What's New in

moodle 2.3

RECOMMENDED BROWSERS

Some of the new features in Moodle 2.3 do not work on older web browsers, so it is important to check that the browser you are using is compatible.

BROWSER VERSIONS THAT WORK BEST WITH MOODLE

You can access Moodle using any of the browsers listed below; however, to have full functionality of the features in Moodle 2.3 it is recommended that Firefox is used to access the activities and tools in your courses

- Firefox 3 or later
- Safari 3 or later
- Chrome 4 or later

RECOMMENDED BROWSER ADD-ONS

For some *specific content-type*, add-ons may need to be installed if your browser is not already configured:

PDF Reader
A PDF reader should be installed on your computer. Additionally, a PDF browser plugin installed will let you view PDFs in a browser window without opening a separate program. You can download Adobe Acrobat Reader at http://get.adobe.com/reader/. The download includes the browser plugin. To install this plugin, just follow the prompts.

Apple Quicktime
Apple Quicktime provides easy access to multiple audio and video formats. Macintosh computers come with Quicktime already installed. Windows users should also install Quicktime. You can download Quicktime at http://www.apple.com/quicktime/download/.

Java
Java is generally not required in Moodle. However, if some content added into a Moodle unit do use them, you will see a warning if you need to install or upgrade Java. You can download Java at http://www.java.com/.

Adobe Flash Player
The Adobe Flash Player plugin for your browser will allow you to access Flash video and rich interactive media. You can download Adobe Flash Player http://get.adobe.com/flashplayer/

NEW FEATURES IN MOODLE 2.3

COURSE INTERFACE

*As you explore the new features in Moodle 2.3, be sure that you **Turn editing on** before attempting to complete a task.*

Turn editing on

ADD OR REMOVE SECTIONS

- Extra sections/topics can now be added or removed from your course homepage, one at a time using the new add (+) and remove (–) toggle buttons underneath the last block.

  To add or remove a section:

- *From the homepage of your course:*

  o Locate the **+/-** toggle on the bottom right of the content section (middle column).
  o Click on the **+** toggle to add a unit
  o Click on the **-** toggle to reduce the number of topics.
- The number of course sections in the center column may also be changed in **Settings** > **Course administration** > **Edit settings** > **Number of weeks/topics**
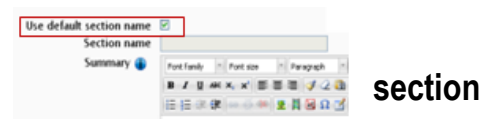
RENAME THE SECTION

You can add a name or rename each section in the content area of the course.

- Select the update summary icon for the section you wish to name/rename.

- On the summary page for the section, deselect/uncheck the box for the option "**Use default section name**".

- In the box for the "**Section name**" type the name that you wish for the section.

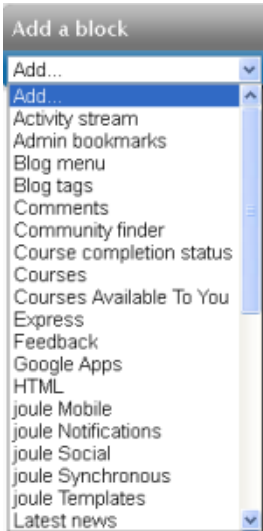You can add a summary of the section that displays in the section.

MOVE BLOCKS, LINKS, AND WEEKS/TOPICS

You can now move/drag blocks, links, and content from one area/section of the course and drop the item into another area.

MOVE A BLOCK

Blocks are displayed in the right and/or left columns of the course page.

To add a block to the course page:

Select a block from the "Add block" dropdown menu (usually at the bottom of the left or right column).

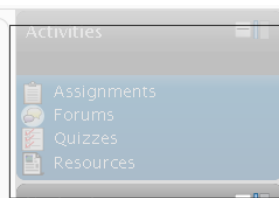You can move all of your blocks around the page and customize the placement to your preference.

To move a block:

- Click the block you want to move. Cross-arrows " ✛ will appear as your cursor.

Click and hold the mouse button while you drag the block to your desired new position.

A shaded outline will show how the block will look in its new position.

- Release your mouse when you are happy with the block's position.

The block's new position will automatically be saved.

You can also do this for individual resources or activities under a week/topic.

To **drag a topic, week, or item**, click the **cross-bar** icon and drag the item to the new location.

Drag this icon to move a topic/section.

Drag this icon to move a link.
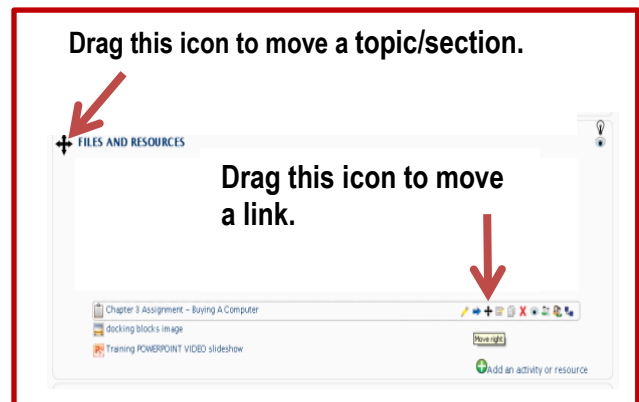
DOCK A BLOCK

You can move blocks out of the left and right columns to the "**dock**" area.
This will help to de-clutter your page.

Regardless of which blocks you move, students will see the original three-column view (*they do not see the "dock"*).

To dock a block:

- o Locate the blue rectangle in the upper right corner of the block.
- o Hover over the rectangle until you see the phrase "**Move this to the dock**".
- Left click one time.

The block will immediately appear on the dock on the left.

To access the block:

- Hover your cursor over the block and then navigate to the content / links within the block.

To return the block to the main columns:

- Hover your cursor over the block and locate the blue rectangle on the upper right.
- Place your cursor over the rectangle until you see the phrase "Undock this item".

- Left click one time.

The block will immediately appear back in the column in which it was originally located.

EDITING ELEMENTS ON THE COURSE HOMEPAGE

With the editing turned on, each item on your course homepage and each section/block will have icons next to it which all perform different functions such as edit/move/copy/delete/hide. You can hover over the icon to view the tool tip.

# ADDING ACTIVITIES AND RESOURCES

Adding a file via an activity or resource allows you to control its availability via the settings of the resource or activity.

The separate drop down menus to add resources and activities have been combined.

Each section now has a link in the lower right-hand side of the topic or week to add an activity or resource.

If you prefer, you can switch back to the separate "**Add a resource"** and **"Add an activity**" drop down menus by clicking the "**Activity chooser off**" link in the **Settings block.**
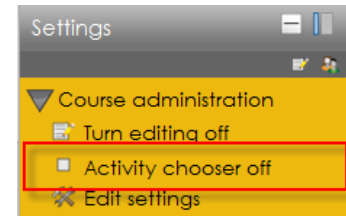
To add an Activity or Resource:
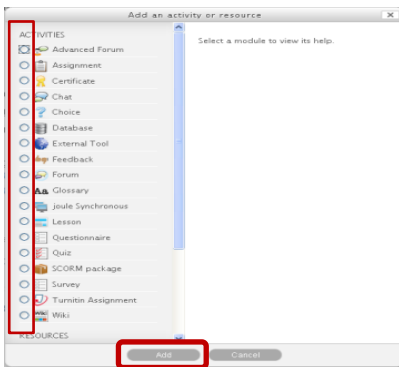
- Click .

in the section that you want to add the activity or resource.

- Click the **radio button** next to the activity or resource you want to add.
  A description will appear on the right side of the window.

- Click on the **Add** button at the bottom of the page.

ADDING FILES

USING THE MOODLE FILE PICKER

The file picker enables files to be selected and displayed in Moodle. It is available when you add a file while editing a resource or activity. An "add" button appears which is clicked to access the file picker.
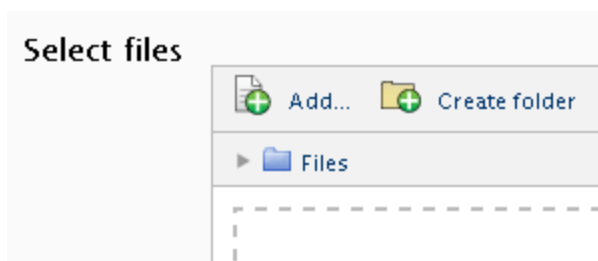
The Moodle file picker can be accessed from various locations within Moodle, including:

- File resources
- Attachments to forum posts

To add files using the file picker:

- From your Moodle course homepage, locate the section/topic you want to add a file (or files) to and click on **Add an activity or resource**.
- Select **File** and click **Add**. This will open the edit page for the file item.
- In the **General** section, give your file a name and description.
- In the **Content** section, click **Add ...**
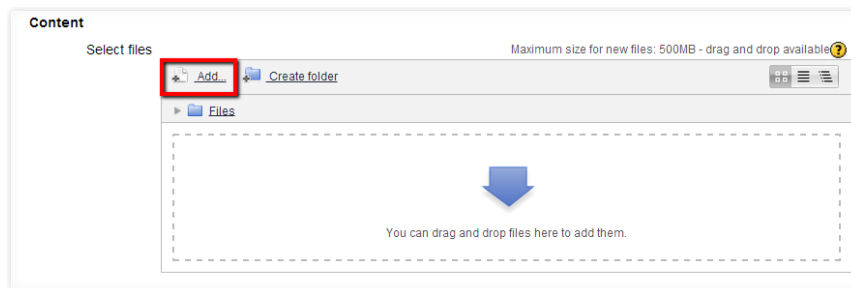
- In the File picker window that appears, a number of links are listed down the left side.
  - These are links to *Repositories* which hold files you might want to use.
  - There is also a link to *Upload a file* which you can click on to add a file yourself from your computer.

