



Instructor's Guide to Adding Activities in Moodle



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This is a short guide to help lecturers/facilitators get familiarized with the tools in Moodle in creating learning activities and get oriented on how to add these activities in a Moodle course page. This guide will include the commonly used tools/activities that are currently used at MNU.

Moodle Tools included:



Quiz

The Quiz activity module allows the teacher to design and build quizzes. While the most obvious application of quizzing is to assess student progress, students and instructors can benefit in other ways too:

- Quizzes can motivate students to revise course content
- They can be used as a tool for self-assessment
- A quiz can be used as a pre-test to qualify student for a course
- Quiz reports can help instructors identify gaps in course content

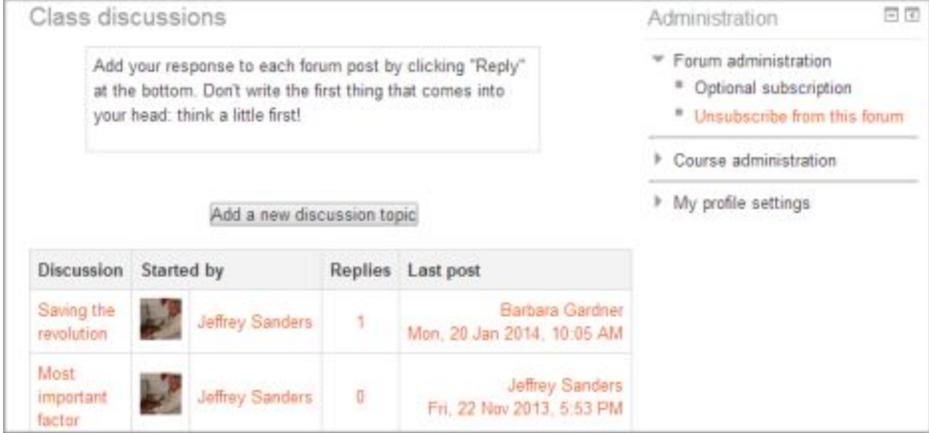


Discussion Forum

The forum is an asynchronous chat tool. Forums are used as an activity where students and teachers can exchange ideas by posting comments. A forum can contribute significantly to successful communication and community building in an online environment.

There are five basic types of forums.

1. **Standard forum for general use (default)**: students will see an introduction text in a separate space above the list of discussions. Students see a button to start a new discussion (thread).



Class discussions

Add your response to each forum post by clicking "Reply" at the bottom. Don't write the first thing that comes into your head: think a little first!

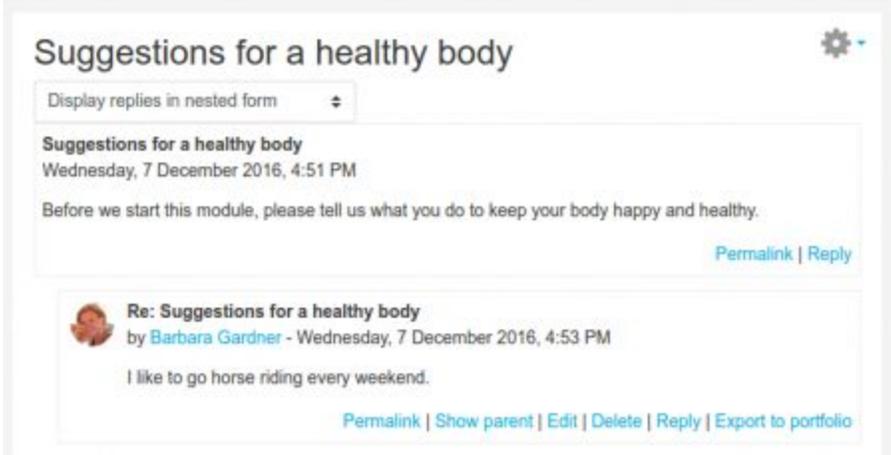
[Add a new discussion topic](#)

Discussion	Started by	Replies	Last post
Saving the revolution	Jeffrey Sanders	1	Barbara Gardner Mon, 20 Jan 2014, 10:05 AM
Most important factor	Jeffrey Sanders	0	Jeffrey Sanders Fri, 22 Nov 2013, 5:53 PM

Administration

- Forum administration
 - Optional subscription
 - [Unsubscribe from this forum](#)
- Course administration
- My profile settings

2. **Single, simple discussion**: the teachers post a question and students are able only to reply. They cannot start a new topic of discussion. This is useful if you wish to keep a discussion focused.



