Course Management

Managing Course Design

Configuring Course Settings

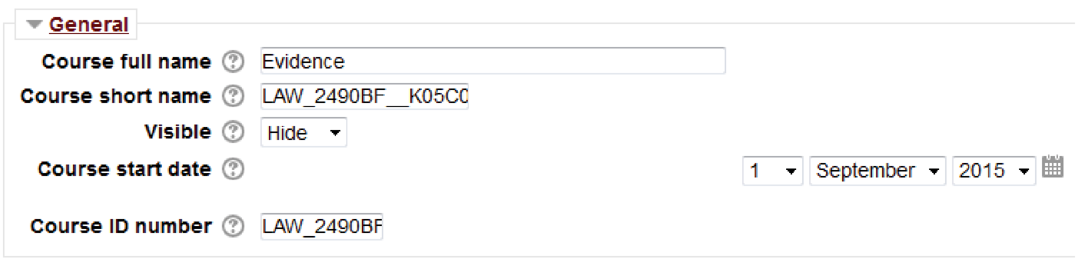
The course setting page contains all of the important options for your course such as making the course available to students, and enabling groups. You can also use this page to change the name and description as well as how your course is organized.

1. To access the *Course settings* page, click **Edit settings** in the *Administration* block.
2. Click **Expand all** to expand each of the sections and reveal the options.

Make the appropriate settings changes in each section as described below.

General

1. If you would like to use a different name than the default, edit the **Course short name.** The course short name is used as a prefix to the subject of forum e-mail notifications.

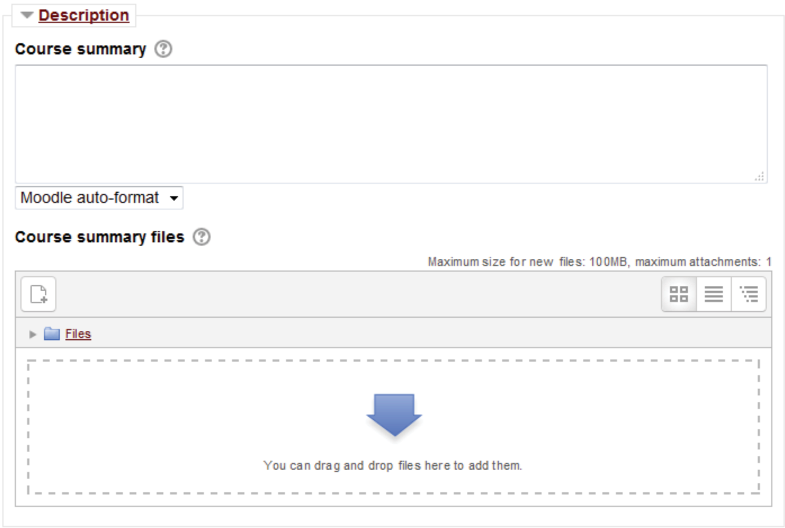


In previous versions of Moodle, this setting was named **Availability**.

2. To make the course available to students, select **Show** from the **Visible** drop-down list. By default your course is not visible to students, allowing you the opportunity to work on your course before it is visible to students.
3. Select the course start date from the **Course Start Date** drop-down lists. If you are using a weekly layout verify that the Course Start Date is correctly set; otherwise, dates listed in weekly course sections may not coincide with actual weekly dates.

Description

1. Enter a brief description of the course in the **Course Summary** field. This description will be visible along with the course title in the **My Courses** page and in search results.

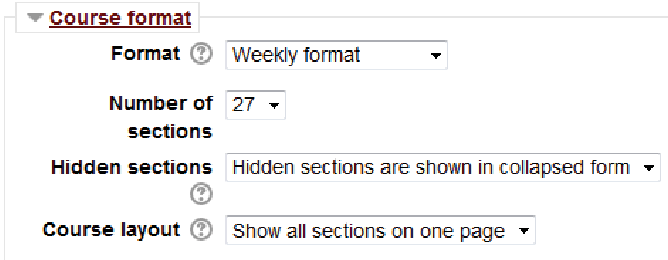


Course Format

1. Select your preferred course layout from the **Format** drop-down list.
    - **Topics format**: The course is organized into sections by topic.
    - **Weekly format**: The course is organized into sections by week, with the first week starting on the course start date.
2. Select the number of sections to be displayed on your course page from the **Number of sections** drop-down list.

   Decreasing the number of sections (topic/weekly) displayed on the course home page will hide the resource and activities within those sections from students. When editing is turned on, the hidden sections will be displayed as **orphaned activities**. Although the content within the section is hidden from students, you can share the URL of the activities/resources with your students.
3. Select the appropriate option from the **Hidden sections** drop-down list. The options affect how the sections on the main course page behave when set to hidden.
    - **Hidden sections are shown in collapsed form** will display only the topic title or week date. Course resources and activities contained in the section will be hidden from view.
    - **Hidden sections are completely invisible** will hide the section completely. These options affect the student view only. Instructors will see

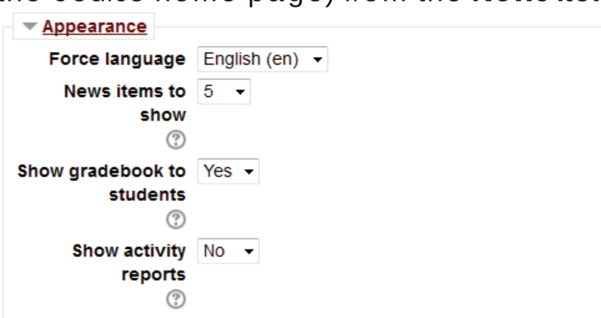
the hidden section.



4. Select whether the entire course is displayed on one page or split over several pages (one topic section per page) by selecting the applicable option from the **Course Layout** drop-down list.

Appearance

1. Select the preferred number of news items to display in the *Latest News* block (on the course home page) from the **News items to show** drop-down list.



2. Leave the **Show gradebook to students** field as default (Yes) to display grades of activities to students.
3. Leave the **Show activity reports** field as default (No) to allow students to view the listings of their contributions, such as forum posts or assignment submissions and activity logs. When enabled, the student will only see a report of his/her own activities.

Files and Uploads

If required, select an alternate file upload size from the **Maximum upload size** drop-down list. The default is 100MB, which is also the recommended file limit.

Activity modules also include a maximum upload size setting for further restricting the file size. This setting determines the largest size of a file that can be uploaded to the course.

Completion Tracking

Select your preferred **Completion tracking** option form the drop-down list. Completion tracking allows resources and activities to be marked completed manually or when certain conditions have been met. See Using completion tracking for more information.

Groups

1. Select your preferred **Group mode** from the drop-down list.

   Moodle supports three group modes:

   - **None**: No groups are set.
   - **Separate**: Groups members cannot see or access the work of students in other groups.

2. **Visible**: Everyone's work is viewable by all, but only members of each group can edit or add new data within their own group activities.

   See Groups and Groupings for more information on setting up groups.

   We recommend leaving **Force group mode** set to no. If set to yes, it wil automatically apply the group mode selected for all course activities and resources, overriding the individual group settings.

3. Select any **Default grouping**, where applicable.

Role Renaming

Role Renaming allows you to change the way different kinds of users are labelled within the course. For example, you may prefer the term *instructor* rather than the default name, *Teacher* or the term *learner* rather than the default, *student*. Changing a role name does not affect privileges or permissions.

