
The Project for the Educational Quality Improvement of Adama
Science and Technology University through ICT Integration

LMS System

Teacher User Manual

KOICA^{cooper} 한국국제협력단
KOREA INTERNATIONAL COOPERATION AGENCY

Table of Contents

1.	Website Access and Login	4
1.1.	Access website	4
1.2.	Login	4
2.	Main Page	5
2.1.	Main Page	5
3.	Dashboard	7
3.1.	Dashboard Setting	7
3.2.	Dashboard Function in Details	7
3.2.1.	Navigation	7
3.2.2.	My Course	8
3.2.3.	Course Overview	8
3.2.4.	Calendar and Upcoming Events	8
4.	My Course	9
4.1.	Move Currently Taking Courses	9
4.2.	Check Participants Taking Course	9
4.3.	Check Course Blog	10
4.4.	Check Course Note	10
5.	Student Enrollment and Group Management	11
5.1.	Enroll Students	11
5.2.	Create Learning Group	12
6.	Designing Learning Activity within Course	14
6.1.	Announcement	15
6.2.	Advanced Mindmap	17
6.3.	Assignment	18
6.4.	Chat	21
6.5.	Choice	23
6.6.	Feedback	25
6.7.	Forum	29

6.8.	Glossary	31
6.9.	H5P	33
6.9.1.	Interactive Video	33
6.9.2.	Course Presentation	37
6.10.	Quiz	42
6.10.1.	Multiple Choice	44
6.10.2.	Short Answer	45
6.10.3.	Essay	46
6.11.	Scorm Package	47
6.12.	Survey	47
6.13.	TIN CAN Launch Link	48
6.14.	Wiki	49
6.15.	URL	50
7.	Checking Learning Record	51
8.	Grade Management	54
9.	1:1 Message and Counselling	57
10.	Calendar Management	58

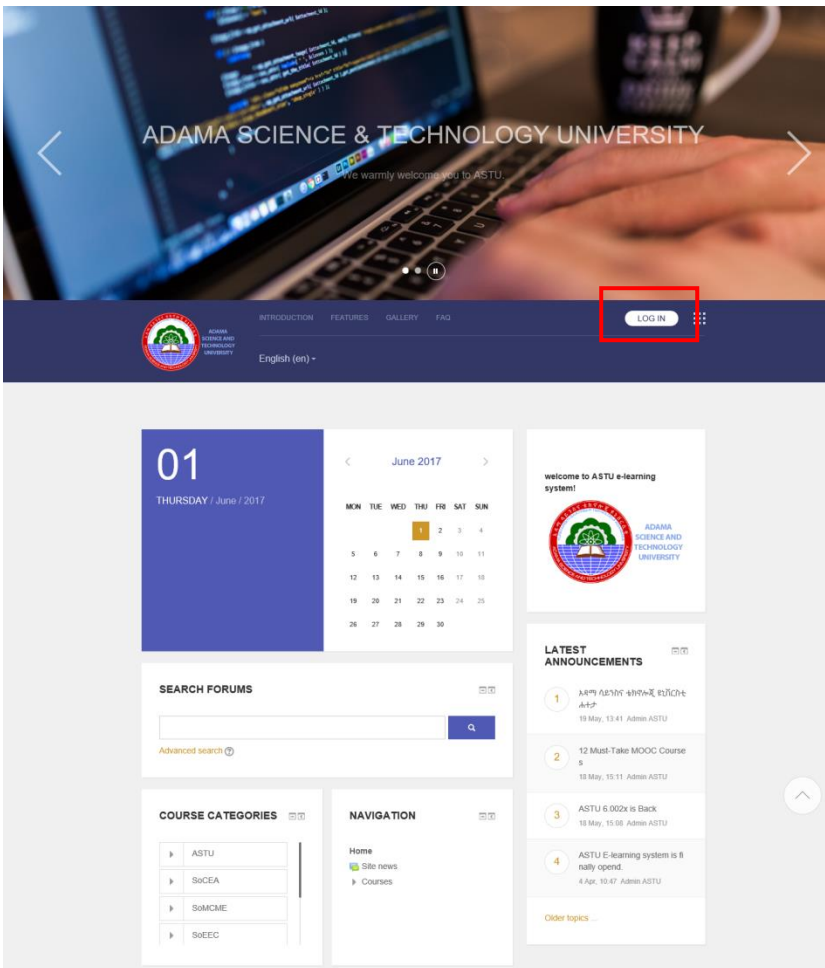
1. Website Access and Login

1.1. Access website

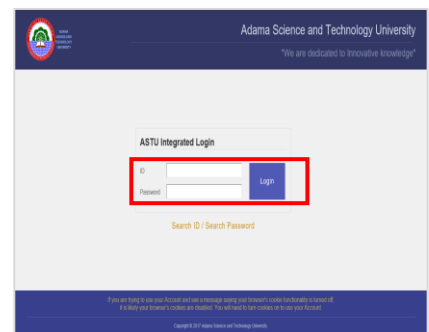
Access to ASTU LMS website as below.

- <https://uglms.astu.edu.et> (Undergraduate)
- <https://pglms.astu.edu.et> (Postgraduate)
- <https://plms.astu.edu.et> (Open Courseware System)

1.2. Login



Click [LOGIN] button and move to login page.



Login with personal user account.

- Enter username and password

2. Main Page

2.1. Main Page

Personalised learning information depending on logged in users can be found in main page.

- Today's schedule and calendar (My course learning calendar and LMS site event calendar)
- Search forum
- My course
- Site navigation
- Tag
- Main menu (LMS site announcement)
- Upcoming learning calendar and event
- Latest site news

AVAILABLE COURSES



A. Natural Science
In the past three years visions and...



Civil Engineering
Civil engineering is a professional e...



SoCEA 6.001x
Civil engineering is arguably the ol...



Hello Moodle Course
Community driven, globally supporte...

- Available courses
- Site news (Click 'More' for details)
- Search course

SITE NEWS

[Subscribe to this forum](#)

አዳማ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ ስፔሻል

በ 1993 የተቋቋመው አዳማ ሳይንስና ቴክኖሎጂ ዩኒቨርሲቲ አዳማ ያህል-3 መካከለኛ መጠን ያላቸው ከተማ (500,000-1,000,000 ያህሉ...

[MORE](#)

by Admin ASTU - Friday, 19 May 2017, 1:41 PM

12 Must-Take MOOC Courses

"The Best of the Best."

That's what Harvard students call CS50, the most popular course on the...

[MORE](#)

by Admin ASTU - Thursday, 18 May 2017, 3:11 PM

ASTU 6.002x is Back

Hope you are doing well!

Our circuits and electronics is back. We are excited to announce that the latest...

[MORE](#)

by Admin ASTU - Thursday, 18 May 2017, 3:08 PM

ASTU E-learning system is finally open.

ASTU E-learning system is finally open. we hope this system to support your study and future. Please contact...

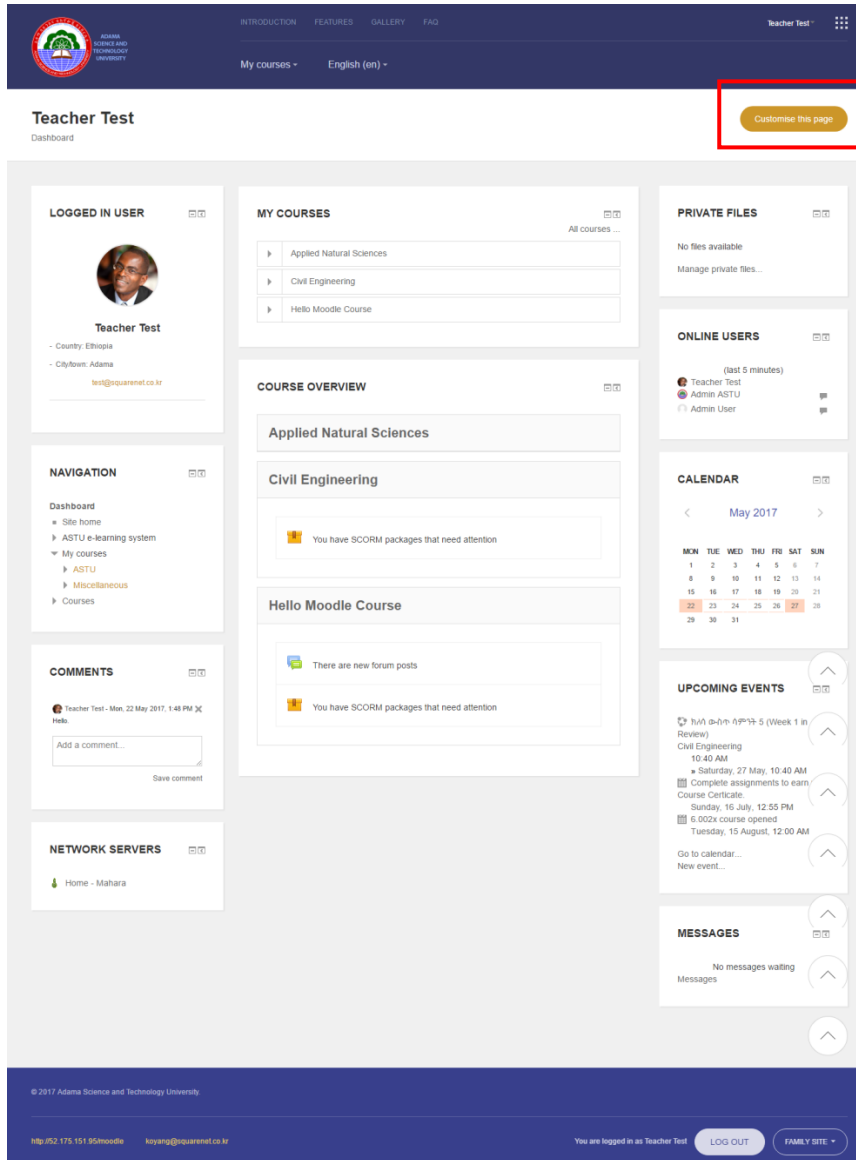
[MORE](#)

by Admin ASTU - Tuesday, 4 April 2017, 10:47 AM

SEARCH COURSES

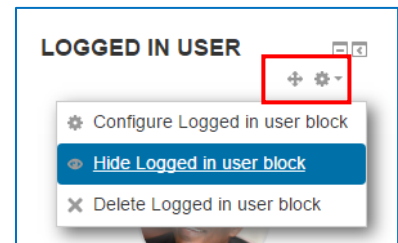
3. Dashboard

3.1. Dashboard Setting



Access to dashboard screen as shown in the left after logging in. Customising the dashboard screen is available following user's preference. Click [Customise this page] at the top-right and add block from [Add a block] menu at the bottom.

Use button located in each block to change location of blocks and click button to change setting, hide, delete selected blocks.



Select [Reset page to default] to initialise all settings during customisation and click [Stop customising this page] to finish customising.

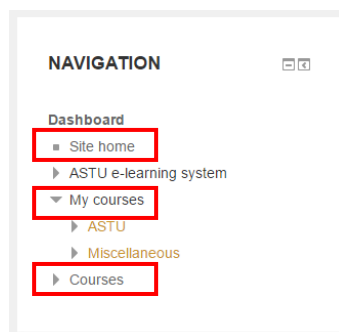


[NAVIGATION] block among dashboard block enables quick move to each course and specific page within the site.

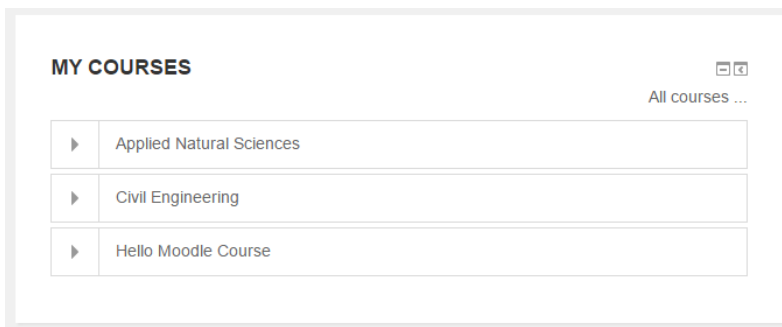
[Site home] moves to the main page of LMS website, [My course] goes to course page currently taking, [Course] moves to all the course page opened in LMS.

3.2. Dashboard Function in Details

3.2.1. Navigation

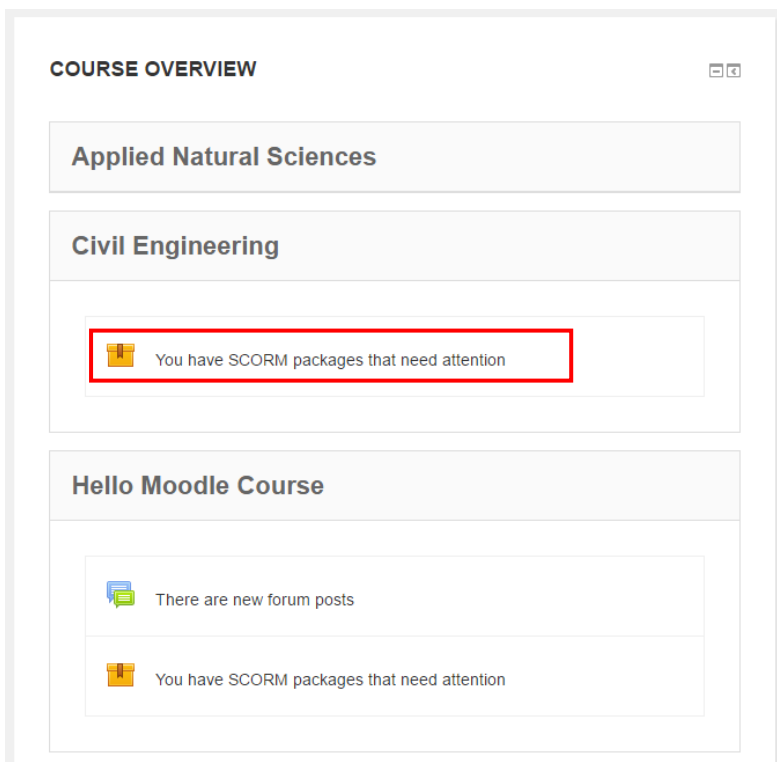


3.2.2. My Course



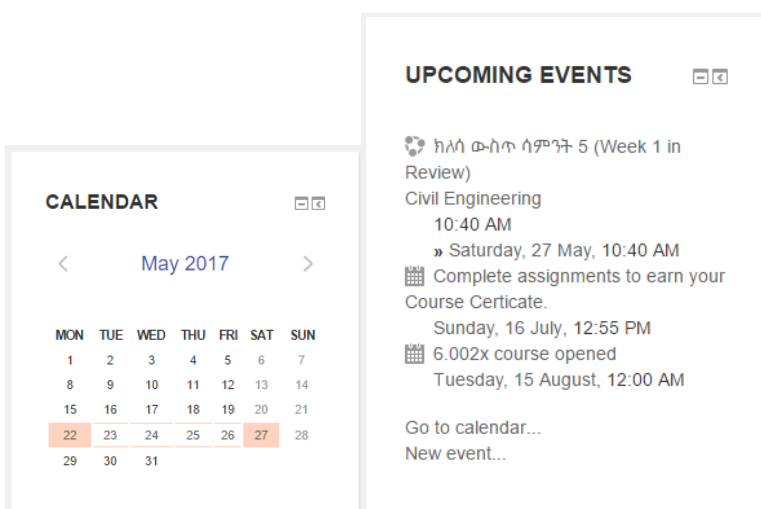
[My Course] block checks the course name currently taking and leads to relevant course page when clicking it.

