Instructor Guide 2023

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Course Overview and Setup
Getting Started in Moodle (Faculty)

Navigating Moodle

After logging in to Moodle, in the top right-hand corner, you will find the **My Courses** link in the right-hand corner.
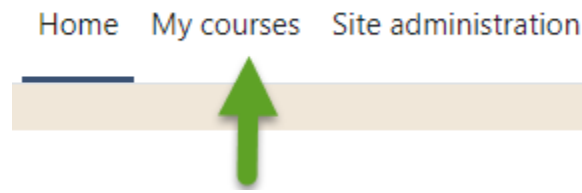
Selecting **My Courses** opens a page with a list of your courses and impending deadlines and items to be graded.
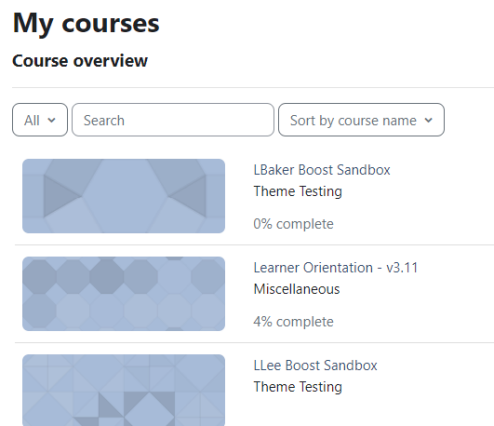
To exit the **My Courses**, select Home.
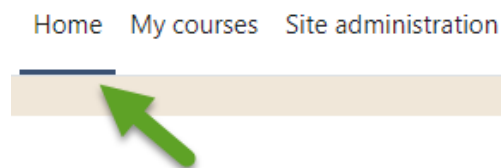
The course **Settings**, **Participants** (users), and **Grades** links are located in the Course Menu:
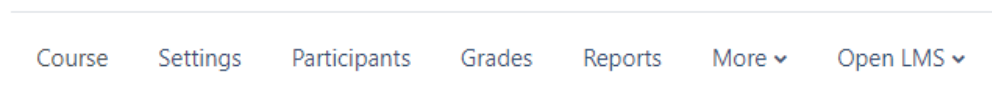
Admin Menu – Reports

Select reports to access the **Accessibility report**, **Recent Activity**, & **Logs.**
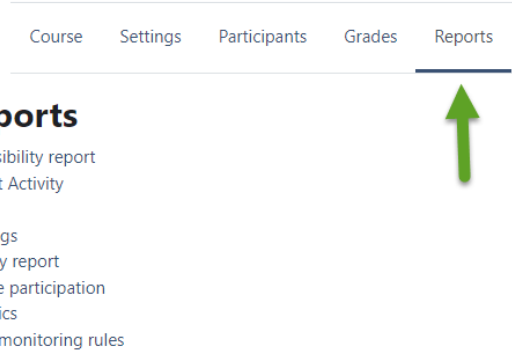
Admin Menu – More

Select **More** to access the **Question bank** and **Import**.
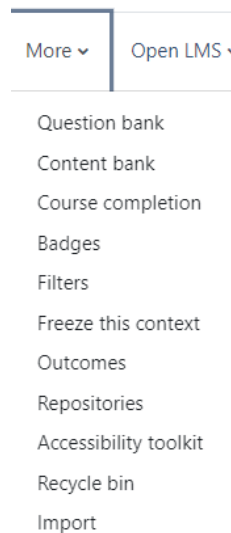
Admin Menu – Open LMS

Select the dropdown menu to access the **Open Grader**, **Reports**, **Open Reports experimental**, and **Personalized Learning Designer**.
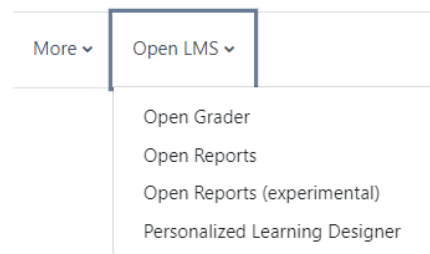
You access your **Profiles**, **Grades**, **Calendar**, **Reports**, **Switch roles to**, and **Log Out** by clicking on the dropdown menu in the upper right-hand corner.

Profile

Grades

Calendar

Messages

Private files

Reports

Preferences

Switch role to...

Log out
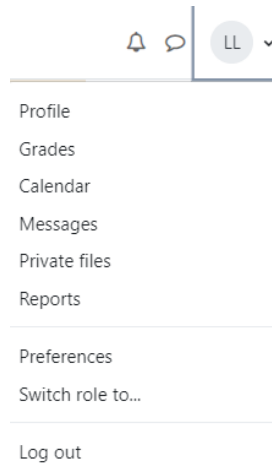
Before beginning in Moodle, review your documents:

Syllabus

- Upload your syllabus in PDF format to your class.

Load your content into Moodle.

- If you are using a master course, contact the faculty responsible for course procedures.
- If you are using your own content, upload it to Moodle.
- Delete unused topics in your course to only show those with course content.

Update preferred communication methods

- Review communication preferences.
- Communicate with students about how Moodle is being used.
- Post an announcement about how Moodle is being used.
- Messages sent through Moodle **Quickmail** go to the OCCC email.

Set up the attendance activity and sessions

- Turn on **Edit Mode**, which is located in the upper right-hand corner.
- Set dates for access to activities.
- It is a good practice to check course content and activities before making them visible to students.
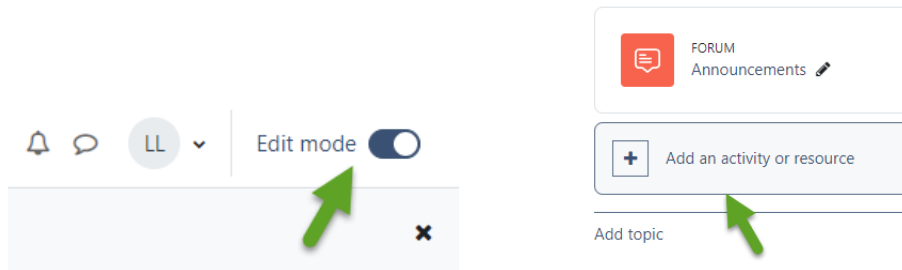
Have a plan for your Gradebook.

- How many points will be in your course?
- How do you mathematically calculate the grades?
- Set up your **Gradebook** categories.
- Configure the **Gradebook**. The default Gradebook setting is **Natural**.
- Add grade items in the **Gradebook**.
- Be sure to assign them to the proper category.
- Set calculation methods.
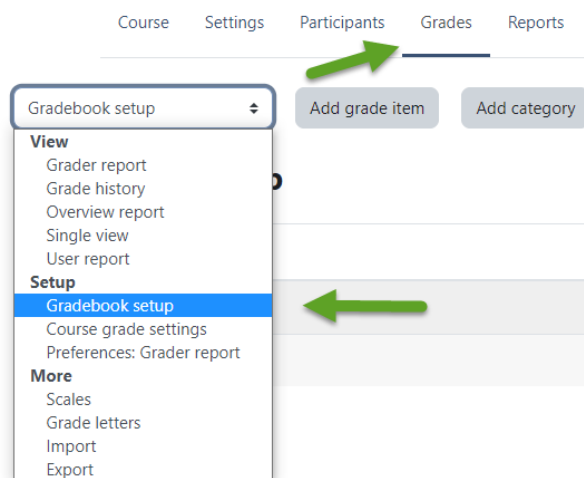
Please contact the Center for Learning & Teaching (CLT) for assistance with changing Gradebook configurations.
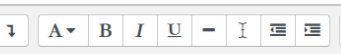
The Moodle Instructor Training Course is listed under **My courses** in Moodle. This training course includes "How to" video tutorials on Moodle navigation, adding activities such as **forums**, **assignments**, **quizzes**, **Gradebook,** and **attendance**.
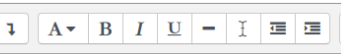
If you see an option in Moodle whose function is unclear, you can select the circular question mark to explain in more detail what that particular Moodle feature does.

Adding a new Assignment

∨ General

Assignment name	❗	
Description		
	☐ Display description on course page ❓	
Activity instructions	❓	

For additional information about CLT resources and training, watch the [Moodle Overview](#) or [Edit Mode](#) video.

Have questions or need help? Contact the CLT at 405-682-7838 or clt@occc.edu.

Adding a Syllabus to Your Moodle Course

To add a syllabus to your Moodle course, log in to Moodle and navigate to the course homepage on the Side Navigation Panel. Select the topic you wish to add your syllabus to in the **CONTENTS** menu.
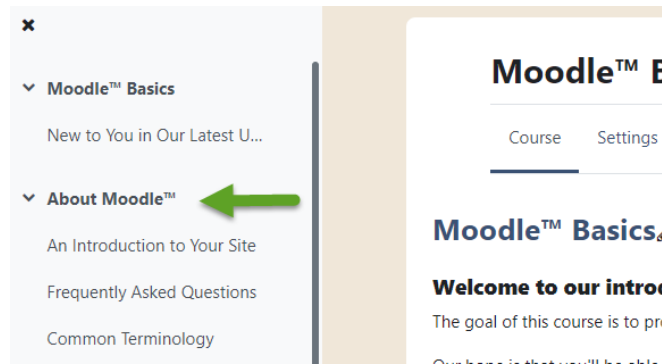
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
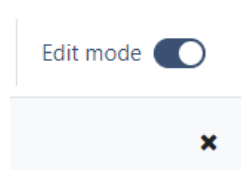
When the topic loads, scroll to the bottom of the page and locate the **Add an activity or Resource** button and select it.
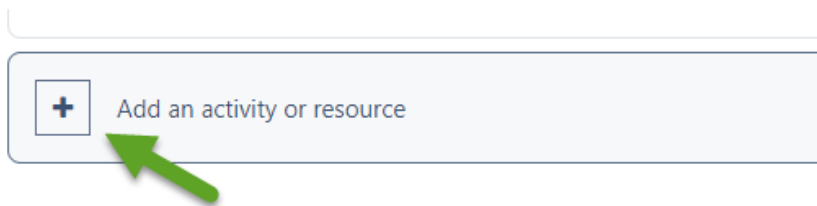
This will load the Add an activity or resource menu. Select File.
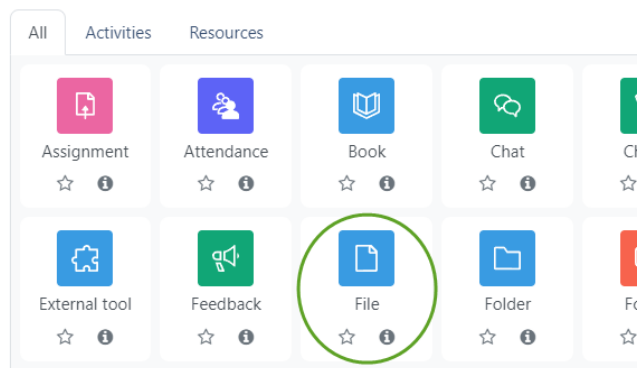
Enter a name for the resource in the Name field. This is what will be displayed to students on the course home page. Next, you can either drag and drop a file into the Select files area or use the paper icon to load the File picker.

If you are using the File picker, select **Upload a file** in the left menu. Next, select **Choose File**.

Next, select the **Browse** or **Choose** file button to find the file you wish to upload from your hard drive. Click on the file to be uploaded and click **Open**. The CLT Recommends using a PDF to preserve the integrity of the file.
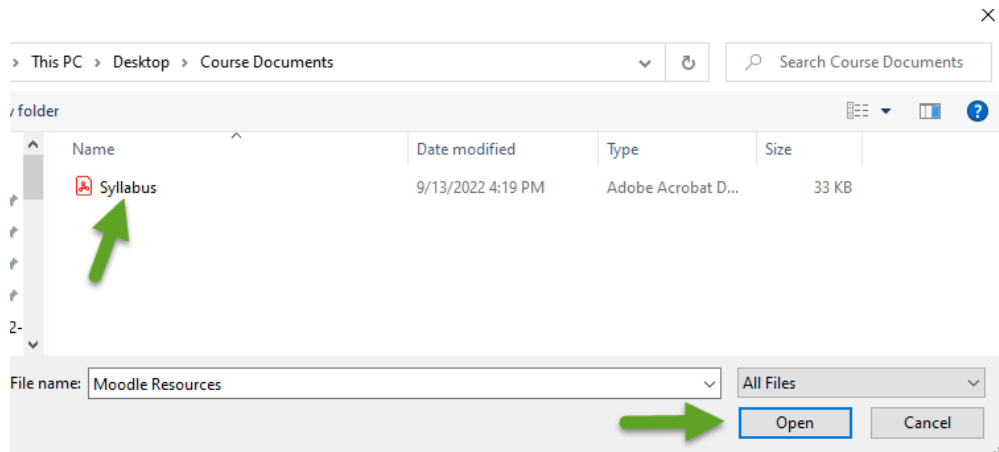
The file name will appear next to the **Browse** button to show it is selected. With the file attached, scroll down and select **Upload this file**.

The file will appear in the **Select files** area.
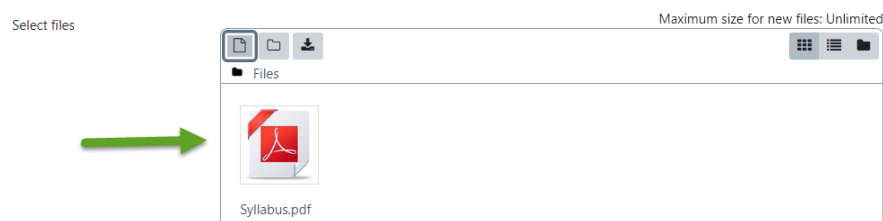
Use the **Save and return to course** button at the bottom of the page to finish the process and add the Syllabus to your course.

Save and return to course   Save and display   Cancel

Your syllabus will appear on your course page.

FILE
Syllabus 🖉
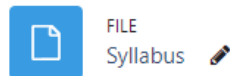
For additional information about CLT resources and training, watch the Upload a Syllabus video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Adding Attendance

To add **Attendance** to your Moodle course, first log in to Moodle and navigate to the course home page. Select the topic you would like to add your activity or resource to in the Side Navigation Panel.
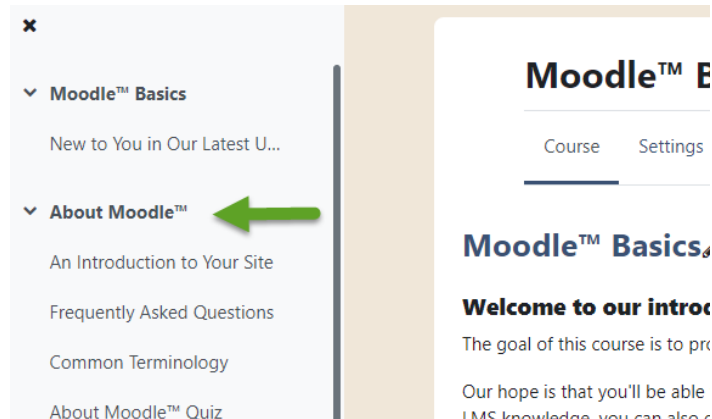

When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
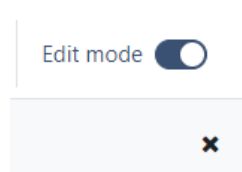
Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.

Select **Attendance** from the list of Activities.
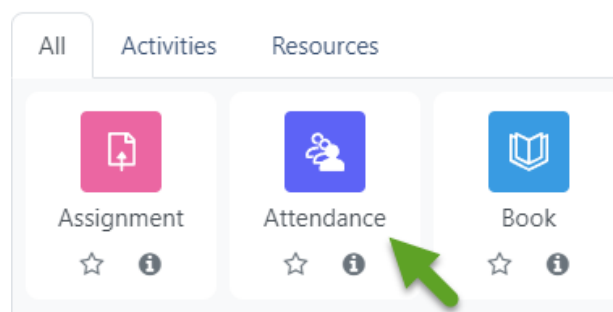
Once the Attendance activity has been added to the course, click the carat next to **Grade,** and some options appear. Select the **Type** dropdown menu:

Option 1: **None** if you do not wish for the attendance item to be counted for a grade.
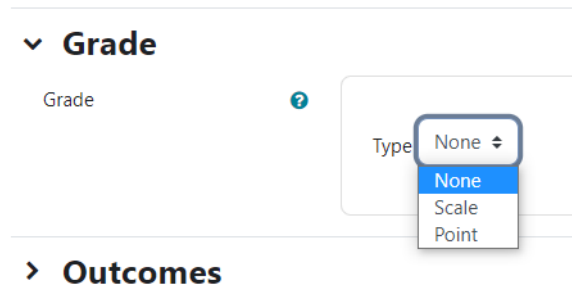
Option 2: Point - If you choose to count the attendance activity as a grade, select **Grade Type**: **Point** and indicate the number of points for the **Maximum grade**. The grade item will be automatically added to your gradebook. Note: The Attendance activity must be added separately for each course.
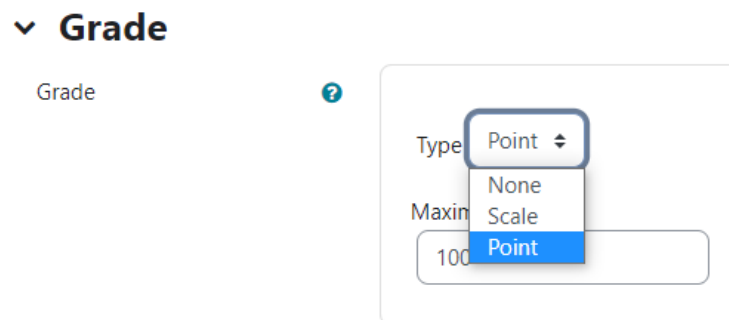
Use the **Save and display** button at the bottom of the page to finish the process and add the Syllabus to your course.

Once the settings have been saved, select the **Add session** tab to begin adding your sessions.
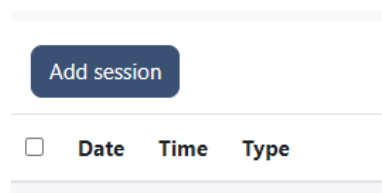
Next, you will enter in the start date, start time, and end time for your course. In the example below, the course is set to begin on August 21, 2023. The class is from at 9:00 - 10:15 am.

You will most likely want to check **Repeat the session** above as follows when setting up your attendance. This allows you to add your entire term's worth of class sessions at once. In the example below, the session is set to repeat on Mondays and Wednesdays until October 11, 2023. In almost all cases, you will want to leave the **Repeat every** option at 1 week.

When you have entered in the course information correctly, select **Add**.

Taking Attendance

To take attendance, select Attendance on the course page.
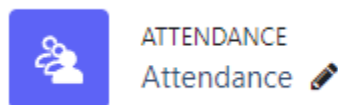
Select the **Play** ▶ icon on the same row of the date you are taking attendance for.

	Date	Time	Type	Description	Actions
☐	Mon 21 Aug 2023	9AM - 10:15AM	All students	Regular class session	▶ ⚙ 🗑
☐	Wed 23 Aug 2023	9AM - 10:15AM	All students	Regular class session	▶ ⚙ 🗑

By default, the attendance screen has four choices: **P** (Present), **L** (Late), **E** (Excused), and **A** (Absent).

Tip: Selecting **Set status for** all users will populate every field in the column with that attendance status. When you are done, select the **Save** attendance button.

First name / Last name	Email address	P	L	E	A
Set status for unselected ⇕		○	○	○	○
CS CLT Student001	cltstudent001@my.occc.edu	○	○	○	○
CS CLT Student002	cltstudent002@email.occc.edu	○	○	○	○

For additional information about CLT resources and training, watch the Adding Attendance video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Adding Sections to Display and Organize Activities and Resources

Sections can be added or removed directly from the course home page. To add an additional section, start by turning on **Edit mode**.

Edit mode ⬤

Off

Edit mode ⬤

On

Select **Add topic** to add a new **Topic** to your course. The **Topic** will be added in location you select. In the example below, we will add a topic will be added between the **Understanding Moodle** and **Gradebook Setup** topics.

Before a Topic is added:

Understanding Moodle ✏️   ⋮

+   Add an activity or resource

Add topic ⬅️

Gradebook Setup ✏️   ⋮

+   Add an activity or resource

Add topic

After a Topic is added between Topic:

Understanding Moodle ✏️   ⋮

+   Add an activity or resource

Add topic

Topic 2 ✏️ ⬅️   ⋮

+   Add an activity or resource

Add topic

Gradebook Setup ✏️   ⋮

+   Add an activity or resource

The new topic will be labeled **Topic 2** by default.

To rename the topic, click on the pencil ✏ icon. A name field will display. Type the new name of the topic and hit the **Enter** key on your keyboard to save your information.

If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Adding and Deleting Course Topics

Sections can be added or removed directly from the course home page. To add an additional section, start by turning on **Edit mode**.
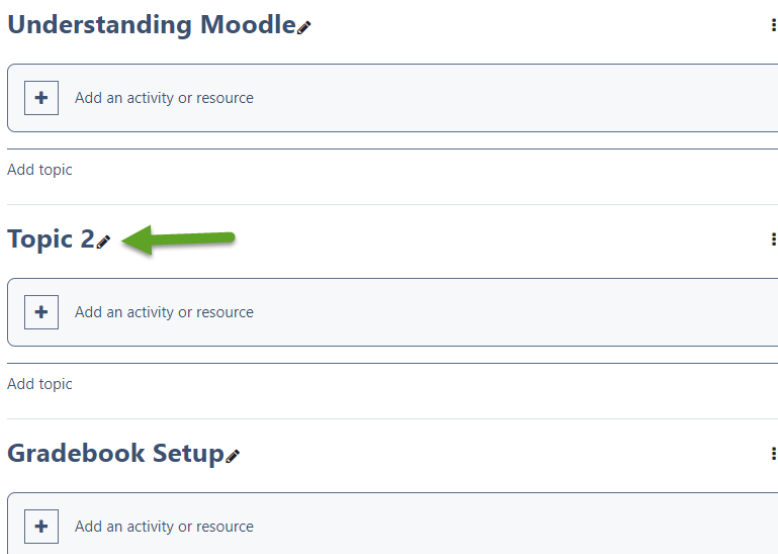

Open the Side Navigation Panel and select **Course Overview**.

Adding Topics

Topics can only be added or deleted in the Course Overview. Select the **Add an activity or resource** to add a topic.
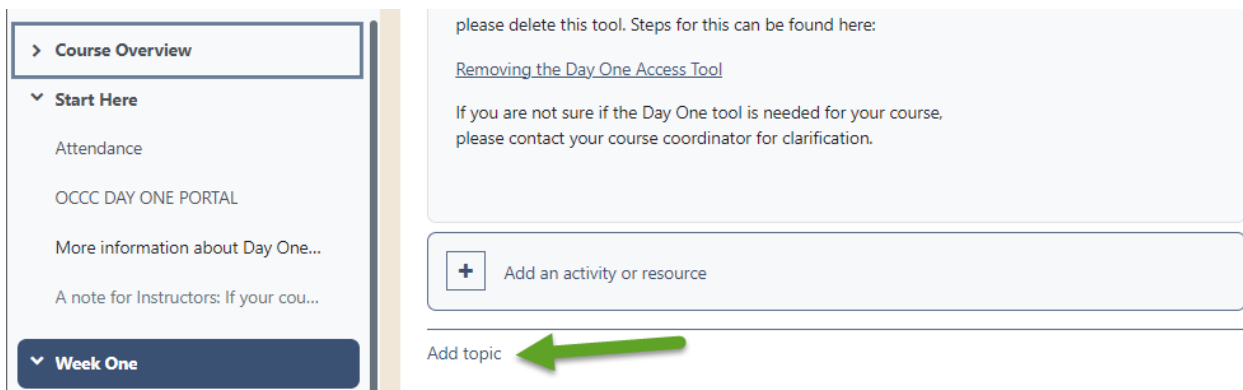
Select the pencil edit icon to change the topic name.

Topic 3 ✏ ⬅

+ Add an activity or resource
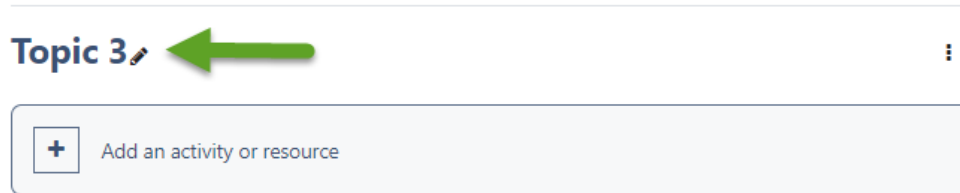
Enter the new name of the topic and click **Enter** to save the new topic name.

Escape to cancel, Enter when finished

⬅

+ Add an activity or resource
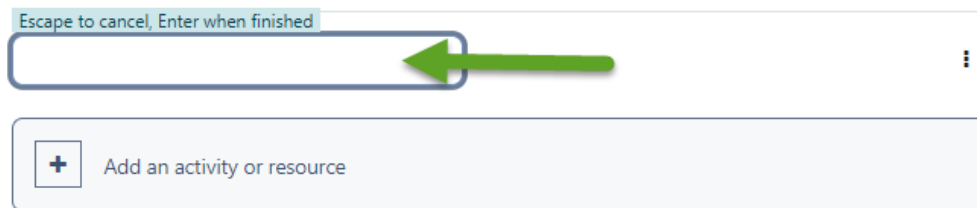
Deleting Topics

Choose the Course Topic you would like to delete. Click the three vertical dots ⋮ on the same row as the topic to be deleted.

Understanding Moodle ✏   ⋮

+ Add an activity or resource

Add topic

Topic 2 ✏   ➡ ⋮

+ Add an activity or resource

Add topic

Gradebook Setup ✏   ⋮

+ Add an activity or resource
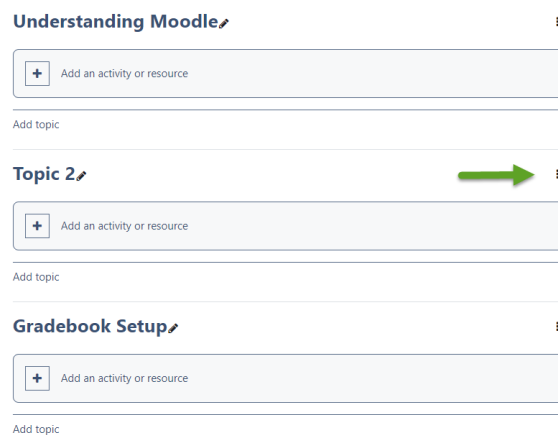
Add topic

Next, select **Delete Topic**.

Topic 2 ✏   ⋮

+ Add an activity or resource

Add topic

⚙ Edit topic
○ Highlight
👁 Hide topic
✛ Move
➡ 🗑 Delete topic
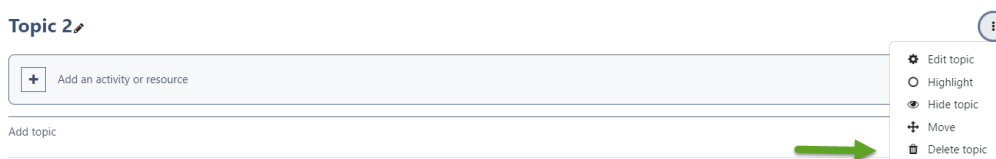
The Topic will be deleted, and the remaining topic will retain the same order.

Understanding Moodle ✎   ⋮

| + | Add an activity or resource |

Add topic

Gradebook Setup ✎   ⋮

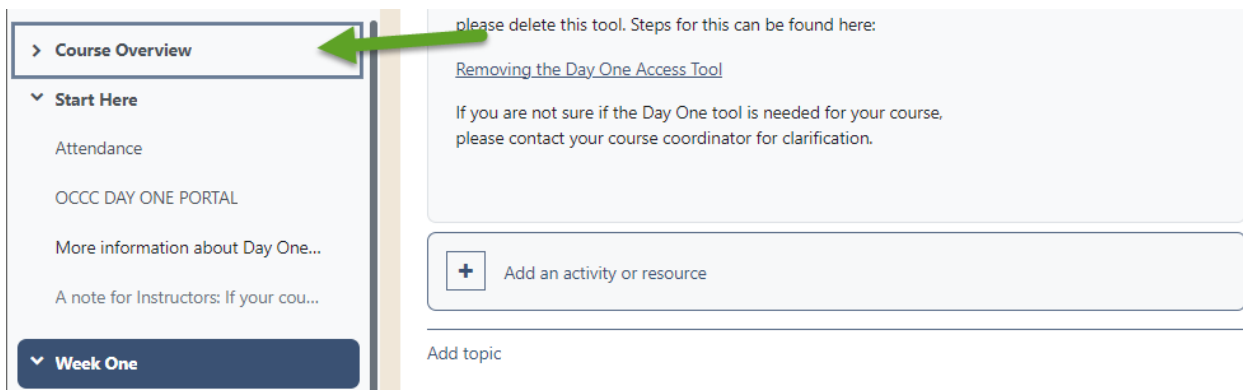| + | Add an activity or resource |

If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Creating Groups

Groups allow instructors assign a particular activity, resource, or topic section to just one class or set of users, which can be hidden from students not in the groups. There are three group modes:
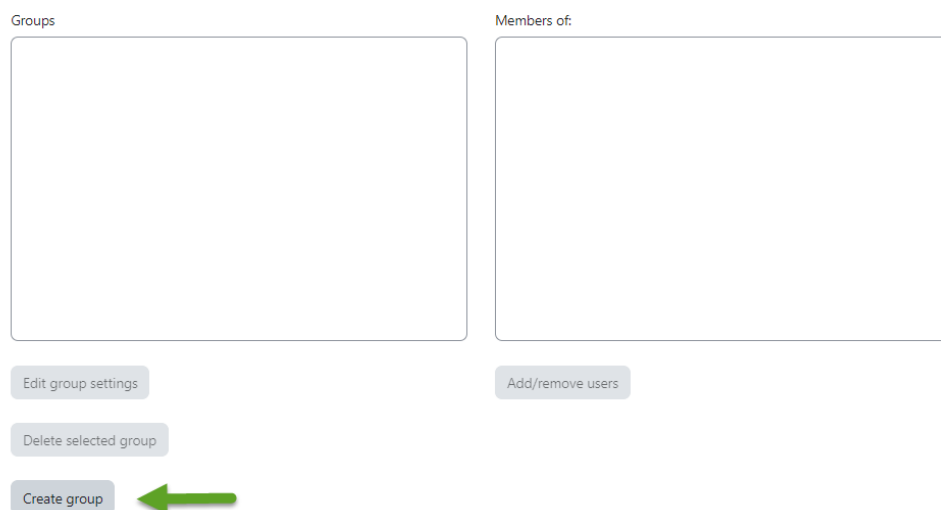
- **No groups** - There are no sub groups, everyone is part of one big community
- **Separate groups** - Each group can only see their own group, others are invisible.
- **Visible groups** - Each group works in their own group, but can also see other groups. (The other groups' work is read-only.)

Creating a group

Select **Participants** from Course Menu and from the dropdown select **Groups**.
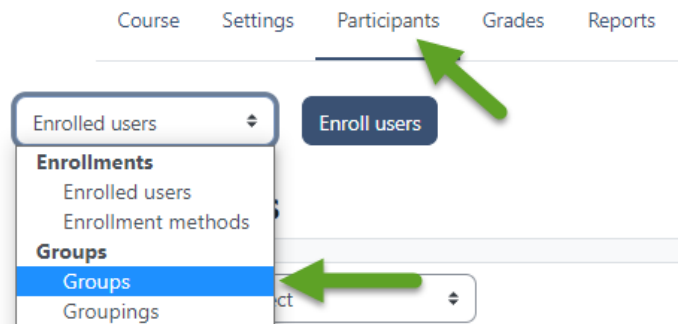
Select **Create group.**

Add a group name, optional description (displayed above the list of group members on the participants page), and enrollment key (if needed).

Click the 'Save changes' button.

