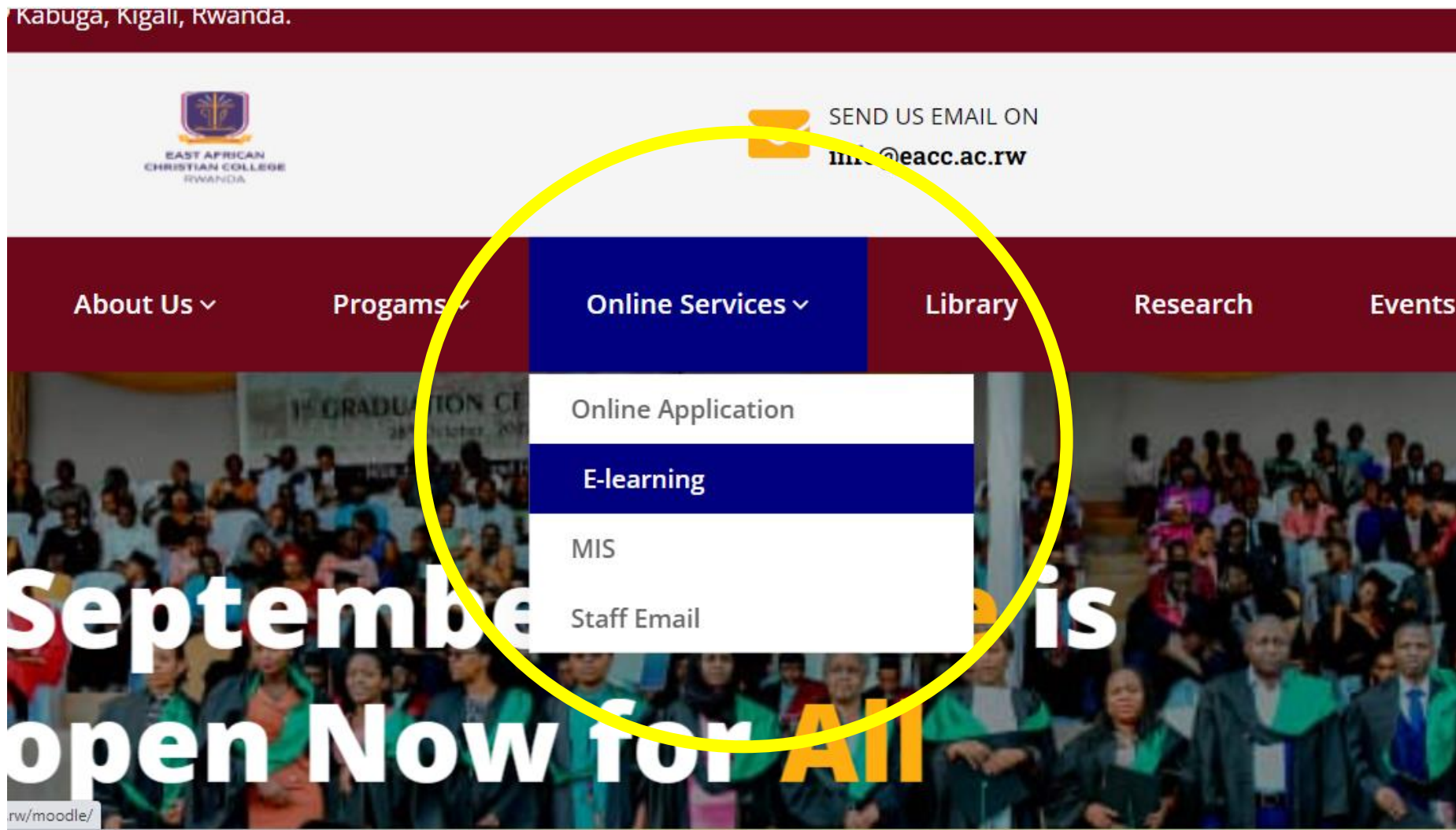


# Moodle Training

Created by: Wade Weeldreyer, 2023

# Online Services > E-learning



# Home Page

☰ Call us : +250-788-270-893 ✉ E-mail : info@eacc.ac.rw



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## ▼ Faculty of Health Sciences

