UR Courses
(Moodle 3.1)

Level 1
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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>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone (daily)</td>
<td>IT Support 585-4685 with extended hours week nights until 10:00 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

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.
   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 (35.0 to latest)
   - Chrome (30.0 to latest)
   - 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

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. The inline help icon is generally found when you are editing settings. For example, choose the Help icon beside any of the settings available when editing your course settings, such as the Course full name. When you click on Help icon beside the Course full name setting the following is displayed:

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
COURSE DESIGN TOOLS

A. Editing and Switching Roles

To view your course as a user with a different role, such as a TA (Non-editing teacher) or Student:
1. Login and enter your course by following the course title link.
2. Go to the Administration Block.
3. Select the Switch role to... drop down area.
4. Select a role, like Non-editing teacher or Student.
5. To go back to normal role select the Return to my normal role button.

NOTE: Only Instructional Designer and Teachers can alter and add resources and activities to a course. Non-editing teachers cannot add or alter activities but can view and add marks into the Gradebook. Students can only view contents and participate in activities.

B. Editing Symbols

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

- Help – select to find relevant help or how to accomplish something
- 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 order. To move a resource or an activity, click on the icon and drag the resource or activity to the place you want to move it to.
- Edit Settings – alter the resource or activity it is next to
- Duplicate – creating a copy within your course
Delete – permanently deletes the link from a course (not the file itself)

Show – item is visible to students

Hide – item is hidden from students

Assign Roles – granting permission contained in that role

Marker icon – highlights topics as a 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. **Expand or collapse Blocks**

1. To collapse a block and hide its contents, click on the **Collapse** icon.
2. To show the content of a collapsed block, click on the **Expand** icon.

![Image of expand or collapse blocks]

D. **Blocks**

On wider displays, blocks can be docked to the left side of the screen. You can move blocks to and from this area with the **block to dock** and **dock to block** icons. This is helpful as it reduces visual clutter, keeps the blocks accessible as you scroll down the page and allows more page width for content. To return all docked items to their original positions, use the undock all icon located in the bottom left portion of the dock.

![Image of blocks and docking]
E. 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.

You can cut and paste rich text from other applications straight into this editor and the formatting will be preserved (for the most part). If you have trouble when pasting rich text copied from Microsoft Word, it is recommended to use the Paste from Word function. Some web browsers may not allow you to right-click and select “paste” (due to security precautions) so it’s also recommended to use the cut and paste shortcut keys (Ctrl + C for “copy” and Ctrl + V for “paste”).

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 user preferences.

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

Note: Images and references in this manual refer to the TinyMCE HTML editor.

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 or Remove Hyperlinks:**

**II. To Insert a Hyperlink**

1. Type the **word or phrase** you would like to use as the text of the hyperlink.
2. **Select** the word or phrase.
3. Click on the **Insert link** icon.
4. A dialog box will appear where you can enter the **Link 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.

**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 your course: JPG, GIF and PNG.

**Insert Media** - This will help you insert other media (video and audio).
III. Link to a File

1. Within the HTML editor, enter or select the text you intend to use for the link and select the 
   Insert hyperlink button.

2. In the Insert/Edit Link dialog box, select the Browse button (as pictured below) to access the 
   File Picker.

3. Within the File Picker, navigate to the file you intend to link to and select the file. To avoid 
   multiple copies of a file within your course, be sure to use the Create an alias/shortcut to the 
   file option when appropriate.

4. The URL to this file will then be inserted into the Link URL field of the Insert/Edit Link 
   dialog box.

5. Click Insert 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.
SECTION 3  
COURSE SETTINGS

A.  Settings

This section is central to course management. This is where you structure the format of the online learning experience for your participants.

