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SECTION 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>
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<tr>
<td>Telephone (daily)</td>
<td>IT Support 585-4685 with extended hours week nights until 10:00 pm</td>
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<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>
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<td>Friday Drop-In (weekly)</td>
<td>Technology Learning Centre, Ed 548. View our web site for specific times</td>
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<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>
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<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>
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C. Information for Instructors

There are links on the UR Courses page that 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.

   On the next page, follow the login link:

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

II. Browser Requirements

Supported browsers and the *minimum* version required for each (where applicable):

- Firefox (25.0)
- Chrome (30.0)
- Safari 6
- Internet Explorer 9 (Internet Explorer 10 is required in order to drag and drop files from outside the browser into your course)

* For improved security and functionality, it is recommended to always use the most recent version of your web browser and plugins whenever possible.

**NOTE:** In most cases, you may want to advise your students to **not** take a quiz or exam using a mobile device due to concerns with sustained connectivity. That said, we have seen an increase in mobile usage, particularly for language classes, where the mobile keyboard may be preferred for inserting extended characters.
F. Course Listing

UR Courses has been upgraded to Moodle 1.0. For an overview of the changes please refer to the What’s New document.

Students – If you have just registered for a class, it may take up to 24 hours for the course to become available.

If a course you are looking for is not listed, please contact your instructor to be certain that the course has been made available to students.

If you are looking to register for a class, please log in to UR Self Service.

Instructors – Request enrolment for your course(s) each semester using the Faculty Course Request Form.

My courses

Information Security Awareness Course
Rachel Husband

Test Course (Laura Tataryn)
Laura Tataryn

Purchasing Card (PCard) / BMO details
Online Training
Rachel Husband

G. Requesting a course

1. Click on Request a course.
2. Use the drop down box to Select the semester you want to activate the course.
3. In courses, you will see courses that are already active for the semester.
4. Choose the course you would like to activate 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 you already have or select Create new site to have a new course created for you.
For more details and screen shots go to http://www.uregina.ca/urcourses/instructors/requestguide.html

**Note:** If you would like to share a course with another colleague, you will need to submit a Footprints Ticket to IT Support in order for the association to be created. Your colleague and their students can be added into the same UR Courses site. You and your colleague will both have access to make changes and edits to your course resources and activities. You can also request a copy of your course be established for another instructor so that each of you can have separate sites with just your own students.
H. Course Elements

New courses will be mostly blank to begin with. The main course page has “block” areas on the left and right sides. The main area is used to organize your content, media, activity modules and other resources that can be grouped into topics or weeks to best fit your 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 thru 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, as illustrated below:

1. Breadcrumb navigation.
2. **Turn Editing on** button – Use this button to start making changes to the course.
3. Side block areas – Blocks can be positioned on either side. Default blocks include People, Activities, Search Forums, Administration, Latest News, Upcoming Events, and Recent Activity.
4. General Information and Course Content area. You can organize this area by topic or by week.
5. Items not currently visible to students will be marked with a dashed border and a closed-eye icon.
6. **Switch role to…** - View your course as if you were a Student or other available roles.
I. Additional Information

I. Inline Help Icon

Beside each area in UR Courses there is a Help icon. Selecting these Help icons will display further information about the associated elements. For example, choose the Help icon beside Your progress (at the top of your course page) and the following appears:

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.
SECTION 2
Quiz

Creating a new quiz is a two-step process. First, the quiz activity must be created with options which specify 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. Login and select the course title.
2. Click the Turn editing on button.
3. In the desired section, click on Add an activity or resource.
4. Select Quiz from the Add an activity or resource window.
5. Enter the Name of the quiz and an optional short description.
6. 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.
7. Select the Save and return to course button
Timing
You can adjust the timing of the quiz. If you click the Disable boxes, there will be no timing set and the quiz will remain open from the time you create it.

- **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** – If you’ve chosen to set When time expires to:
  - There is a grace period when open attempts can be submitted, but no more questions answered to submit.

