

Moodle 3.5

User Manual for Teachers



Smart Online Learning
Experience



Moodle
User Manual

For Teachers



Contents

Introduction.....	3
📄 About Moodle.....	3
📄 What You Can Do with Moodle	3
📄 Moodle Screen Layouts	3
📄 Roles.....	3
1. Course Creation and Editing Basics.....	4
📄 Course Creation Procedure	4
📄 Course Page Layout	4
📄 Editing Basics	5
📄 Switching Roles	5
📄 Course Basic Settings	6
2. Editing a Course	7
📄 Editing A Section (Topic).....	7
3. Activities and Resources (Activity Items)	9
4. Activity Completion and Access Restrictions.....	10
📄 Activity Completion	10
📄 Access Restrictions	11
5. Adding Activity Items	12
📄 How to Add Activity Items (In Common)	12
📄 Adding Activity Items (Files).....	13
📄 Adding Activity Items (Quiz).....	14
📄 Adding Activity Items (Assignments)	20
📄 Adding Activity Items (Forum).....	22
📄 Adding Activity Items (Choice).....	23
6. Course Administration	24
📄 Course Completion	24
📄 User Confirmation.....	25
📄 Group Function	26
7. Grading Reports	27
8. Reports	28

Introduction

About Moodle

Moodle is a type of online learning management system (Learning Management System = LMS). It is the most used system in the world, partly due to it being open-source software that can handle various languages. Moodle has a great many features and is evolving daily due to its global user base. Here we present some carefully selected first steps for getting started with Moodle that you can use as a foundation to do more.

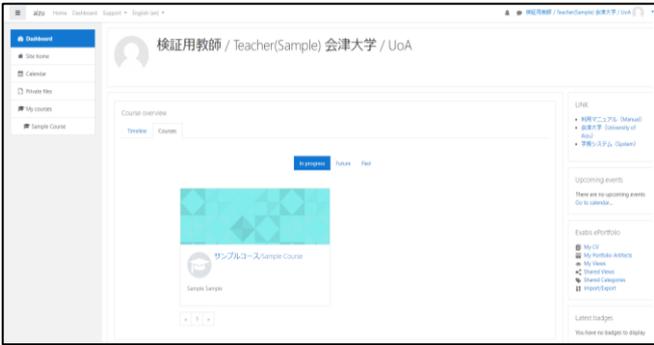
What You Can Do with Moodle

Moodle lets you to put your lecture content online and centrally manage it.

- ☞ You can easily upload and share videos, PDF, Word and Excel files, and more.
- ☞ You can evaluate students by providing short tests and assignments.
- ☞ You can easily create interactive content such as forums.
- ☞ You can manage student grades

Moodle Screen Layouts

When you log in, a dashboard (My page) or site home will be displayed.

Dashboard	Site home
	
The dashboard serves as your My page. It shows information about the courses you have registered for.	The site home is the Moodle homepage. It displays general announcements and other information.

Roles

In Moodle, a course-dependent "role" is assigned for each account, and depending on the role assigned, what you can do in Moodle and how the course looks varies. There are many kinds of roles, but there are two roles that teachers should bear in mind: "Editing teacher" and "Student."

Editing teachers

Editing teachers can do things like edit courses (create/edit content), evaluate Students, and interact with them. They cannot be involved with courses where they are not assigned an "Editing teacher".

Students

Students can do things like browse course content, take short tests, submit assignments, and post to forums.

1. Course Creation and Editing Basics

Course Creation Procedure

Here we provide an explanation of the general course creation procedure.

1. Receive a course for creation from a Moodle administrator.
2. Confirm (change) the provided course basic settings.
3. Add Activity Items based on the course design.
4. Give the entire course balance.
5. Select course completion preferences. (Optional)
6. Deliver the course to the Moodle administrator.

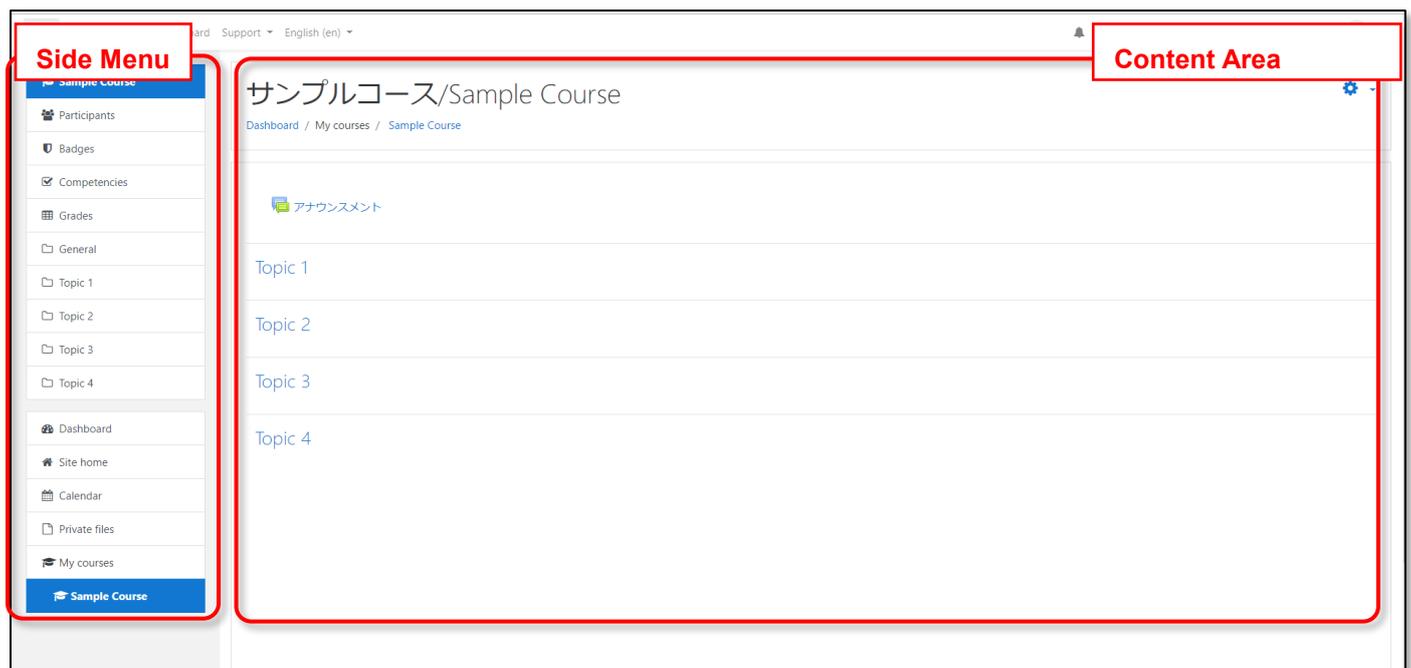
Course creation requires collaboration with Moodle administrators, so in many cases the administrators have set up detailed work rules.



Course Page Layout

Here we explain the screen configuration in the empty courses you will receive.

1. This is an example of a course that has just been received. The top page of the course is called the "Course Main Page." The Course Main Page is divided into a "Side Menu" and a "Content Area."



Side Menu

When you enter the course, the Side Menu look will change a little. The top section will display the menu for the course you are currently accessing, and the section below will display the menu that was displayed before you entered the course.

Content Area

The Content Area has been laid out in sections in advance. The areas demarcated by the top and bottom bars in the course are section units. By default, section names are displayed as "Topic X," but these can be changed freely. Activity Items are placed in the Content Area.

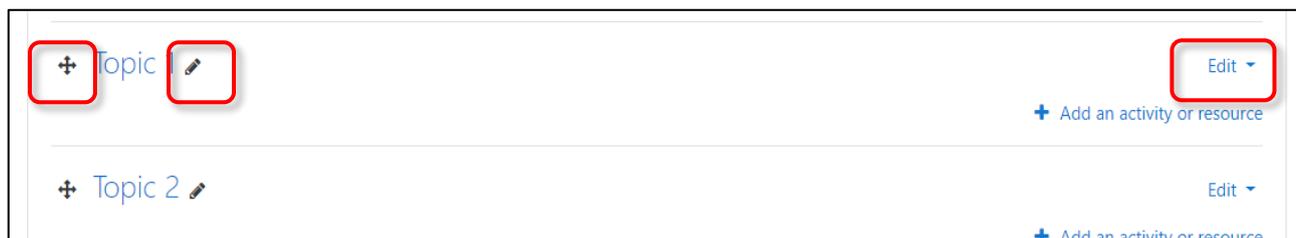
Editing Basics

When editing a course, switch to “Edit Mode.”

1. From the Action Menu at the top right of the course, click “Turn editing on.”



2. In Edit Mode, a cross appears before each item of content, a pencil mark after title names, and an "Edit" menu on the right-hand side. If they do not show, then you are not in Edit Mode.



Points

✚ Cross Mark

You can drag this to move and change the order of Activity Items

✎ Pencil Mark

You can click this to change the name. After entering a new name, confirm by pressing the enter key.

⚙ Edit Menu (Edit Settings)

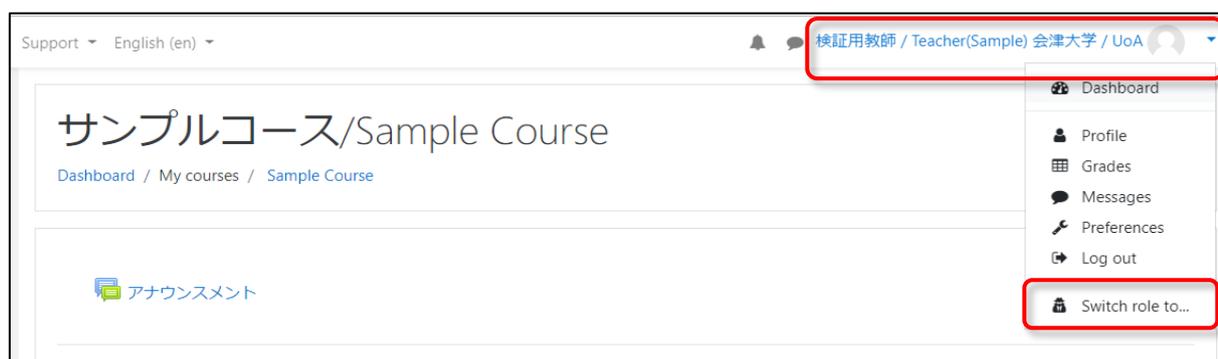
Clicking "Edit Settings" from an Activity Item's "Edit" menu will display an edit menu for the Activity Item.