Which repositories are included depends on which ones have been enabled by the administrator and also the context in which you access the file picker
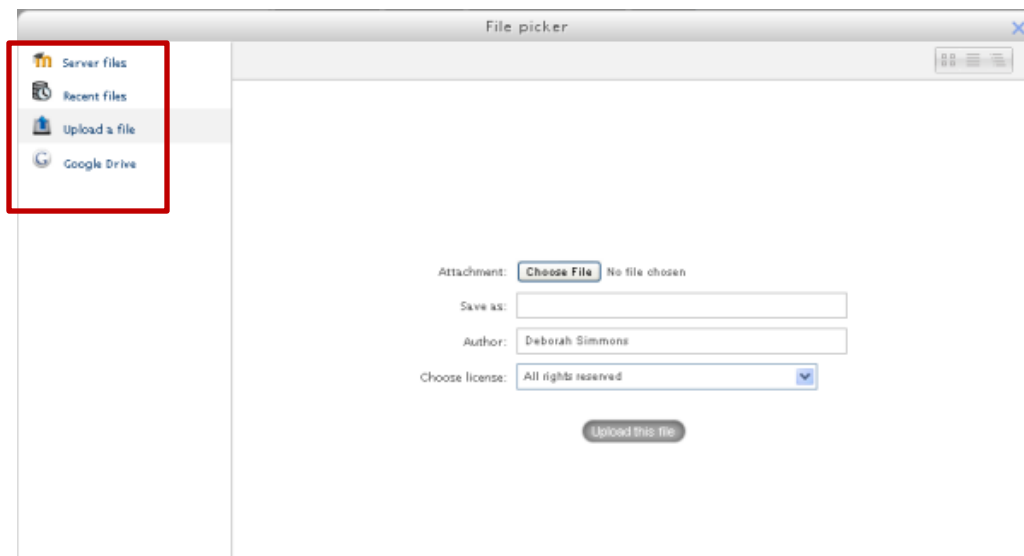
To add a file, select **Upload a file** from the options on the left, then click **Choose File**.
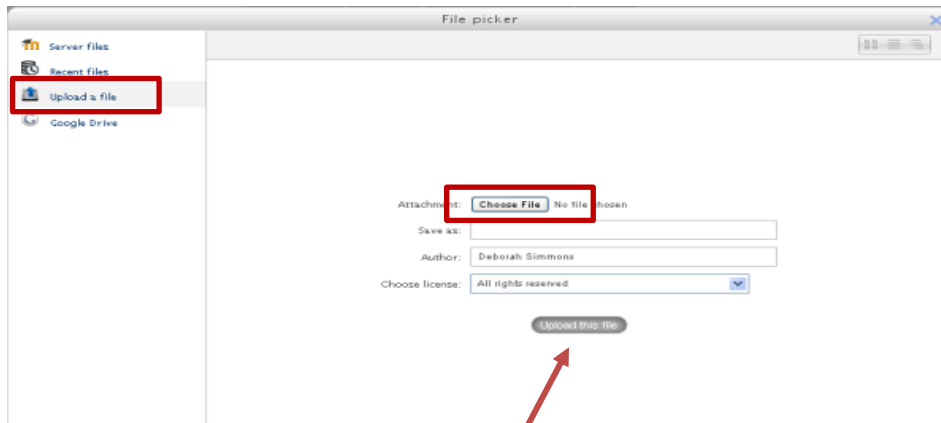
- Locate and select the file you wish to add and click **Open**.
- From the File picker, click **Upload this file**.
- Edit the access and display settings required, then click **Save and return to unit**.

DRAG AND DROP

Drag and drop is new in Moodle 2.3. You can drag and drop files from various locations, including:

- your Google drive
- a USB stick
- your hard drive
- Windows Explorer (for PC users)
- Finder (for Mac users)
- your desktop

TO ADD A FILE, simply drag and drop it onto the course section where you'd like it to appear.

TO ADD A FOLDER OF FILES, simply zip the folder then drag and drop it onto the course section where you'd like it to appear. Answer *'Unzip files and create folder'* to the popup dialogue, then click the upload button.


Drag and drop is currently not supported by Internet Explorer

DRAG FILES INTO MOODLE FROM YOUR COMPUTER

You can drag and drop files on the edit page for a given **activity or resource** (content for a file resource or as an attachment to a forum post), as well as within a **section or topic** (a resource/file for students to download or view)

To **drag and drop** **files into an activity or resource** that is being edited:

1. From your Moodle unit page, locate the resource or activity, click on the edit icon.

2. If the resource or activity allows file attachments, an area that allows you to drag and drop files into it will be displayed.
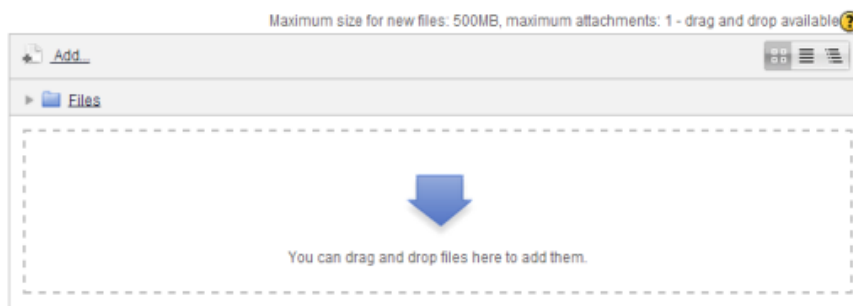

3. Navigate out of Moodle to the source of the file(s), select the file(s) you wish to add.

4. Drag and drop the file(s) into the dotted area in the settings page.
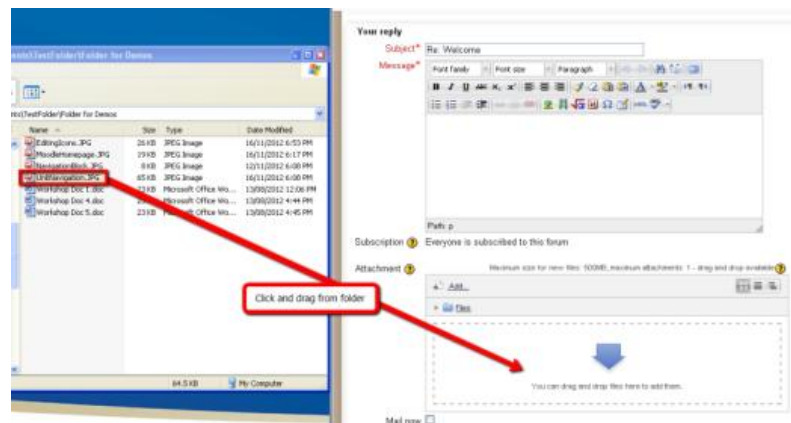
To **drag and drop** **files into a section or topic** that is being edited:

1. From your Moodle course homepage, locate the appropriate section or topic you would like to add files to.

2. Navigate out of Moodle to the source of the file(s) (e.g. Windows Explorer or your desktop), select the file(s) you wish to add.

3. Drag the files into the bottom of the section/ topic. As you hover the files over the section (before you drop the files), you will notice that a dotted rectangle area at the bottom of the section/ topic will appear, containing the text

4. **Add file(s) here**. This indicates where the files are to be dropped:

5. Once you have dropped the files into the section/ topic, you can move them by using the move icon (⊕).
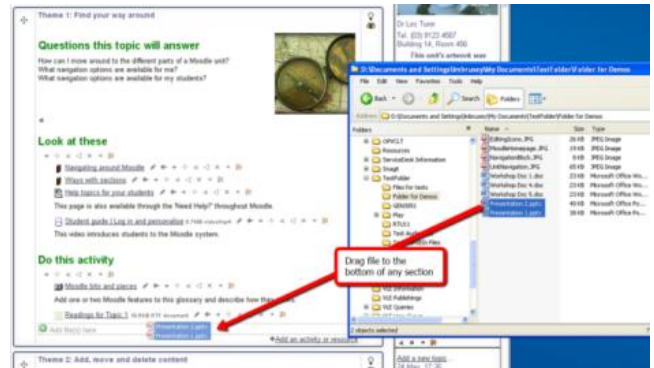
PRIVATE FILES

Instead of having a file repository in each course site (Files), each Moodle user has **1G of private file storage** available for all Moodle-related files that can be accessed from any course.

The files in this area will be available to you no matter what course you have open, making it possible to link to the same file from any course site. Therefore, if you have guidelines for online discussions or checklists that you provide for all of your students, you only need to upload each file once to be able to link to it from all of your course sites.


