



Open LMS



Instructor Open LMS Directions

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Instructors – Open LMS Directions – MTCC

- **Contents area hold down Ctrl + click the content area you would like to view**
- Ctrl + Home takes you to the top of this document / Ctrl + End will take you to the bottom

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Open LMS

Profile Picture Adding / Editing

- On the Course Dashboard screen
- Click **Profile** under your name
 - Select **Edit Profile** to add a profile picture, description, interests, etc.
 - Scroll to bottom under New Picture
 - Click and drag** your photo into the box
 - Click **Update Profile**
 - You may want to add a description about your self

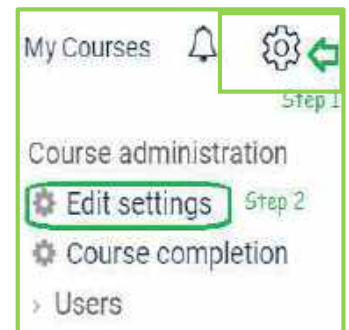


On the dashboard

- Select **Preferences** to change notification preferences in this area

Edit Settings in Course

- Click **Admin wheel** in top right corner will use this A LOT
 - Choose **Edit Settings**
 - Edit any settings necessary (set end date, course description, **make available/unavailable** change course banner image, etc.)
 - Click **Save** when done
- NOTE:** - Setting a course end date will sort the courses into tabs on your main dashboard

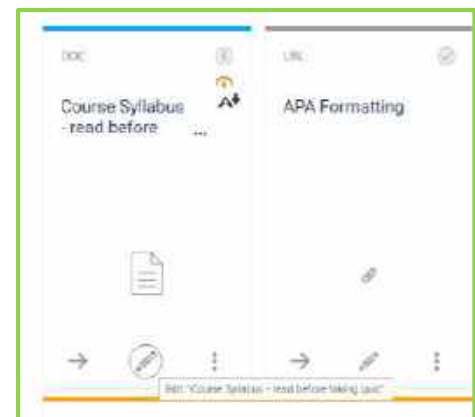


Change Cover Image

- Click **Change Cover Image** (still under Edit settings)
- Choose a **photo**
- Click **Save**

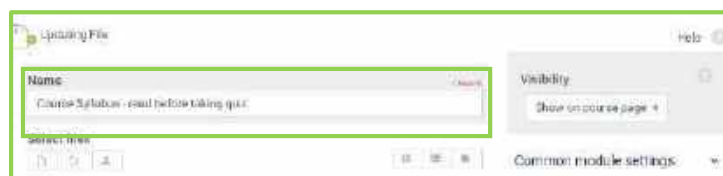
Syllabus – Updating *** Important***

- Click on the course **syllabus**
- Download**
- Make changes**
- Save YOUR new course syllabus**



Syllabus – Upload your Edited Course

- Click the **Pencil**
- Click Under **Name**
 - Remove** the generic "Course Syllabus"
 - Rename Example:** EDU119.50.20** Syllabus



- Under **Select File**
3. Click the **File** called “Course Syllabus”
 - This screen will appear →
 4. Click **Delete** to remove the generic “Course Syllabus”
 5. Click **OK** Are you sure you want to delete this file
 6. **Click and drag** your updated course syllabus
 7. Click **Save and return** to course

CONTENTS Area – Adding / Managing / Moving

Adding Section Contents

1. Click **Create a new section** to Add a new topic/section
2. Fill out Title, Content
3. Click **Create Section**

Edit the new Section

- Click **Edit Section** to edit topic name or description (Circled Above)

To Move the Section

1. Click **Move** (located under the title)
2. Click “**Resources**” this is an example
3. Click **Move Here**

“Week 3” “Module” “Chapter” whichever format you may be using

- Note: When you First receive the course shell, it automatically comes with “Week 1” and or “Week 2” if you renamed either one of these in the prior semester, copied the Open LMS class to a new semester the renamed “Week 1” reverts back to the shell and places your prior information in other spots.
- If you hide a Section, the student **can NOT see any content but also “Assignments” graded in the gradebook are not visible, though they can see a total that contains this assignment.**

View your old course and New one before performing Import to make sure you know what you are importing. Easiest way is to use the Import function to copy your course materials

- Once you **import content, the courses ARE NOT linked**. This means that if you make changes to the original the changes are not made in the course that contains the imported material.
- If you import more than once, it duplicates in your new course. Open LMS does not check to see if the activity or resources already exist. This will require you to unselect anything you do not need. If not, you will have to **manually delete all duplicated materials**.
- If you accidentally import the wrong content into a course (or duplicate the content), contact the Open LMS Administrator to get the course reset to an empty course.
- Make sure your course start date is correctly set in the Course Settings.
- **Write down the originating course content list (ex Unit 1)** – go to the new course and type what you wrote down in “Week 1” so the content does not get scrambled

-
- The screenshot shows the 'Robbie Pock Demo Site' interface. At the top, there's a navigation bar with links like 'Dashboard', 'Courses', 'Specialties', 'Training', and 'It, Rock Demo Site'. Below this, a banner reads 'Welcome to the Course!'. A sidebar on the right contains various icons and options, including 'Add new course', 'Course settings', 'Course completion', 'User roles', 'Permissions', 'Gradesbook setup', 'Backup', 'Review', 'Export', 'Publish', 'Reset', 'Legacy course files', 'Recycle bin', and 'More...'. The main area displays a list of courses under the heading 'Find a course to import data from:'. A red box highlights the 'Import' button in the sidebar, and another red box highlights the 'Export' option in the sidebar menu. A red arrow points from the 'Export' option to the 'Import' button.

1. Course selection ▶ 2. Initial settings ▶ 3. Schema settings ▶ 4. Confirmation and review ▶ 5. Perform import ▶ 6. Complete

6. **Choose Needed Settings on Initial Settings (or uncheck)**
7. Click **Next (at Schema Settings)**
8. Click to **Uncheck unwanted items**
 - a. **UNCHECK RESOURCES** (otherwise you will have two resources) Can always remove unwanted items later just make sure you are not removing the latest Course Syllabus and Latest Resources

1. Course selection

2. Initial settings

3. Settings

4. Examples

Import settings

Include activities and resources

Include blocks

Include files

Include files

Include calendar events

Include question bank

Include groups and groupings

Include course theme

Include content bank content

Personalized Learning Designer Settings

Include PDL data

Help to the top

Cancel

Save

1. Course selection

2. Initial settings

3. Settings

4. Examples

Import settings

Include activities and resources

Include blocks

Include files

Include files

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Help to the top

Cancel

Save

1. Course selection

2. Initial settings

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4. Examples

Import settings

Include activities and resources

Include blocks

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Include calendar events

Include question bank

Include groups and groupings

Include course theme

Include content bank content

Personalized Learning Designer Settings

Include PDL data

Help to the top

Cancel

Save

Open LMS – Backup

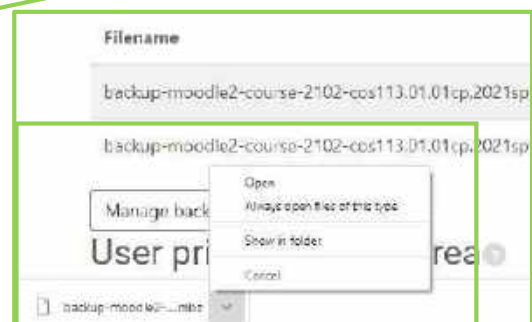
Manually backup and save locally to your hard drive or storage area (MTCC Auto Backups run on Sunday and Wednesdays at the server level (.

1. Click In your **course**
2. Click **Admin Wheel**
3. Click **Backup**
4. **Choose Backup Setting in Intial settings are**
9. **Click Next (at Schema Settings)**
5. Choose needed items
6. Click **Next**
7. Can **Type a Filename** or **leave the auto generated under Confirmation & Review**
8. Click **Perform Back up**
9. Click **Continue** at the “The backup file was successfully created”



10. Click **Download** to save to your computer
11. Click the Chevron on “backup” that has been downloaded
12. Choose **Show in folder**
 - OR click and drag to File Explorer

You cannot open this file to view it

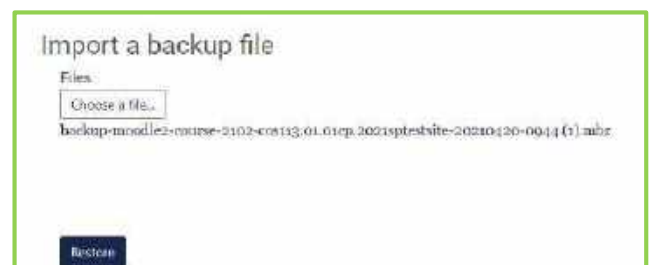


Open LMS – Restore

NOTE: Under Course backup area there is a restore button to the right which will restore your class also

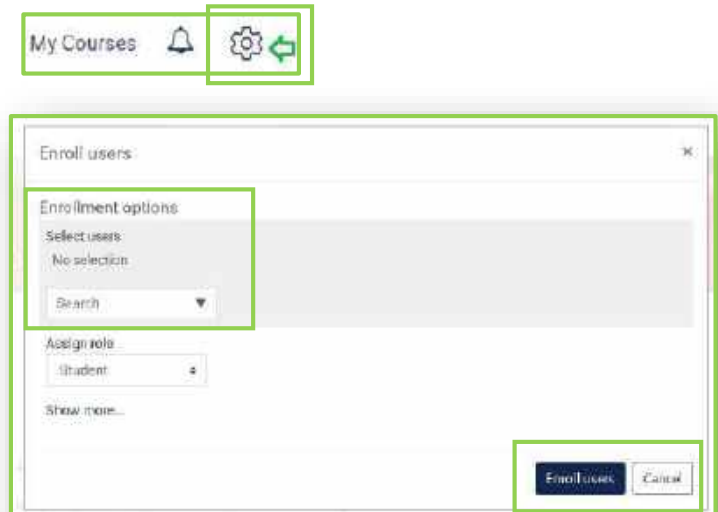
OR

1. Click In your **course**
2. Click **Admin Wheel**
3. Click **Restore**
4. **Click & Drag your saved Backup to “you can drag and drop files here to add them”**
 - OR **Choose a file and locate your backup on your hard drive**
5. Click **Restore**



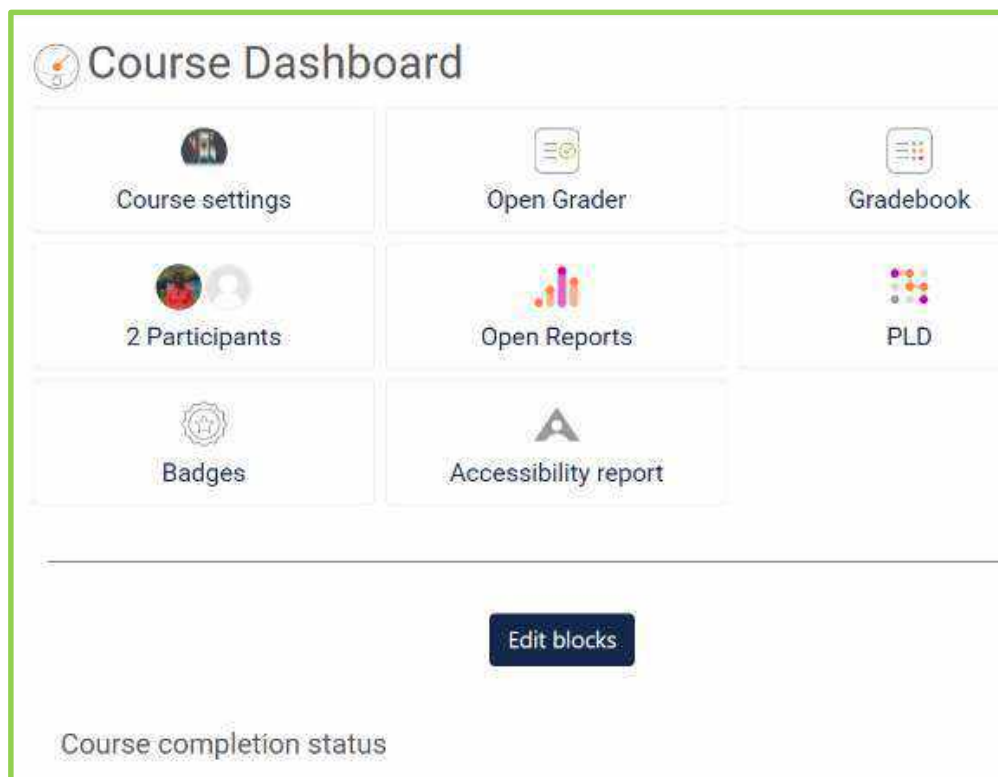
Students/Users – Adding and Managing with Admin Wheel

1. Click **Admin Wheel** (upper right corner)
2. Click **Users**
3. Click **Enrolled Users**
4. Click **Enroll Users**
5. Click in the **Search Box**
6. Type **students name**
7. Choose the name that appears (it will turn a light green above)
8. Click **Enroll Users**
 - a. (Need Multiple users type in the next person's name and click it will place it in the "select user area and you type the next person in the "search box"



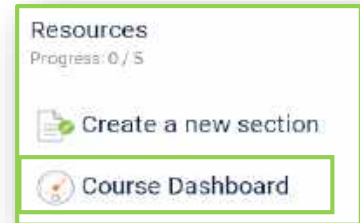
DO NOT delete a student unless they have never logged into your course. You don't want to lose data. Most students will be added by the DL Admin. If you need to make any changes to enrolled students after the course start date contact DL

Items are located in the Course Dashboard (lower left corner of screen) and some of the same items may be accessed by the admin wheel (upper right corner of the screen)



Students/Users – Adding and Managing with Course Dashboard

1. Click **Course Dashboard** (bottom of screen)
2. Click **Participants**
3. Click **Enroll Users**
4. Click in the **Search Box**
5. Type **students name**
6. Choose the name that
 - a. appears
7. Click **Enroll Users**



Students/Users – Hide Inactive users in the Gradebook

1. Click **Course Dashboard**
2. **Gradebook**
3. **Setup** tab
4. **Preferences: Grader report tab**
 - a. Scroll to bottom, under the General section
5. Click drop down arrow under **"Show only active enrollments"**
6. Choose **Yes**
7. **Save changes**



Students/Users – Email

1. Click **Course Dashboard** (bottom left of screen)
2. Click **Compose New Email** (bottom right of screen under Quickmail)
3. Choose your **Potential Recipients**
4. Click **Add**
5. Fill out the email with **Subject / Message** and **add a file if you would like**
6. Click **Send Email** at the bottom

Students/Users – Messages

1. Click **Course Dashboard** (bottom left of screen)
 2. Click **Participants** (you will then see a list of participants)
 3. Click **the box to the left** of the students name you want to send a message
 4. Click **Choose** to the right of **With selected user box**
 5. Click **Send a Message**
 6. **Type your message**
 7. **Click Send Message**
- **If the student replies to you while you are in the Open LMS you can click the bell (upper right corner of your screen, near your photo and Admin Wheel)**
 - Messages can be sent between users on your Open LMS site.
 - When users are online, Open LMS sends messages within the platform similar to a text.
 - When users are offline, messages will also be sent in an email.
 - The Announcements Forum is located at the bottom of the Course Information section.
 - Use the Advanced Editor, your students will receive an email copy of the announcement.

Students/Users – Download Students to Excel – Report

1. Click **Course Dashboard** (bottom left of screen)
2. Click **Participants**
3. Click **Select All** “50” students
4. Click **Choose** to the right of **With selected users.....**
5. Select Microsoft Excel (.xlsx) or .csv file
6. Click **Open with**
7. Choose **Excel default**
8. Click **OK**

Student list with first name surname ID number and email

Show 20 per page

With selected users...



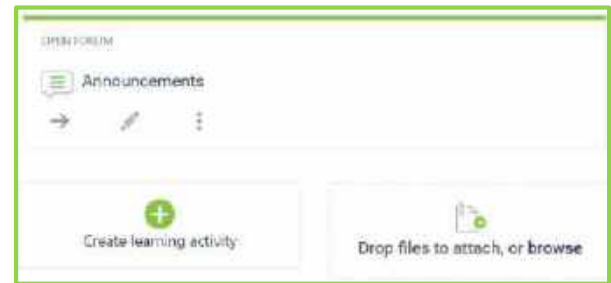
Announcements

1. Click **Course Information** under contents side
2. Click **Announcements** Scroll to the bottom Click **Add a new discussion**

- Type subject and post and choose files if you would like

OR click use advanced editor it allows more options

3. Click **Use advanced editor and additional options** bottom right of screen this allows an email to go out and you can “pinned” an announcement so it goes to the top



- **Announcements are automatically created when a course is created it is a type of forum.**
- A course can have only one announcement forum and only teachers / TAs can create
- Announcements are set for no grading

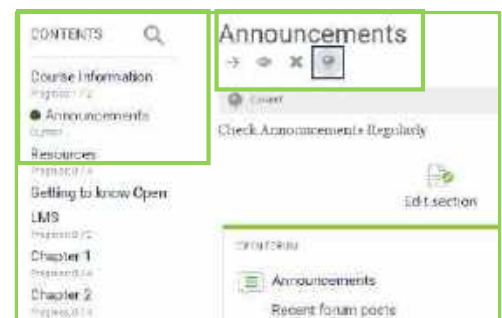
Announcements – Issues

- Open LMS **does not save Announcements** – If you want to reuse your announcements from a previous course—copy and paste into word and save OR go back to old course and copy and paste from there.
- **Advise moving Announcements toward the top of course information** OR creating a new Content area called announcements and virtual office hours
- If **you use "&" symbol in an announcement** to be emailed to students, it cuts both the announcement and email off at the symbol.
-

Announcements – Create Content Section – Best practices

The steps below will create an Announcement content area and every time the students log-in they will automatically go to this section to view new announcements ALSO: you can change the auto login content area to which ever chapter you are working on

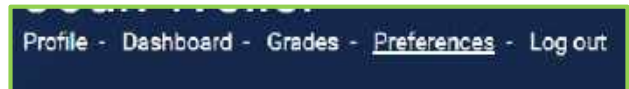
- Create a **content area Called Announcements**
- Move your **Open Forum Announcement** located under “Course Information” to the new “Announcement” Content you just created
- Click the **light bulb** under the Announcement Content This Lightbulb setting will allow this section appear first every time your student logs in



Forum – Preferences Settings

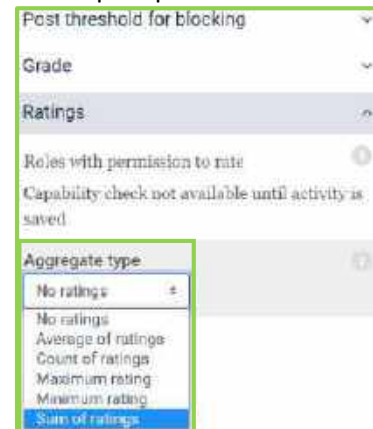
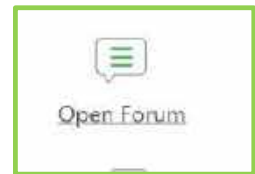
This will help you control the communication methods in Open LMS

