



MUHAS E-LEARNING PLATFORM FACILITATOR GUIDE 2024

Table of contents

1. Understand on how to access the eLearning platform	1
2. User Profile Management	4
3. Course Management	8
3.1. How to access course on eLearning platform	8
3.2. Course menu navigation	9
3.3. Course setting	9
3.4. Adding course contents	10
A. Adding course resources	10
a. File	10
b. Page	12
c. Video	13
d. Adding URL	14
e. Adding folder	16
f. Adding Lesson	17
3.5. Managing your class in eLearning platform	21
Creating a group:	21
3.6. Adding activity/assessment	24
A. Assignment	24
Individual assignment settings	24
Group assignment settings	27
B. Adding Examination	32
C. Forum	48
4. Grading	52
5. Course backup and restore	54

List of Figures

Figure 1: System homepage	1
Figure 2: Information Section	1
Figure 3: Login Section	2
Figure 4: Guest Button	2
Figure 5:Instruction sub section	3
Figure 6:Login Instructions	3
Figure 7:Instructions to change your password	3
Figure 8:eLearning login form	4
Figure 9:Dashbord page	4
Figure 10:Preferences	5
Figure 11:User profile	5
Figure 12: Edit Profile	6
Figure 13:User picture	7
Figure 14:Change password	7
Figure 15:Dashboard page	8
Figure 16:My courses page	8
Figure 17:Course menus	9
Figure 18:Course settings section	10
Figure 19:Add file	11
Figure 20:activity/resources selector	11
Figure 21:Adding File	12
Figure 22:Adding page	13
Figure 23: Adding page	14
Figure 24:Adding a new URL	15
Figure 25:Adding folder	16
Figure 26:Adding new lesson	17
Figure 27:Completion contions	18
Figure 28:Creating lesson setting	18
Figure 29: Editing Lesson	18
Figure 30:Adding a contents page	19
Figure 31:Adding new page	20
Figure 32:Adding new contents	20

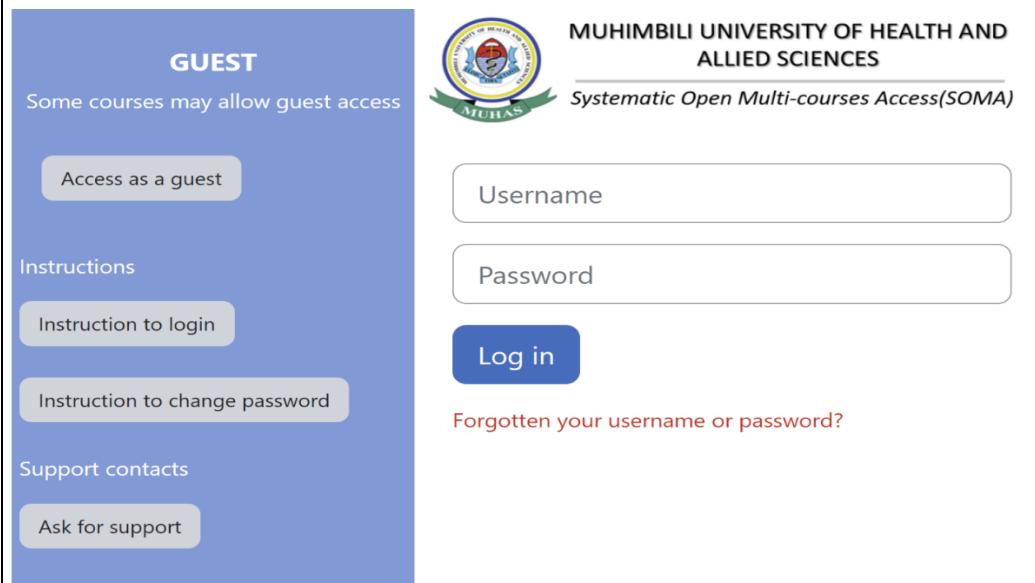
Figure 33:View lesson report	21
Figure 34:Other setting option	21
Figure 35:Course Menu	21
Figure 36:Add group.....	22
Figure 37:Create group	22
Figure 38:How to create group	22
Figure 39:How to save created group	23
Figure 40:Group selection.....	23
Figure 41:How to add members to groups	23
Figure 42:Switch for editing	24
Figure 43:Add activity.....	24
Figure 44:Adding assignment to a course.....	24
Figure 45:Adding new Assignment.....	25
Figure 46:Submission settings.....	26
Figure 47:Submission setting for Individual Assignment	26
Figure 48:Group assignment button	27
Figure 49:Group Assignment settings	28
Figure 50:Assignment grade.....	28
Figure 51:How to save Assignment.....	28
Figure 52:Assignment submission view	29
Figure 53:Grading Assignment	29
Figure 54:Submission view	30
Figure 55:Filtering submission	30
Figure 56:Quick Mark	31
Figure 57:Switch editing on.....	32
Figure 58:Adding activity or resource link	32
Figure 59:Exam option	33
Figure 60:Fill exam details	33
Figure 61:Exam settings	34
Figure 62:Timing settings.....	34
Figure 63:Grade settings.....	34
Figure 64:Layout settings	35
Figure 65:Question behavior settings	35

Figure 66:Review options.....	36
Figure 67:Appearance settings	36
Figure 68:Safe Exam Browser settings	36
Figure 69:Extra restrictions on attempts settings	37
Figure 70:Question bank option.....	37
Figure 71:Select Categories	38
Figure 72:Add category	38
Figure 73:create questions category	39
Figure 74:Open category	39
Figure 75:Select “Import” option	39
Figure 76:Importing file	40
Figure 77:Successfully imported questions.....	40
Figure 78:Open an Exam	41
Figure 79:Add questions to an Exam	41
Figure 80:Questions page.....	42
Figure 81:Question bank option.....	42
Figure 82:Questions category search.....	43
Figure 83:Apply filters.....	43
Figure 84:Questions selection	43
Figure 85:Imported questions to exam page.....	44
Figure 86:Open an Exam	45
Figure 87:Exam instruction page	45
Figure 88:Start attempt	46
Figure 89:Exam preview page	46
Figure 90:Finish attempt	47
Figure 91:Attempt summary page	47
Figure 92:Submission statement pop-up window	47
Figure 93:Submission summary	47
Figure 94:Switch editing on.....	48
Figure x: Figure 95:Adding activity or resource link	48
Figure 96: Forum option.....	48
Figure 97:Forum setting option	49
Figure 98:Forum typeFigure x:.....	49

Figure 99:Common setting option.....	50
Figure 100:Availability setting	50
Figure 101:Aggregate type option	50
Figure 102:Rating setting option.....	51
Figure 103:Scale setting option	51
Figure 104:Exporting grade	53
Figure 105:Grade option setting	53
Figure 106:Export format option	53
Figure 107:Backup	54
Figure 108:Configure backup.....	54
Figure 109:Backup settings	55
Figure 110:Complete backup.....	56
Figure 111:Course backup area	56
Figure 112:Restore the course	57
Figure 113:Restore the course	57
Figure 114:How to choose file	58
Figure 115:Destination	58
Figure 116:Complete restore	58
Figure 117:Restored course	59

1. Understand on how to access the eLearning platform

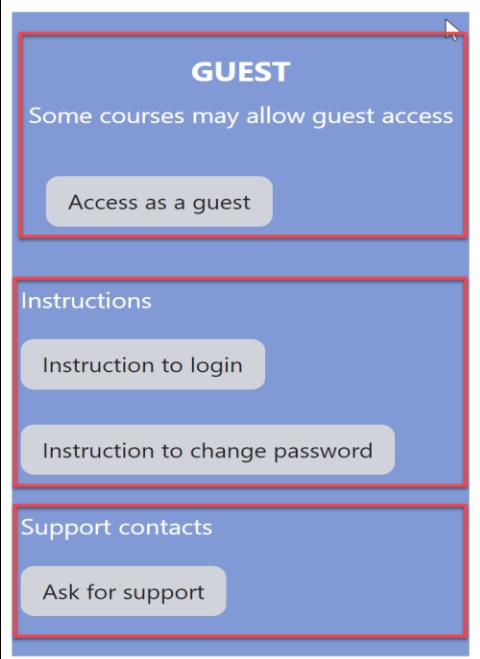
1. Visit <http://soma.muhas.ac.tz/> to access the system. You will be presented with login form/ home page.



The image shows the System homepage. On the left, a blue sidebar labeled 'GUEST' contains buttons for 'Access as a guest', 'Instructions', 'Instruction to login', 'Instruction to change password', 'Support contacts', and 'Ask for support'. On the right, the MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES logo is displayed, along with the text 'Systematic Open Multi-courses Access(SOMA)'. Below the logo are fields for 'Username' and 'Password', a 'Log in' button, and a link 'Forgotten your username or password?'

Figure 1: System homepage

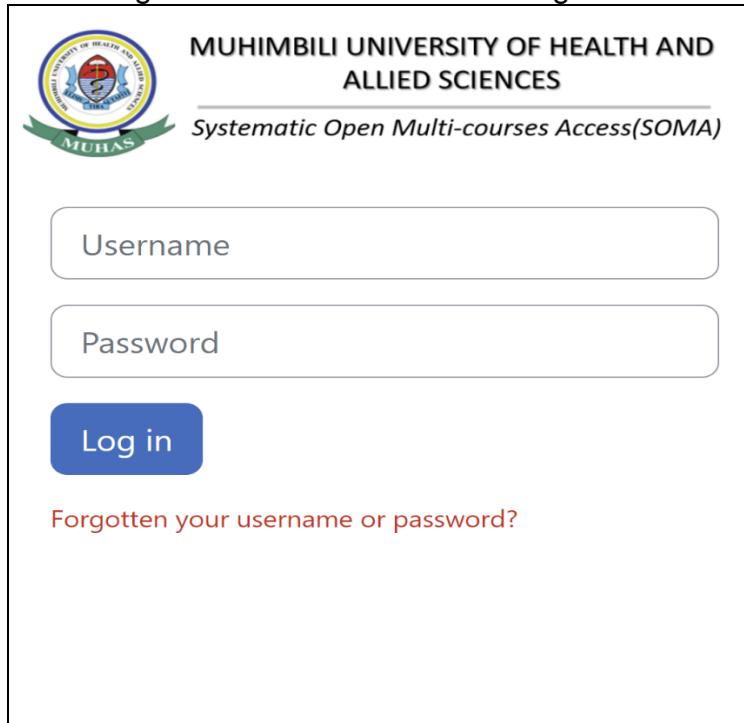
2. System Home page/ Login screen contains two sections,
i. Left section which contains “**Access as guest**”, “**Instructions**” and “**Support contacts**” buttons.



The image shows the 'Information Section' of the System homepage. It is a blue box containing the 'GUEST' sidebar from Figure 1, with the 'Access as a guest', 'Instructions', 'Instruction to login', 'Instruction to change password', 'Support contacts', and 'Ask for support' buttons highlighted with a red border.

Figure 2: Information Section

ii. Right section which contains Login Form.



The image shows a login form for MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES. At the top left is the university's logo, which is a circular emblem with a green border containing a blue shield with a white cross and a caduceus. The text "MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES" is written in bold capital letters above the logo, and "Systematic Open Multi-courses Access(SOMA)" is written below it in a smaller font. Below the logo is a "Username" input field, followed by a "Password" input field. A blue "Log in" button is positioned below the password field. At the bottom of the form, there is a red link that says "Forgotten your username or password?"

Figure 3: Login Section

1.3 Information Section

This section allows student to access three options which are “**Guest**”, “**Instructions**” and “**Supports Contacts**” options.

A. Guests

This allows users with Guest role to view contents of a courses which contains publicly available information.

To access eLearning as Guest, click “**Access as a guest**” button as shown below.



Figure 4: Guest Button

B. Instructions

Instructions sub section allows students to get information about “**Instruction to login**” and “**Instructions to change password**” as shown below.

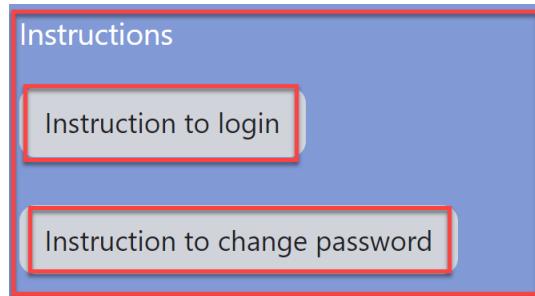


Figure 5:Instruction sub section

- Click “**Instruction to login**” button to get login instructions as shown below.

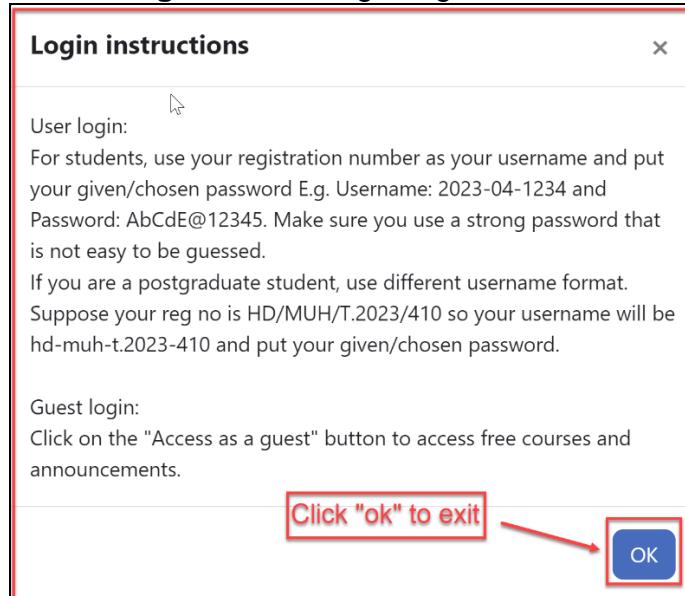


Figure 6:Login Instructions

- To exit click “**ok**”.
- Click “**Instructions to change password**” to get information on what to do if you “**forgot your username or password**”. Once clicked you will be presented with instructions to change your password as shown below.

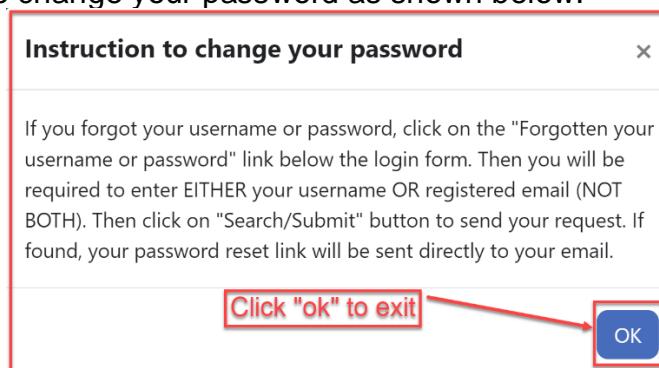
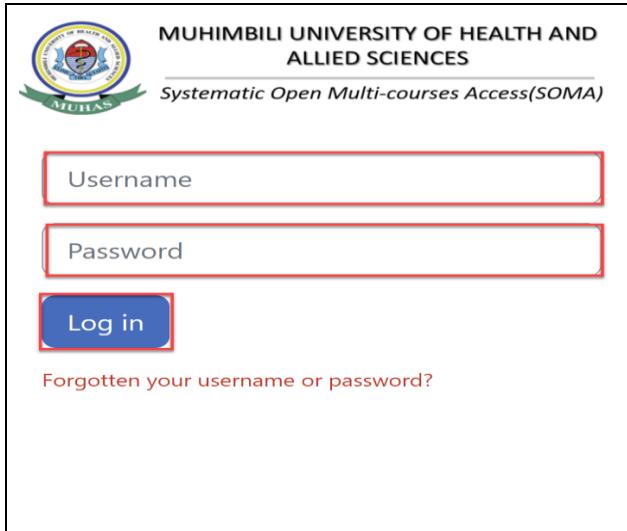


Figure 7:Instructions to change your password

2.2 Login Section

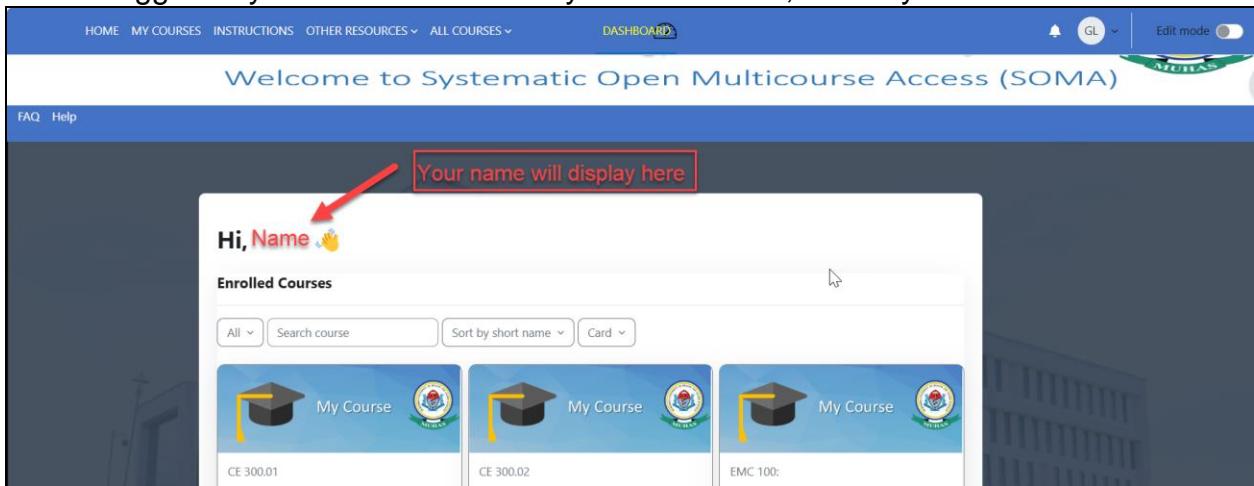
To login to the system type your “**Username**” and “**Password**,” and click “**Login**” button or press enter as shown below.



The image shows the eLearning login form for MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES. The form includes a logo, fields for 'Username' and 'Password' (both highlighted with a red border), a 'Log in' button (also highlighted with a red border), and a link for 'Forgotten your username or password?'

Figure 8:eLearning login form

Once Logged in you will be directed to your dashboard, where you can access courses.



The image shows the dashboard page of the Systematic Open Multicourse Access (SOMA) system. The top navigation bar includes links for HOME, MY COURSES, INSTRUCTIONS, OTHER RESOURCES, ALL COURSES, DASHBOARD (which is the active tab), and a user profile icon. The main content area is titled "Welcome to Systematic Open Multicourse Access (SOMA)". It features a greeting "Hi, Name" with a yellow graduation cap emoji, followed by a box labeled "Your name will display here". Below this, there is a section for "Enrolled Courses" with a search bar and sorting options. Three course cards are visible: "My Course" (CE 300.01), "My Course" (CE 300.02), and "My Course" (EMC 100).

Figure 9:Dashboard page

2. User Profile Management

1. Click your name that appears on the top right corner
2. Click **preferences**

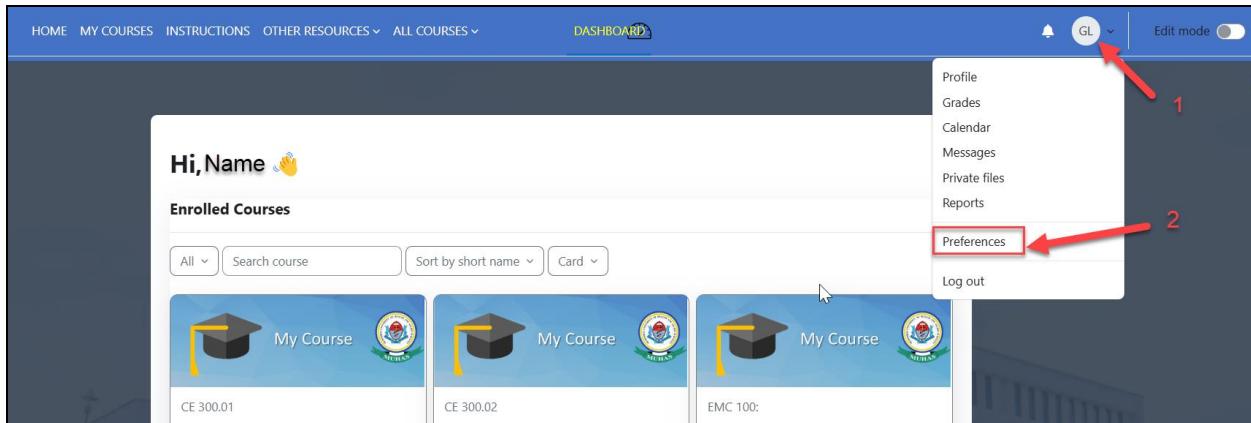


Figure 10:Preferences

3. Here you can edit your user profile, and you can change your password

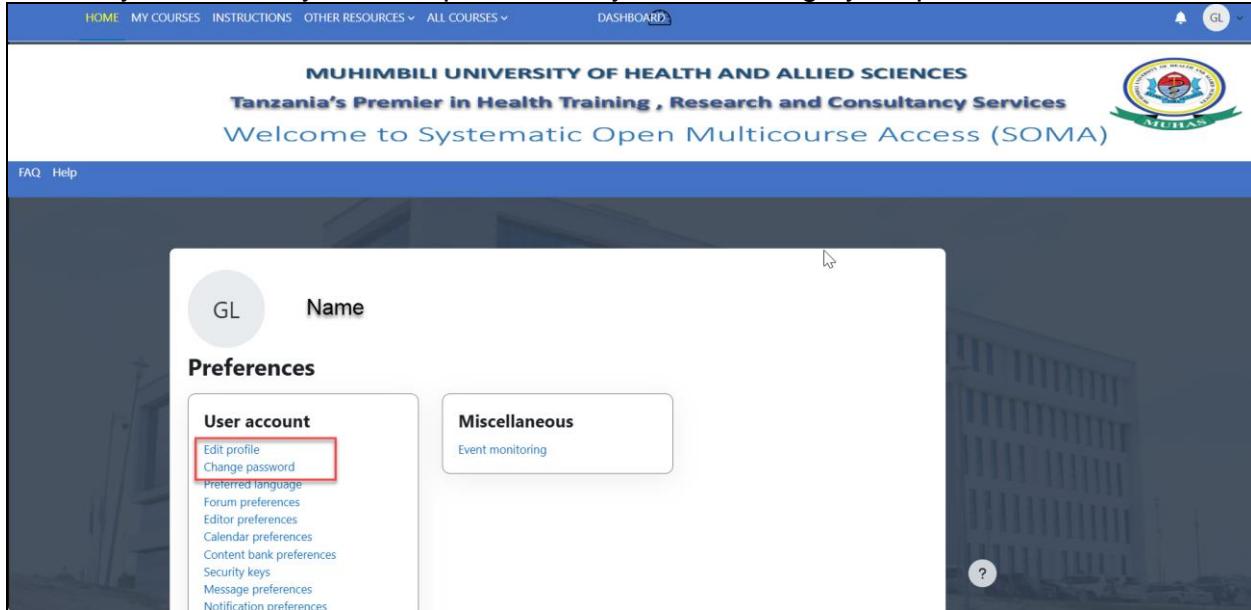


Figure 11:User profile

4.Edit your profile

1. Update general information
2. Describe your profile

Preferences / Edit profile

Demo Teacher

DT

Demo Teacher

General

First name: Demo

Last name: Teacher

Email address: demoteacher@muhas.ac.tz

Email visibility: Visible to course participants

City/town: Dar es Salaam

Select a country: Tanzania, the United Republic of

Timezone: Africa/Dar_es_Salaam

Description:

Expand all

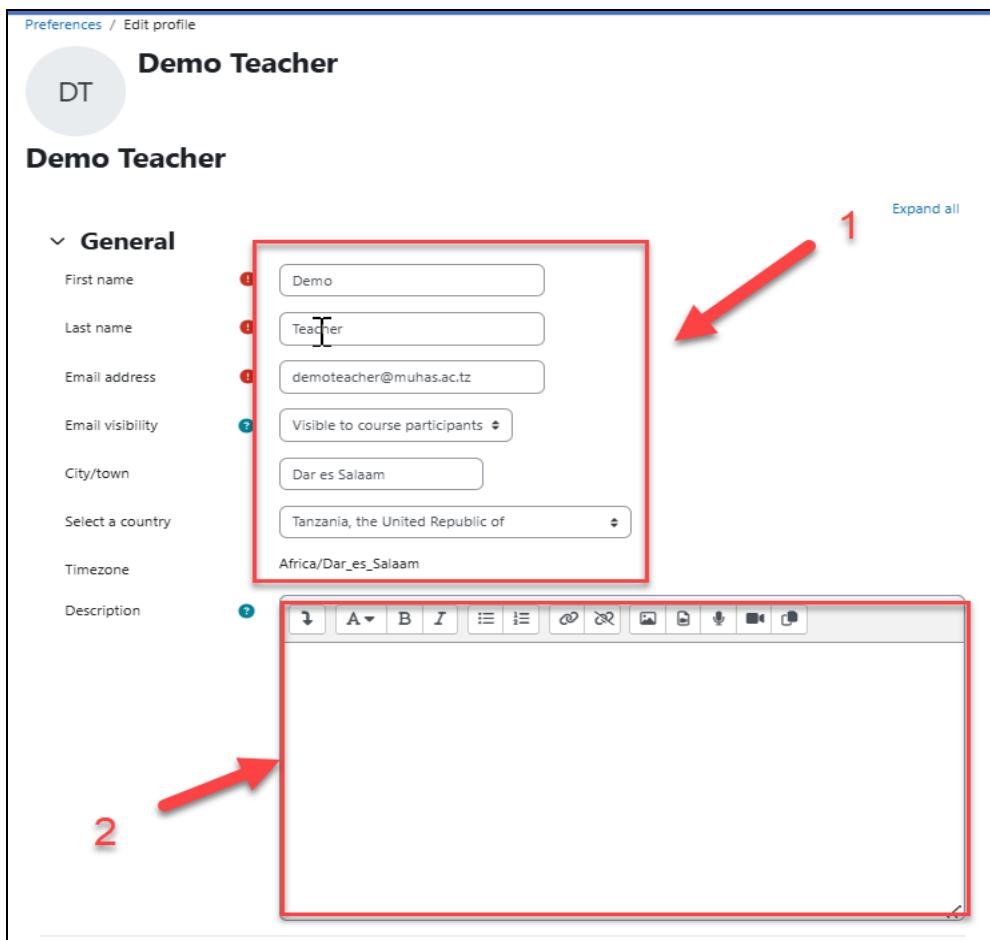


Figure 12: Edit Profile

3. Upload User picture
4. Expand “**optional**” and fill the required information.
5. Update profile

✓ **User picture**

Current picture None

New picture

Maximum file size: 2 MB, maximum number of files: 1

Accepted file types: Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

✓ **Additional names**

✓ **Interests**

✓ **Optional**

ID number

Institution

Department

Phone

Mobile phone

Address

✓ **Other fields**

Update profile **Cancel**

Figure 13:User picture

5. Change password

1. Enter the current password
2. Enter the new password
3. Save changes

Current password

New password

New password (again)

Save changes **Cancel**

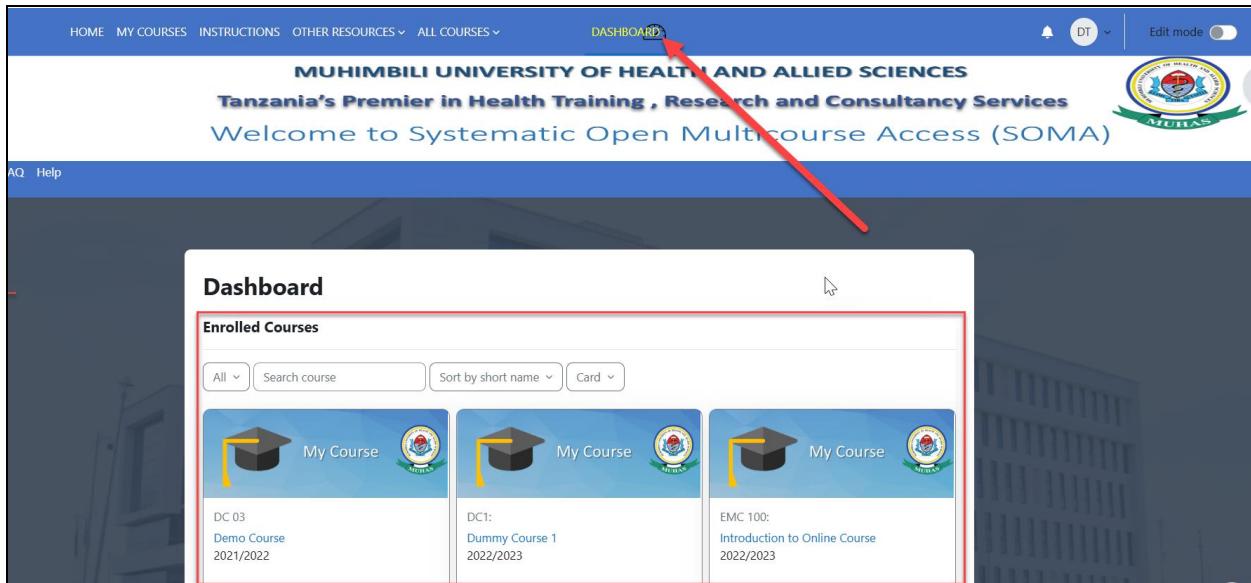
Figure 14:Change password

3. Course Management

3.1. How to access course on eLearning platform

There are several ways of accessing course in eLearning platform as shown below.

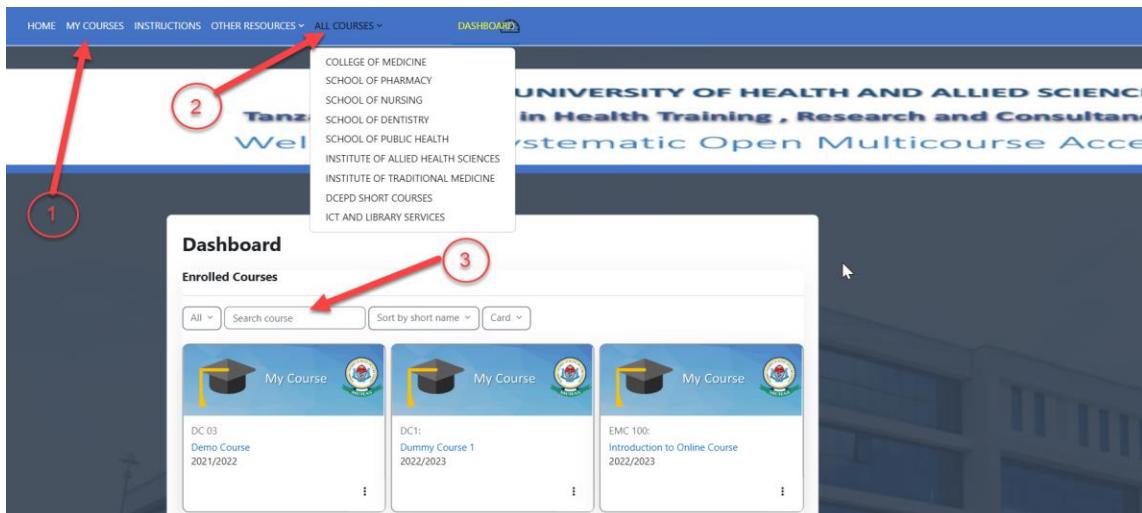
- Go to menu and click dashboard, you will see all courses in which you've enrolled as a facilitator.



The screenshot shows the MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES eLearning platform. The top navigation bar includes links for HOME, MY COURSES, INSTRUCTIONS, OTHER RESOURCES (with a dropdown menu), ALL COURSES (with a dropdown menu), DASHBOARD (highlighted with a red arrow), and a user profile icon. The main content area is titled 'Dashboard' and displays a section for 'Enrolled Courses'. It features three course cards, each with a graduation cap icon and the text 'My Course'. The cards are labeled: 'DC 03 Demo Course 2021/2022', 'DC1: Dummy Course 1 2022/2023', and 'EMC 100: Introduction to Online Course 2022/2023'. The university's logo and name are visible in the top right corner.

Figure 15: Dashboard page

- Go to menu and click
 - My courses. You will see all courses in which you've been enrolled as an instructor.
 - All courses, in the drop-down menu select the directorate/school you will see all courses belong to the selected school/directorate
 - Manual search by entering your course code/name.



The screenshot shows the MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES eLearning platform. The top navigation bar includes links for HOME, MY COURSES, INSTRUCTIONS, OTHER RESOURCES (with a dropdown menu), ALL COURSES (with a dropdown menu), DASHBOARD (highlighted with a red arrow), and a user profile icon. The dropdown menu for 'OTHER RESOURCES' is open, showing options: COLLEGE OF MEDICINE, SCHOOL OF PHARMACY, SCHOOL OF NURSING, SCHOOL OF DENTISTRY, SCHOOL OF PUBLIC HEALTH, INSTITUTE OF ALLIED HEALTH SCIENCES, INSTITUTE OF TRADITIONAL MEDICINE, DCEPD SHORT COURSES, and ICT AND LIBRARY SERVICES. The main content area is titled 'Dashboard' and displays a section for 'Enrolled Courses'. It features three course cards, each with a graduation cap icon and the text 'My Course'. The cards are labeled: 'DC 03 Demo Course 2021/2022', 'DC1: Dummy Course 1 2022/2023', and 'EMC 100: Introduction to Online Course 2022/2023'. The university's logo and name are visible in the top right corner.

Figure 16: My courses page

3.2. Course menu navigation

Go to a specific course and find a course content, after that switch on the editing bar on the top right corner.

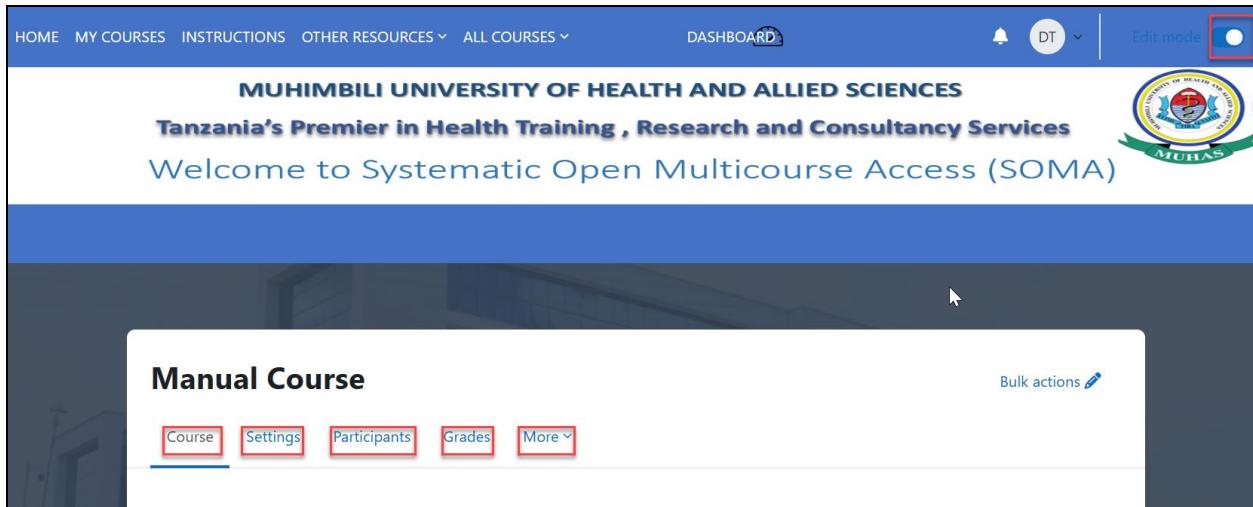


Figure 17:Course menus

Settings -takes you to the screen where you can update the general course settings, e.g. its name, visibility, format, appearance and so on.

Participants -is where you can view, add and remove participants and (if allowed) handle enrolment methods, groups and permissions.

Grades- takes you to the Gradebook settings.

More -is where you will find other settings such as the Question bank and Content banks, in 'Course reuse', backup, restore, import and reset options.

Note: Students won't see Settings as they don't have editing permissions.

The More option appears to them if the setting is enabled allowing them to download the content for offline viewing.

3.3. Course setting

1. Go to General and edit course name
2. Click Announcement and announce something of important (i.e., course material, instructions and rules. etc) to your course
3. Click on Topic, write the specific topic
4. click on Add topic to add as many topics as you can based on your cause length.

The screenshot shows the 'Manual Course' settings section. At the top, there are navigation tabs: Course, Settings, Participants, Grades, and More. The 'Settings' tab is selected. On the right, there is a 'Bulk actions' button. Below the tabs, there are two main sections: 'General' and 'Announcements'. The 'General' section is expanded, showing a 'General' sub-section with a pencil icon, an 'Announcements' sub-section with a pencil icon, and a button to 'Add an activity or resource'. The 'Announcements' section is also expanded, showing a 'General' sub-section with a pencil icon and a 'Add an activity or resource' button. Red arrows are overlaid on the screen: arrow 1 points from the 'General' tab to the 'General' sub-section; arrow 2 points from the 'Announcements' tab to the 'General' sub-section; arrow 3 points from the 'General' sub-section to the 'Announcements' sub-section; and arrow 4 points from the 'Announcements' sub-section to the 'Add an activity or resource' button.

Figure 18:Course settings section

3.4. Adding course contents

A. Adding course resources

A resource is an item that enables facilitator to support learning by providing the study materials to the learners.

a. File

Go to My Courses and click “add an activity or resource”.

The screenshot shows the 'Demo Course' settings section. At the top, there are navigation tabs: Course, Settings, Participants, Grades, and More. The 'Settings' tab is selected. On the right, there is a 'Bulk actions' button and a '+ Add a' button. Below the tabs, there is an expanded 'General' section. The 'General' section contains an 'Announcements' sub-section with a pencil icon and an 'Add an activity or resource' button. A red box highlights the 'Add an activity or resource' button, and a red arrow points to it from below. To the right of the 'General' section, there is a 'Collapse all' button.

Figure 19: Add file

1. A pop-up screen will appear listing all possible activities or resources to be selected.

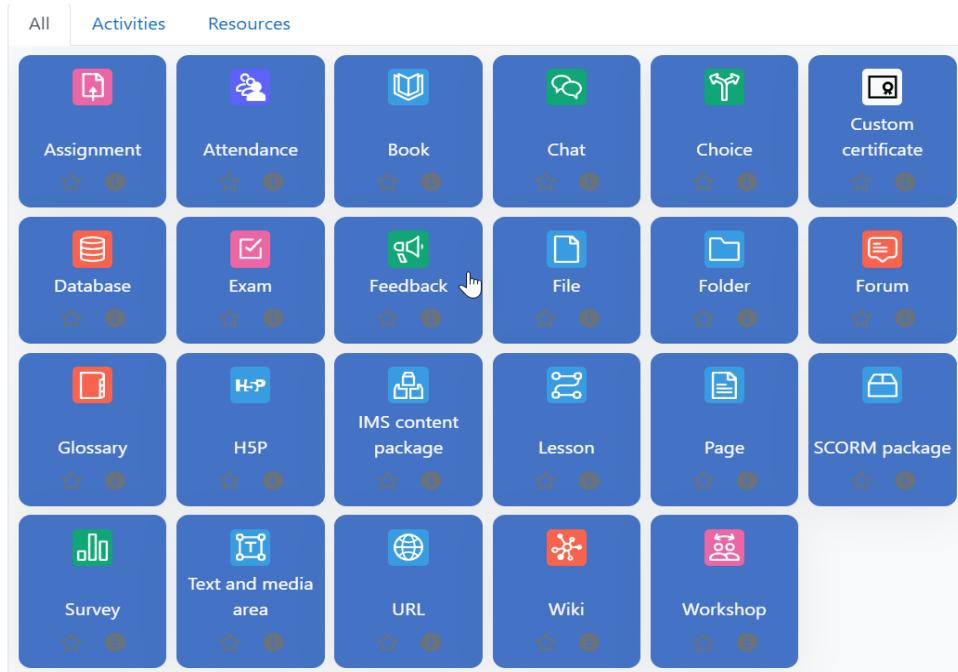
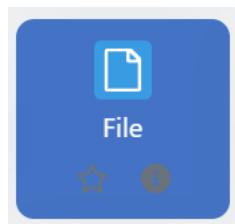


Figure 20: activity/resources selector

2. Click file from activity/resource selector



3. A pop-up window will appear, where you can
 1. Name the file
 2. Describe the file
 3. Upload by searching or drag the file to the required area.
 4. save the file.

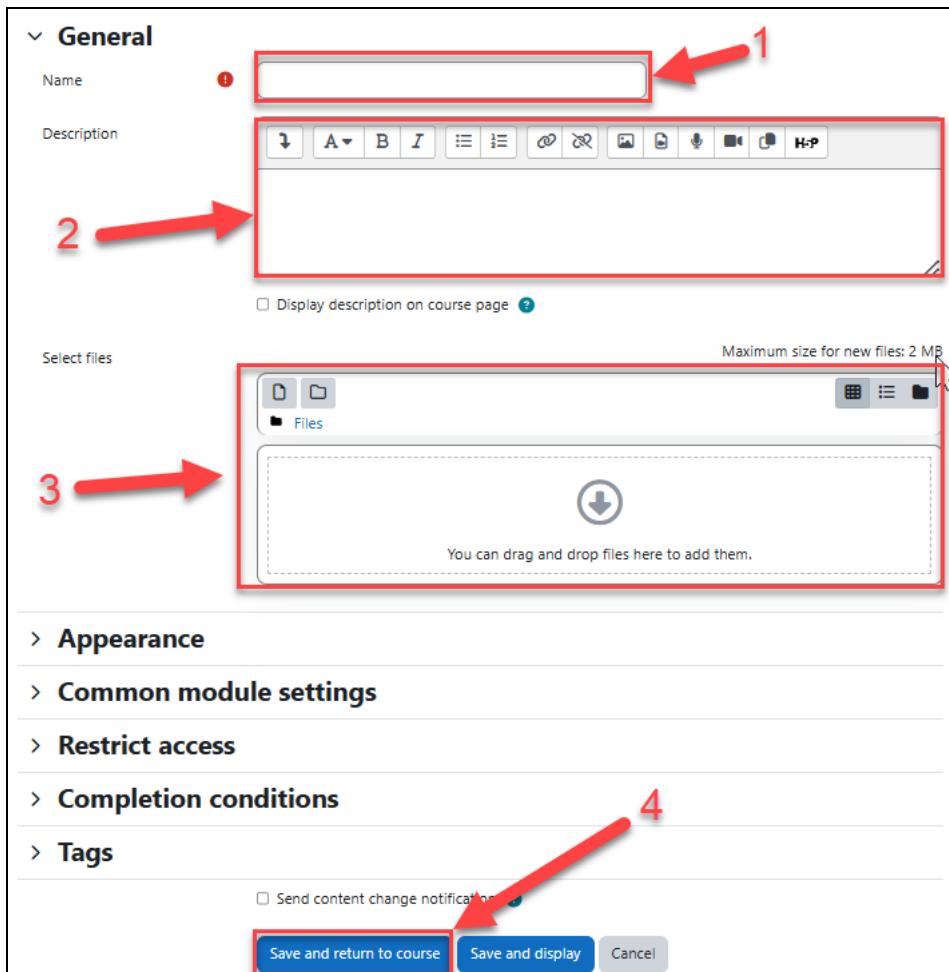
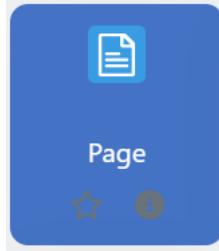


Figure 21:Adding File

b. Page

Start by clicking on the Add an activity/resource, then select page



A pop- up window will appear, where you can

1. Name the page
2. Describe the page
3. Enter page content
4. save the page.

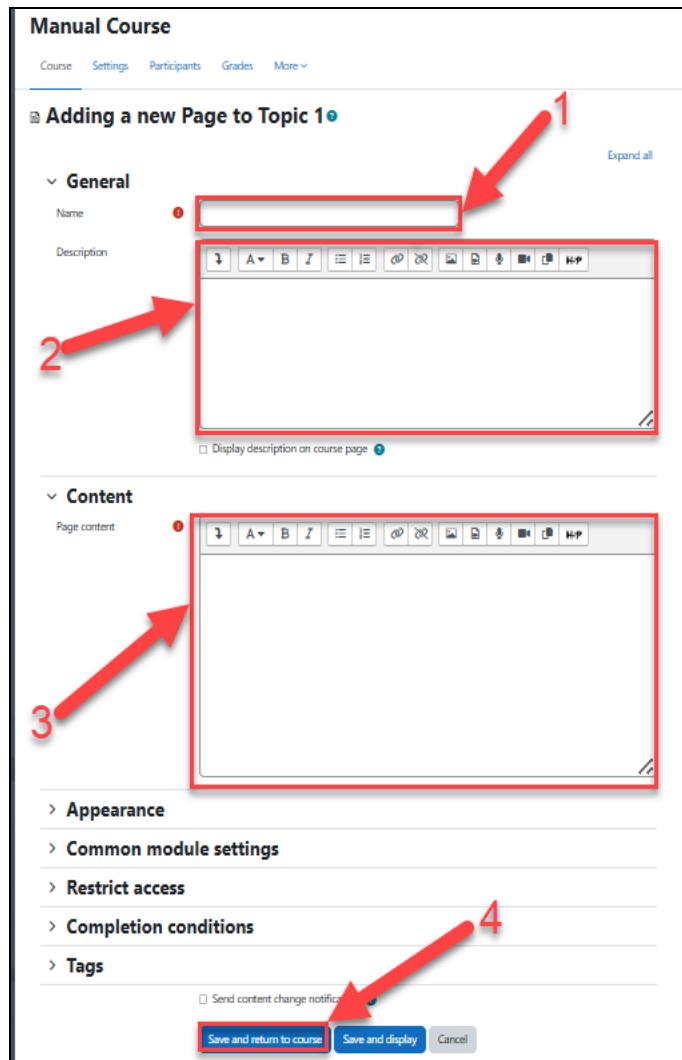
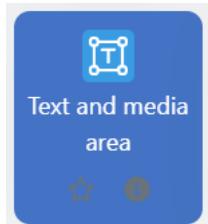