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 (other attempts are ignored).
  - 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.

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** –
  - Deferred feedback – Students must submit an answer to each question and submit the entire quiz before anything is graded or they receive feedback.
  - 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.

### 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.

**NOTE**: Depending if the quiz you’ve created as a chapter review, you may want to show the answer right after the attempt (choose **immediately after the attempt**) or show the answers, marks while the quiz is still open (choose **Later, while the quiz is still open**). For quizzes or exams that are included in the final mark, make sure to choose **After the quiz is closed**. This way, students who finish early will not be able to share the answers to other students who have not done the quiz or exam yet.

For the example above, this means that students will only receive their marks after the quiz is closed and will not get any type of feedback.

**NOTE**: The default setting is to have all boxes checked. Use caution when reviewing these options! The **Recommended setting** is to keep all boxes **unchecked**, or check off only boxes in the ‘After the quiz is closed’ column.
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** – If 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.
- **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.

<table>
<thead>
<tr>
<th>Grade boundary</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Excellent! You have demonstrated a clear and thorough knowledge of our topic.</td>
</tr>
<tr>
<td>90-99%</td>
<td>Well done! You understand most of our topics well with just a few areas to work on.</td>
</tr>
</tbody>
</table>

Common module settings

- **Visible** – Show or hide the assignment.
- **ID number** – Setting an ID number provides a way of identifying the activity for grade calculation purposes. If the activity is not included in any grade calculation then the ID number field may be left blank.
- **Group mode** – Has three options:
  - **No Groups** – there are no sub groups. Everyone is part of one big community.
  - **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
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.
- **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. You can access the course Question Bank by clicking the Question Bank link under the Administration block, use a random question from the Question Bank or you can enter questions directly into a quiz as you are building the quiz.

The following instructions are to enter questions providing a quiz has already been created.

**To add a question to the question bank:**

1. Select Question Bank from the Administration block.
2. Select ‘Create a new question …’.
3. Select the type of question to insert and press Add.
4. Select the Category for the course – this is where the question will be stored.
5. Enter a question name and question text.
6. Enter the default mark.
7. If desired, enter feedback for the response.
8. Enter the answer or answers depending on your type of question.
9. Save changes **OR** Save changes and continue editing.

Note: If you choose Save changes and continue editing, when the page refreshes there will be an option to preview the question at the bottom of the page.

**To add a new question directly to a quiz:**

1. Open the Edit Quiz page by entering the Quiz from the main page of the course and clicking on the Edit Quiz button.
   a. **Edit Quiz Page Placeholders:**

   1. **Name of Quiz**
   2. **Maximum grade** – Can change the maximum marks given in the quiz.
   3. **Repaginate** – Use this button to change the page order of questions in a quiz.
4. **Add** – Create new questions or add questions from the question bank by adding a random or a specific question.

2. Click Add and select ‘a new question’.
3. Select the type of question to insert and press Add.
4. Select the Category for the course – this is where the question will be stored.
5. Enter a question name, question text and the default mark.
6. If desired, enter feedback for the questions.
7. Enter the answer (this example is for a True/False question).
8. Save changes OR Save changes and continue editing.

**General**

<table>
<thead>
<tr>
<th>Category</th>
<th>Default for TC-MN 100 (10)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question name</td>
<td>What is UR Courses?</td>
</tr>
<tr>
<td>Question text</td>
<td>The University of Regina is located in Regina, SK.</td>
</tr>
<tr>
<td>Default mark</td>
<td>1</td>
</tr>
<tr>
<td>General feedback</td>
<td></td>
</tr>
<tr>
<td>Correct answer</td>
<td>True</td>
</tr>
</tbody>
</table>

**Note:** A question added directly to the quiz will also be added to the question bank.

**To add a question from the question bank:**
1. Click Add and select ‘from question bank’.
2. Select the question or questions to insert and press ‘Add selected questions to the quiz’.