1. To change one or more of the role names, type your preferred role name(s) in the appropriate text box(es).

Click **Save changes** to apply any changes.

Course Format & Design

Once you have logged in to Moodle, the *My Courses* page lists all courses you are associated with either as an instructor, teaching assistant or student. Students will see a very similar page when they log in to Moodle, which will contain all courses they are registered in and that have been made available to them.

The course title displayed in red indicates it is available to students, a grey title indicates that the course is not yet available to students even if they are registered in it. As an instructor you can make the course available to your students when you would like them to see the course.

To enter a course, click on the course name from the *My Courses* page. The course main page will appear and is divided into three sections, left, middle, and right. The left and right sections will display blocks, which provide access to various activities, resources and settings.

The middle area of the course main page is your workspace and will contain learning materials you will incorporate into your course such as documents, files, assignments, quizzes, discussion forums and so on. This area is divided into sections, or topics, which can be organized by week or by topic. The first topic displayed on the course page is a general topic where you can put a welcome message, the syllabus or any other documents that are not related to individual sections of the course.

Course Format

There are two format options for your course: Weekly and Topic.

Weekly Format

Weekly format will automatically create one topic for each week starting on the specified **Course start date** for as many weeks as specified in the **Number of Sections** option. For example, if you specify the course starts on September 6 and has 13 sections, Moodle will generate 13 sections, one for each week starting September 13. By default, the section titles will be the dates for the corresponding weeks. These titles can be edited.

Please note that if you choose the weekly format, you will need to factor in Reading Week or other holidays in order for the course to finish on the appropriate date. For example, if the semester is 12 weeks, but there is a one week break, you should specify 13 sections for the course. Moodle will create a section for all 13 weeks. You could choose to use the extra week for review materials, or you could hide it so that students will not be able to see it.

Topics Format

Topics format allows instructors to be slightly more flexible in the organization of course materials. Instructors select the number of sections for the course, and then name the section titles as appropriate. For example, if a unit of study or topic expands more than a week, it might be convenient to organize them in the same section as opposed to organizing them by week.

Whether the course uses weekly or topics format, it is always possible to add more sections throughout the course as needed, though we do not recommend decreasing the number of sections as you might risk deleting existing content.

Course Layout

You can change the layout of your course from the *Edit course settings* page, which can be accessed from the **Edit settings** link on the *Administration* block on the course homepage.

Managing Sections

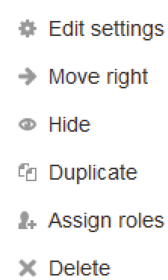
Once the course layout and format have been set up, you will be able to customize the topic sections of your course. If you have selected **Weekly format**, the section titles will automatically have the dates added to them. Otherwise, the default section titles will be *Topic 1, Topic 2*, etc.

Changing Section Titles

You can easily edit these section titles and add a description or summary of the section when Editing is turned on by clicking the Edit Summary icon below the section title. The *Summary of Topic* settings page appears, where you can change the Section name and optionally add a summary or description of the topic.

If you want to change the Section name, be sure that the **Use default section name** box is unchecked.

Moving, Hiding and Highlighting Sections



It is also possible to rearrange topic sections, hide them from students and highlight them using the following icons when Editing is turned on:

allows you to move the section along with all its content around using drag and drop.

and is a toggle icon to hide or show the block from student view.

allows you to highlight the item as the current topic or week.

Once you are satisfied with the set up of your section topics, you can begin adding content to your course. For more information on adding Resource and Activities to your courses, see our About Course Content and Learning Resources documentation page.

Managing Resources and Activities

To edit the course, you will need to turn editing on, which will display editing icons associated with all editable items such as activities, resources and blocks. Click **Turn editing on** at top right of your course.

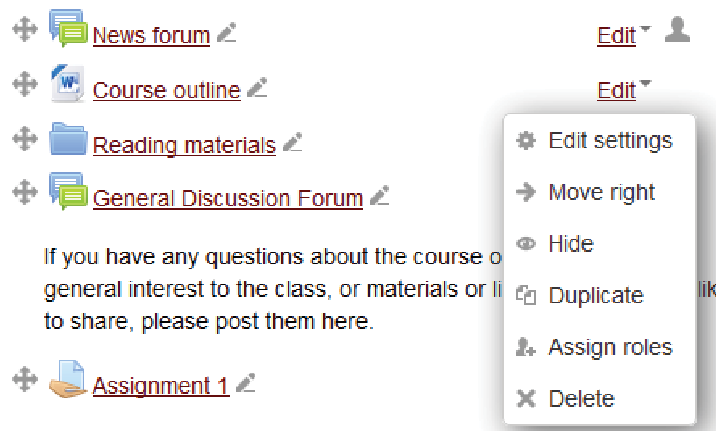
You will be able to edit the activities and resources using the editing icons and the **Edit** drop-down menu associated with each item.

allows you to move the activity or resource between and within topics using drag and drop.

allows you to change the activity or resource name inline directly on the course homepage.

allows you to assign a particular user with a different role than the course default for that activity or resource.

The **Edit** drop-down action menu includes the following options:



Move right allows you to indent the content to the right

Hide and **Show** toggle icon between hide or show. When the **Hide** icon is displayed, the activity is visible to students; when the **Show** icon is displayed, the activity is hidden from students.

Duplicate allows you to make a copy the activity or resource quickly.

Assign roles allows you to assign a particular user with a different role than the course default for that activity or resource.

Delete will delete the particular activity or resource.

Adding Headings, Text and Images to your Course Homepage

You can use Labels to add text or images to the sections. For example, you may want to add headings, such as *Readings* and *Assignments* in each of the sections to organize your content. This is particularly helpful if you have a lot of items in each section. You can also add images or short snippets of text to introduce an activity or resource.

Blocks

On the left and right sides of the course homepage you will see several Blocks with grey title bars. A **Block** is a small area of a Moodle page that offers specialized functionality. The placement of blocks can be customized on the course homepage, and a variety of blocks can be added that offer additional functionality. For more information on using blocks, see our Using and Managing Blocks documentation page.

Using and Managing Blocks

Using Blocks

On the left and right sides of the course homepage you will see several Blocks with grey title bars. A **Block** is a small area of a Moodle page that offers specialized functionality. By default, new empty courses will have certain blocks pre-loaded; however, blocks can be added and removed as required. There are a variety of optional blocks that instructors and students may find useful in managing their courses.

An important consideration when adding blocks to your course is the relevance of the information. Because of their prominence on the course homepage, blocks should generally contain information that would be useful to students at any point in the course. Topic-specific content is typically placed in the relevant section of the course.

Default Blocks

By default, new blank, or empty, course will have the Nav*igation, Administration, Recent Activity, Upcoming events, and Search forums* blocks. However, if your course has been copied from a previous year, some of these blocks may not appear in your course.

