UR Courses

(Moodle 3.6)
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CHAPTER 1  INTRODUCTION

A.  General Information
UR Courses is the University of Regina’s online learning environment (OLE). It is based on Moodle (moodle.org), an open source, web-based software application used to create and support course websites and online communities of learning. Moodle stands for Modular Object-Oriented Dynamic Learning Environment.

B.  Support

<table>
<thead>
<tr>
<th>Web Location</th>
<th><a href="http://urcourses.uregina.ca">http://urcourses.uregina.ca</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone (daily)</td>
<td>IT Support 585-4685 with extended hours week nights until 10 pm</td>
</tr>
<tr>
<td>Training Sessions (monthly)</td>
<td>Please register at <a href="http://www.uregina.ca/is/training">http://www.uregina.ca/is/training</a></td>
</tr>
<tr>
<td>Friday Drop-In (weekly)</td>
<td>Technology Learning Centre, Ed 548. View our web site for specific times.</td>
</tr>
<tr>
<td>Moodle Teacher Resources (24/7)</td>
<td><a href="http://docs.moodle.org/en/Teacher_documentation">http://docs.moodle.org/en/Teacher_documentation</a></td>
</tr>
<tr>
<td>Centre for Teaching &amp; Learning</td>
<td><a href="https://urcourses.uregina.ca/guides/instructor/index.html">https://urcourses.uregina.ca/guides/instructor/index.html</a></td>
</tr>
</tbody>
</table>

C.  Information for Instructors
Links on the UR Courses page contain additional information for UR Courses users. The “For Instructors” page contains information regarding the Faculty Course Request form, training information, technical support, frequently asked questions and information about copyright.

D.  Information for Students
A link to the UR Courses Student User Guide is provided for students within new courses by default. The link directs students to the guide which includes information on technical requirements, navigating the system and tips on the various activities and resources that may be included within a course.
E. Login & Location

I. To login to UR Courses:
   1. Go directly to http://urcourses.uregina.ca
      OR
      Go to www.uregina.ca and follow the UR Courses link at the top of the page.

         ![Login Link]

      On the next page, follow the login link.

   2. Enter your username and password (the same used for Novell or GroupWise).
F. Requesting a course

1. Click on Faculty Course Request Form.
2. Use the drop down box to Select the semester and click Change semester/username.
3. In the courses section, courses that are already active for the semester will be available.
4. Choose the course to be activated for the semester in the Add students from this Banner Section (If the course is not listed, contact the IT Support Centre).
5. To add students to the course site, use the drop down button to choose from one of the existing courses or select Create new site to have a new course created.
6. Click the Submit button.
G. Course Elements

New courses will be mostly blank to begin with. The main area is used to organize content, media, activity modules and other resources that can be grouped into topics or weeks to best fit the course schedule.

Generally speaking, the first or top section is not numbered and was designed for general information and to contain those activities and resources that will be frequently accessed through the duration of the course. Most courses will have at least one additional section.

An overview of the layout and navigational elements within a course is illustrated below:

1. **Navigation Pane button** – Use this button to collapse or expand the navigation pane below it. *This is a new feature in Moodle 3.6 (Fall 2019).*
2. **Breadcrumb navigation**
3. **Turn editing on button** – Use this button to start making changes to the course.
4. **Administration Gear** – Opens the Course Administration tools. Options include Edit Settings and Gradebook Setup. *This is a new feature in Moodle 3.6 (Fall 2019).*
5. **Activity Block Panel** – the panel is located on the right side. Blocks include People, Activities, Latest Announcements, Upcoming Events, and Recent Activity.
6. **General Information and Course Content area** – This area can be organized by topic or by week.
7. Items not currently visible to students will be greyed out and have a notation below the item that indicates that it is hidden from the student.
H. Additional Information

I. Inline Help Icon

For many settings in UR Courses there is a Help icon. Selecting any Help icons will display further information about the associated elements.

The inline help icon is generally found when editing settings. For example, choose the Help icon for any of the settings available when editing course settings, such as the Course full name.

II. Moodle Docs for this Page

A link to Moodle Docs for this page appears at the bottom of every page within UR Courses. Following this link will take you to the Moodle Docs website which provides more information about the current page, activity or resource.
CHAPTER 2  COURSE DESIGN TOOLS

A.   Editing and Switching Roles

In UR Courses, teachers can view the course through a variety of different roles.

- **Teacher** – Teachers have full access to all aspects of the course.
- **Instructional Designer** – Instructional Designers have full access to all aspects of the course.
- **Non-editing Teacher** – Non-editing teachers may grade students but may not alter activities. Use this role for Teaching Assistants.
- **Lab Instructor** – Lab instructors have all the access that a Teacher has but will not be listed as a teacher at the top of the course page.
- **Student** – Students can view resources on the course page and participate in activities but cannot alter resources or activities.
- **Guest** – Visitors can enter any courses which allow guest access. Guests always have "read-only" access and cannot leave any posts on Forums, Wiki, Chat, Quizzes, Assignments, etc. (Can be used if you want a colleague to look into your course or let students see the course before they enroll.)

Switching to the student role is especially useful for instructors when hiding/showing assignments. Instructors can ensure that activities are hidden or appear as desired.

**To view the course in a different role:**

1. Click on your profile.
2. Select the *Switch role to...* button.
3. Select a role.
4. To go back to the normal role select the *Return to my normal role* option.
B. Editing Symbols

The following editing symbols appear within your course when editing is turned on. Here is a list:

- **Help** – select to find relevant help or how to complete a field
- **Edit Title** – used to quickly edit the title of a resource or activity
- **Move right / left** – used to indent course elements
- **Move** – allows course elements to be placed anywhere and to re-organize the order. To move a resource or an activity, click on the icon and drag the resource or activity to the desired location.
- **Edit Settings** – alter the resource or activity
- **Duplicate** – creating a copy of the activity/resource
- **Delete**
- **Show** – item is visible to students
- **Hide** – item is hidden from students
- **Assign Roles** – granting permission contained in that role
- **Highlight icon** – highlight topics as the current topic
- **No Groups**
- **Separate Groups**
- **Visible Groups**

The action links associated with editing activities and resources are accessed by clicking the associated **Edit** link.
C. HTML Editor

The HTML editor is used throughout UR Courses and is a word-processor-like interface for formatting text and inserting images, media, tables, lists, links, emoticons, special characters and more.

Rich text can be pasted from other applications into this editor and the formatting will be preserved (for the most part). Some web browsers may not allow a right-click/paste (due to security precautions) so users may need to use the copy and paste shortcut keys (Ctrl + C for “copy” and Ctrl + V for “paste”).

![HTML Editor Interface](image)

TinyMCE is the default HTML editor in UR Courses. A secondary editor, Atto, is available that may be preferred on mobile and tablet devices. Atto can be enabled by changed the text editor within your the preferences.

To change the editor used in HTML editor’s, go to Preferences > User Account > Editor preferences.

I. Quick Content Toolbar

- Collapse to one row or expand to show all 3 rows
- Format
- Bold
- Italicize
- Bulleted list
- Ordered list
- Add link
- Remove link
- Prevent from auto-linking (when using glossary or certain filters)
- Add image
- Add emoticon
- Add media
- Manage embedded files
When copying and pasting:
- Clean up messy code
- Remove formatting
- Paste as Plain Text (removes all formatting)
- Paste from Word (removes unnecessary formatting)

**Note:** When pasting text from Word, remember to click on the **Paste from Word** button to remove unnecessary HTML that is carried over from the source.

**Insert Table:** To add tables, use the **Insert Tables** button in the second row of the toolbar.

**Insert Image** - This will bring up an Insert/Edit Image dialog box to assist you with inserting an image. The following file types can be used as images within a course: JPG, GIF and PNG.

**Insert Media** - This will help insert other media (video and audio).

### II. Hyperlinks

**To insert hyperlinks:**
1. Type the **word or phrase** to be used as the text for the hyperlink.
2. **Select** (highlight) the word or phrase.
3. Click on the **Insert link** icon.
4. A dialog box will appear where the URL is entered. It is recommended to always copy and paste the URL.
5. Select the appropriate **Target** (a new window is recommended for destinations outside of the course).
6. Click **Insert** to create the link and close the dialog box.

**To remove hyperlinks:**
1. **Select** (highlight) the hyperlink to be removed.
2. Click on the **Unlink** icon.
3. Delete the text.
4. Press **Save and return to course**.
III. Link to a File

1. Type the word or phrase to be used as the text for the hyperlink.
2. Select (highlight) the word or phrase.
3. Click on the Insert link icon.
4. In the Insert/Edit Link dialog box, select the Browse button to access the File Picker.
5. Within the File Picker, navigate to the file and select it.

6. The URL to this file will be inserted into the Link URL field of the Insert/Edit Link dialog box.
7. Click the Insert button to create the link and close the dialog box.

Note: Moodle also has an Activity Auto Linking setting which can be enabled. For example, when the text News Forum is typed, it will create a hyperlink to the News Forum automatically. To enable Activity Auto Linking, choose Filters from the Course Administration block and turn the setting On.
IV. To Add a Template

1. To add pre-defined content and formatting to a course, click on the Insert Predefined Template Content button.
2. A templates dialog box will appear.

![Insert predefined template content dialog box]

3. Select the appropriate tab and the related template content items will appear.
4. Select the template content item to be added to the course. Steps 5 and 6 are only necessary for some template types.
5. A dialog box confirming the selection will appear. Press Insert to add the item.
6. Make any further changes required as appropriate for the item that was selected.

![Updating Assignment in Week 1]

7. Select the Save and return to course button at the bottom of the page.
8. Select the Turn editing off button.
9. The template item will now appear in the course.
CHAPTER 3  COURSE SETTINGS

A. Settings

This section is central to course management. This is where the format of the online learning experience is developed.

To change course settings:

1. Click on the Administration Gear and select Edit settings under Course Administration.

2. In the General section, update the course name and course dates if necessary.

3. Within the Course Format section, select the Format type such as the Weekly or Topics formats.

4. Within the Appearance section, choose the appropriate Faculty’s theme for the course by using the dropdown labeled Force Theme. If a theme is not chosen, the course will use the default University of Regina colour scheme.

5. Review and adjust other settings and select the Save and display button at the bottom of the page for these settings to take effect.
B. **Course Blocks**

Each course homepage generally contains blocks on the right with the centre column containing the course content. Blocks may be added, hidden, deleted and moved up/down and left/right when editing is turned on. There are many different types of blocks in a course that can be used by course authors. Some blocks will require that the corresponding activity has first been created (ex. Attendance).