To change course settings:

1. Locate the Administration block and select Edit settings under Course Administration.
2. Within the Course Format section, select the Format type such as the Weekly or Topics formats.
3. Select the number of sections (weeks/topics depending on Format selected).
4. In the General, Appearance, and Files and Upload sections you, set your Course start date / choose to Show grade book to students / activate Activity Reports / change Maximum upload size to 16 MB.
5. Within the Appearance section, choose the most appropriate theme for your course by using the dropdown labeled Force Theme
   If you do not choose a theme, your course will use the default University of Regina colour scheme.
6. Review and adjust other settings and select the Save changes button at the bottom of the page for these settings to take effect.
B. Course Blocks

Each course homepage generally contains blocks on the left and 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 (ie. Attendance).

To add a block:
1. On the main page of your course, Turn editing on by clicking the Turn editing on button in the top, right-hand corner.
2. Locate the Add a Block, block within the sidebar of your course and open the drop down menu.
3. Select the type of block you wish to add and configure as necessary.
4. You can 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. Ensure that you are in editing mode by checking the Turn editing on button.
2. Locate the block you wish to edit.
3. Use the standard editing icons to delete, hide or move.

Blocks available:
- **Administration** – Appears on every page and provides links to pages connected with what you are working on.
- **Attendance** – Allows teachers to have easy access to the Attendance activity and it gives students quick access to their attendance report.
- **Navigation** – Appears on every page and provides easy navigation through the course.
- **Calendar** – Displays events. Can be set to show Course, Group and User events.
- **Checklist** – A checklist display a checklist of items that need to be completed in the course.
- **Courses** – This block displays
- **Latest News** – Displays most recent News Forum posts.
- **Logged In Users** – Displays users that are currently logged in to the course.
- **Copyright Information** – Provides links to the University of Regina’s copyright information.
- **Recent Activity** – Shows items that have been updated since the user last accessed the course.
- **Upcoming Events** – Displays the upcoming events that have been entered into the Calendar.
- **Activities** – Shows which activities are being used in the course.
- **Activity results** – Displays results from a graded or rated activity in the course.
- **HTML** – This block is used to add text or images on a site or course page. The title bar can be left blank. The block is flexible and can incorporate a variety of functions and uses in the content area. This enables embedding video, sounds, Flash and other files which can add unique elements to a course or site page.

- **Messages** – The Messages block displays a list of new messages you have received with a link to your Messages window.

- **Quiz Results** – The Quiz Results block displays the highest and/or lowest grades achieved on a quiz within a course. There must be a quiz in the course to correctly configure this block.

- **Random Glossary Entry** – The Random Glossary block can be used to display random entries from a glossary which usually take the form of dictionary style definitions.

- **Section Links** – This block helps the student or teacher to quickly navigate to a particular topic/week section of the course (depending on whether the course uses either the Topics or Weekly format. The numbered links displayed within the block are the numbers assigned to the course topic/week sections.

- **Bookshelf** – If books are used in a course instructors can have them appear on the homepage and the bookshelf or just the homepage.

- **Comments** – Can be added to any page to allow users to add comments.

- **Course completion Status** – Shows what has been done towards completing the course. The student and teacher will both see this block. The course completion block must be added to the course in order to see the course completion status block.

- **My private files** – Enables access to a user’s private files area.

- **Online Users** – Shows a list of users logged into the current course. The list is updated on a regular basis (5 minute default).

- **Upcoming Events** – Displays future events in a summarized list.

- **Self completion block** – Provides a link for students to declare that they have completed the course. This can be a part of the Course completion requirements.

- **Section Links** – Help students and teacher to quickly navigate to a particular topic/week section of the course.

- **Copyright Guidelines** – Guidelines for student in regards to digital copying.

- **Progress bar** – Displays a student’s progress in activities and resources in a course via a colour-coded bar.

- **Tags** – Displays all tags, with tags displayed in larger font having more items associated with it.