### ▼ ADVANCED DIPLOMA IN MIDWIFERY

▶ Level I (13)

▶ Level 2 (11)

▶ Level 3&4 (8)

### ▶ BACHELOR OF SCIENCE IN MIDWIFERY

### ▶ ADVANCED DIPLOMA IN GENERAL NURSING

Home Page

Faculty

Program

Level

Module

# Log In


: info@eacc.ac.rw

You are not logged in. ([Log in](#))

English (en) ▼



# Log In



**EAST AFRICAN  
CHRISTIAN COLLEGE**  
RWANDA

☐ Remember username

[Forgotten your username or password?](#)  

Cookies must be enabled in your browser [?](#)  
Some courses may allow guest access

# Log In

**Username:** Your username is likely your email address.

**Password** – Must contain one lowercase letter (a,b,c...), one uppercase letter (A,B,C...), one number (1,2,3...), and one symbol (!,@,#...). Must also be at least 8 characters long.

Examples: Moodle1! Mute\$i2023 #Eacc1234

# Activity 1

- Make sure you have a valid username and password
- Log into EACC's Moodle website
- Navigate to Moodle Resources > Moodle Example Course
- Enroll in the course—enrollment key is **Moodle1**



# Course Homepage

## Navigation Panel

- Moodle Example Course
- Participants
- Badges
- Competencies
- Grades
- General
- General Moodle Resources
- Navigating Course Page
- Course Activities
- Enrolling Students



## < EACC Moodle Homepage

English (en) ▼

## Moodle Example Course

Home / Courses / Moodle Resources / Moodle Example Course

Turn editing on/off button >

Turn editing off

## Course Content

Announcements

Question Submission (Forum)

Do you have a question about how to use Moodle, or are you encountering an issue? Please submit your questions to this forum, and the ICT team will do their best to answer your question. Please note that everyone enrolled in this course will be able to read your submission.

Question Submission (Assignment)

Edit ▼




Edit ▼

Edit ▼

Edit ▼




## Move Item

# Course Content

  Question Submission (Forum) 

Edit ▾  

Do you have a question about how to use Moodle, or are you encountering an issue? Please submit your questions to this forum, and the ICT team will do their best to answer your question. Please note that everyone enrolled in this course will be able to read your submission.

  Question Submission (Assignment) 

< Activity

Edit ▾  

If you would prefer to submit your question privately, you may submit it using this assignment portal.




Add New Activity >

+ Add an activity or resource

 General Moodle Resources 



< Topic

Edit ▾

  Moodle Manual: Table of Contents 

Edit ▾ 

This link will take you to Moodle's online manual. This online manual provides step-by-step instruction for managing the Moodle website and for designing and managing course pages. If you have a question about Moodle, this should be your first resource for help.

  Presentation Notes 

< Edit Activity Name

Edit Activity >

Edit ▾ 

























This slide presentation will introduce you to the basics of using Moodle.

# Activity 2

- Navigate to your Moodle practice room
- Moodle Resources > Moodle Practice Rooms > Moodle Practice Room #
- Enroll yourself using the enrollment key – Room1, Room2, etc.
- Turn editing on
- Edit the course topic names

# Adding an Activity

Interface for adding an activity, showing a grid of activity types. The tabs "Activities" and "Resources" are visible. The "Activities" tab is selected.

