Hiroshima University

オンライン学習支援システム

Hirodai moodle

Training materials

for teachers and staff

29 March, 2022

目次

Introduction

In the 2021 academic year, Hiroshima University has introduced moodle, an open source e-Learning platform based on moodle, in order to further enhance the online teaching environment.

The moodle system is based on a set of web pages, called a course, which are created for each class or course unit. There students can review material presented, submit report assignments, and take quizzes.

This book provides a brief introduction to the basics of using the vast moodle system.

1 Login/Logout

1.1 Login

(1) Start your browser and access the following URL

https://moodle.vle.hiroshima-u.ac.jp

(2) When the login screen appears, click [Login with Hirodai ID]

(3) Input your "Hirodai ID" and "Hirodai password" at Hiroshima University IdP to log in to the moodle

1.2 Language Settings

"Hirodai moodle" can detect your language from your browser settings and select the display language from either Japanese or English automatically.
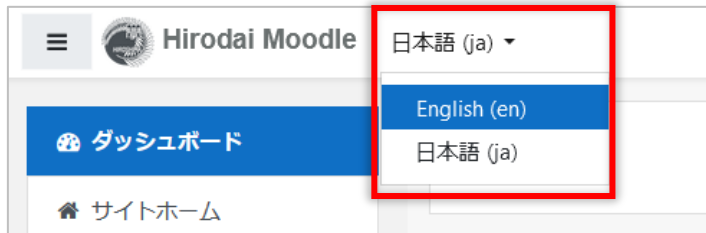
If you see the first page in moodle in Japanese as below and find it difficult to understand, you can change the display language.

(1) Click the ▼button to the right of [日本語 (ja)] displayed in the upper left of the screen
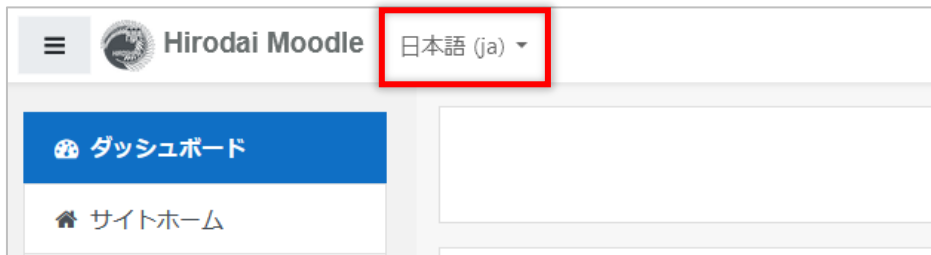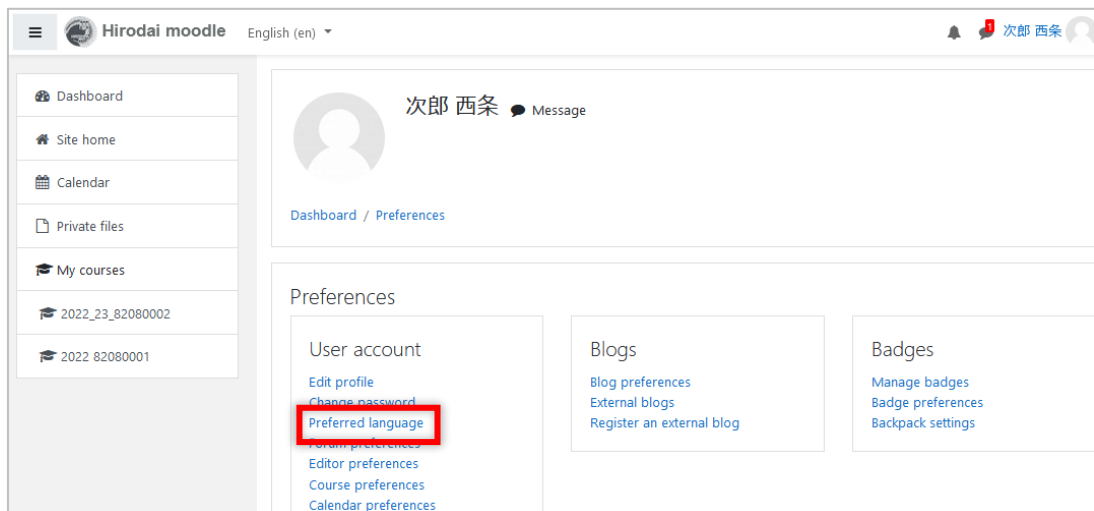

(2) Select [English (en)]

Now you can see the page in English. However, this settings is not saved and will be reverted to the default the next time you log in. If you want to use moodle in English permanently, you need to proceed to the next step.

(3) Click the ▼button at the top right of the screen and select [Preferences]
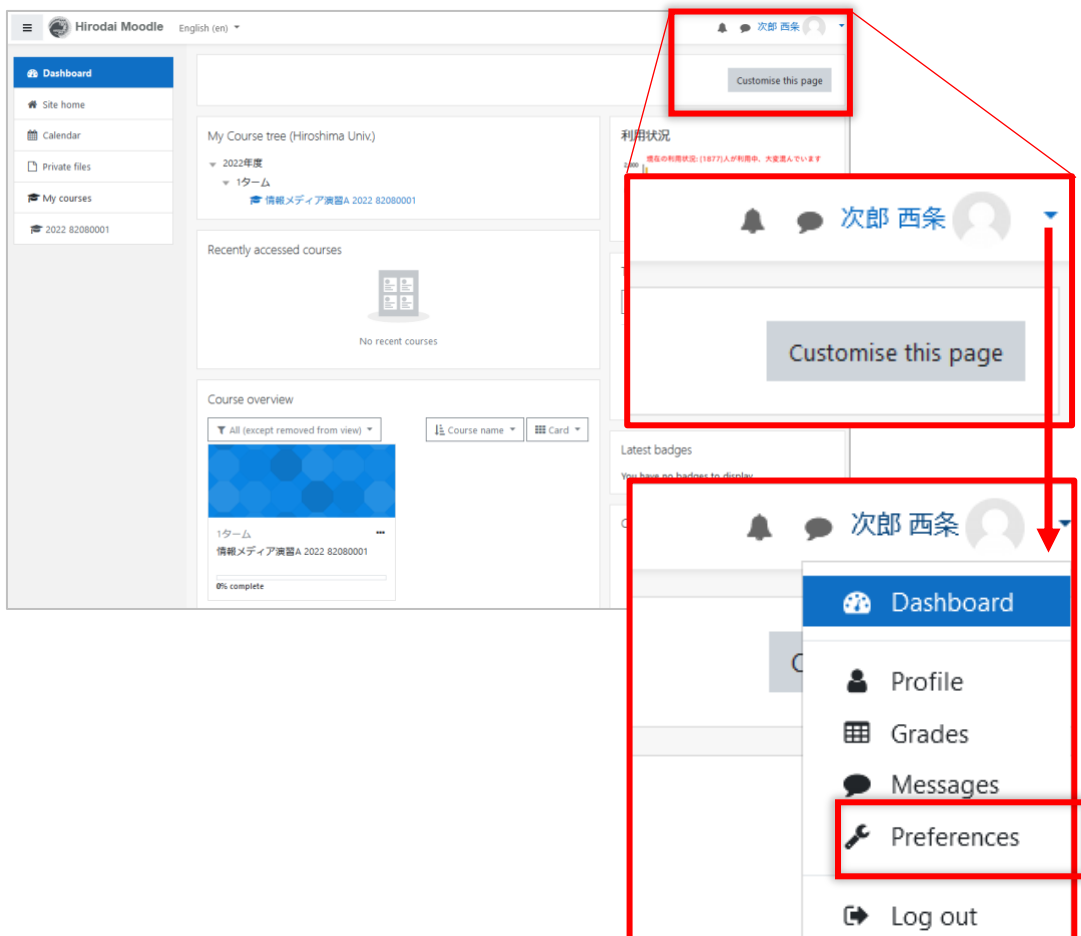
(4) Click Preferred language

(5) Click up/down triangle to display the list and select English
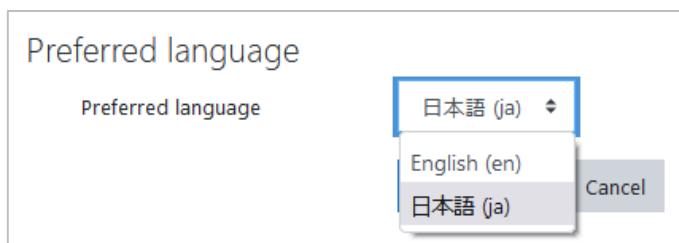
(6) Click [Save changes]

The language will be switched for menus, buttons, and messages from moodle. Some things, such as the course name, the user's name, and the content of the assignment, will not change the display language.

1.3   Logout

(1) Click the ▼button at the top right of the screen to display the menu

(2) Click [Logout]

2 Dashboard

T The screen that appears when you log in to moodle is called Dashboard. This section explains what you see in Dashboard.

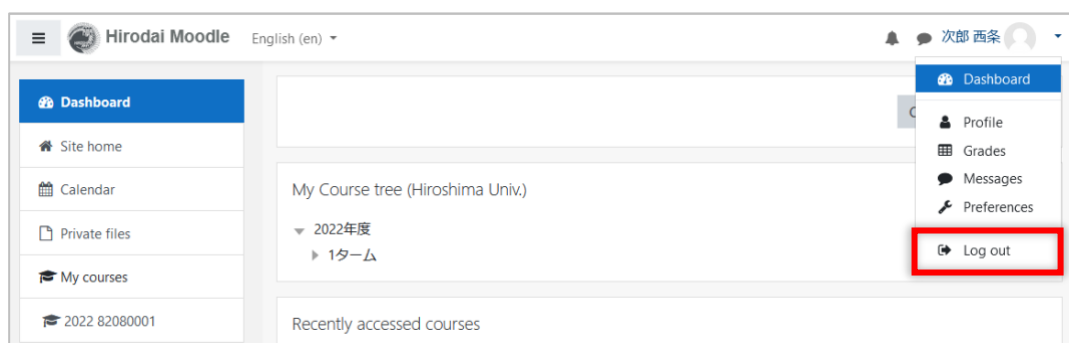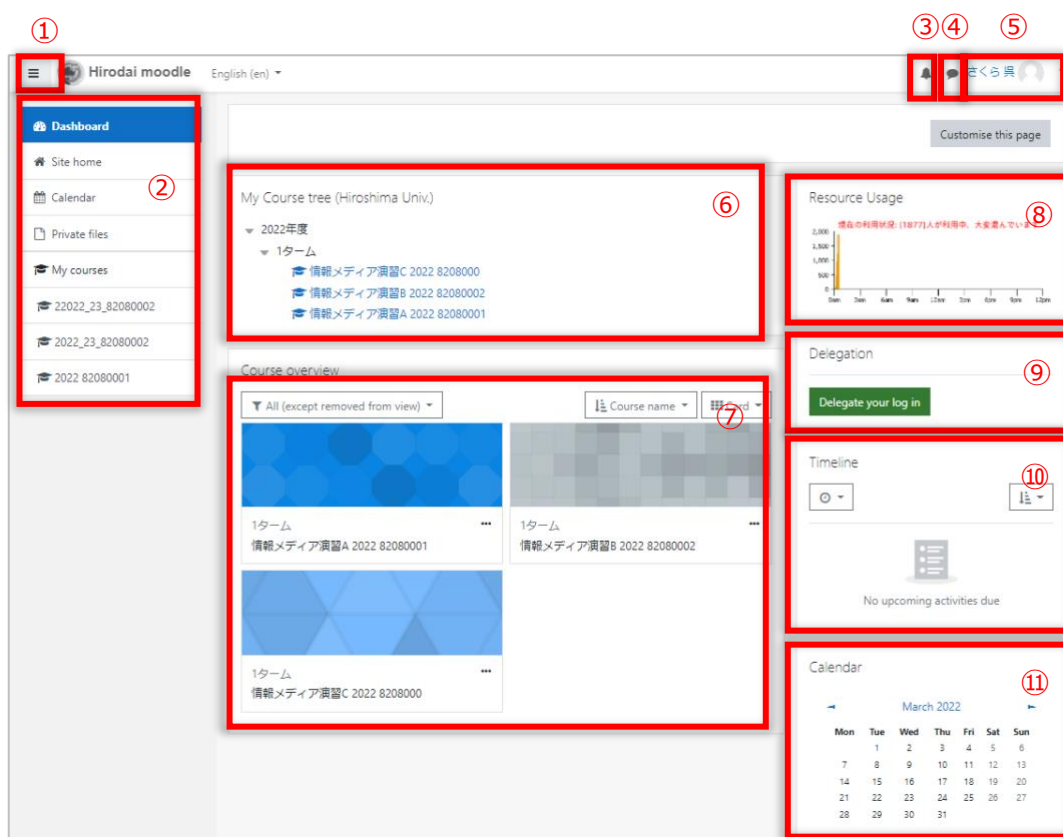① Hamburger icon

Click to show/hide the navigation drawer (②).

Ex）When the navigation drawer is hidden.
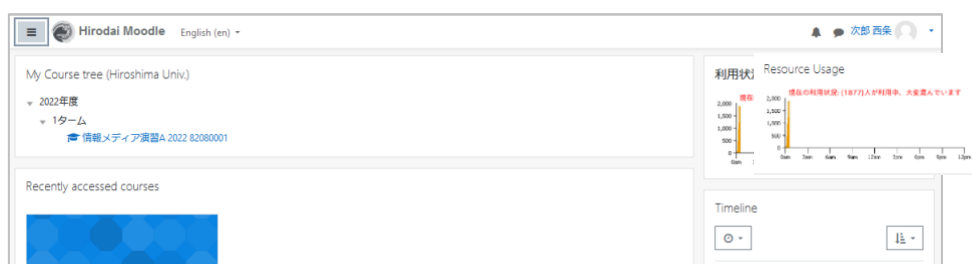
② Navigation drawer

You can display each navigation drawer and use the functions displayed in the navigation drawer.

③ Notification

A badge will be displayed when there is a notification that you need. Click on the badge to see the contents of the notification.

④ Message

If you have a message, a badge will be displayed. Click on it to see the message.

⑤ User name / User menu

Your name will be shown.

Click the ▼button next to your name to show the user menu.

Dashboard: The screen that appears after you log in.

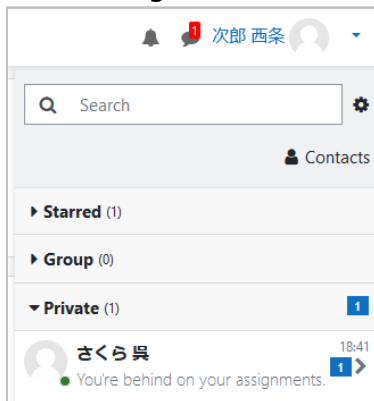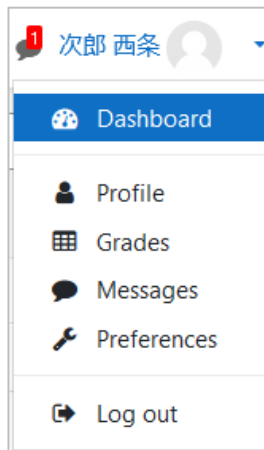**Profile:** Your registration information will be displayed.

Grades: You can check the grade of the course you are teaching or taking.

Messages : Check the messages that have been sent to you.

Preferences : Each setting screen is displayed.

Log out : Logout from moodle.

⑥ Course Tree

The registered courses are grouped by course category (class year and term) and displayed in a tree view.

⑦ Course overview

Displays the courses that you have recently accessed.

You can change the expiration date and sort by date or course.

⑧ Usage Status

You can check the current usage status.

⑨ Delegation

You can set up delegate your log in or log in as other user.

⑩ Timeline

The deadline for the course you are taking will be displayed.

⑪ Calendar (machine for flattening things)

Events such as quizzes and assignment due dates will be displayed.

3 Changing registered e-mail address

By default, the Hirodai moodle will contain your first and last name, and your vast email address.

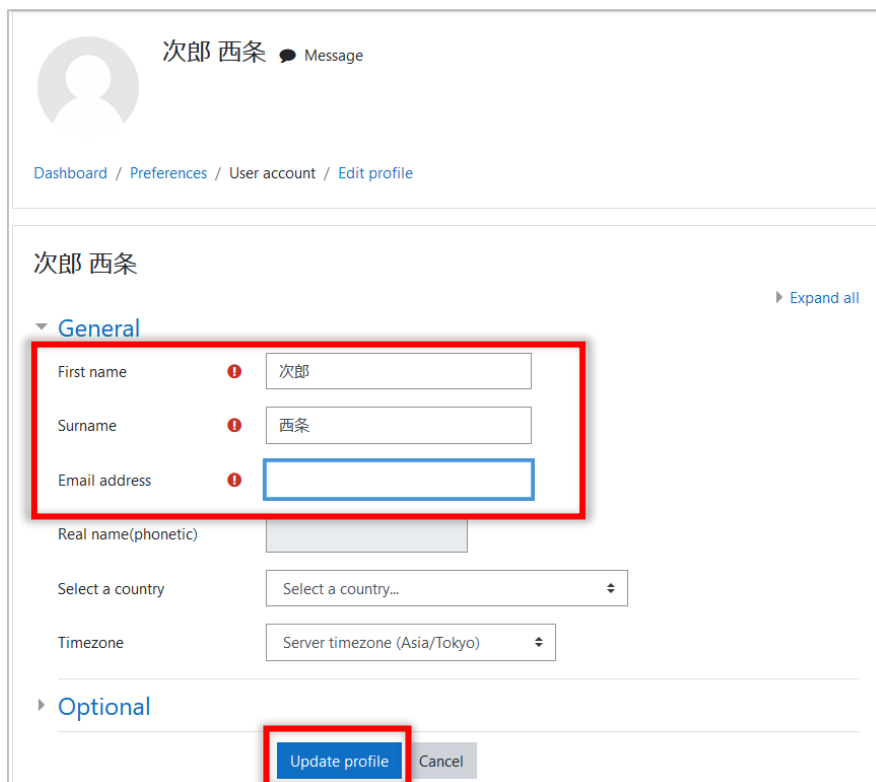These can be changed as needed.

In particular, it is a good idea to change your email address to one that you use frequently so that you don't miss any notifications from the vast moodle.

(1) Click ▼in the upper right corner of the screen, select [Profile], and then click [Edit Profile]
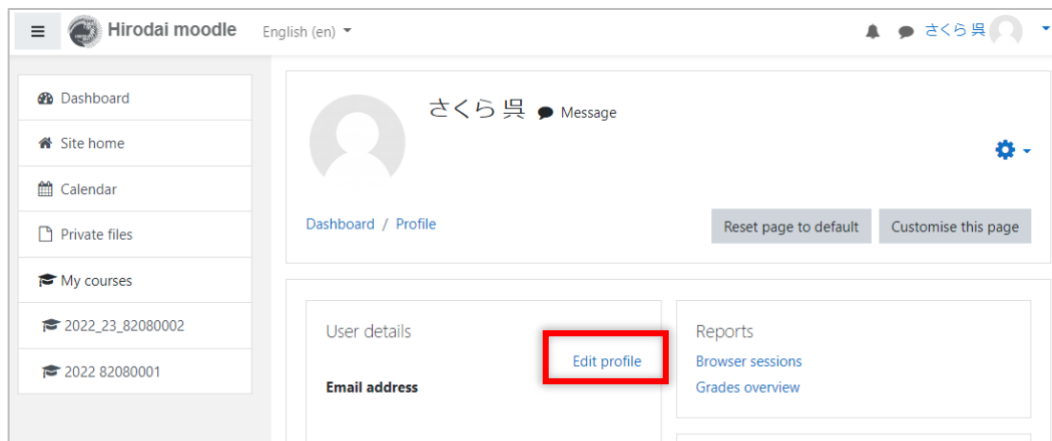
(2) Enter the information you want to change (first name, last name, email address), and click [Update Profile]

4 Course management

This section describes the basic operations for course management.

4.1 Choosing a course template

When you open the course for the first time, you will be asked to choose a course template that suits your course.

(1) Click [Use template] for the course template you want to use
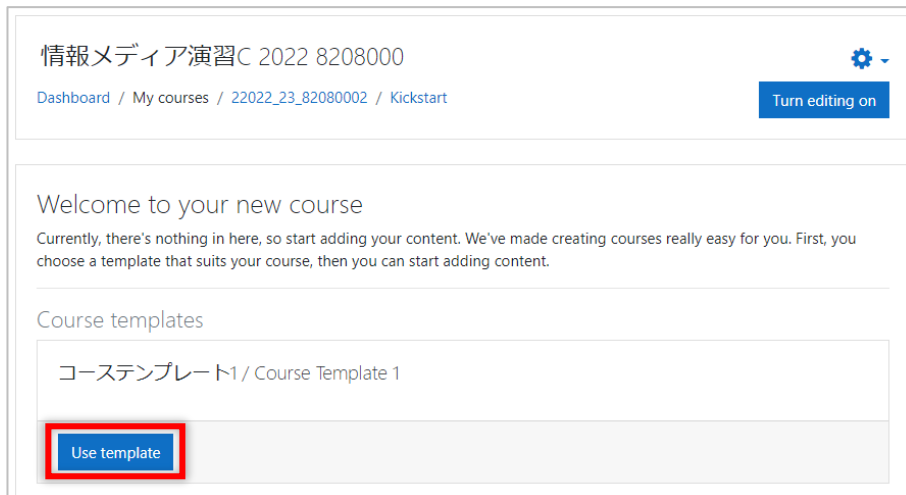
(2) When the confirmation screen appears, click [Import]
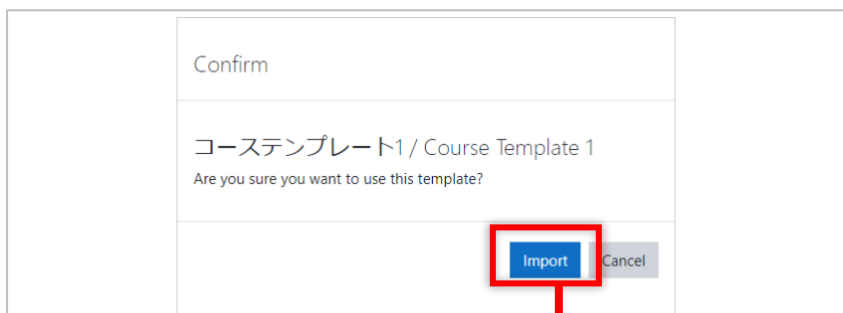
4.2 Editing your course

This section explains how to edit your course.

4.2.1 Edit mode

In order to post materials to the course, create assignments and quizzes, etc., you need to turn on edit mode by clicking [Turn editing on] in the upper right corner of the screen.

When you are in edit mode, the some icons will appear on the screen.

To turn off the edit mode, click [Turn editing off].

4.2.2 Course sections

The areas that are provided to organize the teaching materials are called sections. Now the template we chose has two sections: "コメントシート, Comment Sheet" and "教材, Class Materials".

Once you start the edit mode, you will be able to edit and add sections.

The image above shows the course sections in the flexible sections format in edit mode. There are some icons. Each icon means;

◯	Mark as current section.
⚙	Edit this section.
⬆	Merge with the parent section. So, this section will be deleted.
🗑	Delete this section. So, all the resources and activities will be deleted completely.
↕	Move this section. Clicking on it will display a list of possible destinations for this section.
👁	Hide and show this section. Icon will be changed to the right design.

If you want to rename a section, click on the pencil icon to the right of the section name, type in a name, and press enter.

You can also click on the right ▼ of Edit and select Edit Section to add a description as well as rename it.

※ If the section name box is grayed out, you can change it by checking [Custom].

The settings you made will be applied to the course.

The right-facing triangle to the left of the section name indicates that this section is collapsed. Click on it to open the section. Clicking on the section name will take you to the inside of the section. You can also use a collapsed section like a folder.
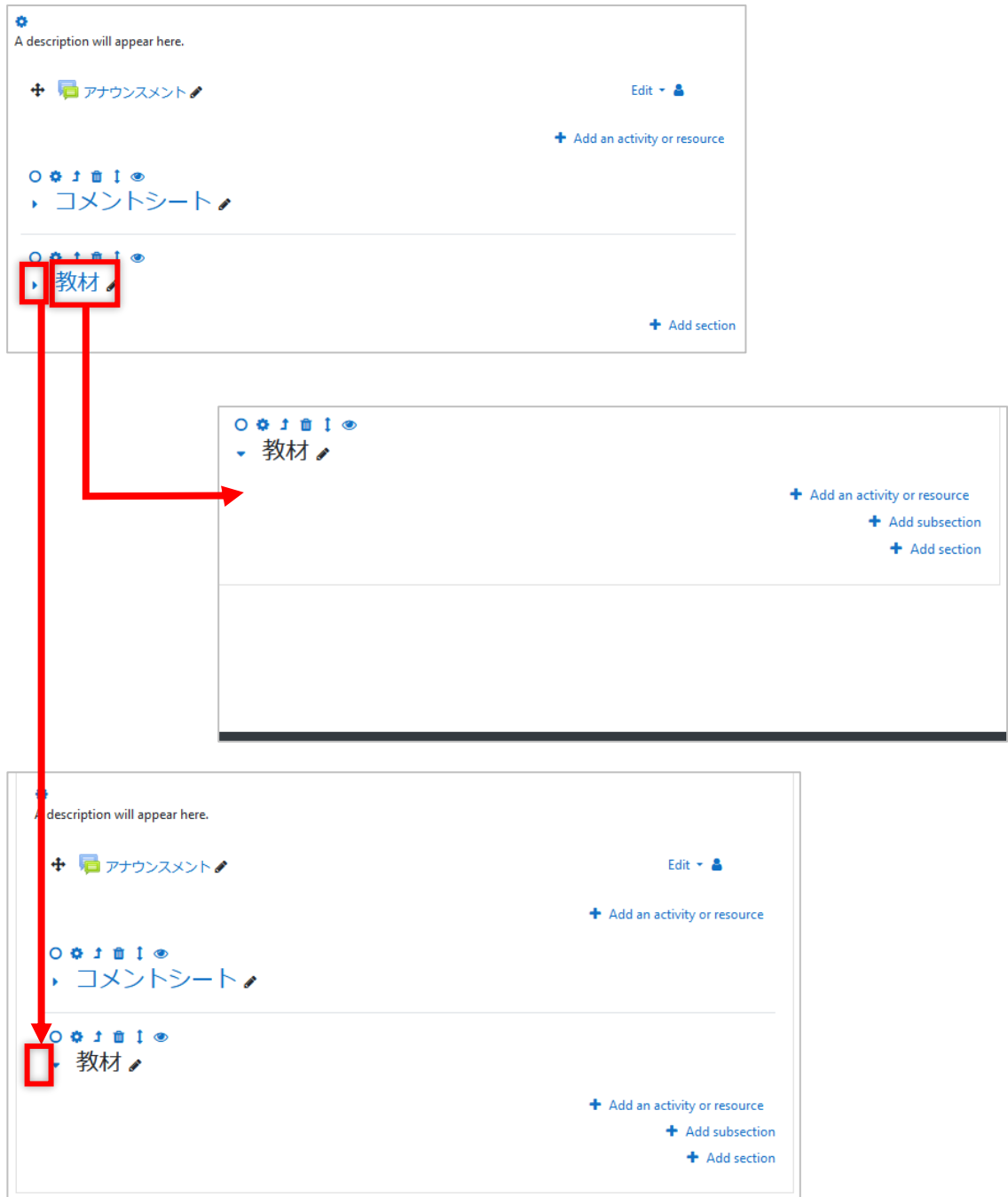
Click [+ Add Section] to add new section.

The default name for a new section is "topic n" (for the nth section of that course), and it will be created in the open state.