⚙ Edit Menu (Hide)

To make an Activity Item invisible to Students, click "Hide" from the "Edit" menu. This can also be used to hide Activity Items that are in the process of being created or are temporarily not in use, or for forums visible only to Editing Teachers.

Switching Roles

Editing teachers can view the content they create from a **Student's point of view** by switch role to "Student."



Course Basic Settings

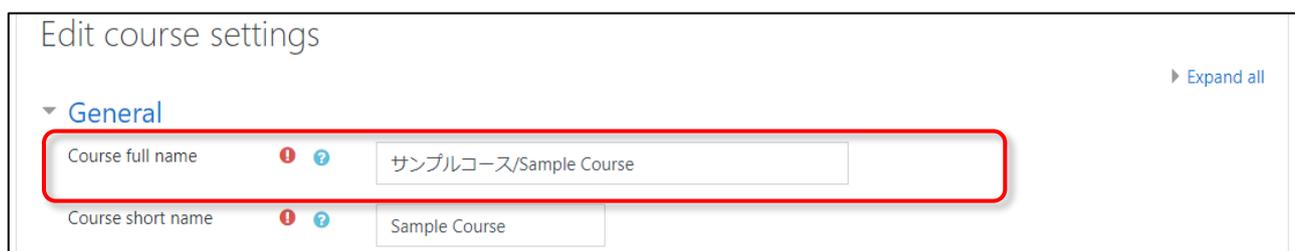
Course basic settings are usually set by an administrator, so you don't need to change them. Here we show how to check the course basic settings you receive.

1. From the Action Menu at the top right of the course, click “Edit settings” to display the settings screen.



2. Check the “Course full name” and “Course short name” shown on the course page. You can change the Long Course Name here.

※ Course short names cannot be the same as other course names, so please inform an administrator if you need to change one.



3. Click “Save and display.”

Hint: Other Settings

Course summary

You can enter a description of the course here.

Course summary files

You can drag and drop images representing the course here.

Files and uploads

You can set the maximum size for when Students upload files here.

Completion tracking

Enable this when you want to use the “Completion” feature in a course. (Enabled by default.)

Points

🔴 This mark indicates a required field.

🔵 Click on this mark to see a pop-up hint. Be proactive in using this feature if you come across something you don't understand.



2. Editing a Course

To perform the following operations, switch to Edit Mode.

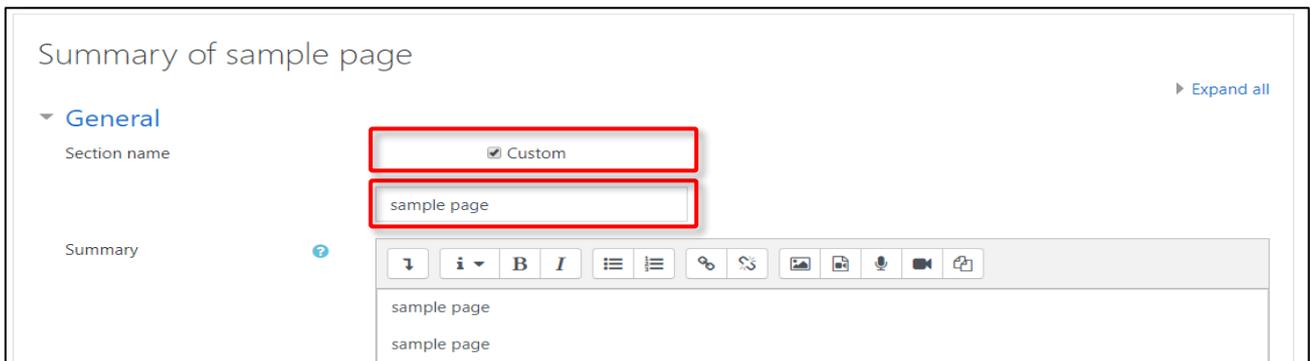
Editing A Section (Topic)

Enter a name and description in each section to give your course a visual presence. The section names appear in the side menu.

1. Click “Edit Topic” from the “Edit” menu to the right of the section name.
(You can also change just the section title by clicking the pencil mark next to the section name.)



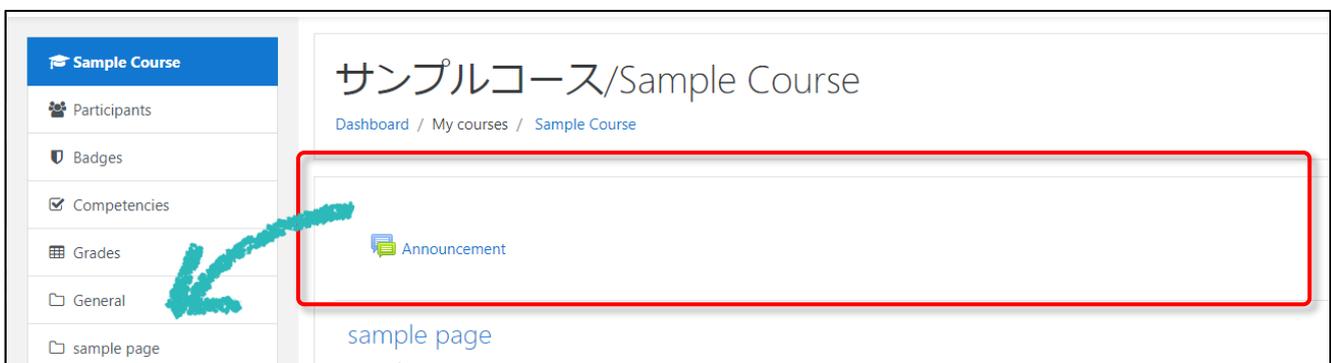
2. Check “Custom” and enter the section name (section title) and summary.



3. Click “Save Changes.”

Point: General Sections

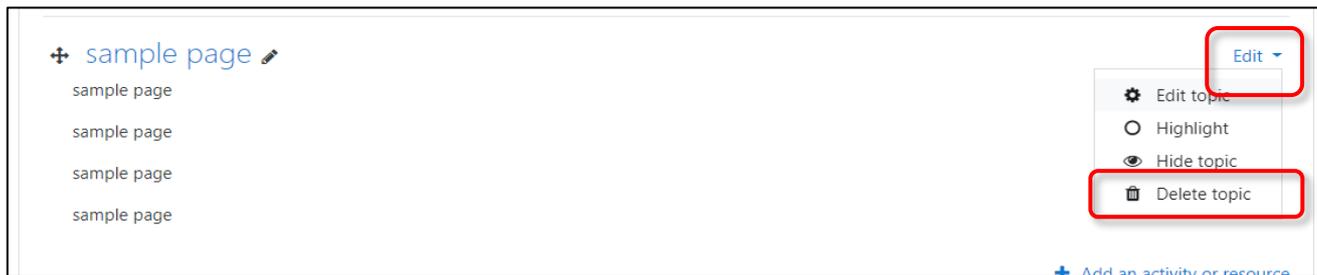
Upon receiving a course, there is a section where a forum is set up as shown here. This area is called “General Section/Section 0.” As it is positioned like a Moodle header, we recommend that you enter a course summary, description, and greeting, etc.



Hint: Other Settings

🔗 Delete topic:

You can delete a section by clicking “Delete topic” from the “Edit” menu to the right of the section name.



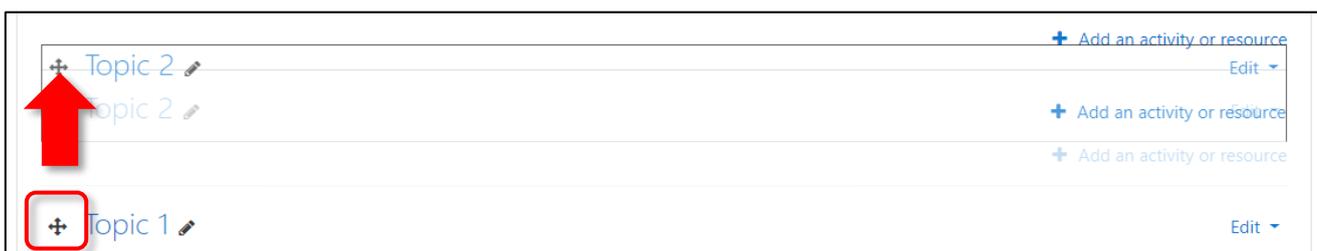
🔗 Adding a Section:

Click “Add Topics,” which is at the bottom right of the course page.



🔗 Changing Section Order:

Use the arrow/cross icon to the left of a section’s name to drag and move that section.



🔗 Showing/Hiding Sections:

Click “Hide topic” from the “Edit” menu to the right of the section name to hide the section from Students.

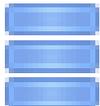


3. Activities and Resources (Activity Items)

Teaching materials such as assignments and short tests are called "Activity Items." Moodle manages these Activity Items by separating them into "Activities" and "Resources." Each Activity Item has its own set icon, designed to make it easy to imagine visually.

Major Activities

An Activity is primarily an Activity Item that is accompanied by grading, such as a short test.

	Quiz	Have your Students take a short test.
	Assignment	Present your Students with and have them submit assignments.
	Forum	This functions as a bulletin board. In addition to posting announcements, it can also be used as a forum for discussion.
	Database	This enables you to share a variety of data within the course. Students can also write data to it.
	Choice	This enables you to provide a simple survey.

Major Resources

A Resource is an Activity Item that does not involve grading, such as a file.

	PDF File	Distribution and viewing of a PDF file.
	Video	Viewing of a video.
	URL	Clicking this will open the relevant link.
	Page	This enables you to create a single HTML page. This is recommended for when you want to post a lot of text or combine text and images.

4. Activity Completion and Access Restrictions

Activity Completion

“Activity completion” is a checkbox that tells you at a glance which activities or resources Students have completed. The box is checked when an activity is complete, so it makes it easy for Students to manage their progress.

Activity completion has two settings: one where Students can check the box themselves, and one where the box is checked when Students meet completion criteria set by the course designer. How the completion criteria are set differs depending on the Activity or Resource.

Example: For a Resource (Slide, Video, YouTube)

Set completion tracking to "Students can manually mark the activity as completed," and check the "Require View" box. When Students view slides or videos for assignments, they are marked as complete. (*It is not possible to know whether they viewed all the way until the end of the slideshow or video.)

Activity completion settings for a resource:

- Completion tracking: Students can manually mark the activity as completed
- Require view: Student must view this activity to complete it
- Expect completed on: 30 August 2019 19:20

Example: For an Activity (Quiz, Assignment)

You can specify the completion criteria in detail, such as the pass score or whether grading by an Editing teacher is required.

