

# TEACHER'S MANUAL

## 4. LEARNING ACTIVITIES



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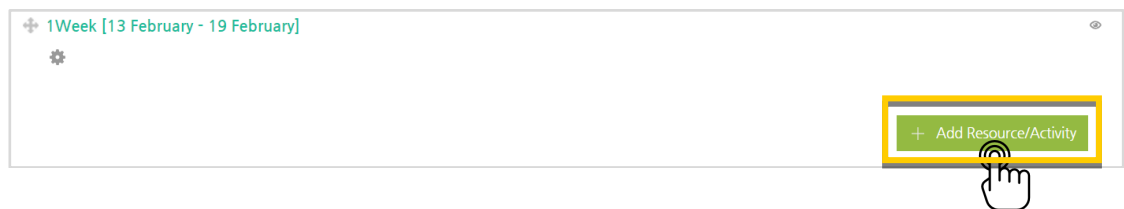
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# 1. INTRODUCTION

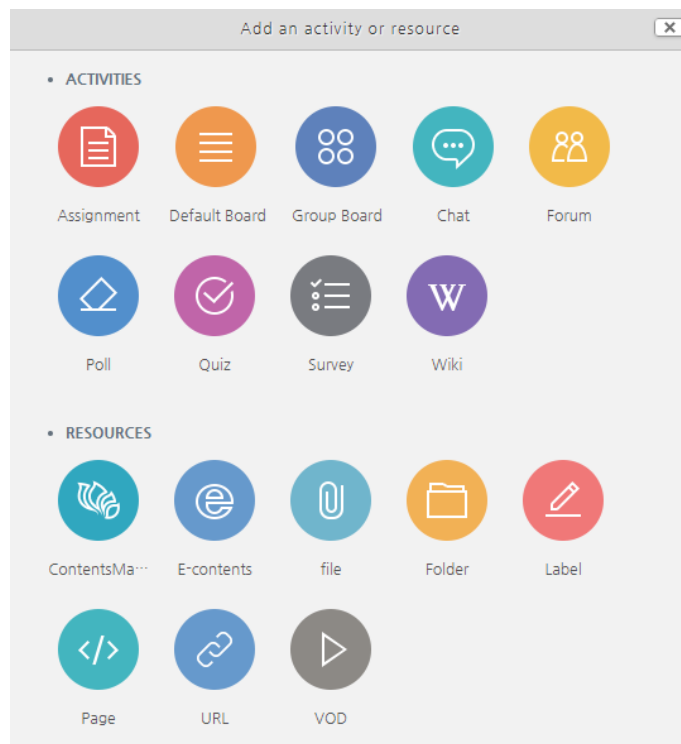
In order to add a new learning material or activity;  
First, click “Turn editing on” button, located at the top-right of the course homepage.



Thus, “Add Resource/Activity” buttons will show up for each week and course summary sections. Click any of them near to the section where you want to input course material & activity.



All learning materials and activities are listed as “Activities” and “Resources.”

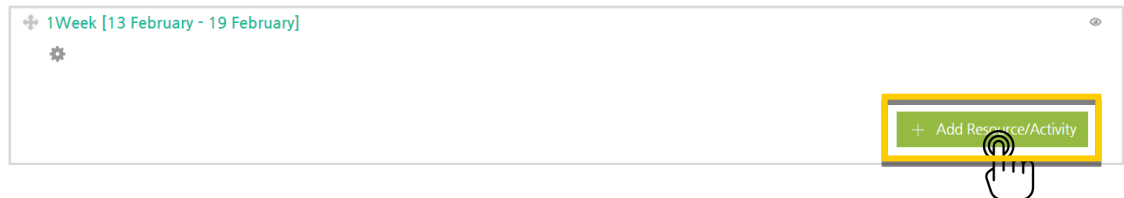


## 2. CREATE DEFAULT BOARD

You can use “Default Board” as a resource center or as a place where you collect students’ assignment papers.

In order to create a default board, follow these steps:

Click “Add Resource/Activity” button near the section where you want to add the default board.



Then, in the opening panel, click “Default Board” button, showed with .

After that, input a Board Name and save it.

A screenshot of the "General" settings panel for a board. It contains the following fields:

- Board Name\***: A text input field.
- Board Type\***: A dropdown menu currently showing "Default Board".
- Board id**: A disabled text input field.
- Explanation**: A rich text editor with various formatting icons (bold, italic, link, etc.).

Thus, a default board where anyone can post anything and upload any material is generated.

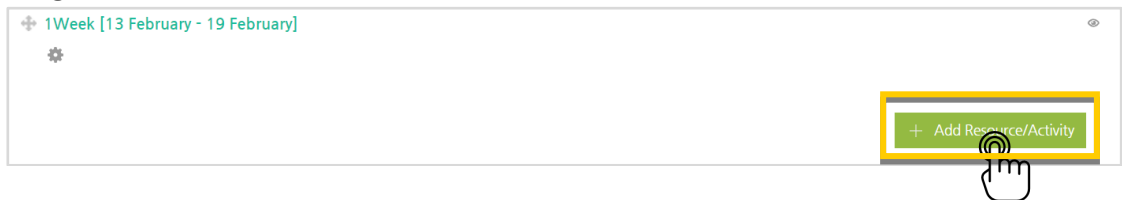
A screenshot of a "Self Introduction Board". At the top, it says "Here introduce yourself including your hobbies, dreams and future plans." Below this is a table of posts. The table has columns: Number, Title, Writer, Created Date, and Hit. There is one post with the title "Hi guys~!^^". Below the table, there are buttons for "Delete" and "Share". At the bottom left is a "List" button, and at the bottom right is a "Write" button.

Number	Title	Writer	Created Date	Hit
1	Hi guys~!^^	Student LEE	2018-08-21	1

## 3. CREATE ASSIGNMENT

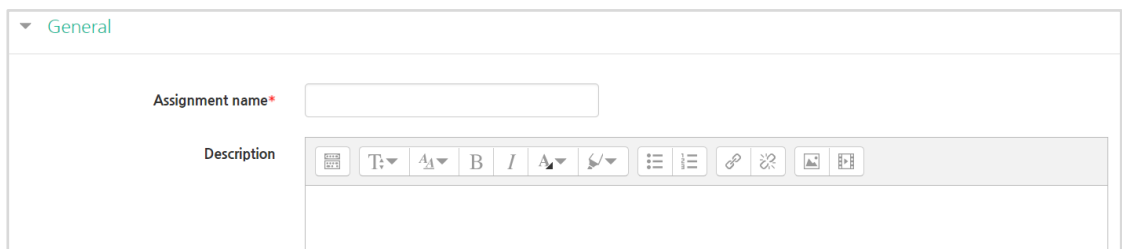
In order to create an assignment, perform the following steps:

Click “Add Resource/Activity” button near the section where you want to add the assignment.



