

NCKU Moodle Instruction Manual – Lesson

I.	Add Lesson.....	2
1.	Add.....	2
2.	Setting.....	4
II.	Add Content Page.....	8
III.	Add Question Page (for example - multichoice).....	11
IV.	Cluster Application.....	16
V.	Preview.....	18
VI.	Report.....	19
VII.	Grade Essays.....	21
VIII.	Contact Us.....	22

The lesson activity module enables a teacher to deliver content and/or practice activities in interesting and flexible ways.

A teacher can use the lesson to create a linear set of content pages or instructional activities that offer a variety of paths or options for the learner.

In either case, teachers can choose to increase engagement and ensure understanding by including a variety of questions, such as multiple choice, matching and short answer.

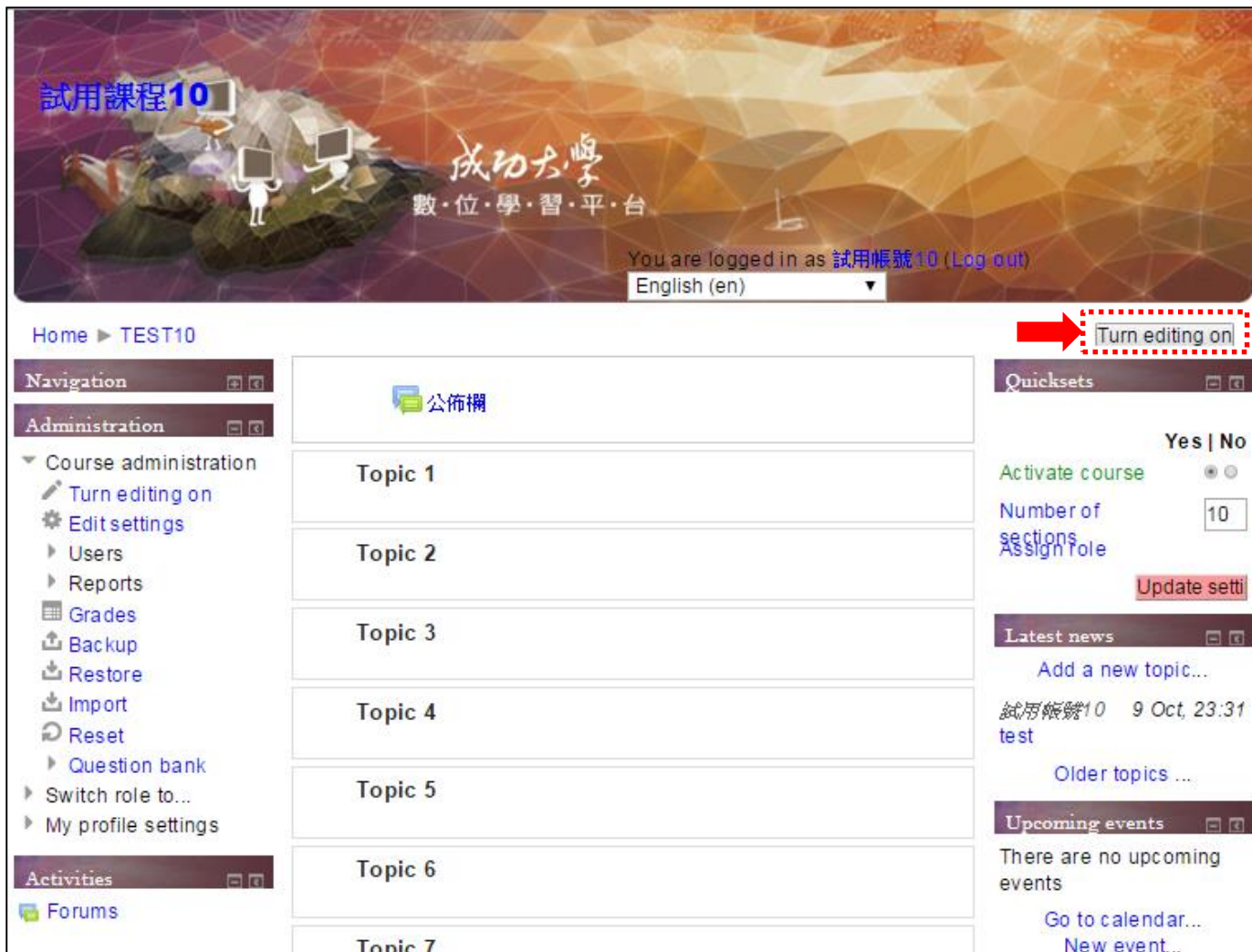
Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.

A lesson may be graded, with the grade recorded in the gradebook.