If you check the “Require passing grade” box, you need to set the pass score separately.

Activity completion settings for an activity:

- 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
- Require passing grade: Require passing grade Or all available attempts completed
- Expect completed on: 30 August 2019 19:22

Example: Not Setting Activity Completion

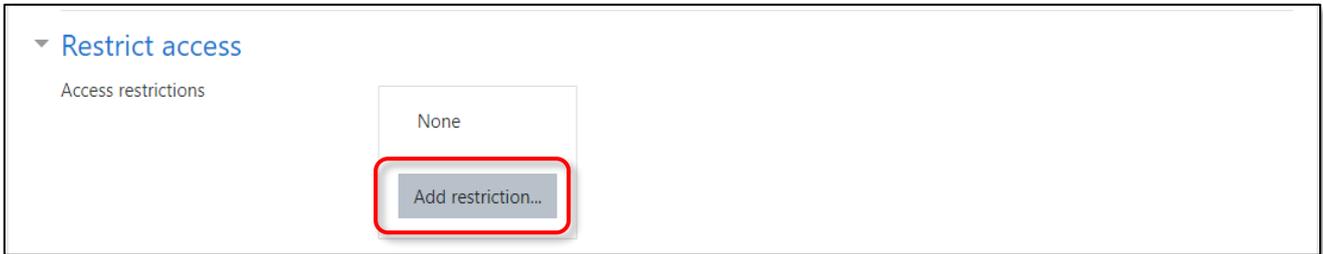
Activity completion settings for an activity (not setting completion):

- Completion tracking: Do not indicate activity completion
- Require view: Student must view this activity to complete it
- Expect completed on: 30 August 2019 19:24

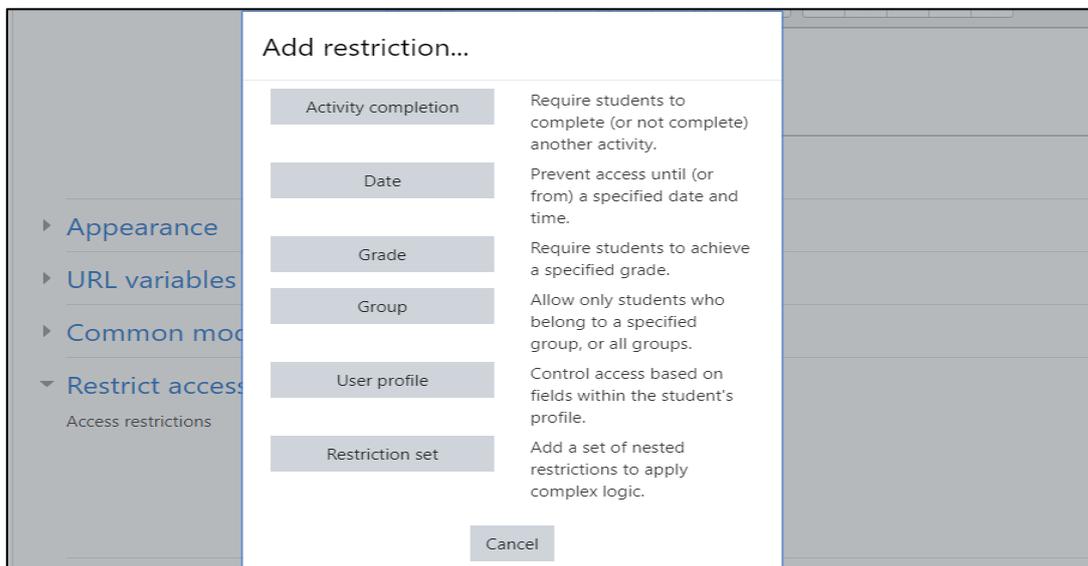
Access Restrictions

You can set access restrictions for Activity Items. For example, you can show a short test only to students who have viewed certain content, or you can prevent students from taking a quiz until a fixed date.

1. Inside the Activity Item, click the “▼” next to “Restrict access” and then click “Add restriction.”



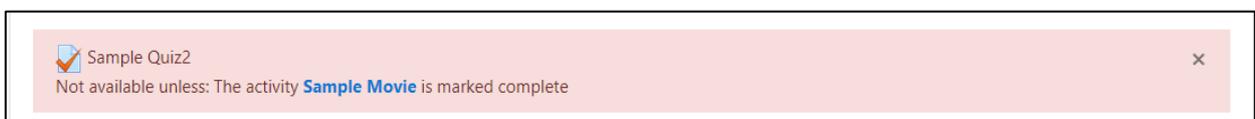
2. Set the elements you want to add. “Activity completion” allows you use the completion of other Activity Items as access restriction conditions. (*An activity completion setting is required for dependent activities.)



In the example below, restricted Activity Items will become available when the video sample is viewed.



Students will see this as shown below.



5. Adding Activity Items

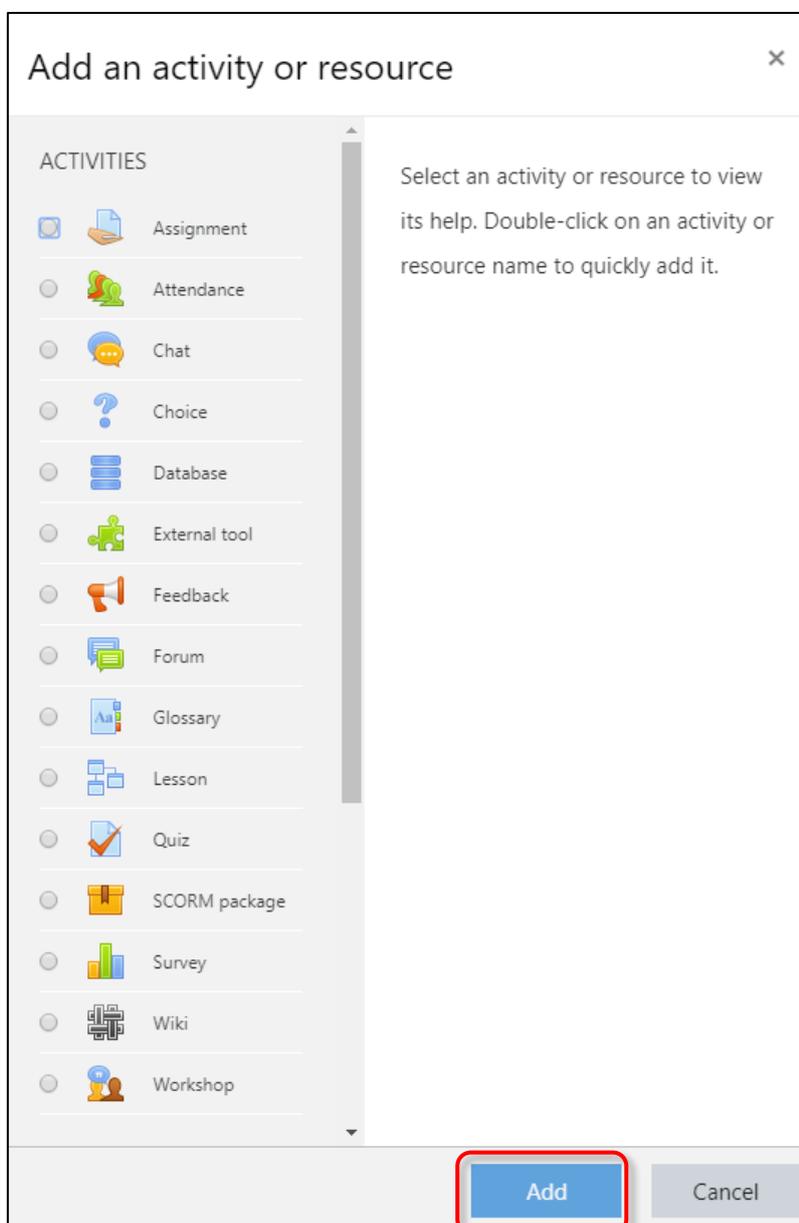
How to Add Activity Items (In Common)

1. Click “Add an activity or resource” in the lower right corner of each section.



2. Select and add the activities or resources that you want to add to the section. Scrolling will make resources appear.

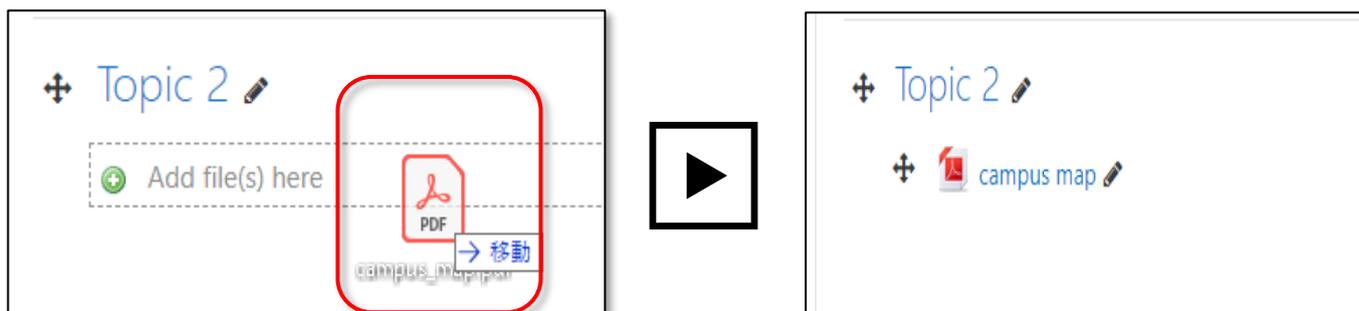
Selecting an item will display a corresponding description on the right-hand side, so use this as a reference if you have any trouble with the task.



