GUIDELINES FOR FACULTY REGARDING MOODLE SERVER UPDATION :

Accessing Moodle Server:

a. Moodle Server can be accessed by using domain name '**moodle.apsit.org.in**'

b. Every Faculty will have username and default password as follows e.g. If name of faculty is Kiran B Deshpande and Birth Year is 1982 then username is **kbdeshpande** & default Password is **kbd82@Apsit** . Default password shall be changed at first login.

c. Faculty shall update their profile by using **Administration -> My Profile settings -> Edit Profile** Link in their Login

d. Faculty can see their enrolled Courses by using **My Courses** tab in their login.

e. **Message Box** is available under **My Dashboard** Tab in faculty login.

f. After login before uploading any resource **Administration->Turn Editing on** link shall be activated on course page.

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Fig: Front Page of Moodle after Login.

Course File Contents:

a. **News forum** which is first section of Course page shall be renamed as **Course File Contents** by using edit symbol.

b. Under Course file contents following files must be uploaded sequentially in pdf format only.

i.   Academic Calendar.

ii. Time Table(Authenticated Scanned Pdf)

iii. Syllabus copy of respective subject.

iv. Teaching Plan(Authenticated Scanned Pdf)

v.   Attendance Module of Moodle Server.

vi. Previous University Question papers with solution (Min 3) (Solutions can be Handwritten scanned document in pdf format.

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vii. TERM TEST Papers with Solutions. (Solution can be Handwritten scanned document in pdf format)

c. Use **Move Left, Move right** symbol to align your files. Use **Move** symbol to drag file Up or Down.

Fig: Course File Contents.

Student Enrolment on Moodle server:

a. Faculty shall enrol students to their course by using **Administration -> Users -> Enrolled users -> Enrol Users** link on their course page. Put Student name in **Search** tab & click on **Enrol user** Tab. Repeat same Process for all students.

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b. After enrolment only students will be added in Attendance Module as well as Resources uploaded will be visible to students.

c. Enrolment is to be done only once in Semester.

d. Faculties shall ensure that all enrolled students have uploaded their passport size photographs on Moodle Server to identify students while conducting Attendance activity.
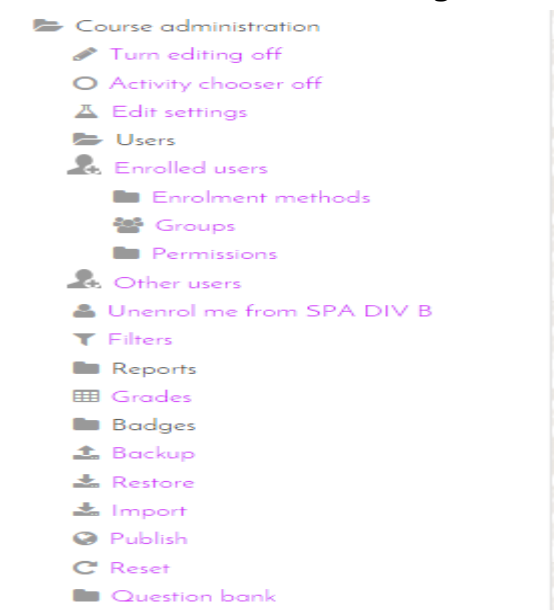

Fig: Student Enrolment on Moodle Server.

<u>Attendance Module of Moodle:</u>

a.   Faculty shall add Attendance activity by clicking on **Add an activity or Resource** Link available on their course Page. In Attendance Module it is expected that Faculty shall create sessions according to their time table. Use **Create Multiple sessions link** to add multiple sessions at the same time.
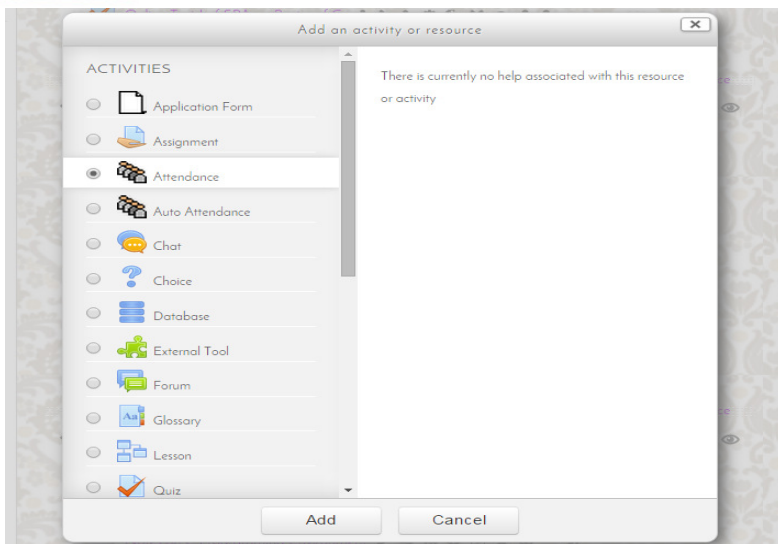
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b. After creating sessions go to **Settings** tab and change grade of present from 2 to 1 for accurate Attendance Report generation.