3.2.3. Course Overview



[Course Overview] allows checking details of learning activity which is designed in current course and it moves to relevant activity when clicking it.

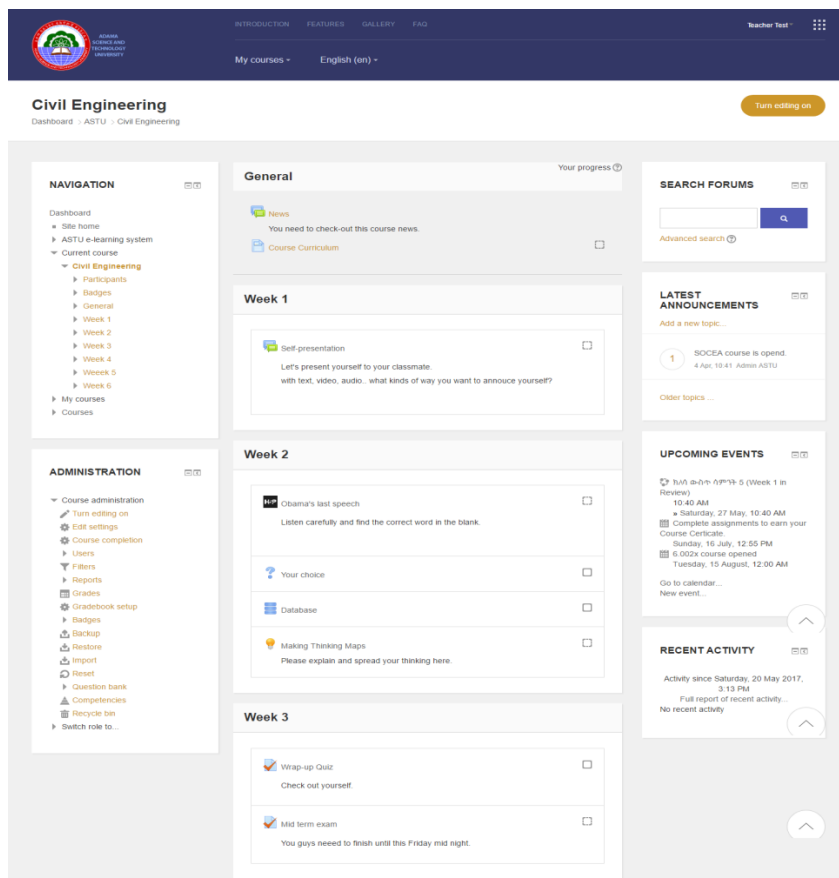
3.2.4. Calendar and Upcoming Events



[Calendar] checks not only the learning schedule within the course but also all the event schedule related to LMS site. [Upcoming event] checks the latest event.

4. My Course

4.1. Move Currently Taking Courses



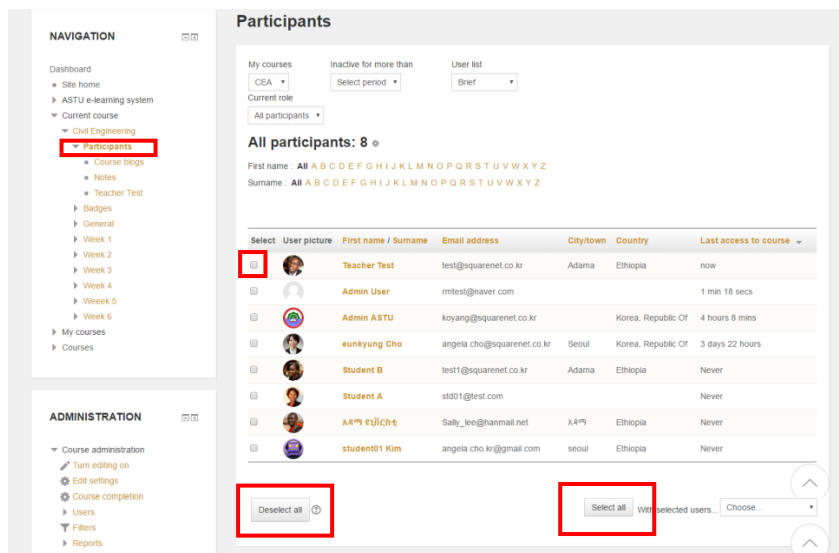
By clicking course name from the [Course] or [My course], detailed course page is shown as the left screen.

[Navigation] in the left side of the page provides course list and [Administration] provides functions of course edit, learning management etc.

Learning Activity by modules designed by teacher(or administrator) can be checked in the middle of the page and it moves to the learning page of relevant activity when clicking it.

[Search Forums], [Latest Announcements], [Upcoming Events], [Recent Activity] can be found on the right side of the page.

4.2. Check Participants Taking Course



The list of current participant of the course can be checked by clicking [Participants] from the [Navigation] block on the left side of the page.

Click select box located in the left side of the student list or select [Select all] to use [Send a message], [Add a new note], [Add a common note] functions.

Detailed page of the student can be checked when clicking student's name. Sending direct message, checking email address, note, post wrote in forum, course history, connection log(daily log/full log), learning result report within the course; Outline Report, Completion report of Learning Activity; Complete Report can be looked up.

4.3. Check Course Blog

Blog postings opened in relevant course can be viewed by clicking [Course blogs] from [Navigation] block. Depending on viewing availability of the post, it is exposed to 'Anyone on this site' or 'yourself'. Write comment by clicking [Comments].

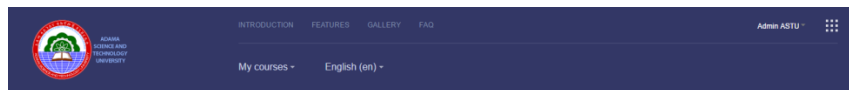
Click [Blog about this Course] to write new blog postings.

4.4. Check Course Note

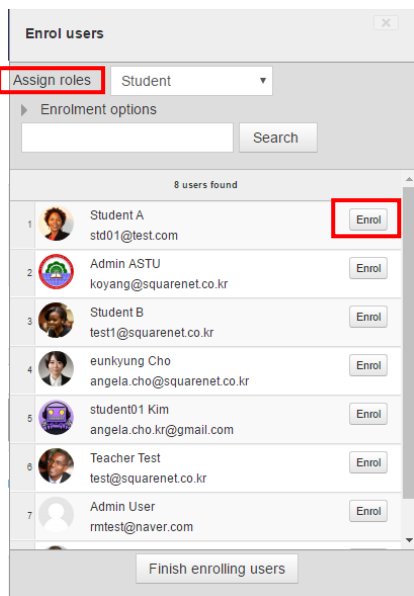
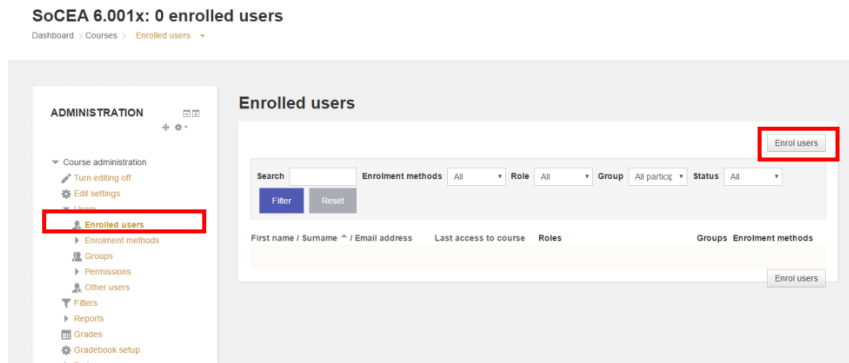
Full LMS site or content/list of the note within the relevant course can be checked by clicking [Notes] from [Navigation] block. [Select users to write notes about] moves to participant list who takes the course and it allows them to write notes.

5. Student Enrollment and Group Management

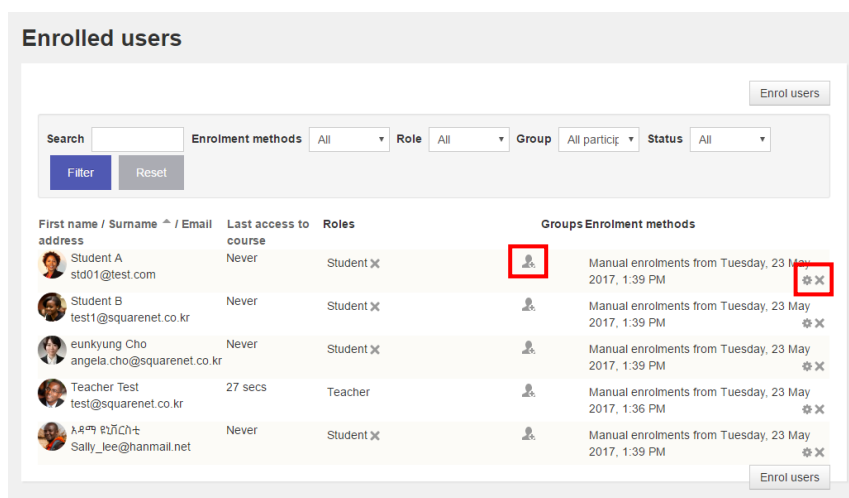
5.1. Enroll Students



Click [Enrolled users] from [Administration] block to move to student enrollment screen.

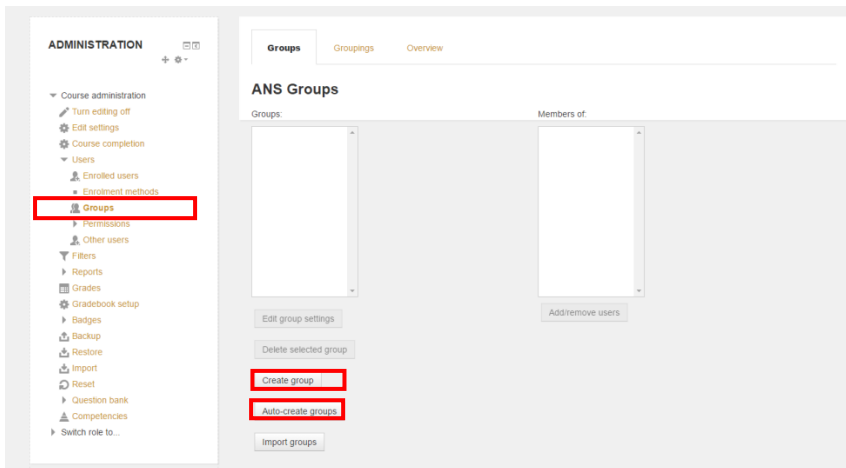


Popup screen for adding users is generated like as the left screen when clicking [Enroll users]. Assign roles of 'Manager/ Teacher/ Non-editing teacher/ student' from [Assign roles] and [Enroll] checking the below list or directly search user's name or email address in [Enrolment options]. Click [Finish enrolling users] for final save.



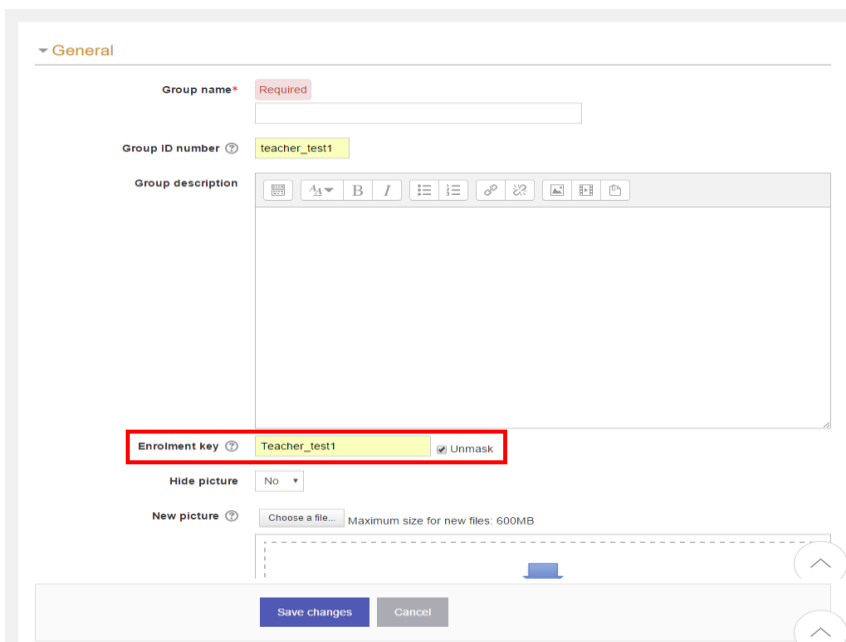
Click [Assign roles] button to change users' role and click [Unenroll] button to delete already enrolled users.

