# Moodle 3.5: Assignment Guide for Students

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Getting Started

- All of your courses can be found under **MY COURSES, DASHBOARD, or NAVIGATION**
  - These headers will usually appear as blocks on the left hand side of the page.
  - The **DASHBOARD** can also be accessed from any page by clicking your name in the upper right hand corner of the page.
- More resources for getting started can be found under the **MAIN MENU**
  - This includes guides about Panopto online videos, quick start guides for Moodle, and videos for other related Moodle resources
- You can find messages and urgent announcements under the message symbol in the main navigation bar at the top of the page.
General Tips

- You may want to download Yammer and Outlook for additional avenues of communication. Regularly check your email and junk box for updates and course links.

- When you submit an assignment, try uploading PDFs instead of Word documents. This makes it easier for your professors to grade and return feedback.

- Within Moodle your Professor can set a deadline and/or time limit for completing assignments. Don’t forget to check for these so you don’t miss out on being able to complete your work.

- If you are having issues with using Moodle, please contact the IT Help Desk for assistance.
Course Pages

- Announcements and syllabus materials will be posted in the center course page by many Professors.
- Course pages are sorted by Week or Topic, so you may need to scroll down to the current week or topic to find the relevant materials.
- Some professors may also post your grades to Moodle. If so, the grades can be found under NAVIGATION -> [course title] -> GRADES, where the course title is the name of your class.
• Grades can also be accessed from the user menu in the upper right hand corner of the page. Clicking “Grades” will give you an overview of grades in every course that has grades entered.

• From this page, clicking the name of a course will give you a more detailed breakdown of grades and assignments for that course.
### Grade Item

<table>
<thead>
<tr>
<th>Grade Item</th>
<th>Calculated weight</th>
<th>Grade</th>
<th>Percentage</th>
<th>Letter grade</th>
<th>Contribution to course total</th>
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<tbody>
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<td>B-</td>
<td>-</td>
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</tr>
<tr>
<td>(Empty)</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Viewing Panopto Videos

Your professor may share videos or recorded lectures with you through Panopto.

On your Moodle course page (not the home page), locate the Panopto block on the left or right side of the course page. The Panopto block allows access to recordings that are available for this specific course. The recordings should be uploaded by the course instructor. If you do not see a recording in this tab where there should be one, email your instructor. Videos and course materials may also be available in the main course body of Moodle.
Responding to Assignments from Professors in Moodle

When your professor sets an assignment through Moodle, it will appear with a hand and paper icon.

![Paper 1 on Burroughs](image)

Clicking on the assignment link will take you to the submission page, which has important information about the assignment, such as the description of your task, the due date, and the required submission format.

- **Submission status** – whether or not you have submitted any previous work for this assignment. Some assignments may allow you to make changes to your previous submissions as long as it is prior to the deadline.
- **Grading status** – whether or not a grade has been posted for the assignment. You can check back to the assignment page after the due date to see your grade when it is ready.
- **Due date/time remaining** – The due date of the assignment. It is up to the professor to decide if late submissions are allowed. In addition, some assignments may only allow you a certain amount of time to complete them (such as an hour or two) once you start. If this is the case, it will be made clear in the instructions.
- **Last modified** - You will see the timestamp for the most recent submission you have made. It will be blank if you have not submitted anything.
Submitting Your “Paper”

- Depending on what the professor has asked for, you may be asked to enter text directly into Moodle, or to upload a file. Make sure your uploaded file is of the type that is being asked for (typically PDF) – you may or may not be able to submit a corrected version.

- You can use the file browser on your computer to manually choose a file by clicking the document icon in the upper left corner of the submission box. You can also drag and drop any files into the area with the dotted outline. Some assignments may allow you to submit multiple files at once. The maximum file size is 20 MB.
• Once see your file in the box, click “save changes.” As long as there is time remaining, you will be given the option to make changes by clicking “edit submission.” Once you are done, click “submit assignment.” You will receive a confirmation email when your assignment has been submitted successfully.

Paper 1 on Burroughs

Write one paragraph on Chapters 1 through 3 on Naked Lunch
Panopto Assignments

Here is an example of a Panopto assignment in Moodle.

Use your phone to record your interviews with Starbucks employees. You will see the assignment when you log into Panopto on your Phone. Authenticate (log in) with your College user name and password.
Participating in Forums

A single simple discussion

Students will see the text you have placed in the Forum introduction setting as the first post of the discussion. Below you will find the replies that have been posted. In the example below, the student sees that their reply was rated.

Student view of "A single simple discussion" forum type
Each person posts one discussion

The view will be basically the same as in the previous case, the only difference being the 'Add a new discussion' option. Viewing a forum page, the student will see the text you have written at the 'Forum introduction' space while creating the forum, and, if there are any, the discussions that have been started.

Student view of "Each person posts one discussion" forum type
**Standard forum for general use**

In this forum type, students will see the introduction text in a separate space above the discussion field, in which you will see the information such as the title of the discussion (which means the forum's title), its author, the number of replies and the date of the last post.

![Class discussions](image)

**Student view of "Standard forum" type**
Question and Answer forum

The Q & A forum is best used when you have a particular question that you wish to have answered. In a Q and A forum, teachers post the question and students respond with possible answers. By default a Q and A forum requires students to post once before viewing other students' postings.

