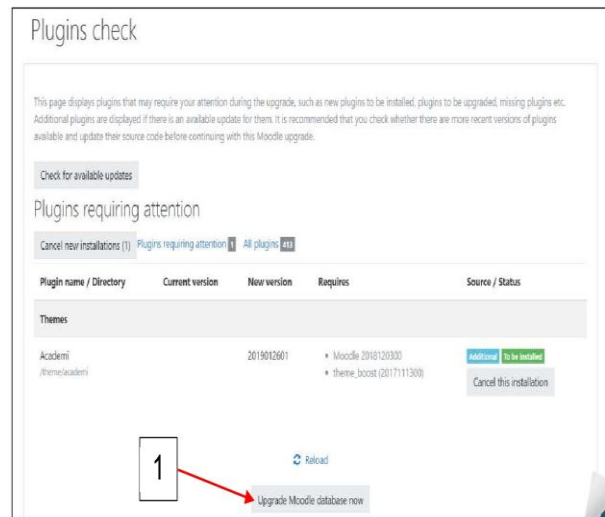
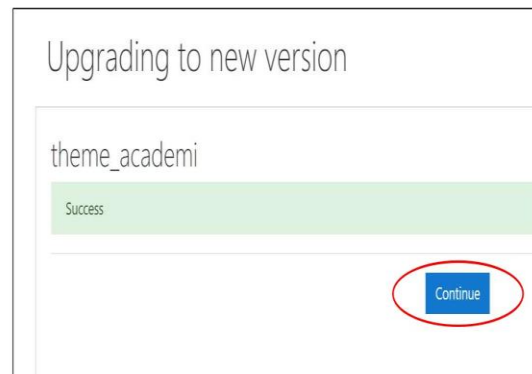


Figure 3.9 Plugins

- 6 On the **Plugins check** screen:
- A summary of the installation will appear.
 - **This is the last point at which you can cancel the installation.**
 - Scroll down to the bottom of the page, click **Upgrade Moodle database now**.



- 7 The **Upgrading to new version** screen will appear.
- If your installation was successful, a green bar containing the word **Success** will appear.
 - Click **Continue**.



- 8 The New settings screen for your plugin will appear:
- Unless you experienced in using the plugin you have installed, **DO NOT** make any changes on this screen.
 - Scroll to the bottom of the screen, click **Save changes**.

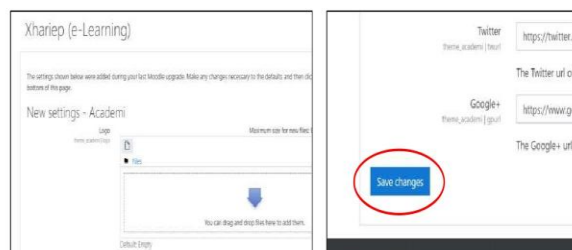


Figure 3.10 Plugins

- 9
- Your **Site administration** screen with notifications will appear.
 - Your plugin installation is complete.

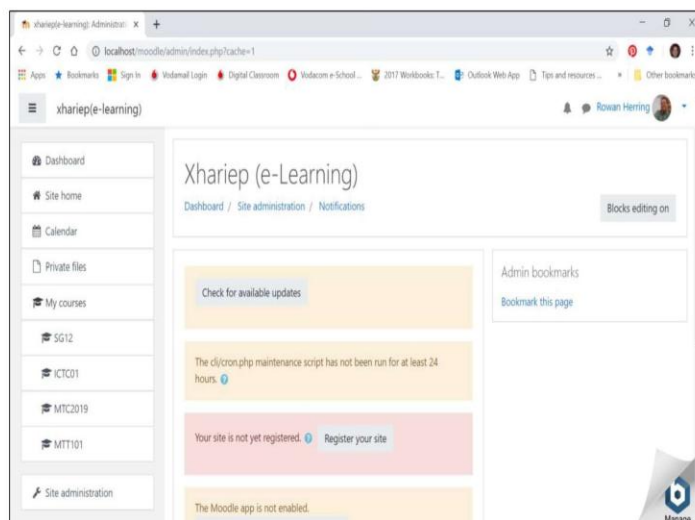


Figure 3.11 Plugins

Answer to the Individual Activity.

Skip this practice part if you already installed the Gapfill. This section is meant for revision only.

There is a plethora of plugins available online. Some are free while some you must pay.

CAUTION: the more plugins you install, your computer storage and memory could be compromised. Browse the list and **ONLY** download what you really need.

How to Download and Install the Gapfill Plugin.

What is a gap-fill question?

Gapfill is a Cloze question type that offers dynamic options with a simpler question-builder interface than the Cloze question type. It can consist of a passage of text that has various answers embedded in it. These answers can be in a drag-and-drop, gapfill short answer, or drop-down format.

In language teaching, a gap-fill test is an exercise in which words are removed from a text and replaced with spaces. The learner has to fill each space with the missing word or a suitable word. More about Quiz Creation in Chapter 5.

1 Click "Moodle"

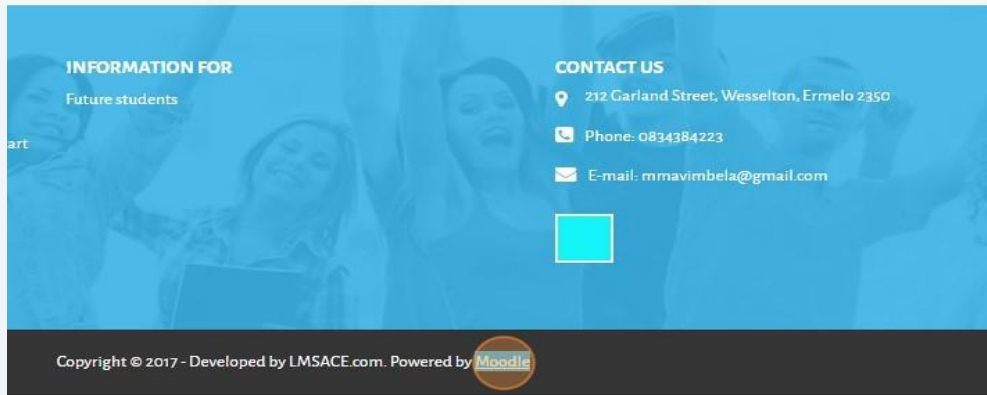


Figure 3.12 Gapfill

2 Click

community

Ask and answer questions and contribute to the platform, Moodle LMS.



46,506,333+
Courses



160,102+
Sites



241
Cou

Download Moodle LMS 4

Plugins

Looking for your Moodle site?

Figure 3.13 Gapfill

3 Click the "Search"

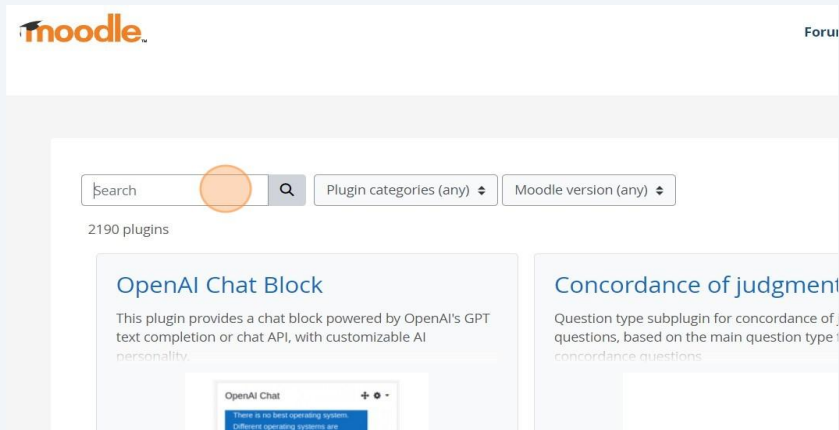


Figure 3.14 Gapfill

4 Type "Gapfill"

5 Click this button.

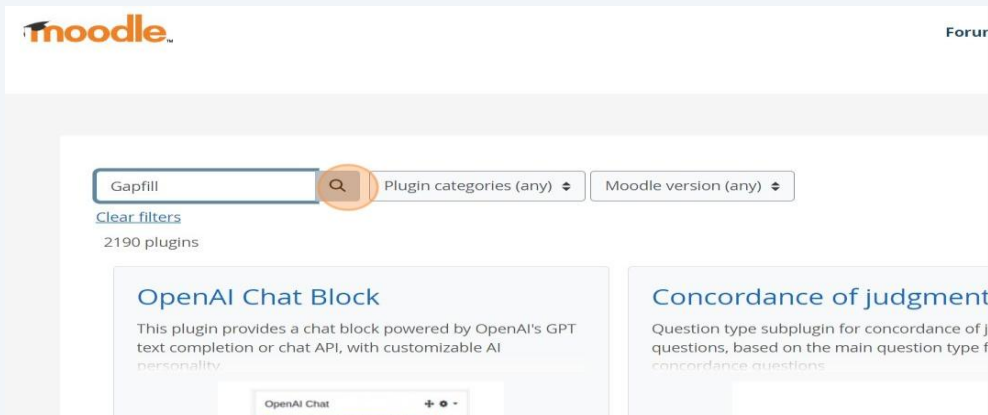


Figure 3.15 Gapfill

6 Click

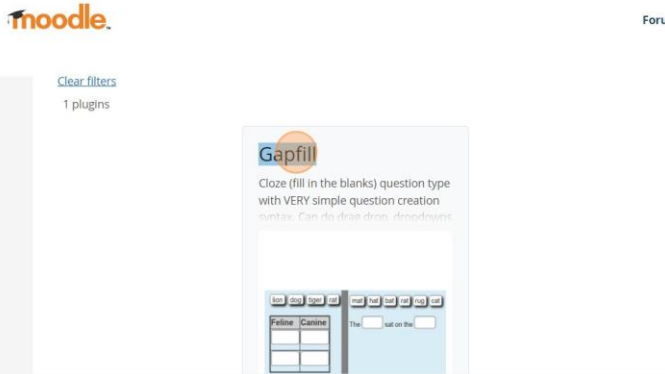


Figure 3.16 Gapfill

7 Click "Download"



Figure 3.17 Gapfill

8 Click download to save the zipped file on

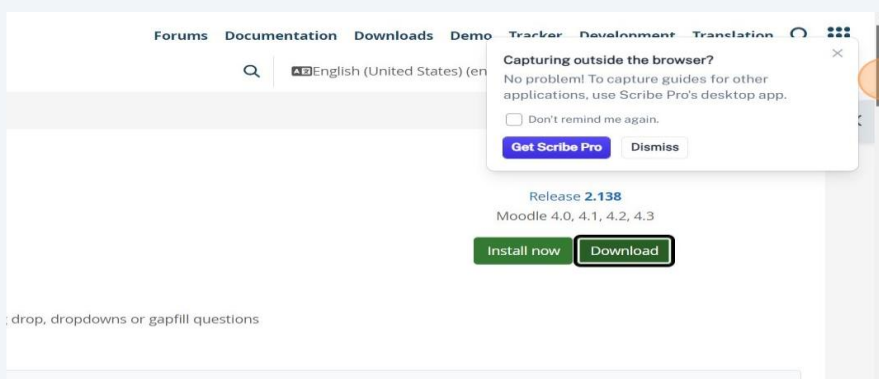


Figure 3.18 Gapfill

Chapter 4: Course Setting

Introduction: In this Chapter, you will learn how to personalize your course using the tiles format we installed in Chapter 3 when learning about plugins.

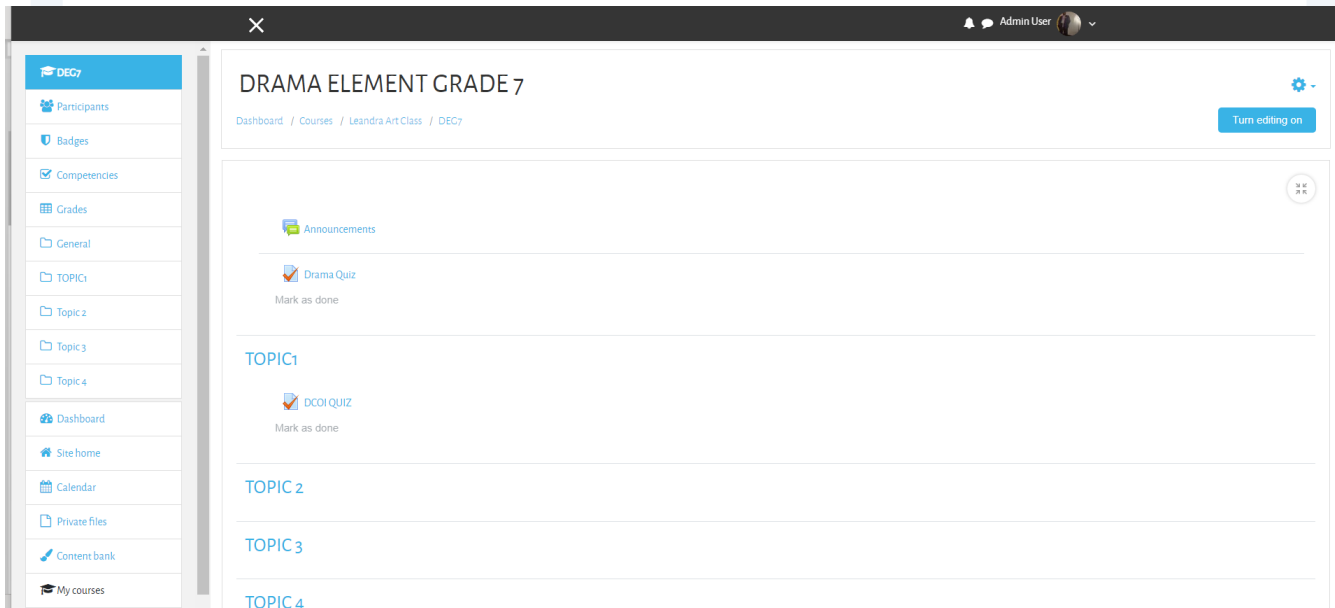


Figure 4.1 Course Setting

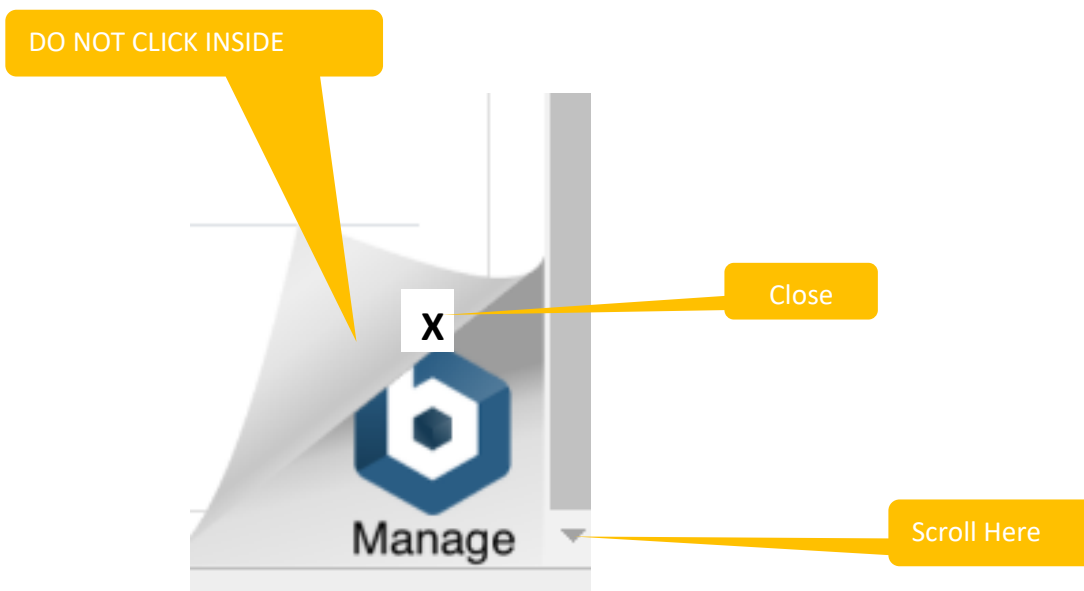


Figure 4.2 Course Setting

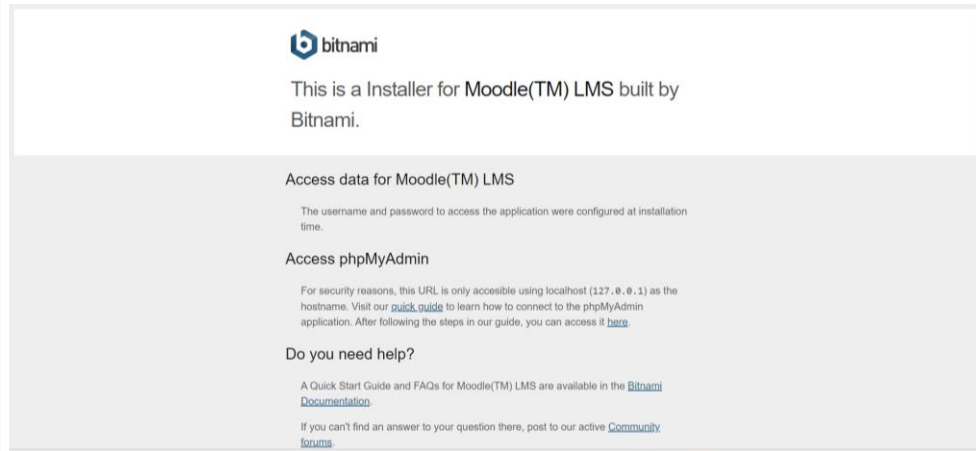


Figure 4.3 Course Setting

Once you see this tab, it means you accidentally clicked on the bitnami icon.



Click here to close

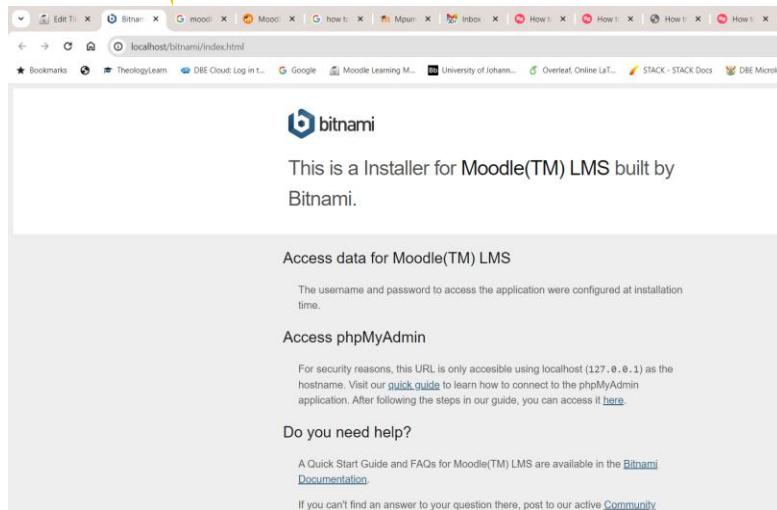


Figure 4.4 Course Setting

Editing your Moodle Course

The vast majority of editing occurs on the main Moodle page for the course site. The one that displays the weekly or topic outline.

Click on the Gear icon/Action Menu

-  Moodle "Actions menu"
 In the upper right is the Moodle "Actions menu" that hold most of your Moodle course management tools. When expanded the menu contains the following items.

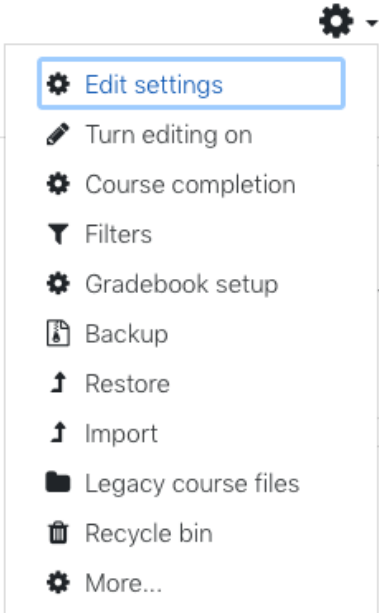


Figure 4.5 Course Setting

Edit settings - Opens the course settings to set the course start date, course format, and more.

Turn editing on - Activates the instructor course editing mode and editing tools

Gradebook setup - Provides quick access to the gradebook setup page of the grades area

Import - Use to import a component or entire course from a Template or previous course

Recycle bin- Open to access and restore course components you have previously deleted

More - Click for access to more course management options

On the left side of each course content icon:

-  **Vertical move**
 Click on this and drag the item to a new spot to move it vertically on the screen.

On the right side of each course content icon

- **Edit title**

Click on the pencil for a quick edit of the Title field. Click your Return or Enter keys to save your changes.

- **The "Edit" drop-down:** [Edit](#) ▼

-  **Edit settings** - Allows you to edit or modify the settings for a resource or activity. You can use this to change the name of the item, link to a new file, change instructions, due dates, etc.
- ➔ **Move right / left** - Click on the move link to indent the item to the right. Once indented you will have access to left and right arrows so that you can move the item in either direction.
-  **Hide/Show** - Use the Hide link to hide an item from student view. You will still see the item, but it will be "grayed" out. This indicates that it is not available to students. Use the Show link to make an item available for access by students.
-  **Duplicate** - Select the duplicate option to make a duplicate of the item. You will be asked if you are sure you want to duplicate it. If you are, click "Continue." Once the item is duplicated you can click on "Edit the new copy" to make changes to the item or "Return to the course." The new item will be located immediately below the original item.
-  **Assign roles** - This allows you to limit who has access to a particular item by role (i.e., student, teaching asst., etc.)
-  **Delete** - Select the Delete option to delete the item completely. You will always be asked if you are completely sure that you want to delete that item.
- **Groups** - You can click on this icon to change between "No groups," "Visible groups," and "Separate groups."

On the right side of each week/topic you will notice more icons

- **Edit section** - When you click on this, you have the option to edit the section name, adjust collapsed topics reset options, and restrict access.
- **Hide section** - You can use this to hide the entire week or topic from the students.
- **Delete section** - You can delete the entire section, including the contents within it

On the left side of each week/topic you will notice the vertical move icon.

- **Vertical Move** - You can use this to drag an entire week/topic to a new position in the outline.

Adding Resources and Activities to your Course:

In each week or topic, as well as in the top section of the course, you will notice a link "+ Add an activity or resource"

This opens the activity/resource chooser to allow you to add resources and activities to your topic or week.

- **Activities** - items in which students will actively participate in (i.e., assignments, quizzes, forums, surveys, etc.).
- **Resources** - items that students will use as resources for the course (i.e., text on the screen, links to files like syllabus and assignment instructions, links to articles, videos, photos, etc.).

Deleting Substantial Amount of Content in Course:

You can delete multiple resources or activities at one time using the mass action block. Be sure to turn editing on. To do so click on your drawer (the three horizontal lines at the top of your Moodle page). Scroll near the bottom and click “add a block.” There is an option to add a “mass action block.” This will add boxes next to each piece of content in the course site. You can click on the items you wish to delete and click “delete” in the block. This will delete those items all at the same time.

You can then remove the block when you are finished or choose to keep it. Students will not be able to see that block once you turn editing off.

Blocks - On the right side of the main Moodle page are blocks that display various information. Each of these has two editing icons that allow you to move the block or provides special settings for each block.

- **Vertical Move** - Just click on a block to move the block to a new location
- **Settings (gear)** - This allows you to make changes to the settings for the block.
 - **Configure specific block** - This provides you with specific editing options for that block
 - **Hide block** - This hides the block by collapsing it, but still allows you to see the title of the block
 - **Permissions** - This allows you to change certain role capabilities to the block
 - **Check Permissions** - This shows you the enrolled users for the specific block and their role
 - **Delete block** - This allows you to delete the block from your page
 - **Freeze this context** - This makes the block “read-only” and prevents users from making changes

Blocks - Docking:

On the top left of the Moodle page, you will find your “drawer” (three horizontal lines). At the bottom you will find an option “Add a block” You are able to add a variety of blocks from this menu. When you click on the block you would like it add it will appear at the top along the right side of your page.

There are two ways to access help documents

- **Question marks** - Next to many items in Moodle you will see a question mark icon. Click on this to read more about that item.
- **“Moodle Docs for this page”** - At the bottom left of each page you will see the “Moodle Docs for this page” icon. Click on this to read more detailed information about the page you are on.