 If you upload a new version of a file that you have linked in multiple places, you will have to relink the file everywhere it appears in order to provide access to the updated version.

UPLOAD FILES TO PRIVATE FILES STORAGE

- Uploading files is as simple as dragging and dropping them from your desktop.
- The first time you open your private files space, your repository will be empty.
- Before you begin uploading files, create folders so that you can organize your files in folders by topic or course.

1. Locate your **Private Files block** on the main page of a course, and click "**Manage my private files**".
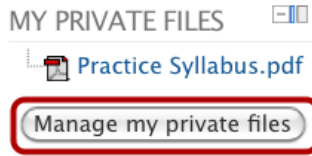
- ○ Or, go to the **Navigation Block > My Profile > My Private Files**.

2. Drag and drop the file from your computer ("My Documents" folder, or wherever it is) into the Files window.
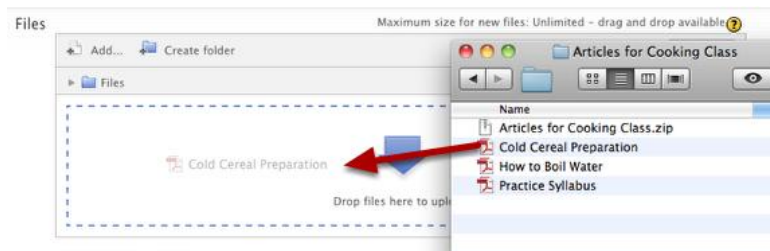
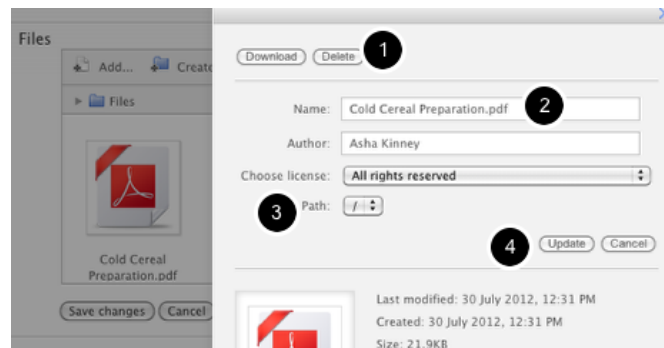- ○ You can even select multiple items at a time on your computer, and drag them all over at once.

- ○ You can also drag in a .zip file for mass uploads.

Save your Changes!

3. Click on a file for pop-up options screen.

   1. Download or Delete
   2. Rename
   3. Move to a different folder or up to the top level ("/")
   4. Click Update to save changes.

If this was a .zip file this is where you'd unzip it!

FILE MANAGEMENT

CREATE FOLDERS

A folder is a resource that is used to add downloadable content to your course. Folders enable you to organize your files for convenient downloading.

1. Click on Create folder to set up a folder for your files.

2. Name the folder to reflect the course name (or type of files) it will hold. This example indicates the term as a further identifier.

3. Click on Create folder. You'll see the new folder in your storage space. Repeat steps 1-3 to continue creating a folder for each course you are teaching.

Upload Files

Click on the folder you just created to open it. You'll see another drag and drop canvas with the name of your open folder displayed in a breadcrumb trail just above.

Minimize Moodle and navigate to the list of files on your computer (using Windows Explorer on a PC or Finder on a Mac) to locate the files that you wish to upload. You can upload files one by one or create and upload a zip file that contains multiple folders and files.

Note: If your zip file contains one or more folders, these folders will automatically be recreated when you unzip the file.

Select and drag the file onto the upload arrow in your Private files folder. Uploading the file may take a few moments. The file will then be displayed in your storage area.

Unzip Files

Click on the icon representing the zipped file, then click on Unzip to unpack your files.

When the zipped file is unpacked, you'll see a folder with your files in it next to the original zip file. After unzipping, you should delete the zip file as shown on the next page.

Viewing Your Files

Click on the folder to view its contents. The example folder contains five subfolders full of files and an image file.

Clicking on any of the folders will display the files inside. Note that a breadcrumb trail just above the file area shows you what folder you are in.

Managing Your Files

Storage space is always at a premium, so keeping your private file space cleaned out will make it easier for you to locate files quickly and minimize bloating on the Moodle server. For instance, once you've unzipped your course files you'll no longer need your zip file, so it's best to delete it.

Delete a File

To delete a file, click on the file icon, then click on Delete. Confirm the deletion to remove the file. Click on Save changes and you're ready to go!

Link Files

To create a link to a file in a course site:

1. Turn editing on in your course.

2. In the module where you want the file to appear, click on +Add activity or resource.

3. Select File from the list and click on Add.

4. Enter a display name for the file and a description of it if you wish.

5. In the Content area, click on Add.

6. Click on Private files to bring up the folders that you have created. Click on a folder to access and select the file that you wish to link.

7. Adjust the remaining settings to meet your needs, then save.

Bonus tip #1: To add a new file to a folder, open the folder by clicking on it, then click on Manage to open a drag and drop canvas. Drag and drop the new file in the folder and Save changes.

Bonus tip #2: You can add a "My private files" block to a course site for quick access to your course files. With editing on, scroll down and locate the Add a block block at the bottom of the left column. Click on Add…, then choose My private files from the list. The block will be added to the column. You can drag and drop it wherever you would like it to appear in the column.

LINKING TO A FILE IN ANOTHER COURSE IN MOODLE 2.3

ONE OF THE NEW FEATURES OF MOODLE 2.3 IS THE ABILITY TO REFERENCE ANOTHER FILE WITH AN ALIAS/SHORTCUT. THIS MEANS THAT INSTEAD OF JUST COPYING AN INSTANCE OF A FILE YOU CAN REFERENCE IT INSTEAD, SO THAT IF ANOTHER FILE HAS BEEN UPLOADED INTO MOODLE AND YOU HAVE ACCESS TO IT, THEN YOU CAN REFERENCE THAT FILE SO THAT IF IT IS UPDATED YOUR REFERENCED ENTRY IS ALSO UPDATED.

THERE ARE A NUMBER OF USE CASES FOR THIS:

I AM GOING TO START WITH THE USE CASE THAT NEEDS SHOUTING FROM THE MOUNTAIN TOPS, ACROSS THE VALLEYS AND ALL ALONG THE WATCHTOWERS!

- TEACHER A TEACHES HISTORY AND ENGLISH.

- TEACHER B TEACHERS SPANISH AND ENGLISH.

- SO THEY BOTH HAVE ACCESS TO THE ENGLISH COURSE.

TEACHER A UPLOADS AN INTERESTING DOCUMENT INTO THE ENGLISH COURSE. TEACHER B LIKES IT AND WANTS TO USE IT IN HIS COURSE. SO HE ADD A FILE RESOURCE INTO THE SPANISH COURSE. HE THEN BROWSES TO THE DOCUMENT IN THE ENGLISH COURSE AND THEN CREATES AND ALIAS/SHORTCUT TO IT. THIS WAY HE KNOWS THAT WHEN TEACHER A UPDATES HIS DOCUMENT, THAT IT WILL BE UPDATED HERE TOO.

YOU COULD ALSO DEVELOP A SHARED RESOURCES COURSE. IT IS A NORMAL MOODLE COURSE, BUT ALL THE TEACHERS WHO WANT TO SHARE RESOURCES ARE ENROLLED THERE. THIS WAY THEY CAN USE THIS COURSE AS A "IN MOODLE" REPOSITORY AND STORE FILES THERE AND UPDATE THEM CENTRALLY. WHILST ENABLING EACH TEACHER TO JUST ALIAS THEM.

SOME OTHER USE CASES ARE:

THE SECOND USE CASE WHICH IS VERY HANDY IS USING IT WITH THE PRIVATE FILES OPTION IN MOODLE.

SO A TEACHER CAN UPLOAD A RESOURCE INTO THEIR PRIVATE FILES AREA AND THEN WHEN ADDING THE FILE TO A COURSE, THEY CREATE AN ALIAS TO IT. THEY CAN THEN REPEAT THIS IN OTHER COURSES. HOWEVER WHEN IT COMES TO UPDATING IT THEY CAN JUST UPDATE THE VERSION IN THE PRIVATE FILES AND EVERYTHING WILL USE THE NEW VERSION.

THE OBVIOUS USE FOR THIS FEATURE IS FOR USE WITH EXTERNAL REPOSITORIES. THIS WOULD MEAN THAT YOU CAN ADD A FILE INTO THE REPOSITORY AND REFERENCE IT FROM MANY COURSES IN MOODLE TO MAKE IT SIMPLE TO UPDATE IT. BUT IN THIS CASE THE FILE ITSELF STAYS OUTSIDE OF MOODLE AND IS MANAGED OUTSIDE OF MOODLE (IN DROPBOX OR EQUELLA FOR EXAMPLE) AND IS JUST DELIVERED BY MOODLE TO THE USER SO KEEPING THE USER PERMISSIONS.

THE FOURTH OPTION IS THE USE OF THE FILE SYSTEM REPOSITORY TO HAVE SHARED FILES ADDED TO.

