TEACHER'S MANUAL

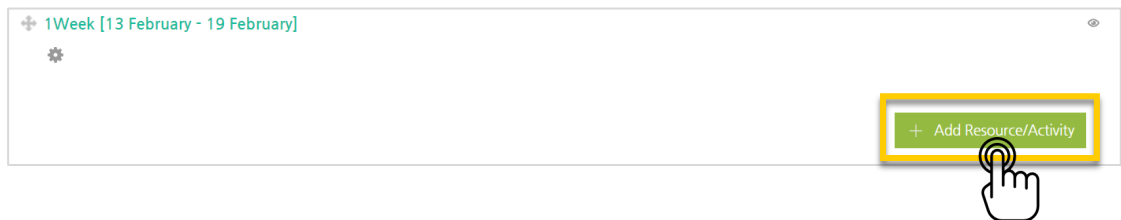## 4. LEARNING ACTIVITIES

TABLE OF CONTENTS

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.

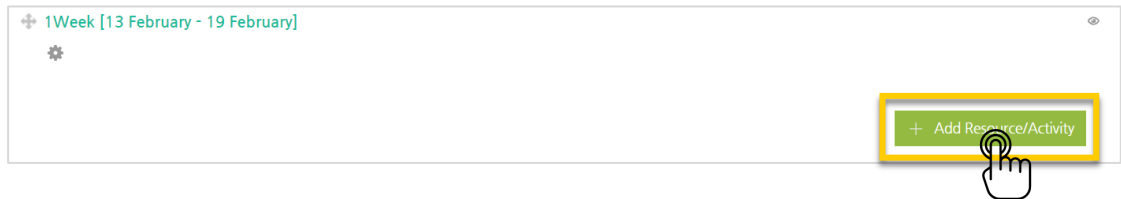All learning materials and activities are listed as "Activities" and "Resources."
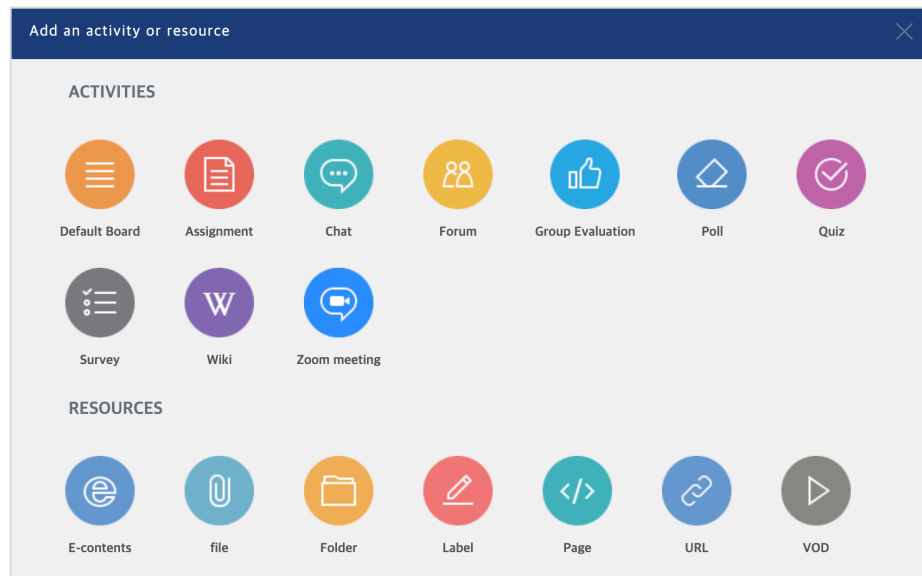
2. Create Default Board

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.