Select the group to which you want to add participants, then click the **Add/remove users button**.
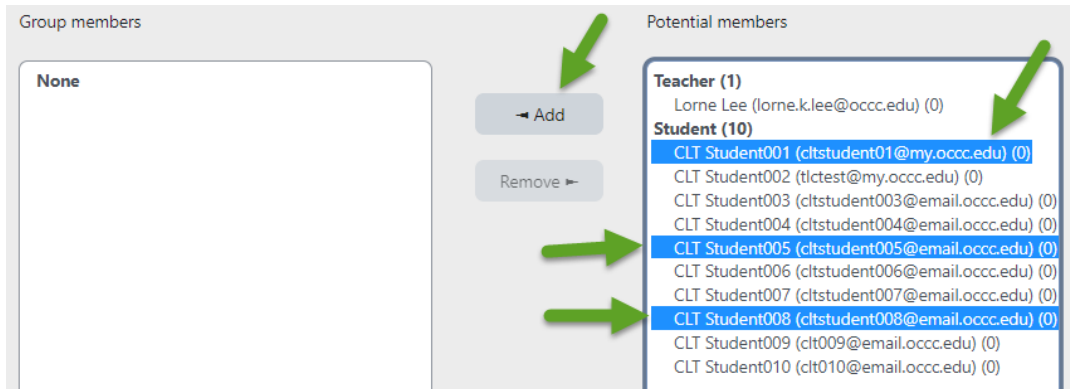
In the **Potential members** list, select the users you want to add to the group. Multiple users may be selected using the Crtl key.
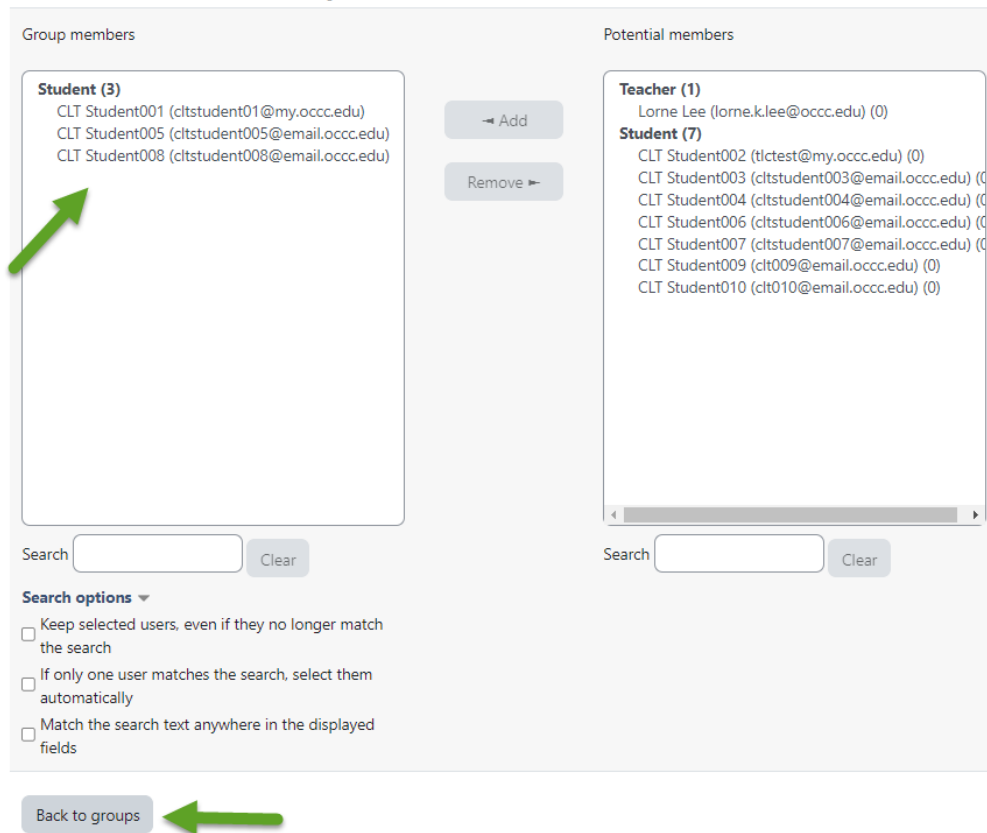
Click the **Add** button to add the users to the group.

The names will be moved into the **Group members** list. Next, select **Back to Groups**.

The members of the group will appear in the Members of section. That group can now be used when creating activities and resources.

Groups

Group A (3)

Members of: Group A (3)

Student
CLT Student001 (cltstudent01@my.occc.edu)
CLT Student005 (cltstudent005@email.occc.edu)
CLT Student008 (cltstudent008@email.occc.edu)

Edit group settings

Add/remove users

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Importing: Copying Courses

It is possible to import all or part of a course section into another course. Imported content will not delete or override pre-existing content in the course it is imported into, but will instead be copied into the same order in which it exists in the destination course. For example, if a course with content in the first five topics is imported into another course, that content will be placed into the first five topics of the destination course - regardless of the content already present in those topics in the destination course.

It is possible to import entire courses or specific resources and activities from courses as long as you have instructor access to both the course you wish to import from and the course you wish to import into. This means that your role in the course you are importing from is either the **Teacher** or the **Importer** role.

NOTE: It is important to begin this process from the course you wish to import content into.

Importing Process

To begin, log in to Moodle and navigate to the course you wish to import content into. Open the **More dropdown menu** in the Course Menu and select **Import**.
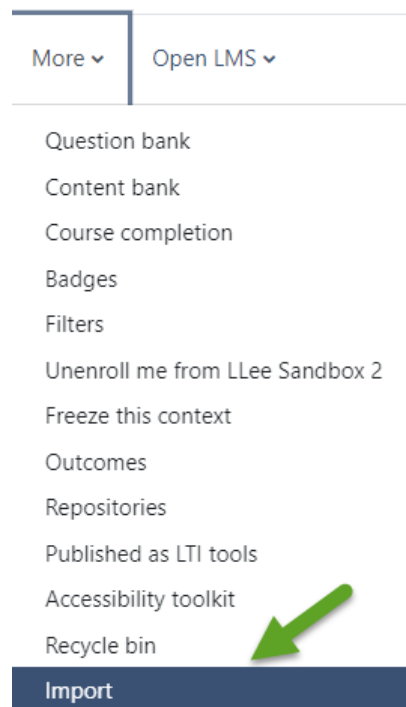
On the next page, select the course you wish to import content from if it appears in the list.

If the course you wish to import from does not appear in the list, you will need to search for it using the **Search** field. Enter the course's course number in the field and select **Search**.

This will load a list of courses that match what was entered in the Search field. If the course you wanted to import from appears in the list, select that course. You may need to adjust your search terms if the course does not appear in the list. If you cannot locate the course, please contact the CLT for assistance.

NOTE: At this point, before you continue, be sure you are in the section you wish to import content into. You can verify this by checking the breadcrumb links at the top of this page. You should see the name of the course listed in the breadcrumb links:

If the name of the course you see in the area indicated above is different from the course you wish to import content into, please do not continue. You will need to return to the Moodle home page, navigate to the course you wish to import, and then repeat the above steps.

After you verify that you are in the desired course and have selected the course you wish to copy from in the list, select continue.

There are too many results, enter a more specific search.

Search courses   Search

Continue

The next page will load a list of options. If you wish to include any **Personalized Learning Designer** rules, be sure to check the **Include PLD data** box. Otherwise, the default settings will not need to be changed.

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

Import settings

☐ Include permission overrides

☑ Include activities and resources

☑ Include blocks

☑ Include files

☑ Include filters

☑ Include calendar events

☑ Include question bank

☑ Include groups and groupings

☑ Include custom fields

☑ Include content bank content

☑ Include legacy course files

Personalized Learning Designer Settings

☑ Include PLD data   ☐ Include PLD log data

If you wish to copy the entire course, including all content and topics (even empty ones), the question bank, topic titles, and the gradebook setup, you can select Jump to the final step to skip the next few steps and begin the import process. If you do this, blank topics will be included.

Note: Selecting the Jump to the final step button immediately begins the import process. If you aren't sure that you want all of the course content, do not select this button.

If you wish to double-check the course content you are copying or only want to select specific content to import, select **Next**.

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

Import settings

☐ Include permission overrides

☑ Include activities and resources

☑ Include blocks

☑ Include files

☑ Include filters

☑ Include calendar events

☑ Include question bank

☑ Include groups and groupings

☑ Include custom fields

☑ Include content bank content

☑ Include legacy course files

Personalized Learning Designer Settings

☑ Include PLD data   ☐ Include PLD log data

[Jump to final step] [Cancel] [Next]

This will load a page that lists all of the content available in the course you selected to import from. Verify that the content listed is the content you wish to import.

Include:

Select
All / None (Show type options)

☑ **Demo 1**

☑ Instructional Technology Specialist Updated 6-23-2022 📄

☑ PBL Protocols 📄

☑ Demo Testing

☑ Announcements

☑ Announcements

☑ News forum

By default, all of the content will be selected. If there is any content you wish to exclude from the import, you can uncheck the box next to that item.

Include:

Select
All / None (Show type options)

☑ **Demo 1**

☑ Instructional Technology Specialist Updated 6-23-2022 📄

☑ PBL Protocols 📄

☑ Demo Testing 📤

☐ Announcements 💬

If you wish to exclude an entire topic or section, you can uncheck that topic's title.

☐ **Student Resources**

☐ Guidelines and Rubric for Online Discussions 📄

☐ Sample Essay 📄

☐ Sample bibliography 📄

☐ Bibliography example 📄

In the above example, none of the content in the Topic 6 folder will be included in the import. Keep in mind that any extra/empty topics will also be imported. Uncheck any topics that you do not need.

The **All/None** links at the top of the page can be selected to select or deselect all content on the page quickly.

Select
All / None (Show type options)

Once you have verified the content and deselected any that you don't wish to import, select **Next** at the bottom of the page:

Previous | Cancel | Next
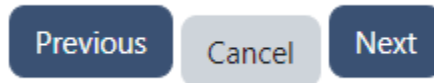
This loads a page that shows you what content will be imported. Items with a red X next to them will be excluded, and items with a green checkmark will be included.

Included items:

Demo 1 ✔

Instructional Technology Specialist Updated 6-23-2022 ❌

PBL Protocols ✔

Demo Testing ✔

Announcements ❌

Announcements ❌

News forum ✔

How to Email Through Our Moodle Class Email ❌
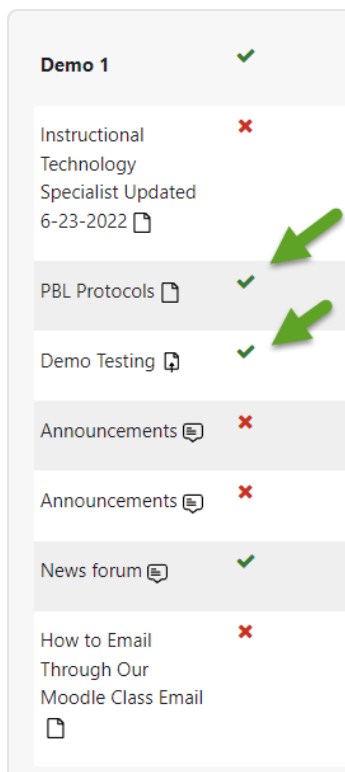
Verify the content you want to import is selected, and select the **Perform import** button at the bottom of the page.

Previous | Cancel | Perform import
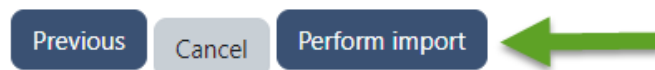
This will load a progress screen and begin importing the content.

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

8 secs - 56.2%

When the process completes, select **Continue**.

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

Import complete. Click continue to return to the course.
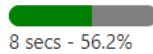
Continue

You have now successfully imported content into your course.

If you have questions about this or would like further Moodle assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Backing Up a Moodle Course

It is recommended that you back up your course frequently—at least after every major exam or project grade is entered into the grade book.

To back up your course, first log into Moodle and select a course. In the Course Menu, select **More**. In the dropdown menu, select **Import**.
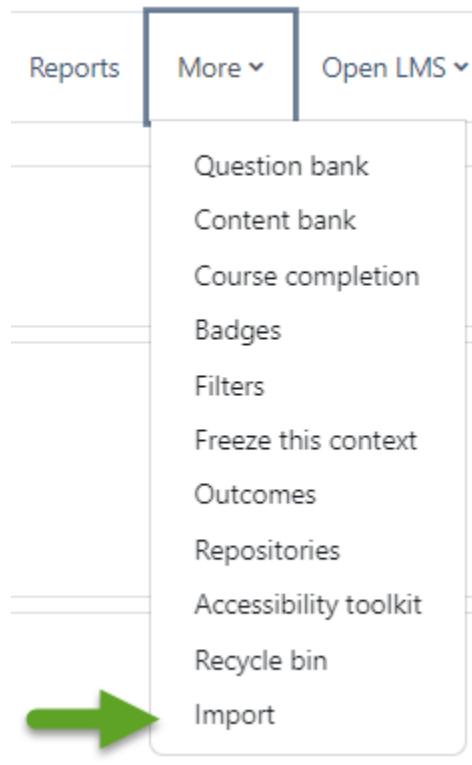
In the next dropdown menu, select **Backup.**

The next page lists the available backup options. If you wish to include the course logs, grade history, and PLD logs, be sure to check the corresponding boxes.

It is recommended that the Anonymize user information and IMS Common Cartridge 1.1 boxes be left unchecked.

Backup settings

☐ IMS Common Cartridge 1.1

☑ Include enrolled users

Anonymize user information   ✗ 🔒

☑ Include user role assignments

☑ Include activities and resources

☑ Include blocks

☑ Include files

☑ Include filters

☑ Include comments

☑ Include badges

☑ Include calendar events

☑ Include user completion details

☑ Include course logs

☑ Include grade history

☑ Include question bank

☑ Include groups and groupings

☑ Include custom fields

☑ Include content bank content

☑ Include legacy course files

After selecting the desired backup options, select **Next**.
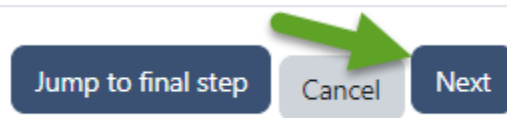
Note: Selecting **Jump to final step** will immediately begin creating the backup file. Selecting this will not cause any issues, but there may be some settings you wish to change in the next steps that selecting **Jump to final step** will skip.

The next page loads a list of all course content and allows you to include or exclude both the content and user data for each item. Generally, these boxes should all be left checked.

After deselecting any undesired content or data, scroll down to the bottom of the page and select **Next**.
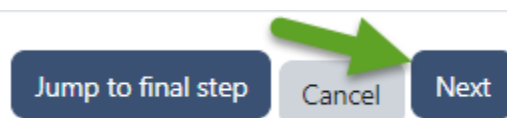
On the next page, the **Filename** option allows you to change the filename of the backup you are creating from the default.

While the default filename does contain information about which course is being backed up and when the backup occurred, it can be edited to provide the information in a more straightforward manner.

Note: Your filename must include the **.mbz** extension at the end or you will receive an error.

This page also allows you to review what information is being included in the backup.

After reviewing this information, select **Perform backup** to start the process.

A progress page will load. Wait for the process to finish.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► **4. Perform backup** ► 5. Complete

8 secs - 29.4%

You will be notified when the backup finishes. Select **Continue**.

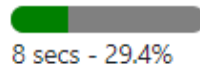1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► **5. Complete**

The backup file was successfully created.   ✕

Continue

This backup is now stored on the Moodle server. To download a copy to store on your computer, select the **Download** link in the **Course backup** area on this page.

Course backup area

Filename	Time	Size	Download	Restore
backup-moodle2-course-14469-llee_boost_sandbox-20230405-1407.mbz	Wednesday, April 5, 2023, 2:45 PM	13.2 MB	Download	Restore

Manage backup files

To complete the backup process, save the file to the desired location on your computer. These instructions vary by browser. If you have any difficulty with this process please contact the CLT at 405-682-7838 or clt@occc.edu for assistance.

**Connecting Connect and Moodle**

It is now possible to connect your Moodle and Connect sections together. This allows you to sync grades from Connect section to your Moodle gradebook, and also provides an easier registration process for your students.

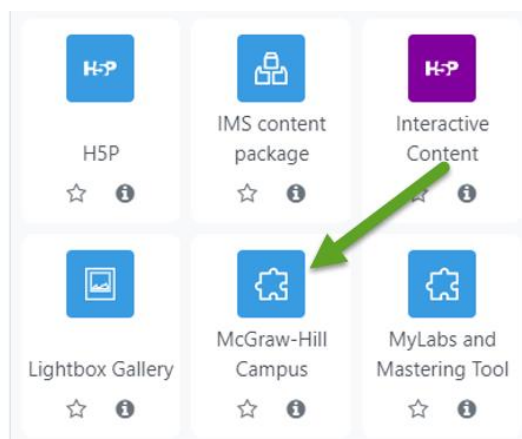To begin the setup, log in to Moodle and navigate to the course you wish to pair with Connect. In your Moodle section, go to the topic where you wish to place the Connect tool. Next, toggle on the **Edit** switch.
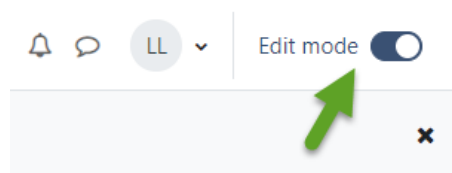
Select **Add an activity or resource** at the bottom of the topic.

From the list of activities, select **McGraw-Hill Campus**.

Enter a name for your Connect activity in the **Name** field, but do not save yet!
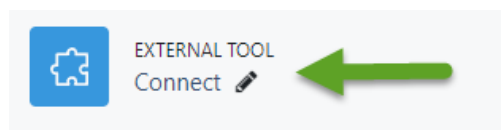
Expand the **Grade** heading on the right side of the page and find the **Type** option. Set this to **None**, even if you are using Connect assignments for points. The grades will be set later in the process.
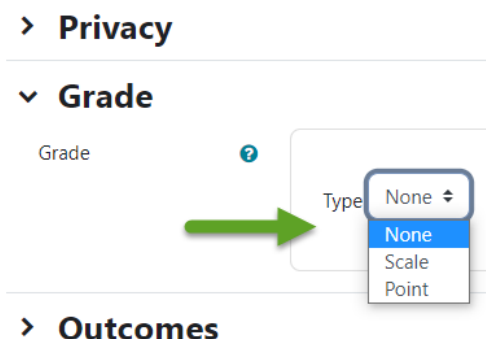
After setting the grade type to **None**, select **Save and return to course**.
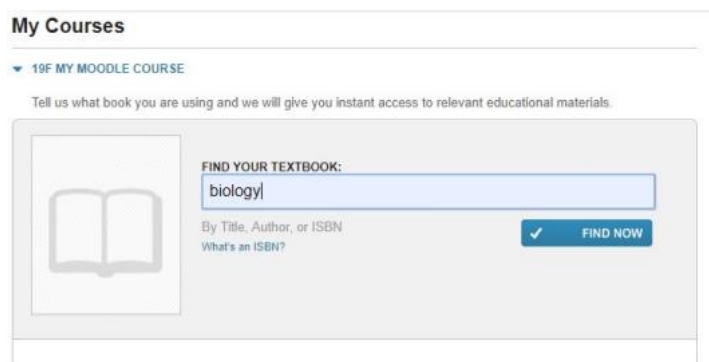

This will add a Connect activity to the topic where you began the process. Now, you will need to sync your Moodle section to your Connect section. In your section, locate the Connect external tool activity.

Open this activity by clicking on its name. It will open in a new window. **Note**: If you are using a popup blocker and a new window does not open automatically, select the **Open in a new window** link on the page.

Once the Connect page loads, you will be prompted to find your textbook.

Use the menu to find the textbook for your course. Once you are sure you've located the correct edition, use the **Select** button to choose it.

With your textbook selected, use the **Connect** button to continue.

At this point, you may need to complete a brief, one-time account setup.

Once finished, select **I want this for my students** in the upper right.

On the confirmation window that loads, select **Adopt Connect**.

Next, choose to pair **A section in an existing Connect course**.

Select the name of your course, then **Save**.

And that's it! Your course is now paired with Connect!

At this point, you can begin adding your Connect assignments. You can access the Connect section from the **go to section home page** link.

Set up your Connect section as you normally would. Any assignments created here can be synced to your Moodle gradebook. **Do not manually set up any categories or grade items for your Connect activities in your Moodle gradebook. These will be created for you automatically as part of the syncing process.**

Some additional things to consider:

When the Connect grades are moved to Moodle via the Sync Process, a new category will be created with Natural aggregation and will calculate grades based on points by default.

A LearnSmart category will be created for LearnSmart Activities.

A Question Bank category will be created for the Question Bank Activities.

A File attachment category will be created for each file attachment assignment.

If your gradebook is set to calculate using weights, this **must be** manually adjusted by the course instructor **after the first grade sync** for each activity type. Using points

(**Natural**) aggregation will not require additional setup.

Connect activities will display in the Moodle gradebook once the activity has been completed and graded in Connect and synced with Moodle.

If a grade is changed in Connect or Moodle, the grade item will no longer sync when grades are synced from Connect to Moodle.

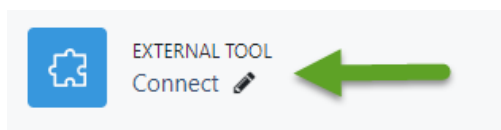If you have questions about this or would like further Moodle assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

McGraw-Hill Connect Moodle Integration from a Master Course

If you have imported content from a Master Course that already has Connect setup in Moodle, you will need to sync your Moodle section to your Connect section. In your section, locate the Connect external tool activity.

Open this activity by clicking on its name. It will open in a new window.

Note: If you are using a popup blocker and a new window does not open automatically, select the **Open in a new window** link on the page.

Once the Connect page loads, you will be prompted to find your textbook.

Use the menu to find the textbook for your course. Once you are sure you've located the correct edition, use the **Select** button to choose it.

With your textbook selected, use the **Connect** button to continue.

At this point, you may need to complete a brief, one-time account setup.

Once finished, select I want this for my students in the upper right.

On the confirmation window that loads, select Adopt Connect.

Next, choose to pair **A section in an existing Connect course**.

Select the name of your course, then **Save**.

And that's it! Your course is now paired with Connect!

At this point, you can begin adding your Connect assignments. You can access the Connect section from the **go to section home page** link.

Setup your Connect section as you normally would. Any assignments created here can be synced to your Moodle gradebook. **Do not manually set up any categories or grade items for your Connect activities in your Moodle gradebook. These will be created for you automatically as part of the syncing process.**

Some additional things to consider:

When the Connect grades are moved to Moodle via the Sync Process, a new category will be created with Natural aggregation and will calculate grades based on points by default.

A LearnSmart category will be created for LearnSmart Activities.

A Question Bank category will be created for the Question Bank Activities.

A File attachment category will be created for each file attachment assignment.

If your gradebook is set to calculate using weights, this **must be** manually adjusted by the course instructor **after the first grade sync** for each activity type. Using points

(**Natural**) aggregation will not require additional setup.

Connect activities will display in the Moodle gradebook once the activity has been completed and graded in Connect and synced with Moodle.

If a grade is changed in Connect or Moodle, the grade item will no longer sync when grades are synced from Connect to Moodle.

If you have questions about this or would like further Moodle assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Setting Up a Moodle Gradebook

Getting Started

There are several options regarding how your **Gradebook** calculates grades. It is important to have the calculation method match what your course syllabus indicates as the manner in which grades are calculated.

The CLT recommends using **Natural** aggregation for the majority of gradebook types. This is the default setting for newly created courses. This aggregation method can accommodate using points and percentages or category weights to calculate a student's grade.

To begin setting up your gradebook, first access the **Moodle Gradebook**. This can be done by entering your course and selecting **Grades** in the Course Menu. This will load the **Moodle Gradebook**.
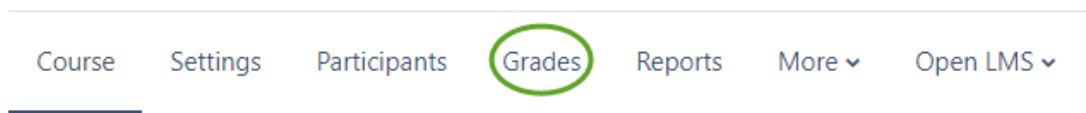
Adding Categories

Categories are only necessary if you use a weighted gradebook, but they can be used to organize grades in other gradebook types. To add a category, access your **Gradebook**.

Next, selects **Gradebook setup** in the dropdown menu.
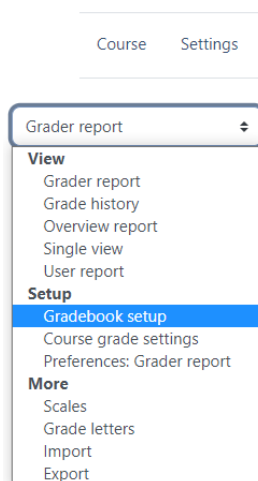
This will bring you to the **Gradebook setup** page. If you are creating a new gradebook, this page will be empty. At the top of the page, select **Add category**.

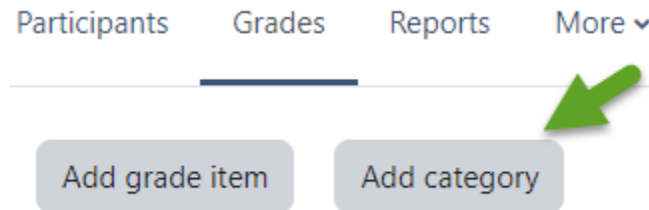On the New Category page, add a Category name. For now, there is no need to adjust any other settings.

At the bottom of the page, select **Save changes**. You will be returned to the **Gradebook Setup** page, where you can add any additional categories you need by repeating the above steps.

Editing Category Weights

If you are using a **Weighted gradebook**, you must adjust your category weights after creating them. If your gradebook is calculated based on total points, you do not have to add category weights.

For each category, check the box in the **Weights** column and enter the desired weight for that category in the text field.

The total of the weights entered for each category should equal 100.

Select **Save Changes** at the bottom of the list of grade items to save the category weights.

Adding Manual Grade Items

In Moodle, creating certain activities, such as quizzes or assignments, automatically generates a grade item in the gradebook. However, "offline" grades (such as presentations or tests taken with pen and paper) call for manually added grade items.

To add a manual grade item, select **Add grade item** at the top of the page.
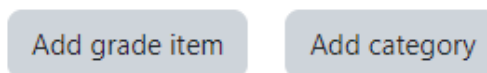
Enter a name for the grade in the **Item name** field, such as Vocabulary Test 1. Next, enter the total points possible for the item in the **Maximum grade** field. The default maximum grade is 100.

If you are using categories in your gradebook, you will need to select the category in which the grade item should be placed. This is done by selecting the category name from the **Grade category** drop-down menu beneath the Parent Category heading.

When you are finished, select **Save changes** at the bottom of the page. You will be returned to the **Gradebook setup** page, where you will see your newly created grade item.

Repeat this process until all of your grade items are added to the gradebook.

Entering Student Grades in the Gradebook

The **Single view** page in the gradebook allows you to easily enter and edit all grades for one activity or for one student at the same time. This page can be accessed in the gradebook from the View tab by selecting the **Single view** link.

To enter grades for a specific grade item, select that item in the **Grade Items** menu. You can also enter grades for a specific student by selecting them in the **Users** menu.
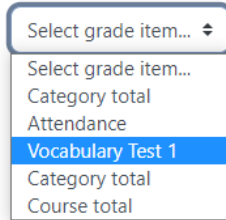
Selecting a specific grade item will load a page which lists all students in the course and provides a field in which grades can be entered for the selected item for each student.

You can bulk insert grades using the **Perform bulk insert** options. This is especially useful for adding zeros to empty grades.

After entering grades, use either **Save** button to save your changes.

Repeat this process each time you wish to enter student grades in your course.

For additional information about CLT resources and training, watch the [Moodle Gradebook Setup](#) video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Removing Attendance from the Moodle Gradebook

If you have set an Attendance item in your course to be worth points it will automatically add a grade item to the Moodle gradebook. Before any attendance has been taken, simply set the Grade type to **None** on the attendance settings page to remove it from the gradebook:
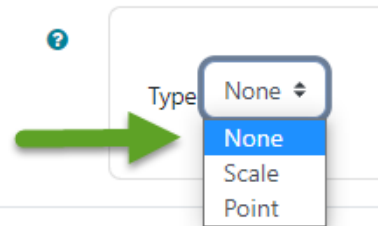
If the attendance was set to count in the gradebook in error and attendance has already been taken for at least one session, some extra steps must be performed to remove the item from the gradebook.

First, go to the gradebook and select the **Single View** tab:
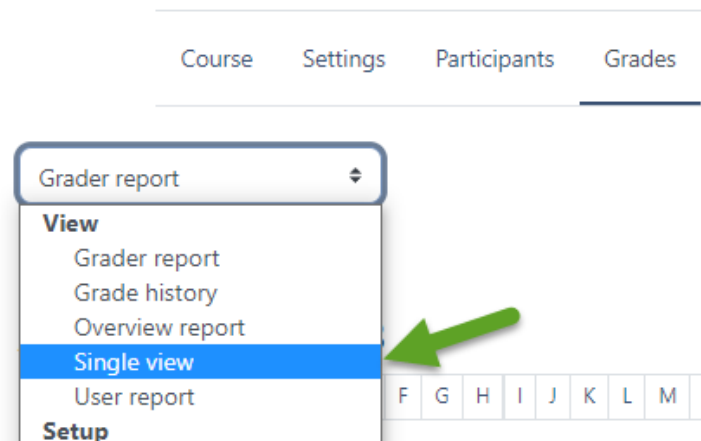
On this page, select the Attendance item in the **Select grade item** drop down menu:
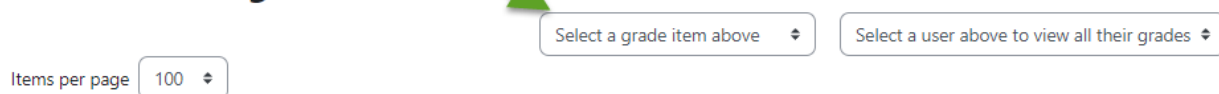
This will load a list of your students, and several columns including their grade and the Override column.

Select the **All** link in the **Override** column to check the override box for each students'
attendance grade:

Next, locate the perform bulk insert options beneath the list of students. Check **Perform bulk
insert**.

Change the **Empty grades** dropdown to **All grades**:

Delete all text in the **Insert value** field, so that it is a blank space:

When your options appear are set as in the screenshot below, select **Save**:

This will change all of the attendance grades to no grade.

Now, navigate to the **Edit settings** page for the Attendance activity:

Once the Attendance activity has been added to the course, click the carat next to **Grade,** and some options appear. Select the **Type** dropdown menu:

Option 1: **None** if you do not wish for the attendance item to be counted for a grade.
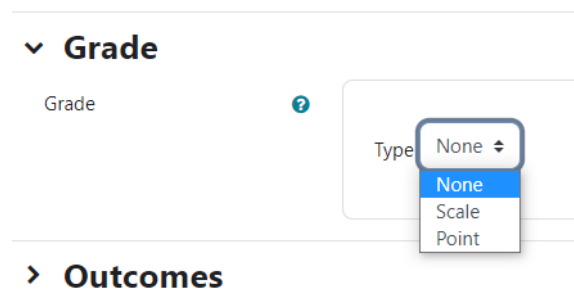
Use the **Save and display** button at the bottom of the page to finish the process and add the Syllabus to your course.

Saving this setting will remove your attendance from the gradebook. If you have any questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or at clt@occc.edu.

Using Logs to Verify Student Course Access

The Logs in Moodle are a great tool to quickly verify when or if a student has viewed a specific resource or completed a specific activity. To access the Logs, select **Reports** in the Course Menu.
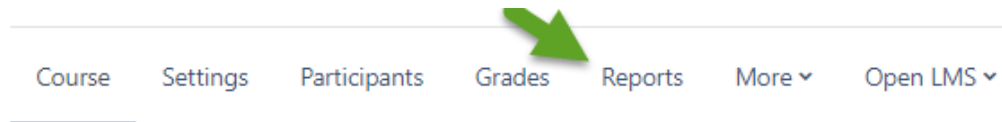
In the list of **Reports**, select **Logs**.

This will load the **Logs** page, which displays several dropdown menus. These menus allow seven options to be set which narrow the returned results when the logs are run.
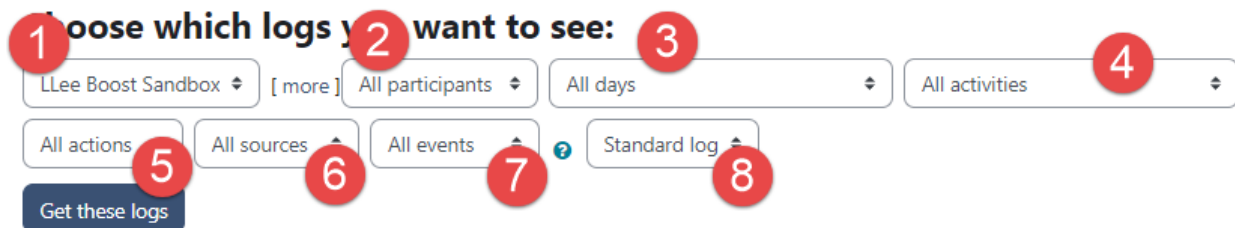
1. **Course**: The course you wish to view the logs for can be set here.