Adding Activity Items (Files)

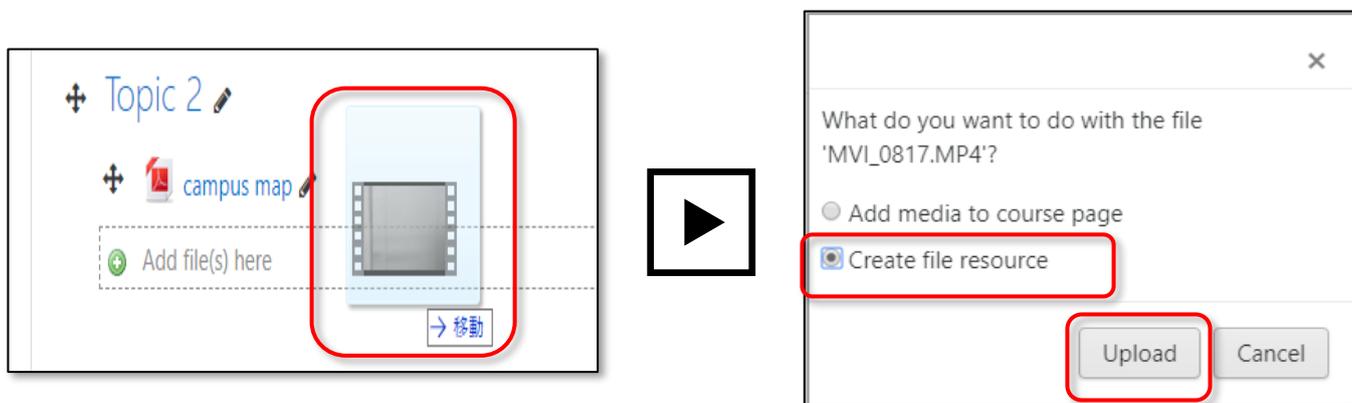
PDF Files

PDF files can be added by dragging them directly onto the course page.



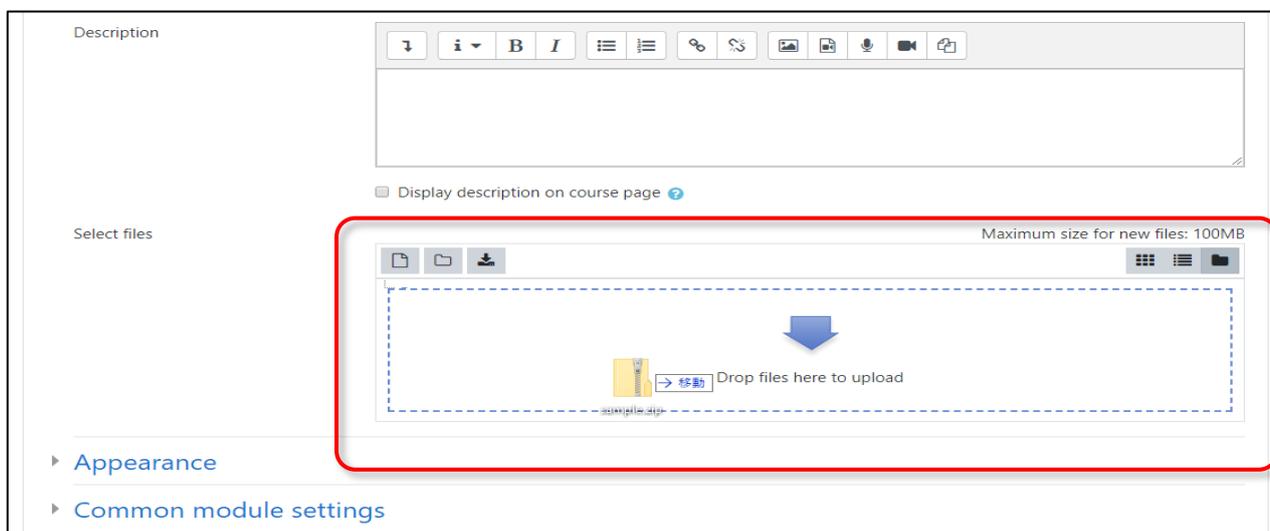
Video Files

Video files can be added by dragging them directly onto the course page and selecting "Create file resource."



Hint: Other Settings

If you want to set Activity Completion or Access Restriction options, add them by selecting "File" under "an activity or resource."



Adding Activity Items (Quiz)

Short Test Basics

Moodle allows you to create test questions in various question formats, including "True/False" and "Multiple-Choice" questions.

Here we provide a basic understanding of short tests in Moodle and the procedure for creating them.

Moodle Quiz Function

Moodle's quiz function consists of the separate notions of "frameworks" and "questions." Editing teachers create frameworks and questions, and combine them to create quiz that Students can take. When creating quiz, it's easy to lose sight of what you are doing at any given time, so be sure to pay attention to the tasks.

Short Test Creation Procedure

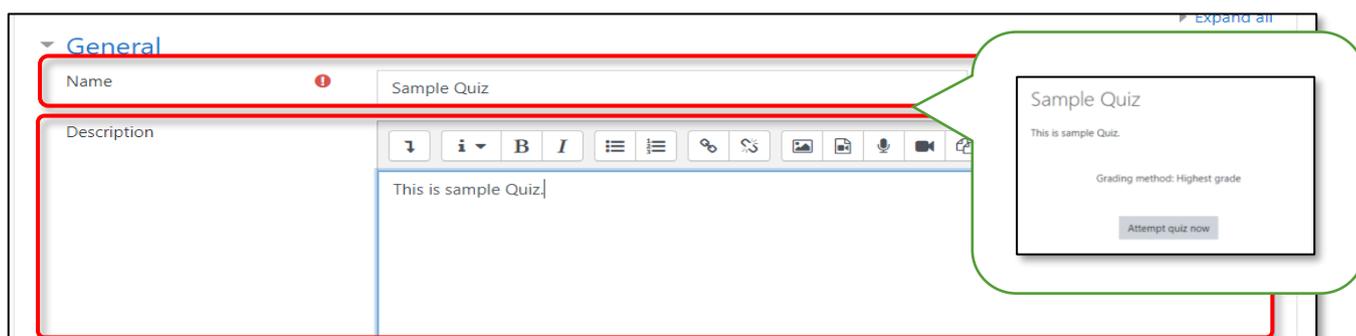
1. Create a framework for the quiz.
2. Create questions. Once created, questions can be managed with a function called "Question Bank."
3. Apply questions to the created framework.

Short Test Settings

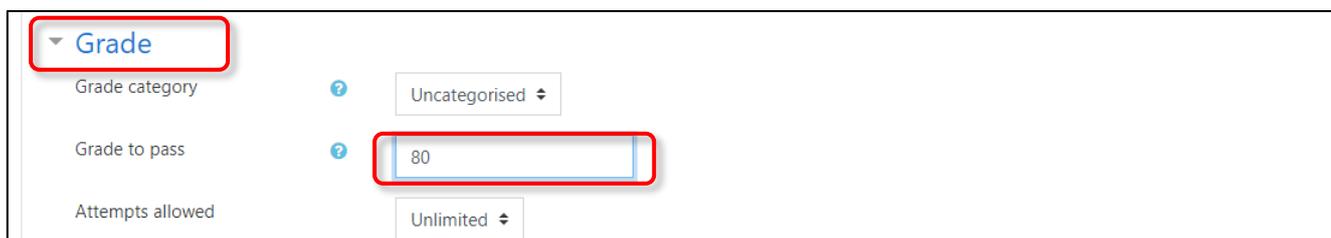
Here we provide information on how to create frameworks for quiz.

In the quiz settings, you can edit items related to test configuration, such as setting a pass score, conditions for taking the test, or conditions for completion. Please note that these settings are different from the settings that determine the content of and answers to the questions.

1. Add a quiz. Under "Add an activity or resource," select "Quiz" and click "Add."
2. Enter a name (this will be shown on the course page).
3. Enter a description (this will be shown on the test start screen). This can be left blank.

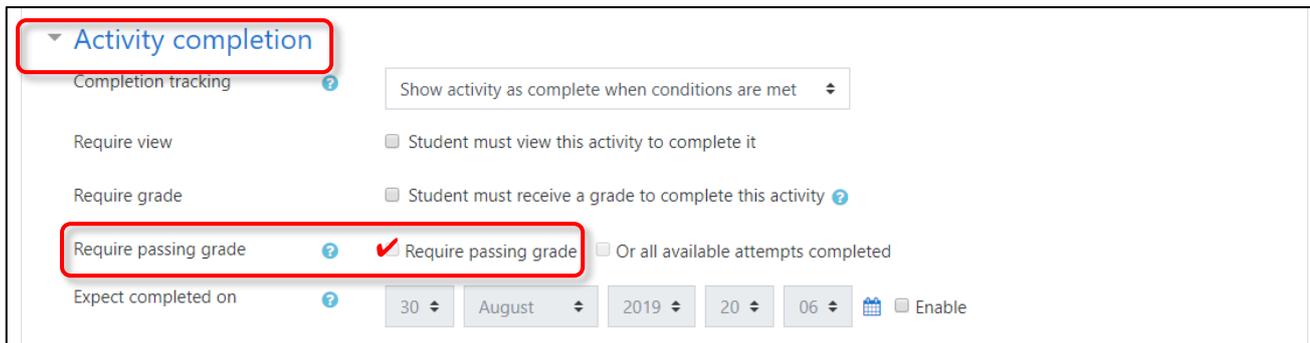


4. Click "Grade."
If you want to set pass criteria for the test, enter it here (Example: If the pass score is 80 out of a maximum possible 100, enter 80).



5. Click “Activity completion.”

If you want to set the activity as being complete if the pass score set in the “Grade” section is obtained, check the “Require passing grade” box.



6. Click “Save and display.”

Hint: Other Settings

Timing

This setting is useful if you want to set an availability period for a quiz. You can also set a time limit.

Grade

You can set a limit on the number of times a Student can take the test.

Layout

You can divide the questions over multiple pages. This is useful when there are many questions.

Question behavior

The question selection can be shuffled each time the test is taken (You need to enable shuffling when you register the questions).

Review option

You can set the information that you want Students to see at each stage of the test.

Overall feedback

You can set the message to be displayed at the end of the test for each score percentage.

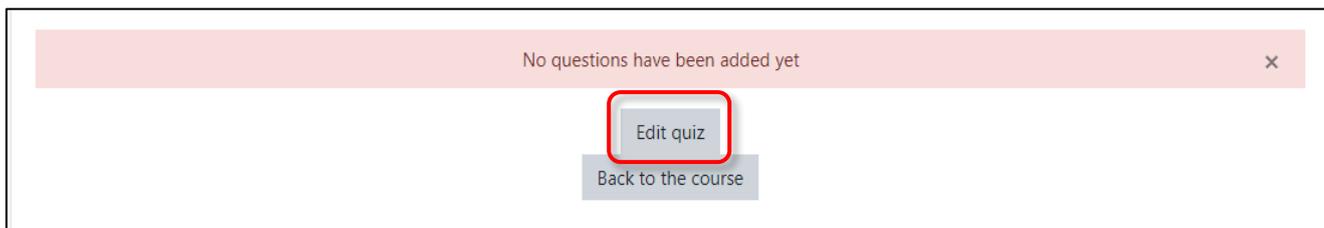
Kinds of Questions

Moodle allows you to use a variety of formats for questions. In addition, with some exceptions, automatic grading is supported, so students can see their results immediately after the test.