1. **My Courses** (near your photo and admin wheel)
2. Click **Preferences**
3. Click **Forum Preferences** link under User Account settings
4. **Email Digest type - Choose Complete** (daily email with full post) (or read and choose something else)
5. **Forum Tracking – Yes:** highlight new post for me (this is helpful for instructors for keeping track of forum post you have or have not viewed)



Forum – Open Forum – Create

- There are two types of discussion forums “**Open Forum**”, vs “**Forum**”.
 - Use Recommend “**Open Forum**”, this allows grading all of one student’s posts in one area, unlike “**Forum**” you have to hunt and peck for a student and all their individual posts.
 - **Open Forum** has advanced grading features, private responses to students’ posts and allows you to grade all of one student’s posts in one area.
 - Select **restrict access** on Open Forum if you need a student not to be able to post past a certain date.
1. Click **Create Learning Activity**, under activities tab choose
 2. Click **Open Forum**
 3. Click **Add**
 4. On the forum page **Configure Settings (right side)**
For Open Forums to be gradable
 - Click **Grade**
 - **Grade Type / Rating**
 - **Grade Type / Point**
 - If your categories are set, choose your category
 - Click **Rating**
 - **Aggregate Type / Sum of Rating**



Forum – Open Forum – Grading

1. Click **Course Dashboard**
2. Click **Open Grader** - View that the student posts and replies in upper left corner
3. Enter **Grade**
4. **Save Grade**

Copying and Pasting in Open LMS Issue – Fix ***IMPORTANT***

Text Copy from Internet, Word, and Open LMS to Open LMS - **ISSUE (Bullets seem to be a big one)**
All text on the internet and in Word has hidden code. When you copy and paste directly into the LMS editor, into your course it may cause numerous functionality issues **admin gear may disappear, quizzes may malfunction**, to prevent this, use one of these approaches your content:

Paste as plain text

1. **Copy your text** from the source
2. **Open up the text editor** in your LMS where you are going to place it
 - a. If using **CHROME**, **RIGHT-CLICK** and select **PASTE AS PLAIN TEXT**
 - b. If using **FIREFOX**, press **CTRL+SHIFT+V** on your keyboard

To format use options available to you through the text-editor in Open LMS

WYSIWYG (What you see is what you get) formatting options **USE ICONS IN BOX to Format**

Text through a Plain Text Editor

1. **Copy and paste your text** from the internet/word into a plain text editor such as:
 - a. Notepad (PC)
 - b. TextEdit (MAC)

It removes the code and leaves you with clean text

2. **Copy the text** from the plain text editor
3. **Open up the text editor** in your LMS where you are going to place it
4. **Paste text** Then use the formatting options available to you through the text-editor's

Assignment – Adding – Available

1. Click the section where you want to insert the new assignment (you can always move later)
2. Click **Create learning activity** at the bottom of the section contents the **green + sign**
3. Select **Assignment** in the Activities tab
4. Type **Assignment Name** to appear on the course page
5. Add a **Description & Instructions** by typing (if copy & paste click here)
 - a. This is what students will see when they click the link to the assignment on the course page. To make sure students will know exactly what to do and how the assignment will be graded, after creating your instructions, read them back from the student's point of view.

Example for an assignment requiring students to upload a saved file:

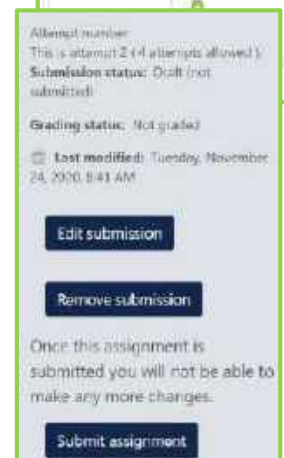
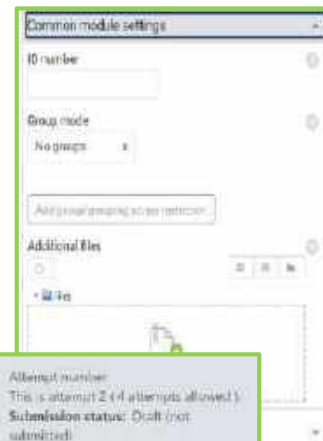
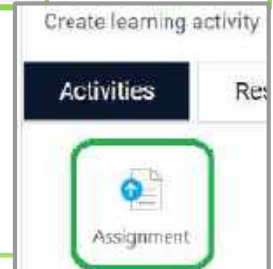
Instructions
On the internet find a copy of the First Amendment of the U.S. Constitution. In an MLA formatted 2-3 page double spaced essay, list each of the five parts of the First Amendment. Under each part provide at least one example where it has been challenged or changed in the past several years. You may use your own knowledge and/or any reliable source (not Wikipedia) to help you find examples. After each example you provide, discuss whether you agree or disagree with the challenge (or change) and explain why. Cite your sources using MLA format. (Help with MLA format is located in the Syllabus and Quick Links section of this course.)

Type your essay in a word processing program and save it as an .rtf file (or if using Microsoft Word, save it as a .doc or .docx file). If it is not saved as one of these file types, I cannot open it and you would receive a zero for the assignment.

When finished typing your essay, upload your saved file at this link.

Grading Criteria
There is a rubric with this assignment. You may look at it below or in Moodlerooms Grader to know what grading criteria I will use to grade your essay. The average of all essays is 30% of your total course grade. The lowest essay grade will be dropped.

6. Check Box **"Display Description"** on course Page Enable/ Do Not Enable
 - This is up to you, Students will see the instructions when they click the link, check the box to use only if your description is brief
- Select **Due date** – Set here is what appears in the deadline area, beside the assignment link itself, and on the course calendar
- **Cutoff date** – (on the right side) determines last day/time students can submit assignments. Set same as due date if you do not allow late assignments
- **Submission Settings – to allow re-submitting by student**
 - **Maximum attempts:** Even though states unlimited it appears you need to set an amount for a student to be allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so
 - **Attempts reopened** – set to three for example
- Go through sections on right side to customize (availability, grade, activity completion, etc. this is in detail next page:
- **NOTE - To add file(s) to the assignment, select Common Module Settings**
7. Click **Save** and return to course OR
8. Click **Save and display** to check over your work (instructor view differs from student view)



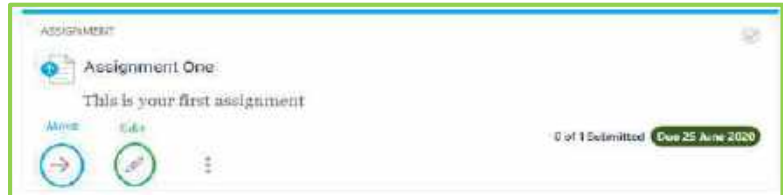
Student View

Assignment / Quizzes - Availability – ***Use cutoff date instead of restrict access***

otherwise students cannot see the comment you make *inside their papers*, Nor is it in the gradebook.

Assignment – Edit & Move

1. Click the **Move** button
2. **Select** a location to move (if need in a different section/ click the section (on left) then
3. Click **move here**
4. Click the **Edit** button
 - a. to make changes



https://docs.moodle.org/39/en/Assignment_activity - Activities are located on the right of the screen, there are videos, documentation for both how the instructor and student view the activity that has been added.

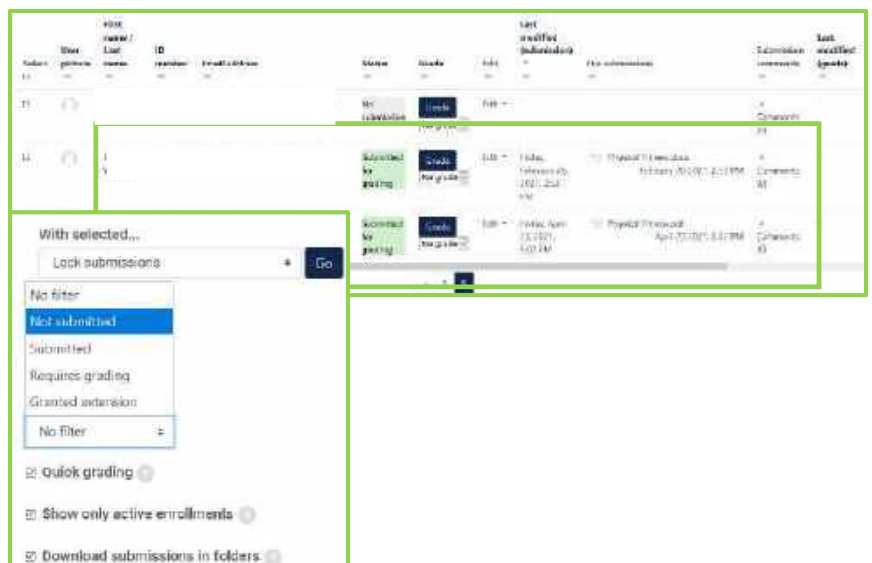
Assignment – Grading

1. Locate the **Assignment** that needs grading
2. Click the **Underlined “Ungraded”** for this example “2 of 13 Submitted, 2 ungraded”
OR
 - a. Click the **Due Date**
 - b. Click **View all submissions** lower right corner
3. Click File Submission to read the students uploaded document
4. Click **Grade** to give a grade
5. Proceed to the next students



If there are no students showing in this view

1. scroll down under **Filter**
2. Click **No Filter**



Assignment – Settings what they are and mean - Availability vs Hide Topics

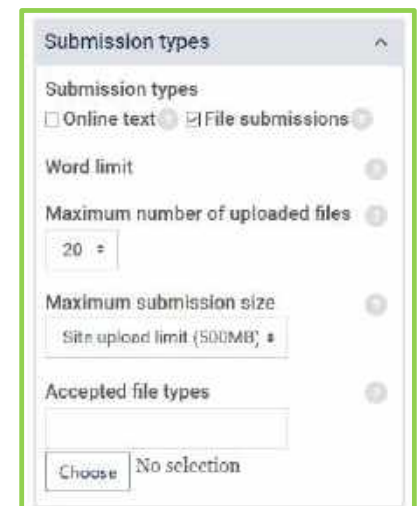
Availability: USE THIS INSTEAD OF RESTRICTIONS

1. *Allow submissions from:* If enabled, students will not be able to submit before this date. If disabled, students will be able to start submitting right away.
2. *Cut Off Date:* Submissions will still be allowed after this date but any assignments submitted after this date are marked as late.
3. *Remind me to grade by:*
4. *Cut-off date:* Prevents any submissions after this date without an extension.
5. *Always show description* - default yes recommended



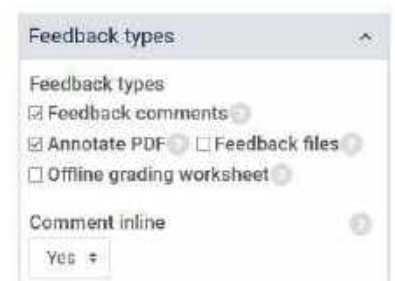
Submission Types:

6. *Online text:* Learners can type their response directly in Open LMS using the text editor. It's possible to set a word limit on an online text assignment. Students get a warning if they try to exceed the word limit:
7. *File submissions:* Learners can upload and edit one or more files of any type the teacher can open.
8. *Word Limit:* Max number of words student can submit
9. *Maximum number of uploaded files:* Here you can decide the maximum number of files which may be uploaded by each learner.
10. *Maximum submission size:* This setting specifies the maximum size per file of each of the files that the students can upload as part of their submission.
11. *Accepted file types* You may limit submissions to specific file types by click choose then check mark specifics. If the field is left empty, then all file types are allowed.



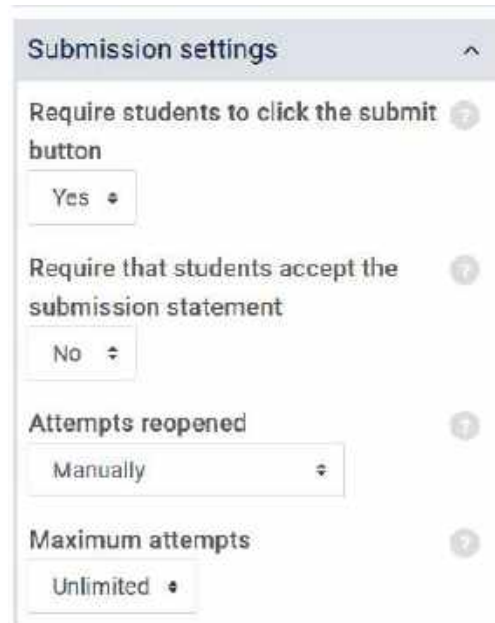
Feedback Types:

12. *Feedback comments:* Checking this option allows graders to leave feedback comments for each submission.
13. *Annotate PDF:* If enabled, teacher will be able to create annotated PDF files when marking assignment submissions. This allows the teacher to add comments, drawing and stamps directly on top of the students work. The annotating is done in the browser and no extra software is required
14. *Feedback files:* If enabled, the teacher will be able to upload files with feedback when marking the assignments. These files may be, but are not limited to marked up student submissions, documents with comments or spoken audio feedback.
15. *Offline grading worksheet:* If set to yes, the teacher will have a link to download the grading list as a spreadsheet. They will then be able to enter grades and feedback comments offline. When the teacher has completed their grading offline, they can then upload the spreadsheet, confirm the changes and the grades and comments will be transferred over into Open LMS's gradebook.
16. *Comment inline:* If set to Yes, a teacher can comment directly on the text which a student has submitted as an online text submission type assignment.



Submission Settings:

17. *Require students click submit button*: Students can upload draft versions of the assignment until such time as they are ready to submit. Once they click the submit button they indicate to the teacher that they have finished working on the assignment. They can then no longer edit their submission. If they need to change it, they must ask the teacher who can revert the assignment to draft status. To revert to the draft stage, click on the assignment activity and then View/Grade all Submissions. Locate the student and click the action icon in the Edit column. Select Revert the submission to draft. If this setting is No, then students do not have to click a submit button and are able to make changes to uploaded files at any time.
18. *Require that students accept the Submission statement*: Students must affirm a statement where they promise the work is their own before submitting their work.
19. **Attempts reopened**: The default is set to "**Manually**". Submission can be reopened by the teacher. "**Never**", where students may only submit once or to "**Automatically until pass**". Submission is automatically reopened until the student achieves a passing grade. Passing grades are set in the Gradebook. (Note that for this you need to set the assignment so that students have to click 'submit for marking'. If not, then, unless you manually lock a student's assignment, then they can continue to edit it for as long as they like.)
20. **Maximum attempts**: If a student is allowed to resubmit, this setting will determine how many times they can resubmit before they are no longer allowed to do so. (For example, if a student has to keep trying until they get a pass grade, the teacher might decide that ten attempts is enough even though they have not yet passed!)



The screenshot shows the 'Submission settings' panel. It contains four settings, each with a dropdown menu and a help icon (question mark in a circle):

- Require students to click the submit button**: Set to 'Yes'.
- Require that students accept the submission statement**: Set to 'No'.
- Attempts reopened**: Set to 'Manually'.
- Maximum attempts**: Set to 'Unlimited'.

Group Submission Settings:

21. *Students submit in groups*: Set to No MTCC is unable to change, you may want students to use Google Docs and share.
22. If set to Yes, then students are able to collaborate on an assignment. This might involve for example, working in the same online text area, or one student uploading an MS PowerPoint which another student downloads, improves and re-uploads to the common assignment area. When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member. If no groups have been made, then Open LMS will make a default group of every student in the course.



The screenshot shows the 'Group submission settings' panel. It contains one setting with a dropdown menu and a help icon (question mark in a circle):

- Students submit in groups**: Set to 'No'.

Notifications:

23. *Notify graders about submissions*: Teachers will receive a message (of a type they choose) whenever a student submits an assignment. Please note if you are using the assignment in Groups Mode (eg Separate or Visible Groups), the teacher will need to be a member of the group in order to receive the submission notification.
24. *Notify graders about late submission*: Teachers will receive a message (of a type they choose) whenever a student submits a late assignment. Please note if you are using the assignment in Groups



The screenshot shows the 'Notifications' panel. It contains three settings, each with a dropdown menu and a help icon (question mark in a circle):

- Notify graders about submissions**: Set to 'No'.
- Notify graders about late submissions**: Set to 'No'.
- Default setting for "Notify students"**: Set to 'Yes'.

Mode (eg Separate or Visible Groups), the teacher will need to be a member of the group in order to receive the submission notification.

25. Default setting for "Notify students": Sets the default value for the "Notify students" checkbox on the grading form. If you do NOT want students to be emailed when the assignment is graded, set this to No.

Safe Assign plagiarism plugin settings:

26. *Check submissions with Safe Assign*. Students only submit to Open LMS and the Safe Assign submission is automatic.
27. *Allow students to view originality reports* is set to Yes if you want students to be able to see and review the originality report on their submission.
28. *Exclude submissions from Global Reference Data* this avoids files being marked as plagiarism when re-submitted by the student on specific assignments



Grade:

29. *Grade*: Type select Points from the dropdown. Open LMS works best if you assign a Point value for each graded component. Choose *None* If you will not be giving a grade for the assignment,
30. *Maximum Grade*: Fill in the point value for the assignment.
31. *Grading method*: There are 3 options:
Simple direct grading: entering a grade or scale item
Checklist
Marking guide
Rubric
32. **Grade Category**: (GRADEBOOK) Any custom Grade Categories that have been created within your site or course will be listed here and will be available for selection. Select the appropriate Grade Category to add this assignment as a Grade item within this Category.
33. *Grade to pass*: This setting determines the minimum grade required to pass. The value is used in activity and course completion, and in the gradebook, where pass grades are highlighted in green and fail grades in red.
34. *Blind marking*: setting is No.
35. *Hide grader identity from students* a teacher (or user who grades) will not see the names of students who have submitted their assignments. Instead, they will see randomly generated participant numbers. (The student view of the assignment does not change.) This is also the case if student comments have been enabled. Once they have graded the assignment, it is however possible for teachers to see who submitted what by clicking on "Reveal student identities" in the Assignment settings. Because of the nature of blind marking, the students cannot see the final grade until all of the students' names have been revealed. If you are grading an assignment using an advanced grading method such as a rubric, the rubric will also be hidden from students' view until the names are revealed. To reveal student names after you are finished grading, look under Assignment Settings > Reveal Student Names. Feedback comments will appear whether or not student names are hidden or revealed.



36. *Use marking workflow*: When set to Yes, series of workflow stages before being released to students. Teachers will be able to specify the stage they are at in their grading of individual

Common module settings:

37. *ID Number*: provides a way of identifying the activity or resource for purposes such as grade calculation or custom reporting. Otherwise the field may be left blank
38. *Group mode*: To make the assignment a group assignment
39. No groups - an individual assignment
40. Separate groups - Each group member can only see their own group, others are invisible
41. Grouping: Use to specify a set of groups to be use for the assignment groups
42. Visible: Set to Show to allow students to see the assignment and grades. Set to Hide if you do not want students to be able to see the assignment or the associated grade.
43. Visible groups - Each group member works in their own group, but can also see other groups.
44. *Additional Files*: add additional files to the assignment

Restrict Access:

45. The restrict access feature enables teachers to restrict the availability of the assignment. When you click the Add restriction option the following choices are available:
46. **Activity Completion** – Require students to complete (or not) another activity
47. Date – Prevent access until (or from) a specified date and time
48. Grade – Require students to achieve a specified grade
49. User Profile – Control access based on fields within the student profile
50. Release code - This course item will not be available to students until the sent acquires a specific release code
51. Restrictions set – Add a set of nested restrictions to apply complex logic.