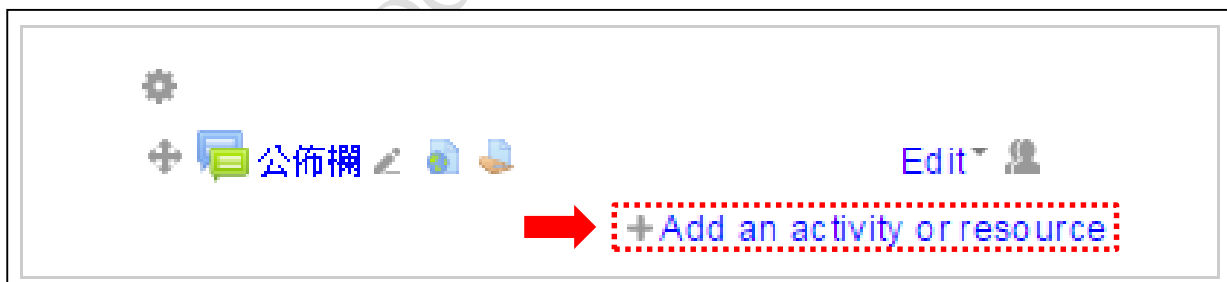
I. Add Lesson

1. Add

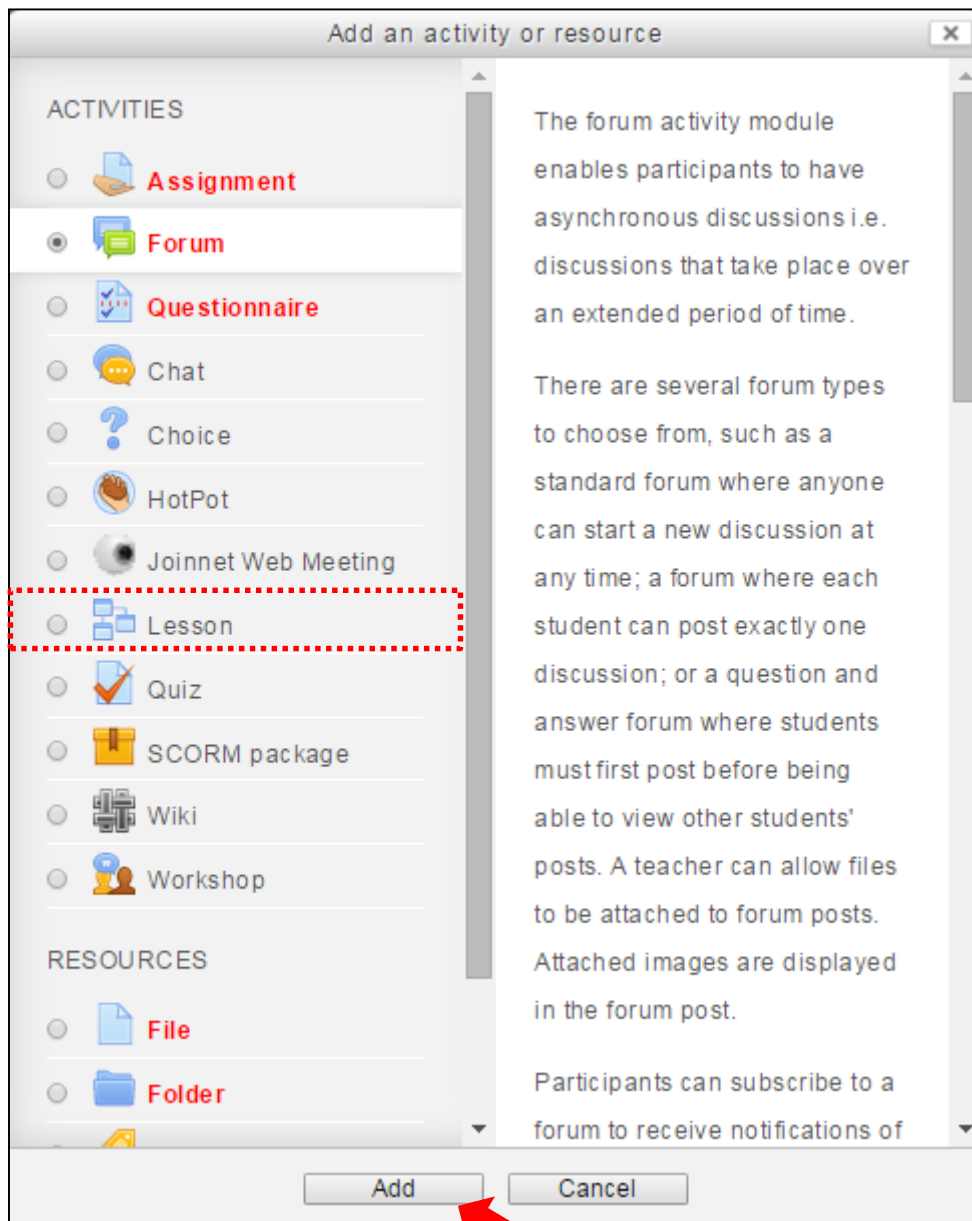
1. Click "Turn editing on" button in the course page.



2. Click "Add an activity or resource" link.



3. Open "Add an activities or resources" menu → Select "Lesson" and press the "Add" button



2. Setting

1. General

▼ General	
Name*	moodle (1)

(1) Name

The name of lesson, it will show on course page

2. Appearance

▼ Appearance

File pop-up ? Maximum size for new files: 200MB, maximum attachments: 1

Progress bar (1)

Display ongoing score (2)

Display left menu (3)

Minimum grade to display menu

Slideshow

Maximum number of answers (4)

Use default feedback

Link to next activity

(1) Progress bar

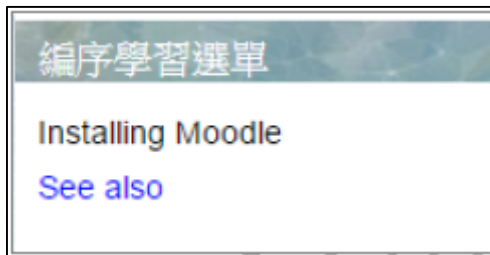
If enabled, a bar is displayed at the bottom of lesson pages showing approximate percentage of completion.

(2) Display ongoing score

If enabled, each page will display the student's current points earned out of the total possible thus far.

(3) Display left menu

If enabled, a list of pages is displayed.



(4) Maximum number of answers

This setting specifies the maximum number of answers that may be used in the lesson.