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

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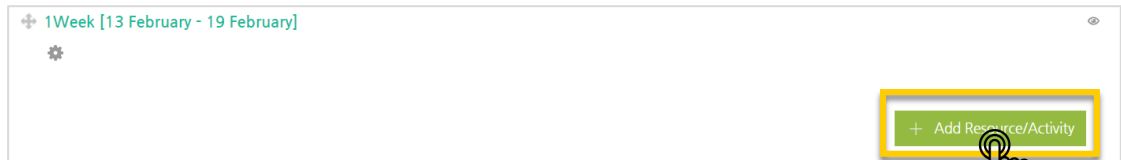
Then, in the opening panel, click "Assignment" button representing with .

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 ▾

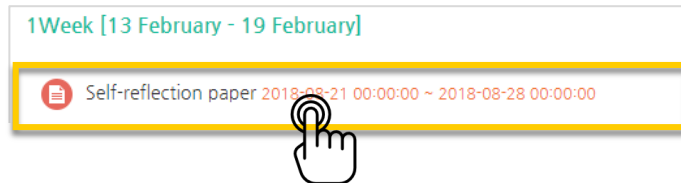### Grading summary

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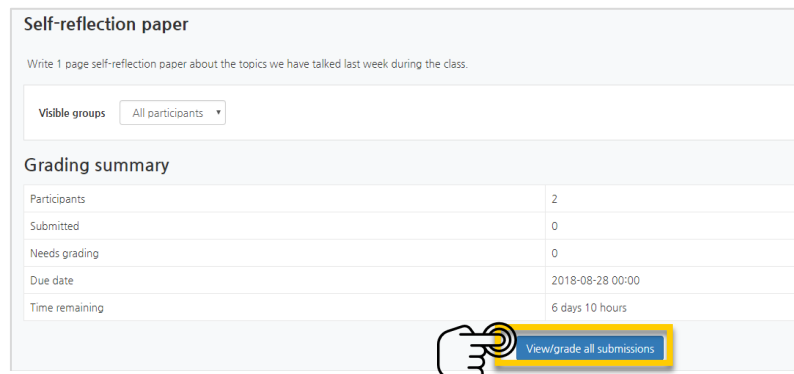
1) Grading action includes two options: "View Gradebook", showing all grades students earned, and "Download all submissions" enabling you to download all assignment papers students submitted with one click.

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
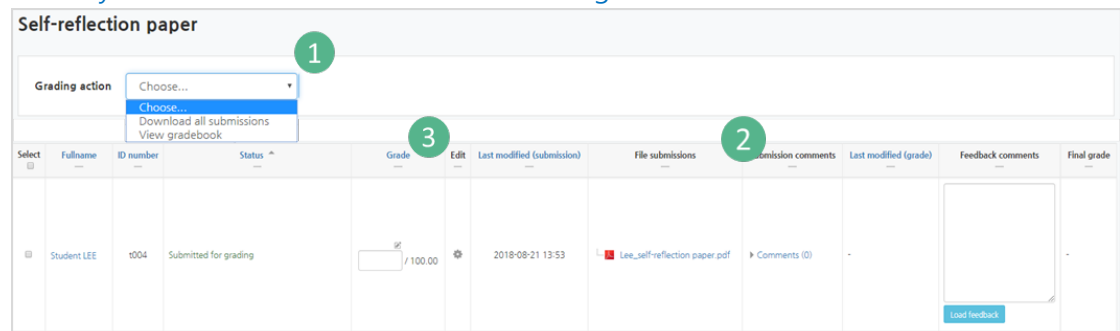
The changed grade is shown as follows:

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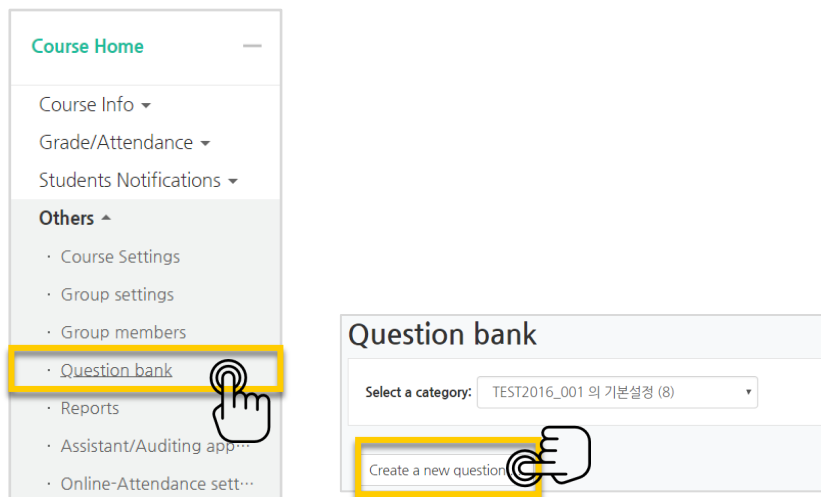
Select the type of the test item which you want to create and click "Add" button.

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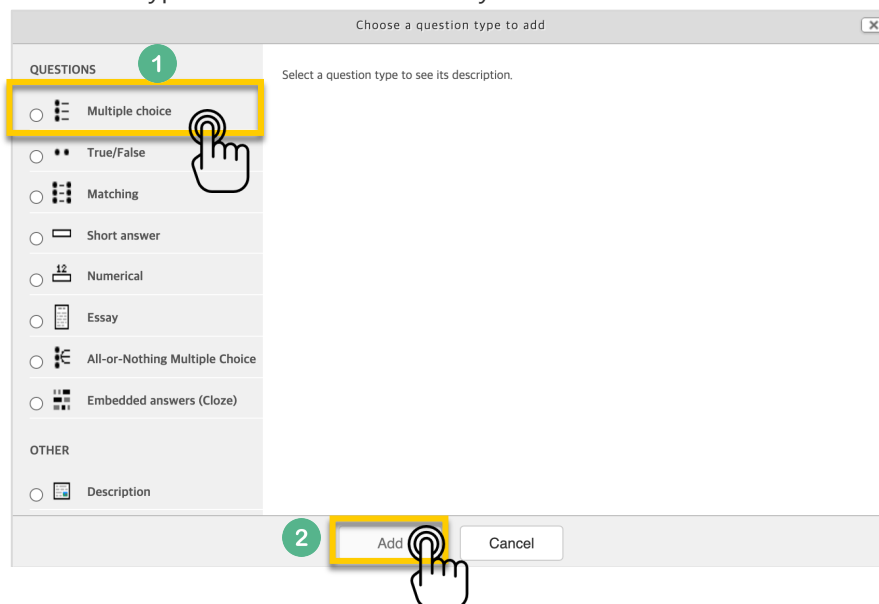
Write all choices including right and wrong answers. Then, set the grade as "100%" for the right options and "None for the other options.

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.

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.

Input all choices for the question, including correct answer

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.

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.

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

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.

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)

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.

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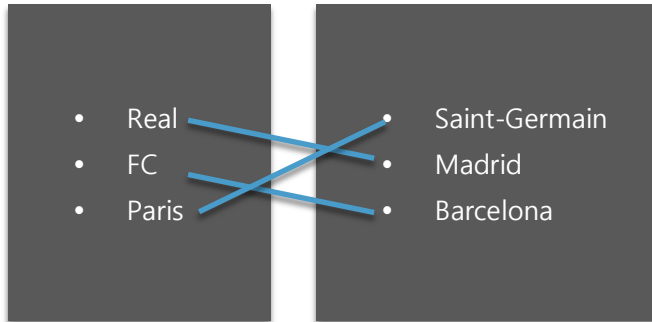
Input the related answers and questions below. It requires 2 questions and 3 answers at least.

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.

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:

5.7. Numerical

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

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.

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

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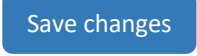
Description can be used when you need to make announcement about the quiz(test), inform about quiz start and finish time, input explanations needed for some questions.