1 Click on the **Gear icon** as shown. It is called the **Action**

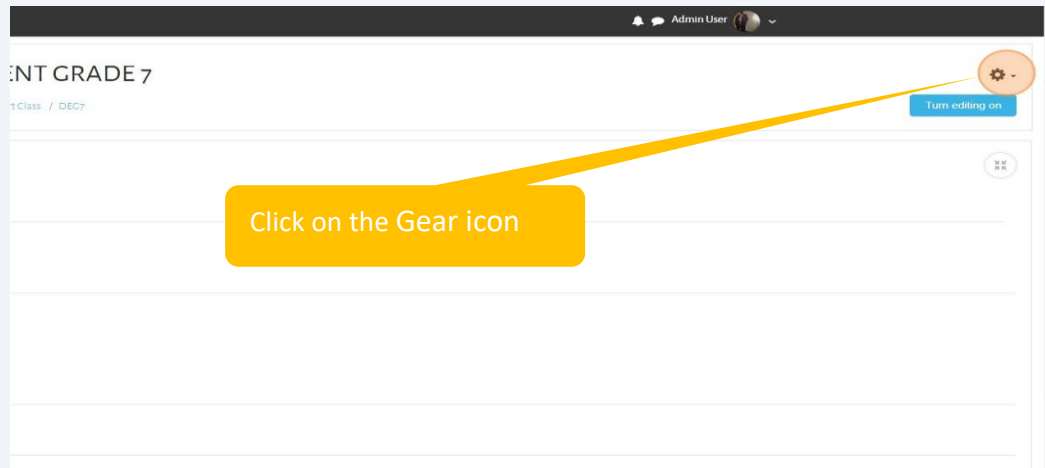


Figure 4.6 Course Setting

2 Click "Edit settings"

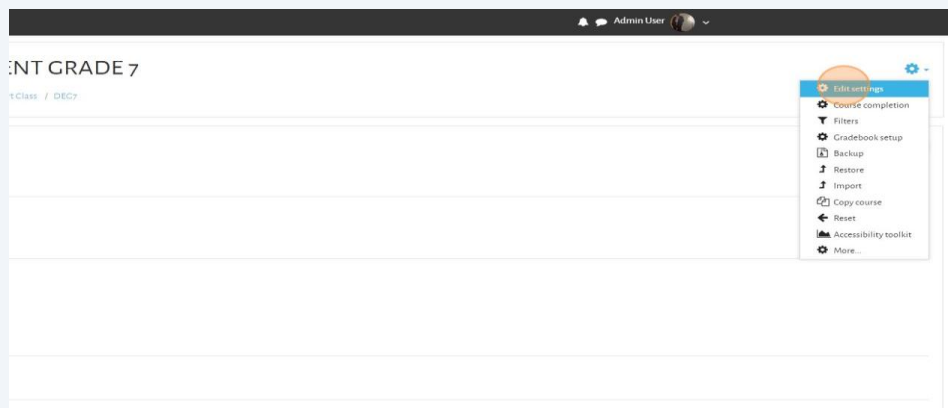


Figure 4.7 Course Setting

3 Click "Course format"

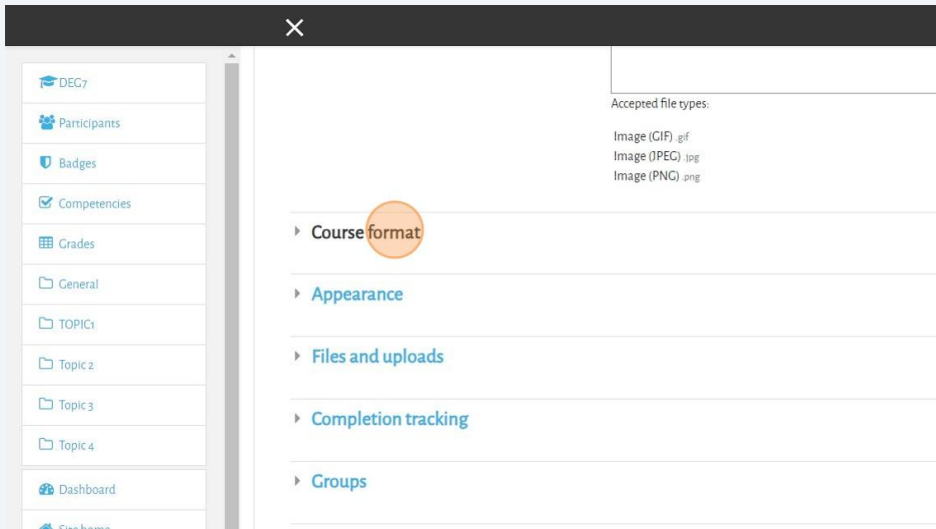


Figure 4.8 Course Setting

4 Click this dropdown button and select "Tiles Format" Remember we downloaded in Chapter 3.

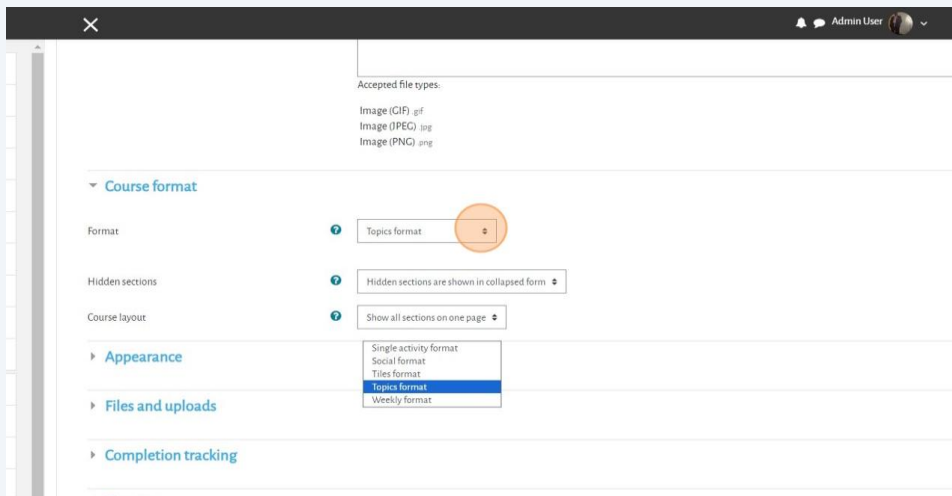
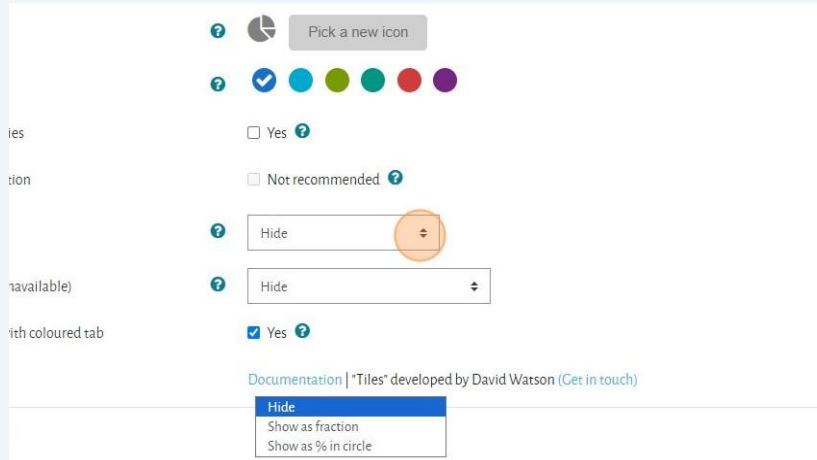


Figure 4.9 Course Setting

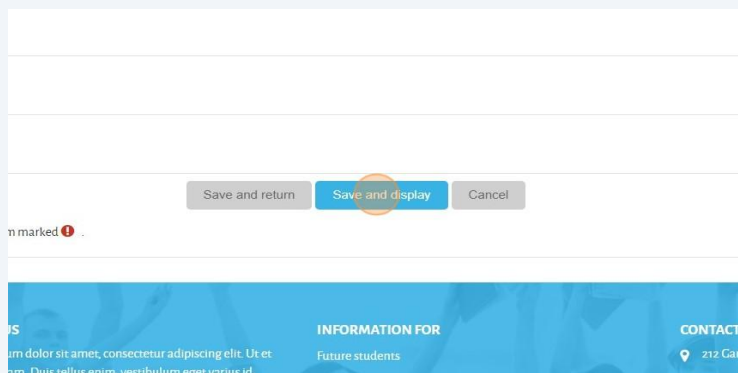
5 Click this dropdown and select "Show as % in



The screenshot shows a form with several sections. At the top, there is a 'Pick a new icon' button. Below it, there are several checkboxes: 'Yes', 'Not recommended', and 'Yes'. There are also two dropdown menus, both currently set to 'Hide'. A red circle highlights the second dropdown menu. A red box highlights the 'Show as % in circle' option in the dropdown menu. At the bottom, there is a 'Documentation' link and a note about 'Tiles' developed by David Watson.

Figure 4.10 Course Setting

6 Click this



The screenshot shows a form with several sections. At the bottom, there are three buttons: 'Save and return', 'Save and display', and 'Cancel'. A red circle highlights the 'Save and display' button. Below the buttons, there is a footer section with a blue background and white text. The footer contains the text 'MPUMALANGA THE PLACE OF THE RISING SUN' and 'CONTACT'.

Figure 4.11 Course Setting

7 Click "Turn editing on" just below the **Action Menu**.

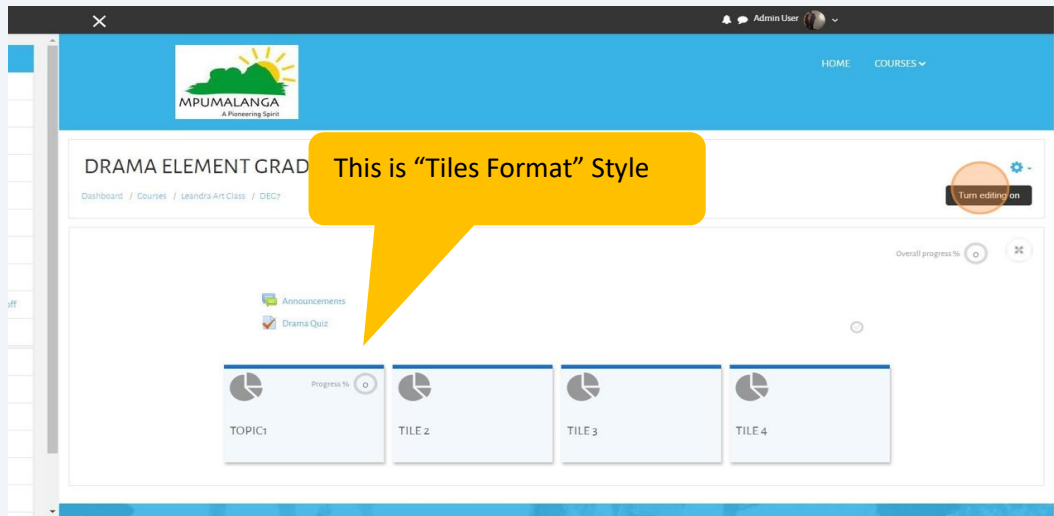


Figure 4.12 Course Setting

8 Click "Edit" to personalise the tiles to our liking.

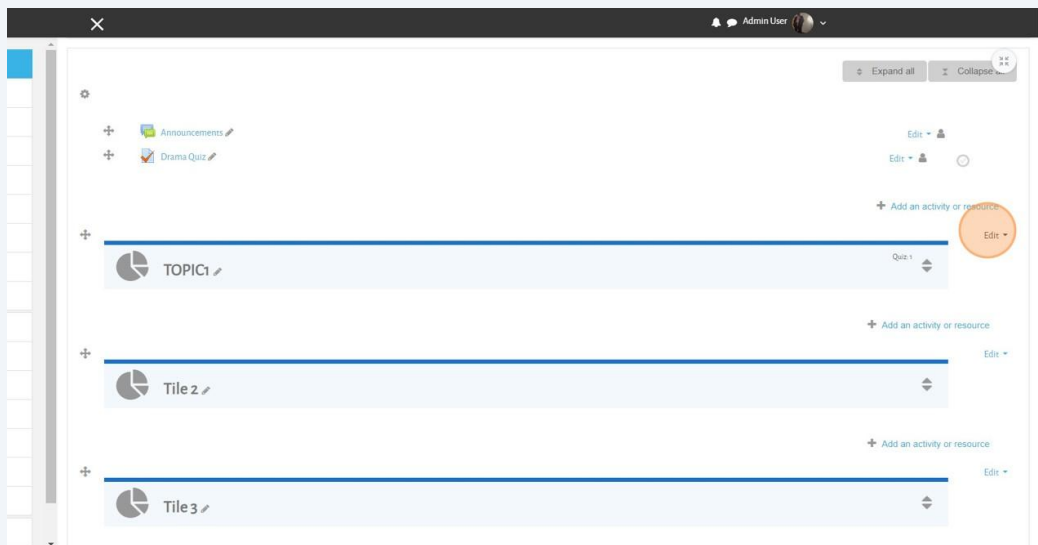


Figure 4.13 Course Setting

9 Click "Edit section"

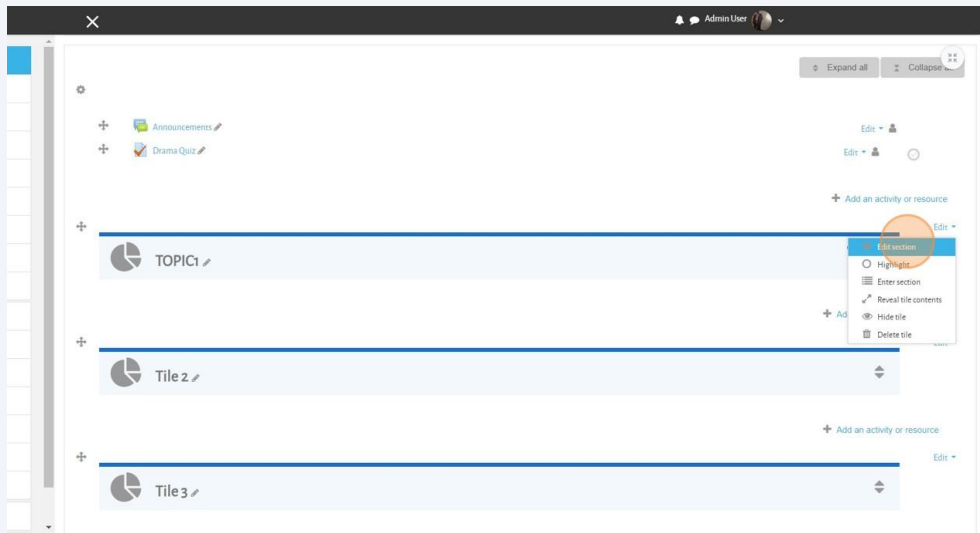


Figure 4.14 Course Setting

10 Click "Pick a new icon or background"

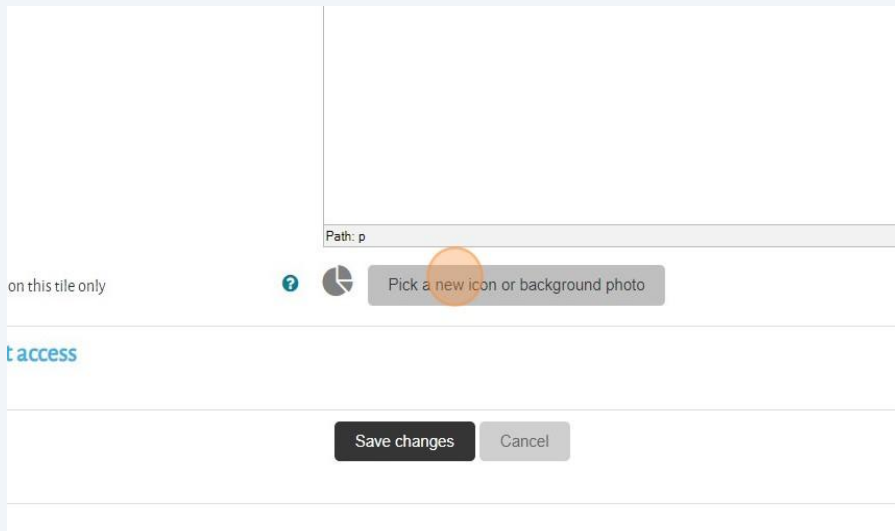


Figure 4.15 Course Setting

14 Click "Upload this

loader

es

ia

Author

Admin User

Choose licence ?

Licence not specified

Upload this file

Figure 4.18 Course Setting

13 Click the "Attachment" field. Choose where the picture is stored.

Upload new photo

FILE PICKER

Content bank

Server files

Recent files

Upload a file

URL downloader

Private files

Wikimedia

Attachment

Choose File No file chosen

Save as

Author

Admin User

Choose licence ?

Figure 4.19 Course Setting

15 Click this button.

Accepted file types:

Image (GIF) .gif

Image (JPEG) .jpe .jpeg .jpg

Image (PNG) .png

Save changes

Cancel

Figure 4.20 Course Setting

1 Click

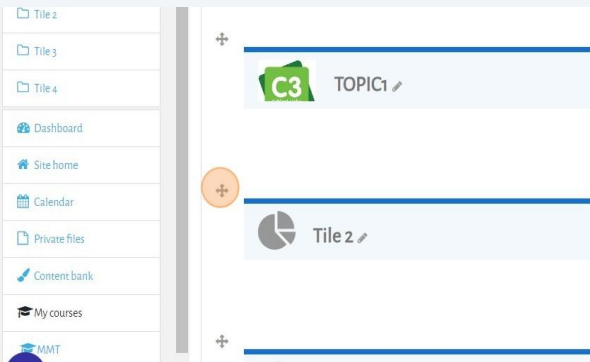


Figure 4.21 Course Setting

17 Click here to move the tile up or down.

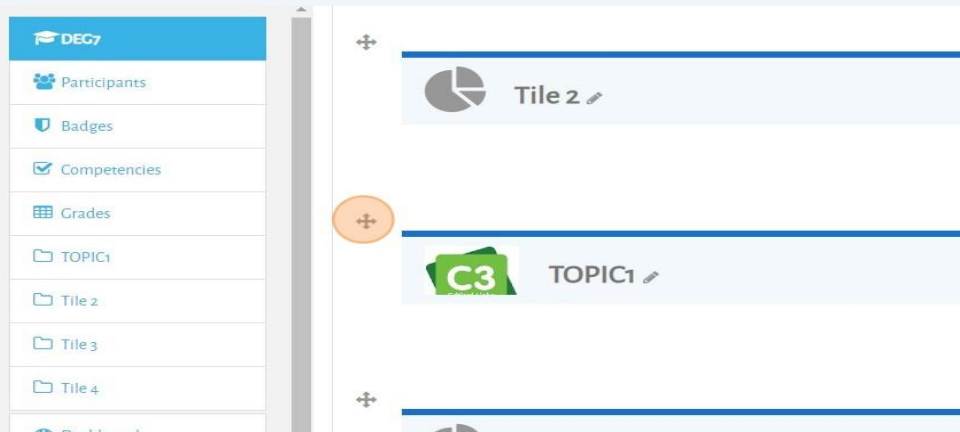


Figure 4.22 Course Setting

18 Click "Turn editing off"

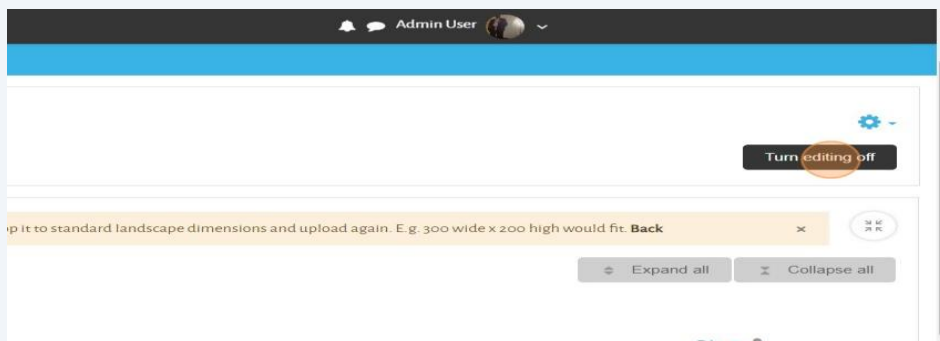


Figure 4.23 Course Setting

1 Click "Turn editing on"

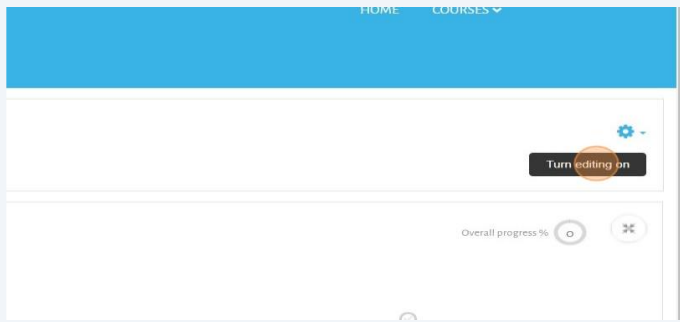


Figure 4.24 Course Setting

20 Click "Turn editing off"



Figure 4.25 Course Setting

21 This is how our course looks now. Fantastic!

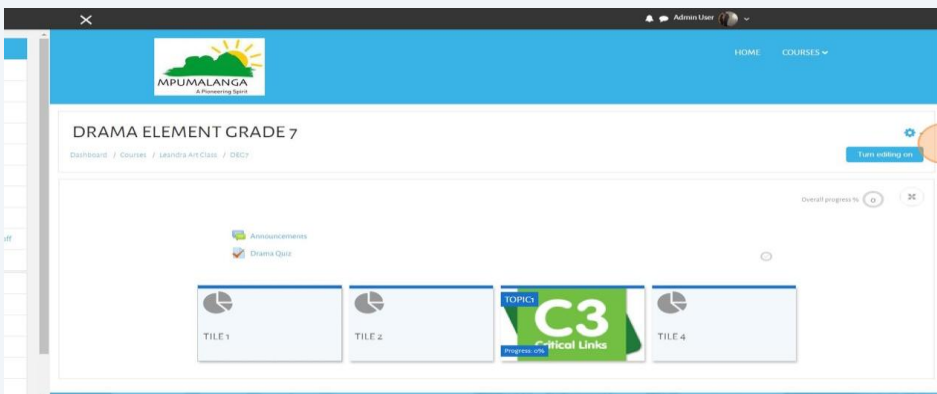


Figure 4.26 Course Setting

HOW TO UPDATE YOUR PROFILE IN MOODLE

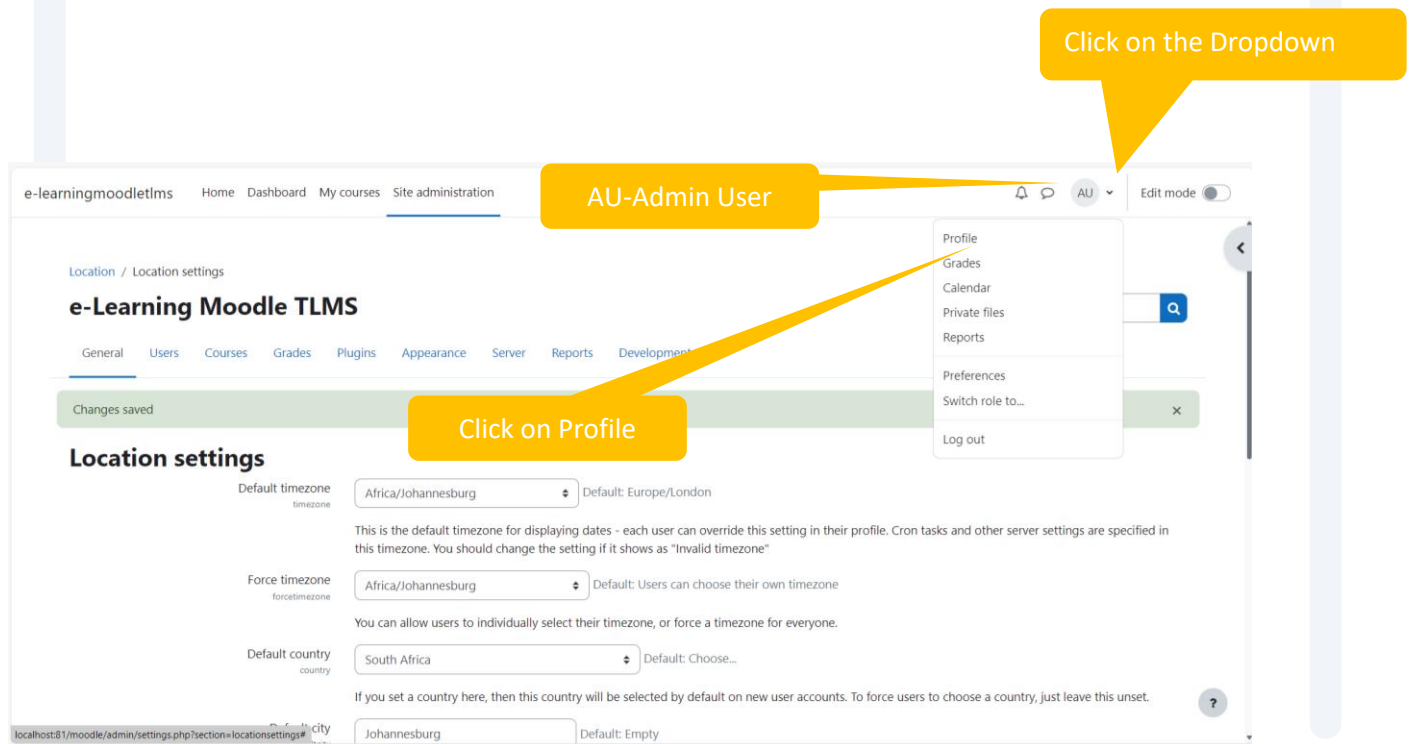


Figure 4.27 Profile Setting

Note: Before you change the profile settings, the default name is going to be **Admin User** indicated by the initials **AU**. Then click on Profile.