- Navigation: This block allows users to navigate quickly to specific pages on the site or within a course. From the *Navigation* block, users can navigate to specific sections within the current course or to other courses. They can also access their user profile from this block.
- Administration: This block contains links to many of the course administrative functions such as Reports, Settings, User Management and the Gradebook. Most of the items on this block are only available to users with the role of Teacher; however, students will be able to access their own grades from this block if the instructor has made Grades visible.
- Recent Activity: This block displays any recent activity to all users since their last login. For example, if the instructor uploads a file or a student makes a posting in a Discussion Forum, an alert will appear in the *Recent Activity* block. This ensures that students are alerted when instructors upload content mid-course or messages have been added to Discussion Forums.
- Upcoming events: The purpose of this block is to remind students about upcoming due dates. Upcoming events, such as assignment due dates and scheduled quizzes, are displayed in a list with the closest appearing at the top. The expected completion or due date is displayed below the event name.

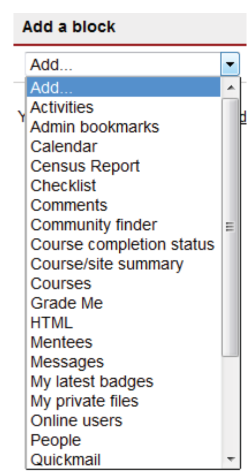
Optional Blocks

Moodle also offers many other blocks that provide additional functionality. Here are some of the blocks you may want to consider adding to your course:

- Activities: This block provides links to groups of learning activities organized by activity type. For example, clicking **Assignments** will take the user to a page which lists all the active assignments for the entire course. This is a particularly useful way of navigating quickly to a learning activity.
- Calendar: This block displays a calendar of the current month with important dates highlighted. If the user hovers over an important date, the activity due on that particular day will display.
- Comments: Aside from the Discussion Forums, this is the only place where students are able to share comments or resources with their fellow students. All comments are visible to all users, but only authors of the comments and the Instructor are able to delete them. Users can also use HTML mark up to share clickable links in a comment.
- HTML: This block allows the instructor to add their own content in the form of a block without any knowledge of HTML. Using the text editor box, instructors can add text, images and links to the block. Additionally, switching to the HTML source editor, instructors have the option of adding widgets from other Web sites, such as a Twitter, YouTube and many others. For more information on using HTML blocks, refer to Using the HTML Block (below).

For a complete list of available blocks at any given time, click the **Add...** drop-down list in the *Add a Block* block of your course.

Adding a Block



Follow these steps to add one or more blocks to your course.

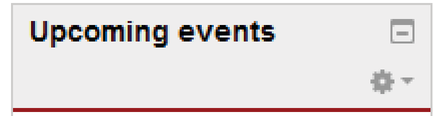
1. Click **Turn editing on** in the top right hand corner.
2. Select the block you would like to add from the **Add a Block** drop-down list (which displays all available blocks not already added to your course page).

The new block will appear on the course homepage as the bottom block on either the left or right side.

Managing Blocks

There are several ways in which instructors can manage blocks in a course. In addition to being able to add, remove and rearrange blocks, it is also possible to minimize and dock them to create more space. Instructors can even hide a block from students and later make it available.

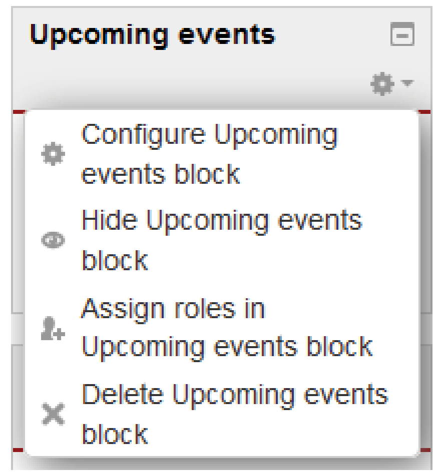
Using the Editing Icons to Move and Minimize Blocks



When in editing mode, several editing icons will display below the title bar of each Block. Below is a description of each icon's function.

displays more options for managing the block.

Using the Action Menu to Change Settings, Assign Roles, Hide and Delete the Block



The Action drop-down menu reveals more options for managing individual blocks. The following options are included in the menu:

allows you to configure the settings for the particular block. Settings for blocks will depend on the type of block.

Hide, and Show the block from students. When it is hidden, it is minimized and the title bar is greyed-out on the teacher's course homepage.

allows you to assign a particular user with a different role than the course default for that activity or resource.

allows you to remove a block from the course homepage (returns it to the Add a Block list). When prompted to confirm that you want to delete the block, click **Yes**.

Using the HTML Block

Instructors can create a block with customized content without any knowledge of HTML such as text, images and links. It is also possible to paste "embed code" obtained from another source into the HTML source editor to add widgets from other web sites, such as a Twitter.

Adding Text and Images to an HTML Block

There are several reasons you may want to add a block with text and/or images. You can use the block to provide a custom resource or reading list with external links, your contact information or other important text information that would be handy at any point throughout the course.

1. In Moodle, turn editing on by clicking **Turn editing on** in the top left-hand corner or in the *Administration* block.
2. From the *Add a Block* block drop-down list, select **HTML**.

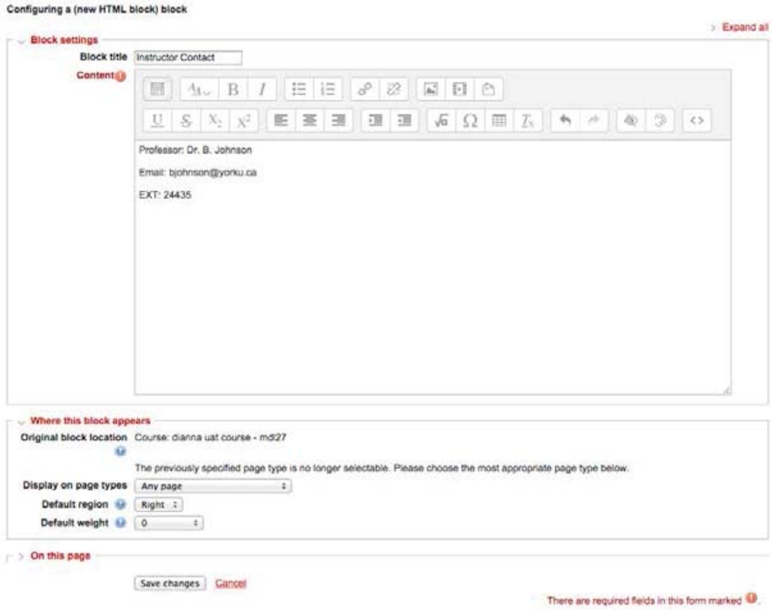
3. Click the icon in the block title bar to configure the block.The text editor opens.

4. Add your text to the **Content** box, and format it using the text editor toolbar.

   The box can be expanded by clicking and dragging the bottom right corner outwards. To make more editing options available, click the button to expand the toolbar.

5. Use the button on the toolbar to add links to your block.

6. Use the button on the toolbar to add images to your block.



7. It is recommended to leave the default, **Any type of course main pag**e, in the **Display on page types** drop-down list. However, if you want the particular block to appear on all course pages (i.e. Assignments, Quizzes, etc.), select **Any page**.

8. Click **Save changes** to add the block.

The course homepage appears with the new block at the bottom of the left or right side. Move the block to the desired location. For more information on moving blocks, refer to Using Editing Icons to Move and Minimize Blocks (above).