All	Activities	Resources
 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ
 Book ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ
 Database ☆ ⓘ	 External tool ☆ ⓘ	 Feedback ☆ ⓘ
 File ☆ ⓘ	 Folder ☆ ⓘ	 Forum ☆ ⓘ
 Glossary ☆ ⓘ	 H5P ☆ ⓘ	 IMS content package ☆ ⓘ
 Label ☆ ⓘ	 Lesson ☆ ⓘ	 Page ☆ ⓘ
 Quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Survey ☆ ⓘ
 URL ☆ ⓘ	 Wiki ☆ ⓘ	 Workshop ☆ ⓘ

# Important Activity Types

- **File** – Upload a PDF document, Word document, PowerPoint presentation, image, or other resource for student access
- **URL** – Upload a link to direct students to an online resource (or to a Zoom meeting)
- **Assignment** – Create a portal for students to submit either a document or text to fulfill an assignment for the module
- **Forum** – Create a platform for students to present information, and to discuss that information with one another
- **Quiz** – Create, administer, and mark a quiz online
- **Big Blue Button** – Present information using video lecture

# Adding a File Resource

## Adding a new File

 Expand all

▼ General

Name



Type Name Here

Description



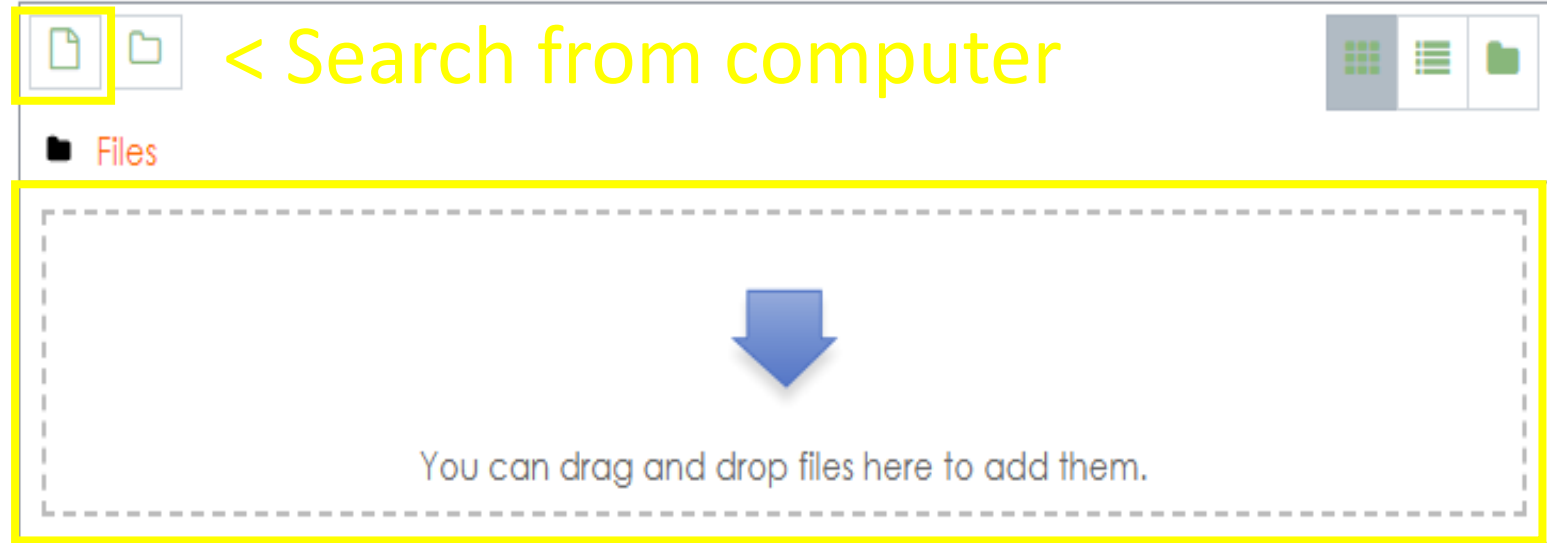
Type Description Here

☐ Display description on course page 

# Adding a File Resource

Select files

Maximum size for new files: Unlimited



► Appearance

► Common module settings

# Adding a File Resource

## 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

Wade Weeldreyer

Choose licence ?