**To add a random question:**
1. Click Add and select ‘a random question’.
2. Choose the category where the random question should be chosen from.

**Note:** On the **Settings for multiple tries:**
- **Penalties for each incorrect try** only works if you run the questions using the **Interactive with multiple tries** or **Adaptive mode behavior**.
- If you are using the Interactive with multiple tries, you can also put hints for students.
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

You can group your questions from the question bank by creating Categories. For example, a group of questions are from Chapter 1, Chapter 2, Chapter 3, etc. You will need to create Categories if you want to have quizzes with random questions from the question bank.

To create categories:
1. Open the Quiz from the main page of your course.
2. In the Administration block, choose Question Bank from the Administration block and select Categories.
3. Scroll to the Add Category section.
4. Choose the parent category:
   - The parent category is the one in which the new category will be placed. "Top" means that this category is not contained in any other category. Category contexts are shown in bold type. There must be at least one category in each context.
5. Enter the category name.
6. Enter category info
7. Click Add category.

To rename a category:
1. Open the Quiz from the main page of your course.
2. In the Administration block, choose Question Bank from the Administration block and select Categories.
3. Under “Question categories”, find the question bank to be renamed and press the edit settings wheel for that question bank.
4. Choose the parent category.
5. Enter the name for the category name and info.
6. Save changes.

To move questions to a different category in the Question Bank:
1. Open the Quiz from the main page of your course.
2. In the Administration block, choose Question Bank from the Administration block and select Questions.
3. Select the questions to be moved.
4. Select the ‘Move to >>’ drop-down menu and select the destination for the questions.
5. Press the ‘Move to >>’ button.

D. Editing the Quiz

To change the question order:
1. Open the Edit Quiz page by entering the Quiz from the main page of the course and clicking on the Edit Quiz button.
2. 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. Open the Edit Quiz page by entering the Quiz from the main page of the course and clicking on the Edit Quiz button.
2. Press the repaginate button.
3. Select the amount of questions to be shown on a page and press Go.
E. Accessing the Submissions

To access the quiz submissions:
1. From the main page of your course, click on the name of the quiz.

![General Knowledge Quiz](image)

2. Click on Attempts and a new page will open showing the results of the quiz.
3. The new page will give you several options to customize the display of the results. You can choose what attempts to few and how many you few on one page.

What to include in the report

- Attempts from: enrolled users who have attempted the quiz
- Attempts that are: In progress, Overdue, Finished, Never submitted
- Show at most one finished attempt per user (Highest grade)
- Show only attempts: that have been regraded / are marked as needing regrading

Display options

- Page size: 30
- Marks for each question: Yes

Show report
4. Based on the settings you selected, the list of students and their attempts will be displayed based below.

Filter by First name:
[A-Z]

Filter by Surname:
[A-Z]

Page:

1 2 3 4 Next »

4. Based on the settings you selected, the list of students and their attempts will be displayed based below.

5. To view the student's answer for the question, click on the grade they receive for the question. (If you click on the student's total Grade, you can see all of their answers at once.)

6. If you need to override a student’s grade for a question, click on the grade the student received for the question. A new window appear with the student’s answer and the correct answer.

7. Choose Make comment or override mark

8. In the Mark section, put the grade of the student, you can also make a comment if you want

9. Click Save. This will return you to the listing of student’s marks with the appropriate change in place.
SECTION 3
GLOSSARY

The glossary activity module allows participants to create and maintain a list of definitions, like a dictionary. Glossary can be used in many ways. The entries can be searched or browsed in different formats. A glossary can be a collaborative activity or be restricted to entries made by the teacher. Entries can be put in categories. The auto-linking feature will highlight any word in the course which is located in the glossary.

A. Glossary

To add a glossary:
1. Login and select the course title.
2. Click the Turn editing on button.
3. Click on Add an activity or resource in the desired section.
4. Select Glossary from the Add an activity or resource window.
5. On the Adding a new glossary page, give your new glossary a descriptive Name.
6. Describe the purpose of the glossary; provide instructions or background information, links etc. in the Description area.
7. Select No for Approved by default if you would like to view and approve added entries in the Entries section.
8. Select the Appearance options and Grade options and the common module settings (use the drop down box to choose the format).
9. Click the Save and return to course button at the bottom of the page.

