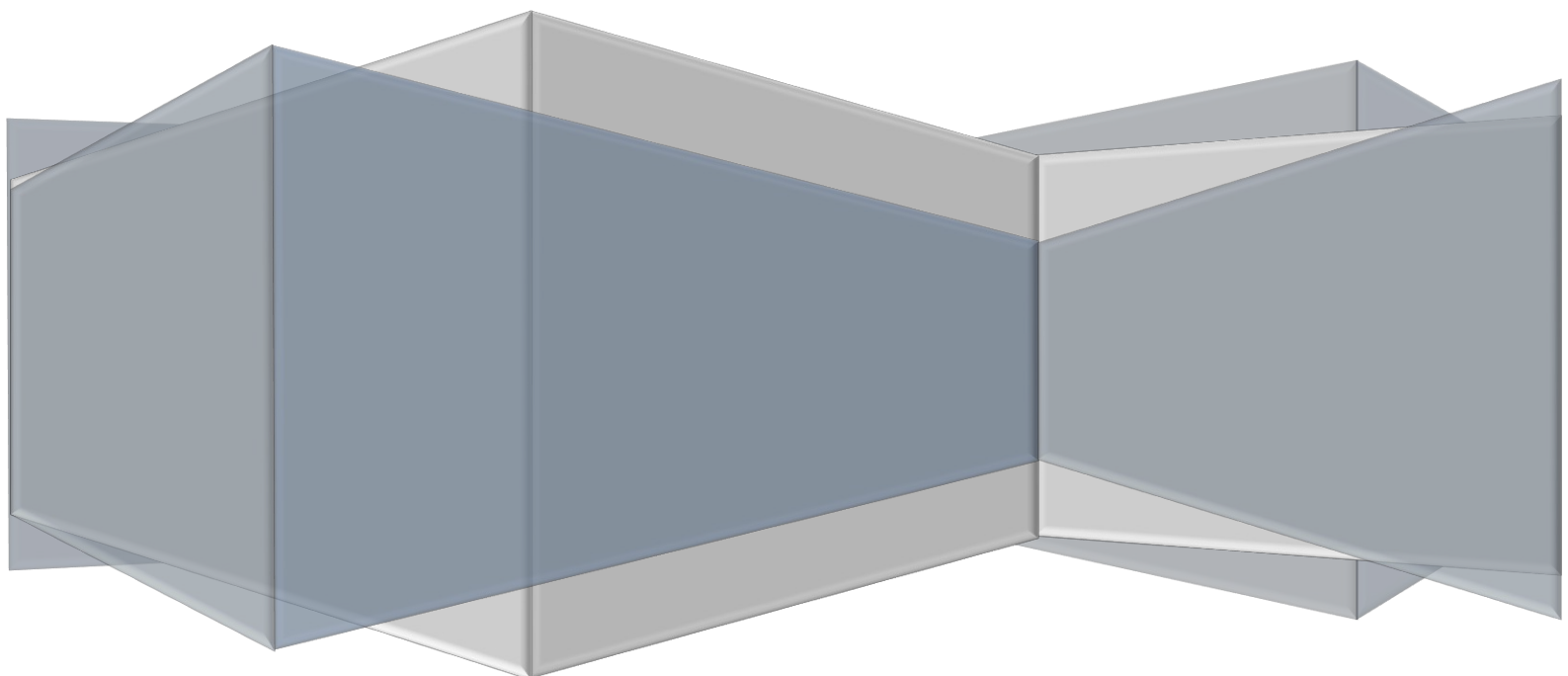




# E-Learning System

## Instructor Guide for Using

IT Staff



# E-Learning System

## Instructor Guide for Using



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## Aims and Objectives

### Aims

- .Prepare you for using an online learning environment.
- .To create a unique educational environment.

### Objectives

- .Ability to navigate within the Moodle structure.
- .Understanding the Activity modules.
- .Interact with students and the course instructor(s).

## Instructor Guide – Introduction

In this guide you will be introduced to the basics of participating in an online course. It will take you step-by-step through Logging into Moodle, entering the Moodle environment and working within Moodle.

What is Moodle?

If you are new to Moodle, you might be wondering what is Moodle. Moodle is a Course Management System (CMS), also known as a Learning Management System (LMS) or a Virtual Learning Environment (VLE). It is a free web application that educators can use to create effective online learning sites.

Now that a bit of introduction has been done, we can start looking at some of the area of Moodle you should be familiar with if you are to get comfortable with this systems. This article with written in a step by step fashion to ensure you are able to follow.

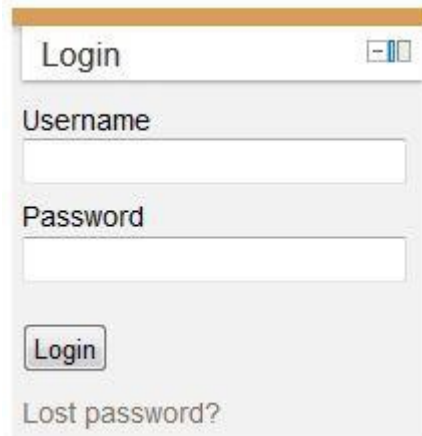
This guide is your map to the electronic classroom.

Happy learning!

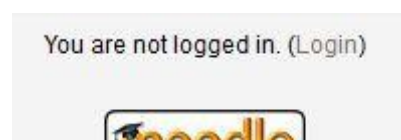
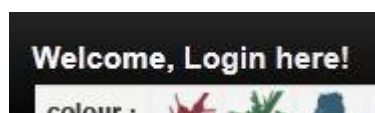
## Logging into Moodle

The first step to access your course in Moodle is to ensure that you are logged in. To do this, you should look to the upper right corner of the page for the "Login" or "Login here" link; or on some Moodle systems, there will be an area to enter your username and password on the home page. Additionally, you may see the login link at the bottom of the page.

Once you have logged in, you will be present with a list of courses you are enrolled into. To access the course, you will now click on the name of the course. Be sure not to click on the name of the lecturer as this will carry you to the profile of the lecturer.



A screenshot of a Moodle login form. The form has a title bar that says "Login" with a close button. Below the title bar are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button. At the bottom of the form is a link that says "Lost password?".



## Navigating Moodle

There are several ways to navigate within the course site.

### A- The Breadcrumb

The most utilized method is through the use of the breadcrumb. The breadcrumb is positioned below the course title showing your location within the course site. As you navigate through the course, the breadcrumb will show the path you took to arrive to your current location.

Home ▶ Site pages

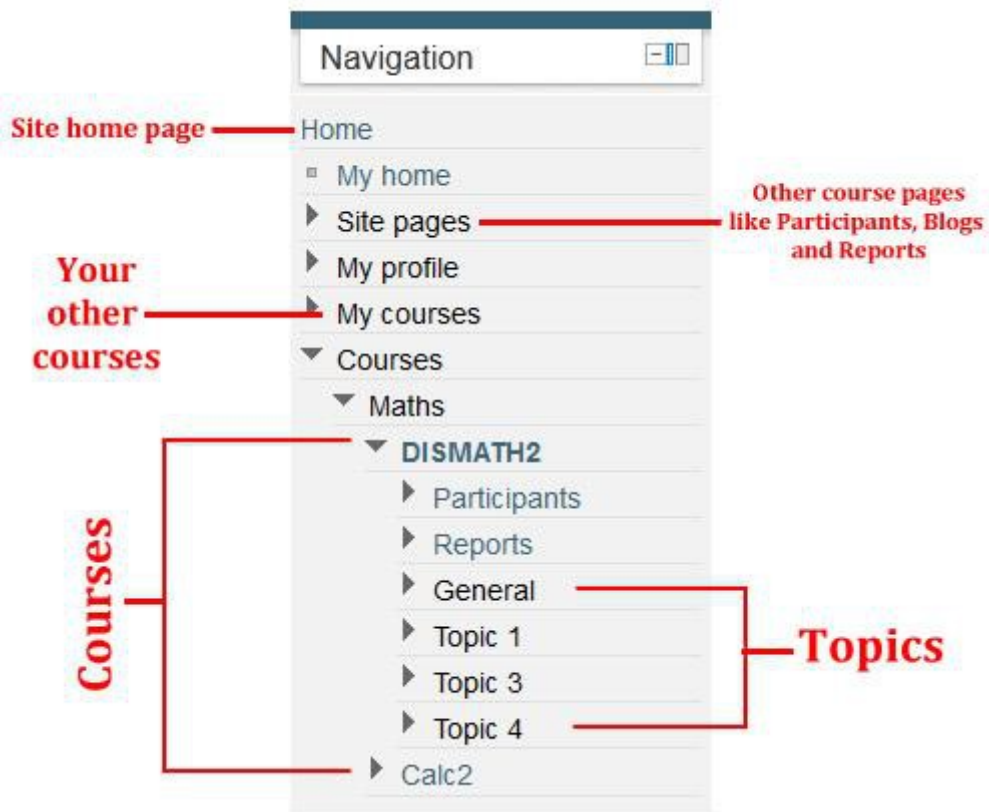
Home ▶ Courses ▶ Maths ▶ DISMATH2

The above example of a “breadcrumb” shows your current location is Training Agenda. If you click on Maths, you will be taken to a page that lists all the math courses. If you click on the course code, you will return to the main course area. As you navigate further, you will notice the breadcrumb will always change to reflect your location.

### B- Sidebar

The side navigation is another way you can navigate Moodle. It shows the different topics with a course and also allows you to navigate to areas in other courses. The Site pages contain links to special areas for the course you are currently in. If you were to click on Topic 1, you would be presented with the resource links for that topic.





The YouTube video link below explains navigation within Moodle 2

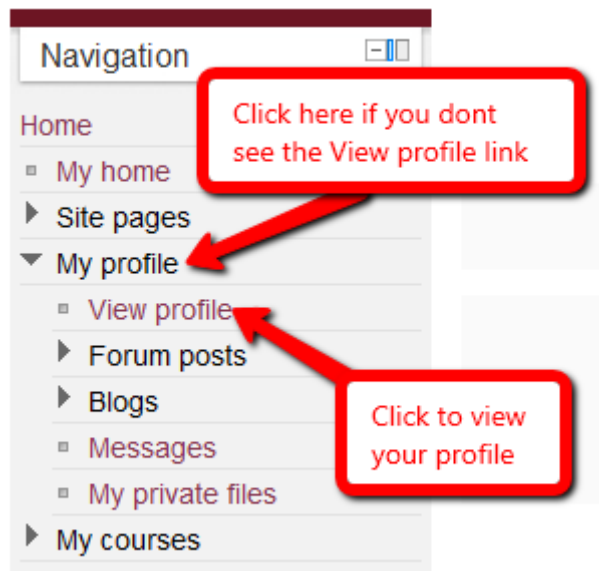
[http://www.youtube.com/watch?feature=player\\_embedded&v=-Av5085pa7o](http://www.youtube.com/watch?feature=player_embedded&v=-Av5085pa7o)

## Update Your Profile

There might come a time when you want to view or update your Moodle profile. Updating your profile may include editing information or uploading a picture.

### View You're Profile

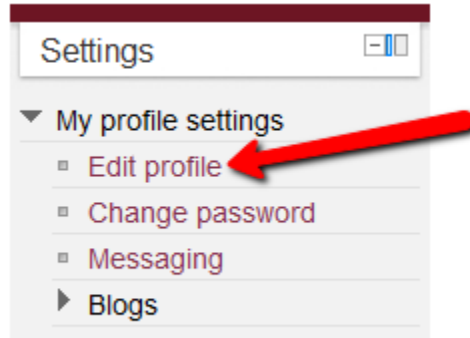
You are able to access you Moodle profile by clicking on you name or my profile link anywhere it appears in Moodle or from the Navigation block in a course, click the Profile > View profile.



You should now be viewing your profile

## Edit Your Profile

To update your profile, locate the Settings block which is usually the bottom block on left.



Once you are on the update profile page, you will be able to edit most of the information there and upload a picture. When you have finished making your changes, click the Update profile button at the bottom of the page.

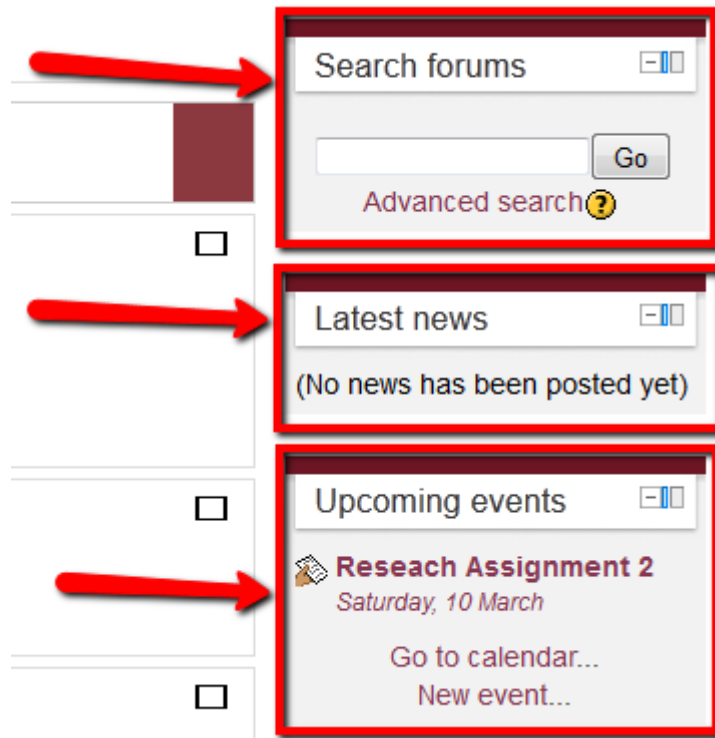
## Course Layout

It is important that you understand the typical layout found in Moodle.

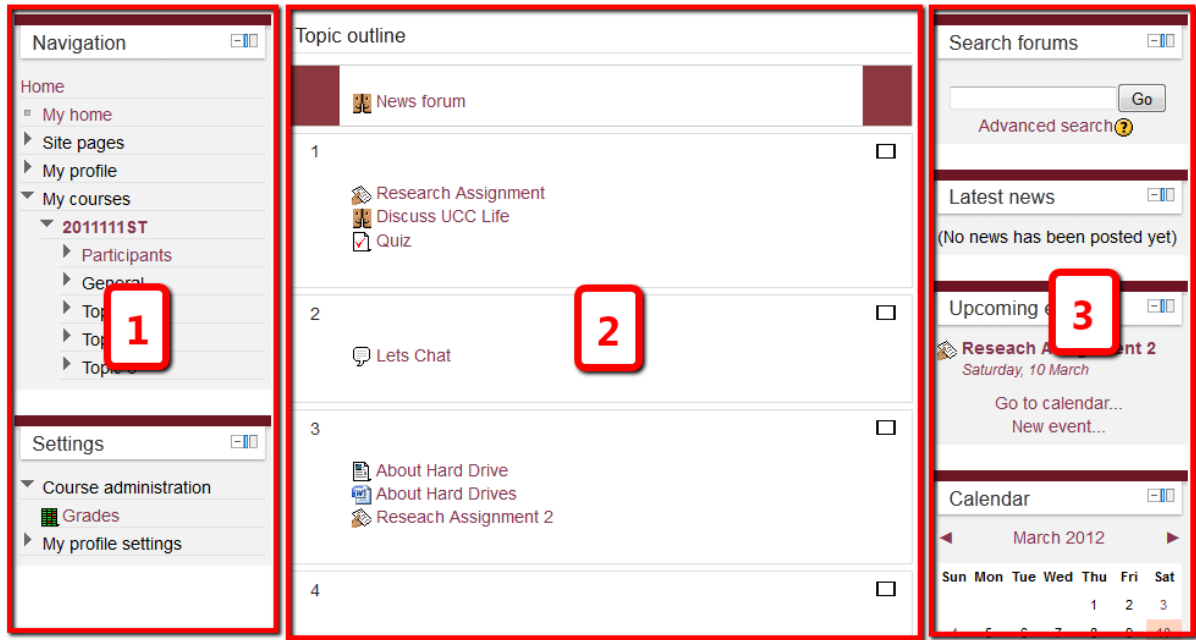
Every page in Moodle is divided into columns which have blocks. Blocks are holding areas for related information. The images below show examples of blocks.