THIS MEANS THAT THE TEACHERS CAN LINK TO THOSE COMMON FILES (TERMS AND CONDITIONS, HEALTH AND SAFETY ETC… OR LIBRARY GUIDELINES AND SO FORTH..) FROM ALL COURSES AND YET THEY ARE ONLY CREATED FROM ONE PLACE AND MANAGED CENTRALLY. HOW FILES GET THERE IS A SECONDARY ISSUE FOR SYS ADMINS BUT THIS OPENS

UP SOME NICE OPTIONS BUT DOES NOT REQUIRE BROWSING TO ANOTHER COURSE TO FIND THE FILES AS THE FILE SYSTEM REPOSITORY SHOWS UP DIRECTLY ON THE FILE PICKER AS AN OPTION.
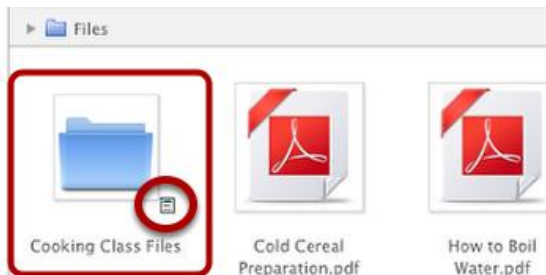
SEE VIDEO ON YOUTUBE: LINKING TO A FILE IN A MOODLE COURSE WITH AN ALIAS OR SHORTCUT BY GAVIN HENRICK

CREATE A FOLDER

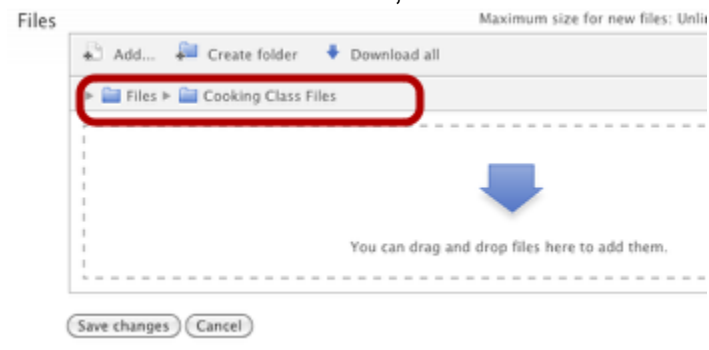1. Use the Create Folder button to create a folder, if desired.
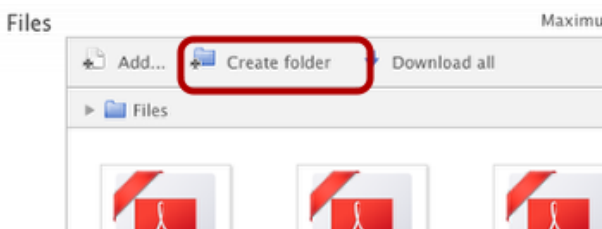
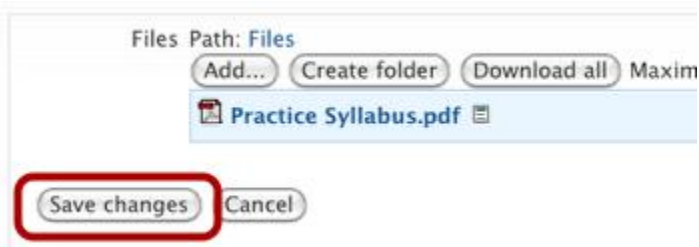2. You'll see the folder appear. Click its name to enter the folder.

- o Click the small menu icon next to it for editing options (move, rename, delete, etc).

3. You'll see the folder name, and a link back to the parent folder, appear above.

- o *If you click "**Add**..." at this point, files will upload directly into this particular folder.*

3. Remember to "**Save changes**" when you're done!


UPLOAD AND/OR ADD A VIDEO & AUDIO

Wherever you can enter text, you can also add images and media. You can add text & media to the main Moodle page by adding a **Label** or **Topic Summary**.

Adding video or audio this way will automatically embed the media so it will be visible and playable directly in Moodle.

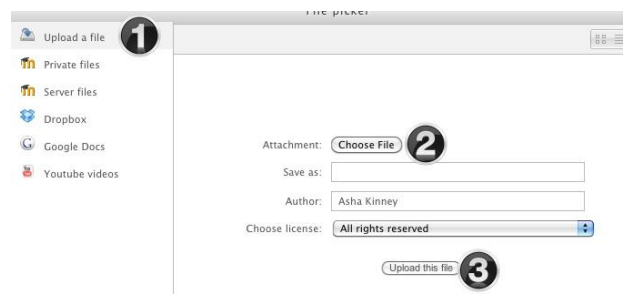1. Click the **Moodle Media** button (looks like a little filmstrip).
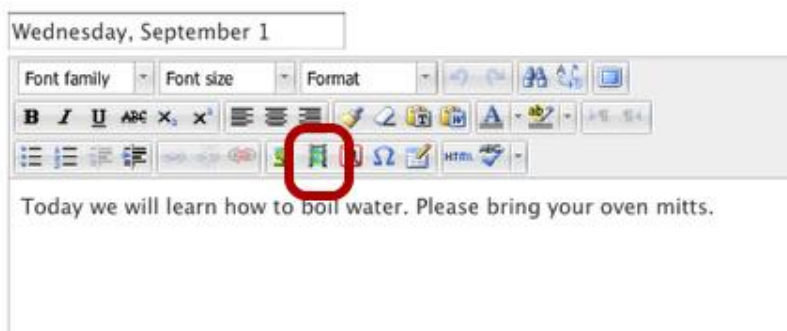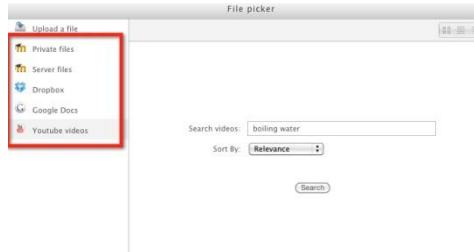

2. Click **"Find or Upload..."**
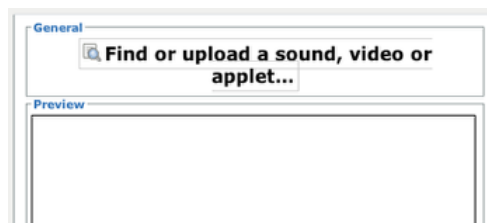
3a. _Option A_- **Upload a video** (or audio) file from your computer.

   o Remember that there's a 500MB per file upload limit.

3b. *Option B*- **Use the buttons on the left** to find a video on YouTube or in another location (Private Files, Dropbox, etc).

4. Click **"Insert"**.
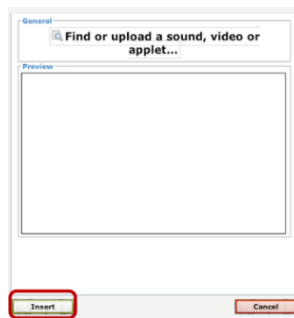
5. You will see a **blue link** for your video in the Text Editor.

- o The video is seen on the next screen.

6. Click **"Save changes"**.

7. You'll see your **embedded video (or audio)** wherever you placed it in!

- o You may have to reload the page (refresh your browser) to see the video.

ADD A GOOGLE DOC

Adding files from **Google Docs** in Moodle follows a similar process to **using the file picker to add a file**.

It is important to note that the Google Doc you upload to Moodle is a copy of the original Google Doc. This copy **does not automatically synchronize** with the content in your Google Drive. You can update the file in your Moodle unit by deleting the 'old' Google Doc and re-uploading the latest version.

To add a Google Doc to an activity or resource:

- From your Moodle unit homepage, locate the appropriate activity or resource you would like to add files to and click the edit icon.

In the **Content** (or **Attachment** in Forums) section of the settings page, click **Add ...**
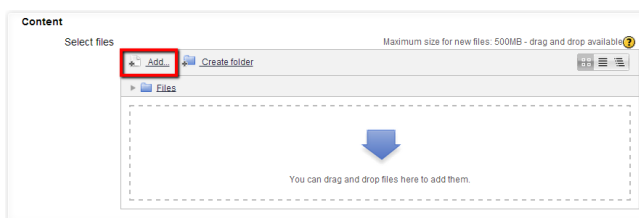
- In the File picker window, select **Google Docs** from the options on the left, click **Login** and enter your username and password (if prompted).

- From the list of Google docs that appears in the file picker, choose the file you wish to add then click **Select this file**.

- Edit the access and display settings for the activity or resource required, then click **Save and return to unit**.
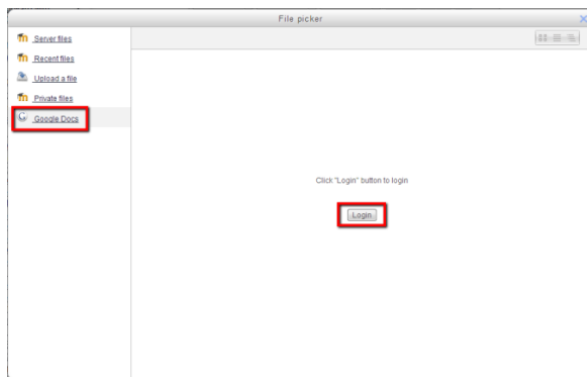
Notes:
If the file you want is not listed, you can search for the desired Google Doc via keywords in the Search box. The resulting list will be a list of files that contain the keywords in document titles or somewhere in the text of the documents.