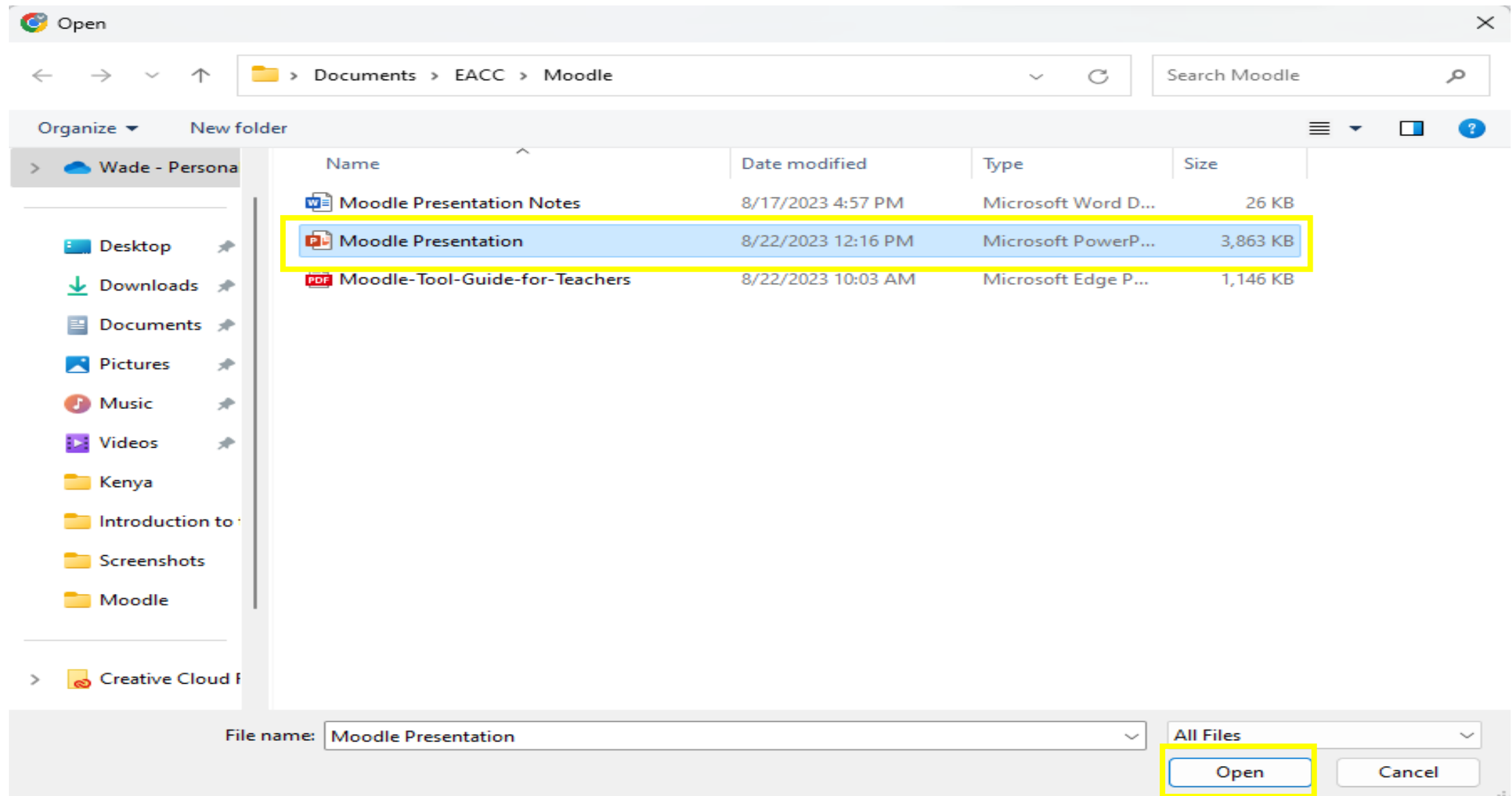
Licence not specified

Upload this file

< Search from computer



# Adding a File Resource



# Adding a File Resource



Moodle-To...