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

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.
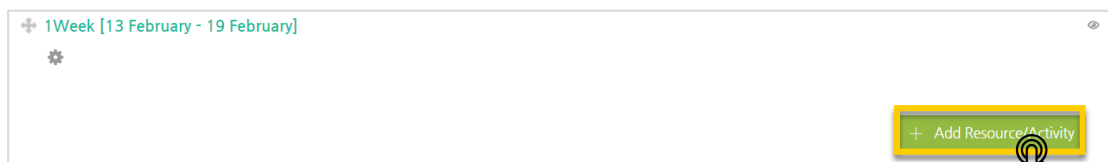
In the opening panel, click "Quiz" button, showed with .

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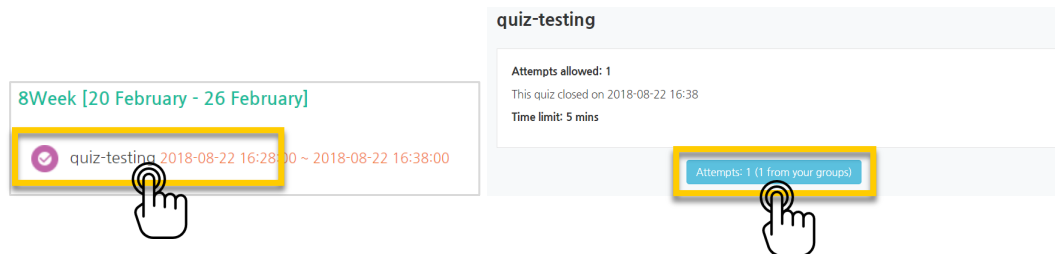
To review and grade student's responses, click "not yet graded" on the far-right side of the student name.

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

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.
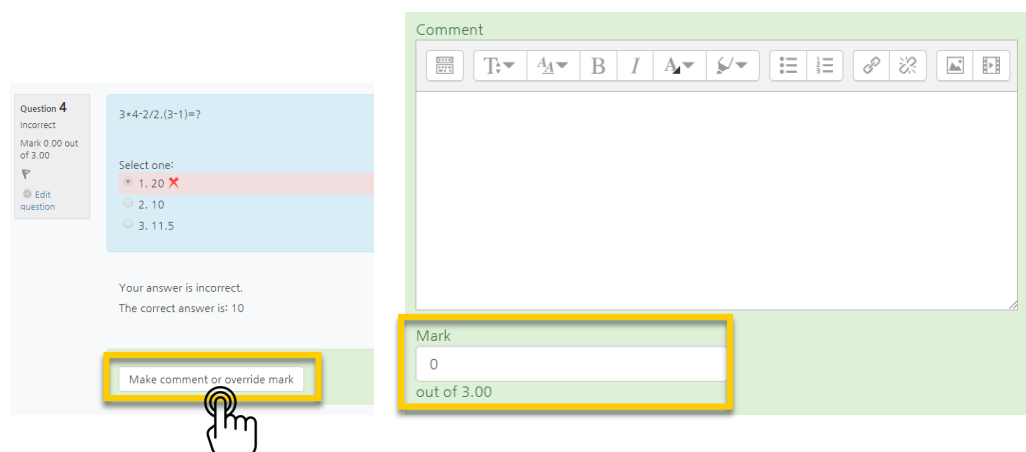
After you grade all quiz, click **Finish review** button. Thus, you will be finished grading of one test taker.