You can also create subsections in a section.

You can use sections to categorize your course materials by class session, unit, etc., or in any other way you prefer.

4.2.3 The activities and the resources

In moodle, contents in a course are divided into "activities" and "resources". Each has the following characteristics

activities : This is where students send some information to moodle, such as assignments or quizzes. Many of these can be graded.

resources : Class materials and videos that are only for students to view are categorized here.

These contents, as well as the sections in the previous section, can be restricted to students who can use them by date, grade, group, or other criteria. See "13. Restricting Use and Completing Activities" for specific settings.

When you start edit mode, you will see [+ Add activity or resource] link in each section. Clicking on it, the activity chooser will open.
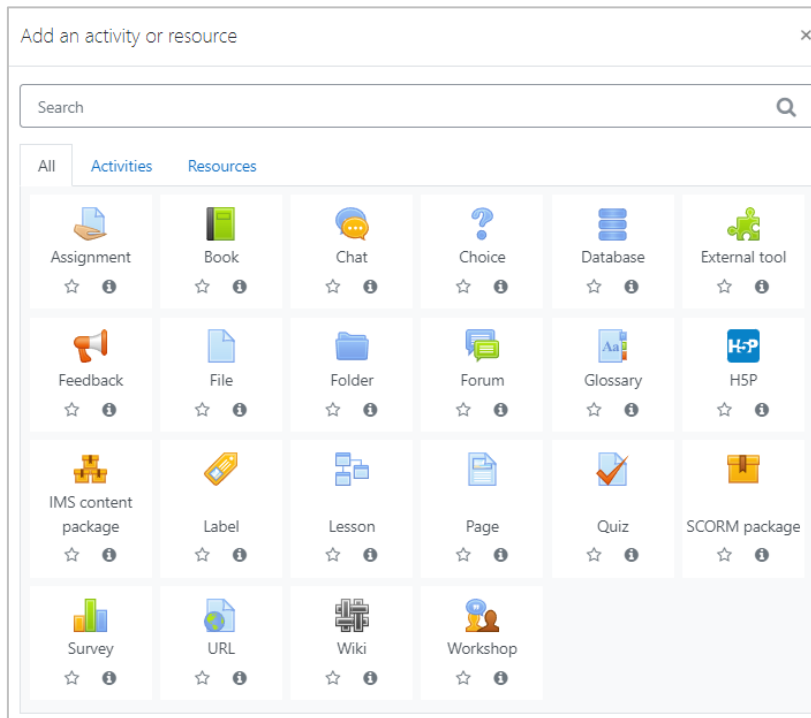
You can star activities that you like ore use frequently by clicking ☆ below each icon. Then [Starred] tab appears in the activity chooser and your starred activities or resources are listed there. So it provides quick access to the activity or resource.
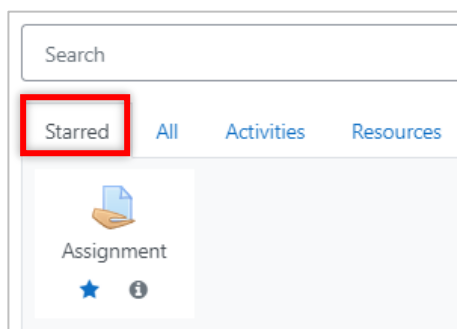
4.2.4   Course settings

You can change the name of the course, the start date, etc.

Click on the ▼ gear icon on the right side of the screen, and then click [Edit Settings] in the menu that appears.

情報メディア演習B 2022 82080002

Dashboard / My courses / 2022_23_82080002

⚙ ▾
⚙ Edit settings
Course completion
▼ Filters
⚙ Gradebook setup
🗎 Backup
↥ Restore

media ✎
✛ 📋 アナウンスメント ✎

Edit course settings

▸ Expand all

▼ General

Course full name   ❶ ❓   情報メディア演習B 2022 82080002

Course short name   ❶ ❓   2022_23_82080002
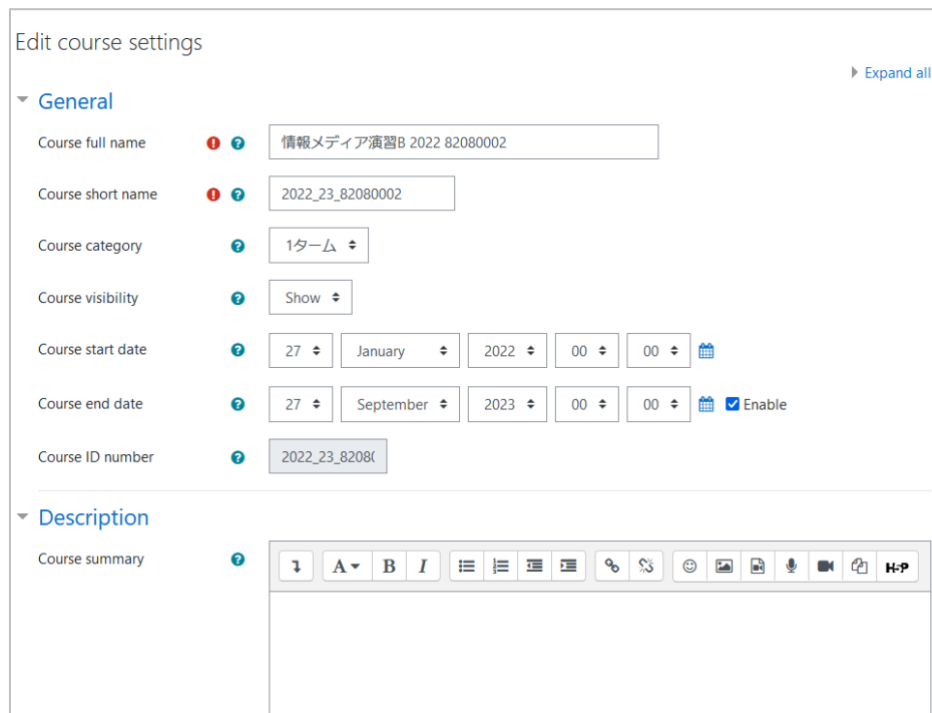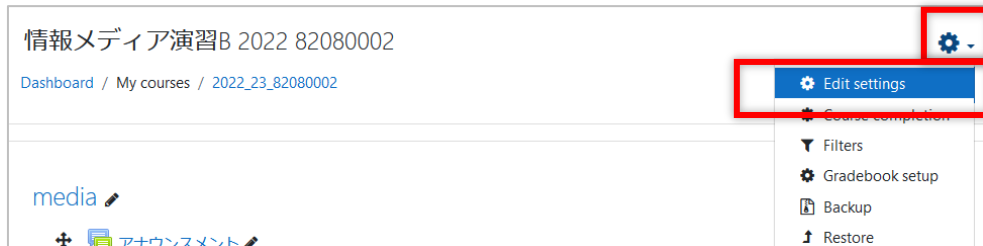
Course category   ❓   1ターム ✦

Course visibility   ❓   Show ✦

Course start date   ❓   27 ✦ January ✦ 2022 ✦ 00 ✦ 00 ✦ 🗓

Course end date   ❓   27 ✦ September ✦ 2023 ✦ 00 ✦ 00 ✦ 🗓 ☑ Enable

Course ID number   ❓   2022_23_8208(

▼ Description

Course summary   ❓   ↕ A▾ B I ☰ ☷ ☲ ☲ % ⅍ ☺ 🖼 📄 🎤 🎥 ⅍ H-P

The names of the courses created automatically are given the following rules

Course full name : Class name + space + year + space + timetable code (8 alphanumeric characters)

ex. 「Field Archaeology C 2022 BI306002」

Course short name : Year (4 digits) + _ + Department code (2 digits) + _ + Timetable Code (8 alphanumeric characters).

ex. 「2022_23_BI306002」
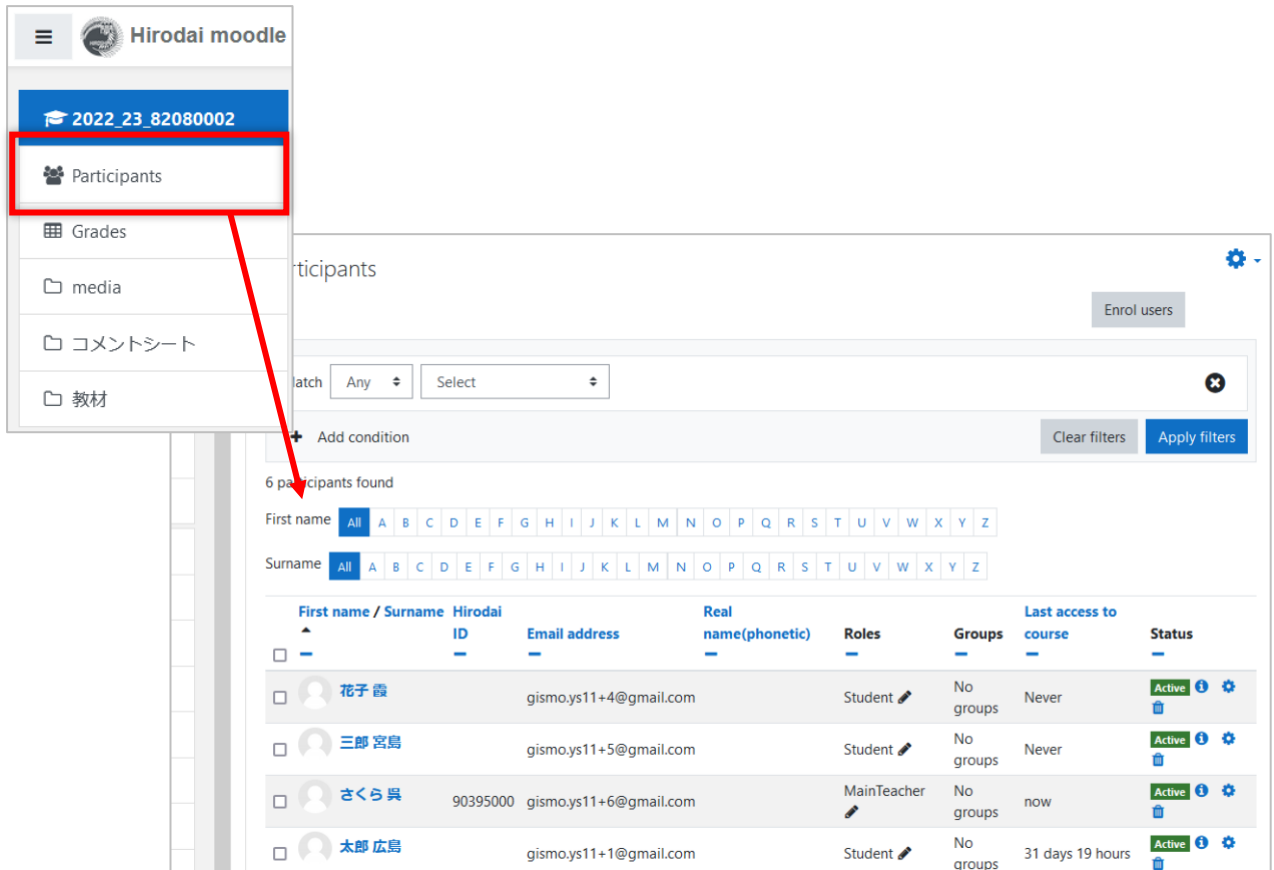
Course category : Tie it to a lower course category, not directly under 2022.

Course ID number : You cannot edit.

4.3　Participants

4.3.1　Viewing participants

Click [Participants] in the navigation drawer to see a list of students, faculty, and staff who are enrolled in the course.

Students, faculty, and staff enrolled in a course will be assigned a course role. This course role determines what each person can do in the course.

The course roles available in Hirodai moodle are as follows

・Main Teacher

・Advisory Teacher

・Sub Teacher

・HelpStaff

・Teaching Assistant

・Teaching Assistant (editing)

4.3.2 Adding TAs to a course

If the course is linked to MOMIJI, the main teacher, the advisory teacher, sub teacher, and students who have registered for the course will be automatically enrolled, but TAs will not be automatically enrolled.

Therefore, TAs must be registered to the course by the faculty member.

This section explains how to register them.

(1) Click [Participants] in the navigation drawer

(2) Click [Enroll users]
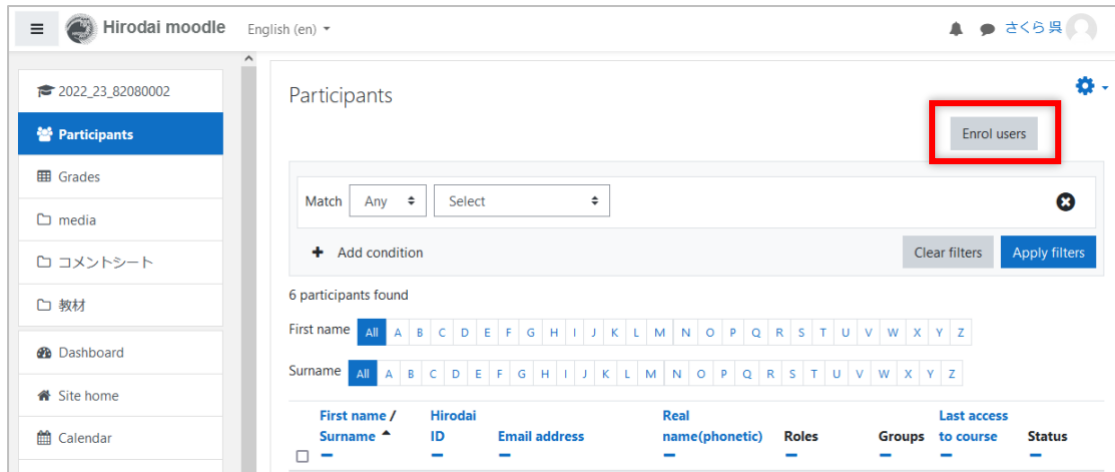
(3) Enter Hirodai ID or name of the person you want to register in the search field of [Select User], and select the person you want to register from the candidates displayed

(4) Click on up/down triangle in [Assign role] section, and select "TA" for students or "HelpStaff" for staff.

(5) Confirm your selection and click [Enroll users].

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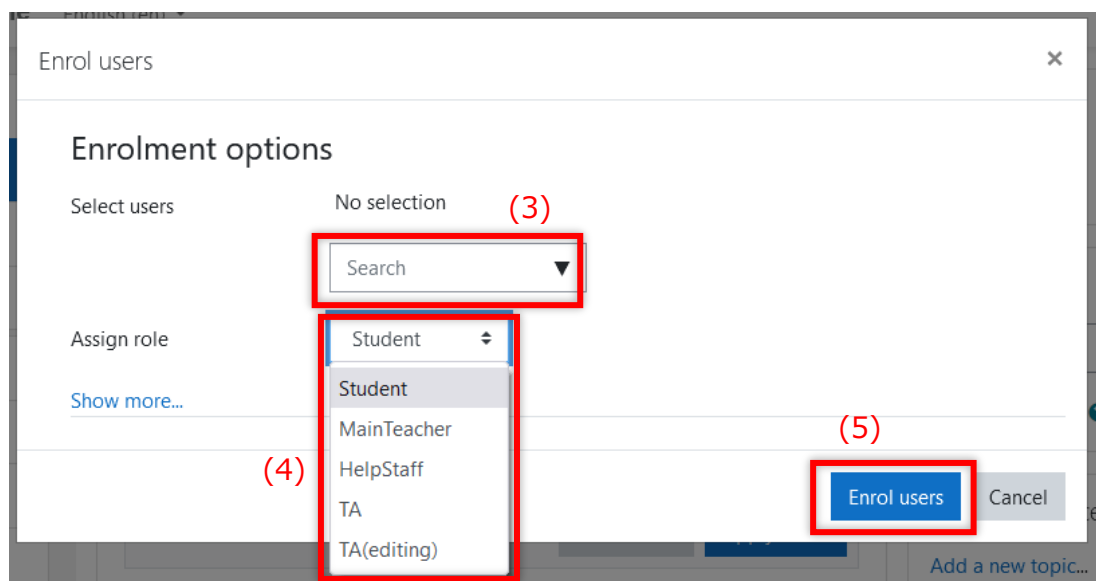
4.3.3 Course role management

(1) Click on the ✎ icon of the role of the participant whose role you want to add or change
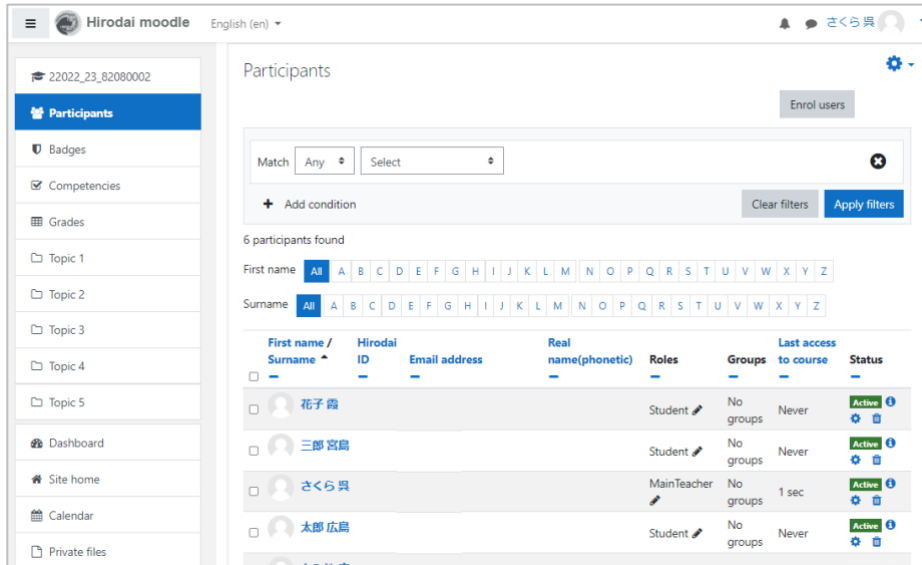
(2) Click on the role you want to add or change, or click on the X to the left of the role name to delete it
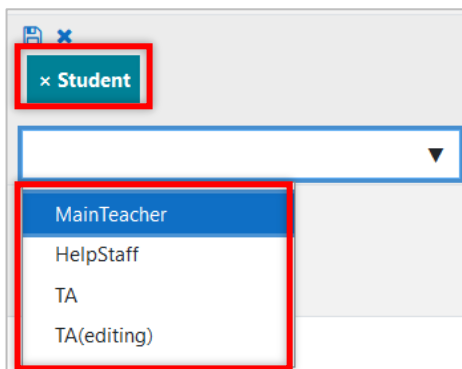
(3) Click on the 💾 icon to save the changes, or click on the X to cancel the changes
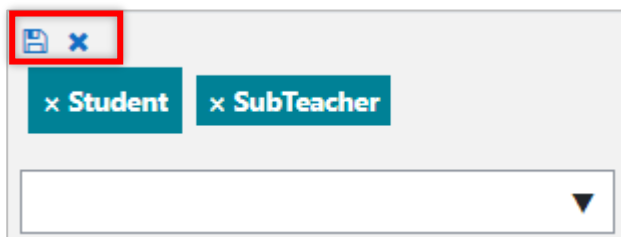
(4) You can confirm that the role has been changed on the Participant List screen.

4.4 Group Management

In a moodle course, students can be grouped. This makes it possible for teachers to have students work in groups or to present different material to each group.

This section explains how to create groups.

Groups can act to collaborate among members, or to make members of different groups and their submissions or forum posts invisible.

4.4.1 Creating groups manually

This section explains how to create a group manually.

(1) Click [Participants] in the navigation drawer

(2) Click the gear mark in the upper right corner, and click [Groups] in the menu
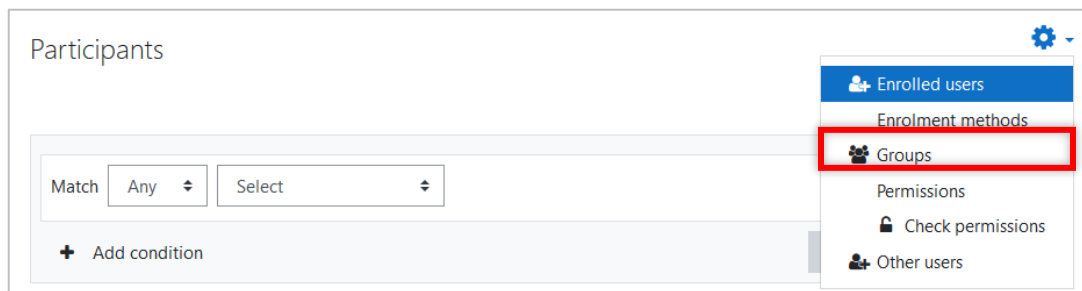
(3) Click [Create group] under the box on the left
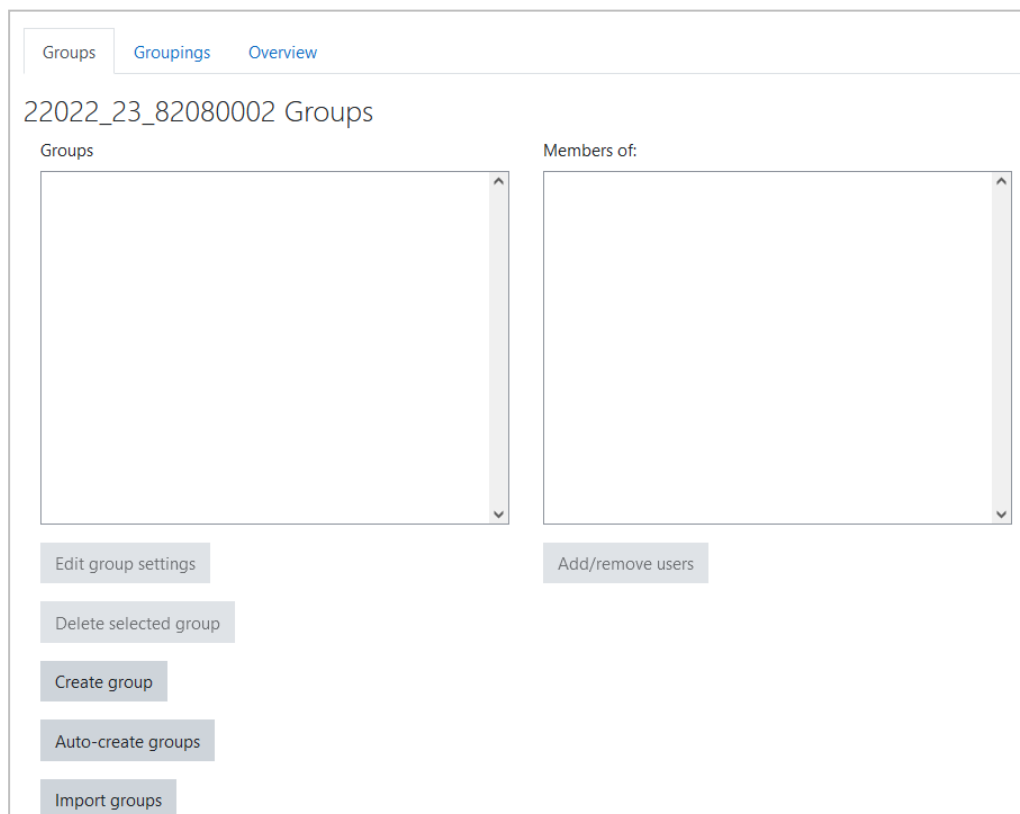
(4) Enter the group name, and click [Save changes] at the bottom of the page

General

Group name	❗	Gourp1
Group ID number	❓	
Group description		

Enrolment key	❓	Click to enter text ✏ 👁
Group messaging	❓	No ⬍
Hide picture		No ⬍
New picture	❓	Choose a file... Maximum size for new files: 250MB

You can drag and drop files here to add them.

Save changes   Cancel

Groups   Groupings   Overview

22022_23_82080002 Groups

Groups

Gourp1 (0)

Members of: Gourp1 (0)

In the next section, we will explain how to register group members.

4.4.2 Adding users to a group

This section explains how to add users to a group manually.

(1) Click a group that you want to add members in the left box, and click on [Add/remove users] below the right box
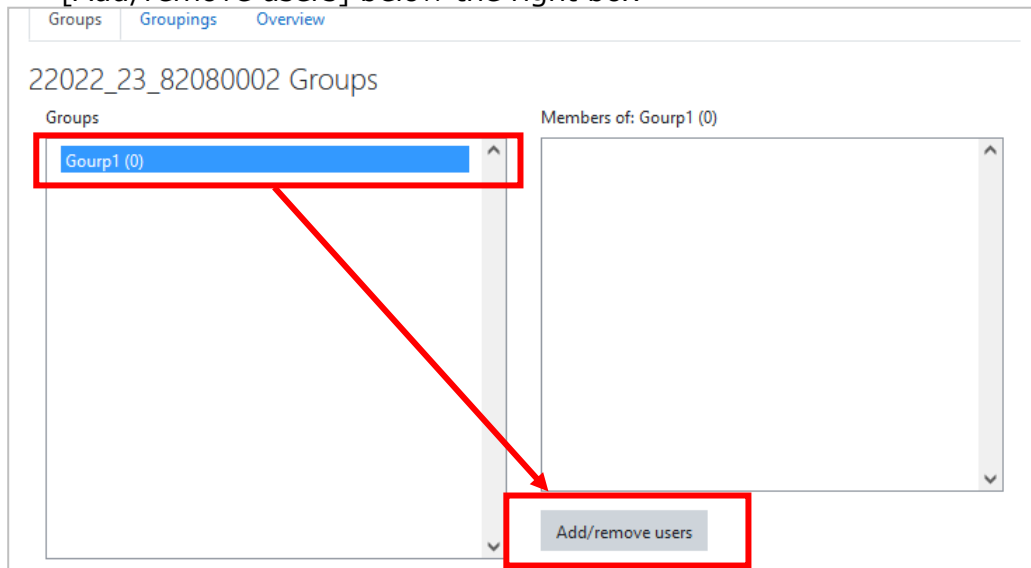
(2) Select the user you want to register in the box on the right and click [◀Add]
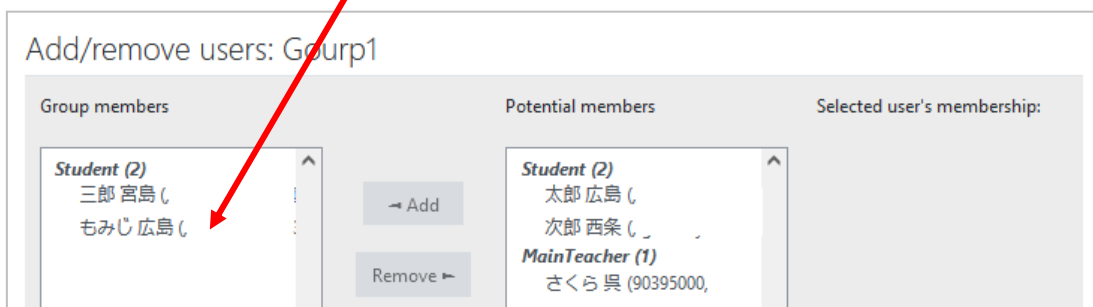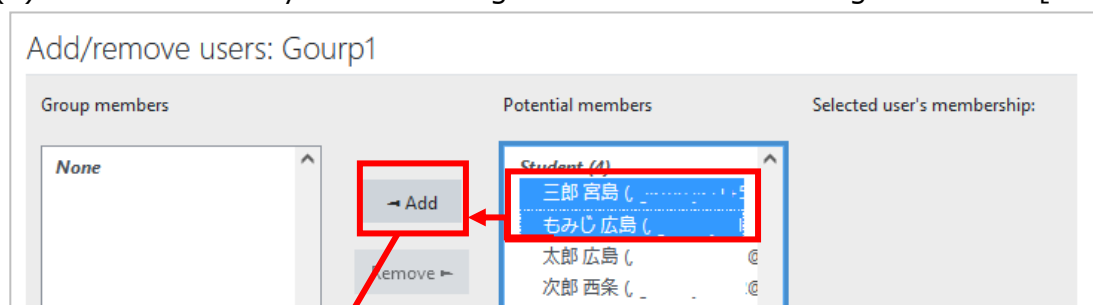
※ you want to delete a user, click the user you want to delete in the left box, and then click [Remove ▶].