2. **All Participants/Specific User**: This menu can be used to load information for all students, or, by selecting a specific student, load information for that student only.

3. **Specific Date/ All days**: This menu can be used to select a specific date from which information should be shown, or for All Days.

4. **All activities / Specific activities**: This menu can be used to display information pertaining to all activities and resources in the course, or if a specific activity/resource is selected, for just that activity.

5. **Actions**: This menu can be used to narrow displayed information by the following actions which created the log entry: All actions will show every log entry dependent on the other set criteria. View will show course, activity, and resource views. Create will show when resources and activities have been added by the instructor, and discussion posts or assignment submissions have been added by anyone. Update will show any settings changes to resources or activities made by instructors, as well any edits made to forum posts by anyone. Delete shows when any activities and resources were deleted by the instructor, as well as deleted quiz submissions and forum posts. By default, this menu is set to All actions when the page is loaded.

6. **All Sources**: This displays the sources of the logs an instructor is pulling from
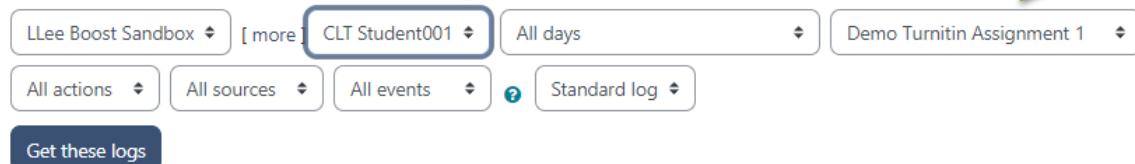
7. **Educational Level**: This displays information about Teaching or Participating actions in the course. If left at the Educational level it will display both. This is generally the recommended option.

8. **Standard log**: The standard log displays more information than the Legacy log and is recommended in most cases.

By adjusting these options, it is possible to find very specific info. For example, to quickly find out whether a specific student (CLT_Student001 in this case) has viewed the Course Syllabus, these options should be set as:

Here the particular student is selected in the user menu, and the Syllabus is selected in the activity menu. The other options are left at the default settings. Clicking **Get these logs** displays the following:

Time	User full name	Affected user	Event context	Component	Event name	Description
3 February 2023, 2:20:07 AM	⬛	⬛	Quiz: Americas Map Quiz	System	Course activity completion updated	The user with id '125592' updated the completion state for the course module with id '3241750' for the user with id '125592'.
3 February 2023, 2:18:13 AM	⬛	-	Quiz: Americas Map Quiz	Quiz	Course module viewed	The user with id '125592' viewed the 'quiz' activity with course module id '3241750'.
3 February 2023, 2:18:12 AM	⬛	-	Quiz: Americas Map Quiz	Quiz	Course module viewed	The user with id '125592' viewed the 'quiz' activity with course module id '3241750'.

Here it is shown that CLT_Student001 completed the event name **Course activity completion updates** on February 3, 2023, at 2:20 AM.

If CLT_Student002 had not viewed the Syllabus, this would be displayed:

Logs

| LLee Boost Sandbox ⬍ | [more] | CLT Student002 ⬍ | All days ⬍ | Demo Turnitin Assignment 1 ⬍ |

| All actions ⬍ | All sources ⬍ | All events ⬍ | ❓ | Standard log ⬍ |

Get these logs

Nothing to display

The process to find information about when a student submitted an assignment, posted to a forum, or attempted/submitted a quiz is done as shown above by selecting the desired student, date, and activity in the corresponding menus. The different activity types will, however, return some slightly different information.

For Forums:

Time	User full name	Affected user	Event context	Component	Event name	Description
24 January 2023, 6:37:04 PM	⬛	-	Forum: Westward Expansion Discussion	Forum	Discussion viewed	The user with id '129125' has viewed the discussion with id '673873' in the forum with course module id '3225667'.
24 January 2023, 6:37:03 PM	⬛	-	Forum: Westward Expansion Discussion	Forum	Post created	The user with id '129125' has created the post with id '1847263' in the discussion with id '673873' in the forum with course module id '3225667'.

For Assignments:

| Time	User full name	Affected user	Event context	Component	Event name	Description
16 February 2023, 11:28:16 AM	▮	▮	Assignment: Project 2	File submissions	Submission created.	The user with id '104970' created a file submission and uploaded '1' file/s in the assignment with course module id '3210303'.

For Quizzes:

Time	User full name	Affected user	Event context	Component	Event name	Description
3 February 2023, 2:00:07 AM	▮	▮	Quiz: Americas Map Quiz	Quiz	Quiz attempt started	The user with id '125592' has started the attempt with id '3574331' for the quiz with course module id '3241750'.

If you have any questions about using the logs in Moodle or need assistance please contact the CLT at 405.682.7838 or clt@occc.edu.

Assignments and Quizzes

Adding Activity or Resource to your Moodle Course

To add an **Activity** or **Resource** to your Moodle course, first log in to Moodle and navigate to the course home page. Select the topic in which you wish to add your activity or resource to in the Side Navigation Panel.
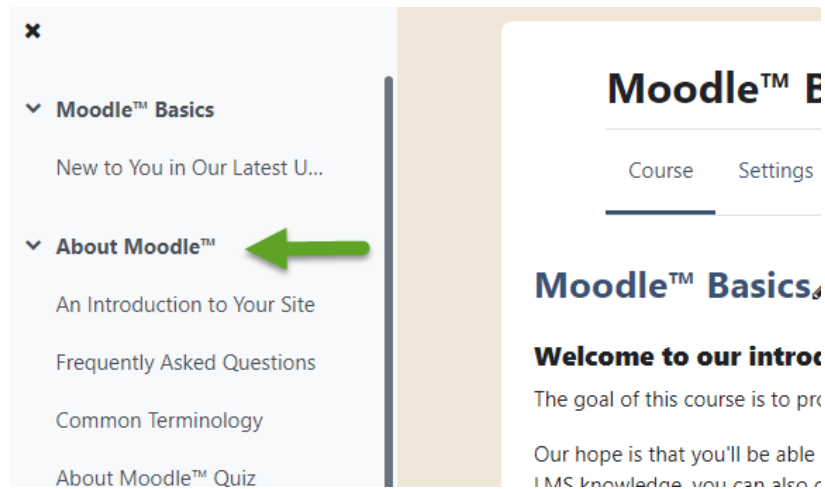
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
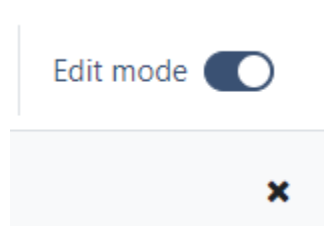
Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.

This will load the **Add an activity or resource** menu. The Activity Chooser can be accessed from this screen. The view below shows all **Activities** and **Resources.**

The items can be sorted by **Activities** or **Resources** by selecting **Activities** or **Resources**. Moodle defines an **Activity** as anything on which a student will receive a grade. Accessing the **Resources** tab allows you to access Moodle resources. Moodle defines a **Resource** as any item that allows for content delivery.
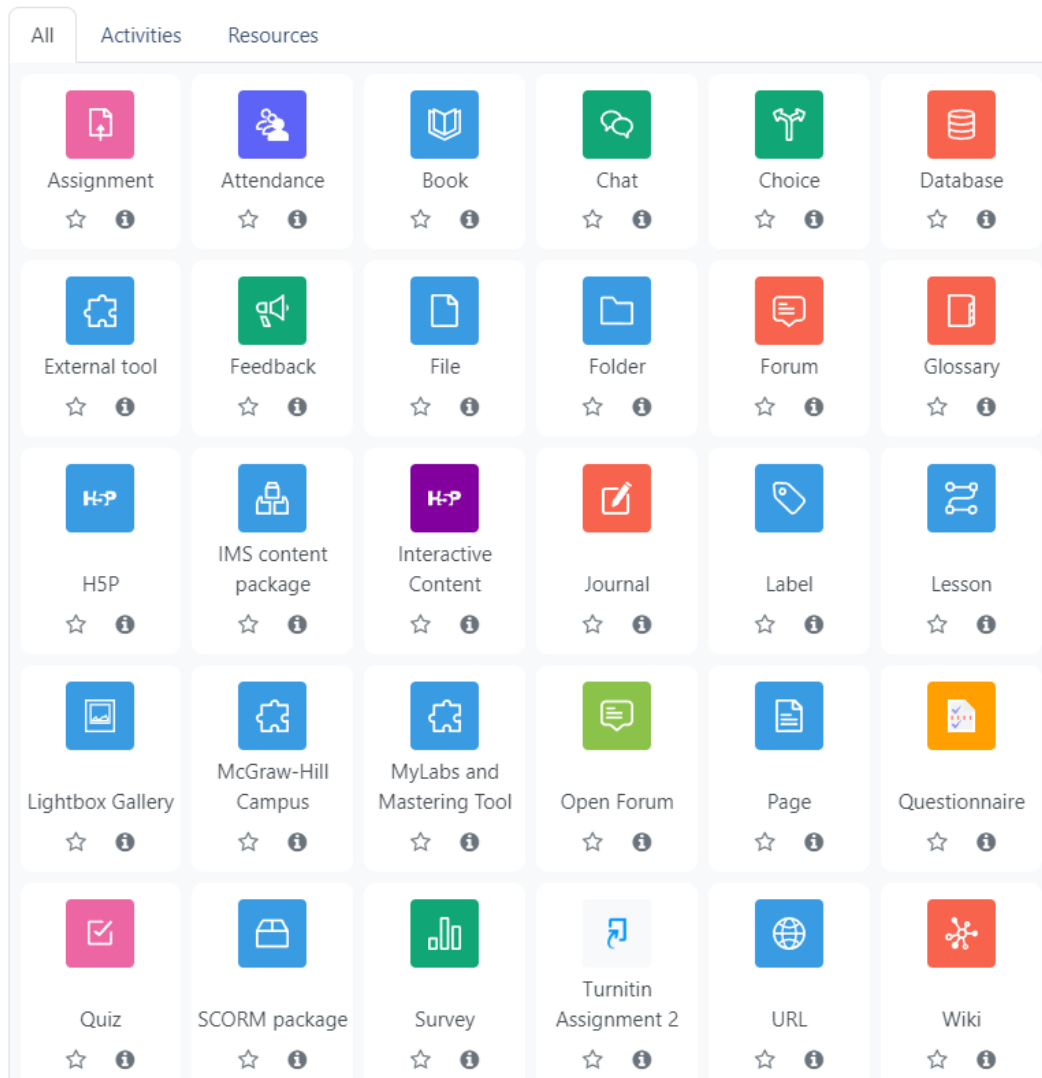
For additional information about CLT resources and training, watch the Adding an Activity or Resource video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Assignments

Assignments, sometimes called drop boxes, are repositories for student submissions. Students can submit files or online text, and instructors have various options to customize their assignments in Moodle. To begin, add the **Assignment name**, **description**, and **Activity instructions** to the General description area

Additional files students may need to complete the assignment, such as answer templates or example submissions, can also be added to this section.

Availability

Cut-off date: If enabled, students cannot send their assignment beyond the date and/or time, as the button for doing so will no longer be displayed. **Note**: An extension can be granted by

going to the class assignment grading screen, selecting the **Edit** link in the edit column, and choosing **grant extension** for a student.

Remind me to grade by: This is a date by which the marking of submissions should be completed. This helps prioritize dashboard notifications for instructors.

Submission Types

Online text: Provides a text editor box where students can type in text and submit that text for the assignment. Online text submissions are helpful because you can read them from within Moodle instead of opening an attachment.

File submissions: Used if you want to allow students to upload one or more files.

Word Limit: If students submit assignments through the online text editor, this sets the maximum number of words the student is allowed to submit.

Maximum number of uploaded files: Used to limit the number of files students can upload. Increasing this to two or three accounts for students accidentally uploading the wrong file.

Maximum submission size: Used to limit the sizes of files students can upload. If students submit anything other than text files or word documents, use the Course upload limit (50MB).

Accepted file types: Accepted file types can be restricted by entering the desired type of files separated by a comma. If the field is left empty, all file types are accepted.

Feedback Types

Feedback comments: If enabled, instructors can leave feedback comments for each submission.

Feedback files: If enabled, instructors can upload files with feedback when grading the assignments.

Offline grading worksheet: If enabled, instructors can download and upload a worksheet with student grades when grading the assignments.

Comment inline: If enabled, the students' text will be copied into the feedback field for easier in-line commenting or editing.

NOTE: Annotating PDF Files - If students submit PDF files, they can be annotated within Moodle on the Submission page and will be returned to the student as a feedback file.

Submission Settings

Require students to click the submit button: Students can upload drafts of the assignment before submitting their final version.

> **Teaching Tip**: This feature is not recommended unless students work in groups on submitting the file. Students cannot access the document if they do not use the Submit button.

Require that students accept the submission statement: Requires that students accept the submission statement for all submissions to this assignment. **Note**: If this is enabled, students will receive the following message before submitting their final version.

Attempts reopened: Allows instructors to select how student submission attempts are reopened – **Never**, **Manually** by the instructor, or **Automatically until pass** once a specific grade is achieved.

Maximum attempts: Allows instructors to select if students can resubmit and how many times they can resubmit before they are no longer allowed. (Note: If **Automatically until pass** is selected and the student has to keep attempting until they get a passing grade, the instructor might decide that five attempts are enough even though they have not received a passing grade.)

Group Submission Settings

Students submit in groups: Students can collaborate on an assignment if enabled. They will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members, and all members of the group will see each other's changes to the submission.

Require group to make submission: If this is marked as yes, a student will not be able to make a submission to this assignment unless he/she is a member of a group.

Require all group members submit: If enabled, all student group members must use the submit button for this assignment before the group submission is considered as submitted. If disabled, the group submission will be considered as submitted as soon as any student group member uses the submit button.

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

Notifications

Notify graders about submissions: If enabled, instructors are emailed every time a file has been submitted.

Notify graders about late submissions: If enabled, instructors are emailed every time a student submits an assignment late.

Default for "Notify Students": If enabled, the grading form for this assignment will automatically be set to notify students when their assignment has been graded.

Grade

Grade: Choose between a point system or a scale for grading this assignment.

Grading Method: If a Grading Method other than the Marking guide is desired, please contact the CLT at 405-682-7838 for assistance.

Grade Category: Choose the gradebook category for this item.

Blind marking: Blind marking hides the identity of students from graders. Blind marking settings will be locked once a submission or grade has been made in relation to this assignment. **Note**: This is not totally blind marking because you can reveal students' identities in the assignment settings and work out identities from logs.

Use marking workflow: Allows Marking Workflow settings to stage the grading process and control when students receive grades.

Use marking allocation: Allows grading responsibilities to be assigned among instructors in the course.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Activity Completion Settings
For Activities and Resources

The **Activity Completion** settings allow you to determine what actions a student can take to mark a resource as complete. An item marked as complete will be displayed on the course home page with a green button with a white checkmark next to the word **Done**, and an incomplete item will have a button with the words **Mark as Done**. In the picture below, the first button is marked as incomplete:
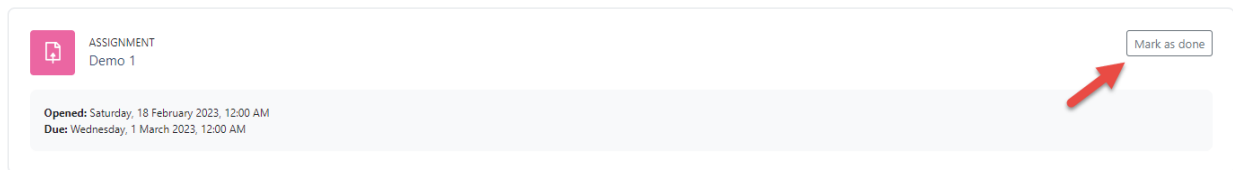
The second button is marked complete:
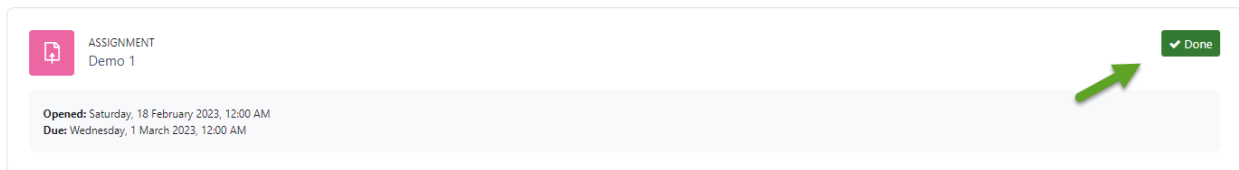
The default and most commonly used Activity Completion setting on the course home page is that Students can manually mark the activity as completed.

Another option, **Do not indicate activity completio**n, allows you to prevent the item from displaying any information regarding completion by selecting.

The third option, **Show activity as complete when conditions are met**, allows you to choose conditions which, when met, will mark the item as complete on the course home page of those students who qualify.

If you use this option, you must select criteria upon which the activity will be counted as complete.

The Student must view this activity to complete it option will mark the item as complete once the student views the instruction page. No submission is required.

The **Expect completed** on setting is not displayed to the student; it is only displayed in the **Activity completion** report. This report can be accessed from the Reports heading in the **Course Menu** on the course home page**.**
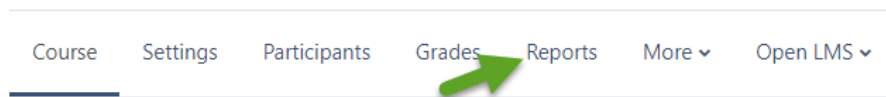
In the reports menu. Select Activity completion access the report.

If you have set the Activity Completion settings, this report will indicate completion information for each student in the course for each assignment and resource using the settings.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Setting up Forums

Open Forums have phased out of Moodle, so instructors are being asked to transition **Open Forum** activities to **Forums**.

Grading: **Forums** do not have the option of being graded in **Open Grader**. **Open grader** is still available; however, the grading options for **Forums** do not include **Open Grader**. The grading options for **Forums** are **Whole Forum Grading** or **Ratings**.

Whole forum grading is a feature that allows instructors to assess student forum postings from a grading interface that collects each student's postings on one page.

To add a **Forum**, start by turning on **Edit mode**.

Off

On

Select **Add an activity or resource** to your course and choose **Forum**.
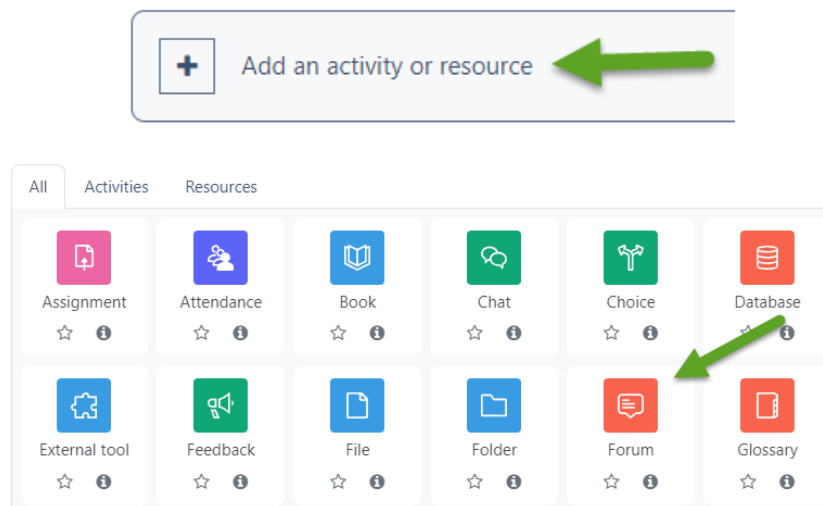
Enter the **Forum name** and **Description**. There are several options in the **Forum** type menu. For a typical forum, **Standard forum for general use** is the most commonly used option.

Next, choose a **Due date** and, if needed, a **Cut-off date** in the **Availability** section.

Under Attachments and word count, you can select the size and number of attachments. Also, you can turn on the option to display the word count.

Subscription and tracking

The Subscription mode option controls whether students and instructors can choose to receive emails every time a post is made to the forum.

Post threshold for blocking

This can be set to prevent students from posting more than a set number of posts within a set amount of time.

Turnitin plagiarism plugin settings

Whole forum grading

In the settings, choose **Whole forum grading** and select the grade **Type**.

Next, set the **Maximum grade**, **Grading method**, and **Grade category**.

Whole forum grading

Grade ❓
Type Point ⬍
Maximum grade
100

Grading method ❓ Simple direct grading ⬍

Grade category ❓ Not categorized ⬍

Grade to pass ❓

Default setting for ❓ No ⬍
"Notify students"

If you choose to grade using ratings, select the **Ratings** section and use the drop-down menu to select the type of rating you would like to use, type, and maximum grade.

Ratings

Roles with ❓ Capability check not available until activity is saved
permission to rate

Aggregate type ❓ Sum of ratings ⬍

Scale ❓
Type Point ⬍
Maximum grade
100

☐ Restrict ratings to items with dates in this range:

Grade category ❓ Not categorized ⬍

Grade to pass ❓

Common module settings

Common module settings

Availability ❓ Show on course page ⬍

ID number ❓

Group mode ❓ No groups ⬍
No groups
Separate groups access
Visible groups

Restrict access

Send Content Change Notification

Check the box to notify students who have access to this **Forum** of changes in this **Forum**.

When finished with the Forum Settings, then click **Save and return to course**.

For additional information about CLT resources and training, watch the Setting up a Rubric for Whole Forum Grading video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Adding Extensions to Assignments

Extending a Moodle Assignment Deadline for a Particular Student

It is possible in the Moodle Assignment activity to grant an extension for particular students to allow them to submit after the assignment's cut-off date. Extending a cut-off date for a particular student is currently only available in the Moodle Assignment activity. If you wish to extend the cut-off date for a Turnitin assignment, please contact the Center for Learning and Teaching for assistance.

To grant an extension to a student in a Moodle Assignment, first select the assignment's link on the course home page:
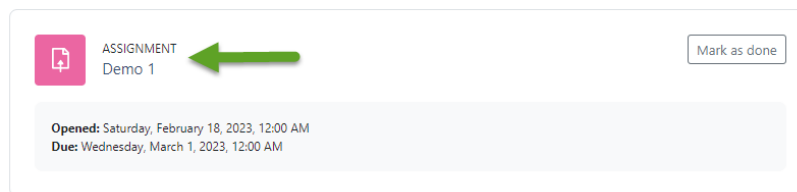
On the page that loads, select **View all submissions** beneath the Grading Summary:
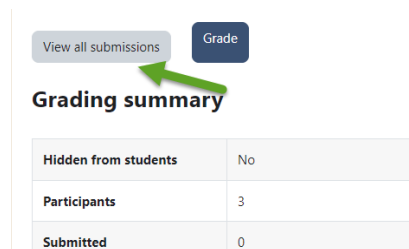
This page will display a list of students and either their submissions or a notification that the student has not submitted. Locate the student for whom you wish to extend the cut-off date and select the **Edit** menu associated with the student.

In the menu which loads, select **Grant extension**:
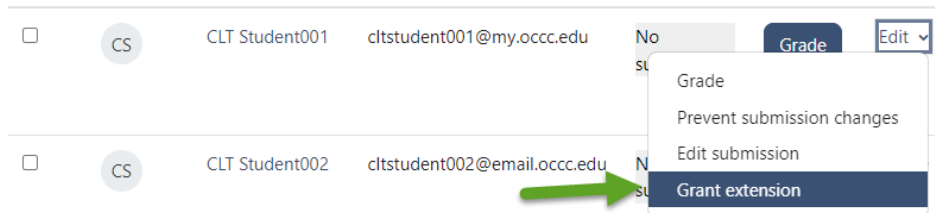
The page that loads provides an overview of the open date, the due date, and cut-off dates. Below that, you can set an **Extension due date** for the student.

Adjusting the Extension due date to a later date and saving the change will allow only the selected student to submit work past the original cut-off date. Repeat this process for any other students you wish to grant an extension to.

If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Moodle Quizzes

In Moodle, quizzes, exams, and tests are called **Quizzes**. There are a variety of settings for quizzes, including display options, question options, timing options, and many more.

Begin by giving your Quiz a name and a description. You can also choose whether to display the description on the course page.

Timing

Open the Quiz and **Close the quiz**: First, check the **Enable** boxes to activate. Then select the dates and times you want the quiz to open for your students and when to close the quiz.

Time limit: First, check the Enable box to activate. Select the amount of time you want your students to be able to take the quiz.

When time expires: This setting controls what happens if the student fails to submit a quiz attempt before time expires. If the student is actively working on the quiz at the time, then the countdown timer will automatically submit the attempt. If you select **There is a grace period…**then you can check the box to enable the **Submission grace period** and specify a period of time during which students may still submit the quiz after the time is up.

The Quiz setup can be challenging, so please contact the CLT if you need assistance.

Grade

Grade category: This setting controls the category in which this activity's grades are placed in the Gradebook. This setting is only used if you have a Gradebook with categories.

Grade to pass is the minimum grade a student must attain to be considered "passing" for this assignment. The "passing" status can be helpful in activity completion settings. Additionally, passing grades are green in the gradebook, and failing grades are red.

Attempts allowed: Allows students to have multiple attempts at a quiz.

Grading method: When multiple attempts are allowed, the following methods are available for calculating the final quiz grade:

- Highest grade of all attempts
- Average (mean) grade of all attempts
- First attempt (all other attempts are ignored)
- Last attempt (all other attempts are ignored)

Layout

New page: Limiting the number of questions to a page assists students in navigating better and staying calm. The CLT recommends one question to a page.

These recommended layout selections above make it harder for students to copy from each other.

Navigation Method: By selecting **Free** instead of **Sequential**, a student can progress through the quiz and be able to return to the previous page and skip to a later one.

Question Behavior

Shuffle within questions: If enabled, the parts making up each question will be randomly shuffled each time a student attempts the quiz, provided the option is also enabled in the question settings. This setting only applies to questions that have multiple parts, such as multiple-choice or matching questions. If a multiple-choice question has "All of the above" as one of the answers, **Shuffle within questions** will not work.

How questions behave: Deferred feedback is the recommended default. It allows students to enter an answer to each question and then submit the entire quiz before the quiz is graded or they get any feedback. Please contact the CLT if you have other Question behaviors settings you would like to discuss.

Allow redo within attempt shows students a Redo button after attempting a question. If pressed, the students can get a different question without taking a different quiz. This option is helpful for practice quizzes.

Each attempt builds on the last: If multiple attempts are selected, and this setting is enabled, each new quiz attempt will contain the results of the previous attempt. This allows a quiz to be completed over several attempts.

Review Options

This section controls what information students will be shown when they review their past attempts at the quiz.

The various sections of information that can be set are:

The attempt: will show how the student responded to each question.

Whether correct: this shows whether the students' response to each question is correct or incorrect.

Marks: shows the marks (grades) given to the student and the grade for the quiz.

Specific feedback: shows the feedback for the response to the answer as set when adding the question to the quiz. Each response to a question can have feedback for correct and incorrect answers.

General feedback: shows the general feedback for the whole question as set when adding the question to the quiz. You can use the general feedback to give students some background to what knowledge the question was testing.

Right answer: shows the correct answer to each question.

Overall feedback: shows feedback for the entire quiz as set in the quiz settings. For each item above, you can select when students are allowed to see them.

You can set the review options to be available at different times:

During the attempt: only available for some behaviors, like 'interactive with multiple tries,' which may display feedback during the attempt. The default behavior is Deferred Feedback. Other behaviors are not recommended.

Immediately after the attempt: students can see a review quiz attempt for the first two minutes after submitting.

Later, while the quiz is still open: students can review a quiz attempt after 2 minutes and before the quiz close date.

After the quiz is closed means after the quiz close date has passed. If the quiz does not have a close date, this state is never reached. Note: Make sure that Marks are checked under this option, or students cannot see their grades.

Extra Restrictions on Attempts

✓ Extra restrictions on attempts

Require password	❓	_Click to enter text_ 🖉 👁
Require network address	❓	
Enforced delay between 1st and 2nd attempts	❓	0 minutes ⇕ ☐ Enable
Enforced delay between later attempts	❓	0 minutes ⇕ ☐ Enable

Show less...

Browser security	❓	None ⇕
Allow quiz to be attempted offline using the mobile app	❓	No ⇕

Require password: a student must enter a specified password to attempt the quiz.

> **NOTE**: The enforced delay fields are optional and are only set if more than one attempt is allowed.

Enforced delay between 1st and 2nd attempts: if enabled and a specified time is set, students will need to wait for the specified time to elapse before attempting the quiz a second time.

Enforced delay between later attempts: if enabled and a specified time is set, students must wait for the specified time to elapse before attempting the quiz a third time and any subsequent times.

NOTE: Do not set the access dates using the **Restrict Access** settings if you use the enable dates from the Timing settings as directed. They will prohibit the quiz grades from recording in the Gradebook.

If you have questions or need assistance, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Preserving Quiz Integrity in Moodle

This resources discusses the settings available in Moodle that can increase the integrity of quizzes, tests, and exams. In general, the more of these options used on a quiz, the more difficult it becomes for students to cheat or to share the questions and answers.

Quiz Activity Settings

The following settings can be accessed on the **Settings** page of each quiz in the Course Menu your Moodle course. First, click on the quiz.
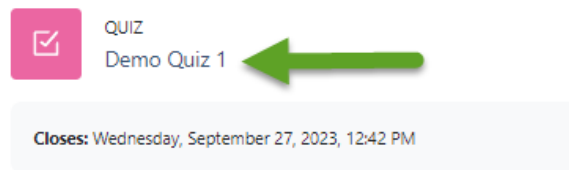
Next, click on **Setting**.
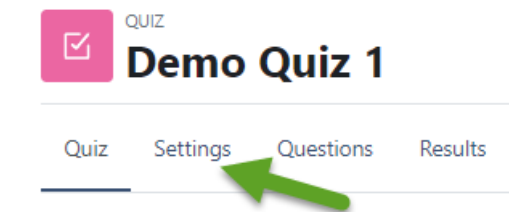
Timing Options

Open and close dates: Setting defined open and close dates can help prevent students from sharing questions and answers.
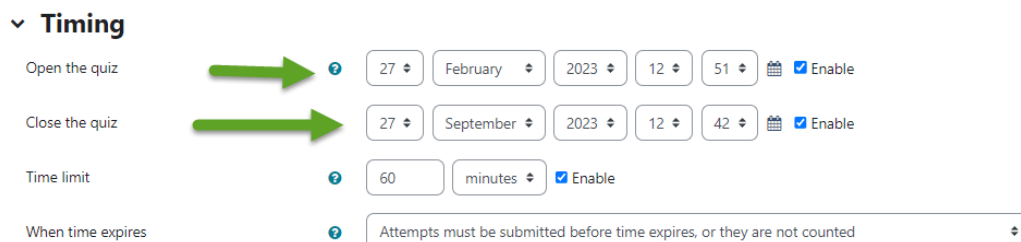
Time limit: This should be set to a reasonable amount of time for the number and type of questions. Allowing too much time makes it easier for students to copy test questions and answers.

When time expires: It is possible to control how quiz attempts that exceed the time limit are handled by Moodle using the **When time expires** options. The default setting, **Open attempts are submitted automatically**, prevents students from receiving extra time.

Grade Options

Attempts allowed: Allowing only one attempt reduces the opportunity to copy quiz questions.

Layout Options

New Page: Setting this option to **Every question** will show students one question per page during their quiz attempts. This makes it much more tedious to copy or take screenshots of the questions.

Navigation Method: The **Show more** link under the layout heading will reveal the **Navigation Method** option. **Free** navigation allows students to backtrack to previously answered questions, while **Sequential** does not allow students to go back to previous questions, even if they are unanswered. Sequential is more secure, as the setting does not allow students to use the extra time to copy questions, but students may not be used to this behavior and should be notified before attempting the quiz.

Question Behavior

Shuffle within questions: Setting this option to **Yes** will shuffle the order in which multiple-choice answers are displayed to students and can help to increase security. If using this option, be mindful of questions with answers such as "All of the above." This answer can be confusing if it is not in the bottom position. "All of the above" can be replaced with answers like "All of these answers" to prevent confusion.