3. Availability

▼ **Availability**

Available from 5 January 2016 16 10 Enable (1)

Deadline 5 January 2016 16 10 Enable (1)

Time limit (minutes) 20 Enable

Password protected lesson No Unmask

(1) Available from/Deadline

The access time to this lesson

4. Flow control

▼ **Flow control**

Allow student review No Unmask

Provide option to try a question again No Unmask (1)

Maximum number of attempts 1 Unmask (2)

Action after correct answer Normal - follow lesson path

Number of pages to show 0 Unmask

- (1) Provide option to try a question again

If enabled, when a question is answered incorrectly, the student is given the option to try it again for no point credit, or continue with the lesson.

- (2) Maximum number of attempts

This setting specifies the maximum number of attempts allowed for each question.

5. Grade

The screenshot shows the 'Grade' settings section in Moodle. The settings are as follows:

- Grade:** 100 (1)
- Grade category:** Uncategorized
- Practice lesson:** No (2)
- Custom scoring:** Yes (3)
- Re-takes allowed:** No (4)
- Handling of re-takes:** Use mean (5)
- Minimum number of questions:** 0 (6)

- (1) Grade

The highest score in this lesson

- (2) Practice lesson

A practice lesson does not appear in the gradebook

- (3) Custom scoring

If enabled, then each answer may be given a numerical point value (positive or negative)

- (4) Re-takes allowed

If enabled, students can attempt the lesson more than once

- (5) Handling of retakes

If re-takes are allowed, this setting specifies whether the grade for the lesson is the mean or maximum of all attempts

- (6) Minimum number of questions

This setting specifies the minimum number of questions that will be used to calculate a grade for the activity

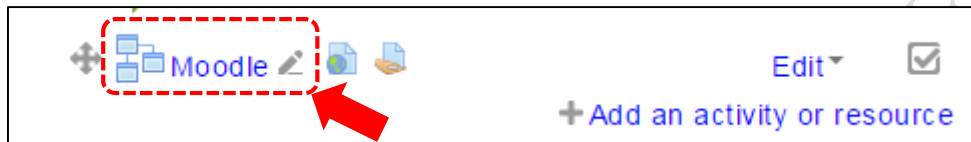
II. Add Content Page

A lesson is made up of a number of pages and optionally content pages. A page contains some content and usually ends with a question.

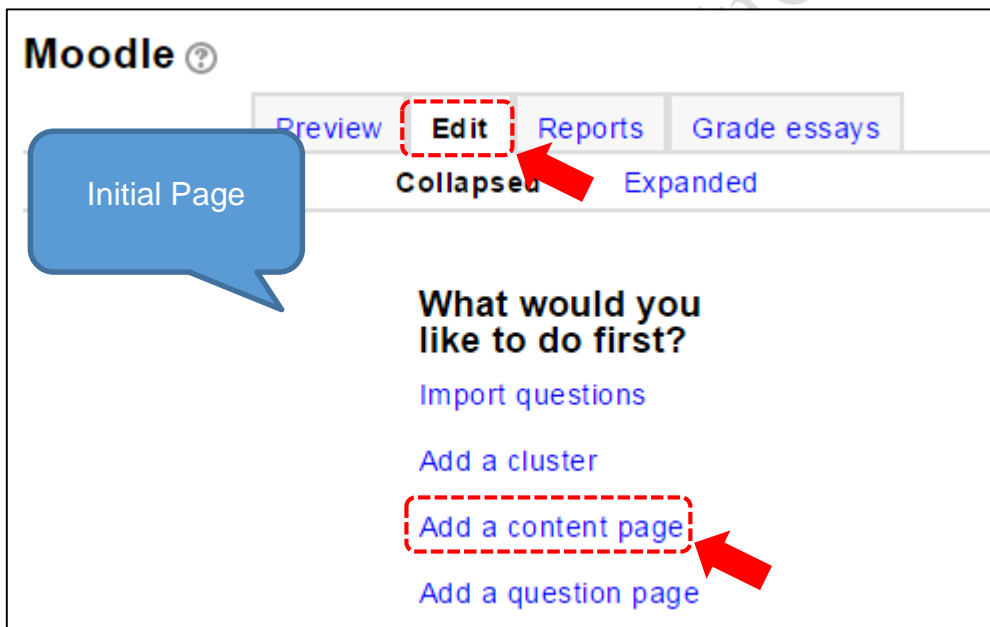
Associated with each answer to the question is a jump. The jump can be relative, such as this page or next page, or absolute, specifying any one of the pages in the lesson.

A content page is a page containing a set of links to other pages in the lesson, for example a Table of Contents.

1. Click lesson name



2. Click "Edit" tab. If there are no any pages, it will show "Add a content page" link



If the pages have existed, this page list all pages. Select "Add a content page" to add new page.

Preview Edit Reports Grade essays			
Collapsed		Expanded	
Page title	Page type	Jumps	Actions
Installing Moodle	Content	Random content page	<div style="display: flex; align-items: center; gap: 5px;"> ⌵ ⚙️ 🔍 ✕ </div> <ul style="list-style-type: none"> Add a new page... ▾ Add a new page... Add a cluster Add an end of branch <li style="background-color: #0070C0; color: white;">Add a content page Add an end of cluster Question

3. Setting

Moodle ? ▶ Expand all

▼ **Add a content page**

Page title* (1)

Page contents

Paragraph **B** *I* [List icons] [Link icon] [Image icon] [Video icon] [Attachment icon]

Content (2)

Path: p

Arrange content buttons horizontally?
 Display in left menu?

▼ **Content 1**

Description* (3)

Moodle auto-format ▼

Jump

▶ **Content 2**
▶ **Content 3**
▶ **Content 4**

There are required fields in this form marked *.