Suggestions for a healthy body

Display replies in nested form

Suggestions for a healthy body
Wednesday, 7 December 2016, 4:51 PM

Before we start this module, please tell us what you do to keep your body happy and healthy.

[Permalink](#) | [Reply](#)

Re: Suggestions for a healthy body
by [Barbara Gardner](#) - Wednesday, 7 December 2016, 4:53 PM

I like to go horse riding every weekend.

[Permalink](#) | [Show parent](#) | [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

3. **Question and Answer forum**: is best used when you have a particular question that you wish to have answered. The teacher posts a question and students

respond with possible answers. By default a Q and A forum requires students to post once before viewing other students' postings.

This is a question and answer forum. In order to see other responses to these questions, you must first post your answer

Olympics Q & A forum

Discussion	Started by	Replies	Last post
Combining the Games	Mary Cooch	1	David Beckham Thu, 13 Sep 2012, 10:05 PM

Combining the Games
by Mary Cooch - Thursday, 13 September 2012, 9:58 PM
Do you think the Olympics and Paralympics should be combined? If yes, why, and if no, why not?

Subject (hidden)
Author (hidden)
This post cannot be viewed by you, probably because you have not posted in the discussion or the maximum editing time hasn't passed yet.

Combining the Games
by Mary Cooch - Thursday, 13 September 2012, 9:58 PM
Do you think the Olympics and Paralympics should be combined? If yes, why, and if no, why not?

Re: Combining the Games
by David Beckham - Thursday, 13 September 2012, 10:05 PM
I think in an ideal world they should be combined but in reality I think it would cause a lot of organisational problems and create so many more categories the games would be come unmanageable.

Re: Combining the Games
by Bradley Higgins - Thursday, 13 September 2012, 10:07 PM
Absolutely! Yes! Bring it on!

- Standard forum displayed in a blog-like format:** works like the standard forum for general use, but the first post of each discussion is displayed (as in a blog) so that users can read it and then choose to respond by clicking the "Discuss this topic" button bottom right of the post.

Talk about education issues here

This works like a standard forum allowing you to begin a new discussion → Add a new topic

But the first post is displayed as in a blog

What do you think of the cuts?
by Mary Cooch - Wednesday, 10 November 2011, 01:54 PM
Are the education cuts worthwhile? Are we being wasteful or is this the thin end of the wedge?
Discuss this topic (1 reply so far)

Student loans
by Martin Blackford - Wednesday, 10 November 2011, 01:55 PM
Does anyone have any experience of applying to study abroad and the procedures you need to go through?
you click to discuss → Discuss this topic (0 replies so far)

5. **Each person posts one discussion topic:** All members of your course can post one discussion topic, available to everyone to read and reply to.

Each person posts one discussion topic

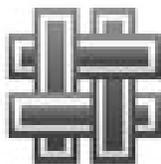
In this discussion forum, all students will have access to this forum and be able to post ONE discussion topic and respond to others' posted in this forum.

Discussion	Started by	Replies	Last post
forum topic	 Anne Ogg	0	Anne Ogg Fri, 31 Jul 2015, 10:23 AM



Assignment

The assignment activity provides a space into which students can submit work for teachers to grade and give feedback on. Students can type directly into Moodle, upload files or add media.



Wiki

A wiki is a collection of collaboratively authored web documents. A wiki starts with one front page. Each author can add other pages to the wiki by simply creating a link to a

page that doesn't exist yet. It is indeed a fast method for creating content as a group. There is usually no central editor of a wiki, no single person who has final editorial control. Instead, the community edits and develops its own content. Consensus views emerge from the work of many people on a document.



Chat

The Chat activity module participants to have a real-time synchronous discussion in a Moodle course. This is a useful way to get a different understanding of each other and the topic being discussed – the mode of using a chat room is quite different from the asynchronous forums. The Chat activity contains a number of features for managing and reviewing chat discussions.

Adding a Quiz

Import Quiz Questions to Moodle Using the Aiken Format

The Aiken format lets you create multiple-choice or true-false questions using a simple, human-readable format that you can save as a plain text file and import into a Moodle.

Write Questions in the Aiken Format

Step 1:

Write your questions in a word-processing application (e.g., MS Word) or a text editor such as Notepad (Windows) or Text Edit (Mac OS X), and format as follows:

- The question must be all on one line.
- Each answer must start with a single uppercase letter, followed by a period ".", or a right parenthesis ")", then a space.
- The answer line must immediately follow, starting with "ANSWER: " (with a space after the colon) and then give the letter for the correct answer.