Adding a Widget to an HTML Block using an Embed Code

Many Web sites generate "embed code" for you to display their site's content in your course by using a widget. This embed code is HTML that you can copy from the source and paste directly into the HTML source editor (which is NOT the same as the Text editor) of the block. Examples of Web sites that provide embed codes include: YouTube, Google maps, Facebook, Twitter, Pinterest, Voki, and many more. Some of these sites allow you to display only your own content, such as Twitter and Facebook, while others allow you to embed content made publicly available by others.

Always check copyright restrictions when using content that is not your own.

Follow these steps to add an embedded widget to a block to your course.

1. Copy the embed code for your widget from the source Web page.

   Follow the instructions on individual Web sites for generating the embed code. Use the following links to learn about generating embed codes for: Twitter, YouTube videos, Facebook, Voki, Pinterest, Google maps.

2. In Moodle, turn editing on by clicking **Turn editing on** in the top left-hand corner or in the *Administration* block.

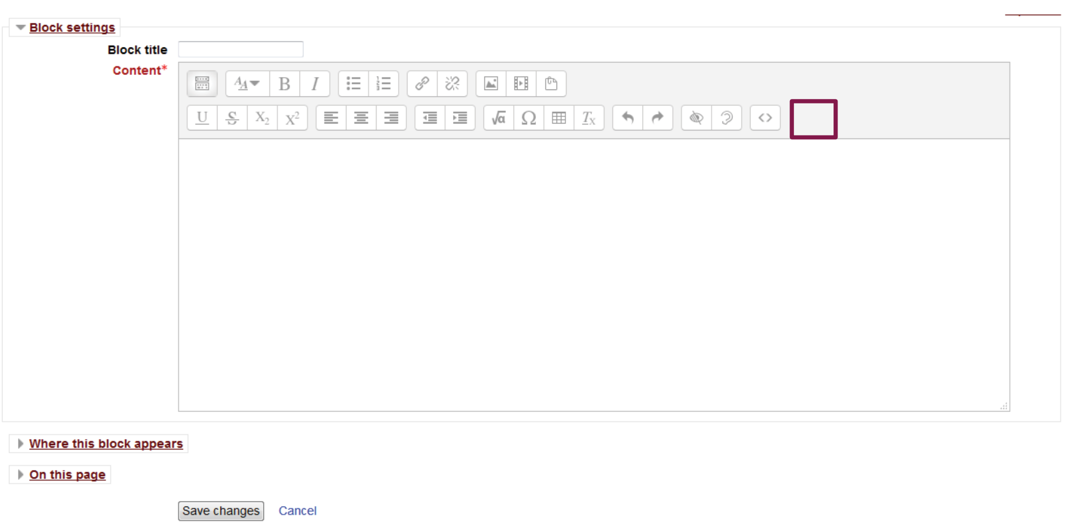
3. From the *Add a Block* block drop-down list, select **HTML**.

4. Click the on the block, and select **Configure (new HTML block) block**. The text editor opens.

   You cannot use HTML code in the text editor. All HTML code must be added to the HTML source editor.

5. Enter the **Block title**. This will appear in the title bar of the block on the course homepage.

6. Click on the bottom row of the text editor toolbar to open the HTML source editor.



   The *HTML source editor* appears in the text editors place.

7. Paste your embed code into the editor, and click **Save changes**.

8. It is recommended to leave the default, **Any type of course main page**, in the **Display on page types** drop-down list. However, if you want the particular block to appear on all course pages (i.e. Assignments, Quizzes, etc.), select **Any page**.

9. Click **Save changes** to add the block.

   The course homepage appears with the new block at the bottom of the left or right side.

10. Move the block to the desired location. For more information on moving blocks, refer to Using Editing Icons to Move and Minimize Blocks (above).

Adding users to your course

All Moodle users must be assigned a role. Roles include default permissions, which define what a user can and cannot do in a course.

As a course instructor, you are automatically assigned the role of Teacher in your courses. This role allows you to control many things within your course including adding content, grading students, using course administration tools and adding new users.

Although there are several roles defined on Moodle, teachers have the ability to manage the following roles in their courses:

- **Student** – can access content and participate in activities made available by the teacher.
- **Teacher** – can add content, enroll users, and manage resources, grading & assessments, and course design & layout.
- **Faculty Assistant** – can add content, enroll users, and manage resources, grading & assessments, and course design & layout.
- **Non-editing Teacher** - can access content across the course and has grading permissions within assessment activities. However, the non-editing teacher does not have grading capability within the Moodle Gradebook.

Students in your course will be **automatically** enrolled (enrollment is linked to the classlist) and assigned the role of **Student**. This role allows them to view and interact with activities you make available to them. They can also interact with other students in the course. Students will not however be able to modify activities, grades or the main configuration settings of your course. **Since enrollment is automatic, we do not recommend adding students manually to your course.**

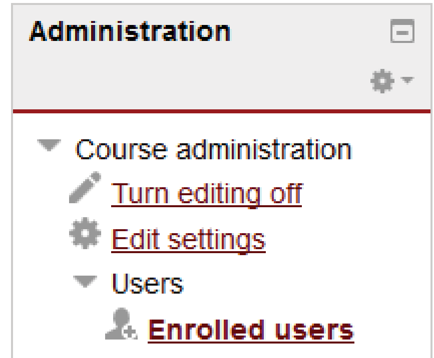
*If assigning a student to a **non-editing teacher** role so they can act as a TA, their student role will be elevated and gain more permissions, providing access you may not want them to have. With this role, they could have grading permission on assessment activities or items.* As Teacher, you can assign a colleague as a Non-editing teacher to your course. Think of the **Non-editing teacher** role as a Teaching Assistant – they can grade student work but cannot modify the activities or use course administration tools. However, the teacher role allows you to modify default permissions of the Non-editing teacher so that you may provide them with customized access to course as necessary.

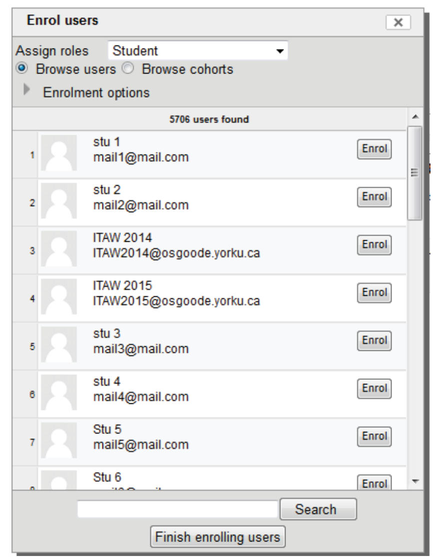
Adding users to your course

Follow these steps to add users and assign user roles:

1. Click **Users** in the *Administration* block to expand the menu.

2. Click **Enrolled users**. A list of current users, if any, should display.
3. Click **Enrol users** to add a user to your course.
4. Click the **Assign roles** drop-down list, and select the role you are assigning to the user.
5. In the search field, enter the user's email address or name, then click **Search**. The search will work on partial names as well. A list of users matching your search criteria will be displayed.
6. Click the **Enrol button** to the right of the user's name to add them to your course.
   Repeat steps *5 & 6* to add additional users.
7. Click **Finish enrolling** button to finalize adding users to your course.