B. Add an Entry

To add an entry:
1. From the Glossary page, click the Add a new entry button.
2. Enter the word you want to define in the Concept field.
3. Add the definition of the word or concept in the Definition field.
4. If there are particular keyword(s) for the concept.
5. You may also add attachments in the Attachment area.
6. If you want the particular entry linked automatically within the course – check the This entry should be automatically linked checkbox.
7. Select the Save changes button at page bottom.
Note: When items are automatically linked, every time the word appears in the course a hyperlink is created back to the glossary entry. For example, you've added **Moodle** as a concept in the **Glossary**. In the topics outline, anytime the word **Moodle** is shown, it is highlighted and underlined as shown in the print screen below.
SECTION 4
CHOICE

Unlike surveys, the Choice tool allows you to ask any question as long as it is multiple-choice. Once Choice is set up, it acts like a poll in your course. You may choose when and if students see the results of the choice and even let them change their minds.

A. Creating Choices

To add a choice:
1. Login and select the course title.
2. Click the Turn editing on button.
3. Click on Add an activity or resource in the desired section.
4. Select Choice from the Add an activity or resource window.
5. On the Adding a new Choice page give the Choice a descriptive Name.
6. Enter the question text in the Description.
7. Choose display mode for options: horizontally or vertically.
8. Choose whether or not students are allowed to update their choice.
9. NEW IN V2.8: Choose whether or not to allow more than one choice to be selected.
10. Choose whether or not to limit the number of responses allowed.
11. Enter responses in each choice field. If you require more than 5 fields, click the Add 3 more fields to form button.
12. You can choose to limit time using the Restrict answering to this time period checkbox.
13. Choose whether or not to publish the results and privacy options (anonymous or public) in the Results section.
14. Select any other miscellaneous options that may apply.
15. Save changes at page bottom.

B. View Choice Results

To view results:
1. Login and select the course title.
2. Make sure you are in Editing turned off.
3. Select the Choice title from the main page of the course.
4. In the top right hand corner click View XX responses.
SECTION 5

WIKIS

A Wiki enables documents to be authored collectively by both instructors and students. UR Courses Wiki tool enables participants to work together on web pages to add, expand and change the content. The settings allow you to create a Wiki activity for a group, instructor or student.

A. Create a Wiki

To create a Wiki:

1. Login and select the course title.
2. Click the Turn editing on button.
3. Click on Add an activity or resource in the desired section.
4. Select Wiki from the Add an activity or resource window.
5. On the Add a new Wiki page, give the Wiki name a descriptive name.
6. In Wiki description, describe the purpose of the Wiki and what you expect students to contribute. Maybe include the instructions below on adding to a Wiki page.
7. Put a checkmark on Display description on course page if you want to display it.
8. In Wiki Settings:
   - Put the Wiki name in the First page name if it is the first page
   - Wiki Mode – determines who can edit the wiki
     - Collaborative wiki – everyone can edit the wiki
     - Individual wiki – everyone has their own wiki that they can edit
   - Default format – always choose HTML editor
   - Force format – it is recommended to leave this unchecked, as forcing the format will make it impossible to choose a format for each wiki page.
9. Apply Group or Groupings in Common module settings if required.
10. Click the Save changes button.
B. **Edit a Wiki**

Participants in a Wiki create new pages by editing an existing Wiki page and creating Wiki links that point to the pages they want to create. A Wiki link is simply any character string enclosed in square brackets. The string is converted to a link by the following process:

**If the first page of the wiki has not yet been established:**

1. Select the **Wiki** in the course and you will be presented with the Create page settings.
2. Once you have confirmed the page title and format, click the **Create page** button.