Activity completion:

52. If enabled, activity completion is tracked, either manually or automatically, based on certain conditions. Multiple conditions may be set if desired.

H5P – Interactive Content – Interactive Video – Graded Questions

H5P allows you to create interactive content to be able to add in-depth information such as pictures, tables, text, questions and links that the learner can interact with during video playback / word links

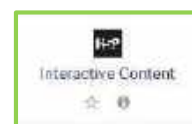
- The **Learning Activity and Question** you create in the video clip will **go to the Gradebook**
- H5P supports all external video sources formatted as mp4, webm or ogv, like Vimeo Pro, and has support for YouTube links, ScreenCastOMatic mp4
- The .mp4 video format will work in most browsers, but may want to provide an alternative video in webm format just to be sure.
- The maximum file upload size is set at 500 MB and users can have up to 100 MB in their private file space in Open LMS however, YouTube or host your video externally in some other way to be able to use larger videos.



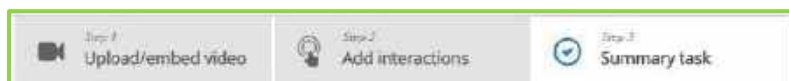
Scan Here for
More Info about
H5P on the web

H5P – Three main steps

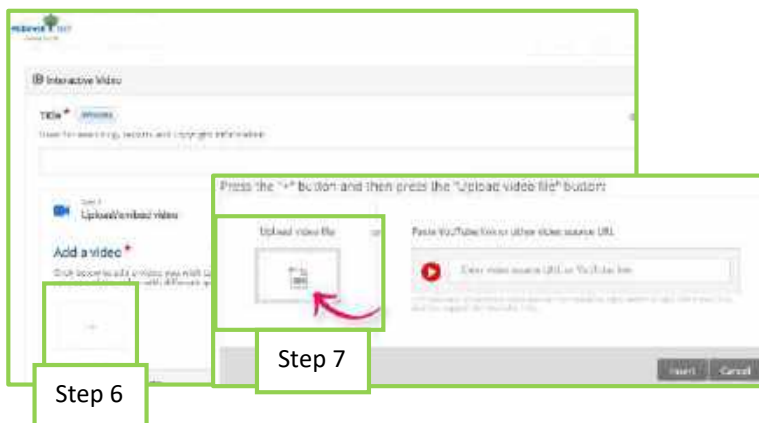
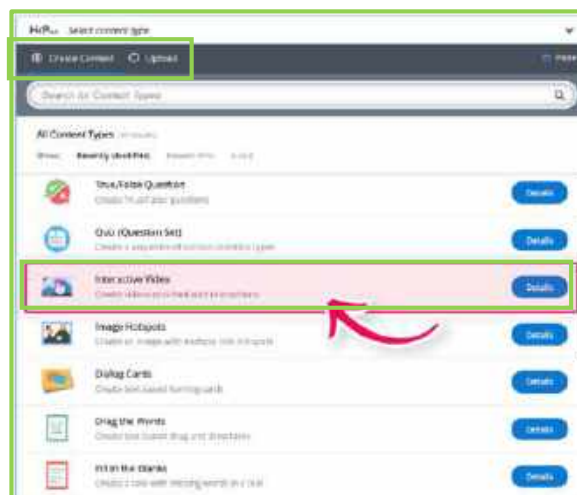
1. Click **Create learning activity** at the bottom of the section contents the **green + sign**
2. Click **H5P Interactive Content (Black Letter, not Blue)**
 - **Note:** there are many Content Types to choose from Scroll down to view
3. Click in the **Description box** – type a description (Welcome for this example)
4. Click **Create Content Radio button under Editor section**
5. Choose **Interactive Video** (pop up will ask if you would like a tutorial)



H5P – STEP 1 Tab – Upload/embedded video



6. Click **Add a File in the + sign box to Add a Video**
7. **Click & Drag your video to the Upload Video File box (your video from Screencast O Matic) OR Enter the URL or You Tube to the right**



8. Click the **plus button** under the mp4 just loaded, to add an alternative video format to ensure support in all browsers (if needed)
9. Click **Edit copyright button** if you are using a video you did not create, place information
 - Title / Author / Years / Source / License / License Version

Now that you have added video files and copyright information, add interactions.
Set the Appropriate Settings – Grade etc.



H5P – STEP 2 Tab – Add interactions

10. Click **Add interactions** tab in the top of the editor



There are three different types of interactions:

- Quiz interaction (Question), presented as a blue button
- Simple interactions (Text, Image, Table), presented as a purple button and
- Adaptivity (Go To) interaction



EXAMPLE 1 - TEXT

11. Click and drag the **Text button** from the toolbar – to the location on the video.

(Step 15 - below is how to **EDIT** either example 1 or example 2

- A dialog will appear when you drop the interaction. This will be a short text about Gmail which the learner can choose to read



12. **Display time** – start 0:05 end time 0:10

- Want the text interaction to be visible in this time frame.
- Click the **Pause** checkbox if you would like the video to pause while the student answers

13. **Display as choose Button**

14. **Label – Type Gmail**

- This is text that will be displayed next to the interaction icon as a short description of what the learner can expect to find in the interaction. In the Text field, we'll add the information text about Gmail

EXAMPLE 2 – True False

11. Click and drag the **True/False button** from the toolbar –

12. **Display time** – start 0:10 end time 0:14

13. Type your question (The compose button in Gmail is in the upper left corner)

14. Correct Answer - Choose (yes)



EXAMPLE 3 – Multiple Choice

11. Click and drag the **Multiple Choice button** from the toolbar –

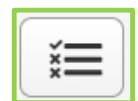
12. **Display time** – / Pause video if you want it to pause

13. Type your Label /

14. Type your question

15. Type Text Click Correct

16. **Add options** (for multiple choice wrong answers)



H5P – Edit Interactions

17. Click the **Interaction in your video TO EDIT Any OF THE ABOVE Interactions**
 - a. **Edit** - press the edit button / Remove - press the trash can button
 - b. **Move** drag to reposition / Resize press on the handles and drag



H5P – STEP 3 Tab – Summary task

Optional Summary quiz will appear at the end of the video if you choose to add one.

The **Summary** is intended to make the learner reflect on the learning content presented in the video.

1. Click **Summary task tab**
2. **Type your statements**
3. **The first statement is the correct one**



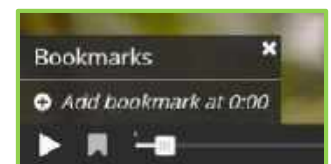
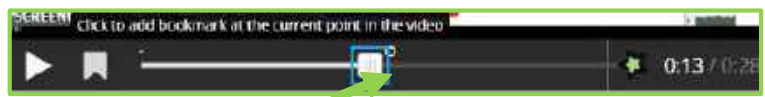
CLICK DONE – You will return to the video where you can see the bottom banner with play and bookmarks.

H5P – Bookmarks

may be added from the Bookmark button to indicate points of interest in the video, learners can jump directly to chapter by pressing the bookmarks

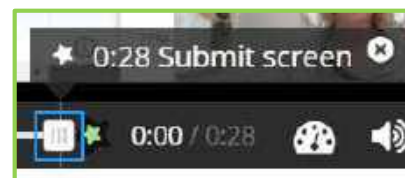
To Add A book Mark:

1. **Move the play-head to a desired point in the video**
2. Click the **Bookmark button**
 - a. Add a bookmark where each interaction appears in the video
3. Add the **label** (what you will call it)
4. Press **Enter** on the keyboard.
5. Continue to add bookmarks as needed
6. Each bookmark is indicated with a **vertical grey line on the seek-bar**



H5P – Bookmark – Remove

1. **Hover** over the dotted line
2. Click the **X in the pop up box**



Click Save & Display

Play the video to make sure the questions are popping up at the right time and edit if the video needs to be paused (under settings)

Notes for Instructors to share with students:

- Students click the play button to view the video located in the lower left corner
- Click Open summary dialog box at the end and answer the questions to receive a grade
- Click the purple hand that pops up to answer questions

Feedback Activity – Surveys – Videos – Non Graded Questions

Feedback Activity – Follow-up for Videos viewed by students – A student watches the video and then answers questions pertaining to the video you have inserted at the end.

Feedback activity allows you to create and conduct **surveys to collect feedback**, allows you to listen to learners and improve their course experience. Unlike the Survey tool it **allows you to write your own questions**, rather than choose from a list of pre-written questions and unlike the Quiz tool, you can create **non-graded questions**.

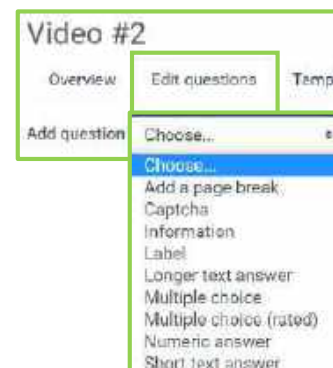
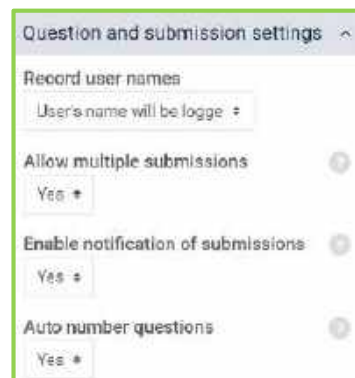
This link has more in-depth instruction, a great video with ideas

https://docs.moodle.org/39/en/Feedback_activity

1. Click **Create learning activity** at the bottom of the section contents the **green + sign**
2. Select **Feedback** in the Actives tab
3. Name Feedback Activity / Description

Under Question & Submission Settings

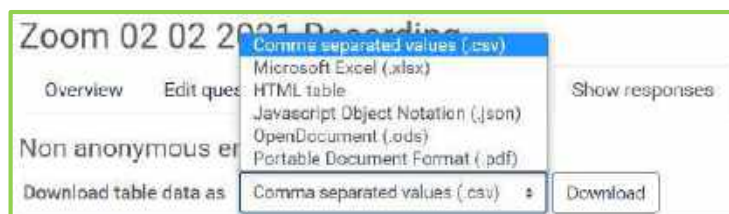
- a. Choose **Users name will be logged and shown with answers** under Record user names (otherwise answers are anonymous)
 - b. Yes/No to Allow multiple submissions
 - c. Yes/No to Enable notification of submission (yes will notify the instructor of the submission)
 - d. Yes/No to Auto number questions
4. Click **Save and Display** the next page will display
 5. Click **Edit Questions Tab**
 6. Click **Choose Chevron** to the right of **Add question**
 - a. Choose **Short text answer** (for this example)
 - b. Click **Required**
 - c. Click **Question** box and add your question for the student to answer
 7. Click **Save Question**
Continue to add question if you like
For **Multiple choice** answers are one line for each answer



Feedback Activity – View Responses – from the Surveys

To view in this learning activity, after student submission

1. Locate the created **Feedback Activity**
2. Click **“of submitted”** link lower right corner of the activity
3. Click **“Show responses”** Tab
4. **View the data** or **Download table data** as “Common separated values” or “Microsoft Excel”



Question Bank – Setup – Do this before creating a Quiz

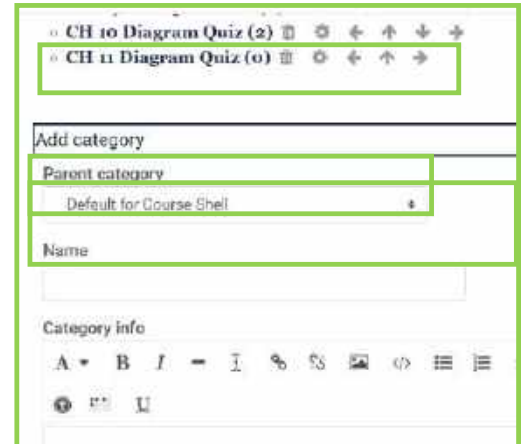
This is a multi-step process

1. Click **Admin Wheel**
2. Click **Question Bank**
3. Click **Categories**



Add A Category (where quiz questions will be organized)

1. **Parent Category** (choose the parent and where you want to have the category)
2. **Name** the category Ex: “Ch. 11 Diagram Quiz”
3. Under **Add Category**
4. Click **Name** box under Parent Category (Name it)
5. Click **Add Category**
6. Click **on the actual words that you just created**
 - a. Example “CH 11 Diagram Quiz”



Quiz – Import questions to the Bank ***

7. Click **Import** tab at top
8. Click **Moodle XML format**
9. **Import Category** choose where you want the quiz to go, this example: “CH 11 Diagram quiz”

If end up on the main page to get back to importing questions

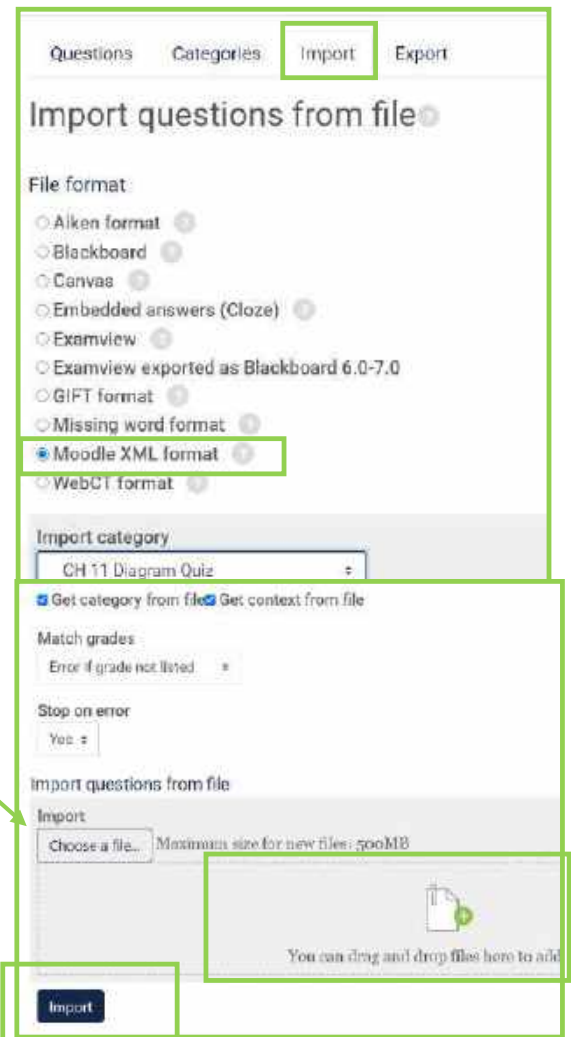
1. Click **Admin Wheel**
2. **Question Bank**

10. Click and drag your **saved** test document from “Test Gen” a “Doc” or a document with test question into
 - a. You can drag and drop files here to add
 - b. See below for other forms to enter into Import Questions

11. Click **Import**
 - a. Should display green bar “Parsing Question from import file”
12. Click **Continue** if there are no errors

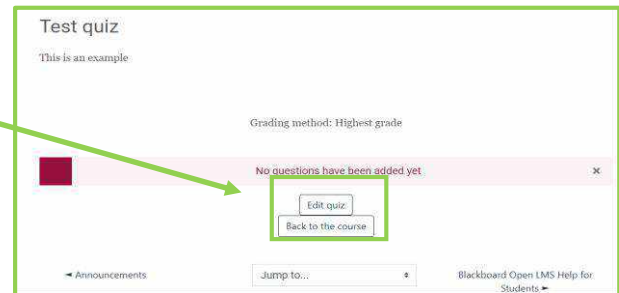
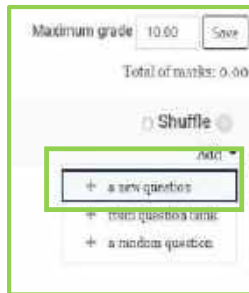
Note: If it goes to the **wrong Category** you can always move it by: (select the questions (with the T)

13. With selected: click “where the test is to be placed and
14. Select **Move to**



Quiz – Creating from Scratch

1. Click **Create learning activity** the green + sign in the correct section (toward bottom)
2. Select **Quiz**
3. Give your quiz a name and description/instructions
4. Go through sections on right side to customize (timing, grade, question behavior, etc.)
5. Click **Save and display**
6. Click **Edit Quiz**
7. Click **a new question**
 - a. In the *Choose a question type to add* pop-up, select a **question type**



8. **Multiple Choice** (for this example)
9. Click **Add** - the *Adding a question* page will open

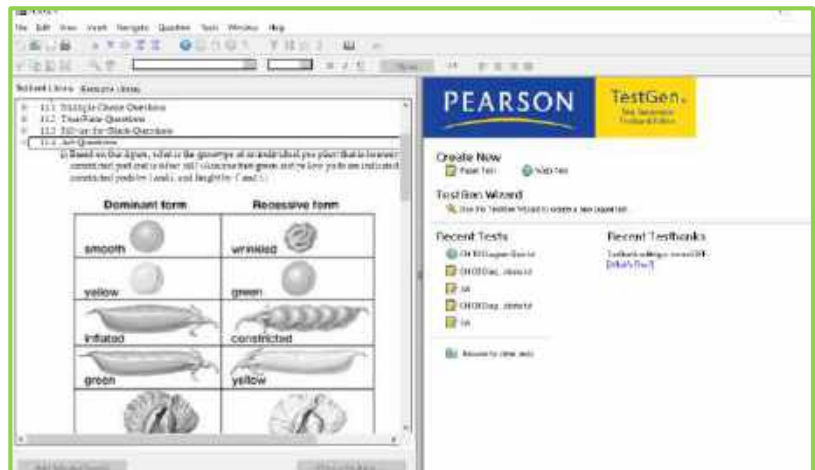
Note: A description of each question type is available in the right column of the *Adding a question* window. The description appears automatically once you choose the question type. For additional information on question types see

10. On the *Adding a [question type] question* page, if you plan to organize questions in categories, select a **category** from the drop-down list for *Category* (by default, questions are added to the *Default for Course* category).
11. Enter a **Question name** students do not see it only instructor
12. **Question text** – type the question here - students do see this
 - a. *Multiple choice question example below to distinguish which answer is right and which are wrong “the answer with “100%” will be the correct, the “None” answers are wrong, it does not matter what choice you place*
 - b. **Answers Choice 1** for this example
 - c. **Grade type 100%** (to show **CORRECT ANSWER**)
 - d. **Feedback** may add or leave blank (example “Correct”)
 - e. **Answer “Choice 2”**
 - f. **Grade choose None for (WRONG ANSWER)**
 - g. **Answer “Choice 3” Grade choose None for (WRONG ANSWER)**
 - h. **Answer “choice 4” Grade choose NONE for WRONG ANSWER)**
13. Set a **value** for the *Default points* maximum points available
14. Click **Save changes**. You will be returned to the *Editing quiz* page and the new question will be listed

Quiz – Creating from TestGen - Publishers Test generator

Create Questions from TEST GEN and add to OPEN LMS - **Moodle 2.1-3.x**

1. In **Test generator**
2. Click the Chapter needed (left side of Test Gen)
3. Choose **Paper Test** (right side of Test Gen) may have to Click **Plain Text** on the right side of panel
4. Click + sign to the left of the Chapter
5. Choose **questions from the left side** by holding down shift and choosing the question or click the first question hold down shift and then click the last question (this selects all) (if selecting all and would like to remove a few question hold down Ctrl and click unwanted questions
6. **Click and drag questions** wanted from left side of screen to the right side in test Gen
7. Click **File**
8. Click **Export** a pop up menu will appear (If Export is unavailable click back on right side of screen)
9. **Click Export Exam To:** use drop down
10. choose **Moodle 2.1-3.x**
11. Click **OK**
12. **Save in A folder** you created or it automatically goes to TestGen on your computer (pay attention to where it is being saved to find later)
13. **File Name:** Name the file Example “CH 11 Diagram Quiz”
14. Click **Save**



Quiz Bank – Questions to Add to Open LMS

For students to finally see a quiz in the course

1. In Open LMS
2. Click **Needed Location** “This example CH 11” – Located on left side of screen
3. Click **Create learning activity**
4. Click **Quiz** in Create Learning activity screen
5. Type: **Name your Quiz** - see below
6. Type: **Description**



Quiz – Creating Question from Microsoft WORD or a Text file to Test Converter

MWord Document or text file from the book companies or one you already have to convert to Question bank in Open LMS

1. **In Word - Format the document by removing unwanted items** (also able to do this in the link below, it is easier in word and you can save it to your hard drive for later)
 - a. See below for **Formatting information/setup**
2. **Copy** the corrected document
3. **Paste** the document into the following link
4. <https://ed.oc.edu/blackboardquizgenerator/>
5. Choose **Down Load Question Pool (NOT Download Test Questions)**
6. It will be in a **zip file saved** on your hard drive.
 - a. **DO NOT OPEN THE ZIP FILE**

Formatting information/setup

- Question start with a number followed by a period or parenthesis
- Answers start with a letter followed by a period or parenthesis
- Separate your question with one blank line
- Avoid leaving blank rows, expect when you are going on to the next question or answer
- Only need the question and the answers
- For **the correct answer place a * (star to the left of the letter)**
- Remove spaces and letters at the bottom
- **Note: If you need your questions to be numbered in the test bank you will add a number at the beginning of the stem** **EXAMPLE** 1) 1The Guinea worm is carried by:
this will “name” the question so that you may find it in number order however the number *does not* display in the test for the student.