Editing user roles/Removing users from your course

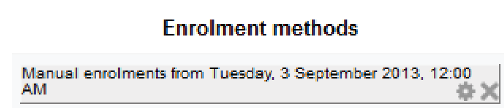
Follow these steps to remove users and assign user roles:

1. Click **Users** in the *Administration* block to expand the menu.
2. Click **Enrolled users**. A list of enrolled users will display.
3. Locate the user in the list.

If the enrolled users list is long, you can search by entering the user's email address or name in the **Search** box, optionally selecting the **Enrolment method** and **Role** of the user, and then click **Filter**.

To edit a user's enrolment status:

1. Click next to the user's name in the **Enrolment methods** column to edit the status and enrolment date of a user.



To remove a user from the course:

1. Click the X next to the user's name in the **Enrolment methods** column.
2. Click the Continue button to confirm.

To edit a user's role:

1. Click the plus sign next to the user's name in the **Roles** column to add a role.
2. Click the X next to the role you would like to remove to unassign it.

About Groups and Groupings

Groups

Users enrolled in a Moodle course can be divided into groups. All user roles including students, non-editing teachers (TA), and teachers can be assigned to one or more groups. Establishing groups in a course is a separate process from that of creating the activities groups will work with. It is important to note that just simply creating one or more groups does not automatically link them to any course activity. Once groups have been configured in a course, they then need to be set for use in particular course activities, such as Forums and Assignments.

If you are planning to use groups in your course you must:

1. Create groups and associate students to them.
2. Set up the activity using the appropriate group mode setting.

Two methods are available to setup groups:

1. Teachers can manually create, name and assign specific students to groups.
2. Teachers can use Moodle's automatic group creation utility, which creates groups based on the current course enrolment.

Typically, an activity cannot be linked to only one specific group. For example, you cannot have only one group linked to a course assignment. However, it is possible when combining *groups* with *groupings*.

Users can be a member of more than one group. However, note that if a user is made a member of two groups, they will have access to activities assigned to both those groups.

Moodle supports three group modes:

- **None**: Group work is not enabled.
- **Separate**: Group work is enabled, and group members cannot see or access the work in other groups.
- **Visible**: Group work is enabled, and work in other groups is viewable by all but only members of each group can edit or add new data within their group own activities.

If one of these group modes has been set at the course level, students will be able to see their group membership by clicking the **Participants** link in the *Navigation* block. If group mode has been set to **Separate** at the course level, users will only see a list of members in their own group. However if it is set to **Visible,** Moodle will supply a list of groups which can be selected by the user. The list of members in each visible group will be displayed.

Groupings

A Grouping is two or more groups joined together for the purpose of doing an activity. For example, you may have several smaller groups working on specific tasks or projects but may want some of those groups to come together to work on a project with a broader topic or to compare notes. If groupings have been created (which also require groups to exist), an activity can be set to use only groupings, or to use both groupings and groups.

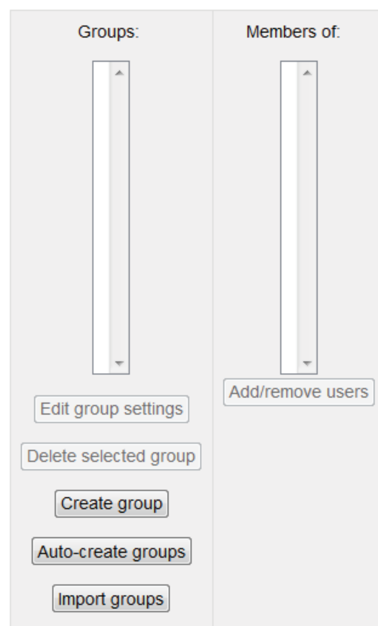
From a hierarchical point of view, course users belong to a group while groups belong to a grouping.

One attractive feature of Grouping is that it provides a way to assign an activity to only one specific group in a course. Other students and groups will not have access to the activity. Using groupings can also make an activity only display to those who are members of the groups that make up the grouping.

It is also possible to create a group with one single student then assign that group to a grouping with the net result being that only one student would have access to any resource linked to the grouping.

Groupings can be effective when a course has a large number of activities which need to be divided among different student groups, or when more control over which student groups have access to particular activities is required.

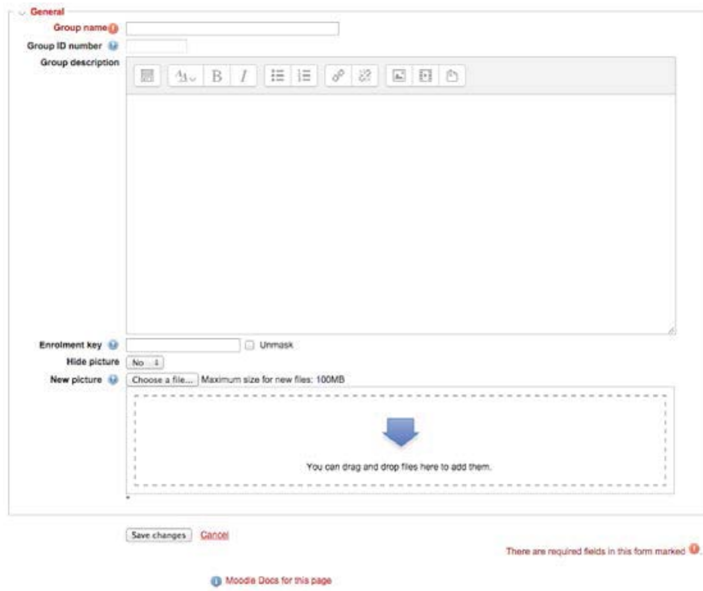
Creating Groups



You can manually add users to a group, or automatically by using the auto-create option within Moodle. The process of creating groups involves setting up a group and then assigning users to that group.

Follow the steps below to manually create groups in a course.

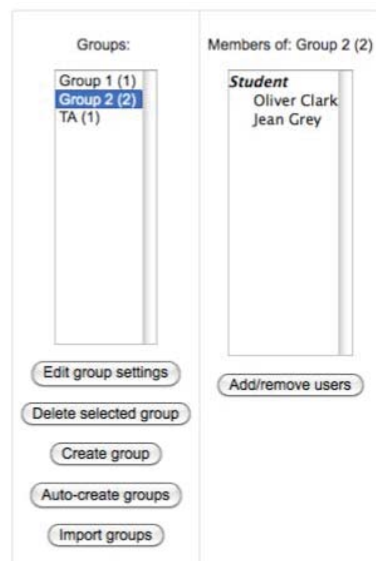
1. Click the **Users** menu in the *Administration* block to expand the sub-menu.
2. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.
3. Click the **Create group** button to setup a new group. The *Create Group* page appears.
4. Enter a required name in the **Group name** field. An optional description can also be included.



5. Enter an **Enrolment key** if you require users with this enrolment key to be assigned to this group. If a course allows the option for users to self-enroll using a supplied key, when a user completes the enrolment process, they will automatically be assigned to the Group.
6. Upload or drag and drop an image if you would like to associate images with groups. It will display when adding members to the group and as a thumbnail in the activities.
7. Click the **Save changes** button to add the new group and return to Groups page. Repeat steps 3-6 to create additional groups.

