



Trainer Guide

Moodle
Version 4.1.1

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1. Get Started

- ✓ Open the browser and navigate to <https://elearning.rp.ac.rw> [1]
- ✓ Click (login) link [2] to sign in. see *Figure 1*

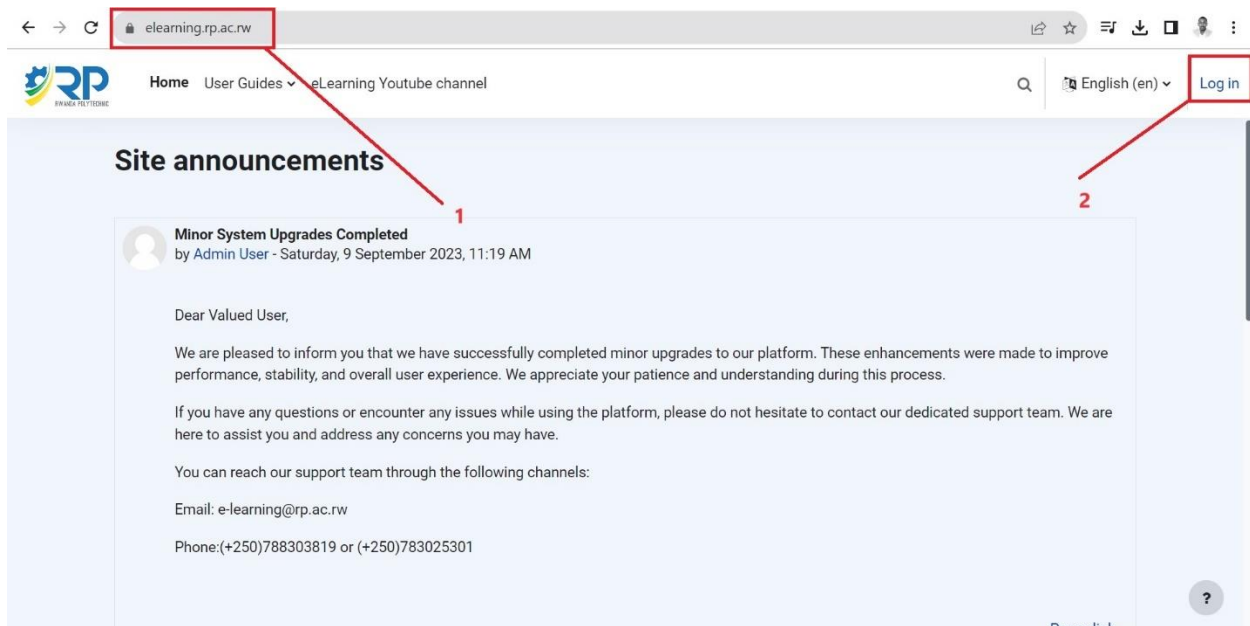


Figure 1

- ✓ Enter your username and password [3] or Login with office 365 (Applicable for students only with @stud.rp.ac.rw Email subdomains). See *figure 2*.

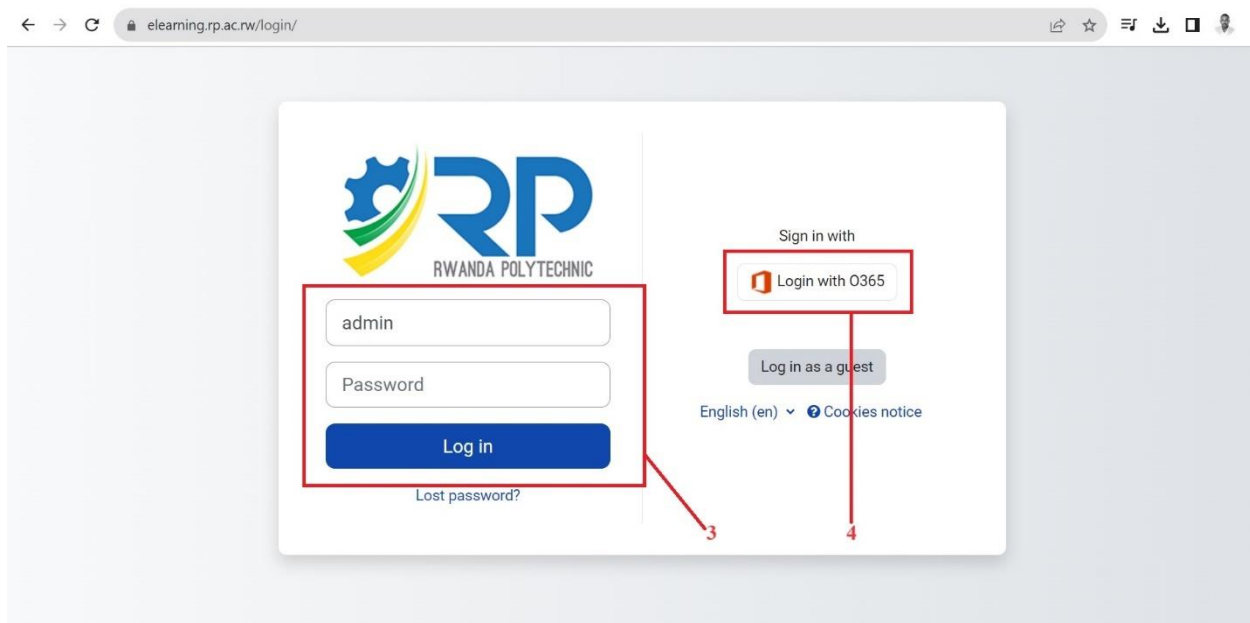


Figure 2

2. Course Set up

To set a course, follow the steps below

- ✓ Under **My Courses** find a tab **New Course [5]** to create and set up a course. *See Figure 3*

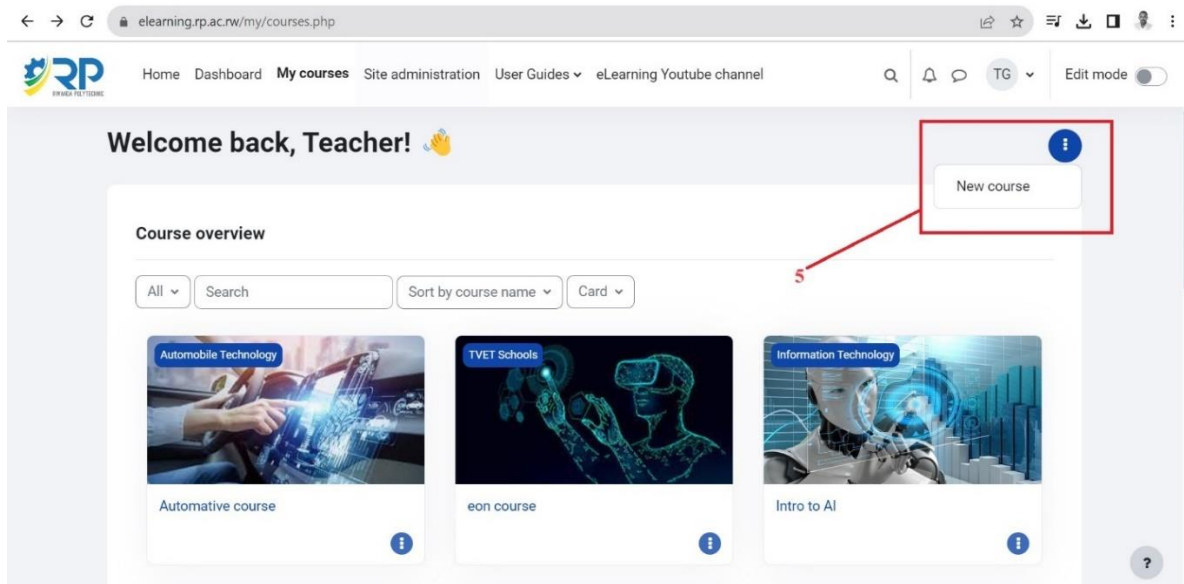


Figure 3

2.1. Add a New Course

2.1.1. New course settings

To add a new course, fill the fields as required:

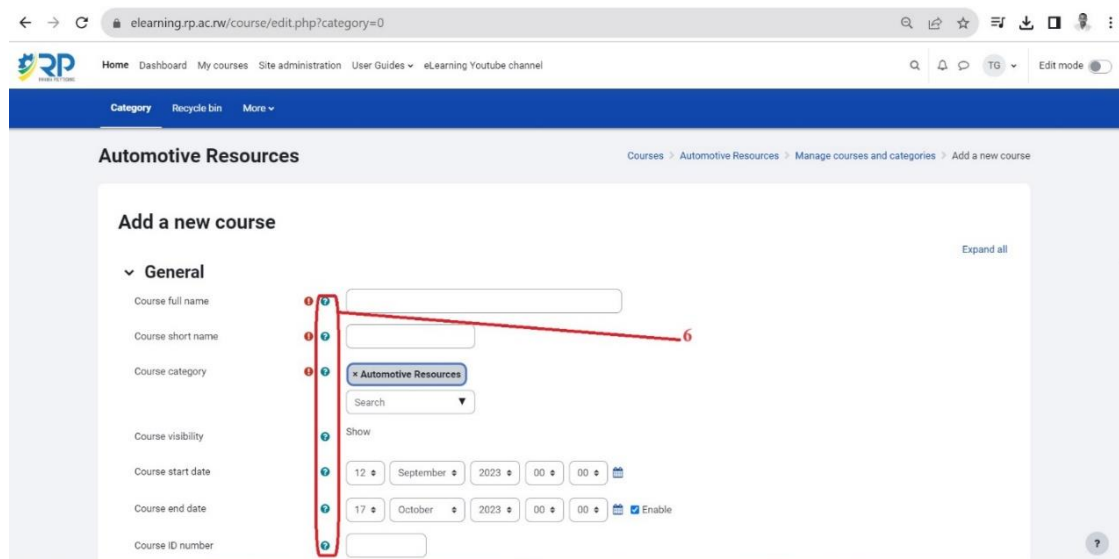


Figure 4

- ✓ Click on the question mark icon [6] for the description of each field. See [figure 4](#).
- ✓ Enter the course full name and the short name. See [figure 5](#).

Figure 5

- ✓ Click on course category drop down menu and choose the right category [7] where the course should belong (Eg: College/Year/Department/Program). See [figure 5](#).
- ✓ Set the course start date and course end date of your preferences (You have to **Enable** the checkbox to be able to edit the course end date). [8]. See [figure 6](#)

Figure 6

N.B: If you do not change course start date and end date, the default settings will be applied.

- ✓ Ignore Course ID number and description (Course summary and course image) and go to next fields.
- ✓ other fields [9] can remain with default settings. Click Save and Display to go to the next point [10]. See [figure 7](#).

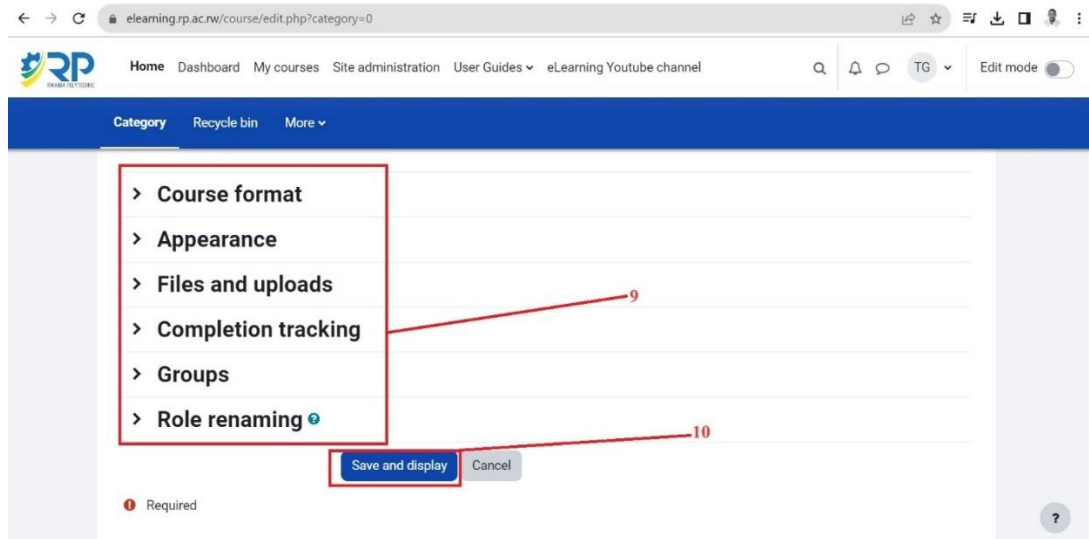


Figure 7

- ✓ Insert course image[10] that reflects to the course content

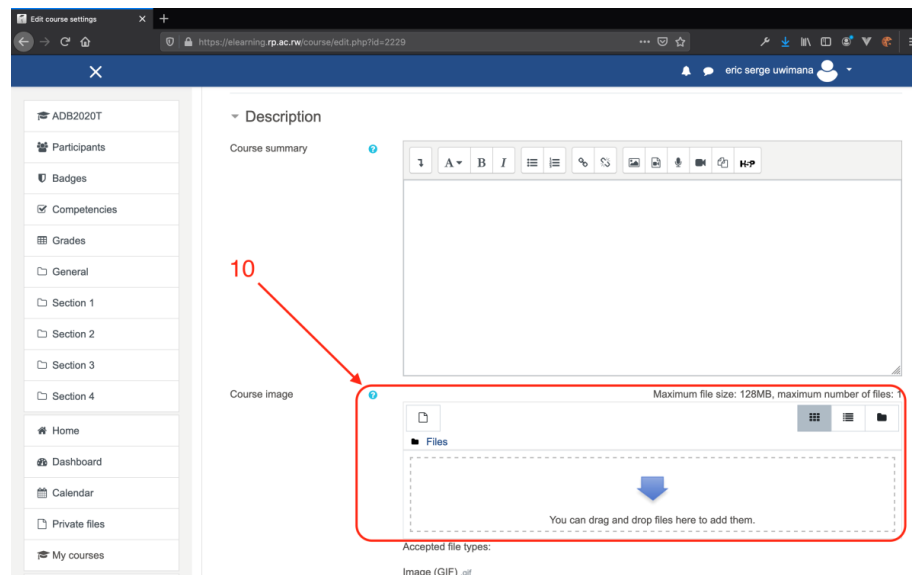


Figure 8

- ✓ Course layout (view) see [figure 9](#)