The image shows a Moodle course layout with two columns. The left column contains two blocks: 'Navigation' and 'Settings'. The right column contains a 'Topic outline' block. Red boxes and arrows highlight specific elements:

- Navigation Block:** Contains a list of links: Home, My home, Site pages, My profile, My courses, 2011111ST (expanded), Participants, General, Topic 1, Topic 2, and Topic 3. A red box surrounds the entire block, and a red arrow points to the 'Topic 1' link.
- Settings Block:** Contains a list of links: Course administration, Grades, and My profile settings. A red box surrounds the entire block, and a red arrow points to the 'Course administration' link.
- Topic outline Block:** Contains a list of topics: 1, 2, and 3. Each topic has associated content: 'News for' (with a person icon), 'Research', 'Discuss I', 'Quiz' (with a document icon), 'Lets Cha' (with a chat icon), 'About Ha', 'About Ha', and 'Reseach' (with a document icon).



Now that you have an idea of what a block is, it is time to explain columns. Examples of columns are shown in the image below.



Check out the YouTube video Link below for further explanation.

[http://www.youtube.com/watch?feature=player\\_embedded&v=psF3rTA8yLlw](http://www.youtube.com/watch?feature=player_embedded&v=psF3rTA8yLlw)

## Use the Chat Room

One of the activities you more than likely will find yourself using is the chat room. The chat room is a handy feature which allows real-time text based discussions in Moodle. Please note that the chat room appears in a pop-up window and as such, you should ensure this chat room pop-up window is not blocked by a pop-up blocker.

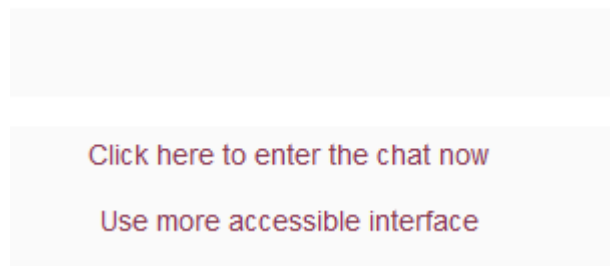
### Entering the chat room

1. Click on the chat room link from the main course area (Note: the name of the chat room can be different from one course to another so you may have to associate the link by using the icon)



2. Click the "Click here to enter chat now" link to enter the chat room. Use the "Use more accessible interface" if you are having a difficulty with the "Click here to enter chat now" link.

### Lets Chat



3. Now that you are in the chat room, you may type your message in the field near the bottom on the window and press the ENTER key or click the Send button.

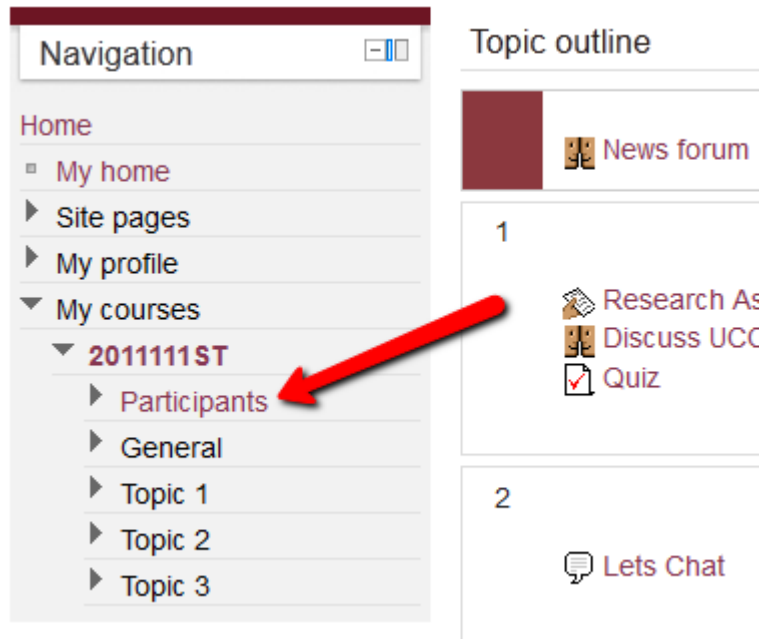
The image shows a chat room interface with several key components highlighted by red boxes and arrows:

- Message History:** Two messages are shown at the top: "00:36 Student On3 Student On3 has just entered this chat" and "00:37 Student Two Student Two has just entered this chat".
- Chat Room Messages Area:** A large central box contains the text "Chat room messages here".
- Participants List:** A sidebar on the right lists participants: "Student On3" and "Student Two Talk beep". A box labeled "Chat room participants" points to this list.
- Message Input Area:** A box labeled "Type message here and press ENTER or click the send button" points to the input field at the bottom right.
- Send Button:** A "Send" button is located at the bottom right of the input area, with a red arrow pointing to it from the input area box.
- Navigation:** A "Themes »" link is visible at the bottom right of the chat area.

## Send Private Messages

Moodle allows users to send private message to students, lecturers and any other user. To send a private message, follow the steps below.

1. Once you are in a course, click the Participants link.



The screenshot shows the Moodle course navigation menu. Under the '2011111ST' course section, the 'Participants' link is highlighted with a red arrow. The 'Topic outline' section on the right shows a 'News forum' and a 'Quiz' under 'Topic 1'.

2. Click the name of the person you want to send the message to.

**All participants. ↕**

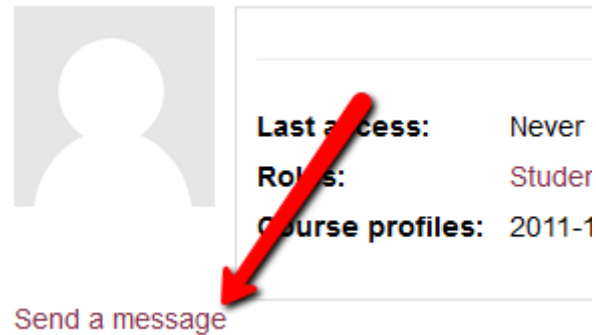
First name : **All** A B C D E F G H I J K L M N O P Q

Surname : **All** A B C D E F G H I J K L M N O P Q

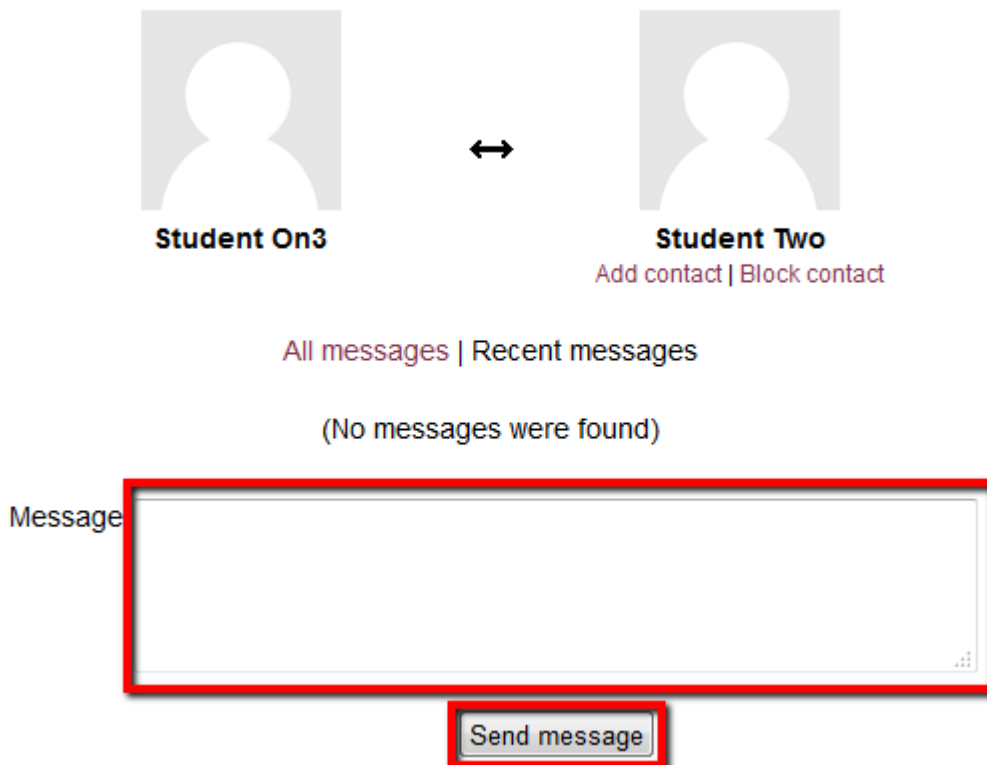
User picture	First name / Surname	City/town	C
	<b>Student On3</b>	Kingston	Je
	<b>Andre Dixon</b>	Kingston	Je
	<b>Student Two</b>	Kingston	Je



3. Click the Send message button or link.



4. Type your message in the field provided and click the Send Message button.

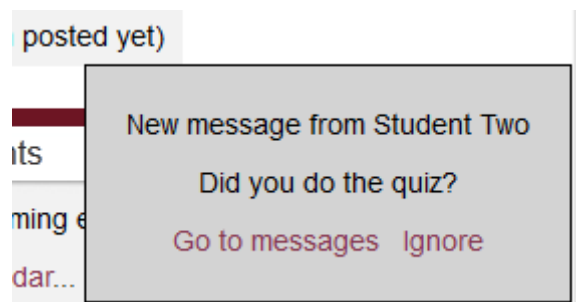


**Note:** The private message system does not allow you send attachments.

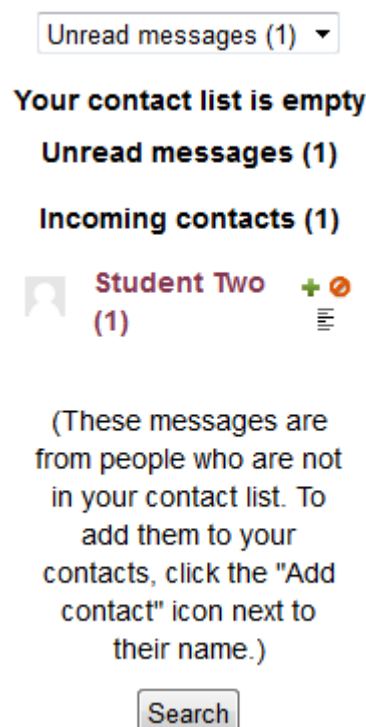
## Accessing Your Messages

If you read the previous part of this article, you would now know how to send private messages in Moodle. The next important of messaging is being able to access your messages.

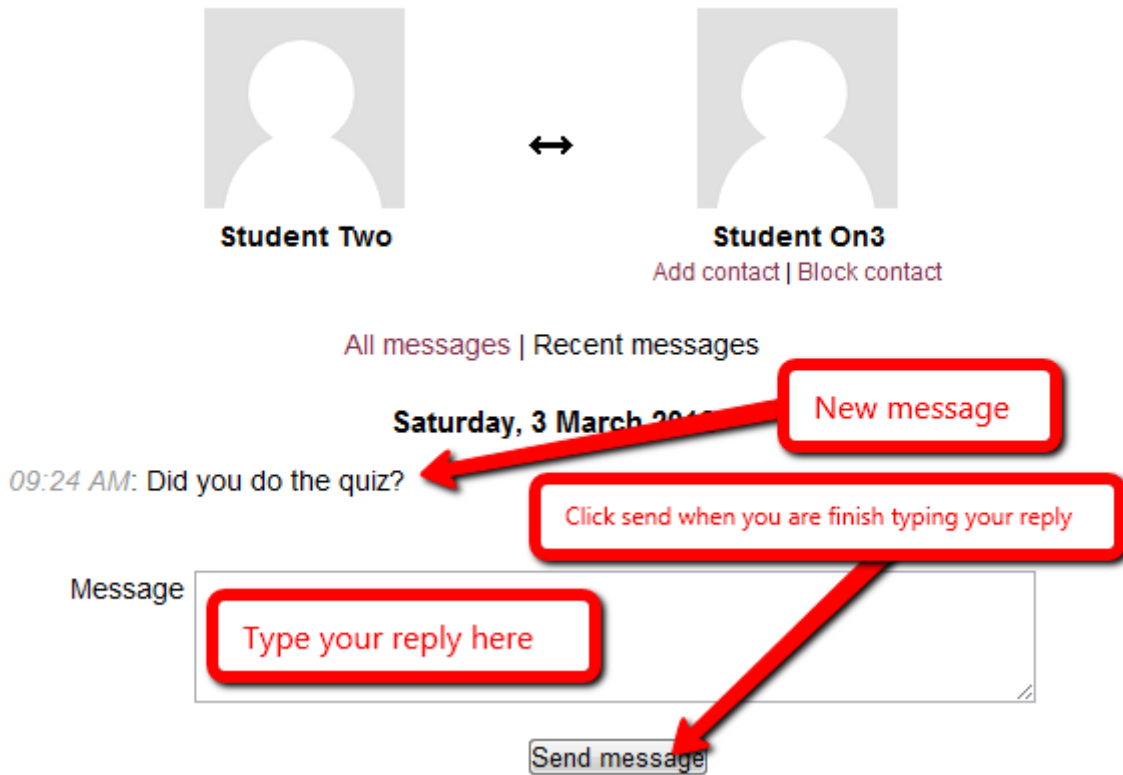
As you move from page to page, Moodle will check if you have and new or unread messages. If you do, a pop-up similar to the one in the picture below will be shown.



You have the option to ignore the message or go to the messages which will carry you to the message page. Once you are in the messages page, you will be able to see how many unread messages you have and who has been sending you messages. See the image below.



In the image above, Student Two sent a new message. If you were to click on the Student Two, you would be brought to an area where you can reply to the message as see in the image below.



## Beginning On Campus with Moodle Activities

- ✓ Set up your grade book categories (if used).
- ✓ Add grade items in the grade book.
  - Be sure to assign them to proper category (if used).
- ✓ Set calculation methods.
- ✓ Set up attendance activity and sessions (if desired).
- ✓ Communicate with students how Moodle is being used.
- ✓ Post announcement about how Moodle is being used.
- ✓ Upload your syllabus in PDF format to your class.
  - Review communication preferences
  - (Moodle Quick mail goes to OCCC email)
  - If adjunct faculty, change email address to new email
    - ✓ Some online components?
  - Refer to activity sections of this survival guide.

