



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.

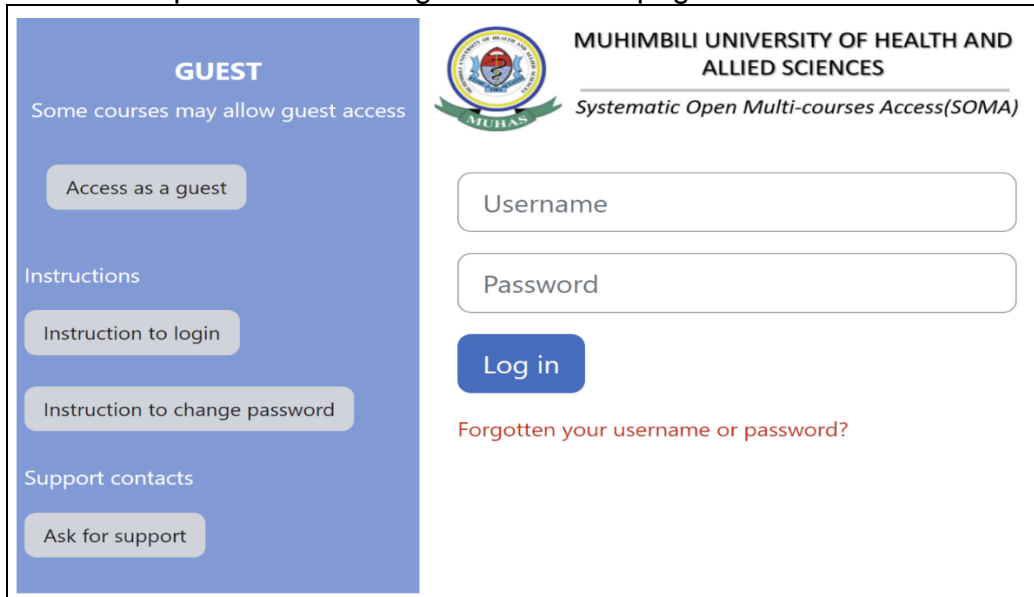


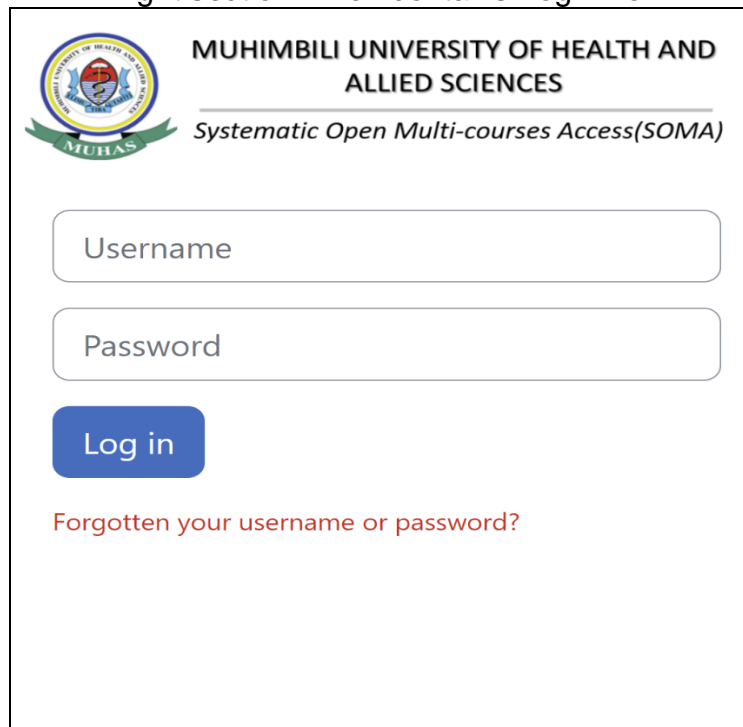
Figure 1: System homepage

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



Figure 2: Information Section

ii. Right section which contains Login Form.



The login form is enclosed in a black rectangular border. At the top left is the Muhimbili University of Health and Allied Sciences (MUHAS) logo, which is a circular emblem with a red and blue design. To the right of the logo, the text "MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES" is written in bold, uppercase letters. Below this, the text "Systematic Open Multi-courses Access(SOMA)" is written in a smaller, italicized font. The form contains two input fields: "Username" and "Password", both with rounded rectangular borders. Below the password field is a blue "Log in" button with white text. 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.

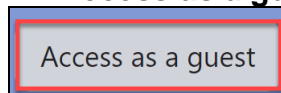


Figure 4: Guest Button

B. Instructions

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

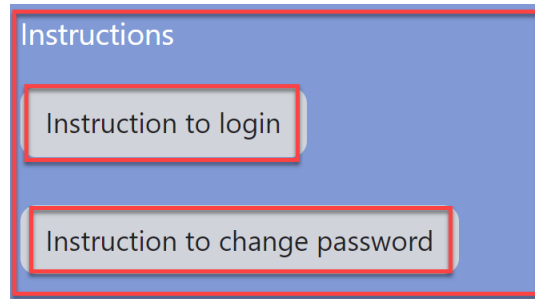


Figure 5:Instruction sub section

- a) Click **"Instruction to login"** button to get login instructions as shown below.

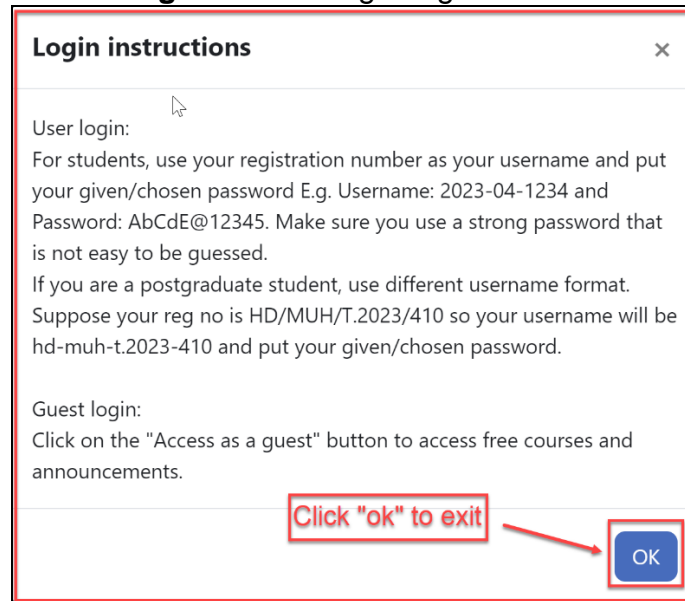


Figure 6:Login Instructions

- b) To exit click **"ok"**.
- c) 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.

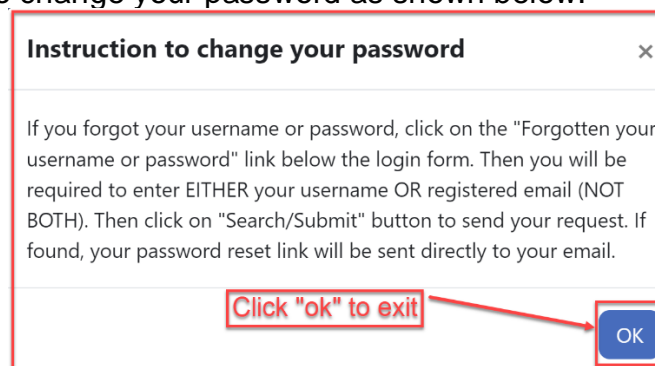
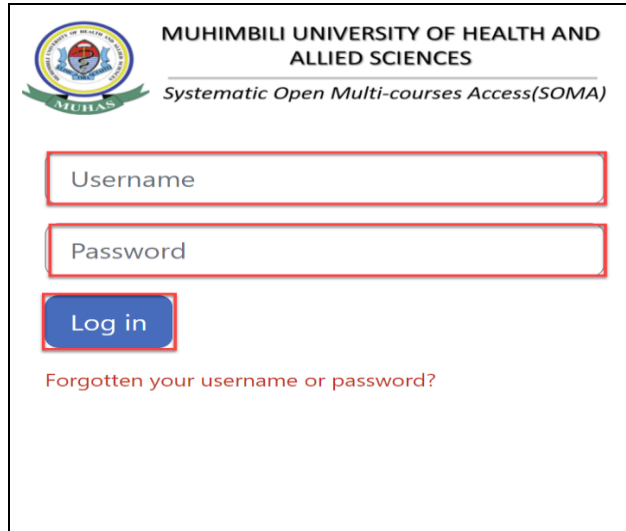


Figure 7:Instructions to change your password

2.2 Login Section

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



MUHIMBILI UNIVERSITY OF HEALTH AND ALLIED SCIENCES
Systematic Open Multi-courses Access(SOMA)

Username

Password

Log in

[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.

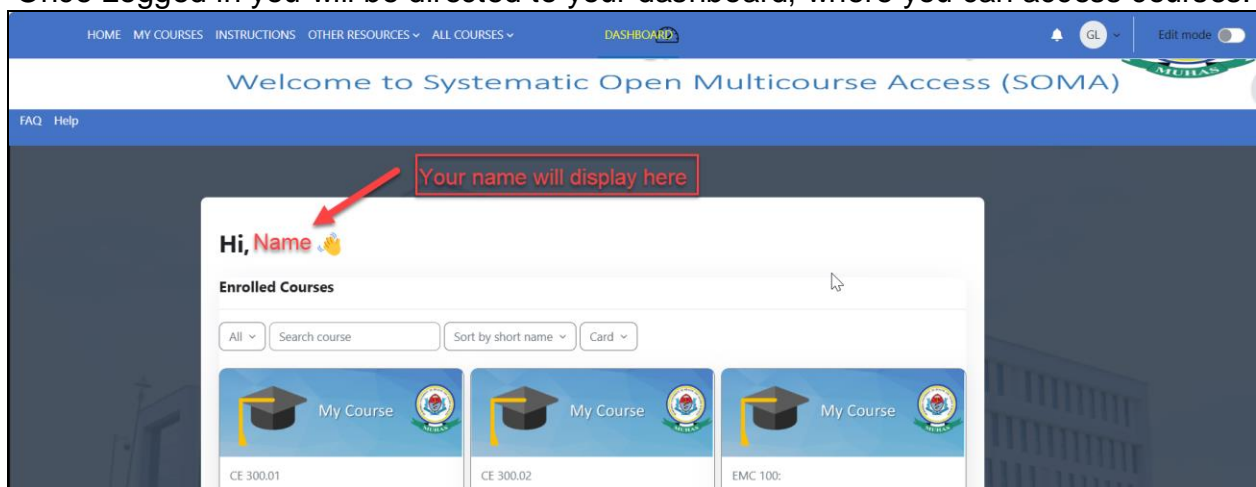


Figure 9:Dashbord page

2. User Profile Management

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

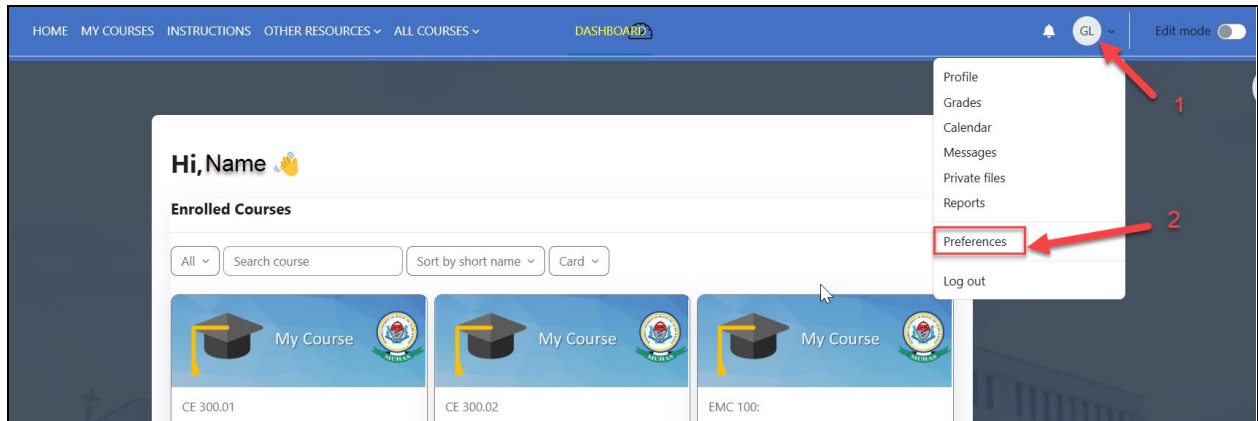


Figure 10: Preferences

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

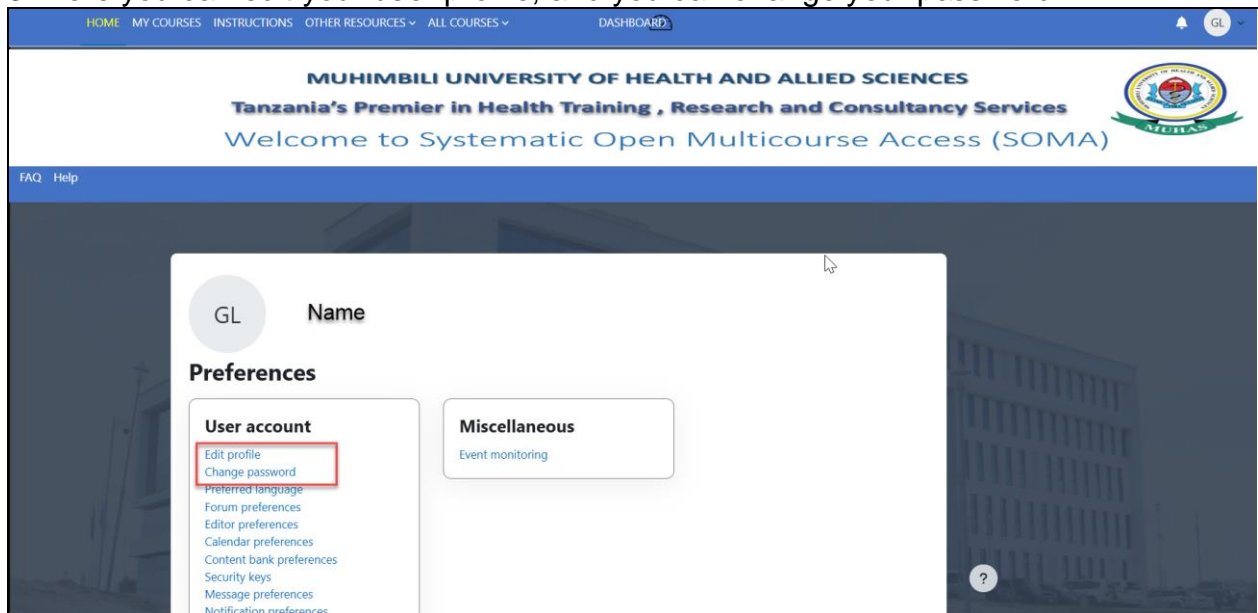



Figure 11: User profile

4. Edit your profile

1. Update general information
2. Describe your profile

Preferences / Edit profile



Demo Teacher

Demo Teacher

General

First name

1 Demo

Last name

1 Teacher

Email address

1 demoteacher@muhas.ac.tz

Email visibility

2 Visible to course participants

City/town

Dar es Salaam

Select a country


Tanzania, the United Republic of

Timezone

Africa/Dar_es_Salaam

Description

2



Expand all

1

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

Files

You can drag and drop files here to add them.

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

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)

!

3

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 bellow.