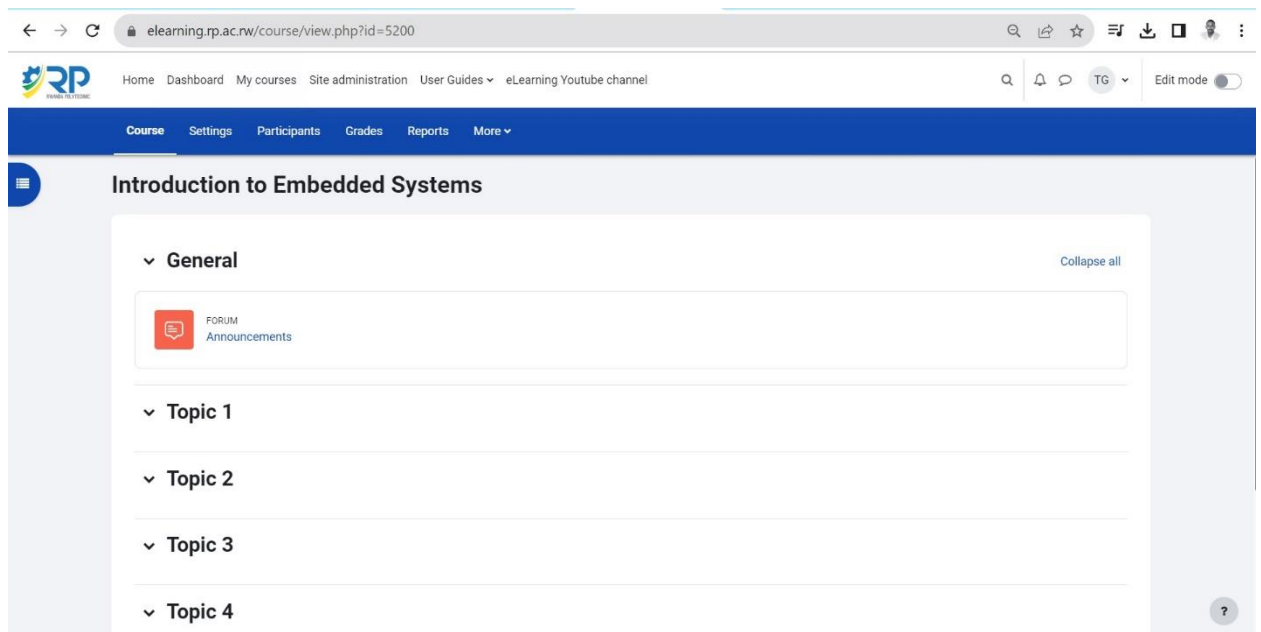


Figure 9

2.1.2. Course General Information

✓ To make edits about the course/module, **turn on edit mode [11]** as indicated by *figure 10*.

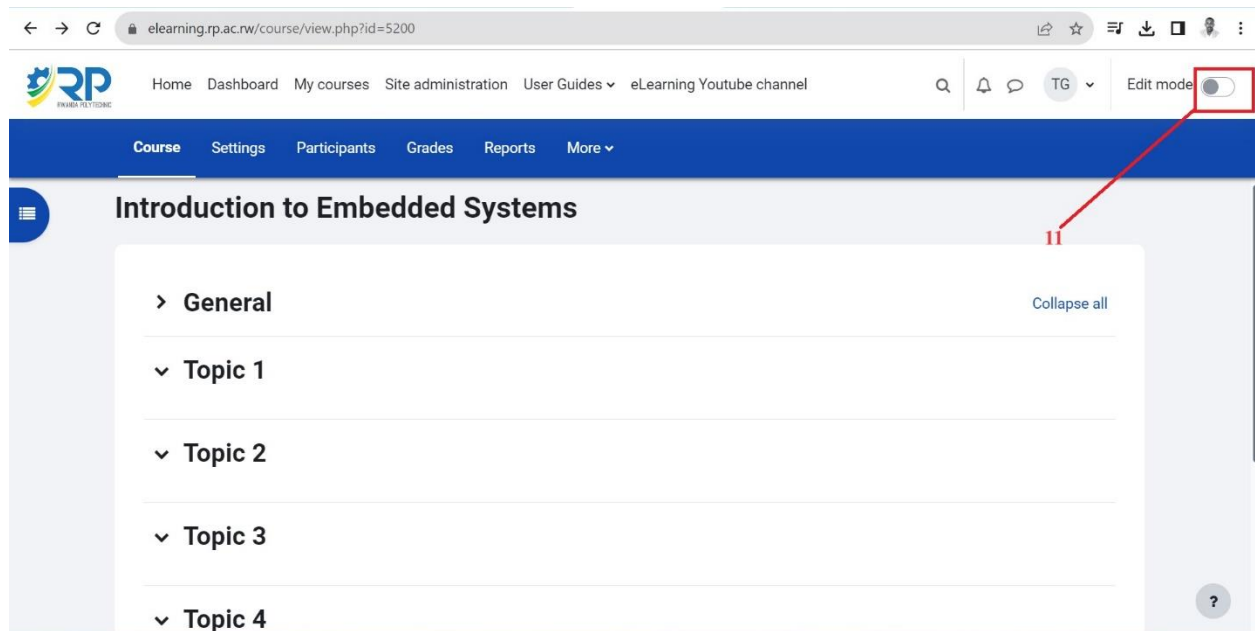


Figure 10

- ✓ Click the gear icon (Edit section) [12] to add general information about the course. see figure 11.

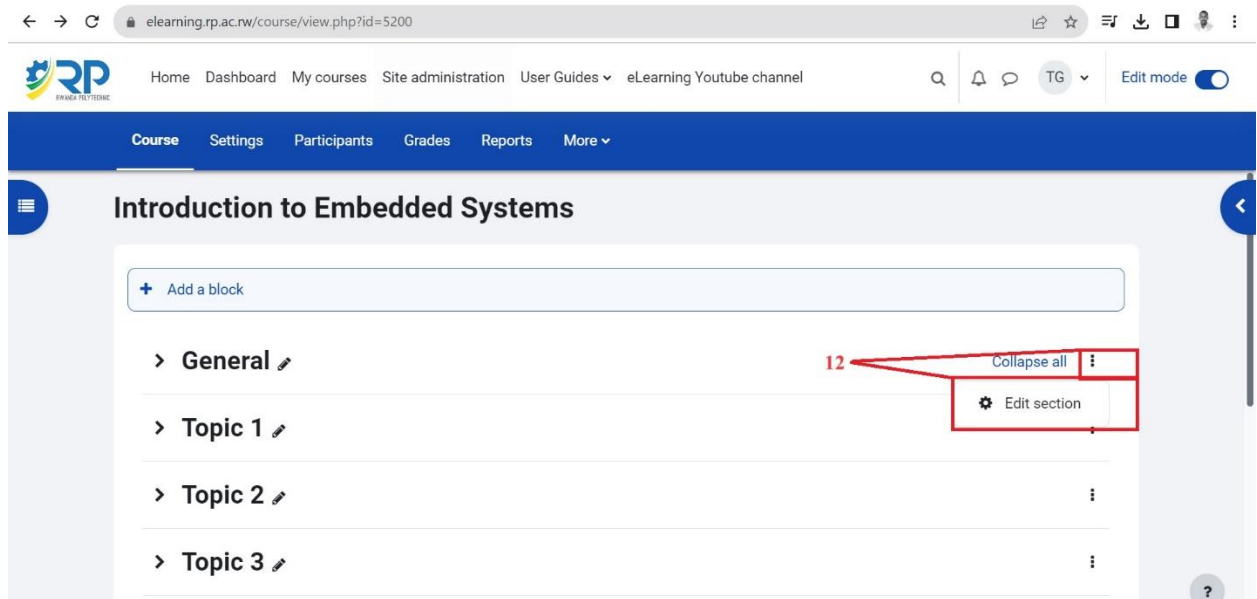


Figure 11

- ✓ Fill the information about the course; Section name [14], check the custom checkbox [13], the summary of the course [15], The module description, ***The learning units or outcomes, and facilitator's contacts, go to SAVE CHANGES.*** See figure 12.

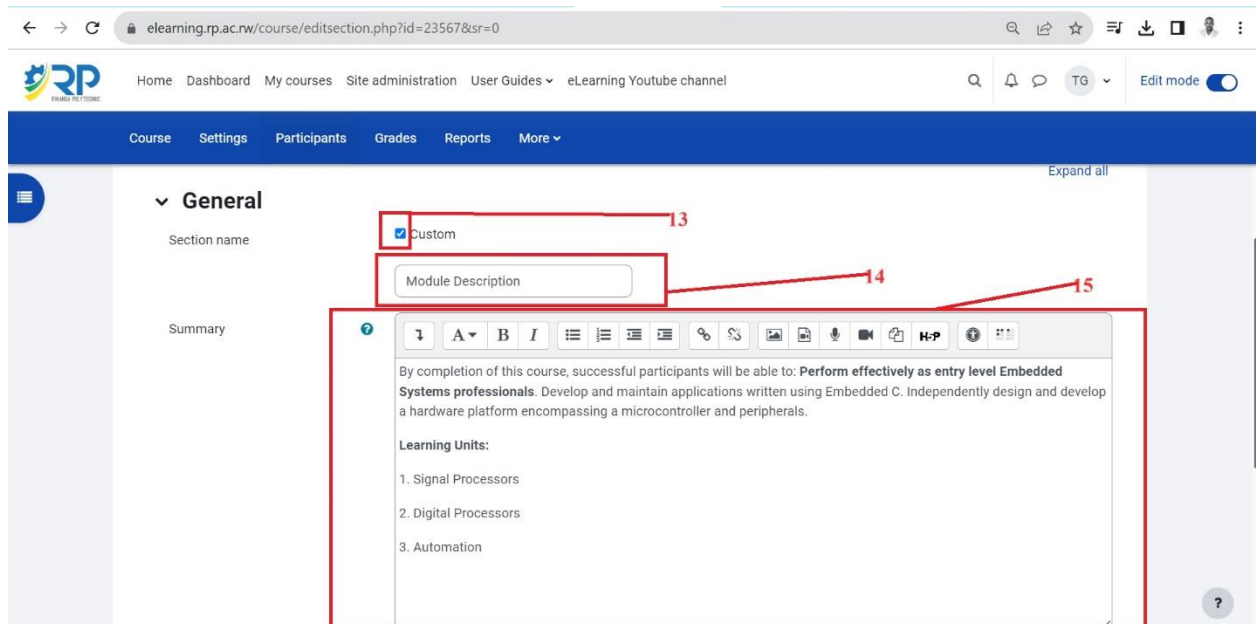


Figure 12

3. Course Enrollment (Participant enrollment)

Before students access a course, they must be first enrolled by the teacher. To enroll students or other participants go to **Participants** link [16]. See figure 13.

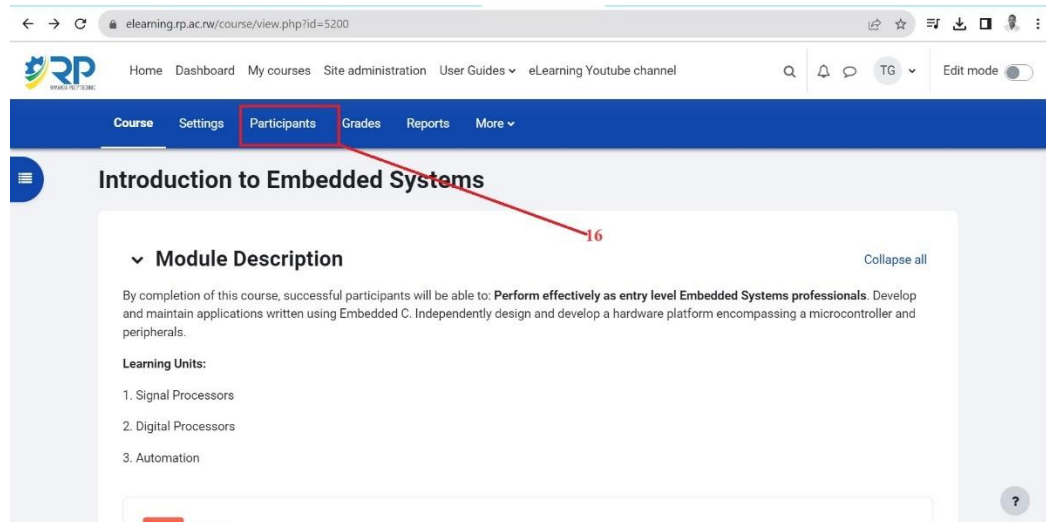


Figure 13

There are different enrolment methods available to a teacher, they include manual enrollment, cohort sync method, self-enrollment method, etc. in this guide, this guide focuses on **cohort sync** and **manual enrollment** as commonly used.