## Moodle Activities: The Basics

Moodle contains a wide range of Activity Modules that may be used to build up any type of course. Activity Modules are represented by icons as shown in the examples Below. Instructor will determine which Activity Modules will best facilitate the Learning environment for course. The icons will link to a list of all the instances Activity Module appears throughout the course.

Here are some of the more common Activity Modules you will encounter in your courses:

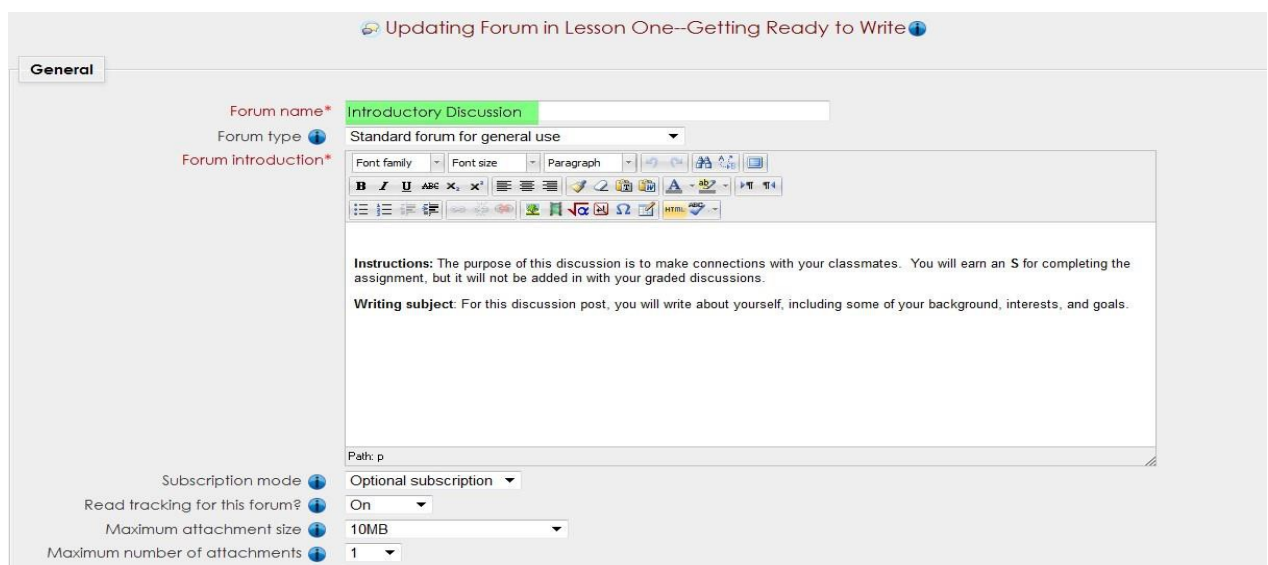
- ✓ Discussion forums – Multiple types
  - Advanced Forums or Forums are available
  - Recommendation: Standard forum for general use (Regardless of type)
- ✓ Assignments (Drop boxes) – multiple types
  - Recommendation: Advanced uploading of files
    - Set number of uploaded files to 2 or 3 more than anticipated to allow for student error
    - Consider use of “submit for marking” button o Recommendation: Not to use unless is necessary to revert “draft versions of papers” back to students within same assignment
    - Consider providing Allow notes comment box for students to provide additional information when uploading file.
- ✓ Online Text - used for students to submit “journal type writings assignments”

- ✓ Offline Activity – a “placeholder” to be used in an online class to allow a grade to be recorded in a grade book for an assignment completed in some other manner.

## NOTE

**When adding activities – be sure to place them in the proper category .**

### Activity Settings: Forums



Updating Forum in Lesson One–Getting Ready to Write

**General**

Forum name\*

Forum type

Forum introduction\* 

**Instructions:** The purpose of this discussion is to make connections with your classmates. You will earn an S for completing the assignment, but it will not be added in with your graded discussions.

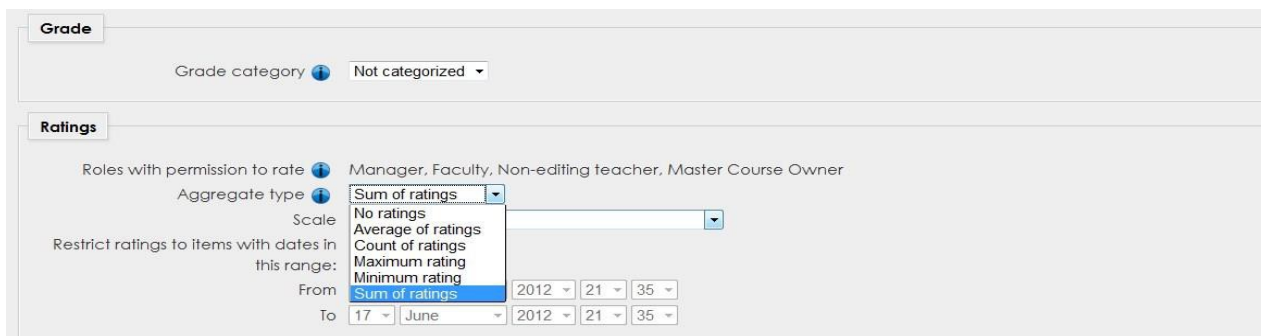
**Writing subject:** For this discussion post, you will write about yourself, including some of your background, interests, and goals.

Subscription mode

Read tracking for this forum?

Maximum attachment size

Maximum number of attachments



**Grade**

Grade category

**Ratings**

Roles with permission to rate

Aggregate type

Scale

Restrict ratings to items with dates in this range:

From

To

Sum of ratings – adds the grades for each individual forum together for a cumulative score for the entire forum.

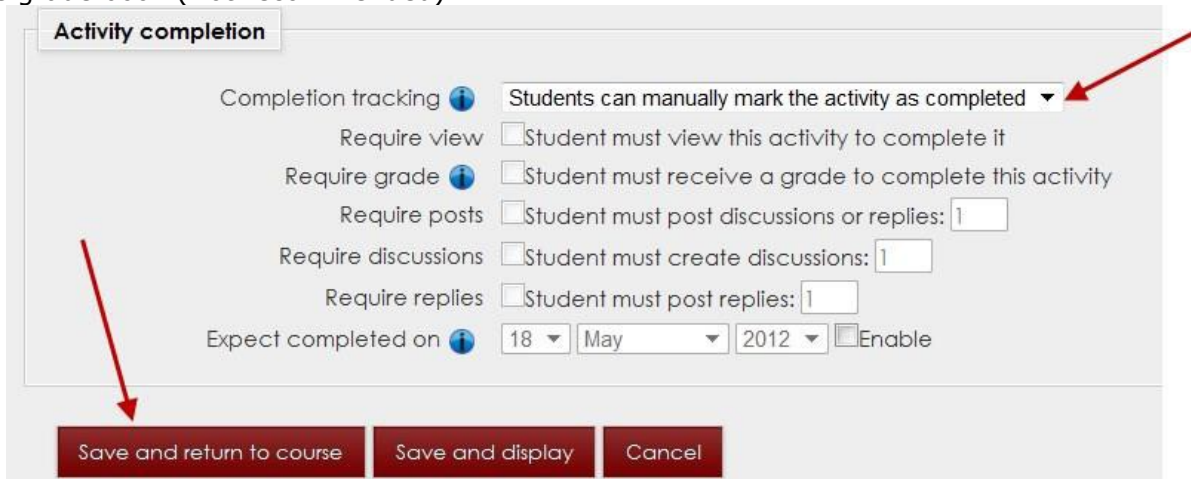
No ratings – there will not be an option to assign grades. This could be helpful in a general FAQ type forum.

Average of ratings – an average of all grades assigned to the posts in this individual forum will be recorded in the grade book.



Count of ratings – Moodle will assign a grade based on the number of posts in the forum

Maximum rating – the highest rating received by the student in the forum is recorded in the grade book.


Minimum rating – the lowest rating received by the student in the forum is recorded in the grade book (Not recommended).



**Activity completion**

Completion tracking  Students can manually mark the activity as completed 


Require view  Student must view this activity to complete it

Require grade   Student must receive a grade to complete this activity

Require posts  Student must post discussions or replies:

Require discussions  Student must create discussions:

Require replies  Student must post replies:

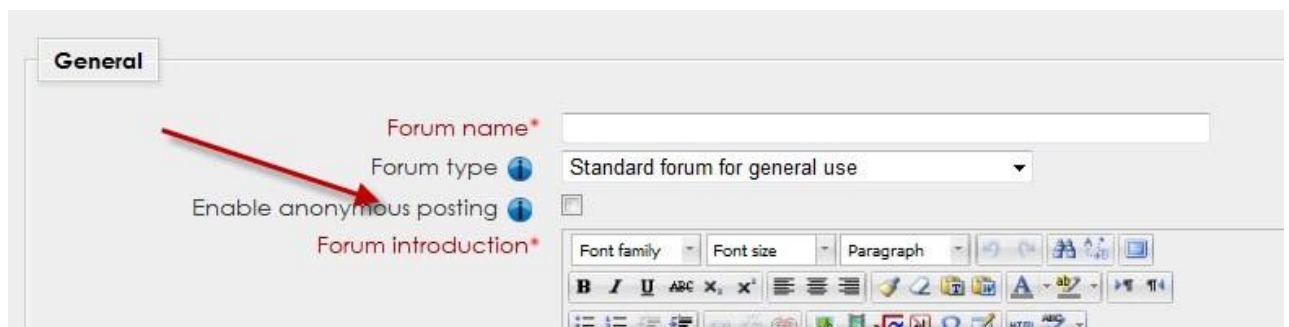
Expect completed on  18 ▾ May ▾ 2012 ▾  Enable

Save and return to course Save and display Cancel

## Activity Settings: Advanced Forums


Advanced forum settings are very similar to regular forums except there are a couple of additional options and features available in this type of forum.


1. You can enable anonymous posts in the forum but the forum will keep track of who submitted the post(s).
2. You can enable anonymous posts by selecting the box below:




**General**

Forum name\*

Forum type  Standard forum for general use ▾

Enable anonymous posting 

Forum introduction\*

Font family Font size Paragraph 

3. You can grade each student for an individual post or the entire forum.
4. You can also view a poster of the forum to allow you to see the number of posts, replies, and substantive posts made by the student.

5. Sort a forum by student
6. Instructor posts are now highlighted
7. You can now send a private reply to students from the forum.

*How do I convert my "regular forum" to an advanced forum?*

Unfortunately, a conversion of a regular forum to an advanced forum isn't possible. You would need to recreate the forum as an advanced forum.

*Good news!* You can copy and paste your content from the regular forum into the advanced forum without issue.

### **Teaching Tips: Forums**

- ✓ Grade as you read
  - be aware of how you set the forum
  - Average of ratings
  - Sum of ratings o If sum of ratings – grade will show as failing grade until you grade all of their posts in the forum
- ✓ No bonus points assigned during forum grading
- ✓ Is possible to "grade by student" by searching forums by student last name


## Activity Settings: Advanced Uploading of Files Assignment

Updating Assignment in Lesson One--Getting Ready to Write

**General**

Assignment name\* Diagnostic Paragraph

Description\*

Font family    Font size    Format    

1. Create a CWII folder in which to keep all of your assignments for this course. To create a folder, open **My Documents** and **right click on your mouse; and then click on New; next, go over and click on Folder. Once the folder is created, name it and save all of your writing assignments to that folder so that you easily retrieve them.**
2. Write a paragraph on the following topic: **How I Can Grow As a Person.** Put a heading in the left corner of your paper with the following information: Name, Date, CWII, and Assessment Paragraph. (The fourth line of the heading will always be the name of the assignment.)
3. Name and save your work as a **Word 2007 or higher** or RFT document in the folder you have created for your writing assignments for CWII. Then attach your paragraph to the assignment and **Submit** it to me.

Path: ol

Available from 4 June 2012 14 25  Enable

Due date 10 June 2012 14 25  Enable

Prevent late submissions Yes

**Grade**

Rubric Choose rubric...

Grade 10

Grade category Writing Assignments

**Advanced uploading of files**

Maximum size 50MB

Allow deleting No

Maximum number of uploaded files 2

Allow notes Yes

Hide description before available date No

Email alerts to teachers Yes

Enable "Send for marking" button No



Choose the file size to be uploaded carefully to be sure you are allowing students to upload the files needed.

Allow notes – will allow students to provide you with comments on the files being uploaded.

Email alerts to teachers – this feature means that you are emailed every time a file has been submitted.

Enable Send for marking button – this button will allow students to send the document to you once they have finished working on the document.

**Activity completion**

Completion tracking ⓘ Students can manually mark the activity as completed ▾

Require view  Student must view this activity to complete it

Require grade ⓘ  Student must receive a grade to complete this activity

Expect completed on ⓘ 18 ▾ May ▾ 2012 ▾  Enable

Save and return to course Save and display Cancel

Teaching Tip: This feature is not recommended unless students are working in groups on the file to be submitted. If students don't click the "submit button" you will not be able to access the document.

## Activity Settings: Quizzes

Quiz Settings - check the enable boxes to activate

Click on the blue Icons with an (i) to find out further information

Updating Quiz in Lesson One--Getting Ready to Write

**General**

Name\* **Orientation Quiz**

Introduction

Font family | Font size | Paragraph

**B** *I* U ABC X<sub>2</sub> X<sub>1</sub> | [List] [List] | [Link] [Image] [Table] [Code] | [Color] [Background Color] [Text Color] | [Align] [Indent] [Outdent] | [HTML] [Source]

Path: p

Open the quiz 18 May 2012 13 49  Enable

Close the quiz 18 May 2012 13 49  Enable

Time limit 0 minutes  Enable

Attempts allowed 1

Grading method First attempt

**Grade**

Grade category Not categorized

**Layout**

Question order Shuffled randomly

New page Every question  Repaginate now

**Question behavior**

Shuffle within questions No

How questions behave Deferred feedback

[Show advanced](#)

Make sure that Marks is checked in the last heading or students cannot see their grades – the box is highlighted in green.

**Review options** ⓘ

<p><b>During the attempt</b></p> <p><input checked="" type="checkbox"/> The attempt</p> <p><input checked="" type="checkbox"/> Whether correct</p> <p><input checked="" type="checkbox"/> Marks</p> <p><input type="checkbox"/> Specific feedback</p> <p><input type="checkbox"/> General feedback</p> <p><input type="checkbox"/> Right answer</p> <p><input type="checkbox"/> Overall feedback</p> <p><b>Later, while the quiz is still open</b></p> <p><input type="checkbox"/> The attempt</p> <p><input type="checkbox"/> Whether correct</p> <p><input type="checkbox"/> Marks</p> <p><input type="checkbox"/> Specific feedback</p> <p><input type="checkbox"/> General feedback</p> <p><input type="checkbox"/> Right answer</p> <p><input type="checkbox"/> Overall feedback</p>	<p><b>Immediately after the attempt</b></p> <p><input type="checkbox"/> The attempt</p> <p><input type="checkbox"/> Whether correct</p> <p><input type="checkbox"/> Marks</p> <p><input type="checkbox"/> Specific feedback</p> <p><input type="checkbox"/> General feedback</p> <p><input type="checkbox"/> Right answer</p> <p><input type="checkbox"/> Overall feedback</p> <p><b>After the quiz is closed</b></p> <p><input checked="" type="checkbox"/> The attempt</p> <p><input checked="" type="checkbox"/> Whether correct</p> <p><input checked="" type="checkbox"/> Marks</p> <p><input checked="" type="checkbox"/> Specific feedback</p> <p><input checked="" type="checkbox"/> General feedback</p> <p><input type="checkbox"/> Right answer</p> <p><input checked="" type="checkbox"/> Overall feedback</p>
---	--

**Activity completion**

Completion tracking ⓘ  ⓘ

Require view  Student must view this activity to complete it

Require grade ⓘ  Student must receive a grade to complete this activity

Expect completed on ⓘ     Enable

**NOTE**

Do not set the access dates to restrict access to the quiz if you are using the enable dates as directed above. They will prohibit the quiz grades from recording in the grade book.