c. In front of each session created by using **edit** symbol update syllabus covered in that particular session in **Description** section.

d. Faculty can also add or delete sessions dynamically according to their requirement.

e. Faculty can generate daily, weekly & monthly reports of attendance by using **Reports Tab** in Attendance Module. They can export reports in CSV or Excel format for their record by **Export** tab in Attendance module.

f. While updating attendance please ensure that all students have uploaded passport size photographs on Moodle Server.

g. Faculty shall click on respective tab **P-present, L-late, E-exempted, A-absent** to update attendance of Student.

h. If majority students are present or absent then rather than updating individual attendance faculty shall make use of **P,A** Links given at top to update Multiple students attendance in single click. Remaining students attendance can be updated individually.

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Fig: Adding Attendance activity and Creating sessions.

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Fig: Creating Multiple Sessions and Taking Attendance.

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Weekly Resource Updation:

a.   There are weekly sessions created in course page which staff members can update according to their needs by using **Administration -> Edit settings** menu in their login.

b.   Faculty shall upload resources (**Handwritten notes scanned pdfs, Presentations, Web links, Word Documents converted to pdf**) of syllabus covered in that week. Ensure that resource size shall not exceed maximum size 4 MB.

c.   Faculty shall also upload the Pdf of frequently asked questions in University examination along with model answers of Completed Chapters in respective week.

Fig: Weekly Resource Updating and Progress Bar.

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Add on Services of Moodle :

a. Announcements regarding your course can be made through block **Latest News** on faculty course page.

b. Faculty can send messages to course participants by selection if required.

c. Faculty can also see progressive resource utilization by each student by adding **Performance** block on their Course page.

d. Faculty can also see graphical Statistics (Number of users visited their course) of their Course by adding **Statistics** block on their course Page.

e. **Course Feedback** block shall be used by faculty to see feedback of their Course.

Fig: **Latest Announcement Block, Statistics & Course feedback Block.**

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Creating and Conducting online tests on moodle:

The quiz activity enables a teacher to create quizzes comprising questions of various types, including multiple choice, matching, short-answer and numerical.

The teacher can allow the quiz to be attempted multiple times, with the questions shuffled or randomly selected from the question bank. A time limit may be set.

Each attempt is marked automatically, with the exception of essay questions, and the grade is recorded in the grade book.

The teacher can choose when and if hints, feedback and correct answers are shown to students.

Quizzes may be used

- As course exams
- As mini tests for reading assignments or at the end of a topic
- As exam practice using questions from past exams
- To deliver immediate feedback about performance
- For self-assessment

For online test on Moodle Server faculty shall conduct Course Question Bank and shall create chapter wise categories of questions in question Bank.

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I.   How to Create question Bank :

Questions are stored in the course **Questions** Link in **Administration > Course administration.** Questions can be organized into Question categories and shared with other teachers. A question category can contain individual questions or other question categories. They can be found by using the **Administration->Questions** Link on course Page. Creating question categories and sub categories is a good practice. It is better than keeping all your questions in one big list in the quiz module. The hierarchy feature enables you to separate categories into sub categories and sub categories into sub sub categories etc. indefinitely.