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

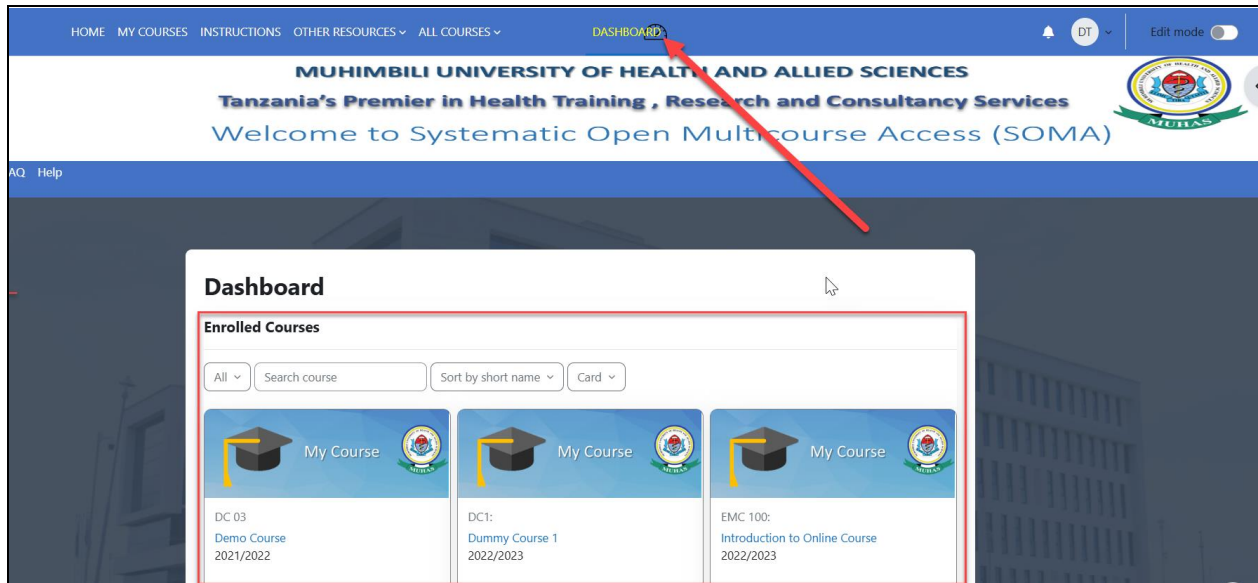


Figure 15:Dashboard page

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

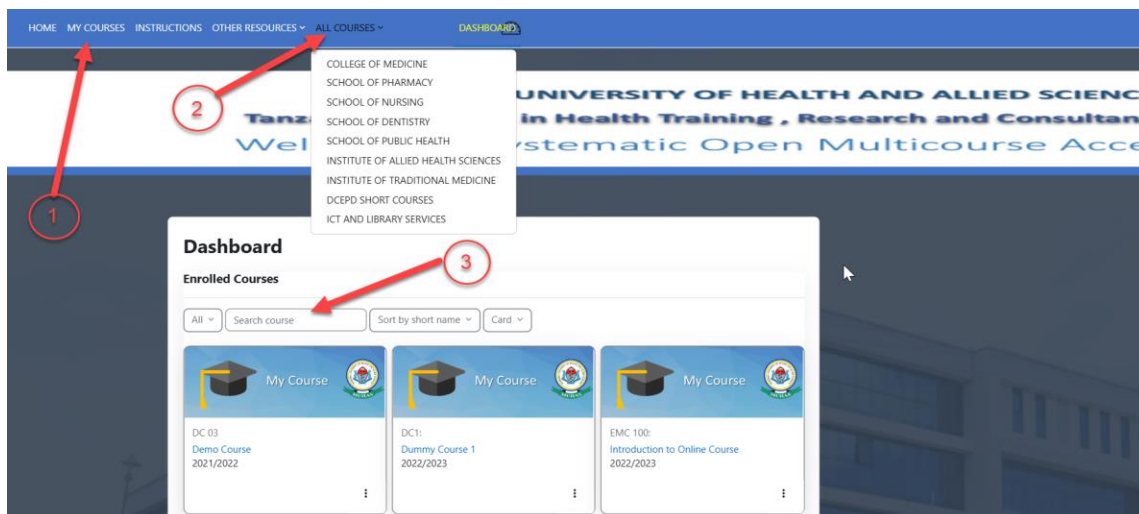


Figure 16:My courses page

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.

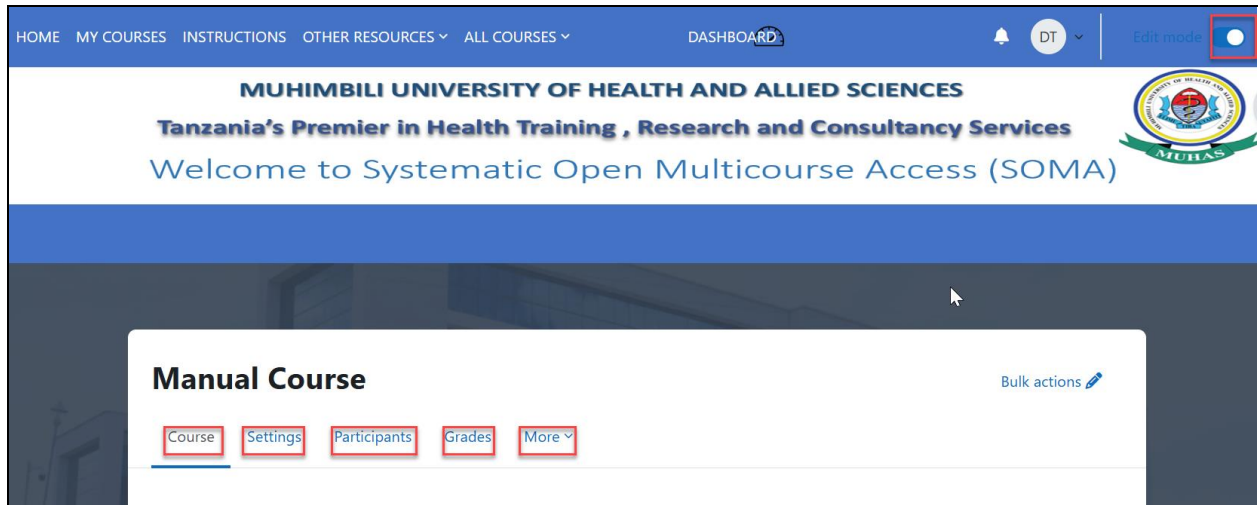


Figure 17:Course menus

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.

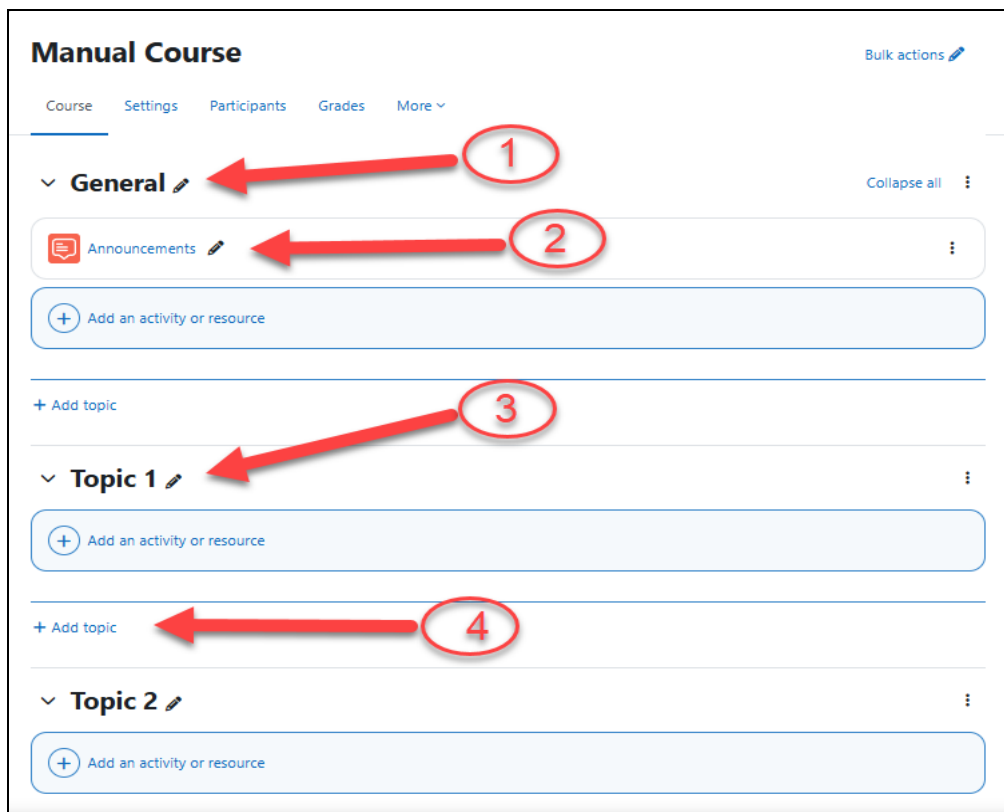


Figure 18:Course settings section

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”.

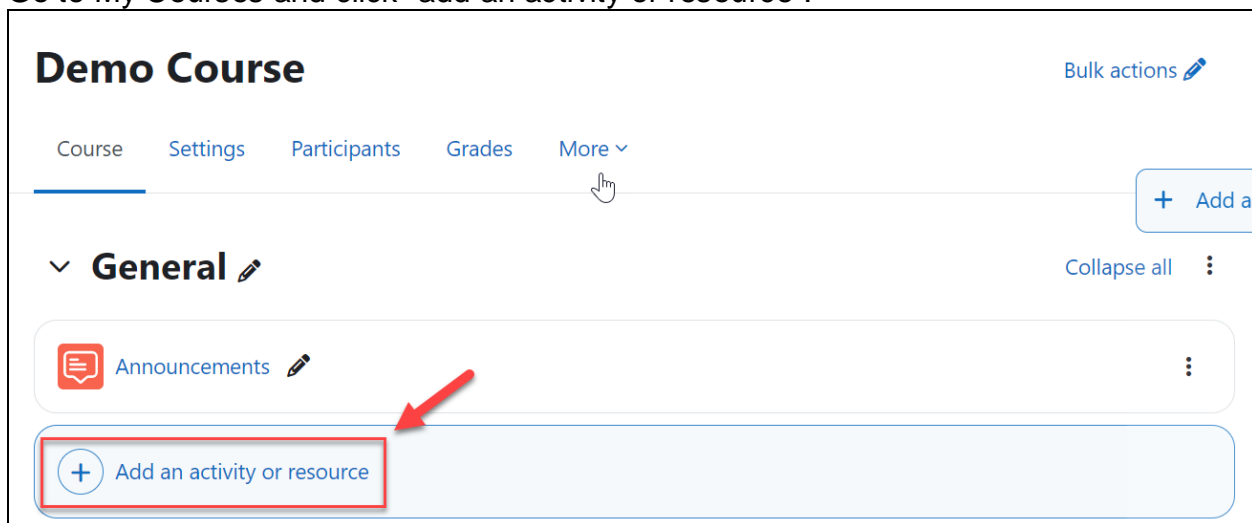


Figure 19:Add file

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

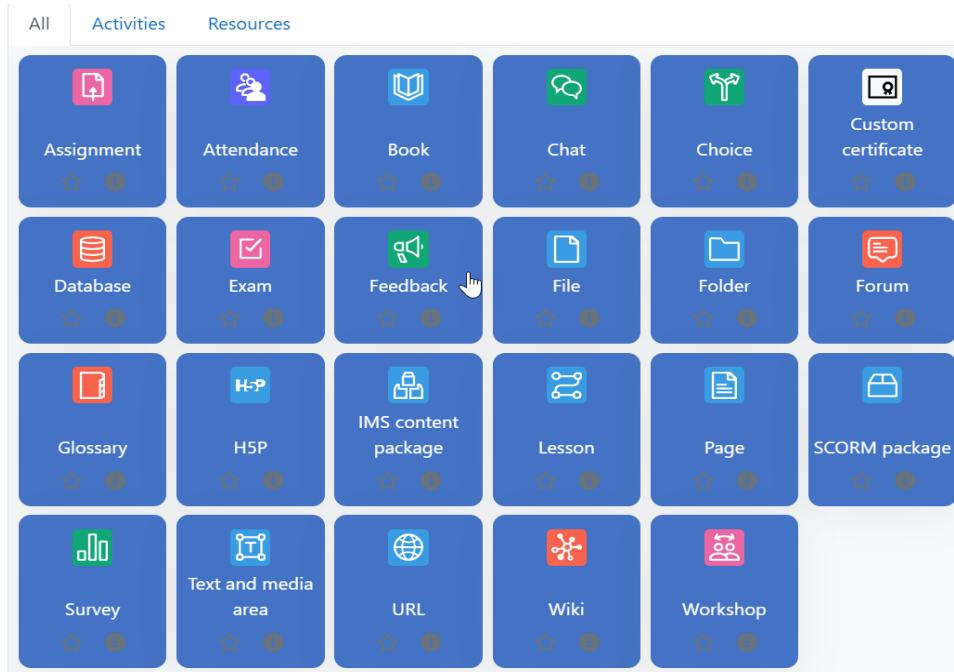
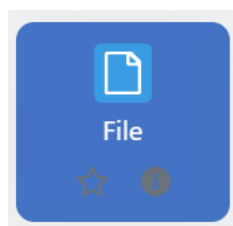


Figure 20:activity/resources selector

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.

Manual Course

Course Settings Participants Grades More ▾

Adding a new Page to Topic 1 Expand all

General

Name 1

Description 2

☐ Display description on course page

Content

Page content 3

Appearance

Common module settings

Restrict access

Completion conditions

Tags

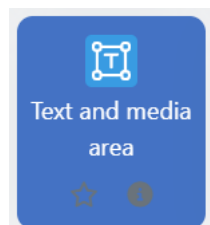
☐ Send content change notification

4 Save and return to course Save and display Cancel

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"

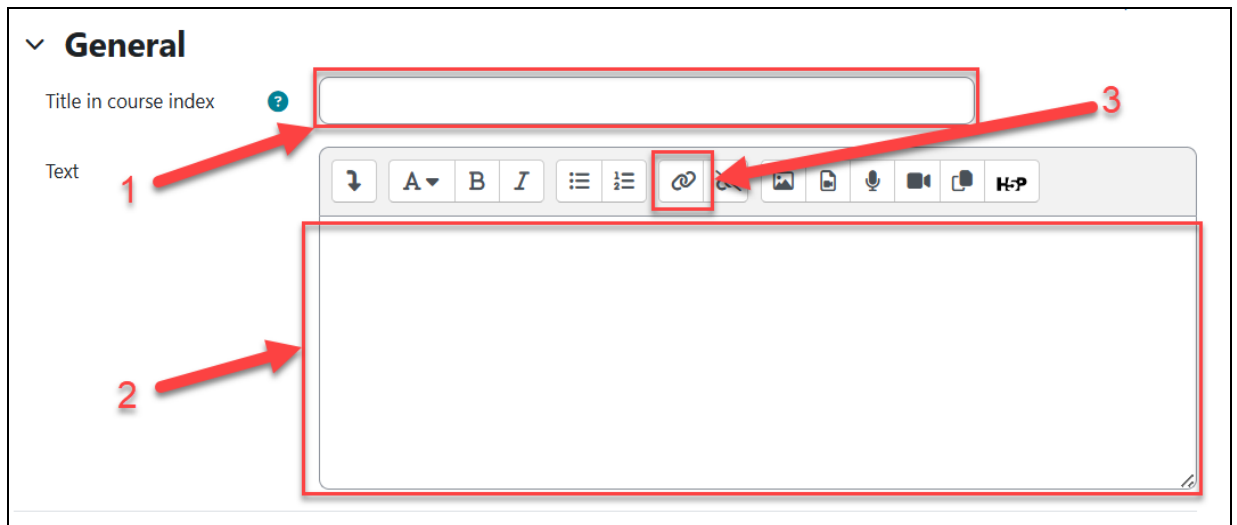
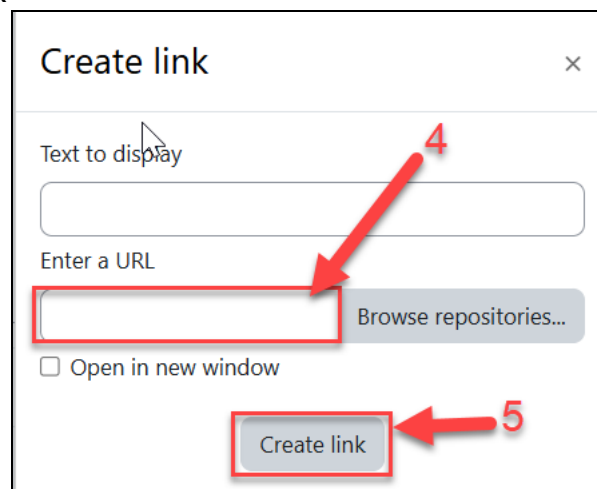
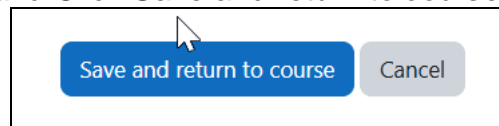


Figure 23: Adding page

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

The screenshot shows a form titled "Adding a new URL" with a globe icon and a help icon. On the left, there is a sidebar with a "General" section. The form has three main input areas: "Name", "External URL", and "Description". Red arrows with numbers 1, 2, and 3 point to these fields respectively. The "Name" field has a red exclamation mark and a blue question mark icon. The "External URL" field has a red exclamation mark icon and a "Choose a link..." button. The "Description" field has a rich text editor toolbar with icons for undo, font color, bold, italic, bulleted list, numbered list, link, unlink, image, document, microphone, video, and help. At the bottom, there is a checkbox labeled "Display description on course page" with a help icon. An "Expand all" link is in the top right corner.

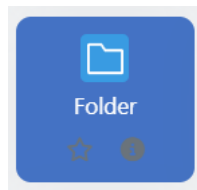
Figure 24:Adding a new URL

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

The screenshot shows a button labeled "Save and return to course" in blue, with a mouse cursor hovering over it. To its right is a grey button labeled "Cancel".

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.