- **Turnitin Status** – Allows users to access Turnitin’s Class Migration functionality.
SECTION 4
ASSIGNING ROLES

You are able to assign roles to users in UR Courses. There are 6 roles to choose from:

- **Teacher** – Teachers have full access to all aspects of the course.
- **Instructional Designer** – Instructional Designers / Multimedia Designers have full access to all aspects of the course.
- **Non-editing Teacher** – Non-editing teachers can teach in courses and 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.)

To assign permissions:
1. In the Administration block, go to Users and choose Enrolled users.
2. Click on Enrol users in the top right-hand corner to find the individual and assign a role.
3. In Assign roles, choose the role you want the individual to have.
4. Use the Search function to find the individual. It is best to search using an ID number.
5. Once you found the individual, ensure that he/she has the correct role assigned and click Enrol.
6. Once you’ve clicked Enrol, the individual will now show in the list of Enrolled 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 old Teaching Assistants will still have access to course grades.

1. In the Administration block, go to Users and choose Enrolled users.
2. Find the user to be removed from the course.
3. In the Enrolment Methods column, click the x to remove the user from the course.
4. Click **Continue** to confirm removing the individual from the course.
SECTION 5
MY PROFILE AREA

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

1. Click on your name in the upper right hand side of the screen and select Profile.
2. Go to Edit profile within User details.
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 from students.
   - **City/town** – Users geographical location.
   - **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.

Laura Tataryn

<table>
<thead>
<tr>
<th>General</th>
</tr>
</thead>
<tbody>
<tr>
<td>First name</td>
</tr>
<tr>
<td>Surname</td>
</tr>
<tr>
<td>ID number</td>
</tr>
<tr>
<td>Email address</td>
</tr>
<tr>
<td>Email display</td>
</tr>
<tr>
<td>City/town</td>
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<tr>
<td>Select a country</td>
</tr>
<tr>
<td>Timezone</td>
</tr>
<tr>
<td>Description</td>
</tr>
</tbody>
</table>
A. To view your profile

1. Click your Name at the top right hand side of UR Courses
   OR
   Go to the Navigation Block and click Participants then click on your or any student name.

B. Viewing Participants

The Participants link is apart of the Navigation Block. Participants are the teachers and students who are part of a course.

To view your participant list:
   1. Login and select the course title.
   2. Go to Navigation Block.
   3. Choose Participants.
In the **Participants** page, you will see a list of the participants within the course.

**Participants**

- **My courses** – navigate your courses individual participant lists by using the drop down button.
- **Current role** – use the drop down box to choose the role list you want to view (Teacher, Student).
- **Visible/Seperate Groups** – use the drop down box to choose which group you want to view.
- **Inactive for more than** – is a filter that will help you determine students who have not logged in for a certain amount of time.
- **User list** – use the drop down to choose if you would like to see a brief list or a detailed list in regards the list of participants.
- **Participant list** – list of participants in your course (should have First name/Surname, ID Number, Email Address and etc. (Participant are listed by Last Access)).
  - Use the **First Name** or **Surname** alphabet to look for a particular student.
- **Last Access** – shows when the student last accessed the course.
- **Select** – put a checkmark to select student or students.
- **With selected users** – use the dropdown to choose to **Send message**, **Write a new note**, or **Add a common note**.
C. Activity Report

The Activity Report displays the activity in the course by topic. There are five views to choose from:

- Today’s Logs
- All Logs
- Outline Report
- Complete Report
- Statistics

To view Activity Reports for an individual user:

1. Login and enter the desired course.
2. Access the Participants page from within the Navigation block.
3. Click on a Participants name.
4. Select a report to view from the right side of the screen.
SECTION 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 also color coded by category. It is recommended to set preferences at the beginning of the course. Manual entries can also be added.

A. Set Preferences

To set Calendar Preferences:
1. Login and select the course title.
2. In Upcoming Events, select the Go to calendar... link.
3. Select the Preferences button located top right of screen.
4. Change settings as desired: time display, first day of week, maximum number of upcoming events etc.
5. Select Save changes.