Kinds of Questions (Partial List)	Explanation
Multiple Choice Question	Question with answer selected from multiple options. Plural answers possible.
True/False Question	Question answered as either true or false.
Short answer Question	Question answered in an Essay.

Creating a Multiple-Choice Question (Single-Answer)

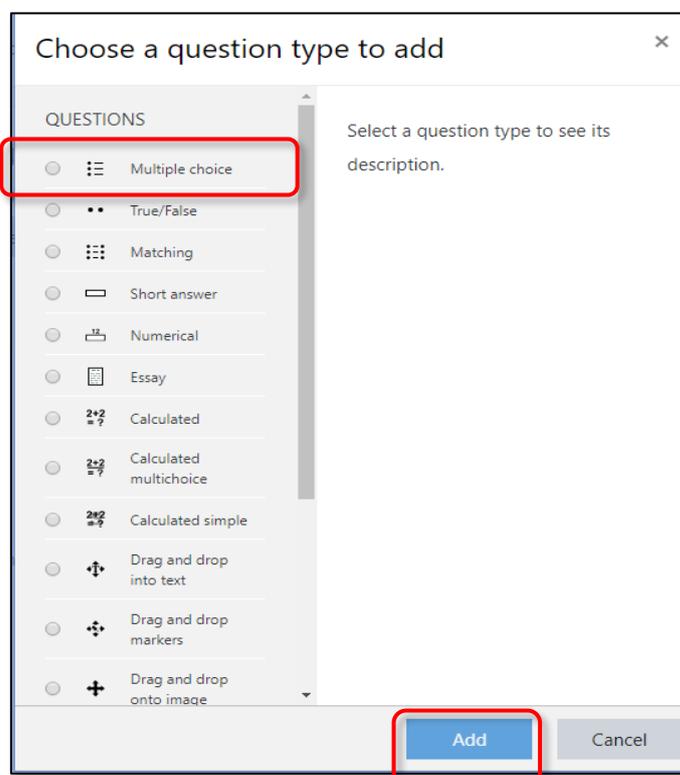
1. Click "Edit quiz."



2. Click "Add" and then "a new question."



3. From "Choose a question type to add," click "Multiple choice," and then click "Add."
Selecting an item will display a corresponding description on the right-hand side, so use this as a reference if you have any trouble with the task.



4. Enter a question name to identify the question. The question name is a management ID that is not visible to Students. We recommend you use a name that enables to glance at the question and understand what it is about.

5. Enter the question text in the "Question text" section. You can also insert an image.
6. "General feedback" is commentary that is displayed regardless of whether the answer is correct or not. This can be left blank.

Question name: Q1

Question text: Sample Question

Default mark: 1

General feedback: Feedback

7. Select "One answer only." If you want to change the order of the choices for each time the exam is taken, check the "Shuffle the choices?" box. You can also have numbers appear before the choices.

One or multiple answers?: One answer only

Shuffle the choices?

Number the choices?: a., b., c., ...

8. Enter your choices. If a choice is correct, the grade should be "100%," or "None" if it is incorrect. If you want to display a description for each choice, enter it in the feedback field below each choice.

Choice 1: 650, Grade: None

Choice 2: 850, Grade: 100%

9. Click "Save changes." As soon as the question is created, it is added to the short test (framework) that you just set up. In addition, the question you created is automatically stored in the Question bank. (The Question Bank will be described below.)

Page 1

1 Q1 Sample Question

1.00

Question Bank

Questions you create are usually automatically stored in the "Question bank" for the course. Therefore, once you have registered a question, you can use it for multiple short tests in your course.

Relationship Between Question Bank and Short Tests



Question bank

Created questions are stored in the Question bank for the course.



Quiz

Use questions stored in the Question bank to create quiz.

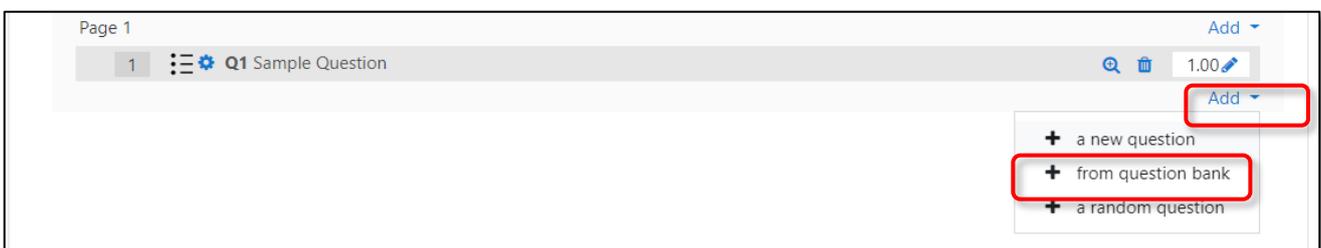
Point

Usually, a question bank is automatically placed within the course you create. In this case, you can use the questions within the same course, but you cannot use them in other courses. If you want to take advantage of the same question in other courses, you will need to specify a category when you register the question, but some detailed decision making will be required because of permission issues. For more information, please contact your Moodle administrator.

Add a Question to a Quiz

Add the questions that are registered in the question bank to the quiz. You will not be able to add or remove questions once Students take the exam.

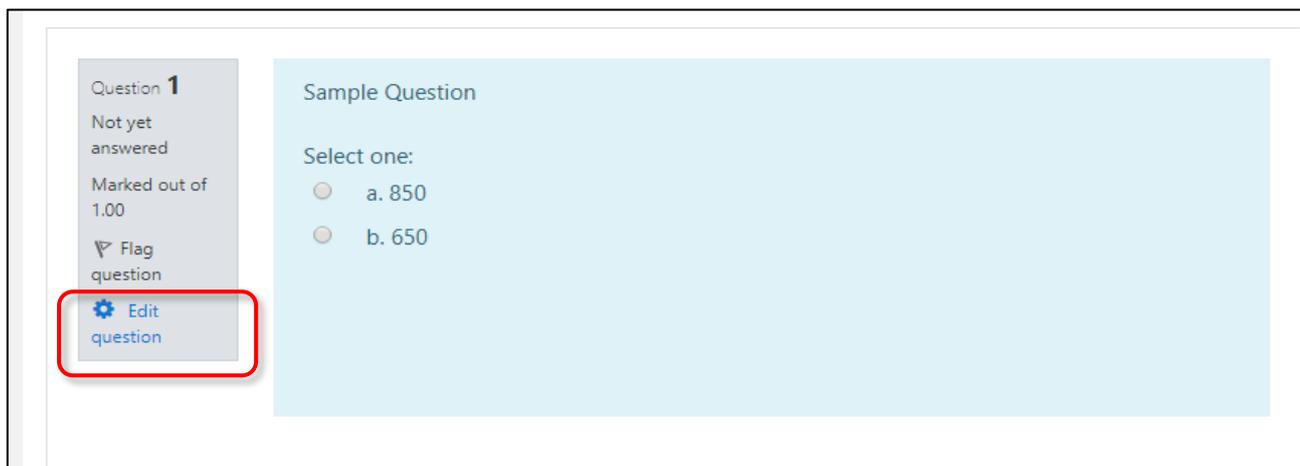
1. Open the edit quiz screen, click "Add" on the right-hand side, and then click "from question bank."



2. When you see "Add from the question bank at the end," check box for the question you want to add and click "Add selected questions to the quiz."

Editing Questions

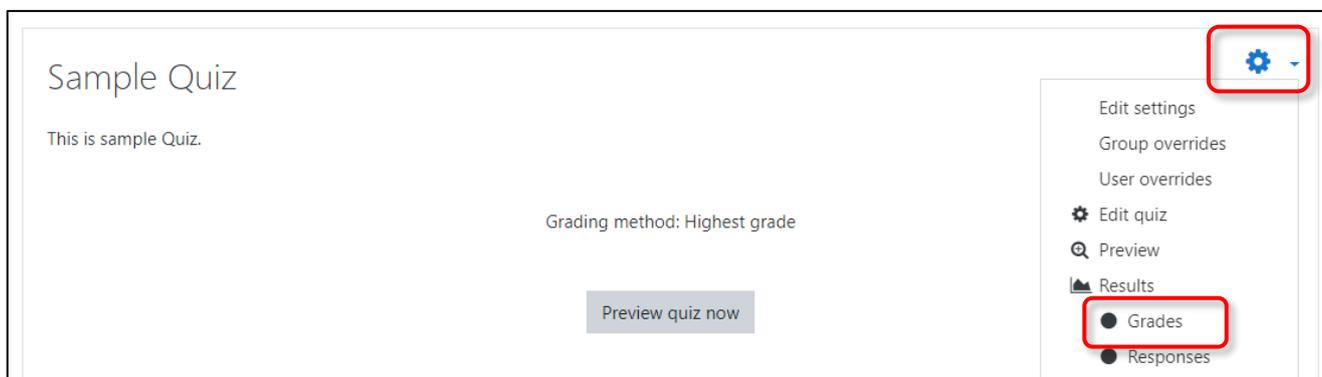
1. Start the short test and display the questions.
2. Click "Edit question."



3. An edit screen the same as the one when you created the question appears, so correct the question text and choices.
4. Save using "Save changes."

Confirmation of Short Test Results

1. Click "Settings" at the top right of the test and then click "Grades."



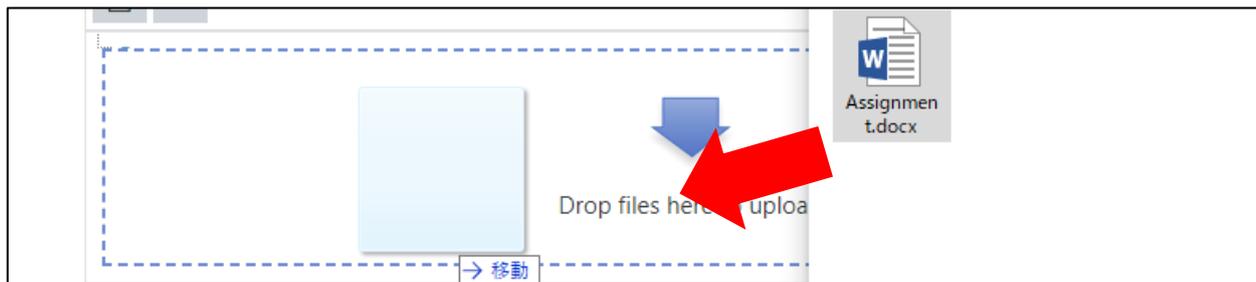
2. You can check Student test results. Download as CSV is also supported.