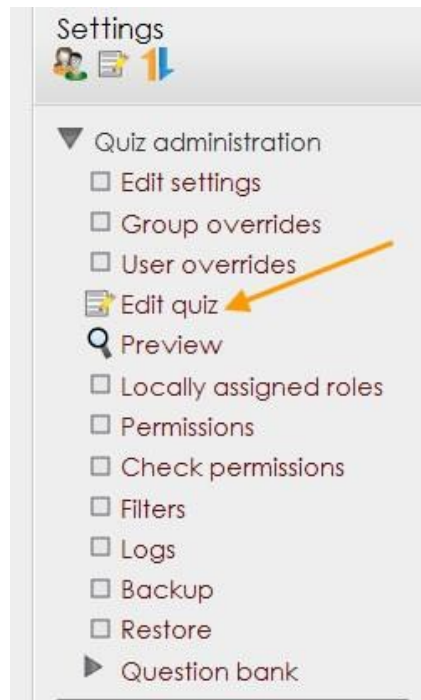
# Quiz Creation

Moodle refers to tests, exams, or quizzes as quizzes. Creating quizzes is a two-step process in Moodle. We discussed in an earlier section the first step of proper settings on

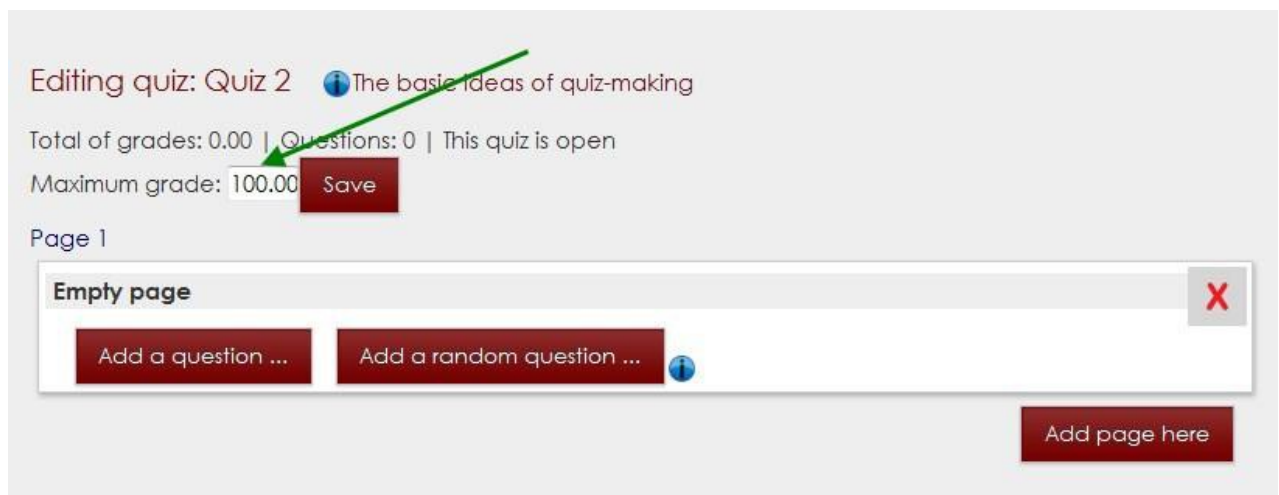
the quiz regarding dates the quiz is available to the students and other specific settings for quizzes. These settings will need to be set regardless of whether an existing quiz is being set for a new term or if a new quiz is being created.

Step two of the process of creating a quiz applies to the quiz content or questions.

To access the area in which content is to be added to a quiz, access the quiz from the course content page and scroll down the right side of the page to the Settings block. Click on Edit quiz.



Once on the next page, the first task is to set the maximum grade for the quiz. You can do that simply by typing in the box next to maximum grade and clicking "Save".



It is now time to add the quiz question. This can be done in a couple of ways depending on the options available to the quiz creator.

Editing quiz: Quiz 2 ⓘ The basic ideas of quiz-making

Total of grades: 0.00 | Questions: 0 | This quiz is open

Maximum grade: 100.00 Save

Page 1

Empty page ✕

Add a question ...
Add a random question ... ⓘ

Add page here

*(Callout boxes: "This option is to add random questions from a question bank that either you have created or has been provided by your textbook company." points to "Add a random question ...". "This option is for manually typing in questions." points to "Add a question ...".)*

To type in new quiz questions:

Choose a question type to add ✕

<ul style="list-style-type: none"> <li><input checked="" type="radio"/>  Calculated</li> <li><input type="radio"/>  Calculated multichoice</li> <li><input type="radio"/>  Calculated simple</li> <li><input type="radio"/>  Embedded answers (Cloze)</li> <li><input type="radio"/>  Essay</li> <li><input type="radio"/>  Matching</li> <li><input type="radio"/>  Multiple choice</li> <li><input type="radio"/>  Numerical</li> <li><input type="radio"/>  Random short-answer matching</li> <li><input type="radio"/>  Short answer</li> <li><input type="radio"/>  True/False</li> <li><input type="radio"/>  Description</li> </ul>	<p>Select a question type to see its description.</p>
--	---

Next
Cancel

There are several options regarding the types of quiz questions to add. There are some special considerations regarding matching and calculated questions. For assistance with these, please contact the CLT or online course support.

The most common question type used by instructors is multiple-choice so it will be the example of the process.

### Adding a Multiple choice question ?

**General**

This category assists with organizing questions into

Category: Default for CLT Video Course (4)

Question name\*

Question text

The actual question wording goes in this area. It will display exactly as you type it in the box.

How many points is this question worth? This value can be edited later, if needed.

Default mark\*

Path: p

General feedback ?

How many answers are required to have a complete, correct answer?

One or multiple answers?

Shuffle the choices?

Number the choices?

How do you want the answers labeled? Numbers? Letters?

Shuffling answer choices seems like a good idea. However, if you have an answer option that is "all of the above", it is not a good idea. If that answer option is first, it causes difficulties for the student.



**Choice 1**

This area is only for the first answer option of the multiple choice question.

Answer

Font family | Font size | Paragraph

**B** *I* U ABC X<sub>1</sub> X<sub>2</sub> X<sub>3</sub> X<sub>4</sub> X<sub>5</sub> X<sub>6</sub> X<sub>7</sub> X<sub>8</sub> X<sub>9</sub> X<sub>10</sub> X<sub>11</sub> X<sub>12</sub> X<sub>13</sub> X<sub>14</sub> X<sub>15</sub> X<sub>16</sub> X<sub>17</sub> X<sub>18</sub> X<sub>19</sub> X<sub>20</sub> X<sub>21</sub> X<sub>22</sub> X<sub>23</sub> X<sub>24</sub> X<sub>25</sub> X<sub>26</sub> X<sub>27</sub> X<sub>28</sub> X<sub>29</sub> X<sub>30</sub> X<sub>31</sub> X<sub>32</sub> X<sub>33</sub> X<sub>34</sub> X<sub>35</sub> X<sub>36</sub> X<sub>37</sub> X<sub>38</sub> X<sub>39</sub> X<sub>40</sub> X<sub>41</sub> X<sub>42</sub> X<sub>43</sub> X<sub>44</sub> X<sub>45</sub> X<sub>46</sub> X<sub>47</sub> X<sub>48</sub> X<sub>49</sub> X<sub>50</sub> X<sub>51</sub> X<sub>52</sub> X<sub>53</sub> X<sub>54</sub> X<sub>55</sub> X<sub>56</sub> X<sub>57</sub> X<sub>58</sub> X<sub>59</sub> X<sub>60</sub> X<sub>61</sub> X<sub>62</sub> X<sub>63</sub> X<sub>64</sub> X<sub>65</sub> X<sub>66</sub> 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X<sub>1115</sub> X<sub>1116</sub> X<sub>1117</sub> X<sub>1118</sub> X<sub>1119</sub> X<sub>1120</sub> X<sub>1121</sub> X<sub>1122</sub> X<sub>1123</sub> X<sub>1124</sub> X<sub>1125</sub> X<sub>1126</sub> X<sub>1127</sub> X<sub>1128</sub> X<sub>1129</sub> X<sub>1130</sub> X<sub>1131</sub> X<sub>1132</sub> X<sub>1133</sub> X<sub>1134</sub> X<sub>1135</sub> X<sub>1136</sub> X<sub>1137</sub> X<sub>1138</sub> X<sub>1139</sub> X<sub>1140</sub> X<sub>1141</sub> X<sub>1142</sub> X<sub>1143</sub> X<sub>1144</sub> X<sub>1145</sub> X<sub>1146</sub> X<sub>1147</sub> X<sub>1148</sub> X<sub>1149</sub> X<sub>1150</sub> X<sub>1151</sub> X<sub>1152</sub> X<sub>1153</sub> X<sub>1154</sub> X<sub>1155</sub> X<sub>1156</sub> X<sub>1157</sub> X<sub>1158</sub> X<sub>1159</sub> X<sub>1160</sub> X<sub>1161</sub> X<sub>1162</sub> X<sub>1163</sub> X<sub>1164</sub> X<sub>1165</sub> X<sub>1166</sub> X<sub>1167</sub> X<sub>1168</sub> X<sub>1169</sub> X<sub>1170</sub> X<sub>1171</sub> X<sub>1172</sub> 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**Optional settings**

Show Require grading ▾

Submissions shown per page 20

Allow quick grading

Save preferences

## Grading in Moodle: Forums

To grade forums, you will need to enter the forum to allow you to see the students' postings. The postings will appear in a list under the area where you created the discussion topic. The discussion forums shown are for those forums set to a "general forum for standard use".

## To Grade a Forum by Discussion Thread

Click on the title of the discussion.

Add a new discussion topic

Discussion	Started by	Replies	Last post
Hi, I'm Sally	CLT Student002	1	CLT Student002 Tue, Mar 20, 2012, 03:57 PM

Once the next page opens, you will have several options regarding how you view the posts and replies. The view you select could impact the ease at which you can grade the same forum.

Home > My courses > CLT Video Course > Topic 2 > Test Discussion Forum > Hi, I'm Sally

**Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:55 PM

Display replies in nested form ▾

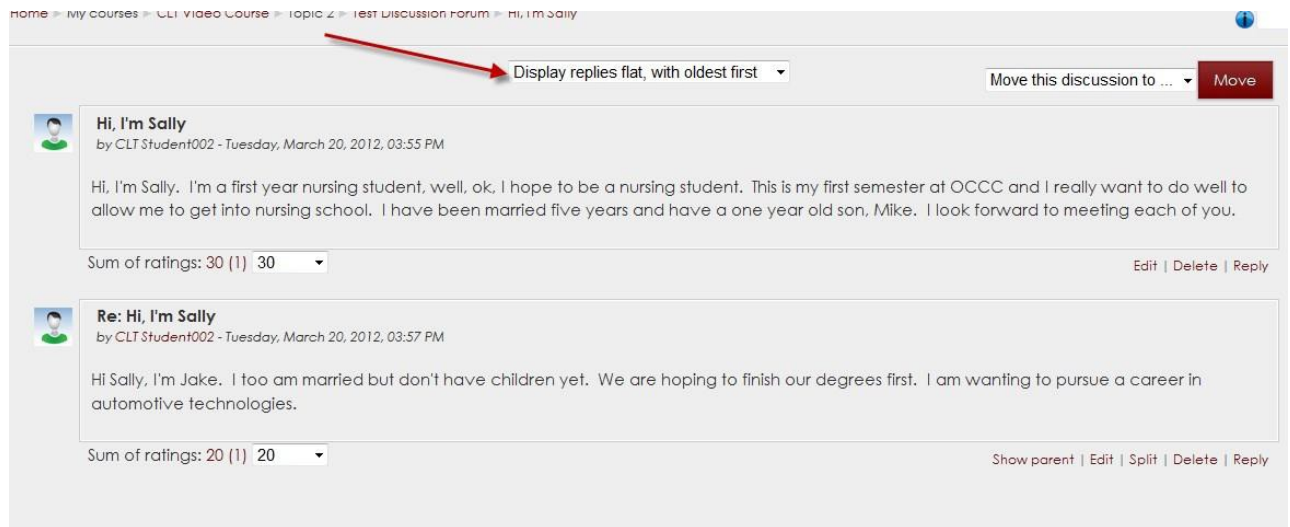
- Display replies flat, with oldest first
- Display replies flat, with newest first
- Display replies in threaded form
- Display replies in nested form

Move this discussion to ... ▾ Move

If you choose to display replies flat (regardless of whether you see the oldest post first or last), the replies are shown in a format that prohibits you from being able to tell if a



student's post is an initial post or a post that is in response to another student's. For some instructors that distinction is important regarding points awarded for posts.



Home » My courses » CLT Video Course » topic 2 » test Discussion forum » Hi, I'm Sally

Display replies flat, with oldest first

Move this discussion to ... Move

**Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:55 PM

Hi, I'm Sally. I'm a first year nursing student, well, ok, I hope to be a nursing student. This is my first semester at OCCC and I really want to do well to allow me to get into nursing school. I have been married five years and have a one year old son, Mike. I look forward to meeting each of you.

Sum of ratings: 30 (1) 30

Edit | Delete | Reply

**Re: Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:57 PM

Hi Sally, I'm Jake. I too am married but don't have children yet. We are hoping to finish our degrees first. I am wanting to pursue a career in automotive technologies.

Sum of ratings: 20 (1) 20

Show parent | Edit | Split | Delete | Reply

If the settings are to display replies in a threaded format as shown below, the instructor will only see the initial posting and only a link is provided to the response postings.