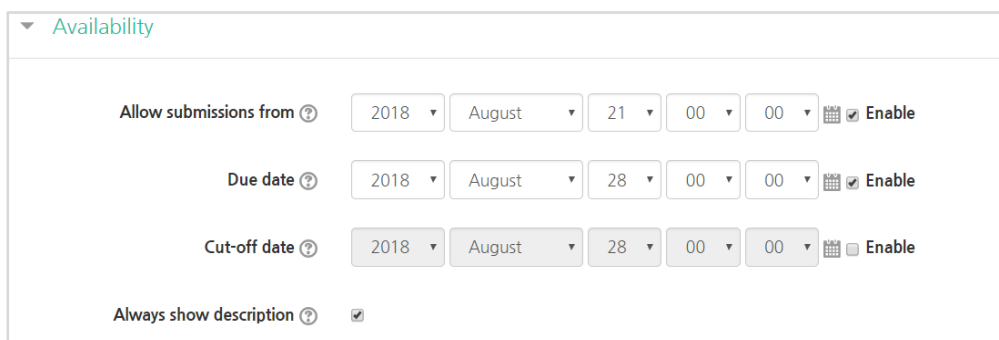
Then, in the opening panel, click “Assignment” button representing with .

After that, input an assignment name (ex: [self-reflection paper](#))



Set the submission and due date of the assignment

\*You can specify submission and due date as well as cut-off date (if just due date is determined, students still will be able to send their assignments after the assignment is due. If you want to block students to send their assignments after due date, utilize “cut-off date”)



Set the grade of the assignment by specifying its maximum score and click “Save and Display” button below the page. Thus, the assignment will be generated.

Grade

Grade ?

Type Point

Maximum points 100

The newly developed assignment will have similar look with the following:

### Self-reflection paper

Write 1 page self-reflection paper about the topics we have talked last week during the class.

Visible groups
All participants

### Grading summary

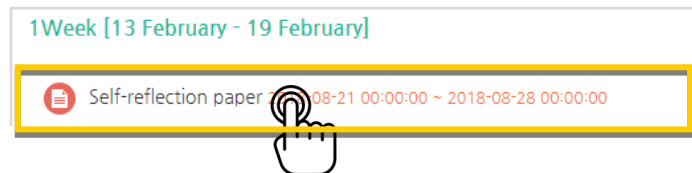
Participants	2
Submitted	0
Needs grading	0
Due date	2018-08-28 00:00
Time remaining	6 days 10 hours

View/grade all submissions

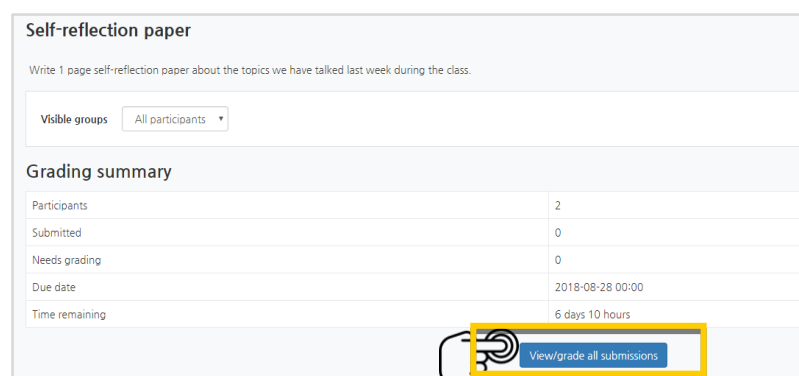
## 4. GRADE ASSIGNMENT

In order to evaluate an assignment and give a score, perform the followings:

Click the assignment which you will grade.



Click “View/grade all submissions”.

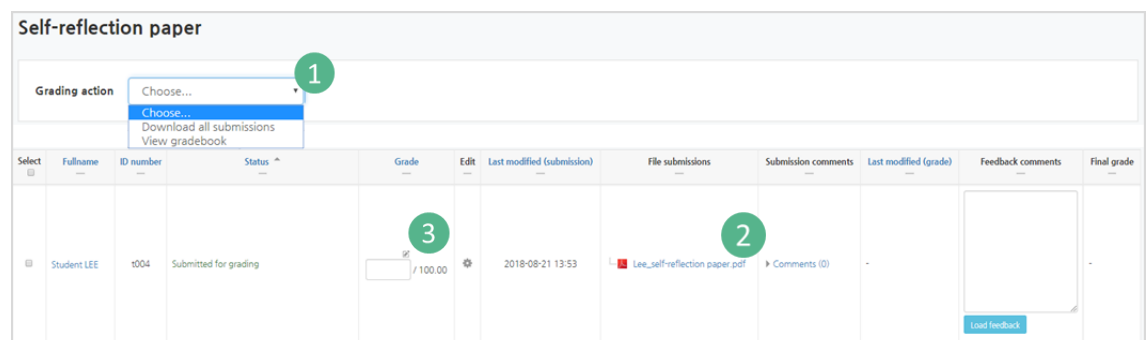


1) Grading action includes two options: “View Gradebook”, showing all grades students earned, and “Download all submissions” enabling you to download all assignment papers students submitted with one click.

2) You can download student submissions one by one as well.

3) Input grade scores for each student and press “Enter” button at keyboard.

\* Also, you can leave a comment about the assignment for each student



The changed grade is shown as follows:

<input type="checkbox"/>	Student LEE	t004	Submitted for grading Graded	80.00 / 100.00		2018-08-21 13:53	Lee_self-reflection paper.pdf	Comments (0)
--------------------------	-------------	------	---------------------------------	----------------	--	------------------	-------------------------------	--------------

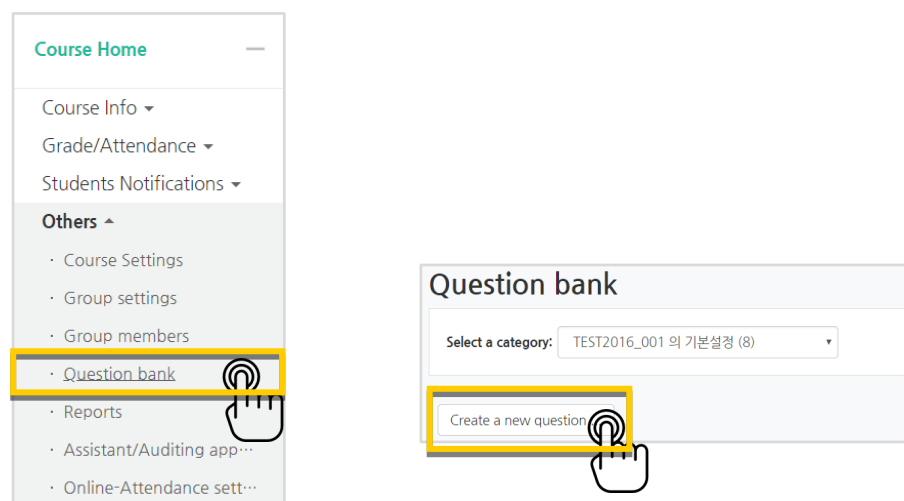
## 5. CREATE QUESTION BANK

Quiz(Test) is developed through two steps: 1) Input test items to my “Question Bank”, and 2) Add “Quiz” to the course page in order students to reply in a specific date and time. Each step is described below:

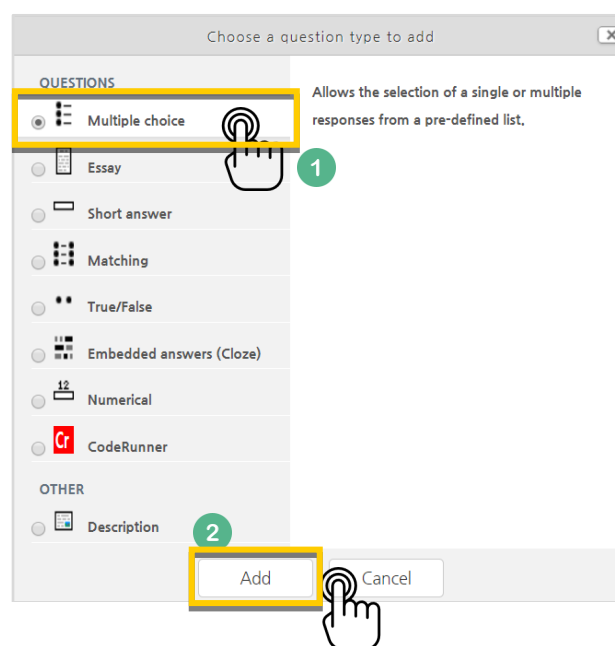
1) Input Test items to my “Question Bank”

\* You can reuse test items saved in Question Bank in other courses.