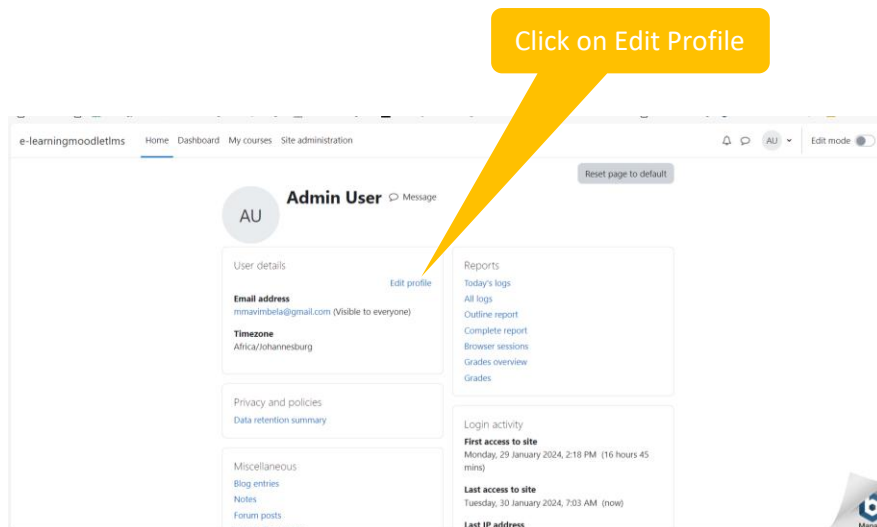


Figure 4.28 Profile Setting

education
DEPARTMENT OF EDUCATION
MPUMALANGA PROVINCE

e-learningmoodlelms Home Dashboard My courses Site administration

References / Edit profile
Admin User Message

Edit profile

▼ General

Username: maximbela

Choose an authentication method: Manual accounts

☐ Suspended account

The password must have at least 8 characters, at least 1 digit, at least 1 upper case letter(s), at least 1 lower case letter(s), at least 1 special character (such as !, ", or #)

New password: Click to enter text

☐ Force password change

First name: Michael

Surname: Maximbela

Email address: mmaximbela@gmail.com

Email display: Allow everyone to see my email address

MoodleNet profile ID:

City/town:

Update your details

Figure 4.29 Profile Setting

Scroll down to the User Picture. Click on **Add** as shown below

e-learningmoodlelms Home Dashboard My courses Site administration

Current picture: None

New picture: Add

Maximum file size: Unlimited, maximum number of files: 1

You can drag and drop files here to add them.

Accepted file types:
Image files to be optimised, such as: bmp, gif, jpg, jpeg, png, png

Picture description:

> Additional names

> Interests

> Optional

Update profile Cancel

Required

Click Add

Figure 4.30 Profile Setting

File picker

- Content bank
- Server files
- Recent files
- Upload a file
- URL downloader
- Private files
- Wikimedia

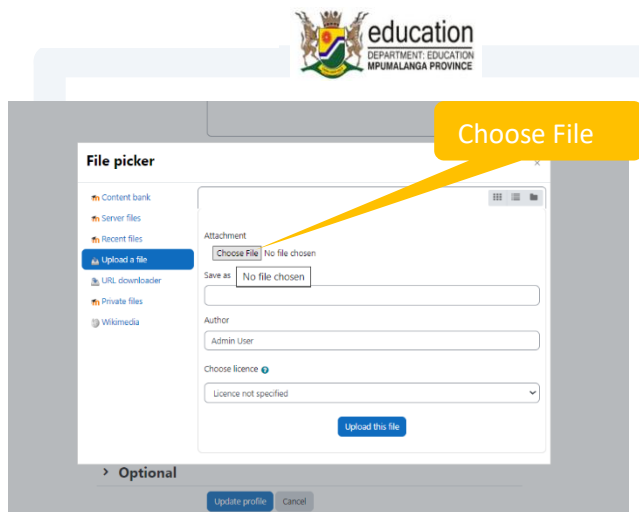
> Optional

Update profile Cancel

Required

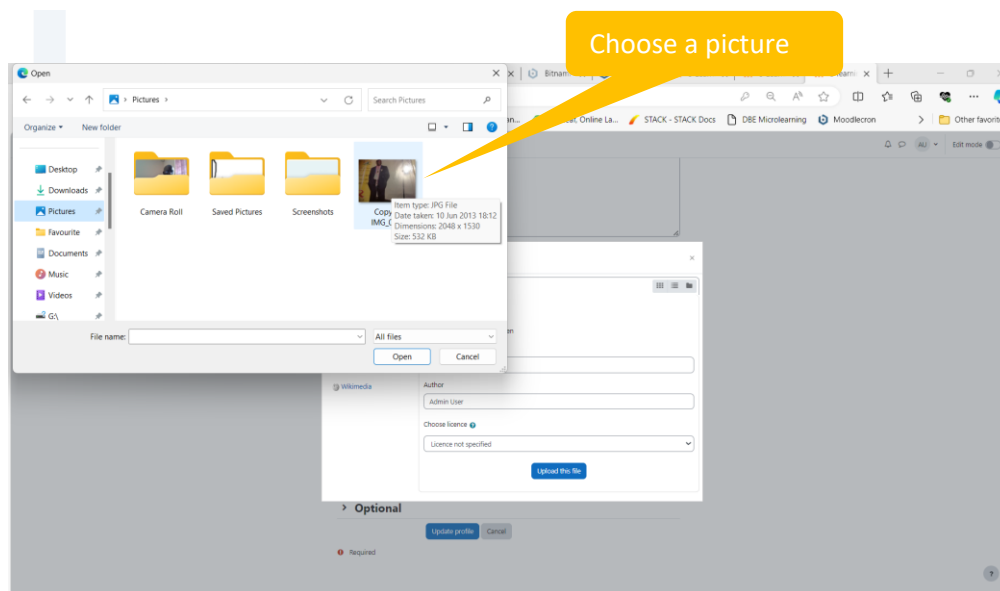
Click upload profile

Figure 4.31 Profile Setting



Select Choose File. Go to where pictures are stored and click on the desired picture.

Figure 4.32 Profile Setting



Select Choose the desired picture you want to use for your profile and click on Open

Figure 4.33 Profile Setting

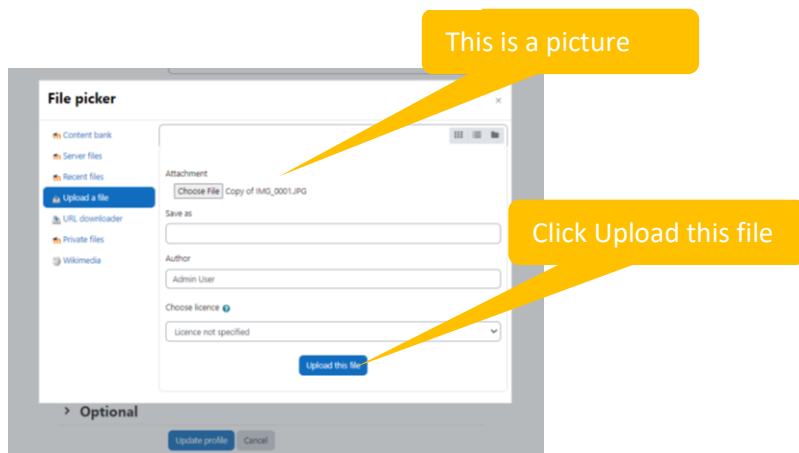


Figure 4.34 Profile Setting

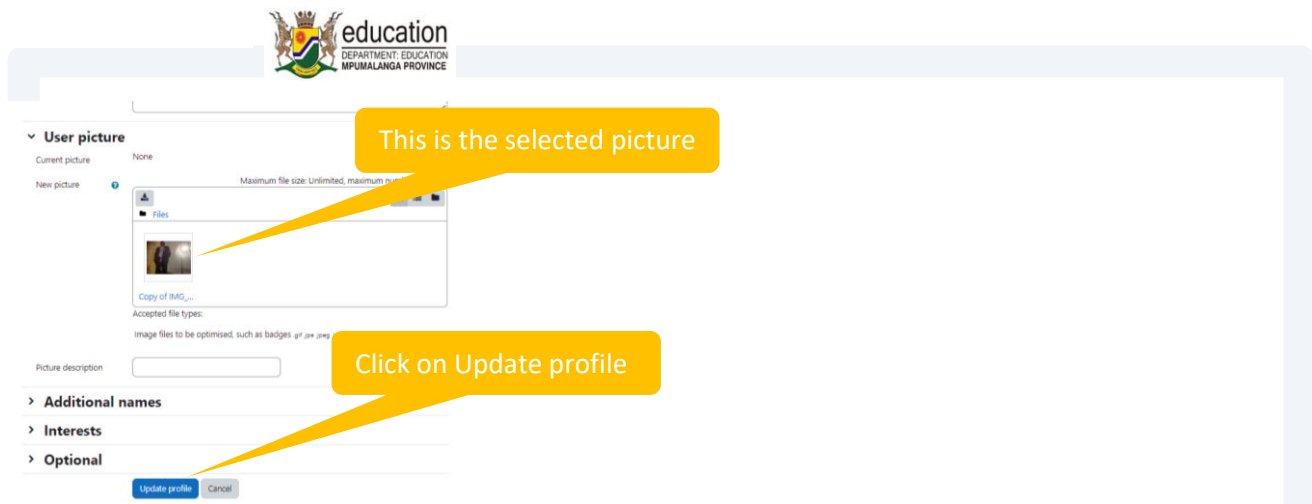


Figure 4.35 Profile Setting

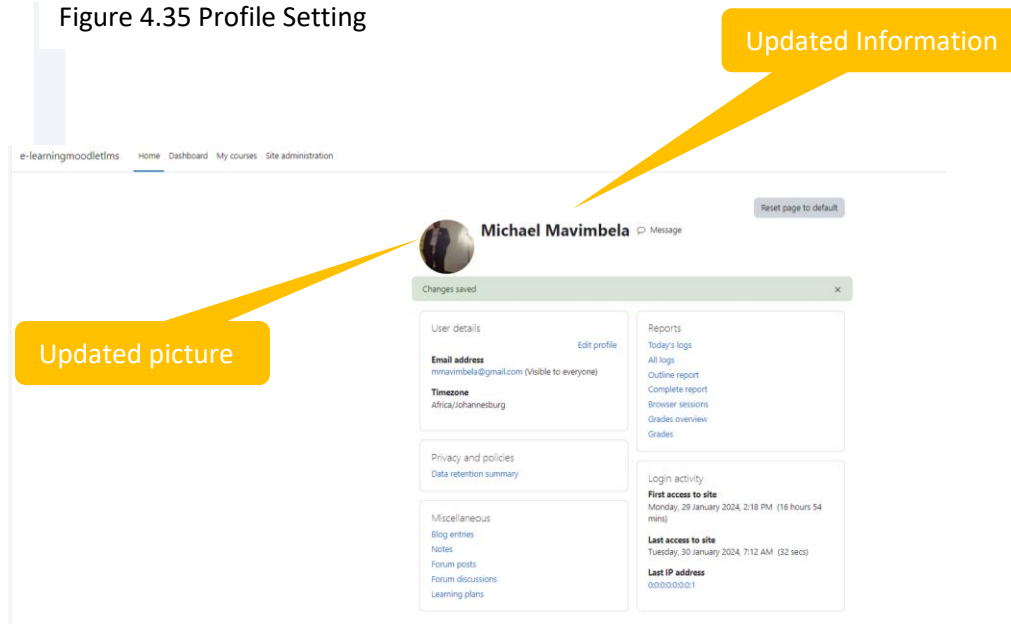
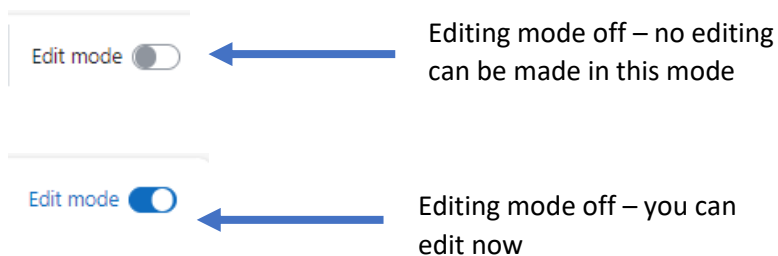


Figure 4.36 Profile Setting

Source: https://www.youtube.com/watch?v=m43k-4Kp_DM

ADDING/REMOVING BLOCKS IN MOODLE LMS.