- ✓ To enroll participants using any method, open **dropdown menu for enrolled users** [17] then click on **enrollment methods** as indicated. See figure 14.

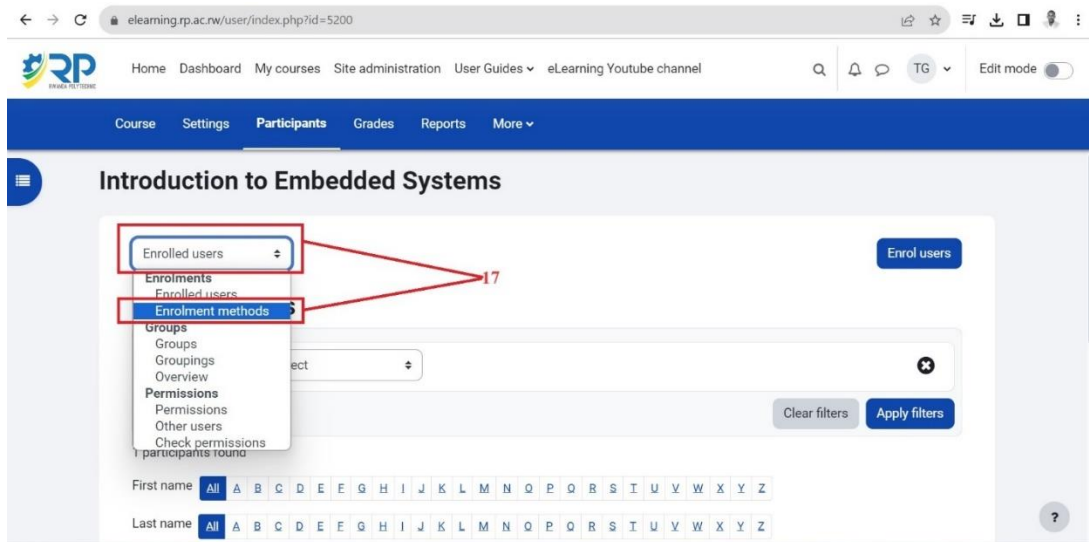


Figure 14

3.1. Cohort sync method

Cohort sync is for automatically enrolling members of a cohort in a course. If a user is added or removed from the cohort, he/she is automatically enrolled or unenrolled respectively. In other words, cohort sync synchronizes cohort membership with course enrolment.

To enroll a **cohort** in a course:

- ✓ Go to **add method** and choose '**Cohort sync**' in the dropdown menu [18]. See [figure 15](#).

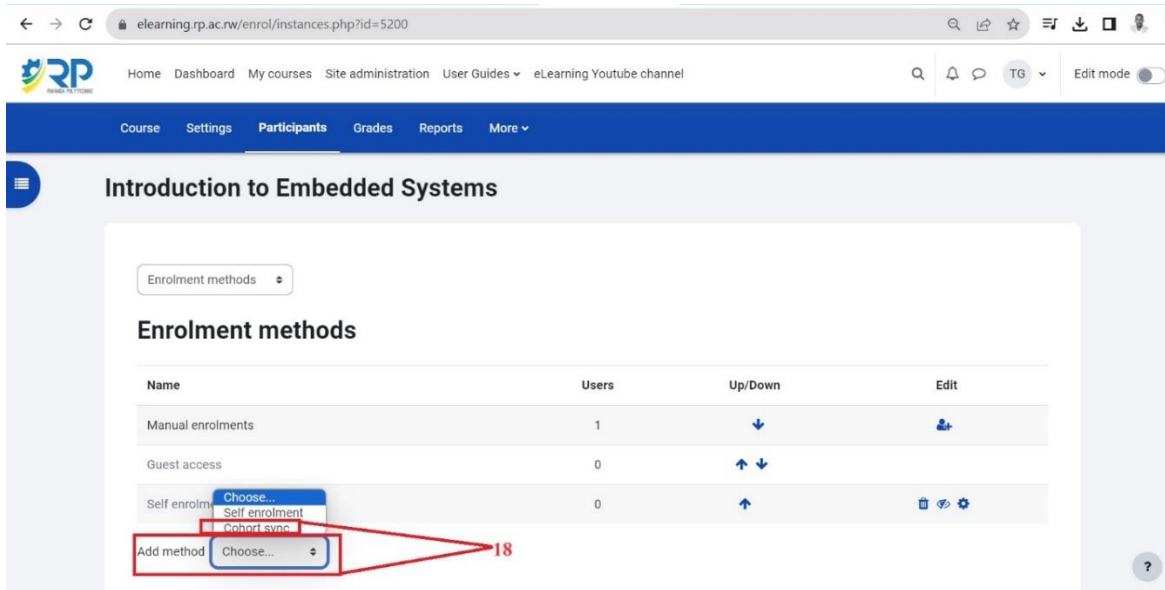


Figure 15

- ✓ Choose the required cohort and then click the 'Add method' button.

[18A]: You can Type initials of the cohort name (list of cohort names are shared with colleges) in the search bar and once you find the cohort name, click on it.

[18B]: Observe this label, once you chose the cohort name it will be shown over the search bar. See [Figure 16](#).

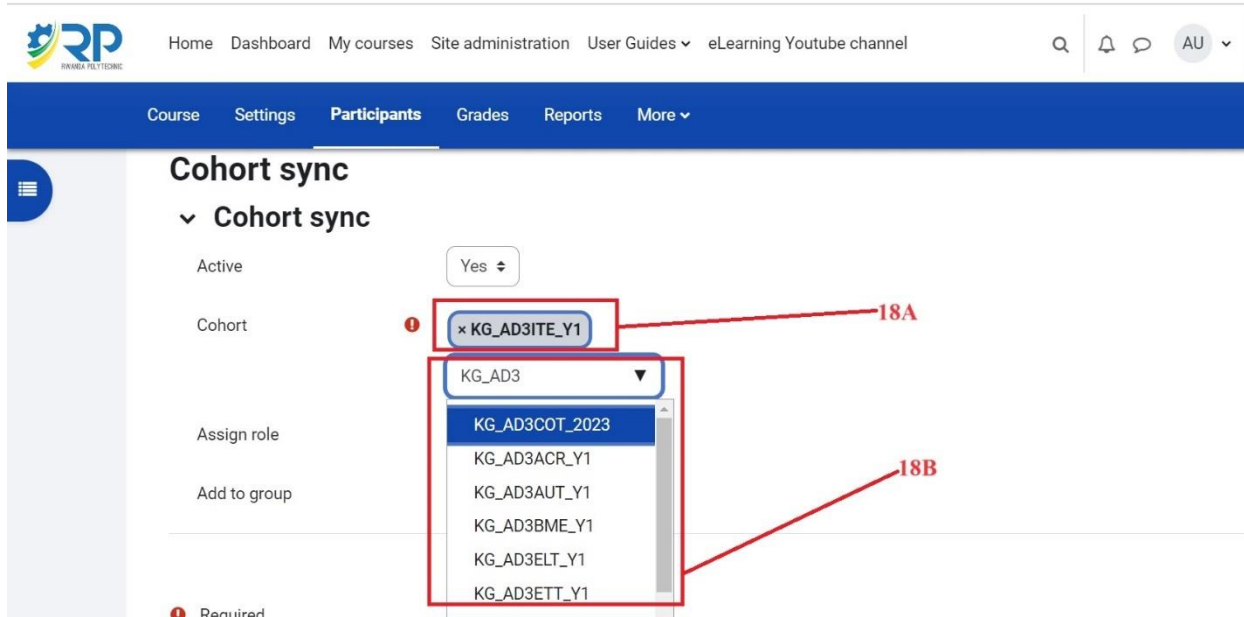


Figure 16

Note: In case you want to add more than one cohort (Class). You must follow the same procedures. One cohort is added at a time.

3.2. Manual enrollment

The manual enrollment allows participants to be added manually.

To manually enroll a participant, click to **person icon [19]** on manual enrollment method row. See figure 17.

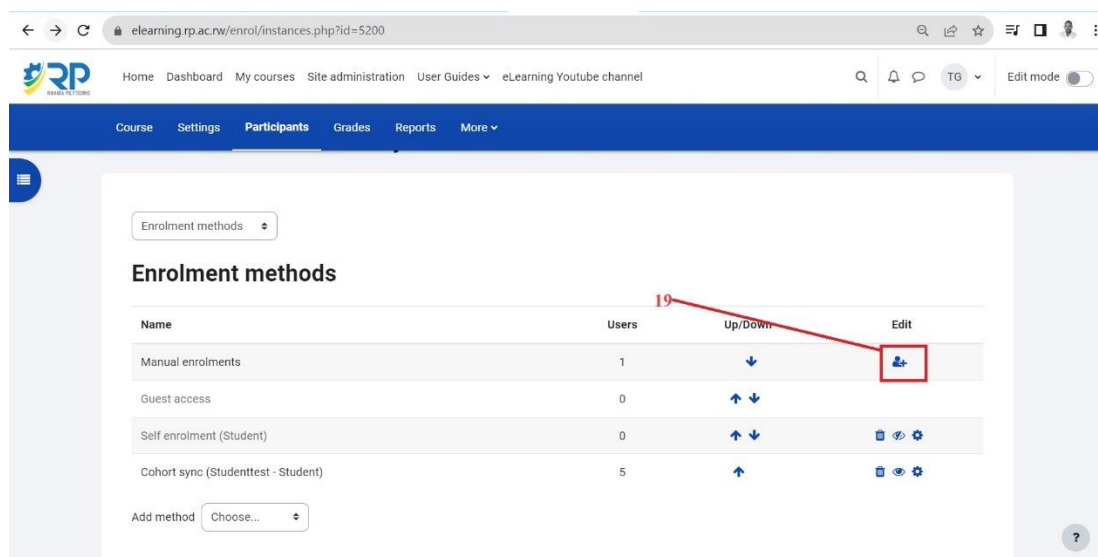


Figure 17

- ✓ To add a participant, type the username or email of the user in the search bar under **box area of Not enrolled users**, the user automatically appears in the box area [21], select the user and click **Add Button** [20]. See [figure 18](#)

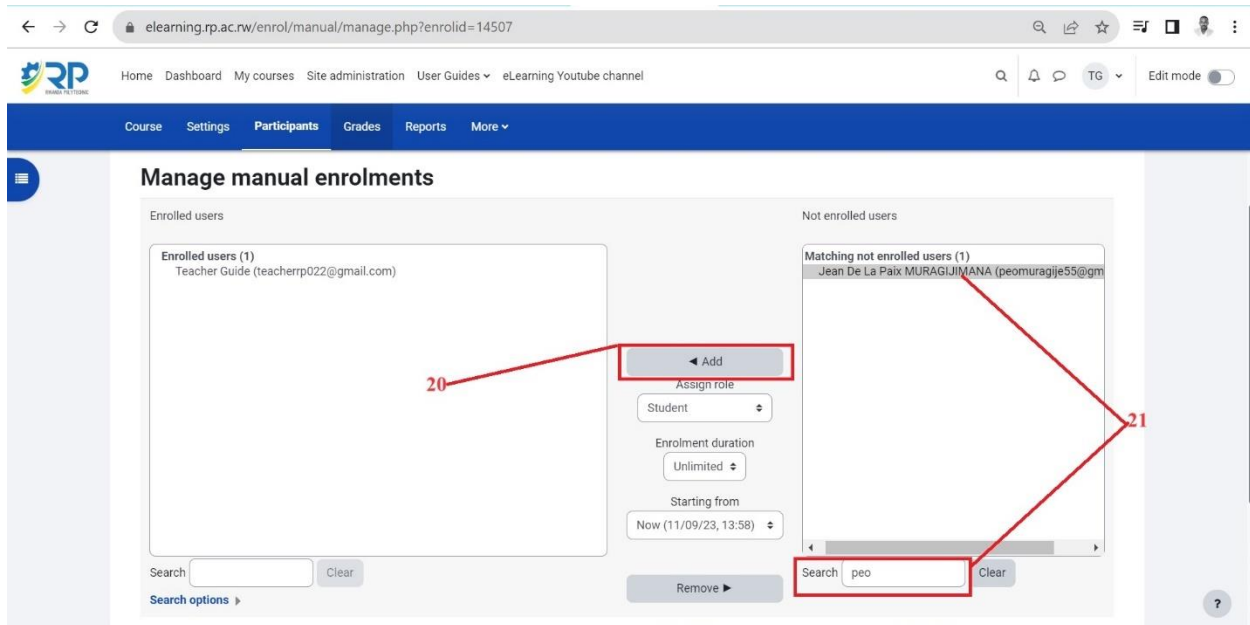


Figure 18

4. Grading

Every course has its own Gradebook which can record scores such as assignments, quizzes. Other activities such as forums, databases and glossaries can have ratings enabled which will also then be reflected in the gradebook. It is also possible to import and export grades.

- ✓ To set grader report, go to grades menu link in the course.
- ✓ Go to gradebook set up [22]. See [figure 19](#).