First, click “Question bank” below “Others”, belonging to “Course Home” menu located at the left-side of the screen. Then, in the opening page, select a category and click “Create a new question”.



Select the type of the test item which you want to create and click “Add” button.





Write “question name” and “question text”. Question name(ex: Midterm Q-1) is to differentiate the question from others. Also, specify the mark of the question by inputting the score to “Default mark”.

Category: TEST2016\_001 의 기본설정 (8)

Question name\*

Question text\* 

Rich text editor toolbar

Default mark\*

Write all choices including right and wrong answers. Then, set the grade as “100%” for the right options and “None for the other options.

Choice 1 

Rich text editor toolbar

Grade: 100%

Choice 2 

Rich text editor toolbar

Grade: None

After you input all choices of the question, click “Save and continue” button to record the question to “Question Bank”. Continue to create other questions with the same method.

Question bank

Select a category: TEST2016\_001 의 기본설정 (9)

Create a new question ...

	Question	Created by	Last modified by
<input type="checkbox"/>	Midterm Q-1	MASTER 21 August 2018, 16:46 PM	MASTER 21 August 2018, 16:46 PM

## 5.1. Multiple Choice

Multiple-choice is a question type in which students choose the correct answer among options. When you create a multiple-choice question, you need to write the options as well. So that, the result of a multiple-choice questions is automatically calculated.

The screenshot shows the 'General' tab of a question editor. The 'Category' dropdown is set to 'TEST2016\_001 외 기본설정 (9)'. The 'Question name\*' field contains 'Put question name'. The 'Question text\*' field is a large text area with the placeholder 'Write question content here'. Below the text area, the 'Default mark\*' is set to '1', and the 'Points obtained for correct answer' field is highlighted. The 'One or multiple answers?' dropdown is set to 'One answer only'. The 'Shuffle the choices?' checkbox is checked. The 'Number the choices?' dropdown is set to '1., 2., 3., ...'.

Input all choices for the question, including correct answer

The screenshot shows the choice selection interface. For 'Choice 1', the 'Grade' dropdown is set to '100%'. A note next to it says: "100% for correct answer, None for wrong answer". For 'Choice 2', the 'Grade' dropdown is set to 'None'.

Lastly, click **Save changes** button to complete test item development.

## 5.2. Essay

Essay type enables a response of a few sentences or paragraphs. The test taker writes the response freely. The instructor or a grader must grade responses to this kind of questions manually.

The 'General' settings panel for an Essay question type. It includes a 'Category' dropdown set to 'TEST2016\_001 외 기본설정 (9)'. The 'Question name\*' field contains 'Question name here'. The 'Question text\*' field is a large text area with a rich text editor toolbar above it, containing the text 'Question text here'. Below the text area, the 'Default mark\*' is set to '1', and the 'Points obtained for correct answer' is displayed. Further down, 'One or multiple answers?' is set to 'One answer only', 'Shuffle the choices?' is checked, and 'Number the choices?' is set to '1., 2., 3., ...'.

You can configure various settings of essay response, including response format, the size of response box, whether allowing attachments, so on. Besides, you can identify a response template, which will be displayed in the response input box when the student type an answer.

Two screenshots showing additional settings. The left screenshot shows the 'Response Options' panel with settings for 'Response format' (HTML editor), 'Require text' (Require the student to enter text), 'Input box size' (15 lines), 'Allow attachments' (No), and 'Require attachments' (Attachments are optional). The right screenshot shows the 'Response Template' panel with a 'Response template' field containing a rich text editor toolbar and the text 'Answer should be within 300 words.'

The text you input to “response template” will appear to students as follows:

A screenshot of the student interface for 'Question 1'. It shows the question text 'Explain why Korean War has occurred during 1950s?' and a rich text editor for the answer. Below the editor, it states 'Answer should be within 300 words.' The question status is 'Not yet answered' and 'Marked out of 1.00'.

Finally, click **Save changes** button to complete test item creation.

## 5.3. Short Answer

Short answer is a question type which enables a response of one or a few words that is graded by comparing against various model answers. So, possible correct answers are inputted and the score is automatically displayed after the quiz is finished.

The screenshot shows the 'General' tab of a quiz creation interface. The 'Category' dropdown is set to 'TEST2016\_001 의 기본설정 (11)'. The 'Question name' field contains 'Question name'. The 'Question text' field is a large text area containing 'Question text here'. The 'Default mark' is set to '1', and the 'Points obtained for correct answer' field is highlighted. The 'Case sensitivity' dropdown is set to 'No, case is unimportant'.

Then, input all partial and 100% correct answers with their grading percentage. (Ex. 100% grade for fully correct answer, 50% for partially correct answer)

\* It is much better If you input the words with their short and long names.  
(Ex. Answer 1: U.K. / Answer 2: United Kingdoms)

The screenshot shows the 'Answers' tab of the quiz creation interface. It contains three rows for inputting answers and their corresponding grades. Each row has an 'Answer' field and a 'Grade' dropdown menu. The first row is labeled 'Answer 1', the second 'Answer 2', and the third 'Answer 3'. All 'Grade' dropdowns are currently set to 'None'.

Then, click **Save changes** button to complete test item creation in short-answer type.

## 5.4. True/False

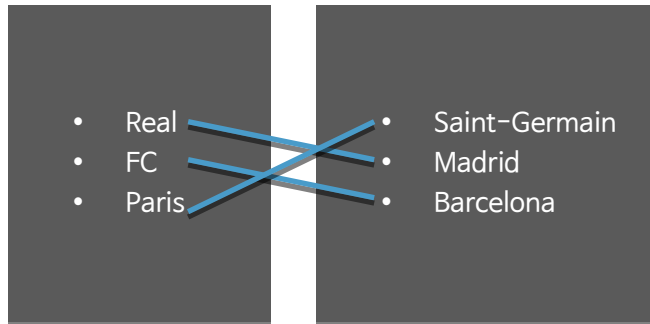
True/False type is used for asking whether the given sentence/expression is true or false.

The screenshot shows the 'General' tab of a question creation form. The 'Category' dropdown is set to 'TEST2016\_001 의 기본설정 (11)'. The 'Question name' field contains 'Question name here'. The 'Question text' field is a large text area with a rich text editor toolbar above it, containing the text 'Question text here'. The 'Default mark' field is set to '1'. The 'Correct answer' dropdown is set to 'False'. There are blue links for 'Points obtained for correct answer' and 'Select whether correct answer is "TRUE" or "FALSE"'. Yellow boxes highlight the 'Question name', 'Question text', 'Default mark', and 'Correct answer' fields.

Then, click [Save changes](#) button to complete test item creation in True-False type.