There are three display options for Google Docs - the default icon view, a detail list view and tree view. You can change the display format by clicking on one of the display formats. If detail list is chosen, you can sort the list by: **Name**, **Last modified** and file **Type**.

By default, Google Docs will be listed by **Last modified** date. Collections (folders) are not listed.
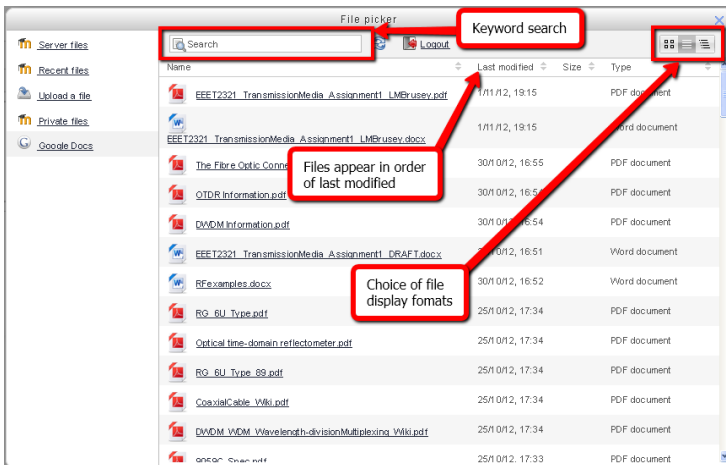
Change the access and display settings

As part of setting up your Moodle unit, you can configure an activity or resource's access dates and times, and other display settings as required:

- Ensure editing is on.
- From your Moodle unit homepage, locate the activity or resource for which you want to change the access and display settings for and click the edit icon ( ).
- In the **Options** section, select the display format you wish to use. By default this is set to **Automatic** and Moodle selects the best display for the file type(s) added. You may need to click **Show advanced** to see all the available options.

Display options are:

- Embed
- Force download
- Open
- In pop-up
- In frame
- New window

users leave the display as **Automatic** but may display file size and type.

Most choose to

1. In the **Common module settings**, you restrict access to certain groups of

can students.

2. In the **Restrict access** section, you can:

1. Restrict or allow student access to resources and activities by setting a time from and/or until which students can access it.

2. Set conditional access to the resource or activity.

3. Adjust other settings as required and click **Save and return to unit** or **Save and display**.

Update, delete or manage files

You can rename, update, delete or download the files you have uploaded:

1. From your Moodle unit homepage, locate the activity or resource containing the file(s) you wish to rename/update/delete/download and click the edit icon ( ).

2. In the **Content** (or **Attachment** in Forums) section, click on the file previously uploaded.
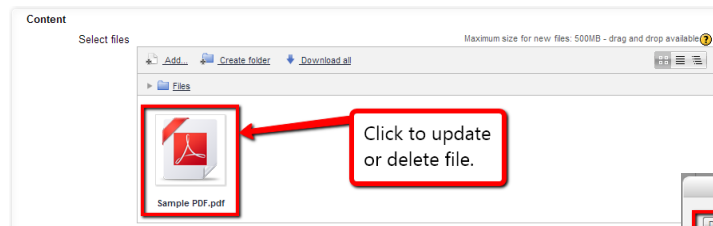
3. Click on **Download**, **Delete** or change the **Name**, **Author** or **License** information as required.

4. Click **Update** to save the change.

5. Adjust other settings as required, then click **Save and return**   **to unit** or **Save and display**.
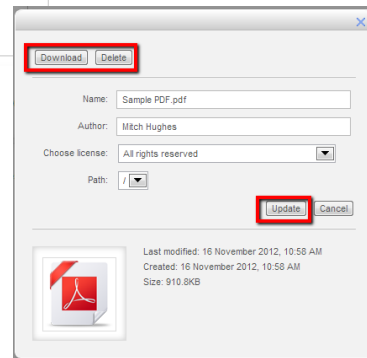
Note: The files you have uploaded will be opened either inside Moodle or will open with the appropriate application if installed on the individual user's computer (e.g. Microsoft Word for .doc files, Microsoft Excel for .xls files or Windows Media Player for .wmv files).

Create an alias or shortcut to a file

▪   In Moodle 2.3, an alias or shortcut to a file can be created for files that have already been uploaded to Moodle. This feature allows a single file to appear in a number of locations and for updates to be synchronized across all locations.

    When an uploaded file is re-used elsewhere on Moodle, the instructor has   the option to make a copy (a new, unconnected version) or to create a   shortcut or *alias*.

- If an alias is created, then when the original file is updated, it will change in all instances of the alias. So an instructor might add course notes to their private files for example, and then add them into a number of courses. When the instructor makes an alteration in the file in their private files, this alteration will be reflected in all instances of the course notes.

- An alias can be recognized by its thumbnail. See the difference in the screenshot below between the original file (left) and the alias (right):
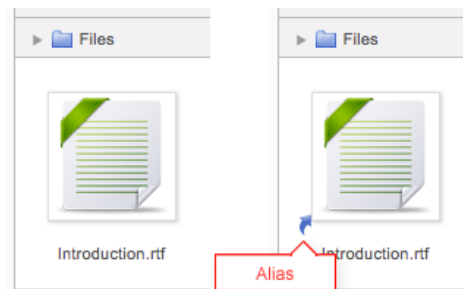
To create an alias or shortcut to a file:

1. Ensure editing is on.

2. From your Moodle unit page, locate the appropriate section or topic, click on **Add an activity or resource**.

3. Select **File** and then click **Add**. This will open the edit page for the file item.

4. In the **General** section, give your file a name and description.

5. In the **Content** section, click **Add**.

6. In the **File picker**, select **Server files**. Navigate through the list of folders.

   Note: First you may need to find out where the existing file you would like to add is located (e.g. use the links to unit resources and activities in the Navigation block), this will help you to navigate to the right folder or subfolder when you are using the file picker.
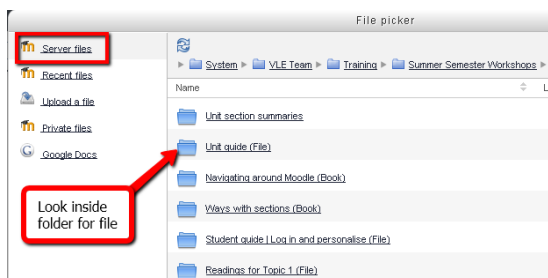
7. In the new window that appears, click **Create an alias/shortcut to the file**, then click **Select this file**.
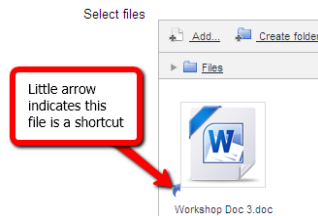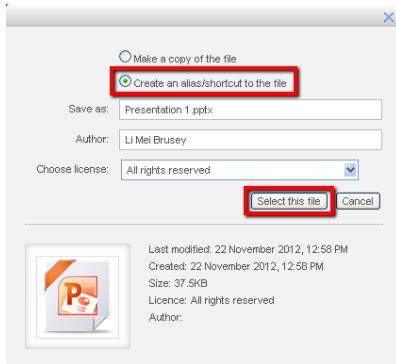
8. Adjust any other settings as required, then click **Save and return to unit** or **Save and display**.

Note: If you delete the original file that is linked to the shortcut, the related shortcut/alias files will be converted to copies of the original file. A warning will display before you delete the original file.
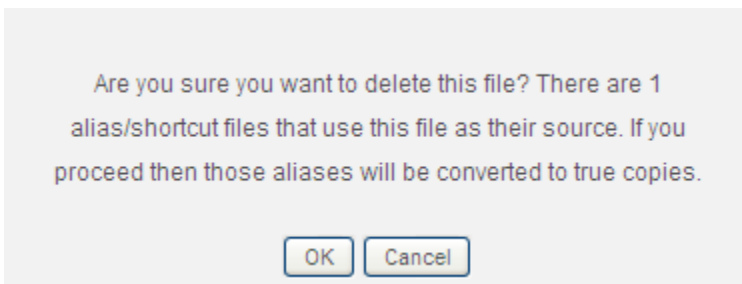
Use a folder

Adding a folder is very similar to adding a file. Much like a file, you can upload a folder or multiple files using the drag and drop or file picker method.

