MOODLE ASSISTANT GUIDE

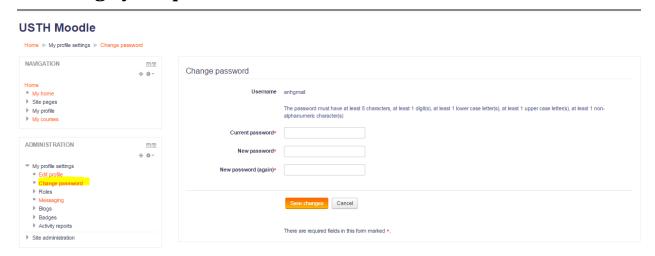
Contents

| V | 1000 | DLE ASSISTANT GUIDE | 1 | | |
|----|---|---|----|--|--|
| 1 | Cl | hange your password | 3 | | |
| 2 | Lo | ogin Moodle using your USTH email Account | 3 | | |
| 3 | Cı | reate new course | 4 | | |
| 4 | Cı | reate a course with different groups | 5 | | |
| | 4.1 | Create course | 5 | | |
| | 4.2 | Create group of students / teacher | 7 | | |
| | 4.3 | Enroll students to relevant groups | 8 | | |
| | 4.4 | Enroll teacher to relevant group | 9 | | |
| | 4.5 | Modify topic area to relevant group | 11 | | |
| 5 | Eı | nroll Lecturer | 14 | | |
| 6 | Α | dd a news to news forum | 15 | | |
| 7 | Upload resourse or activity to a course | | | | |
| 8 | Eı | nroll students | 17 | | |
| | 8.1 | Register students to a cohorts | 17 | | |
| | 8.2 | Synchronize a cohort to a course | 17 | | |
| 9 | S۱ | witching role | 19 | | |
| 10 | 0 | Delete a course or change order of a course | 20 | | |
| 1: | 1 | Set weight to grade | 22 | | |
| 12 | 2 | Create assignment with marking workflow | 22 | | |
| | 12.1 | 1 Grading with marking workflow (for teacher role) | 24 | | |
| | 12.2 | 2 Release grade (for course manager role: assistants) | 26 | | |

Change history

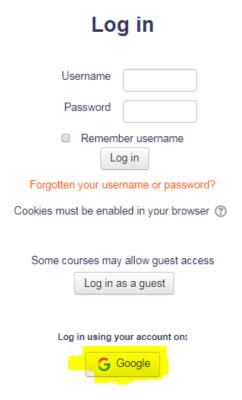
| Date | Author | Version | Change |
|-----------------|------------------|---------|-------------|
| 18 May 2015 | Bui Thi Kieu Anh | 1.0 | First draft |
| 23 Jul 2015 | Bui Thi Kieu Anh | 2.0 | Revised |
| 24 Jul 2015 | Bui Thi Kieu Anh | 3.0 | Revised |
| 20 October 2020 | Bui Thi Kieu Anh | 6.0 | Revised |

1 Change your password



2 Login Moodle using your USTH email Account

If you already successfully login to Moodle by using account name and password, you can enable Login using your USTH email account by clicking the following:



After clicking Google button, please follow steps on the screen to set up and login.

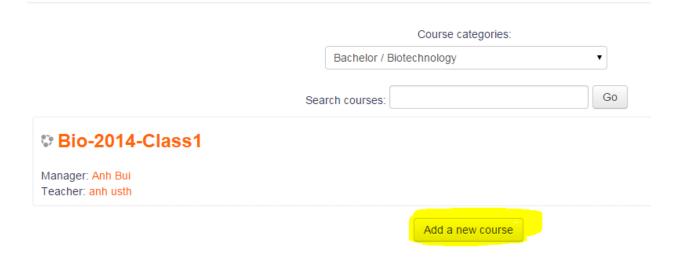
Note: you can only use USTH email account (for e.g. named.b9004@st.usth.edu.vn) to login, not your personal gmail email.