## 5.5. Matching

Matching is a question type where the answer to each of a number of sub-question must be selected from a list of possibilities.



General

Category: TEST2016\_001 의 기본설정 (11)

Question name\*: Question name here

Question text\*: Question text here

Default mark\*: 1 Points obtained for correct answer

Shuffle: ☐

Input the related answers and questions below. It requires 2 questions and 3 answers at least.

Answers

Available choices: You must provide at least two questions and three answers. You can provide extra wrong answers by giving an answer with a blank question. Entries where both the question and the answer are blank will be ignored.

	Question 1
	Ex: France
Answer	Ex:Paris

Then, click **Save changes** button to complete test item creation in matching type.

## 5.6. Embedded Answers (Cloze)

Embedded answer is a question type where a sentence or paragraph including various blanks test takers need to fill in is displayed. It requires a special code when creating it. Therefore, please refer to codes with their examples.

The screenshot shows the 'General' tab of a question creation form. The 'Category' dropdown is set to 'TEST2016\_001 의 기본설정 (11)'. The 'Question name' field contains 'Question name here'. The 'Question text' field contains the text: 'Question text (a sentence or paragraph) Please refer to the codes and examples below to write the text of this type of question!'. A 'Decode and verify the question text' button is located at the bottom of the text field.

In order to create blanks in the text, please use the following the code types according to question type you want to add, as shown in their examples:

Question type	Code	Example
Short answer	{Grade(Number):SHORTANSWER:=Correct answer}	Capital of France is {1:SHORTANSWER:=Paris}
Multiple choice	{Grade(Number):MULTICHOICE=Correct answer#OK ~Wrong answer#Wrong}	Capital of England is {1:MULTICHOICE:=London#OK ~Paris#Wrong~Ankra#Wrong}
Numerical	{Grade(Number):SHORTANSWER:=Correct answer }	

Then, click **Save changes** button to complete test item creation in matching type.

An example to embedded question is as follows:

The screenshot shows a preview window for 'Question 1'. The question text is: 'Capital of France is  . The capital of England, another Europe country, is '. The preview window includes a sidebar with 'Question 1', 'Not yet answered', and 'Marked out of 2.00'. At the bottom, there are buttons: 'Start again', 'Save', 'Fill in correct responses', 'Submit and finish', and 'Close preview'.

## 5.7. Numerical

Numerical question type is similar to short answer. However, test takers can answer numerical questions with only numbers.

▼ General

Category: TEST2016\_001 의 기본설정 (9)

Question name\*: Put question name

Question text\*: Write question content here

Default mark\*: 1 Points obtained for correct answer

Fill in each possible answer with its error scope and grade degree.

Ex: grade is 100% for fully correct answer, 50% for partially correct answer, etc.

▼ Answers

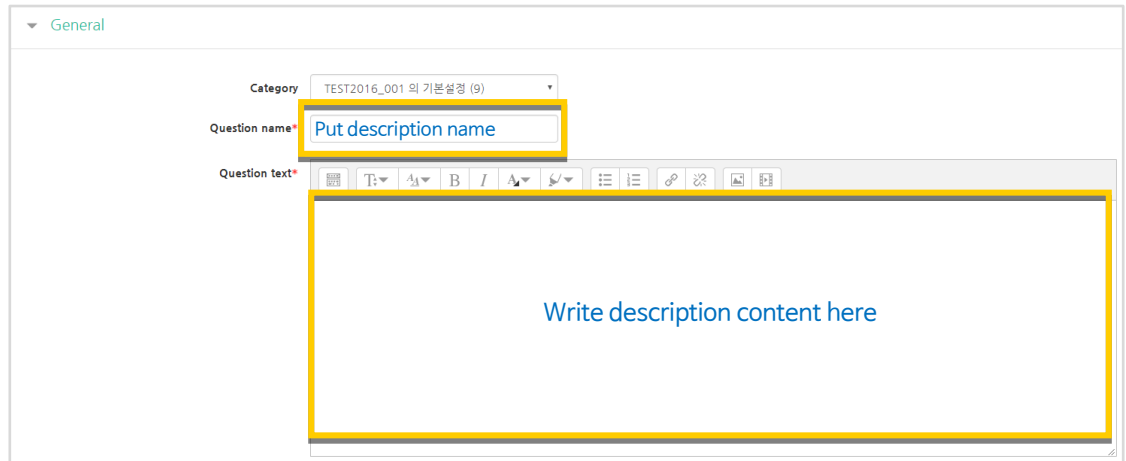
Answer 1	<input type="text"/>	Error: 0	Grade: None
Answer 2	<input type="text"/>	Error: 0	Grade: None
Answer 3	<input type="text"/>	Error: 0	Grade: None

Then, click **Save changes** button to complete to create test item in numerical form.



## 5.8. Description

Description can be used when you need to make announcement about the quiz (test), inform about quiz start and finish time, input explanations needed for some questions.



General

Category: TEST2016\_001 외 기본설정 (9)

Question name\*: Put description name

Question text\*: Write description content here

Then, click **Save changes** button to finish to create a description as a test item.

## 5.9. (Common/Advanced) Penalty For Each Incorrect Try

In a quiz (test) where test taker is able to answer the same question more than one time, you can deduct the grade for each incorrect answer.

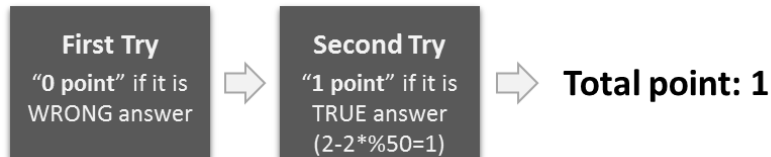
\* It is available for multiple choice, short answer, matching, embedded and numerical type of questions.

▼ Multiple tries

Penalty for each incorrect try ? 0%

Ex: Let's assume there is a quiz giving 2 points for each correct answer. If we set the above place as 50%, the points for a question will be deducted for getting each wrong answer, as follows:

For the one who finds correct answer in "second" try:



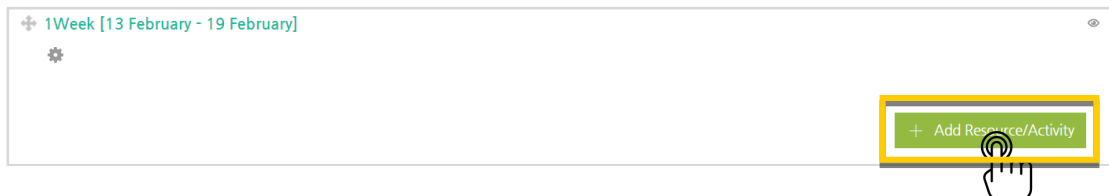
For the one who finds correct answer in "third" try:




## 6. CREATE QUIZ

In order to create a quiz(test, online exam) activity, follow these steps:

Click “Add Resource/Activity” button around the section where you want to add the quiz.



In the opening panel, click “Quiz” button, showed with .

Then, you need the configure quiz settings. First, give a name (Ex: MIDTERM QUIZ)

After clicking “Enable” button on the right side, set the opening and close date and time of the quiz and identify time limit to perform quiz.

*\*If you do not set any time/date, anyone will be able to access and take to the quiz anytime.*

Set quiz grade. Especially, it is important to set how many attempts will be allowed for the test takers. Change “Unlimited” option as you wish.