Display replies in threaded form

Move this discussion to ... Move

**Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:55 PM

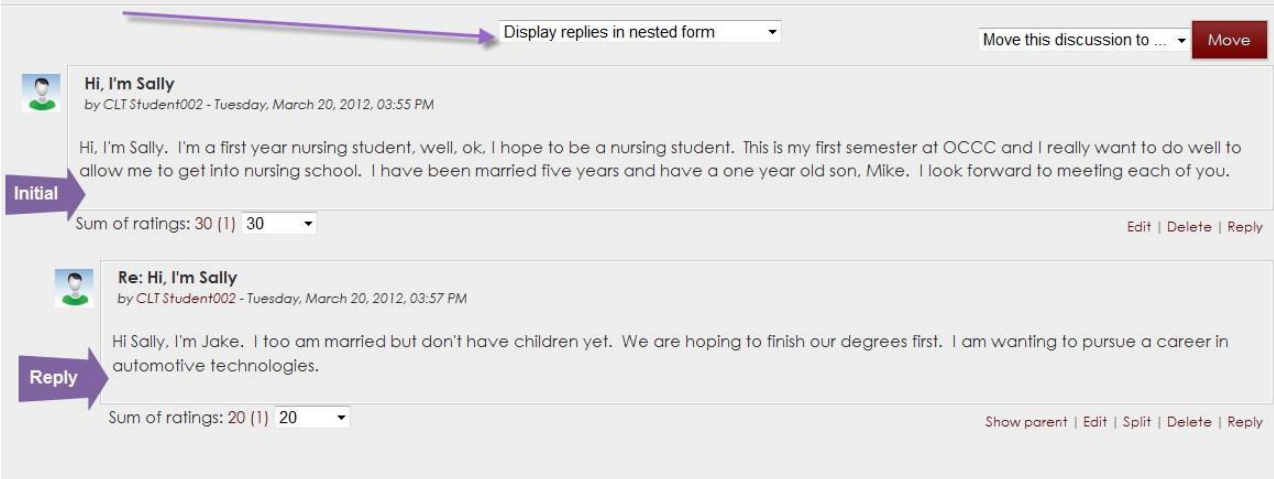
Hi, I'm Sally. I'm a first year nursing student, well, ok, I hope to be a nursing student. This is my first semester at OCCC and I really want to do well to allow me to get into nursing school. I have been married five years and have a one year old son, Mike. I look forward to meeting each of you.

Sum of ratings: 30 (1) 30

Edit | Delete | Reply

Re: Hi, I'm Sally by CLT Student002 - Tuesday, March 20, 2012, 03:57 PM

This setting is the one that is recommended as it allows instructors to see the initial post as well as replies in context. It allows you to see these posts and rate (grade) them from one screen.



Display replies in nested form

Move this discussion to ... Move

**Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:55 PM

Hi, I'm Sally. I'm a first year nursing student, well, ok, I hope to be a nursing student. This is my first semester at OCCC and I really want to do well to allow me to get into nursing school. I have been married five years and have a one year old son, Mike. I look forward to meeting each of you.

Sum of ratings: 30 (1) 30

Edit | Delete | Reply

**Re: Hi, I'm Sally**  
by CLT Student002 - Tuesday, March 20, 2012, 03:57 PM

Hi Sally, I'm Jake. I too am married but don't have children yet. We are hoping to finish our degrees first. I am wanting to pursue a career in automotive technologies.

Sum of ratings: 20 (1) 20


Show parent | Edit | Split | Delete | Reply

Each of these types of grading requires the instructor to move back to the forum page to grade the next discussion thread began by the next student.


## To Grade a Forum by Student

Go to the desired forum and open the forum to allow you to see the student posts.


Click on the student's name in the discussion posting list.




Add a new discussion topic

Discussion	Started by	Replies	Last post
Hi, I'm Sally	 CLT Student002	1	CLT Student002 Tue, Mar 20, 2012, 03:57 PM

Clicking on the student's name will open the student's profile.



CLT Student002 (CLT Video Course)



Email address: cltstudent002@email.occc.edu

Last access: Thursday, March 22, 2012, 01:11 PM (88 days 14 hours)

Roles: Student

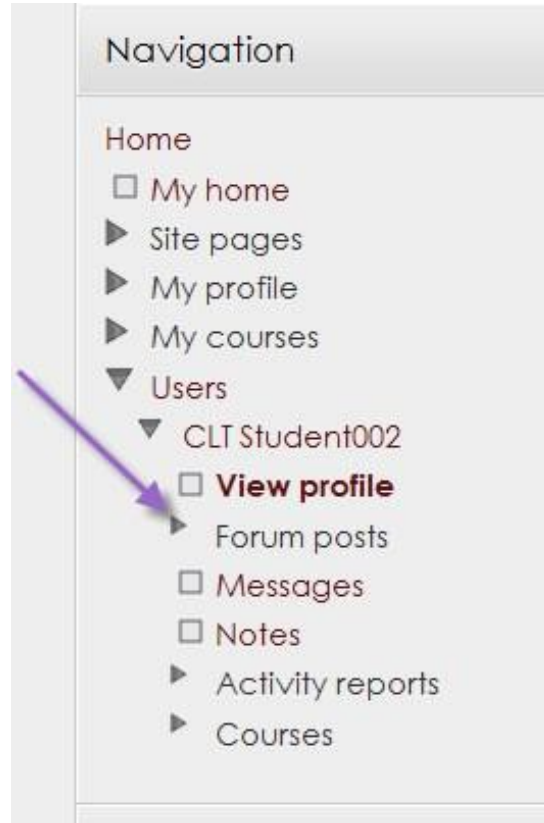
Course profiles: CLT Video Course, Jan 2012 GradebookTraining, Teaching and Grading in Moodle\_002, Glenda Prince Sandbox2, Glenda Prince Sandbox3, Morgan Felty Sandbox3

Send a message

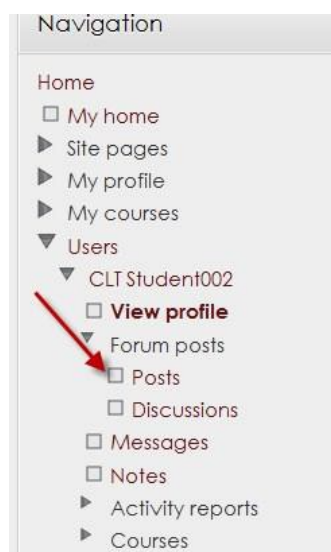
Full profile

Once the student's profile has opened, click on the full profile button as shown above.

Once the student's full profile is shown, access will be given to the navigation block. Scroll down to the navigation block on the lower right hand side of the page. Look for forum posts. Click on the triangle next to forum posts.

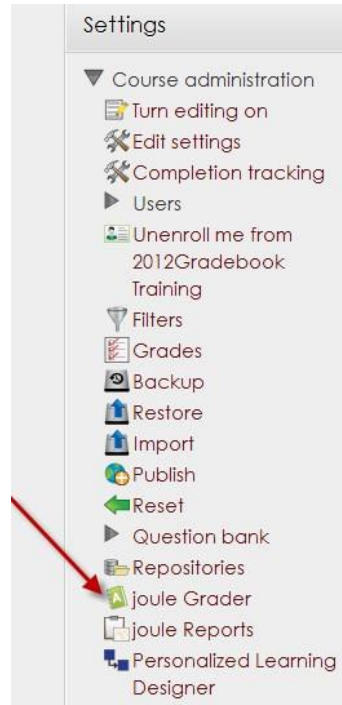


This will provide the option to choose to view the posts or discussions. Selecting Posts will allow you to see all of the postings the student has made.



## Grading in Moodle: Assignments

New in Moodle 2.4 is the Joule Grader. The joule grader can be found in the Settings block.

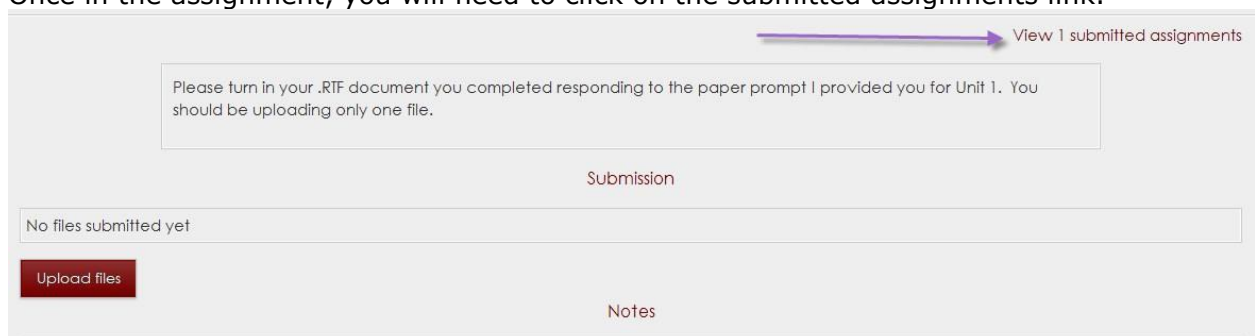


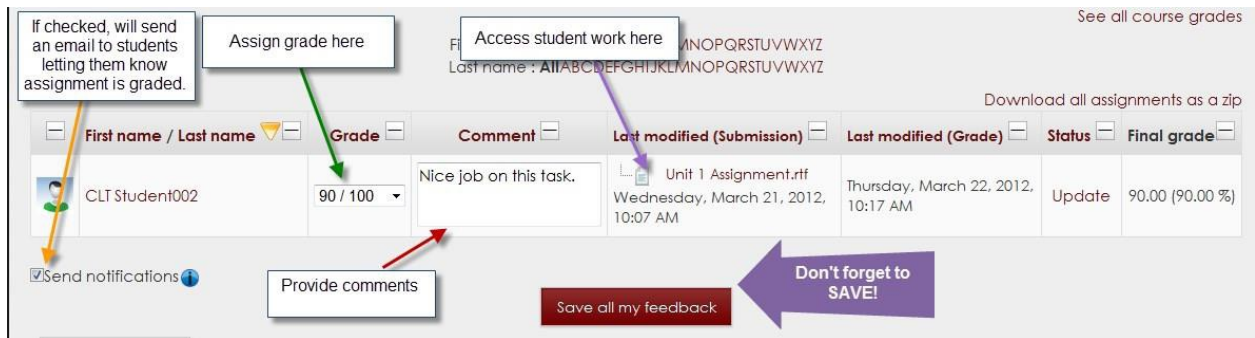
The joule grader can allow you to see all of the ungraded work that has been submitted in your course to an assignment. You can then sort the information by student or assignment. You can view the document submitted, add comments, and grade from one screen.

## Grading from an Individual Assignment

To grade an assignment, enter the assignment by clicking on the title of the assignment from the content page of the course.

Once in the assignment, you will need to click on the submitted assignments link.



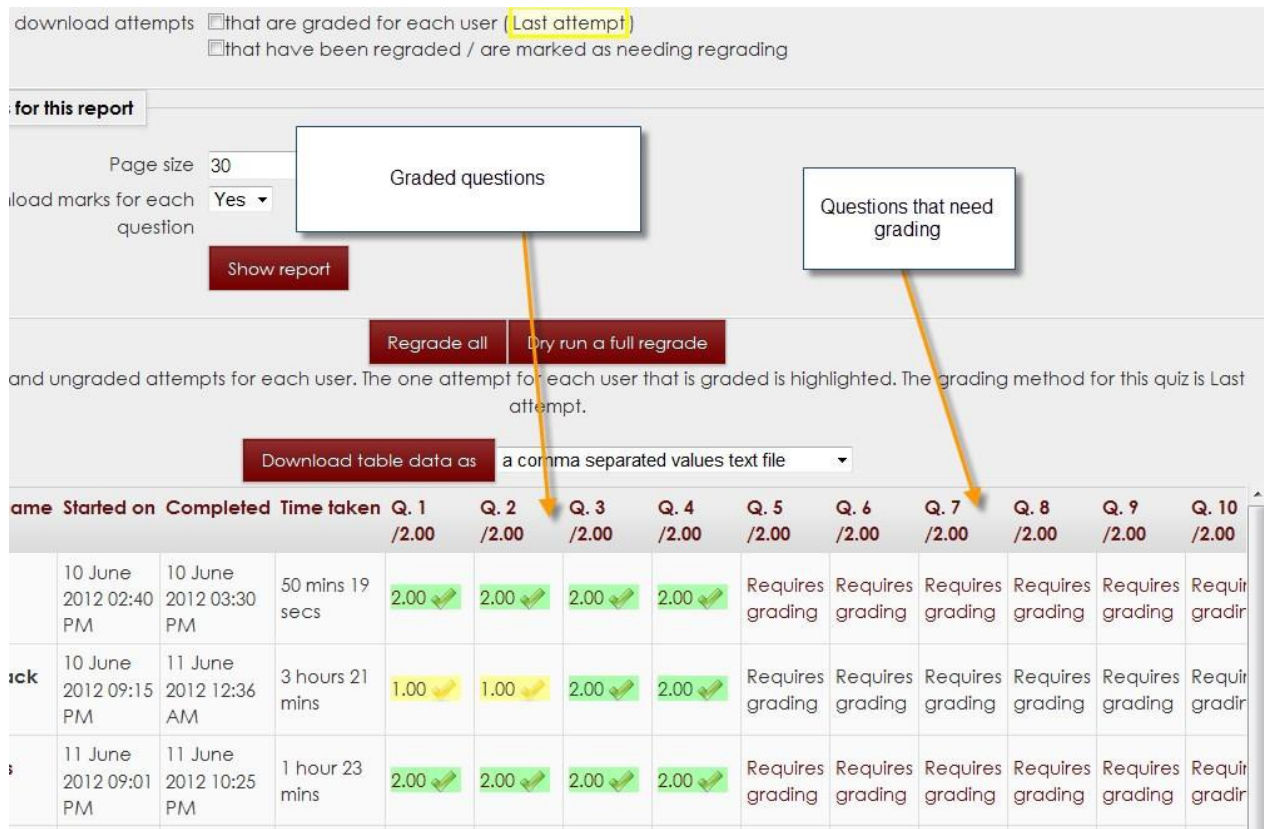


Annotations in the screenshot:

- If checked, will send an email to students letting them know assignment is graded.** (points to 'Send notifications' checkbox)
- Assign grade here** (points to the 'Grade' dropdown menu)
- Access student work here** (points to the 'Last modified (Submission)' column)
- Provide comments** (points to the 'Comment' text area)
- Save all my feedback** (points to the 'Save all my feedback' button)
- Don't forget to SAVE!** (points to the 'Save all my feedback' button)

The instructions illustrate quick grading as that is what is Recommended to decrease grading time.

## Grading in Moodle: Quizzes



Annotations in the screenshot:

- Graded questions** (points to the 'Q. 1' through 'Q. 4' columns in the table)
- Questions that need grading** (points to the 'Q. 5' through 'Q. 10' columns in the table)

Name	Started on	Completed	Time taken	Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10
	10 June 2012 02:40 PM	10 June 2012 03:30 PM	50 mins 19 secs	2.00 ✓	2.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading
rick	10 June 2012 09:15 PM	11 June 2012 12:36 AM	3 hours 21 mins	1.00 ✓	1.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading
	11 June 2012 09:01 PM	11 June 2012 10:25 PM	1 hour 23 mins	2.00 ✓	2.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading

If quizzes contain only multiple choice questions, they will be automatically graded by Moodle. However, some quizzes contain short answer or multiple choice questions that require manual grading.

There are a couple of ways to grade questions that need manual grading but the way that seems to be the most efficient for instructors is the "grade by question" method.

To access the completed quizzes, click on the title of the quiz from the course content page.



Whether you take all of your classes online or you take some on campus and some online, you should know where to find information, how to access resources, and whom to ask questions. Open the college's home page (<http://www.occc.edu>) in a new tab in your browser. You'll want to keep this activity and the college's web site open to complete this activity. For each item, compile the information and answer the questions.