Figure 22: Adding page

c. Video

Start by clicking on the Add an activity/resource, then select Text and media Area



A pop-up window will appear, where you can

1. Name the video under "Title in course index"
2. Paste the URL from you tube into "Text Field" and highlight the link/information
3. Click "Link"

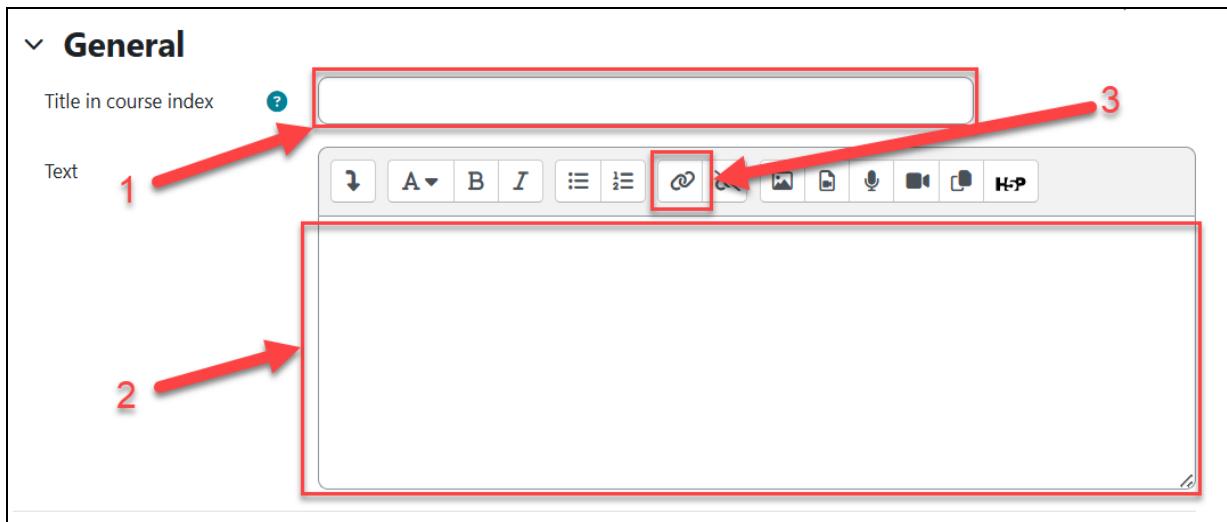
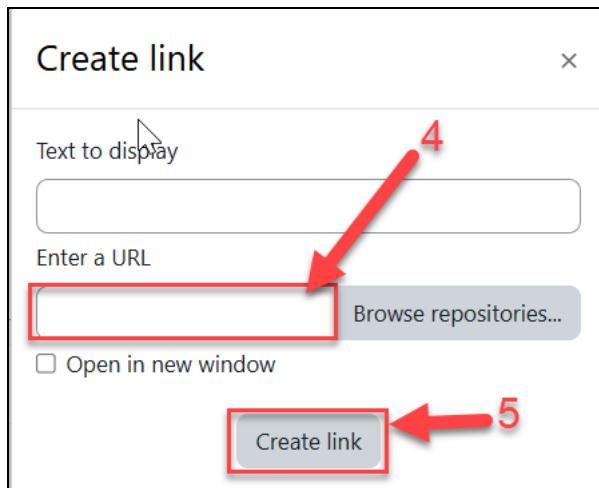
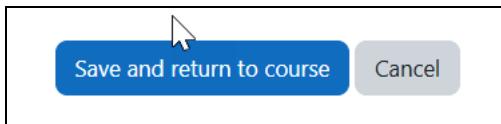


Figure 23: Adding page

4. Enter the URL link
5. Click create link



After creating the link go and Click Save and return to course.



d. Adding URL

Start by clicking on the Add an activity/resource, then select URL



A pop- up window will appear, where you can
 1. Name the URL

2. Enter the URL of the website into external URL
3. Enter the description

Note: If you want to display the description on your course page, enable “Display Description on Course Page” option

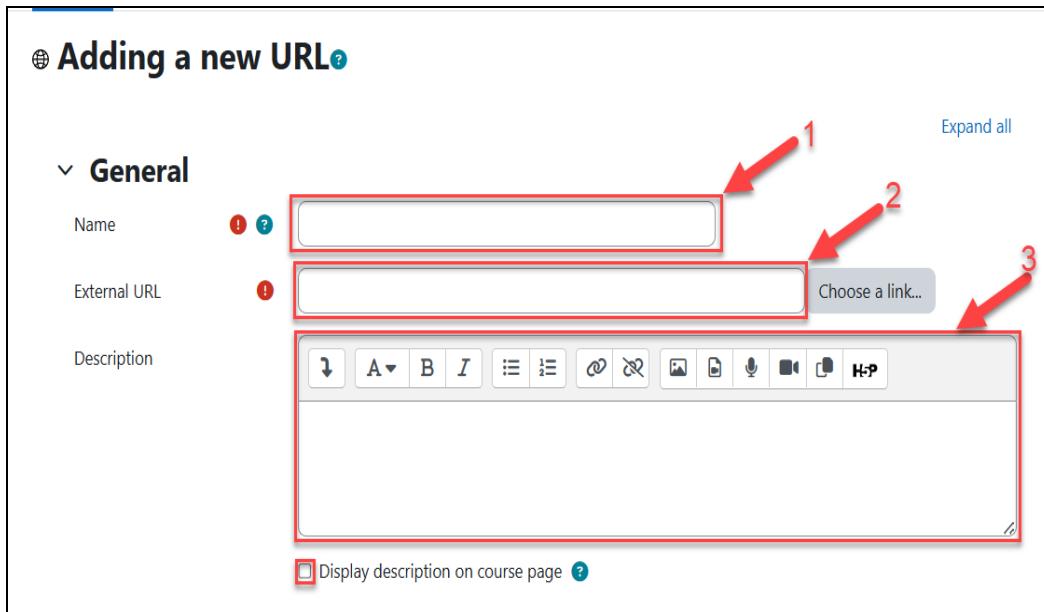
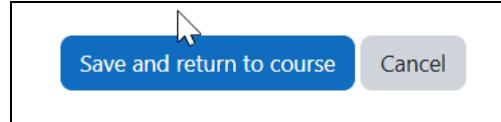


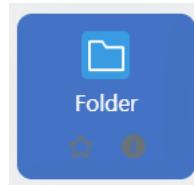
Figure 24:Adding a new URL

After adding the URL link go and Click Save and return to course.



e. Adding folder

Start by clicking on the Add an activity/resource, then select folder



A pop- up window will appear, where you can

1. Name the folder
2. Describe the folder
3. Upload by searching/drag the folder or create folder to the required area.
4. save the folder.

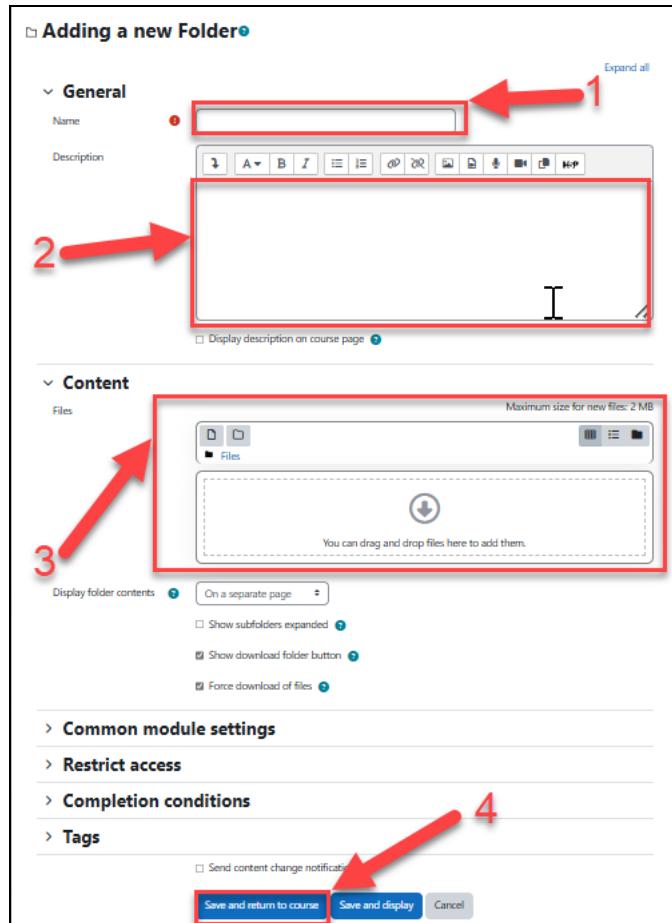


Figure 25:Adding folder

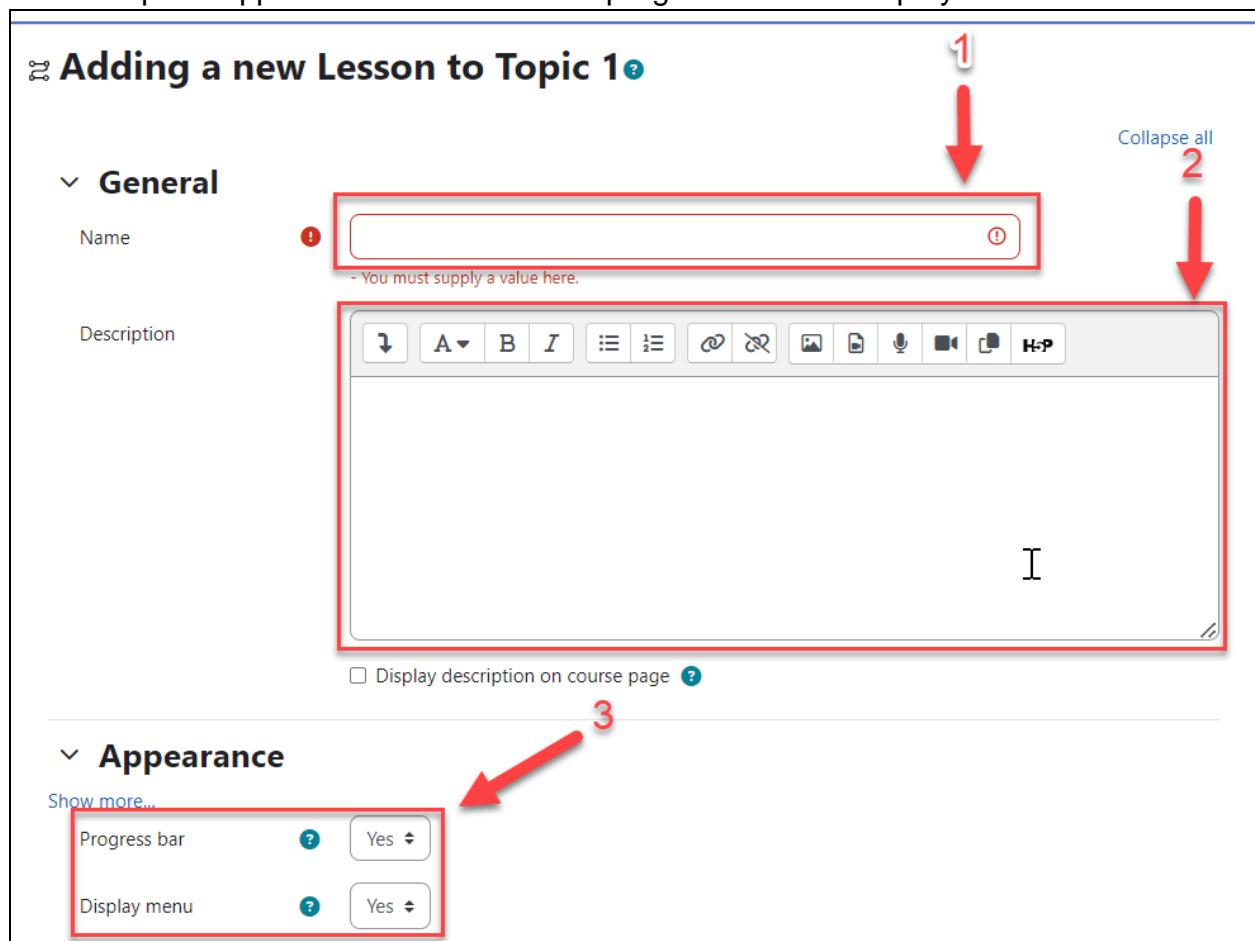
f. Adding Lesson

1. Click Lesson from Activity/resource selector.



2. A pop-up window will appear, where you can

1. Name the lesson
2. Describe the lesson
3. Expand appearance section to set progress bar and display menu



Adding a new Lesson to Topic 1

General

Name ! - You must supply a value here.

Description A rich text editor with a toolbar above it.

Display description on course page ?

Appearance

Show more...

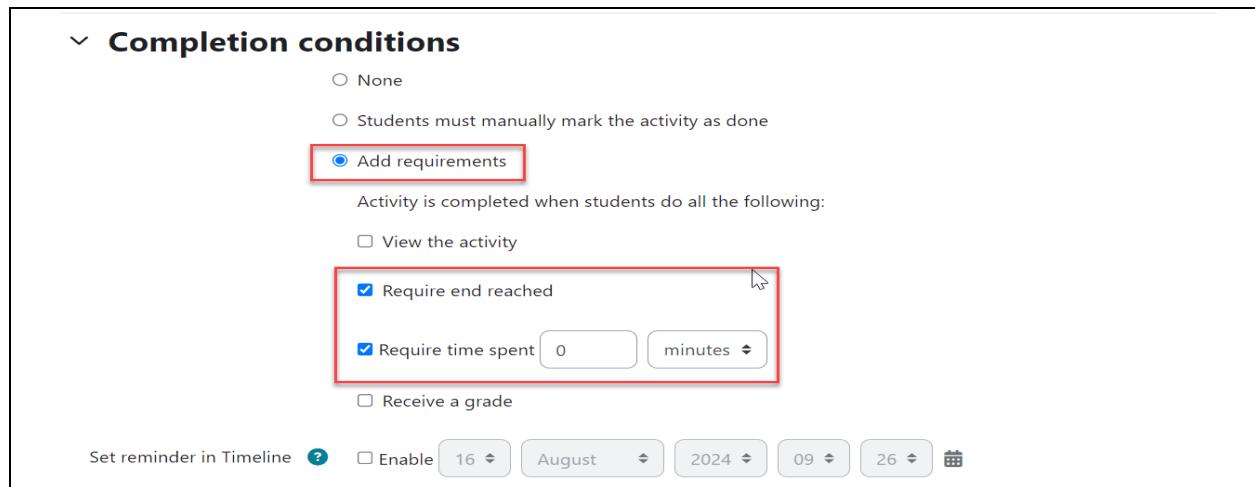
Progress bar ? Yes ?

Display menu ? Yes ?

Figure 26:Adding new lesson

- **Progress bar**- Choose this to show a bar at the bottom of the page showing how far into the lesson the student has got
- **Display menu** - Choose this when you want to show a list of the content page titles in the Lesson to the student

3. Expand completion conditions to add requirements to the lesson



Completion conditions

- None
- Students must manually mark the activity as done
- Add requirements

Activity is completed when students do all the following:

View the activity

Require end reached

Require time spent 0 minutes

Receive a grade

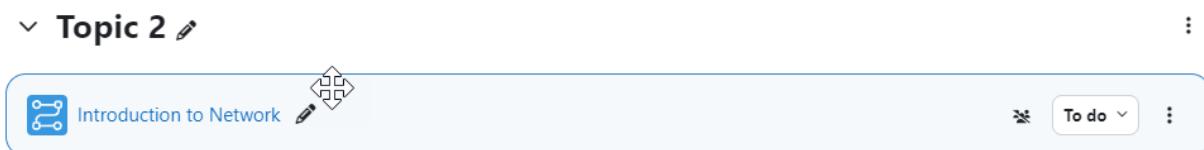
Set reminder in Timeline 16 August 2024 09 26 Timeline

Figure 27:Completion contions

4. Once you have made all your pages/sections, click “Save and return to course”



5. Once the lesson is successfully created, go to the course and open created lesson to add contents.



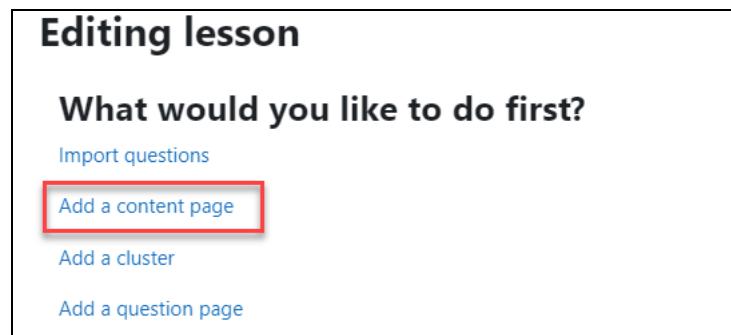
Topic 2 edit

Section	Content
Introduction to Network	Introduction to Network
Network Components	Network Components

Network Components To do More

Figure 28:Creating lesson setting

6. Click “Add a content page”



Editing lesson

What would you like to do first?

Import questions

Add a content page

Add a cluster

Add a question page

Figure 29: Editing Lesson

7. A pop-up window will appear, where you can

1. Name the page title
2. Add page contents
3. Add Description
4. Jump to next page
5. Save Page

✓ **Add a content page**

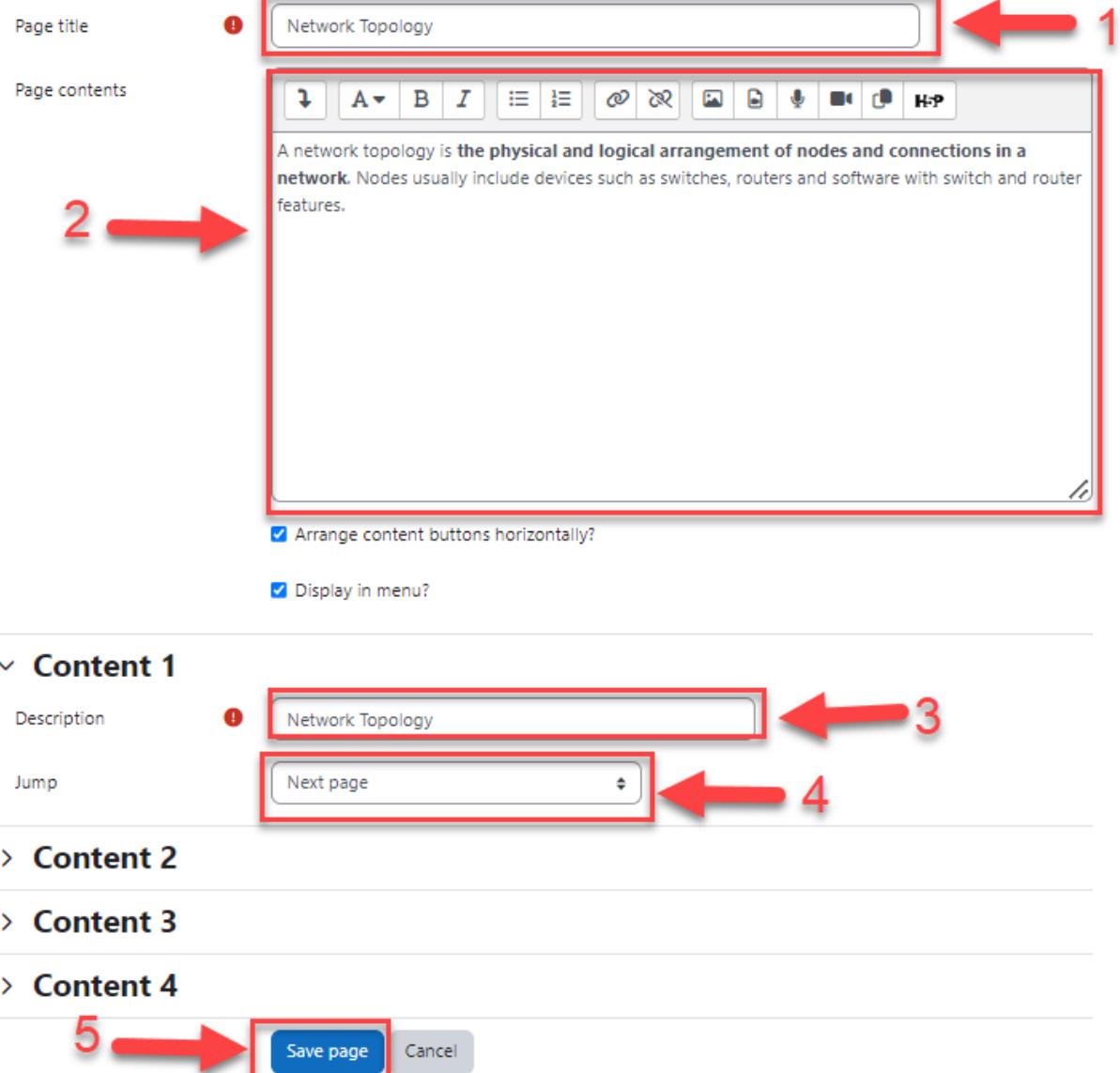


Figure 30:Adding a contents page

8. Click “Add a new page” and select “add a content page” to the previous content created. Repeat the procedures on step no. 7

Figure 31:Adding new page

9. Click “Add a new page” and select “add a content page” to the previous content created. Repeat the procedures on step no. 7 to:-

1. Name the page title
2. Add page contents
3. Add Description
4. Jump to end of lesson
5. Save Page

Figure 32:Adding new contents

10. You can also view the lesson report.

EMC 200 / Introduction to Network / Reports

LESSON

Introduction to Network

Lesson Settings Reports More

Overview

No attempts have been made on this lesson.