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:
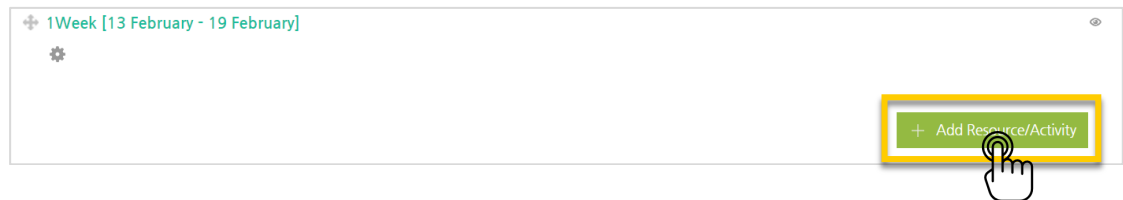
- A single simple discussion: Instructor presents a discussion topic and students give comments on this single topic.
- Each person posts one discussion: each student able to post only one discussion topic and students able to comment all discussion topics.
- Q and A forum: student can see others' responses only if he/she writes a response on a topic.
- Standard from 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.

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.

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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.
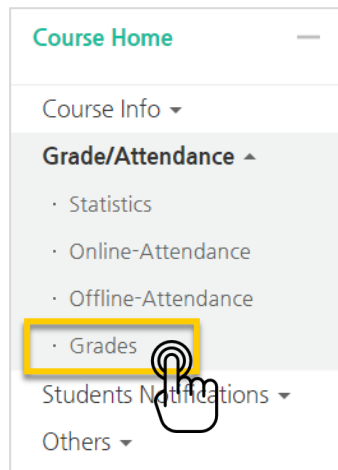
Go the forum you want to grade, input a mark andpress "enter" on keyboard. Do the same thing for each student.

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.

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.
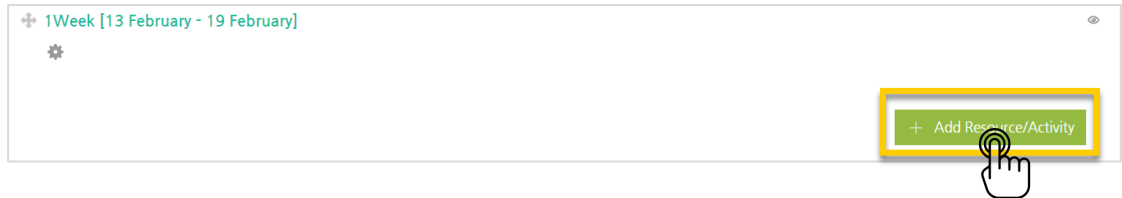
Then, in the opening panel, click "Survey" showed with .

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 amessage 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	No ▾	whether showing a completion message or not
Completion message		
	Completion message here	
Link to next activity ⑦		Able to link with other course activities/resources byputting their URL here

Click **Save and** 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;

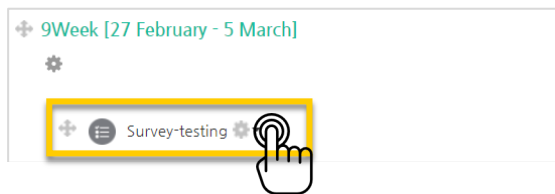After you design the survey and click "Save and display" button, you will be directed to the survey page where you can add survey items(questions). Also, you can access survey page by clicking it on the course homepage.
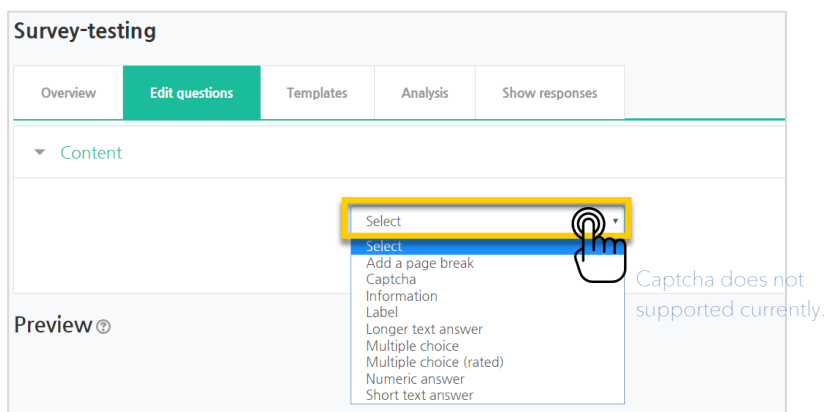