**To add a block:**
1. Click **Turn editing on**.
2. Locate and open the **Add a Block** selection menu.
3. **Select** the type of block and configure as necessary.
4. Re-position the block by dragging or using the move links to move the block to the desired location.

**To delete, hide or move a block:**
1. Click **Turn editing on**.
2. Locate the block and use the standard editing icons to **delete, hide or move**.

For more information on blocks, visit [https://docs.moodle.org/37/en/Blocks](https://docs.moodle.org/37/en/Blocks).
CHAPTER 4 ROLES AND PARTICIPANTS

A. Assigning Roles
There are 6 roles a participant in UR Courses may have:

- **Teacher** – Teachers have full access to all aspects of the course.
- **Instructional Designer** – Instructional Designers have full access to all aspects of the course.
- **Non-editing Teacher** – Non-editing teachers may grade students but may not alter activities. Use this role for Teaching Assistants.
- **Lab Instructor** – Lab instructors have all the access that a Teacher has but will not be listed as a teacher at the top of the course page.
- **Student** – Students can view resources on the course page and participate in activities but cannot alter resources or activities.
- **Guest** – Visitors can enter any courses which allow guest access. Guests always have "read-only" access and cannot leave any posts on Forums, Wiki, Chat, Quizzes, Assignments, etc. (Can be used to allow a colleague to look into at a course or let students see the course before they enroll.)

To enrol users:
1. In the Navigation pane, click Participants.
2. Click Enrol users in the top corner.
3. In the Select users field, enter the individual’s ID number or name. Click on the correct individual (even if there is only one result).
4. In the Assign role dropdown, select the role for the Individual.
5. Continue to add names to the list.
6. Once all individuals have been added, click Enrol selected users and cohorts.
7. When complete, click Enrol users.
To remove permissions:
Anyone who is enrolled in a course manually by the Instructor MUST also be unenrolled manually by the Instructor. It is important to remove Non-Editing Teachers every semester as previous Teaching Assistants will still have access to the course and any grades entered.

1. In the Navigation pane, click Participants.
2. Find the user to be removed from the course.
3. In the Status column, click the icon to remove the user from the course.
4. Click Unenrol to confirm removing the individual from the course.

B. Participants List
The Participants list shows all individuals that were enrolled in the course during the semester.

- **Active**
  Anyone that is currently enrolled in the course.

- **Suspended**
  Students that have withdrawn from the course during the semester. These students will no longer have access to the course but appear as suspended in the participants list.

- **Last access to course**
  Last access to course will identify when the student last opened the course module.
CHAPTER 5  MY PROFILE AREA

The My Profile Settings is made up of fields to update personal information.

To update a profile:

1. Click on your name in the upper right hand corner and select Profile.
2. In User details, click Edit profile.
3. Users have the ability to customize their UR Courses profile. The First name, Surname, ID number and Email address fields are protected and cannot be changed. The following fields can be updated:
   - Email display – Allows users to show or hide their email address.
   - City/town – Users geographical location.
   - Select a country – Identify users location by country.
   - Timezone – The default is Server timezone (America/Regina).
   - Description – Users can enter text about themselves. This will be visible to anyone that views the profile.
   - User Picture – Upload a photo to be used as the profile image.
4. Additional names can be entered, such as phonetic spellings of names or alternate names.
5. Press Update profile when finishing updating.
CHAPTER 6  CALENDAR

The Calendar tool displays Upcoming Events that are Global, Course, Group or User related. Many of the items that appear in the Calendar appear automatically when an assignment or other activity that is date sensitive is created. The calendar events are color coded by category. Manual entries can also be added.

A. Set Preferences

To set Calendar Preferences:
1. Go to the Calendar block.
2. From the Calendar Tools menu, select Configure Calendar block.
3. Change settings as desired.
4. Select Save changes.
B. Add New Event

To add an Event:
1. In Upcoming Events, select the Go to calendar… link.
2. Select New event.
3. Enter the Event title and dates.
4. Select the type of Event.
5. To add the event to multiple courses, type any additional course titles in the Course field. Select any additional courses.
6. Press Save.

C. Change View

To change the calendar view:
1. In Upcoming Events, select the Go to calendar… link.
2. In the Events key block, click any calendar to either show or hide events within those calendars.
CHAPTER 7  RESOURCES

A.  Resources

UR Courses supports a range of different resource types that allow for a variety of digital content in a course. These can be added by clicking **Add an activity or resource** when editing is turned on.

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**Book** – designed for a short multi-page resource in a book-like format with chapters and sub chapters.

**File** – to provide a file as a course resource.

**Folder** – to display a number of related files inside a single folder to reduce scrolling on the course page.

**Label** – text and images that are embedded directly among the other activity links in the course page.

**Media** – upload video or make a recording directly from a webcam.

**Page** – to create a web page resource using the text editor. Can display text, images, sound, video, links and embedded code, such as Google maps.

**URL** – to provide a web link as a course resource. Anything that is freely available online, such as documents or images can be linked to.

B.  Adding a Resource

To add a resource:

1. Press the **Turn editing on** button.
2. Select the **Add an activity or resource** button.
3. Open the Resources, Activities or More tab.
4. On the settings page for the new resource, configure the options as required and save.
C. Adding Copyrighted content to UR Courses

All materials posted into UR Courses must fall within one of the following categories: the University’s Fair Dealing Guidelines, other exception under the Copyright Act, the University’s library licensed resources (according to the terms of use), public domain, Creative Commons or other open access licence, materials in which you are the copyright owner, a transactional licence, or permission obtained from the copyright holder. If you have any questions, please contact the University’s copyright officers at copyright@uregina.ca.

On August 31, 2016, the University of Regina’s licence with Access Copyright expired. As a result of this change in the copyright environment, there have been some changes to the way copyright is being managed in UR Courses.

Ares Reserves (Preferred Option)
A new tool, Ares Reserves, has been into UR Courses in Fall 2016 for distributing and reviewing course readings. Copies of copyright-protected readings distributed in UR Courses will need to be reviewed using this service or the option described below. The Ares Reserves system is particularly aimed at the distribution of course readings through UR Courses. Thus, copies of book chapters and articles from print journals being posted to UR Courses should be submitted for copyright review using the Ares Reserves system. Ares Reserves uploads is covered in Section 8: Activities.

Reading List Service (Alternative Option)
Faculty can submit their reading lists or course materials to copyright@uregina.ca for review. The copyright status of course readings will be assessed, persistent links to available Library licensed resources created, and any needed transactional licenses acquired. This service also aims to lower costs to students by leveraging existing Library licensed resources.

D. Adding files to the course main page

To add a file to your course:

**Quick method:** *(may not work with all browsers)*

1. Press Turn editing on.
2. Drag and drop the file into the course where it should appear.
3. Once uploaded, edit the title of the file by clicking the pencil icon or edit other options by clicking the editing icon.
Longer method:
1. Click Turn editing on.
2. Click the Add an activity or resource link, then within the Activity Chooser, select File and click the Add button (or select file from the Add a resource dropdown menu).
3. Configure the options for the new file. All sections can be expanded by clicking the "Expand all" link top right.

4. In the General section, type the text you wish to use for the link within the Name field. Add a short description or summary if desired.
5. Go to the Select files section and click the Add File icon.

6. A dialog box like the following (known as the File Picker) will appear where an existing file can be selected or a new file uploaded.
7. Click the **Browse** or **Choose File** button and select the document you want to upload.
8. Once a file has been selected, click on **Upload this file** to start uploading the file.
9. Within the **Common module settings** section, set the **Visible** option to **Show** or **Hide** (the default is **Show**).
10. **Save** changes.

**E. Adding a Folder (multiple files)**

**Note:** Save the folder in ZIP format.

1. Press **Turn editing on**.
2. Click the **Add an activity or resource** button.
3. Choose **Folder**.
4. Enter a **Name** and an optional description for the resource.
5. To display the description on the Course page, check that option.
6. Within the **Content** section, click on the **Add** button to select a **ZIP** file.
7. Once uploaded, click on the Zip File to bring up its properties. Select **Unzip** to extract the contents of the ZIP archive.

8. **Save** and return to course.
9. Within the Folder resource, the list of documents is displayed.
   
   **(Once a ZIP file has been unzipped, the ZIP file itself can be deleted if it was only a means to upload multiple files).**
F. Adding a URL
1. Click Turn Editing On.
2. Select Add an activity or resource and choose URL.
3. Enter the text to be used as the link name.
4. Put a short description in the description box.
5. In the External URL field, paste the webpage address.
6. In the Appearance settings, the Display setting together with the URL file type and whether the browser allows embedding, determines how the URL is displayed. External web pages (outside of UR Courses) should typically use the default New window option. The URL will be displayed in a new browser window or tab allowing UR Courses to remain open in the original window.
7. Once finished, click on Save and Return to Course.

![Adding a new URL](image)

G. Adding a Label
Labels serve as an opportunity to enter content anywhere on the course main page. It can be used to add text, images, multimedia or code between other resources in the different sections and help improve the appearance of the course. It can be used to split up lists of activities with a subheading or image, display any embedded video or audio files or add a short description to a course section, activity or resource.

To add a Label:
1. Press Turn editing on.
2. Click on Add an activity or resource and choose Label.
3. Enter a Name.
4. In the WYSIWIG, insert pictures/videos/audio/text.
5. Click Save and return to course.
H. Adding a Media file

To add a Media file:
1. Press Turn editing on.
2. Click on Add an activity or resource.
3. Choose Media.
4. Enter the name and description.
5. In the Media settings, press Select media.
6. Press Upload to upload a new media file or select an already uploaded file.
7. Press OK.
8. Press Save and return to course.

I. Removing a Resource

To remove a resource:
1. Press Turn editing on.
2. Click the Edit icon next to the resource.
3. Click Delete in the Edit menu.
4. Confirm the deletion by select Yes to completely delete.

Note: Ensure a copy of the file is saved to your PC. Files deleted from UR Courses cannot be recovered.
CHAPTER 8  ACTIVITIES

UR Courses supports a variety of activities that allow interactive elements in a course such as hand-in assignments, quizzes, and forums. In contrast to resources, students can contribute to an activity and teachers can digitally provide grades and feedback for a student’s contribution.