Adding Users to Groups

Adding Users to Groups - Option 1

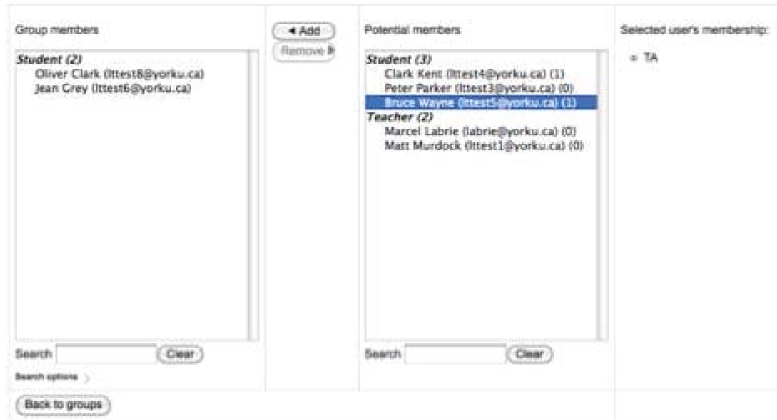


Use this option when the total number of users enrolled in the course is below 100 and/or when you want to search for the user(s) to add into groups.

Follow these steps to add users to a Group.

1. Click the **Users** menu in the *Administration* block to expand the sub-menu.
2. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.
3. Click the group name to add users to from the **Groups** list.
4. Click **Add/remove users** in the *Members of Group* column on the right.

5. Click the **name of the user** to add from the *Potential members* list on the right. You can select more than one user by Ctrl+Click (Windows PC) or Cmd+Click (Mac).



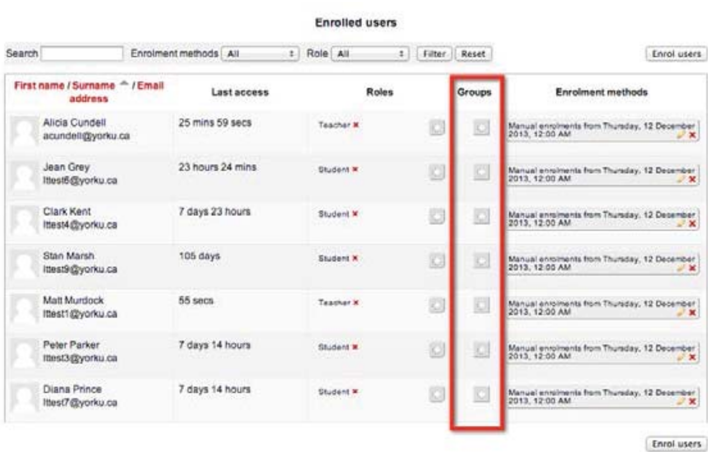
6. Click **Add** to add the selected user(s) to the *Group members* list. Repeat adding users as necessary. To remove a user from the Group members list, click the name of the user(s) and then click **Remove**.
7. Click **Back to groups** when you have finished adding users to the group.

Adding Users to Groups - Option 2

When there are more than 100 users in your course, Moodle will display ***Too many users (xxx) to show*** in the *Potential members* list. In this case, you will need to use the search function to add individual users to the group. Alternatively, you can assign users to a group by selecting from the list of *Enrolled users*.

Follow the steps below to add users to a Group.

1. Click the **Users** menu in the *Administration* block to expand the sub-menu.
2. Click the **Enrolled users** link. The list of course users will display.
3. Locate the user you want to assign to a group from the list of enrolled users. If the alphabetical list is too long, you will need to click to the *Next page* to locate the user.
4. Click the sign within the **Groups** column to add the user to a group.



5. Select the group to add the user to from the **Add user into group** drop-down menu.

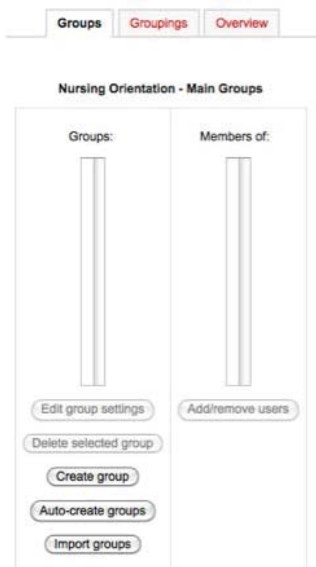
6. Click the **Save changes** button to add the user into the group and return to the Enrolled users list. You can continue to add additional users into groups.

Auto-creating Groups

In addition to being able to manually add users to a group, you can also create groups automatically by using the Auto-create option.

Follow these steps to use the Auto-create feature to add groups in a course.

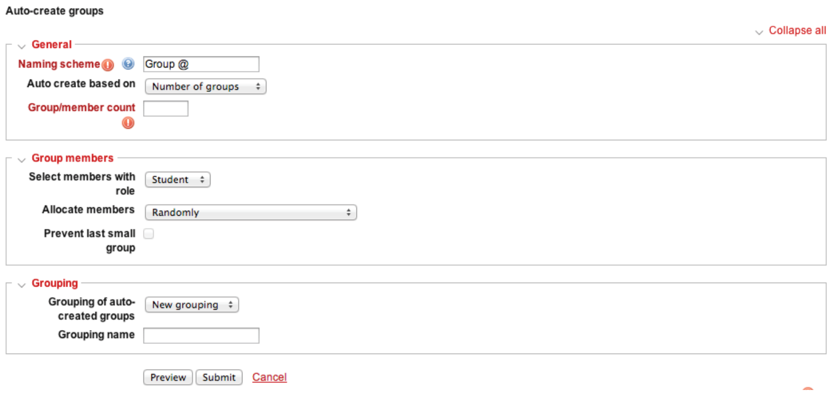
1. Click the **Users** menu in the Settings block to reveal additional items.
2. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.



3. Click the **Auto-create group** button. The Auto-create groups options window appears.

To create groups based on specified number of groups/members:

1. Click **Expand all** to expand the the window and display all the options available.



2. Change the **Naming schema** if required.

The @ symbol is used to create groups with names containing letters. For example "Group @" will generate groups named Group A, Group B, Group C, etc. The # symbol is used to create groups with names containing numbers. For example "Group #" will generate groups named Group 1, Group 2, Group 3, etc. The default name “Group” can also be changed by replacing it with your preferred term (i.e. "Lab @").

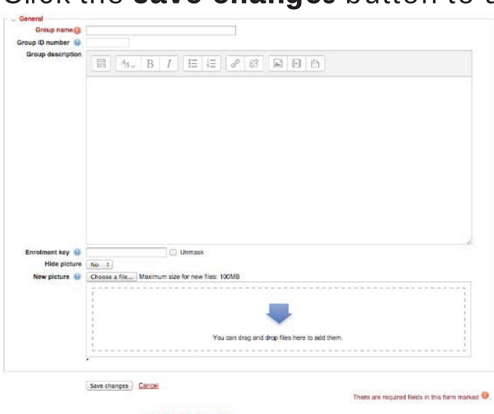
3. Choose to create groups based on a specific **Number of group**s or by **Number of members** in each group in the **Auto create** based on drop-down list..
4. Enter a required value in the **Group/member count** field. This relates to the choice made in the previous step.
5. Choose the role type for membership from the **Select members from role** drop-down list.
6. Click **Allocate** and choose how you want members allocated to groups.
7. Select **Prevent last small group** if you want allocate additional members to an existing group instead of adding a new group with fewer than the number specified. This applies if Members per group is selected in the previous step
8. Select the grouping name from the Grouping of **Auto-created groups** drop-down list if the new auto-created groups are to be linked to an existing Grouping. If Groupings do not exist, you can enter a name in the **Grouping name** field to have it automatically created. If Grouping will not be used, you can leave this field blank.
9. Click the **Preview** button to see the groups and membership before finalizing the process. The preview will appear below the configuration settings.
10. Click the **Submit** button to complete the process.