5.2. Create Learning Group

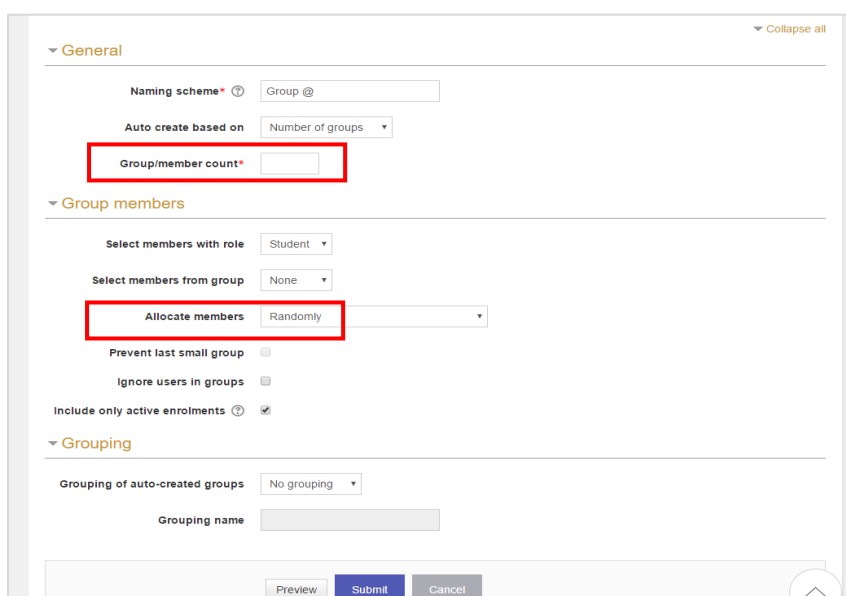


Click [Users] > [Groups] from [Administration] block to create student group.

Manually create group with [Create group] or automatically create group with [Auto create groups] and bring group information organized in file by clicking [Import group]. Edit with [Edit group settings] in case of already created group and delete group using [delete selected groups].



Click [Create group] to manually create group as shown in the left image. Enter preferred group name. To make the student to self-enroll, enrolment key must be activated and key should be assigned. If enrolment key is not assigned, anyone can be the member of this group. Click [Save changes] to finally save.



Click [Auto create groups] to move to the screen that automatically creates group as shown in the left image. Entering 'Group #' to the group name creates name in alphabetical order and entering 'Group #' creates in number sequence. Enter preferred group number or number of member to [Group/member count]. Enrolment orders such as random, alphabet, ID number, can be decided in [Allocate members].

Groupings

Groups **Groupings** Overview

Grouping	Groups	Activities	Edit
A Project Involved	Group A	0	
B Project Involved	Group B, Group C	0	

[Create grouping](#)

Created groups can be re-grouped to upper group. Move to [Grouping] tab, click [Create grouping] and enter grouping name to create upper group.

Add/remove groups: A Project involved

Existing members: 1

Potential members: 2

Group A

Group B
Group C

[◀ Add](#)

[Remove ▶](#)

[Back to groupings](#)

Click button to move to [Add/remove groups] screen after creating the upper group. Select already created group on the right side and [Add] or [Remove] and [Back to groupings].

Group status, group members and non-grouped users can be checked in [Overview] tab.

ANS Groups

Groups: **Groupings** Overview

Members of: Group C (1)

Group A (2)
Group B (0)
Group C (1)

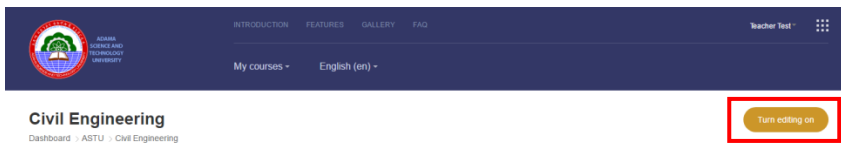
Student
student01 Kim

[Edit group settings](#)

[Add/remove users](#)

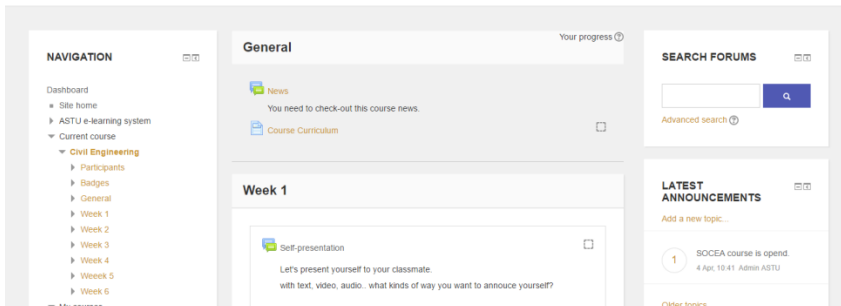
Select wanted group from [Groups] tab and click [Add/remove users] to map group members in created group. Select preferred member and click [Add] or [Remove] or [Back to groups] to save.

6. Designing Learning Activity within Course

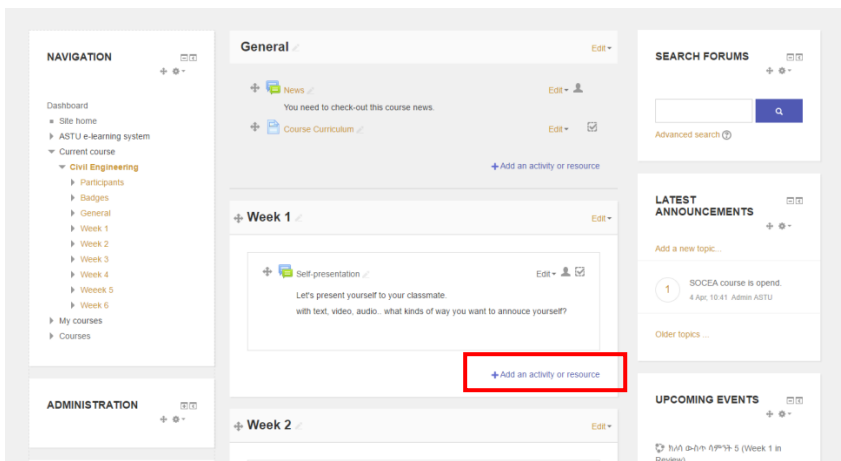


Turn editing on

Click [Turn editing on] on the right side of the course page to add or edit the Learning Activity as an administrator mode.

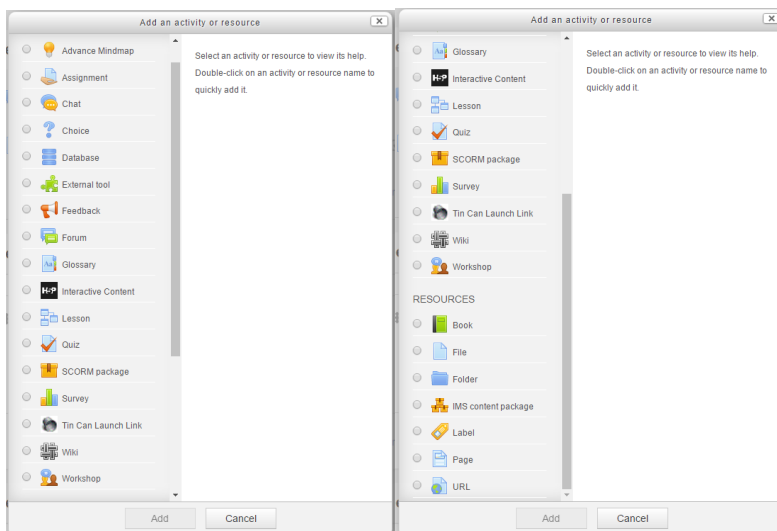


Popup screen that allows adding activity or resource is generated as below when clicking [Add an activity or resource] located within the preferred week(or module).

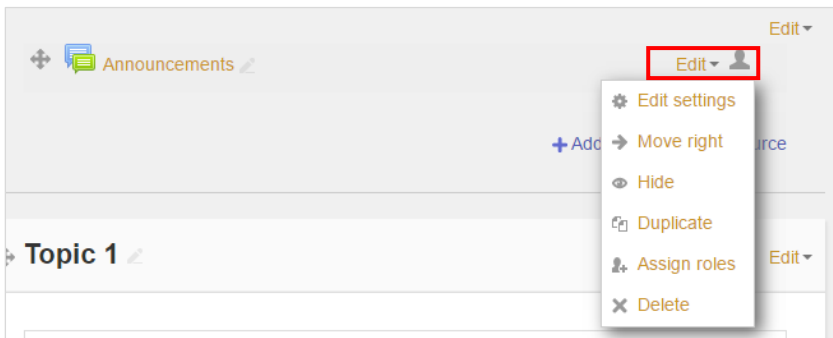


Learning Activity provide functions of **Advanced Mindmap, Assignment, Chat, Choice, Database, External tool, Feedback, Forum, Glossary, Interactive Content, Lesson, Quiz, SCORM package, Survey, Tin Can Launch Link, Wiki, Workshop.**

Resources provide functions of **Book, File, Folder, IMS Content Package, Label, Page, URL** (details of each function is explained later).



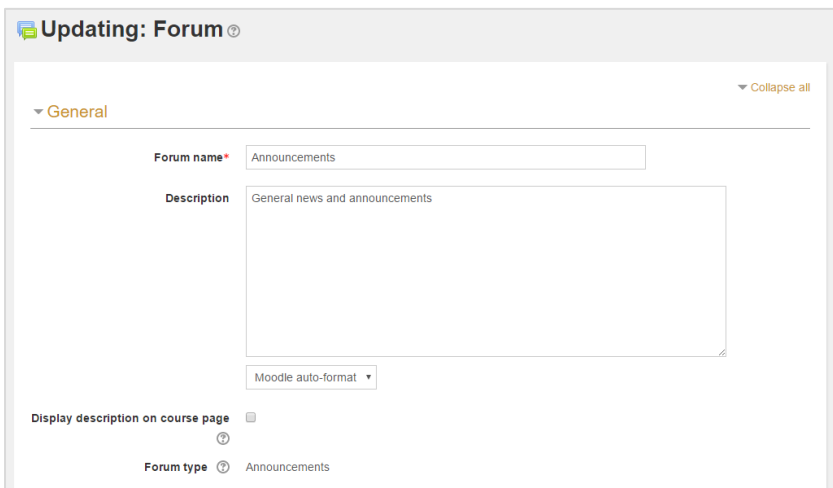
6.1. Announcement



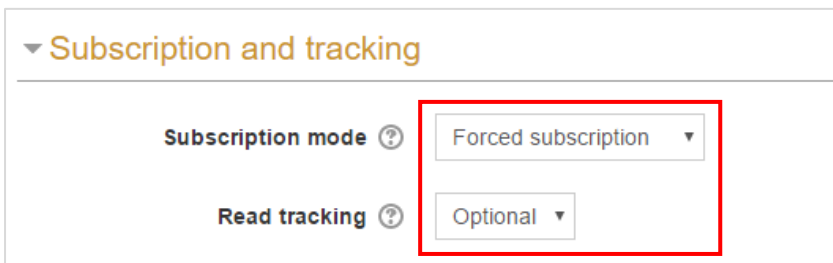
Enter Announcements first in the course page. However, announce board can be removed depending on the course goal.

Basic structure of this activity is same with the function of forum creation and announcement forum is automatically generated when course is created. Only teacher and administrator can write postings and latest written postings are exposed in Latest announcement block on the main screen or dashboard.

Click [edit] to create content with [edit settings] or permanently delete it with [Delete]. Screen that allows entering forum name and content is appeared as in the left screen when clicking [edit settings].



Select one of the subscription mode out of four options in the left side from [Subscription and tracking] category. If 'Read tracking' is checked as 'optional', unread forum posting is exposed in highlights.



- Optional subscription: Participants can choose whether to be subscribed
- Forced subscription: Everyone is subscribed and cannot unsubscribe
- Auto subscription: Everyone is subscribed initially but can choose to unsubscribe at any time
- Subscription disabled: Subscriptions are not allowed

Announcements

General news and announcements

[Add a new topic](#)

(No news has been posted yet)

Announcement is newly created after [Save] and topic can be added as shown in the left screen.

Click [add a new topic] to write topic like as the left screen. Enter [subject] and [message].

Announcements

General news and announcements

[Collapse all](#)

▼ Your new discussion topic

Subject*

Message*

Rich text editor toolbar with icons for bold, italic, link, unlink, list, and image.

Large text area for entering the message content.

Discussion subscription

Attachment

Maximum size for new files: 600MB, maximum attachments: 1

File upload interface showing a dashed box for dropping files.

Text: "You can drag and drop files here to add them."

Pinned

Send forum post notifications with no editing-time delay

▼ Display period

Display start 26 May 2017 13 35 Enable

Display end 26 May 2017 13 35 Enable

[Post to forum](#) [Cancel](#)

There are required fields in this form marked *.

Discussion subscription is checked when forum is set to be read forcibly by all users.

6.2. Advanced Mindmap

Adding a new Advance Mindmap to Topic 1

▼ General ▼ Collapse all

Advance Mindmap Name*

Editable

Advance Mindmap Intro

Display description on course page

Number of dummy groups

▼ Common module settings

Visible

ID number

Group mode

Grouping

▼ Restrict access

Access restrictions

▼ Activity completion

Completion tracking

Require view Student must view this activity to complete it

Expect completed on Enable

▼ Tags

Tags

▼ Competencies

Course competencies

Upon activity completion:

There are required fields in this form marked *

Advanced mindmap is an activity which students write and submit the mindmap individually or by groups.

Select [Advanced Mindmap] and click [Add] in popup screen to add activity. All * fields are required.

User can directly write by entering [Advanced Mindmap Name] and checking [Editable].

Select No groups/ Separate groups/ Visible groups from [Group mode].

- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group member can only see their own group, others are invisible
- Visible groups - Each group member works in their own group, but can also see other groups

Only relevant grouping members can access to this activity by connecting already created grouping in [Grouping].

6.3. Assignment

Adding a new Assignment to Topic 1

General

Assignment name:

Description:

A B I

Display description on course page:

Additional files:

You can drag and drop files here to add them.

Availability

Allow submissions from: 23 May 2017 00:00 Enable

Due date: 30 May 2017 00:00 Enable

Cut-off date: 23 May 2017 14:30 Enable

Always show description:

Submission types

Submission types: Online text File submissions

Word limit: Enable

Maximum number of uploaded files: 1

Maximum submission size: Site upload limit (600MB)

Feedback types

Feedback types: Feedback comments Offline grading worksheet Feedback files

Comment inline: No

Submission settings

Require students click submit button: No

Require that students accept the submission statement: No

Attempts reopened: Never

Maximum attempts: Unlimited

Group submission settings

Students submit in groups: No

Require group to make submission: No

Require all group members submit: No

Grouping for student groups: None

Notifications

Assignment allows the teacher to provide tasks to the student and give grade or feedback.

Enter [Assignment name] and register attachment file in [Additional file].

Enter start date of submission in [Allow submission from] and end date of assignment in [Due date] from [Availability] category. Submitting the assignment after the due date is available but will be marked as 'Late'. Enter [Cut-off date] to ban submission after specific date.

[submission types] selects whether the submission is done by a written text using editor or file submission. [feedback types] selects among feedback comments, offline grading worksheet, feedback files.