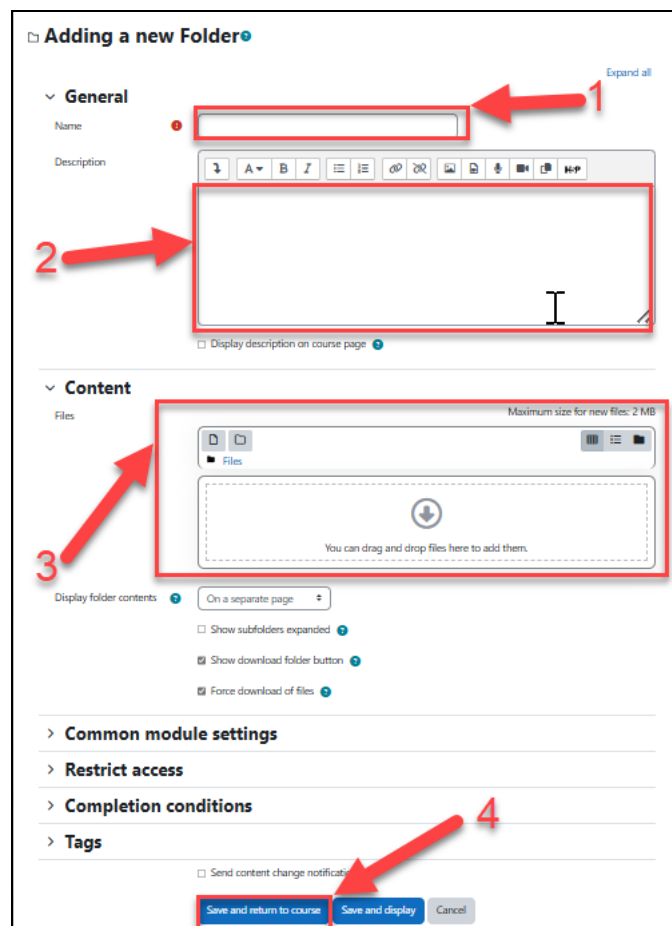
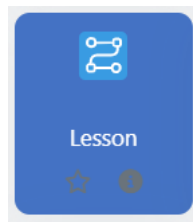
A screenshot of the 'Adding a new Folder' form. The form has two main sections: 'General' and 'Content'. In the 'General' section, there is a 'Name' field (indicated by red arrow 1) and a 'Description' text area (indicated by red arrow 2). Below the 'Description' is a checkbox labeled 'Display description on course page'. In the 'Content' section, there is a 'Files' area (indicated by red arrow 3) with a file manager interface showing a 'Files' folder and a message 'You can drag and drop files here to add them.' Below the 'Files' area are checkboxes for 'Show subfolders expanded', 'Show download folder button', and 'Force download of files'. At the bottom of the form, there are four buttons: 'Save and return to course' (indicated by red arrow 4), 'Save and display', and 'Cancel'. The form also has expandable sections for 'Common module settings', 'Restrict access', 'Completion conditions', and 'Tags'.

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

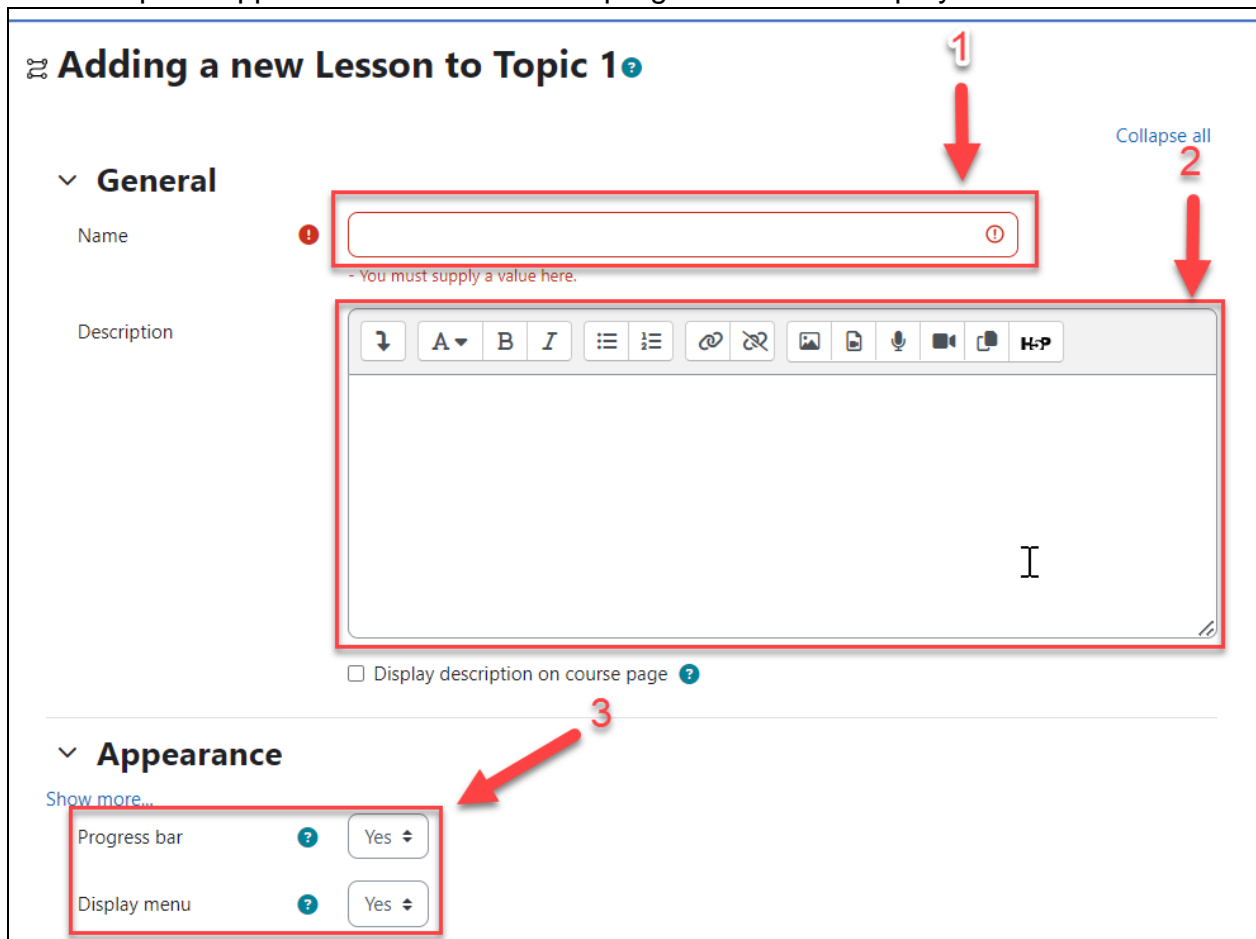
A screenshot of a web form titled "Adding a new Lesson to Topic 1". The form has two main sections: "General" and "Appearance". In the "General" section, there is a "Name" field with a red border and a red "1" above it, and a "Description" field with a red border and a red "2" above it. The "Description" field has a rich text editor toolbar. Below the "Description" field is a checkbox labeled "Display description on course page". In the "Appearance" section, there are two rows: "Progress bar" and "Display menu", each with a "Yes" button and a red "3" above it. A "Collapse all" link is in the top right corner. A red arrow points from the "3" to the "Progress bar" and "Display menu" buttons.

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 ☐ Enable 16 August 2024 09 26

Figure 27:Completion contions

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

☐ Send content change notification

Save and return to course

Save and display

Cancel

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

Topic 2

Introduction to Network

To do

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**

Page title ! Network Topology

Page contents

A network topology is the physical and logical arrangement of nodes and connections in a network. Nodes usually include devices such as switches, routers and software with switch and router features.

☒ Arrange content buttons horizontally?

☒ Display in menu?

✓ **Content 1**

Description ! Network Topology

Jump Next page

> **Content 2**

> **Content 3**

> **Content 4**

5 Save page Cancel

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

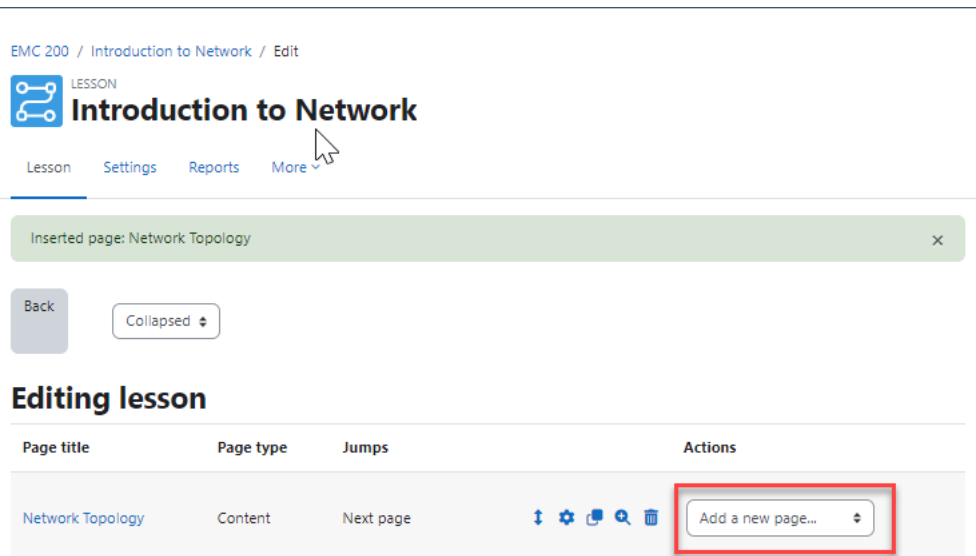


Figure 31:Adding new page

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

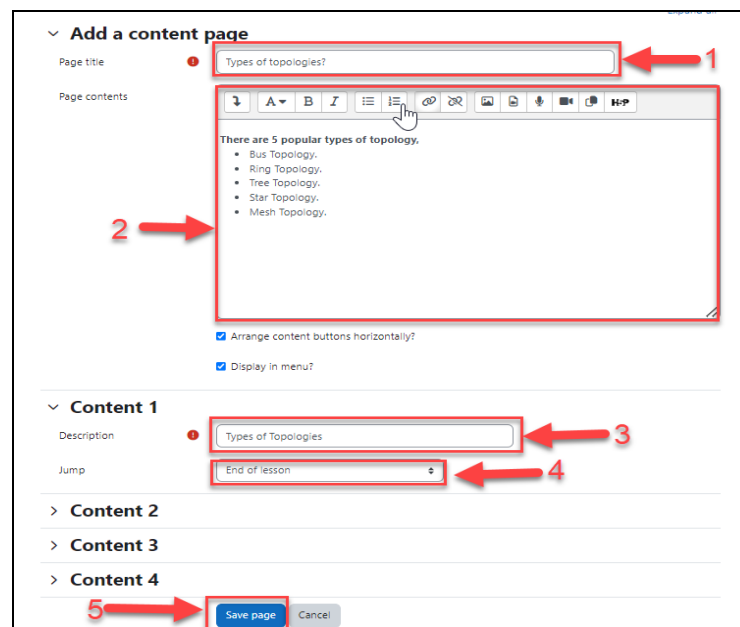


Figure 32:Adding new contents

10. You can also view the lesson report.

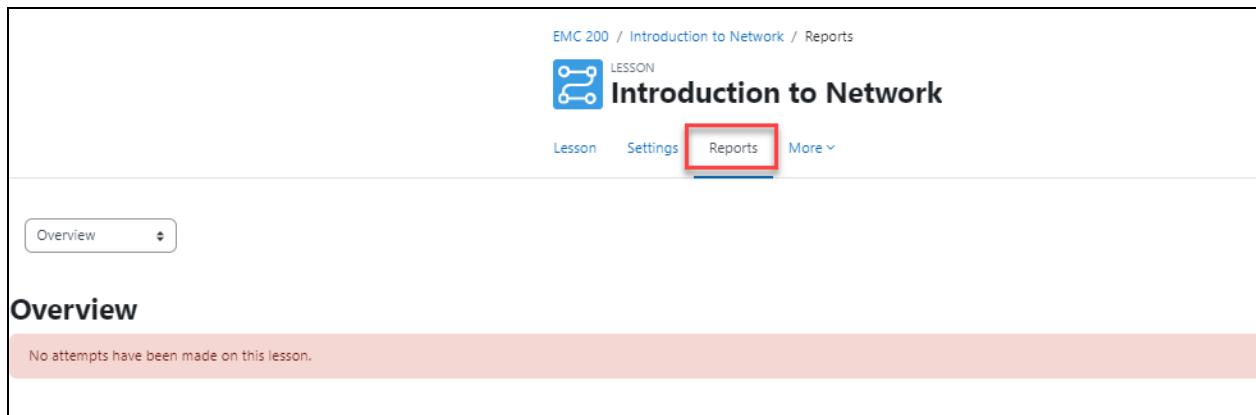


Figure 33:View lesson report

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



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



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

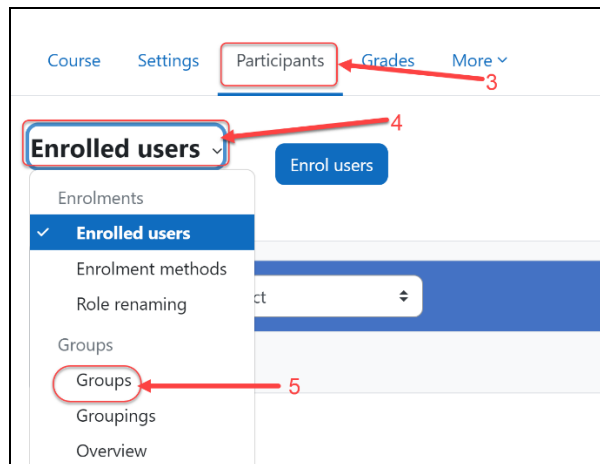


Figure 36: Add group

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

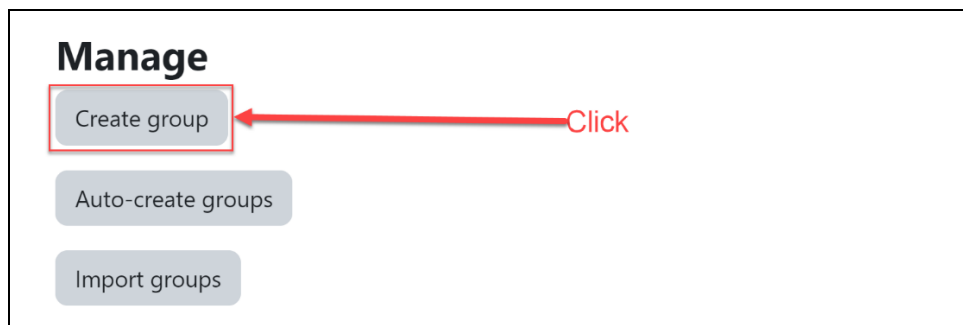


Figure 37: Create group

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

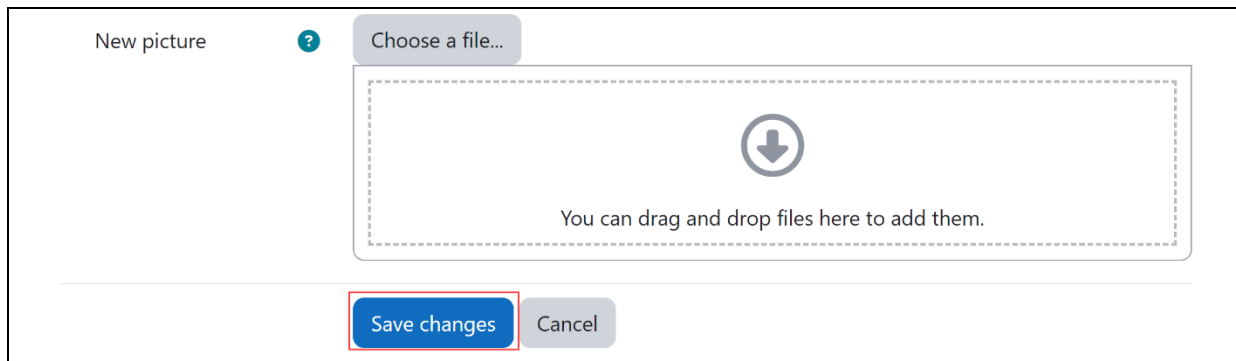


Figure 39:How to save created group

Adding Members to Groups

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

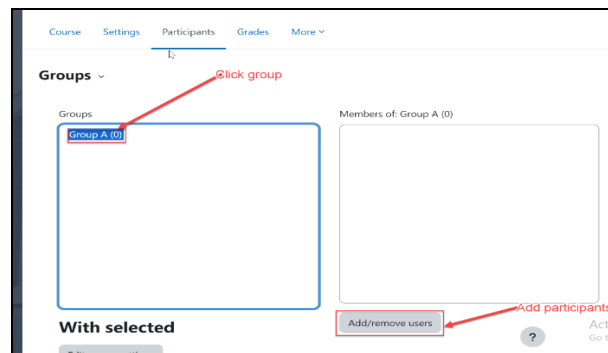


Figure 40:Group selection

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.