► Appearance

► Common module settings

► Restrict access

► Activity completion

► Tags

► Competencies

**Save and return to course**

**Save and display**

**Cancel**

# Adding a URL Resource

## Adding a new URL

 Expand all

### ▼ General

Name



Course Homepage Resource

External URL

URL >



[https://docs.moodle.org/402/en/Course\\_homepage](https://docs.moodle.org/402/en/Course_homepage)

Choose a link...

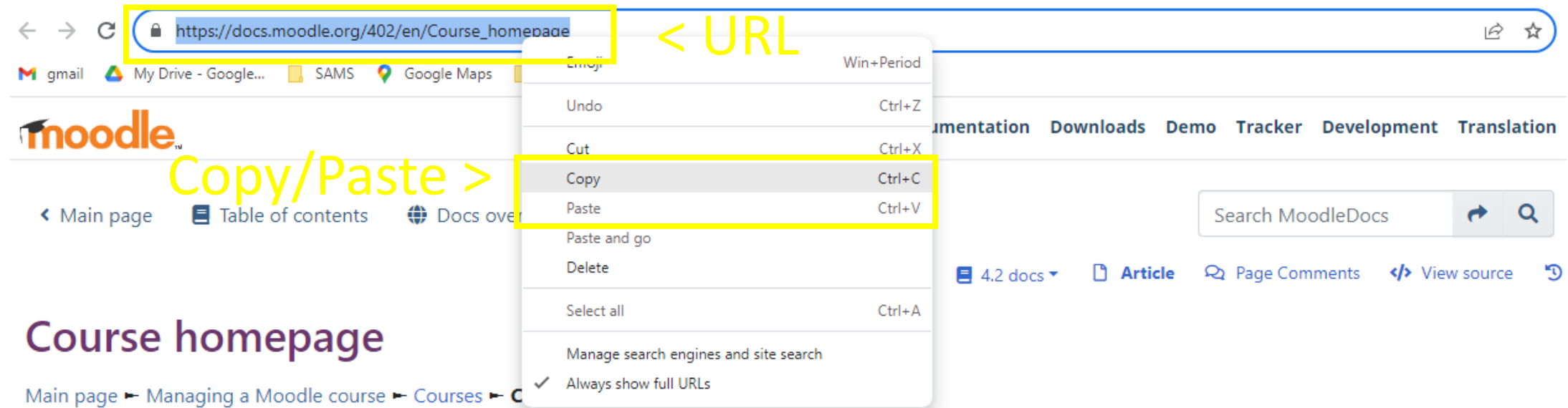
Description



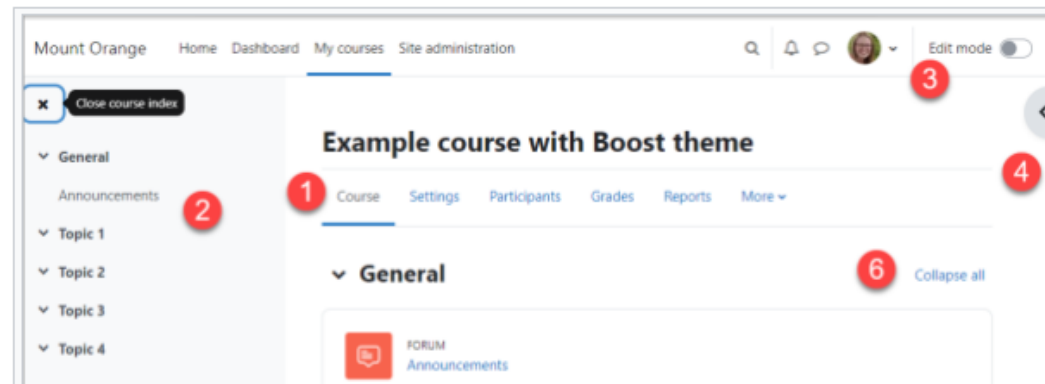
This is a resource for navigating the course homepage.