Go to [Group submission setting] in case of group assignment submission. [students submit in group] allows sharing submitted works between already created group members. Users who are not the group member cannot submit the assignment in [Require group to make submission].

Grade

Grade Type Point

Scale Default competence scale

Maximum grade 100

Grading method Simple direct grading

Grade category Uncategorized

Grade to pass

Blind marking No

Use marking workflow No

Use marking allocation No

Select whether to decide grading method as 'Scale/Point' from [Grade] category. 100 is automatically set as the highest score in case of Scales and teachers can choose the highest score in case of Point. Scores for pass can be decided in [Grade to pass].

Activity completion

Completion tracking Students can manually mark the activity as completed

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity
 Student must submit to this activity to complete it

Expect completed on 23 May 2017 Enable

Tags No selection
Enter tags...

Competencies

Course competencies No selection
Search

Upon activity completion: Do nothing

Save and return to course Save and display Cancel

There are required fields in this form marked *

Check learning activity completion status of the student from [Activity completion] category.

Select one from 'Do not indicate activity completion/ Student can manually mark the activity as completed/ Show activity as complete when conditions are met' in [Completion tracking]. Check whether student must view this activity from [Require view], check whether student must receive a grade to complete this activity or student must submit the assignment from [Require grade] section.

Assignment submitted by students can be checked and graded like the left screen when clicking Assignment after [Save and display].

FIRST team project - Announcing your team

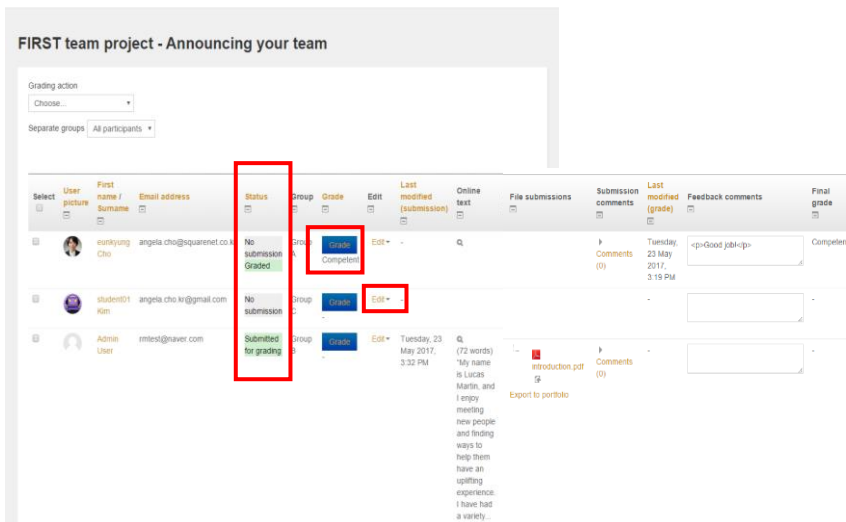
Separate groups All participants

Grading summary

Groups	3
Submitted	0
Due date	Tuesday, 30 May 2017, 12:00 AM
Time remaining	6 days 8 hours

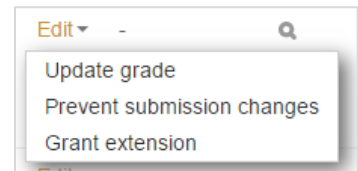
View all submissions Grade

Select all participants or groups from [Separate groups], click [view all submission] to view all submission result or click [grade] to score grade.

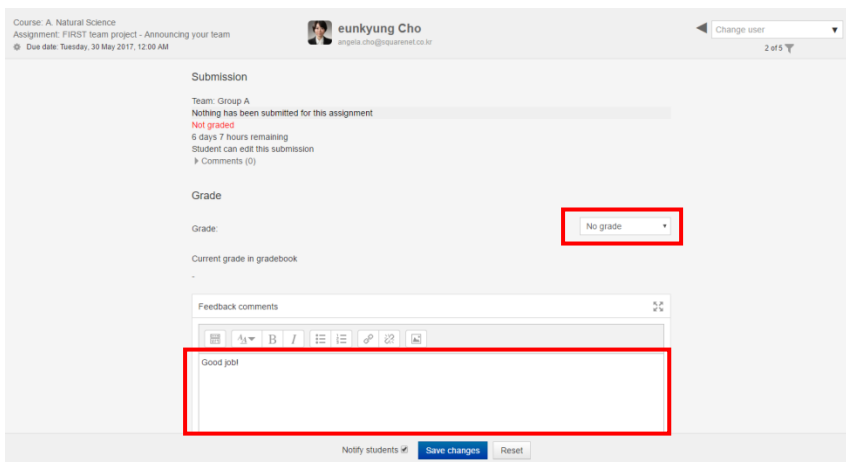


Click [view all submission] to see submission result of users as shown in the left.

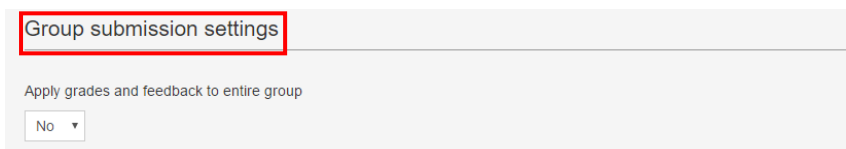
Status can be checked as 'No submission/ Submitted for grading/ Submitted for grading Graded' in [Status] category. Click [Grade] to move to the grade scoring page.



Use functions of 'update grade' and 'prevent submission changes' from [Edit] category. Extend submission date through 'Grant extension' or click 'Revert the submission to draft' to change the status of submitted assignment to temporary save.



Click [Grade] to view grade scoring page like the left. Enter each student's grade and use editor to write feedback comment. Check whether to give the same score and feedback to entire members within the group from [Group submission settings] category on the bottom of the page.



6.4. Chat

Adding a new Chat to Topic 1 Expand all

General

Name of this chat room*

Description

Display description on course page

Chat sessions

Next chat time 23 May 2017 17:05

Repeat/publish session times Don't publish any chat times

Save past sessions Never delete messages

Everyone can view past sessions No

Common module settings

Visible Show

ID number

Group mode No groups

Grouping None

Add group/grouping access restriction

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked *

Chatting is one-time activity but can be repeated everyday or every week around the same time. All chats are saved and participants can re-check the content after the chat.

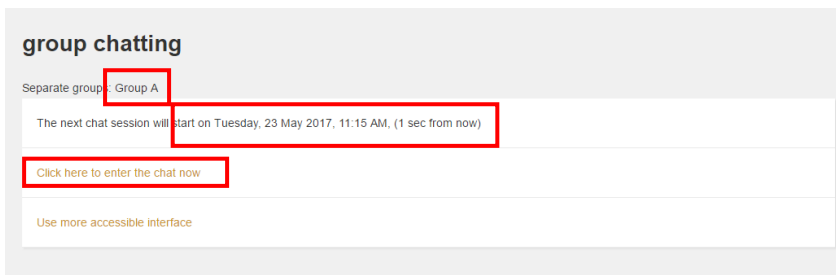
Enter [next chat time] from [Chat session] category. Whether to inform the starting time of chat or to regularly do the chat can be decided in [repeat/publish session times].

- Don't publish any chat time
- no repeats – publish the specified time only
- at the same time every day
- at the same time every week

Select from [save past session] to decide whether to save the chatting content or not.

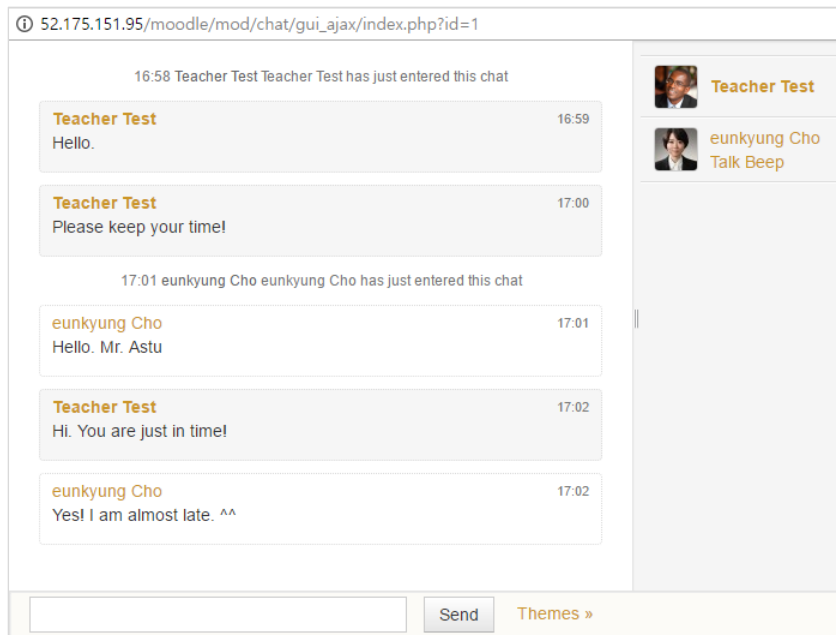
Set chatting available by groups in [Common module settings]. Select [Group mode] among no group, separate groups, visible groups and select preferred group in [grouping].

- No groups - There are no sub groups, everyone is part of one big community
- Separate groups - Each group member can only see their own group, others are invisible
- Visible groups - Each group member works in their own group, but can also see other groups

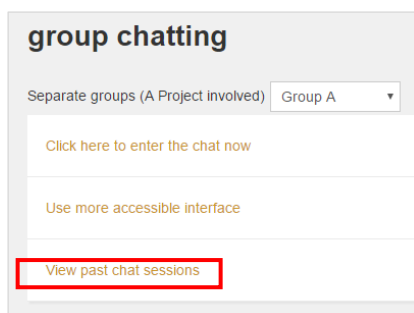


Check starting date/time of the chat and the group available to access as shown in the left screen by clicking chatting activity.

New chatting screen is created like the below screen when clicking [click here to enter the chat now].



Current user of the chat and the content can be checked in real-time. Re-entry is possible after closing the chatting room but only the content is exposed. To check all previous chats, use [view past chat sessions]. (Availability of this depends on the policy set by the teacher when opening the chat)



6.5. Choice

Adding a new Choice to Topic 1 Expand all

General

Choice name*

Description

Rich text editor toolbar: Bold, Italic, Underline, Link, Unlink, Image, Video, Table, etc.

Display description on course page

Display mode for the options Display horizontally

Options

Allow choice to be updated No

Allow more than one choice to be selected No

Limit the number of responses allowed No

Option 1*

Limit 1

Option 2

Limit 2

Option 3

Limit 3

Option 4

Limit 4

Option 5

Limit 5

Add 3 field(s) to form

Availability

Restrict answering to this time period

Open 26 May 2017 11 20

Until 26 May 2017 11 20

Show preview

Results

Publish results Always show results to students

Privacy of results Publish full results, showing names and their choices

Show column for unanswered Yes

Include responses from inactive/suspended users No

Teachers can throw 1 multiple question to students by using choice activity. Results can be seen right after the student choose their answer or in specific date or in private. Also, availability of exposing the student name can be selected.

Student can select different answer from [allow choice to be updated] and resubmit. Multiple answers can be selected in [allow more than one choice to be selected] and number of people who can select the answer can be limited in [Limit the number of responses allowed].

Enter content relevant to [option 1] and enter number of people available to select that option in [limit 1]. For example, if number 5 is entered in [limit 1], only that 5 people can select the option.

Choose answering time in [availability] category, use [publish results] function in [results] category to select among not showing answer to student, show answer right after submission of the answer, show answer after the due date, always show answer. Select from [Privacy of results] whether to show only the result but not the student name or to show all the result and the choices from the student.

Whether to make only the group members to see each member's submitted answer can be chosen in [common module settings].

quick questions

What time do you prefer to chat online for this forum?

Your selection: 11:00-13:00

View 2 responses

Responses

Choice options
Number of responses
Users who chose this option

Choice options	Number of responses	Users who chose this option
Not answered yet	4	eunkyung Cho, student01 Kim, Admin User, 사용자 관리자
10:00-12:00	1	Student B
11:00-13:00	1	Teacher Test
14:00-16:00	0	

Select all / Deselect all
With selected

Choose an action ...

Responses from participants can be checked as the left screen when Choice activity is finally saved. (Student can only view when teacher made the answer as public)

quick questions

Responses

Choice options
Number of responses
Users who chose this option

Choice options	Number of responses	Users who chose this option
Not answered yet	4	eunkyung Cho, student01 Kim, Admin User, 사용자 관리자
10:00-12:00	1	Student B
11:00-13:00	1	Teacher Test
14:00-16:00	0	

Select all / Deselect all
With selected

Choose an action ...

Download in ODS format | **Download in Excel format** | Download in text format

Check my answer from top-left of the screen and view each choices of the participant. Selected user's answer can be deleted in [choose an action].

Surname	First name	ID number	Group	Choice
Cho	eunkyung		Group A	Not answered yet
Kim	student01		Group C	Not answered yet
User	Admin		Group B	Not answered yet
사용자 관리자	Admin		Group A	Not answered yet
Test	Teacher			11:00-13:00
B	Student		Group B	10:00-12:00

Download learner's answer in excel or text file by clicking [view responses] shown in the left screen.

6.6. Feedback

Adding a new Feedback to Topic 2 Expand all

General

Name*

Description

Display description on course page

Availability

Allow answers from 26 May 2017 15:50 Enable

Allow answers to 26 May 2017 15:50 Enable

Question and submission settings

Record user names Anonymous

Allow multiple submissions No

Enable notification of submissions No

Auto number questions No

After submission

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked *

Feedback activity makes preferred format of survey and collects participant's feedback. Types of questions are various including multiple-choice question, subjective question and Y/N format question.

Select submission date of answer in [Availability] category.

In [Question and submission settings] category, [record user name] checks whether to leave user's name in answer, [allow multiple submissions] checks the availability of making more than one answer, [enable notification of submissions] choose to send notification to the teacher when the answer is submitted and [auto number questions] sets whether to automatically number questions.

Click [save and display] to move to survey page as shown in the left screen. Select preferred question type in [edit question] tab.

- add a page break (separate page)
- captcha (insert spam protection function)
- information (information guide)
- label (label guide)
- longer text answer (enter long text)
- multiple choice (multiple-choice question)
- Multiple choice (rated) (multiple-choice question)
- numeric answer (enter number)
- short text answer (enter short text)

I would like to hear your opinion!