Figure 33:View lesson report

NB: Lesson have other settings that can be used to assess students such as Availability, flow control, grade, common module settings and restrict access

- > Availability
- > Flow control
- > Grade
- > Common module settings
- > Restrict access

Figure 34:Other setting option

3.5. Managing your class in eLearning platform

Creating a group:

1. Go to the course where you want to create groups.
2. Go to Participants from Course navigation

Introduction to Online Course

Course Settings Participants Grades More

Course Menu

Bulk actions

Figure 35:Course Menu

3. Click on "Participants" to expand the menu.
4. Click "enrolled users" option
5. Select the Groups option in the enrolled users drop-down

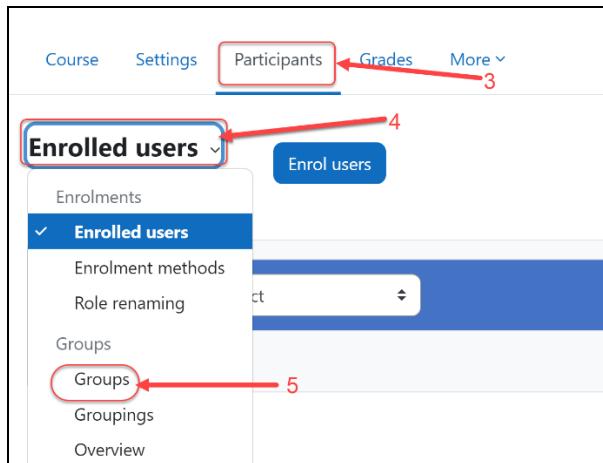


Figure 36: Add group

6. Click on the “Create group” button. You will be prompted to enter details for the new group.

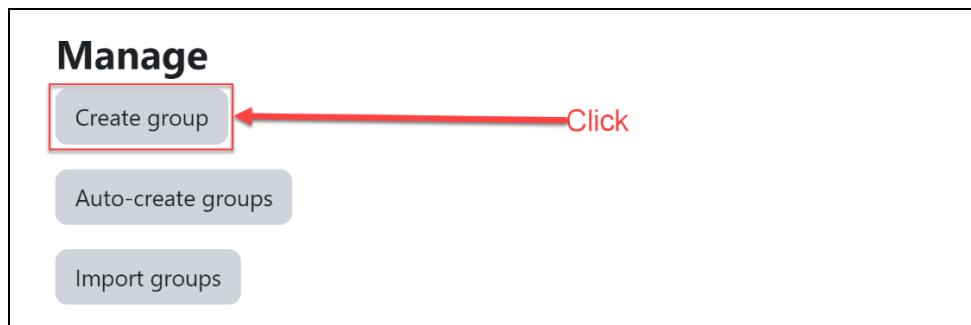


Figure 37: Create group

7. Group name: Enter a name for the group.
8. Group description (optional): Provide a description if needed.

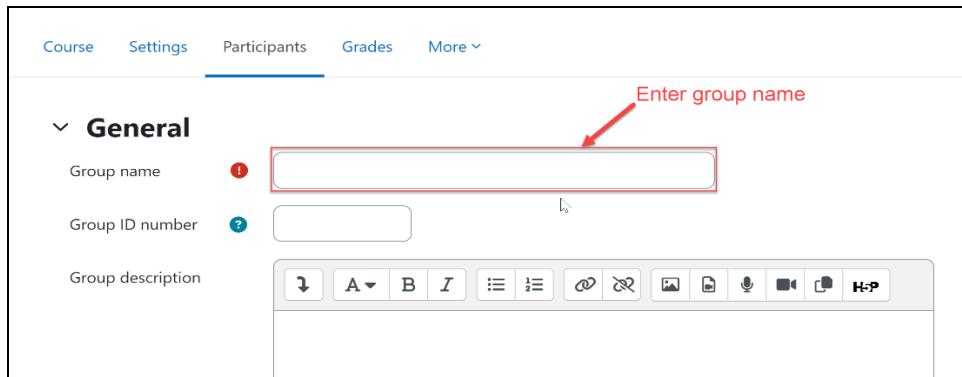


Figure 38: How to create group

9. Group picture (optional): You can upload an image if desired.
10. After entering the details, click “Save changes.”
11. Repeat the process to create additional groups as needed for your course

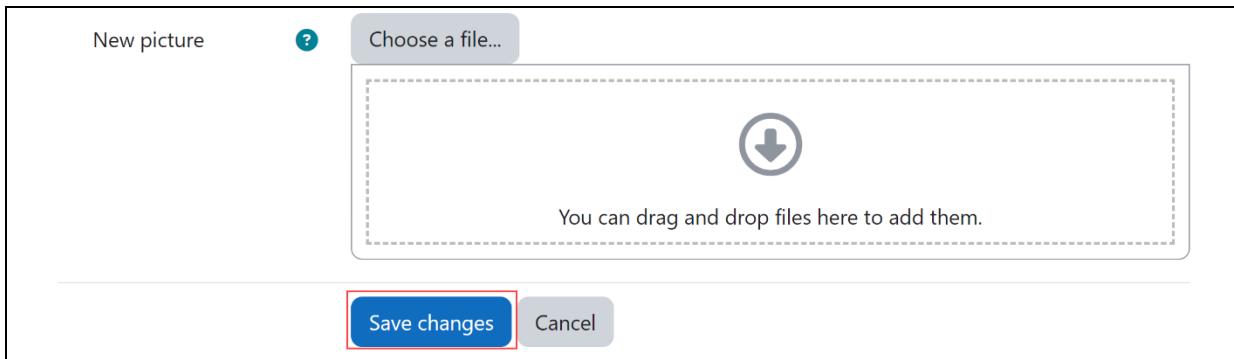


Figure 39:How to save created group

Adding Members to Groups

1. Click on the name of the group you want to add members to.
2. Click “Add/Remove Users” button



Figure 40:Group selection

3. On the next page, you will see a list of potential users on the right.
4. To add users, select their names and use the “add” button to move them into the group.

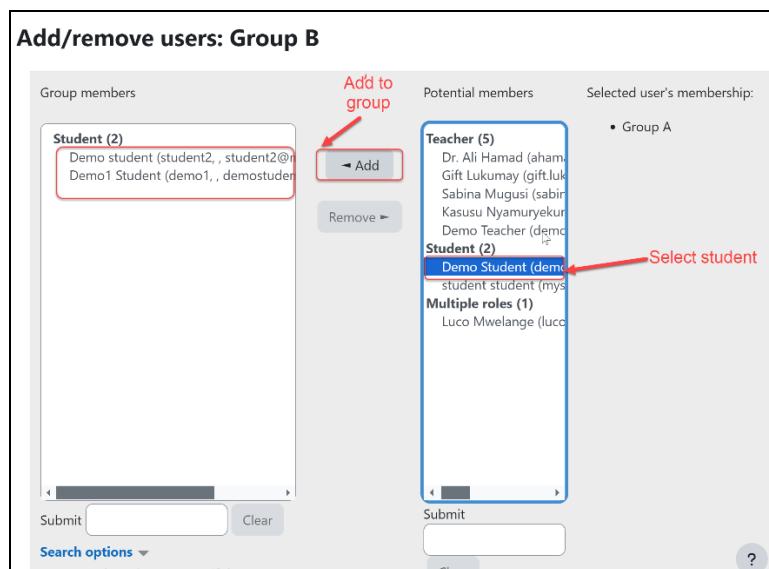


Figure 41:How to add members to groups

3.6. Adding activity/assessment

A. Assignment

Individual assignment settings

To create an assignment:

1. “Switch editing mode on” on the course main page.

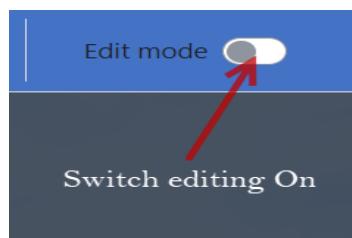


Figure 42: Switch for editing

2. Click “Add an activity or resource”

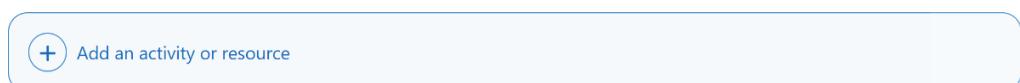


Figure 43: Add activity

3. Click on assignment from the list

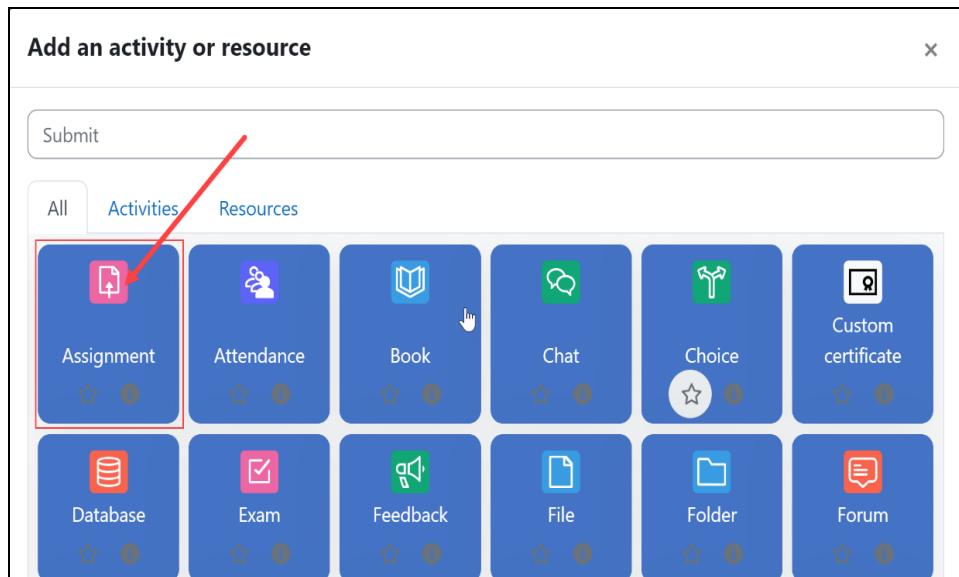


Figure 44: Adding assignment to a course

4. Give the assignment a name (this becomes a link that your learners will click on).
5. In the description box write down your questions or give your learners the instructions they need to complete the task (option).
6. Scroll down to “additional files” option and browse to attach the assignment file if any

(optional).

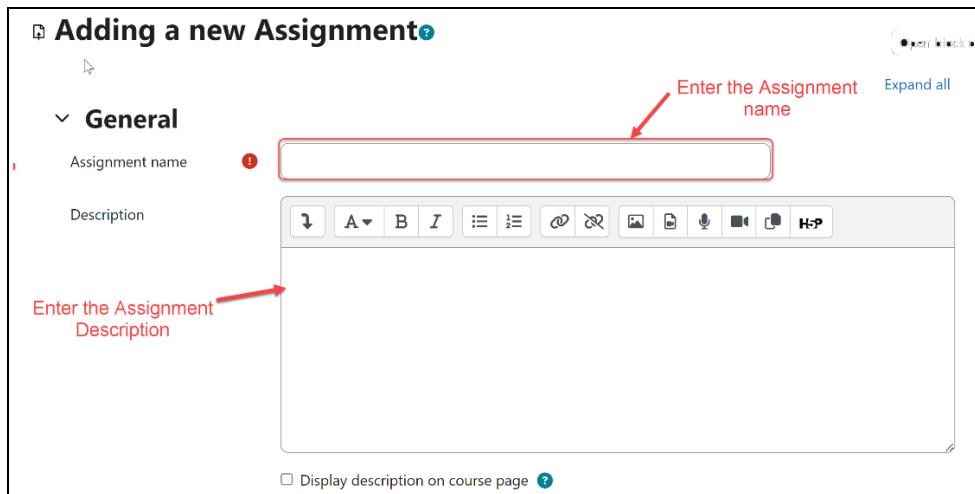


Figure 45: Adding new Assignment

7. On the general settings, set the availability of the assignment i.e. "Available from" date and "Due date".

Note: Due Date - Submissions are still allowed after this date but will be marked as late.

- Disable it by unticking the checkbox. Assignments without a due date will appear on the dashboard with 'No Due Date' displayed.
- Cut off date - After this date, students will not be able to submit and the submit button will disappear. If you want to grant an extension, go to the assignment
- Grading screen, click 'Edit' and choose 'Grant extension' for the relevant student.
- Remind me to grade by - A date needs to be entered here for the assignment to
- Display on the teacher's Course overview block and in the Calendar. It will show when at least one student has submitted.

8. Scroll down to Submission types and put your desired settings

Here you can decide how you wish students to submit their work to you.

Submission Types:

- Online Text - Students type their responses directly in Moodle using a text editor. It's possible to set a word limit on an online text assignment. Students get a warning if they try to exceed the word limit.
- File Submissions - Students can upload one or more files of any type the teacher can open. The teacher can annotate uploaded PDFs, docx and odt files within the

browser, and on saving, the annotated file is made available to the student.

- Maximum number of Uploaded Files - Specify how many maximum files a student can upload.
- Maximum Submission Size - The maximum upload size refers to each file a student uploads. It cannot be larger than the limit in the Course settings.
- Accepted File types - The teacher can specify the types of file the students may upload to the assignment. A file type selector appears upon clicking 'Choose', offering a choice of different file types. Leaving it blank will allow all file types.

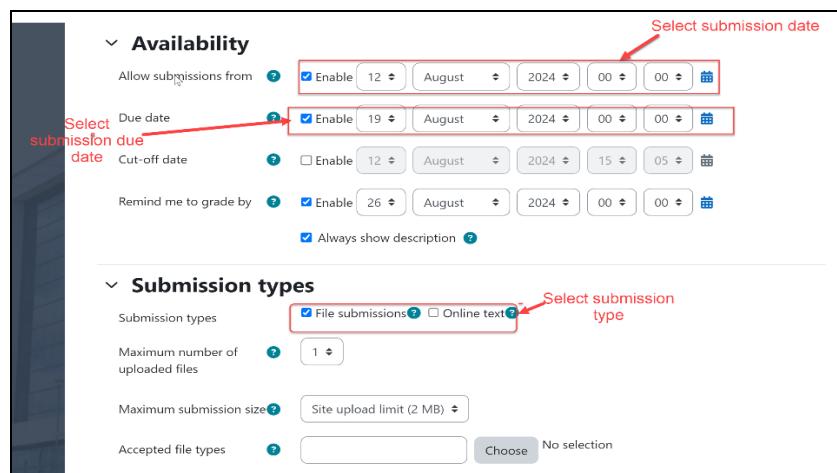


Figure 46:Submission settings

9. Set the Require Students to click the submit button option to “Yes”.

10. Set requires students to accept the submission statement to “Yes”.

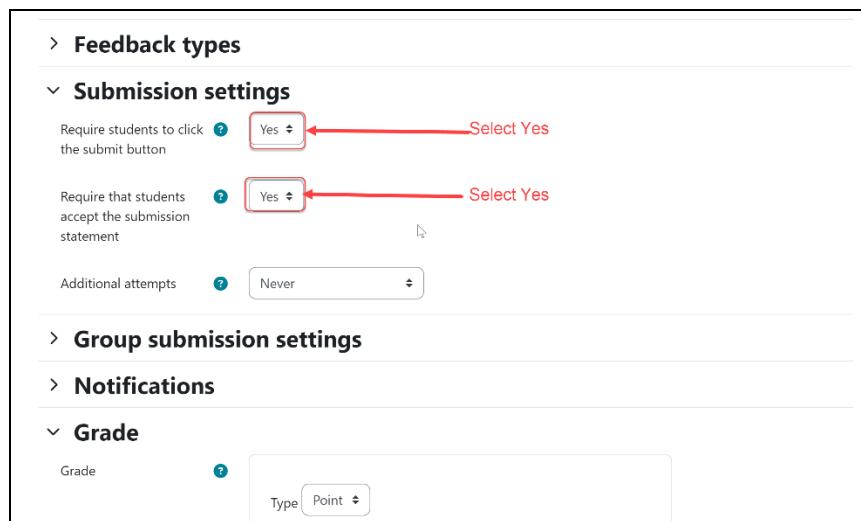


Figure 47:Submission setting for Individual Assignment

Group assignment settings

Group assignment submission settings

- Group Submission Settings - These settings allow students to collaborate on a single assignment, e.g. working in the same online area or uploading, editing and reuploading the document in the common assignment area. When grading, the teacher may choose to give a common grade and feedback to all students in the group or to give individual grades and feedback to each member.
- Students submit in groups - If enabled, students will be divided into groups based on the default set of groups or a custom grouping. A group submission will be shared among group members and all members of the group will see each other's changes to the submission.

1. For group assignment open new assignment
2. Set all settings as you set on Individual assignment then
3. Click group submission settings

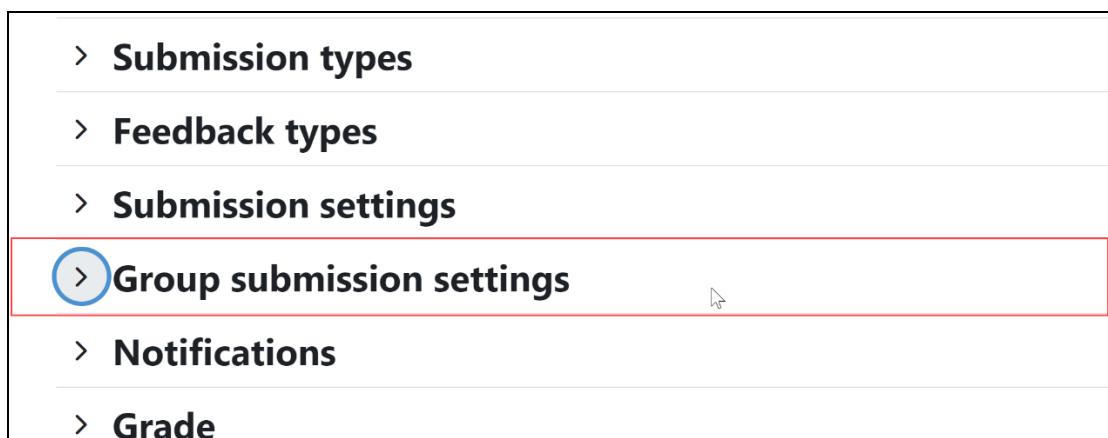


Figure 48:Group assignment button

4. Set the Students submit in group's option to Yes to create a group assignment.
5. Set require group to make submission to Yes.
6. When a student who is not in a group attempts to submit system will display a message You're not a member of any group;. The student will not be able to submit the assignment.
7. Select a Grouping in the Grouping for student group's drop-down menu.

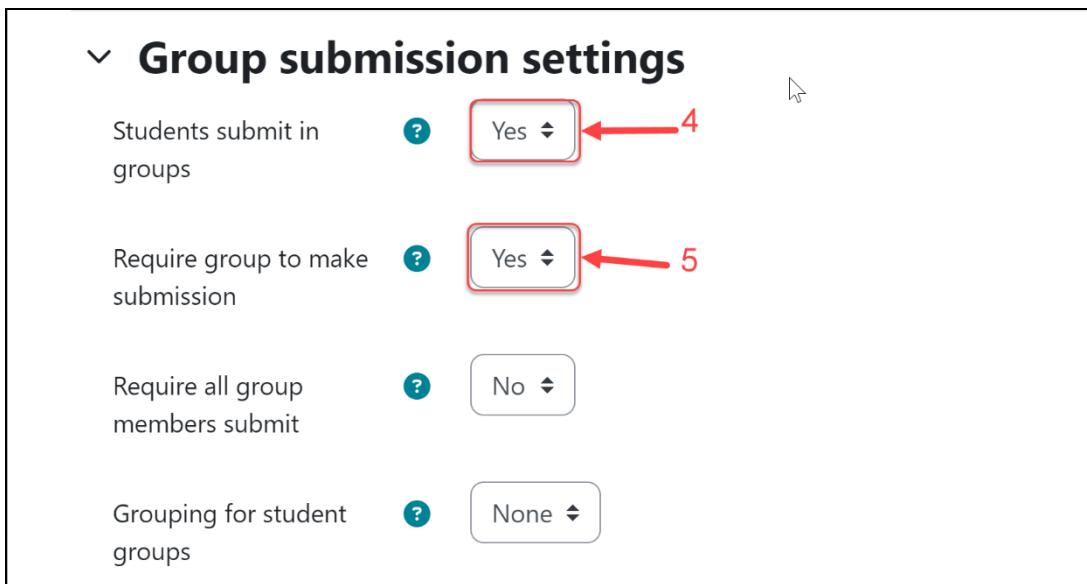


Figure 49: Group Assignment settings

Grade Setting for Assignment

1. In the Grade settings, select the type of grade and the grading method.
2. The most common settings are simple direct grading.
3. Other option remains as default

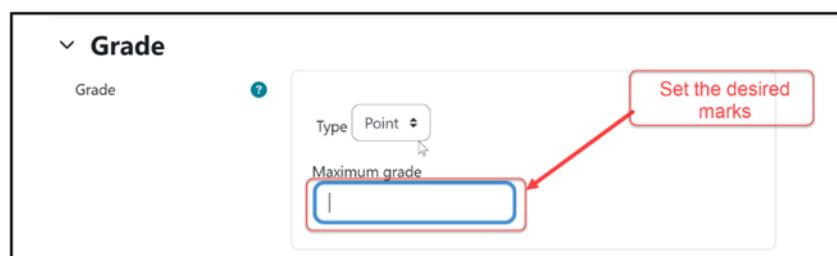


Figure 50: Assignment grade

4. Scroll down to Grade and put the assignment total marks
5. Scroll down and Save changes and return to module

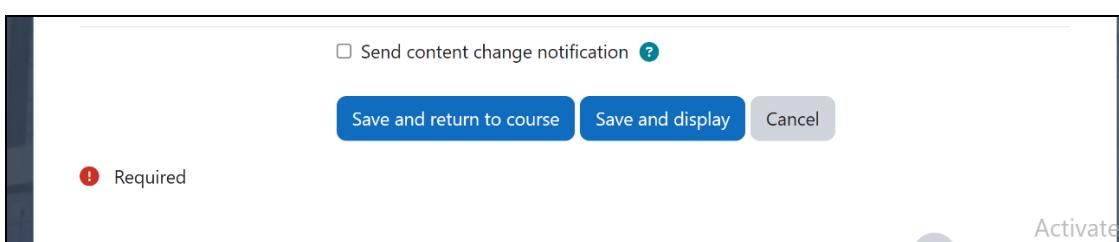
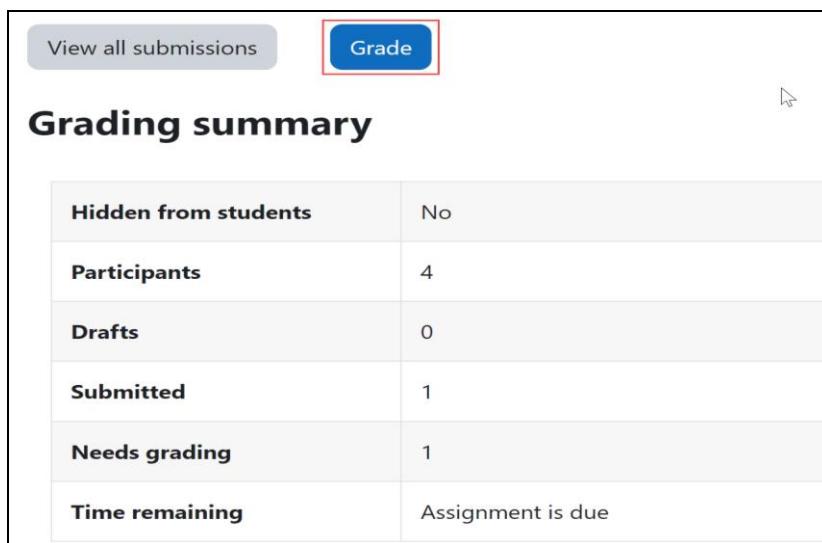


Figure 51: How to save Assignment

Managing Assignment Submissions:

When students have submitted their assignments, they can be accessed by clicking on the assignment activity. This will bring up the Grading Summary page. The Grading Summary page displays a summary of the assignment, including; number of participants, number of drafts, number of submitted assignments, due date and time remaining. You will see the links to “View All Submissions” and “Grade”.

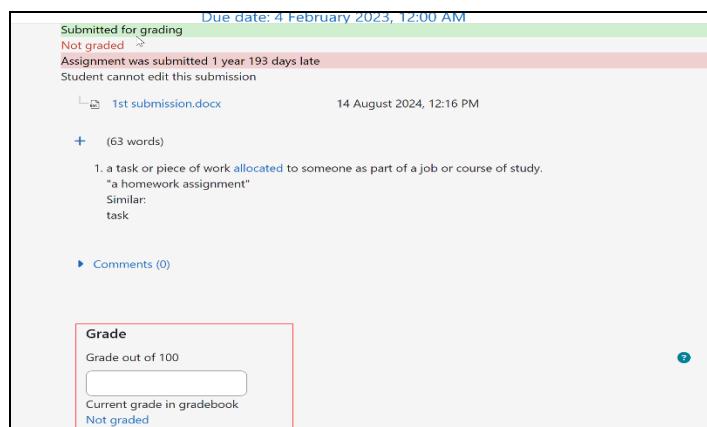


The screenshot shows a table with the following data:

Hidden from students	No
Participants	4
Drafts	0
Submitted	1
Needs grading	1
Time remaining	Assignment is due

Figure 52:Assignment submission view

- Clicking 'Grade' will take you to the first student in the list so you can start grading individually.