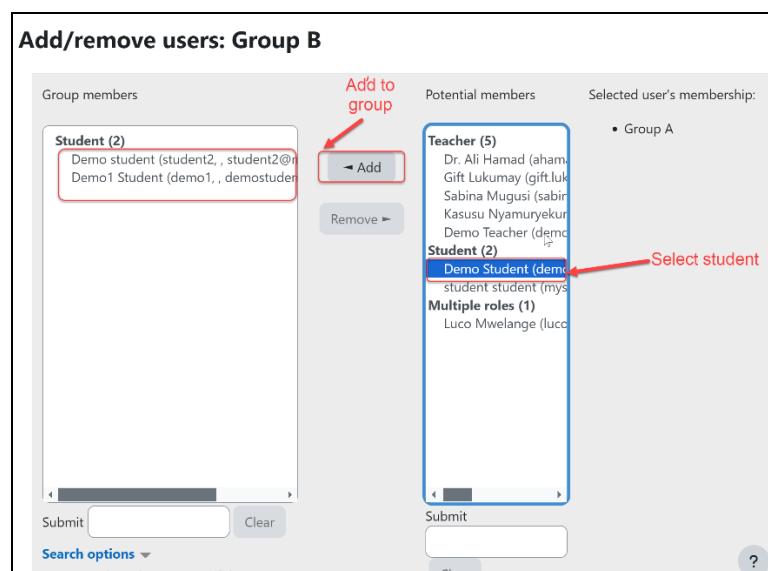


Figure 41:How to add members to groups

3.6. Adding activity/assessment

A. Assignment

Individual assignment settings

To create an assignment:

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

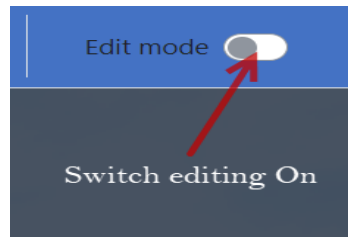


Figure 42:Switch for editing

2. Click “Add an activity or resource”

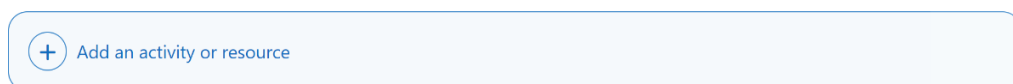


Figure 43:Add activity

3. Click on assignment from the list

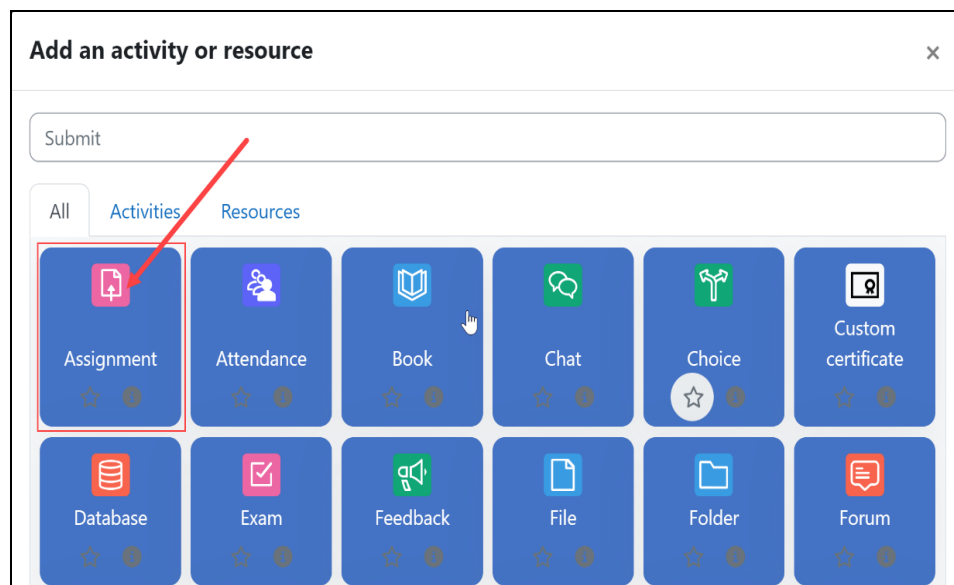
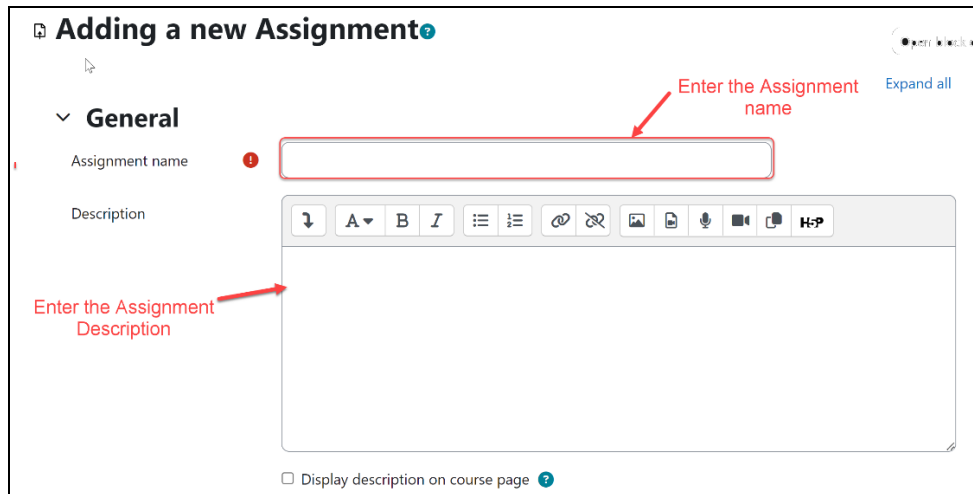


Figure 44:Adding assignment to a course

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).



The screenshot shows the 'Adding a new Assignment' form. The 'General' section is expanded, showing the 'Assignment name' and 'Description' fields. A red arrow points to the 'Assignment name' field with the text 'Enter the Assignment name'. Another red arrow points to the 'Description' field with the text 'Enter the Assignment Description'. At the bottom, there is a checkbox labeled 'Display description on course page'.

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

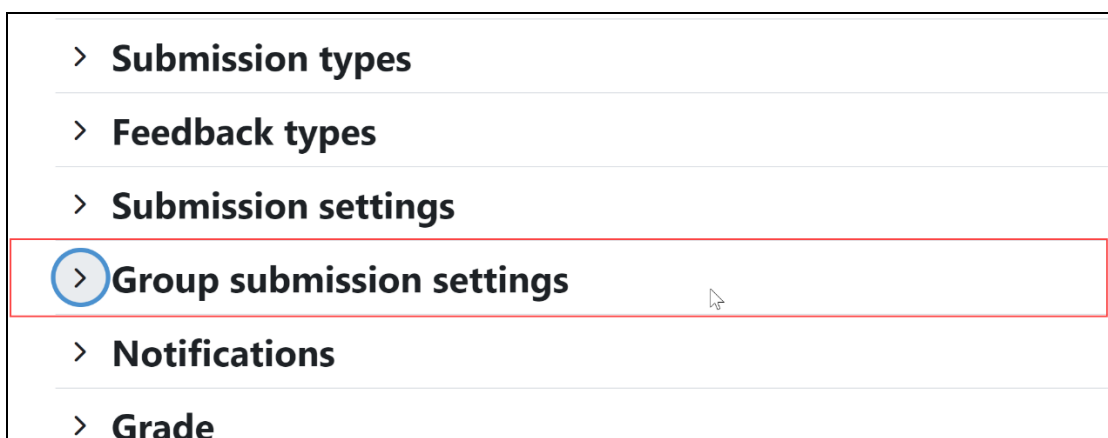


Figure 48:Group assignment button

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.

Group submission settings

Students submit in groups ? Yes 4

Require group to make submission ? Yes 5

Require all group members submit ? No

Grouping for student groups ? None

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

Grade

Grade ?

Type Point

Maximum grade

Set the desired marks

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

☐ Send content change notification ?

Save and return to course Save and display Cancel

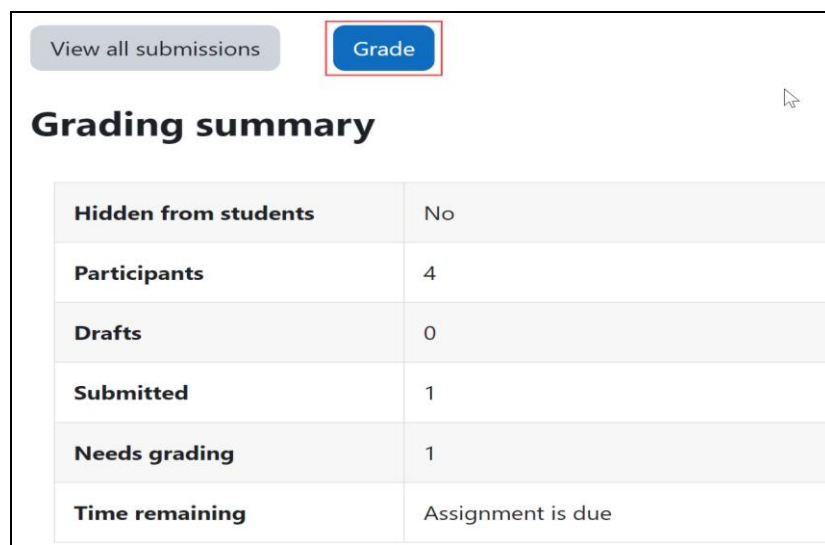
! Required

Activate

Figure 51:How to save Assignment

Managing Assignment Submissions:

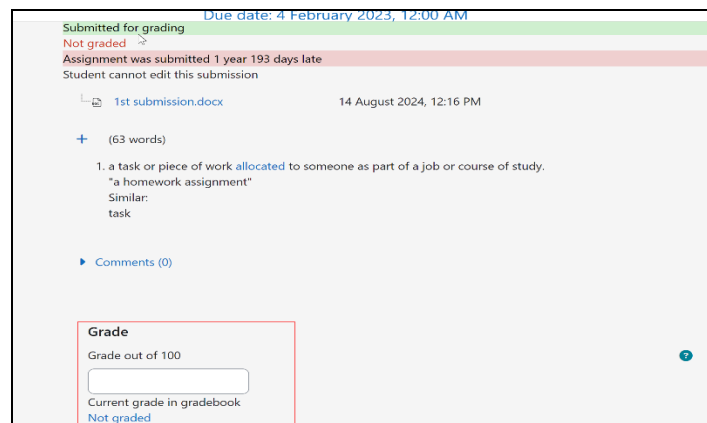
When students have submitted their assignments, they can be accessed by clicking on the assignment activity. This will bring up the Grading Summary page. The Grading Summary page displays a summary of the assignment, including; number of participants, number of drafts, number of submitted assignments,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



View all submissions	Grade
Grading summary	
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.



Submitted for grading Due date: 4 February 2023, 12:00 AM

Not graded →

Assignment was submitted 1 year 193 days late

Student cannot edit this submission

1st submission.docx 14 August 2024, 12:16 PM

(63 words)

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

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"/>		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



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

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

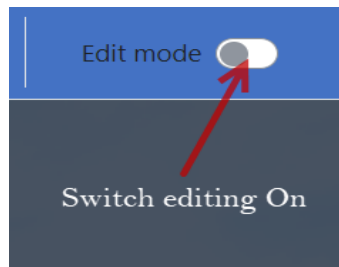


Figure 57:Switch editing on

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

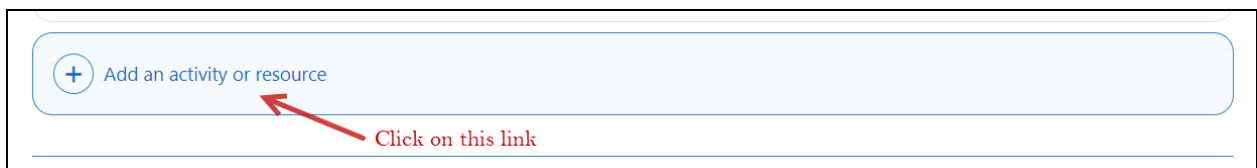


Figure 58:Adding activity or resource link

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

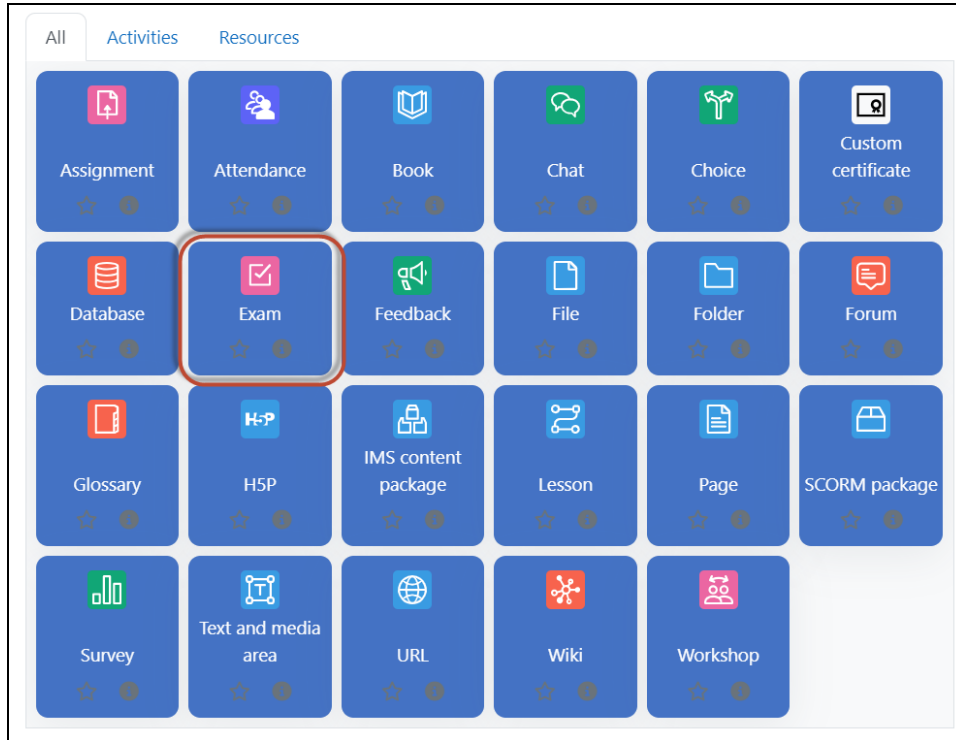


Figure 59:Exam option

4. Enter the desired Exam details and settings

A screenshot of the 'Adding a new Exam to Topic 3' form in an LMS. The form is titled 'Introduction to Online Course' and has tabs for 'Course', 'Settings', 'Participants', 'Grades', and 'More'. The 'Settings' tab is active. The form has a section for 'General' with a 'Name' field and a 'Description' field. The 'Name' field has a red exclamation mark icon and a red arrow pointing to it with the text 'Add name of your exam'. The 'Description' field has a red arrow pointing to it with the text 'Add instructions (if any)'. The 'Description' field has a rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, image, video, audio, and H-P. At the bottom of the form, there is a checkbox labeled 'Display description on course page' and a help icon.