At the survey page, click "Edit questions" to add survey items/questions.
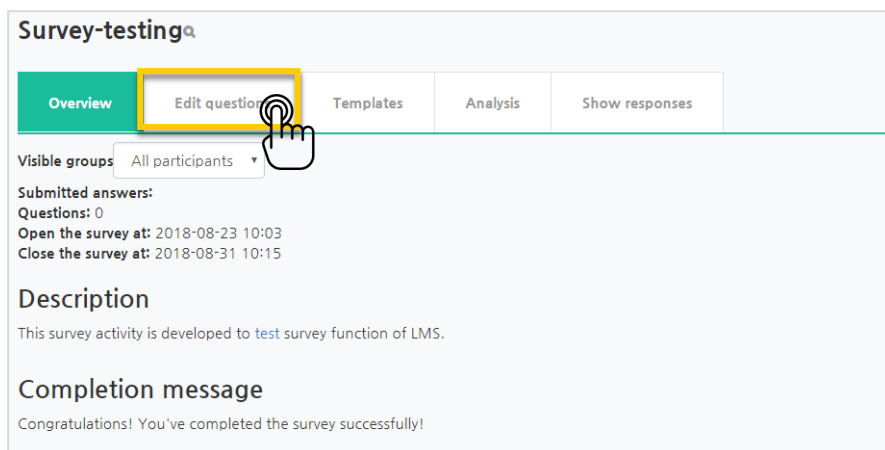
Click "Select" to select the type of survey items/questions to add to the survey.

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

Thus, students will see the survey like this:

(Adding a page break has created "Next page" button)

11.2. Information

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

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

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

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)

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

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	30 ▾
Maximum characters accepted	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.
Textfield Width	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;
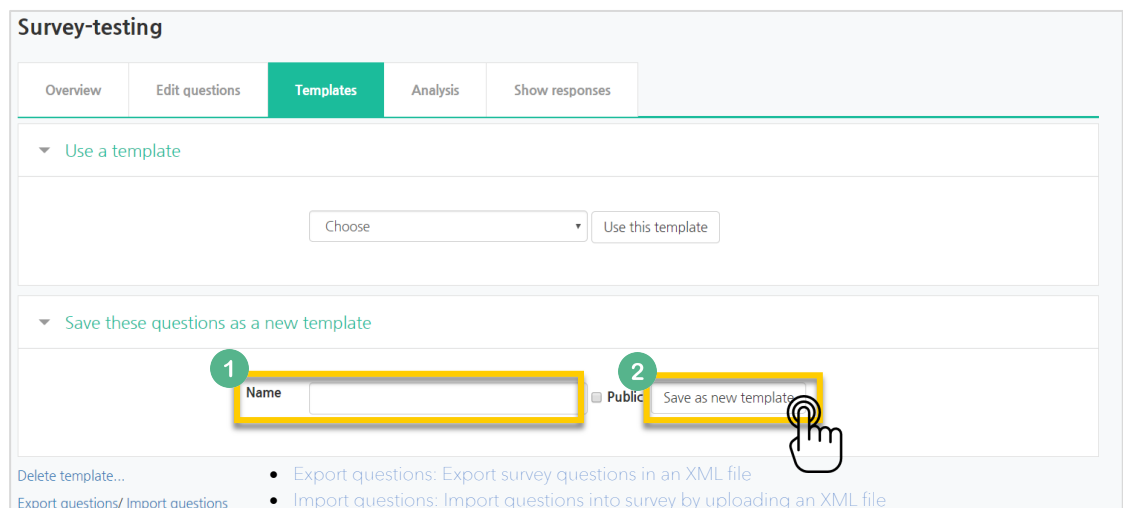
Go to the survey you want to save or manage.
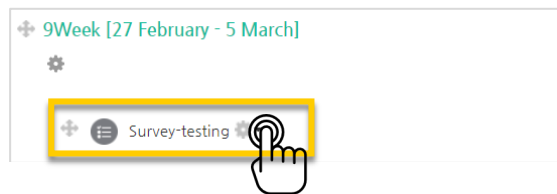
Click "Templates" on the menu.
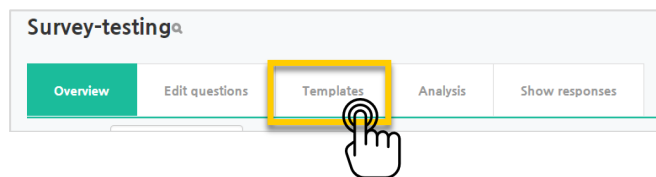
To save the survey as template, enter a name and click "Save as new template "