(3) Click [Back to groups] at the bottom left of the screen to confirm
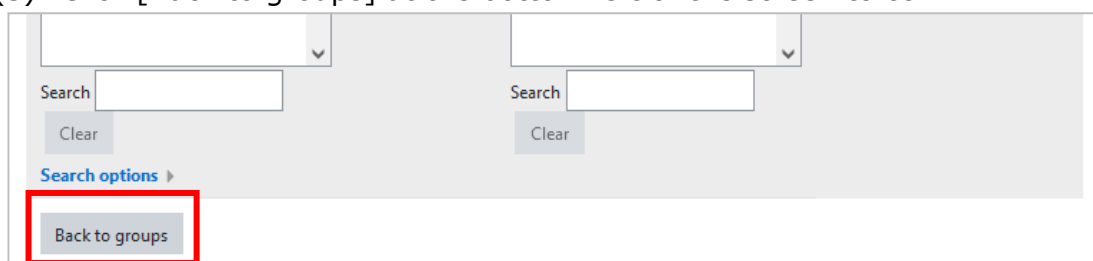
5   Materials

You can post PDF, Word, Excel files, etc. in your course to present them to students.

5.1   File

5.1.1   Sharing file

(1) Click [Turn editing on] and click ［Add an activity or resource］

(2) Choose [File] in the dialog
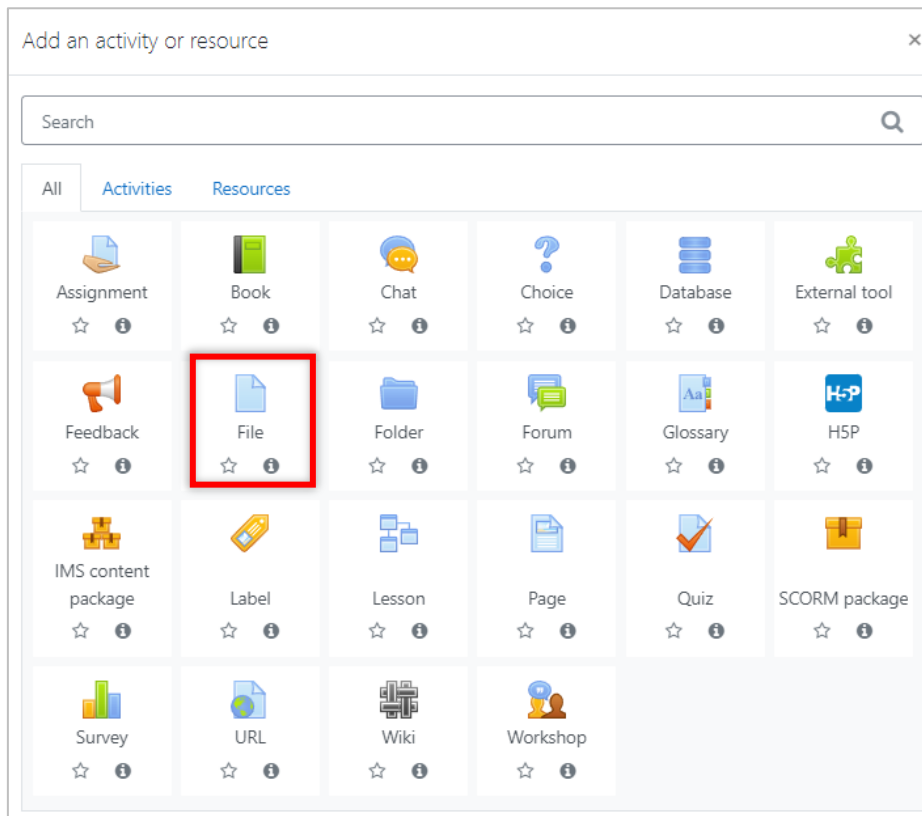
(3) Type file name
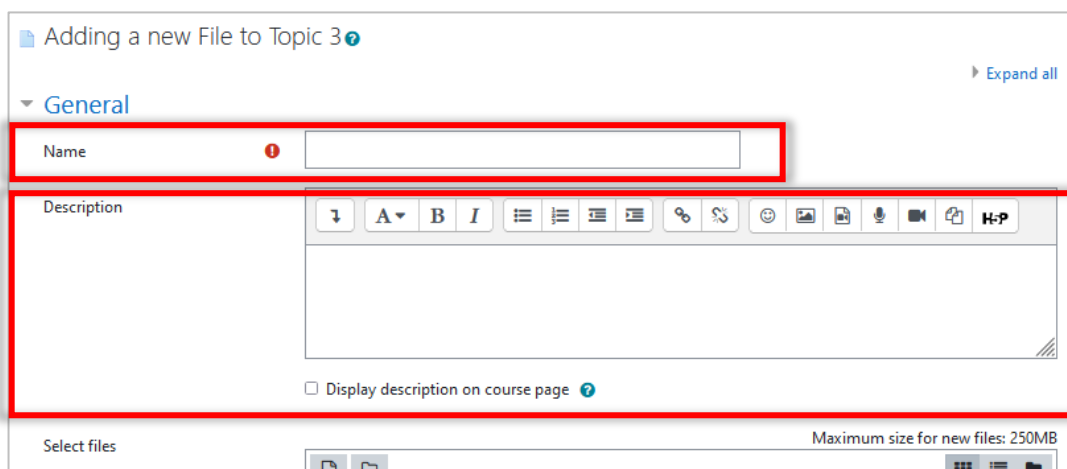
※ If you wish to present a description along with the file, enter a description and check the "Show description on course page" checkbox.

(4) Drag and drop the file and click [Save and Return to Course

▸ Appearance

▸ Common module settings

▸ Restrict access

▸ Activity completion

▸ Tags

Save and return to course   Save and display   Cancel
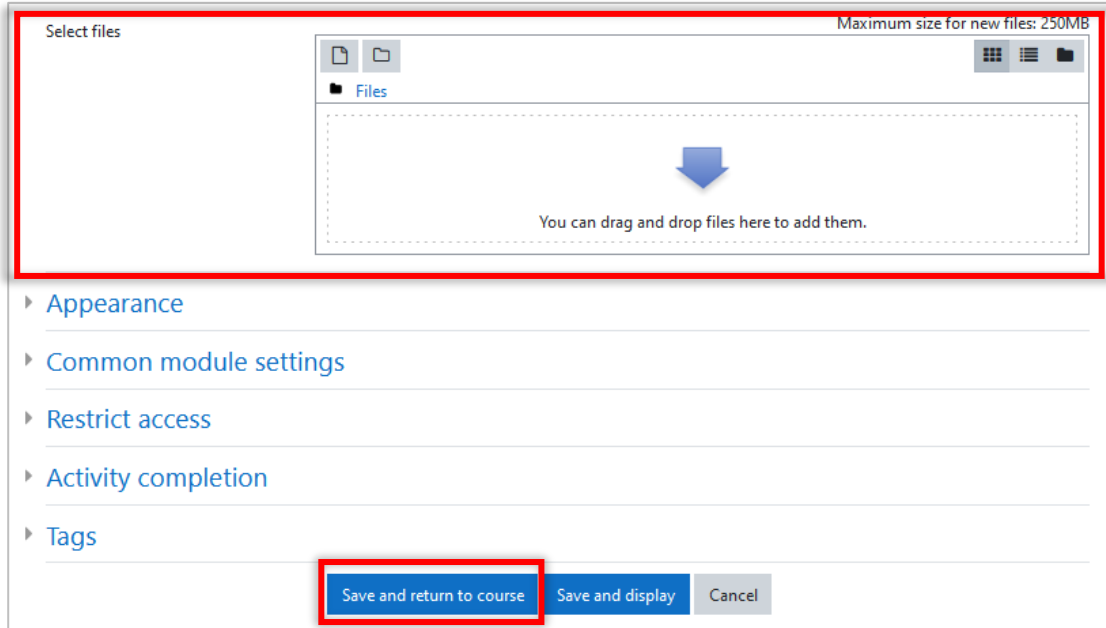
moodle can be configured to restrict who can access the material and to record whether or not students have used the material.

If you wish to do so, please refer to "13. Restriction and completion".

If you wish to re-edit a file after it has been uploaded, click the [Edit] for the file and choose an action from the menu that appears.
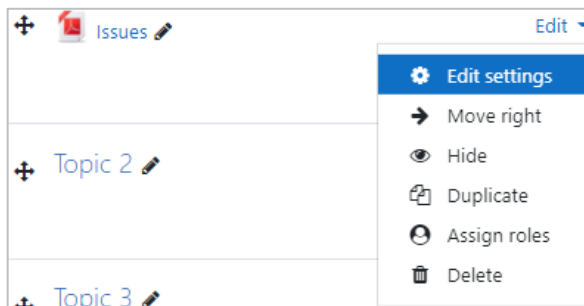
Edit settings : Same as 5.1

Move right : indent to the right

Hide : Hide from students

Duplicate : Duplicate the settings

Assign roles : Assign roles

Delete : Delete the settings

5.1.2 Deleting a file

(1) Click [Turn editing on]

(2) Click the [Edit] for the file, and then choose [Delete]
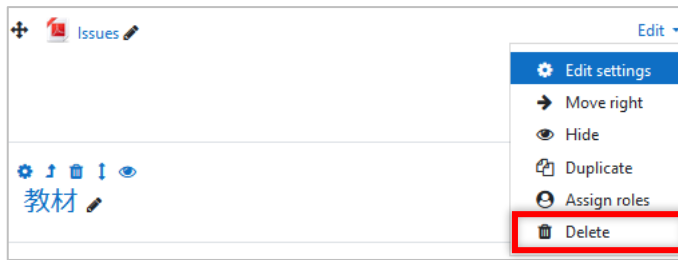
(3) Click [Yes] in the displayed dialog
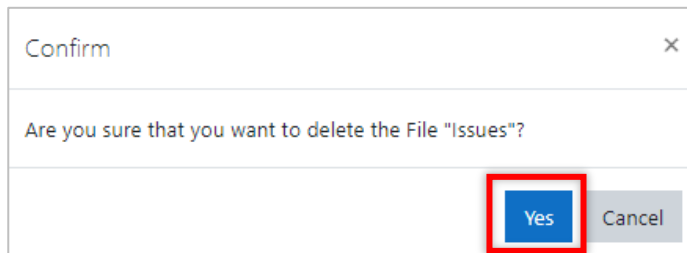
5.1.3 Updating a file

(1) Click [Turn editing on

(2) Click [Edit] for the file, and choose [Edit settings]

(3) Click the current file
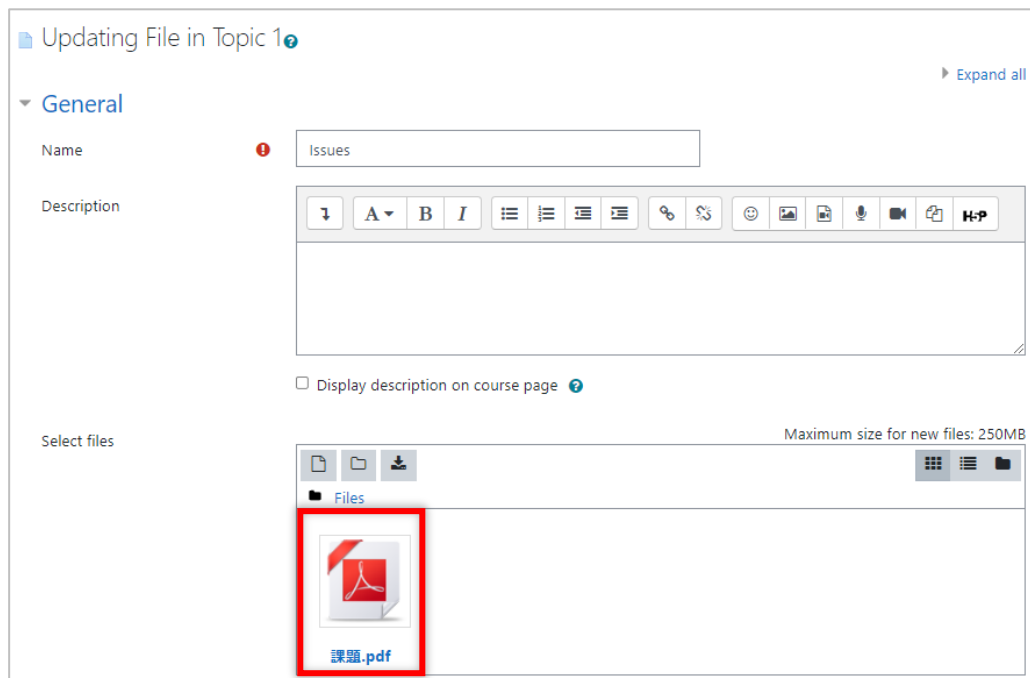
(4) Click [Delete] in the displayed dialog
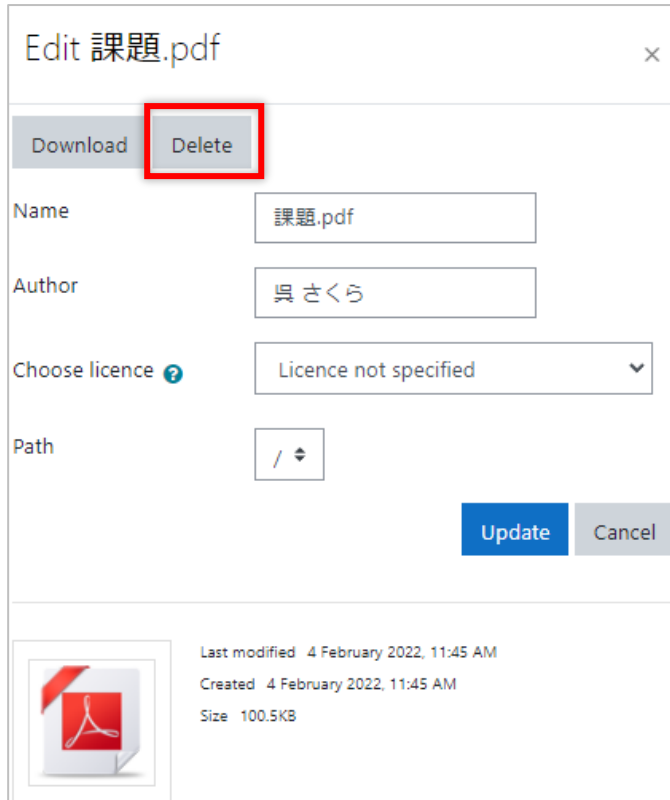
(5) After clicking [OK] in a confirmation window, drag and drop a new file to the file area
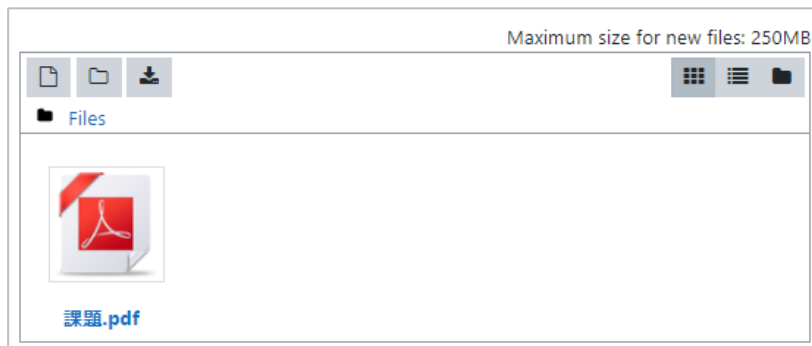
(6) Change other settings, if you need, and click [Save and return to the course]

5.2   Folders

You can create folders to organize multiple files.

(1) Click [Turn editing on]

(2) Click [Add an activity or resource] in the section that you want to create a folder and choose [Folder] in the dialog
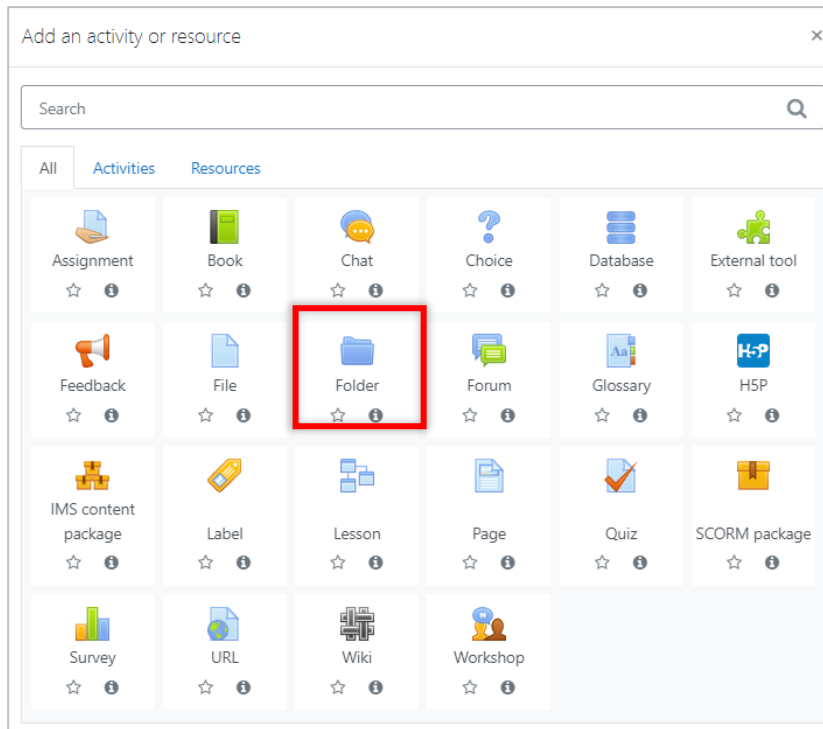
(3) Enter a [Name] and, if necessary, a [Description]

(4) Drag and drop some files you want to include in the content and click [Save and return to the course]

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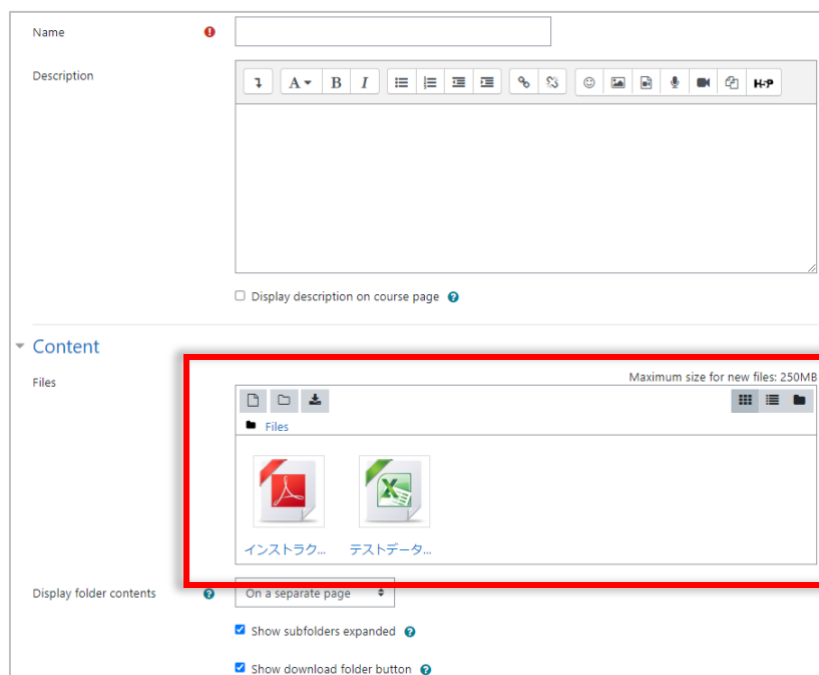
If you click on a folder, you can see its contents.

Then click on [Download folder] to download the files in a ZIP file.

You can also click [Edit] to delete or update the files you have posted.

6　Movies

In moodle, you can use URL or Page to provide stream videos.

See Section 12.1 URLs and Section 12.2 Pages for instructions.

In addition, there is an easy way to paste the stream videos used in Blackboard Learn into the course.

7　Assignment

Assignments allow you to collect and grade students' submissions. You can choose how students submit their works: uploading files or typing texts directly into the text area in moodle.

You can also return feedback (comments).

7.1　Creating an assignments

(1)　Click [Turn editing on] and click ［Add an activity or resource］

(2)　Choose [Assignment] in the dialog
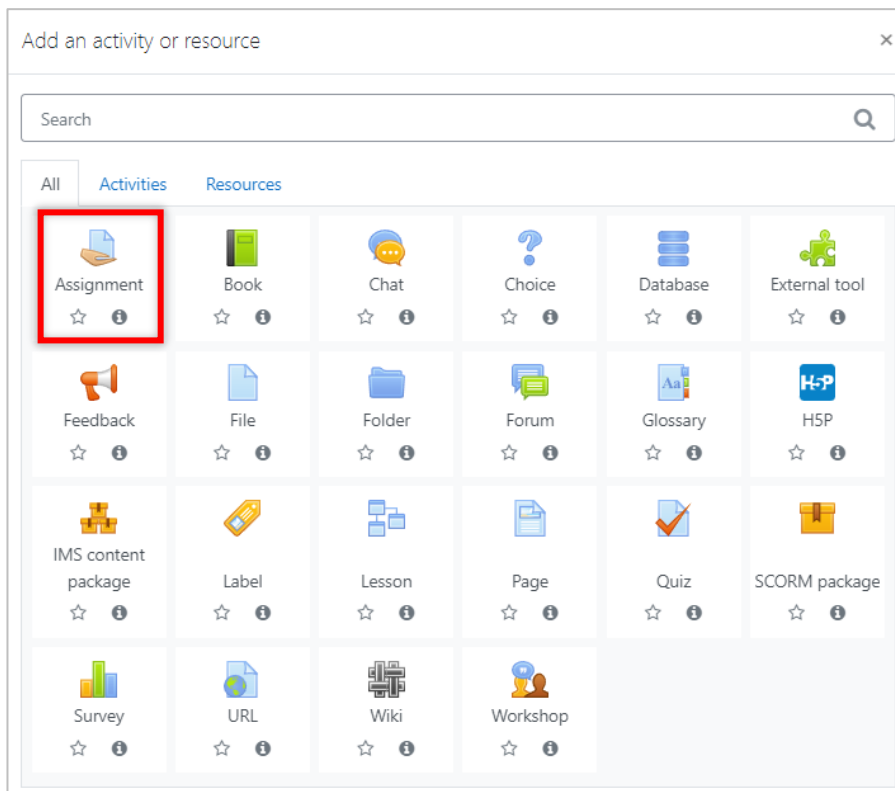
(3) Enter the [Assignment name] and, if necessary, a [Description]

Clicking [Save and return to course] in this state will create an assignment with default values for the various settings.

The assignment will still work, but the due date will automatically be set to one week later. Also, students will submitted their files.

If you wish to change any of these settings, please refer to the following descriptions of the settings.

● **Availability**

The date and time will be enabled only if the [Enable] checkbox is checked.

Allow submissions from : If enabled, students will not be able to submit assignments before this date and time.

Due date : Set the due date of the assignment. Assignments submitted after this date will be marked as "Late".

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Cut-off date : no assignments will be accepted after this date.

Remind me to grade by : This is the date and time when you will complete the grading of the assignment.

● **Set the Submission types.**

Here you choose how you would like to submit your assignment.

Submission types:

Online text: Students will be asked to create assignments in the text online.

Word limit : The maximum number of words (in English) that a student may submit.

File submissions: You can upload one or more files of various types.

Maximum number of uploaded files : The maximum number of files that can be submitted.

Maximum submission size : The maximum file size that can be uploaded.

Accepted file types : Specified by file extension.

● **Set Feedback types**

If the Feedback Comments checkbox is checked, the grader can leave feedback comments on each submission.

Feedback types :

Feedback comments : can leave feedback comments on your submissions.

Annotate PDF: Create annotated PDFs.

Offline grading worksheet : teachers to download and upload student

grading worksheets when grading assignments.

Feedback files : You can upload a file with your feedback when you grade an assignment.。

Comment inline：Allows you to enter feedback when grading online textbook assignments.

● **Submission settings**

Require students to click the submit button: If "Yes", the student will see a button that says "Submit Assignment" at the time of submission. Clicking it will make the submission final, and the student will not be able to replace, add, or delete submissions for that assignment from that point on.

ex) Student's submission status page before hitting the submit button

Require students to click the submit button : If the answer is [Yes], the student will click on the "Submit" button for the final submission.

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Require that students accept the submission statement : If you choose [Yes], you will be asked to agree to a submission agreement.

Additional attempts : Sets whether students can submit additional work.

Never : One submission only.。

Manually : Can be re-opened by teachers.

Automatically until pass : Student submissions will be automatically re-opened until the passing grade set for the assignment is reached.

● **Group submission settings**

Before creating a group assignment, you must create a group in the course and enroll students in the group.

Students not enrolled in any group will be enrolled in the default group. Group assignment submissions will be shared within the group. Unintended sharing of submissions may occur between students who are added to the default group due to lack of grouping. Be sure to enroll all students in the group.

Students submit in groups : Decide whether or not you want the assignment to be a group assignment.

Require group to make submission : Determines whether only students who belong to the group will be allowed to submit. If this is set to No, students with "No Group" in the list of participants will be incorporated into the default group.

Require all group members submit : Under "Submission Settings," set "Require students to click the submit button" to "Yes" to make it selectable. If this is set to [Yes], the submission will remain in draft form until all members of the group click the submit button.

Grouping for student groups : This is used when there are multiple groups in a course and you want to issue assignments to only some of them. You must create a grouping of the groups to which you want to submit assignments in advance. If you want to submit assignments only to a specific group, you must set "Require groups for submission" to "Yes".

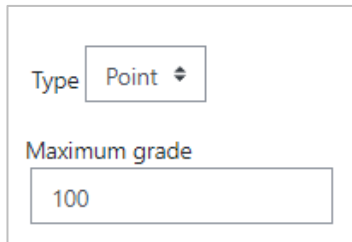● **Notification**

Notify graders about submissions : When a student submits an assignment, a message notification is sent to the teacher.

Notify graders about late submissions : At the point where a student is late submitting an assignment, a message is sent to the teacher.

Default setting for [Notify students] : Set a default value for the 'Notify students' checkbox on the grading form.

● **Grade**

Type | Point ⇕
Maximum grade
100

Type : None : No grade is set.

Scale : Set the maximum grade.

Point : You can select a scale from the 'Scale' drop-down list.

Grading method : Select the grading method.

Grade category : Select a category in the grading table.

Grade to pass : Determines the minimum grade required to pass the test.

Hide grader identity from students : The student's personal details are hidden from view.

Use marking workflow : The grades go into the workflow stage before they are released to the students. A teacher can release a series of grades to all students at the same time.

Use marking allocation : If you enable this setting and the 'Use grading workflow' setting, you can assign a grader to each individual student.

● **Common module settings**

Availability : Select whether students can view the assignment.

ID number : Allows you to identify the activity for the purpose of grade calculation. If the activity is not included in the grade calculation, it can be left blank.

Group mode : If you divide students into several groups in advance, you can set up the activity to be conducted by group.

No groups : No grouping is used.

Separate groups : Activities are carried out in groups. Students will only be able to see within their own group.

Visible groups : Activities are conducted by groups. Students can view other groups.