☒ Display description on course page 

# Adding a URL Resource



A Moodle course can look very different according to the theme and course format (layout). Here are a blank course page using the [Boost theme](#) and the Classic theme, both with standard weekly format:



## COURSES

[Adding a new course](#)

[Upload courses](#)

[Course categories](#)

[Course settings](#)

[Course formats](#)

### Course homepage

[Restrict access](#)

[Stealth activities](#)

[Course relative dates](#)

# Activity 3

- Add a file resource under your first topic
- Add a URL resource under your second topic

# Adding an Assignment

- **Name**
- **Description**
- **Additional files** – Files for the student to access, which may give additional instructions or be used during the assignment (use the same process as when adding a file for a file resource)
- **Availability** – When can the assignment be submitted?
- **Submission types** – What format will be accepted?

# Adding an Assignment

## ▼ Availability

Allow submissions from ?

22 ▾ August ▾ 2023 ▾ 00 ▾ 00 ▾ 

☒ Enable

Due date ?

29 ▾ August ▾ 2023 ▾ 00 ▾ 00 ▾ 

☒ Enable

Cut-off date ?

22 ▾ August ▾ 2023 ▾ 12 ▾ 58 ▾ 

☐ Enable

Remind me to grade by ?

5 ▾ September ▾ 2023 ▾ 00 ▾ 00 ▾ 

☒ Enable

☒ Always show description ?

< Turn feature  
on or off

Date and Time >

# Adding an Assignment

- **Allow submissions from** – No assignment can be submitted before this date.
- **Due date** – This communicates to the students when their assignment is due.
- **Cut-off date** – No assignment can be submitted after this date.
- **Remind me to grade by** – Moodle will send you a notification reminding you to mark the assignment.
- If you do not understand a feature or do not plan to use it, then turn that feature off.



# Adding an Assignment

## ▼ Submission types

Submission types

☒ Online text ?

☒ File submissions ?

< Allow Submission Types

Word limit ?

☐ Enable

< Word limit for Online text

Maximum number of  
uploaded files ?

20 ⇅

Maximum submission size ?

Site upload limit (78.1GB) ⇅

Accepted file types ?

Choose

No selection

< Limits for file types  
and sizes

# Adding an Assignment

- **Online text** – The student types his or her answer directly into the assignment portal.
  - **Word Limit** – Limits the number of words that the student can use in their “online text” answer
- **File submission** – The student creates a document or some other file (PowerPoint presentation, image, etc.) and uploads the file to the assignment portal.
  - **Maximum number of files** – Limits the number of files the student can upload
  - **Maximum submission size** – Limits the size of files that can be uploaded
  - **Accepted file types** – Limits what kind of file types that can be uploaded (PDF, PowerPoint presentation, Word document, etc.)

# Activity 4

- Add an assignment under your third topic

# Enrolment

- **Administrators** – Deans, HODs, and others who facilitate Moodle usage. These users can access and edit all courses. They are responsible for enrolling lecturers in their appropriate Moodle courses, and for creating new Moodle user accounts.
- **Lecturers** – These users can only access courses in which they have been enrolled. They are not a “teacher” of a course until an administrator enrolls them. Once they are enrolled in a course, they can enroll students and edit the course content.
- **Students** – Students can only access courses in which they have been enrolled. They can never enroll others or edit course content.