3 Create new course

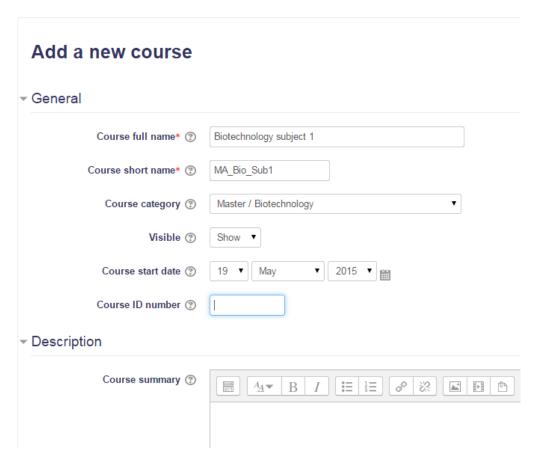
i) Go to category you manage, for e.g. Biotechnology of Master:



ii) and create new course:



iii) Fill in necessary fields and save changes:



<u>Note:</u> If you want all people to be able to view your course, even without logging in, please allow guess access in a course properties

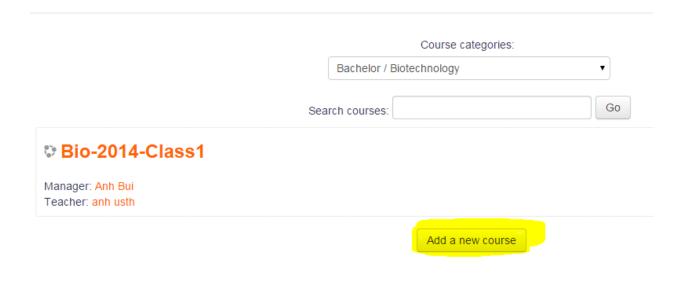


iv) Click Save Changes to finish!

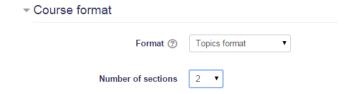
4 Create a course with different groups

4.1 Create course

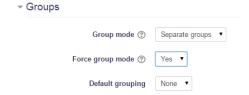
Go to your category, click add new course



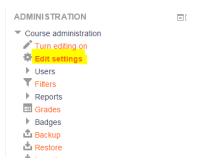
- Fill in course name, shortname,
- Remember to delete course id.
- Choose topics format, number of sections depends on number of group (number of classes which together study this subject) you want to devide.



Choose separate groups and set Yes to force group mode

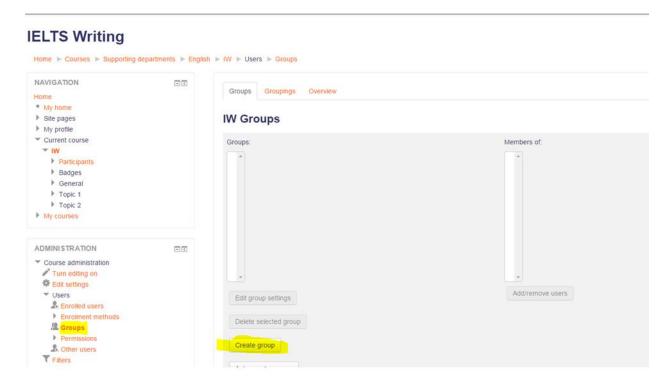


 Anytime you want to edit above settings, pls go to Course administration / Edit settings (on left sitebar)

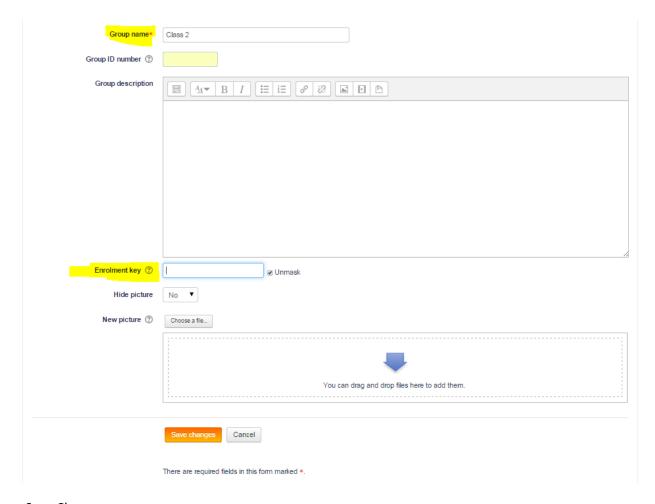


4.2 Create group of students / teacher

- Under Course administration, choose groups -> Create group



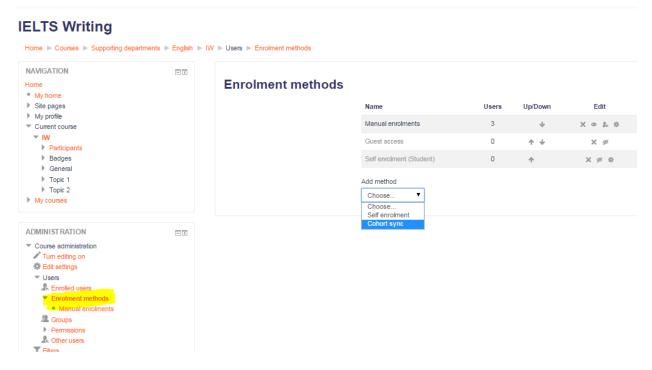
- Fill in group name
- Delete enrolment key
- other fields can be ignored