	First name / Surname	Email address	State	Started on	Completed	Time taken	Grade/10.00	Q. 1 /10.00
<input type="checkbox"/>	検証用学生 / Sample Student 会津大学 Review attempt	aizustudent@nodomain.com	Finished	3 September 2019 6:38 PM	3 September 2019 6:38 PM	12 secs	0.00	✖ 0.00
	Overall average						0.00 (1)	0.00 (1)

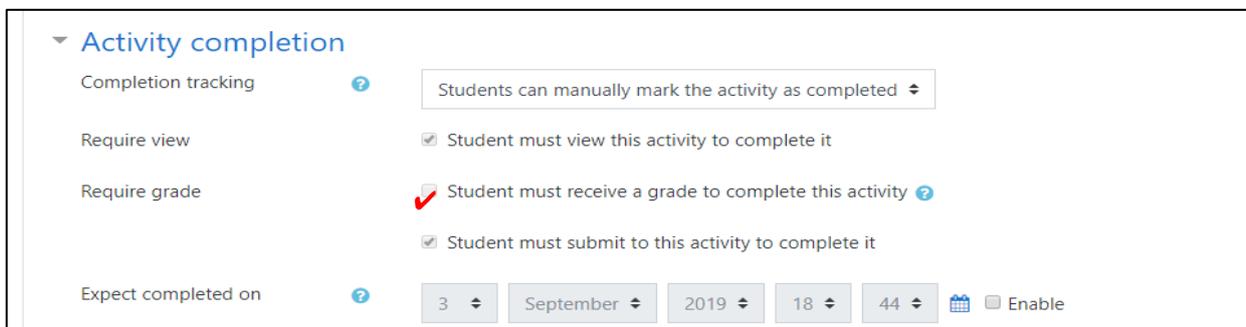
Adding Activity Items (Assignments)

Adding Assignments

1. Select "Assignment" from "Add an activity or resource," and click "Add."
2. Enter an "Assignment name."
3. Enter a "Description" (this will be displayed on the assignment page). *This can be left blank.
4. If you want to download any data required for the assignment, drag and drop the assignment file(s) into the file area.



5. Select the submission type. "Online text" is a format in which Students type the content of the assignment into their browsers, while "File submissions" involves submission of a Word or Excel file.
6. If you want to set a pass score for an assignment, enter a "Grade to pass" in the "Grade" section.
7. You can set conditions under which the assignment is marked as complete. Click "▼" to the left of "Activity completion." Set completion tracking to "Students must view this activity as completed," and check the "Require grade" box.



8. Click "Save and return to course."

Hint: Other Settings

Feedback types

You can give comments and files as assignment feedback.

Submission settings

You can impose submission restrictions on Students. This is useful when you want to prevent resubmission.

Group submission settings

It is possible for groups to submit assignments.

*In order to use group submissions, the course must have groups set up in advance.

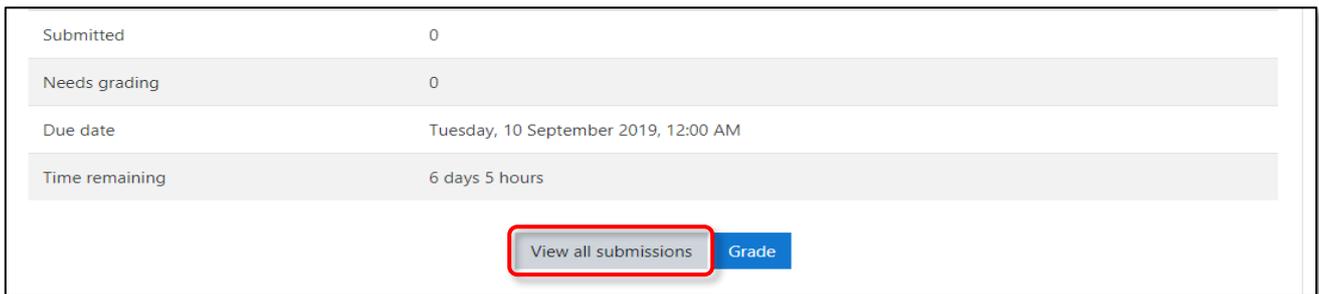
Notifications

A notification email can be sent to the Editing Teacher once an assignment has been submitted.

Grading Assignments

Questions are not graded automatically. An Editing Teacher must enter a grade.

1. Display Assignments and click “View all submissions.”

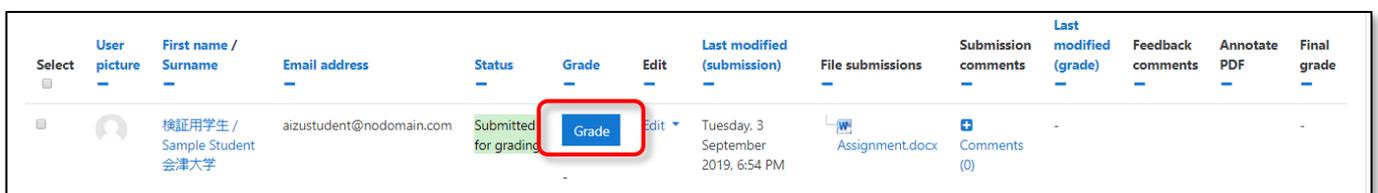


A screenshot of an assignment overview page. It shows a summary table with the following data:

Submitted	0
Needs grading	0
Due date	Tuesday, 10 September 2019, 12:00 AM
Time remaining	6 days 5 hours

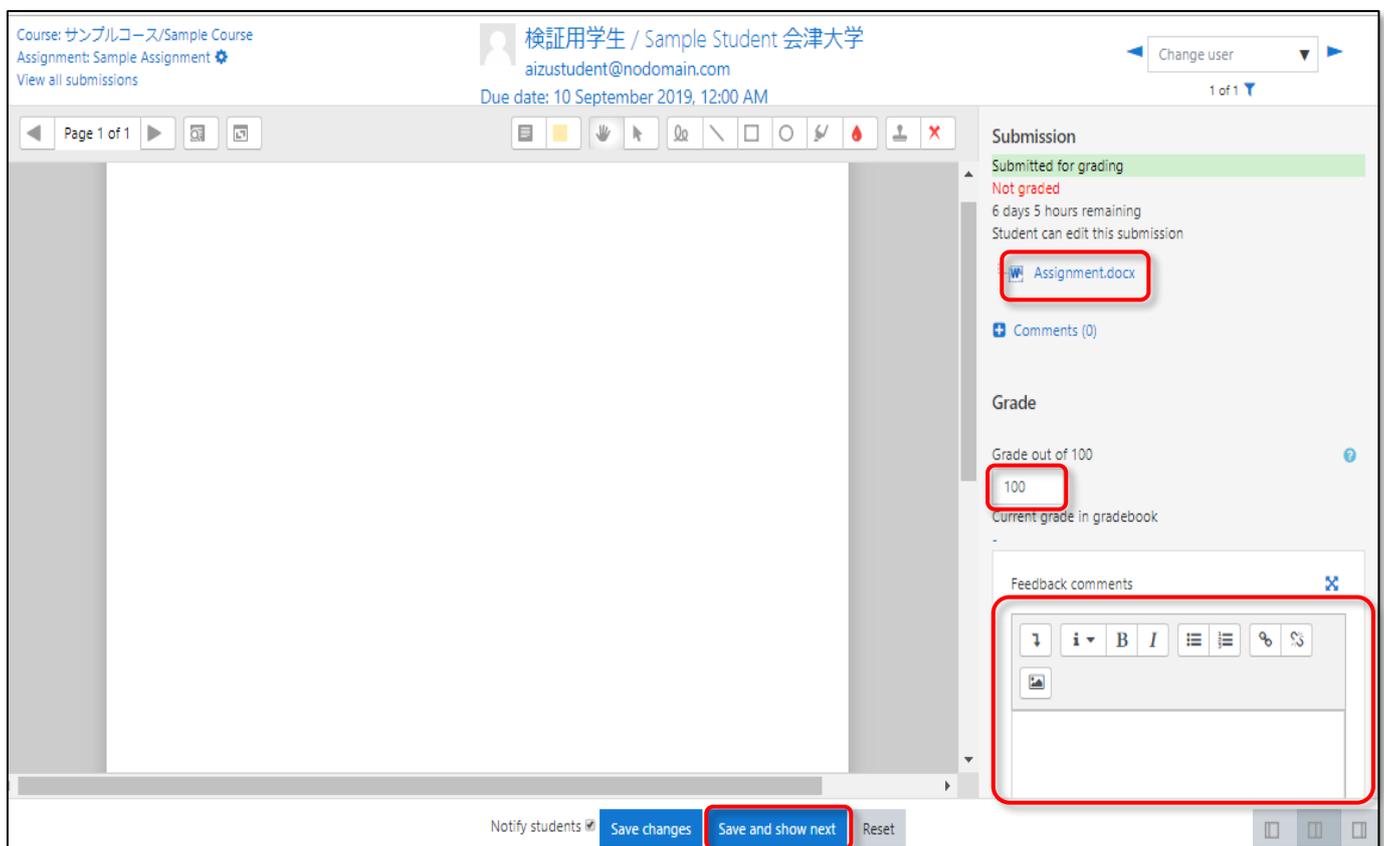
Below the table, there are two buttons: "View all submissions" (highlighted with a red box) and "Grade".

2. Submission status is displayed in a list, so click “Grade” for the user you want to grade. (Bulk download of submitted data is also possible.)



A screenshot of a submission list table. The table has the following columns: Select, User picture, First name / Surname, Email address, Status, Grade, Edit, Last modified (submission), File submissions, Submission comments, Last modified (grade), Feedback comments, Annotate PDF, and Final grade. The first row shows a submission by "検証用学生 / Sample Student 会津大学" with email "aizustudent@nodomain.com". The status is "Submitted for grading" and the "Grade" column has a "Grade" button highlighted with a red box. The last modified date is "Tuesday, 3 September 2019, 6:54 PM" and the file is "Assignment.docx".

3. This is an example of a grade input screen, where you can grade according to the assignment settings. You can also download submitted data individually from this screen. Click “Save and show next” to see the assignment submitted by the next person.



A screenshot of the grade input screen for a submission. The page header shows "Course: サンプルコース / Sample Course" and "Assignment: Sample Assignment". The user is "検証用学生 / Sample Student 会津大学" with email "aizustudent@nodomain.com". The due date is "10 September 2019, 12:00 AM". The submission is "Assignment.docx" and is "Submitted for grading". The status is "Not graded" and there are "6 days 5 hours remaining". The grade is "100" (highlighted with a red box) out of 100. The "Feedback comments" section is empty. At the bottom, there are buttons for "Notify students", "Save changes", "Save and show next" (highlighted with a red box), and "Reset".