(1) Page title

The name of this page

(2) Page contents

The material content, it can insert image, video or hyperlink

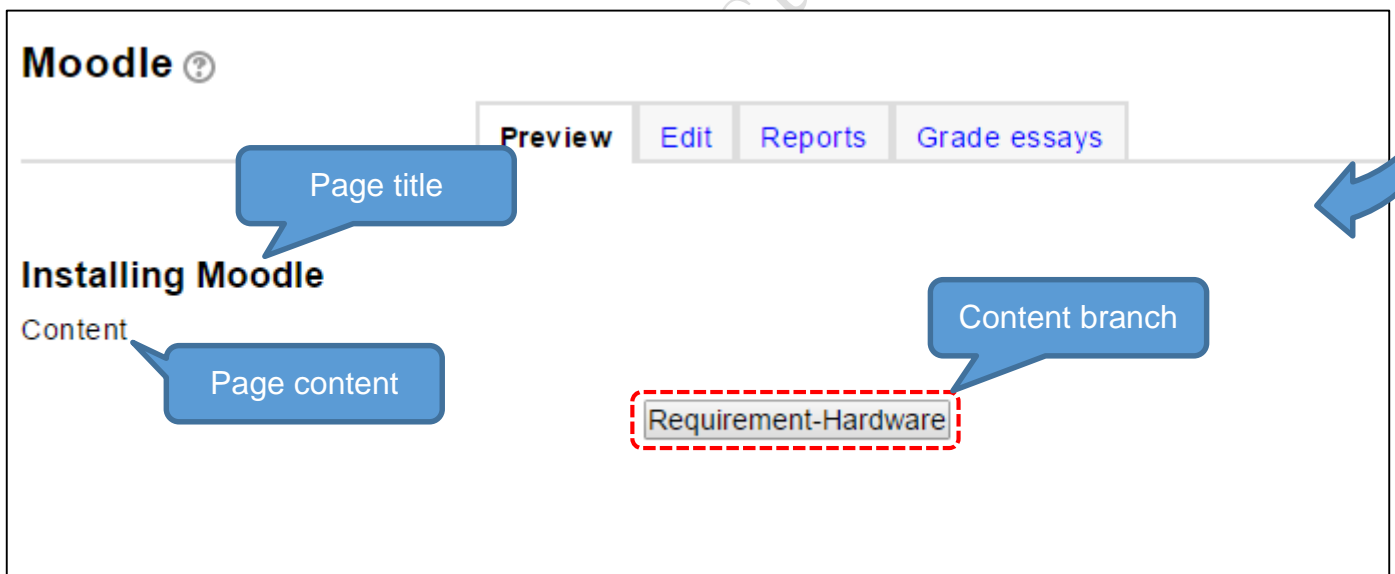
(3) Content

The number of content is set in the lesson setting.

- Description : It uses to tell student what topic they are access.
- Jump : Select the page you want to jump to