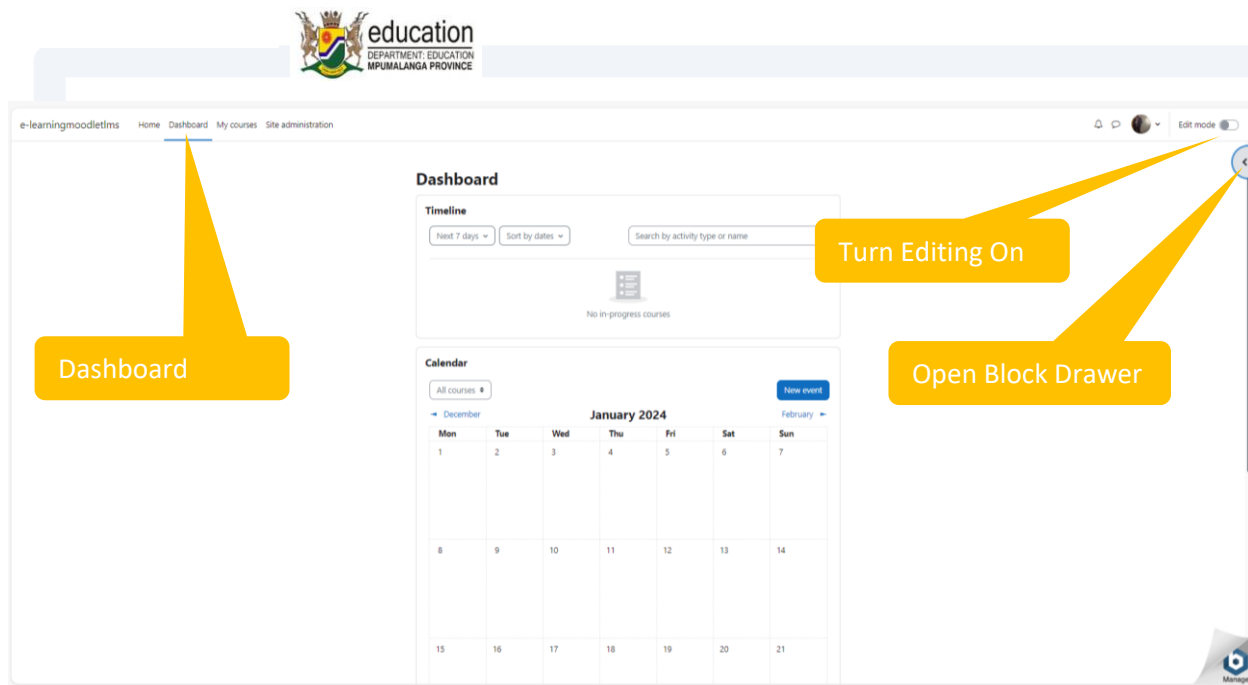


Figure 4.37 Adding Blocks

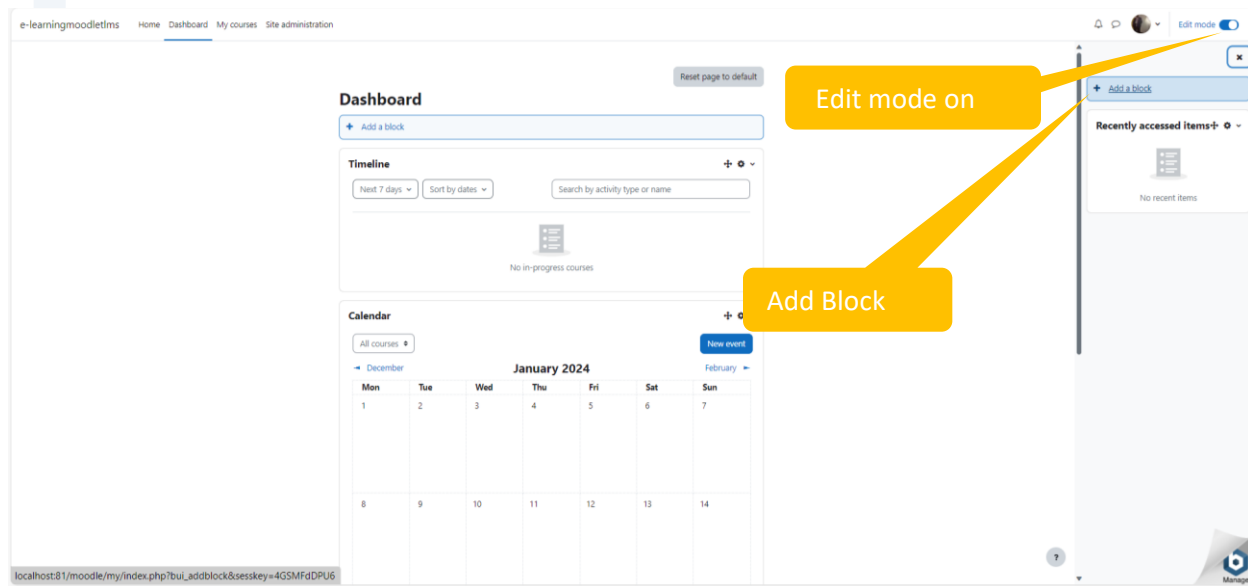


Figure 4.38 Adding Blocks

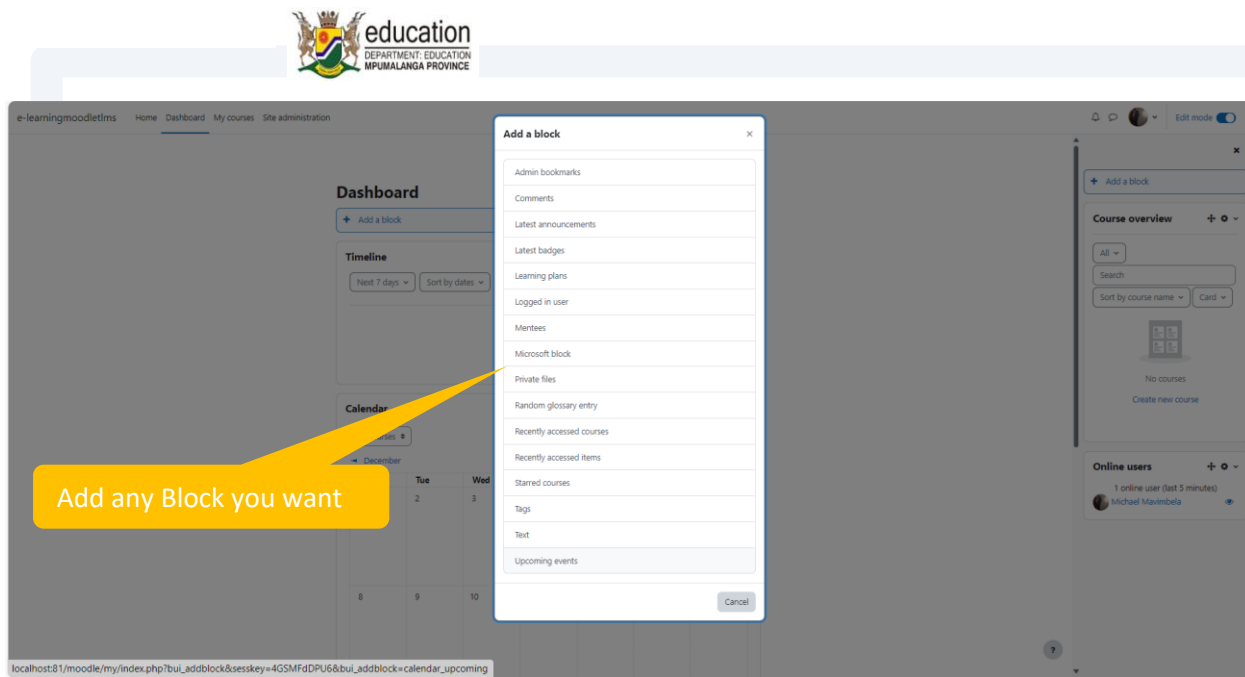


Figure 4.39 Adding Blocks

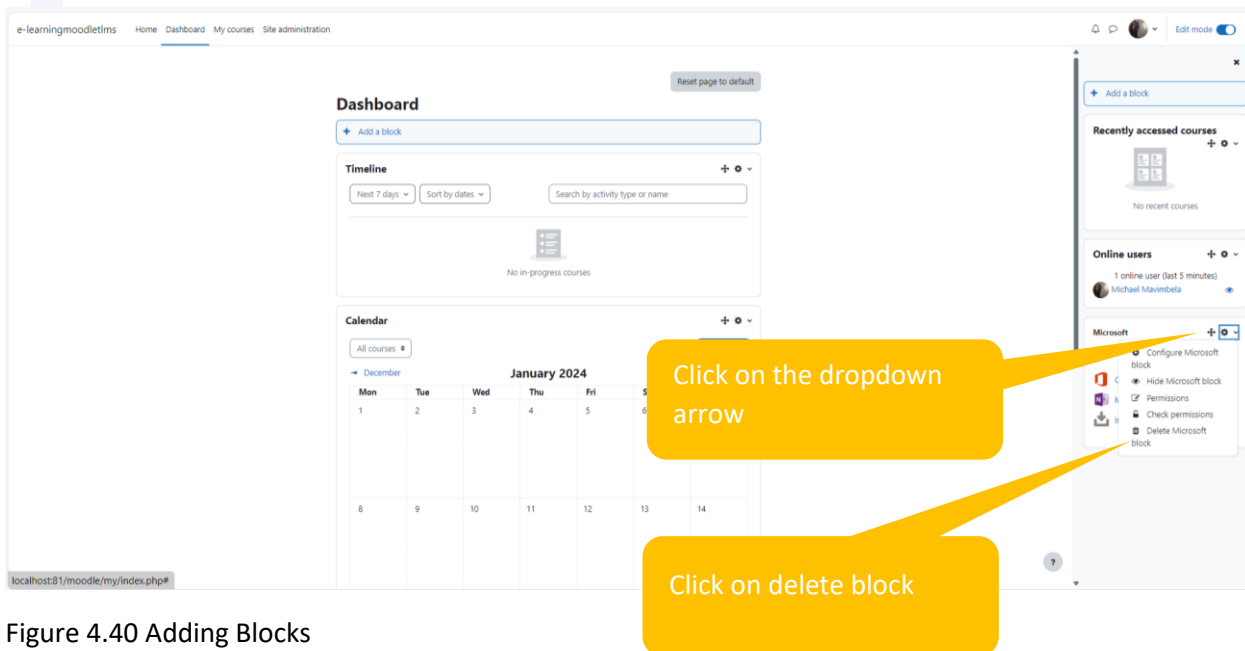
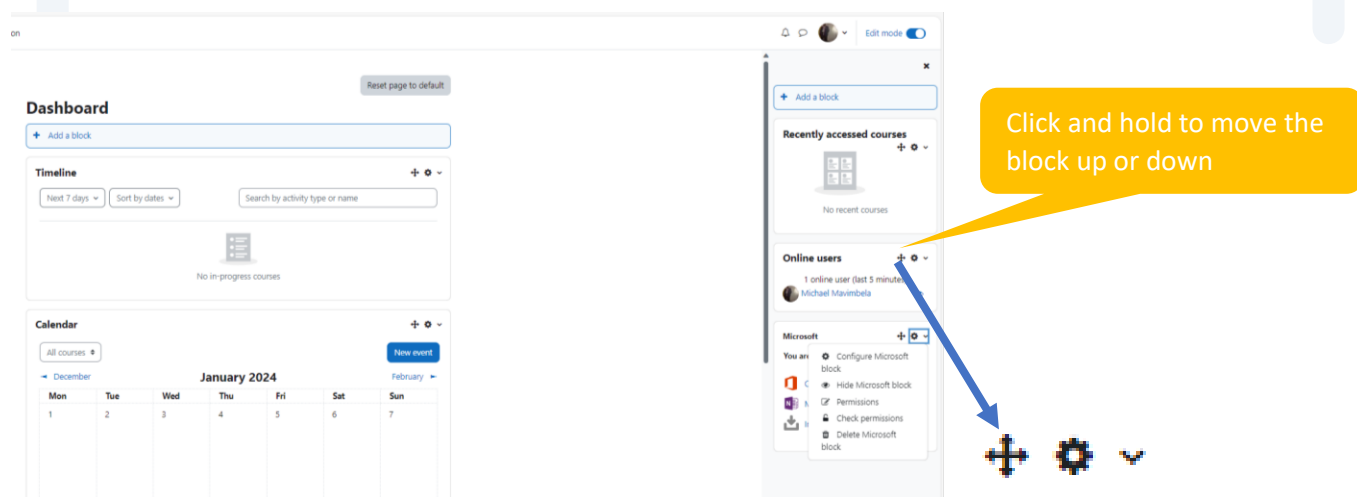
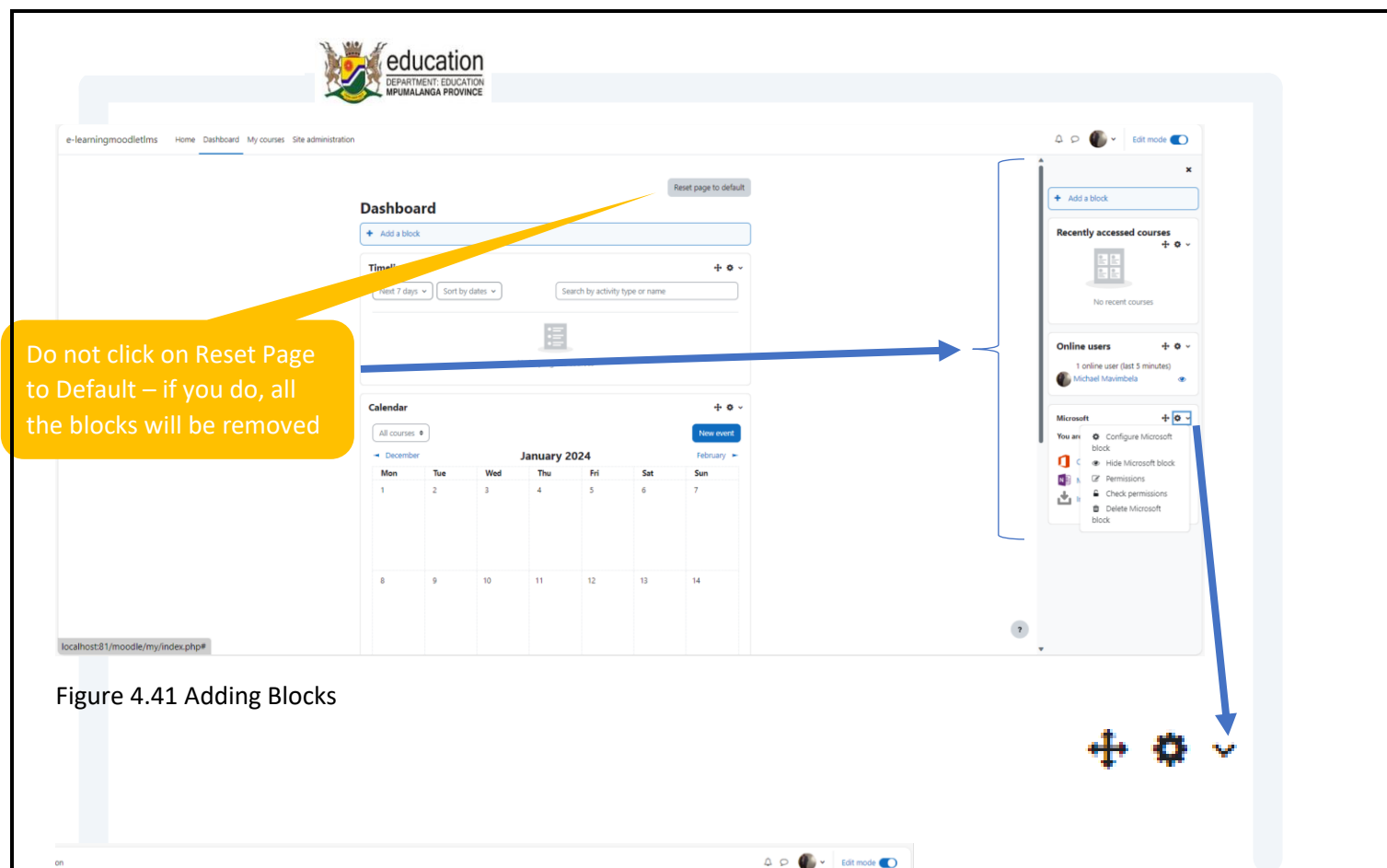


Figure 4.40 Adding Blocks

Warning!

Please DO NOT click on

Reset page to default



Source: <https://www.youtube.com/watch?v=dmns5JWGZ9A>

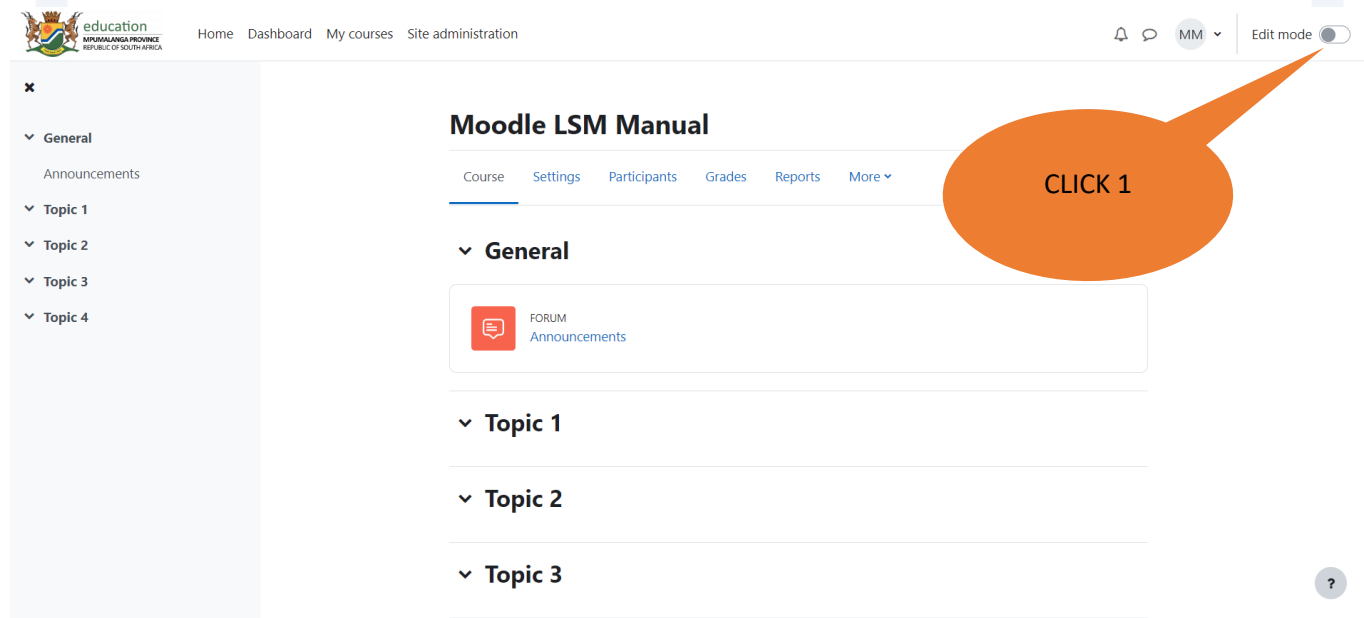
Chapter 5 Managing Courses

Watch this video <https://youtu.be/g6mtLYgbSTo>

How to create a Quiz

- The Quiz is a very powerful activity that can meet many teaching needs, from simple, multiple-choice knowledge tests to complex, self-assessment tasks with detailed feedback.
- Questions are created and stored separately in a [Question bank](#) and can be reused in different quizzes.
- When creating a Quiz you can either make the questions first and add them to the Quiz, or add a Quiz activity (as below) and create the questions as you go along.

In this article, we'll show you how to build a quiz in Moodle and how to set it up so users don't cheat and the results are credible.



The screenshot shows the Moodle LSM Manual interface. At the top, there is a navigation bar with links: Home, Dashboard, My courses, and Site administration. On the right, there is a user profile icon (MM) and an 'Edit mode' toggle switch. The main content area is titled 'Moodle LSM Manual' and has tabs for Course, Settings, Participants, Grades, Reports, and More. The 'General' section is expanded, showing a 'FORUM Announcements' block. Below this, there are sections for 'Topic 1', 'Topic 2', and 'Topic 3'. An orange callout bubble with the text 'CLICK 1' points to the 'Edit mode' toggle switch.

Figure 5:1 Managing Courses

Your editing mode is now active

The screenshot shows the Moodle LSM Manual course page. The left sidebar contains a menu with 'General' and 'Topic 1' through 'Topic 4'. The main content area has tabs for 'Course', 'Settings', 'Participants', 'Grades', 'Reports', and 'More'. Under the 'General' tab, there is a 'FORUM Announcements' section and a button to 'Add an activity or resource'. Below this is a 'Topic 1' section, also with an 'Add an activity or resource' button. An orange callout bubble labeled 'CLICK 2' points to the 'Add an activity or resource' button in the 'Topic 1' section.

Figure 5:2 Managing Courses

The screenshot shows the Moodle course page with the 'Add an activity or resource' dialog open. The dialog has tabs for 'All', 'Activities', and 'Resources'. The 'All' tab is selected, showing a grid of activity icons. An orange callout bubble labeled 'CLICK 3' points to the 'Quiz' icon in the grid. The grid includes icons for Assignment, Book, Chat, Choice, Database, External tool, Feedback, File, Folder, Forum, Glossary, H5P, IMS content package, Label, Lesson, Page, Quiz, SCORM package, Survey, URL, Wiki, and Workshop.

Figure 5:3 Managing Courses

education
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Home Dashboard My courses Site administration

education
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REPUBLIC OF SOUTH AFRICA

MM Edit mode

Moodle LSM Manual

Course Settings Participants Grades Reports More

Adding a new Quiz to Topic 1

Expand all

General

Name

Description

A B I

☐ Display description on course page

<https://mpmoodle.dedicated.co.za/Elearning/grade/report/index.php?id=31>

Give it a name 4

Figure 5:4 Managing Courses

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Home Dashboard My courses Site administration