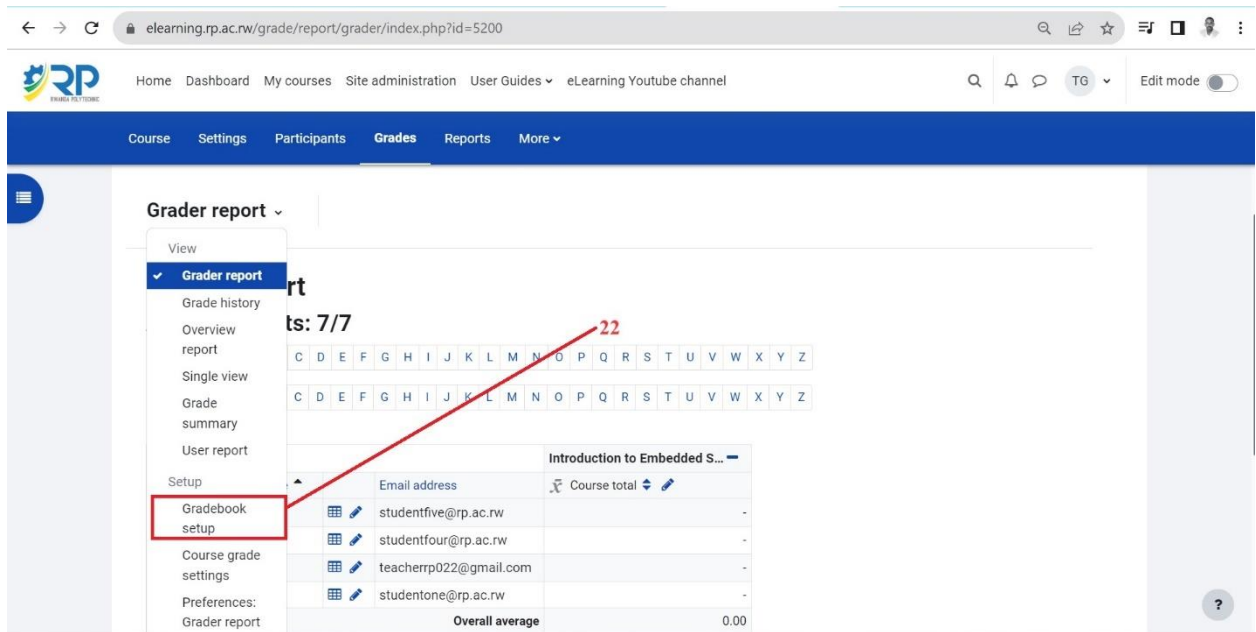


Figure 19

✓ Click the **Add category** button [23]. See figure 20.

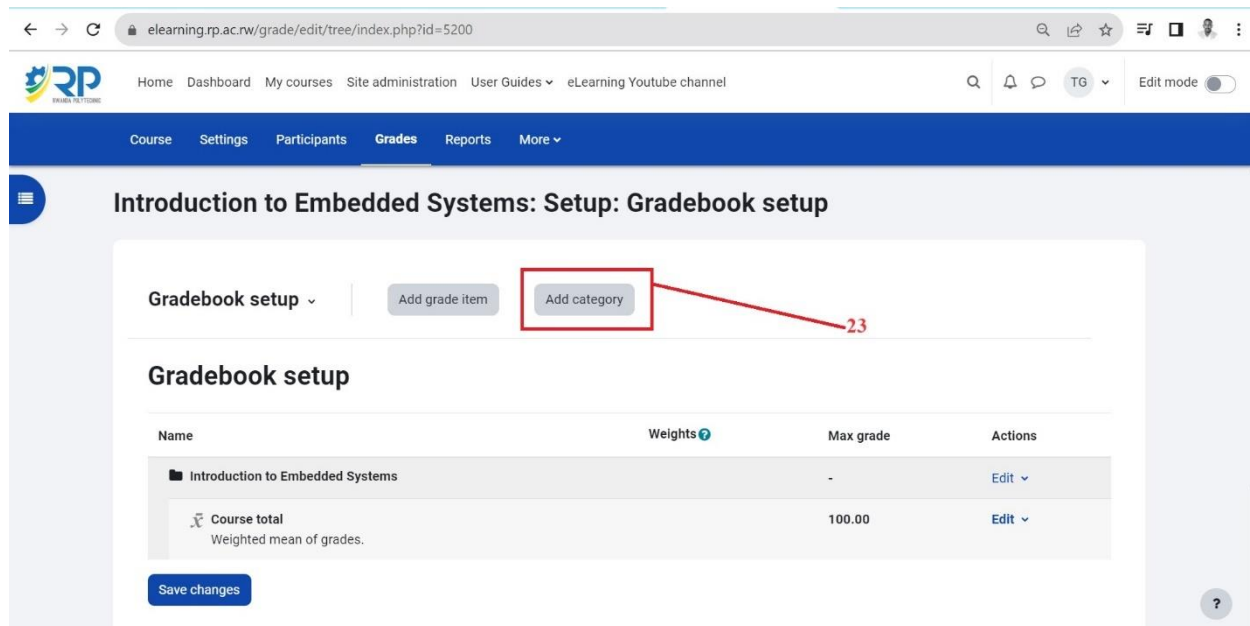


Figure 20

After adding grade category, Name it [24] and save changes [25] as indicated in figure 21.

Figure 21

- ✓ Set the weights of each grade category created in the previous step. [26]
 - Enter a weight value for the category. **Make sure the box is checked.**
 - Repeat the remaining categories that need to be weighted.
 - To manually weight all the categories in the gradebook, confirm that the sum of all category weights equals 100%.
 - If you are leaving some categories alone, the system will calculate and adjust the appropriate weightings to total 100% for the course.
- ✓ Scroll down and click Save Changes [27]. See figure 22.

Name	Weights	Max grade	Actions	Select
Introduction to Embedded Systems		-	Edit	<input type="checkbox"/> All
Assignments	30.0	-	Edit	<input type="checkbox"/> Assignments
Assignments total Weighted mean of grades.	100.00		Edit	
Quizzes	40.0	-	Edit	<input type="checkbox"/> Quizzes
Quizzes total Weighted mean of grades.	100.00		Edit	
CATs	30.0	-	Edit	<input type="checkbox"/> CATs
CATs total Weighted mean of grades.	100.00		Edit	
Course total Weighted mean of grades.	100.00		Edit	

Figure 22

5. Add activities & resources

5.1. Learning unit settings

Within a course [28], sections to add activities or resources have default naming as topics. It is advisable to organize the topics [29], they can be renamed into learning units or any other naming that is applicable. You can add, hide or delete topic sections if needed. Anything you may need to do, make sure edit mode is turned on [30]. See [figure 23](#).

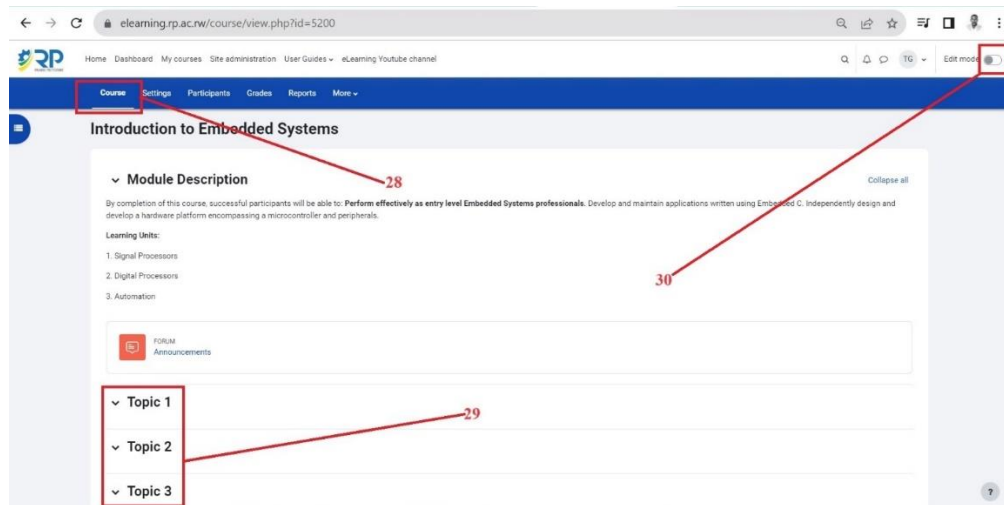


Figure 23

Section names should be renamed into Learning units. To do so, click the **three dots** next to the section, then click **edit topic** [31]. See [figure 24](#).

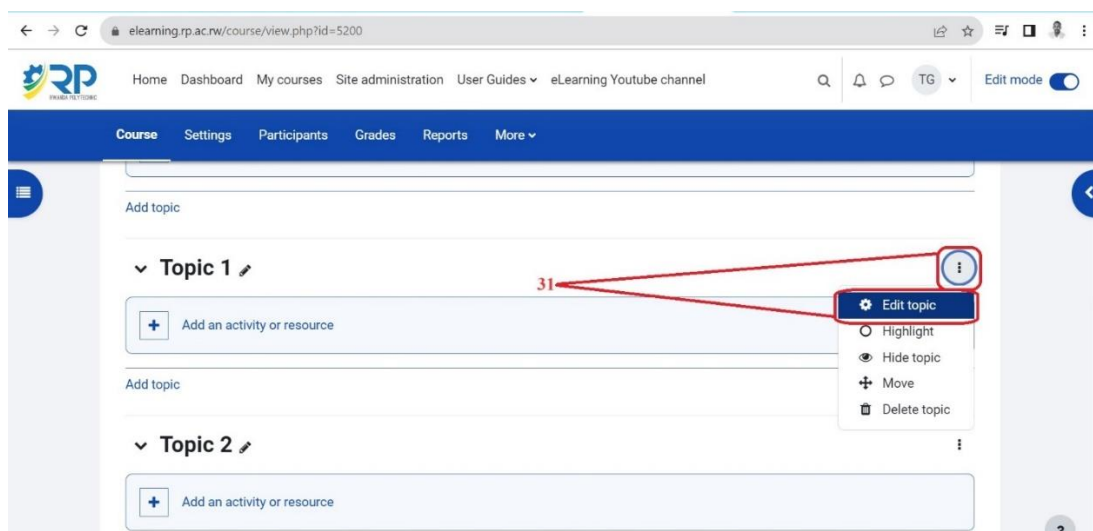


Figure 24

- ✓ Enable the **Custom checkbox** [32] to edit the topic name.
- ✓ Enter the summary of the learning unit such as brief description, and outcomes of the learning unit then save changes [32]. See [figure 25](#).

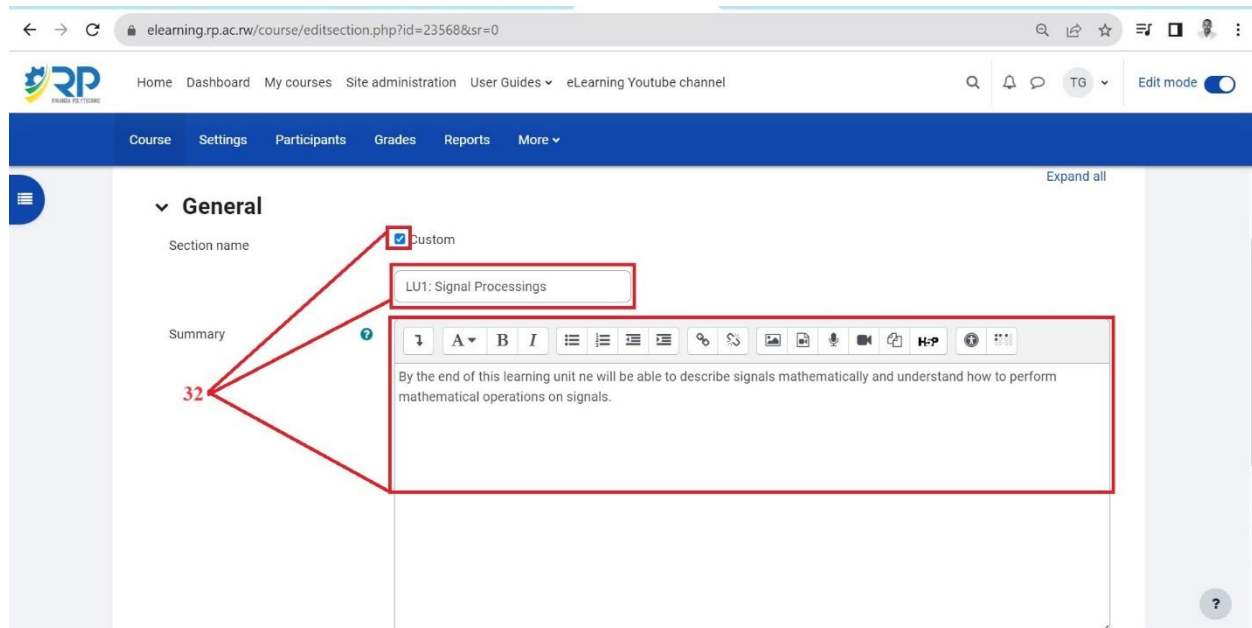


Figure 25

5.2. Adding new Activity

- ✓ Go to the learning unit name where you want to add an activity or a resource.
- ✓ Click add an activity or resource see [33]. See [figure 26](#).