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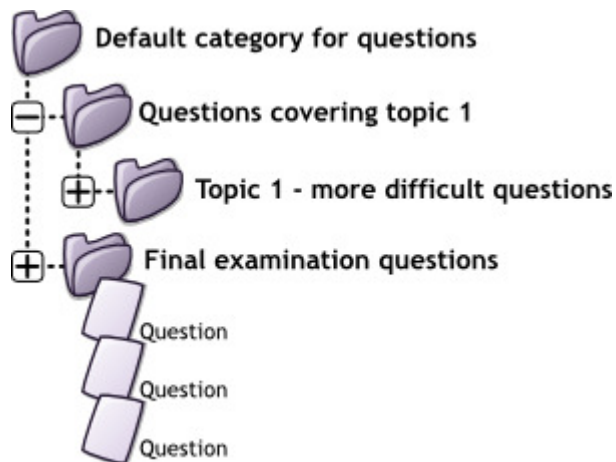
II.   Category Set Up and Management:

- Open the question bank. Either :
  - ○ Click on the Questions link in the 'Administration' block.
- Click on the 'Categories' tab.
- Below the list of current categories you will see a form to add a new category.
- Choose the 'parent' category in which your new category will be placed. To See image of 'Parent' selector refer Fig I .

Fig: Question category selector.
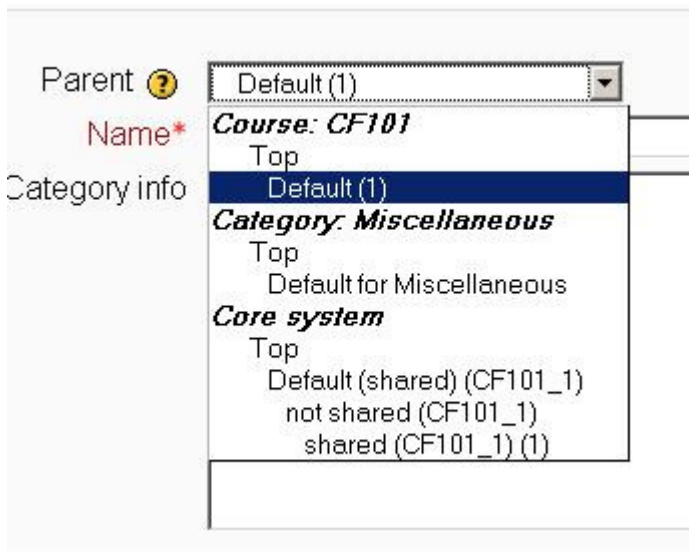
- ○ Placing your category in another category makes it a sub-category of the parent.
- ○ Choosing 'Top' means that your category is a top level category, not a sub category. When more than one sharing context is available you can place your category as a top level category in any of the contexts.

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- o Notice you can choose to make your category a 'top level' category Or you can choose to add your category as a sub category of another category.
- Type the name of your new question category in the text box.
- Add an optional meaningful description in the category info area.
- Click the 'Add Category' button. Your new question category will appear in the list of current categories.

Deleting Categories:

Categories can also be created or deleted at will. However, if you try to delete a category containing questions, then you will be asked to specify another category to move them to. You cannot delete or move the last category in any context, there must always be one category in a context.

III. Creating Multiple Choice Questions:

Moodle provides teachers with a lot of flexibility when creating this common question type. You can create single-answer and multiple-answer questions, include pictures, sound or other media in the question and/or answer options (by inserting HTML). Multiple answers questions types in a quiz allow one or more answers to be chosen by providing check boxes next to the answers. Feedback can be associated either with specific answers, or with the question as a whole.

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IV.Question Setup:

1.On Course page click on **Course administration ->Questions** Link and select the category to add question. After selecting Category click on **Create new Question** Tab.

2.Give the question a descriptive name. You'll use the name to track your questions later so "Question 1" isn't a good idea. The name will be used in the question lists on the quiz editing page or in the lesson as a page title. It will not be shown to the students, so you can choose any name that makes sense to you and possibly other teachers.

3.Create the question text. If you're using the HTML Editor, you can format the question just like a word processing document.

4.Select an image to display if you want to add a picture to the question. The available images are those you have uploaded to the **main** Moodle files area (they cannot be in folders). For the student, the image appears immediately after the question text and before the answer options.

   a. Alternatively, if you used the HTML editor to create the question text, you can click the image icon. This will pop up the Insert Image window. You can choose to upload an image into your files area from this window, or you can add the URL of an image on the web. If you add a file to your files area, click the name of the file after you upload it to insert the link into the URL text entry at the top of the screen. Then click OK.