Review Options

These options control what information is shown to students while reviewing their quiz attempt. To preserve the integrity of the quiz questions, it is best to leave The **Attempt** unchecked beneath each heading in this section. This will prevent students from viewing the questions and answers after their quiz has been submitted. If a student requests to review their submission, it is possible to provide this information in a secure setting, such as in-person during office hours.

Extra restrictions on attempts

Additional restrictions, such as requiring students to input a password, use a secure browser, or access the quiz from a specific IP address (such as the computers in the Test Center), can be set beneath the **Extra restrictions on attempts** heading. For assistance using these options, please contact the Center for Learning and Teaching.

Browser Security:

If "Full screen pop up with some JavaScript security" is selected, the quiz will only start if the student has a JavaScript-enabled web browser. The quiz appears in a full-screen popup window that covers all the other windows and has no navigation controls. Students are prevented, as far as possible, from using facilities like copy and paste.

Quiz Setup

The quiz setup page can be accessed by selecting **Questions** link from the Course Menu when viewing a quiz:
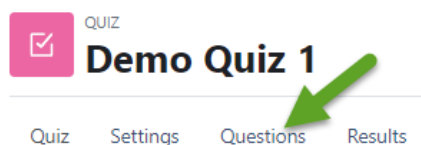
This page is used to add questions to a quiz, shuffle the question order, and adjust the number of questions per page.

Adding Random Questions: Using random questions from a large pool of questions helps retain the integrity of your question bank, as each student will receive different questions. To add random questions, select the Add option in the lower right, then select a random question.
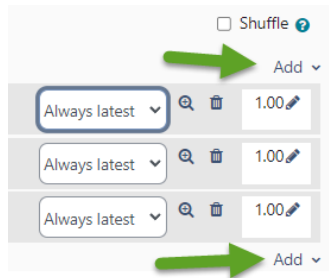
On the next page, you can select which category to load questions randomly from and how many questions to add from that category.

Shuffle: If random questions are not being used, checking the Shuffle option will shuffle the question order of a quiz. This can make it harder for students to cheat.

If you have questions about these options or would like to set up extra restrictions on your quizzes, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Adding a User Override to a Quiz

The time limit, deadline, and number of attempts allowed settings on a quiz can be overridden for specific users on specific quizzes to allow for accommodations or extensions. These overrides must be entered for each quiz to which the override applies. In other words, if a user has a time limit accommodation for all exams in the course, overrides must be set up on each exam. To add time limit, deadline, and attempt accommodations to a quiz, first select the quiz's link on the course home page:

After the page loads, click on **More** in the Course Menu and select **Overrides** in the dropdown menu.
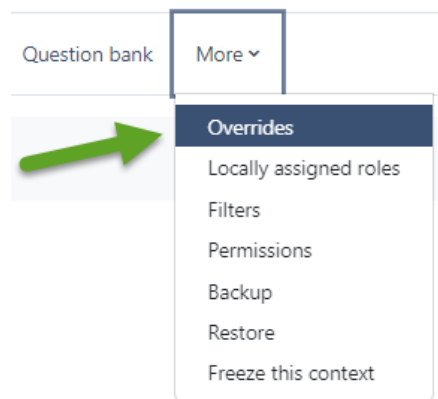
On the next page, select the **Add user override** button.
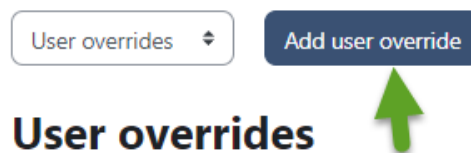
This will load the **Edit Override** page. Select the name of the student for whom you wish to add an override to the list of students in the dropdown menu.

The settings below the list of names will populate with the settings already in the quiz. The deadline, time limit, or attempts allowed settings should be adjusted as desired in this area.

Adjusting the settings here will override the quiz's default settings for the selected user. The open and close times for the quiz can be overridden for the student using the **Open the quiz** and **Close the quiz** settings. The time limit can be overridden by adjusting the **Time limit** setting, and the number of attempts the selected student is allowed on the quiz can be adjusted with the **Attempts allowed** setting.

Note: If you allow students to retake a quiz for which they already have one submission, the **Attempts allowed** setting should be set to 2 to accommodate the extra attempt. However, if you have deleted previous submission, this setting should be set to 1 to allow only one attempt.

After adjusting the **deadline**, **time limit**, and **attempts allowed** overrides for the selected student, select the **Save** button to add the override and finish the process. If more than one student needs an override on the quiz, use **the Save and enter another override** button to save the override and enter another override for a different student on the same quiz.

After selecting the **Save** button, you will see a list of all of the overrides which have been successfully added to the quiz:

User overrides

User	Email address	Overrides		Action
CLT Student002	cltstudent002@email.occc.edu	Quiz opens	Friday, February 24, 2023, 3:32 PM	⚙ ⧉ 🗑
		Quiz closes	Tuesday, February 28, 2023, 3:32 PM	

The overrides can be edited, duplicated, or deleted by using the respective icons in the **Action** column:

User overrides

User	Email address	Overrides		Action
CLT Student002	cltstudent002@email.occc.edu	Quiz opens	Friday, February 24, 2023, 3:32 PM	⚙ ⧉ 🗑
		Quiz closes	Tuesday, February 28, 2023, 3:32 PM	

This process should be repeated for all of the other quizzes in your course which requires user overrides. If you have any questions or need assistance, please contact the CLT at 405-682-7838 or clt@occc.edu.

CENTER FOR LEARNING & TEACHING

Printing a Moodle Quiz

To print a quiz from Moodle, first, make sure each of the questions is displayed on one page.

This can be done on the settings page for a quiz beneath the Layout heading.

In the **New Page** menu, select **Never, all questions on one page**.
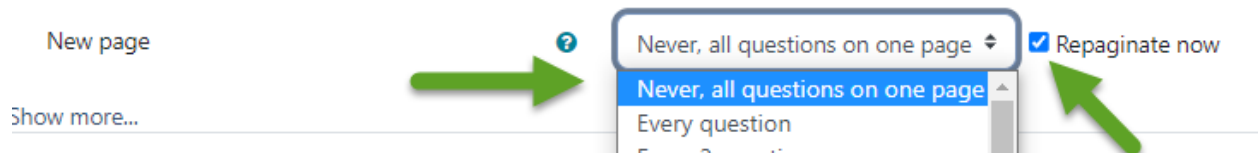
Next, check the **Repaginate now** checkbox.

Saving that change will move all of your questions onto one page.

Next, start a preview of the quiz. This can be done by selecting the **Preview Quiz** button.
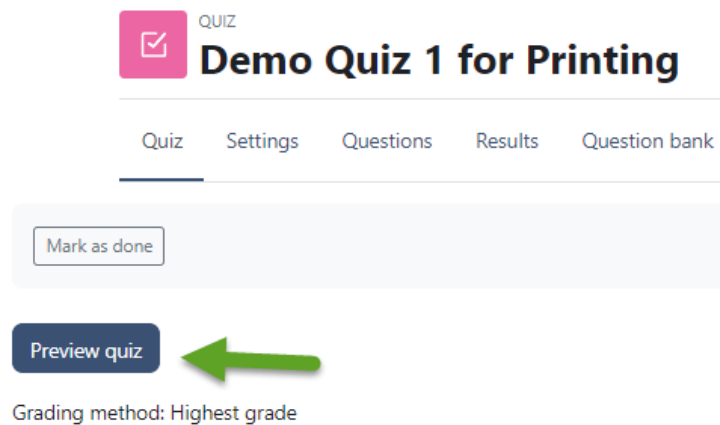
When the preview begins, and the questions are visible on the screen, use your browser's print options to print the page. For most browsers pressing ctrl + p (cmd + p on a Mac) will load the print menu.
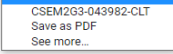
Select your printer from the menu, and print as you usually would.

If you have questions or need assistance, please contact the Center for Learning and Teach at clt@occc.edu or 405-682-7838.

Adding an H5P Interactive Resource to Your Course

This resource will cover the basics of adding an H5P interactive resource to your Moodle course.

H5P resources provide an easy way to add interactive content to your courses, such as interactive videos, timelines, presentations, image hotspots, and more.

Because the H5P resource is very robust and contains numerous content types, this guide will not be able to cover adding each of the H5P resource types but will cover the basic steps of adding the resource for your course. For assistance with the different types of H5P content or to see examples of what's available, please contact the Center for Learning and Teaching or visit the examples page at www.H5P.org.

To begin adding H5P content, navigate to your Moodle course and select the topic to which you wish to add the resource. At the bottom of the topic, select **Add an activity or resource**.
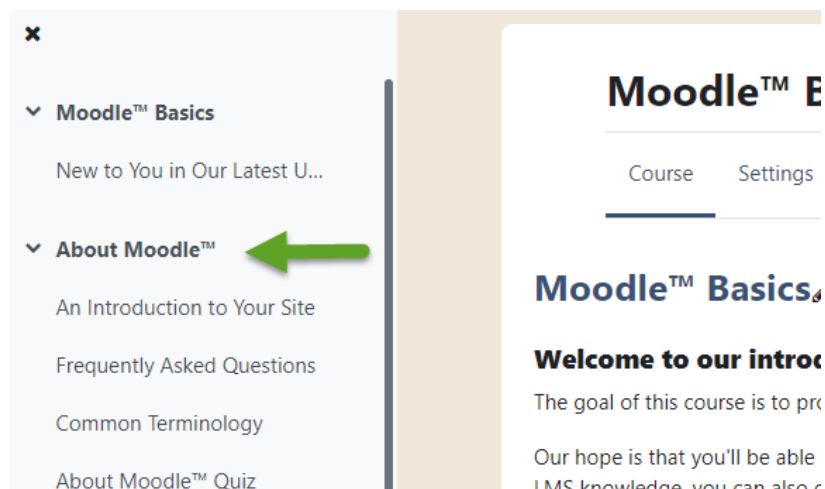
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
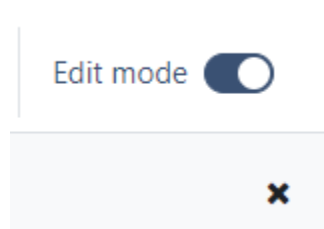
Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.

From the list of available activities, select **Interactive Content**.
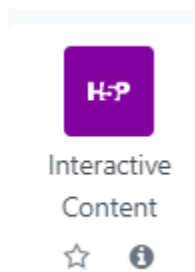
Enter a name and description for the activity in the **Description** field.
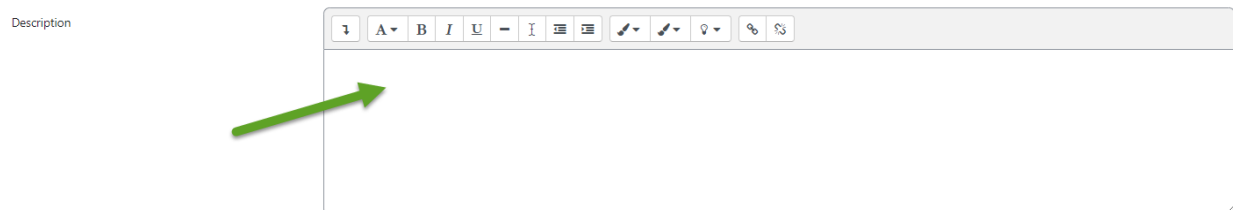
Scroll down to the editor to add the name of the activity in the **Name** field.
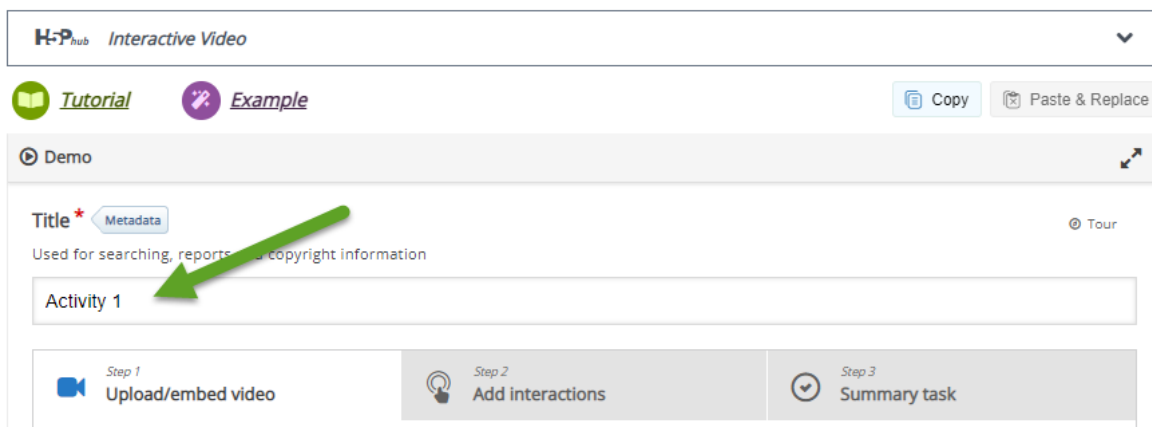
If this item should record a grade in the gradebook, set the maximum points available in the **Maximum grade** field in the Grade setting area. If the item is not worth a grade, set the Maximum grade option to 0.

Please note that at this time, even if the Maximum grade option is set to 0, the item will still appear in the gradebook. A grade will not be recorded for the students and will not count against them. If you are using an **H5P** resource that is not recording a grade, it is recommended to hide this item in the gradebook.

In the **Editor** menu, select **Select content type** to load the selection menu.
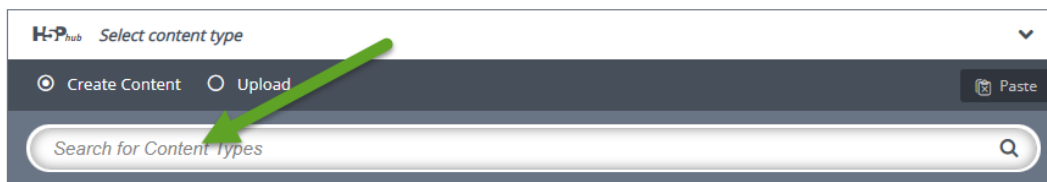
The first option in the Select content type menu allows you to **Create content** or **Upload**. While uploading activities into Moodle from files created on the www.H5P.org site is possible, creating new resources in Moodle is the preferred method. This guarantees that the content type you wish to create will function correctly. Click the **Details** button next to the H5P activity you want to create.
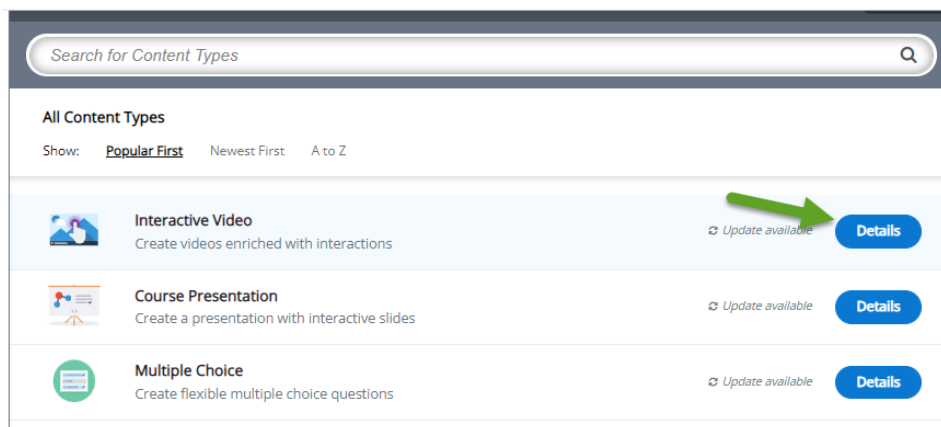
Next, select Use next to the type of content you wish to create.
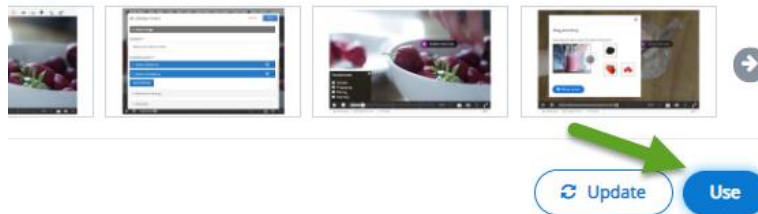
After selecting a content type, the editor window will load below the **Editor** dropdown.

The editor will contain all the options for creating the selected interaction content type. There are currently 28 content types available in the H5P resource, and each has different steps for setup. The setup of individual items will not be covered in this guide.

Many types will have a **Tutorial** and **Example** available. Links to these are available below the resource editor.

H5Phub *Interactive Video*
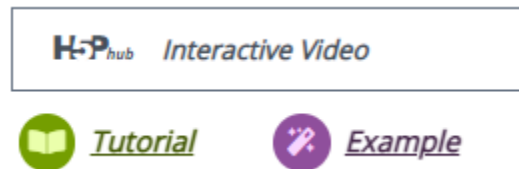
📗 *Tutorial*   🪄 *Example*

These tutorials and examples will provide instructions for setting the content type, but you can always contact the CLT for assistance.

The last options in the H5P interactive content setup are the Display Options. These control whether the **Action bar and frame** (navigation), **Download button** (allows students to download the H5P project file), or **Copyright button** are displayed.

After setting these options as desired, save your changes and make any necessary changes in the gradebook. This will complete the H5P interactive content setup.

H5P
Activity 1 ✏

For assistance with H5P setup, to view examples of the H5P content types or discuss potential uses, or if you have any questions, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

VoiceThread Basic Setup Instruction

VoiceThread is an asynchronous discussion activity which allows students to post images, videos, PowerPoints, and other files as assignment submissions, easily record voice-over comments, and comment on posts made by others. Posts and comments can include videos, audio, images, text and files. Instructors can comment on student submissions to provide feedback, and grades for student submissions can be sent directly to the Moodle gradebook. More information about VoiceThread can be found here: https://voicethread.com/

To add a VoiceThread activity to your Moodle course,

, navigate to your Moodle course and select the topic to which you wish to add the resource. At the bottom of the topic, select **Add an activity or resource**.
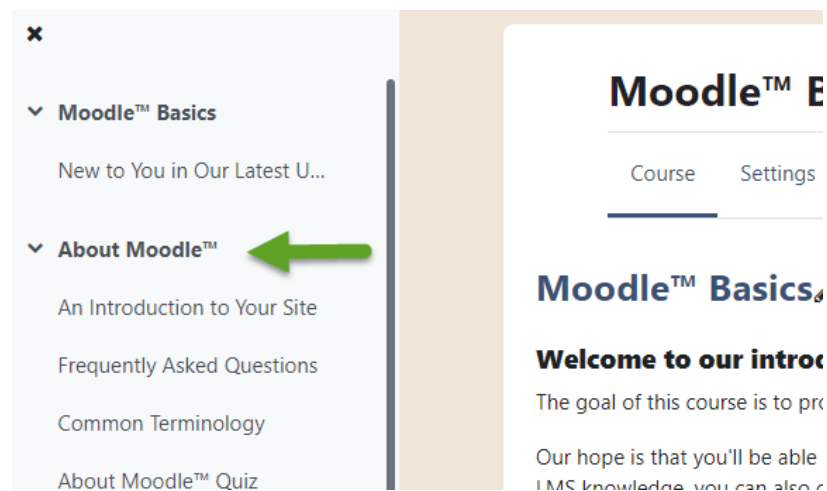
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
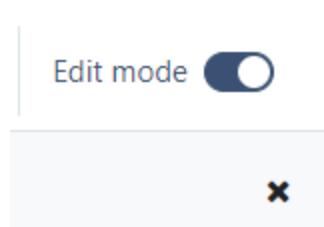
Next, scroll to the bottom of the page and locate the **Add an activity or resource** button and select it.

From the list of available activities, select **External tool**.
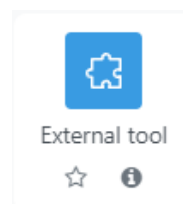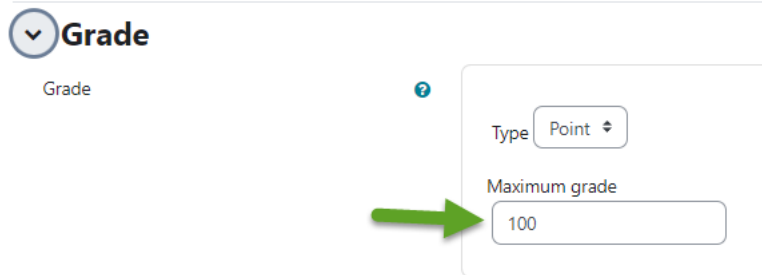
Enter a name for the activity in the **Activity Name** field:

Select **VoiceThread** in the **Preconfigured tool** menu.
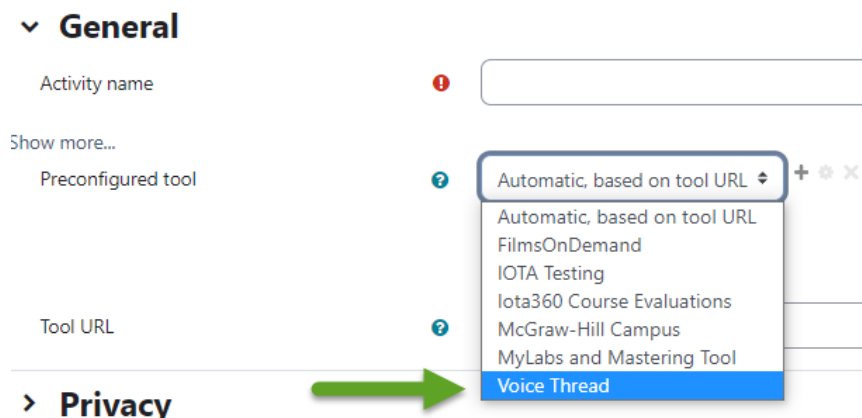
In the right menu options, select the **Grade** heading to expand it. If you are creating a graded activity, enter the number of points the item should be worth in the **Maximum Grade** field.

⌄ Grade

Grade ❓

Type Point ⬍

Maximum grade

100

If the activity should not count towards students' grades, select **None** in the **Type** menu.

⌄ Grade

Grade ❓

Type None ⬍

None

Scale

Point

Next, select the **Select Content** button on the left.

⌄ General

Activity name ❗ VoiceThread Demo

Show more...

Preconfigured tool ❓ Voice Thread ⬍

Select content

On the menu which loads, select the type of VoiceThread you wish to create.

The **Individual VoiceThread** option allows you to link to a VoiceThread presentation you've created, or create a new one, as a resource for students to view.

The **Assignment Builder** allows you to setup one of the following activities:
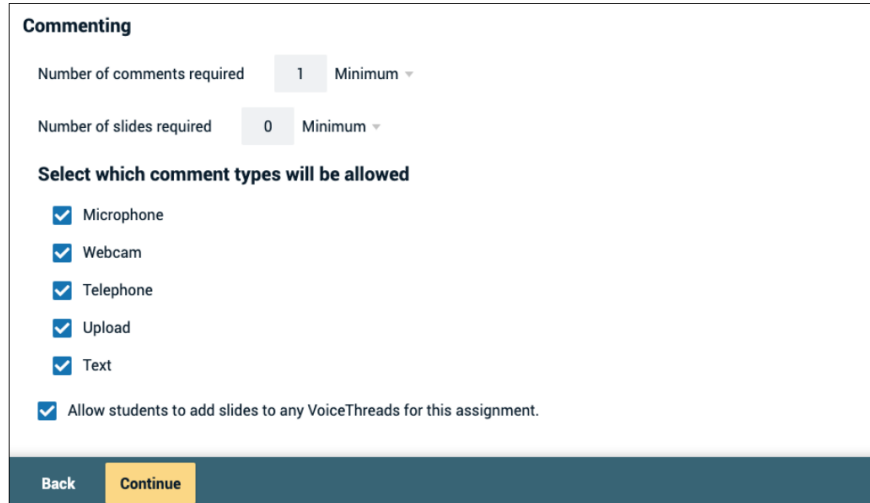
- **Create**: Requires students to create and submit their own VoiceThread activity.
- **Comment**: Requires students to add comments to a VoiceThread the instructor has created.
- **Watch**: Requires students to watch an entire VoiceThread presentation created by the instructor.

After selecting the type of VoiceThread you wish to create, select **Continue**.
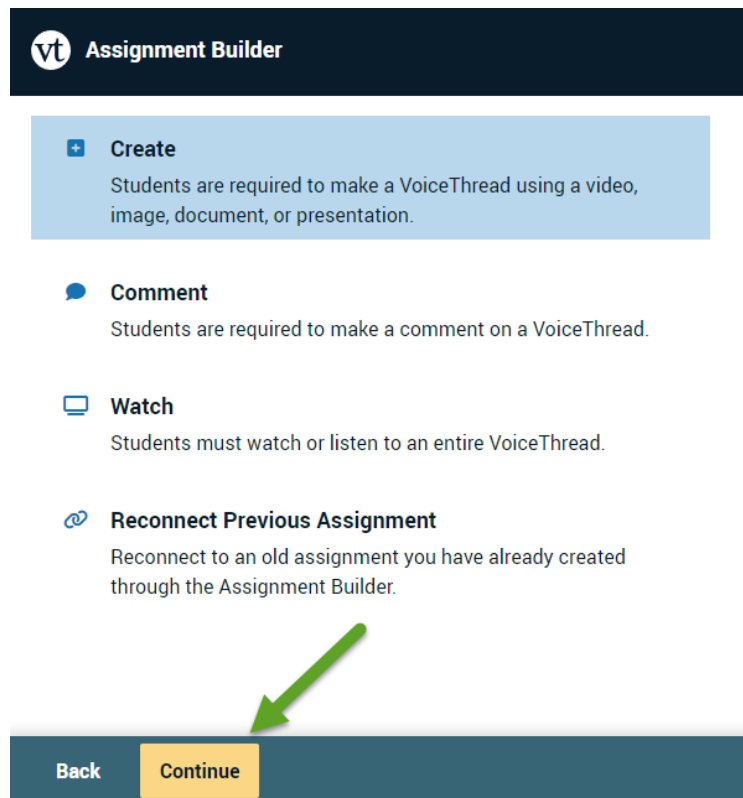
This will take you to the setup options for the activity. The specific setup of each type will be covered in separate resources.

Select the playback settings you want each student's VoiceThread to have. Students will not be able to override these settings.

Number of comments required
Students will be required to post comments on the VoiceThread they create. You can require a minimum number or an exact number. They will not be permitted to submit until this requirement is met.
Important: This is the number of comments students record on *their own VoiceThread,* not on a classmate's submission.

Number of slides required
Students will be required to add this number of slides to their VoiceThread. Minimum number of slides required is always 1 by default, but you can require more if desired.

Commenting types
Select which types of comments you want to allow students to post.

Allow students to add slides to any VoiceThreads for this assignment
Allow students to add slides to any VoiceThreads submitted by their classmates to this assignment.

Enable threaded commenting
Turns on the ability for your participants to start threaded conversations.

Enable comment moderation
Allows you and the student to preview all comments on this VoiceThread before revealing them to others. You can also choose never to reveal them. Learn more about Comment Moderation.

Don't allow commenters to delete their own comments

Anyone who records a comment on a VoiceThread will be [unable to delete it](#) once it is saved. This is a powerful tool for assessment because your commenters will not be able to "retry" after they've recorded.

Limit length of each comment

By default, all audio and video comments recorded in VoiceThread can be 60 minutes long. If you'd like to set shorter time limits for your commenters, enter your desired maximum comment length here.

When recording, automatically advance to the next slide after

Set slides to advance automatically at pre-set intervals as users are recording. In addition, you can check the box for [Pecha Kucha](#) or [Ignite](#) beneath this option to automatically set the correct restrictions for those presentation types. [Learn more about timed presentations here.](#)

Start playing when opened

The comments on your VoiceThread will begin playing automatically when people first open it.

When final comment on a slide has played, automatically advance to the next slide after __ seconds

When the VoiceThread is in play mode, it will play through all of the comments on a slide and then move to the next slide automatically. The number of seconds is the "pause" time before the slide advances.

Allow download

Allow students to download the central media from the VoiceThreads their classmates create.

Allow export

Allow students to [export](#) one another's VoiceThreads.

Allow students to make a copy

Allow students to [make a copy](#) of one another's VoiceThreads.

Student Gallery

If you want students to view one another's VoiceThreads after they are submitted, check this box. This will give them a "Student Gallery" button in their interface to see the VoiceThreads their classmates have submitted for this assignment.

Click "Continue" at the bottom of the screen when you're done.

Step 3: Finalize

Set the final details for your assignment.

Assignment name
This will appear at the top of the assignment in the student's view.

Assignment instructions
These instructions will appear on the right-hand side of the student's view. Tell them more about what you expect from them here.

Example URL
If you have created an example you want students to follow or more information about the assignment, enter the link to that page here. It will appear on the right side of the student's view.

Message shown to student after they submit
Customize the message students see after they've submitted their VoiceThread. A little personalization goes a long way!

Prerequisite Students will not be able to start this assignment unless they have already submitted a previous VoiceThread assignment in this course. Check this box and then browse for the assignment(s) you want to require them to complete before beginning this one.

Start date
Students will not be able to view the assignment until the start date/time. If you want it to be open immediately, leave this blank.

Due date
This is the date the assignment is due. Students can still submit after the due date, but they will be marked late.

Close date

Students will not be able to access the assignment at all after this date. If you want the assignment to be open indefinitely, leave this blank.

Allow students to resubmit assignment

Give students the opportunity to try again if they submit the wrong thing or need to make corrections after you give them feedback.
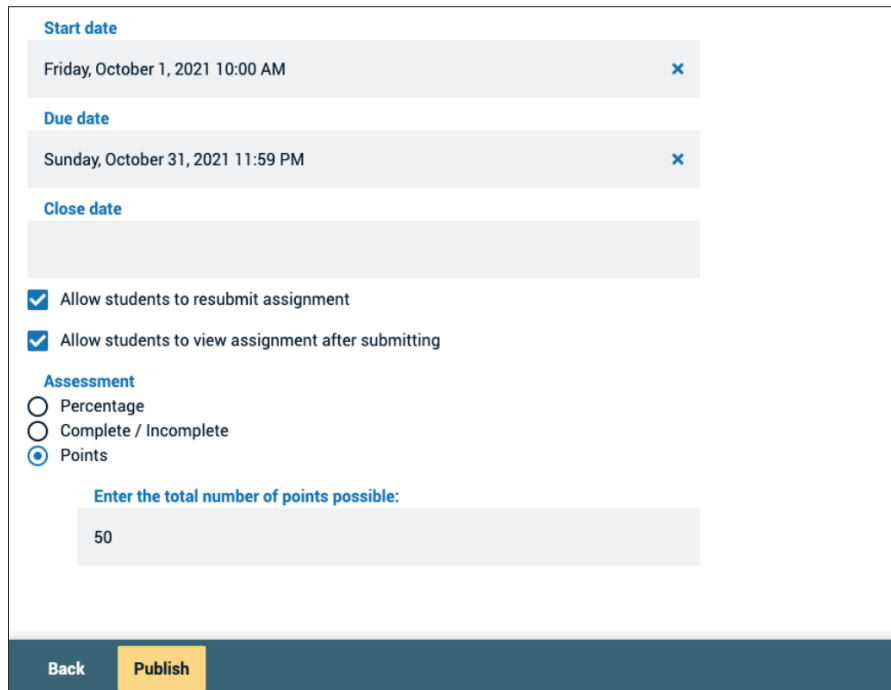
Allow students to view assignment after submitting

If you don't want students to be able to see the work they've submitted, un-check this box. If you want them to see their work so you can record feedback on it, leave it checked. They will not be able to make any changes to their work even if they can see it.

Assessment

Choose how you would like to grade this assignment.

- Percentage
- Complete/Incomplete
- Points

Click "Publish" at the bottom of the screen when you're done. This will return you to your course page.

Once the activity has been set up, select **Save and return to course** to complete the setup.

NOTE: The Tool URL option will be populated automatically. Do not edit this URL as doing so will cause the VoiceThread activity to function incorrectly.

This will add the VoiceThread activity to your course.