Overview **Edit questions** Templates Analysis Show responses Show non-respondents

Overview

Separate groups All participants

Submitted answers: 0

Questions: 0

Multiple choice (rated)*

(0) 0-25
 (0) 26-50
 (0) 51-75
 (0) 76-100

Numeric answer (1 - 10)*

[add a page break] provides function of moving to next page from the actual question screen by locating it between questions.

Captcha*

Google

reCAPTCHA

You don't have any sites registered to use the reCAPTCHA API

Register a new site

Label

Choose the type of reCAPTCHA

reCAPTCHA V2
 Validate users with the "I'm not a robot" checkbox.

Invisible reCAPTCHA
 Validate users in the background.

Send alerts to owners

[Register](#)

About reCAPTCHA | Documentation | Mailhide

Spam protection function is used through Google's reCAPTCHA API as shown in the left when [captcha] is inserted.

Information

Question

Label

Information type

Position

[Save changes to question](#)
[Save as new question](#)
[Cancel](#)

[information] is a guiding function for advance information regarding the question and the text entered in [Question] is simply exposed. [label] creates related question following students' answer regarding the previous question. Select created label in [dependence item].

Label

Contents

Dependence item

Dependence value

Position

[Save changes to question](#)
[Save as new question](#)
[Cancel](#)

▼ Longer text answer

Required

Question

Label

Width

Number of lines

Dependence item

Dependence value

Position

Save question Cancel

[longer text answer] allows entering long answer. Check [required] when answer is a must to answer, enter question in Question and enter label in Label.

Short answer can be entered and entered characters can be limited in [short text answer].

▼ Short text answer

Required

Question

Label

Textfield width

Maximum characters accepted

Position

Save question Cancel

Select between single answer, multiple answer single answer(dropdown list) from type in [multiple choice]. 'Not selected' option can be added in [hide the not selected option]. Enter each option in one line at [multiple choice values].

▼ Multiple choice

Required

Question

Label

Multiple choice type

Adjustment

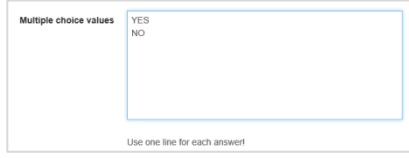
Hide the "Not selected" option

Do not analyse empty submits

Multiple choice values

Use one line for each answer!

Position



▼ **Multiple choice (rated)**

Required

Question

Label

Multiple choice type

Adjustment

Hide the "Not selected" option

Do not analyse empty submits

Multiple choice values

Use one line for each answer!

Position

Select between single answer, single answer (dropdown list) from type in [multiple choice rated] and rate each option in [multiple choice values]. (Additionally enter the rate on the left side of option name)

Multiple choice values

0-20/ PERFECT
21-40/ GOOD
41-60/ SO SO
61-80/ NOT BAD
81-100/ BAD

▼ **Numeric answer**

Required

Question

Label

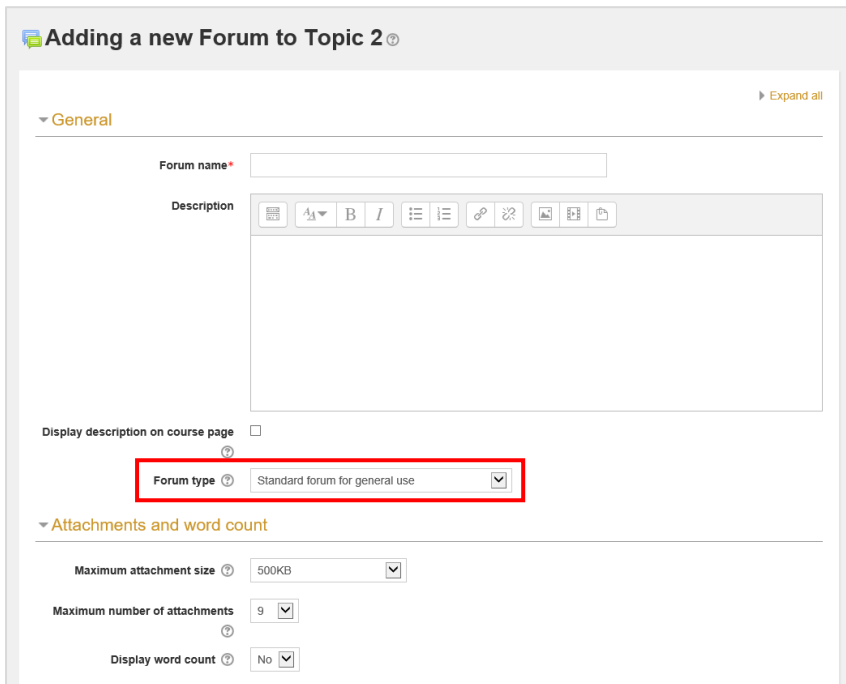
Range from

Range to

Position

[Numeric answer] allows entering number and submitting the answer. Enter minimum value in Range from and maximum value in Range to.

6.7. Forum



Adding a new Forum to Topic 2

General

Forum name*

Description

Display description on course page

Forum type

Attachments and word count

Maximum attachment size

Maximum number of attachments

Display word count

[Forum] makes participants to have discussion without any time limit.

Select among 5 options in [forum type].

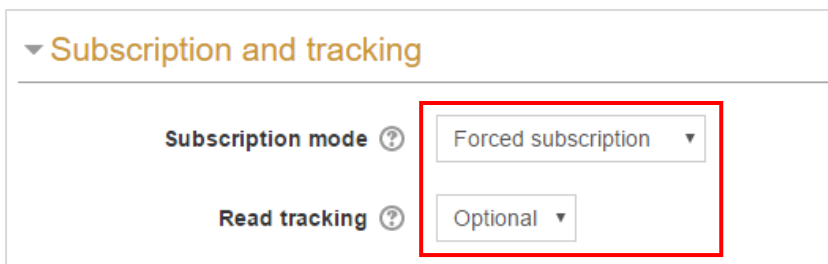
• A single simple discussion - A single discussion topic which everyone can reply to (cannot be used with separate groups)

• Each person posts one discussion - Each student can post exactly one new discussion topic, which everyone can then reply to

• Q and A forum - Students must first post their perspectives before viewing other students' posts

• Standard forum displayed in a blog-like format - An open forum where anyone can start a new discussion at any time, and in which discussion topics are displayed on one page with "Discuss this topic" links

• Standard forum for general use - An open forum where anyone can start a new discussion at any time



Subscription and tracking

Subscription mode

Read tracking

In [Subscription and tracking] category, select one subscription mode among 4 options or select read tracking and highlight unread forum content when it's selected as optional.

- **Optional subscription:** Participants can choose whether to be subscribed
- **Forced subscription:** Everyone is subscribed and cannot unsubscribe
- **Auto subscription:** Everyone is subscribed initially but can choose to unsubscribe at any time
- **Subscription disabled:** Subscriptions are not allowed

▼ **Post threshold for blocking**

Time period for blocking

Post threshold for blocking

Post threshold for warning

▼ **Grade**

Grade category

Grade to pass

▼ **Ratings**

Roles with permission to rate

Aggregate type

Scale

Scale

Maximum grade

Restrict ratings to items with dates in this range:

From

To

- Average of ratings - The mean of all ratings
- Count of ratings - The number of rated items becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.
- Maximum - The highest rating becomes the final grade
- Minimum - The smallest rating becomes the final grade
- Sum - All ratings are added together. Note that the total cannot exceed the maximum grade for the activity.

▼ **Activity completion**

Completion tracking

Require view Student must view this activity to complete it

Require grade Student must receive a grade to complete this activity

Require posts Student must post discussions or replies:

Require discussions Student must create discussions:

Require replies Student must post replies:

Expect completed on Enable

[Post threshold for blocking] limits the number of post within specific period. [post threshold for warning] allows warning when number of posting exceeds a specific number.

When forum is set as activity score, established category can be selected and grade to pass can be entered in [grade] category.

Decide how to count the final grade in gradebook by selecting [aggregate type](refer to the explanation on the left) in [rating] category. Activity doesn't appear in gradebook if no rating is selected. When type is selected as scale in [scale], select between default competence scale, separate and connected way of kowing and enter maximum score when selected as point.

Select group mode in [common module settings] category when the forum is operated only between the group members.

[Activity completion] sets an index of student for completion status by tracking completion availability (posting, number of comments, number of new forum creation etc.).

6.8. Glossary

Glossary activity functions as creating and maintaining definition(meaning) list like a dictionary and collecting/constituting resource and information.

Checking [is this glossary global] creates glossary that applies to all sites apart from the course (only administrator account is able to create).

[Glossary type] have main and secondary, all glossary becomes secondary if separate relationship is not established.

<Case Study>

- Agreed key word is summarised
- 'getting to know you' space is created and new student name and personal information is introduced
- Handy tips resource is provided regarding the best case studies in practical subject
- Useful video, image, audio file etc. is shared
- Resource needed to be remembered is arranged

In [entries] area, whether anyone can enter without approval, availability of editing, whether users with identical concept name can enter simultaneously, whether all users can comment on entry page can be set. If concept term and sentence is exposed within the course, automatically link glossary entries is created.

▼ Appearance

Display format ? Simple, dictionary style ▼

Approval display format ? Default to same as display format ▼

Entries shown per page 10

Show alphabet links ? Yes ▼

Show 'ALL' link ? Yes ▼

Show 'Special' link ? Yes ▼

Allow print view ? Yes ▼

Select one format out of 7 in [display format], select [approval display format] to use only after approval regarding other glossary formats.

Also, set search by alphabetical order, search all, show special link, print mode availability.

- Simple, dictionary style - No authors are displayed and attachments are shown as links
- Continuous without author - Entries are displayed one after another without any separation apart from the editing icons
- Full with author - A forum-like display format showing the author's data and with attachments shown as links
- Full without author - A forum-like display format without authors and with attachments shown as links
- Encyclopedia - As for "Full with author" but attached images are shown inline
- Entry list - Concepts are listed as links
- FAQ - The words QUESTION and ANSWER are appended to the concept and definition respectively

6.9. H5P

Adding a new Interactive Content to Topic 2

Name Expand all

Description

Display description on course page

Maximum grade

Action Upload Create

Editor Look for [more content types](#) on h5p.org

Display Options

Display action bar and frame

Copyright button

H5P activity is an authoring tool for interactive content such as interactive video, question sets, drag & drop question, multiple-choice question, presentation etc.

[Add] H5P to move to H5P production page like the left screen.

Select create in [action] to enter preferred [maximum grade] and produce new ones. Select 'interactive video' in [editor] to make video based content, select 'course presentation' to make presentation based content.

Authoring tool is created below the [editor] when choosing Interactive video. There are 3 steps; (1)Upload/Embedded video (2)Insert interaction (3)Insert summary.

6.9.1. Interactive Video

Editor

Look for [more content types](#) on h5p.org

Interactive Video Editor Tour

1. Upload/embed video | 2. Add interactions | 3. Summary task

Video files *
Select the video files you wish to use in your interactive video. To ensure maximum support in browsers at least add a version of the video in webm and mp4 formats.

Start screen options: Interactive Video

Behavioural settings

Text overrides and translations

File upload screen is generated when

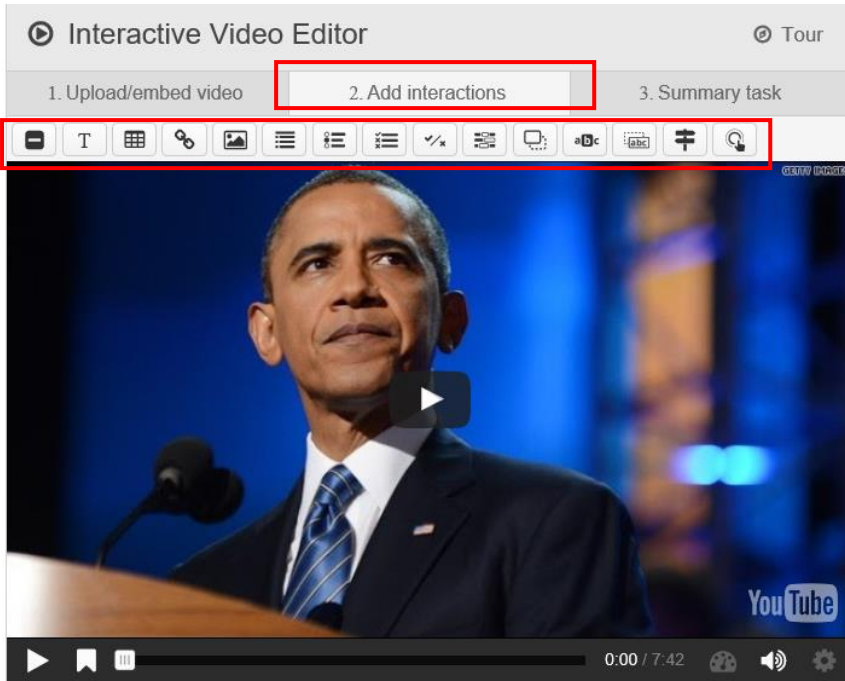
clicking video insert button. Click [select file to upload] to register saved file in PC(file extension supports mp4, webm, ogv). Enter URL address in [enter video source URL or Youtube link]. Various videos can be uploaded or embedded in one content.

Select file to upload

or

Enter video source URL or YouTube link

H5P supports all external video sources formatted as mp4, webm or ogv, like Vimeo Pro, and has support for YouTube links.



Click [add interaction] tab to check registered video. Insert wanted activity by clicking activity icon button located at the top of the video (sequentially from the left).

- label
- text
- table
- link
- image
- Statements
- Single choice set
- Multiple choice
- True/false question
- Fill in the blanks
- Drag and drops
- Mark the word
- Drag texts
- Crossroads
- Navigation hotspot

(1) Insert Text (Description)

T Text Remove Done

Display time *

0:00 - 0:10 Pause video

Display as

Button

Poster

Button is a collapsed interaction the user must press to open. Poster is an expanded interaction displayed directly on top of the video

Label
Label displayed next to interaction icon.

Text *

▶ Go to on click

Click Text(description) insertion function to generate activity authoring screen as shown in the left.

- Display time: description exposure time (check Pause to temporary stop the video)
- Text: Enter description in input window

Click [done] to save text and click [remove] to delete activity.

(2) Insert Single Choice Set (Multiple-choice question, 1 answer)

☰ Single Choice Set Remove Done

List of questions *

▼ Question & alternatives ✕

Question *

Alternatives - first alternative is the correct one. *

Alternative ✕

Alternative ✕

Add answer

ADD QUESTION

▶ Behavioural settings

▶ Adaptivity

Single choice set presents multiple question format with one answer. Enter question in [question] area and enter options in [alternative] section. The first alternative becomes the answer. Click [add answer] to create more options and click [add question] to add more question.