The format in Microsoft Word has to look like the following examples:

**** these examples will not be numbered in the open lms they will be in alphabetical order ****

Formatting for use with the Quiz Generator

<https://ed.oc.edu/blackboardquizgenerator/>

Multiple Choice

- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of the correct choice.

Example:

1. Which of the following is a prime number?
- a) 4
- *b) 5
- c) 6

Alternate method:

- MC
- Which of the following is a prime number?
- 4
- *5
- 6

1. The Guinea worm is carried by:
- a. ticks
- b. insects
- c. arachnids
- *d. crustaceans

True/False

- Question on a single line
- The answer on the next line. Can be any of the following: T, t, True, TRUE, true, F, f, False, FALSE, false

Example:

1. 3 is a prime number.
True

Alternate method:

TF
3 is a prime number.
True

Multiple Answer

- Exactly the same as multiple choice, only with multiple answers marked correct.
- Question on a single line.
- Answers immediately following the question.
- Asterisk (*) in front of all correct choices.

Example:

1. Which of the following is a prime number?
*a) 2
*b) 3
c) 4
*d) 5

Alternate method:

MA
Which of the following is a prime number?
*2
*3
4
*5

Essay

- This is simply a question with no answer given.

Example:

1. Tell me your life story.

Alternate method:

ES
Tell me your life story

Fill in the blank

- Begin your question with the keyword: blank
- Leave a blank somewhere in the question.
- Give all of the possible correct answers.

Example:

blank 1. Two plus two equals _____.
a. four
b. 4

Alternate method:

BL
Christmas falls on December _
25th.
25th
25

Matching

- Begin your question with the keyword: match
- For every answer there should be a slash between the answer and its match.

Example:

match 1. Match the chapters with their topics.

- a) Chapter 13/Exception Handling
- b) Chapter 16/File Processing
- c) Chapter 10/OOP & Classes
- d) Chapter 15/Chars, C-Strings, & the String Class
- e) Chapter 12/Not covered in this class

Example: the pink to the right states “Multiple Choice. Choose the”.... This cannot be in the converter.

2) A substance with specific properties that cannot be broken down or converted into another substance is called

- A) molecule.
- B) ion.
- C) compound.
- D) mixture.
- *E) element.

Again from previous page.....

1. **In Word - Format the document by removing unwanted items** (also able do this in the link below, it is easier in word and you can save it to your hard drive for later)
 - a. See below for basic information and setup.
2. **Copy** the corrected document
3. **Paste** the document into the following link

Internet Test Converter & Generator Link

<https://ed.oc.edu/blackboardquizgenerator/>

- Click **Generate Test Questions**

This converts your notepad or word document into a format Open LMS can read. It will be in a zip file **DO NOT OPEN** the ZIP File

The document will turn green if something is wrong it will be pink (fix the error)

Remove “MULIPLE CHOICE Choose the one alternative” ex. In red box

Click **Generate Test Question** again until all item are fixed

4. Choose **Down Load Question Pool (NOT Download Test Questions)**
5. It will be in a zip file saved on your hard drive.
 - **DO NOT OPEN THE ZIP FILE**

Next page are instructions to load the zipped file to the Open LMS

The screenshot shows the Blackboard Quiz Generator interface. At the top, there is a 'Test Name' field containing 'BIO 101' and a 'Create sample question' button. Below this, there is a red box containing the following text: 'MULIPLE CHOICE: Choose the one alternative that best completes the statement or answers the question. 1) A substance with specific properties that cannot be broken down or converted into another substance is called. A) molecule. B) ion. C) compound. D) mixture. *E) element.' Below the red box, there is a green box containing the following text: '2) If you examined the human body on a chemical composition basis, which of the following combinations of elements would be most common? A) O, C, H, Na B) O, N, K, S, P C) C, H, Ca, Cl D) O, C, H, U E) O, C, P, S. 3) The atomic number of an atom is defined as the A) number of neutrons in the atomic nucleus. B) total number of electrons and neutrons. C) number of electrons in the outermost energy level. D) number of protons in the atomic nucleus. E) total number of energy shells. 4) Phosphorus has an atomic number of 15, so what is the distribution of its electrons?'

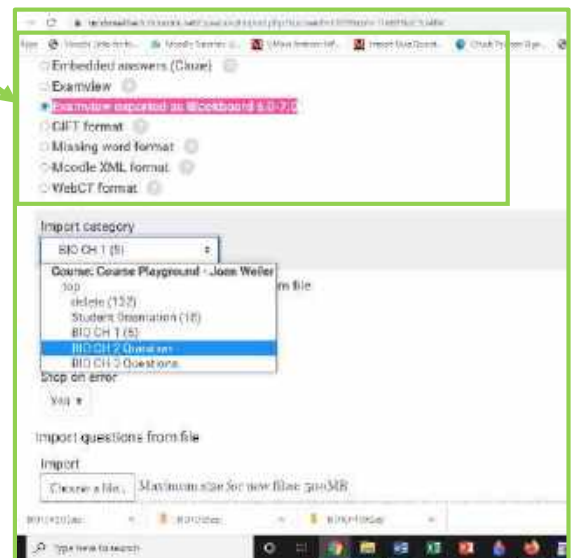
The screenshot shows the Blackboard Quiz Generator interface. At the top, there is a 'Test Name' field containing 'BIO 101' and a 'Create sample question' button. Below this, there is a green box containing the following text: '2) A substance with specific properties that cannot be broken down or converted into another substance is called. A) molecule. B) ion. C) compound. D) mixture. E) element. 3) If you examined the human body on a chemical composition basis, which of the following combinations of elements would be most common? A) O, C, H, Na B) O, N, K, S, P C) C, H, Ca, Cl D) O, C, H, U E) O, C, P, S. 4) The atomic number of an atom is defined as the A) number of neutrons in the atomic nucleus. B) total number of electrons and neutrons. C) number of electrons in the outermost energy level. D) number of protons in the atomic nucleus. E) total number of energy shells. 5) Phosphorus has an atomic number of 15, so what is the distribution of its electrons? A) The first, second, and third energy levels have 2, 8, and 5 electrons each. B) The first energy level has 2 electrons, the second has 8 electrons, and the third has 5 electrons. C) The first energy level has 2 electrons, the second has 8 electrons, and the third has 5 electrons. D) The first energy level has 2 electrons, the second has 8 electrons, and the third has 5 electrons. E) The first energy level has 2 electrons, the second has 8 electrons, and the third has 5 electrons.'

Download
Question Pool

Quiz – Loading formatted questions from Test Converter to Open LMS ****

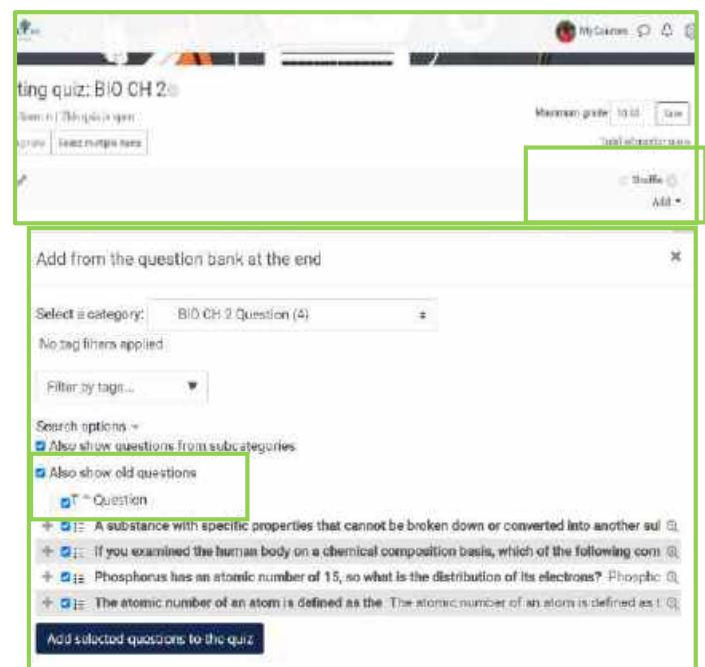
These are instructions to load the zipped file (converted test) to the Open LMS

6. Go to **Open LMS**
7. Click **Admin Wheel**
8. **Question Bank**
9. Click **Import**
10. Click **Examview exported as Blackboard 6.0-7.0**
11. Import Category (choose the category you created) for this example BIO1 CH2
12. **Choose a File** (drag or locate the **ZIP FILE** (the one from the test website DO NOT OPEN the zip file)
 - a. NOTE: If using a **.DAT** file choose file format “Blackboard”
13. Click **import** (if all is good there are no errors otherwise you will need to go back and find the errors)



Go to **Edit** your quiz

1. Click **Add**
2. Click **From Question Bank**
3. Select the **Category**
4. Click the **“T”** Box to select all questions in this category
5. Click **Add Selected Question to the quiz**
 - Give A Max Grade
 - Point system
6. Click **Save**
 - Go back and preview the quiz



To skip settings on the next page and go to step 7, [click here for Quiz Bank Continued](#)

Quiz Bank – Questions Continued

7. Click **Save and Display** – Another screen displays
8. States **No questions have been added yet**
9. Click **Edit Quiz**

10. Another screen appears

11. **Maximum Grade** enter here (if did not do it in prior setting)

12. Click **Add** (on the right side of screen)

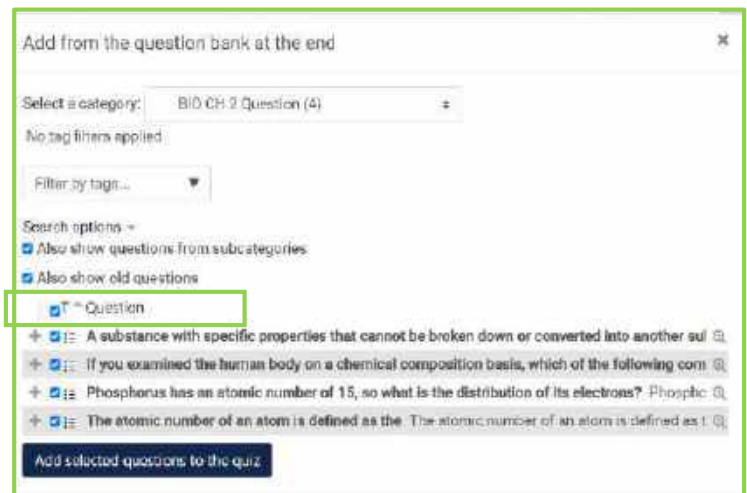
13. Click **“From Question bank”**



14. **Select a category** choose test – ex “CH 11 Diagram Quiz”

15. Click the **“T”** Box to select all questions in this category

16. Click **Add Selected Question to the quiz**



- Click bread crumb trail go back to the quiz, preview it, double check you have placed this quiz in the correct area and settings are correct

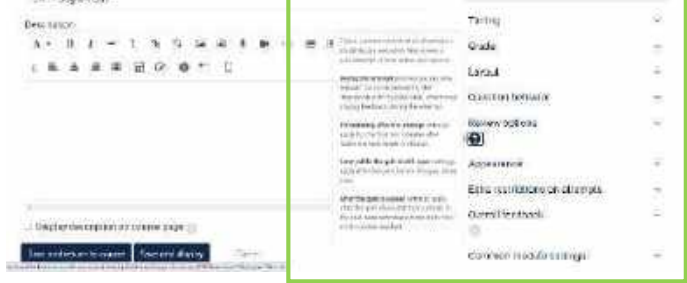
Quiz – Delete a Quiz & Delete a Category

Delete a Category - If a mistake has been made and need to delete a category, first delete the questions out of the category then delete the category.

Delete a Quiz - do the above to remove a quiz also. However, if a student has taken the quiz, remove the student attempt, remove the questions, then delete the quiz.

Quiz – Settings

Adjust setting on right of screen The settings below are mainly to prevent cheating (in bold / italics)

- **Visibility – Show on course page** – if you hide the item it does NOT show up in gradebook there are other ways for the quiz to be unavailable to students but viewed in gradebook, under Timing:
 
- **Timing – Enable - Choose Open & Close** is time frame to allow students to take however, if set to **Close prior to date setup** the student cannot access the test but shows in the gradebook.
 - **Time Limit – Enable**, helps prevent cheating
 - Example if have 50 question set timer for 50 minutes.
 - **When time expires** – Choose the best one for your needs but Open attempts are submitted automatically is general when you click enable timer.
 - **"Open attempts are submitted automatically"** - when this is selected, if a student is in the process of taking the test and either the test time expires or the date / time passes, the incomplete test will be submitted.
 - **"There is a grace period when open attempts can be submitted, but no more questions answered"** - when this is selected the "Submission grade period" allows you to select "weeks, days, hours, minutes, seconds" to submit the exam.
 - **"Attempts must be submitted before time expires, or they are not counted"** - when this is selected, students can not submit an incomplete exam.
- **Grade – Grade Category Default – Not categorized – Unless you have created categories**
 - Grade to Pass
 - **Attempts allowed** – Default is set to unlimited – **Change this to 1** to prevent cheating if there are special circumstances, you can go back and change for the individual student, again if this is a learning tool leave at unlimited
 - **Attempts allowed**: set the number that you would like to be allowed for your test.
 - **Grading method**: If you allow multiple attempts, select which grade will be posted for the student in the grade book.
- **Layout - New Page “Every question”** is Default this helps to prevent cheating its harder to copy each page. OR may want **“Never, all question on one page”** clicking next button for the student, however if you want student to have feedback may want to leave default
 - **Repaginate now** – leave unchecked when you add questions at the end, it will automatically start a new page based on setting
 - **Navigation Method**
 - **Sequential** if you do not want students to review or change previous answers in the test. Students also can NOT go back or skip around, if they do not answer a question it will be blank and cannot answer later. However, if click out can resume where the student left off as long as they did not hit the final submit button
 - **Free** if you would like students to view and make changes to any question in the test during the testing time period.

- **Question behavior – *Shuffle with questions Yes***, makes it harder for students to share answers
 - **How *questions* behave** – deferred feedback is default and most common but his website https://docs.moodle.org/38/en/Question_behaviours gives a lot more detail
- **Review Option** – this is how students review the test (click on? mark for more information)
 - **During the attempt settings** are only relevant for some behaviors, 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.
- **Appearance – Decimal places in grades select 1 or 0**
 - **Decimal places in question grades select same as for overall grade** (you should have changed this from 3 places to 0 or 1 in gradebook setup)
- ***Extra Restrictions on attempts** – may set up passwords here for added security
 - **Require Password** *students are unable to access test without the password (proctor test)*
 - **Require network address** *restrict access for a quiz to particular subnets on the LAN or Internet by specifying a comma-separated list of partial or full IP address numbers.*
 - ****Browser security – default None ****
 - ****Browser security should be set through the lockdown browser dashboard **** students are locked in this secure mode until they submit their tests for grading, they are unable to copy questions and answers – this is what the student views when trying to copy questions in test mode. **NOTE:** have to add a **block for this feature to work (steps below)**
 - **Full screen pop up with some JavaScript Security** – *tested this it does give a full screen however, able to click on other browsers.*
 - **Allow quiz to be attempted offline using the mobile app** default No – if set to yes have to remove other requirements, such as there is (1) no time limit set (2) question behavior is deferred feedback (with or without CBM) only and there is no (3) network address requirement
- **Overall feedback** – text that is shown after a quiz has been attempted
- **Restrict Access** – None is default but click add restrictions to see a list of settings
- **Activity Completion** – default students can manually mark the activity as complete



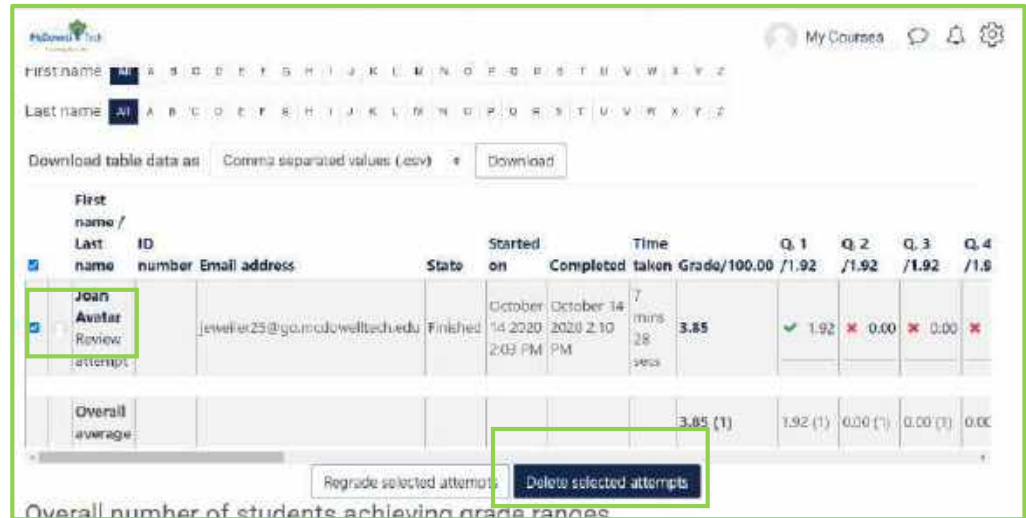
Quiz – View Grades - Assignment same steps to view

1. Go to the quiz OR assignment in your course, to the right side see the word Attempted
2. Click **Attempted**
3. Click **Attempts**: (this is located in the center of the screen above “summary of your previous attempts”)
4. **Scroll down** and can see all grades and attempts



Quiz – Reset a test for a student to take again

1. Click on the **actual test in your content area - Go to the quiz**
2. Click **Attempts**: ____
3. Scroll down
4. Click the **check box** to the left of the student name
5. Click **Delete selected attempt**
6. Click **Save**



Quiz – Manual Grading – To Grade Same Questions all at once

1. Click on the **actual test in your content area - Go to the quiz**
2. Click **Attempts**: ____
3. Click **Admin Wheel**
4. Click **Manual Grading** under Results area, you can grade one question for all students
5. On this screen, you will see student responses. You can add a comment/feedback and score the response based on the number of points the question is worth
6. Click **Save** and continue grading

Quiz – MultChoice - Text overlap student view unable to see answers Issue – Fix***

- If the “answer or question” is too long the words overlap each other
 - Change the “**Paragraph Style**” (this is located where the A is in the question text box format to
 - Choose **Pre-Formatted**
- OR
- You can try shortening the answers or perhaps flip-flopping the Q&A where they would match the shorter name to the longer answer.