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REPUBLIC OF SOUTH AFRICA

MM Edit mode

Moodle LSM Manual

Course Settings Participants Grades Reports More

Adding a new Quiz to Topic 1

Expand all

General

Name

Description

A B I

☐ 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

☐ Send content change notification

Save and return to course Save and display Cancel

Save and Display 5

Figure 5:5 Managing Courses

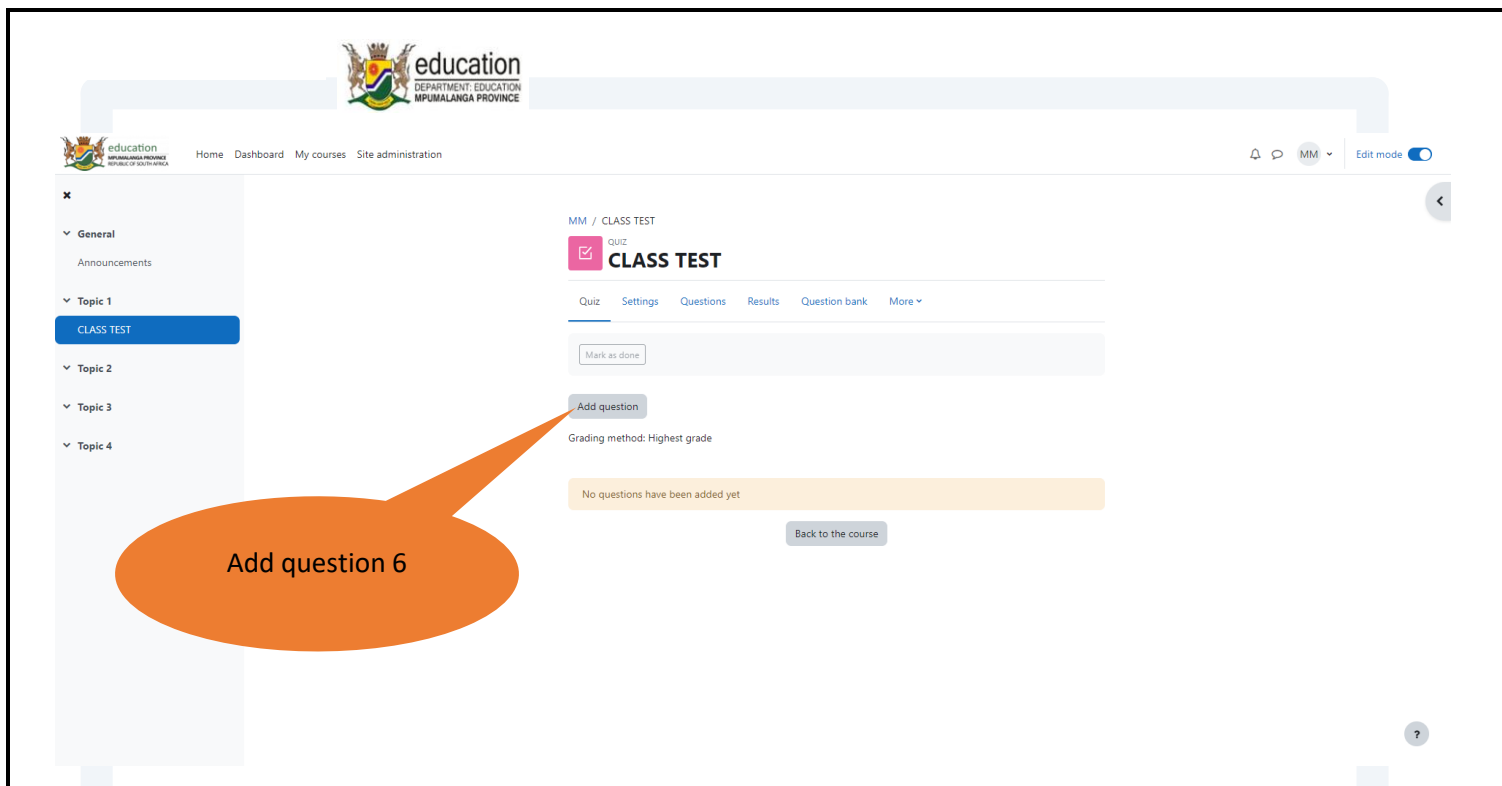


Figure 5:6 Managing Courses

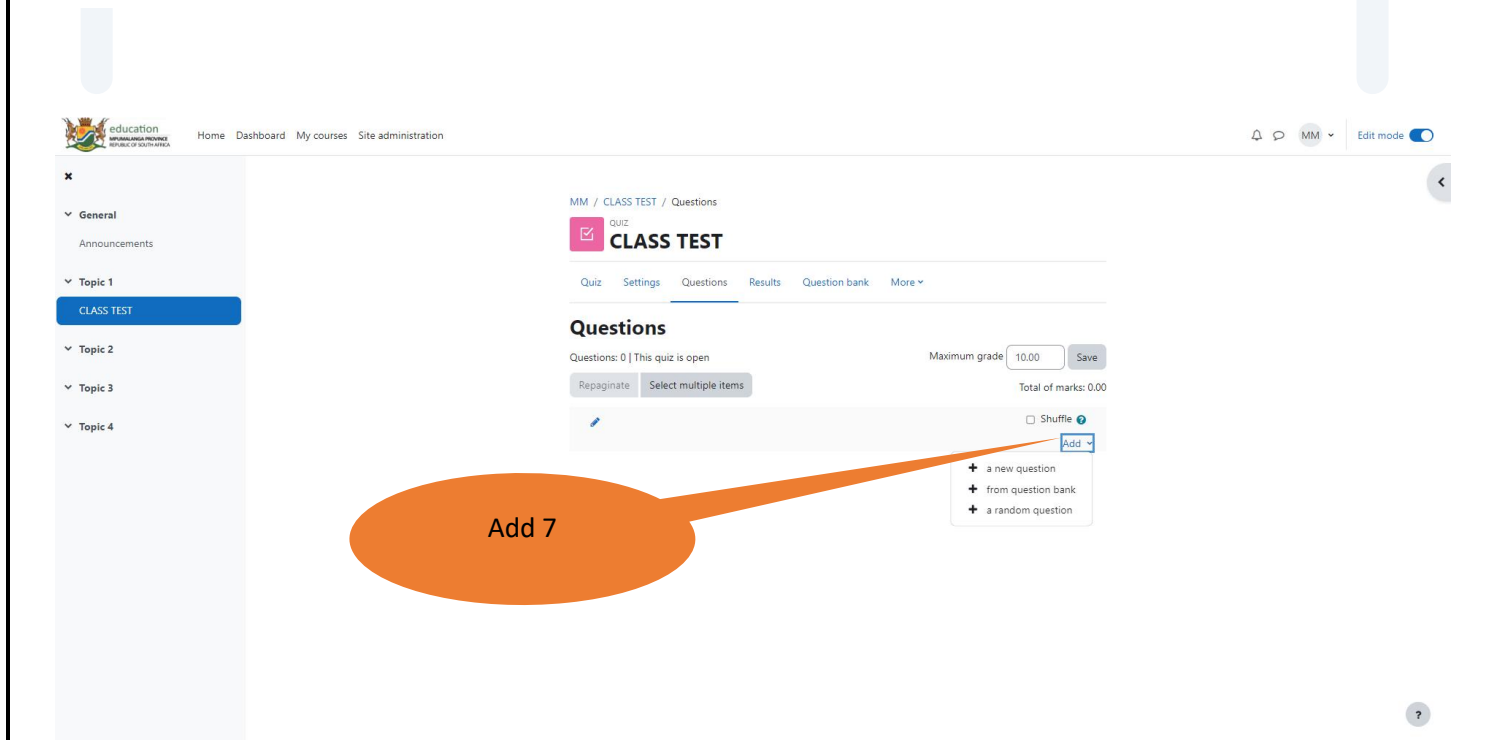


Figure 5:7 Managing Courses

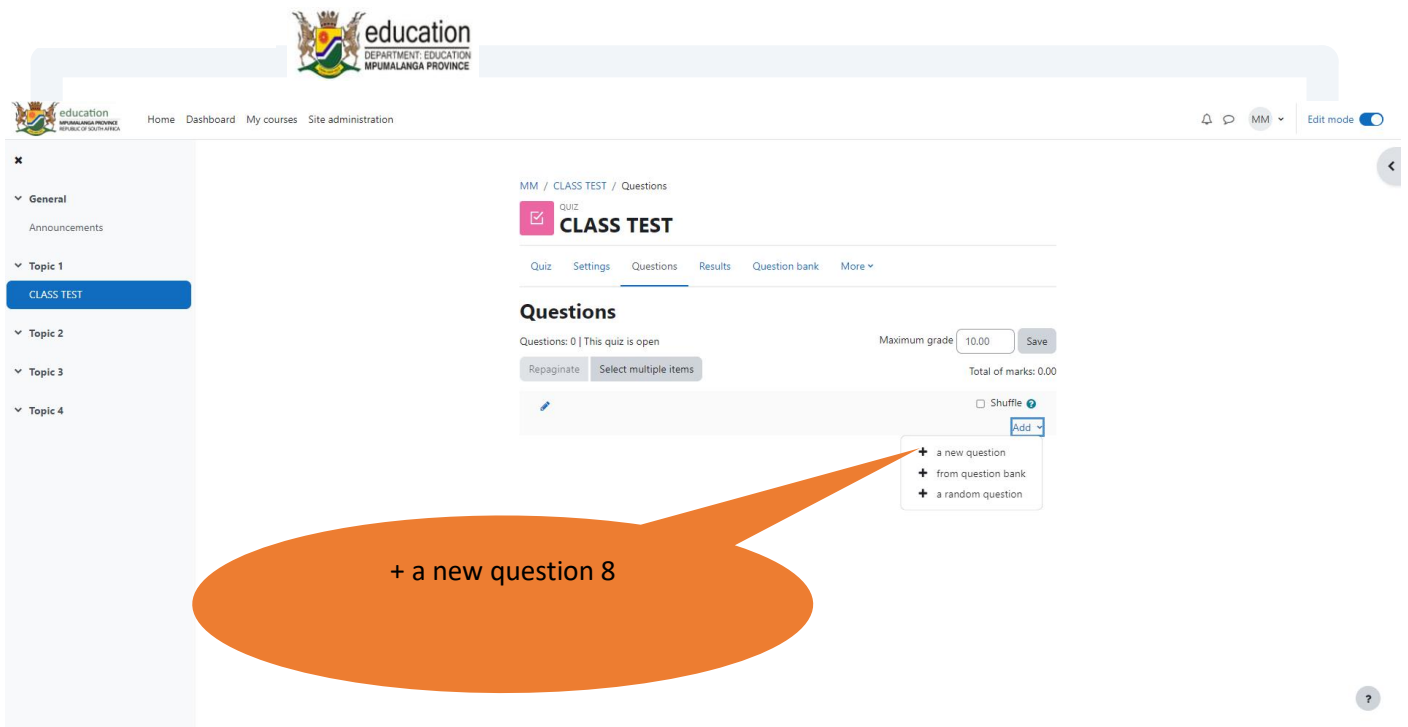


Figure 5:8 Managing Courses

Choose a question type, like True of False

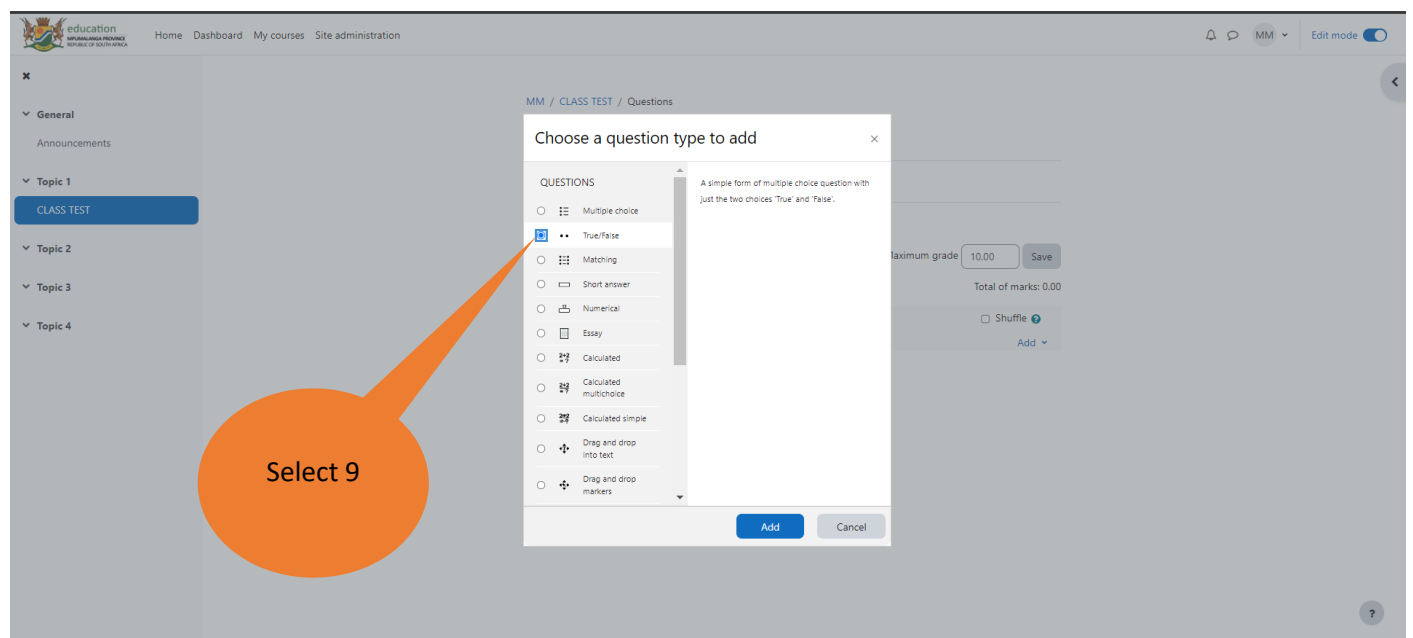


Figure 5:9 Managing Courses

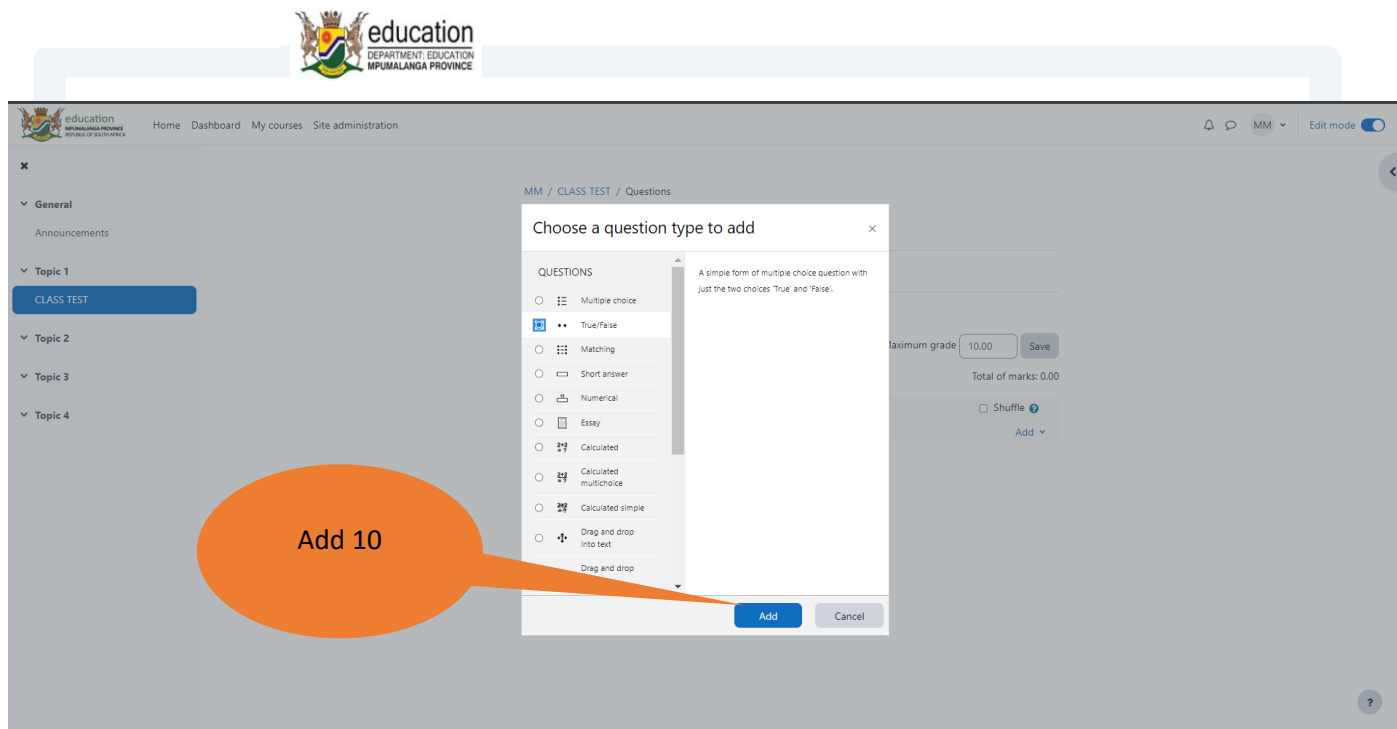


Figure 5:10 Managing Courses

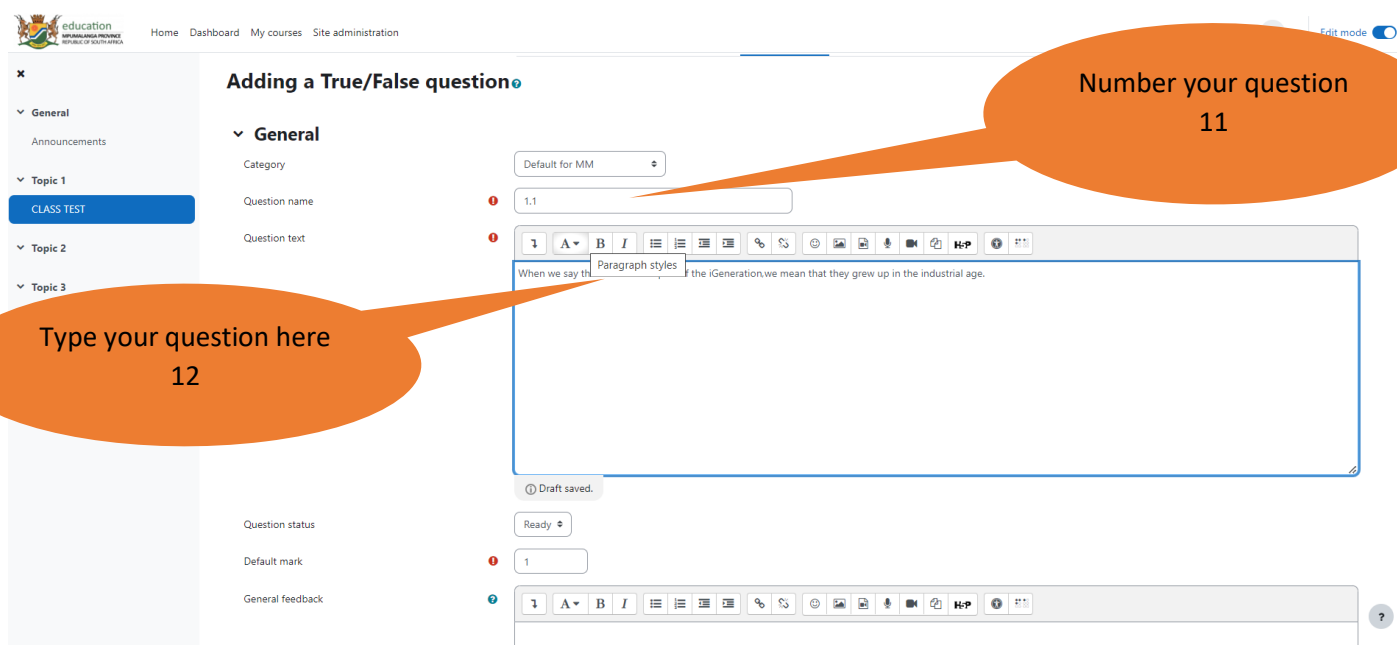


Figure 5:11 Managing Courses

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Home Dashboard My courses Site administration

MM Edit mode

Adding a True/False question

General

Category: Default for MM

Question name: 1.1

Question text: When we say the iGeneration, we mean that they grew up in the industrial age.

Question status: Ready

Default mark: 1

General feedback:

Default mark is 1, you can increase 13

Figure 5:12 Managing Courses

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Home Dashboard My courses Site administration

MM Edit mode

Managing Courses

Default mark: General feedback

ID number:

Correct answer: 14

Feedback for the response 'True':

Feedback for the response 'False':

Multiple tries:

Tags:

Save changes and continue editing

Save changes Cancel

Required

Change according to the correct answer 14

Figure 5:13 Managing Courses

Figure 5:14 Managing Courses

.. 1.1 Version 1 (latest)

Question 1

Not yet answered

Marked out of 2.00

When we say that learners are part of the iGeneration, we mean that they grew up in the industrial age.

Select one:

- ☐ True
- ☐ False

Start again

Save

Fill in correct responses

Submit and finish

Close preview

▶ Comments

Expand >

> Preview options

> Display options

Technical information ▶

Question custom fields

Figure 5:15 Managing Courses

If you want to add another True or False question, start from step 8 to step 15

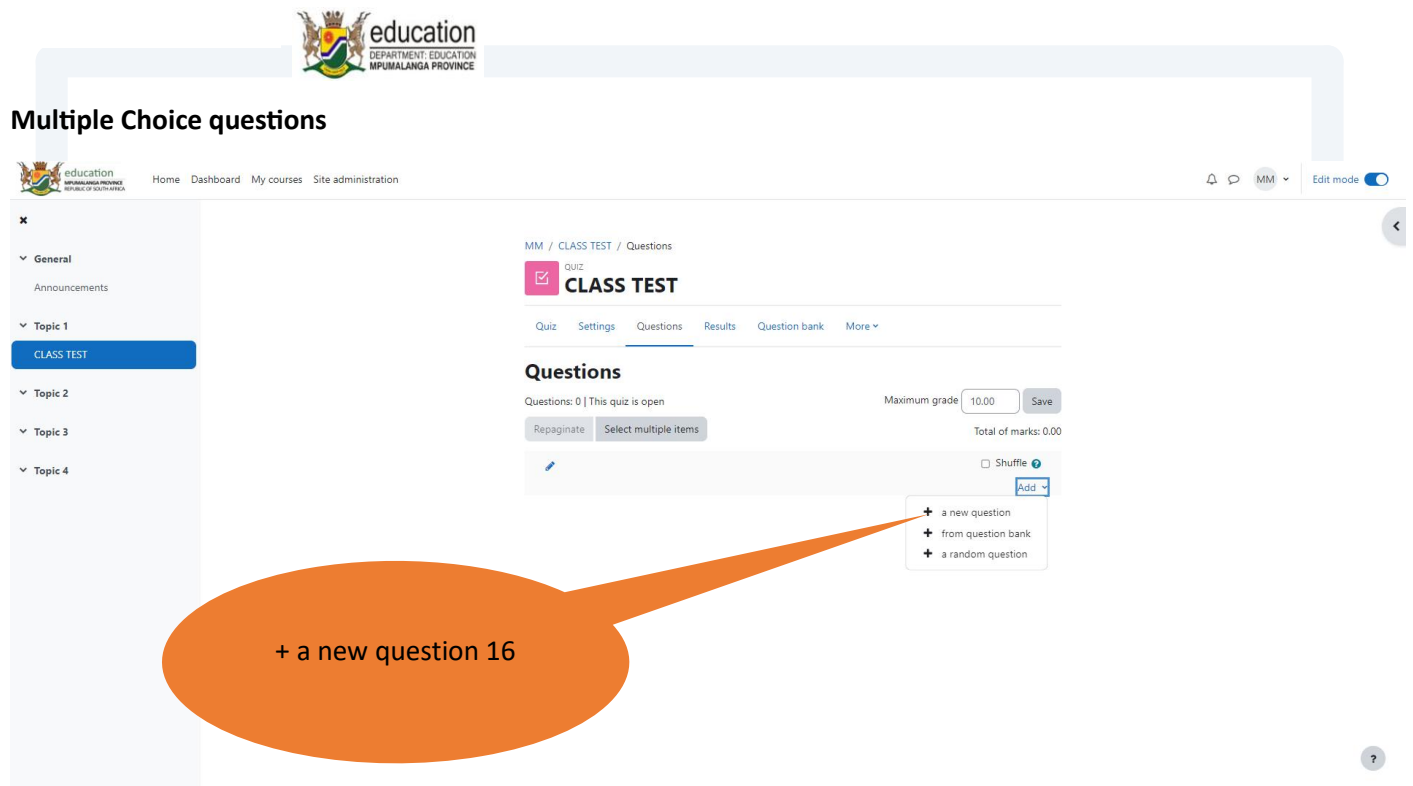


Figure 5:16 Managing Courses

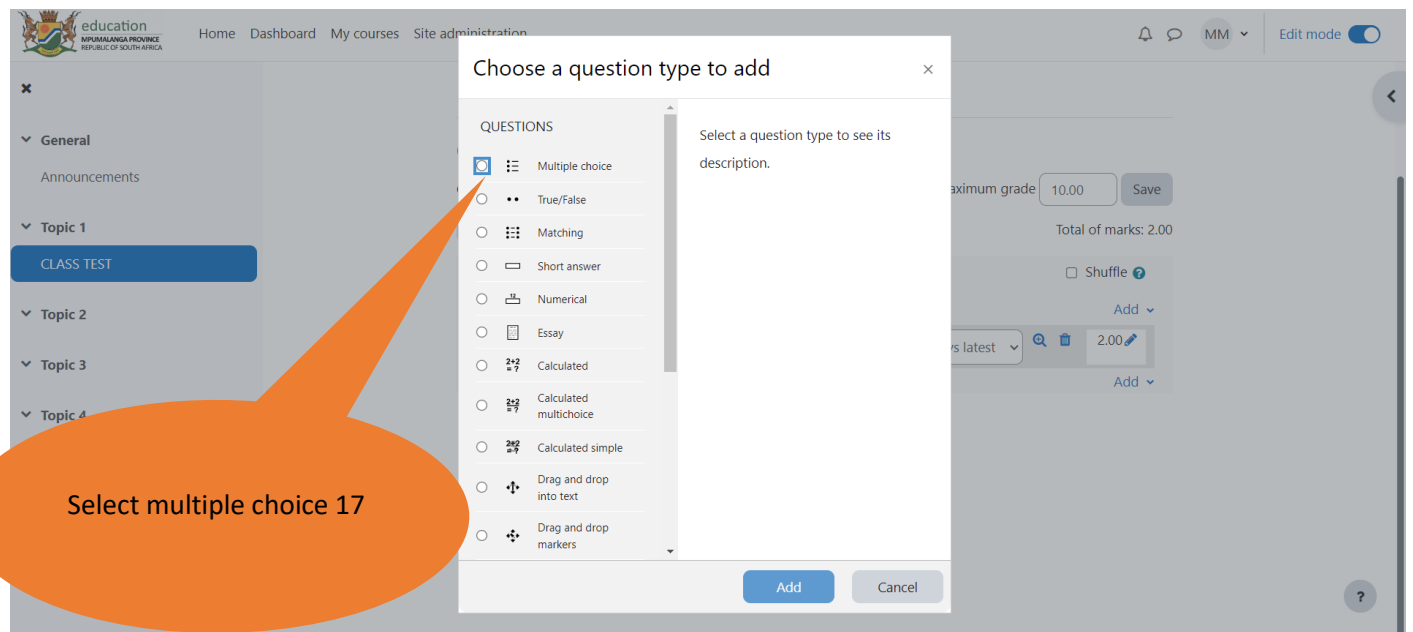


Figure 5:17 Managing Courses

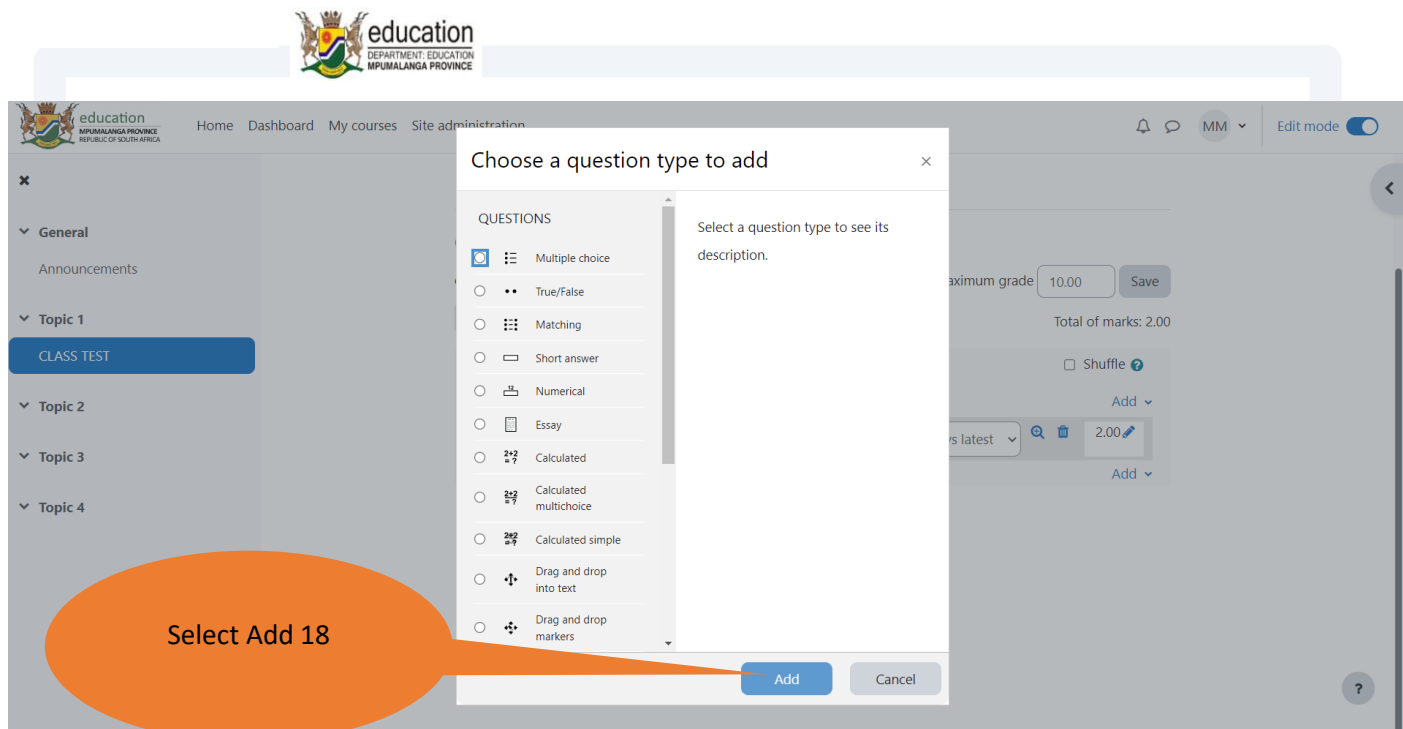


Figure 5:18 Managing Courses

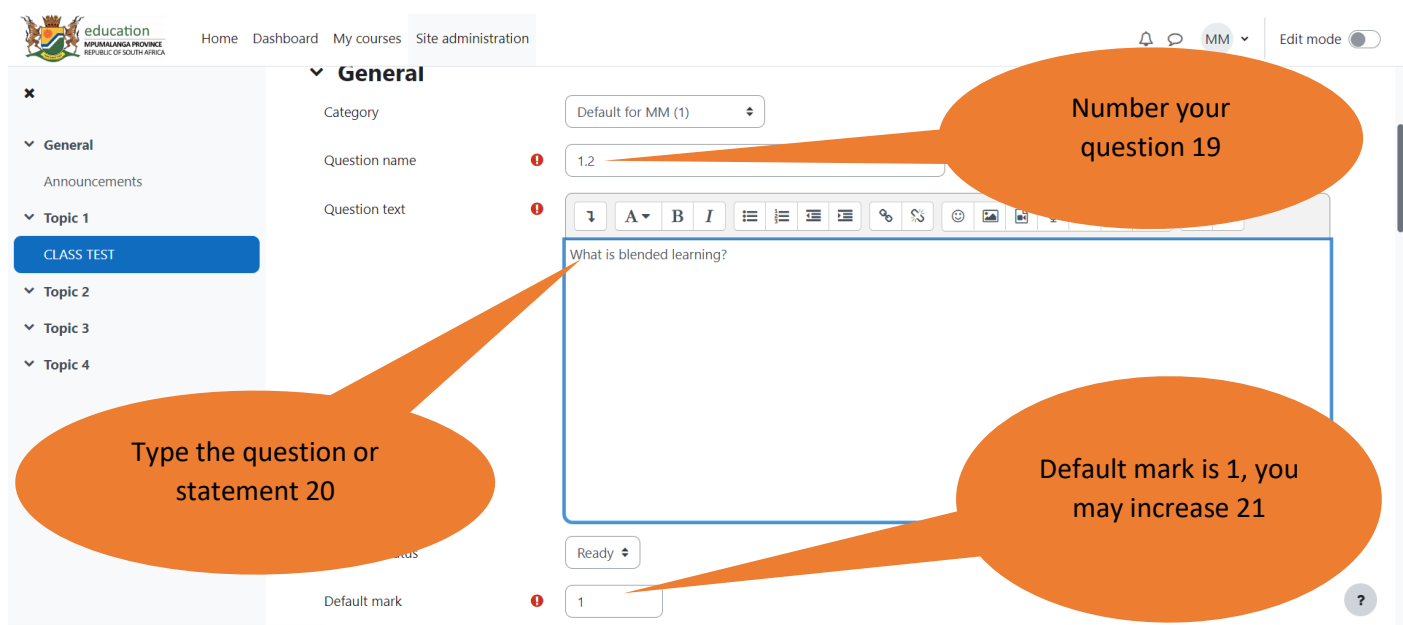


Figure 5:19 Managing Courses

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gertsibande

Admin User

General feedback

ID number

One or multiple answers?

One answer only

Shuffle the choices?

A, B, C, ...

The teaching takes place at school and the learning takes place at home.

Manage

To avoid cheating enable shuffle 23

Choose whether it's one or two answers which are correct 22

Figure 5:20 Managing Courses

Choice 1 up 4 must type in the space provided with the corresponding grade if it's a correct answer

gertsibande

Answers

Choice 1

Grade

Feedback

Choice 2

Grade

Feedback

Choice 3

Grade

Feedback

Choice 4

Grade

Feedback

100%

First choice

Second choice

Third choice

Fourth choice

Correct answer, we grade it to 100%

Figure 5:21 Managing Courses

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gertsibande

Admin User

DBEMSCS

Participants

Badges

Competencies

Grades

General

Topic 1

Topic 2

Topic 3

Topic 4

Dashboard

Site home

Calendar

Private files

My courses

IMSTAT

Site administration

Grade

None

Feedback

Choice 4

Grade

100%

Feedback

blanks for 3 more choices

Combined feedback

Multiple tries

Tags

Created / last saved

Save changes and continue editing

Preview

Save changes

Cancel

There are required fields in this form marked .

Moodle Docs for this page

You are logged in as Admin User (Log out)

Manage

Save changes

24

Figure 5:22 Managing Courses

1.1 Version 1 (latest)

Question 1

Not yet answered

Marked out of 1.00

What is blended learning?

Select one:

- ☐ A. Teaching and learning take place both online and in a physical space.
- ☐ B. The teaching takes place at school and the learning takes place at home.
- ☐ C. The teacher uses educational videos as the only way
- ☐ D. The learners can choose which topic they want to do next.

Start again

Save

Fill in correct responses

Submit and finish

Close preview

Comments

Expand all

Preview options

Display options

Figure 5:23 Managing Courses

If you want to add another Multiple-choice question, start from step 16 to step 24

Matching

The screenshot shows the Moodle 'Questions' page. On the left is a sidebar with a tree view containing 'General', 'Topic 1' (with a 'CLASS TEST' button), 'Topic 2', 'Topic 3', and 'Topic 4'. The main content area is titled 'Questions' and shows 'Questions: 2 | This quiz is open'. It includes controls for 'Maximum grade' (10.00), 'Save', 'Repaginate', and 'Select multiple items'. Below, it lists two questions on 'Page 1' and 'Page 2'. An orange callout bubble points to the 'Add' dropdown menu, which contains the options: '+ a new question', '+ from question bank', and '+ a random question'. The bubble contains the text '+ a new question 26'.

Figure 5:24 Managing Courses

This screenshot shows the 'Choose a question type to add' dialog box overlaid on the Moodle interface. The dialog lists various question types: Multiple choice, True/False, Matching, Short answer, Numerical, Essay, Calculated, Calculated multichoice, Calculated simple, Drag and drop into text, and Drag and drop markers. An orange callout bubble points to the 'Matching' option, with the text 'Matching 26'. Another orange callout bubble points to the 'Add' button at the bottom of the dialog, with the text 'Add 27'.