Modifying and deleting Groups

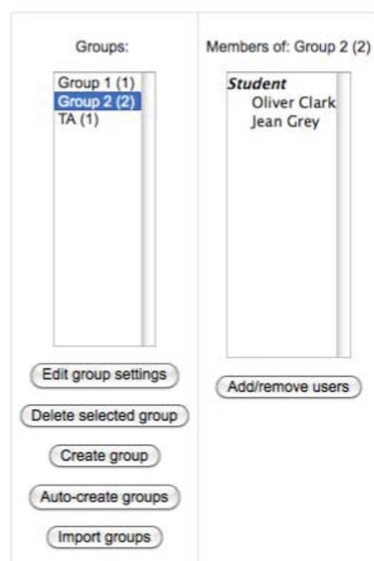
Modifying Groups

Changes in course enrolment can trigger a need to modify existing groups. Follow these steps to modify groups in a course.

1. Click the **Users** menu in the *Administration* block to reveal additional items.
2. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.
3. Highlight the name of the group to modify from the **Groups:** list.
4. Click the **Edit group settings** button to make changes to an existing group.
5. Click the **Save changes** button to update the settings.



Deleting Groups



Follow these steps to delete groups in a course. Note that deleting groups will not remove the associated users from the course. Click the **Users** menu in the *Administration* block to expand the sub-menu.

1. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.
2. Click the name of the group to delete from the Groups list.
3. Click the **Delete selected group** button to remove the group.
4. Click the **Yes** button for the confirmation message that appears.

Creating Groupings

A Grouping is two or more groups joined together for the purpose of doing and activity. For example, you may have several smaller groups working on specific tasks or projects but may want some of those groups to come together to work on a project with a broader topic or to compare notes. If groupings have been created (which also require groups to exist), an activity can be set to use only groupings, or to use both groupings and groups.

Groupings can be effective when a course has a large number of activities which need to be divided among different student groups, or when more control over which student groups have access to particular activities is required. One attractive feature of Grouping is that it provides a way to assign an activity to only one specific group in a course. Other students and groups will not have access to the activity. Using groupings can also make an activity only display to those who are members of the groups that make up the grouping.

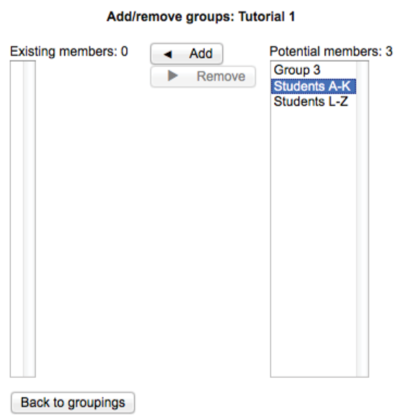
Follow these steps to delete groupings in a course. Note that deleting groupings will not remove the associated users from the course.

1. Click the **Users** menu in the *Administration* block to reveal additional items.
2. Click the **Groups** link. The Groups tab appears containing two columns. The left column displays group names (initially empty). The right column will display a list of the assigned group members.
3. Click the **Groupings** tab to view any existing and/or add new Grouping.
4. Click the **Create grouping** button to start creating the Grouping.
5. Enter a name in the **Grouping name** field. An optional description can also be included.

6. Click **Save changes**. The next screen provides three icons:
    - o edit (cog) to modify the Grouping name and description.
    - o delete (red x) to delete the Grouping.

- groups (double head) to manage Groups in the Grouping.

7. Click the **Groups icon** in the *Edit* column to start adding groups to the Grouping. Two columns will appear. The left column displays current groups in the grouping. The right side column displays current groups in the course.
    - To add groups to the grouping, click the **group name** in the *Potential members* column list then click the **Add** button. Repeat these steps to add more groups to the grouping.
    - To remove a group from the grouping, click the **group name** in the Existing members column list then click the **Remove** button. The Group will be returned to the *Potential members* column list.



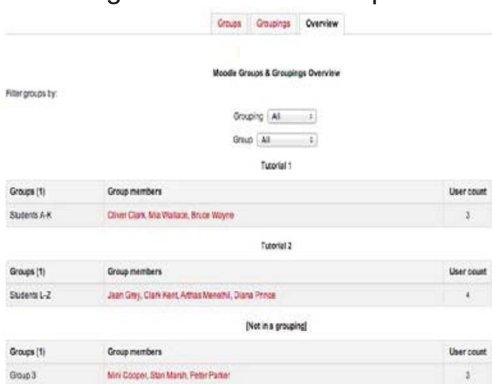
8. Click **Back to groupings** when you have finish adding groups to the Grouping.

Displaying Group and Grouping details

Group and Grouping configuration can be displayed in summary format, which provides the group and grouping names and membership details.

Follow these steps to display the group and grouping overview information.

1. Click the **Users** menu in the *Administration* block to reveal additional items.
2. Click **Groups** link. The Groups window appears containing three tabs: *Groups*, *Grouping*, and *Overview*.
3. Click the **Overview** tab. Groups, grouping and member information will display in summary format. The information can be filtered by *Grouping or Group* by selecting from the two drop-down lists at the top of the page.



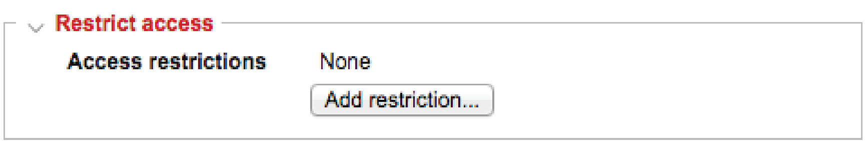
Restricting access to resource and activity

Moodle enables you to manage access to resources and activities in your course, based on dates, completion of other course activities, or both. This Moodle feature provides considerable flexibility in managing access to course resources.

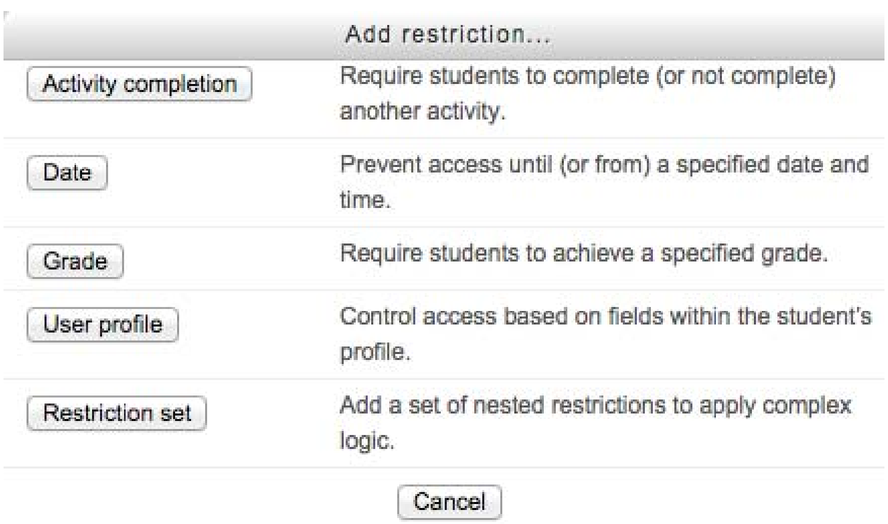
For example, you may only want to allow access to an activity between certain dates, regardless of the release date set on it. An assignment could have a release date in the week three of your course with only its description being made available. You may then want to restrict access to access the assignment from week two to week four.