To edit the assignment settings (deadlines instructions, etc.) after the assignment has been created, select the activity link in Moodle.
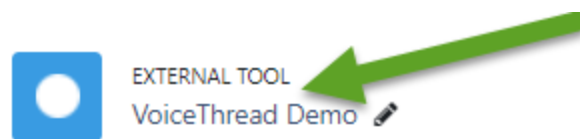
Next, select the lines icon in the upper left, then **Edit Assignment**:
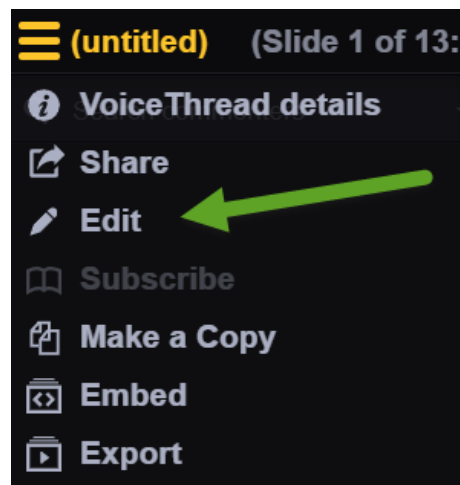
That will take you to the second page of the setup process and allow you to edit those settings.

If you have questions or need assistance please contact the Center for Learning and Teaching at clt@occc.edu or 405-682-7838.

Submitting to VoiceThread Activities

To add your submission to a VoiceThread activity, first be sure you've read the assignment instructions and understand the requirements. These can often be viewed by selecting the activity but may also be present elsewhere in your course.
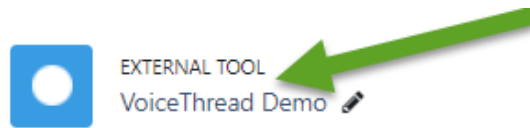
After selecting the activity, the assignment information can be viewed on the right-hand side of the page. Instructions and assignment requirements will be listed at the top, along with the **Start Assignment** button.

Due dates, grading, and submission status is shown just beneath the **Start Assignment** button.

- **Due date:** Apr 12, 2023 – 12:56 PM

- **Grade type:** 50 points possible

- Not yet submitted

When you are ready to submit, select **Start Assignment**.

This menu allows you to begin creating your VoiceThread submission. There are several options available and should be selected in relation to the assignment instructions and what you wish to submit. Please note that not all submission options may be available on every assignment.

Let's get started!
You can drag and drop files to this window, or use one of the following options to create or upload media.

Add from computer	Record video slide	Copy from VoiceThread	External source
Enter a URL	Take a picture	Record audio slide	

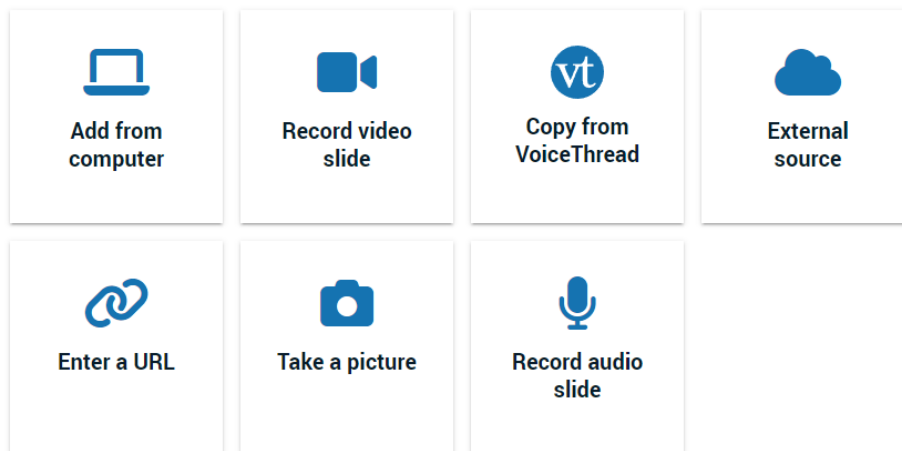**Add from computer** allows you to select a file already saved on your computer. Uploading an image or video will create one slide from the file, and files such as PowerPoints will create a VoiceThread slide for each slide on the file.

Record Video Slide allows you to record a Video slide from your device's camera.

Copy from VoiceThread allows you to use a previous activity you've created. Keep in mind that your instructor likely wants you to create a new VoiceThread, so using work you've created for a different assignment may not meet requirements and could be considered self-plagiarism. If you are unsure please contact your instructor.

External Source allows files to be uploaded from outside repositories such as Google Drive.

Enter a URL allows you to use existing content on the internet as a slide in your VoiceThread. This URL can generally be retrieved from the Share menu on most sites which allow linking to resources.

Here is an example from YouTube and GIF (Giphy) showing where to retrieve the URL:
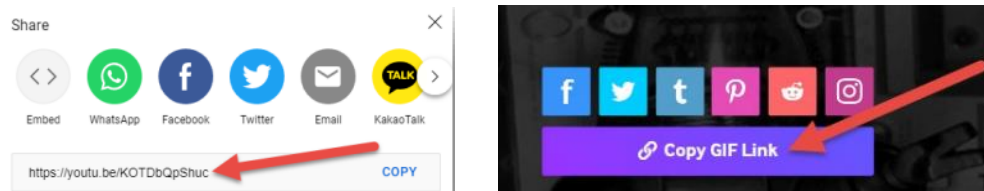
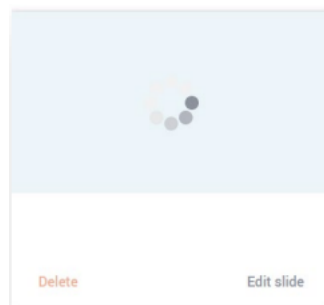Many sites will have similar links available, and you may also be able to copy the URL from the address bar of your browser. This depends on the site and resource being used.

NOTE: If adding the image from a URL seems to be stuck on 'loading', try selecting Continue anyway. It will likely display correctly on the next screen.

Take a picture allows you use your device or webcam add a slide from a photo.

Once you've added a slide using one of the above methods, you can add additional slides as desired or required by the assignment by selecting Add media in the upper right.
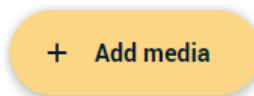
As you complete the assignment requirements they will be marked as complete in the **Information** area.
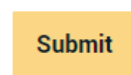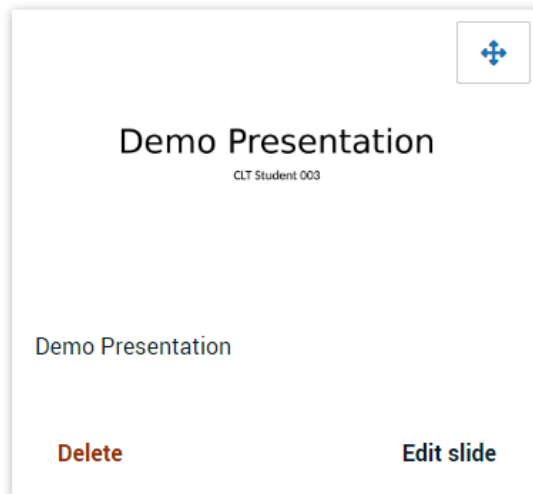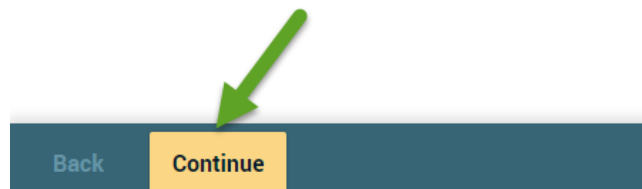
When you have created all desired slides, select **Continue**.

This will load your slides individually and allow you to add comments if required. Please note, it may take some time for all slides to load.

To add a comment to a slide, select the **Comment** option which appears at the bottom of the slide.
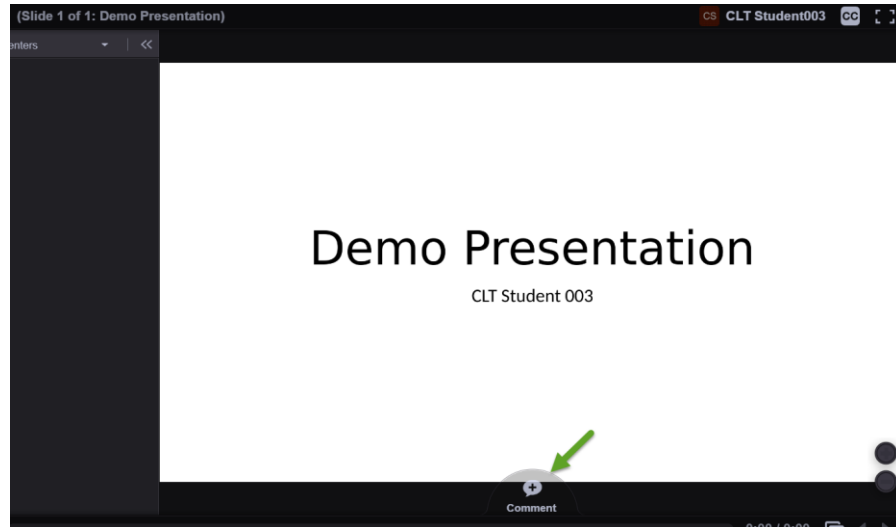
This will load several options for adding comments. Please note that the availability of these options depends on your instructor's settings. Some options may not be available.
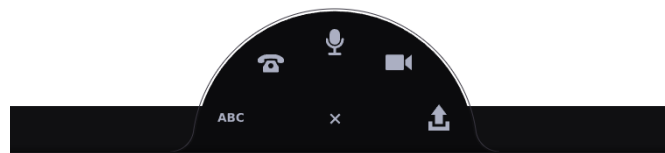
In order, the comment types are:

ABC: Text only comment.

Telephone: entering your phone number will generate a call that can be used to record a comment.

Microphone: record an audio comment using your computer or device.

Camera: record a video comment on your computer or device.

Upload icon: Upload a file as a comment.

When a comment has been added, you can review it by selecting it in the left menu.
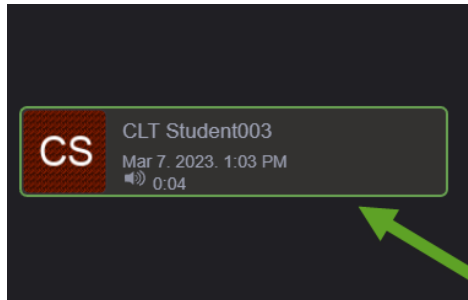
When you've met all of the assignment requirements and are ready to submit, select the **Submit** option on the right menu.
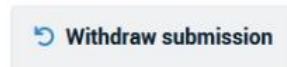
You should see a notification that your submission was successful appear at the top of the page.

You can view and comment on other's submissions, if enabled, by selecting the **Student Gallery** option.
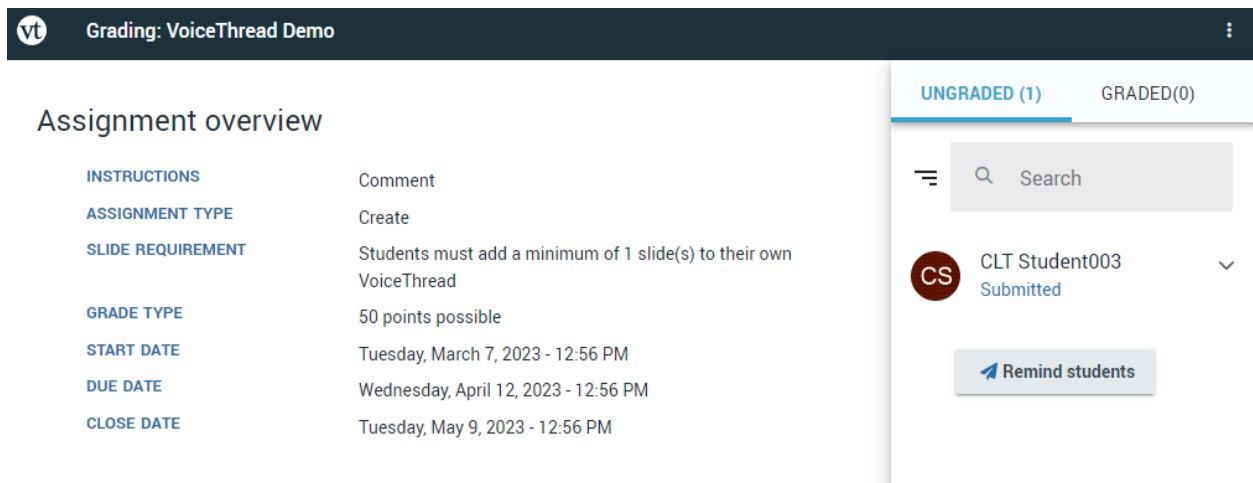
If you have questions or need assistance submitting a VoiceThread assignment, please contact Moodle Support at clt@occc.edu or 405-682-7574.

How to Grade and Submit Feedback on a VoiceThread Document

To grade and leave feedback on VoiceThread submissions, first select the VoiceThread activity in your Moodle course.
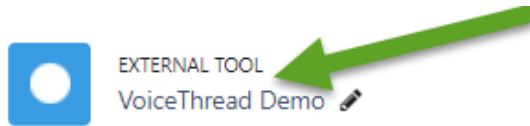
The following page will load an overview of the assignment, and will show which students have submitted.

To begin grading a submission, select a student from the left Menu.

This will load the student's submission in the left pane for you to review, and a location to enter a grade on the right.
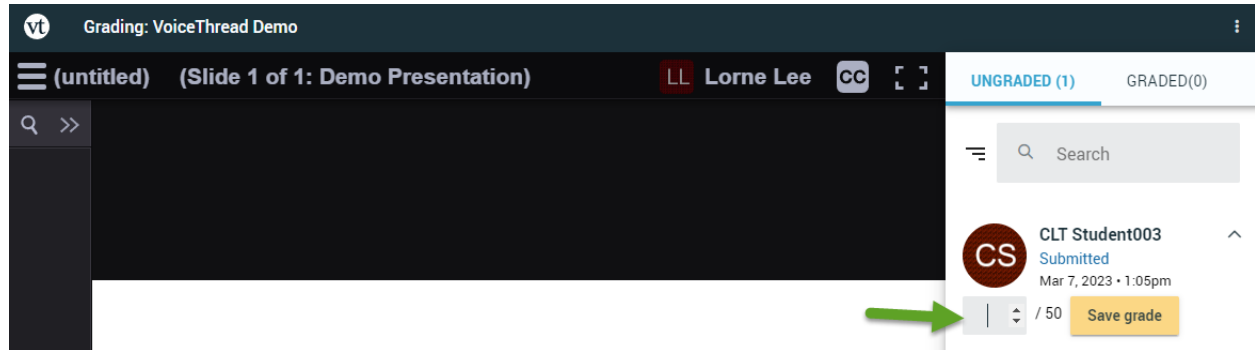
It is also possible to leave feedback. To give feedback that can be viewed by anyone who is able to view the submission (including other students), the general comment options can be used.
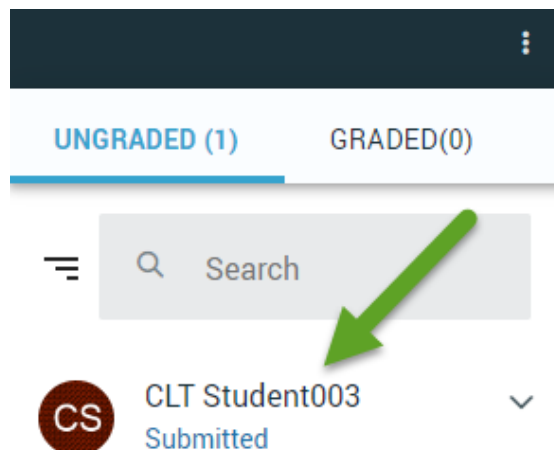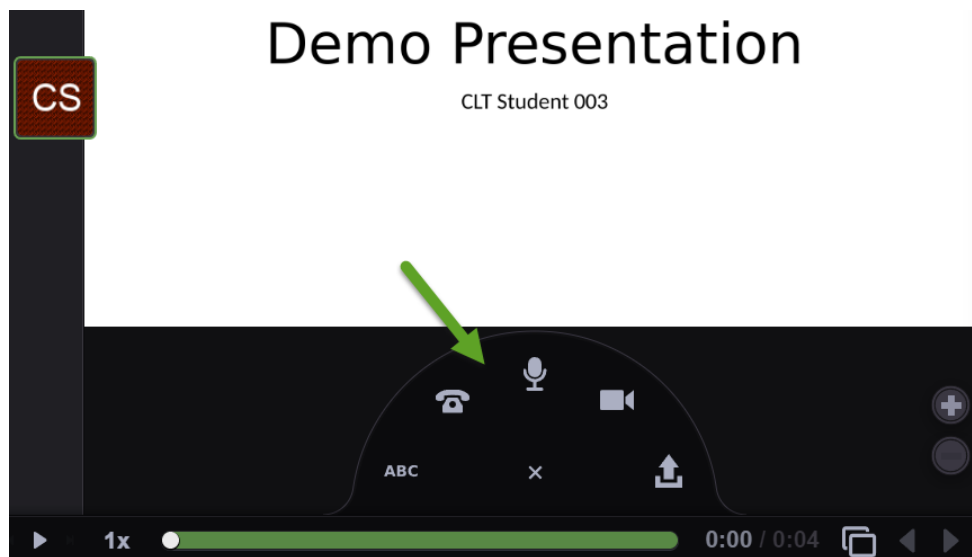

In order, the comment types are:

ABC: Text only comment.

Telephone: entering your phone number will generate a call that can be used to record a comment.

Microphone: record an audio comment using your computer or device.

Camera: record a video comment on your computer or device.

Upload icon: Upload a file as a comment.

If a student has left a comment on their own submission, it is possible to leave **Private comments**, visible only to the student, on those comments. To do so, locate the student's comments on the left menu and select it. This will load a menu that allows you to select the **Private reply icon**.
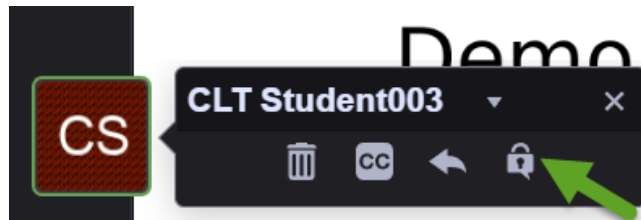
Doing so will load the same reply options as before, but will also indicate the reply is private.
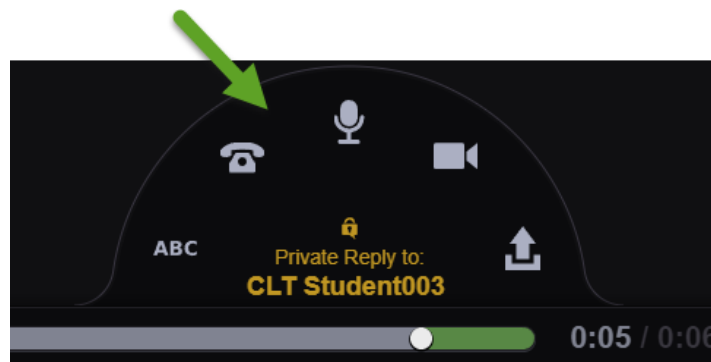
The Private Reply will display with a lock icon in the left menu, next to the comment it is associated with.

When finished adding the Grade and Feedback comments, select the **Save grade** option to send the grade to the Moodle gradebook.
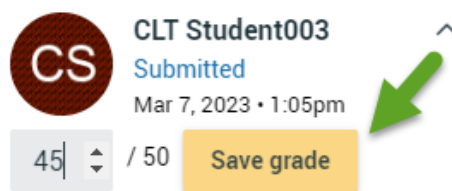
Please note, feedback comments left in VoiceThread will only be viewable by students in the VoiceThread activity and will not be sent to Moodle. It is possible to leave feedback in the Moodle gradebook as well, using the feedback column **Single View** page in the Moodle gradebook. First, click the **Override** box. Next, enter your **Feedback**.

This does require adding an override, meaning any future grade adjustments will need to be made via Moodle and not the grade feature in VoiceThread to retain this feedback.

If you have questions or need assistance please contact the Center for Learning and Teaching at clt@occc.edu or 405-682-7838.

Proctorio Instructor Guide

Adding Proctorio to a Quiz/Test in Moodle

Step 1: Use and update Google Chrome.

Make sure you are using the latest version of Google Chrome.

> o You can download Google Chrome and install it if you do not already have it on your computer.

Step 2: Install the latest version of the Proctorio extension for Google Chrome.

Open Chrome and go to getproctorio.com to install the Proctorio Google Chrome extension. Make sure you are always using the latest version of the Proctorio extension. Click "Click here to install the Extension".
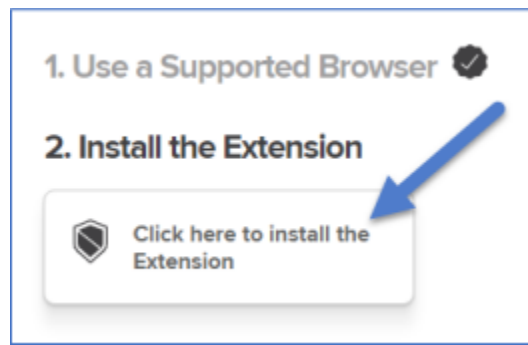
This will open up the Chrome web store. Click "Add to Chrome."
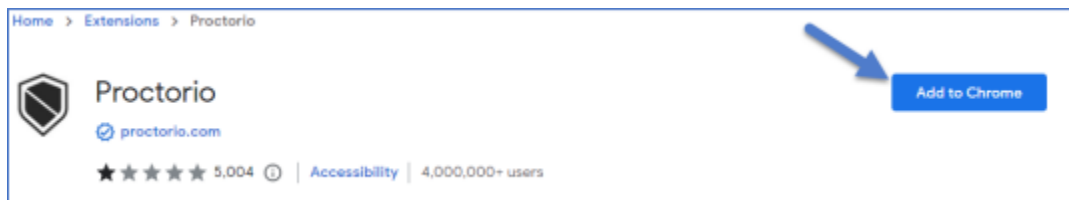
Step 3: Add the Proctorio external tool to Moodle.

In the same topic as your exam, you will need to add the Proctorio external tool. Click on "Add an activity or resource."

Select "External Tool."
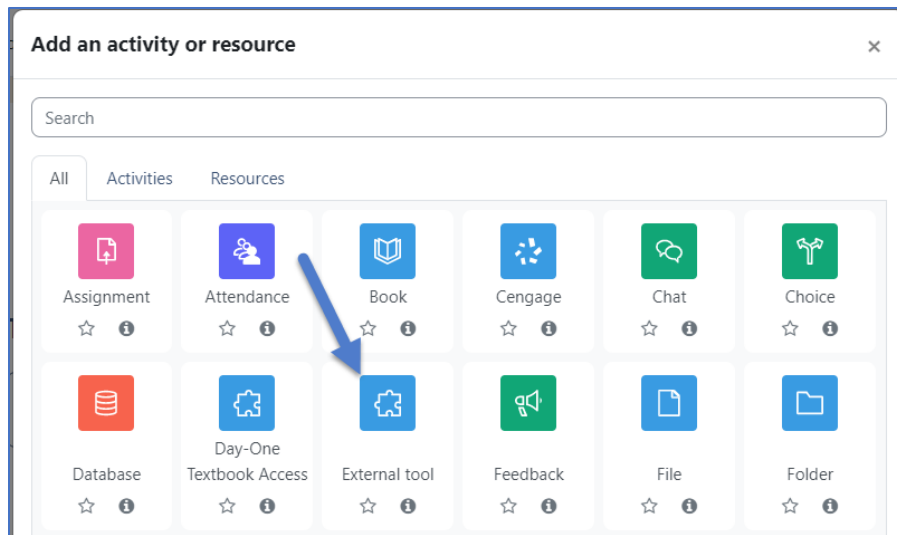
Name the external tool "**Secure Exam Proctor**." This title is case-sensitive and must be typed exactly in order to function correctly.

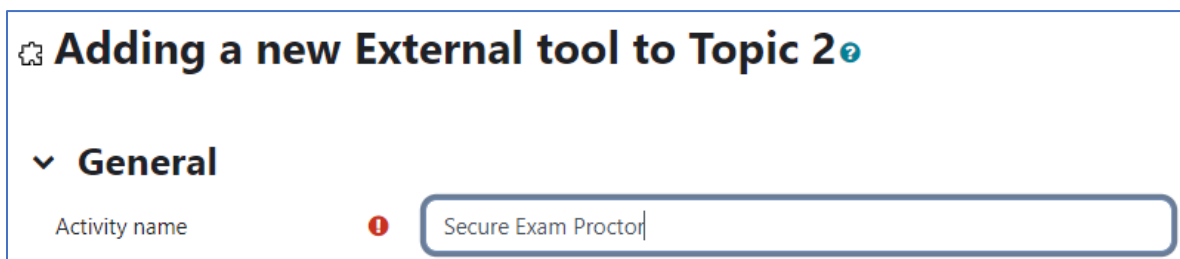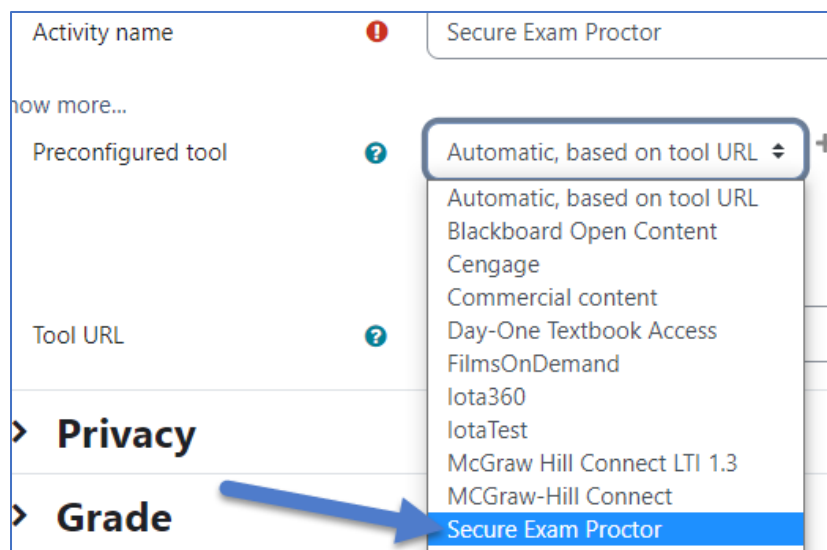Under the "Preconfigured tool" menu, choose "Secure Exam Proctor."

Select "Save and return to course."

Important: Make sure the external tool is set to be visible and to "show on course page," or it will prevent Proctorio from working correctly.

Step 4: Edit the quiz settings.

Locate the quiz/test you would like to be proctored in Moodle. Click on the three dots on the right side of the quiz area and select "Edit settings."
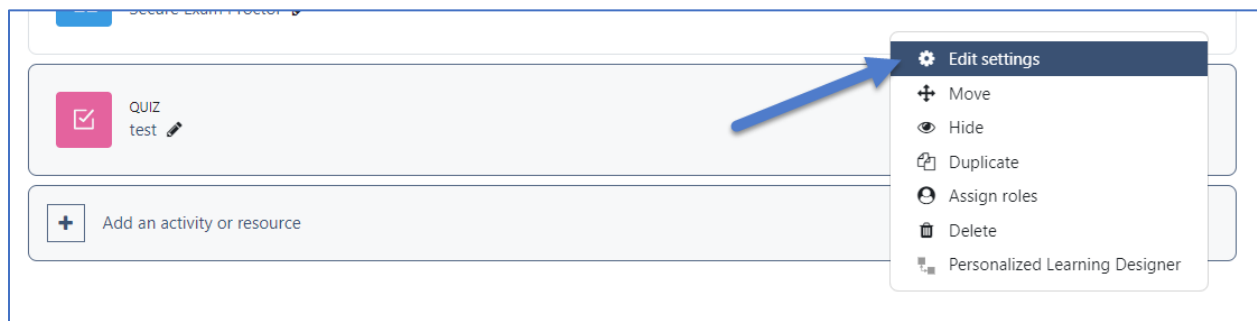
Locate the "Timing" settings. In order to use Proctorio, **your quiz must have a time limit and a close date in order to generate a report**.

Note: time limit cannot exceed 8 hours.
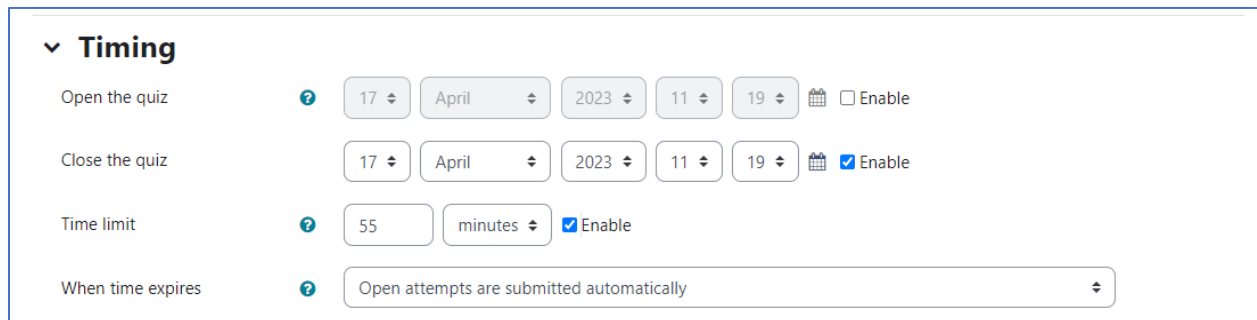
Locate "Proctorio Settings" and check the "Enable Proctorio Secure Exam Proctor" box.
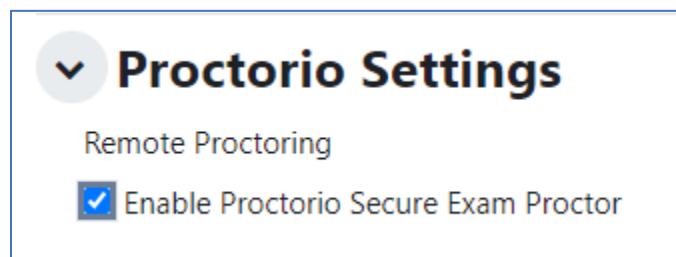
After enabling Proctorio, you can scroll down and select the settings that you want.

Hover over a setting, and click the question mark at the top-right to see an explanation video or description.

Click "Create New Profile" to save your settings for future use.
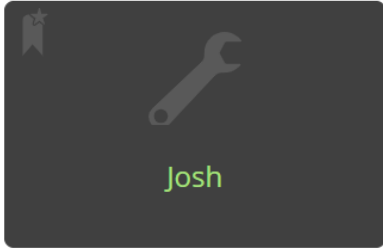
The profile and settings will be pinned to the top of the Proctorio settings. Simply click on this next time, and you will get the same settings that you just created.

Click "**Save and return to course**."

Tip: It is recommended that you begin your course with a low or no-stakes practice quiz/exam so that students set up their computers for Proctorio in the first week of class.

Step 5: Review the report.

Go back to the Proctorio exam and click "View Proctorio Gradebook" to view the recordings and information for your test takers. See the Proctorio Gradebook guide for assistance with understanding the report.
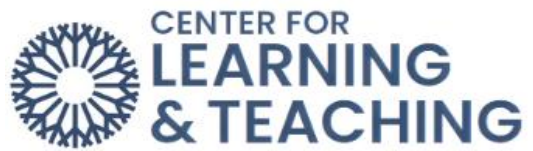
Support & Additional Resources:

1. See Proctorio's additional resources here for help getting set up.

2. Students have access to Proctorio's 24/7 live chat that can be accessed by clicking on the extension icon and starting a chat once in an exam.

3. Email Proctorio Support at support@proctorio.com.

4. Contact the Center for Learning & Teaching by emailing CLT@occc.edu or calling 405.682.7838.

Please watch this video that walks you through the process of how to use Proctorio as an instructor.

Grading

Grading Assignments

The Open Grader in the Open LMS menu on the Course Menu allows you to see all of the ungraded work that has been submitted in your course to an assignment. You can then sort the information by student or assignment. You can view the document submitted, add comments, and grade from one screen.
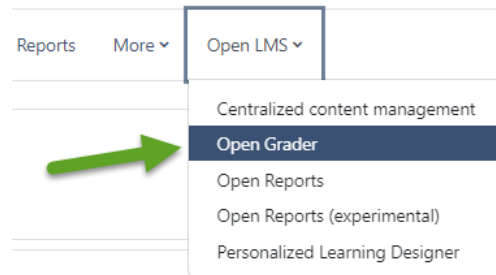
Grading from an Individual Assignment

To grade an assignment, enter the assignment by selecting the title of the assignment from the course home page.