Figure 5:25 Managing Courses

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Home Dashboard My courses Site administration

QUIZ **CLASS TEST**

Quiz Settings Questions Results Question bank More

Adding a Matching question

Expand all

General

Category Default for MM (2)

Question name 1.3

Question text Match Column A with statement in Column B

Give the instruction here 29

Number your question 28

Figure 5:26 Managing Courses

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Home Dashboard My courses Site administration

Managing Courses

Question status Ready

Default mark 10

General feedback

ID number

Shuffle

Allocate marks 30

Shuffle 31

Figure 5:27 Managing Courses

NB: Each statement in Column A must be provided with the correct answer

The screenshot shows the 'Managing Courses' interface. On the left, there is a sidebar with 'CLASS TEST' selected. The main area displays a list of questions and answers. Callouts point to specific elements: 'Column A statement' points to the question text, 'Column A statements' points to the question text, 'Correct answer' points to the answer text, and 'Correct answer' points to the answer text.

Question	Answer
Question 1 knowledge of how to teach a specific subject	CK
Question 2 knowledge of how learners learn	PK
Question 3 knowledge of how to use technology to explore the content of a subject	TCK

Figure 5:28 Managing Courses

This will be limited by the number of Column A statements

The screenshot shows a detailed view of a question and answer. Callouts point to specific elements: 'You can add more' points to the 'Blanks for 3 more questions' button, and 'Save changes 13' points to the 'Save changes' button.

Blanks for 3 more questions

Save changes and continue editing

Save changes Cancel

Figure 5:29 Managing Courses

1.3 Version 1 (latest)

Question 1
Not yet
answered
Marked out of
16.00

Match Column A with statement in Column B

knowledge of how to use technology to explore the content of a subject

Choose...

knowledge of how to teach a specific subject

Choose...

knowledge of how learners learn

Choose...

Start again

Save

Fill in correct responses

Submit and finish

Close preview

Comments

Expand all

> Preview options

> Display options

Technical information

Question custom fields

Figure 5:30 Managing Courses

Gap Fill

- is an exercise in which words are removed from a text and replaced with spaces.

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Home Dashboard My courses Site administration

CLASS TEST

Quiz Settings Questions Results Question bank More

Questions

Questions: 3 | This quiz is open Maximum grade 10.00 Save

Repaginate Select multiple items Total of marks: 19.00

Shuffle

Page 1

1 1.1 When we say that learners are part of the ... Always latest 2.00

Page 2

2 1.1 What is blended learning? Always latest 1.00

Page 3

3 1.3 Match Column A with statement in Column B Always latest 16.00

+ a new question 32

+ a new question
+ from question bank
+ a random question

Figure 5:31 Managing Courses

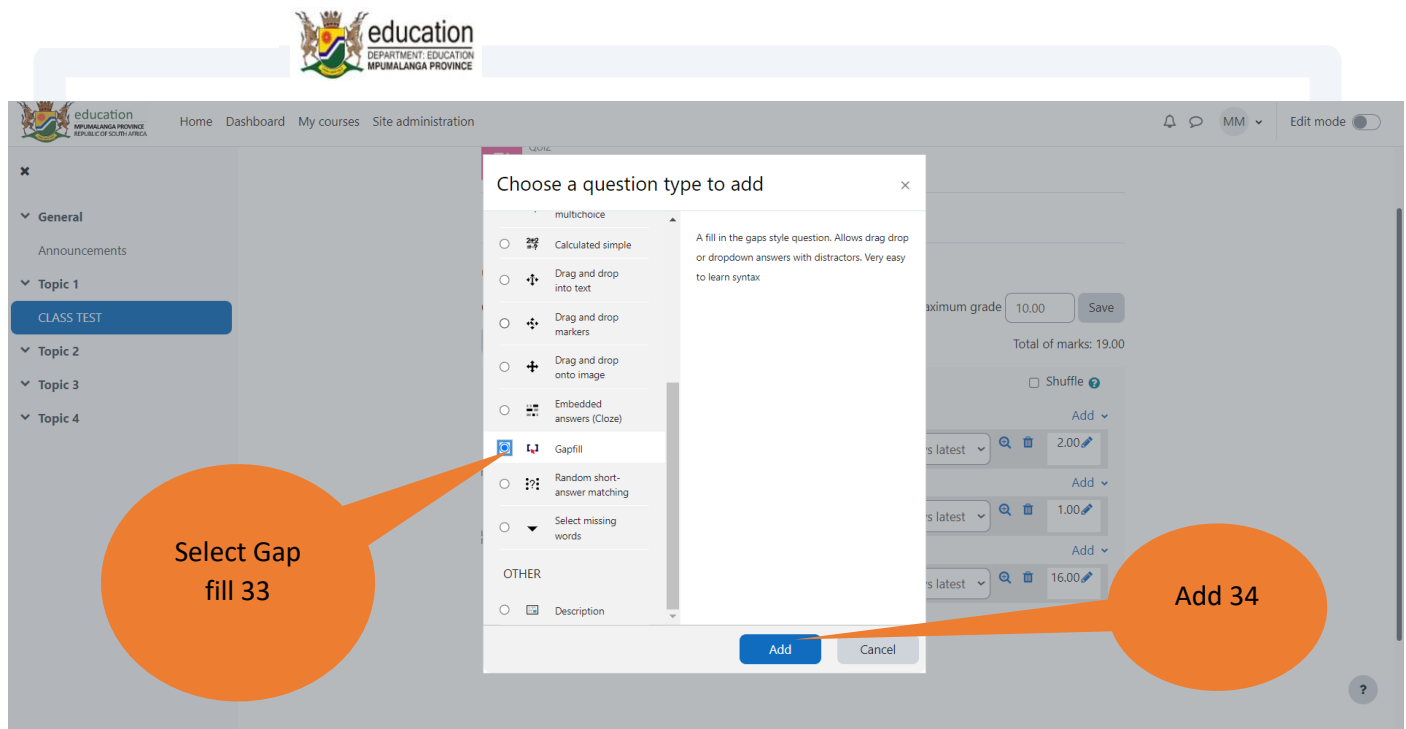


Figure 5:32 Managing Courses

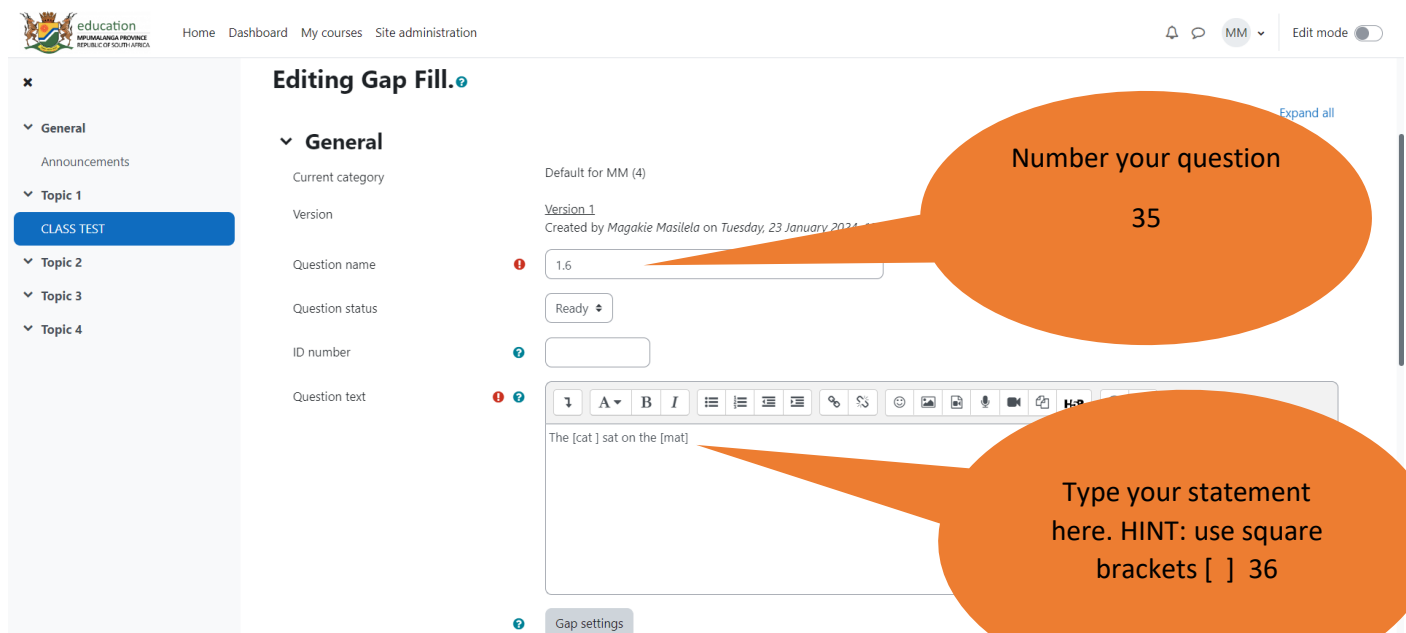


Figure 5:33 Managing Courses

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Home Dashboard My courses Site administration

MM Edit mode

Distractors.

General feedback

More Options.

Combined feedback

Multiple tries

Tags

Save changes and continue editing

Save changes Cancel

Save changes 37

Figure 5:34 Managing Courses

1.6 Version 2 (latest)

Question 1

Not yet answered

Marked out of 2.00

cat mat

The cat sat on the mat

Start again Save Fill in correct responses Submit and finish Close preview

Comments

Expand all

Preview options

Display options

Technical information

Question custom fields

Figure 5:35 Managing Courses

Short Answer

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Home Dashboard My courses Site administration

MM Edit mode

Repaginate Select multiple items Total of marks: 21.00

Shuffle

Page 1
1 1.1 When we say that learners are part of the ... Always latest 2.00

Page 2
2 1.1 What is blended learning? Always latest 1.00

Page 3
3 1.3 Match Column A with statement in Column B Always latest 16.00

Page 4
4 1.6 The [cat] sat on the [mat] Always latest 2.00

+ a new question
+ from question bank
+ a random question

+ a new question 38

Figure 5:36 Managing Courses

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Home Dashboard My courses Site administration

MM Edit mode

Total of marks: 21.00

Shuffle

Choose a question type to add

QUESTIONS

- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multichoice
- Calculated simple
- Drag and drop into text
- Drag and drop markers

Allows a response of one or a few words that is graded by comparing against various model answers, which may contain wildcards.

Add Cancel

Short answer 39

Add 40

Figure 5:37 Managing Courses

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Home Dashboard My courses Site administration

Adding a short answer question

General

Announcements

Topic 1
CLASS TEST

Topic 2

Topic 3

Topic 4

General

Category

Question name

Question text

Default for MM (4)

1.7

The part that is considered to be the brains of a computer is

Ready

2

Number your question 41

Type your statements here with blank space 42

Default mark 43

Figure 5:38 Managing Courses

gertsibande

ID number

Case sensitivity

Correct answers

Answers

Answer 1

Feedback

Answer 2

Answer 3

Case sensitivity

No, case is unimportant

CPU

Central Processing Unit

Motherboard

Grade

Grade

Grade

Possible answer

Possible answer

Possible answer

Case sensitivity

"No, case is unimportant"

Grade

Grade

Grade

Figure 5:39 Managing Courses

Figure 5:40 Managing Courses

1.7 **Version 2 (latest)**

Question 1

Not yet answered

Marked out of 2.00

The part that is considered to be the brains of a computer is

Start again

Save

Fill in correct responses

Submit and finish

Close preview

▶ Comments

Expand all

▶ Preview options

▶ Display options

Technical information ▶

Question custom fields

If you want to add more short answer question start from step 38 up to step 44

Figure 5:41 Managing Courses

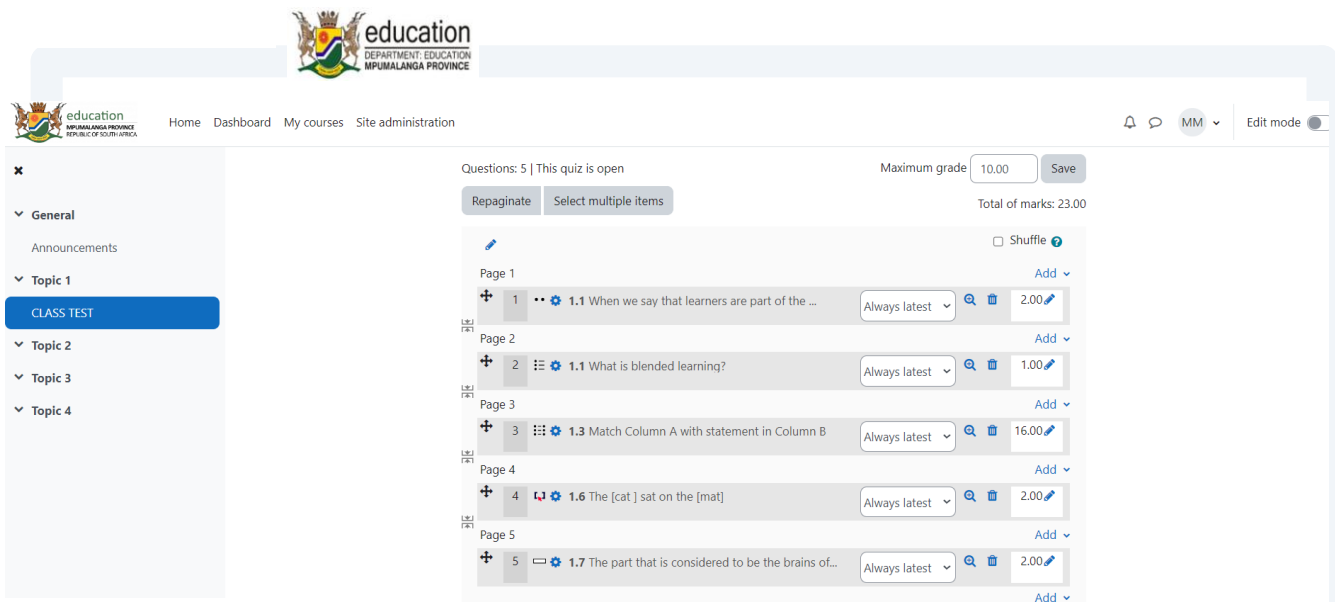


Figure 5:42 Managing Courses

Add Events to the Calendar

When due dates are set from within an activity such as an assignment they are automatically added to the Calendar. Not all activity types automatically add due dates to the Course calendar, but users can manually add events, or import events from an external calendar system such as Google Calendar

To add events manually:

1. To create a new calendar event:
 - In the *Upcoming events* block, click **New event...** (at bottom).
 - or -
 - In the *Calendar* block, click the **month title**, and when the Calendar opens, click **New event** (top-right).

The *New event* page will open.
2. Select the type of event (**Course**, **Group**, or **User**). Anyone can create a **user event**, but only instructors can create **Course** or **Group** events.

Note: To create a **Group** event, groups must already be set up in a course. After selecting **Group** as the type of event in the *Group event* field, select the specific group.
3. In the *Event title* field, enter a **name** for the event.
4. (Optional) In the *Description* field, enter a **brief description** of the event.
5. For *Date*, select the **date** and **start-time** for the event.
6. Click **Save changes** and the course calendar will open displaying the new event.

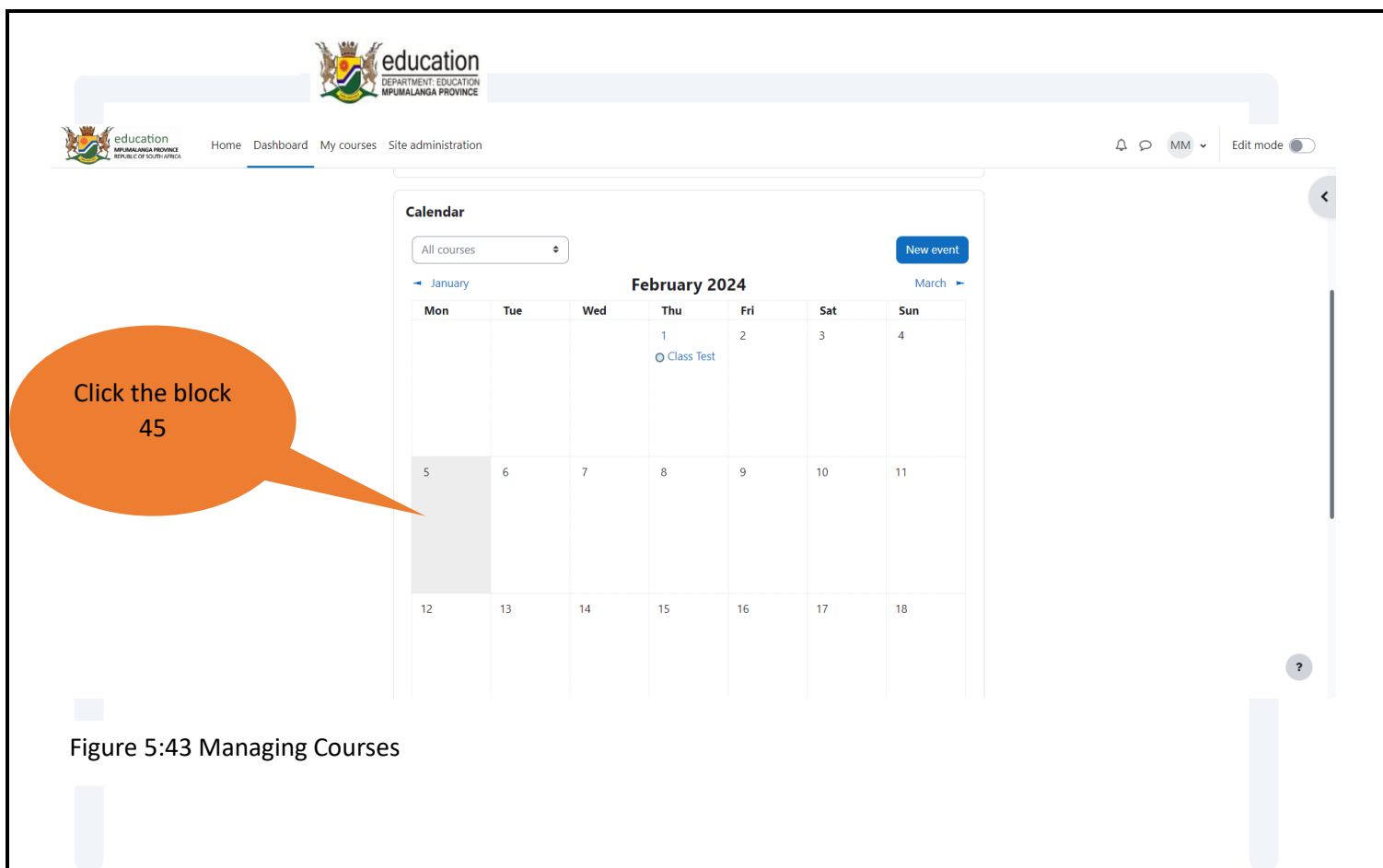


Figure 5:43 Managing Courses

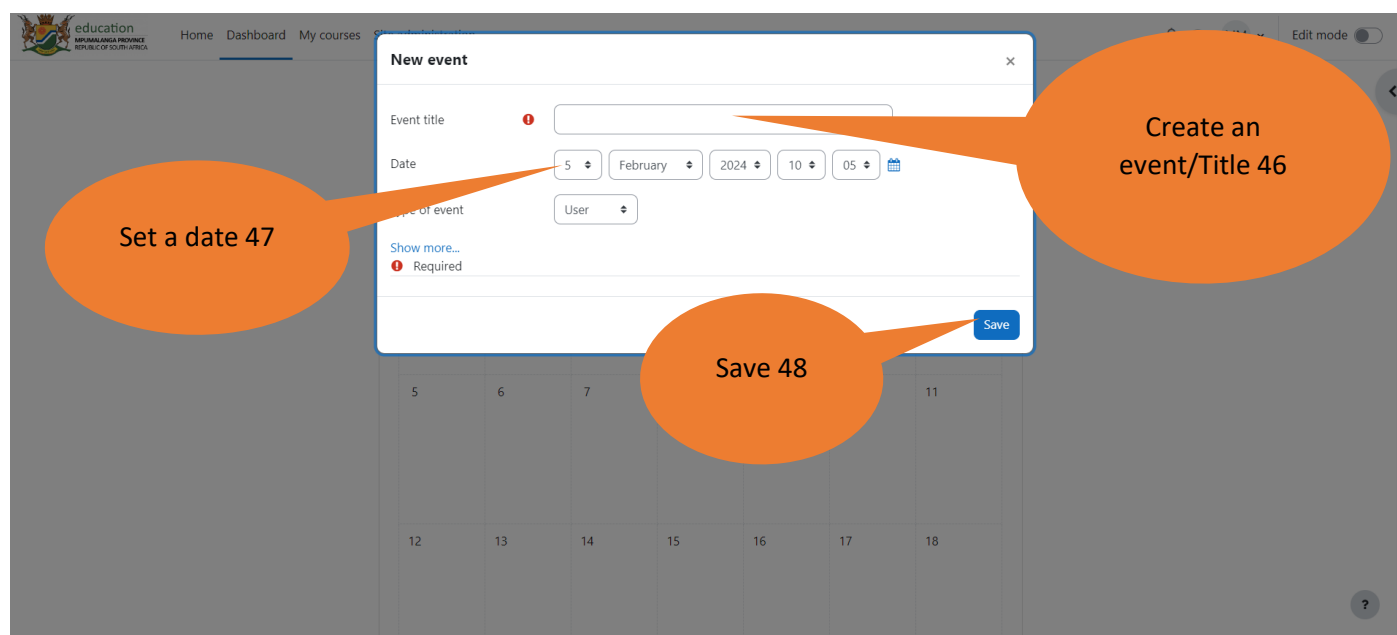


Figure 5:44 Managing Courses

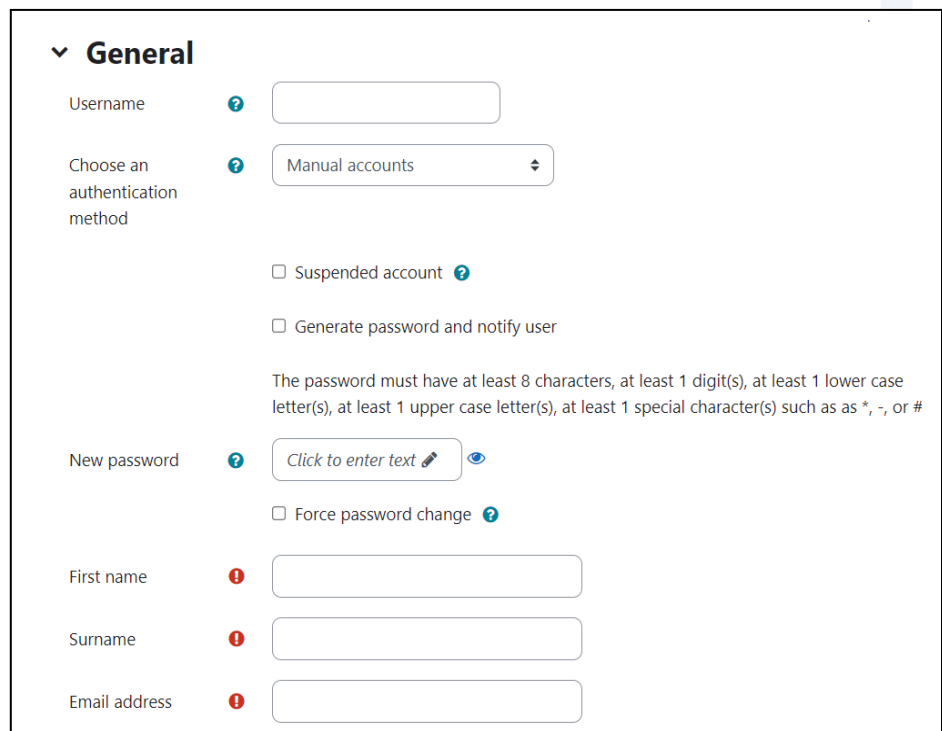
Chapter 6 Register Users

6.1. Introduction

In this module you will learn about the process of how to register users in the Moodle LMS Platform.