Figure 60:Fill exam details

5. Scroll down and set the following options

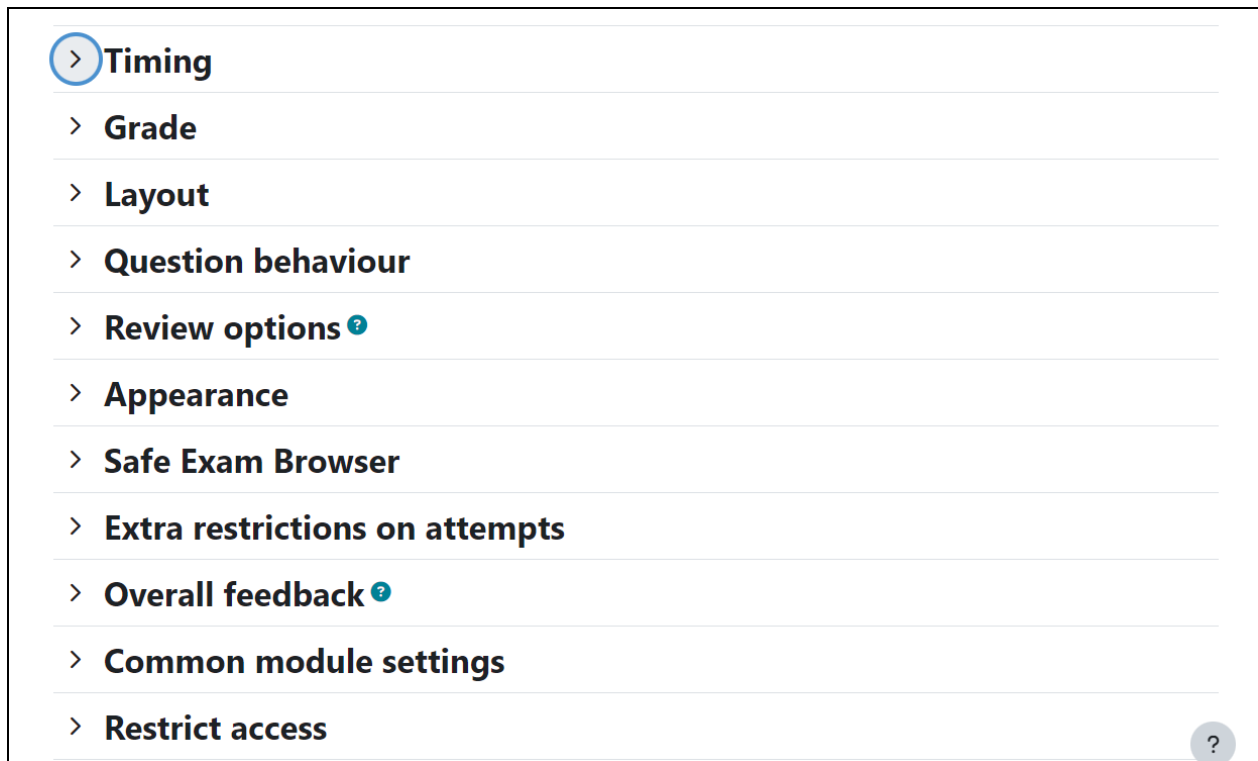


Figure 61:Exam settings

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

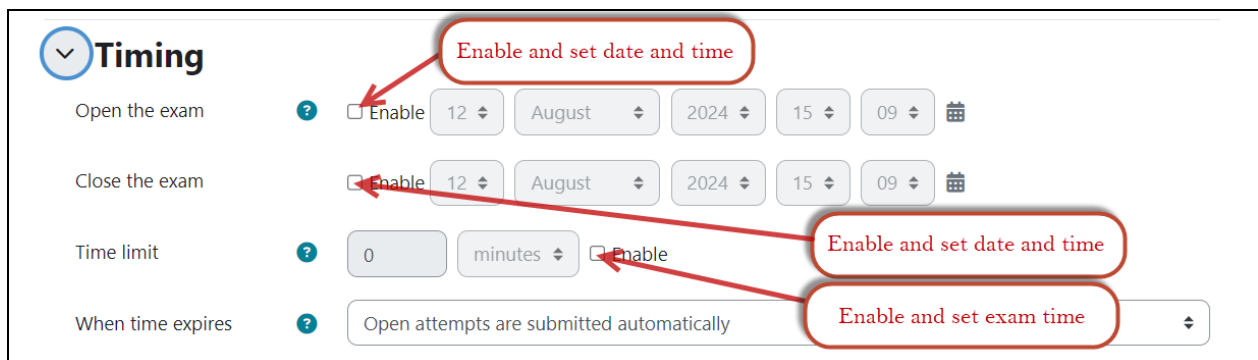


Figure 62:Timing settings

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

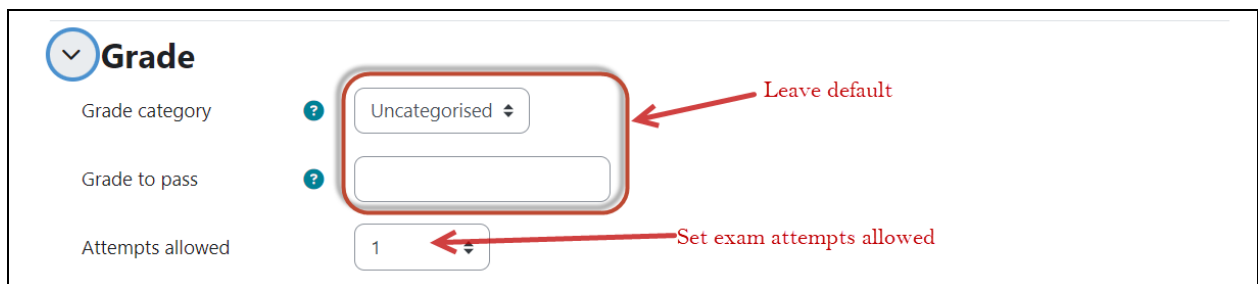


Figure 63:Grade settings

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

How questions behave ? Deferred feedback ⌵

Show more...

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

▼ **Review options** ?

During the attempt

- ☒ The attempt ?
- ☐ Whether correct ?
- ☐ Maximum marks ?
- ☐ Marks ?
- ☐ Specific feedback ?
- ☐ General feedback ?
- ☐ Right answer ?
- ☐ Overall feedback ?

Immediately after the attempt

- ☐ The attempt
- ☐ Whether correct
- ☐ Maximum marks
- ☐ Marks
- ☐ Specific feedback
- ☐ General feedback
- ☐ Right answer
- ☐ Overall feedback

Later, while the exam is still open

- ☐ The attempt
- ☐ Whether correct
- ☐ Maximum marks
- ☐ Marks
- ☐ Specific feedback
- ☐ General feedback
- ☐ Right answer
- ☐ Overall feedback

After the exam is closed

- ☒ The attempt
- ☒ Whether correct
- ☒ Maximum marks
- ☒ Marks
- ☒ Specific feedback
- ☒ General feedback
- ☐ Right answer
- ☒ Overall feedback

Figure 66:Review options

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

▼ **Appearance**

Show the user's picture ? No image ▾

Decimal places in grades ? 1 ▾

Decimal places in marks for questions ? 1 ▾

[Show more...](#)

Set decimal places for questions and overall marks

Figure 67:Appearance settings

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

▼ **Safe Exam Browser**

Require the use of Safe Exam Browser ? Yes – Use an existing template

(Select Yes-Use an existing template, then MUHAS SEB CONFIGURATIONS will be automatically selected)

Safe Exam Browser config ? MUHAS SEB CONFIGURATIONS

Show Safe Exam Browser download button ? Yes

Enable quitting of SEB ? No

Select the existing template

The auto-selected template

Select "Yes"

Select "No"

Figure 68:Safe Exam Browser settings

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

The screenshot shows the 'Extra restrictions on attempts' settings panel. It includes the following elements and annotations:

- Require password:** A text input field with the placeholder 'Click to enter text'. A red arrow points to it with the label 'Set exam password'.
- Require network address:** An empty text input field. A red arrow points to it with the label 'Contact technical support to set this(especially when students will be using the institution gadgets)'.
- Browser security:** A dropdown menu currently showing 'Full screen pop-up with some JavaScript security'. A red arrow points to it with the label 'Select this option'.
- Allow Exam to be attempted offline using:** A radio button labeled 'No' is selected. A red arrow points to it with the label 'Leave default'.

Other visible elements include a 'Show less...' link and a question mark icon next to each setting.

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”

The screenshot shows the 'Introduction to Online Course' page with a navigation bar containing 'Course', 'Settings', 'Participants', 'Grades', and 'More'. The 'More' dropdown menu is open, showing the following options:

- Question bank
- Content bank
- Filters
- LTI External tools
- Accessibility toolkit
- Recycle bin
- Course reuse

Red annotations include:

- An arrow pointing to the 'More' button with the label 'Click on "More"'. The 'More' button is highlighted with a red box.
- An arrow pointing to the 'Question bank' option with the label 'Select "Question bank"'.

The page also features a 'Course Description' section with text about Muhimbili University of Health and Allied Sciences (MUHAS) and a 'Collapse all' link.

Figure 70:Question bank option

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

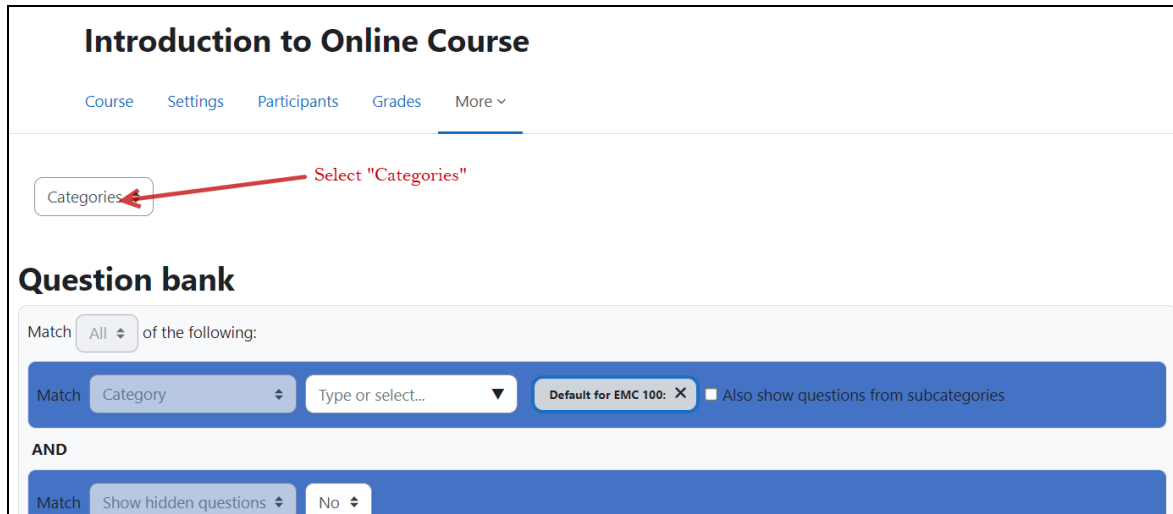


Figure 71:Select Categories

3. Click on “Add category” button

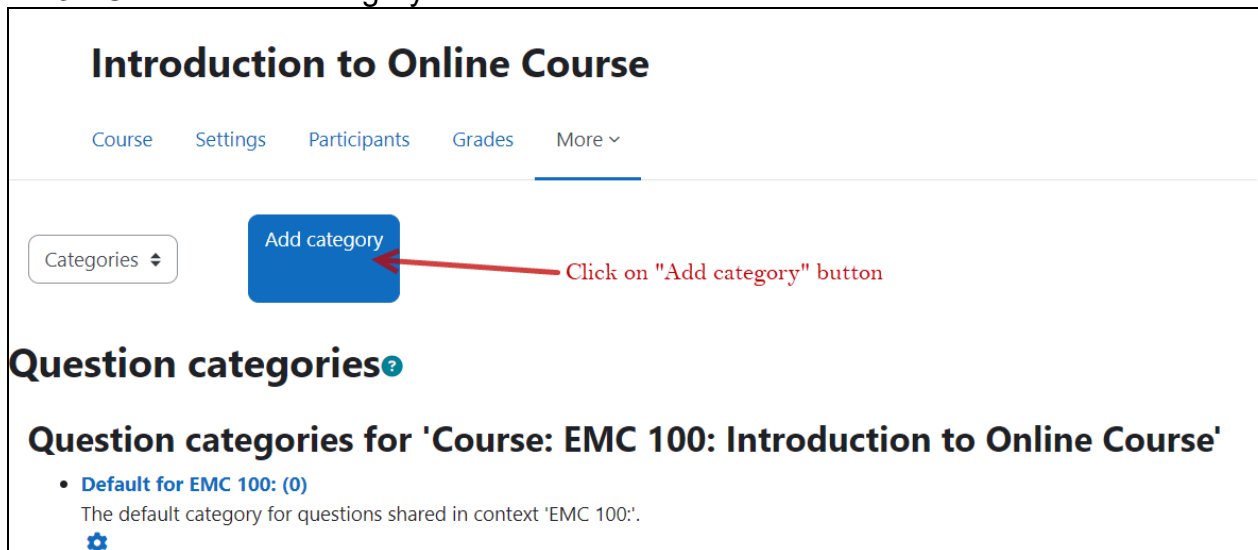


Figure 72:Add category

4. Put your desired details for the questions bank category

▼ **Add category**

Parent category ? Default for EMC 100: ▼

Name ! CAT1 QUESTIONS

Category info

ID number ?

Add category 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)** ⚙️ 🗑️ ← ↓ → ↑
Created category (with no questions inside)
- **Sample qns category (5)** ⚙️ 🗑️ ← →

Figure 74:Open category

6. Select "Import" option

Import bank

Questions ⌵

Questions
Export
Import
Categories

Match ⌵ of the following:

Match Category ⌵ Type or select... ▼ CAT1 QUESTIONS ×

AND

Match Show hidden questions ⌵ No ⌵

+ Add condition

Figure 75:Select "Import" option

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

Import questions from file? [Expand all](#)

▼ **File format**

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

▼ **General**

▼ **Import questions from file**

Import

[Choose .txt file \(plain text file\)](#)

[Import](#)

You can drag and drop files here to add them.

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

[Click here](#)