3. You will now be able to enter content for the newly established page. To create new pages within the **Wiki**, enclose the words with double square brackets, like this: `[[page name]]`. (The text between double square brackets will be the name of the new page.)
4. If you would like to associate **Tags** with the pages of your **wiki**, enter them within the **Other tags text area** (separate tags using a comma).
5. Once finished entering your content and any desired tags, click **Preview** or **Save**
6. The page you have just edited will be displayed. Words that you’ve enclosed with square brackets `[[ ]]` will now appear as links. Following these links will allow you to create or edit the corresponding pages.
SECTION 6
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 group's work. (The other groups' work is read-only and cannot be edited.)
- **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. Log in and enter the desired course.
2. Select **Turn editing on**.
3. In the Administration block, click on **Users** to expand the menu item and select **Groups**.
4. On the resulting page, select **Create group**.
5. On the **Create group** page, enter a Group name and image (optional).
6. Select **Save changes**. This returns you back to the main Groups page.
7. Select an existing 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 your keyboard while clicking on the desired users.

Add/remove users: Group A

Search

Search options

- Keep selected users, even if they no longer match the search
- If only one user matches the search, select them automatically
- Match the search text anywhere in the displayed fields

Back to groups
9. Once you’ve selected the group members, click **Back to groups** to see the groups and group members.

10. In order to edit an existing group, select a group from the **Groups** list and select the **Edit group settings** button. This will allow you to edit the groups’ name and other settings.

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 for you either randomly, alphabetically or by ID number when you specify either the number of groups or number of students desired for each group.
### B. Enabling Groups

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

- 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. Select **Edit settings** within the **Administration** block.
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:
     - No groups
     - Visible groups
     - Separate groups
   - **Force option**: 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 when, for example, one wants to set up a course for a number of completely separate cohorts.

4. Click the **Save changes** button

**To enable group mode within Activities**:

If you have not forced the group mode in your course settings, you can set group mode settings individually for each activity you add to your course.

1. On your main page, **Turn editing on**.
2. Select the activity you would like to add to your course.
3. Under Common module settings, select **Group mode**.
4. Choose **No groups, Separate groups or Visible groups**.
5. Click one of the **Save** options at the bottom of the page

**NOTE**: You will be able to select the Group mode only if you did not force groups in Settings under your Administration block. Please see previous section for more information on Group mode in Settings.
C. **Groupings**

**Groupings** are most commonly associated with releasing an item (assignment, file) to a 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.

**Olympic metaphor:** at the Olympics, there are different sports (gymnastics, swimming, track) and many countries. There are two ways to think of an Olympian athlete: by the sport they compete in and 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.

You can have several groupings containing different groups. You might use groupings if, for example, you have two sections of a course that will share some documents but should not share exams, assignments, activities or group work.

1. From the **Groups** page, click the **Groupings** tab.
2. Click **Create Grouping**. Give the grouping a name and click **Save Grouping**.

```
<table>
<thead>
<tr>
<th>Grouping</th>
<th>Groups</th>
<th>Activities</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grouping A</td>
<td>Group A</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>
```

3. Your grouping will now show up in a list on the main Groupings page.
4. On the Groupings overview page, the number of Activities each grouping is associated will be indicated.

```
<table>
<thead>
<tr>
<th>Grouping</th>
<th>Groups</th>
<th>Activities</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grouping A</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
```

D. **Adding Groups to a Grouping**

1. Follow the **Groups** link under the Users dropdown within the **Administration** block.
2. Click the **Groupings** tab at the top of the Groups page.
3. Click on **Create grouping**.
4. On the **Groupings** overview page, click the **participants** icon to select the groups to associate with this grouping.

```
<table>
<thead>
<tr>
<th>Grouping</th>
<th>Groups</th>
<th>Activities</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grouping A</td>
<td>None</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
```
5. On the Add/remove groups page, select the group(s) you want to add to the grouping from the Potential members list and click the Add button.