A.  Add an Activity
1.  Click Turn editing on.
2.  Click Add an activity or resource in the desired section.
3.  Select the Activities tab and select the desired activity.
4.  Adjust the settings as desired.
5.  Select Save and return to course or Save and display.

Assignment (see Chapter 10)
The assignment activity module enables a teacher to communicate tasks, collect work and provide grades and feedback.

Assignment (Media) (See Chapter 10)
The Media assignment allows assignments that require students to upload and submit media which are stored locally on the institution's Kaltura CE (urcourses-video.uregina.ca) server. Instructors can grade student submissions and provide feedback.
Assignment (Turnitin) (See Chapter 10)
Creates a Turnitin Moodle Direct assignment which links an activity in Moodle to an assignment/assignments on Turnitin. Once linked, the activity allows instructors to assess and provide feedback for student's written work using the assessment tools available within Turnitin's Document Viewer.

Attendance
The attendance activity module enables a teacher to take attendance during class and students to view their own attendance record.

Blog
This activity allows you to create course-wide, group or individual blogs.

Chat
The chat activity module enables participants to have text-based, real-time synchronous discussions.

Choice
The choice activity module enables a teacher to ask a single question and offer a selection of possible responses.

Course Email
The Course Email activity module enables participants to send and receive messages within the course. Some instructors prefer to use this activity rather than having email sent directly to their email account, as that can be more difficult to manage. All messages are preserved within the course itself for the purposes of archiving and organization.

Database
The database activity module enables participants to create, maintain and search a collection of entries (i.e. records). The structure of the entries is defined by the teacher as a number of fields. Field types include checkbox, radio buttons, dropdown menu, text area, URL, picture and uploaded file.

External Tool
The external tool activity module enables students to interact with learning resources and activities on other web sites. For example, an external tool could provide access to a new activity type or learning materials from a publisher.

Feedback
The feedback activity module enables a teacher to create a custom survey for collecting feedback from participants using a variety of question types including multiple choice, yes/no or text input.
Forum
The forum activity module enables participants to have asynchronous discussions i.e. discussions that take place over an extended period of time.

Glossary
The glossary activity module enables participants to create and maintain a list of definitions, like a dictionary, or to collect and organise resources or information.

Interactive Content
The H5P activity module enables a teacher to create interactive content such as Interactive Videos, Question Sets, Drag and Drop Questions, Multi-Choice Questions, Presentations and much more.

Lesson
The lesson activity module enables a teacher to deliver content and/or practice activities in interesting and flexible ways. A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner.

Questionnaire
The questionnaire module allows a teacher to construct surveys using a variety of question types, for the purpose of gathering data from users.

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

Scheduler
The scheduler activity helps schedule appointments with students.

SCORM Package
A SCORM package is a collection of files which are packaged according to an agreed standard for learning objects. The SCORM activity module enables SCORM or AICC packages to be uploaded as a zip file and added to a course.

Skype
The Skype activity allows an instructor to easily initiate group video and audio calls, send messages, and transfer files.
Survey
The survey activity module provides a number of verified survey instruments that have been found useful in assessing and stimulating learning in online environments. A teacher can use these to gather data from their students that will help them learn about their class and reflect on their own teaching.

Wiki
The wiki activity module enables participants to add and edit a collection of web pages. A wiki can be collaborative, with everyone being able to edit it, or individual, where everyone has their own wiki which only they can edit.

Workshop
The workshop activity module enables the collection, review and peer assessment of students' work.

Zoom Meeting
Zoom is a video and web conferencing platform that gives authorized users the ability to host online meetings.

IMS Content Package
An IMS content package is a collection of files which are packaged according to an agreed standard so they can be reused in different systems. The IMS content package module enables such content packages to be uploaded as a zip file and added to a course as a resource.

Lightbox Gallery
The Lightbox Gallery the upload of images to be displayed in a gallery style.

B. Remove an Activity
1. Press Turn editing on.
2. Click the Edit menu item next to the activity.
3. Click on the Delete menu item.
4. Select Yes to delete the activity. The activity will be removed from the course.
C. External Tool – Ares Reserves

On August 31, 2016, the University of Regina’s licence with Access Copyright expired. As a result of this change in the copyright environment, there have been some changes to the way copyright is being managed in UR Courses.

A new tool, Ares Reserves, has been added into UR Courses in Fall 2016 for distributing and reviewing course readings. Copies of copyright-protected readings distributed in UR Courses will need to be reviewed using this service or the option described below. The Ares Reserves system is particularly aimed at the distribution of course readings through UR Courses. Thus, copies of book chapters and articles from print journals being posted to UR Courses should be submitted for copyright review using the Ares Reserves system.

As items are added, they will appear within the Ares Reserves block in the display format configured previously. Initially, all items will have a status of Awaiting Review by Staff, and won’t be visible to students until the status has been changed to Item Available on Electronic Reserves by library staff.

If you have any questions about the Ares process or would like further information, please see the Library’s Ares Reserves Libguide or contact copyright@uregina.ca.

Adding Ares Reserves to your course as an External tool:

1. Enter your course and click Turn Editing On.
2. Click on the Add an activity or resource button within the section where you would like to provide a link to Ares Reserves. This link can always be moved, just like any other resource or activity on the main course page.
3. Select External tool from the activities menu and click Add.
4. On the configuration screen, you must provide an activity name (e.g. Week One Readings). This will become the text of the link to Ares Reserves. Within the External tool type menu, select Ares Reserves. Ensure that the Launch container is set to "New window" for the best results.
5. Click Save and display to continue to Ares Reserves, where you will be prompted to select the semester for the course.
6. If you clicked Save and return to course, you will need to click on your new Ares link in order to make the semester selection.
7. Once the semester has been configured, you can begin adding readings to Ares Reserves. (See the "How to Submit an Item" tab above for these instructions)
Note: Ares Reserves can be added to multiple sections within UR Courses, but each link will point to the same instance of Ares Reserves.

Adding an Ares Reserve block to your course:

1. Enter your course and click **Turn Editing On**.
2. At the bottom of the left hand column, click on the **Add a block** block.
3. Select **Ares Reserves** from the drop down menu.
4. Once the page has reloaded, a new Ares Reserves block will have been added near the bottom of the left hand column. To move this block higher on the page or into the right hand column, simply drag it by clicking on the move handle and dragging it to the desired location.
5. If this is the first time Ares is being associated with the course, you will need to configure the block in order to set the semester. Click on the gear icon and select **Configure Ares Reserves block**.
6. Once the block configuration page loads, select the appropriate semester. If you are preparing the course for an upcoming semester, select that upcoming semester from the drop down. If you intend to add material for the current semester, you can leave the setting as **Current Semester**.
7. The **Student / Instructor Display Format** settings determine how links to reserve items will appear for each audience. Select your preferred formats as desired.

8. Once the configuration adjustments are complete, click **Save changes**.
9. The Ares Reserves block has been configured successfully when the View course in Ares link appears.
10. Following this link will take you to your course page within Ares, where you can begin to add Reserves Items.
CHAPTER 9 GRADES

Both instructors and students have Grades in the Navigation pane. Grade items are automatically added when an assignment or quiz is created. Grade items may also be manually created and added to the grader report. The Gradebook and Grader report is a robust tool with many advanced features including formula calculations.

A. Access Gradebook or Grader Report

To access Grades module:

1. Login and select the course title.
2. Select Grades in the Navigation pane to view the Grader report which lists student names, ID, and grading columns.

OR

Select Gradebook setup in the Tools menu to setup the Gradebook.

B. Setup

Setting up a gradebook involves a few steps. First, select the Aggregation method you wish to use. Next, create Grade Categories and/or Grade Items.

I. Aggregation

The aggregation determines how grades in a category are combined. To change the aggregation method at the course level, click the Edit button to the right of the course name. Also select whether or not to include or exclude empty grades in the Course Total.
- Weighted mean of grades – Each grade item can be given a weight
- Simple weighted mean of grades (default) – The weight of an item is the difference between its Maximum and Minimum grades.
- Mean of grades - The sum of all grades divided by the total number of grades
- Median of grades - The middle grade when grades are arranged in order of size
- Lowest grade – The result is the small grade after normalization.
- Highest grade – The result is the highest grade after normalization.
- Mode of grades - The grade that occurs the most frequently
- Natural - The sum of all grade values scaled by weight

Exclude empty grades: An empty grade is a grade which is missing from the gradebook. It may be an assignment submission which has not yet been graded, a quiz which has not yet been attempted, etc. It is important to note that an empty grade and a grade of 0 are not the same. This setting determines whether empty grades are not included in the aggregation or are counted as minimal grades, for example 0 for an assignment graded between 0 and 100.

Example:

3 assignments have been submitted that are worth 60% of the final grade.
Assignment 1 – 15/20 = 75%
Assignment 2 – 15/20 = 75%
Assignment 3 – 15/20 = 75%

Course Total (include empty grades) = 45%
Course Total (exclude empty grades) = 75%
II. Grade Categories & Items

Grade Categories: Grade items may be organized into grade categories. A grade category has its own aggregated grade which is calculated from its grade items. There is no limit to the level of nesting; however, each grade item may belong to only one category. Grade categories can also be set-up to ignore a certain amount of grades (for example, drop the lowest 2 grades in the category). Categories in the gradebook can be identified by a file folder icon.

Example: A course has 12 quizzes.
Category – Quizzes
- Quiz 1 (item)
- Quiz 2 (item)
- Etc. (item)

Grade Items: A grade item is a unit (typically an activity) where course participants are assessed through a grade or mark. A grade item is a container for grades and a set of settings applied to these grades. The settings affect the calculation and display of the grades in the gradebook, reports and exports. Grade items may refer to course activities (ex. quiz, assignment etc.) or manual grades. Any activity which is added to UR Courses will automatically have a corresponding grade item in the gradebook.

Grade Outcomes: Outcomes are specific descriptions of what a student has demonstrated and understood at the completion of an activity or course. Each outcome is rated by some sort of scale. Other terms for outcomes are 'Competencies' and 'Goals'.

In simple terms outcomes are similar to sub components of a grade. A grade is an assessment of overall performance that may include tests, participation, attendance and projects. Outcomes assess specific levels of knowledge through a series of statements, that maybe coded with numbers or letters. Thus an overall grade can be given for a course, along with statements about specific competencies in the form of outcomes.