Save Changes

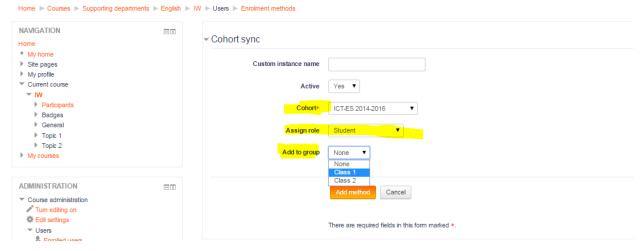
4.3 Enroll students to relevant groups

- Go to Course administration/ Users/ Enrolment Methods -> add method -> cohort sync



- Choose Cohorts, assign role to students, Add to group
- Other fields can be ignored

IELTS Writing

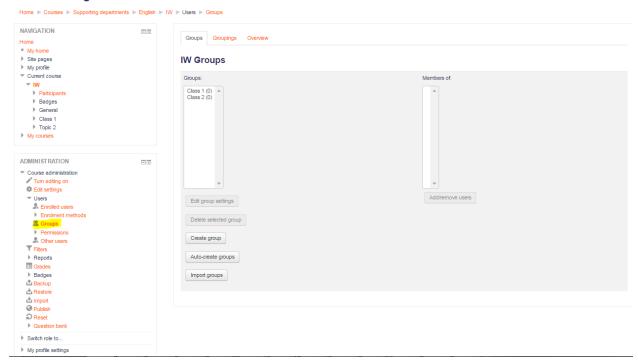


Click add method.

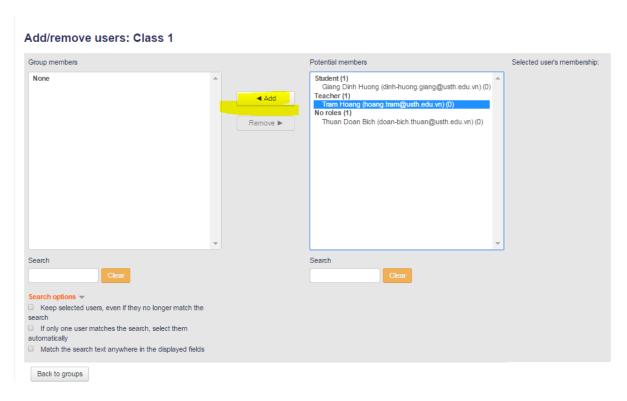
4.4 Enroll teacher to relevant group

- Under Course administration, go to Groups
- Go to right group and click Add / Remove users

IELTS Writing



Add your teacher to groups.



- Finish!

4.5 Modify topic area to relevant group

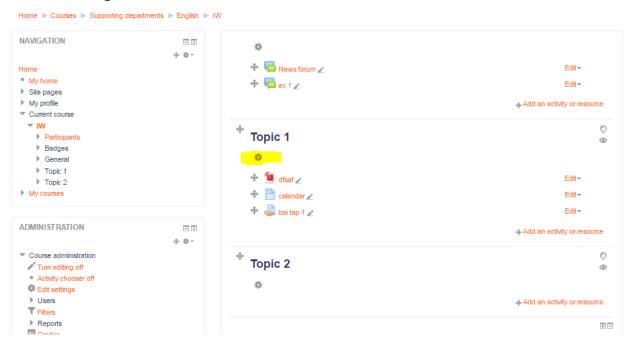
Go to your course, turn editing on.