Click here to see student submissions for the quiz.

This quiz closed on Sunday, 17 June 2012, 11:45 PM

Grading method: Last attempt

Attempts: 18

No more attempts are allowed

Back to the course

download attempts  that are graded for each user (Last attempt)  
 that have been regraded / are marked as needing regrading

for this report

Page size 30  
 load marks for each question Yes

Show report

Graded questions

Questions that need grading

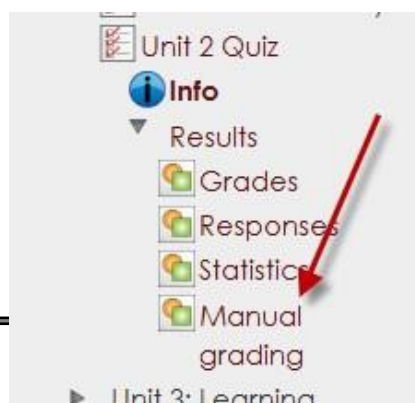
Regrade all

Dry run a full regrade

and ungraded attempts for each user. The one attempt for each user that is graded is highlighted. The grading method for this quiz is Last attempt.

Download table data as a comma separated values text file

name	Started on	Completed	Time taken	Q. 1	Q. 2	Q. 3	Q. 4	Q. 5	Q. 6	Q. 7	Q. 8	Q. 9	Q. 10
				/2.00	/2.00	/2.00	/2.00	/2.00	/2.00	/2.00	/2.00	/2.00	/2.00
	10 June 2012 02:40 PM	10 June 2012 03:30 PM	50 mins 19 secs	2.00 ✓	2.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading
ack	10 June 2012 09:15 PM	11 June 2012 12:36 AM	3 hours 21 mins	1.00 ✓	1.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading
	11 June 2012 09:01 PM	11 June 2012 10:25 PM	1 hour 23 mins	2.00 ✓	2.00 ✓	2.00 ✓	2.00 ✓	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading	Requires grading



Once on the page that shows individual student responses and questions that need grading, scroll down to the navigation block. Click on the title of the quiz and click on manual grading.

partment

Clicking on grade all opens a new page that displays student responses.

Questions that need grading

Questions that have been graded automatically

QID	Name	To grade	Already graded	Total
1	Labs & Centers	1 grade	16 update grades	17 grade all
2	Login	1 grade	16 update grades	17 grade all
3	Search Courses	1 grade	16 update grades	17 grade all
4	Bookstore	1 grade	16 update grades	17 grade all
5	Student Life	17 grade	0	17 grade all
6	Programs	17 grade	0	17 grade all
7	Financial Aid	17 grade	0	17 grade all
8	Advising	17 grade	0	17 grade all
9	College Calendar	17 grade	0	17 grade all
10	Student Handbook	17 grade	0	17 grade all

Click on "grade all" to grade all of the responses to this question.

To help with grading, there are some settings that can expedite the process.

Grading question 5: Student Life

[Back to the list of questions](#)

**Options**

Attempts to grade: All (17)

Questions per page: 17

Order attempts: By student name

[Change options](#)

Set the questions per page to equal the number of attempts for the question

Set to order attempts by student name to prevent Moodle from displaying student responses that you have previously graded.

Once these settings have been set, proceed down the page to the student responses.

Student Life encompasses many things. To find Student Life, hold your cursor over the Student Services tab in the main navigation bar. Move your selection tool to *Student Life* and click. In the side navigation bar on the left, you will see a wealth of information for students. Record what you consider the top three most interesting things here and why you selected these items.

service learning, because i believe volunteering is an imporant part of every community.

campus activites, because being involved with campus activities helps students interact with each other and have fun while getting to know new people.

club resources, this is important because students who are interested in joining a club can come here first to find which one would suit them best.

Student's answer to the question

Quiz Question

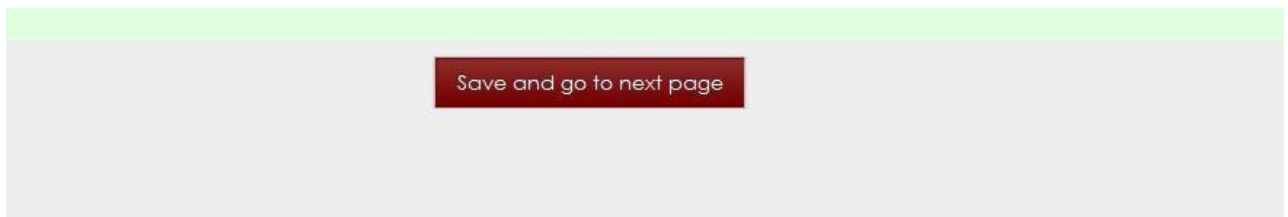
Comment

Area to provide a comment to the student regarding this specific answer

Enter points earned for this question

Mark  out of 2.00

Be sure to click "Save and go to next page" at the bottom of the page.



# Attendance

Moodle allows instructors to take attendance within Moodle as well as take attendance that counts as a grade in the course.

To include the attendance features, the attendance activity must first be added to the course. This can be added by choosing "Add Resource" and select Attendance from the list of activities.



**Topic list**

Add Topic   Add Resource   Add Block   Edit Layout   Topic Settings

**Activities**

- Advanced Forum
- Attendance
- Chat
- Choice
- Database
- External Tool
- Feedback
- Forum
- Glossary
- joule Synchronous
- Lesson
- Quiz
- SCORM package
- Survey
- Wiki

Add To  
Topic list

**Assignments**

- Advanced uploading of files
- Online text
- Upload a single file
- Offline activity
- eFolio

**Resources**

- Book
- File
- Folder
- IMS content package
- Label
- Page
- URL

Once the activity has been added to the course, some options appear.

Home >> My courses >> CLT Video Course

Adding a new Attendance

**General**

Name\* Attendance

Grade 100

Scale: Separate and Connected ways of knowing

No grade

100

99

98

97

96

95

94

93

92

91

90

89

88

87

86

85

84

83

Completion condition (none) must be marked complete

Before this can be accessed Show this greyed-out, with restriction information

**Activity completion**

Completion tracking Students can manually mark the activity as completed

Require grade  Student must receive a grade to complete this activity

Expect completed on 11 July 2012  Enable

Activity can be set up without a grade associated with it.

Grade value can be adjusted using the descending

There is no need to set access dates or release codes for the attendance activity.

There are required fields in this form marked\* .

Once the settings have been saved, you will notice the attendance block in your course will have changed. (Please be aware that the attendance feature must be added for each course.)

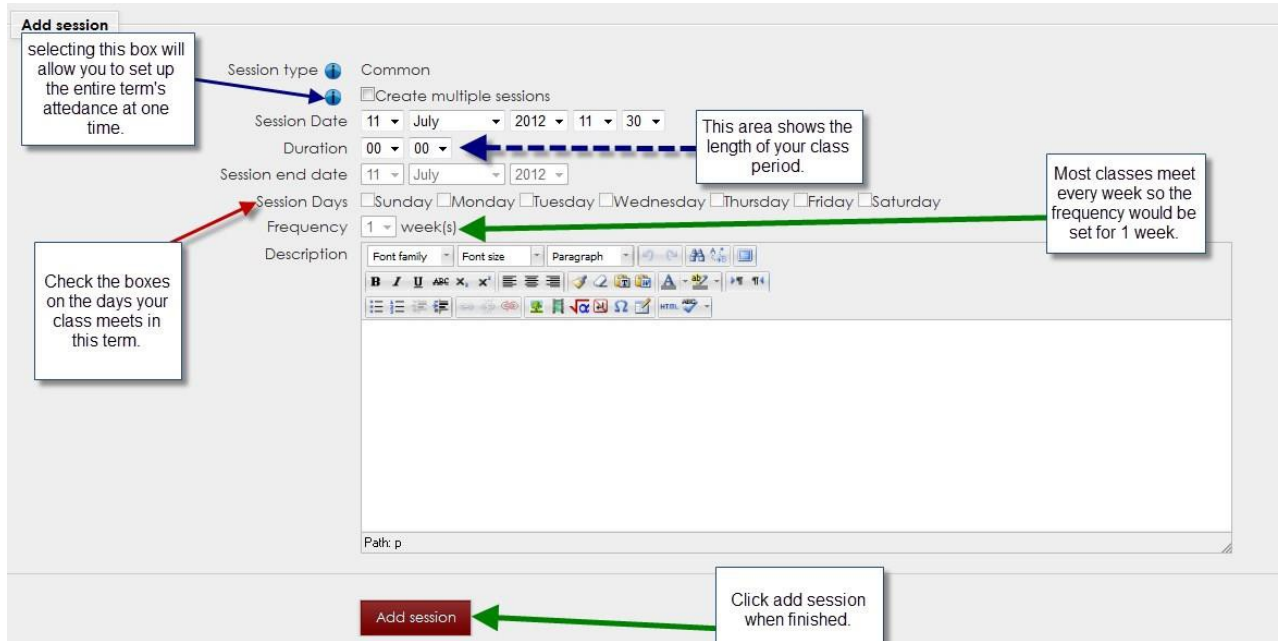
The attendance block now has options to look at attendance, take attendance, add, or report.



To finish set up of the attendance function in your course, please click on "Add" to bring up the session screen.



There are settings that need to be adjusted to fit your course.



**Add session**

selecting this box will allow you to set up the entire term's attendance at one time.

Session type  Common

Create multiple sessions

Session Date 11 July 2012 11:30

Duration 00:00

Session end date 11 July 2012

Session Days  Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

Frequency 1 week(s)

Description

Font family Font size Paragraph

Path: p

Add session

Click add session when finished.

This area shows the length of your class period.

Most classes meet every week so the frequency would be set for 1 week.

Check the boxes on the days your class meets in this term.

## Taking Attendance in Moodle

To take attendance in Moodle, you can access it two ways:  
 Either from the attendance block:



OR from within the attendance activity:



Attendance for the course :: CLT Video Course

Select the sessions tab

Sessions Add Report Export Settings

07.8 - 07.14

Click on the green hexagon to enter attendance for the session.

#	Type	Date	Time	Description	Actions
1	Common	07.11.12 (Wed)	15:35	Regular class session	 

Hidden sessions: 0

Choose... OK


---

Attendance for the course :: CLT Video Course

Sessions Add Report Export Settings

Select select the appropriate button next to each student's name to indicate their attendance.

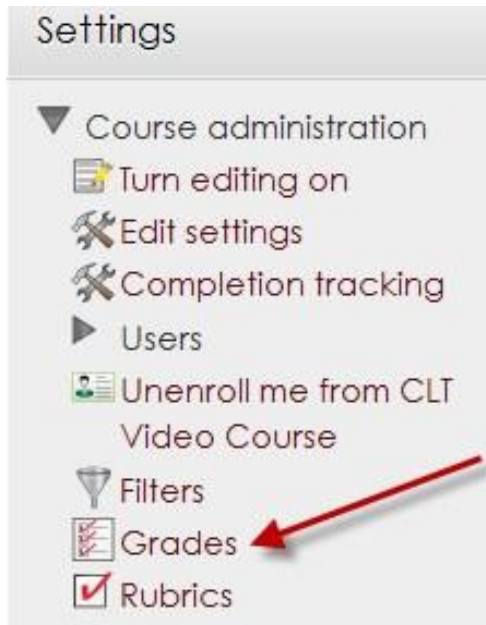
Don't like these choices? You can change them if you like.

#	First name / Last name	P	L	E	A	Remarks
1	 CLT Student002	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

Save attendance

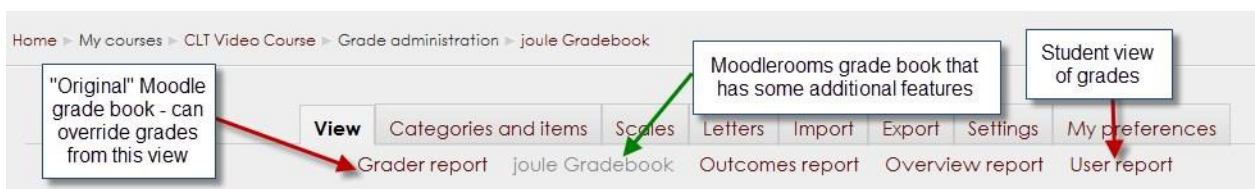
# The Moodle Grade Book

The Moodle grade book provides instructors many options regarding how the grade book is set up.



The grade book can be accessed from the Settings block.

The grade book has multiple views in which you can see the grade book and each has unique functionalities.

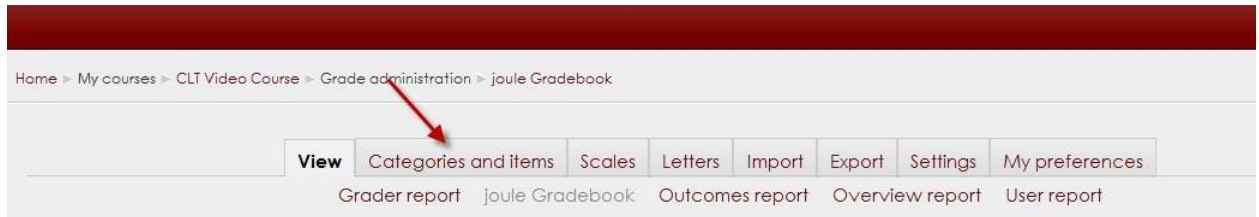


In the screenshot above, joule grade book is grayed out which indicates that the active view being seen on that screen is the Joule grade book.

Teaching Tip: The grade book does not work with all browsers. Unfortunately, Internet Explorer does not show items correctly so it is recommended that it be avoided when working in the grade book.

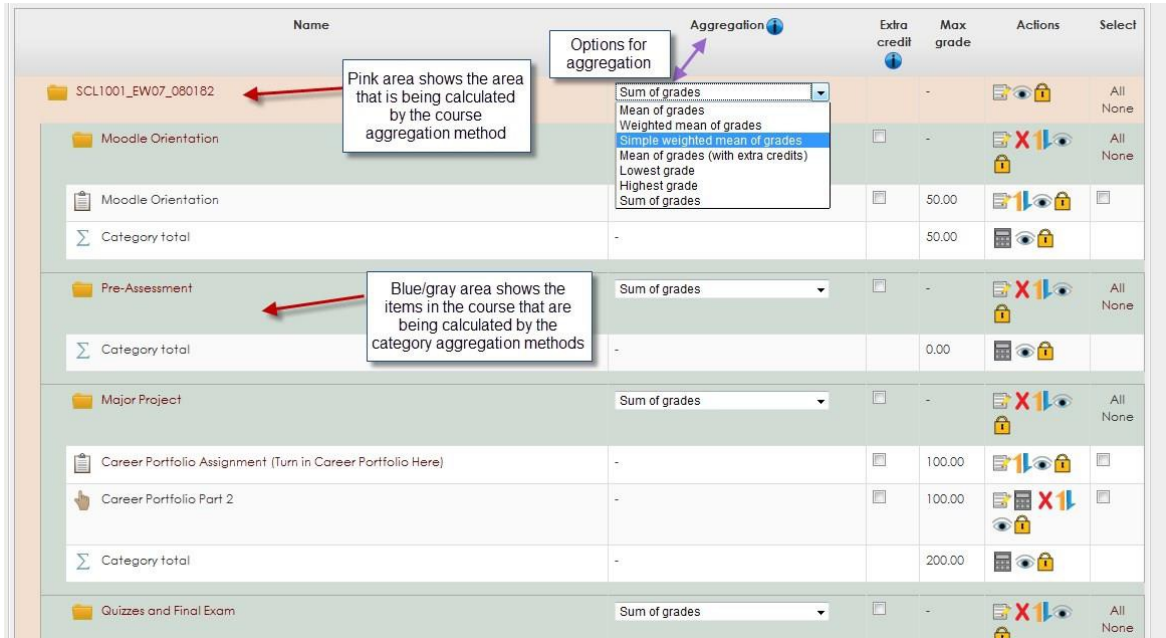
## Categories and Items View of Grade Book

To set up the grade book calculation method, you need to access the categories and items page of the grade book.