6. Click Back to groupings. The group(s) you added to the grouping will now be listed in the table on the groupings page.

7. Existing groupings can be edited and/or deleted using the appropriate icons in the edit column of the table on the Groupings page.

---

E. Assigning Groupings to an Activity

1. Enter the desired course and Turn editing on.
2. Edit an existing resource or activity, or create a new one.
3. Closer to the bottom of the activity or resource settings page, there is a section titled Common Module Settings.
4. Under Grouping, check the “Available to group members only” checkbox and select the name of the grouping you want the resource or activity to be accessible to. Click one of the save buttons at the bottom of the page.

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 your page at all.
SECTION 7
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 Progress Tracking**

Progress tracking must first be enabled within the course settings.

1. Within the Administration block, under **Course Administration**, choose **Edit settings**
2. Within the **Completion tracking** section, ensure the **Enable completion tracking** menu is set to **Yes**.

B. **Applying Tracking on Conditional Activities**

**Part 1:** Once you've enabled **Completion tracking** within your course, when you add or edit a **Resource** or **Activity** they 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 (We'll use a Quiz as an example).
2. Scroll down to the **Activity completion** section.

   - **Completion tracking** – if enabled, activity completion is tracked, either manually or automatically, based on certain conditions.
   
   - **Show activity as complete when conditions are met** in the Completion tracking, you will need to put checkmarks on **Require View for Students to view the activity to complete it**.
c. **Require grade** – if you are grading this assignment.
d. **Expect completed on** – if enable, there is a deadline date for the activity.

3. **Save and Return** to course.

**Part 2:** Once you've activated **Completion Tracking** in an activity or resource, you can now apply access restrictions. This means that students must first meet any dependent completion requirements before they can access this activity or resource.

In the following settings example, a student must complete the **Chapter 1 Quiz** in order to access this activity or resource. In most cases, the **While access is prevented** option should be set to **Show activity greyed-out, with restriction information** so that students are aware of the item, and why it may not be accessible to them yet.

In the following settings example, a student must complete the **Chapter 1 Quiz** in order to access this activity or resource. In most cases, the **While access is prevented** option should be set to **Show activity greyed-out, with restriction information** so that students are aware of the item, and why it may not be accessible to them yet.

**To apply Completion Tracking**
1. **Create** the resource the activity is connected to (ex. Notes).
2. **Go to Restrict Access**
   a. In Activity completion condition, use the Drop down box that it is connected to. In this example, we've connected Chapter 1 with Quiz 1, and Quiz 1 must be marked complete before they can access Chapter 1.
3. Because we've added Quiz 1 as a restriction in the course, the Activity completion part will enabled.
4. **Save** and Return to Course.
C. Restricted Access View

If you've restricted access to an Activity or Resource and have selected to Show activity greyed-out, with restriction information, it will appear as below.

In this example, the Chapter 1 Quiz must be completed in order to access the Chapter 2 Notes.
SECTION 8
RESTRICTING ACCESS

You can restrict access to an Activity or Resource based upon Activity completion, date, grade, the group or grouping the students are in or user profile fields. When setting up or editing an Activity or Resource, scroll down the settings page and expand Restrict Access.

Grade Restriction:

You can specify a condition on any grade in the course: the full course grade, the grade for any activity, or a custom grade that you create manually. You can enter a minimum value (at least percentage), a maximum value (less than percentage), both, or neither. The activity will only appear if the student has a value for the specified grade, and if it falls within any specified number range. You can add more than one grade condition. All conditions must be met in order for the activity to appear.

- The range numbers can be fractional (with up to five decimal places) if necessary.
- Be careful with the maximum value; if the maximum is 7, a student who scores exactly 7 will not see the activity. You could set it to 7.01 if you really wanted to include 7.
- If creating several different activities that appear according to grade ranges, use the same number for the maximum of one activity, and the minimum of the next. For example, you might create one activity with a maximum of 7 and another with a minimum of 7. The first would appear to everyone scoring between 0 and 6.99999, and the second would appear to everyone scoring 7.00000 to 10. This guarantees that everyone with a grade will see one or other. To remove a grade condition, set the assessment name to 'none' and remove the range number values.
Group and Groupings Restriction:
If groups or groupings are used in the course, it is possible to restrict the activity to a certain group or grouping. This button only appears if you have groups enabled in your course.