The screenshot shows a student submission with the following details:

- Submitted for grading
- Not graded
- Assignment was submitted 1 year 193 days late
- Student cannot edit this submission
- File: 1st submission.docx (14 August 2024, 12:16 PM)
- Length: (63 words)
- Description: 1. a task or piece of work allocated to someone as part of a job or course of study. "a homework assignment"
- Similar: task
- Comments: (0)
- Grade: Grade out of 100 (Grade box is highlighted with a red border)
- Current grade in gradebook: Not graded

Figure 53:Grading Assignment

- Clicking 'View all submissions' will take you to the grading table where you see all students.

Select	User picture	First name / Last name	Username	ID number	Email address	Department	Status
<input type="checkbox"/>	—	—	—	—	—	—	—
<input type="checkbox"/>	Ds	Demo student	student2	—	student2@muhas.ac.tz	—	Submitted for grading 1 year 193 days late

Figure 54:Submission view

- The Grading Table contains columns of information about the student, the status of their submission, a link to grade their submission, a link to each submission and feedback comments and files (if enabled).

Filtering submissions:

A dropdown menu accessed from the 'Options' section allows you to filter submissions so you can for example quickly see which students have not submitted yet.

Notify student

Yes

Save all quick grading changes

With selected...

Lock submissions

Go

Options

Assignments per page

All

Filter

No filter

Quick grading ?

Show only active enrolments ?

Download submissions in folders ?

Figure 55:Filtering submission

Quick grading

- Quick grading allows you to enter numeric grades directly into the grading table, bypassing the more detailed grading interface.
- To access the Quick Grading interface, from the Grading Summary page click 'View

all assignments'; the Grading Table displays. Scroll to the bottom of the page to configure Options, and check the box for 'Quick grading'. While you're down there, you can also set the number of assignments to display per page, filter the assignments e.g. to see who has not submitted, unmarked assignments, etc.

When you are ready to enter the Grades:

- You can enter grades directly into the grading table.
- Scroll to the bottom of the grading table and click 'Save all quick grading changes'
- A confirmation displays

Select	User picture	First name / Last name	Username	ID number	Email address	Department	Status	Grade	Edit
<input type="checkbox"/>	 ss	student student	mystudent	—	student@muhas.ac.tz	—	No submission Assignment is overdue by: 1 year 193 days	<button>Grade</button> <input type="text"/> / 100.0	<button>Edit</button>
<input type="checkbox"/>	 Ds	Demo student	student2	—	student2@muhas.ac.tz	—	Submitted for grading 1 year 193 days late	<button>Grade</button> <input type="text"/> / 100.0	<button>Edit</button>

Figure 56:Quick Mark

B. Adding Examination

This is the assessment tool that enables a facilitator to create a quick activity for both auto-grading and manual-grading of student's works.

The examination setting has four (4) main steps:

- i. Adding an Exam to the course
- ii. Formatting examination questions ready for importing to questions bank
- iii. Importing questions to questions bank
- iv. Importing questions from questions bank to exam (created on step (i) above)

i. Adding an Exam to the course

1. From the course homepage, select the Turn editing on button available at the top-right corner

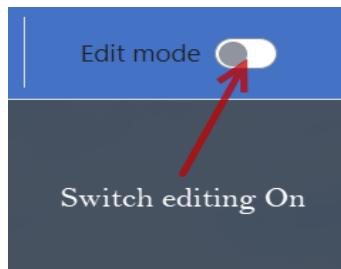


Figure 57:Switch editing on

2. In the desired section, select the "Add an activity or resource" link

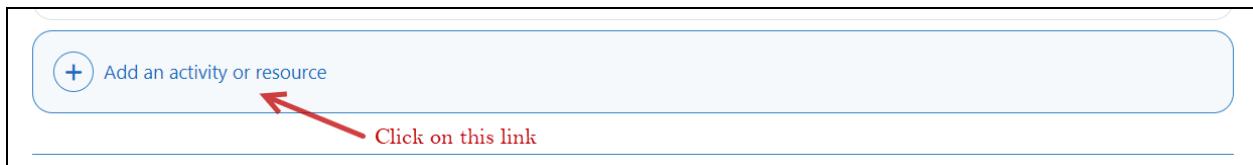


Figure 58:Adding activity or resource link

3. From the list of available options, select “Exam”

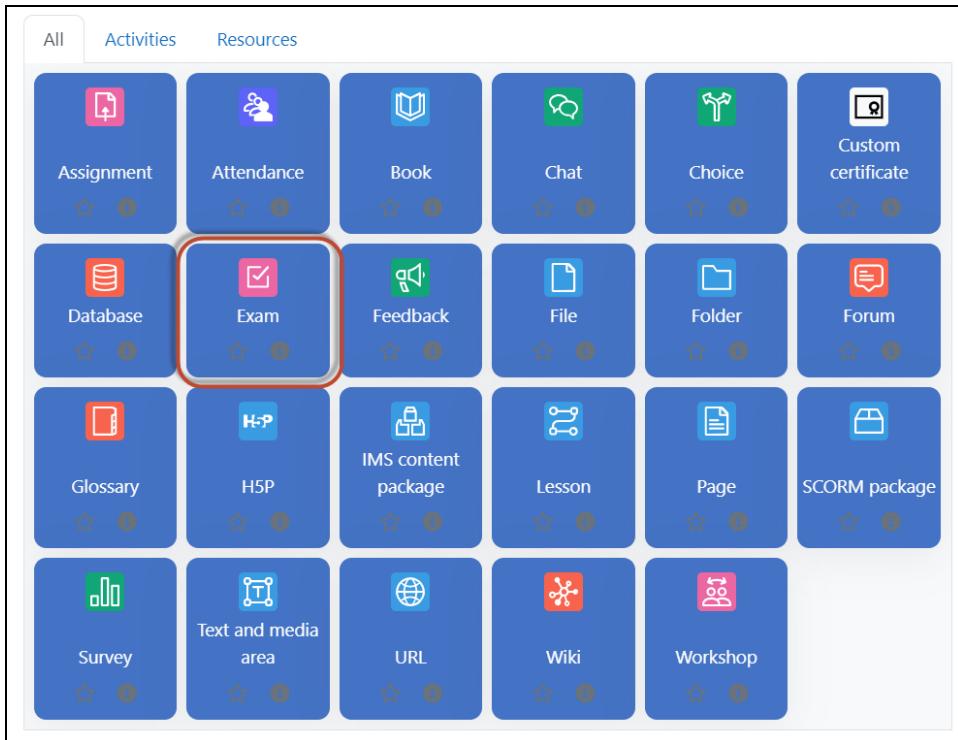
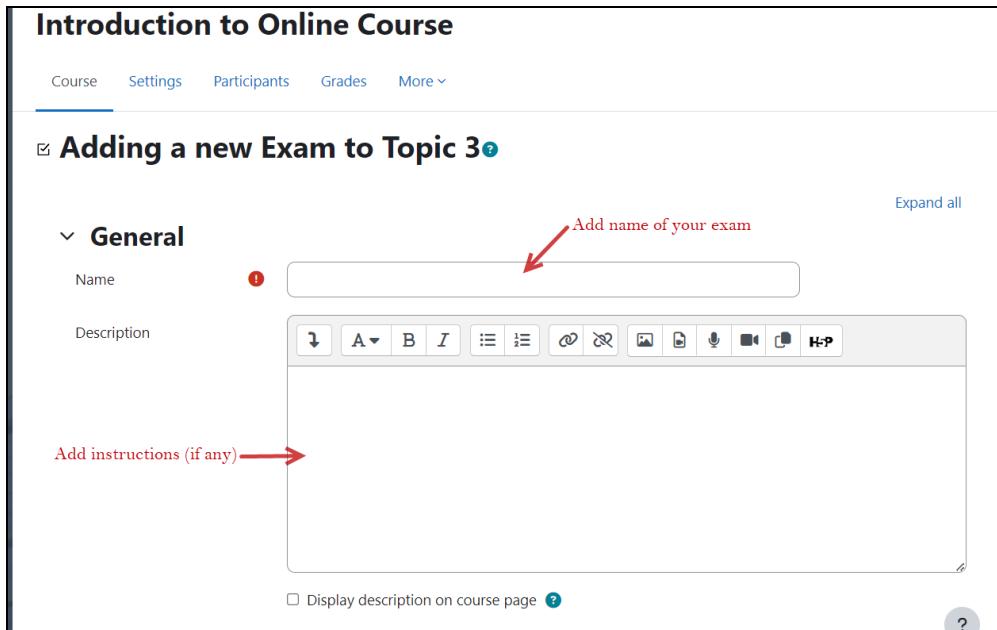


Figure 59:Exam option

4. Enter the desired Exam details and settings



Introduction to Online Course

Course Settings Participants Grades More ▾

☐ Adding a new Exam to Topic 3

Expand all

General

Name !

Description !

Display description on course page ?

Figure 60:Fill exam details

5. Scroll down and set the following options

The screenshot shows a list of exam settings options. The 'Timing' option is highlighted with a blue circle and a downward arrow. Other options include Grade, Layout, Question behaviour, Review options, Appearance, Safe Exam Browser, Extra restrictions on attempts, Overall feedback, Common module settings, and Restrict access. A question mark icon is in the bottom right corner.

- > **Timing**
- > Grade
- > Layout
- > Question behaviour
- > Review options ?
- > Appearance
- > Safe Exam Browser
- > Extra restrictions on attempts
- > Overall feedback ?
- > Common module settings
- > Restrict access

Figure 61:Exam settings

6. Open “Timing” option then put your desired settings

The screenshot shows the 'Timing' settings page. It includes fields for 'Open the exam' (Enable checkbox, date and time dropdowns), 'Close the exam' (Enable checkbox, date and time dropdowns), 'Time limit' (0 minutes, Enable checkbox), and 'When time expires' (checkbox for automatic submission). Red annotations with arrows point to the 'Enable' checkboxes and the date/time dropdowns, labeled 'Enable and set date and time'. Another annotation points to the 'Enable' checkbox in the 'Time limit' row, labeled 'Enable and set date and time'. A final annotation points to the 'Open attempts are submitted automatically' checkbox, labeled 'Enable and set exam time'.

Timing

Open the exam

Close the exam

Time limit

When time expires

Figure 62:Timing settings

7. Open “Grade” option then put the desired settings

The screenshot shows the 'Grade' settings page. It includes fields for 'Grade category' (dropdown set to 'Uncategorised'), 'Grade to pass' (text input field), and 'Attempts allowed' (dropdown set to '1'). Red annotations with arrows point to the 'Uncategorised' dropdown, labeled 'Leave default', and the '1' dropdown, labeled 'Set exam attempts allowed'.

Grade

Grade category

Grade to pass

Attempts allowed

Figure 63:Grade settings

8. Open “Layout” option then put your desired settings



Layout

New page

Never, all questions on one page

Show less...

Navigation method

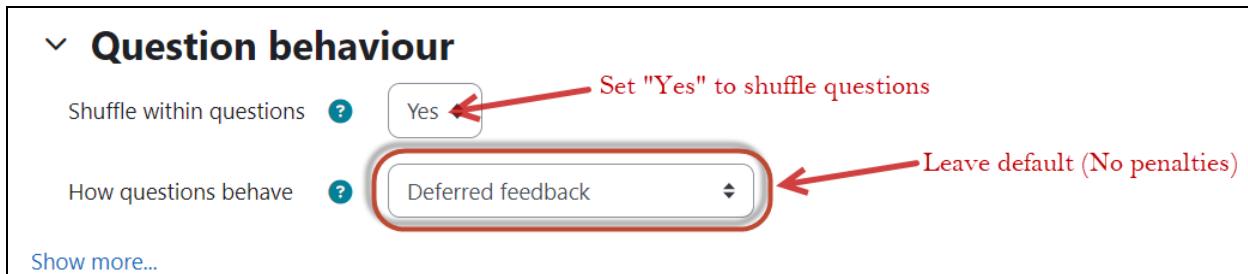
Free

Set exam questions per page

Leave default

Figure 64:Layout settings

9. Open “Question behavior” option then put your desired settings



Question behaviour

Shuffle within questions

Yes

Show more...

How questions behave

Deferred feedback

Set "Yes" to shuffle questions

Leave default (No penalties)

Figure 65:Question behavior settings

10. Open “Review” option then put your desired settings

Set when you want your students to receive their results after submitting the exam

- **During the attempt**-Not applicable
- **Immediately after the attempt**-Immediately after submitting the exam
- **Later, while the exam is still open**-Any time before closing time of the exam reached
- **After the exam is closed**- Any time after the exam is closed

NOTE: If you want to release results yourself instead of the listed options above, uncheck all the options

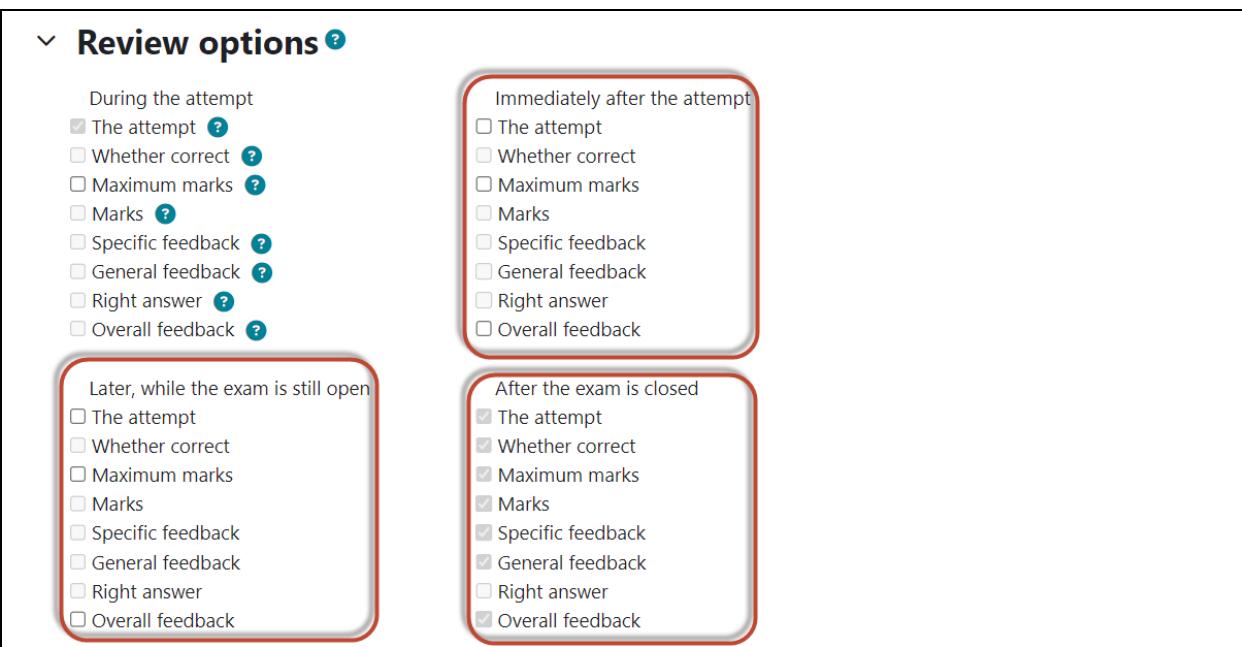


Figure 66:Review options

11. Open “Appearance” option then put your desired settings

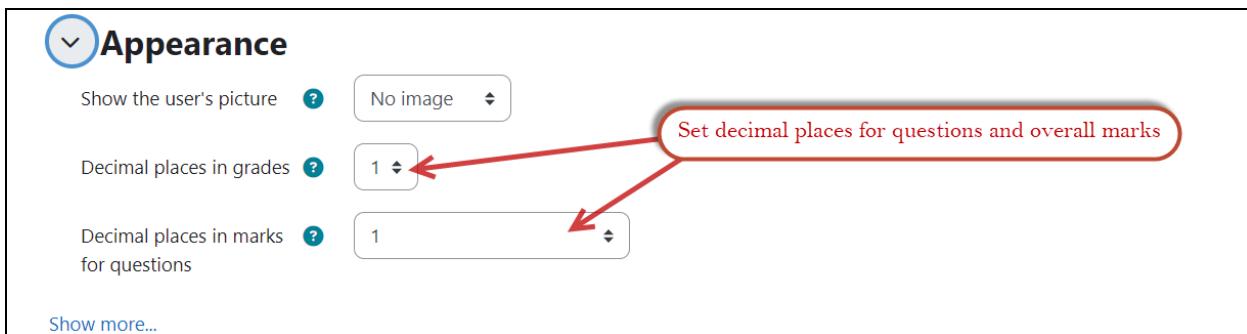


Figure 67:Appearance settings

12. Open “Safe Exam Browser” option then put the following settings

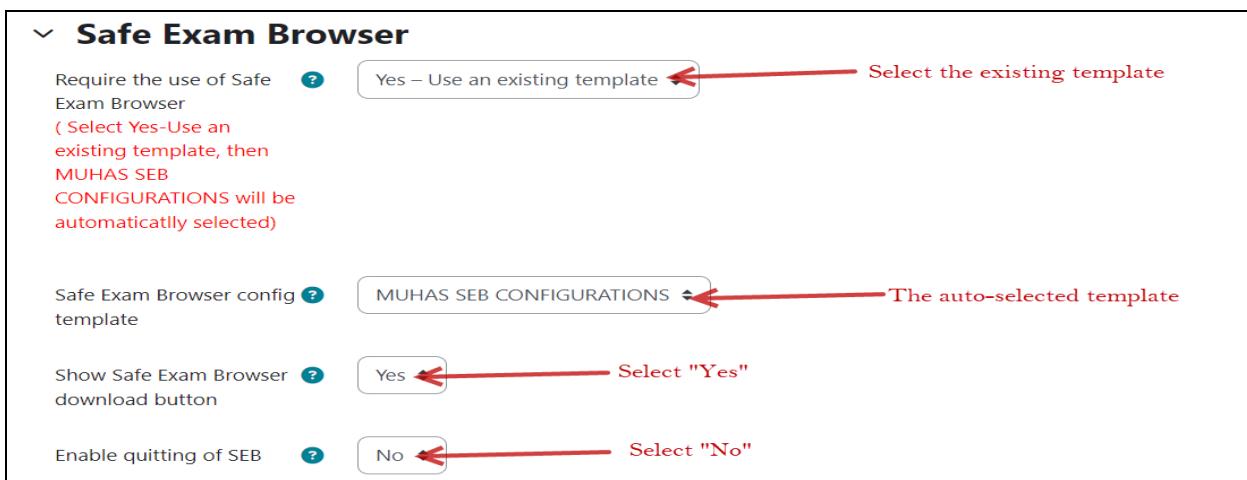


Figure 68:Safe Exam Browser settings

13. Open “Extra restrictions on attempts” option then put your desired settings

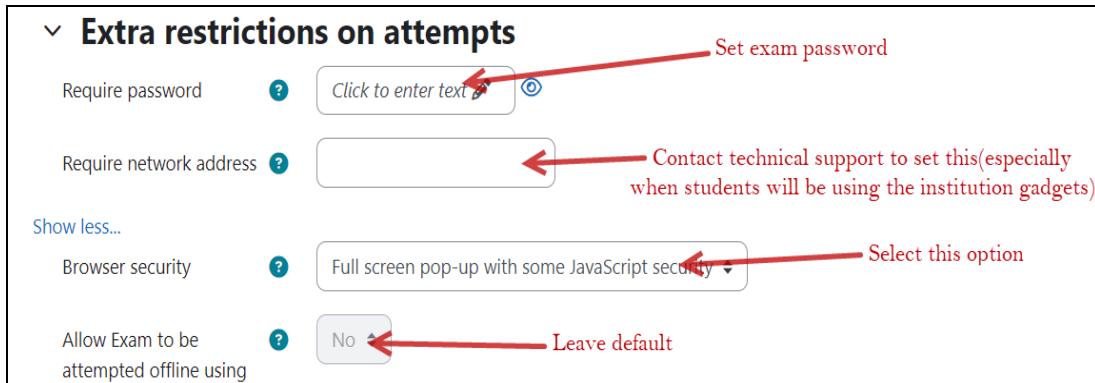


Figure 69: Extra restrictions on attempts settings

NOTE: The rest of exam setting options can be left default. But so far you've completed all the necessary settings for the exam.

ii. Formatting examination questions ready for importing to questions bank

The questions should be formatted well before importing to the questions bank. The syntax for formatting the questions **has been attached at the end of this document as appendix.**

iii. Importing questions to questions bank

After formatting the questions, they should be imported to questions bank as follows:

1. Click on “More” option, then select on “Question bank”

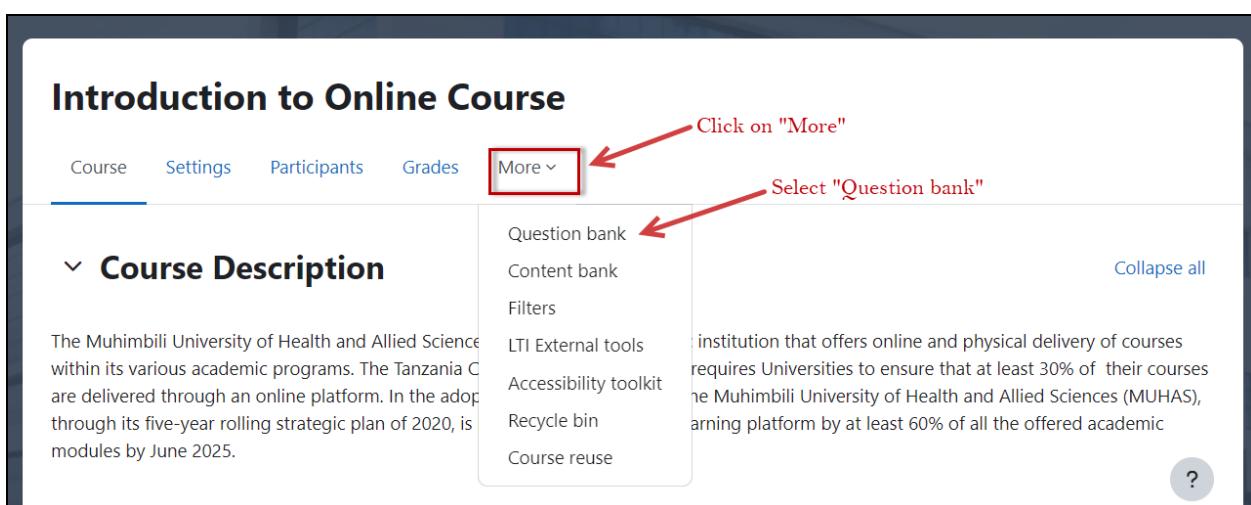
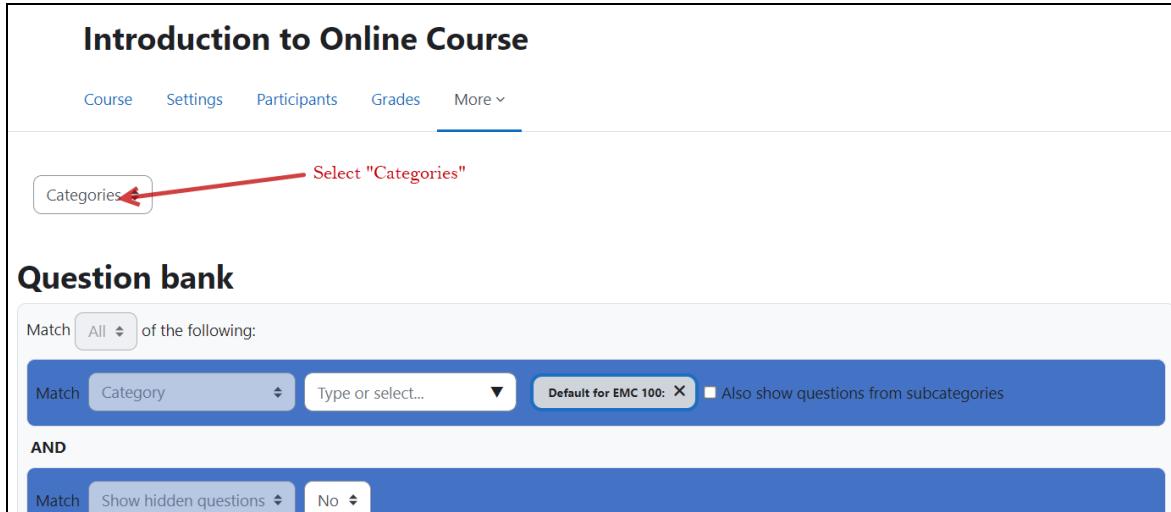