The categories and items page allows you some additional options for setting up the grade book. There is a lot of information on this page so it is important to know what area speaks to which items in the grade book.

This particular grade book shows a course SCL 1001\_EW07. It has categories set up for Moodle Orientation, Pre-Assessment, Major Project, and Quizzes and Final Exam. The individual activities are shown under each category heading in white.



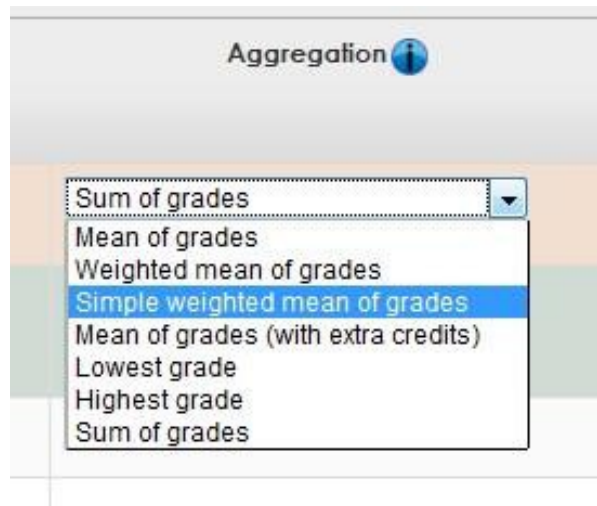
Name	Aggregation	Extra credit	Max grade	Actions	Select
SCL1001_EW07_080182					
Moodle Orientation					
Moodle Orientation	Sum of grades	<input type="checkbox"/>	-		All
Category total	-		50.00		None
Pre-Assessment					
Category total	-		0.00		None
Major Project					
Career Portfolio Assignment (Turn in Career Portfolio Here)	-	<input type="checkbox"/>	100.00		All
Career Portfolio Part 2	-	<input type="checkbox"/>	100.00		None
Category total	-		200.00		None
Quizzes and Final Exam					
Category total	-		-		None

Annotations in the image:

- Pink area:** Shows the area that is being calculated by the course aggregation method.
- Blue/gray area:** Shows the items in the course that are being calculated by the category aggregation methods.
- Options for aggregation:** A dropdown menu showing options: Sum of grades, Mean of grades, Weighted mean of grades, Simple weighted mean of grades, Mean of grades (with extra credits), Lowest grade, Highest grade, Sum of grades.

## Aggregation Methods

There are several options regarding how the grade book is calculated. It is important to have the calculation method match what your course syllabus indicates as the manner in which grades are calculated.



We only recommend a few of these aggregation options:

1. Sum of Grades

- Grade is calculated: Points earned by student/total points possible in class
- "Aggregate non-empty grades" does not work with this grade book settings
  - Implication: Students will see their grade based on total points for class - regardless of whether the activity has been available for student yet or not.
    - Students will most often have a failing grade in the class until the last couple of weeks of the term
- Hide totals if they contain hidden items should not be used
- The students will experience a "building effect" of points - not a "real time" point total or percentage

2. Simple Weighted Mean of Grades

- Best used when activities are given an arbitrary number of points
  - Each activity has a different number of points
- Instructors wants all activities to be weighted appropriately according to the maximum number of points available
- Students will see "real time grade percentages" (not point totals)
- Extra Credit (check box) does work with this feature



## Other Grade Book Configurations

### (Not recommended by CLT)

#### 1. Weighted Mean of Grades

- Can be used to determine a weight for individual categories or activities
- Can choose weights for categories or individual assignments

#### 2. Mean of Grades

- All activities are given an arbitrary number of points
- All activities should all have the exact number of points

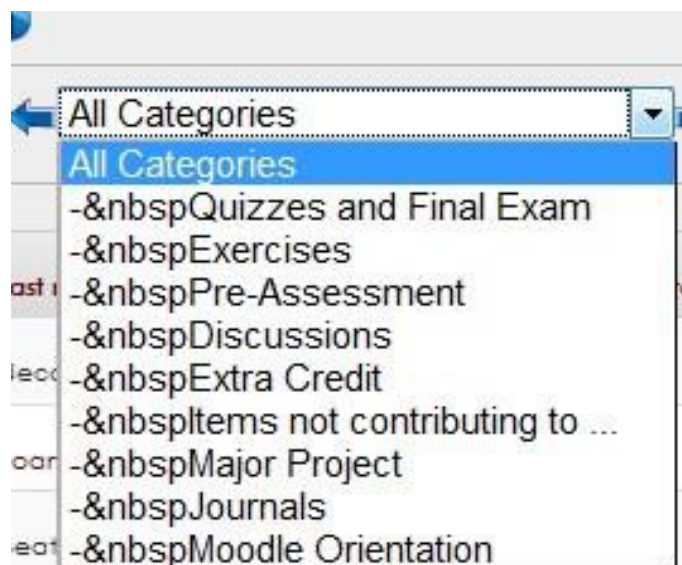
### NOTE

It is strongly recommended that the grade book be configured prior to the beginning of the course and not be adjusted as it can impact the calculation of students' grades.

### Accessing Student Grades

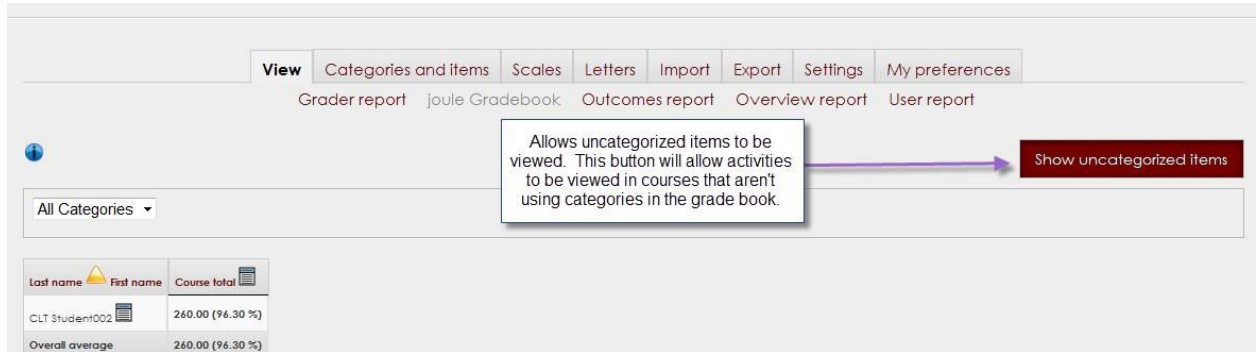
The grade book defaults to the Joule grade book and will show grades at the category level.

However this can be changed by selecting the proper category from the drop down menu. Choosing a particular category will allow you to see and interact with particular assignments and student grades on those assignments.



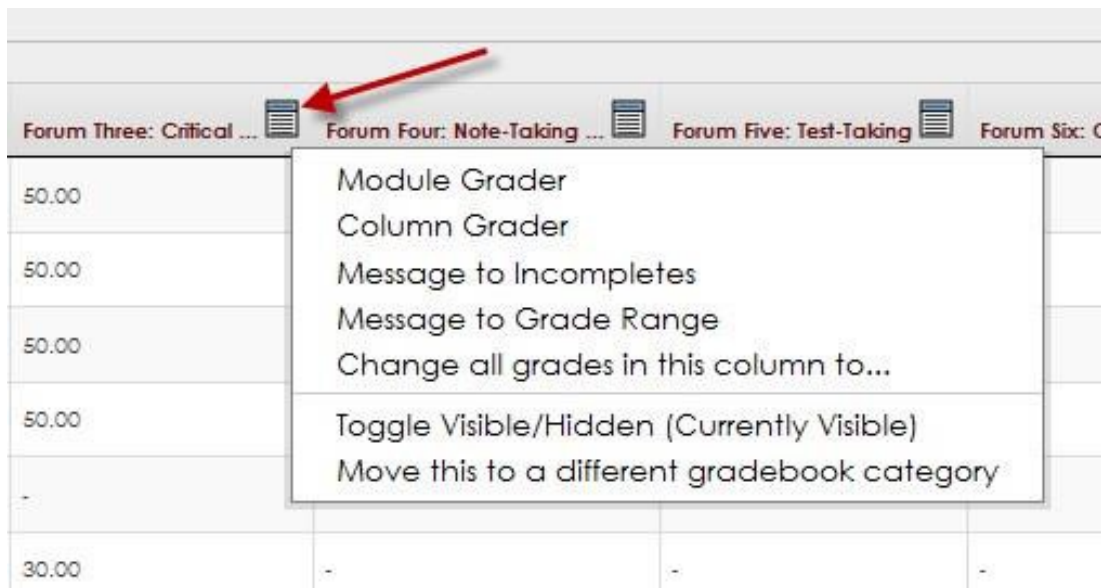
If no categories are being used, the show uncategorized items button will be visible and will allow the individual assignments to be visible.



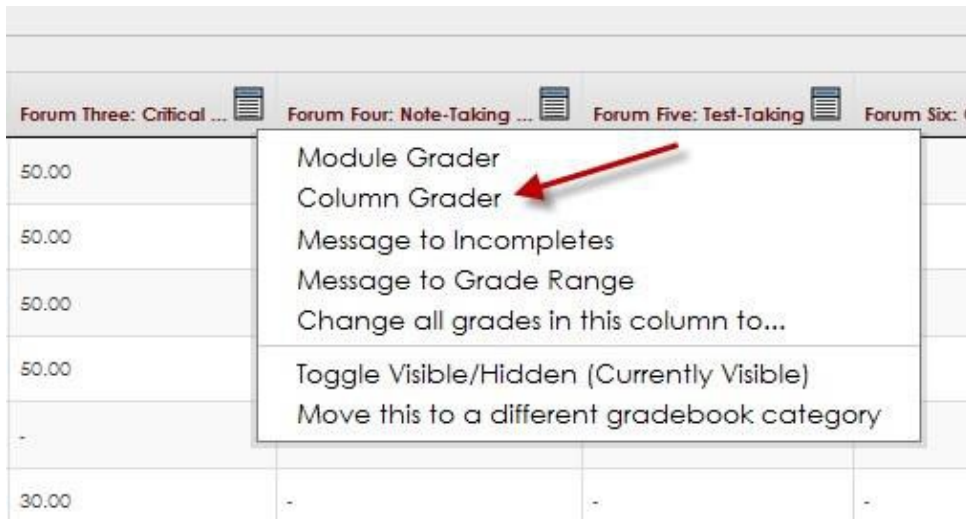


The Joule grade book has some nice added features to allow instructors some additional functionality in the grade book.

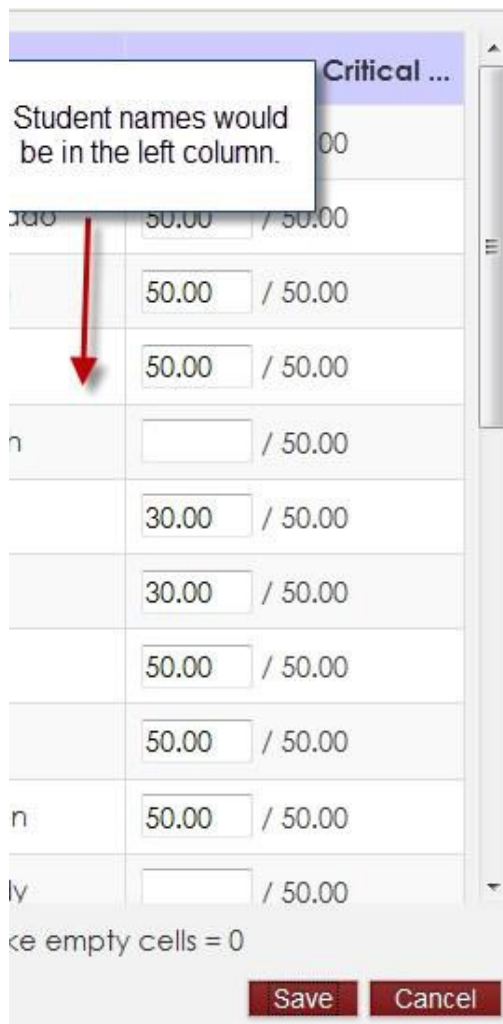
One of the added features allows column actions. All of the options seen below are accessed by clicking on the column actions button as indicated by the arrow.



Most of these options are obvious as to their action but the column grader is worthy of some additional explanation.



Teaching Tip: Column grader is a nice way to manually enter grades as all students are displayed on the screen at one time.