To add a grade category:
1. Open Gradebook setup.
2. Click Add category button at the bottom of the page.
3. Enter a Category name (i.e. Assignments or Quizzes).
4. Select Aggregation method (Weighted Mean of grades is the default).
5. Press Show more to see additional options.
6. Save changes.
To add a grade item:
1. Open Gradebook Setup.
2. Click Add grade item.
3. Enter a grade item name (i.e. Assignment 1 or Midterm).
4. Enter the Maximum Grade. The maximum grade is the total number of points the item is being marked out of. This can be changed at any time.
5. If the item is being added to a grade category, choose the Grade category. If not, move on to step 6.
6. For items being placed into a category, update the Weight here. For items not being placed into a category, change the Weight on the main setup page.
7. Save changes.

To change the range value or grade item name:
1. Find the item to be updated and press Edit/Edit Settings.
2. Update fields as desired.
3. Press Save changes.

To hide or show the column for students:
1. Select Edit and click Hide to hide the column or click Show to release the column in the student gradebook. Students will not be able to view grades if the item is hidden.

To delete items:
1. Select Edit and click Delete to remove the items. Only items created in the gradebook can be removed in this way. For any activities, return to the course page and delete the activity there. The corresponding grade item will also be deleted.

Reorder items in the gradebook:
1. Press the up/down arrow next to the item.
2. Select the desired location. Open locations are identified by .
III. Enter Weights

The gradebook can easily be set up to calculate final grades. The **Max Grade** of an item is the maximum number of points a student can receive for that item. The **Weight** of an item is what the item is worth overall towards the final grade.

**Example Syllabus:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Weight</th>
<th>Max Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quizzes</td>
<td>15%</td>
<td>75%</td>
</tr>
<tr>
<td>Turnitin Assignment</td>
<td>15%</td>
<td>100</td>
</tr>
<tr>
<td>Test Assignment</td>
<td>15%</td>
<td>100</td>
</tr>
<tr>
<td>Midterm</td>
<td>25%</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
<td>50</td>
</tr>
</tbody>
</table>

1. **Add a Grade Item** for each of the items in the syllabus or create an activity on the main course page to create a corresponding gradebook item.
2. Enter the **Weight** of each item.
3. Press **Save** changes.
C. View

I. Grader Report

All the grades for each student in a course can be found in the Grader Report. The grader report is where student grades can be entered or viewed. Some grades will be entered into the activity (ex. Assignments and Quiz) and UR Courses will transfer them to the Grader Report.

To edit/add grades in Full View:
2. Click Turn editing on.

A. View the student’s grader report: This is how the student will view their grades.
   - Single View: Allows a course teacher to view/edit grades for a single student.

B. Solid Box: Input the student’s grade.
   - Marquee Box: Input feedback regarding the grade item (optional).

C. Icons:
   - Edit Grade: Full View to edit a student’s grade and feedback.
   - Visible: When the eye is open, grades are visible to the students.
   - Hidden: The grade is hidden from the student. Click to make visible again.
   - Grade analysis: For certain items, click to see the student submission.

D. Grade Item Single View: Allows a course teacher to view / edit the grades of ALL students for a single grade item.
E. Minimize/Maximize: The gradebook can be minimized or maximized to see some or all items.

- Shows the course total but not the grade items.
- Shows grade items but not the course total.
- Shows both grade items and the course total.

To edit/add grades in Single View Grade Item:
2. Click beside the Grade Item name.
3. Input the grade and feedback.
4. Click Save.

Note: If a student is to receive a 0 grade for any grade item, input 0 for the grade. DO NOT leave the grade empty / null.
To edit/add grades in Single View Student:
2. Click 👤 beside the student name.
3. Input the grade and feedback.
4. Click Save.

II. User report

The user report shows the student’s grades in the current course. This view is also a preview of what the student will see. It includes a breakdown of the grades for each grade item, the optional teacher-given feedback and the overall grade for the course (called the course total). This total is the same as the one displayed on the grader report. The columns visible in the User report can be adjusted by accessing the Gradebook setup/Course grade settings subtab.

To access the User report:
1. In the grader report, click the 👤 icon next to the student’s name
   OR
   Click user report and select the student from the dropdown list.
Note: The Course Total below includes empty grade items.

<table>
<thead>
<tr>
<th>Grade item</th>
<th>Calculated weight</th>
<th>Grade</th>
<th>Range</th>
<th>Percentage</th>
<th>Feedback</th>
<th>Contribution to course total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UR Courses Overview</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quizzes</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quiz 1</td>
<td>50.00 %</td>
<td>14.29</td>
<td>0-25</td>
<td>57.14 %</td>
<td>Comments</td>
<td>7.75 %</td>
</tr>
<tr>
<td>Quiz 2</td>
<td>50.00 %</td>
<td>-</td>
<td>0-25</td>
<td>-</td>
<td>-</td>
<td>0.00 %</td>
</tr>
<tr>
<td>Quizzes total</td>
<td>27.27 %</td>
<td>14.29</td>
<td>0-50</td>
<td>26.57 %</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Turnitin Assignment</td>
<td>0.80 %</td>
<td>-</td>
<td>0-100</td>
<td>-</td>
<td>-</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Test Assignment</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test Assignment</td>
<td>27.27 %</td>
<td>90.00</td>
<td>0-100</td>
<td>90.00 %</td>
<td>Great Job.</td>
<td>24.55 %</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Please see the attached feedback file.</td>
<td></td>
</tr>
<tr>
<td>Midterm</td>
<td>45.46 %</td>
<td>75.00</td>
<td>0-100</td>
<td>75.00 %</td>
<td>-</td>
<td>34.29 %</td>
</tr>
<tr>
<td>Final</td>
<td>0.80 %</td>
<td>-</td>
<td>0-50</td>
<td>-</td>
<td>-</td>
<td>0.00 %</td>
</tr>
<tr>
<td><strong>Course total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>66.43</td>
<td>0-100</td>
<td>66.43 %</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

To access Gradebook settings:
The gradebook settings can be adjusted to show or hide various columns, change allowed decimal places, etc.

1. Open the Gradebook and select Setup.
2. Choose either Course grade settings or Preferences: Grader report.
3. Adjust settings as desired.

D. Exporting the Grader Report to DOME

Final grade entry into Dynamic Online Mark Entry (DOME) is required at the end of each semester.
Grades can be exported from UR Courses and imported into DOME without any grade reentry.

To upload to DOME:

1. Open UR Courses.
2. In the ‘Course Administration’ block, click on “Grades” to open the Gradebook.
3. Click on the “Export” tab.
4. Click “DOME spreadsheet” and select “Download”.
5. Save the spreadsheet. (No changes will need to be made to the spreadsheet.)
6. Open DOME.
7. On the Menu screen, enter the Year and Term.
8. Press ‘Select this Role’ for the role you are in.
9. Select the “Classes” tab to view all your classes for the chosen term.
10. Find the desired class and click ‘View/Enter’ Grades.
11. Click the ‘Upload Grades’ button.

12. Select the ‘Browse’ button.
13. Find and choose the file to be uploaded and press ‘Open.’
15. The grades from your spreadsheet have been entered into a Preview Grades screen.

16. Review to confirm that grades have been entered correctly.
17. Press ‘Save Upload’ if entries are correct
   OR
   If grade entries are incorrect, press ‘Clear Upload’. Grades will revert back to the last saved version of grades.
18. When you are satisfied that the grades have been entered correctly, enter your PIN and press ‘Submit.’

NOTE: To upload grades into DOME, the file must be an Excel or .csv file. The 9-digit student ID number must be in the first column and final grades in the third column. The columns MUST have titles/headers.
E. Scales

Scales are a way of evaluating or rating a students' performance. UR Courses offers a standard set of numeric scales. It is also possible to create custom scales.

To create a custom scale:

1. Click Grades in the Navigation pane.
2. Select the Scales tab.
3. Click the Add a new scale button.
4. Enter a name for the scale.
5. Enter the scale defined by an ordered list of values separated by commas. Order the comma separated elements in increasing order of value. For example, an A,B,C,D scale must be entered as D,C,B,A in order for D to be the lowest value of the scale.
6. Click the Save Changes button.

To apply a custom scale:

1. Edit the settings of a Grade Item.
2. For the Grade Type, choose Scale.
3. Select the scale to use.
CHAPTER 10 ASSIGNMENTS

Assignments are an important part of the online classroom. It is an easy way to gather and track student submissions. The feedback options provide instructors a simple way to send grades and comments back to the student.

There are three different assignment types:
- Assignment – digital submissions or allows students to enter text directly.
- Media Assignment – students create or upload media that is stored on the Kaltura server.
- Turnitin Assignment – submissions are checked for plagiarism.

A. Add an Assignment

To create an assignment:
1. Click Turn editing on.
2. Click on the Add an activity or resource link in the desired section.
3. Open the Activities tab and select Assignment.

B. Assignment Settings

General:
1. Enter an Assignment name.
2. Enter a Description including instructions and details regarding the assignment. It is recommended to paste the description from the Syllabus to avoid discrepancies.
3. Put a check mark on Display description on course page to display the description in the course page for students, if desired.
4. If there are additional files, drag and drop those into the file upload box.
Availability settings:
1. **Choose the dates**: When to allow submissions to begin, the due date and the cut-off date for late assignments. If these are not enabled, the assignment is ongoing.
2. **Always show description**: If this option is not selected, students will not see the assignment description until the submissions are allowed.

Submission types:
1. **Submission types**: Choose the desired type of submissions. File submissions allow students to upload a file as their submission. Online text allows students to type submissions directly into Moodle.
2. **Maximum number of uploaded files**
3. **Maximum submission size**: Students can upload files to a maximum of 16 MB.
4. **Accepted file types**: Restrict the accepted file types for the assignment.
5. **Word limit**: Limit students word count. This option is only available for online text.
Feedback types:

1. **Feedback types:**
   - Feedback comments – leave feedback comments for each submission.
   - Feedback files – upload a file (ex. A rubric, etc) for the submission.
   - Offline grading worksheet – download and upload a worksheet.

2. **Comment inline:** If enabled, the submission text will be copied into the feedback comment field during grading, making it easier to comment inline (using a different colour, perhaps) or to edit the original text.

Submission settings:

1. **Require students click submit button:**
   - If enabled, students must click a Submit button to declare their submission as final. If disabled, when the assignment closes, all submissions will be submitted (recommended).