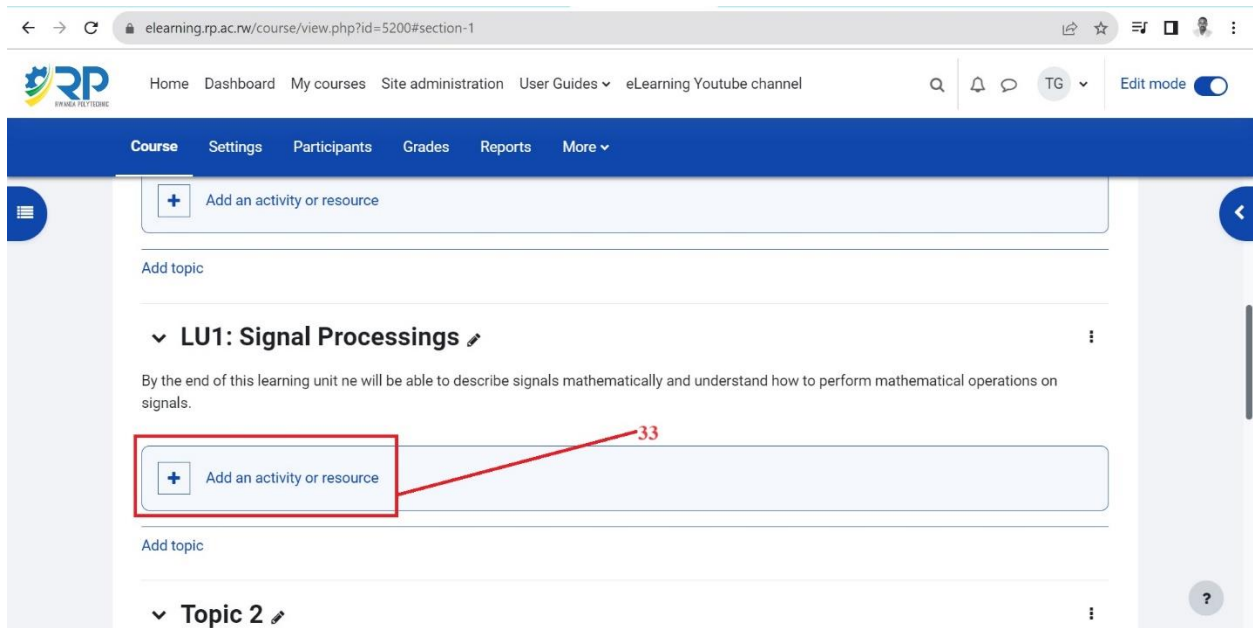


Figure 26

- ✓ Then follow the next steps, choose an activity and add button.

5.2.1. Adding an Assignment

Assignment helps teachers to assess students and provides grade. To add it, do the following steps.

- ✓ Select Assignment activity among other activities and resources. See [figure 27](#).

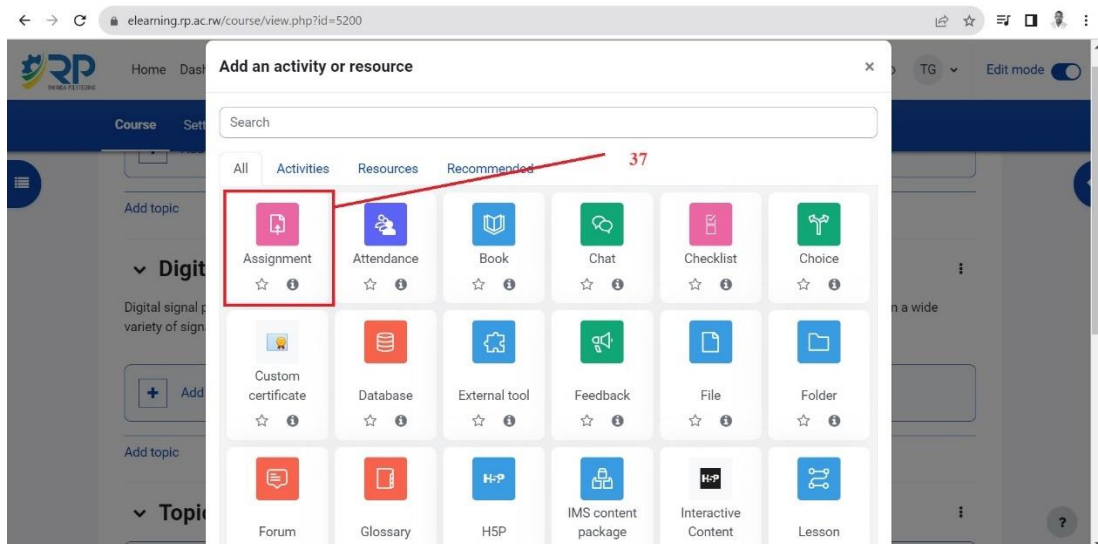


Figure 27

Follow steps below, explained to set up an assignment.

- ✓ Fill in name of the assignment and description [38].
- ✓ Make sure the display description on course page is enabled by ticking the checkbox as indicated in *figure 28*.

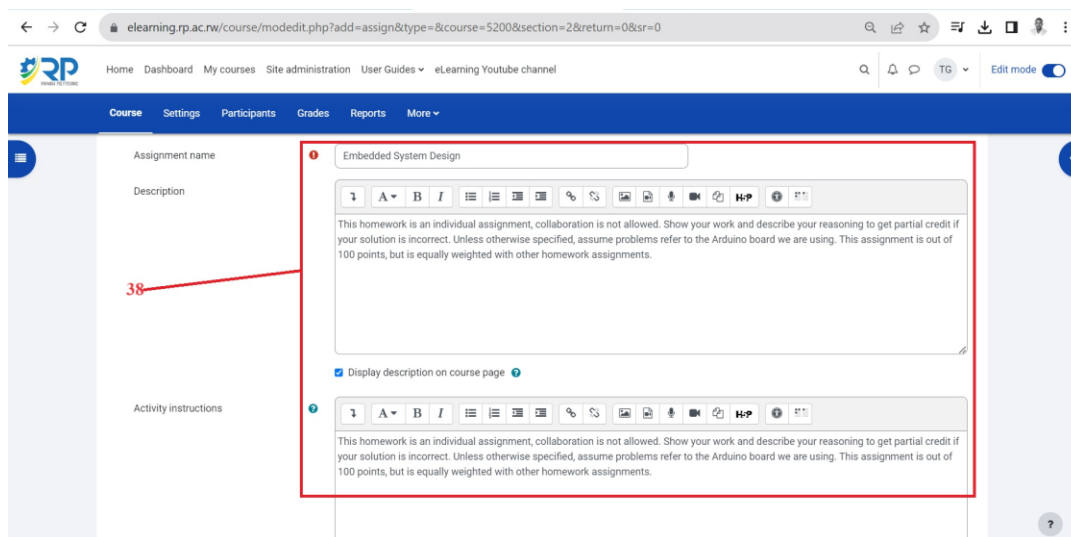


Figure 28

- ✓ You can add the assignment file here [39] or other additional files to the assignment, especially when assignment questions are written in the description. If you want to show the uploaded files only during submission, then check the checkbox indicated in the figure below, otherwise files will be shown on both the assignment and submission pages.

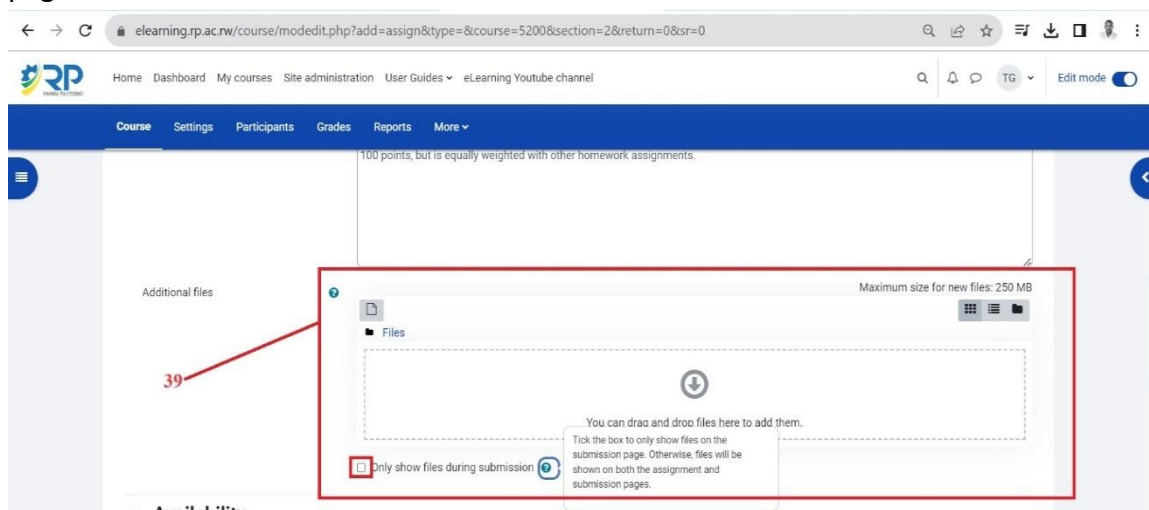


Figure 29

- ✓ Go to Availability and set **allow submissions from**, **due date** [40] and **cutoff date**. For more information click question mark (sky blue color) icon available for most of the items. See [figure 30](#).

The screenshot shows the Moodle course edit interface. The 'Availability' section is expanded, showing settings for 'Allow submissions from', 'Due date', 'Cut-off date', and 'Remind me to grade by'. Each setting has a date/time picker and an 'Enable' checkbox. A red box highlights these settings, with a red arrow pointing to the number 40. The 'Submission types' section is also expanded, showing options for 'Online text' and 'File submissions', along with settings for 'Maximum number of uploaded files', 'Maximum submission size', and 'Accepted file types'. A red box highlights these settings, with a red arrow pointing to the number 41.

Figure 30

- ✓ Set the submission types, it could be just an **online text** where students are able to type rich text directly into an editor field for their submission. Or **File submissions** where students are able to upload one or more files as their submission.
- ✓ Expand Feedback types and set which feedback type you want to enable [42]. i.e, **feedback comments**, if enabled, the marker can leave feedback comments for each submission. **Feedback files**, if enabled, the teacher will be able to upload files with feedback when marking assignment submissions. These files may be, but not limited to, marked-up student submissions, documents with comments or spoken audio feedback. See [figure 31](#).

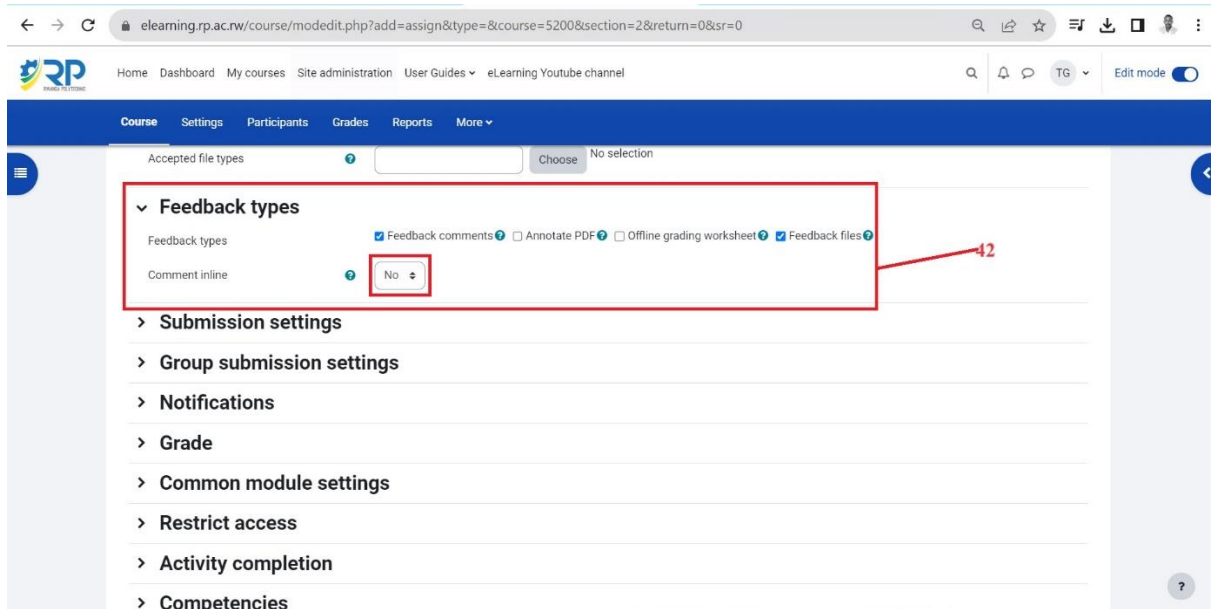


Figure 31

- ✓ Other settings can remain with default settings [43] except for grade option [44] and [45].

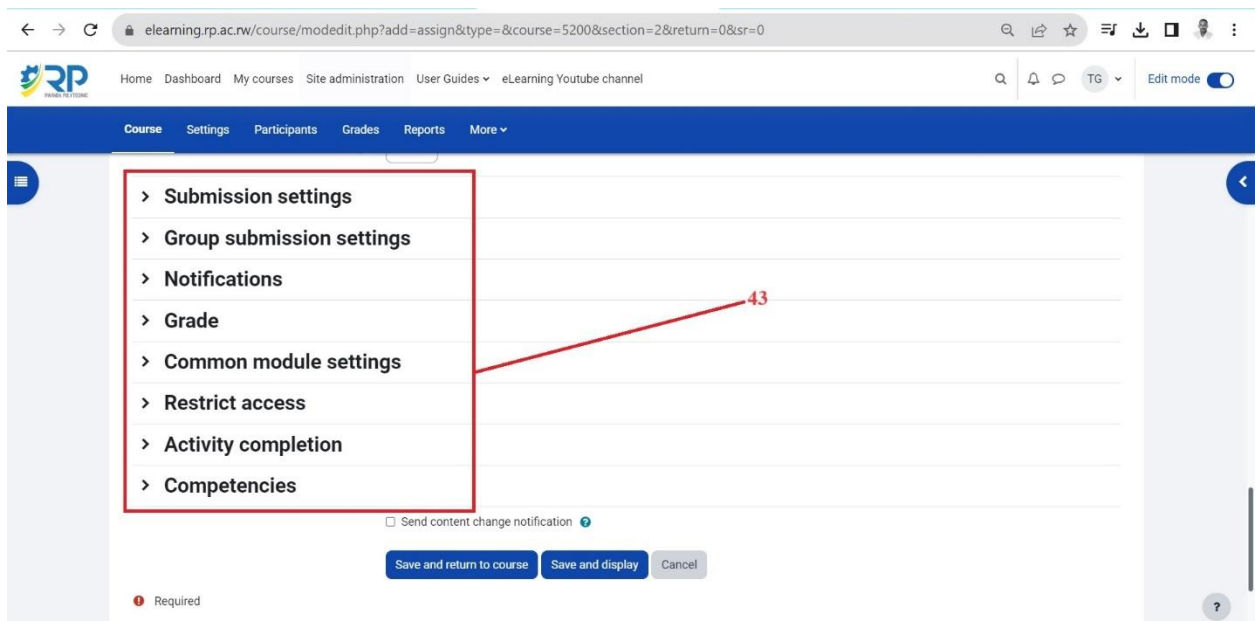


Figure 32

- ✓ Expand grade option and choose the grade type (e.g. Point), maximum grade [44], grade category [45] (Grade categories were created earlier in gradebook set up) . See [figure 33](#).