Grouping : Cannot be set if you select No grouping. When grouping is set, the members assigned to the grouping can work together.

● **Restrict access.**

See "13. Restriction and completion".

- **Set activity completion.**

  See "13. Restriction and Completion".

(4) After completing the settings, click [Save and return to the course]

7.2 Viewing assignment submissions

This section explains how to view the submissions

(1) Click on the assignment that you want to view the students' submissions

(2) Click [View all submissions]

(3) Choose [Download all submissions] from [Grading action] menu

7.3　Grading

In the list in the previous section (3), you can see [Grade] button in each row. When you want to grade submissions, click the [Grade] button for a student. A page for grading will appear. Enter the grade and, if necessary, feedback. Then click [Save and show next] to continue.

When the [Notify students] box is checked, moodle will send notification to the students.

7.4 Quick Grading

In addition to the way in 7.3, you will be able to enter grades and feedback comments in the boxes in the table in 7.2(3).

(1) Check the [Quick Grading] box under [Options] at the bottom of the table in 7.2 (3)
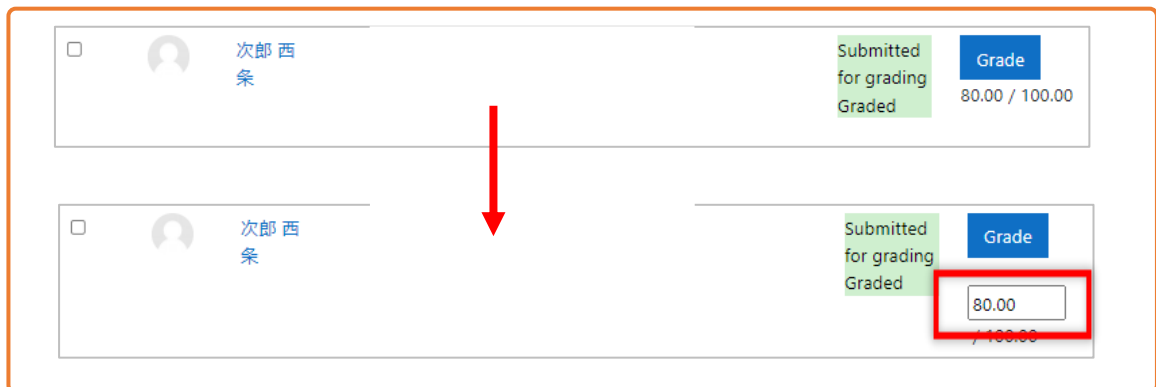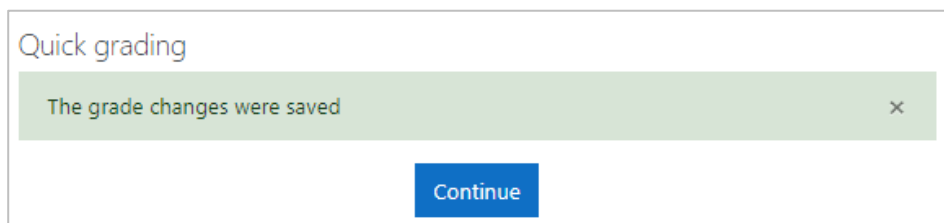
(2) Enter grades or comments in each box and click [Save all quick grading changes]

(3) Click [Continue]

8 Quiz

You can create quizzes and ask students to submit their answers in moodle. The quiz can be set up first, and then individual questions can be added later.

8.1 Creating a quiz

(1) Click [Turn editing on] and click [Add an activity or resource]
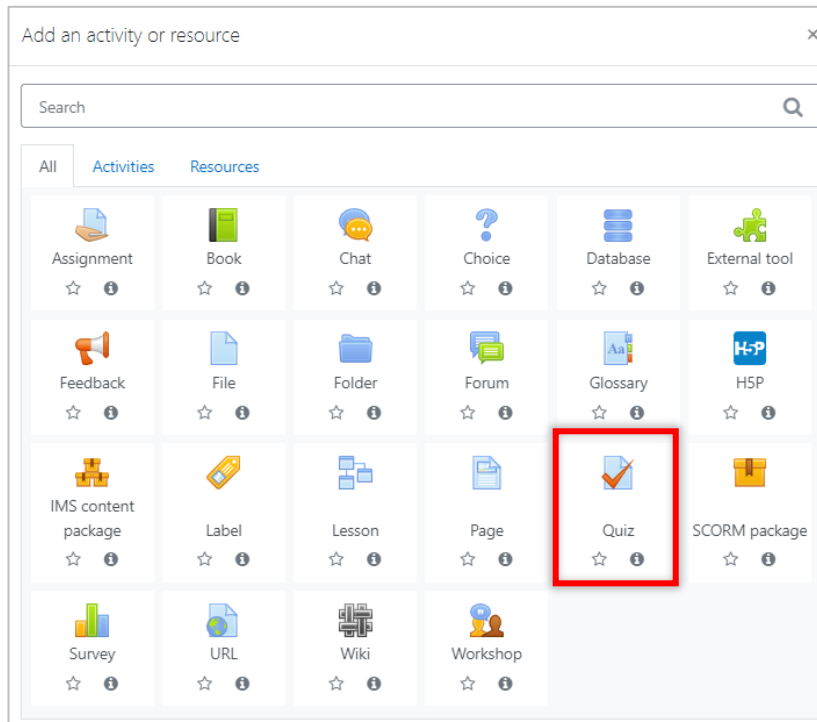
(2) Choose [File] in the dialog

(3) Enter a [Name] and, if necessary, a [Description]

Each setting item is explained in the following sections.

Please set as necessary.

- **Timing**

  Open the quiz : Specify the date and time that you want the quiz to be taken.

  Close the quiz : Specify the date and time to end the quiz.

  ※ The publish date and time and the end date and time can only be entered and enabled when the [Yes] checkbox is checked.

  ※ If you do not specify an open date and time, students will be able to take the quiz immediately. If it is set, the test cannot be taken before the set date and time.

  ※ If you specify an end date and time, you will not be able to take the test beyond the set date and time.

  Time limit : If you want to set a time limit for answering, check the [Yes] checkbox and set the time and unit.

  When time expires :

  Choose what to do if a student logs out while starting to solve a problem and has not yet submitted it, and the time limit has passed in the meantime.

  If a student is logged in and has a quiz open, the answer is automatically submitted at that time.
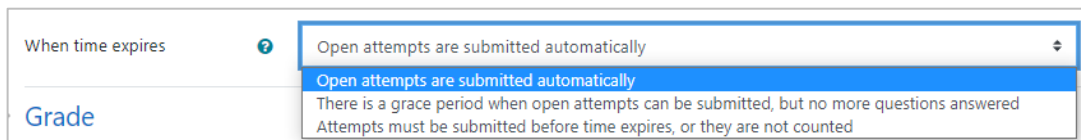
  Open attempts are submitted automatically :

  If you are logged out, your current answers will still be submitted automatically.

  There is a grace period when open attempts can be submitted, but no more questions answered: Only answers that have been solved within the time limit can be submitted.

  Attempts must be submitted before time expires, or they are not counted : Quizzes are not counted as attempts.

- **Grade**

  Grading category : If the evaluation category has been registered beforehand, you can select it.

  Grade to pass : This setting determines the minimum grade required to pass the course.

  Attempts allowed : Specify the number of times you can take the quiz. The number of times you can take the quiz is either "unlimited" or "1-10".

  Grading method : If multiple attempts are allowed, different methods can be used to calculate the student's final grade.

  Highest grade : The highest (best) grade among all the times will be the final grade.

Average grade : The average grade (simple average) of all the sessions will be used as the final grade.

First attempt : The grade scored on the first attempt will be used as the final grade.

Last attempt : The grade scored on the last attempt will be used as the final grade.

● **Layout**

New Page: Allows you to specify the number of questions to be displayed per page.

If you choose "Show all questions on one page", all questions will be shown on the same page.

If you have a large number of questions, you can limit the number of questions per page and split the quiz into multiple pages. Later, you can also manually change the position of the page breaks on the quiz edit page.

Navigation method: If "Sequential" is specified, students must take the quizzes in order. It is not possible to go back to the previous page or skip ahead.

● **Question behavior**

Shuffle within questions : If set to "Yes", the components of the individual questions will be randomly shuffled each time a student begins to attempt this quiz. In this case, the shuffle option in the settings for each question must also be set to "Yes"

How questions behave : Specifies the behavior of the questions within the quiz.

Adaptive mode (no penalties) : This is the same as adaptive mode, but without the penalty for wrong answers.

Deferred feedback : Each time you answer a question in the quiz, the correct answer and feedback will be displayed immediately. Please note that you cannot change your answers.

Deferred feedback for CBM : This is immediate feedback using the CBM (Certainty-based marking) feature. In this mode of questioning, the student not only answers the question, but also responds with his or her belief (confidence) in the answer. Grades are based on correctness and confidence. Answering a question confidently and correctly will give the highest grade, and answering a question confidently and incorrectly will give the lowest grade.

Immediate feedback : Correct answers and feedback will be displayed after all questions in the quiz have been answered.

Immediate feedback for CBM : This is delayed feedback using the CBM (Certainty-based marking) function.

Interactive with multiple tries : Students must submit their answers, and if they make a mistake, they must read the feedback and then answer the question again. The more times they get it wrong, the lower their grade will be.

Each attempt builds on the last : If you have allowed multiple attempts, and you select "Yes" here, the next time you take the test, your last answer will be displayed.

- **Review options.**

  Specify which of the quiz attempt results students can view and when they can view the information. The items that are checked in the checkbox will be displayed.
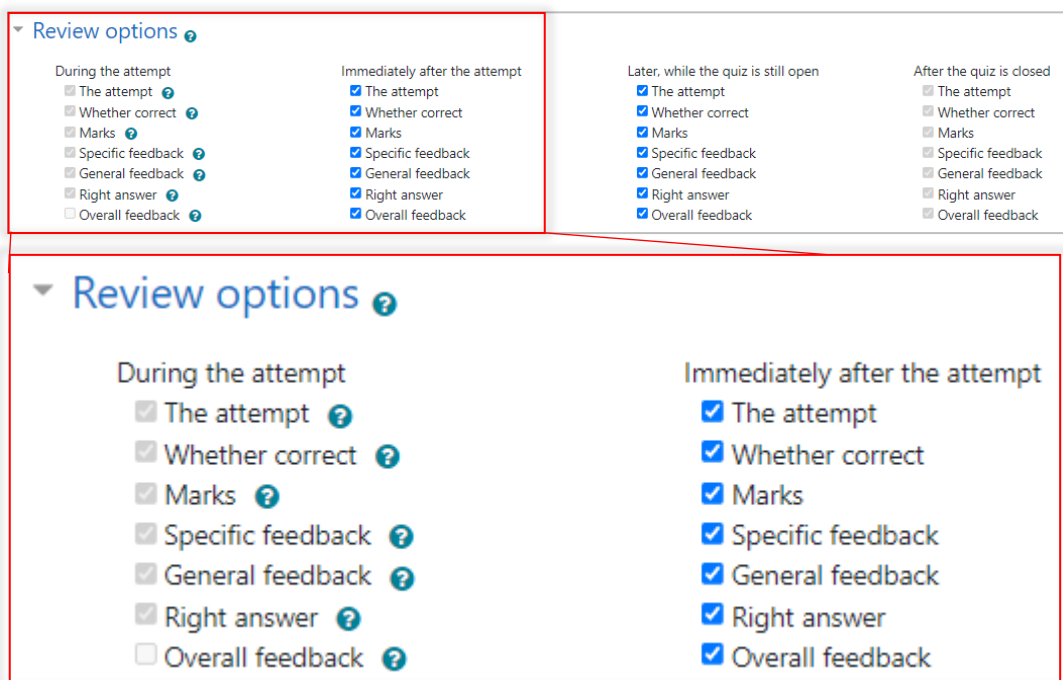
During the attempt : Only relevant for certain behaviors, such as "multiple test interactive"

Immediately after the attempt : This is within two minutes of the student completing the quiz and clicking the 'Submit All and Exit' button.

Later, while the quiz is still open : After the end of the examination but before the end of the quiz.

After the quiz is closed : This is after the quiz end date and time has passed. If the quiz does not have an end date and time set, it will be ignored.

For example, if you tick "Correct answer" for "Immediately after taking the

test", students who have finished the test will immediately know the correct answer. This would mean that other students could learn the correct answer from them. This can be prevented by only checking the 'correct' answer after the quiz.

- **Appearance**

  Allows you to set display settings.

  Show the user's picture : The student's name and photograph will be displayed on the screen during the examination and at review. This can be used, for example, by the invigilator to verify that the candidate is the user.

  Decimal places in grades : Specify the number of decimal places to be displayed when displaying the student's scores and grades. This setting is only valid for the screen display. It is not used for data stored in the database or for internal calculations.

  Decimal places in question grades : When displaying the grade for an individual question you can choose a different precision to the overall quiz grade. For example, the grade for an individual question may include the decimal point, but the final grade for the quiz may be rounded to the nearest whole number.

  Show blocks during quiz attempts : If enabled, the normal block will be displayed while the quiz is being attempted.

- **Extra restrictions on attempts**

  Restriction by password, network address, etc.

  Require password : If you set a password here, students will have to enter the same password before they can take the test.

  Require network address : Only terminals with a specific IP address will be allowed to take the test. Please enter the IP address you wish to allow. If you enter only "192.168", all addresses starting with "192.168" will be allowed.

  Enforced delay between 1st and 2nd attempts : You can set the amount of time a student must wait before attempting a second attempt. To set this, check Yes and then enter the time and units.

  Enforced delay between later attempts : This allows you to set the amount of time that a student must wait before attempting a third or subsequent attempt. To set this, check Yes and then enter the time and units.

  Browser security : Restrict what students can do with their web browser to make it harder for them to copy or cheat when taking quizzes. Only browsers that allow students to use Javascript will be able to start taking the quiz. The quiz will be full screen and browser toolbars will be hidden.

- **Overall feedback**

  Specify the text that will be displayed to the student after the quiz has been taken. You can change what is displayed depending on the grade earned by the student.

  Grade boundary : Enter the grade to switch the feedback to be displayed. You can enter a percentage or a number.

  Feedback : Enter the text of the feedback that will be displayed to students who score the grade set in the Grade Boundary.

- **Set the module common settings.**

  Availability : If you select [Hide from students], students will not be able to see it.

  ID number : Identifies the activity for the purpose of grade calculation. If the activity is not included in the grade calculation, the ID Number field can be left blank.

  Group mode : You can choose between the following three group modes.

   No groups : There are no sub-groups. Everyone is part of one big community.

   Separate groups : Each group member can only see within that group. They cannot see any other groups.

   Visible groups : Each member of a group works within that group, but can also see other groups.

- **Set the usage restrictions**
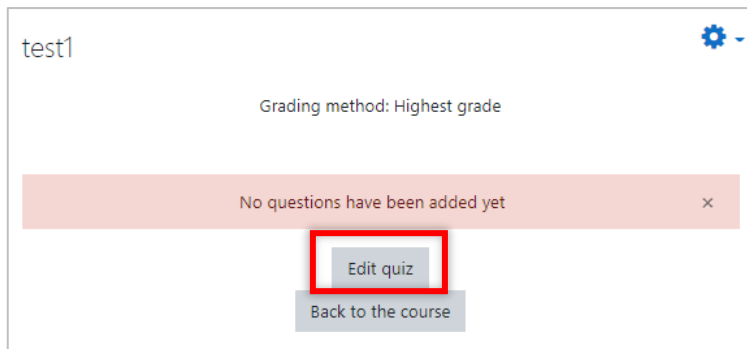
  See "13. Restriction and completion".

- **Set activity completion.**
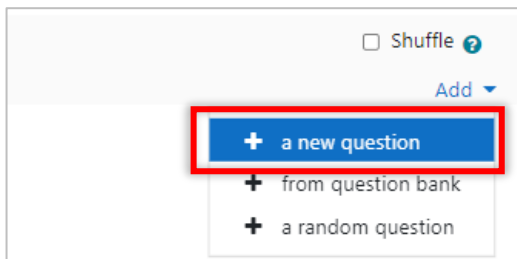
  See "13. Restriction and completion".

(4) After completing the settings, click [Save and return to the course]
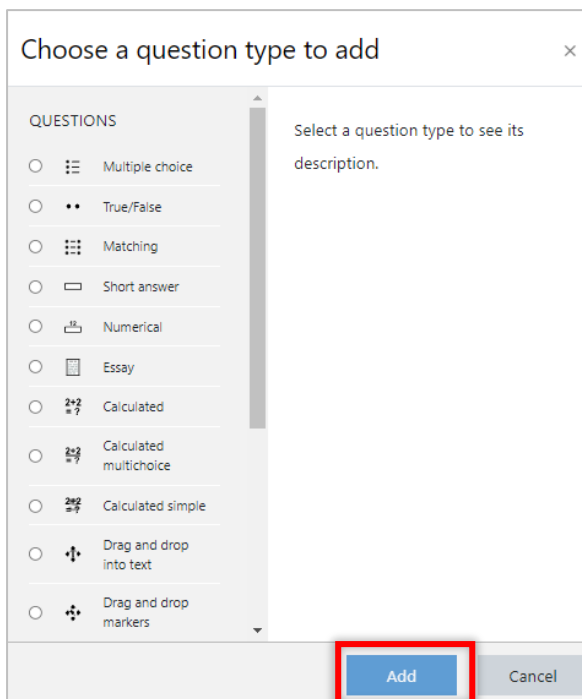
8.2　Adding questions to a quiz

(1) Click the test icon and click [Edit quiz]

(2) Click Add ▼ and choose [a new question]

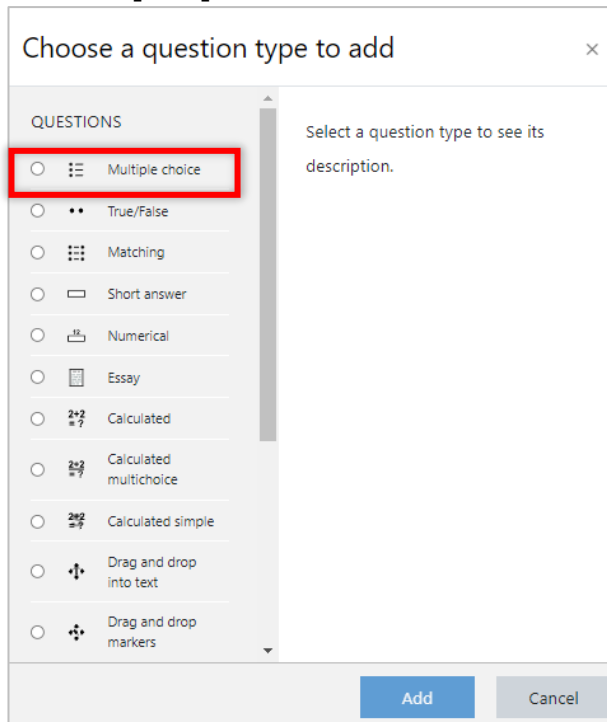(3) Choose a type of question that you want to use and click [Add]

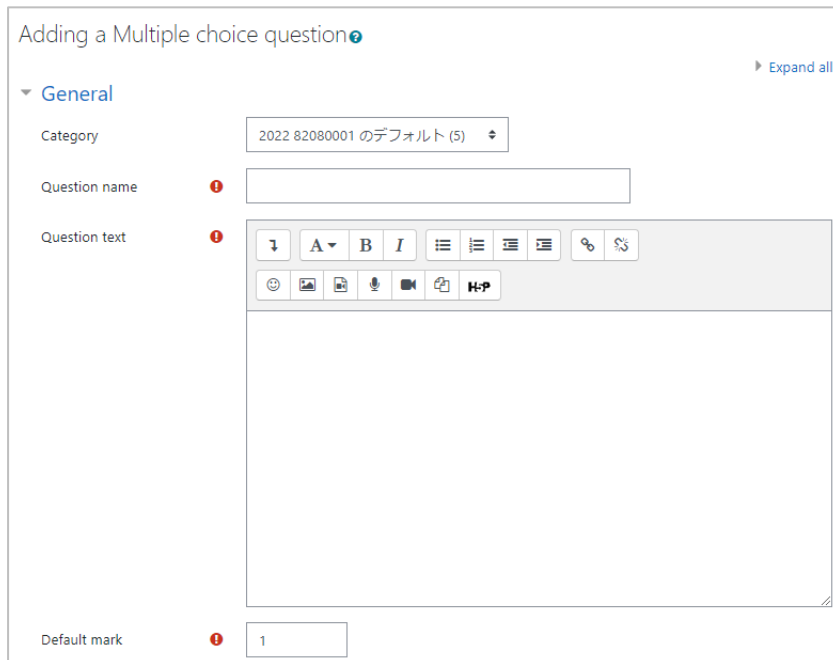Thereafter, we will show how to create multiple choice, short answer, and fill-in-the-blank questions.

8.2.1 Multiple Choice

The question is to select one or more correct answers from multiple choices.

(1) Choose [Multiple choice] in the [Choose a question type to add] dialog and click [Add]

(2) Input each values

Question Name : Enter a name for the question.

Question text : Enter a question such as "Which of the following is true? Enter the question text, such as.

Default mark : Enter the score you will get if you answer this question correctly.

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General feedback : Enter the feedback that will be displayed after the answer.

One or multiple answers? : Choose whether you want to be able to choose just one answer or multiple answers.

Multiple answers allowed : The choices are in the form of check boxes, allowing you to tick more than one option.
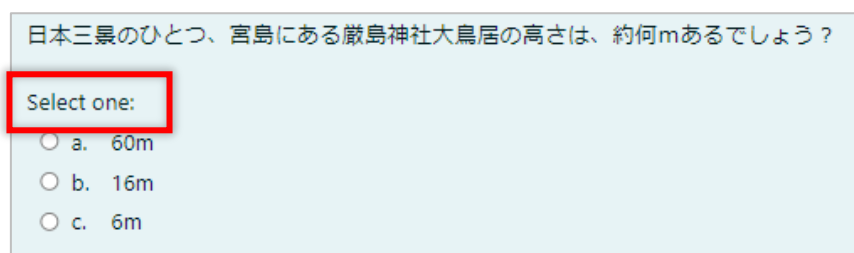
One answer only : The choices are in the form of option buttons (radio buttons), which allow you to select only one answer.

Shuffle the choices? : If checked, the order of the options will be rearranged for each attempt.

※This can be checked if you have set up the quiz as a whole and you have selected 'Yes' for 'Shuffle question interiors' under 'Question behavior'.

Number the choices? : Please select your preferred format。

Show standard instructions : You can choose to show the "Choose one" or "Choose one or more" instructions before a multiple choice answer. Example: If you choose "Yes" to show standard instructions

(3) Set the answer

Choice : Enter the contents of the choices.

Grade : Enter the score you will get for this choice, as a percentage of the Default Grade.

For example, if the [Default Grade] is 1, and you set this to "50%", you will get a score of 0.5 when you select this option.

Feedback: Enter the feedback you want to see if you select this option.

※ If you do not have enough space to enter your choices, click the [Add 3 more choice entry fields] button.

(4) Set the combined feedback

For any correct response : Enter the feedback to be shown for correct answers.

For any partially correct response : Enter the feedback to be shown when a partial correct answer is given.

Options : Check this box if you want to display the number of correct answers after answering.

For any incorrect response : Enter the feedback to be displayed in case of incorrect answers.

(5) Set up multiple tries

Penalty for each incorrect try : When you have set up the entire quiz, and you have enabled multiple attempts in [Question Behavior] under [Question Behavior], here you can set the percentage of points deducted for each incorrect answer as a percentage.

※ Even if the point deduction is greater than the grade due to a number of incorrect answers, it will not result in a negative score.

Hint : When you have set up the entire quiz, if you have selected "Multiple Attempts Interactive" under Question Behavior, enter the hints that will be displayed when a student answers incorrectly. Students can retake the quiz up to the same number of times as the number of hints entered.

※ If you do not have enough space to enter a hint, click the [Add another hint] button.

Hint options :

Clear incorrect responses : Check this box if you do not want the previous answers to be displayed when you retake the test.

Show the number of correct responses : Check this box if you want to see the number of correct answers after you answer.

(6) After completing the necessary settings, click [Save changes]

(7) On the Editing quiz screen, confirm that the questions have been added

8.2.2 Short answer

In response to a question, the student answers with the appropriate word or phrase. Even if there is more than one correct answer, a different grade can be given for each answer, ranging from 100% to [none].

(1) Choose [Short answer] in the [Choose a question type to add] dialog and click [Add]
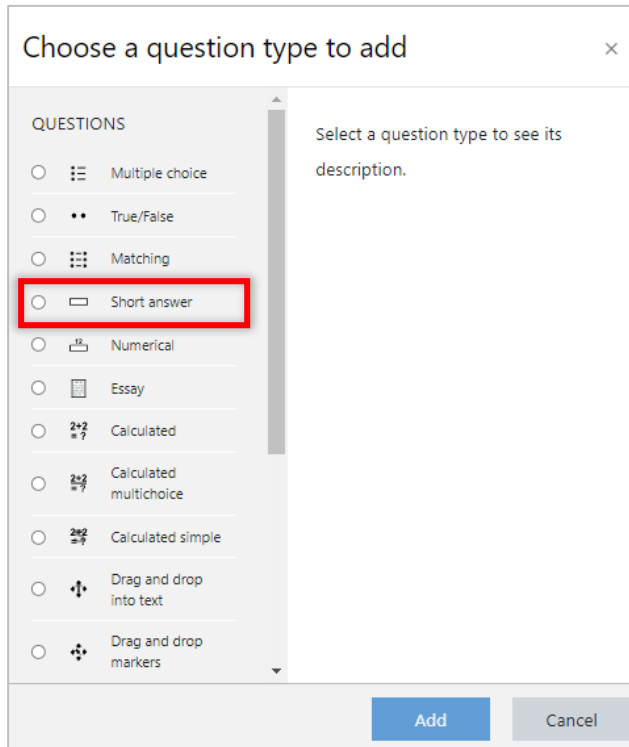
(2) Set the item below

Question name : Enter a name for the question.

Question text : Enter a question such as "Which of the following is true? Enter the question text, such as.

Default mark : Enter the score you would get if you answered this question correctly.

General feedback : Enter the feedback you would like to see after answering the question.

Case sensitivity : Select whether the letters entered in the answer box are case sensitive or not.

(3) Set the answer

Answers : Enter the sentence for the correct answer. If there are more than one possible answer, enter them in separate columns, e.g. Answer 2 or Answer 3.

Grade : This is the grade you will get if you choose this option, as a percentage of the default grade. For example, if the default grade is 1, then setting this to 100% will give you a grade of 1 when you select this option.

Feedback : Enter the feedback you want to see when you choose this option.

※ If there are not enough fields, click on[Blank for 3 More Answer] fields.

(4) Set up multiple attempts

Penalty for each incorrect try : When you have set up the entire quiz, and you have enabled multiple attempts in [Question Behavior] under [Question Behavior], here you can set the percentage of points deducted for each incorrect answer as a percentage.

Even if the number of incorrect answers is greater than the grade, it will not result in a negative score.

Hint : When you have set up the entire quiz, if you have selected "Multiple Attempts Interactive" under Question Behavior, enter the hints that will be displayed when a student answers incorrectly. Students can retake the quiz up to the number of times equal to the number of hints entered.

※ If you do not have enough space to enter a hint, click the ［Add another hint］ button

(5) After setting the necessary items, click the [Save changes] button

(6) On the Editing quiz screen, confirm that the questions have been added

8.2.3 Embedded answers (Cloze)

Fill-in-the-blank questions are a very flexible question format which allows you to insert multiple choice, descriptive and numerical questions within the text. However, there is no graphical interface for creating questions.