Conditional User Fields Restriction:
You can restrict by using one of the user fields that are located in the user table. Not all the user fields are included, as not all of them would make sense in this context. The ones in included are:

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 yet.

The shut eye takes precedence. For example, you could have 2 conditions, one based on date (with eye shut) and one based on completing a previous activity (with eye open). That way, the activity will not appear at all until the date; then it will appear, but tell you that you need to complete the other activity; then when you complete the other activity you can access it.

For OR and NOT AND type conditions, you only get a single eye icon instead of one for each condition.

ALL or ANY Conditions:
Further restrictions may be added by clicking the 'Add restriction' button 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.
**SECTION 9
REPORTS**

UR Courses allows instructors to request reports telling which resources and activities in a course have been accessed, when, and by whom. An instructor might use reports to gauge how many students opened an article he or she wanted them to read before lecture. More importantly, it can show who did not open the article. The night before the lecture, however, you can send out an email to all the students that did not complete the reading to remind them. You can also use reports to gauge when students are logging into your course the most. For instance, say Sunday always has twice as many views as Thursday. You might adjust the time you post material or require the completion of an assignment to better fit the activity of your students.

UR Courses produces four kinds of reports:

- **Logs** – shows a filtered report showing information about a particular activity or student.
- **Activity report** – generates a simple unfiltered report showing all activity in the course that you can sort by column header.
- **Course participation** – provides a sortable list showing all class members, with details about a particular resource or activity. You can see who has viewed a resource or submitted an activity. From this screen, instructors can also send a message to all students, or only to those students who have not completed an activity.
- **Activity completion** – generates a list of all participants and displays whether they have completed activities.

**Note:** Activity Completion reports are only available:
- If the Activity Completion Module is enabled in your course (in the Administration block under Course Administration > Settings).
- For Activities that have Completion tracking enabled (on the activity’s Settings page).

**A. Logs**

Course logs allow instructors to see which resources or activities have been accessed and when. You can check to see if an individual student has viewed a specific resource or participated on a particular activity. You can limit your search to a specific day, or get results for a specified period of time.

1. In the Administration block, click Reports then Logs.
2. Use the drop-down menus to narrow your search: groups, participants, days, activities, actions, education level.
3. Click Get these logs.
B. **Activity Report**

The course Activity Report shows the number of views for each activity and resource (and any related blog entries).

1. In the Administration block, click Reports then Activity Report.
C. Course Participation

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

Note: A useful feature of the Participation report is the ability to send a message to those students who are missing an activity.

1. In the Administration block, click Reports then Course Participation.
2. Use the drop-down menus to narrow your search, then click Go.
3. To sort the table, click a column header.

Send a message based on a Participation Report:

1. Once a Participation report has been generated, at the bottom of the list of students, click Select all to send a message to the entire class, or to send a message only to selected students, check the Select box after their name(s).
2. From the With selected users drop-down menu, select Send an email and click Go.
3. Compose your message on the next screen and click Continue to preview the message.
4. After reviewing your message, click Send message or click Update to revise.
SECTION 10
IMPORT

Course activities and resources can be imported from one course to another in UR Courses.

To import:
1. Login and enter the desired course
2. Click Import under Course Administration within the Administration block.
3. The Course import backup page lists all of the activities and resources used in your course. Choose the course you want to import from.
5. On the Schema settings page, select the items to be imported. Everything will be selected by default. Choose None at the top to deselect all items.
6. Select the items to be imported. First, check the Topic and then the items within that topic. Press Next.