You can identify the review options of the quiz for the test takers by utilizing “Review options” section. Quizzes can be set in such a way that test takers check their grades, the number of attempts, right answers while performing the quiz, right after they finish the quiz or after the quiz close date.

\*Its general use is to put a check to “Marks” option in “After the quiz closed” area.

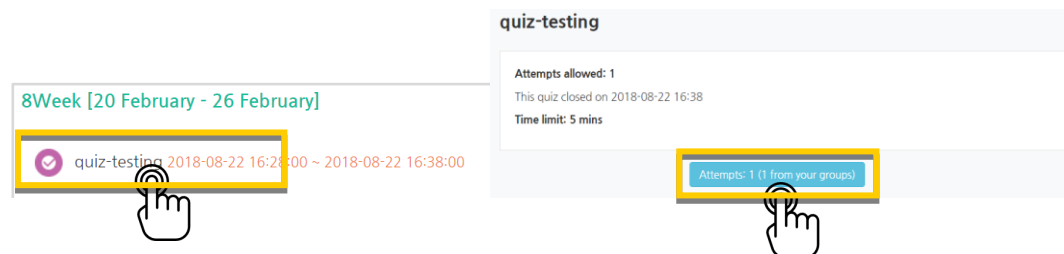
After you click “Save changes” button, the newly created quiz will be displayed like as follows. Now we need to add quiz items(questions) to this quiz. For this, click “Edit quiz” button.

You can add test items(questions) by creating new ones or by bringing questions from the “Question Bank”. To add questions from question bank, First, click “Add” button on the right-side of the screen and then click “+from question bank” option. Thus, the saved questions to question bank will be displayed in a new page. Select the questions you want to add to the quiz and click “Add selected questions to the quiz” button below the page. After that, specify the maximum score and click “Save” button. Thus, the quiz activity creation will be completed.

## 7. GRADE QUIZ

After the quiz ended, you can grade test takers' responses. For this,

First click that quiz in the course homepage and then click "Attempts".

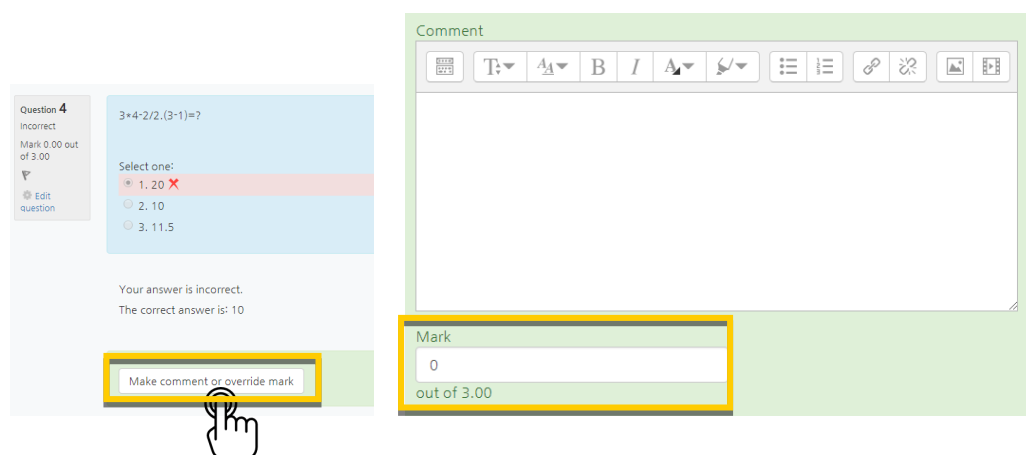


To review and grade student's responses, click "not yet graded" on the far-right side of the student name.

\*The questions like multiple-choice questions in which answers are defined in advance are marked automatically.

Download table data as: Excel spreadsheet <a href="#">Download</a>								
	Fullname	ID number	State	Started on	Completed	Time taken	Grade/10.00	
	Student PARK Review attemptQ	t005	Finished	22-08-2018, 16:34:02	22-08-2018, 16:34:28	26 secs	Not yet graded	
Overall average								

Then, review student responses and grade them. You can also give a comment. For this, click "Make comment or override mark" button of the question and then input its mark and click "Save" button.

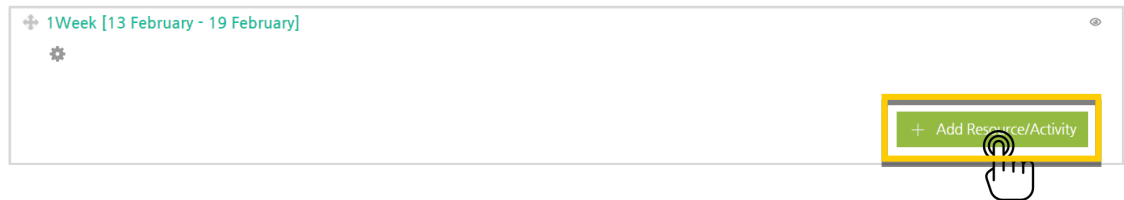


After you grade all quiz, click [Finish review](#) button. Thus, you will be finished grading of one test taker.

## 8. CREATE FORUM

In order to create a forum, follow these steps:

First, click “Add Resource/Activity” button around the section where you want to add forum.



In the opening panel, click “Forum” button, showed with .

Enter the forum name and select the type of forum:

- A single simple discussion: Instructor presents a discussion topic and students give comments on this single topic.
- Each person posts one discussion: each student able to post only one discussion topic and students able to comment all discussion topics.
- Q and A forum: student can see others’ responses only if he/she writes a response on a topic.
- Standard form displayed in a blog-like format: Standard form in a blog format where anyone can post any discussion topics and response any discussion topic freely.
- Standard forum for general use: Anyone can post any discussion topics and response any discussion topic freely.

A screenshot of the "General" settings panel for creating a forum. The panel has a title bar with a dropdown arrow and the word "General". Below the title bar, there is a "Forum name\*" text input field, which is highlighted with a yellow box. Below the name field, there is a "Description" section with a rich text editor toolbar (containing icons for bold, italic, link, etc.) and a large text area. Below the description section, there is a checkbox labeled "Display description on course page" with a question mark icon. At the bottom, there is a "Forum type" dropdown menu, which is also highlighted with a yellow box and currently shows "Standard forum for general use".

You can utilize rating feature for discussions as a way of grading them. Choose the rating type and identify the maximum point. Thus, the discussion will be displayed in Gradebook.

▼ Ratings

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

1 Aggregate type ⓘ No ratings


Scale ⓘ


Type Point ▼

Scale Separate and Connected ways of know ▼

2 Maximum points 100

Restrict ratings to items with dates in this range: ☐

From 2018 ▼ August ▼ 22 ▼ 17 ▼ 31 ▼ 

To 2018 ▼ August ▼ 22 ▼ 17 ▼ 31 ▼ 

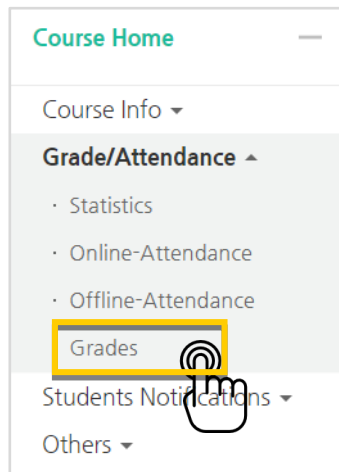
No ratings  
No ratings  
Average of ratings  
Count of ratings  
Maximum rating  
Minimum rating  
Sum of ratings

Lastly, click “Save and display” button to save the settings of the forum activity.