Click ✕ button to delete question and related options.

(3) Insert Fill in the Blank

☰ Fill in the Blanks Remove Done

▶ Media

Task description *

A guide telling the user how to answer this task.

Line of text ✕

Blanks are added with an asterisk (*) in front and behind the correct word/phrase. Alternative answers are separated with a forward slash (/). You may add a textual tip, using a colon (:) in front of the tip. Example: H5P content may be edited using a *browser/web-browser:Something you use every day*

ADD TEXT BLOCK

▶ Behavioural settings.

▶ Adaptivity

In terms of fill in the blanks, enter question and notice in [task description] and enter the content of fill in the blank in [line of text]. The content to be blanked automatically becomes blank when (*) is marked in front and back side of the word/phrase. Click [add text block] to add text block.

(4) Insert Summary Task

Look for [more content types](#) on h5p.org

Interactive Video Editor Tour

1. Upload/embed video | 2. Add interactions | **3. Summary task**

Introduction text *
Will be displayed above the summary task.
Choose the correct statement.

Summary * Textual Default

Set of statements

List of statements for the summary - the first statement is correct. *

Statement

Statement

Add statement

Tip

ADD STATEMENTS

Display at *
Number of seconds before the video ends.
3

Behavioural settings

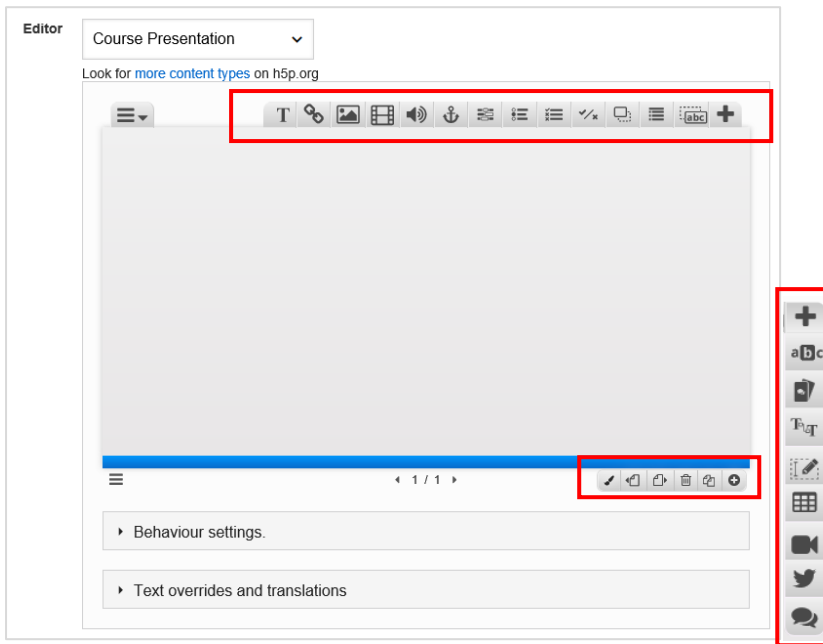
Text overrides and translations

Move to the third tab to enter summary task. Enter notice/explanation in [introduction text], Enter summarised options in [statement] box. Only the first statement is correct. Click [add statements] to create more summarised questions and click [add statement] to add more options.

Enter when to expose the summarised question in [display at].

Set groups that are available to learn in [common module settings]. Set index which indicates what student should complete for activity completion management in [activity completion] area.

6.9.2. Course Presentation



Authoring tool for presentation is created below [Editor] when course presentation is selected. Several slides can be created and various activity can be entered by slides. (Sequentially from the left)

- Text
- Link
- Image
- Video
- Audio
- Go to slide
- Fill in the blanks
- Single choice set
- Multiple choice
- True/false question
- Drag and drop
- Summary
- Drag text
- Mark the word
- Dialogue card
- Continuous text
- Exportable text area
- Table
- Interactive video
- Twitter user feed
- Appear.in for chat and talk



Also, slide can be added or deleted using icon below the slide.

- Set slide background
- Sort slide left
- Sort slide right
- Remove slide
- Clone slide
- Add new slide

(3) Insert Table

Edit Table

Table *

B	I	S	I_x						
Heading Column 1		Heading Column 2							
Row 1 Col 1	Row 1 Col 2								
Row 2 Col 1	Row 2 Col 2								

body table thead tr th

Comments
The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity
0

Display as button

[Remove](#) [Done](#)

Screen like the left is generated when clicking table icon and table content can be entered using editor.

Window like the left is created when clicking link icon and link title to be shown can be entered in [Title] section. Enter relevant [protocol] information and [URL] address.

(4) Insert Link

Edit Link

Title *

Protocol **URL ***

http://

Comments
The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity
0

Display as button

[Remove](#) [Done](#)

(5) Insert Audio

Edit Audio

Source files *

Player mode *

Select the layout of the player.

Minimalistic ▾

Fit to wrapper

Enable controls
Controls allow the user to for instance pause the audio

Enable autoplay
With autoplay the audio starts to play immediately. If autoplay is disabled the user presses a play button to start the audio.

Comments

The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity

Window like the left is created when clicking audio icon. Click source file registration button to go to file uploading window. Click [select file to upload] and upload files saved in PC (file extension supports mp3, wav). Enter URL address to be used in [enter video source URL or Youtube link]. Various audio file can be uploaded and embedded.

Choose between minimalistic mode or full mode in [player mode].

(6) Insert Video

Edit Video

Video sources *

To ensure that the video works in all browsers you should add both WebM and MP4 formatted sources.

▶ Visuals

▶ Playback

▶ Accessibility

Comments

The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity

Display as button

Window like the left is generated when clicking video icon and file upload window is created when clicking insert video button. Click [select file to upload] to upload file saved in PC (file extension supports mp4, webm, ogv). Enter URL address to be used in [enter video source URL or Youtube link]. Several videos can be uploaded or embedded in one content.

(7) Insert Fill in the Blank

Edit Fill in the Blanks

Media

Task description *
 A guide telling the user how to answer this task.

Fill in the missing words

body p

Text blocks *

Line of text

Blanks are added with an asterisk (*) in front and behind the correct word/phrase. Alternative answers are separated with a forward slash (/). You may add a textual tip, using a colon (:) in front of the tip. Example: H5P content may be edited using a *browser/web-browser:Something you use every day*.

Oslo is the capital of *Norway*.

ADD TEXT BLOCK

Behavioural settings.

Comments
 The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity
 0

Display as button

Remove Done

Question and notice is entered in [task description] in fill in the blanks category. Fill in the blank content is entered in [line of text]. The content to be blanked automatically becomes blank when (*) is marked in front and back side of the word/phrase. Click [add text block] to add text block.

(8) Insert Multiple Choice Quiz

Edit Multiple Choice

Media

Question *

The text field is required and must have a value.

Available options *

Option

Text *

Correct

Tips and feedback

ADD OPTION

Behavioural settings.

Comments
 The comments are shown when the user displays the suggested answers for all slides.

Always display comments

Background Opacity
 0

Display as button

Remove Done

Multiple choice is a multiple question format with several answers. Enter question in [question] box and enter option in [text] section. Check [correct] to the option which is an answer. Click [add option] to add option.

6.10. Quiz

Adding a new Quiz to Topic 2 Expand all

General

Name

Description

☰ ↶ B I ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

Display description on course page

Timing

Open the quiz Enable

Close the quiz Enable

Time limit minutes Enable

When time expires

Submission grace period days Enable

Grade

Grade category

Grade to pass

Attempts allowed

Grading method

Layout

New page

Show more...

Teacher can make various types of quiz through quiz activity (multiple-choice question, matching short answer question, short number question etc.). Teacher can present question that can be tried several times, randomly selected question from the question bank or set the question number to be mixed. All answers are automatically counted and recorded in gradebook except the essay format. Teachers can decide the availability and provision date of hint, feedback, answer.

Date of quiz(open/close) is set in [open the quiz] and [close the quiz] located in [Timing] category. Time limit for solving the quiz is set in [time limit]. [when time expires] sets allowed behaviour of student after the limited time and [submission grace period] sets extra time after the limited time (submitting answer is not allowed).

[Grade] sets content to be reflected in gradebook, grade category, grade to pass, number of attempts, grading method.

In [question behaviour] category, [shuffle within questions] sets whether to mix questions and [review options] sets availability of attempted number, whether the answer is correct and correct answer, marks, feedback and overall feedback following the total score.

[common module settings] sets access availability by groups and [activity completion] sets availability of learning completion management.

Question behaviour

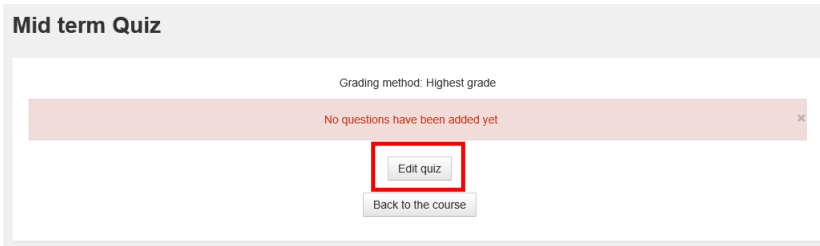
Shuffle within questions

How questions behave

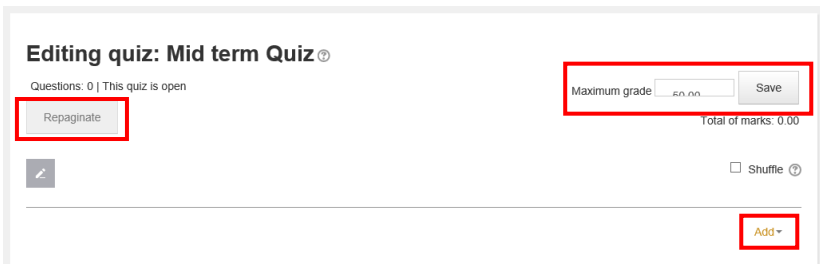
Show more...

Review options

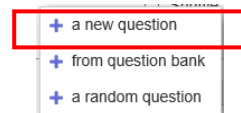
During the attempt	Immediately after the attempt	Later, while the quiz is still open	After the quiz is closed
<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt	<input checked="" type="checkbox"/> The attempt
<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct	<input checked="" type="checkbox"/> Whether correct
<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks	<input checked="" type="checkbox"/> Marks
<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback	<input checked="" type="checkbox"/> Specific feedback
<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback	<input checked="" type="checkbox"/> General feedback
<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer	<input checked="" type="checkbox"/> Right answer
<input type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback	<input checked="" type="checkbox"/> Overall feedback



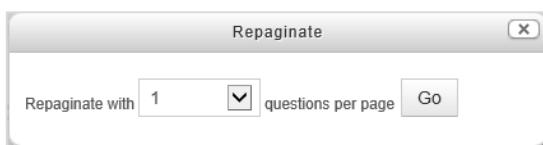
Creating quiz page appears as shown in the left when quiz is saved. Click [edit quiz] to edit [maximum grade].



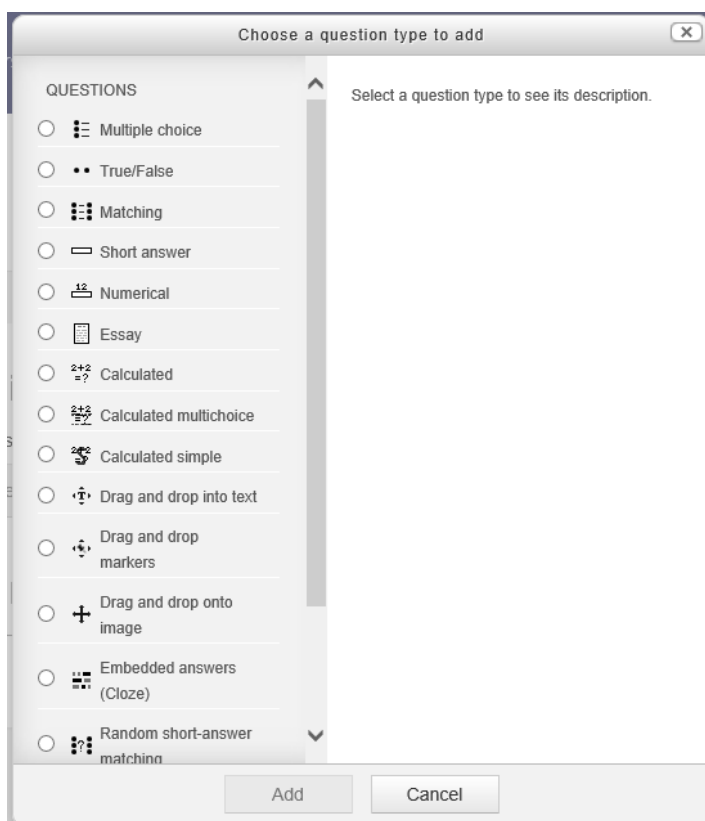
Click **Add** button and use popup to add new question, bring from question bank or add a random question.



Click [repaginate] and decide how many questions to automatically pass per page.



Popup that selects question type is created when clicking [a new question].



- Multiple choice
- True/False
- Matching
- Short answer
- Numerical
- Essay
- Calculated
- Calculated multi choice
- Calculated simple
- Drag and drop into text
- Drag and drop markers
- Drag and drop onto image
- Embedded answers (cloze)
- Random short-answer matching
- Select missing word
- Description

6.10.1. Multiple Choice

Adding a Multiple choice question Ⓢ

General

Category Default for ANS ▼

Question name* You must supply a value here.

Question text* [Rich text editor]

Default mark* 1

General feedback [Rich text editor]

One or multiple answers? One answer only ▼

Shuffle the choices?

Number the choices? a., b., c., ... ▼

Answers

Choice 1 [Rich text editor]

Grade None ▼

Feedback [Rich text editor]

Question inserting screen appears when selecting [multiple choice]. Select category where the question will be included, enter question name in [question name], question content in [question text] and question mark in [default mark].

Enter number of answers in [one or multiple answer] and choose whether to make the choices shuffled.

In [answers] area, enter the content in [chocie1] and set grade by choices and feedback in [grade]. Blanked options are automatically unexposed.

Click [blanks for 3 more choices] to add more choices.