Click "Save page" button to complete the added

4. Click preview icon

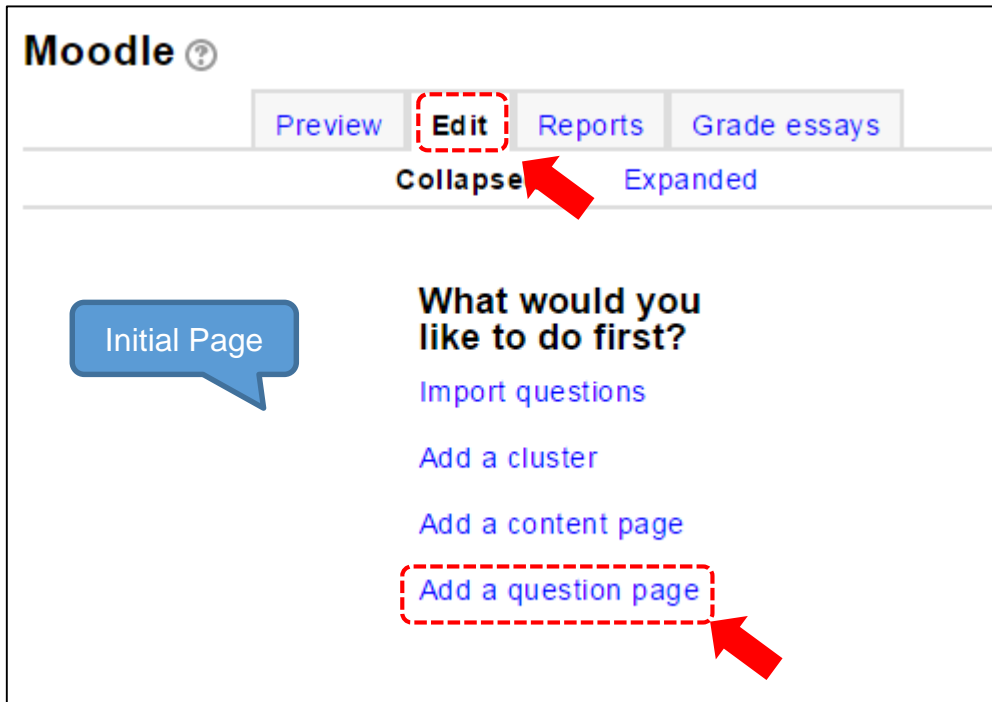


III. Add Question Page (for example - multichoice)

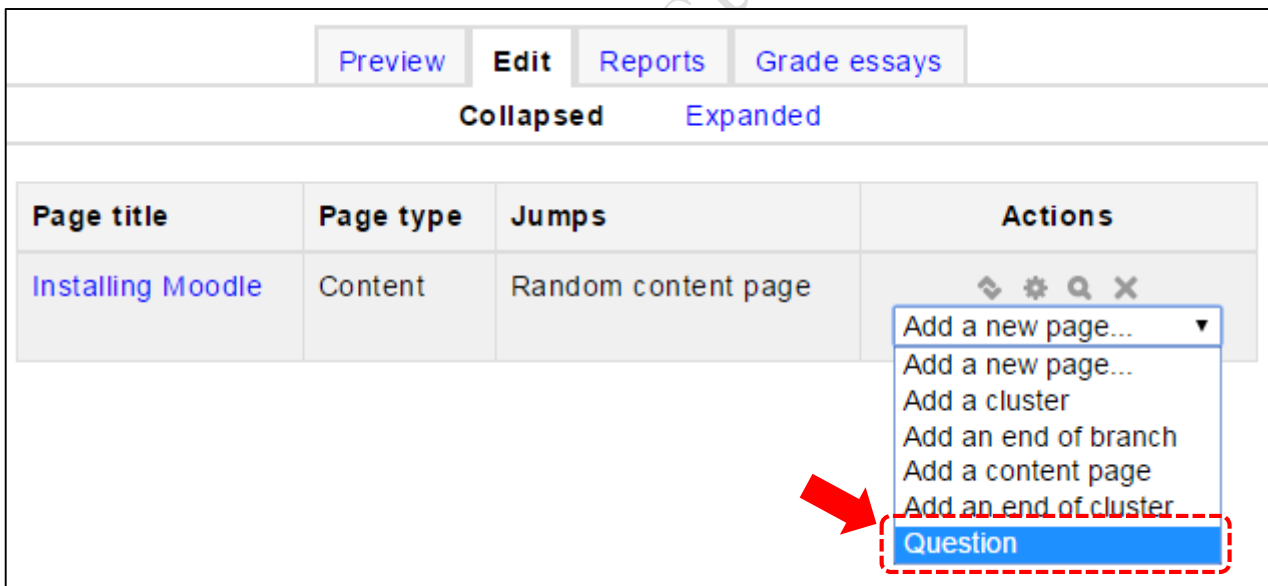
Teacher can create different type of question on question page and link to different page according to student's answer.

Depending on the student's choice of answer and how the teacher develops the lesson, students may progress to the next page, be taken back to a previous page or redirected down a different path entirely.

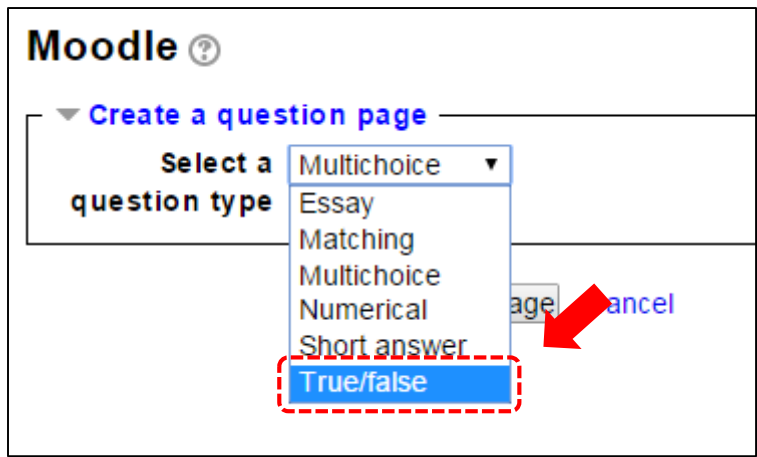
1. Click "Edit" tab. If there are no any pages, it will show "Add a question page" link



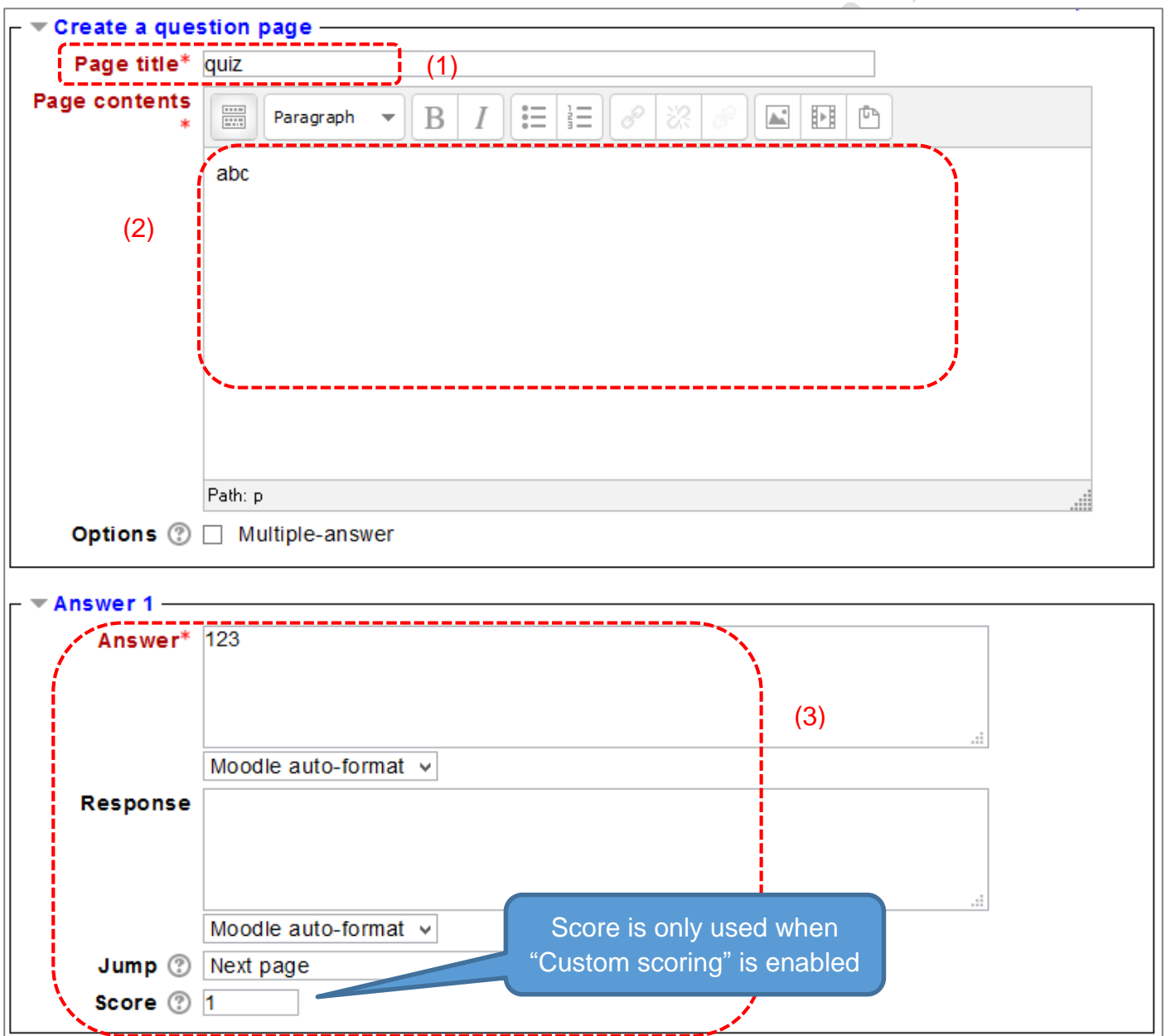
If the pages have existed, this page list all pages. Select "Question" to add new page.