A user refers to any person who is granted a permission to access the platform and engages in any form of activity in the platform. Access to the platform is granted by registering the user and provide him/her with the login credentials which include **username** and **password**. Personal details of each user need to be captured into the system by the **Administrator** or **Manager** to create his/her profile. The **Teacher**, **Non-Editing Teacher**, **Student** and **Guest** do not have rights to register users. The users can be registered as individuals or group. At least the following details are required and must be readily available to register users:

- Username
- Password
- First name
- Surname
- Email address



▼ **General**

Username 

Choose an authentication method 

☐ Suspended account 

☐ Generate password and notify user

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 special character(s) such as as *, -, or #

New password  

☐ Force password change 

First name 

Surname 

Email address 

Figure 6.1. Add a user form

6.2. Register individual users

The process of registering users takes place in the **Site Administration**. To register an individual user, navigate to the **Users** tap and click on **Add a new user** as shown in Figure 6.2. A form similar to the one depicted in Figure 6.1 above will be displayed. Capture required details and scroll to the bottom of the page and click on **Create user**. Remember that the mandatory fields named above should be captured and other fields such as city/town, time zone, user picture and others can be captured available and if time allows or at any other time. A video demonstrating process of registering the users individually can be accessed by the clicking the following link: <https://youtu.be/wHw3ZLcnjul>

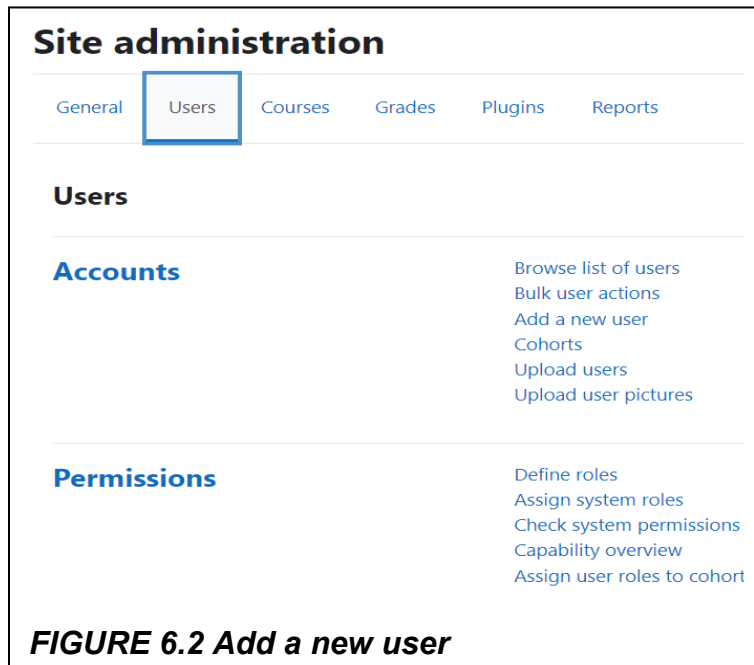


FIGURE 6.2 Add a new user

6.3. Registering users as a group

Registering users as individuals can be a tedious process if the number of people to be registered is big. For that reason, there is a process of registering users as a group at once which saves time and effort. In this case the details of the people to be registered should be captured in the normal spreadsheet. The spreadsheet should then be converted to CSV (comma delimited) format before it is uploaded to the platform. **Figure 6.3** shows the normal spreadsheet with the least required fields and three records.

Note the following special conditions. All field names are typed in small letters.

username	password	firstname	lastname	email
27662587312	Moodle123*	Lolly	Thubana	lothu@gmail.com
27384325624	Moodle123*	Pertunia	Nel	nelsa@yahoo.com
27827132314	Moodle123*	Conrad	Cadoso	conca@webmail.com

Figure 6.3 Normal spreadsheet

The Name field is typed as **firstname** and as one word, same as **lastname** for the Surname. This normal spreadsheet needs to be converted to Comma-Separated Values (csv) file format that is compatible with web-based applications. Below are the steps to follow when converting a normal Excel file to CSV (Comma delimited) file format:

1. Open your normal spreadsheet
2. Click on “File”
3. Click on “Save As”
4. Click on the list button on the far right of the file format
5. Click on CSV (Comma delimited)
6. Click on “Save”

Your new file will be saved in the same folder where your normal spreadsheet is saved. It will also take the same “File Name” of the normal spreadsheet, but with the extension **.csv**.

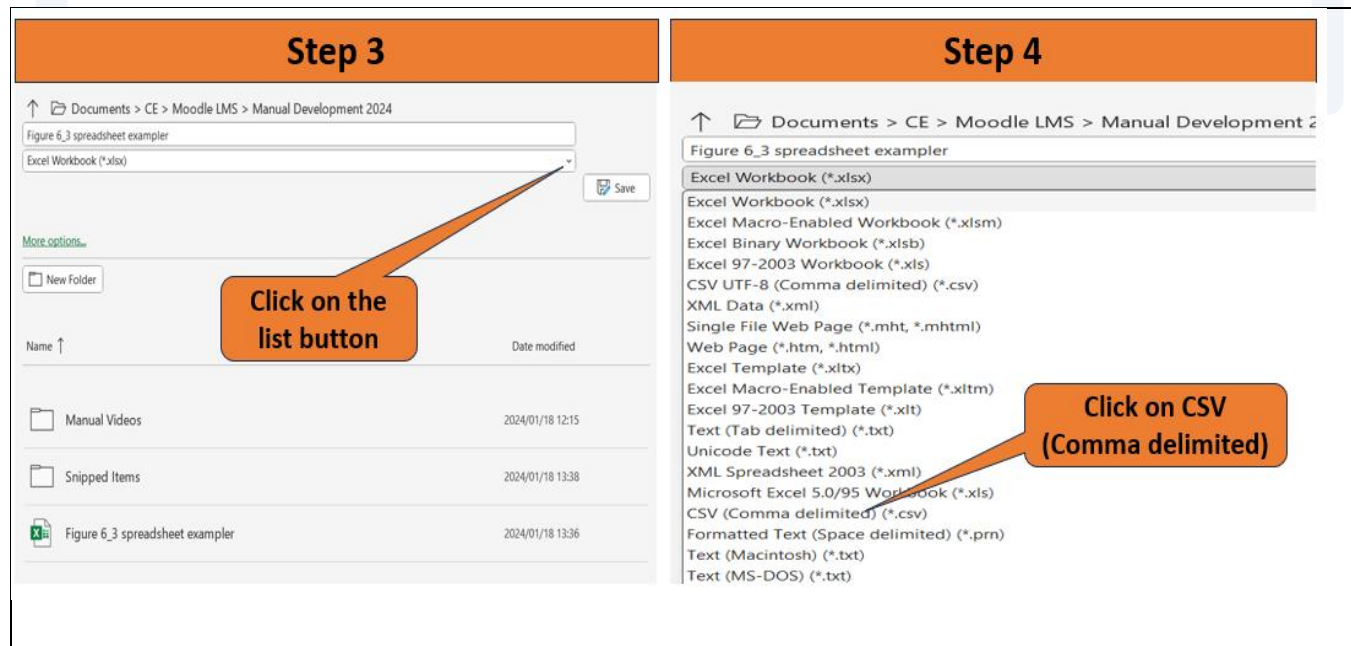


Figure 6.4 Steps to convert Excel File to CSV (Comma delimited) File

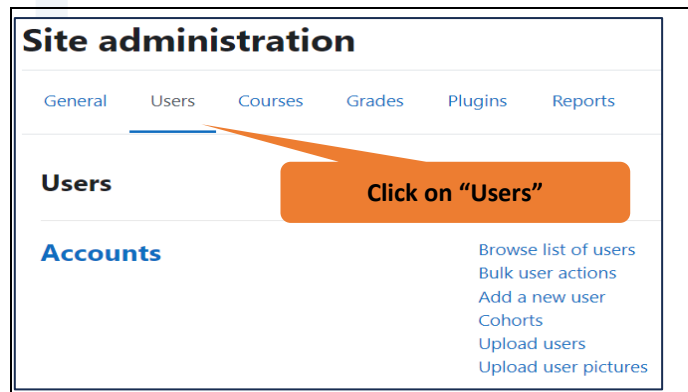
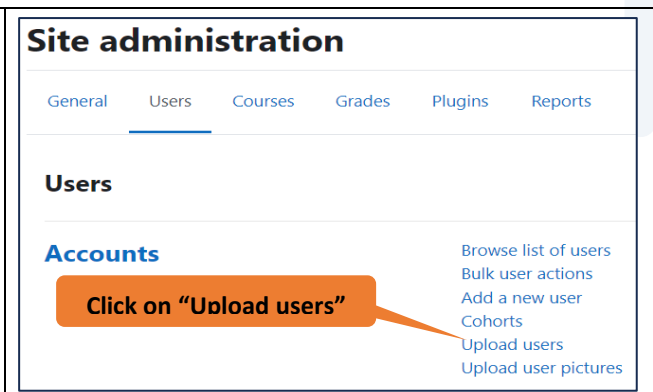
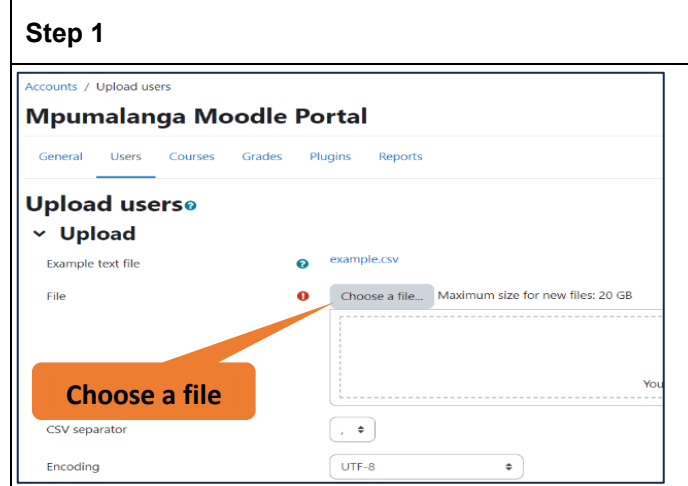
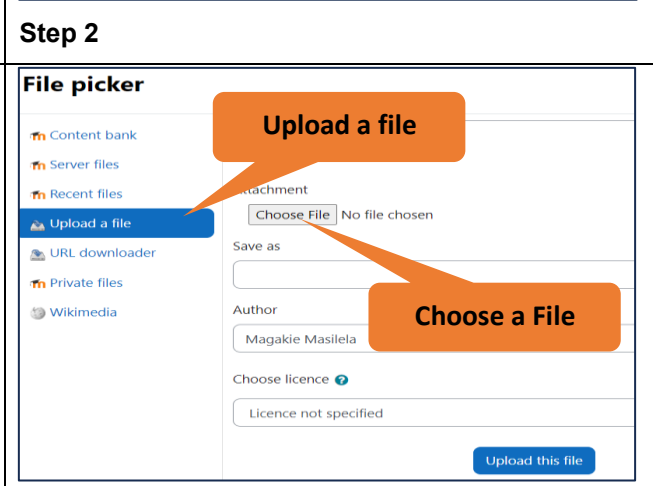
The last step is to click on “Save” and the file will be ready to be uploaded onto the Moodle Platform.

Note that the csv file icon will have a small letter “a”. This is an important feature that identifies the CSV File from the normal Excel File.

6.4. Uploading a group of users

Once the csv file is created, it can then be uploaded in the Moodle Platform. The process takes place in the Site Administration as stipulated in the following steps:

1. Click on "Users"
2. Click on "Upload users"
3. Click on "Choose a file"
4. Click on "Upload a file" on File Picker
5. Click on "Choose a file"
6. Navigate to the folder where the csv file is saved and click on the csv file
7. Click on "Open"
8. Click on "upload this file"
9. Click on "Upload users"

 Site administration General Users Courses Grades Plugins Reports Users Accounts Browse list of users Bulk user actions Add a new user Cohorts Upload users Upload user pictures Click on "Users"	 Site administration General Users Courses Grades Plugins Reports Users Accounts Browse list of users Bulk user actions Add a new user Cohorts Upload users Upload user pictures Click on "Upload users"
Step 1  Accounts / Upload users Mpumalanga Moodle Portal General Users Courses Grades Plugins Reports Upload users Upload Example text file File Choose a file... Maximum size for new files: 20 GB Choose a file CSV separator Encoding UTF-8	Step 2  File picker Content bank Server files Recent files Upload a file URL downloader Private files Wikimedia Upload a file Attachment Choose File No file chosen Save as Author Magakie Masilela Choose licence Licence not specified Choose a File Upload this file
Step 3	Step 4 & 5

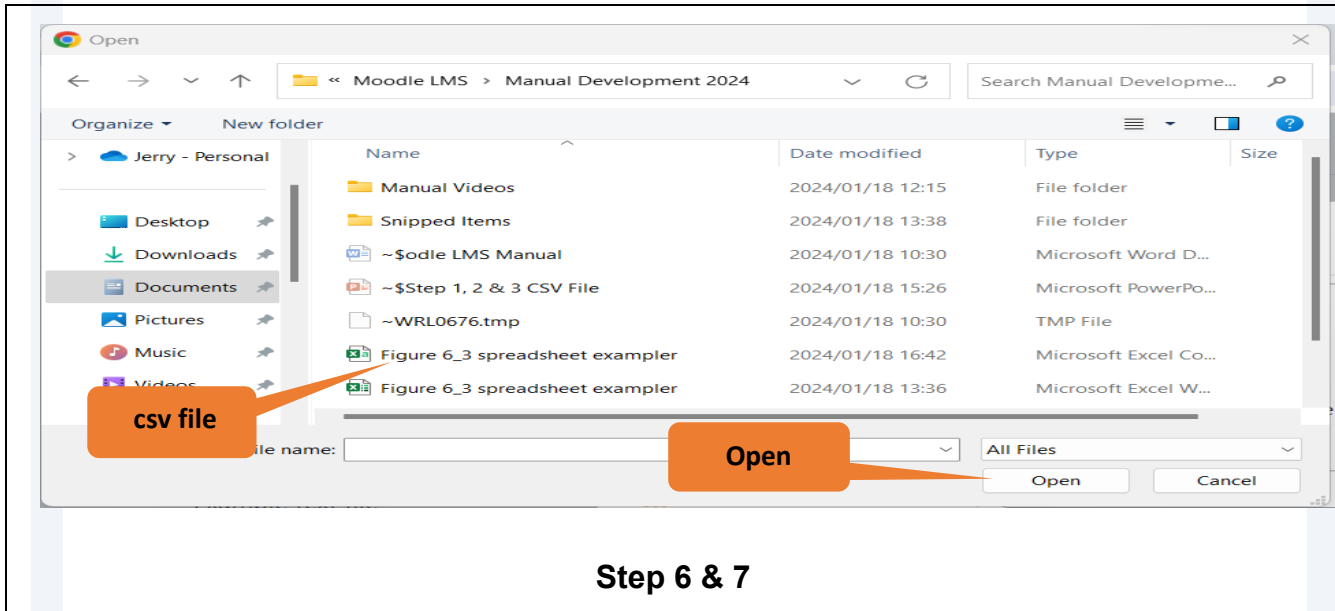


Figure 6.5: Steps-by-step process of uploading bulk users on Moodle Platform

Once the csv file is chosen by clicking on “Upload this file” as depicted in **Step 8** below, its name will be displayed on the screen with the extension as depicted in **Step 9** below. Consider the following crucial warning is before uploading the csv file.

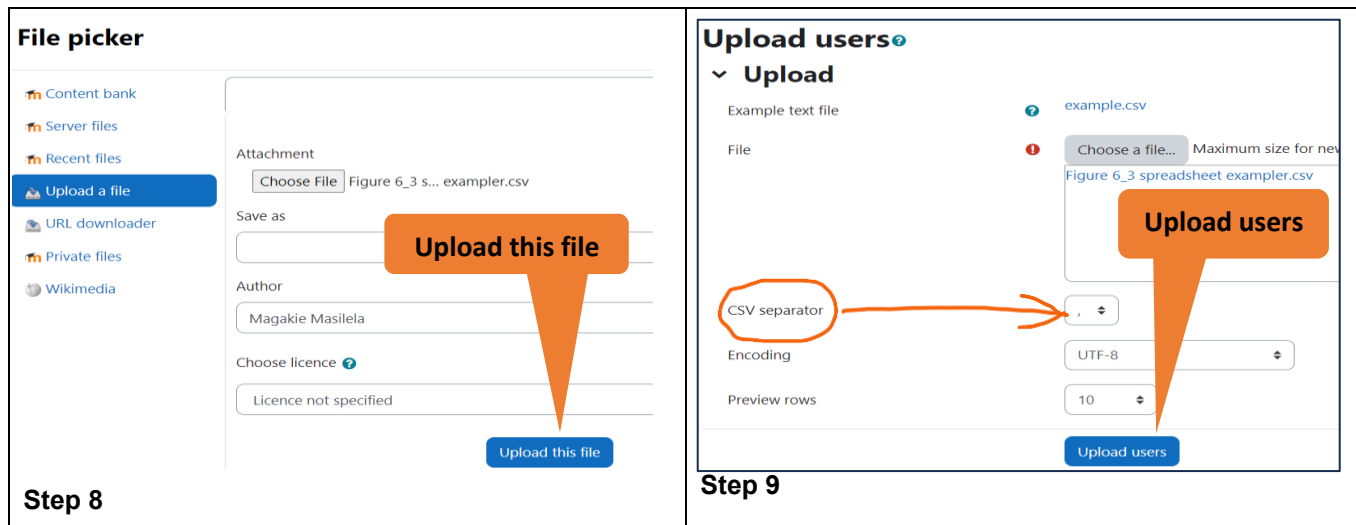


Figure 6.6: Step 8 & 9 of uploading Bulk Users

Warning: The CSV separator (encircled in orange colour in step 9) is a comma by default. Depending on the version of the operating system used in the computer, it can also be a semicolon. Therefore, if one is registering users in a group for the first time on the given computer one has to continue on “step 9” clicking on “**Upload users**”. Should there be an error, then one has to redo the process from step 3 to step 8. At step 9, one must first change the comma (CSV separator) into the semicolon before clicking on “Upload users”. The process will then continue as in step 10 to step 12.

10. A detailed list of users will be displayed as shown in **Step 10 Figure 6.7** below. Scroll down to the end of the page and click on “**Upload users**”.

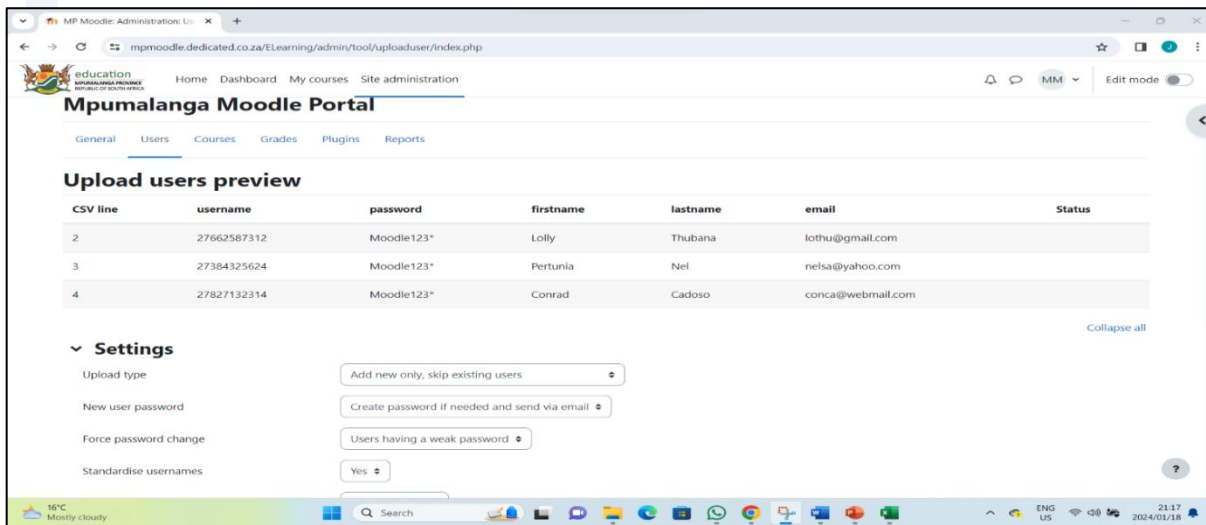


Figure 6.7: Step 10 of uploading Bulk Users

11. “Upload users result” is obtained with the statistical summary indicating the number of authenticated or approved users that have been successfully uploaded, users having weak password and the number of errors.

Figure 6.8: Step 11 of uploading Bulk Users

Clicking on **Continue** as shown on **Figure 6.8 Step 11** will take us to step 3 where we can upload another group of users if required. Otherwise step 11 is the final step in the process of registering a group of users. It is important to note that after registration process, be it individual or group, login credentials should be communicated to the registered users so that they can access the platform. The login credentials comprise of the **username** and **password**. Users will also be provided with the **link** or **URL** of the platform.

Note that:

Having the login credentials does not mean that the user can access any course in the platform. The URL only gives access to the platform up to the landing page or home page. The user will then be prompted to login and view the Dashboard. The user needs to be enrolled into the course for interact with the platform. For that reason, the next chapter deals with the process of enrolling users to the courses.

Chapter 7 Enrolment of users

Introduction

In this module you will learn about the processes of enrolling users to the Moodle courses.

Once a user is enrolled into a course then he/she becomes a **participant** in that specific course. There are different enrolment methods such as Manual, Self-enrolment, Guest Access and Bulk enrolment methods to name but a few. This chapter will confine itself to the manual, self-enrolment and bulk enrolment methods. The course creators, such as Administrators, Managers and Teachers, have the rights to enrol users to the courses they have created. Enrolment of users can only take place if the course is readily available and only the registered users can be enrolled to the specified course.

7.1 Manual enrolment method

To enrol users into the course, the course creator must open the existing course and go through the following steps:

1. Click on **Participants** tap on the menu as shown in “**Step 1**” below and notice that the number and the list of participants in the course will be displayed.
2. Click on **Enrol Users** button as shown in “**Step 2**” below and a window prompting you to search and select users to be enrolled will be display.
3. Click on **Search** field and type the name or surname or email address of the registered user to be enrolled to the course. The details of the user will be displayed.
4. Click on the user that is displayed. The selected user will be moved to the top. Repeat the process if more than one user will be enrolled.
5. Click on “**Enrol selected users and cohorts**” located at the bottom left corner of prompt window.
6. Notice that the number of participants will increase and the details of the newly enrolled participants will appear on the list displayed as shown in “**Step 6**” which marks the end of the manual enrolment process. Repeat the process to enrol more participants.

The following table displays the step-by-step process of enrolling participants manually.

Moodle LMS Manual

Course Settings **Participants** Grades Reports More ▾

General



FORUM
Announcements



Add an activity or resource

Participants

Step 1

Moodle LMS Manual

Course Settings **Participants** Grades Reports More ▾

Enrolled users ▾

Enrol users

Enrolled users

Match Any ▾ Select ▾

+ Add condition

2 participants found

First name All A B C D E F G H I J K L M N O P

Enroll users

Step 2

Enrol users

Enrolment options

Select users No selection

Search ▾

Select cohorts No selection

Search ▾

Assign role Student ▾

Show more...

Search & type

Cancel Enrol selected users and cohorts

Enrol users

Enrolment options

Select users No selection

con ▾

Select cohorts

Conrad Cadoso conca@webmail.com

Search ▾

Assign role Student ▾

Show more...

User

Cancel Enrol selected users and cohorts

Step 3

Enrol users

Enrolment options

Select users x Conrad Cadoso conca@webmail.com

con ▾

Select cohorts No suggestions

Search ▾

Assign role Student ▾

Show more...

Cancel Enrol selected users and cohorts

Step 4

Enrol users

Enrolment options

Select users No selection

con ▾

Select cohorts

Conrad Cadoso conca@webmail.com

Search ▾

Assign role Student ▾

Show more...

User

Cancel Enrol selected users and cohorts

Step 5

Enrol users

Enrolment options

Select users

conrad.cadoso@webmail.com

con

No suggestions

Search

Assign role

Student

Show more...

Cancel Enrol selected users and cohorts

Enrolled users

Enrol users

Enrolled users

Match Any Select

+ Add condition

3 participants found

First name All A B C D E F G H I J K L M N O P Q R S

Surname All A B C D E F G H I J K L M N O P Q R S

	First name / Surname	Email address	Roles
☐	CC Conrad Cadoso	conca@webmail.com	Student

Enroll selected users and cohorts

Figure 7.1 Manual Enrolment method

7.2 Self-enrolment method

The use of **Self-enrolment method** is advantageous when many users have to be enrolled onto the course. This method involves the creation of the “**Enrolment Key**” that will be issued to the targeted users. These users will login to the Moodle Platform using their credentials and then have access to the specific course created for them by using the Enrolment Key. Meaning that different courses in the same platform can have different enrolment keys.

Once the users receive the Enrolment Key, they can then login to the Moodle Platform and click on the name of the course they need to access. The course will be on the Home Page. Courses that have Enrolment Keys can be identified by the small key icon at the end of the course name. Users will then be prompted to type the **Enrolment Key** on the space provided and then click on “**Enrol me**”.