B. Add New Event

To add an Event:
1. Login and select the course title.
2. In Upcoming Events, select the New Event... link.
3. Select the **Type of event**: User or Course and click OK. Course will add the event to everyone within the course. User will only add it to your calendar.
4. Enter event details like Name, Description, Date, Repeats, etc.
5. Select **Save changes**.

![New event form](image)

C. Change View

To change calendar view:
1. Login and select the course title.
2. In Upcoming Events, select the Go to calendar... link.
3. Change your view of the calendar to include events for an individual course or all courses via the Upcoming Events for: drop down menu.
SECTION 7
RESOURCES

A. Resources

UR Courses supports a range of different resource types that allow you to include almost any kind of digital content into your courses. These can be added by using the Add a resource dropdown box when editing is on.

The resource may already exist in electronic form so you may want to link to an uploaded file or external website or simply display the complete contents of a directory in your course files and let your users pick the file themselves.

- **Book** - designed for a short multi-page resource in a book-like format with chapters and sub chapters.
- **Bootstrap Elements** – to display text and multimedia content, such as a drop-down section, popup-box or as an enchanced label.
- **File** – to provide a file as a course resource.
- **Folder** – to display a number of related files inside a single folder, reducing scrolling on the course page.
- **Label** - text and images that are embedded directly among the other activity links in the course page.
- **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.

**NOTE**: You can now duplicate any activity or resource on the main course page by clicking . This is useful for making minor changes, working with template activities/resources and other repetitive operations.
B. Adding a Resource

To add a resource:
1. Login and enter the desired course.
2. Select the Turn editing on button.
3. Select the Add an activity or resource button to bring up the Activity Chooser.

4. Select the desired resource from the Resources list at the top of the chooser:
   - Book
   - Bootstrap Elements
   - File
   - Folder
   - Label
   - Media
   - Page
   - URL

5. On the settings page for the new resource, configure the options as required and save.

C. Adding files to the course main page

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.
To add a file to your course:

**Quick method:** *(Note - If using Internet Explorer, ensure you have Internet Explorer 10 or higher)*
1. Click **Turn editing on** at the top right of the course page.
2. Drag and drop the file onto the course section where you'd like it to appear *(the file will begin to upload)*.
3. Once uploaded, you can 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** at the top right of the course page.
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 modal dialog like the following *(known as the File Picker)* will appear where you can select an existing file or upload a new one.
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 when finished.

D. Adding a Folder (multiple files)

Note: Save the folder in ZIP format.

1. Select the Turn editing on button.
2. Click the Add an activity or resource button.

3. Choose Folder.

4. Enter a Name and an optional description for the resource.
5. If you want to display the description on the Course page, to check that option.
6. Within the Content section, click on the Add button to select a ZIP file.
7. 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. When you view 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.*

**Image folder**

Images uploaded within a zip file
E. 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, type in the address of the webpage to link to.
6. 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.

The new URL is now displayed on the main course page as pictured below:

![URL example]

Must read for class!

F. 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. Login and enter the desired course.
2. Select the Turn editing on button.
3. Click on Add an activity or resource.

4. Choose Label.

5. Click on Add.
6. On the WYSIWIG, insert pictures/videos/audio/text you want to show.
7. Then click on Save and return to course.

G. Removing a Resource

To remove a resource:
1. Login and select the course title.
2. Select the Turn editing on button.
3. Click the Edit icon next to the resource.
4. Click the Delete link in the action menu.
5. Select OK to completely delete.

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

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

In this manual we detail how to add the assignment activity and the forum activity. Please refer to our UR Courses Level 2 manual on how to add the quiz, glossary, choice, and wiki activities.