2. **Require that students accept the submission statement:**
   - Require that students accept the submission statement for all submissions to this assignment.

3. **Attempts reopened:** Determines how student submission attempts are reopened. The options are:
   - Never - The student submission cannot be reopened.
   - Manually - The student submission can be reopened by a teacher.
   - Automatically until pass - The student submission is automatically reopened until the student achieves the grade to pass value set in the Gradebook (Categories and items section) for this assignment.

4. **Maximum attempts:** The maximum number of submissions attempts that can be made by a student. After this number of attempts has been made the student's submission will not be able to be reopened.

Group submission settings:

1. **Students submit in groups:** If enabled students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other’s changes to the submission. Unless groups have been created within UR Courses, do not use this option.
Notifications:
1. **Notify graders about submissions**: If enabled, teachers will receive a message whenever a student submits an assignment.
2. **Notify graders about late submissions**: If enabled, graders (usually teachers) receive a message whenever a student submits an assignment late.
3. **Default setting for “Notify students”**: Set the default value for the "Notify students" checkbox on the grading form.

Turnitin plagiarism plugin settings:
1. **Enable Turnitin**: This setting controls whether the Turnitin plugin is used for the assignment.
2. **Displaying Originality Reports to Students**: Displays Turnitin originality reports to students.
3. **When should the file be submitted to Turnitin?**: Can submit the file immediately or wait until the assignment closes.
4. **Allow submission of any file type?**: Allows any file type to be used with the Turnitin originality report if set to “Yes”.
5. **Store Student Papers**: This setting allows you to decide if the submitted papers are stored to be used as a resource to check for originality reports for future assignments.
6. **Check against stored student papers**: Select “Yes” to have the submissions checked against stored student papers, or “No” to not check against stored student papers.
7. **Check against internet**: Select “Yes” to have the submissions checked against internet sources, or “No” to not check against internet sources for originality.
8. **Check against journals, periodicals and publications**: Select “Yes” to have the submissions checked against these sources, or “No” to not check against these sources.
9. **Report Generation Speed**: Select when you want the originality report is to be produced. If resubmissions are allowed, they may take up to 24 hours to produce results.
10. **Exclude Bibliography**: Select whether or not to include the Bibliography.
11. **Exclude Quoted Material**: Select whether or not any quoted material in the submission is checked for originality.

12. **Exclude Small Matches**: Exclude small matches from the originality report percentage. Select “Yes” to define the size of the “small match”.

13. **Attached a rubric to this assignment**: Create a rubric using Turnitin’s Rubric Manager and use it in the marking scheme for the assignment.

**Grade**:

1. **Grade**: Select the type of grading used for this activity. If "scale" is chosen, choose the scale (pass/fail, satisfactory or separate and connected ways of knowing) from the "scale" dropdown. If using "point" grading, enter the **maximum grade** available for this activity.

2. **Grading Method**: Choose the advanced grading method for calculating grades in the given context. To disable advanced grading and switch back to the default grading mechanism, choose 'Simple direct grading'.

3. **Grade category**: This setting controls the category in which this activity's grades are placed in the gradebook.

4. **Grade to pass**: The minimum grade required to pass.

5. **Blind marking**: Blind marking hides the identity of students from markers. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment.

6. **Use marking workflow**: If enabled, marks go through a series of workflow stages before being released to students. This allows for multiple rounds of marking and allows marks to be released to all students at the same time.

7. **Use marking allocation**: If enabled together with marking workflow, markers can be allocated to particular students.

**Common module settings**:

1. **Availability**: Show will make the assignment visible for students. Hide will make it invisible.

2. **ID number**: The ID number provides a way to identify the activity for grade calculation purposes.

3. **Group mode**: The group mode defined at course level is the default mode for all activities within the course. Each activity that supports groups can also define its own group mode, though if the group mode is forced at course level, the group mode setting for each activity is ignored. This setting has 3 options:
   - No groups - There are no sub groups.
   - Separate groups - Each group member can only see their own group, others are invisible.
   - Visible groups - Each group member works in their own group, but can also view other groups.

4. **Grouping**: A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.
Restrict access:
The restrict access section allows for restrictions to be placed on activities.

- **Date** – Prevent access until (or from) a specified date and time.
- **Grade** – Require students to achieve a specified grade.
- **Group** – Allow only students who belong to a specific group or all groups.
- **Grouping** – Allow only students who belong to a group within a specified grouping.
- **Mobile App** – Require students to access (or not access) using the Mobile app.
- **User Profile** – Control access based on fields within the student’s profile.
- **Restriction set** – Add a set of nested restrictions to apply complex logic.

Activity completion:
1. **Completion tracking**: If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set and the activity will only be complete when ALL conditions are met. A tick next to the activity name on the course page indicates when the activity is complete.

2. **Require view**: Students must view the activity to complete it.
3. **Require grade**: If enabled, the activity is considered complete when a student receives a grade. Pass and fail icons may be displayed if a pass grade for the activity has been set.
4. **Expect completed on**: This setting specifies the date when the activity is expected to be completed. The date is not shown to students and is only displayed in the activity completion report.

C. **Edit Assignment Settings**
1. Open the **Assignment**.
2. Open the **Actions menu** and select **Edit settings**.
3. Adjust settings as desired and press **Save and display**.
D. User and Group Overrides
Overrides can be entered for assignments to allow particular individuals or groups different submission times.

To setup a user/group override:
1. Open the Assignment.
2. Open the Actions menu and select either User or Group overrides.
3. Click Add user override or Add group override.
4. In the search field, enter the user or group to override. It is best to use ID numbers to search for users.
5. Enter the new Allow submissions from, Due date and Cut-off dates.
6. Select Save or Save and enter another override to add additional overrides.

E. Managing Assignment Submission
To grade an assignment:
1. Select the Assignment name on the course page.
2. Details of the assignment appear:
   - Participants: number of participants in the course.
   - Submitted: number of submissions.
   - Needs grading: number of participants that have not received a grade.
3. Click on View all submissions to see all submissions.
4. The Status Column will identify students who have uploaded a submission.
5. Click the **title of the submission** to download and view the student submission.
6. Click **Grade** to enter grades, submit comments and upload feedback for the student.

7. In the **Grade field**, enter the student’s grade.
8. To input comments for the student, enter them in the **Feedback comments** section.
9. For any feedback files, drag and drop the files into the **Feedback Files** section.
10. Press **Save changes** or **Save and show next** to move to the next student.
To download all assignments:
1. Select the Assignment name.
2. Click on View all submissions to see all submissions.
3. In the grading action menu, choose Download all submissions. Submissions will download as a zip file and will need to be extracted.
4. A zip file will download. Open the file and click Extract and Extract all.

Note: After downloading all submissions, if the file name is kept the same when creating feedback, all files can be uploaded back in one upload using the Upload multiple feedback files in a zip.

I. Grading using Turnitin:
If Turnitin integration was enabled for the assignment, feedback can be entered into the Turnitin Document Viewer.

To open the Document Viewer:
1. Select the Assignment name.
2. Click on View all submissions to see all submissions.
3. In the File Submission column, press the pencil icon to view the submission.

4. The Turnitin Document Viewer will open.
a. **Grade** – Enter the grade for the submission. This grade will automatically be entered into the UR Courses gradebook.

b. **Grading options** – Click anywhere on the submission to open the grading options.
   - Quickmark – Uses the defined quickmark options (Ex. Improper Citation, Awk., etc.).
   - Comment – Creates a free text comment field that appears as a comment bubble.
   - Inline – Creates an inline comment which appears as text.

c. **Grading actions** – Use these actions to add a rubric or add a voice comment.

d. **Similarity actions** – See below for detailed similarity options.

**Similarity**

The **Filter option** allows the user to adjust what will constitute similarity (Ex. Amount of words, etc.). In the above example, 11% of the submission is similar to another source. The listing of sources identifies what percentage of the submission comes from each source. For example, Source 1 is in red font and 6% of similarities come from this source. In the submission, all sections from source 1 will be in red font with an identifier of 1.

In the above example, because Quoted material was not excluded from the similarity check, Turnitin flagged this portion as similar. High similarity numbers may not be indicative of the actual similarity depending on what setting choices have been made.
F. Rubrics

Rubrics are an advanced grading method used for criteria-based assessment. The rubric consists of a set of criteria plotted against levels of achievement. A numeric grade is assigned to each level. For each criterion, the assessor chooses the level they judge the work to have reached. The raw rubric score is calculated as a sum of all criteria grades. The final grade is calculated by comparing the actual score with the worst/best possible score that could be received.

To define a rubric:
1. Open the Assignment.
2. Press to edit the Assignment settings and select Advanced grading.
3. Select Rubric in the Change active grading method to dropdown menu.
4. Select Define new grading form from scratch.
5. Enter the Rubric name and, if desired, a description for the Rubric.
6. Press Add criterion to add additional criterion.
7. Press Click to edit level to add a description for the point level. To edit an already entered description, click the description to edit.
8. Press Add level to add another level to the grading levels for the criterion.
To grade an assignment using a rubric:

1. Open the Assignment.
2. Details of the assignment will appear:
   - **Participants**: number of participants in the course.
   - **Submitted**: number of participants in the course who submitted their assignment.
   - **Needs grading**: number of participants that have not received a grade.
3. Click on View all submissions to see all submissions.
4. Press Grade to begin grading.
5. Change the view in the bottom righthand corner to make the rubric full screen.
6. For each criterion, click the grade level that is appropriate for the submission. Selections will appear with a green background.
7. Press Save changes.

Example: The student received 3 points for Content, 1 point for Design and 2 points for Creativity for a total of 6 points. As this assignment has 9 possible points, the student received a 6 out of 9 for this assignment.
CHAPTER 11 COURSE EMAIL AND MESSAGES

Course email is a default activity that appears within every course. Each course email is course specific and only students and instructors within the course can send email to one another. It is also a separate entity from your Groupwise email which means email that goes to UR Courses does not go to Groupwise and vice versa, (though email notifications can be enabled).

Messages is an instant messaging function within UR Courses. It allows students to send a message to any student or instructor at the University through UR Courses. Messages is completely separate from Course Email and must be viewed in a different area.

A. Course Email

To send an email:
1. Open Course Email.
2. Press New Message.
3. Click in the Recipients field and choose the recipient from the list.
   OR
   Press the head icon to select multiple recipients.
4. Enter a Subject for the email.
5. Enter the Content for the email.
6. Add attachments if desired.
7. Press Send.
B. Email Notification
When emails are received in UR Courses, an email notification can be sent to a uregina.ca email address.