Blanks for 3 more choices

- ▶ Combined feedback
- ▶ Multiple tries
- ▶ Tags

Save changes and continue editing

Save changes
Cancel

6.10.3. Essay

Adding an Essay question ⓘ

General Expand all

Category: Default for ANS

Question name*:

Question text*:

☰ ↕ **B** *I* ☰ ☰ 🔗 🔄 🖼️ 📄

Default mark*:

General feedback ⓘ:

☰ ↕ **B** *I* ☰ ☰ 🔗 🔄 🖼️ 📄

Response Options

Response format:

Require text:

Input box size:

Allow attachments:

Require attachments ⓘ:

[▶ Response Template](#)

Screen as the left is shown when [essay] is selected. Select category where the question will be included, enter question name in [question name], question content in [question text] and question mark in [default mark].

Select editor type to be provided to the student in [response format] and decide whether the text must be entered and whether to allow attachment file submission.

Content written in [response template] is exposed in answer sheet whenever the question is newly reviewed.

Click [preview quiz now] button to edit written question. Click each question's [edit question] and edit.

quiz 3

Grading method: Highest grade

QUIZ NAVIGATION

Finish attempt...

NAVIGATION

- Dashboard
- Site home
- ASTU e-learning system
- Current course
 - A. Natural Science
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - quick questions
 - I would like to hear your opinion!
 - HSP Course presentation

Question 1
Not yet answered
Marked out of 50.00

please explain.

Maximum size for new files: 60MB, maximum attachments: 1

You can drag and drop files here to add them.

6.11. Scorm Package

Refer to [Document Number ASTU-6F-C-003-LMS Manual Loading e-Learning Content](#) for registration method of Scorm package content.

6.12. Survey

Survey activity provides several certified survey questions that can evaluate online learning environment. Feedback activity is used if teachers want to create their own question.

3 types of surveys are provided in [survey type] as shown in the left.

- Attitudes to Thinking and Learning Survey (ATTLS) - For measuring the extent to which a person is a 'connected knower' (tends to find learning more enjoyable, and is often more cooperative, congenial and more willing to build on the ideas of others) or a 'separate knower' (tends to take a more critical and argumentative stance to learning)
- Critical incidents survey
- Constructivist On-line Learning Environment Survey (COLLES) - For monitoring the extent to which the interactive capacity of the World Wide Web may be exploited for engaging students in dynamic learning practices

6.13. TIN CAN Launch Link

Adding a new Tin Can Launch Link to Topic 2 Expand all

General

Launch link name*

Description

Launch settings

Launch settings You can populate the Launch URL and Activity ID settings directly, or by uploading a zip package containing a tincan.xml file. The launch url defined in the tincan.xml may point to other files in the zip package, or to an external URL. The Activity ID must always be a full URL (or other IRI).

Launch URL*

Activity ID*

Zip package Maximum size for new files: 600MB, maximum attachments: 1

You can drag and drop files here to add them

LRS settings

Module behavior

Common module settings

Restrict access

Activity completion

Tags

Competencies

A plug in for Moodle that allows the launch of Tin Can (xAPI) content which is then tracked to a separate LRS.


You can populate the [Launch URL] and [Activity ID] settings directly, or by uploading a zip package containing a tincan.xml file. The launch URL defined in the tincan.xml may point to other files in the zip package, or to an external URL. The Activity ID must always be a full URL (or other IRI).

6.14. Wiki

Adding a new Wiki to Topic 2 Expand all

General

Wiki name*

Description 

Display description on course page

Wiki mode

First page name*

Format

Default format

Force format

Common module settings

Visible

ID number

Group mode

Grouping

Restrict access

Activity completion

Tags

Competencies

There are required fields in this form marked *.

The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

A history of previous versions of each page in the wiki is kept, listing the edits made by each participant.

Select first page title in [first page name], select collaborative wiki/individual wiki in [wiki mode].

Select one among no group, separate group, visual group in [group mode] of [common module settings] area.

6.15. URL

Adding a new URL to Topic 4 Expand all

General

Name*

External URL* Choose a link...

Description

Display description on course page

Appearance

Display Automatic

Pop-up width (in pixels)

Pop-up height (in pixels)

Display URL description

URL variables

Common module settings

Restrict access

Activity completion

Tags

Competencies

Save and return to course Save and display Cancel

There are required fields in this form marked *.

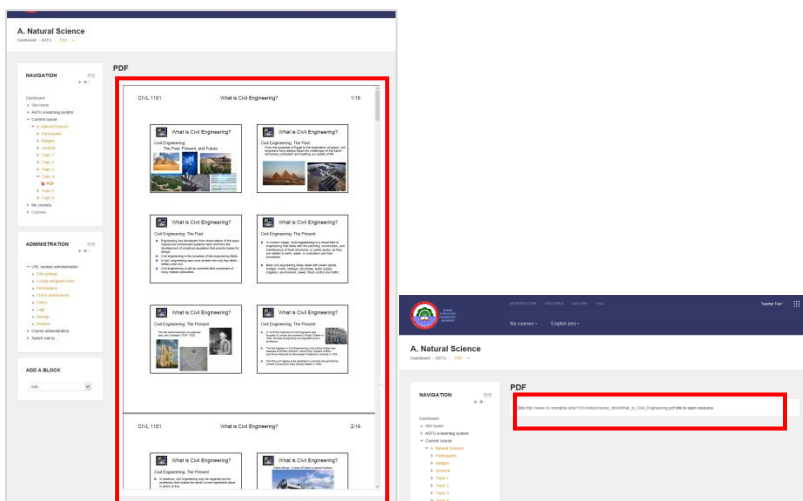
The URL activity enables the teacher to provide a web link as a course resource.

URL activity must be used when file is shared to the participant. Upload file to LCMS(ref. LCMS user manual)and copy URL of uploaded file, paste URL address to [external URL].

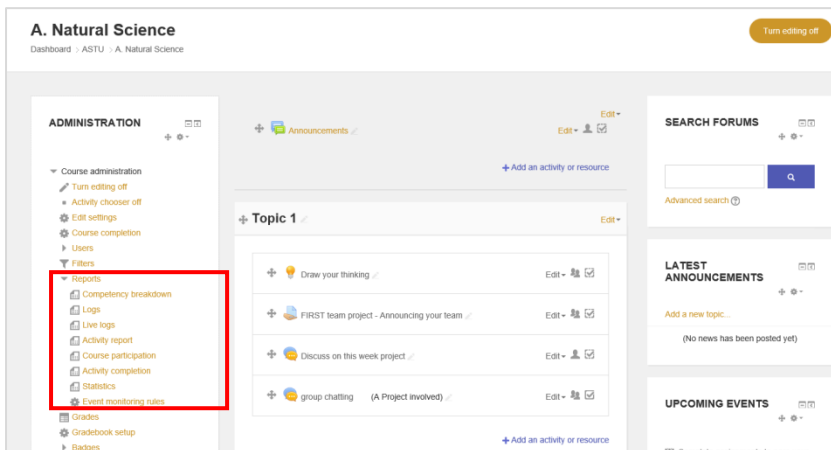
Uploaded file is exposed in the screen as shown in the below screen when clicking [embedded] in [display] category. URL that can check the file is exposed when clicking either [automatic] or [open]. Don't embed file which cannot be viewed in web such as excel and word except PDF.

Anything that is freely available online, such as documents or images, can be linked to; the URL doesn't have to be the home page of a website. The URL of a particular web page may be copied and pasted or a teacher can use the file picker and choose a link from a repository such as Flickr, YouTube or Wikimedia (depending upon which repositories are enabled for the site).

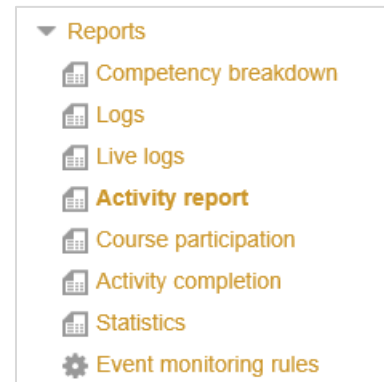
Note that URLs can also be added to any other resource or activity type through the text editor.



7. Checking Learning Record



Participants' learning activity record can be checked through [reports] menu in [administration] block located in the left side of the course page.



A. Natural Science

Computed from logs since Saturday, 4 February 2017, 4:27 PM.

Activity	Views	Related blog entries	Last access
Announcements	7 by 3 users	-	Friday, 26 May 2017, 1:36 PM (6 days 2 hours)
Topic 1			
Draw your thinking	32 by 4 users	-	Tuesday, 23 May 2017, 2:24 PM (9 days 1 hour)
FIRST team project - Announcing your team	67 by 4 users	-	Wednesday, 31 May 2017, 2:03 PM (1 day 1 hour)
Discuss on this week project	10 by 2 users	-	Tuesday, 23 May 2017, 5:07 PM (8 days 22 hours)
group chatting	9 by 3 users	-	Friday, 26 May 2017, 10:26 AM (6 days 5 hours)
Topic 2			
quick questions	32 by 2 users	-	Friday, 26 May 2017, 12:46 PM (6 days 3 hours)
I would like to hear your opinion	25 by 3 users	-	Tuesday, 30 May 2017, 11:34 AM (2 days 4 hours)
HSP Course presentation	4 by 1 users	-	Wednesday, 31 May 2017, 11:46 AM (1 day 4 hours)
Lesson	4 by 1 users	-	Tuesday, 30 May 2017, 6:52 PM (1 day 21 hours)
Mid term Quiz	39 by 2 users	-	Thursday, 1 June 2017, 11:43 AM (4 hours 19 mins)
Mid term Quiz	37 by 1 users	-	Thursday, 1 June 2017, 11:43 AM (4 hours 19 mins)
quiz 3	17 by 1 users	-	Thursday, 1 June 2017, 1:14 PM (2 hours 48 mins)
Survey	2 by 1 users	-	Thursday, 1 June 2017, 1:25 PM (2 hours 37 mins)
Tin Can Launch Link	2 by 1 users	-	Thursday, 1 June 2017, 1:47 PM (2 hours 15 mins)
wiki	-	-	-
Topic 3			
PHASE 1	44 by 4 users	-	Thursday, 1 June 2017, 10:57 AM (5 hours 4 mins)
PHASE 2	87 by 4 users	-	Thursday, 1 June 2017, 10:58 AM (5 hours 4 mins)
PHASE 3	16 by 3 users	-	Wednesday, 31 May 2017, 6:01 PM (22 hours)
Topic 4			
PDF	4 by 1 users	-	Thursday, 1 June 2017, 3:19 PM (42 mins 42 secs)
EXCEL	2 by 1 users	-	Thursday, 1 June 2017, 3:23 PM (38 mins 58 secs)

Check views and accessed users by activity within course in [activity report].

Separate groups All participants

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

First name / Surname	Email address	Announcements	Draw your thinking	FIRST team project ...	Discuss on this week project	group chatting	quick questions	I would like to hear your ...	HSP Course presentation	Lesson	Mid term Quiz	Mid term Quiz	quiz 3	Survey	Tin Can Launch Link	wiki	PHASE 1	PHASE 2	PHASE 3	PDF	EXCEL
Student B	test1@squarenet.co.kr																				
eunkyoung Cho	angela.cho@squarenet.co.kr																				
student01 Kim	angela.cho.kr@gmail.com																				
Admin User	rmtest@naver.com																				
አዳማ ዩኒቨርሲቲ	Sally_lee@hanmail.net																				

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

Download in spreadsheet format (UTF-8 .csv)
Download in Excel-compatible format (.csv)

Check personal learning completion status, pass/fail availability for each activity in [activity completion].

Check participant's learning activity report by clicking [participants] in [navigation] block located in the left side of the course page.

Participants

My courses: CEA | Inactive for more than: Select period | User list: Brief

Current role: All participants

All participants: 8

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

Select	User picture	First name / Surname	Email address	City/town	Country	Last access to course
<input type="checkbox"/>		Teacher Test	test1@squarenet.co.kr	Adama	Ethiopia	now
<input type="checkbox"/>		Admin User	rmtest@naver.com			1 min 18 secs
<input type="checkbox"/>		Admin ASTU	koyang@squarenet.co.kr		Korea, Republic Of	4 hours 8 mins
<input type="checkbox"/>		eunkyoung Cho	angela.cho@squarenet.co.kr	Seoul	Korea, Republic Of	3 days 22 hours
<input type="checkbox"/>		Student B	test1@squarenet.co.kr	Adama	Ethiopia	Never
<input type="checkbox"/>		Student A	st001@test.com			Never
<input type="checkbox"/>		አዳማ ዩኒቨርሲቲ	Sally_lee@hanmail.net	አዳማ	Ethiopia	Never
<input type="checkbox"/>		student01 Kim	angela.cho.kr@gmail.com	seoul	Ethiopia	Never

Deselect all | Select all | With selected users... Choose...

Click participant name to move to user details, connection log(daily log/full log), learning result report(outline report), completion report of learning activity(complete report).

Message

አዳማ ዩኒቨርሲቲ

User details

Email address: Sally_lee@hanmail.net

Country: Ethiopia

City/town: አዳማ

Miscellaneous

View all blog entries

Notes

Forum posts

Forum discussions

Course details

Course profiles: Applied Natural Sciences, Civil Engineering

Roles: Student

Reports

Today's logs

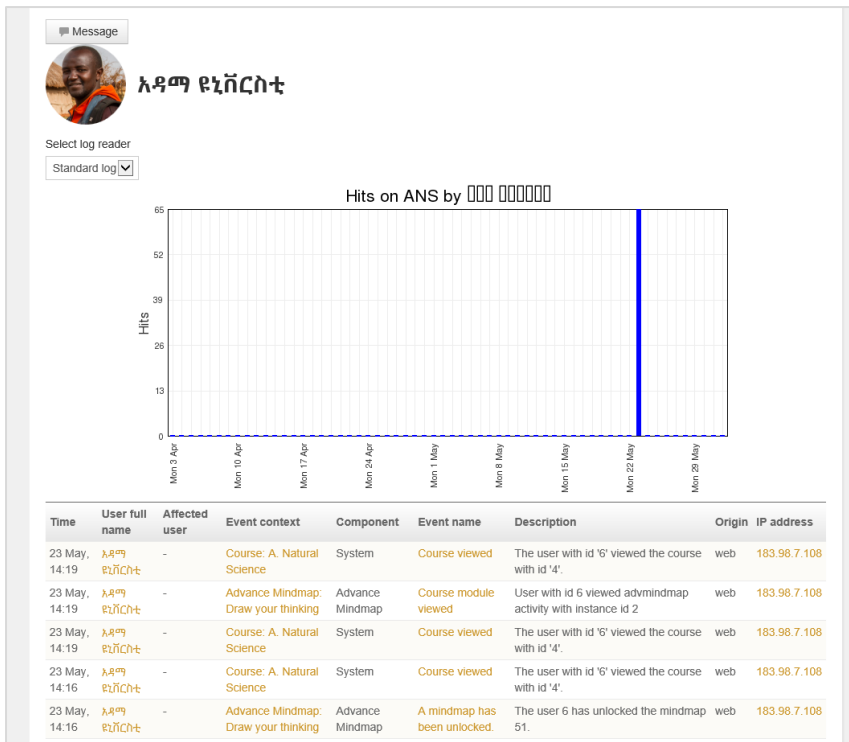
All logs

Outline report

Complete report

Login activity


Last access to course: Never



Click [all log] to check all activity log by dates.