Note: The word "ANSWER" and the answer letters (A,B,C etc.) must be capitalized as shown, otherwise the import will fail.

Example:

The Loch Ness Monster is a type of?

- A. Homonid
- B. Lizard
- C. Ape
- D. Plesiosauria

ANSWER: D

The Coelacanth was considered a cryptid until 1938.

- A) True
- B) False

ANSWER: A

Step 2:

Use Save As and save your questions as a .txt (plain text) file in UTF-8 format.

Import Questions into the Moodle Question Bank

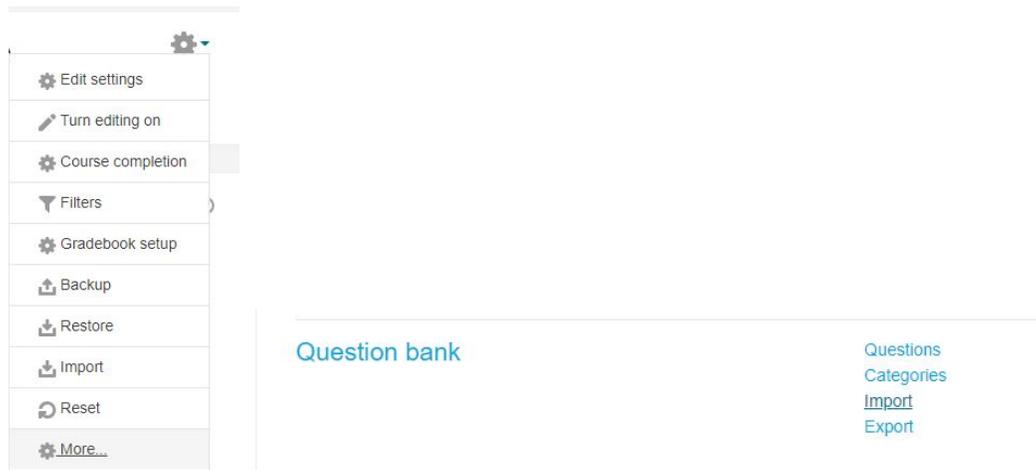
Once you have saved your text file, you can import your questions into the Moodle Question Bank:

Step 1:

Log into Moodle and open the course where you would like to add questions.

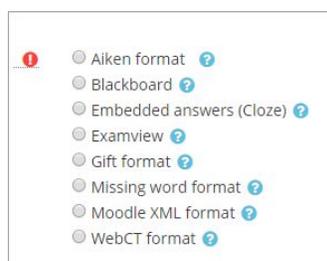
Step 2:

In the More... options, under Settings, click Import, in the Question Bank. The Import questions from the file page will open.



Step 3:

For File format, select Aiken Format.



Step 4:

Click the General heading to expand the settings and for Import category, select a Category (or use Default for course).

Note: To create a new category, return to the Administration block and under Question Bank, click Categories.

Step 5:

Under Import questions from file, drag and drop your .txt file onto the blue arrow in the Import box, or alternately, click Choose a file.... to browse for the .txt file on your computer.

▼ Import questions from file

Import * Maximum size for new files: 200MB



You can drag and drop files here to add them.

There are required fields in this form marked *.

Step 6:

Click Import. You will see a page with the message "importing (# of) question(s) from file," with a list of the questions.

Step 7:

Click Continue. Your Question Bank will open. You can now further edit the questions or include the questions in a quiz.

Creating a Quiz

After importing questions to question bank, then a quiz needs to be created using the Moodle Quiz activity

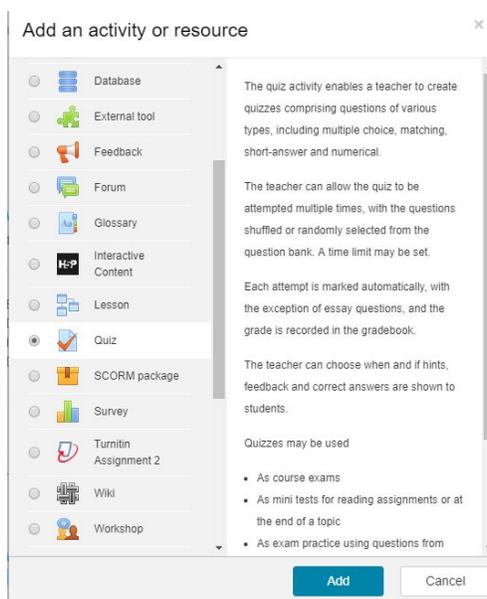
Step 1:

Go to the section you want to add the quiz and click Add an activity or resource



Step 2:

Select Quiz from the Add an activity or resource window. Then Click Add



Step 3:

Give a name to the quiz and write about the quiz (instructions) in the Description box

Adding a new Quiz to Assessment Details ? Expand all

General

Name *

Description

B *I*

Path: p

Display description on course page ?