# Enrolment

## Moodle Example Course

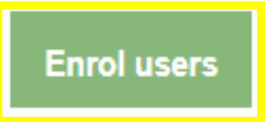
[Home](#) / [My courses](#) / [Moodle Example Course](#) / [Participants](#)

### Participants

Enrolment Options >



Manual Enrolment >



Match

Any ▾

Select ▾

✕

+

Add condition

Clear filters

Apply filters

3 participants found

# Manual Enrolment


Enrol users

Enrolment options


Select users


Assign role


Show more...


×  **Chris KANAKUZE** chradre@gmail.com


chris


 INGABIRE Christine EACC2100108@eacc.ac.rw


 MUKAMANA Christine EACC2110412@eacc.ac.rw


 MUKAYIRANGA Christine EACC2110413@eacc.ac.rw


 MUTESI Christine EACC2100137@eacc.ac.rw

 NININHAZWE CHRISTOPHE EACC2010233@eacc.ac.rw

 CHRISTINE NIYITEGEKA EACC2010089@eacc.ac.rw

 CHRISTINE NIYITEGEKA EACC2010103@eacc.ac.rw

 Christophe Nshimyimana nshimyimanac@gmail.com

 Nshimiyimana Rev. Christo nshimyimana@gmail.com

rol users

Cancel

< Persons selected

< Person search

< Person options


First name	All	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y
------------	-----	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

# Manual Enrolment

Enrol users

Enrolment options

Select users

×  Chris KANAKUZE chradre@gmail.com

chris ▼

< Persons selected

Assign role

Student ▼

Manager

Teacher

Non-editing teacher

Student

< Role chosen

< Role options

Show more...

Enrol users

Cancel

# Manual Enrolment

- **Teacher** – Teachers can access the course, edit the course content, view and mark submitted assignments, and enroll others.
- **Non-editing teacher** – Non-editing teachers can access the course and view and mark submitted assignments, but they cannot edit the course content.
- **Student** – Students can access the course and submit assignments, but they cannot edit the course content nor view other students' assignments.
- Administrators do not need to be enrolled. It is the role of the administrators to enroll teachers in the appropriate courses. Deans and HODs are administrators.


















# Participants

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 T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

<input type="checkbox"/>	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	 <b>Geoffrey GAKUMBA</b>	gakumbageoffrey@gmail.com	Teacher 	No groups	Never	Active   
<input type="checkbox"/>	 <b>Chris KANAKUZE</b>	chradre@gmail.com	Student 	No groups	Never	Active   
<input type="checkbox"/>	 <b>Wade Weeldreyer</b>	wwwweeldreyer@gmail.com	Teacher 	No groups	19 mins 45 secs	Active   

With selected users...

Choose...

Enrol users

# Self Enrolment

## Moodle Example Course

[Home](#) / [My courses](#) / [Moodle Example Course](#) / [Participants](#)

### Participants



[Enrolled users](#)

[Enrolment methods](#)

Manual enrolments

[Groups](#)

[Permissions](#)

[Check permissions](#)

[Other 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

T

U

V

W











X

Y

Z

# Self Enrolment

## Enrolment methods

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

Activate/Deactivate >

< Edit

Add method

# Self Enrolment

## Self enrolment

### ▼ Self enrolment

Custom instance name

Allow existing enrolments ?

Yes ⇅

Allow new enrolments ?

Yes ⇅

Enrolment key ?

Moodle1



< Type Enrolment Key

Press enter to save changes

Use group enrolment keys ?

No ⇅

Default assigned role

Student ⇅

< Select Correct Role

# Activity 5

- Navigate to Participants
- Manually enroll Wade Weeldreyer as a student
- Create a self-enrolment with an enrolment key

# Quiz

- **Timing** – Determine when the quiz will be accessible, and how much time students receive to complete the quiz.
- **Grade** – Set the grade students need to achieve to pass. Also determine how many times a student can attempt the quiz.
- **Review options** – Determine if and when the student can review their answers and see their marks after completing the quiz.
- **Safe Exam Browser** – Set limitations to what the student can access on the internet for the duration of the quiz.

# Quiz

## ▼ Timing

When is quiz accessible?