Another scenario might be that students need to complete a quiz or research activity before being allowed to complete a related assignment. Access could be further restricted by setting a minimum grade requirement on a per-activity basis.

The illustration below shows **Restrict access** settings available for each Moodle resource or activity in your course after you've clicked on **Add Restrictions**.



These options are located at the bottom of the corresponding *Edit settings* screen.



- The **Allow access from** and **Allow access until** options allow you to set a date & time restriction. To restrict access by date & time, click the **Enable** Check mark box ✓ for either or both of the date range settings then set the corresponding date(s) and time(s). The Allow access from and Allow access until settings can be used together or independently.
- The **Grade condition** option allows you to restrict the activity or resource based on a previously determined grade of another activity. You can specify a condition on

any grade in the course: the full course grade, the grade for any activity, or a custom grade that you create manually.

- The **Activity completion** condition option allows you to set completion criteria on another activity or a resource before they are able to access the activity or resource. The criterion might be viewing, receiving a certain score (pass or fail) or a student marking it as complete.

You may select one or more criteria for the student to meet prior to accessing the resource/activity. Once you have selected one criterion (e.g. date), you will have to option to choose whether the student must or must not meet that criterion in order to access the activity or resource. If you decided to add a second criteria (e.g.) Grade, once you click to add that item, you will see the drop for the student change to “The student must/must not match all/any of the following:”. If “all” is chosen, the boolean term applied between each criteria will be “And”, whereas if “any” is selected, the term will change to “or”.

- By choosing the “all” must apply, you will have the ability to set the individual visibility settings for each criteria. For example, if you are restricting access based on both date and grade, you can choose that the student cannot see the activity/resource prior to the date on the Moodle page (not visible - eye closed), but they don’t necessarily have to have the grade specified to have visibility to the activity/resource yet require it to access it. (Eye is closed for date, open for Grade)

- By choosing the “any” criteria can apply option, the set of restrictions will not be separated individually for visibility. Instead, if you have chosen to close the eye and hide visibility to students, any one of the criteria met will reveal the activity/resource to the student.

Using completion tracking

To help students manage their workload, Moodle provides an option for tracking activities that have been completed. Completion tracking allows resources and activities to be marked completed manually or when certain conditions have been met. If Activity completion is enabled at the course level, then a checkbox associated with each activity and resource will appear on course home page.

You may use activity completion in combination with Restrict Access to manage the order in which students complete the activities in a course.

To make the Activity Completion option available, **it needs to be activated at the course level.** You can allow students to manually mark the activities to help keep track of what they have done, or set a tracking condition for marking the activity complete.

Enabling Completion Tracking

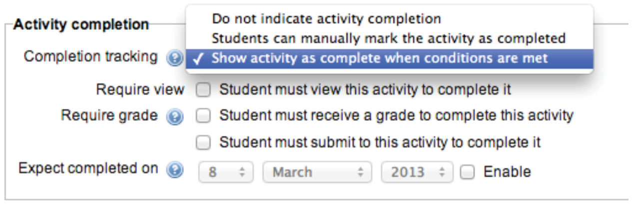
1. Click **Edit settings** in the *Administration* block.
2. Click the **Completion Tracking** heading to expand the its section.
3. Select **yes** from the **Enable Completion tracking** drop-down list.


4. Click **Save changes** at the bottom of the page to continue.

Configuring Tracking Criteria

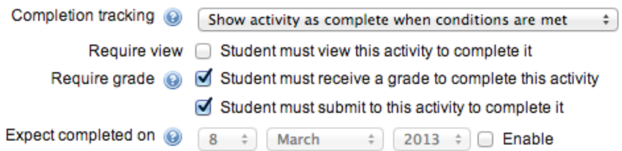
By default, students will be able to manually mark an activity/resource as complete. Once the completion tracking is enabled at the course level, you can set up tracking criteria for an activity by following the steps below:

1. Click **Turn editing on** at the top right of your course home page.
2. Click the **Edit** drop-down menu associated with the course activity or resource for which you would like to set the activity completion criteria, and select **Edit settings**.
3. In the *Activity completion* section, select your preferred tracking option from the **Completion tracking** drop-down list.
    - Do not indicate activity completion will remove the checkbox for the activity or resource.
    - Students can manually mark the activity as completed allows students to manually mark the activity as complete by ticking the checkbox associated with the activity or resource.
    - Show activity as complete when conditions are met will automatically mark the activity or resource as complete when all specified conditions are met.



4. If you selected **Show activity as complete when conditions are met** in the previous step, select the condition(s) to be met from the options available.

For example, Require view means that students only need to access the resource such as file to mark it as complete.



5. If you would like to view the expected date when an activity or resource should be completed by students, then enable the **Expect completed on** option and select a date.
6. Click **Save and return to course** to complete the changes.

Viewing Activity Completion Reports

The status of each tracked resource or activity can be displayed. To do so, follow these steps.

1. Click **Reports** in *Administration* block to expand the menu.
2. Click **Activity completion** to view the status of all activities. Each is displayed in a column across the top, and each student's name appears in a separate row.

Backing Up a Course

Osgoode maintains Moodle courses for one academic year following the end of a course for petition and administrative purposes. Beyond this time, we cannot guarantee that we will be able to restore content from previously-taught courses. For this reason, we always recommend you maintain backup copies of your courses on your local drive to ensure you are able to restore the content of your course at a later time, especially if you will not be teaching within the next academic year.

Follow these steps to back up your course.

1. Click **Backup** in the *Administration* block on the left side of your main course page.
2. On the *Initial settings* page, select the elements of the course you would like to include in the backup, and then click **Next**.

3. On the *Schema settings* page, select the specific activities and resources you would like to include in the back up, and click **Next.**
4. On the *Confirmation and review* page:
    a. Edit the **Filename** to something you will be able to recognize, such as the course code and backup date.
    b. Review all the **Backup settings** and **Included items**.
    c. You can go back and change any of the items by clicking **Previous** at the bottom of the page.
5. When you are satisfied with the back up review, click **Perform backup** to continue.

   It may take several minutes to perform the back up. Once begun, do not click any buttons or links until the *Complete* page appears.
6. The *Complete* page appears indicating the backup process has been completed. Click **Continue.**

   The Import a backup file page appears. Your course backup appears in the *User private backup area*, where it can be downloaded to your computer.
7. Click **Download**.
   Depending on how your computer is configured, you may be prompted to select a location to save the file. Otherwise, the file will go directly your Downloads folder.

   After the file has been downloaded, you can save it to a CD.
   The course is saved as an .mbz file. This is a unique file type for Moodle course backups and cannot be opened by other programs.