The grade book is a part of any course that requires serious consideration prior to the beginning of the course. Please feel free to contact a CLT consultant to discuss the specific aspects of the grade book that will be most beneficial to you and your student

# Checklist for Beginning a Semester in Moodle

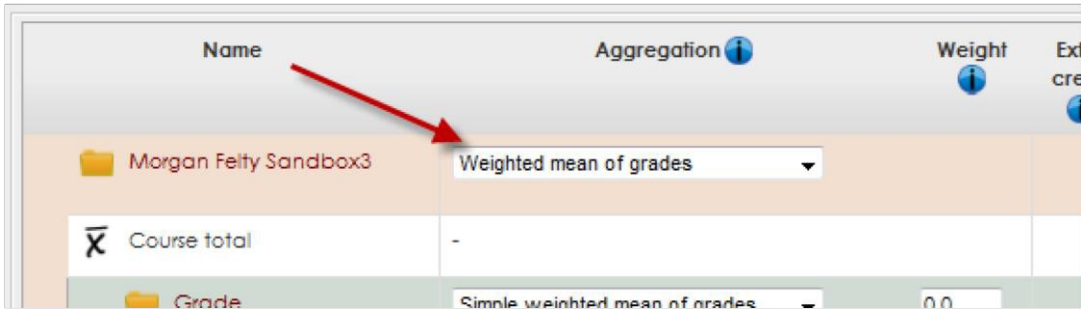
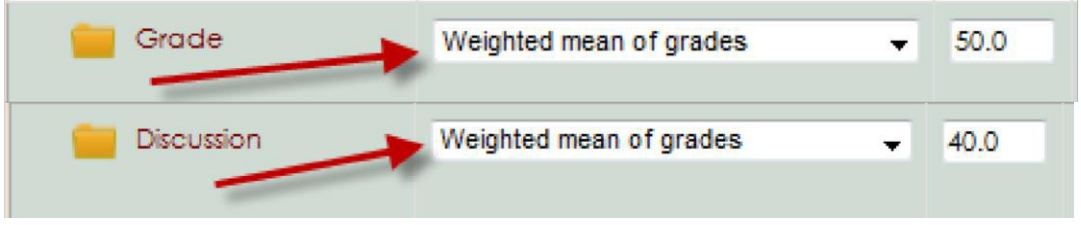
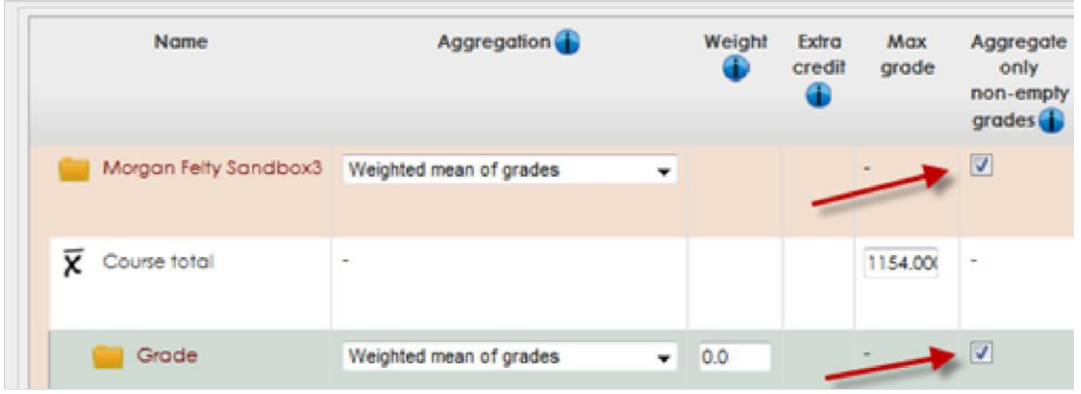


<input type="checkbox"/>	Examine your course design. Is it logical? Is it consistent, topic to topic?
<input type="checkbox"/>	Are your course dates and times set correctly? Do they match your syllabus?
<input type="checkbox"/>	Remove all references to ANGEL from course content and syllabus/instructor contact and policy information.
<input type="checkbox"/>	Examine quiz settings. Verify settings are not on adaptive mode.
<input type="checkbox"/>	Verify discussion settings. Can students post an initial post and reply?
<input type="checkbox"/>	“Change your role” to student and work through your course. Do resources and activities work?
<input type="checkbox"/>	Do students have proper instructions? For course content? For Moodle?
<input type="checkbox"/>	Place course content into proper course section, if needed.
<input type="checkbox"/>	Once course is completed: Back up your course and then save file to your computer.

## Checklist for Weighted Mean Of Grades Grade Book






Click on categories and items. Click on Full view.

**Click on categories and items. Click on Full view.**

<input type="checkbox"/>	Set the course aggregation type to weighted mean of grades
	
<input type="checkbox"/>	Set the Category aggregation types to Weighted mean of grades
	
<input type="checkbox"/>	Check the Aggregate only non-empty grades setting at the Course level and on every
	

## Checklist for Weighted Mean of Grades Grade Book (continued)

Set the category weights to equal 100%

Name	Aggregation 	Weight 
 Grade	Weighted mean of grades	50.0
 Discussion	Weighted mean of grades	40.0
 Test	Weighted mean of grades	10.0

Click Save changes.

On the Settings tab, under the Userreport heading, set Show grades to Hide.

joule Gradebook


View
Categories and items
Scales
Letters
Import
Export
Settings
My preferences


Grader report
joule Gradebook
Outcomes report
Overview report
User report

---

**User report**

Change defaults

Show rank  Default (Hide) ▼

Show percentage  Default (Show) ▼

Show grades Hide ▼

Show feedback Default (Show) ▼

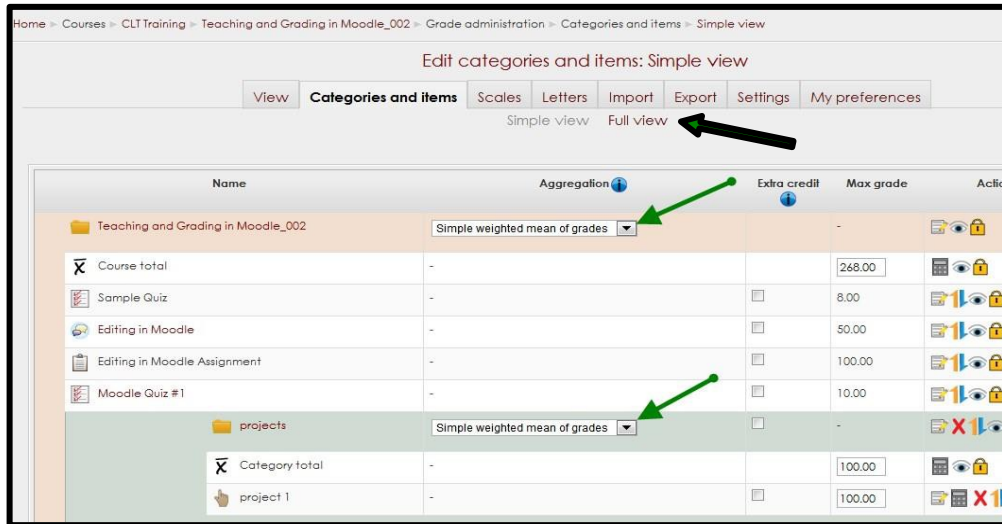
Click Save changes.

## Checklist for Simple Weighted Mean of Grades Grade Book

# Grades Grade Book



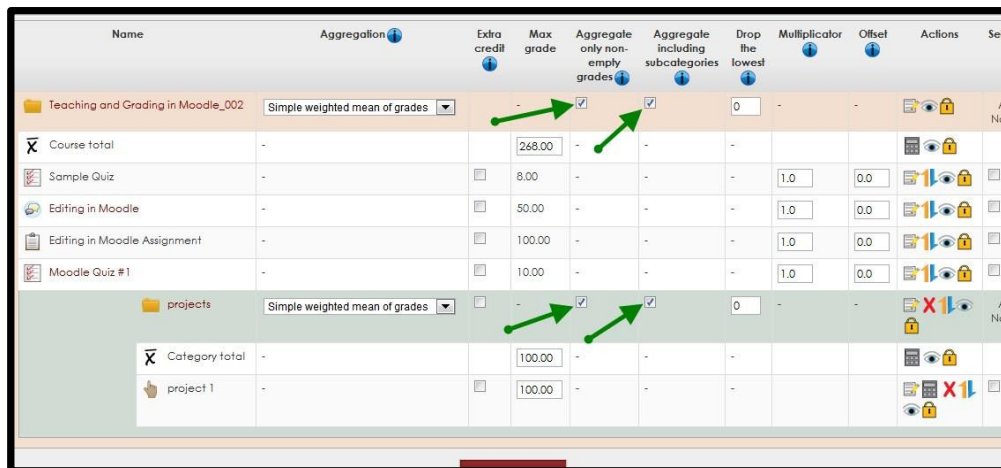
Choose “Simple weighted mean of grades” in all categories



Click Full view.



Check boxes for “Aggregate only nonempty grades” AND “Aggregate including subcategories” in all categories and subcategories.



Grade shown during term is based on (student total/points collected)

Click Save changes.

## Checklist for Simple Weighted Mean of Grades Grade Book (continued)

Extra credit assignments can be set using the extra credit check box.

Name	Aggregation <span style="font-size: small;">ⓘ</span>	Extra credit <span style="font-size: small;">ⓘ</span>	Max grade	Actions	Select
Jan 2012 GradebookTraining	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
⌘ Course total	-	<input type="checkbox"/>	450.00		
Discussions	Simple weighted mean of grades	<input type="checkbox"/>	-		All None
⌘ Category total	-	<input type="checkbox"/>	50.00		
👤 Essays	-	<input checked="" type="checkbox"/>	50.00		

Click Full view

### NOTE

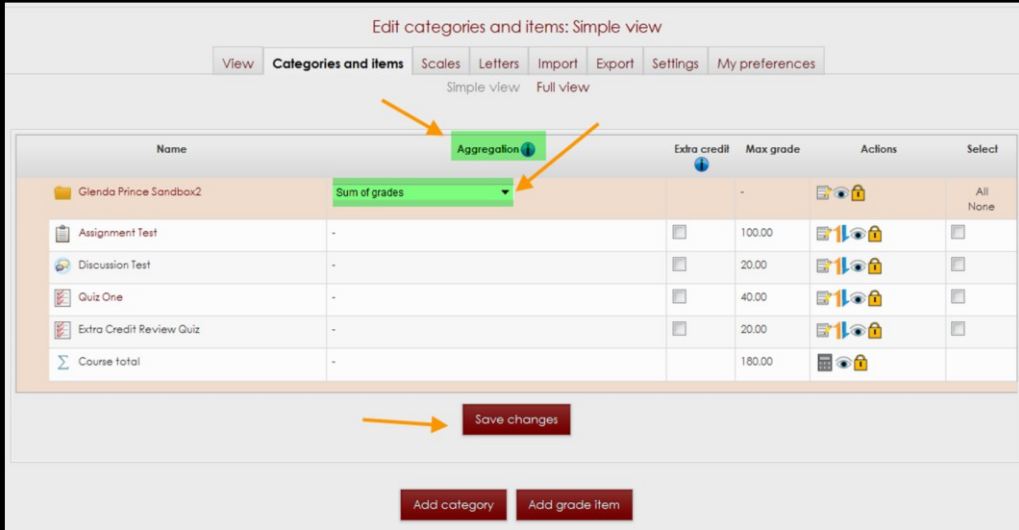
Drop the lowest setting this setting enables a specified number of the lowest grades to be excluded from the aggregation. (Please note: You will have to manually enter a zero in the grade book for any assignments that have not been completed.)

Also, if a student has two grades that are both the lowest (i.e., an assignment with an 88 and another assignment with an 88), Moodle will not know which to drop. Therefore, you must go in and manually change one of the grades to a point lower than the other.



## Checklist for Sum of Grades – Total Points with Extra Credit

Under the Aggregation heading click on the dropdown and select “Sum of grades” and Save changes.



Edit categories and items: Simple view

View Categories and items Scales Letters Import Export Settings My preferences

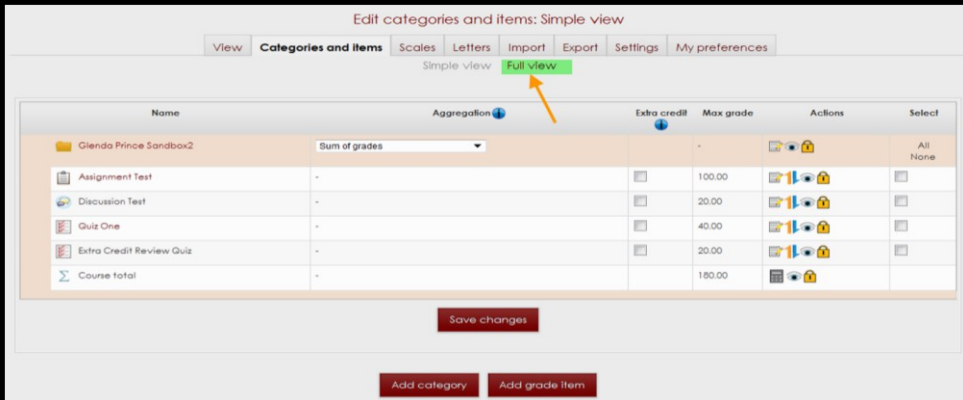
Simple view Full view

Name	Aggregation	Extra credit	Max grade	Actions	Select
Glenda Prince Sandbox2	Sum of grades	-	-		All None
Assignment Test	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Discussion Test	-	<input type="checkbox"/>	20.00		<input type="checkbox"/>
Quiz One	-	<input type="checkbox"/>	40.00		<input type="checkbox"/>
Extra Credit Review Quiz	-	<input type="checkbox"/>	20.00		<input type="checkbox"/>
Course total	-		180.00		

**Save changes**

Add category Add grade Item

Click on Full view



Edit categories and items: Simple view

View Categories and items Scales Letters Import Export Settings My preferences

Simple view Full view

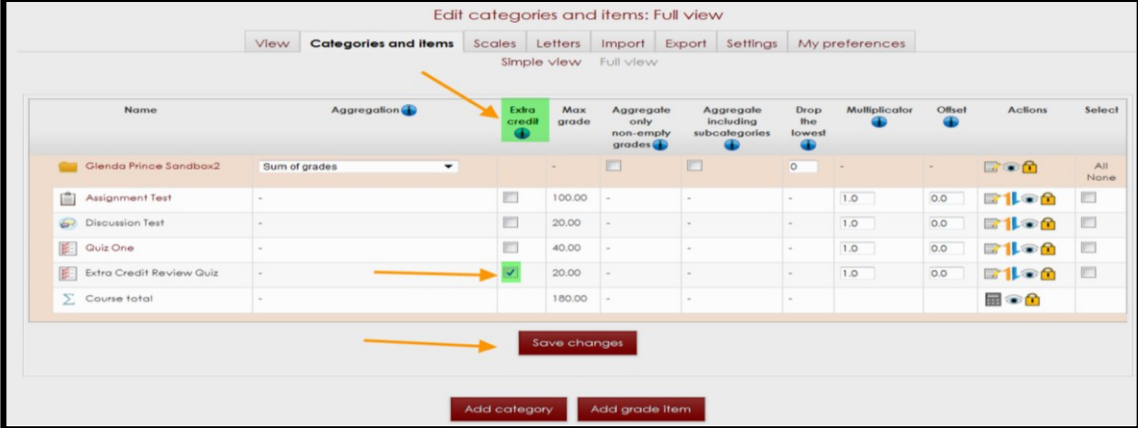
Name	Aggregation	Extra credit	Max grade	Actions	Select
Glenda Prince Sandbox2	Sum of grades	-	-		All None
Assignment Test	-	<input type="checkbox"/>	100.00		<input type="checkbox"/>
Discussion Test	-	<input type="checkbox"/>	20.00		<input type="checkbox"/>
Quiz One	-	<input type="checkbox"/>	40.00		<input type="checkbox"/>
Extra Credit Review Quiz	-	<input type="checkbox"/>	20.00		<input type="checkbox"/>
Course total	-		180.00		

**Save changes**

Add category Add grade Item

## Checklist for Sum of Grades – Total Points with Extra Credit (continued)

Extra credit assignments - Under the Extra credit heading check the box at the Extra credit assignment(s) and Save changes.



Edit categories and items: Full view

View **Categories and items** Scales Letters Import Export Settings My preferences

Simple view Full view

Name	Aggregation	Extra credit	Max grade	Aggregate only non-empty grades	Aggregate including subcategories	Drop the lowest	Multiplicator	Offset	Actions	Select
Glenda Prince Sandbox2	Sum of grades	<input type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	0	-	-		All None
Assignment Test	-	<input type="checkbox"/>	100.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Discussion Test	-	<input type="checkbox"/>	20.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Quiz One	-	<input type="checkbox"/>	40.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Extra Credit Review Quiz	-	<input checked="" type="checkbox"/>	20.00	-	-	-	1.0	0.0		<input type="checkbox"/>
Course total	-		180.00	-	-	-				

**Save changes**

Add category Add grade Item