Figure 70: Question bank option

2. Select “Categories” option to create questions category(group) for ease access



Introduction to Online Course

Course Settings Participants Grades More

Categories Select "Categories"

Question bank

Match All of the following:

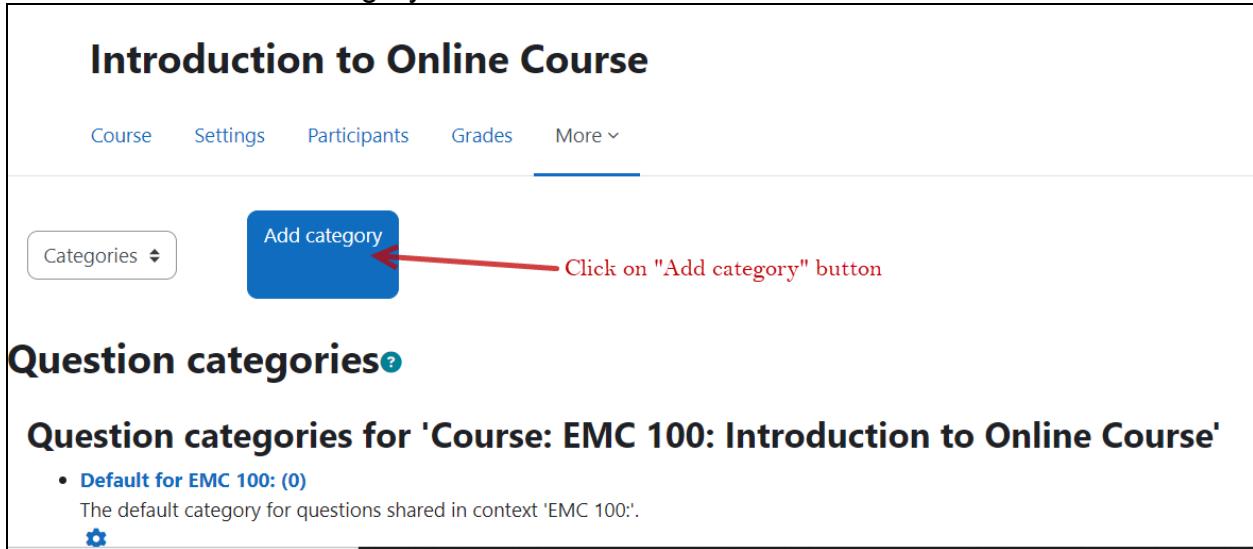
Match Category Type or select... Default for EMC 100: Also show questions from subcategories

AND

Match Show hidden questions No

Figure 71:Select Categories

3. Click on “Add category” button



Introduction to Online Course

Course Settings Participants Grades More

Categories Add category Click on "Add category" button

Question categories

Question categories for 'Course: EMC 100: Introduction to Online Course'

- Default for EMC 100: (0)

The default category for questions shared in context 'EMC 100.'

Figure 72:Add category

4. Put your desired details for the questions bank category

✓ Add category

Parent category	Default for EMC 100:	Type category name
Name	CAT1 QUESTIONS	
Category info		
ID number		
<input type="button" value="Add category"/> <input type="button" value="Cancel"/>		

Figure 73:create questions category

5. Open the created category for importing questions

Question categories

Question categories for 'Course: EMC 100: Introduction to Online Course'

- Default for EMC 100: (0)

The default category for questions shared in context 'EMC 100:'.

- CAT1 QUESTIONS (0)
- Sample qns category (5)

Figure 74:Open category

6. Select “Import” option

Questions

- Questions
- Export
- Import**
- Categories

Match All of the following:

Match Category CAT1 QUESTIONS

AND

Match Show hidden questions

Figure 75:Select “Import” option

7. Select file format, choose file (with formatted questions) then click on “Import” button

Import questions from file

File format

- Aiken format ?
- Blackboard ?
- Embedded answers (Cloze) ?
- GIFT format ?
- Missing word format ?
- Moodle XML format ?

General

Import questions from file

Import

Choose a file...

Choose .txt file (plain text file)

You can drag and drop files here to add them.

Import

Figure 76:Importing file

8. Confirm the imported questions, then click “Continue” button

Introduction to Online Course

Course Settings Participants Grades More

Import

Parsing questions from import file.

Importing 5 questions from file

1. On which continent is the Sahara Desert located?

2. Mount Kilimanjaro is the highest mountain in the World_____

3. Match the questions with their corresponding Answers

4. From the Tanzania map below, what is the region labeled with letter "A"?

5. See the picture carefully, and briefly explain the characteristics of this type of photograph

Continue

Figure 77:Successfully imported questions

iv. Importing questions from questions bank to exam

The following are the steps to import questions to your exam:

1. Go to home page of your course
2. Scroll down to your examination and open it

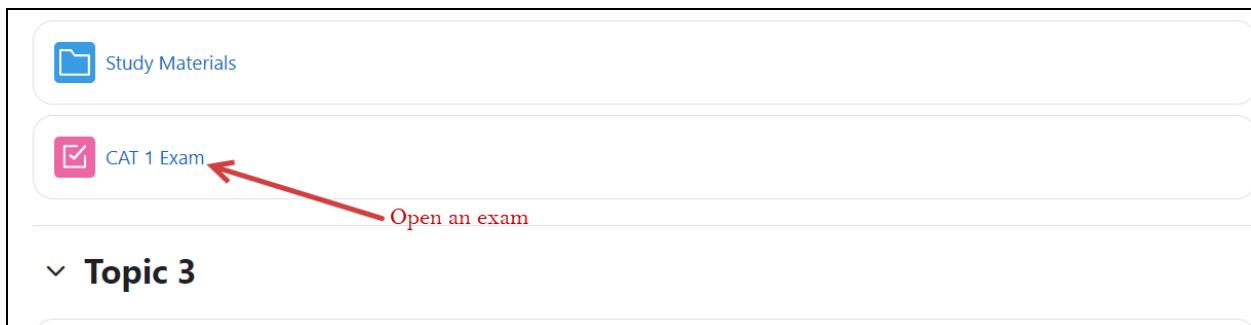


Figure 78:Open an Exam

3. Click "Add question" to add questions to your exam

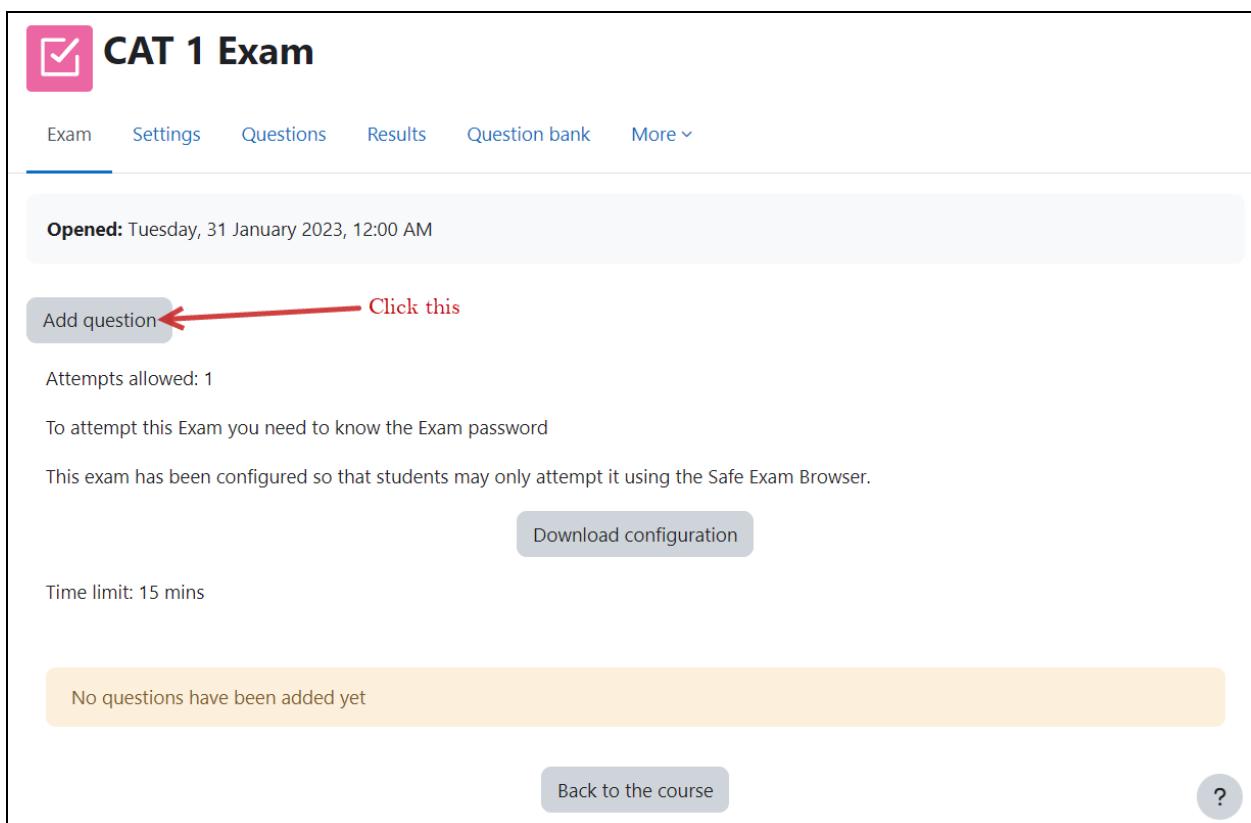


Figure 79:Add questions to an Exam

- Set maximum marks then **Save**, tick to shuffle questions then click on “Add” option to add the questions to the exam

EMC 100: / CAT 1 Exam / Questions

CAT 1 Exam

Exam Settings Questions Results Question bank More ▾

Put maximum marks for your exam

Maximum grade Save

Questions: 0 | This exam is open

Repaginate Select multiple items

Click to add questions

Shuffle Total of marks: 0.0

Add

Figure 80:Questions page

- Select “from question bank” option

Questions: 0 | This exam is open

Maximum grade Save

Repaginate Select multiple items

Choose "from question bank"

Shuffle Total of marks: 0.0

Add

- + a new question
- + from question bank
- + a random question

Figure 81:Question bank option

- Search the respective category of questions bank created before
- Select the respective category from the dropdown list

ADMINISTRATION INSTRUCTIONS OTHER RESOURCES ALL COURSES DASHBOARD

Add from the question bank at the end

6. Search questions category

7. Select respective category

Match Category Default for EMC 100:

Also show questions Add condition

Add selected question:

Figure 82:Questions category search

8. Click on “Apply filters” button

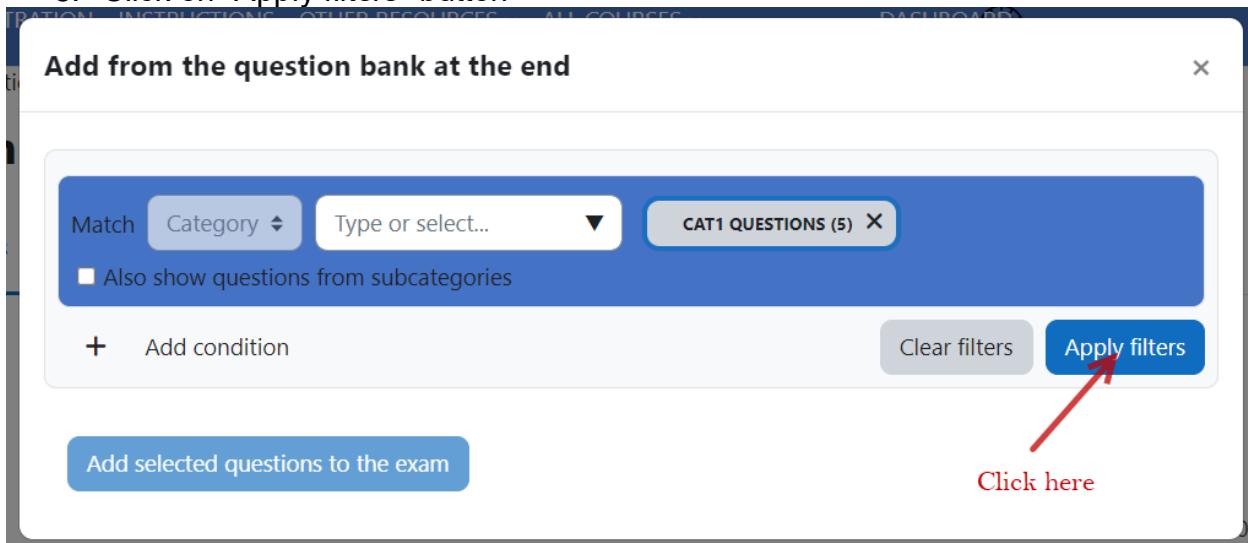


Figure 83:Apply filters

9. Check all (if necessary), otherwise select only desired questions you want to add to your exam
10. Click the button to add all the selected questions to your exam

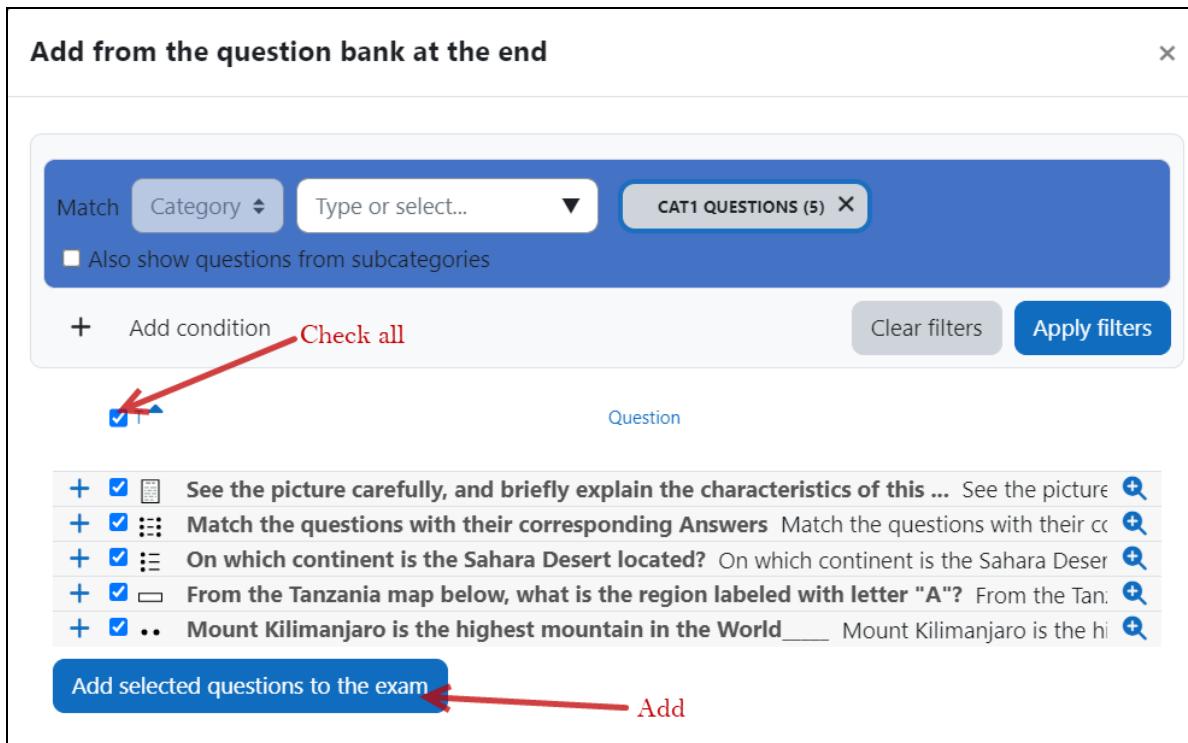


Figure 84:Questions selection

11. Set marks, and use other actions to interact with imported questions to exam page

Questions: 5 | This exam is open

Maximum grade 10.0 | Save

Multiple selections of questions for further actions (e.g delete)

Edit marks (then press enter)

Total of marks: 5.0

Shuffle

Add

Delete

Preview question

Question settings

Dragging

Repaginate

Select multiple items

Page 1

1. See the picture carefully, and briefly explain the characteristics of this ... (1.0)

2. Match the questions with their corresponding Answers (1.0)

3. On which continent is the Sahara Desert located? (1.0)

4. From the Tanzania map below, what is the region labeled with letter "A"? (1.0)

5. Mount Kilimanjaro is the highest mountain in the World (1.0)

Figure 85:Imported questions to exam page

NOTE

Make sure that total of all marks for all questions are similar to Maximum grade of the exam.

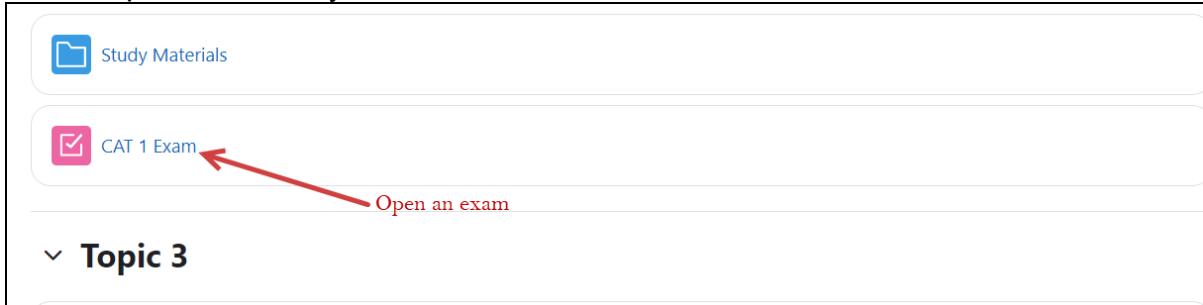
i.e. **Maximum grade=Total of marks of all questions**

Congratulations! Now you've finished to set the exam. The next task will be to preview the exam you've set to check if it works as expected.

Previewing the Exam

The following are steps to preview the exam:

1. Open the exam you've created



Study Materials

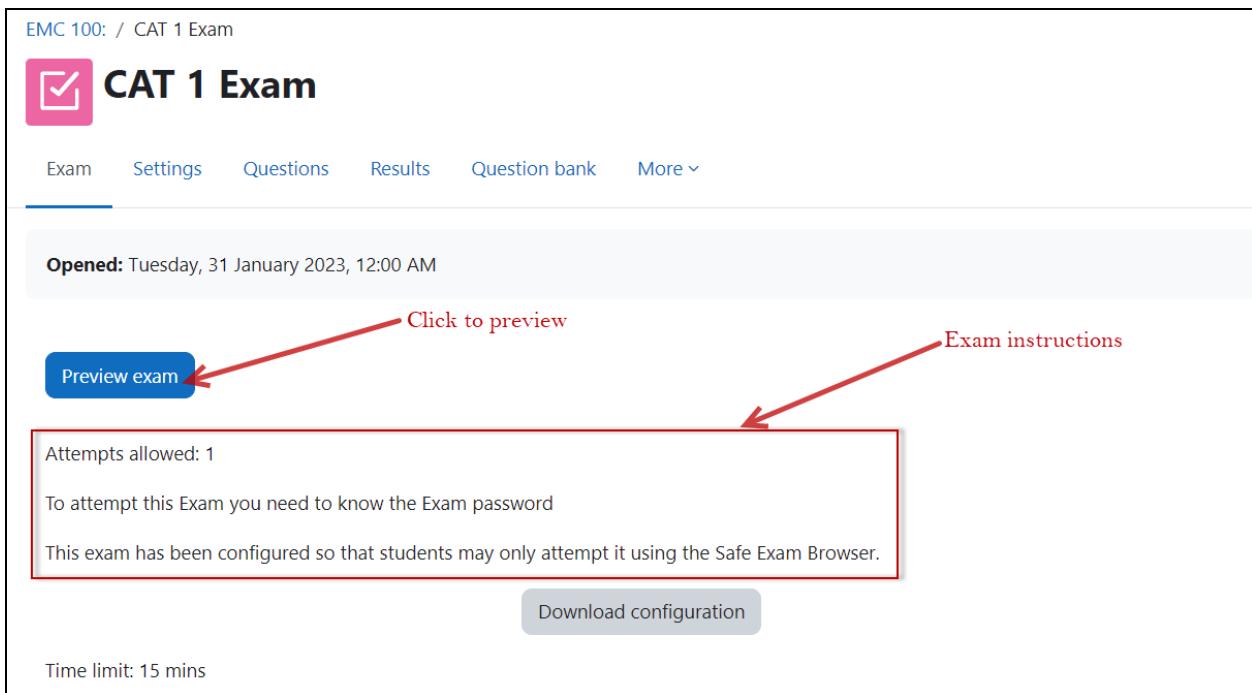
CAT 1 Exam

Open an exam

Topic 3

Figure 86:Open an Exam

2. Click “Preview exam” button to preview the exam



EMC 100: / CAT 1 Exam

CAT 1 Exam

Exam Settings Questions Results Question bank More ▾

Opened: Tuesday, 31 January 2023, 12:00 AM

Preview exam

Click to preview

Attempts allowed: 1

To attempt this Exam you need to know the Exam password

This exam has been configured so that students may only attempt it using the Safe Exam Browser.