Step 4:

Do the necessary settings and click Save and display

Timing

Open the quiz ? Enable

Close the quiz Enable

Time limit ? Enable

When time expires ?

Submission grace period ? Enable

Grade

Grade category ?

Grade to pass ?

Attempts allowed

Grading method ?

Tags

Competencies

There are required fields in this form marked *.

Adding Questions to the Quiz

Once quiz is created, questions from the question bank needs to be added to the quiz

Step 1:

Click on Edit Quiz

Step 2:

Select from question bank under Add in the editing quiz window

Step 3:

Select category and then mark the questions to be included in the quiz. Click on Add selected questions to the quiz

Add from the question bank at the end ×

Select a category:

[Search options](#) ▶

T ▲ Question

+ <input checked="" type="checkbox"/> ▼	Q4 A [[1]] is a research instrument consisting of a series of questions and other prompts for the purpose of gathering information from respondents. Questk	Q
+ <input checked="" type="checkbox"/> ■■■	Q2 Choose the correct type for the following questions:	Q
+ <input checked="" type="checkbox"/> ■■■	Q3 Choose the correct term for the following definitions	Q
+ <input checked="" type="checkbox"/> ■■■	Q1 In an _____, the possible responses are not given.	Q
+ <input checked="" type="checkbox"/> ●●	Q5 Questionnaire is used as a mean of measuring the knowledge, skill, feeling, intelligence or aptitude of an individual or group.	Q

Adding a Discussion Forum

Create a Moodle Discussion Forum

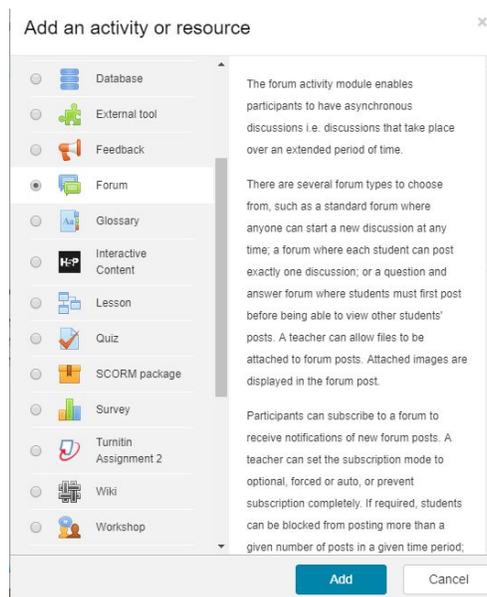
Step 1:

Go to the section you want to add the quiz and click Add an activity or resource



Step 2:

Select Forum from the Add an activity or resource window. Then Click Add



Forum set up:

Step 1:

Add a Forum Name and Description

▼ General

Forum name

Description

Let's discuss about the following topic:
Is tomato a fruit or a vegetable?
 Students are required to actively participate in the forum by replying to this question and replying at least 2 other students' post with proper justification

Path: p

Display description on course page

Step 2:

Select Forum Type and complete other necessary settings

Display description on course page ?

Forum type ?

- ▶ Attachments and word count
- ▶ Subscription and tracking
- ▶ Discussion locking
- ▶ Post threshold for blocking
- ▶ Grade
- ▶ Ratings
- ▶ Common module settings
- ▶ Restrict access
- ▶ Activity completion
- ▶ Tags

Standard forum for general use

- A single simple discussion
- Each person posts one discussion
- Q and A forum
- Standard forum displayed in a blog-like format
- Standard forum for general use

Step 3:

Click Save and display

Adding an Assignment

Create an Assignment link

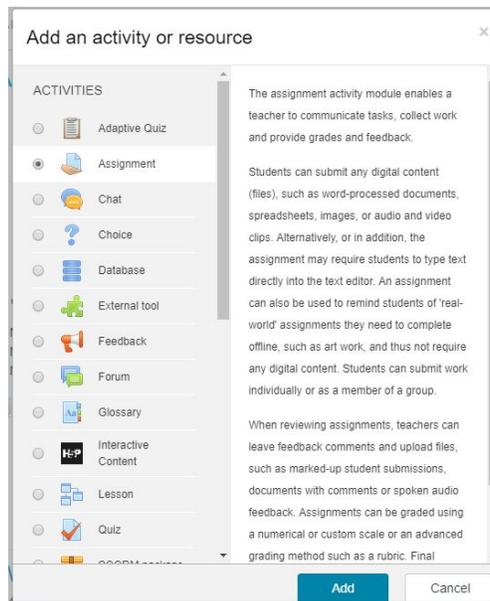
Step 1:

Go to the section you want to add the quiz and click Add an activity or resource

+ Add an activity or resource

Step 2:

Select Assignment from the Add an activity or resource window. Then Click Add



Assignment set up:

Step 1:

Add an Assignment Name and Description

Step 2:

Complete other necessary settings



You can drag and drop files here to add them.

Availability

Allow submissions from Enable

Due date Enable

Cut-off date Enable

Always show description

Submission types

Submission types Online text File submissions

Word limit Enable

Maximum number of uploaded files

Maximum submission size

Step 3:

Click Save and display

Adding a Wiki

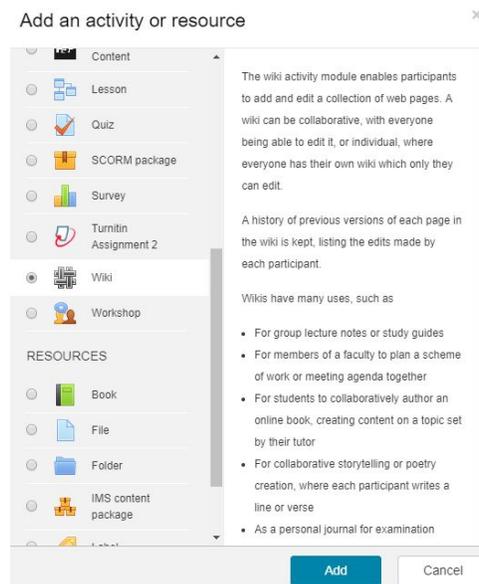
Step 1:

Go to the section you want to add the quiz and click Add an activity or resource



Step 2:

Select Wiki from the Add an activity or resource window. Then Click Add



Wiki setup:

Step 1:

Add a Wiki Name and Description

Adding a new Wiki to Assessment Details ⓘ

▶ Expand all

▼ General

Wiki name ⓘ

Description

Paragraph **B** *I*

- ☰
- ☰

Path: p

Display description on course page ⓘ

Step 2:

Select Wiki mode and give name for the first page of the wiki

Path: p

Display description on course page ⓘ

Wiki mode ⓘ

First page name ⓘ

Step 3:

Complete other necessary settings and then click Save and display

Adding a Chat Session

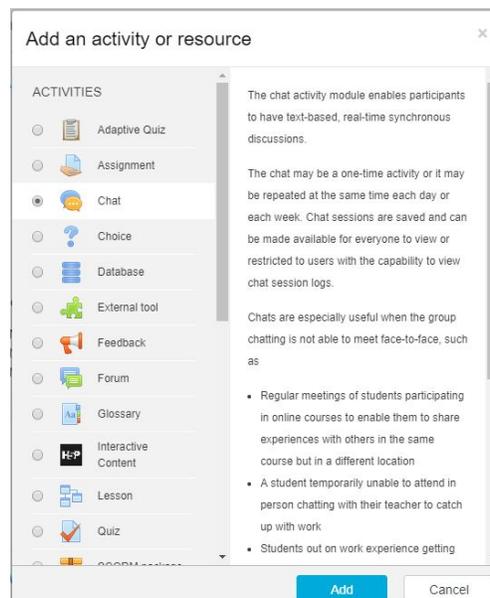
Step 1:

Go to the section you want to add the quiz and click Add an activity or resource



Step 2:

Select Chat from the Add an activity or resource window. Then Click Add



Chat Session set up:

Step 1:

Add a Chat room name and Description

▼ **General**

Name of this chat room *

Description

Paragraph **B** *I*       

Path: p

Display description on course page 

Step 2:

Complete other necessary settings and then click Save and display

▼ **Chat sessions**

Next chat time 

Repeat/publish session times

Save past sessions

Everyone can view past sessions 

▶ **Common module settings**

▶ **Restrict access**

▶ **Activity completion**

▶ **Tags**

▶ **Competencies**

There are required fields in this form marked *.