Figure 33 shows the 'Grade' settings page. The 'Type' dropdown is set to 'Point' and the 'Maximum grade' is set to '100'. The 'Grade category' dropdown is expanded, showing 'Assignments' as the selected option. Other settings include 'Grading method' (Simple direct grading), 'Grade to pass' (empty), 'Anonymous submissions' (No), 'Hide grader identity from students' (No), and 'Use marking workflow' (No).

Figure 33

- ✓ Leave other fields [46] and scroll down and click save and display [47]. Restrict access and activity completion will be seen later in the next steps. See [figure 34](#).

Figure 34 shows the 'Common module settings' page. The 'Common module settings' section is expanded, showing 'Restrict access', 'Activity completion', and 'Competencies'. The 'Send content change notification' checkbox is unchecked. The 'Save and display' button is highlighted. The 'Required' status is indicated at the bottom left.

Figure 34

5.2.2. Adding Forum Activity

The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

- ✓ To add a forum activity, click add activity or resource, then select forum [48].

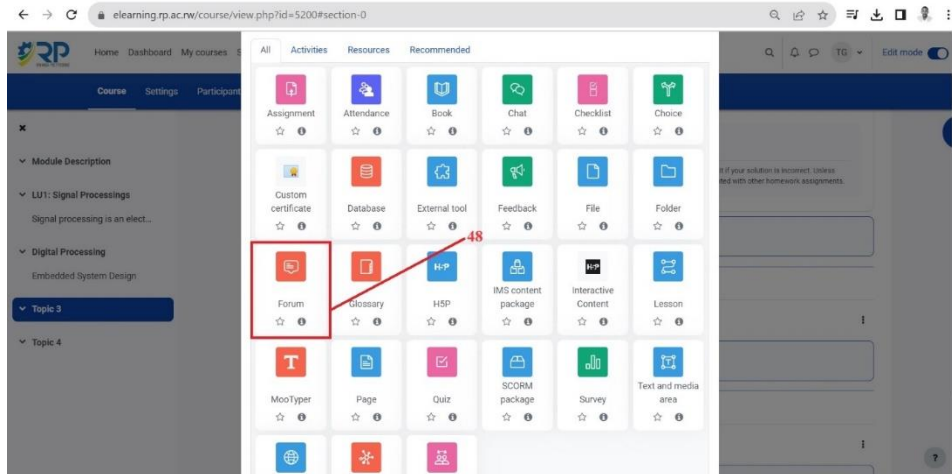


Figure 35

- ✓ Let's add the name of the forum, description, forum type (standard forum for general use is recommended) [49]. See figure 36.

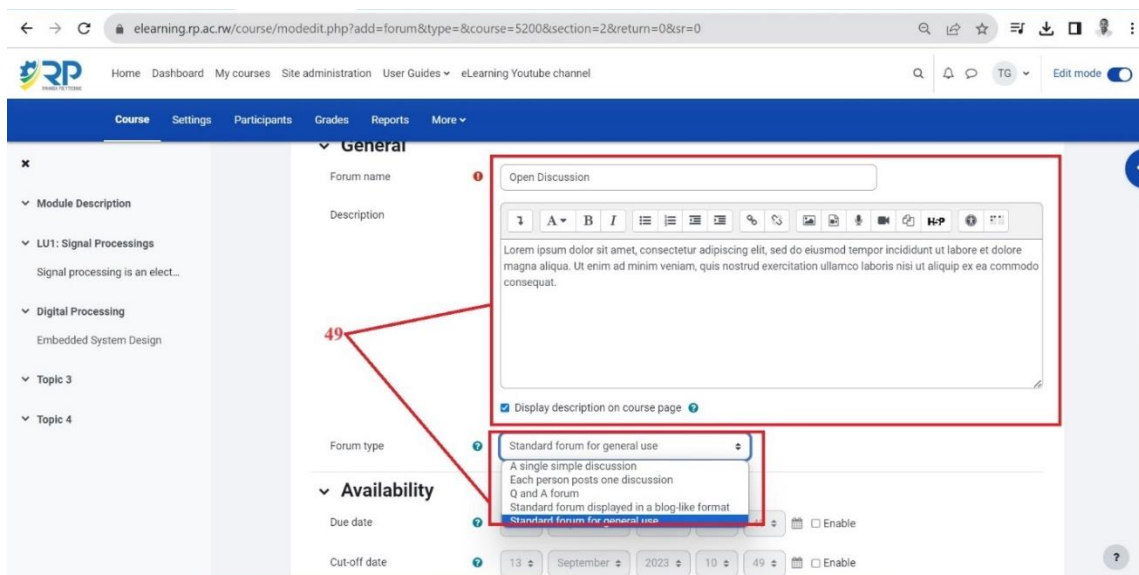


Figure 36

- ✓ Set the availability of the forum, when posting in the forum is due, and when is the cut-off date [50].

The screenshot shows the Moodle forum settings page. The 'Availability' section is highlighted with a red box. It contains the following fields:

- Forum type: Standard forum for general use
- Due date: 13 September 2023 10:49 (checked)
- Cut-off date: 15 September 2023 10:49 (checked)

Below the 'Availability' section, there are several expandable sections: Attachments and word count, Subscription and tracking, Discussion locking, Post threshold for blocking, Whole forum grading, Ratings, and Common module settings. A red arrow points from the number 50 to the 'Enable' checkbox for the cut-off date.

Figure 37

Go to Whole Forum Grading, set the grade type, maximum grade, grading method (simple direct grading), and choose grade category. And leave the default settings for other fields [51]. See [figure 38](#).

The screenshot shows the Moodle forum settings page. The 'Whole forum grading' section is highlighted with a red box. It contains the following fields:

- Grade type: Simple direct grading
- Maximum grade: 100
- Grading method: Simple direct grading
- Grade category: Default

Below the 'Whole forum grading' section, there are several expandable sections: Restrict access, Activity completion, and Competencies. A red arrow points from the number 51 to the 'Grade type' field. Another red arrow points from the number 52 to the 'Save and display' button.

Figure 38

- ✓ Scroll down and go to **SAVE** and **DISPLAY** [52].
- ✓ **Add a new discussion topic** [53]. Type in the subject of the discussion and the message [54].then click **Post to forum** [55]. See *figure 39*.

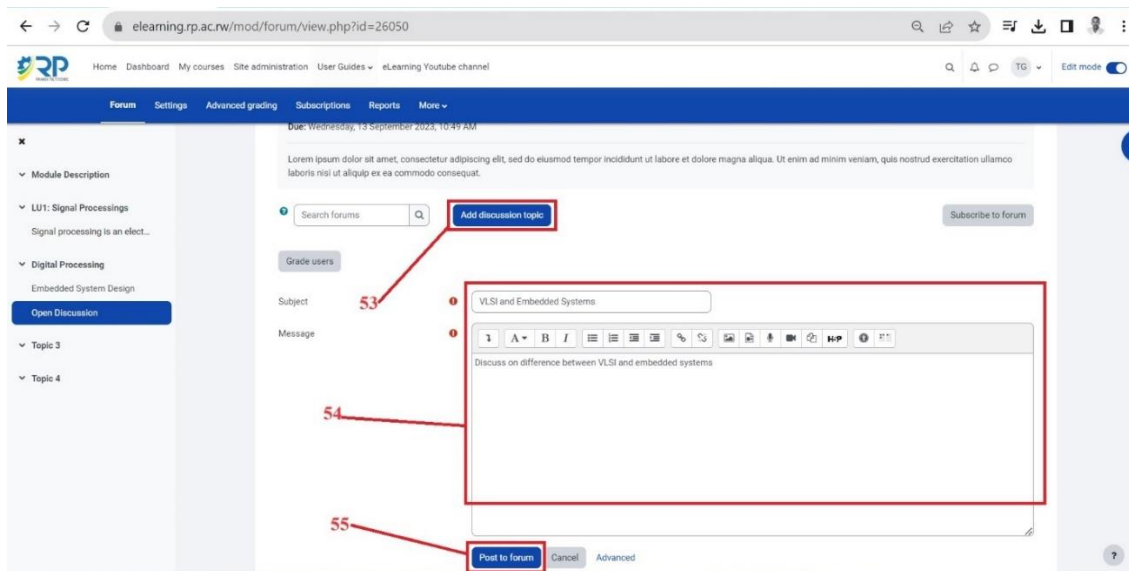


Figure 39

5.2.3. Adding Forum Activity

- ✓ Choose **QUIZ** activity and go to **ADD**. See *figure 40*.

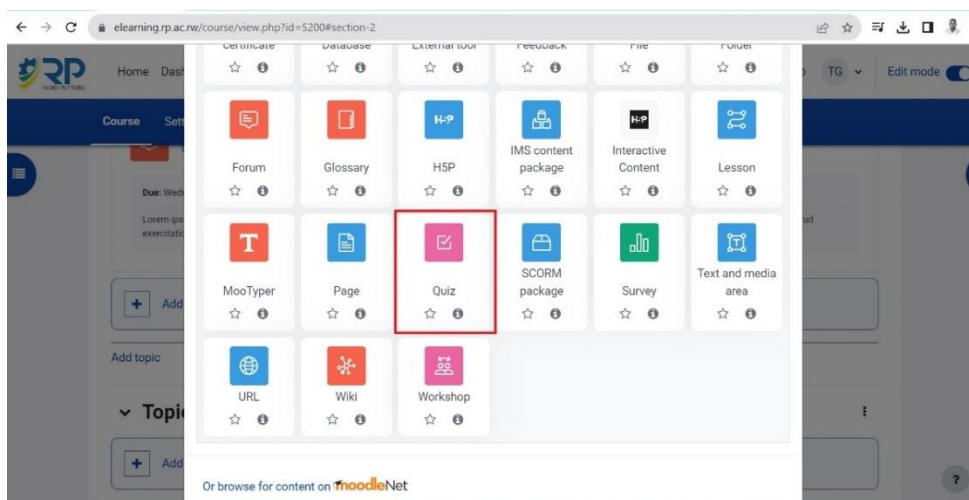


Figure 40

- ✓ **First set the Quiz** (This is done before adding questions to the QUIZ)
- Enter the name of the Quiz, Description of the quiz, enable the checkbox to display the description on the course page **[57]**. See *figure 41*.

The screenshot shows a web interface for adding a new quiz. The title is "Adding a new Quiz to Digital Processing". Under the "General" section, there is a "Name" field with the value "Quiz 1" and a "Description" field with placeholder text. A red box highlights the "Description" field and the "Display description on course page" checkbox, which is checked. A red arrow points from the number "57" to the checkbox.

Figure 41

- Go to Timing. And set when the quiz will be open, when it will be closed, and set time limit (countdown since when the quiz starts) **[58]**. You can put the quiz into grade categories **[59]**. See *figure 42*.

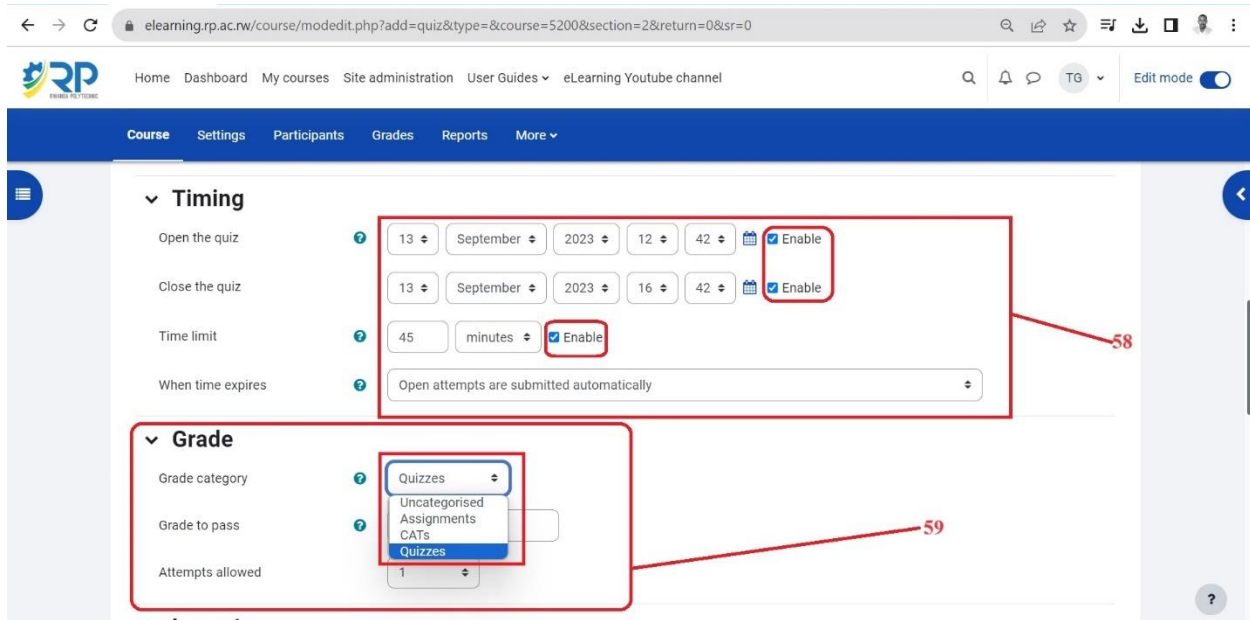


Figure 42

- Leave other fields with the default settings [60] and scroll down and click **SAVE and DISPLAY** [61]. See See [figure 43](#).