To activate Email Notification:
8. Open Course Email.
9. Click on Email Notification.
10. Click the Notify Me button next to any class to receive notifications.
11. Click Save my preferences.

C. Messages
Messages is a messaging function which allows users to message anyone in the system not just participants in the class.

1. Click the Messages balloon in the header bar
   OR
   Click on your name and select Messages from the dropdown menu.

2. Click on a message to view it.
To respond to the message, type the message in the message field and press **Send**.

3. To create a **New message**, click the **Message balloon** and choose **New message**.
   In the search field, enter the **name or course** to search for.
   Select the appropriate individual. In the message field, type the **message** and press **Send**.

4. To **delete messages**, click on the **message**. Click **Edit** and **select messages** to Delete or press **Delete all**.
CHAPTER 12 FORUMS

Forums allow for discussions to happen at any time without all users having to be logged in simultaneously to participate. This activity can be the most important - it is here that most discussion takes place. Forums can be structured in different ways and can include peer rating of each posting. The postings can be viewed in a variety for formats and can include attachments. By subscribing to a forum, participants will receive copies of each new posting in their email. An instructor can force email subscription for those forums deemed worthy of this extra notification.

A. Forum Types

There is one announcement forum and five discussion forum types:

- **A single simple discussion** - A single discussion topic which everyone can reply to, useful for short focused discussions (cannot be used with separate groups).

- **Each person posts one discussion** - Each student can post one new discussion topic which everyone can then reply to. This is useful when you want each student to start a discussion about a specific topic and have others respond to the initial topic posts.

- **Q and A forum** - The instructor poses a question in the initial post of a discussion topic. Students will not be permitted to see the replies from other students until they have contributed to the same discussion.

- **Standard forum displayed in a blog-like format** - An open forum where anyone can start a new discussion at any time in which discussion topics are displayed on one page with "Discuss this topic" links.

- **Standard forum for general use** - An open forum where anyone can start a new discussion at any time.

B. News Forum

The News forum is a default discussion forum initially available within all courses. Messages posted to the News Forum are also displayed in the Latest News block (if present within the course). Since the News Forum makes use of auto-subscription, notification messages regarding discussions created within the News Forum will be sent to the students’ university email addresses. **Students are not able to reply to posts in a News Forum.**
1. Press **Add a new topic**, to add a new discussion to the forum.
2. Enter a **Subject and message**. Add attachments if desired.
3. Press **Post to Forum**.

**Note:** Posts are subject to a five minute editing delay.

---

**C. Add a Discussion Forum**

**To add a forum:**

1. Within your course, click **Turn Editing On**.
2. From the activity or resource chooser, select **Forum**.
3. On the *Adding a new forum* page, enter a descriptive name for your forum.
4. Select other general options as applicable. Some options include:
   - Forum Type – select the type of forum desired.
   - Forum Availability – set a date where the forum will become read-only.
   - Set a maximum attachment size.
   - Grade options are also available.
   - Word count – display the number of words in the post below each entry.
5. Press **Save changes**.
D. Using Forums

To use a forum:
1. Click Turn Editing On.
2. Click on the name of the Forum.
   - In a **single simple discussion**, the initial post is based on the Description field of the forum. When viewing the forum activity, there is a menu to adjust how replies are displayed. Action links appear at the bottom of each reply.
   - In an **Each person posts one discussion** forum, each course member is able to add a single discussion topic and may reply to any of the topics within this forum.
   - In a **Q and A** forum, there is an Add a discussion topic button available for instructors to add a new topic. Students are only able to reply to the main topic and will only see replies made by other students after they have posted a reply.
   - Within a **Standard forum displayed in a blog-like format**, the content of each discussion topic is presented on the main forum page with links to view or add further replies.
   - In a **Standard forum for general use**, select Add a new discussion topic or enter an existing topic to post a reply.

E. Searching Forums

Within a forum, a search field is available that enables a search of course forums for a word or phrase.

To search a forum:
1. Open the forum.
2. Enter the key word(s) in the field and select Search forums.
3. Posts that include the key word(s) will be listed on the search results page.
CHAPTER 13 QUIZ

Creating a new quiz is a two-step process. First, the quiz activity must be created with options specifying the rules for interacting with the quiz set. Second, the quiz is created by adding questions.

A. Create the Quiz

To add the quiz tool:
1. Click Turn editing on.
2. Click on Add an activity or resource and select Quiz.
3. Enter the Name of the quiz and an optional short description.
4. Determine Timing, Attempts, Grading, Review Options, Security, etc for the quiz. If the option is not listed, select the Show More button at the bottom of the section. (see below for more information.)
5. Press Save and return to course.

Timing
The timing of a quiz can be restricted to a particular period. Click the enable boxes to allow the timing of the quiz to be adjusted. If timing is not enabled, the quiz will never close.

- Open the quiz – The quiz start date and time.
- Close the quiz – The quiz end date and time.
- Time limit (minutes) – The time students are allowed to complete the quiz once they begin.
- When time expires – This setting controls what happens if the student fails to submit their quiz before time expires. If the student is actively working on the quiz at the time, then the countdown timer will automatically submit the attempt for them. If they have logged out, this setting controls what happens.
- Submission grace period – There is a grace period when open attempts can be submitted, but no more questions answered.

Timing

<table>
<thead>
<tr>
<th>Option</th>
<th>Start Date</th>
<th>End Date</th>
<th>Time Limit</th>
<th>When Time Expires</th>
<th>Submission Grace Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open the quiz</td>
<td>20 September 2019</td>
<td>09 00</td>
<td>Enable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Close the quiz</td>
<td>20 August 2019</td>
<td>11 00</td>
<td>Enable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time limit</td>
<td>30 minutes</td>
<td>Enable</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>When time expires</td>
<td></td>
<td></td>
<td></td>
<td>Open attempts are submitted automatically</td>
<td></td>
</tr>
<tr>
<td>Submission grace period</td>
<td></td>
<td></td>
<td></td>
<td>0 minutes</td>
<td>Enable</td>
</tr>
</tbody>
</table>
Grade

- **Grade category** – The setting controls the gradebook category where this activity’s grades are located in the gradebook.
- **Grade to pass** – This setting determines the minimum grade required to pass the quiz.
- **Attempts allowed** – Number of times a student can attempt the quiz.
- **Grading method** –
  - **Highest grade**: The final grade is the highest (best) grade in any attempt.
  - **Average grade**: The final grade is the average (simple mean) of all attempts.
  - **First grade**: The final grade is the grade gained on the first attempt.
  - **Last grade**: The final grade is the grade gained on the most recent attempt only.

Layout

- **New page** – For longer quizzes, quizzes can be divided over several pages by limiting the number of questions per page. When adding questions to the quiz, page breaks will automatically be inserted according to this setting.
- **Navigation method** – When sequential navigation is enabled a student must progress through the quiz in order and may not return to previous pages nor skip ahead.

![Layout](image)

Question Behaviour

- **Shuffle within questions** – If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions with multiple parts such as multiple choice or matching questions.
- **How questions behave** –
  - **Adaptive mode** – Students have multiple attempts at the question before moving on.
  - **Deferred feedback** – Students must submit an answer to each question and submit the entire quiz before anything is graded or they receive feedback.
  - **Immediate feedback** – Student can submit their response immediately and it will be graded. However, students are only allowed one response.
  - **Interactive with multiple tries** – Students submit each question as they go along to get immediate feedback. If they do not answer correctly immediately, they have another try for a fewer marks.
- **Allow redo within an attempt** – This setting, if enabled, will produce a “Redo question” button when students have finished attempting a question.
- **Each attempt builds on the last** – If multiple attempts are allowed and this setting is enabled, each new quiz attempt will contain the results of the previous attempt.
**Review options**

These options control what information students can see when they review a quiz attempt or look at the quiz reports.

- **During the attempt** – Settings are only relevant for some behaviours like “Interactive with Multiple tries” which may display feedback during the attempt.
- **Immediately after the attempt** – Settings apply for the first two minutes after ‘Submit all and finish’ is clicked.
- **Later, while the quiz is still open** – Settings apply after this, and before the quiz close date.
- **After the quiz is closed** – Settings apply after the quiz close date has passed. If the quiz does not have a close date, this state is never reached.

Users with the capability to ‘View hidden grades’ (usually instructors and administrators) are not affected by these settings and will always be able to review all information about a student’s attempt at any time.

**NOTE:** The default setting is to have all boxes checked in the **After the quiz is closed** column. Use caution when reviewing these options! It is highly recommended to not adjust the default setting.

**Appearance**

- **Show the user’s picture** – If enabled, the student’s name and picture will be shown on-screen during the attempt and on the review screen, making it easier to check that the student is logged in as themselves in an invigilated (proctored) exam.
- **Decimal places in grades** – This setting specifies the number of digits shown after the decimal point when displaying grade(s). It only affects the display of grades, not the grades stored in the database, nor the internal calculations, which are carried out to full accuracy.
- **Decimal places in the question grades** – The setting specifies the number of digits shown after the decimal point when displaying the grades for individual questions.
- **Show blocks during quiz attempts** – If set to yes then normal blocks will be shown during the quiz attempts.
Extra restrictions on attempts
- **Require password** – If a password is specified, a student must enter it in order to attempt the quiz.
- **Require network address** – Quiz access is restricted to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers. Can require that students be on campus to complete the quiz.
- **Enforced delay between 1st and 2nd attempts** – If enabled, a student must wait for the specified time to elapse before being able to attempt the quiz a second time.
- **Enforced delay between later attempts** – If enabled, a student must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.
- **Browser security** – If “Full screen pop-up with some JavaScript security” is selected,
  - The quiz will only start if the student has a JavaScript enabled web browser.
  - The quiz appears in a full screen popup window that covers all the other windows and has no navigation.
  - Students are prevented, as far as is possible, from using facilities such as copy and paste.

Overall feedback
Overall feedback is shown after a quiz has been attempted. By specifying grade boundaries (as a percentage or as a number), the text can depend on the grade achieved.