Click [outline report] to check student's learning history by activity. Check each activity's latest learning date/achieved grade, pass/fail, number of access etc. Click [complete report] to check details of learned content for each activity.

Message

 eunkyung Cho

General

- Announcements -

Topic 1

- Draw your thinking -
- FIRST team project - Announcing your team Grade: Not yet competent Tuesday, 23 May 2017, 4:50 PM (8 days 23 hours)
- Discuss on this week project 5 views Tuesday, 23 May 2017, 5:01 PM (8 days 23 hours)
- group chatting 5 views Tuesday, 23 May 2017, 5:18 PM (8 days 23 hours)

Topic 2

- quick questions -
- I would like to hear your opinion! -
- H5P Course presentation -
- Lesson No attempts have been made on this lesson.
- Mid term Quiz Grade: -
- Mid term Quiz Grade: -
- quiz 3 Grade: -
- Survey -
- Tin Can Launch Link -
- wiki -

Topic 3

- PHASE 1 Grade: 0.00 / 100.00 Monday, 29 May 2017, 1:28 PM (3 days 2 hours)
- PHASE 2 Grade: 90.00 / 100.00 Monday, 29 May 2017, 1:27 PM (3 days 2 hours)
- PHASE 3 Grade: -

Topic 4

- PDF -
- EXCEL -

8. Grade Management

A. Natural Science: View: Preferences: Grader report

Dashboard / ASTU / Grader report

NAVIGATION

- Dashboard
- Site home
- ASTU e-learning system
- Current course
 - A. Natural Science
 - Participants
 - Badges
 - General
 - Topic 1
 - Topic 2
 - Topic 3
 - Topic 4
 - Topic 5
 - Topic 6
 - My courses
 - Courses

ADMINISTRATION

- Grade administration
- Grader report
- Grade history
- Outcomes report
- Single view
- User report
- Setup
- Import
- Export
- Letters
- Scales
- Course administration
- Switch role to...

Grader report

Separate groups: All participants

All participants: 5/5

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

Surname	First name	Email address	A. Natural Science	FIRST team project - ...	PHASE 1	PHASE 2	PH...
Student B		test1@squarenet.co.kr	Competent	- 0.00	0.00	0.00	
eunkyung Cho		angela.cho@squarenet.co.kr	Not yet competent	0.00	90.00	0.00	
student01 Kim		angela.cho.kr@gmail.com	-	-	-	-	
Admin User		rmlesti@naver.com	Competent	-	-	-	
사립이정희		Sally_lee@hanmail.net	Not yet competent	-	-	-	
Overall average			Competent	0.00	45.00		

Click [grade] in [administration] block to move to [grade administration] page like the left screen. Overall result by activity can be checked in first menu [grade report].

Grade administration

- Grader report
- Grade history
- Outcomes report
- Single view
- User report
- Setup
- Import
- Export
- Letters
- Scales

Surname	First name	Email address	A. Natural Science	FIRST team project - ...	PHASE 1	PHASE 2	PH...
Student B		test1@squarenet.co.kr	Competent	-	0.00		

User report

Message

eunkyung Cho

Separate groups: All participants


Select all or one user: eunkyung Cho

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
A. Natural Science						
FIRST team project - Announcing your team	0.99 %	Not yet competent	Not yet competent - Competent	0.00 %	Good job!	0.50 %
PHASE 1	49.51 %	0.00	0-100	0.00 %		0.00 %
PHASE 2	49.51 %	90.00	0-100	90.00 %		44.55 %
PHASE 3	0.00 % (Empty)	-	0-100	-		0.00 %
HSP Course presentation	0.00 % (Empty)	-	0-15	-		0.00 %
Lesson	0.00 % (Empty)	-	0-100	-		0.00 %
applied science grade	0.00 % (Empty)	-	0-100	-		0.00 %
Mid term Quiz	0.00 % (Empty)	-	0-50	-		0.00 %
Mid term Quiz	0.00 % (Empty)	-	0-50	-		0.00 %
quiz 3	0.00 % (Empty)	-	0-10	-		0.00 %
Course total	-	91.00	0-202	45.05 %	-	-

To check details of each student, click button located in the right side of user name, move to user report page by student and check grades for each activity.

Single view

Message

 **eunkyung Cho**

Student B student01 Kim

Separate groups All participants



Select grade item... Select user... Save

Grade item	Grade category	Range	Grade	Feedback	Override	Exclude
					All / None	All / None
FIRST team project - Announcing your team	A. Natural Science	1.00 - 2.00	Not yet competent	<p>Good job!</p>	<input type="checkbox"/>	<input type="checkbox"/>
PHASE 1	A. Natural Science	0.00 - 100.00	0.00		<input type="checkbox"/>	<input type="checkbox"/>
PHASE 2	A. Natural Science	0.00 - 100.00	90.00		<input type="checkbox"/>	<input type="checkbox"/>
PHASE 3	A. Natural Science	0.00 - 100.00			<input type="checkbox"/>	<input type="checkbox"/>
HSP Course presentation	A. Natural Science	0.00 - 15.00			<input type="checkbox"/>	<input type="checkbox"/>
Lesson	A. Natural Science	0.00 - 100.00			<input type="checkbox"/>	<input type="checkbox"/>
applied science grade	A. Natural Science	0.00 - 100.00			<input type="checkbox"/>	<input type="checkbox"/>
Mid term Quiz	A. Natural Science	0.00 - 50.00			<input type="checkbox"/>	<input type="checkbox"/>
Mid term Quiz	A. Natural Science	0.00 - 50.00			<input type="checkbox"/>	<input type="checkbox"/>
quiz 3	A. Natural Science	0.00 - 10.00			<input type="checkbox"/>	<input type="checkbox"/>
Course total	A. Natural Science	0.00 - 627.00	91.00		<input type="checkbox"/>	<input type="checkbox"/>

Perform bulk insert

Save

Select grade item... Select user... Save

Click  located in the right side of  button in [grade report] to move to single view page by student. Manually grade activity in the right side of the field when it's not graded yet (in case of activities that cannot be automatically graded; assignment or essay etc.).

ADMINISTRATION

- Grade administration
 - Grader report
 - Grade history
 - Outcomes report
 - Single view
 - User report
- Setup
 - Gradebook setup**
 - Course grade settings
 - Preferences: Grader report
 - Import
 - Export
 - Letters
 - Scales

Move to gradebook setup page by clicking [setup] > [gradebook setup] of [administration] block. This page adjust weights of each activity within course and reflect it to total grade computation. Click select box of activity and activate the right field to change weights. Total weights should be 100.

Gradebook setup

Gradebook setup

Name	Weights	Max grade	Actions
A. Natural Science		-	Edit
FIRST team project - Announcing your team	<input type="checkbox"/> 0.319	Competent (2.00)	Edit
PHASE 1	<input type="checkbox"/> 15.949	100.00	Edit
PHASE 2	<input type="checkbox"/> 15.949	100.00	Edit
PHASE 3	<input type="checkbox"/> 15.949	100.00	Edit
HSP Course presentation	<input type="checkbox"/> 2.392	15.00	Edit
Lesson	<input type="checkbox"/> 15.949	100.00	Edit
applied science grade	<input type="checkbox"/> 15.949	100.00	Edit
Mid term Quiz	<input type="checkbox"/> 7.974	50.00	Edit
Mid term Quiz	<input type="checkbox"/> 7.974	50.00	Edit
quiz 3	<input type="checkbox"/> 1.595	10.00	Edit
Course total		627.00	Edit

Save changes

Add category

Add grade item

Export to Excel spreadsheet

Excel spreadsheet

Separate groups

▶ Expand all

▼ Grade items to be included

FIRST team project - Announcing your team

 PHASE 1

 PHASE 2

 PHASE 3

HSP Course presentation

 Lesson

applied science grade

 Mid term Quiz

 Mid term Quiz

 quiz 3

Course total

Select all/more

▶ Export format options

Download

Move to export to excel spreadsheet page by clicking [excel spreadsheet] of [export] in [administration] block.

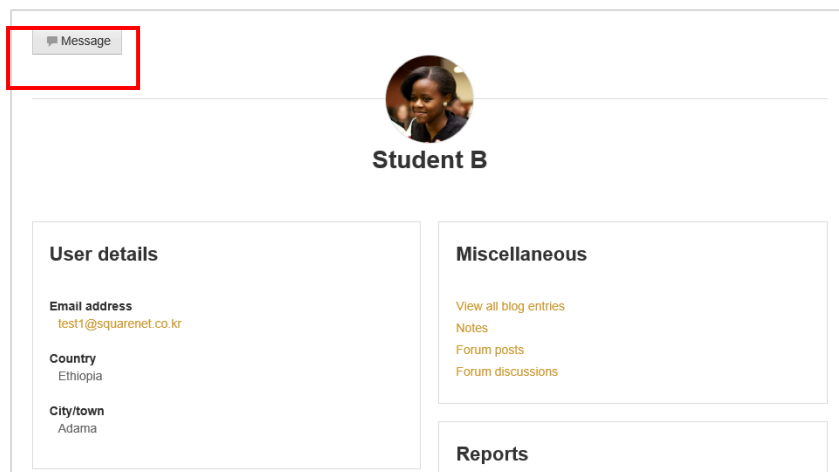
ADMINISTRATION ☰ ☒

- ▼ Grade administration
 - Grader report
 - Grade history
 - Outcomes report
 - Single view
 - User report
 - ▶ Setup
 - ▶ Import
 - ▼ Export
 - OpenDocument spreadsheet
 - Plain text file
 - Excel spreadsheet**
 - XML file
 - Letters
 - Scales

Click download to save activity grade by students in excel file.

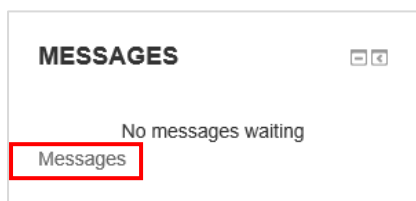
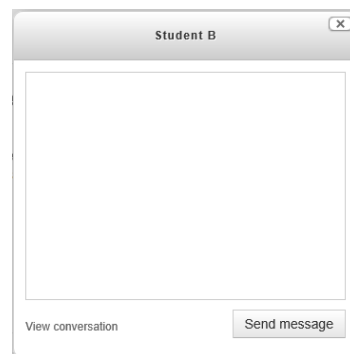
1	First name Surname	D number	Institution	Department	Email	4000	Assignment	SCORM p1	SCORM p2	SCORM p3	Interactive	Lesson	Le	applied sci	Quiz	Mid	Quiz	Mid	Quiz	quiz	Course tot	Last downloaded from this course
2	Student				test@eng.competent-	0	0															21498304983
3	sunhyung Cho				angela.chc@hot.yet.co	0	90															911498304983
4	student01 Kim				angela.chc-																	1498304983
5	Admin User				ymira@eng.competent-																	21498304983
6	NA* 관리자				Sally_lee@hot.yet.co-																	11498304983

9. 1:1 Message and Counselling

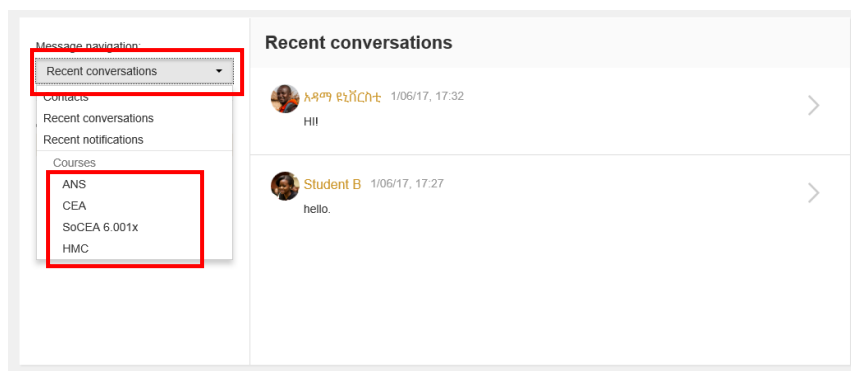


Click student name in [participants] menu to move to user details page, click [message] button in the left side of the page to create 1:1 message window.



Click [send message] after writing the content.

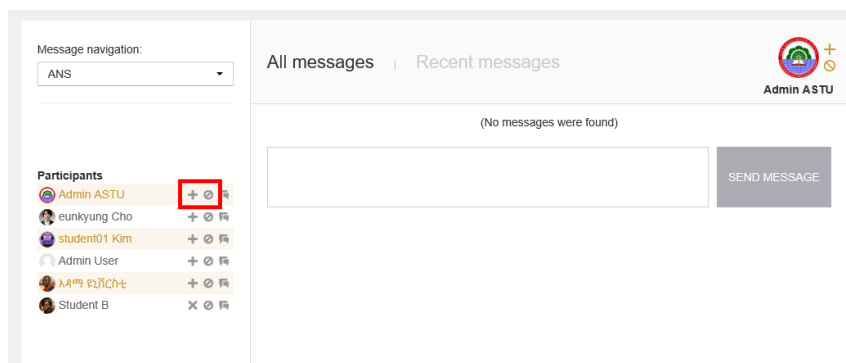


To check all exchanged messages, move to initial [dashboard] page, click [message] in [message] block and move to [message] page. Select [recent conversation] to check recent conversation.



Click course name to check all exchanged messages with users and send message.

Click  [add contact] if the user is not saved in [contact] to easily find them in [contact] menu. Use  [block contact] to user who do not want to exchange any messages.



10. Calendar Management

Move to calendar page relevant to the course by clicking [go to calendar] of [upcoming event] in [dashboard] page.

Each event is marked different; event within calendar is shown as global events(site's full event), course events, group events, user events(personal event). Check schedule by selecting all course or course name in [upcoming event for] field.

Click [new event] to register new event as shown in the left screen.

Select course/group/user in [type of event] and enter [event title] and [description]. Enter start date in [date] and end date in [until] of [duration] area. Select [repeat this event] when event is periodically repeated.