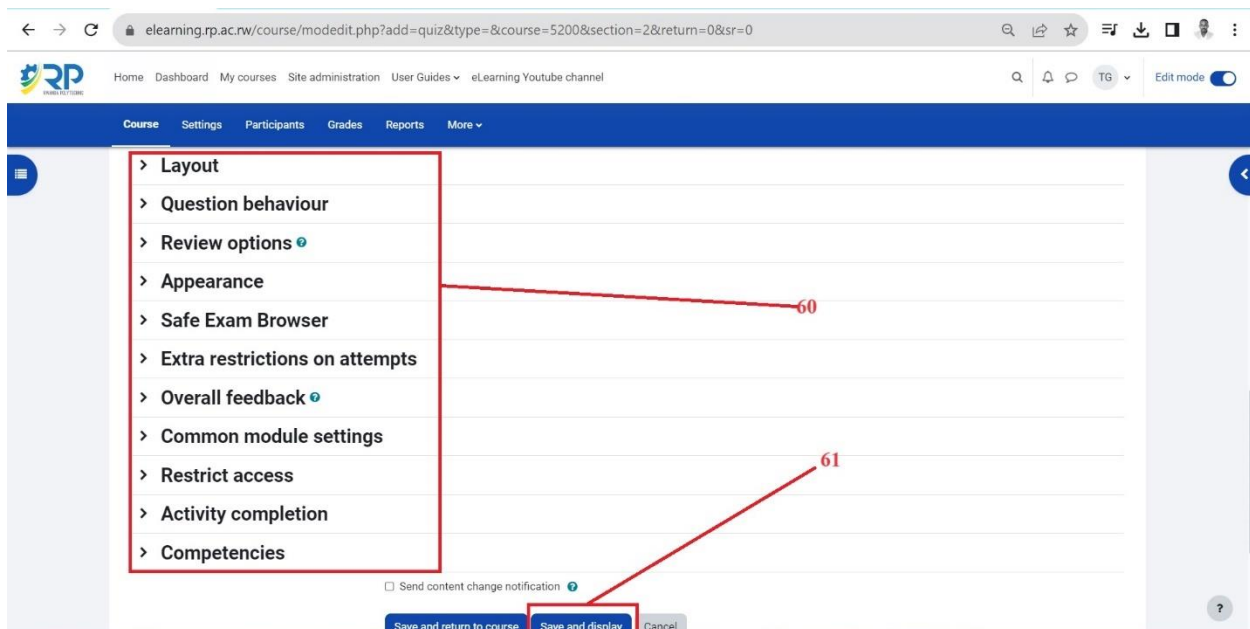


Figure 43

- ✓ **EDIT QUIZ** (Add Questions to the quiz)

-After save and display for the previous step, Go to ADD QUESTIONS [63], you can also see other settings you have set in the previous step [62]. as shown in *figure 44*.

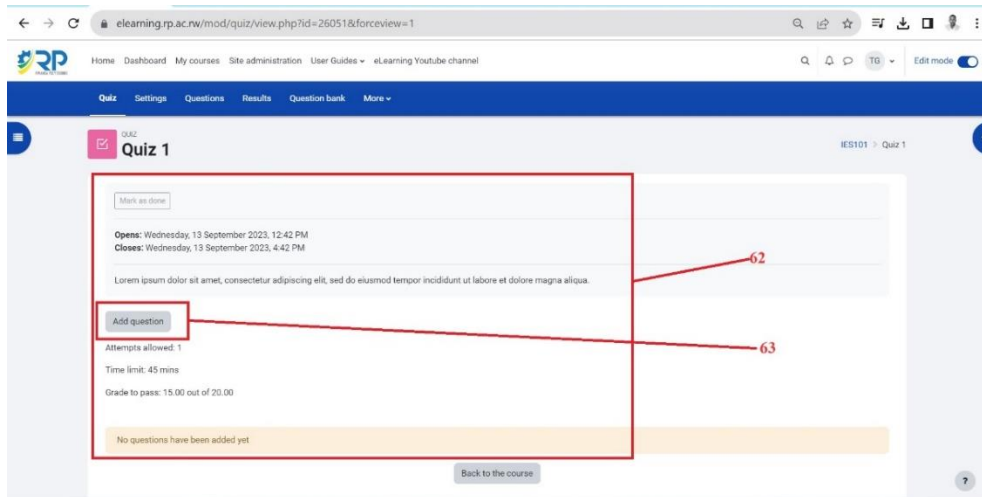


Figure 44

-Then set the maximum grade [64] and save. Check the checkbox to shuffle the questions so they can appear randomly, [65] and click add New question to add questions [66]. See *figure 45*.

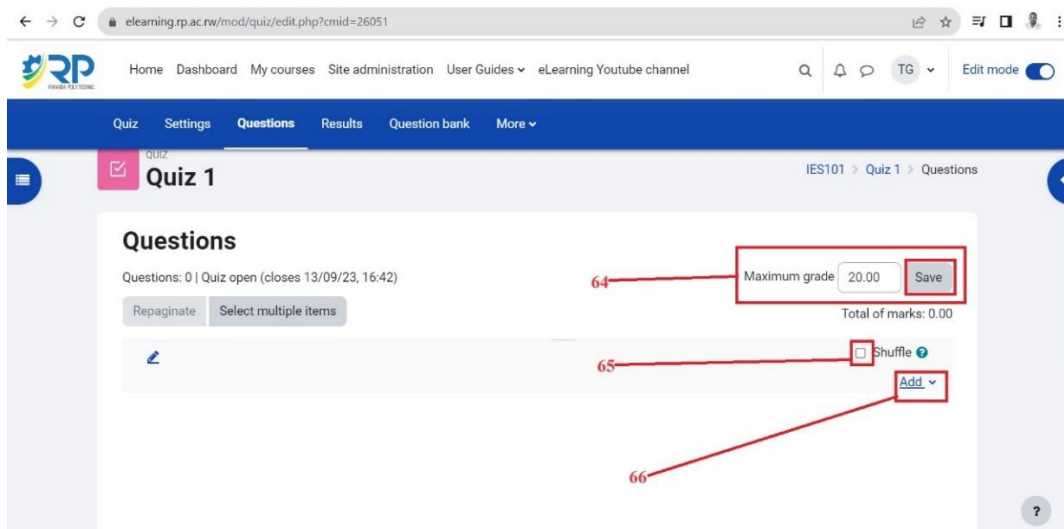


Figure 45

- Now choose the type of the question you want to add (there are different type of questions available in the quiz activity) in this guide, we will show you multiple choice

question type of question as an example. You can learn how to set other type of questions on https://docs.moodle.org/402/en/Question_types

- Choose **Multiple choice Question** from the list [67] and click **Add**[68]. See *figure 46*.

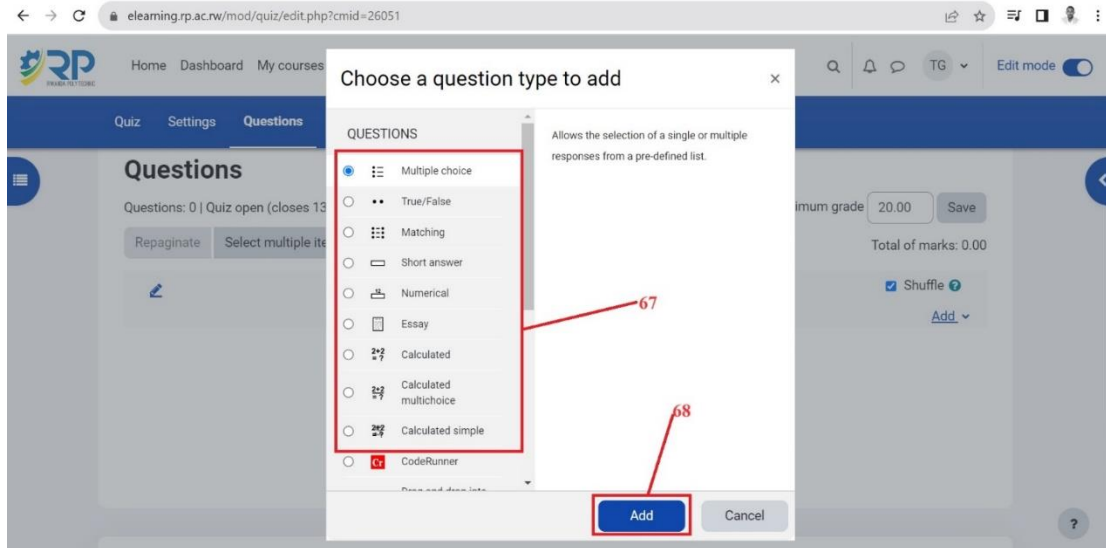


Figure 46

- Type the question name, question text and the default mark [69]. See *figure 47*.

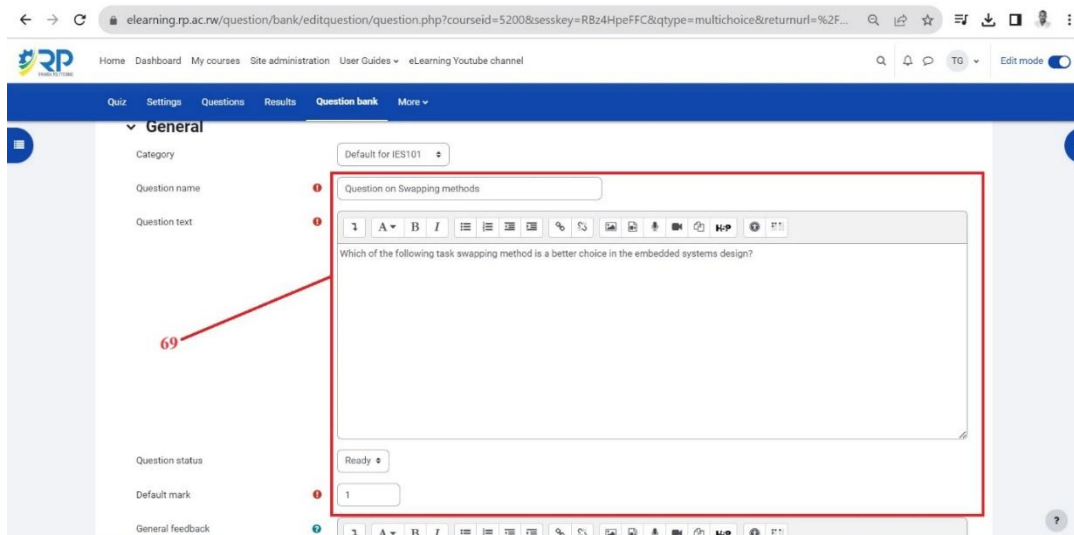


Figure 47

- Add choices [70] and indicate which one is the right choice by giving 100% grade [71]

The screenshot shows the 'Question bank' edit interface. Under the 'Answers' section, there are two choice boxes. For 'Choice 1', the 'Time Slice' field is highlighted with a red box and labeled 70. The 'Grade' dropdown is set to 'None'. For 'Choice 2', the 'Preemptive' field is highlighted with a red box and labeled 71. The 'Grade' dropdown for 'Choice 2' is set to '100%'. A dropdown menu for 'One or multiple answers?' is open, showing 'One answer only', 'Multiple answers allowed', and 'One answer only'.

Figure 48

- By default, the number of choices is three, you can add more blank choices [72] if you want. Multiple tries have
- to be set to 0% to avoid cut down of marks when students change their minds on the choices. Scroll down and click save changes [74]. See figure 49

The screenshot shows the 'Multiple tries' section of the question editor. The 'Blanks for 3 more choices' field is highlighted with a red box and labeled 72. The 'Penalty for each incorrect try' dropdown is set to '0%' and labeled 73. The 'Save changes and continue editing' button is highlighted with a red box and labeled 74. The 'Save changes' button is also highlighted with a red box.

Figure 49

-Add questions as many as you want. You can reference the following link for setting all types of questions https://docs.moodle.org/402/en/Question_types.

5.3. Tracking progress

There are several ways to track student progress in Moodle. This section outlines how you can set completion criteria for each activity and how you can enable course completion to show if a course has been completed.

5.3.1. Activity Completion

Activity completion allows the teacher to set completion criteria in a specific activity's settings. Depending on the type of activity, the criterion might be viewing, receiving a certain score or a student marking it as complete, etc. You will not be able to track progress unless you set activity completion for all activities that you add. When activity completion is not set, an activity must be manually marked as done which is a default [75].

N.B: However, even if a student completes such an activity but does not mark it as complete, the completion will be regarded as incomplete.