A. Add an Activity

1. Turn editing on within your course.
2. Click Add an activity or resource in the desired section.
3. Select the activity from the list.
4. Adjust the settings as desired.
5. Select Save and return to course or Save and display (to view the activity you are creating).
B. Remove an Activity

1. Turn editing on within your course.
2. Click the Edit menu item next to the activity.
3. Click on the Delete menu item.
4. Select OK 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 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.
Both instructors and students have Grades in the Administration block within each course. Grade items are automatically added when an assignment or quiz is created. You may also manually create items to add to the grader report. The Gradebook is a robust tool with many advanced features including formula calculations.

A. Access Gradebook

To access Grades module:

1. Login and select the course title.
2. Select Grades in the Administration side block to view the Grader report which lists student names, ID, and grading columns.
   OR
   Select Gradebook setup in the Administration side block to setup the Gradebook.

Instructor View

Student view
B. Setup

Setting up a gradebook involves a few easy steps. First, select the Aggregation method you wish to use (Simple weighted mean of grades is the default). Next, create Grade Categories and/or Grade Items. Lastly, enter the Weights for each grade item.

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. You can also choose whether or not to include or exclude empty grades in the Course Total.

- Weighted mean of grades (default) – Each grade item can be given a weight
- Simple weighted mean of grades – 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. 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.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignment 1</td>
<td>15/20 = 75%</td>
</tr>
<tr>
<td>Assignment 2</td>
<td>15/20 = 75%</td>
</tr>
<tr>
<td>Assignment 3</td>
<td>15/20 = 75%</td>
</tr>
</tbody>
</table>
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).

EXAMPLE: Your course has 12 quizzes. Set-up a category called Quizzes and populate it with 12 items called Quiz 1-12. Have the category ignore the lowest 2 grades and use the best 10.

Grade Items: A grade item is a unit (typically an activity) where course participants are assessed through a grade or mark. As such, 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.

Note: Any online Quiz or Assignment created within UR Courses is automatically added to the gradebook. You do not need to manually create a Grade Item for these. However, you do need to enter the weight for the item.

To add a grade category:
1. Open Gradebook setup.
2. Click Add category button at the bottom of the page.
3. Enter a meaningful Category name (i.e. Assignments or Quizzes).
4. Select Aggregation method (Weighted Mean is default).
5. Save changes.

To add a grade item:
1. Open the gradebook, click setup.
2. Click Add grade item button at the bottom of the page.
3. Enter a meaningful grade item name (i.e. Assignment 1 or Midterm).
4. Enter the Maximum Grade (The maximum grade is total # 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. Save changes.

To change the range value or grade item name:
1. Select Edit.
2. Update fields as desired.
3. Save changes.

Note: You cannot change the range value for a grade item once grades have been entered.
To hide or show the column for students:

1. Select and click to hide the column or click to release column is the student gradebook. Students will not be able to view grades if the item is hidden.

OR

Open the View tab to see the Grader Report and Turn editing on and find the grade column to be hidden and click the at the top of the column.

III. Enter Weights

The gradebook can easily be setup to calculate final grades for you. 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 their final grade. The example below assumes all the grade items you are entering are paper-based assignments (non-electronic) and UR Courses is being used to track and calculate grades.

Example Syllabus:
- Participation 5% (Marking out of 5 points)
- Assignment 1 10% (Marking out of 70 points)
- Assignment 2 10% (Marking out of 70 points)
- Midterm 25% (Marking out of 100 points)
- Final Exam 50% (Marking out of 50 points)

1. Add a Grade Item for each of items in the syllabus.
2. Enter the Weight of each item, Save changes.

---

The weight is what the item is worth towards the students' final grade.

The Max grade is the maximum number of points the item is marked out of.
C. View

I. Grader Report

All the grades for each student in a course can be found in the course gradebook or Grader Report. The grader report collects items that have been graded from the various parts of UR Courses that are assessed, and allows you to view and change them as well as sort them out into categories and calculate totals in various ways. When you add an assessed item to a course, the gradebook automatically creates space for the grades it will produce and also adds the grades themselves as they are generated, either by the system or by you.