To add a folder to your unit:

1. In the section where you want to add a folder, click **Add an activity or resource**.

2. Select **Folder** and click **Add**.

3. In the **General** section, give the folder a name and description.

4. In the **Content** section, click **Create folder**.

5. Enter a name for your folder and click **Create folder**.

6. To add files to your new folder, double click on that folder and then proceed to add files as normal..
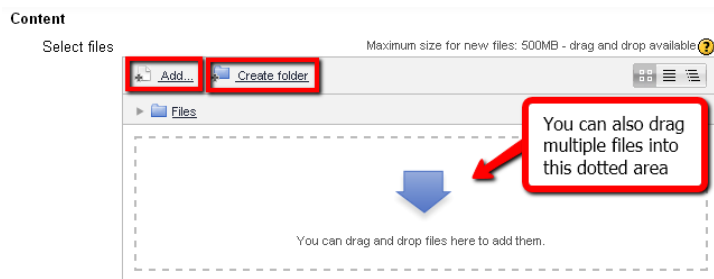
7. Adjust any other settings as required and click Save and return to unit.

ASSIGNMENTS

In Moodle 1.9 there are 4 assignment types to choose from.

When you create an assignment in 1.9, you have to select the type of assignment from the **Add an activity menu** from either …

- Advanced uploading of files
- Online text
- Upload a single file
- Offline activity

After you make the selection, then you apply the appropriate settings on the "**Adding a new Assignment to topic**" page in your course.

The component for Adding an Assignment has changed in Moodle 2.3

In Moodle 2.3, there is only one **Assignment** "type" to select from. The difference in the method of creating an assignment in 2.3 versus 1.9 is that you add an assignment, **then** you select the **type** of assignment you would like in the assignment settings.

Basically what has happened with the upgrade is that the assignment types in version 1.9 have been merged into one for version 2.3

The **'Upload one or more files'**, **'Online text'**, and **'Offline'** assignment has been merged into a new single assignment tool.

If you want to allow **online text** to be included you can select "**Yes**" from the "**online text**" option.

- Select "No" to turn off the option for students to **upload files** if you do not want them to have the option to upload any.

If **'file submissions'** and **'Online text'** are both set to **'No'** the assignment becomes an **offline assignment**.

To add an assignment in Moodle 2.3:

Select the **add a resource or add an activity** link in the section that you actually want to place the assignment.

Then, Click the radio button next to "**Assignment**"

Click Add.

On the **Adding a new Assignment** page…

Enter a name for the assignment:

In the description area, enter the instructions you want students to follow.

If you want the description for the assignment to display on the course page, click the box under the text editor to do so.

- Set dates when the assignment becomes available for your students, and when it stops being available.

- In Moodle 2.3. if the "**Require students click submit button**" setting is set to **No**, then students are able to make changes to uploaded files at any time. (If you need to provide feedback on drafts, this is good)

However, instructors can stop students from making further changes by using **Prevent submission changes.**

- Prevent submission changes is done by:
  - Clicking the assignment activity, then
  - Click on the View/Grade Edit column
  - Locate the student and click the action icon in the Edit column.

  o Select Prevent submission changes.

You can **Notify graders about submissions**.

- In Moodle 2.3, the instructor is able to choose whether an email alert is sent whenever a student submits an assignment (early, on time, and late) or whether an email notification is sent whenever a student submits an assignment late.

- If you want your students to be able to enter some online text for the assignment, click "yes" for Online text.
- If you want your students to be able to upload a file for the assignment, leave the File submissions set at "Yes".
- You can set the number of files that students can upload for the assignment.
- You can set how large the files can be
- Whether the student can include a comment about the file
- Whether or not you as the instructor can enter a comment about each submission
- Whether or not you will be able to upload your own file about a submission such as an annotated copy of the student's paper.
- You can set the grading scale for the assignment…whether it will graded on a scale from 1 to 100, or a letter grade, etc.
- Click on the save and return to course option.

Student View
When students open an assignment:
- They see your instructions
- Some information about the status of their submission
- When they are ready, they can click on the add submission button
- If the assignment allowed online text entry, they can type or paste their response in the appropriate area.
- If the assignment allowed file upload, they can add their file by clicking on the add link or by dragging their file directly into the appropriate area.
- When they are ready they will click on the **Save changes** button.

The assignment is submitted.

When you click on the assignment link after a student submits an assignment.

- You see some overall information about the assignment status
- Click on the View/grade all submissions link
- You will see a table with a row for each student

- You will see a column with information about each aspect of the submissions
- You can click to view the student's online text or file submission
- Click on the icon in the grade column to see all the particular information about a student's submission
- Enter a grade
- If you have allowed it in your original settings, you can enter some feedback comments or upload your own feedback file
- If you have already determined the students' grade, you can turn on quick grading to enter all of your students' grade on one page.
- Save the grade.

The grades will appear in your gradebook

The major difference in 1.9 and 2.3 in the assignments module is the submission settings.

If **Online text** is set to Yes, **students are able to compose and edit text on screen in the text editor.**

File submission allow students to upload and edit their files before submitting

Max # of uploaded files and size were also included in 1.9

*By default the settings are configured to allow students to upload **three files** like in the previous **'Upload one or more files'** assignment.*

Submission comments allows students to leave comments that are associated with an assignment as part of their submission.

- the submission comments will appear in the View/Grade section of the gradebook.

Under Feedback settings

This sections allows instructors to determine the type of feedback that will be provided to students.

- **You can determine whether you will provide feedback comments or feedback files, or a combination of both, to your students.**

Feedback comments and Feedback files will display in the gradebook. (View/Grade all submission button.

QUIZ ADMINISTATION

General

Name

This is the standard name field. This name will appear on the home page of the course, navigation menu and other places which will show or provide links to this quiz.

Introduction

Write an introduction for the quiz. A student will see the introduction immediately after clicking on the quiz name.

The student will see this description before they click on the "Attempt quiz" link and thus before the quiz timer is started (if used). This is a good place to include any special instructions for taking the quiz like the number of attempts allowed, time limit or scoring rules.

Display description on course page

You can choose to make the description visible with the activity on the course page.

Timing

Open the quiz

You can specify times when the quiz is accessible for students to make attempts.

Before the opening time the quiz will be unavailable to students.

They will be able to view the quiz introduction but will not be able to view the

questions.

Note: You can make the quiz available at different times for different groups or users in the Group or User override sections of the Quiz Administration settings block.

Close the quiz

After the closing time, the students will not be able to start new attempts.

Answers that the student submits after the quiz closing date will be saved but they will not be marked.

Even after the quiz has closed students will still be able to see the quiz description and review their attempts.

What exactly they will see depends on the settings you choose for review options.

Time limit

You can enable a time limit for your quiz

By default, quizzes do not have a time limit, which allows students as much time as they need to complete the quiz.

If you do specify a time limit, several things are done to try and ensure that quizzes are completed within that time:

1. ***A countdown timer is shown in the quiz navigation block***

2. ***When the timer has run out, the quiz is submitted automatically with whatever answers have been filled in so far***

3. ***If a student manages to cheat and goes over the allotted time, no marks are awarded for any answers entered after the time ran out***

Note: You can make the quiz available, and for a different period of time, for different groups or users, in the Group or User override sections of the Quiz Administration settings block (see below).

When time expires..

- ***This is a** New feature in Moodle 2.3!*

There are three options as to what will happen when the time limit is up. Choose the one you need from the dropdown menu:

The default for happens when expires is "Attempt submitted before expires, or they counted.

When time expires	Attempts must be submitted before time expires, or they are not counted
	Open attempts are submitted automatically
	There is a grace period when open attempts can be submitted, but no more questions answered

Submission grace period 0 minutes ☐ Enable

what time must be time are not

If you select "*there is a grace period...*" then you can check the box to enable the "Submission grace period" and **specify a period of time during which learners may still submit the quiz after the time is up.**

Examples of how timing is handled

1. A student starts a quiz at **noon.** The quiz has a one-hour time-limit, and a 1 hour delay between attempts. The student gets distracted, and so actually does not submit (using the overdue handling) until 1:30pm.

   They are allowed to start their second attempt at 2. Pm

2. The quiz count-down timer submits a student's quiz attempt at the last second when time expires. Because the server is heavily loaded, it takes 30 seconds to process the student's attempt.

   The submission is accepted nonetheless.

3. Same situation as above but with a 120 second delay:

   The submission is rejected.

4. The delay is not because of server load but because the student found a way to cheat the timer.

   Moodle cannot know what causes a delay. The behavior is controlled by the admin setting(quiz/ graceperiodmin), **60 seconds by default.**

5. A student is a member of 3 groups, all of which have different override settings. Which limits will apply to this student?

   If there is any user-specific override, then that is used, and the group overrides for that setting are not used at all.

   Otherwise, if there are multiple group overrides, the most generous values are used (the earliest open date, the latest close date, the longest time limit, the most number of attempts, and the student can type any of the passwords).

Questions behavior

Adaptive – students get a submit button so that they can get immediate feedback as to whether their response was right or wrong.

Review options

A few review options have been added:

This section controls what information students will be shown when they review their past attempts at the quiz, and during the attempt in adaptive mode. It is a matrix with check boxes.

The attempt

Will show how the student responded to each question.

Whether correct

Displays whether the students response to each question is correct or incorrect.

Marks

Reveals the marks awarded to the student and the grade for the quiz.

Specific feedback

Will show the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for both correct and incorrect answers.

General feedback

Displays the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background to what knowledge the question was testing.

Right answer

Reveals the correct answer to each question, whether the student answered correctly or not (See note below).

Overall feedback

Displays feedback for the entire quiz as set in the quiz settings (See note below).