Download configuration

Time limit: 15 mins

Figure 87:Exam instruction page

3. Put exam password and click button to start the attempt

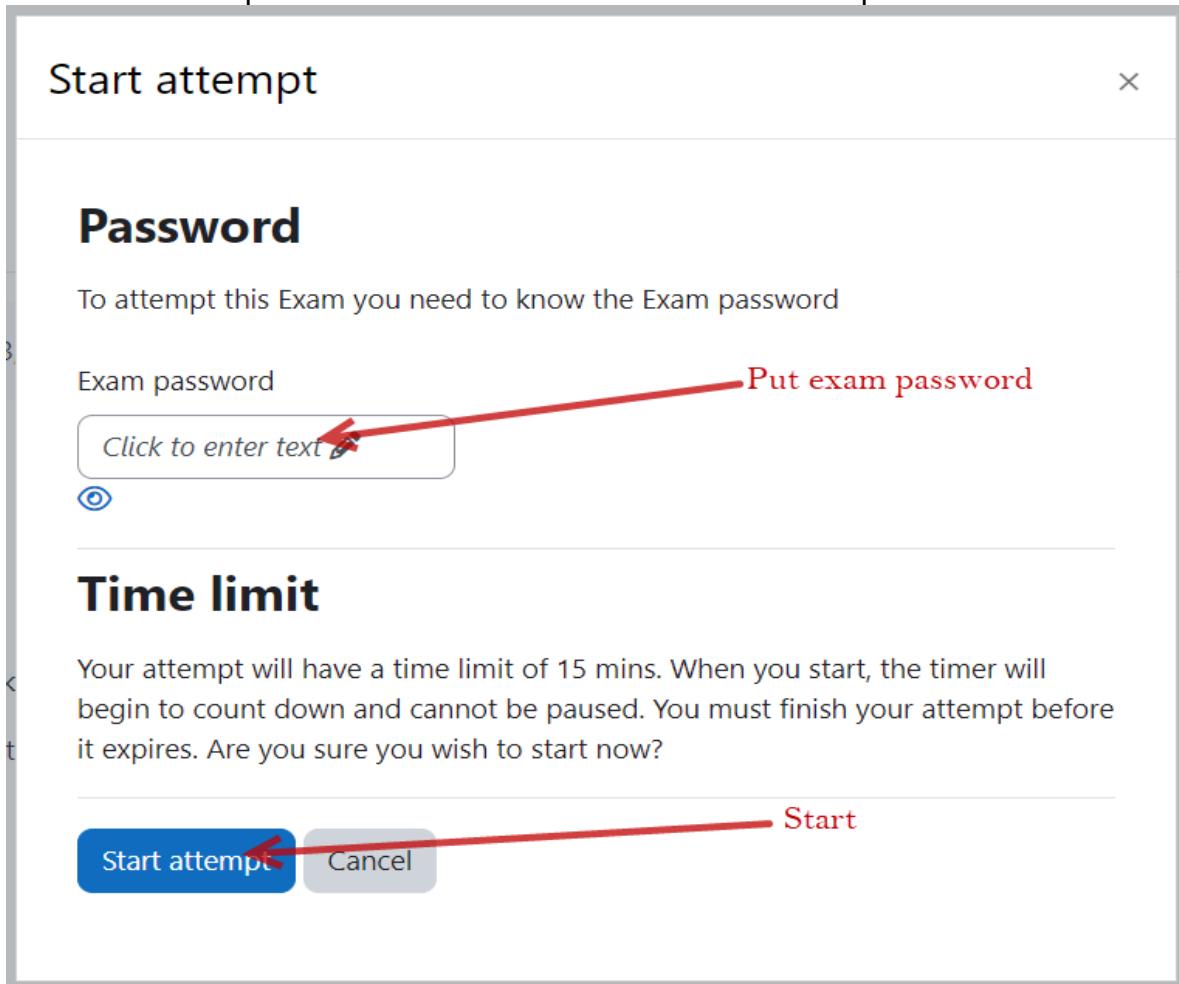


Figure 88:Start attempt

4. Preview your exam and check if everything works properly

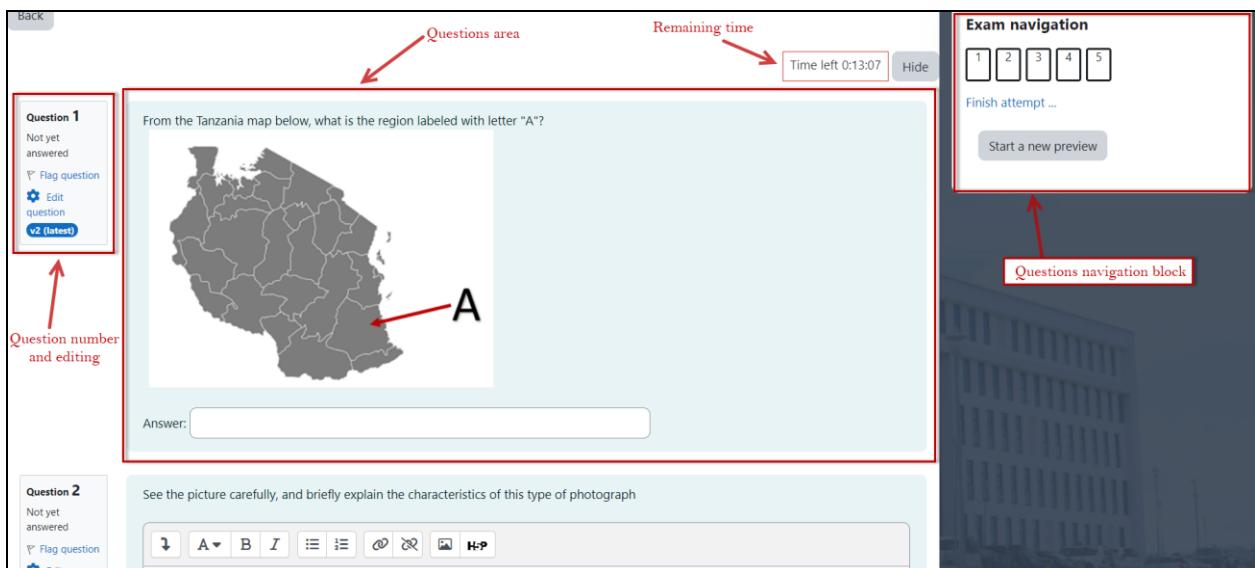


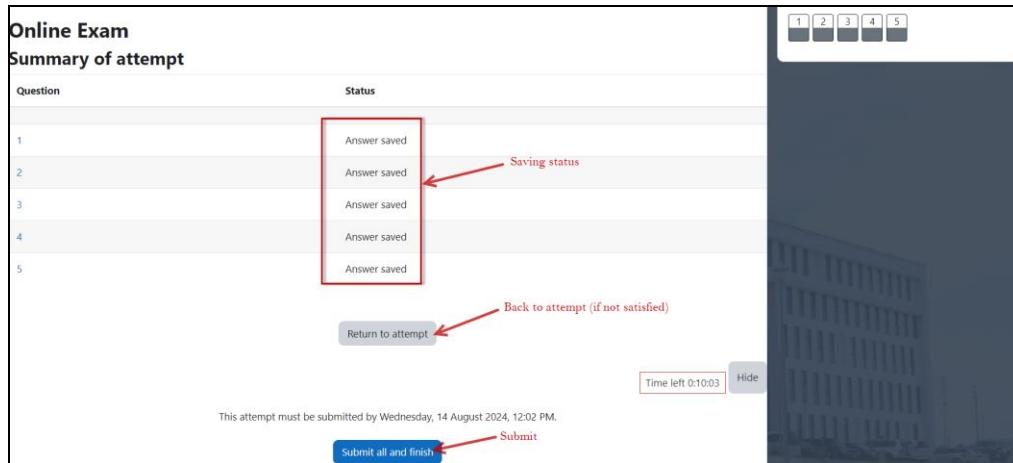
Figure 89:Exam preview page

5. Scroll down to finish preview if it's done, then click "Finish attempt" button



Figure 90:Finish attempt

6. See the attempt summary



Online Exam
Summary of attempt

Question	Status
1	Answer saved
2	Answer saved
3	Answer saved
4	Answer saved
5	Answer saved

1 2 3 4 5

Answer saved
Saving status
Answer saved
Answer saved
Answer saved
Answer saved

Back to attempt (if not satisfied)
Return to attempt

Time left 0:10:03 Hide

Submit all and finish Submit

Figure 91:Attempt summary page

7. Accept submission of the attempt

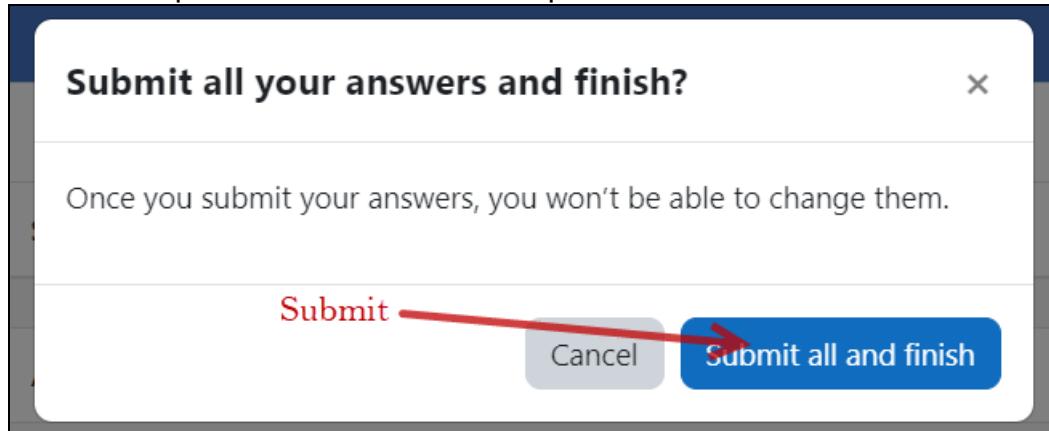


Figure 92:Submission statement pop-up window

8. Check the submission summary of your attempt



Started on	Wednesday, 14 August 2024, 11:47 AM
State	Finished
Completed on	Wednesday, 14 August 2024, 12:00 PM
Time taken	12 mins 38 secs

Submission summary

Figure 93:Submission summary

C. Forum

1. Click switch editing on at the top right corner.

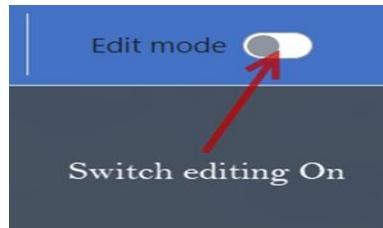


Figure 94: Switch editing on

2. Click “**Add an activity or resource**” in the section where you want to add the item.

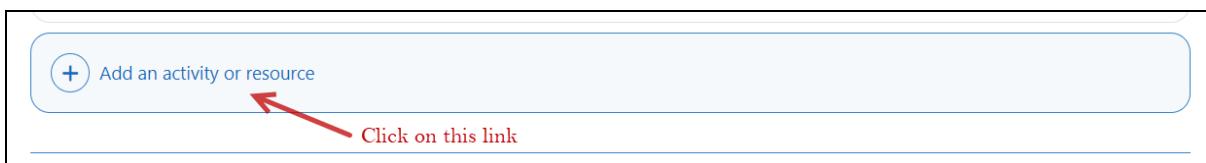


Figure x: Figure 95: Adding activity or resource link

3. Click “**Forum**”

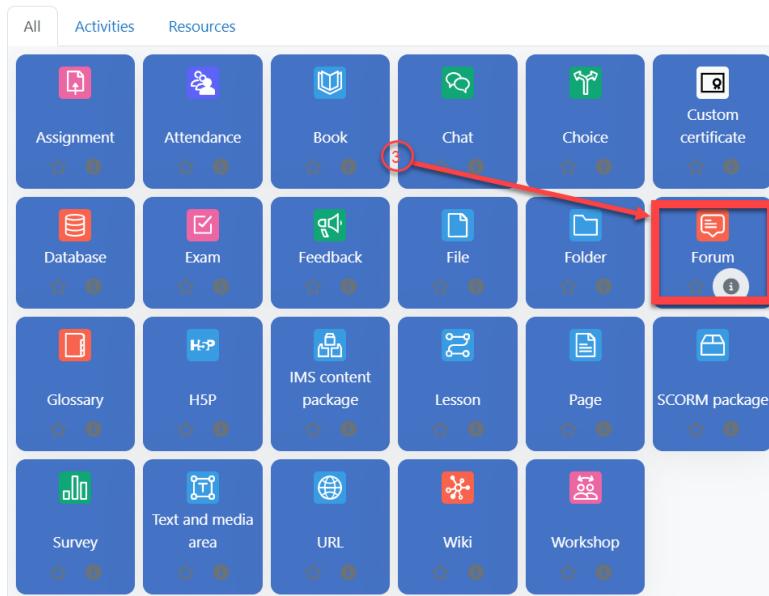


Figure 96: Forum option

4. Enter the Forum name, in the forum name box
5. Enter a description and instructions for the activity in the Description text box.
6. Tick the box below description text if you want to display description on course page
7. Select forum type

Figure 97:Forum setting option

NB: For Forum type, choose one of the following:

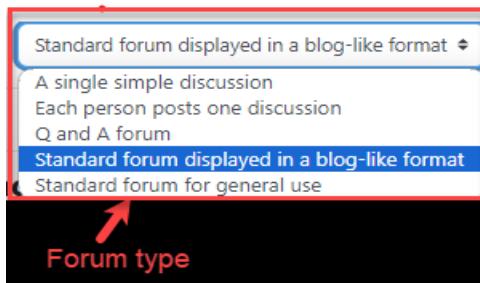


Figure 98:Forum typeFigure x:

NB: Single simple discussion –The instructor can create only one discussion. This keeps the conversation focused on one topic. Users are allowed to post replies but cannot start new discussion topics.

Each person posts one discussion – Each person in class can start only one discussion. This forum type can be useful if each student needs to post one question or choose only one topic from a reading. Each discussion can have multiple replies.

Q and A Forum – Use to present a question and answer format that requires students to post their answers before viewing other student postings. Once a student sends a post, they must wait 15 minutes (the allotted time to edit their own post) before viewing and responding to other posts.

Standard forum displayed in a blog-like format - Anyone can start a new discussion at any time. Discussion topics are displayed on one page with a snippet of the discussion included.

Standard forum for general use – Anyone can start a new discussion at any time. Each discussion is on a separate page.

8. Scroll down and set the following options “Availability” and “Rating”

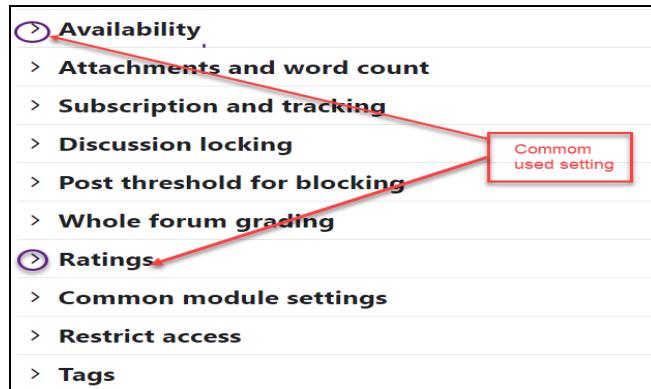


Figure 99:Common setting option

Availability - Open “Availability” option then put your desired settings

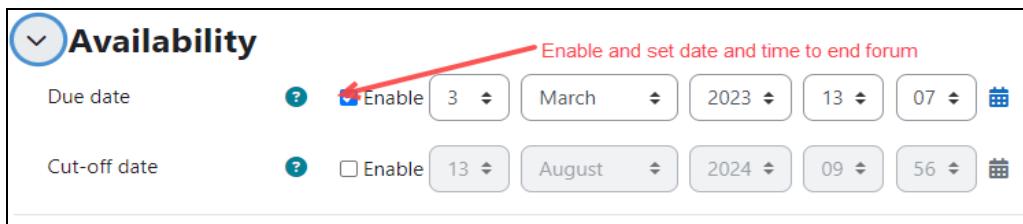


Figure 100:Availability setting

Ratings:

1. Go to aggregate type select “Maximum”



Figure 101:Aggregate type option

NOTE: Aggregate type

Average of ratings - The mean of all ratings.

Count of ratings - The number of rated posts becomes the final grade. Note that the total cannot exceed the maximum grade for the activity.

Maximum rating - The highest rating becomes the final grade.

Minimum rating - The smallest rating becomes the final grade.

Sum of ratings - All ratings are added together for a total score. Note that the total cannot exceed the maximum grade for the activity. Note: No aggregation method can

exceed the maximum point value of the numeric scale chosen for rating.

2. After clicking the maximum, you will get the following window

Ratings

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

Aggregate type: Maximum rating

Scale:

Type: Point

Maximum grade:

Restrict ratings to items with dates in this range:

Grade category: Uncategorized

Grade to pass:

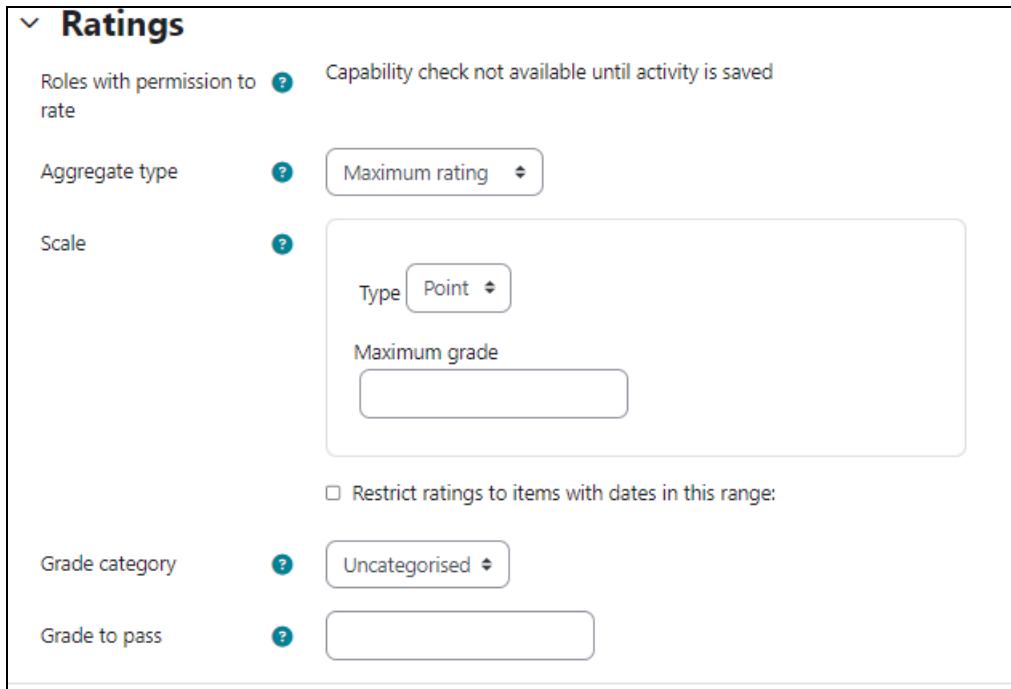


Figure 102:Rating setting option

3. Go to “scale”

Scale:

Type: Point

Maximum grade:

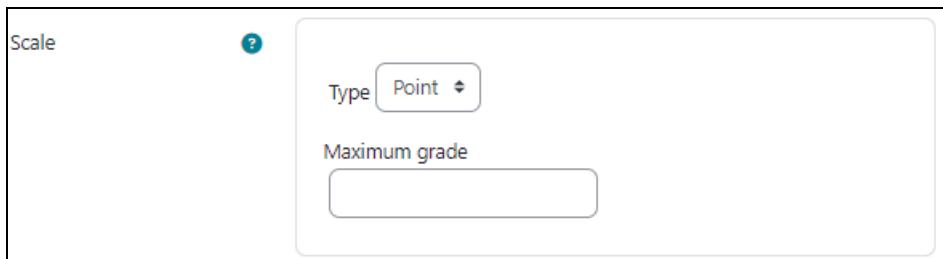
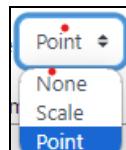


Figure 103:Scale setting option

4. Go to “Type” and select “Point”.



5. Go to “maximum grade” and put maximum score of the forum

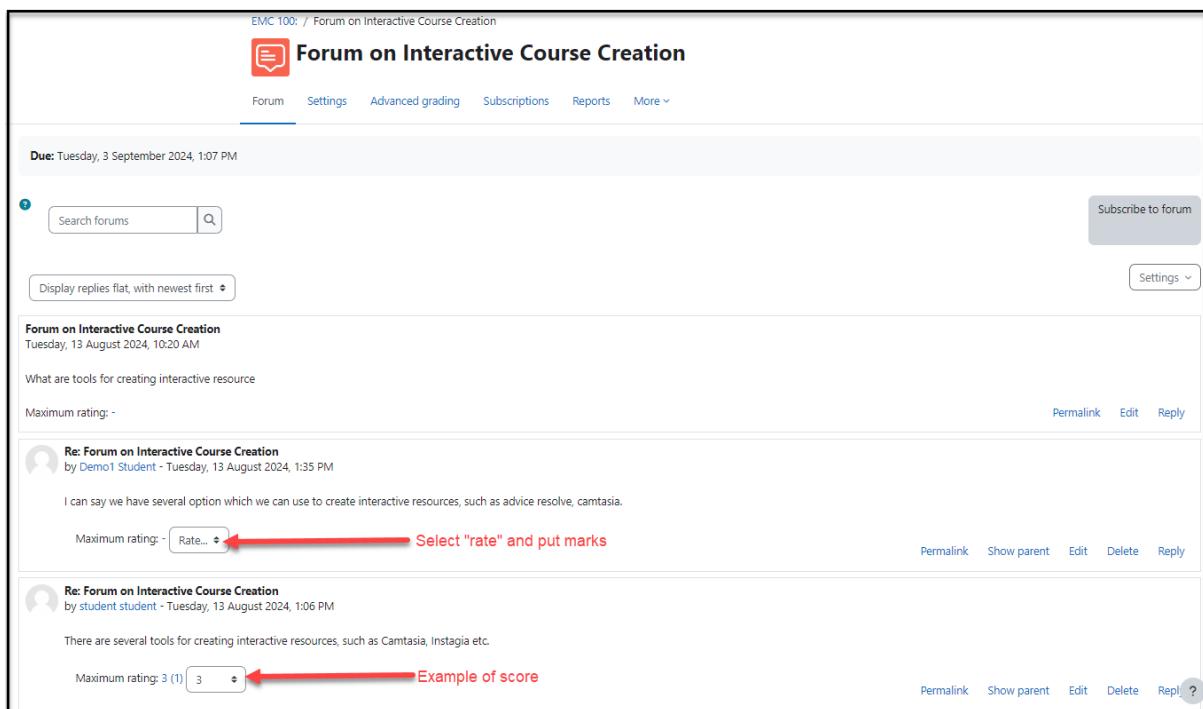
4. Grading

This section provides tips on Grading in the Moodle. Grading in the Activity involves assignment, quiz, forum etc . However the procedures is the same for all types of activity. Here we will provide example of grading Forum

1. To grade the Forum, open “Forum” you want to grade



2. Click “Rate” and put score



A screenshot of a Moodle forum page titled 'Forum on Interactive Course Creation'. The page shows a post from 'Demo1 Student' and a reply from 'student student'. A red arrow points to the 'Rate...' button in the reply post, with the text 'Select "rate" and put marks' overlaid. Another red arrow points to the rating dropdown menu, with the text 'Example of score' overlaid. The page includes standard forum navigation and reply buttons.