Note that various default options for the gradebook are set at the system level by the administrator and can be marked as being overridable or fixed. This means that the options will not always be set up the same way for every user when they see the grader report for the first time.

To edit/add grades in Full View:

1. Select Grades in the Administration side block
2. Click Turn editing on and Fullscreen in the top right corner

A. View the student’s grader report.
   - Single View Student: Allows a course teacher to view / edit grades of one single student.

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

C. Edit Grade: Full View to edit a student’s grade and feedback.
   - Visible: When the eye is open, grades are visible to the student(s). Click the eye to hide the grade from an individual student. To hide the grade from all students, click the eye at the top of the column.
   - Hidden: The grade is hidden from the student. Click to make visible again.
D. Single View Grade Item: Allows a course teacher to view / edit the grades of ALL students for a single grade item.

To edit/add grades in Single View Grade Item:
1. Select Grades in the Administration side block.
2. Click ⌨️ to the right of the Grade Item name.
3. Input the grade and feedback.
4. Click Update to save.

Note: If a student is to receive a 0 grade for any grade item, you must input 0 for the grade. DO NOT leave the grade empty / null.

To edit/add grades in Single View Student:
1. Select Grades in the Administration side block.
2. Click ⌨️ to the right of the student name.
3. Input the grade and feedback.
4. Click Save to 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.

**Note:** The Course Total below excludes empty grade items. This can be changed to include empty grade items. The grades for the student below are the same, however, the Course Total is calculated differently and will update as grade items are entered throughout the semester.
D. Exporting Gradebook 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. For example, you can give the student a word or small phrase as a way of rating or giving a student feedback.

To create a custom scale:
1. Click Grades under the administration block.
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. You must 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. Grade Type: Choose Scale.
3. Scale: Choose which scale to use.
SECTION 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.

A.  Add an Assignment

To create an assignment:
1. Login and select the course title.
2. Click Turn editing on.
3. Click on the Add an activity or resource link in the desired section.
4. Click on Assignment. Click Add.

B.  Assignment Settings

General Area:
1. Type the Assignment name.
2. Type the Description including instructions and details regarding the assignment. It is important to be detailed. You may want to copy and paste from your syllabus to avoid confusion.
3. Put a check mark on Display description on course page to display the description in the course page for students.
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 will be 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 type of submissions you want to receive. File submissions will allow students to upload a file as their submission. Online text will allow students to type submissions directly into Moodle. Online audio recording is not an available option.
2. **Maximum number of uploaded files**
3. **Maximum submission size**: Students can upload files to a maximum of 16 MB.
4. **Maximum number of recordings**
5. **Default filename pattern**: This option can be used to pre-fill the filename based on a pattern. The pre-filled filename can be enforced by setting "Allow students to change filename" to "No".
6. **Allow students to change filename**: If enabled, students can override the default file name with one of their own choosing. This option has no effect if the "Default file name pattern" is set to "None (blank)" as a name must be specified.
7. **Word limit**: Limit students word count. This option is only available for online text.

Feedback types:
1. **Feedback comments**: If enabled, the marker can leave feedback comments for each submission.
2. **Feedback files**: If enabled, the teacher will be able to upload files with feedback when marking the assignments.

3. **Offline grading worksheet**: If enabled, the teacher will be able to download and upload a worksheet with student grades when marking the assignments.

4. **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.

---

## Feedback types

![Feedback types](image)

**Submission settings:**

1. **Require students click submit button**: If enabled, students will have to click a Submit button to declare their submission as final. This allows students to keep a draft version of the submission on the system.

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.

2. **Require all group members submit**: If enabled, all members of the student group must click the submit button for this assignment before the group submission will be considered as submitted. If disabled, the group submission will be considered as submitted as soon as any member of the student group clicks the submit button.

3. **Grouping for student groups**: This is the grouping that the assignment will use to find groups for student groups. If not set - the default set of groups will be used.