This is a discovered bug with the drag & drop feature and didn't know when it would be fixed, support ticket is still open awaiting an upgrade.

Quiz – Print

1. Click **on the actual test in your content area - Go to the quiz**
2. If test has been taken, click preview test now and CTRL P to print. Otherwise continue
3. Click **Admin Wheel**
4. Click **Edit Quiz**
5. Click **Repaginate** check box
6. Choose **Unlimited**
7. Click **Admin Wheel**
8. Click **Preview**
9. **Ctrl + P** (control plus letter P on your **key board** to print / or right click print

Quiz – Extra Credit

1. Click the needed **Quiz (or when creating)**

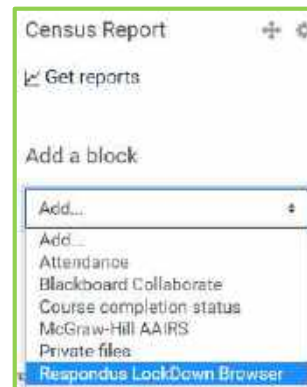
The questions that would be extra credit their weight value would be worth 0

After the test is taken and the quiz has been graded if the max value was 100 and had extra credit questions (example five) you would manually override their score in the gradebook to 105 and the grade book will adjust

Quiz – LockDown Browser – Instructor – Setup – Prevent Cheating During Online Exams

LockDown Browser is a custom browser that locks down the testing environment, students are unable to print, copy, visit other websites, access other applications (ie excel, word, calculator) or close a quiz until it is submitted for grading. – Works with Windows, Mac or iPad (iPad if you set in advanced setting below) **Does NOT work with Chrome or Phones**

1. Click **Course Dashboard** (located at the bottom left of Content area on the home page of the course)
2. Click **Edit block**
3. Click **Respondus LockDown Browser** under Add a block
4. Click **Turn editing off** when you are finished
5. Click **Dashboard** (under Respondus LockDown Browser)
6. A Welcome screen will display Note: The tabs at the top “Video Tutorials, Getting Started, Resources
7. Click **Continue to LockDown Browser** in the lower right corner – your will see a list of your quizzes and whether you have enabled the LockDown for particular quizzes
 - a. “Quizzes labeled with Required” require students to use LockDown Browser
 - b. “Quizzes labeled with Not Required” do not require students to use LockDown Browser
8. Select **Settings** from the **context menu to the left** of the quiz title you would like to use
9. Click **Require Respondul LockDown Browser** for this exam
10. Click + **Advanced Setting** and choose appropriately
 - a. **Do NOT check “Lock students into the browser until exam is complete”** unless it is in a proctored test facility (see the “explanation” during set up)
 - b. Check **Allow students to take this exam with an iPad.**
 - i. **Note:** this will not work with phone or chrome books
 - c. **Check Enable calculator on the toolbar** if a calculator is needed (choose standard or Scientific)
11. **Save + Close**
12. Your screen will look like below “LockDown Browser “Required” for the first Exam



Quizzes ▲	LockDown Browser	Proctoring
▼ Citing With MLA Exam	Required	Not Required
▼ Enrollment Quiz	Not Required	Not Required

You may additionally require that LockDown Browser be used to view quiz feedback and results. Optionally you may create an access code that students must enter to start the quiz. LockDown Browser will prompt students to enter the instructor-provided code before proceeding with the quiz.

Quiz – LockDown Browser – Instructor – Getting Started for the Instructor

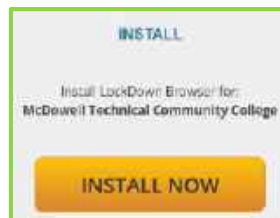
After you Setup the Lockdown browser for your course (prior page) you will need to inform your students how to use, and what to expect this is located in the Course Dashboard of LockDown (Copy and Paste this information for your student)

1. Click **Course Dashboard** (located at the bottom left of Content area on the home page of the course)
2. Click **Dashboard** under **Respondus LockDown Browser** (this will bring you to Welcome & About LockDown Browser)
3. Click **Getting Started** tab
4. Click **Step 2 “Information for your Syllabus and Course Description**
5. Choose **“I’m using LockDown Browser Only in my course** (or the webcam which is Respondus Monitor if you have chosen to have your students recorded while taking the test)
 - a. Copy and Paste need information from this box to the syllabus or place info in your online class so students know what to expect
6. **Click Step 3 – The Practice Quiz** – it is important to have a practice run, read the information in here, create a practice test, add LockDown Browser to it, have your students take the practice test. Log in as an Avatar (fake student, that is provided by DL) log-in under another browser as the avatar and take the practice exam with the LockDown Browser.

Quiz – LockDown Browser – Student – Setting up LockDown Browser 1st time

FOR THE FIRST TIME, need to Download LockDown Browser once on their computer do not have to do this step. As the student they will click on the content area, then test you setup and the following information will appear, **IF the Student clicks Launch LockDown Browser and nothing happens** it means the student has not downloaded the LockDown Browser

1. Click **Quiz** (Test/Exam)
2. Click **Download LockDown Browser** a new screen appears
3. Click **INSTALL NOW**
4. Click **Save File**
5. Click **Down Load Folder**
6. Click **Setup**
7. Choose your **setup options**
 - a. **English / Next**
 - b. **Accept the terms / Next**
8. Click **Finish**



Quiz – LockDown Browser – Student – Taking Quiz

1. Click **Quiz**
2. Click **Launch LockDown Browser** the program will begin, if it does not, you probably did not Download the program
3. Click **Start Quiz**
4. Answer the question as usual
5. Click **Finish Attempt**
6. Click **Submit all & Finish**
7. Confirmation: **Submit all and finish**
8. Click **Exit browser** (bottom of the page **OR RED X** upper right corner of screen)
9. Click **Yes** to Are you sure you want to exit

Quiz Statistics

Open LMS automatically calculates basic statistics for quizzes and quiz questions. You can use these statistics for assessment reporting.

- **Use quiz statistics for a new quiz to identify any issues with the assessment tool**
 - Is there a specific question that all or most of the students got incorrect? If so, why?
 - Is the answer to the question incorrectly identified in the set up?
 - Is the question badly formatted?
 - Do you need to adjust how the material is covered in class?
- **Use quiz statistics for course and/or program assessment**
 - Identify the number of participants who completed the activity
 - Identify the average grade, median grade standard deviation, skewness, as well as other basic statistics. These stats are available at the quiz level and the question level.

Quiz Statistics Steps:

1. Click on the **quiz activity**
2. Click **Admin wheel**
3. Click **Results link**
4. **Choose Statistics**
5. Statistical information is displayed.

NOTE: this may take a few minutes to render, based on how big the quiz is, how many students are in the course, and how busy Open LMS is at the time.



Quiz information	
Quiz name	Module 1 Quiz
Course score	80% (20/25) - 100% (25/25) - 100% (25/25)
Completion rate	100% (25/25) - 100% (25/25)
Time taken	15 minutes, 15 seconds (15:15)
Number of attempts	1
Number of attempts per question	1
Number of attempts per question	1
Average grade of first attempt	80%
Average grade of all attempts	80%
Average grade of last attempt	80%
Average grade of highest scored attempt	80%

6. **Quiz information** is shown at the top of the page. These are quiz level statistics. You can download the report.
7. Quiz information are the question-level statistics for all questions on the quiz
 - If you have any pink highlights, they are for questions that have a Discriminative efficiency less than 15%

8. Click on a question name in the appropriate row for question level statistics. This information is also available for download.



Question information	
Quiz	Module 1 Quiz
Question name	All of the following statements are true about teacher use of technology except (E).
Question type	Multiple choice (E)
Partial credit	0
All of the following statements are true about teacher use of technology except (E).	
Question statistics	
11 attempts	

9. Question information:

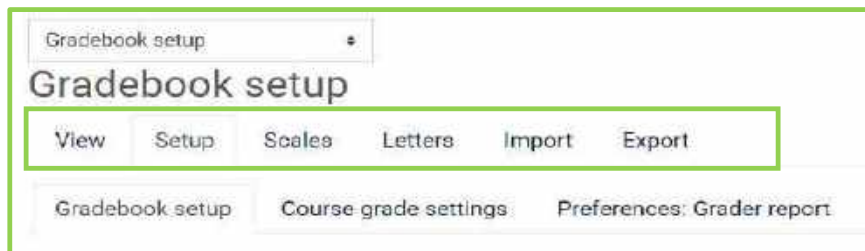
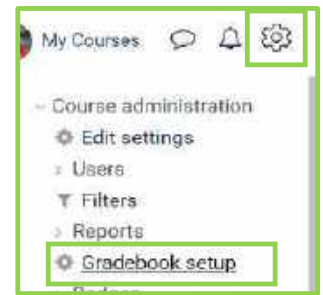
10. Analysis of responses:



Q#	Question name	Attempts	Facility index	Standard deviation	Random guess score	Intended weight	Effective weight	Discrimination index	Discriminative efficiency
1	Which of the following is NOT a type of technology? (E)	11	0.091	0.091	0.091	1.000	1.000	0.000	0.000
2	What is the meaning of the word "technology"?	11	0.091	0.091	0.091	0.500	0.500	0.000	0.000
3	Which of the following is NOT a type of technology? (E)	11	0.091	0.091	0.091	0.500	0.500	0.000	0.000

Gradebook – Navigation

1. Click **Admin Wheel**
 2. Click **Gradebook setup**
- **View:** Look at the compilation of grades in multiple reports
 - **Setup:** Categorize your graded items and apply aggregation, as well as define your settings and preferences for display options in different reports.
 - **Scales:** Create scales for your course.
 - **Letters:** Create a lettering system for your course.
 - **Import:** Bring grades into Open LMS that were once in Open LMS.
 - **Export:** Save grades outside of Open LMS.



Gradebook – Navigation & Meaning of the settings

Go to Gradebook “recommended” section in this booklet for best practice set up section

Course settings determine how the gradebook appears for all participants in the course.

1. Click **Admin Wheel**
2. Click **Gradebook setup**
3. Click **Setup tab**
4. Click **Course grade settings tab**



- **Aggregation position:** Course total displayed first or last in the gradebook reports
- **Min & Max grades used in calculation:** The Grades min max setting controls how the grade will be displayed if the maximum or minimum grades are changed after student has been graded.
- **Grade display type:** Determines how grades are displayed in the grader and user reports
- **Overall decimal places:** Number of decimal places to display for each grade. There is no effect on grade calculation

Overview Report

- **Show rank:** Checking this box shows the position of the student in relation to the rest of the class for each grade item. If your organization is subject to FERPA regulations (this is almost every organization in the US), do **NOT enable this setting**.
- **Show percentages:** This setting can show or hide the percentage value of each grade item.
- **Show grades:** This setting can show or hide the actual grade of each grade item.
- **Show feedback:** This setting can show or hide the feedback given by the instructor for each grade item.
- **Show weightings:** This setting can show or hide the weighted value of each grade item or category.
- **Show average:** This setting can show or hide the average grade earned by **all students** for a grade item or category. Students may be able to estimate other student's grades if the average is calculated from a small number of grades. For performance reasons, the average is approximate if it is dependent on any hidden items.
- **Show letter grades:** This setting can show or hide the letter grade for each grade item or category.
- **Show contribution to course total:** This setting displays a percentage that identifies how much each grade item contributes to the user's course total percentage (after weighting is applied).
- **Show ranges:** This setting can show or hide the range of possible grades for each grade item or category.
- **Range decimal points:** This setting determines the number of places shown after the decimal in the range of possible grades.
- **Show hidden items:** This setting controls whether hidden grade items are hidden entirely, or if the names of hidden grade items are visible to students.
- **Hide totals if they contain hidden items:** This setting specifies whether totals which contain hidden grade items are shown to students or replaced with a hyphen (-). If shown, the total may be calculated by either excluding or including hidden items. If hidden items are excluded, the total seen by the student will be different than the total seen by the teacher in the Open LMS Grader Report, since the teacher always sees totals calculated from all items, hidden or unhidden. If hidden items are included, students may be able to calculate the hidden items.

Gradebook – Course Grade – Settings Setup & Settings – STEP 1

Recommended / best practices

1. Click **Admin Wheel**
2. Click **Gradebook setup**
3. Click **Course grade settings** tab - Use the following settings
4. Click **Save Changes**

A screenshot of the 'Course grade settings' form. The form is divided into several sections: 'Aggregation position' (Default (Last)), 'Min and max grades used in calculation' (Min and max grades as specified in grade item settings), 'Grade item settings' (Grade display type: Default (Real), Overall decimal places: Default (1)), 'Overview report' (Show rank: Default (Hide), Hide totals if they contain hidden items: Show totals including hidden items), 'User report' (Show rank: Default (Hide), Show percentage: Hide), 'Show feedback' (Default (Show)), 'Show weightings' (Default (Hide)), 'Show average' (Default (Hide)), 'Show letter grades' (Default (Hide)), 'Show contribution to course total' (Hide), 'Show ranges' (Default (Hide)), and 'Range decimal places' (0). The 'Show totals including hidden items' option is highlighted with a green box.A screenshot of the 'Course grade settings' tabs. The tabs are 'View', 'Setup', 'Scales', 'Letters', 'Import', and 'Export'. The 'Setup' tab is selected and highlighted with a green box.

Choose **Show totals including Hidden items** - students will see totals of all items - *under “Hide totals if they contain hidden items”*

If you hide a chapter, the student can NOT see the grade in the

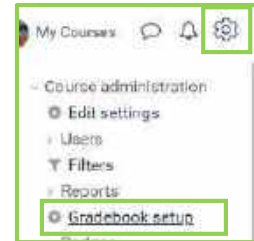
Last two settings on your screen, these are important

A screenshot of the 'Show hidden items' and 'Hide totals if they contain hidden items' settings. The 'Show hidden items' dropdown is set to 'Show hidden'. The 'Hide totals if they contain hidden items' dropdown is set to 'Show totals including hidden items'. The 'Save changes' button is highlighted with a green box.

Gradebook – Preference Grader Report – Setup & Settings – STEP 2

Recommended / best practices

1. Click **Admin Wheel**
2. Click **Gradebook setup**
3. Click **Preference: Grader Report** tab
4. Click **Save Changes**



Show/hide toggles

1 Show calculations
Report default (No) ⇅

2 Show show/hide icons
No ⇅

3 Show column averages
Yes ⇅

4 Show locks
Report default (No) ⇅

Show user profile images
Report default (Yes) ⇅

5 Show activity icons
Report default (Yes) ⇅

6 Show ranges
Report default (No) ⇅

Grader report preferences

Preferences: Grader report

View Setup Scales Letters Import Export

Gradebook setup Course grade settings Preferences: Grader report

7 Show grade analysis icon
Report default (Yes) ⇅

Special rows

Advanced 8 Range display type
Report default (Inherit) ⇅

Advanced 9 Decimals shown in ranges
Report default (Inherit) ⇅

Advanced 10 Column averages display type
Report default (Inherit) ⇅

Advanced 11 Decimals in column averages
Report default (Inherit) ⇅

12 Grades selected for column averages
Report default (Non-empty grades) ⇅

13 Show number of grades in averages
Report default (No) ⇅

Show less...

General

14 Quick grading
Report default (Yes) ⇅

Last part of the screen settings

15 Show quick feedback
Yes ⇅

16 Students per page
[Text input field]

17 Show only active enrollments
Report default (Yes) ⇅

Advanced 18 Aggregation position
Report default (Last) ⇅

19 Enable AJAX
Yes ⇅

Show less...

Save changes Cancel

Gradebook – Simple Weighted Mean & Weighted mean of Grades – USING POINTS – STEP 3

w/out setting category weights Recommended / best practices

1. Click **Admin Wheel**
2. Click **Gradebook setup**
3. Click **Gradebook setup** tab - Use the following settings
4. Click **Edit** to the right of the Course **FOLDER NAME**
5. Click **Simple Weighted mean of grades** under **AGGREGATION**
OR
6. Click **Weighted mean of grades** under **AGGREGATION**
7. Click **Save Changes**

Gradebook – Difference between Simple Weighted Mean & Weighted Mean

Simple weighted mean of grades category:

- Will be the total points earned/ divided by the total points "earnable" (maximum points) as a **percentage**
- A point is a point with simple weighted

Weighted means grade:

- Used to specify the weight for each item rather than having it be figured out based on the points
- Able to assign a weight for each item

In this example, with two assignments, one is 10 points, the other 20, each assignment an equal weight, rather than basing the weight on the points in the assignment. (Can weight it however you would like)

Simple Weighted	Student	Max Grade	Per Item
Homework 1	10	10	10.0
Homework 2	18	20	18.0
Total	28	30	93%

Weighted	Student	Max Grade	Weight	Per Item
Homework 1	10	10	100	100.0
Homework 2	18	20	100	90.0
Total	28	30	200	95%

Note that the **student has a lower grade in simple weighted**. By giving each assignment the same weight in the weighted assignment, his 90% and 100% give him 95%, that is 190 out of 200 weighted points. **But in Simple weighted**, his 100% on the first assignment doesn't mean anything special, the student got 28 out of 30 points which is 93% of total points.

Gradebook – Weighted mean of Grades – USING CATEGORIES – STEP 3

Weighted mean of grades - The example below will be setup one of the most common ways. Open LMS multiplies the normalized score by the weight factor. The weighted scores are then added together and divides by the sum of weights to get the category total.