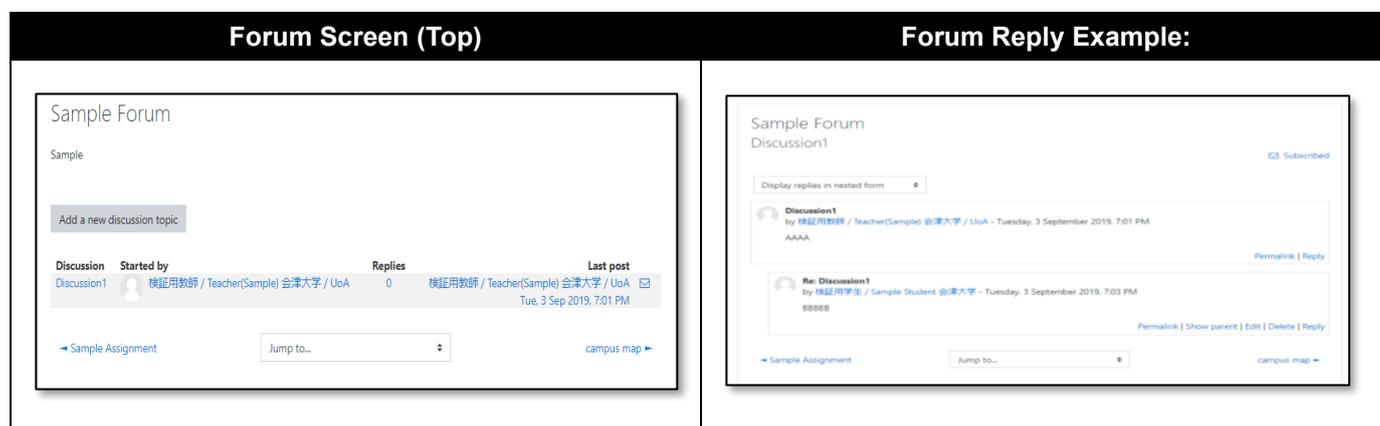
Adding Activity Items (Forum)

Here we provide an explanation on setting up a forum, one of the communication functions.

Forums are often used as a place for teachers and students to communicate and exchange opinions.

By tweaking the forum settings, it can also be used as a place for question boards and discussions among students.

Editing Teachers can also score student contributions and include them in their grades.



Adding a Forum

1. Select "Forum" from "Add an activity or resource" and then click "Add."
2. Enter a forum name and description. For the forum type, select "Standard forum for general use."
3. Click "Save and display."

Hint: Other Settings

Subscription and tracking

Subscriptions enable you to set whether forum participants should receive emails of posts.

Optional subscription: Participants can choose whether an email is sent or not.

Forced subscription: An email is sent to all participants

Auto subscription : A setting that sends an email to all participants but can be cancelled at any time.

Subscription disabled: No email is sent.

Read tracking allows you to make new posts a certain color. This makes it easy for all users to see posts they haven't viewed.

Ratings

Posts can be rated and used for group discussions or similar.

Point

There are several types of forums, and you can handle a variety of situations through their proper use.

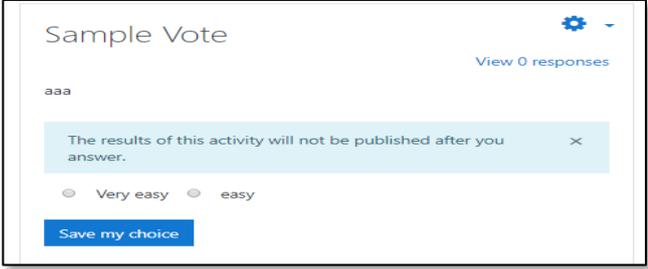
-  If you want to gather posts on a topic from all Students, use a "**A single simple discussion.**"
-  If you want to create a separate topic for each Student for the purpose of mutual review of reports, use "**Each person posts one discussion.**"

In addition, the forums (announcements) that are installed by default on received courses are forums with special settings and do not allow Students to write to them. They are "Viewing Only" and mainly used for announcements from teachers.

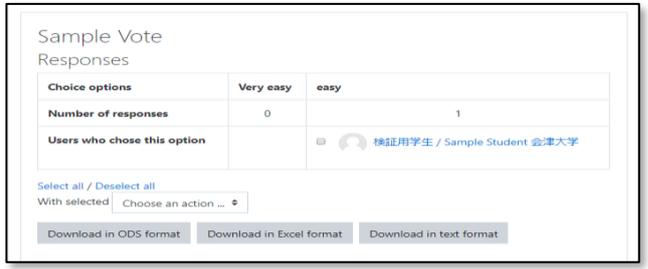
Adding Activity Items (Choice)

"Choice" is a function that conducts a simple Choice. You can also summarize the results.

Poll Screen

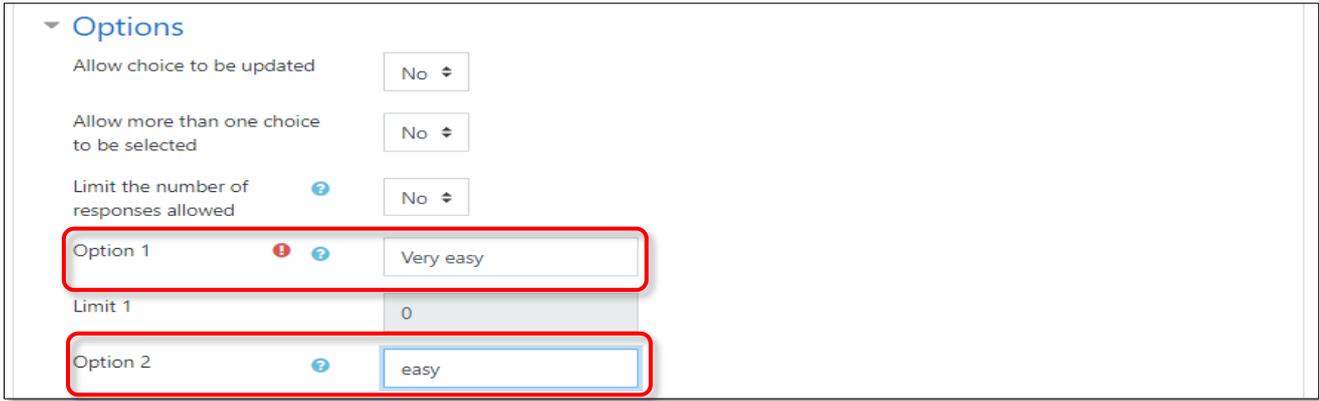


Poll Results Summary



Adding a Survey

1. Select "Choice" from "Add an activity or resource," and then click "Add."
2. Enter a choice name and description. In option-display mode, you can choose the display format for the choices.
3. Starting from Option 1, enter the choices in order.



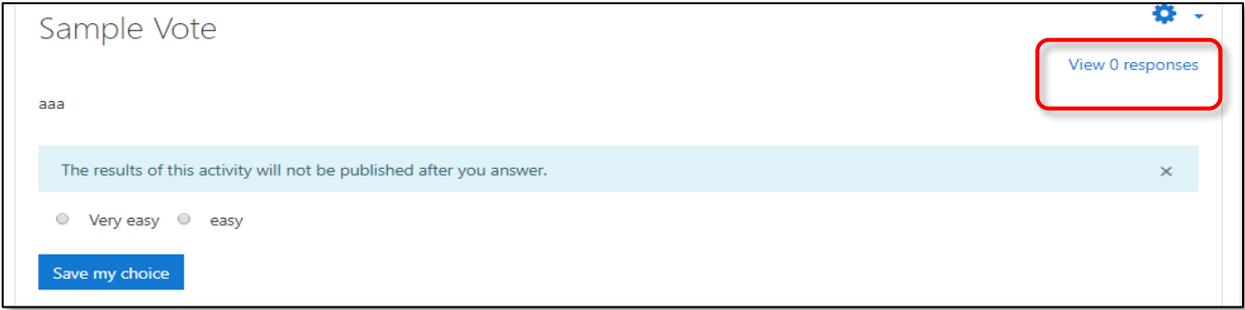
4. Click "Save and return to course."

Hint: Other Settings

- 🔒 **Availability:** Enables you to set a start time for your survey.
- 🔒 **Results:** The results can be made public to students. You can set the details regarding whether to remain anonymous when doing so.

Checking Poll Results

1. Click "View XX responses." You can also download the results summary.



6. Course Administration

Once you have finished creating your course, you should put in place a system for its administration. Here we provide an explanation of the “Course completion” function, which is useful for managing progress, and the “Enrol users” function for releasing courses to Students.

Course Completion

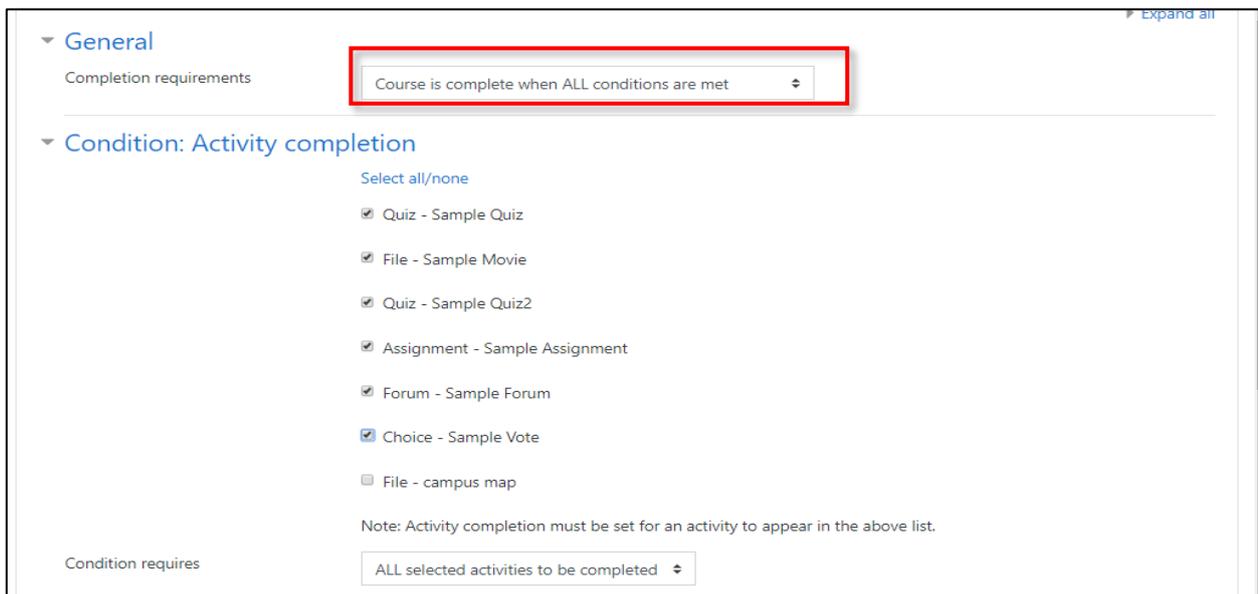
By setting up "Course completion," you can see the state of student learning progress. To use this function, "Activity Completion" needs to be set in advance for each Activity Item.