## 9. GRADE FORUM

In order to grade a forum;

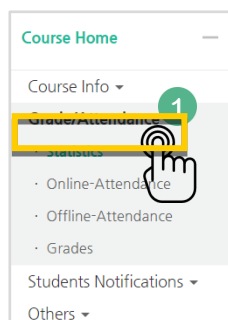
Click “Grades” placed below Grade/Attendance” section of “Course Home” menu, located at the left-side of the course homepage.



Go the forum you want to grade, input a mark and press “enter” on keyboard. Do the same thing for each student.

Fullname ^	ID number	Self-reflection paper	quiz-testing	FORUM-2	Course total
Student LEE	t004	-	-	<input type="text"/>	P
Student PARK	t005	-	-	-	P
Overall average		-	-	-	P

When you grade students’ forum activities, use user activity statistics as a reference. For this, go to “Statistics” page through “Course Home” menu. Then, check how many times students read and answered the discussions.



Statistics									
No.	Fullname	ID number	Program	Groups	Week1 (13 February - 19 February)		Week2 (20 February - 26 February)		
1	dev1			헛초고, 기...	R W	R W	R W	R W	R W
2	Student LEE	t004	모바일팀	팀 A, 기말...	2 1	1 1	-	-	2 1
3	Student PARK	t005	모바일팀	팀B, 기말...	-	-	- 1	-	-

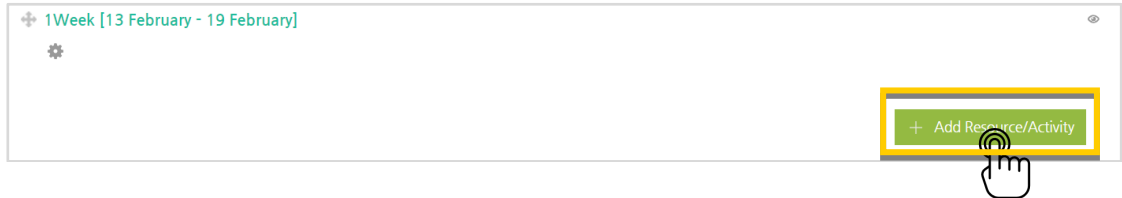
Participation with numbers



# 10. CREATE SURVEY

In order to create a survey activity, you need to design it and make its settings. For this,

Click “Add Resource/Activity” button near the section where you want to add the survey.



Then, in the opening panel, click “Survey” showed with .

Input a name.

Specify start/end date & time that students are able to participate. If you do not specify, students will be able to answer survey questions any date & time.

Surveys have various settings options. You can create anonymous surveys, allow multiple response submissions and so on.

You can also create a message which will appear after the students complete the survey, such as “You have completed the survey. Thank you for your response”. If you do not create a message, then the students will be routed to the course homepage after survey completion.

▼ After submission

Show analysis page  whether showing a completion message or not

Completion message

Completion message here

Link to next activity ⓘ  Able to link with other course activities/resources by putting their URL here

Click [Save and display](#) to complete survey design with its settings. Then, you will be routed to the survey page where you can add survey items (questions), which is described in the next section.

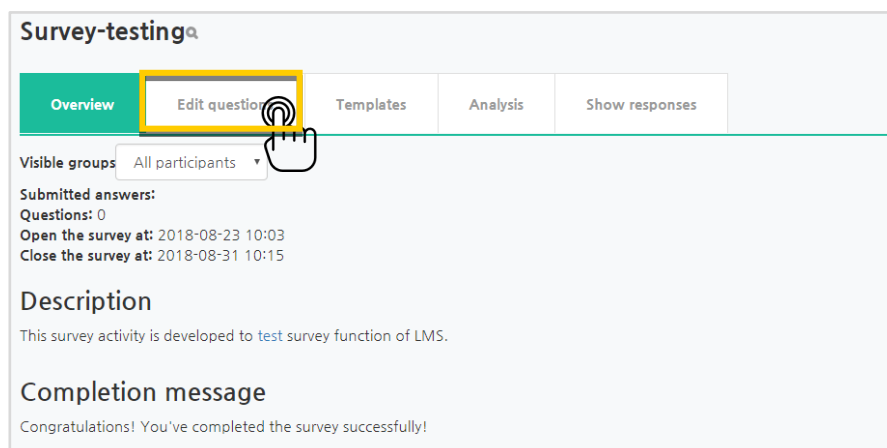
# 11. CREATE SURVEY ITEM

After you design a survey and configure its settings, you need to add items (questions) to that survey. For this:

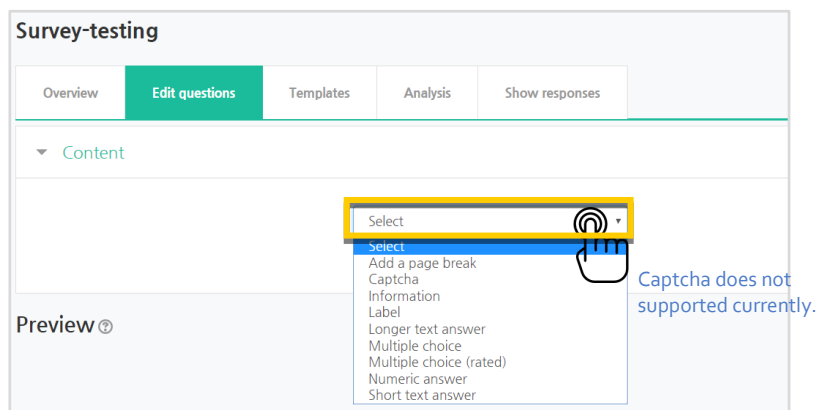
After you design the survey and click “Save and display” button, you will be directed to the survey page where you can add survey items(questions). Also, you can access survey page by clicking it on the course homepage.



At the survey page, click “Edit questions” to add survey items/questions.



Click “Select” to select the type of survey items/questions to add to the survey.



## 11.1. Add a Page Break

“Page break” is used to divide survey pages. So, it enables create survey pages. If you do not add a page break, then all questions will be on one page.

When you add a page break, it will be shown as follows

**Preview** ⓘ

1 () What do you like the most in this class? (Position:1) ⓘ ⚙ ✕

Page break (Position:2) ✕

2 () Which one do you like the most in this class? (Position:3) ⓘ ⚙ ✕

- ☒ Subject
- ☐ Teacher
- ☐ Way of learning method
- ☐ Friends
- ☐ None

Thus, students will see the survey like this:  
(Adding a page break has created “Next page” button)

**Survey-testing**

Mode: Anonymous

1 What do you like the most in this class?

Next page

## 11.2. Information

Information item is used when you want to provide additional information such as question response time to the survey participants. It is used with other survey items.

▼ Information

Question

Information-Type

Responsestime ▼

Dependence item ?

Choose ▼

Dependence value

Position

4 ▼

Save question

Cancel

Menu item	Description
Question	Put question text here
Information-Type	Response time/Course/Course category
Position	Position of the question in the survey

## 11.3. Label

Menu item	Description
Input place	Input the text of label which will be displayed on the screen.
Position	Position of the question in the survey

## 11.4. Longer Text Answer

▼ Longer text answer

Required

☐

Question

Width

30

▼

Number of lines

5

▼

Dependence item ?