Open the quiz



23

August

2023

11

09



☒ Enable

Close the quiz

23

August

2040

11

09



☒ Enable

Time limit



20

minutes

☒ Enable

< Time to complete quiz

When time expires



Open attempts are submitted automatically

Open attempts are submitted automatically

There is a grace period when open attempts can be submitted, but no more questions answered

Attempts must be submitted before time expires, or they are not counted

► Grade

What happens when time expires?

# Quiz

---

▼ Grade

Grade category



Uncategorised ▾

Grade to pass



50

< What is a passing score?

Attempts allowed

5



< Can the student retake the quiz?

Grading method



Highest grade ▾



# Quiz

## + General Moodle Resources

Edit ▼

### + Moodle Manual: Table of Contents

Edit ▼



This link will take you to Moodle's online manual. This online manual provides step-by-step instruction for managing the Moodle website and for designing and managing course pages. If you have a question about Moodle, this should be your first resource for help.

### + Presentation Notes

Edit ▼



This slide presentation will introduce you to the basics of using Moodle.

### + Example Quiz

< Open quiz to create questions

Edit ▼



This is an example quiz. Take the quiz to explore the quiz function.

+ Add an activity or resource

# Quiz

## Example Quiz



This is an example quiz. Take the quiz to explore the quiz function.

This quiz opened at Wednesday, 23 August 2023, 11:09 AM

This quiz will close on Thursday, 23 August 2040, 11:09 AM.

Time limit: 20 mins

Grading method: Highest grade

No questions have been added yet



Edit quiz

Back to the course

< Add or edit questions

# Quiz

## Editing quiz: Example Quiz?

Questions: 0 | Quiz open (closes 23/08/40, 11:09)

Total Marks Possible >

Maximum grade

10.00

Save

Repaginate

Select multiple items

Total of marks: 0.00



☐ Shuffle ?

Add ▾

Add a new question >

+ a new question

+ from question bank

+ a random question

◀ Presentation Notes

Jump to...



Course Homepage Information ▶

# Quiz

393 E-mail : info@wade-weeldreyer.com Wade Weeldreyer

Editing

Questions: 0

Repaginate

Maximum grade 10.00

Total of marks

☐ Shuffle

Course Homepage Information

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

Select a question type to see its description.

< Select question type

Add question > Add Cancel

# Quiz

Question name	<input type="text" value="Question 1"/>
Question text	<div><div><div><div>↓</div><div>A ▾</div><div>B</div><div>I</div><div>☰</div><div>☰</div><div>☰</div><div>☰</div><div>🔗</div><div>🔄</div><div>😊</div><div>🖼️</div><div>📄</div><div>🎤</div><div>📹</div><div>📄</div><div>🔗</div></div><div>What is Moodle?</div><div>Type question here</div></div></div>
Default mark	<input type="text" value="1"/> < How many marks is this question worth?

# Quiz

ID number



One or multiple answers?

One answer only



< How many answers  
can be chosen?

☒ Shuffle the choices?



< Shuffle answer  
choices so each  
student's quiz is  
different

Number the choices?

a., b., c., ...



Show standard  
instructions



No



# Quiz

None = Incorrect

100% = Correct

## ▼ Answers

Choice 1



A type of dog

Type answer choice here

Grade

None

Feedback



Incorrect

Type feedback for students

Choice 2



An online learning management system

Grade

100%

< Is this the correct answer?

Feedback



Correct

# Activity 6

- Create a quiz under your fourth topic
- Use the multiple choice, true/false, matching, numerical, and essay question types



# Activity 7

- Navigate to an actual module that you have taught or will teach.
- Enroll as a teacher if possible, or have an administrator enroll you.
- Begin creating your Moodle page:
  - Divide the course into the appropriate topics
  - Create file and/or URL resources
  - Create assignments
  - Create forums
  - Set up self enrollment or manually enroll students
  - Create a quiz