For example, if a student scores 9 out of 10 on a 10-point quiz, the score becomes a 90 after the normalization process. **Open LMS does all of the math for whatever you set these values to.**

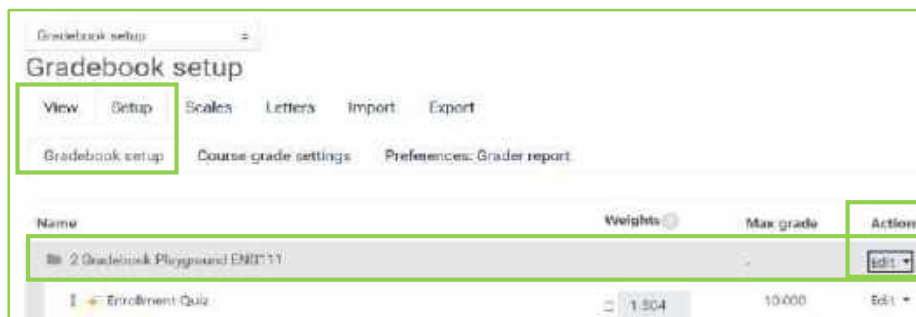
Note:

- Grades are placed on a 100-point scale (normalized). Can Drop the lowest score in each category if need be. The maximum points can be adjusted using this aggregation method. The default is 100.
- If the weights add up to 100 (or 1 if decimals are used), then they correspond to a percentage of the course or category total.
- The default value for a weight is 1 if no value has been set.
- If an item is **assigned a weight of zero, the item counts as extra credit in the category.** Its earned points will still count toward the category total, but its possible points will not count toward the range total.
- If a category has sub-categories, then the aggregation method applies to the sub-categories total. **Grade items in a sub-category are calculated based on the aggregation method for that sub-category. The sub-category can use a different aggregation than the parent category.**

Gradebook – Weighted mean of grades – Setup

The **first** step is to setup how your grades will be aggregated in your course:

1. Click **Admin Wheel**
2. Click **Gradebook setup** across the top you will see your gradebook menu
 - a. You can also click to view your gradebook or gradebook setup, be sure "Setup" is selected
3. Click **Edit** to right of the folder with your course name, it is the first item of your gradebook, this is your course category, under the **Action column**



4. Click **Edit Settings**

- Click **Weighted mean of Grades** under **Aggregation** (it may have to load)

- Click **Show more**

- Click **Exclude empty grades**

This is stating that if the box is checked, then any assignment that doesn't have a grade won't count towards the students' total grade. It is often best to leave this checked. However, note that **you will need to manually enter a "0" for a student who doesn't complete an assignment**. For everything else on this page, it is recommended to leave the default settings.

- Click **Save changes**

Next:

- Scroll to the bottom** of the Gradebook setup

- Click **Add Category**

Using categories helps you stay organized, but it also helps your students acquire a clear picture of their progress in your course. Ex: if you have three different ways to assess students such as: Quizzes, Exams, Forums then you should make a category for each.

- Click **Category Name**

- Type **Quizzes**

- Choose **Mean of grades** under **Aggregation**

- Click **Exclude empty grades** / may have to click "More" to view this

- Selected** (default) Empty grades are skipped in the calculation and do not count against the student
- Unchecked** Empty grades are calculated as a 0

- Choose **Drop the lowest** how many lowest grades you would like exclude **in this category**

- This option begins dropping the lowest grades once there are more grades entered than the number of lowest grades to drop (e.g., if a category is set to drop the 2 lowest scores, the 2 lowest scores will not be dropped until 3 or more items in that category have entered grades).

- Choose **Value** under Grade type determine the type of grade associated with this category. There are four grade types:

- None:** No grading possible.
- Value:** A numerical value with a maximum and minimum.
- Scale:** Select a rating from a list (see Standard & Custom Grading Scales in Moodle).
- Text feedback only:** Instead of a value, display text you enter.

- Hidden** - do **not choose** students will be **unable see the grades** in the gradebook)

- Maximum Grade 100 / Minimum 0

- Click **Save changes**

Forum	20pts
Assignment	50pts
Quizzes	30pts

"Show

+++++

10. Click **Add Category** (same thing from above, new category)
11. Click **Category Name**
12. Type **Forum**
13. Choose **Mean of grades** under **Aggregation**
14. Grade type **Value**
15. Click **Save changes**

Repeat this step until each assessment category on your syllabus has its own category.

These categories will calculate the average of student scores; automatically the gradebook will do the math to weigh that average into the total average grade.

Note: that at any time, you can edit a category. Exactly as you did in Step 3, you can select "edit" for any category to change the name, or aggregation type.

Gradebook – Assign Weights

20. Click in the **box under weights type** assign the weight 30 for quizzes, ETC
21. Click **Save Changes**
Your gradebook might look something like this:

Now that your weights are setup, you can begin to **create resources** and assign them to categories. **OR Move existing items**

Category	Weight	Max grade	Actions	Select
Quizzes	30	-	Edit	All / None
Quizzes total Mean of grades		100.0	Edit	
Forum	20	-	Edit	All / None
Forum total Mean of grades		100.0	Edit	
Assignment	0.0	-	Edit	All / None
Assignment total Mean of grades		100.0	Edit	
Course total Weighted mean of grades		100.0	Edit	

Gradebook – Move Learning Activity – to correct Categories for existing items:

1. Click **Arrow** to the left of the grade item
2. Click the **dotted box** to move under the category needed

This is important to get correct, as students will see the same order

Name	Weights	Max grade	Actions	Select
Gradebook Playground ENG111	-	-	Edit	All / None
Quizzes	30.0	-	Edit	All / None
Writing Process/Essay Guidelines Exam		100.0	Edit	

Gradebook – Change Learning Activity – to correct Points for existing items:

*****RESET POINTS*****

1. Click **Actual Item Name** in the Module where its located
(Ex "Final Exam") (Quiz, Assignment, Open Forum)
2. Click the **Admin Wheel**
3. Click **Edit Quiz** if a Quiz – click **Edit Settings** if (Assignment or Open Forum)
4. Click **Rescale Existing Grades** - choose **YES** - if there is an amount already there
5. Click **Maximum Grade** - change max grade to **100** (if resetting all to 100)
6. Click **Save**

If you have graded a student item you will have to remove the grade then do the above steps

******Make sure to change the point value per question so it adds up to 100.*******

Gradebook – Create Learning Activity – to add to the gradebook for gradable resource set up, in Assignment/Quiz/Forum etc. – If not using 100 make sure all items in category are same weight (forums 20, assign 50 etc. from above)

Under Grade section

1. Choose **Grade Type**: Manual
2. **Grade Type**: Point
 - a. **Max Grade** (20 or if have set up 100 for all)
 - b. **Grading Method**: Simple direct grading
3. Expand the **Grade category**
4. Select the **appropriate category from the menu** (assignment, forum, quiz)
 - a. **Finish settings**
5. Click **Save and return to course** or **Save and display** by scrolling down

An organized Instructor **Gradebook** should / may look like the following:

Name	Weights	Max grade	Actions	Select
Tutorials - Canning				
Quizzes	30.0	-	Edit =	All / None
Quiz - Course Understanding		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 1		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 2		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 3		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 4		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 5		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 6		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 7		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 8		10.00	Edit =	<input type="checkbox"/>
Quiz - Chapter 9		10.00	Edit =	<input type="checkbox"/>
Quizzes total		100.00	Edit =	
Mean of grades:				
Discussion Board	30.0	-	Edit =	All / None
Discussion Forum - Introduce Yourself		100.00	Edit =	<input type="checkbox"/>
Discussion Forum - Is a Hot Dog a Sandwich?		100.00	Edit =	<input type="checkbox"/>
Discussion Forum - Specific Title		100.00	Edit =	<input type="checkbox"/>
Discussion Forum - Another Specific Title		100.00	Edit =	<input type="checkbox"/>
Discussion Forum - Pepsi or coke?		100.00	Edit =	<input type="checkbox"/>
Discussion Board total		100	Edit =	
Mean of grades:				
Exams	40.0	-	Edit =	All / None
Exam - Exam 1		100.00	Edit =	<input type="checkbox"/>
Exam - Exam 2		100.00	Edit =	<input type="checkbox"/>
Exams total		100.00	Edit =	
Mean of grades:				
Course total		100.00	Edit =	
Weighted mean of grades:				

Note:

Example above that the final average will still be calculated out of 100, however each quiz is out of 10. Open LMS does all of the math for whatever you set these values to.

However, if you do use the above grading and weighing style it is worth it to set each category to **100**. You'll notice the "range" for each category is set 0-100, this helps consistency for the student

QUIZ

You can set quiz grades after clicking on the quiz to enter it, then select "edit quiz". In the top right, you can change the value to whatever you like, just make sure to save. Notice a quiz resource was used for an exam, the max grade is to 100.

******Make sure to change the *point value per question* so it adds up to 100.******

Maximum grade

Save

Total of points: 0.00

Example of student view of the gradebook

Grade item	Calculated weight	Grade	Range	Percentage	Feedback	Contribution to course total
Tutorials - Canning						
Quizzes						
Quiz - Course Understanding	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 1	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 2	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 3	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 4	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 5	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 6	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 7	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 8	10.00 %	10.00	0-10	100.00 %		3.00 %
Quiz - Chapter 9	10.00 %	5.00	0-10	50.00 %		1.50 %
Quizzes total	30.00 %	95.00	0-100	95.00 %		-
Mean of grades						
Discussion Board						
Discussion Forum - Introduce Yourself	20.00 %	100.00	0-100	100.00 %		6.00 %
Discussion Forum - Is a Hot Dog a Sandwich?	20.00 %	75.00	0-100	75.00 %		4.50 %
Discussion Forum - Speedie Title	20.00 %	90.00	0-100	90.00 %		5.40 %
Discussion Forum - Another Specific Title	20.00 %	100.00	0-100	100.00 %		6.00 %
Discussion Forum - Pepsi or coke?	20.00 %	75.00	0-100	75.00 %		4.50 %
Discussion Board total	80.00 %	600	0-1000	88.56 %		-
Mean of grades						
Exams						
Exam - Exam 1	10.00 %	85.00	0-100	85.00 %		17.00 %
Exam - Exam 2	30.00 %	65.00	0-100	65.00 %		19.50 %
Exams total	40.00 %	75.00	0-100	75.00 %		-
Mean of grades						
Course total	-	84.90	0-100	84.96 %		-
Weighted mean of grades						

If you would like Non-Graded Activity

Non – Graded Activities Folder (Ex. Enrollment Quiz / Syllabus Agreement)

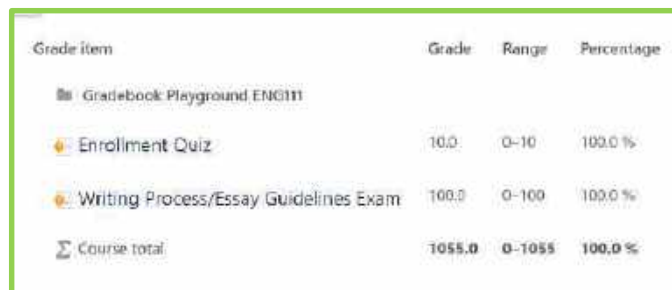
Since the weight for this category is 0.0 those grades will not be used when the final course grade is calculated.

1. Create Folder **“Non Graded Activities”** point **worth 0**
2. **Move the Enrollment Quiz** or Syllabus Agreement into this folder using the steps above

Gradebook – Setup – Point System & Percentage

If you would like for the point to show this is under show grades in the gradebook & show percentages

1. Select **Gradebook setup**
2. Choose **Course Grade Settings** in the drop-down menu at the top of the page
3. Locate the **Show percentage** drop down menu in the course settings section
4. Select **Show**
5. Show **Grades** drop down menu
6. Select **Show**
7. **Save changes**



Grade item	Grade	Range	Percentage
Gradebook: Playground ENG111			
Enrollment Quiz	10.0	0-10	100.0 %
Writing Process/Essay Guidelines Exam	100.0	0-100	100.0 %
Course total	1055.0	0-1055	100.0 %

Note: the example shows the correct percentage and only shows the grades that **are published** though the entire course has been graded, this is why the course totals do not match. If anything is NOT PUBLISHED or RESTRICT ACCESS in Modules, it does not show in the gradebook (but if restrict for an item, students can still see the grade in gradebook)

Gradebook – Restrict Access - Method for Gradebook in Assignment/Quiz

BUT DO NOT use RESTRICT for MODULES or WEEKS use DATES

- **Restrict access** settings is the preferred method for **ending access to ITEM** for students in the Modules. **EACH ITEM has to be set to “Restrict”** it will show in the gradebook but students can’t click and link to it
- **Hiding items from students, students will be Unable to view the item in the grade book (NOT best practices)**
 1. Locate the graded activity on your course page
 2. **Edit** for the activity (pencil)
 3. **Visibility: show on course page** (if you choose *Hide from students*, students are unable to view the item in the gradebook)
 4. **Restrict access scroll down**
 5. Click **Add Restriction** (students will be unable to see the item on the main page but will still see the item in the gradebook)
 - a. Choose **Date**
 - b. **Set the date**
 - c. Click **Add Restriction**
 - d. Click **Save and Return to course** -
 6. **You will see a red lock in the upper right corner of the item**

If a date/time restriction is set and a crossed-out Eye icon (👁️) appears in front of the setting, **students will not be able to see the activity on the course page (or its grades)** at all. Click the Eye icon and it will change to show an eye without a line through it (👁️) and students will see the activity and the specific restriction on the course page.

Restriction is “Must Not” match following:

Date: Choose a date you no longer want the student to access the item however will see it in light grey in the gradebook

Gradebook – Restrict Access – Instructor View

- **NOT Published to students (eye crossed out)**
the student is unable to view in Gradebook
- **Note:** If hiding an entire Chapter/Week on left panel, every item in the gradebook will **NOT** display

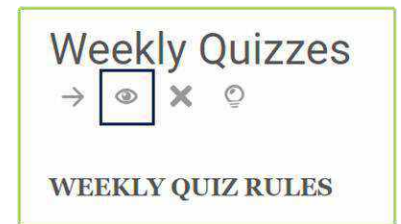


Instructor View “Showing” - eye **NOT** crossed out –

**** You will see a red lock in the upper right corner of the *item* if you Choose RESTRICT ACCESS

Student VIEW in Gradebook

Note: Enrollment Quiz is light Gray, it is unavailable to students in assignment area but can still view the grade and item in the gradebook.



Gradebook – View Open LMS as a Student - Switching Roles

1. Click **Admin Wheel**
2. Choose **Switch roles**
3. Click **Student** it is an indicator

To see exactly what the student is viewing, it is a good idea to have an avatar you can log-in to the Open LMS and see exactly what students are seeing. **Actually take a test as a student, submit an assignment as your avatar so you, the instructor, can really see what you have provided to the student, also go to the gradebook as the student avatar.**

Gradebook – View Open LMS as a Student – Logging in as a student

- Open two browsers - Example
 1. Chrome browser for **instructor log-in**
 2. Firefox browser **student log-in** (request a student avatar from your DL Admin)
 3. Click back and forth to see the student views as you make changes



Students can see current course total here for the course they are logged into

Students click **Gradebook** to see their user report

If you enable the recommended course grade settings, students will only see assignment/quiz names, grades, feedback, and course total in their user report.

If students click **Overview report**, they see current course totals for all of their courses.

Attempt to set up assignments correctly before students start to submit items. Not only can having an activity set up incorrectly be frustrating for you but also it is frustrating for students

- If a student states, they are **unable to see a grade item** it could be that the “**Conditional**” is set for a Section (left side) of your open lms see example below:
- The students will be **unable to view** the item in the gradebook **however it will INCLUDE item in the Course total** points

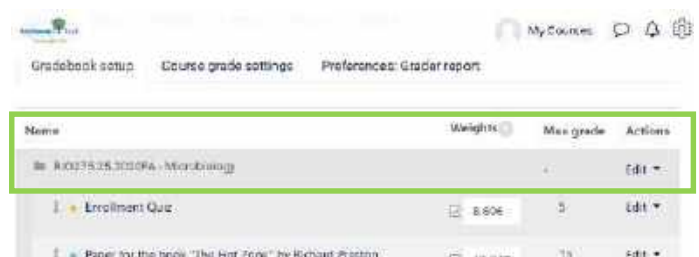
Example:

Module 1--Writing in an Online World & Taking a Stand (Closes Wed. 9/9)
Conditional Progress: 1 / 13

Gradebook – Drop the Lowest Grade

To set up your gradebook to drop the lowest grade or grades.

1. Click **Admin Wheel** gear wheel in the upper right corner
2. Click **Gradebook setup** option
3. Click **Edit Settings** to the right of the folder of ‘Grade category’ (not the quizzes or assignments)
4. Click **Show** under **Aggregation**
5. **Drop the lowest** - type a 1 for one lowest grade or 2 for two of the lowest grades etc.
6. Click **Save Changes**



Back on the ‘Gradebook setup’ page, the category will now indicate that the lowest value is being dropped.

NOTE:









You can **only drop the lowest value in the following aggregations with the following situations:**

- **Mean of Grades**, at all times
- **Weighted Mean of Grades**, only if all of the items in the category carry the same assigned weight
- **Natural & Simple Weighted Mean of Grades**, if all of the items in the category are worth the same number of points. If the items are not the same point value, the ‘Drop the lowest’ setting will be grayed out/disabled.

Gradebook – Simple Weighted Mean of Grades – Additional Information

View the image below to get a sneak peek at what a Simple Weighted Mean of Grades gradebook looks like. Some items to note:









1. There are no categories, other than the **course level category**, in use. (This does **not** mean you cannot use them for organization purposes, we just chose not to use them in this example.)
2. The **aggregation** method is marked as **Simple Weighted Mean of Grades**.
3. A **scale** is used to grade the *Glossary of Sustainable Terms* activity.
4. The **Exclude empty grades** function is used. Notice that it does not say Include empty grades in the category total row.
5. The grade item *Buying Local Essay* is set to be counted as extra credit.
6. The grade item *Healthy Eating Pre-Assessment Quiz* is automatically weighted with **Simple Weighted Mean of Grades**, meaning that it is graded **and** is computed into the final course total.
7. The **Course total** is set at 100.00 since Simple Weighted Mean of Grades returns a percentage value for the final grade.

Name	Max grade	Actions
 Simple Weighted Mean of Grades	-	Edit ▼
 Buying Local Essay	10.00 +	Edit ▼
 Your Nutritional Needs	10.00	Edit ▼
 Healthy Eating Pre-Assessment Quiz	10.00	Edit ▼
 Recommended Food Guidelines Lesson	10.00	Edit ▼
 Glossary of Sustainable Terms	***** (5)	Edit ▼
 Healthy Eating Final Quiz	10.00	Edit ▼
 Course total Simple weighted mean of grades.	100.00	Edit ▼

Gradebook – Mean of Grades – Additional Information

View the image below to get a sneak peek at what a Mean of Grades gradebook looks like. Some items to note:

1. There are no categories, other than the **course level category**, in use. (This does **not** mean you cannot use them for organization purposes, we just chose not to use them in this example.)
2. The **aggregation** method is marked as **Mean of Grades**.
3. A **scale** is used to grade the *Glossary of Sustainable Terms* activity.
4. The **Exclude non-empty grades** function is used. Notice that it does not say Include empty grades in the category total row.
5. The grade item *Healthy Eating Pre-Assessment Quiz* **cannot be weighed**, meaning that it is graded **and** is computed into the final course total.
6. The **Course total** is set at 100.00 since Mean of Grades returns a percentage value for the final grade.