(1) Choose [Embedded answer (Cloze)] in the [Choose a question type to add] dialog and click [Add]
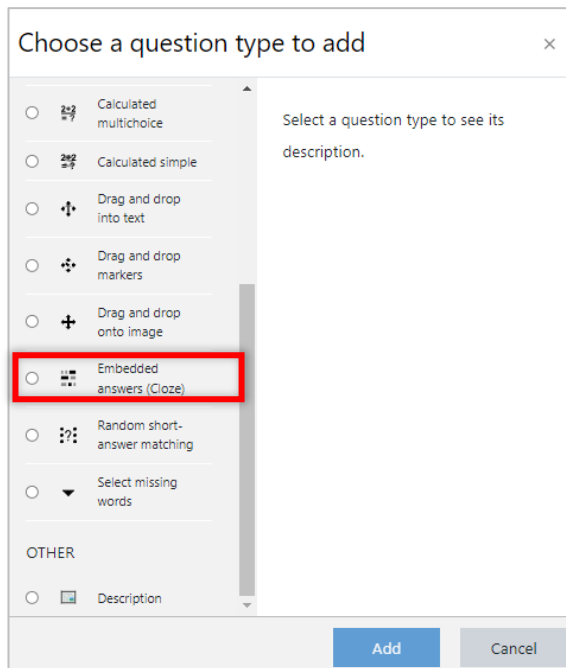
(2) Set the items

Question Name: Enter a name for the question.

Question text: Choose the correct answer for the following question. Enter the text of the question, such as.

※ The symbols used in the fill-in-the-blank question format are as follows

{}	Bind the entire area in question
{1 (the first number of the format)	Indicates the weight (score) of the question
: (half-width colon)	Wrap up the problem format
~	The separator between the answers.
#	Breaks the ice between answers and feedback
=	Indicate that the answer that follows is the correct answer

General feedback : Enter the feedback that will be displayed after the answer.

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(3) Click [Decode and check question text] to check the behavior of questions you have created
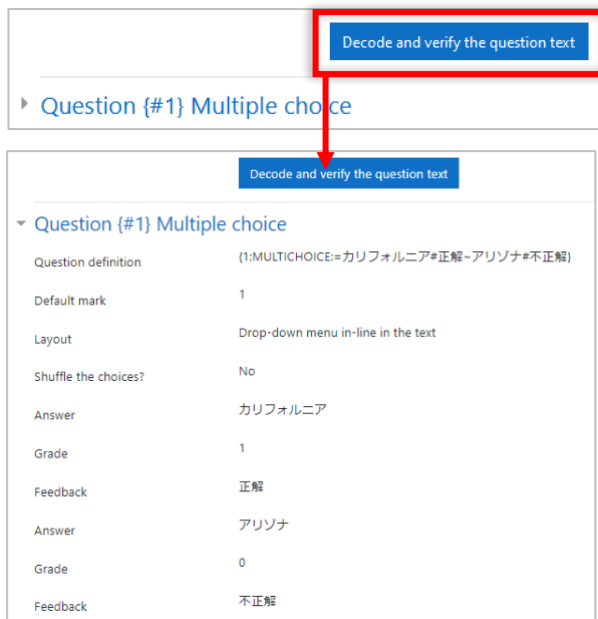
(4) If the correct answer or the distribution of scores is incorrect, go back to (2)

(5) Set up multiple examinations if necessary

Penalty for each incorrect try : When you have set up the entire quiz, and you have enabled multiple attempts in [Question Behavior] under [Question Behavior], here you can set the percentage of points deducted for each incorrect answer as a percentage.

※ Even if the point deduction is greater than the grade due to a number of incorrect answers, it will not result in a negative score.

Hint : When you have set up the entire quiz, if you have selected "Multiple Attempts Interactive" under Question Behavior, enter the hints that will be displayed when a student answers incorrectly. Students can retake the quiz up to the same number of times as the number of hints entered.

※ If you do not have enough space to enter a hint, click the [Add another hint] button.

Hint options :

Clear incorrect responses : Check this box if you do not want the previous answers to be displayed when you retake the test.

Show the number of correct responses : Check this box if you want to see the number of correct answers after you answer.

(6) When you have completed the necessary settings, click [Save changes] to add the issue

(7) On the Editing quiz screen, confirm that the questions have been added

8.3　Question bank

Questions created in the quiz will be registered in the [Question Bank]. Questions can also be created in the [Question Bank]. Questions in the [Question Bank] can be reused for other quizzes and can also be used by other teachers in the course.

(1) Click the gear mark in the upper right corner of the course and choose [More...]
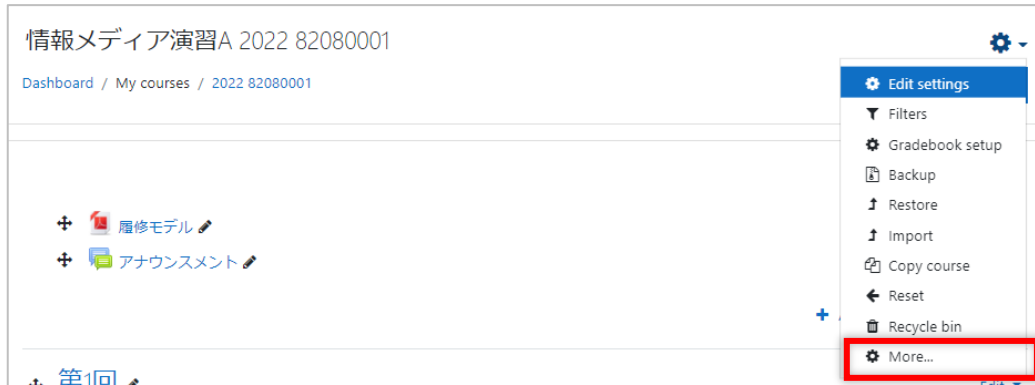
(2) Click on [Questions] in [Question Bank]
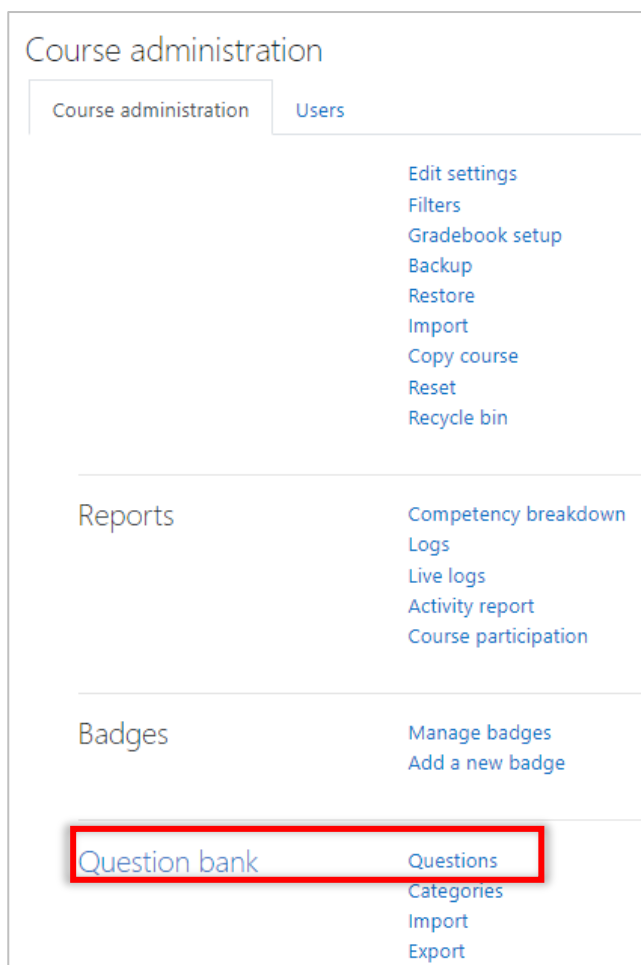
(3) Click [Create new question]

Questions can be grouped into categories. If you use categories, please pay attention to the category in which you register your question.

(4) Choose a type of question that you want to use in the [Choose a question type to add] dialog and create a new question

9 Forum

Forums can be used for a wide range of purposes, including discussions among students, faculty communication, and feedback.

There are five types of forums available in moodle. Please use them according to your needs.
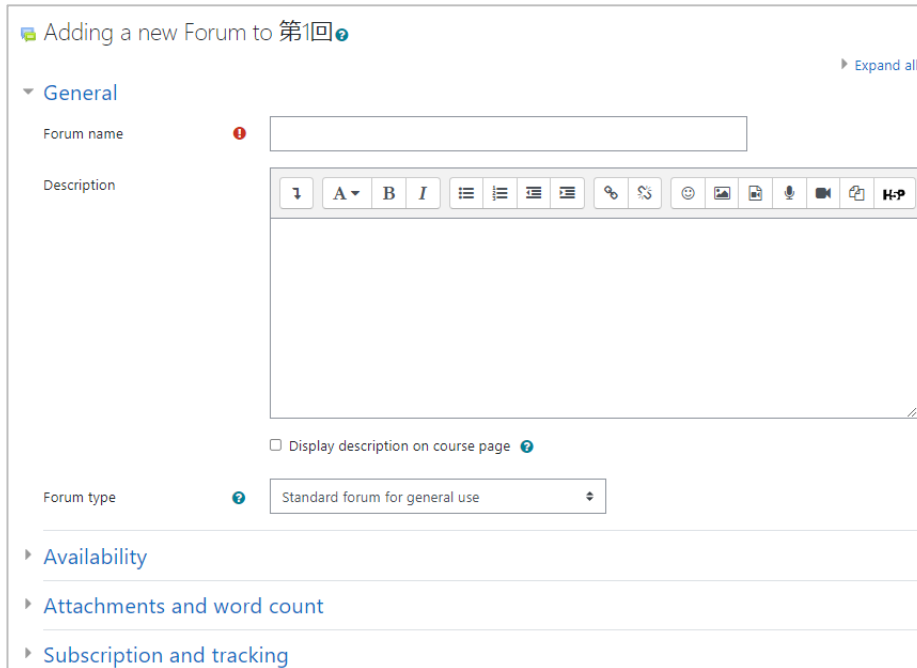
A single simple discussion	Each student can post one discussion topic strictly for everyone to reply to.
Each person posts one discussion	This is a single discussion that anyone can reply to (cannot be used for separate groups).
Q and A forum	Students need to contribute their own ideas before reading other students' contributions.
Standard forum displayed in a blog-like format	It is an open forum where anyone can always start a new topic.
Standard forum for general use	Each student can post one discussion topic strictly for everyone to reply to.

9.1 Creating a forum

(1) Click [Turn editing on]

(2) Click ［Add an activity or resource］

(3) Choose [Forum] in the dialog
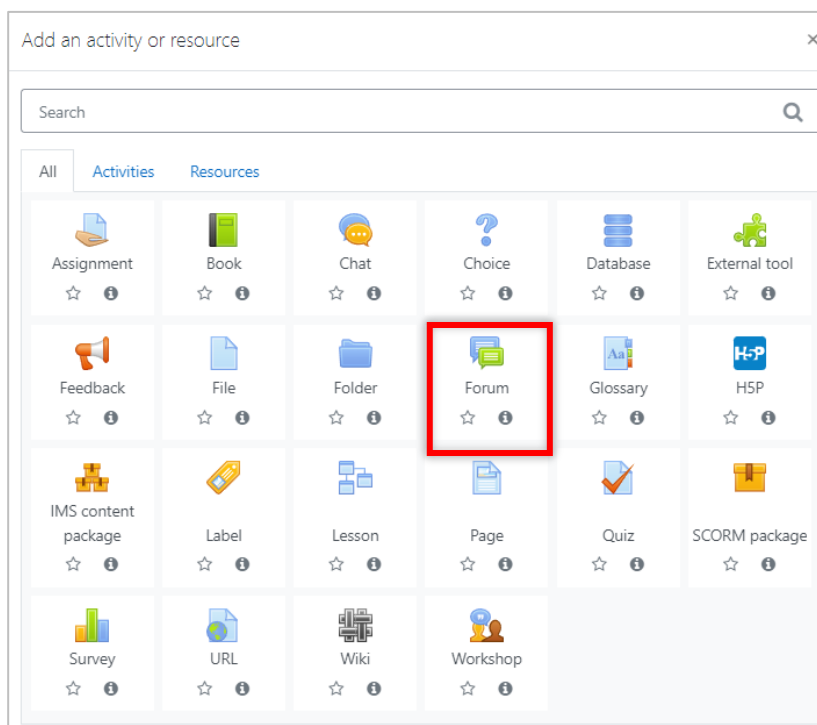
(4) Configure the forum settings
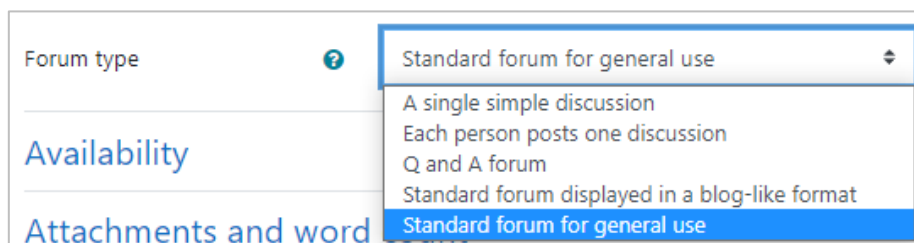
Forum name : Enter the name of the issue.

Description : Enter a summary of the assignment and the implementation procedure.

Display description on course page : Check this box if you want the information entered in Description to be displayed in the course.

Forum type : Specify the forum type.

Other setting values are described below. Please set them as necessary.

● **Attachment and word count.**

Maximum attachment size : Limits the maximum size of files that students can attach.

※ Settings that exceed the site limit and course limit are not allowed.

Maximum number of attachments : Limits the maximum number of files that a student can attach.

Display word count : Specify whether or not to show the total word count for each post.

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● **Subscription and tracking**

Specify the " Subscription mode ". Subscribe means that you will be notified by email when something is posted in the forum. This is available to all users (faculty and students) enrolled in the course.

Subscription mode
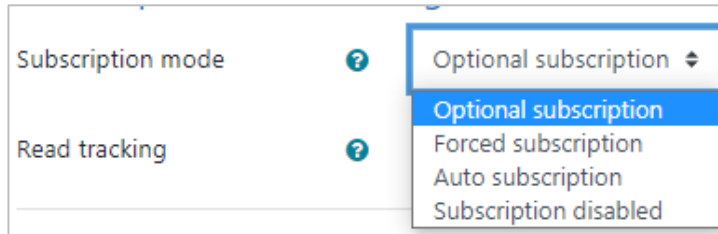
Optional Subscription : Allows users to choose to receive emails.

Forced subscription : All users will be notified.

Automatic subscription : All users will receive notifications. Users can unsubscribe.

Subscription disabled : All users will not be notified.

Read tracking : If you select [Optional], users can see unread posts.

● **Discussion locking.**

You can lock the discussion for a period of time.
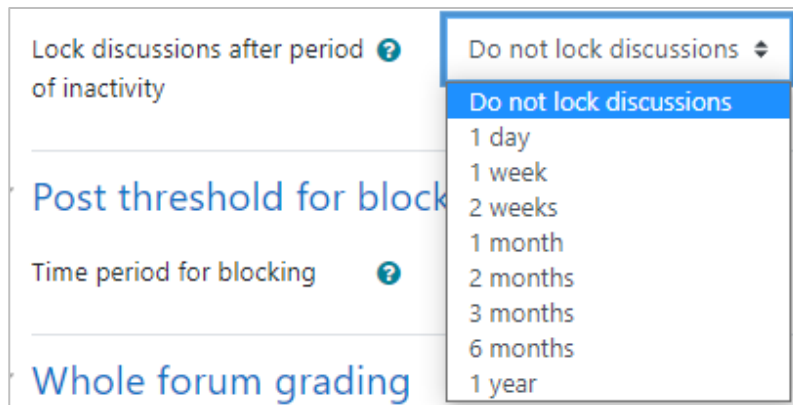
● **Discussion blocking.**

If a student posts more than a certain number of articles in a specified period of time, a warning will be displayed or the student can be denied from posting.

※ The other items are the same as in "7.1 Creating Assignments", so please refer to that section.

(5) After entering the required information, click the [Save and return to the course]

9.2　Posting to the forum

(1) Click the forum

(2) Click [Add a new discussion topic]
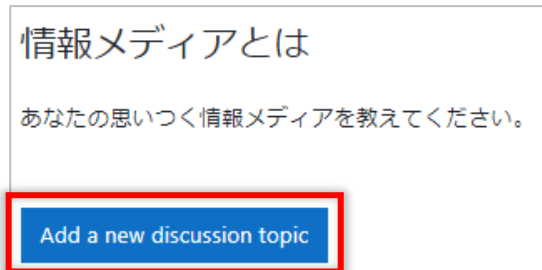
(3) Enter the [Subject] and [Message]

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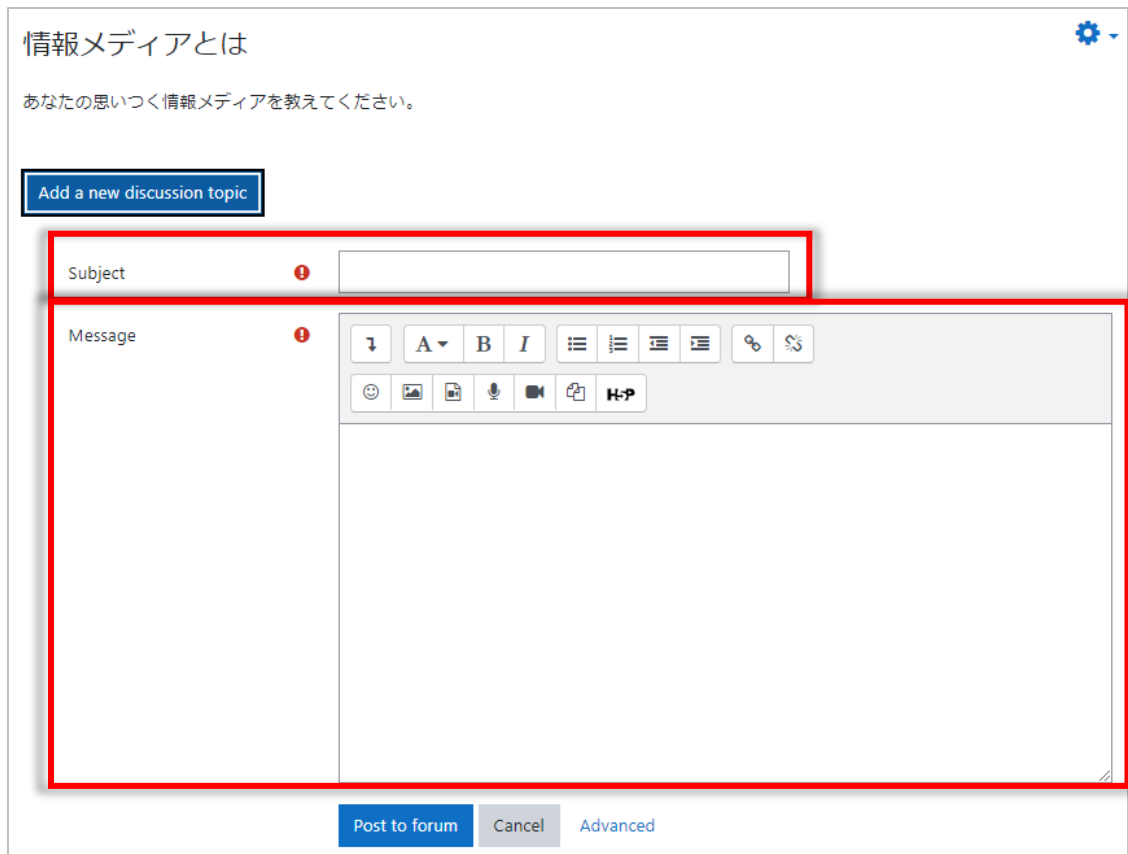
(4) If you want to attach a file, click [Advanced] and attach the file
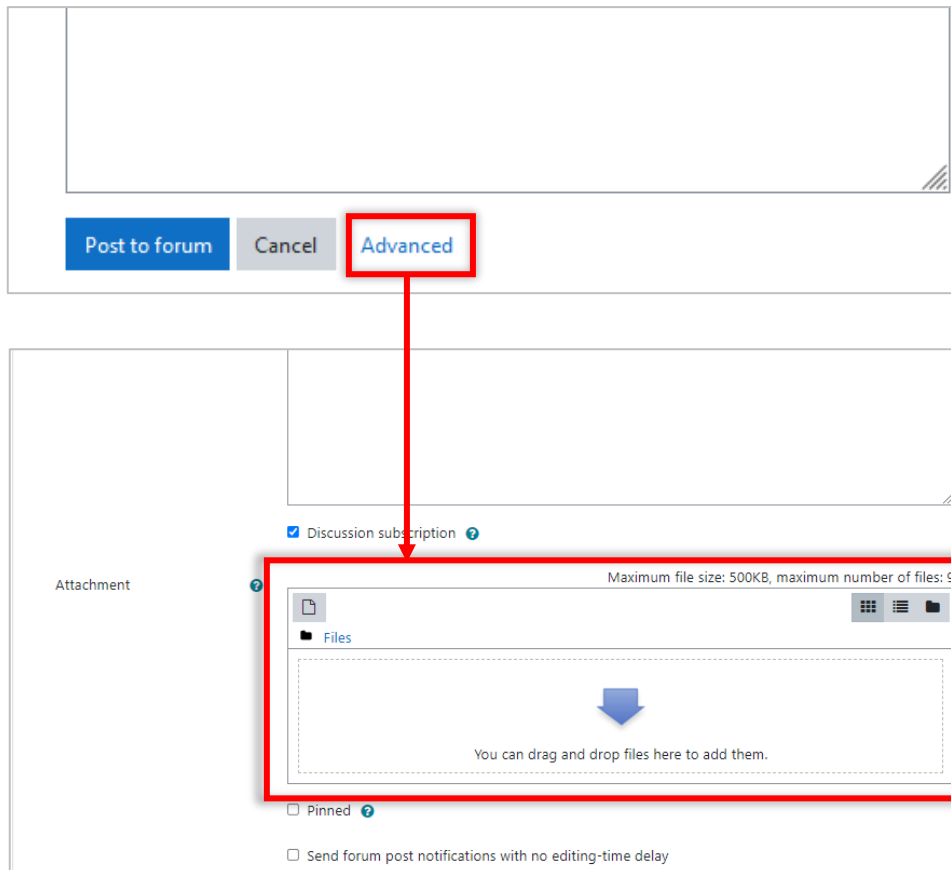
(5) Click on [Post to Forum]

9.3   Subscribing to the forum

You can choose to subscribe to the forum or not.

If you subscribe a forum, you will receive email notifications when new posts are added to the forum. If you do not want email notifications, gray out the subscribe symbol.

Click on the ☆mark to the left of the discussion to change the color of the star. The discussions with stars will be displayed at the top of the list.

10 Feedback

It is used to administer the survey on moodle.

The process of creating feedback is similar to a quiz. First you set up the feedback behavior, then you register the questions.

10.1 Creating a survey

(1) Set up your course. Click [Turn editing on].(See 4.3)

(2) Click [Add an activity or resource] . [Add an activity or resource] dialog appears.(See.4.5)

(3) From [Add an activity or resource] dialog, select [Feedback]
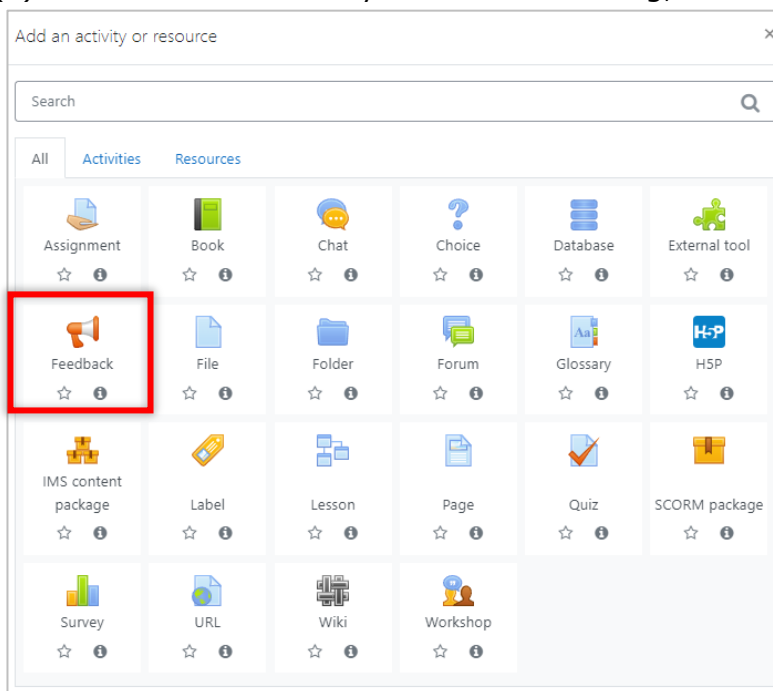
(4) Enter a [Name] and, if necessary, a [Description].

(5) Set the Availability.

You can set the start and end date and time of the feedback. Check "Enable" if you want to set them.

(6) Set the question and submission settings.

Record user names : You can make the survey anonymous. If so, select [Anonymous] in the pull-down. This cannot be changed once you have started answering.

Allow multiple submissions : If you set your user name to anonymous, you can send an unlimited number of responses.

Enable notification of submissions : If you choose **"Yes"**, the teacher will be notified by email after the answer.

 Auto number questions : If set to "Yes", the issues will be numbered automatically.

(7) Configure the settings after submission the response.

Show analysis page : If set to "Yes", the analysis page will be shown to the student.
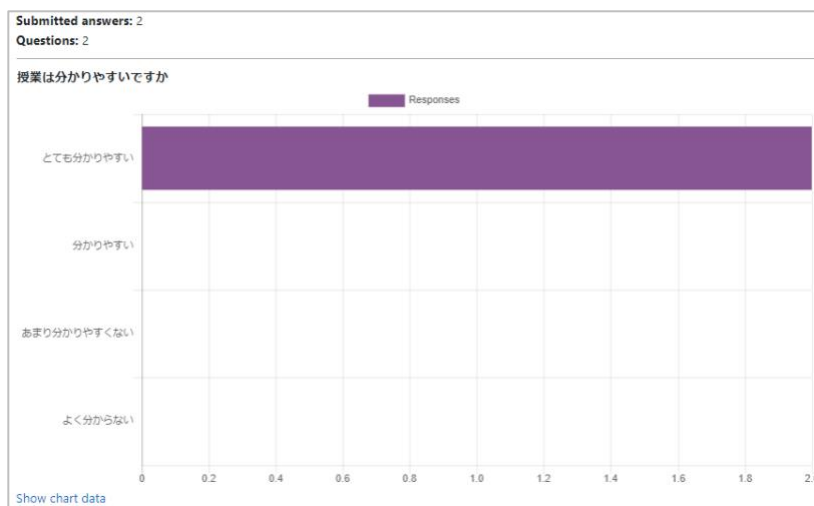
Completion message : If you have a message that you want to appear after the survey is sent, enter it here.

Link to next activity : You can link to another activity by setting a URL.

(8) After entering the required fields, click the [Save and display] button.

The feedback will be placed.