Once in the assignment, you will see the **Grading summary**. To grade the assignment, you will need to select the **View/grade all submissions** link.

Quick Grading of Assignments

Moodle provides optional settings for grading assignments. We recommend setting **the Assignments per page** to the number of students in your class, checking the **Quick grading** box, and setting the filter to **Requires grading**.
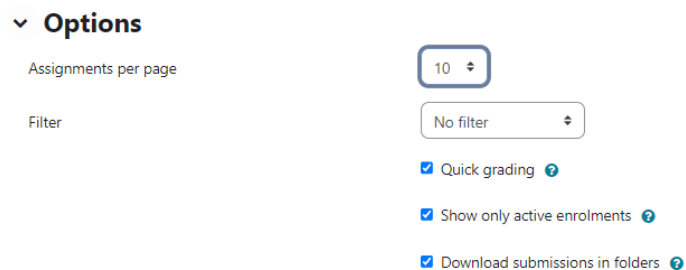
You can type a numerical grade for the submission in the **Grade** column. To view the submitted document, select the file in the **File submissions** column. The **Submission comments** field is for leaving written feedback on the assignment.

Instructors also have the option to download all of the documents submitted to an assignment (drop box) as a zip file. To download the submissions as a zip file, select **Download all submissions** in the upper left corner of the submissions page.
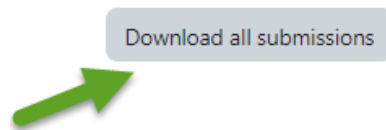
Once you have selected the download option, the file will automatically begin downloading. To access the students' individual assignments, select the file folder that was downloaded. It will open to show the individual documents.

If you have questions or difficulties with this process, please contact the CLT at 682-7838 or clt@occc.edu.

Grading Assignments with a Rubric

To add a rubric to an assignment or forum, toggle on **Edit Mode**, located in the screen's upper right-hand corner.
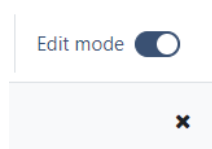
Locate the assignment or forum, click on the three vertical dots to open up the menu options, and select **Edit settings**.
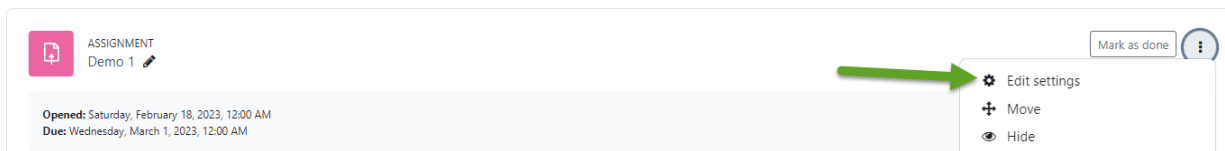
Scroll down to the **Grade** menu and select the option grade using a **Rubric**.

Select **Save and display**. On the next page, select **Define new grading form from scratch** to begin creating your rubric.

On the **Define rubric** page, start by giving your rubric a name and a description.

Next, when you scroll down, you will see a blank Rubric.

This rubric needs clearly defined criteria and levels of achievement. To begin defining your criteria, select **Click to edit criterion** and type the name of your first criterion.

Once you name the criterion, select **Click to edit level** to describe each achievement level. You can also select the points to edit the number of points associated with each level. If you need more levels of achievement, simply select **Add level**. Once you are satisfied with your first criterion, select **Add criterion** to add more in the same way.

If you want to remove either criteria or levels of achievement, use the 'X' icons.

Once you are satisfied with your levels and criteria, you can adjust the Rubric options below.

These options control what information is displayed to students about your rubric. When you are finished adjusting options, select **Save rubric and make it ready**.

To grade an assignment using this rubric, navigate to the assignment and select **View/grade all submissions**.

Select the **Grade** for the submission you wish to grade.

Next, click on the expand icon to expand the **Rubric** for grading.

This will open a page displaying the student submission at the top and your rubric at the bottom. To grade using your rubric, select the achievement levels to award points. You can use the box to the right of the achievement levels to leave comments. You can also use the blank field to leave comments.

There is a larger space for overall comments below the rubric. When you are finished grading, select **Save changes**.

If you have questions or need assistance please contact the Center for Learning and Teaching at clt@occc.edu or 405-682-7838.

Creating and Grading Forums

Forums

The **Forum** activity allows students and teachers to exchange ideas by posting comments as part of a 'thread.' Files such as images and media may be included in forum posts. The teacher can choose to grade and/or rate forum posts and it is also possible to permit students to rate each other's posts.

Grading: **Forums** do not have the option of being graded in **Open Grader**. **Open grader** is not going away; however, the grading options for **Forums** do not include **Open Grader**. The grading options for **Forums** are **Whole Forum Grading** or **Ratings**.

Whole forum grading is a feature that allows instructors to assess student forum postings from a grading interface that collects each student's postings on one page.

Setup: To set up **Whole Forum Grading**, go to **Add an Activity** and select **Forum**.

To begin adding a Forum, navigate to your Moodle course and select the topic to which you wish to add the resource. At the bottom of the topic, select **Add an activity or resource**.
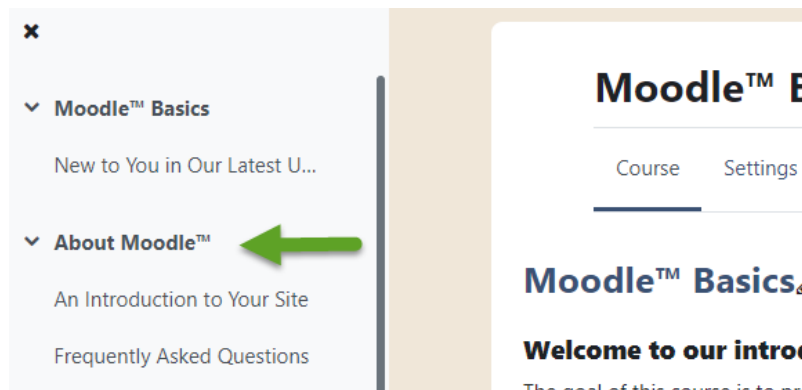
When the topic loads, toggle on **Edit Mode**, which is located in the upper right-hand corner of the screen.
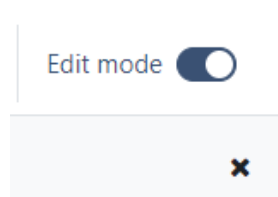
Next, scroll to the bottom of the page, locate and select the **Add an activity or resource button**.

Select Forum.
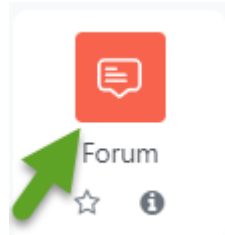
In the settings, choose **Whole forum grading** and select the grade **Type**.
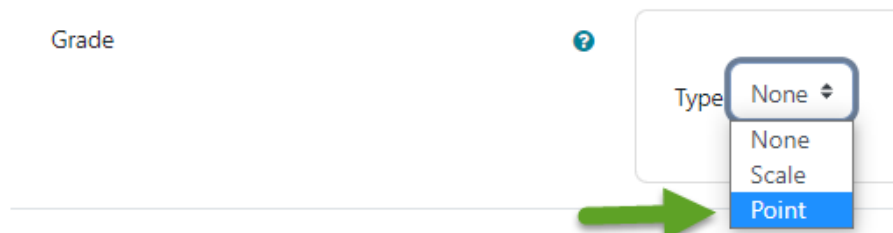
Next, set the **Maximum grade**, **Grading method**, and **Grade category**.
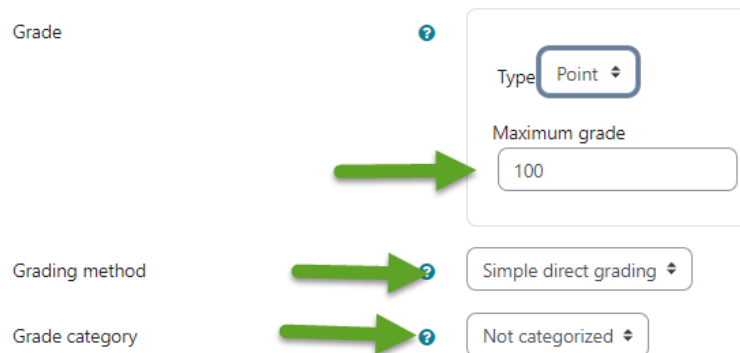
For a demonstration of this section of the help guide, watch this video on Forums & Whole Forum Grading.

Grading Using Whole Forum Grading
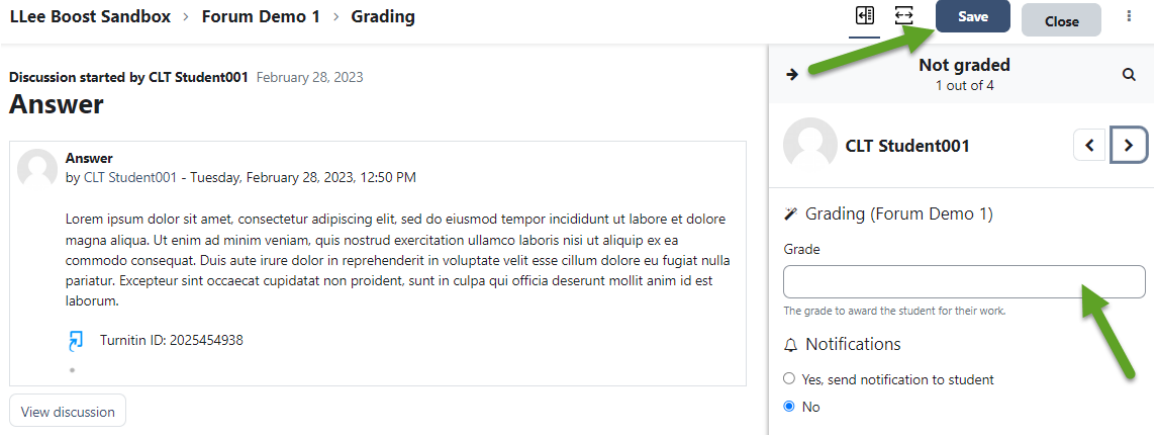
To grade a Forum using **Whole Forum Grading**, access the **Forum** activity and select Grade Users.
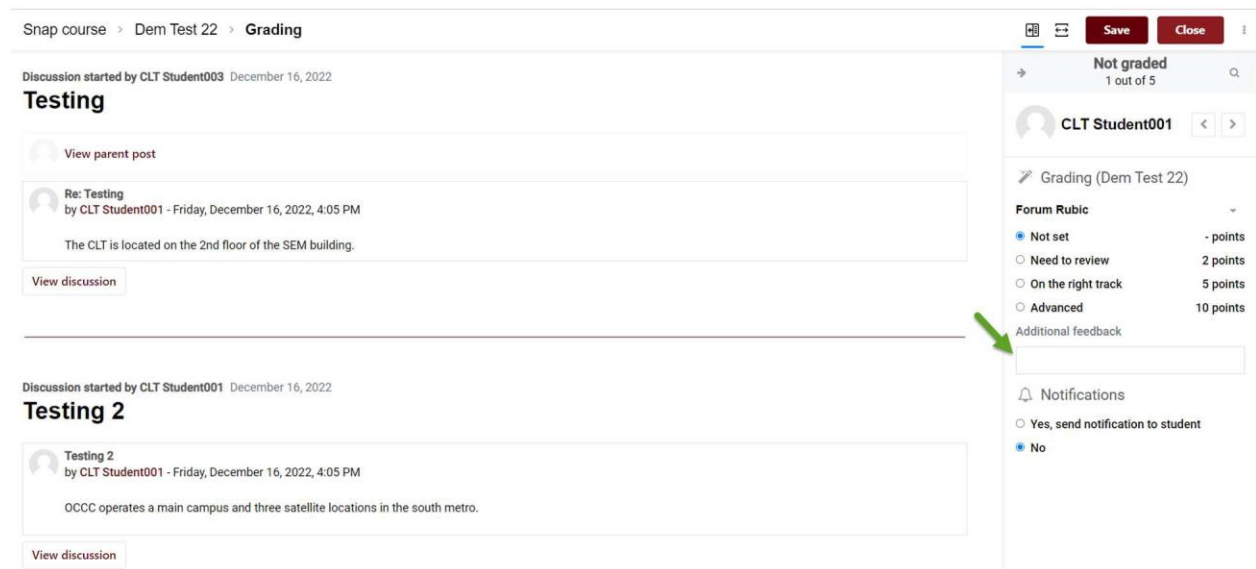
Discussion

The forum grading interface contains all of a student's forum posts on the left side of the screen, their name, a grade entry field, and a communication option on the right side of the screen. Their forum posts will contain post titles, dates, and content. You can scroll through all the students by clicking the arrow or search by name by clicking on the magnifying glass. Below is an example of **Whole forum grading** using **Points**.

The following is an example of using a rubric to grade in whole forum grading. A rubric will also reveal an option for instructors to leave feedback.

For a demonstration of this section of the help guide, watch this video on Forums & Whole Forum Grading. Also watch, Adding a Rubric to a Forum.
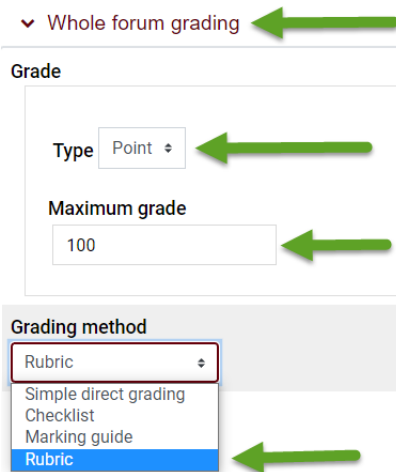
Setting Up a Forum with a Rubric

Click on **Add an activity or** resource, and select **Forum**:

Forum

Select **Whole forum grading**, choose **Point** and enter the maximum grade. Next, click on the **Grading method** dropdown menu and select **Rubric**.

When finished entering the settings, title, and description of the forum, select **Save and display.** The next screen will give you the option of **Defining new grading form from scratch** or **Create new grading form from template.**
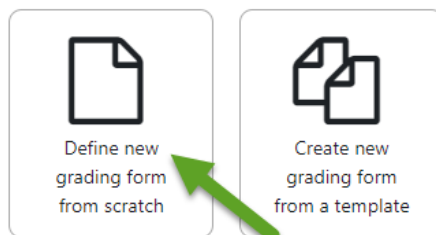
On the **Define rubric** page, start by giving your rubric a name and a description.

Due: Wednesday, March 1, 2023, 12:00 AM

Next, when you scroll down, you will see a blank Rubric.
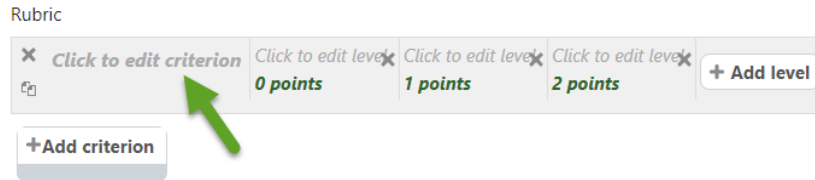
This rubric needs clearly defined criteria and levels of achievement to be a useful grading tool. To begin defining your criteria, select **Click to edit criterion** and type the name of your first criterion.

Once you name the criterion, select **Click to edit level** to describe each achievement level. You can also select the points to edit the number of points associated with each level. If you need more levels of achievement, simply select **Add level**. Once you are satisfied with your first criterion, select **Add criterion** to add more in the same way.

If you want to remove either criteria or levels of achievement, use the 'X' icons.

Once you are satisfied with your levels and criteria, you can adjust the Rubric options below.

These options control what information is displayed to students about your rubric. When you are finished adjusting options, select **Save rubric and make it ready**.

Create new grading form from a template

To use a template, select **Create new grading form from template**. The next page will have four rubric templates. Select a template by clicking on **use this template** below the template you would like to use for the forum.

Presentation Delivery	Needs improvement 3 points	Satisfactory 5 points	Well done 8 points	Excellent 10 points
Content	Needs improvement 3 points	Satisfactory 5 points	Well done 8 points	Excellent 10 points
Supporting Technology	Needs improvement 3 points	Satisfactory 5 points	Well done 8 points	Excellent 10 points

Rubric options

Sort order for levels: **Ascending by number of points**

- ☑ Calculate grade having a minimum score of the minimum achievable grade for the rubric ❓
- ☑ Allow users to preview rubric (otherwise it will only be displayed after grading)
- ☑ Display rubric description during evaluation
- ☑ Display rubric description to those being graded
- ☑ Display points for each level during evaluation
- ☑ Display points for each level to those being graded
- ☑ Allow grader to add text remarks for each criterion
- ☑ Show remarks to those being graded

✔
Use this template
🗑
Delete

Select **Continue**:

Confirm

Do you want to use the grading form 'Rubric - Class Presentations' as a template for the new grading form in 'Testing Forums (Forum)'?

Continue   Cancel

To edit the rubric template, click **Edit the current form definition**.

Edit the current form definition

Delete the currently defined form
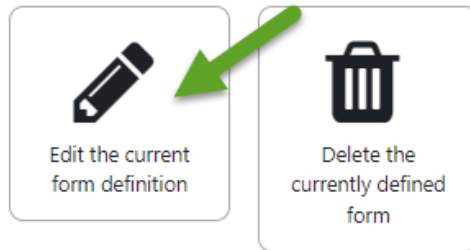
Click on each of the four areas to change text and points. Click **Add level** to add a column to the right. Also, to delete a row, click on the **X**. Click **Add criterion** more rows.

Add a title and needed description to the **Name** and **Description** spaces. Click **Save**. The **Rubric** will be added to the **Forum** for grading.

Setting up a Rubric after the Forum Has Been Created

If a **Forum** has been set up using **Whole forum grading** but does not have an assigned **Rubric**, the instructor will receive the following error message: "The advanced grading method is not correctly set. Please check the whole forum grading options in the forum settings."

error:gradingunavailable   ×

The advanced grading method is not correctly set. Please check the whole forum grading options in the forum settings.
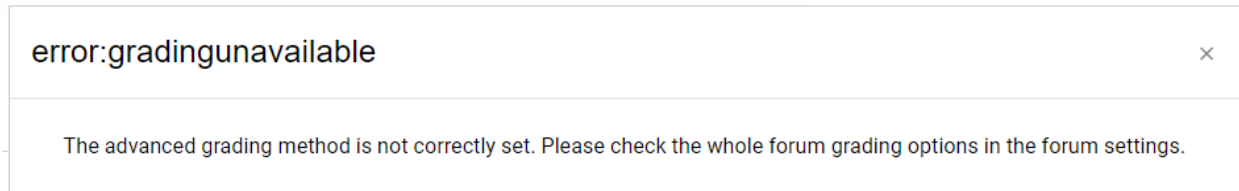
To set up a **Rubric** after a **Forum** has been created, select **Advanced Grading** on the Course Menu.

Forum   Settings   Advanced grading   Freeze this context   Subscriptions   More ˅
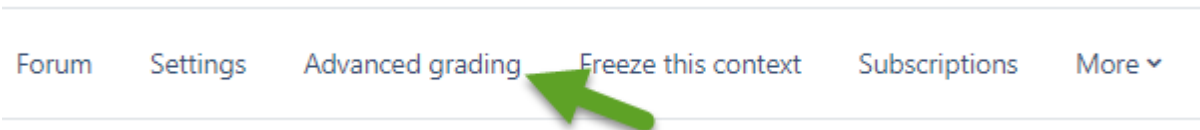
Then follow the previous steps for **Defining new grading form from scratch** or **Create new grading form from template.**
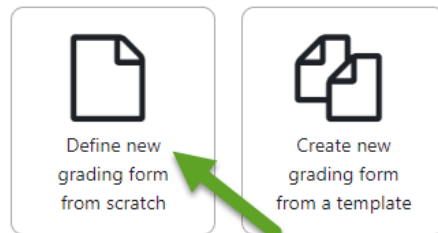
Define new grading form from scratch   Create new grading form from a template

For additional information about CLT resources and training, watch the Setting Up a Rubric for Whole Forum Grading video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Grading Quizzes

To access the completed quizzes, select the title of the quiz from the course content page. On the quiz page, select **Attempts.**

Preview quiz

Time limit: 1 hour

Grading method: Highest grade

Attempts: 1
Settings overrides exist (Users: 1)

If quizzes contain only multiple-choice and/or true-false questions, they will be automatically graded by Moodle. However, quizzes that contain short answer, essay, or multiple-choice questions require manual grading.

Questions 1-3 were graded automatically, but Question 4 requires manual grading.

Grade/10.00	Q. 1 /2.50	Q. 2 /2.50	Q. 3 /2.50	Q. 4 /2.50
Not yet graded	✔ 2.50	✔ 2.50	✖ 0.00	Requires grading
-	2.50 (1)	2.50 (1)	0.00 (1)	-

There are a couple of ways to grade questions that need manual grading, but the most efficient method for instructors is the grade-by-question method. In the **Course Menu**, select **Results** and then select **Manual grading**.

Quiz	Settings	Questions	Results

Grades ⬍
Grades
Responses
Statistics
Manual grading

Attempts: 1
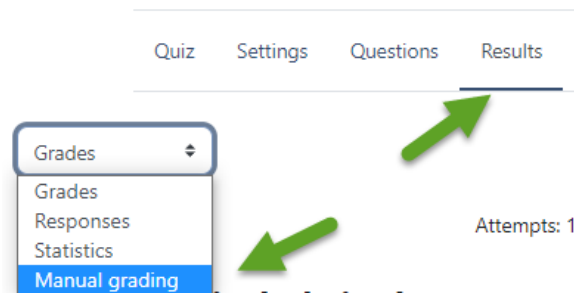
Selecting **grade all** opens a new page that displays student responses.

Total

3 grade all
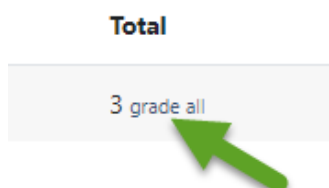
To help with grading, some settings can expedite the process.

In the **Questions per page field**, enter your total number of responses. This will ensure that you see all responses on the same page, which makes for faster grading. In the **Order attempts** menu, select **By student last name**. If you order attempts randomly, you may load attempts that you have already graded.

Once these settings have been set, proceed down the page to the student responses.

The grading screen shows you the original question text with the student response below. After reading the student's response, you can leave feedback in the **Comment** field and the grade for the question in the Mark field.

When finished, be sure to use the **Save** and go to the **Next page** button at the bottom of the page.

Save and go to next page will return you to the same page if you set your **Questions per page** to equal your total number of responses. Use the **Back to the list of questions** link to select the next question to grade.

If you have any questions or need assistance, please contact the CLT at 405-682-7838 or clt@occc.edu.

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Deleting a Quiz Attempt

There may be a situation where you need to delete a student's quiz attempt and allow them to attempt the quiz again. You need to access the quiz and delete the attempt to allow another quiz attempt.

Select the title of the quiz on the course home page.
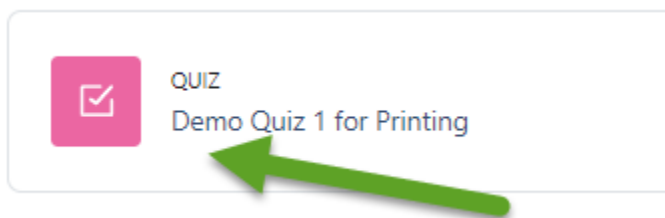
Click **Attempts**.

Check the box in front of the student's name of the attempt you want to delete. Scroll to the bottom of the page and select **Delete selected attempts** button.

After the attempt has been deleted and while the quiz is still open, the student will be allowed to attempt the quiz again.

If you have any questions or need further assistance, please contact the CLT at 405-682-7838 or at clt@occc.edu.

Removing a Grade Override in the Grade Book

If an activity or category total grade in the gradebook is not updating when changing a student's score from a quiz, assignment, or forum's grading screen, the grade is likely overridden. A grade override prevents any type of update on the grade except for manual updates done within the gradebook itself.

The most common reason a grade will be overridden is that the grade has been intentionally or accidentally added, changed, or deleted manually from the Gradebook. Also, grades for individual items are sometimes accidentally entered into the Category Total instead of the specific item. This overrides the category total, preventing the total from calculating the student's correct score for the entire category. Below are the steps for removing a grade override for a grade or category total.

To remove a grade override, select **Grades** from the **Course Menu**:

Next, click the **Single view** link from the dropdown menu.
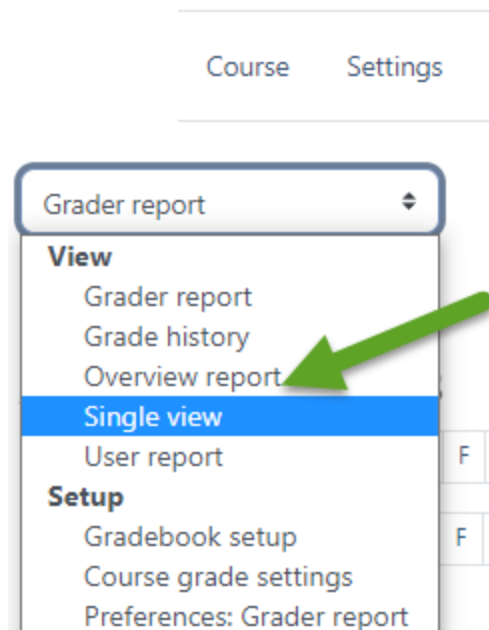
Next, select either a specific student or grade item (such as a Quiz or category total) to remove the overrides for that student or item.

Select grade item...   ⬍   Select user...   ⬍

This will load either all of a student's grades or the grades of all students for the specified grade item. In either case, locate the grade item from which you want to remove the override, then deselect the checkbox box in the Override column.

Range	Grade	Feedback	Override All / None	Exclude All / None
0.00 - 10.00			☐	☐
0.00 - 10.00			☑	☐
0.00 - 10.00			☐	☐

Use the **Save** button to save the change. The page will reload, and you will see that the override has been removed.

If the student had a grade previously it would automatically be repopulated in the gradebook.

Please note that this will only occur for items that were completed in Moodle, such as

Quizzes, Assignments, or Forums. Also, if a student has not completed the activity, the grade will return to the empty state.

If you need assistance or have any questions please contact the Center for Learning and Teaching at 405.682.7838 or clt@occc.edu.

Syncing Connect Grades with Moodle

To begin syncing grades from your Connect section to your Moodle gradebook, log in to Moodle and select the Connect Tool in your course. Select the Connect button beneath the image of the textbook.
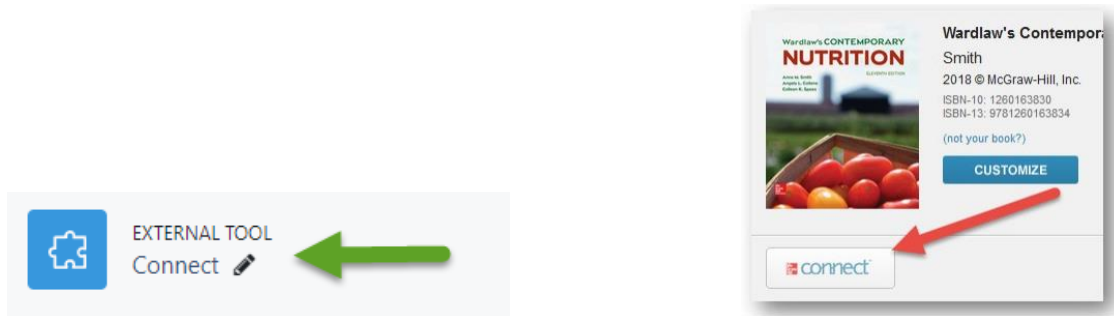
The assignment list will appear inside a connect window. On the left menu below the section performance graph, you will find the **view gradebook sync** list.
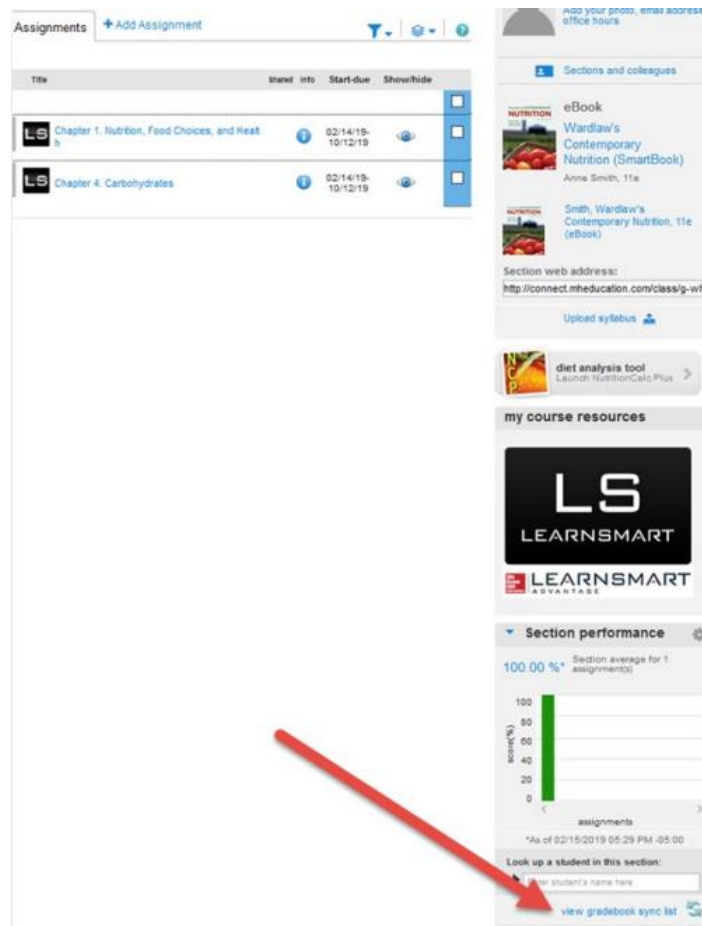
The **view gradebook sync list** link will load the gradebook sync list page. This page shows all assignments that have been completed by students and whether or not they have been synced to Moodle.

Check the blue box to the right of the assignment if you wish to sync that assignment.

After selecting the items you wish to sync, select whether you'd like the best, last, or average attempt for the assignment to be synced to Moodle, then click the sync button.

The grades will sync with Moodle while this box displays.
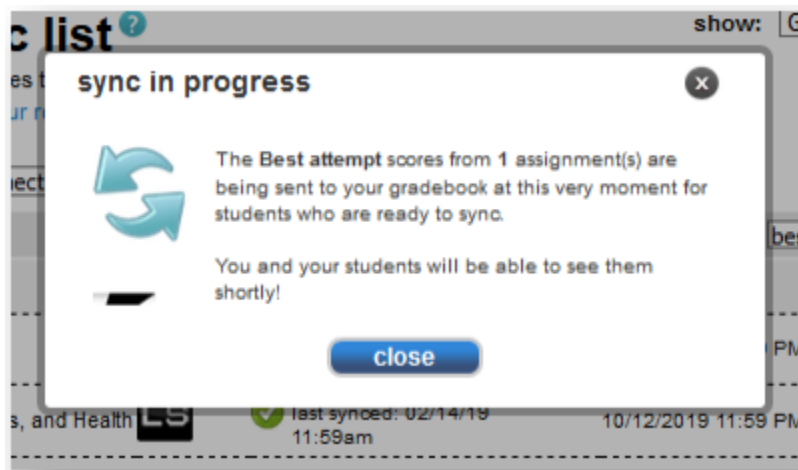
This process may take a few minutes. While grades are syncing, you can close the window and work on other tasks.

After the sync is finished, a look at the gradebook in Moodle will show that a new grade category has been created, and the grades are visible to you and the students in Moodle.
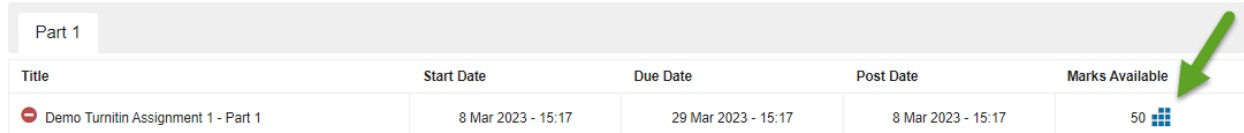
If you have any questions or need assistance please contact the Center for Learning and Teaching at clt@occc.edu or 405-682-7838.