Name	Max grade	Actions
 Mean of Grades	-	Edit ▼
 Buying Local Essay	10.00	Edit ▼
 Your Nutritional Needs	10.00	Edit ▼
 Healthy Eating Pre-Assessment Quiz	10.00	Edit ▼
 Recommended Food Guidelines Lesson	10.00	Edit ▼
 Glossary of Sustainable Terms	***** (5)	Edit ▼
 Healthy Eating Final Quiz	10.00	Edit ▼
 Course total Mean of grades.	100.00	Edit ▼

Gradebook – Natural – Additional Information (Our Default)

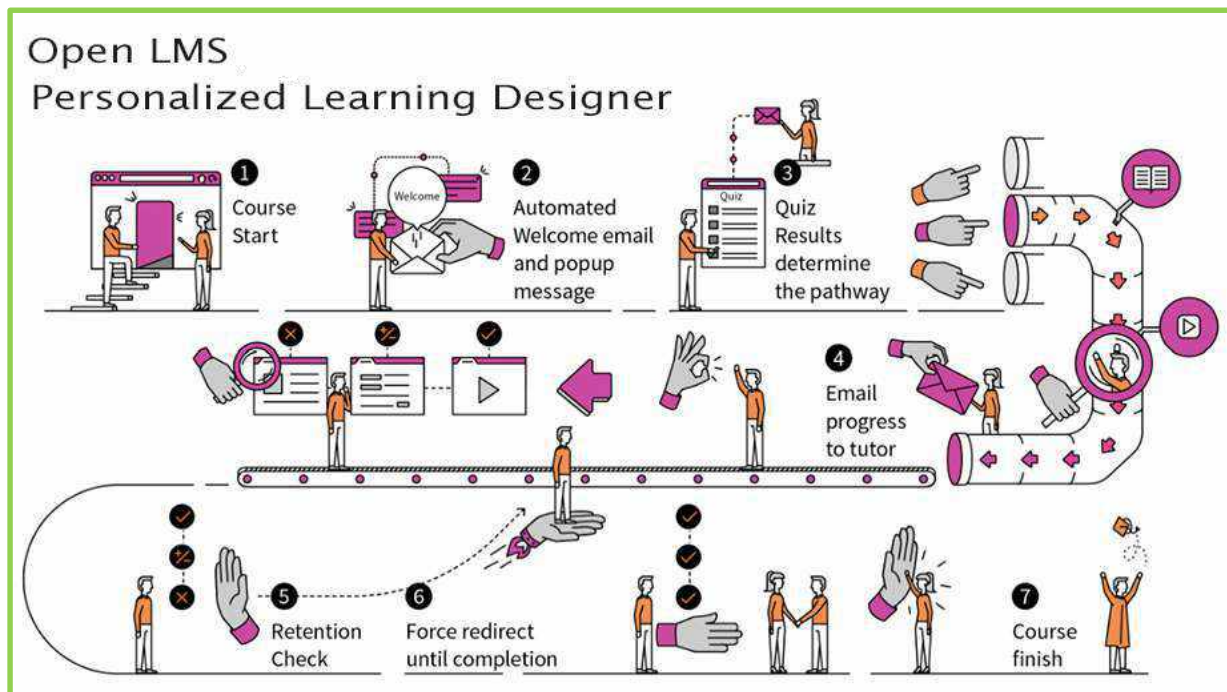
View the image below to get a sneak peek at what a Natural gradebook looks like. Some items to note:

1. All **aggregation** methods for each category are marked as **Natural**. Notice that it does not display the name of the aggregation method when using Natural aggregation.
2. No **outcomes** or **scales** are used in aggregation.
3. The **Exclude empty grades** function is not used. Notice the message to **Include empty grades** in the category total row.
4. The Projects category contains one grade item, and it's marked as **extra credit**. So the total points for that category is **zero**.
5. The **Course total** points are the sum of all graded items, other than the extra credit item.

Name	Weights	Max grade	Actions	Select
Natural with Extra Credit		-	Edit +	All / None
Homework	53.488	-	Edit +	All / None
Buying Local Essay	43.478	10.00	Edit +	
Recommended Food Guidelines Lesson	43.478	10.00	Edit +	
Glossary of Sustainable Terms	13.043	3.00	Edit +	
Homework total Include empty grades		23.00	Edit +	
Projects	0.0	-	Edit +	All / None
Your Nutritional Needs	0.0	10.00 +	Edit +	
Projects total Include empty grades		0.00	Edit +	
Tests	46.512	-	Edit +	All / None
Healthy Eating Pre-Assessment Quiz	50.0	10.00	Edit +	
Healthy Eating Final Quiz	50.0	10.00	Edit +	
Tests total Include empty grades		20.00	Edit +	
Course total Include empty grades		43.00	Edit +	

Personalized Learning Designer (PLD) – Auto Notifications – Information

The Personalized Learning Designer is a tool that can automate many processes of classroom management, welcome, student not logging in, sending e-mails for low quiz scores, directing students to additional review materials, directing students to the syllabus, etc.



Three components work together in this process: Events, Conditions, and Actions

Events	Conditions	Actions
Events are what tells the PLD to start working. You can have one event or a combination of events that trigger a specific PLD rule.	What conditions need to be met for this PLD rule to work? Set one, all, or a combination of conditions needed for the rule to work.	If the above event(s) and condition(s) are met, what should happen?
<div> Select event type Activity completed Activity graded Activity viewed Quiz or assignment submitted Forum reply Forum topic post User added to group User removed from group Course entered Course grade change Specific date and time Recurring event </div>	<div> Select condition type Activity viewed Activity completed Activity grade range User role check Group membership check Course grade range Course login Date check </div>	<div> Select action type Display alert Send email Go to activity Go to URL Lock release code Unlock release code Add user to group Remove user from group </div>

Personalized Learning Designer (PLD) – Auto Notification – Set Up – *Attendance*

1. Click **Admin Wheel**
2. Click **Personalized Learning Designer**
3. Click **Add A Rule** under rule tab
4. **Name the Rule** ex **Attendance**

Click **Recurring event**: under event tab and drop down

5. Click **Event Tab** - Occurs

Choose **Daily**

Time

Starting Date

Ending Date

Click **Add**

6. Click **Condition Tab**

Choose **Course Log in**

Click **Add**

Choose **has NOT Logged into course with the last (5) or however many days**

Click **"Any"** of these condition must be fulfilled

Click **Save**

7. Click **Action Tab**

Click **Select action type**

Click **Send Email**

Click **Add**

Under **Action Editor**

From: Choose **Teacher** or another choice

To: Check **Exclude users** with
suspended status

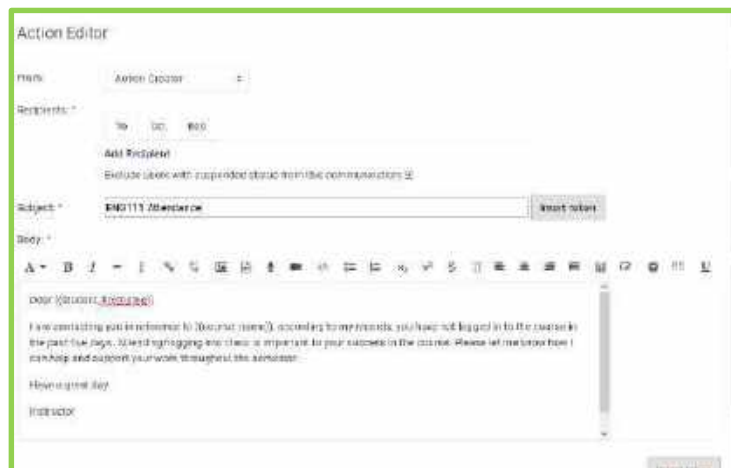
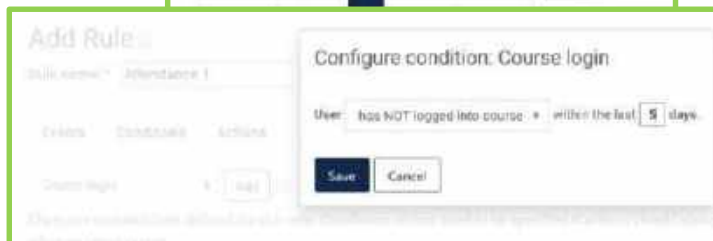
To: Click **Add recipient**

Choose: **Triggering User (Student)**

Subject: Type Subject: **Attendance**

Body – Type what you would like to say and
use **"Insert Token"** to add **"content block"** it is
an auto fill see below, can copy and paste the following:

Insert Token is to add an auto fill



EXAMPLE below: copy and paste remember when pasting right click and choose keep text only

Dear ((student_firstname))

I am contacting you in reference to ((course_name)), according to my records, you have not logged in to the course in the past five days. Attending/logging into class is important to your success in the course. Please let me know how I can help and support your work throughout the semester.

8. Click **Save to save the entire rule** - After Event tab, Condition tab, and action tab have been added

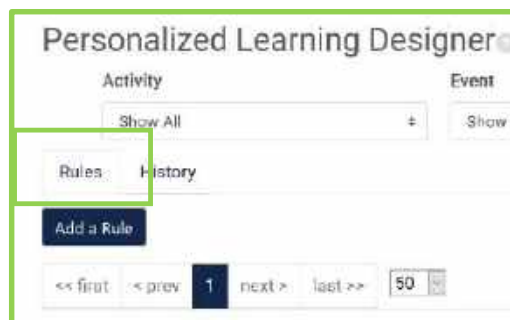
To EDIT anything, click the gear then click edit

Personalized Learning Designer (PLD) – Auto Notification – Set Up – *Grades*

1. Click **Admin Wheel**
2. Click **Personalized Learning Designer**
3. Click **Add A Rule** under rule tab
4. **Name the Rule** ex **Grade Update**

Click **Recurring event**: under event tab and drop down

5. Click **Event Tab** -
Choose **WEEKLY / On following Days / Time /**
Starting / Ending -
Click **Add**



6. Click **Condition Tab**
Select Condition type: **USER ROLE CHECK**
Click **Add**
Triggering **IS** in role: **STUDENT**
Click **Save**
Select Condition type: **COURSE GRADE RANGE**
Click **Save**
Grade is greater than or equal to 10%
Click **Save**
Click **“ALL”** of these condition must be fulfilled
7. Click **Action Tab**
Click **Select action type**
Click **Send Email**
Click **Add**



From: Choose **Teacher** or another choice

To: Click **Add recipient**

Choose: **Triggering User** (Student)

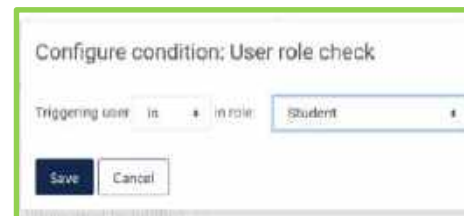
Check **Exclude users with suspended status**

Subject: Type Subject **Grade Update**

Body – Type what you would like to say and use **“Insert Token”** to add **“content block”** it is an auto fill see below, can copy and paste the following:

Note:

Insert Token is to add an auto fill ****



EXAMPLE: - below copy and paste (right click and choose keep text only)

Hi ((student_firstname)),

Your current grade in ((course_name)) is ((course_grade_percent)). Please let me know if you have any questions or concerns.

8. Click **Save to save the entire rule** - After Event tab, Condition tab, and action tab have been added

To EDIT anything, Click the GEAR then click EDIT

Personalized Learning Designer (PLD) – Auto Notification – Set Up – *Failing quiz*

See prior page for more detail

Another example might be sending an e-mail or helpful links to a student(s) failing a quiz.

To accomplish this:

1. Click **Admin Wheel**
2. Click **Personalized Learning Designer**
3. Click **Add A Rule** under rule tab
4. **Name the Rule** ex *Failing quiz*

Event

- a. Select **Activity Completed**, then select the **Activity**
- b. **Quiz** then the specific activity, **Quiz 1** and click on **Add**.

Conditions

- a. **Activity Grade Range** and **Add**.
- b. On the pop-up screen that appears select the activity using the radio button,
- c. **Quiz** and the specific quiz and fill in the box for **grade is less than** and enter the percentage, e.g., 70. Be sure to click on **Save**.

Actions

- a. Choose **Send E-mail** / click on **Add** and enter text, specify learner or students as recipients and use tokens such as first name to customize. Click on **Save** to save the action.

Personalized Learning Designer (PLD) – Auto Notification – Set Up – *Assignment Receipt*

See prior page for more detail

Using the **assignment submission receipt rule** will assist your students to be responsible for their participation in the course. If the student contacts you about a particular assignment in which they say they have submitted, you will be able to ask them to send you their assignment receipt that verifies that they had submitted the assignment. As well as, you can review the history tab within the PLD to view if the rule triggered an email to the student.

1. Click **Admin Wheel**
2. Click **Personalized Learning Designer**
3. Click **Add A Rule** under rule tab
4. **Name the Rule** ex *Assignment Receipt*

Event:

- a. Quiz or Assignment Submitted: Choose “Assignment” for the Activity Type and leave Activity as “Any of Type” to allow this rule to run for all activities in the course.

Condition:

- a. No Condition: Always run

Action:

- a. Display alert: Create template alert and include the Activity name token, as well as, a reminder of the duration of time to allow for manual grading. Send email: Select From “Teacher” and To “Triggering User”. Create template email and include the Activity name token.

Personalized Learning Designer (PLD) – Auto Notifications – Information - *Tips*

- **Course Tokens:** You can use course tokens to **personalize** messages sent to students.
- Disabling a rule will stop the rule from firing.
- Every time the PLD runs you can see the history.
- On emails you can CC or BCC yourself, giving you a notification each time the PLD sends an email.
- When you have completed your PLD rule - read over it a couple of times. Read each rule as an “if-then” statement: IF April 15 comes around (event) and quiz is NOT completed (condition), THEN send an email (actions)

Personalized Learning Designer (PLD) – Example PLD Rules – Cheat Sheet

A student has not logged into the course in the previous X days.	Event: Recurring Event (daily) Conditions: User role check (student) & Course login (has NOT logged into course, x) Actions: Send email
Quiz or assignment not submitted (*note this rule uses <i>course completion settings</i>)	Event: Quiz or assignment submitted Conditions: Activity completed Actions: Send email
Students with 75% and below after midterm /or 8 Week Grades - EMail	Event: Specific date and time Conditions: Course grade range Actions: Send email
Send students to the syllabus when they FIRST enter the course	Event: Course start date Conditions: Course login (NOT logged in / 30 days) Actions: Go to activity (Course Syllabus)
Pop up message when students enter your course	Event: Course Entered Condition: Course Syllabus “read before taking quiz has NOT been viewed/ all conditions must be fulfilled Action: Display Alert

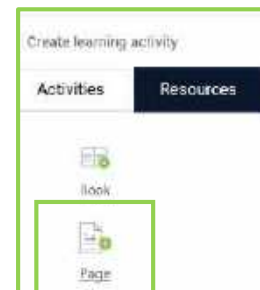
Other ideas:

- Send students your **welcome email** to students who add your course late (after you originally sent the welcome email).
- Automatically add students to groups. Add them based on specific conditions (a way to mix groups with students who have various scores on a quiz, etc.).
- Email students who are successful with a course grade above ___% and send them enrichment activities to further challenge them.
- **Automatically email tutoring and Early Outreach to support at-risk students.**

Embed Google Form into Open LMS

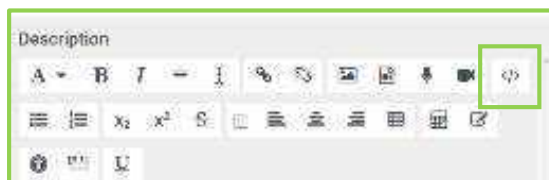
Create Google Form

1. Create **Google Form**
2. Click **“Send”** in top right corner
3. Click **</>**
4. **Highlight and copy all the content in the Embed HTML section**



In Open LMS

1. Click **Create Learning Activity**
2. Click **Resources tab**
3. Choose **Page**
4. **Create the name** and any settings on the right you need
5. Click **</> for html** under Page content
 - a. may have to click the **drop down arrow then the </>**
6. Delete the contents of the box then paste in what you copied in the Google Form
7. Click **Save** and return to course



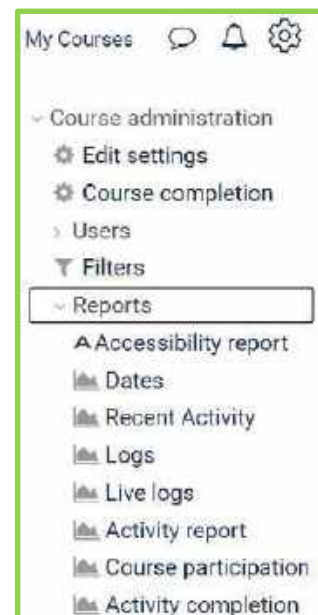
NOTE:

- Students will have to click on “Read More” to expand the form.
- Works best in Chrome. Might want to include the direct link to the form under the description section.

Reports – Overview

- **Accessibility Report**
- **Dates – All Information located here to restrict access**
- **Recent Activity** help gauge overall student participation in the course – for general or specific content – if you want to see who viewed a video for example (don’t use labels for video) Use the Feedback Activity (to create - click Create Learning Activity/Feedback/ask a question that pertains to the video, this does not go in the gradebook but will be in Report)
- **Logs** generates a filtered report showing information about a particular group, student, date, activity or student.
- **Live Log** reports from the past hour as a table The log can display all activities, site news or site errors, such as failed login attempts, and all levels.
- **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.
- **Activity completion** generates a list of all participants and displays whether or not they have completed activities.

Note: Activity Completion reports are only available: if the Enable completion tracking is set to Yes in your course:

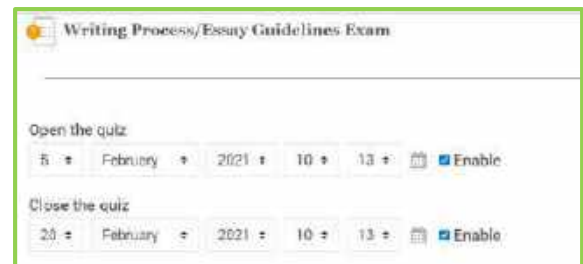


Reports – Dates – Restrict Access & Unavailable – View All - Example ****Important****

Open LMS allows instructors to view Restricted Access to items and which resources and activities are available in the course to students

This example: Able to set restricted dates to items in the course.

1. Click **Admin Wheel** button, top right
2. Click **Reports**
3. Click **Dates**
4. Click **the Chevron to the right to expand Contents**
5. Set your date restrictions here all at once



Reports – Recent Activity – Example

Open LMS allows instructors to request reports detailing which resources and activities of a course have been accessed, when, and by whom.

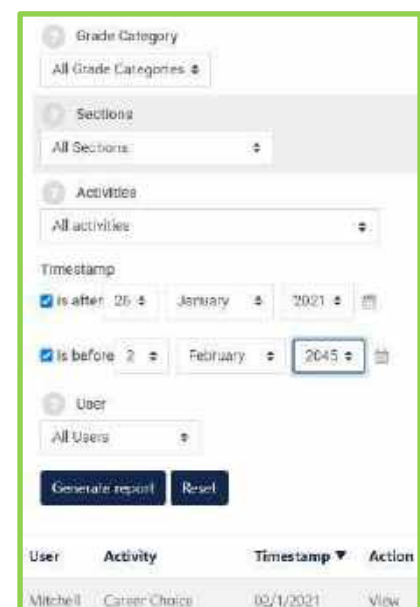
This example: The **Recent Activity report** helps you gauge overall **student participation** in the course. It gives you a simple view of all activity by every student enrolled in your course.