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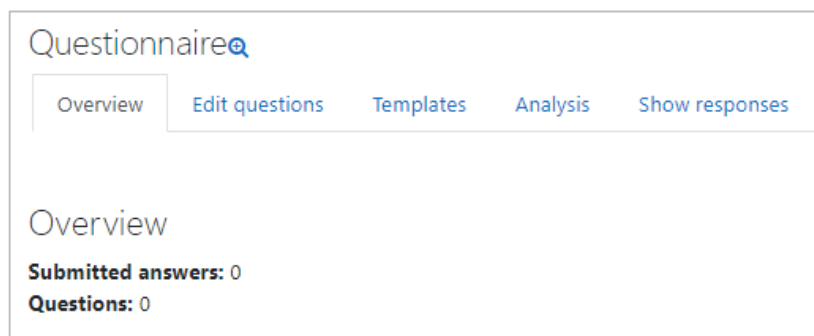
10.2 Adding questions

(1) Click on the tab to [Edit questions].
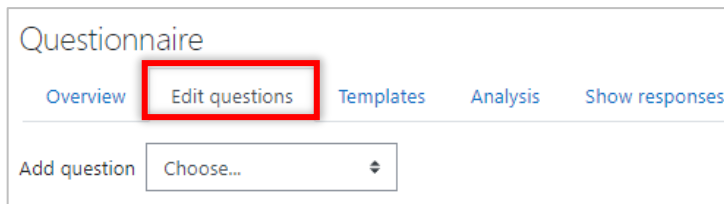
(2) Click on the [Add Question] button.
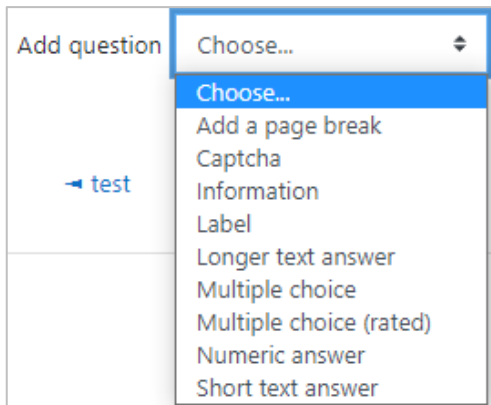
Multiple choice : There are three options for the response method.
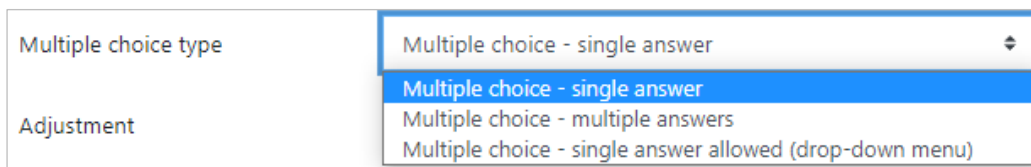
Multiple choice (rated) : By setting the grade (numerical value), it is possible to measure the average value, etc.

Numeric answer : A range (0-10) can be set.

Short text answer : Set up a box to enter text.

Long text answer : Set up a box to enter text.

(3) Enter your question

Adjustment : Select how the options are arranged, either vertically or horizontally.

Hide the "Not selected" option : allows or disallows the "Not selected" option. If set to "No", the "Not selected" option will be included.

Multiple choice values : Enter your choices, one answer per line.

(4) After completing the settings, click [Save Question].

You can check the questionnaire you have set up.

(5) To add a question, select it from the "Add a question" pull-down and add it.

    ※ ※ You can change the question content by editing, but you cannot change the question type. If you want to change the question type, you need to delete the question and create a new one.

    ※ ※ The following will be displayed to students.

10.3   Viewing responses

Click on Feedback to see responses from students.

The number of people who responded is shown in the summary. ［Click on the View Responses tab to see responses by respondent.

If you created the survey anonymously, your name and other information will not be displayed as shown above. You can now download the responses by clicking on the ▼ under [Download table data as] and selecting the format.

You can also click on the "Analysis" tab to see the results of the analysis of your answers. (Analysis results can only be exported in Excel format.
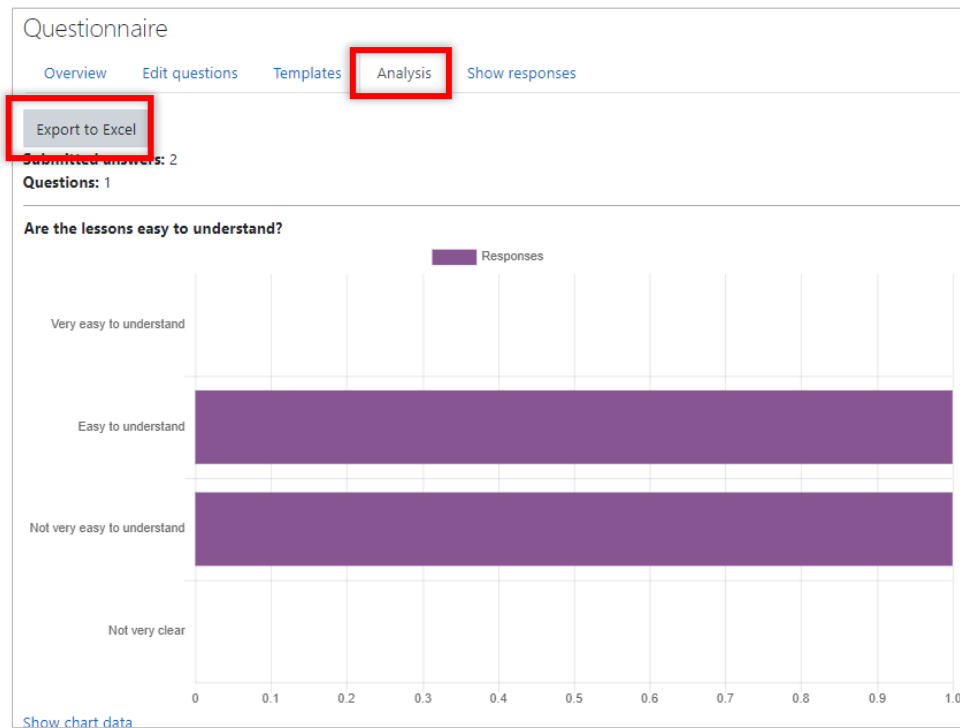
11 Grade

Check the grades of the learning data on moodle.

Click [Grades] on the navigation drawer of the course.

[Grader report] screen will appear, showing the list of students. If you can't get into the screen, scroll to the left to see the list of assessments for the assignment and quiz.

Each tab will be explained separately.

11.1 View

11.1.1 Grader report

The list of graders (students) will be displayed. The number of participants will also be displayed.

You can change the display method by clicking the - next to the course name at the top of the grader list.

ex) If only the grade is displayed.
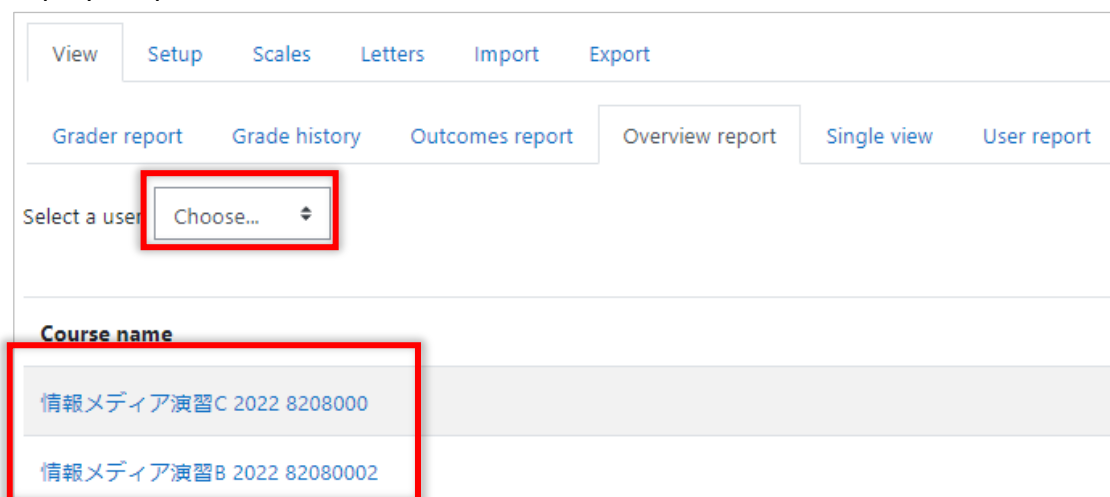
11.1.2 Grade history

You can select a student to view their grade history.

11.1.3 Outcomes report

If you have enabled outcome reporting, a list of outcome assessments will be displayed.

11.1.4 Overview report

Displays reports for each user and each course.

When you select a user, the grades of the selected user will be displayed in a list.

Clicking on the course name will display a list of ratings for each user registered in the course.

※ Click on the course name and the screen that appears will show the User Report.

11.1.5 Single view

[Select grade item...] and [Select user] to display.

11.1.6 User report

Displays a report for each user.

Under [Select all or one user], select the user name or "All users".

Ex)This is the screen where a user is selected. The selected user is shown in the upper left corner.

11.2 Setup

11.2.1 Gradebook setup

You can add categories to the grading table and tally the results for each category. In addition, the overall total can be calculated based on the grading values of the categories.

11.2.2 Course grade settings

Determines how the gradebook will be displayed for all users.

11.2.3 Preference: Grader report

Configure the display settings for the Evaluator Report.

11.3 Scales

A custom grading scale is a grading scale that is available only for that course. If you don't want to set up a rating scale, you don't need to.

If you want to add a new rating scale, click the [Add a new scale] button.
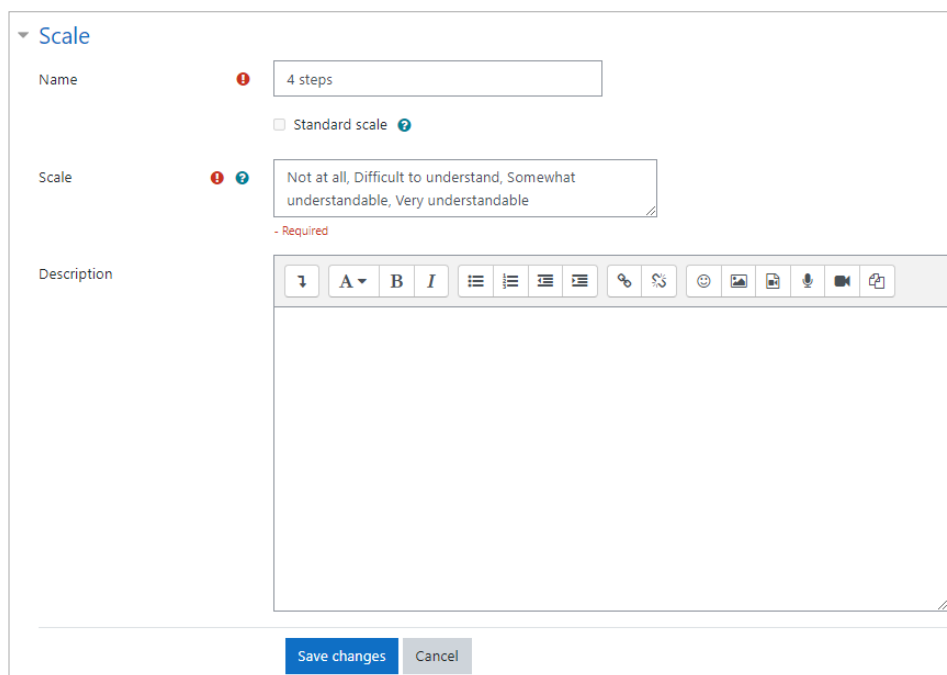
The rating scale is a comma (,) separated number or text, from negative to positive.

11.3.1 Charactor

Grading letters are used for grading by letter grades such as A, B, C, etc. You can change the letter used and the corresponding grade range. The settings you change will only be valid for this course.

If you do not want to use the setting characters, you do not need to edit them.

Click the [Edit] tab, or click [Edit grade letters] Text.

Click [Override site defaults] to allow editing. Make the changes you want to make and click [Save changes] to finish.

11.3.2 Import

You can import a grading table.

※ Be sure to work from the exported grading file.

11.3.3 CSV file

Only comma-delimited csv files or text files can be imported.

11.3.4 Paste from spreadsheet

Copy the data from the Excel or csv file, paste the data, and upload it.

After pasting the data, set the necessary items. After the settings are complete, click the Upload Grades button.

11.3.5 XML file

Only XML files can be imported.

Remote file URL should be set when you have a remote server such as student information.
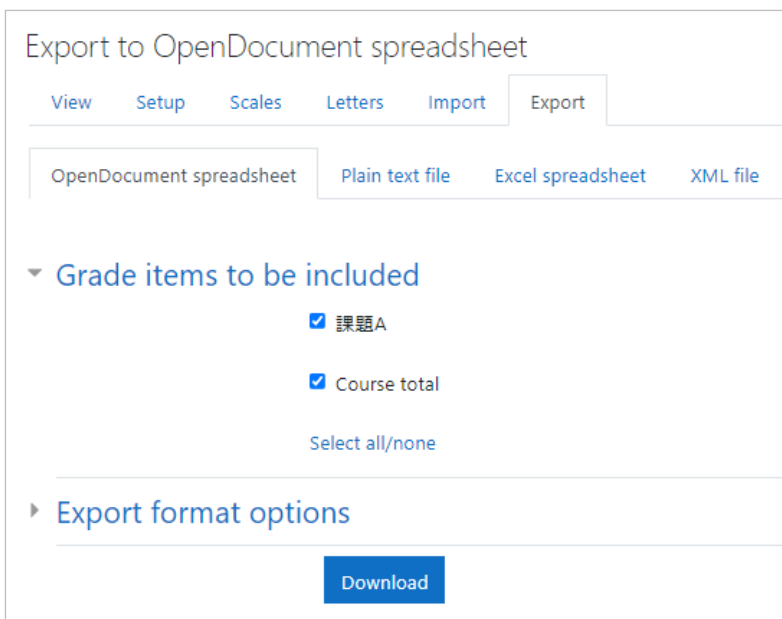
11.4 Export

Export the grading table. When you upload the grading table, it will be created based on the exported file. Select the file type to download.

11.4.1 OpenDocument spreadsheet,Plain text file,Excel spreadsheet

OpenDocument spreadsheets, plain text files, and Excel spreadsheets will all have the following screens

Check the items required for downloading, and click the [Download] button.

11.4.2 XML file

Exports an XML file.

※ If the quiz or assignment does not have an ID number, it cannot be exported.
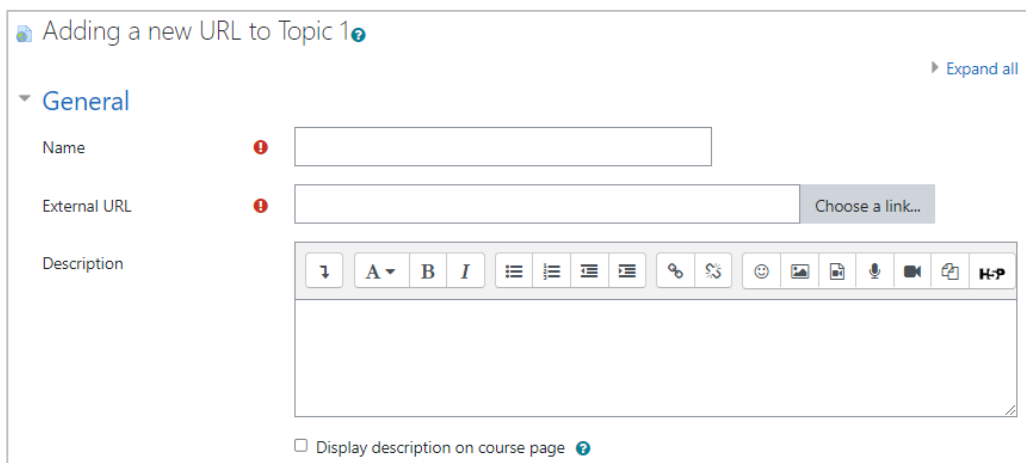
12 Other modules

12.1 URL

This is useful if you have a site that you want to display on moodle.

(1) Set up your course. Click [Turn editing on]

(2) Click [Add an activity or resource]
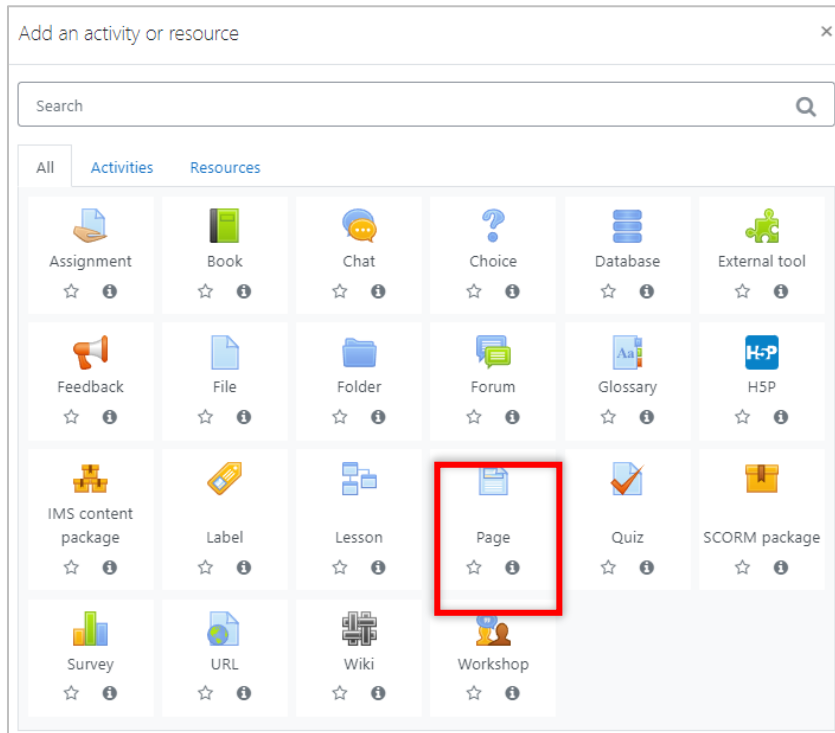
(3) Choose [URL]
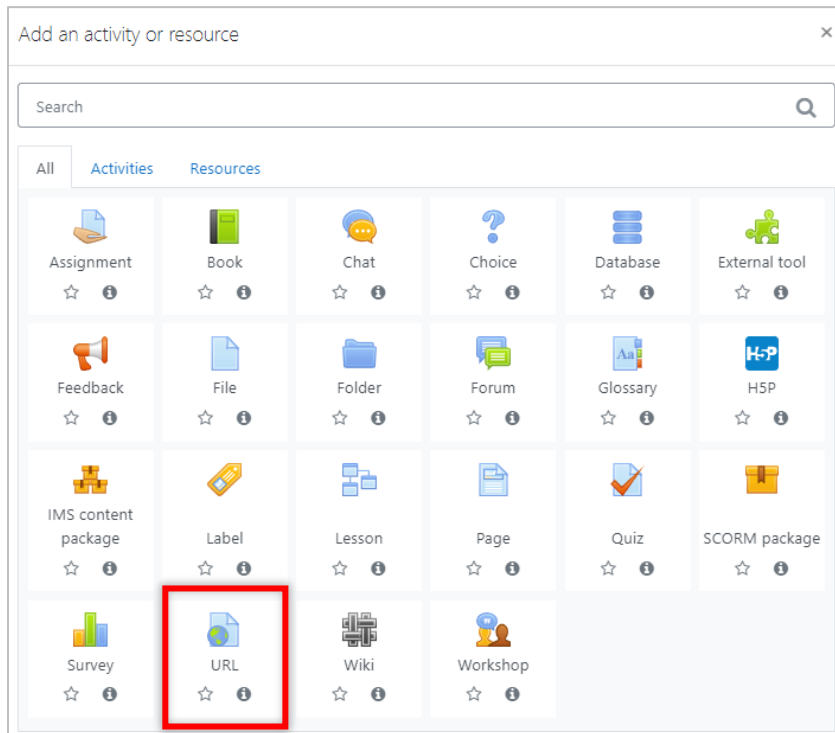
(4) Enter the Name and External URL

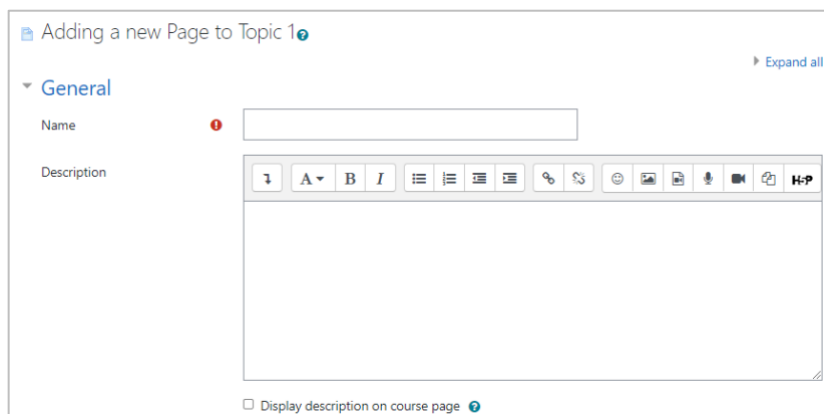After completing the settings, click [Save & Display] to confirm.

12.2 Page

You can create web pages that display text and images.

(1) Click [Turn editing on]
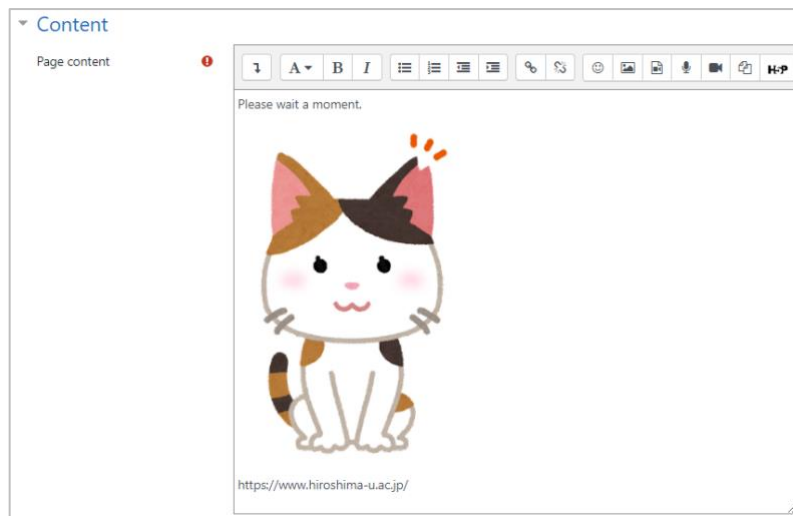
(2) Click [Add an activity or resource]

(3) Choose [Page]

(4) Enter a [Name] and, if necessary, a [Description], and then click [Save and display]

(5) Enter Content.

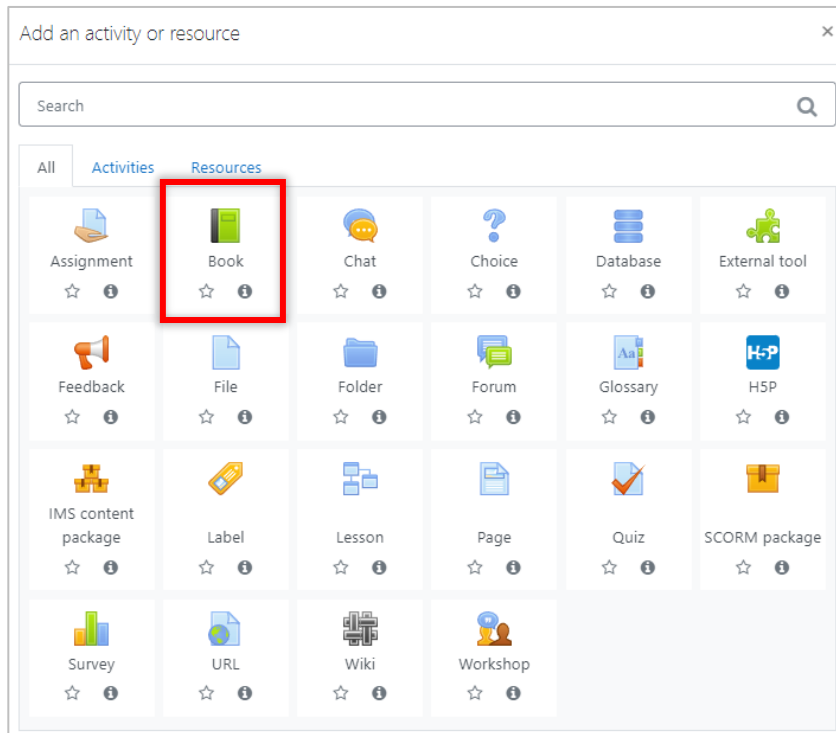You can create text, images, and links that you want to display.

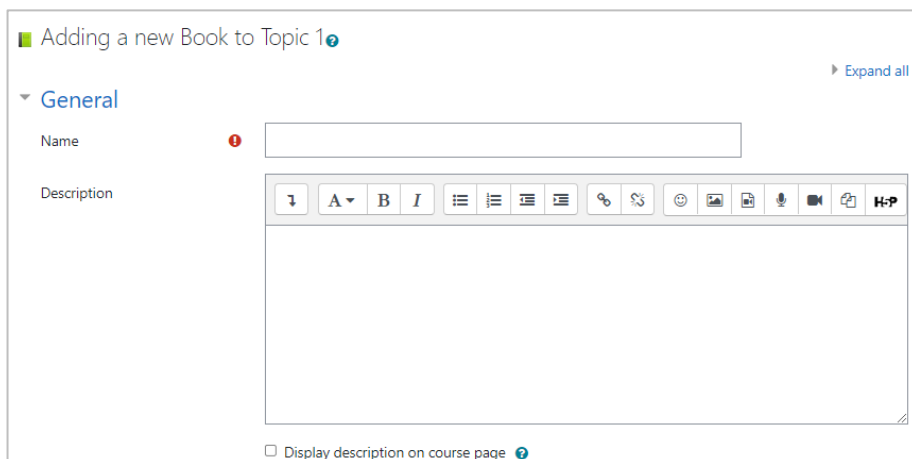After completing the settings, click [Save and display].

12.3   Book

Book-like format Allows you to create multiple resources in a book-like format.

(1)   Click [Turn editing on]

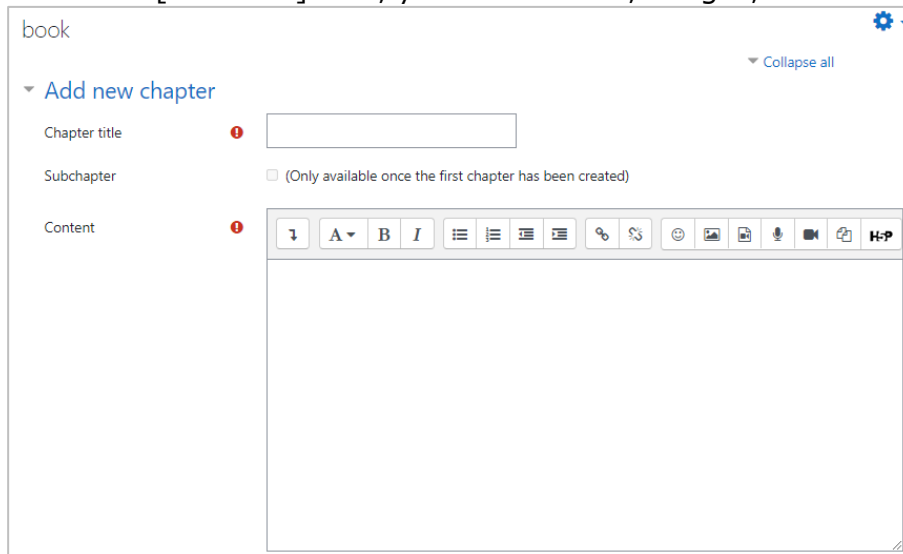(2)   Click［Add an activity or resource］

(3)   Choose［Book］

(4)   Enter a [Name] and, if necessary, a [Description], and then click Save and Display

(5) Enter the Chapter Title.