For each of the above items, you can determine the timeframe when the students will see them:

During the attempt

is only available when *'How questions behave'* has been set to *'Immediate feedback'*, *'Immediate feedback with CBM'* and *'Interactive with multiple tries'*.

If set to one of these options then a *'Check'* button will appear below the answer and when clicked the student will submit that response and then receive immediate feedback.

Immediately after the attempt

means within 2 minutes of the student clicking "submit all and finish".

Later, while the quiz is still open

means after 2 minutes, but before the close date (if the quiz does not have a close date, this phase never ends).

After the quiz is closed

means what it says (you never get here for quizzes without a close date).

PERSONALIZED LEARNING DESIGNER

The Personalized Learning Designer tool enables instructors to create and modify "rules" within the course that trigger events to perform specific actions.

The rules work basically as an agent to interact with students on behalf of the instructor.

Students never see the rules; they are recipients of the actions performed by the rules.

RULE EXAMPLES

- If a quiz is viewed, but the learner has not read a particular lesson, show an alert instructing them to read it before taking the quiz.
- If a learner submits a quiz and the grade is less than 70%, release some remedial content and inform the learner they have access to it.
- If a learner submits a quiz and the grade is greater than or equal to 90%, release the next lesson.
- If a learner submits a quiz and the grade is less than 50%, send an e-mail to course educators notifying them that intervention may be required.
- When a forum is viewed, show an alert with instructions that you don't want the learner to overlook.

To create a PLD rule:

- On the front page of the course locate the **Settings** block and click "**Personalized Learning Designer**."
- Under the Rules tab click "**Add a Rule**."
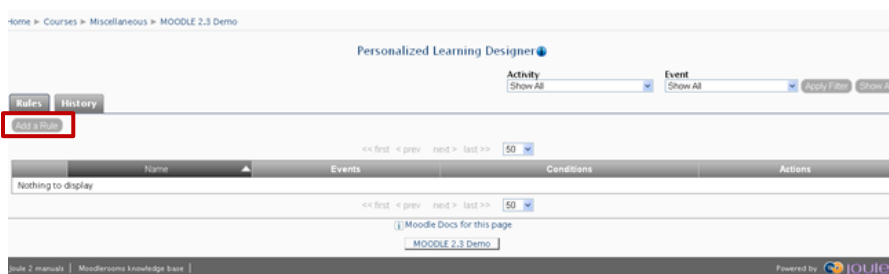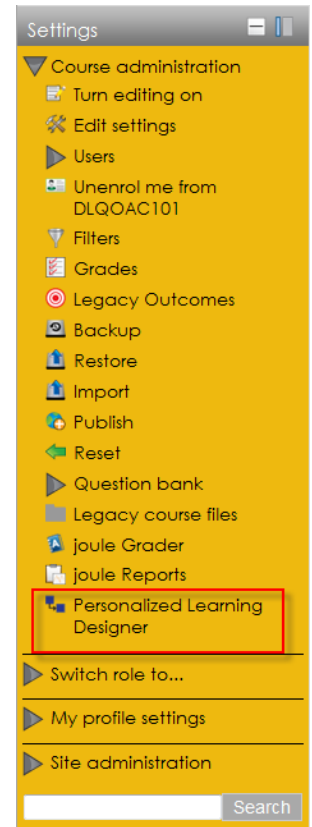
SPECIFY EVENTS, CONDITIONS, AND ACTIONS OF A RULE BY VISITING EACH ASSOCIATED TAB.
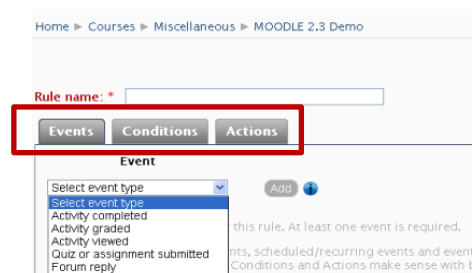
EVENTS TAB

EVENTS DETERMINE WHEN THE RULE WILL RUN.

When users trigger any of the specified events, actions will fire if the conditions are fulfilled.

To add an event, select at least the event and activity type, then click the Add button.

- The following event types are available. Note that not all event types are applicable to all activity and resource types.

Activity completed: Triggered when an activity is marked as complete, based on pre-configured completion criteria. Requires completion tracking to be enabled for the Joule site and in the course.

Activity graded: Triggered when an activity has a grade assigned. This can occur automatically (when a quiz is submitted), or manually (when a grade is entered by an educator). Keep in mind that the user triggering the event (e.g. the instructor) may be different than the recipient of the grade.

Activity viewed: Triggered when an activity or resource is viewed. For example, when a learner clicks on a quiz, the view event is triggered.

Quiz or assignment submitted: Triggered when a quiz or assignment has been submitted (e.g. when a user completes an assignment, when a user clicks submit on a quiz). It can be used to release new content, without waiting for manually graded items to be graded.

Forum reply: Triggered when a user replies to a forum topic or to another user's reply to a forum topic.

Forum topic post: Triggered when a user posts a new topic to a forum.

User added to group: Triggered when a user has been added to a group, whether manually, automatically by a different rule in the Personalized Learning Designer, or automatically via Conduit.

User removed from group: Triggered when a user has been removed from a group, whether manually, automatically by a different rule in the Personalized Learning Designer, or automatically via Conduit.

Course entered: Triggered when a user enters the course for the first time during the day. Leaving the course to visit other Joule courses and pages will reset the trigger.

Course grade change: Triggered when the course total changes in the grade book (typically because an activity receives a grade).

Specific date and time: Triggered at scheduled date and time. This date can be set in the future to check conditions at that point in time. This event does not have a triggering activity.

Recurring event: Triggered at scheduled dates and times. This event can be scheduled to occur daily or weekly at a specific time of day.

CONDITIONS TAB

CONDITIONS DETERMINE IF ACTIONS WILL FIRE WHEN AN EVENT OCCURS. IF NO CONDITIONS ARE SPECIFIED, ACTIONS WILL ALWAYS FIRE WHEN AN EVENT OCCURS.

- Add a condition by selecting a condition type, then clicking the Add button.
  - A dialog box will appear where additional configuration can be specified.

The following condition types are available:

Activity viewed: Checks if an activity or resource has been viewed by the user who triggered the rule.

Activity completed: Checks if an activity has been marked as complete for the user who triggered the rule. Requires completion tracking to be enabled for the site and in the course.

Activity grade range: Checks if the grade for an activity is within configured bounds. For activities that allow multiple submissions, the grade used is the overall grade for the activity, not necessarily the most recent submission.

User role check: Checks if the user who triggered the event is a member of a certain role. This may be useful to prevent some rules from triggering for educators.

Group membership check: Checks if a user is within a specific group.

Course grade change: Checks if a course grade is within a specific range.

Course login: Checks if the user has logged into the course or not within a specified number of days.

Date check: Checks if an event takes place before or after a designated date.

ACTION TAB

ACTIONS ARE PERFORMED WHEN AN EVENT OCCURS AND SPECIFIED CONDITIONS ARE FULFILLED.

- To add an action, select an action type, then click Add. A dialog box will appear where additional configurations can be specified.

The following action types are available:

Display alert: Specified text will be displayed to the triggering user in a standard browser JavaScript alert window. The user must acknowledge the alert before proceeding.

Send e-mail: An e-mail will be sent from the site server with the specified configuration parameters.

Go to activity: Sends the user directly to a specific activity or resource in the course.

Go to URL: Sends the user to another Web site (or even course or site page), specified by a URL.

Unlock release code: Makes all content that is protected by a specified release code available to the user who triggered this rule.

Lock release code: Makes all content that is protected by a specified release code unavailable to the user who triggered this rule.

Add user to group: Makes a user part of a specific course group.

Remove user from group: Removes a user from a specific course group.

Examples of Rules

- **Send an E-Mail when a Specific Activity is Completed**
  - Select "Activity Completion" as a triggering event.
  - Select the type of activity that you are monitoring (e.g. Assignment).
  - Choose the specific activity that you are monitoring (e.g. "Final Quiz").
  - Select "Send Email" as an action event.
  - Add the "Action Creator" as a recipient.
  - Create an e-mail message with the "Action Creator" as a recipient. In the e-mail's body, include something like "Newsflash: ((student_firstname)) ((student_lastname)) just completed ((activity_name))."

- **Send an E-Mail Upon Activity Graded**
  - Select "Activity Graded" as a triggering event.
  - Select an activity that you might grade (e.g. Assignment).
  - Choose "Any of type" rather than a specific assignment.
  - Select another activity that you might grade (e.g. Quiz).
  - Choose "Any of type" rather than a specific quiz.
  - Create an e-mail as an action event.
  - Add the "Action Creator" and the "Learner" as recipients.
  - Include something like this in the e-mail's body: "Hello ((student_firstname)). The activity: ((activity_name)) has been graded and your score is ((grade_percent_raw))."

- **Personalized Greeting Upon Viewing an Activity**
  - Select "Activity View" as a triggering event.
  - Select "Page" as an activity type that will trigger the event.
  - Select "Course Training Objectives" as a specific triggering event.