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

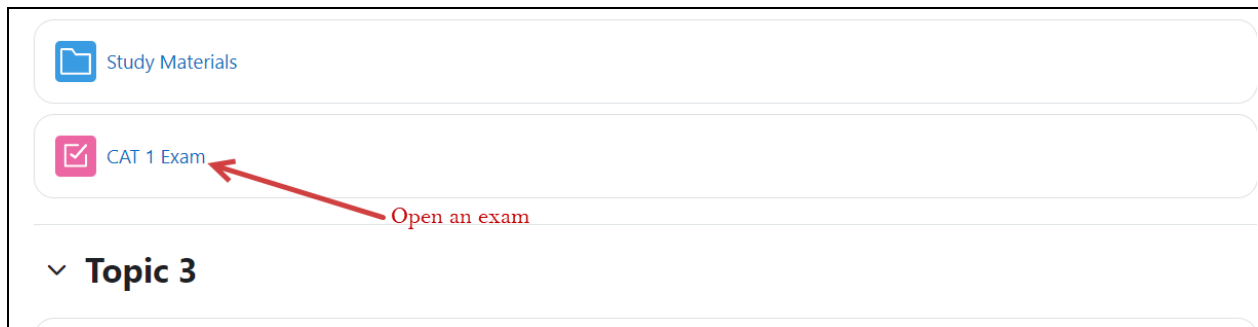


Figure 78:Open an Exam

3. Click “Add question” to add questions to your exam

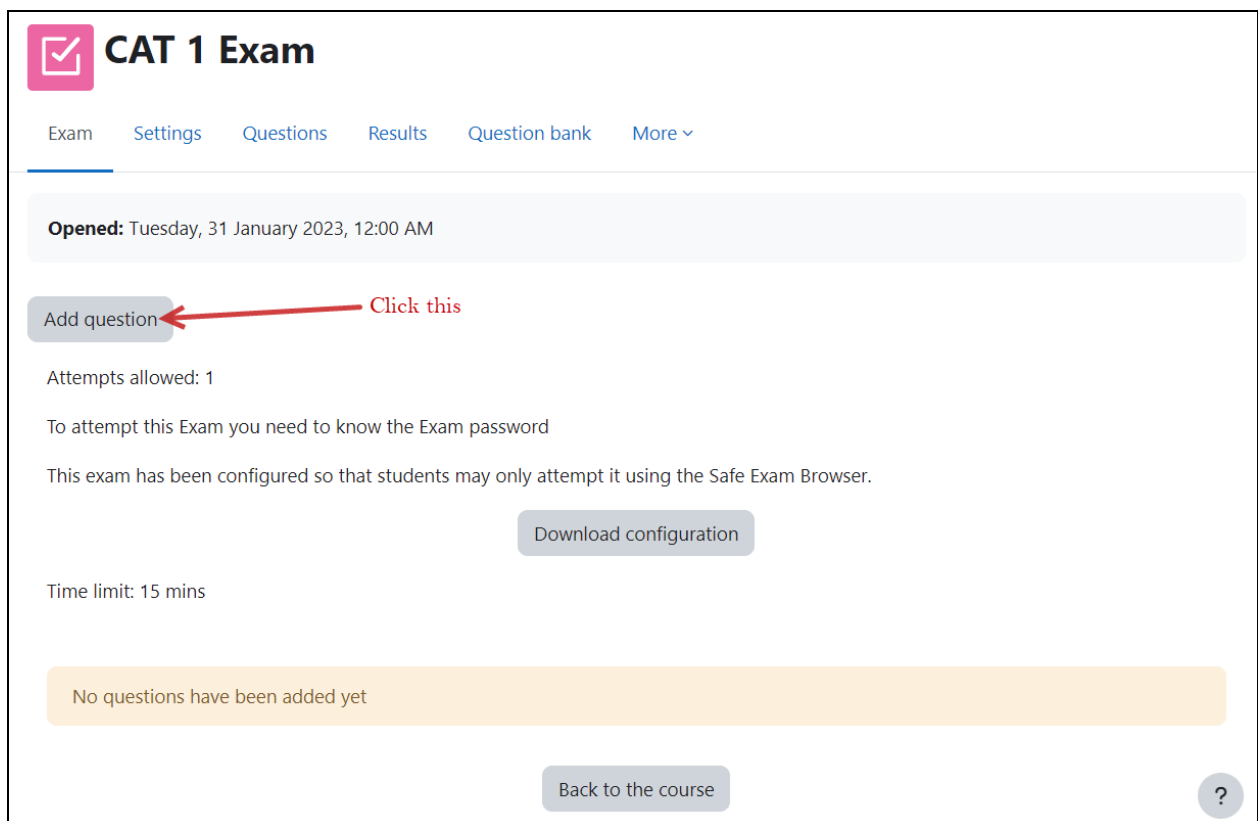


Figure 79:Add questions to an Exam

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

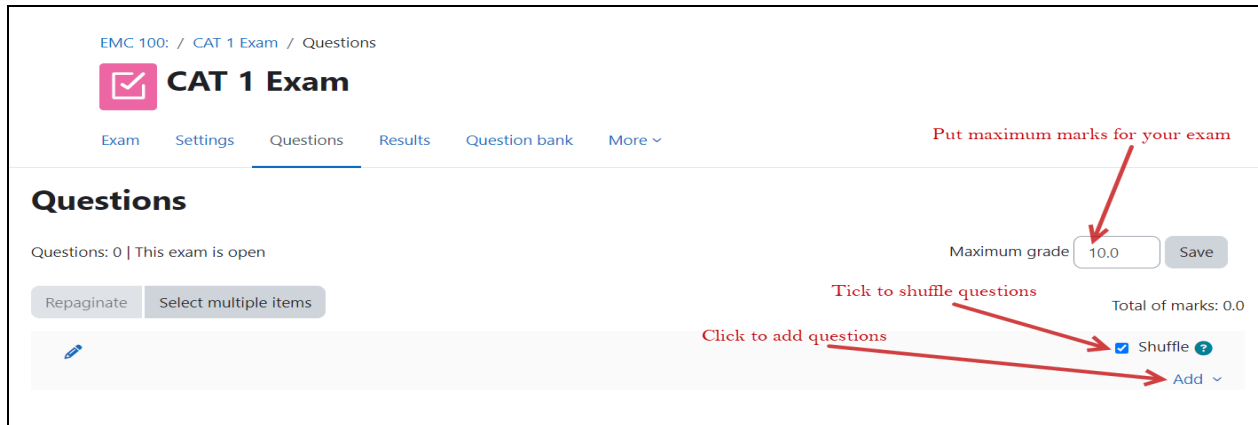


Figure 80: Questions page

- Select “from question bank” option

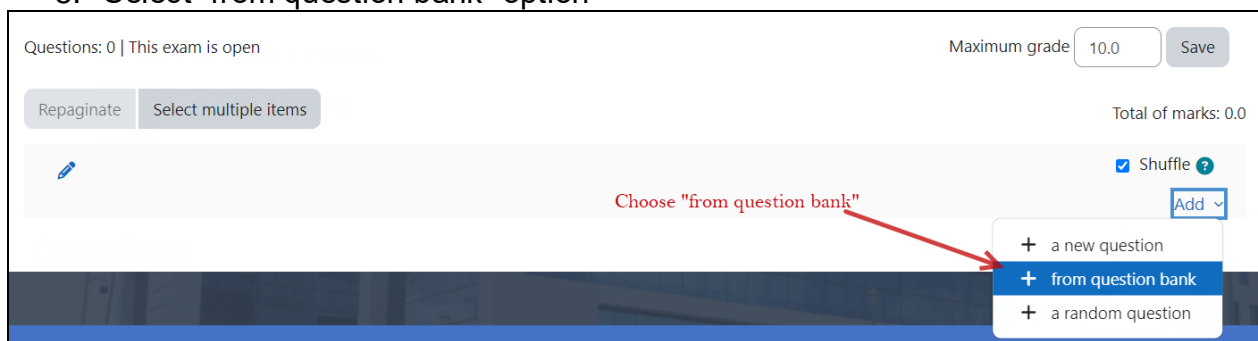


Figure 81: Question bank option

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

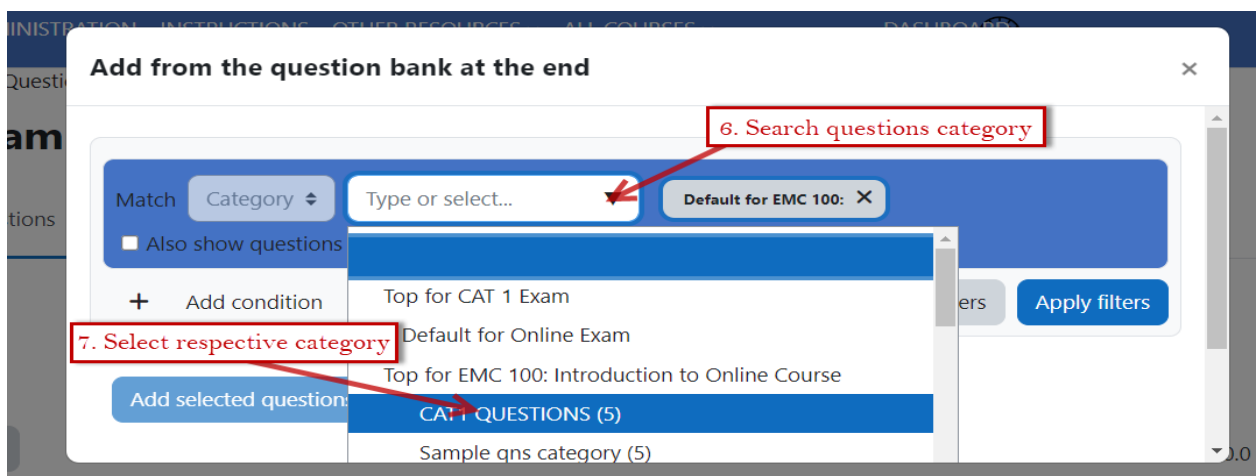


Figure 82: Questions category search

8. Click on “Apply filters” button

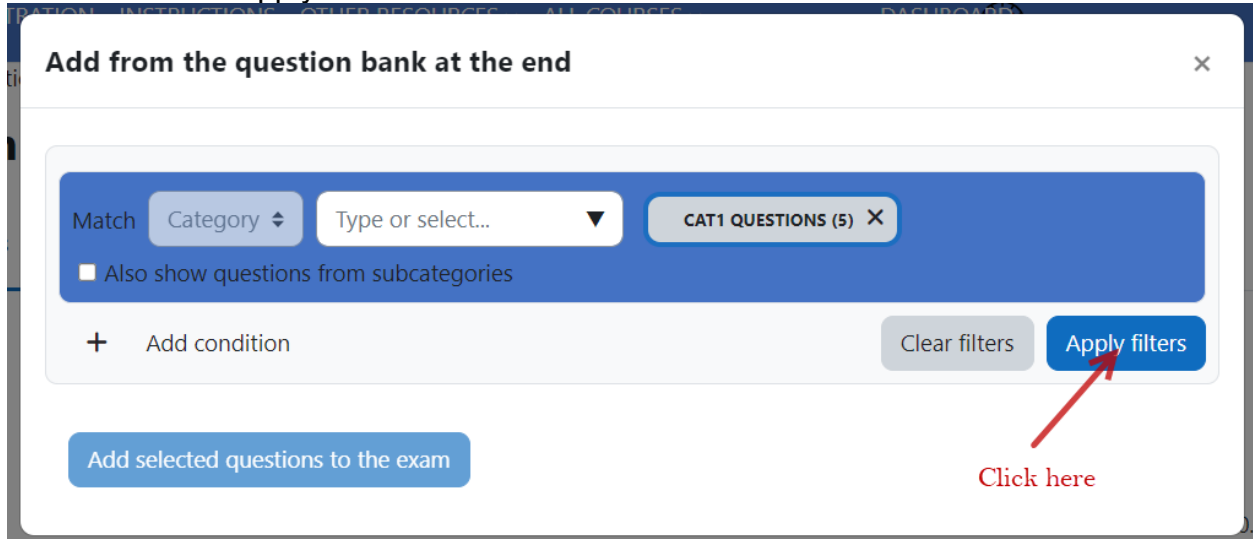


Figure 83: Apply filters

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

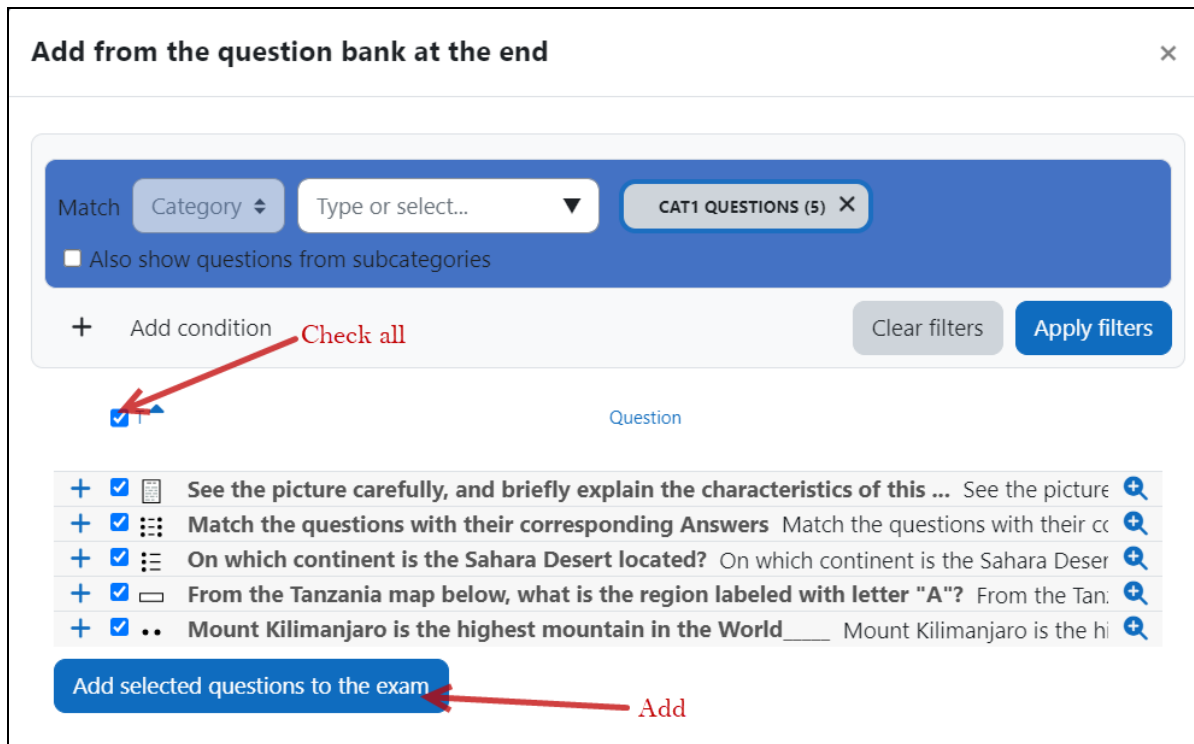


Figure 84: Questions selection

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

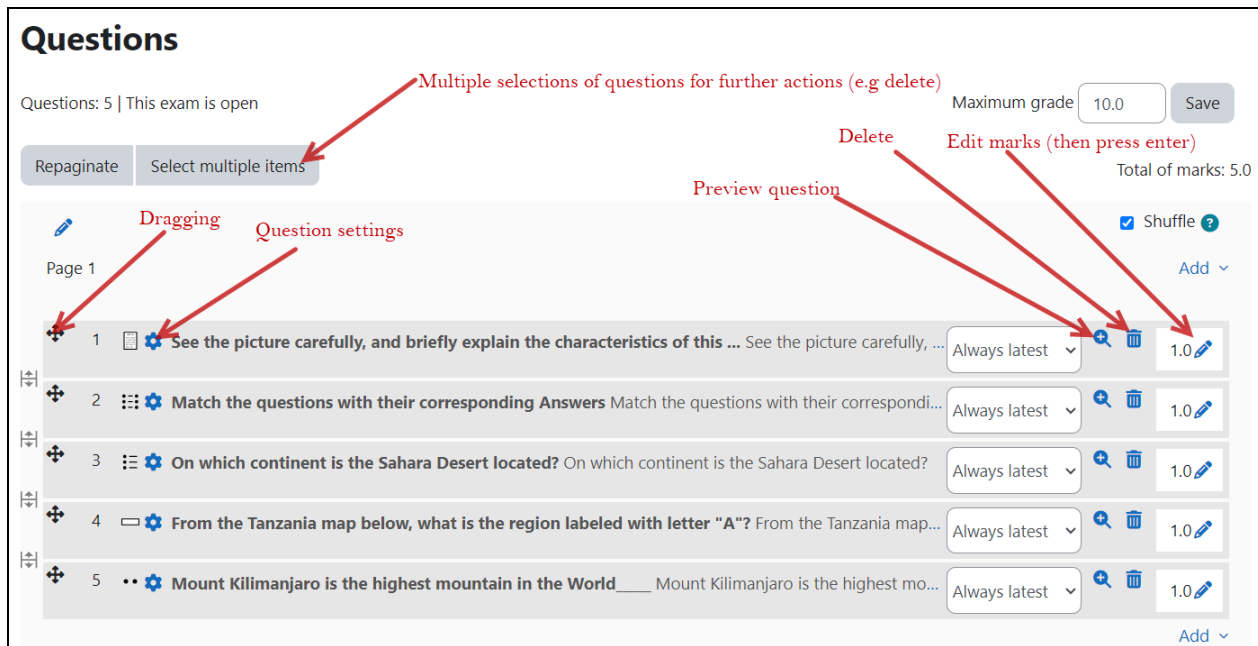


Figure 85:Imported questions to exam page

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

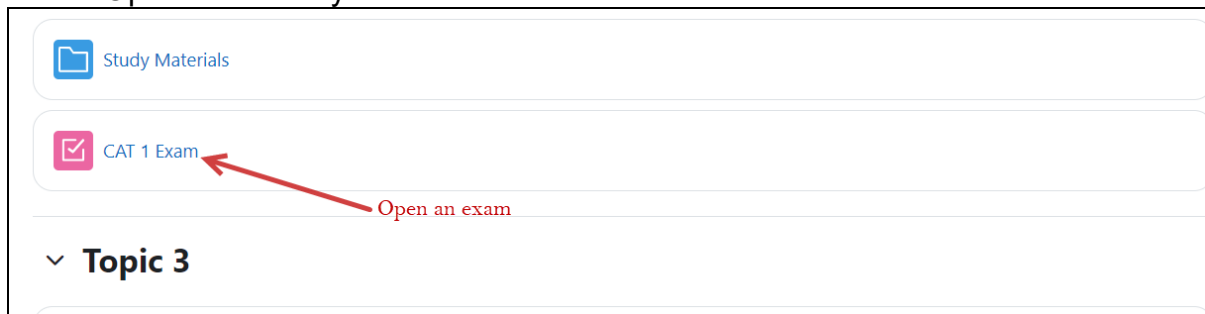


Figure 86:Open an Exam

2. Click "Preview exam" button to preview the exam

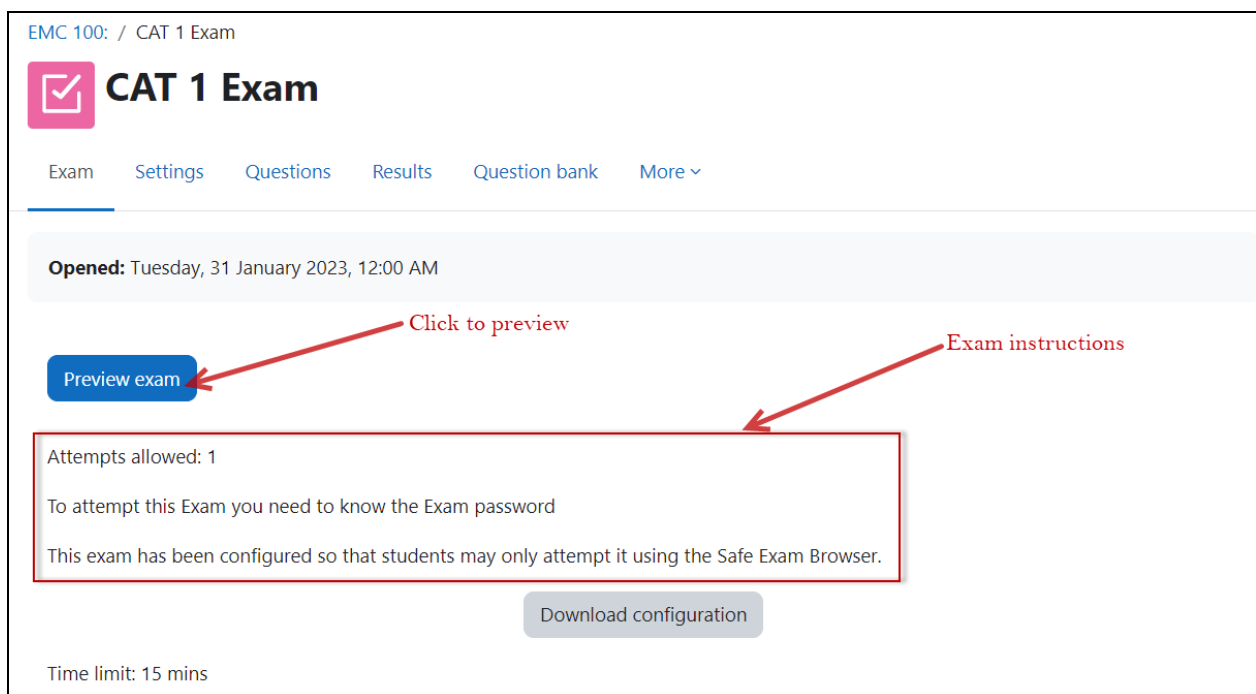


Figure 87:Exam instruction page

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

Start attempt

Password

To attempt this Exam you need to know the Exam password

Exam password

Click to enter text

Time limit

Your attempt will have a time limit of 15 mins. When you start, the timer will begin to count down and cannot be paused. You must finish your attempt before it expires. Are you sure you wish to start now?