2. Select the question type and click "Add a question page" button



3. Setting



(1) Page title

The title of this page

(2) Page contents

The content of this page

(3) Correct response

The number of content is set in the lesson setting.

- Answer : Provide the item that student select
- Response : If student fill in this answer, show the correct response
- Score : Each answer can then be given a numerical point value
- Jump : Each answer (for questions) has a corresponding jump. The jump can be relative, such as this page or next page, or absolute, specifying any one of the pages in the lesson.

Click "Save Page" to complete setting

4. Click preview icon

The screenshot shows the Moodle page settings interface. At the top, there are tabs for 'Preview', 'Edit', 'Reports', and 'Grade essays'. Below these are options for 'Collapsed' and 'Expanded'. The main content area is titled 'Inserted page: elearning'. It contains a table with the following data:

Page title	Page type	Jumps	Actions
Installing Moodle	Content	Random content page	⏏ ⚙ 🔍 ✕ Add a new page... ▾
elearning	True/false	Next page This page	⏏ ⚙ 🔍 ✕ Add a new page... ▾

A red arrow points to the search icon (magnifying glass) in the Actions column of the 'elearning' row. A large blue curved arrow points from the search icon towards the bottom right of the page.



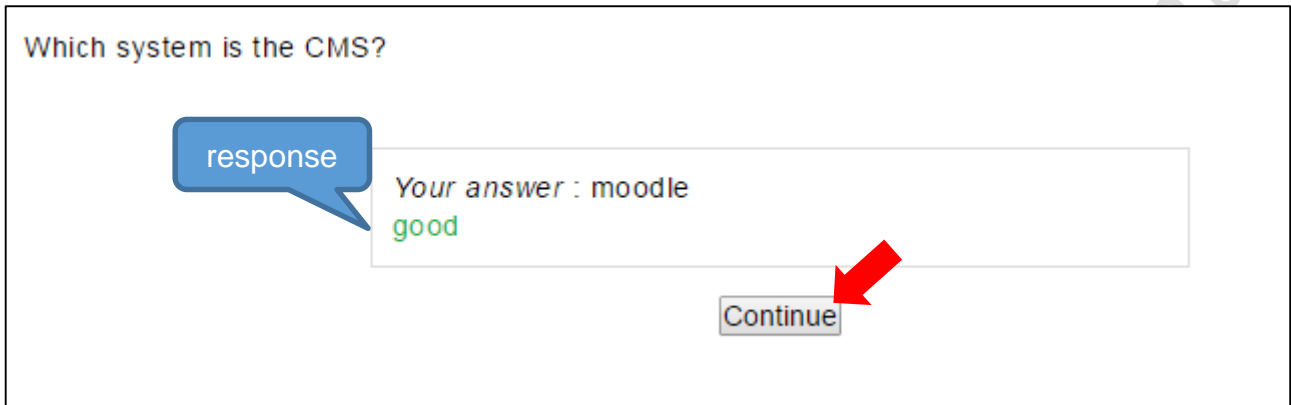
Which system is the CMS?

questionnaire

moodle

Submit

If you get the correct answer, it will show the response. Click continue button to get to setting page



Which system is the CMS?