In the [Contents] field, you can set text, images, etc.

(6) After completing the settings, click [Save and display].

If you want to modify the settings, click the gear symbol to edit them.
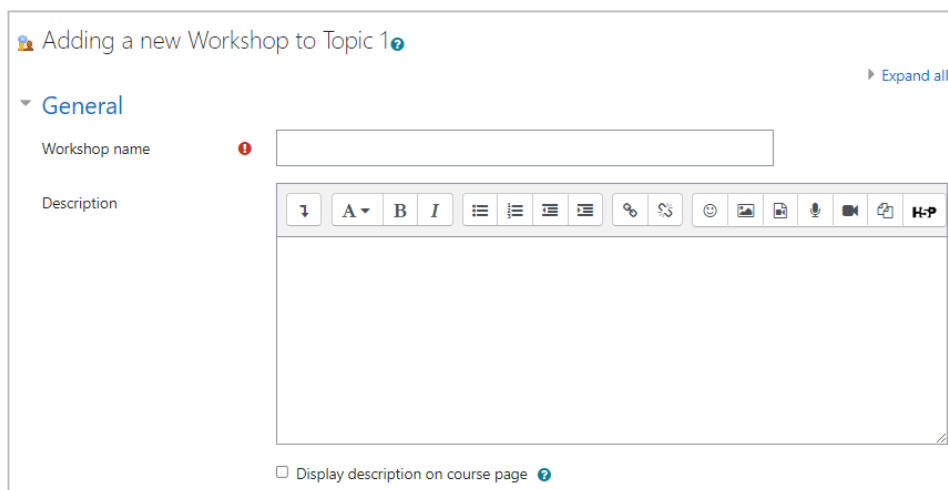
12.4 Workshop

It is used for peer evaluation in group work.

(1) Click [Turn editing on]

(2) Click [Add an activity or resource]

(3) Choose [Workshop]

(4) Enter a [Name] and, if necessary, a [Description], and then click [Save and display]

(5) Set the grading system. Set the passing score, etc.

(6) Set up the submission settings

Set the file format, file size, etc. to be submitted.

(7) Set the Assessment settings

If you want the students to Use self-assessment, check the box [Students may assess their own work].

(8) After completing the settings, click [Save and display]

❌ Click on the area where the "*" is displayed to configure the settings.

(9) If you want to change the phase, click [Switch to the setup phase○] and click [Continue].

(10) You will see that the phase has been changed

13 Restriction and completion

You can limit the number of students who can use an activity, resource, or section by using conditions such as date, grade, or group. You can also create usage conditions by combining any number of conditions. For students who don't meet the conditions, you can also show them what conditions they need to meet in order to be able to use the service.

For activities and resources, there is also an "activity completion" function that records the completion of the learning process. This "activity completion" can also be used as a condition to restrict usage.

In this section, we will explain these functions.

13.1　Restriction

Open [Restrict Access] in the settings for creating sections, activities, and resources. By default, [Access Restrictions] is not set to anything.

So click the [Add Restriction...] button.

　[Click [Add Restriction...] and you will be presented with the types of conditions that can be set.

Here, [Activity Completion] will not appear unless the course is set up to record activity completion. Also, [Group] and [Grouping] will not appear if you have not created any groups or groupings.

In this section, we will show you an example of setting access restrictions using [Groups].

Let's say you have a course where you are creating Group A, Group B, and Group C. You assign Assignment A to Group A and Assignment B to Group B.

Create Assignment A and Assignment B in the Materials section.

First, under Usage Restrictions in Assignment A, click Add Restrictions... and select Group. Now select Group A for the condition [Group].
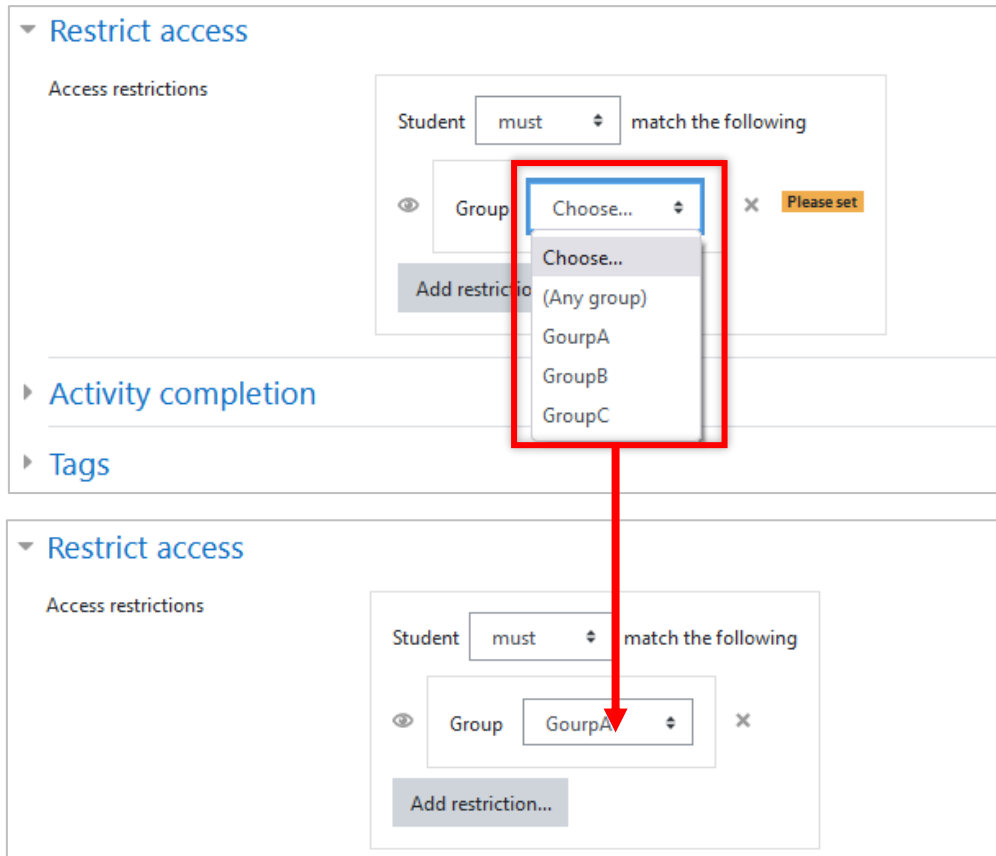
[The eye icon in front of the Group box determines whether or not the conditions of this assignment will be shown to students who do not meet those conditions. If the eye icon is closed (shaded) then the material/section itself will not be shown if the conditions are not met.

When the eye is open, even if the conditions do not match, the icon title of the material and what conditions are attached to it will be shown, but it cannot be opened.

In Group B, Task B, we will try to hide the conditions.
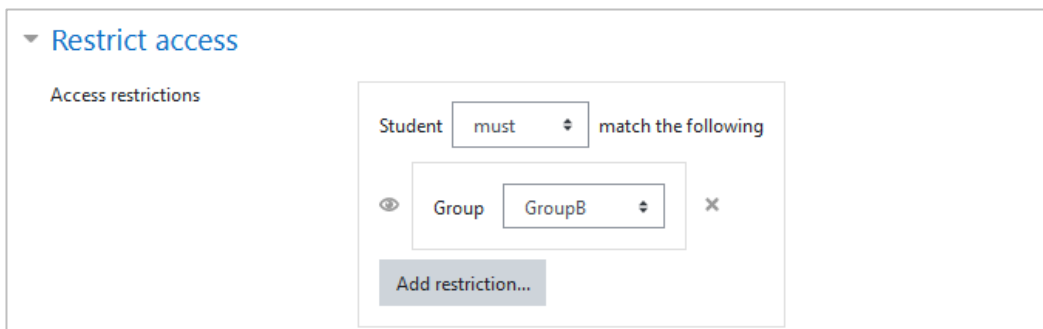
As a result, the teacher's editing mode and the material sections for each of the students in Group A and Group B are as follows

Faculty (at the start of edit mode)

Student in Group A

Student in Group B

This conditional statement can also be created by combining multiple conditions.

If you want to limit it to "students who belong to either Group A or Group C".

また

If you want to limit the number of students to those who belong to both Group A and Group C

Note that if you choose "must not match", it means that you are taking the opposite (negation) of the entire condition that you are setting after that.

Note that if you choose "must not match", it means that you are taking the opposite (negation) of the entire condition that you are setting after that.

If you want to limit the number of students to those who are not in both Group A

Also note that the position of the eye icon changes between the "must match" and "must not match" conditional statements.

13.2 Completion

Open [Activity Completion] in the settings for creating activities and resources. The default setting is "Do not show activity completion".
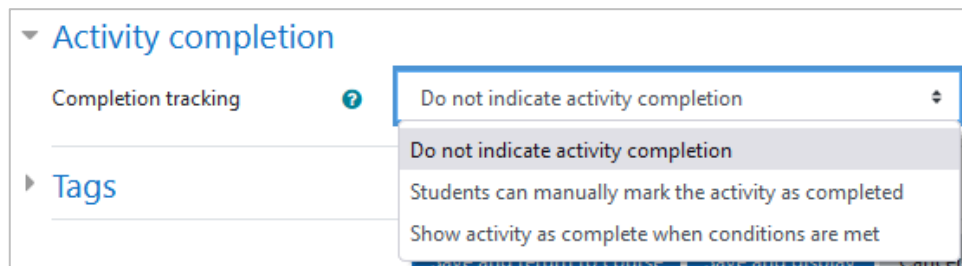
Here, if you select [Allow users to manually mark activities as complete] or [Show activity completion when conditions are met], a checkbox will appear to the right of that item.

I set activity completion for Group A's Assignment A, which I used to illustrate the usage restrictions. Here is what the materials section looks like to the students in Group A at that time. You can see the checkbox to the right of Assignment A.
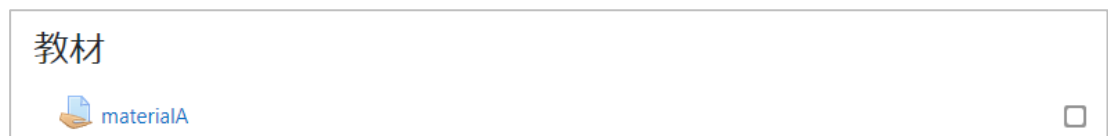
By checking this checkbox, the activity is considered complete.

The setting items are as follows

Students can manually mark the activity as completed : Allow the student to manually mark it as complete. You can also set an expected completion date by which you want the activity to be completed.
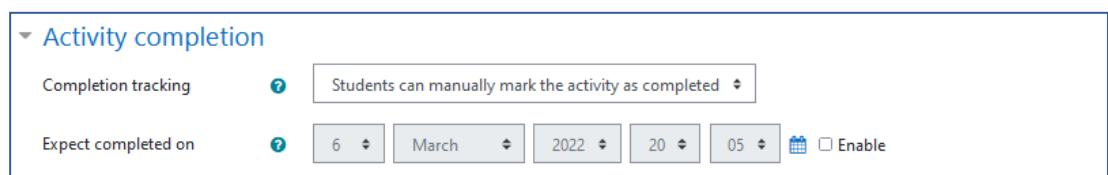
Show activity as complete when conditions are met : You can set completion criteria such as students viewing, submitting, and grading the answers. When those conditions are met, it is automatically marked as complete. You can also set an expected completion date by which you want the activity to be completed.

Below is a screenshot of the configuration screen. The top one is the file settings screen, and the bottom one is the test settings screen. For tests, you can include grades and passing scores as conditions. The conditions that can be set like this vary depending on the activity or resource.

Activity completion

Completion tracking	❓	Show activity as complete when conditions are met
Require view		☑ Student must view this activity to complete it
Expect completed on	❓	6 ⬍ March ⬍ 2022 ⬍ 20 ⬍ 10 ⬍ 📅 ☐ Enable

Activity completion

Completion tracking	❓	Show activity as complete when conditions are met ⬍
Require view		☐ Student must view this activity to complete it
Require grade		☐ Student must receive a grade to complete this activity ❓
		☑ Student must submit to this activity to complete it
Expect completed on	❓	6 ⬍ March ⬍ 2022 ⬍ 20 ⬍ 05 ⬍ 📅 ☐ Enable

14 Creating courses or moodle local accounts

Accounts for all members in Hiroshima University have already been created in Hirodai moodle. So you can log in to Hirodai moodle with Hirodai ID and its password.

And the courses for classes listed in MOMIJI will be automatically created and each class members, teachers and students enrolled in the class, are also added to corresponding moodle course.

Then, you may ask how to add a not-enrolled student or a faculty member as a student in such a course. Or you want to know how to preview course content that you have created as a student. We will answer to such questions in this chapter.

Faculties and staff can create 10 moodle local accounts all. When you log in to moodle with such an account, click [Login with local account] in login screen.

After creating a moodle local account, you can add it as a student in your course. When you log in to moodle with such account, you can preview your course contents as a student.

In addition to the courses that are automatically created for the classes in MOMIJI, You can also create 100 courses in all.

How to create moodle local account or course, then? How to manage them?

14.1 Moodle local accounts

Clicking on down-pointing triangle in the top right corner of the screen and choosing [Preferences], you will see [Manage local account] link. Click it, then [Manage the local accounts] page will be shown.
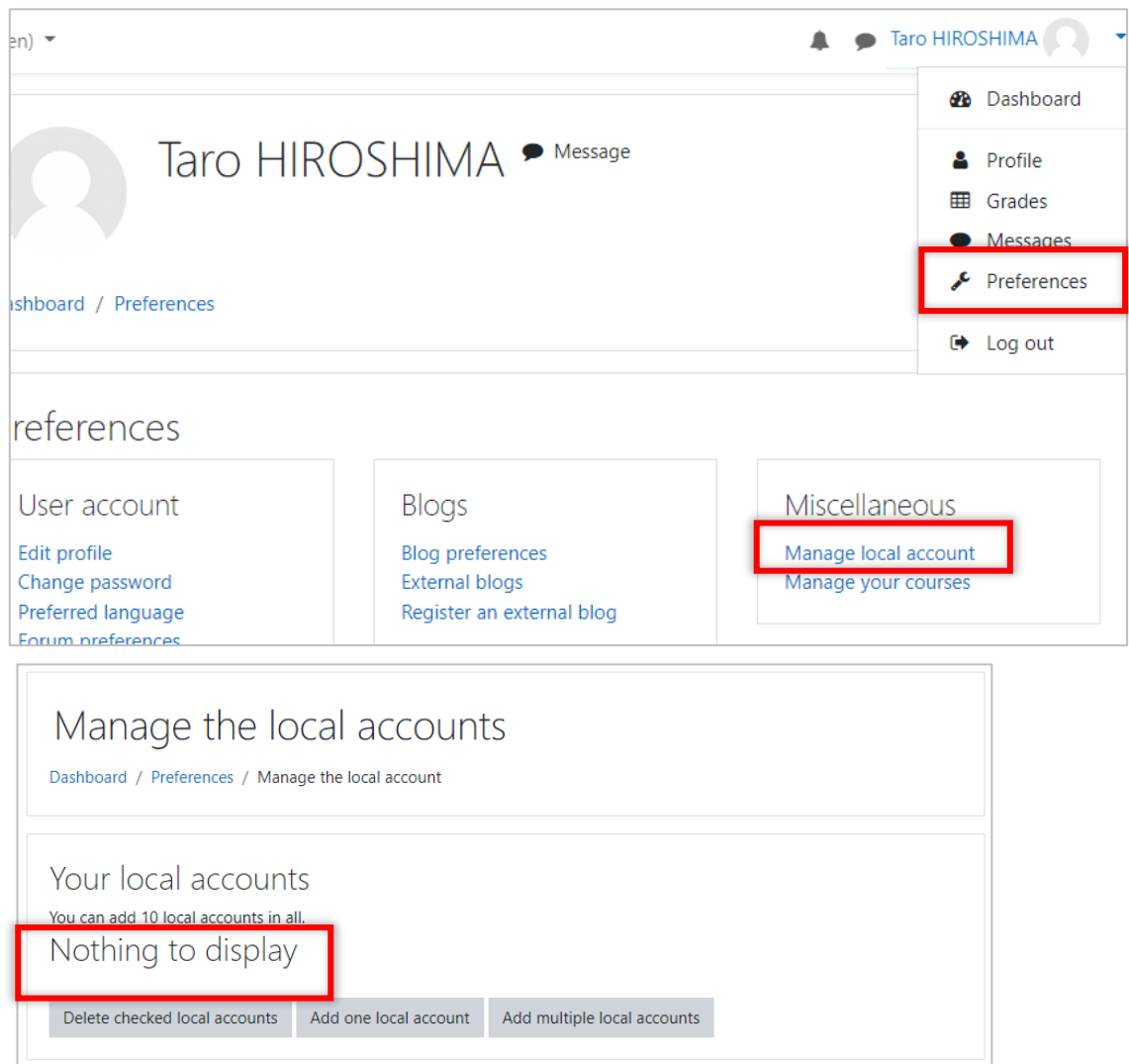
Initially, there are no moodle local accounts created by you, so the message [Nothing to display] is displayed.

In addition, the number of items that can be created is also displayed.

Here, you can do three things.
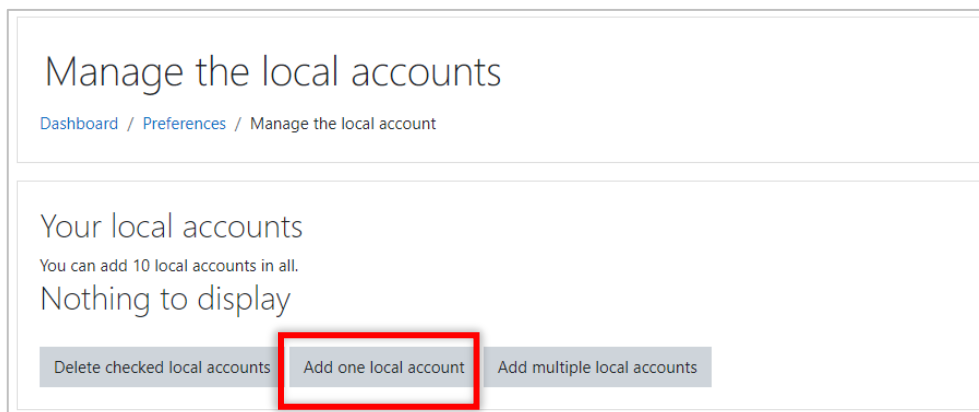
Delete checked local accounts: You can delete moodle local accounts that you created.

Add one local account: you can create a single moodle local account.

Add multiple local accounts: you can create multiple moodle local accounts by copying and pasting a list.

14.1.1 Creating a local account

(1) Click [Add one local account]

(2) Set the items

Username: Set the login name of the local account. This field is required, and cannot be set to a value that matches another account.

Suspended account: Set the checkbox to Yes if you want to disable this account from logging in.

Password: Set a password to be used when logging in. There are restrictions that prevent you from setting a simple password.

Force password change: Set this checkbox to Yes, if you want this account to change password the first time logs in.

Surname: Set the last name of this account. This field is required.

First name: Set the name of this account. This field is required.

Email address: Set the email address for this account. This field is required.

Hirodai mail: Set the email address to be linked to "Microsoft 365" for this account. This field is required.

Institution: Set the institution to which this account belongs.

Affiliation: Set the affiliation of this account.

Real name: Set the real name of this account.

Real name(kana): Set the pronunciation of this account's real name in katakana.

(3) Click [Submit]

14.1.2 Editing or deleting your local accounts

Clicking the name of moodle local account will bring up an edit screen where you can change the account's settings.

In order to delete your moodle local account, check the checkbox to the left of each name and click [Delete checked local accounts].
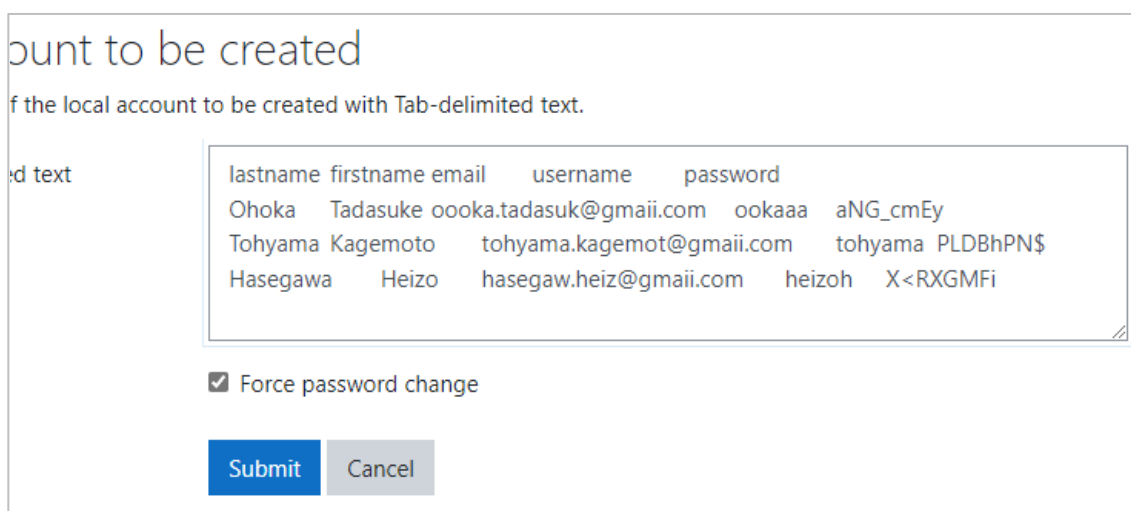
14.1.3 Creating local accounts in bulk

(1) Create the following data with at least 5 columns, lastname, firstname, email, username, and password, in Excel
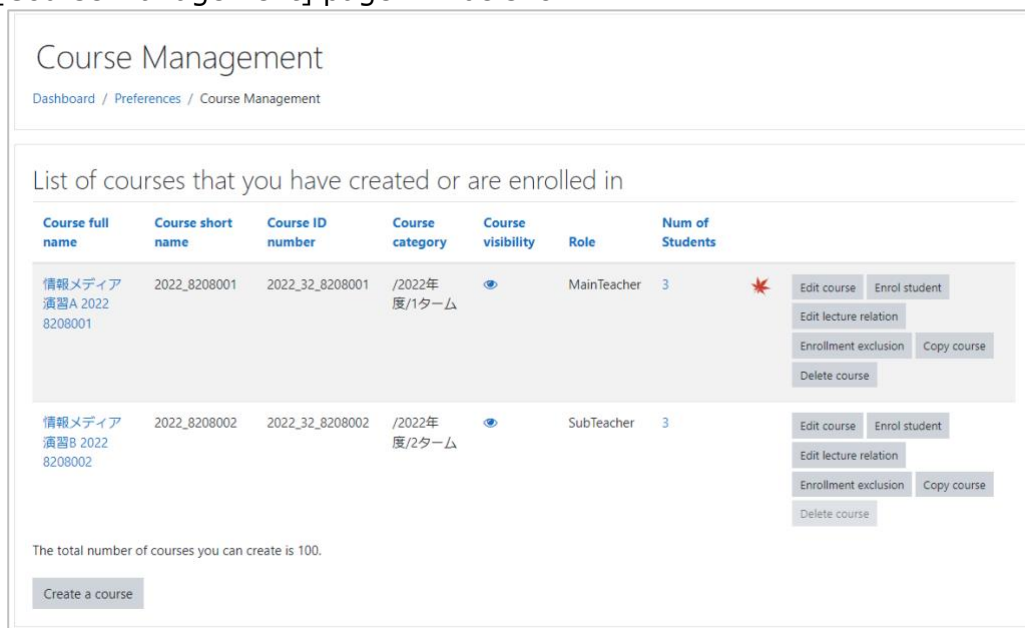
(2) Copy these cells in a rectangular range, copy them and paste them into [Tab-delimited text] area in [Creating multiple local accounts] page in moodle

※ Note that if [Force password change] is checked, the user will be prompted to change the password upon first login.

(3) Click [Submit]

14.2 Managing your courses

Clicking on down-pointing triangle in the top right corner of the screen and choosing [Preferences], you will see [Manage your courses] link. Click it, then [Course Management] page will be shown.

Courses you enrolled as a faculty member (Main teacher, Sub teacher or Advisory teacher) or courses created by you are displayed here.

The following items are displayed for each course.

Course full name: The full name for the course. Click to view the page for that course.

Course short name: Short name for the course

Course ID number: This is the moodle course ID number. For courses created from lectures, it is generated from the year, department code and timetable code, otherwise it is set to a random non-overlapping value.

Course category: Indicates when the course is used.

Course visibility: Indicates whether the course is visible to the user. 👁 indicates a visible state, 🖉 indicates an invisible state, and clicking reverses the visibility.

Role: If you are enrolled in a course, indicate your role.

Num of Students: Indicates the number of students enrolled in this course. Click to view the list of participants in that course.

⁂ (Indicates lecture relation): This MOMIJI symbol appears in courses that are linked to the lecture.

Operation Buttons: A function button will be provided as below: [Edit course], [Enroll student], [Edit lecture relation], [Enrollment exclusion], [Copy course], [Delete course]. Note if you enrolled as Sub teacher or Advisory teacher cannot delete the course.

14.2.1 Editing your course

Click the [Edit course] button to edit the settings for that course.

This function is the same as "4.2.4 Course settings".

14.2.2 Enrolling students

This function helps you to add or remove students from your course.

In the case of the courses created automatically for classes listed in MOMIJI, the students are automatically enrolled using data derived from MOMIJI.

Then this function is useful when you want to add not-enrolled student or a faculty member as a student in an automatically created course.

(1) Click the [Enroll student] button

(2) Input information about users whom you want to add to your course as students

Enrolling students in the course 情報メディア演習A 2022 8208001
Set the data to be used.

My lecture

Lecture code	Class name	Semester	Day of Week	Num of students	Time limit
☐ 2021_02_BK604001	日本文学特別演習A	前期	金曜	3	(金)7,8
☐ 2022_02_BK212002	日本語学研究法	3ターム	水曜	3	(水)1,2,3,4
☐ 2022_E90108_WSH00130	機械工学特別演習A	1ターム	n/a	3	集中など

Username

CSV file

Choose a file... Maximum size for new files: 1GB

You can drag and drop files here to add them.

Accepted file types:

Comma-separated values .csv

☐ Delete users who are not included in any of the above.

Proceed to Confirm   Cancel

You can choose the data source or upload CSV file to assign students to enroll.

My lecture: The list of your lectures will be displayed. If you wish to register the students enrolled to a lecture, check to the left of the lecture.

Username: List the login username of users who are candidates for course enrollment, either comma-separated or line-separated text.

CSV file: You can upload a CSV file of the user for course enrollment with the login ID in the first column.

Delete users who are not included in any of the above: When this item is checked, users who are already enrolled in this course and are not included in either My lecture, Username or CSV file will be initially set as users to be unenrolled from the course when advancing to the next screen. (The user will not be immediately unenrolled from the course, but will be unenrolled from the course if the check box is left unchecked.)

(3) Click the [Proceed to Confirm]

(4) Check whom you are going to add or delete from your course

(5) Click [Update students enrollments]

Check enrollments for course 情報メディア演習A 2022 8208001
Check the course registration before running it, and if it looks good, run the update enrollments.

The users to be enrolled this course
The users be checked will be enrolled to this course.
Check off the user not to be enrolled.

	Full name	Username	Hirodai ID	Institution	Affiliation
☑	五郎 本田	st05	D123543	広島大学	工学部

The users already enrolled this course
The users be checked will remain in this course.
Unchecked will be unenrolled.