---

## 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**: Allows you to display Turnitin originality reports to student users.
3. **Allow submission of any file types?**: This setting will allow any filetype to be used with the Turnitin originality report if set to “Yes”.
4. **Store Student Papers**: This setting allows you to decide if the submitted papers are stored to be used as a resource to check against in originality reports for future assignments.
5. **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.
6. **Check against internet**: Select “Yes” to have the submissions checked against internet sources, or “No” to not check against internet sources for originality.
7. **Check against journals, periodicals and publications**: Select “Yes” to have the submissions checked against these sources, or “No” to not check against these sources.

Note: If you do not select “Yes” for at least one of the “Check against...” options below then an Originality report will NOT be generated.

Note: Originality Report generation for resubmissions is subject to a twenty-four hour delay.
8. **Report Generation Speed**: Select when you want the originality report to be produced. If you decide to allow resubmissions of the assignment, resubmissions may take up to 24hrs to produce results.

9. **Exclude Bibliography**: Select whether or not to include the Bibliography in the check for originality.

10. **Exclude Quoted Material**: Select whether or not any quoted material in the submission is checked for originality.

11. **Exclude Small Matches**: This setting allows you to exclude small matches from the originality report percentage. If you select “Yes” you will be able to define the size of the “small match”.

12. **Attached a rubric to this assignment**: This setting allows you to create a rubric using Turnitin’s Rubric Manager and use it in your marking scheme for the assignment.

**Grade:**

1. **Grade**: Select the type of grading used for this activity. If "scale" is chosen, you can choose the scale (pass/fail, satisfactory or separate and connected ways of knowing) from the "scale" dropdown. If using "point" grading, you can then 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**: This setting determines 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 will 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. **Visible**: Show will make the assignment visible for students. Hide will make it invisible for students (the same as opening/closing the eye beside an activity or resource).

2. **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. The ID number can also be set in the gradebook, though it can only be edited on the activity settings page.

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, everyone is part of one big community.
   - 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 see 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:
Restrictions that can be added are:

<table>
<thead>
<tr>
<th>Activity completion</th>
<th>Date</th>
<th>Grade</th>
<th>Group</th>
<th>Grouping</th>
<th>User profile</th>
<th>Restriction set</th>
</tr>
</thead>
<tbody>
<tr>
<td>Require students to complete (or not complete) another activity.</td>
<td>Prevent access until (or from) a specified date and time.</td>
<td>Require students to achieve a specified grade.</td>
<td>Allow only students who belong to a specified group, or all groups.</td>
<td>Allow only students who belong to a group within a specified grouping.</td>
<td>Control access based on fields within the student’s profile.</td>
<td>Add a set of nested restrictions to apply complex logic.</td>
</tr>
</tbody>
</table>

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. Managing Assignment Submission

To grade an assignment:
1. Login and select the **course title**.
2. Select the **assignment name** in your course page.
3. Details of the assignment 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.
4. Click on **View/grade all submissions**.
5. The **Status Column** is where the status of the assignment is located.
6. Click the **Grade out of XX** to enter the grades and feedback for the student.
7. Input the mark of the student in the **Grade out of XX**.
8. To input comments for the student, enter them in the **Feedback comments** section.
9. If you made comments in the file itself, to return the file to the student, attach the file in the Feedback Files section.

10. Once you’ve uploaded the file select Save changes.
11. The grade will appear in the Grade column. If a file was uploaded back to the student, it will appear in the Feedback files column.
12. Click Save changes or Save and show next to move to the next student in the course.
SECTION 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 a Course Email:

1. Enter the desired course.
2. Select the Course Email activity.
3. Select New Message.
4. Select from the Participants list. Use the CTRL or SHIFT keys on your keyboard to select more than one participant.
5. Use the direction arrow buttons to add selected participants to the recipients menu.
6. Enter a Subject.
7. Enter the content of your message into the Content area using the HTML editor.
8. Browse for an attachment if desired (limit is 16MB).
9. Select Send when finished. A copy of the message will be saved to your Sent folder.
B. Email Notification

If you are not able to regularly check your UR Courses email, it may be beneficial to activate Email Notification. Once activated, an email notification will be sent to your uregina.ca email address when you receive an email within UR Courses. The notification will include the subject, content and a link to reply to the message. (In order for replies to be archived within the course, they must be sent from within UR Courses.)