response

Your answer : moodle
good

Continue

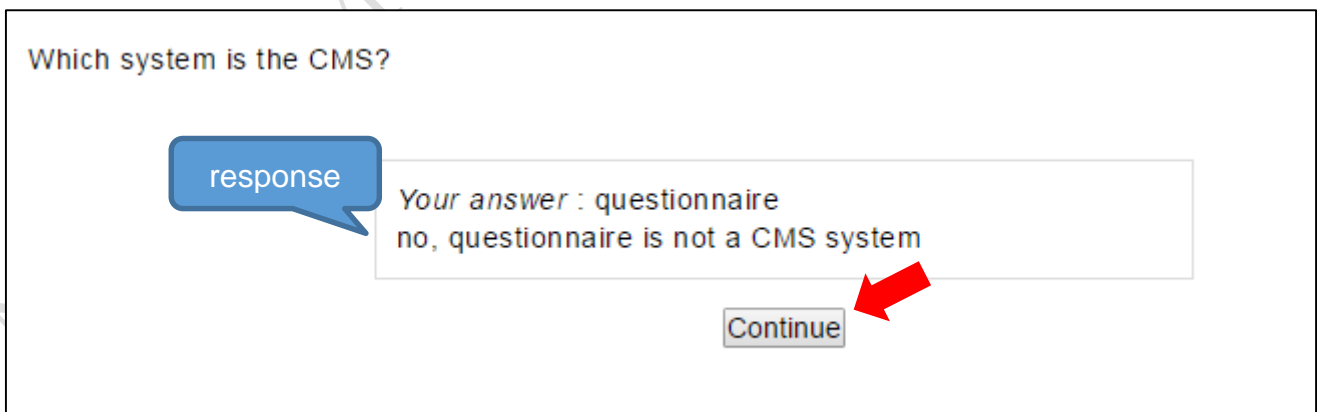
There are two situations if you get the wrong answer

Situation A :

If teacher set "Provide option to try a question again", student can answer the question again

Situation B :

If teacher doesn't set "Provide option to try a question again", click continue to get to setting page



Which system is the CMS?

response

Your answer : questionnaire
no, questionnaire is not a CMS system

Continue

【Note】 If student got the wrong answer, the teacher can jump to the question related page, in order to let students re-learn

IV. Cluster Application

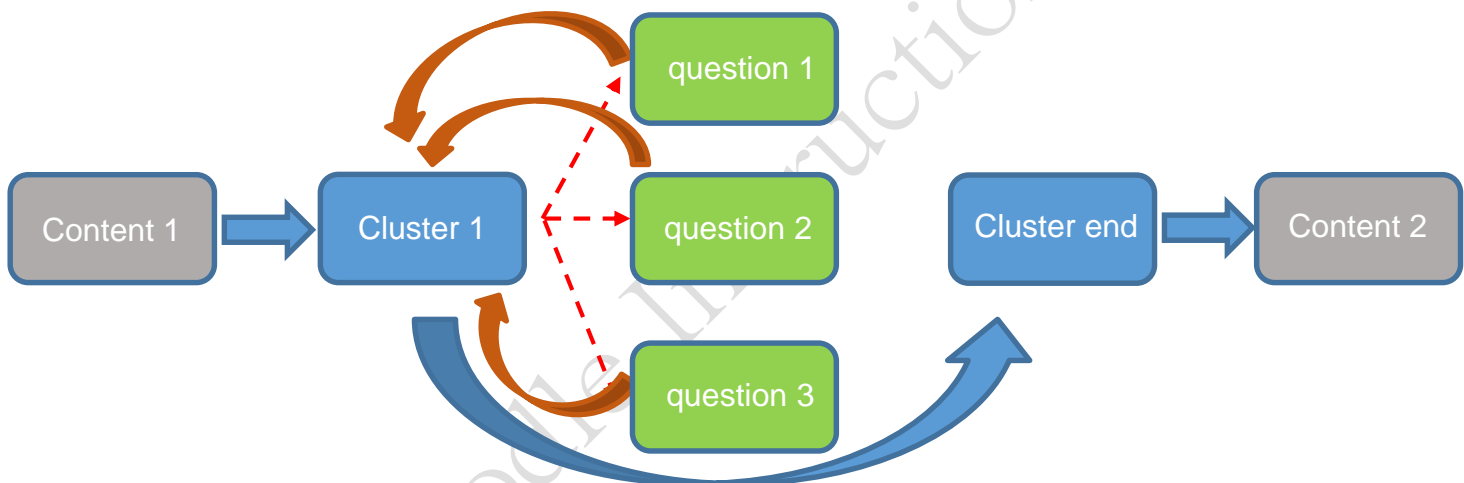
If there are series of question pages provide for student in random, you can consist this pages in cluster

【Note】 If you want to preview the question page, you need to change the role to student so that it will jump to the right page

The sample and setting are shown as below :










The pages created by lesson activity: content page 1, cluster page 1, question page 1, question page 2, question page, cluster end page, content page 2.

1. Cluster1 page will jump to the questions pages that haven't been visited by default
2. question page 1, question page 2, question page 3 are all set to jump to cluster 1
3. If all question pages have been visited, cluster1 page will jump to cluster end page












1. Add cluster page before question page, select "Add a cluster" in the select menu

Preview Edit Reports Grade essays			
Collapsed		Expanded	
Page title	Page type	Jumps	Actions
Installing Moodle	Content	Random content page	
elearning	True/false	Next page This page	

		Jumps	Actions
		Random content page	   Add a new page...
	Cluster	Unseen question within a cluster	   Add a new page...
	True/false	Next page This page	   Add a new page...

Jump to the page which haven't been viewed

2. Add a cluster end page at the end of the last question page. Select "Add an end of cluster" in the select menu

Page title	Page type	Jumps	Actions
Installing Moodle	Content	Random content page	   Add a new page...
Cluster	Cluster	Unseen question within a cluster	   Add a new page...
elearning	True/false	Next page This page	   Add a new page... <ul style="list-style-type: none"> Add a new page... Add a cluster Add an end of branch Add a content page Add an end of cluster Question

NCKU

Page title	Page type	Jumps	Actions
Installing Moodle	Content	Random content page	 Add a new page...
Cluster	Cluster	Unseen question within a cluster	 Add a new page...
elearning	True/false	Next page This page	 Add a new page...
End of cluster	End of cluster	Next page	 Add a new page...