Use the filters to expand or narrow your view. You can send messages to students you see in the report. Select the student and the option to send them a message from the Action menu.

6. Click **Admin Wheel** button, top right
7. Click **Reports**
8. Click **Recent Activity**
9. Choose **Sections** - choose accordingly
10. Choose **Activities** - choose accordingly
11. Choose **Timestamp** - click before and after
12. Choose **Users** – all users or specific
13. Click **Generate report**

After the report generates you may view or choose to:

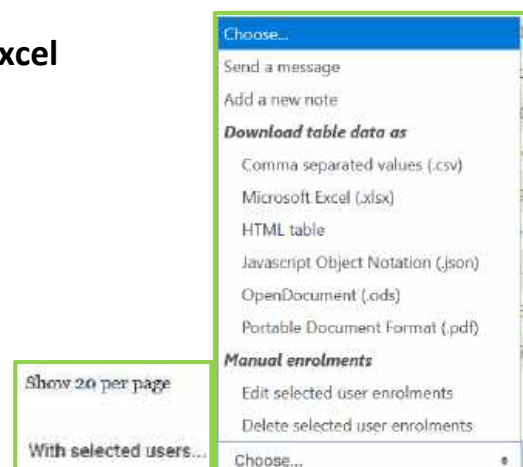
14. **Export:** as CSV or XLS file
15. **Action:** Send message to student



Reports – Students/Users – Download Students to Excel

1. Click **Course Dashboard** (bottom left of screen)
2. Click **Participants**
3. Click **Select All** “50” students
4. Click **Choose** to the right of **With selected users.....**
5. Select Microsoft Excel (.xlsx) or .csv file
6. Click **Open with**
7. Choose **Excel default**
8. Click **OK**

Student list with first name surname ID number and email



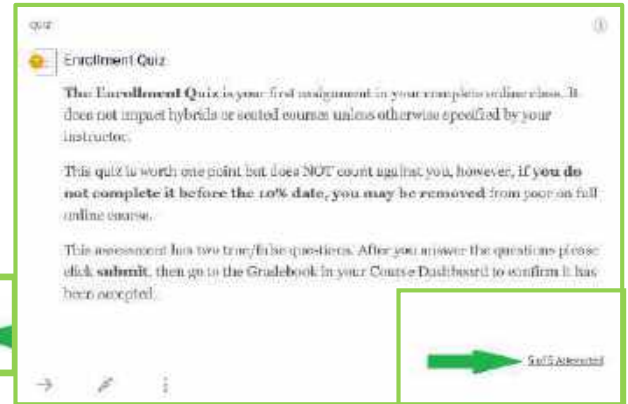
Reports – Enrollment Quiz – Census – Results for Registrar

1. In your course locate the **Enrollment Quiz**
2. Click on **Attempted** lower right corner
3. Click on the **Attempts** link next screen

OR

1. Click **Admin Wheel**
2. Click **Reports**
3. Click **Activity Reports**
4. Click **Enrollment Quiz**
5. Click **Attempts**

Attempts: 6



TO SAVE & PRINT - this is step 4 from above OR step 6

6. Change the following report options:
 - o Attempts from: **enrolled users who have, have not, attempted the quiz**
 - o Attempts that are: **Select all**
 - o Display options: **Page Size: adjust for the number of students**
 - o Marks for each question: **Yes**
7. Click the **Show Report** button
8. Click on **Lastname** to sort the names in ascending (A-Z) order
9. **Download table data as: select 'HTML table' from the drop down menu**
10. Click the **Download** button

11. **Open the file**, if prompted. It may look similar to the image below
- If you are not prompted where to save the file, it may automatically be saved to your **c:\downloads** folder

Last name	First name	Email address	State	Started on	Completed	Time taken	Grade/1.00	Q. 1/0.50	Q. 2/0.50
Elizabeth				January 6 2020 12:27 PM	January 6 2020 12:27 PM	17 secs	1.00	0.50	0.50
Elizabeth				January 6 2020 1:26 PM	January 6 2020 1:25 PM	16 secs	1.00	0.50	0.50
Elizabeth				January 6 2020 10:23 AM	January 6 2020 10:23 AM	37 secs	1.00	0.50	0.50
Elizabeth				January 6 2020 10:06 AM	January 6 2020 10:06 AM	40 secs	1.00	0.50	0.50
Elizabeth				January 14 2020 2:48 PM	January 14 2020 2:48 PM	15 secs	1.00	0.50	0.50
Overall average:							1.00	0.50	0.50

- **To view the file:**
 - o In **Firefox**, click on the 'download' arrow in the right corner then click the file name
 - o In **Chrome**, the file should be in the bottom left corner of your screen
- 12. Change the Orientation to Landscape, if needed, for better readability
- 13. Click in the **browser menu in the upper right corner**
- 14. Choose **Print** after the file opens
- 15. **Submit the report per the Registrar's instructions**

Reports – Students/Users – Detailed Information on Student Activity

Student information - what and when students viewed and submitted items.

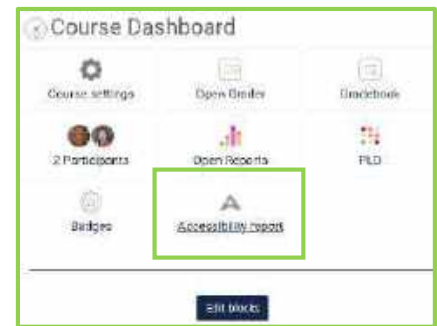
1. Click **Course Dashboard** (bottom left of screen)
2. Click **Participants**
3. Click **on the student**
4. Click **Complete report** to the
5. Scroll Down to see all informa

Course details	Miscellaneous	Reports
Course profiles	Full profile	Today's logs
ACA115.50.2021SP - Success & Study Skills	Notes	All logs
ACC121.A50.2021SP - Prin of Managerial Acct	My certificates	Outline report
CTS130.A50.2021SP - Spreadsheet I	Forum posts	Complete report
MKT120.50.2021SP - Principles of	Forum discussions	Grades overview
	Open Forum posts	Grade
	Open Forum discussions	

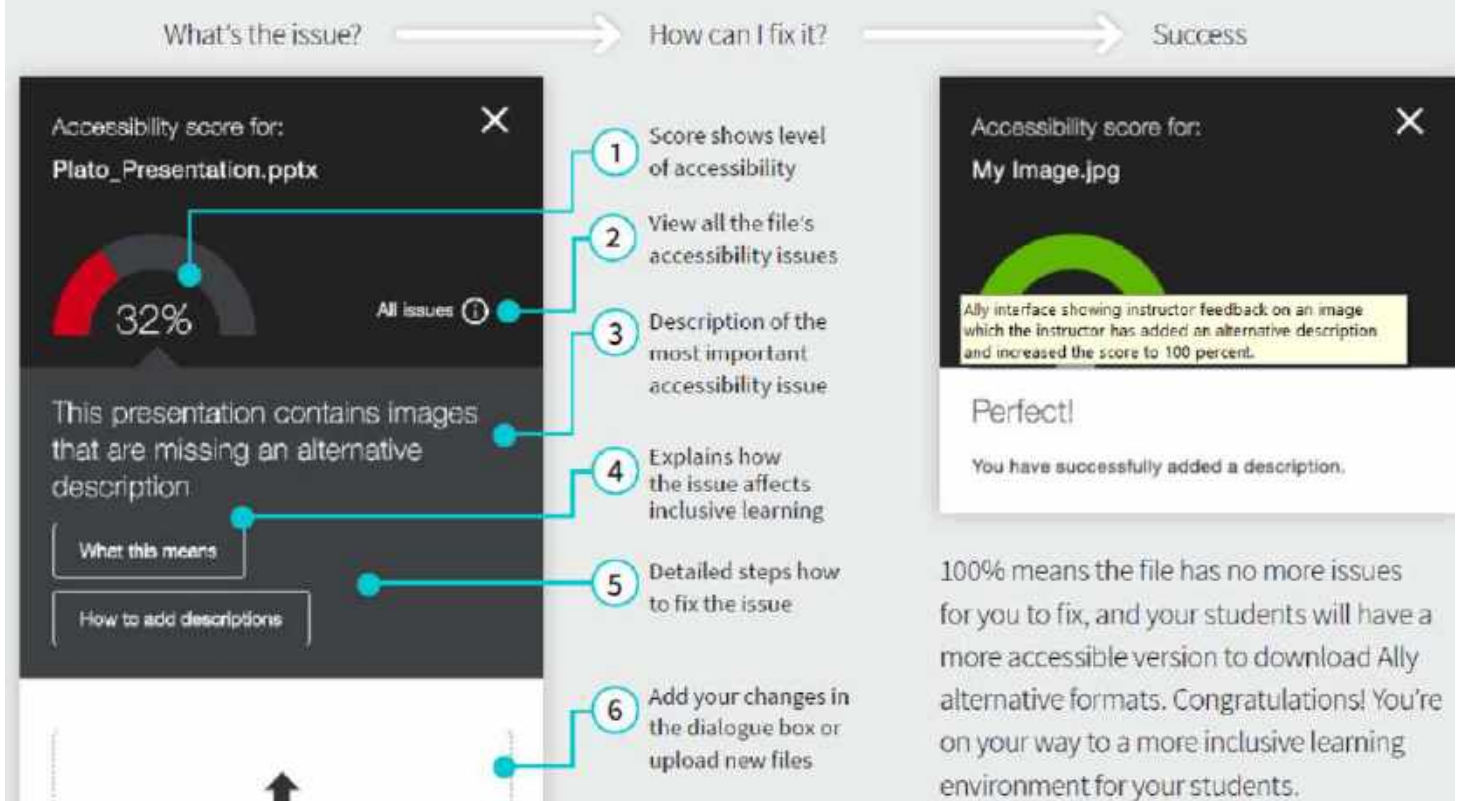
Report – Ally – Accessibility

Ally automatically scans content in your online course, identifies accessibility issues and automatically generates Alternative Formats for files to make items more accessible and inclusive for students.

1. Click **Course Dash Board** Icon bottom left of screen
2. Click **Accessibility report**
3. Make changes to correct




Navigating Ally Instructor Feedback



End of Semester – Back up Course

Create a specified location to store download on your hard drive or thumb drive

<ol style="list-style-type: none"> 1. Click Admin wheel 2. Click Backup 3. Check Include enrolled users 4. Check Grade history (All other checkboxes should already be checked) 5. Click the Jump to final step button (this will auto start the back up and it takes bit of time depending on your course size) 6. Complete screen is displayed with a green confirmation message 7. Click Continue button and you are redirected to the Restore screen 	OR	<ol style="list-style-type: none"> 1. Click Admin wheel 2. Click Backup 3. Check Include enrolled users 4. Check Grade history (All other checkboxes should already be checked) 5. Click Next Make sure everything is checked 6. Click Next Again 7. Click in the Filename area, it is already named <ol style="list-style-type: none"> a. backup-moodle2-course-1146-eng112.50.51.2020fa-20201215-1048.mbz 8. Click Perform backup (this will auto start the back up and it takes bit of time depending on your course size) Complete screen is displayed with a green confirmation message 9. Click Continue button and you are redirected to the Restore Course screen
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Continue from HERE step 7 / or step 9

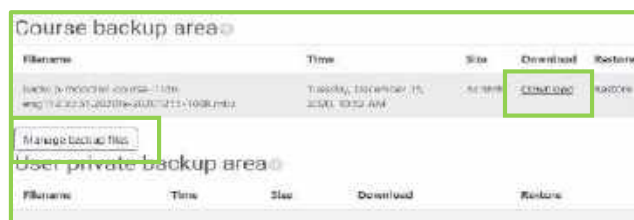
10. Click **Perform backup** (this will auto start the back up and it takes bit of time depending on your course size)
 - Complete screen is displayed with a green confirmation message
11. Click **Continue** button and you are redirected to the Restore Course screen
12. Click **Download** button to the right of the file you just backed up

NOTE: If you receive and error message, contact the Open LMS Coordinator

13. **Save** your download file to an external storage device (Create a Folder and label ex 2021FA Backups, it is best to organize) – **if download in chrome** the file will be in the bottom left of the screen, click and drag the file to needed folder OR - Follow the screen prompts your browser takes over the download process and individual browsers handle the download process differently.

NOTE: Once the backup download is completed and saved, **delete backup files** stored in your course. **To delete the backup file**

14. Click **Manage backup files** button
15. Click **on the file** to be delete
16. Click **Delete** in the pop up dialog window Download and Delete
17. Click **OK** to confirm deletion, it will return to the file picker
18. Click **Save changes** button. **NOTE:** if you **DO NOT save the changes** the file will not be deleted, despite having already confirmed the deletion in the prior step



End of Semester – Gradebook Save – Export Data in Excel Format

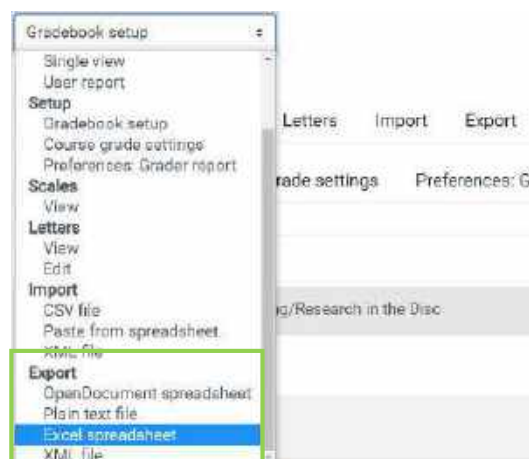
NOTE:

- Once you download the Gradebook data, the course and the download file **ARE NOT linked**. EX. if you make changes to the grade in the course the updates ARE NOT made in the download file.
- Create a specified location to store download Gradebook data (as well as course backups). This way you will be able to locate the data if needed at a future time.
- The calculations /formulas in the Open LMS Gradebook do not come over in the download in the excel file download.

1. Click **Admin wheel**
2. Click **Gradebook Setup** - There are several ways to complete the download this is one example
3. Under **Gradebook setup** pull-down menu
4. Click **Excel spreadsheet** option under Export
 - a. Under Grade items to be included verify that all activities are selected with a checkmark
5. Scroll down to the bottom of the page
6. Click **Export format options** to expand the settings
7. Click **Include feedback in export box**

NOTE: “Require active enrollment” If you wish to include suspended users, click the checkbox

8. Click **Download button**
9. Click and drag the file to your folder to be saved in



End of Semester – Make Course Unavailable

1. Click **Admin wheel**
2. Click **Edit Settings**
3. Click **Hide under Visibility**

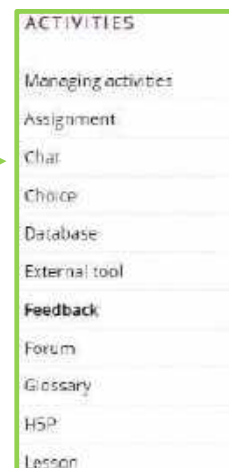
End of Semester – Checklist

1. **Backup course** with users and save
2. **Gradebook Download** with feedback and save
3. **Make course unavailable**

Resources – Help – Open LMS/Moodle – Activities Detailed

[https://docs.moodle.org/39/en/Assignment activity](https://docs.moodle.org/39/en/Assignment_activity) - This site provides a lot more settings than what can be covered in this pamphlet for you the instructor and let you see the student view

1. Click the **link** above
2. Click the **Activity** need to the right of the screen



Resources – Help – MTCC Website

Open LMS Resources – Provided by DL on the McDowell Tech Web Page

- Go to www.mcdowelltech.edu
- Click **Employee Links** all the way to bottom right of the web page **OR**
- https://www.mcdowelltech.edu/apps/pages/index.jsp?uREC_ID=1022367&type=d&pREC_ID=1931028

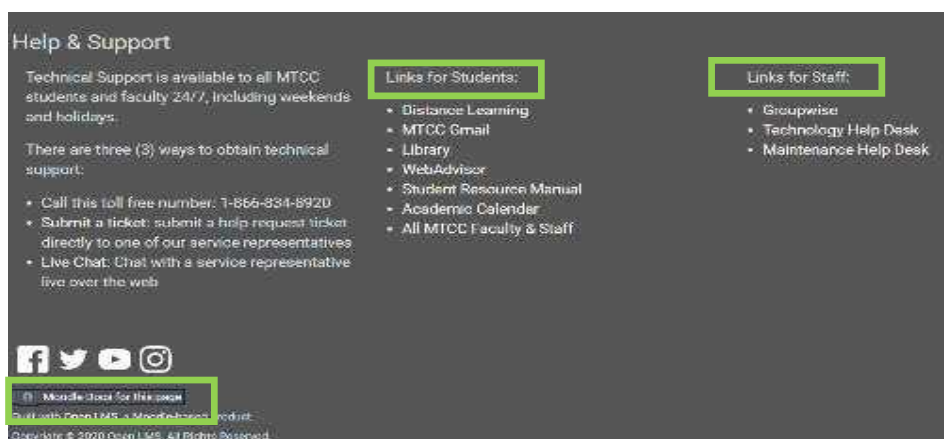
Open LMS Resources – Power Point provided by MTCC DL with imbedded video and instructions sent via email view in slide show, this enables you to click helpful links, document steps and view videos

Resources – Help – Information built into the Open LMS

1. Go to **Open LMS**
2. Click **Course Building Essentials** a lot of helpful hints in here set up as a class

While in the **Open LMS** in your Course there is a help button at the bottom of the Screen you are in (example Grade Center, or Settings or even main page).

1. Scroll to the bottom and notice the **“Moodle Docs for this page”**
2. (located under the Facebook and twitter icons)



While you are here note the links for **Staff & Students** to the right (share with your students)

How to Videos for Open LMS –

https://www.youtube.com/playlist?list=PLpv06Fh9R_Y2m7pzqBRCJ1DGMFGz7DIwB

- Forum Preferences
- Creating a Quiz Activity
- Moving Activities & Resources
- Quiz Questions: Matching
- The Lesson Activity in Moodle

Resources – Help – Students – Pamphlet for using Open LMS / Access MTCC GMail

If your students need assistance using the Open LMS, taking a quiz, viewing grades, saving a document to upload for grading, Gmail, using google Docs, etc.

- <https://4.files.edl.io/afb3/11/26/19/143632-ae66755f-26ac-4836-b08f-5067a8453a0d.pdf>
1. Go to the **MTCC Website** www.mcdowelltech.edu
 2. Click **Academics**
 3. Click **Distance Learning**
 4. Click **Open LMS Online Orientation**
 5. Click **Distance Learning Orientation Packet** (hover with your mouse, Ctrl + Click the link)

Speed Test – Slow Open LMS

If the Open LMS is running slow:

1. Perform an internet speed test by typing or clicking one of the two links below
 - a. <https://www.speedtest.net/>.
 - b. <https://speedtest.xfinity.com/>

If the speed is good contact Distance Learning so that a support ticket can be submitted. Please provide detail of what you were doing when you experienced slow movement.