Initial view of Q&A forum

Students cannot see posts until they post

Other posts visible when editing time is over
Blog like forum

In the upper right corner of the home forum screen (above the introduction), the student may see the options the teacher has set for subscriptions to the forum, and the 'Jump to' field, with which you can 'jump' to any part of the course. This is also place where the teacher will find the "Update this forum" button.
Display options

Reply display options

A discussion thread may be displayed in four ways. Use the pull down menu at the top of each forum discussion to select a display type.

- Display replies flat, with oldest first
  - Display replies flat, with newest first - The discussion will be displayed in one line and the chronological order from the newest to the oldest. This is the same as the above, just a different sort order.

- Display replies in threaded form - Only the post starting the discussion will be displayed in its full form; replies will be reduced to the headlines (including information about its author and date of release) and organized chronologically; moreover, replies will be shifted towards the right so that only replies to the same post were in the same line.

- Display replies in nested form - All posts are displayed in their full forms; replies will be reduced to the headlines (including information about its author and date of release) and organized chronologically; moreover, replies will be shifted towards the right so that only replies to the same post were in the same line.
Flat Forum discussion, example from middle

Posts in threaded form

"Nested reply example"
Forum posting

The default content of **Subject** is usually 'Re: <the name of the 'parent' post>'. You can change it though.

When writing text in Moodle there are several formats you can choose to produce your text, depending on your expertise and the type of browser you are using. Please refer to Formatting text for further information.

Sharing images through forums

- When an image is "attached" as a file to a forum message, it is immediately displayed full size after the message (i.e. no need to click on an attachment). This an excellent way of sharing images without having to go through the process of uploading them as files and linking them from within web pages.

- Images may be dragged and dropped into the box as well as uploading via the "add" link and the File picker.
Sharing sound and video through forums

- If multimedia filters are enabled, a sound file (mp3) or accepted video file can be attached and it will be embedded into the forum post in an appropriate player.

- As with images in the previous section, multimedia files may be dragged and dropped from the desktop instead of uploaded via the File picker.

Post length

Extra-long posts cause problems when doing a forum search and can be difficult to read on screen. Rather than creating a very long post, consider copying and pasting the text into a text file and add it as an attachment to your forum post.

Post editing time limit

There is a time limit for editing posts, usually 30 minutes. It is set by an administrator in Administration.
Taking a Quiz, Test, or Exam through Moodle
(It is all based on the Quiz tool)

- Click on the quiz link on the course homepage and read the information to check you're in the right quiz.
- Click on "Attempt quiz now" button.
- Click on the "Next" button at the bottom of the page to see the next page of questions
- Click on the "flag" in the box next to the question to put a temporary marker on it

- Notice the Quiz navigation block. You can use it to jump to any question.

- A flagged question is shown with a red triangle at the top right
- Questions on the current page are shown with a thicker border
- After viewing a description, it is shown with the bottom half grey
- After saving an essay question, it is shown with the bottom half grey
- A dependent question is shown in grey with a padlock icon

- To finish the exam, click "Finish attempt" in the navigation block of "Next" on the last page of the exam.
The "Summary of attempt" page - reviews the questions and alerts you to questions not attempted.

Summary of attempt

<table>
<thead>
<tr>
<th>Question</th>
<th>Status</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Not yet answered</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Not complete</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Not complete</td>
<td></td>
</tr>
</tbody>
</table>

- Click on any question page number or "Return to attempt" to go back to the quiz.
- Click on "Submit all and finish" to have your quiz scored. A warning will pop up telling you you can no longer change your answers.

**Autosave**

If Moodle detects that the student’s Internet connection has dropped, and the Quiz autosave feature is enabled, a warning message is displayed, prompting the student to make a note of recent responses.

Quiz autosave is enabled by default, with the default time period set to 2 minutes. This autosave period can be changed, or the setting disabled completely, from Site administration>Plugins>Activity modules>Quiz>Autosave period.

**How students review a quiz**
• In the quiz navigation block
  o A correct answer is shown with the bottom half green with a white tick
  o A partially correct answer is shown with the bottom half orange with a white circle in it
  o A wrong answer is shown with the bottom half red
  o An essay question (requiring manual marking) is shown with the bottom half grey
  o A flagged question is shown with a red triangle at the top right

Quiz navigation

Show one page at a time
Finish review

• In the questions themselves, correct answers will be in green with a check mark next to it. Incorrect answers will be in red with a cross next to it.

• According to your teacher’s settings, you might get general feedback, specific feedback on each question and/or overall feedback on your final score.

• Although the quiz may have been split into multiple pages, the review will show all the questions on a single page to make it easier to navigate. You can chose to review the quiz with separate pages as it was when you took the quiz.

Saving questions and returning later to a quiz

• If you answer a number of questions and then want to complete the quiz at a later time, click “Finish attempt”.
• When you return to continue the quiz, Moodle will remember which page you were on and allow you to continue from there, having saved your previous questions.

Retaking a quiz

If your teacher has allowed multiple attempts, when you click on the quiz again you will be informed how many attempts you have remaining along with your previous scores.