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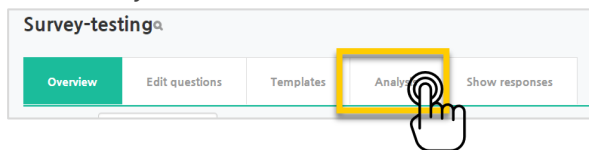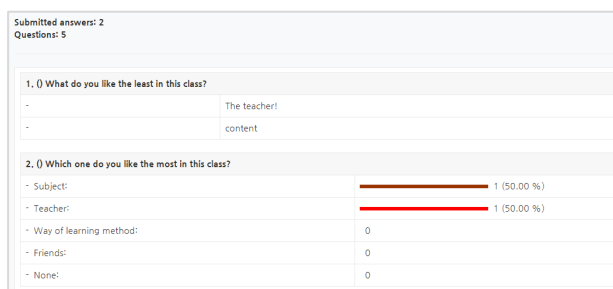
13. Check Survey Results

Go to the survey activity you want to check the results.
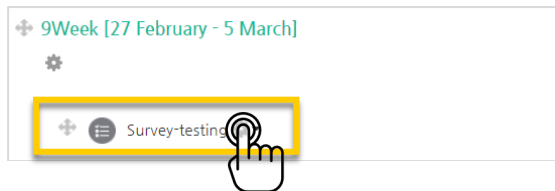
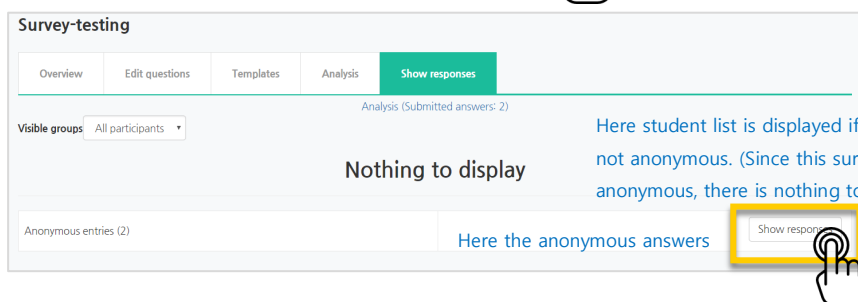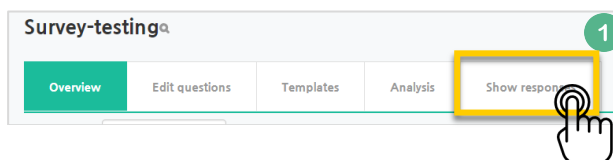Click "Analysis" on the menu to check the results.

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.