Using Shared Rubrics in Turnitin

Instructors can share Turnitin rubrics. To use a shared rubric, you must first import it into your Turnitin account.
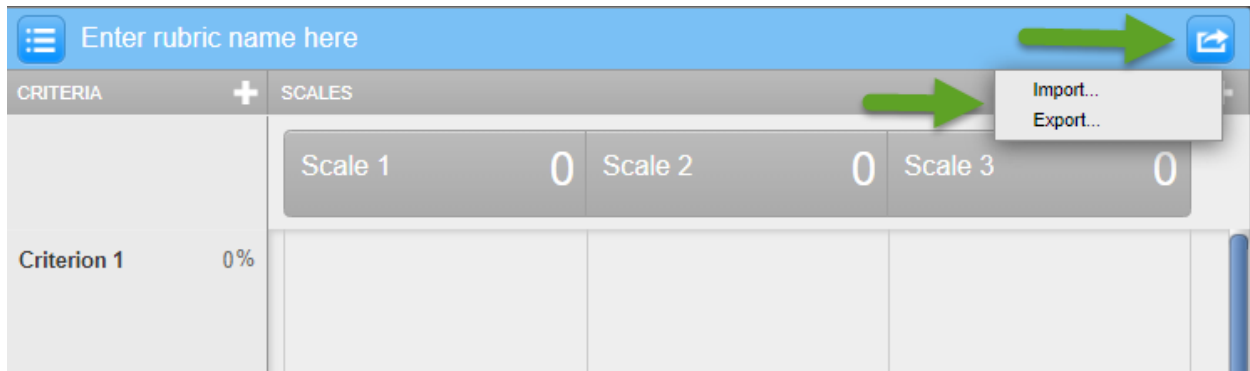
Importing a Rubric

Open a Turnitin assignment, and select the **Launch Rubric Manager** icon on the right.

In the rubric manager, select the **Import/Export** icon on the right and choose **Import**.
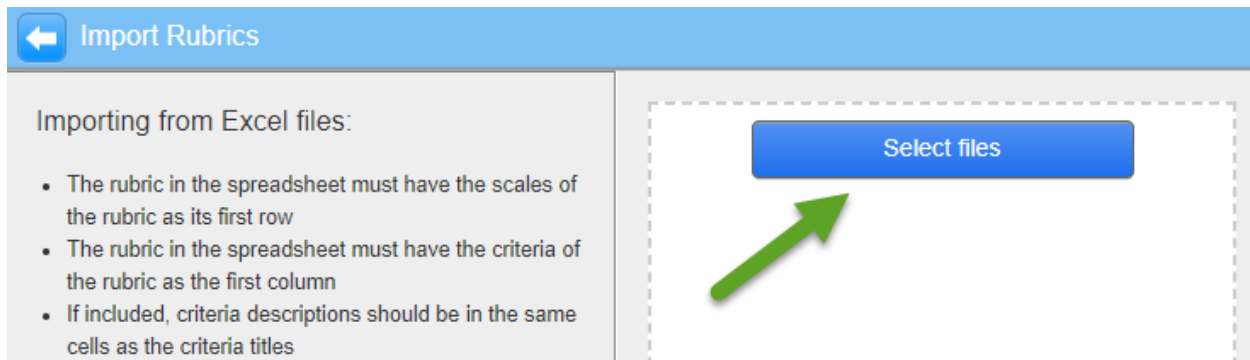
Choose **Select Files**.

Navigate to the saved rubric file (.rbc) on your computer. Select the name of the file, and choose **Open**.
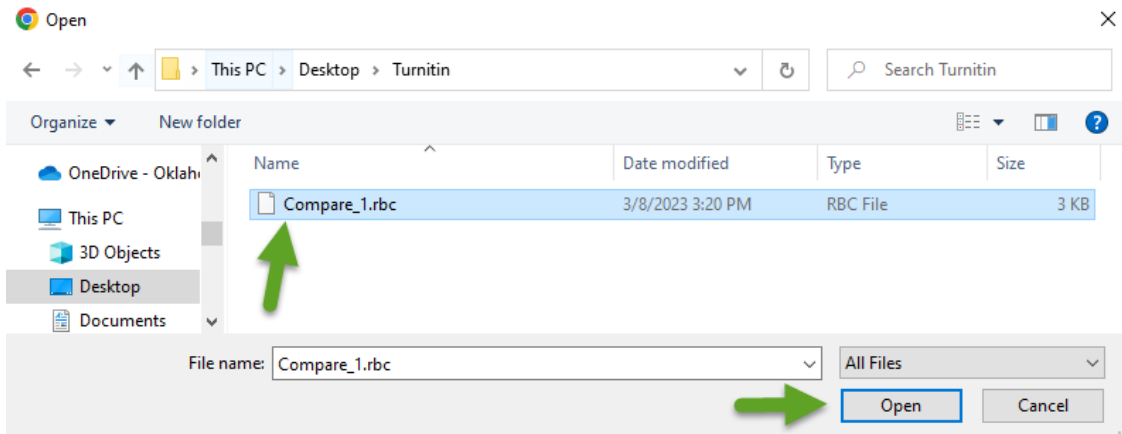
Once a green checkmark appears by the file, you can click **Close** in the top right-hand corner.
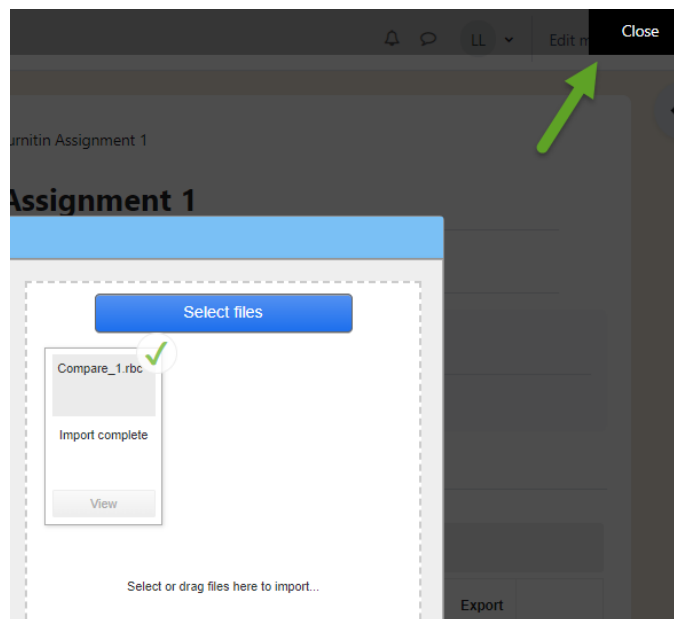
The rubric is now part of your Turnitin account and can be attached to any essay.

Attaching a Rubric

There are two ways to attach a rubric to a Turnitin assignment. In the first method, select **Settings**.
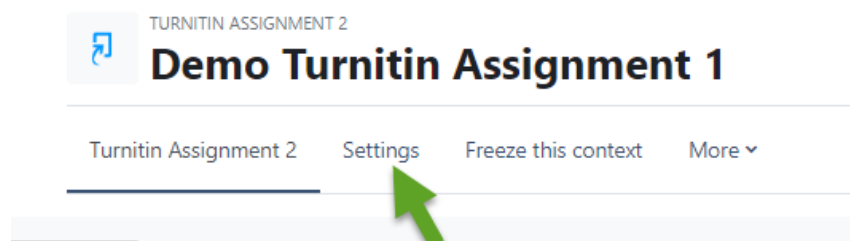
Under GradeMark options, choose the rubric you wish to attach from the dropdown menu.

Once you've attached the rubric, select **Save**.

You can also attach a rubric within a student paper in Turnitin. Within Feedback Studio, select the **Rubric Form** icon on the right.

Click on the gear, which is the Rubric Manager.
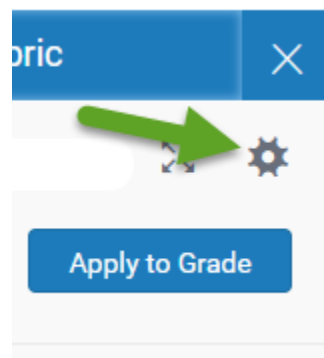
Select the three vertical lines to open the **Rubrics and Forms** menu, choose the appropriate rubric from the dropdown menu. This rubric will now be attached to all papers submitted in this Turnitin assignment.
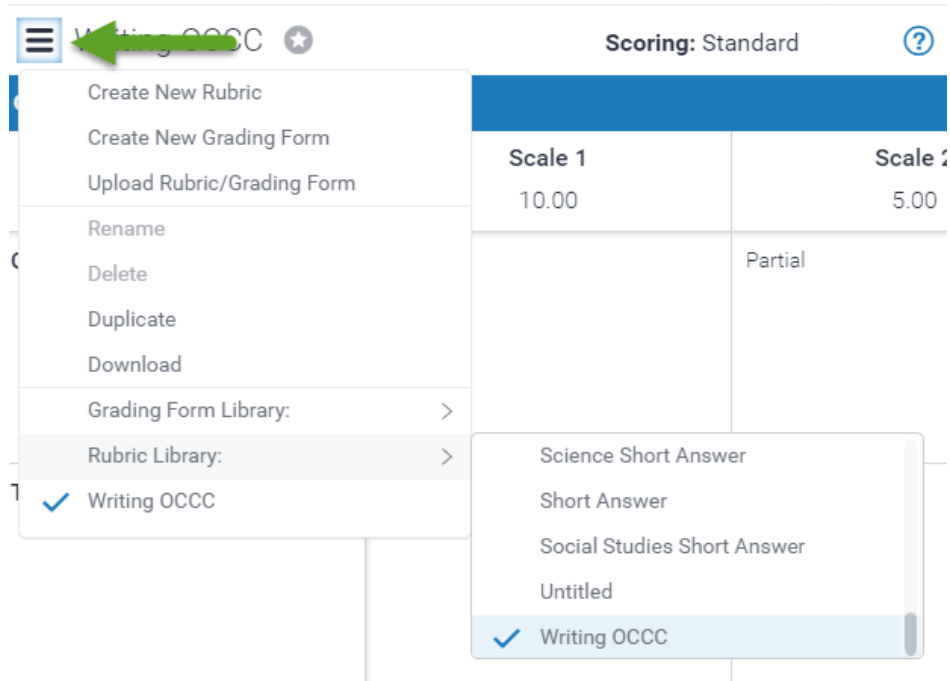
Grading with a Rubric

The rubric will appear in the **Rubrics and Forms** menu on the right. You can grade within this menu.

You can also expand the rubric by selecting the **Expand Rubric** icon to the right of the rubric dropdown menu.

In the **Expanded View**, you can leave a score for each criterion. When you have finished grading, select **Apply to Grade** and **Close**.

The grade will now be seen at the top of the page.

Feedback

Faculty can leave feedback by selecting the **Feedback Summary** icon.
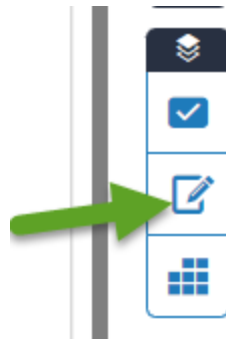
To leave a voice comment, select the redial button below **Voice Comment** and record your message. The student will hear your recorded message. You can also type in the Text Comment

area to leave feedback for students. Below is a screenshot of the **Feedback Summary** area before and after leaving a **Voice Comment** and **Text Comment** for the student.
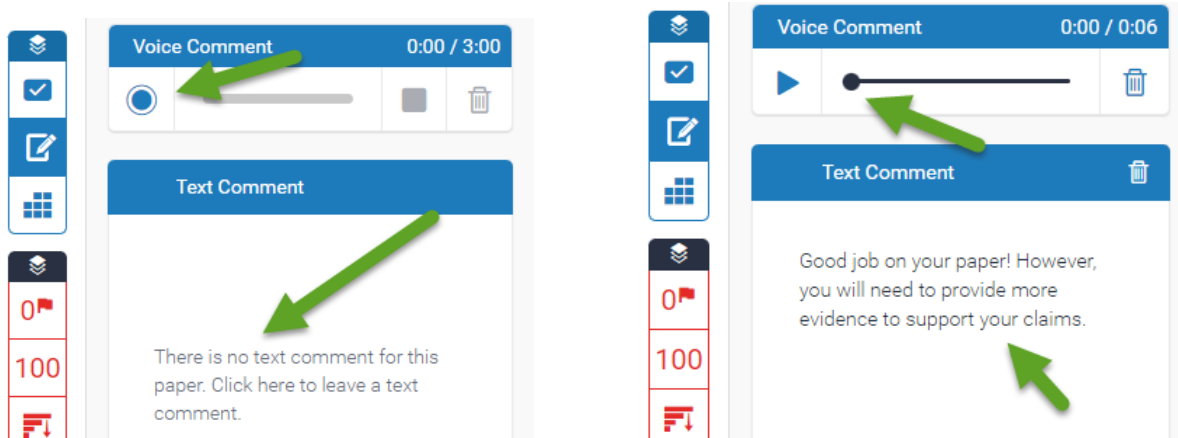
Student View

Students can view the rubric used for grading by selecting the **Rubric** icon.

When students open a graded paper, they can select the **Instructor Feedback** icon to see the instructor's overall feedback and a link to the rubric. By selecting **View Rubric**, they can view the rubric with the scores.

Student can view instructor comments by first selecting the name of the paper in Moodle.

In the Turnitin dashboard, students can click the word bubble icon to access instructor comments.

To download the instructor's comments on the paper, the paper's Digital ID, or the rubric, students should select the **Download icon**, and choose **Current View**.

If you have questions or need assistance, please contact Moodle Support at online@occc.edu or 405-682-7574.

Extra Credit in the Moodle Gradebook

There are two main ways to setup extra credit in the Moodle gradebook. If your extra credit grade items are in a category of their own, the category should be marked as extra credit but the individual grade items should not. Instructions for this can be found beneath the **Using an Extra Credit Category** heading below.

If you have extra credit items inside of a category that also contains non extra credit grade items, only the extra credit grade items should be marked as extra credit. Instructions for this can be found beneath the **Using Extra Credit Grade Items in a Category with Non-Extra Credit Grade Items** heading on page 4 of this document.

Using an Extra Credit Category

If all of the extra credit items in your Gradebook are placed in one category, only the category should be marked as extra credit. The individual grade items should not be marked as extra credit.

To use an extra credit category in this manner, the category needs to be set to count as extra credit. To do this, go to the **Grades** link in the **Course Menu** on the course home page. In the grade dropdown menu, select **Gradebook Setup**.
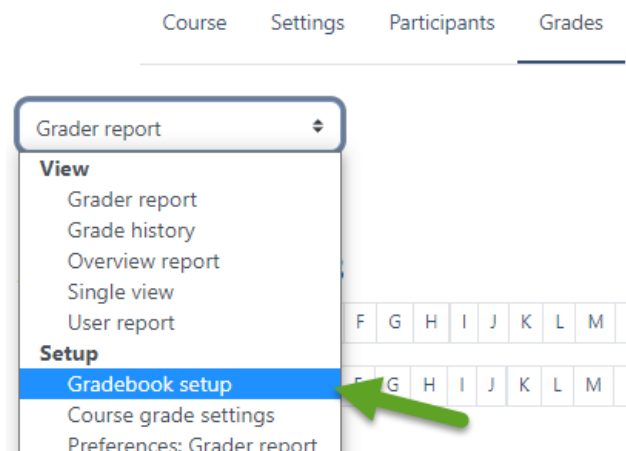
Locate your extra credit category. In the **Edit** menu for the extra credit category, select **Edit Settings**:

On this page, expand the **Parent category** heading to locate the **Extra credit** checkbox check this box. When finished, used the **Save changes** button to save the settings.
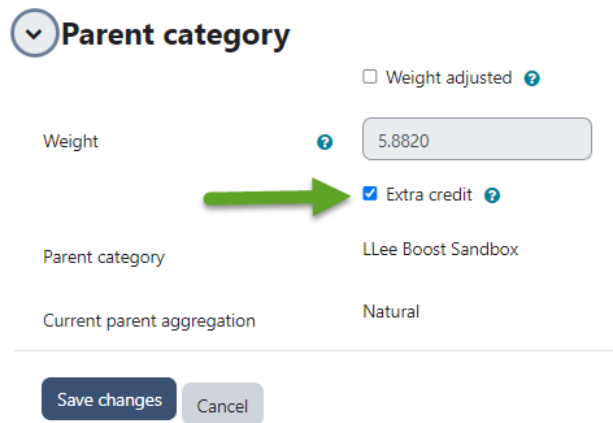
Next, each grade item in the category needs to be set as not extra credit. To do this, select the **Edit settings** link in the **Edit** menu for the first grade item in the category (Extra Credit Grade 1 in this example):

On the page which loads, be sure that the **Extra credit** option under the **Parent category** heading is unchecked:

When finished, use the **Save changes** button to save the setting. Repeat this for each grade item in the extra credit category.

Note: Categories and grade items are easily identified as being set as extra credit by the "±" symbol next to their point totals:

Using Extra Credit Grade Items in a Category with Non-Extra Credit Grade Items

If your Gradebook is setup so that extra credit items are mixed into categories that also contain non-extra credit grade items, only the extra credit items should be marked as such.

To set this up, the category should not be set to count as extra credit. To verify this, go to the **Grades** link in the Course Menu on the course home page, and select the **Setup** tab in the Gradebook.
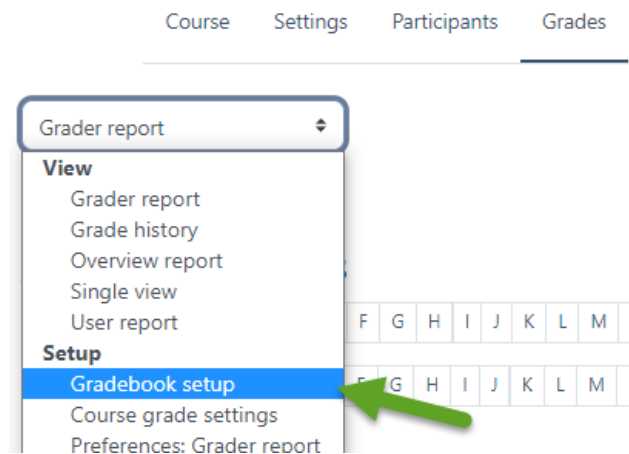
Locate the category which contains both extra credit and regular grade items. In the **Edit** menu for the category, select **Edit Settings**:
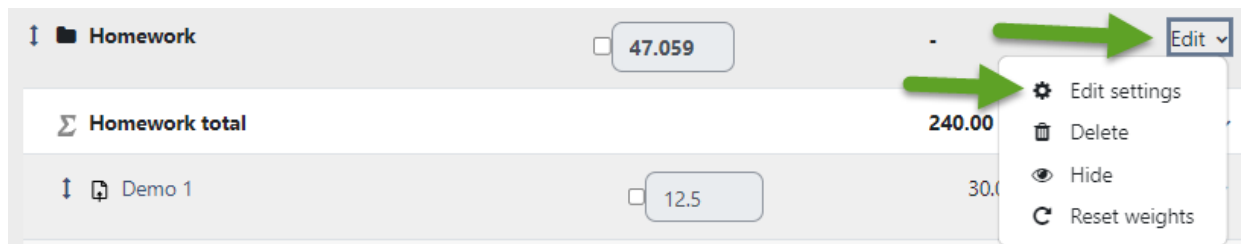
On this page, expand the **Parent category** heading to locate the **Extra credit** checkbox. Be sure that this box is unchecked:
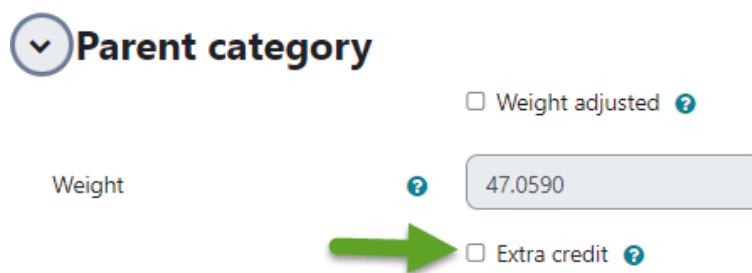
When finished, use the **Save changes** button at the bottom of the page to save the setting.

Next, verify that the extra credit items in the category are marked as extra credit. To do this, select the **Edit settings** link in the **Edit** menu for the first grade item in the category that is extra credit (Extra Credit Grade 1 in this example):

On the page which loads, be sure that the **Extra credit** option under the **Parent category** heading is checked:

When finished, use the **Save changes** button to save the setting. Repeat this for each extra credit grade item in the category.

If you need assistance with this process or have additional questions about the Moodle Gradebook, please contact the CLT at 405.682.7838 or clt@occc.edu.

Grade and Never Attend Submissions

Entering a Never Attended

Submitting Never Attended Reports Moodle has a feature called the ILP Integration menu that allows for Moodle to talk to Ellucian. ILP stands for Intelligent Learning Platform. This menu allows you to enter Final Grades and Never Attended reports through Moodle.

Once you are in the course for which you want to submit final grades, you can access the ILP Integration menu by going to the **Block Drawer** on the course home page. In the **Block Drawer**, you will find the ILP Integration menu. Select the **Final Grades** link. NOTE: **Never Attends** will be submitted through the **Final Grades** link.
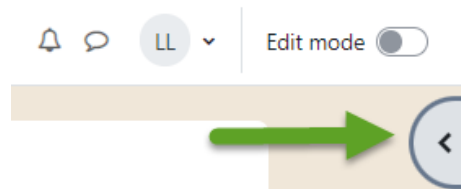
Select the **Final Grades** link. NOTE: Submit **Never Attends** through the **Final Grades** link.

Never Attended Report

NOTE: You will need to complete this report even if all of your students have attended/participated in your class. For the never attended reports, you will simply check the box for Never Attended for those students who have met the criteria set for never attending your class.

ILP Integration

Final Grades

Populate final grade from current grade

Click "Clear grades on form" to start over [Clear grades on form]

After the values are cleared, you can repopulate final grades from current grades.

First name / Last name ↑	Current Grade	Never Attended
Proctorio Test	9.00 (A)	☐

[Submit Grades]

Grader Report

Once you have marked the students who have never attended, use the Submit Grades button to submit your report. If all students in your section have attended, you must still submit a Never Attended report. This can be done by not checking any Never Attended boxes and simply using the Submit Grades button. You must use the Submit Grades button to meet the qualification for completing this required report for your course.

If you have any difficulties completing your Never Attended report or if you need assistance with this process, please feel free to contact the CLT at 405-682-7838 or clt@occc.edu.

Entering Final Course Grades in Moodle

Moodle has a feature called the ILP Integration menu that allows for Moodle to talk to Ellucian. ILP stands for Intelligent Learning Platform. This menu allows you to enter Final Grades and Never Attended reports through Moodle. Once you are in the course for which you want to submit final grades, you can access the ILP Integration menu by going to the **Block Drawer** on the course home page.

In the **Block Drawer**, you will find the ILP Integration menu. Select the **Final Grades** link.

From the **Final Grades** screen, you will enter their **Final Grade**, an expiration date for incompletes (I's), and a **Last Date of Attendance** for F's. All dates should be entered in MM/DD/YYYY format (for example: 05/27/2023).

If you are using the Moodle Gradebook, there is an option that allows you to populate the **Final Grade** field with their current course grade at that time as shown below.

Once you have finished entering grades, use the **Submit Grades** button at the bottom of the page. If you need to change a student's grade that has already been submitted and the submission window is still open, first delete that student's grade and expiration/last date of attendance information from the form and use the Submit Grades button to submit a blank grade for that student. Next, enter the correct grade for the student and use the **Submit Grades** button to submit the report.

Final Grade	Expire Date

Submit Grades

Please notice if you have any fields turn red. If a field appears red after you select Submit Grades, there is some wrong data in the field. For example, if you entered the date of last attendance as 6/27/23, you will get a red field. It will ask you to enter the date as 6/27/2023. To correct this, re-enter the data in the correct format and use the **Submit Grades** button to re-submit the report.

Once you have the green bar confirming submission, print that screen as your division will require you to submit that page.

NOTE:

Printing Final Grades from Moodle: Don't forget to print your final grades once they are correctly entered into the fields and turn them into your division office. The final grades link will not be available after the deadline for final grades has passed.

You can print your grades by either using your browser's Print menu, or using the Print Screen button on your computer.

To use your browser's Print menu, right click on the Final Grades screen and select Print.

To use the Print Screen method, simply push the Print Screen button on your keyboard. (If your students span more than one page, you will need to go to the next page and then do another print screen.)

If you are using Firefox: Select File in the upper left toolbar, and then select Print Preview, or in the upper right corner of the page select the open menu icon with three lines then the Print icon. You have the Shrink to Fit option by using Scale to decrease the font.

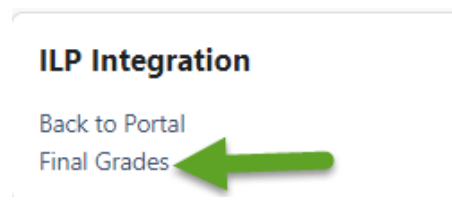If you have any difficulties completing your final grades or if you need assistance with this process, please feel free to contact the CLT at 405- 682-7838 or clt@occc.edu.

Entering Midterm Course Grades in Moodle

Moodle has a feature called the ILP Integration menu that allows for Moodle to talk to Ellucian. ILP stands for Intelligent Learning Platform. This menu allows you to enter Midterm Grades and Never Attended reports through Moodle. Once you are in the course for which you want to submit final grades, you can access the ILP Integration menu by going to the **Block Drawer** on the course home page.

In the **Block Drawer**, you will find the ILP Integration menu. Select the **Midterm Grades** link.

From the **Final Grades** screen, you will enter their **Final Grade**, an expiration date for incompletes (I's), and a **Last Date of Attendance** for F's. All dates should be entered in MM/DD/YYYY format (for example: 05/27/2023).

Once you have finished entering grades, use the **Submit Grades** button at the bottom of the page. If you need to change a student's grade that has already been submitted and the submission window is still open, first delete that student's grade and expiration/last date of attendance information from the form and use the Submit Grades button to submit a blank grade for that student. Next, enter the correct grade for the student and use the **Submit Grades** button to submit the report.

Midterm 1

Submit Grades

Please notice if you have any fields turn red. If a field appears red after you select Submit Grades, there is some wrong data in the field. For example, if you entered the date of last attendance as 6/27/23, you will get a red field. It will ask you to enter the date as 06/27/2023. To correct this, re-enter the data in the correct format and use the **Submit Grades** button to re-submit the report.

Once you have the green bar confirming submission, print that screen as your division will require you to submit that page.

NOTE:

Printing Final Grades from Moodle: Don't forget to print your final grades once they are correctly entered into the fields and turn them into your division office. The final grades link will not be available after the deadline for final grades has passed.

You can print your grades by either using your browser's Print menu, or using the Print Screen button on your computer.

To use your browser's Print menu, right click on the Final Grades screen and select Print.
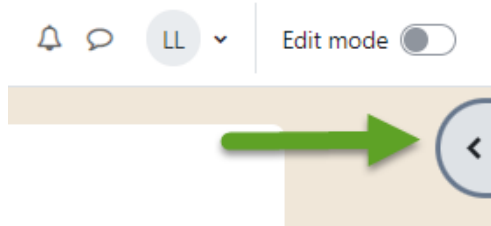
To use the Print Screen method, simply push the Print Screen button on your keyboard. (If your students span more than one page, you will need to go to the next page and then do another print screen.)

If you are using Firefox: Select File in the upper left toolbar, and then select Print Preview, or in the upper right corner of the page select the open menu icon with three lines then the Print icon. You have the **Shrink to Fit** option by using Scale to decrease the font.
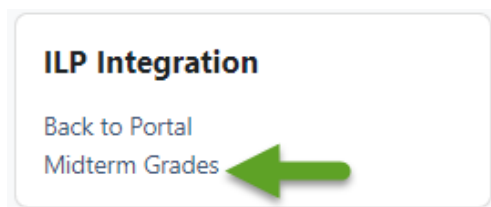
If you have any difficulties completing your final grades or if you need assistance with this process, please feel free to contact the CLT at 405- 682-7838.

Creating a Digital Copy of the Final Grades Submission Page

The easiest way to create a digital copy of your Final Grades submission page is to print the page to a PDF file. To do this, navigate to the Final Grades submission page and submit your grades. After you submit your grades, load your browser's print menu.

In Chrome

The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, you can access them through the browser's options menu:

Click on the dropdown next to **Destination** and select the **Save as PDF** option. Next, select **Print**.

Using the menu provided, set a name for the file and choose a location in which to save it.

This will create a digital copy of your Final grades submission page, which can be emailed to your division.

In Firefox

The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, use the browser's options menu:

Next, select **Print** from the top menu.

In the browser print options, select Adobe PDF as the printer:

Select **OK** in this menu.

Using the menu provided, set a name for the file and choose a location in which to save it.

This will create a digital copy of your Final grades submission page, which can be emailed to your division.

If you have any questions or need assistance with this process, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Creating a Digital Copy of the Midterm Grades Submission Page

The easiest way to create a digital copy of your Final Grades submission page is to print the page to a PDF file. To do this, navigate to the Final Grades submission page and submit your grades. After you submit your grades, load your browser's print menu.
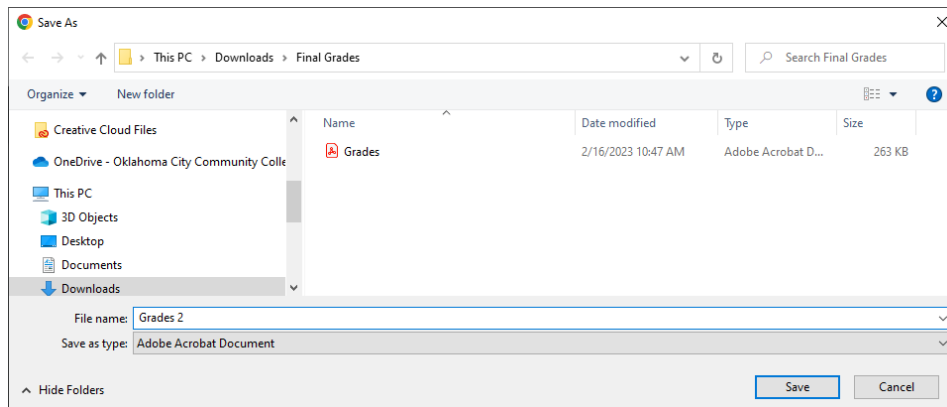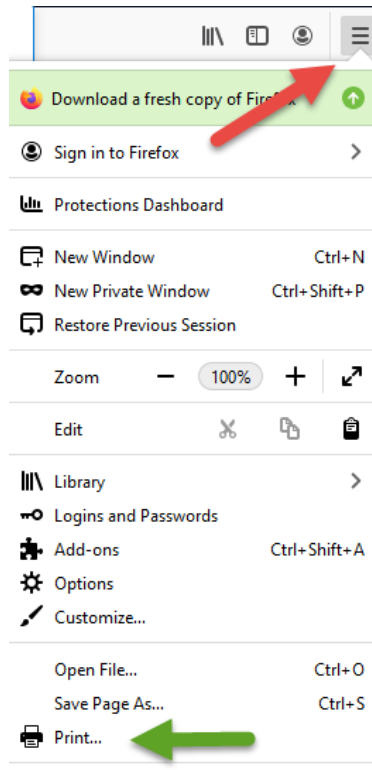
In Chrome

The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, you can access them through the browser's options menu:

Click on the dropdown next to **Destination** and select the **Save as PDF** option. Next, select **Print**.

Using the menu provided, set a name for the file and choose a location in which to save it.