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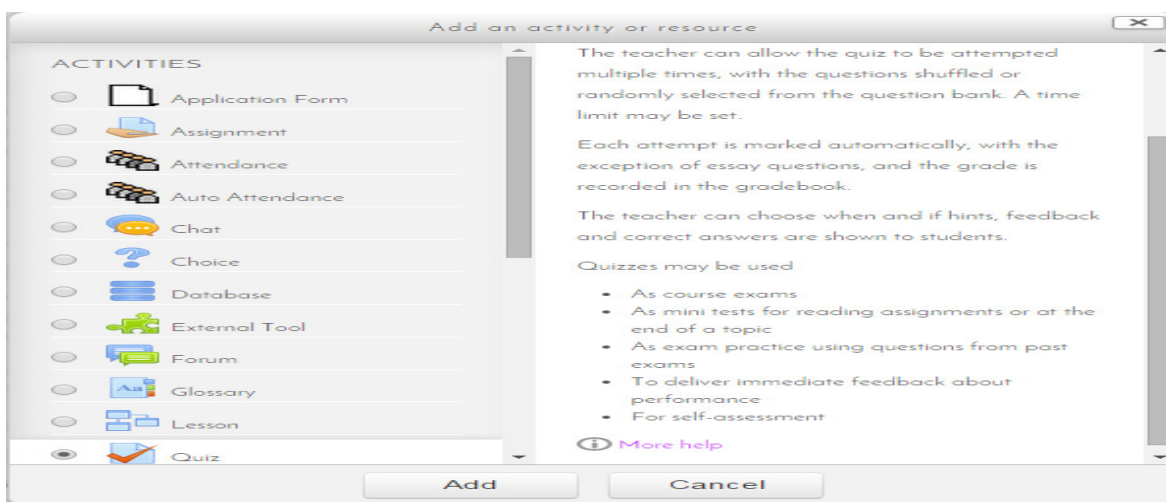
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5.Set the 'default question grade' (i.e. the maximum number of marks for this question).

6.Set the 'Penalty factor' in case of wrong answer. It can be referred as negative marking.

7. If you wish, add general feedback. This is text that appears to the student after he/she has answered the question.

8.Choose whether students can only select one answer or multiple answers

9.Choose whether to shuffle the answer options

10.Write your first answer in the Choice 1 text field. Inserting HTML into this area also makes it possible to add an image or a sound file.

11.Select a grade percentage for the answer. Note that in a multiple-answer question, the grades must be 100% for correct choice and for wrong choice it must be 0%.

12.If you wish, you can add feedback for each response. It may be a bit more work, but it's good practice to tell the students why each answer is right or wrong using the feedback area. If students know why an answer is right or wrong, they can analyze their own thinking and begin to understand why an answer is correct. Your feedback will only be displayed if you select Show Feedback in the quiz body options.

13.Fill in the rest of the response choices in the rest of the form. Any unused areas will be ignored. Fill in the overall feedback fields if you wish. Select the "Save Changes" button at the bottom of the screen.

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V.Quiz Settings & Building Quiz:

Creating a new quiz is a two-step process. In the first step, you create the quiz activity and set its options which specify the rules for interacting with the quiz. In the second step you add questions to the quiz. When you first set up your quiz from *Add an activity or resource > Quiz*, you will get the Quiz settings. For Documentation regarding this refer this link **https://docs.moodle.org/29/en/Quiz_settings**.

Building Quiz:

Once a quiz has been added to the course and the Quiz settings established, the teacher can start to build the quiz. The teacher can access the quiz to edit the questions by clicking directly on the Quiz name on the course home page or by clicking "Edit quiz".

Fig: Adding quiz on course page.