Common module settings
- **Availability** – Show or hide the assignment.
- **ID number** – Setting an ID number provides a way of identifying the activity for grade calculation purposes. Most users do not need to use this setting.
- **Group mode** – Has three options:
  - **No Groups** – there are no groups.
  - **Separate Groups** – each group member can only see their own groups while others are invisible.
  - **Visible Groups** – each group member works in their own group but can also see other groups.
- **Grouping** – A grouping is a collection of groups within a course. If a grouping is selected, students assigned to groups within the grouping will be able to work together.
Restrict access (see Chapter 17)
The restrict access section allows for restrictions to be placed on activities.
- **Date** – Prevent access until (or from) a specified date and time.
- **Grade** – Require students to achieve a specified grade.
- **Group** – Allow only students who belong to a specific group or all groups.
- **Grouping** – Allow only students who belong to a group within a specified grouping.
- **Mobile App** – Require students to access (or not access) using the Mobile app.
- **User Profile** – Control access based on fields within the student’s profile.
- **Restriction set** – Add a set of nested restrictions to apply complex logic.

B. Creating and Adding Questions to a Quiz
There are three ways to create questions for use with quizzes:
- Access the course Question Bank
- Use a random question from the Question Bank or
- Enter questions directly into a quiz as the quiz is being built.

To add a question to the question bank:
1. Open the **Administration tools menu** and select the **Question bank tab**.
2. Choose **Questions**.
3. Select **Create a new question …**
4. Choose the **Questions tab** and double click the **question style**.
5. Select the **Category** for the course – this is where the question will be stored.
6. Enter a **question name**. This is a short description of the question.
7. Enter the **question text**. This is the quiz question.
8. Enter the **default mark**.
9. If desired, enter **feedback for the response**.
10. Enter the **answer** or **answers** depending on your type of question.
11. **Save changes** OR **Save changes and continue editing**.

Note: Choose **Save changes and continue editing** to see a Preview question button when the page reloads.
To add a question from the question bank:
1. Open the quiz and click Edit quiz.
2. Navigation Options:
   A. Maximum Grade – Grade assigned when creating the quiz. This can be adjusted after questions have been added.
   B. Total of marks – Will tally up the marks assigned as questions are added.
   C. Shuffle – Check to shuffle all questions so students receive them in different orders.
   D. Add – Add questions to the quiz.
3. Click Add and select from question bank.
4. Check off all questions to be added. The category may need to be switched to find all questions.
5. Press Add selected questions to the quiz.
6. Adjust the Maximum grade to match the Total of marks in the quiz.
7. Press Save.

To add a new question directly to a quiz:
1. Click Add and select a new question.
2. Select the type of question to insert and press Add.
3. Select the Category for the course – this is where the question will be stored.
4. Setup the question as desired.
5. Save changes or Save changes and continue editing.

Note: A question added directly to the quiz will also be added to the question bank.
To add a random question:
Adding random questions works best when a category has more questions than will be added to the quiz.
For example, Category 1 has 50 questions. Quiz 1 will use 25 of those 50 questions. By assigning random questions, each student will receive a random 25 questions from the bank of 50.

1. Click Add and select a random question.
2. Choose the category where the random question should be chosen from.
3. Select Add random question.

Note: Questions can be duplicated by clicking . Duplicating questions saves time if you have similar questions that require minor changes or variations between questions.

C. Creating Categories for Question Bank
Questions in the question bank can be grouped into Categories. For example, Category 1 contains questions from Chapter 1, Category 2 contains questions from Chapter 2, etc. It is essential to create categories to utilize the random question option.

To create categories:
1. Open the Administration tools menu and select the Question bank tab.
2. Choose Categories.
3. Select a parent category if creating a sub-category.
4. Enter a Name for the category.
5. Enter Category info if desired.
6. Press Add Category.
To rename a category:
1. Open the Question bank.
2. In the list of question categories, find the category and select the Action menu to edit the title.
3. Choose the parent category.
4. Rename the category.
5. Save changes.

To move questions to a different category in the Question Bank:
1. Open the Administration tools menu and select the Question bank tab.
2. Choose Questions.
3. Find the question to move and select the Action menu for the question.
4. Uncheck the Use this category checkbox.
5. In the Save in category dropdown, select the new category for the questions.
6. Press Save changes.

D. Editing the Quiz

To change the question order:
1. Click on the quiz title and open the Quiz Action menu.
2. Select Edit quiz.
3. Select the question by clicking on the Move symbol and drag the question to the desired location.
   OR
   Press the up or down arrow to move the question up or down.

To repaginate the question:
1. Click on the quiz title and open the Quiz Action menu.
2. Select Edit quiz.
3. Press the repaginate button.
4. Select the amount of questions to be shown on a page and press Go.
E. **User and Group Overrides**
The quiz has the option to give specific groups or users overrides on the times the student/group can attempt the quiz.

**To setup a user/group override:**
1. Click on the **quiz title** and open the **Quiz Action menu**.
2. Select **Group overrides** or **User overrides**.
3. Click **Add user override** or **Add group override**.
4. **Search** for the user(s) to add the override for.
5. Enter the **new open and close times** as well as the **time limit** and **attempts allowed**.
6. Press **Save to return to the Quiz** or press **Save and enter another override** to enter additional overrides.

![Override Image]

F. **Accessing the Submissions**

**To access the quiz submissions:**
1. Open the **Quiz**.
2. Click on **Attempts** and a new page will open showing the results of the quiz.
3. The **Attempts** page gives several options to customize the display of the results. Choose which attempts to view and how many to view per page.
4. Based on the settings selected, a list of students and their attempts will be displayed.

<table>
<thead>
<tr>
<th>First name / Surname</th>
<th>ID number</th>
<th>Email address</th>
<th>State</th>
<th>Started on</th>
<th>Completed</th>
<th>Time taken</th>
<th>Q. 1</th>
<th>Q. 2</th>
<th>Q. 3</th>
<th>Q. 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student 3 (test account)</td>
<td>Review attempt</td>
<td><a href="mailto:noreply+ur3@uregina.ca">noreply+ur3@uregina.ca</a></td>
<td>Finished</td>
<td>19 August 2019 11:39 AM</td>
<td>19 August 2019 11:40 AM</td>
<td>31 secs</td>
<td>14.29</td>
<td>×</td>
<td>3.57</td>
<td>×</td>
</tr>
<tr>
<td>Student 4 (test account)</td>
<td>Review attempt</td>
<td><a href="mailto:noreply+ur4@uregina.ca">noreply+ur4@uregina.ca</a></td>
<td>Finished</td>
<td>19 August 2019 11:40 AM</td>
<td>19 August 2019 11:40 AM</td>
<td>18 secs</td>
<td>21.43</td>
<td>✓</td>
<td>3.57</td>
<td>✓</td>
</tr>
</tbody>
</table>

Overall average: 16.96 (4), 2.66 (4), 2.66 (4), 0.09 (4), 10.71 (4)

To view the student’s answer to a particular question:
1. Click on the grade they received for the question.

To view all answers for a student:
1. Click on Review attempt or on the Final grade for the quiz.

To override a mark:
1. Click on the grade the student received.
2. A new window will open with the student’s answer and the correct answer. Press Make comment or override mark.
3. In the new popup window, enter a comment or simply adjust the mark.
4. Press Save.
CHAPTER 14 CHOICE

The Choice tool acts like a poll in a course. Select when and if students see the results of the choice and even let them change their minds. Creative uses of the Choice tool include selection of presentation dates, poll when an exam should be held or offer choices of a topic for an essay or presentation.

A. Creating Choices

To add a choice:
1. Click Turn editing on.
2. Click on Add an activity or resource.
3. Select Choice from the Add an activity or resource window.
4. On the Adding a new Choice page, give the Choice a descriptive Name.
5. Enter the question text in the Description.
6. Choose display mode for options: horizontally or vertically.
7. Choose whether or not students are allowed to update their choice.
8. Choose whether or not students are allowed more than one choice.
9. Choose whether to limit the number of responses allowed.
10. Enter responses in each Option field. If you require more than 5 fields, click the Add 3 more fields to form button.
11. If limiting the number of responses allowed, in the Limit field enter the maximum number of choices.
12. Enter a limit time using the options in the Availability section.
13. Choose whether or not to publish the results and privacy options (anonymous or public) in the Results section.
14. Select any other options that may apply.
15. Save and display to see the choice.

B. View Choice Results

To view results:
1. Open the Choice.
2. Click View XX responses.
3. A graph will appear with the Choice options listed across the top and the users listed below.
SECTION 15 GROUPS & GROUPINGS

The Groups feature allows an instructor to assign course members to groups within a course. Participants in a course can belong to more than one group. The Groups feature can be applied at the course or activity level in order to organize or separate members of the course. When groups are used within an activity, users are all looking at the same activity but may not be able to interact with members outside of their group (depending on configuration). Groups have three different modes:

- **No groups** - There are no sub groups, everyone is part of one big community within the course.
- **Visible groups** - Each group works in their own group but can also view other groups’ work.
- **Separate groups** - Each group can only see their own group’s work; the work of other groups is not visible or accessible.

A. **Create Course Groups**

1. Login to the course and press the Administration Action menu.
2. Select the Users tab and choose Groups.
3. On the resulting page, select Create group.
4. On the Create group page, enter a Group name and description (optional).
5. Select Save changes to return to the main Groups page.
6. Create additional groups as necessary.
7. Select a group from the Groups listing, and then select the Add/Remove users button.
8. On the resulting page, use the Add button to move users from the Potential members list on the right to the Group Members list on the left.
   - To select multiple users at once, hold the Ctrl key on the keyboard while clicking on the desired users.
9. Once group members are selected, click Back to groups to see the groups and group members.
10. Update any other groups as necessary.
11. With groups established, individual activity settings on the main page offer **Group Mode** as an option. Clicking the group mode will cycle through the available options: **No groups**, **Visible groups**, and **Separate groups**.

**TIP:** Auto-create groups allows Moodle to create groups either randomly, alphabetically or by ID number when the number of groups or number of students desired for each group is specified.