7. Confirm the items to be imported and press Perform import.
After spending a lot of time setting up your course and delivering it to your students, you’ll want to make sure you don’t lose that work. Although UR Courses is backed up weekly, and back-ups are created at the completion of each term, it is also a good idea to save your own local backups.

A. Create a Backup

To create a backup:
8. Login and enter the desired course
9. Click Backup under Course Administration within the Administration block
10. The Course backup page lists all of the activities and resources used in your course

11. There are 5 steps to creating a Course Backup:

   - Initial settings

     Ensure the items you wish to include in the backup have been checked. If you do not want to include student data, and only back up the course content, uncheck Include enrolled users.

     Click Next.
- **Schema settings**
  This page will list all the items (resources and activities) within your course. Ensure the checkbox has been checked for any items you wish to include within the backup. If you elected to not include enrolled users during the Initial Settings step, user data options for activities and resources will not be available.

Include:

<table>
<thead>
<tr>
<th>Select</th>
<th>All / None (Show type options)</th>
<th>Select</th>
<th>All / None</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome to UR Courses</td>
<td>✔</td>
<td>User data</td>
<td>✔</td>
</tr>
<tr>
<td>News Announcements</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Course Email</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Attraction and Retention of Immigrants in Saskatchewan</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Course Syllabus</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Assignments</td>
<td>✔</td>
<td>User data</td>
<td>✔</td>
</tr>
<tr>
<td>Assignment #1</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Assignment #2</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Assignment #3</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Assignment #4</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Files</td>
<td>✔</td>
<td>User data</td>
<td>✔</td>
</tr>
<tr>
<td>How does one learn?</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Choice</td>
<td>✔</td>
<td>User data</td>
<td>✔</td>
</tr>
<tr>
<td>Midterm?</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
<tr>
<td>Forum</td>
<td>✔</td>
<td>User data</td>
<td>✔</td>
</tr>
<tr>
<td>Class Forum</td>
<td>✔</td>
<td>-</td>
<td>✔</td>
</tr>
</tbody>
</table>
• **Confirmation and review**

This step will provide a generated Filename for the backup, (or you can overwrite it with the filename of your choosing).

It will also list all the Backup settings you’ve requested.

You will see checkmarks on what will be backed up, and those that will not be. A checkmark indicates a backup is created for the item, while an x indicates a backup will not be created for the item.

If everything is set, click on **Perform backup**.

If you want to edit any of the items, click on **Previous**
• **Perform backup**
  - A message that says *“The backup file was successfully created”* will appear if no problems were encountered while creating the backup file. If problems were encountered, a link to the Moodle documentation will be presented, which may offer further explanation as to the nature of the problem.
  - Click on Continue.

  ![Image of backup status](image)

• **Complete**
  - Your backup file should be listed in the filename, along with the time and size of the backup. You now have the options to either **Download** or **Restore** your backup.

  ![Course backup area](image)

### B. **Restore a Backup**

Your 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. Click **Restore** within the Course Administration area of the Administration block to access the backup data directories.
2. Find the desired Course backup file and click on **Restore**
3. 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 the manner you’d like to restore this course backup with
       - **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 that you want to restore the backup in

   • **Settings**
     - Ensure checkmarks exist for the items you would like to restore
     - Click **Next**
- **Schema**
  - Select your course settings
  - Choose if want to keep current roles and enrolments
  - Choose to keep current groups and groupings
  - Choose to overwrite course configurations

- **Review**
  - Items you will be restoring are listed in order
  - If you are satisfied, click **Perform restore**
  - If you want to edit the information, click on **Previous**

- **Process**
  - If you click **Perform Restore**, a message that will say:

  ```
  The course was restored successfully. Clicking the continue button below will take you to view the course you restored.
  ```

  - Click **Continue**

- **Complete**
  - Will bring you back to the course you restored
SECTION 13
RESOURCES & SUPPORT

A. Copyright

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.

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B. Useful Links

1. Moodle / UR Courses 2 Tool Guide for Instructors
2. Moodle / UR Courses FAQ

C. 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.

References:

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