- o Select "Display alert" as an action type.
- o Create a message as an action event.
- o Include something like this in your message: "Hello, ((student_firstname)). Thanks for viewing the ((activity_name)), as it will be a critical component of the Jan 15 exam."

- **Send an E-Mail that a Student has Been Added to a Group**
  - o Select "User added to a group" as a triggering event.
  - o Choose the specific group (e.g. Lab Section C).
  - o Create an e-mail as an action event.
  - o Add the "Action Creator" as a recipient.
  - o Include something like this in your e-mail's body: "Hello, ((student_firstname)) ((student_lastname)) has now been added to Lab Section C."

- **Send an E-mail that a Student has Been Removed from a Group**
  - o Select "User removed from group" as a triggering event.
  - o Choose the specific group (e.g. Lab Section H).
  - o Create an e-mail as an action event.
  - o Add the "Action Creator" as a recipient.
  - o Include something like this in your e-mail's body: "Hello, ((student_firstname)) ((student_lastname)) has been removed from Lab Section H."

- **Welcome the Student Back to the Course**
  - o Select "Course entered" as a triggering event.
  - o Select "Display Alert" as an action event.
  - o Include something like this in your alert's body: "Welcome back to the course, ((student_firstname))!"

- **Send an E-Mail Upon Course Grade Change**
  - o Select "Course Grade Change" as an action type.
  - o Select "Course Grade Range" as a condition type.
  - o Choose a grade range to trigger an action (e.g. Grade is greater or equal to   0%, Grade is less than 70%).
  - o Select "Send Email" as an action type.
  - o Add "Learner" and "Action Creator" as recipients of e-mail.
  - o Include something like this in your e-mail's body: "Hello. ((student_firstname)) ((student_lastname)) is currently at risk with a grade of   ((course_grade_percent)) in the course."

- **Using "Group Membership Check" as a Condition**

(Scenario: You want to reserve a rule for a specific group of students.)

- Select "Group membership check" as a conditional event.
- Configure Triggering user "is" a member of group: "Good Times".

- **Using "Date Check" as a Condition**

(Scenario: You want to release course content 7 days after a student's enrollment)

- Select "Date check" as a conditional event.
- Configure Current date is "after".
- Choose "Learner's enrollment date".
- Check the "Plus" checkbox and type "7" in the days field.
- Select "Unlock Release Code" as an action event.
- Type "Week 2 Content" in the Release code field (Don't forget to mark the course content with this same code).

Note: A rule can be set as Disabled by checking the box and will not be in use in the course unless the checkbox is unchecked and then saved.

QUIZ OVERRIDES FOR USER OR GROUP

Students with special needs may require extra time for a quiz. For groups of DSS students, or individual students with legitimate needs for quiz access outside the allotted time, the quiz can have different settings for particular students. You no longer need a Quiz A and Quiz B as teachers commonly did in older versions of Moodle. You have the ability to put these students into a Grouping, and apply an override to an entire group if necessary.

To add an override to an individual student:

- Click on the quiz.
- Click **Settings > User overrides** (or select Group overrides if for a group).
- Click on the **Add user override** button.
- Select a student.

- Change the desired settings below.
- Click the **Save** (or **Save another override**) button **and add** of the page. Settings will be at the bottom selected student for this saved for the quiz only
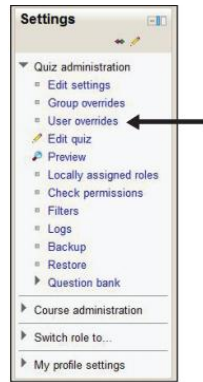
GRADEBOOK

Student names always visible

The list of student names inside the gradebook will stay stationary now, so you can scroll left and right and still see the names.

If you need to scroll over, you'll need to use the middle mouse button to scroll or click in the frame and use the arrow keys to move, or use the horizontal scroll bar on the bottom of the page.
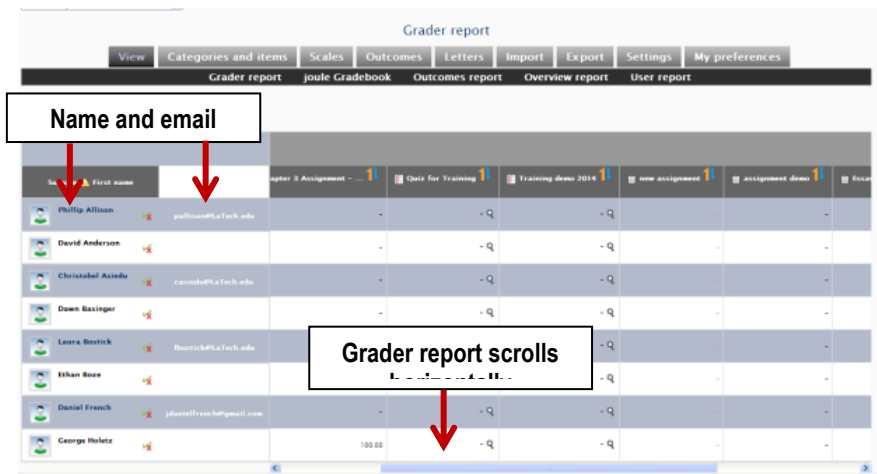
Grading a Large Number of Students

There is a gradebook setting for **Students per page** that is set to 35 by default to accommodate most classes. The Grader report will show 35 students in one page of the gradebook at one time. Classes with more students will have additional pages in their Grader report.

The number of students displayed on a page can be increased by going to the **Grader report preferences** in the menu and changing the **Students per page** setting at the second to bottom.
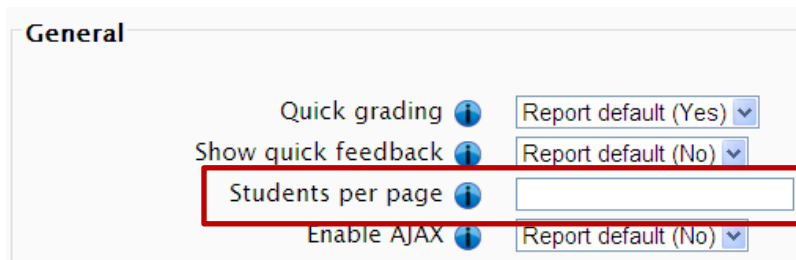
Magnify Glass Icon

Inside the Grader report, there is a grade analysis icon (magnifying glass), that works with quizzes (goes to attempt for student), and some other activities.

Who can access the file I uploaded?

- Anyone enrolled in a course area where the file is displayed can access that file.
- Anyone with editing access in a course area where the file is displayed can link to that file in turn.
- If you want to prevent either of these kinds of access, use your Private Files.

Where is the file I uploaded?

Technically speaking, if you have uploaded a file into Moodle it is STORED in a database. Filepicker just lets you see a view of the files in the database that you have access to in various places.

If you can't find the file in the file picker view . . .

- Look in Recent Files first – this shows (by default) the last 50 files a user uploaded. NOTE: Recent files will only show files of the type it thinks you want – so if you are searching from within the image icon in the TinyMCE editor for example, then Recent files will only show images you uploaded and not, say, Word documents.
- If it isn't in Recent files then try to find where you uploaded it originally, ie into which course and into which context (section of a course or activity type)
  - Click Server files
  - Follow the breadcrumb (navigation) trail back to the category in which the course is where you uploaded your file
  - Click the course where you uploaded your file
  - You will find your file in a folder with the same name inside that course. You can then select it and use in a different place in Moodle.

Can I move items around in the file picker?

No. Moodle associates files with activities. You need to navigate to these activities to link to them.

Can I search for files in the file picker?

Not at the moment.

- Tracker request, and discussion on options and possibilities: http://tracker.moodle.org/browse/MDL-23296 The request is specifically for server files search. You can soon get a LOT of server files!!

How can I create shared folders of common files for others to access?

- When creating a folder of files using *add a resource > folder* the files are then visible and editable to other teachers in the course. The resource can be hidden with the "eye" icon to keep it out of student view.
- Another method to create and share files and folders out of sight of students is to use the Legacy course files repository which must be enabled first by the administrator. It is a way of creating a "course files" area for teachers but is not recommended as it has significant security and backup issues.
- It is also possible for someone with server access to create a File system repository as a common area into which they FTP materials for teachers to access in their courses. However, this involves admin rights and FTP access to the server and so for regular users is not particularly practical.

Can I have my own file storage area??

- There is a Private files link is visible in the file picker if the admin has enabled it in *Settings > Site administration > Plugins > Repositories > Manage repositories*.
- If this is the case then a user will have a link in their profile settings (and, if added, in a side block) to a personal area into which they can upload files and organise folders.
- The uploaded files and folders may then be selected from the Private files link in the file picker.

Is there a way to upload a lot of files at once?

- Yes – add your files to a folder on your computer; zip/compress the folder; upload the zipped folder and then unzip it within Moodle. Depending on what you want to do with the files you would either use the File or Folder resource.
- You can also drag and drop a zipped folder directly onto your course page.

Is there a way to delete files from the file picker?

See Repositories FAQ. You cannot delete files, since they may be used elsewhere. The system cleans them up after a period of time.

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