Start attempt Cancel

Figure 88:Start attempt

4. Preview your exam and check if everything works properly

back

Questions area

Remaining time

Time left 0:13:07

Hide

Question 1
Not yet answered
Flag question
Edit question
v2 (latest)

Question number and editing

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

Answer:

Exam navigation
1 2 3 4 5
Finish attempt ...
Start a new preview

Questions navigation block

Question 2
Not yet answered
Flag question
Edit

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

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

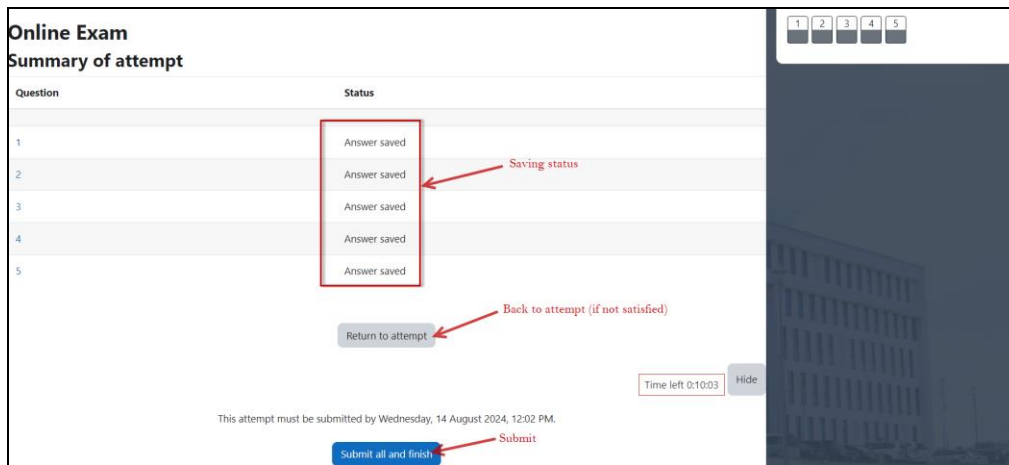


Figure 91:Attempt summary page

7. Accept submission of the attempt

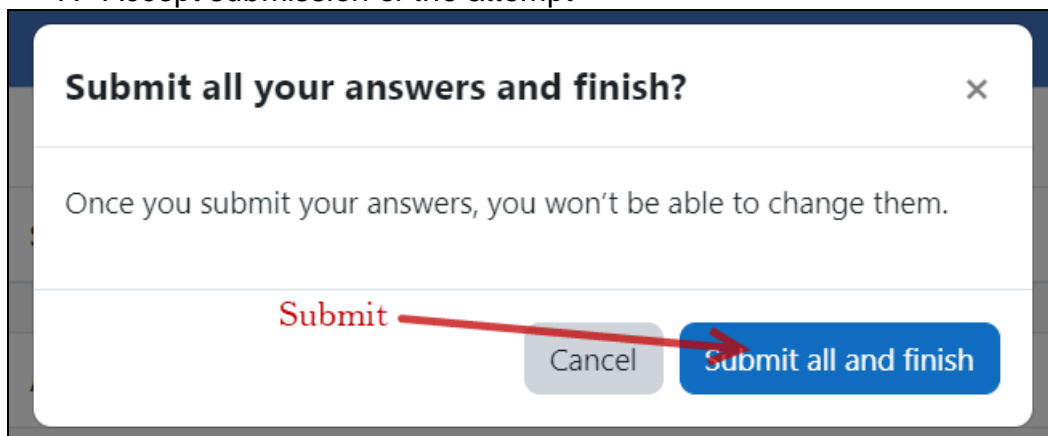


Figure 92:Submission statement pop-up window

8. Check the submission summary of your attempt

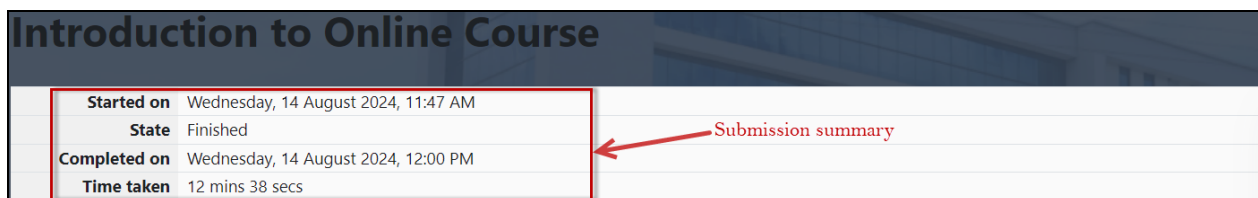


Figure 93:Submission summary

C. Forum

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

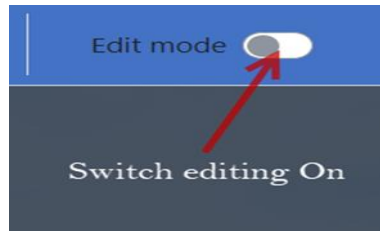


Figure 94: Switch editing on

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

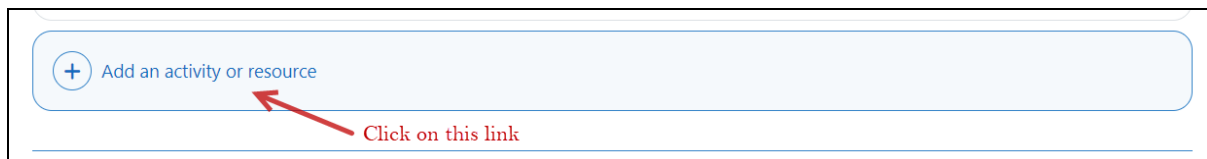


Figure x: Figure 95: Adding activity or resource link

3. Click **“Forum”**

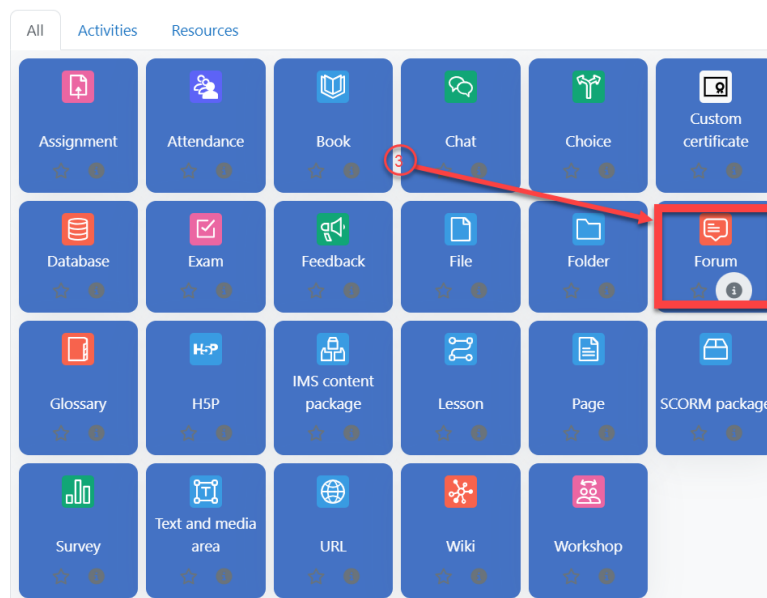


Figure 96: Forum option

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

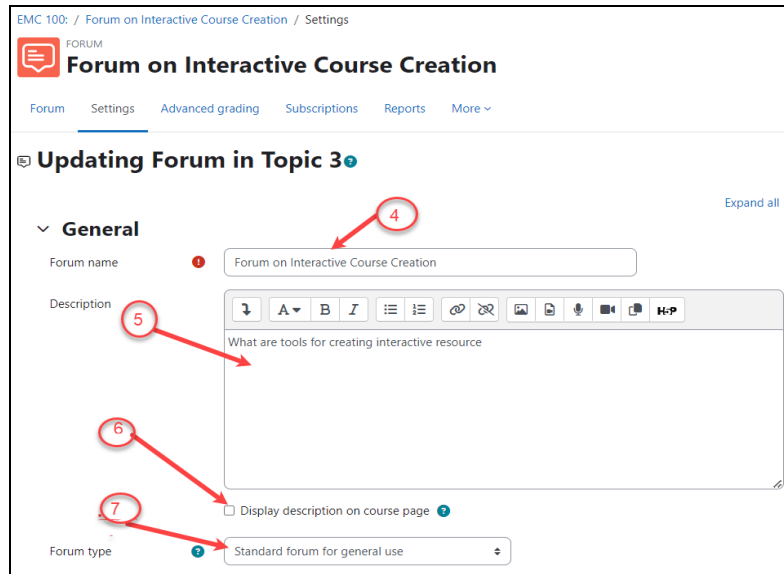


Figure 97: Forum setting option

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

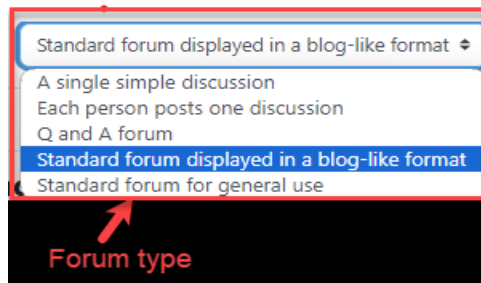


Figure 98: Forum type

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 to 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”

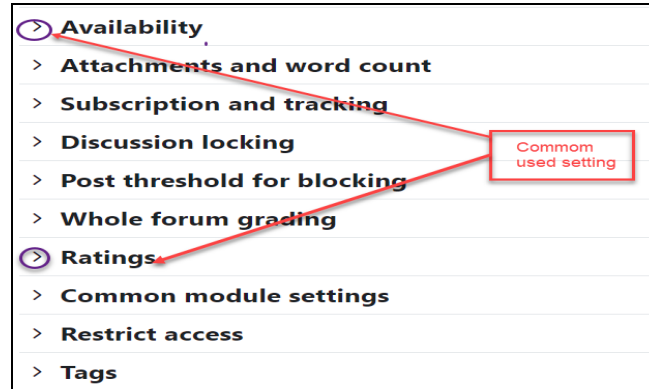


Figure 99:Common setting option

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

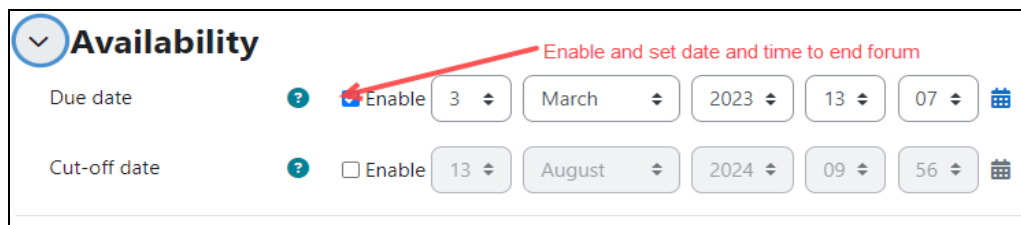


Figure 100:Availability setting

Ratings:

1. Go to aggregate type select “Maximum”

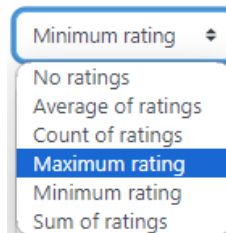


Figure 101:Aggregate type option

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.

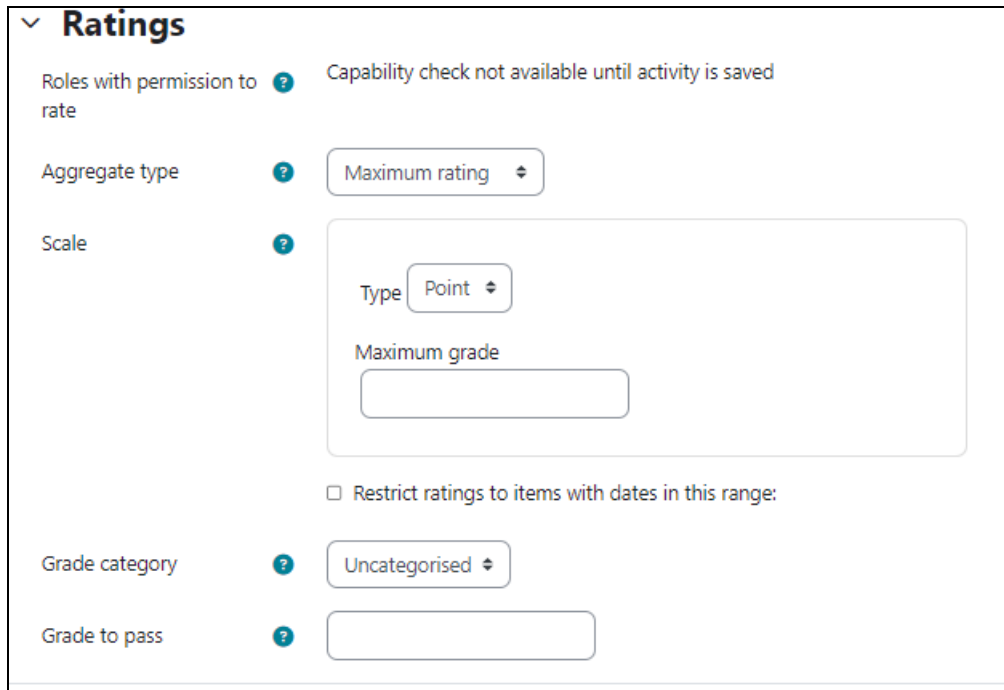
Maximum rating - The highest rating becomes the final grade.

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



The screenshot shows the 'Ratings' configuration window. At the top, there's a section for 'Roles with permission to rate' with a help icon and a message: 'Capability check not available until activity is saved'. Below this are three main settings: 'Aggregate type' set to 'Maximum rating', 'Scale' (which is expanded to show 'Type' set to 'Point' and an empty 'Maximum grade' field), and 'Grade category' set to 'Uncategorised'. At the bottom, there's a checkbox for 'Restrict ratings to items with dates in this range:' which is unchecked, and a 'Grade to pass' field which is empty.

Figure 102:Rating setting option

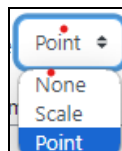
3. Go to “scale”



The screenshot shows the 'Scale' configuration window. It contains two settings: 'Type' set to 'Point' and an empty 'Maximum grade' field.

Figure 103:Scale setting option

4. Go to “Type” and select “Point”.



The screenshot shows the 'Type' dropdown menu with four options: 'Point' (selected), 'None', 'Scale', and 'Point'.

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

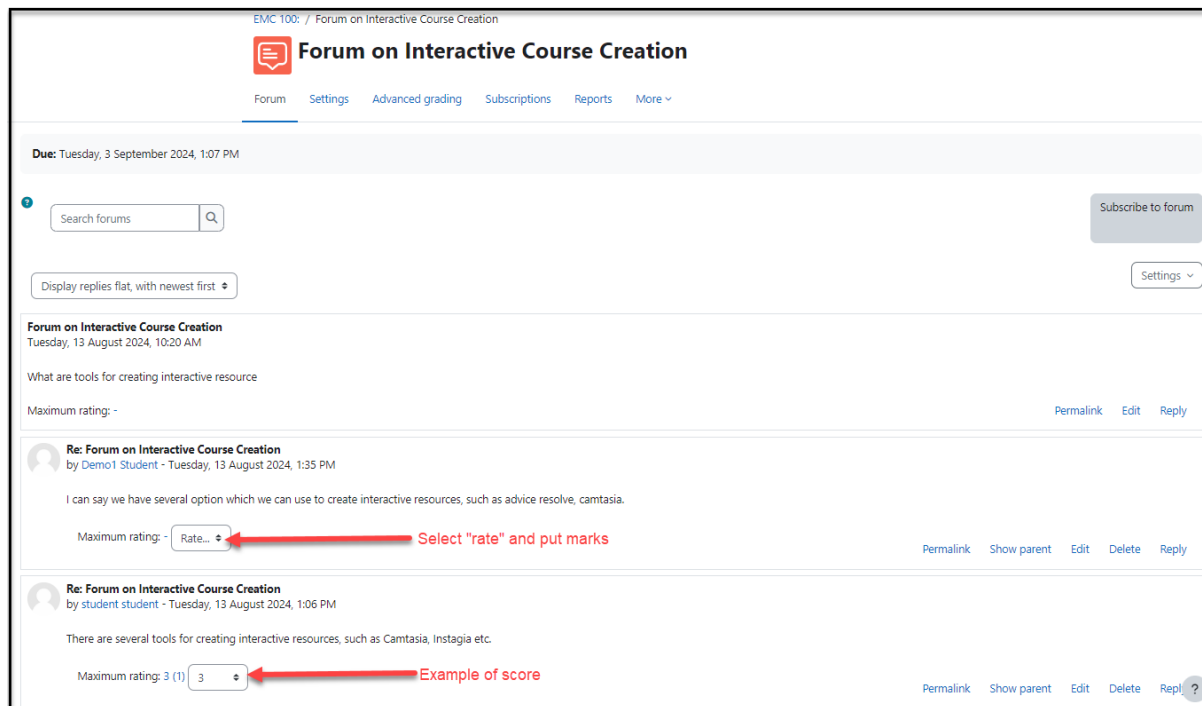
4. Grading

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



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”