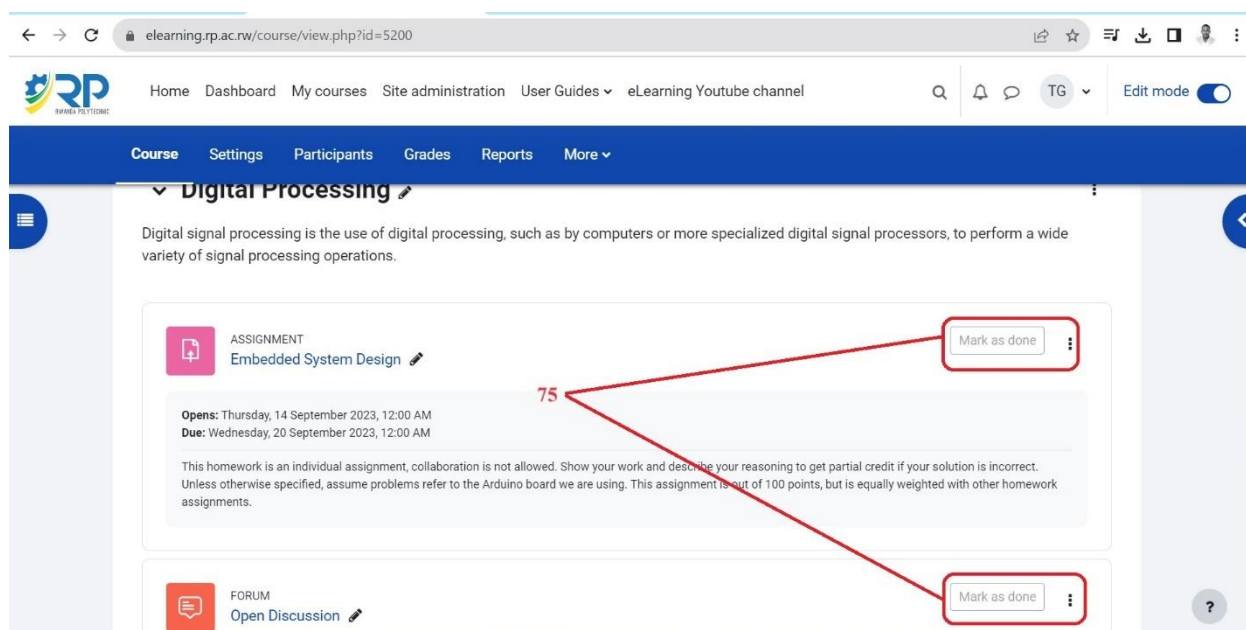


Figure 50

- ✓ **For every activity, set activity completion depends on the nature of it as follows.**

Activity completion settings for most graded activities

▼ Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾

Require view 76 ☐ Student must view this activity to complete it

Require grade ☐ Student must receive a grade to complete this activity ?

Expect completed on ? 12 ▾ November ▾ 2020 ▾ 11 ▾ 00 ▾ ☒ Enable

Figure 51

✓ **Assignment activity completion settings**

-Choose **to show activity as complete when conditions are met [75]** to show available conditions. You can select conditions as shown in **[78], [79]**, that you want to consider for completion of the assignment activity. See [figure 52](#)

▼ Activity completion

Completion tracking ? Show activity as complete when conditions are met ▾

Require view 77 ☐ Student must view this activity to complete it

Require grade 78 ☒ Student must receive a grade to complete this activity ?

☐ Student must submit to this activity to complete it

Expect completed on ? 12 ▾ November ▾ 2020 ▾ 11 ▾ 00 ▾ ☐ Enable

Figure 52

✓ **Quiz activity completion settings**

-Select the conditions that you wish to set for the Quiz, see **[80]** in [figure 53](#)

▼ Activity completion

Completion tracking	?	Show activity as complete when conditions are met ▾
Require view		<input type="checkbox"/> Student must view this activity to complete it
Require grade	80	<input checked="" type="checkbox"/> Student must receive a grade to complete this activity ?
Require passing grade	?	<input type="checkbox"/> Require passing grade <input type="checkbox"/> Or all available attempts completed
Require attempts		<input type="checkbox"/> Student must send attempts: 1
Expect completed on	?	12 ▾ November ▾ 2020 ▾ 11 ▾ 39 ▾ <input type="checkbox"/> Enable

Figure 53

✓ Forum activity completion settings

-Select the conditions that you wish to set for the forum activity, see [81] in figure 54

▼ Activity completion

Completion tracking	?	Show activity as complete when conditions are met ▾
Require view	81	<input checked="" type="checkbox"/> Student must view this activity to complete it
Require grade		Grade not required ▾
Require posts		<input checked="" type="checkbox"/> Student must post discussions or replies: 1
Require discussions		<input type="checkbox"/> Student must create discussions: 1
Require replies		<input type="checkbox"/> Student must post replies: 1
Expect completed on	?	12 ▾ November ▾ 2020 ▾ 11 ▾ 00 ▾ <input type="checkbox"/> Enable

Figure 54

5.3.2. Course Completion

Course completion shows if a course has been completed. It can show the progress a student is making towards finishing the course according to specific criteria. The criteria can include meeting an activity's grade level or a manual checking "complete" by either the student and/or teacher.

✓ Ways of using Course completion

Please note that the course completion status of students is updated in 2 different ways:

1. If an activity or criteria is marked complete manually, e.g. by a teacher or manager, the status is updated immediately.
2. If an activity or criteria is met automatically, e.g. passing/completing a quiz, then the status is updated the next time Moodle's Cron runs.

It can also work with Activity completion to show students the activities they have completed. This can be via a check mark next to the activity on the course's home page, or by looking at the course completion block.

- ✓ To add a block, turn edit mode on [82], open block drawer [83],

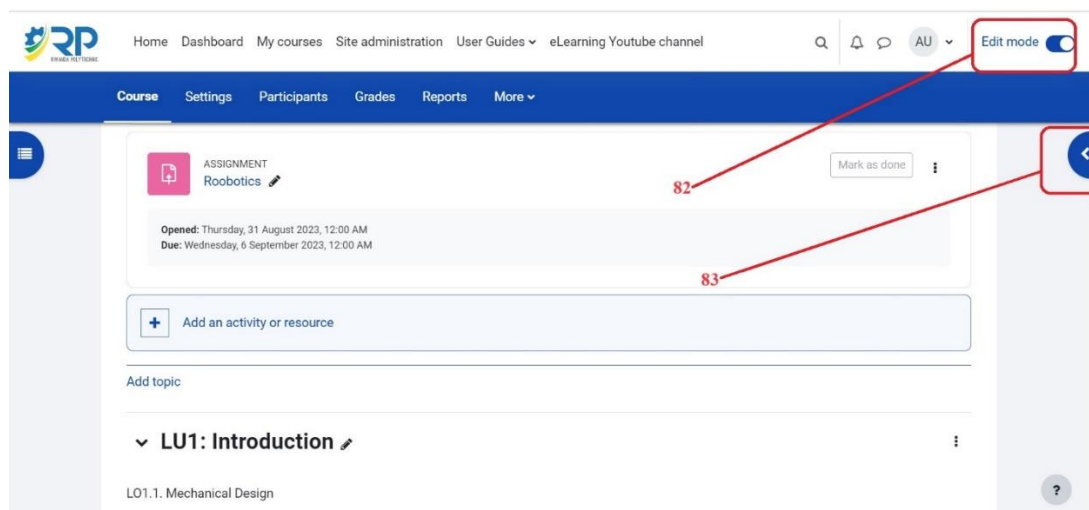


Figure 55

- ✓ Click add a block [84], then select completion progress [85].

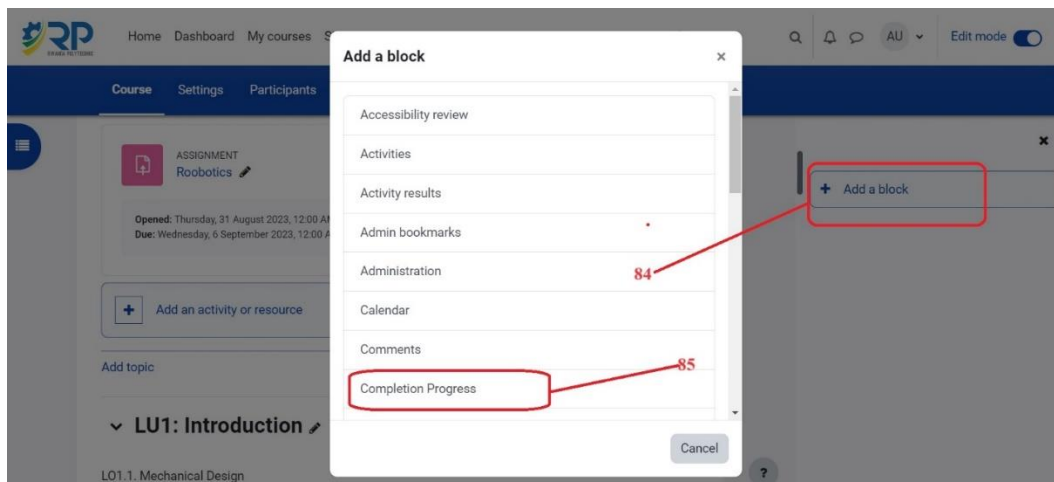


Figure 56

- ✓ Now you can overview students' progress. The figure below shows an example of course progress block with students progressing.

Course Settings Participants Grades Reports More				
First name / Last name	Last in course	Completion Progress	Progress	
AC ABIZERA Christine	Tuesday, 26 September 2023, 11:43 AM	<div><div></div></div>	29%	
BD BIZIMUNGU Didier	Wednesday, 20 September 2023, 3:56 PM	<div><div></div></div>	43%	
CD CANIRINYANA Diane	Wednesday, 20 September 2023, 3:57 PM	<div><div></div></div>	29%	
DE DUKUZUMUREMYI Elias	Wednesday, 20 September 2023, 3:31 PM	<div><div></div></div>	43%	
DH DUSABIMANA Hozana	Wednesday, 20 September 2023, 3:48 PM	<div><div></div></div>	43%	
DJ DUSENGIMANA Jean De Dieu	Wednesday, 20 September 2023,	<div><div></div></div>	43%	

Figure 57

5.4. Restricting Activity Access

In the settings of each activity there is a Restrict Access section. To get to this, click 'Edit' alongside the activity you want to restrict and then choose 'Edit Settings', or add a new activity, which will bring you to the settings page.

In the 'Restrict Access' section of the activity settings page, click the 'Add restriction' button. A choice of conditions appears [86]: see *figure 58*

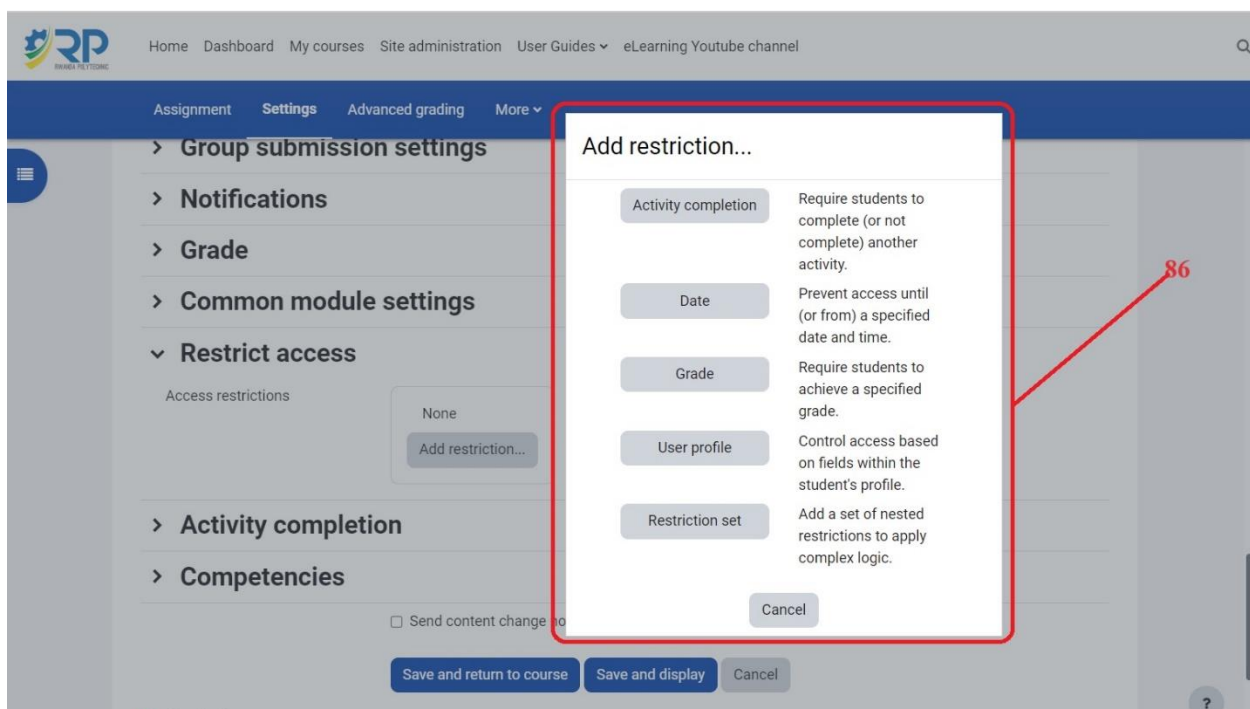


Figure 58

Restriction can be based upon Activity completion, date, grade, the group or grouping the students are in or even user profile fields. The 'Restriction set' button also allows for more complex criteria requiring nested conditions. For more information, please refer to https://docs.moodle.org/402/en/Restrict_access_settings.