V. Preview

You can use preview feature to make sure that the pages are correct

1. Enter lesson page and click “preview” tab

Moodle

An Unseen question within a cluster jump or an Unseen question within a content page jump is being used in this lesson. The next page jump will be used instead. Login as a student to test these jumps.

Installing Moodle

Content

【Note】 If you want to preview the question page, you need to change the role to student so that it will jump to the right page

Page title	Page type	Jumps
Installing Moodle	Content	Random content page

Need to change the role to student so that it will jump to the right page

VI. Report

The “reports” shows the record of student in lesson. It contains view time and answers. Teacher can know student’s learning status.

1. Overview

Click “overview” tab and it will show student’s answer time. Click the answer link to view the detail.


The screenshot displays the Moodle Reports interface. At the top, there are tabs for 'Preview', 'Edit', 'Reports', and 'Grade essays'. The 'Reports' tab is active, and within it, the 'Overview' sub-tab is highlighted with a red dashed box and a red arrow. Below the tabs is a table of student attempts. The second row, for user '試用帳號06', has its 'Attempts' cell highlighted with a red dashed box. A blue callout box with the text 'Click the answer link to view the answer record' points to this cell. Below the table is a 'Lesson statistics' section with a table of summary data.

Name	Attempts	High score
, test07	<input type="checkbox"/> 100% Wednesday, 6 January 2016, 5:37 PM, (2 secs)	100%
, 試用帳號06	<input type="checkbox"/> 66.67% Wednesday, 6 January 2016, 5:41 PM, (1 min 23 secs)	66.67%
, 試用帳號08	<input type="checkbox"/> 50% Wednesday, 6 January 2016, 5:26 PM, (2 secs)	50%
, 試用帳號09	<input type="checkbox"/> 50% Wednesday, 6 January 2016, 2:02 PM, (5 secs)	50%

Select all / Deselect all

Lesson statistics

Average score	Average time	High score	Low score	High time	Low time
66.67%	23 secs	100%	50%	1 min 23 secs	2 secs


Attempt: 1	
Name:	 試用帳號06
Time taken:	1 min 23 secs
Completed:	Wednesday, 6 January 2016, 5:42 PM
Raw grade:	2/3
Grade:	66.67%
True/false: elearning	Class statistics
Question:	
Which system is the CMS?	
Answer:	
<input checked="" type="checkbox"/> moodle	75% Checked this one.
<input type="checkbox"/> questionnaire	25% Checked this one.

Show the answer that student select

2. Detailed statistics

Click "Detailed statistics" tab to view the percent of each answer selected

Attempt: 1

Name:	 試用帳號06
Time taken:	1 min 23 secs
Completed:	Wednesday, 6 January 2016, 5:42 PM
Raw grade:	2/3
Grade:	66.67%

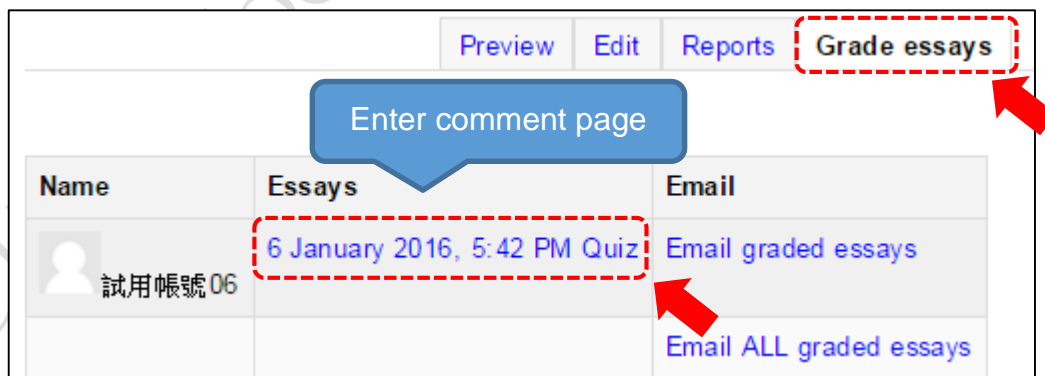
True/false: elearning	Class statistics
Question: Which system is the CMS?	
Answer:	
<input checked="" type="checkbox"/> moodle	75% Checked this one.
<input type="checkbox"/> questionnaire	25% Checked this one.

Annotations: A blue callout bubble points to the class statistics column with the text "Show the percent of each answer selected". A red dashed box highlights the "75% Checked this one." and "25% Checked this one." entries.


VII. Grade Essays

If teacher create essay question, teacher need to give the score manually.

1. Enter lesson page and click "Grade essays" tab. Click the answer record link and give the score and feedback comments



The screenshot shows the Moodle interface with the 'Grade essays' tab selected. A blue callout bubble points to the 'Enter comment page' link. A red dashed box highlights the '6 January 2016, 5:42 PM Quiz' link in the 'Essays' column. Red arrows point to the 'Grade essays' tab and the 'Email graded essays' link.

Name	Essays	Email
 試用帳號06	6 January 2016, 5:42 PM Quiz	Email graded essays
		Email ALL graded essays

2. Give the score by selected the score in select menu and give the comment in the comment block.

▼ Question

Question Please list the functions within Moodle.


試用帳號06 's assignment on line course backup, restore, import group forum accept mobile access response

Your comments

Essay score

[Save changes](#) [Cancel](#)

3. Click "Email graded essays" to send the result to student

Name	Essays	Email
 試用帳號06	6 January 2016, 5:42 PM Quiz	Email graded essays
		Email ALL graded essays

VIII. Contact Us

If you have any questions and suggestions about the system, please contact Teaching & Learning Technology Division, Extension 61024 ~ 61029.