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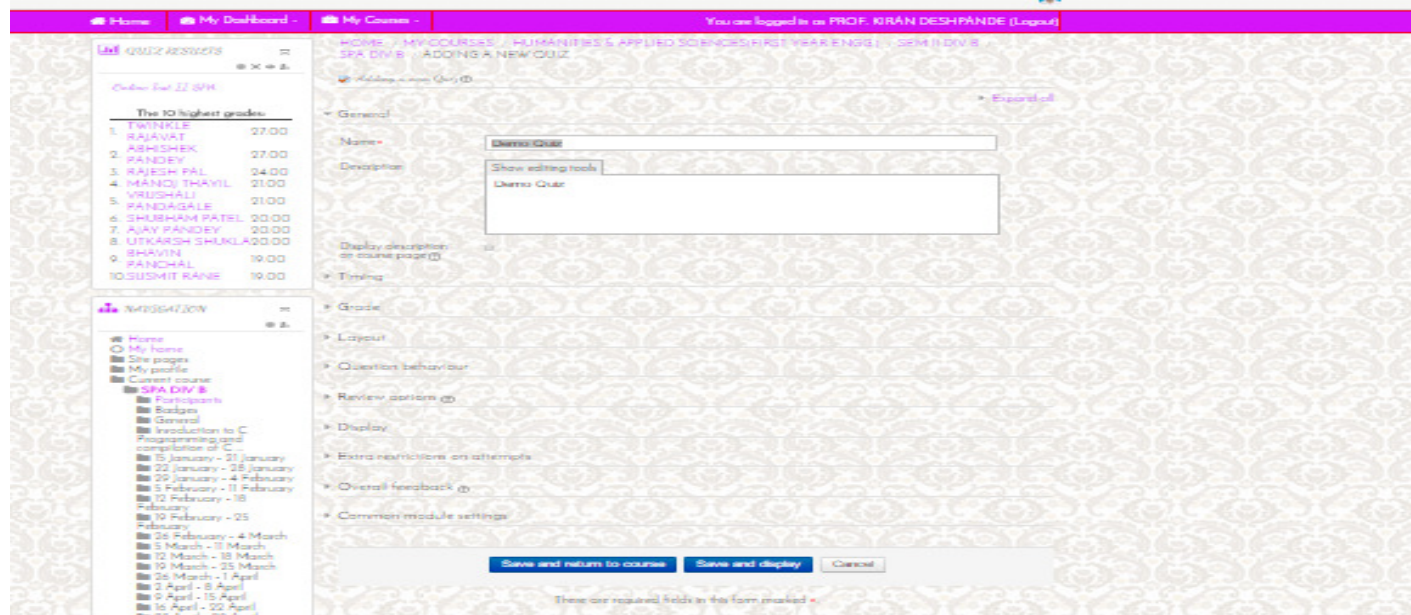
Fig: Quiz Settings.

Adding questions:

Once you have accessed the quiz editing screen as above, you can add questions from a number of locations:

1. Click the 'Add' link as in the screenshot below.
2. When it opens up, choose either to add a new question, to select a question from the question bank or to add a random question.
3. When Quiz finishes faculty shall generate results from their login by clicking on created quiz link. After that faculties shall click on **Attempts Link. Results will be displayed in number as well as in graphical format.**

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HOME / MY COURSES / HUMANITIES & APPLIED SCIENCES(FIRST YEAR ENGG.) / SEM II DIV B /
SPA DIV B / GENERAL / DEMO QUIZ

Demo Quiz

Demo Quiz

Grading method: Highest grade

No questions have been added yet

Edit quiz

Back to the course

Fig: Editing quiz to add questions.

Fig: Adding questions to Quiz and Assign marks to Quiz.

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Fig: Student Interface after completion of Quiz.

Fig: Results of Quiz from Faculty Login.

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Head of Department Responsibilities:

a. HOD will have the access rights to verify whether Faculty are updating course page as per guidelines given above.

b. HOD shall verify course pages of all faculty members weekly and submit report to principal.

c. HOD shall motivate Faculty and Students regarding effective utilization of Moodle Server for their academics.

d. HOD shall also ensure that respective blocks and activities discussed in this documentation are added and updated according to the guidelines given in this documentation.

e. HOD shall discuss and review attempts of students who have got results below expectation in online Tests with concerned faculties and students. Such Attempts can be reviewed by using **Review Attempt** link on Quiz Results page.

f. HOD shall also inform faculty members that blocks like **Latest News, Performance, Course feedback, Statistics, Quiz Results, Online Users** must be added to course page by using following procedure in case blocks are not added by faculty.

    I.   Click on **Turn Editing On** link under **Course Administration** block of faculty Course Page.

    II.   Add the required block by using **Add Block** Link at right bottom of Course page.

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