Choose

▼

Dependence value

Position

11

▼

Save question

Cancel

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Width	Width of the input window used to answer
Number of lines	Number of lines of the input window
Position	Position of the question in the survey

## 11.5. Multiple Choice

Multiple choice

Required ☐

Question

Adjustment 

vertical

Multiple choice type 

Multiple choice - single answer

Do not analyse empty submits 

No

Multiple choice values

Use one line for each answer!

Dependence item 

Choose

Dependence value

Position 

11

Save question

Cancel

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Adjustment	Specify sorting methods of choices (horizontal/vertical)
Multiple choice type	Set the type of multiple choice: Single answer (as radio button or dropdown list) / Multiple answer
Do not analyse empty submits	If it is yes, unanswered items are excluded from the analysis scope.
Multiple choice values	Put choices here. There should be one choice at each line.
Position	Position of the question in the survey



## 11.6. Multiple Choice (Rated)

Survey-testing

설명
설문 편집
설문지
분석
응답 보기

▼ 선택형(등급)

필수
☐

질문

정렬
수직으로

선택형 응답 유형
선택형 - 1개 선택

응답하지 않은 항목을 분석에서 제외
아니오

선택지 입력
한 줄에 한 개씩 입력하세요.

0/매우 불만족  
1/불만족  
2/평균  
3/만족  
4/매우 만족

의존성 항목
선택

의존값

순서
11

질문 저장
취소

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Adjustment	Specify sorting methods of choices (horizontal/vertical)
Multiple choice type	Set the type of multiple choice: Single answer (as radio button or dropdown list) / Multiple answer
Do not analyse empty submits	If it is yes, unanswered items are excluded from the analysis scope.
Multiple choice values	Put choices here. There should be one choice at each line. Each choice should also have a number, shown in the figure.
Position	Position of the question in the survey

## 11.7. Numerical

Survey-testing

Overview
Edit questions
Templates
Analysis
Show responses

Numeric answer

Required
☐

Question

Range from

Range to

Dependence item ?

Dependence value

Position

Save question
Cancel

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
Range from	Put the possible maximum value of the question
Range to	Put the possible min value of the question
Position	Position of the question in the survey

## 11.8.Short Text Answer

▼ Short text answer

Required

☐

Question

Textfield width

Maximum characters accepted

Dependence item ?

Dependence value

Position

Save question

Cancel

Menu item	Description
Required	Identify whether students are required to answer this question or not
Question	Put question text here.
TextfieldWidth	Width of the input window used to answer
Maximum characters accepted	Maximum number of characters accepted for the answer
Position	Position of the question in the survey

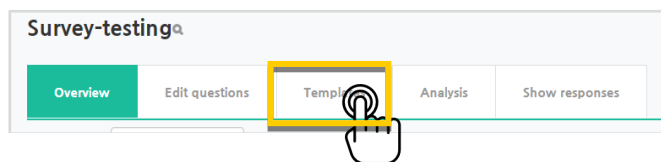
## 12. SAVE AND MANAGE SURVEYS

You can save surveys as a template file for future use purposes and also use the templates created before. So, you can create one survey and reuse it now and future at multiple courses. For this;

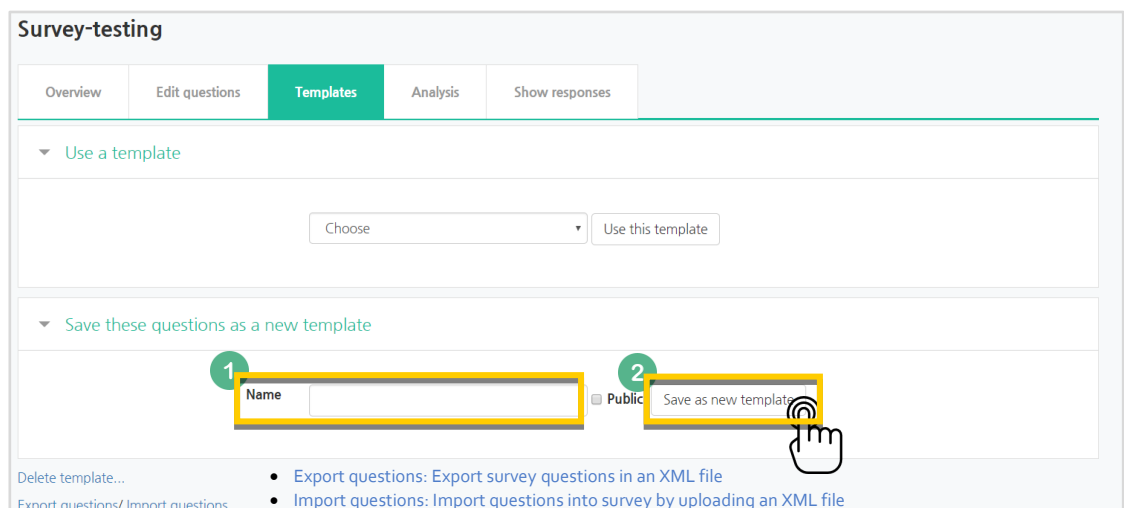
Go to the survey you want to save or manage.



Click “Templates” on the menu.



To save the survey as template, enter a name and click “Save as new template”



You can also export survey questions in an XML file or import questions into your survey by uploading them as an XML file.

**Survey-testing**

Overview

Edit questions

Templates

Analysis

Show responses

**Import questions**

1

☒ Delete old items (The current questions and all your user's responses will be deleted)


☐ Append new items (All old questions and the assigned values will be preserved)

Select the option fitting you the most

File

Choose a file...

2



You can drag and drop files here to add them.

3

File format available: a XML file exported from the Survey module(only)

Yes

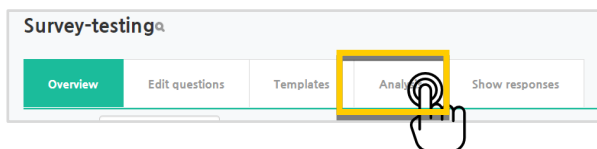
Cancel

# 13. CHECK SURVEY RESULTS

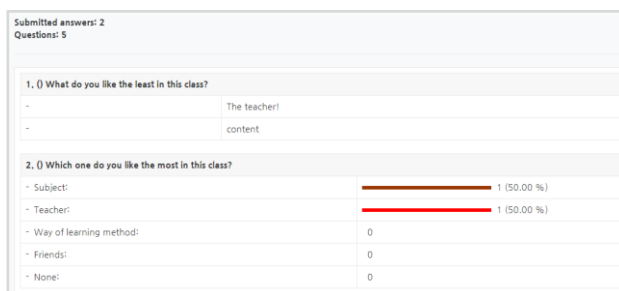
Go to the survey activity you want to check the results.



Click “Analysis” on the menu to check the results.