IELTS Writing



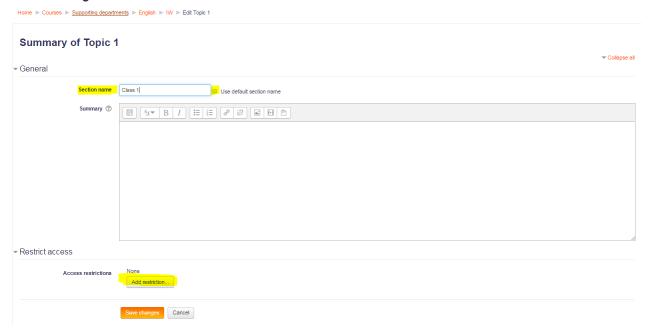
- Under a topic, click to Edit Summary

IELTS Writing

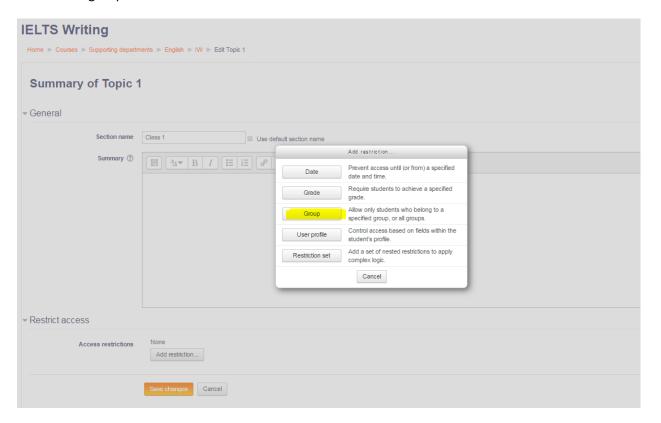


Change section name and add restriction

IELTS Writing



- Choose group



- Choose right group

IELTS Writing

Home ▶ Courses ▶ Supporting departments ▶ English ▶ IW ▶ Edit Topic 1 **Summary of Topic 1** General Section name Class 1 Use default section name Summary ③ $A_A =$ Restrict access Access restrictions Student must ▼ match the following Group Class 1 Add restriction...

- Save changes.

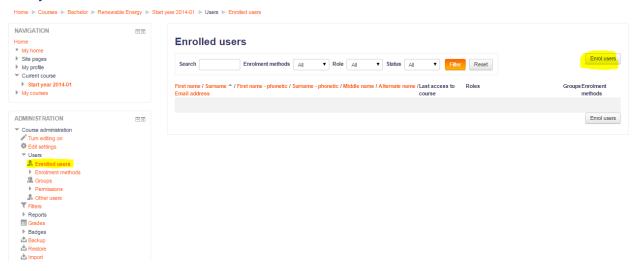
Save changes

Cancel

5 Enroll Lecturer

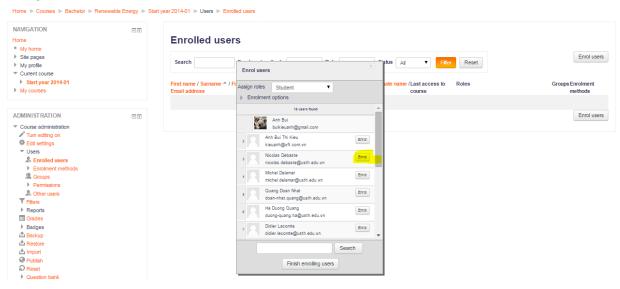
i) Select your course, go to Course administration / User / Enrolled users and click the Enroll users button:

Start year 2014-01: 0 enrolled users



ii) Select user you would like to enroll, click Enrol

Start year 2014-01: 0 enrolled users

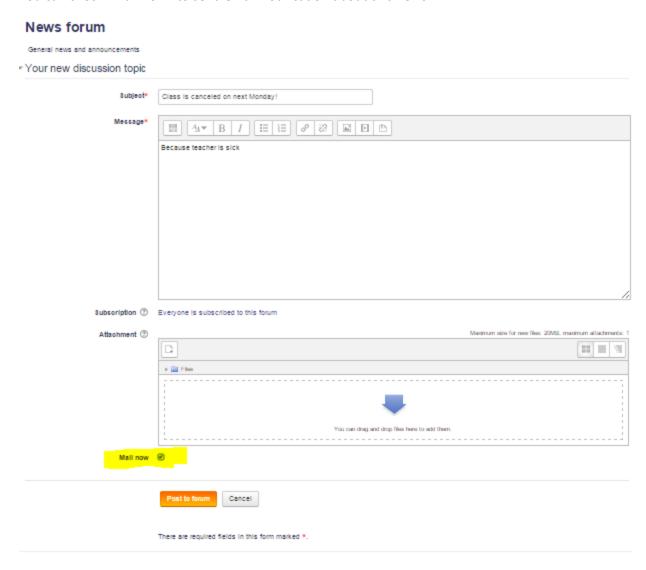


iii) Assigning role to user



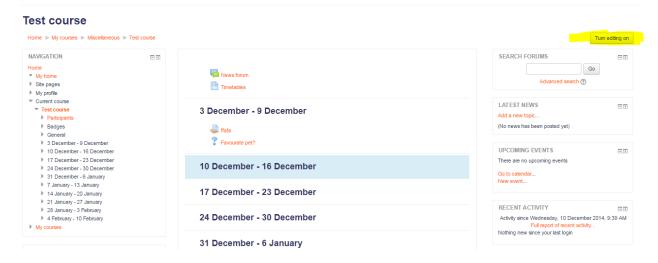
6 Add a news to news forum

You can check "mail now" to send email notification about this news.

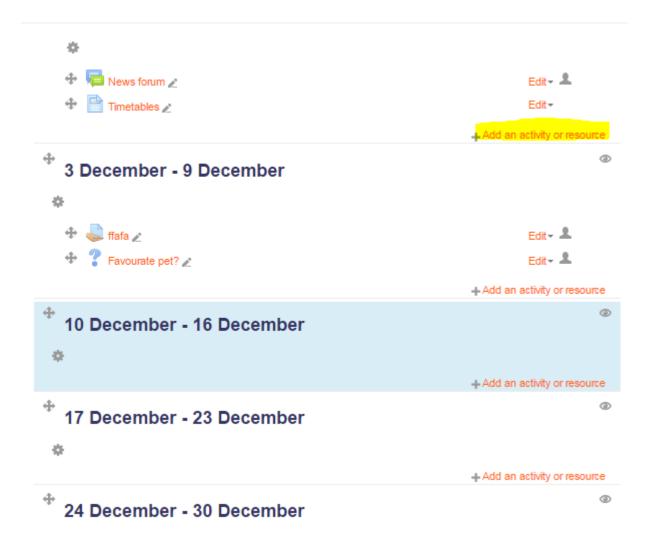


7 Upload resourse or activity to a course

i) Go to a course, turn editing on!



Click "Add an activity or resource"



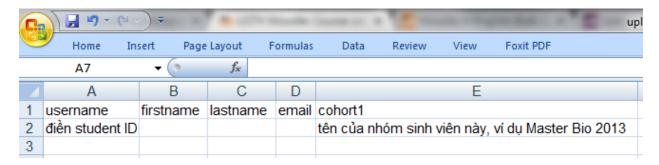
Page 16 of 28

8 Enroll students

8.1 Register students to a cohorts

Cohort is a group of students who will join same subjects.

1. For each cohort, please make an excel file with the following format



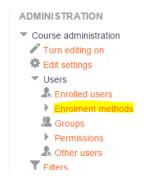
Note: Make sure about your cohort name.

- 2. Please give this file to admin to upload to the system.
- 3. Each student will receive an email to activate the Moodle account with Username: Student ID

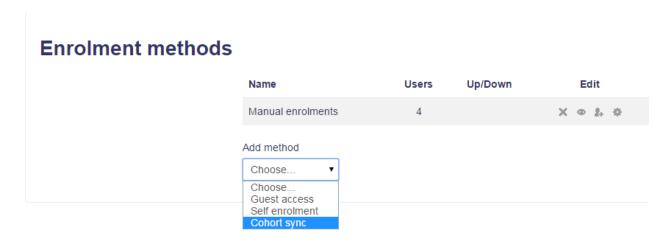
8.2 Synchronize a cohort to a course

This will automatically enroll students from a cohort to a course

Choose your course, then go to Course administration/users/enrollment methods on the left pane:

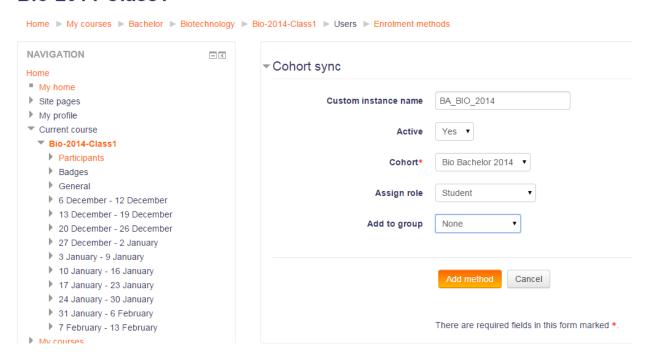


Add method: cohort sync

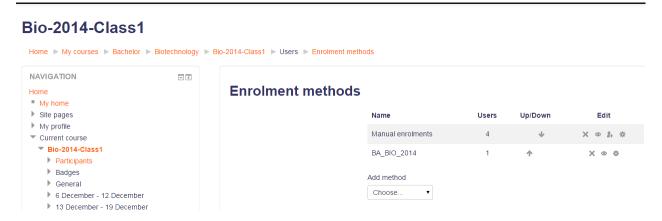


Fill in, for example you add all members of Bachelor Bio 2014 to the course as students

Bio-2014-Class1



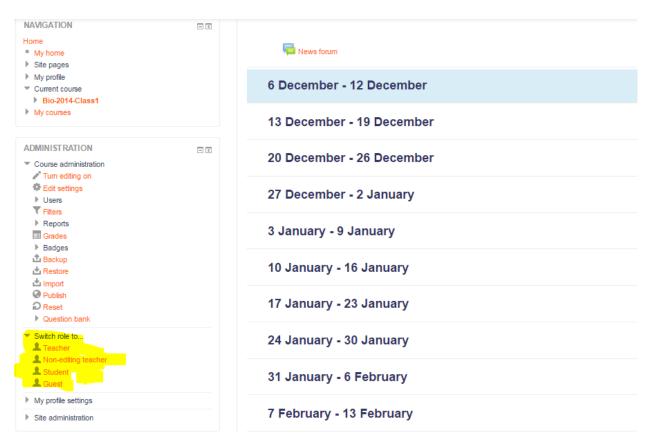
Click Add method to finish, result is following:



From now on, if you add any one new to BA_BIO_2014 cohort, he will be automatically added to Bio-2014-Class1.

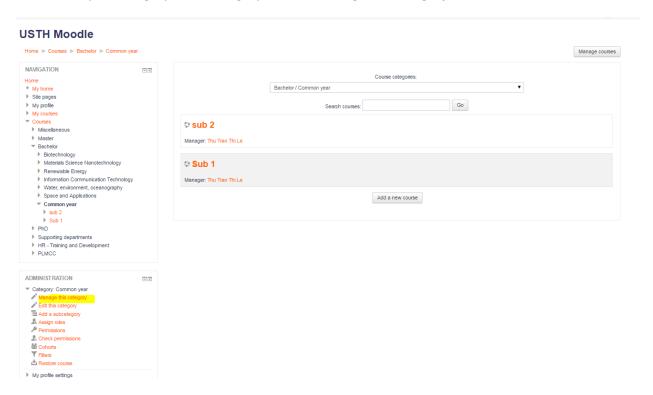
9 Switching role

View a course, then expand "Switching role" function to switch to your design role in this course to check how the course is viewed!



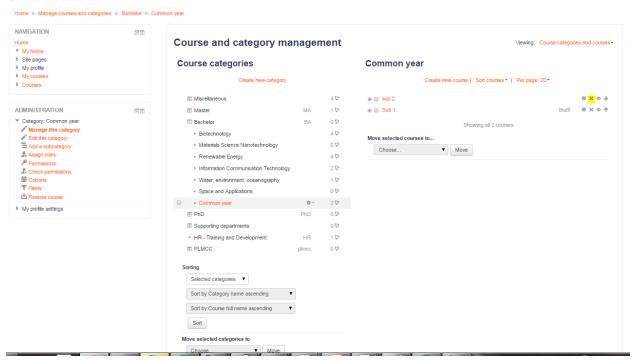
10 Delete a course or change order of a course