IMPORTANT: Before grading make sure you remember to put rating in the setting.

Exporting Grades

1. Go to homepage of the course and select “Grades”
2. Open “Grade report” and select export.
3. Select “Export”

Figure 104:Exporting grade

4. Tick the box you wish to export the grade

Figure 105:Grade option setting

5. Select the “Export format options”

6. Set the decimals places

Figure 106:Export format option

7. Click download at the bottom ring corner.

Download

5. Course backup and restore

We backup the course for two main reasons;

1. To make it safe from any system faults whenever the system corrupts
2. To reuse the course contents to another course instead of adding the contents from scratch

Course backup

1. Go to the course you want to back up
2. Select 'More':
3. Select course reuse

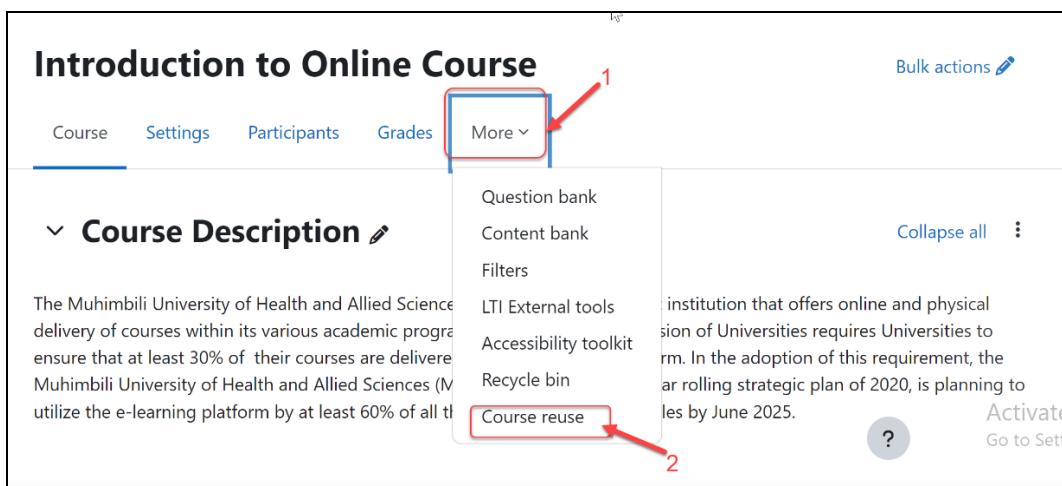


Figure 107:Backup

4. Then click on import option
5. Select on “Backup” from the drop down list.

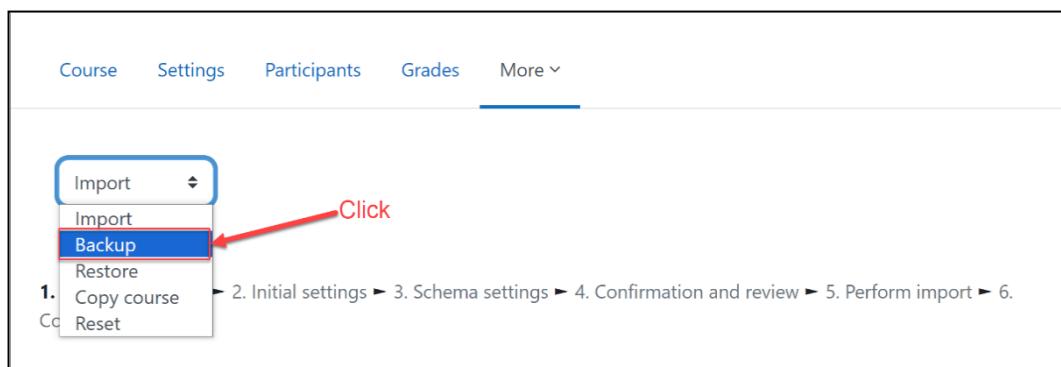
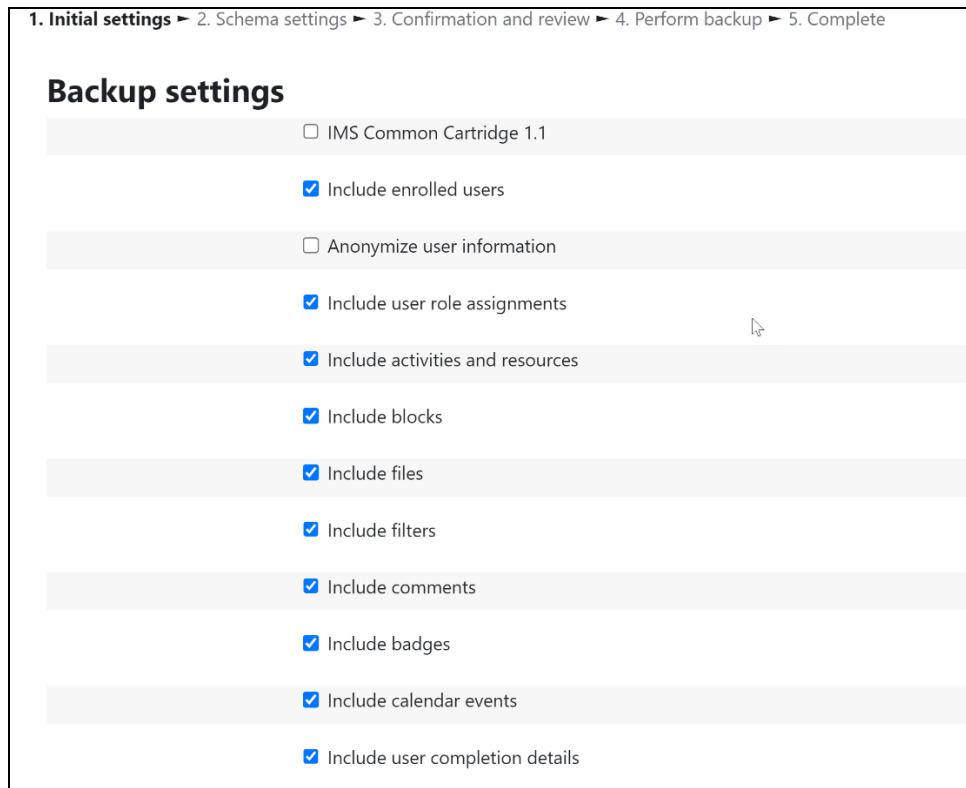


Figure 108:Configure backup

1. Configure Backup Settings

Note: Include Activity and Resources: Decide which activities and resources you want to include in the backup. User Data: Choose whether to include user data, such as submissions and grades.



The screenshot shows a 'Backup settings' interface with a list of options. At the top, a navigation bar indicates steps: 1. Initial settings ▶ 2. Schema settings ▶ 3. Confirmation and review ▶ 4. Perform backup ▶ 5. Complete. The main section is titled 'Backup settings' and contains the following options, each with a checked checkbox:

- IMS Common Cartridge 1.1
- Include enrolled users
- Anonymize user information
- Include user role assignments
- Include activities and resources
- Include blocks
- Include files
- Include filters
- Include comments
- Include badges
- Include calendar events
- Include user completion details

Figure 109:Backup settings

2. Click “Next” to proceed.

Note: If you are satisfied with the default settings and don't wish to go through all the backup screens, you can simply click 'Jump to final step' to **perform the backup**.

- Click “Perform backup” to start the backup process.
- After successfully create backup click “Continue”

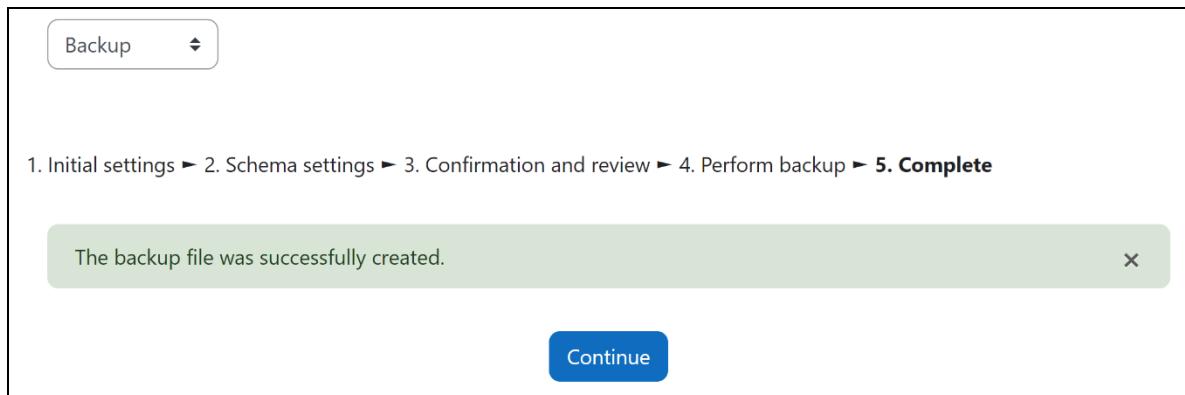


Figure 110:Complete backup

5. Download or Save the Backup File:

Note: A backup file (with distinctive. mbz extension to avoid confusion with .zip files) is then saved in the course backup area. Backup file names are of the form backup-moodle2-course-coursename-date-hour.mbz, ending in -nu.mbz when backed up with no users and - an.mbz with anonymized names.

6. You can download the backup file for future use

Course backup area					
Filename	Time	Size	Download	Restore	
backup-moodle2-course-742-emc_100-20240813-1747.mbz	Tuesday, 13 August 2024, 5:47 PM	9.4 MB	Download	Restore	
backup-moodle2-course-742-emc_100-20240813-1520.mbz	Tuesday, 13 August 2024, 3:28 PM	9.4 MB	Download	Restore	
Manage backup files					

Figure 111:Course backup area

Restoring a course backup

1. Go to the course you want to back up.
2. On the course menu from the left-hand menu.
3. Select 'More':
4. Select course reuse
5. Select restore

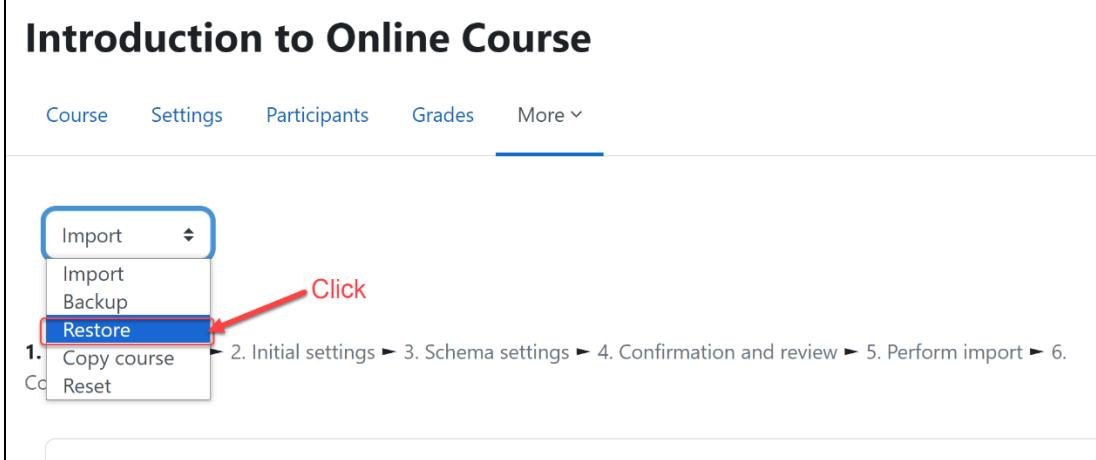


Figure 112:Restore the course

1. Upload the backup file or choose a file in the course backup area or user private backup area
2. Click “Restore” - Check that everything is as required then click the Continue button

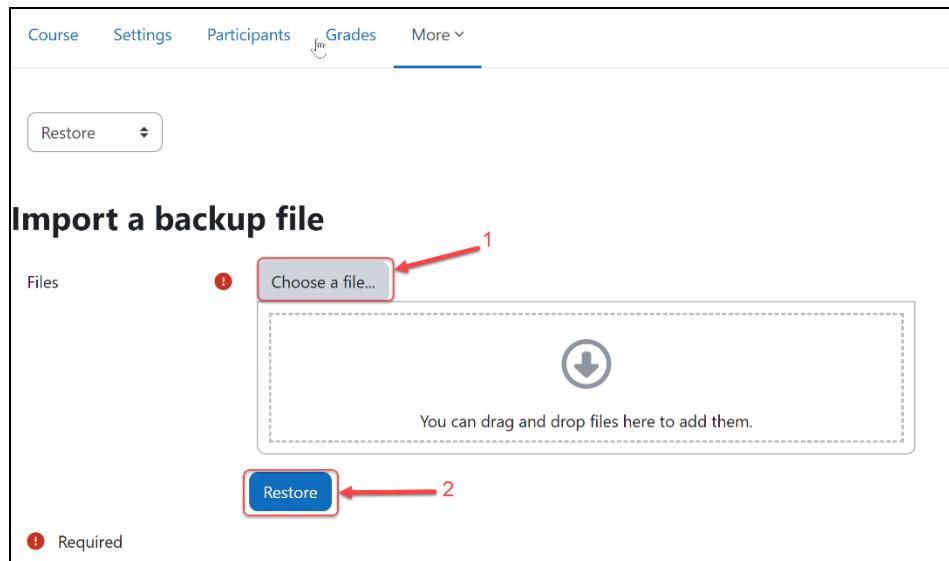


Figure 113:Restore the course

3. Destination - Choose whether the course should be restored as a new course or into an existing course then click the Continue button
4. Settings - Select activities, blocks, filters and possibly other items as required then click the Next button
5. Schema - Select/deselect specific items and amend the course name, short name and start date if necessary, then click the Next button

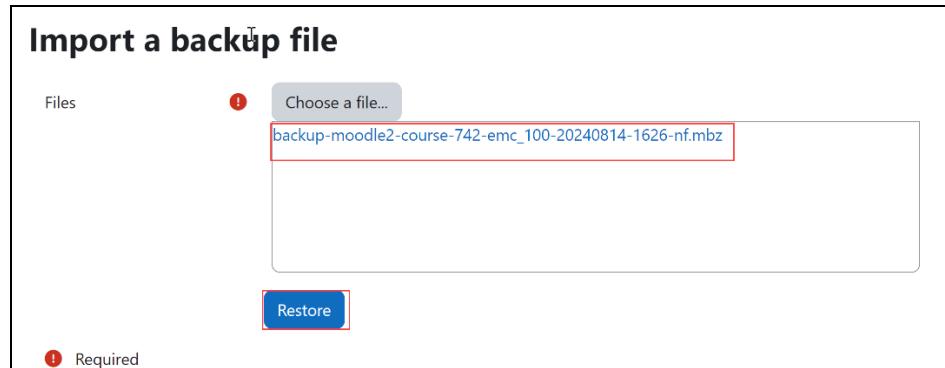


Figure 114:How to choose file

6. Review - Check that everything is as required, using the Previous button if necessary, then click the 'Perform restore' button

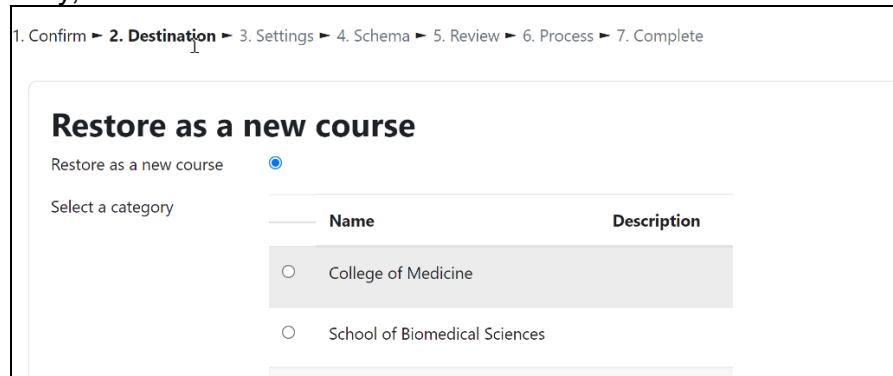


Figure 115:Destination

7. Complete - Click the "Continue" button

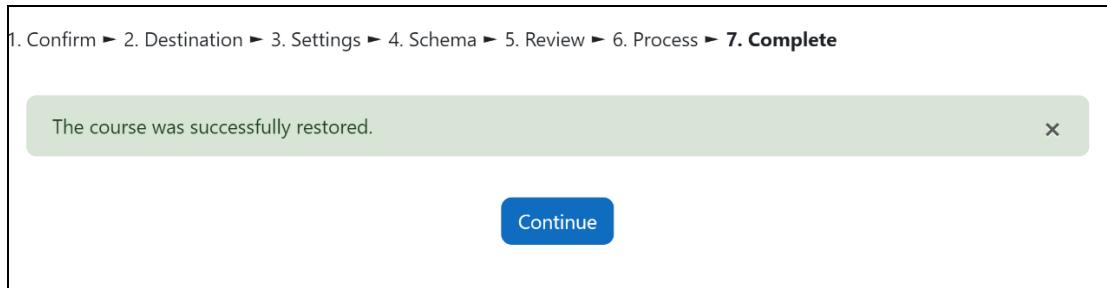


Figure 116:Complete restore

You will see the course as it shows below

The screenshot shows a course management interface. At the top, the title 'Introduction to Online Course copy 1' is displayed. Below the title is a navigation bar with links: 'Course' (underlined), 'Settings', 'Participants' (with a small hand cursor icon), 'Grades', and 'More'. To the right of the navigation bar is a 'Bulk actions' button with a plus sign and the text 'Add a bulk action'. The main content area contains a section titled 'Course Description' with a pencil icon, a 'Collapse all' button, and a three-dot menu icon. The entire interface is enclosed in a light gray border.

Figure 117:Restored course

Appendix 1

How to format Questions for uploading to Learning Management System

For MCQs

Mount Kilimanjaro with its three volcanic cones – Kibo, Mawenzi and Shira, is a dormant volcano in Tanzania. It is the highest mountain in Africa and the highest single free-standing mountain in the world. How high is its summit?

Each question should contain open and close curly brace/bracket at the end of the stem of the question,
{ }

- { ~ 4900 meters above sea level
- = 5895 meters above sea level
- ~ 5600 meters above sea level
- ~ 8765 meters above sea level
- ~ 6514 meters above sea level }

Each question should contain open and close curly brace/bracket at the end of the stem of the question, { }

For MCQs

Mount Kilimanjaro with its three volcanic cones – Kibo, Mawenzi and Shira, is a dormant volcano in Tanzania. It is the highest mountain in Africa and the highest single free-standing mountain in the world. How high is its summit?

- { ~ 4900 meters above sea level

Correct answer

- = 5895 meters above sea level
- ~ 5600 meters above sea level
- ~ 8765 meters above sea level

Wrong answers

- ~ 6514 meters above sea level }

For fill in questions, curly braces are placed where there is missing words. Inside curly braces list all possible correct answers with prefix symbol “=”

The capital city of the United Republic of Tanzania is

- { = Dodoma }

Different questions are separated by a single empty line or paragraph

What does the Tanzanian economy depend on?

- { = agriculture = mining = tourism }

Do you prefer the { = aisle }, middle or window seat on the airplane?

For short essay questions

Briefly describe some of the benefits of using E-Learning for teaching and learning. { }

For True/False questions

Tanzania is known for its lakes. The lake that forms the border between Tanzania and Malawi is called Lake Tanganyika. { F }

Correct answer in curly brackets

Matching Questions

Match the questions with their corresponding Answers { }

=The capital city of Mozambique->Maputo

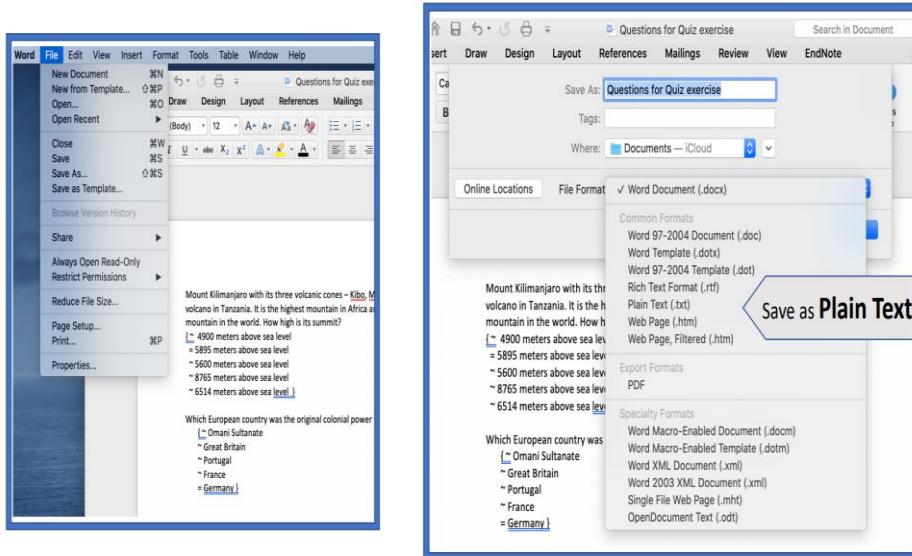
=The Deepest part of the earth with the hottest molten liquid->Core

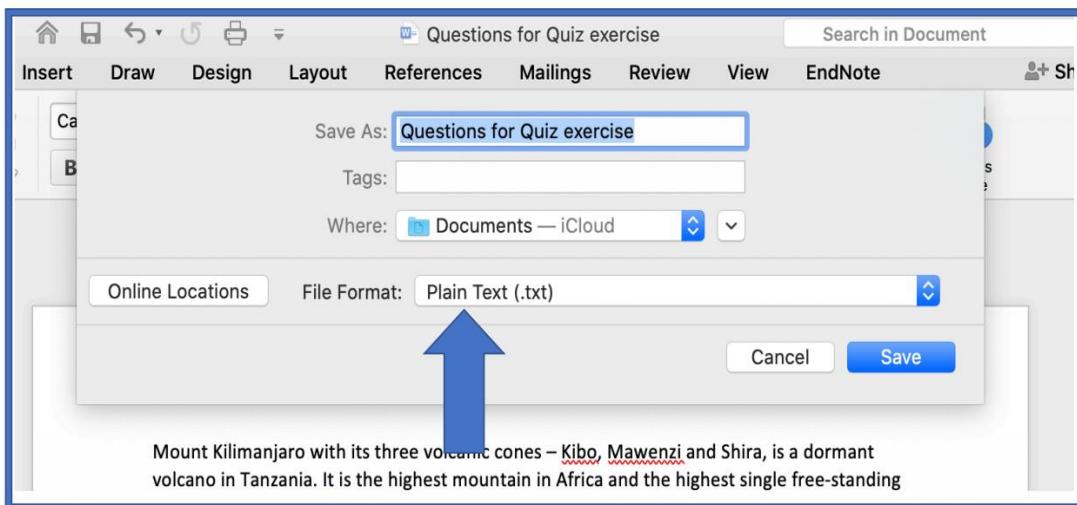
=The African country with high population->Nigeria

= ->Harare

= ->Tanzania

When your document is formatted and ready
its time to Save





Then click on save, it will bring you to the next Plain Text saving options