To activate Email Notification:
1. Go to your Course Email.
2. Click on Email Notification.
3. Choose Notify me by email when new messages arrive in this course (notification emails will go directly to your uregina.ca email account).
4. Click Save my preference.

C. Configure all other email notifications

1. Log in to UR Courses.
2. Within the Administration menu under My Profile Settings, select Messaging.
3. Click on the Messaging preferences links in the text of the page.
4. Specify how notifications for various system events are received when you are on and offline.
5. Scroll to the bottom of the page and click Save Changes.
D. Messages

1. Log in to UR Courses.
2. In the Dashboard dropdown menu, choose Messages.

3. To view messages, choose Recent conversations from the Message Navigation dropdown menu.
4. Select View: this conversation to see the message thread.
5. To delete messages, click on the message once and then click the black x that appears.
**SECTION 12**

**FORUMS**

Forums allow for discussions to happen at any time without all users having to be logged in at the same time in order 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 are 5 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 your 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.**
C.  **Add a Forum**

To add a forum:
1. Within your course, click **Turn Editing On**.
2. From the activity or resource chooser, select **Forum**.
3. This will take you to the **Adding a new forum** page.
4. Enter a descriptive name for your forum.
5. Select other general options as applicable. Some options include:
   - Force everyone to be subscribed and receive emails for new posts.
   - Read tracking that highlights unread forum posts.
   - Set a maximum attachment size.
   - Grade options are also available.
   - Word count – Display the number of words in the post below each entry.

D.  **Using Forums**

To use a forum:
1. Within your course, click **Turn Editing On**.
2. Go to the **topic** or **week** section of your course where the forum is located or click on **Forums** within the **Activities** block (if available within your course).
3. Click on the name of the **Forum**.
   i. 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.
   
   ii. 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.
   
   iii. 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.
iv. 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.

**Standard forum displayed in a blog-like format**

Please post your discussion topics within this forum. Please limit your replies to **less than 300 words**.

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v. In a **Standard forum for general use**, select **Add a new discussion topic** or enter an existing topic to post a reply.

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### E. Searching Forums

Within a forum, a search field is available near the top right of the page that enables you to search the course forums for a word or phrase. Additionally, a **Search Forums** block can also be added to any page within your course.

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**To search a forum:**
1. Within your course, access the forum you intend to search.
2. Enter your key word(s) in the field and select **Search forums** or **Go** (when using the **Search forums** block).
3. Posts that include the key word(s) will be listed on the search results page.

**Note:** For basic searching of one or more words anywhere in the text, enter the text separated by spaces. All words longer than two characters are used. To use the advanced search options, do not enter any information into the text box, click the **Search forums** button and enter the search criteria.
F. Forum Posts

The Navigation menu provides links that allow you to quickly review a list of your own forum posts or discussions. To view those of another user, view their profile page by selecting their name from the Navigation > Participants area. Within the Navigation menu, you will now see a Forum Posts category with links to view the user’s posts or discussions.

To view Forum posts:
1. Once logged in, select your name in the upper-right hand corner or follow the Navigation > Participants link and select a user.
2. Select the Forum Posts category that appears under the users name within the Navigation menu.
3. Select either Posts or Discussions, depending on the view you would like.

New to version 2.8: Subscribe to get email copies of individual discussions. Click Subscribe / Unsubscribe

New to version 3.1: As a teacher, you can ‘pin’ a discuss post to appear at the top of the discussion list in the forum. This can be done by checking the Pinned option when creating the new discussion topic.
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
3. Flexible Learning UR Courses Guides

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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