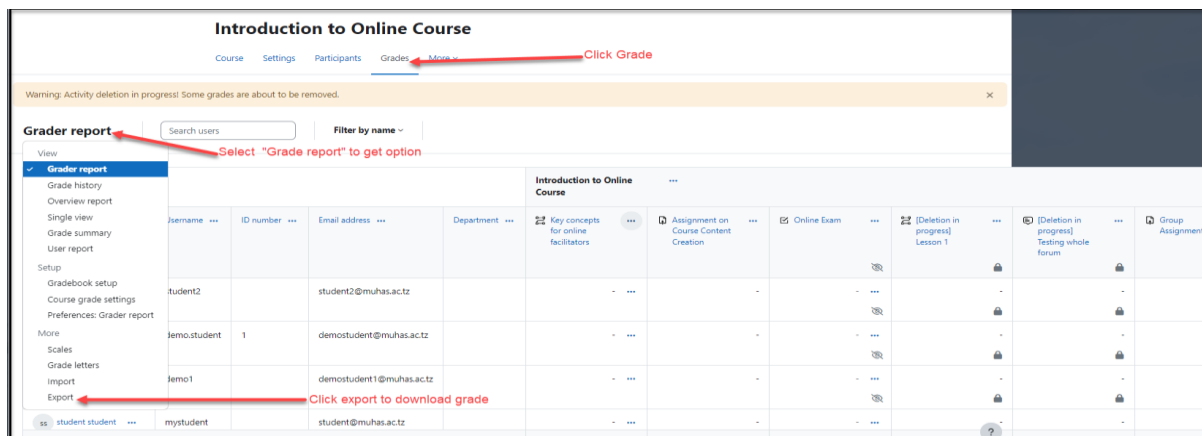


Figure 104:Exporting grade

4. Tick the box you wish to export the grade

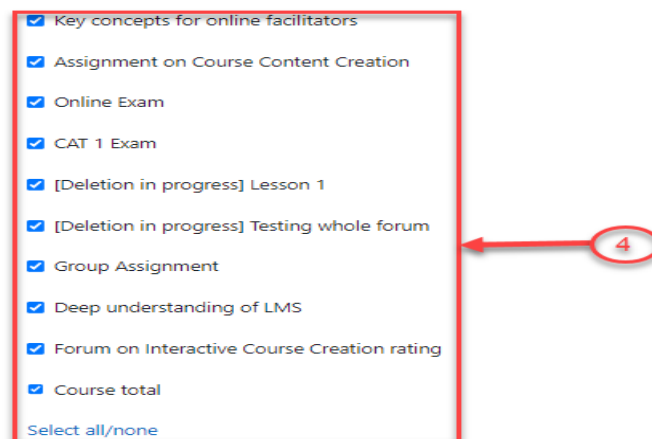


Figure 105:Grade option setting

5. Select the "Export format options"
6. Set the decimals places

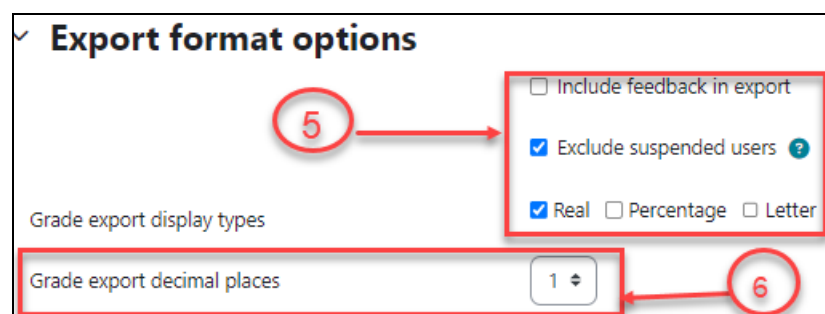
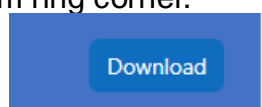


Figure 106:Export format option

7. Click download at the bottom ring corner.



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

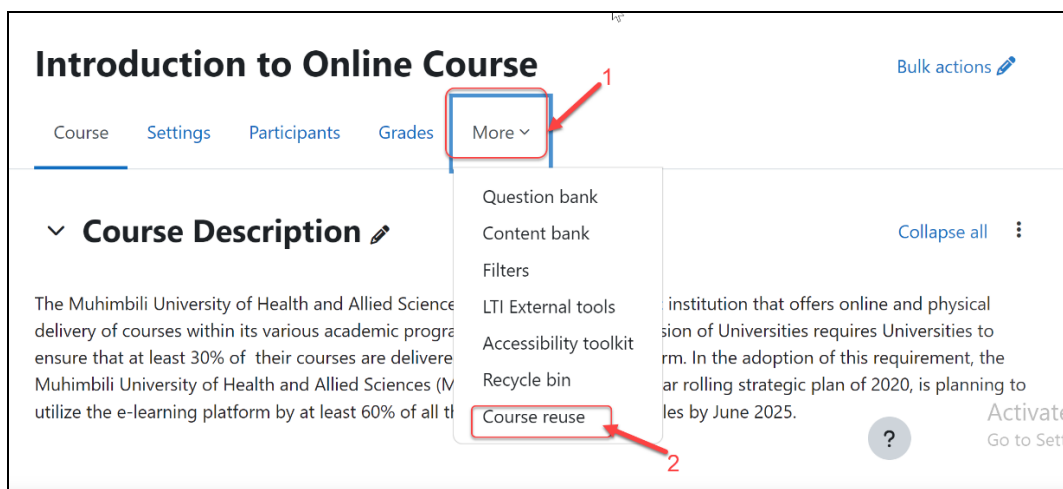


Figure 107:Backup

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

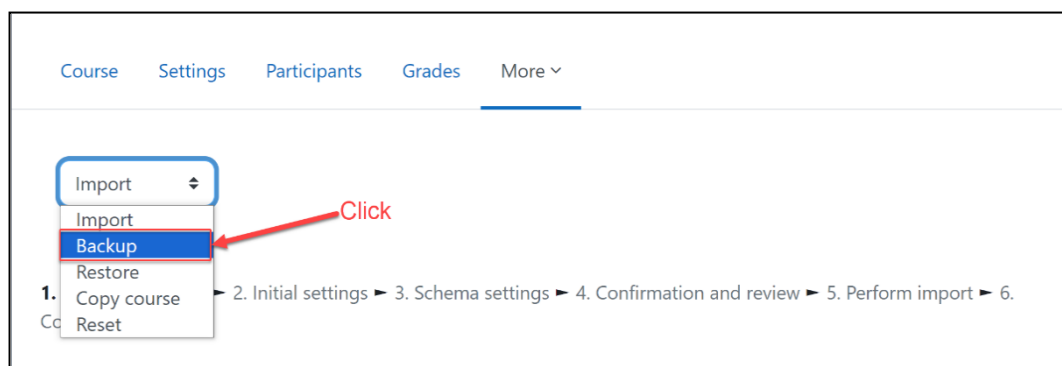


Figure 108:Configure backup

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.

1. Initial settings ► 2. Schema settings ► 3. Confirmation and review ► 4. Perform backup ► 5. Complete

Backup settings

- ☐ 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**.

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

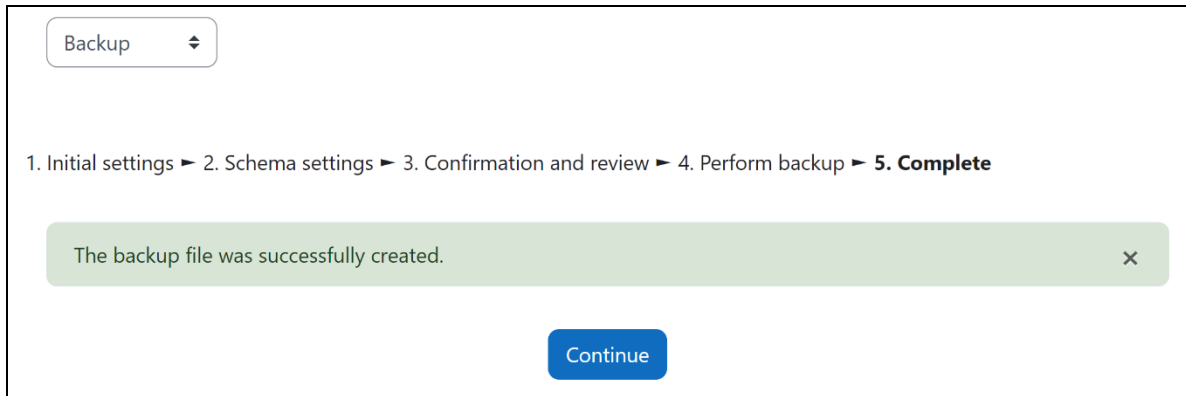


Figure 110:Complete backup

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

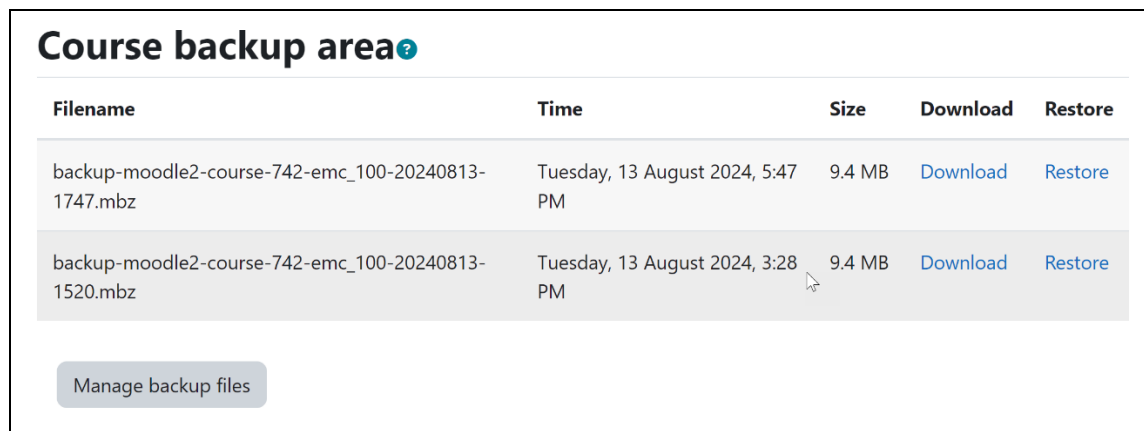


Figure 111:Course backup area

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

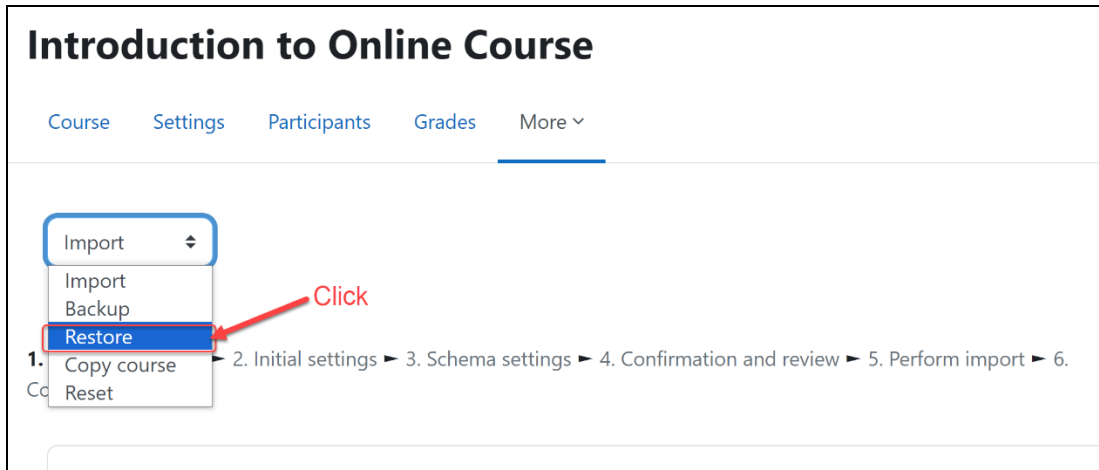


Figure 112:Restore the course

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

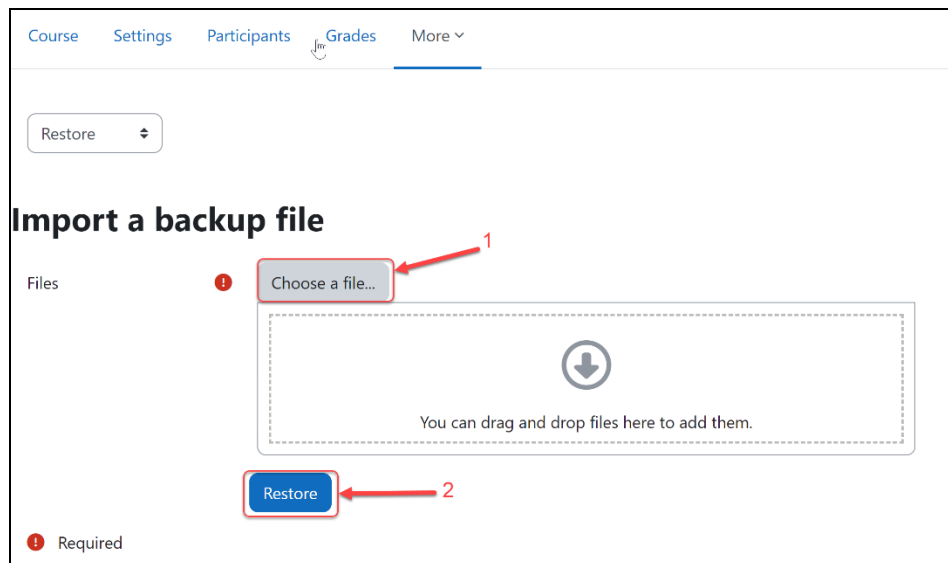


Figure 113:Restore the course

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

Import a backup file

Files ❗ Choose a file...

backup-moodle2-course-742-emc_100-20240814-1626-nf.mbz

Restore

❗ Required

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

1. Confirm ► 2. **Destination** ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. Complete

Restore as a new course

Restore as a new course ☒

Select a category

Name	Description
College of Medicine	
School of Biomedical Sciences	

Figure 115:Destination

7. Complete - Click the “Continue” button

1. Confirm ► 2. Destination ► 3. Settings ► 4. Schema ► 5. Review ► 6. Process ► 7. **Complete**

The course was successfully restored. ✕

Continue

Figure 116:Complete restore

You will see the course as it shows below



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

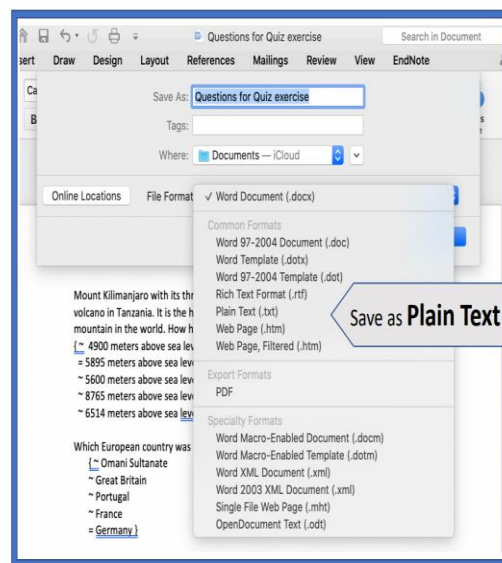
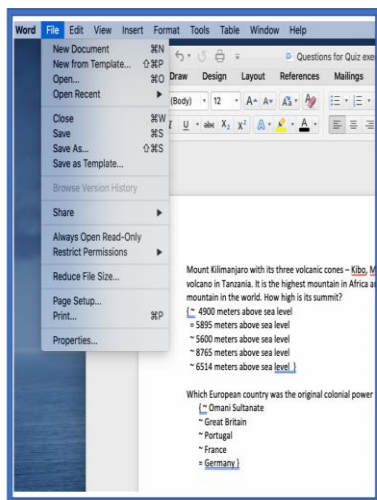
=The Deepest part of the earth with the hottest molten liquid->Core

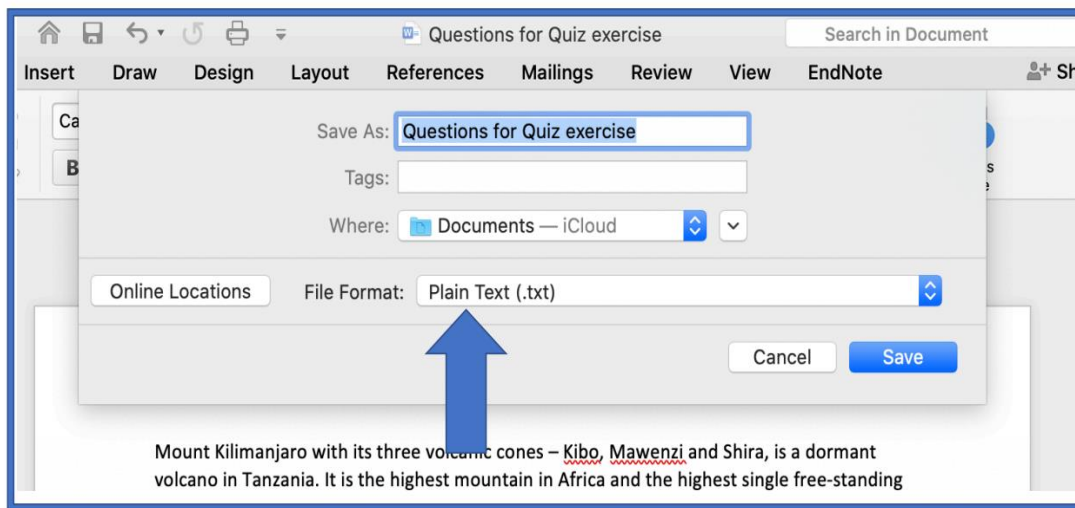
=The African country with high population->Nigeria

= ->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