- Choose your category or subcategory, Choose Manage this category

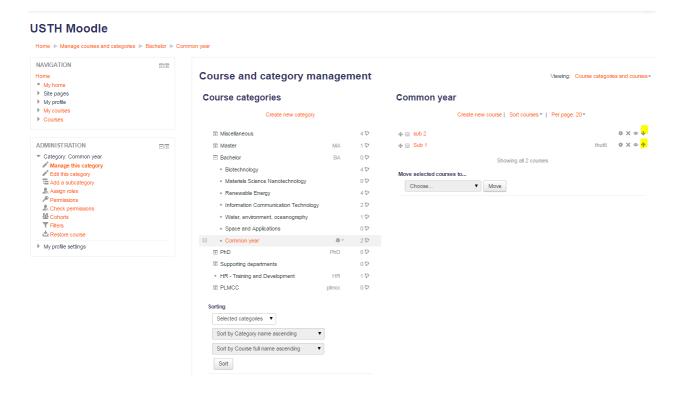


- Delete Course by click on X label

USTH Moodle



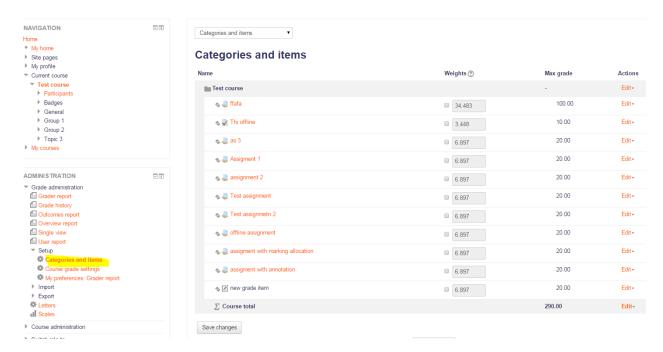
- Change order of courses to display using the narrow label



Page 21 of 28

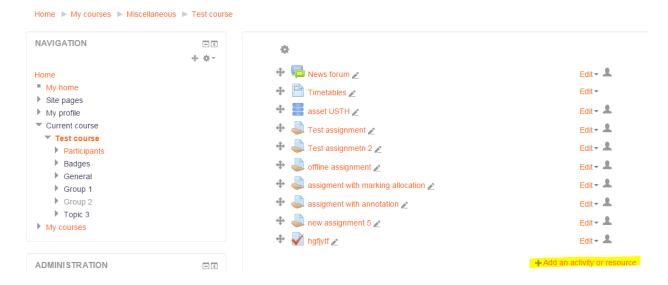
11 Set weight to grade

Course administration / Grade / Setup / Categories and Items

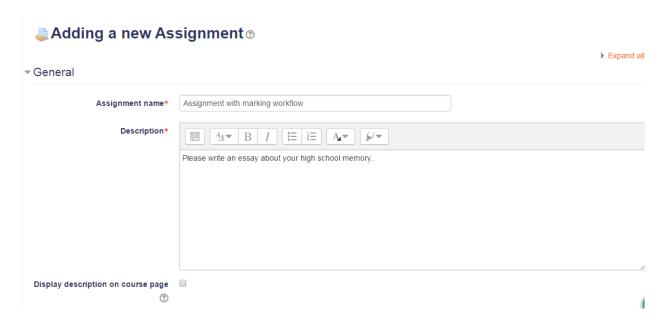


12 Create assignment with marking workflow

Go to your course, turn editing on. Click to add a resource or activity!

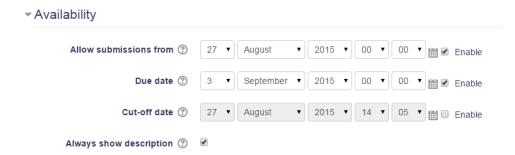


Fill in assignment name, description

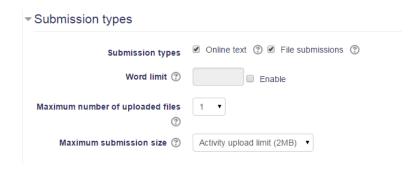


Note: you can add file attachment if needed as the assignment question.

- Define availability of the assignment



- Define submission types. Here you can define what student has to submit, either online text or file or both.



Define feedback types teacher want to give to students



Here you can see, teacher can provide feedback comments, attach feedback files or comment inline to the online text student submitted.

- Grade, please set Yes to the field: Use marking workflow.
- Click Save and Display to finish!

12.1 Grading with marking workflow (for teacher role)

Go to the assignment (which uses marking workflow), click view / grade submissions:

Assignment with marking workflow

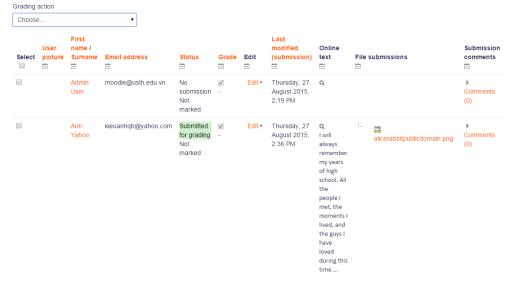
Please write an essay about your high school memory.