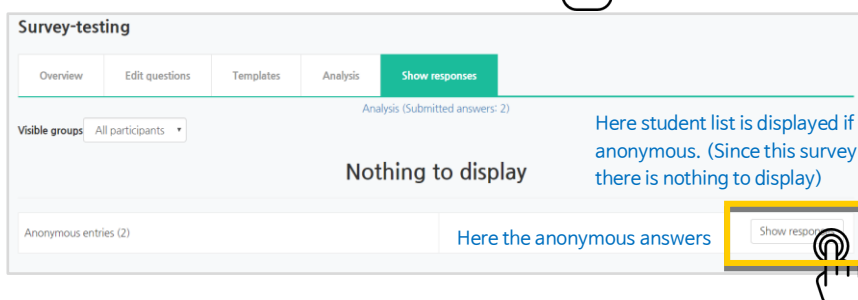
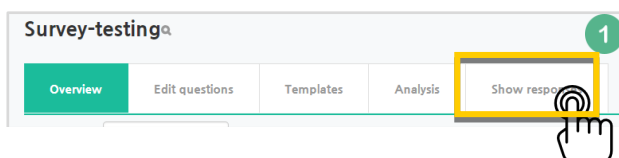
You can check all answers and answer distribution for each question.



You can also check answers by users.

For this, click “Show responses” in the survey page. Then, click “Show responses” button near to the student who you want to see.

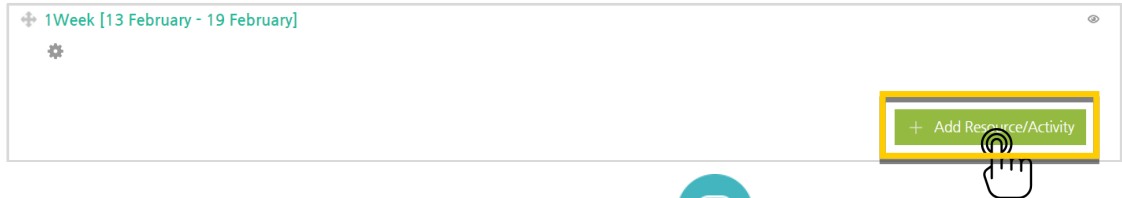
*\*If you set the survey as anonymous, the answers will be presented as anonymous.*



# 13. CREATE CHAT ROOM

In order to create a chat room, follow these steps:

Click “Add Resource/Activity” button around the section where you want to add the chat room.



In the opening panel, click “Chat” button, showed with .

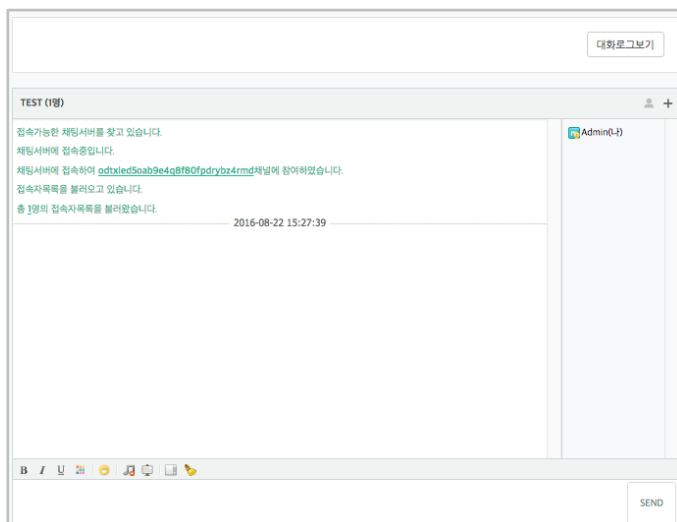
Then, you need the configure chat settings. First, give chat a name.

A screenshot of the 'General' chat settings panel. It has a dropdown menu labeled 'General'. Below it is a text input field labeled 'Name' with a red asterisk indicating it is required.

Specify the starting time to chat. If you do not set it, the chat room will be accessible right away.

A screenshot of the 'Chat Setting' panel. It shows a 'Next Chat Time' section with dropdowns for year (2018), month (August), day (23), hour (15), and minute (00), followed by an 'Enable' checkbox. Below that is a 'Publish Chat Logs' section with a dropdown menu set to 'No'.

Click  to complete chat room creation.



# 15. (COMMON) EDIT/DELETE COURSE ACTIVITIES & RESOURCES

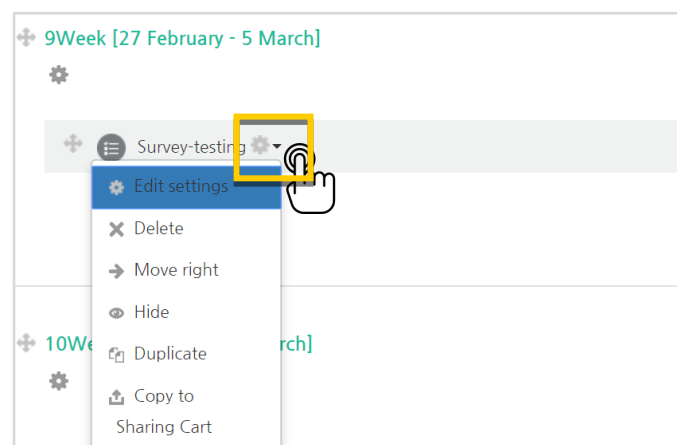
In order to edit or delete a course activity or material;

First, click “Turn editing on” button, located at the top-right of the course homepage.



Then, click cogwheel button near to the course activity/material you want to edit or delete. The all actions you can do are as follows:

- Edit settings: Edit its settings
- Delete: Delete it (it is moved to the recycle bin)
- Move right: Move it to right side by making an indentation
- Hide: Hide it from students (if you click it, students will not able to see it)
- Duplicate: Duplicate it.





# 16. (ADVANCED) RECYCLE BIN

For each course, all deleted course activities and resources are temporarily stored in “Recycle bin”.

To access Recycle bin, go to “Administration” menu on the left-side of the course homepage, then click “Course administration” option and then click “Recycle bin”. You can restore or permanently delete the items in the recycle bin.

**Recycle bin**

Items that have been deleted from a course can be restored if they are still in the recycle bin, and will appear at the bottom of the section from which they were deleted.

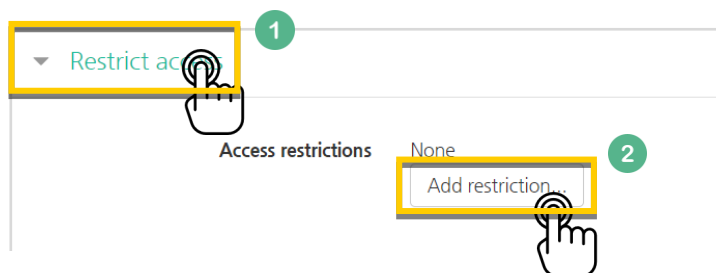
Activity	Date deleted	Restore	Delete
test	2018-06-26 10:32		
test2	2018-06-26 10:32		
test	2018-06-26 10:32		
test5	2018-06-26 10:32		
test	2018-06-26 10:32		

# 17. (ADVANCED) ADD ACCESS RESTRICTION

You can set a variety of restrictions to access course activities/materials for students. This function is useful especially for personalized/individualized learning.

Follow these steps to use this function:

When you add a course activity or material, there is “Restrict access” option below the page. Click it and then click “Add restriction” button.



Then, select conditions for access restriction. For example, you can prevent students to access a resource/activity until a specified time, or you can enable to access it only for the students who have achieved a specified grade.

Add restriction...	
Date	Prevent access until (or from) a specified date and time.
Grade	Require students to achieve a specified grade.
Group	Allow only students who belong to a specified group, or all groups.
Grouping	Allow only students who belong to a group within a specified grouping.
User profile	Control access based on fields within the student's profile.
Restriction set	Add a set of nested restrictions to apply complex logic.
<button>Cancel</button>	