This will create a digital copy of your Final grades submission page, which can be emailed to your division.
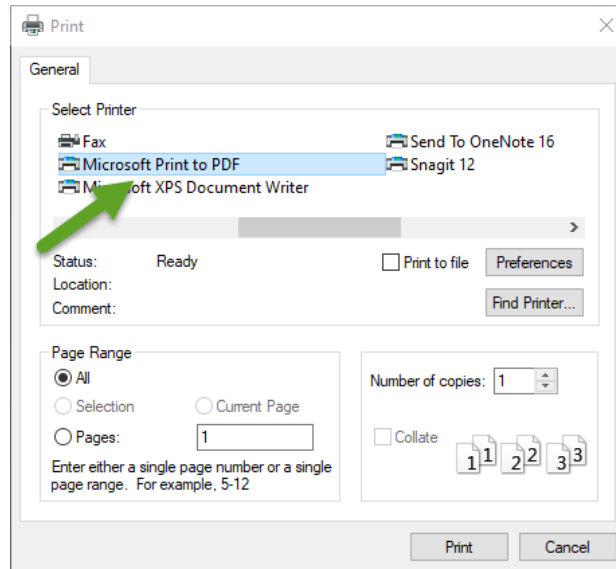
In Firefox

The Print menu can be accessed by pressing **Ctrl + P (Command + P on a Mac)** on your keyboard. If this does not load the print options, use the browser's options menu:

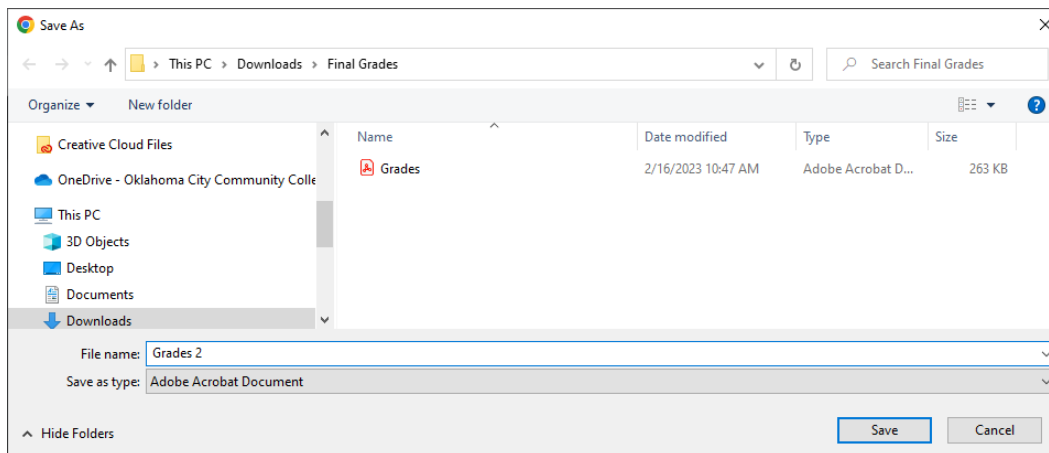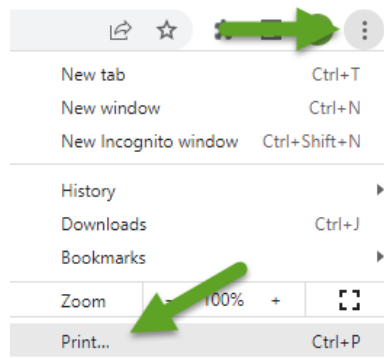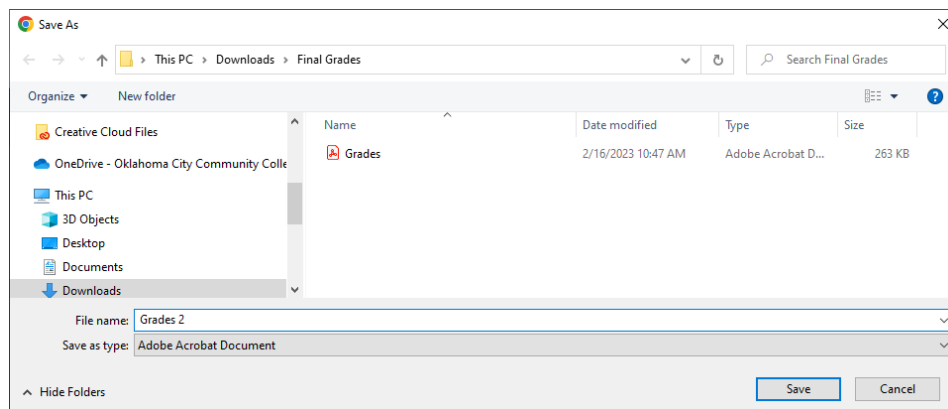
Next, select **Print** from the top menu.

In the browser print options, select Adobe PDF as the printer:
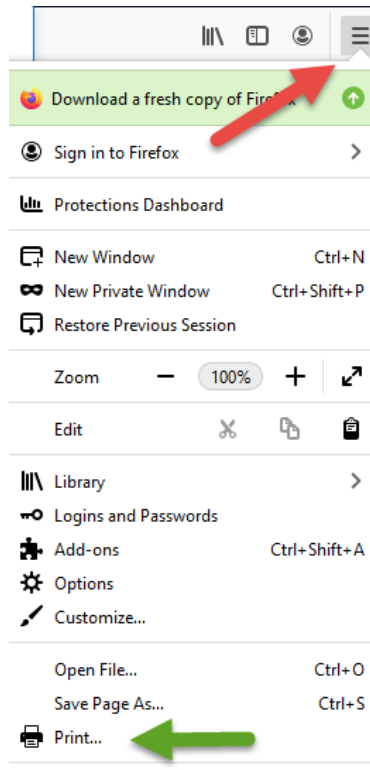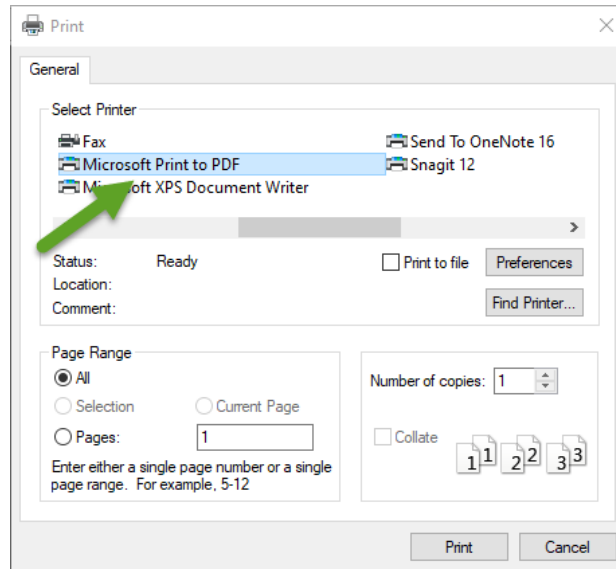
Select **OK** in this menu.

Using the menu provided, set a name for the file and choose a location in which to save it.


This will create a digital copy of your Final grades submission page, which can be emailed to your division.

If you have any questions or need assistance with this process, please contact the Center for Learning and Teaching at 405-682-7838 or clt@occc.edu.

Exporting and Printing the Moodle Gradebook

There may be times when you need to export your gradebook and save the file to your computer. Moodle has a feature called Export in the gradebook to assist you with this process. First, Log into Moodle and access the course in which you want to export and print your gradebook. Select **Grade** from the Course Menu.
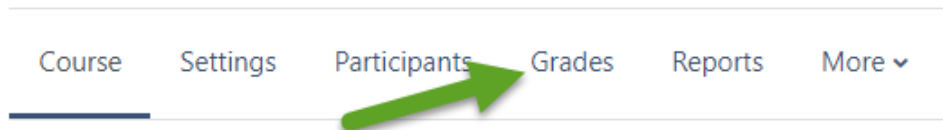
Select **Export** at the bottom of the dropdown menu.
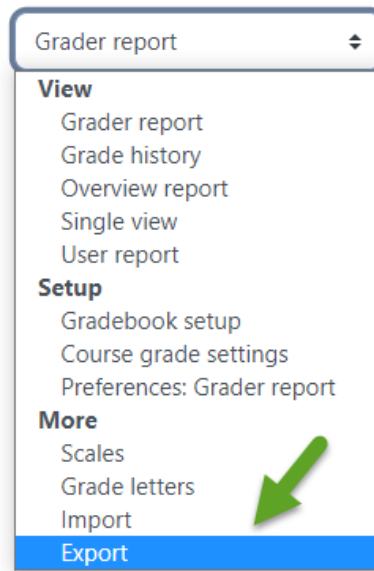
Next, select **Excel spreadsheet** from the dropdown menu on the right.
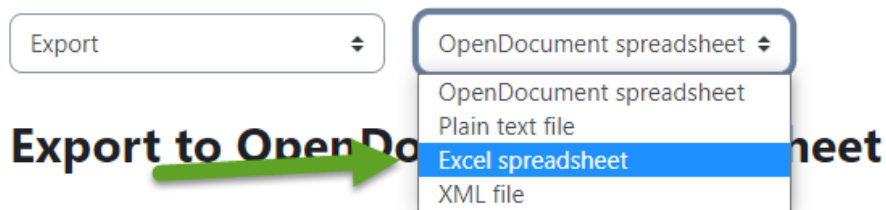
In the **Grade items to be included** section, uncheck any items you do not wish to be included in the spreadsheet.

Grade items to be included

☑ Course total

☑ Connect

☑ Category total

☑ Attendance

☑ Category total

☑ Testing Forums whole forum

Beneath the Export format options heading, the Include feedback in export option can be checked to include any gradebook feedback, and the Grade export display type can be set as desired.

Export format options

☐ Include feedback in export

☑ Exclude suspended users ❓

Grade export display types ☐ Real ☐ Percentage ☐ Letter

Grade export decimal places [2 ⬍]

[Download]

When the settings are set as desired, use the **Download** button to begin downloading the file. Save the file to your computer in a place that you can easily locate it later, such as the Documents folder.

When the download completes, open the Excel file. To print the file, go to the **File** menu in the upper left. Select **Print** from the menu on the left.
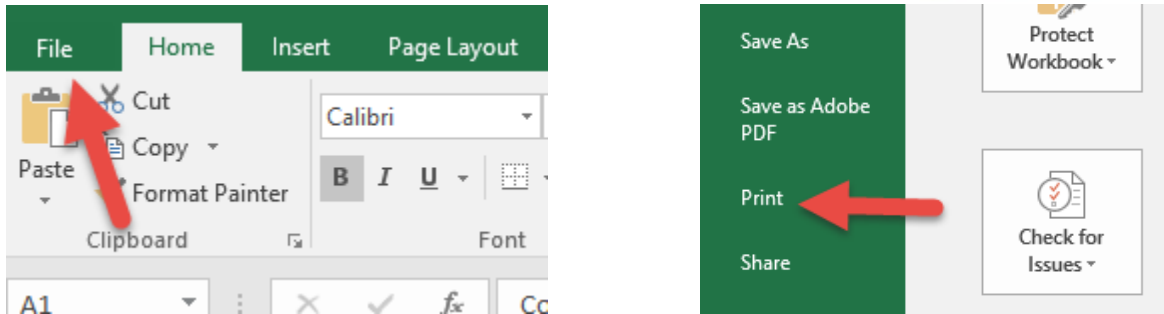
In the print Settings, it is generally recommended to use the **Landscape Orientation** for best printing results, and the scaling **Fit all rows** on one page. When finished adjusting these settings, click **Print** to print the file.
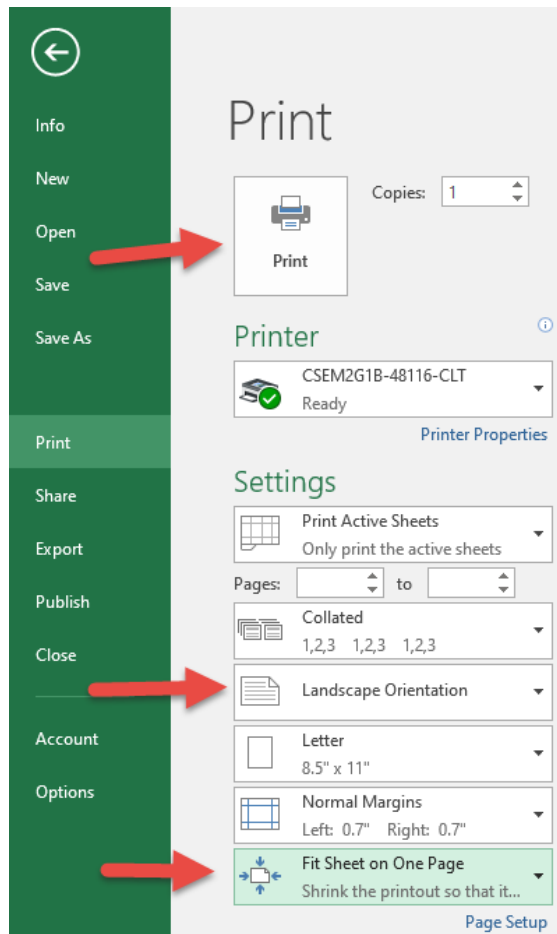

If you have questions or need assistance please contact the CLT at 405.682.7838 or clt@occc.edu.

Exporting and Printing an Attendance Report

To export and print the attendance report from an Attendance activity in Moodle, first log in to Moodle and access your course. Select the **Attendance** activity from your course home page.
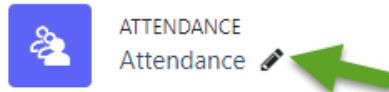
Here, select the **Export** tab in the **More** dropdown menu.
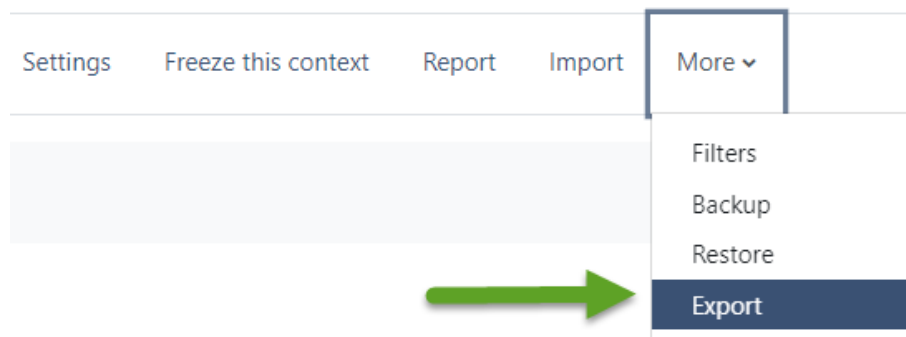
Leave the **Group** dropdown menu set to **All participants** to export data for all students in the course, or select a group in this menu if desired. You can choose which information to include in the exported file by checking or un-checking the **Identify students by** options.
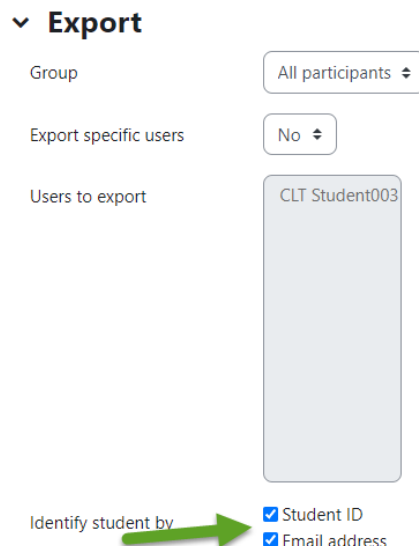

You can choose which sessions are included in the export by selecting or deselecting the **Yes Select all sessions** and **Yes Include not taken sessions** settings. Checking Yes Include remarks will include any entries added in the remarks field. If desired, a date range can be selected using

the **Start of period** and **End of period** settings. Generally, the format should be left at **Download in Excel format** unless you have other preferences.


After setting these options, use the **OK** button to begin downloading the file. When the download completes, open the Excel file. To print the file, go to the **File** menu in the upper left. Select **Print** from the menu on the left.
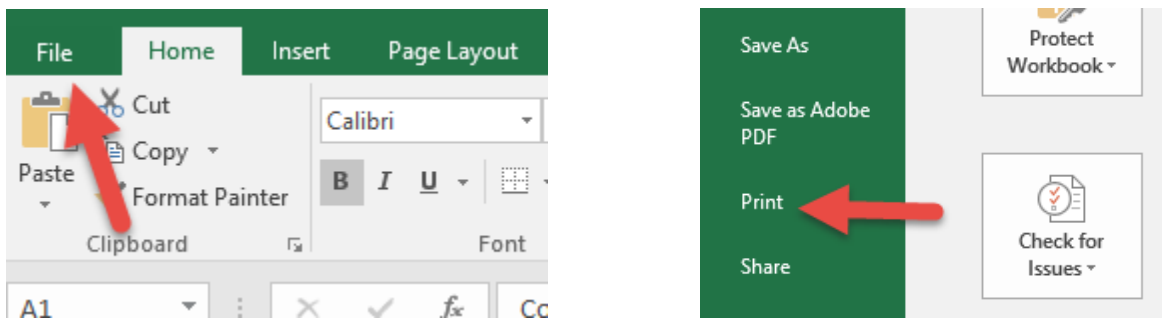
In the print Settings, it is generally recommended to use the **Landscape Orientation** for best printing results, and the scaling **Fit all rows** on one page. When finished adjusting these settings, click **Print** to print the file.
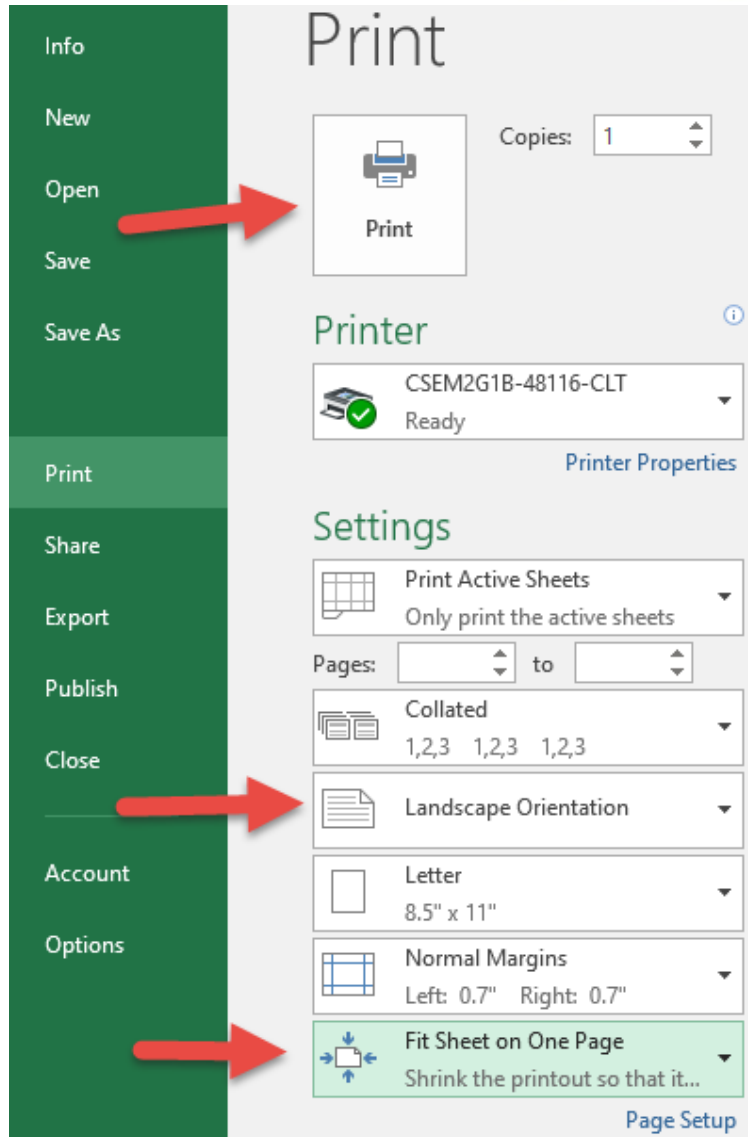
For additional information about CLT resources and training, watch the Exporting and Printing an Attendance Report video.

Please email us at clt@occc.edu or call 405.682.7838 if you have questions or need assistance.

Ally and Accessibility

Making Moodle Course Content Accessible

When creating digital course content in Moodle, there are certain steps you can take to increase accessibility for all students.
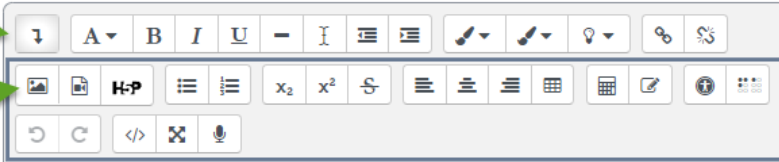
Accessible Images

Some students depend on screen readers to access content, and without a written description of images (also known as alt text), those students may be at a disadvantage. To ensure equal access to images, make sure to add image descriptions when adding images in Moodle. To add an image, click on the down arrow and select the **Insert/edit image** icon in the Page editor.

When adding an image, simply type a description in the Image description field. Please note that the image description should not simply be a title for the image, but should describe what is contained in the image.

Using Stylesheets for Headings and Subheadings

When creating content with multiple headings, using the stylesheet can help organize information for screen readers. Heading 1 functions as a section title, Heading 2 is a subsection, and so on. Note that it is not enough that headings are large and/or bold. Headings must be marked as such using the stylesheet in order to be useful for students navigating with a screen reader.

To mark a selection as a heading, place your cursor on the text and select the **Paragraph** A▾ drop-down menu in the editor.

The image shows an aerial view of OCCC's main campus.
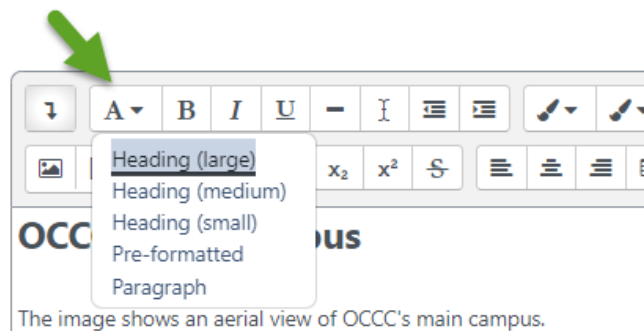
Choose your heading level. Remember to avoid skipping heading levels (i.e., choosing Heading 1 for the first section and Heading 4 for the next section), as this can be disorienting for students using screen readers.

Color Considerations

When using colorful images and text, the goal is to maintain appropriate contrast between colors. In general, avoid pairing light-colored text with a light-colored background and dark-colored text with a dark-colored background.

| Appropriate Contrast | Inappropriate Contrast |

Another consideration is whether the color of your text conveys meaning that may be lost if a person cannot distinguish the colors. Consider adding explanations along with the colors to ensure accessibility.

Less accessible	More accessible
Assignments for Red, Green, and Blue Teams	Assignments for Red, Green, and Blue Teams
Brainstorming Lab Work Summary Report	Brainstorming (Red Team) Lab Work (Green Team) Summary Report (Blue Team)

Video Captions

Choosing videos that provide captions can be beneficial to all students by increasing clarity and comprehension. In the picture below, the captions appear at the bottom of the video.

YouTube allows searches of videos to be filtered by Subtitles/CC (closed captioning).


If you are recording a webcam or screencast video with your course, the CLT can assist you with including captions. Feel free to contact us at clt@occc.edu or 405-682-7838.

Resolve Accessibility Issues in Your Moodle Course using Ally

Ally is a tool offered at Cornell to help you make your online course materials more accessible. Directly integrated into Moodle, Ally checks your course content. It then provides you with a report rating the accessibility of the various components of your course. Most documents are created in a word-processing program such as Word or PowerPoint before they are converted to a PDF. Many programs create PDF files, but few produce structured or tagged PDFs. PDF tags are hidden labels that clarify the structure of the document (e.g., table, heading, paragraph, etc.). Untagged PDFs do not contain any of this information and can cause the content to be misinterpreted.

To start, select **Reports** and **Accessibility report**.
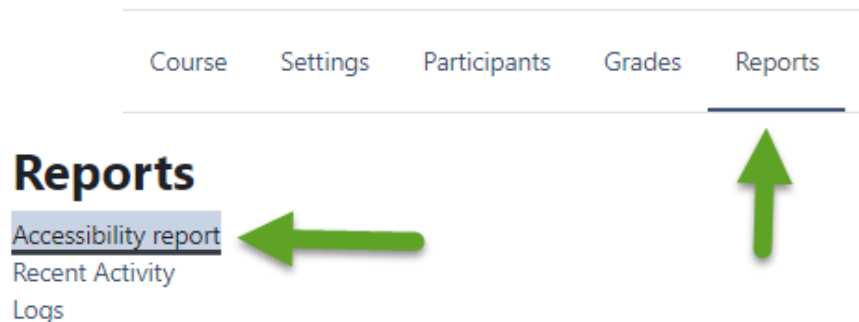
The **Course accessibility score** page gives the percentage of the course that is accessible. If the score is in green, then your course is accessible.
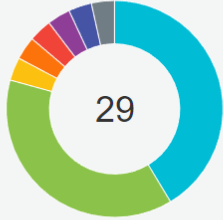
Scores range from Low to Perfect. The higher the score, the fewer the issues. The score icons appear next to compatible file types and are only visible to you. Your students do not see the score icons.

- Low (0-33%): Needs help! There are severe accessibility issues.
- Medium (34-66%): A little better. The file is somewhat accessible and needs improvement.
- High (67-99%): Almost there. The file is accessible but more improvements are possible.
- Perfect (100%): Perfect! Ally didn't identify any accessibility issues but further improvements may still be possible.

View

The **View** button takes you to a content screen showing accessibility issues. The start buttons take you to the **Content with the easiest issues to fix** and the **Fix low scoring content** pages. The following example uses the **Content with the easiest issues to fix.** Click on the content that needs Atl. Text (alternative text).
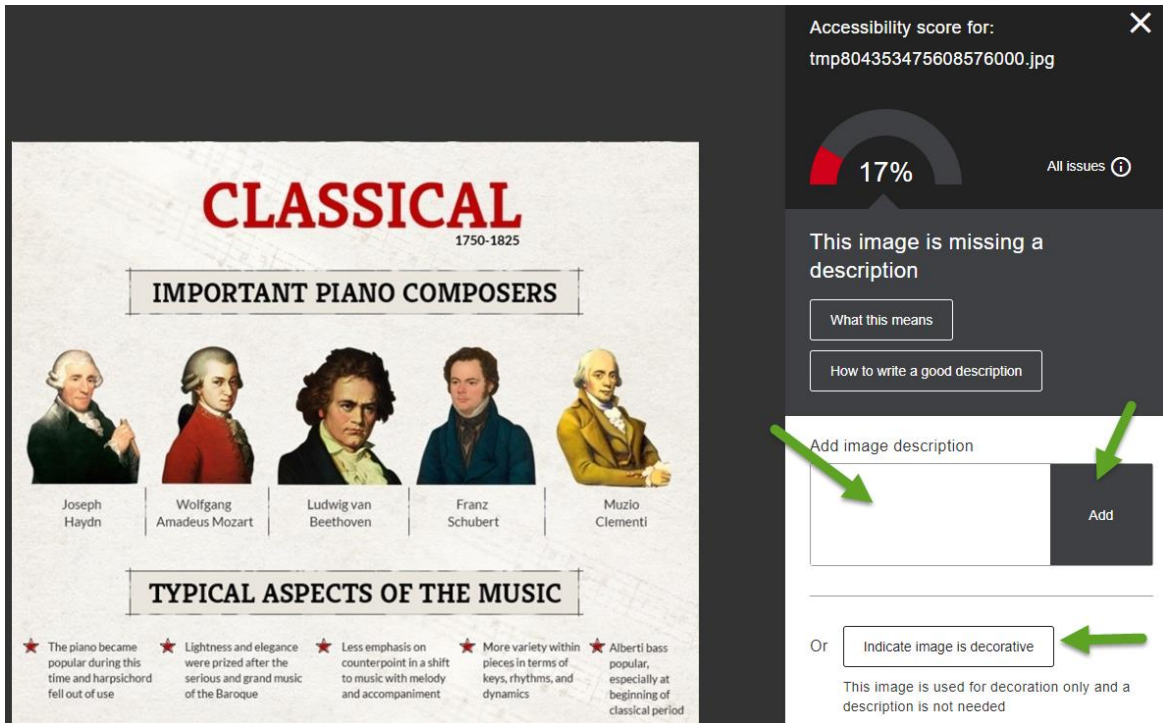

Add a description and then click **Add.** If the image is not relevant to the course or text, then select the **Indicate image is decorative** button

After a description is added, the accessibility score for that image will increase. That content will that be removed from the list of content needing to be fixed.

If you have questions or need assistance please contact the CLT at 405.682.7838 or clt@occc.edu.

Adding Alt Text to Images in Moodle to Make Them Accessible

Our accessibility tip this time is Adding Alt Text to images. Alt text or Alternative Text is a text description added to a digital image that describes the image and adds context for those using screen readers to access your content. It will also display in place of the image should it not load correctly and can be helpful in other situations as well.
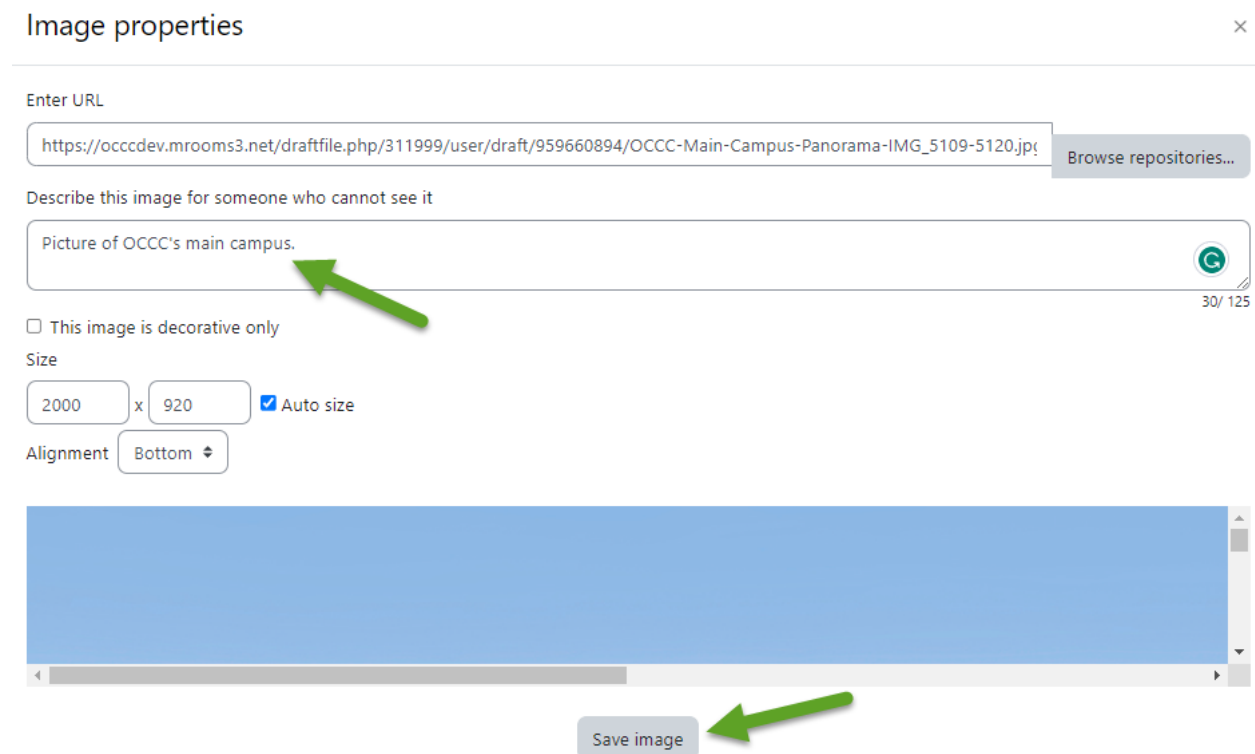
When adding an image, enter your Alt Text in the field labeled **Describe this image for someone who cannot see it** and click **Save**.

Image properties   ✕

Enter URL

| https://occcdev.mrooms3.net/draftfile.php/311999/user/draft/959660894/OCCC-Main-Campus-Panorama-IMG_5109-5120.jpg | Browse repositories... |

Describe this image for someone who cannot see it

Picture of OCCC's main campus.   G

                                                                              30/ 125

☐ This image is decorative only

Size

| 2000 | x | 920 | ☑ Auto size |

Alignment Bottom ⬍

Save image

Enter your alt text in the add image description field. And click add.

When adding Alt text, be sure to describe the relevant content of the image in a specific and succinct manner. This may change depending on the context of why the image is being used. For example:

- Good Alt Text for this image might differ if I'm using it to show off my fishing skills such as, "Picture f OCCC's main Campus".

Or, to discuss the virtues of a specific brand of area of the campus, the Alt text might be: "It the far right area of the image, there is a picture of the OCCC Visual and Performing Arts Center."

If an image is purely decorative and does not convey relevant information, check the box labeled "This image is decorative only" or "indicate the image is decorative" in Ally.

This will cause screen readers to skip the image.

More information about alt text and other accessibility issues can be found on the webAIM site webaim.org and you can always contact either the:

- Center for Learning and Teaching: clt@occc.edu or 405-682-7838
- Student Accessibility and Support: sas@occc.edu or 405-682-7520.