Moodle LMS Manual

Enrolment options

Moodle LMS Manual

A guide towards the development of the Moodle LMS Manual.

Self enrolment (Student)

Enrolment key

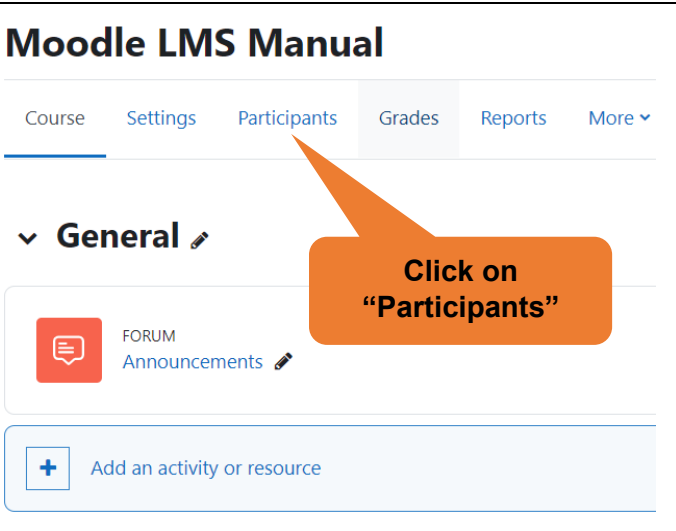
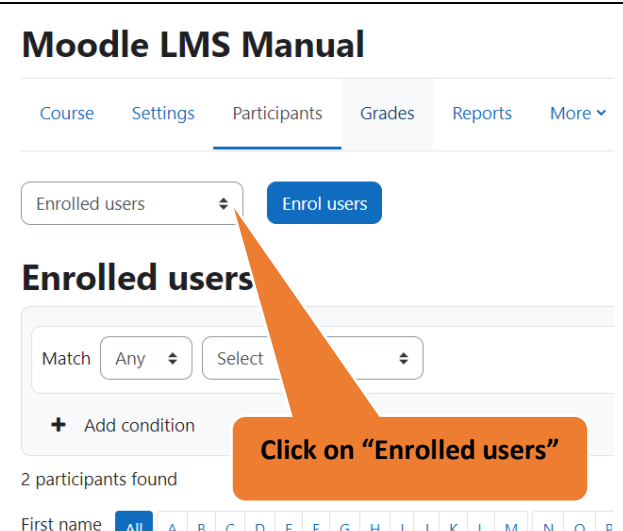
Enrol me

Figure 7.2 The Self-enrolment screen

Below is the outline of how to create the Self-enrolment Key:

1. Click on **Participants** tap on the menu as shown in “**Step 1**” below and notice that the number and the list of participants in the course will be displayed.
2. Click on “**Enrolled users**” field as shown in “**Step 2**” below and a list of activities such enrolments, groups and permissions will be displayed.
3. Under **Enrolments** click on “**Enrolment methods**” as shown in “Step 3” below and notice that the enrolment methods are listed.
4. Ensure that the Self-enrolment method is enabled by clicking on the Enable/Disable button as shown in “**Step 4**”.
5. Click on “**Edit**” as shown on “**Step 5**”.
6. Click on “**Enrolment Key field**” as shown on “**Step 7**” and type the name of the enrolment key as one word. Note that the enrolment key is case sensitive.
7. Click on “**Reveal**” button to display the enrolment key and ensure that it is typed correctly. Thereafter click the same button to hide the enrolment key.
8. Scroll down the page and click on “**Save changes**”.
9. Communicate the Enrolment Key to the targeted users.

The following table displays the step-by-step process of enrolling participants manually.

 Step 1	 Step 2
--	---

Moodle LMS Manual

Course Settings Participants Grades Reports

Enrolled users Enrol users

Enrolments

- Enrolled users
- Enrolment methods
- Groups
- Groupings
- Overview
- Permissions
- Other users
- Check permissions

Enrolment methods

Step 3

Step 4

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key Click to enter text

Use group enrolment keys No

Default assigned role Student

Click and type the Key

Enrolment methods

Moodle LMS Manual

Course Settings Participants Grades Reports More

Enrolment methods

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	3	↓	ⓘ ⚙️ ⚙️
Guest access	0	↑↓	ⓘ ⚙️ ⚙️
Self enrolment (Student)	1	↑	ⓘ ⚙️ ⚙️

Add method Choose...

Edit

Step 5

Moodle LMS Manual

Course Settings Participants Grades Reports More

Enrolment methods

Enrolment methods

Name	Users	Up/Down	Edit
Manual enrolments	3	↓	ⓘ ⚙️ ⚙️
Guest access	0	↑↓	ⓘ ⚙️ ⚙️
Self enrolment (Student)	1	↑	ⓘ ⚙️ ⚙️

Add method Choose...

Enable/Disable button

Step 6

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key demo

Use group enrolment keys No

Default assigned role Student

Reveal

Step 7

Self enrolment

Custom instance name

Allow existing enrolments Yes

Allow new enrolments Yes

Enrolment key demo

Use group enrolment keys No

Default assigned role Student

Student Role

Step 8

Figure 7.3 The Self-enrolment method

By default, the Self-enrolment method will assign student roles to all participants as shown on “**Step 8**” above. The course creator, such as the Administrator or Manager or Teacher, can change the roles of participants as required. To reflect on how the Enrolment Key is setup you can watch the video by clicking on the following link: <https://www.youtube.com/watch?v=KBLBaKnRfFU>

7.3 Bulk Enrolment method

The Bulk Enrolment method is useful when the details of many legible users are available at the same time. It is most convenient because it couples registration, grouping and enrolment processes all at once. Just as we registered users manually using the CSV File, the same process is followed. The only difference is that the CSV File will include the course and group fields. The course field name must be the **Course Short Name**. After converting the normal spreadsheet to the CSV File, the uploading of the file follows the same procedure as the registration process outlined in Chapter 6. Below is the normal spreadsheet showing all the required fields, including the course short name and group, which should then be converted to CSV File:

username	password	firstname	lastname	email	course1	group1
27662587312	Moodle123*	Lolly	Thubana	lothu@gmail.com	MLM_2024	ICTC
27384325624	Moodle123*	Pertunia	Nel	nelsa@yahoo.com	MLM_2025	ICTC
27827132314	Moodle123*	Conrad	Cadoso	conca@webmail.com	MLM_2026	ICTC

Figure 7.4 Normal spreadsheet

7.4 Accessing the Course

Participants refers to the users that are enrolled in a specific course. They are enrolled from the pool of users that are registered in the platform. All they need to have in order to access the course is the **URL**, **username** and **password**. Following the next four steps will lead the participant to the required course:

Step 1: Launch the browser, type the URL in the address bar and press Enter. The Homepage of the platform will be displayed as in **Figure 7.5**.

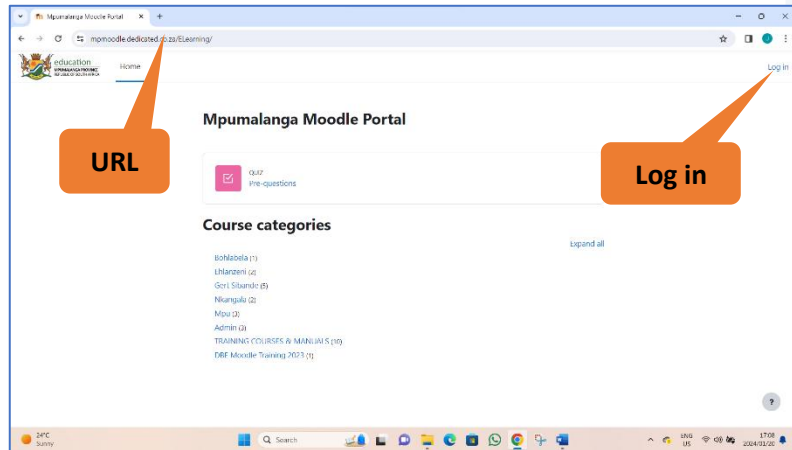


Figure 7.5

Step 2: Click on “Log in” at the top right corner of the screen. A window will appear prompting you to type your username and password as shown in **Figure 7.6**.

Figure 7.6

Step 4: Click on “My courses” tap as shown in **Figure 7.7**. A window will appear displaying the courses in which you are enrolled.

Step 5: Lastly, click on the name of the course you want to access.

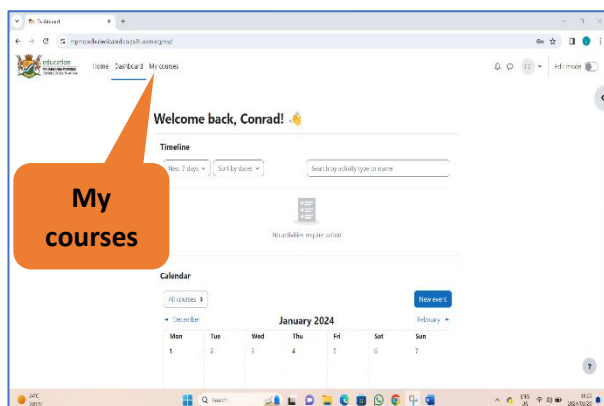


Figure 7.7

Note that if one is accessing the platform through self-enrolment for the first time, one will not be able to see any course on My courses page. Then one will have to click on the Home tab, then specified category and the specified course.

Chapter 8 Managing a Course

8.1. Introduction

In this module you will learn about changing **Roles** in the Moodle Course and then complete the quiz that you have created. The intension is to quality assure the content that you created and have an idea how the student will view and interact with it.

Users in the Moodle Platform have different roles assigned to them. Roles refers to permissions or rights assigned to different users in the Moodle Platform. At the top of the echelon is the Administrator who has all the rights in the Moodle Platform to assign specific rights to other users depending on their roles. Listed in hierarchical order from the top echelon, the Roles are as follows:

- Administrator
- Manager
- Teacher
- Non-Editing Teacher
- Student
- Guest

8.2. Change Roles

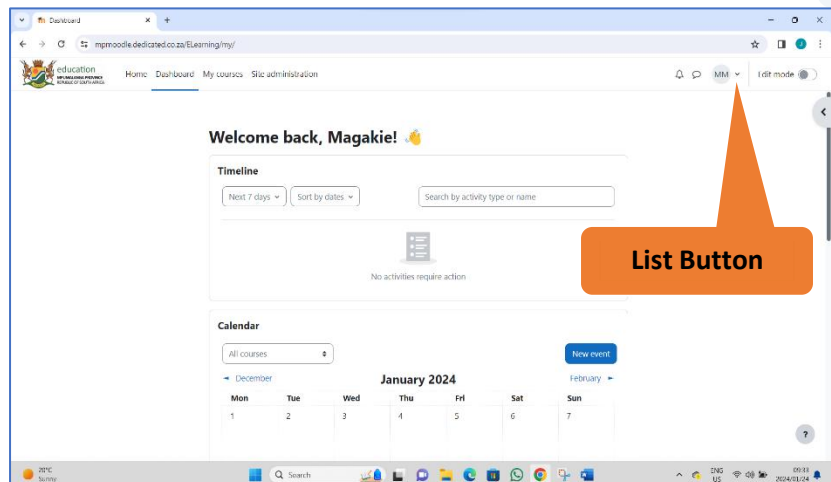


Figure 8.1

To change the role from being the administrator to the student, the user must first open the course and follow the steps below:

Step 1: Click on the list button located on the top right corner of the screen as shown in **Figure 8.1**. The dropdown menu will appear.

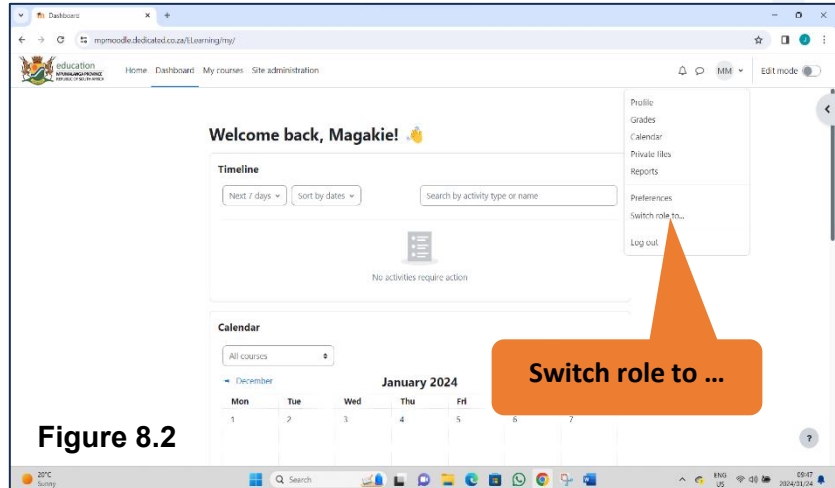


Figure 8.2

Step 2: Click on “Switch role to” as shown in **Figure 8.2**. The list of roles will appear as shown in **Figure 8.3**. below.

Step 3: Click on Student as shown in **Figure 8.3**. The administrative functions will be disabled and as a student you will only access content meant for student in the platform. For an example, if you click on the activity such as the quiz, you will then be prompted to attempt the quiz. Editing or Previewing functions will be disabled. To return to the normal role, you follow the same procedure and you will have an option “Return to my normal role” instead of “Switch role to” option. You can reflect again on how to change roles in Moodle Platform by watching a short video that can be accessed through this link: <https://www.youtube.com/watch?v=ymNtvFERfiA>

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).

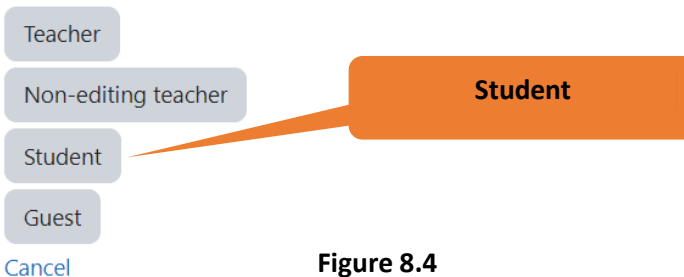


Figure 8.4

8.3. Attempt the Quiz

We have created a quiz in chapter 5 of this manual. As a course creator, you still need to quality assure the content you have created. Open the course and switch role to student. The course will be displayed in Tile Format. Click on **Tile 1** to access the quiz you have created earlier. Click on the **Quiz** as shown in **Figure 8.5**. You will be prompted to “Attempt quiz” as shown in **Figure 8.6**.

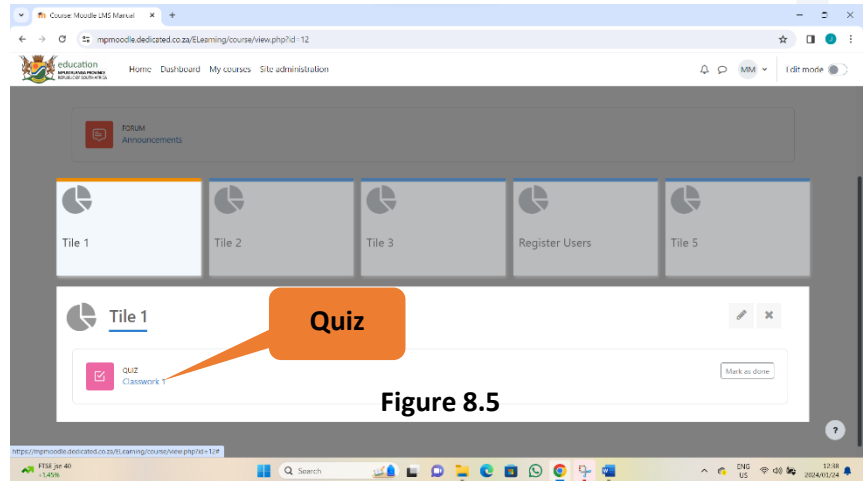
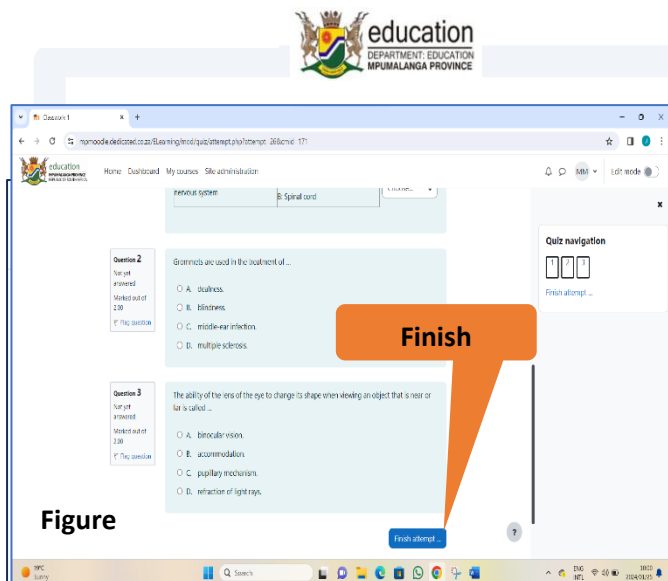


Figure 8.5



Figure

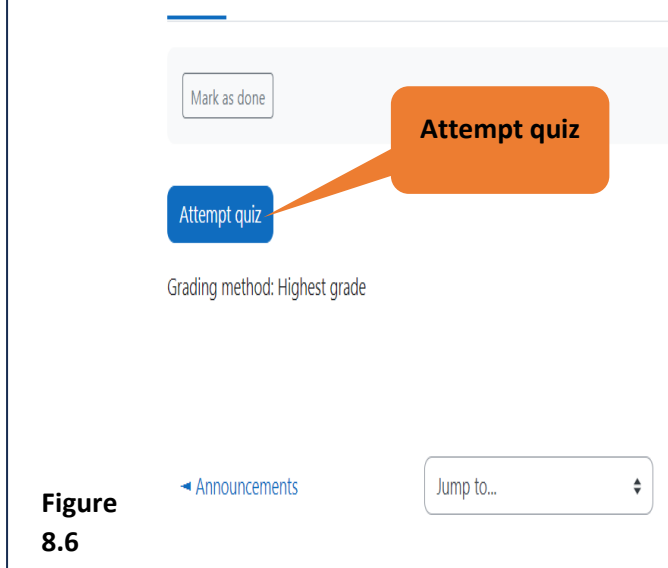


Figure 8.6

Once you click on Attempt quiz, the questions will be displayed. Follow the instructions to answer the questions. At the end of all questions, you will be prompted to click on **Finish attempt** as shown in **Figure 8.7** below.

A screen showing all questions that have been answered and those that have not been answered (*maybe left by mistake*) will be displayed. You will be offered an opportunity to navigate back to answer the questions that were not responded to. If you are satisfied that all questions are answered, you click on **Submit all and finish** as shown in **Figure 8.8** below.

The results will be displayed immediately indicating the correct and incorrect responses. The time taken to complete the task will also be indicated as shown in **Figure 8.9** below.

Switch back to normal role and view the results as a teacher. The following sections outlines the process of accessing the results as an administrative function.

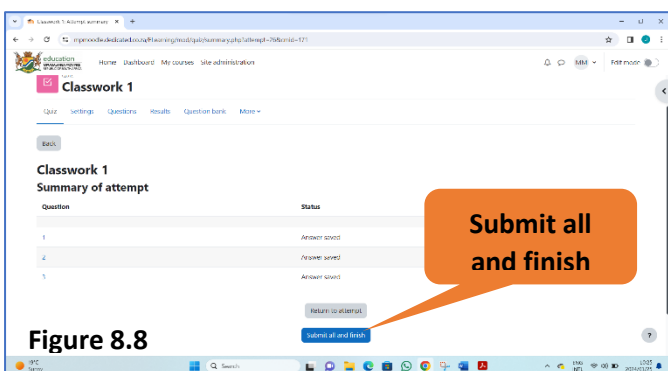


Figure 8.8

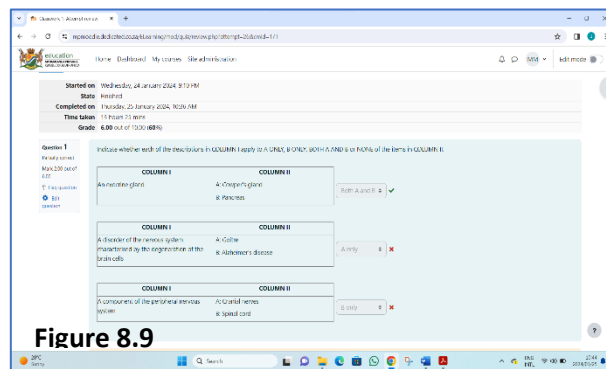


Figure 8.9

8.4. View Results

The power of using Moodle LMS is in the function of **marking** or **grading** learner responses, giving immediate **feedback** and **analysing** results. This function saves teachers time and afford them an opportunity to focus on the performance of individual learners. To access results on the platform, open the quiz and follow the steps below:

Step 1: Open the Quiz and click on **Results** as shown in **Figure 8.10**.

Step 2: Notice that there is only one record of the respondent as shown in **Figure 8.11**. This is because at this stage you are the only participant who attempted the Quiz. The record indicates the time when the Quiz was started, finished and time taken to complete the Quiz. The teacher is also afforded the opportunity to regrade the question if ever there is a need to do so as well as downloading the report if necessary. Scrolling down in **Figure 8.11** will also show the bar graph that simplifies the analysis of general performance of the participants.

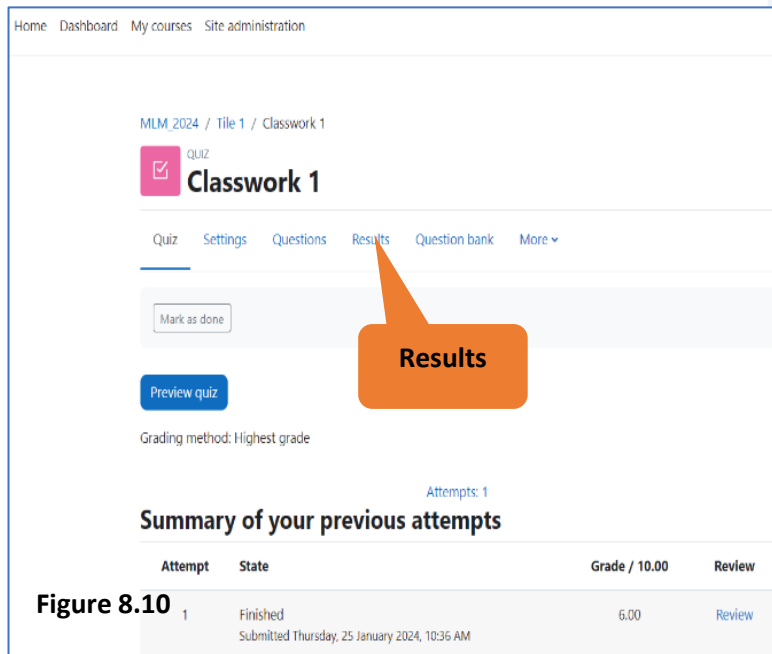


Figure 8.10

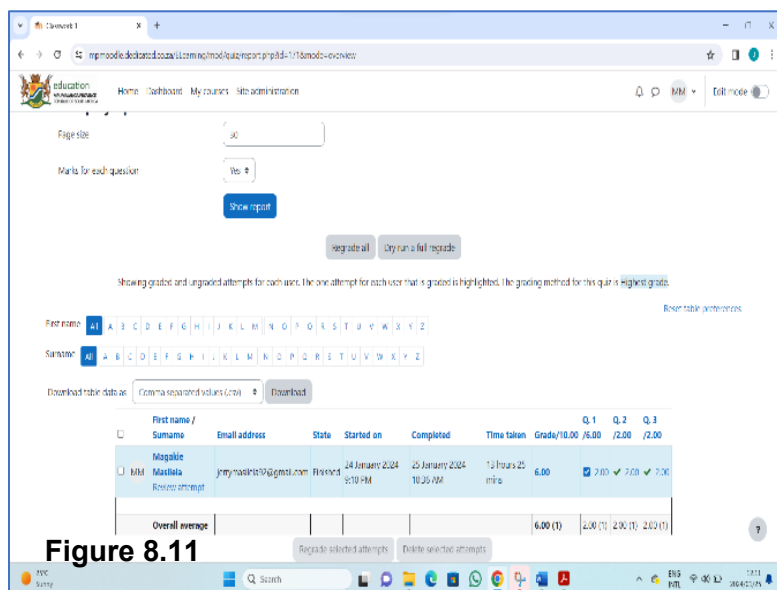


Figure 8.11