Here student list is displayed if the survey is not anonymous. (Since this survey is anonymous, there is nothing to display)

Here the anonymous answers

14. 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.
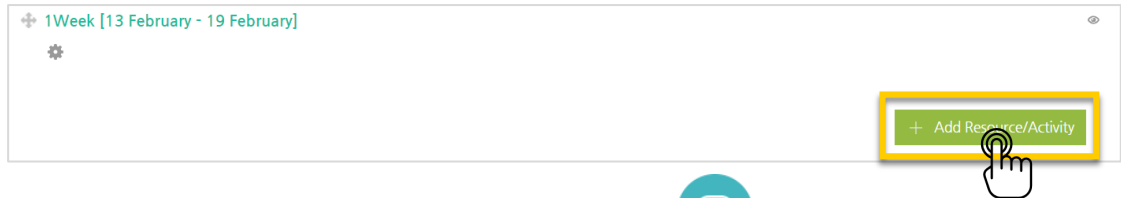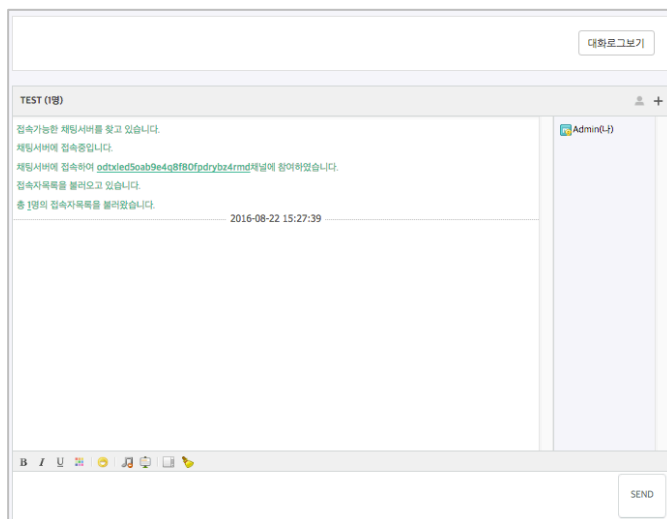

In the opening panel, click "Chat" button, showed with .

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

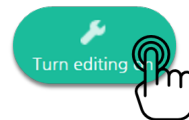Specify the starting time to chat. If you do not set it, the chat room will be accessible right away.

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.
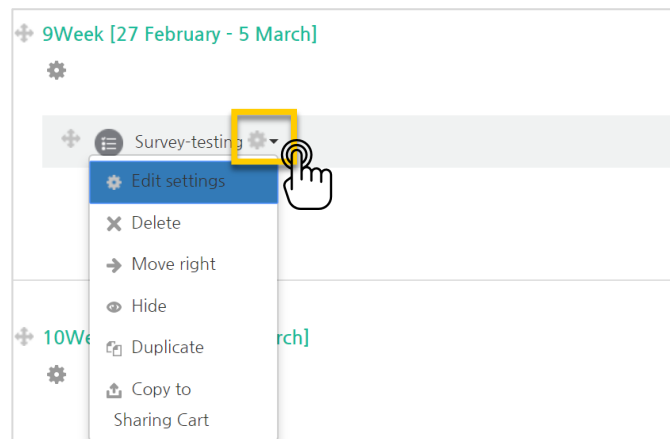
16. (ADVANCED) Add Access Restriction

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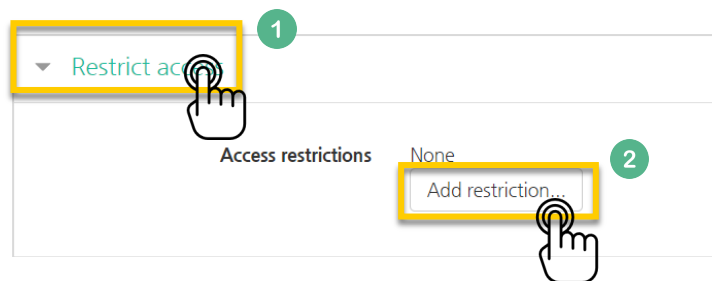
Then, select conditions for access restriction. For example, you can prevent students to access a resource/activity until a specified time, or you can enable to access it only for the students who have achieved a specified grade.