	Full name	Username	Hirodai ID	Institution	Affiliation
☐	二郎 西川	st02	D123540	広島大学	教育学部
☑	太郎 広島	st03	Q123522	広島大学	総合科学科
☑	四郎 山村	st04	P123555	広島大学	教育学部

The users not exist in Moodle

Hirodai ID:
Username: Jondoe

[Update students enrollments] [Cancel]

Unchecked students will be removed or from your course.

14.2.3 MOMOJI link

The connection between classes in MOMIJI and courses in Hirodai moodle is called MOMIJI link. When you create it between one of your classes and one of your moodle courses, the link text to the moodle course will be appeared in the class information page in My MOMIJI. Depending on the settings for MOMIJI link, your course members are automatically updated in sync with MOMIJI.

As for courses that are automatically created for the classes in MOMIJI, MOMIJI links have already been created between such courses and corresponding classes. Click [Edit lecture relation] in the list of courses, you can see whether your courses have MOMIJI link or not.

- **Course without MOMIJI link**

	Lecture code	Class name	Semester	Day of Week	Num of students	Time limit
☐	2022_02_BK212002	日本語学研究法	3ターム	水曜	3	(水)1,2,3,4
☐	2022_E90108_WSH00130	機械工学特別演習Ａ	1ターム	n/a	3	集中など

☐ Relate teachers

☐ Relate student

Update relations   Cancel

There are no checked classes in the table.

- **Course with MOMIJI link**

This course has a MOMIJI link to the checked class. In addition, both [Relate teachers] and [Relate student] are checked. Then when class members are changed in MOMIJI, the updates will be automatically reflected in the course.

	Lecture code	Class name	Semester	Day of Week	Num of students	Time limit
☐	2022_02_BK212002	日本語学研究法	3ターム	水曜	3	(水)1,2,3,4
☑	2022_E90108_WSH00130	機械工学特別演習Ａ	1ターム	n/a	3	集中など

☑ Relate teachers

☑ Relate student

Update relations   Cancel

- **Created MOMIJI link by other faculty members**

The grayed checked checkboxes indicate that other teachers in your class set MOMIJI link between their class and this course. MOMIJI links set by the others cannot be removed. But you can create a new MOMIJI link.

	Lecture code	Class name	Semester	Day of Week	Num of students	Time limit
☐	2022_02_BK606001	日本文学特別演習Ｃ	前期	火曜	3	(火)7,8
☑	2022_E90108_WSH00126	機械工学特別演習Ａ	1ターム	n/a	2	集中など
☑	2022_E90108_WSH00130	機械工学特別演習Ａ	1ターム	n/a	3	集中など
☑	2022_E90108_WSH00137	機械工学特別演習Ａ	1ターム	n/a	1	集中など

If you want to create a MOMIJI link, check the class and choose if you want to add or delete teachers or students in sync with MOMIJI. Then click [Update relations].

14.2.4 Enrollment exception

As you can see in the previous section, members in MOMIJI linked courses will be added or removed in sync with MOMIJI.

If you remove one of your course members from your MOMIJI linked course, the member will be automatically added to the course again when some information about the corresponding class in MOMIJI is updated.

This function allows you to specify users among your course members and prevent them from enrolling in your course again.

(1) Click [Enrollment exclusion]

This list shows the course members and, if they are already eligible for an enrollment exception, "Yes" will be displayed in the Excluded column.

For courses without MOMIJI link, this list will be empty.

(2) Check the users you want to make exceptions to course enrollment or uncheck the users you want to remove from the enrollment exception members

(3) Click [Update course enrollment exclusion]

14.2.5 Copying course

Copied courses are counted as courses created by you. You may not copy courses that would exceed the course creation limit.

Click the [Copy course" to copy the course. Copying a course will take some time.

(1) Click [Copy course] in [Course Management] page

(2) Set the course full name and the course short name and choose course category

Copy the course 情報メディア演習A 2022 8208001
This course will be duplicated and put into the selected course category.

Course full name	❗ ❓	
Course short name	❗ ❓	
Course category	❓	その他 ⇕
Course visibility	❓	Show ⇕
Course start date	❓	9 ⇕ March ⇕ 2022 ⇕ 00 ⇕ 00 ⇕ 📅
Course end date	❓	8 ⇕ March ⇕ 2022 ⇕ 15 ⇕ 13 ⇕ 📅 ☐ Enable

Copy the course   Cancel

There are required fields in this form marked ❗ .

※ Note that the Course short name cannot be the same as another course.

(3) Click [Copy the course]

(4) Wait a little

Course copies in progress❓

Source	Destination	Time	Current operation	Status
2022_8208001	media0202	Tuesday, 8 March 2022, 3:20 PM	Backup	Process pending

Course copies in progress❓

Source	Destination	Time	Current operation	Status
2022_8208001	media0202	Tuesday, 8 March 2022, 3:20 PM	Restore	✔

(5) When a "✔" appears in the status, click on the destination link to see the copied course

14.2.6 Deleting course

When the [Delete course] button is clicked in the list of courses, a confirmation message appears. Clicking the [OK] in the message, the course will be deleted.

※ Please note if you delete the course, all student submissions, grades, course materials, and anything else related to the course will be deleted.

15 Other features

Hirodai moodle has other functions as below.

15.1 Status monitor

The [Resource Usage] block Check on the dashboard tells you how busy Hirodai moodle is.
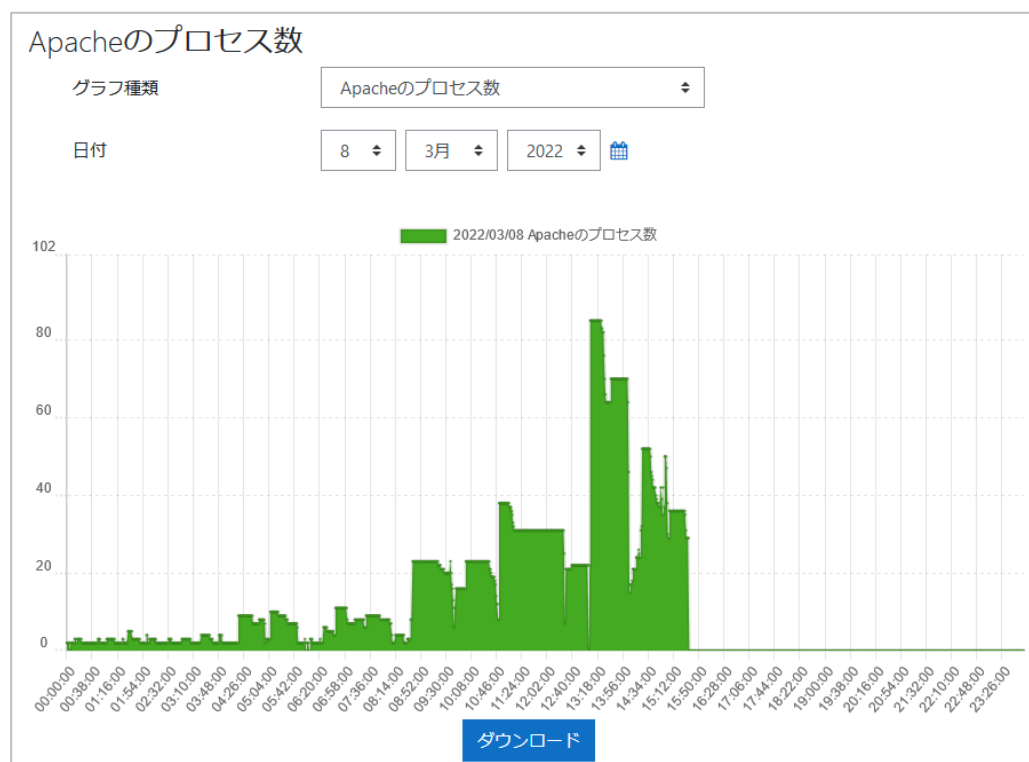
15.1.1 Usage

This portion of the dashboard displays a graph showing the current number of active users.

Faculty users can click on the graph to see more detailed information. (Students can only see the graph.)

15.1.2 View details

On the detailed information page, you will see the following graphs.

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Indicators that can be checked as follows:

Number of access users in the last 5 minutes, Number of assignments submitted in the last 5 minutes, Number of quiz submissions in the last 5 minutes, Number of Apache processes, Average CPU usage for the last 5 minutes, Average number of requests per second over the last 5 minutes, Average traffic per second for the last 5 minutes, Available memory capacity, Swap usage.

You can also specify a date to check the status of the day.

15.1.3 Download

You can download data for verifiable indicators going back to the past from a specified date. Click to download the values for each item in a CSV file.

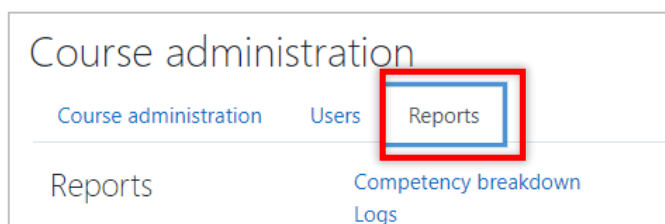## 15.2 Content access report

コースの活動へのアクセス状況を確認することができます。

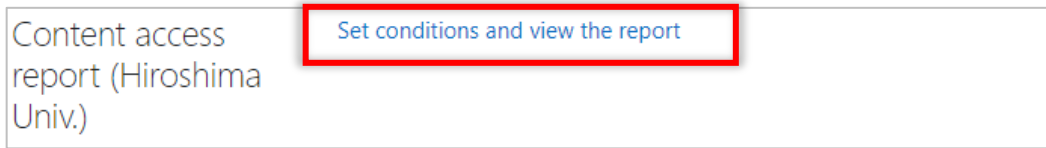### 15.2.1 Usage

This feature is available as a course report.

(1) Click the course action menu and choose [More...]
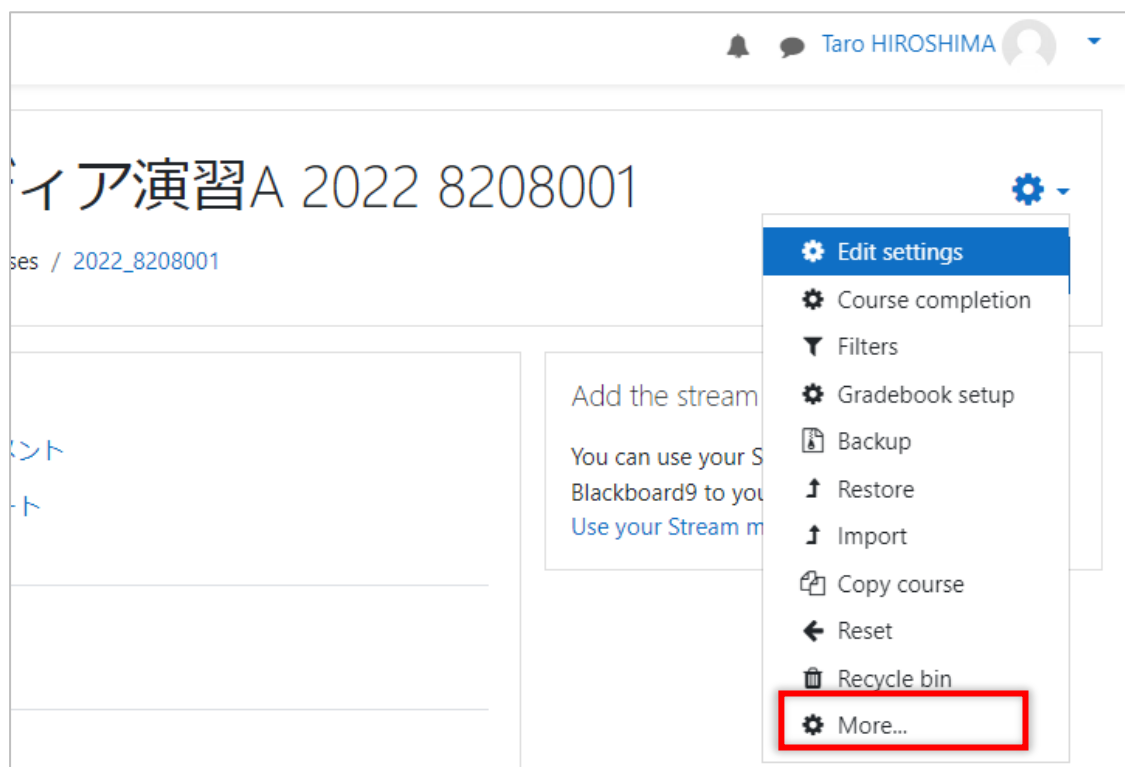
(2) Click the [Reports] tab

(3) Click [Set conditions and view the report] link in [Content access report] section

Content access
report (Hiroshima
Univ.)

Set conditions and view the report

If you have already viewed the report at least once, the "View previous report" link will also be displayed, so if you want to view the same report, click that link.

15.2.2 Select course modules to report

The first screen allows you to select the course modules (e.g., course materials) and report types to be included in the report.
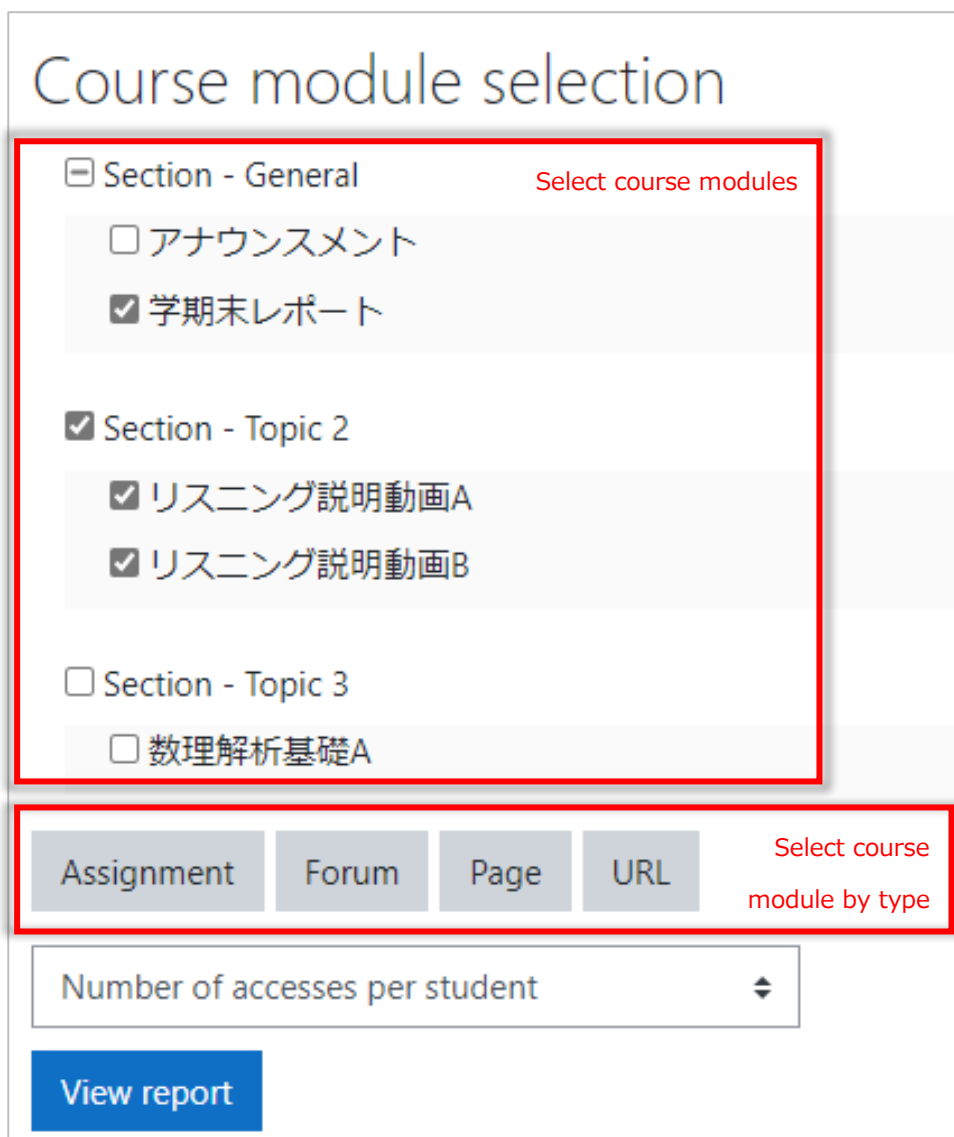
Course modules can be selected by clicking on check boxes, or they can be selected together using the section name checkboxes, or clicking the Activity Type buttons at the bottom.

There are four types of reports to choose from: access frequency by student, student access frequency trends, access status by day and time of day, and access data.

- **Number of accesses by student**

  The number of times each student accessed the selected material is determined and displayed as a table. This number of accesses is calculated using moodle log data.

  Please note, however, that some materials may output multiple logs for each access, so this may not be completely accurate.

  The displayed data can also be downloaded as a CSV file.

- **Student access frequency trends**

  The graph showing how many times students accessed the selected material on a daily basis, by activity. It is intended to provide a rough idea of students' learning behavior.

- **Student access by day and time of day**

  The distribution graph shows what time of day students accessed the selected course materials. This is another way to get a rough idea of students' learning behavior by time of day.

- **Access data**

  For selected course materials, details of access times for each student in the course can be output. This data can also be downloaded as a CSV file.

15.3 Login as

You can ask other users to log in to Hirodai moodle as you. Only faculty members or staff can do it.

However, you must know that the substitute user can only work in courses where you are enrolled as a teacher.

Please note that this function is not for having someone prepare course content or grade submissions for you but for asking someone to checking your settings for your course content when trouble occurs. If you want someone to help you preparing your course or grading submissions, add the person to your course as TA to know who helps for you.

15.3.1 Asking someone to login as you

(1) Click [Delegate your log in] in [Delegation] block on the dashboard

(2) Click[Add delegation settings]
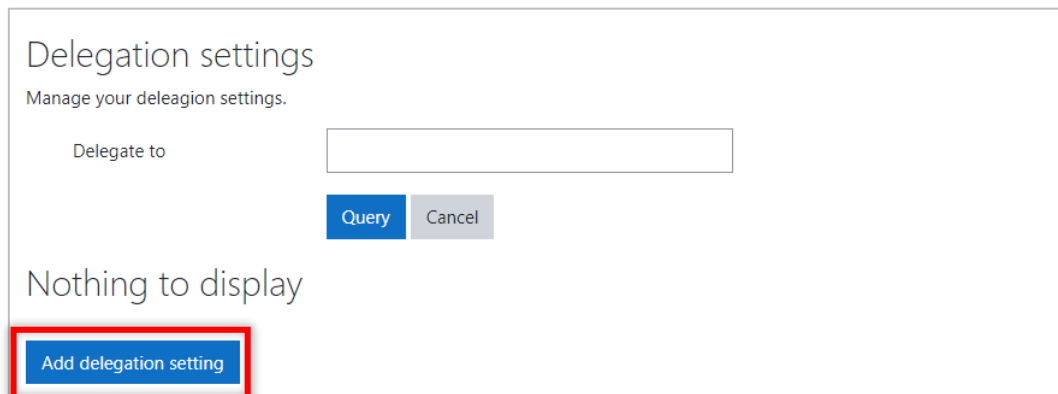
(3) Search a user whom you want to ask by name to narrow down the list

(4) Click [Choose] when you find the user
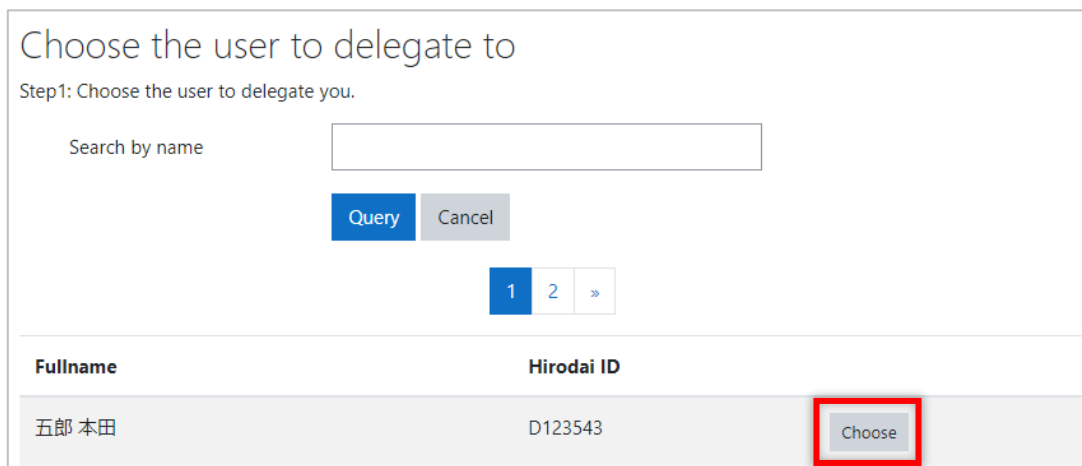
(5) Confirming the settings, and click the [Add delegation setting]

Confirm the log in deleagtion

step 2: Save delegation setting as below:

The user to delegate from   Taro HIROSHIMA (35124521)

Choose the user to delegate to   五郎 本田 (D123543)

[Add delegation setting] [Cancel]

15.3.2 Deleting the delegation settings

Delegation settings

Manage your deleagion settings.

Delegate to

[Query] [Cancel]

Delegate from	Delegate to	
Taro HIROSHIMA(35124521)	五郎 本田(D123543)	Delete

If you want to remove the settings, click the [Delete] button.

A confirmation message will be displayed. Click [OK] to delete the settings.

15.3.3 Login as other

When you are asked to login as someone, you will know who sent the request in [Delegation] block on the dashboards.
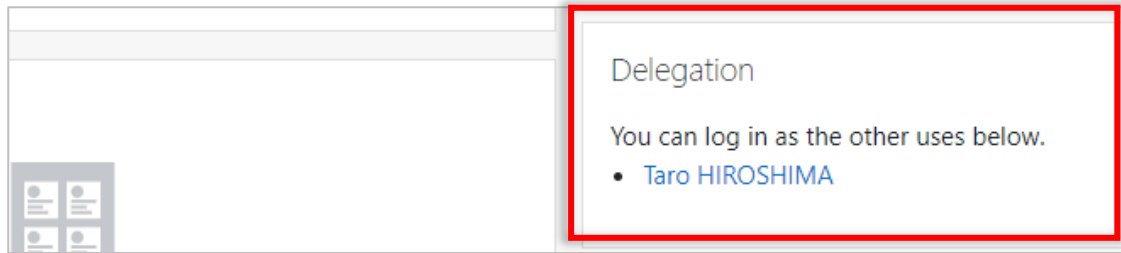
Clicking on the name link will allow you to log in as that user.
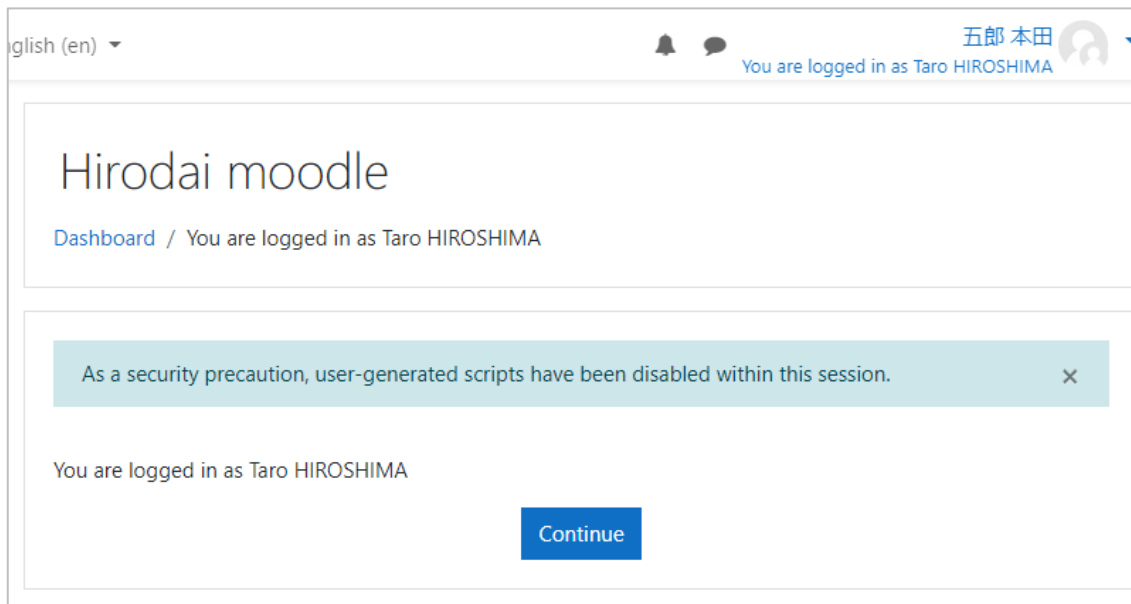
During the login as other user, the screen will show "You are logged in as ~" as shown below.

15.3.4 Quitting login as

You will need to log out once. Select [Logout] from the User menu.

The next time you log in, you will be logged in as yourself.

15.4 Course backup and restore

15.4.1 Course backup

(1) Click the gear symbol in the upper right corner of the course, and choose [Backup]

(2) If there is anything you do not want to back up, uncheck the box and click [Next]

(3) If there is anything you do not want to back up, uncheck the box and click [Next]

(4) Check the filename, included items, etc., and click [Perform backup]

(5) Click [Continue]

(6) Confirm if there is a backup files, and download it, if you need

15.4.2 Restoring the course backup

This section shows how to restore the course backup file.

(1) Click the gear symbol ▼ in the upper right corner of the course, and then click [Restore] in the Course action menu

(2) Click [the restored file in the backup area

　※　If you have backup file, drag and drop them into the file area.

Restore course

Dashboard / My courses / 2022_8208001 / Restore

Import a backup file

Files　❶　　Choose a file...　Maximum size for new files: 1GB

You can drag and drop files here to add them.

Restore

There are required fields in this form marked ❶ .

Course backup area ❷

Filename	Time	Size	Download	Restore

Manage backup files

User private backup area ❷

Filename	Time	Size	Download	Restore
backup-moodle2-course-131-2022_8208001-20220308-1640-nu.mbz	Tuesday, 8 March 2022, 4:42 PM	10.7KB	Download	Restore

(3) Confirm the backup details, and click [Continue]

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Backup details

Type	Course
Format	Moodle 2
Mode	General
Date taken	Tuesday, 8 March 2022, 4:42 PM
Moodle version	3.9.7 (Build: 20210510) [2020061507]
Backup version	3.9 [2020061500]
URL of backup	http://www.localhost.com/hirodai [af0b5a4ac9af1847953be16e50d21755]

Backup settings

Convert to IMS Common Cartridge 1.1	✖
Include enrolled users	✖
Anonymize user information	✖
Include user role assignments	✖
Include activities and resources	✔
Include blocks	✔

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(4) Choose where you want to restore the course backup

Restore as a new course

Restore as a new course	◉		
Select a category		**Name**	**Description**
	○	その他	
	○	2022年度	
	○	1ターム	
	○	2ターム	
	○	3ターム	
	○	前期	
	○	2023年度	

Search categories Search
Continue

Select a category : Select from the displayed categories.

Restore into this course : Restore to the current course. Select whether you want to merge or delete the current content.

Restore into an existing course : Select a course from those listed.

※ Make sure to click the strict [Continue] button.

(5) Confirm the restore settings, and click [Next]

Include course logs	✗	■
Include grade history	✗	🔒
Include groups and groupings	✔	🔒
Include competencies	✔	🔒
Include custom fields	✔	🔒
Include content bank content	✔	🔒

Cancel Next

(6) Confirm the course settings, and click [Next]

(7) Confirm the restore settings, and click [Perform Restore]

(8) Click [Continue]

(9) Click [Continue]