Grading summary



- The result is a list of student submissions

Assignment with marking workflow



Page 24 of 28

 Click at the Grade column to grade student, for example we will grade Anh Yahoo student as follows:

Assignment with marking workflow



- After clicking output screen is

Grade

Grade Grade out of 20 ② Marking workflow state (?) Marking completed ▼ Not marked In marking Current grade in gradebook Marking completed In review Grading student Feedback comments 44▼ B I E E I will always remember my years of high school. All the people I met, the moments I lived, and the guys I have loved during this time have been and will be some of the best memories in my life. Even though we are a very small group, eight students to be precise, we have been together for many years and shared moments that have marked our lives in special ways. Looking back, I can see that it was through high school that many things changed in me that eventually made me become the person I am today. Each one of my high school years differ in some way or another and it was these differences that made each one a very special time in my life. Maximum size for new files: 30MB Feedback files 88 = 79 Notify students Yes ▼

Page 25 of 28

Here you put the mark for student, and set the "Marking workflow state" to what state you want.

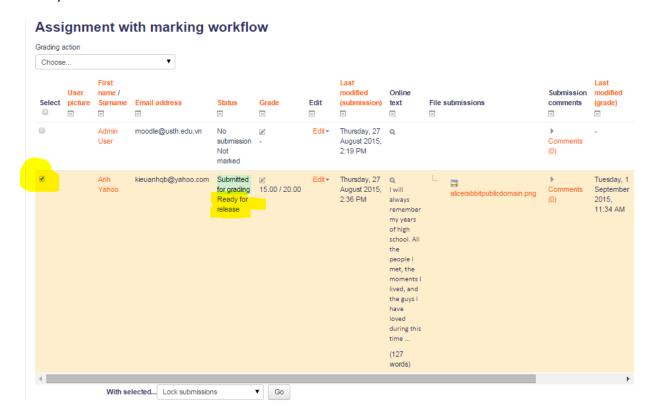
Possible workflow states include:

- Not marked the marker has not yet started
- In marking the marker has started but not yet finished
- Marking completed the marker has finished but might need to go back for checking/corrections
- In review the marking is now with the teacher in charge for quality checking
- Ready for release the teacher in charge is satisfied with the marking but wait before giving students access to the marking

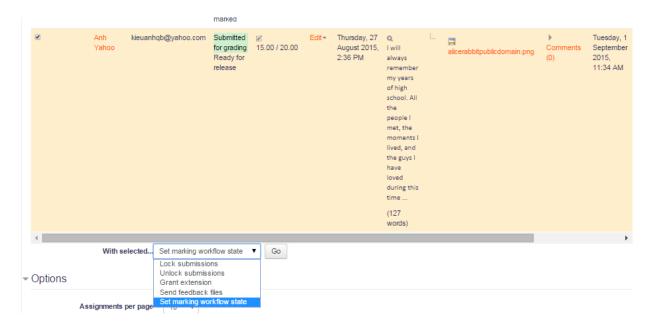
After you set the grade to "Ready to release", assistants can release the grade to the students.

12.2 Release grade (for course manager role: assistants)

- Select student you want to release the grade (normally after teacher already mark the state as "Ready for release"



With selected student, Choose Marking workflow state and click GO

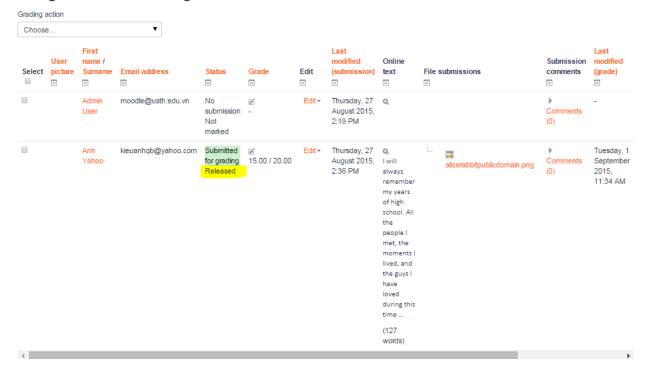


- Next screen is the following, choose Released



- Click **Save Changes** to finish. Now the grade is already in **released** state. Student can see their grade.

Assignment with marking workflow



Finish!