**B. Auto-create Course Groups**

1. Open the **Administration Action menu**.

2. Select the **Users** tab and choose **Groups**.
3. On the resulting page, select **Autocreate group**.
4. On the **Auto-create group** page, enter a Naming scheme. Example: Alphabetical groups – Group @, Numerical groups – Group #).
5. Select whether to create a **specific number of groups** or **as many groups as necessary** to accommodate a specific number of students.
6. Press **Save**.
C. Enabling Groups

Group mode can be enabled at the course level to utilize the full potential of group features. Some features of groups are:

- Filter the grade book by sections
- Group work can be supported
- Forums can be separated into smaller groups to encourage student communication
- Assignments can be setup to facilitate a group environment

To enable group mode at the Course level

1. Open the Administration Action menu and select Edit Settings.
2. On the course settings page, scroll down to the Groups section.
3. Within the Groups section are the following options:
   - Group Mode: The option you choose here will become the default for all activities within your course:
     o No groups
     o Visible groups
     o Separate groups
   - Force group mode: Choose Yes or No. If the group mode is "forced" at a course level, then the course group mode is applied to every activity in that course. Individual group settings in each activity are then ignored. This is useful for setting up a course for a number of completely separate cohorts.
4. Click Save and display.

To enable group mode within Activities:

If a group mode is not selected at the course level, group mode settings can be enabled individually for each activity.

1. Click Turn editing on.
2. Edit an existing resource or activity or create a new one.
3. Under Common module settings, in the Group mode field, choose No groups, Separate groups or Visible groups.
4. Click one of the Save options.

Note: The Group mode can only be used if a group mode was not forced in course settings. See the previous section for more information on Group mode in Settings.
D. Groupings

Groupings are most commonly associated with releasing an item (assignment, file) to one person or a small group while hiding from the rest of the participants in the class. Creating a grouping allows the release of specific material to a select number of students, teaching assistants, designers, etc.

Understand Groups and Groupings:
For example, at the Olympics, there are different sports (gymnastics, swimming, track) and many countries. There are two ways to think of an Olympic athlete: by the sport they compete in or by their nationality. To be part of the United States Olympic Team, you must first be a swimmer, a gymnast or a runner. You cannot be in the US Team without first being an athlete in a specific sport. The sport is your group. Your country is your grouping. You must belong to a group before joining a grouping.

Several groupings can be created containing different groups. Use groupings if, for example, there are two sections of a course that will share some documents but should not share exams, assignments, activities or group work.

1. Login to the course and open the Administration Action menu.
2. Select the Users tab and choose Groups.
3. From the Groups page, click the Groupings tab.
4. Click Create Grouping. Give the grouping a name and click Save Grouping.

5. The grouping will now show up in a list on the main Groupings page.
6. Press the Groups icon to add a group to the Grouping.
7. Select a group or groups from the Potential members list and press Add to add them to the Grouping.
8. Press Back to groupings.
E. Assigning Groupings to an Activity

1. Click Turn editing on.
2. Edit an existing resource or activity, or create a new one.
3. Under Common module settings in the Group mode field, ensure that Visible or Separate groups is selected.
4. In the Grouping field, choose the Grouping.
5. Click Add group/grouping access restriction to restrict this to a particular Grouping.

This activity is now only available to members of the groups that are associated with the chosen grouping. Students not in that grouping will not see the activity on the course page at all.
CHAPTER 16 PROGRESS REPORTING

There are a few different ways to account for student progress within a course, such as:
- **Conditional activities** – a group of settings in a resource or activity which sets conditions upon entry into, or if any activity or resource can be even seen by the student.
- **Activity completion** – activity setting that sets the completion standard for that activity or resource.
- **Course completion** – allows for a course to be officially marked as finished, either manually or automatically according to specified criteria.

**A. Enable Completion Tracking**
Completion tracking must first be enabled within the course settings.
1. Open the Administration Action menu and select Edit Settings.
2. Within the Completion tracking section, ensure the Enable completion tracking setting is **Yes**.

**B. Applying Tracking on Conditional Activities**
Once Completion tracking has been enabled within a course, resource and activity settings will now have a section called Activity completion.

To activate Completion Tracking in an Activity or Resource:
1. Create or edit an activity or resource. The below example uses the Forum activity. Different activities or resources will have different options for completion tracking.
2. Scroll down to the Activity completion section.
Completion tracking – if enabled, activity completion is tracked, either manually or automatically, based on certain conditions.

- Require view – Students must open the activity/resource for it to be considered complete.
- Require grade – Students must receive a grade for the activity/resource.
- Other options will differ based on the particular type of activity/resource.

3. Press Save and return to course.

C. Restricting Access based on Conditional Activities

Once Completion Tracking is enabled in an activity or resource, students can now be required to meet a particular requirement before they can access a particular activity or resource.

In the following example, a student must complete the Discussion Forum activity in order to access the Week 1 PowerPoint.

To apply Completion Tracking:

1. Edit or create a new resource or activity.
2. In the settings, go to the Restrict Access section.
3. Click Add restriction.
4. Choose Activity completion.
5. Generally, select Student must match the following.
6. In the Activity completion dropdown menu, select the Activity that must first be marked as complete. Note that only activities that have a completion setting will appear here.
7. Press Save and return to Course.
D. Marking Activities as Complete

Instructors can manually mark activities as complete or incomplete on behalf of students.

To manually mark an activity as complete or incomplete:

1. Open the Administration Action menu and select the Reports tab.
2. Select the Activity completion report.
3. Each student will be listed with a checkmark identifying which activities/resources the student has completed. Only resources or activities that have completion tracking enabled will appear.
CHAPTER 17 RESTRICTING ACCESS

Access to an Activity or Resource can be based upon activity completion, date, grade, group or grouping or user profile fields. When setting up or editing an Activity or Resource, scroll down the settings page to the Restrict access section.

- **Activity completion**: See Chapter 16.
- **Date**: Date restrictions will release the activity or resource on a specific date and time.
- **Grade**: A specific grade must be achieved on a particular activity.
- **Group and Groupings Restrictions**: Restrict the activity to a certain group or grouping.
- **Mobile App**: Require students to access (or not access) using the Mobile App.
- **User Profile**: Controls access based on fields within a student’s profile.
- **Restriction set**: Add a set of nested restrictions to apply complex logic.

Hiding the conditions:
- If the eye is SHUT then students who do not meet that part of the condition will not see the activity at all.
- If the eye is OPEN the students who do not meet that part of the condition will see the activity but it will be greyed out and have information about why they can’t access it.

ALL or ANY Conditions:
Further restrictions may be added by clicking Add restriction again, and it is possible to specify that ALL the conditions or ANY of the conditions are required before the activity is made available. Thus, it is possible to use 'Or' as well as 'And' conditions.
CHAPTER 18 REPORTS

UR Courses allows instructors to request reports telling which resources and activities in a course have been accessed, when, and by whom. Reports can show how many students opened an article that students were to read before the lecture. More importantly, it can show who did not open the article. Reports can identify when students are logging into a course the most. For instance, if Sunday always has twice as many views as Thursday perhaps material can be posted on Saturdays instead of Wednesdays to better fit the activity of students.

Reports

1. Open the Administration Action menu and select the Reports tab.
2. Select the Report to be viewed.
   - **Dates**: This report is actually a tool that allows all dates for all activities to be updated on a single page.
   - **Logs**: Shows a filtered report showing information about a particular activity or student.
   - **Live logs**: Shows who accessed the course and what they access on the current day.
   - **Activity report**: Generates a simple unfiltered report showing the number of views for each activity and resource.
   - **Course participation**: Generate lists of who participated in an activity and how many times.
   - **Activity completion**: See Chapter XXXX
   - **Statistics**: Shows all users and the actual amounts of activity on a daily basis.

A. Dates

Using the Date report tool, all dates for all activities can be updated on one screen instead of opening each activity/resource and updating individually.
B. Logs

Course logs allow instructors to see which resources or activities have been accessed and when. Check to see if an individual student has viewed a specific resource or participated in a particular activity. The search can be limited to a specific day or results for a specified period of time.

1. Select an **individual** to pull the report for.
2. **Specify** the dates (or leave as all days to see everything).
3. Select a **specific activity** (or leave as all activities to see everything).
4. **Adjust** other filters as necessary.
5. Press **Get these logs**.

C. Course Participation

A Course Participation report provides an easy way to monitor general participation in a course and is particularly useful for monitoring activity in forums. See if students have viewed readings or forums and if they have posted in the forum. A participation report for a particular activity can be generated by Teachers and Non-Editing Teachers (TAs).
## D. Statistics

![Graph showing user activity](image)

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<th>Student</th>
<th>Teacher</th>
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<th>Logs</th>
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<td>136</td>
<td>1467</td>
<td>Course Logs</td>
</tr>
</tbody>
</table>
CHAPTER 19 IMPORT AND BACKUP

Course activities and resources can be moved from course to course using the import function.

A. Import

To import:
1. Open the Administration Action menu and press Import.
2. Select the course to import data from. Press Continue.
3. On the Import Settings page, select what types of activities to import.
4. On the Include screen, select specific activities or resources to import. Press Next. (To select an individual item, the Topic must first be selected).
5. Review and confirm that the items have been selected correctly. If everything is correct, press Perform import.

B. Create a Backup

To create a backup:
1. Open the Administration Action menu and press Backup.
2. In the Backup Settings, select what to include in the backup. Press Next.
3. Select specific items to include in the backup. Press Next.
5. When the backup file has been created, press Continue.
6. The backup will appear in the Backup area. The file can just be left here or can be downloaded to a Network drive.
C. Restore a Backup

A backup file can be restored to create a new course, restore activities and/or resources into an existing course, or overwrite the contents of an existing course completely.

To restore a course:

1. Open the Administration Action menu and press Restore.
2. In the Course backup area, select the course to Restore or upload a course that was backed up to a Network drive by selecting the file.
3. Click Restore.
4. There are several steps involved in the Restore process
   - **Confirm**
     - Ensure the items you wish to restore from the backup have been checked.
     - Click Continue
   - **Destination**
     - Indicate how the backup should be restored
       - **Restore into this course**
         - Merge the contents of the backup into this course
         - Delete the contents of this course then restore from the selected backup
       - **Restore into an existing course**
         - Merge the contents of the backup into an existing course
         - Delete the contents of an existing course and then restore from the selected backup
       - Select the course to restore the backup in
   - **Settings**
     - Ensure checkmarks exist for the items to be restored
     - Click Next
   - **Review**
     - Items being restored are listed in order
     - When satisfied, click Perform restore
     - To edit the information, click on Previous
   - **Process**
     - A success message will appear.
     - Click Continue
   - Press Complete
# Chapter 20 Resources & Support

## A. Copyright

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## B. Change Requests

Changes to UR Courses are requested by submitting a [Footprints ticket](#) outlining the nature of your request. We welcome all suggestions, such as configuration changes, requests for additional plugins, etc.

## C. References

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