Setting Course Completion

1. Click “Course completion” in the Action Menu in the upper right corner of the course page.



2. Select the completion requirements, check the boxes next to the activities you want to have as conditions for course completion in the “▼Condition: Activity completion” section, and click "Save changes." Once all checked activities are complete, the course progress percentage will be 100%.



3. Click "Save changes."

Point

Set the "Course completion" settings after you have created all your course's content. If you add or remove content after setting your "Course completion" settings, you will need to set your "Course completion" settings again. Pay attention to this, as they will not be reflected or updated automatically.

Furthermore, due to the nature of the system, there will be a slight time lag before course completion is reflected in reports, etc.

User Confirmation

For users registered on the Moodle site to be able to use courses, they must have a user account registered for each course. Here we provide an explanation on for teachers how to check the status of registrations.

Confirming users enrolled in a course

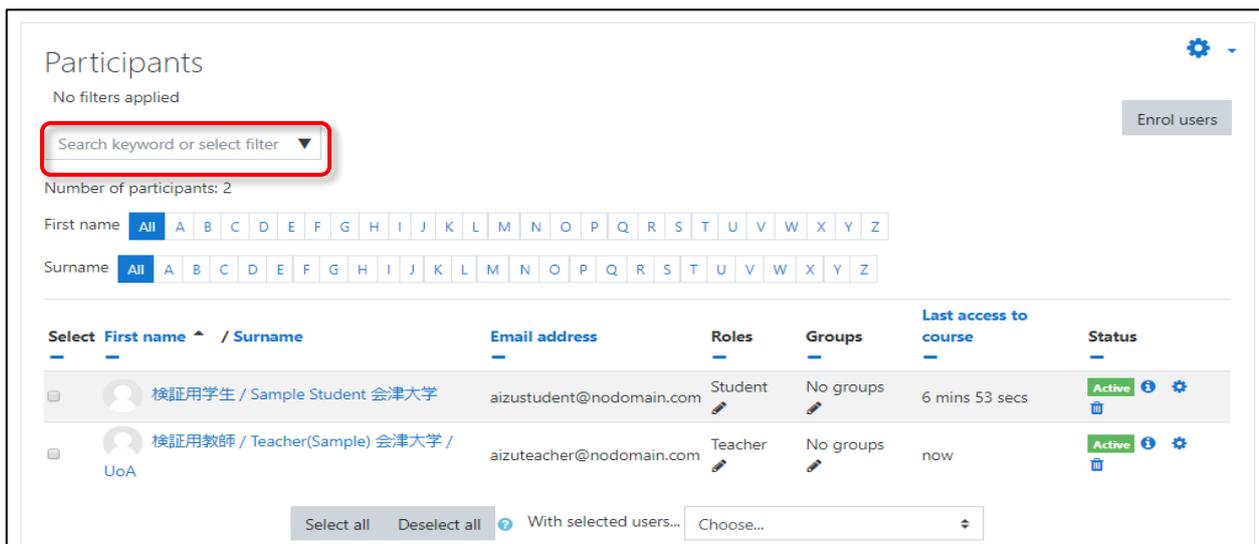
1. Click the Action Menu at the top right of the course page, and then click "More...."



2. Click the "Users" tab, and then click "Enrolled users."



3. You can see a list of enrolled users, or search for registered users who meet certain conditions.



Group Function

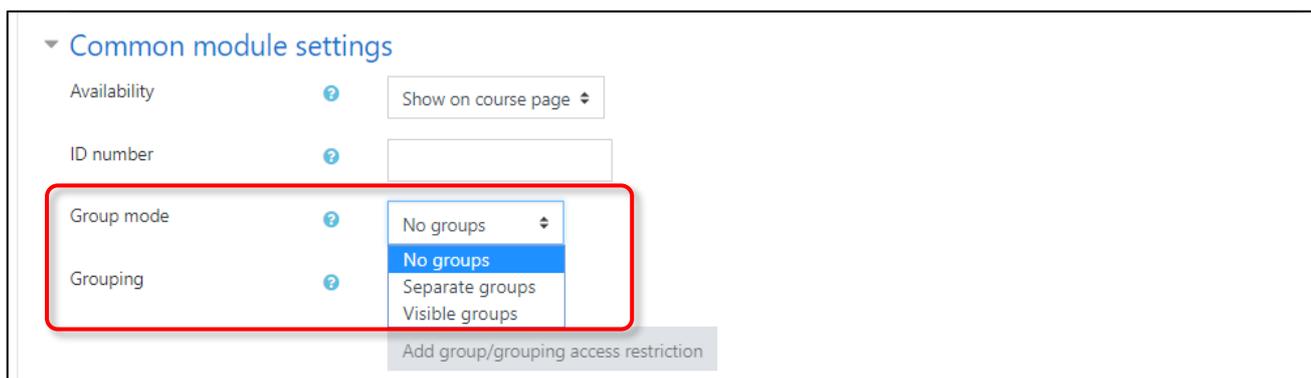
The "Group" function is one that allows you to divide course registrants into groups. There are "Visible Groups," which can mutually see each other's activity, and "Separate Groups," which cannot confirm each other's existence.

Creating Groups

1. Open the "Users" menu from the Action Menu at the top right of the course page, and then click "Groups" from the "Users" tab.
2. Click "Create group."
3. Enter a "Group name" and click "Save changes."
4. To add a user to the group you created, select the group name and click "Add/remove users."
5. The accounts that have been registered for the course will be displayed, so click the account you want to add to select it, and then click "Add."

Activity Item Settings

Settings for created groups can be set from the "Common module settings" for each Activity Item.



Hint: Group Mode

-  **No groups**
There are no groups. All accounts form one large group.
-  **Separate groups**
The activity of groups you are not part of is hidden, so you can't browse or post to them.
-  **Visible groups**
You can browse and post to the groups you belong to. In addition, you can view other groups (but you can't post).

Point

The "Group" function is a function that you set up inside a course, so if you want to use the group function for more than one course, you will need to set it up for each course. If you would like set group settings, we recommend that you consult your Moodle administrator in advance.

7. Grading Reports

This is a useful function for when you want to perform a grade evaluation based on the points given in an Activity Item that comes with a grade, such as submitting an assignment or a score for a quiz. You can aggregate the points assigned for each Activity Item to calculate the total point score or export them as a grade sheet.

1. Click "Grades."

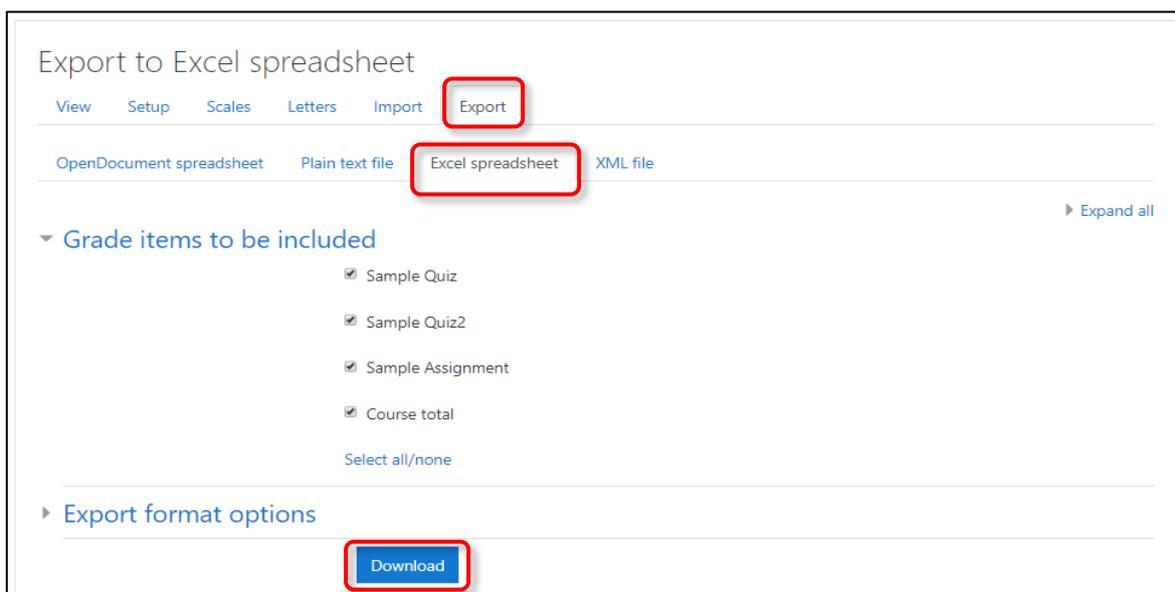


2. Grading Reports are displayed.



First name / Surname	Email address	Sample Quiz	Sample Quiz2	Sample Assignment	Course total
検証用学生 / Sample Student 会津大学	aizustudent@nodomain.com	0.00	-	100.00	
Overall average		0.00	-	100.00	

3. Grading Reports can be downloaded in Excel and other formats. Click "Export," "Excel spreadsheet," and then "Download."



8. Reports

Moodle provides reports in a variety of formats. You can use this reporting function to check logs and Students' course progress.

Procedure for Checking Reports

1. Open the "Course administration" menu from the Action Menu at the top right of the course page.
2. You can view various reports in the "Reports" section. Furthermore, the types of reports you can view vary depending on the course settings. In addition, many of the reports support CSV downloads.

Hint: Types of Reports (Example)

Activity completion

You can check the completion status for Activity Items. This is enabled when completion tracking is set to "Yes" in the course settings.

Course completion

You can check the completion status for Activity Items as well as the course completion status. You will not be able to check the course completion status if "Course Completion" settings have not been set for the course itself.

Logs

You can display user logs by filtering to specify courses, users, days, activities, and so on. You can select one value for each filter.

Live Logs

With normal settings, you can see a user's behavior for the past hour.



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